



Committee of the Whole Agenda

Date: **Monday, July 7, 2025, 6:00 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.

Anyone wishing to speak at a Committee of the Whole meeting can use the "raise hand" option when called upon by the Chair.

Pages

1. Call to Order

Time: PM

2. Land Acknowledgement

With gratitude, the Township of Leeds and the Thousand Islands acknowledges these lands and waters are the traditional territory of the Algonquin, Mississaugas, Mohawk (Kanyen'keha:ka), and Huron-Wendat. To recognize the role the Township must play in Truth and Reconciliation, we also acknowledge the displacement of these Peoples.

Additionally, the Township would like to respectfully acknowledge the First Nations, Inuit and Métis Peoples who also call this place home. We make this land acknowledgement to honour the Indigenous ancestors who have stewarded these lands and waters since time immemorial.

3. Adoption of Agenda

3.1 Motion to Adopt

Recommendation:

That the agenda be adopted as circulated.

4. Declaration of Pecuniary Interest and the General Nature Thereof

5. Closed Session

None.

6. Delegations

7. Briefings

None.

8. Public Meeting

None.

9. Staff Reports

9.1 **Community Hall Standardization**

4

Recommendation:

That Committee of the Whole recommends that Council provide direction for Staff to standardize community hall spaces and services provided and maintained by the Township.

And That Committee of the Whole recommends that Council direct staff to move forward with Option _____ as outlined in Report 2025-036.

9.2 **Temporary Borrowing By-law**

12

Recommendation:

That Committee of the Whole recommends that Council grant three readings and final passage to By-law 2025-036 being a by-law to provide for temporary borrowing by the municipality when required, as attached to Corporate Services-2025-018.

9.3 **Vesting of Failed Tax Sale Property**

17

Recommendation:

That the Committee of the Whole recommends that Council approve the vesting of the vacant property with roll number 0812-812-040-13600 in accordance with Section 379(7.1) of the *Municipal Act*; and

That the Committee of the Whole recommends that Council authorize staff to write off taxes in the amount of \$11,002.06 for roll number 0812-812-040-13600 on the land vested by the Municipality for the vested property listed in accordance with Section 354(2)(a) and (3) of the

9.4 Appointment of Deputy Chief Building Official 21

Recommendation:

That the Committee of the Whole recommend that Council grant three readings and final passage to By-law No. 2025-034 attached to report 2025-046 as Exhibit A, being a By-law to appoint a Deputy Chief Building Official, Steven Miller, for the purpose of enforcing the *Building Code Act* and By-laws of the Township.

9.5 Unopened Road Allowance Policy 24

Recommendation:

That the Committee of the Whole recommend that Council give three readings and final passage to By-law No. 2025-036 being a bylaw authorizing an Unopened Road Allowance Policy in the form attached to Planning Report No. 2025-048 as Exhibit A

10. Staff Reports for Information

Recommendation:

That the Staff Reports for Information be received and filed.

10.1 Milestone Recognition Certificate Program – Update 48

10.2 Fire Services 6 Month Review 50

11. Information Items

12. Rise and Report and Minutes from Committees, Working Groups and Local Boards

13. Notices of Motion

14. Statements or Announcements from Councillors

15. Mayor's Update

16. Closed Session (if required)

16.1 Reporting out of Closed Session

17. Adjournment

17.1 Motion to Adjourn

Recommendation:

That the Committee of the Whole adjourn at _____ p.m..



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Operations & Infrastructure

Report Number: Operations & Infrastructure-2025-036

Submitted By: Jonathan Cross

Approved By: David Holliday

Subject: Community Hall Standardization

Recommendation:

That Committee of the Whole recommends that Council provide direction for Staff to standardize community hall spaces and services provided and maintained by the Township.

And That Committee of the Whole recommends that Council direct staff to move forward with Option _____ as outlined in Report 2025-036.

Background:

The Township has three (3) rental community spaces with kitchen / kitchenette services, Seeley's Bay Hall, Lansdowne Meeting Room, and the Lansdowne Community Hall. These spaces have been identified to have inconsistent services and features. Staff have surveyed existing services and available kitchenware develop recommended options for the standardization of the existing spaces. Standardizing these spaces will provide clearer objectives for future planning, budgeting and operational efficiencies.

Inventory of dishware, cookware, serving utensils, etc. found that Seeley's Bay Hall and Lansdowne Community Hall have 2250+ and 4175+ items respectively within the commercial kitchens. Limited quantities available in one (1) style type of items (see Tables 2.1 to 2.3). Medium to large events do not have access to matching dishware or utensils.

Currently each of the three (3) spaces operate at different capacities, capabilities and service levels. There are identified risks for each of the spaces as well as inconsistencies with rental practices.

General community space information tables 1.1 to 1.3.

Table 1.1

Seeley's Bay Hall	
Occupancy Load	Dining Setup – 200 people Standing / Sitting - 250 people
Commercial Kitchen and Bar	Fair Condition – High Risk (Table 2.1)
Primary Uses	<ul style="list-style-type: none"> ○ Weekly user groups ○ Large community events ○ Large private events ○ Recreational programming
2024 Rental Revenue	○ \$13,580.42

Table 1.2

Lansdowne Meeting Room	
Occupancy Load	Dining Setup – 40 people Standing / Sitting - 50 people
Kitchenette	Poor Condition – Low Risk (Table 2.2)
Primary Uses	<ul style="list-style-type: none"> ○ Weekly user groups ○ Small community events ○ Small private events ○ Recreational programming ○ Library programming
2024 Rental Revenue	○ \$3,385.83

Table 1.3

Lansdowne Community Hall	
Occupancy Load	Dining Setup – 180 people Standing / Sitting - 250 people
Commercial Kitchen and Bar	Fair Condition – Moderate Risk (Table 2.3)
Primary Uses	<ul style="list-style-type: none"> ○ Weekly user groups ○ Large community events ○ Large private events ○ Recreational programming
2024 Rental Revenue	○ \$8,072.50

Analysis:

A survey / inventory of kitchenware was conducted by staff for each of the community spaces. The results are provided in tables 2.1 to 2.3. In addition to this an assessment of the spaces and condition / risk of the spaces has also been provided for reference.

Table 2.1

Seeley's Bay Hall			
Item	Style Types	Largest Quantity	Total Quantity
Dinner Plates – Various	15+	65 Blue / 23 White	212
Side Plates - Various	7+	101 White / 83 White	430
Side Bowls – Various	5+	112 White / 90 Black	228
Mugs / Teacups – Various	8+	160 White Mugs	227
Wine Glasses - Various	5+	136 Short Stem	213
Drink Glasses - Various	8+	67 Small Glass / 42 Med Glass	157
Forks - Various	N/A	N/A	252
Spoons – Various	N/A	N/A	173
Knives – Various	N/A	N/A	262
Serving Dishes - Various	30+	N/A	30+
Baking / Cooking Wares	20+	N/A	20+
Cooking Utensils	30+	N/A	30+
Busing Carts	1	2	2
Description <ul style="list-style-type: none">- Public Health approved kitchen includes commercial stove/oven with hood vent, large commercial fridge, 3 sink dish pit.- Bar area has a large refrigerator, and freezer chest.			
Condition (Fair) / Risk (High) <ul style="list-style-type: none">- Work surfaces are worn and not easily sanitized.- Floors and backsplash will need to be replaced soon.- Upper cabinets are pulling away from walls due to over loading with dishware.- Working space is limited due to the size and layout of kitchen.- Bar area surfaces in good repair.- Hood vent does not have suppression.			

Table 2.2

Lansdowne Meeting Room	
Description Space includes a kitchenette that is not approved by Public Health for food preparation. Township currently does not supply cookware / serving utensils. Currently, includes a household stove, mini fridge, and microwave.	
Condition (Poor) / Risk (Low) <ul style="list-style-type: none"> - User groups leave personal items in this space, which includes but not limited to serving utensils, dishware, coffee makers, kettles, dishes, food in mini fridge, signage, and a piano. - Uncertainty exists of ownership of all utensils, coffee urns, microwave, and kettles currently in the space. - The cabinets and island are at end of life, missing fronts and have locks installed by a user group to keep their personal items safely stored. Work surfaces are worn and difficult to sanitize. - While the space is not approved for food preparation, a stove currently exists. 	

