



## COUNCIL AGENDA

Date: **Monday, January 13, 2025, 6:30 p.m.**

Location: **Lansdowne Council Chambers**

To register in advance for this webinar, [click here](#). After registering, you will receive a confirmation email containing information about joining the webinar. Accessible formats and communication supports are available upon request.

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### Pages

1. **Call to Order**

Time: PM

2. **National Anthem**

- Playing of O'Canada

3. **Adoption of Agenda**

3.1 **Motion to Adopt**

**Recommendation:**

**That** the agenda be adopted as circulated.

**And That** Council suspend the rules of the procedural by-law for this meeting to allow a delegation to be added as Item 7.

4. **Declaration of Pecuniary Interest and the General Nature Thereof**

5. **In-Camera**

None.

6. **Reporting out of In-Camera**

None.

7. **Delegation**

Daniel Segal of Segal Construction will be present to discuss his proposal to address Ontario's housing crisis by building affordable, energy-efficient homes

through innovative public-private partnerships.

8. **Consent Agenda**

9. **Adoption and/or Receipt of Minutes**

**Recommendation:**

**That** the December 2, 2024 Public Meeting Minutes be adopted as circulated;  
and

**That** December 9, 2024 Council Meeting Minutes and December 2, 2024 and  
January 6, 2025 Committee of the Whole Meeting Minutes be adopted as  
circulated; and

**That** the December 12, 2024 Special Council Meeting (Budget Day) Minutes be  
adopted as circulated; and

**That** the November 26, 2024 Committee of Adjustment Meeting Minutes be  
received and filed.

9.1 **November 26, 2024 Committee of Adjustment Minutes** 16

9.2 **December 2, 2024 Public Meeting Minutes** 90

9.3 **December 2, 2024 Committee of the Whole Meeting Minutes**

9.4 **December 9, 2024 Council Meeting Minutes**

9.5 **December 12, 2024 Special Council Meeting Minutes (Budget Day)**

9.6 **January 6, 2025 Committee of the Whole Meeting Minutes**

10. **Staff Reports**

None.

11. **Information Items**

None.

12. **Action Required Items**

12.1 **2025 Municipal Operating and Capital Budgets** 92

**Recommendation:**

**That** Council receive Corporate Services Report 2025-002 – 2025  
Municipal Operating and Capital Budgets; and

**That** Council approve the 2025 proposed operating budget with a net  
levy requirement of \$12,869,100; and

**That** Council approve the 2025 proposed Township residential tax rate of 0.00539115; and

**That** Council approve the 2025 proposed capital budget of \$14,889,100; and

**That** Council approval of the 2025 Municipal Operating and Capital budget as proposed does not constitute approval for staff to proceed with any capital project funded in part, or in whole, through a grant; and

**That** Council direct staff to report to Council on the success or failure of any grant applications authorized by Council in respect to any capital project and provide proposed options in respect of the applicable project for Council's consideration.

**12.2 2025 Water and Wastewater Operating and Capital Budgets**

99

**Recommendation:**

**That** Council receive Corporate Services Report 2025-003 – 2025 Water and Wastewater Operating and Capital Budgets; and

**That** Council approve the 2025 proposed Water operating budget of \$376,100; and

**That** Council approve the 2025 proposed Wastewater operating budget of \$354,400; and

**That** Council approve the increases to water and wastewater rates in accordance with the rate study, effective for the January 2025 billing cycle; and

**That** Council approve the Water and Wastewater capital budget of \$3,320,100; and

**That** Council approval of the 2025 Water and Wastewater capital budget as proposed does not constitute approval for staff to proceed with any capital project funded in part, or in whole, through a grant; and

**That** Council direct staff to report to Council on the success or failure of any grant applications authorized by Council in respect to any capital

project and provide proposed options in respect of the applicable project for Council's consideration.

### 12.3 Lansdowne Projects

#### **Recommendation:**

**Whereas** the Village of Lansdowne is designated as a settlement area in the Township of Leeds and the Thousand Islands' Official Plan and, as such, all residential and commercial development within the boundaries of the Village must be provided access to municipal water and wastewater services;

**And Whereas** in order to accommodate planned and future growth in the Village, an upgrade to the municipal water storage and distribution system is required to increase water storage for resident needs and improve water pressure for firefighting;

**And Whereas** the required upgrades to the municipal water storage and distribution system are estimated to cost \$4,501,605;

**And Whereas** a significant portion of the roads, sidewalks, stormwater infrastructure and sanitary system within the Village are in need of repair and improvement (known as the "Lansdowne Urbanization Project");

**And Whereas** the estimated cost of the work required for the Lansdowne Urbanization Project is estimated at \$14,875,000;

**And Whereas** without financial assistance from federal and/or provincial governments or other entities, the Township will be unable to undertake the projects;

**And Whereas** through the 2025 municipal budget process, Council has indicated its support for both projects on condition that the Township secures appropriate grant funding;

#### **Be It Resolved That:**

1. Council approval of the 2025 Capital Budget as proposed by staff does not constitute approval for staff to proceed with either the upgrade to the municipal water storage and distribution

system or Lansdowne Urbanization Project; and

2. Staff are directed to report to Council on the success or failure of any grant applications authorized by Council in respect of both projects and provide proposed options in respect of the applicable project for Council's consideration.

**12.4 Council Vacancy – Ward 2** 104

**Recommendation:**

**That** Council declare the office of Councillor Ward 2, held by Mark Jamison, vacant; and

**That** Council directs staff to move forward with Option \_\_\_\_\_ as described in staff report Administration-2025-002 to fill the vacancy of the office of Councillor Ward 2.

**12.5 Appointment of Cataraqui Conservation Full Authority Board Member** 112

**Recommendation:**

**That** Council appoint \_\_\_\_\_ to the Cataraqui Conservation Full Authority Board for the remainder of the council term.

OR

**That** Council appoint \_\_\_\_\_ to the Cataraqui Conservation Full Authority Board for the 2025 calendar year.

**12.6 Fire Protection Grant- Cancer Prevention Initiative** 114

**Recommendation:**

**That** Council receive Report Fire Services-2025-001-Fire Protection Grant- Cancer Prevention Initiative, and

**That** Council authorize the Treasurer to sign all relevant documents and agreements to facilitate receiving the funding in relation to the Fire Protection Grant.

**12.7 Municipally Significant Event – Seeley's Bay Lions Frost Fest 2025** 116

**Recommendation:**

**That** Council deem the Seeley's Bay Lions Frost Fest for February 7<sup>th</sup>-9<sup>th</sup>, 2025 as Municipally Significant for the purposes of the Alcohol Gaming Commission of Ontario's Special Occasion Permit process.

**12.8 2025 Interim Tax Levy By-law**

120

**Recommendation:**

**That** Council grant first and second readings to By-law 2025-001 being a by-law to provide for the interim tax levy on all property classes and to provide for the payment of taxes.

**13. Mayor's Update**

**14. Announcements**

**15. By-laws**

**15.1 By-law 2025-001 - 2025 Interim Tax Levy**

123

**15.2 By-law 2025-002 - Confirmation**

124

**Recommendation:**

**That** third reading and final passage be granted to By-law:

- 2025-001

**And that** three readings and final passage be granted to By-law 2025-002 being a By-law to confirm the proceedings of the Corporation of the Township of Leeds and the Thousand Islands at its January 13th, 2025 Council meeting.

**16. Adjournment**

**16.1 Motion to Adjourn**

**Recommendation:**

**THAT** Council adjourn at \_\_\_\_\_ p.m..



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**WELCOME TO**  
**YOUR NEW SUSTAINABLE**  
**HOME**

Segal Construction is committed to addressing Ontario's housing crisis by building affordable, energy-efficient homes through innovative public-private partnerships. In alignment with Bill 23, More Homes Built Faster Act, we are delivering homes at or below Ontario's Affordable Purchase Price for detached homes, supporting the province's goal of 1.5 million new homes by 2031. Our goal is to provide attainable housing for first-time buyers, retirees, and workers.

**FLEXIBLE LIVING FOR EVERY STAGE OF LIFE**



**First-time buyers**

Accessible, affordable homes designed to help buyers enter the housing market.



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Single-level, accessible homes, perfect for those looking to downsize.



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Ideal for municipalities in need of temporary or permanent accommodations for local workers.

**INNOVATIVE HOUSING  
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ADDRESS THE HOUSING  
CRISIS IN ONTARIO**



**OUR HOMES ARE RISK-ADJUSTED TO MEET DEMAND, MINIMIZING INVESTMENT RISKS WHILE OFFERING FLEXIBILITY TO MUNICIPALITIES:**



Low initial cost of investment to phase construction based on demand..

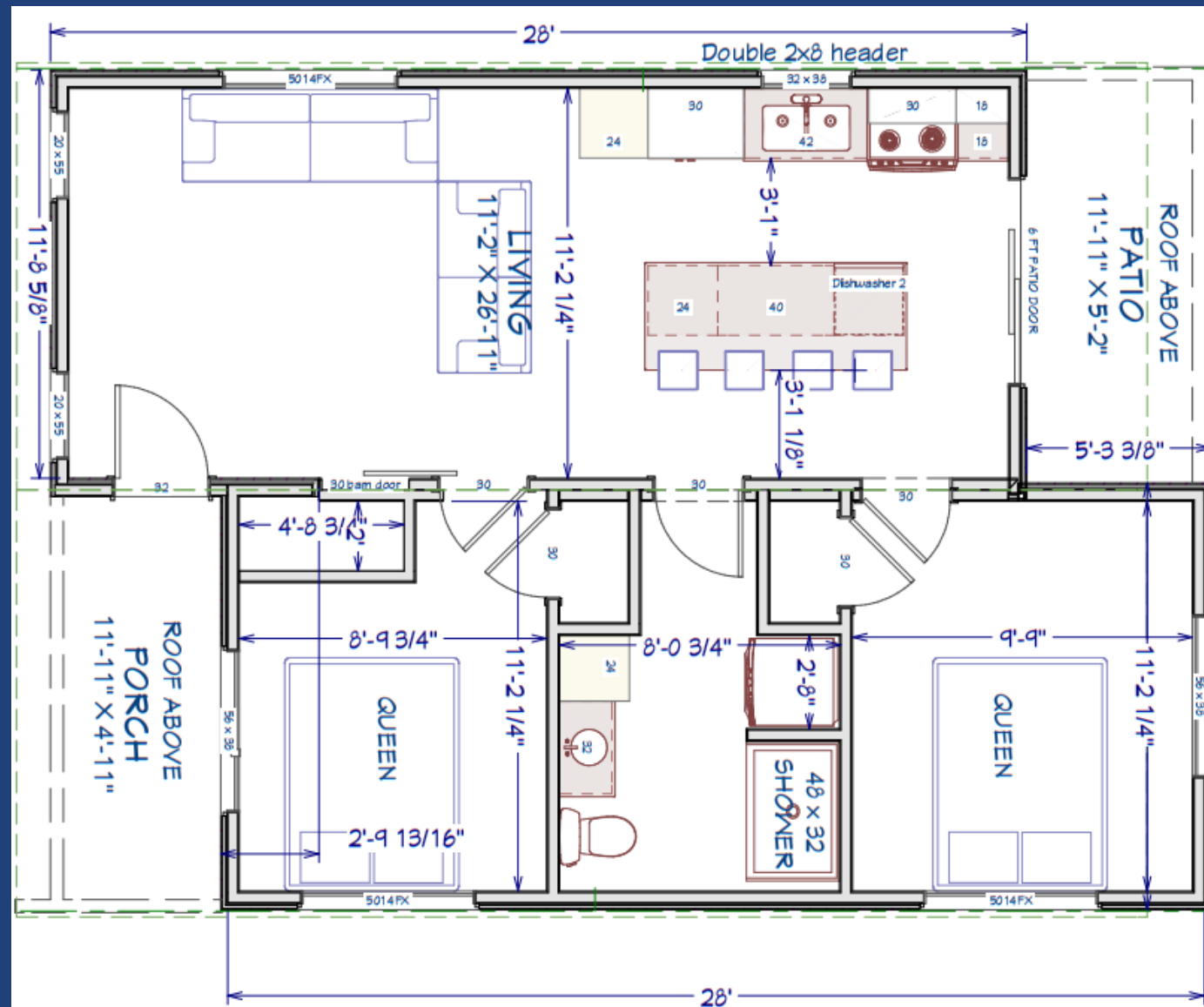


Rapid deployment ensures homes are built quickly, allowing communities to grow without delay.

Prefabricated construction ensures cost efficiency and high-quality standards.



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AND MUNICIPALITIES**



With a 10% IRR over 30 years, this model is a smart, long-term investment for both buyers and municipalities, backed by a Tarion warranty for peace of mind.

**IF YOUR COUNCIL IS INTERESTED IN BEING PART OF THIS MOVEMENT, I WOULD APPRECIATE A COMMITMENT IN ONE OR MORE OF THE FOLLOWING AREAS:**

My ambitious goal for 2025 is to build 1,000 units, starting with phase one, which includes developing five compact communities across Ontario. Three municipalities have already signaled a willingness to partner, leaving two remaining spots for municipalities interested in addressing housing needs through this innovative solution.

## THE ASK

### **Facilitating Construction:**

Support by adopting flexible bylaws to streamline development, modeled after successful strategies from municipalities south of the border.



### **Access to Land:**

Providing access to serviced or unserviced land that is suitable for the project.

## THE ASK

A commitment to provide or finance essential community services such as roads, drainage, street lighting, and electrical infrastructure.



### **Mutual Non-Disclosure Agreements (NDA):**

Given the unpaid time invested in developing this scalable model, I request mutual NDAs to protect intellectual property and sensitive information shared during our discussions.





## Contact

### Contact Us Today

To learn more to explore how your municipality can partner with us and bring this innovative housing solution to your community, contact our sales team:

Daniel Segal – Builder / Owner

Phone: 647-773-7946

Email: [Torontolaneway@gmail.com](mailto:Torontolaneway@gmail.com)

Web: [www.segalconstruction.ca](http://www.segalconstruction.ca)



## COMMITTEE OF ADJUSTMENT MINUTES

**Date:** November 26, 2024, 1:00 p.m.  
**Location:** Lansdowne Council Chambers

**Members Present:** Jim Kehoe  
Bruce Craig  
Katherine Graham  
Todd Robertson  
Paul Veenstra

**Staff Present:** Kyle Peel  
Lindsay Lambert  
Amanda Werner-Mackeler

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### 1. CALL TO ORDER

The hearing was called to order at 1 pm.

### 2. ADOPTION OF AGENDA

**Resolution Number: COA-2024-084**

**Moved by:** Katherine Graham

**Seconded by:** Paul Veenstra

**THAT** the Agenda be adopted as circulated.

**Carried**

### 3. ADOPTION OF MINUTES

#### 3.1 October 29, 2024 Hearing

**Resolution Number: COA-2024-085**

**Moved by:** Bruce Craig

**Seconded by:** Todd Robertson

**That** the minutes of the October 29, 2024 hearing of the Committee of Adjustment be adopted as circulated.

**Carried**



**4. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

No pecuniary or other interest was declared.

**5. OUTSTANDING APPLICATIONS**

None.

**6. NEW APPLICATIONS**

**6.1 D13-2024-050 18 Club Island**

The application was introduced to permit the construction of a solar array. The following variances from Zoning By-Law 07-079 are required:

3.32(b)	Where any lot is adjacent to a waterbody or watercourse, any building, structure, campsite, agricultural use that includes the keeping of livestock, and septic disposal system shall be set back a minimum of 30.0 metres (98.43 ft.) from the high water mark	4 metres (13.1 feet)	26 metres (85.3 feet)
3.32(d)	Notwithstanding other provisions of this by-law, no building or structure shall be erected or altered within 30 metres of a seasonal or permanent wetland not categorized herein.	2 metres (6.6 feet)	28 metres (91.9 feet)
5.5(b)	Front Yard (minimum): 30.0 m (98.43 feet)	4 metres (13.1 feet)	26 metres (85.3 feet)

Written Agency Comments:

Cataraqui Region Conservation Authority - No objections.

Written Public Comments:

None.

Written Staff Comments:

Senior Planner, Lindsay Lambert - Recommended approval, subject to conditions.

Verbal Correspondence:

Dan and Julie Foley, owners, appeared before the Committee.

Senior Planner, Lindsay Lambert reviewed the proposal noting that it was a minor variance application to permit an existing solar array within 30 metres of the high water mark and front yard setback from the Island Residential Zone, and within 30 metres of the wetland. The proposal meets the tests for the location of the accessory structure. No concerns were raised by external agencies or neighbours. The solar array will not generate adverse impacts on the property. The application has been found to be consistent with the applicable policies and regulations of the Land Use planning documents of the Township. Planning Staff recommend approval of this application per the details and conditions enclosed within the staff report.

Chair Kehoe asked for comments from the in person and virtual audience and no comments were received.

The Committee discussed the application, noting the length of time that it had already been in place. The Committee noted there would be very limited, if any, other spots on the property for it. The Committee had no concerns with the proposal.

**Resolution Number: COA-2024-086**

**Moved by:** Katherine Graham

**Seconded by:** Bruce Craig

**That** application D13-2024-050 be approved subject to the conditions as included in the Planner's Report and the decision of the Committee.

**Carried**

## **6.2 D13-2024-052 5 Millars Lane**

The application was introduced to permit the construction of an addition of an attached covered deck on an existing legal non-complying dwelling. The following permission from Zoning By-Law 07-079 are required:

	Provision	Existing Structure	Proposed Attached Covered Deck	Permission Requested
-	Increase in size of a legal non-complying structure	Dwelling: 85.7 square metres (922.5 square feet)	Covered Attached Deck: 24.6 square metres (264.8 square feet)	Total floor area of non-complying structures: 110.3 square metres (1,187.3 square feet)

Written Agency Comments:

Cataraqui Region Conservation Authority - No objections.

Written Public Comments:

John Erb and Shireen Palamkote, neighbours, no objections.

Written Staff Comments:

Planner, Kyle Peel - Recommended approval, subject to conditions.

Verbal Correspondence:

Shelley Bacon, owner, appeared before the Committee.

Planner, Kyle Peel reviewed the proposal and noted that the area of construction is already partially developed and therefore there is no net increase. The development will be no closer to the high water mark than existing development. The CRCA had no concerns. The application has been found to be consistent with the applicable policies and regulations of the Land Use planning documents of the Township. Planning Staff recommend approval of this application per the details and conditions enclosed within the staff report.

Chair Kehoe asked for comments from the in person and virtual audience and no comments were received.

The Committee discussed the application and noted it was straight forward and not intruding any closer to the river. The new development would be esthetically pleasing and will improve the land. The Committee had no concerns with the proposal.

**Resolution Number: COA-2024-087**

**Moved by:** Katherine Graham

**Seconded by:** Todd Robertson

**That** application D13-2024-052 be approved subject to the conditions as included in the Planner’s Report and the decision of the Committee.

**Carried**

**6.3 D13-2024-053 974 Burma Lane**

The application was introduced to permit the construction of two detached uncovered decks and a pumphouse structure. The following variances from Zoning By-Law 07-079 are required:

3.32(b)	Where any lot is adjacent to a waterbody or watercourse, any building, structure, campsite, agricultural use that includes the keeping of livestock, and septic disposal system shall be set back a minimum of 30.0 metres (98.43 ft.) from the high water mark.	Deck 3: 0 m (0 ft) Deck 4: 0 m (0 ft) Pumphouse: 14 m (45.9 ft)	Deck 3: 30 m (98.43 ft) Deck 4: 30 m (98.43 ft) Pumphouse: 16 m (52.5 ft)
3.32(d)	Notwithstanding other provisions of this by-law, no building or structure shall be erected or altered within 30 metres of a seasonal or permanent wetland not categorized herein.	Deck 3: 0 m (0 ft) Deck 4: 0 m (0 ft) Pumphouse: 14 m (45.9 ft)	Deck 3: 30 m (98.43 ft) Deck 4: 30 m (98.43 ft) Pumphouse: 16 m (52.5 ft)
5.5 (b)	Yard requirements (minimum)Front: 30.0 m (98.43 ft.)	Deck 3: 0 m (0 ft) Deck 4: 0 m (0 feet) Pumphouse: 14 m (45.9 ft)	Deck 3: 30 m (98.43 ft) Deck 4: 30 m(98.43 ft) Pumphouse: 16 m (52.5 ft)

Written Agency Comments:

Cataraqui Region Conservation Authority - No objections.

Written Public Comments:

William Lascelles, neighbour, no objections.

Dan Shire, Bert Shire, Becky Cross and Cindy Cross, neighbours, no objections.

Written Staff Comments:

Senior Planner, Lindsay Lambert - Recommended approval, subject to conditions.

Verbal Correspondence:

Luke Severson, owner, appeared before the Committee.

Senior Planner, Lindsay Lambert reviewed the proposal advising that it is a minor variance to reduce the setback to water, the front yard in the Shoreline Residential Zone and the setback to the wetland for the decks and the pumphouse which were constructed by a previous owner. The Staff report details the ways that the structures meet the four tests for an existing lot of record. The decks are elevated off the ground, are in an area of bedrock and not taking away for an area of vegetation. No concerns were raised by neighbouring property owners or the CRCA and no adverse impacts are anticipated. The application has been found to be consistent with the applicable policies and regulations of the Land Use planning documents of the Township. Planning Staff recommend approval of this application per the details and conditions enclosed within the staff report.

Chair Kehoe asked for comments from the in person and virtual audience and the following was received:

Robert Morgan, neighbour at 976 Burma Lane advised that he had no objections and noted that most of what has been done as been there for upwards of 20 years.

The Committee discussed the application and questioned whether or not the pumphouse was attached or detached. Mr. Severson advised that it is detached but very close to the dwelling. The Committee noted that the development was an inherited problem and had no further concerns with the application.

**Resolution Number: COA-2024-088**

**Moved by:** Bruce Craig

**Seconded by:** Paul Veenstra

**That** application D13-2024-053 be approved subject to the conditions as included in the Planner’s Report and the decision of the Committee.

**Carried**

**6.4 D13-2024-054 369 Ash Island**

The application was introduced to permit the expansion of legal non-complying attached uncovered decking. The following permission from Zoning By-Law 07-079 are required:

	Provision	Existing Attached Uncovered Decking	Proposed Attached Uncovered Decking	Permission Requested
-	Increase in size of a legal non-complying structure	155.4 square metres (1,672.7 square feet)	75.1 square metres (808.4 square feet)	Total floor area of non-complying structure: 230.5 square metres (2,481.1 square feet)

Written Agency Comments:

Cataraqui Region Conservation Authority - recommended deferral until such time that the deck is scaled back to ensure a minimum 4 metre setback from the top of the slope is achieved.

Cataraqui Region Conservation Authority - revised comments received November 26, 2024 advised that they reviewed the revised information and noted that at 16.8 metres from the property boundary, the deck development is outside the stable slope and would be supportable from a natural hazards perspective.

Written Public Comments:

None.

Written Staff Comments:

Planner, Kyle Peel - Recommended deferral to allow the applicant the opportunity to address agency comments that were provided through the technical circulation of the subject application.

Verbal Correspondence:

No one attended the hearing.

