Frontenac County Council Meeting
Wednesday, September 20, 2017 – 9:00 a.m.
Kingston Frontenac Rotary Auditorium,
2069 Battersea Road, Glenburnie
Council will resolve into Closed Meeting
and will reconvene as regular Council at 9:30 a.m.

AGENDA

Page

Call to Order

Closed Session

a) **Resolved That** Council resolve itself into Committee of the Whole closed session as authorized under Section 239 of The Municipal Act, to consider:

1. Adoption of Closed Minutes of Meetings held June 21, 2017
2. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose - as it relates to the County's responsibility under Human Rights including accommodation of ill employees.

Resolved That Council rise from Committee of the Whole closed session with/without reporting

Public Meeting

The following is a public meeting to permit members of the public to make presentations and/or funding requests to County Council for consideration in the 2018 budget.

15 - 25 a) **Frontenac Transportation Services** to address County Council regarding funding for the Frontenac Transportation Services.

26 - 42 b) **Ms. Denise** and **Ms. Michel Longtin** of the University Hospitals Kingston Foundation will address County Council regarding a formal funding request for the hospitals.

43 c) **Jonas Bonnetta**will address County Council regarding a Frontenac Arts Fund Proposal

44 - 46 d) **Mr. John C. Suart,** Family and Children's Services of Frontenac, Lennox and Addington will address County Council regarding a funding request to support a post-secondary bursary for youth in our Foster Care system.

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

47 - 60 a) Minutes of Meeting held July 19, 2017

Resolved That the minutes of the regular Council meeting held July 19, 2017 be adopted.

Deputations and/or Presentations

a) Presentation by Mr. Ed McPherson on behalf of the Paramedic Chiefs of Canada to Chief Paul Charbonneau of a Certificate of Recognition for 40 years of service.

b) The Frontenac Paramedic Services Ride for Heart Team will present Council with a defibrillator, which was donated through the fundraising done by the FPS Ride for Heart Team.

Proclamations

Move into Committee of the Whole

a) **That** Council adjourn and meet as Committee of the Whole Council, with the Deputy Warden in the Chair.

Briefings

61 - 89 a) **Mr. Kelly Pender,** Chief Administrative Officer and **Ms. Susan Brant**, Director of Corporate Services/Treasurer, will provide County Council with a briefing on the Budget Policy Review.
[See Information Reports from the Chief Administrative Officer clause c)]

90 - 104 b) **Ms. Megan Rueckwald**, Community Planner, will provide County Council with a briefing on the Application for the proposed McFadden Road Plan of Subdivision.
[See Reports from Advisory Committees clause a)]

Unfinished Business

Recommend Reports from the Chief Administrative Officer

105 - 107 a) **2017-109**
Emergency and Transportation Services
2018 Legislated Response Time Performance Plan

Recommendation

Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services –2018Legislated Response Time Performance Plan report;

And Further That Council direct the Clerk to introduce a by-law later in the meeting adopting the response time standards as outlined in this report.

108 - 113 b) **2017-110**
Emergency and Transportation Services
Ambulance Fleet Strategy

Recommendation
Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services – Ambulance Fleet Strategyreport for information;

And Further the Council of the County of Frontenac approve the implementation of Option ___ commencing in fiscal 2018;

And Further the Council of the County of Frontenac approve the purchase of one (1) additional new ambulance to ensure sufficient spare vehicles if Option #2 or #3 is adopted.

114 - 115 c) **2017-111**
Emergency and Transportation Services
Emergency Management Program Committee Membership Appointments

Recommendation
Resolved That the Council of the County of Frontenac receive the *Emergency and Transportation* Services – *Emergency Management Program Committee Membership Appointments* report for information;

And Further That the Council of the County of Frontenac pass a by-law later in the meeting appointing the following positions to the Emergency Management Program Committee:

- County Warden
- Emergency & Transportation Council Liaison Councillor
- Chief Administrative Officer

- Chief Paramedic/Director
- Director of Corporate Services/Treasurer
- Administrator of Fairmount Home
- Director of Planning and Economic Development
- Manager of Legislative Services/Clerk
- Manager of Information Services
- Manager of Human Resources
- Communications Officer
- Manager of Continuous Improvement
- Frontenac Paramedic Services Deputy Chief of Operations
- Ontario Provincial Police Detachment Commander
- County Fire Coordinator
- Kingston, Frontenac, Lennox & Addington Public Health – Medical Officer of Health
- Frontenac County Emergency Communications Coordinator
- Community Emergency Management Coordinator
- Alternate Community Emergency Management Coordinator(s)
- Administrative Assistant/Scribe

116 - 118 d) **2017-112**
Corporate Services
Kingston Archery Club Contract

Recommendation
Resolved That the Council of the County of Frontenac receive the Corporate Services –Kingston Archery Club Contract report;

And Further That the Warden and Clerk be authorized to enter into a contract with the Kington Archery Club to allow continued use of the County property as outlined in the map on page 3.

119 - 121 e) **2017-114**
Corporate Services - Finance
2017 Property Tax Capping and Exiting the Capping Program for the Commercial Class

Recommendation
Whereas the County of Frontenac adopted tax ratios of 1.0 for the Multi-residential, Commercial and Industrial Classes in 1998 thereby providing a fair and equitable property tax environment for the business sector;

And Whereas under the *Municipal Act S.O. 2001*, Chapter 25 as amended (the Act), Subsection 329.1 (1), upper tier and single tier municipalities have the opportunity to select from prescribed options the

calculation of the amount of taxes for municipal and school purposes payable in respect of property in the commercial class, industrial class or multi-residential property class for 2005 or a subsequent taxation year;

And Whereas County Council has reviewed the provisions of Section 329.1(1) of the Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of providing minimum amounts for properties subject to the provisions of Section 331 for the Commercial, Industrial and Multi-residential property classes;

And Whereas Bill 144, the *Budget Measures Act,* 2015 provided enhancements for increased municipal flexibility to moderate the impact of tax capping;

Now ThereforeBe It Resolved That the Council of the County of Frontenac receive this Corporate Services – 2017 Property Tax Capping and Exiting the Capping Program for the Commercial Classreport;

And Further That the Council of the County of Frontenac direct the County to immediately exit the Capping Program for the Commercial Class.

122 - 131 f) **2017-115**
Corporate Services
2017 Tax Ratios Review

Recommendation
Resolved That the Council of the County of Frontenac receive the Corporate Services –2017 Tax Ratios Review report;

And Further That the County continue with the existing taxing practices as agreed in 1998 after consultation with elected representatives of the four Townships. It was agreed that all assessment classes should be taxed equally, excluding those for which special consideration must be given according to legislation.

132 - 136 g) **2017-116**
Planning and Economic Development
Participation in Ontario Commuter Cycling Program (OMCCP)

Recommendation
Resolved That the Council of the County of Frontenac receive the Planning and Economic Development – Participation in Ontario Commuter Cycling Program (OMCCP) report for information;

And Further That the Warden and Clerk be authorized to sign a declaration of interest to participate in the Ontario Municipal Commuter Cycling Program for 2017;

And Further That Council direct staff to develop a terms of reference and issue a Request for Proposals for the Active Transportation Master Plan and Trails Master Plan Update;

And Further That Council direct staff to consult with Township Public Works staff on a coordinated approach to implementation and commuter cycling infrastructure project management

137 - 150 h) **Staff Briefing: Ms.** Megan Rueckwald, Community Planner, will provide Council with a briefing on Report 2017-117, Approval of the Township of North Frontenac Official Plan.
[See Recommend Reports from the Chief Administrative Officer, clause j)]

151 - 309 i) **2017-117**
Planning and Economic Development
Approval of the Township of North Frontenac Official Plan

Recommendation
Whereas the Council of the County of Frontenac considered all written and oral submissions received on this application, the effect of which helped Council to make an informed decision;

Be It Resolved That that the Council of the County of Frontenac receive and review the required documents for submission of the adopted Official Plan for the Township of North Frontenac;

And Further That the Council of the County of Frontenac approve the Township of North Frontenac Official Plan dated September 19, 2017, as contained in Appendix A.

310 - 338 j) **2017-118**
Planning and Economic Development
Adjustments to K&P Trail Construction Plan

Recommendation
Be it Resolved That County Council endorse the course of action proposed in this report as it relates to the construction of the K and P Trail;

And Further That staff be directed to bring back funding options for completion of segments 3, 7 & 9;

And Further That staff be directed to submit grant applications to the Trans Canada Trail and Trillium Foundations;

And Further That staff seek options for financing the County portion of remaining trail construction through Infrastructure Ontario for the purposes of completing the K&P Trail Tichborne to Sharbot Lake Phase.

Information Reports from the Chief Administrative Officer

339 - 344 a) **2017-119**
Corporate Services - Finance
2017 2nd Quarter Financial Summary

345 - 348 b) **2017-120**
Fairmount Home
Quarterly Update Activity Report

349 - 361 c) **2017-121**
Corporate Services
Review of Budget Policy

362 - 363 d) **2017-122**
Emergency and Transportation Services
Emergency Response Vehicle (ERV) - Support Strategy

364 - 366 e) **2017-123**
Fairmount Home
Sewage System Assessment Report

367 - 368 f) **2017-124**
Corporate Services
Restructuring Report - Reporting Out of Direction Provided in Closed Session

Reports from Council Liaison Appointees

a) Emergency and Transportation Services - Councillor Nossal

b) Long Term Care (Fairmount Home) - Councillor Inglis

c) Corporate Services - Councillor Dewey

d) Planning and Economic Development - Councillor McDougall

Reports from External Boards and Committees

a) Kingston Frontenac Library Board Update - Warden Vandewal

b) KFL&A Public Health Board Update - Councillor Doyle

c) RULAC, LSR and other Updates

d) Algonquin Land Claim Update - Councillor Inglis

e) Frontenac County Youth Justice Advisory Committee Update - Councillor Nossal

f) Housing and Homelessness Committee Update - Councillor McDougall

g) Rideau Corridor Landscape Steering Committee Update - Councillor McDougall

h) Mississippi Rideau Tay Rural Health Hub Organizing Committee - Councillor Smith

i) Food Policy Council of Kingston, Frontenac, Lennox and Addington - Councillor Doyle

Reports from Advisory Committees of County Council

369 - 376 a) **Report of the Planning Advisory Committee**

All items listed on the Planning Advisory Committee Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Planning Advisory Committee Report to be separated from that motion and considered separately, whereupon the Planning Advisory Committee Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

THAT the Report received from the Planning Advisory Committee be received and adopted.

Report of the Planning Advisory Committee

The Planning Advisory Committee reports and recommends as follows:

2017-107
Planning Advisory Committee

Application for Draft Plan of Subdivision Approval 10T-2017/001 (Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac (McFadden Road)

Whereas an application has been filed with the County of Frontenac for

a Draft Plan of Subdivision located at Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac, known municipally as 5550 McFadden Road;

And Whereas the Planning Advisory Committee of the County of Frontenac considered all written and oral submissions received on this application, the effect of which helped Planning Advisory Committee make an informed decision;

And Whereas the application is consistent with the Provincial Policy Statement (2014), conforms to the Frontenac County Official Plan, Township of South Frontenac Official Plan, will comply with the Township of South Frontenac Zoning By-law, and has been reviewed in accordance with the criteria of Section 51 (24) of the Planning Act.

And Further That the Council of the County of Frontenac approve the proposed 10T-2017/001 subdivision development, including Draft Conditions of Approval attached to report 2017-107, Application for Draft Plan of Subdivision Approval 10T-2017/001 (Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac (McFadden Road) as Appendix A.

Planning Committee Report

377 - 383 b) **Report of the Community Development Advisory Committee**

All items listed on the Community Development Advisory Committee Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Community Development Advisory Committee Report to be separated from that motion and considered separately, whereupon the Community Development Advisory Committee Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

THAT the Report received from the Community Development Advisory Committee be received and adopted.

Report of the Community Development Advisory Committee

The Community Development Advisory Committee reports and recommends as follows:

1. **2017-103**

Community Development Advisory Committee
K&P Trail Tichborne to Sharbot Lake Preferred Route at Hampton Road

Be It Resolved That the Council of the County of Frontenac respectfully request that the Township of Central Frontenac consider a speed limit reduction along Road 38 from a point near Tichborne to a point north of Hampton Road from 80km/hr to 60km/hr to permit the safe crossing of Road 38 by users of the K&P Trail.

2. 2017-104
Community Development Advisory Committee
Potential for Motorized Vehicles to access portions of K&P Trail from Bellrock Road to Craig Road

Be It Resolved That staff investigate the potential for motorized off-road vehicles to have access to the K&P Trail from Bellrock Road to Craig Rd,

And Further That staff work with the EOTA to engage the local community, trail users, businesses and other stakeholders in regard to the design of the Verona Trailhead and in regard to the expansion of motorized off-road vehicle use on the K&P Trail.

Return to Council

a) **That** Council revert from Committee of the Whole Council, to Council.

Adoption of the Report of the Committee of the Whole Council

a) **That** the report of the Committee of the Whole Council be adopted and that the necessary actions or by-laws be enacted.

Motions, Notice of Which has Been Given

384 - 385

a) **Support for the Eastern Ontario Wardens' Caucus Resolution Definition for Rural and Northern Communities Infrastructure Fund**

Moved by: Councillor Smith
Seconded by: Warden Vandewal

Whereas the Government of Canada announced a $2-billion investment

towards infrastructure improvements for rural and northern communities in Canada in its 2017 Budget; and,

Whereas this investment is required to grow local economies, build stronger and more inclusive communities and help safeguard the environment and health of Canadians; and,

Whereas these funds shall be allocated in partnership through the provincial governments; and,

Whereas there have been discussions that the definition of 'rural' may be based on a population of 30,000 people; and,

Whereas this proposed definition would eliminate most Counties and rural single-tier municipalities in eastern Ontario; and,

Whereas the Eastern Ontario Members of Parliament stated that it would be the Government of Ontario which would establish the definition of 'rural' for this infrastructure program;

Therefore Be It Resolved That the County of Frontenac supports the Eastern Ontario Wardens' Caucus request to the Government of Ontario to establish the following definition of 'rural' for any funding involving the Government of Canada's Rural and Northern Communities Infrastructure Fund:

A 'rural' municipality shall be:

a) a municipality with a population of 30,000 or less, or

b) rural single-tier or upper-tier municipalities with a population density of 50 people per square kilometre or less

And That a copy of this resolution be sent to the Eastern Ontario Wardens' Caucus and the Frontenac Member Municipalities.

386 b) **Support for the Eastern Ontario Wardens' Caucus and Western Ontario Wardens' Caucus Joint Resolution**
Ontario's Gas Tax Program and Rural Communities

Moved by: Deputy Warden Higgins
Seconded by: Warden Vandewal

Whereas most rural municipalities do not have the population to support a local transit system; and,

Whereas rural municipalities are effectively excluded from receiving provincial gas tax funding due to the eligibility requirement that all provincial gas tax funding can only be used for public transit; and,

Whereas the Federal Gas Tax Program provides municipal funding on a per-capita basis for a wide range of local infrastructure projects; and,

Whereas the Ontario government will be doubling the provincial gas tax from 2 cents per litre to 4 cents per litre by 2022; and,

Whereas if the Ontario Gas Tax Program eligibility requirements mirrored the Federal Gas Tax Program, rural municipalities would receive upwards of $40 million per year in additional infrastructure funding under a 4 cents per litre provincial gas tax;

Be It Resolved That the County of Frontenac supportthe Eastern Ontario Wardens' Caucus (EOWC) and the Western Ontario Wardens' Caucus (WOWC) adopting the Ontario Federation of Agriculture's (OFA) position that the Provincial Gas Tax funding criteria needs to be aligned with the Federal Gas Tax funding criteria, for any increase in funding additional to the current two cents per litre;

And Further That the County of Frontenac supportsthe EOWC and WOWC coordinating advocacy efforts and messaging with the OFA to present a united voice of rural Ontario to the Ontario government on this issue;

And Further That this resolution be circulated to the Eastern Ontario Wardens' Caucus (EOWC), the Western Ontario Wardens' Caucus (WOWC) and Frontenac Member Municipalities.

Giving Notice of Motion

Communications

That Council consent to the following communications of interest to Council listed below be received and filed:

a) University Hospitals Kingston Foundations 2016-2017 Giving Report
[Distributed to Council on July 21, 2017]

b) From Katie Johnson Inviting Council to Attend the Presentation ofDementia Funding
[Distributed to Council on July 28, 2017]

c) From Switzer Litigation Providing and Overview of its External Legal Defence Services
[Distributed to Council on July 28, 2017]

d) From the Independent Electricity System Operator Providing its Reliability in a Changing Sector 2016 Annual Report
[Distributed to Council on July 28, 2017]

e) From MPP Jones Regarding Bill 141
[Distributed to Council on August 4, 2017]

f) From Bell Canada Regarding Reporting of Damage to Bell Infrastructure
[Distributed to Council on August 4, 2017]

g) Flyer From EOWC re: Building a Stronger Future for Rural Eastern Ontario
[Distributed to Council on August 18, 2017]

h) Notice of Public Information Centre Regarding Wolfe Island Ferry and Docking Improvements
[Distributed to Council on August 18, 2017]

i) From the Ministry of Indigenous Relations and Reconciliation Regarding Invitation to Attend Municipal Education Session ALC
[Distributed to Council on August 25, 2017]

j) Sydenham Lakes and Trails Festival Thank you Letter
[Distributed to Council on September 8, 2017]

k) The Land Trust News- July 2017 Issue
[Distributed on September 8, 2017]

l) From the Southern Frontenac Community Services providing its 2017 Fall Edition Newsletter.
[Distributed to Council on September 15, 2017]

Other Business

Public Question Period

By-Laws – General By-laws and Confirmatory By-law

a) First and Second Reading

Resolved That leave be given the mover to introduce by-laws a)

through f) that have been circulated to all Members of County Council and that by-laws a) through f) be read a first and second time.

b) Third Reading

Resolved That by-laws a) through f) be read a third time, signed, sealed and finally passed.

By-Laws

387 - 388 a) **To Adopt a 2018 Legislative Response Time Performance Plan**
(Proposed By-Law No. 2017-0031)

389 - 390 b) **To Approve The Appointment of Positions to the Emergency Management Program Committee**
(Proposed By-Law No. 2017-0032)

391 c) **To Authorize the Warden and Clerk to Execute a Lease Agreement with the Kingston Archery Club to Allow Continued use of the County Property**
(Proposed By-Law No. 2017-0033)

392 - 393 d) **To Exit the Property Tax Capping Program for the Commercial Classes**
(Proposed By-Law No. 2017-0034)

394 e) **To authorize the Warden and Clerk to sign a declaration of interest to participate in the Ontario Municipal Commuter Cycling Program for 2017**
(proposed By-Law No. 2017-0035)

395 - 396 f) **To Confirm All Actions and Proceedings of Council**
(Proposed By-Law No. 2017-0036)

Adjournment

Frontenac Transportation Services

Budget Request 2017/18

A partnership between Rural Frontenac Community Services, Southern Frontenac Community Services and the County of Frontenac

Frontenac Transportation Services

With the decrease in third party rides and with an increase in seniors rides, our budget has been impacted.

- In 16/17 we had a deficit budget of $9,389.
- Between April and July, 2017 we had a decrease of 160 third party rides, resulting in a further loss of $4,700 in revenue.

The model that FTS was based on has changed and as a result FTS needs to find additional revenue to cover the cost of operating the service.

Frontenac Transportation Services

Options to increase revenue:

1. FTS stop subsidizing the kilometers out (when client is not in the car) for seniors and charge them the same as third party billing.
2. FTS increase the cost of all rides, seniors and third party.
3. Charge an administrative fee for all rides.
4. The County increase funding for FTS to offset the deficit.

Frontenac Transportation Services

Option 1

Stop subsidizing the kilometer out for seniors and charge the same as third party billing.

- Based on last years 3,800 seniors rides, the increased cost to seniors would be $66,617 and the average increase per seniors ride would be $17.50.

The increase in revenue would address the budget shortfall but an additional charge of $17.50 per ride, would be hardship for many seniors living on a fixed income and relied on FTS for their transportation.

Frontenac Transportation Services

Option 2

Increase the cost of all rides by .05 cents.

- The increase would be Third Party Rides – from .50 to .55. The revenue increase based on last years numbers would be $18,267. The increase to Senior's rides from .50 to .55 for in Km. The revenue increase based on last years numbers would be $12,505. The increase to agencies on out Km - .30 to .35. The revenue increase based on last years numbers would be $6,660.

This increase to the rate charged for rides would increase FTS revenue by $37,432 based on last years data. This would be hardship for anyone who lived on a fixed income or low income and who relied on FTS for their transportation.

Frontenac Transportation Services

Option 3

Charge an administrative fee of $2 for each ride.

Uber and taxis charge an administrative fee in additional to the distance travelled. Based on 6,141 rides, this fee would raise $12,282 of additional revenue.

This would additional fee would be hardship for anyone who lived on a fixed income or low income and relied on FTS for their transportation.

Frontenac Transportation Services

Option 4

The County increase their funding for FTS.

- $20,000 of additional funding to cover the reduction in third party rides projected for 2017/2018 and funded on an on-going as long as the trend continues.
- $5,000 increase in subsidy to assist seniors to get to medical appointments in 2017/18. Last year the number of seniors rides increased by 7% or by 245 rides. Seniors live on a fixed income and rely on subsidized rides. FTS does not have the funds to subsidize additional rides as demand increases.

Frontenac Transportation Services

2016/17 Deficit

To ensure the long term viability of FTS, Southern Frontenac Community Services Corporation and Rural Frontenac Community Services established a $10,000 fund to cover any deficit for the program.

In 2016/17 FTS had an operating deficit of $9,389.

We need to reimburse the fund this year. Without funding, we will have to set aside a portion of our ride revenue that we use for subsidy.

We are asking County for $9,389 to reimburse the fund for the deficit we experience in 2016/17.

Frontenac Transportation Services

Accessible Transportation Pilot

FTS has received requests for wheelchair accessible rides over the past year. FTS does not have a volunteer with a wheelchair accessible vehicle. The demand for this service is unknown at this time.

FTS is asking for funding of $10,000

- To fund a one year pilot project to provide accessible transportation, for seniors requiring an accessible ride and for individuals requiring a wheel chair to non-medical rides, through existing transportation services.

This pilot would allow FTS to respond to the need and hire third party accessible transportation services when required. The pilot will give the County the information required to assess the demand for accessible transportation and projected costs going forward.

Frontenac Transportation Services

Our total request for funding for FTS is $44,385.

1. $20,000 of additional funding to cover the reduction in third party rides projected for 2017/2018.

2. $5,000 increase in Subsidy to assist seniors to get to medical appointments in 2017/18.

3. $10,000 to fund a one year pilot project to provide accessible transportation for seniors requiring an accessible ride and for individuals requiring a wheel chair to non-medical rides.

4. $9,389 to reimburse the $10,000 fund we had established to cover a deficit.

Frontenac Transportation Services

APPENDIX A

Statistics for Apr 1 2016 to Mar 31 2017

Rides

- North Frontenac number of rides: 463
- Central Frontenac number of rides: 3206
- South Frontenac number of rides: 2475
- Frontenac Islands: 0

Percentage of Rides and Income

North Frontenac:	8% of the rides	18% of billing
Central Frontenac:	52% of the rides	54% of billing
South Frontenac:	40% of the rides	28% of billing

County of Frontenac

YOUR HOSPITALS IN KINGSTON

SPECIALIZED CARE, CLOSE TO HOME

OUR VISION

Exceptional health care made possible by fully engaged, generous people & communities.

OUR MISSION

Inspiring generosity for the health of our families, our region, and beyond.



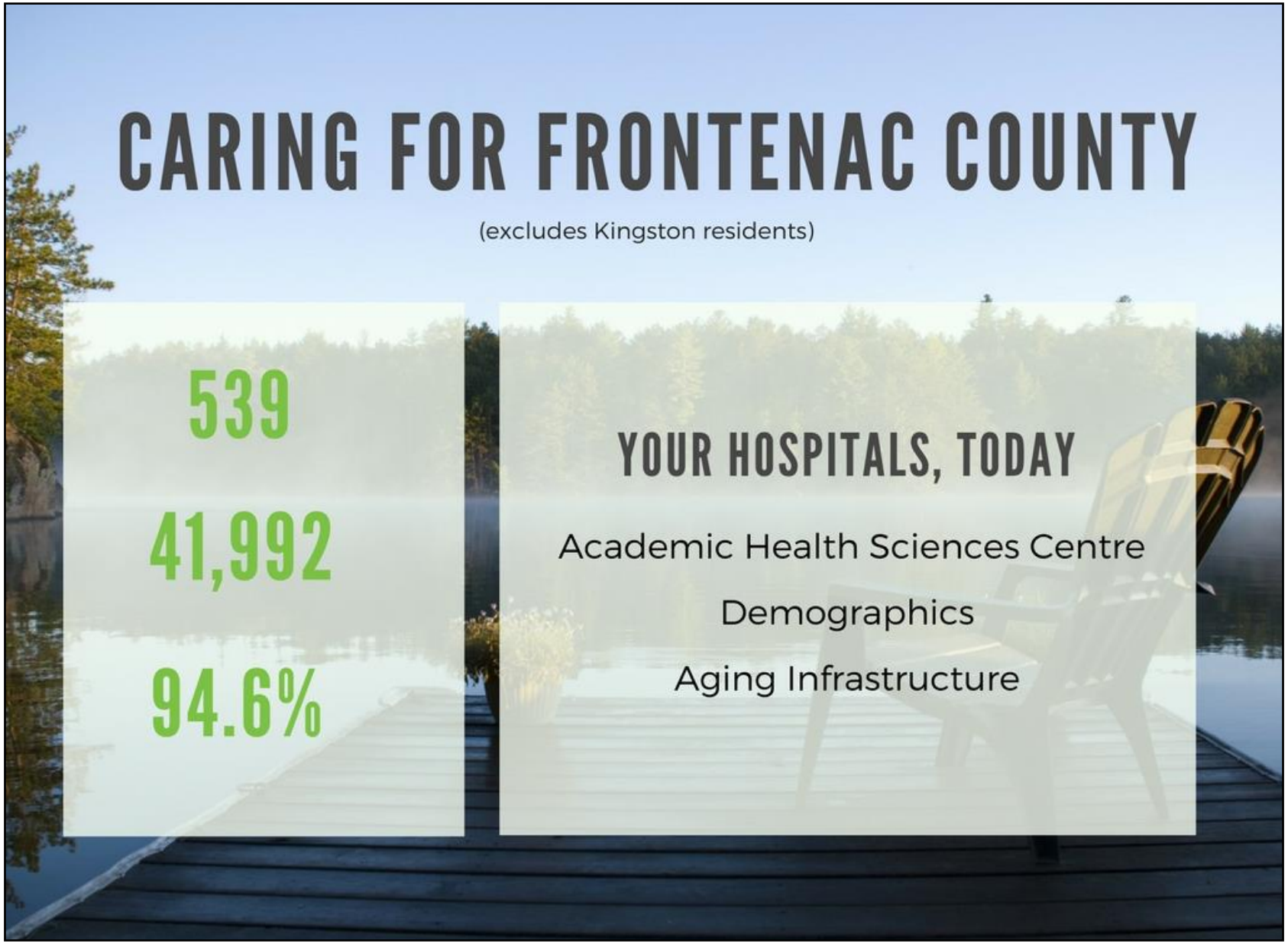
THANK YOU, FRONTENAC!

$540K

$634M

1,212

- Cancer Centre
- New Inpatient Floor
- Pediatric Unit
- Kidney Dialysis Unit
- Critical Care Unit
- Acute Inpatient Mental Health
- Outpatient clinics
- Providence Care Hospital


CARING FOR FRONTENAC COUNTY
(excludes Kingston residents)
539
41,992
94.6%
YOUR HOSPITALS, TODAY
Academic Health Sciences Centre
Demographics
Aging Infrastructure

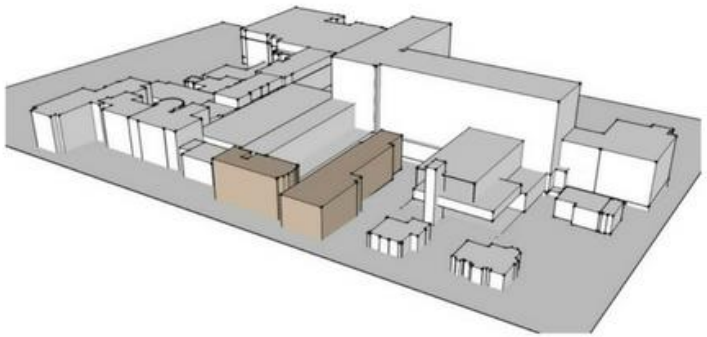
UPCOMING RENEWAL NEEDED

Priority areas identified

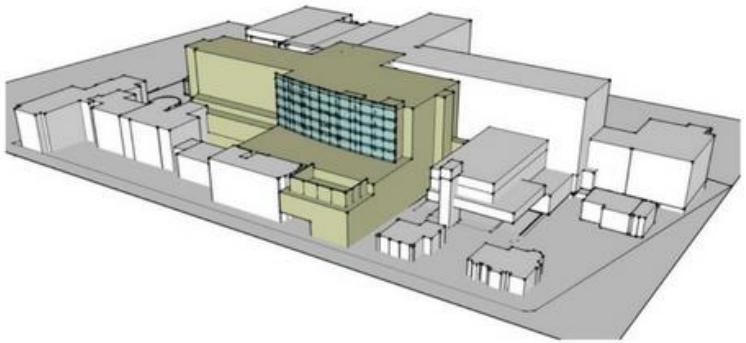
KGH site construction - $570 million

Hotel Dieu Hospital site construction - $20 million

Participation of municipalities is crucial



KGH site today



KGH site future

KGH SITE RENEWAL NEEDS

OPERATING ROOMS

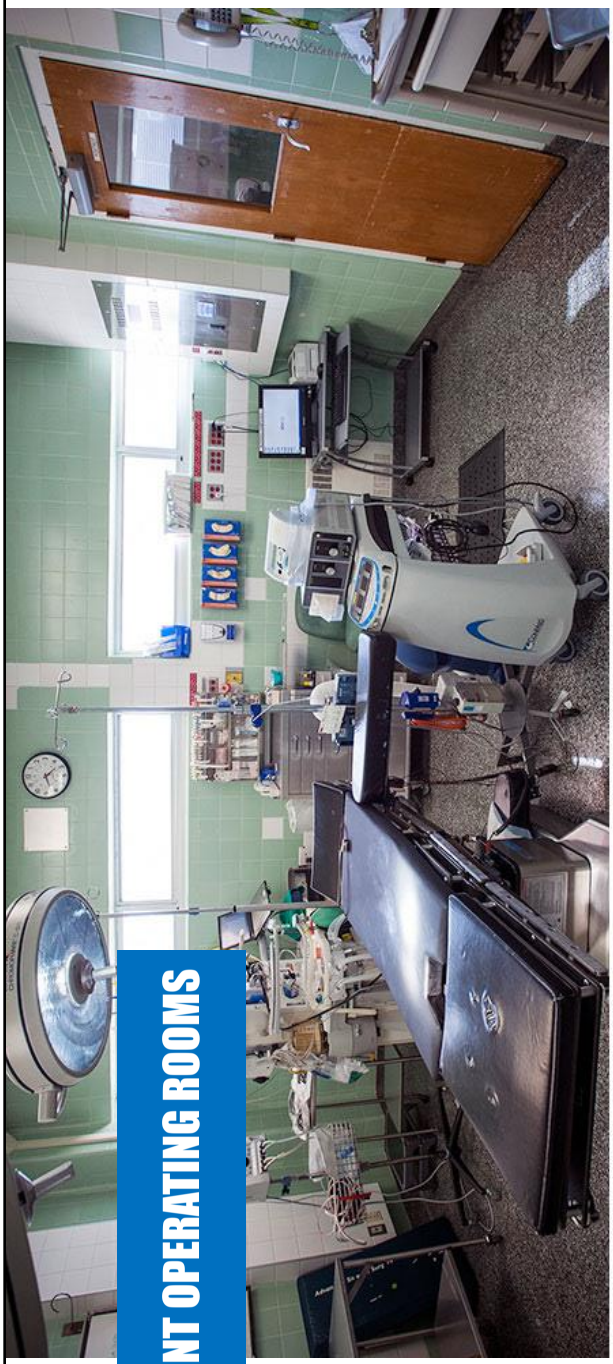
FROM 2016 TO 2026...

15.5% INCREASE IN ALL SURGICAL CASES

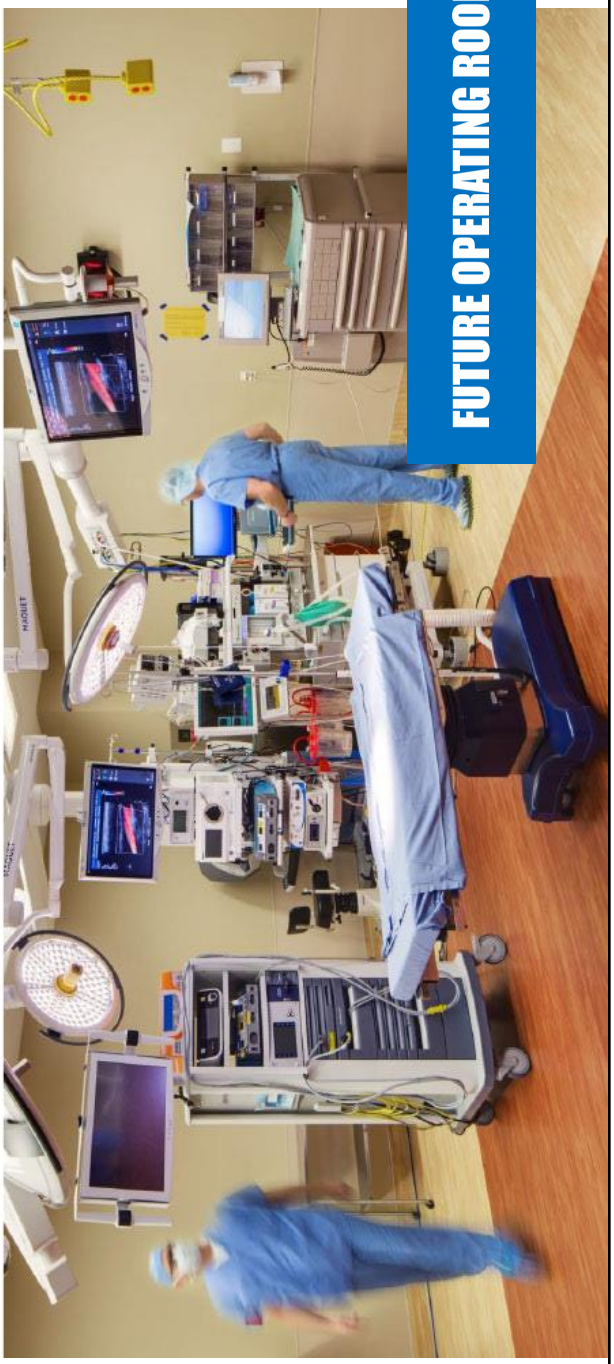
9% GROWTH IN DAY SURGERY PROGRAM

9% MORE INPATIENT ADMISSIONS

- Higher ceilings
- Modern infrastructure
- Mobile operating table
- Minimally invasive technology



CURRENT OPERATING ROOMS



FUTURE OPERATING ROOMS



KGH SITE RENEWAL NEEDS

EMERGENCY DEPARTMENT

FROM 2016 TO 2026...

21% INCREASE IN EMERGENCY DEPARTMENT VISITS

150 ADDITIONAL RESUSCITATIONS

38% MORE INPATIENT ADMISSIONS

- MHESU presence
- 50 treatment areas with flex space
- Enclosed ambulance bay
- Better sightlines for staff

CURRENT AMBULANCE BAY
Limited space can lead to delays in patient transfer
PARAMEDIC
AMBULANCE
County of Frontenac
AMBULANCE
PARAMEDIC
EMS
PARAMEDIC



KGH SITE RENEWAL NEEDS

LABOUR & DELIVERY

FROM 2016 TO 2026...

140 APPROX. ADDITIONAL BIRTHS PER YEAR

6% MORE INPATIENT DAYS

- Support of family centered care
- Close proximity to NICU
- Additional private rooms
- Care-by-parent space



KGH SITE RENEWAL NEEDS

NEONATAL CARE

IN 2016...

108% OCCUPANCY IN THE NICU

320% MORE SQUARE FOOTAGE NEEDED

- More bassinets
- Space for family-centered care
- 90% of admissions are regional families who can stay close to home.

KGH SITE RENEWAL NEEDS

CLINICAL LABS

FROM 2016 TO 2026...

25% MORE DEMAND FOR LABORATORY TESTS

IN 2026...

OVER 11 MILLION TESTS

- 54% more space
- Reconstruction in central tower
- Personalized medicine
- Faster results

HOTEL DIEU HOSPITAL SITE

REDEVELOPMENT

- Updated Operating Suites
- Relocated ENT Clinic
- Consolidated Cardiology
- Consolidated Ophthamology
- Redesigned Endoscopy
- Redesigned COPC
- Diagnostic Imaging
- Relocated Pharmacy



PROVIDENCE CARE

EQUIPMENT UPGRADES

Continuing need for equipment upgrades in:

- Physical Medicine and Rehabilitation
- Complex Care
- Palliative Care
- Mental Health Services

LOCAL SHARE

Together with commitments to research and education, the local share needed for the next round of construction and investments in programs will be $145 million and yield a provincial investment of over $500 million.

OUR REQUEST
$200,000
per year
Fair share calculation:
Based on 41,992 visits from
Frontenac in 2016

UNIVERSITY HOSPITALS KINGSTON FOUNDATION

EXTRAORDINARY PEOPLE. INNOVATIVE HEALTH CARE.

QUESTIONS?

University Hospitals Kingston Foundation
55 Rideau St., Suite 4
Kingston, ON K7K 2Z8
foundation@uhkf.ca www.uhkf.ca

Frontenac Arts Fund proposal

-Suggest Frontenac County allocate $10,000 to start a Frontenac Arts Grant.

-The program could have two streams. One to fund local musicians that are residents of Frontenac County and one as an incentive to bring bands from outside of Frontenac to Frontenac to work.

-Potential to match funds through the Ontario Arts Council, Canada Council For The Arts, Heritage Canada, Long & McQuade, Queen's University.

-The program would offer micro-grants. Suggesting $500 to begin with but ideally $1000 if we can find matched funds.

-Artists could access the money for composition, touring, presenting, recording based on the current OAC grant for music creation.

-Visiting artists could apply for funding to come here and write/record/rehearse and would be attracted by the incentive of having their projects subsidized by the grant. Potentially offer this grant to visitors only in the Fall-Spring months so we're boosting "**creative tourism**" in the off season when things slow down for Frontenac.

-Require all produced material to be labeled with the Frontenac logo and/or the #infrontenac tag.

-Simple intake form, volunteer juried twice a year, final report due upon completion of project. This final report would give us excellent source material to quantify the successes of the program as well as to use for applying for future grants at the Provincial and Federal levels.

-Focus on prioritizing indigenous and minority group applications.

-The benefits to having a grant system for local musicians are numerous. These monies would help **grow Frontenac as a creative hub, boost our cultural value, and strengthen our communities**. The optics alone are of high value. The Frontenac logo would be seen internationally. You'd be funding a group of people who thrive on social media and have incredibly wide circles of influence.

-Creates a conversation amongst Frontenac artists and is the beginning steps to starting a Frontenac Arts Council that can act as a hub for all things arts in Frontenac.

-I really believe that by making strategic investments in the local creative sector, and seeking matching funds from senior governments and the private sector, the County of Frontenac could become known as a destination for the arts. This would in turn **increase the tax base, increase tourism, grow the local economy, and foster a stronger community.**



Donation to the Futures Fund

PROPOSAL TO THE COUNTY OF FRONTENAC

Family and Children's Services OF FRONTENAC, LENNOX and ADDINGTON

Safety. Comfort. Hope. Together.

CHARITABLE GIVING NUMBER: 11901 3332 RR 0001

WHO ARE WE?

We are your Children's Aid Society. Our mission is to protect children from abuse and neglect. We have been helping families and children in our community since 1894. That makes us one of the oldest continuing charities in Ontario. We serve Frontenac, Lennox and Addington counties in Southeastern Ontario, including Kingston. We are a CRA register charity.

WHAT ARE WE ASKING FOR?

$6,000 a year for four years to create a County Of Frontenac Post-Secondary Bursary for youth in our foster care system:

- For youth in our care who live in the County
- Have graduated high school and have been accepted into a college or university program

WHAT NEED ARE WE ADDRESSING?

We are asking for your help for our Futures Fund, which provides post-secondary bursaries to youth in our foster care system.

What is it?

The Futures Fund helps youth in the care of our Children's Aid Society.

- These are youth who have grown up in foster care – they are sometimes called Crown Wards
- They are victims of child abuse or neglect
- Many don't have a family to support them
- They have graduated high school and are aging out of our care

The Fund provides bursaries for college or university. Our funding through the Government of Ontario does not cover help for post-secondary education. The Government gives these youth free tuition and other minor funds, but these are simply not enough to cover the true costs of going to a college or university program. Only our bursary program can make the difference. We rely on donations to support the Fund.

In June, we spent $57,000 to help 20 youths attend college or university. We are currently looking for support to make the Fund more sustainable and to expand the number of bursaries we award.

Why is this important?

The challenges that our youth face when they graduate from high school and age out of our care are many. Research in Canada and the US show that as they transition into adulthood they face significantly higher rates of

- Homelessness
- Mental illness
- Substance abuse
- Being on welfare
- Being unemployed or underemployed
- Poverty (even if employed)
- Getting in trouble with the police
- Health problems

- Being victims of sexual assault

In short, they are the most disadvantaged youth in the entire country and their prospects for success are not high.

The answer is education. A college or university education will give them the chance to start a career, put down roots, gain success and, hopefully, take their place as part of our society.

What do bursary recipients say?

We conducted our first ever survey of bursary applicants in May, 2017. We asked them if they agreed with these statements.

- Education is the key to my future - 85% agree
- I never dreamed I'd be able to go - 42% agree
- Even with the government assistance I receive paying for college and university is a challenge - 85% agree
- These bursaries make me feel like someone cares about my success - 100% agree

Here's the comments they gave us about what bursaries mean to them.

- I would tell the donors that I am tremendously grateful for their support towards my future. They make dreams achievable and goals reachable.
- Words cannot express how much all the support I have received from Family and Children's services. I feel that I am cared for and that someone is watching out for me.



Watch our latest video about the power of education to change the lives of victims of abuse
www.facsfla.ca/give

FRONTENAC

Minutes of the Regular Meeting of Council
July 19, 2017

A regular meeting of the Council of the County of Frontenac was held in the Kingston Frontenac Rotary Auditorium at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, July 19, 2017 and was called to order at 9:30 a.m.

Present: Warden Ron Vandewal, Deputy Warden Ron Higgins, Councillors Denis Doyle, Fran Smith, Natalie Nossal, Tom Dewey, John Inglis and John McDougall

Also Present:

County:
Kelly Pender, Chief Administrative Officer
Paul Charbonneau, Chief/Director of Emergency & Transportation Services
Joe Gallivan, Director of Planning and Economic Development
Susan Brant, Director of Corporate Services/Treasurer
Lisa Hirvi, Administrator-Fairmount Home
Jannette Amini, Manager of Legislative Services/Clerk
Richard Allen, Manager of Economic Development
Marco Smits, Communications Officer

Media: Jeff Green, The Frontenac News and Elliot Ferguson, The Kingston Whig Standard

Closed Session

Approval of Addendum

Motion #: 112-17 Moved By: Councillor Smith
Seconded By: Councillor Doyle

Resolved That the addendum for the July 19, 2017 meeting of the Council of the County of Frontenac be approved; and further,

That By-law 2013-0020 be waived to consider Deputations and/or Presentations clause b) following Public Question Period.

Carried

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Adoption of Minutes

a) Minutes of Meeting held June 21, 2017

Motion #: 113-17 Moved By: Councillor Smith
Seconded By: Councillor Nossal

Resolved That the minutes of the regular Council meeting held June 21, 2017 be adopted.

Carried

Deputations and/or Presentations

a) **Ms. Louise Moody,** Executive Director, Northern Frontenac Community Services and Ms. Gail Young, Frontenac Transportation Services, addressed County Council regarding the Frontenac Transportation Services annual report on rural transportation and how it continues to grow, and budget implications.

b) **Ms. Bonnie Carter,** Occupational Health Nurse provided County Council with the mandatory Ministry of Labour Health and Safety Training.

This training presentation was made following the Public Question Period.

See page 12

Proclamations

Move into Committee of the Whole

Motion #: 114-17 Moved By: Councillor Dewey
Seconded By: Councillor McDougall

That Council adjourn and meet as Committee of the Whole Council, with the Deputy Warden in the Chair.

Carried

Briefings

a) **Alison Vandervelde, Chelsea Shogren, Katrina Lasher and Sara Saunders** provided Council with a brief presentation and introduction to the new Leadership Team priorities.

b) **Mr. Kelly Pender,** Chief Administrative Officer, provided Council with his monthly CAO briefing.

Unfinished Business

Recommend Reports from the Chief Administrative Officer

a) **Staff Briefing**: **Mr. Paul Blais,** MDB Insight Terra Consulting briefed the Committee of the Whole with respect to Report 2017-093, Accommodation Management Study.

[See Recommend Reports from the Chief Administrative Officer, clause b)]

b) **2017-093**
Planning and Economic Development
Accommodation Review and Strategy for Growth

Motion #: 115-17 Moved By: Councillor Inglis
Seconded By: Warden Vandewal

Resolved That the Council of the County of Frontenac receive and endorse the Accommodation Review and Strategy for Growth dated July, 2017, attached to this report as Exhibit A;

And Further That Council direct staff to implement the recommendations of this report in coordination with the Community Development Advisory Committee (CDAC);

And Further That copies of this report and recommendations be sent to each of the Frontenac member municipalities as information.

Carried

Council recessed at 11:32 a.m.

Council reconvened at 11:44 a.m.

c) **2017-094**
Emergency and Transportation Services
Community Paramedicine Funding Announcement

Motion #: 116-17 Moved By: Councillor Doyle
Seconded By: Councillor Smith

Be It Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services – Community Paramedicine Funding report;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the South East Local Health Integrated Network (SELHIN) for Community Paramedicine Funding in the amount of $109,375.00.

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the Kingston Health Sciences Centre (KHSC) to flow the Community Paramedicine program funds from the SELHIN to the County of Frontenac.

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the McMaster University to partner in a project entitled: A Community Paramedicine Initiative for Older Adults Living in Subsidized Housing (CP@clinic).

And Finally That the Council of the County of Frontenac authorize the expenditure of these funds for Community Paramedicine initiatives by December 31, 2017.

Carried

d) **2017-095**
Corporate Services
Solicitation of Public Input and Setting of the 2018 County Budget Deliberations

Motion #: 117-17 Moved By: Councillor Nossal
Seconded By: Councillor Dewey

Resolved That the Council of the County of Frontenac receive the Corporate Services – Solicitation of Public Input and Setting of the 2018 County Budget Deliberations report for information;

And Further That the Council of the County of Frontenac confirm the following dates for the 2018 Budget Deliberations:

Wednesday, September 20, 2017	Public Meeting to permit citizens, businesses and other Frontenac stakeholders to come to Council to make representation on the 2018 budget.
Wednesday, October 4, 2017	Council Liaison Presentation – 2017 KPIs, 2018 Business Plans & Project Proposals.

Wednesday, October 25, 2017	Council Presentation – 2017 KPIs, 2018 Business Plans & Project Proposals and Detailed budget presentation
Thursday, October 26, 2017	Council Presentation – 2017 KPIs, 2018 Business Plans & Project Proposals and Detailed budget presentation

Carried

e) **2017-096**
Human Resources
Chief Administrative Officer Performance Appraisal Policy

Motion #: 118-17 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

Resolved that the Council of the County of Frontenac endorse the Chief Administrative Officer Performance Appraisal Policy as appended to Report 2017-096;

And Further, that the County of Frontenac Procedural By-law be amended to establish a Chief Administrative Officer Performance Appraisal Review Panel as a Committee of Council supported by the Manager of Human Resources.

Carried

f) **2017-101**
Emergency and Transportation Services
Ambulance Act Legislative Consultation Including Fire-Medic Proposal

Motion #: 119-17 Moved By: Warden Vandewal
Seconded By: Councillor Doyle

Be It Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services – Ambulance Act Legislative Consultation Including Fire-Medic Proposal report;

And Further That the Council of the County of Frontenac direct staff to submit comments as outlined in the report to the Enhancing Emergency Services in Ontario (ESSO) office of the Ministry of Health and Long-Term Care (MOHLTC).

Carried

Information Reports from the Chief Administrative Officer

a) **2017-097**
Emergency and Transportation Services
Refurbishing of Ambulance Fleet Strategy – Final Report

b) **2017-098**
Emergency and Transportation Services
2016 Year in Review

c) **2017-099**
Corporate Services
Four Month Attendance Management Report Card

d) **2017-100**
Office of the CAO
Leadership Team Goals – 2017-18

Reports from Council Liaison Appointees

a) **Emergency and Transportation Services - Councillor Nossal**

Councillor Nossal provided an overview of the Emergency and Transportation Services liaison activities since the last Council meeting.

b) **Long Term Care (Fairmount Home) - Councillor Inglis**

Councillor Inglis provided an overview of the Fairmount Home liaison activities since the last Council meeting.

c) **Corporate Services - Councillor Dewey**

No Report

d) **Planning and Economic Development - Councillor McDougall**

No Report

Reports from External Boards and Committees

a) **Kingston Frontenac Library Board Update - Warden Vandewal**

No Report

b) **KFL&A Public Health Board Update - Councillor Doyle**

Councillor Doyle provided an update of the happenings of the KFL&A Public Health Board since the last meeting.

c) **RULAC, LSR and other Updates**

No Report

d) **Algonquin Land Claim Update - Councillor Inglis**

No Report

e) **Frontenac County Youth Justice Advisory Committee Update - Councillor Nossal**

No Report

f) **Housing and Homelessness Committee Update - Councillor McDougall**

No Report

g) **Rideau Corridor Landscape Steering Committee Update - Councillor McDougall**

No Report

h) **Mississippi Rideau Tay Rural Health Hub Organizing Committee - Councillor Smith**

No Report

i) **Food Policy Council of Kingston, Frontenac, Lennox and Addington - Councillor Doyle**

Councillor Doyle provided an update of the happenings of the KFL&A Food Policy Council since the last meeting.

Reports from Advisory Committees of County Council

a) **Report of the Planning Advisory Committee**

All items listed on the Planning Advisory Committee Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Planning Advisory Committee Report to be separated from that motion and considered separately, whereupon the Planning Advisory Committee Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

Council consented to the separation of clause 2

Motion #: 120-17 Moved By: Councillor Smith
Seconded By: Councillor Nossal

THAT the Report received from the Planning Advisory Committee be received and adopted.

Report of the Planning Advisory Committee

The Planning Advisory Committee reports and recommends as follows:

1. 2017-090
Planning Advisory Committee
Request from the Township of South Frontenac for expanded public notification provisions regarding planning applications

Be It Resolved That the Planning Advisory Committee accept the Planning Advisory Committee – Request from the Township of South Frontenac for expanded public notification provisions regarding planning applications report for information;

And Further That the Council of the County of Frontenac take no further action at this time.

Carried

Staff recommended that the below item which was supported by the Planning Advisory Committee be postponed to the next Council meeting due to the submission of comments received late last week by the Mississippi Valley Conservation Authority which will require further amendments and modifications to be made to the Plan.

2. 2017-088
Planning Advisory Committee
Approval of the Township of North Frontenac Adopted Official Plan

Whereas the Council of the County of Frontenac considered all written and oral submissions received on this application, the effect of which helped Council to make an informed decision;

Be It Resolved That the Planning Advisory Committee receive and review the required documents for submission of the adopted Official Plan for the Township of North Frontenac;

And Further That the Council of the County of Frontenac approve the Township of North Frontenac Official Plan dated May 19, 2017, as contained in Appendix A subject to the following amendments:

That Section 1.6.5 be amended to remove at the end of the paragraph the words,

> "but may decline to have a meeting if they refuse to adopt the amendment or the application is not deemed to be complete"; and further,

That Section 4.3.3 C - Conversion of Buildings to Live/Work Units clause vi) be amended to remove the words "a person directly" and replaced with "persons".

Postponed
to the September 20, 2017 Council Meeting
(See motion to Postpone below which was Carried)

Motion to Postpone

Motion #: 121-17 Moved By: Warden Vandewal
Seconded By: Councillor Doyle

Be It Resolved That the report of the Planning Advisory Committee, clause b) report 2017-088, Approval of the Township of North Frontenac Adopted Official Plan be postponed to the September 20, 2017 Council Meeting.

Carried

Return to Council

Motion #: 122-17 Moved By: Councillor Dewey
Seconded By: Councillor McDougall

That Council revert from Committee of the Whole Council, to Council.

Carried

Adoption of the Report of the Committee of the Whole Council

Motion #: 123-17 Moved By: Deputy Warden Higgins
Seconded By: Councillor Inglis

That the report of the Committee of the Whole Council be adopted and that the necessary actions or by-laws be enacted.

Carried

Motions, Notice of Which has Been Given

a) Support for the VIA Rail High-Frequency Train proposal to the Government of Canada Windsor-Québec Corridor

Motion #: 124-17 Moved By: Deputy Warden Higgins
Seconded By: Warden Vandewal

Whereas VIA Rail has submitted a High-Frequency Train proposal to the Government of Canada for the Windsor-Québec Corridor, the busiest in Canada; and,

Whereas this project aims to improve the quality, frequency and reliability of passenger rail services and will have a direct effect on the viability of Via Rail by attracting more customers while stimulating economic growth; and,

Whereas the VIA Rail project allows more options for connections with other modes of transportation such as light rail and local railways; and,

Whereas the VIA Rail project provides access to the city centers of the railway network, which maximizes its relevance, efficiency and use; and,

Whereas the VIA Rail project increases connections with smaller communities and increases intercity transit, and increases services on existing lines; and,

Whereas this project requires a significant financial contribution from the Government of Canada but also from private sector investments; and,

Whereas this project allows an increase in intercity passenger services, which will lead to a significant reduction in greenhouse gas emissions from the transportation sector, thereby effectively supporting the Government of Canada's environmental objectives and directions following the signing of the Paris Protocol; and,

Whereas the VIA Rail Project is consistent with the Government of Canada's priorities for public transit infrastructure; and,

Therefore Be It Resolved That the County of Frontenac support the Eastern Ontario Wardens' Caucus' resolution to:

1. Support VIA Rail's High-Frequency Train project;
2. Call upon the Government of Canada to provide financial support for Via Rail's High-Frequency Train project;
3. Request the Government of Ontario to include VIA Rail's proposed High-Frequency Train project in the list of priority infrastructure projects for Ontario;
4. Call on the governments of Canada and Ontario to ensure that the High-Frequency Train projects of Via Rail are carried out in a way that enables the user to have direct and fast access to railway stations and hubs in communities across rural Eastern Ontario

Carried

Giving Notice of Motion

Deputy Warden Higgins advised that he will be bringing forward a motion to the September 20, 2017 Council meeting regarding amendments made to Council agendas once they are published.

Communications

That Council consent to the following communications of interest to Council listed below be received and filed:

a) From the Kingston & Frontenac Housing Corporation providing its Public Agenda for Meeting 05-2017
[Distributed to Members of County Council on June 23, 2017]

b) From Southern Frontenac Community Services providing its monthly News Letter
[Distributed to Members of County Council on June 23, 2017]

c) From the Minister for Seniors Affairs thanking County Council for Proclaiming June as Seniors' Month
[Distributed to Members of County Council on June 23, 2017]

d) From the Township of South Frontenac Providing Township Resolution regarding EORN Submission
[Distributed to Members of County Council on June 23, 2017]

e) From the County of Lennox and Addington advising of the Appointment of New Chief Administrative Officer
[Distributed to Members of County Council on June 23, 2017]

f) From the Community Foundation of Kingston and Area Providing its Issue of Ripples
[Distributed to Members of County Council on June 23, 2017]

g) From the Township of Edwardsburg Cardinal regarding Bill 7 - Property Standards Downloading
[Distributed to Members of County Council on June 30, 2017]

h) From UHKF Providing Follow Up Information from the June Council Presentation
[Distributed to Members of County Council on June 30, 2017]

i) From the Kingston Frontenac Lennox & Addington Board of Health Meeting Minutes-May 24, 2017
[Distributed to Members of County Council on June 30, 2017]

j) From the Minister of Education regarding Ontario's Plan to Strengthen Rural and Northern Education
[Distributed to Members of County Council on June 30, 2017]

k) From the Council of Ontario Universities seeking feedback on how to make Ontario's future better.
[Distributed to Members of County Council on July 7, 2017]

l) From Via Rail providing a presentation on Delivering Sustainable Mobility to Canadians
[Distributed to Members of County Council on July 7, 2017]

m) From the Canadian Association of Nuclear Host Communities issue support and endorsement of Deep Geologic Repository
[Distributed to Members of County Council on July 14, 2017]

n) From the Ministry of Health and Long-Term Care regarding funding for dedicated nurses to receive ambulance patients
[Distributed to Members of County Council on July 14, 2017]

Other Business

Public Question Period

Council recessed at 12:22 p.m.

Council reconvened at 12:35 p.m.

Deputations and/or Presentations, clause b) was considered at this time.

See page 2

By-Laws – General By-laws and Confirmatory By-law

a) First and Second Reading

Motion #: 125-17 Moved By: Councillor Doyle
Seconded By: Councillor Smith

Resolved That leave be given the mover to introduce by-laws a) through d) that have been circulated to all Members of County Council and that by-laws a) through d) be read a first and second time.

Carried

b) Third Reading

Motion #: 126-17 Moved By: Councillor Smith
Seconded By: Councillor Doyle

Resolved That by-laws a) through d) be read a third time, signed, sealed and finally passed.

Carried

By-Laws

a) To Authorize the Warden and Clerk to Execute an Agreement with the South Eastern Local Health Integrated Network (SELHIN); Kingston Health Sciences Centre (KHSC); and McMaster University for Community Paramedicine initiatives.
By-Law No. 2017-0027

b) To Adopt a Chief Administrative Officer Performance Appraisal Policy
By-Law No. 2017-0028

c) To amend By-law No. 2013-0020 (to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings) as it relates to the establishment of a Chief Administrative Officer Performance Appraisal Review Panel.
By-Law No. 2017-0029

d) To Confirm All Actions and Proceedings of Council
By-Law No. 2017-0030

Adjournment

Motion #: 127-17 Moved By: Councillor Nossal
Seconded By: Councillor Dewey

That the meeting hereby adjourn at 12:57 p.m.

Carried

Ron Vandewal, Warden

Jannette Amini, Clerk

Budget Policy Review

Report 2017-121

Susan Brant, CPA, CGA
Director of Corporate Services/Treasurer

Kelly Pender
Chief Administrative Officer

FRONTENAC

FRONTENAC

Budget Policy

- Resulted from the **2014** KPMG report on Service Delivery
  - *"The leading practice for tax policy is levy increases that are steady and predictable over a five to ten year period – a policy that the County has not been able to achieve."*
- Approved by By-law 2015-0026 (June 2015)
  - *"The development of a budget is the financial expression of the priorities of the organization"*

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Budget Policy

- Objectives
  - Enhance the quality of decisions by promoting consistency
  - Establish a timeline for the budget process
  - Ensure that Council has adequate information to exercise its due diligence in assessing the budget; and
  - Integrates with other long term planning, financial and management objectives of the County

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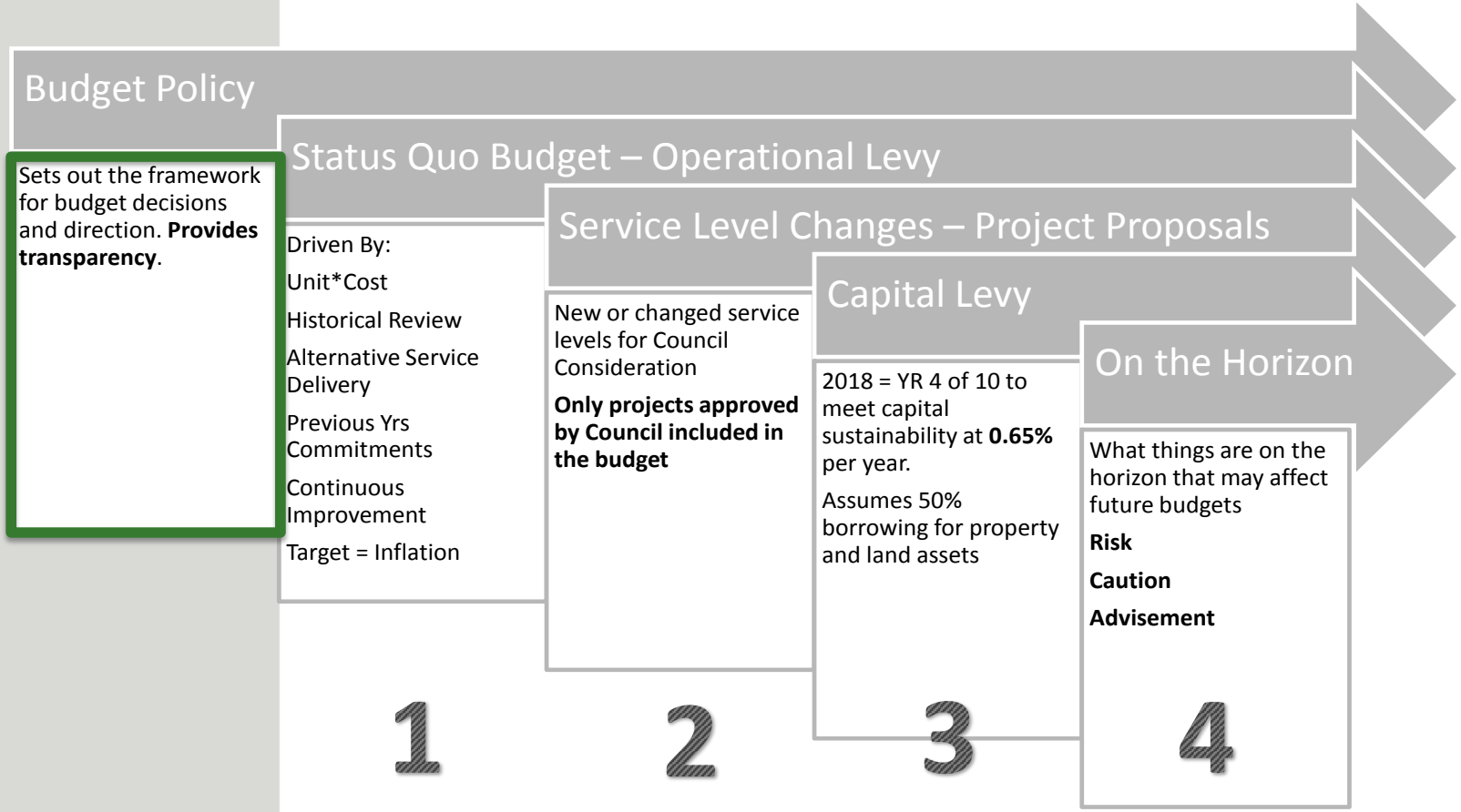
Budget Policy

- Service Level Changes:
  - Policy changed the practice for a SLC – Commencing in 2015 SLC are “out” of the budget. They are only moved “in” if Council votes to include them.

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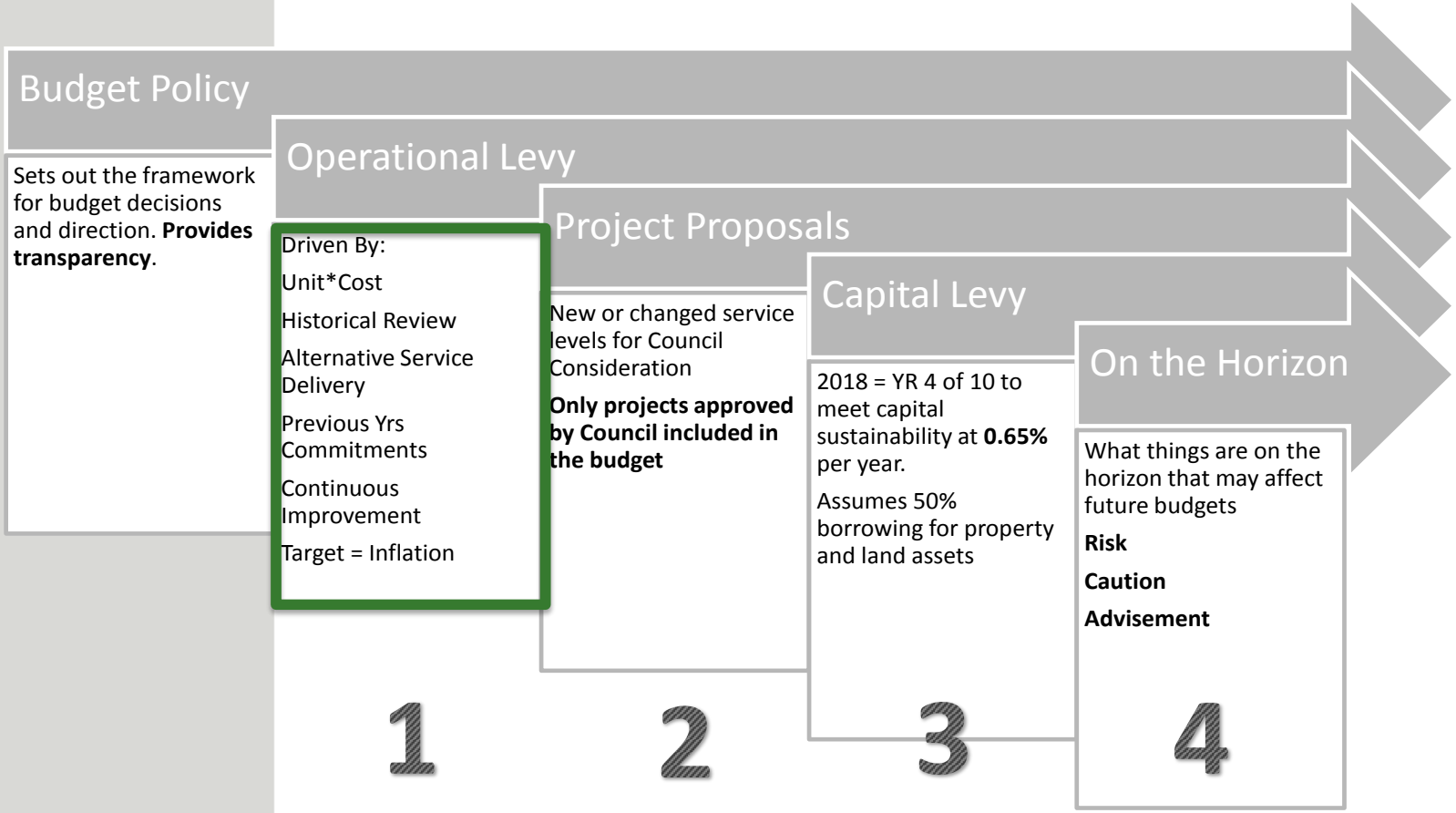
Budget Framework



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Budget Framework



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Budget Framework

Budget Policy

Sets out the framework for budget decisions and direction. **Provides transparency**.