Table 2.3

Lansdowne Community Hall			
Item	Style Types	Largest Quantity	Total Quantity
Dinner Plates – Various	10+	N/A	240
Side Plates - Various	10+	N/A	592
Side Bowls – Various	8+	N/A	382
Mugs / Teacups – Various	5+	N/A	255
Wine Glasses - Various	5+	Tall 154 / Short 136	343
Drink Glasses - Various	5+	Small 200+ / Med 200+	473
Forks - Various	N/A	N/A	406
Spoons – Various	N/A	N/A	731
Knives – Various	N/A	N/A	501
Serving Dishes - Various	130+	N/A	130+
Baking / Cooking Wares	45+	N/A	45+
Cooking Utensils	70+	N/A	70+
Liquid Thermal Dispensers	2	2 Med	3
Description <ul style="list-style-type: none"> - Public Health approved kitchen includes a commercial stove/oven with hood vent, large fridge near end of life, upright freezer, dish pit with commercial dishwasher. Bar area includes a large refrigerator. 			
Condition (Fair) / Risk (Moderate) <ul style="list-style-type: none"> - Some work surfaces, a mixture of wood and laminate are cracked, porous, and worn and not easily sanitized. 			

- Storage is over capacity for the dishware on hand and also inaccessible without a step or ladder, and some cabinets blocking stove or oven, causing safety concern.
- Kitchen and Bar work surfaces are a mixture of stainless steel, laminate, and wood. The wood block and laminate are cracked and porous and near end of life. Storage is limited.
- Hood vent does not have suppression.
- Unsure of ownership of utensils, coffee urns, microwaves and kettles that are currently in the space

Alternatives:

Option A: Status Quo

Continue with mismatched dishware, replace required worn cookware. Budget to top up dishware inventory to occupancy load maximum levels with similar styles. Budget to upgrade Seeley's Bay Hall kitchen to include commercial dishwasher to reduce public health risk.

Risk Factor - HIGH

- Relying on users to properly care for and clean work surface and dishware following a rental, resulting in consistent challenges of soiled surfaces and unsanitized dishware found following rentals.
- Seeley's Bay Hall is not equipped with a commercial dishwasher and relies on users to follow proper handwash cleaning and sanitization procedures with a three-sink dish pit. Procedures are not commonly practiced as the sanitizer test strips available are not being used.
- User groups will leave personal belongings in rental spaces, which mix with Township property and take space away from other user groups.
- Continual cost of replacement of dishware.

Improvements Required

- Additional staffing time required to increase inspections following rentals.
- Replacement of missing or damaged dishware / cookware.
- Proper storage required.
- Seeley's Bay Hall – Commercial dishwasher / dish pit and kitchen surface and floor upgrades.

Estimated Upfront Cost: \$105K to \$130K

Option B: Full Service – New Dishware

Replace existing dishware with new matching dishware. Basic dishware set would include dinner plate, side plate, side bowl, cutlery (spoon, fork, knife), 8oz glass and mug. Serving dishware, utensils and cookware provided.

Risk Factor - HIGH

- Relying on users to properly care for and clean work surface and dishware following a rental, resulting in consistent challenges of soiled surfaces and dishware found following rentals.
- Seeley's Bay Hall is not equipped with a commercial dishwasher and relies on proper handwash cleaning procedures. Procedures are not commonly practiced as the sanitizer test strips available are not being used.
- User groups will leave personal belongings in rental spaces, which mix with Township property and take space away from other user groups.
- Continual cost of replacement of dishware.

Improvements Required

- Additional staffing time required to increase inspections following rentals.
- Replacement of dishware / cookware when damaged.
- Proper storage required.
- Seeley's Bay Hall – Commercial dishwasher / dish pit and kitchen surface and floor upgrades.

Estimated Upfront Cost: \$155K to \$185K

*Based on 300 dish settings - Basic dishware set would include dinner plate, side plate, side bowl, cutlery (spoon, fork, knife), 8oz glass & mug.

Option C: Limited Services Available

Maintain status quo with appliances, utensils and basic cookware, and remove all dishware. Each Lansdowne and Seeley's Bay commercial kitchens would require commercial coffee makers and hot water towers.

Risk Factor – LOW

- Users responsible for sourcing rental dishware or providing their own. Estimated rental cost of dishware for 300-person event is \$1500-\$2500.
- No replacement or carrying costs for dishware.
- Lower inspection requirements for staff following rentals.
- Provide basic cookware and small appliances for both commercial kitchens.
- Less cost on water, chemicals and electrical and reduces wear and tear on appliances as all rental dishware is returned dirty to supplier to properly wash & sanitize before storage

Estimated Upfront Cost: \$10K to \$25K

Alternative Hybrid Options – MODERATE Risk

- Hybrid Option 1: Stock one (1) new complete set of basic dishware at Lansdowne Community Hall where the commercial dishwasher is available, to be used between both Community Halls. Additional staffing time and transportation annual costs associated with this option. Estimated Upfront Cost: \$50k to \$60k.
- Hybrid Option 2: Only provide mugs for coffee and tea. Seeley's Bay would benefit from commercial dishwasher upgrade. Estimated Upfront Cost: \$65K to \$80K.
 - Dishware would not be provided for meeting rooms as it is a service kitchen only, users would be required to bring all utensils & remove all items

Financial Implications:

Rental revenue in 2024 was roughly \$25,000.00 combined for these three (3) spaces.

<u>Facility Revenue 2024</u>		<u>Rental fee</u>	<u>Total hours Permitted</u>
Lansdowne Community Building	<u>Hall</u>	\$ 13,580.42	1830.25
-	<u>Meeting room</u>	\$ 3,385.83	717.75
Total	-	\$ 16,966.25	2548.00
-	-		
Seeley's Bay Hall	\$ -	\$ 8,072.50	593.25
Total	\$ -	\$ 25,038.75	3141.25

With the above revenues considered:

Option A: Status Quo, and Option B: Full Service, have significant upfront cost which will take years to recover from rental revenue alone.

Option C: Limited Services, reduces the service level the Township provides. There is a significant lower upfront cost to provide cookware basic services, with lower operating and replacement costs. This option also reduces the Public Health risk by eliminating the potential contamination of improperly cleaned dishware.

Relevant Policy or Legislation:

[Health Protection and Promotion Act - Ontario Regulation 493/17 - Food Premises](#)

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

Attachments:



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Corporate Services

Report Number: Corporate Services-2025-018

Submitted By: Philip Reniers

Approved By: Stephen Donachey

Subject: Temporary Borrowing By-law

Recommendation:

That Committee of the Whole recommends that Council grant three readings and final passage to By-law 2025-036 being a by-law to provide for temporary borrowing by the municipality when required, as attached to Corporate Services-2025-018.

Background:

The Township must pass a by-law on an annual basis to enable it to borrow funds, if required, to meet its current operational needs, on a temporary basis. Section 407 of the *Municipal Act, 2001*, as amended, outlines the borrowing limits for operation purposes.

Council previously passed By-law 2024-052, being a by-law to provide for temporary borrowing for 2025 up to \$1,000,000 at the December 9, 2024 Council meeting. The purpose of this report is to pass a new by-law, repealing the previous one, and increase the temporary borrowing limit to \$3,000,000.

Analysis:

Staff recommend that Council pass By-law 2025-036, to increase the temporary borrowing measures to \$3,000,000.

During the fiscal year, it may be necessary for a municipality to utilize temporary borrowing measures to meet its operating expenses until taxes are collected and other revenue received.

Section 407 of the *Municipal Act, 2001*, sets out the borrowing limits for operating purposes for Ontario municipalities. The limitations are such that in the first nine

months of the year, municipalities can borrow no more than 50% of the budgeted revenues for the year. After September 30, the loan amounts cannot exceed 25% of budgeted revenues. Based on these limits, the upper limits would be approximately \$8.5 million and \$4.3 million respectively, both of which are higher than the proposed temporary borrowing limit.

The limit currently in effect is \$1,000,000 for temporary borrowing, with the Bank of Montreal, the Township's bank. Staff are recommending increasing this amount to \$3,000,000, as this updated amount is more aligned with municipal standards, when considered as a percentage of the tax levy.

With large capital projects being completed, as well as planned in the coming years, it is prudent to have a temporary borrowing limit that is at an appropriate level, for cash flow considerations. Based on the 10-year capital financial plan, capital reserve funds are expected to decrease over the next three years before being depleted and then building again over time. This has the possibility of putting cash flow pressures on the Township, in particular if the Township internally finances the construction of large projects, such as it did for the new firehall, prior to the issuing of long-term debt.

