



AGENDA
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT

Monday, March 3, 2025, 6:30 PM

Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

- 1. Call to Order – Chair, Chris Ward**
- 2. Approval of Agenda**
- 3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof**
- 4. Business Arising from Previous Committee Meeting Minutes (if any)**
- 5. Delegations and Presentations**
- 6. Action/Information/Discussion Items**
 - a. Live: Land Use Planning
 1. Application for Severance - B-6-25 - Groveton Rd (Reid)
 2. March Update - Domestic Fowl Coops
 3. SNC Septic Agreement Update
 - b. Work: Economic Development
 1. Investigating Potential Child Care Facility Locations
 - c. Play: Recreation
- 7. Inquiries/Notices of Motion**
- 8. Member's Report**
- 9. Question Period**
- 10. Closed Session**
- 11. Adjournment**

MINUTES
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT

Monday, February 3, 2025, 6:30 PM
Corporation of The Township of Edwardsburgh Cardinal
Council Chambers, Spencerville Ontario

PRESENT: Councillor Chris Ward
Mayor Tory Deschamps
Deputy Mayor Stephen Dillabough
Councillor Joe Martelle
Councillor Waddy Smail

STAFF: Sean Nicholson, CAO
Jessica Crawford, Treasurer
Tim Fisher, Planner
Wendy VanKeulen, Community Development Coordinator
Candise Newcombe, Deputy Clerk
Rachel Porter, Recreation Coordinator
Mary Tessier, Consultant
Natalie Charette, Interim Clerk

1. Call to Order – Chair, Chris Ward

Councillor Ward called the meeting to order at 7:19 p.m.

2. Approval of Agenda

Moved by: T. Deschamps

Seconded by: W. Smail

That the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest or Conflict of Interest & the General Nature Thereof

None.

4. Business Arising from Previous Committee Meeting Minutes (if any)

Members requested updates on the ongoing LEAR discussions, highlighting an upcoming meeting at the United Counties of Leeds and Grenville in March.

5. Delegations and Presentations

- a. Jane Hess - Every Kid in Our Communities Coalition (Formally Part of the United Way of Leeds and Grenville)

Delegation was not present. Staff noted the late start to the meeting and that they would reach out to the individual for future delegation opportunities.

- b. Eric Baker & Rob Thompson - Baker Development

Mr. Thompson highlighted the challenges in coordinating municipal services for the proposed development and recommended utilizing private services through Newterra's water and wastewater treatment systems to expedite progress, with plans to integrate future developments into the municipal service network.

The discussion covered the proposed unit types, the Township's support for the development, and the added benefits to developers of having a Township-employed planner.

6. Action/Information/Discussion Items

- a. Live: Land Use Planning

- 1. Shanly Cemetery

The Committee received a summary of the report and discussed the potential for cemetery expansion, as well as the size, location, and proposed purposes of the lot.

- 2. Process Improvements for Building Permits and Planning Approvals

The Committee was presented with a summary of the report and discussed the following topics: the countries of origin of the proposed companies, customer satisfaction history, service modernization, enhanced communication options, consistency across neighboring municipalities, CGIS customizability, and contract flexibility in the event of insufficient services.

Moved by: S. Dillabough

Seconded by: T. Deschamps

That Council direct staff to proceed with implementing the CGIS permitting module upgrade at an additional cost of \$4,320 annually and investigate complementary solutions to address online payments.

Carried

- b. Work: Economic Development

None.

c. Play: Recreation

1. February Recreation - Upcoming Events

The Committee was provided with a summary of the report and discussed the following: ice rental availability, prime-time ice rates, potential discounts on rental rates, current drop-in skating fees, the cost of adult fitness classes, opportunities to maximize unused ice time, and inquiries regarding interest in the Township's lifeguard positions.

d. Social Services Directory

The Committee was provided with a summary of the report and discussed the following: the service's benefits to residents, key metrics to track for future reports, the proposed launch date, and potential alternate uses as a marketing tool for individuals seeking volunteer opportunities in the community.

7. Inquiries/Notices of Motion

Deputy Mayor Dillabough requested that staff present a report outlining options for discounted rental rates on unused ice time at the meeting in March.

8. Member's Report

None.

9. Question Period

None.

10. Closed Session

None.

11. Adjournment

Moved by: S. Dillabough

Seconded by: J. Martelle

That Committee does now adjourn at 8:19 p.m.

Carried

Chair

Deputy Clerk



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole, Community Development

Date: March 3, 2025

Department: Community Development/ Planning

Topic: Consent Application B-6-25, Recommendation to Consent Granting Authority

Purpose: To review an application for consent to sever, B-6-25, which proposes to create a 1.22-hectare parcel of undeveloped land with 126 metres of road frontage on Groveton Road, located in the Rural Policy Area of the township. The retained parcel of undeveloped land will have 2.41 hectares of lot area with 253.2 metres of road frontage on Groveton Road.

Summary: The township's role in the review of this consent application is part of the United Counties of Leeds and Grenville, Consent Granting Authority decision making process. The townships review will look at the proposal and ensure that, in the opinion of the township, that it complies with the Townships Official Plan and its Zoning By-Law, as amended. Our recommendation will assist the Consent Granting Authority to render a decision and ensure conditions for provisional approval are applied.

Background: The owner/applicant (Penny Reid) submitted a consent application to sever a new rural lot on Groveton Road. The severed and retained parcels of land are each intended to be developed with a single detached dwelling on private services, in accordance with the Zoning By-Law requirements and Ontario Building Code. As part of the provisional approval process, specific conditions pertaining to development on the site will be applied through a Development Agreement which will be registered on title. The development agreement and all other applicable law will be reviewed through the building permit application process. Currently, there is no proposal to construct a dwelling on either lot.

The applicant pre-consulted with planning staff and a report dated September 18, 2024 was provided which outlined the townships policies and by-laws, provided a list of required studies to be submitted with the consent application and information on the consent process and where to obtain the application and fee on the County's website.

The pre-consultation report required the applicant to undergo an Environmental Impact Assessment and Minimum Distance Separation calculation and a copy submitted with the consent application. Planning staff confirm that a copy of the documents have been submitted with the consent application which will be discussed within this report.

Policy Implications: The subject land is designated as Rural Policy Area in the Township Official Plan and zoned Rural (RU) in Zoning By-Law Number 2022-37, as amended.

Official Plan

The Rural Policy Area designation in the Official Plan (OP) provides policies to provide for the long-term orderly development of the rural lands in a manner which is consistent with ensuring the protection of natural and environmental resources, while providing opportunities for a modest amount of compatible development and a diversified rural economy (3.4.1) The OP permits limited, low-density residential development in the Rural Policy Area (3.4.2).

The implementation of the Official Plan through zoning regulations and development approvals shall be based on the following five principles:

1. The Zoning By-law shall permit and zone a range of housing types and sizes, including additional residential units, subject to servicing constraints;

The subject property is zoned Rural (RU) in Zoning By-Law Number 2022-37 and therefore subject to the provisions of Section 12. The RU zone permits a single dwelling, an accessory dwelling, accessory dwelling unit and other limited non residential use listed in Section 12.1.1. A residential use is permitted on a parcel of land greater than 0.4 hectares and having a minimum lot frontage of 45 metres while agricultural uses that includes the keeping of livestock are required to be on a parcel of land greater than 5 hectares in lot area.

The severed and retained lots and their proposed lot frontages and lot areas exceed 0.4 hectares which permits a residential use, subject to the provisions of the RU zone.

2. Land division for the creation of residential lots is intended to be limited in nature and shall be permitted in accordance with the Land Division policies of Section 7.1;

The United Counties of Leeds & Grenville is the approval authority for plans of subdivision, plans of condominium and consent applications. The division of land can take place in two ways: by plan of subdivision and by the consent (severance) process. The division of land by the consent process is intended for the creation of not more than two new lots, and for situations not related to the creation of new lots such as lot line adjustments and the creation of easements. Except in circumstances specifically contemplated in this Plan, where the division of land results in the creation of three or more new lots, it will likely be necessary to proceed by plan of subdivision.

The frontage, size and shape of any lot created shall be appropriate for the proposed use and conform to the provisions of the Zoning By-law.

Notwithstanding the minimum lot area of generally 0.4 hectares, where any new lot is proposed to be less than 1.0 hectare and requires partial or private servicing, a hydrogeological assessment and terrain analysis may be required, to demonstrate that the lot can be adequately serviced for the long-term to the satisfaction of the Township.

The severed and retained parcels will be greater than 1.0 hectares, comply with the minimum road frontage requirement of 45 metres and will be developed with private on-site services, which are appropriate for the intended residential use. As part of the consent application process, South Nation Conservation Authority will inspect the property for a future sewage disposal system. Their comment will be provided to the County as part of their review process. The township does not require the establishment of a water source (well) however, one will be required through the building permit application process.

The owner is required to obtain an entrance permit from the township prior to establishing a new or altering an existing entrance. Each lot appears to have adequate sight lines and is not anticipated to have any negative impacts on traffic.

A road widening requirement will be requested as a condition of provisional approval. The applicant shall have their surveyor verify if the township road (Groveton Road) is 10 metres from the centerline of road along the severed and retained parcel. If it is determined that road widening is required, the applicant's lawyer shall draft an Acknowledgement and Direction document for the township to review and sign. The applicant's lawyer shall provide the township with a registered copy of the document for our files.

3. Special regard shall be given to ensure adequate separation between residential uses and incompatible non-residential uses, including the application of Minimum Distance Separation formulae, where appropriate;

The subject parcel is located in the rural area in the township which is developed with a mixture of residential, agricultural and farm related uses (including livestock). It was observed that there were a number of smaller barns were located to the north, south and west and a large livestock operation and barn to the east. A Minimum Distance Separation calculation was conducted (attached) on the following livestock facilities and it was determined that there are no MDS issues for the severed or retained lots as they are located outside of the calculated areas.

- i. 1680 Ventnor Road, large scale livestock operation;
- ii. 279 Groveton Road, small area in barn for 3 horses; and
- iii. 151 Groveton Road, small barn (unknown use)



MAP: Minimum Distance Separation

The subject lot is located within

4. Development shall provide for the protection of natural and cultural heritage features in accordance with the relevant policies of the OP;

Section 4.0 of the Official Plan provides policies regarding public health and safety. This section addresses matters relating to Natural Hazards and Human-Made Hazards.

The subject property is within an area designated as significant woodland and within areas of sand and gravel resources and bedrock resources, as per Schedule B, Development Constraint Mapping in the Official Plan.

The applicant submitted an Environmental Impact Study (EIS), prepared by BCH Environmental Consulting Inc, dated November 15, 2024. The applicant's initial intent was to create two new lots and retain a lot. However, through the completion of the EIS, it was determined that an area in the middle of the subject property has an area of wetland and species of trees requiring protection. The owner amended their concept drawing to only sever the northern portion and keep the middle area as part of the retained lot.

Section 10.0 of the EIS provides a recommendation and conclusion for future development on the severed and retained parcels. The areas outlined for protection are:

1. Mitigation for the species at risk and migratory birds Convention Act,;
2. Wetland Recommendations and Mitigation Measures;
3. Mitigation for Tree Protection; and
4. Additional Mitigation Measures.

The EIS concluded that the severed and retained parcels will have a developable area outside of the areas requiring protection.

Planning staff recommends as a condition of provisional approval, that a Development Agreement be registered on title between the land owner and the township which will register any warning clauses and reference to the EIS and its recommendations for future development.

The subject property is located within proximity of Sand and Gravel Resource Areas and Bedrock Resource Areas. Upon further review and confirming distances from the above resource areas and the severed and retained parcels, it was determined that the parcels are outside of the 300 metre influence area from a sand and gravel resource area and 500 metres from a bedrock resource area. No further action is required.

5. When reviewing development applications, consideration shall be given to the criteria set out in the Development Criteria section of the OP.

Section 6.8 of the Official Plan provides policies for Development Criteria. No new development is proposed on the severed or retained parcel. Any new development on either parcel is required to obtain a building permit and entrance permit from the township prior to construction or development.

In conclusion, Planning staff is satisfied that the consent application complies with the intent of the Official Plan, subject to our recommended conditions of provisional approval.

Zoning By-Law

The subject property is zoned Rural (RU) in Zoning By-Law 2022-37. As previously outlined in Items 1 and 2 of the 5 principles of zoning regulations and development approvals in the Official Plan section above. The severed and retained lots will comply with the minimum frontage and minimum lot area requirements for new rural lots to be developed with individual onsite well and sewage disposal systems, and that developable area has been identified in the EIS for intended residential development.

In conclusion, Planning staff is satisfied that the severed and retained parcels comply with the Zoning By-Law for their intended residential use, subject to our recommended conditions of provisional approval.

Attachments

- a) Notice of Consent Application from Consent Granting Authority;
- b) Application and Sketch;
- c) Environmental Impact Study; and
- d) Minimum Distance Separation Calculation

Financial Considerations: The applicant has submitted the required fee for the severances to the Township.

Recommendation: That the Committee recommend in favour of severance application B-6-25; subject to the recommended conditions to be applied to any provisional approval (Notice of Decision) for both the severed and retained parcels of land.



Tim Fisher, Municipal Land Use Planner



UNITED COUNTIES OF LEEDS AND GRENVILLE

Consent Granting Authority

25 Central Avenue West, Suite 100
Brockville, Ontario
K6V 4N6

Tel: (613) 342-3840, ext. 2414
Fax: (613) 342-2101
Krista Weidenaar, Secretary-Treasurer
krista.weidenaar@uclg.on.ca

NOTICE TO MUNICIPALITY OF APPLICATION FOR CONSENT

B-6-25

For the severance of land in Lot(s) **18**

Concession **8**

Registered Plan No. _____

Municipality **Edwardsburgh Cardinal**

for the purpose of **creation of a new lot**

Copies of the subject application and sketch are attached hereto, together with your review fee of **\$500.00**. The Committee would appreciate the completion and return of the questionnaire on/or before **March 17, 2025**. If additional information or material is required, please contact the Consent Granting Authority Office at 25 Central Avenue West, Brockville, Ontario.

If you wish to be notified of the decision of the Leeds and Grenville Consent Granting Authority in respect to the proposed consent, you must make a written request to the committee at **25 Central Avenue West, Suite 100, Brockville, ON, K6V 4N6**.

Only the applicant, the Minister, a specified person (i.e. utilities) or any public body (i.e. Municipality) may appeal a consent application to the Ontario Land Tribunal.

The subject land is not the subject of any other known application under the Planning Act for a minor variance or for an amendment to an Official Plan, a zoning by-law or a Minister’s Order.

This notice was emailed on **February 10, 2025**



APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

UNITED COUNTIES OF LEEDS AND GRENVILLE

| | |
|---|--|
| <p><u>TO BE COMPLETED BY LOCAL MUNICIPALITY</u></p> <p>The applicant has undertaken Severance Pre-Consultation. The signature below does not imply Municipal support for the application.</p> <p>Date: _____</p> <p>_____ <i>Signature of Municipal Official</i></p> | <p><u>TO BE COMPLETED BY UCLG PLANNING DEPARTMENT</u></p> <p>FILE NO. B- <i>6-25</i></p> <hr/> <p>Date Received:</p> <p>Date Revised:</p> <p>Date Deemed Complete: <i>February 3, 2025</i></p> |
|---|--|

TO BE COMPLETED BY LOCAL MUNICIPALITY – (describe studies required)

The Municipal Pre-Consultation Review has determined that the following studies and/or reports will be required and are to be submitted with your application:

Aggregate Impact Study
 Hydrogeological Study
 MDS Calculations
 Archaeological Study
 Noise and/or Vibration Study
 Environmental Impact Study
 Professional Planning Rationale
 Other (Specify):

The Municipal Pre-Consultation Review has determined that the following studies and/or reports will be conditions of provisional consent:

Studies to be completed and submitted with application.

1. APPLICATION INFORMATION

Name of Registered Owner(s) as shown on Deed:
Judith Penelope Reid

Telephone Numbers:
Home: 613-658-5801 Cell: 613 246 1060 Other: _____

E-mail: stanreid@digitalnetworks.ca

Mailing Address: 217 Groveton Rd

City/Province: Ontario spencerville Postal Code: K0E 1X0

2. AUTHORIZED AGENT

Name of the person who is to be contacted about the application, if different than owner. This may be a person or firm acting on behalf of the owner. An owner’s authorization is required. Complete Section 17 of this application if the applicant is not the owner.

Name(s): _____ Mailing Address: _____
City/Province: _____ Postal Code: _____
Phone: _____ E-mail: _____

3. LOCATION OF THE SUBJECT LANDS (Complete ALL applicable lines)

| | |
|---|--|
| Municipality: <u>Township of Edwardsburgh Cardinal</u> Former Municipality: _____ Lot Number(s): <u>Pt Lot 18</u> Concession Number(s): <u>8</u> Reference (Survey) Plan Number: _____ Part Number(s): _____ Assessment Roll #: <u>0701 -701 -045 - 05504</u> Name of Street/Road: <u>Groveton Rd</u> Civic Address Number: _____ | Registered Plan Number: _____ Registered Plan Lot Number(s): _____ Are there any right-of-way easements or restrictive covenants affecting the severed or retained land? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES , provide location on sketch and describe below. |
|---|--|

4. PURPOSE OF APPLICATION

Transfer: Creation of a New Lot Addition to a Lot

Other: Right-of-Way Easement Correction of Title Charge Lease
(ROW)

Other Purpose (please specify): _____

Name(s) of person(s), to which land or interest in land is to be transferred, leased or charged – this section must be completed for an Addition to a Lot, ROW, Easement or Other:

FULL NAME(S): _____

If this a lot addition, ROW, or Easement, identify the lands to which the severed lands will be added.

Name of Street/Road: _____ Civic Address Number: _____

Assessment Roll #: 0 - - - - -

5. DESCRIPTION OF SUBJECT LAND (All measurements are to be provided in METRIC ONLY and must be shown on a sketch)

| DESCRIPTION OF LAND INTENDED TO BE SEVERED: | DESCRIPTION OF LAND INTENDED TO BE RETAINED: |
|---|---|
| Road Frontage (metres): <u>126</u> | Road Frontage (metres): <u>253.2</u> |
| Water Frontage (metres): _____ | Water Frontage (metres): _____ |
| Depth (metres): <u>95</u> | Depth (metres): <u>95</u> |
| Area (hectares): <u>1.22</u> | Area (hectares): <u>2.41</u> |
| Existing Use(s): <u>vacant</u> | Existing use(s): <u>vacant</u> |
| Proposed Use(s): <u>residential</u> | Proposed Use(s): <u>residential</u> |
| Describe Existing Building(s) or Structure(s): <u>none</u> | Describe Existing Building(s) or Structure(s): <u>none</u> |
| Describe Proposed Building(s) or Structure(s): <u>none</u> | Describe Proposed Building(s) or Structure(s): <u>none</u> |

6. EXPLANATION FOR SEVERANCE:

An explanation as to the reason and purpose for this severance MUST be provided or the application will be deemed incomplete.

Sever lot from parcel of land for estate planning purposes. We own the large farm to the east of the subject property.

7. WHAT TYPE OF WATER SUPPLY IS PROPOSED? (Check Appropriate)

| | Severed Lands | Retained Lands |
|--|----------------------|-----------------------|
| Municipally owned and operated water supply | | |
| Well (dug or drilled) | x | x |
| Lake or other water body | | |
| Other (please specify) (i.e. Communal well): _____ | | |

8. WHAT TYPE OF SEWAGE DISPOSAL IS PROPOSED? (Check Appropriate)

| | Severed Lands | Retained Lands |
|--|---------------|----------------|
| Municipally owned and operated sanitary sewers | | |
| Septic tank | x | x |
| Other (please specify): (i.e. Communal septic system) _____ | | |

9. TYPE OF ACCESS? (Check Appropriate)

| | Severed Lands | Retained Lands |
|---|---------------|----------------|
| Provincial Highway | | |
| County Road | | |
| Municipal Road, maintained all year | x | x |
| Municipal Road, seasonally maintained | | |
| Right-of-way owned by: _____ | | |
| Water access (specify docking and parking facilities and distance of these facilities from the subject land to the nearest public road) | | |

10. OTHER SERVICES

| | Severed Lands | Retained Lands |
|--------------------|---------------|----------------|
| Electricity | x | x |
| School Bussing | x | x |
| Garbage Collection | x | x |

11. LAND USE (Planning Documents)

| |
|--|
| a) What is the existing UCLG Official Plan Designation on the subject lands? <u>Rural Lands, Mineral Aggregate</u> <u>Tertiary Sand; Gravel</u> |
| b) What is the existing Municipal Official Plan Designation on the subject lands? <u>Rural Lands, Significant</u> <u>Woodlands</u> |
| c) What is the existing zoning on the subject lands? <u>Rural</u> |

12. LAND USE

Are there any barns/buildings located within **1500 metres** of the subject property which currently house, or are capable of housing livestock now or historically? Yes No

If yes, you MUST complete "Minimum Distance Separation (MDS)" calculations for each applicable barn (attach all information to application).

Also, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.

You **MUST** answer YES or NO to the following:

| USE OR FEATURE | Yes | No |
|--|-------------------------------------|-------------------------------------|
| Is there a landfill site (waste site) within 500 metres of severed or retained land? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there a sewage treatment plant or waste stabilization plant within 500 metres of the severed or retained land? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there a provincially significant wetland (Class 1, 2 or 3 wetland) on the severed or retained lands or within 120 metres? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is any portion of the land to be severed or retained located within a Flood Plain? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there an industrial or commercial land use located within 500 metres of the severed or retained land? (If yes, specify the use) _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there an active railway line within 500 metres of the severed or retained land? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there a municipal or federal airport within 500 metres of the severed or retained land? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is there any utility corridor(s) (i.e. high voltage power lines, pipe lines or communication lines) located on, or within 500 metres of the severed or retained lands? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

13. HISTORY OF SUBJECT LAND

Has the subject land ever been the subject of an application for approval of consent or a plan of subdivision under the Planning Act?

Yes No Unknown

If yes and if known, provide the application file number and the decision made on the application, the dates of transfers, the names of the transferees and the land use:

Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes No

If yes, provide for each parcel severed, the date of transfer, the name of the transferee, and the land use.

1970 lots created by Loren Cummins

14. CURRENT APPLICATIONS ON SUBJECT LAND

Is the subject land currently the subject of a proposed UCLG and/or Municipal Official Plan Amendment(s)?

Yes No Unknown

If yes, and if known, specify the appropriate file number, and status of application(s).

Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order, minor variance, another consent application, or approval of a plan of subdivision?

Yes No Unknown

If yes, and if known, specify the appropriate file number, and status of application(s).

15. OTHER INFORMATION

Is there any other information that you think may be useful to the Consent Granting Authority or other agencies in reviewing this application? If so, explain below or attach a separate page.

16. AFFIDAVIT/SWORN DECLARATION

(This must be completed in the presence of a Commissioner of Oaths/Notary by the applicant or their authorized agent)

I/We Penelope Reid, of the
(Name of Registered Owner(s)/Applicant/Authorized Agent)

Spencerville, in the Prov. of Ontario,
(City/Town/Municipality, etc.) (County/Region/District/Municipality)

do solemnly declare that all the statements contained in this Application for Consent and all supporting documents are true, and I/We make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath.