Operational Levy

Driven By:

- Unit*Cost
- Historical Review
- Alternative Service Delivery
- Previous Yrs Commitments
- Continuous Improvement
- Target = Inflation

1

Project Proposals

New or changed service levels for Council Consideration

Only projects approved by Council included in the budget

2

Capital Levy

2018 = YR 4 of 10 to meet capital sustainability at **0.65%** per year.

Assumes 50% borrowing for property and land assets

3

On the Horizon

What things are on the horizon that may affect future budgets

Risk

Caution

Advisement

4

FRONTENAC

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Budget Framework

Budget Policy

Sets out the framework for budget decisions and direction. **Provides transparency**.

Operational Levy

Driven By:

- Unit*Cost
- Historical Review
- Alternative Service Delivery
- Previous Yrs Commitments
- Continuous Improvement
- Target = Inflation

Project Proposals

New or changed service levels for Council Consideration

Only projects approved by Council included in the budget

Capital Levy

2018 = YR 4 of 10 to meet capital sustainability at **0.65%** per year.

Assumes 50% borrowing for property and land assets

On the Horizon

What things are on the horizon that may affect future budgets

Risk

Caution

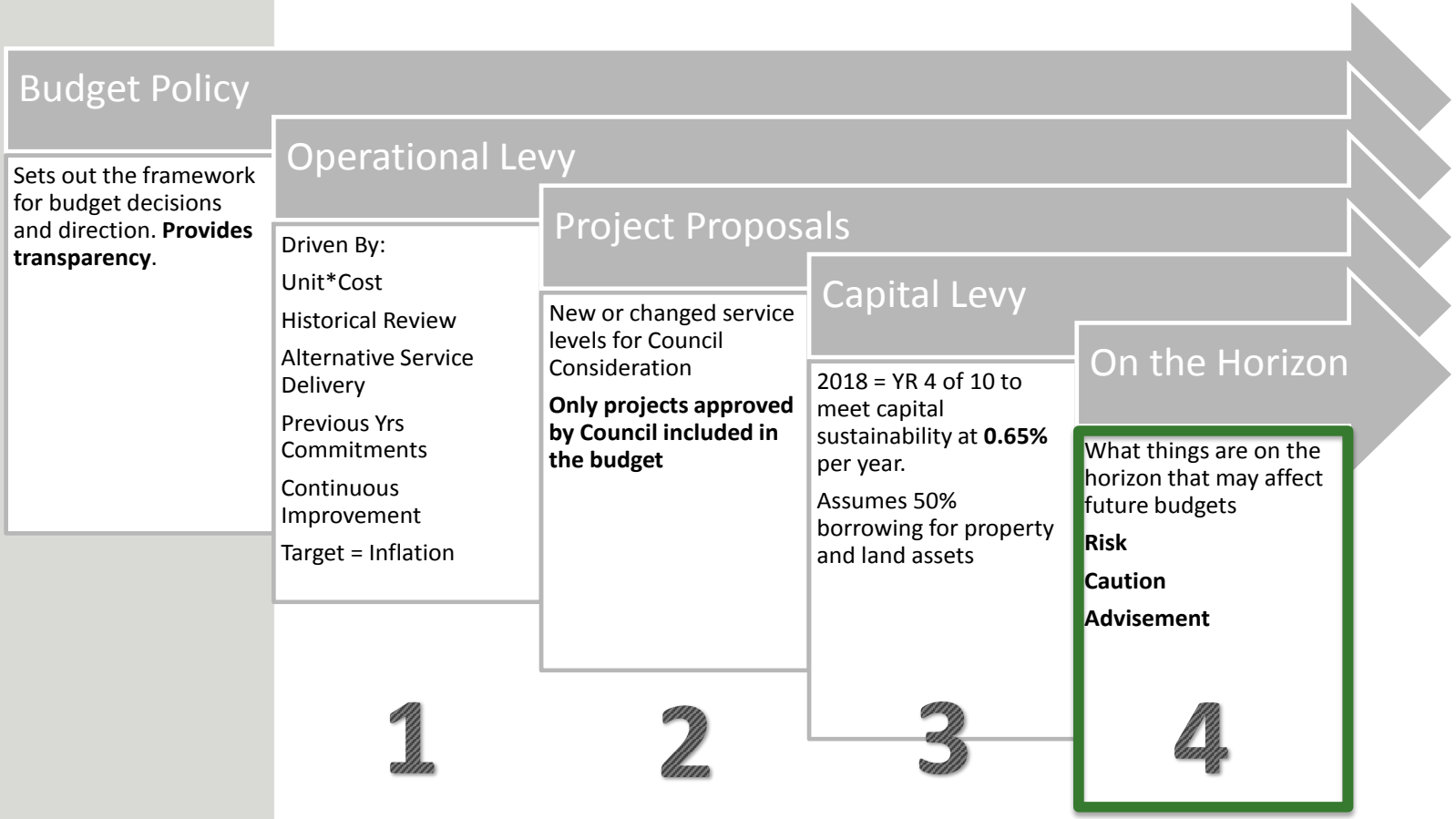
Advisement

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Budget Framework



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Roles

Council

- Approve budget policy, business plans and final budget approval
- Service level decisions

Staff

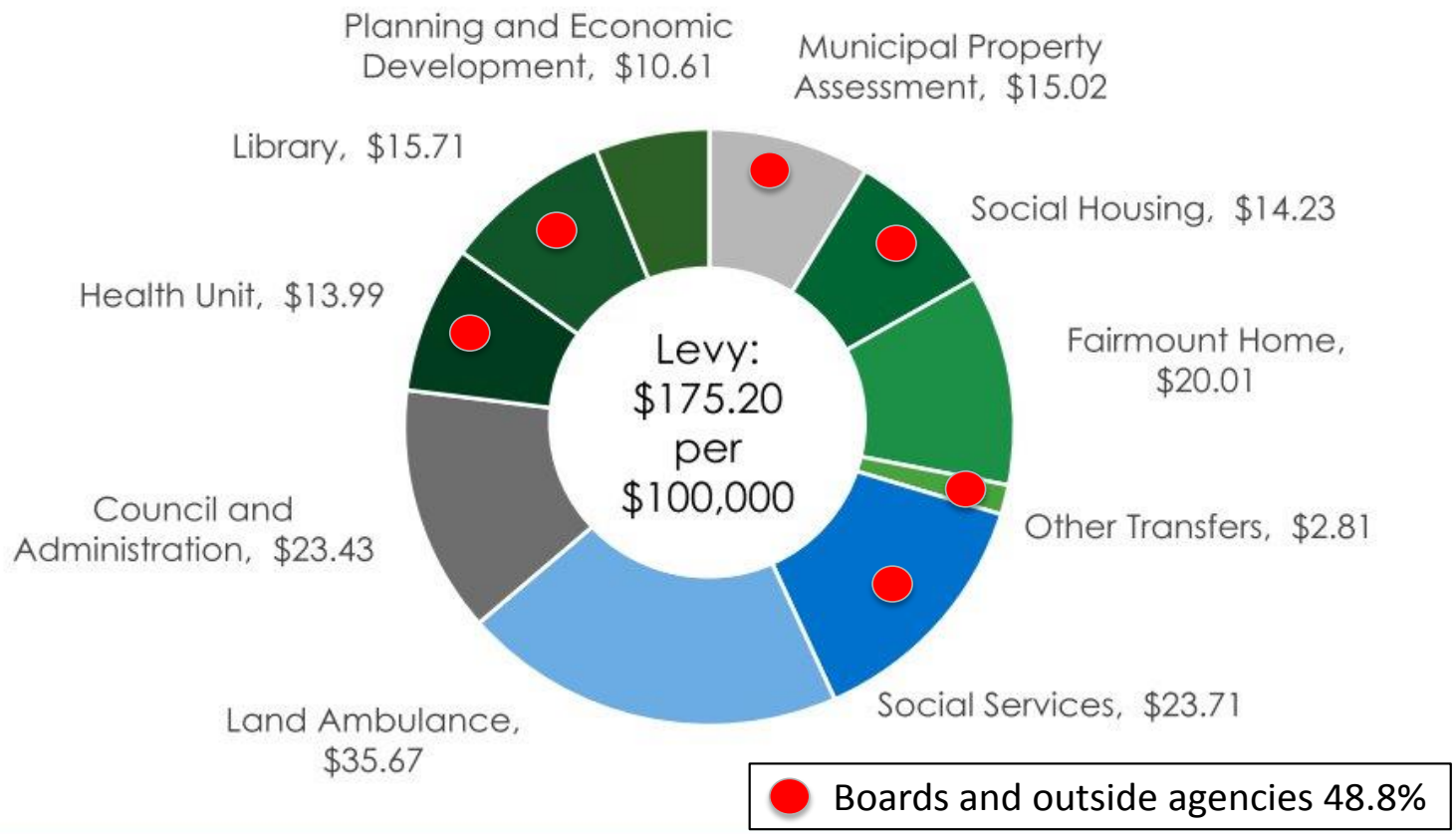
- Technical advice to Council
- Develop options
- Identify risk
- Budget implementation
- Budget reporting

Context

Current State

County of Frontenac
Your Tax Dollars at Work - 2017 Levy Allocation by $100,000 of Residential Assessment

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FRONTENAC

FRONTENAC

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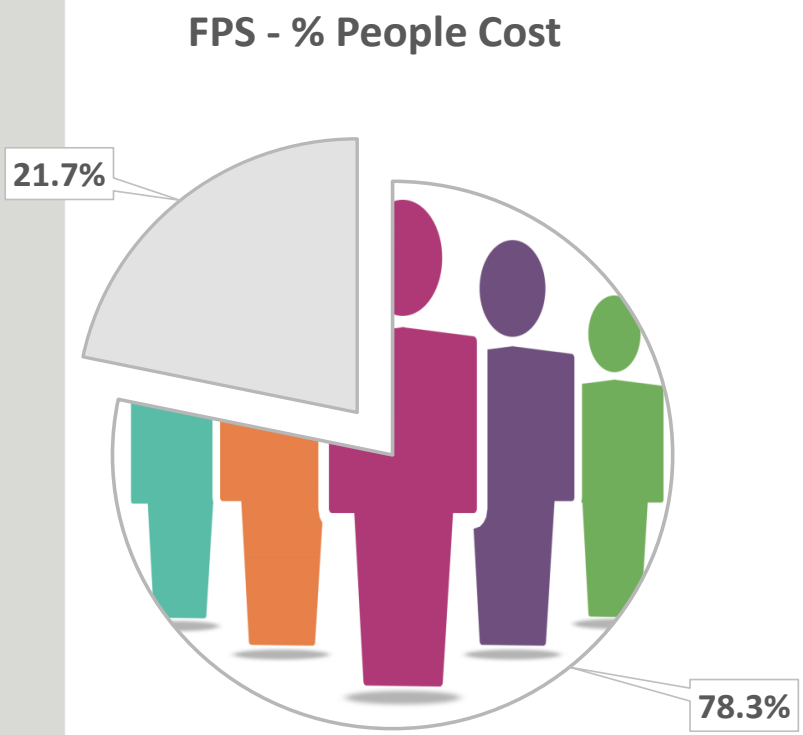
Cost Containment Initiatives

- Continuous improvement
  - Making a culture shift
  - Decreasing dependency upon consultants
  - Right person doing the right job at the right time (at the right price)
- Shared services
  - FMIS has improved service delivery, increased capacity, enabled other opportunities for collaboration
  - Joint procurement is happening

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A High Level View
Service Level & Budget - FPS



- Approx. 20,000 calls per year
- 78.3% of the total $17.6M FPS budget is staff costs
- It takes 4.5~ staff to cover one 365/24/7 position
- There are 5,966 shifts through out the County
- Service levels are set by Council
- County Contribution is 10.7% of total

FRONTENAC

FPS Realities

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For every $1 expended Frontenac taxpayers pay 11¢



FRONTENAC

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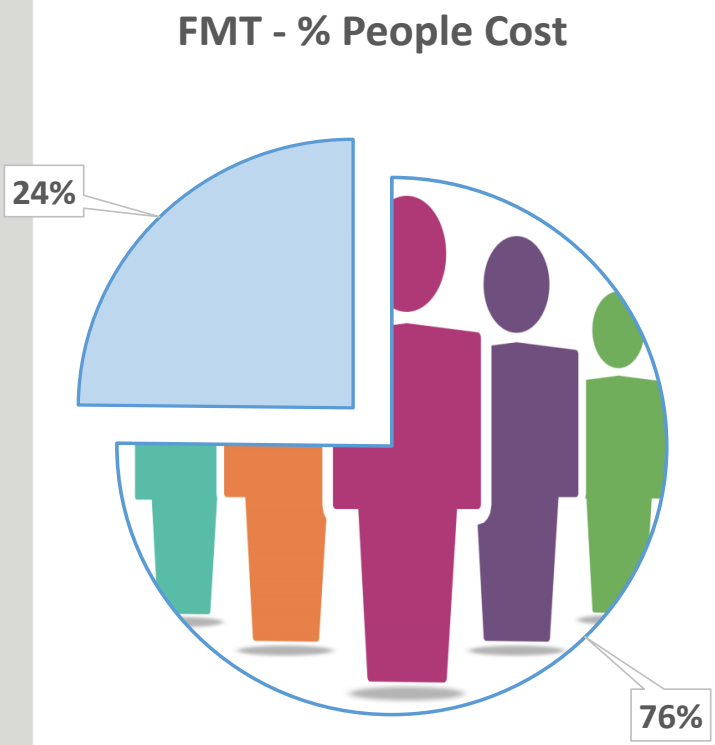
FPS Realities

- Without a reduction in response times, efficiencies need to be found in:
  - Deployment
  - Station Rationalization
  - Fleet and fuel
- At the same time, costs continue to rise for:
  - Training costs – including support for new legislation
  - Supplies – including medical
  - New regulations – ESA, Ambulance Act, cap and trade, NRA 60, Presumptive PTSD

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A High Level View
Service Level & Budget - FMT



- FMT resident profile changing – inc % with cognitive impairment, aggressive behaviours, mood disorders & use of wheelchair
- Family members' expectations increasing
- 76% of the total $12.6M FMT budget is staff costs
- Service levels are set by Council
- County Contribution is 8.6% of total

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FMT Realities

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For every $1 expended Frontenac taxpayers pay 9¢



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FMT Realities

- Without a reduction in staffing for resident care and services, cost savings are extremely difficult to find
- At the same time, costs continue to rise for:
  - Training – mandatory annual training
  - Supplies – including medical
  - Contracted services – including building and professional
  - New regulations – ESA, reporting, End of Life legislation

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County Comparison

EOWC Budget $/100 Tax Levied							
	2017	2016	2015	2014	2013	2012	2011
Frontenac	112.81	108.44	104.69	100.04	97.18	98.60	100.00
Renfrew	123.61	119.04	113.10	109.33	105.37	103.29	100.00
Prescott-Russell	118.79	114.62	111.19	108.97	108.96	105.64	100.00
Northumberland	125.18	120.87	115.75	111.71	107.91	103.73	100.00
United Counties of L&G	127.66	122.94	118.03	112.78	109.08	105.84	100.00
Peterborough	124.34	119.65	113.82	108.65	105.74	102.58	100.00
Hastings	116.48	113.49	109.74	108.30	106.01	103.85	100.00
Stormont Dundas Glengarry	126.18	119.83	116.49	111.68	108.61	104.48	100.00
Lanark	118.90	115.54	112.18	109.58	107.92	104.10	100.00
Lennox and Addington	126.62	121.78	117.20	113.46	109.33	104.41	100.00
Prince Edward County	137.27	131.60	126.41	120.57	113.07	107.68	100.00
Haliburton	125.91	120.08	115.64	109.51	106.22	102.90	100.00
Inflation CPI*	108.67	107.42	106.08	104.75	102.58	101.25	100.00

Source: http://www.bankofcanada.ca/rates/related/inflation-calculator/

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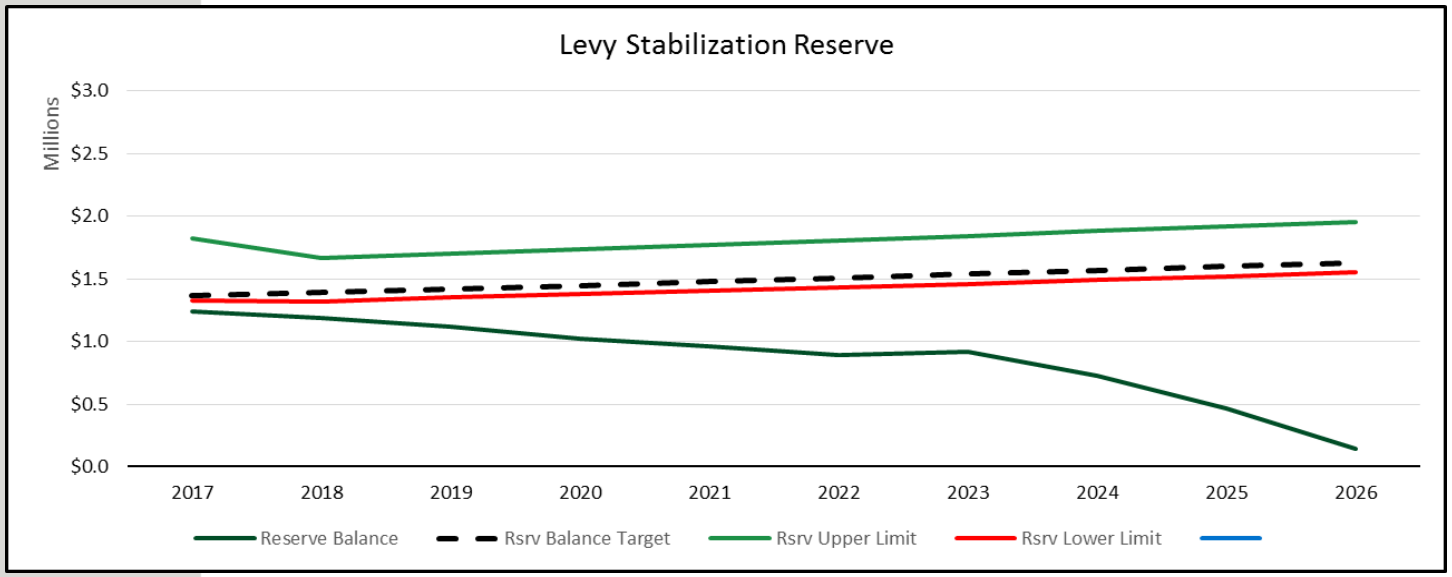
Reserves Position

- All reserve levels were reviewed by KPMG and PSD in 2014 and found to at a satisfactory level except:
  - Stabilization reserve is underfunded by approx. $2m (KPMG)
    - staff recommendation to hold the line and monitor
  - Capital reserves required a 1% incremental increase for 10 years (PSD)
    - Staff recommended 0.65% incremental for 10 years with a borrowing strategy of 50% for land and buildings

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Levy Stabilization Reserve at CPI 2%



	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Tax Levy	3.65%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Capl Levy	0.65%	0.65%	0.65%	0.65%	0.65%	0.65%	0.65%	0.65%	0.00%	0.00%

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Infrastructure

- FCM reports:
  - 60%~ of infrastructure is maintained by municipalities
  - Municipalities collect approximately 9% of taxes
- Maintaining and planning for infrastructure is not optional

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How are County's Dealing with the Infrastructure Gap?

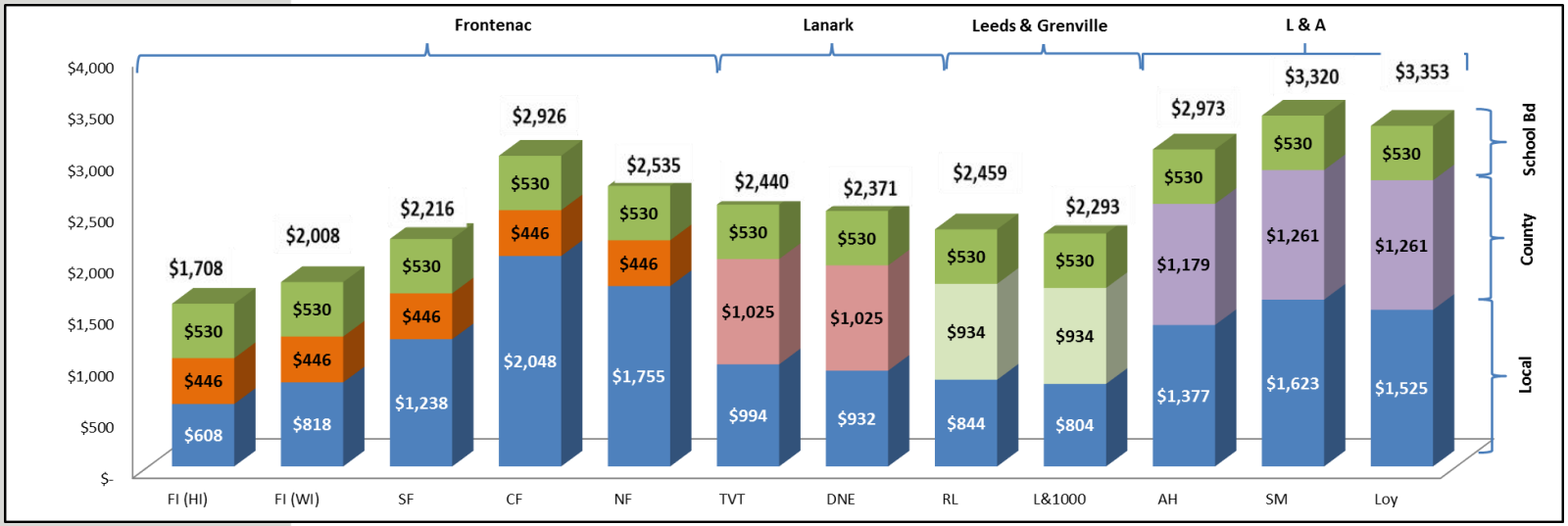
Frontenac (includes .65% for capital)
Renfrew (includes 2.84% for capital)
Prescott-Russell
Northumberland
United Counties of Leeds Grenville (includes 1% for capital)
Peterborough (includes 2% for public works capital)
Hastings (includes 1% for capital)
Stormont Dundas Glengarry
Lanark
Lennox and Addington (includes 2% for capital)
Prince Edward County
Haliburton

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2013 Tax Comparison

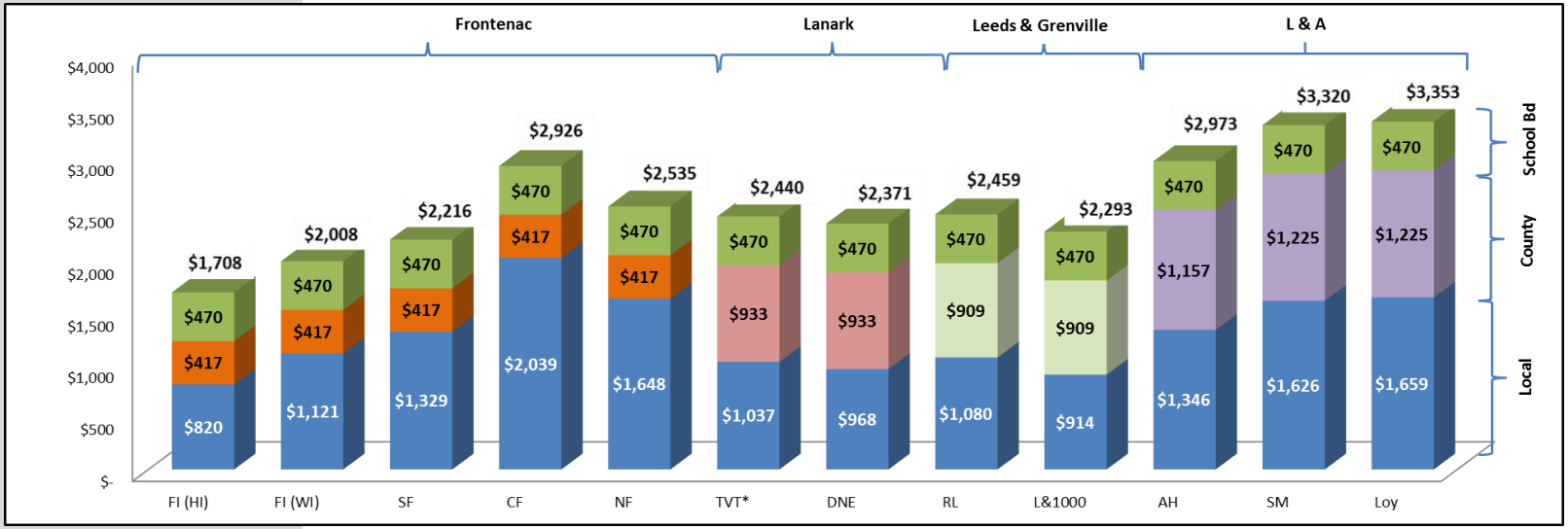
(per $250k assessment)



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2016 Tax Comparison

(per $250k assessment)



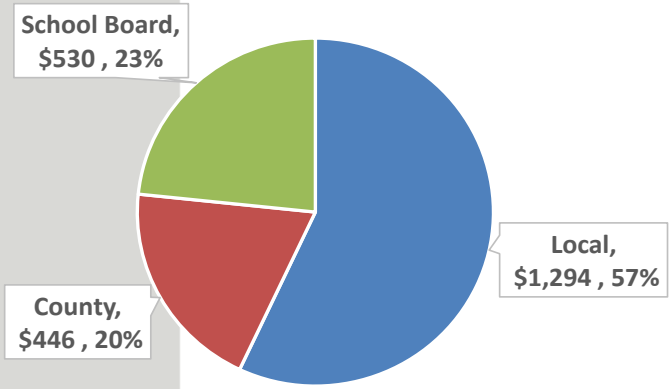
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County of Frontenac
2013 to 2017 Comparison

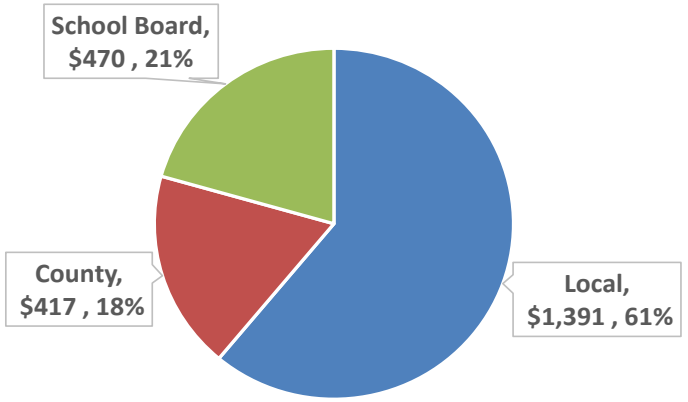
(per $250k assessed value – ave. across the County – not adjusted for growth)

2013



Total = $2,270

2016



Total = $2,278

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Summary

- Our policies are reflective of the recommendations by KPMG
- Our tax rates are competitive
  - increases since 2011 have been slightly above inflation, but the lowest of the EOWC Counties
- Our plan for infrastructure sustainability is in place and on the right track
- Service level changes are out, unless voted in by Council
- Our services are heavily dependant upon staffing levels and are regulated
  - Budget cuts = service level reductions
  - Investment in Lean/Continuous Improvement will help contain costs and improve service delivery
- **CAUTION:** while reserves are generally in good shape, the stabilization reserve is under funded and the balance is declining

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Questions?

- Does the current budget policy meet the needs of Council? Community?
- Are service level reductions an option?
- Is the capital asset plan working? Too aggressive? Not aggressive enough?
- Does the project proposal process work for you?
- More community input? How?

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Plan of Subdivision 10T-2017-001
McFadden Road

Council of the County of Frontenac
September 20, 2017

Presentation Outline

- Plan of Subdivision Process
- Introduction to the Proposal
- Site Characteristics and Description
- Documents Provided
- Comments Received
- Policy Context
- Draft Approval

Plan of Subdivision Process

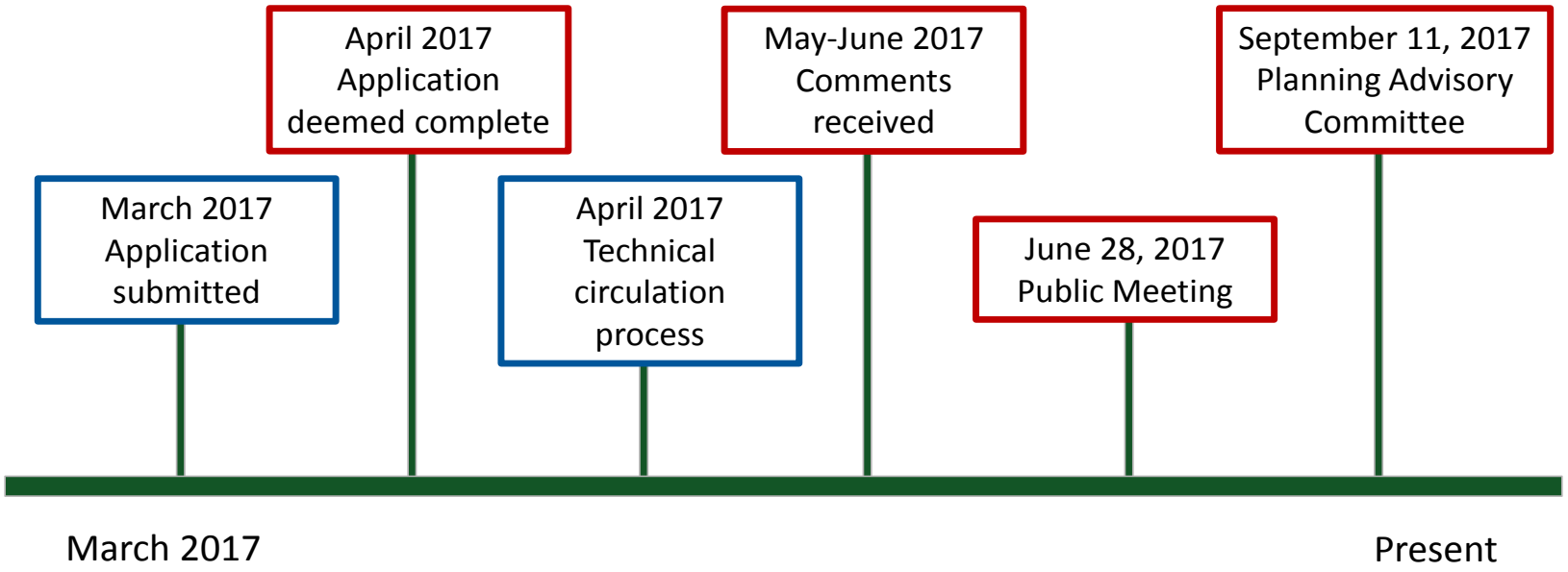
- Complete application is submitted to the County – the approval authority
- The *Planning Act* sets out a number of public bodies that must be consulted (e.g. Conservation Authorities, utility companies)
- County evaluates the application, considering the merits of the Plan and comments received from commenting agencies and the public

Plan of Subdivision Evaluation

- Evaluate the merits of the proposed plan:
  - Regard to matters of provincial interest in the *Planning Act*
  - Consistency with the Provincial Policy Statement
  - Conformity with County and South Frontenac Official Plans
  - Compliance with zoning by-law
  - Compatibility with adjacent land uses
  - Suitability for the land proposed including size and shape of lots
  - Adequacy of vehicle access, water supply, sewage disposal
  - Protection from flooding and conservation of natural resources
  - Whether the subdivision is premature

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Timeline

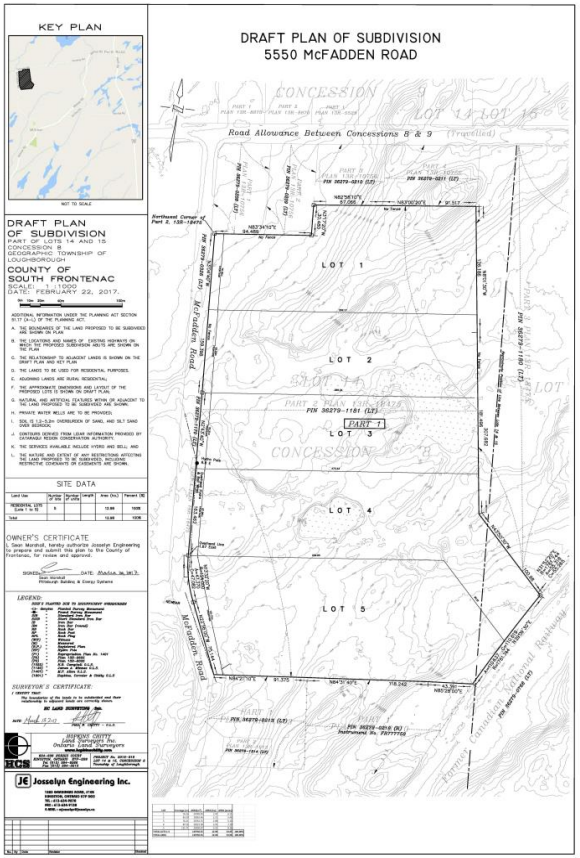


Timeline for Draft Approval To Date

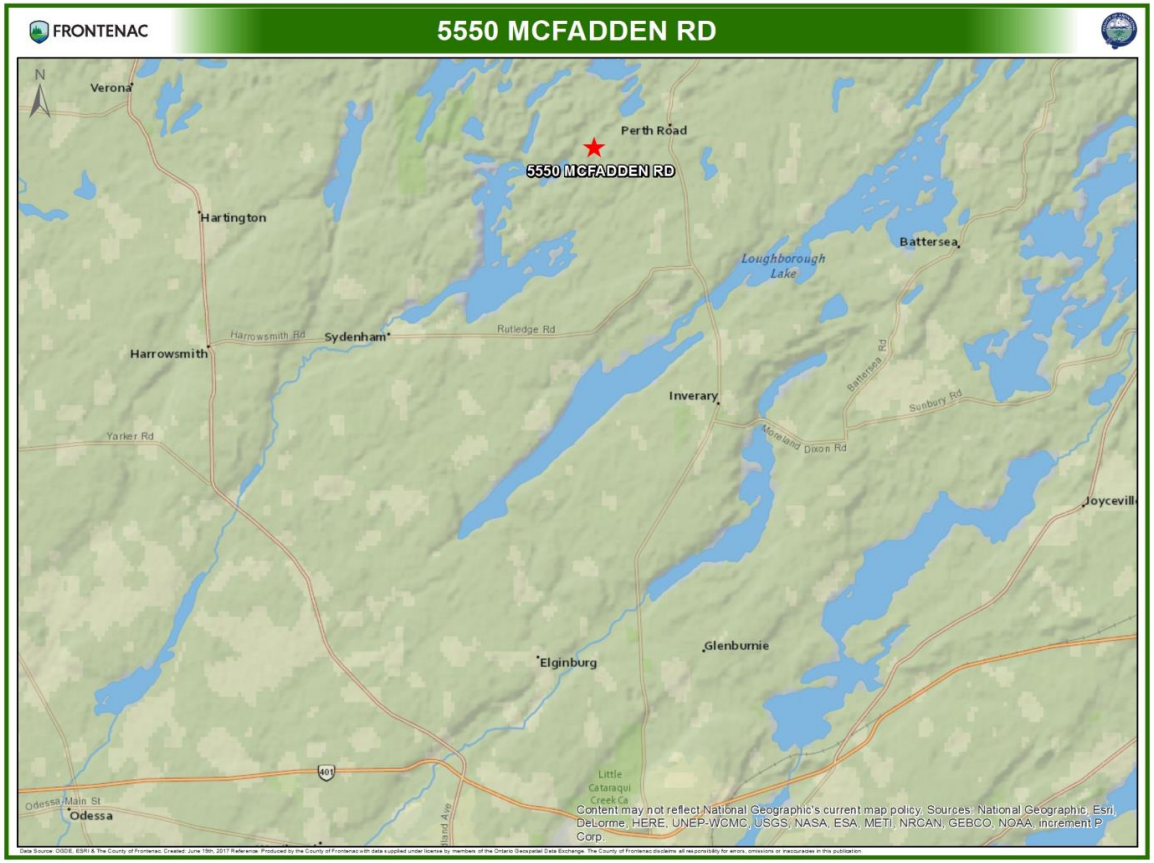
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10T-2017-001 – 5550 McFadden Road

- Application received in March 2017
- Part of Lots 14-15, Concession 8, Former Township of Loughborough
- Creation of 5 new lots on private services for residential development
- Report 2017-092 frontenaccounty.ca

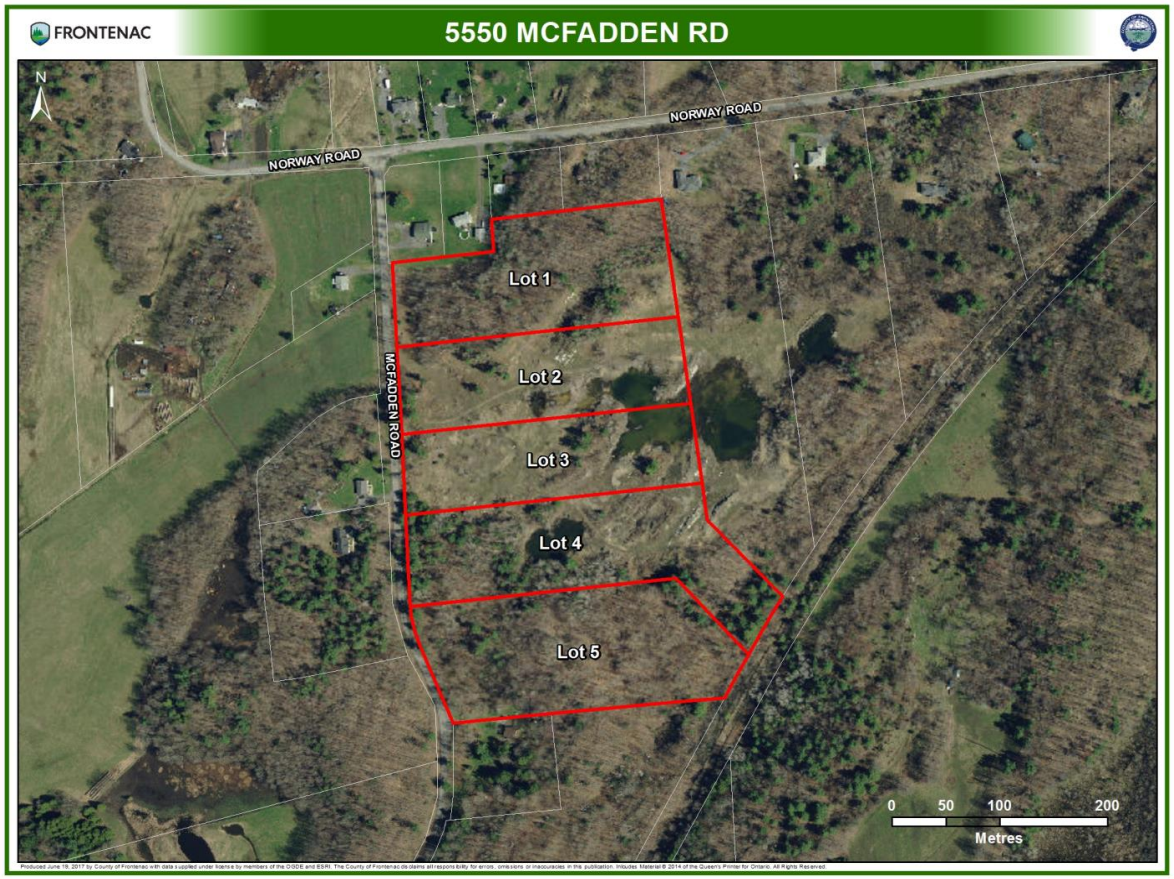


Location



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Aerial Imagery

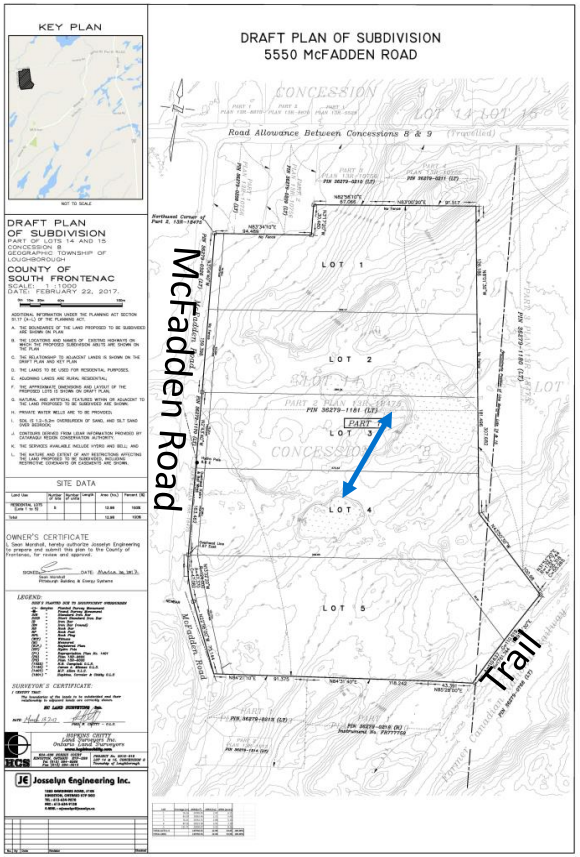


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Site Characteristics

- Predominantly rural area
- Area: 12.99 hectares
- Frontage: 445 m along McFadden Road
- Formerly an active sand and gravel pit
- Lands have since been rehabilitated
- Two artificial ponds located on the site
- No easements dissect the property
- Lands described as “hummocky from borrow pits and soil working”

10T-2017-001 – McFadden Road



- Creation of 5 new lots on private services for residential development
- Individual lot entrances
- Lot area and frontage:

Lot	Frontage (m)	Area (ha)
1	76.4	2.5
2	83.2	2.2
3	76.2	2.1
4	87.3	2.9
5	121.7	3.3

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Documents Provided

- As part of the application, the following documents were provided:
  - Completed Application
  - Planning Report (IBI Group)
  - Environmental Impact Study (Niblett Environmental Associated Inc.)
  - Hydrogeological Study, Servicing Options and Terrain Analysis (ASC Environmental Inc)
  - Stormwater Management Brief (Josselyn Engineering Inc)
  - Draft Plan of Subdivision

Circulation Process

- Commenting Agencies:
  - Cataraqui and Region Conservation Authority
  - Canada Post
  - Hydro One
  - KFL&A Public Health
  - Malroz Engineering (peer review of hydrogeological study)
  - Ontario Power Generation
  - Union Gas
  - South Frontenac Township
- Draft conditions submitted from agencies

Policy Context

- Provincial Policy Statement
  - Efficient land use and development patterns that support sustainability
  - Build on rural character and leverage rural amenities and assets
  - Limited residential development on rural lands
- County Official Plan
  - Recognize the importance of rural lands for growth
  - Guidelines for development that is sensitive to surrounding areas
- Township of South Frontenac Official Plan
  - Lands designated as ‘Rural’
  - Maintain rural character, natural heritage, and cultural landscape

Plan of Subdivision – Draft Approval

- Approval authority may either “draft approve” or refuse
- Draft approval amounts to a commitment to go ahead with the subdivision, once all of the conditions of draft approval have been met
- Planning Advisory Committee reviewed and endorsed Conditions of Draft Approval at the September 11, 2017 meeting

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Questions, Comments?
Megan Rueckwald
Community Planner
(613) 548-9600 ext. 359
mrueckwald@frontenaccounty.ca

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Report 2017-109

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Paul Charbonneau, Chief/Director of Emergency & Transportation
Date of meeting:	September 20, 2017
Re:	**Emergency and Transportation Services – 2018 Legislated Response Time Performance Plan**

Recommendation

Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services – 2018 Legislated Response Time Performance Plan report;

And Further That Council direct the Clerk to introduce a by-law later in the meeting adopting the response time standards as outlined in this report.

Background

At its meeting on September 21, 2016, County Council passed the following resolution:

> **Resolved That** the Council of the County of Frontenac accept this Emergency and Transportation Services – 2017 Legislated Response Time Performance Plan report;
>
> **And Further That** Council direct the Clerk to introduce a by-law later in the meeting adopting the response time standards as outlined in this report.
>
> **Carried**

The County of Frontenac set the following criteria under Regulation 257/00, as amended, for its response time targets for 2017:

> For the calendar year of **2017**, from January 1 to December 31,
>
> i. Designated Delivery Agent (DDA) - **Sudden Cardiac Arrest**

48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a person equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.

ii. EMS Designated Delivery Agent - CTAS 1
68% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

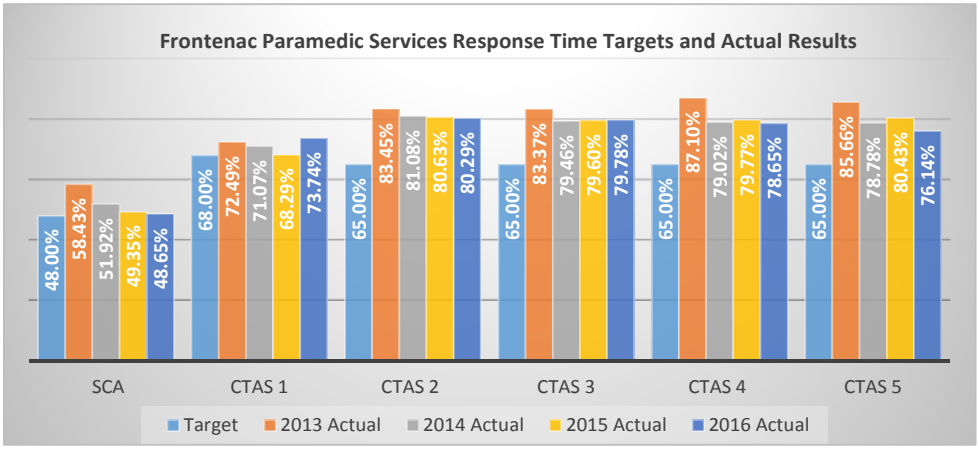
iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5
The **County of Frontenac** will endeavour to have a **Paramedic** as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

Table 1, CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	% Target
2	10 minutes	65%
3	10 minutes	65%
4	10 minutes	65%
5	10 minutes	65%

Comment

Since the inception of RTS in 2013, the County of Frontenac has met and/or exceeded its stated RTS as illustrated in the graph below.



It is recommended that the County of Frontenac maintain the same criteria under Regulation 257/00, as amended, for its response time targets for 2018:

For the calendar year of **2018**, from January 1 to December 31,

i. Designated Delivery Agent (DDA) - **Sudden Cardiac Arrest**
48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a person equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.

ii. EMS Designated Delivery Agent - CTAS 1
68% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5
The **County of Frontenac** will endeavour to have a **Paramedic** as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

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CTAS	Target Time from Paramedic Received Until on Scene	% Target
2	10 minutes	65%
3	10 minutes	65%
4	10 minutes	65%
5	10 minutes	65%

Sustainability Implications

Good stewardship of the County's financial resources allows for the most appropriate care of our residents and visitors when in need of paramedic services.

Financial Implications

None at this time.

Organizations, Departments and Individuals Consulted and/or Affected

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Report 2017-110

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Paul Charbonneau, Chief Paramedic/Director
Date of meeting:	September 20, 2017
Re:	**Emergency and Transportation Services – Ambulance Fleet Strategy**

Recommendation

Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services – Ambulance Fleet Strategy report for information;

And Further the Council of the County of Frontenac approve the implementation of Option ___ commencing in fiscal 2018;

And Further the Council of the County of Frontenac approve the purchase of one (1) additional new ambulance to ensure sufficient spare vehicles if Option #2 or #3 is adopted.

Background

During early 2013 County Council received several reports regarding ambulance fleet options including remounting programs and refurbishing programs. At its meeting on June 19, 2013 the following motion, regarding Report 2013-107, was carried:

> **Motion #: 280-13** Moved By: Councillor Purdon Seconded By: Councillor Doyle
>
> **Resolved That** the Council of the County of Frontenac accept the Emergency and Transportation Services – Refurbishing of Ambulance Fleet Strategy report for information;
>
> **And Further** the Council of the County of Frontenac approve the implementation of a Refurbishing of Ambulance Fleet Strategy for 2013/2014;

And Further the Council of the County of Frontenac approve the refurbishing of three (3) ambulances for fiscal 2013 and the purchase of three (3) new ambulances for fiscal 2014, in accordance with the Council approved useful life cycle schedule of an ambulance.

And Finally that the Council of the County of Frontenac pass a bylaw later in the meeting to amend the 2013 budget to provide $115,000 for the refurbishment of 3 vehicles in 2013, to be covered by a transfer from the vehicle replacement reserve.

Carried

FPS implemented the Council resolution for 2014, and upon further direction refurbished a total of five (5) ambulances in 2015 and 2016.

At its meeting on July 19th, 2017 County Council received an information report "Emergency and Transportation Services – Refurbishing of Ambulance Fleet Strategy – Final Report". In that report the following was commented:

> "The refurbishing of the ambulance may extend its life cycle by up to three (3) years. Maintenance costs over those three (3) years are higher than those of a new vehicle, due to the fact the "ambulance box" had no refurbishment.
>
> As anticipated, the transfer to reserve costs decreased during the trial period however the maintenance costs increased; …".
>
> The trial has demonstrated that over all there is a ~$224,400 net savings to the land ambulance budget over an eight (8) year period."

Comment

This report will outline three (3) options regarding a go forward fleet strategy:

- Option #1 – continue to purchase new ambulances every five (5) years.
- Option #2 – commence a refurbishing program.
- Option #3 – commence a remounting program.

Option #1 – Purchase 100% New Ambulances

Currently, the fleet strategy is to purchase new ambulance each year based on the established and Council approved useful life cycle schedule of an ambulance schedule.

The average cost to purchase one vehicle is $135,000.

Option #2 – Refurbish Program

What is the refurbishing process?

The concept of matching all vehicle parts – engine, transmission, water pumps or hoses – to the original vehicle identification number must be used, linking all

parts to the refurbished vehicle identification number. Another important aspect of the refurbishing process is that only OEM parts are used in replacing vehicle components. This ensures that parts used on the ambulance are the same ones that the vehicle would have had coming from the factory.

The engines and transmissions are replaced utilizing North America's largest engine, transmission, and rear end supplier. This ensures that all engines and transmissions are dyno tested prior to leaving the factory. In addition, warranty issues are not questioned by the manufacturer.

The process is as follows:

- Replace engine and transmission with factory re-manufactured equipment;
- Replace all of the suspension components;
- Replace all of the steering components from the steering shaft right out to the tie rod ends;
- Replace all of the brake components from the master cylinder down to the brake pads;
- Remove the complete interior of the car, repairing minor dash damage and replace the rubber floor covering;
- Rebuild and recover the driver's seat;
- Ensure all wiring is in good shape before re installing the interior;
- Detail the car inside and out, inclusive of lighting systems;

The vehicle goes back to the agency with the warranty. For all intents and purposes the County is getting back a vehicle with a nearly new drivetrain that will be safe and reliable for a second lifecycle.

The average cost to refurbish one vehicle is $50,000.

Option #3 – Remount Program

Recently, the Chief Paramedic and Deputy Chief of Performance Standards participated on an international teleconference regarding LEAN processes in Emergency Medical Services (EMS). The subject of the LEAN project was a fleet review in Denver, Colorado. In part, the Chief of Denver Health EMS reviewed the $1.4 million savings achieved with a remount program involving its fleet of 34 ambulances. The Chief Paramedic has met with the sales team representative from Crestline Coach to discuss the process for remounting a vehicle and requested the preparation of a quotation for one of the current vehicles which is due to be replaced in 2018.

Below is the detailed information and specifications involved in remounting an ambulance in order to bring them back to **"almost new"** condition, including the work required to achieve compliance with the current MOHLTC EHSB OPLAERV Standard 5.0 dated September 2012:

- Crestline to supply new 2017 Chevrolet Gas G3500 chassis, as per Crestline ambulance specifications
- Chassis prep
- Chassis pre-delivery inspection
- Inspect ambulance upon arrival
- Perform full functions/systems test prior to work proceeding and report any concerns to customer
- Remount existing body onto new chassis
- Chassis exterior alternator and HVAC modification
- ECC board layout update
- Supply and install new cab mirrors
- Replace cab map bin with an updated version (chassis driven)
- Supply and install new SA314 cast siren speakers on front bumper
- Supply and install a rear cast vent with a spotter switch for backing up, signal to AVI
- Re and re intersection lights & grill lights
- Supply and install cab running boards with mud flaps
- Supply and install new front mud flaps included in above
- Supply and install new rear bumper
- Supply and install new Frontenac logo kick plate above bumper
- Supply and install new Frontenac logos on cab doors, new cab decals
- Supply and install cab to body seal
- Supply and install new side door rubber step material
- Replace 2 broken heat/ac vents
- Supply and replace center section kit tree net
- Supply and install new conversion heater hoses, clamps, etc.
- Supply and install new conversion AC hoses, clamps, etc.
- Supply and install new vacuum shutoff valve for HVAC system
- Void and recharge AC system fluid
- Supply and install cab interior decals, CMVSS compliance sticker
- Install new driver's console c/w existing switching, gauges, lighting, & siren, map
- New Chevrolet body pucks, body to frame
- Supply and install new matching cab filler panels
- Supply and install new cab to body electrical harnesses

- Remove and re-install powerload
- Supply and install new flooring material
- Supply and install new seat belts, all module seating positions and secondary cot location
- Inspect and replace as required, all floor and other anchor systems and nets
- Replace all module door handles, rods and rotary latches
- Replace squad bottom cushion
- Replace divider padding in spine board compartment
- Replace spine board inner panel and door seal
- Replace rear door grabbers
- Repaint affected paint areas on warranty
- Test and recertify oxygen and suction systems
- Update original vehicle manuals with any remount related changes
- Test inverter and duplex outlets
- Replace side door exterior slide-out step
- Wheel alignment on chassis
- Perform final quality assurance inspection
- Perform final cleaning and detailing
- Fill vehicle with fuel (full tank)
- Weigh vehicle and take pictures for RM vehicle file and reference

The average cost to remount one vehicle is $95,300; this is an estimate that is subject to change, dependent on the condition of the used ambulance when arriving at the facility in Saskatoon. Included in the cost is:

- Delivery from Kingston to Saskatoon
- Delivery of the remounted vehicle to Kingston
- New compliance documentation supplied at time of delivery for the remounted ambulance

One of the challenges of either a refurbish program or a remount program is the time required to perform the work; the estimated time is from two (2) to four (4) months. This requires an additional spare vehicle be added to the fleet to ensure, while the vehicles being refurbished/remounted are away, that approved ambulance staffing levels and the ongoing repairs and maintenance to the fleet are not affected by the removal of a unit from the fleet compliment. The additional cost for the County portion of the 2018 budget will be $13,174 for New Capital.

The potential savings by introducing a fleet remount program from 2018 to 2028 are described below.

Sustainability Implications

Regular review of replacement schedules ensures the County is managing its fleet assets by controlling both capital investments and maintenance expenses.

Financial Implications

Please see below for a table and discussion summarizing the differences between options:

Options	Annual Capital Costs	Annual Operating Costs*	Total Annual Costs
1. Buy 100% new (15 ambulances)	391,000.00	200,280.91	591,280.91
2. Refurbish 50% of fleet (16 ambulances)	379,680.00	212,602.36	592,282.36
3. Remount 100% of fleet (16 ambulances)	363,333.33	207,313.96	570,647.29

**Annual Operating Costs includes the cost of maintenance and repairs for each option, along with the cost of outfitting an additional vehicle (tires, licensing, and insurance) in options 2 and 3. All other costs are assumed to be unchanged between the three options and not included in the analysis.*

Option 2: 16 ambulances – Refurbish 50% of fleet

Although substantial savings were reported when comparing 15 new vehicles to 15 refurbished vehicles (refurbishment rate = 50%), there is a negligible effect on the costs when adding a 16th vehicle to the fleet.

The annual savings in capital from refurbishment of $12,300 are offset by additional operating expenses of maintaining an older fleet of $13,800. The net impact of this option is an estimated increase of $1,000 in total costs relative to maintaining a 15 vehicle fleet in option 1

Option 3: 16 ambulances – Remount 100% of fleet

The net impact of implementing a remounting program is estimated to result in savings of $20,700 per year.

- Capital Costs: Due to the reduced cost of remounting versus purchasing a new ambulance, it is anticipated that the savings in capital expense for a remount program with 16 ambulances versus a “buy new” program with 15 ambulances will be an average of $27,700 per year.

- Operating Costs: The annual cost of outfitting a new vehicle with tires, licensing, and insurance is $4,300. The remaining impact on operating costs is estimated to be negligible, as most of the operating costs are driven by mileage. Also, most of the repairs and maintenance are on the drivetrain and chassis (which is being replaced) rather than the patient compartment. The total increase in operating costs have been estimated at $7,000.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Deputy Treasurer, Corporate Services
Mike Harbec, Crestline Coach, Saskatoon SK

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Report 2017-111

Council Recommend Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Paul Charbonneau, Chief/Director of Emergency & Transportation
Mark Podgers, Community Emergency Management Coordinator

Date of meeting: September 20, 2017

Re: **Emergency and Transportation Services – Emergency Management Program Committee Membership Appointments**

Recommendation

Resolved That the Council of the County of Frontenac receive the *Emergency and Transportation* Services – *Emergency Management Program Committee Membership Appointments* report for information;

And Further That the Council of the County of Frontenac pass a by-law later in the meeting appointing the following positions to the Emergency Management Program Committee:

- County Warden
- Emergency & Transportation Council Liaison Councillor
- Chief Administrative Officer
- Chief Paramedic/Director
- Director of Corporate Services/Treasurer
- Administrator of Fairmount Home
- Director of Planning and Economic Development
- Manager of Legislative Services/Clerk
- Manager of Information Services
- Manager of Human Resources
- Communications Officer
- Manager of Continuous Improvement
- Frontenac Paramedic Services Deputy Chief of Operations
- Ontario Provincial Police Detachment Commander
- County Fire Coordinator
- Kingston, Frontenac, Lennox & Addington Public Health – Medical Officer of Health

- Frontenac County Emergency Communications Coordinator
- Community Emergency Management Coordinator
- Alternate Community Emergency Management Coordinator(s)
- Administrative Assistant/Scribe

Background

The Emergency Management Civil Protection Act, R.S.O 1990 O. Reg 380/04, s.11 (2) (4) require that Council appoint the members of the Emergency Management Program Committee and appoint the chair of the committee in order to meet compliance under the act and its regulation. The members shall be composed of,

a) a senior municipal official
b) such members of the council, as may be appointed by the council;
c) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
d) Other persons as may be appointed by the council.

Comment

The suggested composition of the committee noted above will allow for a multi-disciplinary, comprehensive, and collaborative planning group. This includes individuals from all of the County's business units (Corporate, Fairmount Home and Emergency & Transportation Services) as well our partners whom we may rely heavily upon during an emergency. This group will be subject to amendment as required.

Sustainability Implications

This committee is responsible for upholding council's commitment to, and promotion of strong, resilient, diverse, rural communities through a comprehensive emergency management planning and education program.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Corporate Services
Frontenac Paramedic Services
Fairmount Home
KFL&A Public Health
Ontario Provincial Police
County Fire Coordinator
Frontenac County Emergency Communications

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Report 2017-112

Council Recommend Report

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Susan Brant, Director of Corporate Services/Treasurer

Date of meeting: September 20, 2017

Re: Corporate Services – Kingston Archery Club Contract

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Kingston Archery Club Contract report;

And Further That the Warden and Clerk be authorized to enter into a contract with the Kington Archery Club to allow continued use of the County property as outlined in the map on page 3.

Background

With concerns regarding escalating water levels on the County property, staff began discussions with the Kingston Archery Club and identified the requirement for a contract between our organizations. The Kingston Archery Club has historical links to the County of Frontenac and the City of Kingston dating back as far as 1865, if not earlier. In 1980, the current chapter of the club moved from the area of Seeley's Bay to its present location in the hope of boosting membership.

The club, which is the only local organization focused on archery, consists of approximately 65 members representing all age groups and experience levels in archery. The club members volunteer their time to run the club, which has no employees. The club supports the local communities by offering archery lessons to people of all ages, supports the development of archery programs in schools such as KCVI and Sydenham High School as well as organizing and conducting archery tournaments. The club also assists with archery education to local groups such as the

Girl Guides, the Four Directions Aboriginal Student's Centre and Kingston Immigration Youth Services.

The Kingston Archery Club maintains insurance through the Ontario Association of Archers and Archery Canada. The club would like to enter into a formal contract with the County to ensure their continued use of the outdoor range for their members.

Comment

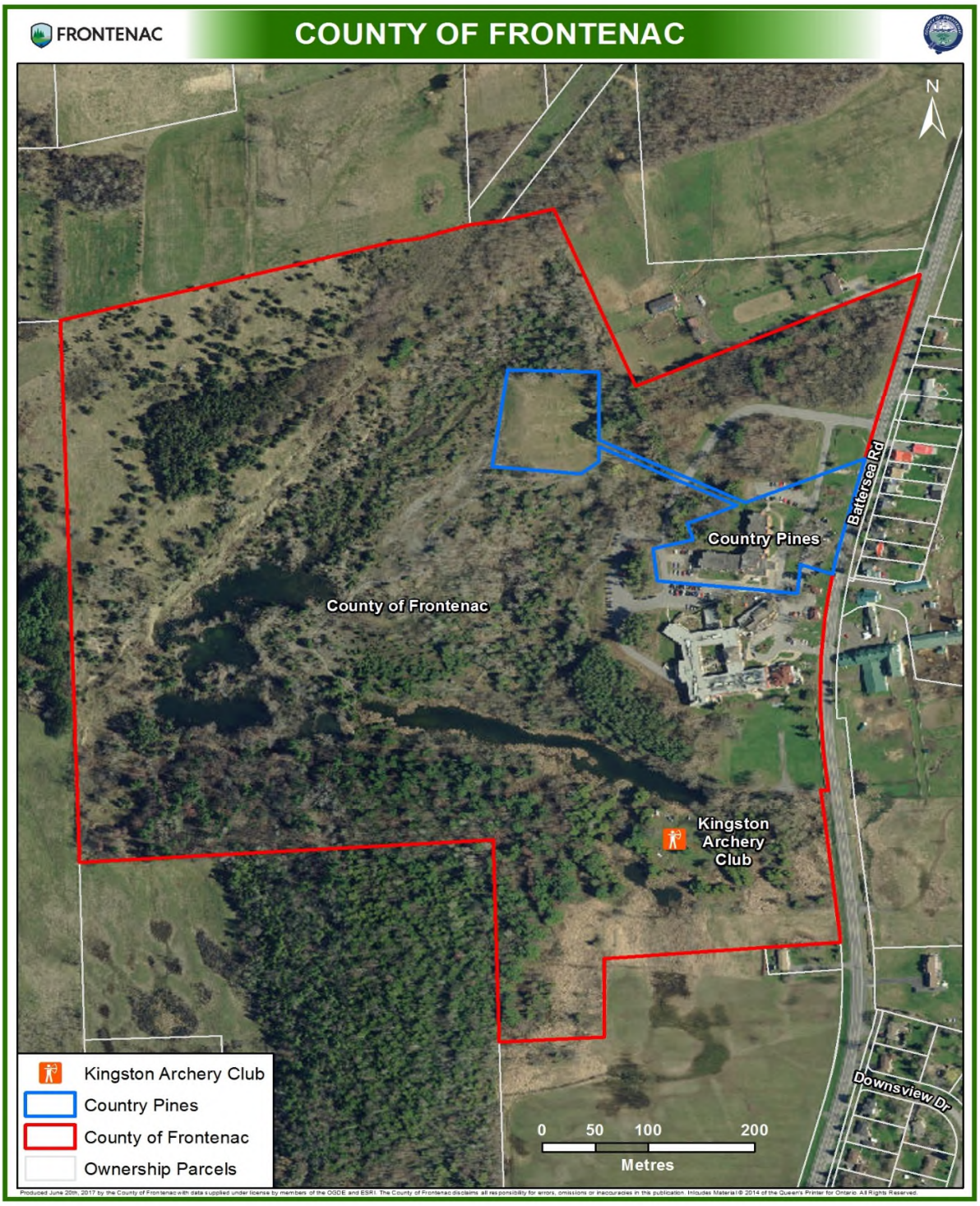
Under the County Land Use Planning Policy**,** the License of Occupation will require proof of liability insurance and a signed agreement between the County and the Kingston Archery Club. Periodic inspections of the property occupied by the Kingston Archery Club will be required and inspection costs will be recovered by an annual fee of $100, in addition to the one time Application fee of $250.