Another consideration for cash flow purposes, is the timing of tax payments. The tax levy is the primary source of revenue for the Township. The tax collection policy has two tax due dates for the year, the third Friday in March, where 50% of the prior year taxes are collected, and the third Friday in September, where the remainder of the final taxes levied for the year are collected. Practically speaking, the Township collects about half its revenue for the year at the end of the third quarter in September. The majority of capital expenditures during the year occur before the end of summer, which in years with large capital expenditures, can put pressure on the cash flow of the Township.

Based on the amount of the current tax levy, and potential cash flow pressures in the future, staff are recommending to increase the temporary borrowing limit to \$3,000,000, should the need arise.

Alternatives:

None.

Financial Implications:

Finance charges will only apply should the Township be required to borrow under this by-law. Any borrowing under the temporary borrowing by-law bears interest at the bank prime rate less 0.5%.

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:

None.

Attachments:

2025-036 – Temporary Borrowing By-law

The Corporation of the Township of Leeds and the Thousand Islands

By-Law Number 2025-036

A By-law to provide for temporary borrowing by the municipality when required.

Whereas Section 407 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may authorize temporary borrowing until the taxes are collected and other revenues are received, of the amount Council considers necessary to meet the current expenditures of the municipality for the year; and

Whereas pursuant to the authority of this by-law, the amount that may be borrowed at any one time, together with the total of any similar borrowing that has not been repaid, shall not exceed the sum of THREE MILLION DOLLARS (\$3,000,000); and

Whereas the total amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the previous year, not including revenues derivable or derived from the sale of assets is \$17,006,900; and

Whereas the amount of uncollected revenues of the Corporation for the year, based on the estimated revenues for the previous year is \$17,006,900; and

Whereas 50% of such uncollected revenues, less the amount of similar borrowings, from January 1 to September 30 is estimated to be \$8,503,450; and

Whereas 25% of such uncollected revenues, less the amount of similar borrowings, from October 1 to December 31 is estimated to be \$4,251,725; 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. The Mayor and Treasurer are authorized to borrow monies from time to time, by way of a promissory note, necessary to meet, until the taxes are collected, the current expenditures of the Corporation for the year, provided that the amount that may be borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the sum of THREE MILLION DOLLARS (\$3,000,000) and to give, on behalf of the Corporation, to the said bank, a promissory note or notes, sealed with the Corporate Seal and signed by the Head of Council and Treasurer, for the monies so borrowed with interest at the bank's prime interest rate less 0.5%, which rate shall be as notified by the Bank to the Treasurer from time to time;
2. That all sums borrowed pursuant to the authority of this by-law, as well as other sums borrowed in the year and all preceding years from the said bank to meet current expenditures of the Corporation, shall, with interest thereon, be a charge upon the whole of the revenue of the Corporation for the year and for all preceding years as and when such revenues are received;
3. That the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received whether on account or realized in respect of the taxes levied of the year and preceding years, or from any other sources which may lawfully be applied for such purpose;
4. This By-law shall come into force and take effect on the day of passing.
5. As of the date this By-law comes into effect By-law 2024-052 – Temporary Borrowing By-law is repealed in its entirety.

Given First and Second Readings: Monday, July 14, 2025.

Given Third Reading and Passed: Monday, July 14, 2025.

Corinna Smith-Gatcke, Mayor

Michelle Hannah, Clerk



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Corporate Services

Report Number: Corporate Services-2025-017

Submitted By: Philip Reniers

Approved By: Stephen Donachey

Subject: Vesting of Failed Tax Sale Property

Recommendation:

That the Committee of the Whole recommends that Council approve the vesting of the vacant property with roll number 0812-812-040-13600 in accordance with Section 379(7.1) of the *Municipal Act*; and

That the Committee of the Whole recommends that Council authorize staff to write off taxes in the amount of \$11,002.06 for roll number 0812-812-040-13600 on the land vested by the Municipality for the vested property listed in accordance with Section 354(2)(a) and (3) of the *Municipal Act*.

Background:

A sale of land by public tender, also referred to as a “Tax Sale”, is governed by the *Municipal Act, 2001*, and Ontario Regulation 181/03. Under such sale, a municipality registers a tax arrears certificate on the title of a property which is in tax arrears for at least two years. This certificate indicates that the property will be sold if the cancellation price is not paid within one year of the registration of the certificate. The cancellation price is comprised of all outstanding taxes, interest, penalties and cost incurred by the municipality after the treasurer becomes entitled to register a tax arrears certificate.

The municipality then advertises the property for sale due to non-payment of taxes if the cancellation price is not paid within the one-year of registration of the certificate or a tax extension agreement has not been executed by the property owner.

Where properties remain unsold after a tax sale, a municipality has two years from the tax sale date within which it may exercise its right to vest the unsold properties pursuant

to section 354(5b) and (7.1) of the *Municipal Act, 2001*. The property is then owned by the municipality and will be tax exempt as is any other municipally owned property.

Analysis:

Sale by public tender was held on June 12, 2025, in respect of the property listed below. No tenders were received.

Roll number: 0812-812-040-13600

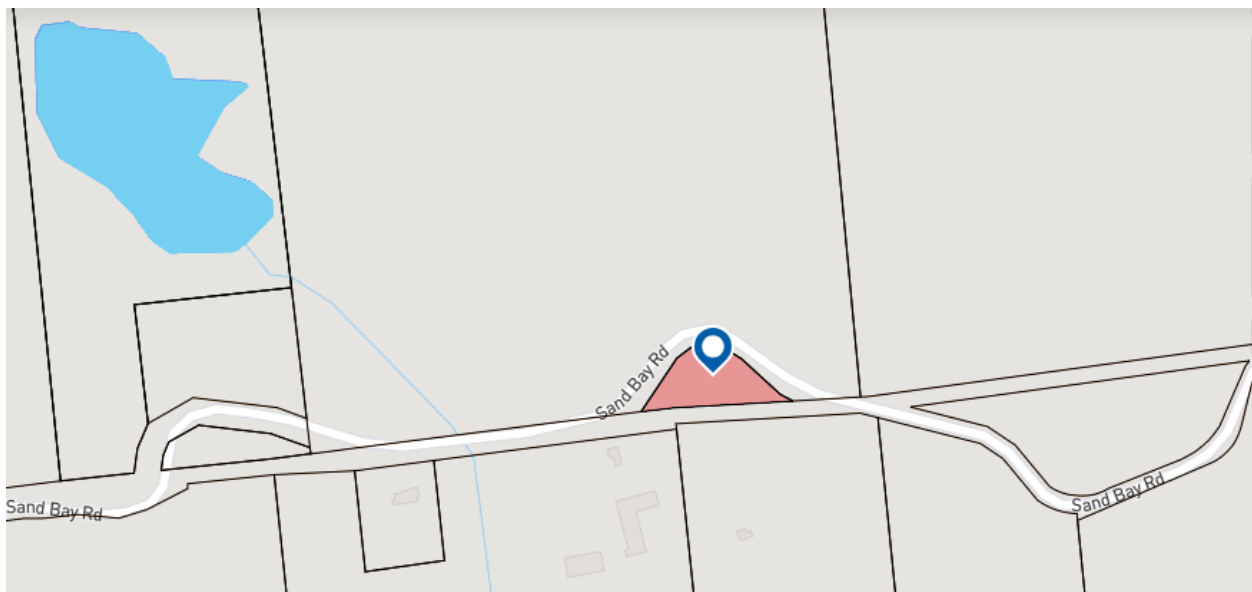
Property Location: 673 Sand Bay Road, Lansdowne

Legal Description: PT LT 5 CON 6 LANSDOWNE PT 1 28R13858, LEEDS/THOUSAND ISLANDS

Zoning: Rural (RU), approximately 5 meters to lands zoned Provincially Significant Wetland (PSW)

The property is vacant.

Staff recommend the write-off of \$11,002.06 of property tax that is shared with the County and School Boards, and to vest the property.



Staff recommend vesting the property, and the Township assuming ownership. The property will provide room for roadside drainage and provides for the possibility of road realignment in the future, if ever desired by the Township.

Alternatives:

There are three alternatives to vesting the property:

1. Write off and charge back: Council, on the Treasurer's recommendation, can write off taxes pursuant to section 354(2) and (3) of the *Municipal Act, 2001*

and charge back to the upper tier, and school boards, its proportionate share of the unpaid taxes that are written off, regardless of whether Council decides to vest the properties in the Township's name or not. If the taxes are written off without vesting, the "delinquent" owner of the properties could subsequently pay the lower cancellation prices and have the tax arrears certificates cancelled. This option is typically only done when the property is abandoned or being re-advertised as below.

