



AGENDA
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT

Monday, May 5, 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**
- 6. Action/Information/Discussion Items**
 - a. Live: Land Use Planning
 1. Consent and Recommendation - B-30-25 - 2100 County Rd. 21
 2. Consent and Recommendation - B-25-25 - 279 Groveton Rd.
 3. Consent and Recommendation - B-31-25 - 2904 Goodin Rd.
 - b. Work: Economic Development
 1. Application for Community Improvement Plan (CIP) Funding - 2069 Dundas Street (Bee Good)
 - c. Play: Recreation
 1. Kraft Hockeyville Canada 2026
- 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, April 7, 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: Dave Grant, Director of Operations/Deputy CAO
Tim Fisher, Planner
Wendy VanKeulen, Community Development Coordinator
Rachel Porter, Recreation Coordinator
Mary Tessier, Consultant
Natalie Charette, Interim Clerk

1. Call to Order – Chair, Chris Ward

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

2. Approval of Agenda

Councillor Martelle asked the Chair to move 6.c up to 6 a. and move 6.a to 6.b and 6.b to 6.c.

Moved by: J. Martelle

Seconded by: W. Smail

That the agenda be approved as amended.

Carried

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

None.

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

None.

5. Delegations and Presentations

a. Every Kid in Our Communities Coalition - Jane Hess

Ms. Hess presented the "Start with Hello" campaign on behalf of Every Kid in our Communities in Leeds and Grenville. This campaign is meant to create an environment where children feel safe, included, valued and connected. Developmental Assets Framework was explained, which offers support, empowerment, boundaries and expectations, constructive use of time, commitment to learning, positive values, social competencies and positive identity. The more assets young people have, the less likely they are to engage in high-risk behaviours. Applications to become an asset builder can be sent to tawnya.boileau@healthunit.org by May 25, 2025. For more information please visit www.everykid.on.ca. Committee thanked Ms. Hess for her presentation.

b. BaitFuel Fishing Tour - Thomas Hooper & Greg Scott - Community Grants & Donations

Mr. Hooper and Mr. Scott presented their 2025 Community Grants and Donations request to Committee, being a \$2,500 cash request plus in-kind support from the municipality. Their request is to assist with the production cost of the TV show as well as staff to assist with parking and an alternate rain date. Participation is anticipated to be just as high as previous years, with most anglers being from Canada. Discussion ensued around involving more youth and the idea of a learn to fish program for future years. Committee thanked them for their presentation.

c. Spencerville Mill Foundation - Tim East - Community Grants & Donations

Mr. East presented the 2025 Community Grants and Donations request to Committee, being \$3,200 to assist in paying for a new modernized website to increase visibility and interactions with the public, including online booking capabilities. The request also included in-kind support of lawn maintenance, continued garbage and recycling pickup and photocopying/printing. Mr. East highlighted the events and private event bookings that the Mill host throughout the year. Their mandate is to maintain and preserve the Mill with a mission to protect the Mills' history and the intent of the foundation is to continue to promote cultural educational programming. Discussed ensued around the cultural and historical significance of the Mill. Committee thanked Mr. East for his presentation.

6. Action/Information/Discussion Items

a. Play: Recreation

1. Spring Recreation Update

Committee was provided an overview of the report by staff, discussion ensued around Pitch-In Week.

b. Live: Land Use Planning

1. Consent Review and Recommendation - Applications B-10-25 & B-11-25

Committee was provided with a detailed summary of the application and discussed the Consent Granting Authority and minor variance approval. The idea of moving consent granting authority to the Municipal Planner in the future was discussed.

Moved by: T. Deschamps

Seconded by: J. Martelle

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.

Carried

2. Consent Review and Recommendation - Applications B-22-25 & B-23-25

Committee was provided a detailed summary of the application. Discussion around the amount of conditions listed within the recommendation ensued. Clarification was given to Committee from staff on road widening, it is a requirement in the Official Plan and is a best practice. Committee directed staff to look at a way of implementing the road widening requirement into the conditions moving forward. Direction was given from Committee to find a simpler process when listing out conditions for recommendations.

Moved by: W. Smail

Seconded by: S. Dillabough

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.

Carried

3. Domestic Fowl Supplementary Report

Committee was provided a detailed overview of the report, which focused solely on settlement areas. 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.

Additional information was requested on properties with municipal services with regard to their limitations. A timeline of 2 years was recommended by staff for this pilot project. Clarification was given on future consideration of R-3 lots being included and the possibility of re-zoning. Further recommendations from Committee were; to remove item e. and replace with "that the coop and run shall have a permanent roof structure", and to include side yard, as well as clarifying either 10 sq m or 12 sq m.

Deputy Mayor stepped away from the table at 8:35pm.

Moved by: T. Deschamps

Seconded by: J. Martelle

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 with the recommended changes provided by Committee.

Carried

c. Work: Economic Development

1. EC Connects - Update

Committee was provided a detailed overview of the report.

The Deputy Mayor returned to the table at 8:38pm.

At a previous Committee meeting, direction was given to investigate the possibility of utilizing the EC Connects platform to assist with volunteer recruitment. Staff was able to research the request and found that there is a platform within the program that would cost \$7,200 per year.

Discussion ensued around collecting more data ahead of the 2026 budget.

Moved by: T. Deschamps

Seconded by: J. Martelle

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.

Carried

2. Implementation of a Buy Canadian Policy

Committee was provided a brief overview of the report.

Moved by: S. Dillabough

Seconded by: T. Deschamps

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.

Carried

7. **Inquiries/Notices of Motion**

Councillor Smail requested staff to look into the safety standards in municipal facilities.

8. **Member's Report**

Member's reported on the following:

- Green Shirt Day Proclamation in memory of Logan Boulet for organ and tissue donors
- Community Pitch-In Week, reminded residents to reach out to Recreation for bags and pickup
- Upcoming Fire Fighter Breakfast in Spencerville on April 19

9. **Question Period**

None.

10. **Closed Session**

None.

11. **Adjournment**

Moved by: S. Dillabough

Seconded by: T. Deschamps

That Committee does now adjourn at 8:28pm.

Carried

Chair

Clerk



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole, Community Development

Date: May 5, 2025

Department: Community Development/ Planning

Topic: Consent Review and Recommendation to Consent Granting Authority

Consent Application: B-30-25

Subject Property: 2100 County Road 21

Concession and Lot: Con 7, Pt Lot 21

Roll Number: 070170103517313

Recommendation:

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

That the Committee recommends approval of severance application B-30-25 for the purpose of severing a 1.1 hectare parcel of undeveloped land with approximately 59 metres of road frontage County Road 21 for future residential development, subject to the list of conditions as per Schedule 'A' attached to this report.

Consent Application Review Process:

