



**AGENDA
COMMITTEE OF THE WHOLE
COMMUNITY DEVELOPMENT**

Monday, October 6, 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. Leeds Grenville's Greatest Entrepreneur - CF Grenville, Darren Gallacher
- 6. Action/Information/Discussion Items**
 - a. Live: Land Use Planning
 1. Consent Review and Recommendation B-69-25 and B-70-25 - 1419 Pittston Road
 2. Consent Review and Recommendation B-71-25 and B-72-25 - 1302 Pittston Road
 3. Consent Review and Recommendation B-76-25 - Hoy Street
 4. 'LEAR' Mapping Update - Draft County OPA No.5
 - b. Work: Economic Development
 1. Request Letter from SBCC - Community Halloween Event
 - c. Play: Recreation
 1. Summer 2025 Year End Report

7. **Inquiries/Notices of Motion**
8. **Member's Report**
9. **Question Period**
10. **Closed Session**
 - a. Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approve closed session minutes from September 22, 2025
 - b. Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: 6-month Observations & Organizational Review
11. **Report Out of Closed**
12. **Adjournment**

October 2025

Delegation for
Edwardsburgh Cardinal

Helping you
bring your
idea to life



Leeds Grenville's
**GREATEST
ENTREPRENEUR**
Dream it. Pitch it. Win it.



1000 Islands CDC
Supporting Business Success



Community Futures Grenville
Empowering Entrepreneurs

Today's Session

- What is Leeds Grenville's Greatest Entrepreneur?
- Who can apply?
- Timeline & key dates
- How to apply
- Why apply?
- Q&A

What is Leeds Grenville's Greatest Entrepreneur?

A high-profile, regional business pitch competition

- Applicants submit their written pitch by Oct 17/25
- Finalists are selected from the applicant pool and will compete for:

 Two grand prize packages of **\$10,000** in cash + **\$10,000** in prizes

 Thanks to generous sponsorship from our local community!

Who can apply?

- Applicants must operate or plan to operate their business within the service area of CF Grenville and 1000 Islands CDC
- Applicants can be:
 - Experienced business owners
 - New businesses
 - Not-yet-started businesses
 - Any business structure: sole proprietor, partnership, incorporated

NOTE: Applicants must be available to attend the Gala January 28, 2026, and February 4, 2026 (inclement weather date)

Who can apply?

You are a great candidate for the competition if you can:

- Make a clear presentation of your vision (written and oral)
- Highlight how your business helps the local economy.
- Show Innovation: doesn't have to mean technology—it could be your strategy, your model, or your market approach.
- Demonstrate how your business helps others or improves life beyond just making a profit.
- Show drive, credibility, and coachability as you develop your business idea.

Timeline

- Sept–Oct 17: Plan your pitch, access our coaching
- Oct 17: Deadline to apply
- Oct–Nov: Finalists selected
- mid-November: Finalists announced
- November–Jan 28: Finalists prepare verbal pitch
- Jan 28: Gala event! (Feb 4 alternative)

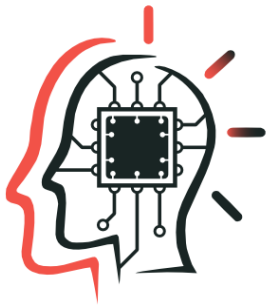
How to Apply

- Visit www.lggreatestentrepreneur.ca for application form and details
- Talk to us before you submit — we're here to help!
- Send to info@cfgrenville.ca and ticdc@ticdc.ca with the subject line: "Submission: Leeds Grenville's Greatest Entrepreneur"
- Submit by October 17 at 12 noon

Why apply?

- Bring your idea to life and launch your dreams!
- Access expert coaching and support to develop your business.
- Gain visibility and access to a wider business network.
- Gain confidence and vision for your idea.
- Compete for the chance to win \$10,000 cash and \$10,000 in business support prizes

Our Amazing Sponsors



ByNan AI
BUSINESS SOLUTIONS

iTREENEURE
The world's most accessible business coach



VISTA  Radio



yourTV

...and more!



1000 Islands CDC
Supporting Business Success
Page 9 of 88



Community Futures Grenville
Empowering Entrepreneurs



Questions?





TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole, Community Development

Date: October 6, 2025

Department: Community Development/ Planning

Topic: Consent Review and Recommendation to Consent Granting Authority

Consent Application: B-69-25 and B-70-25

Subject Property: 1419 Pittston Road

Concession and Lot: Concession 5, Part Lot 14

Roll Number: 070170103505100

Consent Application Review Process:

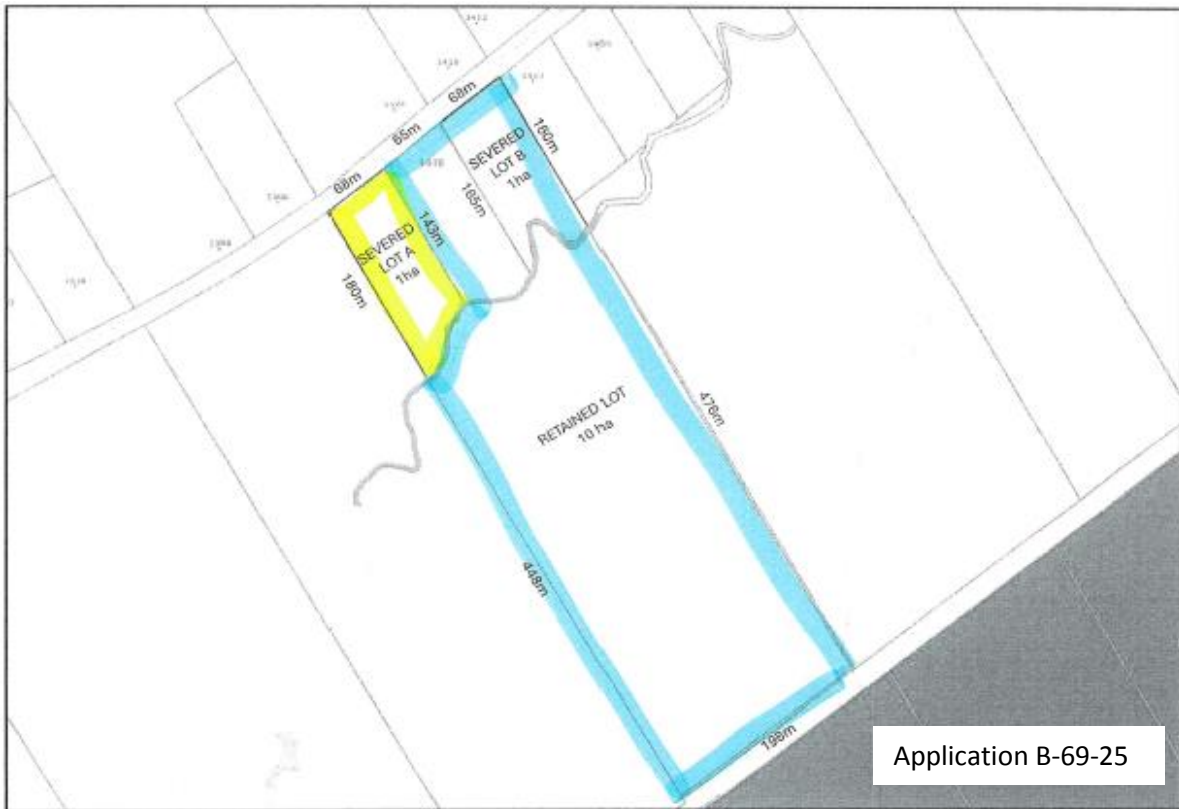
The Township's role in the review of this consent application is part of the United Counties of Leeds and Grenville, Consent Granting Authority decision making process. The Townships review will look at the proposal and ensure that, in the opinion of the Township, that it complies with the Townships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

The purpose and effect of consent applications B-69-25 and B-70-25 is to sever two, 1 hectare parcel of land with 68 metres of road frontage on Pittston Road and retain a 10 hectare parcel of land with 65 metres of road frontage on Pittston Road.

Severance Sketch:



Site Characteristics:

The subject property is a 12 hectare parcel of undeveloped land and has 201 metres of road frontage on Pittston Road. The south branch of the South Nation River bisects the property (west to east) approximately 180 metres from Pittston Road.

The property is adjacent to the following uses:

- North – single detached residential and agricultural uses;
- East – single detached dwelling and agricultural uses;
- South – undeveloped lands; and
- West – undeveloped lands and agricultural uses.

Pre-consultation:

The applicant pre-consulted with planning staff on May 21, 2025 and they were informed of the Townships policies and by-laws, provided a list of any 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.

Provincial Planning Statement (2024)

Subsection 3(5) of the Planning Act requires that a decision in respect of the exercise of any authority that affects a planning matter shall be consistent with the Provincial Planning Statement (the PPS). The PPS provides policy direction on matters of provincial interest related to land use planning and development which are complemented by local policies addressing local interests. The application being considered is site specific to accommodate a specific proposal and does not involve any major policy considerations and as such, the proposal conforms to and is consistent with the PPS.

County Official Plan

The Official Plan for the United Counties of Leeds and Grenville provides over-arching policy direction on matters of County-wide significance. The Counties Official Plan directs County growth management and land use decisions by providing upper-tier land use planning guidance for the Counties' ten member municipalities. Detailed land use planning and local decision making are managed and administered locally through the local municipal Official Plans, which will conform to the policies of this Plan. The policies of this Plan intend to ensure a balanced approach to growth management and the protection and conservation of the Counties' natural and cultural heritage, while encouraging development opportunities in a way that respects the Counties' unique character and sense of place.

The subject property is designated Rural Lands in the County Official Plan and is also located within a Mineral Aggregates – Tertiary Sand and Gravel. The proposed consent applications comply with the Rural Lands uses and policies. The proposal complies with the general intent of the County Official Plan.

Township Official Plan:

The subject property is designated Rural Policy Area in the Township's Official Plan and is within areas of Significant Woodland and Sand and Gravel Resource.

The proposal complies with the goals and objectives of the Rural Policy Area designation. Each resulting lot is greater than 1 hectare in lot area and complies with the minimum lot frontage requirement in the Rural (RU) zone in the townships Zoning By-Law.

The southern $\frac{3}{4}$ of the lot is located within a waste influence area from a proposed waste disposal site. The proposal to establish a new waste disposal site was terminated and the lands subject lands purchased by the Township, however Official Plan and Zoning mapping has not been updated to reflect proposed uses for the property. However, each severed lot and the northern portion of the retained lot will be outside of the influence area.

Development of lands adjacent to open or closed waste disposal sites and sewage treatment facilities shall be in accordance with the policies of the Land Use Compatibility section of the Official Plan.

The following policies were also considered:

- Section 5.3.5 Transportation, Township Roads
- Section 5.4 Water and Wastewater Services
- Section 5.8 Waste Management
- Section 6.8 Development Criteria
- Section 6.16 Land Use Compatibility
- 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 Number 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 lots will comply with the minimum lot area and frontage requirements for their intended uses based on the severance sketches provided. Any minor change to the approved sketches shall comply with zoning by-law requirements. A major change to the plan may result in a new consent application or amendment process to the current application.

Any new development on the severed or retained lots will be subject to the requirements of the Zoning By-Law.

Future 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.

Discussion:

The subject property is located within a Rural Policy Area and has not received any prior consent to create a new residential lot from the original lot between December 6, 2003 to present. The parcel 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. Each of the proposed severed lots will be 1.0 hectares in lot area and the retained lot will be approximately 10 hectares, which will comply with the minimum lot area requirements of the policies and the RU zone.

Each resulting lot must comply with the minimum lot frontage requirement of 45 metres in the RU zone. Each severed lot will have approximately 68 metres of road frontage while the retained parcel will have 65 metres of road frontage. Each lot will comply with the minimum lot frontage requirement.

The south branch of the South Nation River runs through the lot and flows west to east. Each of the severed lots will back onto the tributary and the retained lot will cross the tributary and retain the lands with the significant woodlands, therefore an Environmental Impact Assessment is required. The two severed parcels will be outside of the significant woodland and would appear to have no negative impacts.

The applicant submitted an Environmental Assessment Memo Report, prepared by BCH Environmental Consulting Inc, dated June 4, 2025, which provides recommended mitigation measures for species at risk, wetland/watercourse protection and additional mitigation measures regarding future development on the severed and retained lots.

The report concludes that it is anticipated that there are no negative impacts to the wetland and watercourse, or any habitat of species at risk. The mitigation measures presented in the report will limit indirect impact of proposed development on any natural heritage features or habitat of species at risk. It is recommended that the mitigation measures outlined in Section 7 of the report be added as clauses to a Development Agreement which will be registered on title of the severed and retained lands.

The owner/applicant and future landowners shall be aware that the crossing of the watercourse, alterations to the watercourse or development within 30 metres of the watercourse may require a permit from South Nation Conservation Authority. It is recommended that a clause be added to the Development Agreement to inform future landowners regarding development near or the crossing of the watercourse.

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 south and therefore would not appear to require an Aggregate Study.

The subject property is within 300 metres of a livestock facility located at 1408 Pittston Road.