2. Readvertise within two years: The Township may advertise the property for sale a second time within two years of the tax sale date pursuant to section 380.1. If the taxes have been written off pursuant to section 354, the property can presumably be offered for sale at a minimum tender amount that might be more attractive to purchasers. Based on the low assessed value, and the land use unsuitability of the property, a second tax sale is not likely to be successful.
3. If the municipality does not register a notice of vesting or does not readvertise the property within two years of the tax sale date, then the whole process is deemed to be cancelled. The Township would then have to restart the tax sale process with the registration of new tax arrears certificates.

Financial Implications:

The financial impact to the Township is the write-off of \$10,276.66. This is the municipal portion of the tax arrears owing on the property, and includes penalty and interest, as well as fees from the tax sale consultant.

In addition, if the Township were to vest the property, it would become a tax-exempt property under Township ownership. The Township would forgo future tax revenue on the property. For 2024, roll number 0812-809-01032812 had a municipal tax levy of \$33.31.

Relevant Policy or Legislation:

Municipal Act 2001, Ontario Regulations 181/30

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, Chief Administrative Officer
- David Holliday, Director of Operations and Infrastructure

Attachments:

None.



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Planning & Development

Report Number: Planning & Development-2025-046

Submitted By: Marnie Venditti

Approved By: Stephen Donachey

Subject: Appointment of Deputy Chief Building Official

Recommendation:

That the Committee of the Whole recommend that Council grant three readings and final passage to By-law No. 2025-034 attached to report 2025-046 as Exhibit A, being a By-law to appoint a Deputy Chief Building Official, Steven Miller, for the purpose of enforcing the *Building Code Act* and By-laws of the Township.

Background:

As per the *Building Code Act* 3(2), the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the administration and enforcement of the Act in the areas in which the municipality has jurisdiction.

The Township has never appointed a Deputy Chief Building Official and has relied on the authority of the Chief Building Official. The implication of this is that there is no appointed back up to the Chief Building Official when they are out of the office. In many situations inspectors have needed to contact the Chief Building Official when they are out of the office on holidays or due to illness to be able to issue orders or take action under their authority. The appointment of a Deputy Chief Building Official will ensure that there is a qualified and appointed official in the office to address these situations and build additional competency within the Building Division.

Analysis:

The Deputy Chief Building Official, under the direction of the Chief Building Official, will primarily be responsible for assisting in supervising and coordinating building services, including compliance with the *Building Code Act*, Ontario Building Code, and applicable regulations. The role will provide leadership and guidance to employees, represent the

Chief Building Official (CBO) when required, and assume the CBO's role and responsibilities in their absence. The Deputy CBO will also attend court and other legal proceedings to represent the Township regarding Building Code Enforcement matters.

An internal recruitment process for the Deputy Chief Building Official position was completed and Steven Miller was selected as the successful candidate.

The appointment of a Deputy Chief Building Official will not result in any new staff within the Planning and Development Department this is an allocation of existing staff resources.

Financial Implications:

There are no financial implications. The position of Deputy Chief Building Official was evaluated through the compensation review and is included in the compensation grid for Township employees. The wage will be paid through the current operating budget.

Relevant Policy or Legislation:

Building Code Act

Strategic Plan Alignment:

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- ☒ Delivering Effective and Accountable Government
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- ☐ Growing a Liveable Community with Great Services
- ☐ Fostering Jobs and Economic Development

Consultations:

This report was reviewed in consultation with:

Attachments:

Exhibit A- By-law to Appoint Deputy Chief Building Official

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

A By-Law to appoint a Deputy Chief Building Official Pursuant to the Building Code Act

Whereas Section 3(1), 3(2) of the *Building Code Act*, S.O. 1992, Chapter 23, states that the Council of each Municipality is responsible for the enforcement of this Act in the Municipality; and that the Council of each Municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purposes of the enforcement of this Act in the areas in which the Municipality has jurisdiction;

And Whereas the Council of the Corporation of the Township of Leeds and the Thousand Islands wishes to appoint a Deputy Chief Building Official for the Township for the Township of Leeds and the Thousand Islands with all the powers, authority and responsibilities provided to the Chief Building Official by the *Building Code Act*, in the absence of the Chief Building Official.

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

1. That pursuant to the Building Code Act, Steven Miller is hereby appointed as Deputy Chief Building Official for the Corporation of the Township of Leeds and the Thousand Islands with all the powers authority and responsibility provided to the Chief Building Official by the *Building Code Act*, as amended in the absence of the Chief Building Official.
2. That the duties of the Building Official shall be to enforce the provisions of the Ontario Building Code Act, Regulations, By-laws and all amendments pursuant thereto.
3. That Steven Miller is hereby appointed as a Provincial Offenses Officer for the Corporation of the Township of Leeds and the Thousand Islands
4. That By-law 22-026 is repealed
5. This By-law shall come into force and take effect on the day of passing.

Given First and Second Readings: Monday, July 14, 2025

Given Third Reading and Passed: Monday, July 14, 2025

Corinna Smith-Gatcke, Mayor

Michelle Hannah, Clerk



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Planning & Development

Report Number: Planning & Development-2025-048

Submitted By: Marnie Venditti

Approved By: Stephen Donachey

Subject: Unopened Road Allowance Policy

Recommendation:

That the Committee of the Whole recommend that Council give three readings and final passage to By-law No. 2025-036 being a bylaw authorizing an Unopened Road Allowance Policy in the form attached to Planning Report No. 2025-048 as Exhibit A.

Background:

At a meeting held April 14, 2025, Council passed Resolution Number 2025.Council.42, as follows:

Whereas at their meeting on April 7, 2025 the Committee of the Whole received a request from a resident to waive the \$1,200 advertising deposit fee for advertising a proposed road allowance closure in the newspaper; and

Whereas the request indicated that other methods of providing public notice would be more appropriate for the application than publishing notice in the local newspaper; and

Whereas Council is not supportive of changing a by-law process on an ad hoc basis as requested; and

Whereas staff have noted that there are three existing by-laws that establish varying requirements for notification regarding a request to convey an unopened road allowance;

Therefore it be resolved that staff review the existing by-laws and notice requirements and bring forward an updated Unopened Road Allowance Policy, including notification requirements for Council consideration

Currently, the Township does not have a formal policy administering Unopened Road Allowances. The Official Plan includes policies for Road Allowance Closures and Unopened Road Allowances. The Official Plan includes a policy that states Council may pass a By-law or policy governing the process and establish application fees for such requests. While Unopened Road Allowances are governed by the *Municipal Act*, it is beneficial to implement a specific policy that staff, residents and Council can rely upon rather than the high-level legislation offered in the *Municipal Act*. The proposed policy will ensure consistency and clarity moving forward.

In addition to the Official Plan the following by-laws also include requirements that apply to Township owned unopened road allowances:

By-law 38-01- being a By-law to establish a procedure for the stopping up, closing and sale of unopened road allowances, passed on April 23, 2001. This by-law requires that notice be posted in six locations in close proximity to the road for a period of one month. This by-law also references publication of the notice but provides no specific instructions or requirements.

By-law 76-01- being a By-law to establish procedures governing the sale of real property owned by the Corporation of the Township of Leeds and the Thousand Islands, passed on September 24th, 2001. This by-law requires that, prior to the sale of property, Council post notice on the property for sale or by publication in a newspaper that is in general circulation in the area to provide reasonable notice a minimum of 5 days before the day Council shall declare the real property surplus.

By-law 16-007- being a By-law to adopt a policy for the giving of public notice passed on March 14, 2016. Clause 1 of the by-law states that “The procedure schedules attached to and forming part of the By-law be and are hereby adopted as reasonable notice to the public as required under the *Municipal Act*”.

Schedule A to By-law 16-007, establishes procedures for notice for Highway Closings. This requires notice to be published at least once a week for four successive weeks in a local paper, notice posted on site a minimum of two weeks prior to a Council meeting and posting at the municipal office and on the Township website.

Schedule L to By-law Number 16-007 establishes procedures for notice of the sale of municipal land. The schedule states that notice is required to be published in a local paper once, at least one month in advance of the meeting of Council and posted on

site a minimum of two weeks prior to the meeting as well as posting at the municipal office and on the Township website.