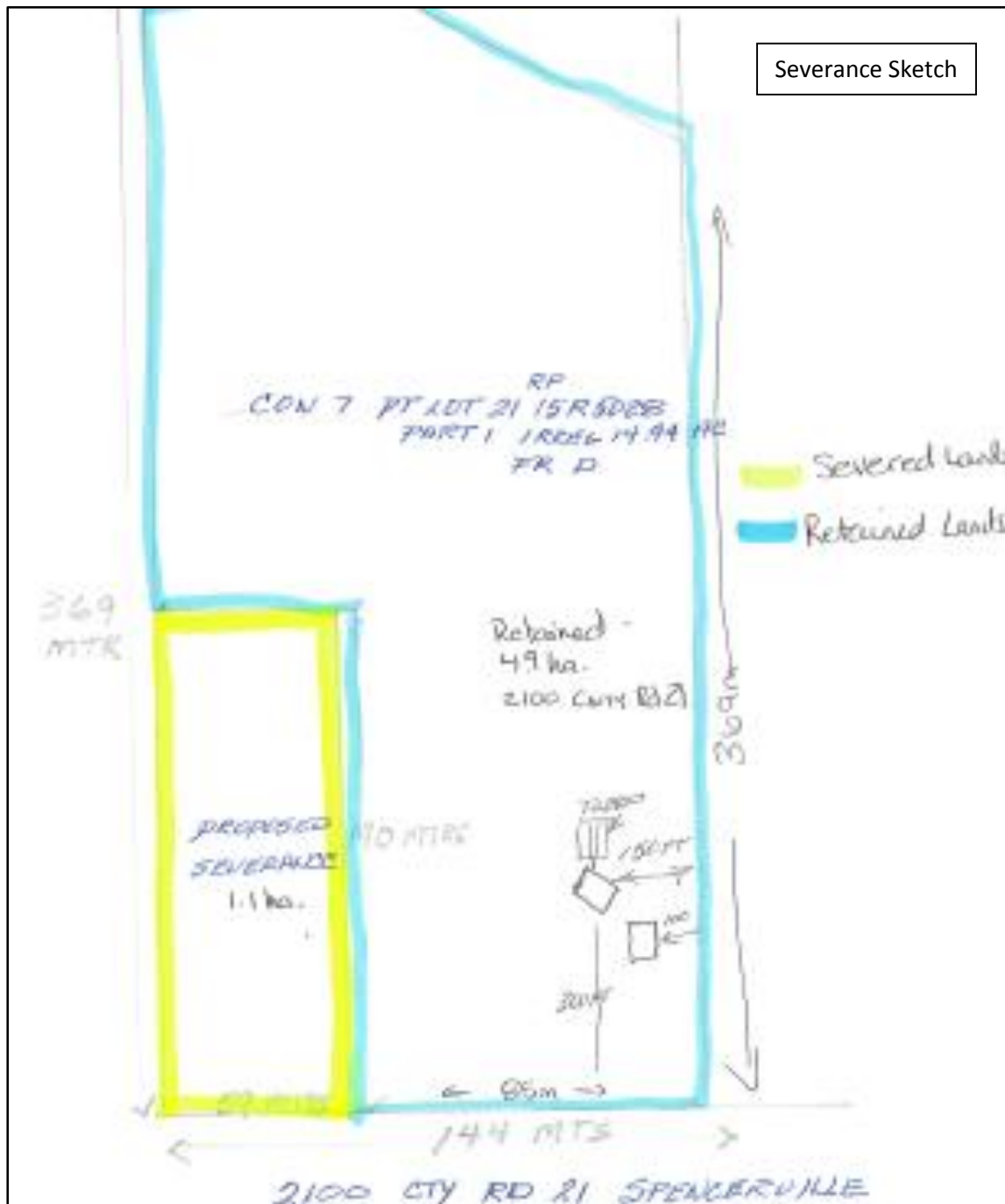
The Township's role in the review of this consent application is part of the United Counties of Leeds and Grenville, Consent Granting Authority decision making process. The Townships review will look at the proposal and ensure that, in the opinion of the Township, that it complies with the Townships 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.

Application Summary:

Consent application B-30-25 is to sever a 1.1 hectare parcel of undeveloped land with approximately 59 metres of road frontage on County Road 21 for future residential development.

The retained 4.9 hectare parcel of land will have 85 metres of road frontage on County Road 21 and will maintain the single detached dwelling on private services, its detached garage.



Site Characteristics:

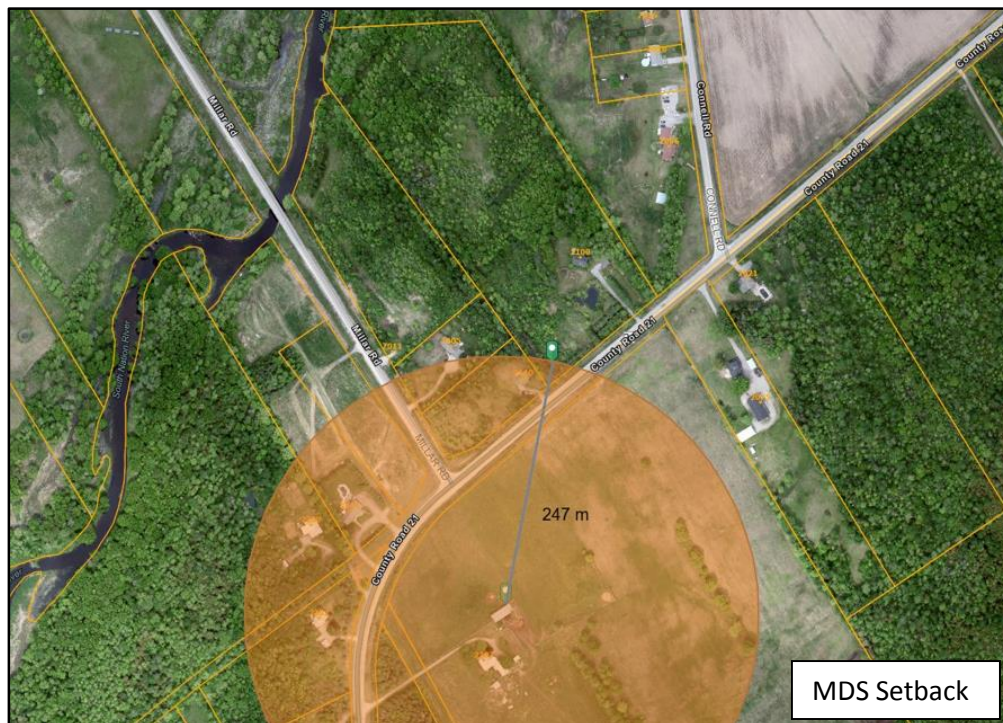
The subject property is a 6-hectare parcel of land with approximately 144 metres of road frontage on County Road 21. The property is located in the rural area of the Township and is adjacent to the following uses:

- North – South Nation River;
- East – residential development with frontage on Connell Road
- South – residential and agricultural development.
- West – three (3) residential lots with frontage on Millar Road

Background:

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

A barn is located to the south (2207 County Road 21) which requires a Minimum Distance Separation calculation. The MDS calculation was completed based on the entire barn being used as livestock (30 Beef, Backgrounders) on a Type A land use. A 247 metre setback from the closest part of the livestock facility and a residential dwelling on the severed lot will have to be complied with. The setback may be reduced if the area of the barn used for livestock can be verified. This will be addressed through the building permit application process. An information clause informing future owners of the MDS requirements will be placed in a Development Agreement, which will be registered on title of the severed lot.



Official Plan:

The subject property is designated Rural Policy Area (Section 3.4) in the Official Plan, as amended. The following policies were also considered:

Section 5.3.5 Transportation, County Roads

Section 5.4 Water and Wastewater Services

Section 6.8 Development Criteria

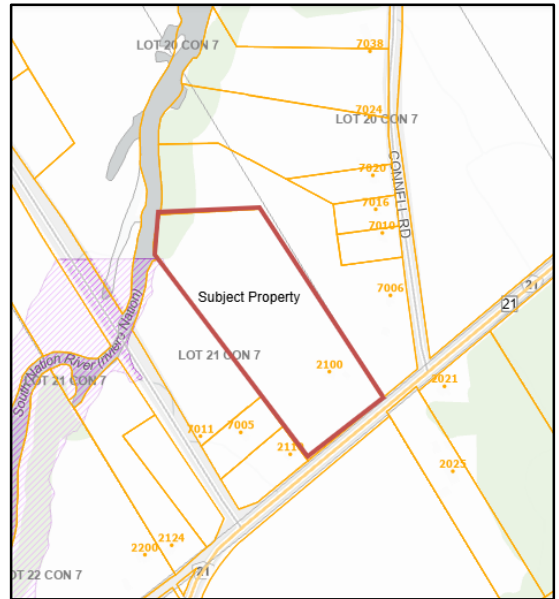
Section 6.16 Land Use Compatibility

Section 6.17 Natural Heritage Features

Section 7.1 Land Division

Section 7.1.3.2 Consent Policies

The severance complies with the policies of the Official Plan and is in-keeping with the character and uses in the rural area of the township.

