



**AGENDA  
COMMITTEE OF THE WHOLE  
COMMUNITY DEVELOPMENT**

**Monday, April 7, 2025, 6:30 PM**

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

**Indigenous Land Acknowledgement:**

The Township of Edwardsburgh Cardinal is situated on traditional territory of Indigenous peoples dating back countless generations, which is rich in history and home to many First Nations, Métis and Inuit people today.

As a Township, we have a responsibility for the stewardship of the lands on which we live, work and play, and today, this meeting place is still home to Indigenous people, and we are grateful to have the opportunity to work on and call this land home.

- 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**
  - a. Every Kid in Our Communities Coalition - Jane Hess
  - b. BaitFuel Fishing Tour - Thomas Hopper & Greg Scott - Community Grants & Donations
  - c. Spencerville Mill Foundation - Tim East - Community Grants & Donations
- 6. Action/Information/Discussion Items**
  - a. Live: Land Use Planning
    1. Consent Review and Recommendation - Applications B-10-25 & B-11-25
    2. Consent Review and Recommendation - Applications B-22-25 & B-23-25
    3. Domestic Fowl Supplementary Report
  - b. Work: Economic Development
    1. EC Connects - Update
    2. Implementation of a Buy Canadian Policy
  - c. Play: Recreation

1. Spring Recreation Update
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, March 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  
Dave Grant, Director of Operations/Deputy CAO  
Tim Fisher, Planner  
Wendy VanKeulen, Community Development Coordinator  
Candise Newcombe, Deputy Clerk  
Mary Tessier, Consultant  
Natalie Charette, Interim Clerk

**1. Call to Order – Chair, Chris Ward**

Councillor Ward called the meeting to order at 6:30 p.m.

**2. Approval of Agenda**

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

That the agenda be approved as presented.

Carried

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

a. C. Ward - Investigating Potential Child Care Facility Locations

Councillor's direct family member may be involved in a potential business relationship that may be affected by the item.

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

None.

## 5. Delegations and Presentations

None.

## 6. Action/Information/Discussion Items

### a. Live: Land Use Planning

#### 1. Application for Severance - B-6-25 - Groveton Rd (Reid)

Committee was provided with a detailed summary of the report and discussed alternate lot delineation options, studies required, the conditions of the severance, and clarified the intent of municipal development agreements. Members noted that the outlined conditions should be clearly stated within the motion. The initial mover and seconder rescinded their support for the recommended motion.

The Chair called a 5-minute recess at 6:56 p.m. to allow staff to amend the motion as directed to include the outlined conditions of the severance.

The Chair resumed the meeting at 7:08 p.m.

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That the Committee recommend in favour of severance application B-6-25; subject to the recommended conditions:

1. That a survey shall be provided to the Township; and
2. That a Development Agreement shall be registered on title to implement the recommendations from the Environmental Impact Assessment; and
3. That the surveyor shall verify that the Township Road is 10 meters from the center line of the road along the severed and retained parcel, and shall provide the Township with a registered copy of the document for our files; and
4. That this resolution be forwarded to the United Counties of Leeds and Grenville.

Carried

#### 2. March Update - Domestic Fowl Coops

The committee received a comprehensive overview of the report and discussed increasing the number of permitted hens in all specified areas, allowing additional hens from April to September



as meat birds, permitting rooster ownership on properties over 0.4 hectares, and the rationale behind the proposed restrictions.

Members inquired about the current number of coops in the Township and the statistics on the number of domestic fowl coop complaints received.

Committee deferred the item to the March CDC meeting as it was noted that an upcoming webinar on domestic fowl coops, hosted by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), will provide further clarity on ministerial regulations for keeping domestic fowl and the additional requested information can be provided.

3. SNC Septic Agreement Update

Committee was provided with a summary of the report and discussed consulting local contractors to identify issues, potential liability, the feasibility of bringing services in-house, and penalties for contract violations.

The Committee reached a consensus to explore bringing septic inspection services in-house.

b. Work: Economic Development

1. Investigating Potential Child Care Facility Locations

C. Ward declared a conflict on this item. (Councillor's direct family member may be involved in a potential business relationship that may be affected by the item. )

Councillor Ward relinquished the Chair position to the Mayor, left the council chambers and did not participate in the discussion.

The Committee received an update and discussed the following: criteria for evaluating potential spaces, the possibility of privately owned land on Dundas St with a zoning amendment, the concentration of children within the Township, and funding based on the number of childcare spots created.

Councillor Ward returned to council chambers following discussions and assumed the Chair position.

c. Play: Recreation

None.

**7. Inquiries/Notices of Motion**

Mayor Deschamps requested clarification on the new Township severance application process and asked staff to provide the Committee with a printed copy.

Mayor Deschamps requested a future Committee discussion regarding passing a bylaw prioritizing the purchase of Canadian goods.

**8. Member's Report**

Member's reported on the following:

- Noted upcoming Township advertising videos from the Communications Committee following their March 3 meeting.
- Highlighted the attendance of the SERA chilli fest held on Saturday, March 1, noting chilli submissions from the Mayor and Councillor Ward.

**9. Question Period**

The following questions/comments were raised:

- Additional childcare issues were noted, including limited summer camp spaces, a lack of childcare for children under 6, and restrictions on summer programming outside Brockville.
- Inquiries were made regarding the proposed restrictions on keeping domestic fowl under the proposed zoning bylaw amendment.

**10. Closed Session**

None.

**11. Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** W. Smail

That Committee does now adjourn at 8:22 p.m.

Carried

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Chair

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Deputy Clerk

# “Start with Hello”

Jane Hess

Every Kid in Our Communities  
Coordinator



# “Start with Hello”

And Then..... Build Positive Relationships!

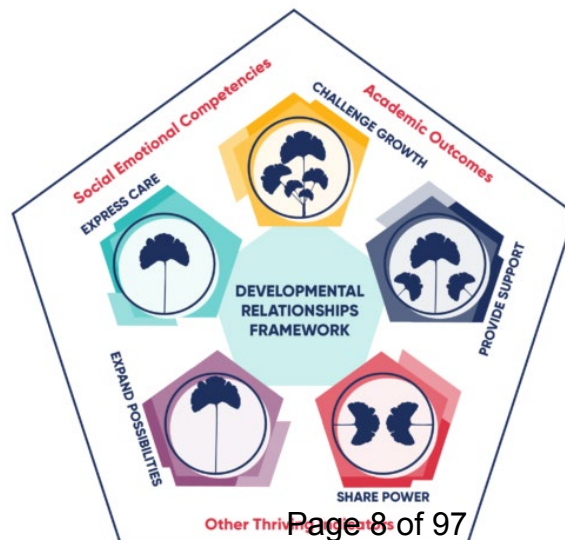


# Why Should We “Start with Hello”?



# “Start with Hello” in Leeds & Grenville

- Adapted from [Sandy Hook Promise](#) by EKIOC for **all adults and “influencers of youth” in our community**
- To create an environment where children feel safe, included, valued and connected.
- Uses principles of [Developmental Relationship Framework](#)



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# “Start with Hello” in Leeds & Grenville

## *The Voice of Youth*

*“Make conversation with us”; “Confident people who just start convos”; “More places for youth to go where we are welcomed”; “....people to talk to about anything”; “Try harder to make the youth involved because they are ruling this city after the grown-ups pass”; “Give kids my age a chance and have faith in us and then we won’t disappoint you”.*

*(Youth Let’s Talk Survey, 2018)*





# “Start with Hello” in Leeds & Grenville

- Adapted by EveryKid for **all adults and “influencers of youth” in our community**
- Aligns with EveryKid's areas of focus:
  - **Positive & Caring Adult Relationships**
  - **Community Values All Children & Youth**

Young people need to be surrounded by 3 or more non-parent adults , who love, care for, appreciate, and accept them.  
*(Search Institute)*





# What are Assets?

- The term comes from the Developmental Assets<sup>®</sup> framework-evidenced based from the Search Institute.
- Positive experiences, skills, opportunities, qualities and values (What kids need to succeed).



# Developmental Assets®

## External Assets

- Support
- Empowerment
- Boundaries and Expectations
- Constructive Use of Time

## Internal Assets

- Commitment to Learning
- Positive Values
- Social Competencies
- Positive Identity



# MORE IS BETTER!

- The more assets that young people have, the less likely they are to engage in a wide range of high-risk behaviours and the more likely they are to thrive.

Research shows that youth with the most assets are *more* likely to:

- Do well in school
- Be civically engaged
- Value diversity

Research shows that youth with the most assets are *least* likely to have problems with:

- Alcohol use
- Violence
- Illicit drug use
- Sexual activity



# “Start with Hello” Activities

- Presentation to Brockville City Council-Nov 19



- Presentation to Leeds and Grenville municipalities- 2025
- Asset Builders event- June 22/25 at YMCA.
- Applications due May 15/25 to [Tawyna.Boileau@healthunit.org](mailto:Tawyna.Boileau@healthunit.org)



# Getting Ready to “Start with Hello”

## Check out the EKIOC website to find:

- Promotional Poster (11x17)
- Sample Social Media Posts
- Breaking the Ice Card
- Instructions for Button Making
- Ideas for Inspiration
- Asset Builder Information & Nomination Form
- Links to Other Supporting Resources





# Breaking the Ice Card

- Includes tips to break the ice with young people. Simple things – a smile, a comment, a listening ear...
- Keep some cards with you to hand out to other adults for their use
- Sneak a peek at a card before you go out and intentionally say hello to a youth. The cards give you your next step!
- **Pass them on!**



# “Start with Hello” Long Term

- Work with community to embed Developmental Assets® into every aspect of life
- Work with municipalities to embed Developmental Assets® and Developmental Relationships® Framework into official Municipal Plans to build:
  - Strong positive connections between adults and children and youth that allow young people to thrive and contribute to the world





# “Goodbye!”

For more information visit:

[www.everykid.on.ca](http://www.everykid.on.ca)

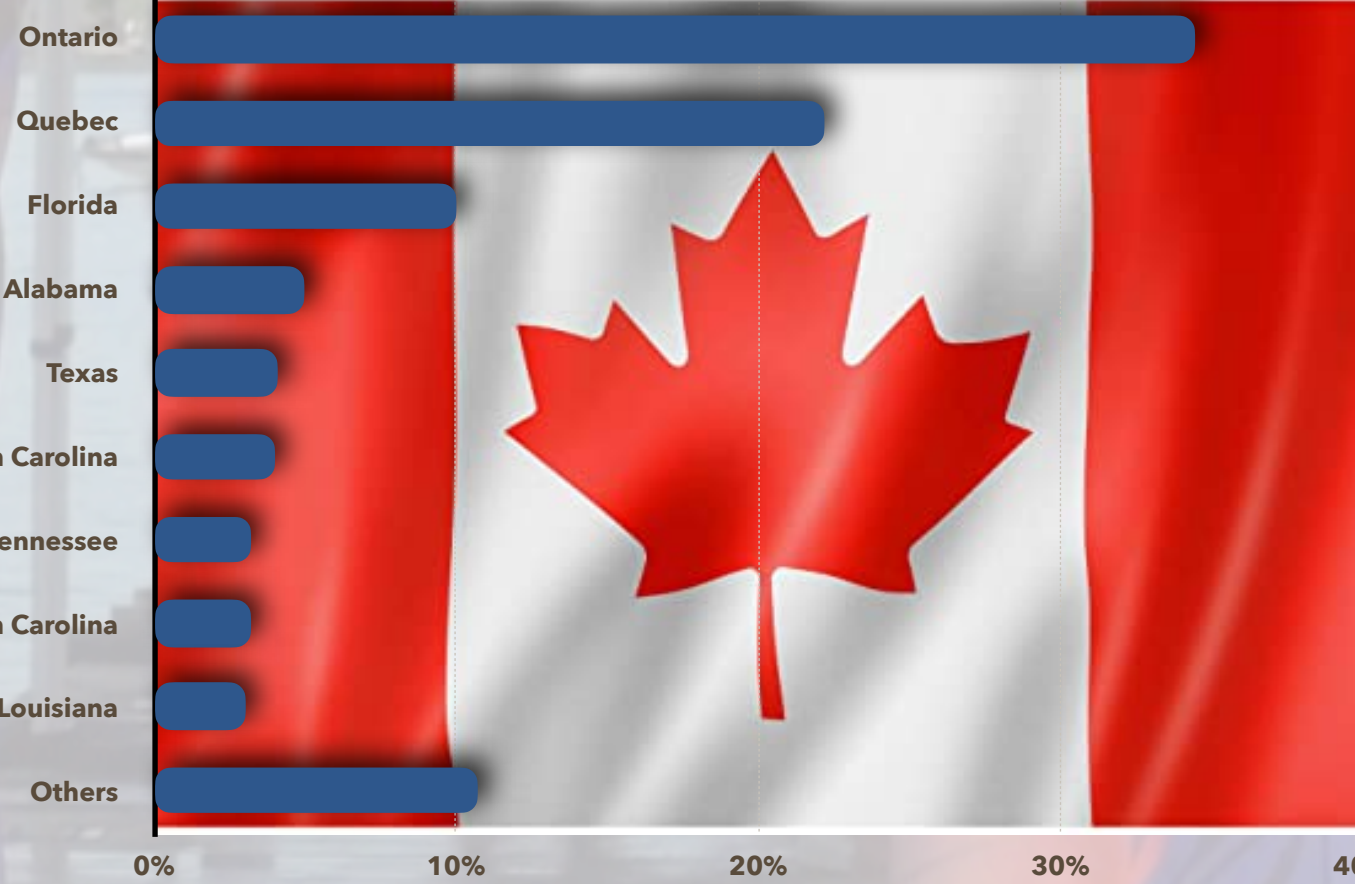
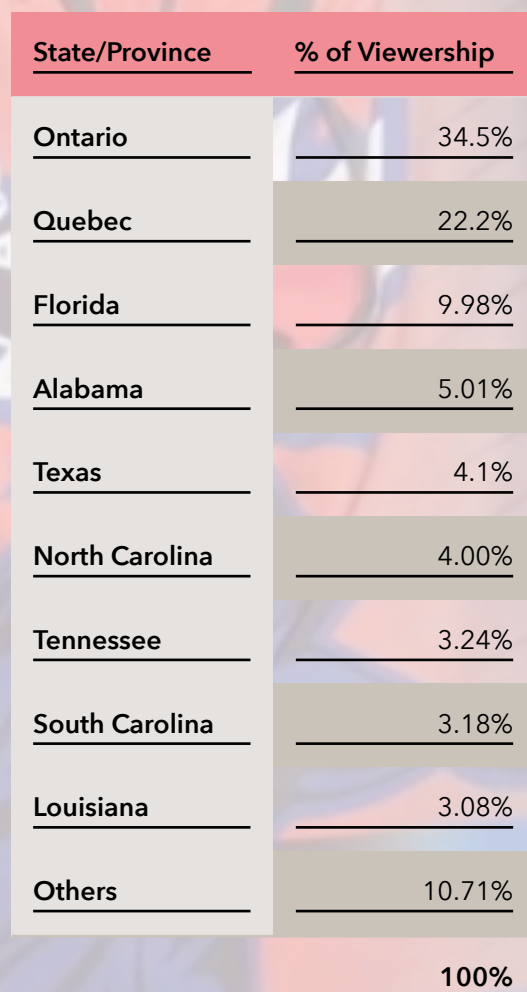
Jane Hess [admin@everykid.on.ca](mailto:admin@everykid.on.ca)





## IMPRESSIONS FOR 2024 Q1-Q3

Platform	2024 Impressions
Instagram	11,676
Facebook	64,914
On Demand	892,178
Linear TV	3,602,513
Website	134,665
Total	4,705,946



The image consists of two side-by-side photographs. The left photograph shows two men kneeling on a grassy field next to a blue and black Bass Cat boat. The man on the left, wearing a grey jacket and pants, has his hands pressed against his face in a gesture of surprise or awe. The man on the right, wearing a white and black hoodie and black pants, is looking towards the first man. In the background, there are purple event tents with text like 'fuel fishing tour.com' and 'FEEL'. The right photograph shows a black Bass Cat boat mounted on a dual-axle trailer. The boat has 'Puritan' and 'Vision' written on its side, along with a Chevrolet logo. A Mercury outboard motor is visible at the stern. The background features a large, light-colored building and a blue sky with scattered clouds.





**BAITFUEL FISHING TOUR**  
**FOLLOW UP REPORT Q5**

DATE: 08/24/2024

LOCATION: Legion Park, Cardinal, ON

08/24/2024

05:15-17:30

Tournament Day

05:15-07:15 = 50 teams launch for the day (4 blocks of 12/13 teams each every 15 mins)

07:15-14:15 = Shore Staff set up tournament footprint.

14:15-15:15:15 = prep and logistics for live stream Baitfuel Fishing Tour Facebook Live

15:30-16:15 = teams check in and (same block format) and begin weighing fish ASAP.

Anglers were sent a Google Forms survey (post event) to gather data for our mutual learning. A data summary is shared with each host municipality to substantiate the direct economic benefits and future financial support provided to future Baitfuel Fishing Tour events.



#### 2024 Q5 Edwardsburgh/Cardinal Angler Summary

- 38 of 50 teams responded (**represents data applying a multiplier of 1.14 to represent all 50 teams responding**)
- 22 total hotel/AirBnB/Vrbo single day bookings (**25 bookings**)
- Total spent on accommodations = \$4,492 (**\$5,121**)
- Total spent on fuel = \$16,250 (**\$18,525**)
- Total spent of meals = \$6,040 (**\$6,886**)
- Total spent on launch/parking = \$461 (**\$524**)
- GRAND TOTAL OF ABOVE = \$27,243 (**\$31,056**)

#### Q5 Edwardsburgh/Cardinal Staff Summary

- Shore Staff spent \$90 on fuel
- Shore Staff spent \$50 on meals
- TV Production Staff spent 2 nights = \$540
- TV Production Staff spent on fuel = \$400
- TV Production Staff spent on meals = \$460
- GRAND TOTAL OF ABOVE = \$1,540

**TOTAL ECONOMIC IMPACT BAITFUEL  
FISHING TOUR Q5 EVENT = \$32,596**

BFT estimated 200 spectators on site at Legion Park for weigh in.

# **The Economic Impact of BFT 2024 Q5 CARDINAL in Leeds and Grenville (3507) in 2024**

**This report was generated by  
the Ontario Ministry of Tourism, Culture and Gaming TREIM model**

**February 24,2025**

Note: The Ministry of Tourism, Culture and Gaming does not take any responsibility for inputs that the user has provided, nor for the interpretation of the results.