Planner, Kyle Peel reviewed the proposal advising that it is to expand a legal non-complying deck with respect to water and front yard setbacks. The decking spans multiple levels. During the technical circulation, the CRCA raised concerns in relation to the erosion hazards and a recommendation for deferral was brought forward. Staff met with the CRCA and the applicant and discussed the development. The morning of November 26, 2024, Staff received a revised letter from the CRCA which would permit the proposed development. Mr. Peel advised that Staff have no concerns with the proposal and have prepared conditions. He noted that the next hearing is December 10, 2024 and that the Committee could defer the application to allow staff time to prepare a formal recommendation.

Chair Kehoe asked for comments from the in person and virtual audience and no comments were received.

The Committee discussed the application and questioned the golf pad. Mr. Peel noted that the golf pad would be removed as it was not supportable. The applicants have agreed to remove it. The Committee had no further questions or concerns about the proposal but agreed that the application should be deferred to allow for proper procedures to be completed to change the recommendation and bring a report forward.

**Resolution Number: COA-2024-089**

**Moved by:** Katherine Graham

**Seconded by:** Todd Robertson

**That** application D13-2024-054 be deferred.

**Carried**

**7. OTHER BUSINESS**

None.

**8. ADJOURNMENT**

**Resolution Number: COA-2024-090**

**Moved by:** Paul Veenstra

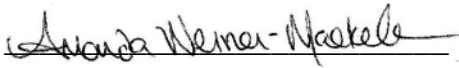
**Seconded by:** Katherine Graham

**THAT** the Committee of Adjustment will adjourn to meet again at the call of Secretary-Treasurer.

**Carried**

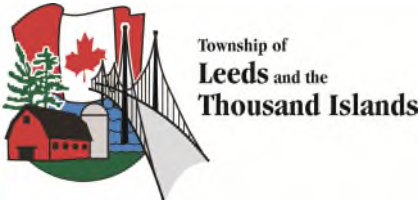


Chair



Secretary-Treasurer





Planning and Development Department  
**Committee of Adjustment**

**Notice of Decision**  
**Minor Variance Application**  
 (Section 45 of the Planning Act)

**Application No.:** D13-2024-050  
**Owner(s):** Dan and Julie Foley  
**Subject Property:** 18 Club Island  
**Legal Description:** Escott Plan 120 Club Island;W Pt Lot 1 RP 28R13311 Part;1

Notice was given and a Public Hearing was held on **Tuesday, November 26, 2024** as required by the Planning Act.

**Purpose of Application:**

The application is requesting zoning relief in the form of a minor variance with respect to an existing solar array that was added to the property in the absence of the required municipal approval and permit. The existing solar array installation requires zoning relief from the minimum setback to the highwater mark of the St. Lawrence River, the minimum setback to the wetland and from the minimum front yard setback requirement of the Island Residential 'RI' zone.

**Effect of the Application / Requested Variance to the Zoning By-Law:**

To permit the construction of a solar array and seek the following variance from Zoning By-Law 07-079:

Section	Provision	Proposed	Requested Zoning Relief
3.32(b)	Where any lot is adjacent to a waterbody or watercourse, any building, structure, campsite, agricultural use that includes the keeping of livestock, and septic disposal system shall be set back a minimum of 30.0 metres (98.43 ft.) from the high water mark	4 metres (13.1 feet)	26 metres (85.3 feet)
3.32(d)	Notwithstanding other provisions of this by-law, no building or structure shall be erected or altered within 30 metres of a seasonal or permanent wetland not categorized herein.	2 metres (6.6 feet)	28 metres (91.9 feet)
5.5(b)	Front Yard (minimum): 30.0 m (98.43 feet)	4 metres (13.1 feet)	26 metres (85.3 feet)

**We, the undersigned members of the Committee of Adjustment of the Township of Leeds and the Thousand Islands do hereby certify that, in making the following decision under Subsection 45(8) of the *Planning Act* upon the hearing of this Application, including all materials submitted by the public / owner / agent / planner and have taken due regard to the requirements set out in Section 45(1) and Section 45(2) of the *Planning Act*. The following decision was reached at a Hearing on Tuesday November 26, 2024.**

**Decision:** Application D13-2024-050 to permit the construction of a solar array as shown on the attached 'Schedule A', is conditionally APPROVED.

**Effect of Written and Oral Submissions and Applications**

In making the decision for this application, 0 written submission(s) and 0 meeting verbal submission(s) were received from the public. The Committee reviewed and considered the submissions from the public and agencies in making the decision on this application. The

effect of the comments was that they informed the Committee of the various additional public interests surrounding the subject application.

**It was the Decision of the Committee of Adjustment that:**

The Minor Variance Application is Approved with Conditions.

It is the decision of the Committee of Adjustment to approve this variance application for the following reasons:

- The general intent and purpose of the Official Plan is maintained.
- The general intent and purpose of the Zoning By-law is maintained.
- The variance(s) is considered desirable for the appropriate development of the land.
- In the opinion of the Committee, the variance(s) is minor.

**This decision is subject to the following condition(s):**

1. The dimensions and setbacks for the proposed development are required to be consistent with the plan attached as Schedule 'A' of the Decision. Any deviation from these specifications will require review by the Township and may necessitate further approvals to be granted by the Township and/or any other governing agency, body, or authority, where applicable; and
2. As a best management practice towards sustainable waterfront living, staff encourage re-naturalization of the property. This can be achieved by planting a healthy native vegetative buffer which would provide protection against the unpredictable energy and impact associated with the hydrologic processes of the St. Lawrence River.

**Signatures**

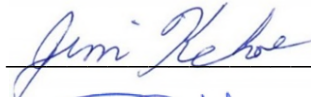
Bruce Craig, Member

  
\_\_\_\_\_


Katherine Graham, Member

  
\_\_\_\_\_


Jim Kehoe, Member

  
\_\_\_\_\_

Todd Robertson, Member

  
\_\_\_\_\_

Paul Veenstra, Member

  
\_\_\_\_\_

DECISION DATE: **Tuesday, November 26, 2024**

DECISION CIRCULATED ON: **Wednesday, November 27, 2024**

DEADLINE FOR APPEALS: **Monday, December 16, 2024**

**Right of Appeal to the Ontario Land Tribunal**

The applicant, the Minister or a specified person (i.e. utilities) 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 by filing with the secretary-treasurer of the committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary-treasurer of the fee charged by the Tribunal as payable on an appeal from a committee of adjustment to the Tribunal.

"Public Body" and "Specified Person" are defined under Section 1(1) of the Planning Act.

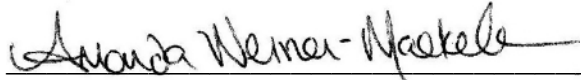
You must pay a filing fee of \$400.00 by certified cheque or money order payable to The Minister of Finance. To obtain a copy of the applicable form and other information about the appeal process, please visit [www.elto.gov.on.ca](http://www.elto.gov.on.ca).

On an appeal to the Tribunal, the Tribunal shall, except as provided in subsections (15) and (17), hold a hearing of which notice shall be given to the applicant, the appellant, the secretary-treasurer of the committee and to such other persons or public bodies and in such manner as the Tribunal may determine.

IF NO APPEAL IS MADE within twenty (20) days, the decision of the Committee is final and the Secretary-Treasurer shall notify the applicant.

### **Certification of True Copy**

I, Amanda Werner-Mackeler, Secretary-Treasurer of the Committee of Adjustment for the Township of Leeds and the Thousand Islands, hereby certify that this is a true and exact copy of the decision of the Committee of Adjustment as decided on November 26, 2024.



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Amanda Werner-Mackeler, *CPT*  
Secretary-Treasurer

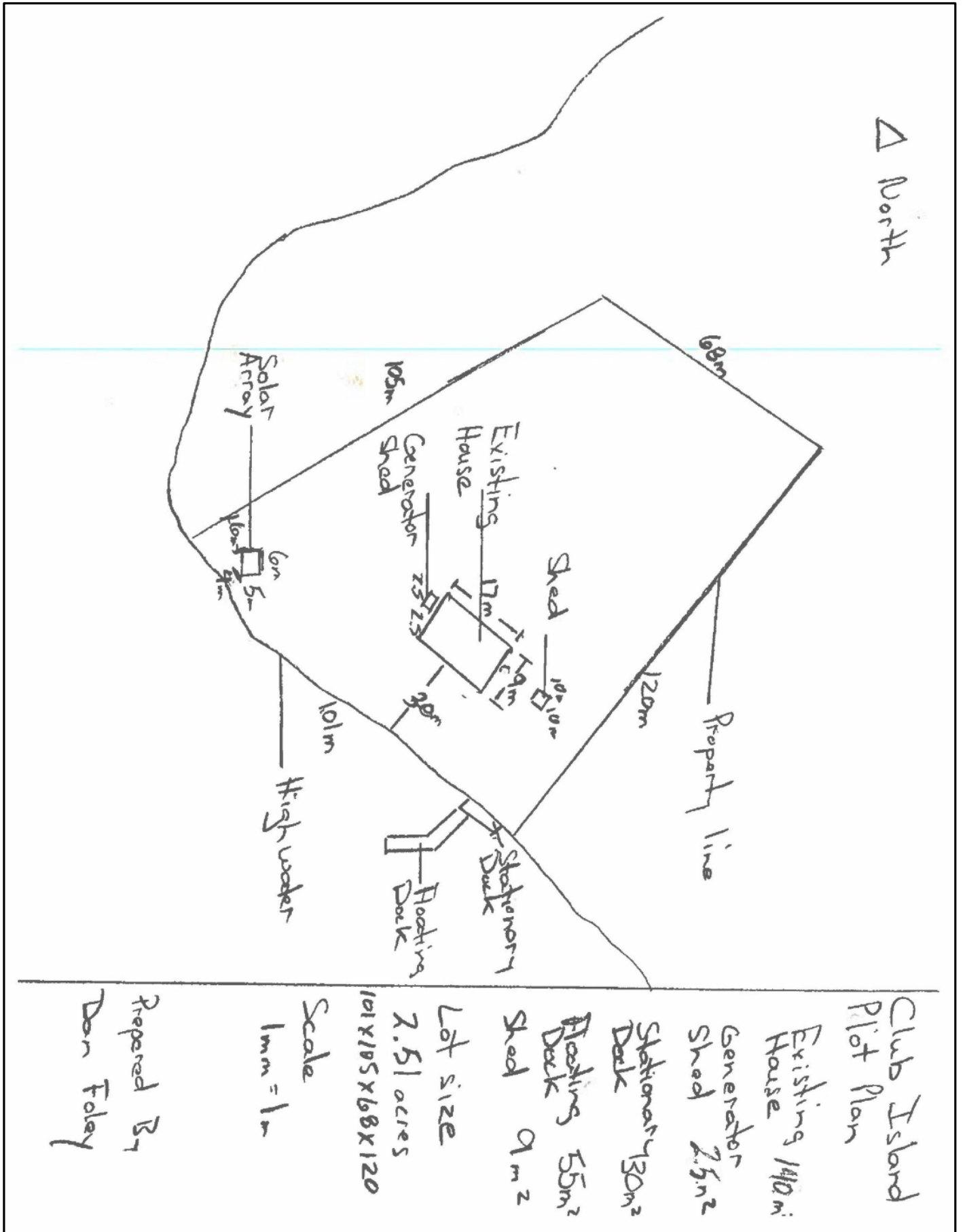
Committee of Adjustment  
Planning and Development Department  
Township of Leeds and the Thousand Island  
1233 Prince St, PO Box 280, Lansdowne, ON K0E 1L0 Tel: (613) 659 2415  
Fax: (613) 659 3619

**Schedule A**

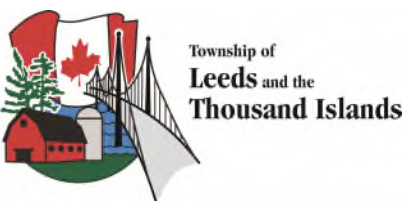
**Minor Variance Application:** D13-2024-050

**Owner(s):** Dan and Julie Foley

**Location:** 18 Club Island



Club Island  
 Plot Plan  
 Existing House 140m<sup>2</sup>  
 Generator Shed 2.5m<sup>2</sup>  
 Stationary Deck 130m<sup>2</sup>  
 Floating Deck 55m<sup>2</sup>  
 Shed 9m<sup>2</sup>  
 Lot size  
 2.51 acres  
 101x105x168x120  
 Scale  
 1mm = 1m  
 Prepared By  
 Dan Foley



Township of  
**Leeds and the  
 Thousand Islands**

*Jim Kebe*  
 \_\_\_\_\_  
 Committee Chairperson

*Avanda Werner-Nocke*  
 \_\_\_\_\_  
 Secretary-Treasurer

Date: November 26, 2024  
 Prepared by: AZWM

October 21, 2024

**Sent by e-mail**

Kyle Peel M.Pl.  
Planner  
Township of Leeds and the Thousand Islands  
1233 Prince Street  
P.O. Box 280  
Lansdowne, ON K0E 1L0

Dear Mr. Peel:

**Re: Application for Minor Variance Section 45(1) D13-2024-050 (Foley)  
Plan 28R 13311; Former Front of Escott  
18 Club Island, Township of Leeds and the Thousand Islands  
Waterbody: The St. Lawrence River & Hill Island East Provincially  
Significant Wetland**

Cataraqui Conservation staff have reviewed the above-noted application and offer the following comments for the Committee of Adjustment's consideration. These comments are provided based on Cataraqui Conservation's role as technical advisor to the Township on *Planning Act* applications and as a regulatory authority responsible for the implementation of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*.

**Summary of Proposal**

The application is requesting relief from the Township Zoning By-Law to permit an existing solar array that was added to the property in the absence of the required municipal approval and permit. The existing solar array installation requires zoning relief from the minimum 30 metre setback from the highwater mark of the St. Lawrence River, the minimum 30 metre setback from Hill Island East Provincially Significant Wetland and from the minimum 30 metre front yard setback requirement.

The solar array is approximately 4 metres from the highwater mark of the St. Lawrence River, 2 metres from the boundary of Hill Island East Provincially Significant Wetland and 4 metres from the front yard boundary.

**Site Description**

Staff attended a site visit on September 26, 2024 to review the existing development and obtain additional site specific information relative to the Hill Island East Provincially Significant Wetland. The subject property is approximately 1.01 hectares in size and is located on the southwestern point of Club Island and is encompassed by Hill Island East Provincially Significant Wetland. The shoreline of the subject property varies with some areas of gradual sloping topography and areas where the slope reaches at height of 3

metres. The lot is occupied primarily by woodland with areas that have been cleared for existing development. Existing development includes a single residential dwelling, a shed, a generator shed, and a solar array.

The subject property is designated 'Rural', Provincially Significant Wetland', 'Woodlands', and 'Highly Vulnerable Aquifer' in the Township Official Plan and zoned 'Island Residential' and 'Locally Significant Wetland' in the implementing zoning by-law.

### **Discussion**

The main interest of Cataraqui Conservation with respect to this application is the avoidance of natural hazards (i.e. flooding and erosion) associated with the St. Lawrence River and the protection of the hydrologic function of Hill Island East Provincially Significant Wetland as it relates to mitigating natural hazards.

### **Natural Hazards**

Cataraqui Conservation, through our implementation of Ontario Regulation 41/24 and, in accordance with the natural hazards policies of the 2020 Provincial Policy Statement (PPS), directs development away from lands subject to natural hazards, such as flooding and erosion to protect people and property.

### ***Flooding***

The regulatory flood plain for the St. Lawrence River in the location of the subject property is 75.9 m GSC. Generally, development (buildings and structures) and site alteration (excavating, grading and placement of fill) is required to occur outside of 6 metres from the regulatory flood plain elevation. However, under Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits* certain exemptions apply. Specific to this application, non-habitable structures less than 15 sq metres in size are exempt from O.Reg 41/24 where meeting the minimum setback from natural hazards does not apply.

As constructed, the solar array is located within the flood plain. Staff assessed the solar array and determined that the overall impact of the 30 sq metre area of the solar panels when in a position parallel to the ground has minimal impact on the flooding hazard. It is only the 12.5 sq. m. concrete slab and support frame that are in direct contact with the ground. From our review, these components present negligible risk in terms of the flooding hazard. Also, as a non-habitable structure less than 15 sq metres in size, the structure is not subject to the 6 metre setback under CRCA's regulatory policies.

### ***Erosion***

Cataraqui Conservation defines the extent of potential erosion hazards for connecting channels such as the St. Lawrence River as the sum of either a 1(h):1(v) or 3(h):1(v) slope stability allowance (depending on slope material), toe erosion allowance, plus an erosion access allowance of 6 metres. Together, these make up what is known as the 'Erosion Hazard Limit'.

The shoreline in the location of the solar array is approximately 0.5 metres in height and is composed of shallow till over granite bedrock. Using a 1:1 slope stability allowance applied to a 0.5-metre-high slope, plus a 5 metre toe erosion allowance, the erosion hazard associated with the shoreline is 5.5 metres measured inland from the toe of slope.

As constructed, the solar array is located within the erosion hazard. However, as noted above, the structure is less than 15 sq. metres. in area, is exempt from CRCA's O. Reg. 41/24 and presents negligible risk in terms of the erosion hazard.

### **Hydrologic Function of Hill Island East Provincially Significant Wetland**

Under Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*, generally all new development and site alteration must take place outside a minimum 30 metre setback from the boundary of all wetlands greater than 0.5 hectares. The 30 metre setback is required to protect the hydrologic function of the wetland especially as it relates to the wetland's ability to store water during high water levels events assisting in flood prevention and contribute to erosion prevention.

Hill Island East Provincially Significant Wetland consists of several wetland types including open water marsh, marsh and swamp. Directly adjacent to the solar array is a marsh which is composed of emergent vegetation and is clearly discernable through aerial mapping and on site. The wetland is a coastal riverine wetland which in this case is located within the main waterbody of the large St. Lawrence River watershed system.

As noted above, under Ontario Regulation 41/24, structures less than 15 sq metres in size that are not used for habitable living space are exempt provided they are not located directly within a wetland or watercourse.

As constructed, the solar array was measured 2 metres from the boundary of Hill Island East Provincially Significant Wetland. Staff assessed the overall impact of the entire structure, which took into consideration the 30 sq metre area of the solar panels which would cover area adjacent to the wetland from time to time and determined that the impact to the hydrologic function of the wetland is low.

**Staff recognize the use of the structure requires an optimal position and location to achieve consistent sun exposure. As a general statement, CRCA does not recommend buildings or structures of any size be located within the flooding or erosion hazard as there is always some level of risk or damage.**

### **Recommendation**

Staff have no objection to the approval of minor variance application D13-2024-050 based on our consideration of natural hazard policies and Ontario Regulation 41/24.

**Staff note that the property has been significantly cleared as a result of the existing development and redevelopment. As a best management practice towards sustainable waterfront living, staff encourage re-naturalization of the property. This**

**can be achieved by planting a healthy native vegetative buffer which would provide protection against the unpredictable energy and impact associated with the hydrologic processes of the St. Lawrence River.**

#### **Ontario Regulation 41/24**

Portions of the subject property are located within a regulated area under Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits* which regulates development and interference with wetlands, as well as alterations to shorelines and watercourses. **A permit is not required for the solar array.**

If you have any questions, please contact the undersigned. Please inform this office of any decision made by the Committee of Adjustment regarding this application.

Sincerely,



Emily Su  
Resource Planner  
613-546-4228 ex.258

cc: applicant, via e-mail





Township of  
**Leeds and the  
Thousand Islands**

## **Committee of Adjustment Report**

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**Meeting Date:** 2024-11-26

**Department:** Planning & Development

**Report Number:** Planning & Development-2024-095

**Submitted By:** Lindsay Lambert

**Approved By:** Marnie Venditti

**Subject:** Minor Variance Application D13-2024-050

**Property Address:** 18 Club Island

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### **Recommendation:**

It is the recommendation of Planning Staff that the zoning relief specified in application number D13-2024-050 for the property municipally known as 18 Club Island be approved subject to the following recommended conditions:

1. The dimensions and setbacks for the proposed development are required to be consistent with the plan attached as Schedule 'A' of the Decision. Any deviation from these specifications will require review by the Township and may necessitate further approvals to be granted by the Township and/or any other governing agency, body, or authority, where applicable; and
2. As a best management practice towards sustainable waterfront living, staff encourage re-naturalization of the property. This can be achieved by planting a healthy native vegetative buffer which would provide protection against the unpredictable energy and impact associated with the hydrologic processes of the St. Lawrence River.

### **Summary:**

The application is requesting zoning relief in the form of a minor variance with respect to an existing solar array that was added to the property in the absence of the required municipal approval and permit. The existing solar array installation requires zoning relief from the minimum setback to the highwater mark of the St. Lawrence River, the minimum setback to the wetland and from the minimum front yard setback requirement of the Island Residential 'RI' zone. Details with respect to the proposed zoning relief are summarized in the table below.

**Requested Variances:**

Section	Provision	Proposed	Requested Zoning Relief
3.32(b)	Where any lot is adjacent to a waterbody or watercourse, any building, structure, campsite, agricultural use that includes the keeping of livestock, and septic disposal system shall be set back a minimum of 30.0 metres (98.43 ft.) from the high water mark	4 metres (13.1 feet)	26 metres (85.3 feet)
3.32(d)	Notwithstanding other provisions of this by-law, no building or structure shall be erected or altered within 30 metres of a seasonal or permanent wetland not categorized herein.	2 metres (6.6 feet)	28 metres (91.9 feet)
5.5(b)	Front Yard (minimum): 30.0 m (98.43 feet)	4 metres (13.1 feet)	26 metres (85.3 feet)

**Site Description:**

The subject property is an island parcel municipally known as 18 Club Island and is approximately 1.01 hectares. The property is located at the southeast corner of Club Island. The site is adjacent to the Hill Island East Provincially Significant Wetland. Existing development on the property includes a single detached dwelling, shed, generator shed, marine facility (dock) and the solar array, which is the subject of the minor variance application. Vegetation on the property consists of woodland, however with areas that have been cleared to accommodate recent upland development. The property is compliant with the minimum 1-hectare lot area and minimum 76-metre lot frontage provisions of the Island Residential 'RI' zone.