**Zoning By-Law Number 2022-37:**

The subject property is zoned Rural (RU) in Zoning By-Law 2022-37, as amended. The RU zone permits single detached dwellings on lots greater than 0.4 hectares with a minimum of 45 metres of road frontage. Each lot complies with the minimum lot area and frontage requirements for residential uses.

Any new development on the severed or retained lots will be subject to the requirements of the Zoning By-Law. Development on the severed lot will also be subject to a Development Agreement which will be registered on title which provides warning clauses or the owners' responsibilities prior to development, specifically Minimum Distance Separation, its proximity to the South Nation River and entrance permits for County Roads.



Discussion:

The subject property is located within a Rural Policy Area and has not received any prior consents to create a new residential lot from the original land holding 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.

The Rural Policy Area and consent policies in the Official Plan require a minimum lot area of 1 hectare for any new residential lot created. The severed and retained parcels will comply with the minimum lot area requirement for new residential lot creation in the rural policy area and will comply with the minimum frontage requirement in the RU zone.

The subject property is abutting the South Nation River and is subject to floodplain setbacks. The severed lot will be approximately 300 metres from the river's edge and is not anticipated to have any negative impacts on its natural habitat. It is recommended that a clause be added to the Development Agreement which will inform future landowners that the lot is in proximity to the South Nation River.

Each lot will maintain road frontage on County Road 21. Any new or altered entrances will require an entrance permit from the County 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 landowners.

Any new development on the severed or retained parcel will be developed with private onsite services (well and sewage disposal system). This will be addressed through the Building Permit application process.

Cash-in-lieu of parkland is not requested as a condition of consent.

The proposal is not expected to have any negative impacts on the abutting lands, traffic or rural character along County Road 21.

There are no negative impacts on any natural or human-made hazards and natural heritage features.

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 County Road (County Road 21) and ensure that the width complies with the required minimum 13.1 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 County, which are to be merged and used as a public highway, at the owner's expense.

A barn is located to the south (2207 County Road 21) which requires a Minimum Distance Separation calculation. The MDS calculation was completed based on the entire barn being used as livestock (30 Beef, Backgrounders) on a Type A land use. A 247 metre setback from the closest part of the livestock facility and a residential dwelling on the severed lot will have to be complied with. The setback may be reduced if the area of the barn used for livestock can be verified. This will be addressed through the building permit application process. An information clause informing future owners of the MDS requirements will be placed in a Development Agreement, which will be registered on title of the severed lot.

Conclusion:

Planning staff is satisfied that consent application B-30-25 complies with the intent of the Official Plan and its consent policies and complies with the Zoning By-Law for their intended use, subject to the recommended conditions of provisional approval.

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.

Attachments:

The following schedules are attached to the report for reference.

Schedule 'A' Conditions, B-30-25




Schedule 'B' Notice of Consent Application from Consent Granting Authority;
Consent Granting Authority Application Process (Chart).

Report Prepared By:

Tim Fisher
Municipal Land Use Planner

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.

Step 1 Pre-Consultation with Local Municipality 	<ul style="list-style-type: none"> • 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. • 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.
Step 2 Applicant to Complete Application 	<ul style="list-style-type: none"> • 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. • The municipality can also verify if the application is filled out correctly and required drawings and information is attached.
Step 3 Consult with Counties and Submit Application	<ul style="list-style-type: none"> • Applicant schedules an appointment with the Secretary- Treasurer at the County (613-342-3840 ext. 2414). • Applicant brings in filled out application, sketch, ID and proof of ownership/deed/tax information. • Secretary Treasurer reviews the application. • Once the application form is complete, a commissioner of oaths will commission a signature, if not already done. • Payment by cheque(s) or bank draft, is made for each reviewing agency (see fee schedule). There are usually 3 to 4 agencies. • Application is submitted.
Step 4 Notice of Application	<ul style="list-style-type: none"> • Counties circulates the application once it is deemed complete and payment is made. • 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. • 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.)
Step 5 Local Municipality Review and Provide Recommendation 	<ul style="list-style-type: none"> • Township of Edwardsburgh Cardinal receives a consent package from Consent Granting Authority with review fee for the Townships recommendation. • 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). • The Land Use Planner will provide a copy of the recommendation and completed severance review form to the Consent Granting Authority

Step 6 Consent Granting Authority Decision	<ul style="list-style-type: none"> • Applications are scheduled for review and decision by the Consent Granting Authority once all agency comments have been received. • If determined by the Manager of Planning, a Consent Granting Authority meeting may be required. • Decision to approve, deny, or defer the provisional consent of each application is made by the Consent Granting Authority.
Step 7 Notice of Decision (20 day appeal)	<ul style="list-style-type: none"> • Notice of Decision for pre-approval is emailed to applicants, agencies, and anyone that requested notification. • Decisions are subject to a 20-day appeal period. • All appeals received within the 20-day window are sent to the Ontario Land Tribunal for consideration. • Applicants will be notified if an appeal is received for a file.
Step 8 Conditions to be Fulfilled (max. 2 years from date of mailing of notice of decision)	<ul style="list-style-type: none"> • 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. • There are no time extensions granted for fulfilling conditions of a decision on a severance application. • Applicants are encouraged to speak directly with the agencies requesting the conditions, in order to meet the conditions within the 2-year timeframe. • 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. • The Land Use Planner will prepare a 'Conditions Released' letter to the Consent Granting Authority when our conditions have been fulfilled.
Step 9 Final Consent Approval or Lapsing of Consent	<ul style="list-style-type: none"> • All conditions of approval shall be completed to the satisfaction of the agencies requesting the condition. • 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. • The Secretary-Treasurer stamps the Certificate of Official. • The applicant's lawyer will register the Certificate of Official and Development Agreement (if required). • The new lot, easement, lot addition is completed and transferred/ transferable once the Certificate of Official has been registered on title. • 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.

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 County Road 21, is a minimum of 13.1 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 by the County. 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 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 County of Leeds and Grenville, prior to the commencement of any work.

d. That the owner 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.

e. That the owner be advised that the subject lot is approximately 300 metres south of the South Nation River

f. That the owner be advised that the Township is not responsible to extend any municipal services to the subject property if its private on-site well or sewage disposal system fails. It is the homeowner's obligation to repair, replace and maintain the private on-site services on the property.



UNITED COUNTIES OF LEEDS AND GRENVILLE

Consent Granting Authority

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

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

NOTICE TO MUNICIPALITY OF APPLICATION FOR CONSENT **B-30-25**

For the severance of land in Lot(s) **21**

Concession **7**

Registered Plan No. _____

Municipality **Edwardsburgh Cardinal**

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

Copies of the subject application and sketch are attached hereto, together with your review fee of **\$500.00**. The Committee would appreciate the completion and return of the questionnaire on/or before **May 14, 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 **April 8, 2025**



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole, Community Development

Date: May 5, 2025

Department: Community Development/ Planning

Topic: Consent Review and Recommendation to Consent Granting Authority

Consent Application: B-25-25

Subject Property: 279 Groveton Road

Concession and Lot: Con 9, Pt Lot 19

Roll Number: 070170105004300

Recommendation:

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

That the Committee recommends approval of severance application B-25-25 for the purpose of severing a 0.4 hectare parcel of undeveloped land with approximately 53 metres of road frontage Groveton Road for future residential development, subject to the list of conditions as per Schedule 'A' attached to this report.