## 1. Introduction

This report provides an estimate of the economic impact that BFT 2024 Q5 CARDINAL is expected to have on Ontario's economy, in terms of Gross Domestic Product, employment and taxes generated. The analysis is based on the following information the user has provided to the MTCS Tourism Regional Economic Impact Model:

Number of Visitors for Activity (or Event) of Type Festivals/Fairs

	Total Number of Visitors	Same Day (% of visitors' origin)	Overnight (% of visitors' origin)	Average Length of Stay (nights)
Ontario	50	0.00%	0.00%	0
Rest of Canada	10	0.00%	0.00%	0
USA	10	0.00%	0.00%	0
Overseas	0	0.00%	0.00%	0
<b>Total</b>	<b>70</b>			

The user also has selected the following parameters:

- The visits take place in Leeds and Grenville (3507) in 2024
- The impact is to be shown for Leeds and Grenville (3507)
- Induced impacts of household spending are included
- Induced impacts of business investment are included
- Local government property tax revenue impacts are excluded

## 2. Summary of Findings

**Table 1. Economic Impacts of BFT 2024 Q5 CARDINAL in Leeds and Grenville (3507) in 2024 (in dollars)**

	<b>Leeds and Grenville (3507)</b>	<b>Rest of Province</b>
<b>Total Visitors' Spending</b>	\$31,563	
<b>Gross Domestic Product (GDP)</b>		
Direct	\$14,765	\$0
Indirect	\$2,698	\$2,324
Induced	\$3,858	\$2,357
Total	\$21,321	\$4,680
<b>Labour Income</b>		
Direct	\$7,845	\$0
Indirect	\$1,771	\$1,475
Induced	\$2,334	\$1,548
Total	\$11,949	\$3,023
<b>Employment (Jobs)</b>		
Direct	0	0
Indirect	0	0
Induced	0	0
Total	0	0
<b>Direct Taxes</b>		
Federal	\$2,645	\$0
Provincial	\$3,628	\$0
Municipal	\$42	\$0
Total	\$6,315	\$0
<b>Total Taxes</b>		
Federal	\$3,916	\$675
Provincial	\$4,536	\$469
Municipal	\$82	\$24
Total	\$8,534	\$1,168

**Table 2. Economic Impacts of BFT 2024 Q5 CARDINAL in Leeds and Grenville (3507) on GDP by industry (in dollars)**

Industry	Impact on Leeds and Grenville (3507)		Impact on Rest of Province	
	Direct GDP	Total GDP	Direct GDP	Total GDP
Crop and Animal Production	\$0	\$24	\$0	\$91
Forestry, Fishing and Hunting	\$0	\$5	\$0	\$9
Mining and Oil and Gas Extraction	\$0	\$42	\$0	\$49
Utilities	\$0	\$158	\$0	\$81
Construction	\$0	\$353	\$0	\$348
Manufacturing	\$256	\$655	\$0	\$476
Wholesale Trade	\$35	\$205	\$0	\$687
Retail Trade	\$1,865	\$2,437	\$0	\$206
Other Transportation and Warehousing	\$265	\$442	\$0	\$912
Ground Passenger Transportation (excl. Rail)	\$188	\$212	\$0	\$38
Information and Cultural Industries	\$10	\$149	\$0	\$231
Other Finance, Insurance, Real Estate and Renting and Leasing	\$0	\$1,371	\$0	\$659
Car Renting and Leasing	\$409	\$447	\$0	\$15
Owner Occupied Housing	\$0	\$795	\$0	\$117
Professional, Scientific and Technical Services	\$0	\$469	\$0	\$225
Other Administrative and Other Support Services	\$0	\$254	\$0	\$103
Travel Agencies	\$0	\$24	\$0	\$10
Education Services	\$104	\$256	\$0	\$40
Health Care and Social Assistance	\$16	\$214	\$0	\$44
Arts, Entertainment and Recreation	\$1,249	\$1,314	\$0	\$34
Accommodation Services	\$2,909	\$2,923	\$0	\$6
Food & Beverage Services	\$2,616	\$2,751	\$0	\$68
Other Services (Except Public Administration)	\$306	\$457	\$0	\$69
Operating, Office, Cafeteria, and Laboratory Supplies	\$0	\$0	\$0	\$0
Travel & Entertainment, Advertising & Promotion	\$0	\$0	\$0	\$0
Transportation Margins	\$0	\$0	\$0	\$0
Non-Profit Institutions Serving Households	\$181	\$244	\$0	\$17
Government Sector	\$128	\$285	\$0	\$56
Net Indirect Taxes on Production	\$4,229	\$4,833	\$0	\$90
<b>Total</b>	<b>\$14,765</b>	<b>\$21,321</b>	<b>\$0</b>	<b>\$4,680</b>

## **Appendix:**

**The Economic Impact of Visits in Leeds and Grenville (3507)** and, if applicable, the rest of Ontario: since no Ontario region is economically self-sustaining, in order to produce the goods and services demanded by its visitors, it will need to import some goods and services from other regions. As such, some of the economic benefits of the visitors' spending in Leeds and Grenville (3507) will spill over to the rest of the province and to regions outside Ontario. Impacts outside Ontario are not estimated by the TREIM.

**Gross Domestic Product (GDP):** value of goods and services produced by labour and capital located within a country (or region), regardless of nationality of labour or ownership. GDP is measured at market prices which include net indirect taxes on products. Tourism GDP refers to the GDP generated in those businesses that directly produce or provide goods and services for travelers.

**Direct impact:** refers to the impact generated in businesses or sectors that produce or provide goods and services directly to travelers, e.g. accommodations, restaurants, recreations, travel agents, transportation and retail enterprises etc. Direct impact on GDP, employment and tax revenues is also called tourism GDP, tourism employment and tourism tax revenues.

**Indirect impact:** refers to the impact resulting from the expansion of demand from businesses or sectors directly produce or provide goods and services to travelers, to other businesses or sectors.

**Induced impact:** refers to the impact associated with the re-spending of labour income and /or profits earned in the industries that serve travelers directly and indirectly.

**Employment:** refers to number of jobs, it include full-time, part-time, seasonal and temporary employment (based on the share of the year worked), for both employed and self-employed workers.

**Federal tax revenues:** include personal income tax, corporate income tax, commodity tax (GST/HST, gas tax, excise tax, excise duty, air tax and trading profits) and payroll deduction that is collected by the federal government.

**Provincial tax revenues:** include personal income tax, corporate income tax, commodity tax (PST/HST, gas tax, liquor gallonage tax, amusement tax and trading profits) and employer health tax that is collected by the Ontario provincial government.

**Municipal tax revenues:** include business and personal property and education taxes that are collected by the municipalities. Collection, however, does not follow immediately the consumption or production of goods and services in a municipality by visitors (as is the case with HST or personal income taxes). Rather, these taxes show the percent of the total property taxes collected by a municipality that can be attributed to tourism because of tourism's contribution to the economic activity of the municipality and hence its tax base.

**Industry:** The industry follows Statistics Canada's North America Industry Classification System (NAICS) Input-Output small aggregation industry classification.





## Presentation to TWPEC Spencerville Mill & Museum Grant Application

Presented by Tim East,  
Secretary, Spencerville Mill Foundation

### Introduction

The Spencerville Mill & Museum is a historic landmark and the last remaining grist mill on the South Nation River, dating back to 1811. It has played a crucial role in the economic and social development of the region for over two centuries.

Today, the Spencerville Mill Foundation operates as a heritage site, museum, and cultural venue, offering guided tours, special exhibits, community events, and educational programming from May to October. It also serves as a picturesque event space, hosting weddings, and community gatherings.

The Spencerville Mill Foundation, a non-profit and volunteer-driven organization, is responsible for preserving and maintaining the Mill. Our mission is to protect the Mill's history, enhance public access, and promote cultural and educational programming. The Foundation relies on community support, grants, and fundraising to sustain operations, restore the historic site, and develop new initiatives, such as our Rise Up Campaign for elevator installation.

As a vital economic and cultural asset, the Mill contributes to tourism and local business growth, making it an essential part of the Edwardsburgh Cardinal community.

The Mill is not just a historical landmark; it is an **economic driver** in our community, attracting over **2,000 visitors annually** between May and October. Through heritage tourism, cultural programming, and events, we contribute to the local economy and enrich the cultural fabric of Edwardsburgh Cardinal, and the village of Spencerville.

However, as we work diligently to fundraise for our **Rise Up Campaign**—a project focused on installing an elevator for accessibility—our operational budget remains tight. **That is why we are seeking \$3,200 in financial assistance for a investment: a new website.**

### Why We Need a New Website

A modernized website is essential for:

- ✓ **Enhancing Visitor Experience** – An intuitive, user-friendly site to highlight events, tours, and Mill history.
- ✓ **Boosting Accessibility** – Full compliance with **AODA** standards, ensuring inclusivity for all users.

✅ **Expanding Online Reach** – SEO optimization to increase visibility and attract visitors regionally and beyond.

✅ **Strengthening Community Engagement** – Online booking for **weddings, rentals, and programs** to increase participation.

✅ **Improving Security & Maintenance** – Upgrading to a secure, efficient platform with better functionality.

✅ **Access to funding** – We initially applied for the maximum grant of \$2,500 from the Brockville & Area Community Foundation (BACF) to support our website redevelopment. While our request exceeded available funds, we were fortunate to **receive \$400 through the Bradford Hubbard Memorial Fund**, which is managed by BACF.

✅ **Supporting Local Businesses** – Dedicated **wedding industry vendor page**, funded in part with **\$400 pledge from CF Grenville**.

## The Financial Breakdown

The total **website redevelopment cost**:

💰 **\$3,500** – Website design and development

💰 **\$900** – Two years of maintenance, including plugin updates

Total: **\$4,400**

So far, we have secured **\$800** through local grants, reducing our funding gap to **\$3,600**. We are requesting **\$3,200** from TWPEC to make this project a reality. This is the remainder to the web build + one year maintenance.

## Why This Matters

A **modern, accessible website** is more than just an upgrade—it's an investment in the future of the Mill and the local economy. This project will:

- ◆ Attract more visitors, increasing revenue for the Mill and surrounding businesses.
- ◆ Ensure equitable access to history, education, and cultural events.
- ◆ Strengthen our role as a **hub for community engagement and tourism**.

## Closing

Your support would allow us to **bridge the financial gap** and move forward without diverting crucial funds from our **Rise Up Campaign**. Thank you for your time and consideration. I welcome any questions you may have.

## Website

Sep 26.24

### Spencerville Mill & Museum

Mary Tessier  
PO 215, Spencerville, ON, K0E 1X0  
613-447-1533 | info@justaskmary.ca

## CONTENT MANAGED WEBSITE

The first step in the design of a website is creating a site map. This tool serves as the navigational structure for the project and helps plan the content development for both client and designer. During content development, the designer can provide an outline document with questions and best practices that can help direct the client as they gather the content. The designer will add any other new information either from competitor research, the current website or from the client at a planning meeting. It is only after the sitemap and content preparation are completed that the design stage begins. The design will focus on the business or organization's brand, services and location and will include a dynamic Google map (if desired) and contact form. The website will be created in a test area on the destination server\* for final approval before the live launch. The site setup will include the insertion and organization of agreed amount of content provided by the client. The site will be built with a responsive structure. This allows the content to automatically adapt and reorganize for smaller screens such as tablets and mobile phones.

Often times the client would like to create and modify content after the website has been developed, therefore a Content Managed System (CMS) is required. This simplifies the publication process of posting content to the web (so knowledge of HTML and CSS is not needed to keep the site updated). Fees include 2 hours of staff training.

**Hosting (optional):** For a site to be accessible via the internet, it must be hosted on a server. If the client does not currently have a host or would like to switch to a new server, this fee will be added. Cloud email addresses can be purchased per name.

It is recommended that regular maintainance be scheduled to avoid security vulnerabilities. Upon website launch this responsibility falls to the client, however, the designer can be hired to perform these updates either monthly or periodically. See optional "Monthly or On-Demand Maintenance" description and fees below.

### Fees for this item:

**Design & Production of up to 7 page site** **\$1950**  
**Included Plugins: File Backup & Malware Scanner**  
**Stock Photography (up to 6 graphics)**  
**Training Staff - (up to 2 hours)**  
**Helpful module templates for future staff use**  
**PayPal donation (from previous site)**

**\*\*Note: current website  
15-20 pages.**

### Additional Fees:

<b>Event Calendar Setup (free or premium version)</b>	<b>75</b>
<b>Event Calendar Premium</b>	<b>\$200/yr.</b>
<b>Booking Calendar Setup</b>	<b>\$500</b>
<b>Booking Calendar</b>	<b>\$350/yr</b>
<b>Quote System Setup</b>	<b>\$175</b>
<b>Quote System</b>	<b>\$120/yr</b>
<b>One Year Cloud-hosted email (\$95/yr./user)</b>	<b>tbd</b>
<b>One Year Standard Hosting (\$170/yr.)</b>	<b>tbd</b>
<b>One Year Domain Name (\$25-40/yr.)</b>	<b>tbd</b>

### TOTAL FEES FOR OPTION

**TBD**

\*If client is hosting the website, confirmation that server can support the new site is necessary before the project commences. Contact the hosting provider with these requirements: Disk Space: 1GB+, PHP 7.4 or greater, MySQL 8.0 or greater OR MariaDB 10.5 or greater, Nginx or Apache with mod\_rewrite module, HTTPS support, RAM: 512MB+, Processor: 1.0GHz+.

A website can include additional functions or extensions which require a more complex type of programming. These tools help make the website experience more useful to the user. Examples include: customized search engine optimization (SEO), e-commerce, social media feeds, calendars (event or booking), custom forms, multilingual applications and many more. Some plugins have a yearly fee for support and routine security updates which will be additional fees.

**TOTAL FEES FOR THIS ITEM:** **TBD**

Monthly or on-demand maintenance can be procured as needed. It is recommended that a website be checked and updated on a regular basis to avoid security vulnerabilities. Upon website launch this responsibility falls to the client, however, the designer can be hired to perform these updates either monthly or periodically. (A routine backup and update typically takes 1hr.) Most hosting providers offer routine updates and backups. If the client is using their own provider, he/she is encouraged to inquire of the details on this service.

TOTAL FEES FOR THIS ITEM: TBD

1. Re-scope – Susan Marriner reserves the right to re-scope the project and/or re-appropriate the budget following discussion of the proposal and deliverable.
2. Extra costs – These costs include couriers, author alterations or applicable taxes.
3. Delays – Budget estimates are based on uninterrupted production until completion. In the event of delays in approval or changes in delivery deadlines by the client, Susan Marriner reserves the right to re-scope the budget and/or production schedule.
4. Authorization – This signed proposal confirming the project scope and budget estimate will be required for Susan Marriner to begin a project.
5. Taxes (HST @ 13%) are additional, as applicable. Fees are based on estimates of designer hours at prevailing freelancer rates. Design services beyond those outlined in this proposal are available if/ as required, and will be charged for at prevailing freelancer rates.
6. Author's Alterations (AAs) — all production or layout quotes are based on starting the work using final, edited text. If changes (to design or wording) are made after the supplied copy is worked into the approved design, this is considered an alteration that creates additional work, and is billed extra at the normal production rate. You shall be notified in advance when a change is considered to be an AA, and you will be informed of the anticipated cost of the required change. Author's alteration will be charged at the rate of \$50/hr. for any changes after the final upload, or any work not mentioned in this proposal.
7. Project Expenses — The Client shall reimburse Susan Marriner for all expenditures incurred by Susan Marriner with respect to this project. Disbursement and out-of-pocket expenses are billed at cost. Allowance of any funds have not been made at this time for any such costs for disbursements such as disk output, proofs, shipping, traveling, parking and others as required.
8. Terms of payment — 100% of design and printing fees are due upon delivery of finished project, with the exception of logos and websites. For logos, the usable files will be delivered after payment is received. For website projects, a 50% deposit is required before commencement. Net 15 days if terms previously established. Monthly compounded interest of 3% will be added to invoices overdue.
9. Proposals issued by Susan Marriner are valid for 30 days from the date issued.
10. Any project which is mandated for completion and delivery with a 3 to 5 day turnaround or has been modified so as to require more time and the target date cannot be changed, will be subject to a 25% rush fee. Rush may also effect costs of pre-press and printing materials.

\*The designer will notify the client should any of the above fees become required for the project to continue.

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## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole, Community Development

**Date:** April 7, 2025

**Department:** Community Development/ Planning

**Topic:** Recommendation to Consent Granting Authority, Consent Application's B10-25 and B11-25

**Purpose:** The Committee of the Whole, Community Development, shall review and provide a recommendation to the Consent Granting Authority regarding two consent applications for the properties municipally addressed as 707 County Road 21 and 709 and 711 County Road 21.

**Consent Application Review Process:** 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. The recommendation will assist the Consent Granting Authority to render a decision and ensure conditions for provisional approval are applied.

A Consent Granting Authority process chart is attached to this report which highlights the Townships' involvement in the consent approval process.

**Summary of Application:** Application B-10-25 is a consent application for the purposes of a lot addition, severing a 0.04-hectare parcel of land with no road frontage from 707 County Road 21 and have it merge on title to the abutting lands to the west, municipally addressed as 709 County Road 21 (retained lot, B-11-25).

Application B-11-25, is a consent application to create a 0.15-hectare parcel of land with 40-metres of road frontage on County Road 21 containing an existing single detached dwelling (711 County Road 21) developed with private onsite services. The retained parcel of land will have a lot area of 0.35 hectares with 25-metres of frontage on County Road 21 containing a single detached dwelling which was formerly a Church (709 County Road 21) developed with private onsite services. This application is subject to lot addition application B-11-25).