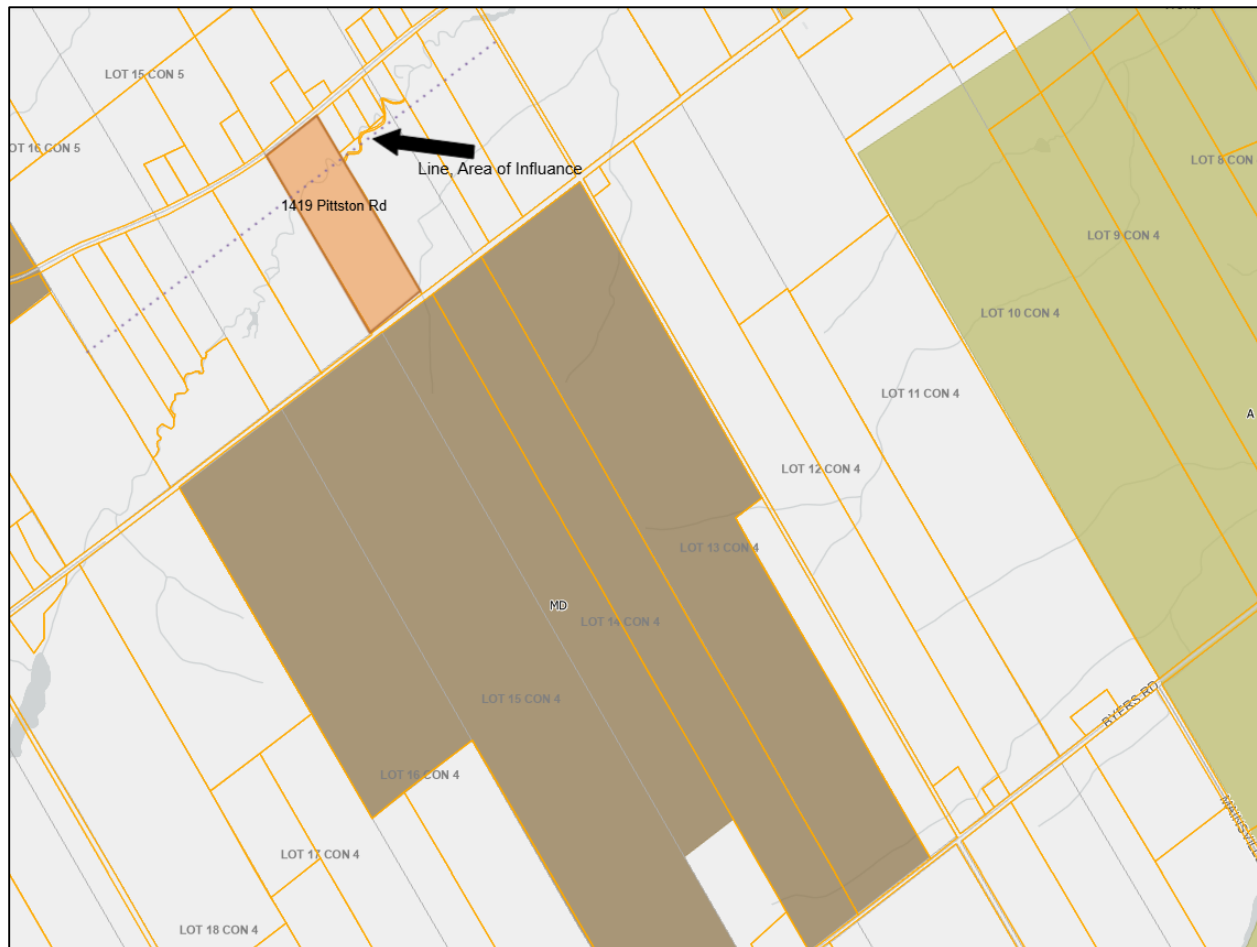
An MDS calculation was completed for the livestock facility located at 1408 Pittston Road based on a Class B land use type, and it was determined that the MDS setback from the area of the barn that houses livestock to a new residence on the severed or retained lots would require a 185 metre setback.

A portion of the most easterly severed lot (B-70-25) is located within the 185 metre MDS. However, Guideline No. 12 of the MDS Implementation Guidelines, states that MDS is not applied if there are four or more existing dwellings which do not conform to MDS within a 120 degree field of view of the closest point of the livestock facility to the subject lot. The illustration below shows that there are four existing dwellings (1409, 1412, 1413 and 1418 Pittston Road) within line of site of the livestock facility at 1408 Pittston Road and the subject property, therefore there are no concerns regarding MDS. It is recommended that the standard warning clause regarding MDS be added to the development agreement.



The subject property is located north of lands zoned for waste disposal use and is partially located within its area of influence. The area of land fronting on Byers Road which is zoned for Waste Disposal was initially proposed by the County to establish a municipal dump on the site, however, upon further consultation with the public and other stakeholders, the County dissolved the idea and sold the land to the Township.

The northern portion of each of the proposed lots, north of the watercourse, is outside of the area of influence. The resulting severed and retained parcels of land will have a developable area north of the watercourse which will be outside of the area of influence. The removal of the Waste Disposal (MD) zone on the lands to the south will remove further restrictions on retained parcel, allowing for potential development to be located on the south side of the watercourse.



Each lot will maintain road frontage on Pittston 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 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 Pittston 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 (Pittston 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 the 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.

Any future consents which result in creating new non-agricultural lots to the west of the subject property may be considered strip development and may not be supported. The township will review its Official Plan policies and will update and define strip development through a future update of its Official Plan document.

Conclusion:

Planning staff is satisfied that both consent applications B-69-25 and B-70-25 comply with the policies of the Official Plan and its consent policies and are in keeping with the general intent of the Zoning By-Law.

Financial Considerations:

The applicant submitted the required consent application fees to the Consent Granting Authority and 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-69-25;

Schedule 'B' Conditions, B-70-25; and

Schedule 'C' Notice of Consent Application from Consent Granting Authority.

Recommendation:

THAT Committee consider the following recommendations to the Consent Granting Authority, subject to any additional conditions placed by the Consent Granting Authority;

AND THAT recommends approval of severance application B-69-25, to sever a 1 hectare parcel of undeveloped land with approximately 68 metres of road frontage on Pittston Road, subject to the list of conditions as per Schedule 'A' attached to this report;

AND THAT Committee recommends approval of severance application B-70-25, to sever a 1 hectare parcel of undeveloped land with approximately 68 metres of road frontage on Pittston Road, subject to the list of conditions as per Schedule 'B' attached to this report.

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-69-25 & B-70-25**

Address: **1419 Pittston Rd**

Applicant Name: **Pamela & Roy Sherrer**

For the severance of land in Lot(s) **14**

Concession **5**

Registered Plan No. _____

Municipality **Edwardsburgh Cardinal**

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

Copies of the subject application and sketch are attached hereto, together with your review fee of **\$1,000.00.** The Committee would appreciate the completion and return of the questionnaire on/or before **October 9, 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 **September 8, 2025**

Conditions:

- 1) **Notice of Decision:** That a copy of Notice of Decision by the Consent Granting Authority, 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 Pittston 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 and Acknowledgement and Direction documents to the Township for review and signature to have the lands assumed as a public highway, and ensure that their lawyer registers the document on title prior too or when the Certificate of Official is registered.

This condition will be considered satisfied once the Transfer and Acknowledgement and Direction documents have been signed by the Township and returned to the owner/applicant's lawyer. The township will require a copy of the registered document for our files.

- 4) **Development Agreement:** That a Development Agreement between the landowner and the Township be registered on title of the severed and retained parcels of land with the below clauses.

The owner/applicant shall have their lawyer prepare an Acknowledgement and Direction document to the Township for review and signature which ensures that their lawyer registers the Development Agreement on title prior too or when the Certificate of Official is registered.

This condition will be considered satisfied once the Development Agreement and Acknowledgement and Direction documents have been signed by all required parties and returned to the owner/applicant's lawyer. The township will require a copy of the registered agreement for our files.

- 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 be advised that the portions of the subject property are within the 500 metre area of influence from lands zoned as Waste Disposal to the south and that future development shall comply with zoning by-law requirements such as pertaining to separation from sensitive land uses.
- e) That the owner be advised that a portion of the South Branch, South Nation River runs through the severed and retained property and is within an area of significant woodlands as per the Official Plan.

An Environmental Assessment Memo Report, prepared by BCH Environmental Consulting Inc, dated June 4, 2025, provides recommended mitigation measures for species at risk, wetland/watercourse protection and additional mitigation measures regarding future development on the severed and retained lots.

This report will be reviewed prior to the issuance of a building permit or approvals, to ensure compliance with the mitigation measures, zoning requirements and other applicable law.

- f) That the owner be advised that the South Nation Conservation Authority shall be consulted and that any required permits and fees paid and permit issued prior to any development or site alteration such as filling, grading, and excavation within 120 metres of a waterbody or environmental protected area.
- g) 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.
- h) 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.

Conditions:

- 1) **Notice of Decision:** That a copy of Notice of Decision by the Consent Granting Authority, 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.
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- 4) **Development Agreement:** That a Development Agreement between the landowner and the Township be registered on title of the severed and retained parcels of land with the below clauses.

The owner/applicant shall have their lawyer prepare an Acknowledgement and Direction document to the Township for review and signature which ensures that their lawyer registers the Development Agreement on title prior too or when the Certificate of Official is registered.

This condition will be considered satisfied once the Development Agreement and Acknowledgement and Direction documents have been signed by all required parties and returned to the owner/applicant's lawyer. The township will require a copy of the registered agreement for our files.

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- 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 be advised that the portions of the subject property are within the 500 metre area of influence from lands zoned as Waste Disposal to the south and that future development shall comply with zoning by-law requirements such as pertaining to separation from sensitive land uses.
- e) That the owner be advised that a portion of the South Branch, South Nation River runs through the severed and retained property and is within an area of significant woodlands as per the Official Plan.

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- f) That the owner be advised that the South Nation Conservation Authority shall be consulted and that any required permits and fees paid and permit issued prior to any development or site alteration such as filling, grading, and excavation within 120 metres of a waterbody or environmental protected area.
- g) 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.
- h) 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: October 6, 2025

Department: Community Development/ Planning

Topic: Consent Review and Recommendation to Consent Granting Authority

Consent Application: B-71-25 and B-72-25

Subject Property: 1302 Pittston Road

Concession and Lot: Concession 5, Part Lot 13

Roll Number: 070170103504701

Consent Application Review Process:

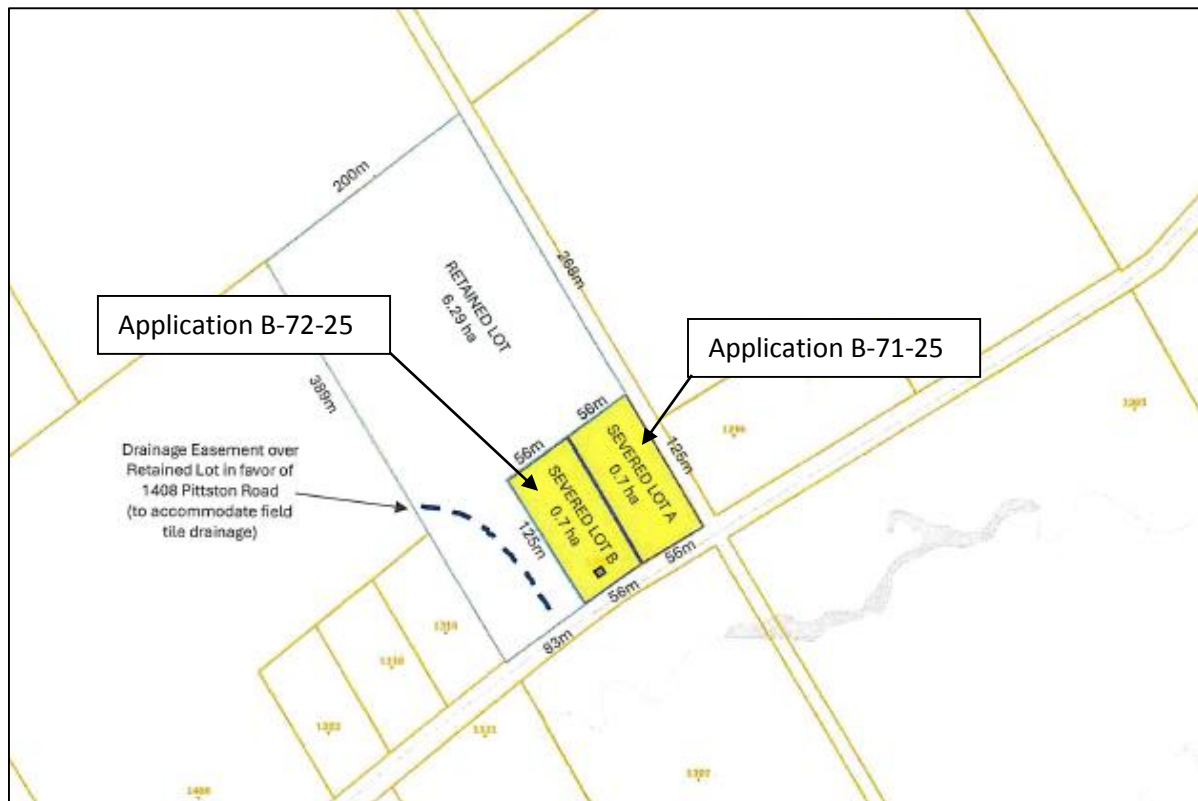
The Township's role in the review of this consent application is part of the United Counties of Leeds and Grenville, Consent Granting Authority decision making process. The Townships review will look at the proposal and ensure that, in the opinion of the Township, that it complies with the Townships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

The purpose and effect of consent applications B-71-25 and B-72-25 is to sever two, 0.7 hectare parcels of land, each with 56 metres of road frontage on Pittston Road for future residential use and retain a 6.29 hectare parcel of land with 83 metres of road frontage for agricultural and residential use and to establish an easement over a portion of the south west corner of the lot, to recognize the tile drain outlet from 1408 Pittston Road.

Severance Sketch:



Site Characteristics:

The subject property is a 7.69 hectare parcel of land and has approximately 195 metres of road frontage on Pittston Road.

The property is adjacent to the following uses:

- North – undeveloped lands (treed);
- East – residential use (1216 Pittston Rd) and agricultural uses;
- South – residential use (1307 Pittston Rd); and
- West – residential use (1314 Pittston Rd) and residential/agricultural use (1408 Pittston Rd);

Pre-consultation:

The applicant pre-consulted with planning staff on May 21, 2025 and they were informed of the Townships policies and by-laws, provided a list of any 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.

Provincial Planning Statement (2024)

Subsection 3(5) of the Planning Act requires that a decision in respect of the exercise of any authority that affects a planning matter shall be consistent with the Provincial Planning Statement (the PPS). The PPS provides policy direction on matters of provincial interest related to land use planning and development which are complemented by local policies addressing local interests. The application being considered is site specific to accommodate a specific proposal and does not involve any major policy considerations and as such, the proposal conforms to and is consistent with the PPS.

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The subject property is designated Rural Lands in the County Official Plan and is also located within a Mineral Aggregates – Tertiary Sand and Gravel. The proposed consent applications comply with the Rural Lands uses and policies. The proposal complies with the general intent of the County Official Plan.

Township Official Plan:

The subject property is designated Rural Policy Area in the Township's Official Plan and is within areas of Significant Woodland and Sand and Gravel Resource.

The proposal complies with the goals and objectives of the Rural Policy Area designation. 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 submitted a Hydrogeological and Terrain Analysis prepared by Kollaard Associates, dated June 10, 2025.

The report concluded that any new sewage disposal system on each resulting lot may be a partially or fully raised beds, potentially with imported mantles depending on soil and groundwater conditions. The design of the septic system will be addressed through the building permit application process.

The report concluded that new wells on each property is not expected to affect water supply to offsite wells and that well sealing and casing be advanced into the bedrock as per O.Reg 903. The water tested is considered very hard and water treatment systems such as a water softener should be considered however this will introduce elevated sodium levels to the drinking water. Where ion exchange water softeners are used, a separate unsoftened water supply could be used for drinking and culinary purposes.

The recommendations in the report shall be added as clauses to the development agreement, which will be registered on title.

The subject property is located within an area of significant woodlands. The applicant submitted an Environmental Assessment Study, prepared by BCH Environmental Consulting Inc, dated May 28, 2025. Section 9.0 of the report provides recommended mitigation measures for species at risk, wetland/watercourse protection and additional mitigation measures regarding future development on the severed and retained lots.

The report concludes that there will be no negative impacts to the natural heritage features or any habitats for species at risk. Recommended mitigation measures provided in the report will limit indirect impact of the proposed development on any natural heritage features or habitats for species at risk.