Analysis:

Staff propose that Council adopt the draft by-law and policy attached to this report as Exhibit A to establish a policy and process for applications related to closing and selling Unopened Road Allowances, and License Agreements for the use of unopened road allowances. The policy (which forms part of the by-law) also outlines how Unopened Road Allowances can be used by the public in accordance with both the by-law and *Municipal Act*.

The following information is intended to provide a summary of the key sections of the policy and the intention behind the framework.

Section 3 speaks to the use of Unopened Road Allowances by the public. Members of the public have the right to use Unopened Road Allowances, for the purpose of passing only, and further, alterations are not permitted. This section of the policy defines how an Unopened Road Allowance can be utilized and is helpful when Council members and staff receive inquiries regarding the use of an Unopened Road Allowance instead of having to interpret provincial legislation.

Section 4 outlines the application process with respect to requests for the closure and sale of Unopened Road Allowances.

The current application process is as follows:

1. The application is received and notice is provided by publication in a local newspaper once a week for four consecutive weeks, posting a sign on the subject property and posting a notice in the Township Office at least 20 days prior to a public meeting being held by the Township.
2. A public meeting is held and a report presented at a Council meeting where consideration is given to a staff report and By-law which request direction from Council to either move forward with request or reject the application
3. If Council approves the recommended by-law the applicant is then required to have a survey of the property completed and a market appraisal prepared to determine the sale value of the subject road allowance lands.

The proposed application process is as follows:

1. A notice of application will be circulated by mail (20-day circulation period) to the abutting land owners and by email to required agencies requesting comments be submitted in writing.

In addition, notice will be posted at the Township Office, on the Township website and in the Weekly Update a minimum of 20 days prior to the scheduled Council meeting. All correspondence received from members of the public related to the application will be addressed and included in the initial report as an exhibit.

2. Following the circulation period, staff will evaluate the comments received and will prepare a report and By-law to be considered by Council. Following the consideration of the initial report, Council will approve the recommended By-law to provide direction to staff or deny the application.
3. Should Council approve the recommended By-law, the Applicant will enter into an agreement of purchase and sale with the Township and have a survey of the land completed. The Applicant will also be required to have an appraisal prepared for the lands to determine the sale price at fair market value.

The proposed process seeks to streamline the Unopened Road Allowance application process to remove the requirement for posting notice in the newspaper and to ensure that Council receives all information from the applicant, the public and the commenting agencies at the meeting in which the matter is considered by Council.

Further, staff have proposed that the public meeting be removed from the process following consultation with the Township's solicitor. The *Municipal Act* does not prescribe that a public meeting be held. The current notice process requires 4 weekly publications in a local newspaper which is expensive and may not be seen by the abutting land owners.

Notice will continue to be provided on the Township website, in the Weekly Update, posted on the subject property and mailed to abutting landowners. The notice will request that residents provide comments in writing within the prescribed period. Additionally, the notice will inquire whether other abutting landowners wish to purchase any portion of the Unopened Road Allowance abutting their land. All comments received from the public will be included in the report to Council as an exhibit. Staff will evaluate the comments received and will advise Council accordingly. Staff will also advise Council if there will be any anticipated additional applications to purchase a portion of the subject road allowance.

Section 5 provides general provisions regarding Unopened Road Allowances. This section provides details regarding Unopened Road Allowances leading to waterbodies directly from a Township owned and maintained roads. It has been the past practice of the Township to not sell these Unopened Road Allowances, except in exceptional circumstances, as per the policies of the Official Plan.

Section 5 also clarifies that the subject road allowance must abut an existing parcel of land owned by the applicant and it must be added to the benefitting property to ensure that there is no new lot created as a result of the application. Further, Section 5 outlines that the addition of the Unopened Road Allowance should not create an irregular shaped lot such as a “flag” or “panhandle lot” as this would not conform with the general intent of the Township Official Plan and other land use planning policies.

Section 6 speaks to the financial considerations associated with closing and purchasing an Unopened Road Allowance including the fees applicable to submitting the application and fees and costs that may occur throughout the process. Schedule “C” outlines the municipal fees that will be charged to process each application.

Section 7 establishes the process for providing public notice of an application to convey a portion of an Unopened Road Allowance.

Section 8 provides information regarding the circulation of applications for comments from internal departments and external agencies. These comments, if any, will be included in the Council meeting report for consideration.

Section 9 allows staff to close a file after one (1) year of inactivity. Historically, there are files that have been abandoned. This section will allow staff to close the file if applicant does not take the necessary steps to complete the process in a timely manner.

Section 12 outlines the process for a Licence Agreement application, this process remains the same as the current process.

Schedule “B”: Purchase Price

There is no change proposed to the process for determining the purchase price. The Official Plan policy includes the requirement that road allowances to be sold be sold at fair market value. By-law 01-038 which establishes the current road closure procedure also requires that an Applicant pay fair market value as determined a land appraiser to acquire a road allowance.

If Council is supportive of the recommended process it will streamline the public notification requirements and reduce the cost to the applicant by removing the requirement to provide notice

Alternatives:

Council may approve the updated policy as recommended which includes updates to the public notice process or continue to process applications under the existing policy framework

Financial Implications:

None

Relevant Policy or Legislation:

Municipal Act, Township Official Plan, By-law 01-038 By-law to Establish a Road Closing Procedure.

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:

Exhibit A- Recommended By-law and Policy Schedule

Exhibit B- By-law 01-038 By-law to Establish a Road Closing Procedure.

The Corporation of the Township of Leeds and the Thousand Islands
By-Law Number 2025-036

Being a by-law to Establish an Unopened Road Allowance Policy in the Township of Leeds and the Thousand Islands.

Whereas the Council of the Corporation of the Township of Leeds and the Thousand Islands deems it expedient to establish policies; and

Whereas Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality’s capacity rights, powers and privileges under Section 9, shall be exercised by By-law;

Whereas Section 28(2) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, states that a local municipality has jurisdiction over all road allowances in the municipality that were made by Crown surveyors and all road allowances shown on a registered plan of subdivision;

Whereas pursuant to Section 34(1) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, the Council of the Township of Leeds and the Thousand Islands (“Township”) may pass a by-law to stop up, close and sell any highway or part thereof;

Whereas Section 44 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, imposes on local municipalities the obligation to manage and maintain the public road system lying within the boundaries of the Municipality;

Whereas the Township receives requests from property owners and other interested parties for permission to use or purchase portions of unopened road allowances lying within the boundaries of the Township;

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

1. The Unopened Road Allowance Policy identified as Schedules “A, B and C” attached hereto and forming part of this By-Law be hereby approved and adopted.
2. This By-law shall be known and may be cited as the “Unopened Road Allowance Policy”.
3. This By-law shall come into force and take effect on the day of passing.
4. By-law 01-038, being a By-law to Establish a procedure for the stopping up, closing and sale of unopened road allowances be repealed.
5. Any By-law or Resolution passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

Given First and Second Readings: Monday, July 14, 2025

Given Third Reading and Passed: Monday, July 14, 2025

Corinna Smith-Gatcke, Mayor

Michelle Hannah, Clerk

Schedule A - General Policy

1. Purpose

The purpose of this policy is to provide a consistent process with respect to establishing uses of Unopened Road Allowances in the Township of Leeds and the Thousand Islands and processing Unopened Road Allowance applications related to the following:

Request to close and transfer (purchase).

Licence Agreement (as defined herein).

2. Definitions

“Applicant” means any person or company applying to close and transfer (purchase) an Unopened Road Allowance, or to obtain a Licence Agreement.

“Council” means the Council of the Township of Leeds and the Thousand Islands.

“Ontario Land Surveyor” means a cadastral land surveyor in good standing and registered with the Association of Ontario Land Surveyors.

“Private Lane” means any street that is not maintained by the Township.

“Settlement Area” is any lands defined as such in the Township Official Plan.

“Staff” means Planning and Development staff where not specifically defined.

“Township” means the Township of Leeds and the Thousand Islands.

“Unopened Road Allowance” means any public highway as defined in the Municipal Act, 2001, that has not been opened and assumed for maintenance purposes by the Township. They also include unopened roads on Plans of Subdivision and former municipal roads that are not presently maintained.

3. Unopened Road Allowances – Public Use

3.1 Right of the Public to Use Unopened Road Allowances

Members of the public have a right of access to, over and along unopened road allowances for the purpose of passing and repassing only.