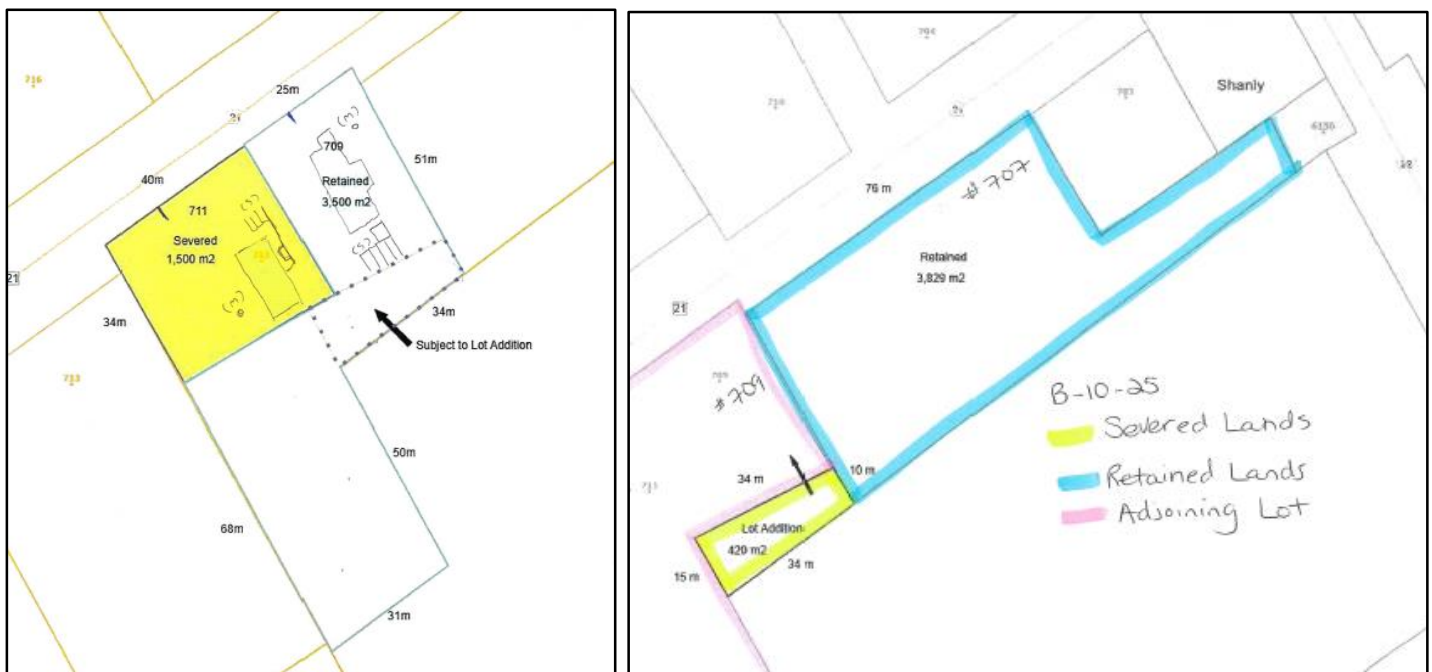
Each resulting lot will require zoning relief from the Zoning By-Law to reduce the minimum lot area requirement of 0.4 hectares, and to reduce the road frontage of 709 County Road 21 from 40-metres to 25-metres. The variance applications will be processed and addressed through the Townships Committee of Adjustment.

**Background:** The owner/ applicant of 709 and 711 County Road 21 purchased the lot which contained a former Rectory and Church. They renovated the Rectory (711 County Road 21) and are currently renovating the former Church (709 County Road 21) into a single-family dwelling. The intent of the severance application is to create a new parcel of land and have each dwelling and its private services to be on its own separate and individual parcel of land each with road frontage on County Road 21.

A lot addition is proposed from an adjacent lot to the east, municipally addressed as 707 County Road 21 which will remove a portion property located at the rear of 709 County Road 21. The additional lands will provide access to the remaining portion of the retained parcel located at the rear of the severed parcel at 711 County Road 21.

The applicant pre-consulted with planning staff and a report dated December 2<sup>nd</sup>, 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. It was determined that a Hydrogeological and Terrain Analysis was not required as each resulting lot will have an existing dwelling and existing private services.

Zoning relief would be required for each resulting lot to recognize the reduced minimum lot area requirement and the reduced frontage on 709 County Road 21. The applicant submitted the required minor variance application which is currently being processed and will be placed on a future Committee of Adjustment agenda.







## Township Policy Documents:

### Official Plan

The subject properties are designated Settlement Policy Area in the Official Plan.

#### Goal:

To create sustainable mixed-use communities where the unique local character of each of the Township's villages and hamlets will be maintained and where the vitality and regeneration of the Township's communities will be promoted and encouraged.

#### Objectives:

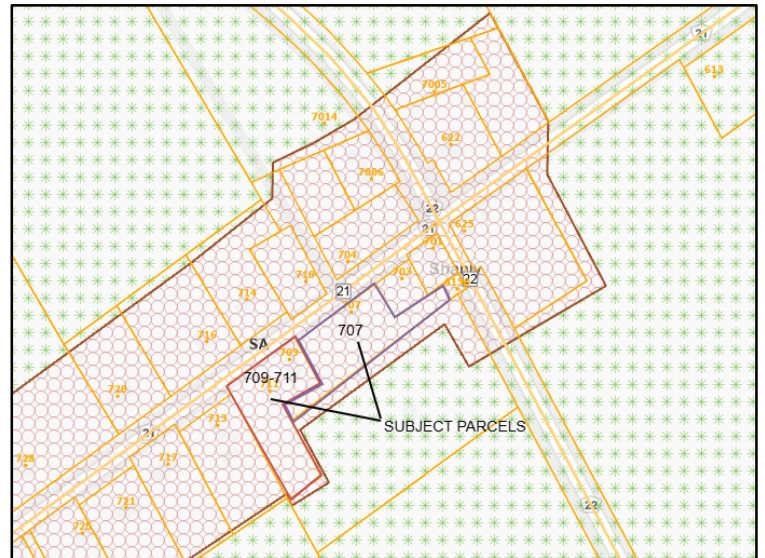
- Protect and enhance existing residential uses, including opportunities for affordable housing;
- Encourage new medium and high-density residential uses where servicing permits;
- Protect and enhance existing viable businesses;
- Encourage the rehabilitation and/or conversion of vacant buildings;
- Encourage appropriate new, street-related retail and commercial uses;
- Protect and enhance existing recreation, tourism and cultural uses;
- Provide opportunities for new waterfront development;
- Enhance pedestrian and cycling circulation and orientation; and
- Encourage appropriate cultural activities and facilities.

The proposal to protect and enhance the existing residential uses and the rehabilitation and conversion of the vacant Church to a single detached dwelling is in keeping with the goals and objectives of the Settlement Area Policy designation. The severance to separate the two dwellings on the one lot will provide separate title to each dwelling allowing for each dwelling to have individual ownership. The lot addition will provide lands to the rear of the property at 709 County Road 21 (retained lot) which will provide a rear yard for the converted church and access to the remaining portion of land at the rear of the severed lot at 711 County Road.

#### Land Division and Consent Policies:

Consents are subject to the general Land Division Policies of Section 7.1 and specific Consent Policies of Section 7.1.3 of the Official Plan.

1. The subject properties are located within a Settlement Policy Area and are not subject to the maximum number of severances in Section 7.1.3.1 and a plan of





subdivision is deemed not necessary. Consents may also be granted to permit a lot enlargement or lot line adjustments.

2. Each lot and their residential development will maintain their existing road frontages and access onto County Road 21. No new entrances are proposed however, the County will require an entrance review application and fee as part of the consent application process.
3. The size and shape of each lot is appropriate for the long-term residential use of each property. The retained lot at 709 County Road 21 (former Church) may be an irregular shaped lot however it will provide the applicant/owner with the undeveloped area at the rear of the subject lot for the continued use of accessory residential purposes.
4. Each resulting lot will be less than 0.4 hectares in lot area. It was determined by staff that since each dwelling has its own private, individual well and sewage disposal system which will be located on each lot, that a Hydrogeological Assessment and Terrain Analysis was not required as no new services are proposed or required through the consent application process.
5. A minor variance is required to recognize the reduced lot area of each resulting lot (707, 709 and 711 County Road 21). An additional variance is required to recognize the reduced road frontage of the retained lot at 709 County Road 21. This will be required as a condition of consent and will be addressed by the Townships Committee of Adjustment.
6. Each resulting lot will maintain their existing individual well and sewage disposal system. The applications will not result in a financial burden on the township with respect to municipal services or facilities.
7. Cash-in-lieu of parkland is not requested as a condition of consent as the development exists and the creation of the new lot and lot addition is technical in nature to accommodate the independent title of the two dwellings and its lot fabric at 709-711 County Road 21.
8. The proposal is not expected to have any negative impacts on the abutting lands, traffic or character of the Hamlet of Shanly. No new development is proposed, and the applications will only result in the creation of a new lot and alteration of existing lot lines which will have no visual impacts.
9. There are no negative impacts on any natural or human-made hazards and natural heritage features.
10. A road widening is not required as a condition of consent.

In conclusion, Planning staff is satisfied that the consent applications B-10-25 and B-11-25 comply with the intent of the Official Plan, subject to the recommended conditions of provisional approval.

## Zoning By-Law

The subject properties are zoned Hamlet Residential (RH) in Zoning By-Law Number 2022-37, as amended. A single dwelling on private services is a permitted use in the RH zone. Each resulting lot and its existing single detached dwelling on private services comply with the permitted uses in the RH zone.

Each resulting lot will not comply with the minimum lot area requirement of 0.4 hectares while the retained lot municipally addressed as 709 County Road 21 will not comply with the minimum road frontage requirement of 30-metres. As a condition of consent for each application, the applicant/owner shall obtain a minor variance for the following:

Variances Required	RH Zone Requirements	Proposed
707 County Road 21	Min. Lot Area 0.4 hectares	0.38 hectares
709 County Road 21	Min. Lot Area 0.4 hectares Min. Road Frontage 30-metres	0.35 hectares 25-metres
711 County Road 21	Min. Lot Area 0.4 hectares	0.15 hectares

The proposed lot area and frontages are similar to existing residential lots in the Hamlet of Shanly. The applicants' consent sketches illustrate that each residential development and its services will be located on its own property and that each lot will be functional for their continued residential purposes.

In conclusion, Planning staff is satisfied that each resulting lot as a result of consent applications B-10-25 and B-11-25, comply with the Zoning By-Law for their intended residential use, subject to the recommended conditions of provisional approval.

**Attachments:** The following documents are attached to the report for reference.

- a) Notice of Consent Application from Consent Granting Authority;
- b) Consent Sketch (Lot Addition), B-10-25;
- c) Consent Sketch (New Lot), B-10-25; and
- d) Consent Granting Authority Application Process (Chart).

**Financial Considerations:** The applicant submitted the required consent application fees to the Consent Granting Authority and that the County has forwarded the Township's consent review fee for the applications.

**Recommendation:** That the Committee consider the following recommendations to the Consent Granting Authority, subject to any additional conditions placed by the Consent Granting Authority:

Application B-10-25: That the Committee recommend in favour of severance application B-10-25 for the purposes of a lot addition from 707 County Road 21 to 709 County Road 21, subject to the recommended conditions to be applied to any provisional approval (Notice of Decision); and

1. That the severed parcel shall be merged with the abutting parcel of land municipally addressed as 709 County Road 21, which is the retained parcel of consent application B-11-25; and
2. That the owner/ applicant shall provide a copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch; and
3. That the owner/applicant obtain a minor variance for the reduced lot area of the retained lot (707 County Road 21), prior to the issuance of the Certificate of Official; and
4. That a copy of any decision notice be provided to the Township for our files.

and;

Application B-11-25: That the Committee recommend in favour of severance application B-11-25 to sever an existing second dwelling and its private individual well and sewage disposal system and road access (711 County Road 21), subject to the recommended conditions to be applied to any provisional approval (Notice of Decision); and

1. That the owner/ applicant shall provide a copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch; and
2. That the owner/applicant obtain a minor variance for the reduced lot area of the severed and retained lots and the reduced road frontage of the retained lot, prior to the issuance of the Certificate of Official; and
3. That a copy of any decision notice be provided to the Township for our files.



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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

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### **NOTICE TO MUNICIPALITY OF APPLICATION FOR CONSENT** **B-10-25**

For the severance of land in Lot(s) 7 Concession 6

Registered Plan No. \_\_\_\_\_ Municipality **Edwardsburgh Cardinal**

for the purpose of **addition to an abutting lot**

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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 **April 4, 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 27, 2025**



## 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

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### **NOTICE TO MUNICIPALITY OF APPLICATION FOR CONSENT** **B-11-25**

For the severance of land in Lot(s) 7

Concession 6

Registered Plan No. \_\_\_\_\_

Municipality **Edwardsburgh Cardinal**

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

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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 **April 4, 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**.

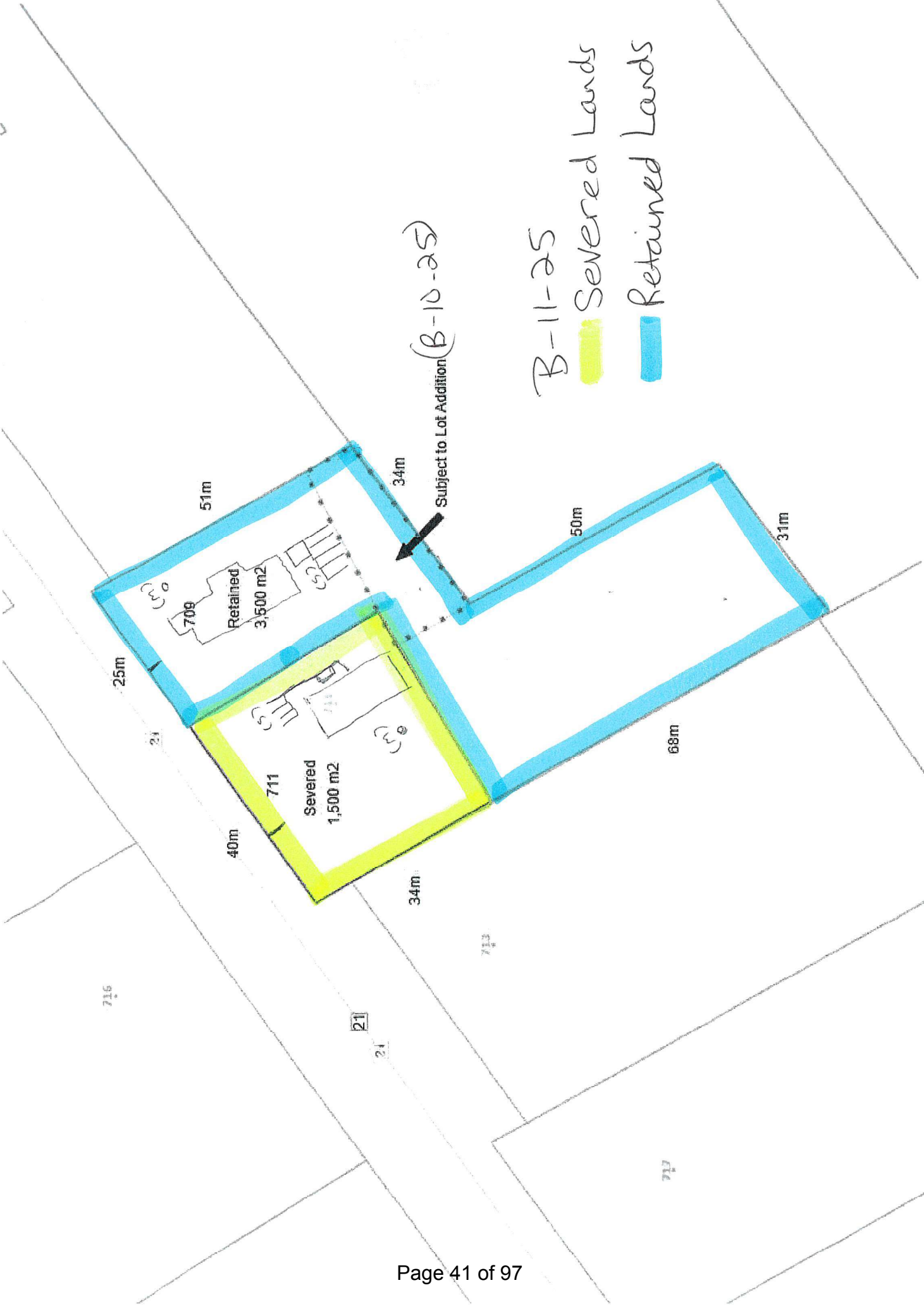
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The subject land is not the subject of any other known application under the Planning Act for a minor variance or for an amendment to an Official Plan, a zoning by-law or a Minister's Order.

This notice was emailed on **February 27, 2025**







B-11-25




Severed Lands

Retained Lands

Subject to Lot Addition (B-10-25)

The United Counties of Leeds and Grenville is the Consent Granting Authority for the Consent Application process. See Step 6 Counties Decision on who makes the decision.

Steps that are subject to the Township's review are highlighted in blue with the EC logo.