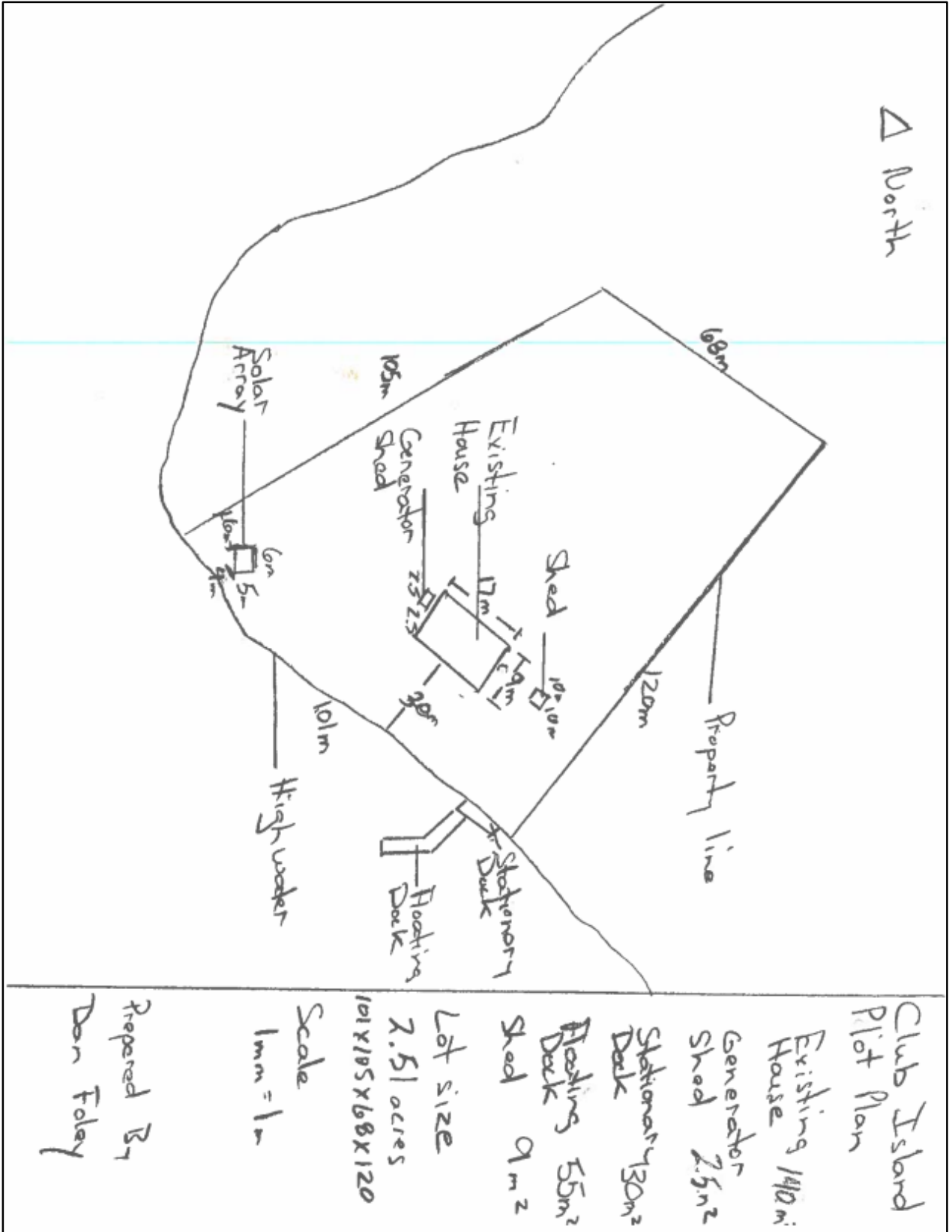
**Key Map: Subject Property Highlighted**



**Aerial Image 2: Subject Property Highlighted**



**Aerial Image 2: Subject Property Highlighted**



Plot Plan

## **Discussion:**

All four (4) tests of an application under Section 45 of the Planning Act must be met for an application to be approved. To meet approval, the variance(s) sought must:

1. be minor;
2. be desirable for the appropriate development or use of the land, building or structure;
3. maintain the general intent and purpose of the Zoning By-Law; and
4. maintain the general intent and purpose of the Official Plan.

### **Is the request consistent with the general intent and purpose of the Official Plan?**

#### United Counties of Leeds and Grenville Official Plan

The property is designated as Rural Lands in Schedule 'A' (Community Structure and Land Use) of the United Counties of Leeds and Grenville Official Plan (UCLG) (OP). Rural Lands are intended to protect the natural amenities and rural character of the Counties while providing opportunities for agricultural uses, resource-based activities, recreation and tourism and other rural land uses. The detached uncovered decks and pumphouse accessory to the existing residential use are permitted uses in the Rural Lands designation.

Section 4.4.1(k) of the Official Plan of the United Counties of Leeds and Grenville states that for existing lots of record, new development should generally be setback 30 metres if possible/feasible, otherwise as far back as the lot permits, with minimum disturbance of the native soils and very limited removal of the shoreline vegetation beyond that required for development.

The Counties' Official Plan further states that any proposed reduction to the 30-metre minimum setback will be consistent with any applicable policies in the Provincial Policy Statement (PPS). Further, any proposed reduction is required to maximize the setback through building design and orientation, and the siting of the septic system, and minimize disturbance to native soils and shoreline vegetation.

Through its function, the solar array is required to be located in its existing location adjacent to the shoreline and wetland in order to maximize sun exposure for the generation of off grid electricity. The structure was erected without the required planning and CRCA approvals and is existing, and no further development is proposed, as such, no further disturbance to native soils and vegetation within the established water setback buffer area is anticipated. Further, the proposal is consistent with the applicable PPS (2024) policies and implementation guidelines. In summary, the proposal is consistent with the general intent and purpose of the Counties' Official Plan.

## Township Official Plan

The property is designated 'Rural' in Schedule A1 (Land Use Designations) of the Township Official Plan. The intent of the Rural designation is to allow for a range of uses which provide the rural community with opportunities to live and work in a sustainable manner. The detached uncovered decks and pumphouse accessory to the existing residential use are permitted uses in the Rural designation.

The subject property is a waterfront parcel and as such, requires review under the Waterfront Areas and Waterbody Protection policies of the Township Official Plan. The purpose of these policies is to ensure the long-term protection of waterbodies in the Township. The Official Plan requires buildings and structures to generally be set back at least 30 metres (98.4 feet) from the high-water mark of all waterbodies to help protect water quality and environmentally sensitive riparian areas, control erosion and assist in softening the visual intrusion of the development.

Section 6.1.4.2(5) of the Township Official Plan states the following:

For existing lots of record, new development should generally be setback 30 metres if possible/feasible, otherwise as far back as the lot permits, with minimum disturbance of the native soils and very limited removal of the shoreline vegetation beyond that required for development. Any proposed reduction to the 30 m minimum setback shall:

- a) be consistent with any applicable policies in the Provincial Policy Statement and related implementation guidelines;
- b) maximize the setback through building design and orientation, and the siting of the septic system; and
- c) minimize disturbance to native soils and shoreline vegetation in accordance with other policies of this Plan.

Further, Section 6.1.4.2.8 of the Township Official Plan provides a potential exception to the minimum 30 metre waterbody setback for minor detached and unenclosed accessory structures and small storage facilities, provided that:

- a) They are a reasonable size for the intended use; and
- b) Suitable methods to minimize negative impacts on surface water, riparian lands, and the littoral zone are incorporated into the design of the development.

The setback of the solar array has been maximized to a location where it will still obtain the necessary sun exposure to function. The solar array is of a reasonable size for its intended use and with a minimal base and the solar panels elevated above, negative impacts with respect to surface water, riparian lands, and the littoral zone are not anticipated. As discussed later in this report, the development is consistent with the Provincial Planning Statement (2024). In summary, the application is consistent with the Waterfront Areas and Waterbody Protection policies of the Township Official Plan.

**Is the request consistent with the general intent and purpose of the Zoning By-Law?**

The subject property is zoned Island Residential 'RI' zone in Zoning By-Law Number 07-079 and is adjacent to the Locally Significant Wetland 'LSW' zone. The application is seeking zoning relief from three provisions: minimum setback from the highwater mark of a waterbody, minimum setback from a wetland and the minimum front yard setback of the Island Residential 'RI' zone.

The intent of the setbacks is to protect the wetland, water quality and visual quality of the front yard area of a waterfront property. As discussed in this report, the solar array is a unique type of structure that requires its proposed location to maximize its sun exposure. Adverse impacts to the wetland, water quality of the St. Lawrence River and visual impacts resulting from the zoning relief proposed through the subject application are not anticipated. As a result, staff conclude that the requested variances are consistent with the general intent and purpose of the Township Zoning By-Law.

**Is the application desirable for the appropriate development or use of the land?**

The origin of this application is the necessity of the solar array to be located in an optimal position and location to achieve consistent sun exposure.

The application was circulated to the relevant technical agencies and all owners of property located within 60 metres of the subject site and staff have not received any concerns or objections to the existing solar array. In the absence of negative visual impacts or negative impacts to water quality and the adjacent wetland and with the provision of a positive environmental impact of the solar array through the reduction of traditional energy consumption, the development is considered desirable for the appropriate development and use of the subject property.

**Is the application minor?**

The determination of whether an application is "minor" is not based on the degree of variation requested, but rather on whether the impact of granting the request(s) is "minor". This includes considering how the application could impact the existing or planned functionality of the subject lands or of adjacent lands. Impacts can include, but are not limited to environmental, nuisance (noise, vibration, dust, etc.), visual, and functional attributes.

In its review of the application, CRCA staff assessed the overall impact of the entire structure, which took into consideration the 30 sq metre area of the solar panels which would cover area adjacent to the wetland from time to time and determined that the impact to the hydrologic function of the wetland is low.

The solar array is existing and no adverse impacts from a land use compatibility or protection of natural heritage resources have been identified. The provision of electricity



to the property via the solar array provides a positive environmental impact in terms of traditional energy consumption. In summary, the application is considered minor.

**Other Matters of Local or Provincial Interest:**

The Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Planning Statement sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

The policies of the Provincial Planning Statement (PPS) (2024) have been considered in reviewing this application. Specifically, the protection of natural heritage resources as outlined in Section 4.1 has been considered. The Township Zoning By-Law includes a provision that permits the Township in consultation with the CRCA to waive the requirement of an Environmental Impact Statement in support of development adjacent to a significant natural heritage feature. As the solar array is an existing structure, that through its function needs to be located close to the shoreline to maximize sun exposure and due to the fact that it is more of a utility installation than a traditional accessory structure, it was determined that an EIS was not required. No adverse impacts are anticipated to the wetland as a result of the solar array, and it is important to consider the positive impact that the solar array provides with respect to reducing energy consumption from traditional sources.

The protection of water resources as outlined in Section 4.2 has also been considered. This policy section calls for the minimizing of negative impacts, implementing restrictions on development to protect sensitive surface and groundwater features, and implementing storm water management practices and maintaining or increasing vegetative and pervious surfaces. Through the recommended condition with respect to the replanting of a native species buffer to enhance water quality and infiltration, the proposal is consistent with the PPS (2024).

With respect to the policies of Section 5.2 (protection from natural hazards), the CRCA has reviewed the application from a natural hazards perspective and have concluded that in consideration of the required location of the solar array to maximize sun exposure, it is located in an acceptable location from a natural hazards perspective. In summary, the application is consistent with the Provincial Planning Statement (2024).

In summary, the application is consistent with the Provincial Planning Statement (2024).

**Consultation:**

Public Comments: At the time of the completion of this report, no comments have been received from the public.

Township Building Comments: No objection provided the proposed construction meets all applicable law (Planning & CRCA). The solar array does not affect the septic system.

Cataraqui Region Conservation Authority (CRCA) Comments: Staff recognize the use of the structure requires an optimal position and location to achieve consistent sun exposure. As a general statement, CRCA does not recommend buildings or structures of any size be located within the flooding or erosion hazard as there is always some level of risk or damage.

Staff have no objection to the approval of minor variance application D13-2024-050 based on our consideration of natural hazard policies and Ontario Regulation 41/24.

Staff note that the property has been significantly cleared as a result of the existing development and redevelopment. As a best management practice towards sustainable waterfront living, staff encourage re-naturalization of the property. This can be achieved by planting a healthy native vegetative buffer which would provide protection against the unpredictable energy and impact associated with the hydrologic processes of the St. Lawrence River.

**Site Photos:**



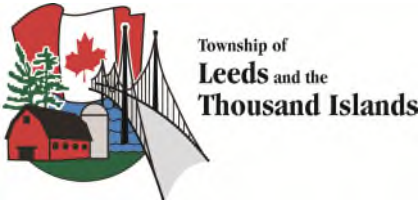
**Site Photo 1 – October 7, 2024**



**Site Photo 2 – October 7, 2024**



**Site Photo 3 – October 7, 2024**



Planning and Development Department  
**Committee of Adjustment**

**Notice of Decision**  
**Permission Application**  
 (Section 45 of the Planning Act)

**Application No.:** D13-2024-052  
**Owner(s):** Shelley John Bacon  
**Subject Property:** 5 Millar’s Lane  
**Legal Description:** Con BF Pt Lot 22

Notice was given and a Public Hearing was held on **Tuesday, November 26, 2024** as required by the Planning Act.

**Purpose of Application:**

This application is requesting a permission to expand an existing legal non-complying dwelling with the addition of an attached covered deck. It is proposed to construct the attached covered deck on the south side of the existing dwelling. The area of proposed development is currently partially developed with attached uncovered decking. The existing dwelling is legal non-complying with respect to the minimum required 30-metre setback from the highwater mark of the St. Lawrence River, the minimum 30-metre front yard setback of the Shoreline Residential ‘RS’ zone, and the 120-metre influence area of the adjacent Provincially Significant Wetland.

**Effect of the Application / Requested Permission to the Zoning By-Law:**

To permit the construction of an addition of an attached covered deck on an existing legal non-complying dwelling and seek the following permission from Zoning By-Law 07-079:

	Provision	Existing Structure	Proposed Attached Covered Deck	Permission Requested
-	Increase in size of a legal non-complying structure	Dwelling: 85.7 square metres (922.5 square feet)	Covered Attached Deck: 24.6 square metres (264.8 square feet)	Total floor area of non-complying structures: 110.3 square metres (1,187.3 square feet)

**We, the undersigned members of the Committee of Adjustment of the Township of Leeds and the Thousand Islands do hereby certify that, in making the following decision under Subsection 45(8) of the *Planning Act* upon the hearing of this Application, including all materials submitted by the public / owner / agent / planner and have taken due regard to the requirements set out in Section 45(1) and Section 45(2) of the *Planning Act*. The following decision was reached at a Hearing on Tuesday November 26, 2024.**

**Decision:** Application D13-2024-052 to permit the construction of an addition of an attached covered deck on an existing legal non-complying dwelling as shown on the attached ‘Schedule A’, is conditionally APPROVED.

**Effect of Written and Oral Submissions and Applications**

In making the decision for this application, 1 written submission(s) and 0 meeting verbal submission(s) were received from the public. The Committee reviewed and considered the submissions from the public and agencies in making the decision on this application. The effect of the comments was that they informed the Committee of the various additional public interests surrounding the subject application.

**It was the Decision of the Committee of Adjustment that:**

The Application is Approved with Conditions.

It is the decision of the Committee of Adjustment to approve this permission application for the following reasons:


- The general intent and purpose of the Official Plan is maintained.
- The general intent and purpose of the Zoning By-law is maintained.
- The permission(s) is considered desirable for the appropriate development of the land.
- In the opinion of the Committee, the permission(s) is minor.

**This decision is subject to the following condition(s):**

1. The dimensions and setbacks for the proposed development are required to be consistent with the plan attached as Schedule 'A' of the Decision. Any deviation from these specifications will require review by the Township and may necessitate further approvals to be granted by the Township and/or any other governing agency, body, or authority, where applicable;
2. The owner/applicant shall provide to the Building Services a copy of the decision of the Committee of Adjustment when they make their application for a Building Permit. The drawings submitted with the Building Permit application must, in the opinion of the Township, conform to the general intent and description of the approved minor variance, 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;
3. Prior to and during construction, appropriate erosion and sediment controls shall be installed and maintained in good working order;
4. All excavated and construction materials are required to be stored or disposed of away from the St. Lawrence River to prevent runoff and/or foreign material from entering the waterbody;
5. The owner is encouraged to maintain and enhance the waterbody setback area with native species vegetation;
6. In the event that deeply buried, or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease, and the site must be secured. The Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and Township's Planning and Development Department (613-659-2415, extension 212) must be immediately contacted; and
7. In the event that human remains are encountered, all work must immediately cease, and the site must be secured. The OPP (613-659-5200), Office of the Chief Coroner as a part of the Ontario Ministry of the Solicitor General (1-877- 991-9959), the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and Services Branch of the Ministry of Heritage, Sport, Tourism and Culture Industries (416-314-7132), and Township of Leeds and the Thousand Islands Planning and Development Department (613- 659-2415, extension 212) must be immediately contacted.


**Signatures**

Bruce Craig, Member



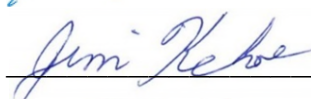
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Katherine Graham, Member



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Jim Kehoe, Member




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Todd Robertson, Member



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Paul Veenstra, Member



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DECISION DATE: **Tuesday, November 26, 2024**

DECISION CIRCULATED ON: **Wednesday, November 27, 2024**

DEADLINE FOR APPEALS: **Monday, December 16, 2024**

### **Right of Appeal to the Ontario Land Tribunal**

The applicant, the Minister or a specified person (i.e. utilities) 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 by filing with the secretary-treasurer of the committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary-treasurer of the fee charged by the Tribunal as payable on an appeal from a committee of adjustment to the Tribunal.

"Public Body" and "Specified Person" are defined under Section 1(1) of the Planning Act.

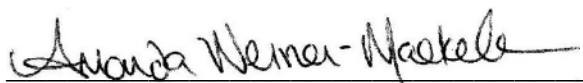
You must pay a filing fee of \$400.00 by certified cheque or money order payable to The Minister of Finance. To obtain a copy of the applicable form and other information about the appeal process, please visit [www.elto.gov.on.ca](http://www.elto.gov.on.ca).

On an appeal to the Tribunal, the Tribunal shall, except as provided in subsections (15) and (17), hold a hearing of which notice shall be given to the applicant, the appellant, the secretary-treasurer of the committee and to such other persons or public bodies and in such manner as the Tribunal may determine.

IF NO APPEAL IS MADE within twenty (20) days, the decision of the Committee is final and the Secretary-Treasurer shall notify the applicant.

### **Certification of True Copy**

I, Amanda Werner-Mackeler, Secretary-Treasurer of the Committee of Adjustment for the Township of Leeds and the Thousand Islands, hereby certify that this is a true and exact copy of the decision of the Committee of Adjustment as decided on November 26, 2024.



Amanda Werner-Mackeler, CPT  
Secretary-Treasurer

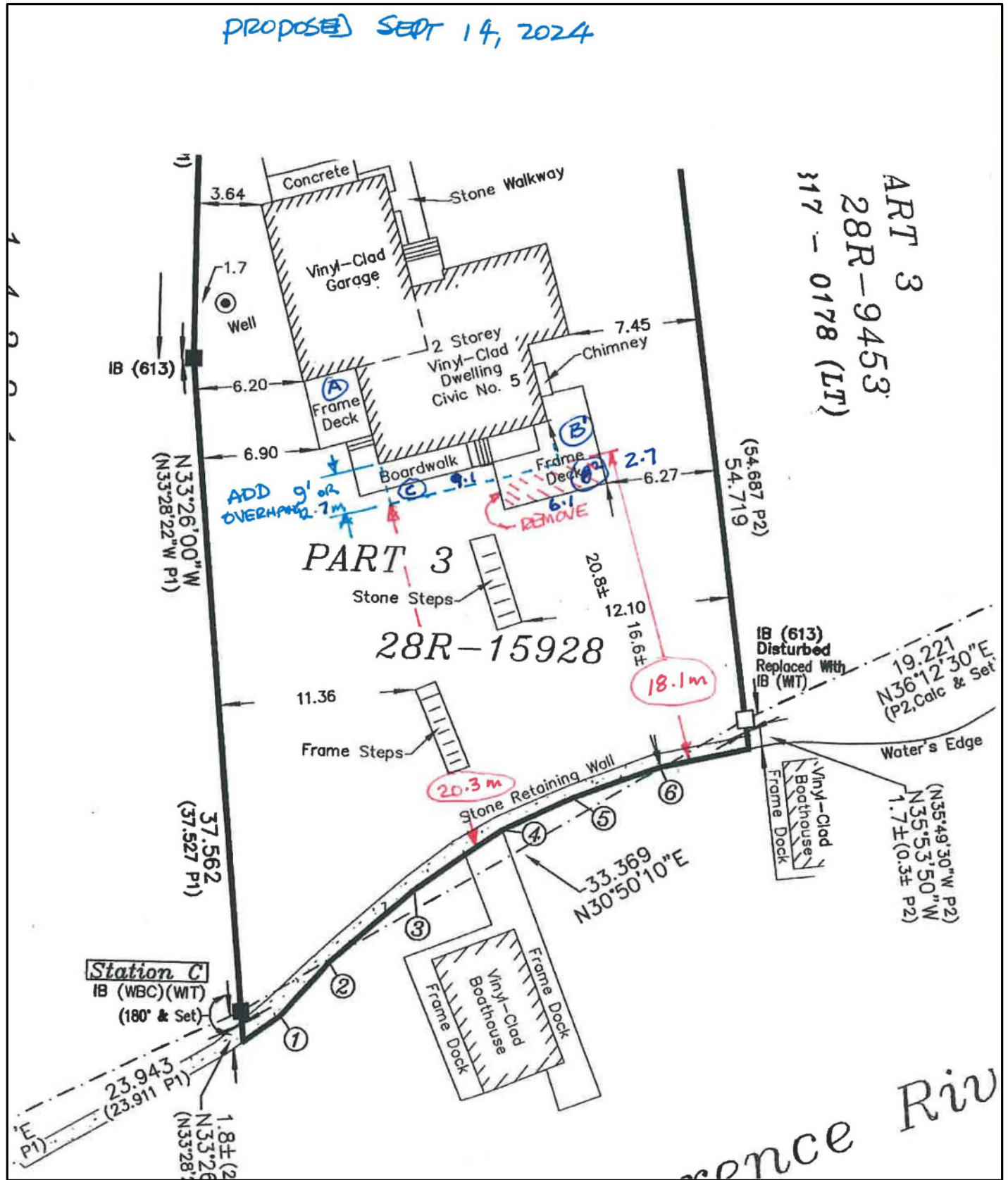
Committee of Adjustment  
Planning and Development Department  
Township of Leeds and the Thousand Island  
1233 Prince St, PO Box 280, Lansdowne, ON K0E 1L0 Tel: (613) 659 2415  
Fax: (613) 659 3619

**Schedule A**

**Application:** D13-2024-052

**Owner(s):** Shelley John Bacon

**Location:** 5 Millar's Lane



*Jim Kebe*  
Committee Chairperson

*Amanda Werner-Nackele*  
Secretary-Treasurer

Date: November 26, 2024  
Prepared by: AZWM

November 15, 2024

File: MV/LTI/269/2024

**Sent by e-mail**

Kyle Peel M.Pl.  
Planner  
Township of Leeds and the Thousand Islands  
1233 Prince Street  
P.O. Box 280  
Lansdowne, ON K0E 1L0

Dear Mr. Peel:

**Re: Application for Permission 45(2) D13-2024-052 (Bacon)  
Pt Lot 22, Broken Front; Former Front of Leeds and Lansdowne  
5 Millar's Lane, Township of Leeds and the Thousand Islands  
Waterbody: St. Lawrence River & Grenadier Island Provincially Significant  
Wetland**

Cataraqui Conservation staff have reviewed the above-noted application and offer the following comments for the Committee of Adjustment's consideration. These comments are provided based on Cataraqui Conservation's roles as technical advisor to the Township on *Planning Act* applications, and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*.

**Summary of Proposal**

The application is requesting permission to expand an existing legal non-complying dwelling with a 24.6 sq metre attached covered deck. It is proposed to construct the attached covered deck on the south side of the existing dwelling. The area of proposed development is currently partially developed with attached uncovered decking. The existing dwelling is a legal non-complying building with respect to the minimum required 30 metre setback from the highwater mark of the St. Lawrence River, the minimum 30 metre front yard setback of the Shoreline Residential zone, and the 120 metre influence area of the adjacent Provincially Significant Wetland.