Consent Application Review Process:

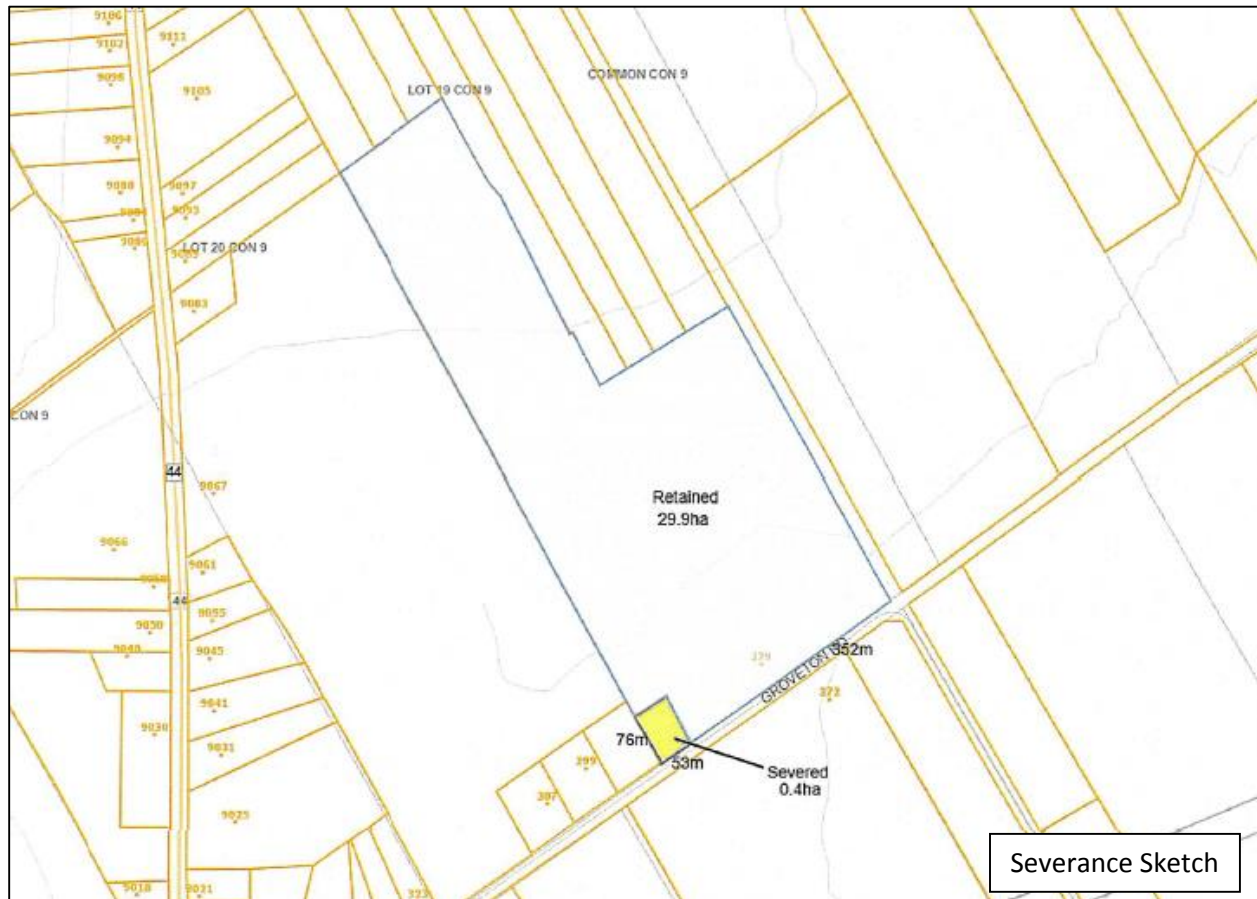
The Township's role in the review of this consent application is part of the United Counties of Leeds and Grenville, Consent Granting Authority decision making process. The Townships review will look at the proposal and ensure that, in the opinion of the Township, that it complies with the Townships 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.

Application Summary:

Consent application B-25-25 is to sever a 0.4 hectare parcel of undeveloped land with approximately 53 metres of road frontage Groveton Road for future residential development.

The retained 29.9 hectare parcel of land will have 352 metres of road frontage on Groveton Road and will maintain the single detached dwelling on private services, its agricultural use and outbuildings.



Site Characteristics:

The subject property is a 30.3-hectare parcel with approximately 405 metres of road frontage on Groveton Road. The property is located in the rural area of the Township and is adjacent to the following uses:

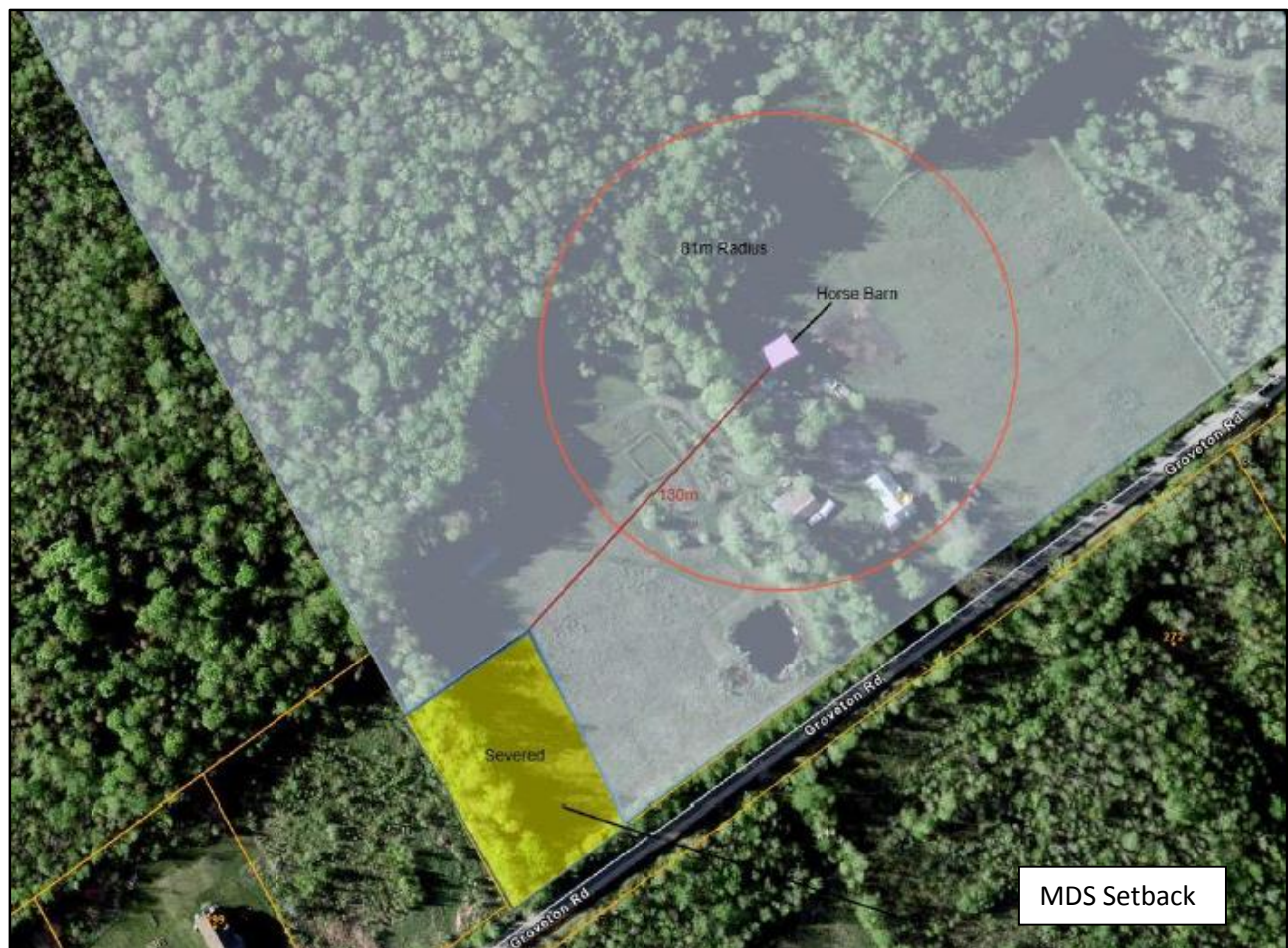
- North – Seven (7) residential lots with frontage on Hyndman Road;
- East – an unopened road allowance and agricultural uses
- South – residential development and hydro corridor.
- West – Three (3) residential lots with frontage on Groveton Road and A large rural lot with its development and access from County Road 44 (9067 County Road 44).