<b>Step 1</b> <b>Pre-Consultation</b> <b>with Local</b> <b>Municipality</b> 	<ul style="list-style-type: none"> <li>• Applicant consults with local Municipal staff (and any relevant agencies) to discuss the proposed severance and local requirements. Studies (EIS, MDS, etc.) may be identified for inclusion with the application submission.</li> <li>• Is the subject land on a County Road? A pre-severance consultation form for an entranceway needs to be submitted to the Public Works Department and a fee paid.</li> </ul>
<b>Step 2</b> <b>Applicant to</b> <b>Complete</b> <b>Application</b> 	<ul style="list-style-type: none"> <li>• Applicant fills out an application. Application is available online on the County website. The local municipality is required to sign and date a section of the application, confirming that a pre-consultation was completed.</li> <li>• The municipality can also verify if the application is filled out correctly and required drawings and information is attached.</li> </ul>
<b>Step 3</b> Consult with Counties and Submit Application	<ul style="list-style-type: none"> <li>• Applicant schedules an appointment with the Secretary- Treasurer at the County (613-342-3840 ext. 2414).</li> <li>• Applicant brings in filled out application, sketch, ID and proof of ownership/deed/tax information.</li> <li>• Secretary Treasurer reviews the application.</li> <li>• Once the application form is complete, a commissioner of oaths will commission a signature, if not already done.</li> <li>• Payment by cheque(s) or bank draft, is made for each reviewing agency (see fee schedule). There are usually 3 to 4 agencies.</li> <li>• Application is submitted.</li> </ul>
<b>Step 4</b> Notice of Application	<ul style="list-style-type: none"> <li>• Counties circulates the application once it is deemed complete and payment is made.</li> <li>• A letter is mailed to the applicant confirming the complete application, and a sign is sent. This sign is to be posted on the subject property. A photo of the sign must be provided to the Consent Granting Authority.</li> <li>• Notices of the application are sent to neighbouring properties within 60-metres of the subject lands and commenting agencies (i.e. Municipality, Conservation Authorities, utilities, railways, etc.)</li> </ul>
<b>Step 5</b> <b>Local</b> <b>Municipality</b> <b>Review and</b> <b>Provide</b> <b>Recommendation</b> 	<ul style="list-style-type: none"> <li>• Township of Edwardsburgh Cardinal receives a consent package from Consent Granting Authority with review fee for the Townships recommendation.</li> <li>• The Land Use Planner prepares a report for the Committee of the Whole, Community and Development. The Committee will make its recommendation and provide suggested conditions of approval (if any), to the Consent Granting Authority (no longer required to go to Council).</li> <li>• The Land Use Planner will provide a copy of the recommendation and completed severance review form to the Consent Granting Authority</li> </ul>

<b>Step 6</b> <b>Consent Granting Authority Decision</b>	<ul style="list-style-type: none"> <li>• Applications are scheduled for review and decision by the Consent Granting Authority once all agency comments have been received.</li> <li>• <b>If determined by the Manager of Planning, a Consent Granting Authority meeting may be required.</b></li> <li>• <b>Decision to approve, deny, or defer the provisional consent of each application is made by the Consent Granting Authority.</b></li> </ul>
<b>Step 7</b> Notice of Decision (20 day appeal)	<ul style="list-style-type: none"> <li>• Notice of Decision for pre-approval is emailed to applicants, agencies, and anyone that requested notification.</li> <li>• Decisions are subject to a 20-day appeal period.</li> <li>• All appeals received within the 20-day window are sent to the Ontario Land Tribunal for consideration.</li> <li>• Applicants will be notified if an appeal is received for a file.</li> </ul>
<b>Step 8</b> Conditions to be Fulfilled (max. 2 years from date of mailing of notice of decision)	<ul style="list-style-type: none"> <li>• Following the 20-day appeal period, the applicant has <u>2- years to satisfy all conditions</u> of provisional approval outlined in the notice of decision.</li> <li>• There are no time extensions granted for fulfilling conditions of a decision on a severance application.</li> <li>• Applicants are encouraged to speak directly with the agencies requesting the conditions, in order to meet the conditions within the 2-year timeframe.</li> <li>• The Township of Edwardsburgh Cardinal will prepare a Development Agreement (if required) and provide a copy to the applicant for review and signature. The applicant is required to submit the agreement fee prior to registration.</li> <li>• The Land Use Planner will prepare a 'Conditions Released' letter to the Consent Granting Authority when our conditions have been fulfilled.</li> </ul>
<b>Step 9</b> Final Consent Approval or Lapsing of Consent	<ul style="list-style-type: none"> <li>• All conditions of approval shall be completed to the satisfaction of the agencies requesting the condition.</li> <li>• All prepared legal materials by the applicant's lawyer, and reference plans for the severed lands, are to be received before the 2-year lapsing date by the Secretary-Treasurer.</li> <li>• The Secretary-Treasurer stamps the Certificate of Official.</li> <li>• The applicant's lawyer will register the Certificate of Official and Development Agreement (if required).</li> <li>• <b>The new lot, easement, lot addition is completed and transferred/ transferable once the Certificate of Official has been registered on title.</b></li> <li>• If the conditions of consent are not fulfilled within the required timeframe, the application and its provisional approval will <u>lapse and file closed</u>. A new application will then require re-submission and payment provided. The 'new' application will be reviewed based on current policies and by-laws and not on the merits on the approval of the previous application.</li> </ul>



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole, Community Development

**Date:** April 7, 2025

**Department:** Community Development/ Planning

**Topic:** Recommendation to Consent Granting Authority, Consent Application's B-22-25 and B-25-25

**Purpose:** The Committee of the Whole, Community Development, shall review and provide a recommendation to the Consent Granting Authority regarding two consent applications for the undeveloped property described as Part of Lot 27, Concession 8 with frontage on Buckwheat Road, and further described as Roll Number 070170105001900.

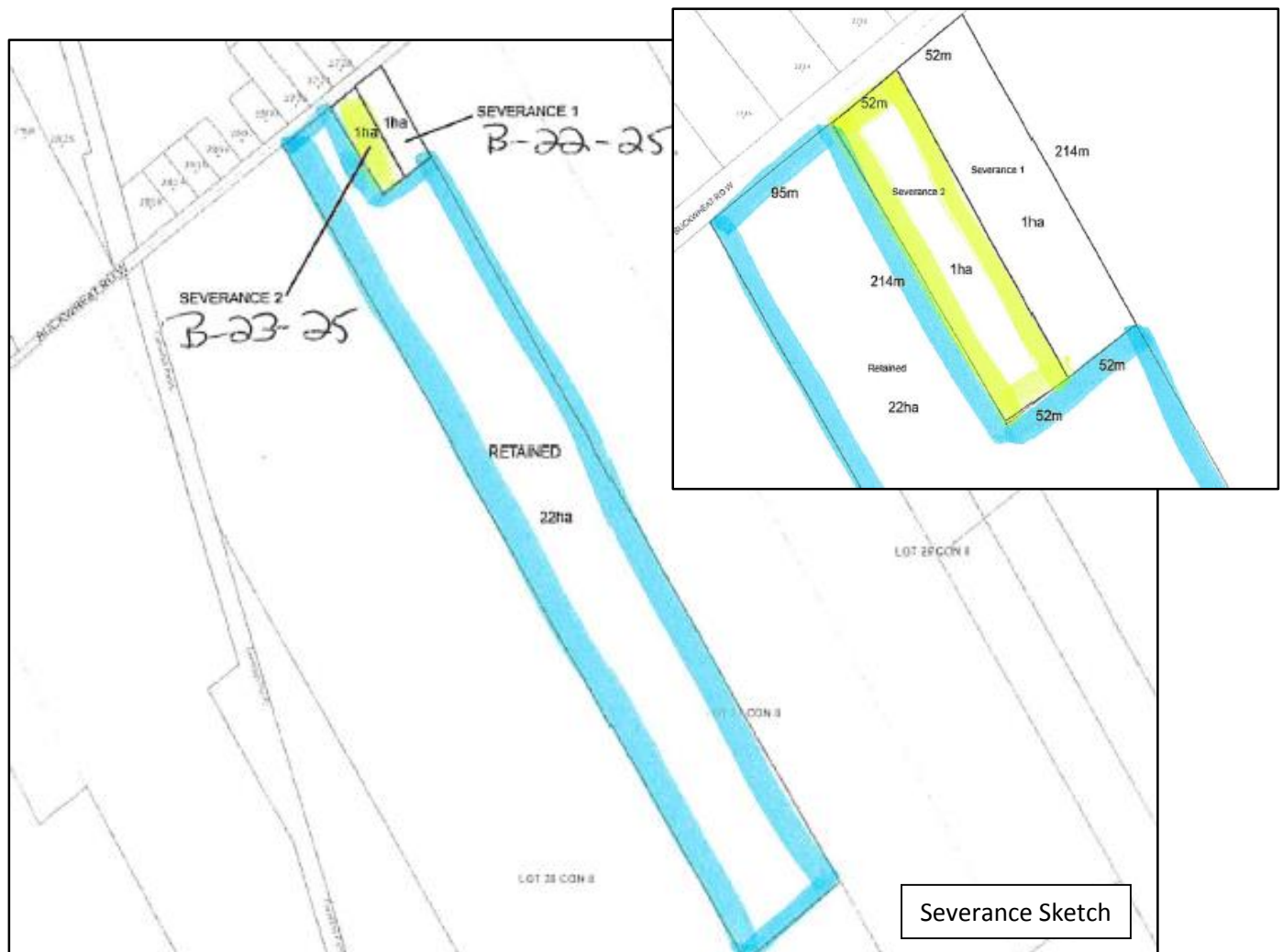
**Consent Application Review Process:** The Township's role in the review of this consent application is part of the United Counties of Leeds and Grenville, Consent Granting Authority decision making process. The townships review will look at the proposal and ensure that, in the opinion of the township,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

A Consent Granting Authority process chart is attached to this report which highlights the Townships' involvement in the consent approval process.

**Summary of Application:** Application B-22-25 (Severance 1) is a consent application for the purpose of severing a 1-hectare parcel of undeveloped land with approximately 52 metres of road frontage on the south side of Buckwheat Road for future residential development.

Application B-23-25 (Severance 2) is an additional consent application for the purpose of severing a 1-hectare parcel of undeveloped land with approximately 52 metres of road frontage on the south side of Buckwheat Road for future residential development.

The retained 22-hectare parcel of undeveloped land will maintain approximately 95 metres of road frontage on the south side of Buckwheat Road.





**Background:** The applicant pre-consulted with planning staff and a report dated October 10<sup>th</sup>, 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. It was determined that an Environmental Impact Study (EIS) was required as the subject property is within 120 metres of an Area of Natural and Scientific Interest (ANSI).

A Natural Heritage Site Assessment was submitted by the applicant, prepared by Ecological Services dated July 16, 2024. Section 4.0 of the assessment recommends mitigation measures to protect the natural features. The clauses can be applied to a Development Agreement which would be registered on title of the severed and retained parcel to inform future landowners. The owner/applicant amended the proposed lot lines to avoid potential impacts on the adjacent ANSI lands. A copy of the study was submitted with eh consent applications.

It was determined that there were a number of barns located in the area and that additional information was required to determine the Minimum Distance Separation (MDS) calculation from each livestock facility or manure storage facility. The required information was obtained and MDS calculations were completed. Copies of the MDS calculations were submitted with the consent applications.

A consent application for each new severed lot was submitted to the County (and all required application fees were paid).





**Site Characteristics:**

The subject property is a 26.2-hectare parcel of undeveloped land which is located on the south side of Buckwheat Road, directly south of 2724 Buckwheat Road. The property is located in the rural area of the township, north of the Village of Spencerville and is approximately 1,400 metres from County Road 44 and Highway 416.

The property is adjacent to:

- North – five residential lots, each containing a single detached dwelling;
- East – agricultural use and dwelling (2615 Buckwheat Road);
- South – undeveloped lot (2718 Dukelow Road); and
- West – ANSI designated lands (wetland) directly west on an agricultural lot (2806 Dukelow Road).



## Township Policy Documents:

### Official Plan

The subject properties are designated Rural Policy Area in the Official Plan, as amended.

#### Goal:

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.

#### Objectives:

- To promote a wide range of development opportunities that diversify the Township's rural economy;
- To provide opportunities to locate new or expanding uses that require separation from other uses;
- To provide for the protection of natural heritage features and their ecological functions.

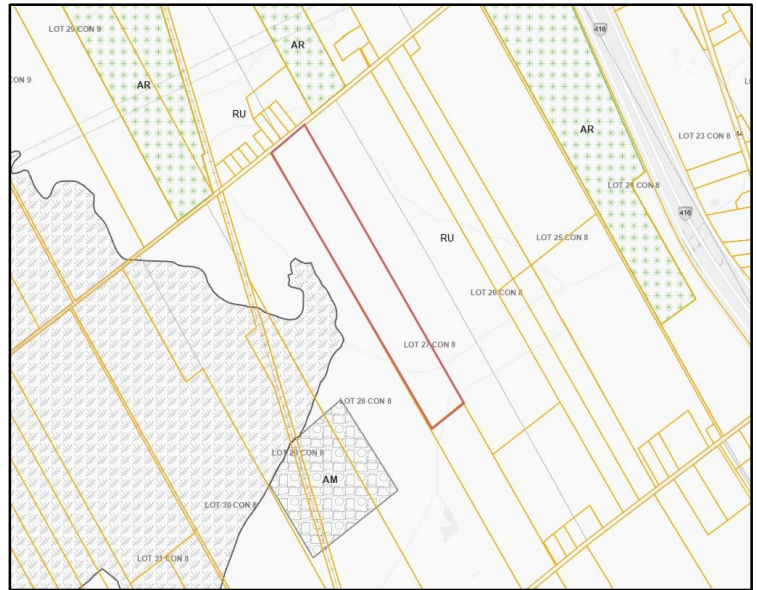
The implementation of this Official Plan through zoning regulations and development approvals shall be based on the following principles:

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 the Township Zoning By-Law Number 2022-37, as amended. The RU zone permits a single dwelling, accessory dwelling unit and other non-residential uses related to the rural area. Any new development is required to be on private on-site services (well and sewage disposal system) and shall comply with the provisions of the Zoning By-Law.

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 section of this Plan.*

Consents are subject to the general Land Division Policies of Section 7.1 and specific Consent Policies of Section 7.1.3 of the Official Plan which include the following:



- i. The subject properties are located within a Rural Policy Area and have not received any prior consents to create a new residential lot from the original lot between December 6, 2003 to present. The parcel has not received any severances within the timeline and therefore may be eligible for the creation of two new residential lots, subject to the policies of the Official Plan and Zoning By-Law regulations.
- ii. Each lot will maintain road frontage on Buckwheat Road. Any new or altered entrances will require an entrance permit from the Township prior to installation or site work. It is recommended that a clause be included in a Development Agreement which will be registered on title, to inform future land owners.
- iii. The size and shape of each lot is appropriate for the long-term residential use of each property. The two severed lots comply with the minimum frontage requirement of 45 metre in the Rural (RU) zone in Zoning By-Law Number 2003-37. Each severed parcel will have a lot area of 1 hectare which complies with the minimum lot area requirement for new lot creation for residential purposes in the Rural Policy Area designation in the Official Plan.

The retained parcel will have a greater road frontage to accommodate an entrance from Buckwheat Road and internal driveway which will be outside of the ANSI influence area to the west. The 22-hectare parcel of land will have a developable area for a single detached dwelling and will also permit non-residential uses which is in-keeping with the rural area.

- iv. The subject lot is adjacent to an ANSI (Natural Hazard) to the west. A Natural Heritage Site Assessment was submitted by the applicant, prepared by Ecological Services dated July 16, 2024. Section 4.0 of the assessment recommends mitigation measures to protect the natural features. The ANSI will not have any impacts on the two severed lot however the reports recommendation in Section 4.0 recommends mitigation measures to protect the natural features from any adjacent development. It is recommended that the report and its recommendations be included as conditions in the Development Agreement which is to be registered on title of the severed and retained lands.
- v. Any new development on severed or retained parcels will be developed with private onsite services (well and sewage disposal system). This will be addressed through the Building Permit application process.
- vi. Cash-in-lieu of parkland is not requested as a condition of consent.
- vii. The proposal is not expected to have any negative impacts on the abutting lands, traffic or character of the Hamlet of Shanly. No new development is proposed, and the applications will only result in the creation of a new lot and alteration of existing lot lines which will have no visual impacts.

- viii. There are no negative impacts on any natural or human-made hazards and natural heritage features.
- ix. Buckwheat Road is a township road which is open and maintained for a 2km stretch from County Road 44 to 2900 Buckwheat Road. The remaining portion of Buckwheat Road to the west is an unopened and unmaintained road allowance.

Section 5.3, Transportation of the Official Plan provides policies about the roadway infrastructure. The management of the roadway infrastructure in the Township of Edwardsburgh Cardinal is shared between the Province, the County and the Township. The transportation system is composed of Provincial highways, County Roads, local roads and private roads and is shown on Schedule A of the Official Plan.

All roads (opened or unopened) have a dedicated minimum road allowance width. The minimum width is established to provide existing or future roadways with the required traveled portion of road, drainage and servicing.

As a condition of consent, the applicant shall have their surveyor verify the existing width of the township road (Buckwheat Road) and ensure that the width complies with the required minimum 10 metres from the centerline of road along the severed and retained parcels. If a road widening is required to bring the road width into compliance with the minimum road width, then the surveyor shall show any road widening as part or parts on the draft reference plan and provide written confirmation to the township that the road widening is required or if the roadway complies with the minimum requirement.

At the owner's expense, their lawyer shall draft the required transfer documents for the townships review and signature, to transfer the part or part(s) on the reference plan to the township, which are to be merged and used as a public highway, at the owner's expense.

- 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 (MDS) formulae, where appropriate;*

Any barns which are located within 1,500 metres of the subject property are to be investigated and confirmed if the structure is entirely or a portion of, is used as a livestock facility and/or if a manure storage facility is located on the property. The Minimum Distance Separation calculation is required to verify the setback distance of a livestock facility and manure storage facility to the new lot or new residential development. Due to the number of existing lots in the area, the MDS calculations for this consent application will be a Type B land use (four or more residential lots within a cluster).

There are three potential livestock facilities within proximity of the site. A site inspection and MDS calculations were conducted for each.

Structure 1, 2702 Buckwheat Road: The subject lot is developed with a single-family dwelling and multiple outbuildings. Upon inspection of the property conducted on October 8, 2024, it was observed that only one structure was considered a livestock facility. The structure is comprised of three sections. The first section to the west is a storage barn while the middle area appears to be mechanical and service area. The larger portion to the east, described as having the white bottom and red upper area is the livestock facility. The livestock facility is in good repair and is currently used for storage. Water and hydro service the barn. It appears the barn has its cattle stalls intact and waste trough. The barn can be converted easily and used for livestock therefore and MDS calculation is required.

No manure storage facility was observed on site.

The estimated livestock barn area is 263.8 square metres which could potentially house 71 beef, backgrounders in yard and barn. Any new residential development shall be located 314 metres from the closest point of the livestock facility to the potential residential development on the severed and retained parcels.

It appears that only a small corner occupying approximately 0.2 hectare of proposed Lot 1 will be within the required setback. The remaining 0.8 hectares is outside of the required setback for residential development. A copy of the calculation is attached.



*Figure: Livestock Barn located within the larger portion only.*





Figure 1: Purple area delineates MDS setback on Lot 1

Structure 2, 2615 Buckwheat Road: The subject lot is developed with an older single-family dwelling (farmhouse) and outbuildings. It was observed that an older barn was previously used as a livestock facility however no longer in use. The structure is in a state of disrepair with foundation crumbling and sections of the roof and walls missing. It was determined that MDS is not applied to this structure based on its condition.

Structure 3, 2900 Buckwheat Road: The subject lot is developed with a single-family dwelling and a number of outbuildings. A barn appears to be used as a livestock facility in the past. The planner did not enter the site and used GIS mapping to determine the distance of the barn. The former 202 square metre livestock facility is located approximately 424 metres from the closest point of the livestock facility to the retained lot and will therefore be outside of the MDS setback.

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

Schedule B of the Township's Official Plan shows significant woodlands on the subject property, and that it is adjacent (within 120m) of an Area of Natural and Scientific Interest (ANSI). Further south on the property, there are some mapped sand and gravel resources, and a portion of the land is adjacent to provincially significant woodlands. Surrounding land uses appear to be a mix of residential and agricultural.