Financial Implications

There are no financial implications as staff resources for the periodic inspections will be recovered by the License of Occupation fees.

Organizations, Departments and Individuals Consulted and/or Affected

Tony Fleming, Cunningham Swan, Carty, Little & Bonham LLP
Joe Gallivan, Director of Planning and Economic Development
Tom Mercer, Manager of Environmental Services
Ralph Kennedy, Kingston Archery Club


FRONTENAC
COUNTY OF FRONTENAC
N
Battersea Rd
Country Pines
County of Frontenac
Kingston Archery Club
Downsview Dr
Kingston Archery Club
Country Pines
County of Frontenac
Ownership Parcels
0 50 100 200
Metres

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Report 2017-114

Council Recommend Report

To: Warden and Council

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Susan Brant, Director of Corporate Services/Treasurer

Date of meeting: September 20, 2017

Re: **Corporate Services – 2017 Property Tax Capping**

Recommendation

Whereas the County of Frontenac adopted tax ratios of 1.0 for the Multi-residential, Commercial and Industrial Classes in 1998 thereby providing a fair and equitable property tax environment for the business sector;

And Whereas under the *Municipal Act S.O. 2001*, Chapter 25 as amended (the Act), Subsection 329.1 (1), upper tier and single tier municipalities have the opportunity to select from prescribed options the calculation of the amount of taxes for municipal and school purposes payable in respect of property in the commercial class, industrial class or multi-residential property class for 2005 or a subsequent taxation year;

And Whereas County Council has reviewed the provisions of Section 329.1(1) of the Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of providing minimum amounts for properties subject to the provisions of Section 331 for the Commercial, Industrial and Multi-residential property classes;

And Whereas Bill 144, the *Budget Measures Act,* 2015 provided enhancements for increased municipal flexibility to moderate the impact of tax capping;

Now Therefore Be It Resolved That the Council of the County of Frontenac receive this Corporate Services – 2017 Property Tax Capping report;

And Further That the Council of the County of Frontenac direct the County to immediately exit the Capping Program for the Commercial Class.

Background

Under the *Fair Municipal Tax Finance Act, S.O. 1997, c. 29, as amended*, the provincial government introduced an assessment and taxation policy to affect a more equitable distribution of municipal property taxation. Current Value Assessment (CVA) was to result in similar tax bills for similarly valued properties in the same municipality. It was also to ensure that similarly-valued properties in different municipalities would bear similar assessments. Full implementation of CVA would have addressed the unfairness of two similar properties in the same municipality paying significantly different tax bills. However, the shifts to achieve this level of fairness resulted in an outcry by those individuals and collective groups anticipating the significant increases to their tax bills and, in response, the provincial government introduced a tax capping program requiring that property tax increases for the Multi-residential, Commercial and Industrial tax classes be contained.

Within the capping regime, properties which should be experiencing a decrease in taxation as a result of Current Value Assessment (CVA) are shouldering the burden of tax protection. In the two tier system, the claw-back process is undertaken across the County. County Council had the option to finance the subsidization of the capped property owners' taxes either through a general levy across each municipality as a whole or from within the same property tax class.

A strong but unsuccessful argument was presented at the time to exclude Frontenac from the tax capping program. Justifying this position was the tax policy decision made by Council in 1998 to bring the tax ratios for all property classes to 1.0. In fact, it shifted the burden of property taxes from non-residential to residential taxpayers creating a more desirable environment for our non-residential taxpayers. This full movement to the fair assessment environment led to Council's decision to finance taxation subsidies resulting from the capping program from within each property class.

A municipality is eligible for a four-year phase-out from the capping program once it has no capped properties beyond 50% of CVA level taxes in a property class. Municipalities with no properties currently remaining in the capping program are eligible to exit the program immediately.

On April 20th, 2016, by-law 2016-0015 was passed to immediately exit the County from the Capping Program for the Multi-residential and Industrial Classes.

Comment

The 2017 claw back percentages under Section 330(1) have been calculated as follows:

Capping Claw Back and Retained Percentages	
	Commercial
Claw Back Percentage	0.0000%
Retained Percentage	100.0000%
Total	100%

As a municipality with no properties currently remaining in the Capping Program, the County is eligible to exit the program immediately.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

The capping and claw back process for 2017 has resulted in no adjustments for the lower tier municipalities and the County.

Organizations, Departments and Individuals Consulted and/or Affected

Louise Fragnito, Treasurer, Township of South Frontenac
Michael McGovern, Treasurer, Township of Central Frontenac
Kelly Watkins, Treasurer, Township of North Frontenac
Darlene Plumley, Treasurer, Township of Frontenac Islands

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Report 2017-115

Council Recommend Report

To: Warden and Members of County Council

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Susan Brant, Director of Corporate Services/Treasurer

Date of meeting: September 20, 2017

Re: Corporate Services - 2017 Tax Ratios Review

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – 2017 Tax Ratios Review report;

And Further That the County continue with the existing taxing practices as agreed in 1998 after consultation with elected representatives of the four Townships. It was agreed that all assessment classes should be taxed equally, excluding those for which special consideration must be given according to legislation.

Background

During the December 21, 2016 County Council meeting, a 2017 Tax Ratios and Tax Rate Reductions report was carried by Council with the following motion:

> **Resolved That** Council of the County of Frontenac accept this Corporate Services – 2017 Tax Ratios and Tax Rate Reductions report;
>
> **And Further That** Council consider a by-law, introduced later in the meeting, to re-confirm for 2017 the tax ratios and tax rate reductions currently in place;
>
> **And Further That** staff be directed to bring back a report on tax ratios for Commercial Industrial Class allocations with other municipalities

Comment

Under the Municipal Act**,** subsection 308 (2) requires the County to establish tax ratios. Tax ratios are defined in subsection 308 (3) as **"**the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1".

In 1998, after consultation with elected representatives of the four Townships, the County deemed it expedient to establish tax ratios that are within the “range of fairness”. It was agreed that all assessment classes should be taxed equally, excluding those for which special consideration must be given according to legislation. At that time, and it continues, this acceptance of fair taxing practices can be implemented without having significant implications for any one property class. The current tax ratios are:

Assessment Class	**Tax Ratio**
Residential & Farm Residential	1.0000
Multi-Residential	1.0000
Commercial Occupied	1.0000
Industrial Occupied	1.0000
Landfills	1.0000
Pipeline	0.7000
Farmland	0.2500
Managed Forests	0.2500

Eastern Ontario Upper-Tier Comparable Ratios

County	**Commercial**	**Industrial**
Frontenac	1.00000	1.00000
Hastings	1.10000	1.12920
Peterborough	1.09860	1.54320
Haliburton	1.48270	1.71810
Leeds and Grenville	1.34640	1.81140
Stormont, Dundas and Glengarry	1.63403	2.06343
Lennox and Addington	1.41747	2.17000
Lanark	1.68214	2.56680
Northumberland	1.51520	2.63000
Renfrew	1.81470	2.92536
Prescott and Russell	1.44100	3.10063

When the reforms to the property tax were introduced in the late 1990s, the Province prescribed transition ratios for each municipality based on the pre-existing relationship in

effective tax rates for the various classes of property. In most municipalities, the transition ratios were outside of the range of fairness.

Under the Municipal Act**,** section 308 municipalities are provide with the authority to alter ratios on an annual bases with the following two rules:

- If existing ratios are outside the ranges of fairness, they may only be brought closer to the range.

- If existing ratios are within the ranges of fairness, they may be moved either up or down but not beyond the limits of the range

As previously stated, the residential tax ratio is always 1.000000 in every municipality in Ontario and is the benchmark for all other property classifications. Single and upper tier municipalities set tax ratios as part of the annual tax policy cycle. The tax ratios can be used to shift the tax burden but is restricted by the Province of Ontario, who not only set the initial ratios but also established the "ranges of fairness" under Ontario Regulation 386/98, which allow only small moves in the ratios.

The following table from Ontario Regulation 386/98 indicates that the Commercial and Industrial property class can only be adjusted by 0.10 as prescribed in the allowable ranges for tax ratios.

Table
Allowable Ranges For Tax Ratios

Property class	Allowable range for tax ratio
Commercial property class	0.6 to 1.1
Industrial property class	0.6 to 1.1
Landfill property class	0.6 to 1.1
Large industrial property class	0.6 to 1.1
Multi-residential property class	1.0 to 1.1
New multi-residential property class	1.0 to 1.1
Office building property class	0.6 to 1.1
Parking lots and vacant land property class	0.6 to 1.1
Pipe line property class	0.6 to 0.7
Professional sports facility property class	0.001 to 1.1
Resort condominium property class	1.0 to 1.001
Shopping centre property class	0.6 to 1.1

A high level impact analysis of a 0.01 increase to the tax ratios for the commercial and industrial property class was completed by staff with the tax data contained in the 2015 FIR and summarized on Schedule A. An adjustment to the tax ratio for the industrial class would result in a tax shift of $7,894 from the residential property class to the industrial property class. An adjustment to the tax ratio for the commercial class would result in a tax shift of $36,326 to the commercial property class.

As part of this review, staff consulted with the County's member municipalities as well as Economic Development staff who do not support a shift in the Tax Ratios to the Commercial or Industrial class as it would have a very small impact on the residential tax base and a larger impact on small businesses, which account for the majority of

commercial assessment in the County. This also has the potential to hinder attracting larger businesses to the Frontenacs. In addition, each time a change in tax ratios is considered there must be a thorough analysis to determine the impact on the other property classes in the municipality along with the potential impact to federal and provincial funding.

However should Council wish to proceed with a comprehensive tax policy review to identify the impacts of tax shifts due to an increase in the industrial and commercial property tax classes within the "ranges of fairness" under Ontario Regulation 386/98, an external consultant would need to be retained to complete the tax policy review given the significant time required of staff resources and the specialized work required to complete a comprehensive tax policy review. Staff would recommend retaining the Municipal Tax Advisory Group to complete a 2018 tax policy study, at a cost of $8,937 plus HST.

Sustainability Implications

Within Directions for Our Future, the vision statement associated with Capacity Building and Governance states that "Government decision-making processes are clear, forward thinking and focused on the longer term". In 1998 County Council decided to tax all classes equally and maintain a competitive tax structure.

Financial Implications

Municipal Tax Advisory Group has provided a quote of $8,937 plus HST to complete a 2018 Tax Policy Study as seen in Schedule B.

Organizations, Departments and Individuals Consulted and/or Affected

Louise Fragnito, Treasurer, Township of South Frontenac
Michael McGovern, Treasurer, Township of Central Frontenac
Kelly Watkins, Treasurer, Township of North Frontenac
Darlene Plumley, Treasurer, Township of Frontenac Islands

Schedule A - Impact at Upper-Tier Level

County of Frontenac	Tax Ratio	Additional Burden On Segment	Residential Total	Residential Tax Rate	Residential Per $100,000 Assessment	Residential Change Per $100,000	% Change in Residential Levy
Current Rate		$0	8,492,837	0.17006%	$170.06	$0.00	0.00%
Industrial @	1.1000	$2,121	8,490,716	0.17002%	$170.02	($0.04)	-0.02%
Commercial @	1.1000	$8,087	8,484,750	0.16990%	$169.90	($0.16)	-0.10%
Industrial & Commerciall @	1.1000	$10,208	8,482,629	0.16986%	$169.86	($0.20)	-0.12%

Impact to Townships (Includes Upper-Tier and Lower-Tier Impact)

North Frontenac	Tax Ratio	Additional Burden On Segment	Residential Total	Residential Tax Rate	Residential Per $100,000 Assessment	Residential Change Per $100,000	% Change in Residential Levy
Current Rate		$0	8,343,922	1.04256%	$1,042.56	$0.00	0.00%
Industrial @	1.1000	$647	8,343,275	1.04248%	$1,042.48	($0.08)	-0.01%
Commercial @	1.1000	$4,418	8,338,684	1.04191%	$1,041.91	($0.65)	-0.06%
Industrial & Commerciall @	1.1000	$5,065	8,338,037	1.04183%	$1,041.83	($0.74)	-0.07%

Central Frontenac	Tax Ratio	Additional Burden On Segment	Residential Total	Residential Tax Rate	Residential Per $100,000 Assessment	Residential Change Per $100,000	% Change in Residential Levy
Current Rate		$0	9,420,114	1.14804%	$1,148.04	$0.00	0.00%
Industrial @	1.1000	$183	9,419,936	1.14801%	$1,148.01	($0.02)	0.00%
Commercial @	1.1000	$10,264	9,409,850	1.14678%	$1,146.78	($1.25)	-0.11%
Industrial & Commerciall @	1.1000	$10,447	9,409,672	1.14676%	$1,146.76	($1.27)	-0.11%

South Frontenac	Tax Ratio	Additional Burden On Segment	Residential Total	Residential Tax Rate	Residential Per $100,000 Assessment	Residential Change Per $100,000	% Change in Residential Levy
Current Rate		$0	25,795,273	0.89210%	$892.10	$0.00	0.00%
Industrial @	1.1000	$2,257	25,793,016	0.89202%	$892.02	($0.08)	-0.01%
Commercial @	1.1000	$18,597	25,776,676	0.89145%	$891.45	($0.64)	-0.07%
Industrial & Commerciall @	1.1000	$20,854	25,774,419	0.89138%	$891.38	($0.72)	-0.08%

Frontenac Islands (Wolfe)	Tax Ratio	Additional Burden On Segment	Residential Total	Residential Tax Rate	Residential Per $100,000 Assessment	Residential Change Per $100,000	% Change in Residential Levy
Current Rate		$0	2,225,476	0.78158%	$781.58	$0.00	0.00%
Industrial @	1.1000	$4,807	2,220,669	0.77989%	$779.89	($1.69)	-0.22%
Commercial @	1.1000	$2,732	2,222,741	0.78061%	$780.61	($0.96)	-0.12%
Industrial & Commerciall @	1.1000	$7,539	2,217,936	0.77893%	$778.93	($2.65)	-0.34%

Frontenac Islands (Howe)	Tax Ratio	Additional Burden On Segment	Residential Total	Residential Tax Rate	Residential Per $100,000 Assessment	Residential Change Per $100,000	% Change in Residential Levy
Current Rate		$0	1,312,275	0.66647%	$666.47	$0.00	0.00%
Industrial @	1.1000	$0	1,312,275	0.66647%	$666.47	$0.00	0.00%
Commercial @	1.1000	$315	1,311,960	0.66631%	$666.31	($0.16)	-0.02%
Industrial & Commerciall @	1.1000	$315	1,311,960	0.66631%	$666.31	($0.16)	-0.02%

Total Shifted from Residential to Industrial	**$7,894**
Total Shifted from Residential to Commercial	**$36,326**
Total Shifted from Residential to Industrial & Commercial	**$44,219**

A Tax Policy Outline for The County of Frontenac

2018 TAX POLICY STUDY QUOTE

Brad Dargel
Senior Consultant
Municipal Tax Advisory Group
London Ont
Brad.dargel@municipaltaxadvisory.com

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1.0 Introduction

The County of Frontenac has inquired about Tax Policy Services offered by Municipal Tax Advisory Group, MTAG. The Municipal Tax Advisory Group (MTAG), a wholly owned subsidiary of iLOOKABOUT Inc., is pleased to have been presented the opportunity to provide this submission to the County of Frontenac for its review and consideration. We are confident that our deliverables will exceed the County's expectations and look forward to your review of our submission. The services listed below do not limit our services, but rather illustrate the range of services we provide. The actual delivery of services will be detailed and refined with the County to ensure all of your needs are achieved.

- a summary report(s),
- attendance and presentation at engagement meeting(s) with the local area municipal treasurers, and
- provision of support to County Staff in presentation of the material to Council of the County of Frontenac.

2.0 Outline of Deliverables

The deliverables are to comprise:

1. A baseline Tax Policy analysis to include Re-Assessment Impact and Tax Policy analysis outlining the impacts on a county-wide basis, as well as the impacts on a local municipality basis. Analysis is to include the Impacts of changes due to provincial legislation, regarding the following but not limited to:

    i. Commercial & Industrial Excess/Vacant land rate reductions/vacancy rebates
    ii. Landfill classification and ratios

2. Additional/Ad-Hoc services to consider the impacts of tax shifts/re-assessment, or to meet other goals/priorities including those related to:

    i. Revenue neutral tax ratios.
    ii. Options, that should be considered that provide opportunities to reduce the relative tax burden on property classes as identified by the county.

3. Capping options and impacts related to:
    i. Phase-out impacts on Commercial properties
    ii. The generation of a detailed report of capping impacts by roll number for each option considered.

3.0 Tax Policy Report

MTAG has extensive experience in the preparation of Tax Policy Reports and the performance of the subsequent impact analysis which has been undertaken for a number of municipalities across Ontario. As a core component to our studies, we will;

- provide a detailed measurement of the growth between years, 2017 and 2018 for the County of Frontenac and each of its lower tier municipalities,
- ensure that the provision of our analysis on both tax growth and loss is in accordance with Ontario Regulation 73/03,
- deliver an evaluation of the change in assessment between 2012 and 2016 highlighting properties that have increased in value at a greater rate than other classes and those classes that have lagged in market growth,
- establish Start Ratios for 2018 through 2020 based on data at roll return 2018
    a. this will include the impacts of the new Provincial Policy on Landfill class and ratio
- ensure that the Tax Policy Report supports;
    a. the determination of tax rates,
    b. revenue neutral taxes,
    c. changes in tax at the class level,
    d. relative sharing relationship of the municipal levy, and
    e. subsequent redistribution within classes
- provide the basis for the calculation of Class Neutral ratios for 2018
- deliver municipal tax ratios to demonstrate ratios for classes in other municipalities
- impacts of moving ratios to the top of the range of fairness
- impacts of moving the vacant land and excess land discount factors

4.0 Capping Options

MTAG understands the importance of capping options to the County and for the commercial class will;

- Complete them on the scenarios contained within this report, as identified by the County.
- Include an analysis of any phase-out or opt-out of capping option that may be available.
- Identification of properties remaining in the cap and their relative status.

5.0 Summary

The Municipal Tax Advisory Group has the depth of experience, practical knowledge and tools at its disposal to readily undertake this consulting engagement. Equally important, we are motivated to earn the trust, respect and confidence of the County of Frontenac and become a part of the resource pool to which they turn to augment their own capabilities as capacity and needs dictate.

6.0 Pricing

MTAG proposes to do the work identified above, Section 3.0, inclusive of fulfilling the County's requirement for;

- A summary report(s),
- attendance and presentation at engagement meeting(s) with the local area municipal treasurers by TCC. MTAG is available to attend any in person meeting, but at additional cost,

at a total fee of $8,937 exclusive of applicable taxes.

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Report 2017-116

Council Recommend Report

To:	Warden and Members of County Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	**Richard Allen, Manager of Economic Development**
Date of meeting:	September 20, 2017
Re:	**Planning and Economic Development – Participation in Ontario Commuter Cycling Program (OMCCP)**

Recommendation

Resolved That the Council of the County of Frontenac receive the Planning and Economic Development – Participation in Ontario Commuter Cycling Program (OMCCP) report for information;

And Further That the Warden and Clerk be authorized to sign a declaration of interest to participate in the Ontario Municipal Commuter Cycling Program for 2017;

And Further That Council direct staff to develop a terms of reference and issue a Request for Proposals for the Active Transportation Master Plan and Trails Master Plan Update;

And Further That Council direct staff to consult with Township Public Works staff on a coordinated approach to implementation and commuter cycling infrastructure project management

Background

In 2014, a Trails Concept Plan was developed by MMM Group and was presented to the Trails Advisory Committee. This plan consisted of both on-road and off-road routes. It has never been presented to County Council for approval. This work was focused on connecting the communities across Frontenac through infrastructure improvements.

Since 2014, local cycling groups such as South Frontenac Rides have identified key routes in our region not identified in the concept plan or the Trails Master Plan. Maps

can be found on the web sites for local cycle shops and in addition, several Lennox & Addington County Trails cross into Frontenac. These routes can influence infrastructure investment priorities to ensure the routes are safe through widened shoulders and clear signage.

In 2015, County Council approved the Economic Development Charter which identified "Trips and Trails" and a "Recreational Lifestyle" as priorities for Community and Economic Development in Frontenac. These priorities lay the foundation for developing plans to support active recreational activities such as hiking, running and cycling in addition to motorized pursuits.

From a Tourism standpoint, The Great Waterway (RTO 9) and Ontario Highlands (RTO 11) have identified cycle tourism as a priority. These organizations are working with Ontario By Bike to create and advance strategies that attract visitors to our region looking for cycling adventures.

In addition, the Ontario Draft Cycling Network is currently under review, with key routes identified in Frontenac and earlier this year the province launched the Ontario Municipal Commuter Cycling Program to fund infrastructure projects that encourage more people to cycle for regular trips.

As part of its long term project plan, the Planning & Economic Development department had anticipated a comprehensive Active Transportation Master Plan (ATMP) process for 2020-2021. Considering the above opportunities and the funding available as part of the OMCCP, staff are recommending that County Council advance the ATMP with a comprehensive engagement process and in coordination with Public Works staff from each Township.

Ontario Municipal Commuter Cycling Program

The Province of Ontario recently announced an active transportation funding opportunity through the Ontario Municipal Commuter Cycling Program. This allocation based funding program provides dedicated annual support for the implementation of commuter cycling infrastructure in order to encourage more people to get out of their cars for daily commuting or other frequent trips such as regular visits to friends, family, or to local retailers such as grocers, pharmacy, etc.

In order to be considered for the OMCCP a municipality must declare interest to participate on an annual basis, identify eligible annual projects and confirm the ability to fund a minimum of 20% of the cost of each project. In addition, municipalities with populations larger than 15,000 are required to have a Council approved cycling plan. If a municipality does not already have an approved plan, it must commit to first developing one using OMCCP funds prior to undertaking any other project.

Annual funding allocation for each municipality will be determined by the number of participating municipalities and the available funds each year. In 2017, $42.5 million will be allocated to the participating municipalities according to the size of the municipality, the number of commuter cyclists, and the number of municipalities participating in the program. The application and funding requirements differ for smaller municipalities

(population less than 15,000), who are eligible for annual allocations of $25,000, so long as funding is available. At the time of writing this report, the value of each municipality's allocation is unknown.

The funding allocation in any given year is not required to be spent in that year of the program, but must be used on identified projects on the approved project list prior to the end of the program on December 30, 2020.

Once a municipality has an approved cycling or active transportation plan in place, the Ministry of Transportation will only approve a project list populated with projects aimed to increase commuter cycling that are generally associated with that plan. The ministry will not approve projects on a case-by-case basis, but there will be opportunities to update the approved project list. It is not essential that every project identified on the Project list be completed as part of this program, but OMCCP funding can only be used for projects identified on the list. Any project using OMCCP funding must be completed by the end of the program on December 30, 2020.

Two-Tier Municipalities

Each municipality must issue a separate declaration to participate in OMCCP, and are free to combine funds and projects if they wish. Collaborative projects should be on the lists for both municipalities. If both tiers of municipality are participating in the program, the County will receive an allocation based on half the population and half the cycle commuters in the County, while the Townships will receive an allocation of half the population and half the cycle commuters for their jurisdiction.

Key Dates

2017 Funding Announcement	September 25, 2017
2018 Deadline to declare participation	April 30, 2018 (to be confirmed)
2018 Funding Announcement	May 30, 2018 (to be confirmed)
2019 Deadline to declare participation	April 30, 2019 (to be confirmed)
2019 Funding Announcement	May 30, 2019 (to be confirmed)
2020 Deadline to declare participation	April 30, 2020 (to be confirmed)
2020 Funding Announcement	May 30, 2020 (to be confirmed)
Project Completion Deadline	December 30, 2020

Comment

Staff propose that the County use OMCCP funding to develop a Regional Active Transportation Master Plan that includes an update to the Trails Master Plan. This plan would integrate the emerging provincial cycling network, information from the 2014 Trails Concept Plan and capital works planned in each township. In addition to aggregating information, this plan would be developed through an extensive public engagement process to determine which opportunities exist for pedestrians, cyclists and multi modal connections. Examples might include cycling to carpool or transit connections.

As part of this work, the Trails Master Plan would be updated from an Active Transportation perspective and to reflect changes in the trail network and trail policies since 2009. Motorized uses will also be addressed as part of this work, but due to the funding opportunity the focus will be on active uses.

Once the plan is complete, it may be used by Township Staff for OMCCP funding, long term project planning or for pursuing other infrastructure funding opportunities in the future. County staff have scheduled a meeting in early October with Public Works Managers to discuss the coordination of OMCCP projects, including funding, project management and shared outcomes.

In addition, it may be that OMCCP can provide funding for K&P Trail work near villages located along the route to encourage cycling to work, for errands, or for regular visits to friends and family.

Sustainability Implications

By investing in safe cycling infrastructure, on and off road, the County encourages healthy habits in our community members in addition to promoting the reduction of GHG gases emitted through the reduction of trips made by motor vehicle. Safe recreational cycling routes can increase and sustain active lifestyle tourism, attracting new visitors and residents to our region who seek a recreational, rural lifestyle.

Financial Implications

The OMCCP will provide funding for up to 50% of an Active Transportation Master Plan. A project proposal for the ATMP will be included as part of the 2018 Budget process.

Organizations, Departments and Individuals Consulted and/or Affected

Central Frontenac Township Public Works Department
South Frontenac Township Public Works Department
North Frontenac Township Public Works Department
Township of Frontenac Islands Public Works Department
Ontario Ministry of Transportation, Cycling Division
City of Kingston Transportation Department

Ontario Municipal Commuter Cycling (OMCC) Program

2017 Application Declaration

Municipalities with a Population of 15,000 or Greater

The County of Frontenac declares that it will participate in the Ontario Municipal Commuter Cycling Program (OMCC) for 2017 and requests funding to support commuter cycling projects. Projects will be specified in a Project List, either submitted with this Declaration, or at a later date.

The County of Frontenac declares that all the commuter cycling projects in its Project Lists and that use OMCC funding will meet OMCC program requirements.

The County of Frontenac declares that it does not have a council approved cycling plan but will develop and approve such a plan using OMCC funds. Once the plan is completed, The County of Frontenac will submit a list of projects for consideration for OMCC funding that are supported by this plan. The County of Frontenac will not use OMCC funding for any capital project until the plan is completed and the Ministry has approved a list of eligible projects.

Dated this **20th** day of **September, 2017**

_____
Ron Vandewal, Warden

_____
Jannette Amini, Clerk

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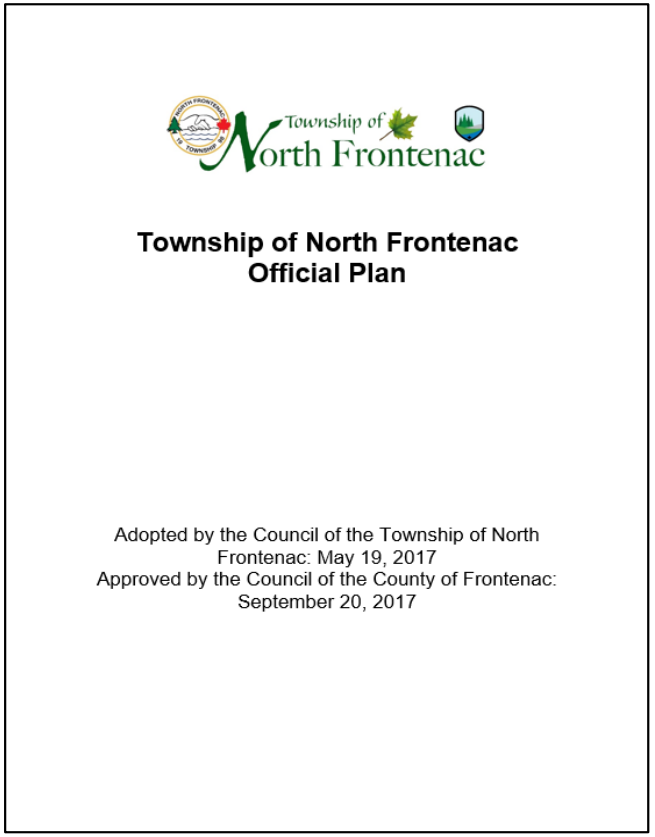


Township of North Frontenac Official Plan – Approval

Frontenac County Council
September 20, 2017

Presentation Outline

- Purpose
- Process to Date
- Engagement
- Policy
- Land Use Schedule
- Revisions
- Conclusion



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Purpose

- Provide an overview of the Plan:
  - Policy Context and Direction; and
  - Land Use Schedule.

- Inform County Council of the revisions that have been made to the Plan since postponing approval, July 19, 2017

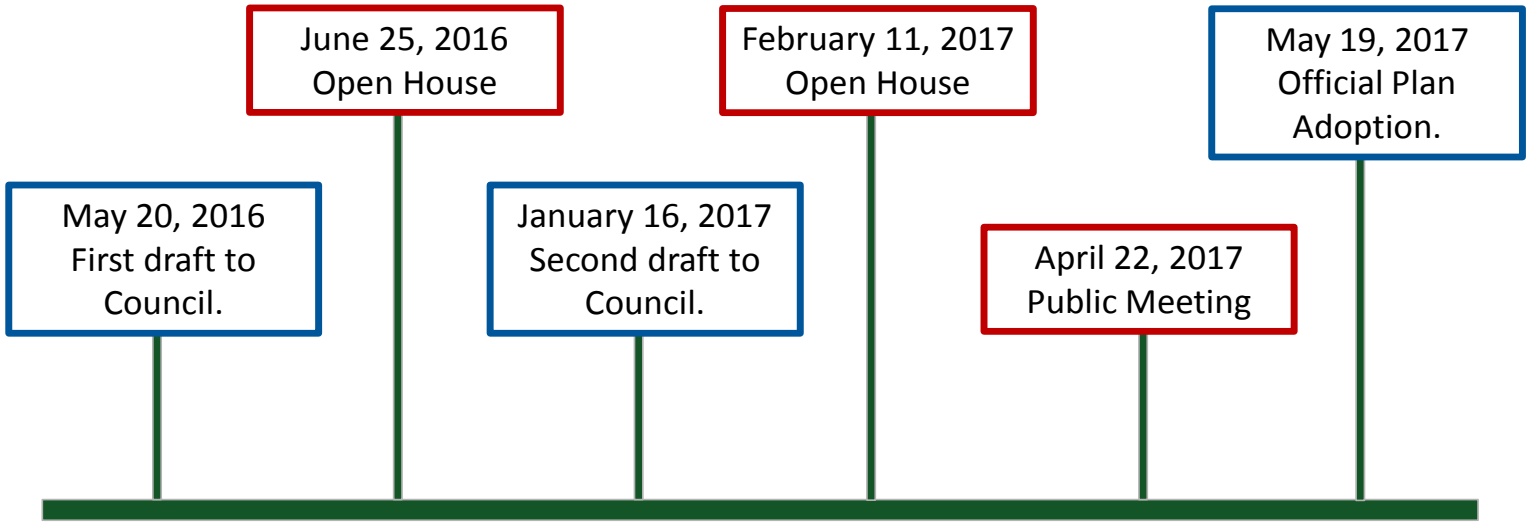
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Process to Date

- Township began review in 2016
- Started process over again as a result of:
  - Provincial Policy Statement, 2014
  - County of Frontenac Official Plan, 2016
  - No recent public involvement
  - New Councilors

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Timeline



Timeline of the Official Plan Process for North Frontenac

Council Meeting

Public Involvement

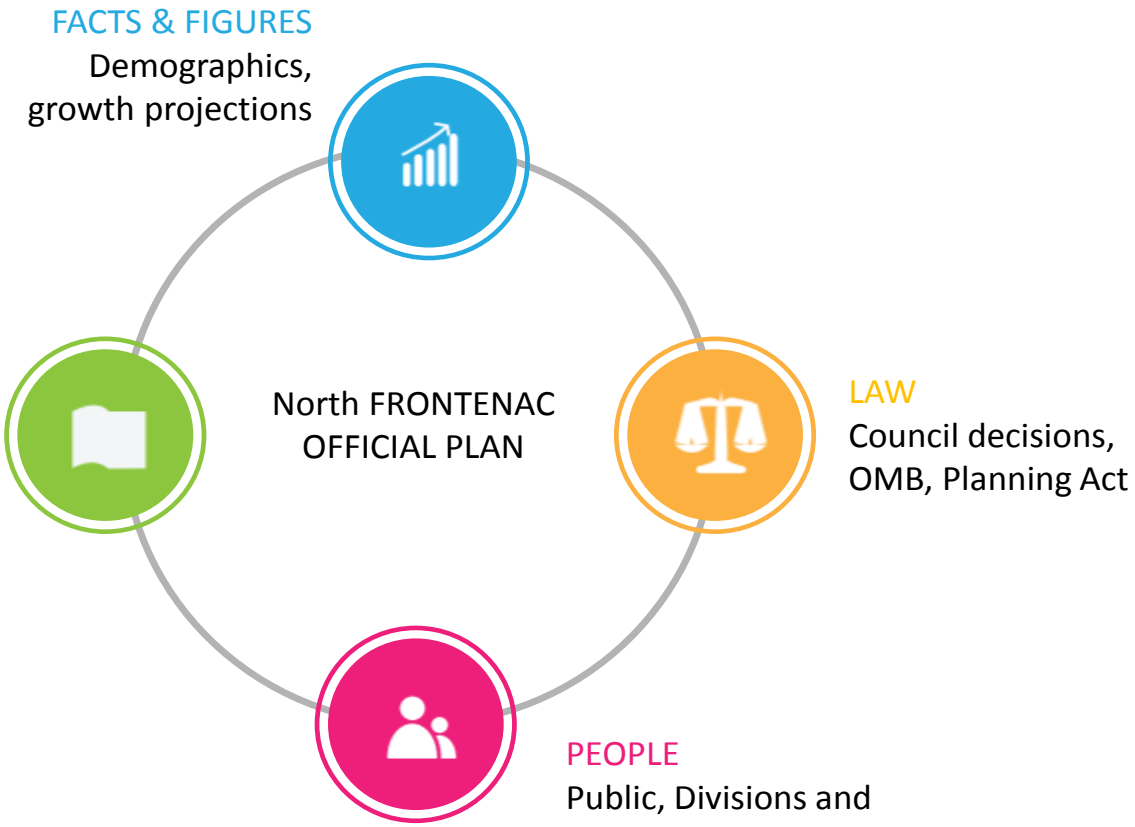
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Process to Date

- Township Council Adopted on May 19, 2017
- Planning Advisory Committee endorsed the Plan at the June 28th, 2017 meeting – with modifications
- Motion passed at County Council on July 19, 2017 to postpone approval
  - Allow for Township Council to review the Plan prior to approval and ensure transparency
- Township Council endorsed revisions on August 11, 2017

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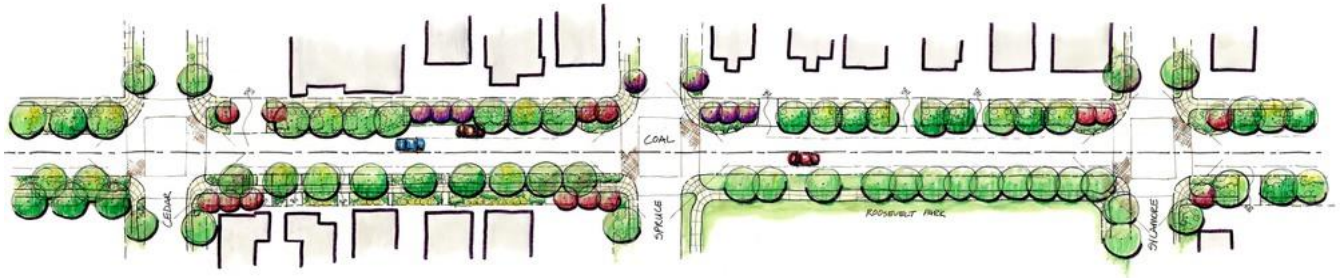
Engagement and the Planning Process



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Final Draft of the Official Plan

- A comprehensive planning document that reflects the Township of North Frontenac
- When, how, and where the community will grow
- A twenty year vision for the community



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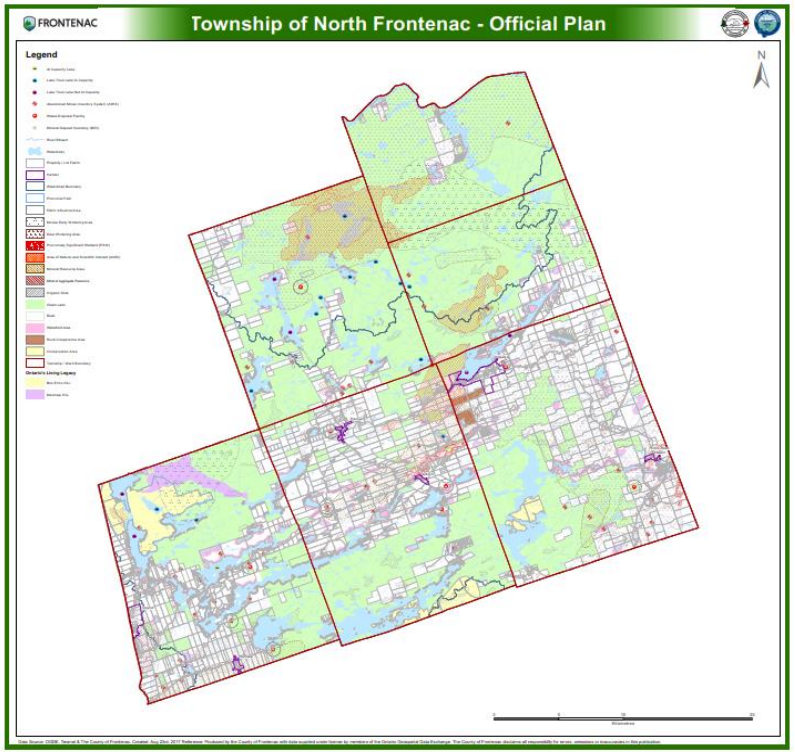
Official Plan Policy

- Innovative, progressive policies
  - Rural residential and affordable housing
  - Waterfront Area
  - Private roads (lanes) policies and standards





Land Use Schedule



- Updated layers from Land Inventory Ontario
- Settlement Area boundary refinement
- Mapping errors corrected

Restricting Logging and Forestry in the Waterfront Area

- Township Council passed a resolution at the June 9th Council meeting to restrict logging and forestry in the Waterfront Area.
- Council passed a resolution at the September 1st, 2017 Council meeting to remove the policy.



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Inclusion of Comments from MVCA

- Mississippi Valley Conservation Authority provided comments to the Township on July 7, 2017
- MVCA recognized how progressive the Plan is in regard to the protection and enhancement of the aquatic and terrestrial environment
- Planning staff reviewed the revisions with Township Council at the August 11, 2017 meeting

Conclusion

- Overall, the new North Frontenac Official Plan:
  - Meets requirements pursuant to Section 17 of the *Planning Act;*
  - Has regard to matters of Provincial Interest;
  - Is consistent with the Provincial Policy Statement;
  - Conforms to the County Official Plan;
  - Is a collaborative effort between Township Council and Staff, the public, commenting agencies, and the County; and
  - Reflects the community and future growth.

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Questions, Comments?
Megan Rueckwald
Community Planner
(613) 548-9600 ext. 359
mrueckwald@frontenaccounty.ca

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Report 2017-117

Recommend Report

To:	Warden and Members of County Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Megan Rueckwald, Community Planner
Date of meeting:	September 20, 2017
Re:	**Planning and Economic Development – Approval of the Township of North Frontenac Official Plan**

Recommendation

Whereas the Council of the County of Frontenac considered all written and oral submissions received on this application, the effect of which helped Council to make an informed decision;

Be It Resolved That that the Council of the County of Frontenac receive and review the required documents for submission of the adopted Official Plan for the Township of North Frontenac;

And Further That the Council of the County of Frontenac approve the Township of North Frontenac Official Plan dated September 19, 2017, as contained in Appendix A.

Background

The Township of North Frontenac began a five year review process of its Official Plan in 2010. A five year review of a local Official Plan is required under the *Planning Act*. Township Council adopted the Official Plan in 2012 and consequently sent the plan to the Ministry of Municipal Affairs and Housing (MMAH) for approval.

The North Frontenac Official Plan was never approved by MMAH. When the Frontenac County Official Plan was approved in January, 2016, County Council was automatically delegated as the approval authority for local Official Plans and Official Plan Amendments and is now responsible for approving this new Township Official Plan.

Township Council passed a by-law in 2016 to rescind the 2012 adopting by-law in order to re-start the process. Starting the process over again was important for a number of reasons:

- The Province approved a new Provincial Policy Statement (PPS) in 2014 and the previous plan was reviewed under the 2005 PPS. It is important that this new Plan be consistent with the most up to date Provincial policies;
- As of January 2016, the new County Official Plan was in effect and the Township Official Plan needs to conform to the County Plan; and
- The time period between now and the previous adoption was considered to be too long as the public had not been adequately consulted over the four year time frame, and a new Council was elected in 2014 that had not been involved in the previous community engagement.

As a result, Township Council received the first draft of a new Official Plan on May 20th, 2016 and has held two public open houses, one in June, 2016, and one in February, 2017. Township Council held a special meeting on January 16th, 2017 to review the second draft of the Plan in detail. Changes were made to the Plan based on Township Council's comments. Changes were again made to the Plan from public comments and correspondence following the February open house meeting. Township Council held the formal Public Meeting, as required under the *Planning Act,* on April 22, 2017 at the Ompah Community Hall. Comments received from Council and the public at this Public Meeting as well as those sent in following the meeting have been incorporated in the adopted Plan. At the Council meeting on June 19, 2017, Township Council incorporated final changes into the Final Draft of the Plan and adopted the new Official Plan for the Township of North Frontenac.

Following adoption of the Plan by Township Council, the Official Plan was reviewed by Planning Advisory Committee at the June 28, 2017 meeting. Planning Advisory Committee made revisions to the Plan and supported its approval by County Council with the inclusion of outstanding comments. At the July 19, 2017 County Council Meeting, staff recommended that approval of the North Frontenac Official Plan be deferred until amendments and modifications resulting from comments received by Mississippi Valley Conservation Authority could be included. Staff recommended that the Plan be sent back to Township Council to review these changes and ensure transparency between the approval authority and the Township. Revisions, outlined below, have since been made to the Plan. The Plan is now before Council of the County of Frontenac for approval.

Purpose

The purpose of this report is to inform the Council of the County of Frontenac of changes that have been made to the Plan since Council passed a resolution at the July 19, 2017 Council meeting to postpone approval. Minor revisions have also been made to the text to correct minor errors and enhance readability. Formatting changes have been made to ensure the document is accessible and formatted consistently.

Revisions to the Plan

Generally, the revisions are as follows:

- Restriction of Logging and Forestry in the Lakefront Area;
- Inclusion of Mississippi Valley Conservation Authority Comments
- Minor policy clarification revisions; and
- Reformatting of the document (page numbers, titles, etc.).

Inclusion of Mississippi Valley Conservation Authority Comments

Planning staff reviewed comments received from Mississippi Valley Conservation Authority and included comments in the Adopted North Frontenac Official Plan. At the August 11, 2017 Township Council meeting, planning staff reviewed comments received from MVCA with Council and highlighted changes that had been made to the Plan based on these comments. The letter prepared by MVCA was attached to the report sent to Council.

Restricting of Logging and Forestry in the Lakefront Area

Township Council passed a resolution at the June 9th, 2017 Council Meeting to restrict logging and forestry in the Lakefront Area. The resolution read as follows:

Moved by Councillor Martin, Seconded by Deputy Mayor Perry #283-17

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Resident Comments Received on the Adopted Official Plan and to Repeal By-law #25-03 Adopting the Original Official Plan for the Township of North Frontenac";

And That Council endorses the addition of a policy to restrict forestry and logging operations within the Waterfront Development Area in the new Official Plan and instructs the Clerk to provide a copy of this Resolution to the Director of Planning and Economic Development;

Carried

Inclusion of the policy was discussed at Township Council at the August 11, 2017 Council meeting. At this meeting, Council voted on the inclusion of the policy within the Plan. Following this meeting, members of Council received comments from the public and the forestry industry that questioned the value of this policy. At the September 1, 2017 Council meeting, Council received comments from the public and passed the following resolution:

Moved by Councillor Inglis, Seconded by Councillor Martin #389-17

Be It Resolved That Council receives for information the Clerk/Planning Manager and Community Planner's Administrative Report entitled "Official Plan – Public Comments Received on Logging Operations being Restricted in the Waterfront Area"

And That Council instructs the Planner remove the policy from the revised Official Plan and Council will consider a setback in the Zoning By-law currently under review.

Carried

Minor Revisions – Policy and Formatting

Minor revisions have been made to the Plan to improve the readability of the adopted Plan. The document has been reviewed and any outstanding formatting errors corrected. The document has also been hyperlinked to allow for greater navigability within the document when viewing it online. These revisions have no effect on the intent of the policies in the Adopted Plan.

Comments

The revised Adopted North Frontenac Official Plan dated September 19, 2017, as contained in Appendix A, is a document that is reflective of the community and a vision for growth. The Plan as presented meets the requirements pursuant to Section 17 of the *Planning Act*, has regard to matters of Provincial Interest, is consistent with the Provincial Policy Statement, and conforms to the County of Frontenac Official Plan. The Plan is a collaborative effort between the public, commenting agencies, and lake associations and environmental groups, as well as various levels of government.

Sustainability Implications

One of the key focus areas of *Directions for Our Future*, the County's Sustainability Plan, is Land Use Planning and Management. From a sustainability perspective, this involves an approach that ensures a clean and healthy environment, a strong economy, and long term viability. Approval of this Plan will continue to maintain strong protection for a clean and healthy environment especially the newly revised Lakefront Area policies. Further, the Plan focuses on `rural sustainability` and strives to improve economic viability of development within the Township and County.

Financial Implications

There are no direct financial implications to the County of Frontenac for this approval.

Organizations, Departments and Individuals Consulted and/or Affected

Township of North Frontenac
Commenting Agencies for the Township of North Frontenac
Ministry of Municipal Affairs
North Frontenac Township Citizens
Lake Associations
County Planning and Economic Development Department

Township of North Frontenac
Official Plan

Adopted by the Council of the Township of North Frontenac: May 19, 2017
Approved by the Council of the County of Frontenac: September 20, 2017

Township of North Frontenac Official Plan

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Township of North Frontenac Official Plan

1 Introduction

1.1 Introduction

1.1.1 The Township of North Frontenac has unique social and environmental conditions that require varied approaches to land development. The Township's Official Plan creates the objectives and policies for guiding land use changes by protecting and managing the natural environment, directing and influencing growth patterns and facilitating the vision of Council to develop a strong and diverse economy in the Township, and to ensure all aspects necessary for a healthy community are protected, managed and made available to existing and future residents.

1.1.2 Regard shall be had to all provisions and policies of this Plan and the *Provincial Policy Statement* in reviewing all types of planning applications (e.g. Official Plan Amendments, Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). It is the intent of Council that land use planning applications will conform to this Plan, and will be consistent with Provincial Plans and the Provincial Policy Statement.

1.2 Authority

The Official Plan of the Township of North Frontenac was prepared under the authority of *Section 16* of the *Planning Act,* which states that:

"An Official Plan shall contain goals, objectives and policies established primarily to manage and direct physical change and the effects on the social, economic and natural environment of the Municipality" and "may contain a description of the measures and procedures proposed to attain the objectives of the Plan and procedures for informing and obtaining the views of the public in respect of a proposed amendment to the Official Plan or proposed revision of the Plan or in respect of a proposed Zoning By-law". Also, "the Council of a municipality may by by-law elect to follow the prescribed processes and develop materials prescribed for the preparation of an Official Plan".

1.3 Title and Components

1.3.1 This policy document shall be known as the "Official Plan for the Township of North Frontenac" and is hereinafter referenced as the Official Plan or the Plan.

1.3.2 The Official Plan consists of the following text and Schedules, which make up the Land Use Plan. The Land Use Plan establishes the pattern of ***development*** in general terms by dividing the Township into basic land use designations. The policies governing each of the designations are set out in **Section 4 - Community Development – Land Use** of the Plan.

1.3.3 Background statements, illustrations and any other information as set out in the appendices of this plan are provided for information purposes only and do not constitute a formal part of the Official Plan.

1.4 Interpretation

1.4.1 It is intended that the boundaries of the land use designations shown on the Land Use Schedules, be considered as approximate. Boundaries are to be considered absolute only where clearly bounded by roads, railways, rivers or streams or other geographical barriers. Amendments to the Official Plan will not be required in order to make minor adjustments to the boundaries of land use designations or features or other symbols nor to the location of roads, provided that in all cases, the general intent of the Plan is preserved. Such minor deviations may not be reflected on the Land Use Plan.

1.4.2 It is intended that all figures and numerical quantities herein shall be considered as approximate unless otherwise stated. Amendments to the Official Plan will not be required for any reasonable variance from any of the proposed figures.

1.4.3 Unless otherwise indicated in this Plan, it is intended that buildings, structures, uses etc. that are normally incidental, accessory or essential to a permitted use will also be allowed even though not specifically stated in the land use policies. (*Example: home-based business accessory to a residential dwelling, administrative office accessory to a campground or retail business*.).

1.4.4 Where examples of permitted uses are provided for in the land use policies of this Plan, it is intended to indicate the possible range of uses considered appropriate and not to be interpreted as all-encompassing unless otherwise stated as such. However, all uses shall be in conformity with the general intent and policies of the general land use designations of this Plan.

1.4.5 Where an *Act* or portion of an *Act* is referred to in this Plan, such references will be interpreted to include any subsequent legislation that may supersede the *Act* so named.

1.4.6 For the purposes of this Plan, ***development*** means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*; but does not include activities that create or maintain infrastructure authorized under the environmental assessment process or works subject to the *Drainage Act*.

1.4.7 This Plan utilizes words or terms defined in the Provincial Policy Statement of 2014 as well as other definitions. These definitions shall apply in the interpretation of the policies of this Plan and their application to **development** proposals and planning applications.

1.4.8 The indication of any proposed roads, infrastructure, and municipal services in the policy text or on the Land Use Plan Schedules will not be interpreted as a commitment by the Township to provide the features within a specified time frame. Minor adjustments to the location of these features do not require an amendment to the plan if the intent of the plan is maintained.

1.5 Agency Names and Responsibilities

1.5.1 From time to time, the names of various government or other agencies may change. In addition, responsibilities may shift from agency to agency. The names of the various agencies responsible for the many programs, regulations and approvals are given in this Plan as of the adoption date of this Plan. It is not intended that the Plan be amended each time a name change or change in responsibility occurs. Rather, this Plan shall be interpreted so as to refer to those agencies named, or to their successors, as conditions or circumstances dictate.

1.6 Planning Period, Review and Amendments

1.6.1 The Planning Period for this Official Plan is intended to be approximately 20 years (2017-2037). The Plan will be subject to a review not less frequently than once every five years pursuant to *Section 26* of the *Planning Act* and will be revised to ensure that the Plan conforms to Provincial policies and is consistent with the Provincial Policy Statement in effect at that time. The first five year review began in 2007-2007 and was completed in 2012 and submitted to the Ministry of Municipal Affairs and Housing for approval. The County has since adopted a County Official Plan and the Ministry has transferred approval of Official Plans and Amendments to the County for approval. This 2017 amended Official Plan will be presented to Frontenac County Council for approval, once adopted by the North Frontenac Township Council.

1.6.2. The review shall not be deemed to prevent any person or applicant from making an application under Section 22 of the *Planning Act* to amend the Plan. Applications for Amendments to this Plan by the public or Amendments initiated by Council will be considered in accordance with the requirements of the *Planning Act*. Applications submitted by the public must

be complete and where required by this Plan, include studies or reports to determine conformity with the policies of the Plan (see Section 6.9) to provide consistency with the Provincial Policy Statement and conformity with other Provincial plans.

1.6.3. Where the policies of this Plan require consultation, or where consultation is required under the *Planning Act*, the Township and/or the applicant shall consult with the Frontenac County Planning Department where the County Council is the approval authority, or other agencies where they are so named and with the First Nations, where applicable.

1.6.4. Where studies or assessments are required under this Plan, the Plan should be generally interpreted to mean that it is Council's responsibility to ensure that they are consistent with the Provincial Policy Statement in effect at that time.

1.6.5. Council shall consult with the public for amendments to and reviews of this Plan. The consultation process shall include the provision of adequate information in a timely manner, as well as opportunities for members of the public, review agencies and other stakeholders to present their views to Council. Council will convene at least one public meeting in accordance with the *Planning Act* to consider an amendment to the Official Plan prior to adopting an amendment.

1.6.6. Amendments will be required for a change in a land use designation shown on the Land Use Plan Schedules or for changes in the policy or text of the Plan. An amendment will not be required for typographic changes, numbering or formatting the Plan, provided there is no substantive change to the policies.

1.7 How to Use This Plan

Readers of this plan are encouraged to begin their review at **Section 2**, which sets out the principles and vision for the future ***development*** of the Township. This will provide an understanding of the context for ***development***. To determine how this Plan affects a specific property or area, the first step is to locate the parcel of land on the **Land Use Schedule** and to determine its land use designation(s). The specific land use policy(ies) relating to the designation(s) should then be reviewed. It is important to also review the **General Development Policies** in **Section 3**, **Land Use Policies** in **Sections 4 and 5**, and **Implementation Policies** in **Section 6** of this Plan, as they affect the property.

For the purposes of setting out the Official Plan policies in an organized, easily understood manner, this Plan has been divided into six (6) sections, as follows:

Section 1: Introduction
Section 2: Basis and Objectives of the Plan
Section 3: General Development Polices
Section 4: Community Development - Land Use

Section 5: Transportation
Section 6: The Tools of Implementation

For the convenience of the reader, all Federal and Provincial statutes referred to in this Plan are shown in *italics*.

2 Basis of The Official Plan

2.1. General

The purpose of this Plan is to guide and direct future growth in a logical and orderly manner, to protect existing ***development*** from the ***adverse effects***, which may arise from incompatible ***development*** and ***redevelopment***, and to ensure healthy and sustainable growth while encouraging economic development which will benefit all residents of the Township.

Only ***development*** that contributes to a healthy, ***environmentally friendly***, prosperous and sustainable community will be encouraged. Environmentally friendly means the use of building materials, building methods or practices which minimize harm to the natural environment, which avoid injury or damage to property or plant or animal life or human life and wherever possible improve or enhance the ecological function of natural habitats.

2.2 Vision

North Frontenac is composed of a mainly natural environment. There are a number of hamlets, scattered rural development, and cottage waterfront development. This rural physical environment facilitates a healthy living style, with little to no pollution, providing a myriad of ***recreational*** choices for individuals, including hiking trails, swimming, walking, cross-country skiing, snowmobiling and ATVing, fishing and ice fishing, hunting, boating, water skiing, and camping in both commercial campgrounds and wilderness camping. North Frontenac Township is the first Municipality in Canada to receive the Dark Sky Preserve recognition from the Royal Astronomical Society of Canada, and Council's goal is to protect this designation through lighting policies that reduce light pollution.

The Mission Statement of North Frontenac Council is to provide effective, efficient and sustainable delivery of services to its citizens.

The Vision Statement of North Frontenac Council is to preserve our unique and pristine natural environment to promote a strong, resilient rural community.

Council's intent is to create a strong community identity that reflects the unique rural ***recreational*** character of the area; respects the principles of orderly, well managed growth and ***development***; is adequately serviced; maintains (and preferably enhances) the quality of the natural environment and which provides for ***sustainable development***. ***Sustainable development*** is described as development that meets the needs of the present without compromising the ability of future generations to meet their own needs. ***Sustainable development*** is a process of managing change in which exploitation of resources, the direction of

investments, the orientation of technological development, and institutional change are all in harmony and enhance both current and future potential to ensure a balance between humans and the biophysical environment (i.e., fauna, flora, the air, water and soil). The Township's vision embraces the concept of ***sustainable development*** through land use decisions that integrate human needs with the natural and built environment. Land use decisions will also include sustainable design measures for transportation, infrastructure, waste management, energy systems and the harvesting and use of natural resources. The vision intends to be adaptive to innovative design and human activities that support sustainability.

Council recognizes that the effects of climate change could alter how land is used in North Frontenac over the time period of this Plan. The impacts of climate change include:

- Changes in warm weather growing seasons;
- Unpredictable water levels in rivers and lakes and groundwater during droughts or floods;
- Greater stress on public infrastructure from extreme weather events;
- Heat stress and flooding impacts on vulnerable people; and
- Increased demand on emergency services and impacts on tourism and recreation.

Integrating climate change considerations into planning by protecting natural systems such as wetlands and their support systems (groundwater source areas) will reduce the effects of drought and extreme weather events, improve resilience, and protect carbon sequestration potential.

2.3 Objectives of the Plan

The following objectives reflect the general aspirations of the community and form the basis upon which the policies in this Plan are formulated. These objectives are not mutually exclusive but, rather, must be considered in relation to each other.

2.3.1. To develop a healthy diversified local economy, which provides for local employment opportunities and a balanced tax base between residential, commercial and industrial property classes. Appropriate commercial and industrial ***development*** will be encouraged in order to achieve this objective.

2.3.2. To promote efficient ***development*** patterns that optimize the use of land, resources and public investment, and to promote a strong liveable and healthy community that enhances social well-being and is economically and environmentally sound. Council will monitor and assess demographic trends in the Municipality and their impacts on community services or the potential benefits to the economic, social and cultural advancement of the community.

2.3.3. To provide for a diversity of active and passive recreation opportunities which reflect the range of lifestyle interests, ages, states of health and mobility of community residents.

2.3.4. To support and maintain a transportation system that promotes the safe and efficient movement of community residents, tourist traffic and goods, that minimize disruption to communities and the environment, that is integrated with the plans of other transportation authorities, and includes or encourages sustainable transport (e.g., car-pooling, cycling, and energy efficient vehicles). An appropriate hierarchy of roads will be established so that both the efficient movement of traffic and access to property can be achieved.

2.3.5. To provide for a low-density settlement pattern which can be efficiently serviced, but which will avoid densities that will require the need for piped municipal services. ***Development*** will be encouraged in locations where services (for example, snow plowing, school bussing, fire protection, ambulance service and waste disposal) are available or can be made available at a reasonable cost.

2.3.6. To provide for a variety of land uses which are appropriate and sustainable within a rural environment and to plan for new development which is sensitive to and preserves the unique feature, recreational character and amenities of the community and natural environment.

2.3.7. To provide for a range of housing types and densities, which meet the existing, and future needs of a largely rural demographic, as well as an aging population who wish to remain in their community. The provision of ***affordable*** housing in communities is now considered to be a Provincial interest in the *Ontario Planning Act.* As a result, the Provincial Government has now changed legislation to facilitate the creation of second units in a detached house; semi-detached house or row house if no building or structure ancillary (accessory structure) to the house contains a second residential unit; and further, to allow the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or row house if the house contains a single residential unit. This policy shall not apply to sleeping cabins or “bunkies” and accessory structures located on waterfront properties, as this could create an adverse effect on the lake quality.

2.3.8. To direct development away from lands with natural or human made hazards and/or physical limitations such as poor drainage, organic or contaminated soils, flood susceptibility, erosion or steep slopes.

2.3.9. To plan for new *development*, which is sensitive to and preserves the unique features, *recreational* character and amenities of the community and the natural environment. In recognizing the potential extraction of *minerals* and the concurrent need for *sustainable development* as a keystone principle of the Township's vision, proponents of *mineral mining operations* will be required to propose and implement *sustainable development* practices in the design, development, operation and closure of any mineral mining operation.

2.3.10. In recognizing that the many water bodies located in the Township are a valuable natural resource and a focal point of residential and recreation activity, it is an objective to protect and enhance the water quality, shorelines and habitat areas and natural features of these lakes and rivers.

2.3.11. To encourage and foster sustainable forms of *development* and *alternative energy systems*, which conserve energy and water and provide for cost-effective delivery of Municipal services, while being consistent with sustaining economic viability, as expressed in the Township's Strategic Plan and Goals (i.e. tourism)

2.3.12. To promote reducing, re-using and recycling of waste in the Township.

2.3.13. To provide for a partnership approach with the Province and First Nations communities in the planning, management, use and disposition of ***Crown Land*** within the Township. Also, to work cooperatively in the assumption and/or maintenance of facilities such as resource access roads, water access points, campsites, dams etc. and in providing for fire protection on public as well as private lands.

2.3.14. To preserve or provide for the wise stewardship of renewable and non-renewable natural resources of the area (e.g. forests, ***minerals***, mineral aggregates, water). Wherever possible, the policies of the Plan are structured to balance the rights of property owners, the Crown and First Nations communities with management of these resources.

2.3.15. To provide for the identification and conservation of cultural heritage and ***archaeological resources***, which reflect the historical legacy of Aboriginal and Pioneer settlements and to consult with Provincial authorities and First Nations Communities in the conservation and protection of significant ***built heritage resources***, significant ***cultural heritage landscapes*** and significant ***archaeological resources***

2.3.16. To ensure that ***public service facilities*** are adequate and have the capacity to support further growth and ***development*** (e.g. schools, fire and police services, social and medical, ambulance, air ambulance and leisure

services). To provide for the ongoing maintenance, protection, and where necessary, the replacement of community, and Municipal Capital Assets and to sustain existing ***public service facilities***. In this regard, Council will undertake an ongoing program of capital planning for the replacement of capital assets which have reached the end of their life cycle.

2.3.17. To encourage sustainable practices in the planning, design and ***development*** of the community through such measures as reducing energy consumption; improve or restore ***ecological functions;*** conserving or promoting biodiversity; recycling, harvesting and conserving water resources including waste water; promoting the production and use of local products and local food production; reducing light and noise pollution; encouraging the recycling of building materials and the adaptive re-use of buildings; promoting the use of ***environmentally friendly*** building materials and building systems; conducting energy and lifecycle audits; and promoting adaptive technologies that reduce consumptive practices.

2.3.18. Council will endeavor to administer this plan fairly and consistently in the review of planning applications and the application of the policies of this Plan and shall be consistent with the Provincial Policy Statement and the County Official Plan.

2.3.19. **Economic Development -** To reinforce that economic activity is an important factor affecting land use patterns. The economic base of the Township is primarily a resource-based and service-based economy. The commercial/industrial assessment base is less than 5% of the total assessment value of properties within the Township. The most significant economic ***development*** potential of the Township is to capitalize on the appeal of the community's unspoiled wilderness and scenic beauty as a setting for eco-tourism, destination travel and small business development (e.g., such as in the telecommuting information industries).

The intent of Council is to strengthen the economic base by building on the assets that a remote and pristine area has to offer. This will take the form of encouraging residential ***development*** that is environmentally sustainable, by encouraging home based and small businesses, by fostering the expansion of the service industry sector and by conserving areas of renewable and non-renewable resources for their economic benefit. Water is an important resource from the standpoint of ***recreational*** activities and waterfront-oriented development such that this resource will play a key role in attracting economic growth. Forests are also recognized as an important renewable resource for harvest and recreational activities.

The Council shall, at all times, bear in mind the financial status of the Township and its residents alike in the evaluation of new ***development*** proposals. In order to protect the financial position of the Township, the timing, nature and location of new ***development*** shall be such that the demand for municipal services is not excessive in relation to the taxable

assessment. For example, ***development*** will be encouraged where it takes advantage of existing infrastructure, rather than the extension or provision of new infrastructure, notably roads. It is also Council's expectation that the proponent of development will bear the costs associated with development (e.g., studies, servicing etc.).

3 GENERAL DEVELOPMENT POLICIES

3.1 General

The following **General Development Policies** have application throughout the Township of North Frontenac. It is a policy of Council that all ***development*** shall take place in accordance with the **General Development Policies**, where they are relevant, in addition to the policies for specific land use designations.

3.2 Accessory Uses

Wherever a use is permitted in a land use designation, it is intended that uses, buildings or structures normally incidental, accessory or essential to that use shall also be permitted. Permitted accessory uses shall be listed in the implementing Zoning By-law. (*Examples: a swimming pool, shed, garage, home based business, boat house, garden suite to a residential use or a storage building, parking area, or accessory dwelling for non-residential uses*.)

3.3 Buffering and Land Use Conflicts

Where land uses may create a land use conflict or are incompatible with each other or may potentially lead to ***adverse effects***, buffering may be required. The intent of this Plan is to require that matters of land use incompatibility be addressed in the review of all planning applications and that buffering and/or mitigation is undertaken wherever required to avoid land use conflicts. Buffering may consist of a fence, open space, a berm, a wall, landscaping or plantings, a separation distance, an intervening land use that is different from the conflicting land uses but compatible with both, or any combination of these measures. Buffering may be imposed through the use of zoning or site plan control to achieve the goal of reducing or mitigating potential adverse impacts. On matters of land use compatibility, Council, in the review of planning applications, will consult with the public as required by the *Planning Act.* Council may extend consultation with the public to applications for site plan approval.

3.4 Cultural Heritage and Archeological Resources

3.4.1. Introduction

The intent of this Plan is to conserve built ***heritage*** resources, ***cultural heritage landscapes*** and ***archeological resources. Built heritage resources*** means one or more ***significant*** buildings, structures, monuments, installations, or remains associated with architectural, cultural, social, political, economic, or military history, and identified as being important to a community. These resources may be identified through designation or heritage conservation easement under the *Ontario Heritage Act*, or listed by local, provincial or Federal jurisdictions.