Sworn (or Affirmed) before me:

This 6 day of December, 2024.

Signature of Owner or Agent (print name)
P. Reid PENELOPE REID

Signature of Owner or Agent (print name)
K Weidenaar Krista Marie Weidenaar, a Commissioner, etc.
A Commissioner of Oaths Province of Ontario
for the Corporation of the United Counties of Leeds and Grenville
Expires November 2, 2027

17. AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the owner must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent to make the application and to provide Personal Information

I/We, _____, being the registered owner(s) of the lands subject of this application for consent hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date _____

Signature of Owner (print name)

Signature of Owner (print name)

18. PERMISSION TO ACCESS PROPERTY

I hereby authorize and consent to permit Municipal, County, and Conservation Authority staff to enter upon the subject property during regular business hours during the time that the application is under consideration by the United Counties of Leeds & Grenville for the purpose of conducting site inspections.

Date _____

P. Reid
Signature of Owner

P. REID
(print name)

Signature of Owner

(print name)

19. FREEDOM OF INFORMATION:

I hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants, and solicitors, will be part of the public record and will also be available to the general public.

Date _____

P. Reid
Signature of Owner

P. REID
(print name)

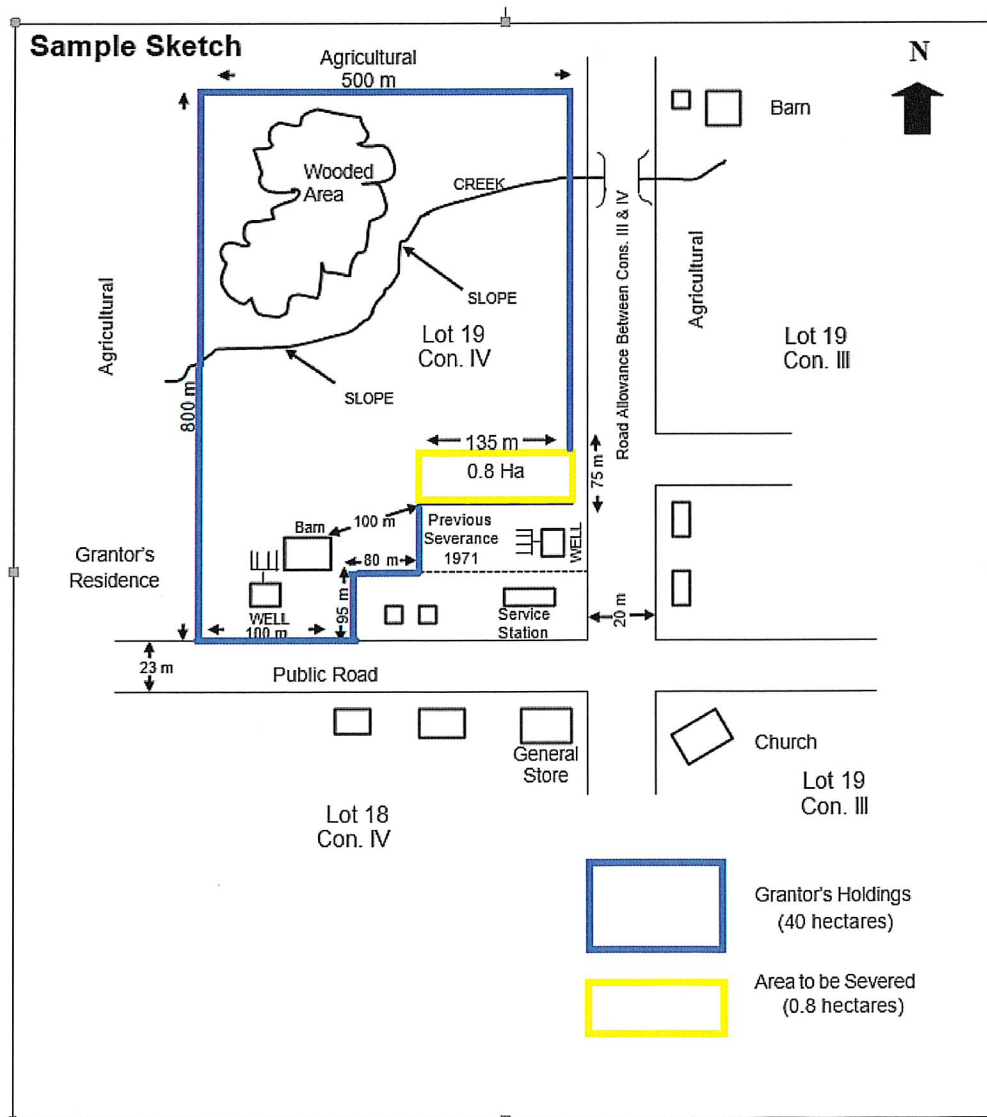
Signature of Owner

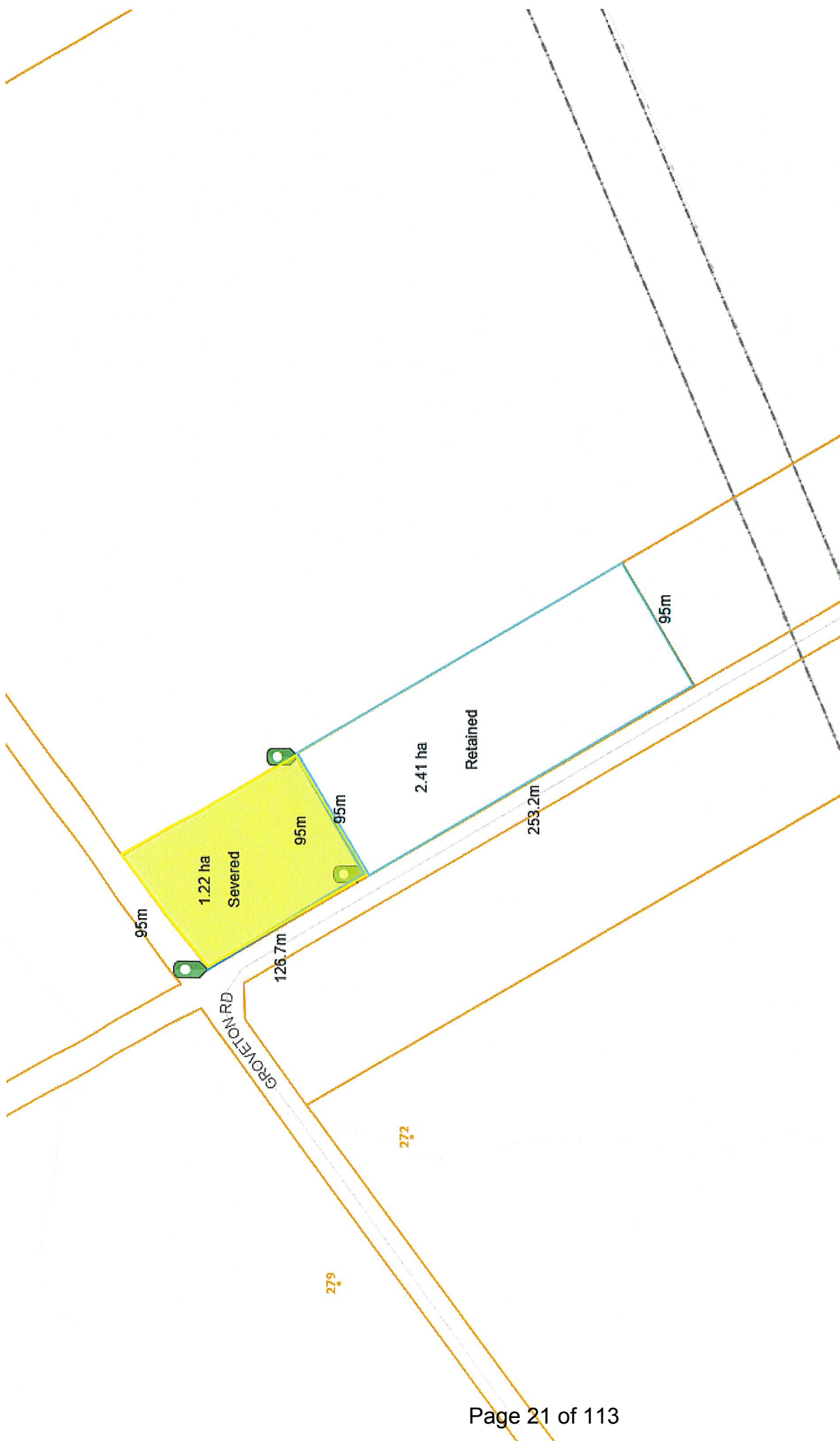
(print name)

20. SKETCH & CHECKLIST

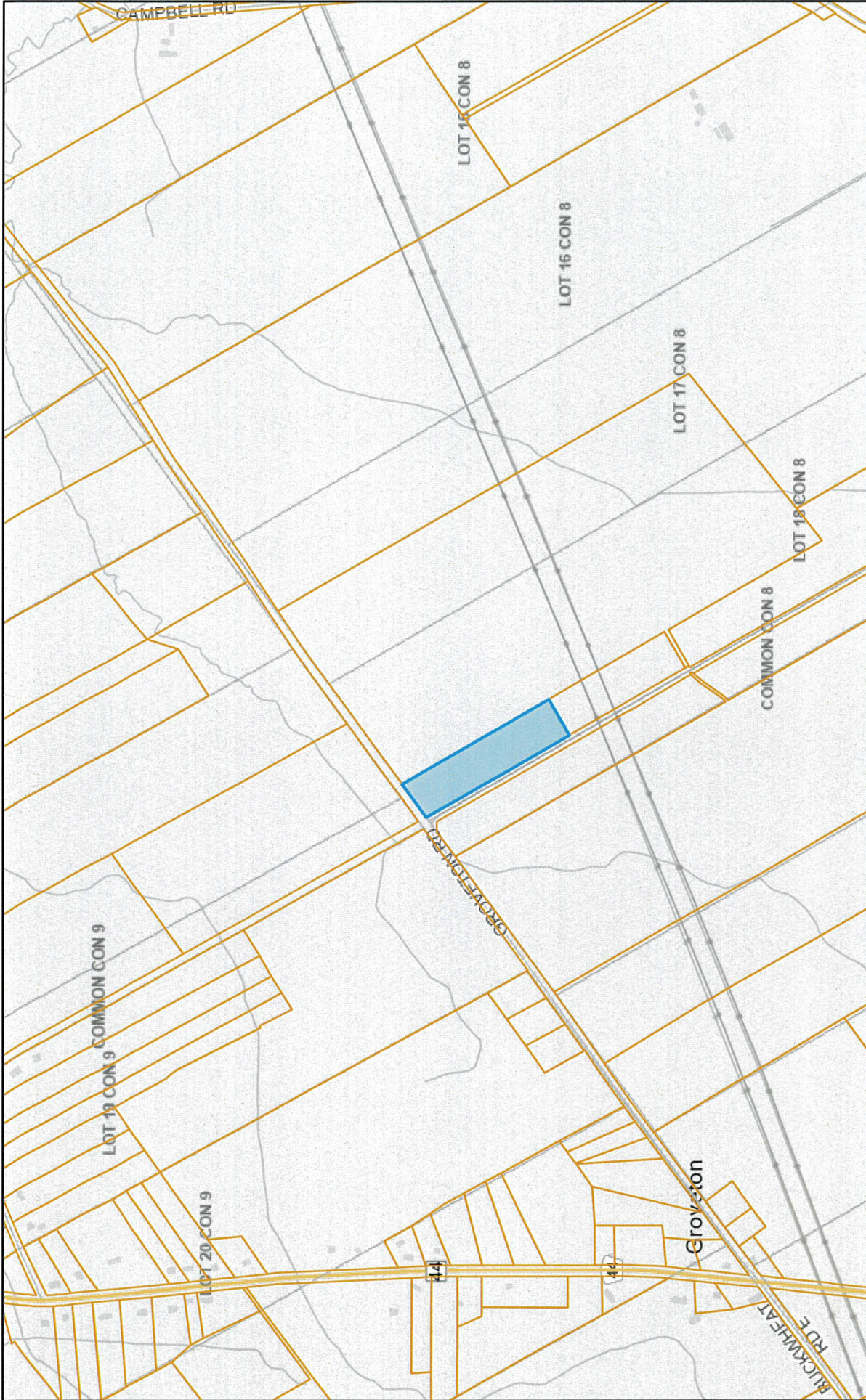
- Boundaries and dimensions of the severed and retained parcels of land as well as the parcel of land receiving the lot addition.
- Outline the part of the lands that is to be severed in yellow, the part of the lands that is to be retained in blue, and the lands receiving a lot addition in pink.
- Boundaries and dimensions of abutting land owned by the same owner.
- Distance from lot boundaries to nearby Township lot lines, railway crossings, bridges, or other landmarks.
- Location of land previously severed from the same parcel.
- Approximate location of all-natural features and/or artificial features that may affect the application: buildings, railway lines, roads, watercourses, drainage ditches, wetlands and wooded areas.

- Existing use(s) on adjacent lands, (residential, agricultural, commercial, vacant, etc.)
- Location, width, and name of any roads abutting the subject land, indicating whether it is an unopened, public, private, or right-of-way.
- If access to the land is by water only, the location of the parking or boat docking facilities to be used.
- The location and nature of any easement that effects the subject lands.
- If MDS is required, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.
- If there are buildings located on the lands, they MUST be shown on the sketch and include the distances from any lot lines. Also include location of the septic and well and distances from lot lines.
- All measurements on the application and sketch are to be in METRIC.
- Note that 'frontage' refers to road frontage or the front of a lot addition. "Frontage" does not refer to water frontage.





B-6-25 Reid Severance



2/3/2025, 3:25:10 PM

1:18,056

-  Subject Lands
-  Parcel
-  Road Network
-  County Road
-  Municipal Road

Esri Community Maps Contributors, Province of Ontario, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METINASA, USGS, Leeds Grenville GIS

Disclaimer: The data provided is for informational purposes only. UCLG is not liable for positioning inaccuracies, subsequent updates, errors or omissions of data.

Environmental Impact Study (EIS)

Groveton Road

**Part Lot 18, Concession 8
Township of Edwardsburgh/Cardinal
United Counties of Leeds and Grenville**

November 15, 2024

Prepared By:



**BCH Environmental Consulting Inc.
20373 Bethune Street,
South Lancaster, On
K0C 2C0**

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1.0. Introduction

As requested by Penny and Stan Reid, an Environmental Impact Study (EIS) was completed to assess the environmental impacts of proposed severances within Part Lot 18, Concession 8, Township of Edwardsburgh/Cardinal, United Counties of Leeds and Grenville (Figure 1).

1.1. Site Context

The entire property parcel is approximately 3.74 ha in size and the legal land description is Part Lot 18, Concession 8, Township of Edwardsburgh/Cardinal, United Counties of Leeds and Grenville. The proponent wishes to sever the to create one new building lot. No current residential buildings are present within the retained lands. The retained lands are approximately 2.48ha and the portion to be severed is approximately 1.26ha. Building envelopes (0.2ha) have been established with the portion to be severed and the retained lands.

The property was designated as Rural, Wildland Fires – Medium to Low and Significant Woodland within the Township of Edwardsburgh/Cardinal Official Plan and Zoning By-law No. 2022-37. Additionally, within the United Counties of Leeds and Grenville Official Plan the property is designated as Rural Lands, Wildland Fires, Significant Groundwater Recharge Areas and Highly Vulnerable Aquifer Natural Heritage System.

Through a background review, potential environmental constraints have been identified as Wildland Fires, Significant Groundwater Recharge Areas, Highly Vulnerable Aquifer, Natural Heritage System and Natural Heritage Features (Potential Wetland, Potential Significant Wildlife Habitat and Significant Woodland). Additionally, the proposed development is located in Ecoregion 6E.

The PPS states that site development and alteration shall not be permitted in provincially significant wetlands in Ecoregion 6E and site development and alteration shall not be permitted in provincially significant woodlands or significant wildlife habitat in Ecoregion 6E unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. The PPS also states that development and site alteration shall not be permitted on adjacent lands to provincially significant wetland unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions. Additionally, development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.

The subject lands are within the South Nation Conservation Authorities jurisdiction. Additional permits/authorization may be required.

2.0. Methodology

This report is prepared in accordance with the Official Plan for the United Counties of Leeds and Grenville (2022) and the Official Plan of the Township of Edwardsburgh/Cardinal (2024) with guidance from the Natural Heritage Reference Manual (OMNR, 2010). This EIS includes an assessment of the identified environmental constraints and the potential for Species at Risk.

This EIS will provide the methodology to mitigate, as required, negative impacts on natural heritage features and their functions. Potential Species at Risk in the general area were identified from the Ministry of Natural Resources and Forestry databases, the Department of Fisheries and Ocean databases, the Ontario Breeding Bird Atlas, Ontario Reptile and Amphibian Atlas, iNaturalist and the Global Biodiversity Information Facility.

Colour aerial photography was used to assess the natural environment features in the general vicinity of the proposed building.

A field survey of the subject and adjacent lands was completed by BCH Environmental (S.St.Pierre & C.Fontaine) on October 30, 2024, from 1045h to 1345h (air temperature was 15°C, 25% cloud cover and gentle breeze). Staff qualifications are available in Appendix B.

The area was extensively walked and surveyed for natural heritage features, potential species at risk and their associated habitat.

Significant Wildlife Habitat was determined from the Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement (OMNRF 2010).

Upland vegetation communities were described utilising the Ecological Land Classification Southern Manual (Lee et al. 1998), while wetland communities if present were described utilising the Ontario Wetland Evaluation System Southern Manual (MNR 2022).

A snag survey for bat habitat was completed during the field visit. This survey followed the methods present in the 'Maternity Roost Surveys protocol submitted to BCH by MECP on March 18, 2024. The protocol suggest walking transects and identifying suitable snags. As per the protocol if the snag density is calculated to be ≥ 10 snags/hectare then this the ELC polygon should be considered high quality potential maternity roost habitat. If maternity roost habitat is identified using ELC, acoustic monitoring is recommended to determine if little brown myotis, eastern small-footed myotis, tri-colored and/or northern myotis are recorded in the area.

Observed plants were recorded for each individual community, the plants utilized in the descriptions are the most abundant specimens observed. A complete observed species list is provided in Appendix A. Plants that could not be identified in the field were collected for a more detailed examination. Nomenclature used in this report follows the Southern Ontario Vascular Plant List (Bradley, 2013) which aligns with the Integrated Taxonomic Information System (ITIS).

FIGURE 1: SUBJECT LANDS

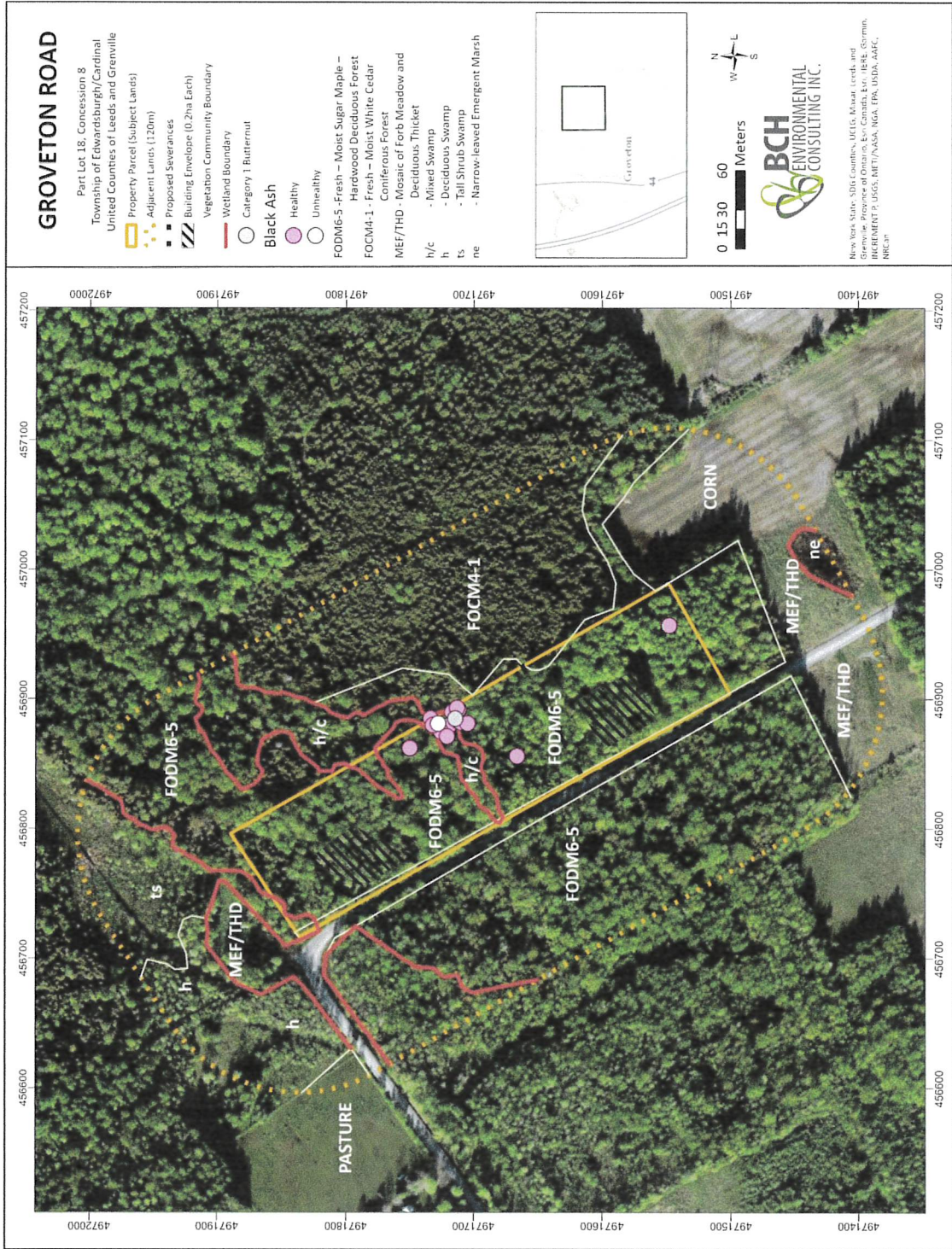
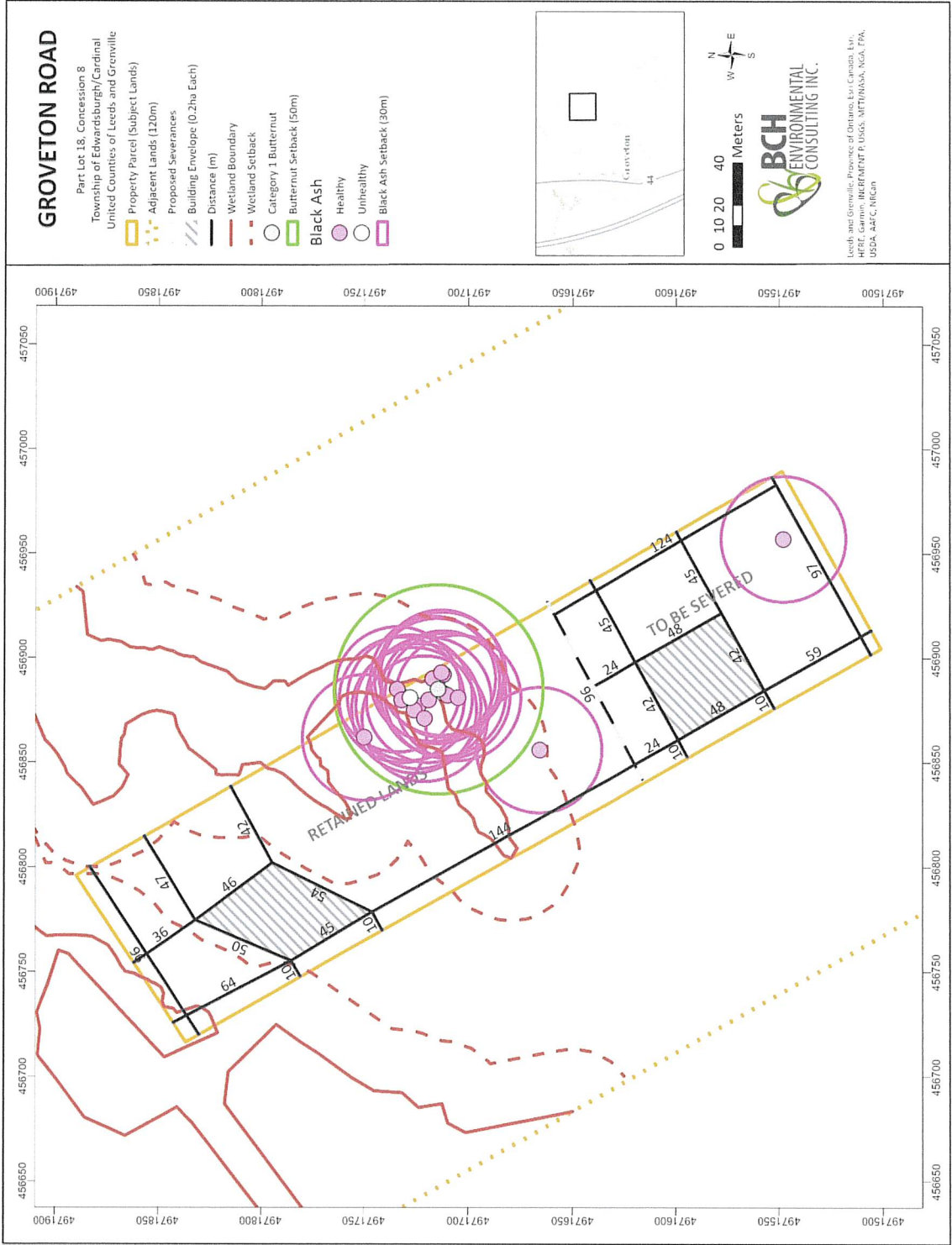


FIGURE 2: SUBJECT LANDS WITH PLANS



3.0. Field Surveys

A butternut/black ash survey was conducted along with a search for cavity trees and raptor nest by systematically moving through the subject lands and adjacent lands (discussed in section 3.2, 4.3 and 4.4). Vegetation communities are described in section 3.1.