The following policies were also considered:

- Section 3.7 Natural Heritage Resource Policy Area
- Section 5.3.5 Transportation, Township Roads
- Section 5.4 Water and Wastewater Services
- Section 6.8 Development Criteria
- Section 6.10 Environmental Impact Assessments
- Section 6.16 Land Use Compatibility
- 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 Number 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 lots 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 and Environmental Impact Study.

Discussion:

The subject property is located within a Rural Policy Area and has not received any prior consent to create a new residential lot from the original lot between December 6, 2003 to present. The parcel 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 applicant submitted a Hydrogeological and Terrain Analysis prepared by Kollaard Associates, dated June 10, 2025 in support of the reduced lot area of the two severed lots to 0.7 hectares. The recommendations in the report will be added as clauses to the Development Agreement, for future landowners.

Each resulting lot must comply with the minimum lot frontage requirement of 45 metres in the RU zone. Each severed lot will have approximately 56 metres of road frontage while the retained parcel will have 83 metres of road frontage. Each lot will comply with the minimum lot frontage requirement.

The applicant submitted an Environmental Assessment Study, prepared by BCH Environmental Consulting Inc, dated May 28, 2025. Section 9.0 of the report provides recommended mitigation measures for species at risk, wetland/watercourse protection and additional mitigation measures regarding future development on the severed and retained lots. The recommended mitigation measures will be added as clauses to the Development Agreement, for future landowners.

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 south and therefore would not appear to require an Aggregate Study.

The subject property is within 300 metres of a livestock facility located at 1408 Pittston Road.

An MDS calculation was completed for the livestock facility located at 1408 Pittston Road based on a Class B land use type, and it was determined that the MDS setback from the area of the barn that houses livestock to a new residence on the severed or retained lots would require a 185 metre setback. As per the illustration below, the subject lot is outside of the MDS setback from the livestock facility. The standard warning clause is recommended to inform future landowners of possible livestock and mure storage facilities and agricultural uses in the area, and that MDS may be required at time of residential development on the subject lots.



The applicant is proposing to establish an easement over a portion of the southwest corner of the retained parcel to recognize an existing tile drain outlet from 1408 Pittston Road. The location of the easement (based on severance sketch) appears to not have any impacts on access to the lands from Pittston Road or future development on the subject property. As a condition of consent, the applicant is required to have the surveyor show the location of the drainage ditch and provide an easement for access and maintenance of the drainage ditch to benefit 1408 Pittston Road. This information shall also be registered on title of the retained land.

Each lot will maintain road frontage on Pittston 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 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 Pittston 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 (Pittston 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 the 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.

Any future consents which result in creating new non-agricultural lots to the west of the subject property may be considered strip development and may not be supported. The township will review its Official Plan policies and will update and define strip development through a future update of its Official Plan document.

Conclusion:

Planning staff is satisfied that both consent applications B-71-25 and B-72-25 comply with the policies of the Official Plan and its consent policies and are in keeping with the general intent of the Zoning By-Law.

Financial Considerations:

The applicant submitted the required consent application fees to the Consent Granting Authority and 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-71-25;

Schedule 'B' Conditions, B-72-25; and

Schedule 'C' Notice of Consent Application from Consent Granting Authority.

Recommendation:

THAT Committee consider the following recommendations to the Consent Granting Authority, subject to any additional conditions placed by the Consent Granting Authority;

AND THAT Committee recommends approval of severance application B-71-25, to sever a 0.7 hectare parcel of undeveloped land with approximately 56 metres of road frontage on Pittston Road, subject to the list of conditions as per Schedule 'A' attached to this report;

AND THAT Committee recommends approval of severance application B-72-25, to sever a 0.7 hectare parcel of undeveloped land with approximately 56 metres of road frontage on Pittston Road, subject to the list of conditions as per Schedule 'B' attached to this report.

Report Prepared By:

Tim Fisher
Municipal Land Use Planner

Conditions:

- 1) **Notice of Decision:** That a copy of Notice of Decision by the Consent Granting Authority, 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 Pittston 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 and Acknowledgement and Direction documents to the Township for review and signature to have the lands assumed as a public highway, and ensure that their lawyer registers the document on title prior too or when the Certificate of Official is registered.

This condition will be considered satisfied once the Transfer and Acknowledgement and Direction documents have been signed by the Township and returned to the owner/applicant's lawyer. The township will require a copy of the registered document for our files.

- 4) **Development Agreement:** That a Development Agreement between the landowner and the Township be registered on title of the severed and retained parcels of land with the below clauses.

The owner/applicant shall have their lawyer prepare an Acknowledgement and Direction document to the Township for review and signature which ensures that their lawyer registers the Development Agreement on title prior too or when the Certificate of Official is registered.

This condition will be considered satisfied once the Development Agreement and Acknowledgement and Direction documents have been signed by all required parties and returned to the owner/applicant's lawyer. The township will require a copy of the registered agreement for our files.

- 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 a Hydrogeological and Terrain Analysis prepared by Kollaard Associates, dated June 10, 2025 was prepared in support of the reduced lot area of the severed lots which recommended:

Sewage Disposal System: Any new sewage disposal system on each resulting lot may be a partially or fully raised beds, potentially with imported mantles depending on soil and groundwater conditions. The design of the septic system will be addressed through the building permit application process.

On-Site Water Supply: New wells sealing and casing be advanced into the bedrock as per O.Reg 903. Water tested in the report was very hard and water treatment systems such as a water softener should be considered however this will introduce elevated sodium levels to the drinking water. Where ion exchange water softeners are used, a separate unsoftened water supply could be used for drinking and culinary purposes.

- d) 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.
- e) That the owner be advised that a portion of the severed and retained property is within an area of significant woodlands as per the Official Plan.

An Environmental Impact Study, prepared by BCH Environmental Consulting Inc, dated May 28, 2025. Section 9.0 of the report provides mitigation measures for species at risk, wetland/watercourse protection and additional mitigation measures regarding future development on the severed and retained lots.

This report (attached to the agreement) will be reviewed prior to the issuance of a building permit or approvals, to ensure compliance with the mitigation measures, zoning requirements and other applicable law.

- f) 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.

- g) 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.

Conditions:

- 1) **Notice of Decision:** That a copy of Notice of Decision by the Consent Granting Authority, 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 Pittston 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 and Acknowledgement and Direction documents to the Township for review and signature to have the lands assumed as a public highway, and ensure that their lawyer registers the document on title prior too or when the Certificate of Official is registered.

This condition will be considered satisfied once the Transfer and Acknowledgement and Direction documents have been signed by the Township and returned to the owner/applicant's lawyer. The township will require a copy of the registered document for our files.

- 4) **Development Agreement:** That a Development Agreement between the landowner and the Township be registered on title of the severed and retained parcels of land with the below clauses.

The owner/applicant shall have their lawyer prepare an Acknowledgement and Direction document to the Township for review and signature which ensures that their lawyer registers the Development Agreement on title prior too or when the Certificate of Official is registered.

This condition will be considered satisfied once the Development Agreement and Acknowledgement and Direction documents have been signed by all required parties and returned to the owner/applicant's lawyer. The township will require a copy of the registered agreement for our files.

- 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 a Hydrogeological and Terrain Analysis prepared by Kollaard Associates, dated June 10, 2025 was prepared in support of the reduced lot area of the severed lots which recommended:

Sewage Disposal System: Any new sewage disposal system on each resulting lot may be a partially or fully raised beds, potentially with imported mantles depending on soil and groundwater conditions. The design of the septic system will be addressed through the building permit application process.

On-Site Water Supply: New wells sealing and casing be advanced into the bedrock as per O.Reg 903. Water tested in the report was very hard and water treatment systems such as a water softener should be considered however this will introduce elevated sodium levels to the drinking water. Where ion exchange water softeners are used, a separate unsoftened water supply could be used for drinking and culinary purposes.

- d) 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.
- e) That the owner be advised that a portion of the severed and retained property is within an area of significant woodlands as per the Official Plan.

An Environmental Impact Study, prepared by BCH Environmental Consulting Inc, dated May 28, 2025. Section 9.0 of the report provides mitigation measures for species at risk, wetland/watercourse protection and additional mitigation measures regarding future development on the severed and retained lots.

This report (attached to the agreement) will be reviewed prior to the issuance of a building permit or approvals, to ensure compliance with the mitigation measures, zoning requirements and other applicable law.

- f) 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.

- g) 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.



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-71-25 & B-72-25**

Address: **1302 Pittston Rd**

Applicant Name: **Pamela Sherrer**

For the severance of land in Lot(s) **13**

Concession **5**

Registered Plan No. _____

Municipality **Edwardsburgh Cardinal**

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

Copies of the subject application and sketch are attached hereto, together with your review fee of **\$1,000.00.** The Committee would appreciate the completion and return of the questionnaire on/or before **October 9, 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 **September 8, 2025**



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole, Community Development

Date: October 6, 2025

Department: Community Development/ Planning

Topic: Consent Review and Recommendation to Consent Granting Authority

Consent Application: B-76-25

Subject Property: Hoy Street

Plan and Lot Number: Plan 42, Part of Lot 41

Roll Number: 070170200550702

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.

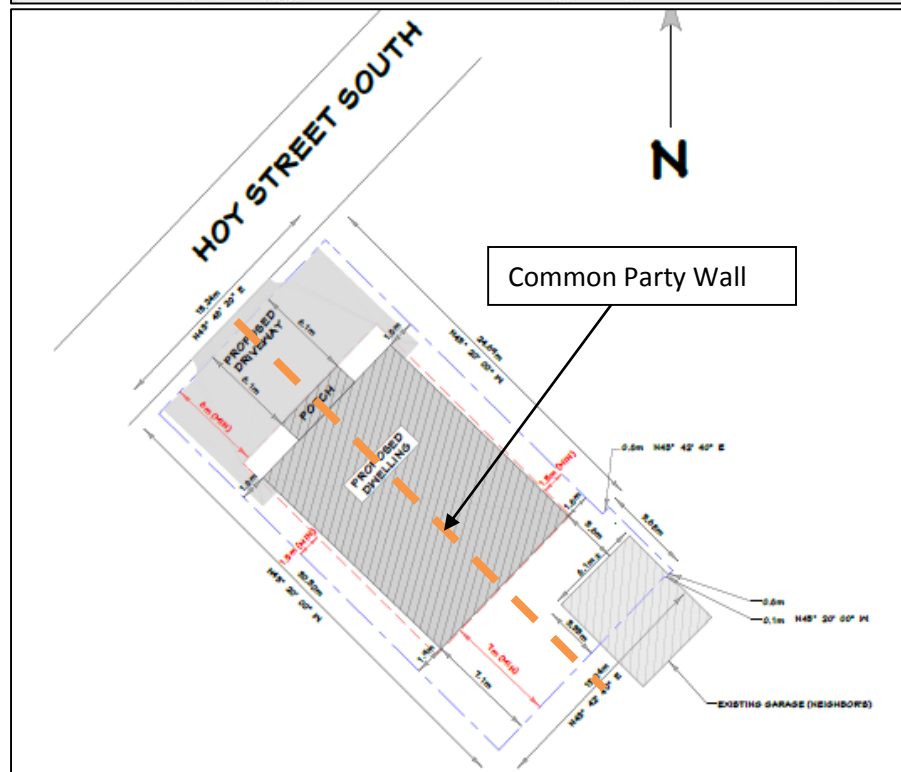
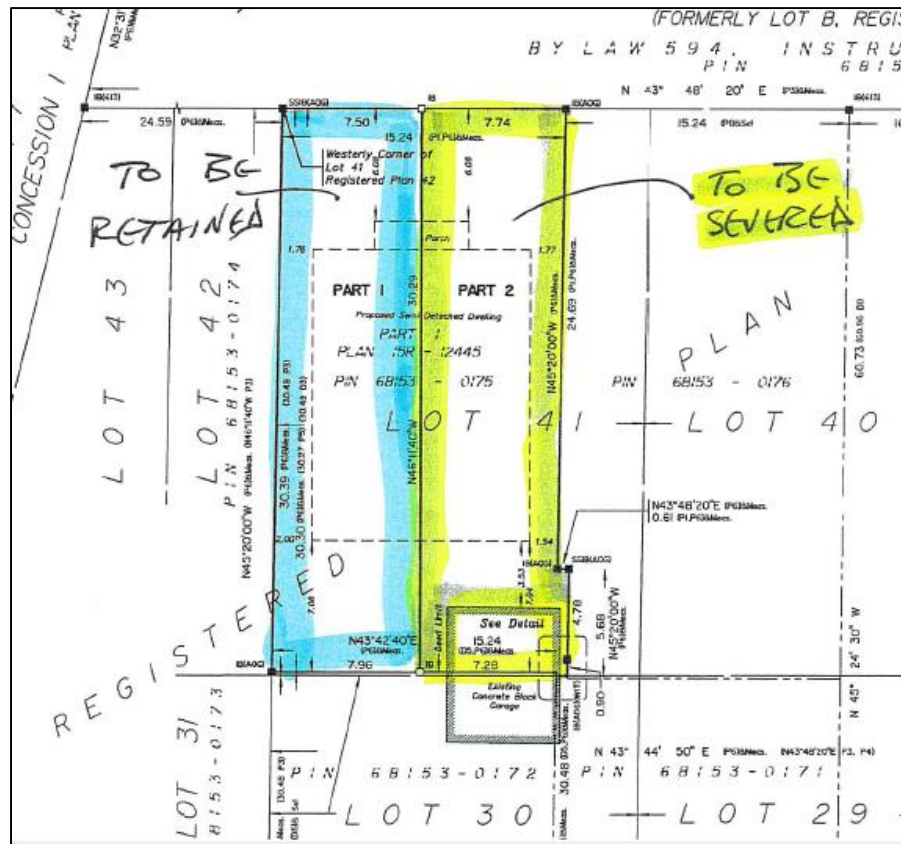
A Consent Granting Authority process chart is attached to this report which highlights the Townships' involvement in the consent approval process.

Application Summary:

The purpose and effect of consent application B-76-25 is to sever a semi-detached dwelling along the common party wall which will result in each half of the dwelling to have separate and distinct title which will result in either half being conveyable lots.

The severed 0.2 hectare parcel of land will have approximately 7.7 metres of road frontage on Hoy Street, containing the eastern half of the semi-detached dwelling. The retained 0.2 hectare parcel of land will have 7.5 metres of frontage on Hoy Street and will contain the western half of the semi-detached dwelling.

Severance Sketch:



Site Characteristics:

The subject property is a 0.4 hectare parcel of land and has approximately 15.2 metres of road frontage on Hoy Street. The subject parcel is located within the Village of Cardinal and is a fully municipal serviced lot.

The property is adjacent to the following uses:

- North – single detached residential (14 Hoy St);
- East – single detached residential (17 Hoy St);
- South – Single detached residential (14 Adelaide St); and
- West – single detached residential (6 Adelaide St).

Pre-consultation:

The applicant pre-consulted with planning staff in April of 2025 and they were informed of the Townships policies and by-laws, provided a list of any 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.