**Site Description**

The subject property is approximately 0.79 hectares in size with 33.4 metres of waterfront on the St. Lawrence River. The area of the St. Lawrence River along the shoreline of the subject property has been designated as Grenadier Island Provincially Significant Wetland which is an open water marsh. The lot is an irregular shaped lot which extends north bordering the 1000 Islands Parkway. Areas of the lot are occupied by mixed wood forest while the area located along the shoreline is primarily composed of open manicured lawn which is where existing development is located. Existing development includes a single residential dwelling with attached decking, a shed, a boathouse and a dock.



The subject property is designated Rural, Provincially Significant Wetland, Flood Plain, and Highly Vulnerable Aquifer in the Township's Official Plan. The land is zoned Shoreline Residential, and Provincially Significant Wetland the implementing zoning by-law.

### **Discussion**

The main interests of Cataraqui Conservation with respect to this application are the avoidance of natural hazards (i.e. flooding and erosion) associated with the St. Lawrence River and protection of the hydrologic function of Grenadier Island Provincially Significant Wetland.

### **Natural Hazards**

Cataraqui Conservation, through our implementation of Ontario Regulation 41/24 and, in accordance with the natural hazards policies of the 2024 Provincial Planning Statement (PPS) to protect people and property, directs development away from lands subject to natural hazards, such as flooding and erosion.

### ***Flooding***

Development and site alteration within and adjacent to the regulatory flood plain is restricted by Cataraqui Conservation through our implementation of Ontario Regulation 41/24, consistent with Section 5.2 of the 2020 Provincial Planning Statement.

The regulatory flood plain at this location along the St. Lawrence River is identified as having a geodetic elevation of 76.09 metres. This elevation consists of the 1:100 year flood level for this section of the river plus an additional factor for wave uprush based on a regional study (Anthony) completed for CRCA. Due to the elevation change up from the water, the flood plain remains relatively close to the toe of slope.

As proposed, the attached covered deck is outside the minimum 6 metre setback from the flooding hazard.

### ***Erosion***

Development and site alteration within and adjacent to the erosion hazard is also regulated by Cataraqui Conservation through our implementation of Ontario Regulation 41/24, consistent with Section 5.2 of the 2020 Provincial Planning Statement. This is typically addressed through appropriate setbacks from the hazard or through mitigation if warranted based on site-specific conditions and the nature of a proposal.

The shoreline of the subject property is composed of shallow till over granite bedrock and has an average slope height of 2.5 metres. Using a 1(v):1(h) slope stability allowance plus a 5-metre erosion allowance, the erosion hazard extends 7.5 metres from toe of slope.

As proposed, the attached covered deck will be outside the minimum 6 metre setback from the erosion hazard.

#### Hydrologic Function of Grenadier Island Provincially Significant Wetland

Provincially Significant Wetlands, such as Grenadier Island PSW, are recognized for their importance and protected by the province through policies that prohibit development and site alteration altogether within a PSW and require technical assessment when development is proposed within 120 metres of wetland.

Coastal wetlands such as Grenadier Island PSW provide protection against the full impact of storm surges and the associated erosion that can impact people and property along the shoreline of larger waterbodies such as the St. Lawrence River. Establishing a buffer between all wetlands and development helps to safeguard the natural hydrologic function of wetlands as it relates to their ability to protect people and property from natural hazards.

Cataraqui Conservation regulatory policies require a minimum 30 metre setback from all wetlands greater than 0.5 hectares in size. Where there is existing development within 30 metres of a wetland greater than 0.5 hectares in size, any new development and site alteration associated with an existing structure or building must be no closer to the wetland than the existing structure or building.

As proposed, a portion of the existing decking will be removed, and the attached covered deck will be 20.3 metres from the boundary of the PSW which is an overall improvement from existing conditions.

#### **Recommendation**

Staff have no objection to the approval of application D13-2024-052 based on our consideration of natural hazards policies.

#### **Ontario Regulation 41/24**

Portions of the subject property are located within a regulated area under Ontario Regulation 41/24: *Prohibited Activities, Exemptions, and Permits* which regulates development and interference with wetlands, and alterations to shorelines and watercourses. **A permit has been submitted with CRCA and is under review.**

If you have any questions, please contact the undersigned. Please inform this office of any decision made by the Committee of Adjustment regarding this application.

Yours truly,



Emily Su  
Resource Planner  
613-546-4228 ex.258

**Amanda Werner-Mackeler**

---

**From:** John Erb [REDACTED]  
**Sent:** Sunday, November 24, 2024 10:33 PM  
**To:** Amanda Werner-Mackeler  
**Subject:** re File D13-2024-052- 5 Millar's Lane

Sirs

We are the immediate neighbours of Mr. Bacon to the west.

We have no objection to the proposed changes.

Sincerely,

John Erb and Shireen Palamkote

7 Millar's Lane  
[REDACTED]



Township of  
**Leeds and the  
Thousand Islands**

## **Committee of Adjustment Report**

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**Meeting Date:** 2024-11-26

**Department:** Planning & Development

**Report Number:** Planning & Development-2024-097

**Submitted By:** Kyle Peel

**Approved By:** Marnie Venditti

**Subject:** Application D13-2024-052 (Permission)

**Civic Address:** 5 Millars Lane

---

### **Recommendation:**

It is recommended that the Committee of Adjustment **approves** application number D13-2024-052 for permission to expand the size of the existing legal non-complying dwelling for the property municipally known as 5 Millars Lane, subject to the following conditions:

1. The dimensions and setbacks for the proposed development are required to be consistent with the plan attached as Schedule 'A' of the Decision. Any deviation from these specifications will require review by the Township and may necessitate further approvals to be granted by the Township and/or any other governing agency, body, or authority, where applicable;
2. The owner/applicant shall provide to the Building Services a copy of the decision of the Committee of Adjustment when they make their application for a Building Permit. The drawings submitted with the Building Permit application must, in the opinion of the Township, conform to the general intent and description of the approved minor variance, 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;
3. Prior to and during construction, appropriate erosion and sediment controls shall be installed and maintained in good working order;

4. All excavated and construction materials are required to be stored or disposed of away from the St. Lawrence River to prevent runoff and/or foreign material from entering the waterbody;
5. The owner is encouraged to maintain and enhance the waterbody setback area with native species vegetation;
6. In the event that deeply buried, or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease, and the site must be secured. The Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and Township's Planning and Development Department (613-659-2415, extension 212) must be immediately contacted; and
7. In the event that human remains are encountered, all work must immediately cease, and the site must be secured. The OPP (613-659-5200), Office of the Chief Coroner as a part of the Ontario Ministry of the Solicitor General (1-877-991-9959), the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and Services Branch of the Ministry of Heritage, Sport, Tourism and Culture Industries (416-314-7132), and Township of Leeds and the Thousand Islands Planning and Development Department (613- 659-2415, extension 212) must be immediately contacted.

**Summary:**

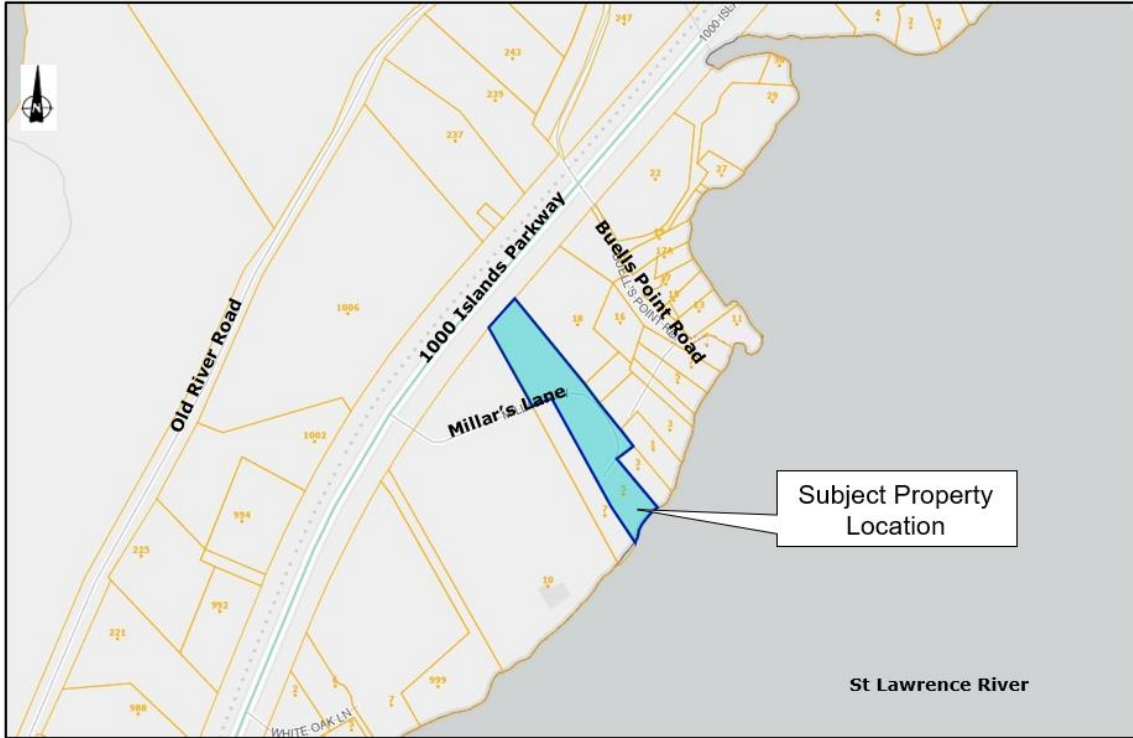
This application is requesting a permission to expand an existing legal non-complying dwelling with the addition of an attached covered deck. It is proposed to construct the attached covered deck on the south side of the existing dwelling. The area of proposed development is currently partially developed with attached uncovered decking. The existing dwelling is legal non-complying with respect to the minimum required 30-metre setback from the highwater mark of the St. Lawrence River, the minimum 30-metre front yard setback of the Shoreline Residential 'RS' zone, and the 120-metre influence area of the adjacent Provincially Significant Wetland.

**Requested Permission:**

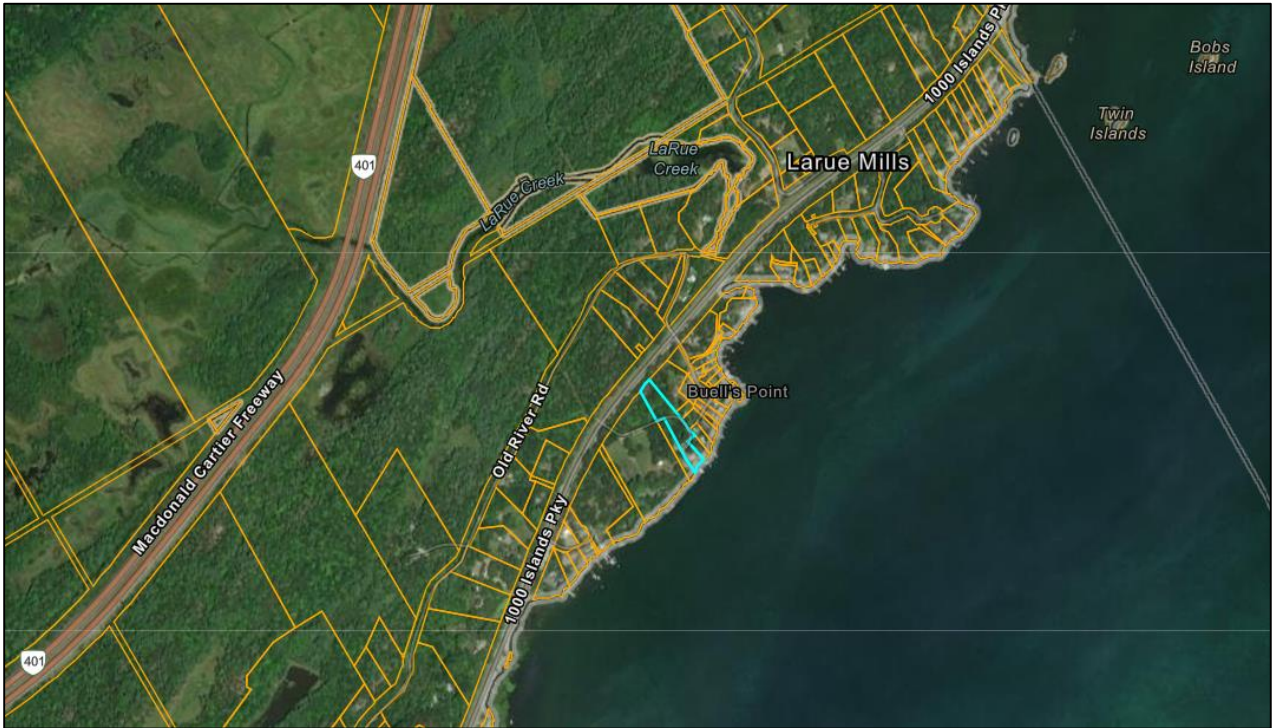
	Provision	Existing Structure	Proposed Attached Covered Deck	Permission Requested
-	Increase in size of a legal non-complying structure	Dwelling: 85.7 square metres (922.5 square feet)	Covered Attached Deck: 24.6 square metres (264.8 square feet)	Total floor area of non-complying structures: 110.3 square metres (1,187.3 square feet)

**Site Description:**

The subject property is located at 5 Millars Lane. The property is an existing lot of record zoned Shoreline Residential ('RS') zone in Zoning By-Law Number 07-079. The property has an area of approximately 0.85 hectares, with approximately 33.4 metres of frontage on the St. Lawrence River. The property is non-compliant with respect to the minimum lot area (1 hectare) and the minimum lot frontage (60 metres) of the 'RS' zone. The property contains a single detached dwelling with attached uncovered decking, an accessory structure (storage shed), and a marine facility (boat house). The property is largely flat with manicured grass and slopes down toward the water. The property is in an area of similar shoreline residential development and is accessed from Millars Lane, which is a private right-of-way.



**KEY MAP:** Subject property highlighted.



**AERIAL IMAGE 1:** Subject property highlighted.

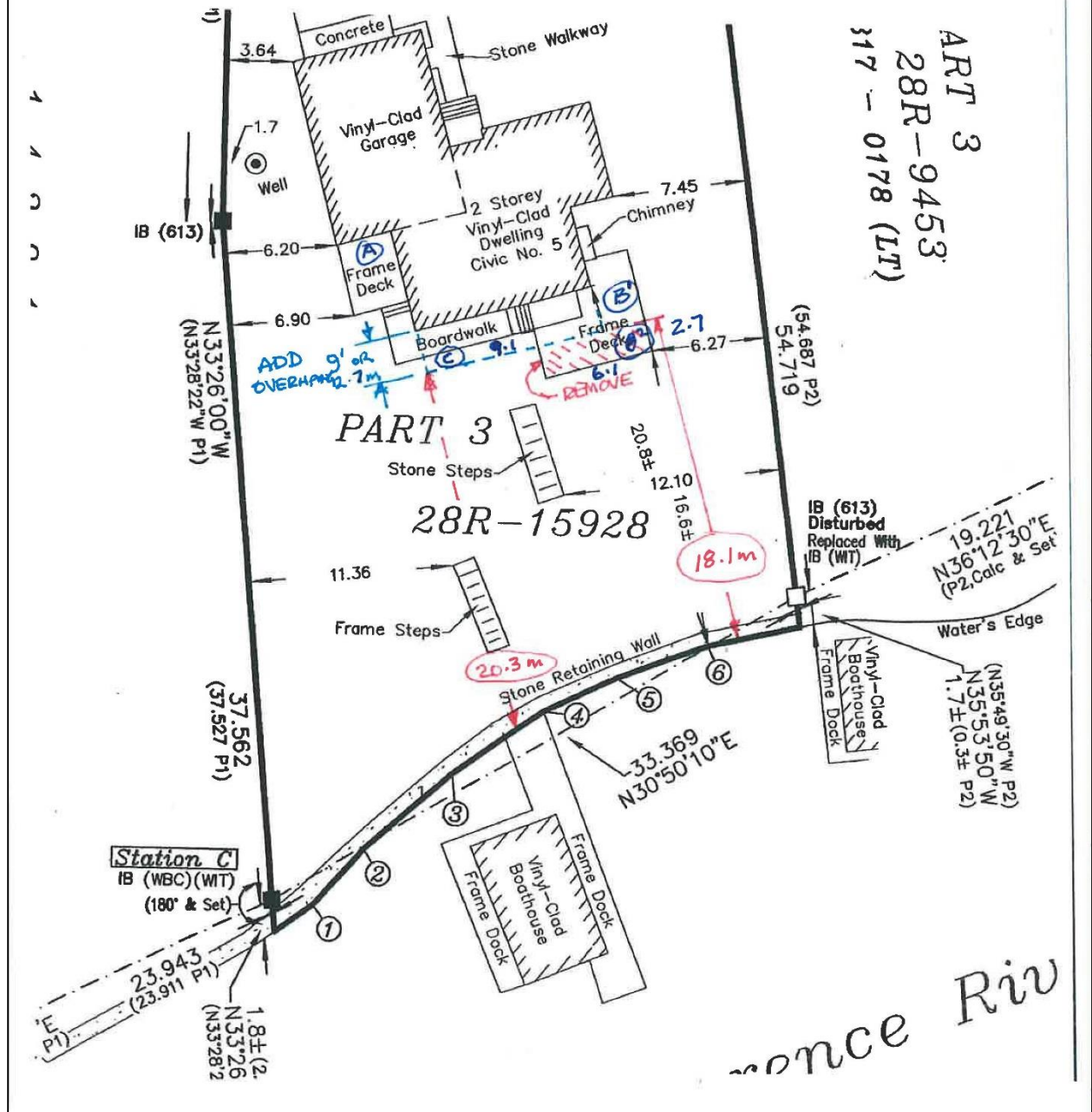


**AERIAL IMAGE 2:** Subject property highlighted.

Subject Property



PROPOSED SEPT 14, 2024



PLOT PLAN

## **Discussion:**

### Official Plan of the United Counties of Leeds and Grenville

The property is designated as Rural Lands in the United Counties of Leeds and Grenville Official Plan. Rural Lands are intended to protect the natural amenities and rural character of the Counties while providing opportunities for agricultural uses, resource-based activities, recreation and tourism and other rural land uses. The proposed expansion of the existing single detached dwelling with a covered deck is a permitted use in the Rural Lands designation.

Section 4.4.1(k) of the Official Plan of the United Counties of Leeds and Grenville states that for existing lots of record, new development should generally be setback 30 metres if possible/feasible, otherwise as far back as the lot permits, with minimum disturbance of the native soils and very limited removal of the shoreline vegetation beyond that required for development.

The Counties' Official Plan further states that any proposed reduction to the 30-metre minimum setback will be consistent with any applicable policies in the Provincial Policy Statement and related implementation guidelines. Further, any proposed reduction is required to maximize the setback through building design and orientation, and the siting of the septic system, and minimize disturbance to native soils and shoreline vegetation.

The existing dwelling is located within the minimum 30-metre setback from the highwater mark of St. Lawrence River, which does not provide an opportunity for any enlargement to comply with the minimum required water setback. The proposed addition of the attached covered deck will extend no further into the established setback of the existing dwelling, and no impacts to adjacent properties are anticipated. The proposal is consistent with the applicable policies of the Provincial Planning Statement (2024). In summary, the proposal is consistent with the general intent and purpose of the Counties' Official Plan.

### Township Official Plan

The property is designated Rural in Schedule A1 – Land Use Designations of the Township Official Plan. The intent of the Rural designation is to allow for a range of uses which provide the rural community with opportunities to live and work in a sustainable manner. The proposed addition of the attached covered deck to the existing single detached dwelling is a permitted use in the Rural designation.

The subject application is seeking approval to permit the expansion of a legal non-conforming/non-complying cottage through the addition of a covered deck. Section 4.11.2 of the Township Official Plan states that applications for changes to non-conforming uses or limited enlargements or extensions to such uses shall only be considered where the use was: legally established prior to the adoption of the Zoning By-Law which rendered it non-conforming; continuous in nature since the use was established; and, located on

lands owned and used in connection with the use on the day the Zoning By-law was passed. In considering applications, the following criteria shall be applied:

- a) Any proposed change of use or extension or enlargement of the existing non-conforming use shall not aggravate the situation created by the existence of the use, especially in regard to the policies of this Plan and the requirements of the Zoning By-law applying to the area;

The existing dwelling is a legal non-complying structure that does not comply with the minimum 30-metre setback from the highwater water of the St. Lawrence River and the minimum 30 metre front yard setback of the 'RS' zone. The application proposes to construct a covered deck on the existing dwelling, no closer to St. Lawrence River than the setback of existing attached uncovered decking. As such, the existing situation is not being aggravated.

The property is subject to the Waterfront Development and Waterbody Protection policies of the Township Official Plan. The purpose of these policies is to ensure the long-term protection of waterbodies in the Township. The Official Plan requires buildings and structures to be generally setback at least 30 metres (98.4 feet) from the highwater mark of all waterbodies to ensure new construction is located outside of natural hazard areas, protects water quality and environmentally sensitive riparian areas, controls erosion and assists in softening the visual intrusion of development.

The Township Official Plan states that development may be permitted less than the minimum of 30 metres from a waterbody in situations where existing lots or existing development cannot meet the minimum 30-metre setback, the setback is to be maximized through design and orientation with minimal disturbance to native soils and shoreline vegetation.

The existing dwelling is located within the minimum 30-metre water setback and minimum 30-metre front yard setback, which does not provide an opportunity for any additions to comply with the minimum required setbacks. Aside from the minimum water setback and minimum front yard setback, the proposed attached covered deck satisfies all other provisions of the Township Zoning By-Law. The proposed expansion has been confirmed to be located sufficiently outside of natural hazards. The proposed area of construction is currently partially developed with an uncovered deck. Further, the property features existing attached uncovered decking located closer to the water than the proposed development, which is proposed to be removed. As such, there will be no net increase of developed areas on the subject property through this application. Lot coverage on the property remains compliant with the requirements of the 'RS' zone. The expansion preserves the existing setback area, providing an opportunity for the area between the dwelling and the waterbody to be enhanced and maintained with native species vegetation. This is reflected in the recommended conditions enclosed within this report. The proposed development meets the intent of the waterfront development policies.

- b) Any proposed extension or enlargement shall be limited in nature and in an appropriate proportion to the existing size of the non-conforming use;

The proposed attached covered deck is to be constructed no closer to the highwater mark or floodplain elevation than existing development. The existing dwelling is 85.7 square metres in floor area, and the proposed attached covered deck will increase the size of the structure to 110.3 square metres. As noted in the preceding section, the proposed area of construction is currently partially developed with an uncovered deck. Further, a portion of attached uncovered deck located closer to the water than the proposed development has been confirmed to be removed. As such, there will be no net increase of developed areas on the subject property through this application. No undue adverse impacts to adjacent properties are anticipated beyond what currently exists and the scale of the attached covered deck is in appropriate proportion to the existing legal non-conforming/non-complying dwelling.

- c) The characteristics of the proposed non-conforming use or any proposed extension or enlargement of the existing non-conforming use shall be examined with regard to noise, vibration, fumes, smoke, dust, odours, lighting and traffic generation. Applications which would create or aggravate land use incompatibilities shall not be approved;

No land use incompatibilities are anticipated. The existing dwelling is a permitted use in the 'RS' zone, and the proposed attached covered deck is not anticipated to generate any additional noise, odours, or traffic beyond what currently exists.

- d) Neighbouring conforming uses will be protected, where necessary, by the provision of areas for landscaping, buffering or screening, appropriate setbacks for buildings and structures, devices and measures to reduce nuisances and, where necessary, by regulations for alleviating adverse effects caused by outside storage, lighting, advertising signs, etc.;

The proposed attached covered deck is not anticipated to cause any adverse effects to adjacent land uses.