3.1. Existing Conditions

The subject lands consisted almost entirely of deciduous forest, with small portions of wetland which extend into the adjacent lands. Within the adjacent lands there is deciduous forest, coniferous forest, wetland, meadow and corn fields. The soil present within the southern portion of the subject lands are within the Grenville soils series which generally consists of very deep, well drained loam formed in calcareous, dense till (MAFRA 2024). The soil present centrally within the subject lands are within the Achigan soils series which generally consists of very shallow and shallow, well drained very cobbly loam that formed in residuum and colluvium derived from limestone and dolomite (MAFRA 2024). The soil present within the northern portion of the subject lands are within the Matilda soils series which consists of imperfectly-drained members of the Grenville catena. The soil parent material is a moderately stony calcareous till. The Matilda soils occupy gently sloping sites in association with the moderately sloping Grenville soils, and receive runoff from the higher elevations. These soils are therefore moister than the Grenville soils for a longer period of the year (MAFRA 2024).

3.1.1. Fresh – Moist Sugar Maple – Hardwood Deciduous Forest (FODM6-5)

This forest community was present throughout the majority of the subject lands, continues into the northeastern adjacent lands and is present within the western adjacent lands (across the road). Deciduous cover was 98% and coniferous cover was 2%. The average DBH was 20-30cm and the canopy was the dominant layer. The canopy (90-95% cover; 12-14m tall) was dominated by sugar maple which was much more than trembling aspen which was more than eastern hemlock which was more than white ash which was more than yellow birch which was more than red maple. The sub-canopy (7-10m tall; 5-10% cover) was dominated by sugar maple which was much more than trembling aspen which was more than eastern hemlock which was more than white ash which was more than yellow birch which was more than red maple. The understory (1-5m tall; 1-90% cover highly variable) included sugar maple, American beech and some thick patches of common buckthorn within the northern portion of this community. The ground cover appeared to be 5% (assessment was limited do to timing of the study) and consisted of grasses. Small areas white cedar clumps were present throughout with the occasional eastern hemlock.



Photo 1: Fresh – Moist Sugar Maple – Hardwood Deciduous Forest (October 30, 2024)

3.1.2. Fresh – Moist White Cedar Coniferous Forest (FOCM4-1)

This forest community was present within the eastern adjacent lands. Deciduous cover was 5-10% and coniferous cover was 90-95%. The average DBH was 20-30cm and the canopy was the dominant layer. The canopy (100% cover; 6-8m tall) was dominated by white cedar which was much much more than sugar maple which was more than white birch. There was no sub-canopy. The understory (0.5-2m tall; 5% cover) included common buckthorn, green ash and glossy buckthorn. The ground cover appeared to be 40-60% (assessment was limited do to timing of the study) consisted of grasses, moss and ground-ivy. Rock fences were noted within this community along with an old rock well.

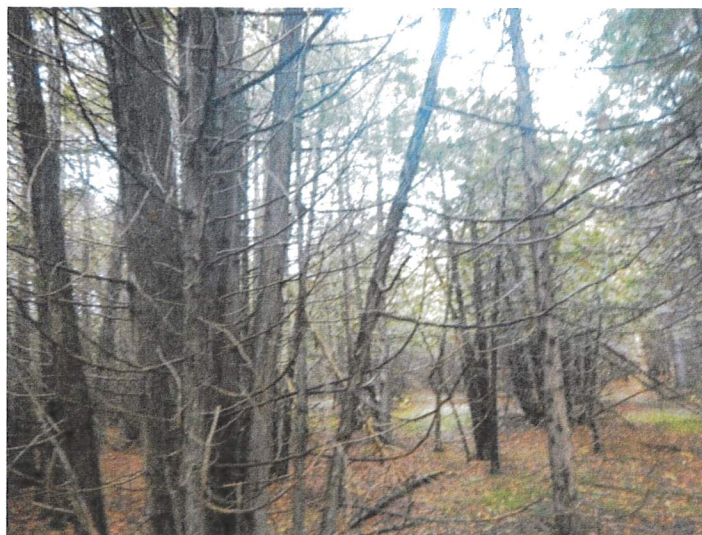


Photo 2: Fresh – Moist White Cedar Coniferous Forest (October 30, 2024)

3.1.3. Mosaic of Forb Meadow and Deciduous Thicket (MEF/THD)

This community is present within the southern adjacent lands, under maintained powerlines along with a small clump within the northern adjacent lands. This community consisted of a mosaic of meadow and thicket habitat. Woody vegetation provided 40%-60% cover and consisted of common buckthorn, staghorn sumac, common blackberry and pussy willow. Ground cover provided 100% cover and consisted of goldenrods, reed canary grass and wild carrot.



Photo 3: Mosaic of Forb Meadow and Deciduous Thicket (October 30, 2024)

3.1.4. Wetlands

Four wetland vegetation communities were present within the subject lands and adjacent lands. None of the wetlands have been evaluated. No defined channels were present within these communities. They do not represent turtle or fish habitat; amphibian habitat is possible during the early spring.

3.1.4.1. Mixed Swamp (h/c)

This wetland community was present centrally within the subject lands and extends into the adjacent lands. This community consisted of 3 forms: deciduous tree (red maple, American elm, green ash and black ash), coniferous tree (white cedar), and herbaceous plant (ferns). No surface water was present during the time of the site visit with the exception of a small 3m x 5m ponded area with a max depth of 30cm.



Photo 4: Mixed Swamp (October 30, 2024)



Photo 5: Poned Area (October 30, 2024)

3.1.4.2. Deciduous Swamp (h)

This wetland community was present within the northern adjacent lands. This community consisted of 1 form: deciduous tree (red maple, American elm, green ash and gray birch). This area was private property, and the assessment was limited to what could be observed from the road.



Photo 6: Deciduous Swamp (October 30, 2024)

3.1.4.3. Tall Shrub Swamp (ts)

This wetland community was present within the northern adjacent lands. This community consisted of 2 forms: tall shrub (glossy buckthorn, willows and red-osier dogwood), and ground cover (sensitive fern, royal fern and purple loosestrife). This area was private property, and the assessment was limited to what can be observed from the edge of the property boundary. The border of this community had treed portions consisting of green ash, gray birch, American elm and red maple.



Photo 7: Tall Shrub Swamp (October 30, 2024)

3.1.4.4. Narrow-leaved Emergent Marsh (ne)

This wetland community was present within the southern adjacent lands. This community consisted of 2 forms: narrow-leaved emergent (reed canary grass), and robust emergent (narrow-leaved cattail).



Photo 8: Narrow-leaved Emergent Marsh (October 30, 2024)

3.2. Bird Survey

A raptor nest survey was completed by systematically traveling through the subject lands. No nesting sites were identified.

4.0. Potential Species at Risk

The Make a Map: Natural Heritage online database (OMNRF) was reviewed on October 15, 2024. This database provides sightings of provincially tracked species including Threatened and Endangered species covered by the 2008 Endangered Species Act in 1 km squares across most of Ontario. A search was conducted on the site and adjacent lands (18VQ5671). The following species were identified for these squares:

- Snapping Turtle (Special Concern)

The Ontario Breeding Bird Atlas provides a searchable database in the form of a 10km square grid. A query revealed the following Species at Risk and species of special concern identified within the 10km square that encompasses the site and adjacent lands (18VQ57):

- Eastern Wood-Pewee (Special Concern)
- Barn Swallow (Special Concern)
- Wood Thrush (Special Concern)
- Bobolink (Threatened)

- Eastern Meadowlark (Threatened)

Similar to the Ontario Breeding Bird Atlas, the Ontario Reptile and Amphibian Atlas provides a searchable database in the form of a 10km square grid. A query revealed the following species of special concern was identified within the 10km square that encompasses the subject lands and adjacent lands (18VQ57):

- Snapping Turtle (Special Concern)
- Blanding's Turtle (Threatened)

iNaturalist and the Global Biodiversity Information Facility provides a searchable database. A query revealed the following Species at Risk in the vicinity of the Subject Lands.

- Snapping Turtle (Special Concern)

The Department of Fisheries and Oceans provide species at risk sightings via their online map tool. A query found no results in the vicinity of the site.

In addition to the above potential Species at Risk, other endangered and threatened species may potentially occur in the general area:

- Little Brown Myotis (Endangered)
- Northern Myotis (Endangered)
- Eastern Small-footed Myotis (Endangered)
- Tri-coloured Bat (Endangered)
- Butternut (Endangered)
- Black Ash (Endangered)

4.1. Turtles and Reptiles

Snapping turtle are designated as special concern under the Ontario Endangered Species Act (ESA). The habitat of species of special concern is not regulated under the Ontario ESA.

Blanding's turtles have been designated as threatened and their habitat is provincially regulated. Blanding's turtles are often observed within clear water eutrophic wetlands and have a strong site fidelity but may use several connected water bodies during the active season. Blanding's turtles were identified as occurring within the 10km search area (Amphibian Atlas).

No turtle habitat was present within the subject lands or within the adjacent lands. No negative impacts to turtle or snakes are anticipated.

4.2. Birds

Eastern wood-pewee, barn swallow and wood thrush are designated special concern under the Ontario Endangered Species Act (ESA). The habitat of species of special concern is not regulated under the Ontario ESA. The eastern wood-pewee is mostly associated with the mid-canopy layer of forest clearings and edges of deciduous and mixed forests (COSEWIC 2012a). This forested habitat was not present within the subject lands or adjacent lands. Barn swallow nest sites are commonly found along the interior or exterior of building structures, under bridges and wharves, and in road culverts (Heagy et al. 2014.). No barn swallow or barn swallow nests were observed. The wood thrush nests mainly in second-

growth and mature deciduous and mixed forests, with saplings and well-developed understory layers (COSEWIC 2012b). This type of forested habitat was not present within the subject lands.

Bobolink and eastern meadowlark are associated with native and non-native larger grassland habitats such as hayfields (COSEWIC 2010, and COSEWIC 2011). This habitat was not present, no hayfields or grass meadows were present within the subject lands or adjacent lands.

No direct impacts on birds are anticipated, indirect impacts on these species as a result of the proposed addition, indirect impacts can be mitigated provided the mitigation measures in this report are properly implemented.

Further to this, nesting migratory birds are protected under the Migratory Birds Convention Act (MBCA). No work is permitted that would result in the destruction of active nests (nests with eggs or young birds) or the wounding or killing of bird species protected under the MBCA and/or associated regulations.

4.3. Mammals

Little brown Myotis, northern Myotis, Eastern Small-footed Myotis, and tri-coloured bat are designated endangered under the Ontario Endangered Species Act (ESA). All four bats may forage in open areas on-site and may roost in trees or buildings on or adjacent to the Site. The Atlas of Mammals of Ontario (Dobbyn, 1994) suggests that the tri-colored bat is not present within this part of Ontario however, the NatureServe mapping in the COSSARO (2015) includes all of southeastern Ontario. Based on this information, this species is considered to have a very low potential of occurring. To prevent impacts to bats, no clearing of trees greater than 10cm on-site should take place between March 15 and November 30 (inclusive) without a qualified biologist first confirming the absence of bats (i.e., open work timing window from December 1 to March 14). If tree clearing is conducted between December 1 and March 14, no interactions with bats are anticipated, and therefore, significant negative impacts to SAR bats would be avoided.

Maternity colonies are established by females in the summer, often in buildings, or large-diameter trees with suitable cavities (COSEWIC 2013c). No caves, bedrock fissures, mining shafts, abandoned buildings, or other features which may function as bat hibernacula habitat were noted within the subject lands.

During the field visit on October 30, 2024, no suitable bat cavity trees were observed within the subject lands. As per MECP directives if the site is not considered a maternal roost habitat, then no further action/surveys are required.

No negative impacts to bats are anticipated, mitigation measures present within section 10.0 will mitigate any indirect impacts.

4.4. Vegetation

Butternut (designated as endangered by the ESA) tends to reach greatest abundance in rich well-drained mesic loams in floodplains, streambanks, terraces and ravine slopes, but can occur in a wide range of other situations (COSEWIC 2017a). A single butternut was located within the subject lands, all development will occur at a minimum of 50m from this butternut. If removal or encroachment (within 50m) of the Butternut tree is required, a BHE report must be submitted to MECP and the tree registered

and regulations followed before work around the tree is conducted. As no work is required within 50m of the tree no further action is required.

Black ash (designated as endangered by the ESA) occurs most frequently in floodplain forests, basin, seepage and lacustrine swamp forests, shoreline forest margins, and fens (COSEWIC 2018a). A total of 18 individual black ash tree greater than 8cm DBH was located within the subject lands and flagged with white flagging tape (Figure 1, 2 & 4).

If encroachment (within 30m) or removal of this tree is required, then MECP authorization must be sought. The first step would be to submit a report prepared in accordance with O.Reg 6/24 to the Ministry. As no development is being proposed within 30m of a black ash, no further action is required.

4.5. Species at Risk Summary

In summary, based on the field surveys and habitat present within the subject lands and adjacent lands the species utilising these lands are limited to butternut and black ash. As demonstrated throughout section 4.0. no further action is currently required. Mitigation measures present in section 10.0 will mitigate any potential negative impacts to species at risk.

5.0. Natural Heritage System

A Counties-wide Natural Heritage System (NHS) has been identified, in accordance with the direction of the Provincial Policy Statement, and is based on the work undertaken through Sustaining What We Value: A Natural Heritage System for the Frontenac, Lanark, Leeds and Grenville Area of Eastern Ontario. The Counties-wide Natural Heritage System is intended to reinforce the conservation, restoration and enhancement of identified natural heritage features and areas and promote the overall diversity and interconnectivity of natural heritage features and areas. Promoting linkages or connections between natural heritage features and areas. Natural Heritage Features are identified in section 5.1.

5.1. Natural Heritage Features

A Natural Heritage Features have been identified in accordance with the direction of the Provincial Policy Statement. Its intent is to reinforce the conservation, restoration, and enhancement of identified natural heritage features and areas and promote the overall diversity and interconnectivity of natural heritage features and areas.

A refined search identified the following Natural Heritage Features (discussion below): Significant Woodland, Wetlands, and Significant Wildlife Habitat.

5.1.1. Significant Woodland

The significance of woodlands has been evaluated using the criteria in the Natural Heritage Reference Manual (OMNR, 2010) by The Ministry of Natural Resources and Forestry (MNRF).

The woodland within the subject lands is part of a larger woodland that totals 270.65ha in size. Forest clearing within the subject lands is anticipated to result in the removal of approximately 0.4ha of forest. The significance of this woodland was evaluated using the criteria in the Natural Heritage Reference

Manual (OMNR, 2010). The PPS does not permit development in significant woodlands south and east of the Canadian Shield unless it has been demonstrated that there will be no negative impacts on the natural features or the ecological functions. Woodlands are significant if they meet the criteria presented in the NHRM: size, ecological function, uncommon characteristics, and economical and social functional values. If the woodland meets any one of these criteria, then it could be deemed to be significant. Table 1 demonstrates the factors determining significance pre and post construction as per the NHRM.

TABLE 1: WOODLAND ANALYSIS

| CRITERIA | | PRE CONSTRUCTION | POST CONSTRUCTION | DISCUSSION |
|------------------------------|--|--------------------|-------------------|---|
| WOODLAND SIZE | | MEETS THE CRITERIA | | <p>The woodland is located within the Upper South Nation Subwatershed where the percent forest cover is 39.4%.</p> <p>The NHRM states that where woodland cover is about 30–60% of the land cover, woodlands 50 ha in size or larger should be considered significant.</p> <p>The woodland size is 270.65ha before removal and 270.25ha after removal therefore does meet this criteria before and after removal.</p> |
| ECOLOGICAL FUNCTION CRITERIA | Woodland Interior | MEETS THE CRITERIA | | <p>The NHRM states that where woodland cover is about 30–60% of the land cover, woodlands interior 8 ha in size or larger should be considered significant. The woodland interior is 100.6ha before removal and 99.8ha after removal therefore does meet this criteria before and after removal.</p> |
| | Proximity to other woodlands or other habitats | MEETS THE CRITERIA | | <p>Portions of the woodland is located within a fish habitat (outside of the subject lands) likely receiving ecological benefit from the woodland.</p> |
| | Linkages | MEETS THE CRITERIA | | <p>The woodland is located within a defined natural heritage system.</p> |

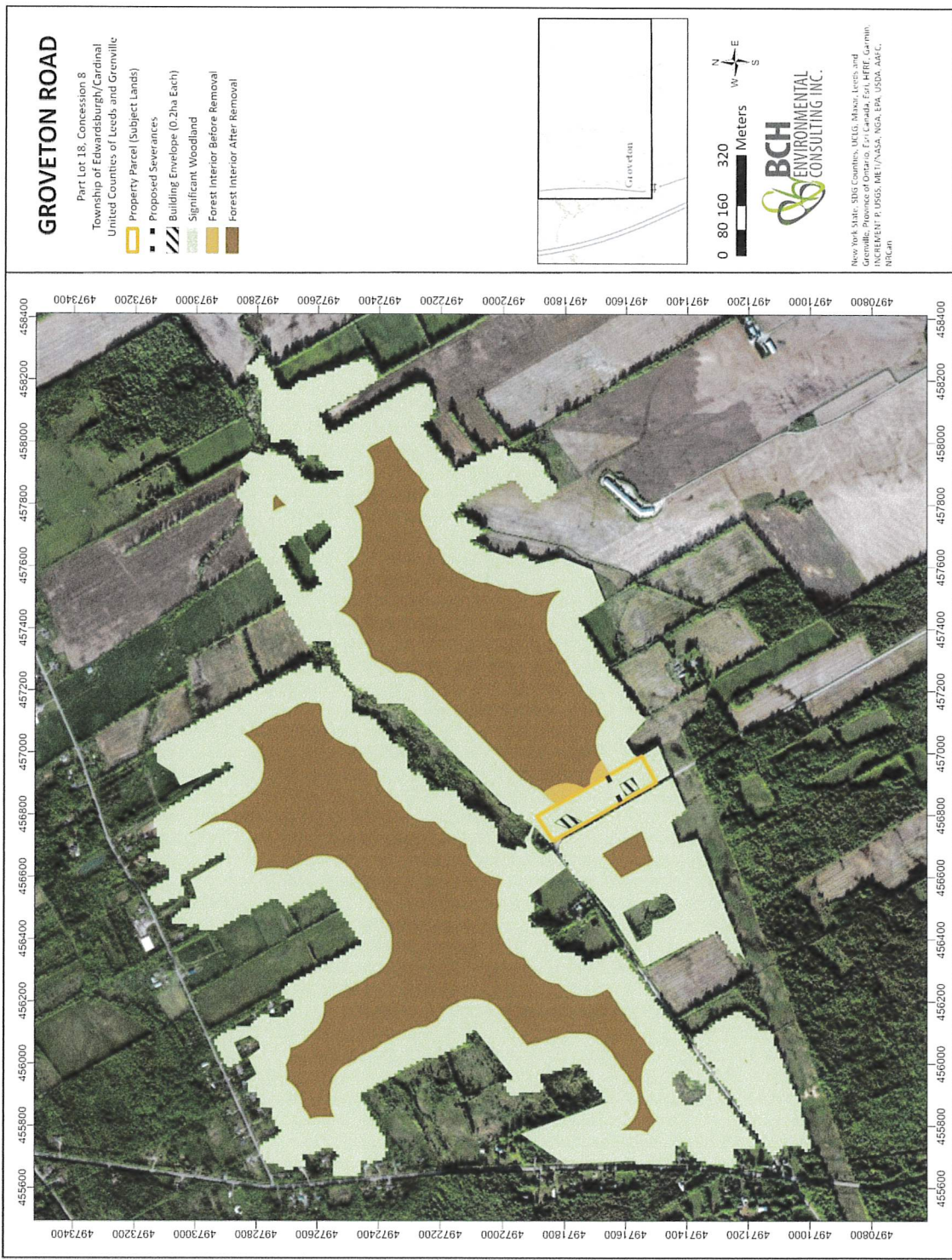
| CRITERIA | PRE CONSTRUCTION | POST CONSTRUCTION | DISCUSSION |
|---|----------------------------|----------------------|--|
| Water protection | MEETS THE CRITERIA | | Portions of the woodland are located within a Significant Groundwater Recharge Areas and a Highly Vulnerable Aquifer. |
| Woodland diversity | DOES NOT MEET THE CRITERIA | | The Woodland does not appear to have a naturally occurring composition of native forest species that have declined significantly or a high native diversity through a combination of composition and terrain |
| UNCOMMON CHARACTERISTICS CRITERIA | DOES NOT MEET THE CRITERIA | | Within the subject lands there are no uncommon species composition, cover type, age or structure. |
| ECONOMIC AND SOCIAL FUNCTIONAL VALUES CRITERIA | DOES NOT MEET THE CRITERIA | | Within the subject lands the woodlands did not have high economic or social values through particular site characteristics or deliberate management. |

As per the criteria set out in the NHRM, this woodland should be considered significant, furthermore the woodland retains this designation of significant even after construction is completed. This woodlands significance was established from the following criteria: size, woodland interior, proximity to other habitats, linkages and water protection. After removal (0.4ha), the woodland (270.25ha after removal) still meets the criteria for significance (Table 1). There are no significant features within the development area.