Provincial Planning Statement (2024)

Subsection 3(5) of the Planning Act requires that a decision in respect of the exercise of any authority that affects a planning matter shall be consistent with the Provincial Planning Statement (the PPS). The PPS provides policy direction on matters of provincial interest related to land use planning and development which are complemented by local policies addressing local interests. The application being considered is site specific to accommodate a specific proposal and does not involve any major policy considerations and as such, the proposal conforms to and is consistent with the PPS.

County Official Plan

The Official Plan for the United Counties of Leeds and Grenville provides over-arching policy direction on matters of County-wide significance. The Counties Official Plan directs County growth management and land use decisions by providing upper-tier land use planning guidance for the Counties' ten member municipalities. Detailed land use planning and local decision making are managed and administered locally through the local municipal Official Plans, which will conform to the policies of this Plan. The policies of this Plan intend to ensure a balanced approach to growth management and the protection and conservation of the Counties' natural and cultural heritage, while encouraging development opportunities in a way that respects the Counties' unique character and sense of place.

The subject property is designated Urban Settlement Area in the County Official Plan. The proposed consent application complies with the Urban Settlement Area uses and policies. The proposal complies with the general intent of the County Official Plan.

Township Official Plan:

The subject property is designated as Settlement Policy Area in the Townships Official Plan and subject to the policies of Section 3.1. The Settlement Policy Area designation is intended to be the areas of the Township where growth will be focused in order to optimize the use of public services and infrastructure, and to minimize the outward sprawl of development into areas of natural resources and natural heritage.

The proposal to sever along the common party wall of the semi-detached dwelling is technical in nature as it will not result in any new dwelling and will allow for the sale of either half of the semi-detached dwelling which will provide residential units for home ownership. The severance will also permit each half of the semi-detached dwelling to establish additional residential units (ARU's) subject to the requirements of the zoning by-law and Ontario building code.

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 7.1 Land Division
- Section 7.1.3.2 Consent Policies

The proposed consent to sever along a common party wall of a semi-detached dwelling, complies with the policies of the Official Plan

Zoning By-Law Number 2022-37:

The subject property is zoned Residential Second Density (R2) Zone in Zoning By-law Number 2022-37. The R2 zone permits a semi-detached dwelling.

The owner/applicant obtained a minor variance through Application A-03-25 to increase the maximum lot coverage for the semi-detached dwelling on the subject lot. The variance was granted to increase coverage from 30% to 46%.

The owner/applicant obtained a building permit to construct the semi-detached dwelling.

Section 3.8, Lots Divided for Freehold Unit Ownership provides requirements for the division of land or blocks for the purpose of freehold ownership of an existing dwelling unit and its associated parcel of land. This provision states that zoning provisions shall continue to apply on the basis of the entire lot or block. Therefore, the proposed severance along the common party wall will continue to comply with the provisions of the R2 zone and approved variance (A-03-25).

The proposed severance to sever along a common party wall of a semi-detached dwelling, complies with Zoning By-Law Number 2022-37.

Discussion:

The proposed consent to sever along the common party wall of a semi-detached dwelling (under construction) creating freehold ownership of each half of the semi-detached dwelling, complies with Official Plan policies and with the requirements of Zoning By-Law Number 2022-37, as amended.

The consent will not result in any new development and will not alter the residential use of the property. Approval of the consent will permit the sale of either half of the semi-detached dwelling resulting in two affordable dwelling units for future ownership in stead of one large dwelling containing two dwelling units.

The consent will also allow for the current or future owners to create additional residential units (ARU's) within either half of the semi-detached dwelling. This will also have the potential to provide additional housing types and increase the number of housing/rental units which is in keeping with the policies of the Ministry of Ontario's mandate to increase the number of residential units in Ontario.

Current policies regarding municipal services permit only a single set of municipal services per lot. The severance along the party wall will permit either half of the semi-detached dwelling to have its own separate municipal services.

Each lot will maintain road frontage on Hoy Street and will not result in the need to extend municipal services.

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 character along Hoy Street.

Conclusion:

Planning staff is satisfied that consent application B-76-25 complies with the policies of the Official Plan and its consent policies and is in keeping with the general intent of the Zoning By-Law.

Financial Considerations:

The applicant submitted the required consent application fees to the Consent Granting Authority and the County has forwarded the Township's consent review fee for the application.

Attachments:

The following schedules are attached to the report for reference.

Schedule 'A' Conditions, B-76-25;

Schedule 'B' Notice of Decision, A-03-25; and

Schedule 'C' Notice of Consent Application from Consent Granting Authority.

Recommendation:

THAT Committee consider the following recommendations to the Consent Granting Authority, subject to any additional conditions placed by the Consent Granting Authority;

AND THAT Committee recommends approval of severance application B-76-25, to sever a 0.2 hectare parcel of land will have approximately 7.7 metres of road frontage on Hoy Street, containing the eastern half of the semi-detached dwelling, and retain a 0.2 hectare parcel of land with 7.5 metres of frontage on Hoy Street containing the western half of the semi-detached dwelling, subject to the list of conditions as per Schedule 'A' attached to this report.

Report Prepared By:

Tim Fisher
Municipal Land Use Planner

Conditions:

- 1) **Notice of Decision:** That a copy of Notice of Decision by the Consent Granting Authority, 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.

NOTICE OF DECISION

MINOR VARIANCE/ PERMISSION

Committee: Committee of Adjustment
Application: Minor Variance, section 45 of the *Planning Act*
File Number: A-03-25
Public Meeting Date: June 4, 2025
Property Location: (no civic) Hoy Street
Property Description: Plan 42, Part Lot 41
Roll Number: 070170200550702
Owner: 1000611168 Ontario Inc.
Agent: Lockwood Brothers Construction

Proposal and Purpose of the Application:

The purpose and effect of minor variance application A-03-25 for an undeveloped property on Hoy Street, described as Plan 42 Part Lot 41, is to obtain relief from the provisions of Zoning By-Law Number 2022-37. The applicant is requesting a variance to increase the maximum lot coverage requirement in the Residential Second Density (R2) zone to recognize a proposed 189.7 square metre, semi-detached dwelling.

Requested Variance to Zoning By-Law No. 2022-37:

1. Section 6.2.2 – Lot Coverage (maximum)

Requirement – 30%

Requested – 46%

DECISION AND REASONS OF THE COMMITTEE:

WE, the undersigned, in making the decision upon this application, have considered whether or not the variance(s) requested was minor and desirable for the appropriate development or use of the land, building or structure, and that the general intent and purpose of the zoning by-law and the official plan will be maintained or, in the case of a change in a use of property which is lawfully non-conforming under the by-law, as to whether or not this application has met the requirements of subsection 45(2) of the *Planning Act*, concur in the following decision made during the Committee's public meeting on **June 4, 2025**.

Decision: Approved, subject to the following conditions.

Conditions:

1. Building Permit: That the owner/applicant shall obtain a building permit prior to development on the property and shall provide the Building Department with a copy of the Notice of Decision and the approved site plan drawing attached to the notice as part of the Building Permit Application submission.

The drawings submitted with the Building Permit application must, in the opinion of the planning and building department staff, conform to the general intent and description of the approved drawing(s), including any amendments and conditions approved by the Committee of Adjustment, as stated in the decision. It must be noted that additional planning approvals may be required should further zoning deficiencies be identified through the Building Permit application process.

Attachments:

1. Approved Site Plan Drawing – prepared by Lockwood Brothers Construction, Sheet A12, dated April 09, 2025.

Reasons for Decision:

1. Does the application maintain the general intent and purpose of the Official Plan?

The subject property is designated as Settlement Policy Area in the Townships Official Plan and subject to the policies of Section 3.1. The Settlement Policy Area designation is intended to be the areas of the Township where growth will be focused in order to optimize the use of public services and infrastructure, and to minimize the outward sprawl of development into areas of natural resources and natural heritage.

The semi-detached dwelling and proposed ARU's in each half of the dwelling is in-keeping with the policies of the Township's Official Plan, subject to obtaining a severance to sever along the common party wall prior to the establishment of the ARU's.

2. Does the application maintain the general intent and purpose of the zoning bylaw?

The property is zoned Residential Second Density (R2) in Zoning By-Law Number 2022-37. The semi-detached dwelling developed full municipal services is a permitted use in the (R2) zone.

A portion of the neighbouring garage (14 Adelaide Street) encroaches into the rear yard. The encroaching structure may remain and is considered non-complying regarding setbacks to the rear and side lot lines however, it is the intent of the Zoning By-Law that the structure will eventually be relocated or replaced in the future to be located entirely on the neighbouring lot thus, removing the encroachment.

Any encroaching structures on the subject property shall be treated as a structure and will be calculated as part of the lot coverage and comply with other requirements of the R2 zone.

The R2 zone requires a maximum lot coverage requirement of 30%. The proposed semi-detached dwelling and deck will occupy a lot coverage of 40% however the encroaching detached garage occupies an additional 5%. The applicant requests a variance to increase the maximum lot coverage requirement from 30% to 46% to permit the construction of the semi-detached dwelling.

It is staff's opinion that the proposed semi-detached dwelling and its variance is applied to the subject property and if the lot is separated to accommodate the ARU's and provide separate and distinct title to either half of the semi-detached dwelling, that the two lots will be treated as one for the purposes of variance.

The proposal is site specific, and the requested variance meets the general intent of the Zoning By-Law.

3. Is the application minor in nature?

The proposal maintains the residential character of the settlement area and is anticipated to have no negative impacts on the abutting lands or inhibit their continued enjoyment of their properties. The proposal is in keeping with the "More Homes Built Faster" policy changes made by the Provincial Government and will support intensification on existing lots in a settlement area.

The proposal will have frontage on an open and maintained Township Road and will make use of existing municipal water and sanitary services in the Village of Cardinal.

A building permit is required prior to the construction of the dwelling.

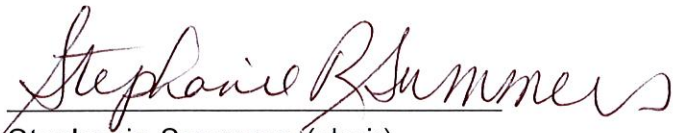
The requested variance will result in additional housing units in the Village of Cardinal which is consistent with the PPS and Official Plan policies.

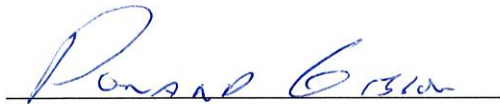
The proposed increase in the maximum lot coverage requirement will accommodate the construction of a semi-detached dwelling on a lot within the settlement area of the Village of Cardinal. The proposal will utilize existing municipal services while providing a mixture of housing types to the community. Two additional residential units are proposed once the structure is built and severed along the common party wall which will provide two additional units to the housing stock.

The proposal complies with the minimum front, side and rear yard setback requirements and parking for each unit will be located within the front yard. Access to the rear yard for each half of the semi-detached units will be provided along the east and west side yards. A 7 metre rear yard depth is maintained for outdoor amenity space however a portion of the neighbours garage encroaches into the rear yard resulting in a portion of the rear yard for the eastern unit with a depth of 3.6 metres. It is the intent of the encroaching structure to comply with by-law requirements when relocated or rebuilt entirely on the neighbours property.

Removal of the detached garage will result in undo hardship for the neighbour and moving the structure is not an option as a result of the construction of the structure.

The applicant has demonstrated that development will be functional for the residential use and will comply with the remaining requirements of the R2 zone, therefore the proposal is considered to be desirable for and appropriate for development for the subject lot.


Stephanie Summers (chair)


Donald Gibson


Tim Nason

MAKING AN APPEAL

The applicant, the Minister or a specified person or public body that has an interest in the matter may within 20 days of the making of the decision appeal to the Tribunal against the decision of the Committee. *Planning Act 45 (12)*

Take notice that an appeal to the Ontario Land Tribunal in respect to all or part of this Minor Variance may be made by filing a notice of appeal with the City Clerk either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service> by selecting Township of Edwardsburgh Cardinal as the Approval Authority or by mail to P.O Box 129, Spencerville ON K0E 1X0.

The last date for filing of appeal of this decision is the 20 days from decision at 4:30 p.m. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$400 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to tfisher@twpec.ca.

OTHER ASSOCIATE APPLICATIONS

The subject land is the subject of an application under the Act for:

☒ Not Applicable

☐ Approval of a plan of subdivision (under section 51)

☐ Consent (under section 53) File: _____ Status: _____

☐ Previous application (under section 45)

CERTIFICATION

I, Tim Fisher, Secretary Treasurer Committee of Adjustment, certify that the information included herein is a true copy of the decision of the committee with respect to the application recorded therein.

Dated this 5th day of June, 2025



Tim Fisher
Secretary Treasurer, Committee of Adjustment
Township of Edwardsburgh Cardinal



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-76-25**

Address: **Hoy St**

Applicant Name: **1000611168 Ontario Inc.**

For the severance of land in Lot(s) **41**

Concession _____

Registered Plan No. **42**

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 **October 24, 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 **September 19, 2025**



TOWNSHIP OF EDWARDSBURGH CARDINAL INFORMATION ITEM

Committee: Committee of the Whole, Community Development

Date: October 6, 2025

Department: Community Development and Planning

Topic: 'LEAR' Agricultural Review, Draft County OPA #5

Background: The United Counties of Leeds and Grenville provided the Township with an update to their draft Official Plan Amendment No. 5. As directed by their Council, the draft amendment has been updated to incorporate all local municipal requests (for removals) be undertaken from the Agricultural Area designation.

This work has been completed and updated mapping of the proposed Agricultural Areas and updated implementing Official Plan policies are now available and attached for your review.

The intention is that this revised mapping will form the Agricultural Area designation on Schedule "A" (Community Structure and Land Use) of the Counties Official Plan and that the updated implementing policies will be added to/replace the existing Counties Official Plan policies.

Conclusion: Planning staff can confirm that the areas in which the Township of Edwardsburgh Cardinal wanted removed from the agricultural mapping as per our letter to the County, dated January 14, 2025 (attached), have been removed in the updated draft OPA No 5 (attached).

The County requested that any further comments or suggestions pertaining to the draft OPA, be submitted no later than October 10th, 2025.

A handwritten signature in blue ink, appearing to read 'Tim Fisher', written over a horizontal line.

Tim Fisher,
Municipal Land Use Planner

Schedule "A"

**OFFICIAL PLAN AMENDMENT NO. 5
TO THE OFFICIAL PLAN
FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE**

(Agricultural Area Review)

September 29, 2025

File D09-COPA-LG-2024-01

Purple = Amendments recommended due to public input following February 7, 2024 PAC

Blue = Amendments recommended following Council refinements (not including PPS
update references) and technical circulation input

Amendment No. 5
To the Official Plan for the
United Counties of Leeds and Grenville
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IMPLEMENTATION AND INTERPRETATION

INTRODUCTION

The following Amendment to the Official Plan for the United Counties of Leeds and Grenville consists of two parts.

PART A – THE PREAMBLE consists of the purpose and effect, location and basis for the Amendment and does not constitute part of the actual Amendment.

PART B – THE AMENDMENT sets out the actual Amendment along with the specific schedule and policy changes to be made to the Official Plan for the United Counties of Leeds and Grenville.