The owner/applicant submitted a Natural Heritage Site Assessment, prepared by Ecological Services dated July 16, 2024 with the consent applications. Section



4.0 of the assessment recommends mitigation measures to protect the natural features:

*i) Development on the proposed lots and the retained land should meet a minimum setback of 30 m from all the wetland communities. We recommend that development on the proposed lots remain within 60 m of the road (Figure 5), which will allow development on the proposed lots to meet the setback. Development is not presently proposed on the retained land, but there are opportunities for residential development that meet the 30 m setback.*

*ii) Woodland clearing should not occur within 30 m of the thicket swamp. Within 30 m of the meadow marsh and adjacent wetland to the east, the field should remain naturally vegetated and no hardened surfaces should be created. A farm lane to access the portion of retained land south of the severances is acceptable, although we do not recommend installing a paved road within 30 m of the wetland (a path of earth or gravel would not create a hardened surface).*

*iii) No tree removal (of live or dead-standing trees) should be undertaken between April 1 and September 30, to protect nesting birds and prevent harm to roosting bats.*

As a condition of approval, the three recommendations above will be included as conditions in the Development Agreement, which is to be registered on title of the severed and retained properties.

In conclusion, Planning staff is satisfied that consent applications B-22-25 and B-23-25 comply with the intent of the Official Plan, subject to the recommended conditions of provisional approval.

## Zoning By-Law

The subject property is zoned Rural (RU) in Zoning By-Law Number 2022-37, as amended. A single detached dwelling on private services is a permitted use on the severed lots. The retained 22 hectare parcel of land is permitted for both residential and non-residential permitted uses in the RU zone.

Each resulting lot will comply with the minimum frontage requirement and the minimum frontage requirements.

The proposed lot area and frontages of the severed lots are similar to existing residential lots along Buckwheat Road.

The retained lot complies with the frontage requirement and has a lot area which are similar to other non-residential lots which may continue agricultural/farming uses and a residential dwelling maintaining the character of the rural area.



In conclusion, planning staff is satisfied that each resulting lot as a result of consent applications B-22-25 and B-23-25, comply with the Zoning By-Law for their intended use, subject to the recommended conditions of provisional approval.

**Attachments:** The following documents are attached to the report for reference.

- a) Notice of Consent Application from Consent Granting Authority;
- b) Consent Sketch (New Lot), B-22-25;
- c) Consent Sketch (New Lot), B-23-25; and
- d) Consent Granting Authority Application Process (Chart).

**Financial Considerations:** The applicant submitted the required consent application fees to the Consent Granting Authority and that, the County has forwarded the Township's consent review fee for the applications.

**Recommendation:** That the Committee consider the following recommendations to the Consent Granting Authority, subject to any additional conditions placed by the Consent Granting Authority:

**Application B-22-25:** That the Committee recommends approval of severance application B-22-25 for the purpose of severing a 1-hectare parcel of undeveloped land with approximately 52 metres of road frontage on the south side of Buckwheat Road for future residential development, subject to the recommended conditions

**1. Notice of Decision:** That a copy of any decision notice be provided to the Township for our files.

**2. Survey:** That the owner/ applicant shall provide a paper and digital (PDF) copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch. It may be beneficial to have the draft plan provided to the township for review prior to registration.

**3. Minimum Distance Separation:** Any new residential development shall be located 314 metres from the closest point of the livestock facility at 2702 Buckwheat Road to the potential residential development on the severed parcel.

**4. Road Widening:** The owner/applicant shall have their surveyor confirm in writing to the Township that the existing width of the road allowance along the severed and retained parcels fronting on Buckwheat Road, is a minimum of 10 metres from centreline of road. If additional lands are required to bring the road allowance up to minimum standards, the additional land shall be shown as part or parts on a draft reference plan for the Townships review.

The owner/applicant shall have their lawyer prepare the required transfer documents and provide a copy to the Township for review and signature to have the lands assumed as a public highway. The preparation and registration of the documents shall be at the owner/applicant's expense.

**5. Development Agreement:** That a Development Agreement between the landowner and the Township be registered on title of the severed and retained parcel of land with the following clauses:

a. That the owner be advised that the subject lot is located in the rural area and may be in proximity to active or future agricultural operations and may experience odours, sounds and vehicle traffic associated with the standard operation of agricultural uses.

b. That the owner be advised that any new or expanding livestock facility or manure storage facility on a lot in the rural area or new residential dwelling is subject to Minimum Distance Separation (MDS) calculation.

c. That the owner be advised that any new or altered entrances require an entrance permit from the Township of Edwardsburgh Cardinal, prior to the commencement of any work.

d. That the owner(s) be advised that the severed and retained parcels are located within or adjacent to a flood plain or natural heritage feature, which is subject to required setbacks in the Township of Edwardsburgh Cardinal Zoning By-Law, as amended. Any proposed development or site alteration within 120 metres of the flood plain or natural heritage feature is subject to the review of the South Nation Conservation Authority and may require Conservation Development Permit prior to any development or site alteration.

e. That the owner(s) be advised that Township encourages the preservation and enhancement of existing natural vegetation on the site and limit the removal of any vegetation only to the proposed development area. The owner(s) may contact the Township of Edwardsburgh Cardinal or South Nation Conservation Authority for more information.

f. That the recommended mitigation measures provided in Section 4.0 of the Natural Heritage Site Assessment, prepared by Ecological Services dated July 16, 2024 be applied:

i) Development on the severed and the retained parcels shall meet a minimum setback of 30 metres from all the wetland communities, and that development on the proposed lots remain within 60 metres of the road (Figure 5), which will allow development on the proposed lots to meet the setback. Development is not presently proposed on the retained land, but there are opportunities for residential development that meet the 30 m setback.

ii) Woodland clearing should not occur within 30 m of the thicket swamp. Within 30 m of the meadow marsh and adjacent wetland to the east, the field should remain naturally vegetated and no hardened surfaces should be created. A farm lane to access the portion of retained land south of the severances is acceptable, although we do not recommend installing a paved road within 30 m of the wetland (a path of earth or gravel would not create a hardened surface).

iii) No tree removal (of live or dead-standing trees) should be undertaken between April 1 and September 30, to protect nesting birds and prevent harm to roosting bats.

AND;

**Application B-23-25:** That the Committee recommends approval of severance application B-23-25 for the purpose of severing a 1-hectare parcel of undeveloped land with approximately 52 metres of road frontage on the south side of Buckwheat Road for future residential development, subject to the recommended conditions:

**1. Notice of Decision:** That a copy of any decision notice be provided to the Township for our files.

**2. Survey:** That the owner/ applicant shall provide a paper and digital (PDF) copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and

that the plan meets the general intent of the approved consent sketch. It may be beneficial to have the draft plan provided to the township for review prior to registration.

**3. Road Widening:** The owner/applicant shall have their surveyor confirm in writing to the Township that the existing width of the road allowance along the severed and retained parcels fronting on Buckwheat Road, is a minimum of 10 metres from centreline of road. If additional lands are required to bring the road allowance up to minimum standards, the additional land shall be shown as part or parts on a draft reference plan for the Townships review.

The owner/applicant shall have their lawyer prepare the required transfer documents and provide a copy to the Township for review and signature to have the lands assumed as a public highway. The preparation and registration of the documents shall be at the owner/applicant's expense.

**4. Development Agreement:** That a Development Agreement between the landowner and the Township be registered on title of the severed and retained parcel of land with the following clauses:

a. That the owner be advised that the subject lot is located in the rural area and may be in proximity to active or future agricultural operations and may experience odours, sounds and vehicle traffic associated with the standard operation of agricultural uses.

b. That the owner be advised that any new or expanding livestock facility or manure storage facility on a lot in the rural area or new residential dwelling is subject to Minimum Distance Separation (MDS) calculation.

c. That the owner be advised that any new or altered entrances require an entrance permit from the Township of Edwardsburgh Cardinal, prior to the commencement of any work.

d. That the owner(s) be advised that the severed and retained parcels are located within or adjacent to a flood plain or natural heritage feature, which is subject to required setbacks in the Township of Edwardsburgh Cardinal Zoning By-Law, as amended. Any proposed development or site alteration within 120 metres of the flood plain or natural heritage feature is subject to the review of the South Nation Conservation Authority and may require Conservation Development Permit prior to any development or site alteration.

e. That the owner(s) be advised that Township encourages the preservation and enhancement of existing natural vegetation on the site and limit the removal of any vegetation only to the proposed development area. The owner(s) may contact the Township of Edwardsburgh Cardinal or South Nation Conservation Authority for more information.

f. That the recommended mitigation measures provided in Section 4.0 of the Natural Heritage Site Assessment, prepared by Ecological Services dated July 16, 2024 be applied:



i) Development on the severed and the retained parcels shall meet a minimum setback of 30 metres from all the wetland communities, and that development on the proposed lots remain within 60 metres of the road (Figure 5), which will allow development on the proposed lots to meet the setback. Development is not presently proposed on the retained land, but there are opportunities for residential development that meet the 30 m setback.

ii) Woodland clearing should not occur within 30 m of the thicket swamp. Within 30 m of the meadow marsh and adjacent wetland to the east, the field should remain naturally vegetated and no hardened surfaces should be created. A farm lane to access the portion of retained land south of the severances is acceptable, although we do not recommend installing a paved road within 30 m of the wetland (a path of earth or gravel would not create a hardened surface).

iii) No tree removal (of live or dead-standing trees) should be undertaken between April 1 and September 30, to protect nesting birds and prevent harm to roosting bats.

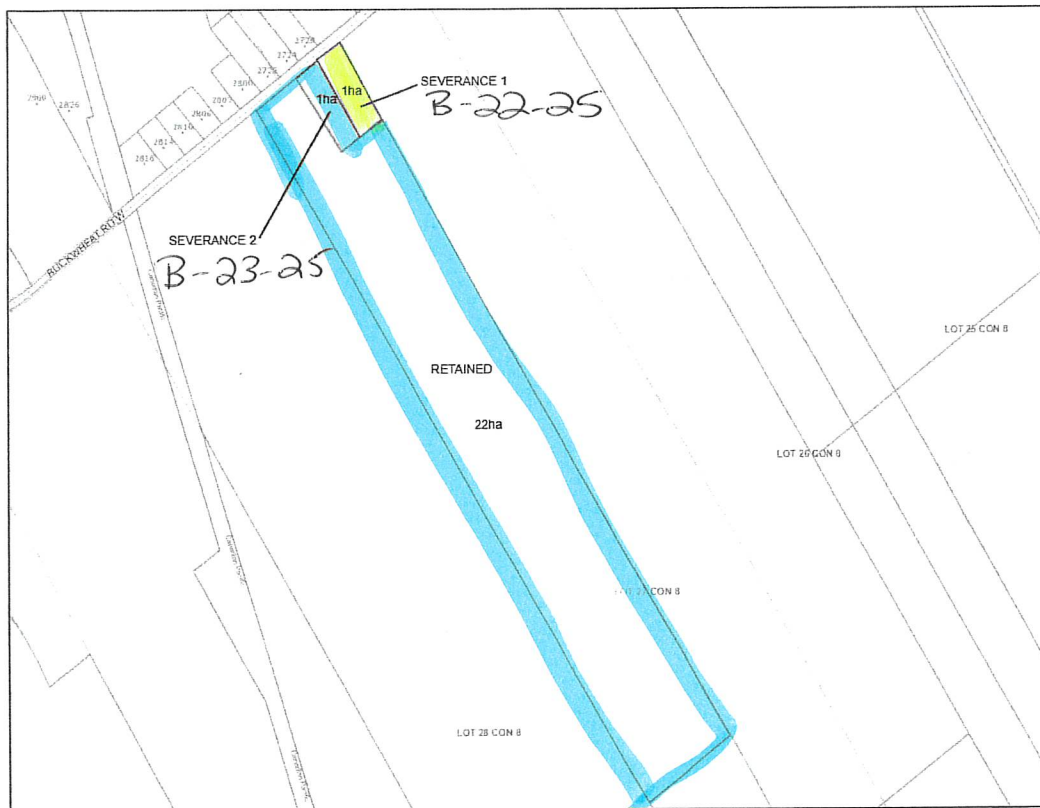
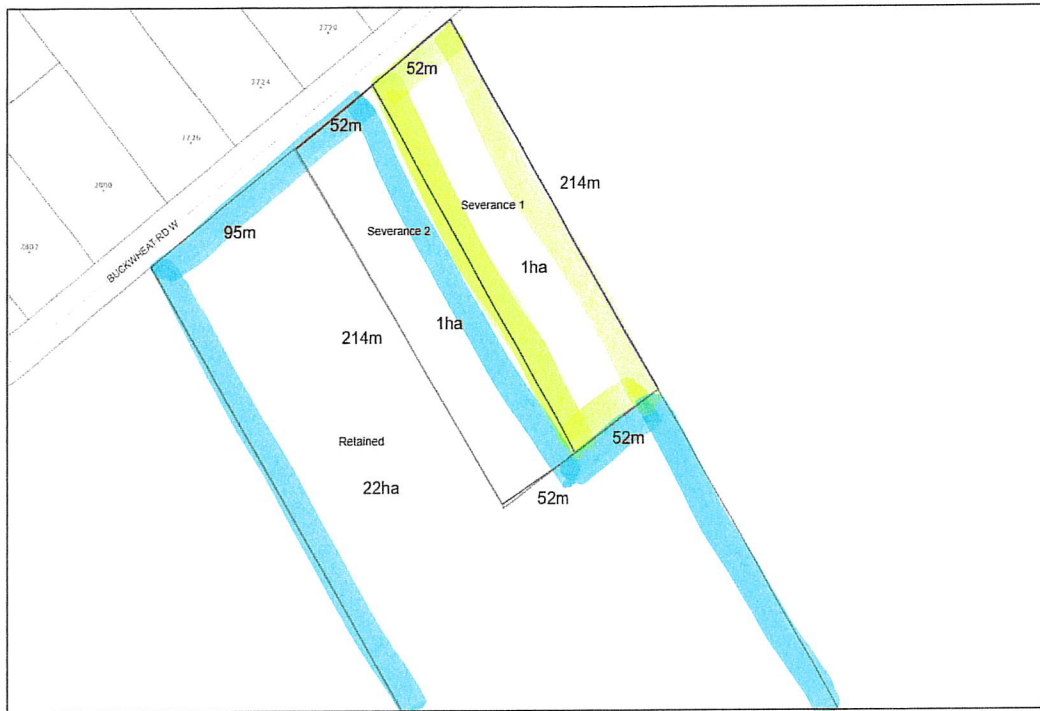




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Tim Fisher  
Municipal Land Use Planner

# Proposed Severances

## Buckwheat Road - Lot 27, Concession 8



-  Severed Lands
-  Retained Lands



## 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

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### **NOTICE TO MUNICIPALITY OF APPLICATION FOR CONSENT** **B-22-25 & B-23-24**

For the severance of land in Lot(s) **27**

Concessions(s) **8**

Registered Plan Number \_\_\_\_\_

Municipality **Edwardsburgh Cardinal**

for the purpose of **creation of two new lots**

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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 **May 2, 2025**. If additional information or material is required, please contact the Consent Granting Authority Office at 25 Central Avenue West, Brockville, Ontario.

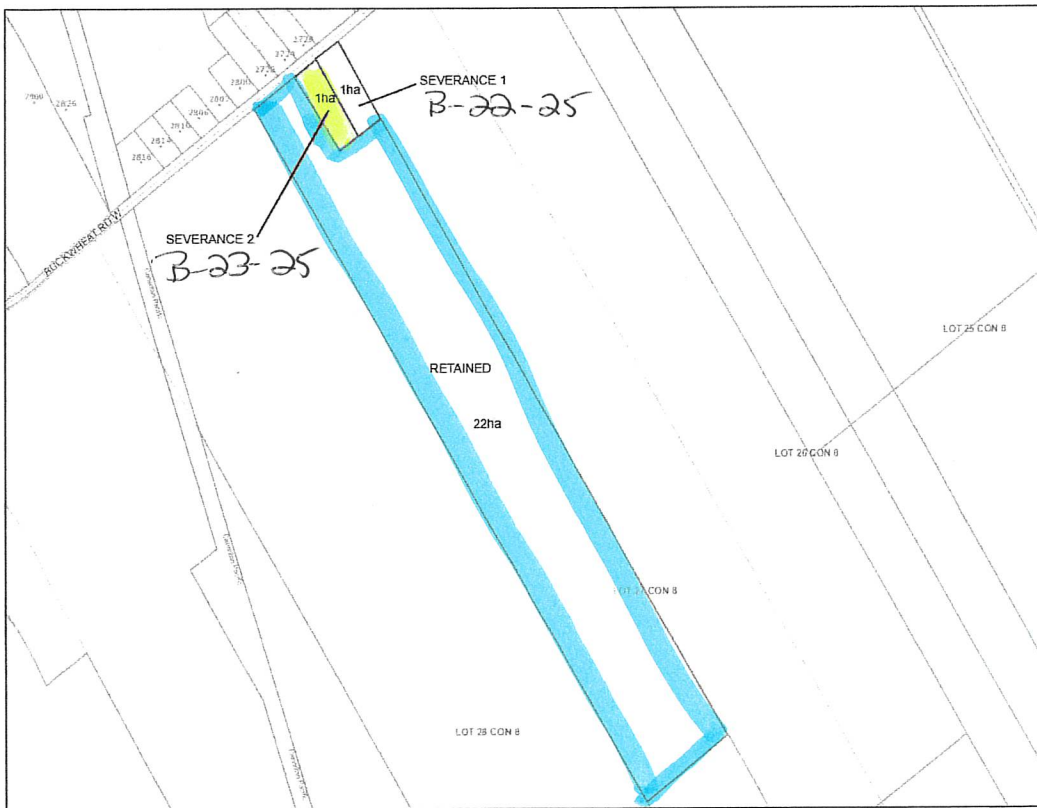
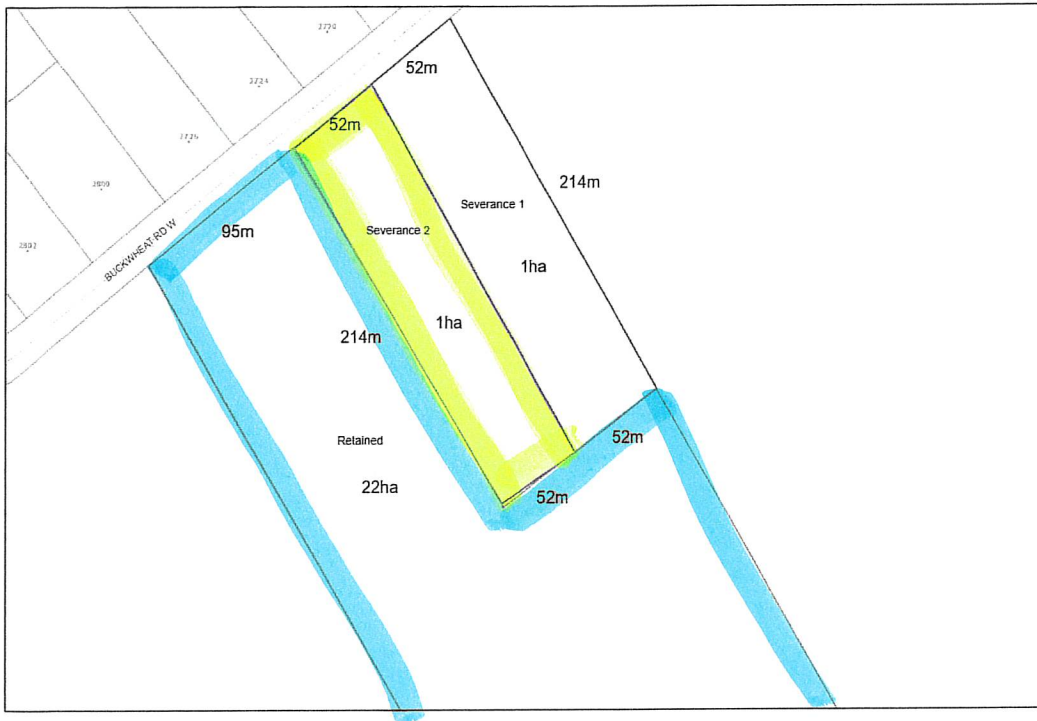
If you wish to be notified of the decision of the Leeds and Grenville Consent Granting Authority in respect to the proposed consent, you must make a written request to the committee at **25 Central Avenue West, Suite 100, Brockville, ON, K6V 4N6**.