Removal of 0.4ha of the forest at this location will not negatively impact this feature or its ecological functions. Woodland significance is retained.

Indirect impacts on this woodland as a result of the proposed development can be mitigated provided the mitigation measures in this report are properly implemented.

FIGURE 3: SIGNIFICANT WOOLDAND



5.1.2. Wetland

Figure 1, 2 and 4 identified all the wetlands present within the subject lands and adjacent lands during the field visit. All development is to be greater than 30m from these wetlands. Potential impacts to these wetlands include sedimentation, change in hydrology and change in water quality. Mitigation measures present in this report will limit all potential impacts to these wetlands.

The wetlands will remain unaffected. No negative impacts to any wetland habitat is anticipated and their form and function will remain intact. No watercourses or fish habitat was observed within the subject lands and adjacent lands.

5.1.3. Significant Wildlife Habitat

The potential for significant wildlife habitat was assessed using the guidance in OMNR (2010) and MNRF (2015). Potential components which may lead to a designation of significant wildlife habitat include seasonal concentration areas of animals, rare vegetation communities or specialized habitat for wildlife, habitat for species of conservation concern, and animal movement corridors. No rare vegetative communities, raptor overwintering sites, old growth forest, valley, or caves were located within the subject or adjacent lands.

There is potential for significant wildlife habitat within the identified wetlands. The wetlands may represent Specialized Habitats of Wildlife (Amphibian Breeding). As demonstrated through this EIS there will be no negative impacts to Significant Wildlife Habitat, there will be a 30m setback from the wetland edges.

No regulatory setbacks are associated with Significant Wildlife Habitat none of these features with the adjacent lands are anticipated to be impacted.

Additionally, it is the responsibility of the municipality to determine what significant wildlife habitat get protected, it appears that this feature is not addressed within the official plans and therefore receive no protection (unless directed by the municipality to do otherwise).

6.0. Groundwater Recharge Area & Highly Vulnerable Aquifer

The municipality has designated portions of the subject lands and surrounding adjacent lands as a Groundwater Recharge Area and Highly Vulnerable Aquifer. The South Nation Conservation Authority has a Source Water Protection Plan in place, different policies apply to different areas because certain areas are more vulnerable to contamination. This proposed residential development should pose no risk to the Groundwater Recharge Area or the Highly Vulnerable Aquifer, the conservation authority should be consulted to have this confirmed. All rules governing septic systems and wells must be followed and be kept in good operational order.

7.0. Wildland Fire Hazard

The wildland fire policy was introduced in the 2014 Provincial Policy Statement to ensure communities consider and plan for avoiding and mitigating losses to their communities due to wildland fire. As outlined in the Provincial Policy Statement, “Development shall generally be directed to areas outside of lands that are unsafe for development due to the presence of hazardous forest types for wildland fire. Development may however be permitted in lands with hazardous forest types for wildland fire where the risk is mitigated in accordance with wildland fire assessment and mitigation standards”.

To assist planning, the county has identified potential hazardous forest types for wildland fire. The subject lands have no designation within this mapping.

7.1. Level 1 Site Assessment

Following review of the available information provided in this report and the guidelines as outlined in the MNRF Wildland Fire Risk Assessment and Mitigation Guidebook the subject lands have been deemed a low risk to wildland fires (subject lands are deciduous forest) as such no further mitigation measures are required for the proposed development.

8.0. Tree Protection

Tree removal will occur as needed and be restricted to the outline proposed addition area. Potential impacts during construction of the proposed buildings and associated removal of trees and other vegetation include impacts on wildlife, increased erosion and release of sediments and other potential contaminants from truck traffic and construction activity, harm to wildlife remaining in the work area during construction, and impacts associated with an increase in noise, dust, and light.

Removal of tree cover within the proposed addition area is not anticipated to result in significant negative impacts to the environmental features and functions of the general area. Any tree in the vicinity of works but not slated for removal will have its critical roots zone protected by temporary fencing (snow fencing) to ensure it is not affected.

Prescribed mitigation measures will limit the potential for indirect impacts.

9.0. Development Constraints and Cumulative Impacts

No significant constraints, regulatory requirements, or buffer requirements have been identified in relation to Significant Woodland and Significant Wildlife Habitat.

Wetland: Has been taken into account while establishing the developable area, the design incorporates a 30m setback from the high-water mark. See section 5.1.2 for discussion.

Species at Risk: Constraints regarding potential species at risk is examined in depth within section 4.0.

The Canadian Environmental Assessment Agency (CEAA) defines cumulative effects as...“the effects on the environment caused by an action in combination with other past, present, and future human actions...” They occur when two or more project-related environmental effects, or two or more



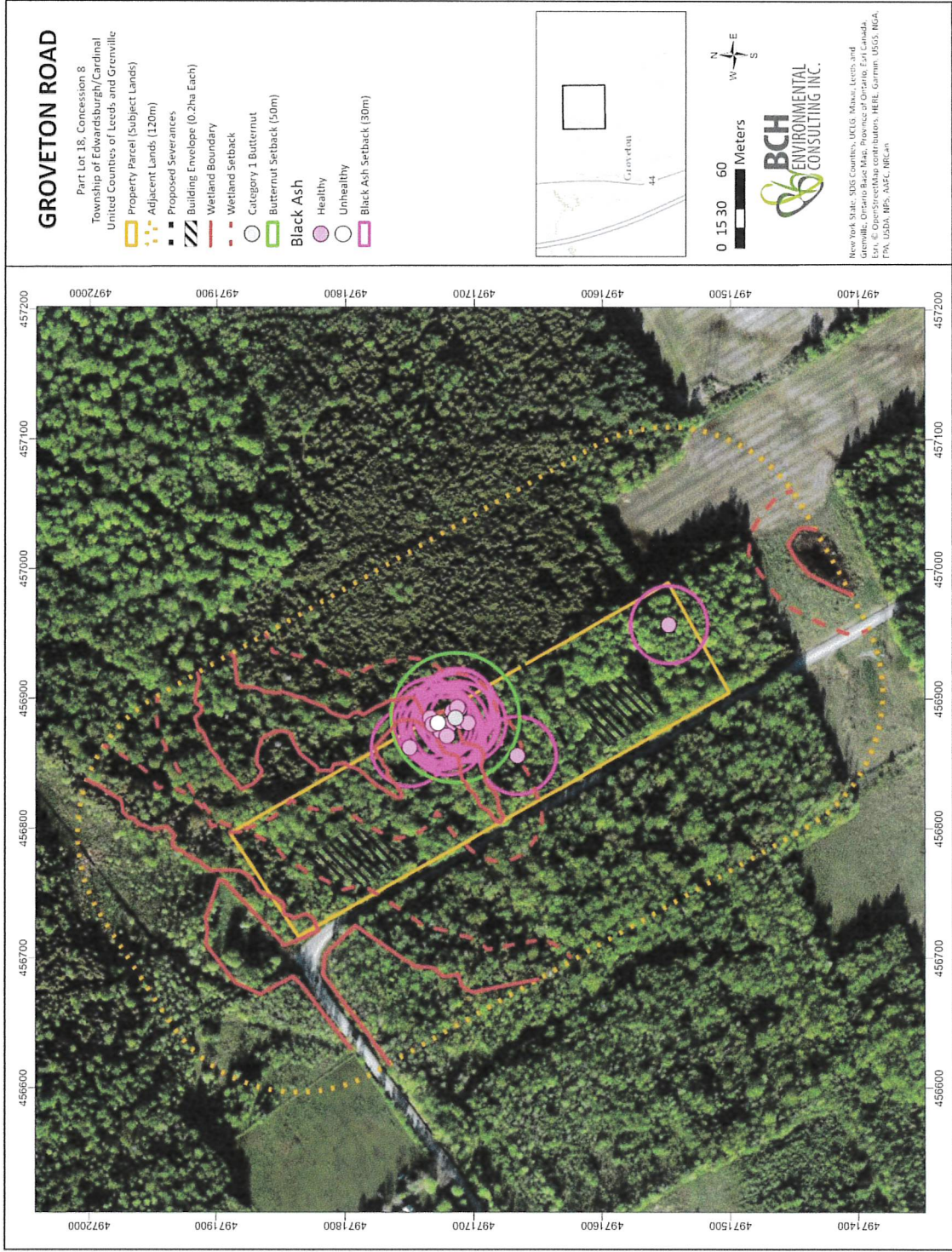
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independent projects, combine to produce an augmented effect. These cumulative effects may be positive or negative.

Given the small nature of these proposed works, there is very little impacts to the natural landscape, but continual development within the surrounding area could result in a slow chipping away at the natural landscape. The EIS limits further development within this property parcel (development limited to the proposed building envelop).

With proper implementation of the mitigation measures described in this report it is anticipated that the potential development will not increase the potential for cumulative effects in the general landscape.

FIGURE 4: ENVIRONMENTAL CONSTRAINTS



10.0. Recommendations and Conclusion

This study's recommendations are intended to mitigate potential negative impacts due to the proposed addition and should be implemented through a development agreement between the owners and the municipality in order to control development of the site.

10.1. Mitigation for the Species at Risk and Migratory Birds Convention Act

- 1- To protect breeding birds, no tree or shrub removal should occur between March 31st and August 31st, unless a breeding bird survey is completed by a qualified biologist within five days of the woody vegetation removal and identifies no nesting activity.
- 2- To prevent impacts to bats, no clearing of trees greater than 10cm on-site should take place between March 15 and November 30 (inclusive) without a qualified biologist first confirming the absence of bats (i.e., open work timing window from December 1 to March 14). If tree clearing is conducted between December 1 and March 14, no interactions with bats are anticipated, and therefore, significant negative impacts to SAR bats would be avoided.
- 3- A single butternut was located within the subject lands, all development will occur at a minimum of 50m from this butternut. If removal or encroachment (within 50m) of the butternut tree is required, a BHE report must be submitted to MECP and the tree registered, and regulations followed before work
- 4- A total of 18 individual black ash tree greater than 8cm DBH was located within the subject lands. If encroachment (within 30m) or removal of this tree is required, then MECP authorization must be sought. The first step would be to submit a report prepared in accordance with O.Reg 6/24 to the Ministry. As no development is being proposed within 30m of a black ash, no further action is required.
- 5- Construction staff is to be made aware of the characteristics of species at risk and in the event that any Species at Risk (SAR) are encountered during site clearing, work in the area will be stopped immediately. Measures will be undertaken to ensure the animal is not harmed and the project biologist and the Ministry of the Environment, Conservation and Parks contacted to discuss how to proceed.

10.2. Wetland Recommendations and Mitigation Measures

- 1- All buildings or associated services will occur more than 30 m from the edge of the identified wetlands.
- 2- The hydrology and quality of the wetlands should not be impacted and should be maintained.
- 3- A 30m setback has been established along the wetlands, no works are to be completed within this setback.
- 4- It is the landowner's responsibility to make sure all material stocked onsite is kept contained and no material is permitted to enter the wetlands.

10.3. Mitigation for Tree Protection

- 1- Any tree in the vicinity of works but not slated for removal will have its critical roots zone protected by sturdy temporary fencing at least 1.3 metres in height installed from the tree trunk to a distance of ten times the retained tree's diameter where possible.
- 2- No grading, heavy machinery traffic, stockpiling of material, machinery maintenance and refueling, or other activities that may cause soil compaction are to occur within three metres of the critical root zone of the trees to be protected.
- 3- The root system, trunk, and branches of the trees to be protected are to be protected and not damaged. If any roots of trees to be retained are exposed during site alterations, the roots shall be immediately reburied with soil or covered with filter cloth, burlap or woodchips and kept moist until the roots can be buried permanently. A covering of plastic should be used to retain moisture during an extended period when watering may not be possible. Any roots that must be cut are to be cut cleanly to facilitate healing and as far from the tree as possible. Overhanging branches from protected trees that may be damaged during construction are to be pruned by a qualified arborist prior to construction.
- 4- Exhaust fumes from all equipment during construction will not be directed towards the canopy of the adjacent protected trees.

10.4. Additional Mitigation Measures

- 1- The extent of any vegetation removal is to be minimized where possible and limited to the identified building envelopes.
- 2- All rules governing septic systems and wells must be followed and be kept in good operational order.
- 3- There will be no use of herbicides in clearing of vegetation.
- 4- Municipal by-laws and provincial regulations for noise will be followed.
- 5- To discourage wildlife from entering the work areas during construction, the site should be kept clear of food wastes and other garbage. Proper drainage should be provided to avoid accumulation of standing water, which could attract amphibians, birds, and other wildlife to the work areas.

To conclude this EIS, mitigation measures present will limit the impact of the proposed development on any natural heritage features present, or any habitat of species at risk.

Thank you for the opportunity to work with you. If you have any questions or comments, please do not hesitate to contact our office.



Shaun St. Pierre, B.Sc. Biology



Cody Fontaine, Wildlife Technologist

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APPENDIX A: OBSERVED SPECIES LIST

| COMMON NAME | SCIENTIFIC NAME | SRANK | SARA STATUS | SARO STATUS | COEFF. CONSERVATISM |
|---------------------|------------------------------|-------|-------------|-------------|---------------------|
| Royal Fern | <i>Osmunda regalis</i> | S5 | | | 7 |
| Common Lady Fern | <i>Athyrium filix-femina</i> | S5 | | | 4 |
| Sensitive Fern | <i>Onoclea sensibilis</i> | S5 | | | 4 |
| Tamarack | <i>Larix laricina</i> | S5 | | | 7 |
| Eastern White Pine | <i>Pinus strobus</i> | S5 | | | 4 |
| Eastern Hemlock | <i>Tsuga canadensis</i> | S5 | | | 7 |
| Eastern White Cedar | <i>Thuja occidentalis</i> | S5 | | | 4 |
| Narrowleaf Cattail | <i>Typha angustifolia</i> | SNA | | | |
| Slender Willow | <i>Salix petiolaris</i> | S5 | | | 3 |
| Common Reed | <i>Phragmites australis</i> | S4? | | | 0 |
| Bladder Sedge | <i>Carex intumescens</i> | S5 | | | 6 |
| Balsam Poplar | <i>Populus balsamifera</i> | S5 | | | 4 |
| Large-toothed Aspen | <i>Populus grandidentata</i> | S5 | | | 5 |
| Trembling Aspen | <i>Populus tremuloides</i> | S5 | | | 2 |
| Bebb's Willow | <i>Salix bebbiana</i> | S5 | | | 4 |
| Pussy Willow | <i>Salix discolor</i> | S5 | | | 3 |
| Bitternut Hickory | <i>Carya cordiformis</i> | S5 | | | 6 |
| Butternut | <i>Juglans cinerea</i> | S2? | END | END | 6 |
| Yellow Birch | <i>Betula alleghaniensis</i> | S5 | | | 6 |
| White Birch | <i>Betula papyrifera</i> | S5 | | | 2 |
| Gray Birch | <i>Betula populifolia</i> | S4 | | | 5 |
| Ironwood | <i>Ostrya virginiana</i> | S5 | | | 4 |
| American Beech | <i>Fagus grandifolia</i> | S4 | | | 6 |
| Bur Oak | <i>Quercus macrocarpa</i> | S5 | | | 5 |
| American Elm | <i>Ulmus americana</i> | S5 | | | 3 |
| Wood Nettle | <i>Laportea canadensis</i> | S5 | | | 6 |
| Common Strawberry | <i>Fragaria virginiana</i> | S5 | | | 2 |
| Black Cherry | <i>Prunus serotina</i> | S5 | | | 3 |
| Common Blackberry | <i>Rubus allegheniensis</i> | S5 | | | 2 |
| Dwarf Raspberry | <i>Rubus pubescens</i> | S5 | | | 4 |
| Goldenrods | <i>Solidago sp.</i> | | | | |
| Black Medic | <i>Medicago lupulina</i> | SNA | | | |
| Red Clover | <i>Trifolium pratense</i> | SNA | | | |
| White Clover | <i>Trifolium repens</i> | SNA | | | |
| Cow Vetch | <i>Vicia cracca</i> | SNA | | | |
| Staghorn Sumac | <i>Rhus hirta</i> | S5 | | | 1 |

| COMMON NAME | SCIENTIFIC NAME | SRANK | SARA STATUS | SARO STATUS | COEFF. CONSERVATISM |
|----------------------|--|-------|-------------|-------------|---------------------|
| Red Maple | <i>Acer rubrum</i> | S5 | | | 4 |
| Sugar Maple | <i>Acer saccharum</i> | S5 | | | 4 |
| Black Maple | <i>Acer nigrum</i> | S4? | | | 7 |
| Common Buckthorn | <i>Rhamnus cathartica</i> | SNA | | | |
| Glossy Buckthorn | <i>Frangula alnus</i> | SNA | | | |
| Riverbank Grape | <i>Vitis riparia</i> | S5 | | | 0 |
| American Basswood | <i>Tilia americana var. americana</i> | S5 | | | 4 |
| Purple Loosestrife | <i>Lythrum salicaria</i> | SNA | | | |
| Wild Carrot | <i>Daucus carota</i> | SNA | | | |
| Red-osier Dogwood | <i>Cornus sericea</i> | S5 | | | 2 |
| White Ash | <i>Fraxinus americana</i> | S4 | | | 4 |
| Black Ash | <i>Fraxinus nigra</i> | S4 | END | END | 7 |
| Green Ash | <i>Fraxinus pennsylvanica</i> | S4 | | | 3 |
| Common Milkweed | <i>Asclepias syriaca</i> | S5 | | | 0 |
| Ground Ivy | <i>Glechoma hederacea</i> | SNA | | | |
| Common Mullein | <i>Verbascum thapsus</i> | SNA | | | |
| Common Plantain | <i>Plantago major</i> | SNA | | | |
| Tatarian Honeysuckle | <i>Lonicera tatarica</i> | SNA | | | |
| Nannyberry | <i>Viburnum lentago</i> | S5 | | | 4 |
| Sedges | | | | | |
| Willows | <i>Salix sp.</i> | | | | |
| Reed Canary Grass | <i>Phalaris arundinacea var. arundinacea</i> | S5 | | | 0 |
| White Meadowsweet | <i>Spiraea alba var. alba</i> | S5 | | | 3 |
| Ruffed Grouse | <i>Bonasa umbellus</i> | S4 | | | |
| Black Bear | <i>Ursus americanus</i> | S5 | | | |
| White-tailed Deer | <i>Odocoileus virginianus</i> | S5 | | | |

APPENDIX B: QUALIFICATIONS

SHAUN M. ST.PIERRE, B.Sc. Biology

EDUCATION

B.Sc. Biology, Trent University 2007

Fisheries and Wildlife Technology, Frost Campus, Sir Sandford Fleming College, 2005

Fisheries and Wildlife Technician, Frost Campus, Sir Sandford Fleming College, 2004

LANGUAGES

Fluent in French and English

POSITIONS HELD

2018 - : BCH Environmental Consulting Inc., Biologist / Owner

2006-2017: Bowfin Environmental Consulting Inc., Biologist / GIS Specialist / Environmental Site Inspector

2005: St. Lawrence River Institute of Environmental Sciences, Field Research Assistant

2004: MNR Kawartha Lakes, Field Research Assistant

2003: DFO- Experimental Lake Area, Field Research Assistant

2001: Resource Stewardship S, D &G, Stewardship Ranger

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

MTO/DFO/OMNR Fisheries Protocol, Ecological Land Classification, Certified in Inventory and Identification Methods for Ontario's Reptiles and Amphibians, North American Benthological Society (NABS) Certified Family Level Taxonomist, Ontario Benthos Biomonitoring Network (OBBN), Ontario Stream Assessment Protocol (OSAP), Certified Ontario Wetland Evaluator (OWES), Butternut Health Assessor (BHA), first aid, CPR, Pleasure Craft Operator Card, Marine Radio Operator, WHMIS, WHSA, Hazard Identification, Assessment and Control, All Terrain Vehicle Riders Course (issued by the Manitoba Safety Council), Water Safety Training (Bronze Cross), Possession / Acquisition Firearms Licence, Ontario Hunter Education Course Certificate, Ontario Trapper Education Course Certificate, Wildlife Chemical Immobilization, Vaccination, and Euthanasia- Certificate of Knowledge, South Lancaster Fish and Game Club (SLFGC; president 2012 and 2013; executive member 2014-2018), Ontario class G driver's license, and Snowmobile License.

EXPERIENCE

Experience in environmental impact assessments, environmental monitoring, environmental assessments, terrestrial habitat assessment, species at risk surveys, amphibian surveys, avian surveys, freshwater habitat assessment, collection and identification of plants, collection and identification of aquatic invertebrate, collection and identification of fish, fish salvage, fish behavioral studies, winter bat hibernaculum inventories and fisheries inventories including habitat mapping, electroshocking, FWIN and RIN. Other experience include GIS mapping.

Environmental and Fisheries Inspections

- Provided environmental and fisheries inspections for the construction of the Cataraqui Crossing HWY 401-MTO (Kingston, ON).
- Provided environmental and fisheries inspections for the construction of the Three Nations Bridge including surveys for nesting species at risk (Cornwall, ON).
- Provided environmental and fisheries inspections for construction (Ottawa, ON).
- Conducted nest surveys (Kemptonville, ON.; Stittsville, ON.; Cornwall, ON.)
- Conducted environmental inspections for the construction of the Clarkson WWTP outfall, Lake Ontario.
- Conducted environmental inspections for the construction of a new bridge crossing Bearbrook Creek along the 417.

- Provided environmental and fisheries inspections for the blasting and drilling operation for the Burloak Water Purification Tunnel project (Burlington, ON).
- Provided environmental and fisheries inspections for the construction of the Poole Creek Re-alignment/Huntmar Drive Crossing.

