

**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**COMMUNITY DEVELOPMENT**

**Monday, April 7, 2025, 6:30 PM**  
**Corporation of The Township of Edwardsburgh Cardinal**  
**Council Chambers, Spencerville Ontario**

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

STAFF: Dave Grant, Director of Operations/Deputy CAO  
Tim Fisher, Planner  
Wendy VanKeulen, Community Development Coordinator  
Rachel Porter, Recreation Coordinator  
Mary Tessier, Consultant  
Natalie Charette, Interim Clerk

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

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

**2. Approval of Agenda**

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

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That the agenda be approved as amended.

Carried

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

None.

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

None.

**5. Delegations and Presentations**

a. Every Kid in Our Communities Coalition - Jane Hess

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

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

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

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

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

## **6. Action/Information/Discussion Items**

a. Play: Recreation

1. Spring Recreation Update

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

b. Live: Land Use Planning

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

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

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

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

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

1. That the severed parcel shall be merged with the abutting parcel of land municipally addressed as 709 County Road 21, which is the retained parcel of consent application B-11-25; and

2. That the owner/ applicant shall provide a copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch; and

3. That the owner/applicant obtain a minor variance for the reduced lot area of the retained lot (707 County Road 21), prior to the issuance of the Certificate of Official; and

4. That a copy of any decision notice be provided to the Township for our files.

and;

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

1. That the owner/ applicant shall provide a copy of the final registered plan (R-Plan) to the Township Planning Department for

our files, and that the plan meets the general intent of the approved consent sketch; and

2. That the owner/applicant obtain a minor variance for the reduced lot area of the severed and retained lots and the reduced road frontage of the retained lot, prior to the issuance of the Certificate of Official; and

3. That a copy of any decision notice be provided to the Township for our files.

Carried

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

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

**Moved by:** W. Smail

**Seconded by:** S. Dillabough

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

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

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

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

prior to registration.

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

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

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

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

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

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

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

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

Conservation Development Permit prior to any development or site alteration.

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

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

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

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

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

AND;

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

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

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

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

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

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

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

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

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

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

Conservation Development Permit prior to any development or site alteration.

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

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

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

Carried

### 3. Domestic Fowl Supplementary Report

Committee was provided a detailed overview of the report, which focused solely on settlement areas. A future report will be presented at the next Committee of the Whole, Community Development Meeting which will provide an update on the suggested amendments to Hobby Farms and Domestic Fowl in the Rural Area.



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

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

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

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

Carried

c. Work: Economic Development

1. EC Connects - Update

Committee was provided a detailed overview of the report.

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

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

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

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

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

Carried

2. Implementation of a Buy Canadian Policy

Committee was provided a brief overview of the report.

**Moved by:** S. Dillabough

**Seconded by:** T. Deschamps

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

Carried

7. **Inquiries/Notices of Motion**

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

8. **Member's Report**

Member's reported on the following:

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

9. **Question Period**

None.

10. **Closed Session**

None.

11. **Adjournment**

**Moved by:** S. Dillabough

**Seconded by:** T. Deschamps

That Committee does now adjourn at 8:28pm.

Carried

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Chair

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Clerk