**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 **March 25, 2025**

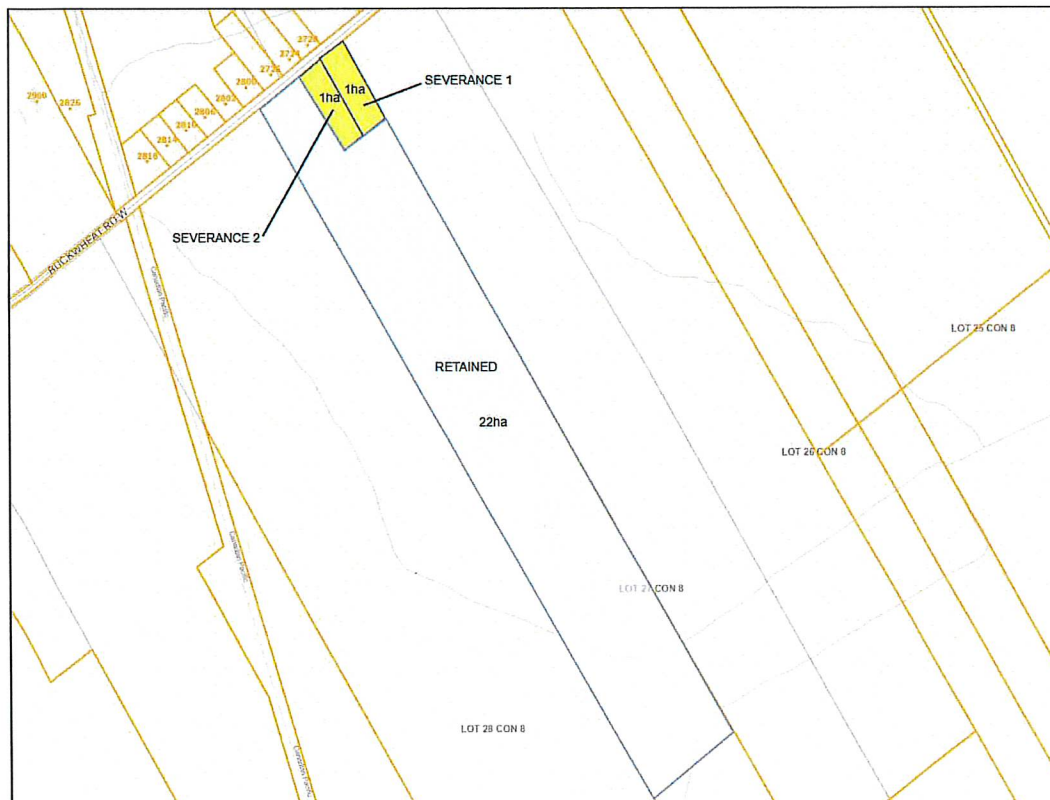
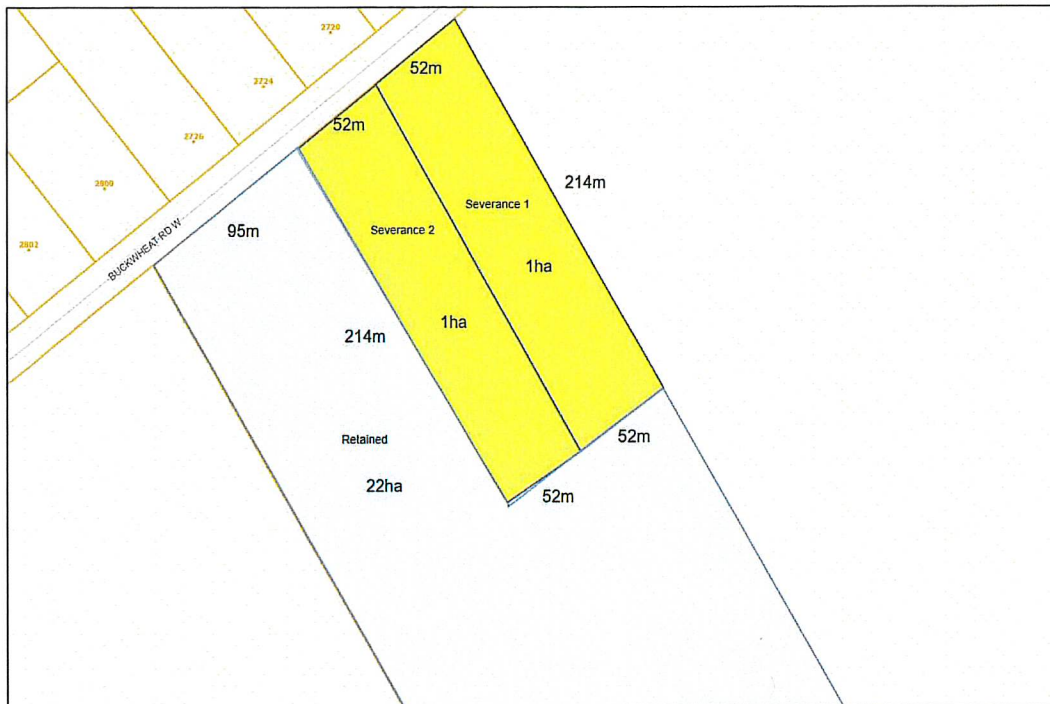
# Proposed Severances Buckwheat Road - Lot 27, Concession 8



- Severed Lands
- Retained Lands

# Proposed Severances




## Buckwheat Road - Lot 27, Concession 8





The United Counties of Leeds and Grenville is the Consent Granting Authority for the Consent Application process. See Step 6 Counties Decision on who makes the decision.

Steps that are subject to the Township's review are highlighted in blue with the EC logo.

<b>Step 1</b> <b>Pre-Consultation</b> <b>with Local</b> <b>Municipality</b> 	<ul style="list-style-type: none"> <li>• Applicant consults with local Municipal staff (and any relevant agencies) to discuss the proposed severance and local requirements. Studies (EIS, MDS, etc.) may be identified for inclusion with the application submission.</li> <li>• Is the subject land on a County Road? A pre-severance consultation form for an entranceway needs to be submitted to the Public Works Department and a fee paid.</li> </ul>
<b>Step 2</b> <b>Applicant to</b> <b>Complete</b> <b>Application</b> 	<ul style="list-style-type: none"> <li>• Applicant fills out an application. Application is available online on the County website. The local municipality is required to sign and date a section of the application, confirming that a pre-consultation was completed.</li> <li>• The municipality can also verify if the application is filled out correctly and required drawings and information is attached.</li> </ul>
<b>Step 3</b> Consult with Counties and Submit Application	<ul style="list-style-type: none"> <li>• Applicant schedules an appointment with the Secretary- Treasurer at the County (613-342-3840 ext. 2414).</li> <li>• Applicant brings in filled out application, sketch, ID and proof of ownership/deed/tax information.</li> <li>• Secretary Treasurer reviews the application.</li> <li>• Once the application form is complete, a commissioner of oaths will commission a signature, if not already done.</li> <li>• Payment by cheque(s) or bank draft, is made for each reviewing agency (see fee schedule). There are usually 3 to 4 agencies.</li> <li>• Application is submitted.</li> </ul>
<b>Step 4</b> Notice of Application	<ul style="list-style-type: none"> <li>• Counties circulates the application once it is deemed complete and payment is made.</li> <li>• A letter is mailed to the applicant confirming the complete application, and a sign is sent. This sign is to be posted on the subject property. A photo of the sign must be provided to the Consent Granting Authority.</li> <li>• Notices of the application are sent to neighbouring properties within 60-metres of the subject lands and commenting agencies (i.e. Municipality, Conservation Authorities, utilities, railways, etc.)</li> </ul>
<b>Step 5</b> <b>Local</b> <b>Municipality</b> <b>Review and</b> <b>Provide</b> <b>Recommendation</b> 	<ul style="list-style-type: none"> <li>• Township of Edwardsburgh Cardinal receives a consent package from Consent Granting Authority with review fee for the Townships recommendation.</li> <li>• The Land Use Planner prepares a report for the Committee of the Whole, Community and Development. The Committee will make its recommendation and provide suggested conditions of approval (if any), to the Consent Granting Authority (no longer required to go to Council).</li> <li>• The Land Use Planner will provide a copy of the recommendation and completed severance review form to the Consent Granting Authority</li> </ul>

<b>Step 6</b> <b>Consent Granting Authority Decision</b>	<ul style="list-style-type: none"> <li>• Applications are scheduled for review and decision by the Consent Granting Authority once all agency comments have been received.</li> <li>• <b>If determined by the Manager of Planning, a Consent Granting Authority meeting may be required.</b></li> <li>• <b>Decision to approve, deny, or defer the provisional consent of each application is made by the Consent Granting Authority.</b></li> </ul>
<b>Step 7</b> Notice of Decision (20 day appeal)	<ul style="list-style-type: none"> <li>• Notice of Decision for pre-approval is emailed to applicants, agencies, and anyone that requested notification.</li> <li>• Decisions are subject to a 20-day appeal period.</li> <li>• All appeals received within the 20-day window are sent to the Ontario Land Tribunal for consideration.</li> <li>• Applicants will be notified if an appeal is received for a file.</li> </ul>
<b>Step 8</b> Conditions to be Fulfilled (max. 2 years from date of mailing of notice of decision)	<ul style="list-style-type: none"> <li>• Following the 20-day appeal period, the applicant has <u>2- years to satisfy all conditions</u> of provisional approval outlined in the notice of decision.</li> <li>• There are no time extensions granted for fulfilling conditions of a decision on a severance application.</li> <li>• Applicants are encouraged to speak directly with the agencies requesting the conditions, in order to meet the conditions within the 2-year timeframe.</li> <li>• The Township of Edwardsburgh Cardinal will prepare a Development Agreement (if required) and provide a copy to the applicant for review and signature. The applicant is required to submit the agreement fee prior to registration.</li> <li>• The Land Use Planner will prepare a 'Conditions Released' letter to the Consent Granting Authority when our conditions have been fulfilled.</li> </ul>
<b>Step 9</b> Final Consent Approval or Lapsing of Consent	<ul style="list-style-type: none"> <li>• All conditions of approval shall be completed to the satisfaction of the agencies requesting the condition.</li> <li>• All prepared legal materials by the applicant's lawyer, and reference plans for the severed lands, are to be received before the 2-year lapsing date by the Secretary-Treasurer.</li> <li>• The Secretary-Treasurer stamps the Certificate of Official.</li> <li>• The applicant's lawyer will register the Certificate of Official and Development Agreement (if required).</li> <li>• <b>The new lot, easement, lot addition is completed and transferred/ transferable once the Certificate of Official has been registered on title.</b></li> <li>• If the conditions of consent are not fulfilled within the required timeframe, the application and its provisional approval will <u>lapse and file closed</u>. A new application will then require re-submission and payment provided. The 'new' application will be reviewed based on current policies and by-laws and not on the merits on the approval of the previous application.</li> </ul>



## **TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM**

**Committee:** Committee of the Whole, Community Development

**Date:** April 7, 2025

**Department:** Community Development/ Planning

**Topic:** Supplementary Report – ZBA Domestic Fowl Coop, Settlement Area

### **Purpose:**

This supplementary report provides the Committee with an update on the suggested amendments to the Hobby Farm and Domestic Fowl Coops requirements in the Zoning By-Law, address the Committee's questions which arose during the March 3<sup>rd</sup>, 2025 meeting and provide the Committee during an upcoming meeting to present the information and provide a recommendation.

This report will address Domestic Fowl in Settlement Areas only. Another report will be forwarded to the next Committee of the Whole, Community Development meeting to provide an update on the suggested amendments to the Hobby Farm and Domestic Fowl in the rural area.

### **Background:**

Township staff was directed by the Committee of the Whole during its June 10<sup>th</sup>, 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 settlement areas in the township.

Township staff held a Public Open House on January 28<sup>th</sup>, 2025 and a Public Meeting on February 3<sup>rd</sup>, 2025 to discuss the proposed amendments to the Zoning By-Law pertaining to provisions of Domestic Fowl Coops. Staff reviewed all comments received and determined that the public not only wanted to have the domestic coops to be included in settlement areas, but wanted the Hobby Farm provisions, specifically for domestic fowl updated to lessen restrictions and allow more fowl.

A staff report and recommendation were discussed during the Committee's March 3<sup>rd</sup>, 2025 meeting. The Committee deferred the item to allow staff to attend a seminar regarding backyard coops held at the end of March and for staff to investigate the following items:

- 1) Why are roosters not permitted;

- 2) Meat Birds should be permitted;
- 3) Number of fowl should be increased; and
- 4) Rational behind the proposed restrictions.

### **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. 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 within the Villages of Cardinal, Johnstown and Spencerville, subject to specific requirements.

### **Current Zoning Provisions:**

#### **4.5 Hobby Farms and Keeping of Domestic Fowl**

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:
  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. 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.
  4. For this purpose of calculating livestock units, the following shall apply:
    - 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



During the public consultation process, the Township was made aware that the residents wanted additional flexibility to the existing requirements for lots located in the rural area and to the Hobby Farm provisions. Staff will prepare a separate report and amending by-law to address the amendments to Domestic Fowl and Hobby Farms in the rural area.

### **Discussion and Rational:**

Township staff reviewed all comments and concerns provided by the public to date and the comments raised by the Committee.

The initial intent of this process was to investigate the possibility of permitting the keeping of domestic fowl only within the settlement areas, specifically The Villages of Cardinal, Johnstown and Spencerville. Through the public consultation process, it was determined that the Hobby Farm provisions should be amended to provide flexibility with the existing fowl use in the rural areas.

It is staff's opinion, that the Committee should review the settlement area and rural area requirements separately as the urban and rural areas propose different amendments which are specific to the settlement area vs rural area.

### **SETTLEMENT AREAS**

#### **(a) Should the use be permitted in the Settlement Areas?**

**Yes** Each municipality may independently review their policies and by-laws to permit the keeping domestic fowl in settlement areas. The Township permits the keeping of domestic fowl subject to the requirements of Section 4.5 of the Zoning By-Law. The existing provisions do not permit the use in a settlement area.

Permitting backyard fowl in urban areas can foster community connections, provide educational opportunities, and contribute to local food security and sustainability, while also offering residents a source of fresh eggs and companionship.

OMAFRA and Poultry Industry Council stated that the average cost for 1 dozen eggs from an urban backyard coop within a one week period can range from \$12.00 per dozen to \$70.00 per dozen. The cost is determined on the type and cost of the fowl, specialized feed and supplements, setup costs and materials, daily maintenance, the processing of fowl and veterinary care and medication, etc. Costs can also increase if fowl are kept over winter months.

Many municipalities across Ontario permit the keeping of backyard domestic fowl subject to specific requirements and in some cases a permitting or licensing process which addresses minimizing environmental impacts, such as noise pollution and odour, and prevent conflicts with neighbours

This can be achieved by:

- Limiting the use to lots with specific lot area or provide a sliding scale for multiple lot areas;
- limiting the number and type of fowl for its intended use on a property;
- limiting the size, height and location of a coop or run;
- providing setbacks from adjacent dwellings, school and churches;
- ensuring the fowl are contained within a structure on the property;
- restricting the processing of fowl on the property;
- restricting the sale of eggs;
- providing educational resources;
- update or create by-laws (eg, animal control by-law) and licensing.

Some municipalities have implemented such changes as a Pilot Project to determine if the use is sustainable in the settlement area and does not result in adverse impacts or discontent in settlement areas.

**Staff Recommends**, that permitting domestic fowl within the Villages of Cardinal, Johnstown and Spencerville should be implemented through a Pilot Project and reviewed after a minimum of 2 years to determine any impacts it may have had and possible amendments to relax or restrict the requirements, or to fully implement the requirements.

Provision	
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:	

**(b) Should the number of fowl be regulated?**

**Yes** Limiting the number of fowl and the species within the settlement area is common to regulate. The intent of permitting domestic fowl in a settlement area is not intended to result in the production of eggs and meat to be self sustaining, but to be an educational tool, a hobby, and to provide some fresh eggs for the property owner while minimizing environmental impacts, such as noise pollution and odour, and prevent conflicts with neighbours.

Most municipalities limit the maximum number of fowl in the settlement area from 4 to 6. Based on the size of typical rear yards in the settlement area and after considering the setback requirements, size and height of a coop, most properties have room to sustain a maximum of 4 to 6 fowl.