DRAFT

PART A – THE PREAMBLE

TITLE

The title of the Amendment is “Official Plan Amendment No. 5 to the Official Plan for the United Counties of Leeds and Grenville”, herein referred to as Amendment No. 5.

PURPOSE AND EFFECT

This is a Counties initiated Amendment to the Official Plan for the United Counties of Leeds and Grenville. The main purpose of this Amendment is to update policies in Section 3.2 Agricultural Areas of the Official Plan and to amend Schedule “A”, Community Structure and Land Use to update the existing “Agricultural Area” land use designation in the schedule to reflect the updated agricultural system as developed through a Land Evaluation and Area Review (LEAR) study as required by the Province.

LOCATION

Official Plan Amendment No. 5 [studied includes all lands located throughout](#) in the United Counties of Leeds and Grenville. It applies to various lands throughout the Counties being redesignated to, from or being maintained as Agricultural Area. Policies will apply to all lands designated Agricultural Area by this amendment.

BASIS

Official Plan Amendment No. 5 has two components. The first component involves the inclusion of additional and amendments to existing agricultural policies in Section 3.2 of the Official Plan to recognize the agricultural system approach [undertaken through the Land Evaluation and Area Review \(LEAR\) study](#) to updating and protecting the agricultural resources in the Counties of Leeds and Grenville. The second component involves a revision to Schedule “A” to replace the “Agricultural Area” mapping layer to reflect the updated agricultural system [undertaken through the Land Evaluation and Area Review \(LEAR\) study](#). Below is a rationale for these proposed changes.

Land Evaluation and Area Review Study

In 2015, the Counties of Leeds and Grenville adopted its first Official Plan, approved by the Ministry of Municipal Affairs and Housing (MMAH) in 2016. Due to a compressed timeline for the Official Plan preparation, it was not possible to review the status of the lands included in the Agricultural Area designation. As a result, the Agricultural Area designation consists primarily of

the agricultural areas as identified in the local municipal Official Plans that were in place in 2015. At that time, it was known/suspected that the agricultural land mapping was not comprehensive and that some agricultural areas were missing. Many of these local official plans and their mapping were developed under previous provincial policies and using varying definitions of prime agricultural lands. MMAH recognized this issue by modifying the Counties Official Plan to add policy 3.2.3 (a), which states: "The Counties, in consultation with the local municipalities and the Province, will undertake a comprehensive Land Evaluation and Area Review (LEAR) or equivalent study to assist in identifying and designating prime agricultural areas in the Counties prior to the next review of this Plan under Section 26 of the Planning Act."

On July 29, 2022, the Counties of Leeds and Grenville released a Request for Proposals for the preparation of the United Counties of Leeds and Grenville Agricultural Area Review, based on a modified Land Evaluation and Area Review (LEAR) approach.

A modified LEAR methodology, suitable and tailored to the Counties identified candidate Agricultural Area lands following a comprehensive review and evaluation of all lands currently designated Agricultural Area and Rural Lands. A final agricultural system was developed to address this provincial requirement.

For the purposes of this study, the 2018 Agricultural System Mapping Method Technical Document from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) was used as a baseline methodology and adjusted to the specific needs of the Counties, as appropriate.

Extensive consultation with Counties staff, OMAFRA and MMAH staff, local municipal staff and their Councils, the Planning Advisory Committee and Counties Council, the Technical Advisory Group (formed for this project) and specific outreach to the agricultural community through meetings with the Leeds Federation of Agriculture and the Grenville Federation of Agriculture have further informed the final LEAR mapping product. Public notification occurred throughout the process.

Additionally, all landowners impacted by a recommended change in their land use designation because of the recommended agricultural system were informed by individual letters and a project website was maintained to provide consistent access to project documentation. There were 2026 letters mailed to residents. There were 276 residents who followed up the letter by contacting Planning Department staff. Where appropriate, the consulting team provided follow-up correspondence to residents. Staff attempted to reach out to each resident that contacted the project team by email, survey response, letter or phone call to respond to each inquiry.

The final agricultural system is a system of connected lands that form agricultural areas based on the LEAR methodology of scoring lands based on their calculable agricultural potential (mainly based on soil classification), then refined to: include lands over the selected scoring threshold; add lands where connected upon land-owner request; adjust boundaries to identifiable landmarks (road, parcel fabric, natural heritage feature); and reflect local agricultural knowledge.

As requested by Counties Council, staff undertook a final round of consultation with local municipalities to identify if there were any properties that local municipalities would like further reviewed. The Township of Leeds and the Thousand Islands, the Township of Rideau Lakes, the Township of Edwardsburgh-Cardinal, and the Municipality of North Grenville identified properties for further review. These properties were reviewed by staff according to the principles of the study and the refinement criteria with suggestions put forward to Committee and Council for further mapping refinements. Final direction on the properties to be removed from the Agricultural Area designation mapping was provided to staff, and all requests from local municipalities were supported by Council. These final refinements have been reflected on the revised "Agricultural Area" land use designation on Schedule "A" of the Official Plan Amendment and in the policy amendments.

Proposed Policy Changes

The revised Agricultural Areas designation represents a net addition of ha of land that are now subject to the Agricultural Area designation in the Official Plan. The main impact to residents who had lands added to the Agricultural Area designation is that agricultural policies restrict the ability to subdivide (including severance) their property in the future except for surplus dwellings or farm lots. Agricultural policies are meant to protect the agricultural land base from fragmentation, and agricultural policies limit conflicting land uses in the Agricultural Area designation. Existing uses, additional residential units, residential development on vacant lots, agricultural uses and agriculture-related uses remain permitted under the Counties Official Plan, subject to local Official Plan policies and zoning provisions.

The Provincial Policy Statement (PPS) is issued under the authority of section 3 of the Planning Act and came into effect on ~~October 20, 2024~~ May 1, 2020. Section 3 of the Planning Act requires that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act.

The PPS, 2024, introduced during the Land Evaluation and Area Review, now requires planning authorities to use an *agricultural system* approach. This amendment implements the Land Evaluation and Area Review (LEAR) study and its resulting Agricultural Area designation mapping incorporating elements of an agricultural system approach and will designate and protect *prime agricultural area* for long term use for agriculture. The PPS provides policies regarding agriculture. The Official Plan policy amendments are consistent with these applicable statements.

4.3 Agriculture

4.3.1.2 As part of the agricultural land base, *prime agricultural areas*, including *specialty crop areas*, shall be protected for long-term use for agriculture.

4.3.1.3 *Specialty crop areas* shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the *prime agricultural area*, in this order of priority.

4.3.2 Permitted Uses

4.3.2.1 In *prime agricultural areas*, permitted uses and activities are: *agricultural uses*, *agriculture-related uses* and *on-farm diversified uses* based on provincial guidance.

Proposed *agriculture-related uses* and *on-farm diversified uses* shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on provincial guidance or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

4.3.2.2 In *prime agricultural areas*, all types, sizes and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected in accordance with provincial standards.

4.3.2.3 New land uses in *prime agricultural areas*, including the creation of lots and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

4.3.2.4 A principal dwelling associated with an agricultural operation shall be permitted in *prime agricultural areas* as an *agricultural use*, in accordance with provincial guidance, except where prohibited in accordance with policy 4.3.3.1.c).

4.3.2.5 Where a residential dwelling is permitted on a lot in a *prime agricultural area*, up to two additional residential units shall be permitted in accordance with provincial guidance, provided that, where two additional residential units are proposed, at least one of these additional residential units is located within or attached to the principal dwelling, and any additional residential units:

- a) comply with the *minimum distance separation formulae*;
- b) are compatible with, and would not hinder, surrounding agricultural operations;
- c) have appropriate *sewage and water services*;
- d) address any public health and safety concerns;
- e) are of limited scale and are located within, attached, or in close proximity to the principal dwelling or farm building cluster; and
- f) minimize land taken out of agricultural production.

Lots with additional residential units may only be severed in accordance with policy 4.3.3.1.c).

4.3.2.6 For greater certainty, the two additional residential units that are permitted on a lot in a *prime agricultural area* in accordance with policy 4.3.2.5 are in addition to farm worker housing permitted as an *agricultural use*.

4.3.3 Lot Creation and Lot Adjustments

4.3.3.1 Lot creation in *prime agricultural areas* is discouraged and may only be permitted in accordance with provincial guidance for:

- a) *agricultural uses*, provided that the lots are of a size appropriate for the type of *agricultural use(s)* common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) *agriculture-related uses*, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*;
- c) *one new residential lot per farm consolidation for a residence surplus to an agricultural operation* provided that:
 - 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and
 - 2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective; and
- d) *infrastructure*, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.

4.3.3.2 Lot adjustments in *prime agricultural areas* may be permitted for *legal or technical reasons*.

4.3.3.3 The creation of new residential lots in *prime agricultural areas* shall not be permitted, except in accordance with policy 4.3.3.1(c).

4.3.4 Removal of Land from Prime Agricultural Areas

4.3.5.1 Planning authorities may only exclude land from *prime agricultural areas* for expansions of or identification of *settlement areas* in accordance with policy 2.3.2.

4.3.5 Non-Agricultural Uses in Prime Agricultural Areas

4.3.5.1 Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:

- 1) extraction of *minerals, petroleum resources and mineral aggregate resources*; or
- 2) limited non-residential uses, provided that all of the following are demonstrated:
 1. the land does not comprise a *specialty crop area*;
 2. the proposed use complies with the *minimum distance separation formulae*;
 3. there is an identified need within the planning horizon identified in the official plan as provided for in policy 2.1.3 for additional land to accommodate the proposed use; and
 4. alternative locations have been evaluated, and
 - i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
 - ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.

4.3.5.2 Impacts from any new or expanding non-agricultural uses on the *agricultural system* are to be avoided, or where avoidance is not possible, minimized and mitigated as determined through and *agricultural impact assessment* or equivalent analysis, based on provincial guidance.

PART B– THE AMENDMENT

INTRODUCTION

Part B – The Amendment, outlines the changes that constitute Amendment No. 5 to the Official Plan for the United Counties of Leeds and Grenville.

DETAILS OF THE AMENDMENT

The Official Plan for the United Counties of Leeds and Grenville is hereby amended as follows (modifications noted in **red** and with ~~strike through~~ text):

- 1) That Schedule “A”, Community Structure and Land Use, to the Official Plan is hereby amended by replacing the existing “Agricultural Area” adopted in July 2015 and replacing it with the “Agricultural Area” mapping layer adopted by Council and attached hereto as Schedule A to this amendment.
- 2) That Section 3.2 of the Official Plan is hereby modified as follows:

3.2 Agricultural Areas

Lands within the Agricultural Area designation consist primarily of *prime agricultural lands* as defined by a comprehensive County level Land Evaluation and Area Review (LEAR) study and designated on **Schedule A**. The Agricultural Area designation is based on an agricultural systems approach to preserving the long-term viability and potential for agriculture by including Class 1, 2 and 3 lands primarily, as well as supporting lands that may be considered more marginal in nature but provide an overall strengthening of an agricultural area where appropriate. The Agricultural Area designation represents the *Counties prime agricultural areas*. ~~are based on the agricultural areas established in the local municipal Official Plans, and are designated on **Schedule A**. Prime agricultural areas will be designated in local municipal Official Plans in accordance with Provincial guidelines. This Plan requires that these lands will be protected for agricultural uses unless appropriate justification is provided for alternative uses.~~

Lands designated as Agricultural Area are intended to preserve and strengthen the continued **and long-term** viability of the agricultural community. Lands designated Agricultural Area are to be protected from **fragmentation and** incompatible uses, while accommodating a diverse range of *agricultural uses, agriculture-related uses and on-farm diversified uses*.

- 3) That Section 3.2.1 e) of the Official Plan is hereby modified as follows:
 - e) Promote a diverse, innovative and economically strong agricultural industry ~~that includes *agri-tourism and the agri-food network* and associated activities, including local food production, by enhancing their capacity to contribute to the economy by accommodating a range of agriculture-related uses and on-farm diversified uses such as *agri-tourism and the agri-food network*.~~
- 4) That Section 3.2.2 of the Official Plan is hereby modified as follows ~~by inserting a new adding the following to subsection (c) as follows, and that the remaining policies are re-lettered accordingly:~~

Additional residential units and garden suites shall be permitted in accordance with Section 2.7.4 of this Plan, local municipal Official Plans and local zoning by-laws. As per Section 3.2.5 of this Plan, additional residential units and garden suites would not be eligible for severance.

- 5) That Section 2.7.4 of the Official Plan is hereby modified as follows by adding the following as subsection (c), with existing subsection (c) to be amended to (d):

Additional residential units and garden suites in the Agricultural Area are to be located in proximity to the existing dwelling or in proximity to the farm building cluster or on *non-Prime Agricultural Lands* to minimize land taken out of agricultural production.

6) That Section 3.2.3 a) of the Official Plan is hereby modified as follows:

- a) Local municipalities will **designate and protect the Agricultural Area** ~~prime agricultural areas~~ in local municipal Official Plans in accordance with **Schedule A**. ~~designate prime agricultural areas in their Official Plans, through procedures established by the Province. Prime agricultural areas are designated as Agricultural Area Any reduction in the Agricultural Area designation will require an amendment to this Plan and an amendment to the local municipal Official Plan. The Counties, in consultation with the local municipalities and the Province, will undertake a comprehensive Land Evaluation and Area Review (LEAR) or equivalent study to assist in identifying and designating prime agricultural areas in the Counties prior to the next review of this Plan under Section 26 of the Planning Act.~~

7) That Section 3.2.3 f) of the Official Plan is hereby modified as follows and Section 3.2.3 of the Official Plan is hereby modified by inserting new subsections g) to h) as follows:

- f) Land may only be removed or excluded from **the Agricultural Area** ~~prime agricultural areas~~ for expansion of ~~settlement areas~~ in accordance with the policies of this Plan **or at the time of an Official Plan update.**
- g) **Notwithstanding Section 3.2.3 f) of this Official Plan, the boundaries of the Counties Agricultural Area designation may be refined (reduced)) beyond a technical amendment without amendment to this Plan in a minor manner subject to the following:**
 - i. **The lands are located along an edge part of the boundary of the Agricultural Area; and**
 - ii. **A Qualified Person provides a professional opinion the removal is minor, in accordance with the refinement principles of the 2024 comprehensive LEAR and will not compromise the integrity of the adjacent surrounding Agricultural Areas to the satisfaction of the Counties; and**
 - iii. **An amendment to the local municipal Official Plan.**
- h) **An Agricultural Impact Assessment may be required to evaluate the impact of any proposed new, or expanding, non-agricultural use on surrounding agricultural operations and lands. Impacts will be mitigated to the extent feasible.**

8) That Section 3.2.5 of the Official Plan is hereby modified as follows to add subsections h) and i):