Species at Risk Inventories / Monitoring

- Butternut survey and assessment for proposed developments (Brockville, Carleton Place, Carp, Clarence-Rockland, Cornwall, Munster, Hawkesbury, Kemptville, Ottawa, South Lancaster, Smith Falls, Stittsville, Prospect, Vars, Moose Creek, Prescott, Westminster, Renfrew, Battersea, Jones Falls, and Millbrook).
- American Eel surveys using the boat electrofisher on the Mississippi River (Almonte, ON), South Nation River (Casselman, ON) and Ottawa River (Renfrew, ON; Ottawa, ON: Shawville, QC)
- American Eel collection on the St. Lawrence River for the St. Lawrence River Institute (Cornwall, ON)
- American Ginseng survey for proposed development (Kanata, South Lancaster and Renfrew).
- Whip-poor-will survey for proposed development (Navan, ON; Kemptville, ON; Stittsville, ON; Prescott, ON; Alexandria, ON) and quarries (Avonmore, Moosecreek, Prospect, Stittsville, Kanata, Ottawa)
- Assisted in a Least Bittern survey (Avonmore, ON)
- Conducted turtle surveys: Blanding's turtle, Eastern musk turtle (Carleton Place, ON; Ottawa, ON; Stittsville, ON; Kanata, ON, Prospect, ON)
- Conducted rapid clubtail surveys (Almonte, ON)
- Bat maternal nesting site surveys (Prescott, ON; Battersea, ON; Prescott, ON; Hawkesbury, ON; Russell, ON)

Aquatic Inventories

- Boat electrofishing along the shoreline of the Ottawa River (Chat Falls, ON) along the shoreline of the Cataraqui River (Kingston, ON), downstream of the Carillion Dam (Pointe-Fortune, QC), Lake St. Francis (South Lancaster, ON), South Nation River (Casselman, ON), Raisin River (Lancaster, ON), and the St. Lawrence River (Cornwall, ON)
- Collecting and data entry for benthic macroinvertebrate community surveys on several watercourses within Ontario including: Bonnechere River (Renfrew, ON), Montreal River (Latchford, ON), Jock River (Ottawa, ON), tributaries of the Bonnechere River (Renfrew, ON), tributaries to Feedmill Creek (Ottawa, ON), tributary to Chippewa Creek (North Bay, ON) and tributary to the Beaudette River (Alexandria, ON).
- Collecting and data entry for several fish community surveys including: Black Creek (Westminster, ON), Bonnechere River (Renfrew and Douglas, ON), Butler's Creek (Brockville, ON), East Branch of Little Cataraqui Creek (Kingston, ON), Kehoe Ditch (Greely, ON), Lac Opemisca (Ouje-Bougoumou, QC), Marshall Seguin Municipal Drain (Vars, ON), Montreal River (Latchford, ON), tributaries of Lavelle Creek (Carleton Place), tributaries to Feedmill Creek (Ottawa, ON), tributaries to Lafontaine Creek (Clarence-Rockland), tributaries to Shirley's Brook (Kanata, ON), tributaries to the Beaudette River (Alexandria, ON), tributaries to the Bonnechere River (Renfrew, ON), tributaries to the Ottawa River (Carp, ON; Ottawa, ON; Wendover, ON; Clarence-Rockland, ON), tributaries to the South Nation River (Casselman, ON), tributaries to the South Nation River (Jessup Falls, ON), tributary to Hawkesbury Creek (Hawkesbury, ON), Hawkesbury Creek (Hawkesbury, ON), tributary to the St. Lawrence River (Prescott, ON) and tributary to the North Castor River (Greely, ON).
- Mapped fish habitat in many watercourses including: Black Creek (Westminster, ON), Bonnechere River (Renfrew and Douglas, ON), Butler's Creek (Brockville, ON), Kehoe Ditch (Greely, ON), Lac Opemisca/Lac Barlow Bypass channel (Ouje-Bougoumou, QC), Marshall Seguin Municipal Drain (Vars, ON), McKinnons Creek (Navan, ON), Montreal River (Latchford, ON), tributaries of Lavelle Creek (Carleton Place), tributaries of the Bonnechere River (Renfrew, ON), tributaries to Lafontaine Creek (Clarence-Rockland), tributaries to McKinnons Creek (Navan, ON), tributaries to Shirley's Brook (Kanata, ON), tributaries to the North Castor River (Greely, ON), tributaries to the Ottawa River (Ottawa, ON; Wendover, ON), tributaries to the South Nation River (Casselman, ON), tributaries to the South Nation River (Jessup Falls, ON), tributary to the St. Lawrence River (Prescott, ON) and tributary to Hawkesbury Creek (Hawkesbury, ON).
- Assisted in YOY sampling on the Raisin River (Lancaster, ON).
- Conducted riverine index netting on the Bonnechere River (Renfrew, ON).

- Assisted in gill netting on Bonnechere River (Renfrew, ON), Lac Barlow (Ouje-Bougoumou, QC), Lac Opemisca (Ouje-Bougoumou, QC), Montreal River (Latchford, ON), and Raisin River (Lancaster, ON).
- Assisted in conducting larvae surveys on Bonnechere River, Hoople Creek, Montreal River and Raisin River,
- Collected walleye eggs from the spawning grounds on the Bonnechere River, Montreal River, Raisin River and Hoople Creek.
- Assisted in the monitoring of a new wetland channel created in the Little Cataraqui River.
- Marsh monitoring program breeding amphibian survey at Stittsville, ON; Cornwall, ON; Kanata, ON; Hoople Creek and the Bonnechere River.
- Assisted in conducting fall walleye index netting for the MNR in Kawartha Lakes
- Conducted turtle surveys (Carleton Place, ON; Ottawa, ON)
- Conducted headwater waters assessment (Kanata, ON; Navan, ON, Ottawa, ON)

Terrestrial Inventories

- Multiple Environmental Impact Assessments across Ontario
- Tree Inventory for construction of the light rail (LRT; Ottawa, ON)
- Winter white-tailed deer survey (Edwardsburgh, ON)
- Plant community inventories for proposed developments, quarries, sand pits and road extensions (Brockville, Carleton Place, Carp, Casselman, Elgin, Griffith, Hamilton, Jessup Falls, Navan, Ottawa, Stittsville, Rockland, Simcoe, Cornwall, Kemptville, Hawkesbury, Smith Falls, Wendover, Moosecreek, Westminster, Prescott, Renfrew, Jones Falls, Michipicoten Island and in Ouje-Bougoumou in QC)

Aquatic Habitat Mapping for Municipal, City Roads and Provincial Highways

- Conducted MTO habitat assessments at Galetta Side Road, Torbolton Road, Kinburn Side Road (Ottawa, ON)
- Conducted MTO habitat assessments at Prince of Wales, Fernbank Road, Fallowfield Road, HWY 115, Arbuckle drain, the Carp river, tributaries to the Carp river and tributaries to Mud creek (Ottawa, ON)
- Conducted MTO habitat assessments at Innes Road, Ottawa, ON.
- Conducted MTO habitat assessments at MacLaren Side Road, Ottawa, ON.

Other

- Fish salvage: Mississippi River (Almonte, ON), Monaghan Drain (Ottawa, ON), tributary to the Rideau Canal (Kemptville, ON), and tributary to Feedmill Creek (Ottawa ON), Bonnechere River (Renfrew, ON)
- Assisted in conducting a winter bat hibernaculum inventory (Plantagenet, ON)
- Field research assistant for the Metalicuis study and EDC study (Experimental Lakes Area, ON)
- Captured, pit tagged, telemetry tagged and tracked Northern Pike (Experimental Lakes Area, ON)
- Construction and maintenance of nature trail (the Cornwall Outdoor Recreational Area, ON)
- Conducted frog deformities surveys (Glengarry, ON)
- Organized youth fishing derbies through SLFGC (2011-2013; South Lancaster)
- Organized the St. Francis Walleye Tournament through SLFGC (2012-2013; South Lancaster)

CODY J.C FONTAINE, Fisheries and Wildlife Technologist

EDUCATION

Fisheries and Wildlife Technology, Frost Campus, Sir Sandford Fleming College, 2012
Fisheries and Wildlife Technician, Frost Campus, Sir Sandford Fleming College, 2011

LANGUAGES

Fluent in English

POSITIONS HELD

2022: BCH Environmental Consulting Inc., Fisheries and Wildlife Technologist
2014: Bowfin Environmental Consulting Inc., Fisheries and Wildlife Technologist
2009: Raisin Region Conservation Authority, Field Research Assistant

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

MTO/DFO/OMNR Fisheries Protocol, Environmental Monitoring For Construction Projects Practitioner (EMCPP), Ontario Stream Assessment Protocol (OSAP), Class 2 Electroshocking, first aid, CPR, Pleasure Craft Operator Card, WHMIS, WHSA, Hazard Identification, Assessment and Control, Ice Safety Training, Possession / Acquisition Firearms License, Fish Identification Certificate, Radio Telemetry Certificate, Fish Hatchery Operations Certificate, Ontario Hunter Education Course Certificate, Ontario trapper Education Course Certificate, Ontario class G driver's license.

EXPERIENCE

Experience in environmental monitoring, environmental assessments, terrestrial habitat assessment, species at risk surveys, amphibian surveys, freshwater habitat assessment, collection and identification of plants, collection and identification of fish, fish salvage, bat hibernaculum inventories and fisheries inventories including netting and electroshocking. Other experiences include GIS mapping.

Aquatic Inventories

- Assisted with boat electrofishing along the shoreline of the Ottawa River (Chat Falls and Ottawa, ON), Lake St. Francis (South Lancaster, ON), Bonnechere (Renfrew, ON), Raisin River (Lancaster, ON), Buckhorn Lake (Peterborough, ON) and the St. Lawrence River (Cornwall, ON)
- Assisted in collecting and data entry for several fish community surveys including: Bonnechere River (Renfrew, ON), tributaries to Feedmill Creek (Ottawa, ON), tributaries to Shirley's Brook (Kanata, ON), tributaries to the Ottawa River (Ottawa, ON), tributaries to the Rideau River (Manotick, ON), tributaries to the Castor River (Vars, ON), tributaries to the Otonabee River (Lakefield, ON), tributary to the Madawaska River (Arnprior, ON), tributaries to Kemptville Creek (Kemptville, ON), tributary to Blairs Creek (Clarence Creek, ON), tributaries to South Indian Creek River (Russell, ON) tributaries to the South Nation River (Casselman, ON), tributaries to Fraser Clarke Drain (Nepean, ON), tributaries to the Raisin River (Long Sault, ON), Oliver-Magee drain (South Glengarry, ON) and tributary to Hawkesbury Creek (Hawkesbury, ON).
- Assisted in collecting walleye eggs from the spawning grounds on the Raisin River.
- Marsh monitoring program breeding amphibian surveys (Stittsville, Lakefield, Cornwall, Long Sault, South Glengarry, Bourget, Manotick and Kanata, ON).
- Conducted turtle surveys (Carleton Place, Ottawa, Cornwall and Lancaster, ON)
- Conducted Headwater Assessments (Ottawa, Stittsville and Manotick, ON)
- Invasive Species Survey (Ottawa, ON)

Species at Risk Inventories / Monitoring

- Assisted in butternut surveys, inventories and assessments for proposed developments (Carleton Place, Casselman, Cornwall, South Glengarry, Long Sault, Kemptville, Smiths Falls, Ottawa, Stittsville, Peterborough, Lakefield, Brockville, Alfred, Orleans, Kanata and Prescott, ON).
- American Eel surveys using the boat electrofisher on the Ottawa River (Ottawa, ON)
- American Eel collection on the St. Lawrence River for the St. Lawrence River Institute (Cornwall, ON)
- Conducted tailrace surveys for hydro facilities regarding American eel and lake sturgeon fatalities (Almonte, Renfrew, Ottawa and Fitzroy Harbour, ON)
- Whip-poor-will survey for proposed development (Ottawa, Kemptville, Bourget, Stittsville, Alfred, South Glengarry and Alexandria, ON) and quarries (Ottawa and Cornwall, ON)
- Surveyor for Little Brown bat, Eastern Small Footed Bat and Northern Long Eared Bat surveys at Ernestown Windpark (Ernestown, ON)
- Gray Ratsnake Survey (Smiths Falls and Lakefield, ON)
- Bat Cavity Survey (Lakefield, Smiths Falls, Bourget, Clarence Creek, Casselman, Orleans, Kanata, South Glengarry and Embrun, ON)
- Conducted Least Bittern surveys (Prospect, Alexandria, and Lancaster, ON)
- Conducted Black Tern nest surveys (Alexandria, and Cornwall, ON)
- Conducted turtle surveys: Blanding's turtle, Musk turtle and Northern Map turtle, Painted turtle and Snapping turtle (Carleton Place, Ottawa, Stittsville, Kanata, Rockland, Cornwall, Lakefield, Alfred, Clarence Creek and Lancaster, ON)
- Conducted American Ginseng Survey (Alfred, ON)
- Conducted rapid clubtail surveys (Almonte, ON)
- Conducted Osprey nest surveys (Cornwall, ON)

Terrestrial Inventories

- Assisted plant community inventories for proposed developments (Ottawa, Cornwall and Prescott, ON)
- Assisted in ELC inventories (Ottawa, Lakefield, Alfred, Kanata, Long Sault, South Glengarry and Peterborough ON)
- Nesting Bird Survey (Stittsville and Brockville ON)
- Large Tree Survey (Carp, Kanata and Orleans, ON)
- Deer and Moose Overwintering Survey (Alfred, ON)

Environmental and Fisheries Inspections

- Assisted in providing environmental and fisheries inspections for construction (Ottawa, ON)
- Assisted in turtle salvage during construction at the Cavanagh Snow Dump (Kanata, ON)

Fish Salvage

- Highway 401 Fish Salvage – Brockville, ON and Prescott, ON (Cruikshank, MTO Contract)
- Other fish salvages: Cardinal Creek (Ottawa, ON), Monaghan Drain (Ottawa, ON), tributary to the Rideau Canal (Kemptville, ON), tributary to Feedmill Creek (Ottawa ON), Bonnechere River (Renfrew, ON), Mississippi River (Almonte, ON), Ottawa River (Ottawa, ON), Tributary to Fraser Clarke Drain (Nepean, ON), tributary to St. Lawrence River (Newington, ON), Davidson Pond (Ottawa, ON), Hazeldean tributary (Ottawa, ON), tributary to Jock River (Richmond, ON), culvert on Thunder Road (Gloucester, ON), culvert on Dunning Road (Cumberland, ON)

Other

- Organized fishing derby through RRCA (2008-2012; Cornwall, ON)
- Conducted environmental education presentations to many school groups (Cornwall, and Lancaster, ON)
- Tree Planting (2008-2012; Cornwall, ON)



MDS I

General information

Application date
Oct 17, 2024

Municipal file number
Penny Reid - Sever 2 lots

Proposed application
Lot creation for a maximum of three non-agricultural use lots

Applicant contact information
Penny Reid
ON


Location of subject lands
United Counties of Leeds and Grenville
Township of Edwardsburgh/Cardinal
EDWARDSBURGH
Concession 8 , Lot 18
Roll number: 070170104505504

Notes

Proposed severance of 2 new lots on a vacant parcel of land. 070170104505504, Groveton Road

Calculations

1608 Ventnor Rd

Farm contact information 

Wyland Farms Ltd
 4447 Ridge Road
 Iroquois, ON
 K0E1K0
 613-213-6526
 wylandfarms@hotmail.ca

Location of existing livestock facility or anaerobic digester
 United Counties of Leeds and Grenville
 Township of Edwardsburgh/Cardinal
 EDWARDSBURGH
 Concession 8, Lot 16
 Roll number: 0701

Total lot size
 385 ac

Notes

Large Pig Operation

Livestock/manure summary

| Manure Form | Type of livestock/manure | Existing maximum number | Existing maximum number (NU) | Estimated livestock barn area |
|-------------|--|-------------------------|------------------------------|-------------------------------|
| Liquid | Swine, Feeders (27 - 136 kg), Full Slats | 3500 | 666.7 NU | 36053 ft ² |

Setback summary

| | | | |
|----------------------------|--|---------------------------------|--------|
| Existing manure storage | V5. Liquid, inside, underneath slatted floor | | |
| Design capacity | 666.7 NU | | |
| Potential design capacity | 666.7 NU | | |
| Factor A (odour potential) | 1.2 | Factor B (design capacity) | 613.35 |
| Factor D (manure type) | 0.8 | Factor E (encroaching land use) | 1.1 |

| | |
|--|-----------------|
| Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn) | 648 m (2126 ft) |
| Actual distance from livestock barn | 778 m (2552 ft) |
| Storage base distance 'S' (minimum distance from manure storage) | 648 m (2126 ft) |
| Actual distance from manure storage | 778 m (2552 ft) |

Preparer signoff & disclaimer

Preparer contact information

Tim Fisher
 Township of Edwardsburgh Cardinal
 18 Centre St
 Spencerville, ON
 K0E1X0
 613-658-3055
 tfisher@twpec.ca

Signature of preparer

Tim Fisher , Land Use Planner

Date (mmm-dd-yyyy)

Note to the user

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

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MDS I

General information

Application date
Oct 17, 2024

Municipal file number
Penny Reid - Sever 2 lots

Proposed application
Lot creation for a maximum of three non-agricultural use lots

Applicant contact information
Penny Reid
ON

Location of subject lands
United Counties of Leeds and Grenville
Township of Edwardsburgh/Cardinal
EDWARDSBURGH
Concession 8 , Lot 18
Roll number: 070170104505504

Notes

Proposed severance of 2 new lots on a vacant parcel of land. 070170104505504, Groveton Road

Calculations

279 Groveton Rd

Farm contact information
 Liz Woods
 270 Groveton Rd
 Spencerville ON, ON
 K0E1X0
 lizwoods76@hotmail.com

Location of existing livestock facility or anaerobic digester
 United Counties of Leeds and Grenville
 Township of Edwardsburgh/Cardinal
 EDWARDSBURGH
 Concession 9 , Lot 17
 Roll number: 070170105004300

Total lot size
 75 ac

Livestock/manure summary

| Manure Form | Type of livestock/manure | Existing maximum number | Existing maximum number (NU) | Estimated livestock barn area |
|-------------|--|-------------------------|------------------------------|-------------------------------|
| Solid | Horses, Medium-framed, mature; 227 - 680 kg (including unweaned offspring) | 3 | 3 NU | 750 ft ² |

Setback summary

| | | | | |
|----------------------------|---|---------------------------------|-----|--|
| Existing manure storage | V3. Solid, outside, no cover, >= 30% DM | | | |
| Design capacity | 3 NU | | | |
| Potential design capacity | 3 NU | | | |
| Factor A (odour potential) | 0.7 | Factor B (design capacity) | 150 | |
| Factor D (manure type) | 0.7 | Factor E (encroaching land use) | 1.1 | |

| | |
|--|----------------------------|
| Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn) | 81 m (266 ft) |
| Actual distance from livestock barn | 256 m (840 ft) |
| Storage base distance 'S' (minimum distance from manure storage) | No existing manure storage |
| Actual distance from manure storage | 250 m (820 ft) |

Preparer signoff & disclaimer

Preparer contact information
 Tim Fisher
 Township of Edwardsburgh Cardinal
 18 Centre St
 Spencerville, ON
 K0E1X0
 613-658-3055
 tfisher@twpec.ca

Signature of preparer

Tim Fisher , Land Use Planner

Date (mmm-dd-yyyy)

Note to the user

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MDS I

General information

Application date
Oct 17, 2024

Municipal file number
Penny Reid - Sever 2 lots

Proposed application
Lot creation for a maximum of three non-agricultural use lots

Applicant contact information
Penny Reid
ON

Location of subject lands
United Counties of Leeds and Grenville
Township of Edwardsburgh/Cardinal
EDWARDSBURGH
Concession 8 , Lot 18
Roll number: 070170104505504

Notes

Proposed severance of 2 new lots on a vacant parcel of land. 070170104505504, Groveton Road

Calculations

279 Groveton Rd

Farm contact information
 Richard Foubert
 151 Groveton Rd
 RR3
 Spencerville ON, ON
 K0E1X0
 613-246-0829
 rickmelissa@jcis.ca

Location of existing livestock facility or anaerobic digester
 United Counties of Leeds and Grenville
 Township of Edwardsburgh/Cardinal
 EDWARDSBURGH
 Concession 8 , Lot 18
 Roll number: 070170104505502

Total lot size
 55 ac

Livestock/manure summary

| Manure Form | Type of livestock/manure | Existing maximum number | Existing maximum number (NU) | Estimated livestock barn area |
|-------------|--|-------------------------|------------------------------|-------------------------------|
| Liquid | Beef, Feeders (7 - 16 months), Yard/Barn | 10 | 3.3 NU | 450 ft ² |

Setback summary

| | | | |
|----------------------------|--|---------------------------------|-----|
| Existing manure storage | No storage required (manure is stored for less than 14 days) | | |
| Design capacity | 3.3 NU | | |
| Potential design capacity | 3.3 NU | | |
| Factor A (odour potential) | 0.8 | Factor B (design capacity) | 150 |
| Factor D (manure type) | 0.8 | Factor E (encroaching land use) | 1.1 |

| | |
|--|----------------------------|
| Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn) | 106 m (348 ft) |
| Actual distance from livestock barn | 1100 m (3608 ft) |
| Storage base distance 'S' (minimum distance from manure storage) | No existing manure storage |
| Actual distance from manure storage | 1067 m (3500 ft) |

Preparer signoff & disclaimer

Preparer contact information
 Tim Fisher
 Township of Edwardsburgh Cardinal
 18 Centre St
 Spencerville, ON
 K0E1X0
 613-658-3055
 tfisher@twpec.ca

Signature of preparer

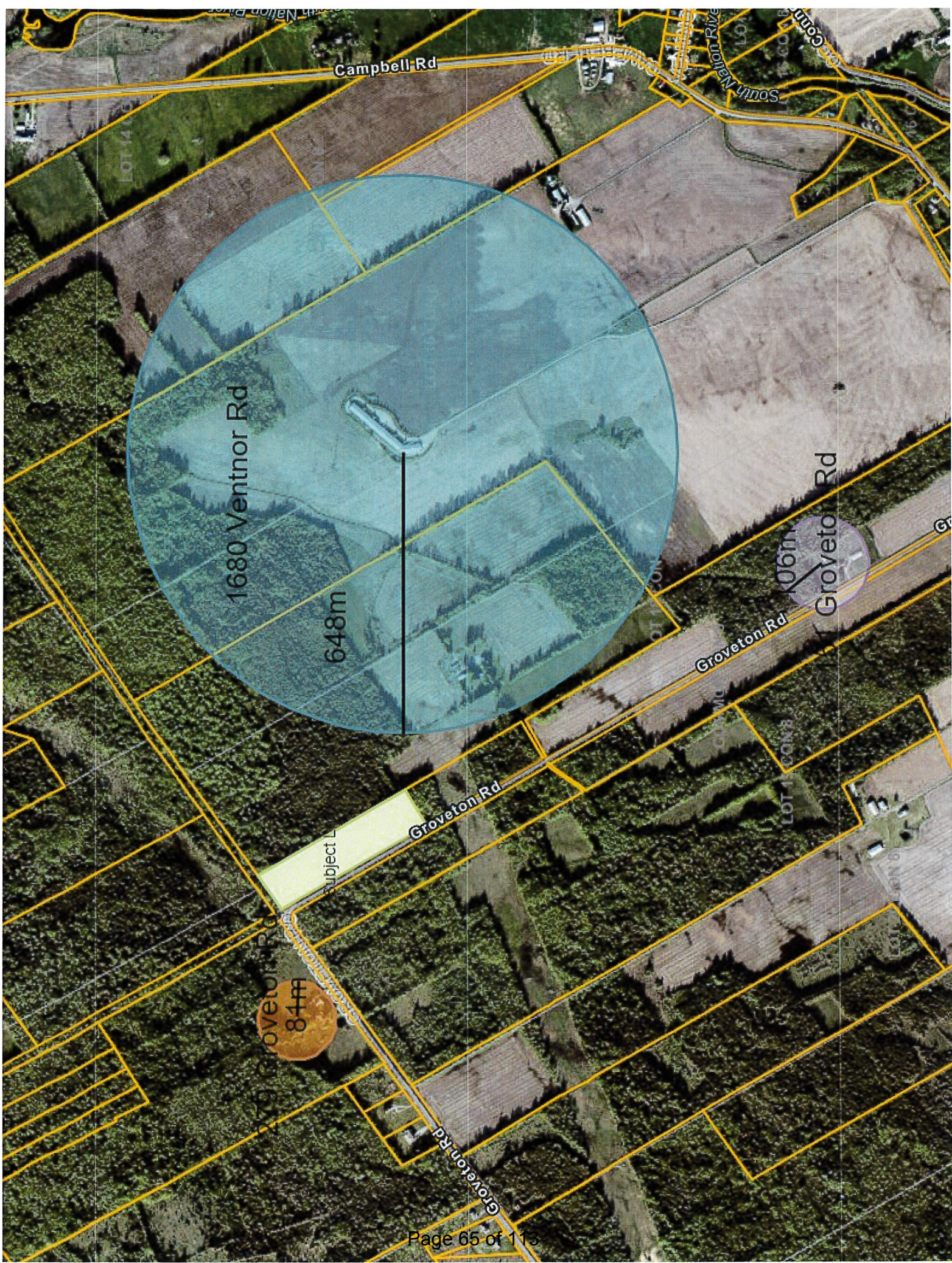
Tim Fisher , Land Use Planner

Date (mmm-dd-yyyy)

Note to the user

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Campbell Rd

1680 Ventnor Rd

648m

Subject L

Groveton Rd

84m

Groveton Rd

Groveton Rd

106m



**TOWNSHIP OF EDWARDSBURGH CARDINAL
DISCUSSION ITEM**

Committee: Committee of the Whole, Community Development

Date: March 3, 2025

Department: Community Development/ Planning

Topic: Zoning By-Law Amendment - Hobby Farm and Domestic Fowl Coop Amendments

Purpose: To provide the Committee with a proposed Zoning By-law Amendment to implement new provisions to regulate Domestic Fowl Coops in settlement areas within the Residential First Density (R1) and Residential Second Density (R2) Zones and to revise the provisions for Hobby Farms and Domestic Fowl Coops within the Agricultural and Rural zones throughout the Township.