The intent of limiting the number of fowl also limits potential sound and odour issues. Sounds from fowl are generally not concern when they are kept within a coop, however, they will be vocal when they are within the run during the day. Limiting the number of fowl will limit the amount of noise generated which may

have impacts on the adjacent properties enjoyment and continued use of their rear yards.

The number of fowl will also result in the amount of manure generated. Fowl manure has a high concentration of ammonia and can create odour issues if the coops are not cleaned and maintained properly, and disposal or composting is not regularly conducted. OMAFRA and the Poultry Industry Council recommends that any small flock farming practice which includes backyard coops be self sufficient and use composters when dealing with manure and bedding.

The average chicken can produce approximately 45 pounds of manure a year. OMAFRA suggests that composters are to be used and setback from adjacent land uses, to allow time for off gassing. The manure is then made into compost providing nutrients to lawns and gardens on the property. Excess manure is to be disposed of in a safe manner.

**Staff Recommends**, that the maximum number of fowl permitted on a property in a settlement area to be five (5). This is in keeping with the existing number permitted outside of the settlement area and is also consistent with the number of fowl permitted in settlement areas or small lots in other municipalities.

It is also recommended that composters or manure storage areas be setback the same distances from lot lines and other requirements as the coop or run.

Provision	Requirement
Maximum Number of Domestic Fowl	5 (female hens and/or female ducks)
The location of a manure storage container or composter shall comply with the same setback requirements as a coop or run.	

### (c) What size of coop and run is appropriate in the settlement area?

Coops and runs come in many prebuilt sizes and heights. These structures are only permitted within the rear yard of the R1 and R2 zoned properties in the settlement area. Lots in the settlement areas are much smaller than typical rural lots which limits the size of the structure. Other factors should be taken into account such as the installation of swimming pools, detached garages, sheds, gardens or other landscaping, decks and patios, etc.

OMAFRA and the Poultry Industry Council suggest that the minimum size of a coop should be:

Structure	Min. Floor Area per Fowl	Min. Floor Area based on Maximum of 5 Fowl
Coop	0.5 square metres	2.5 square metres
Run	0.9 square metres	4.5 square metres

The maximum floor area of the combined Coop and Run shall not exceed 12 square metres. The additional floor area will provide owners with an option to allow the fowl to have more room either in the coop and/or run.

Maximum height of a coop and run area shall be 3 metres.

The coop and run shall be securely enclosed with a roof structure.

**d) Can an owner sell their eggs?**

**No** Ontario Public Health does not support an owner with urban domestic fowl to sell their eggs. The eggs are not inspected which increase risk of residents to become ill or contract an infectious disease. A homeowner is taking a risk that all precautions are followed, and the fowl are healthy and proper handling of the eggs have taken place. Almost all municipalities that were researched have a clause that the owner shall not sell their eggs.

**Staff Recommends**, that the by-law or any regulation include a clause prohibiting the sale of eggs.

Provision	
The sale of eggs produced on the premises, or any fowl related product is prohibited	

**(e) Should roosters be permitted in the settlement areas?**

**No** Both OMAFRA and the Poultry Industry Council suggest that roosters in a settlement area or higher density residential areas should be prohibited. Roosters are notorious for the morning wake up call as day breaks however, they are known to crow at all hours of the day and night. They stated that most complaints in settlement areas is a result of someone keeping a rooster. Roosters are not required for protection of the flock or required for the production of eggs. Fowl are to be located within a secure and safe coop and run, away from predators and mixing with other wildlife.

Roosters should be exclusive to larger rural area properties where uses are farther apart, and sounds will be less of an impact to adjacent properties and residential uses.

**Staff Recommends**, that the by-law or any regulation permitting fowl to be located in the settlement area, prohibit roosters.

Provision	
A Rooster on the premises is prohibited	

**(f) Should meat birds be permitted in the settlement areas?**

**No** Both OMAFRA and the Poultry Industry Council do not support meat bird to be located in a settlement area or as part of a backyard coop. Meat birds are required to be registered and are solely for the purposes to be processed.

Meat birds are to be focused as uses related to Hobby Farms and Agricultural uses in the rural area.

**Staff Recommends**, that the type and uses be regulated (see item e).

Provision	
The keeping of meat birds on the premises is prohibited	

**(g) What types of fowl should be permitted?**

Domestic Fowl in the settlement area are limited to female chickens and female ducks which provides that added bonus of providing the owner with fresh, secure and sustainable eggs. OMAFRA supports other fowl such as female show chickens and ducks.

OMAFRA stated that chickens typically begin producing eggs at 4 months of age. At this age, a chicken or other fowl are easier to separate gender. Issues that arise from purchasing chicks is not knowing which ones are male or female which may result in an owner having one or more roosters, which are not permitted in the settlement area.

**Staff Recommends**, that only female chickens and female ducks should be permitted. Meat birds and roosters should be prohibited in the settlement areas.

Provision	
The term Domestic Fowl is defined in the settlement area as a female chicken or female duck, being a minimum of 4 months of age.	

**(h) Can the fowl be free-ranged and roam the yards?**

**No** Free-range fowl is not permitted in a settlement area. Most municipalities prohibit fowl to be free to roam a yard. OMAFRA recommends that fowl in settlement areas need to be in a secure confined area with a roof structure. The coop and run provides the fowl with protection from predators and other wildlife. It also stops local birds and animals to interact with the fowl which reduces the risk of spreading disease.



The use of a movable coop and/ or run will allow an owner to position the fowl in multiple locations in the rear yard. The movable unit or relocation of a permanent structure shall comply with the requirements of the zoning by-law.

**Staff Recommends**, that the by-law or any regulation prohibits the fowl to be free-range and must be located within a secure coop or run.

Provision	
Fowl shall be kept within a secure coop and run at all times. Free range fowl are prohibited.	
Fowl shall be kept within a secure coop between the hours of 9:00 pm to 6:00 am	

#### (i) Why do we need setback requirements?

Setbacks for domestic fowl coops and runs are required to mitigate potential nuisances like noise, odours, and pest issues, as well as to ensure the health and safety of the owner, the fowl and neighbours.

Providing minimum setbacks from side yards and rear yards are common practice. Other requirements such as only permitting the user within a rear yard and not within an exterior side yard or front yard are typically included.

To provide additional protection to the property owner and the abutting owners, most municipal by-laws require a minimum setback from a dwelling (on or off the property).

Our current by-law requires to be 10 metres from an opening while other municipalities permit 3 to 6 metres from a dwelling. The Township should entertain reducing the current setback in both settlement and rural settings.

Providing a general setback from a dwelling will avoid future issues if an owner widens a door or window or installs a new opening. This will also address air intake vents on the side of dwellings.

**Staff Recommends**, that the by-law or any regulation provide the following general setback requirements:

Provision	Requirement
Front Yard	Not Permitted
Exterior Side Yard	Not Permitted
Interior Side Lot Line	1.2 metres
Rear Lot Line	1.2 metres
Distance from any Dwelling	3.0 metres

#### (j) How does this impact drinking water in the Settlement areas?

The Township of Edwardsburgh Cardinal is unique as its settlement areas have a variety of services. The Village of Cardinal is serviced primarily with full municipal

services (water and sewer) while there may be the odd well or sewage disposal system active in the area. Introducing domestic fowl in the Village is not anticipated to have any negative impacts on the municipal services.

The 15 metre setback is a result of the MECP Technical Report for Potable Well Water Quality Survey in the Village of Spencerville which recommended that a 15 metre buffer be applied from all wells to protect quality of the ground water. This setback has become the standard setback for all well head protection.

The Township may consider reducing the required setback from a well in the settlement areas and in the rural areas to permit a domestic fowl coop and run closer to a well. The proposed maximum number of five (5) fowl permitted on a lot is not anticipated to have negative impacts on the water quality. An increase in the number of fowl will intensify the use which would have greater impacts on the well. A minimum setback shall be maintained from the well to protect the quality of the owner's and neighborhood ground water supply. OMAFRA suggests that all owners with a domestic fowl coop and their adjacent neighbours have their water tested at least on an annual basis.

**Staff Recommends**, that the by-law or any regulation provide a minimum setback of 3 metres from any well and that a Domestic Fowl Coop and Run is prohibited on a lot located within a Wellhead Protection Area Overlay (WHPA) or an Intake Protection Zone Overlay (IPZ).

Provision	Requirement
Minimum Distance to any Well	3 metres

**(k) Can fowl be processed on the subject property?**

**No** OMAFRA and the Poultry Industry Council does not support urban backyard fowl owners to process their fowl. All fowl should be taken to a butcher or processing facility to properly process their fowl for consumption.

Provision	
Slaughtering or Processing of any domestic fowl on the premises is prohibited.	

**(l) What should an owner do with a sick or deceased fowl and how is it tracked?**

OMAFRA and the Poultry Industry Council does not support deceased or diseased fowl to be buried on the property or thrown out as refuse. Diseased fowl shall be taken to a veterinarian for observation to ensure the sickness will not result in an outbreak or has spread to the rest of the fowl on the property or an adjacent property with a coop and run.

If it is determined that an outbreak has occurred and public safety is at risk, the Township does not have a mechanism to keep track of the location of known

domestic fowl coops in the settlement areas. A permitting system should be considered for the settlement area to ensure residents are aware of potential risk or outbreaks.

Deceased fowl shall be safely taken to a livestock disposal facility and not be placed with household garbage.

Provision	
Deceased fowl shall be safely taken to a livestock disposal facility and not be placed with household garbage or buried on the premises.	

#### **(m) How can residents be educated on Backyard Fowl?**

There is no mandatory requirement or prerequisite for a homeowner to be educated on how to create, operate, maintain, care for, handle and be aware of biosecurity measures when it comes to operating a Domestic Fowl Coop and Run.

Organizations such as OMAFRA and the Poultry Industry Council and other agricultural related organizations provide a variety of online documents to read and seminars to attend.

The following are some examples of documents and websites that provide information:

- Proper care (Food and Water)
- Manure handling and disposal
- How to spot disease
- Proper disposal of deceased chickens
- Bird safety for pests
- OMAFRA – Raise Healthy Small Flock Poultry – PDF
- OMAFRA – Biosecurity Recommendations for Small flock poultry owners
- OMAFRA – Poultry Farming – PDF
- Public Health Ontario – Reducing Health Risks Associated with Backyard Chickens
- Public Health Ontario - Backyard Chickens – Interest and Risk Awareness among Current and Prospective Owners.
- Poultry Industry Council – Resources for Small Flock Ontario,  
<https://smallflockontario.ca/resources>

- i. Urban Backyard Flock
- ii. Small Rural Flock
- iii. HPAI
- iv. Good Coop & Housing Management
- v. Keeping your Birds Safe
- vi. Keep your Flock Safe from Disease
- vii. OAHN Backyard Flock HPAI Information
- viii. CFIA, Keep Your Birds Safe

**Staff Recommends**, that the Township should provide a section on their website about Domestic Fowls, the Townships rules and regulations and links to such documents listed above.

Provision	
A property owner interested in learning more on the keeping and care of Domestic Fowl, biosecurity and flock safety, can view documents available on the Township's website at <a href="http://www.twpec.ca">www.twpec.ca</a>	

### **Conclusion:**

The intent of this proposed amendment to Section 4.5 of the Zoning By-Law is to permit the keeping of domestic fowl in settlement areas, specifically the Villages of Cardinal, Johnstown and Spencerville. As land use issues differ between urban and rural areas, this report and recommendation only speaks to settlement areas only.

The attached chart to this report provides a combined list of recommended provisions and requirements related to the keeping of domestic fowl in a settlement area.

If approved by the committee, this report and a draft by-law will be presented to Council for approval.

### **Strategic Plan Implications:**

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

### **Financial Considerations:**

The amendment to permit domestic fowl in the settlement area is not anticipated to result in any financial implications for the Township.

Further review and discussion of proposed changes to domestic fowl and hobby farms in the rural area will be required.

### **Recommendation:**

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

include provisions to permit domestic fowl to be located in the settlement area of the Villages of Cardinal, Johnstown and Spencerville.

A handwritten signature in blue ink, appearing to read 'T. Fisher', with a horizontal line extending from the end of the signature.

---

Tim Fisher, Municipal Land Use Planner





# PROPOSED ZONING BY-LAW AMENDMENT

## The Keeping of Domestic Fowl in Settlement Areas

Villages of Cardinal, Johnstown and  
Spencerville

# ZONING BY-LAW AMENDMENT

## Section 4.5 Hobby Farm and Keeping of Domestic Fowl

This report will address Domestic Fowl in Settlement Areas only.

Villages of Cardinal, Johnstown and Spencerville

A future report will be presented at the next Committee of the Whole, Community Development meeting which will provide an update on the suggested amendments to Hobby Farms and Domestic Fowl in the Rural Area.







# ZONING BY-LAW AMENDMENT

## Current By-Law Requirements

Section 4.5 does not permit the keeping of Domestic Fowl in a Settlement Area.

The creation of Subsection 3 is proposed which will provide the rules and regulations to permit the keeping of Domestic Fowl in the Settlement Areas of Cardinal, Johnstown and Spencerville.

Proposed only on lots zoned R1 and R2 only within the Settlement Area.

### 4.5 Hobby Farms and Keeping of Domestic Fowl

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:
  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. 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.
  4. For this purpose of calculating livestock units, the following shall apply:
    - 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 m<sup>2</sup> and a maximum of 2.3 m<sup>2</sup> of floor space per hen.



# ZONING BY-LAW AMENDMENT

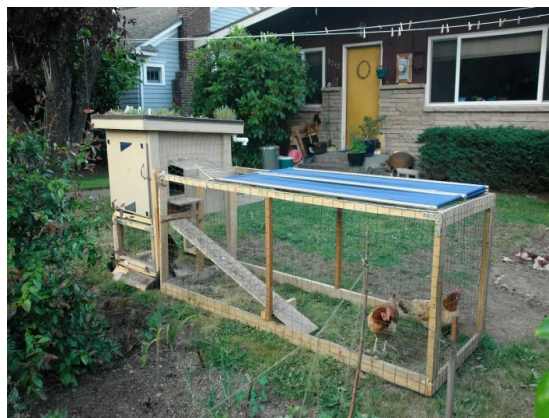
## Proposed Regulations – Settlement Areas

A settlement area consists of a dense concentration of residential uses which may be developed on full or partial municipal services or full private onsite services.

Regulations MUST consider the unique characters of the settlement area and avoid applying the same standards as similar uses in the rural area.

Items to consider when reviewing Domestic Fowl in Settlement Areas:

- What zones or uses
- Number and Type of Fowl
- Size and Location of Coop and Run
- Limitations
- Prohibited Uses
- Public Safety and Drinking Water
- Education



### 3. Domestic Fowl Coop (Settlement Area)

Notwithstanding the provisions of Section 3.1 and Section 4.5 1 and 2: 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:

- The definition of Domestic Fowl within this provision shall mean a female chicken or female duck, being a minimum of 4 months of age.
- Maximum number of Domestic Fowl 5
- A coop and run shall be permitted only in a Rear Yard.
- Fowl shall be kept in a secure coop and run at all times.
- Fowl shall be kept in a secure coop between the hours of 9:00 pm to 6:00 am
- Size and Height of Structure
  - Minimum floor area of Coop 0.5 m2 per fowl
  - Minimum floor area of Run 0.9 m2 per fowl
  - Maximum floor area of a combined Coop and Run 10 m2
  - Maximum height of structure 3.0 m
- Setbacks:
  - Interior Side Lot Line 1.2 m
  - Rear Lot Line 1.2 m
  - From the closest point of any dwelling 3.0 m
  - From closest point of any well 3.0 m
- The location of a manure storage container or composter shall comply with the same setback requirements as a coop or run.
- Deceased fowl shall be safely taken to a livestock disposal facility and not be placed with household garbage or buried on the premises.
- Shall not be permitted on a lot located within a Wellhead Protection Area (WHPA) or an Intake Protection Zone (IPZ).
- Prohibited Uses:
  - Roosters are prohibited.
  - The sale of eggs, or any fowl related byproduct is prohibited.
  - The keeping of meat birds is prohibited.
  - Free range fowl are prohibited
  - Slaughtering of any domestic fowl on the premises is prohibited.

A property owner interested in learning more on the keeping and care of Domestic Fowl, biosecurity and flock safety, can view documents available on the Township's website at [www.twp.pec.ca](http://www.twp.pec.ca)

# RECOMENDATION

That Committee recommend to Council, to approve the amendments to Section 4.5, Hobby Farms and Keeping of Domestic Fowl in Zoning By-Law Number 2022-37, to include provisions to permit domestic fowl to be located in the settlement area of the Villages of Cardinal, Johnstown and Spencerville.

## PROPOSED AMENDMENT TO SECTION 4.5 DOMESTIC FOWL

It is proposed that Section 4.5, Hobby Farms and Keeping of Domestic Fowl be amended to add Subsection 3 to include the following provisions for settlement areas.

### 3. Domestic Fowl Coop (Settlement Area)

Notwithstanding the provisions of Section 3.1 and Section 4.5 1 and 2; 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) The definition of Domestic Fowl within this provision shall mean a female chicken or female duck, being a minimum of 4 months of age.
- b) Maximum number of Domestic Fowl 5
- c) A coop and run shall be permitted only in a Rear Yard.
- d) Fowl shall be kept in a secure coop and run at all times.
- e) Fowl shall be kept in a secure coop between the hours of 9:00 pm to 6:00 am
- f) Size and Height of Structure
  - i. Minimum floor area of Coop 0.5 m2 per fowl
  - ii. Minimum floor area of Run 0.9 m2 per fowl
  - iii. Maximum floor area of a combined Coop and Run 10 m2
  - iv. Maximum height of structure 3.0 m
- g) Setbacks:
  - i. Interior Side Lot Line 1.2 m
  - ii. Rear Lot Line 1.2 m
  - iii. From the closest point of any dwelling 3.0 m
  - iv. From closest point of any well 3.0 m
- h) The location of a manure storage container or composter shall comply with the same setback requirements as a coop or run.
- i) Deceased fowl shall be safely taken to a livestock disposal facility and not be placed with household garbage or buried on the premises.
- j) Shall not be permitted on a lot located within a Wellhead Protection Area (WHPA) or an Intake Protection Zone (IPZ).
- k) Prohibited Uses:
  - i. Roosters are prohibited.
  - ii. The sale of eggs, or any fowl related byproduct is prohibited.
  - iii. The keeping of meat birds is prohibited.
  - iv. Free range fowl are prohibited
  - v. Slaughtering of any domestic fowl on the premises is prohibited.