Background:

The applicant pre-consulted with planning staff and a severance inquiry report dated March 5, 2025 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 Report and Terrain Analysis would be required as either a condition of consent or submitted with the consent application as the proposed severed lot will be less than 1 hectare in lot area.

The subject lot is developed with a small livestock area within a barn. A Minimum Distance Separation calculation was done based on a Type A land use. Based on OMAFRA MDS Guidelines, a livestock area with an area less than 13 square metres is not subject to MDS. The barn on the subject property has a 0.9 square metre area of the barn used to shelter the up to 3 horses to get out of the elements when need be. The remaining portion of the shed is storage and is not subject to MDS. The existing barn and livestock area will not have any negative impacts on the proposed lot or its intended residential development.



Official Plan:

The subject property is designated Rural Policy Area (Section 3.4) in the Official Plan, as amended. The following policies were also considered:

Section 5.3.5 Transportation, Township Roads

Section 5.4 Water and Wastewater Services

Section 6.8 Development Criteria

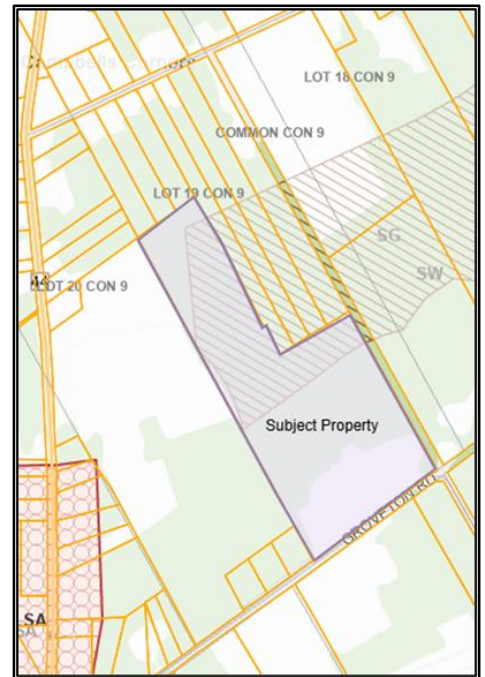
Section 6.16 Land Use Compatibility

Section 6.17 Natural Heritage Features

Section 7.1 Land Division

Section 7.1.3.2 Consent Policies

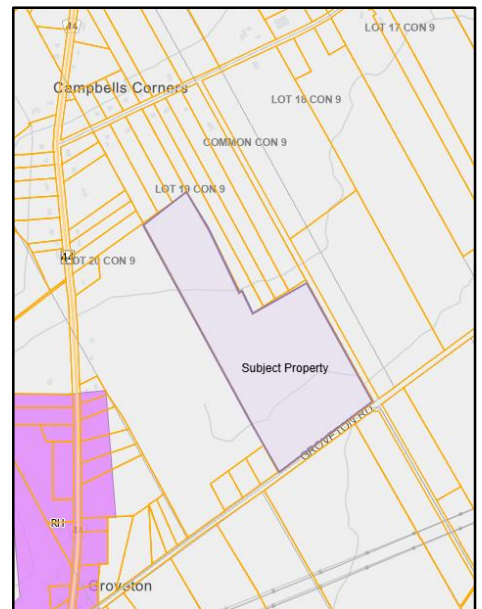
The severance complies with the policies of the Official Plan and is in-keeping with the character and uses in the rural area of the township.



Zoning By-Law Number 2022-37:

The subject property is zoned Rural (RU) in zoning by-law 2022-37. The RU zone permits single detached dwellings on lots greater than 0.4 hectares with a minimum of 45 metres of road frontage. Agricultural uses are permitted on lots greater than 5 hectares.

The severed and retained lot will comply with the minimum lot area and frontage requirements for their intended uses. Any new development on the severed or retained lots will be subject to the requirements of the Zoning By-Law. Development will also be subject to a Development Agreement which will be registered on title which provides warning clauses or the owners responsibilities prior to development and any recommendations from any associated studies such as the Hydrogeological and Terrain Analysis.



Discussion:

The subject property is 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.

The Rural Policy Area and consent policies in the Official Plan requires a minimum lot area of 1 hectare for any new residential lot created. An applicant may request to create a lot with 0.4 hectares of lot area subject to a Hydrogeological and Terrain Analysis completed in support of the reduced lot area. The applicant proposes to complete the analysis as a condition of consent. Failure to obtain a supporting recommendation will result in not satisfying the condition of consent however, if the recommendation suggests an amended lot size or alteration to the approved consent sketch, then the applicant may have to undertake the consent application process for the amended lot.

Any recommendations or warning clauses as a result of the Hydrogeological and Terrain Analysis will be subject to a Development Agreement which will be registered on title of the lands which will inform future landowners of their responsibilities pertaining to development or alteration to the property.

The size and shape of each lot is appropriate for the long-term residential use of severed and retained parcels. The severed lot complies with the minimum lot area requirement of 0.4 hectares and minimum frontage requirement of 45 metre in the Rural (RU) zone in Zoning By-Law Number 2003-37, as amended.

The subject property is within an area of Significant Woodland. The proposed severed parcel will be outside of the significant woodland and would appear to have no negative impacts. An Environmental Impact Assessment is not required.

The subject lot is located within a Sand and Gravel Resource Area. The proposed lot will be approximately 300 metres from the resource area designation to the north and therefore would not appear to require an Aggregate Study.

Each lot will maintain road frontage on Groveton 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.

Any new development on the severed or retained parcel will be developed with private onsite services (well and sewage disposal system). This will be addressed through the Building Permit application process.

Cash-in-lieu of parkland is not requested as a condition of consent.

The proposal is not expected to have any negative impacts on the abutting lands, traffic or rural character along Groveton Road.

There are no negative impacts on any natural or human-made hazards and natural heritage features.

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 (Groveton 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.

The subject lot is developed with a small livestock area within a barn. A Minimum Distance Separation calculation was done based on a Type A land use. Based on OMAFRA MDS Guidelines, a livestock area with an area less than 13 square metres is not subject to MDS. The barn on the subject property has a 0.9 square metre area of the barn used to shelter the up to 3 horses to get out of the elements when need be. The remaining portion of the shed is storage and is not subject to MDS. The existing barn and livestock area will not have any negative impacts on the proposed lot or its intended residential development.

Conclusion:

Planning staff is satisfied that consent application B-25-25 complies with the intent of the Official Plan and its consent polices, and complies with the Zoning By-Law for their intended use, subject to the recommended conditions of provisional approval.

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.

Attachments:

The following schedules are attached to the report for reference.

Schedule 'A' Conditions, B-25-25

Schedule 'B' Notice of Consent Application from Consent Granting Authority;

Schedule 'C' Consent Sketch (New Lot), B-25-25;

Consent Granting Authority Application Process (Chart).

Report Prepared By:

Tim Fisher
Municipal Land Use Planner



UNITED COUNTIES OF LEEDS AND GRENVILLE

Consent Granting Authority

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

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

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

For the severance of land in Lot(s) **19**

Concession **9**

Registered Plan No. _____

Municipality **Edwardsburgh Cardinal**

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

Copies of the subject application and sketch are attached hereto, together with your review fee of **\$500.00**. The Committee would appreciate the completion and return of the questionnaire on/or before **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 26, 2025**



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.