A cultural heritage landscape means a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a ***significant*** type of heritage form, distinctive from that of its constituent elements or parts. Examples may include, but are not limited to, heritage conservation districts designated under the *Ontario Heritage* Act; and villages, parks, gardens, battlefields, main streets and neighbourhoods, cemeteries, trailways and industrial complexes of cultural heritage value.

Areas of archaeological potential are determined through the use of Provincial screening criteria, or criteria based on known archaeological records within the Township with the assistance of a licensed archaeologist.

Archaeological resources include artifacts, archaeological sites and marine archaeological sites. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act.* Such criteria include features such as proximity to water (such as current or ancient shorelines, rolling topography, unusual landforms, and any locally known ***significant*** heritage areas such as portage routes or other places of past human settlement). Archaeological potential is confirmed through archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act.*

3.4.2. Policies

It is a policy of Council to consider cultural heritage and archaeology in all land use planning decisions. Cultural heritage and archaeology resources referred to in this Plan include, but are not restricted to, ***significant*** archaeological resources or ***areas of archaeological potential***, significant ***built heritage resources***, and significant ***cultural heritage landscapes***. To implement this policy, Council shall:

A. Provide for the identification, restoration, protection, maintenance and enhancement of significant ***archaeological resources*** or ***areas of archaeological potential***, significant built ***heritage*** resources, and significant ***cultural*** heritage landscapes of local, Provincial or Federal heritage value. This may be achieved through a co-operative and co-coordinated approach with senior level governments (e.g., sharing of data bases, designations, and joint funding and conservation initiatives).

B. Consider ways and means in which Council may co-operate in the conservation and/or preservation of cultural heritage resources, including utilization of the *Ontario Heritage Act* in the following ways:

   (i) Council may establish a Municipal Heritage Committee (MHC) with the goals and objectives of such a Committee to advise Council by identifying and considering cultural heritage resources throughout the Planning Area.

(ii) Council may designate, by By-law, properties, heritage conservation districts and areas having historic and architectural value or interest in the Planning Area under Parts IV and V of the *Ontario Heritage Act*.

(iii) Council may develop a Municipal register of cultural heritage and ***archaeological resources*** in the Planning Area or assist other organizations and work with the Ministry of Culture in developing, sharing and maintaining an inventory.

(iv) Council will require that in any proposed Plan of Subdivision and prior to the undertaking of any public work, private ***development***, Consent or Zoning By-law Amendment, consideration be given to the possible effects and impacts of such works or development on cultural heritage and archaeological resources and those impacts, where identified, are appropriately mitigated.

(v) Council shall require an archeological impact assessment carried out by an archeologist licensed under the *Ontario Heritage Act*, when any public work, private development, Consent or Zoning By-law Amendment will affect an area containing a known archeological site or cemetery or an area considered to have archeological potential or is within 250 m (820 ft.) of a Provincially registered or known archeological site or cultural heritage feature. Council shall contact the appropriate government agencies, including the Ministry of Culture, the Ministry of Small Business and Consumer Services – Cemeteries Regulation Unit and the OPP when an unmarked human burial site or new archaeological site(s) is discovered and the provisions under the *Ontario Heritage Act* and *Cemeteries Act* shall apply. First Nations will also be contacted and/or consulted where appropriate. (*Note: the provisions of the Ontario Heritage Act and Cemeteries Act would apply.*)

(vi) Council may consider, where appropriate, the passing of Archeological Zoning By-laws under Section 34 of the *Planning Act*, to be adopted for the purpose of preserving identified ***significant*** archeological sites.

(vii) ***Development*** and ***site alteration*** shall only be permitted on lands containing ***archaeological resources*** or ***areas of archaeological potential*** if the significant ***archaeological resources*** have been ***conserved*** by removal and documentation, or by preservation in situ. Where significant ***archaeological resources*** must be preserved on site, only

development and ***site alteration*** which maintain the heritage integrity of the site may be permitted.

(viii) Council may require the preparation of a Heritage Impact Statement conducted by a qualified Heritage Consultant prior to ***development*** and ***site alteration*** on ***adjacent lands*** to protected heritage property or ***cultural heritage landscapes***, or where the proposed **development** has the potential to impact ***built heritage resources*** or cultural ***heritage*** landscapes, to demonstrate that the ***heritage attributes*** of the ***protected heritage property*** will be ***conserved***. Mitigative measures and/or alternative development approaches may be required in order to conserve the ***heritage attributes*** of the ***protected heritage*** property affected by the adjacent development or ***site alteration.***

C. Council may participate in the conversation of cultural heritage and **archaeological resources** through the acquisition, assembly, resale, joint ventures or other forms of involvement that shall result in the sensitive conservation, restoration and/or rehabilitation of those resources.

D. In all land use designations, it is the intent of Council that appropriate care be taken to preserve mature trees and other vegetation of heritage significance and/or scenic value (i.e. a cultural landscape). Existing landmark trees and tree and hedge lines should be an essential consideration in the design of any ***development***. The preservation of trees along streets and roads shall be encouraged by Council, except where removal is necessary because of disease, damage or to ensure public health and safety.

E. Council may utilize available government or non-government funding assistance programs (e.g. Ontario Heritage Foundation) to assist in the implementation of cultural heritage conservation policies. Council, where appropriate, shall co-operate with other levels of government, as well as private agencies and individuals, in the conservation of cultural heritage resources in the community. Council shall coordinate its heritage plans and programs with the plans and programs of senior levels of government.

3.4.3. Algonquin Aboriginal Interests

This Plan recognizes that lands within the boundaries of the Township lie within the historic Algonquin Territory that is part of the Treaty Negotiations with the Federal and Provincial Crowns. An Agreement-in-Principle (AIP) was signed by the Federal and Provincial Governments and the Algonquin Nation in October, 2016. As such, this Plan will respond to direction from the Federal and Provincial Crowns and the Algonquins towards the implementation of the AIP on any Official Plan requirements that arise. Council will seek opportunities for

mutually beneficial engagement with the Algonquins on matters that affect aboriginal history and culture.

The Township may consult with the Algonquins of Ontario with regard to land use planning affecting any of the following matters within the land claim area:

Protection of water quality and utilization of lakes and rivers within the Land Claim area;

a) Any development that would have an impact on navigable waterways and their waterbeds;

b) Any Archaeological Studies related to proposed development where areas of Algonquin interest have been identified; and

c) Any Environmental Impact Studies related to proposed development where areas of Algonquin interest have been identified.

3.5 Minor Variances, Existing and Non-Conforming Buildings and Structures and Non-Complying Uses

Section 45 of the *Planning Act* authorizes a Committee of Adjustment to grant variances and permission for enlargements or extensions to non-complying buildings or structures or changes in the use of lands, buildings or structures for non-conforming uses to a similar or more compatible use. The Committee may approve applications, which comply with the four criteria of the *Act*, namely, that (1) the general intent and purpose of the Official Plan are maintained, (2) the general intent and purpose of the Zoning By-law are maintained, (3) the variance is minor, and (4) the proposed use of land, building or structure is desirable for appropriate development. In the review of applications, the

The Committee will restrict any further encroachment or development into an existing substandard setback on the shore of a water body within the Township.

Nothing in this Plan shall affect the continuance of uses (non-conforming) or setbacks (non-complying) on properties legally established under the provisions of any zoning by-law in force on the date of approval of this Plan.

It may be desirable to permit the extension or enlargement, replacement or change of use of a non-conforming/non-complying property to a similar or more compatible use subject to the provisions of Section 45 of the *Planning Act* and to the following planning principles:

3.5.1. The extension or enlargement, replacement, or change of use does not aggravate the non-conforming/non-complying situation or the enjoyment of neighbouring uses. The following criteria shall be considered by the Township's Committee of Adjustment when considering such applications:

- The use of buffering or screening techniques may be used to mitigate the impacts of development (see **Section 3.3 – Buffering and Lands Use Conflicts**) on neighbouring properties.

- Controls may be imposed on lighting, outside storage, signage, waste storage and disposal etc.

- Such extension, enlargement, replacement or change of use shall not further reduce the requirements of the implementing Zoning By-law.

- The proposed extension, enlargement, replacement, or change of use will not create adverse effects, undue noise, vibration, fumes, smoke, dust, odours, glare from lights, environmental hazards or other public health or safety concerns.

- Traffic and parking conditions in the vicinity will not be adversely affected and traffic impacts will be kept to a minimum by the appropriate design of ingress and egress points to and from the site and by improvement of site conditions especially in proximity to intersections.

- Adequate provisions have been or will be made for off-street parking and loading facilities where they apply.

- Infrastructure and public services such as roads, waste disposal, school bussing, fire protection etc. is adequate or can be made adequate at a reasonable cost to the Township.

3.6 Group Homes

Council recognizes the special and varied needs of individuals that can be met by providing for group homes in a rural residential setting. Accordingly, group homes may be permitted in all zoned areas that permit permanent residential uses in the municipality.

Group homes are generally defined as residences licensed or funded under a federal or provincial statute for the accommodation of 3 to 10 residents (excluding supervisory or operating staff) live together under responsible supervision consistent with the requirements of its residents for a group living arrangement. The group home shall be licensed or approved under provincial statute and shall comply with municipal by-laws.

A group home shall be licensed and/or approved for funding under provincial statutes and in compliance with municipal by-laws (Note: As defined under Section 163 of the *Municipal Act*).

In permitting group homes, Council does not mean to exclude other persons which

may live in a group setting where provincial licensing or approval is not required, but who meet requirements of the zoning by-law.

Group homes may be subject to Site Plan Control by the Township to address such matters as ensuring that the site design is in keeping with the character of the area and that sufficient space is available to accommodate the needs of the residents.

3.7 Home Based Businesses

Home Based Businesses shall generally be permitted as an accessory use in conjunction with residential development provided they do not create a public nuisance (e.g., noise, electrical interference, excessive traffic, odour etc.) and shall be appropriately regulated (Building Code, Fire Regulations; Public Health Regulations, Zoning By-law, etc.) to ensure that they are compatible with surrounding uses. The size, type and scale of the operation shall be established in the implementing Zoning By-law.

Council recognizes that home based businesses are an important component of the economic base of the community and are the genesis of job creation and the provision of goods and services to local and regional markets. A home based business is defined as a privately operated legal business located within a residential dwelling or an accessory building and which is compatible with the character of a residential setting and is an accessory use or clearly secondary to the principal use. Home based businesses shall be encouraged as a means of providing local services, to providing an incubator for new businesses and as a means to providing more specialized services to a broader clientele.

3.8 Influence Areas and Separation Distances

3.8.1. Description

It is a priority of Council to use influence areas and, where appropriate, separation distances, to prevent potentially incompatible land uses from being located so close to each other that **adverse effects** occur. This is particularly the case with sensitive land uses which may be negatively affected if they are located too close to such uses as mineral aggregate sites, waste disposal sites, wrecking yards, highways, and livestock operations. Sensitive land uses are buildings and areas where normal activities occur and include, but are not limited to dwellings, schools, day care centres, health facilities, etc.

An influence area is an area, within which sensitive land uses may be located, but only when the appropriate studies and public consultation have been done or information provided to determine if and where the

sensitive land use can be placed to avoid or mitigate any adverse effects, which may include but are not limited to such effects as harm or damage to a property or the health of a person, injury or damage to plant and animal life, impairment of the safety of any person, interference with normal conduct of business.

A separation distance, however, provides a definite measured limit within which sensitive and other specified land uses will not be permitted. It is also possible for the two approaches to be combined. Council intends to use the influence area approach in the majority of cases.

3.8.2. Application

Reference would be made to the following Sections of this Plan for a description of the particular influence areas or separation distances, which may apply:

A. Mineral Resources - **Influence Area [4.16.6]**

B. Mineral Aggregate Resources - **Influence Area [4.15.4]**

C. General Setbacks from Water **[4.10.6.I]**

D. At capacity Lake Trout Water **[4.10.8.A]**

E. Lake Trout Waters Not At Capacity **[4.10.8.B]**

F. Waste Disposal Sites - **Influence Area [3.16.3]**

G. Salvage Yard Use **[4.11.3.F.]**

H. Provincial Highways **[5.1]**

I. Industrial Uses **[4.1.2.C., 4.5.2.F.(ii)]**

J. Mine Hazards **[3.11]**

K. Noise and Vibration **[3.12]**

L. Minimum Distance Separation Formulae I and II **[4.14]**

M. Natural Heritage Features - **Adjacent Lands [4.12.2.A.-E.]**

3.8.3. Zoning By-law and Development Controls

The Zoning By-law shall set out separation distances specific to particular

land uses and set out the requirements for influence areas. In addition, the Township may use agreements relating to specific developments, such as subdivision or site plan control agreements, to implement any mitigative measures, which may be required.

3.9 Lots of Record

3.9.1. Lots of record are legally created parcels or tracts of land that can legally be conveyed. For the purposes of this Plan, these are deemed to include lots in a registered plan of subdivision, parcels created by Consent (in accordance with the *Planning Act*), and/or any other distinct and separate holding, the deed to which is registered in the Land Registry Office. For further clarification, a lot of record shall be deemed to be a lot that meets the above criteria and existed as of May 19, 2017.

3.9.2. Lots of record which are vacant and which existed on the date of adoption of this Plan may be used for building purposes, provided that, prior to a building permit being issued, the Township is satisfied that:

A. The lot fronts on an existing public road which is opened and maintained year-round and which has a reasonable standard of pavement or gravel construction; or, alternatively, the lot has access, by a private lane. The private-lane shall be connected to an opened and maintained public road with a reasonable standard of pavement or gravel construction. The private lane shall meet the requirements of **Section 5.3** of this Plan. Lots of record that are water access only may be granted for residential dwellings provided there are adequate docking facilities with legal access, and provided parking facilities are available and secured through a deed or other legal instrument acceptable to the Municipality.

B. Sewage disposal facilities and potable water can be provided in accordance with **Section 3.17** of this Plan.

C. The lot meets the standards of the Zoning By-law for the use proposed.

D. An absolute minimum lot size shall be established in the Zoning By-law for development on a lot of record.

E. Development will not create or exacerbate an environmental or public health and safety concern.

F. Development will meet the requirements for an Environmental Impact Assessment or other relevant studies, where applicable under this Plan, and environmental impacts can be clearly mitigated.

G. Development may be subject to an Archaeological Assessment or Heritage Impact Assessment on lots with known or potential ***archaeological resources***.

H. Development may be restricted on lots which are characterized as having natural or human-made hazards.

3.10 Municipal Road Allowance (Shoreline and Concession/Lot)

Where Shore Road Allowances along the shores of lakes and rivers or Concession/Lot Road Allowances have been laid out in locations where they do not function or are not required to provide public access to the water for public purposes, such Shore Road Allowances or Concession Road Allowances may be closed by the Township and sold in accordance with the procedures requirements of the *Municipal Act*.

3.11 Natural and Human-Made Hazards

3.11.1. Contaminated Sites, Site Decommissioning and Clean-up

Potentially contaminated sites include lands where contaminants may be present due to previous industrial, transportation, utility, mining or similar uses. Sources of site contamination can include disposal of waste materials, raw material storage, residues left in containers, lands associated with rail operations, maintenance activities and spills. Some commercial uses such as gasoline stations, automotive repair garages, and salvage yards have a similar potential.

It is a policy to ensure the proper decommissioning and clean-up of contaminated sites prior to their ***redevelopment*** or reuse. Measures to be taken by Council and/or the approval authority and the proponent include the following:

A. Applications for the ***development*** or ***redevelopment*** of sites that are identified as being contaminated or potentially contaminated shall require a Phase I Environmental Assessment (ESA) and a Phase II ESA should be completed if required. Clean-up of contaminated sites should be done in accordance with the record of Site condition Regulation (O. Reg. 153/04) and Ministry of the Environment and Climate Change guidelines.

B. Where the Record of Site Condition indicates that remediation work is necessary, the approval authority shall require as a condition of approval of ***development*** or ***redevelopment*** that appropriate

action is taken to implement the components of the site remediation plan.

C. Site plan control may be used as a measure to enhance site decommissioning and remediation. (See **Section 6.9.10 - Site Plan Control**).

D. Contaminated sites may be placed in a holding zone in the Municipality's zoning by-law. Where a holding zone is used, the "H" may be removed when the site has been acceptably decommissioned or cleaned up to the satisfaction of the Municipality and in accordance with a site remediation plan and subject further, to the submission to the Municipality of a Ministry of the Environment and Climate Change acknowledged Record of Site Condition. No building permit shall be issued prior to the lifting of the holding symbol.

3.12 Noise and Vibration

3.12.1 Feasibility and/or noise/vibration studies using Ministry of the Environment and Climate Change guidelines may be required for applications for ***development*** of a sensitive land use (e.g., residential use, daycare, education or health care facility) within 100 m (328 ft.) of Highway 41 and shall be prepared by a qualified consultant and to the satisfaction of the Municipality. The study shall demonstrate whether noise and vibrations levels can be reduced to meet Provincial standards. The conclusions and recommendations of this study shall be implemented through conditions of the development approval.

3.12.2. Feasibility and/or noise/vibration studies may be required for development within the influence area of a stationary noise source (i.e. industry, electrical generating station, hydro transformer, water pumping station etc.) Such studies shall be prepared by a qualified consultant in accordance with Ministry of the Environment and Climate Change Guidelines and shall demonstrate whether noise and vibrations levels can be reduced to meet Provincial standards. The conclusions and recommendations of these studies shall be implemented through conditions of the development approval.

3.12.3. These policies do not apply to infill on Lots of Record or extensions to existing buildings.

3.13 Public Utilities and Communications Facilities Corridors

The sustainability, health and safety of North Frontenac residents and its economy is closely linked to the hydroelectric corridors and utilities networks. These facilities and corridors include a wide variety of utilities that are owned and operated by both public and private entities, including broadband and fibre optic networks. Also, some waterfront areas are serviced by underwater utilities.

3.14 Shoreline Structures

The policies of the Zoning By-law shall apply to shoreline structures abutting any lake or water body. All shoreline structures and activity areas shall require Municipal approval prior to commencing any work. Other government agency approvals may also be required, such as the Conservation Authority.

Shoreline structures are permitted only for uses which by their nature need to be located near the shoreline, such as docks, single storey boathouses and boat ports, marine storage sheds, viewing decks and gazebos and do not include sleeping cabins, bunkies or large storage structures.

3.14.1. With the exception of docks and (wet) boathouses which extend into the water, all shoreline structures shall be constructed within the confines of the property boundaries of a lot.

3.14.2. Interior finishing or occupancy of any portion of a boathouse, boat port or any other permitted shoreline structure for use or occupancy as a dwelling shall not be permitted.

3.14.3. Construction of a second storey addition for any shoreline structure shall not be permitted.

3.14.4. Shoreline structures may be permitted in a front yard on lots having water frontage provided that such uses meet appropriate zoning standards and appropriate Conservation Authority regulations and standards, where applicable. **(see Section 4.10.2.B. (vii) and Section 4.12.2.C.)**

3.15 Subdivisions, Condominiums, Consents and Part-lot Control

3.15.1. Plans of Subdivision and Condominium

Land ***development*** shall generally take place by Consent for small scale development or Plan of Subdivision or Condominium for large scale developments.

Consents shall be the method of land division where the Municipality is satisfied that a Plan of Subdivision or Condominium is not feasible or practical. Frontenac County Council is the approval authority for Plans of Subdivision or Condominium, in consultation with the Township Council.
In determining the need for a Plan of Subdivision or Condominium, Council shall have regard for the following criteria:

A. Scale of ***development***: for larger scale development, such as the creation of four or more lots, which will usually require new services, or will have an impact on lakes if waterfront development, proposals will be carefully reviewed to determine if they are best addressed through the subdivision or condominium process;

B. Municipal Services: a subdivision or condominium will normally be required where new roads will be constructed which may be assumed by the Municipality or there is a need for a cost-benefit analysis in assessing the potential operational costs to the Municipality for providing services (e.g. waste disposal, fire protection);

C. Environmental impacts: ***development*** expected to have a ***significant*** impact on the natural environment (e.g. on lake capacity, on the quality or quantity of water, on sensitive habitat), may be best addressed by a Plan of Subdivision or Condominium. Of particular importance is establishing an appropriate (minimum) or sustainable lot size for future development.

D. Impact Studies: where it is necessary to assess the potential impacts of ***development*** on a broad scale or larger geographic area (e.g. known or potential contaminated site, determining the extent of flood prone lands, determining the exposure to noise and/or vibration), a Plan of Subdivision or Condominium is preferred.

E. Cumulative ***Development***: land which may be developed in phases or over a period of years or where there is a need to consider the cumulative impacts of developing some or all of the property will be reviewed to determine whether a plan of Subdivision or Condominium is the best approach.

An application for a Plan of Subdivision and Condominium shall be in accordance with the requirements of the *Planning Act*. Applications for Plans of Subdivision and Condominium will not be considered complete until the information and materials required under the Planning Act and Regulation 544/06, along with any other information and materials identified by the County have been provided. Additional information may be required in assessing the appropriateness and the location of the subdivision. Regard shall be given to the requirements for an impact assessment for subdivisions proposed within the Lake Development Area or in the vicinity of identified natural heritage features (see **Land Use Plan Schedules**), archaeological or cultural heritage resources (see **Section 3.4**) or natural (i.e. organic soils and steep or unstable slopes) and human-made hazards (see **Section 3.11**), noise and vibration (see **Section 3.12**), or waste disposal facilities (see **Section 3.16**). Reference shall also be made to the servicing policies of this Plan (see **Section 3.17**) for the requirements for water supply and sewage disposal. In developing a Plan of Subdivision or Condominium, applications shall be consistent with the Provincial Policy Statement in effect at the time and to other Provincial plans where applicable.

It shall be the policy of Council to consider for approval, only those plans of Subdivision or Condominium which comply with the policies of this Plan and which, to the satisfaction of the Council, can be supplied with adequate and cost effective public service.

Council may request the approval authority to impose conditions (e.g., land dedication or conveyance for road widening or parks, impact studies, zoning etc.) and may require the applicant to enter into an agreement under Section 51 (26) of the *Planning Act* for the installation of services; securing the financial arrangements and such other matters as are provided for under the *Planning Act.*

3.15.2. Consents

Provisions relating to the granting of Consents are set out in Sections 51 and 53 of the *Planning Act*. Council shall ensure that decisions on Consents are consistent with the Provincial Policy Statement in addition to the following Consent policy checklist, which is intended to be used by the Committee of Adjustment in the review of Consent Applications.

A. The Consent Application shall be complete and shall include the prescribed information and sketch set out in Ontario Regulation 547/06, and the prescribed application fee and shall comply with the requirements

of the *Planning Act* and associated Ontario Regulation for the filing, review, notice and decision procedures;

B. The sketch shall show the lands to be severed and the prescribed information set out in the Ontario Regulation 547/06 including but not limited to lands to be retained, existing and proposed lot dimensions, lot areas and buildings, natural physical features (water bodies, slopes, tree cover) and sufficient information to be able to easily locate the land;

C. The proposed use of the severed lot shall be a use permitted in the underlying land use designation (e.g., refer to the Official Plan **Land Uses Plan Schedules** to determine designation and then refer to corresponding list of permitted uses for that designation in the text of this Plan);

D. The lot(s) to be severed and to be retained must meet the requirements of the Zoning By-law. The applicant will be required to demonstrate that there is a sufficient land area suitable for a building envelope on a proposed lot that is outside of ***hazardous lands*** (i.e. flood plain, rock outcrop, steep slope, unstable soils), outside of the required 30 metre setback from the water and all yard setbacks required by the Zoning By-law, and outside of an easement or any part of a private lane or right-of-way. In determining compliance with the Zoning By-law, areas which are not useable on a lot may be excluded for the purposes of calculating the minimum required lot area or a required setback.

The lot(s) to be severed and to be retained must meet the requirements of the–influence area or special setback or separation requirements where the intended use of the lot is for a sensitive land use (e.g. a dwelling, daycare facility, educational facility or health care facility, or other land use were applicable). Reference should be made to all applicable Sections of this Plan for further explanation, i.e. ***Hazardous Sites; Mine Hazards***; Lake Development Areas, etc. including the following:

(i) **3.4** – Built Heritage Resources, Cultural Heritage Landscapes and Archeological Resources;

(ii) **3.11** – Natural and Human-Made Hazards;

(iii) **3.12** – Noise and Vibration;

(iv) **4.12** – Natural Heritage Features;

(v) **3.16** – Waste Disposal;

(vi) **4.1.2.C** – Industrial Land Uses;

(vii) **4.14** – Agriculture Resource Lands (Minimum Distance Formulae I and II)

(viii) **4.15** – Mineral Aggregate Resources (pits and quarries)

(ix) **4.16** – Mineral Resources

(x) **4.10.2** – Lake Capacity/Environmental Impact

E. The Committee of Adjustment or Planner may require the application be supported by studies or other information, which may be required to determine whether the application will comply with the policies of this Plan. Such studies or further information may include, but are not limited to any of the following:

(i) Mitigation of industrial impacts;

(ii) Mitigation of waste disposal impacts;

(iii) Verification of non-impact for below ground water aggregate operations – Groundwater Impact Study;

(iv) Plan/measures for rehabilitation of ***mine hazards*** assessment of mineral potential;

(v) Environmental Impact Assessment/mitigation measures for natural heritage features, including potential slope and soil hazards;

(vi) Flood proofing measures;

(vii) Noise or acoustical study;

(viii) Record of Site Condition (contaminated sites) (see **Section 3.11.1 - Contaminated Sites);**

(ix) Archaeological Assessment or Heritage Impact Statement (see **Section 3.4);**

(x) Minimum Distance Formula calculation;

(xi) Lake Capacity calculation;

(xii) Proof of off-site reserve system sewage capacity;

(xiii) Hydrogeological and Terrain Analysis Report;

(xiv) Storm Water Management Report/Master Drainage Plan;

(xv) Engineered drawings confirming the safety of a walk-out basement if dwelling is built on or near a steep slope.

In the absence of appropriate mitigation, the application will be refused. The intent of the Plan is to ensure satisfactory compatibility between the proposed land use and existing land uses;

F. The application should be supported with information or an environmental compliance approval or evidence to verify suitability of the lot for sewage disposal. This may include approval for an individual on-site system or a communal system or a hydrogeological study (see **Section 3.17, Water Supply and Sewage Disposal**);

G. The applicant shall provide proof of a potable water source prior to the stamping of the deed to create a new lot, excluding waterfront properties***.***

H. The lot shall have the frontage on and direct access to a year round maintained public road unless otherwise exempted as follows:

(i) A lot may be created which will have frontage on a publicly maintained seasonal road, or a designated ***recreational*** road owned by the Crown but managed through a Land Use Permit (LUP) by the Municipality, or a registered right-of-way or private lane which connects to a publicly maintained year round or seasonal road;

(ii) Severances for lots with water access only may be granted for residential dwellings provided there are adequate docking facilities, accessible, legal access, and provided parking

facilities are available and secured through a deed or legal instrument acceptable to the Municipality, and are on the same water body. Lands may be zoned to include the lot and the parking in the same zone;

(iii) Lots for non-habitable buildings or structures associated with forestry, mining, ***mineral aggregate operations*** and telecommunications may be accessed by private roads;

I. Where the lot proposed fronts on a Provincial highway, prior approval must be obtained for access from the Ministry of Transportation. Also, where the Ministry has identified the need for a road widening, the necessary land shall be dedicated as a condition of approval. The applicant must receive approval from the Municipality for the location and installation requirements for an entrance and/or culvert for access onto any public road;

J. The access or entrance to any lot should not create a traffic hazard (e.g. on a curve or a hill where a driver's sight line is blocked or impaired). To improve the safety of roads in the area, sight distances should be maintained on corner lots;

K. Where the potential for a cultural heritage site or archeological site has been identified, an archeological assessment or heritage assessment may be required. The applicant should consult with the Municipality, or the Ministry of Culture (see **Section 3.4 Built Heritage Resources, Cultural Heritage Landscapes** and Archeological Resources and **6.8 – Ontario Heritage Act**);

L. Consents will not be granted which have the effect of limiting access to back lands for future ***development*** or which have the effect of creating land locked parcels for either the severed or retained lot;

M. Consents may not be granted in areas where the undue extension of municipal services would be required (e.g. extension of a public road or school bus route);

N. Consents may not be granted for the creation of a new lot on a water body where the lake has reached its

development capacity and no residual capacity exists for that water body (see Section 4.10.3);

O. Consents may not be granted which would interfere with a future public facility such as a park, road, source of water or similar facility;

P. Consents for non-residential uses (industrial, commercial, institutional uses) shall be appropriately located and comply with other policies of this Plan. Non-residential uses more appropriate to a rural setting should be directed to a location outside of Hamlet ***settlement areas***;

Q. Consents in any built-up areas shall be proportioned to appropriately fit within the lotting pattern and serve to enhance the viability of the urban areas;

R. Despite the criteria outlined in 'A' to 'Q' above, Consents may be granted for the following purposes:

(i) To correct lot boundaries;

(ii) To convey additional land to an adjacent lot provided the conveyance does not lead to the creation of an undersized or irregularly shaped lot for the purpose for which it is being or will be used, or the land to be retained;

(iii) To clarify title to the land;

(iv) Where the effect of the settlement does not create an additional building lot; and

(v) To permit an easement;

S. Conditions may be imposed by Council in the granting of severances, which may include but not be limited to the following:

(i) A Zoning Amendment under the Zoning By-law or a Minor Variance under Section 45 of the *Planning Act*;

(ii) Site plan control;

(iii) The dedication of land or cash-in-lieu of parkland;

(iv) The conveyance of land or conveyance for easements for utilities, access control or drainage;

(v) The construction or upgrading of roads or the installation of drainage facilities and culverts;

(vi) The establishment of buffer strips and landscaping;

(vii) The installation of water supply or sewage disposal systems;

(viii) The entering into of a Consent (Development) Agreement including provisions of financial guarantees;

(ix) Demolition of buildings or structures and/or measures to remediate the property due to hazardous or contaminated conditions;

(x) Implementation for adequate drainage or storm water management requiring the submission of a survey or reference plan of survey;

(xi) The requirement for additional information or studies

3.15.3. Part-Lot Control

Part-lot control may be used for existing plans of subdivision where it is necessary to realign lot boundaries, to clarify or grant title, to exact specific servicing requirements as a condition of consent such as a road widening or to further control internal ***development*** on a lot.

3.16 Waste Disposal

3.16.1. Existing or New Sites

Existing active or new sites (public or private) within the Municipality may only be operated, expanded or closed in accordance with current Provincial environmental standards and approvals. Waste disposal activities may include facilities for recycling, composting, septage disposal, hazardous waste control and ancillary activities in

accordance with the Environmental Compliance Approval. New sites, including sites for septage disposal, will require an amendment to this Plan and will require approval under the *Environmental Protection Act* before an amendment is considered. Prohibited wastes shall include nuclear wastes, hazardous or pathological wastes. Sites may include transfer sites used for the temporary storage of waste materials.

3.16.2. Closed or Inactive Sites

Closed or inactive sites may be used for other purposes subject to meeting requirements of the *Environmental Protection Act* (*Section 46*). In general, no buildings or other use may be made of land used as a waste management facility within a period of 25 years from the year in which the site was closed without the prior approval of the Minister of the Environment. Exceptions include the use of the property for Solar Energy Infrastructure.

3.16.3. Influence Area

Council recognizes that waste management facilities may have an impact on adjacent land uses. An influence area surrounding the waste management facility will be set out in the implementing zoning by-law to recognize the potential for ***adverse effects*** between the existing waste management facility and any abutting land uses. No ***development*** shall be permitted on or within 30 m (98.4 ft.) of the fill area of an active waste disposal facility or area. ***Development*** proposed beyond the 30 m (98.4 ft.) but within an influence area of 500 m (1,640 ft.) of the fill area of an active waste disposal facility or area of a waste site closed less than 25 years ago shall be accompanied by a technical study prepared in accordance with the Ministry of the Environment, Climate Change and Energy's 'D-Series Guidelines' and prepared by a qualified individual that demonstrates that the proposed ***development***, particularly a sensitive land use will not be negatively impacted by the waste disposal facility (e.g. leachate, methane gas, rodents, vermin, odours, fire etc.). Where recommended by the impact assessment, measures to mitigate any adverse impacts will be required as a condition of development.

3.16.4. Designation on Land Use Plan

Waste Disposal sites are identified on the **Land Use Plan Schedules** as a land use designation.

3.16.5. Development to Have Adequate Capacity

Council, in the review of planning applications, will ensure that there is sufficient capacity to accommodate the waste disposal needs of the proposed ***development***. Council will continue to monitor the

capacity of the existing sites and will undertake improvements as required (e.g. expand sites or implement operational plans), to maintain adequate capacity for future development.

Council will monitor the environmental impacts of sites to ensure that there is no off-site migration of leachate.

3.16.6. Three R's

Recycling is mandatory in the Municipality. Council supports a program to reduce, reuse and recycle waste products with new initiatives in waste management being introduced as is feasible.

***Reference document: Guideline D-4, Land Use on or Near Landfills and Dumps, Ministry of the Environment and Climate Change.*

3.17 Water Supply and Sewage Disposal

3.17.1. Policy Overview

The Provincial Policy Statement identifies a servicing hierarchy of which **municipal sewage services** and **municipal water services** (connected to a centralized water and waste water treatment facility) are the preferred form of servicing for **settlement areas**. It is the intent of Council, in having regard for this statement, to balance the servicing needs of the area with the character of **development**. Servicing will be on the basis of **individual on-site sewage** services and **individual on-site water services**. This reflects the character of the area as well as the intent to avoid densities, which may necessitate the installation of piped services. This may not preclude the need for private communal sewage and water services for larger scale permanent residential (condominium or tenured ownership), developments, commercial developments such as ***recreational*** vehicle park, tourist commercial operation etc.

Where applicable, Council will have regard for Ontario's "*Safe Drinking Water Act",* which ensures that Ontarians have access to a safe drinking water supply.

3.17.2. Individual On-Site Systems

A. Lands throughout the Planning Area may be serviced by **individual on-site sewage services** and **individual on-site water services**. Individual on-site services are owned, operated and managed by the owner of the property upon which the system(s) are located. Planning applications for new **development** shall be supported with information satisfactory to meeting the approval requirements under the

Ministry of Environment and Climate Change D-series Guidelines or the *Ontario Water Resources Act*:

B. Where a lot or lots are serviced with individual on-site water and sewage services site conditions shall be suitable for the long-term provision of such services. This may require a hydrogeological and water supply assessment study designed to assess the potential risk to groundwater. Reference shall be made to Ministry of the Environment and Climate Change, Guidelines D-5-4 and D-5-5, Technical Guideline for Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment, in undertaking the appropriate assessment. Approval of new lots shall include sufficient off-site ***reserve sewage system capacity*** for hauled sewage and the lot shall be accessible by a sewage hauler.

3.17.3. Communal Services

Council may consider private sewage and private water communal services for multiple lot/unit ***development*** (more than five lots/units).

Prior to considering the need for a communal service Council shall be satisfied that the following criteria are considered:

A. That the proposed density of development is essential to the viability of the project and that other development or servicing options have been thoroughly considered (i.e. different location, method of servicing, acquisition of a larger land holding etc.), and that as a result, the only reasonable or economical alternative is a communal service.

B. That the potential for remedial measures has been adequately investigated with respect to health related matters (i.e. well contamination, nutrient management, and that no reasonable or economical alternative exits for resolving such health concerns than to install a communal service.

C. That the Ministry of the Environment and Climate Change has issued an order under the *"Ontario Water Resources Act"* requiring the installation of a communal system and/or the proposed communal service qualifies for Certificate of Approval from the Ministry.

D. That the proposed owner/operator has prepared an appropriate business plan to establish an appropriate cost structure for the installation and operation of the communal services(s).

E. That a financial security can be established (e.g. trust fund and/or insurance policy), to offset potential capital or operational costs arising from the default of the operator.

F. Where such a service is deemed to be necessary based on the above criteria and is approved, Council will assume ownership and operation after the issuance of a Environmental Compliance Approval where a private communal sewage service and or a private communal water service are required for permanent freehold residential development. Where a private communal sewage service(s) is required for permanent residential development, the Municipality shall be responsible for the service(s) should the system fail or the maintenance be neglected. Where a private communal service is required a responsibility agreement shall be required between the Municipality and the proponent or developer. A responsibility agreement will not be required for a mobile home park or ***recreational*** vehicle park for non-permanent residential development.

(Note: a private communal water service may include a Permit to Take Water under the Ontario Water Resources Act.) The responsibility agreement shall set out the requirements for the operation and maintenance of the system on a private basis subject to the approval of the Ministry of Environment. The legal agreement shall contain financial assurance provisions which will ensure funds for operation and routine maintenance as well as a secured fund for capital improvements should repair or replacement of the facility become necessary. In addition, the legal agreement shall set out the following:

(i) Operating and Maintenance Standards.

(ii) A definition of Default.

(iii) An outline of remedial action.

(iv) Registration on title of the subject property.

(v) Easements, where required.

Council will assume ownership/operation for the private communal sewage and/or water service should the system fail or should the operator fail to operate or maintain the system according to the agreement and will utilize the financial security as needs to be in the operation/repair of the communal sewage service(s).

For the purposes of this Plan, private communal services means a sewage works within the meaning of Section 1 of the Ontario Water Resources Act that serves **six or more lots** or private residences and is not owned by a Municipality. **Private communal water services** means a non-municipal drinking water system within the meaning of Section 2 of the Safe Drinking Water Act, 2002 that serves six or more lots of private residences.

It is recognized that Frontenac County will be preparing a regional communal servicing study in 2017 that may result in Amendments to this Plan.

3.17.4. Stormwater Management and Drainage

It is Council's policy that storm water management shall be required as a preventative approach (rather than relying solely on end-of-pipe quality control) to protecting water resources (quality and quantity). Best management practices will be encouraged in the application of the following principles:

A. That natural hydrological characteristics are maintained, and where possible, enhanced as the means to protecting the base flow of watercourses. In particular, that post-development flows, particularly in receiving streams, are maintained at pre-development levels and that the cumulative impacts of ***development*** (within the sub-***watershed***) are considered as part of storm water ***infrastructure*** design.

B. That the natural infiltration of water on lands, which are developed, is maximized, through 'Low Impact Development' techniques;

C. That proposed ***development*** will not result in increased downstream flooding or erosion or cause ***adverse effects*** on receiving waters;

D. To ensure that alterations to natural drainage systems are prohibited or at least minimized by maximizing the retention of natural vegetation and by leaving stream channels in their natural form;

E. That fish and ***wildlife habitat*** are protected, enhanced or restored including habitat linkages where affected by the discharge or outlet of drainage facilities;

F. That a sustainable environmental approach is utilized in protecting water resources. Examples include the

recirculation of stormwater on-site for irrigation, systems designed to retain all stormwater on-site, green roof, etc.

G. That a construction mitigation plan is instituted to prevent stream borne sediments, changes in flow or other adverse characteristics from affecting the ***ecological functions*** or other impacts on receiving waters during construction.

It is the intent of Council to incorporate storm water management controls into the ***development*** review and approval process. Proponents of development may be required to plan for and undertake storm water management, which complies with the above principles as well as any master drainage plan. This may require a sub-***watershed*** management plan for large tracts of land or a storm water site management plan.

Depending on the size and scope of a particular ***development***, Council may require the preparation of a master drainage plan. Where these plans are in place, stormwater management plans should conform. Council will consult with the Conservation Authority, if applicable, in the review of these plans.

Improvements to storm sewer mains (e.g. replacement, or extensions) are anticipated as part of the regular program of maintenance by the Township and are deemed to comply with this Plan.

The intent of this Plan is to ensure conservation and protection of water resources.

(Reference documents for storm water management include: Storm Water Management Practices & Design Manual, Ministry of the Environment; Guidelines on Erosion and Sediment Control for Urban Construction Sites, Ministry of the Environment. Assistance or consultation with the conservation authority having jurisdiction in the implementation of these guidelines.

3.18 Co-Ordination of Services

Council intends to monitor population, employment and housing development having regard to trends across the County of Frontenac and their impact on growth management strategy in North Frontenac.

Council will co-ordinate economic development planning and programming among community stakeholders such as business, municipalities, government and education organizations and the First Nations community.

Council will protect common transportation and ***infrastructure*** corridors with neighbouring municipalities and the Province.

Council will conserve cultural heritage and ***archaeological resources*** by developing protocols for consultation with adjoining municipalities and the First Nations.

Council will conserve ***natural heritage features and areas*** and area municipalities in ensuring the integrity of the ***natural heritage system***, notably wildlife corridors, wetland complexes and other features which cross municipal boundaries.

Council will coordinate the design, ***development***, expansion and monitoring of waste management systems and the environmental impacts on common ***watersheds***.

4. COMMUNITY DEVELOPMENT – LAND USE

The purpose of the Community Development section of this Plan is to provide Council and the public with land use policies that guide development for certain areas or land uses in the Township. These policies are to be read in conjunction with Section 3 (General Development Policies) when considering development or redevelopment proposals.

4.1 Hamlet Settlement Areas

4.1.1. General

The **Hamlet Settlement Areas**, shown on the **Land Use Plan Schedule,** are the built-up settlements that provide the focus for basic community services required to serve the needs of area residents and visitors. Hamlets also make-up a part of the unique character of the community. Within the areas designated as Hamlet Settlement Areas a mix of land uses will be permitted, notably residential, public service, commercial and industrial. Residential development will be particularly encouraged in order to provide an adequate all-season basis for local businesses and industry.

This Plan designates five **Hamlet Settlement Areas**, namely, Ardoch, Cloyne, Harlowe, Ompah, Plevna, and Snow Road Station, as shown on the **Land Use Plan Schedule.**

In the review of planning applications for Consents, Zoning Amendments and Plans of Subdivision, and in considering lots of record, Council shall encourage the development of the **Hamlet Settlement Areas** by in-fill rather than as strips along the main roads. Provisions shall be made in appropriate locations to reserve road allowances from the main road to future internal lots behind existing development. The development of existing vacant lands within the built-up areas of the Hamlets shall be encouraged.

To achieve as much flexibility as possible, the permitted uses within the Hamlet Settlement Areas are established by policy statements rather than by attempting to designate specific areas for each use on the **Land Use Plan Schedules.**

The boundaries of Hamlet Settlement Areas are considered to be suitable for a 20-year time horizon. Hamlet Settlement Area boundaries may only be adjusted (by amendment to this Plan) where the hamlet does not have a sufficient land supply to accommodate the growth projected for the Township.

4.1.2. Permitted Uses

Permitted uses in the **Hamlet Settlement Areas** designation as shown on the **Land Use Plan Schedule** shall include:

A. ***Residential uses:*** single detached and two-unit dwellings, group homes and garden suites. Two unit dwellings shall include semi-detached dwellings, duplexes and converted dwellings. Higher density residential uses will also be permitted which serve the changing demographic profile of the community such as housing for retirees, continuum-of-care facilities, small block apartments and town housing. Council will endeavour to provide for affordable housing in meeting future housing demands.

Council shall allow the use of a second residential unit by authorizing the use of two residential units in a detached house, semi-detached house or row-house if no building or structure accessory to the house contains a residential unit, and; allow the use of a residential unit in a building or structure accessory to a detached house, semidetached house or row-house if the house contains a single residential unit.

This Policy shall not apply to sleeping cabins or “bunkies” located on waterfront properties.

B. ***Commercial Uses:*** uses which service the needs of residents and the traveling public and tourism industry including but not limited to a grocery store, hardware store and similar convenience retail stores, gift and antique shops, personal service businesses (examples: hair care, pet care, repair shops, bait suppliers, computer services, business offices, financial services, self-storage facilities), existing recreational vehicle parks and campgrounds, accommodation and food services and automotive uses (auto and recreational vehicle sales and services) and tourist outfitters. Commercial uses which act as outlets for local goods and services will also be encouraged such as a farmer’s market, artisan’s crafts or maple syrup products.

C. ***Industrial uses:*** light and medium industrial uses and service type industries which provide services and/or products for the immediate area or which use materials produced locally and normally have a retail outlet. Such uses may include, but not be limited to, a building supply yard, a warehouse, a public garage, and a woodworking establishment, transportation depot. Industrial uses shall be limited to a Class I or Class II use as set out in the Ministry of the Environment Classification system for industrial uses:

(i) **Class I Industry – *Light Industrial***

Means a place of business for a small scale, self-contained plant or building which produces, manufactures, assembles or stores a product which is contained in a package and has a

low probability of fugitive emissions (e.g. noise, odour, dust and vibration). Such industries operate in the daytime only with infrequent movement of products and /or heavy trucks and no outside storage. Examples include: Electronics manufacturing and repair, high technology industries, furniture repair and refinishing, beverage bottling, package and crafting services, small-scale assembly, auto parts supply.

(ii) **Class II Industry – *Medium Industrial***

Means a place of business for medium scale process and manufacturing with outdoor storage of wastes or materials (e.g. it has an open process) and where there are periodic or occasional outputs of fugitive emissions (e.g. noise, odours, dust and/or vibration). Shift operations occur and there is frequent movement of products and /or heavy trucks during daytime hours. Examples include dry cleaning services, printing establishments, paint spray booths, welding shops, courier and transport services, heavy vehicle repairs, bulk fuel storage, raw product storage (aggregates, logs/lumber), warehousing, and contractor's yard.

Recognition shall be given to existing mineral aggregate uses in hamlets provided that extraction operations comply with the policies of **Section 4.15 – Mineral Aggregate Resources**.

D. ***Home Based Businesses:*** see Section 3.7 – **Home Based Businesses** for requirements.

E. ***Garden Suites:*** which are defined as a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary (accessory) to an existing residential structure and that is designed to be portable. Garden suites are intended for people who are largely capable of living independently but who, by virtue of their age or because of a disability require some support to live on their own. They also can serve as an affordable housing option. Council may provide opportunities for garden suites on a site-specific basis provided the lot is of a sufficient size and the unit can be properly serviced with on-site services (water supply and sewage disposal). The Zoning By-law may be used to establish a floor area and unit type for a garden suit. In-law suites may also be permitted where they serve the same purpose.

F. ***Public Service Uses:*** assembly halls, cemeteries, government offices, libraries, public buildings, places of worship, schools, social service clubs and facilities, recreational facilities, heliport, communication towers (see **Section 3.13 – Public Utilities and Communications Facilities** for requirements.).

G. ***Accessory Uses:*** including accessory dwelling units (see **Section 2.3.7)**

H. The Municipal Housing Strategy of Frontenac County Council and the City of Kingston was adopted in 2011. This Strategy has been aligned with the 10-year Housing and Homelessness Plan developed in 2013. It will provide guidance for County Council to ensure that the citizens of the Township are housed in affordable, safe, sanitary and adequate accommodation. Council, with the assistance of the County, shall establish and implement targets for the provision of housing which is affordable to low and moderate income households.

4.1.3. Hamlet Planning Principles

The following site development and zoning standards shall apply to residential and non-residential uses in the Hamlet Settlement areas:

A. Ensuring that the lot size is adequate for the proposed use (e.g. to allow for access, parking and loading, private services, storage, signage, landscaping and buffering, privacy or open space areas, accessory buildings, light, air and access to the rear of the lot) and for potential for future expansion (i.e., enlarging, expanding, phasing and the addition of the industrial building to meet the long-term needs of the business).

B. Ensuring that the lot can be adequately serviced with water supply and sewage disposal (see **Section 3.17 - Water Supply and Sewage Disposal**).

C. An existing residential property may be converted to a commercial use or may be a mix of commercial and residential uses. Conversions shall only be permitted where Council is satisfied that the use will be compatible with land uses in the immediate vicinity and that the lot size is adequate (see **4.1.2 (A)** above). Council may also require buffering (see **Section 3.3 – Buffering and Land Use Conflicts**).

D. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means.

E. Accessibility by those with physical and other challenges will be considered in the review and approval of all development.

F. Provisions shall be made in the implementing Zoning By-law to classify individual types of land use and to set out the zone requirements for development (e.g. lot size, frontage, setbacks, height, parking, signs, landscaping, etc.). Where commercial or

public service facilities are located adjacent to residential uses, provisions may be made for increased setbacks, buffering or screening to avoid land use conflicts with adjacent or nearby residential uses buffering (see **Section 3.3 – Buffering and Land Use Conflicts**).

G. Council will encourage development to occur on existing approved lots before considering new development. Opportunities for intensification and redevelopment shall also be promoted where it can be accommodated in the Hamlets through existing building stock, infill, on existing lots of record and through the rehabilitation and redevelopment of brownfields. Consideration for such initiatives shall recognize the long-term sustainability of development on private water and sewage services or the serving option selected for a hamlet or part thereof. Council shall establish and implement targets for intensification and redevelopment recognizing local servicing limitations.

H. Lots shall have frontage on or direct access onto a public road or onto a private lane where legal access is verified.

I. New industrial development shall have regard to the applicable planning principles listed above and below for industrial development. Existing uses may be expanded where they are compatible to adjacent land uses and adverse effects can be mitigated. The following additional principles shall apply to industrial uses:

(i) Industrial Uses: shall be directed away from residential uses;

(ii) An Influence Area as set out by the Ministry of the Environment and Climate Change for Class I and II industrial uses shall apply between industrial uses and ***sensitive land uses*** (reciprocally) and shall be incorporated into the implementing Zoning By-law. ***Sensitive land uses*** shall not be permitted within the influence area unless it is clearly demonstrated that any ***adverse effects*** are clearly and fully mitigated to the satisfaction of Council and, where applicable, environmental approvals have been obtained from the Ministry of the Environment. The influence area shall be measured from the nearest point of the property line of an industrial use and the nearest point of the property boundary of the ***sensitive*** land use. The influence area for a Class I Industry shall be 70 m (230 ft.) and a Class II Industry 300 m (984 ft.). Where deemed necessary, Council may require buffering or screening by means of fencing, landscaping or berm to reduce any ***adverse effects*** (see **Section 3.3 – Buffering and Land Use Conflicts**). Minimum separation

distances shall be established in the implementing Zoning By-law for each industrial classification which is consistent with Ministry of the Environment Guideline D-6, *'Compatibility Between industrial Facilities and Sensitive Land Uses*'.

(iii) Open storage shall be appropriately screened from adjacent properties and any public street and Provincial highways (see **Section 3.3 – Buffering and Land Use Conflicts**);

(iv) The lot area shall be sufficiently large to accommodate the intended use including parking, on-site maneuvering of vehicles, loading, storage of materials and wastes, access by emergency vehicles, future expansion (i.e., enlarging, expanding, phasing and the addition of industrial buildings to meet the long-term needs of the business) and landscaping;

(v) Building coverage and height control standards will be set out in the implementing Zoning By-law. Building height shall not exceed the equivalent of four storeys;

(vi) Services shall be evaluated to determine if they are adequate to meet the requirements for industrial uses **(i.e. see Section 3.17 - Water Supply and Sewage Disposal)**, waste management, fire protection and roads. Industrial uses, which consume large quantities of water, will not be permitted.

J. Site plan control shall apply in governing the massing and layout of buildings and storage areas, waste disposal areas, access, parking and loading, lighting, drainage, utilities and services, landscaping for any new commercial, industrial or public service use and for extensions to existing uses (see **Section 6.9.10 - Site Plan Control**).

K. Where applicable, the policies of section **4.10 – Lake Development Area** shall apply to any ***development*** proposed within 150 m (500 ft) of a waterbody.

4.2 Rural Area

4.2.1. General

The goal of this Plan is to establish policies that will help the Township deliver a sustainable, living, working rural area that supports existing and future residents who wish to live and work in North Frontenac. Rural Area policies are meant to support and foster farming, commercial operations, and small businesses in order to create an environment to provide practical rural services and employment needed in the Township. Creating new employment opportunities and affordable living will ensure that services such as schools, post offices, and local commercial uses can be feasible in the long term.

Within the Rural Area, the Plan provides for a supply of land for a diversity of traditional and evolving rural uses. These include rural residential, rural co-operative areas, ***recreational*** oriented uses, uses characterized by large areas of open space; p***ublic utilities and commercial facilities*** (see **Section 3.13** for requirements); rural commercial and industrial uses and air strips.

The Plan recognizes the economic value of renewable and non-renewable resources within the Rural Area (e.g. forestry, mineral aggregates, ***minerals***, agriculture and water) and the need for the stewardship of these resources. The Plan provides for resource development and measures for minimizing the land use conflicts, which may arise from such ***development***.

Planning principles (as set out in **Sections 4.3, 4.9, 4.11** or development criteria in **Sections 4.8 and 4.10**) will apply to all ***development*** for the respective land uses in these Sections to ensure that it is environmentally sound and is complementary to the physical and scenic attributes of the natural environment. New ***development*** will be on the basis of on-site (private) water and sewage disposal systems, or communal systems, where necessary (see **Section 3.17**).

Some uses will require a specific land use designation because of their characteristics, while others will be permitted and governed through the Zoning By-law. A number of uses are located and permitted within the Rural Area designation. These Rural Area designation uses include the Rural Residential uses, the Rural Commercial and Industrial uses, the Rural Recreational and Conservation uses, the Tourist Commercial uses and sites, the Recreational Vehicles and Recreational Vehicle Parks and Campgrounds uses and sites, Home Based Businesses, Mobile Home Developments and Agriculture uses. There are also within the Rural Area designation, a number of overlay and pattern systems affecting mineral resources and natural heritage features. Rural Co-operatives, Lake

Development Areas, Crown lands and the ***Mineral Aggregate Resources*** all have their own site designations that are specifically mapped and shown on Schedules “A1”, “A2”, and “A3”.

4.3 Rural Residential Uses

4.3.1. Permitted Uses

For the purposes of this Plan, housing types may include permanent rural residential uses including single detached and two unit dwellings, mobile homes and accessory uses including a garden suite and or secondary suites. Housing types may also include continuum-of-care facilities and tenured housing oriented to short-term or seasonal occupancy such as condominiums, fractional ownership and time-sharing. Recreational vehicles are not considered to be a form of housing, but rather for short-term ***recreational***-oriented accommodation.

4.3.2. Planning Principles

A. Residential development may occur on individually created lots or by Plan of Subdivision subject to **Section 3.15– Subdivisions, Consents and Part-Lot Control**.

Lot sizes for rural residential ***development*** or waterfront residential ***development*** shall be no less than 0.8 ha (2 acres). In determining whether there is a suitable building envelope, all required yard setbacks, steep slopes, rocks bluffs, ***wetlands***, etc. must be subtracted from the overall lot size **(see Section 3.15.2 D).**

Lot sizes may be reduced in developments created by Plan of Subdivision or for multiple unit projects (fractional ownership, condominium, and time share).

Lot sizes or density may only be reduced where the risk assessment arising out of the study clearly indicates that there will be no reduction in water quality in a ground or surface water supply, that the quantity is sustainable for the intended use without the drawdown or well interference with adjacent wells and that other design standards criteria are generally exceeded. The study shall be undertaken by a professional (team) competent in the field of hydrology, hydrogeology and ecology subject to terms of reference approved by the Municipality. The study shall be subject to a peer review at the cost of the applicant for development. The study shall also recommend measures to restore or improve ***sensitive*** surface water features, ***sensitive*** groundwater features and their ***hydrologic functions***.

Rural residential ***development*** shall comply with **Section 4.10 – Waterfront Area** policies of this Plan, if applicable.

It is expected that subdivisions will be developed with public road access, although Council may consider a condominium where they are satisfied that development standards and maintenance for roads and other services will be adequate. Developers will be expected to locate and design a subdivision with a view to complementing and enhancing natural landscapes, emphasize scenic vistas, conserve ecological attributes, natural vegetation and the wilderness setting. A landscape plan shall be submitted to illustrate measures for the conservation or revegetation of the subdivision. Council may control the approval and phasing of subdivision ***development*** to balance the supply and demand for lots while ensuring that revenues are in keeping with the operational costs of providing or maintaining roads and other municipal services. ***Garden Suites*** are permitted within the Rural Area designation in accordance with **Section 4.1.2.E.**

B. Residential development shall be adequately serviced with on-site water and sewage disposal services (see Section 3.18 – Water Supply and Sewage Disposal). Council will require a servicing options report as a means to determine the most appropriate option for servicing for large-scale development such as a Plan of Subdivision or for multiple unit projects (fractional ownership, condominium, time share).

C. Residential ***development*** will be permitted where it has frontage on and direct access to year round maintained roads, preferably the existing network of roads, or on private lanes, either of which must meet municipal standards for road construction (see **Section 5 – Transportation**). In considering the approval of roads, Council shall be satisfied that new roads can be efficiently integrated into the existing road network of the Township and are cost-effective from an operational stand point. Water access will be permitted only for residential development provided the water body has access and long-term parking arrangements are secured at or near the access point by means of a registered lease, deed or other legal instrument acceptable to the Municipality.

D. Energy efficient and sustainable design will be promoted for all ***development.*** Council may establish performance standards through conditional zoning, site plan control and other means.

E. Accessibility by those with physical and other challenges will be considered in the review and approval of all ***development***.

F. The type of access may be used to distinguish the zoning category and level of service (i.e., public services may not be provided or may be limited on private lanes). ***Development*** serviced by a private lane

or water access only, will be placed in a Limited Services Zone while development, which is serviced by a year round maintained public road, may be placed in a Rural Zone. Rezoning may include both the water access lot and the associated water access location.

G. All residential ***development*** is subject to the requirements for influence areas and separation distances (see **Section 3.8**).

H. Provision shall be made for safe access to a lot by avoiding entrances on curves, grades or where sight lines may be limited.

I. All residential ***development*** is subject to the natural and human-made hazards requirements of this plan including polices in **Section 3.11** for contaminated sites, mine hazards, and hazardous sites.

J. Dwellings and other structures shall be set back sufficiently from the crest of any embankment or any stream or river valley in order to ensure adequate structural stability and to protect and conserve the amenities of the natural shoreline (e.g. vegetation).

K. A rural residential ***development*** shall not land lock any other parcel of land in the immediate vicinity and must be designed to allow for integration with future development, where applicable.

(Note: regard shall be given for other applicable policies of this Plan in considering rural residential development. See also **Section 3.2 – Accessory Uses; 3.9 – Lots of Record; and 3.14 – Shoreline Structures**)

4.3.3. Live/Work Development

A. Changing patterns of employment in recent years together with improvements in cellular/broadband technology means that people often can work and operate a business without the need to commute to employment some distance away.

In order to promote affordable housing and small business, the Township supports the creation of 'live/work' units. Live/work units can be defined as small-scale developments which include both residential and business floor space. Specifically, these units are designed primarily for employment purposes but also include residential space connected to the employment premises.

Live/work units allow for people to work from home and therefore can be considered a sustainable form of development. Live/work units can be important in helping to create economic development in the rural area of North Frontenac.

B. There are two main policy directions for live/work units:

i) to provide guidance on the creation of live/work units from existing traditional rural buildings, such as barns, community buildings, surplus school sites, former church buildings; and

ii) to provide guidance on the creation of new build live/work units.

C. Conversion of Buildings to Live/Work Units

North Frontenac supports the re-use of traditional rural buildings for live/work units. The conversion of rural buildings to live/work units allow the retention of rural buildings while at the same time reducing the need to travel long distances for employment purposes.

The Township will consider the conversion of an existing rural buildings to employment generating uses with accessory living accommodation under the following conditions:

i) the building has direct access to a public road or a year-round maintained private road;

ii) the scale and type of building is appropriate to the surrounding area;

iii) in general, the building has character that is important to the local community and is structurally sound and capable of a proposed re-use without major rebuilding;

iv) relates to an employment use which is designed so that it can be used independently of the residential use (so that employment potential is not restricted only to the occupants of the residential space);

v) demonstrates that the building is of sufficient size to accommodate a genuine business use and that any residential use will be accessory to that use. A proposal that has substantial residential use with only a small area for business use will be considered to be residential development and will be subject to the Home-Based Business policies of this plan (Section 3.7);

vi) the occupancy of the residential space is to be restricted to persons involved with the business being operated;

vii) Council may require Site Plan Control approval to ensure the functional use of the property as a commercial/residential use, and to also ensure that the buildings retain their rural character after conversion.

viii) The Township will not support conversions of a building in a farmyard area of a working farm where such a conversion could hinder the future operation of the farm business.

D. Creation of New Live/Work Units

The proportion of people who work from home in rural Eastern Ontario is higher than those who work at home in the urban areas such as Ottawa, Kingston, and Belleville. On this basis, as well as the need to provide rural economic development, North Frontenac supports the creation of new live/work units in the Rural Area of the Township.

Township Council recognizes that the Provincial Policy Statement (2014) directs new growth to settlement areas. However, new live/work units in the Rural Area will also provide for new employment opportunities to meet the needs of the rural economy and support existing community services.

The Township will consider the creation of new live/work units under the following conditions:

i) the property has direct access to a public road or a year-round maintained private road;

ii) the scale and type of building is appropriate to the surrounding area;

iii) the employment use shall be located on the ground floor level of a new live/work structure, with the residential space on the floors above;

iv) there will be no adverse impacts of the new live/work operation on adjacent properties;

v) that the building is of sufficient size to accommodate a genuine business use and that any residential use will be accessory to that use. A proposal that has substantial residential use with only a small area for business use will be considered to be residential development and will be subject to the Home-Based Business policies of this plan (Section 3.7)

vi) Council may require Site Plan Control approval to ensure the functional use of the property as a commercial/residential use.

4.3.4 Tiny Houses

A. Tiny houses are becoming an alternative form of affordable housing and have building standards that can allow for year-round accommodation. For the purposes of this Plan, a tiny house may be defined as a building of less than 400 square feet (37.2 sq. m).

B. The implementing comprehensive zoning by-law will establish minimum lot sizes and setbacks for tiny house location, as well as minimum building size.

C. As a general principle, tiny houses that are built on approved foundation system with septic system shall be permitted in any zone allowing single detached dwellings.

D. Tiny houses built on trailers where the suspension/axle components have been removed and the chassis permanently attached on an approved foundation shall be permitted in any zone allowing single detached dwellings.

E. Tiny houses on mobile chassis where the suspension/axle components remain are considered semi-permanent and shall be permitted in zones that allow mobile homes.

F. The Township will establish general standards to accommodate tiny house living including: minimum room dimension; ceiling height; egress and ingress for sleeping and living areas; bathroom and kitchen requirements; access to loft areas; and any other such adjustments deemed necessary to ensure a safe and liveable dwelling.

4.4 Rural Cooperative Area

4.4.1. Concept and Permitted Uses

For the purposes of this Plan, the **Rural Co-operative Area** designation of land as shown on the **Schedule** to the **Land Use Plan** shall mean that the predominant use of land in the areas so designated shall be for a single planned ***development*** on property owned in common, such as an incorporated co-operative or non-profit organization, land trust or family farm where the ownership and responsibility for the maintenance of all land uses, buildings, services and general management rests with the members. The permitted uses shall be those uses permitted in the Rural Area (Section 4.2).

4.4.2. Planning Principles

Rural Co-operative developments shall be subject to the following:

A. Frontage shall be on a public road that is opened and maintained year-round and which is of a reasonable standard of pavement or gravel construction or, frontage may be on an existing private lane further to Private Lane policies to this Plan (See 5.3 Private Lane Policies). Access to the road shall be such that no traffic hazards are created by limited sight lines.

B. Good agricultural and wood lot land shall be preserved.

C. No buildings shall be erected on any part of any lot subject to flooding, subsidence, erosion or any other physical hazard;

D. Where necessary, adequate buffering shall be provided between the rural co-operative development and adjacent land uses to reduce or eliminate the ***adverse effects*** of one use upon the other and;

E. Energy efficient and sustainable design will be promoted for all ***development***. Council may establish performance standards through conditional zoning, site plan control and other means.

4.4.3. Development Plan

Prior to any new ***development*** taking place in the **Rural Cooperative Area**, the Owners shall prepare and present for approval to the Township a development plan which shall include the location of major land uses, including the road pattern, the existing conditions of any water body to be utilized in the development (if applicable), the staging of such development (if applicable) and an assessment of the economic impact of the proposed uses on such matters as public road maintenance, fire protection services, school bussing, etc. and the on-site servicing requirements of the public body having jurisdiction. In reviewing the rural co-operative development the Municipality may circulate the development plan to any affected public bodies deemed necessary for comment. The approved development plan together with any site plan control and/or other agreements required by the Municipality shall be registered against the lands to which they apply and development on the lands shall take place in accordance with the registered Development Plan and Agreement. The application of site plan control approval will depend on the scale and type of activity involved. (See **Section 6.9.10 - Site Plan Control**).

4.4.4. Dissolution

In the event of dissolution of the development, the existence of separate dwellings and other buildings will not be accepted as justification for Consents outside of what is permitted by the Consent Policies for lands designated as Rural by this Plan. The Consent policies in **Section 3.15.2 Consents** of this Plan shall apply.

4.4.5. Zoning

Rural co-operative uses shall be appropriately zoned in the implementing Zoning By-law.

4.5 Rural Commercial and Industrial Uses

4.5.1. Permitted Uses

Permitted commercial uses shall include small-scale uses, which cater to the needs of local residents and to the traveling public. Examples include an auto service station, motor and recreational vehicle sales and service, general store, tourist outfitter, accommodation services, an eatery, an antique store, gift or craft store or service repair store. Residential uses may be permitted as an accessory use.

Industrial uses shall include a Class I, II or III (Ministry of the Environment classification). Class I and II are described in **Section 4.1.2.C. (i) and (ii).**

Class III Industrial uses are described as a place of business for uses characterized as having emissions such as noise, smoke, odour, fumes or vibrations or extensive outside storage as part of their normal operations. Such uses include sawmills, pulp and paper mills, refineries, smelting operations and similar uses which are intended to be secluded from residential or other ***sensitive land uses*** in order to limit and potential ***adverse effects*** on the environment or the surrounding areas and public health. No industrial use will be permitted that produces noise, smoke, odour, fumes and/or vibrations to such an extent that the reasonable use and enjoyment of surrounding lands, buildings and/or uses is impaired and/or the air quality, water resources and/or public health of the area are negatively impacted. Residential uses may be permitted as an accessory use.