A property owner interested in learning more on the keeping and care of Domestic Fowl, biosecurity and flock safety, can view documents available on the Township's website at [www.twpec.ca](http://www.twpec.ca)





## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole - Community Development

**Date:** April 7, 2025

**Department:** Community Development

**Topic:** EC Connects Update

**Purpose:** Update on initiative status and addition of volunteer recruitment tool

**Background:**

Following a soft launch in late February, EC Connects officially launched in early March, providing a centralized platform for residents to access local programs and services. A key priority for EC Connects has been ensuring a responsive and user-friendly experience.

We have implemented several enhancements based on feedback from residents and organizations, addressing accessibility, search functionality, and content organization. These ongoing improvements help ensure that EC Connects remains an effective and intuitive resource for the community. EC Connects saw 1,170 visits from 242 unique users in its first month, demonstrating strong community interest in accessing local services and resources. This platform is still new and will need to be given some time to grow in awareness and use.

At the last meeting of this committee, members inquired about the ability to use EC Connects as a volunteer recruitment tool. While this ability does not currently exist with EC Connects, HelpSeeker could help us to develop this tool within the EC Connects platform.

We've reached out to HelpSeeker to explore the best approach:

- A dedicated category could be added to the platform to identify organizations in need of volunteers.
- By filtering their search requirements, residents could easily find and connect with organizations in need.

- Organizations would be able to submit volunteer opportunities but must agree to terms of use outlining their obligations for handling volunteer data responsibly.
- Submissions would be reviewed by TWPEC staff and published to EC Connects by HelpSeeker.
- EC Connects would continue to serve as a directory, directing residents interested in volunteering to contact organizations directly. This removes the Township from acting as an intermediary, eliminating risk and liability related to volunteer screening and private data storage.
- A disclaimer policy may be required to clearly state that EC Connects functions as a listing service only, with no responsibility for vetting volunteers or organizations.

### **Policy Implications:**

The addition of a volunteer recruitment tool to EC Connects aligns with existing Township policies on data privacy, accessibility. To ensure compliance with MFIPPA and PIPEDA, a disclaimer and terms of use should clarify that the Township is not responsible for screening volunteers or managing private information. Overall, this tool complements current policies while supporting safe and inclusive community engagement.

### **Strategic Plan Implications:**

This initiative aligns with the Township's Strategic Plan by enhancing community engagement, supporting local organizations, leveraging technology for improved service delivery, and promoting a healthy and livable community. By providing a centralized and accessible volunteer recruitment system, EC Connects fosters civic engagement, strengthens partnerships, and ensures residents have meaningful opportunities to contribute to community growth.

### **Financial Considerations:**

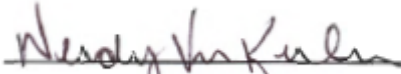
The estimated cost for HelpSeeker to manage the EC Connects Volunteers initiative is \$7,200 per year, based on 4–6 hours of support per month. This includes maintaining the volunteer listing platform, assisting with content updates, and providing technical support to ensure ease of access for residents and community organizations.

Because HelpSeeker offers a range of services through its Karto subscription, any surplus time within the monthly support allocation can be applied to other Township priorities such as trend reports to better understand local gaps and emerging needs.

**Recommendation:**

It is recommended that Council revisit the platform's performance in six months to assess engagement levels and community impact. Should the initiative show positive traction, EC Connects Volunteers could then be considered for inclusion in the 2026 budget planning process.

  
Community Engagement Coordinator

  
Community Development Coordinator



HELPSEEKER  
TECHNOLOGIES

March 2025

# EC Connects

Navigi Community Engagement Snapshot

Prepared by: HelpSeeker Technologies

# Project Metrics Snapshot

591

Total Navigi Listings

167

Organizations

424

Programs

4719

Total Interactions

51

Form Clicks

133

# of URL opens

31

# of Categories

102

# Subcategories

EC Connects has reported **1,170** visits from **242** unique users since its launch until March 24, 2025.

## Account Details

Renewal Start Date: April 1, 2025

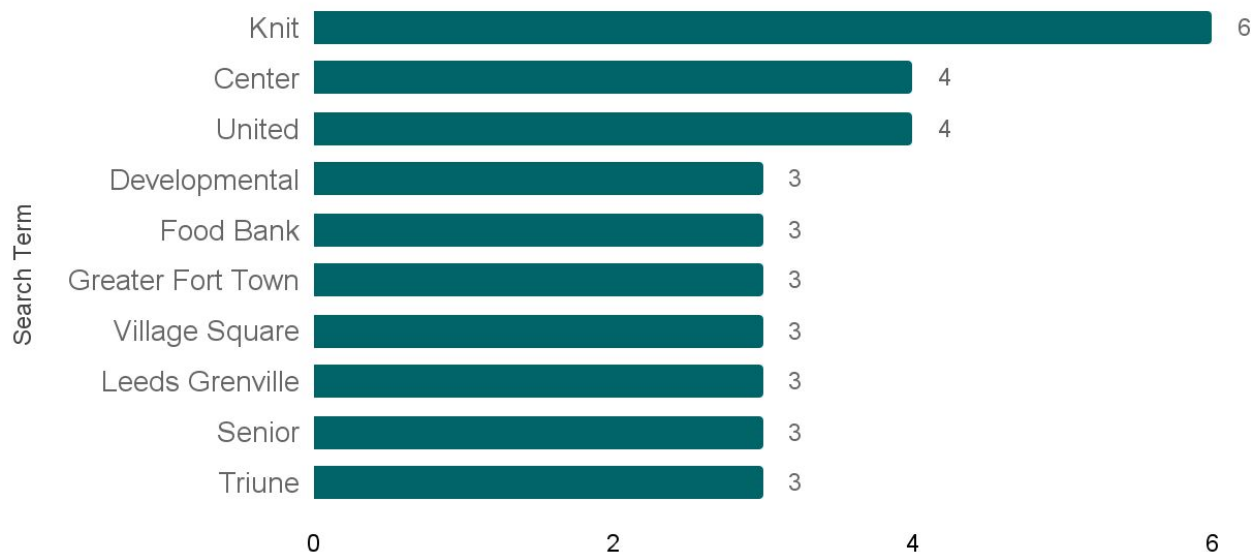
Renewal End Date: April 1, 2026

Last Milestone: Go Live

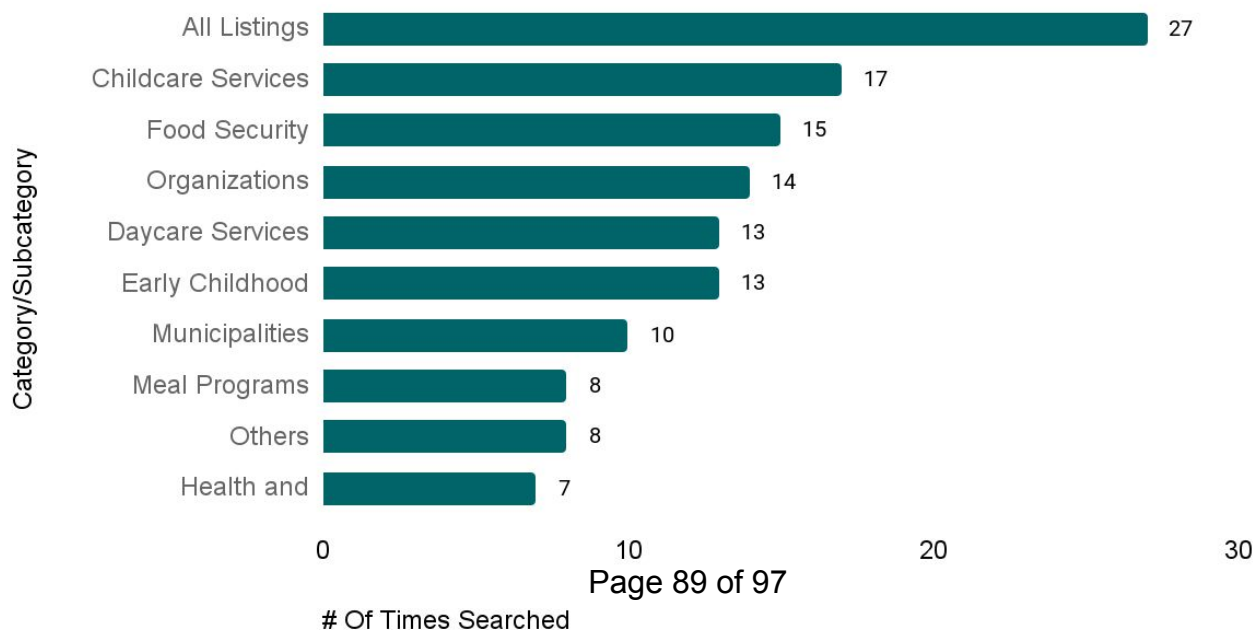
Next Milestone: Quarterly Update - April 2025

## Top Search Trends

### Top 10 Search Words



### Top 10 Category / Subcategory Searches





## Organization Interactions

Organization name	Clicks per listing
Port of Johnstown Boardwalk	9
Cross Town Impact	8
Leeds & Grenville Economic Development Office	8
First Responders United	7
Township of Edwardsburgh Cardinal	7
A Chance Animal Rescue	6
Cardinal Drug Mart	6
Community Futures Grenville	6
Canadian Parents of Murdered Children and Survivors of Homicide Victims	5
Rexall - Dundas St Cardinal	5
Roebuck Community Center	5
Triune Arts	5
Anglican Parish of Edwardsburgh	4
Cardinal Community Church	4
Compassionate Homecare	4
Greater Fort Town Area Charity	4
Access In Motion	3
Air Cadet League of Canada - Prescott Squadron No 661	3
Beacon Bags	3
Bonlen Place Retirement Living	3
Educare Children's Center	3
Educare Children's Centre	3
Friends of Cardinal Public Library	3
House of Lazarus Matilda Resource Center	3
inSPIRE Ministries	3
Leeds Grenville Small Business Enterprise Center	3

## Program Interactions

Program name	Clicks per listing
Before & After School Program at Centennial '67, UPPER CANADA DISTRICT SCHOOL BOARD	12
North Augusta Community Hall, TOWNSHIP OF AUGUSTA MUNICIPAL OFFICE	7
Before & After School Programs (English & French), NORTH GRENVILLE LEARNING CENTRE	5
Before & After School Programs (English & French), NORTH GRENVILLE LEARNING CENTRE	5
Cardinal Community Pool, TOWNSHIP OF EDWARDSBURGH CARDINAL	5
Maitland Education and Recreation Centre (MERC), TOWNSHIP OF AUGUSTA MUNICIPAL OFFICE	5
South Grenville Food Bank - Maitland, SOUTH GRENVILLE FOOD BANK	5
At Your Own Pace- A Weekly Bereavement Walking Group, BETH DONOVAN HOSPICE	4
Blue Church, THE ANGLICAN PARISH OF PRESCOTT	4
Kemptville ReStore, HABITAT FOR HUMANITY THOUSAND ISLANDS	4
Maynard Education and Recreation Centre, TOWNSHIP OF AUGUSTA MUNICIPAL OFFICE	4
Recreation Lending Library, TOWNSHIP OF AUGUSTA MUNICIPAL OFFICE	4
Village Square Cenotaph & Park, TOWNSHIP OF EDWARDSBURGH CARDINAL	4
Alzheimers CareGiver Group, NORTH GRENVILLE PUBLIC LIBRARY KEMPTVILLE BRANCH	3
Before and After Care, MADISON MONTESSORI ACADEMY	3
Bereavement Support Group, BETH DONOVAN HOSPICE	3
Cedar Park, TOWNSHIP OF AUGUSTA MUNICIPAL OFFICE	3
Child Minding Services - Playcare, YMCA OF BROCKVILLE AND AREA	3
Domville Ball Park, TOWNSHIP OF AUGUSTA MUNICIPAL OFFICE	3
Eastern Ontario Model Forest - Education and Awareness, EASTERN ONTARIO FOREST GROUP	3
Edwardsburgh Cardinal Fire Station 2, TOWNSHIP OF EDWARDSBURGH CARDINAL	3
Kemp Park, TOWNSHIP OF AUGUSTA MUNICIPAL OFFICE	3
Prescott Fire Department, TOWN OF PRESCOTT	3
Wellness Program, LANARK LEEDS AND GRENVILLE ADDICTIONS AND MENTAL HEALTH - PRESCOTT	3
Alaine Chartrand Community Center, TOWN OF PRESCOTT	2

## Category Interactions

Category / Subcategory	# of listing per category	Category clicks
Community Development Programs	8	4
Community Spaces	20	3
Cemetery	6	2
Child Development Programs	1	2
Community Service Programs	1	2
Counseling Services	33	2
Emergency Financial Assistance	3	2
Employment Support for Newcomers	2	2
Health Services for Seniors	18	2
Affordable Goods Programs	5	1
Arts and Music Programs	7	1
Community Health Initiatives	11	1
Community Outreach Programs	8	1
Community Recreation Centers	15	1
Crisis Intervention Services	9	1
Educational Support Services	5	1
Emergency Medical Services	1	1
Emergency Preparedness Programs	3	1
Environmental Advocacy Groups	3	1
Fitness and Recreation Programs	1	1
Fitness and Wellness Classes	4	1
Food Hampers	1	1
Law Enforcement Services	2	1
Legal Advocacy Services	2	1
Long-Term Housing Solutions	3	1
Parent-Child Programs	4	1

## Navigi Snapshot Key Definitions

**Total Navigi Listings** – Total number of listings available on the NAVIGI platform, including organizations and programs.

**Organizations** – The number of unique service providers or agencies with at least one active listing in the NAVIGI dataset.

**Programs** – Total number of services or offerings provided by organizations, each represented as a unique listing.

**Total Interactions (Form Clicks)** – Total number of user interactions recorded, clicks into the E/C Connects form to engage with updating or adding a New Listing.

**# of URL Opens** – The number of times users clicked to open a listing's website URL from the platform.

**# of Categories** – The total number of high-level service groupings available on the NAVIGI platform.

**# of Subcategories** – The number of detailed service types that fall within each high-level category.

**# of Unique Users** – The number of distinct users who interacted with the NAVIGI platform or map during the selected time period.

**Number of Listings per Category** – The count of all listings grouped under a particular service category.

**Top 10 Search Words** – The ten most frequently typed search terms entered by users in the NAVIGI search bar during the reporting period.

**Top 10 Category / Subcategory** – The ten most frequently accessed categories and subcategories based on user search and interaction data.

**Category** – A high-level grouping of services. Used to organize listings under broad themes like Housing or Health.

**Subcategory** – A more specific classification within a category that reflects the exact type of service offered.

**Organization Interactions** – Number of times users engaged with listings tied to a specific organization (clicks, URL opens, etc.).

**Clicks per Listing** – The average number of user clicks per individual listing, including any action to learn more, visit the website, or interact further.

**Program Interactions** – Total number of user interactions specifically tied to individual programs or service listings.

**Category Interactions** – Total interactions across all listings grouped under a specific category.

## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Committee of the Whole – Community Development

**Date:** April 7, 2025

**Department:** Clerk's

**Topic:** Implementation of a "Buy Canadian" Policy

**Purpose:** To seek Committee's approval for the adoption of a "Buy Canadian" policy.

**Background:** This policy will prioritize Canadian suppliers and manufacturers for municipal procurement and to encourage diversification of global sources. This initiative will also align with those of the Federal and Provincial leaders. This policy shall supersede certain clauses within the Township of Edwardsburgh Cardinal's procurement policy.

1. **Prioritization of Canadian Suppliers:** Staff will be directed to prioritize the purchase of goods and services from Canadian manufacturers and suppliers whenever possible. This policy aims to bolster the Canadian economy, support local businesses, and contribute to sustainable procurement practices.
2. **Global Alternatives:** In situations where Canadian products or services are unavailable, staff will seek suppliers from countries around the world. This approach will diversify our supply chain and promote broader international trade relationships.

**Policy Implications:** This policy shall supersede certain clauses within the current Procurement Policy and would encourage a broader look at suppliers and manufacturers.

**Strategic Plan Implications:** The focus on boosting the Canadian economy by creating this policy aligns with section 1.1 Improve Community and Economic Development.

**Financial Considerations:** The understanding that there is a possibility of receiving Requests for Proposals or quotes that have higher dollar amounts than normal or than what has been seen in the past.

**Recommendation:** THAT Committee direct staff to draft a "Buy Canadian" policy as outlined in this report; AND THAT the draft policy be brought forward to the next Regular Council Meeting of the Township of Edwardsburgh Cardinal for review.



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Interim Clerk



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CAO





## TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

**Committee:** Committee of the Whole – Community Development

**Date:** April 7, 2025

**Department:** Recreation

**Topic:** Recreation Spring Update

### **Background:**

#### Art Class

Our February art class did not take place as scheduled, but we're excited to announce that a new session will begin in May. Registration is now open.

Pickleball season at the Spencerville Arena will begin on Tuesday, April 15<sup>th</sup>. Pickleball will be held on Tuesday and Thursday evenings from 6 pm to 8 pm. The arena features three courts suitable for individuals or teams of all skill levels.

#### Summer Program

Online registration for summer camps began on Tuesday, April 1st. This year, The township is offering four two-week sessions of camp in Cardinal and four two-week sessions in Johnstown. Each session will accommodate 40 participants. The camp fee is \$225.00 per child per session, \$425.00 for two children, and \$575.00 for three children. The themes for this year's camps include Arts and Crafts, Survivor, Sports and Camp Olympics.

Swimming lesson registration will be available in-person on Thursday May 22<sup>nd</sup> from 4 p.m. to 7 p.m., at the South Edwardsburgh Community Centre, Saturday May 24<sup>th</sup> from 9 a.m. to 12 p.m. at the South Edwardsburgh Community Centre and on Thursday May 29<sup>th</sup> from 4 p.m. to 7 p.m.

#### Summer Hiring

Summer hiring has been completed for this summer season, we have hired 15 Camp counselors and 18 Lifeguards/Swim Instructors.

#### Earth Day 2025:

Once again, the Township is collaborating with local businesses and industries to organize a clean-up and BBQ on April 22<sup>nd</sup>. Ingredion will be taking part in the community clean-up on April 22<sup>nd</sup> in the village of Cardinal. The Township will provide garbage bags,

gloves, and garbage collection for the clean-up,

A community-wide pitch-in week is scheduled from Monday, April 21st to Friday, April 25th encouraging participation from all residents. The township will provide garbage bags, gloves and garbage pickup to residents who take part.



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Recreation Coordinator



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Facilities Manager