Background: Township staff was directed by the Committee of the Whole during the June 10th, 2024 committee meeting, to review the current zoning by-law provisions pertaining to the use of domestic fowl coops and if the use could be expanded to be permitted in settlement areas.

A report prepared by Novatech dated October 30, 2024, reviewed the Township of Edwardsburgh Cardinal's current zoning bylaw restrictions on domestic fowl coops, which are allowed in specific zones, subject to minimum lot size and setback distances.

The report suggested expanding permissions for these coops to additional residential zones, especially in settlement areas like Spencerville, Johnstown and Cardinal. It compares regulations from other municipalities and emphasizes the importance of setbacks to prevent water contamination, especially for lots with private wells and known Well Head Protection Areas.

Township staff was directed by the Committee of the Whole during the November 4, 2024 committee meeting, to schedule a public meeting to consider the proposed zoning bylaw amendment, and further recommend that Council direct staff to draft a policy requiring permits for domestic fowl coops that will ensure compliance with setback requirements.

Planning staff reviewed all the public comments collected to date, reviewed other local municipal zoning by-laws pertaining to hobby farms and domestic fowl coops, and prepared an updated draft by-law for the Committee's review.

Township staff held an Open House on January 28, 2025 in the Council Chambers at 18 Centre Street Spencerville pertaining to the proposed changes to the Domestic Fowl Coop requirements in Section 4.5(2) of the townships Zoning By-Law.

The meeting began at 4:00 p.m. with approximately 20 residents in attendance. Due to the number of attendees, a brief presentation was given by the Municipal Land Use Planner. An informal question and answer period followed the presentation. A copy of the question-and-answer summary and the presentation are attached to this report. The meeting adjourned at 6:00 p.m.

The information obtained during the Open House was presented to the Committee of the Whole - Community Development during a public meeting held on February 3, 2025 in the Council Chambers at 18 Centre Street, Spencerville.

The Committee directed staff to take all comments heard into consideration prior to making a recommendation to the Committee of the Whole – Community Development. The changes are meant to include improvements to provisions in the Settlement area and the Rural area. The Committee noted to the public that the next Committee meeting is scheduled for March 3rd 2025, provided information on how to attend virtually, and noted that the agenda will be made available online the Friday before the meeting (February 28, 2025).

The Committee informed the public in attendance that they will review any information and recommendations from staff and make a recommendation to Council. If the Committee feels that more revisions are necessary, they will ask the Planner to make changes for another review at a future meeting.

Policy Implications: When a Zoning By-law amendment is considered, the proposed changes are evaluated to determine if it circumvents or undermines the policies in the Provincial Planning Statement and the Townships Official Plan. It is important to examine the Official Plan and consider the intent and purpose of the document. There can often be times when slight adjustments need to be made through a zoning amendment to the current Zoning By-law to reflect the Official Plan and the vision of Council.

Provincial Planning Statement

The Provincial Planning Statement (2024) provides policy direction on matters of provincial interest related to land use planning and development, which are intended to be complemented by local policies addressing local interests. The PPS, 2024 recognizes Ontario as a vast, fast-growing province and the need to increase the supply and mix of housing options to support a diverse population and workforce. The PPS also focuses on the development of rural areas in the municipalities and focuses on the protection of prime agricultural lands (specialty crop areas) and providing agricultural related uses for diversified farms. The document shall be reviewed in its entirety.

The zoning by-Law amendment to amend the Hobby Farm and Domestic Fowl Coop provisions to expand the use in settlement areas and to adjust the requirements for rural areas of the township is consistent with the Provincial Planning Statement.

Official Plan Considerations:

The zoning by-law amendment to expand and update the Hobby Farm and Domestic Fowl Coop provisions in Zoning By-Law Number 2022-37 will not result in any policy changes in the Official Plan. The expansion of domestic fowl coops in settlement areas of the township and the adjustment to the existing hobby farm and domestic fowl coop provisions in the rural area, will provide residents with the opportunity to establish self sustainable “urban farming” in settlement areas and smaller lots in rural areas and “small scale agricultural” hobby farms in the rural areas which satisfies the needs and requests of residents in the township.

The township must consider land use compatibility when reviewing the potential sensitive uses on abutting land uses. Any livestock operation or manure storage facility in the rural area of the township is subject to the Minimum Distance Separation (MDS) formulae. The MDS does not apply to agricultural buildings less than 10 square metres however, the zoning by-law may apply specific requirements for the use of such structures.

The proposed amendments to the Hobby Farm and Domestic Fowl Coop requirements in Zoning By-Law Number 2022-37, is in keeping with the policies of the Official Plan and does not require an Official Plan Amendment.

Zoning By-Law Number 2022-37:

The township’s zoning bylaw contains land use zones in accordance with the policies contained within this Official Plan and establishes regulations to control the use of land and the character, location, and use of buildings and structures. The zoning by-law also provides general provisions (Section 3.0) and specific use provisions (Section 4.0) for uses which are generally applied to most zones.

Section 4.5 regulates Hobby Farms and Keeping of Domestic Fowl. The current regulation does not permit domestic fowl in a settlement area. The proposed amendment will permit domestic fowl in settlement areas subject to specific requirements. During the public consultation process, the township was made aware that the residents wanted additional flexibility to the existing requirements in the rural area to provide additional fowl and hobby farm related uses.

Township staff reviewed the comments and concerns submitted to date and reviewed adjacent municipalities zoning by-law requirements and have the suggest the following:

| EXISTING PROVISIONS | PROPOSED PROVISIONS |
|---|--|
| <p>4.5 Hobby Farms and Keeping of Domestic Fowl</p> | <p>4.5 Hobby Farms and Keeping of Domestic Fowl</p> |
| <p>1. Notwithstanding the provisions of this By-law to the contrary, a hobby farm, as defined herein, shall be permitted on a lot in any Rural (RU) or Agriculture (A) zone, provided that such livestock are housed in a building or structure specifically designed for such purpose, and subject to the following provisions:</p> <ol style="list-style-type: none"> 1. On a lot having an area of 1.6 ha up to 3.2 ha, a maximum of eight (8) small livestock units or their equivalent in any combination shall be permitted 2. On a lot having an area greater than 3.2 ha up to 5.0 ha, a maximum of twelve (12) small livestock units or their equivalent in any combination shall be permitted. 3. On a lot having an area greater than 5.0 ha, a maximum of five (5) nutrient units, as defined by the Minimum Distance Separation Formulae, shall be permitted. <p>For six (6) or more nutrient units, a hobby farm shall be subject to the setbacks determined by the Minimum Distance Separation Formulae developed by the Ontario Ministry of Agriculture, Food and Rural Affairs.</p> <p>4. For this purpose of calculating livestock units, the following shall apply:</p> <ul style="list-style-type: none"> • 2 small livestock units equals 1 medium livestock unit • 4 small livestock units equals 1 large livestock unit • 2 medium livestock units equals 1 large livestock unit | <p>1. Hobby Farms</p> <p>Notwithstanding the provisions of this By-law to the contrary, a hobby farm, as defined herein, shall be permitted on a lot in any Rural (RU) or Agriculture (A) zone, provided that such livestock are housed in a building or structure specifically designed for such purpose, and subject to the following provisions:</p> <ol style="list-style-type: none"> 1. On a lot having an area of 1.2 ha up to 2.0 ha, a maximum of eight (8) small livestock units or their equivalent in any combination shall be permitted. 2. On a lot having an area greater than 2.0 ha up to 5.0 ha, a maximum of twelve (12) small livestock units or their equivalent in any combination shall be permitted. 3. On a lot having an area greater than 5.0 ha, any livestock facility or a manure storage facility on a hobby farm greater than 12 square metres shall be subject to the setbacks determined by the Minimum Distance Separation (MDS) Formulae developed by the Ontario Ministry of Agriculture, Food and Rural Affairs. 4. For this purpose of calculating livestock units, the following shall apply to hobby farms: <ul style="list-style-type: none"> • 2 small livestock units equals 1 medium livestock unit • 4 small livestock units equals 1 large livestock unit • 2 medium livestock units equals 1 large livestock unit |

2. Notwithstanding the provisions of Section 3.1, a domestic fowl coop, as defined herein, shall be permitted accessory to a permitted residential dwelling in the Hamlet Residential (HR), Limited Services Residential (RLS), Agriculture (A), and Rural (RU) zone, subject to the following provisions:

1. The minimum lot area shall be 0.4 ha.
2. Domestic fowl coops and runs shall be a minimum of 3 m from rear and interior lot lines.
3. Domestic fowl coops and runs shall be a minimum of 10 m from any window or door opening of a dwelling on an adjacent lot.
4. Domestic fowl coops and runs shall be a minimum of 15 m from any well.
5. Domestic fowl coops and runs shall not be located in any front or exterior side yard.
6. Runs shall be constructed to provide a minimum of 0.9 m² and a maximum of 2.3 m² of floor space per hen.

2. Domestic Fowl Coop (Rural Areas)

Notwithstanding the provisions of Section 3.1, a domestic fowl coop, shall be permitted accessory to a permitted residential dwelling in the Hamlet Residential (HR), Limited Services Residential (RLS), Agriculture (A), and Rural (RU) zone, subject to the following provisions:

- a) On a lot having an area less than 0.4 ha, a coop and run shall house a maximum of three (3) female egg laying chickens or three (3) female ducks.
- b) On a lot having an area greater than 0.4 ha, a coop and run shall house a maximum of seven (7) female egg laying chickens or seven (7) female ducks.
- c) Shall not be located in any front yard or exterior side yard.
- d) Shall be setback a minimum of 1.2 m from a rear lot line and interior side lot line.
- e) Shall be setback a minimum of 3 m from any window, door opening or air intake vent of a dwelling on the subject lot
- f) Shall be setback a minimum of 10 m from any window, door opening or air intake vent of a dwelling on an adjacent lot.
- g) Shall be setback a minimum of 5m from any well located on the subject property or on any adjacent property.
- h) Any run shall provide a minimum of 1 m² and a maximum of 3 m² of floor space per hen.
- i) Roosters are prohibited.
- j) Shall be prohibited on a parcel of land located within a Wellhead Protection Area Overlay (WHPA) or an Intake Protection Zone Overlay (IPZ).

| | |
|---|---|
| <p>Not Permitted in a Settlement Area</p> | <p>3. Domestic Fowl Coop (Settlement Areas)</p> <p>Notwithstanding the provisions of Section 3.1, a domestic fowl coop, shall be permitted accessory to a permitted residential dwelling in the Residential First Density (R1), Residential Second Density (R2) zones within the Village of Cardinal, Village of Johnstown and Village of Spencerville, subject to the following provisions:</p> <ul style="list-style-type: none">a) A coop and run shall house a maximum of three (3) female egg laying chickens or three (3) female ducks.b) Shall not be located in any front yard or exterior side yard.c) Shall be setback a minimum of 1.2 m from a rear lot line and interior side lot line.d) Shall be setback a minimum of 3 m from any window, door opening or air intake vent of a dwelling on the subject lote) Shall be setback a minimum of 10 m from any window, door opening or air intake vent of a dwelling on an adjacent lot.f) Shall be setback 5m from any well located on the subject property or on any adjacent property.g) Any run shall provide a minimum of 1 m² and a maximum of 3 m² of floor space per hen.h) Roosters are prohibited.i) Shall be prohibited on a lot located within a Wellhead Protection Area Overlay (WHPA) or an Intake Protection Zone Overlay (IPZ). |
|---|---|

Summary of Changes:

Section 2.0 provides definitions within the Zoning By-Law. The current definition of a domestic fowl coop limits the number of female egg laying chickens or female ducks. The amendment proposes to change the definition to remove the limitation which will be addressed under Section 4.5. The new definition will be:

DOMESTIC FOWL COOP shall mean an accessory residential structure consisting of a coop and run (fixed or mobile) intended to securely house fowl.

Section 4.5 will be reformatted to provide subheadings identifying provisions for a Hobby Farm, Domestic Fowl Coop (Rural Area) and Domestic Fowl Coop (Settlement Area).

Section 4.5.1, Hobby Farms, the amendment proposes to reduce the minimum lot area to permit a hobby farm from 1.6 hectares to 1.2 hectares which will result in additional lots in the rural area to be permitted to have a hobby farm. It is the intent of this provision that any lot greater than 5 hectares in lot area will be subject to the standard farm regulations and setbacks of the parent zone and subject to the Minimum Distance Separation Formulae for any livestock facility and manure storage facility.

Section 4.5.2 Domestic Fowl Coop (Rural Area), the amendment will separate the rural area and settlement area. Lots in the rural area less than 0.4 hectares will now be permitted to have a maximum of 3 egg laying chickens or 3 female ducks, and lots greater than 0.4 hectares will have an increase in the number of permitted fowl from 5 to 7 egg laying chickens or 7 female ducks.

The setbacks from a rear and side lot line are reduced from 3 metres to 1.2 metres. Reduced setbacks are also proposed from any window, door opening, or air intake vent of a dwelling on the subject property and on an adjacent property, and a reduction in the setback from a well on the subject property or adjacent property, which is intended to open areas in the rear yard to locate a domestic fowl coop.

Additional provisions prohibiting roosters and protection from a well head protection area overlay or an intake protection zone overlay are proposed for clarity and protect sensitive well head and intake areas identified in the township.

Section 4.5.3 Domestic Fowl Coop (Settlement Area), this is a new provision which will permit the use within the R1 and R2 zones in the Village of Cardinal, Village of Johnstown and Village of Spencerville. The settlement areas typically have smaller lots and denser development which may result in potential impacts on adjacent uses. In order to reduce potential impacts on adjacent uses, it is proposed that a coop will be limited to a maximum of 3 egg laying chickens or 3 female ducks. The proposed maximum number of fowl will result in setbacks to lot lines, wells on the property and adjacent properties and windows, door openings and air intakes to a dwelling on the subject lot or adjacent lot which is consistent in limiting potential impacts and opening up areas in the rear yard to permit such a use.

It was determined that an application or permitting system is not warranted at this time.

Public Comments

A summary of the public comment received to date is attached to this report.

Strategic Plan Implications: The amendment is in keeping with the Township of Edwardsburgh Cardinal Strategic Plan.

Financial Considerations: The amendment will not result in any financial implications for the Township. Further review of the domestic fowl coops will be required.

Recommendation: That Committee recommend that Council approve the amendments to the definition of Domestic Fowl Coop and to Section 4.5, Hobby Farms and Keeping of Domestic Fowl in Zoning By-Law Number 2022-37



Tim Fisher, Municipal Land Use Planner

**CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL
BY-LAW NO. 2025-XX**

“BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2022-37”

**General Amendment to
Comprehensive Zoning By-Law No. 2022-37**

WHEREAS By-law No. 2022-37, as amended, regulates the use of land and the use and erection of buildings and structures within the Township of Edwardsburgh Cardinal; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to amend By-law No. 2022-37, as amended, as hereinafter set forth;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. The lands affected by this By-law include the entire corporate limits of the Township of Edwardsburgh Cardinal.
2. Section 2 (Definitions) is hereby amended by deleting the definition of DOMESTIC FOWL COOP and replacing it with:
 - **DOMESTIC FOWL COOP shall mean an accessory residential structure consisting of a coop and run (fixed or mobile) intended to securely house fowl.**
3. Section 4.5 (Hobby Farms and Keeping of Domestic Fowl) is hereby amended by deleting the section in its entirety and replacing with:

4.5 Hobby Farms and Keeping of Domestic Fowl

1. Hobby Farms

Notwithstanding the provisions of this By-law to the contrary, a hobby farm, as defined herein, shall be permitted on a lot in any Rural (RU) or Agriculture (A) zone, provided that such livestock are housed in a building or structure specifically designed for such purpose, and subject to the following provisions:

- a) **On a lot having an area of 1.2 ha up to 2.0 ha, a maximum of eight (8) small livestock units or their equivalent in any combination shall be permitted.**
- b) **On a lot having an area greater than 2.0 ha up to 5.0 ha, a maximum of twelve (12) small livestock units or their equivalent in any combination shall be permitted.**
- c) **On a lot having an area greater than 5.0 ha, any livestock facility or a manure storage facility on a hobby farm greater than 12 square metres shall be subject to the setbacks determined by the Minimum Distance Separation (MDS) Formulae developed by the Ontario Ministry of Agriculture, Food and Rural Affairs.**
- d) **For this purpose of calculating livestock units, the following shall apply to hobby farms:**
 - **2 small livestock units equals 1 medium livestock unit**

- 4 small livestock units equals 1 large livestock unit
- 2 medium livestock units equals 1 large livestock unit.

2. Domestic Fowl Coop (Rural Areas)

Notwithstanding the provisions of Section 3.1, a domestic fowl coop, shall be permitted accessory to a permitted residential dwelling in the Hamlet Residential (HR), Limited Services Residential (RLS), Agriculture (A), and Rural (RU) zone, subject to the following provisions:

- a) On a lot having an area less than 0.4 ha, a coop and run shall house a maximum of three (3) female egg laying chickens or three (3) female ducks.
- b) On a lot having an area greater than 0.4 ha, a coop and run shall house a maximum of seven (7) female egg laying chickens or seven (7) female ducks.
- c) Shall not be located in any front yard or exterior side yard.
- d) Shall be setback a minimum of 1.2 m from a rear lot line and interior side lot line.
- e) Shall be setback a minimum of 3 m from any window, door opening or air intake vent of a dwelling on the subject lot
- f) Shall be setback a minimum of 10 m from any window, door opening or air intake vent of a dwelling on an adjacent lot.
- g) Shall be setback a minimum of 5m from any well located on the subject property or on any adjacent property.
- h) Any run shall provide a minimum of 1 m² and a maximum of 3 m² of floor space per hen.
- i) Roosters are prohibited.
- j) Shall be prohibited on a parcel of land located within a Wellhead Protection Area Overlay (WHPA) or an Intake Protection Zone Overlay (IPZ).

3. Domestic Fowl Coop (Settlement Areas)

Notwithstanding the provisions of Section 3.1, a domestic fowl coop, shall be permitted accessory to a permitted residential dwelling in the Residential First Density (R1), Residential Second Density (R2) zones within the Village of Cardinal, Village of Johnstown and Village of Spencerville, subject to the following provisions:

- a) A coop and run shall house a maximum of three (3) female egg laying chickens or three (3) female ducks.
- b) Shall not be located in any front yard or exterior side yard.
- c) Shall be setback a minimum of 1.2 m from a rear lot line and interior side lot line.
- d) Shall be setback a minimum of 3 m from any window, door opening or air intake vent of a dwelling on the subject lot

- e) Shall be setback a minimum of 10 m from any window, door opening or air intake vent of a dwelling on an adjacent lot.
- f) Shall be setback 5m from any well located on the subject property or on any adjacent property.
- g) Any run shall provide a minimum of 1 m² and a maximum of 3 m² of floor space per hen.
- h) Roosters are prohibited.
- i) Shall be prohibited on a lot located within a Wellhead Protection Area Overlay (WHPA) or an Intake Protection Zone Overlay (IPZ).

4. The By-law shall become effective on the date of passing hereof, subject to the provisions of Section 34 (21) of the *Planning Act*, R.S.O. 1990, as amended.

Read a first and second time this ____ day of _____, 2025.

Read a third time and adopted this ____ day of _____, 2025.