- e) Transportation routes for all users and bicycle and vehicle parking conditions in the vicinity will not be adversely affected by the proposal and pedestrian, cyclist, and traffic hazards will be kept to a minimum by appropriate design of ingress and egress points to and from the site and by improvements of sight lines especially in proximity to intersections;

No additional traffic is anticipated as a result of the development proposed through this application.

- f) Adequate provisions have been or will be made for off-street parking and loading facilities;

The minimum off-street vehicular parking requirement of Zoning By-Law Number 07-079 for a single detached dwelling use is two spaces. There is sufficient area to accommodate zoning compliant off-street parking for the residential use.

- g) Services such as stormwater management, roads and private sewer and water services are adequate or can be made adequate.

The subject property is serviced by individual private services. The existing level of services is understood to be adequate. The proposed scope of work does not place additional demands on existing private water and sanitary servicing. There will be further review through the building permit process for the attached covered deck to ensure that it complies within minimum setbacks to the septic system that are prescribed by the Ontario Building Code.

The proposed attached covered deck is consistent with the general intent and purpose of the Township Official Plan.

**Other Matters of Local or Provincial Interest:**

The policies of the Provincial Planning Statement (PPS) (2024) have been considered in reviewing this application. Specifically, the protection of water resources as outlined in Section 4.2 has been considered. This policy calls for the minimizing of negative impacts, implementing restrictions on development to protect sensitive surface and groundwater features, and implementing storm water management practices and maintaining or increasing vegetative and pervious surfaces. Through the recommended conditions, the proposal is consistent with the water resources policies of the PPS (2024). With respect to the policies of Section 5.2 (protection from natural hazards), the CRCA has reviewed the application from a natural hazards perspective and have concluded that the proposed development is located at a sufficient distance from the natural hazards. In summary, the application is consistent with the Provincial Planning Statement (2024).

**Consultation:**

Public Comments: As of the date of the completion of this report, no comments have been received from the public with respect to the subject application.

Cataraqui Region Conservation Authority (CRCA): The CRCA has submitted comments stating no concerns with the approval of the application based on its consideration of natural hazards.

Township Building Department: The Building Department submitted comments noting no objection provided the proposed construction meets all applicable law.

**Site Photos:**



**Photo 1: Towards the existing dwelling**



**Photo 2: Towards the existing dwelling**



**Photo 3: Towards the proposed area of development**

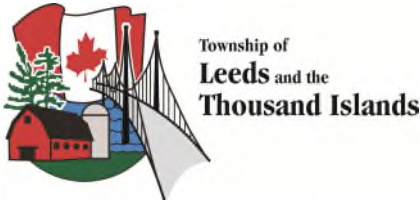


**Photo 4: Towards the shoreline area**



**Photo 5: Towards the area of proposed development from the shoreline**





Planning and Development Department  
**Committee of Adjustment**

**Notice of Decision**  
**Minor Variance Application**  
 (Section 45 of the Planning Act)

**Application No.:** D13-2024-053  
**Owner(s):** Luke Severson  
**Subject Property:** 974 Burma Lane  
**Legal Description:** Lans Con 7 Pt Lot 15 RP;28R99 Part 5,18,19;Charleston Lake

Notice was given and a Public Hearing was held on **Tuesday, November 26, 2024** as required by the Planning Act.

**Purpose of Application:**

A minor variance application has been submitted to facilitate detached uncovered decking and a pumphouse structure that were constructed within the minimum 30-metre waterbody setback and minimum 30-metre front yard setback of the 'RS' zone by a previous owner in the absence of municipal and agency approvals. The two detached uncovered decks are approximately 9.5 square metres and 48 square metres and are located at a 0-metre setback from the highwater mark of Charleston Lake and the front lot line. The detached pumphouse is approximately 5.51 square metres and is setback approximately 14 metres from the highwater mark of Charleston Lake, wetland and the front lot line.

**Effect of the Application / Requested Variance to the Zoning By-Law:**

To permit the construction of two detached uncovered decks and a pumphouse structure and seek the following variance from Zoning By-Law 07-079:

Section	Provision	Proposed	Requested Zoning Relief
3.32(b)	Where any lot is adjacent to a waterbody or watercourse, any building, structure, campsite, agricultural use that includes the keeping of livestock, and septic disposal system shall be set back a minimum of 30.0 metres (98.43 ft.) from the high water mark.	Deck 3: 0 metres (0 feet) Deck 4: 0 metres (0 feet) Pumphouse: 14 metres (45.9 feet)	Deck 3: 30 metres (98.43 feet) Deck 4: 30 metres (98.43 feet) Pumphouse: 16 metres (52.5 feet)
3.32(d)	Notwithstanding other provisions of this by-law, no building or structure shall be erected or altered within 30 metres of a seasonal or permanent wetland not categorized herein.	Deck 3: 0 metres (0 feet) Deck 4: 0 metres (0 feet) Pumphouse: 14 metres (45.9 feet)	Deck 3: 30 metres (98.43 feet) Deck 4: 30 metres (98.43 feet) Pumphouse: 16 metres (52.5 feet)
5.5 (b)	Yard requirements (minimum) Front: 30.0 m (98.43 ft.)	Deck 3: 0 metres (0 feet) Deck 4: 0 metres (0 feet) Pumphouse: 14 metres (45.9 feet)	Deck 3: 30 metres (98.43 feet) Deck 4: 30 metres (98.43 feet) Pumphouse: 16 metres (52.5 feet)

**We, the undersigned members of the Committee of Adjustment of the Township of Leeds and the Thousand Islands do hereby certify that, in making the following decision under Subsection 45(8) of the *Planning Act* upon the hearing of this Application, including all materials submitted by the public / owner / agent / planner and have taken due regard to the requirements set out in Section 45(1) and Section 45(2) of the *Planning Act*. The following decision was reached at a Hearing on Tuesday November 26, 2024.**

**Decision:** Application D13-2024-053 to permit the construction of two detached uncovered decks and a pumphouse structure as shown on the attached 'Schedule A', is conditionally APPROVED.

**Effect of Written and Oral Submissions and Applications**

In making the decision for this application, 2 written submission(s) and 1 meeting verbal submission(s) were received from the public. The Committee reviewed and considered the submissions from the public and agencies in making the decision on this application. The effect of the comments was that they informed the Committee of the various additional public interests surrounding the subject application.

**It was the Decision of the Committee of Adjustment that:**

The Minor Variance Application is Approved with Conditions.

It is the decision of the Committee of Adjustment to approve this variance application for the following reasons:

- The general intent and purpose of the Official Plan is maintained.
- The general intent and purpose of the Zoning By-law is maintained.
- The variance(s) is considered desirable for the appropriate development of the land.
- In the opinion of the Committee, the variance(s) is minor.

**This decision is subject to the following condition(s):**

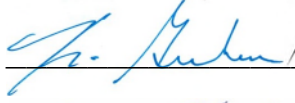
1. The dimensions and setbacks for the proposed development are required to be consistent with the plan attached as Schedule 'A' of the Decision. Any deviation from these specifications will require review by the Township and may necessitate further approvals to be granted by the Township and/or any other governing agency, body, or authority, where applicable;
2. The owner/applicant shall provide to the Building Services a copy of the decision of the Committee of Adjustment when they make their application for a Building Permit. The drawings submitted with the Building Permit application must, in the opinion of the Township, conform to the general intent and description of the approved minor variance, 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;
3. All excavated and construction materials are required to be stored or disposed of away from Charleston Lake to prevent runoff and/or foreign material from entering the waterbody;
4. The owner is encouraged to maintain and enhance the waterbody setback area with native species vegetation;
5. In the event that deeply buried, or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease, and the site must be secured. The Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and Township's Planning and Development Department (613-659-2415, extension 212) must be immediately contacted; and
6. In the event that human remains are encountered, all work must immediately cease, and the site must be secured. The OPP (613-659-5200), Office of the Chief Coroner as a part of the Ontario Ministry of the Solicitor General (1-877- 991-9959), the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and Services Branch of the Ministry of Heritage, Sport, Tourism and Culture Industries (416-314-7132), and Township of Leeds and the Thousand Islands Planning and Development Department (613- 659-2415, extension 212) must be immediately contacted.

## Signatures

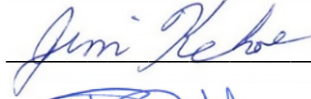
Bruce Craig, Member



Katherine Graham, Member




Jim Kehoe, Member



Todd Robertson, Member



Paul Veenstra, Member



DECISION DATE: **Tuesday, November 26, 2024**

DECISION CIRCULATED ON: **Wednesday, November 27, 2024**

DEADLINE FOR APPEALS: **Monday, December 16, 2024**

## Right of Appeal to the Ontario Land Tribunal

The applicant, the Minister or a specified person (i.e. utilities) 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 by filing with the secretary-treasurer of the committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary-treasurer of the fee charged by the Tribunal as payable on an appeal from a committee of adjustment to the Tribunal.

"Public Body" and "Specified Person" are defined under Section 1(1) of the Planning Act.

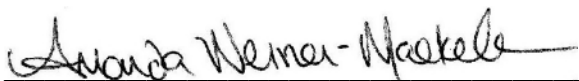
You must pay a filing fee of \$400.00 by certified cheque or money order payable to The Minister of Finance. To obtain a copy of the applicable form and other information about the appeal process, please visit [www.elto.gov.on.ca](http://www.elto.gov.on.ca).

On an appeal to the Tribunal, the Tribunal shall, except as provided in subsections (15) and (17), hold a hearing of which notice shall be given to the applicant, the appellant, the secretary-treasurer of the committee and to such other persons or public bodies and in such manner as the Tribunal may determine.

IF NO APPEAL IS MADE within twenty (20) days, the decision of the Committee is final and the Secretary-Treasurer shall notify the applicant.

## Certification of True Copy

I, Amanda Werner-Mackeler, Secretary-Treasurer of the Committee of Adjustment for the Township of Leeds and the Thousand Islands, hereby certify that this is a true and exact copy of the decision of the Committee of Adjustment as decided on November 26, 2024.



Amanda Werner-Mackeler, CPT  
Secretary-Treasurer

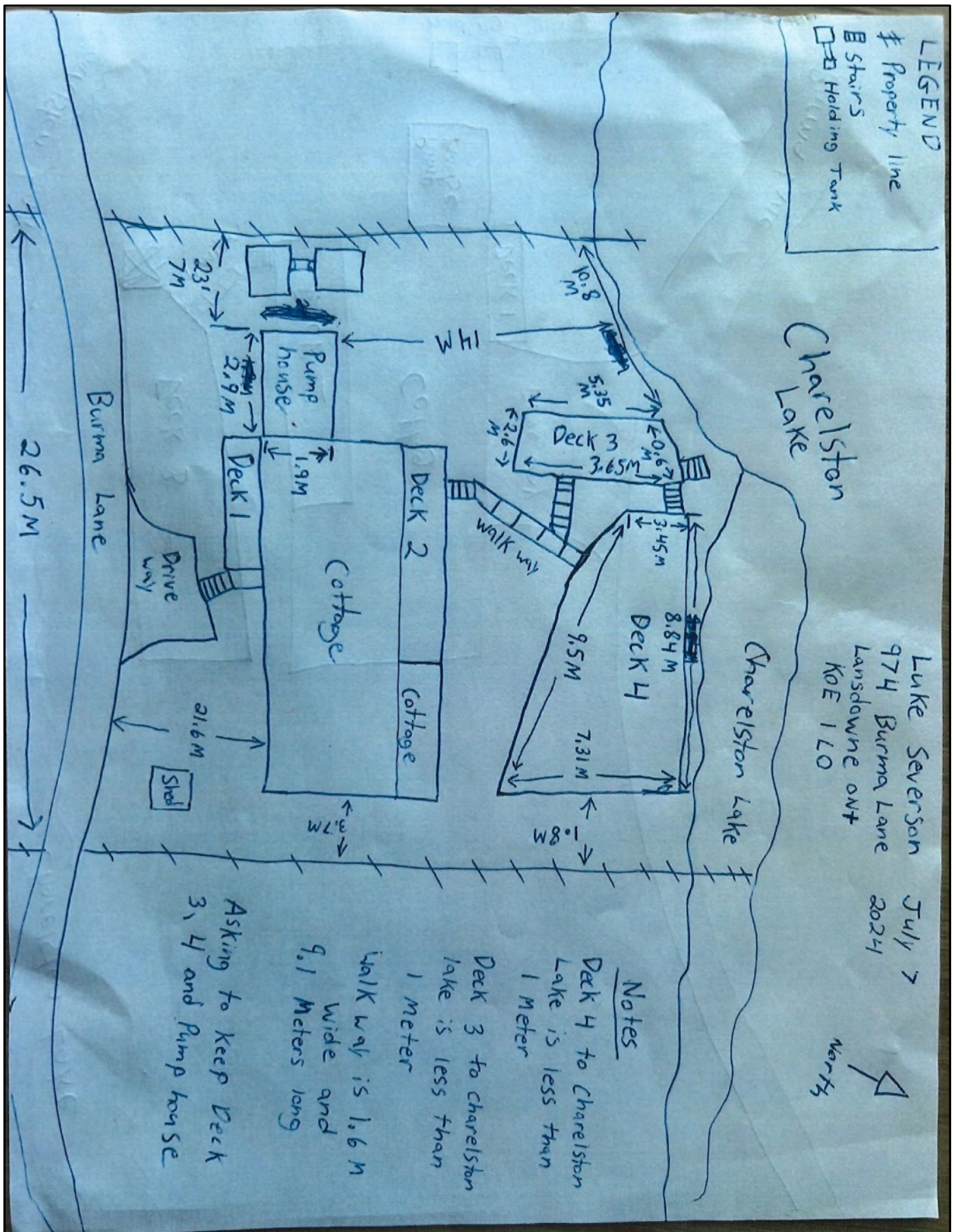
Committee of Adjustment  
Planning and Development Department  
Township of Leeds and the Thousand Island  
1233 Prince St, PO Box 280, Lansdowne, ON K0E 1L0 Tel: (613) 659 2415  
Fax: (613) 659 3619

**Schedule A**

**Application:** D13-2024-053

**Owner(s):** Luke Severson

**Location:** 974 Burma Lane



*Jimi Kebo*  
Committee Chairperson

*Avanda Werner-Neckele*  
Secretary-Treasurer

Date: November 26, 2024  
Prepared by: AZWM

November 15, 2024

**Sent by e-mail**

Lindsay Lambert, M.P.I. MCIP RPP  
Senior Planner  
Township of Leeds and the Thousand Islands  
1233 Prince Street  
P.O. Box 280  
Lansdowne, ON K0E 1L0

Dear Ms. Lambert:

**Re: Minor Variance Application Section 45(1) D13-2024-053 (Severson)  
Pt Lot 15, Concession 7; Former Rear of Lansdowne  
974 Burma Lane, Township of Leeds and the Thousand Islands  
Waterbody: Charleston Lake & Charleston Lake Provincially  
Significant Wetland**

Cataraqi Conservation staff have reviewed the above-noted application and offer the following comments for the Committee of Adjustment's consideration. These comments are provided based on Cataraqi Conservation's roles as technical advisor to the Township on *Planning Act* applications, and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*.

**Summary of Proposal**

The application is requesting a minor variance to permit detached uncovered decking and a pumphouse structure that were constructed within the minimum 30 metre setback from the highwater mark of Charleston Lake and the minimum 30 metre front yard setback of the Shoreline Residential zone. The uncovered decking and pumphouse were constructed by the previous owner in the absence of municipal and agency approvals. The two detached uncovered decks are approximately 9.5 sq metres and 48 sq metres and are 0 metres from the highwater mark of Charleston Lake and front lot line. The detached pumphouse is approximately 5.51 sq metres and is setback approximately 14 metres from the highwater mark of Charleston Lake, Charleston Lake Provincially Significant Wetland and the front yard lot line.

**Site Description**

Staff attended a site visit on May 30, 2024. The subject property is 0.12 hectares in size with waterfront on Charleston Lake. Charleston Lake has been identified as an at-capacity Highly Sensitive Lake Trout Lake by the Ministry of Natural Resources and Forestry and the Ministry of the Environment, Conservation and Parks (MECP). The area of Charleston Lake adjacent to the subject property has also been identified as Charleston Lake Provincially Significant Wetland. The shoreline topography of the lot consists of a steep embankment composed of exposed bedrock. From top of slope the land becomes

relatively flat which is where existing development is located. Existing development includes 2 decks, a dwelling, a pumphouse, and docking.

The subject property is designated Rural, Flood Plain, Significant Wetland, Woodlands, and Highly Vulnerable Aquifer in the Township's Official Plan and zoned Shoreline Residential (RS) in the implementing zoning by-law.

### **Discussion**

The main interest of Cataraqui Conservation with respect to this application is the avoidance of natural hazards (i.e. flooding and erosion) associated with Charleston Lake and the protection of the hydrologic function of Charleston Lake Provincially Significant Wetland.

### Natural Hazards

Cataraqui Conservation, through our implementation of Ontario Regulation 41/24 and, in accordance with the natural hazards policies of the 2024 Provincial Planning Statement, directs development away from lands subject to natural hazards (e.g. flooding and erosion).

#### *Flooding*

The regulatory flood plain for Charleston Lake is 86.5 metres GSC where any new development and site alteration is required to occur outside of 6 metres from the regulatory flood plain. Based on the above-mentioned topography, the regulatory flood plain does not extend beyond the toe of slope on the subject property.

As constructed, the uncovered decks are outside the flood plain but do not meet the minimum 6 metre setback and the pump house is located outside the minimum 6 metre setback.

#### *Erosion*

Cataraqui Conservation defines the extent of potential erosion hazards for inland lakes as the sum of a 1(h):1(v) or 3(h):1(v) slope stability allowance (depending on slope material) plus an erosion access allowance of 6 metres. Together, these make up what is known as the 'Erosion Hazard Limit'.

The erosion hazard associated with Charleston Lake and the shoreline which is composed of exposed limestone bedrock consists of a stable slope allowance of 1(h):1(v) and a 6 metre access allowance. With a slope height of approximately 2 metres, the erosion hazard limit extends 6 metres from the toe of slope.

As constructed, the larger uncovered deck is located outside the erosion hazard, the smaller deck is within the erosion hazard and the pumphouse is outside the 6 metre setback from erosion hazard.

### Hydrologic Function of Charleston Lake Provincially Significant Wetland

Wetlands are important features of watersheds for many reasons. From a natural hazards perspective wetlands can retain water during periods of high-water levels or peak flows such as spring freshet and high precipitation events. They allow the retained water to slowly infiltrate into the ground, be released into adjacent waterbodies as well as evaporate, ultimately reducing the potential energy associated with flood waters which can also cause erosion. Charleston Lake PSW in the location of the subject property is an open water Marsh which from a natural hazards perspective plays a more significant role with energy dissipation and erosion control.

Under Ontario Regulation 41/24, new development is required to occur outside of 30 metres from the boundary of a wetland. This ensures that a certain area of protection is provided to maintain the function of the wetland.

As constructed, the uncovered decking and the pump house are within 30 metres of Charleston Lake Provincially Significant Wetland. Typically, where there is existing development and new development is proposed, the 30 metre setback must be met. If the new development involves an addition to an existing structure or building, the new portion of development must be no closer to the wetland boundary than the closest point of the existing structure or building. In this instance, the uncovered decking and pumphouse are presented as separate structures, and at less than 15 sq metres in size, the smaller deck and pumphouse are not regulated under Ontario Regulation 41/24 and therefore not subject to setbacks from regulated features.

### **Recommendation**

**Staff recognize that the uncovered decking and pumphouse do not meet the minimum 6 metre setback from natural hazards and do not meet the 30 metre setback from the PSW boundary. However, the smaller deck and pumphouse are structures no longer regulated under Ontario Regulation 41/24 where staff can only recommend that the smaller deck and pumphouse be setback further to establish safe access outside the flood plain and stable slope as well as to protect the hydrologic function of the PSW.**

**Staff have no objection to the approval of minor variance application D13-2024-053.**

### **Ontario Regulation 41/24**

Portions of the subject property are located within a regulated area under Ontario Regulation 41/24: *Prohibited Activities, Exemptions, and Permits* which regulates development and interference with wetlands, and alterations to shorelines and watercourses. **The uncovered decking and pumphouse have been presented as structures separate from the existing dwelling, of which the smaller deck and**

**pumphouse are less than 15 sq m in size. A retroactive permit is only required for the reconstruction of the larger deck and connecting walkway.**

If you have any questions, please contact the undersigned. Please inform this office of any decision made by the Committee of Adjustment regarding this application.

If you have any questions, please contact the undersigned at (613) 546-4228 ext. 258, or by e-mail at [esu@crca.ca](mailto:esu@crca.ca). Please inform this office of any decision made by the Township regarding this application.

Sincerely,



Emily Su  
Resource Planner  
613-546-4228 ex.258

cc: applicant, via e-mail



## Amanda Werner-Mackeler

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**From:** Bill Lascelles [REDACTED]  
**Sent:** Sunday, November 17, 2024 2:10 PM  
**To:** Amanda Werner-Mackeler  
**Subject:** re: file#D13-2024-053 Luke Severson at 974 Burma Lane

I am writing this email in support of my neighbour's minor variance application. The deck and the pumphouse in no way impact our enjoyment of the lake or our property. In fact, we find his property with the decking quite beautiful from the water when we are kayaking. Regards, William Lascelles at 982 Burma Lane.

## Amanda Werner-Mackeler

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**From:** [REDACTED]  
**Sent:** Thursday, November 21, 2024 10:50 AM  
**To:** Amanda Werner-Mackeler  
**Cc:** 'Bert Shire'; 'Rebecca Cross'; 'Cindy Cross'  
**Subject:** Adjacent cottage owners - comment on File Number: D13-2024-053 (Luke Severson 974 Burma Lane Road) - committee of Adjustment hearing scheduled for November 26, 2024

I received the mail notice regarding the application for a minor variance at our new neighbour's cottage property at **974 Burma Lane (Luke Severson, file # D13-2024-053)**

I am one of the four owners of the family cottage at 981 Burma Lane Road. The other owners are Bert Shire, Becky Cross and Cindy Cross.

I spoke with Bert, Cindy and Becky. We are all **in support** of our neighbour's application for this minor variance to recognize existing structures which were in place when they bought the cottage.

We have **no objections or concerns regarding the application.**

Please pass along this note of support to the committee.

Sincerely, Dan.