Step 1 Pre-Consultation with Local Municipality 	<ul style="list-style-type: none"> • 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. • 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.
Step 2 Applicant to Complete Application 	<ul style="list-style-type: none"> • 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. • The municipality can also verify if the application is filled out correctly and required drawings and information is attached.
Step 3 Consult with Counties and Submit Application	<ul style="list-style-type: none"> • Applicant schedules an appointment with the Secretary- Treasurer at the County (613-342-3840 ext. 2414). • Applicant brings in filled out application, sketch, ID and proof of ownership/deed/tax information. • Secretary Treasurer reviews the application. • Once the application form is complete, a commissioner of oaths will commission a signature, if not already done. • Payment by cheque(s) or bank draft, is made for each reviewing agency (see fee schedule). There are usually 3 to 4 agencies. • Application is submitted.
Step 4 Notice of Application	<ul style="list-style-type: none"> • Counties circulates the application once it is deemed complete and payment is made. • 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. • 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.)
Step 5 Local Municipality Review and Provide Recommendation 	<ul style="list-style-type: none"> • Township of Edwardsburgh Cardinal receives a consent package from Consent Granting Authority with review fee for the Townships recommendation. • 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). • The Land Use Planner will provide a copy of the recommendation and completed severance review form to the Consent Granting Authority

Step 6 Consent Granting Authority Decision	<ul style="list-style-type: none"> • Applications are scheduled for review and decision by the Consent Granting Authority once all agency comments have been received. • If determined by the Manager of Planning, a Consent Granting Authority meeting may be required. • Decision to approve, deny, or defer the provisional consent of each application is made by the Consent Granting Authority.
Step 7 Notice of Decision (20 day appeal)	<ul style="list-style-type: none"> • Notice of Decision for pre-approval is emailed to applicants, agencies, and anyone that requested notification. • Decisions are subject to a 20-day appeal period. • All appeals received within the 20-day window are sent to the Ontario Land Tribunal for consideration. • Applicants will be notified if an appeal is received for a file.
Step 8 Conditions to be Fulfilled (max. 2 years from date of mailing of notice of decision)	<ul style="list-style-type: none"> • 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. • There are no time extensions granted for fulfilling conditions of a decision on a severance application. • Applicants are encouraged to speak directly with the agencies requesting the conditions, in order to meet the conditions within the 2-year timeframe. • 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. • The Land Use Planner will prepare a 'Conditions Released' letter to the Consent Granting Authority when our conditions have been fulfilled.
Step 9 Final Consent Approval or Lapsing of Consent	<ul style="list-style-type: none"> • All conditions of approval shall be completed to the satisfaction of the agencies requesting the condition. • 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. • The Secretary-Treasurer stamps the Certificate of Official. • The applicant's lawyer will register the Certificate of Official and Development Agreement (if required). • The new lot, easement, lot addition is completed and transferred/ transferable once the Certificate of Official has been registered on title. • 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.

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 Groveton 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. Hydrogeological and Terrain Analysis: That the owner/applicant submit to the satisfaction of the township, a Hydrogeological and Terrain Analysis, to be completed by a qualified professional to demonstrate that the site conditions are suitable for the long-term provision of private services with no negative impacts (or cumulative negative impacts) to the environment or public health resulting from the use of on-site private water and sewage services.

5. Development Agreement: That a Development Agreement between the landowner and the Township be registered on title of the severed 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 Hydrogeological and Terrain Analysis and its recommendations be included as clauses in the agreement.

e. That the owner 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 owner be advised that the Township is not responsible to repair, replace or extend any municipal services to the subject property if its private on-site well or sewage disposal system fails. It is the homeowner's obligation to repair, replace and maintain the private on-site services on the property.



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole, Community Development

Date: May 5, 2025

Department: Community Development/ Planning

Topic: Consent Review and Recommendation to Consent Granting Authority

Consent Application: B-31-25

Subject Property: 2904 Goodin Road

Concession and Lot: Con 7, Pt Lot 29

Roll Number: 070170104020100

Recommendation:

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

That the Committee recommends approval of severance application B-31-25 for the purpose of severing a 4.2 hectare parcel of undeveloped land with approximately 110 metres of road frontage Goodin Road, subject to the list of conditions as per Schedule 'A' attached to this report.

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.

Consent application B-31-25 is to sever a 4.2 hectare parcel of land with approximately 110 metres of road frontage Goodin Road containing an existing single detached dwelling and accessory buildings developed with a private onsite water and sewage disposal system.

Site Plan: New Lot

LOT 28 CON 7

Severance Sketch

LOT 29 CON 7

LOT 30 CON 7

180 Metres

180 Metres

200 Metres

120 Metres

120 Metres

110 Metres

12.43 Acres

Severed Land

Retained Land

Public Road - Google Road

Severance Sketch

Site Characteristics:

The subject property is a 42.8 hectare parcel of land with approximately 385 metres of road frontage on Goodin Road. The property is developed with a single-family dwelling on private on-site water and sewage disposal system. A pit is located in the northern portion of the property.

The property is located in the rural area of the Township and is adjacent to the following uses:

- North – an agricultural use with a single-family dwelling with its frontage on Dukelow Road (2917 Dukelow Road);
- East – three lots with residential dwellings;
- South – three undeveloped lots intended for residential development, two lots developed with single family dwellings, and Spencerville Union Cemetery;
- West – single family dwelling and agricultural operation (3100 Goodin Road).

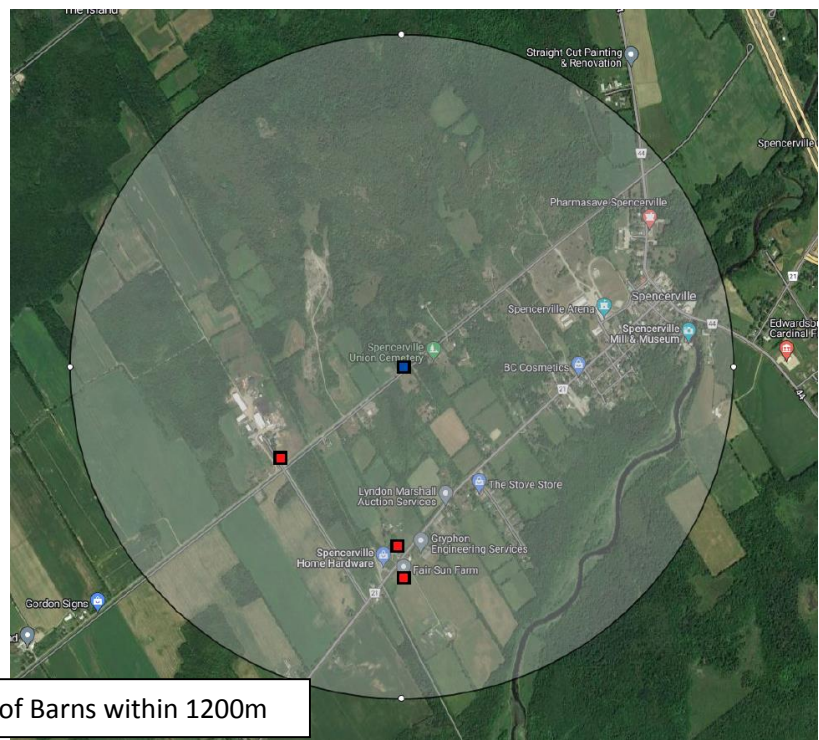
Background:

The applicant pre-consulted with planning staff in 2022 and in 2024 and they were informed of 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 there are livestock facilities within 1,200 metres of the subject property and that a Minimum Distance Separation is required. Barns of interest were assessed at 3010 County Road 21, 3015 County Road 21 and 3100 Goodin Road.

Based on the MDS calculations and MDS guidelines, it was determined that the farm operation and its livestock facilities as 3100 Goodin Road are exempt as there are more than 4 existing residential lots between the farm operation and the subject lot. The other two barns and their calculated setbacks located at 3010 County Road 21 and 3015 County Road 21 will not impact the proposed severed or retained lots.