4.5.2. Planning Principles

The following site development and zoning standards shall apply to commercial and industrial uses in the Rural Area:

A. Ensuring that the lot size is adequate for the proposed use (e.g. to allow for access, parking and loading, private services, storage, signage, landscaping and buffering, privacy or open space areas, accessory buildings, light, air and access to the rear of the lot) and for the potential for future expansion (i.e., enlarging, expanding, phasing and the addition of industrial buildings to meet the long-term needs of the business);

B. Ensuring that the lot can be adequately serviced with water supply and sewage disposal (**see Section 3.17 - Water Supply and Sewage Disposal**);

C. ***Development*** shall have frontage on a publicly maintained road, or a designated ***recreational*** road owned by the Crown but maintained by the Municipality, or a registered right-of-way or private lane, which connects to a publicly maintained year round, or seasonal road. Access to commercial and industrial uses will be carefully controlled in order to avoid creating a traffic hazard. Generally, there should be no more than two access points per lot. Access to a Provincial highway is restricted and is subject to the requirements of the Ministry of Transportation (see **Section 5.1 – Provincial Highway**);

D. Where commercial uses are located adjacent to residential uses, provisions may be made for increased setbacks, buffering or screening to avoid land use conflicts with adjacent or nearby residential uses buffering (see **Section 3.3 – Buffering and Land Use Conflicts**);

E. Provisions shall be made in the implementing Zoning By-law to classify individual types of land use and to set out the zone requirements for ***development*** (e.g. lot size, frontage, setbacks, height, parking, signs, landscaping, etc.). Council may establish separation distances between industrial uses and ***sensitive land uses*** and other uses;

F. New industrial ***development***, shall proceed by amendment to this Plan and shall have regard to the applicable planning principles listed above and below for industrial development. Existing uses may be expanded where there are compatible to adjacent land uses and ***adverse effects*** can be mitigated. The following additional principles shall apply to industrial uses:

(i) ***Industrial Uses:*** shall be directed away from residential uses.

(ii) An ***Influence Area*** as set out by the Ministry of the Environment for Class I, II and III industrial uses shall apply between industrial uses and ***sensitive land uses*** **(reciprocally)** and shall be incorporated into the implementing Zoning By-law. ***Sensitive land uses*** shall not be permitted within the influence area unless it is clearly demonstrated that any ***adverse effects*** are clearly and fully mitigated to the satisfaction of Council and, where applicable, environmental approvals have been obtained from the Ministry of the Environment and Climate Change. The influence area shall be measured from the nearest point

of the property line of an industrial use and the nearest point of the property boundary of the ***sensitive land use***. The influence area for a Class I Industry shall be 70 m (230 ft.), a Class II Industry 300 m (984 ft.) and a Class III Industry shall be 1,000 m (3,820 ft.). Where deemed necessary, Council may require buffering or screening by means of fencing, landscaping or berm to reduce any ***adverse effects*** (see **Section 3.3 – Buffering and Land Use Conflicts**). Minimum separation distances shall be established in the implementing Zoning By-law for each industrial classification which are consistent with Ministry of the Environment and Climate Change Guideline D-6, '*Compatibility Between Industrial Facilities and Sensitive Land Uses'.*

(iii) ***Open storage*** shall be appropriately screened from adjacent properties and any public street and Provincial highways. (see **Section 3.3 – Buffering and Land Use Conflicts**);

(iv) The lot area shall be sufficiently large to accommodate the intended use including parking, on-site maneuvering of vehicles, loading, storage of materials and wastes, access by emergency vehicles and landscaping.

(v) Building coverage and height control standards will be set out in the implementing Zoning By-law. Building height shall not exceed the equivalent of four storeys or exceed the firefighting capability of the Municipality.

(vi) Services shall be evaluated to determine if they are adequate to meet the requirements for industrial development (e.g. on-site water and sewer) (see **Section 3.17 - Water Supply and Sewage Disposal**), waste management, fire protection and roads.

G. Site plan control shall apply in governing the massing and layout of buildings and storage areas, waste disposal areas, access, parking and loading, lighting, drainage, utilities and services, landscaping for any new commercial or industrial and for extensions to existing uses (see **Section 6.9.10 - Site Plan Control**);

H. Energy efficient and sustainable design will be promoted for all ***development***. Council may establish performance standards through conditional zoning, site plan control and other means;

I. Accessibility by those with physical and other challenges will be considered in the review and approval of all ***development***;

4.6 Rural Recreational and Conservation Uses

4.6.1. Permitted Uses

Recreation uses are permitted in all areas of the Rural Area designation and shall include such public and private recreation uses which are characterized by large areas of open space and which do not provide for permanent or seasonal residential facilities. Such uses include, but are not necessarily limited to, parks, playgrounds beaches, nature trails, conservation areas and other similar uses available to the public. These shall be permitted in the Rural and Limited Service Residential Zone categories of the implementing Zoning By-law. Recreation uses are subject to the following principles.

4.6.2. Planning Principles

A. Buildings and structures incidental and accessory to the permitted ***recreational*** uses shall also be permitted and shall be designed to integrate visually and functionally, as much as possible, with the natural landscape;

B. ***Recreational*** uses, as defined above, shall be permitted anywhere within the designated Rural Area, provided that there will be no detrimental effects on adjacent uses, and they are appropriately zoned;

C. *Adequate parking* shall be provided in accordance with the provisions of the implementing Zoning By-law. Access points to parking areas shall be located so that no traffic hazard will be created;

D. ***Development*** of new land-oriented ***recreational*** facilities should be compatible with surrounding land uses;

E. Land-oriented recreational ***development*** shall be permitted in the Rural Zone category of the implementing Zoning By-law;

F. A camp (recreational based camp) may be permitted under a land use permit with the Crown or as a remote use on private land, provided that appropriate arrangements are made for on-site servicing. The requirements for frontage on a road may be waived;

G. All rural ***recreational*** uses requiring servicing shall be located on a lot that can be adequately serviced with water supply and sewage disposal (see **Section 3.17 - Water Supply and Sewage Disposal**);

H. Energy efficient and sustainable design will be promoted for all ***development***. Council may establish performance standards through conditional zoning, site plan control and other means; and

I. Accessibility by those with physical and other challenges will be considered in the review and approval of all ***development***.

4.7 Tourist Commercial Uses

4.7.1. Permitted Uses

Tourist Commercial uses shall include a range of commercial facilities that principally serve the tourist trade, such as lodging facilities, motels and resorts, recreation facilities, golf courses, parks and facilities related to boat traffic, such as marinas, docks and other services. Such uses do not include residential uses such as tenured housing oriented to short-term or seasonal occupancy (i.e. condominiums, fractional ownership and time-sharing facilities). Buildings or other items of historic interest, and institutional uses (such as museums and related facilities), shall also be permitted. (Note: Recreational Vehicle Parks and Campgrounds are governed by **Section 4.8)**.

4.7.2. Planning Principles

A. Council will endeavor to concentrate tourist commercial uses into coherent groupings, providing a variety of services in key locations in the Municipality;

B. Tourist commercial uses should be located so that they are readily accessible to tourist traffic either by water or by road. In this regard, water access, as the sole or primary access, may be considered acceptable for seasonally operated uses only **(Section 4.3.2.C.** policies shall apply). Other uses requiring access shall only be permitted on lots with frontage on an open and year round maintained public road or on an existing private lane. (**Section 5.3** policies shall apply);

C. All tourist commercial uses requiring servicing shall be located on a lot that can be adequately serviced with water supply and sewage disposal (see **Section 3.17 - Water Supply and Sewage Disposal**);

D. Residential dwellings shall be permitted as accessory uses on tourist commercial properties for use by either the owner, operator or employees of such establishments;

E. In reviewing applications for tourist commercial **development,** Council should have regard to the protection of the natural

environment, the open space character and the scenic qualities of the area. Tourist commercial uses located adjacent to a water body shall comply with **Section 4.10 – Waterfront Area** policies of this Plan;

F. Tourist commercial uses should be adequately buffered or screened by distance, sight and sound, from any nearby residential use (see **Section 3.3 – Buffering and Land Use Conflicts**);

G. All tourist commercial uses will be placed in a separate category in the implementing Zoning By-law;

H. Energy efficient and sustainable design will be promoted for all ***development***. Council may establish performance standards through conditional zoning, site plan control and other means; and

I. Accessibility by those with physical and other challenges will be considered in the review and approval of all ***development***.

4.8 Recreational Vehicles and Recreational Vehicle Parks and Campgrounds

4.8.1. Purpose

The purpose of a Recreational Vehicle is to provide for a temporary living accommodation that is intended for seasonal use. Recreational vehicles are not permitted to be a substitute for a permanent residential dwelling.

4.8.2. Recreational Vehicle – Definition

Recreational Vehicles, which are also known as travel trailers, motor homes, campers and trailers are for the purposes of this Plan, defined as follows: means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by the motor vehicle and is capable of being used for the living, sleeping or eating accommodation of persons on a temporary, transient or short term basis, even if the vehicle is jacked up or its running gear is removed.

For the purposes of this Plan, a recreational vehicle, as defined shall be considered to be a structure for the purposes of establishing setbacks only.

A recreational vehicle does not include a mobile home, park model trailer, or a manufactured home as defined in the *Planning Act* or as governed by the *Building Code Act.*

This definition does not apply to prevent the storage of boats, boat or vehicle trailers, personal water craft, snowmobiles, all-terrain vehicles (ATVs) or other ***recreational*** equipment normally stored or parked on a lot.

4.8.3. Recreational Vehicle Parks and Campgrounds

The intent of the Plan is to allow for the development of Recreational Vehicle Parks as a means to accommodating recreational vehicles. It is expected that these parks would be operated on a seasonal basis, (e.g., May – October) and closed during the winter months. The Plan allows for the over wintering or storage of recreational vehicles in these parks. Recreational Vehicle Parks shall for the purposes of this Plan, be understood to include a campground for tents. Notwithstanding the provisions of this clause, short term occupancy of recreational vehicles during the period November to May will be permitted. Short-term occupancy may pertain, but is not limited to, weekends, Christmas and New Year's holidays and school breaks.

Recreational vehicles, as defined above, shall be permitted within a Recreational Vehicle Park or campground on land zoned for this purpose in the implementing Zoning By-law.

Where a number of new recreational vehicles are permitted, such as in a designated Recreational Vehicle Park and the aggregate sewage effluent discharge is greater than 10,000 liters per day, the approval of the Ministry of the Environment and Climate Change shall be required as set out in the *Ontario Water Resources Act*. Communal services shall be the preferred means of servicing multiple units. (see also **Section 3.17 – Water Supply and Sewage Disposal**). This policy shall not be deemed to exempt any existing recreational vehicles from compliance with the *Building Code Act or Ontario Water Resources Act*, respectively, where a compliance order is issued.

(Explanatory Note: pollution caused by the inappropriate discharge of sewage including grey water from an existing recreational vehicle may lead to a requirement for, or legal action to rectify the situation)

4.8.4. Recreational Vehicles on Individual Lots

The intent of the Plan is to allow one recreational vehicle to be stored, or to be used on a temporary basis on an individual (building) lot, whether the lot is vacant or whether the lot is occupied by a seasonal or permanent dwelling, subject to the provisions of the Township's Recreational Vehicle Licensing By-law**,** as amended.

However, in recognizing the need to accommodate hunters and fishers, the Plan may allow for additional recreational vehicles on larger lots as set out in the implementing Zoning By-law.

One recreational vehicle only may be used or stored on a vacant lot or on a lot occupied by a dwelling. A recreational vehicle may be used for recreation purposes while located on such a property provided the accommodation is temporary or short term only (e.g., for leisure or vacation

purposes). The period of occupancy may be restricted (e.g. to a specified number of days per month).

Individual recreational vehicles shall only be permitted where they are adequately serviced with a potable water supply, and with an on-site sewage disposal system as approved under the *Building Code Act.* Such sewage disposal system shall be in addition to any self-contained or on-board holding tanks. The intent of the Plan is to avoid the illegal discharge of sewage or grey water on any lands occupied by a recreational vehicle. This provision shall not apply to recreational vehicles which are stored on a lot (but not used) and to recreational vehicles, which are used on a lot occupied by a residential dwelling, for a short duration only (i.e., two weeks or less over the course of a season)**.**

4.8.5. Licensing

Recreational Vehicles may be licensed by the Municipality under the authority of *The Municipal Act.* The licensing **By-law #41-03** shall specify the period of occupancy and the permit fees for recreational vehicles. Licensing provisions shall not apply to recreational vehicles where they are stored only and not used or for recreational vehicles in an RV Park or Campground.

4.8.6. Decks, Enclosures, Additions and Accessory Buildings and Structures

Decks may be permitted to be constructed in association with a recreational vehicle provided they comply with the Zoning By-law and the *Building Code,* where the latter is applicable. Enclosures, roof-overs, extensions or additions to a recreational vehicle shall not be permitted unless such structures or construction has been specifically designed or pre-engineered for the recreational vehicle by the manufacturer or after-market manufacturer and are capable of being removed. No such structures shall be permitted which have the effect of rendering the recreational vehicle as a permanent structure or a permanent residential dwelling on a lot or site.

Accessory buildings (examples: storage or garden shed, gazebo, swimming pools) and structures (examples: sewage disposal systems, docks) shall be permitted. A private garage may be constructed as an accessory building for the long-term storage (i.e. over winter) of a recreational vehicle. All accessory buildings shall comply with the relevant zoning standards. (*Note: Docks may require a permit and/or approval from the Ministry of Natural Resources, The conservation authority having jurisdiction and the Department of Fisheries and Oceans*.)

4.8.7.Development Criteria for Recreational Vehicle Parks and Campground

In considering applications for amendments to the Zoning By-law to zone an area for a new Recreational Vehicle Park or campground or the

expansion of an existing Recreational Vehicle Park or campground (of more than five units), the Council shall, amongst other matters, give consideration to the following development criteria:

A. The type of facility proposed and what uses or facilities in addition to recreational vehicle sites are proposed (e.g., camping, picnicking, swimming);

B. The number of recreational vehicles and the duration of occupancy;

C. The location of the proposed site relative to the land use and other development policies in this Plan.

D. The appropriateness of the topography, soils and vegetative cover of the site relative to the proposed uses. Consideration will be given to the integration, conservation and sustainability of the use with respect to ***natural heritage features and areas*** and the ecology of the natural environment of the lot and adjacent properties. A base line inventory of the natural heritage features (found both on site, and within the vicinity of the site) may be a requirement. An Environmental Impact Study shall be required where applicable under **Section 4.12** of this Plan;

E. The compatibility of the proposed use with existing and anticipated surrounding uses. The setting for these parks should include recreation oriented amenities, (e.g., lake frontage, mature tree cover, proximity to wildlife, access to or proximity to ***recreational*** trails etc.) Buffering from adjacent land uses may be required;

F. The adequacy of existing or proposed roads to provide for traffic volumes and safe access for traffic and recreational vehicles to the site;

G. The proposed water supply and sewage disposal systems shall comply with **Section 3.17 – Water Supply and Sewage Disposal** of the Plan. Water usage and sewage disposal shall take into consideration provisions for shower, rest room and laundry facilities;

H. The adequacy of additional services to be provided such as hydro, telephone etc.

I. Any additional facilities or uses proposed to be included such as administrative facilities, comfort stations, laundry facilities, sewage pump-out facilities, ***recreational*** and commercial facilities primarily designed to service patrons of the Recreational Vehicle Park, docks and boat launching facilities etc. Generally, such uses shall be planned and developed as accessory uses to the park;

J. The adequacy of open space, parking facilities, buffering, storage etc.

K. The development plan prepared by the applicant shall illustrate the details of the layout of the proposed ***development*** including phasing and the ultimate plan. Applications will be encouraged to develop a business plan in support of a proposal for development;

L. The conservation of the water quality of any adjacent water body. A new recreational vehicle park shall be subject to the policies of **Section 4.10 – Waterfront Area** of this Plan;

M. On-site provisions for fire prevention and suppression;

N. Energy efficient and sustainable design will be promoted for all development. Council may establish performance standards through conditional zoning, site plan control and other means;

O. Accessibility by those with physical and other challenges will be considered in the review and approval of all ***development;*** and

P. The entering into of a Site Plan Control Agreement under the *Planning Act.*

4.8.8. Zoning

That provisions are made in the implementing Zoning By-law to regulate recreational vehicles and associated accessory uses and to set out the zone requirements for ***development*** (e.g. lot size, frontage, setbacks, height, parking etc.). Generally, the setbacks for a recreational vehicle shall be comparable to setbacks for residential uses. Particular regard shall be had for conserving the shoreline of an abutting water body in its natural state by establishing setbacks for ***development***.

4.8.9. Property Standards

Council may enact a Property Standards By-law under the Building *Code Act* to regulate the maintenance of properties, buildings and structures used for recreational vehicles or accessory thereto.

4.9 Mobile Home Developments

Mobile Home Developments shall be subject to the policies of this section.

4.9.1. Definitions

For the purposes of this Plan, the following definitions shall apply:

Mobile Home: means any dwelling that is designed to be made mobile, and

constructed or manufactured to provide a permanent residence for one or more persons but does not include a travel trailer or tent trailer or trailer otherwise designed. A Mobile home shall also require a certification label as required by the *Building Code Act.*

Mobile Home Park: means a mobile home development which is under private ownership and managed by a mobile home park operator. Lots alone or lots (sites) with individual mobile homes, whether in a registered Plan of Subdivision or not, may be rented (or sold if within a registered Plan of Subdivision). Ownership and responsibility for the maintenance of internal roads, underground services, commercial areas and buildings, together with general park management (including snow clearance, garbage collection, etc.) rests with the owner. (Note: a mobile home is designed for year-round living and is distinguished from a recreational vehicle and park model trailer which is for seasonal accommodation. A mobile home may be a single wide or double wide unit which is designed and constructed off site to be joined together on-site.)

Mobile Home Subdivision: means a mobile home development which is registered as a subdivision containing lots under either freehold or lease hold tenure.

4.9.2. Planning Principles

Mobile Home Developments shall be properly laid out and shall be approved by the Municipality. In considering applications for Mobile Home Developments, Council should be satisfied with respect to the following principles:

A. Consideration shall only be given to Mobile Home Developments which represent a high standard of quality and which have adequate resources to be properly administered with due regard to all operating aspects. Mobile Home Parks adjacent to a water body shall be subject to the policies of **Section 4.10 – Waterfront Area** of this Plan;

B. Mobile Home Developments should be adapted to individual site conditions, type of market to be serviced, and trends in design of the mobile home itself.

C. Where a number of new mobile homes are permitted, such as in a designated Mobile Home Park ***development***, and the aggregate sewage effluent discharge is greater than 10,000 liters per day, the approval of the Ministry of the Environment and Climate Change shall be required as set out in the *Ontario Water Resources Act*. Communal services shall be the preferred means of servicing

multiple units. Where a communal service is installed, a responsibility agreement will be required between the owner of the recreational vehicle park and the Municipality regarding the ownership and operation of the system. (see also **Section 3.17 – Water Supply and Sewage Disposal**). The proposed water supply and sewage disposal systems shall comply with **Section 3.17 – Water Supply and Sewage Disposal** of the Plan where the effluent discharge is less than 10,000 liters per day. Water usage and sewage disposal shall take into consideration provisions for shower, rest room and laundry facilities;

D. Adequate provision shall be made for adequate off-street parking, landscaping and buffering (see **Section 3.3 – Buffering and Land Use Conflicts**);

E. All streets shall have a paved or compacted granular surface and shall be well drained and graded, suitable for use in all seasons of the year;

F. Mobile homes should be arranged in planned groups or clusters. Not more than one mobile home shall be located on one mobile home lot or site;

G. A wide variety of lot shapes should be provided to accommodate mobile home units of differing sizes including expandable and doublewide units. The placement of individual units should be varied to avoid monotony;

H. Not less than 10 % of the gross site area shall be devoted to ***recreational*** facilities, which shall generally be provided in a central location. In large ***developments*** (involving more than 30 units), recreation facilities may be decentralized, with at least one area large enough for activities such as a small softball park. Recreation areas may include space for community buildings as well as community ***recreational*** facilities. Recreation areas should be bordered by a fence or hedge where it is desirable to control access to the area or separate the area from traffic or nearby mobile home lots. Recreation areas should be landscaped with lawns, shrubbery, roads, etc. to give a pleasing appearance;

I. Vacant lots not occupied by a mobile home shall not be allowed to become weed covered and overgrown and shall be maintained by the park management;

J. Energy efficient and sustainable design will be promoted for all ***development***. Council may establish performance standards through conditional zoning, site plan control and other means;

K. Accessibility by those with physical and other challenges will be considered in the review and approval of all ***development***;

L. To ensure adequate control, ***development*** shall be subject to Site Plan Control and regulated by a site specific rezoning;

M. Mobile Home Developments shall be included in a separate ***zoning*** category in the implementing Zoning By-law; and

N. A mobile home which is transported on a Municipal Road may be subject to a permit issued by the Municipality to ensure the safe movement of the mobile home.

4.9.3 Applications

The Municipality shall require that the applicant submit the following information, so that the full impact of such proposed ***development*** can be assessed:

A. The area and dimension of the land to be developed;

B. An overall plan, fully dimensioned, showing the location and size of all mobile home lots service buildings, communal facilities, roads, walks and parking areas, with details of water supply and sewage facilities;

C. Details of the individual mobile home lots, showing the location and size of mobile home sites, service connections, patios, parking areas, storage buildings, fences and landscaping;

D. Full details of site ***development*** and landscaping, with special attention to grading and overall surface drainage patterns;

E. Details of surrounding developments, with special attention to existing and proposed zoning and land use patterns; and

F. An indication of the proposed type, size and design of the mobile home units.

4.10 Waterfront Area

4.10.1 Introduction

The Township is characterized by a landscape with many lakes and rivers. The intent of this Plan is to ensure conservation, protection and enhancement of water resources. For the purpose of this Plan, Waterfront Areas shall generally include all lands extending 150 metres (500 feet) from the ordinary high water mark of any water body. A water body shall be deemed to be a permanent standing water body in excess of 8 hectares or a major river or waterway. The policies of this section of the Plan are intended to govern development within 150m (500 ft.) of these water bodies and islands with the intent to protect water quality, shoreline amenities and natural habitat areas.

It is Council's intent that the water quality of all water bodies in the Municipality will be maintained at their present level or enhanced. Any new development must be considered in light of its effect of its impact on the environmental quality of any lake or river and, in particular, the provisions of **Section 4.10.8. Lake Trout Waters**.

The Waterfront Area designation describes shoreline development, which is located around the lakes or along the significant rivers in the Township. Permitted uses in this land use designation include low-density residential development, tourist commercial uses listed in **Section 4.7**, and recreational vehicle parks and campground uses listed in **Section 4.8.** Rural residential uses with tenured occupancy such as condominiums, fractional ownership and time sharing are also permitted where such projects also comply with the policies of **Section 4.3.2** of this Plan. Accessory uses may include a sleep cabin or "bunkie" as a detached building or as a loft over a garage provided the cabin/loft is not equipped with cooking facilities.

The shoreline area and water resources, which have attracted settlement, possess physically and environmentally sensitive areas. Water quality, wetlands, natural heritage, and habitat areas must be preserved and protected.

The application of the Waterfront Area designation must be flexible in order to respond to the varied terrain and development conditions within the Township. Generally, land that is on the shoreline or which physically or visually relates to the waterfront is included within this designation.

The Waterfront Area designation identifies and describes the overall low-density shoreline development, which is composed of residential, waterfront, commercial and open space uses, and is related to the recreational and aesthetic opportunities presented by a significant water resource.

The water resources and Waterfront Areas provide the major leisure and recreational opportunities, which benefit the Township.

The Waterfront Area designation also forms the primary basis of the tourism sector, and provides the basis for a strong Township's economic base.

4.10.2 Definition

4.10.2.1 The Waterfront Area designation shall generally be defined as those lands extending inland 150 metres (500 feet). More specifically:

A. Lands which physically or functionally relate to the waterfront area, although extending beyond 150 metres (500 feet) from the waterbody, shall be deemed to be within the Waterfront designation.

B. Lands which do not physically or functionally relate to the waterfront area, although within 150 metres (500 feet) of the waterbody, shall be deemed not to be within the Waterfront designation.

4.10.2.2 For the purposes of Section 4.10.2.1, when determining whether lands physically or functionally relate to the waterfront, the following guidelines shall be considered:

A. the boundary shall be extended beyond 150 metres (500 feet) from the waterbody to encompass a significant natural or built feature;

B. where a road is between 150 metres (500 feet) and 195 metres (650 feet) of a waterbody, the road shall form the boundary;

C. generally, small remnants of rural area surrounded by the waterfront designation shall be included in the Waterfront Area designation;

D. all islands shall be included in the Waterfront Area;

E. for farms, open space and golf courses, the boundary shall generally be 150 metres (500 feet) from the waterbody;

F. portions of resort properties and recreational vehicle parks and campground uses beyond 150 metres (500 feet) from the waterbody shall be included in the Waterfront Area designation; and,

G. the Waterfront Area designation shall be outside the limits of Settlement Area designations.

4.10.2.3 Recognizing that the Waterfront Area boundaries should be flexible in order to recognize the varied terrain and development conditions within the Township, the precise limits of the Waterfront Area designation shall be defined and illustrated in an implementing comprehensive zoning by-law and confirmed by a site visit where necessary.

4.10.2.4 Lands that form the bed of any waterbody defined above shall be considered part of the Waterfront Area.

4.10.3 Basis and Principles

The following principles will apply to growth and development within the Waterfront Area designation:

A. The waterfront area of the Township is an important resource, which will be protected. The waterfront setting consists of open space and low density residential land uses on mainland and island shorelines; interspersed with some commercial development, primarily resorts; set among a forested landscape. This character is recognized and all development shall recognize this character.

B. The Waterfront Area on North Frontenac is a unique resource and asset. On this basis, development – including lot creation – should take place only after careful consideration of those recreational, environmental, socio-economic, and aesthetic qualities which contribute to the attraction of the waterfront and shared enjoyment of its lakes and rivers.

C. Development should be promoted in locations where demands on public services will be minimized, and where this development will most effectively utilize – or help pay for – existing services.

D. Limiting the density of buildings and structures in the Waterfront Area is an important part in protecting the character of the lakes and rivers in North Frontenac. Many factors affect waterfront character such as the number of structures, setbacks, shoreline vegetative buffers, height, size and form of buildings, size and location of shoreline structures, and the historic development of a particular lake or river. A strong vision through the policies in this Plan to limit density related to these factors is fundamental.

E. The integrity of the natural environment, landscape, shorelines and water quality will be protected.

F. Natural and cultural heritage, and habitat will be preserved.

G. The water resources of the Township will continue to be accessible to both private and public users.

H. It is recognized that there are Waterfront Areas in North Frontenac, particularly smaller lakes that are areas that have limited access or are lands that are or have been in the ownership of the Crown. These lands remain mostly undeveloped and provide important recreational and tourism opportunities.

I. Crown land tenure is significant in the Waterfront Area, and First Nation interests are expected to influence land use planning in this area.

J. Shoreline alterations shall require approval by the Municipality and/or appropriate agency (Conservation Authority; Ministry of Natural Resources and Forestry; Canada Fisheries and Oceans).

4.10.4 Goals

Goals of the Waterfront policies are as follows:

A. To protect the character of the waterfront in recognition of the different character of individual lakes.

B. To retain and promote the Waterfront's unique recreational character within the context of primarily a single-tier of development.

C. To ensure that development is suited to its site and that appropriate access and services are provided.

D. To encourage optimal growth while taking into consideration the lake system health of the Township's lakes and rivers.

E. To preserve and enhance the high quality of the recreational and biological aspects of the Waterfront.

F. To ensure growth is compatible with and has regard for the overall physical, environmental, social, and economic aspects of the waterfront.

G. To encourage the redevelopment and expansion of commercial businesses such as resorts and to recognize their important economic function.

4.10.5 Objectives

Objectives of the Waterfront Area policies are as follows:

Character

A. To recognize and protect the character of waterbodies within a single tier of development around the shoreline with limited, low density backlot development where access permits.

B. To ensure that built form does not become concentrated or dominate the Waterfront to the detriment of natural form.

C. To maintain or restore the majority of all developed and undeveloped shorelines in their natural state and promote stewardship of their biological benefits.

D. To work with Frontenac County and Provincial agencies to develop a process to identify the character of individual lakes through a classification system and assign appropriate limitations in an effect to protect this character.

Access and Servicing

E. To ensure that access is provided to all new lots to a standard appropriate to the situation.

F. To promote the waterways as a major recreational asset that should be made accessible to both public and private users.

G. To ensure that development does not unduly contribute to a demand for utilities or services which are uneconomical to provide, improve, or maintain.

H. To encourage public trail systems which provide recreational opportunities and link the waterfront to other areas of the Township.

Natural Areas

I. To maintain a high level of biodiversity by protecting natural areas and the connections between them.

J. To ensure that the environment is protected from negative impacts of development.

K. To protect and, where possible, enhance water quality.

Development

L. To encourage development which will contribute to the attraction and viability of the Waterfront for visitors and residents.

M. To support the continued viability of resorts, campgrounds, other commercial uses, and residential uses as important elements in the North Frontenac economy.

N. To control development on the waterfront such that it does not dominate the natural shoreline.

O. To support redevelopment opportunities of waterfront properties while maintaining the character of the waterfront area.

P. To protect and preserve the cultural heritage and archaeology resources in the waterfront area.

Q. To promote healthy and active communities by planning for public spaces, parks, public access to water, trails, and open space.

R. To ensure all lighting of properties is respectful of neighbours, the environment, navigation and the dark sky.

S. To ensure development of small lots is compatible with development in the area.

4.10.6 General Development Policies

Character

A. The Waterfront Area character differentiates the waterfront area from the rural setting of North Frontenac. Waterfront character is linked to the natural and built form which is oriented toward the lakes and rivers in the Township. Natural form includes predominantly vegetated and forested shorelines with thin soils over the bedrock of the Canadian Shield. Built form includes mostly residential development interspersed with some commercial development, primarily resorts and campgrounds. The Waterfront Area is the focus for recreation, relaxation, water supply, and support for fisheries and wildlife habitat, among others. Where development occurs in the Waterfront Area, it should enhance and protect, where possible, those qualities that contribute to character.

B. Natural form should dominate the character of the Waterfront. Natural shorelines may visually screen development viewed from the water and buffer uses. Shorelines shall be encouraged to be maintained in a predominantly natural state with tree cover and ground vegetation retained as development occurs.

C. Waterfront character evolves over time. Traditionally, tourist commercial in the form of cottage resorts as well as residential development has contributed to the character and economic viability of the North Frontenac. Resorts shall be encouraged to develop and expand in a manner that complements the Township.

D. Where development occurs in the Waterfront, it should complement the natural and built form and should enhance and protect those qualities that contribute to character.

Permitted Uses

E. Permitted uses in areas designated as Waterfront Area are limited to the following:

(i) Residential uses, which shall be limited to low-density residential development, limited service residential development;

(ii) commercial uses including: resorts, marinas, tent and trailer parks as listed in Section 4.8;

(iii) open space uses including parks and recreational uses;

(iv) public uses;

(v) accessory structures and buildings to the above-noted uses; and,

(vi) existing development as defined in an implementing comprehensive zoning by-law.

General Development Standards

F. Waterfront lots should be of sufficient dimension and size to accommodate the use proposed, related structures, and services within acceptable standards. As such, a variety of lot sizes, water frontages, setbacks, and structural limitations are expected in recognition of the natural and built influences in the Waterfront Area.

G. All major development and redevelopment shall be subject to site plan control including all commercial, industrial and institutional uses, as more specifically described in an implementing site plan control by-law.

H. Waterfront Area Lot Size

The following shall constitute minimum lot requirements, unless otherwise specified:

(i) a lot area of 0.8 hectares (2 acres); and,

(ii) a water frontage of 77 metres (250 feet).

I. Shoreline Setbacks

The front yard setbacks, as detailed in an implementing comprehensive zoning by-law, are established in recognition of:

(i) Requirement of a shoreline vegetative buffer;

(ii) Minimizing the dominance of the built form on the natural environment;

(iii) Maintenance of privacy and noise attenuation especially on properties fronting onto a narrow waterbody;

(iv) Maintenance of aesthetic qualities of the waterfront; and;

(v) Protection of natural habitat and minimizing environmental impact in the foreshore area.

J. Building Setbacks

Land based buildings and structures (unless otherwise specified in the Plan) shall be located a minimum of 30 metres (100 feet) from the normal or controlled high water mark of a waterbody with the exception of the following:

(i) Minor accessory building or structures or marine related facilities, which shall be located as detailed in the implementing comprehensive zoning by-law;

(ii) Septic tile bed and mantle, which shall not be permitted within 30 metres (100 feet) of the waterbody;

(iii) existing development as defined in an implementing zoning by-law;

(iv) where lake-specific or site-specific conditions suggest that it would be appropriate, the minimum water setback may be increased. Examples may include sites with steep slopes, limited soil depth, or limited vegetative cover; and

(v) Consideration shall be given in the implementing zoning by-law to the establishment of a maximum floor space index within 60 m (200 feet) of the high water mark to ensure no large structures are built near the shoreline.

K. Sideyard Setbacks

Sideyard setbacks shall be established in an implementing comprehensive zoning by-law in recognition of the following:

(i) in the case of land structures, to maintain a natural area between buildings so as to reduce the dominance of the built form on the natural environment, maintain privacy, attenuate noise, connect habitat, ensure compatibility, and contribute to the aesthetic qualities of the waterfront;

(ii) in the case of shoreline structures, to allow for the ingress and egress of boats to dock spaces and boathouse slips, while maintaining reasonable views and separation for privacy between neighbouring properties; and

(iii) consideration may be given to alternatives where such setbacks are not possible due to terrain or other constraints.

L. Council may consider the implementation of a Tree Preservation By-law in waterfront areas and any development or redevelopment of this area may be permitted in accordance with the By-law.

M. Redevelopment of existing properties shall be encouraged to follow current development standards, as closely as possible, to be compatible with and consistent with sound planning principles including environmental considerations. In addition, encouragement shall be given to restoring and preserving natural shorelines.

N. The preparation of an Environmental Impact Study (EIS) shall be required for all major development in waterfront areas.

O. Aggregate operations shall not be permitted in the Waterfront Area designation.

Water Access Development

P. The following shall generally constitute minimum lot sizes for new lots with water access only, unless otherwise stated:

(i) a lot area of 0.8 hectares (2 acres); and,

(ii) a water frontage of 90 metres (300 feet).

Q. Due to concerns of character, visual impact, environmental impact, access, and service provision, islands must be a minimum of 0.8 hectares (2 acres) to be developed for residential purposes as established in the comprehensive zoning by-law. Islands less than 0.8 hectares in size shall be limited to a picnic shelter and a dock, or existing development as of the date of adoption of this Plan.

R. Where the Township is considering a development proposal for an island slightly less than 0.8 hectares (2 acres) in size, the following matters shall be examined in an Environmental Impact Study accompanying a Zoning By-law Amendment application:

(i) retention of tree cover;

(ii) protection of critical fish and wildlife habitat;

(iii) adequate soil depth and site suitability for a septic system;

(iv) satisfactory long term access and service delivery; and,

(v) modest visual impact and appropriate location of building envelopes.

Access

S. Access to waterfront area development that is not on public roads shall be subject to the Private Roads policies set out in Section 5.3.

Servicing

T. It is anticipated that the Waterfront Area will be serviced by private individual on-site sewage and water systems.

U. Hydrogeological reports satisfactory to the Township and Conservation Authority or Ministry of Environment and Climate Change may be required to support any proposal on private servicing systems where:

(i) more than four residential lots are proposed;

(ii) construction of a new road(s) is proposed;

(iii) there are areas of known or suspect water quantity or quality; or

(iv) for commercial, industrial or other uses which would produce an effluent flow of greater than 4,500 litres per day.

V. The County of Frontenac is undertaking a communal servicing study in 2017. The results of this work will assist the Township in developing policies for private communal servicing development options in the Waterfront Area.

Visual, Scenic and Aesthetic Qualities

W. The preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.

X. Private roads serving waterfront lots are encouraged to blend in with the waterfront setting and terrain, taking into account slope, tree cover, alignment, and road surface, and the policies of the Private Roads Section 5.3 of this Plan.

Y. Development shall be located and designed so as to protect the character and prominence of public views and features including such areas as rock cliffs, waterfalls, rapids, and landmarks. Where development is proposed in such areas, encouragement shall be given to the dedication or acquisition of such lands for the purposes of conservation, public access, trails, and/or portages.

Z. The retention of trees and native vegetation shall be encouraged through site plan control or municipal development agreement to uphold the visual and environmental integrity of the Waterfront Area. Where development is proposed, a natural undisturbed buffer is required at the water's edge to generally meet a target of 15 metres (50 feet) in depth from the high water mark. Where little or no natural buffer exists, renaturalizing will be required, where possible. Minor accessory structures and an access pathway to the shoreline are permitted.

4.10.7 Lake System Health

A. Limits to development on lakes may be based on social, physical, biological and other measures of capacity. The Township will work with Frontenac County, the Frontenac Stewardship Foundation, the Ministry of Environment and Climate Change, the Ministry of Natural Resources and Forestry, Conservation Authorities, lake associations, and other agencies to develop a long term plan for comprehensive lake planning.

B. The Township will encourage and support lake associations to conduct lake stewardship planning. Township Council shall have regard to any such lake plans as part of the information to be considered on planning decisions respecting development or redevelopment on a lake.

C. The overall health of most lakes and rivers in North Frontenac can be considered to be very good to excellent. From a planning perspective a cautious approach to development in the Township will be taken in order to protect these waterbodies. In this regard, new lot creation, development or redevelopment should only be permitted where it is determined that phosphorus impacts on water quality can be effectively eliminated.

D. The role of natural vegetated shorelines in buffering waterbodies from erosion, siltation and nutrient migration adjacent to the sensitive littoral zone is critical to the protection of water quality. Preservation and restoration, where appropriate, of shoreline buffers is therefore necessary. The frontage of a lot will be maintained in a natural state to a target depth of 15 metres (50 feet) from the shoreline where new lots are being created and where vacant lots are being developed. Where lots are already developed and further development or

redevelopment is proposed, these targets should be achieved to the extent feasible. Where these targets cannot be met, a net improvement over the existing situation is required.

E. Construction mitigation measures, storm water management, or other techniques shall be used to minimize negative impacts on water quality.

F. It is recognized that the Mississippi Valley Conservation Authority (MVCA) are developing a plan for the Mississippi watershed beginning in 2017. It is expected that this MVCA plan will outline existing conditions and also highlight areas that may require additional land use policy direction. The Township Official Plan may be amended to include policies to implement the watershed plan.

Site Plan Control / Municipal Development Agreements

G. Where site plan control or a development agreement is required as part of a planning approval, or where on-site phosphorus management is required, the following matters may be addressed:

(i) appropriate location of buildings, structures and sewage disposal systems;

(ii) retention or restoration of a natural vegetative buffer to prevent erosion, siltation and nutrient migration;

(iii) maintenance or establishment of native tree cover and vegetation on the lot wherever possible;

(iv) appropriate location and construction of roads, driveways and pathways, including use of permeable materials; and

(v) implementation of stormwater management and construction mitigation techniques, including proper re-contouring, discharging of roof leaders, use of soak away pits and other measures to promote infiltration.

4.10.8 Lake Trout Waters

Lakes which have suitable quality of water to be managed for lake trout are a limited and non-renewable resource and thus the protection of this resource are an objective of this Plan, in view of the recreational and tourist nature of the area. Lakes presently managed for lake trout are indicated on the **Land Use Plan Schedule** and have been classified as having high or moderate sensitivity. The following development policies shall apply to lands abutting these lakes, in addition to any other policies outlined in this Plan:

A. **Trout Lakes at Capacity**

The lake trout lakes included in this category (**see Section A xii below for list**) are extremely sensitive to development. The following policies shall apply to all lot creation or site alterations undertaken on or within 300m (984 ft.) of an identified at capacity lake trout lake. ***Development*** will be prohibited on lands adjacent to a water body where the water body has reached or may reach its development capacity except where one or more of the following conditions exists:

i. The tile fields on each new lot are set back at least 300 m [984 ft.] from the shoreline of the lake or such that the drainage from the tile fields would flow at least 300 m [984 ft.] into the lake;

ii. The tile fields on each new lot are located such that it would drain into the drainage basin of another water body which is not at capacity;

iii. The proposed new use complies with the underlying land use designation;

iv. To separate existing habitable dwellings, each of which is on a lot that is capable of supporting a Class 4 sewage system, provided that the land use would not change and that there would be no increase in phosphorus loading to the lake;

v. The proposed new use has a scale and density that is less than currently exists on the site, and shall demonstrate a net reduction of the phosphorus loading on the lake. Prior to any redevelopment being approved, an Environmental Impact Study (EIS) shall be undertaken by a qualified person and completed to the satisfaction of the Municipality, the Conservation Authority and the Ministries of Environment and Climate Change and the Ministry of Natural Resources and Forestry, respectively. The EIS shall consider and provide recommendations on such matters as hydrogeology, soil types or overburden, vegetation, topography and slope, the location of existing and proposed land uses and a comparison of pre and post ***development*** nutrient loadings on the adjacent water body(ies);

An Official Plan amendment may be required to provide for the creation of any new lots and shall be required for Plans of Subdivisions or multiple Consents proposed on lands not designated as Lake Development Area and which are proposed within 300m (984 ft.) of any at capacity lake;

vi. Existing lots of record and lots in existing and approved Plans of Subdivision may be developed under strict conditions where a proponent can demonstrate there will be no impacts on lake water

quality and in accordance with the **Sections 3.15, 3.17, 4.3.2., 4.10.1.** and **4.10.6.** of this Plan;

vii. The sewage disposal system intended for use on existing lots of record and lots in existing and approved Plans of Subdivision shall be set back a minimum of 30m (98.4 ft.) from the shoreline;

ix. No more than one single detached dwelling unit together with accessory buildings shall be permitted on any existing lot of record or on a lot in an existing and approved Plan of Subdivision;

x. On existing lots of record and lots in existing and approved Plans of Subdivision, consideration may be given to slight reductions to the minimum setback, only if it is not physically possible or is not environmentally desirable to meet this requirement and it can be demonstrated that there will be no negative impacts on fish habitat;

xi. Applications for Minor Variances to the Zoning setbacks established for at capacity lake trout lakes may be required to be supported by an Environmental Impact Assessment prepared in accordance with this Plan depending on the extent and impact of the proposal;

xii. The provisions of Section **4.10.6.Z** regarding shoreline activity areas and the maintenance of the natural shoreline buffer shall apply;

xiii. At capacity lake trout lakes are indicated on the Schedules to this Plan with a symbol and include the following lakes:

- Reid Lake (Boundry Lake)
- Lucky Lake
- Mackie Lake
- Camp Lake (Little Mackie)
- Big Ohlmann Lake (Rock Lake)
- Mosque Lake
- Kishkebus Lake
- Shabomeka Lake (Buck Lake)
- Little Green Lake
- Buckshot Lake
- Round Schooner Lake

xiv. Should a lake trout lake be determined to be at capacity, the policies of Section 4.10.3 A shall apply to the lake without an amendment to this Plan.

xv. Special Policy – Mississagagon Lake
Mississagagon Lake is not classified as a lake trout lake by the Province of Ontario. In 2016, the Ministry of Environment and Climate Change designated Mississagagon Lake to be 'at capacity' for new development based on water quality. The policies of Section 4.10.3 shall apply to Mississagagon Lake.

B. **Lake Trout Waters Not At Capacity**

(i) The lake trout waters in this category are those which are considered capable of supporting additional shoreline ***development*** (i.e. within 300 m (984 ft.) of the shoreline), provided that special precautions are taken to ensure that maximum containment of phosphorus occurs on the lot except as otherwise permitted in this section. In cases where a lake-wide capacity assessment **(see Section 4.10., Lake Development Area)** has been undertaken, the Municipality will use the information to determine whether the lake can support additional development. The Ministry of Environment and Energy and the Ministry of Natural Resources and Forestry shall be consulted in these situations.

(ii) The approval of any new lot with shoreline frontage either by means of severance or through Plan of Subdivision, shall be restricted to one single detached dwelling unit together with accessory buildings and shall be conditional upon the structure, and associated private waste disposal systems meeting required setbacks.

The provisions of **Section 4.10.2.C and D** regarding the maintenance of shoreline in its natural state shall apply.

(iii) The sewage disposal system serving any ***development*** shall use the best available phosphorus removal technology and shall be setback a minimum of 30 m (98.4 ft.) from the shoreline.

(iv) Lake trout lakes not at capacity include:

- Brule Lake
- Mazinaw Lake
- Palmerston Lake

4.11 Salvage Yard Use

Because of the potential land use conflicts associated with this type of land use, the intent of the Plan is to direct these uses to locations which minimize the impact on surrounding or adjacent land uses.

4.11.1. Permitted Uses

On lands to be used as a salvage yard, the uses shall include the storage, crushing, dismantling, recycling, sorting or transfer of vehicles, building materials, non-hazardous wastes, junk and other materials and shall include the incidental retail, shipping and receiving of such materials. A salvage yard use may include a Derelict Motor Vehicle (DMV) site. Accessory uses may include storage facilities, accessory dwelling unit for the owner and administration facilities.

4.11.2. Amendment

New scrap, junk, salvage or wrecking yards or a DMV site shall be located on lands designated for these purposes by an amendment to this Plan. Existing sites may also be recognized which comply with the intent of the following planning principles.

4.11.3. Planning Principles

In considering applications for Amendments to this Plan to designate an area for scrap, junk, salvage or wrecking operations or an extension to an existing area, Council shall amongst other matters give consideration to the following planning principles:

A. The general need and desirability of the type of operation proposed;

B. The location of the proposed site relative to the land use and development policies in this Plan;

C. The suitability of the topography and soils relative to the proposed use;

D. That insofar as is practical, scrap, junk, salvage and wrecking operations will generally be restricted to areas not exposed to public view;

E. The adequacy of existing or proposed roads to provide access to the site and capacity to support truck traffic;

F. That adequate provision is made for fencing, buffering or berming the operation (see **Section 3.3 – Buffering and Land Use Conflicts**). Council may also impose a minimum distance separation between the salvage yard and an adjacent use(s); and

G. The entering into of a Site Plan Control Agreement under the *Planning Act* **(see Section 6.9.10. - Site Plan Control**).

4.11.4 Zoning

Provisions shall be made in the implementing zoning by-law to regulate salvage yards.

4.12 Natural Heritage Features

Natural heritage features and areas are those areas, which are important for their environmental and social values as a legacy of the natural landscapes of the area. Collectively, the individual ***natural heritage features*** and areas within a given Planning Area form a ***natural heritage system***. It is intended that the particular features identified in North Frontenac will be ***conserved*** for their natural heritage value. Known Natural Heritage Features are shown on the **Land Use Plan Schedules**.

4.12.1. Definitions

For the purposes of this Plan, the definitions, as excerpted from the Provincial Policy Statement listed in Appendix 1 shall be utilized in the application of the ***Natural Heritage Features and Areas*** policies:

4.12.2. Policies

A. **Natural Heritage Features**

Some ***Natural Heritage Features and Areas*** which have been designated in the Municipality are illustrated the **Land Use Plan Schedule** with an appropriate symbol to identify particular features. Although occurrences of species at risk and habitat are not shown on the Land Use Plan Schedules, due to data sensitivity, species at risk and habitat will be considered when screening planning applications and prior to application approval. There is potential that suitable/***significant*** habitat persists in the Municipality and the list is subject to change as new information is gathered. The Municipality will contact the Ministry of Natural Resources and Forestry periodically to update known occurrences of species at risk in the Municipality in order to assist with accurate and effective screening of ***development*** applications.

B. **Wetlands and Wildlife Habitat**

It is a policy of Council to protect and manage the identified ***wetlands*** as ecosystems which are important as habitat for a variety of plant and animal species, for water quality, flood control and water storage and recharge areas and for their value for passive recreation. The only Provincially Significant Wetland in the Township is the Mud Lake Wetland.

Development and ***site alteration*** shall not be permitted in significant ***wetlands*** or ***significant wildlife habitat***. Development and ***site alteration***

shall not be permitted on the ***adjacent lands*** of ***significant*** wetlands or ***significant wildlife habitat***, unless it has been demonstrated through the preparation of an Environmental Impact Assessment as required in **Section 4.12.2.F. – Environmental Impact Assessment** of this Plan, that there will be no ***negative impacts*** on the natural features or on their ***ecological functions***.

For the purposes of this policy, ***adjacent lands*** to ***Provincially Significant Wetlands*** include an area of 120 m (394 ft.) ***Adjacent lands*** may also be identified through reference to the *Natural Heritage Reference Manual Policies of the Provincial Policy Statement.* In addition to satisfying **Section 4.12.2.F. – Environmental Impact Assessment**, any new ***development*** or ***site alteration*** proposed on ***adjacent lands*** shall also satisfy the land use **policies** of the underlying land use designation as shown on **Land Use Plan Schedules**.

New development shall be set back a minimum of 30 m [98.4 ft.] from the boundary of any wetland.

Development in and within 120 m [394 ft.] of a wetland is regulated under the *Conservation Authorities Act* through the "Development, Interference with Wetlands and Alterations to Shoreline and Watercourses Regulations". Development activities, including construction and ***site alteration***, will require a permit from the applicable Conservation Authority.

Council may designate locally ***significant*** wetlands where the basis of the information is adequate to determine the classification of the wetland. Locally ***significant*** wetlands may be established by amendment to the Plan or as part of a regular update to the Plan. Where a wetland has not been identified on the **Land Use Schedules** to this Plan, this may not preclude the requirement for an environmental impact assessment in the review of the planning application. The policy provisions for Provincially Significant Wetlands shall also apply to locally significant wetlands.

C. **Fish Habitat**

It is a policy of Council to protect designated cold and warm water bodies and fish spawning areas for their fish habitat values. ***Development*** and ***site alteration*** may be permitted in ***fish habitat*** except in accordance with the implementing Zoning By-law and Provincial and Federal requirements.
Development and ***site alteration*** on ***adjacent lands*** to fish habitat may require an *Environmental Impact Assessment pursuant* to **Section 4.12.2.F** at the discretion of Council, to demonstrate that there will be no ***negative impacts*** on the fish habitat or on their ***ecological functions***.

For the purposes of this policy, ***adjacent lands*** to ***fish habitat*** include a distance of 30 m [98.2 ft.] from the shoreline abutting the affected water bodies. Council recognizes that fish habitat areas are not limited to the above noted lakes and Council may require an impact assessment for

development abutting the shoreline of other water bodies in the Planning Area.

D. **Endangered and Threatened Species**

The *Endangered Species Act*, 2007 (ESA) is designed to protect the habitat of ***endangered*** or ***threatened species*** and to provide for the protection and recovery of Ontario's species at risk and their habitats. Species-specific habitat regulations are being gradually introduced to protect both ***significant*** and other habitat for listed species. In the interim (prior to the regulations) Council's strategy will be to use habitat descriptions, recovery strategies, species status reports or species occurrence information or Ministry of Natural Resources and Forestry records to identify habitat areas that warrant protection. The Township may seek technical assistance from the Ministry of Natural Resources and Forestry in scoping the requirements for an Impact Assessment (IA) required by this Plan which is designed to protect habitats of listed species under the ESA.

No ***development*** or ***site alteration*** shall be permitted within the ***significant*** habitat of ***endangered*** *or* ***threatened species***. ***Development*** and ***site alteration*** shall not be permitted on the ***adjacent lands*** of endangered or threatened species, unless it has been demonstrated through the preparation of an impact assessment as required in **Section 4.12.2.F. – Environmental Impact Assessment** of this Plan, that there will be no ***negative impacts*** on the natural features or on the ***ecological functions***~~.~~

For the purposes of this policy, ***adjacent lands*** to ***endangered*** or ***threatened species*** include an area of 120 m (394 ft.) or as otherwise determined by reference to the Natural Heritage Reference Manual Policies of the Provincial Policy Statement. In addition to satisfying **Section 4.12.2.F. – Environmental Impact Assessment**, any new ***development*** or ***site alteration*** proposed on ***adjacent lands*** shall also satisfy the land use policies of the underlying land use designation as shown on **Land Use Plan Schedule.** Council will strive to protect the habitat of ***vulnerable*** species and will require an Impact Assessment **[see Section 4.12.2.F.]** for ***development*** or ***site alteration*** on or within 120 m (394 ft.) of the habitat of such species. The Municipality will consult habitat mapping provided by the Ministry of Natural Resources and Forestry when reviewing development and/or site alteration applications.

E. **Areas of Natural and Scientific Interest (ANSI)**

It is a policy of Council to recognize the Summit Lake ANSI, the Snow Road ANSI (*details regarding* ***development*** *within the Snow Road ANSI can be found in the Zoning By-law)* and the Fortune-Schooner ANSI as Provincially Significant ANSIs. These areas are intended to be recognized for their natural and scientific values.

Development and ***site alteration*** shall not be permitted within or on the

adjacent lands of an area of natural and scientific interest, unless it has been demonstrated through the preparation of an Impact Assessment as required in **Section 4.12.2.F. - Environmental Impact Assessment** of this Plan, that there will be no ***negative impacts*** on the natural features or on the ***ecological functions***.

For the purposes of this policy, ***adjacent lands*** to an area of natural and scientific interest include an area of 120 m (394 ft.) or as otherwise determined by reference to the Natural Heritage Reference Manual Policies of the Provincial Policy Statement. In addition to satisfying **Section 4.12.2.F. – Environmental Impact Assessment**, any new ***development*** or ***site alteration*** proposed on ***adjacent lands*** shall also satisfy the land use policies of the underlying land use designation as shown on **Land Use Plan Schedules.**

F. **Environmental Impact Assessment**

Council will require an impact assessment for ***development*** and ***site alteration*** proposed in designated Natural Heritage Features and ***adjacent lands***. An Environmental Impact Assessment (EIA) will be prepared to support planning applications such as Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, Consent etc., and prior to the approval of the proposed ***development*** or ***site alteration***. Where the impact of the ***development*** and/or ***site alteration*** cannot be mitigated, it will not be permitted (e.g. 'no development option').

An Environmental Impact Assessment (EIA) is intended to provide for an assessment of the potential impact of a proposed ***development*** or ***site alteration*** on a particular natural heritage feature and shall be used to determine whether the proposed ***development***, ***redevelopment*** or ***site alteration*** should or should not be permitted. The EIA will be undertaken by the proponent of ***development*** and/or ***site alteration***.

The components of the EIA shall be tailored to the scale of development and may range from a simplified assessment (scoped assessment) to a full site assessment. (*For example, a single detached dwelling may only require a scoped assessment while a subdivision, multiple unit residential complex, major commercial or industrial development, golf course etc. will require a full site assessment*). Council may consult with the Conservation Authority having jurisdiction and the Ministry of Natural Resources and Forestry in determining information requirements and the type and content of an EIA. The following is intended to provide a guideline on the potential scope of an EIA:

(i) A description of the study area and landscape context;

(ii) Description of the ***development*** proposal;

(iii) Identification of those features and functions likely to be affected by the development proposal;

(iv) Assessment of the potential impacts of the proposed development on key features and functions;

(v) Identification of mitigation requirements and monitoring requirements, quantification of residual impacts (those that cannot be mitigated) if any; and

(vi) Review and decision.

Council may consult with a public authority to assist with the technical review and findings of an EIA. Council may also engage such professionals as are required for the purpose of reviewing the Environmental Impact Assessment report. Costs will normally be recovered from the applicant.

G. **Implementation Measures**

Council may use zoning, site plan control and the provisions of the *Municipal Act* (***site alteration*** controls) as measures to implement recommendations or results of an Environmental Impact Assessment or to govern the spatial relationship of buildings and structures to ***natural heritage features and areas***.

H. **Resource Management Lands**

Council proposes to establish and conserve natural features of ecological, ***recreational*** or other values to the residents of Ontario and identifies the following resource management lands located within the Township:

(i) Mazinaw Lake – Enhanced Management Area;

(ii) Bon Echo Additions – Provincial Park Addition;

(iii) Crotch Lake Conservation Reserve; and

(iv) Hungary Lake Conservation Reserve.

The intent of Council is to recognize the conservation and resource management values of these features and to work with the Crown in their use and management.

I. **The Algonquin Park to Adirondacks Park Corridor**

The Algonquin to Adirondacks Conservation Association promotes programs to connect and improve habitat within the region that extends from Algonquin Park to Adirondacks State Park in New York State. The region connects Canada's Boreal Forest with the Appalachian Mountains down to the State of Georgia as an important area for ecological connectivity.

At the core of the region are the two parks linked by the Frontenac Arch, the southerly extension of the Precambrian Shield. To the west, and for a short distance to the east, there is limestone and, further to the east, the St. Lawrence lowlands; areas which support distinctive ecosystems which merge in the Thousand Islands to form a diverse ecosystem.

The region and especially the Frontenac Arch, provide north-south pathways that allow wildlife to maintain genetic diversity. Animals travel these pathways, birds follow them, and with global warming pushing climate zones northward, even plants are expanding along them. North Frontenac Township is adjacent to and connects to the Frontenac Arch UNESCO Biosphere and the intent of this Plan and the land use decisions that are made is to support the ecological value of the connectivity, its ecosystem function and native biodiversity while respecting human land uses.

4.13 Crown Land

It is recognized that Council does not have the jurisdiction to enforce the provisions of this Plan as it relates to Crown land (including Provincial Parks and resource management lands as described in **Section 4.12.2 H**) since Crown lands are recognized as falling under the purview and responsibility of the Provincial Government. However, it is expected that Council and Provincial Ministries will work cooperatively in achieving the objectives and spirit of this plan particularly with respect to the review of development applications and in the impacts on municipal ***infrastructure*** i.e. roads. It is expected that Crown lands proposed to be released for private or First Nations Communities development not be released by the Crown without prior consultation with Council and that the redesignation of such lands, where required, be in conformity with the Official Plan. Generally, the release of Crown land for non-resources related ***development*** is not encouraged except where there are no alternative private lands available for such development or where the lands are required to achieve the economic policies of this Plan. It is also the intent of Council to minimize or avoid land use conflicts in resource development since inter-agency cooperation is essential to maximizing the potential of natural resources within the Township.

Council is cognizant of the many resource attributes on Crown land within the planning area and wishes to ensure a balanced approach to resource management to ensure that resource development is optimized for the economic health of the area while taking into consideration the ***ecological functions*** of wildlife and ***fish habitat***. The predominant resource use is forestry. Outdoor recreation uses are also active uses such as hiking, hunting, trapping canoeing and snowmobiling. Mining also has potential as does mineral aggregate extraction.

The Municipality expects the continued cooperation with respect to an inter-agency fire protection agreement.

Council anticipates that consultation with respect to the use of Crown Lands will include First Nations Communities.

4.14 Agriculture

Although there are no prime agricultural areas within the Municipality, the intent of the Plan is to permit ***agricultural uses*** (e.g. growing of crops, nursery, horticultural crops, the raising of livestock and other animals for food or fur, including poultry and fish aquaculture, apiaries, maple syrup production, agroforestry etc.) in the Rural Area. This is intended to include agricultural-related uses. Where livestock operations are part of an agricultural use, the ***Minimum Distance Separation*** Formulae I and II in effect at the time, will apply to farming operations and to all non-farm ***development*** as a means to reduce incompatibility concerns about odour. Non-farm development in the vicinity of viable farming operations will be discouraged unless they are compatible and will not interfere with normal farming practices. Council supports nutrient management planning as a means to protect water quality.

Minimum Distance Separation Formulae

A. New land uses, including the creation of lots and new or expanding livestock operations, shall comply with the ***Minimum Distance Separation Formulae (MDS)*****.** For the purposes of this Plan, the MDS I will not apply to the following:

i. To existing vacant lots of record of 2 ha [5 ac.] or less;

ii. To new lot creation which will abut an existing cluster of four or more non-farm uses which is closer to the subject livestock facility and in the immediate proximity to the MDS 1 application. The proposed lot must not however, be closer to the livestock facility than the four or more existing non-farm uses;

iii. To an existing non-farm residential uses which is destroyed by a catastrophic event provided the replacement building is not built any closer to the livestock facility than before the event;

iv. To the expansion of an existing residential dwelling provided that it is expanded no closer toward an adjacent livestock facility that would be impacted by such an expansion; or

v. To accessory structures to a dwelling (i.e., decks, garden sheds, gazebos, patios, pools or similar buildings and structures).

B. MDS II will apply to the ***development*** or expansion of a livestock facility on an existing lot of record and shall apply for the determination of separation requirements from existing residential lots of record. MDS II shall not apply to the following:

i. To an existing livestock facility which is destroyed by a catastrophic event provided the replacement building is not built any closer to the

residential use than before the event and if the reconstruction does not result in a higher values for odour, nutrient units or manure or material storage; or

ii. To an accessory building or structure (i.e. kennel, machinery shed, outbuilding or similar buildings and structures).

C. For the purposes of applying MDS in this Plan:

i. A cemetery shall be classified as a Type B land use where it is closed or receives low levels of visitation;

ii. The MDS will not apply to a structurally unsound livestock facility or where the facility cannot be restored or has been permanently converted to another use. (*Examples include: conversion to a dwelling, commercial or industrial building)*;

iii. MDS will not apply to abattoirs, apiaries, assembly yards, fairgrounds, feed storages, field shade shelters, greenhouses, kennels, livestock facilities <10 m^2 [108 ft^2] in floor area, machinery sheds, mushroom farms, pastures, slaughter houses, a dead stock composting facility, stockyards or temporary field nutrient storage sites.

4.15 Mineral Aggregate Resources

4.15.1. Definitions

Mineral Aggregate: means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the *Aggregate Resources Act* suitable for construction, industrial, manufacturing and maintenance purposes, but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other materials prescribed under the *Mining Act*

4.15.2 Policies

It is a policy that ***mineral aggregate resources*** will be protected for their resource value and their long-term use through the designation of active pits and quarries and mineral aggregate reserves as a Mineral Aggregate Resources Area (see **Land Use Plan Schedules**). As much of the mineral aggregate resources as is realistically possible will be made available to supply mineral resource needs as close to markets as is possible. This shall also include ***wayside pits and quarries*** although they are not required to be specifically designated.

4.15.3. Permitted Uses

It is a policy that the permitted uses within areas designated ***Mineral Aggregate Resources*** include the following:

A. Pits and quarries;

B. ***Wayside pits and quarries***;

C. An agricultural use excluding any permanent buildings;

D. Forestry excluding any permanent buildings;

E. ***Mineral Aggregate Operations*** associated with pit and quarry operations such as crushing facilities, stock piles, screening operations, asphalt plants and aggregate transfer or recycling operations provided they do not prevent the opening of a pit, quarry, wayside pit or quarry, also crushers, screeners, weigh scales, storage buildings to house equipment, asphalt and concrete plants and recycling operations are permitted where they have been certified and the site approved by the Ministry of the Environment and Climate Change, where applicable;

F. Passive recreation uses; and

G. An accessory dwelling unit for an owner or operator of the pit or quarry only.

4.15.4. Influence Area

It is a policy to recognize an influence area as a means of protecting against incompatible land uses in the vicinity of proposed pits and quarries and to protect existing pits and quarries from encroachment from other incompatible land uses. It is a policy of Council to discourage incompatible land uses in areas surrounding Mineral Aggregate Resource Areas. For the purposes of this plan, the influence area shall be considered to be:

A. 500 m (1,640 ft.) for quarries with a recommended separation distance of 300 m (984.2 ft.); and

B. 300 m (984.2 ft.) for pits with a recommended separation distance of 70 m (229.6 ft.)

Measurement of the distances shall be from the boundary of the ***Mineral Aggregate Resources*** land use designation shown on the **Land Use Plan Schedules**. The extent of the influence area may be modified in consultation with the public body having jurisdiction without amendment to this plan.

Within the influence area, and outside of the recommended separation distance (of 300 m or 70 m respectively), ***development*** may be permitted

where it is clearly demonstrated (through studies), that impacts such as noise, dust, vibration can be mitigated by the operator and the quality and quantity of ground water on adjacent properties will not be compromised where excavation activities are below the water table.

The recommended separation distances shall apply on a reciprocal basis in establishing a new pit or quarry in the vicinity of an existing ***sensitive land use*** (as defined in **Section 3.8.3** of this Plan.

4.15.5. Site Development of Pits and Quarries

Applicants will be required to utilize the Provincial Standards set out in the "Aggregate Resources of Ontario" (Queen's Printer, 1997) as a guideline in the preparation of the site plans and required plans for the licensing of pits and quarries. Details to be shown in the site plan will include but not necessarily be limited to the following matters and will be utilized to assist Council in the review of applications for redesignations and rezonings which may be concurrent with a licensing application under the *Aggregate Resources Act*. Council may use controls under the *Municipal Act* and the *Planning Act* to govern matters not addressed in the licensing requirements (i.e., off-site haulage routes, noise controls) and site plan controls.

A. Existing features and topography;

B. Existing and proposed surface water drainage and drainage facilities;

C. The location of existing and proposed stockpiles of topsoil and overburden;

D. The sequence and direction of proposed pit or quarry development;

E. The elevation of the groundwater table and the final depth of excavation;

F. Existing and proposed areas for fuel storage and scrap materials;

G. The area in hectares to be excavated;

H. The location and labeling of all excavation setbacks from the property boundaries;

I. The location of any proposed berms, their heights and landscaping;

J. The location and setback of buildings and structures e.g. weigh scales and vehicle storage areas;

K. The location and widths of entrances to the site and haul routes off site;

L. Details on the hours of operation and truck volumes;

M. The maximum number of tonnes to be removed from the site in any calendar year;

N. The sequence and direction of progressive rehabilitation;

O. Details on slopes and how the slope will be established on the excavation faces and the pit floor; and

P. Details of the final rehabilitation of the site (e.g. landscaping, drainage, elevations, buildings, final slope gradient);

4.15.6. Review of Applications

Council will review planning applications for compliance with the relevant policies of this Plan to ensure that the resource is protected and that adequate measures are undertaken to mitigate impacts of pit and quarry operations on ***sensitive land uses*** and to address the impacts of operations on the municipal road ***infrastructure***. This may include the passing of by-laws pursuant to the *Municipal Act* and other applicable legislation to ensure that matters of municipal interest such as haul routes, operating hours, noise, etc. are appropriately controlled.