Dan Shire  
[REDACTED]

[REDACTED]  
981 Burma Lane



Township of  
**Leeds and the  
Thousand Islands**

## **Committee of Adjustment Report**

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**Meeting Date:** 2024-11-26

**Department:** Planning & Development

**Report Number:** Planning & Development-2024-096

**Submitted By:** Lindsay Lambert

**Approved By:** Marnie Venditti

**Subject:** Minor Variance Application Number: D13-2024-053

**Civic Address:** 974 Burma Lane

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### **Recommendation:**

It is the recommendation of Planning Staff that minor variance application number D13-2024-053 for the property municipally known as 974 Burma Lane be approved subject to the following recommended conditions:

1. The dimensions and setbacks for the proposed development are required to be consistent with the plan attached as Schedule 'A' of the Decision. Any deviation from these specifications will require review by the Township and may necessitate further approvals to be granted by the Township and/or any other governing agency, body, or authority, where applicable;
2. The owner/applicant shall provide to the Building Services a copy of the decision of the Committee of Adjustment when they make their application for a Building Permit. The drawings submitted with the Building Permit application must, in the opinion of the Township, conform to the general intent and description of the approved minor variance, 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;
3. All excavated and construction materials are required to be stored or disposed of away from Charleston Lake to prevent runoff and/or foreign material from entering the waterbody;
4. The owner is encouraged to maintain and enhance the waterbody setback area with native species vegetation;

5. In the event that deeply buried, or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease, and the site must be secured. The Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and Township's Planning and Development Department (613-659-2415, extension 212) must be immediately contacted; and

6. In the event that human remains are encountered, all work must immediately cease, and the site must be secured. The OPP (613-659-5200), Office of the Chief Coroner as a part of the Ontario Ministry of the Solicitor General (1-877- 991-9959), the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and Services Branch of the Ministry of Heritage, Sport, Tourism and Culture Industries (416-314-7132), and Township of Leeds and the Thousand Islands Planning and Development Department (613- 659-2415, extension 212) must be immediately contacted.

**Summary:**

A minor variance application has been submitted to facilitate detached uncovered decking and a pumphouse structure that were constructed within the minimum 30-metre waterbody setback and minimum 30-metre front yard setback of the 'RS' zone by a previous owner in the absence of municipal and agency approvals. The two detached uncovered decks are approximately 9.5 square metres and 48 square metres and are located at a 0-metre setback from the highwater mark of Charleston Lake and the front lot line. The detached pumphouse is approximately 5.51 square metres and is setback approximately 14 metres from the highwater mark of Charleston Lake, wetland and the front lot line.

**Requested Variances:**

Section	Provision	Proposed	Requested Zoning Relief
3.32(b)	Where any lot is adjacent to a waterbody or watercourse, any building, structure, campsite, agricultural use that includes the keeping of livestock, and septic disposal system shall be set back a minimum of 30.0 metres (98.43 ft.) from the high water mark.	Deck 3: 0 metres (0 feet) Deck 4: 0 metres (0 feet) Pumphouse: 14 metres (45.9 feet)	Deck 3: 30 metres (98.43 feet) Deck 4: 30 metres (98.43 feet) Pumphouse: 16 metres (52.5 feet)

3.32(d)	Notwithstanding other provisions of this by-law, no building or structure shall be erected or altered within 30 metres of a seasonal or permanent wetland not categorized herein.	Deck 3: 0 metres (0 feet) Deck 4: 0 metres (0 feet) Pumphouse: 14 metres (45.9 feet)	Deck 3: 30 metres (98.43 feet) Deck 4: 30 metres (98.43 feet) Pumphouse: 16 metres (52.5 feet)
5.5 (b)	Yard requirements (minimum)  Front: 30.0 m (98.43 ft.)	Deck 3: 0 metres (0 feet) Deck 4: 0 metres (0 feet) Pumphouse: 14 metres (45.9 feet)	Deck 3: 30 metres (98.43 feet) Deck 4: 30 metres (98.43 feet) Pumphouse: 16 metres (52.5 feet)

**Site Description:**

The subject property is municipally known as 974 Burma Lane and is approximately 0.12 hectares. The parcel of land is a waterfront property located on Charleston Lake, a waterbody that has been classified by the Province as a Highly Sensitive Lake Trout Lake. The area of the lake that is adjacent to the subject property is the Charleston Lake Provincially Significant Wetland. The area of the shoreline is steep and contains exposed bedrock. The upland portion of the property is relatively flat. Existing development consists of a single-detached dwelling, pumphouse, two detached uncovered decks, wooden walkways and a marine facility (dock). The property is deficient in terms of the minimum lot area (1-hectare) and minimum lot frontage (60 metres) provisions of the Shoreline Residential 'RS' zone of Township Zoning By-Law Number 07-079. The property is accessed via Burma Lane, which is a private road.



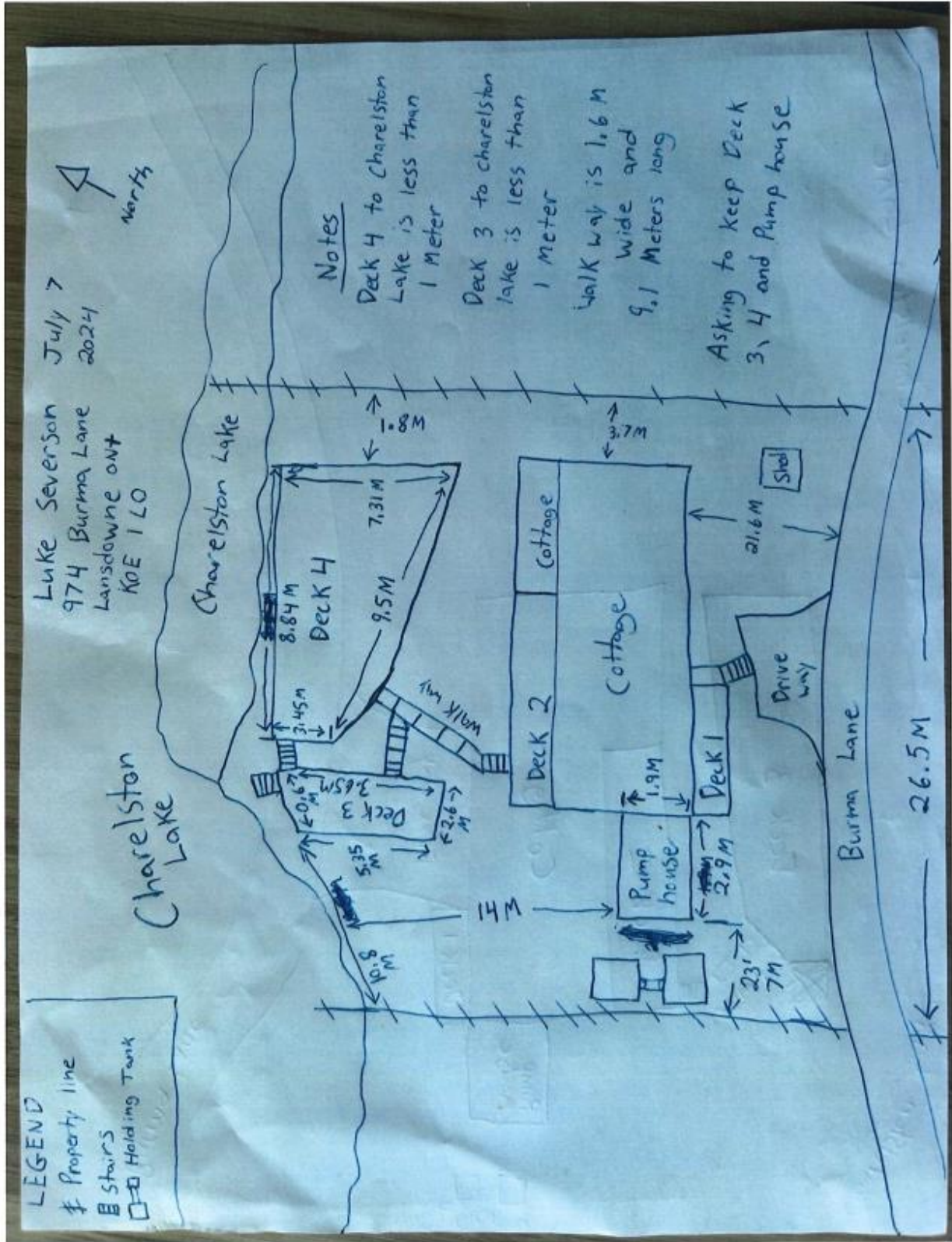
**Key Map: Subject property highlighted**



**Aerial Image 1: Subject property highlighted**



**Aerial Image 2: Subject property highlighted**



Plot Plan



## **Discussion:**

All four (4) tests of an application under Section 45 of the Planning Act must be met for an application to be approved. To meet approval, the variance(s) sought must:

1. be minor;
2. be desirable for the appropriate development or use of the land, building or structure;
3. maintain the general intent and purpose of the Zoning By-Law; and
4. maintain the general intent and purpose of the Official Plan.

### **Is the request consistent with the general intent and purpose of the Official Plan?**

#### United Counties of Leeds and Grenville Official Plan

The property is designated as Rural Lands in Schedule 'A' (Community Structure and Land Use) of the United Counties of Leeds and Grenville Official Plan (UCLG) (OP). Rural Lands are intended to protect the natural amenities and rural character of the Counties while providing opportunities for agricultural uses, resource-based activities, recreation and tourism and other rural land uses. The structures accessory to an existing residential use are permitted uses in the Rural Lands designation.

Section 4.4.1(k) of the Official Plan of the United Counties of Leeds and Grenville states that for existing lots of record, new development should generally be setback 30 metres if possible/feasible, otherwise as far back as the lot permits, with minimum disturbance of the native soils and very limited removal of the shoreline vegetation beyond that required for development.

The Counties' Official Plan further states that any proposed reduction to the 30-metre minimum setback will be consistent with any applicable policies in the Provincial Policy Statement (PPS). Further, any proposed reduction is required to maximize the setback through building design and orientation, and the siting of the septic system, and minimize disturbance to native soils and shoreline vegetation.

Most of the property coincides with the minimum 30-metre setback from the highwater mark of Charleston Lake and a portion of Burma Lane overlaps with the property, which does not provide an opportunity for new construction to comply with the minimum setbacks. The structures were erected by a previous owner without the required permits or approvals and is existing, and no further development is proposed. As such, no further disturbance within the established water setback buffer area is anticipated. It is important to note that much of the shoreline is exposed bedrock, which provides limited opportunity for a natural buffer of vegetation. Further, the proposal is consistent with the applicable PPS (2024) policies and implementation guidelines. Therefore, this proposal is consistent with the general intent and purpose of the Counties' Official Plan.

## Township Official Plan

The property is designated 'Rural' in Schedule A1 (Land Use Designations) of the Township Official Plan. The intent of the Rural designation is to allow for a range of uses which provide the rural community with opportunities to live and work in a sustainable manner. The structures accessory to an existing residential use are permitted uses in the Rural designation.

The subject property is a waterfront parcel and as such, requires review under the Waterfront Areas and Waterbody Protection policies of the Township Official Plan. The purpose of these policies is to ensure the long-term protection of waterbodies in the Township. The Official Plan requires buildings and structures to generally be set back at least 30 metres (98.4 feet) from the high-water mark of all waterbodies to help protect water quality and environmentally sensitive riparian areas, control erosion and assist in softening the visual intrusion of the development.

Section 6.1.4.2.5 of the Township Official Plan states the following:

For existing lots of record, new development should generally be setback 30 metres if possible/feasible, otherwise as far back as the lot permits, with minimum disturbance of the native soils and very limited removal of the shoreline vegetation beyond that required for development. Any proposed reduction to the 30 m minimum setback shall:

- a) be consistent with any applicable policies in the Provincial Policy Statement and related implementation guidelines;
- b) maximize the setback through building design and orientation, and the siting of the septic system; and
- c) minimize disturbance to native soils and shoreline vegetation in accordance with other policies of this Plan.

Further, Section 6.1.4.2.8 of the Township Official Plan provides a potential exception to the minimum 30 metre waterbody setback for minor detached and unenclosed accessory structures and small storage facilities, provided that:

- a) They are a reasonable size for the intended use; and
- b) Suitable methods to minimize negative impacts on surface water, riparian lands, and the littoral zone are incorporated into the design of the development.

The existing decking has minimized disturbance to native soils and shoreline vegetation. The pumphouse location maintains the setback of the existing dwelling on the property. The structures that are the subject of this application are of a reasonable size for their intended use. The raised nature of the decking assists to minimize negative impacts on surface water, riparian lands, and the littoral zone. As discussed later in this report, the development is consistent with the Provincial Planning Statement

(2024). In summary, the application is consistent with the Waterfront Areas and Waterbody Protection policies of the Township Official Plan.

**Is the request consistent with the general intent and purpose of the Zoning By-Law?**

The subject property is zoned Shoreline Residential 'RS' zone in Township Zoning By-Law Number 07-079. The application is seeking zoning relief from three provisions: minimum setback from the highwater mark of a waterbody, minimum setback from a wetland and the minimum front yard setback of the Shoreline Residential 'RS' zone.

The intent of the setbacks is to protect the wetland, water quality and visual quality of the front yard area of a waterfront property. The development captured in the subject application is existing. Adverse impacts to the wetland, water quality of the St. Lawrence River and visual impacts resulting from the zoning relief proposed through the subject application are not anticipated. The decks are in an area of exposed bedrock and the deck construction is raised up on blocks, resulting in diminished impacts to the waterbody and wetland when compared to new accessory structures proposed within the minimum water setback area of a waterfront property with an established native species buffer. As a result, staff conclude that the requested variances are consistent with the general intent and purpose of the Township Zoning By-Law.

**Is the application desirable for the appropriate development or use of the land?**

The development proposed through the subject application is existing, resulting in no further impacts if the application is approved. The development has been found to meet the tests established in the Township Official Plan for small accessory structures to be permitted on a lot of record within the established 30-metre setback. No concerns have been raised by neighbours or the technical agencies that were circulated.

The location of the pumphouse maintains the existing setback from the highwater mark and PSW of the existing dwelling located on the property. The existing detached uncovered decking is in a location of bedrock and is set on blocks. As a result, the decking is not occupying a location that could otherwise be vegetated for water quality, as the surface area is bedrock. The foundation on blocks maintains the ability for runoff to access the lake.

In summary, staff conclude that the approval of the application will result in appropriate development/use of the subject lands.

**Is the application minor?**

The determination of whether an application is "minor" is not based on the degree of variation requested, but rather on whether the impact of granting the request(s) is "minor". This includes considering how the application could impact the existing or planned functionality of the subject lands or of adjacent lands. Impacts can include, but

are not limited to environmental, nuisance (noise, vibration, dust, etc.), visual, and functional attributes.

The location of the pumphouse maintains the existing setback from the highwater mark and PSW of the existing dwelling located on the property. The existing detached uncovered decking is in a location of bedrock and is set on blocks. As a result, the decking is not occupying a location that could otherwise be vegetated for water quality, as the surface area is bedrock. The foundation on blocks maintains the ability for runoff to access the lake. No further development is proposed as a result of this application and the development meets the criteria established in the Township Official Plan with respect to small accessory structures being located within the waterbody setback on existing lots of record. No concerns have been raised by neighbours or the technical agencies that were circulated. In summary, the application is considered to be minor.

**Other Matters of Local or Provincial Interest:**

The Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Planning Statement sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

The policies of the Provincial Planning Statement (PPS) (2024) have been considered in reviewing this application. Specifically, the protection of natural heritage resources as outlined in Section 4.1 has been considered.

The protection of water resources as outlined in Section 4.2 has also been considered. This policy section calls for the minimizing of negative impacts, implementing restrictions on development to protect sensitive surface and groundwater features, and implementing storm water management practices and maintaining or increasing vegetative and pervious surfaces. Through the recommended conditions, the proposal is consistent with the PPS (2024). With respect to the policies of Section 5.2 (protection from natural hazards), the CRCA has reviewed the application from a natural hazards perspective and have concluded that while the development does not meet the minimum 6-metre setback from natural hazards and do not meet the minimum 30-metre setback from the PSW boundary, the smaller deck and pumphouse are not regulated under Ont. Reg. 41/24. The CRCA concludes their comments stating that based on its consideration of natural hazards, it has no objection to the approval of the subject application.

In summary, the application is consistent with the Provincial Planning Statement (2024).

**Consultation:**

Public Comments: At the time of the completion of this report, two pieces of correspondence were received from the public. In the first correspondence, the owner of

a nearby property municipally addressed as 982 Burma Lane expresses support for the subject application, noting that *'The deck and the pumphouse in no way impact our enjoyment of the lake or our property. In fact, we find his property with the decking quite beautiful from the water when we are kayaking.'* The second piece of correspondence is from one of the owners of a nearby property municipally addressed as 981 Burma Lane. The correspondence also notes support for the application.

Township Building Comments: The decks and pump house will require building permits and approval from all applicable law agencies (planning/CRCA) All construction must be in accordance with 2012 OBC requirements including guards. There appears to be holding tanks in the side yard, the setbacks dimensions are not shown, the tanks must be 1.5-metre from any structure and 3 metres from property lines.

Cataraqui Region Conservation Authority (CRCA) Comments: Staff recognize that the uncovered decking and pumphouse do not meet the minimum 6 metre setback from natural hazards and do not meet the 30-metre setback from the PSW boundary. However, the smaller deck and pumphouse are structures no longer regulated under Ontario Regulation 41/24 where staff can only recommend that the smaller deck and pumphouse be setback further to establish safe access outside the flood plain and stable slope as well as to protect the hydrologic function of the PSW. Staff have no objection to the approval of minor variance application D13-2024-053.

**Site Photos:**



**Site Photo 1: View of Existing Detached Decking**



**Site Photo 2: View of Existing Detached Decking**



**Site Photo 3: View of Decking and Exposed Bedrock**



**Site Photo 4: Pumphouse Elevation Facing Burma Lane**



**Site Photo 5: Pumphouse Elevation Facing Charleston Lake**

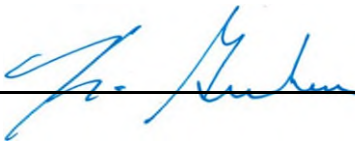


**Site Photo 6: View of Existing Dwelling, Shed and Pumphouse from Burma Lane**



**Township of Leeds and the Thousand Islands  
Committee of Adjustment**

<b>Date</b>	November 26, 2024
<b>Resolution No.</b>	COA-2024-089

**Moved By** 

**Seconded By** 

**That** application D13-2024-054 be deferred.

**Carried/Lost**   
Chairperson



## Public Meeting Minutes

**Date:** December 2, 2024, 6:00 p.m.  
**Location:** Lansdowne Council Chambers

**Members Present:** Mayor Smith-Gatcke  
Deputy Mayor Fodey  
Councillor Gorrell  
Councillor Kelman  
Councillor Jamison  
Councillor Lackie  
Councillor Mabee

**Staff Present:** Michelle Hannah, Clerk  
Marnie Venditti, Director of Planning & Development (Acting  
CAO)

**Staff Absent:** Steve Donachey, Chief Administrative Officer

- 
1. **Call to Order**
  2. **Declaration of Pecuniary Interest and the General Nature Thereof**  
None.
  3. **Purpose of Meeting**

### 3.1 **Proposed Procedural By-law Amendments**

Mayor Smith-Gatcke provided an overview of the purpose of the meeting and the public meeting statement.

Michelle Hannah provided an overview of the report and the purposes of the amendments.

Michelle Hannah provided clarification regarding the reason for this matter coming forward and provided clarification regarding unfinished business and other business uses and how items should be placed on the agenda for transparency to the public. Clarification was also provided regarding the use of briefings versus delegations.

Clarification regarding removing unfinished business and other business and adding statements and announcements by councillors was provided.

Mayor Smith-Gatcke shared that if someone wishes to speak during a meeting, they will be afforded the opportunity as appropriate, she does not anticipate that the new format will change this.

**4. Adjournment**

**4.1 Motion to Adjourn**

**Resolution Number: PUBLIC.2024.11**

**That the Public meeting adjourn at 6:15 p.m.**

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Mayor

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Clerk



Township of  
**Leeds and the  
Thousand Islands**

## **Council Report**

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**Meeting Date:** 2025-01-13

**Department:** Corporate Services

**Report Number:** Corporate Services-2025-002

**Submitted By:** Philip Reniers

**Approved By:** Stephen Donachey

**Subject:** 2025 Municipal Operating and Capital Budgets

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### **Recommendation:**

**That** Council receive Corporate Services Report 2025-002 – 2025 Municipal Operating and Capital Budgets; and

**That** Council approve the 2025 proposed operating budget with a net levy requirement of \$12,869,100; and

**That** Council approve the 2025 proposed Township residential tax rate of 0.00539115; and

**That** Council approve the 2025 proposed capital budget of \$14,889,100; and

**That** Council approval of the 2025 Municipal Operating and Capital budget as proposed does not constitute approval for staff to proceed with any capital project funded in part, or in whole, through a grant; and

**That** Council direct staff to report to Council on the success or failure of any grant applications authorized by Council in respect to any capital project and provide proposed options in respect of the applicable project for Council's consideration.

### **Background:**

The proposed 2025 operating and capital municipal budgets were presented to Council at a Special Meeting on December 12, 2024, through Corporate Services Report 2024-033 – 2025 Draft Municipal Operating and Capital Budgets.

As part of this report, Council opted for Scenario 2 per the *Budget Addendum – Policing Costs*. As such, all necessary rates and budgets have been updated accordingly.

In preparing the draft 2025 budgets, the Township must balance the needs and wants of the community with legislative requirements and funding constraints. Although the Township has control over many factors when developing the budget, such as enhancement or reduction of service levels, there are also several factors to which the Township has little or no control. Such factors include the rate of inflation, reliance on other organizations or external agencies and levels of government, and various legislative standards that must be met.

The Township is required through the *Municipal Act, 2001*, to adopt a balanced budget each year. Simply put, the money raised must equal the money spent. To ensure a balanced budget, the Township can increase its revenues via property taxes and/or user fees or manage expenses through adapting or reducing the cost of programs and/or expenses.

Accordingly, staff present the updated proposed 2025 municipal operating and capital budgets for consideration and approval.

**Analysis:**

Operating Budget

The draft 2025 operating budget has been updated since the original budget report Corporate Services-2024-033, that was presented to Council at a Special Meeting on December 12, 2024. All necessary rates and budget items have been updated accordingly with Council's direction of Scenario 2 per the *Budget Addendum – Policing Costs*.

The updated draft 2025 operating budget is proposed with gross expenditures of \$18.75 million, resulting in a property tax levy requirement of \$12.87 million. This is a 7.5% increase from the 2024 levy requirement and requires a proposed 6.8% increase to the Township's residential tax rate. To translate into a taxpayer's bill, a residential property assessed at \$206,000 (assessment median of a single-detached home as per MPAC) would see a \$71 increase from 2024 (\$5.90 per month) for the Township's portion of taxes. Any additional impacts would stem from the overall tax rate, which incorporates any changes in the tax rates set by the Province for education and the County.

The table below compares the historic tax rates for the last five years with an average annual increase in the Township's tax levy and tax rate of \$484,300 and 5.0% respectively.

	2021	2022	2023	2024	2025	Average annual increase
<b>Levy requirement (\$)</b>	<b>10,447,440</b>	<b>10,779,400</b>	<b>11,276,000</b>	<b>11,974,400</b>	<b>12,869,100</b>	484,300
Residential Township tax rate	0.00447958	0.00458810	0.00477906	0.00504751	0.00539115	
<b>Township tax rate increase</b>	<b>6.0%</b>	<b>2.4%</b>	<b>4.2%</b>	<b>5.6%</b>	<b>6.8%</b>	5.0%
Residential overall tax rate	0.00970433	0.00990118	0.01035201	0.01086874	0.01121239	
<b>Overall tax rate increase</b>	<b>2.7%</b>	<b>2.0%</b>	<b>4.6%</b>	<b>5.0%</b>	<b>3.2%</b>	3.5%

*N.B. With the County rates not yet set, the overall tax rate increase could be more or less than shown in Table 2*

A summary of the updated 2025 proposed operating budget is attached with this report. A more fulsome accounting and commentary is provided in the draft budget document as originally presented on December 12, 2024.