- h) The creation of a new lot on lands that have both the Rural Lands and the Agricultural Area designation will be permitted on the Rural Lands portion of the land subject to all applicable policies including the minimum distance separation formula being met and provided the Agricultural Area lands are not reduced in size and is rezoned to prohibit the construction of any additional dwellings.
- i) Interpretation of the Agricultural Area designation boundaries shall recognize the intent to have the boundaries align with 2024 parcel fabric, roads and/or natural heritage features. Where the interpretation of the boundary on a parcel is unclear, the preference is to maintain as much Agricultural Area as possible.
- 9) That Section 4.2.3 of the Official Plan is hereby modified by adding the following at the end of subsection 4.2.3 (d):
- Where *Provincially Significant Wetlands* no longer exhibit wetland characteristics as approved by the Province these lands shall be designated Agricultural Area if they are located adjacent to or within lands designated Agricultural Area.
- 10) That Section 7.8.2 of the Official Plan is hereby modified as follows and renumbering of all definitions as appropriate:
6. **Agricultural condition:** means
- a) in regard to *specialty crop areas*, a condition in which substantially the same areas and same average soil capability for agriculture are restored, the same range and productivity of specialty crops common in the area can be achieved, and, where applicable, the microclimate on which the site and surrounding area may be dependent for specialty crop production will be maintained, restored or enhanced; and
 - b) in regard to *prime agricultural land* outside of specialty crop areas, a condition in which substantially the same areas and same average soil capability for agriculture will be maintained, restored or enhanced. (Source: PPS ~~2014~~ 2024)
7. **Agricultural system:** means a system comprised of a group of inter-connected elements that collectively create a viable, thriving agri-food sector. It has two components:
- a) An agricultural land base comprised of prime agricultural areas, including specialty crop areas. It may also include *rural lands* that help to create a continuous productive land base for agriculture; and
 - b) An agri-food network which includes infrastructure, services, and assets important to the viability of the agri-food sector. (Source: PPS 2024)

~~7.~~ **8. Agricultural uses:** means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agri-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and housing for farm workers when the size and nature of the operation requires additional employment. (Source: PPS, 2014-2024)

9. Agri-food network: Within the *agricultural system*, a network that includes elements important to the viability of the agri-food sector such as regional *infrastructure* and transportation networks; agricultural operations including on-farm buildings and primary processing; infrastructure; agricultural services, farm markets, distributors; and vibrant, agriculture-supportive communities. (Source: PPS 2024)

~~8.~~ **10. Agri-tourism uses:** means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation. (Source: PPS, 2014-2024)

~~9.~~ **11. Agriculture-related uses:** means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. (Source: PPS, 2014-2024)

~~79.~~ **81. On-farm diversified uses:** means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products. **Ground-mounted solar facilities are permitted in prime agricultural areas, including specialty crop areas, only as on-farm diversified uses.** (Source: PPS, 2014-2024)

~~87-89.~~ **Prime agricultural areas:** means areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas with a local concentration of farms which exhibit characteristics of ongoing agriculture. *Prime agricultural areas* may be identified by a planning authority based on provincial guidance or informed by mapping obtained from the Ontario Ministry of Agriculture, Food Agribusiness and the Ontario Ministry of Rural Affairs or any successor to those ministries. (Source: PPS, 2014-2024)

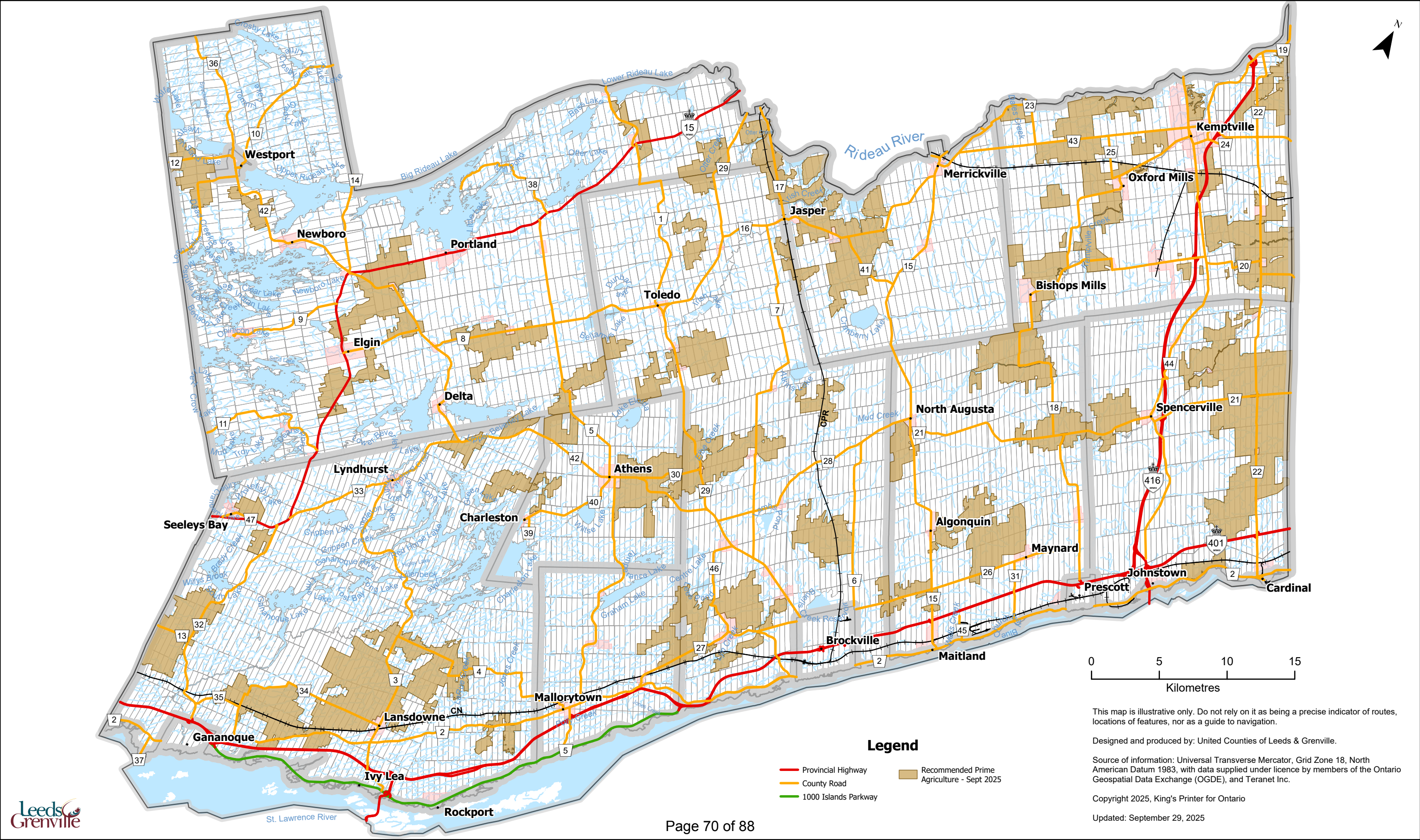
~~88.~~ **90. Prime agricultural land:** means specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection. (Source: PPS, 2014-2024).

105. **107. Residence surplus to a farming an agricultural operation:** means ~~an~~one existing habitable ~~farm residence detached dwelling, that is including any associated additional residential units, that are~~ rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation). (Source: PPS, 2014-2024)

DRAFT

Schedule A to OPA No. 5

Recommended Agricultural Area Designation (September 2025)



January 14, 2025

Sent by Email

Cherie Mills, Manager of Planning Services
25 Central Avenue, Suite 100
Brockville, Ontario K6V 4N6

**RE: Agricultural Area Review – Mapping Review Comments
Township of Edwardsburgh Cardinal
County File No: D23-2022-01 – Agricultural Area Review**

Dear Mrs. Mills:

The Mayor, Council and staff of the Township of Edwardsburgh Cardinal, appreciate the Counties Planning Advisory Committee (PAC) decision to allow additional time for municipalities within the County to validate the consultants' recommended Agricultural Mapping in the context of local goals and considerations. Municipal staff have been working with our Mayor and members of Council to review and provide comments on the recommended mapping.

The Township of Edwardsburgh Cardinal have fundamental concerns with some areas which are recommended to be added as agricultural designated lands based on the recommended Agricultural Area Mapping prepared by Planscape, dated November 18th, 2024.

Our review focused on two key areas of the municipality. The first area are the lands south of the 401 which includes the Villages of Johnstown and Cardinal settlement area and its potential future expansion. The second key area focuses on lands in the northern portion of the municipality and east of Highway 416.

The two key areas have been further broken down into five distinct areas which provides brief rationale for the townships recommendation to remove from the Recommended Agricultural Area Mapping.

Key Area 1:

The area south of Highway 416 to the St Lawrence River is primarily developed with settlement and industrial areas. The area between the Village of Johnstown and Village of Cardinal are developed with small clusters of residential, agricultural and undeveloped parcels.

This type of development is common in municipalities within the County which have access to Highway 401 and the St. Lawrence River.

Area's south of Highway 401 and along the Lake Ontario and the St. Lawrence River have a history of land development. Our

municipality is unique as a result of the location of Highway 401 and 416, the location of Highway 2 (County Road 2), the rail system, the Port of Johnstown and water access to the St. Lawrence River. Our municipality is one of the few in Ontario with boarder access to the United States of America making this a highly traveled route for commerce and location for small- and large-scale industries.

Lands south of Highway 401 have had infrastructure improvements to accommodate future growth and to meet the demands of existing development in the municipality.

Based on the recommended agricultural mapping, the Township of Edwardsburgh Cardinal is the only municipality which has lands proposed to be designated Agricultural between Highway 401 and the St. Lawrence River.

The Villages of Johnstown and Cardinal are the two largest settlement areas within our municipality and are subject to development applications which will result in the loss of future growth lands. Placing the abutting lands in the Agricultural Area will render future expansion of settlement areas and development outside of settlement areas with another layer of approvals making it harder for economic growth in our rural municipality. The Mayor, Council and township staff recognizes the need to protect agricultural lands; however, keeping some lands as Rural will maintain the existing

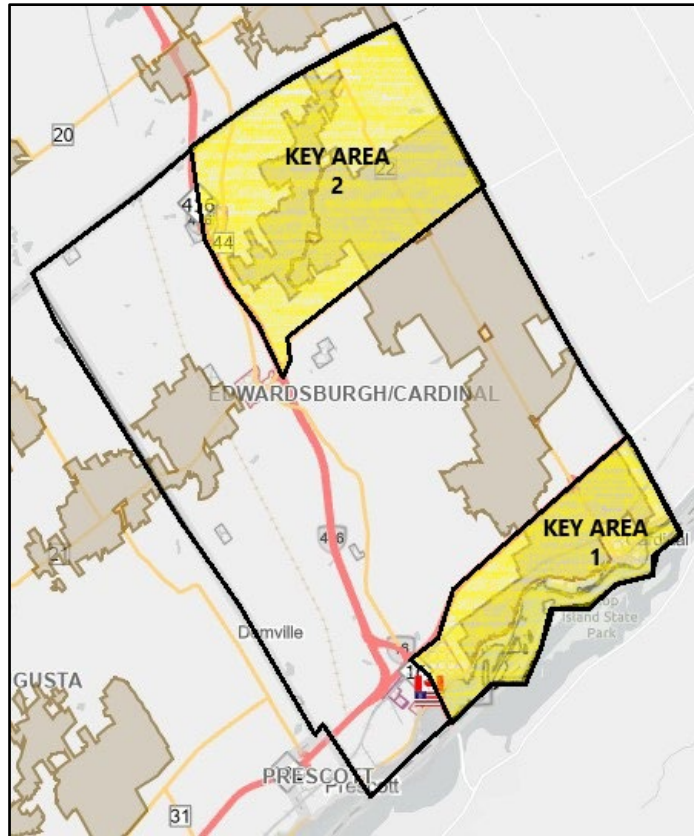


Figure 1: Key Study Areas

agricultural uses and allow for future agricultural growth until such time as settlement area expansion is necessary.

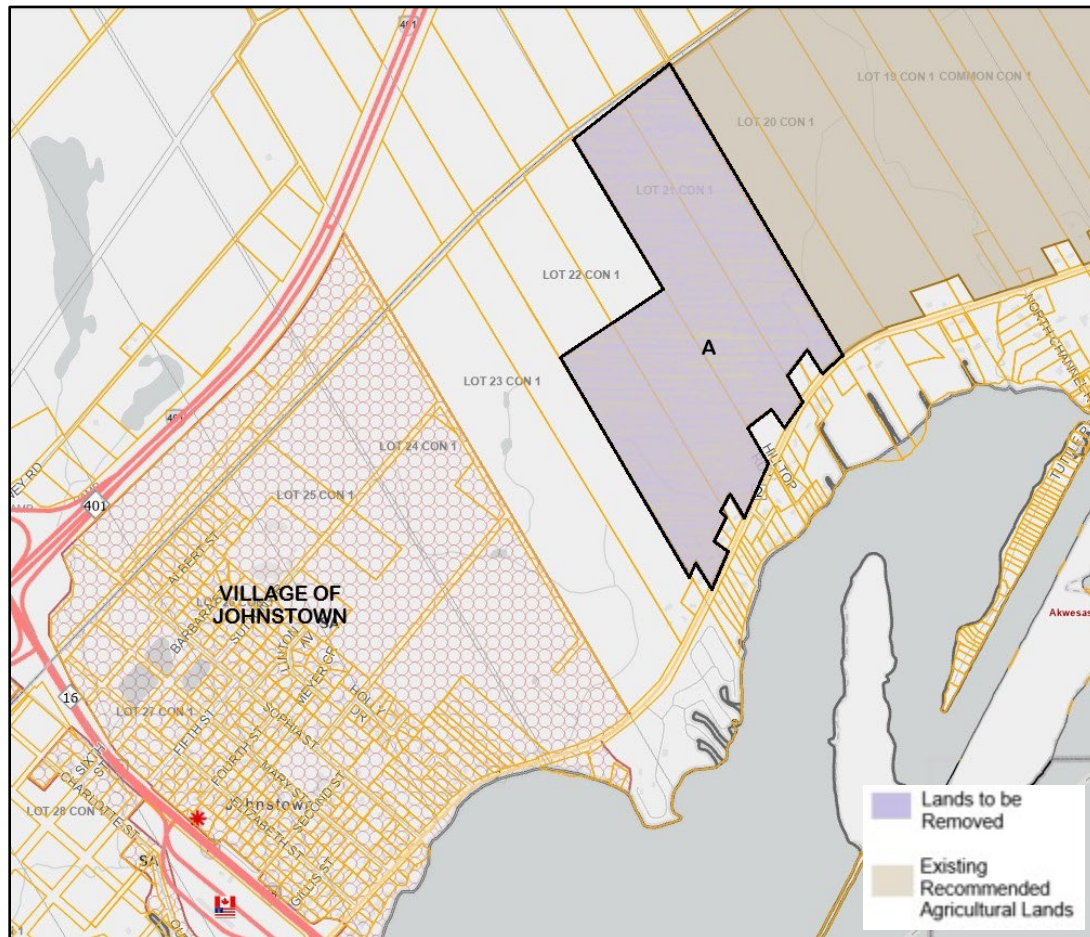


Figure 2: Proposed Changes in Key Area 1, Village of Johnstown

Area A: The Village of Johnstown is a settlement area with a mixture of development on private onsite well and sewage disposal system. The village is adjacent to a large industrial and employment area to the west which is serviced. The village also has direct access to Highway 401, Highway 416, Country Road 2, the Port of Johnstown and the international border crossing into the United States of America. There are development applications for the eastern portions of the village which will result in the need to provide additional lands for the expansion of the settlement area. The township envisions the Village of Johnstown to expand easterly and therefore recommends the removal of an approximate 67 hectare area which is currently recommended to be placed in the agricultural area (see area A in figure 2 above).