4.15.7. Wayside Pits and Quarries

It is a policy to permit ***wayside pits and quarries***.

A wayside pit or wayside quarry means a temporary pit or a quarry opened and used by a Public Road Authority solely for the purpose of a particular project or contract of road construction and not located on a road right-of-way.

Wayside pits and quarries are permitted throughout the Planning Area without an amendment to this Plan or to the Zoning By-law except in areas designated as a Hamlet Settlement area or on environmentally ***sensitive*** lands (e.g. natural heritage feature, flood plain) which have been determined to be incompatible with extraction and associated activities.

4.15.8. Portable Asphalt/Concrete Plants

It is a policy to recognize portable asphalt/concrete plants as an important part of aggregate operations.

Portable asphalt/concrete plants, used by a Public Road Authority or their agents, shall be permitted throughout the Planning Area without an amendment to this plan or to the Zoning By-law. Portable asphalt/concrete plants are not permitted in areas designated as a Hamlet or on Environmentally Sensitive Lands.

If asphalt or concrete for a public road project cannot be obtained from an existing asphalt/concrete plant, attempts should be made to locate the portable plant in a wayside pit, vacant industrial site, the highway right-of-way, or on inactive or less productive agricultural lands.

Portable asphalt plants are subject to the following provisions:

A. Portable asphalt/concrete plants will be removed from the site upon completion of the project;

B. All portable asphalt/concrete plants must have an Environmental Compliance Approval from the Ministry of the Environment and Climate Change and shall also require a location approval by the district manager of the Ministry of the Environment and Climate Change; and

C. Sites used for portable asphalt/concrete plants within the agricultural area shall be rehabilitated to their former agricultural capability.

4.15.9. Definition

For the purposes of this Plan, the definitions from the Provincial Policy Statement listed in Appendix 2 shall be utilized in the application to the policies for ***Mineral Aggregate Resources.***

4.15.10. Resource Identification or Depletion and Rehabilitation

It is a policy that an amendment is required to this Plan to designate mineral aggregate resource lands not currently identified or conversely to redesignate existing lands wherein the resource has been depleted. In any redesignation, consideration shall be given to the following criteria.

A. Evidence, provided by the applicant, indicating that the aggregate extraction is unfeasible due to quality, quantity, and other ***development*** constraints or that the resource has been depleted or that the proposed land use or development serves a greater long-term public interest and issues of public safety and environmental impact are addressed;

B. The necessity of the land use change in comparison to the necessity of conserving the aggregate resource (e.g. ***development*** of the land will not sterilise the use of resources on ***adjacent lands***), the lands are not natural heritage features (***wetlands***, habitat areas);

C. The reason for the choice of location and the consideration given to alternate locations on non-aggregate land;

D. The consideration given to the option of sequential land use, in which the aggregate is removed prior to the development of the land for the proposed use; and

E. Progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, and to recognize the interim nature of extraction. Final rehabilitation shall take surrounding land uses and approved land use designations into consideration.

4.16 Mineral Resources

4.16.1. Definitions

For the purposes of this Plan, the definitions from the Provincial Policy Statement listed in Appendix 2 shall be utilized in the application to the policies for ***Minerals***.

4.16.2. Policies

Minerals shall be protected for long term use from development and land or activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact. Areas intended to be ***conserved*** for their ***significant*** mineral potential have been identified using the Mineral Deposit Inventory (MDI) and are shown on the Land Use Plan Schedules as a Mineral Resource Constraint Overlay. ***Development*** within a mineral constraint overlay area may only be permitted where Council is satisfied through consultation with the Ministry of Northern Development, Mines and Forestry that the proposed use will not preclude or hinder the future extraction of mineral resources **(see Section 4.16.3 for further interpretation of this policy).**

Council recognizes that some lands will be designated as a land use because of the presence of active ***mineral mining operations*** or where the resource value of the ***minerals*** must be protected. Such lands will be shown as a land use designation and may be used for a Mineral Mining Operation. These lands shall be subject to the policies of **Section 4.16.7** of this Plan or to an amendment where lands are proposed to be used for other purposes

4.16.3. Mineral Resources as a Constraint

It is a policy that mineral resource lands be recognized as a development constraint overlay. This shall mean that mineral resource-related uses such as exploration, development and ***mineral mining operations*** and ancillary uses shall be permitted where they meet the development criteria set out in this Plan and the requirements of applicable law (i.e. *Environmental Assessment Act, Mining Act* etc.)

4.16.4. New Mines

It is a policy that the establishment of new mines shall be subject to the approval of the Ministry of Northern Development and Mines under the *Mining Act* and the *Environmental Protection Act* and will require an amendment to the Official Plan and an amendment to the Official Plan and an amendment to the Zoning By-law. Permitted uses within any potential Mine Designation shall include ***mineral mining operations*** and ancillary uses.

4.16.5. Rehabilitation

It shall be a policy that active ***mineral mining operations*** shall be subject to the provisions of the *Mining Act* with respect to rehabilitation and/or closure, such that future land uses can be accommodated after extraction and other related activities have ceased. This shall include progressive and final rehabilitation, wherever feasible **(See Section 3.11. – Natural and Human Made Hazards)**.

4.16.6. Influence Area

It is a policy to recognize an influence area as a means of protecting against incompatible land uses in the vicinity of active mining operations and to protect mining operations from encroachment from other incompatible land uses. It is a policy of the Council to discourage or prohibit incompatible land uses adjacent to a mineral mining operation. ***Development*** may be permitted in the influence area where the impacts of mining operations can be properly mitigated. For the purposes of this Plan, the influence area shall be generally 1,000 m (3,280 ft.). The establishment or modification of the influence area should be carried out in consultation with the Ministry of Northern Development and Mines and the Ministry of the Environment and Climate Change and may be done without amendment to this Plan.

4.16.7. Resource Depletion

Where the mineral resource has been depleted and the mine or lands associated with the mining operation have been rehabilitated or closed in accordance with plans approved by the Ministry of Northern Development and Mines, these lands may revert to an alternative resource use where there is an overlapping designation with the mining resource lands designation or alternatively where such is not the case, the lands may be redesignated by amendment to this Plan provided that such redesignation does not prejudice ***mineral mining operations*** or other resource lands on adjacent properties.

4.16.8. Implementation

Measures to achieve policies of the Council respecting mineral resources are as follows:

A. In the review of planning applications i.e. Plan of Subdivision, Zoning or Official Plan Amendment, Council shall consult or circulate to the Ministry of Northern Development, Mines and Forestry where the proposed ***development*** is located within lands identified as having ***significant*** mineral potential by the Ministry of Northern Development, Mines and Forestry. [*Reference may also be made to mapping provided by the Ministry of Northern Development, Mines and Forestry* ***(Geology Ontario)*** *which identifies sites in the Mineral Deposit Inventory (MDI)*].

B. The proponent of development may be required to provide appropriate information to Council to demonstrate that the proposed ***developmen***t:

(i) Will not preclude or hinder the establishment of new mining operations;

(ii) That the resource use would not be feasible; or

(iii) That the proposed land uses or development serves a greater long term public interest; and

(iv) That issues of public health and safety and environmental impacts are addressed.

4.17 Forest Management and Related Uses

It is a policy of Council to recognize the importance of forests as a sustainable resource within the Municipality. The stewardship of this resource activity is recognized as taking place on both Crown Land and private land. On Crown Land, forest management and wood production activities are encouraged as governed under agreements under the *Crown Forest Sustainability Act*. In the development of such agreements under the *Act*, Council will work with the Province and the forest industry to ensure that other resource attributes are considered and managed for their respective values. Council will encourage private property owners to develop forest management plans as a means to contribute to the quality of life and economic health of the community. The Municipality will also permit complementary land uses to forest management practices and activities such as ***wildlife habitat*** improvement, or ecosystem improvement and the active or passive use of forested areas for ***recreational*** activities such as cross country skiing, picnicking, snowmobile and other similar outdoor ***recreational*** facilities and resource uses.

In recognizing the importance of the forest resource within the Municipality, it is a policy to both support and help coordinate the application of forest stewardship techniques to ensure compatibility with harvesting, renewal and maintenance operations with other resource attributes, particularly wildlife and ***fish habitat***.

4.18 Energy, Air Quality and Sustainability

4.18.1 Scope

The Municipality recognizes the importance of its air quality as a resource in maintaining the quality of life of residents as well as moving towards a more sustainable community. Council intends to examine different approaches to reach environmental sustainability by encouraging the ***development*** of new sources of 'green energy' into the community, together with improving the air quality.

4.18.2 Planning Principles

A. Council, in promoting energy conservation, may encourage energy audits and implementation measures to retrofit the existing stock (i.e., upgrading of windows, fixtures, energy efficient furnaces, etc.). Council will also encourage non-vehicular movement (pedestrian) within the community;

B. Council will encourage the installation of: energy efficient solid fuel burning appliances; proper, energy efficient insulation; water conserving fixtures, etc. This may be enforced through a property standards by-law;

C. Council encourages initiation of a recycling program within the community which may include: wastes, plastics, metals, wood, etc.;

D. Energy efficient and sustainable design will be promoted for all ***development***. Council may establish performance standards through conditional zoning, site plan control and other means; and

E. The intent of this Plan is to encourage the ***development*** of ***renewable energy systems*** and ***alternative energy systems*** (i.e., renewable resources of wind, water, solar, etc.) in conjunction with ensuring that measures are taken to improve air quality. A renewable energy generation facility, a renewable energy project, a renewable energy testing facility or a renewable energy testing project, as defined in subsection 1(1) of the *Planning Act* is exempt from the provisions of the *Planning Act* except as set out in subsection 62.0.2 of the *Act*. Council will encourage a consultative process in the installation of **renewable *energy systems.*** Development of ***renewable energy systems*** will be encouraged to have regard to safe access to a lot, setbacks that are consistent with zoning standards, adequate lot size, access to and conservation of other natural resources (i.e., prime agricultural land, ***minerals***, mineral aggregates, and ***natural heritage features and areas***) and visual compatibility with surrounding land uses.

4.18.2.1 Special Policy – Large Scale Renewable Energy Projects and Community Character

Council recognizes that a renewable energy generation facility, a renewable energy project, a renewable energy testing facility or a renewable energy testing project, as defined in subsection 1(1) of the *Planning Act* is exempt from the provisions of the *Planning Act* except as set out in subsection 62.0.2 of the *Act.*

Council will encourage a consultative process in the installation of renewable energy systems. Development of renewable energy systems will be encouraged to have regard to safe access to a lot, setbacks that are consistent with zoning standards, adequate lot size, access to and conservation of other natural resources (i.e. prime agricultural land, minerals, mineral aggregates, and natural heritage features and areas) and visual compatibility with surrounding land uses.

The landscape character of North Frontenac is unique and unspoiled. The large tracts of Crown land, hundreds of lakes, wetlands, and the hills of the Madawaska Highlands all combine to create a sense of place. This character is a key foundation for the future economic development opportunities including accommodations, recreational outfitters, small businesses, and specialty businesses such as craft breweries and artisan foods. In order to maintain this place, it is a policy of Council to not support any large scale renewable energy project that will have a negative impact on the overall landscape of the Township.

5. TRANSPORTATION

Transportation ***infrastructure*** is made up of Provincial highways, Township roads, private lanes, resource access roads and snowmobile trails while transportation and infrastructure corridors consist of the hydroelectric power transmission lines.

5.1 Provincial Highways

Highway 41, as shown on the **Land Use Plan Schedules**, is classified as a special controlled access highway (Class IV Major Highway) designed to carry high volumes of through traffic. In addition to all the applicable municipal requirements, all proposed ***development*** located in the vicinity of Highway 41 will be subject to the Ministry of Transportation (MTO) approval under the *Public Transportation and Highway Improvement* Act. Any new areas in the Municipality identified for future development that are located adjacent or in the vicinity of Highway 41 and/or intersection within MTO's permit control area under the *Public Transportation and Highway Improvement Act* will be subject to MTO's access management policies, standards and requirements. Direct access will be discouraged and often prohibited. Access to Provincial highways is restricted and ***development*** shall only be permitted where the applicable approvals/permits have been obtained. This may include a traffic study. Any new roads proposed to be connected to a Provincial highway are subject to Provincial approval including spacing requirements between intersections. Noise and vibration studies may be required prior to considering whether ***development*** should be approved adjacent to Highway 41.

5.2 Roads

5.2.1. Classification of Roads

For the purposes of this Plan, the classification of roads within the Township shall include the following:

A. Provincial Highway 41 as it travels through North Frontenac from Wintergreen Road in the south to Bon Echo Provincial Park in the north;

B. Arterial Roads, which are maintained year round: includes Road 506 and Road 509 Harlowe Road and Ardoch Road;

C. Township Roads, which are maintained year round;

D. Township Roads, which are seasonally maintained;

E. Township Roads, which are unmaintained;

F. Crown Land Recreational Stewardship Roads;

G Private Lanes.

The classification system for Township roads as set out above is illustrated on the **Land Use Plan Schedules** to this Plan.

5.2.2. Arterial Roads

An arterial road is considered to be an existing or proposed road. The right-of-way width may be increased at intersections with other roads or a Provincial highway. Arterial roads are designed to carry intra-urban and through movement of a large volume of traffic operating at speeds of 50-80 km/hr. In order to maintain the function and safe use of an arterial road, Council may restrict access to abutting parcels and control the spacing of driveways.

5.2.3. Year Round and Seasonally Maintained Township Road

See the Road Level of Service Policy, as may be amended from time to time.

The primary function of Township roads will be to provide access to abutting properties. Standards for new road construction will include a minimum of 20 m (66 ft.) right-of-way with an appropriate design and layout, drainage and construction. Roads on lands under Plan of Subdivision may be assumed by the township provided the standards for road construction have been satisfactorily met.

Council may post seasonally maintained roads with signs to indicate that maintenance is limited. Where such roads are classified and posted with a sign, Council will not be obliged to provide winter control services.

There is no obligation by Council to convert a seasonally maintained road to a year-round maintained road. Council may, however, undertake or request a cost-benefit analysis to determine the impact of such a conversion. Where Council is satisfied that potential ***development*** is justifiable, the status of the road may be changed to year-round. As a condition of the change of status, Council may require one or more applicants to share the cost of improving the road to an acceptable standard. The status of the road may be changed without an amendment to this Plan. In making a decision on the change of status Council may also consult with school boards to determine whether any additional costs to school busing are reasonable.

5.2.4. Unmaintained Roads

Council recognizes that there are Municipal roads, which are abandoned and are no longer maintained by the Municipality. Where such roads have been abandoned, it is not the intent of Council to maintain these roads nor to permit ***development*** on such roads. Council may give consideration to

new development (i.e. creation of a new lot, change in land uses, construction of a building) provided that the road is upgraded and maintained to a Municipal standard and provided Council is satisfied that the operational costs of maintaining the road will be reasonably offset by property tax revenues.

5.2.5. Unassumed and Unopened Road Allowances

Council recognizes that the public may use unopened road allowances for access by vehicles, or for use by snowmobile or recreational vehicles even though they are not maintained by the Township. Council is under no obligation to maintain such roads, but may require an agreement for their use or maintenance. Council may open a road allowance or assume a road where the road is developed to municipal standards in accordance with **Section 5.2.3.** above and provided Council is satisfied that the operational costs of maintaining the road will be reasonably offset by property tax revenues.

5.2.6. Road Maintenance and Improvements

Construction or maintenance of existing Township roads and bridges or crossing structures will continue to be based on a regular program of capital expenditures as set out from time-to-time by Council. The kilometrage of hard surfaced roads may be increased with priority being given to roads with higher traffic volumes and/or the need for improvements to meet contemporary design and safety standards. Road improvements may be undertaken to improve the efficiency, function and safety of roads.

Road maintenance and improvements of Municipal roads including the addition of roads to the Municipal road system shall be deemed to be in conformity with section 24 of the *Planning Act.* This shall not limit the authority of the Township to designate truck routes, fire routes and the installation of parking lanes as may be required.

Council may undertake or require the installation of sidewalks to an acceptable standard. In general, however, sidewalks will be limited to Hamlet ***settlement areas***.

Council may require a traffic study to be undertaken by the proponent of development where it is anticipated that additional traffic will have an impact on the safety and efficiency of a road. Where the transportation system is not adequate to accommodate a proposed ***development***, Council may require as a condition of approval:

A. Reasonable improvements to the system by the proponent of the ***development***;

B. Financial contributions towards undertaking the necessary improvements; or

C. The dedication of a right-of-way for future roads or road widenings of existing roads.

5.2.7. Culverts and Entrance Permits

A properly installed culvert and/or entrance permit will be required, where applicable, for any new access to or intersection with a Township road. The installation or replacement of culverts will be to acceptable standards for drainage to the satisfaction of the Municipality.

5.2.8. Safe Access

New entrances onto Township roads will only be permitted where sight lines are adequate. Generally, new entrances will not be permitted on curves or hills where safety may be compromised. Council may require the use of a shared entrance as a means to provide for a safe entrance.

5.2.9. Road Widening and Conveyance

As a condition of ***development*** or ***redevelopment*** or site plan control (see **Section 6.9.10. – Site Plan Control**) Council may require the dedication or conveyance of land for a road widening to meet municipal right-of-way widths. Such conveyances will be equal to one-half the required deficiency to a maximum of 9 m (29.5 ft.) along the entire property frontage where the deficiency exists. (*For Example: an existing ROW is 16 m (52.4 ft.). The deficiency is 4 m (13.1 ft.) across the entire frontage of the property. The applicant on the side of the road where the* ***development*** *is proposed would be required to convey 2 m (6.56m) to the Township. This represents one-half the deficiency.*)

5.3 Private Lane Policies

Limited service residential development is generally located in the Waterfront Area of the Township on a body of water or a natural watercourse, where the primary means of access is from a private lane. The development of new “waterfront limited service residential lots” on private lanes shall be considered for approval based on the Private Lane policies of this plan.

A. Seasonal vs. Permanent Residential Screening Policy

Prior to the review of an application for new lot development that would result in the infilling or minor extension of an existing private lane, an assessment of permanent and seasonal residential land use should be completed for the entire lane. Where a majority of existing development on a private lane is determined to be permanent residential, or where the

private lane is located in an area where conversion rates will likely result in a majority of permanent residential development in the future, no new lot development in the form of limited infilling or minor extensions shall be permitted unless:

(i) The private lane is constructed to the Private Lane Construction Standards set out in Appendix “3” to this Plan.

(ii) The existing private lane is developed within a common element condominium pursuant to the Condominium Act, 1998, as amended, and connects directly to an existing public road.

B. Infilling

Where a majority of existing development on a private lane is seasonal residential, severances for new “infill” lots may be permitted along existing private lanes, provided that the condition of the lane abutting the new lots (severed and retained) are improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan. In addition, the whole of the lane travelled on reach the new proposed lots (severed and retained) will be required to be improved to a minimum standard to allow accessibility to the new lots (severed and retained) by emergency service vehicles.

C. Private Lane Extensions

New lot development on “extensions” of existing private lanes may be permitted in accordance with the Category “A” or Category “B” policies for private lane extensions. The determination of whether the Category “A” or “B” policies apply to a given private lane extension shall be based upon an assessment of the overall future development potential of the private lane extension. The Category “A” private lane policies apply where an assessment of the development potential of the private lane concludes that minor extension of one (1), two (2) or three (3) new lots will complete the development potential of the private lane. The Category “B” private lane policies will apply where an assessment of the development potential of the private lane concludes that four (4) or more lots may be created from the private lane extension. Where a private lane has been assessed as having potential for extension of four (4) or more lots, the Category “A” policies will not apply.

D. Category “A” (Minor) Private Lane Extensions

(i) Severances for one (1) or two (2) new lots on an extension to an existing private lane that would complete the development potential of the lane may be permitted provided that the extension is designed and constructed in accordance with the Private Lane Construction Standards set out in Appendix “3” to this Plan. In addition, the whole of the existing lane travelled to reach the proposed new lots (severed and retained) will

be required to be constructed to a standard that would allow accessibility to the new lots by emergency vehicles.

(ii) Severance for a private land extension resulting in the creation of three (3) new lots completing the development potential of the lane may be permitted provided that the private lane extension and the whole of the existing lane travelled to reach the new proposed lots (severed and retained) will be required to be improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan.

(iii) The new lane may only be constructed to the point of access to the last lot on the lane rather than along the full lot frontage for the lot, as required by the implementing zoning by-law.

(iv) Notwithstanding any provision of this Plan that restricts the maximum number of land severances per holding, up to three (3) new limited service residential lots may be permitted per private lane, provided that the creation of the proposed lots completes the development potential of the private lane.

E. Category “B” (Major) Private Lane Extensions

(i) Severances for one (1), two (2) or three (3) lots on an extension to an existing private lane that has the potential for the creation of four or more limited service residential lots.

a. Severances for one (1) or two (2) new lots on an extension to an existing private lane that has the potential for the creation of four (4) or more limited service residential lots may be permitted provided that the extension is designed and constructed in accordance with the Private Lane Construction Standards set out in Appendix “3” to this Plan and that a 0.30 metre Township-owned reserve is established at the end of the new extension. Future lot development beyond the Township reserve may be permitted, subject to the original one (1) or two (2) lots being considered in calculating which policies would apply. In addition, the whole of the existing lane travelled to reach the proposed new lots (severed and retained) will be required to be constructed to a standard that would allow accessibility to the new lots by emergency vehicles.

b. Severance for a private land extension resulting in the creation of three (3) lots on an extension to an existing private lane that has the potential for the creation of four (4) or more limited service residential lots may be permitted provided that the private lane extension and the whole of the existing lane travelled to reach the new proposed lots will be required to be improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan.

(ii) Severances for four (4) or more lots on an extension to an existing private lane that has the potential for the creation of four (4) or more limited service residential lots

a. New development on extensions of private lanes having the potential for the creation of four (4) or more limited service residential lots may be created by a plan of subdivision or condominium, where the private lane shall be created as a common element condominium and managed by a condominium corporation.

b. The private lane extension for the proposed lots and the whole of the existing lane travelled on to reach the new proposed lots will be required to be improved to the Private Lane Construction Standards set out in Appendix “3” to this Plan or such other standard deemed appropriate by the Township.

c. The owner of the existing private lane and all persons having an existing right-of-way (including unregistered rights of ways that have been legally obtained over time through actual usage) over the existing private lane will have to consent to the creation of the condominium. If this requirement cannot be fulfilled, then a major extension of an existing private lane cannot be granted.

(iii) New Private Lanes

Lot development on new private lanes may be permitted by severance, or by a registered plan of condominium, provided that the new private lane intersects with an existing public road, and is designed and constructed in accordance with the Private Lane Construction Standards set out in Appendix “3” to this Plan and provided that the entire lane is governed by a condominium agreement.

(iv) Private Lane Condition of Severance or Condominium Approval

As a condition of severance or condominium approval for all private roads the owner of the subject property may be required to enter into an agreement with the Township to construct the private lane to the Private Lane Construction Standards set out in Appendix “3” to this Plan or such other standards which are determined to be appropriate for emergency service delivery. The agreement shall be registered against the title to the lots and include provisions acknowledging:

(a) The Township does not maintain or repair the private lane.

(b) The Township does not provide municipal services normally associated with public roads.

(c) The owners are responsible for all costs necessary to maintain the private lane.

(d) The Township is not responsible for any loss or damage created by the owner's failure to maintain the private lane.

(e) The owners agree to indemnify the Township for any loss or damage.

5.4 Resource Access Roads

5.4.1. General

For the purposes of this Plan, resource access roads as shown on the **Land Use Plan Schedule** are intended to provide access to resource-based land uses such as forestry, mineral or mineral aggregate extraction and are generally not intended to provide access to residential or commercial land uses.

Resource roads are expected to be maintained by private enterprise under lease or other arrangements with the Crown.

Roads owned by the Crown (MNRF) but maintained on their behalf through an agreement by the Township are restricted for seasonal use only. Such roads will be maintained at a nominal standard with the costs for maintenance recouped through a toll imposed on users. The Township maintains its right to restrict land uses on such roads and the scope of public services that may be provided.

5.5 Transportation Corridors

It is the intent of this Plan that existing transportation corridors for roads be protected from land use activities which may interfere with the function and safe operation of these corridors including Highway 41, Road 506 and Road 509.

With respect to corridor management, the Township will require the proponent of ***development*** to secure necessary approvals from the Ministry of Transportation or the Township whichever is applicable for any improvements, access, traffic signs or signals, utility cuts, drainage and the undertaking of a traffic impact study where required**,** etc. The proponent of development will be expected to fund the cost of such improvements, alterations or reinstatement whether directly or by agreement with the public road authority affected.

It is the intent of this plan that the network of the Trans Ontario Provincial Trails (TOPS) snowmobile system be protected. It is recognized that the TOPS may change from time-to-time. However, an amendment to this Plan is not required for changes to this routing so long as the intent of this policy is upheld. Any trail crossings of Provincial highways will, however, require the prior approval of the Ministry of Transportation.

5.6 Infrastructure Corridors

It is the intent of this Plan that existing ***infrastructure*** corridors for utilities be protected from land use activities, which may interfere with the function and safe operation of these corridors. Any improvements or alterations to an ***infrastructure*** corridor are subject to approval by the public authority having jurisdiction or by a private authority (i.e. Bell Canada, Cable Television Company) and any costs will normally be borne by the proponent of the ***development***.

6 THE TOOLS OF IMPLEMENTATION

6.1 Introduction

There are many 'tools' at the disposal of a Planning Authority in implementing an Official Plan. This Section of the Plan lists those tools required to implement this Plan. Reference is made to a number of different Provincial statutes and/or Ontario Regulations. The list does not include all of the enabling authority of all legislation, particularly, those *Acts* and Regulations which are administered by the Federal or Provincial Government but the list is intended to be reasonably comprehensive.

Over time, amendments are made to legislation, which may change the numbering of sections of various *Acts* or *Regulations*. These changes should not affect the integrity of the following list nor limit the authority of the Municipality to exercise certain controls, unless the legislation is repealed. The *Acts* etc. are listed alphabetically for convenience.

Procedures associated with the Tools of Implementation are included in **Appendix 2** for the information and assistance to the reader and do not form part of this Plan. These sections are cross-referenced to assist the reader.

6.2 Building Code Act (See also Appendix 2)

6.2.1. Property Standards

Council may adopt a Property Standards By-law as provided for under the *Act* with the objective of maintaining buildings, structures and properties in the Municipality in a good state of repair.

The By-Law may be reviewed from time-to-time with respect to the standards for maintenance of buildings and without limiting the foregoing, shall include consideration for:

A. The maintenance of yards and accessory buildings;

B. The maintenance of residential and non-residential buildings and structures;

C. Occupancy standards;

D. Notices and orders; and

E. Administration and enforcement measures.

6.3 Condominium Act (See Appendix 2) **(see also Section 3.15.1. – Plans of Subdivisions and Condominiums)**

6.4 Environmental Assessment Act (See Appendix 2)

6.5 Environmental Protection Act (See Appendix 2)

6.6 Gasoline Handling Act and Code (See Appendix 2)

6.7 Municipal Act (See also Appendix 2)

6.8 Ontario Heritage Act (See also Appendix 2)

6.8.1. Requirement for Archeological Assessment

To implement the requirements of **Section 3.4 - Built Heritage Resources, Cultural Heritage Landscapes and Archaeological Resources** of this Plan, the review of a planning application (e.g. Zoning Amendment, Subdivision or Consent) may require a review of the archaeological potential or ***archaeological resources*** of a site. Where Council determines the need for an Archaeological Assessment, it is Council's policy that the following condition would apply:

The proponent shall carry out an Archaeological Assessment of the subject property and mitigate, through preservation or resource removal and documentation, adverse impacts to any significant ***archaeological resources*** found. No grading or other soil disturbances shall take place on the property prior to the approval authority and the Ministry of Culture confirming that all ***archaeological resources*** have met licensing and resource conservation requirements. The assessment shall be carried out by a licensed archaeologist under the *Ontario Heritage Act.*

6.9 Planning Act (See also Appendix 2)

The procedures for applications and other matters are dealt with in sequence by section. Council intends to consult with the public prior to making a decision on a planning application. This may be in addition to any required statutory public meeting. Applications for ***development*** for an Official Plan Amendment, a Zoning By-law Amendment, or Subdivision shall be reviewed for completeness. The Township/approval authority will not consider an application complete or may refuse an application where studies or other information required by this Plan or the *Planning Act* are not submitted as part of the application. These studies or information may include, but are not limited to:

- ☐ A servicing options report
- ☐ A hydrogeological study and terrain analysis or water assessment report including an assessment of the carrying capacity or appropriate density of ***development***
- ☐ A drainage and/or stormwater management report
- ☐ An Environmental Impact Assessment for a natural heritage feature or area

- ☐ An Archaeological Assessment
- ☐ A heritage impact assessment
- ☐ A resource impact report for ***development*** in proximity to a waste management facility, industrial use or mineral/mineral aggregate use including an assessment of impacts within an influence area
- ☐ A traffic study
- ☐ A ***mine hazard*** rehabilitation assessment
- ☐ A contaminated site assessment report (environmental site audit/assessment)
- ☐ A noise and/or vibration study
- ☐ A source protection study including a groundwater impact and/or surface water impact study
- ☐ A MDS I or II calculation
- ☐ A minimum separation distance calculation for an industry, waste management facility, pit or quarry
- ☐ An off-site septage haulage report
- ☐ A geotechnical study
- ☐ A municipal servicing capacity report for water and/or sanitary sewage system
- ☐ A water supply assessment
- ☐ A market study
- ☐ A flood plain management/slope stability report
- ☐ A lake capacity assessment
- ☐ A shoreline capability assessment
- ☐ A boat capacity study
- ☐ A cost-benefit study and/or a justification report for a private lane

These studies may be in addition to other requirements set out in Ontario Regulations 543/06, 544/06, 545/06 or 547/06. Council/the Approval Authority may refuse to accept an application as complete in the absence of required studies in support of an Official Plan amendment, a Zoning By-law Amendment, or a Plan of Subdivision.

6.9.1. Amendments to the Official Plan – Section 17 and 22

This Plan provides a long-range development framework to guide the future growth of North Frontenac. It is the policy of Council that

Amendments to the Plan shall only be required where major changes to the broad land use pattern and development policies become necessary as a result of changing circumstances. In determining whether or not an Amendment to the Plan is required, special regard shall be had to the general development policies of **Section 3**, and the definitions and policies of each land use category set out in this Plan. While it is not the intent of Council to limit the rights of any person under the *Planning Act* to apply for an Amendment, any proponent of ***development*** is encouraged to discuss the need for an Amendment with the Municipality prior to making an application. The Municipality encourages a spirit of pre-consultation in making this determination as well as in the review of any application for an Amendment filed with the Municipality prior to a public meeting or decision. Council may, by By-law require pre-consultation.

(See Appendix 2, Section 9.2 for Procedures)

6.9.2 Public Works – Section 24

Council shall not undertake any public work and no By-law shall be passed that does not conform to the Official Plan. Council may pass a By-law, which does not conform with the Official Plan where they have adopted an Amendment to this Plan and where the public work will comply with the Amendment, once the Amendment is approved.

6.9.3 Acquisition of Land – Section 25

Council may acquire land for any purpose set out in this Plan and may lease or otherwise dispose of such lands where no longer required.

6.9.4. Review and Consistency with the Planning Act– Section 26

Council's intent is to review planning applications for conformity with this Plan and to ensure that applications are consistent with the Provincial Policy Statement, and conform with Provincial plans in effect or do not conflict with them. This Plan will be reviewed every five years in accordance with the requirements of the *Planning Act.*

6.9.5. Community Improvement – Section 28

Community improvement may be used to improve or upgrade ***infrastructure***, ***public service facilities*** and to maintain, restore or renew buildings and properties. Council may also use the sustainable community development features of the *Planning Act* such as the restoration or ***redevelopment*** of ***brownfield sites***, environmental site assessment, environmental remediation, ***development*** and ***redevelopment***, construction and reconstruction of lands and buildings for rehabilitation purpose or for improving energy efficiency, buildings, structures, works improvements or facilities.

The intent of this Plan is to recognize the entire Municipality as a Community Improvement Area.

Within the Community Improvement Area, Council may undertake or provide for one or more projects through the preparation of a Community Improvement Project Area Plan. This may include energy efficiency, environmental, social or economic development and ***affordable*** housing as an eligible community improvement activity

Council will use a property standards by-law to provide for the upgrading, maintenance or restoration of buildings and properties. All developments participating in programs and activities contained within Community Improvement Plans shall conform to the policies of this Plan, applicable Community Design Plans, the Zoning By-law, Property Standards By-law and all other related Municipal policies and by-laws.

Council may make grants or loans towards the cost of rehabilitation of lands and buildings in conformity with the Community Improvement Plan. This may include grants and loans for energy efficient uses. The Municipality shall be satisfied that its participation in community improvement will be within the financial capabilities of the Municipality.

6.9.5.1 Brownfields

Brownfield sites are sites where the environmental condition of the property and the quality of the soil or groundwater, particularly on former industrial and waste-disposal sites, may have the potential for ***adverse effects*** to human health or the natural environment. ***Brownfield*** *sites* are defined in the Provincial Policy Statement as: means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant. The intent of this Plan is to identify and provide for the rehabilitation of brownfields, wherever feasible as a component of community improvement plans.

6.9.5.2 Other Incentive-Based Programs

In addition to programs dealing with lands, grants, loans and property assistance under Section 28 of the Planning Act, the Municipality may offer other incentive-based programs to augment and support community improvement such as:

A. Reducing or cancelling fees for planning applications under the Planning Act;

B. Utilizing the Brownfields Financial Incentive Program under the Municipal Act;

C. Tax increment equivalent financing;

D. Heritage grants under the Ontario Heritage Act;

E. Heritage Property Tax Relief under the Municipal Act;

F. Reducing or cancelling building permit fees under the Building Code Act;

G. Exempting all or part of a development charge under the Development Charges Act.

6.9.6 Zoning by-laws – Section 34

The Zoning By-law for North Frontenac shall reflect the principles, policies and land use descriptions in this Plan. The By-law shall zone land and establish regulations to control the use of land and the character, location and use of buildings and structures in accordance with this Plan.

Council may use the powers provided by Section 34 to regulate the use of all land, buildings and structures within the Township of North Frontenac as well as to govern other matters such as to prohibit land uses and ***development*** in sites containing a variety of natural heritage features, as well as sites containing an identified ***significant*** archeological feature. Council may establish any number of zones to classify and control land uses to implement this Plan. Conditional zoning may be used as a planning tool subject to the proclamation of a regulation for conditional zoning under Section 16 of the *Planning Act* and provisions set out in this Plan.

6.9.7. Holding Zone – Section 36

In order to show a future zoning designation while retaining control of the timing of ***development***, a “holding” designation may be used, in the form of a symbol “H” as a suffix to the zone designation. As long as the “H" is retained, the use of the land shall be limited.

A. **Rationale for the Use of Holding by-laws**

Holding by-laws may be used where the principle of development has been established under the *Planning Act.* A Holding By-law may be used under the following circumstances:

(i) To hold ***development*** until water and sewage services are provided, or, studies have been undertaken to prove that servicing is possible on the site and the servicing has been included in the Municipal budget or provided for through a Subdivision Agreement or other acceptable means with a developer;

(ii) To hold land that is designated in the Official Plan, but, as yet is undeveloped until a proposal is submitted to develop the land for the use/uses intended in the Official Plan;

(iii) To hold land from ***development*** until other environmental or physical improvements to the site are made. For example,

road improvements or infill on a site may be required prior to development of the site;

(iv) To prevent or limit the use of land in order to achieve orderly phased ***development***;

(v) To ensure that all conditions of development including financial requirements and agreements in accordance with the provisions of this Plan and/or the *Planning Act*, have been complied with; and

(vi) Contaminated sites may be placed in a Holding Zone in the Municipality's Zoning By-law. Where a holding zone is used, the "H" symbol may be removed when the site has been acceptably decommissioned or cleaned up to the satisfaction of the Municipality and in accordance with a site remediation plan and subject further, to the submission of a Ministry of the Environment and Climate Change acknowledged Record of Site Condition to Council.

B. **Conditions to be met for Removal of the Holding Symbol**

The Holding "H" may be removed by by-law when the above circumstances have been satisfied and the following conditions met:

(i) Approval of servicing the site /area is given or servicing of adequate standards is provided on the site;

(ii) A proposal is submitted for a site that conforms to the policies of the Official Plan;

(iii) A phasing plan is submitted;

(iv) Architectural or design drawings and studies, where applicable, are submitted showing the required features;

(v) Financial securities have been submitted (e.g. bond or letter of credit); and

(vi) With respect to contaminated sites, the "H" may be removed upon the receipt of a report approved by Council that the appropriate level of remediation, demonstrated by a Ministry of Environment acknowledged Record of Site Condition has been achieved.

6.9.8 Interim Control By-laws – Section 38

In utilizing this authority, it is Council's policy that an interim Control By-law shall be preceded by a By-law or Resolution, directing that a study be undertaken of planning policies in the affected area and setting out the terms of reference for the study.

When an Interim Control By-law expires, the prior zoning shall automatically apply, unless a new zoning by-law is passed.

6.9.9. Temporary Use By-laws – Section 39

In certain circumstances, it may be desirable to pass a Temporary Use By-law to implement the policies of this Plan or to implement measures for economic growth and prosperity (e.g. it may be desirable to locate certain uses in vacant commercial or institutional buildings or on lands zoned for institutional uses on a temporary basis despite the fact the uses are not permitted under the provisions of the Official Plan). It may also be beneficial to temporarily zone lands for industrial or commercial uses as an incubator or temporary location for a use, which does not conform to the Plan.

A Temporary Use By-law may also be passed to permit a garden suite.

Council may, therefore, in a By-law passed under Section 39 of the *Planning Act*, authorize a temporary use of existing structures for any purpose set out therein. The period of time for a temporary use may be for a period of up to ten years for a garden suite and up to three years in all other cases, both of which are renewable. Notice of a Temporary Use By-law shall be given in the same manner as that of a zoning by-law under Section 34 of the *Planning Act*.

As a condition of the passing of a Temporary Use By-law for a garden suite, Council may require the owner of the suite or any other persons to enter into an agreement with the Municipality under the *Municipal Act.*

Any use introduced under such a Temporary Use By-law does not acquire the status of a legal non-conforming use at the expiration of the by-law(s) and at that time must therefore cease.

It is not the intent of the Official Plan that Temporary Use By-laws be used to permit a new use while an Amendment to the Official Plan and/or Zoning By-law is being processed to permit the use on a permanent basis. However, once a temporary use is established and it becomes apparent to Council that the use should be permitted on a permanent basis, the use may continue under a Temporary Use By-law while any required amendments are passed.

6.9.10. Site Plan Control – Section 41

A. **Policies**

Under the authority of Section 41 of the *Planning Act*, Council may by By-law designate specific areas or land uses within the Municipality which shall be known as Site Plan Control areas. For the purposes of this Plan, the following land use designations and land uses shall be subject to Site Plan Control:

(i) Any industrial, commercial or public service use;

(ii) Any multiple residential use consisting of six (6) or more dwelling units;

(iii) Any lands abutting a lake, water body or ***natural heritage feature and area***;

(iv) All land uses within the Hazard Lands;

(v) All conversions and ***redevelopment*** within any of the above categories;

(vi) Communication towers and facilities; and

(vii) ***Alternative energy systems***

The specific applications of Site Plan Control are set out in the various land use designations in this Plan and should be used as the primary reference.

Council may by by-law designate one or more areas as Site Plan Control Areas. Council may require the submission of plans and drawings for all ***development*** proposals within the Site Plan Control area.

Council may, as a condition of site plan approval, require the dedication of land for the widening of any street to the width set out in **Section 5.2.9** Policies of this Plan for roads as specified by the classification. The conveyance to the Municipality shall not exceed more than one-half of the deficiency of the width or 5 m (16.4 ft.) whichever is the lesser. The conveyance shall apply to the full frontage of the property wherever the deficiency exists.

Council shall require each applicant submitting such a ***development*** proposal to enter into an agreement with the Municipality as a condition to the approval of the development proposal. Where a development proposal is of a minor nature, some or all of the points listed below may be waived in the agreement. The agreement may include conditions on the following facilities and matters.

(a) The construction or reconstruction of the access or egress onto all major roads or highways and any upgrading of the roads, that will be necessary as a result of the increased traffic caused by the development;

(b) The number and location of all off-street loading areas and parking areas to be provided within each ***development***, and the surfacing of such areas and driveways;

(c) The number, location and construction of all walkways and walkway ramps and pedestrian access points to be provided in the development and how these will eventually be connected to adjacent areas;

(d) The location, number and power of any facilities for lighting, including floodlighting of the site or any buildings or structures (such as signs) thereon;

(e) All grading required to be done on the property and how storm, surface and wastewaters will be disposed of in order to prevent erosion including the period during construction of the project. Plans will show the location and connections for all services to municipal services including elevations and inverts;

(f) The techniques that are to be used on the site for landscaping of the property for the protection of adjoining lands, water bodies or natural heritage features, including the type of vegetation and techniques to be used, the existing (native) vegetation which is to be preserved, and any structures such as walls, fences or barriers that are to be used;

(g) The location, height, number and size of all residential units to be erected on the site and the method by which the ***development*** will be staged;

(h) The location, height, and type of all other buildings located in the proposal;

(i) Illustration of the contours and final elevations of the site on a contour interval of 1 m (3.3 ft.) or less;

(j) The location and type of any facilities and enclosures for the storage of recyclables, garbage and other waste materials;

(k) The location and extent of any easements or other covenants on the land to be conveyed to the Municipality or a local board for public utilities.

(l) The location and description of facilities designed for accessibility for persons with disabilities;

(m) The location and description of all easements to be conveyed to the Municipality and other public utilities; and

(n) A description of any sustainable design elements on any adjoining highway under the Municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.

In the review of Site Plan Applications, Council may circulate to Municipal Departments and outside Agencies that are considered to have a vested interest for their comments prior to the approval of any site plan or Site Plan Agreement.

Agreements entered into under the authority of Section 41 of the *Planning Act* may be for the provision of any or all of the facilities, works or matters as provided for in the *Act* and the maintenance thereof and for the registration of such agreements against title to the land to which they apply.

Council may use the sustainability features of Section 41 (4) as a means to encourage ***sustainable development*** (i.e., sustainable design elements adjoining a public road such as trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, curb ramps, waste and recycling containers and bicycle parking facilities) and facilities to provide or enhance accessibility by persons with disabilities or other challenges.

6.9.11. Parkland Dedication or Cash-in-Lieu – Section 42

It is Council's policy to require the conveyance of parkland or the cash-in-lieu equivalent for residential and non-residential ***development*** as a means to implementing the policies for parks and open space areas of this Plan. The land or cash to be conveyed shall not exceed two per cent (2 %) of the value of the land to be developed for commercial or industrial uses or five per cent (5 %) for residential uses. Where Council requests cash-in-lieu, the value of the land shall be determined on the day before the day the building permit is issued.

6.9.12. Committee of Adjustment – Sections 44 and 45

A. **Status of Legal Non-Conforming Uses**

It is the intention of this Plan to ensure orderly control of and repair and replacement of non-conforming uses.

The owner/applicant in submitting an application for an expansion, enlargement, replacement or change of a non-conforming use shall demonstrate that all three of the following conditions are met in qualifying a use as a non-conforming use:

(i) That the use was legally established prior to the passing of any of the Zoning By-laws as set out in **Sections 3.5** of this Plan;

(ii) That the use has continued without interruption from the date of its establishment of the use, or in the case of an interruption, that there has been a reasonable attempt to continue the use during the period of discontinuance; and

(iii) That the use is deemed to have existed and continued only if there was in fact, an actual user directly involved with the use.

B. **Enlargement of Expansion, Replacement or Change to a Non Conforming**

It may be desirable, however, to permit the extension, enlargement, replacement or change of a non-conforming use to a similar or more compatible use subject to the following criteria:

(i) The extension, enlargement, replacement or change of use does not aggravate the non-conforming situation for neighboring uses;

(ii) Such extension, enlargement, replacement or change of use shall not further reduce the requirements of the implementing Zoning By-law.

(iii) The proposed extension, enlargement, replacement or change will not create ***adverse effects*** undue noise, vibration, fumes, smoke, dust, odors, glare from lights nor environmental hazards;

(iv) Traffic and parking conditions in the vicinity will not be adversely affected and traffic impacts will be kept to a minimum by the appropriate design of ingress and egress points to and from the site and by improvement of site conditions especially in proximity to intersections;

(v) Adequate provisions have been or will be made for off-street parking and loading facilities where they apply;

(vi) ***Infrastructure*** and public services such as water and sewer, storm drainage, roads, school bussing, fire prevention,

emergency services, waste and recycling etc. are adequate or can be made adequate.

6.9.13. Plans of Subdivisions and Condominium

Development by Plan of Subdivision may be used for large lot residential development. Consents shall otherwise be the method of land division [see **Section 3.16.2**].

It shall be the policy of Council to consider for endorsement, only those Plans of Subdivision which comply with the policies of this Plan and which, to the satisfaction of the Council, can be supplied with adequate and cost effective ***public service facilities***. It is recognized that Frontenac County Council is the approval authority for Plans of Subdivision and Condominiums.

A. **Consent Policies and Procedures**

Provisions relating to the granting of Consents are set out in Sections 51 and 53 of the *Planning Act*. Council shall be consistent with the Provincial Policy Statement in addition to the Consent Policy checklist set out in **Section 3.16.2.** of this Plan.

B. **Part-Lot Control**

Part-lot control may be used for existing Plans of Subdivision where it is necessary to re-align lot boundaries to clarify or grant title, exact specific servicing requirements as a condition of consent such as a road widening or to further control internal ***development*** on a lot.

6.9.14. Tariff of Fees – Section 69 (see Appendix 2)

6.9.15 . Development Charges Act, 1997

Statement of Intent

This Official Plan is to be considered as a Statement of Intent of Council to carry out or authorize to be carried out, various public works as described specifically or in general terms in this Plan and which may be the subject of a development charge.

Appendix 1
Definitions

Access standards:

means methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair of protection works, during times of flooding hazards, ***erosion hazard***s and/or other water-related hazards.

Adjacent lands: means

a. for the purposes of the Provincial Policy Statement, those lands contiguous (abutting) to a specific natural heritage feature or area where it is likely that ***development*** or ***site alteration*** would have a negative impact on the feature or area. The extent of the ***adjacent lands*** may be recommended by the Province or based on municipal approaches which achieve the same objectives; and

b. for the purposes of the Provincial Policy Statement, those lands contiguous (abutting) to a ***protected heritage property*** or as otherwise defined in the municipal official plan.

Adverse effects:

as defined in the *Environmental Protection Act*, means one or more of:

a. impairment of the quality of the natural environment for any use that can be made of it;
b. injury or damage to property or plant or animal life;
c. harm or material discomfort to any person;
d. an adverse effect on the health of any person;
e. impairment of the safety of any person;
f. rendering any property or plant or animal life unfit for human use;
g. loss of enjoyment of normal use of property; and
h. interference with normal conduct of business.

Affordable: means

a) in the case of ownership housing, the least expensive of:

1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for ***low and moderate income households;*** or
2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the ***regional market area***;

b) in the case of rental housing, the least expensive of:

1. a unit for which the rent does not exceed 30 percent of gross annual household income for ***low and moderate income households***; or
2. a unit for which the rent is at or below the average market rent of a unit in the ***regional market area***.

Agricultural uses:

means the growing of crops, including nursery and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agriculture-related uses:

means those farm-related commercial and farm-related industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation.

Airports:

means all Ontario airports, including designated lands for future airports, with Noise Exposure Forecast (NEF)/Noise Exposure Projection (NEP) mapping.

Alternative energy systems:

means sources of energy or energy conversion processes that significantly reduce the amount of harmful emissions to the environment (air, earth and water) when compared to conventional energy systems.

Archaeological resources:

includes artefacts, archaeological sites and marine archaeological sites. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the Ontario Heritage Act.

Areas of archaeological potential:

means areas with the likelihood to contain ***archaeological resources***. Criteria for determining archaeological potential are established by the Province, but municipal approaches which achieve the same objectives may also be used. Archaeological potential is confirmed through archaeological fieldwork undertaken in accordance with the Ontario Heritage Act.

Areas of mineral potential:

means areas favourable to the discovery of ***mineral deposits*** due to geology, the presence of known ***mineral deposits*** or other technical evidence.

Areas of natural and scientific interest (ANSI):

means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education.

Areas of petroleum potential:

means areas favourable to the discovery of petroleum resources due to geology, the presence of known petroleum resources or other technical evidence.

Brownfield sites:

means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

Built heritage resources:

means one or more ***significant*** buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history and identified as being important to a community. These resources may be identified through designation or heritage conservation easement under the Ontario Heritage Act, or listed by local, Provincial or Federal jurisdictions.

Conserved:

means the identification, protection, use and/or management of cultural heritage and ***archaeological resources*** in such a way that their heritage values, attributes and integrity are retained. This may be addressed through a conservation plan or heritage impact assessment.

Cultural heritage landscape:

means a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a ***significant*** type of heritage form, distinctive from that of its constituent elements or parts.

Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; and villages, parks, gardens, battlefields, mainstreets and neighbourhoods, cemeteries, trailways and industrial complexes of cultural heritage value.

Designated and available:

for the purposes of the Provincial Policy Statement, means lands designated in the Official Plan for urban residential use. For Municipalities where more detailed Official Plan policies (e.g. secondary plans) are required before development applications can be considered for approval, only lands that have commenced the more detailed planning process are considered to be designated for the purposes of this definition.

Designated vulnerable area:

means areas defined as ***vulnerable***, in accordance with Provincial standards, by virtue of their importance as a drinking water source that may be impacted by activities or events.

Development:

means the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the Planning Act, but does not include:

a. activities that create or maintain ***infrastructure*** authorized under an environmental assessment process;
b. works subject to the Drainage Act; or
c. for the purposes of the Provincial Policy Statement, underground or surface mining of ***minerals*** or advanced exploration on mining lands in significant ***areas of mineral potential*** in Ecoregion 5E, where advanced exploration has the same meaning as under the Mining Act. Instead, those matters shall be subject to the Provincial Policy Statement policies.

Ecological function:

means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical and socio-economic interactions.

Endangered species:

means a species that is listed or categorized as an "***Endangered Species***" on the Ontario Ministry of Natural Resources and Forestry's official species at risk list, as updated and amended from time to time.

Environmentally Friendly:

means the use of building materials, building methods or practices which are not harmful to the natural environment, which avoid injury or damage to property or

plant or animal life and wherever possible improve or enhance the ecological function of natural habitats.

Erosion hazard:

means the loss of land, due to human or natural processes, that poses a threat to life and property. The ***erosion hazard*** limit is determined using considerations that include the 100 year erosion rate (the average annual rate of recession extended over an one hundred year time span), an allowance for slope stability, and an erosion/erosion access allowance.

Fish:

means fish, which as defined in S.2 of the Fisheries Act, c. F-14, as amended, includes fish, shellfish, crustaceans, and marine animals, at all stages of their life cycles.

Fish habitat:

as defined in the Fisheries Act, c. F-14, means spawning grounds and nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes.

Ground water feature:

refers to water-related features in the earth's subsurface, including recharge/discharge areas, water tables, aquifers and unsaturated zones that can be defined by surface and subsurface hydrogeologic investigations.

Hazardous lands:

means property or lands that could be unsafe for ***development*** due to naturally occurring processes. Along the shorelines of the Great Lakes - St. Lawrence River System, this means the land, including that covered by water, between the international boundary, where applicable, and the furthest landward limit of the flooding hazard, ***erosion hazard*** or dynamic beach hazard limits. Along the shorelines of large inland lakes, this means the land, including that covered by water, between a defined offshore distance or depth and the furthest landward limit of the flooding hazard, ***erosion hazard*** or dynamic beach hazard limits. Along river, stream and small inland lake systems, this means the land, including that covered by water, to the furthest landward limit of the flooding hazard or ***erosion hazard*** limits.

Hazardous sites:

means property or lands that could be unsafe for ***development*** and ***site alteration*** due to naturally occurring hazards. These may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography).

Hazardous substances:

means substances which, individually, or in combination with other substances, are normally considered to pose a danger to public health, safety and the environment. These substances generally include a wide array of materials that are toxic, ignitable, corrosive, reactive, radioactive or pathological.

Heritage attributes:

means the principal features, characteristics, context and appearance that contribute to the cultural heritage significance of a ***protected heritage property***.

Hydrologic function:

means the functions of the hydrological cycle that include the occurrence, circulation, distribution and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water's interaction with the environment including its relation to living things.

Individual on-site sewage services:

means individual, autonomous sewage disposal systems within the meaning of s.8.1.2, O.Reg. 403/97, under the Building Code Act, 1992 that are owned, operated and managed by the owner of the property upon which the system is located.

Individual on-site water services:

means individual, autonomous water supply systems that are owned, operated and managed by the owner of the property upon which the system is located.

Infrastructure:

means physical structures (facilities and corridors) that form the foundation for development. ***Infrastructure*** includes: sewage and water systems, septage treatment systems, waste management systems, electric power generation and transmission, communications/telecommunications, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities.

Intensification:

means the ***development*** of a property, site or area at a higher density than currently exists through:

a. ***redevelopment***, including the reuse of ***brownfield sites***;
b. the development of vacant and/or underutilized lots within previously developed areas;
c. infill development; and
d. the expansion or conversion of existing buildings.

Large inland lakes:

means those waterbodies having a surface area of equal to or greater than 100 square kilometres where there is not a measurable or predictable response to a single runoff event.

Legal or technical reasons:

for the purposes of the Provincial Policy Statement, means severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.

Low and moderate income households: means

a. in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the ***regional market area***; or
b. in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the ***regional market area***.

Mine hazard:

means any feature of a mine as defined under the Mining Act, or any related disturbance of the ground that has not been rehabilitated.

Minerals:

means metallic ***minerals*** and non-metallic minerals as herein defined, but does not include ***mineral aggregate resources*** or petroleum resources. Metallic minerals means those minerals from which metals (e.g. copper, nickel, gold) are derived. Non-metallic minerals means those minerals that are of value for intrinsic properties of the minerals themselves and not as a source of metal. They are generally synonymous with industrial minerals (e.g., asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, and wollastonite).

Mineral aggregate operation: means

a. lands under license or permit, other than for ***wayside pits and quarries***, issued in accordance with the Aggregate Resources Act, or successors thereto;
b. for lands not designated under the Aggregate Resources Act, established pits and quarries that are not in contravention of municipal zoning by-laws and including adjacent land under agreement with or owned by the operator, to permit continuation of the operation; and
c. associated facilities used in extraction, transport, beneficiation, processing or recycling of ***mineral aggregate resources*** and derived products such as asphalt and concrete, or the production of secondary related products.

Mineral aggregate resources:

means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the Aggregate Resources Act suitable for construction, industrial, manufacturing and maintenance purposes but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other material prescribed under the Mining Act.

Mineral deposits:

means areas of identified ***minerals*** that have sufficient quantity and quality based on specific geological evidence to warrant present or future extraction.

Mineral mining operation:

means mining operations and associated facilities, or, past producing mines with remaining mineral development potential that have not been permanently rehabilitated to another use.

Minimum distance separation formulae:

means formulae developed by the Province to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.

Multi-modal transportation system:

means a transportation system which may include several forms of transportation such as automobiles, walking, trucks, cycling, buses, rapid transit, rail (such as commuter and freight), air and marine.

Municipal sewage services:

means a sewage works within the meaning of Section 1 of the Ontario Water Resources Act that is owned or operated by a Municipality.

Municipal water services:

means a municipal drinking-water system within the meaning of Section 2 of the Safe Drinking Water Act, 2002.

Natural heritage features and areas:

means features and areas, including ***significant wetlands***, ***significant*** coastal ***wetlands***, ***fish habitat***, ***significant woodlands*** south and east of the Canadian Shield, ***significant*** valleylands south and east of the Canadian Shield, ***significant*** habitat of ***endangered species*** and ***threatened species***, significant ***wildlife habitat***, and significant ***areas of natural and scientific*** interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area.

Natural heritage system:

means a system made up of ***natural heritage features and areas***, linked by natural corridors which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species and ecosystems. These systems can include lands that have been restored and areas with the potential to be restored to a natural state.

Negative impacts: means

a. in regard to policy 2.2 of the Provincial Policy Statement, degradation to the quality and quantity of water, ***sensitive surface water features*** and sensitive ***ground water features***, and their related ***hydrologic functions***, due to single, multiple or successive ***development*** or ***site alteration*** activities;
b. in regard to ***fish habitat***, the harmful alteration, disruption or destruction of fish habitat, except where, in conjunction with the appropriate authorities, it has been authorized under the Fisheries Act, using the guiding principle of no net loss of productive capacity; and
c. in regard to other ***natural heritage features and areas***, degradation that threatens the health and integrity of the natural features or ***ecological functions*** for which an area is identified due to single, multiple or successive development or ***site alteration*** activities.

Normal farm practices:

means a practice, as defined in the Farming and Food Production Protection Act, 1998, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. ***Normal farm practices*** shall be consistent with the Nutrient Management Act, 2002 and regulations made under that Act.

Partial services: means

a. ***municipal sewage services*** or ***private communal sewage services*** and ***individual on-site water services***; or

b. ***municipal water services*** or ***private communal water services*** and ***individual on-site sewage services***.

Planned corridors:

means corridors identified through Provincial plans or preferred alignment(s) determined through the Environmental Assessment Act process which are required to meet projected needs.

Portable asphalt plant: means a facility

a. with equipment designed to heat and dry aggregate and to mix aggregate with bituminous asphalt to produce asphalt paving material, and includes stockpiling and storage of bulk materials used in the process; and

b. which is not of permanent construction, but which is to be dismantled at the completion of the construction project.

Portable concrete plant: means a building or structure

a. with equipment designed to mix cementing materials, aggregate, water and admixtures to produce concrete, and includes stockpiling and storage of bulk materials used in the process; and

b. which is not of permanent construction, but which is designed to be dismantled at the completion of the construction project.

Private communal sewage services:

means a sewage works within the meaning of Section 1 of the Ontario Water Resources Act that serves six or more lots or private residences and is not owned by a Municipality.

Private communal water services:

means a non-municipal drinking-water system within the meaning of Section 2 of the Safe Drinking Water Act, 2002 that serves six or more lots or private residences.

Protected heritage property:

means real property designated under Parts IV, V or VI of the Ontario Heritage Act; heritage conservation easement property under Parts II or IV of the Ontario Heritage Act; and property that is the subject of a covenant or agreement

between the owner of a property and a conservation body or level of government, registered on title and executed with the primary purpose of preserving, conserving and maintaining a cultural heritage feature or resource, or preventing its destruction, demolition or loss.

Protection works standards:

means the combination of non-structural or structural works and allowances for slope stability and flooding/erosion to reduce the damage caused by flooding hazards, ***erosion hazard***s and other water-related hazards, and to allow access for their maintenance and repair.

Provincial and Federal requirements: means

a. in regard to the Provincial Policy Statement, legislation and policies administered by the Federal or Provincial Governments for the purpose of protecting the environment from potential impacts associated with energy facilities and ensuring that the necessary approvals are obtained; and

b. in regard to the Provincial Policy Statement, legislation and policies administered by the Federal or Provincial Governments for the purpose of the protection of fish and ***fish habitat***, and related, scientifically established standards such as water quality criteria for protecting lake trout populations.

Provincial plan:

means a plan approved by the Lieutenant Governor in Council or the Minister of Municipal Affairs and Housing, but does not include Municipal Official Plans.

Public service facilities:

means land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. ***Public service facilities*** do not include ***infrastructure***.

Quality and quantity of water:

is measured by indicators such as minimum base flow, depth to water table, aquifer pressure, oxygen levels, suspended solids, temperature, bacteria, nutrients and hazardous contaminants, and hydrologic regime.

Recreation:

means leisure time activity undertaken in built or natural settings for purposes of physical activity, health benefits, sport participation and skill development, personal enjoyment, positive social interaction and the achievement of human potential.

Redevelopment:

means the creation of new units, uses or lots on previously developed land in existing communities, including ***brownfield sites***.

Regional market area:

refers to an area, generally broader than a Lower-tier Municipality, that has a high degree of social and economic interaction. In southern Ontario, the Upper or Single-tier Municipality will normally serve as the ***regional market area***. Where a ***regional market area*** extends significantly beyond upper or single-tier

boundaries, it may include a combination of upper, single and/or lower-tier municipalities.

Renewable energy systems

means the production of electrical power from an energy source that is renewed by natural processes including, but not limited to, wind, water, a biomass resource or product, or solar and geothermal energy.

Reserve sewage system capacity:

means design or planned capacity in a centralized waste water treatment facility which is not yet committed to existing or approved development. For the purposes of the Provincial Policy Statement, reserve capacity for private communal sewage services and ***individual on-site sewage services*** is considered sufficient if the hauled sewage from the ***development*** can be treated or disposed of at sites approved under the *Environmental Protection Act* or the *Ontario Water Resources Act*, but not by land-applying untreated, hauled sewage.

Reserve water system capacity:

means design or planned capacity in a centralized water treatment facility which is not yet committed to existing or approved ***development***.

Residence surplus to a farming operation:

means an existing farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation).

Residential intensification:

means ***intensification*** of a property, site or area which results in a net increase in residential units or accommodation and includes:

a. ***redevelopment***, including the redevelopment of ***brownfield sites***;
b. the development of vacant or underutilized lots within previously developed areas;
c. infill ***development***;
d. the conversion or expansion of existing industrial, commercial and institutional buildings for residential use; and
e. the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, secondary suites and rooming houses.

River, stream and small inland lake systems:

means all watercourses, rivers, streams, and small inland lakes or waterbodies that have a measurable or predictable response to a single runoff event.

Rural areas:

means lands in the rural area which are located outside ***settlement areas*** and which are outside prime agricultural areas.

Secondary uses:

means uses secondary to the principal use of the property, including but not limited to, home occupations, home industries, and uses that produce value-added agricultural products from the farm operation on the property.

Sensitive:

in regard to ***surface water features*** and ***ground water features***, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants.

Sensitive land uses:

means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more ***adverse effects*** from contaminant discharges generated by a nearby major facility. ***Sensitive land uses*** may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.

Settlement areas:

means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

a. built up areas where ***development*** is concentrated and which have a mix of land uses; and
b. lands which have been designated in an Official Plan for development over the long term planning horizon provided for in the Provincial Policy Statement. In cases where land in designated growth areas is not available, the settlement area may be no larger than the area where ***development*** is concentrated.

Sewage and water services:

includes ***municipal sewage services*** and ***municipal water services***, private communal sewage services and ***private communal water services***, ***individual on-site sewage services*** and ***individual on-site water services***, and ***partial services***.

Significant: means

a. in regard to ***wetlands***, coastal wetlands and ***areas of natural and scientific*** interest, an area identified as Provincially Significant by the Ontario Ministry of Natural Resources and Forestry using evaluation procedures established by the Province, as amended from time to time;

b. in regard to the habitat of ***endangered species*** and ***threatened species***, means the habitat, as approved by the Ontario Ministry of Natural Resources and Forestry, that is necessary for the maintenance, survival, and/or the recovery of naturally occurring or reintroduced populations of ***endangered species*** or ***threatened species***, and where those areas of occurrence are occupied or habitually occupied by the species during all or any part(s) of its life cycle;

c. in regard to ***woodlands***, an area which is ecologically important in terms of features such as species composition, age of trees and stand history;

d. functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history;

e. in regard to other features and areas in policy 2.1 of the Provincial Policy Statement, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or ***natural heritage system***;

f. in regard to mineral potential, means an area identified as Provincially Significant through comprehensive studies prepared using evaluation procedures established by the Province, as amended from time to time, such as the Provincially Significant Mineral Potential Index;

g. in regard to potential for petroleum resources, means an area identified as Provincially Significant through comprehensive studies prepared using evaluation procedures established by the Province, as amended from time to time; and

h. in regard to cultural heritage and archaeology, resources that are valued for the important contribution they make to our understanding of the history of a place, an event, or a people.

Criteria for determining significance for the resources identified in sections (c)-(g) are recommended by the Province, but municipal approaches that achieve or exceed the same objective may also be used.

While some ***significant*** resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation.

Site alteration:

means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site. For the purposes of the Provincial Policy Statement, ***site alteration*** does not include underground or surface mining of ***minerals*** or advanced exploration on mining lands in significant ***areas of mineral potential*** in Ecoregion 5E, where advanced exploration has the same meaning as in the Mining Act. Instead, those matters shall be subject to the policies in Section 2.4 of the Provincial Policy Statement.

Special needs:

means any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of ***special needs*** housing may include, but are not limited to, housing for persons with disabilities such as physical, sensory or mental health disabilities, and housing for the elderly.

Sustainable development

is a process of managing change in which exploitation of resources, the direction of investments, the orientation of technological development, and institutional change are all in harmony and enhance both current and future potential to ensure a balance between humans and the biophysical environment (i.e. fauna, flora, the air, water and soil).