### Capital Budget

The 2025 proposed capital budget is \$14.9 million, plus an expected carry forward budget of \$4.6 million. The new capital budget for 2025 and funding plan is summarized in the table below.

Asset Category	2025 Draft Budget (\$)	Funding						Total (\$)
		Capital Reserve Funds	Special Projects Reserve Fund	Cash in Lieu of Parkland	OCIF/CCBF	Grant	Debt	
Bridges & Culverts	80,000	80,000	-	-	-	-	-	80,000
Buildings & Facilities	1,731,200	1,701,200	30,000	-	-	-	-	1,731,200
Fleet	1,460,300	1,460,300	-	-	-	-	-	1,460,300
Machinery & Equipment	346,000	346,000	-	-	-	-	-	346,000
Parks & Land Improvement	450,000	300,000	-	150,000	-	-	-	450,000
Lansdowne Urbanization Project	8,553,200	-	-	-	-	4,276,600	4,276,600	8,553,200
Road Network & Storm Sewer	2,268,400	728,500	-	-	1,539,900	-	-	2,268,400
<b>Total Capital Budget &amp; Funding</b>	<b>14,889,100</b>	<b>4,616,000</b>	<b>30,000</b>	<b>150,000</b>	<b>1,539,900</b>	<b>4,276,600</b>	<b>4,276,600</b>	<b>14,889,100</b>

The 2025 budget document includes a 10-year capital financial plan that outlines the estimated capital requirements and projected funding plan going forward.

### **Financial Implications:**

The proposed 2025 updated operating and capital budgets, should they be adopted as presented, would yield financial implications outlined below.

### Operating Budget

- Gross expenditures of \$18.75 million, resulting in a net levy requirement of \$12.87 million.
- Reserve/reserve fund contributions totaling \$4.3 million:
  - \$2,957,700 contribution to capital reserve funds funded by the levy.

- \$631,200 flow through contributions to obligatory reserve funds for OCIF and CCBF with no net levy impact.
- \$714,500 contribution to discretionary reserve funds funded by the levy.
- Reserve/reserve fund withdrawals totaling \$838,700:
  - \$182,400 from the Working Fund Reserve.
  - \$190,000 from the Special Projects Reserve Fund.
  - \$125,000 from the Community Grant Reserve Fund.
  - \$120,000 from the Community Improvement Plan Reserve Fund.
  - \$10,000 from the Heritage Conservation Reserve Fund.
  - \$211,300 from the Building Permit Reserve Fund.

**Capital Budget**

- Total new capital budget of \$14.9 million, with an additional expected carry forward budget of \$4.6 million.
- Reserve fund withdrawals totaling \$6.3 million for new capital budget:
  - \$4.6 million from Capital Reserve Funds.
  - \$30,000 from the Special Projects Reserve Fund.
  - \$150,000 from the Cash in Lieu of Parkland Reserve Fund.
  - \$1.5 million from the OCIF and CCBF obligatory Reserve Funds.
- Debt issuance of \$4.3 million for new capital budget (for the Lansdowne Urbanization Project which is contingent upon obtaining matching grant funds and further Council approval), in addition to \$6.8 million in new debt issuance for prior capital spending and carry forward budget for a total of \$11.1 million.
- Appendix C of the draft budget binder outlines a 10-year capital financial plan for the Township.

**Relevant Policy or Legislation:**

*Municipal Act, 2001*

**Strategic Plan Alignment:**

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- Delivering Effective and Accountable Government
- Promoting Quality of Life and Environmental Stewardship
- Growing a Liveable Community with Great Services
- Fostering Jobs and Economic Development

**Consultations:**

This report was reviewed in consultation with all members of the Senior Management Team of the Township.

**Attachments:**

2025 Draft Operating Budget Schedule - Updated



**2025 DRAFT Operating Budget Schedule - Updated December 12, 2024**

	2025 Budgeted Revenue	2025 Budgeted Expense	2025 Net Budget	2024 Budgeted Revenue	2024 Budgeted Expense	2024 Net Budget	\$ Change In Net Budget	% Change In Net Budget
<b>Taxation and Non Departmental</b>								
Taxation - Township	(100,000)	50,000	(50,000)	(100,000)	100,000	-	(50,000)	
Casino & Reserve Transfers	(950,000)	635,000	(315,000)	(850,000)	545,000	(305,000)	(10,000)	3.3%
Capital Reserves & Debt Servicing	-	3,157,400	3,157,400	-	2,756,600	2,756,600	400,800	14.5%
Non Departmental	(1,761,300)	676,200	(1,085,100)	(1,808,900)	772,600	(1,036,300)	(48,800)	4.7%
Council	-	190,200	190,200	-	182,700	182,700	7,500	4.1%
<b>Total Taxation and Non Department</b>	<b>(2,811,300)</b>	<b>4,708,800</b>	<b>1,897,500</b>	<b>(2,758,900)</b>	<b>4,356,900</b>	<b>1,598,000</b>	<b>299,500</b>	<b>18.7%</b>
<b>CAO, Clerk &amp; HR</b>								
Election	-	15,000	15,000	-	15,000	15,000	-	0.0%
CAO, Clerk & HR	(5,500)	700,900	695,400	(51,000)	821,000	770,000	(74,600)	-9.7%
Health & Safety Committee	-	15,000	15,000	-	9,500	9,500	5,500	57.9%
Emergency Preparedness	-	500	500	-	3,800	3,800	(3,300)	-86.8%
Livestock	(15,000)	17,000	2,000	(12,000)	14,000	2,000	-	0.0%
Fenceviewers	(100)	500	400	(100)	500	400	-	0.0%
Cemeteries	(25,000)	59,200	34,200	-	25,800	25,800	8,400	32.6%
<b>Total CAO, Clerk &amp; HR</b>	<b>(45,600)</b>	<b>808,100</b>	<b>762,500</b>	<b>(63,100)</b>	<b>889,600</b>	<b>826,500</b>	<b>(64,000)</b>	<b>-7.7%</b>
<b>Corporate Services</b>								
Finance	(448,300)	666,200	217,900	(658,500)	751,200	92,700	125,200	135.1%
Information Technology	-	314,500	314,500	-	367,600	367,600	(53,100)	-14.4%
Communications	(10,000)	119,100	109,100	-	118,700	118,700	(9,600)	-8.1%
Community Grants	(100,000)	100,000	-	(100,000)	100,000	-	-	
Health Services	-	30,300	30,300	-	40,000	40,000	(9,700)	-24.3%
Economic Development	(15,000)	158,800	143,800	(33,200)	194,100	160,900	(17,100)	-10.6%
Tile Drainage	(7,500)	7,500	-	(7,500)	7,500	-	-	
<b>Total Corporate Services</b>	<b>(580,800)</b>	<b>1,396,400</b>	<b>815,600</b>	<b>(799,200)</b>	<b>1,579,100</b>	<b>779,900</b>	<b>35,700</b>	<b>4.6%</b>
<b>Fire Services</b>								
Fire	(58,400)	1,003,800	945,400	(3,500)	953,600	950,100	(4,700)	-0.5%
Fire Prevention	-	123,600	123,600	-	104,000	104,000	19,600	18.8%
Fleet Maintenance	-	128,600	128,600	-	108,400	108,400	20,200	18.6%
Fire Training	(180,000)	229,400	49,400	(150,000)	191,800	41,800	7,600	18.2%
<b>Total Fire Services</b>	<b>(238,400)</b>	<b>1,485,400</b>	<b>1,247,000</b>	<b>(153,500)</b>	<b>1,357,800</b>	<b>1,204,300</b>	<b>42,700</b>	<b>3.5%</b>

	2025 Budgeted Revenue	2025 Budgeted Expense	2025 Net Budget	2024 Budgeted Revenue	2024 Budgeted Expense	2024 Net Budget	\$ Change In Net Budget	% Change In Net Budget
<b>Planning &amp; Development</b>								
By-Law	(31,000)	140,300	109,300	(3,500)	135,400	131,900	(22,600)	-17.1%
Dogs	(5,300)	6,200	900	(3,800)	3,200	(600)	1,500	-250.0%
Planning	(271,500)	623,400	351,900	(335,000)	655,800	320,800	31,100	9.7%
Committee of Adjustment	-	10,500	10,500	-	8,800	8,800	1,700	19.3%
Historical Committee	(10,000)	15,600	5,600	-	15,600	15,600	(10,000)	-64.1%
Building (Note 1)	(855,300)	855,300	-	(810,300)	810,300	-	-	
<b>Total Planning &amp; Development</b>	<b>(1,173,100)</b>	<b>1,651,300</b>	<b>478,200</b>	<b>(1,152,600)</b>	<b>1,629,100</b>	<b>476,500</b>	<b>1,700</b>	<b>0.4%</b>
<b>Operations &amp; Infrastructure</b>								
Public Works	(15,000)	2,670,800	2,655,800	(15,000)	2,480,600	2,465,600	190,200	7.7%
Winter Control	(25,000)	627,400	602,400	-	582,200	582,200	20,200	3.5%
Garbage Collection	(50,000)	50,000	-	(42,000)	42,000	-	-	
Landfill Sites	(545,200)	1,124,300	579,100	(545,200)	1,088,700	543,500	35,600	6.6%
Source Water Protection	-	25,000	25,000	-	25,000	25,000	-	0.0%
Municipal Drain	(50,000)	66,400	16,400	(50,000)	65,800	15,800	600	3.8%
Recreation	(30,000)	367,600	337,600	(30,000)	349,100	319,100	18,500	5.8%
Facilities	(225,800)	836,700	610,900	(80,500)	591,800	511,300	99,600	19.5%
Parks	(39,000)	345,400	306,400	(38,500)	310,400	271,900	34,500	12.7%
<b>Total Operations &amp; Infrastructure</b>	<b>(980,000)</b>	<b>6,113,600</b>	<b>5,133,600</b>	<b>(801,200)</b>	<b>5,535,600</b>	<b>4,734,400</b>	<b>399,200</b>	<b>8.4%</b>
<b>External Agencies</b>								
Police	(14,000)	1,857,500	1,843,500	(14,000)	1,712,400	1,698,400	145,100	8.5%
CRCA	-	186,500	186,500	-	177,800	177,800	8,700	4.9%
Library	(37,800)	542,500	504,700	(37,800)	516,400	478,600	26,100	5.5%
<b>Total External Agencies</b>	<b>(51,800)</b>	<b>2,586,500</b>	<b>2,534,700</b>	<b>(51,800)</b>	<b>2,406,600</b>	<b>2,354,800</b>	<b>179,900</b>	<b>7.6%</b>
<b>TOTAL DEPARTMENTAL</b>	<b>(3,069,700)</b>	<b>14,041,300</b>	<b>10,971,600</b>	<b>(3,021,400)</b>	<b>13,397,800</b>	<b>10,376,400</b>	<b>595,200</b>	<b>5.7%</b>
<b>TOTAL PROPERTY TAX FUNDED</b>	<b>(5,881,000)</b>	<b>18,750,100</b>	<b>12,869,100</b>	<b>(5,780,300)</b>	<b>17,754,700</b>	<b>11,974,400</b>	<b>894,700</b>	<b>7.5%</b>

\*\*\*Note 1 - Building Division is self funded through permit fees and Building Stabilization Reserve Fund\*\*\*



Township of  
**Leeds and the  
Thousand Islands**

## **Council Report**

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**Meeting Date:** 2025-01-13

**Department:** Corporate Services

**Report Number:** Corporate Services-2025-003

**Submitted By:** Philip Reniers

**Approved By:** Stephen Donachey

**Subject:** 2025 Water and Wastewater Operating and Capital Budgets

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### **Recommendation:**

**That** Council receive Corporate Services Report 2025-003 – 2025 Water and Wastewater Operating and Capital Budgets; and

**That** Council approve the 2025 proposed Water operating budget of \$376,100; and

**That** Council approve the 2025 proposed Wastewater operating budget of \$354,400; and

**That** Council approve the increases to water and wastewater rates in accordance with the rate study, effective for the January 2025 billing cycle; and

**That** Council approve the Water and Wastewater capital budget of \$3,320,100; and

**That** Council approval of the 2025 Water and Wastewater capital budget as proposed does not constitute approval for staff to proceed with any capital project funded in part, or in whole, through a grant; and

**That** Council direct staff to report to Council on the success or failure of any grant applications authorized by Council in respect to any capital project and provide proposed options in respect of the applicable project for Council's consideration.

### **Background:**

The proposed 2025 water and wastewater operating and capital budgets were presented to Council at the Committee of the Whole meeting on January 6, 2025,

through Corporate Services Report 2024-032 – 2025 Draft Water and Wastewater Operating and Capital Budgets.

The water and wastewater utilities service the Village of Lansdowne. The utilities are self-funded services, meaning that the rates charged for the services are intended to recover the operating and capital costs to provide the services. The utility services are not included in the property tax levy calculation and only the residents and properties using the utilities pay for the services.

**Analysis:**

The proposed 2025 gross operating budgets for water and wastewater is \$376,100 and \$354,400 respectively, for a total of \$730,500. The budget has increased by \$42,400, or 6% over 2024.

Water

The proposed 2025 gross operating budget for water is \$376,100. This is an increase of \$21,500, or 6% over 2024. Excluding the transfer to reserve fund, the operating expenditures have increased by \$25,300, or 10%. This is largely driven by the financial plan study (rate study) that is required to be completed in 2025 for rates starting in 2026. The rate study is estimated at \$20,000 in the proposed water budget.

Water – Draft operating budget by segment:

	2025 Budget	2024 Budget	Change (\$)	Change (%)
<b>Revenue</b>				
User Fees	(361,300)	(347,300)	(14,000)	4%
Other Revenue	(14,800)	(7,300)	(7,500)	103%
<b>Total Revenue</b>	<b>(376,100)</b>	<b>(354,600)</b>	<b>(21,500)</b>	<b>6%</b>
<b>Expenses</b>				
OCWA contract	166,100	161,200	4,900	3%
Maintenance (OCWA)	55,000	55,000	-	0%
Insurance	15,100	14,400	700	5%
Other supplies and expenses	47,900	28,200	19,700	70%
Total operating expenses	284,100	258,800	25,300	10%
Transfer to reserve fund	92,000	95,800	(3,800)	-4%
<b>Total Expenses</b>	<b>376,100</b>	<b>354,600</b>	<b>21,500</b>	<b>6%</b>
<b>Net Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Wastewater

The proposed 2025 gross operating budget for wastewater is \$354,400. This is an increase of \$20,900, or 6% over 2024. Excluding the transfer to reserve fund, the operating expenditures have increased by \$62,800, or 30%. This is a result of an increase to projected maintenance work as proposed by OCWA, which includes

\$25,000 for a zyme trial, as well as the financial plan study (rate study) that needs to be completed in 2025, estimated at \$20,000 in the proposed wastewater budget.

Wastewater – Draft operating budget by segment:

	2025 Budget	2024 Budget	Change (\$)	Change (%)
<b>Revenue</b>				
User Fees	(338,800)	(325,700)	(13,100)	4%
Other Revenue	(15,600)	(7,800)	(7,800)	100%
<b>Total Revenue</b>	<b>(354,400)</b>	<b>(333,500)</b>	<b>(20,900)</b>	<b>6%</b>
<b>Expenses</b>				
OCWA contract	140,900	136,800	4,100	3%
Maintenance (OCWA)	70,000	31,500	38,500	122%
Insurance	15,100	14,400	700	5%
Other supplies and expenses	46,200	26,700	19,500	73%
<b>Total operating expenses</b>	<b>272,200</b>	<b>209,400</b>	<b>62,800</b>	<b>30%</b>
Transfer to reserve fund	82,200	124,100	(41,900)	-34%
<b>Total Expenses</b>	<b>354,400</b>	<b>333,500</b>	<b>20,900</b>	<b>6%</b>
<b>Net Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Capital

The 2025 proposed water and wastewater capital budget, including carry forward from 2024, is \$3.3 million. The capital budget and funding plan is summarized in the table below:

	2025 Draft Budget w/ Carry Forward	Funding			
		Reserve Funds	Debt	Grant	Total
<b>Water - Capital Projects</b>					
Water meters	2,200	2,200	-	-	2,200
HVAC Well #1 & #2 (OCWA)	6,000	6,000	-	-	6,000
Water storage and distribution system upgrade	3,151,100	-	850,800	2,300,300	3,151,100
<b>Total Water</b>	<b>3,159,300</b>	<b>8,200</b>	<b>850,800</b>	<b>2,300,300</b>	<b>3,159,300</b>
<b>Wastewater - Capital Project</b>					
Lansdowne sewage pump station	10,800	10,800	-	-	10,800
Sanitary Municipal Class EA	150,000	150,000	-	-	150,000
<b>Total Wastewater</b>	<b>160,800</b>	<b>160,800</b>	<b>-</b>	<b>-</b>	<b>160,800</b>
<b>Total Water and Wastewater</b>	<b>3,320,100</b>	<b>169,000</b>	<b>850,800</b>	<b>2,300,300</b>	<b>3,320,100</b>

The 2025 budget document includes a 10-year financial plan that outlines the estimated capital requirements and projected funding plan going forward.

**Alternatives:**

None.

**Financial Implications:**

The proposed 2025 Water and Wastewater operating and capital budgets will yield the financial implications outlined below.

User Rates

To meet the budgeted revenues, the proposed increases to the water and wastewater rates, to be effective for the January 2025 billing cycle, are summarized in the following tables. These rates are in accordance with the most recent study as previously approved by Council.

**1 1/2" Meter or Less**

	2025 Rate	2024 Rate	Change (\$)	Change (%)
<b>Water</b>				
Water flat rate (Base)***	\$ 89.14	\$ 86.12	\$ 3.02	3.5%
Water per m3 (Volume)	\$ 2.94	\$ 2.90	\$ 0.04	1.4%
<b>Wastewater</b>				
Sewer flat rate (Base)***	\$ 84.16	\$ 81.31	\$ 2.85	3.5%
Sewer per m3 (Volume)	\$ 2.48	\$ 2.45	\$ 0.03	1.2%
<b>Total Combined</b>				
Flat rate (Base)***	\$ 173.30	\$ 167.43	\$ 5.87	3.5%
Per m3 (Volume)	\$ 5.42	\$ 5.35	\$ 0.07	1.3%

\*\*\*Flat monthly charge includes 15 m3

**2" Meter or Greater**

	2025 Rate	2024 Rate	Change (\$)	Change (%)
<b>Water</b>				
Water flat rate (Base)***	\$ 108.23	\$ 104.57	\$ 3.66	3.5%
Water per m3 (Volume)	\$ 3.89	\$ 3.84	\$ 0.05	1.3%
<b>Wastewater</b>				
Sewer flat rate (Base)***	\$ 102.19	\$ 98.73	\$ 3.46	3.5%
Sewer per m3 (Volume)	\$ 3.33	\$ 3.29	\$ 0.04	1.2%
<b>Total Combined</b>				
Flat rate (Base)***	\$ 210.42	\$ 203.30	\$ 7.12	3.5%
Per m3 (Volume)	\$ 7.22	\$ 7.13	\$ 0.09	1.3%

\*\*\*Flat monthly charge includes 15 m3

Operating Budgets

- Gross budgets of \$376,100 and \$354,400 for water and wastewater, respectively.
- Reserve fund contributions totaling \$174,200 as follows:
  - Water Reserve Fund \$92,000

- Wastewater Reserve Fund \$82,200

### Capital Budget

- Total capital budget of \$3.3 million including expected carry forward budget
- Reserve fund withdrawals totaling \$169,000 to fund capital projects:
  - \$8,200 from the Water Reserve Fund
  - \$160,000 from the Wastewater Reserve Fund
- Debt issuance of \$850,800 for the Water Storage and Distribution System upgrade project for 2025 spending.
  - Total debt issuance for this project is estimated to total \$1.2 million, with an estimated annual repayment cost to service of \$70,600.
  - The project is dependent upon receiving grant funding from the Province. Staff will report to Council on the outcome of the grant application in due course and seek Council's direction and authorization regarding proceeding with the project.
- Appendix D of the draft budget binder outlines a 10-year financial plan for Water and Wastewater Capital

### **Relevant Policy or Legislation:**

*2021 Water and Wastewater Rate Study*

### **Strategic Plan Alignment:**

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- Delivering Effective and Accountable Government
- Promoting Quality of Life and Environmental Stewardship
- Growing a Liveable Community with Great Services
- Fostering Jobs and Economic Development

### **Consultations:**

This report was reviewed in consultation with:

- David Holliday, Director of Operations and Infrastructure

### **Attachments:**

None.



Township of  
**Leeds and the  
Thousand Islands**

## **Council Report**

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**Meeting Date:** 2025-01-13

**Department:** Administration

**Report Number:** Administration-2025-002

**Submitted By:** Michelle Hannah

**Approved By:** Stephen Donachey

**Subject:** Council Vacancy – Ward 2

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### **Recommendation:**

**That** Council declare the office of Councillor Ward 2, held by Mark Jamison, vacant; and

**That** Council directs staff to move forward with Option \_\_\_\_\_ as described in staff report Administration-2025-002 to fill the vacancy of the office of Councillor Ward 2.

### **Background:**

On December 13, 2024, Councillor Mark Jamison tendered his resignation from the position of Councillor Ward 2 effective December 31, 2024.

Sections 262 and 263 of the *Municipal Act*, states:

#### ***Declaration***

*262 (1) If the office of a member of a council becomes vacant under section 259, the council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings. 2001, c. 25, s. 262 (1).*

#### ***Filling vacancies***

*263 (1) If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,*

*(a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or*



(b) require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act, 1996. 2001, c. 25, s. 263 (1)*.

### **Rules applying to filling vacancies**

(5) *The following rules apply to filling vacancies:*

1. *Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262, the municipality shall,*

- i. appoint a person to fill the vacancy under subsection (1) or (4), or*
- ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1)."*

### **Analysis:**

In accordance with the *Municipal Act*, Council must declare Councillor Jamison's seat vacant at its next meeting, being January 13, 2025.

Within 60 days of the date of declaration of the vacancy, Council must make a decision regarding how to fill the vacancy. The *Act* does not outline how the municipality shall fill the vacancy, it is up to staff to provide options and Council to make a final determination as to how the appointment will take place.

The options that are available for Council's consideration are described below. The options are outlined and include advantages and disadvantages as well as estimated financial implications for each and are presented in no particular or preferred order.

### **Option #1:**

#### **Direct Appointment by Council**

This option allows Council to elect an eligible elector without an application or interview process. Council could opt to choose any eligible elector. Should Council consider this option, the Municipal Clerk would seek written confirmation of the elector's eligibility and determine if the candidate has an interest in accepting the appointment. If the eligible elector is agreeable, Council would then appoint the individual by by-law.

The advantages to this process are, it is a short process and results in a full Council compliment sooner than any of the other options, Council can ensure that the individual chosen to represent Ward 2 has a direct connection to the Ward, minimal staff time and costs are associated with this option.

The disadvantages are, this option does not provide for any public input, and the individual may not be qualified for or interested in a position on Council.

The financial implication for this option is estimated as nominal (under \$1,000.00).

## **Option #2:**

### **Appointment Through an Open Call of Qualified Applicants:**

Council may appoint a new member through an open call for qualified applicants. Any eligible elector from anywhere in the Municipality may submit an application to the Municipal Clerk for review of eligibility. The Clerk will then provide all eligible applications to Council to be considered for appointment.

Attachment #1 to this report provides for guidelines of the process if this option is to be chosen.