3.2 Motorized Vehicle Use

Motorized vehicle use is prohibited on unopened road allowances except where exemptions have been approved by Council where existing trails exist. Where the above-mentioned exemption applies, only the portion of Unopened Road Allowance over which the known lane or marked trail traverses is motor vehicle use permitted.

3.3 Other Uses

The use of unopened road allowances for the storage of materials or location of structures of any sort is prohibited.

3.4 Alterations of Unopened Road Allowances

No one shall make any alterations to an Unopened Road Allowance.

3.5 Trees on Unopened Road Allowances

The Township owns all trees and other vegetation on Unopened Road Allowances. Trees and other vegetation shall not be altered in any way with the exception of Private Lanes in the Township which traverse an Unopened Road Allowance historically. In this instance, only necessary tree and vegetation removal for safety purposes shall be permitted.

3.6 Improvement of Unopened Road Allowances

The Township may permit persons to make improvements to Unopened Road Allowances for access to their properties. However, the right of access of the public to an Unopened Road Allowance is paramount and therefore the Township shall not ordinarily permit the use or improvement of a road allowance in such way as to restrict public access.

3.7 Obstructing Unopened Road Allowances

No one shall cause any Unopened Road Allowance to be obstructed, including with the use of a fence, gate, chain, parked vehicle or other item.

3.8 Defining the Location of Unopened Road Allowances

The Township has no obligation to determine the location of Unopened Road Allowances in the Township.

It is the user's responsibility to ensure they are on the Unopened Road Allowance and have not deviated onto private property.

Determining the location of any Unopened Road Allowance can only be done by an Ontario Land Surveyor.

4. Application Process – Request to Close and Convey an Unopened Road Allowance

4.1 Pre-Consultation with Township Staff

An Applicant is required to submit documentation clearly illustrating the proposal; and pre-consult with staff prior to submitting an application.

4.2 Submission of a Complete Application

A complete application includes the following:

- Complete application form commissioned by a Commissioner for Taking Oaths (use of metric measurements required);
- Payment of required fee and deposit;
- Sketch (or drawing) indicating the estimated length and width of the portion of the Unopened Road Allowance proposed to be closed (use of metric measurements required); and
- All items on the checklist within the application must be provided.

4.3 Review of Application

- a) A site visit will be scheduled and conducted by Staff;
- b) Public notice of application will be in accordance with Section 7 of this policy;
- c) Consultation as required;
- d) Staff will prepare a report to Council regarding the application, including a by-law for Council's consideration, and a meeting will be held for Council to consider the application and any comments received from the public; and
- e) Council will direct Staff whether to proceed further with the application, deny the application or provide additional direction.

4.4 Survey and Agreement of Purchase and Sale (Subject to Council Direction to proceed following consideration of initial Staff report)

The applicant shall retain an Ontario Land Surveyor to survey the pertinent portion(s) of the Unopened Road Allowance, the cost of which shall be borne by the Applicant.

The Surveyor shall provide a draft survey for review by Staff prior to depositing with the Land Registry Office.

The applicant shall retain a certified appraiser to determine the fair market value of the Unopened Road Allowance to be conveyed. The purchase price of the land will be based on the area of the land determined by survey measurements. The cost of which shall be borne by the Applicant.

4.5 Purchase of the Unopened Road Allowances

- a) Following payment of the purchase price in the form of certified funds in accordance with the Agreement of Purchase and Sale, staff will forward all relevant paperwork to the Township's solicitor. The Township's solicitor will contact either the applicant or their solicitor (as advised by the applicant) to execute all necessary documents. Once the executed documents have been returned to the Township's solicitor, registration of the transfer will be completed.
- b) The Township's solicitor will register a Parcel Consolidation merging the portion of Unopened Road Allowance with the benefitting lands.

4.6 Fees & Expenses

All legal fees and expenses incurred by the Township, such as document preparation and registration, will be paid by the Applicant by drawing down from the deposit. Any excess deposit will be held by the Township until all legal invoices have been received, and the transaction has been completed. If legal expenses exceed the remaining deposit amount, the Applicant will be billed directly for the remaining balance. If the remaining balance is not paid within 60 days of the invoice, the outstanding amount will be applied to the tax roll of the Applicant's property.

Once all invoices and fees have been paid, the remainder of the deposit, if any, will be returned by cheque to the Applicant.

5. General Provisions

- 5.1 Road allowances leading to waterbodies directly from a Township owned and maintained road will not generally be considered for closing and transferring. It is the policy of the Township to maintain public access to waterbodies.
- 5.2 Road allowances in Settlement Areas will not generally be considered for closing and conveyance. It is the policy of the Township to keep road allowances in the Settlement Areas for potential future use as roads, trails, bridges, parking areas etc. as the Township may determine.
- 5.3 The Applicant must own property directly abutting the portion of Unopened Road Allowance proposed to be purchased. The Township will only convey to the adjacent landowner, the portion of the Unopened Road Allowance which directly

abuts their property. It is required that the subject portion of unopened road allowance be merged legally with one or more abutting properties located in the Township, or an abutting Township. For clarity, the closure of an Unopened Road Allowance shall not create a new lot of record but shall only enlarge existing land holdings. The closure and sale of a portion of an Unopened Road Allowance shall also not create a “flag” or “panhandle” shaped parcel of land.

- 5.4 An application must not conflict with the Township Official Plan, Zoning By-Law regulations, the Recreation, Parks and Leisure Master Plan or any other Township policies as applicable, failing which the application shall not be processed.
- 5.5 HST shall be payable in addition to all road allowance purchase prices.
- 5.6 Council may, as a condition of such conveyance, require any of the following:
 - Exchange of other property (if possible / if applicable).
 - The subject lands to be re-zoned under the Planning Act.
- 5.7 Applicants and members of the public may not speak as a delegation in relation to any Unopened Road Allowance closure matters for which an application has been received. All comments must be received, in writing and will be provided to Council as part of their consideration of the application.

6. Financial Considerations

- 6.1 The Applicant is responsible for paying all administrative, legal, surveying, advertising and land acquisition costs. In the event the applicant fails to pay any costs incurred through this process within 60 days of the invoice being sent, all outstanding costs will be added to the tax roll of the Applicant's property and collected in the same manner as taxes pursuant to Section 398 of the Municipal Act, 2001, S.O. 2001, as amended.
- 6.2 The Application fee and deposit are payable in accordance with the General Rates and Fees By-law at the time of submission of the Application.
- 6.3 Legal Fees: If a title search of the Unopened Road Allowance is not provided with the application, the Township may have a title search completed and the costs of such will be deducted from the deposit, as well as an administrative fee in accordance with the General Rates and Fees By-law.
- 6.4 Advertising costs: Advertising costs will be deducted from the deposit.

- 6.5 Posting Signage for Notice Requirements: A fee, in accordance with the General Rates and Fees By-law will be deducted from the deposit if Staff are required to place signage on the benefitting lands.
- 6.6 Purchase Price: The purchase price for an Unopened Road Allowance will be determined by a land appraisal provided by a certified Land Appraiser retained by the Applicant. If the Township is not in agreement with the appraised value a peer review of the appraisal may be completed by the Township at the cost of the Applicant.

7. Public Notice

- 7.1 Following submission of a complete application, information pertaining to the request will be made available on the Township website no less than 20 days prior to the Council Meeting to consider the application.
- 7.2 All landowners abutting the portion of Unopened Road Allowance proposed to be closed and conveyed or subject to a License Agreement will be sent a notice by mail to the address on file with the Municipality no less than 20 days prior to the public meeting held by Council.
- 7.3 Notice of the application will be posted on the benefitting lands no less than 20 days prior to the public meeting held by Council.
- 7.4 A summary of the Notice shall be placed on the Township website and in the Township Weekly Update at least 20 days prior to the public meeting held by Council.
- 7.5 The notice shall include a description of the Unopened Road Allowance and a description of the benefitting Lands, how to provide comments, and the date, time and place of the meeting where comments will be considered by Council. The abutting owner notice shall include information about the potential for abutting landowners to purchase a portion of the Unopened Road Allowance.

8. Consultation

- 8.1 Each application will be subject to consultation with the following Township departments:
- Operations/Public Works (feasibility of roads, bridges and boat launches in the area).

- Recreation (feasibility of boat launches, parking amenities, park creation and other recreation considerations).
- Corporate Services (property tax for the benefitting property must be up to date prior to the transfer of the road allowance).
- Planning & Development (Best planning practice review).
- Building (Review of any structures including permits known on the Unopened Road Allowance).