Surface water feature:

refers to water-related features on the earth's surface, including headwaters, rivers, stream channels, inland lakes, seepage areas, recharge/discharge areas, springs, ***wetlands***, and associated riparian lands that can be defined by their soil moisture, soil type, vegetation or topographic characteristics.

Threatened species:

means a species that is listed or categorized as a "Threatened Species" on the Ontario Ministry of Natural Resources and Forestry's official species at risk list, as updated and amended from time to time.

Transportation systems:

means a system consisting of corridors and rights-of way for the movement of people and goods, and associated transportation facilities including transit stops and stations, cycle lanes, bus lanes, high occupancy vehicle lanes, rail facilities, park'n'ride lots, service centres, rest stops, vehicle inspection stations, intermodal terminals, harbours, and associated facilities such as storage and maintenance.

Vulnerable:

means surface and groundwater that can be easily changed or impacted by activities or events, either by virtue of their vicinity to such activities or events or by permissive pathways between such activities and the surface and/or groundwater.

Waste management system:

means sites and facilities to accommodate solid waste from one or more municipalities and includes landfill sites, recycling facilities, transfer stations, processing sites and hazardous waste depots.

Watershed:

means an area that is drained by a river and its tributaries.

Wayside pits and quarries:

means a temporary pit or quarry opened and used by or for a public authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way.

Wetlands:

means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of ***wetlands*** are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be ***wetlands*** for the purposes of this definition.

Wildlife habitat:

means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific ***wildlife habitat***s of concern may include areas where species concentrate at a ***vulnerable*** point in their annual or life cycle; and areas which are important to migratory or non-migratory species.

Woodlands:

means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of ***wildlife habitat***, outdoor ***recreational*** opportunities, and the sustainable harvest of a wide range of woodland products. ***Woodlands*** include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and Provincial levels.

Appendix 2 - Procedures and Supplementary Information

1. Building Code Act

1.1 General

The Building Code Act provides the enabling authority for Councils to issue Building Permits through the appointment of a Chief Building Official and the adoption of a Building By-law. The Act also provides for the administration of property standards (transferred from the *Planning Act*). A Building Permit cannot be issued unless the proposed structure complies with 'applicable law' such as a Zoning By-law. The associated *Ontario Building Code* sets out the standards for design and construction of buildings. Building Permits are generally required for:

Construction of a new building or structure (garage or accessory building exceeding 10 m^2) including a mobile home or manufactured dwelling;

A. The repair, reconstruction or retrofitting of a building or other construction which is part of the structural support of a building;

B. Adding an extension;

C. Excavating or constructing a foundation;

D. Installing heating, plumbing, air conditioning or a fire place (solid fuel appliance);

E. Building or placing a temporary building;

F. The demolition of a building;

G. The change of use of a building may require a permit since different code standards may apply to the new use;

Important sections of the *Building Code Act* include:

Section 3 (2) - The Council shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the *Building Code Act*.

Section 7 - Enables Council to adopt a Building By-law specifying the classes of permits, application fees, requirements for applications etc.

Section 8 (1) - Provides that no person shall construct or demolish a building unless a permit has been issued.

Section 15.1 - 15.8 - Sets out the enabling authority for property standards including the appointment of a Property Standards Officer, appointment of a Property Standards Committee, issuing of orders to remedy buildings or conditions which do not meet the requirements set out in a Property Standards By-law.

2. Condominium Act

2.1 General

Condominiums are a form of property ownership in which title to a unit, such as an individual apartment in an apartment building or a single detached dwelling in a private subdivision, is held by an individual together with a share of the rest of the property, which is common to all owners. Condominiums can involve a brand new ***development***, or an existing rental project, which is converted to condominium ownership. They can apply to any type of residential building as well as commercial and industrial areas. Vacant land is not eligible.

Section 50 (2) - A condominium plan is like any Plan of Subdivision in that it is a way of dividing property and must be approved by the approval authority.

Section 50 (3) may be utilized to exempt approval for buildings which have already been constructed and which satisfy all of the applicable municipal policies and requirements.

2.2 Applications

Applications shall be made to Council utilizing the form prescribed and shall set out a description suitable for registration on title unless otherwise exempted by Council. Council may enter into an agreement with the applicant for the provision of services or such other matters as are governed by *Section 51* of the *Planning Act*. The approval of an application for a condominium is with the County of Frontenac

3. Development Charges Act, 1997

3.1 General

Subject to undertaking a study (*Section 10*), Council may adopt a Development Charges By-law (*Section 6*) for the purposes of imposing a development charge against specified land uses to pay for increased capital costs required because of the increased need for services arising from new development of the area to which the by-law applies.

Section 2 (2) - ***Development*** which may precipitate a development charge includes:

- The passing of a Zoning By-law or an amendment to a By-law under Section 34 of the *Planning Act;*
- The approval of a Minor Variance under *Section 45* of the *Planning Act*;
- A conveyance of land to which a by-law passed under *Section 50 (7)* of the *Planning Act* applies;
- The approval of a Plan of Subdivision under *Section 51* of the *Planning Act*;
- A Consent under *Section 53* of the *Planning Act*;
- The approval of a description under *Section 50* of the *Condominium Act*; or

- The issuing of a Building Permit under the *Building Code Act* in relation to a building or structure.

4. Environmental Assessment Act

Prior to the construction of public works or undertakings, such as roads, sewage works, waste disposal facilities, water filtration plants, a Municipality is obliged to follow procedures under the *Environmental Assessment Act*. Some types of undertakings may fall into a class environmental assessment, which is a more streamlined process in reviewing the environmental impacts of the proposed work. Generally, the intent of this Plan is to ensure that the following procedures (generalized description) are followed prior to the construction of a project (undertaking):

Consult with affected parties:

- Involve affected parties early in the process and continuously throughout;
- Encourage the identification and resolution of issues before an EA is formally submitted; and
- Promote mutually acceptable, environmentally sound solutions through consultation.

Consider reasonable alternatives: planning must consider alternatives to the undertaking, which fulfill the purpose of the undertaking in functionally different ways and alternative methods of implementing a particular type of alternative. The 'do-nothing' alternative must also be considered.

Consider all aspects of the environment: the planning process must consider the effects on the natural or biophysical environment as well as effects on the social, economic and cultural conditions that influence the lives of humans of a community.

Systematically evaluate net environmental effects: evaluate alternatives in light of their advantages and disadvantages and the effects remaining after mitigation or enhancement measures have been addressed.

Provide clear, complete documentation: the EA should strive to represent accurately the process that was followed in a clear and understandable way and to communicate the results of that process.

5. Environmental Protection Act

The *Environmental Protection Act* provides control mechanisms for the protection of the environment that has application to the general public as well as to the Council of a Municipality.

Section 46 - land used for a waste disposal site may not be used for another purpose within a period of twenty-five years from the date the land ceased to be used, without the approval of the Minister.

6. Gasoline Handling Act and Code

This legislation prescribes the requirements for the handling of gasoline and associated products and amongst other matters sets out in the associated

Gasoline Handling Code, the prescribed setbacks of gasoline storage facilities and pump islands from streets and adjacent properties. The intent of this Plan is to ensure that the amending Zoning By-law reflects these standards as a measure of public safety and compatibility with adjacent land uses.

7. Municipal Act

This *Act* provides the enabling authority for a variety of types of by-laws and licensing matters, which serve to implement features of this Plan or to authorize other actions of Council as follows:

Section 31 - Establishing a highway

Section 34 - Closing a highway

Sections 37/38 - Closing a private road

Sections 47/48 - Naming a road

Section 99 - Regulating Signs

Section 123 - Regulating dangerous places e.g. cliffs, deep water

Section 124 - Regulating pits and quarries

Section 127 - Regulating refuse and debris (clean yards)

Section 129 - Regulating noise, odour, dust, vibration, outdoor illumination

Section 131 - Regulating wrecking yards

Section 135 - Regulating tree cutting or injury to trees

Section 142 - Site alteration control (e.g. dumping, filling, topsoil removal, grade alteration)

Section 151 - Licensing adult entertainment establishments

Section 166 - Designation and registration of group homes

Section 168/169 - Licensing trailers and trailer camps

Section 170 - Licensing motor vehicle racing

Section 204 - Establishing a Business Improvement Area

8. Ontario Heritage Act

The Ontario Heritage Act is intended to assist municipalities with the designation and conservation of buildings, structures, districts, landscapes, ruins that may be considered to be cultural heritage or ***archaeological resources***. The Municipality may use Part IV of the Act to designate individual buildings, structures or sites/landscapes or use Part V to designate a Heritage Conservation District.

Section 28 - Authorizes Council to establish a Municipal Heritage Committee of 5 or more people to advise Council on all matters related to *Part IV* of the *Act*.

Section 29 (2) - Authorizes a By-law to designate commencing with a Notice of Intention to Designate a building, structure or site.

Section 31(2) - Authorizes a By-law to repeal a designating by-law.

Section 32 (2) - Owner's application to repeal designating by-law.

Section 33 (4) - Owner's application for permission to alter a designated property.

Section 34 (2) - Owner's application for permission to demolish or remove building or structure which forms part of a designated property.

9. The Planning Act

Amendments To The Official Plan – Sections 17 And 22

The following procedures shall be used in evaluating Official Plan applications.

9.1 General

9.2 Procedures

A. Pre consultation:

The Municipality may pre-consult or require the applicant to pre-consult with the Municipality prior to filing an application. The applicant will be advised as to what the procedures are for considering amendments and what information or studies may be required to support an application.

B. Conduct Preliminary Review of Proposed Amendment:

A complete application shall be filed with the Clerk of the Municipality using an application form prescribed by the Municipality and shall include a map or survey to identify the location of the property(ies) affected, existing land uses on the subject and surrounding lands, proposed land uses and servicing of the subject property. The application shall include studies and other information as may be required under Section 6.10 of the Official Plan and Ontario Regulation 543/06. An application which is deemed to be incomplete will be deferred pending receipt of the required information or may be refused. Studies may be subject to a peer review at the cost of the applicant.

The application will be reviewed for completeness and the following additional criteria:

- To determine if the proposal will involve amendments to the text, schedule or both;
- To determine the policy sections or land use designations affected that apply;
- To assess the applicant's reasoning or justification for the proposal will be reviewed so that it is clearly understood;
- To determine if the proposal meets the general intent of the overall purpose, goals, objectives and general policies of the Plan;
- To determine if the application is consistent with the Provincial Policy Statement;

- To assess if the change is necessary to achieve the purpose, goals, objectives and policies of the Plan;
- To determine if conditions have changed to warrant the proposed amendment (e.g., consult local studies, statistics etc., which may point to changes in economic conditions or other circumstances);
- To assess if it is likely that the amendment will have positive or negative effects for the future e.g. could approval set the precedent for similar requests;
- To assess appropriateness of location within the context of the Municipality;
- To assess compatibility of proposed use with surrounding land uses;
- To calculate/assess servicing in terms of capacity and adequacy of sewer, water, waste and utilities;
- To assess site suitability in terms of any physical constraints, on-site parking and loading availability etc.; and
- To determine the impacts on the natural environment

Once the application has been deemed to be complete a notice will be circulated to the prescribed agencies. The Planning Act stipulates that the notice of a complete (or incomplete) application must be issued within 30 days from the date of the application and that notice to agencies is to be given within a further 15 days. An applicant may appeal a negative notice to the Ontario Municipal Board within 30 days after the notice of the incomplete application.

C. Provincial Interests:

Pre-consultation will involve discussions with affected agencies and the Ministry of Municipal Affairs and Housing to assess whether the application is consistent with to the most current Provincial Policy Statement.

D. Public Consultation:

Notice of a public meeting shall be advertised within 20 days after the giving of notice in a newspaper having general circulation in the area affected by the amendment **or** a combination of a notices posted on the site of the proposed amendment together with a notice sent by mail to the applicant and all property owners within 120 m of the property (ies) affected by the application. Information must also be made available to the general public with respect to the application and any supporting information.

Following a public meeting Council may adopt the amendment as proposed or with modifications, or may refuse the application. Council shall consider any relevant public concerns with the proposed amendment and whether changes or refinements may be necessary in the public interest e.g. can the amendment be altered or improved to make it acceptable. Should Council refuse to adopt the amendment, they are required to advise the applicant and any other party who requested to be notified within 15 days of the date

of the refusal, following which the applicant has 20 days to appeal Council's decision to the Ontario Municipal Board. Similarly, if Council does not adopt the amendment within 180 days from the date the application is filed, the applicant may also appeal the lack of adoption to the Ontario Municipal Board.

Where the amendment is adopted, notice of adoption shall be given within 15 days and the amendment together with the record of submission shall be submitted to the approval authority.

The approval authority (County of Frontenac) has 180 days to render a decision on the amendment following which there is a 20-day period for appeal to the Ontario Municipal Board. Where there is no appeal, the decision is final. Only applicants who have participated in the planning process may appeal i.e. by attending and making an oral submission at the public meeting or by submitting written comments before the amendment is adopted.

The notice procedures as prescribed in Sections 17 and 22 of the *Planning Act*, and Ontario Regulations thereto, shall be adhered to.

However, Council may forego public notification and public meeting(s), in connection with Official Plan changes, if the changes relate to the following:

- ☐ A consolidation of the Official Plan, which does not affect the policies, and intent of the Plan;
- ☐ Altering the numbers and arrangement of provisions;
- ☐ Correcting grammar or typographical errors, changing the format, punctuation or language slightly to obtain a uniform format and mode of expression in the Plan.

9.3 Zoning By-laws – Section 34

A. General

When Council receives an application for a ***development*** project, which it considers at the time, is desirable, not premature, capable of being adequately serviced, and in conformity with the policies and designations of this Plan, Council may pass an implementing amending by-law to the Zoning By-Law. Council may, as a condition of development or ***redevelopment***, require the owner of the land to enter into one or more agreements or requirements with the Municipality dealing with the provision, maintenance and use of certain facilities as set forth in the *Planning Act*. These agreements or requirements may pertain to one or more Sections of the *Planning Act*, such as:

- Holding Provisions - *36 (2)*;
- Temporary Use Agreement - *39 (1.2)*;
- Site Plan Control Agreement- *41(7,8)*;
- Subdivision Control Agreement - *51(26);*

- Consent Agreement - *53 (12);*

B. **The Zoning Amendment Process**

Applications for an amendment to the Zoning By-Law shall generally comply with the following process:

Step 1 - Filing an Application

- Pre-consult with the Municipality on the procedures and requirements for filing an application;
- Obtain an application for a Zoning By-Law Amendment; and
- Complete the application in full. The application shall include studies and other information as may be required under Section 6.10 of the Official Plan and Ontario Regulation 545/06. An application which is deemed to be incomplete will be deferred pending receipt of the required information. Studies may be subject to a peer review at the cost of the applicant.

Step 2 - **Application Review**

Once the application has been deemed to be complete a notice will be circulated to the prescribed agencies. The Planning Act stipulates that the notice of a complete (or incomplete) application must be issued within 30 days from the date of the application and that notice to agencies is to be given within a further 15 days. An applicant may appeal a negative notice to the Ontario Municipal Board within 30 days after the notice of the incomplete application.
The application may be circulated for review and pre-consultation with departments within and outside of the Municipality. The Municipality has responsibility for review of the application for compliance with the Official Plan and the Provincial Policy Statement.

Step 3 - **Public Meeting**

- A public meeting will be held to consider the application;
- Notice of the meeting must be advertised to notify the public and agencies. Advertising may be by (i) newspaper, or (ii) by mail or by personal service and by posting a notice on the site;
- The notice must be given 20 days before the public meeting; and
- The public meeting is held by Council and is open to any member of the public or to an agency to make a presentation for or against the application. Oral submissions at the public meeting or a written submission prior to the adoption of the by-law are required if the applicant subsequently wishes tom appeal

Step 4 - Decision

- Council may pass (adopt) a Zoning By-law Amendment, may modify the amendment as proposed or may refuse to pass an amendment;

- If an amending by-law is passed, notice of the passing of the bylaw amendment must be advertised within 15 days of the date of passing; and
- If an amendment is refused or Council does not make a decision within 120 days of the receipt of the application, the applicant may appeal to the Ontario Municipal Board. Council must advise the applicant in writing within 15 days of a refusal.

Step 5 – Appeal

- Any resident who wishes to object to the Zoning By-Law amendment may appeal if they have participated in the process (attended public meeting and made an oral submission or file a written comment prior to the adoption of the by-law;
- An appeal must be made in writing with reasons for the appeal. The letter of appeal must be submitted to the Clerk within the 20-day appeal period set out in the Notice of Passing.
- The appeal must be accompanied by a prescribed appeal fee payable to the Minister of Finance;
- If no appeal is made within the appeal period, the By-Law is automatically approved; and
- In an appeal is received by the Clerk, the appeal must be sent to the Ontario Municipal Board within 15 days following the last day for appeal. The Ontario Municipal Board will decide whether the appeal is valid and subject to their decision, may hold a hearing in the Municipality to hear the appeal (or to dismiss the appeal). If they hold a hearing, the decision of the Ontario Municipal Board is final.

9.4 Holding Zone – Section 36

A. **Procedures for Notice**

By-laws to establish such Holding Zones shall be subject to the provisions of *Sections 34* and *36* of the *Planning Act*, including the notice for and holding of a public meeting. Prior to the removal of the Holding «h» symbol, Council shall give notice of its intention to pass the amending bylaw removing the holding symbol, in accordance with Section 35 of the *Planning Act*.

9.5 Interim Control By-laws – Section 38

In order to control ***development*** in an area where the Municipality is reviewing its long-term planning, an Interim Control By-Law may be passed, effective for up to one year and renewable for a further year so that the maximum period it is in effect is two years from its imposition. An Interim Control By-Law shall allow the Council to place a temporary freeze on land uses in order to allow a review of land use policies. After that, at least three years must elapse before another Interim Control By-Law may be passed covering any part of the same area.

9.6 Site Plan Control – Section 41

9.6.1 Procedures for Site Plan Control

Applicants are encouraged to pre-consult with Township Planning Staff on potential applications. Applicants shall file a complete application using the Municipal application form together with the application fee. The application shall include a site plan drawn to scale, which includes the following information:

- Layout of all existing and proposed buildings and structures and setbacks from adjacent property lines, lot dimensions;
- Parking and loading spaces including location of handicapped parking, dimensions of parking spaces, driveways, entrances and manoeuvring aisles, location of fire routes;
- Day lighting triangles on corner lots;
- Relationship of the lot to surrounding streets and other physical features e.g. water bodies, rail lines, slopes and rock outcrops;
- Site services and easements (water, sewer, storm drainage, waste disposal, utilities), sewer inverts, catch basins;
- Spot elevations or contours and site grading and landscaping;
- Fencing and signs;
- Building coverage on the lot, parking space calculations, building height, percentage of landscape area;
- Key plan, scale bar, north arrow, civic address or legal description; and
- The applicant should consult with the Municipality on the number of copies of the application to be submitted.

The application will be circulated to affected departments and agencies (e.g., engineer, fire chief, Conservation Authority, Provincial Ministry etc.). Based on comments received, a Planning Report will be prepared and submitted to Council. Council may hold a public meeting to seek public input (although this is not required by the Planning Act). Final revisions may be required to be made to the site plan. Subject to Council approval, a draft Site Plan Agreement is prepared (by the Municipal Solicitor) for review by Council and the applicant. The Site Plan Agreement is then adopted by By-law and registered on title against the property to which it applies. A financial guarantee is required to ensure that the works required by the agreement are completed to the satisfaction of the Municipality. A building permit will be issued (subject to payment of any building permit and development charges or other fees and compliance with the site plan).

Inspections are conducted for compliance to site plan. Financial securities released.

9.7 Parkland Dedication or Cash-in-Lieu – Section 42

The conveyance of parkland or cash-in-lieu of parkland is authorized under *Section 42* of the *Planning Act* for park or public ***recreational*** uses. The conveyance of land or cash-in-lieu may be required for residential severances or residential

subdivisions at the rate of 5% or for commercial or industrial severances or subdivisions at the rate of 2% of the area or value of land, respectively, as set out in *Sections 42, 51, and 53* of the *Planning Act*. Where cash-in-lieu is accepted such monies shall be placed in a special account and spent only for the acquisition of land to be used for park or other ***recreational*** purposes, including the erection or repair of buildings and the acquisition or machinery for park or other ***recreational*** purposes.

9.8 Committee of Adjustment – Section 44 and 45

A. General

A Committee of Adjustment, duly appointed under *Section 44* of the *Planning Act*, has several powers as set out in *Section 45* of the *Act*:

- May grant a Minor Variance to the Zoning By-law;
- May grant a permission to expand a non-conforming use or to change that use to a similar or more compatible use;
- May interpret the Zoning By-law to permit a use that is defined in general terms; and
- May grant a variance to any by-law that Council specifies and that implements this Official Plan (e.g., Sign By-law)

B. Minor Variances

In considering an application for a Minor Variance, the Committee of Adjustment shall apply four tests, namely:

i. Is the variance minor?

ii. Will it maintain the general intent and purpose of the Zoning By-law?

iii. Will it maintain the general intent and purpose of this Official Plan?

iv. Is it desirable for the appropriate ***development*** or use of the land building or structure?

C. Procedures for Applications

1. Applicants are encouraged to consult with Municipal Planning Staff prior to submitting an application.
2. Applicant to file complete application with the Secretary-Treasurer of the Committee of Adjustment together with the required fee. The application, where required, shall be accompanied by a sketch or plan showing the specific dimensions of buildings or structures which affect or may be affected by the application (including buildings or structures on adjacent properties).
3. Committee shall hold a public meeting duly advertised at least 10 days prior and within 30 days after the application is date stamped as a complete application. A preview of the application (planning report) along with a site visit is recommended.

4. Committee may make a decision or reserve a decision and impose conditions on a decision. Decision to be mailed within 10 days.

5. Applicant or other person has 20 days from the date of the decision to file an appeal with the secretary-treasurer together with an appeal fee upon which the appeal is forwarded to the Ontario Municipal Board. The OMB may dismiss the appeal or hold a hearing and render a decision.

9.9 Subdivisions, Consents and Part-Lot Control – Sections 44 and 45

A. Procedures for Processing a Plan of Subdivision

The processing of a Plan of Subdivision shall generally consist of the following steps:

i. Satisfactory completion of an application together with the submission of the required fee to the approval authority (County of Frontenac). The application shall include studies and other information as may be required under Section 6.10 of the Official Plan and Ontario Regulation 544/06. An application which is deemed to be incomplete will be deferred pending receipt of the required information. Studies may be subject to a peer review at the cost of the applicant.

ii. Submission of required supplementary studies or information, where required by the County.

iii. The approval authority will be responsible for evaluating the application in compliance with the relevant policies of this Plan, and the Provincial Policy Statement. This will also include, where required, the circulation of the application to the Ministry of Transportation with respect to an entrance permit onto Highway 41; and the Ministry of Culture or MHC with respect to an archaeological assessment. The County may also circulate to other affected agencies such as the Conservation Authority.

iv. Holding of a duly advertised public meeting (in accordance with the notice provisions set out in the *Planning Act*) to consider the proposed Plan of Subdivision. The meeting is usually held by the Township of North Frontenac on behalf of the County and may be jointly convened with a meeting for a Zoning Amendment if this is also required for the Plan of Subdivision.

v. Draft plan approval with conditions as may be required by the approval authority, Council, Ministries or other agencies.

vi. Preparation of a Subdivision Agreement to address the conditions of draft approval. Agreement is prepared by the Municipal solicitor.

vii. Execution of the Subdivision Agreement by Council (by by-law) and registration of the agreement against the lands to which it applies.

viii. Clearance of concerns or requirements by agencies.

ix. Final approval of the Plan of Subdivision and registration.

x. ***Development*** of lands per the requirements of the Subdivision Agreement and approvals or clearances by the Municipality and other agencies upon satisfactory completion of the requirements.

xi. Conveyance of land or covenants for easements for utilities, access control or drainage.

xii. Sale of lots and issuance of building permits.

xiii. Assumption of municipal water, sewer, roads, street lights etc., by the Municipality (subject to meeting warranty and other construction standards set out in the Subdivision Agreement).

B. **Consents**

Procedures for processing Consent applications may include but not be limited to:

i. Applicant files a complete application with the Clerk.

ii. Council may also seek technical input from other selected agencies and municipal staff.

iii. The application will be reviewed for compliance to the policies of this Plan and the regulations of the implementing Zoning By-law (Planning Report).

iv. Council may have a public meeting to consider the application.

v. Council will issue a decision and may impose conditions of approval (provisional consent).

vi. Decision is advertised (circulated) as required by the *Planning Act*.

vii. Applicant shall enter into a Consent Agreement (Development Agreement) where required as a means to implement the conditions.

viii. Applicant has up to one year to fulfil provisions of conditional consent.

ix. Consent is granted upon fulfillment of conditions and submission of deed or instrument for stamping (certificate).

x. The compliance must occur within two years from the date the certificate is given or consent will lapse.

C. **Part-Lot Control**

Part-lot control may be used for existing Plans of Subdivision where it is necessary to realign lot boundaries to clarify or grant title, exact specific servicing requirements as a condition of consent such as a road widening or to further control internal ***development*** on a lot.

9.10 Tariff of Fees – Section 69

Council may by By-law, adopt a Tariff of Fees By-law for the purpose of levying fees for the costs associated with the processing of planning applications including:

☐ An amendment to the Official Plan;

☐ An amendment to the Zoning By-law;
☐ A Minor Variance or permission related to a non-conforming use;
☐ Site Plan Control application and agreement;
☐ A Plan of Subdivision or Condominium application and agreement;
☐ A Consent Application and Consent Agreement;
☐ A Change of use.

Appendix 3 – Private Lane Construction Standards

Right-of-Way Width	20.0 m (66 ft)
Width of Clearing	9.0 m (30 ft)
Surface Width	6.0 (20 ft)
Surface Material	Crushed Stone
Depth of Surface Material, (Gran. "A")	100 mm (4 in)
Depth of Base Material/Cover Over Bedrock (Gran. "B")	150 mm (6 in)
Depth of Base Material (Gran. "B")	300 mm (12 in)
Granular Shoulder, Including Rounding	1.0 m (3 ft)
Crown Minimum	2%
Cross Culvert	400 mm (16 in) – 300 mm (12 in) Minimum Cover
Cross Material	Aluminized Corrugated Steel pipe/high density polyethylene (double wall)
Maximum Vertical Grade	12% (1.8) Minimum vertical curve length subject to design speed requirements
Horizontal Turning Radius	Minimum centerline radius 12.0 m (40.0 ft) – Subject to design speed requirements
Ontario Building Code requirements	Safe passage of emergency vehicles Maximum change of gradient not more than 1 in 12.5 (8%) over a minimum distance of 15 m (50 ft). Turnaround for dead-end portion of road more than 90.0 m (295 ft) long.
Ditches, Minimum Depth from Road Centerline to Bottom of Ditch	0.5 m (1.5 ft) or 0.15 m (6 in) below bottom of granular B whichever is lower
Overhead Clearance Height	5.0 m (16 ft) minimum

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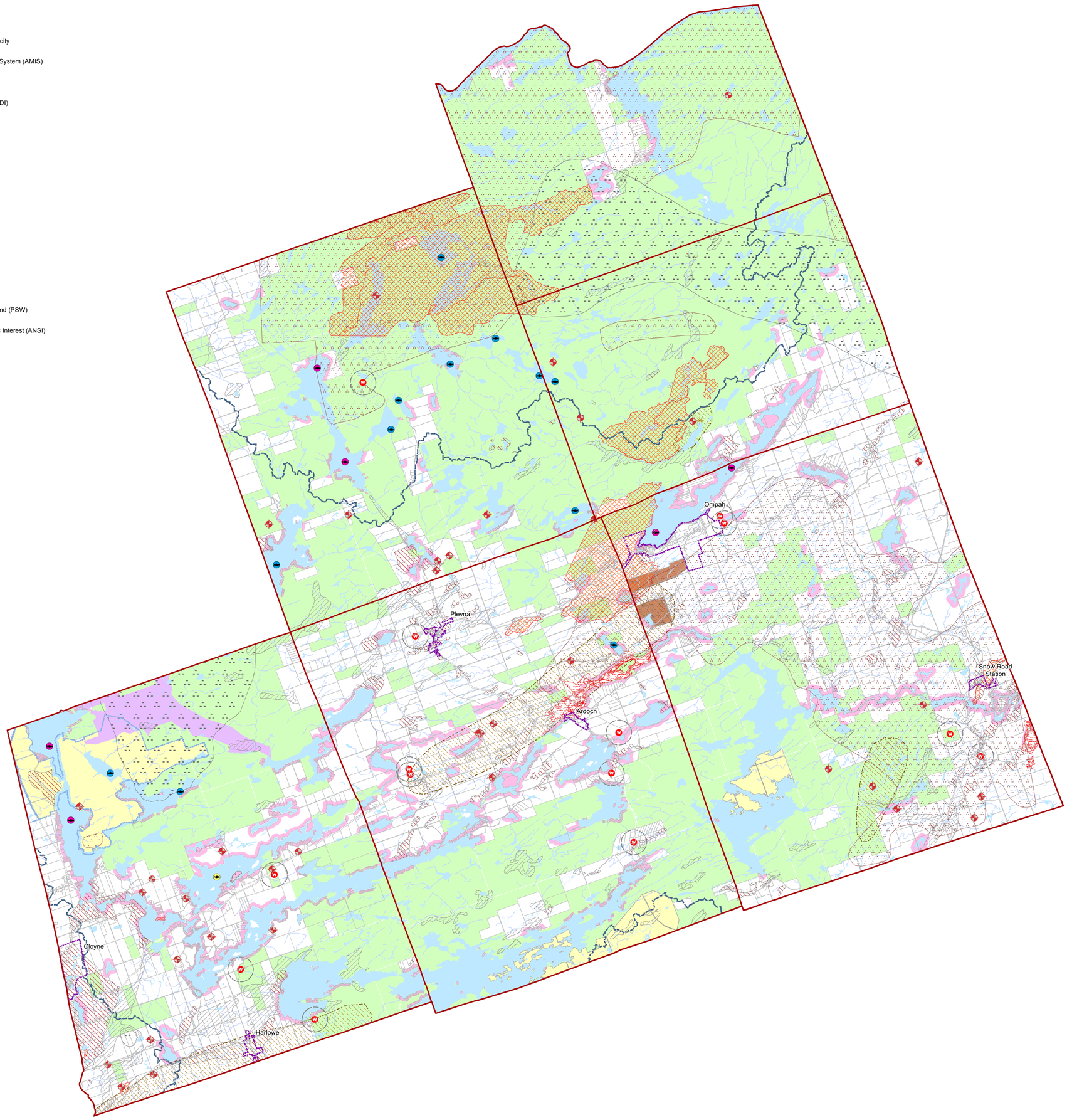
Township of North Frontenac - Official Plan

Legend

- At Capacity Lake
- Lake Trout Lake At Capacity
- Lake Trout Lake Not At Capacity
- Abandoned Mines Inventory System (AMIS)
- Waste Disposal Facility
- Mineral Deposit Inventory (MDI)
- River/Stream
- Waterbody
- Property / Lot Fabric
- Hamlet
- Watershed Boundary
- Provincial Park
- 500m Influence Area
- Moose Early Wintering Area
- Deer Wintering Area
- Provincially Significant Wetland (PSW)
- Area of Natural and Scientific Interest (ANSI)
- Mineral Resource Area
- Mineral Aggregate Resource
- Organic Soils
- Crown Land
- Rural
- Waterfront Area
- Rural Cooperative Area
- Conservation Area
- Township / Ward Boundary

Ontario's Living Legacy

- Bon Echo OLL
- Mazinaw OLL



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Report 2017-118

Council Recommend Report

To:	Warden and Members of County Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	September 20, 2017
Re:	**Planning and Economic Development – Adjustments to K&P Trail Construction Plan**

Recommendation

Be it Resolved That County Council endorse the course of action proposed in this report as it relates to the construction of the K and P Trail;

And Further That staff be directed to bring back funding options for completion of segments 3, 7 & 9;

And Further That staff be directed to submit grant applications to the Trans Canada Trail and Trillium Foundations;

And Further That staff seek options for financing the County portion of remaining trail construction through Infrastructure Ontario for the purposes of completing the K&P Trail Tichborne to Sharbot Lake Phase.

Background

In December of 2016 construction began on the Tichborne to Sharbot Lake portion of the K&P Trail with the support of $247,000 of matching funding from the Canada 150 Infrastructure program (CIP 150).

Construction began with an RFQ awarded to Crain's Construction Ltd (Report 2016-149) to complete 3 sections (Please see segment maps included with Exhibit B, Segments 1, 3 & 12) of the trail that Frontenac County had already acquired ownership or easement across. Anticipating future construction to take place in the spring of 2017, this RFQ guaranteed prices for one year and indicated that "the contractor will work with the

County to determine the best route." The work resulted in the development of approximately 3.5 of the 13.8 kilometres to be constructed in this phase. It is important to note that this work was undertaken prior to the identification of the final route through the land acquisition process, and the estimated development costs were largely based on developing rail bed in generally good condition to a trail state. Costs for rerouting off-rail bed or in the case of failed land acquisition can be significant, and were not planned for during the project development stage due to the lack of clarity around a final trail route. It had been anticipated that some of the re-routing could be done along roads and road allowances with ease.

At County Council meetings in May and June in 2017, Council approved the required land acquisitions necessary to complete the trail. Over the summer of 2017 staff have been working to complete the property transactions required to continue the development and construction on these properties. An additional 1.2 km have been developed this summer, a significant portion of which has been developed off the rail bed base resulting in significant increases to construction costs on a per meter basis due to increased aggregate volume require.

Comment

With the final route determined, and property acquisitions underway, it is now anticipated that construction costs will exceed the budget set aside as part of the Canada 150 Infrastructure Program. Approximately $65,000 remains in the budget for this project. The delay and additional costs are for the following reasons:

1. **Departure from Rail Bed** - It is necessary to leave the K&P Rail bed which provides a solid base to develop trail infrastructure with minimal material and labour costs. Over the course of the 13 km of trail being developed, the County will be required to leave the rail bed in 5 instances for a total of 1.98 km. These situations require additional aggregate to develop a sufficient base structure, as well as travel across low and high areas.

   The reasons for departing the rail bed are largely due to houses having been built along this pathway or due to the fact the former rail lands could not be acquired. Two of the five departures from rail bed have already been constructed.

2. **Road Crossings** – Additional work is required to improve some intersections where the trail crosses a road. This is to resolve drainage issues, improve safety through better sightlines, and to widen a road way in one case. Much of this work has been discussed with and requested by the Public Works manager at Central Frontenac Township.

3. **Accessibility Considerations** – As of 2017, Frontenac County is now required to follow the Integrated Accessibility Standards Regulation - Design of Public Spaces (DOPS). This regulation requires all new or redeveloped recreational trails to be developed with a number of technical standards (Exhibit C). Two key capital expenses associated with this standard are the need for edge protection along sections of trail that have steep edges or water nearby and requirements for signage at the beginning of each segment of the trail indicating length of

segment, slope, cross-slope, material and rest stops or other key features. Staff have submitted a grant application for the signage requirement and are evaluating options to fund this aspect of development, including the County Accessibility Reserve.

4. **Property Acquisition Process** – With agreements in place, County staff with support from our legal team have worked to complete the transactions with property titles "free and clear." There have been a number of discoveries that have delayed these transactions including the requirement for survey, confusion around property ownership and the difficulty of scheduling landowners for various meetings during summer months.

Staff have responded to the above delays and challenges by proposing the following strategies:

1. **Prioritize Trail Sections** - County staff will prioritize the construction of sections of trail that are entirely on the rail bed for 2017. This approach requires the minimum amount of material and labour necessary while developing the most kilometres of trail. This makes the best use of the approximately $65,000 remaining CIP 150 dollars while also placing the County as close as possible to achieving the outcome associated with the program of "constructing 12.8 km of trail". This minimal approach will require capital trail improvements in subsequent years to address deficiencies associated with erosion.

2. **Detailed Scope of Work and Cost Estimates** – County staff have solicited the services of Greer Galloway Consulting Engineers to provide a third party assessment of the work required for each segment of trail and to provide high level cost estimates for each of these segments (Exhibit A). Greer Galloway has been the engineer of record for southern section of the K&P, including required bridge works. This will assist staff in the prioritization of each segment and to secure additional funding to assist the completion of this development phase.

3. **Delay Complex Construction to 2018** – Staff have identified 3 key segments and a number of minor works that require additional construction and planning efforts. These segments will have a higher cost of construction and will have a number of additional engineering challenges associated with grade, drainage and material. It is part of staff's recommendation that these segments, totalling in approximately 2.75KM of trail be delayed until 2018 to ensure appropriate planning and funds are in place.

4. **Seek Additional Funding** – Economic Development staff have identified several potential funding opportunities through Trans Canada Trail, Ontario Trillium Foundation and the provincial and federal governments that may provide additional funds to assist in these construction projects. Staff have identified that Segment 2 – Hampton Rd may be eligible for the Ontario Community Infrastructure Fund (OCIF). Finally, it is part of this report's recommendation that Council seek loan financing with Infrastructure Ontario to fund the County share of remaining work and to ensure the completion of this project in 2017 and 2018.

Staff have identified that trail work already completed at Hampton Rd could be transferred to an Ontario Community Infrastructure Fund (OCIF) project, of which the County is eligible to receive appropriate top up funding. OCIF is focused on municipal roads, bridges, water and wastewater improvements as a basis for funding and the Hampton Rd segment constitutes a road improvement for safety and accessibility purposes. The OCIF Top Up program will consider completed work in its funding envelope.

Grant Submission Timelines:

a. **Ontario Community Infrastructure Fund** – Due September 27, 2017

b. **Trans Canada Trail Submission** - Due September 30, 2017

c. **Ontario Trillium Foundation** – Organization Registration Due October 4, 2017, final grant submission due October 25, 2017.

Segment Priority for 2017

Staff intend to complete segment numbers 3, 7 and 9 (Exhibits A & B) before the end of 2017. This would address approximately 5.5 of the remaining 9.0 km of trail to develop, leaving segments that are more complex and that require significant additional dollars per meter of development until the spring of 2018. According to the high level estimates provided, the cost of this work is estimated around $335,500.

Sustainability Implications

This project supports a number of focus areas adopted in Directions for Our Future and is directly identified in Sustainable Actions 2014 under the economic pillar of sustainability as Trail Network Development. The project supports the development of a network of trails in the County facilitating recreation and transportation networks and promoting active lifestyles.

Financial Implications

The Tichborne to Sharbot Lake development phase of K&P Trail construction has been funded initially by Frontenac County and Canada 150 Infrastructure fund with equal shares of $247,000 totalling $494,000 in funding. Approximately $60,000 remains with an additional 7km of trail to develop.

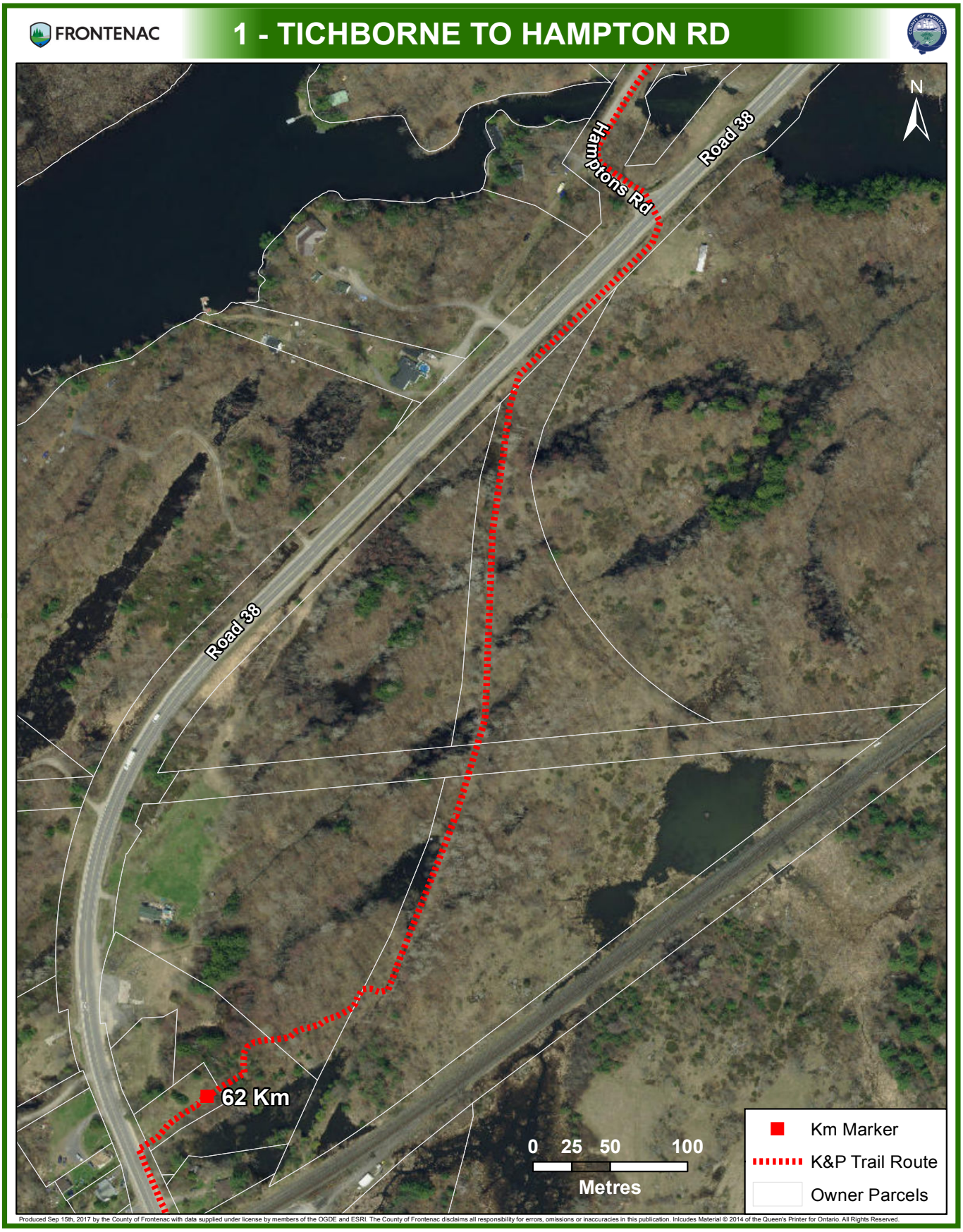
Exhibit A provides a general estimate of the remaining work for each segment of this project, identifying approximately $654,550 of work remaining. This estimate does not include additional costs related to signage and edge protection as required by the Design of Public Spaces Standard.

It is recommended by staff that the outstanding segments of the project be funded through a combination of infrastructure loan and grant opportunities. Staff are preparing submissions to both Trans Canada Trail and the Trillium Foundation.

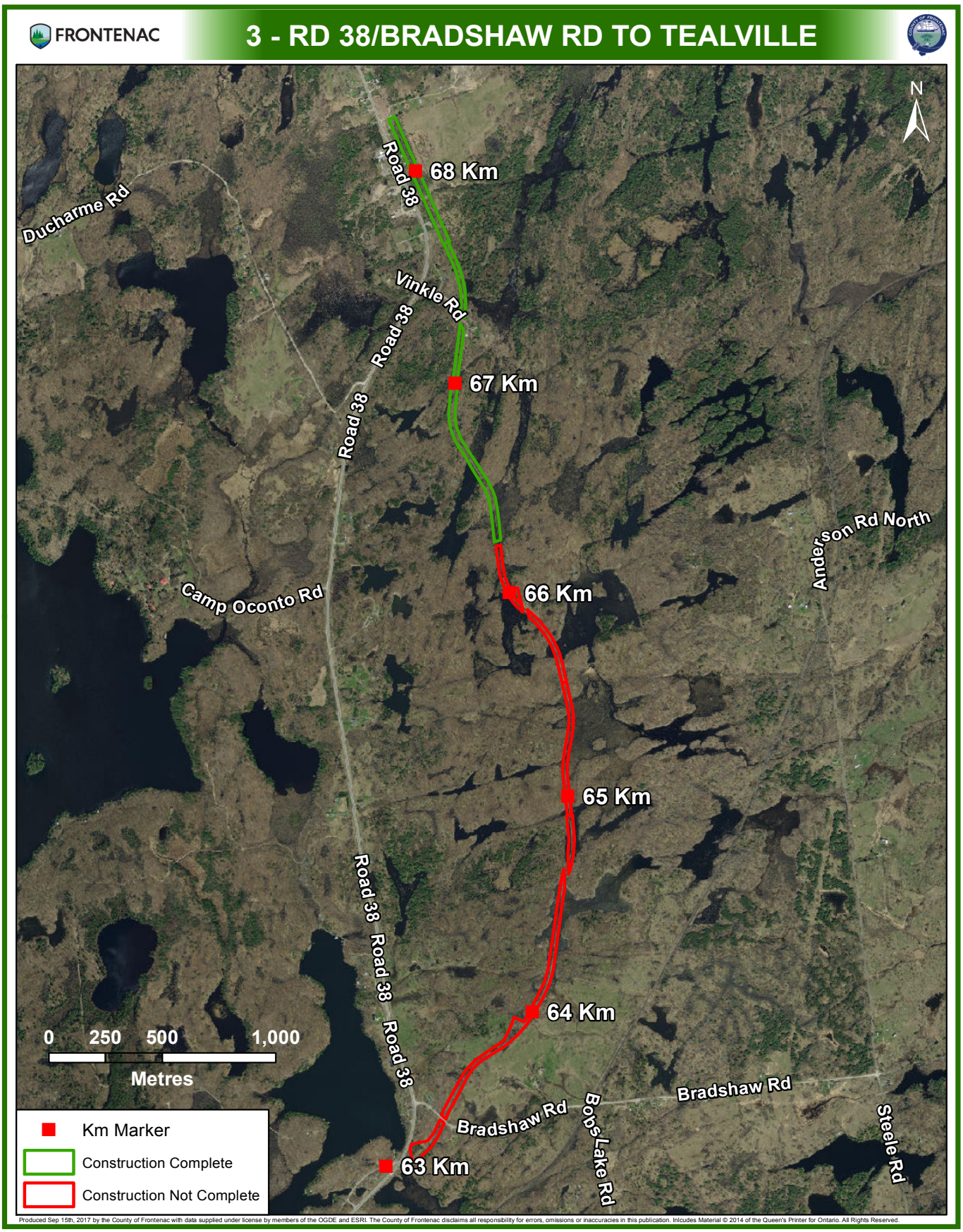
Organizations, Departments and Individuals Consulted and/or Affected

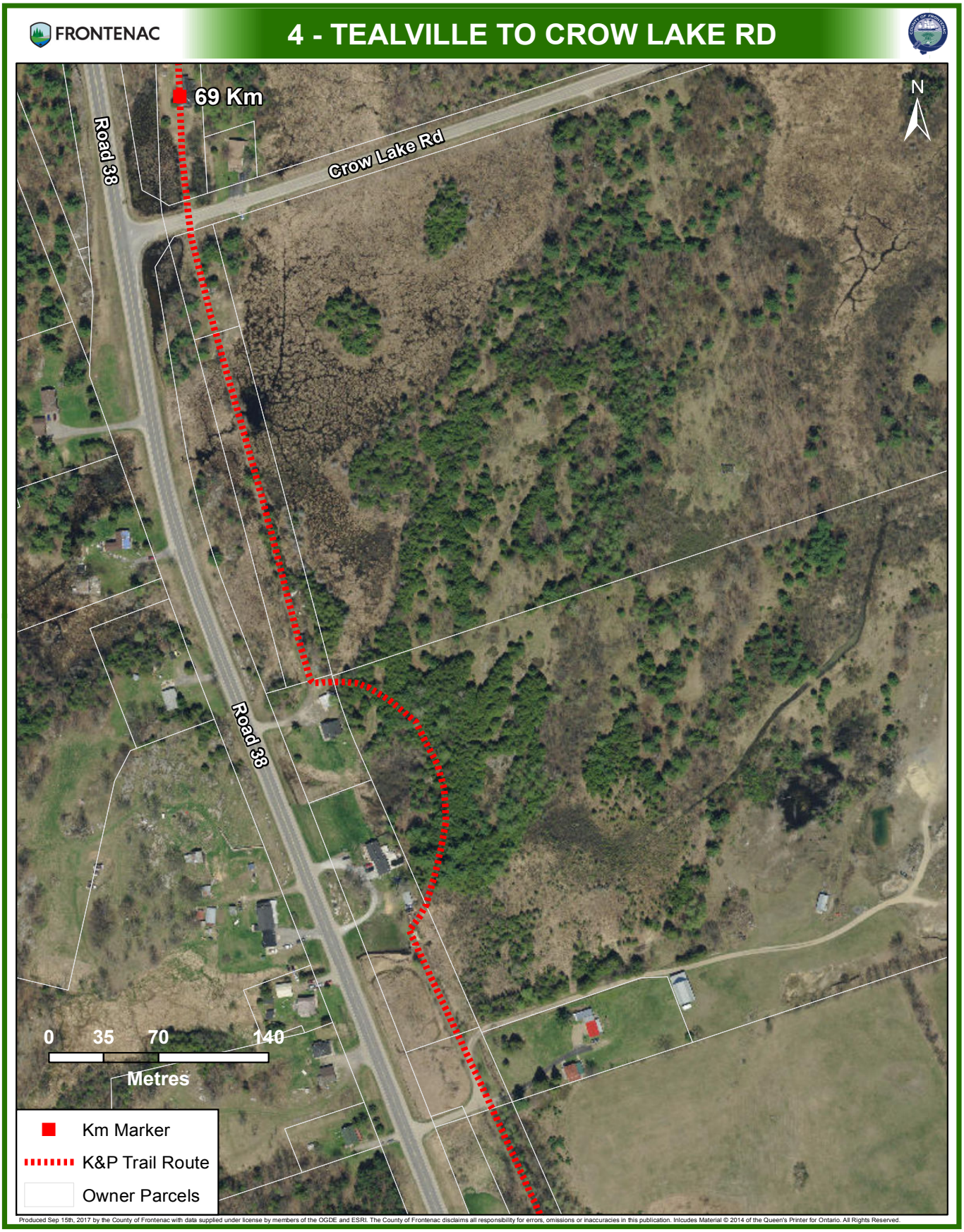
Susan Brant, Director of Corporate Services/Treasurer
Central Frontenac Township Public Works Department
Kevin Farrell, Manager of Continuous Improvement
Greer Galloway Engineers
Crain's Construction

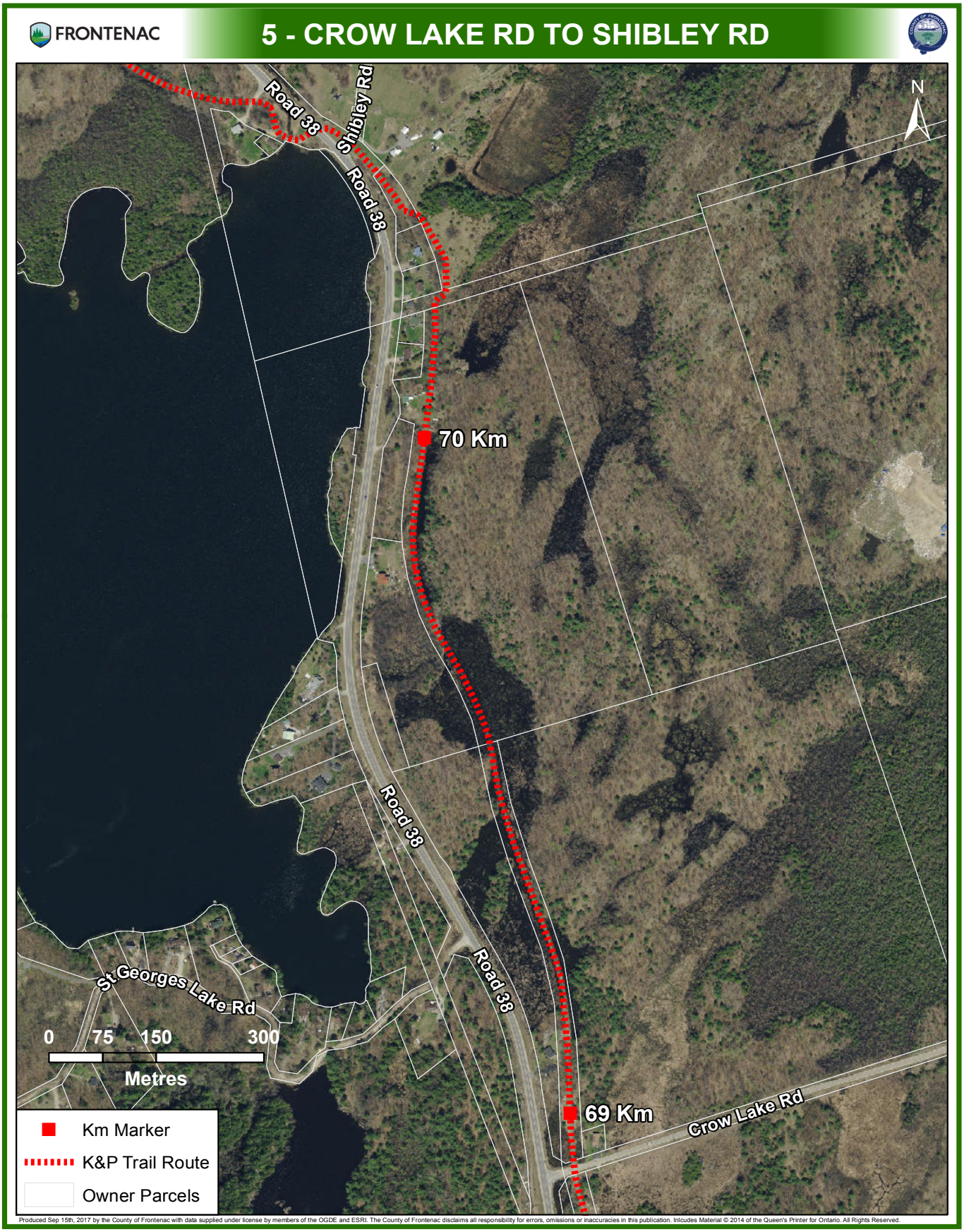
	Segment	KM#'s	Total KM	Scope of Work	Estimated Cost	Estimated Completion	Comment
1	Tichborne CN Line to Hampton Rd	62 – 62.75	0.75	• Repair and Compact Granular Base		Q4 2017	Material in place, but needs compaction and clean up.
2	Hampton Rd	62.75 – 63	0.25	• Regrade and Stabilize Side Slopes • Double Surface Treatment with Townships Annual Program	$13,000	Q4 2017	Recommend submitting project for OCIF
3	RD38 & Bradshaw Rd to Tealville	63 – 66.5 66.5 – 68.25	3.5 1.75	• Clear, Grub and Grade existing Trail • Supply, Place and Compact Granular Base • Evaluate and Remedy Several Drainage Issues	$192,500	Q4 2017	Work already substantially complete from KM 66.5 to KM 68.25 although some flooding and drainage issues remain
4	Tealville	68.25 – 69	0.75	• Clear, Grub and Grade existing Trail • Supply, Place and Compact Granular Base • Additional clearing, grubbing and grading for Tealville diversion • Additional granular base for Tealville Diversion • Installation of 2 525mm HDPE Culverts	$88,250	Q2 2018	Off rail bed work requiring additional base fill and additional construction costs. Survey completed.
5	Crow Lake Rd to Shibley Rd	69 – 70.5	1.5	• Demolition & Disposal of abandoned home in rail bed at Crow Lake Rd • Clear, Grub and Grade existing Trail • Supply, Place and Compact Granular Base • Additional clearing, grubbing and grading of surveyed path over hill and around homes constructed on rail bed. (125 m)	$118,000	Q2 2018	Off rail bed work requiring fill and additional costs. Survey Underway. Additional funds required to complete work.
6	St. Georges Lake		N/A	• Dewatering and Environmental Protection • Culvert replacement at St. George's Lake • Trail and bank restoration	$16,500	Q4 2017	
7	Shibley Rd to Tryon Rd	70.5 – 71.5	1	• Clear, Grub and Grade existing Trail • Supply, Place and Compact Granular Base	$55,000	Q4 2017	Trail already in excellent shape.
8	Tryon Rd Improvements			• Reconstruct intersection of Tryon Road & K&P Trail to Eliminate Visibility Issues.	$25,000	Q2 2018	Additional funds required to complete work.
9	Tryon Rd to Clement Rd	71.5 – 72.5	1	• Placement of fill as per specification • Grading and compaction as per specification	$55,000	Q4 2017	Base Trail in good condition with some wet spots
10	Clement Rd to Wagner Rd	72.5 – 73.5	1	• Grade, Compact and Stabilize side Slopes with Topsoil/Organics	$20,000	Q4 2017	Substantially complete. Material audit underway with engineering assessment of slope.
11	Wagner Rd to Brewer Rd	73.5 - 74	0.5	• Clear, Grub and Grade existing Trail • Supply, Place and Compact Granular Base • Additional Clearing, Grubbing, and Grading for Trail Diversion (250 m) • Additional Granular Base for Trail Diversion	$71,300	Q2 2018	Off rail bed work requiring fill and additional costs.
12	Brewer Rd to Sharbot Lake	74 - 75	1	Complete		Complete (November 2016)	Substantially complete. Material audit underway.
	TOTALS	**61 – 75**	**13.5**		**$654,550.00**	**Final Completion: Q3 2018**	


FRONTENAC
1 - TICHBORNE TO HAMPTON RD
N
Hamptons Rd
Road 38
Road 38
62 Km
0 25 50 100
Metres
Km Marker
K&P Trail Route
Owner Parcels
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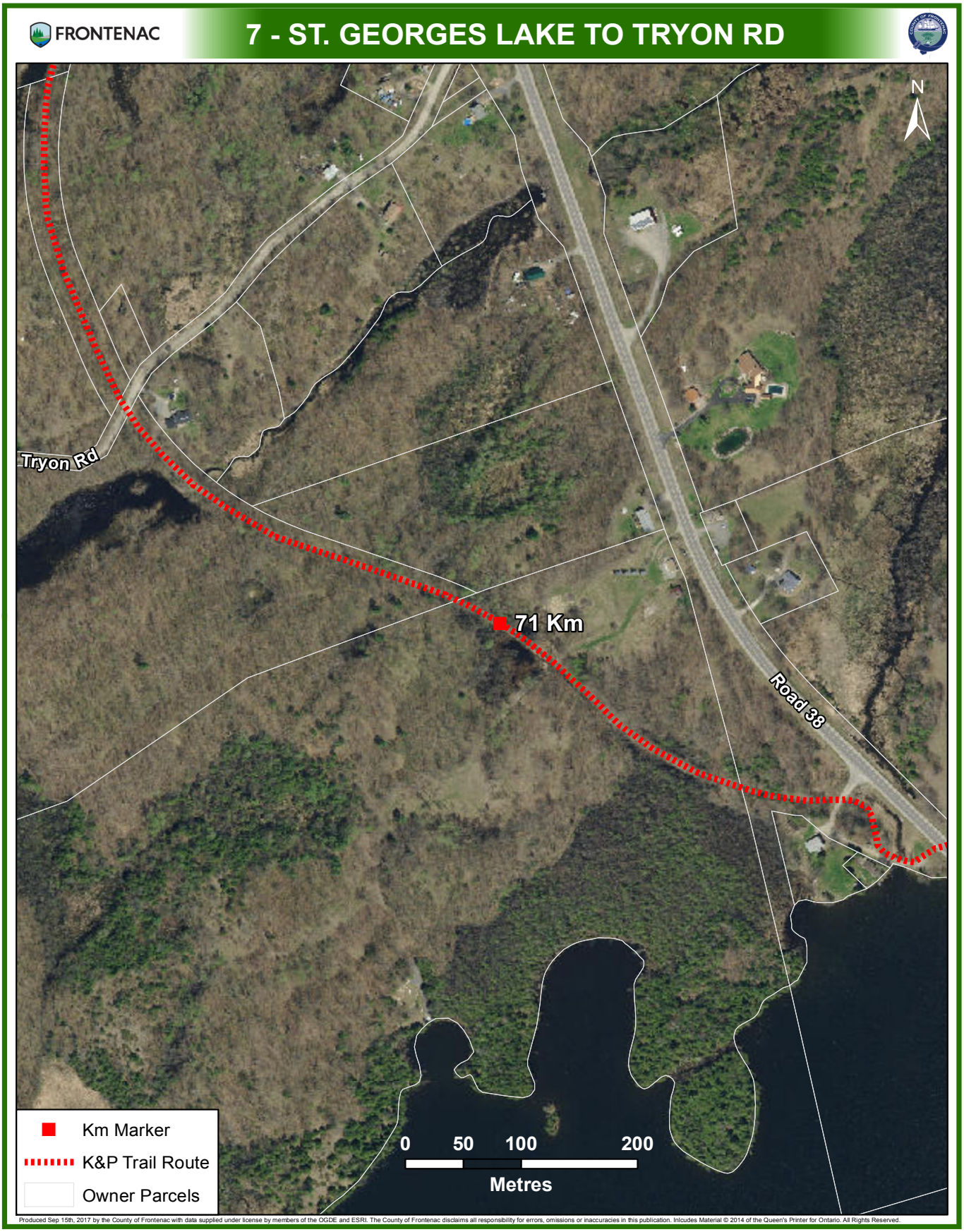

FRONTENAC
2 - HAMPTON RD
N
Hamptons Rd
Road 38
63 Km
Road 38
Road 38
0
20
40
80
Metres
Km Marker
K&P Trail Route
Owner Parcels
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FRONTENAC
3 - RD 38/BRADSHAW RD TO TEALVILLE
N
68 Km
67 Km
66 Km
65 Km
64 Km
63 Km
Road 38
Vinkle Rd
Ducharme Rd
Camp Oconto Rd
Anderson Rd North
Bradshaw Rd
Bobs Lake Rd
Steele Rd
0 250 500 1,000
Metres
Km Marker
Construction Complete
Construction Not Complete
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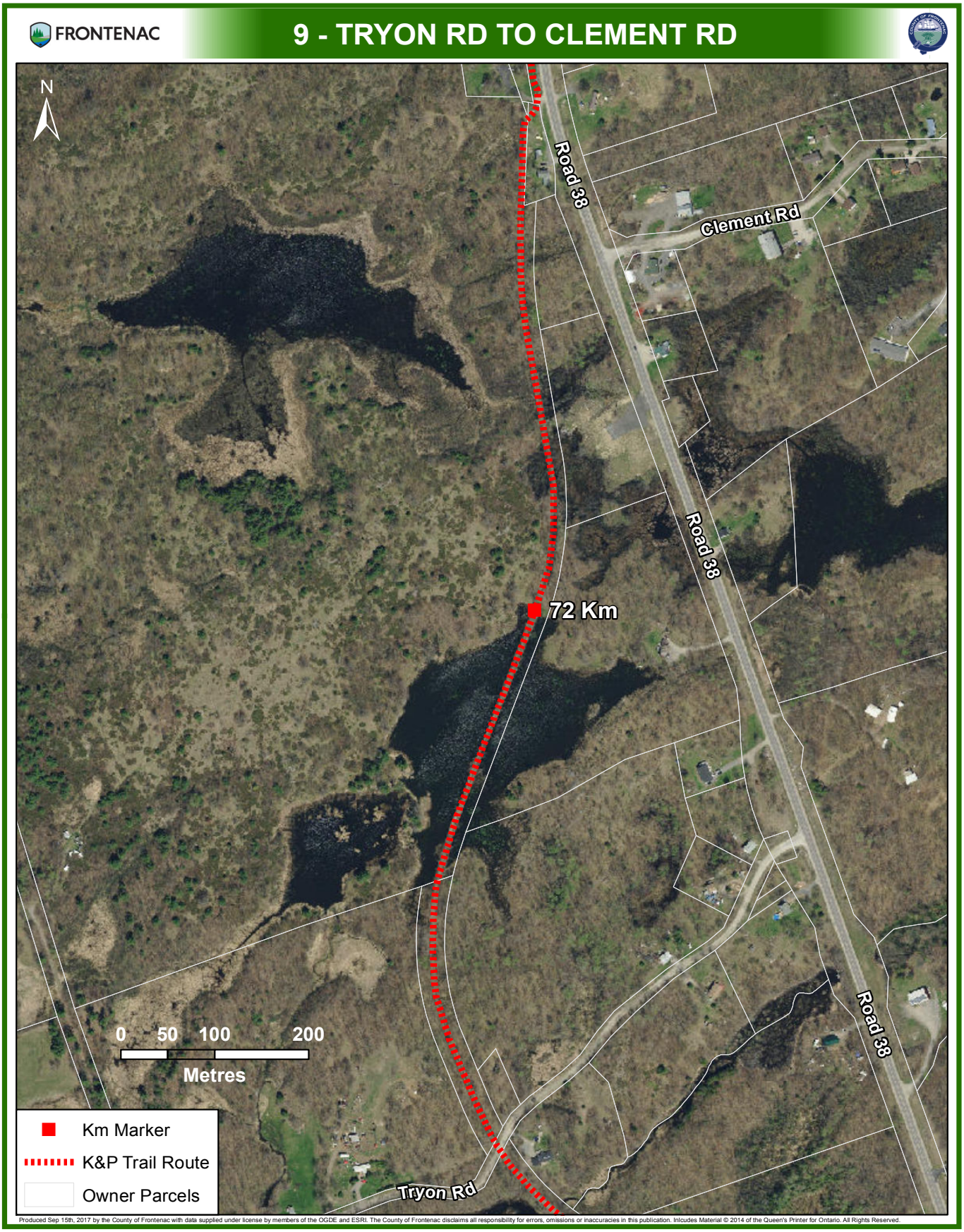