The advantages of this option are: it allows for all eligible and interested candidates within the Municipality to have an opportunity to apply; it provides an opportunity for Council to consider an individual with a skillset that may not yet be represented on Council; and the costs associated with this option are low.

The disadvantages of this option are: it consumes a significant amount of staff time over the next two months; it does not guarantee that the individual has a direct connection to Ward 2; and it does not involve the public in the election of a new Councillor (however, does provide more public input than Option #1 as the application is open to all eligible members of the public).

The financial implication of this option is estimated to be approximately \$3,000 for advertising, any potential Special Council Meetings required and staff time.

## **Option #3:**

### **Appointment of an Unsuccessful Candidate from the 2022 Election:**

Council may appoint a candidate who was unsuccessful in the 2022 election. There is a total of five (5) unsuccessful candidates in the 2022 election for the three Wards.

If Council chooses Option #3, the Clerk will reach out to each unsuccessful candidate to inquire if they are still eligible, interested and willing to be appointed to Council. In the event that more than one candidate expresses interest in being appointed, the process described in Attachment 1 could be applied.

The advantages of this option are these individuals previously showed interest in a seat on Council and most likely familiarized themselves with the requirements and expectations of municipal councillors. This option also takes up minimal staffing time and costs.

The disadvantages of this option are that these individuals may no longer be eligible or available as it has been more than two years since the 2022 election. This option also does not guarantee someone with a direct connection to Ward 2 will be appointed.

The financial implication for this option is similar to Option #1, being nominal but with the possibility of Special Council meetings in the event of multiple candidates being interested.

#### **Option #4**

##### **By-Election:**

This option provides Council with the ability to pass a by-law requiring a by-election to be held to fill the vacancy. If Council so chooses to hold a by-election, a by-law must be passed regarding the details of the by-election within 60 days of the declaration of vacancy.

The *Municipal Act* requires that by-elections be conducted in the same manner as a regular municipal election. Any eligible electors may submit their nomination papers and run in by-election. Only eligible electors in Ward 2 may vote in the by-election.

Should Council decide to fill the vacancy by by-election, Section 65(4) of the *Municipal Elections Act, 1996* requires that the Clerk establish Nomination Day not more than sixty days from the day Council passes a by-law to hold a by-election, and Voting Day shall be forty-five days after Nomination Day.

If Council chooses to fill the vacancy via by-election, staff will provide Council with a subsequent report which will provide detailed timelines and costs following consultation with involved stakeholders and vendors.

The advantage of this option is that there is public participation for filling the vacancy.

The disadvantage of this option is that there is a significant cost to taxpayers, it will consume a significant amount of staff time over the next four to five months, the position will be vacant for longer than the other three options and it does not guarantee that the successful candidate has direct connections to Ward 2.

The estimated financial implications of a by-election are upwards of \$30,000 - \$40,000, including advertising, staff time to prepare and run the election, vendors for voting platforms, supplies and software costs.

#### **Historical Council Vacancies in the Township**

The Township has experienced a vacancy on Council in 2017 and 2023. In both cases the vacancy was created due to the death of a Councillor. In 2017, Council chose to appoint an unsuccessful candidate from the 2014 Municipal Election. In 2023, Council chose to receive applications from interested individuals and appoint a Councillor through an interview process.

#### **Next Steps**

Once Council has decided on the option with which they wish to proceed, this will be communicated to the public through the Township's website, social media and local

media. Staff will also commence the necessary work to carry out the Option selected by Council.

**Financial Implications:**

The financial implications for each option are outlined within the option. The implications range from under \$1,000 to \$40,000.

**Relevant Policy or Legislation:**

*Municipal Act, 2001, S.O. 2001, c. 25*

*Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.*

**Strategic Plan Alignment:**

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- Delivering Effective and Accountable Government
- Promoting Quality of Life and Environmental Stewardship
- Growing a Liveable Community with Great Services
- Fostering Jobs and Economic Development

**Consultations:**

This report was reviewed in consultation with:

Stephen Donachey, CAO

**Attachments:**

Attachment #1 – Guidelines for Council Vacancy Appointment Procedure

## **Guidelines for Council Vacancy Appointment Procedure**

### **General**

1. Any individual filing a vacancy on Council must be an Eligible Elector.
2. Any employee of the Township who seeks appointment to Council must be an Eligible Elector. The employee is required to give Council written notice, prior to submitting any documentation required by the procedure, of their intention to take unpaid leave, in accordance with the *Municipal Elections Act*. If the employee is appointed to office, he or she will be deemed to have resigned from their position with the Township immediately before making the declaration of office.

### **Appointment Procedure**

#### **Notice**

1. The Township will post a Council vacancy notice on the Township website for ten (10) business days and in the local newspaper for two (2) publications. The notice will outline the application process.

#### **Application**

1. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application Form and a Council Declaration of Qualifications Form approved by the Municipal Clerk and will submit the forms to the Municipal Clerk by appointment in-person, by the date and time established by the Municipal Clerk.
2. Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide government issued identification to prove his or her identity and qualifying address to the satisfaction of the Municipal Clerk.
3. Candidates may submit a personal statement of qualification with their application for consideration by Council. Personal statements will be typewritten in Arial 12-point font, or greater on letter size (8 ½" x 11") paper and shall not exceed one (1) page in length. The personal statement shall include the candidate's name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, nor will they be provided to Council for their consideration.
4. It is the candidate's sole responsibility to meet any deadline as set out by the Municipal Clerk, or otherwise comply with any requirement of this procedure.

5. The Municipal Clerk will create a list of all eligible candidates that have complied with the application process.

### **Council Meeting**

1. The Municipal Clerk will prepare an agenda for a Regular Meeting of Council or a Special Meeting of Council which will include a list of the candidates and their Personal Statements if they have submitted one.
2. Notwithstanding the requirements of the Procedural By-law, if the meeting is a regular Council meeting, the agenda for the meeting shall be set by the Municipal Clerk to allow for the orderly proceedings of selecting a Candidate, while respecting the standard agenda of a regular Council Meeting.
3. Notwithstanding the requirements of the Procedural By-law, if the meeting is a Special Council Meeting, the agenda for the meeting shall be set by the Municipal Clerk to allow for the orderly proceedings of selecting a Candidate.
4. At the meeting, the following will take place:
  - a. The Chair will make a short statement regarding the purpose of the meeting and the general order of proceedings to be followed.
  - b. The Municipal Clerk will provide the Chair with a list of names of qualified applicants and the Chair will call for a motion from Council in the following form:

“That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”
  - c. Each of the Candidates, in alphabetical order of last name will be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The candidates will be asked to provide information about themselves and answer three (3) questions posed to them by the Municipal Clerk.
  - d. Members of Council will be permitted to ask questions for clarification purposes.
  - e. Upon hearing all the submissions of the Candidates, Council will proceed to vote as follows:
    - i. Members of Council will vote by way of public vote as required by the *Municipal Act, 2001*.

- ii. Candidate names will be displayed on the monitors in alphabetical order, in the Council Chambers by the Municipal Clerk.
  - iii. Members of Council will vote for one Candidate only.
  - iv. The Municipal Clerk will provide each Member of Council with a voting card, with the Member's name pre-printed on the voting card.
  - v. The Municipal Clerk will ask the Members of Council to cast their vote by writing the full name of one (1) candidate on the voting card. The Member of Council shall then sign the voting card.
  - vi. The Municipal Clerk will collect all marked and signed voting card, and then read aloud the name of the Member of Council and their vote. A Member of Council may not change their vote (in that round of voting) after the Municipal Clerk has collected the marked and signed voting cards. The Municipal Clerk will tabulate the results.
- f. Upon the conclusion of the voting, the Municipal Clerk will note the Candidate receiving the majority of the votes of the voting members of Council, or in the event of a tie vote, the name of the Candidate selected from the sealed vessel.
  - g. The by-law for the appointment of the Candidate will be brought to the Council Meeting for enactment by Council.
  - h. The Municipal Clerk will administer the Declaration of Office required by subsection 232(1) of the *Municipal Act*, at the meeting where the by-law referred to in subsection 9 g. of these procedures is enacted by Council, or as directed by Council.
5. Where a situation occurs that is not otherwise accounted for in these procedures, the Municipal Clerk shall recommend an alternate process to Council, which Council may adopt with a simple majority vote.



Township of  
**Leeds and the  
Thousand Islands**

## **Council Report**

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**Meeting Date:** 2025-01-13

**Department:** Administration

**Report Number:** Administration-2025-003

**Submitted By:** Michelle Hannah

**Approved By:** Stephen Donachey

**Subject:** Appointment of Cataraqui Conservation Full Authority Board Member

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### **Recommendation:**

**That** Council appoint \_\_\_\_\_ to the Cataraqui Conservation Full Authority Board for the remainder of the council term.

OR

**That** Council appoint \_\_\_\_\_ to the Cataraqui Conservation Full Authority Board for the 2025 calendar year.

### **Background:**

Under the *Conservation Authorities Act*, municipal Councils are required to make appointments to the board of their local conservation authority.

Section 14 (1.1) of the *Conservation Authorities Act* requires that the council of a participating municipality ensure that at least 70 percent of its appointees are selected from among the members of municipal council.

### **Analysis:**

At the January 6<sup>th</sup>, 2025 meeting of Council, Councillor Gorrell announced that he would be stepping down from the board.

The Township has only one appointee to the Cataraqui Conservation Full Authority Board.



**Alternatives:**

It is possible to request an exemption to reduce the 70% requirement under section 14 (1.1) to appoint a member of the public; however, municipalities are rarely successful in this request to the Minister as they wish to promote greater elected council representation in conservation authorities.

**Financial Implications:**

None.

**Relevant Policy or Legislation:**

*Conservation Authorities Act*, R.S.O. 1990, c. C.27

**Strategic Plan Alignment:**

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- Delivering Effective and Accountable Government
- Promoting Quality of Life and Environmental Stewardship
- Growing a Liveable Community with Great Services
- Fostering Jobs and Economic Development

**Consultations:**

This report was reviewed in consultation with:

None.

**Attachments:**

None.



## **Council Report**

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**Meeting Date:** 2025-01-13

**Department:** Fire Services

**Report Number:** Fire Services-2025-001

**Submitted By:** Mike Prior

**Approved By:** Stephen Donachey

**Subject:** Fire Protection Grant- Cancer Prevention Initiative

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### **Recommendation:**

**That** Council receive Report Fire Services-2025-001-Fire Protection Grant- Cancer Prevention Initiative, and

**That** Council authorize the Treasurer to sign all relevant documents and agreements to facilitate receiving the funding in relation to the Fire Protection Grant.

### **Background:**

In 2024, the Office of the Fire Marshal ('OFM') announced a Fire Protection Grant available for fire departments in Ontario to apply for funds to promote cancer prevention initiatives. The funding would be based on the application and the number of fire stations within the municipality. The OFM estimated that each municipality could receive up to \$10,000 dollars per station depending upon the number of successful applications.

Cancer prevention in the fire service is a focal point as firefighters die of cancer at a rate of four times higher than the general population. This initiative through the OFM is an excellent step in cancer prevention.

### **Analysis:**

Staff analyzed needs within the department and applied for funding to purchase two washer/ extractors for turn out gear cleaning. Such units remove contaminants that have attached to the gear during active fire calls. Currently, Fire Services has one washer/ extractor at Station 1 with one additional unit planned for new Station 2.

Fire Services' application was successful and will receive \$32,921 under the Fire Protection Grant. The OFM advised that all successful applicants were allotted \$8,230.25 per station.

The grant funds will enable the purchase a washer/extractor for each of Stations 3 and 4. Having a washer/extractor at each station will make it easier to clean the turnout gear in house.

**Alternatives:** None

**Financial Implications:** None. The grant is sufficient to the two washers.

**Relevant Policy or Legislation:** Fire departments in Ontario follow NFPA requirements as the standard of practice. The model of washer/ extractor units to be purchased conforms to NFPA 1851 for the care and maintenance of equipment.

**Strategic Plan Alignment:**

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- Delivering Effective and Accountable Government
- Promoting Quality of Life and Environmental Stewardship
- Growing a Liveable Community with Great Services
- Fostering Jobs and Economic Development

**Consultations:**

This report was reviewed in consultation with:

Philip Reniers, Treasurer / Director of Corporate Services

Michelle Hannah, Clerk

**Attachments:**

None.



Township of  
**Leeds and the  
Thousand Islands**

## **Council Report**

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**Meeting Date:** 2025-01-13

**Department:** Administration

**Report Number:** Administration-2025-004

**Submitted By:** Michelle Hannah

**Approved By:** Stephen Donachey

**Subject:** Municipally Significant Event – Seeley’s Bay Lions Frost Fest 2025

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### **Recommendation:**

**That** Council deem the Seeley’s Bay Lions Frost Fest for February 7<sup>th</sup>-9<sup>th</sup>, 2025 as Municipally Significant for the purposes of the Alcohol Gaming Commission of Ontario’s Special Occasion Permit process.

### **Background:**

The Alcohol and Gaming Commission of Ontario (AGCO) administers the Special Occasion Permit (SOP) program, which allows for the sale, service and in most cases consumption of liquor on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public such as charity fundraisers. The AGCO requires that organizers of Special Events applying for an SOP have the approval of the Council of the municipality in which the event will be held, this is done by way of deeming the event as Municipally Significant by resolution.

### **Analysis:**

A request for a Municipally Significant designation has been received by the Clerk from the Seeley’s Bay Lions. The event is the Seeley’s Bay Lions Frost Fest in the village of Seeley’s Bay. The date of the event is February 7<sup>th</sup>-9<sup>th</sup>, 2025 inclusive.

Alcohol will be served at the event in the upstairs Community Hall in accordance with the Special Occasion Permit obtained by the Seeley’s Bay Lions.

**Alternatives:**

None.

**Financial Implications:**

None.

**Relevant Policy or Legislation:**

AGCO Requirements

Municipally Significant Event Policy

**Strategic Plan Alignment:**

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- Delivering Effective and Accountable Government
- Promoting Quality of Life and Environmental Stewardship
- Growing a Liveable Community with Great Services
- Fostering Jobs and Economic Development

**Consultations:**

This report was reviewed in consultation with:

Tracy Holland, Corporate Communications and Community Engagement

**Attachments:**

Attachment 1 – Municipally Significant Event Application Form



Township of  
**Leeds** and the  
**Thousand Islands**

## Municipally Significant Event Application Form

**Contact Person:** David Lunman

**Email Address:** [REDACTED]

**Phone Number:** [REDACTED]

**Objects of the Organization:** Roast

Beef Dinner and Live Performance

**Date of the Event(s):** February 8, 2025

**Location of the Event(s):** Seeley's Bay Community Hall

**Reason(s) the organization believes their event should be deemed "municipally significant":** Alcohol will be served to the public.

**Details of how, when, and where the event will be advertised to the public:**

Facebook, Flyers, Frost Fest Webpage.

From present to day of event.

Flyers to be pinned or taped on community boards and post boxes of local and surrounding communities. Facebook and Webpage to be updated.



Township of  
**Leeds** and the  
**Thousand Islands**

## Municipally Significant Event Application Form

### The applicant agrees to:

- 1) Obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Township of Leeds and the Thousand Islands as an additional insured, at least 10 business days prior to the event, and must provide a certificate of Insurance to the Municipal Clerk. The permit holder shall be required to indemnify and save the Township of Leeds and the Thousand Islands harmless from all claims arising from the permit or event;
- 2) Serve the public interest by upholding the by-laws and policies of the Township of Leeds and the Thousand Islands, and any other applicable legislation;
- 3) Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-Laws, Street Closures, etc.; and
- 4) Provide any additional details as may be requested by the circulated stakeholders of the Township.

By signing, you agree that you have read and agree with the conditions of the Township of Leeds and the Thousand Islands Designation of Municipally Significant Events Policy.

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Applicant: David Lunman

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Date. January 7, 2025



Township of  
**Leeds and the  
Thousand Islands**

## **Council Report**

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**Meeting Date:** 2025-01-13

**Department:** Corporate Services

**Report Number:** Corporate Services-2025-001

**Submitted By:** Philip Reniers

**Approved By:** Stephen Donachey

**Subject:** 2025 Interim Tax Levy By-law

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### **Recommendation:**

**That** Council grant three readings and final passage to By-law 2025-001 being a by-law to provide for the interim tax levy on all property classes and to provide for the payment of taxes.

### **Background:**

Section 317 of the *Municipal Act, 2001*, authorizes a municipality to levy taxes on an interim bases, before Council has adopted a budget, including estimates of all sums required for a given year.

### **Analysis:**

As provided for in the *Municipal Act, 2001*, the Township levies interim taxes by By-law, before the adoption of the annual budget for a year, to provide cash flow for expenditures incurred during the period prior to the setting of the tax rates, and issuance of the final tax bills.

The attached interim tax levy by-law (By-law 2025-001) has been prepared in accordance with Section 317. The interim tax levy due date of March 21, 2025, is in accordance with the Township's *Property Tax Billing & Collection Policy*, which sets the third Friday of March as the due date.

The interim bill is calculated at 50% of the prior year (2024) taxes levied on the property, in accordance with Section 317.

The interim tax levy by-law also enables the provision of penalties and interests on overdue taxes, at a rate of 1.25% per month, applied at the beginning of each month



that the taxes remain unpaid, in accordance with the Township's *Property Tax Billing & Collection Policy*.

**Alternatives:**

None.

**Financial Implications:**

Levying property taxes on an interim basis provides necessary cash flow for the Township until the final tax bills are issued, to meet ongoing operating and capital needs.

**Relevant Policy or Legislation:**

*Municipal Act, 2001*

**Strategic Plan Alignment:**

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- Delivering Effective and Accountable Government
- Promoting Quality of Life and Environmental Stewardship
- Growing a Liveable Community with Great Services
- Fostering Jobs and Economic Development

**Consultations:**

This report was reviewed in consultation with:

**Attachments:**

2025-001 – 2025 Interim Tax Levy

**The Corporation of the Township of Leeds and the Thousand Islands**  
**By-Law Number 2025-001**

**A By-Law to provide for the interim tax levy on all property classes and to provide for the payment of taxes.**

---

**Whereas** Section 317(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 authorizes a local municipality, before the adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

**Whereas** Section 317(3.1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that the amount levied on a property shall not exceed the prescribed percentage or 50% if no percentage is prescribed, of the total amount of taxes for municipal, county, and school purposes levied on the property for the previous year; and

**Therefore, be it resolved that** the Council of the Corporation of the Township of Leeds and the Thousand Islands hereby enacts as follows:

1. Interim tax levies are hereby imposed on the whole of the assessment for the real property according to the most recently revised assessment roll and shall be in the amount equal to fifty percent (50%) of the 2024 taxes levied on the property.
2. The said interim tax levy shall become due and payable in one installment due and payable on the 21<sup>st</sup> day of March 2025.
3. All taxes are payable at the Corporation of the Township of Leeds and the Thousand Islands office, or through most financial institutions.
4. The Treasurer of the Corporation of the Township of Leeds and the Thousand Islands shall add to the amount of all taxes due and unpaid, penalty/interest at the rate of 1.25 percent per month, applied at the beginning of each month the taxes remain unpaid. This represents 15 per cent per annum.
5. The Treasurer is authorized and directed to cause to be mailed or delivered, the notice of taxes due under this By-law to the address of the residence or place of business of the person to whom such notice is required to be given according to the last assessment roll for the Municipality as amended by the Municipal Property Assessment Corporation (MPAC) no later than 21 days prior to the date that the payment is due.
6. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which penalty/interest shall be imposed.

Given First and Second Readings: Monday, January 13, 2025

Given Third Reading and Passed: Monday, January 13, 2025

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Corinna Smith-Gatcke, Mayor

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Michelle Hannah, Clerk

**The Corporation of the Township of Leeds and the Thousand Islands**  
**By-Law Number 2025-001**

**A By-Law to provide for the interim tax levy on all property classes and to provide for the payment of taxes.**

---

**Whereas** Section 317(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 authorizes a local municipality, before the adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

**Whereas** Section 317(3.1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that the amount levied on a property shall not exceed the prescribed percentage or 50% if no percentage is prescribed, of the total amount of taxes for municipal, county, and school purposes levied on the property for the previous year; and

**Therefore, be it resolved that** the Council of the Corporation of the Township of Leeds and the Thousand Islands hereby enacts as follows:

1. Interim tax levies are hereby imposed on the whole of the assessment for the real property according to the most recently revised assessment roll and shall be in the amount equal to fifty percent (50%) of the 2024 taxes levied on the property.
2. The said interim tax levy shall become due and payable in one installment due and payable on the 21<sup>st</sup> day of March 2025.
3. All taxes are payable at the Corporation of the Township of Leeds and the Thousand Islands office, or through most financial institutions.
4. The Treasurer of the Corporation of the Township of Leeds and the Thousand Islands shall add to the amount of all taxes due and unpaid, penalty/interest at the rate of 1.25 percent per month, applied at the beginning of each month the taxes remain unpaid. This represents 15 per cent per annum.
5. The Treasurer is authorized and directed to cause to be mailed or delivered, the notice of taxes due under this By-law to the address of the residence or place of business of the person to whom such notice is required to be given according to the last assessment roll for the Municipality as amended by the Municipal Property Assessment Corporation (MPAC) no later than 21 days prior to the date that the payment is due.
6. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which penalty/interest shall be imposed.

Given First and Second Readings: Monday, January 13, 2025

Given Third Reading and Passed: Monday, January 13, 2025

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Corinna Smith-Gatcke, Mayor

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Michelle Hannah, Clerk

# The Corporation of the Township of Leeds and the Thousand Islands

## By-Law No. 2025-002

**A by-law to confirm generally all actions and proceedings of the Council meeting of the Corporation of the Township of Leeds and the Thousand Islands on January 13, 2025.**

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**Whereas** Section 5 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, provides that the powers of a municipality shall be exercised by its Council, and;

**Whereas** Section 8 of the said *Municipal Act* provides that a municipality has the capacity, right, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act, and;

**Whereas** Subsection 2 of Section 11 of the *Municipal Act* S.O. 2001, c. 25 and amendments thereto provide that a lower-tier municipality may pass by-laws respecting matters within the spheres of their jurisdiction, subject to certain provisions, and;

**Whereas** Subsection 3 of the said Section 5 provides that a municipal power, including a municipality's capacity, rights, powers, and privileges under Section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise, and

**Whereas** the Council of the Corporation of the Township of Leeds and the Thousand Islands deems it expedient to confirm its actions and proceedings

**Now therefore be it resolved** the Council of the Corporation of the Township of Leeds and the Thousand Islands hereby enacts as follows:

1. **That** all actions and proceedings of the Council of the Corporation of the Township of Leeds and the Thousand Islands at its regular meeting held on January 13, 2025, be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. **That** all actions and proceedings of the Council of the Corporation of the Township of Leeds and the Thousand Islands held on January 13, 2025, be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. **That** all actions and proceedings of the Council of the Corporation of the Township of Leeds and the Thousand Islands taken at its regular meeting held on January 13, 2025, except those taken by by-law and those required by by-law be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
4. **And that** the Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Leeds and the Thousand Islands.
5. This By-law shall come into force and effect on the date of its passage.

**Read a first, second and third time and passed this 13<sup>th</sup> day of January, 2025**

The Corporation of the Township of Leeds and the Thousand Islands

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Corinna Smith-Gatcke, Mayor

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Michelle Hannah, Clerk

Page 1 of 1