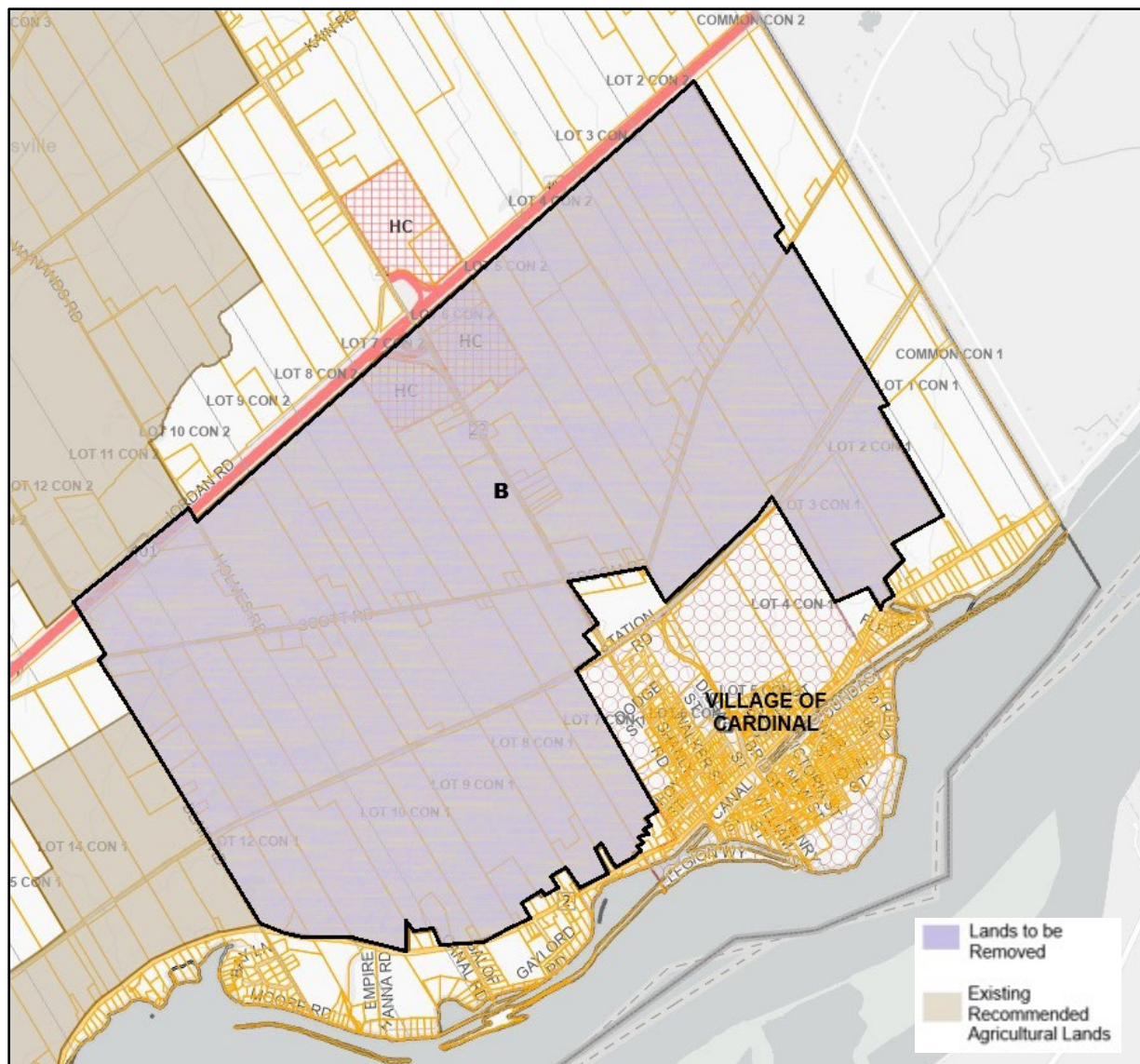


Figure 3: Proposed Changes in Key Area 1, Village of Cardinal

Area B: The Village of Cardinal is the only settlement area which has full municipal services. There are proposed development applications within the existing vacant lands within the settlement area. The proposed development will remove future growth lands in the settlement area. The township envisions future expansion of the settlement area to the north and west.

An existing industrial node is located at the intersection of County Road 22 and Highway 401. Development within this node is on individual, private water and sewage disposal system. The township envisions highway commercial uses to be located south along County Road 22 and into the Village of Cardinal, which will result in the need for residential development and expansion of municipal service to the north.

The township also envisions that a mixture of residential, institutional, commercial and industrial development would be focused west of the village to Blair Road. Scott Road is developed with a mix of uses such as Waste Disposal, Industrial, agricultural and residential. These lands are not conducive for agricultural uses regardless of the MNR soil classification type mapping.

The township recommends the removal of an approximate 1,040 hectare area which is currently recommended to be placed in the agricultural area (see area B in figure 3 above).

Recommendation:

The Township of Edwardsburgh Cardinal requests that the following changes be applied to the Recommended Agricultural Area Mapping, as per Figures 2 and 3:

1. That, Area A containing an approximate area of 67 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future expansion of the Village of Johnstown.
2. That, Area B containing an approximate area of 1,040 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future expansion of the Village of Cardinal.

Key Area 2:

The northern portion of the municipality is developed with scattered residential lots, agricultural uses and undeveloped lots. This area has seen an increase in severances and development along the street frontages.

The Township recognizes that there are areas which are adjacent to the Recommended Agricultural Area Mapping which currently are developed with agricultural uses or have the ability to be used for an agricultural use and should be protected.

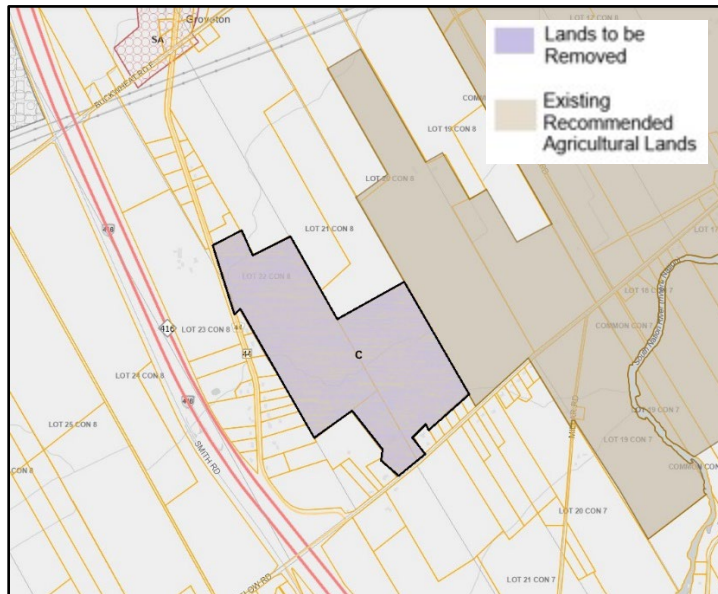


Figure 4: Proposed Changes to Key Area 2, County Rd 44 and Ventnor Rd

Area C: Based on the townships review, we request that Area 'C' which is approximately 71.5 hectares in area should be removed from the Recommended Agricultural Area Mapping. This area has potential for future development resulting from its proximity to Highway 416 and County Road 44. The township envisions this area in the future having direct access on and off Highway 416 as development pushes south from Kemptville.

Area D: The Village of Ventnor is a small community within an area predominantly developed with agricultural uses. As with small villages in the rural area, new lot creation by way of severance, are typically along the major roadways close to the Village. The township has identified a 25.9 hectare area along Ventnor Road, west of the Village as having potential for development and shown as Area 'D' in figure 5.

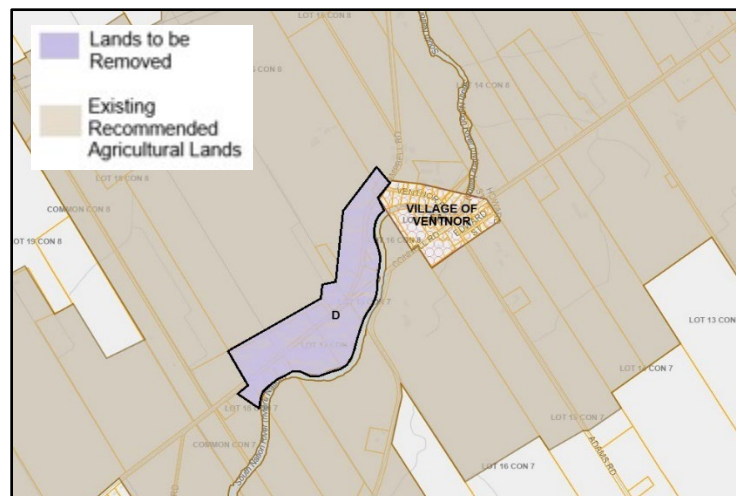


Figure 5: Proposed Changes to Key Area 2, Ventnor Rd

The lands on the south side of Ventnor Road back onto the South Nation River. There are a number of existing residential lots along the south side and the remaining lots are too small to sustain an agricultural use. The lands are better suited for residential development on private services and typical rural uses. It is also recognized a portion of the lands on the north side Ventnor Road remain outside of Agricultural Area to provide further flexibility for future development along the roadway. The larger tracts of land will be maintained and protected for agricultural use.

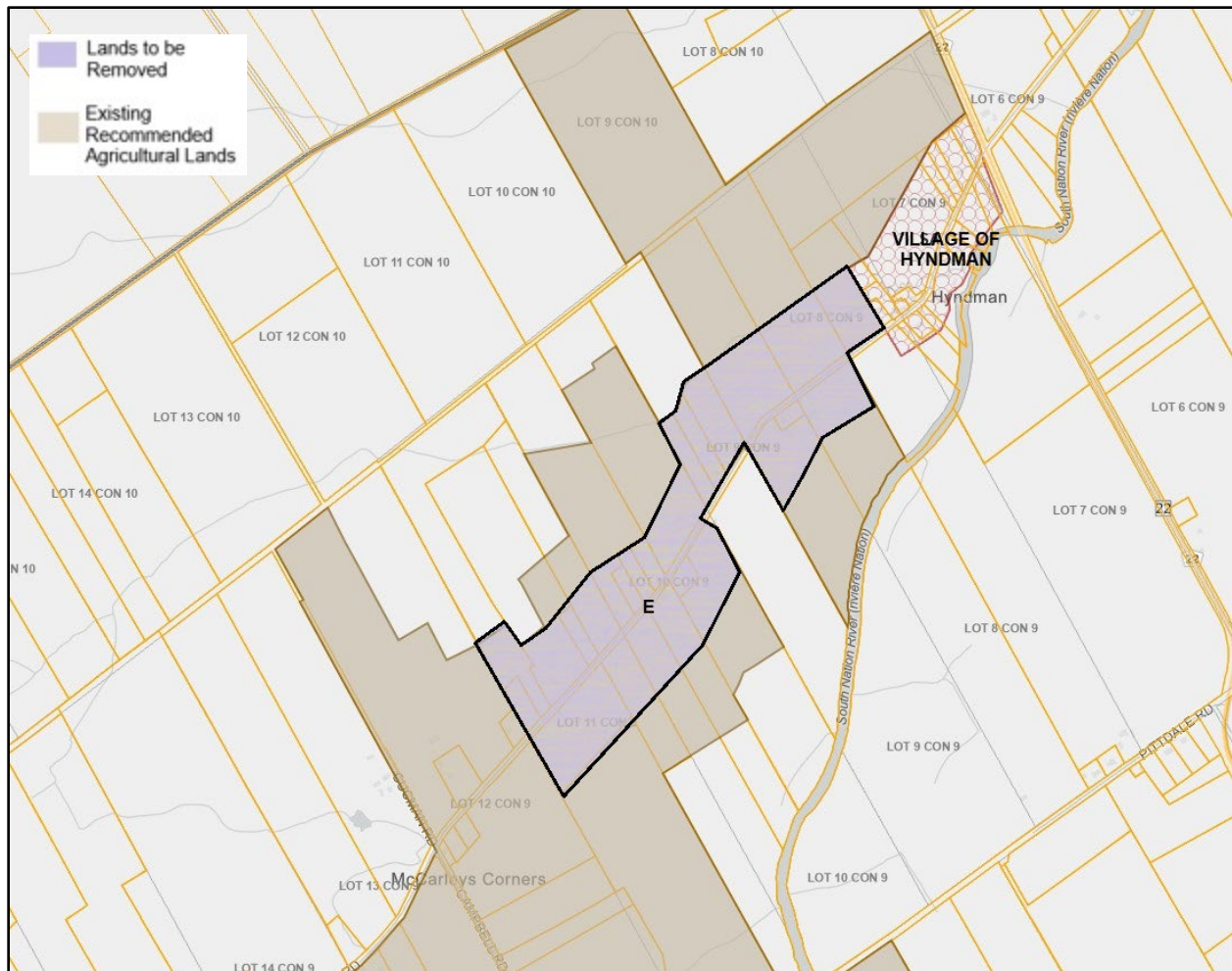


Figure 6: Proposed Changes to Key Area 2, Hyndman Rd

Area E: The roadway west of the Village of Hyndman is within the Recommended Agricultural Area Mapping. There's been an interest in new lot creation along this portion of Hyndman Road. Providing a portion of land along either side of the road will provide owners with the flexibility and possibility for new lot creation and residential development while protecting the majority of the lands to the rear for agricultural uses.

Based on the townships review, we request that Area 'E' which is approximately a 64.9 hectare area, should be removed from the Recommended Agricultural Area Mapping.

Recommendation:

The Township of Edwardsburgh Cardinal requests that the following changes be applied to the Recommended Agricultural Area Mapping, as per Figures 4, 5 and 6:

3. That, Area 'C' containing an approximate area of 71.5 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future development.
4. That, Area 'D' containing an approximate area of 25.9 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future development.
5. That, Area 'E' containing an approximate area of 64.9 hectares, be removed from the Recommended Agricultural Area Mapping and remain in its existing rural designation, for future development.

In Conclusion:

The township is requesting a total land area of 1,269.3 hectares to be removed from the recommended agricultural land area of 9,370.28 hectares within the Township of Edwardsburgh Cardinal. The lands to be removed are not currently designated prime agricultural in the townships Official Plan.

We appreciate the work and collaboration that has taken place from all parties that have contributed to this work. Thank you for the opportunity to provide feedback on the Recommended Agricultural Area mapping at this stage.