The applicant was informed that a Land Compatibility Assessment would be required due to the location of the the subject property.



Location of Barns within 1200m

Official Plan:

The subject property is designated Rural Policy Area (Section 3.4) in the southern 1/3 of the lot fronting on Goodin Road.

The remaining northern 2/3 of the lot is designated Mineral Resources - Aggregate (Section 3.6) in the Official Plan, as amended.

The subject property has areas designated as Significant Woodland.

The following policies were also considered:

Section 5.3.5 Transportation, Township Roads

Section 5.4 Water and Wastewater Services

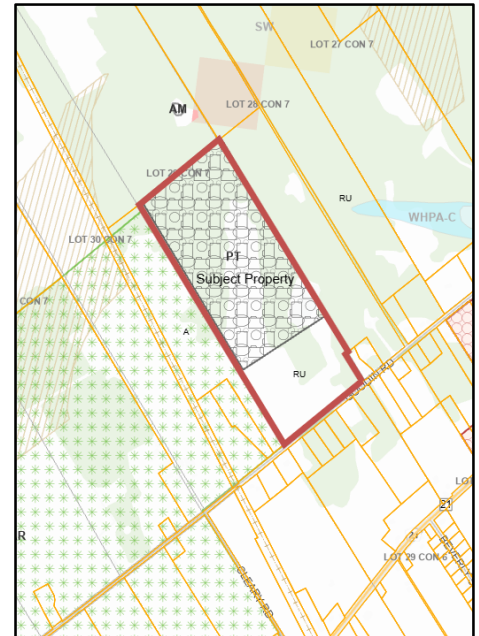
Section 6.8 Development Criteria

Section 6.16 Land Use Compatibility

Section 6.17 Natural Heritage Features

Section 7.1 Land Division

Section 7.1.3.2 Consent Policies

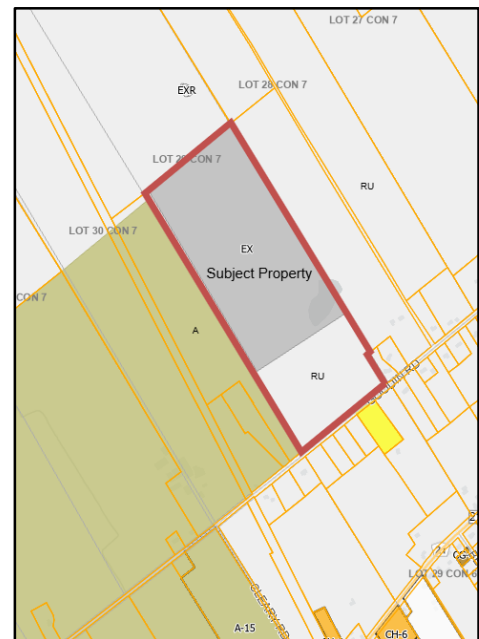


Zoning By-Law Number 2022-37:

The subject property is zoned Rural (RU) in zoning by-law 2022-37, in the southern 1/3 of the lot fronting on Goodin Road. The RU zone permits single detached dwellings on lots greater than 0.4 hectares with a minimum of 45 metres of road frontage. Agricultural uses are permitted on lots greater than 5 hectares.

The remaining northern 2/3 of the lot is zoned Mineral Aggregate Extraction (EX) in zoning by-law 2022-37. The EX zone permits a pit and quarry, along with other associated uses.

The severed and retained parcels comply with the minimum lot area and frontage requirements for their intended uses.



Discussion:

The subject property is 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 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.

The Rural Policy Area and consent policies in the Official Plan require a minimum lot area of 1 hectare for any new residential lot created. The severed and retained parcels exceed the minimum lot area requirements for new rural lots and will also comply with the minimum frontage requirements of the RU zone in Zoning By-Law 2022-37, as amended.

Portions of the subject property is within an area designated as Significant Woodland in the Official Plan. The severed lot is developed with a single-family dwelling on private onsite services and no new development is proposed. The retained lot will maintain the pit (extraction) use. Township staff together with consultation with South Nation Conservation Authority, determined that an Environmental Impact Study (EIS) is not required since the lot has already been developed, and no new development is proposed. An Environmental Impact Assessment is not required.

The subject property is across the street from the Union Cemetery. The applicant reached out to the Union Cemetery Board and the Bereavement Authority of Ontario and determined that since there was no cemetery use on the subject property and that the new lot will not impact the cemetery, an archaeological assessment was not required. Planning staff concurs with this decision and adds that no new development is proposed.

The subject lot has an active aggregate extraction operation (pit) within the northern 2/3 of the lot. The applicant submitted a Land Compatibility Assessment prepared by Cambium Inc. dated December 12, 2024 to address the land use compatibility, development criteria and consent policies in the Official Plan to support the application.

The Land Compatibility Assessment addressed the site's hydrogeological context and compatibility with a nearby aggregate pit on the site. The assessment involved a review of relevant background materials and policies, an on-site inspection, and interviews with the pit owner and nearby property owners.

The assessment concludes that adverse effects originating from the pit will have a trivial impact on the residence located on the proposed severed property.

Each lot will maintain road frontage on Goodin Road. Any new or altered entrances will require an entrance permit from the Township prior to installation or site work.

Any new development on the severed or retained parcel will be developed with private onsite services (well and sewage disposal system). This will be addressed through the Building Permit application process.

Cash-in-lieu of parkland is not requested as a condition of consent.

The proposal is not expected to have any negative impacts on the abutting lands, traffic or rural character along Goodin Road.

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 (Goodin 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.

Based on the MDS calculations and MDS guidelines, it was determined that the farm operation and its livestock facilities as 3100 Goodin Road are exempt as there are more than 4 existing residential lots between the farm operation and the subject lot. The other two barns and their calculated setbacks located at 3010 County Road 21 and 3015 County Road 21 will not impact the proposed severed or retained lots.

A Development Agreement is not required as the Land Compatibility Assessment, MDS does not warrant development clauses to inform future owner.

Conclusion:

Planning staff is satisfied that consent application B-31-25 complies with the intent of the Official Plan and its consent polices, and complies with the Zoning By-Law for their intended use, subject to the recommended conditions of provisional approval.

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.

Attachments:

The following schedules are attached to the report for reference.

Schedule 'A' Conditions, B-31-25




Schedule 'B' Notice of Consent Application from Consent Granting Authority;
Consent Granting Authority Application Process (Chart).

Report Prepared By:

Tim Fisher
Municipal Land Use Planner

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.

Step 1 Pre-Consultation with Local Municipality 	<ul style="list-style-type: none"> • 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. • 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.
Step 2 Applicant to Complete Application 	<ul style="list-style-type: none"> • 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. • The municipality can also verify if the application is filled out correctly and required drawings and information is attached.
Step 3 Consult with Counties and Submit Application	<ul style="list-style-type: none"> • Applicant schedules an appointment with the Secretary- Treasurer at the County (613-342-3840 ext. 2414). • Applicant brings in filled out application, sketch, ID and proof of ownership/deed/tax information. • Secretary Treasurer reviews the application. • Once the application form is complete, a commissioner of oaths will commission a signature, if not already done. • Payment by cheque(s) or bank draft, is made for each reviewing agency (see fee schedule). There are usually 3 to 4 agencies. • Application is submitted.
Step 4 Notice of Application	<ul style="list-style-type: none"> • Counties circulates the application once it is deemed complete and payment is made. • 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. • 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.)
Step 5 Local Municipality Review and Provide Recommendation 	<ul style="list-style-type: none"> • Township of Edwardsburgh Cardinal receives a consent package from Consent Granting Authority with review fee for the Townships recommendation. • 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). • The Land Use Planner will provide a copy of the recommendation and completed severance review form to the Consent Granting Authority