Mayor

Clerk

SUMMARY OF PUBLIC COMMENTS

ZONING BY-LAW AMENDMENT

ZONING BY-LAW NO. 2022-37

SECTION 4.5 HOBBY FARMS & KEEPING OF DOMESTIC FOWL

"to permit the keeping of domestic fowl in settlement areas"



Open House - January 28, 2025

Committee of the Whole, Public Meeting - February 3, 2025

| COMMENT NUMBER | COMMENT | RESPONSE |
|----------------|---|--|
| 1 | What happens if someone just starts a chicken coop without a license or proper information? | We're looking into this. Currently, it is a zoning bylaw compliance issue. If we receive a complaint and the use is not permitted or does not comply with zoning by-law requirements, the township will request that the use cease or be brought into compliance. Zoning compliance can be a lengthy process. Investigation is complaint-driven. Similar to someone constructing a building without a permit. When we require licensing, it's easier to enforce rules and penalties. |
| 2 | A setback of 10 metres from a door or window? Does this include a window on a shed or other accessory structure? | The 10 metre setback rule is intended from any window or door from any residential dwelling on the subject property or on the adjacent property. Windows from sheds or other accessory structures are not subject to this provision. We will look into clearer language. |
| 3 | Are the birds allowed to be free in your yard? | It is intended that the birds only be located within the coop and run areas. We will look into the wording to provide clearer language and wording for the settlement area vs rural area. |
| 4 | What about a current coop that may or may not meet these regulations? | We are looking into this. If this remains only a zoning by-law requirement, then any coop established prior to the changes would have legal non-complying status and may continue, however if that use stops and starts again, it will have to comply with current requirements. |
| 5 | Why the proposed change from 5 fowl to 3? | It is intended to reduce the number of fowl from 5 to 3 in the settlement area. The proposal is to try and harmonize the provisions to apply to all domestic fowl coops. We can look into alternative wording to separate the settlement provisions from the rural. |
| 6 | Are you proposing to license per coop or per bird? | The intent of the licensing or application process is to apply it to the coop only and not individual birds. |
| 7 | What about everyone that has a coop now that doesn't meet these regulations? | see question number 4 above. |
| 8 | There are standard size and Bantam size chickens. Laying hens are considered standard. Maybe more could be permitted if they are smaller (Bantam). | The number of fowl is based on the average size. There are no provisions to permit more or less fowl based on size. |

| | | |
|----|--|--|
| 9 | Suggest different set of provisions for permitting chickens on 3 acre lots in rural area VS settlement areas. | The proposed changes to the zoning by-law provisions is to permit such use in a settlement area. It is not our intent to change the provisions which would negatively impact the rural community. We will look into the current number of fowl permitted on larger lots in the rural area (3.5 ac to 1 acre). Lots greater than 3.5 acres are subject to the Hobby Farm Provisions of Section 4.5(1) of the zoning by-law which are permitted to have additional animal units. |
| 10 | The fowl become pets. We don't want to get rid of them when they aren't producing. The Rural area should permit more. | see question number 9 above. |
| 11 | Cost associated with licensing? This seems costly to implement. Even just one visit for an hour costs the municipality \$40. People won't want that to come out of taxation. | The township has not made a decision on implementing a licensing or application system. A cost may or may not be applied. It is intended that any system is to be a simple process and for any owner to apply for. Web-based applications or licensing can be an option. It was envisioned that the cost of the application would cover the inspection. |
| 12 | Coops will need to be moved. Do I need an application because I moved it? | The intent of the licensing or application process is to apply it to a "building envelope" area where someone can locate the coop. We understand that there are designs which are mobile which allows the coop and run to be moved and located within the rear yard. We also understand that if there is a need to relocate a permanent coop then it can be relocated within the defined area. This will provide flexibility and not require someone to constantly come back for approval. |
| 13 | If this isn't an issue in the Township, there should be less barriers. 5 fowl isn't enough in rural areas and the township should consider increasing the number. | see question number 9 above. We can look into this at a future date. |
| 14 | Licensing shouldn't be applicable in settlement areas. | Licensing in the settlement area is important. Township staff will be made aware of coops in the settlement area and can keep track of them. We can also use the information to address complaints as staff will have an approved plan which the owner will have to comply with. |
| 15 | Education portion should be available on the website at all times. | The township will gladly add an educational component on our website regardless if there is a licensing or application process. |
| 16 | Greatly discourage any licensing or permitting requirements. Notice given for the meeting was misleading. There wasn't enough advertising about permitting. Permitting 5 chickens is unreasonable. Your tracking would never be up to date. | The Open House is not a mandatory requirement under the Planning Act for this type of amendment. The township held an Open House to obtain public input and suggestions prior to a formal Public Meeting. We are very happy with the turnout and discussion. See question 9 above for more. |

| | | |
|----|--|---|
| 17 | There will be some lots that are too small and cannot meet all of these setbacks and requirements. | That is correct. The requirements may not be suitable for all lots. The required setbacks from lot lines and adjacent residential uses as well as setbacks from a well or well head protection zone is to address potential impacts on the continued enjoyment of adjacent residential uses and their outdoor space, protect ground water in the rural or partially serviced settlement areas and to protect the users of the subject property. Some lots may be too small to permit the coop. |
| 18 | Currently have zoning bylaw in place regarding domestic fowl coops? How is this enforced? | Currently there is no way the township is made aware of the establishment of a domestic fowl coop or if it would be permitted on a subject property. We would hope that residents have done their diligent and researched the requirements prior to establishing the coop and follow the regulations. We are only made aware of such issues on a complaint driven basis. |
| 19 | There are some properties currently with more than the permitted requirement which tend to smell awful. | This is an example of why the regulations have been put in place. |
| 20 | How can we make a complaint and what if we've made a complaint and nothing is done? | A complaint can be made in many ways. One is to visit our website and make an online complaint. This will create a ticket which can be tracked and will be addressed by staff. You will be given a ticket number you can always follow up on. Another way is to contact the Planning and Building Department by phone or email. We can take your information and create a service ticket for your issue to be addressed. It is always best to have your concern submitted in writing in email or the online portal for a paper trail. People can always contact me (Municipal Land Use Planner) anytime at the email address and/or cell number within the presentation or on the business cards provided at the meeting. |
| 21 | What is the primary driving factor behind this change? | Some residents in the settlement area approached our Councilors and requested that the township look into permitting domestic fowl coops to be provided in settlement areas, similar to other municipalities. |
| 22 | Has anyone reached out to other municipalities and check their by-law requirements and permitting systems? | At this time we are reaching out to the public for community feedback. We will be reaching out to other municipalities about the positive and negative issues when applying a licensing or application system for domestic fowl coops. |
| 23 | Concern for fee increases in an application or permitting system. Predators can change the amount of chickens you have overnight, what if this happens? | Any fee applied would be nominal. This would be a decision of Council if a fee will be applied or not. The permit will be for the coop use only and not applied per fowl. The intent is not to have an owner re-apply each time if the number of fowl changes as a result of death or other. |
| 24 | Some townships have different fines for different non-compliance issues. | We will look into this if the township decided to apply a licensing system and by-law. |
| 25 | More people should be aware that we are reducing the number from 5 to 3 for the rural area. | See questions 5 and 16 above. |
| 26 | Suggest removing the wording "egg laying chickens" to female chickens" | Noted |

| | | |
|----|---|--|
| 27 | Setbacks should be to the run's rather the coop | MDS setback requirements are from the livestock facility where the livestock will be located inside a structure. A coop and run would be considered a structure and the setback would be applied to both. |
| 28 | Clear Mapping should be provided showing areas affected | The proposed by-law will provide a clearer separation between rural and settlement requirements. Mapping is not necessary as the regulation is general in nature and would apply to the entire township. The specific settlement areas to be effected will be stated clearly in the by-law. |
| 29 | Why is a rooster not permitted? How to determine if a rooster is permitted | A rooster is not permitted in the settlement area or in areas with more residential density due to noise and breeding. A domestic fowl coop is to provide a home owner with fresh eggs. Having a rooster will have noise issues and impacts on neighbours and result in breeding. It is not the intent of a domestic fowl coop to be breeding or selling eggs as that becomes an agricultural use which is only permitted in the rural and agricultural zoned lands. |



**TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM**

Committee: Committee of the Whole – Community Development

Date: March 3, 2025

Department: CAO

Topic: SNC Septic Inspection Agreement

Background: On December 9th, 2024, meeting of Regular Council, Deputy Mayor Stephen Dillabough requested staff to prepare a report on the arrangement with South Nation Conservation Authority (SNC), specifically what the term of the agreement is and if there is any way to take the septic inspections back in-house.

With regards to the agreement, the agreement is set to expire on September 6, 2027. There is an early termination clause that must be agreed upon by both parties. That notice period is 120 days as per the agreement. The CAO is aware that there are service level issues that have been raised to the Deputy Mayor and will need to be brought to SNC's attention before exercising the 120-day termination clause as set out in the agreement.

After speaking with the CBO, this is something that we can take in house in the future as both the CBO and Building Inspector have all the necessary qualifications to do the work and will be able to provide faster service to the vendors as the SNC inspector is only in our township one day per week.

The CAO requests that any information received from vendors regarding the service issues be brought to the attention of the CAO as soon as possible. The CAO will then set up a meeting with SNC to discuss service issues and will report back to council with either a service level adjustment commitment from SNC or a date on which the service can be brought back in-house.

A handwritten signature in black ink, appearing to be 'G. K.' or similar, written over a horizontal line.

CAO

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2022-34

**“A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE A
SEWAGE SYSTEM MANAGEMENT AGREEMENT WITH THE SOUTH NATION
RIVER CONSERVATION AUTHORITY”**

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(1) states that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 8(2) states that in the event of ambiguity, the ambiguity shall be resolved so as to include, rather than exclude, municipal powers that existed before the Municipal Act, 2001 came into force; and

WHEREAS the Municipal Act 2001, SO 2001, Chapter 25, Section 9 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act; and

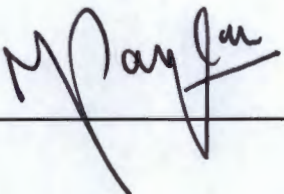
WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal deems it advisable to enter into a sewage system management agreement with South Nation River Conservation Authority for the provision the Ontario Building Code Part 8 sewage system program on behalf of the Township of Edwardsburgh Cardinal;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

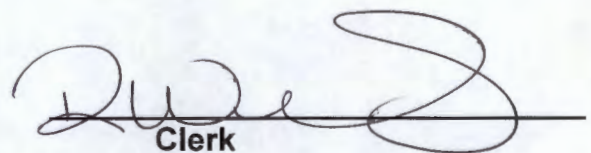
1. That the Mayor and Clerk are hereby authorized to execute the sewage system management agreement with South Nation River Conservation Authority, attached hereto as Schedule “A” and shall form a part of this bylaw.
2. That this bylaw shall come into force and take effect upon passing.

Read a first and second time in open Council this 24 day of May, 2022.

Read a third and final time, passed, signed and sealed in open Council this 24 day of May, 2022.



Mayor



Clerk



**SOUTH NATION
CONSERVATION**
DE LA NATION SUD

**TWP
EC
.ca**

SEWAGE SYSTEM MANAGEMENT AGREEMENT

This Agreement dated the 31 day in the month of May, 2022

BETWEEN:

SOUTH NATION RIVER CONSERVATION AUTHORITY
(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)
(the “Conservation Authority”)

-AND-

CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
(a municipal corporation under the *Municipal Act, 2001*, S.O. 2001 c. 25)
(the “Municipality”)

RECITALS:

1. Pursuant to the *Building Code Act, 1992*, S.O. 1992 c.23 as amended (the “Act”), a Municipality may enter into agreement with a Conservation Authority having jurisdiction in the Municipality to enforce provisions of the Act and the Building Code, O. Reg. 332/12 (“the Building Code”), related to Sewage Systems.
2. This Agreement is entered into pursuant to the Act, delegating to the Conservation Authority certain responsibilities under the Act and Building Code, as amended from time to time, for Sewage Systems as defined herein.

IN CONSIDERATION of the mutual covenants herein contained, the Parties agree as follows:



ARTICLE ONE

GENERAL

Section 1.01 Application: This Agreement applies to all Properties in the Municipality serviced by Sewage Systems (“the Service Area”).

Section 1.02 Duties: The Conservation Authority shall carry out its duties in accordance with the Act and the Building Code in force from time to time, this Agreement, and any other legislation contemplated hereunder.

ARTICLE TWO

DEFINITIONS

Section 2.01

In this Agreement:

“Act” means the *Building Code Act, 1992*, S.O. 1992, c.23 including amendments thereto.

“Building Code” means regulations made under Section 34 of the Act.

“Conservation Authority” means the South Nation River Conservation Authority.

“Permit” means written permission or written authorization to perform work regulated under the provisions of the Building Code and Act.

“Sewage System” means:

- (a) a chemical toilet, an incinerating toilet, a re-circulating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system.
- (b) a grey water system,
- (c) a cesspool,
- (d) a leaching bed system, or
- (e) a system that requires or uses a holding tank for the retention of hauled sewage at the site where it is produced before its collection by a hauled sewage system, where these
- (f) have a design capacity of 10, 000 litres per day or less,
- (g) have, in total, a design capacity of 10,000 litres per day or less, where more than



- one of these are located on a lot or parcel of land, and
- (h) are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.

“Sewage System Inspector” means an employee of South Nation Conservation designated for the purpose of implementing Part 8 of the Building Code.

“The Service Area” means this Agreement applies to all Properties in the Municipality serviced by Sewage Systems.

ARTICLE THREE

SERVICES OF THE CONSERVATION AUTHORITY

Section 3.01 Services: The Conservation Authority shall provide the following services in the Service Area (the “Services”):

- (i) Inspection of Properties, not serviced by municipal sewage services, which are planned to be divided by severance, to ensure that each lot will be suitable for the installation of a Sewage System.
- (ii) Inspection of Properties prior to the issuance of a Permit for the construction, installation, establishment, enlargement, extension or alteration of a Sewage System.
- (iii) Inspection of Sewage Systems of Properties under consideration for connection to municipal sewage services.
- (iv) Issue permits under the Act and the Building Code relating to Sewage Systems (a “Permit”).
- (v) Inspection of Properties to determine the acceptability of applications for minor variances or lot line adjustments, concerning existing and proposed Sewage Systems and review of official plans and zoning by-laws and amendments to ensure compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (vi) Issue permits upon successful inspection (and repeat inspection when necessary) of Sewage Systems for compliance of the Permit and other requirements under the Act or Building Code.



- (vii) Receive and process applications and requests related to activities listed in paragraphs (i) through (vi) of this section.
- (viii) Provide reports and comments on minor variances and severances directly to the appropriate planning authority related to septic systems.
- (ix) Review planning documents including, but not limited to, subdivision proposals, draft official plans, and proposed amendments, to ensure compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (x) Maintain adequate records of all documents and other materials used in performing the duties required under this Agreement.
- (xi) Consult with various groups regarding compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (xii) Respond to inquiries made by any person under the *Municipal Freedom of Information and Protection of Privacy Act* and related Regulations, as amended from time to time, or through other legal channels.
- (xiii) Investigate complaints and malfunctioning Sewage Systems, undertake compliance counseling and preparation of reports for abatement action as it relates to existing and proposed Sewage Systems.
- (xiv) Issue orders under the Act relating to Sewage Systems.
- (xv) Prepare documentation necessary for prosecutions including prosecuting violations relating to Sewage Systems under the Building Code. Perform all duties related to prosecutions relating to Sewage Systems pursuant to the *Provincial Offences Act*, R.S.O. 1990, c.P.33 and the Act.
- (xvi) Provide all forms and clerical services necessary for the administration of this Agreement.
- (xvii) Any other matters related to the administration or enforcement of the Act or Building Code relating to Sewage Systems.
- (xviii) Provide promptly to the Municipality, as may be required from time to time, copies of documents used by the Conservation Authority staff in the performance of their duties under this Agreement.



- (xix) To advise the Municipality of any existing Sewage Systems within the Service Area to allow for possible sewer connection.
- (xx) Maintain an appropriate number of adequately trained staff to carry out the services in a timely fashion.
- (xxi) Attend meetings of Municipal Council and their committees, as requested, to discuss matters relating to any provisions of the Act or Building Code relating to Sewage Systems.

Section 3.02 Performance of Duties: Dialogue is encouraged between the Conservation Authority's Sewage System Inspector and the Senior Administration Officer or Chief Building Official of the Municipality; however, the Conservation Authority shall, acting reasonably, and in accordance with our Code of Conduct (Appendix A) and applicable legislation, have discretion in determining the manner in which to perform the Services.

ARTICLE FOUR

FEES

Section 4.01 Collection of Fees: The Conservation Authority shall collect and retain all fees, as set out in Appendix B, payable by any person for work performed by the Conservation Authority hereunder as compensation for its services provided hereunder and all persons required to pay any such fee shall pay the fee to the Conservation Authority.

Section 4.02 Amendment of Fee Schedule: The Conservation Authority may amend the fees as set out in Appendix B by applying a cost-of-living adjustment each year, subject to the provisions of Section 1.9.1.2, Division C of the Building Code.

ARTICLE FIVE

INSPECTORS

Section 5.01 Qualifications: Sewage System Inspectors shall be qualified in accordance with the provisions of the Building Code and shall be appointed by the Conservation Authority's Board of Directors as per subsections 6.2 (3) and (4) of the Act.



ARTICLE SIX

LIABILITY, INSURANCE, AND INDEMNITY

Section 6.01 Insurance: The Conservation Authority shall at their own expense within ten (10) days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Municipality with evidence of:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the Conservation Authority relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage, broad form completed operations; owners and contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employer's liability; tenants legal liability, cross liability and severability of interest clause.

Error and Omissions Insurance for a limit of not less than \$2,000,000 per incident on a claims basis. Such coverage shall contain an extended reporting period of twenty-four (24) months or be maintained for a period of two years subsequent to conclusion of service provided under this Agreement.

Environmental Impairment Liability with a limit of not less than \$5,000,000 per incident /annual aggregate. Coverage shall include Third Party Bodily Injury and Property Damage including restoration costs. If such insurance is issued on a claims made basis, coverage shall contain a 24 month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Automotive Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

The Municipality shall be added as Additional Insured to the above noted policies with respect to the operation of the Conservation Authority. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

The Policies shown above shall not be cancelled or materially changed unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the change or



cancellation. The insurance policies will be in a form and with a company which are, in all respects, acceptable to the Municipality.

The Conservation Authority shall provide confirmation of Workers Safety Insurance Board (WSIB) coverage to the Municipality.

All deductibles related to the operations of the Conservation Authority shall be the sole responsibility of the Conservation Authority and the Municipality shall bear no cost towards such deductibles. The Conservation Authority shall be responsible for insuring their property and the Municipality shall bear no cost towards such insurance. Should the Conservation Authority fail to insure their property, the Municipality will not be liable for such property in the event of a loss.

For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

Section 6.02 Liability of the Conservation Authority: The Conservation Authority shall indemnify and save harmless the Municipality, their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Conservation Authority, their officers, employees, or others who the Conservation Authority is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Municipality in accordance with this agreement and shall survive this agreement. For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

Section 6.03 Liability of the Municipality: The Municipality shall indemnify and save harmless the Conservation Authority from and against all claims, demands, losses, costs, damage, actions, suits, or proceedings by whosoever made, brought, or prosecuted in any manner based upon, arising out of, related to, occasioned by, or attributed to the negligence of the Municipality in executing its obligations under this Agreement. For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to



the effective date of this Agreement. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Agreement, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

ARTICLE SEVEN

TERM AND TERMINATION OF AGREEMENT

Section 7.01 Term: This Agreement shall continue in force commencing on September 6, 2022 for a term of five (5) years.

Section 7.02 Deemed Renewal: This Agreement shall automatically continue following the expiry of the term set out above until it is:

- a) Superseded or replaced by a subsequent Agreement;
- b) Terminated in its entirety by either party by giving one hundred twenty (120) days written notice; or
- c) Terminated in its entirety by mutual agreement of both parties.

Section 7.03 Early Termination: Subject to Section 7.04, this Agreement may not be terminated prior to the end of the term set out in Section 7.01 hereto unless such termination is agreed to in writing by both parties hereto.

Section 7.04 Termination for Default:

- (i) The Municipality may terminate this Agreement at any time prior to the end of the term set out in Section 7.01 if:
 - (a) the Conservation Authority has failed to comply with the Act or the Building Code in fulfilling its obligations under this Agreement; or
 - (b) the Conservation Authority is not carrying out its duties or obligations pursuant to this Agreement; and the Conservation Authority fails to remedy the problem in a manner satisfactory to the Municipality, acting reasonably, within 120 days of being notified by the Municipality in writing of any such problem.
- (ii) The Conservation Authority may terminate this Agreement at any time prior to the end of the term set out in Section 7.01 if:



- (a) the Municipality has failed to comply with the Act or the Building Code in fulfilling its obligations under this Agreement; or
- (b) the Municipality is not carrying out its duties or obligations pursuant to this Agreement; and the Municipality fails to remedy the problem in a manner satisfactory to the Conservation Authority, acting reasonably, within 120 days of being notified by the Conservation Authority in writing of any such problem.

ARTICLE EIGHT

ARBITRATION

8.01 Arbitration: If a dispute arises between the parties relating to any matter in this Agreement, the parties agree to resolve the dispute in strict compliance with the following procedures:

- (i) To meet within a period of fifteen (15) days from the date a notice of dispute is be filed by either party, each party to be in attendance represented by legal counsel, to participate in good faith in negotiating a resolution of the dispute.
- (ii) To negotiate in good faith, personally and through counsel, for a period of thirty (30) days after the meeting.
- (iii) If, within the thirty (30) day period after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, to submit the dispute to arbitration.
- (iv) The parties shall meet and appoint a single arbitrator. If they are unable to agree on a single arbitrator within fifteen (15) days, then upon written notice by any party to the other the matter shall be settled by arbitration in accordance with the *Arbitrations Act*, 1991, of Ontario by delivery of a notice of arbitration to the other party.

ARTICLE NINE

RELATIONSHIP OF THE PARTIES

9.01 It is expressly agreed that this Agreement shall not be construed as a partnership or joint venture between the Conservation Authority or any subcontractor and the Municipality. The Conservation Authority shall have no authority to bind the Municipality for the performance of any contract or otherwise obligate the Municipality.



ARTICLE TEN

MISCELLANEOUS

Section 10.01 Preamble: The preamble hereto shall be deemed to form an integral part hereof.

Section 10.02 Amendments: This Agreement shall not be changed, modified, terminated, or discharged in whole or in part except by instrument in writing signed by the parties hereto, or their respective successors or permitted assigns, or otherwise as provided herein.

Section 10.03 Assignment: This Agreement shall not be assignable by either party hereto without the written consent of the other party being first obtained.

Section 10.04 Force Majeure: Any delay or failure of either party to perform its obligations under this Agreement shall be excused and this Agreement is suspended if, and to the extent, that the delay or failure is caused by an event occurrence beyond the reasonable control of the party and without its fault or negligence, such as, by way of example and not by way of limitation, acts of God, fires, floods, wind storms, riots, labor problems (including lock-outs, strikes and slow-downs) or court injunction or order.

Section 10.05 By-Laws: Any by-laws passed under Section 7 of the Act and all forms, applications, etc. related to Sewage Systems shall be provided to the Municipality by the Conservation Authority upon request at no charge.