8.2 Each application will be subject to consultation with the relevant external agencies, where applicable, and may be subject to further costs with respect to the consultation, payable to the external agency separately. External agencies may include:

- The Cataraqui Conservation Authority (where applicable)
- Ministry of Natural Resources and Forestry (where applicable)
- Parks Canada (where applicable)
- The St. Lawrence Parks Commission (where application)

Through the above consultation, Staff will determine if the Unopened Road Allowance is eligible to be closed and transferred.

9. Application Timeline

Applications will be deemed abandoned if inactive for a period of one (1) year. The Township's expenses will be deducted from the deposit, and any remaining deposit will be returned to the Applicant, and the file will be closed. A new application will be required, should the original application be deemed abandoned.

10. Legal

The Township's solicitor will act on behalf of the Township with respect to the closure and conveyance of all Unopened Road Allowances.

11. Agreement of Purchase and Sale

Following Council approval for the sale of an Unopened Road Allowance the Applicant will be required to enter into an Agreement of Purchase and Sale for the subject lands.

12. Licence Agreement

12.1 A Licence Agreement is a legal document entered into with the Township authorizing the use of Township property, namely untravelled portions of Unopened Road Allowances. The most common examples of this are Licence

Agreements relating to the use of an Unopened Road Allowance as a means of access to that person's property. The specifics of the use are set out in each individual agreement.

- 12.2 Licence Agreements shall be permitted on Unopened Road Allowances where the continued use requires a Licence Agreement from the Township. The Licence Agreement will allow the Applicant to use the lands for access to a property or other. Council must deem a new use necessary and appropriate. The granting of a Licence Agreement may be withheld for any reason, in the sole and absolute discretion of Council..

12.3 Process

After a pre-consultation with Staff an application to request a Licence Agreement must be submitted accompanied by the applicable fee and deposit, a drawing of the Unopened Road Allowance and description of the current or proposed use such as the private lane, or driveway.

- a) Staff will review the application with the pertinent departments and will schedule the matter on a Council meeting agenda.
- b) A survey sketch of the Unopened Road Allowance will be required to be used as a schedule to the License Agreement showing the use of the Unopened Road Allowance.
- c) If Council passes the By-law authorizing the License Agreement, the By-law will be sent to the Township's solicitor to be registered on title to the benefitting lands. No registrations shall occur on the Unopened Road Allowance.

12.4 Fees

The application fee and deposit, as established in the General Rates and Fees By-law, are required to be submitted with the application.

All legal costs and expenses incurred are the responsibility of the Applicant and will be drawn from the deposit provided with the application.

All costs for improving and maintaining the unopened road allowance in accordance with the Licence Agreement are the sole responsibility of the Applicant.

- 12.5 Each Licence Agreement shall set out the parameters of how the Unopened Road Allowance can be altered and maintained. Each individual property making use of the Unopened Road Allowance will be required to enter into a separate Licence

Agreement for the use, development and maintenance of the Unopened Road Allowance. A single Licence Agreement may be entered into at the discretion of Staff if there are several parties requiring the use of the Unopened Road Allowance.

- 12.6 Licence Agreements shall not run with title but shall be extinguished upon the sale and/or transfer of the property benefitting from the Licence Agreement.

Schedule B – Purchase Price Determination

The purchase price of every Unopened Road Allowance shall be determined by:

Market Appraisal – A market appraisal prepared by an accredited appraiser (AACI, P. App, CRA) with the Appraisal Institute of Canada to the satisfaction of the Township.

All Unopened Road Allowances shall be treated equally in terms of costs for sale purposes. Where an appraisal is required to be carried out, the cost of the appraisal shall be the responsibility of the Applicant who is seeking approval to close an Unopened Road Allowance.

Schedule C – Fees

Applications to Close and Purchase Unopened Road Allowance or Licence Agreement for use of an Unopened Road Allowance:

Application Fee: In accordance with General Rates and Fees By-law, as amended.

Planning Deposit - Legal Review: In Accordance with General Rates and Fees By-law to be drawn down from for expenses incurred by the Township. The Applicant will be required to pay the balance of any costs over and above the value of the deposit. Any remaining deposit value will be returned to the Applicant upon completion of the land transfer.

Posting Signage for Notice Requirements: In accordance with the General Rates and Fees By-law. The application fee and deposit are due at the time the Application is submitted.

Any remaining balance of the deposit will be refunded when the Planning file is closed.

**THE CORPORATION OF THE TOWNSHIP OF
LEEDS AND THE THOUSAND ISLANDS**

BY-LAW NO. 38-01


**BEING A BY-LAW TO ESTABLISH A PROCEDURE FOR THE STOPPING UP,
CLOSING AND SALE OF UNOPENED ROAD ALLOWANCES.**

WHEREAS Section 297(1) of the Municipal Act, R.S.O. 1990, Chapter M. 45 authorizes Council to stop up, close and sell unopened road allowances it deems surplus to its needs;

NOW THEREFORE the Council of the Corporation of the Township of Leeds and the Thousand Islands enacts as follows:

1. That the Application for Road Closure and/or Sale attached hereto as Schedule "A" is hereby approved.
2. That this by-law shall take full force and effect upon the final passage thereof.

Read a first, second and third time and finally passed this 23rd.day of
April, 2001.



Reeve



Clerk



TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

APPLICATION FOR ROAD CLOSURE AND/OR SALE

Applicant: **Name:** _____

Mailing Address: _____

Location of Owners Lands: Lot: _____

Concession: _____

Township: _____

R.P. Plan: _____

Agent: _____

Location and description of lands to be closed/conveyed (attach map and additional pages as necessary):

Abutting Land Owners: (1) _____

(Use Additional Pages
If Necessary)

(2

Request for: (Check Applicable)

(1) **Closure:** _____

(2) **Sale:** _____

(3) **Other:** _____

Application Fee Enclosed (\$600.00): _____

Cost Agreement:

The applicant hereby covenants and agrees to pay the fair market value of the road allowance lands affected as determined by a real estate appraiser and approved by Council. The costs of the appraisal is the responsibility of the applicant.

The applicant hereby covenants and agrees to bear all costs related to the closure and/or sale of the above described road allowance including all related legal, surveying and administrative costs whether or not the aforesaid road closure and/or sale is finally approved and completed.

The Applicant shall deposit with the Township a sum of \$600.00 on account of such fees and disbursements. The Applicant shall upon receipt of a written demand from the Township pay to township or its nominees any amount due above and beyond the aforesaid deposit within 30 days.

All surveys and plans that may be required or necessary for the purposes of this road closure shall be the sole responsibility of the applicant and shall be undertaken and submitted to the Township prior to giving of notice of the intent to stop us, close and sell the subject road.

When the proposal has been reviewed and completed, or rejected or stopped and all accounts related thereto have been rendered, the Township shall refund to the Applicant the remainder of the deposit, if any.

Witness:

Signed: _____
(Owner or Agent)

Signed: _____
(Owner or Agent)

Date: _____

Office Use:

Date Received: _____ Fee Deposited: _____

(w:\wpdata\forms\road close.application

Municipal Road Closings

References: Municipal Act

Ministry of Municipal Affairs and Housing
publication entitled "Public Road Allowances,
a procedural guideline".

The procedure for closing of a road is fairly clearly established and should be followed in detail in order to avoid challenges to the by-law later and possible embarrassment to all concerned. The following procedure is recommended:

Council Consideration:

1. Road closings are usually initiated by an abutting land owner who wishes to have the road closed for his own purposes. Opposed to this is the public's interest in the road allowance which the Municipal Act has entrusted to the municipal council.
2. The Council must determine if the road allowance is or might in the future serve a useful purpose to the public. If so, Council is under no obligation to give any consideration to such a request.
3. If Council determines that the closing of the road is in the public's interest, the Council shall determine a price at which it is to be sold and the owner of the land whose property abuts on the road allowance has the right to purchase at that price. Further, if there are more than one owner, each owner has the right to purchase the half that abuts on his land. Only if the abutting owners do not exercise their right to purchase, may the Council offer the land for sale to others (see Section 316 for more details).
- * 4. Council must pass a resolution of their intent to close and sell prior to any action being taken by the Clerk.

Clerk's Duties:

1. In the case of a Township, the Clerk must serve a notice on the Clerk of the County of their intent to stop up, and close any highway. Township's lawyer may also provide such notice but only on the instruction of the Township Council as expressed in a resolution.

Villages and Towns are not required to seek the approval of County Councils.