Step 6 Consent Granting Authority Decision	<ul style="list-style-type: none"> • Applications are scheduled for review and decision by the Consent Granting Authority once all agency comments have been received. • If determined by the Manager of Planning, a Consent Granting Authority meeting may be required. • Decision to approve, deny, or defer the provisional consent of each application is made by the Consent Granting Authority.
Step 7 Notice of Decision (20 day appeal)	<ul style="list-style-type: none"> • Notice of Decision for pre-approval is emailed to applicants, agencies, and anyone that requested notification. • Decisions are subject to a 20-day appeal period. • All appeals received within the 20-day window are sent to the Ontario Land Tribunal for consideration. • Applicants will be notified if an appeal is received for a file.
Step 8 Conditions to be Fulfilled (max. 2 years from date of mailing of notice of decision)	<ul style="list-style-type: none"> • 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. • There are no time extensions granted for fulfilling conditions of a decision on a severance application. • Applicants are encouraged to speak directly with the agencies requesting the conditions, in order to meet the conditions within the 2-year timeframe. • 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. • The Land Use Planner will prepare a 'Conditions Released' letter to the Consent Granting Authority when our conditions have been fulfilled.
Step 9 Final Consent Approval or Lapsing of Consent	<ul style="list-style-type: none"> • All conditions of approval shall be completed to the satisfaction of the agencies requesting the condition. • 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. • The Secretary-Treasurer stamps the Certificate of Official. • The applicant's lawyer will register the Certificate of Official and Development Agreement (if required). • The new lot, easement, lot addition is completed and transferred/ transferable once the Certificate of Official has been registered on title. • 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.

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 Goodin 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.



UNITED COUNTIES OF LEEDS AND GRENVILLE

Consent Granting Authority

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

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

NOTICE TO MUNICIPALITY OF APPLICATION FOR CONSENT **B-31-25**

For the severance of land in Lot(s) **29**

Concession **7**

Registered Plan No. _____

Municipality **Edwardsburgh Cardinal**

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

Copies of the subject application and sketch are attached hereto, together with your review fee of **\$500.00**. The Committee would appreciate the completion and return of the questionnaire on/or before **May 14, 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 **April 8, 2025**

Committee: Committee of the Whole – Community Development

Date: May 5, 2025

Department: Community Development

Topic: Application for Community Improvement Plan Funding, 2069 Dundas St. (Bee Good Shop)

Purpose: To consider application C-01-25 for funding under the Property Façade Improvement Program as part of the Township's Community Improvement Plan for 2069 Dundas Street, submitted by Paul Whitney for 15469317 Canada Incorporated.

Background: Applicant Paul Whitney, on behalf of property owner 15469319 Canada Incorporated, has submitted an application under the Property and Façade Improvement program of the Cardinal Community Improvement Plan (CIP) for 2069 Dundas Street. The property is zoned Main Street Commercial (MC) and currently operates as The Bee Good Shop.

The project involves refurbishing an existing 16' x 4' illuminated sign located at the front of the building, including replacing the sign face, installing new vinyl graphics, and upgrading the lighting system with LED modules to improve visibility and enhance the Dundas streetscape. The project is ready to proceed and the applicant notes the importance of completing the work ahead of the tourist season.

The applicant has consulted with the Community Development Coordinator and submitted a complete application, including a cost estimate and project rendering. The total project cost is estimated at \$5,090.65.

Through research and review of the CIP program records, it was identified that the property previously received a \$5,000 grant under the Property and Façade Improvement Program in 2014, awarded to a previous owner for window and roof improvements.

Policy Implications: The Cardinal CIP offers several financial incentive programs under Section 4.0, including the Façade and Property Improvement program. This program offers a rebate for up to 50% of eligible construction costs, to a maximum of \$5,000. The program description does not clearly state whether this maximum applies per applicant, per project, or per property.

Section 6.6 of the CIP (General Eligibility Criteria) sets an overall maximum of \$10,000 in total incentives per applicant, per project. However, it does not clearly address how individual program caps, such as the \$5,000 façade improvement limit, apply when ownership of a property changes.

Since the plan's adoption, the Township has interpreted the \$5,000 maximum under the Façade and Property Improvement Program as applying per property, not per applicant. This approach has been based on the program's focus on physical improvements to buildings, the goal of distributing funding fairly across the community, and general municipal practice in other CIP programs.

The property at 2069 Dundas Street previously received a \$5,000 grant under this program approximately 10 years ago as Mad Macs Furniture for window and roof improvements. Based on past interpretation, the property would not be eligible for another façade grant.

However, because the CIP wording does not explicitly confirm how the \$5,000 limit applies in situations like this, the Committee has the discretion to review the application and decide whether to approve additional funding.

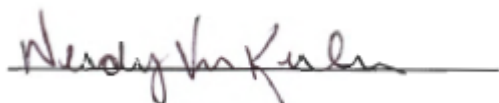
Strategic Plan Implications: This application supports the Strategic Plan priority of creating a livable community by encouraging investment and visual improvements in one of the Township's downtown core areas.

Financial Considerations: The total project cost for the proposed signage improvements is \$5,090.65, including HST. Under the Property and Façade Improvements program, the Township may fund 50% of eligible costs, to a maximum of \$5,000.

If approved, the Township's contribution would be \$2,545.32.

The 2025 budget includes funding for Community Improvement Plan programs. Approval of this application would be funded from the approved CIP budget.

Recommendation: That Committee approve application C-01-25 (Bee Good Shop), reimbursing 50% of eligible costs to complete the proposed signage improvements at 2069 Dundas Street, to a maximum of \$2,545.32.



Community Development Coordinator

Existing Building



Sign Creative



Streetscape



TOWNSHIP OF EDWARDSBURGH CARDINAL DISCUSSION ITEM

Committee: Committee of the Whole – Community Development

Date: May 5, 2025

Department: Community Development

Topic: Kraft Hockeyville Competition 2026

Background: At the January 23 CoW-AO meeting, Committee requested that staff prepare a submission to the 2026 Kraft Hockeyville competition for our Spencerville arena. At the April CoW-CD meeting, members requested a discussion item regarding the submission.

Kraft Hockeyville is a national competition that has run annually for the past 18 years. Each year, an arena is selected to receive the title of Kraft Hockeyville, the opportunity to host an NHL pre-season game, and \$250,000 in arena upgrades. Three runner up arenas are each awarded \$25,000 for arena improvements.

Although the competition for 2026 hasn't launched yet, staff have reviewed the 2025 rules and captured video footage and photography of the arena in preparation for a future submission.

The following process is expected:

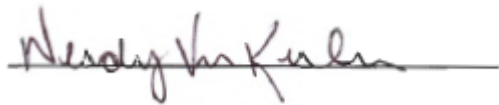
1. Nomination and rally phase: January and February
Written or video stories are submitted to Kraft, answering a set of essay questions. Supporters can also upload photos, notes and reactions to content, earning "rally points" for the arena.
2. Judging phase: March
Story submissions are judged by a panel
 - 80% based on story quality (community spirit, arena importance, and use of funds)
 - 20% based on rally points from the nomination phase
3. Top 4 announcement: March
Four finalists are announced with at least one from each division (east and west).
4. Voting phase: April

Public voting is open for 32 hours. Canadians 14+ can vote online an unlimited number of times. The finalist with the most votes becomes the grand prize winner.

A successful campaign will require strong community engagement and regional support during the rally and voting stages.

Suggested next steps: Staff are planning for the following actions to take place this Fall in preparation for our submission.

1. Develop a basic communications plan.
2. Reach out to neighbouring municipalities to request future voting support.
3. Plan for a potential “voting party” if the Spencerville Arena is selected as a finalist.
4. Monitor announcements and updated rules for the 2026 competition.
5. Prepare a video story to be submitted at the start of the competition.

A handwritten signature in dark ink, appearing to read "Nerdy in Kulin", written over a horizontal line.

Community Development Coordinator