Section 10.06 Notices: Any notice, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given by being delivered to an officer of such party during normal working hours or mailed to the following addresses of the parties respectively:

To the Conservation Authority:

South Nation River Conservation Authority
38 Victoria Street, P.O. Box 29
Finch, ON K0C 1K0
Attention: General Manager/Secretary Treasurer

To the Municipality:

Township of Edwardsburgh/Cardinal
18 Centre Street, P.O. Box 129



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Spencerville, ON K0E 1X0
Attention: Chief Administrative Officer

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on the third business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Either party may at any time give notice in writing to the other party of the change of its address for the purpose of this Section.

Section 9.07 Headings: The section headings hereof have been inserted for the convenience of reference only and shall not be construed to affect the meaning, construction or effect of this Agreement.

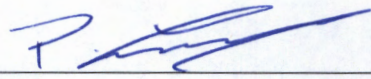
Section 9.08 Governing Law: The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario as at the time in effect.

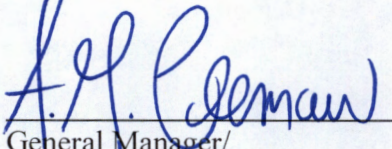
[Signature page follows]



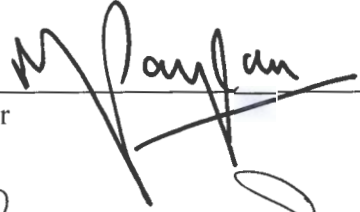
IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year set out below.

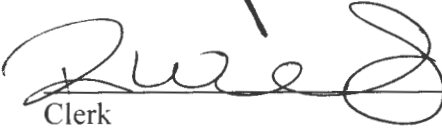
SOUTH NATION RIVER CONSERVATION
AUTHORITY


Chair Date: June 16/2022


General Manager/
Secretary Treasurer Date: May 31.22.

CORPORATION OF THE TOWNSHIP OF
EDWARDSBURGH/CARDINAL


Mayor Date: May 31, 2022


Clerk Date: May 31, 2022



APPENDIX A

SNC CODE OF CONDUCT

Purpose of this Code of Conduct

The Conservation Authority establishes a Code of Conduct per subsection 7.1 (1) of the *Building Code Act*, 1992 as amended for the Sewage System Inspector and the designated inspectors.

- 1) To promote appropriate standards of behavior and enforcement actions by the Sewage System Inspector and designated inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.
- 2) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Sewage System Inspector and designated inspectors in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code.
- 3) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the *Building Code Act* or the Building Code by the Sewage System Inspector and the designated inspectors.
- 4) Duty to Carry Identification as indicated in section 15.23 of the *Building Code Act* and employment standards
- 5) Inspection of Building Site as indicated in subsection 12 (1) of the *Building Code Act*

Enforcement Guidelines

The Sewage System Inspector and designated inspectors appointed with South Nation Conservation shall comply with this code of conduct. The appointed Sewage System Inspector or the designated inspectors who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.

Any person who has reason to believe that this code of conduct has been breached may bring the matter to the attention of the Sewage System Inspector. Where the allegation concerns the actions of the Sewage System Inspector, the matter may be brought to the attention of the senior staff person to whom the Sewage System Inspector reports.



The Sewage System Inspector or senior staff person who receives information, in writing, concerning a significant breach of this code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by a Sewage System Inspector or senior staff person concerning a breach of this code shall be held in confidence. The Sewage System Inspector or senior staff person shall advise the Board of Directors in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

Disciplinary Action

Disciplinary action arising from violation of the Code is the responsibility of South Nation Conservation and will be based on the severity and frequency of the violation in accordance with employment laws and standards, and relevant collective agreements.

Code of Conduct

In exercising powers and performing duties under the *Building Code Act* and the Building Code, the Sewage System Inspector and designated inspectors shall:

- 1) Exercise powers in accordance with the provisions of the *Building Code Act*, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of the Sewage System Inspector and designated inspectors;
- 2) Act to identify and enforce compliance where significant contravention of the Act or regulations are known to exist;
- 3) Apply all relevant building laws, regulations and standards in a consistent and fair manner, where a personal interest may create a conflict;
- 4) Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
- 5) Obtain the counsel of persons with expertise where the Sewage System Inspector or designated inspectors does not possess sufficient knowledge to make an informed judgment; and
- 6) Act honestly, reasonably and professionally in the discharge of their duties

Public Notice

This code of conduct shall be brought to the attention of the public in the following manner:

- Posting on Conservation Authority's website, and
- Public viewing by attending at the Conservation Authority's office and requesting a copy.



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APPENDIX B

FEE SCHEDULE SEWAGE SYSTEM INSPECTIONS

Attached

Updated Annually



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APPENDIX C

CERTIFICATE OF INSURANCE

Attached

Updated Annually



APPROVALS FEE SCHEDULE

Effective January 1, 2022



South Nation Conservation (SNC) Approvals Fee Schedule (Effective January 1, 2022)

Index:

- Schedule A: Planning
- Schedule B: Conservation Authorities Act Permits
- Schedule C: Technical Reviews
- Schedule D: Information, Professional Services, and Conservation Lands
- Schedule E: Sewage System Inspections



Municipalité de
RUSSELL
Township



Payment can be made by cheque, cash, debit or credit.

Please note that payments made by credit card are subject to a 3% convenience charge.



SCHEDULE A: PLANNING

| Planning Application Type | 2022 |
|--|--------------------|
| Official Plan and Zoning Amendments | |
| Standard | \$785 |
| Major | \$3,920 |
| Zoning By-law Amendments | \$400 |
| Minor Variance Applications | \$400 |
| Application for Consent | |
| Clearance of conditions | \$490 |
| | \$230 |
| Site Plan Control | |
| Single Residential | \$400 |
| Minor | \$665 |
| Standard | \$1,065 |
| Major | \$2,655 |
| Plan of Subdivision/ Part Lot Control/ Condominium | |
| Less than 2 ha and/or 10 lots on full municipal services | \$1,295 |
| Under 10 lots and 2 ha on private services | \$2,565 |
| Over 10 lots and/or 2 ha on private or full municipal services | \$3,920 |
| Clearance of conditions (per phase) | \$1,970 |
| Priority review (per phase) | \$5,995 |
| File reactivation (dormant files over 2 years) | 50% of current fee |
| Revision: all file types | 50% of current fee |
| Pre-consultation | Free |

Application Categories:

- Minor: no technical studies
- Standard: one technical study
- Major: more than one technical study



NOTES (SCHEDULE A: PLANNING)

Reviews comply with South Nation Conservation (SNC) circulation requirements under the Planning Act, SNC's Fee Administration Policy, SNC's Client Service Policy, Conservation Ontario Timely Review Taskforce Policies, and the 2001 Provincial Memorandum of Understanding on Procedures to Address Conservation Authority Delegated Responsibility [Ministry of Natural Resources and Forestry & Ministry of Municipal Affairs and Housing].

Reviews may be completed under municipal planning service agreements or agreements with Federal and Government agencies. Clause 21(1) (m.1) of the Conservation Authorities Act permits SNC to charge for services in accordance with SNC's Fee Administration Policy.

Fees are exclusive of technical report review fees (Schedule C). All fees must be paid prior to the release of written comments to approval authorities.

One fee (the highest) applies for concurrent applications unless otherwise stated (ex. where an Official Plan Amendment and Zoning By-law Amendment are submitted for the same development).

No fee is charged to a municipality within SNC's jurisdiction for planning reviews initiated by that municipality.



SCHEDULE B: CONSERVATION AUTHORITIES ACT PERMITS

| Application Type | | Description | 2022 |
|-------------------------------------|---|---|---------|
| Water Crossing | Private - culvert/bridge | Private entrance replacement ≤ 30 m | \$275 |
| | | Private entrance replacement > 30 m | \$650 |
| | | New private entrance | \$650 |
| | Infrastructure - culvert/bridge | Replacement (same dimension) ≤30 m and ≤ 1 m dia. | \$275 |
| | | Replacement (different dimension) or new ≤1 m dia. | \$650 |
| | | > 1 m dia. - 2 m dia. | \$1,020 |
| | | > 2 m dia. | \$2,010 |
| | | Resurfacing | \$275 |
| | | Superstructure or abutment works | \$650 |
| | | New bridge | \$2,630 |
| | Directional drilling | Channel width ≤ 3 m | \$275 |
| | | Channel width > 3 m | \$650 |
| | Water utility crossing (open-cut) | Channel width ≤ 3 m | \$1,020 |
| | | Channel width > 3 m - 10 m | \$2,010 |
| | | Channel width > 10 m | \$2,630 |
| Docks | Dock installation | ≤ 45 m ² | \$275 |
| | | > 45 m ² | \$650 |
| | | All crib construction | \$1,020 |
| Fill Placement & Grading | Fill placement (m ³) / grading (ha) (including septic beds) | ≤ 100 m ³ / ≤ 0.25 ha | \$275 |
| | | > 100 m ³ - 500 m ³ / > 0.25 ha - 0.5 ha | \$650 |
| | | > 500 m ³ - 1,000 m ³ / > 0.5 ha - 1.0 ha | \$1,020 |
| | | > 1,000 m ³ - 2,000 m ³ / > 1.0 ha - 2.0 ha | \$2,010 |



| Application Type | | Description | 2022 |
|--|---|---|---------------------|
| Buildings | Ancillary buildings with no foundations | Within a Regulated Area | \$275 |
| | Single family dwelling, auxiliary buildings, additions and similar | ≤ 20 m ² | \$275 |
| | | > 20 m ² - 100 m ² | \$650 |
| | | > 100 m ² - 200 m ² | \$1,020 |
| | | > 200 m ² | \$2,010 |
| New multi-residential or institutional | | | \$2,630 |
| Shoreline Work & Watercourse Clean Out | Shoreline alterations, erosion protection, channelization, new watercourses and similar | ≤ 15 m | \$275 |
| | | > 15 m - 50 m | \$650 |
| | | > 50 m - 500 m | \$1,020 |
| | | > 500 m - 1000 m | \$2,010 |
| | | > 1000 m | \$2,630 |
| Watercourse cleanout (non-municipal drain) | | | \$650 |
| Wetland | Development/interference within 120 m of a wetland boundary | Minor review | \$275 |
| | | Area affected ≤ 0.5 ha | \$650 |
| | | Area affected > 0.5 ha and ≤ 1.0 ha | \$1,020 |
| | | Area affected > 1.0 ha and ≤ 2.0 ha | \$2,010 |
| Municipal Drain Maintenance (DART Protocol) | | | \$90 |
| Screening Fee | | | \$120 |
| Issuance of new permit within 6 months of expiry date with no changes to proposal or site conditions | | | \$130 |
| S. 28 Application Review Hearing | | | \$130 |
| Applications amended or resubmitted after approval (includes modifications to previously reviewed sediment and erosion control plans) | | | 50% of current fee |
| Retroactive Permit (application for permit after the project has started) Retroactive permit applications shall only be considered if the project meets – or can be reasonably modified to meet – SNC's Section 28 Regulation Policies. | | | 200% of current fee |
| Major Projects (ex. Minister's Zoning Order, applications that include several technical studies, >1,000 m shoreline work or watercourse realignment, development or interference with >2 ha wetland, subdivisions over 10 lots, fill placement over > 2000 m ³ / > 2.0 ha). Note: Additional charges for legal or technical peer-review may be applicable. | | | \$5,260 |
| Property Inquiry | | | |
| Written responses to natural environment, legal, real estate related financial (including Canadian Mortgage and Housing Corporation) or other inquiries by landowners or others on their behalf. | File search only - normal review (10 business days) | | \$275 |
| | File search only - expediated review (5 business days) | | \$530 |
| | With site inspection - normal review | | \$475 |



SCHEDULE C: TECHNICAL REVIEWS

Reviews are prepared by qualified professionals in the fields of water resources engineering, groundwater science, site servicing, geotechnical engineering, environmental assessments, ecology, and planning to support appropriate development. Our reviews involve evaluation of whether the applicable guidelines and legislation have been appropriately addressed.

| Report Review | Development Type | 2022 |
|--|------------------------------------|---------|
| Normal Review (20 business days) ¹ <ul style="list-style-type: none"> • Flood plain hydrology analysis • Geotechnical reports (unstable soils and slopes) • Wetland hydrologic impact analysis • Environmental impact studies • Stormwater management • Grading and drainage plan • Aquatic habitat assessment/fish habitat impact • Hydrological assessment • Groundwater and terrain analysis • Private Servicing | Small scale development | \$450 |
| | Development area < 0.5 hectares | \$880 |
| | Development area ≤ 2 hectares | \$1,850 |
| | Development area > than 2 hectares | \$2,885 |
| Clearance of Conditions | | \$330 |
| Major Projects ² | | Hourly |
| Aggregate Resource Act Reviews (plus technical review fees) | | \$3,920 |

¹ Services are tracked per file, on an hourly basis. Where reviews exceed one full review, additional submissions will be billed on an hourly professional rate, in addition to this fee.

² Major Projects are projects with a high level of environmental concern that require the Authority to attend meetings and respond to inquiries and concerns. An application to the Authority may or may not be active.



SCHEDULE D: INFORMATION, PROFESSIONAL SERVICES, AND CONSERVATION LANDS

| Product/Service | | 2022 |
|--|--------------------------|-------------------------------|
| Staff Time | | |
| | Assistant Rate | \$70/hour |
| | Technical Rate | \$90/hour |
| | Specialist Rate | \$95/hour |
| | Professional Rate | \$105/hour |
| | Management Rate | \$130/hour |
| Digital Data and Maps | | |
| Monitoring data, GIS files, Aerial photography ¹ | Staff Time | \$95/hour |
| Natural Hazard and Other Digital Maps | Staff Time | \$105/hour |
| Customized Maps | Staff Time | \$95/hour |
| Reports | | |
| Base Cost (digital and paper) | Small: 1-30 pg | \$140 |
| | Med: 31-100 pg | \$275 |
| | Large: > 100 pg | \$405 |
| Photocopying | Black and White | \$0.55 |
| | Colour | \$1.08/page - plus staff time |
| Floodplain Models | | |
| Hydraulic Model (HEC RAS model files) ^{1,2} | | \$2,080 - plus staff time |
| Hydraulic Model (HEC-HMS, SWMHYMO model files) ^{1,2} | | |
| Total Phosphorus Management | | \$550/kg |
| Conservation Lands | | |
| Hunting | SNC Jurisdiction | \$100 |
| | Outside SNC Jurisdiction | \$150 |
| | Outside of Province | \$200 |
| Trapping | | \$25 |
| Contracts and Land Use Agreements are negotiated on a case by case basis using current market rates. | | |

¹ a signed digital data license agreement is required.

² a copy of the updated input and output files and revised floodplain maps must be provided.



SCHEDULE E: SEWAGE SYSTEM INSPECTIONS

| Classification of Systems | 2022 |
|---|---------------------|
| Class 2 | |
| Grey water pit only - daily design flow not exceeding 1,000 L/day | \$410 |
| Class 3 | |
| Cesspool - Black water pit only - daily design flow not exceeding 1,000 L/day | \$410 |
| Class 4 and 5 | |
| Class 4 tank and leaching bed and Class 5 holding tank daily design flow <4,000 L/day | |
| Systems requiring annual maintenance | \$890 |
| Other Systems | \$790 |
| Class 4 tank and leaching bed and Class 5 holding tank daily design flow >4,000 L/day and <10,000 L/day | |
| Systems requiring annual maintenance | \$1,285 |
| Other Systems | \$1,170 |
| Treatment Unit Alterations (No changes to disposal field) | |
| Replacement/enlargement/relocation | \$410 |
| Material Alteration | \$805 |
| Repair Pumping/Dosing System or Minor Repair (ie. level header) | \$205 |
| Installation of Filter/Risers | \$205 |
| Additional Inspections and Retroactive Permits | |
| Any additional or repeat inspections | \$205 |
| Applying for a permit after the installation is complete (retroactive permits) | 125% of current fee |



| Permit revisions (Certificate of Change) | |
|---|-------|
| Change of tertiary treatment unit type | \$205 |
| Pipes and Stone to Chambers (equal area or reduction) | \$410 |
| Chambers to Pipes and Stone (increase) | \$410 |
| Addition of fixtures or living area (no design flow increase) | \$205 |
| Increased design flow and/or elevation changes | \$205 |
| Change in type of system (ie. Conventional to Tertiary) | \$410 |
| Different location on property (site evaluation) | \$205 |
| Miscellaneous / Other / Repeat Inspections | \$205 |

| Permit Renewal and Expiration | |
|--|-------|
| Owner renews permit (first six months) | \$205 |
| Owner renews permit (second six months) *Maximum of two renewals will be granted | \$205 |

| Permit Cancellation and Transfers | |
|--|-------|
| Administrative Revision | \$115 |
| Owner transfers permit to new owner (no changes) | \$205 |
| Owner cancels application (no inspection done) | 80% |
| Owner cancels application (no permit issued) | 50% |
| Owner cancels application (permit issued) | 33% |
| Owner changes designer or contractor | \$805 |

| Renovations / Changes of use permits (Part 10 & 11 of the Ontario Building Code) | |
|---|-------|
| File Search/Review (no letter provided) | \$60 |
| File Search/Review (clearance letter provided) | \$175 |

| Land Control and Lot Creation (Planning Act) | |
|---|-------|
| Minor Variances and Zoning By-Laws (site visit required) | \$205 |
| Outside SNC Jurisdiction - Consent Applications (per application) | \$410 |
| Inside SNC Jurisdiction - Consent Applications (per application) | \$490 |
| Subdivision or Condominium Lots (per lot) (Maximum fee of \$5,000.00) | \$250 |

| File Searches | |
|-----------------------------|------|
| File Searches (images only) | \$75 |
| Images and Legal Report | \$95 |

| Administrative Fees | |
|---|--------------|
| Additional Copies of Permit Documents (photocopies) | \$25 |
| Photocopies of Other Documents | \$1 per copy |



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APPENDIX C

CERTIFICATE OF INSURANCE

Attached

Updated Annually

Committee: Committee of the Whole – Community Development

Date: March 3, 2025

Department: Community Development

Topic: Investigating Potential Child Care Locations

Background: Staff were asked to investigate options for a child care facility in support of the United Counties of Leeds and Grenville’s Directed Growth Strategy. This included assessing the feasibility of the 2nd storey of the Spencerville Arena as well as privately owned land and former church building at 2140 Dundas Street.

Spencerville Arena: Staff reviewed Ontario’s Planning and Design Guidelines for Licensed Child Care Centres to evaluate the potential of the Spencerville Arena space. A chart is attached to provide a more detailed review and notes.

Key findings include:

- Limited available space: The arena offers approximately 56m² of space, which is insufficient after allocating required areas for washrooms, food storage, office, staff rest area and play space.
- No windows to outside: Regulations require windows covering at least 10% of the floor area to provide natural light, which the arena does not have.
- No suitable outdoor play area: Provincial guidelines require 5.6m² of fenced, on-site outdoor play space per child, which is not available at this location. Director approval would be required to use alternate space.
- Renovations required: Significant modifications would be needed to install a separate washroom, diaper changing area, storage areas, office, staff rest area and fencing.
- Entrance and security considerations: A dedicated entrance is recommended, but not available. Without a separate entrance, signage, controlled access, and scheduling measures would be needed to ensure safety.

The funding available through the CWELCC is directly related to the number of child care spaces created. Once all space requirements are met, the limited space would restrict the number of child care spaces that can be accommodated, making it unlikely

that the funding would be sufficient to cover the extensive renovations needed to bring the space into compliance with licensing requirements.

Cardinal Commons (2140 Dundas): This site is within the Directed Growth Strategy's target area and has a 4,800sq ft former church building with a kitchen and outdoor space.

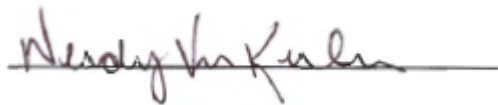
The site would require a zoning bylaw amendment to permit a child care use. It is currently zoned CG-3, with permitted uses limited to:

- Accessory Dwelling Unit
- Farmers' Market
- Office
- Place of Assembly
- Specialty Food Establishment (processing, packaging, warehousing, and sale of honey-related products)

Additionally, the bylaw doesn't allow any new structures on the property (except for temporary structures related to the above uses) because of the cemetery status.

Staff have provided the Counties with the above information and development goals provided by the property manager, which include a proposed child care facility.

As this is a privately-owned property, the Counties would work directly with the property owner to determine the feasibility of the site for this use. Staff are ready to assist and preconsult on a future zoning bylaw amendment.



Community Development Coordinator

Spencerville Arena Investigation

Provincial Planning and Design Guidelines

Spencerville Arena

| Play activity space | |
|---|---|
| 2.8m ² of unobstructed floor space per child (toddler, preschool). | Once other required spaces are constructed, the amount of available space will be limited. |
| Each licensed age group must have it's own separate play area. | Requires renovation, or limit to one age group. |
| On or below the 2nd storey, although it is recommended that toddler rooms are on the main floor. | Space is only available on the 2nd storey. |
| Windows sized at least 10% of the floor space. | There are no windows to the outside. |
| There must be a space for storage of toys and play materials; this does not count towards the required unobstructed play space. | Needs to be purchased or added during renovations. |
| Eating and resting areas | |
| A space for eating is required and can be incorporated into the play area, but permanent fixtures do not count towards the required unobstructed play area. | A multi-use design would need to be considered so that less space is used for these functions. |
| Sleeping area can be incorporated into the play area, but space used to store cots and linens doesn't count towards the required play space. | |
| Washing, dressing, toileting | |
| It is recommended that the public not have access to children's toilet facilities during the centre's hours of operation. | A separate washroom is not available and would need to be constructed. |
| Must have a table near a sink for changing a diaper (toddler) | |
| Preparation of food | |
| A kitchen is required if food is prepared on site, a place to receive food is required if food is catered. At minimum a space to store food is required if food is not prepared or catered. | Assuming no food will be prepared or catered on site, there is a fridge, counter and sink available for food storage. |

| Office area | |
|--|---|
| Storage of hard copy records, if necessary | There is an office area nearby but it is used by facility staff. If this area is to be used for a child care facility, a separate staff office space would be needed. |
| Storage for medical supplies, etc., inaccessible to children | |
| Staff rest area | |
| Must be separate from play and office areas; should provide a calm, relaxing space for breaks, lunch and professional development. | This space would need to be built as part of renovations. |
| Heating and electrical | |
| Must be inaccessible to children | This is in place and already separate from the designated space. |
| Temperature must be maintained at least 20 degrees. | |
| Entranceway (recommended) | |
| A dedicated entranceway is highly recommended. | No separate entrance exists; signage and controlled access would be needed if shared with arena users. |
| Individual storage spaces for coats, boots, and bags promote independence. | No designated coat/boot storage; space for cubbies or hooks must be added during renovations. |
| Entrance must be large enough for safe drop-off and pick-up. | Limited space may cause congestion; scheduling or separate waiting areas may be needed. |
| Outdoor play | |
| 5.6m ² of unobstructed outdoor space per child | There is no suitable space on the arena property and approval would be required to use adjacent land. |
| Must be adjacent to premises, unless Director approval for alternate arrangement. | |
| Fenced to 1.2m | Required as part of renovation. |
| There must be storage for outdoor play equipment | Needs to be purchased or added during renovations. |