Sincerely,



Tim Fisher
Municipal Land Use Planner,
Township of Edwardsburgh Cardinal



October 1, 2025

Spencerville Business and Community Connections (SBCC)
sbccspencerville@gmail.com
www.spencerville-sbcc.ca

Edwardsburgh/Cardinal Town Council
18 Centre Street
Spencerville, ON

Dear Members of Council,

On behalf of the SBCC, we respectfully request permission to use the Spencerville Town Square on Friday, October 31, 2025, from 5:00 p.m. to 9:00 p.m. for a community Halloween event.

The event—"Spencer Street Trick-or-Treat"—will feature booth and table setups from local businesses who will hand out treats to children and families throughout the evening. Our goal is to create a safe, centralized, and walkable experience for families, while encouraging community engagement and showcasing our small-business community.

Key details:

- Date & Time: Friday, October 31, 2025, 5:00–9:00 p.m.
- Location: Spencerville Town Square/Spencer Street
- Support Requested from the Township: None is required. If the Township wishes to participate with an informational or festive setup, we would be delighted to include it.
- Point of Contact: Kirsha Hutchcroft, 613-802-8532.

We appreciate Council's consideration of this request and are happy to provide any additional information you may need. Thank you for your ongoing support of community-driven events that make Spencerville a welcoming place for families and visitors.

Sincerely,

Board of Directors
Spencerville Business and Community Connections (SBCC)

Committee: Committee of the Whole – Community Development

Date: October 6, 2025

Department: Recreation

Topic: Summer 2025 Year End Report

Background: In 2025, the Township delivered a wide range of summer recreation programs designed to support families, promote active living, and strengthen community connections. Two key areas of focus were:

- Day Camps, offering structured childcare and recreation opportunities for children ages 4 to 10 in Cardinal and Johnstown.
- Aquatic Programs, providing swimming lessons, leadership training, fitness classes, and public swims at both Township pools.

Together, these programs engaged residents of all ages, created inclusive opportunities for participation, and reinforced the Township’s commitment to safe, high-quality recreation services.

Day Camp Program

The Township operated two summer camp locations in 2025:

- Cardinal Camp at the Cardinal Arena
- Johnstown Camp at the Johnstown Community Centre and Pool

Camps served children ages 4 to 10 and were offered in four, two-week sessions.

Table 1: Day camp participation and staffing

	Total participants	Non-residents	Full-time staff	Part-time staff
Cardinal	100	42 (42%)	4	7 shared by both locations
Johnstown	159	25 (16%)	3	
Total	259	67 (26%)	7	7

Training highlights

New training opportunities prepared staff to deliver safe, inclusive, and engaging programming. Training highlights included:

- WHMIS, Concussion & Allergy Awareness
- Behaviour Management Workshop (Shannon Hughes)
- Additional games training with a local gym teacher

Program Highlights

This year's themes appealed to a wide range of camper interests: Arts and Crafts, Survivor, Sports, Fun and Adventure. Through these themes, campers had daily opportunity for creative expression, active play and teamwork.

Swimming was a core component of the program, with lessons and supervised free swim included in every session. This emphasis promoted water safety, skill development, and physical activity.

Outcomes

- Strong participation: A total of 259 campers attended, including 26% from outside the Township.
- Regional Reputation: The high number of non-resident registrations highlights the program's strong reputation and regional appeal.
- Family Support: The camps provided affordable, structured childcare and recreation for local families throughout the summer.

Updates for 2026

Johnstown Camp will introduce an earlier drop-off time of 7:30 a.m. to provide additional flexibility for families.

Continued investment in camp programming is recommended to sustain participation levels, expand program offerings, and maintain the Township's reputation for safe, high-quality recreation services.

Township Pool Programs

This summer, the Township continued to deliver a strong and engaging aquatic program across both the Cardinal and Johnstown pool locations. The focus remained on creating a unified Township-wide program rather than duplicating identical offerings at each pool.

As part of this approach:

- The Junior Lifeguard Club and Swim Team were hosted at the Johnstown Pool.
- The Sensory Swim Program and Evening Swimming Lessons were delivered at the Cardinal Pool.

A wide range of programming was still offered at both pools to meet the needs of all ages and interests, including:

- Group Swimming Lessons for children and youth
- Aquafit classes
- Public Swim sessions
- Private Swimming Lessons
- Adult-Only Swim sessions

Two additional morning swims were added for adults at the Cardinal Pool on Tuesday and Thursday making Adults only Monday to Thursday, 8:00–9:00 a.m., while Johnstown continued with Tuesday and Thursday morning sessions. These provided adults with the opportunity to relax, swim lengths, or take a private lesson.

Attendance remained high throughout the summer, reflecting strong community engagement and satisfaction. Detailed participation figures are included later in this report. The Township's commitment to delivering high-quality aquatic programming was again a key factor in the season's success, with staff working hard to ensure safe, inclusive, and enjoyable experiences for all residents.

Aquatic Team

This year, our aquatic team consisted of 20 dedicated individuals who worked varied schedules to operate both pools and delivered a full range of programming, averaging approximately 62 hours of operation per week.

Staff composition by experience level:

- First-Year Lifeguard/Instructors: 5 (15 years of age)
- Second-Year Lifeguard/Instructors: 5 (16–17 years of age)
- Third-Year Lifeguard/Instructors: 5 (18 years of age)
- Fourth-Year Lifeguard/Instructors: 5 (19 years of age and older)

We had a balanced mix of experienced staff and newcomers, all of whom contributed to maintaining a high standard of safety and service.

Staff received approximately 20 hours of training over the summer, with Fridays from 12:00 p.m. to 1:00 p.m. designated as training sessions organized by the Aquatic Director and led by the Deck Supervisor. Pre-season training included a workshop with Shannon Hughes on managing behaviours and adapting approaches to meet individual needs.

Training topics included:

- Stroke drills
- Physical standards
- Rescue drills
- Spinal injury response
- Lesson planning and instructional activities

Aquatics Training & Leadership

The Township continues to lead in offering leadership courses to both our own staff and those from neighbouring municipalities, ensuring they are well-prepared for summer programming needs.

In June, the Township delivered a variety of leadership and certification courses, all with strong enrolment and high success rates. A notable addition this year was the Instructor Clinic, ensuring staff could recertify qualifications as needed.

Several staff members advanced to higher certification levels, including the addition of a second Standard First Aid instructor and three new examiners, all trained under the guidance of the Aquatic Director.

The Township also provided support to neighbouring municipalities by assisting with Bronze-level exams and National Lifeguard recertifications, helping to maintain safety and staffing levels across the region.

Update for 2026

In 2026, we are planning to offer the Aquatic Supervisor Course, Examiners Course, and Lifesaving Instructor Course in the spring to prepare staff for advanced leadership roles before the summer. None of these were offered this past June, and they will be needed to maintain staffing levels in future seasons.

All spring and June leadership courses are taught and examined by the Aquatic Directors

Table 2: Bronze level courses offered through TWPEC

Course	Number of Participants	Current Staff	Summer 2024	Summer 2023
Bronze Star	0		0	2
Basic First Aid	0			2
Bronze Medallion	7		9	11
Emergency First Aid	7		7	9
Bronze Cross	4	1	13	6
Standard First Aid	21	5	21	7
National Lifeguarding Course	7	4	13	13
National Lifeguarding Recert	10	6	18	11

Table 3: Leadership courses offered through TWPEC

Course	Number of Participants	Current Staff	Summer 2024	Summer 2023
Lifesaving Assistant instructor	We did something different this year		2	
Lifesaving society Instructors	Not offered		9	7
Swim Instructors	13	5	17	16
NEW Swim Instructor Update Clinic	5	3	Not offered	Not offered
Examiners	Not offered		7	
Aquatic Supervisor	Not offered		Not offered	8

Swimming Lessons Summary

This season, the Township focused on streamlining lesson delivery by designating Cardinal Pool as the primary location for evening lessons, given the availability of the wading pool—a critical resource for preschool and beginner swimmers. Lessons were offered during both daytime and evening slots; with evening lessons consolidated at Cardinal to maximize the use of the wading pool. To further optimize facility use, some lesson times were scheduled concurrently with Aquafit, allowing both pools to remain active and fully utilized.

Overall, 187 different children participated in lessons at Johnstown, while 209 participated at Cardinal. Some children enrolled in more than one session throughout the summer. Johnstown's daytime and Saturday lessons remained strong, with Saturday programs showing steady growth. However, with the shift of evening lessons to Cardinal, Johnstown saw a reduction in overall offerings. In contrast, Cardinal's daytime lessons declined by approximately 60 participants compared to last year, while

evening participation rose slightly. This reduction was largely due to fewer camp participants overall this season.

The continued strategy of positioning Cardinal as the central lesson pool, with strong emphasis on the wading pool, is expected to remain a key driver in sustaining and building future lesson enrollment. This restructured approach reflects a more efficient use of resources while continuing to meet community demand. Ongoing monitoring will ensure participation trends remain balanced between both pools.

Table 4: Swim for Life Program and Swim Patrol

	Overall day lessons			Evening lessons			Saturday lessons			Total		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Cardinal	246	275	214	102	110	115	N/A	N/A	N/A	348	385	329
Johnstown	225	242	251	63	50	N/A	16	20	30	304	312	281

Table 5: Pool attendance by season

	2025 total number of Swimmers	2024 total number of Swimmers	2023 total number of Swimmers	2022 total number of Swimmers
Cardinal Pool Public Swim/Lane Swim	4011	3200	2673	2481
Cardinal Aquafit (2 nights)	302	270	247	84
Johnstown Pool Public Swim/Lane Swim	3185	3140	2921	2935
Johnstown Aquafit (2 nights)	215	210	160	55

Observation of the usage of the two Facilities

- The Cardinal facility saw increased use of the wading pool this summer, particularly by families. Continued emphasis on promoting this feature is recommended, as it provides significant benefits for teaching young children.
- Cardinal Public Swims experienced strong attendance, with peak days drawing as many as 60 swimmers in the main pool.
- Johnstown Pool maintained steady usage throughout the summer, with consistent participation from its core group of local members.

June Programming

June programming ran from June 6 to June 27, offering leadership courses alongside a smaller range of swim lessons, public swims, and Aquafit classes. Public swims averaged about 26 swimmers per evening, with peak attendance reaching up to 55 swimmers across both pools. Aquafit also saw strong participation, while only three families enrolled in early wade pool lessons.

Once again, we partnered with South Edwardsburgh Public School, with students attending two swimming lessons each. Hosting these lessons at the Cardinal Pool proved highly beneficial, as both the main pool and wade pool were utilized—especially for timed swims.

Update for 2026

Continue this partnership with South Edwardsburgh next year, while also reaching out to other local schools to expand access. Aligning with [Real World Learning](#) principles, this initiative would provide students with meaningful swimming instruction. The Cardinal Pool should remain the preferred location due to its wade pool, which offers greater flexibility for programming and skill development.

Swim Team

In 2025, the Swim Team reached a major milestone with the successful amalgamation of participants from the Johnstown Bear Paws and the Cardinal Sea Sharks. This change followed a 2024 recommendation to merge programs due to low Cardinal participation and the benefits of a unified team.

The transition was smooth and well-received, with most Cardinal swimmers joining the Johnstown program. No conflicts or concerns arose, and the move fostered a positive, unified team environment. A total of 47 paid swimmers participated this year, including 18 non-TWPEC residents and 29 TWPEC residents.

The combined team benefitted from expanded pool time as follows:

- Mondays and Wednesdays: 4:45 p.m. to 5:45 p.m. (combined practices)
- Tuesdays and Thursdays: 4:45 p.m. to 5:55 p.m. (split into junior and senior groups)
- Fridays: 4:45 p.m. to 6:15 p.m. (split into junior and senior groups)

The team competed in several events, both in individual and relay events, and proudly hosted its own highly successful home meet.

This program's success was made possible by the dedication of a committed community volunteer, whose leadership was instrumental to the team's achievements.

Update for 2026

With no changes to the current swim team practice we will investigate running a Master Swim Team program that could run Monday and Wednesday nights from 7:00 p.m. to 8:00 p.m. following Aquafit. This program would be for adults that would like to continue to swim recreationally and or train over the summer months.

Aquafit

The Aquafit program ran four times per week over an eight-week period, with each pool hosting two evening sessions from 6:00 p.m. to 7:00 p.m. This time slot remains popular with participants.

Attendance was highly weather-dependent, with fluctuations largely influenced by daily conditions. On average, classes drew about 15 participants, with Cardinal sessions seeing the larger numbers and Johnstown averaging approximately 11 participants per evening. In total, about **40 different individuals** participated in the program, the majority being Township residents.

The instructor continued to foster strong relationships with participants, contributing to both the program's success and overall participant satisfaction.

Junior Lifeguard Club

The Junior Lifeguard Club experienced strong growth this year, drawing participants from both within the Township and neighbouring municipalities. A total of 20 participants were enrolled, including 12 non-TWPEC residents and 8 TWPEC residents. The program ran twice a week for 50 minutes over an eight-week period.

As the program is currently offered free of charge, it is recommended that eligibility be tied to registration in at least one other Township aquatic program. Alternatively, the Township could consider introducing a modest registration fee to help offset program costs.

A highlight of the season was the return of Fun Day, where participants had the opportunity to try lifesaving sport activities. This engaging event provided a fun way to close the summer while also sparking potential future interest in lifesaving sport.

New in 2025: Assistant Instructors Program

This summer, the Township introduced an Assistant Instructors initiative, encouraging 14-year-olds who had completed their Bronze Medallion, were registered for Bronze Cross, and were interested in becoming lifeguards to volunteer in our lesson program. These participants worked alongside senior instructors, gaining valuable hands-on experience and insight into the instructional process before becoming eligible to take the Swim Instructor certification at age 15.

In 2025, three participants took part in this program, each gaining practical knowledge, increased confidence, and a deeper understanding of our aquatic programs. Feedback from both staff and participants was very positive, with the initiative proving to be an excellent stepping stone toward future instructor roles. This partnership approach not only supports the professional development of young aspiring lifeguards but also strengthens our long-term staffing capacity.

New in 2025: Private Swimming Lessons

The Township once again offered private lesson opportunities at both pools, with a total of 9 lessons in Cardinal and 7 in Johnstown.

In Cardinal, these lessons were scheduled during our *Sensory-Friendly Swim* time, creating a quieter and more comfortable environment for swimmers who may feel intimidated in larger group settings. This approach not only supported skill development but also provided a welcoming space tailored to individual needs. Lessons were offered in two blocks throughout the summer, giving families flexible options.

In Johnstown, private lessons were held on Tuesdays and Thursdays over the lunch hour, offering convenient midday instruction for swimmers seeking one-on-one attention.

Overall, the private lesson program continues to serve as a valuable complement to group lessons, helping swimmers gain confidence and progress at their own pace. However, increased promotion is recommended in future seasons to ensure families are fully aware of this option, as interest in private lessons often grows once parents and swimmers realize the personalized benefits they provide.



Recreation Coordinator



Facilities Manager