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2. Prior to passing a by-law under Section 298(1)(c) and also (d), villages and townships are required to publish a notice of the intent of Council to pass the by-law and to post a notice in six locations in close proximity to the road for a period of one month (see Section 301). This implies that this notice must be checked periodically to confirm that it remained posted for one month.

A record must be kept by the Clerk of where the notices were posted and when they were checked.

The notice must provide a description of the road to be closed, the intent of Council, that persons who object to the by-law will be heard and details as to how and when such objection will be heard.

3. Determine if road leads to or along water. If so, the approval of the Minister of Municipal Affairs and Housing is required. However, in the case of a Township, the consent of the County is first required and then the by-law is passed and then submitted. All other municipalities must first pass the by-law and then submit it for approval.
4. Consent of County Council is obtained either by a notice in writing that the Counties BY BY-LAW have consented or 60 days have expired since the notice was given and no objection has been received. This second criteria is the one which provides the Township with the best protection.
5. A meeting to hear any complaints should be designated and at such a meeting the Clerk should announce the purpose of the meeting and if anyone wishes to be heard. If no one objected, this information should be minuted. If someone does object, his objection must be heard but Council may still proceed with the closing.

This is a good time to check if all actions required have been completed:

- a. Notice of Intent was sent to Counties (if required).
- b. Notice of Intent was published.
- c. Notices of Intent were posted, checked and recorded.
- d. A meeting to hear complaints was held.
- e. At d., all complaints were heard.
- f. The consent of the Counties was obtained (if necessary) or 60 days has elapsed.
- g. That the closing will not deprive any land owner of access or if it does, his release or consent to the closing has to be obtained.

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6. It would now be in order for Council to pass the by-law.
7. The by-law must be registered before it can take effect. A certified copy (two if you want a registered copy for your own files) should be deposited at the local Registry Office without delay, but there does not appear to be any time requirement as to when registration can occur.

A Few Additional Notes:

1. Approval of Minister is also required for the altering or closing of any subdivision road if the subdivision plan was registered after 27th March, 1946.
2. There are special requirements in the Registry Act for handling very old plans of subdivision or village compiled plans.
3. Road allowances on Township boundaries are under joint jurisdiction of both Councils (Section 264). Therefore, any action affecting any such road must be taken by both Councils.
4. Section 300 of Municipal Act is very interesting with regards to possession of unopened road allowances.
5. No road can be laid out without the consent of Council (Section 306).
6. Section 280 re: digging on road, is brought to your attention.

Typical costs Associated w/ road closing

- Survey of allowance
- Newspaper publishing of Notice of Closure - \$250 - 400
- Title search AND registration of By-law & deeds - 75 - 200
- postage - circulation to Agencies - \$50
- Administration - 0 - 200



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Administration

Report Number: Administration-2025-018

Submitted By: Michelle Hannah

Approved By: Stephen Donachey

Subject: Milestone Recognition Certificate Program – Update

Recommendation:

This report is for information only.

Background:

At the June 16th, 2025, Council meeting, Council passed a By-law adopting a policy for a Milestone Certificate Program.

Council inquired about the possibility of adding in ribbon cutting ceremonies and Council and/or Mayor attendance at these events.

Analysis:

In response to the questions and comments from Council regarding ribbon cutting ceremonies, staff reviewed the policy, and the Township website page created for information with respect to Milestone Certificates, which also houses a form to fill out for residents to request certificates.

It was determined that the policy already includes provisions for customized certificates for businesses and organizations on milestone occasions and for special honours. This could include the opening of a business and the ribbon cutting ceremony. Information regarding requesting the Mayor or a member of Council to attend to present the certificate at events has been included on the webpage and can be requested through the request form. It has been noted that the requests for the Mayor or Councillors to attend any event are subject to the Clerk discretion and the member's availability.

Alternatives:

None.

Financial Implications:

None.

Relevant Policy or Legislation:

Milestone Recognition Certificate 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:

None.

Attachments:

None.



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Fire Services

Report Number: Fire Services-2025-008

Submitted By: Mike Prior

Approved By: Stephen Donachey

Subject: Fire Services 6 Month Review

Recommendation:

That the Committee of the Whole receive this report as information only.

Background:

This report provides a summary of key metrics of Fire Services for the first six months of 2025.

Fire Services has responded to 216 calls for service in 2025. On this date in 2024, the Service had responded to 180 incidents. This puts the Fire Services at 36 incidents more than last year at this time. The large ice storm of March 28th accounted for approximately 30 of the incidents.

With the first round of provincial mandatory firefighter certification a little over one year away, TLTI firefighters and officers have been working on meeting the legislated deadline by July 2026. Multiple members are also continuing to certify for the required technical rescue disciplines that are covered under the Township's Establishing and Regulating Bylaw passed by Council in May.

Fifteen new recruits have been hired since January with eleven having attained NFPA Firefighter I. As well, since the opening of new Fire Station 2, three members of the public have begun the application to apply for this station.

Analysis:

Fire Administration:

The following is a breakdown of the emergency incidents in the first 6 months of 2025.

- Fire and Carbon Monoxide alarms - 55
- Structure Fires -15
- Fires (including vehicle, outdoor, hydro poles, any other fire) - 42
- Medical Assistance calls - 33
- Motor Vehicle Collisions - 35
- Public Hazard - 36

Certification:

Certification for Firefighter 1&2, with HazMat, for all firefighters as well as Instructor 1, Officer 1 and multiple Fire Prevention courses is due July 1, 2026. Fire Services members have been diligently working to certify the firefighters and the officers to their appropriate levels.

Station	FF1	FF2	Hazmat	Officer 1	Instructor 1
1	27/28 - 96%	25/28 - 89%	23/28 - 82%	5/9 - 56%	5/9 - 56%
2	12/12 - 100%	11/12 - 92%	10/12 - 83%	2/3 - 67%	2/3 - 67%
3	28/29 - 97%	23/29 - 79%	20/29 - 69%	10/10 - 100%	8/10 - 80%
4	14/15 - 93%	10/15 - 67%	10/15 - 67%	3/4 - 75%	3/4 - 75%
Total	81/84 - 96%	69/84 - 82%	63/84 - 75%	20/26 - 77%	18/26 - 69%

Fire Prevention:

Fire Prevention and Education activities have kept the Fire Prevention division active this year. The close cooperation with the Building and Bylaw departments as well as the OPP Mental Health Team has made a very cohesive and effective group.

The following are a list of activities for the first 6 months of 2025

- Fire Investigations -6
- Fire inspections (by request) -9
- Food Truck inspections -4
- School Public education events -2
- School Fire Drills -2
- Other public events, burn permit follow ups, coordinated visits and requests with building and bylaw -40
- 1,324 approved burn permits issued

Regional Training Center:

In 2024, the Ontario Fire College (OFC) made some significant changes and upgrades for students (firefighters) in Ontario. This past year, the OFC introduced a portal in which firefighters apply for OFC courses at Regional Training Centers (RTC) online. Previously, the Fire Services Administrator for the RTC would have to receive all applications to the courses being held at the RTC. This created a large workload for the RTC for the planning of all courses and coordinating applications. With the advent of the OFC Portal, firefighters in Ontario can apply to the courses online. Information entered in the Portal is available to RTCs in real time. All applications must be approved by the Fire Chief or senior staff within the department. This has been a huge improvement and releases administration staff from a great deal of work. The Portal also allows firefighters to see all the courses that are available at every RTC and whether the course is full. Lastly, the Portal also tracks courses successfully completed by firefighters and ensures that the firefighter has completed any prerequisite courses before accepting registration for a particular course.

For the 2025 calendar year, the TLTI RTC had 20 courses available. 7 OFC courses have been completed, 5 were cancelled due to lack of enrolment and there are 8 more coming up for the remainder of the year.

To date, the RTC has also provided 2 offsite certification courses to North Grenville Fire Services, one for a recruit firefighter course and a HazMat Awareness and Operations course.

Two internal certification courses have also held at the RTC for a firefighter recruit NFPA 1001-I Firefighter 1 and a Firefighter 2 course.

Since the beginning of the year, 159 students have taken certification courses through the RTC with 62 students of the students being firefighters for TLTI.

In May the RTC hosted Edwardsburgh-Cardinal Fire Services for a day of fire ground activities to increase the skills of their firefighters.

Financial Implications:

N/A

Relevant Policy or Legislation:

By-Law 23-014 to Establish and Regulate a Fire Service

O.Reg.343/22: Firefighter Certification

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.