FRONTENAC
4 - TEALVILLE TO CROW LAKE RD
69 Km
Road 38
Crow Lake Rd
Road 38
N
0 35 70 140
Metres
Km Marker
K&P Trail Route
Owner Parcels
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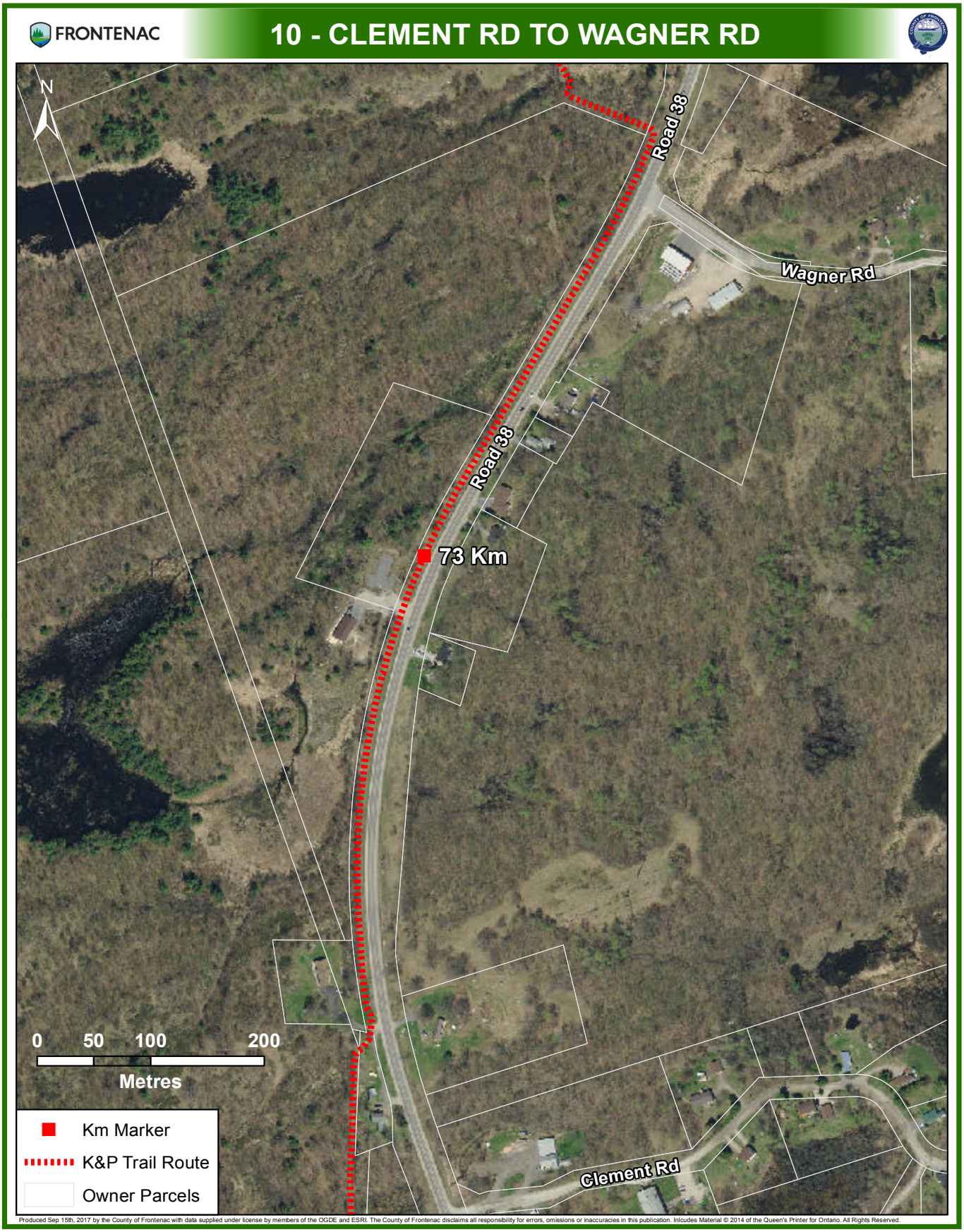

FRONTENAC
5 - CROW LAKE RD TO SHIBLEY RD
N
Road 38
Shibley Rd
Road 38
70 Km
Road 38
Road 38
St. Georges Lake Rd
0
75
150
300
Metres
69 Km
Crow Lake Rd
Km Marker
K&P Trail Route
Owner Parcels
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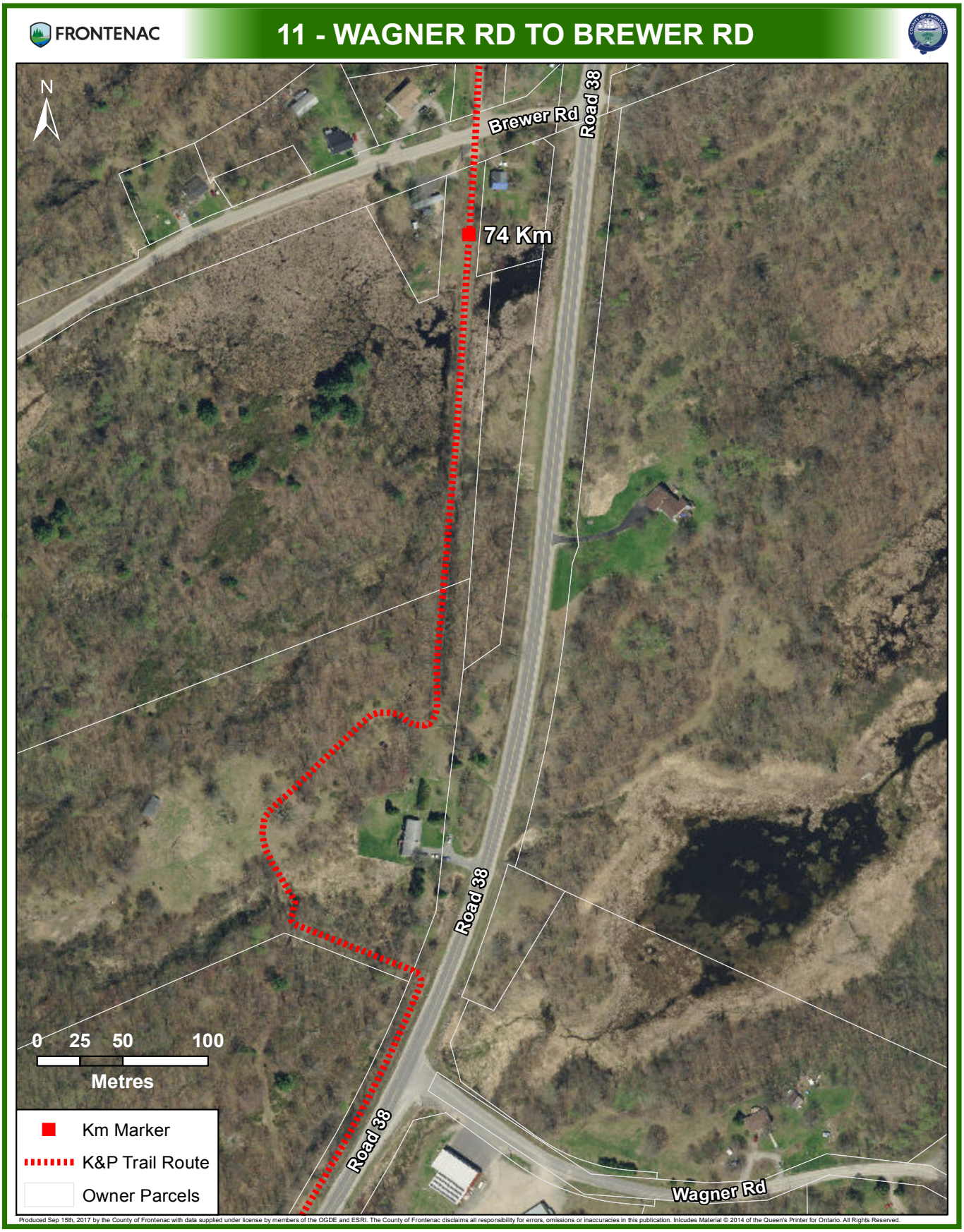

FRONTENAC
6 - ST. GEORGE LAKE
N
Road 38
Shibley Rd
Road 38
St. George Lake
Km Marker
K&P Trail Route
Owner Parcels
0 15 30 60
Metres
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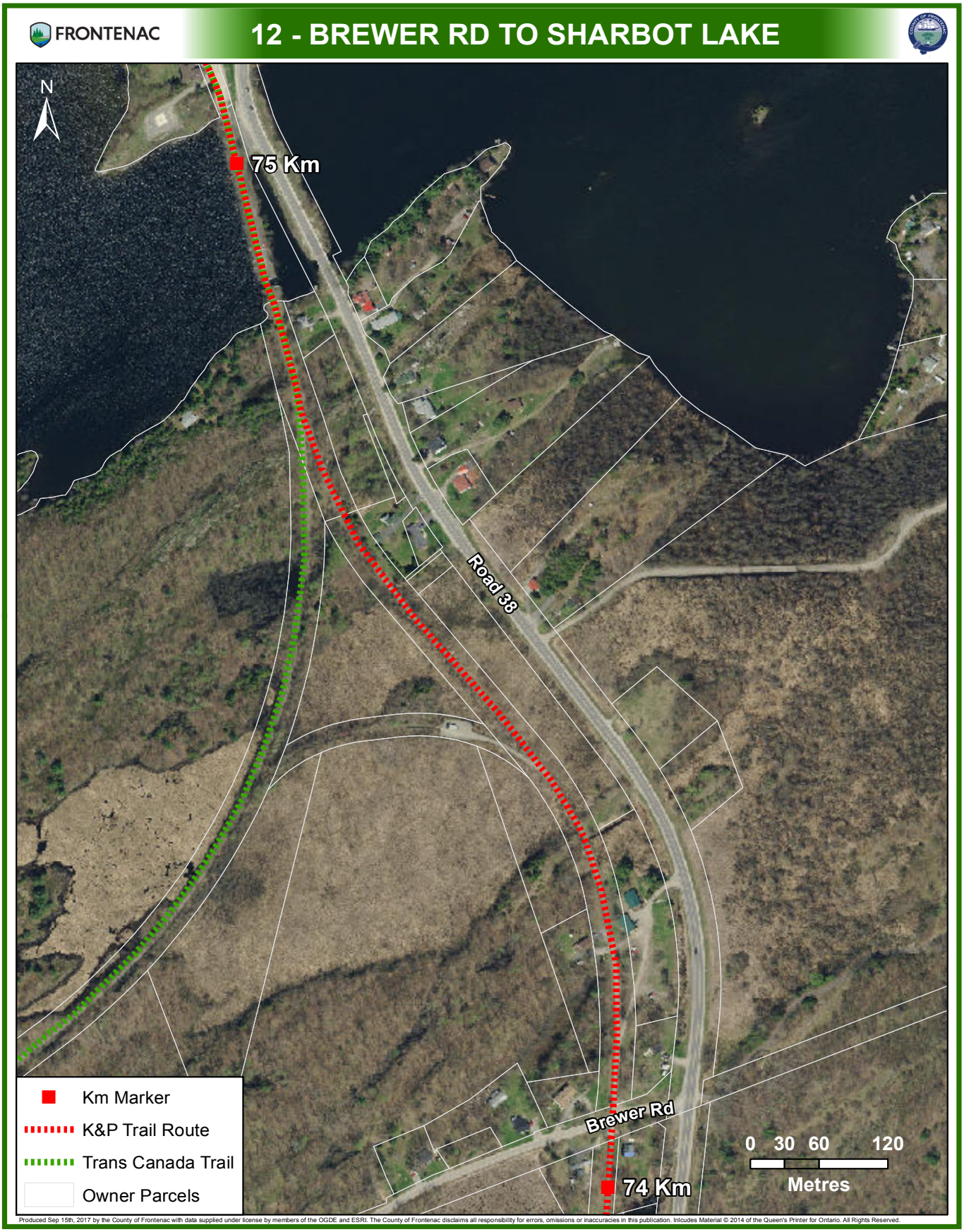

FRONTENAC
7 - ST. GEORGES LAKE TO TRYON RD
N
Tryon Rd
71 Km
Road 38
Km Marker
K&P Trail Route
Owner Parcels
0
50
100
200
Metres
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FRONTENAC
8 - TRYON RD INTERSECTION
N
Tryon Rd
Km Marker
K&P Trail Route
Owner Parcels
0 10 20 40
Metres
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FRONTENAC
9 - TRYON RD TO CLEMENT RD
N
Road 38
Clement Rd
Road 38
72 Km
Road 38
Tryon Rd
0 50 100 200
Metres
Km Marker
K&P Trail Route
Owner Parcels
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FRONTENAC
10 - CLEMENT RD TO WAGNER RD
N
Road 38
Wagner Rd
Road 38
73 Km
0 50 100 200
Metres
Km Marker
K&P Trail Route
Owner Parcels
Clement Rd
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FRONTENAC
11 - WAGNER RD TO BREWER RD
N
Brewer Rd
Road 38
74 Km
Road 38
Road 38
Wagner Rd
0 25 50 100
Metres
Km Marker
K&P Trail Route
Owner Parcels
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FRONTENAC
12 - BREWER RD TO SHARBOT LAKE
N
75 Km
Road 38
Brewer Rd
74 Km
Km Marker
K&P Trail Route
Trans Canada Trail
Owner Parcels
0 30 60 120
Metres
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Recreational Trails and Beach Access Routes

Overview

Accessible recreational trails and beach access routes provide an inclusive experience that allows people of all abilities to enjoy natural spaces in our communities.

A recreational trail is a public pedestrian trail intended for recreational and leisure purposes. The standard applies to newly constructed or redeveloped recreational trails that an organization intends to maintain. The standard does not apply to the certain types of recreational trails, such as wilderness trails, backcountry trails and portage routes. These types of trails are difficult to access because of their location, and are built in a way that reduces their impact on the natural environment.

Multi-use trails are used for different purposes at different times. For example, pedestrians may use a trail in the summer, but in the winter, the trail becomes a snowmobile trail. Another example is a pedestrian trail that is also a biking trail. These types of trails are not "solely intended" for either snowmobiling or biking, and **are** required to comply with the Standard.

Beach access routes are routes constructed for public pedestrian use that provide access to public beaches from off-street parking facilities, recreational trails, exterior paths of travel and amenities. The standard applies to beach access routes that can be either permanent or temporary, but does not apply to beach access routes that are created through repetitive use and without formal authorization.

Organizations must meet the requirements of the standard when they construct a recreational trail or beach access route that they intend to maintain or redevelop an existing one.

Trails not constructed or redeveloped by an obligated organization but rather created in an unplanned way are not required to meet these requirements. For example, decommissioned railway lines that now serve as trails, but were never constructed or redeveloped by an obligated organization with formal authorization to serve as a trail are exempt. If an organization replaces a decommissioned railway line or other unplanned trail, such as a path created in a

wooded area by frequent travel, with a new pedestrian trail, that new trail must meet the requirements.

Requirements for recreational trails and beach access routes apply on a go-forward basis to new construction and redeveloped trails and beach access routes. Organizations are not required to retrofit or change existing trails or beach access routes unless they choose to redevelop them.

This section is divided into the following five areas:

- 80.6 – 80.8 Recreational trails and beach access routes, general
- 80.9 Technical requirements for recreational trails
- 80.10 Technical requirements for beach access routes
- 80.11 – 80.13 Technical requirements common to recreational trails and beach access routes
- 80.14 – 80.15 Exceptions to the requirements for recreational trails and beach access routes

Recreational Trails and Beach Access Routes, General

Requirements as Stated in the Regulation

Trails

80.6 This Part applies to newly constructed and redeveloped recreational trails that an obligated organization intends to maintain, but does not apply to the following types of recreational trails:

1. Trails solely intended for cross-country skiing, mountain biking or the use of motorized snow vehicles or off-road vehicles.
2. Wilderness trails, backcountry trails and portage routes.

Beach access routes

80.7 This Part applies to newly constructed and redeveloped beach access routes that an obligated organization intends to maintain, including permanent and temporary routes, and temporary routes that are established through the use of manufactured goods, which can be removed for the winter months.

Consultation, recreational trails

80.8 (1) Obligated organizations shall consult on the following before they construct new or redevelop existing recreational trails:

4. The slope of the trail.
5. The need for, and location of, ramps on the trail.
3. The need for, location and design of,
   i. rest areas,
   ii. passing areas,
   iii. viewing areas,
   iv. amenities on the trail, and
   v. any other pertinent feature.

(2) Obligated organizations shall consult on the matters referred to in subsection (1) in the following manner:

1. Obligated organizations must consult with the public and persons with disabilities.
2. Municipalities must also consult with their municipal accessibility advisory committees, where one has been established in accordance with subsection 29 (1) or (2) of the Act.

Intent of these Requirements

These sections clarify the types of recreational trails and beach access routes that must comply with the regulation and those that do not. These requirements also outline the features of recreational trails that are subject to consultation as required before an obligated organization constructs new, or redevelops existing, recreational trails.

Table 49 - When do Organizations have to Comply

Affected Organizations	Compliance Dates
Ontario Government and Legislative Assembly	January 1, 2015
Designated public sector organizations with 50+ employees	January 1, 2016
Designated public sector organizations with 1-49 employees	January 1, 2016
Private and not-for-profit organizations with 50+ employees	January 1, 2017

Affected Organizations	Compliance Dates
Private and not-for-profit organizations with 1-49 employees	January 1, 2018

Implementing the Requirements

Consultations for recreational trails

Before constructing a recreational trail or redeveloping an existing trail, obligated organizations must consult with the public, including people with disabilities.

Municipalities with an Accessibility Advisory Committee, established in accordance with subsection 29 (1) or (2) of the Accessibility for Ontarians with Disabilities Act, must also consult with the committee.

Consultations must address the following design elements that may be part of the trail:

- The slope of the trail (e.g. the appropriate cross slope, running slope or both)
- Need for, and location of, ramps on the trail
- Need for, location and design of:
  - rest areas
  - passing areas
  - viewing areas
  - amenities on the trail
  - any other accessibility feature.

It is important to note that consultation on beach access routes **is not required**.

The intent of consultation on these specific elements is to give people with disabilities the opportunity to provide input as part of the planning and development of accessible trails. Consultation is important because it prevents organizations from assuming what accessibility features the people accessing the trail will need.

There is a common misconception that an accessible trail that is useable by people with disabilities must be flat. However, not every person with a disability wants to use a flat trail, as they may appreciate a challenging experience. Some

people with disabilities will be able to use a trail regardless of the design specifications, even if it has a steep running slope. Understanding this can help designers and decision-makers when developing design solutions that meet the needs of the local population.

Consultations should be held as early as possible in the planning and design process to add value. That way, organizations can weigh all considerations before making decisions and finalizing design plans.

The consultation requirement does not set out a particular process or way to consult. The requirements recognize that consultations can be conducted in a wide variety of ways, depending on the organization.

This requirement also allows organizations to use consultation processes they may already have in place, or to combine consultations (e.g., consultations on play spaces and recreational trails may be conducted at the same time, based on an organization's need to do both). For more information about accessible consultation processes, organizations may wish to consult the Ontario Municipal Social Services Association's Guides for Accessible Community Engagement . These guides were developed through the Accessibility Directorate of Ontario's EnAbling Change Program.

Technical Requirements for Recreational Trails

Requirements as Stated in the Regulation

80.9 (1) Obligated organizations shall ensure that any recreational trails that they construct or redevelop, and that they intend to maintain, meet the following technical requirements:

1. A recreational trail must have a minimum clear width of 1,000 mm.

2. A recreational trail must have a clear height that provides a minimum head room clearance of 2,100 mm above the trail.

3. The surface of a recreational trail must be firm and stable.

4. Where a recreational trail has openings in its surface,
   i. the openings must not allow passage of an object that has a diameter of more than 20 mm, and

ii. any elongated openings must be orientated approximately perpendicular to the direction of travel.

5. Where a recreational trail is constructed adjacent to water or a drop-off, the trail must have edge protection that meets the following requirements:
   i. The edge protection must constitute an elevated barrier that runs along the edge of the recreational trail in order to prevent users of the trail from slipping over the edge.
   ii. The top of the edge protection must be at least 50 mm above the trail surface.
   iii. The edge protection must be designed so as not to impede the drainage of the trail surface.

6. Despite paragraph 5, where there is a protective barrier that runs along the edge of a recreational trail that is adjacent to water or a drop-off, edge protection does not have to be provided.

7. The entrance to a recreational trail must provide a clear opening of between 850 mm and 1,000 mm, whether the entrance includes a gate, bollard or other entrance design.

8. A recreational trail must have at each trail head signage that provides the following information:
   i. The length of the trail.
   ii. The type of surface of which the trail is constructed.
   iii. The average and the minimum trail width.
   iv. The average and maximum running slope and cross slope.
   v. The location of amenities, where provided.

(2) The signage referred to in paragraph 8 of subsection (1) must have text that,
   (a) has high tonal contrast with its background in order to assist with visual recognition; and
   (b) includes characters that use a sans serif font.

(3) Where other media, such as park websites or brochures, are used by the obligated organization to provide information about the recreational trail, beyond advertising, notice or promotion, the media must provide the same information as listed in paragraph 8 of subsection (1).

Intent of these Requirements

These requirements provide organizations with minimum accessibility requirements that must be met when constructing new or redeveloping existing recreational trails that the organization intends to maintain.

Table 50 - When do Organizations Have to Comply

Affected Organizations	Compliance Dates
Ontario Government and Legislative Assembly	January 1, 2015
Designated public sector organizations with 50+ employees	January 1, 2016
Designated public sector organizations with 1-49 employees	January 1, 2016
Private and not-for-profit organizations with 50+ employees	January 1, 2017
Private and not-for-profit organizations with 1-49 employees	January 1, 2018

Implementing the Requirements

Minimum clear width

The minimum width of the surface of a new or redeveloped trail must be 1,000 mm. This is wide enough to accommodate a person using a mobility device, a cane or a service animal.

Minimum head room clearance

Head room clearance refers to the area above the surface of the trail. This area must be clear of any obstacle that a person may have to duck under, such as tree branches or signs. Obstacles in the overhead area above the trail are safety hazards for people with low or no vision.

The minimum head room clearance on a trail is 2,100 mm above the trail surface. Obstacles must not be located lower than this height.

Trail surface

A firm and stable surface resists indentations. For example, when a person walks or wheels across it, the surface should return to its original condition once this pressure is removed. The trail surface must be firm and stable so that the wheels of a mobility device or the tips of canes, crutches or walkers will not sink into the surface.

Organizations can choose from a variety of materials that will achieve a firm and stable surface. Organizations have the flexibility to choose the most appropriate surface material, while still considering maintenance requirements or budget. The requirement for a firm and stable surface does not mean that organizations must use concrete or asphalt. When determining if a surface is firm and stable, organizations should consider whether the wheels of a mobility device could sink into the surface or cause the surface to move.

Openings in the surface

Openings in the surface can come from grates or other objects designed and placed in the ground to provide drainage or ventilation. This does not include openings in the trail's surface caused by naturally occurring erosion.

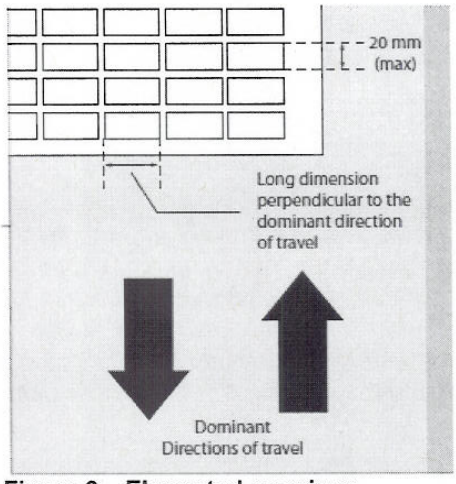


Figure 2 – Elongated openings

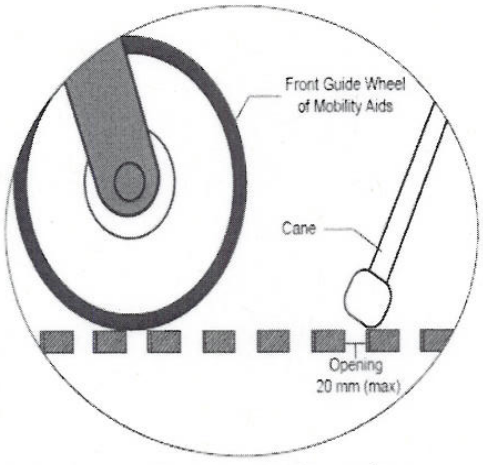


Figure 3 - Openings in the surface

Openings on the surface of a recreational trail must not allow for the passage of an object that is greater than 20 mm in diameter. This is so that mobility device casters (small front wheels) or cane tips cannot pass through them.

For elongated openings (i.e., those that are not square), such as those on certain grates, length should be placed at a right angle to the direction of travel to prevent slipping. If openings, such as those on a grate, have a longer length than width, the length should be placed at a right angle to the direction of travel to prevent slipping.

Edge protection

When a recreational trail is located directly beside water or a drop-off, edge protection is required. A drop-off may exist, for example, where a trail is located beside a cliff edge or other sudden, significant change in level. Edge protection is a small curb built at the side of the trail that would stop, for example, a mobility device from rolling off the edge of the trail and allow a person with low or no vision to detect the edge of the trail. The top of the edge protection must be a minimum of 50 mm in height above the boardwalk surface.

In addition, the edge protection must be designed so it does not prevent water from draining away from the trail surface, which could cause erosion of the trail surface, water pooling and unsafe pathways. However, in cases where a protective barrier is already in place, such as a wall or a railing, edge protection is not required.

Trail entrance

The entrance to a recreational trail must provide a clear opening of between 850 mm and 1,000 mm. This applies whether the entrance uses a gate, bollard or any other entrance design that restricts access to the trail.

The minimum range allows for the passage of people who use mobility devices or service animals. At the same time, the maximum range will prevent the passage of devices not desirable on a pedestrian trail, such as snowmobiles, all-terrain vehicles or small cars. A maximum range for entrances only applies to recreational trail entrances and does not apply to entrances elsewhere in the standard (where only a minimum is set out).

The entrance opening should be clear of any obstructions like handles, locks or hinges that could reduce the width to less than 850 mm.

Signage

For new or redeveloped recreational trails, signage must be placed at each trail head and provide the following information to all trail users:

- Trail length
- Surface type on the trail
- Average and minimum trail width
- Average and maximum running slope
- Average and maximum cross slope
- Location of amenities, where provided

A trail head refers to a point of access to a trail. They are commonly located close to a sidewalk or parking area. Organizations must identify which entrance/exit points to a recreational trail are trail heads to determine where the signage requirements will apply.

To help people with low or no vision and make the signage easier to read, the text on the signage must:

- Have high tonal contrast with its background
- Use sans serif font for its characters

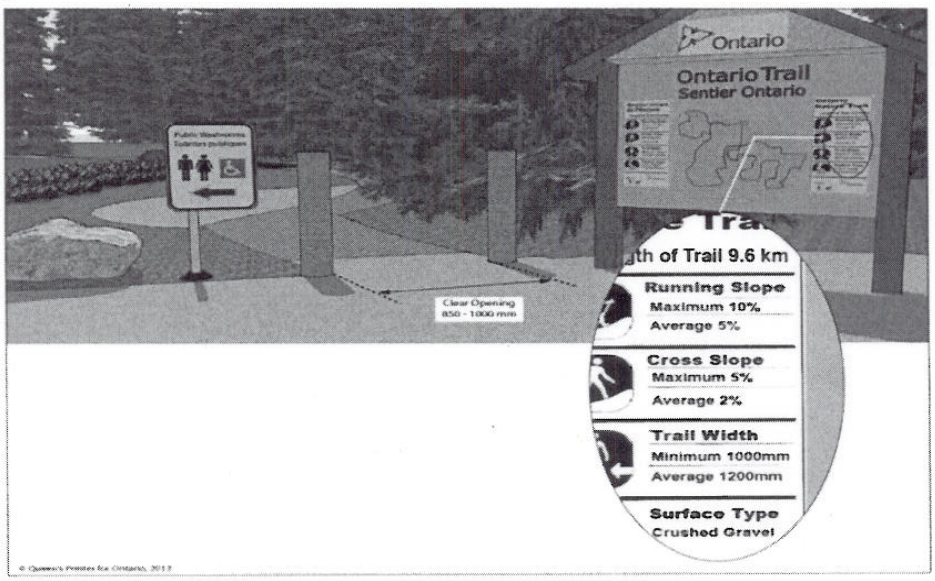


Figure 4 - Trail signage

These requirements provide minimum standards for accessibility. Organizations have the flexibility to decide on the size of their signage, as well as what other information to provide, based on their specific needs.

Some organizations use other media to provide information about the recreational trail, such as park websites or brochures. Those media must also provide the same information listed on the signage as noted above, except when the media is used specifically for advertising, notices or promoting special events. For example, if an organization advertises the opening of a new trail in a newspaper, the accessibility information does not need to be included in the advertisement.

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Report 2017-119

Council Information Report

To: Warden and Council

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Susan Brant, Director of Corporate Services/Treasurer

Date of meeting: September 20, 2017

Re: Corporate Services – 2017 Second Quarter Financial Summary

Recommendation

This report is for information purposes only.

Background

The County of Frontenac financial summary for the second quarter of 2017 is attached.

Comment

Most variances are primarily due to timing with additional context provided below**:**

Revenue

User Charges:

- Resident revenues are slightly over budget but are reconciled at year end against Provincial revenue, so that the total amount received from the Province and the residents is within the prescribed Ministry of Health funding for Fairmount Home.
- Ferry pass sales are slightly below the annual budgeted amount as of the end of the 2nd quarter, however, ticket sales are ahead of the previous year's total as of June. It is anticipated that the aggregated ferry revenue from passes and tickets will be slightly ahead of budget by year-end.

Provincial/Federal Funding:

- The Provincial transfer for the Ferry is under budget, but will be reconciled at year end.
- Funding for Frontenac Paramedic Services is $92,413 under budget through the second quarter. Funding payments by the Province have been made at 2016 levels and the amount of provincial funding for 2017 has not yet been made available.
- Funding for offload nursing is under budget by $59,100, though it is expected to be back on budget by year end. No funding has been received since March but a letter from the Ministry of Health has been received confirming funding through the end of 2017.
- Funding from the RED program is $41,740 under budget primarily due to the timing of the payments. The funding is likely be under budget in 2017 due to the timing of some of the work being undertaken, with a higher than previously anticipated portion coming in 2018.

Other Income:

- Provincial offences net revenue is currently under-budget by $1,181, but will be reconciled at year end with the City of Kingston.
- Funding from the MicroFit projects are under budget by roughly $8,000. The meter on the Fairmount Home solar panels was reporting no power generation from April to June. While we are still investigating whether the cause was related to the panels or the meter, it seems unlikely that the budgeted revenue from MicroFit will be realized for 2017.

City of Kingston Contribution

- City of Kingston contributions will be reconciled at year end.

Expenses

Salaries and Benefits:

- Fairmount is $83,665 under budget in salaries and benefits. This year-to-date reduction has been driven by lower than budgeted modified work and overtime shifts through the first 6 months of the year.
- Frontenac Paramedic Service is $344,717 over budget in salaries and benefits, but it should be noted that most Frontenac Paramedic Services employees will maximize their contributions to CPP and EI by late summer so a higher portion of the departmental benefit expenses are incurred in the first half of 2017. This timing difference accounts for $144,000 of the variance.

- The remainder of the salaries and benefits variance can be attributed to an increase in accommodated duties ($104,617), meal break premiums ($24,385), and sick leave ($39,455). While sick leave has dropped early in the 3rd quarter, it is believed that the accommodated duties and meal break premiums expense will remain over budget for the remainder of the year.

Materials:

- Timing for purchases account for most of the variances.

Contracted Services:

- A special research project for Frontenac Paramedic Services has resulted in contracted services being $105,905 higher than anticipated. However, this expense has been 100% offset through a corresponding increase in funding in the revenue line and is of zero impact to the County.

- Otherwise, contracted services are in line with budget expectations through the second quarter.

Net Capital Expense

- The capital expense for Fairmount Home has exceeded the total budget for 2017 by $28,611 due to a prior year building automation project, which will be funded by the City of Kingston and the capital replacement reserve for the County's portion of the project.

- Frontenac Paramedic Services purchased the three ambulances budgeted for in 2017 in the first quarter as scheduled. Their net capital expense is in a negative position, representing a gain resulting from unbudgeted proceeds from the sale of three decommissioned ambulances for $9,300.

External Transfers: These are processed at year end.

Sustainability Implications

Within Directions for Our Future, the vision statement associated with Capacity Building and Governance states that "Government decision-making processes are clear, forward thinking and focused on the longer term". By reviewing quarterly financial statements, Council can assure itself that the direction given through the budget is being carried out. At the same time, this information is being shared publicly

Organizations, Departments and Individuals Consulted and/or Affected

Senior Leadership Team
Alex Lemieux, Deputy Treasurer

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County of Frontenac

County of Frontenac

For period ending June 30, 2017

	2017 Budget $	2017 YTD Budget $	June YTD Actual $	YTD Variance $	Total Annual Spent %
Operating Revenue					
Taxation from Other Governments	70,000				
User Charges	3,317,078	1,727,933	1,742,260	14,327	52.52%
Payments in Lieu of Taxes	33,672	600		(600)	
Federal and Provincial	15,276,946	7,606,175	7,357,875	(248,300)	48.16%
Other Municipalities	21,667	21,667	7,667	(14,000)	35.39%
Provincial Offences Net Revenue	120,797	60,396	59,215	(1,181)	49.02%
Investment Income	140,000	70,002	81,795	11,793	58.43%
Other	468,402	223,842	201,723	(22,119)	43.07%
Transfers from Obligatory Reserve	978,256				
Transfers from Reserve	580,499	20,502	119,690	99,188	20.62%
Total Operating Revenue	21,007,317	9,731,117	9,570,225	(160,892)	(45.56%)
Operating Expense					
Salaries & Benefits	25,693,944	12,823,692	13,215,384	391,692	51.43%
Materials	2,981,874	1,258,312	1,034,147	-224,165	34.68%
Contracted Services	8,162,445	4,271,118	4,283,609	12,491	52.48%
Rents & Financing	232,240	116,260	115,956	-304	49.93%
External Transfers	150,300				
Depreciation	1,495,810	750,204	714,548	-35,656	47.77%
Reserve Transfers	1,374,676	147,204	22,500	-124,704	1.64%
Total Operating Expense	40,091,289	19,366,790	19,386,144	19,354	48.36%
Net Municipal Contribution	19,083,972	9,635,673	9,815,919	180,246	51.44%
LESS: Depreciation	(1,495,810)	(750,204)	(714,548)	35,656	(47.77%)
Net Municipal Contribution LESS Depreciation	17,588,162	8,885,469	9,101,371	215,902	51.75%
City of Kingston	-8,451,430	-4,225,716	-4,220,553	5,163	49.94%
County Contribution - Operating	**9,136,732**	**4,659,753**	**4,880,818**	**221,065**	**53.42%**
Capital Revenue	1,529,105	689,991	718,589	28,598	46.99%
Capital Expense	1,633,586	762,125	861,923	99,798	52.76%
Net Capital Expense	104,481	72,134	143,334	71,200	137.19%
City of Kingston - Capital	-99,681	-49,842	-55,003	-5,161	(55.18%)
County Contribution - Capital	**4,800**	**22,292**	**88,331**	**66,039**	**1,840.23%**
County Contribution - Debenture	210,295	167,649	167,653	4	79.72%
Total Requisition	**9,351,827**	**4,849,694**	**5,136,802**	**287,108**	**54.93%**

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County of Frontenac

Fairmount - County

For period ending June 30, 2017

	2017 Budget	2017 YTD Budget	June YTD Actual	YTD Variance	Total Annual Spent
	$	$	$	$	%
Operating Revenue					
User Charges	3,073,674	1,519,890	1,529,747	9,857	49.77%
Federal and Provincial	5,977,967	2,940,537	2,945,299	4,762	49.27%
Other	100,597	50,370	39,847	(10,523)	39.61%
Transfers from Reserve	36,500	19,502		(19,502)	
Total Operating Revenue	9,188,738	4,530,299	4,514,893	(15,406)	(49.14%)
Operating Expense					
Salaries & Benefits	9,186,477	4,586,661	4,502,996	-83,665	49.02%
Materials	1,013,009	555,640	477,441	-78,199	47.13%
Contracted Services	1,378,816	796,467	613,486	-182,981	44.49%
Depreciation	520,766	260,382	279,923	19,541	53.75%
Reserve Transfers	121,819	47,033		-47,033	
Total Operating Expense	12,220,887	6,246,183	5,873,846	-372,337	48.06%
Net Municipal Contribution	3,032,149	1,715,884	1,358,953	-356,931	44.82%
LESS: Depreciation	(520,766)	(260,382)	(279,923)	(19,541)	(53.75%)
Net Municipal Contribution LESS Depreciation	2,511,383	1,455,502	1,079,030	-376,472	42.97%
City of Kingston	-1,658,246	-829,122	-823,960	5,162	49.69%
County Contribution - Operating	**853,137**	**626,380**	**255,070**	**-371,310**	**29.90%**
Capital Revenue	42,108	42,108	46,501	4,393	110.43%
Capital Expense	146,589	112,692	175,200	62,508	119.52%
Net Capital Expense	104,481	70,584	128,699	58,115	123.18%
City of Kingston - Capital	-99,681	-49,842	-55,003	-5,161	(55.18%)
County Contribution - Capital	**4,800**	**20,742**	**73,696**	**52,954**	**1,535.33%**
County Contribution - Debenture	210,295	167,649	167,653	4	79.72%
Total Requisition	**1,068,232**	**814,771**	**496,419**	**-318,352**	**46.47%**

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County of Frontenac

FPS - County

For period ending June 30, 2017

	2017 Budget $	2017 YTD Budget $	June YTD Actual $	YTD Variance $	Total Annual Spent %
Operating Revenue					
User Charges					
Federal and Provincial	8,330,338	4,165,164	4,137,562	(27,602)	49.67%
Investment Income			4,820	4,820	
Other			3,937	3,937	
Total Operating Revenue	8,330,338	4,165,164	4,146,319	(18,845)	(49.77%)
Operating Expense					
Salaries & Benefits	13,821,760	6,891,204	7,235,921	344,717	52.35%
Materials	847,404	451,928	439,414	-12,514	51.85%
Contracted Services	1,329,619	745,383	861,186	115,803	64.77%
Rents & Financing	231,990	116,010	115,943	-67	49.98%
Depreciation	640,529	320,262	290,558	-29,704	45.36%
Reserve Transfers	789,317	30,000		-30,000	
Total Operating Expense	17,660,619	8,554,787	8,943,022	388,235	50.64%
Net Municipal Contribution	9,330,281	4,389,623	4,796,703	407,080	51.41%
LESS: Depreciation	(640,529)	(320,262)	(290,558)	29,704	(45.36%)
Net Municipal Contribution LESS Depreciation	8,689,752	4,069,361	4,506,145	436,784	51.86%
City of Kingston	-6,793,184	-3,396,594	-3,396,593	1	50.00%
County Contribution - Operating	**1,896,568**	**672,767**	**1,109,552**	**436,785**	**58.50%**
Capital Revenue	690,997	557,299	581,504	24,205	84.15%
Capital Expense	690,997	557,299	572,202	14,903	82.81%
Net Capital Expense			-9,302	-9,302	
City of Kingston - Capital					
County Contribution - Capital			**-9,302**	**-9,302**	
Total Requisition	**1,896,568**	**672,767**	**1,100,250**	**427,483**	**58.01%**

FRONTENAC

Report 2017-120

Council Information Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Lisa Hirvi, Administrator

Date of meeting: September 20, 2017

Re: Fairmount Home – Quarterly Update Activity Report

Recommendation

This report is for information purposes only.

Background

The following information is an update regarding the activities/challenges at Fairmount Home from April 1, 2017 to June 30, 2017 as well as significant updates in July 2017.

Comment

Ministry of Health and Long-Term Care:

During the second quarter, there were no complaints logged with the Ministry of Health and Long-Term Care and no ministry inspections.

Outbreaks:

On July 7, 2017, an enteric outbreak was declared and ended on July 12, 2017. Three (3) residents were affected with no deaths. Thank you to the management and staff who were diligent in managing the outbreak. The legislated reporting was completed to the required Ministries including the Ministry of Health & Long-Term Care (MOHLTC), Ministry of Labour (MOL) as well as Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health.

Public Health Inspection:

On June 1, 2017, KFL&A Public Health conducted a Compliance Inspection. There was one (1) issue regarding food contact surfaces that required sanitizer dispensed at 400 ppm rather than 200 ppm, which has since been addressed. There were no other compliance issues. Thank you to the management and staff for their diligence in food safety.

Key Performance Indicators (KPI)

The following are the KPI results for the period January 1, 2017 to June 30, 2017:

Indicator	Goal	2017 Results	Comment
Quality of Care			
% of Residents Fallen	Below provincial average 15.2%	**Q2 – 20.3%** Q1 – 21.3% (2016 – 21.0%; 2015 – 23.6%)	Fairmount is consistently above provincial average due to Gentlecare philosophy; strive for minimal restraints may result in increased falls
% of Residents Using Restraints	Below provincial average 6%	**Q2 – 15.4%** Q1 – 14.9% (2016 – 14% 2015 – 18.4%)	Families of new admissions requested restraints that are a resident and SDM choice. Residents and families continue to be educated about risks of restraints that may reduce use of restraints
Resident Length of Stay	N/A	**Q1 & Q2 – 564 days** (2016 – 598 days 2015 – 988 days)	Results Stats based on 6 months ending Jun 30-16
Resident/Family Satisfaction Survey	95% satisfaction level	**Pending** (2016 – 97% 2015 – 97%)	Survey will be issued in the fall 2017
Ministry Annual Resident Quality Inspection	No Compliance Orders	**0** (2016, 2015 – 0)	
Accreditation Level Awarded	Maintain “Exemplary” level	**No change**	Next accreditation survey Jan-19

Indicator	Goal	2017 Results	Comment
Healthy Workforce			
Reduce sick time costs	80% of employees meeting the target for absenteeism	**May 01-16 to Apr 30-17** (rolling year) **56%** (2016 – 59% 2015 – 57%)	No significant change in % of employees meeting the target, however, the # of sick days has decreased when compared to the previous year. Also, costs for sick time and modified work have decreased by $116,000 (55%) when compared to previous year-to-date results.
	Nursing up to 10 days in 12-month rolling period	**46%** (2016 -57% 2015 – 55%)	
	Non-nursing up to 7 days in a 12-month rolling period	**71%** (2016 – 73% 2015 – 77%)	
	Non-union up to 7 days in a 12-month rolling period	**100%** (2016 – 100% 2015 – 75%)	
Revenue Sources			
Case Mix Index (CMI) – Home	Increase CMI revenue by 1%	**Q1 & Q2 – 1.0386**, represents 1.3% decrease (Fiscal 2016 – 1.0521; Fiscal 2015 – 1.0326)	Ministry fiscal year-end March 31. CMI decrease due to fewer residents in high resource utilization groups (RUG) e.g. IV fluids when compared to 2016.
Other revenue sources	Increase other revenue sources with municipal contributions increased by < inflation rate (CPI Ontario 2016 2.0%	**< 1%** (2016 – 0%)	Behavioural Supports Funding - $6,290 for training. Royal Canadian Legion Poppy Fund – $3,687 for wheelchair ramp weigh scale. Dementia Society of America - $1,290 for residents on secure unit to celebrate Canada 150 through song & seated dance.

Indicator	Goal	2017 Results	Comment
Outreach Program			
Community Information Sessions	50 Participants	**105 participants** – Behavioural Supports training sessions (3) (Mar-17) (2016 – 60 participants in 2 sessions)	Training sessions funded by SELHIN with additional funds to support Behavioural Supports in long-term care homes.
Telemedicine system	Increase use of telemedicine system	**Q1 & Q2 – 7** (2016 – 38 sessions 2015 – 22 sessions)	5 dermatology 1 respirology 1 e-consultation

Sustainability Implications

Not applicable

Financial Implications

As previously reported on May 17, 2017, Ministry of Health and Long-Term Care Annual Resident Quality Inspection (RQI) regarding written notification (WN) for lighting - outstanding

Organizations, Departments and Individuals Consulted and/or Affected

Fairmount Home Management Team
Fairmount Staff
Frontenac County Staff
Residents
Volunteers

FRONTENAC

Report 2017-121

Council Information Report

To:	Warden and Member of County Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Kelly Pender, Chief Administrative Officer Susan Brant, Director of Corporate Services/Treasurer
Date of meeting:	September 20, 2017
Re:	**Review of Budget Policy**

Recommendation

This report is for information purposes.

Background

At the July 19, 2017, staff were asked to provide Council with an overview and review of the 2015 Budget policy and provide Council with the opportunity to discuss, comment and potentially suggest amendments to the policy.

Attached to this report is a copy of the policy which was approved by By-law #2015-026.

The Chief Administrative Officer and Director of Corporate Services/Treasurer will provide an overview for Council. A copy of the presentation is attached to the report.

Comment

The budget policy was developed as a result of the recommendation of KPMG as part of their 2013-14 Service Delivery and Organizational Review (SDOR). A copy of the full report can be found in the Council resources section of the County's document portal.[1]

The purpose of the presentation is to provide some background on how the budget policy came about, what has been achieved, identify our competitive position,

[1] Link to SDOR

operational challenges and a high level discussion of the status of our two most critical reserves, namely the stabilization reserve and the capital replacement reserve.

Sustainability Implications

The County of Frontenac recognizes the importance of balancing tax levels with investment in community needs.

Financial Implications

There are no financial implications associated with this report. Staff have been finalizing budgets based upon the policy and the first budget presentation to Council will be held on October 25th and 26th.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Leadership Team

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FINANCE Policy & Procedure Manual

Subject: **Budget Policy Index Number: FIN-1 01**

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Approved: **Effective:**

Policy Statement

The development of a budget is the financial expression of the priorities of the organization. As a public entity the County of Frontenac has also recognized that "respect for the taxpayer" is of paramount importance.

In order to provide Council with the tools to make informed financial decisions, the County of Frontenac has adopted a Long Range Financial Planning (LRFP) framework. The LRFP builds upon recommendations received as part of our service delivery review, municipal best practice and the advice of our auditor.

Objective:

The intent of this budget policy is to:

- Enhance the quality of decisions by promoting consistency;
- Establish a timeline for the budget process;
- Ensure that Council has adequate information to exercise its due diligence in assessing the budget; and
- Integrate with other long term planning, financial and management objectives of the County

Principles

It is recommended that the County of Frontenac budget process be developed based upon the following principles:

- **Transparency:** Business plans, budget planning and budgets will be discussed and approved in open meetings of County Council except as permitted by the Municipal Act.

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Approved: **Effective:**

- **Fiduciary Responsibility**: It is the fiduciary responsibility of Council and staff to develop and approve budgets that balance both the short term and long term needs of the County and our citizens. This difficult balance requires that we use best estimates, likely scenarios, and evaluate risk.

  Where a risk is known to staff, that risk will be identified to Council in a factual manner for Council consideration. In this regard, staff will use the following terminology in communicating to Council and taxpayers:

  1. **Risk:** an imminent or likely scenario requiring a strong change in course or a dramatic action.
  2. **Caution:** a known fact or recommended change of direction that may or will have future impact on budget or future decisions.
  3. **Advisement**: a minor change in direction or scope.

- **Accountability:** Within legislative limits, Council is ultimately accountable for the approval of business plans, budget policy and budgets, in particular the establishment and evaluation of service levels.

  Staff are accountable for providing technical advice to Council, presenting options, identifying risk and ultimately implementing the decisions of Council. As an overall strategy, the staff member responsible for making procurement decisions will be responsible for developing the budget, for review by their director.

  At the staff level, staff responsibilities are as follows:

  1. **Chief Administrative Officer and Treasurer:**

     - Establishing the tone and direction of budget and reflecting the wishes of Council

- Recommending financial policy and overall oversight of the budget process
- Conducting a line by line review of all budgets and only allowing realistic budgets to be presented to Council

2. **Senior Leadership Team (Directors):**
   - Ensuring alignment with Council direction
   - Reviewing all service level change requests and establishing priorities
   - Providing guidance and direction to managers
   - Conducting in-depth reviews of budgets
   - Nominating budgets for review by the CAO/Treasurer
   - Reviewing quarterly reports and budget variances and developing mitigation strategies
3. **Managers:**
   - Developing budgets that are reflective of best practices, carefully considered options and in alignment with the policy direction provided by Council
   - Presenting budgets to the senior leadership team and Council
   - Continuous review of budgets and procurement to ensure they are completed within the budget and in accordance with procurement policies
   - Reporting budget variances as they are identified

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Approved: **Effective:**

- **Alignment:** Projects that support and align with the Strategic priorities of Council or as required by legislation will receive the highest priority for Council consideration.

- **Citizen Input and Customer Satisfaction:** Citizen input will be welcome throughout the budget process, including but not limited to, strategic planning, business planning, budget development and service level changes.

  Consultation will include input from member municipalities. Council will be the primary conduit for such consultations. Support will be provided by the CAO and Treasurer where appropriate.

  Customer satisfaction will be measured and reported regularly. Surveys of customer satisfaction will be implemented by an objective third party in the second year of Council's four year term.

- **Timing:** An annual budget will be passed by December 31st of the year proceeding, with staff providing a prediction of a four (4) years beyond the budget year.

  1. In an election year, the budget will be passed by February 28th of the budget year.

- **Target Levy Increase:** The target operational levy increase is Ontario CPI as calculated in August of the year prior to the budget

  1. The rate used for predicted years will be Bank of Canada's target inflation, where appropriate, but will adjusted annually

  2. While the target levy is Ontario CPI, it is important to recognize that many parts of a municipal budget are composed of items that may fluctuate above or below CPI (e.g., fuel).

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- **Business Planning:** Business plans will be developed and approved by Council. The planning horizon will generally be five years. At a minimum, the business plans will identify anticipated changes in service level, funding considerations, key performance indicators, risk and customer service objectives.

- **Total Cost of Ownership:** Proper stewardship of scarce resources requires that Council and staff evaluate budget and procurement decisions based upon the total cost of ownership concept.

- **Sustainability and Resilience:** Sustainability and resilience principles will be considered by Council and staff in budget and procurement decisions.
- **Unit Cost:** Budgets will be developed based upon unit costs wherever possible. It is understood that, in the absence of a legislative requirement, the number of units is reflective of Council's service level decision, while the unit cost will be developed by staff based upon a careful analysis of the following factors:
    1. Historical costs
    2. Economic and market conditions
    3. Costs incurred by others
    4. Professional estimates prepared by a competent professional (e.g., Engineer)
- **Budget Presentation:** The budget will be presented to Council at a departmental level in a manner that reflects the Provincial Financial Information Return (FIR) categories, namely:
    1. Salaries
    2. Materials and Supplies
    3. Contracted Services
    4. Rents and Financial
    5. Capital
    6. Reserves

  Notes appended to the budget will focus on service level changes, inflationary increases above the CPI target and identified risks.

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More detailed information is available at the request of Council.

- **Status Quo Budget:** The status quo budget is defined as last years' service at this year's price – Last year's one time commitments + Previous year's commitments + mandatory service level changes + Council directed changes spanning more than one year.

- **Service Level Changes:** In non-election years, service level changes (SLC) (both positive and negative) will be presented prior to the formal budget process for Council consideration.

    1. It is recognized that service level changes (except where mandated by legislation) are the sole prerogative of County Council.

    2. Ranking of SLCs will be completed by the senior leadership team based upon the following factors:

        - Safety to persons or property
        - Legislative requirements
        - Policy strategic direction
        - Operational efficiency

- **Capital:** Capital sustainability will be achieved by an additional amount being added to the budget in each year for ten years from 2015 to 2024.[1]

    1. As assets are added, sold or re-furbished staff will report on the impact to sustainability projection as part of the budget requisition process.

[1] This amount was set by Council in 2014 at 0.65% and is subject to regular review.

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Approved: **Effective:**

- **Deviation from Target (Above):** Where the operating levy projection is above the inflation target, the County will consider the following in order:

    1. Assessment growth where available;
    2. The stabilization reserve where available;
    3. A levy increase above the target.

- **Deviation from Target (Below):** Where the operating levy projection is below the inflation target, the County will consider the following in order:

    1. Levy for the inflation target with the excess targeted for capital sustainability if sustainability has not been achieved;
    2. Levy for the inflation target with the excess targeted for the stabilization reserve if the reserve is less than its target balance;
    3. Other projects of priority to the community and/or Council;
    4. A levy amount below the target.

- **Levy Stabilization (One Time Items):** One time operational items should be considered for funding from reserves where available.

- **Levy Stabilization (Periodic Large Items):** In order to minimize levy fluctuation, large periodic operating items should be budgeted based upon the total cost/frequency. (e.g., expensive HVAC duct cleaning required every five years)

- **Services Provided by Others and Reconciliation:** Budgets for services provided to County residents by the City of Kingston and other agencies (i.e., Social Services, POA, Health Unit, MPAC and Library) are presented as estimates based upon submissions provided by the delivery organization and are subject to final reconciliation after the budget is approved.

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Council (including Council representatives) will annually communicate to outside agencies their expectations with respect to budget targets.

- **Assessment:** In Ontario taxes are calculated based upon the assessed value of a property as calculated by the Municipal Property Assessment Corporation (MPAC) on behalf of each municipality. For the County portion of the tax bill it is important to remember that every dollar of assessment in each of the four member municipalities pays exactly the same amount in tax.

    1. **Assessment Growth/Decline:** the year-over-year change in assessment. While generally positive due to new construction, in periods of economic downturn assessment may be a negative.

- **Supplementals and Omits:** During the year MPAC will make adjustments based upon assessment appeals and commercial/industrial vacancy. These items are difficult to predict but do have an impact on the amount of levy collected.

- **Grants:** It is the policy of the County to maximize funding from grants from senior levels of government and other granting agencies. It is recognized that in order to maximize the likelihood of receiving grants that partnerships and pre-planning are necessary.

- **Budget Reporting:** Budget reporting will be provided on a quarterly basis. In the event of an unexpected expenditure or revenue shortfall, Council will be advised at the earliest possible meeting.

    Budget reporting will align with the budget presentation.

    In assessing budget performance Council and staff will consider the following in order:

    1. The effective delivery of services

    2. The overall bottom line for the municipality

a. Bottom line for budgets within the control of the municipality

b. Bottom line for budgets controlled by external delivery agencies

3. The performance of divisions
4. The performance of departments
5. Unit cost – budget to actual
6. The performance of departments within the FIR categories.

- **Key Performance Indicators:** key performance indicators will be developed for business units and reported to Council at minimum annually.

  KPIs will also be developed based upon measuring outcomes anticipated from County strategic plan and the departmental business plans.

- **Operational Surplus/Deficits:** It is recognized that in Ontario municipalities are required to have a balanced budget. As such, County staff will make every effort to manage budgets within the Council approved allocations. However, within a multi-million dollar budget it is inevitable that unforeseen circumstances will arise, or that decisions made by others (e.g., City or MPAC) will affect the bottom line.

  Best practice would suggest that planning for budget surpluses/deficits is a prudent fiscal management. For the purpose of budget policy it is important to distinguish between budget lines within our control and those beyond our control. In all instances variances will be reported at the earliest opportunity to Council.

- Where an operational deficit occurs that is less than 1% (+/-) of the total operational budget, staff will recommend the following in order:

  1. A withdrawal from the levy stabilization reserve if the withdrawal leaves the reserve within its target balance;

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2. A withdrawal from another reserve that may be in a surplus position;
3. A tax levy above the levy target in the following year/or years.

- Where an operational surplus occurs that is less than 1% (+/-) of the total operational budget, staff will recommend the following in order:

1. Transferred to the levy stabilization reserve where the reserve balance is below the target;
2. Transferred to the capital replacement reserve where the reserve is below the target level;
3. Transferred to another reserve that is that is below the target level;
4. Transferred to the capital replacement reserve with the intent of reducing future borrowing;
5. A levy in a future year(s) below the levy target.

- Where an operational surplus/deficit occurs above the 1%+/- tolerance level a full report will be provided to Council with an evaluation of the above options presented and a recommendation provided.

- **Carried Over Projects:** While it is the intention of the County to complete projects within the year they are budgeted, in some circumstances it may be necessary to carry over a project to a future year.

1. Where levy dollars are being used for a capital project, unexpended capital levy dollars will be temporarily transferred to the capital replacement reserve for use in the subsequent year. This will avoid levying the taxpayer again for an approved project.
2. Where reserve dollars are being used for the capital project, dollars will be transferred from the reserve that were not expended in the calendar year.

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3. Where levy dollars are being used for an incomplete operating project, unexpended levy dollars will be temporarily transferred to the working fund reserve for use in the subsequent year. This will avoid levying the taxpayer again for an approved expense.

Capital Sustainability:

The capital sustainability of the assets of the County is integral to maintaining our commitment to taxpayers as well as a requirement of public sector accounting.

Capital sustainability must be viewed in the context of proper capital asset planning, levy planning, as well as our debt and reserve policies. Council established a target of an additional 0.65% tax for the 10 year period from 2015 to 2024. This amount will be reviewed annually and presented to Council at the time of budget.

The County will not be a slave to replacement schedules, rather will maintain accurate maintenance logs and condition assessment to ensure that replacement decisions are made at the most appropriate time.

FRONTENAC

Report 2017-122

Council Information Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Paul Charbonneau, Chief/Director of Emergency Services and Transportation
Date of meeting:	September 20, 2017
Re:	**Emergency and Transportation Services – Emergency Response Vehicle (ERV) – Support Strategy**

Recommendation

This report is for information purposes only.

Background

The Ministry of Health and Long Term Care (MOHLTC) Emergency Health Services Branch (EHSB) has three (3) classifications and Standards of Emergency Response Vehicles (ERVs). They are; ERV – Command, ERV – Response and ERV - Support. Prior to the downloading of land ambulance to the County of Frontenac, EHSB maintained an operational ERV – Support through Kingston Regional Ambulance Services (KRAS).

At the time of download that vehicle became part of the County of Frontenac`s land ambulance fleet. At its meeting on October 20th, 2004 the following resolution was tabled:

Motion #: 179 Moved by: Mayor MacDonald; Seconded by: Mayor Lake

Resolved That the Council of the County of Frontenac authorize the CAO and the Director of Emergency Services to proceed with the following:

(a) It is recommended that a new truck chassis be purchased and the body of the present ESU be transferred to a new chassis. This will extend the life of the ESU by instituting a 10 year replacement life cycle for this new

vehicle. This will allow the County to take advantage of the extended warranty opportunity. Costs: $68,000.

(b) It is recommended that a new body be purchased and mounted on the F350 chassis from the existing ESU. The new body would have proper shelving and racking for materials and supplies. It would act as an additional support unit for major incidents however would not require emergency lighting systems. In addition, the disposal of the third unit for 2004 will be realized at a cost recovery of approximately $4,000. Costs: $6,500.

And Further introduce an amendi0000ng by-law to the 2004 annual budget By-law 10-2004 later in this meeting.

Carried

Comment

The current ERV – Support is scheduled to be replaced in 2018. This important piece of apparatus has been utilized many times; most recently during the large scale accident on the 401 involving dangerous goods, a fatality and the hospitalization of eighteen (18) First Responders.

In an effort to optimize the unit and make it more response ready it has been suggested that the equipment be split into two (2) vehicles and that these vehicles be utilized as the day-to-day front line Operations Superintendent vehicle. The two (2) current ERV – Command trucks, purchased in 2017, would be moved to the two (2) Deputy Chiefs; who`s vehicles are also due for replacement in 2018.

This would in fact eliminate the large vehicle from our fleet and create a saving in the area of Capital Reserve Transfers of approximately $123,000 over the ten (10) year useful life cycle and reduce fleet fuel, repairs and maintenance as well as insurance and licensing costs of $10,000 per annum.

Sustainability Implications

Regular review of replacement schedules ensures the County is managing its fleet assets by controlling both capital investments and maintenance expenses.

Financial Implications

None at this time

Organizations, Departments and Individuals Consulted and/or Affected

FRONTENAC

Report 2017-123

Council Information Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Tom Mercer, Manager of Environmental Services

Date of meeting: September 20, 2017

Re: **Fairmount Home - Sewage System Assessment Report**

Recommendation

This report is for information purposes only.

Background

The septic field was enlarged as part of the 2004 redevelopment. In 2011/12 continual mechanical failures prompted a replacement of the bio disk and all associated mechanical infrastructure; the work was valued at approximately $110,000. Reliability problems continued to plague the bio disk, and by late 2014, Fairmount had contracted with a new service provider in an attempt to address the issues.

In the spring of 2015, Fairmount maintenance staff noted an issue with the leaching field (end caps coming off the distribution pipes) that could have been an indicator that the field was reaching its saturation point. Due to the history of mechanical failures and the possibility of field saturation, a study was commissioned and approved by council for the 2016 budget year. The purpose of the study was to determine the current state of the septic system, remaining useful life, identify potential replacement systems and estimate financial impact of each option. Groundwork Engineering prepared the Sewage System Assessment Report (SSAR) at a cost of $25,000.

While the initial mechanical issues have been corrected and the system as a whole is operating within acceptable limits, treatment plant reliability is a concern and the bio disk continues to incur substantial repair costs.

Early in 2017, Hannah Equipment Ltd., mechanical service provider, identified a potential system problem with fats, oils and grease (FOG). Due to FOG build up on the media (circular plastic fins) for banks 1 and 2, those portions of the disk have sustained extensive damage and have been approved for replacement. Additionally Hannah Equipment Ltd. has suggested partnering with a process specialist to identify and address the FOG issue because, if left uncorrected, new media banks will only suffer the same damage as the existing ones. It is important to note that at the time of the engineer's assessment, there were no obvious signs of this type of wear; this issue was identified after and separate from Groundwork Engineering's SSAR. The approved repair cost for replacement of banks 1 and 2 is $23,000.

Comment

The current treatment plant has a long history of problems pre-dating its mechanical replacement in 2011. Motor replacements, bearing failures, electrical overloads and disk balance problems due to breakdown were commonplace.

Staff will proceed with the replacement of the aging manhole covers to mitigate any risk of harm. Furthermore, Groundwork Engineering will be invited to present its findings to Council as well as expand upon the methodology for identifying and measuring replacement options. Lastly, during the upcoming budget cycle, a project proposal will be presented to Council for a waste water treatment plant replacement study, as a result of these most recent issues.

Sustainability Implications

Continuing failures of the RBC (bio disk) is negatively impacting the effluent treatment process. Over time this may allow untreated effluent to enter the distribution piping, contaminating the leaching bed and leading to its premature failure. Additionally, the presence of untreated effluent in the distribution piping dramatically increases the likelihood that contaminants will "break out" posing a risk to nearby standing and underground water.

Financial Implications

On April 14, 2017 the Manager of Environmental Services met with the Deputy Treasurer to discuss financial impact. Based on the Life Cycle Costing Analysis (LCCA) prepared by Groundwork Engineering/Martin Burger, the initial replacement costs will range from $320,000 to $765,000 depending upon the recommended system. As previously detailed in the 2015 project proposal, total system failure would result in the need to pump the system on a daily basis to avoid environmental contamination. Dependent upon liters discharged, cost for this work could be as high as $70,000 per week.

Organizations, Departments and Individuals Consulted and/or Affected

Consulted
Martin Burger – Groundwork Engineering
Tom Mercer – Manager of Environmental Services
Fairmount Maintenance – Dave McShane, Rob Jones and John Broeders

Affected
Fairmount Home
Corporate Services
Emergency & Transportation Services

FRONTENAC

Report 2017-124

Council Information Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Kelly Pender, Chief Administrative Officer
Date of meeting:	September 20, 2017
Re:	**Restructuring Report – Reporting Out of Direction Provided In Closed Session**

Recommendation

For Council Information

Background

At the June 21, 2017 meeting of Council, the Chief Administrative Officer received direction from Council with respect to a minor restructuring of staff duties. The report was in the context of current staffing issues regarding identifiable individuals and ongoing labour relations.

The purpose of this report is to provide a summary of actions to date.

Comment

The direction provided to Council involved two new position focused on continuous improvement, data analysis and financial analysis/reporting required to meet Provincial requirements, reduce the use of consultants and complete labour planning. There are no job losses as a result of this restructuring and no new positions will be created.

A summary is a follows:

Manager of Continuous Improvement

The position will focus on efforts to provide ongoing continuous improvement efforts involving Lean/Six Sigma, Key Performance Indicators (KPIs) and data analysis, including spatial analysis utilizing GIS. The position includes the requirement to achieve a Lean Black Belt within one year.

The position was posted internally June 26, 2017. Two internal candidates applied for the position and interviews with and interview panel including the CAO were held on July 12, 2016. The successful candidate, Mr. Kevin Farrell was subsequently extended an offer of employment which was accepted on July 14, 2017.

Senior Financial Analyst

The senior financial analyst position was advertised internally and externally from July 18 to August 4, 2017 and again from September 5 to September 29th.

The primary focus of the position will be related to supporting the labour relations function, including union negotiations.

To date a successful candidate has not be identified.

Sustainability Implications

The County of Frontenac is committed to continuous improvement and financial analysis as key components of our long range sustainability.

Financial Implications

No net impact on existing budgets. The Manager of Continuous Improvement position is intended to help reduce the County's dependence upon outside consultants for Lean/Six Sigma implementation.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Leadership Team

FRONTENAC

COMMITTEE REPORT

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: September 20, 2017

Re: Planning Advisory Committee – Report to Council

All items listed on the Planning Advisory Committee Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Planning Advisory Committee Report to be separated from that motion and considered separately, whereupon the Planning Advisory Committee Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

The Planning Advisory Committee reports and recommends as follows:

1. **2017-107**
   Planning Advisory Committee
   Application for Draft Plan of Subdivision Approval 10T-2017/001 (Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac (McFadden Road)

   Whereas an application has been filed with the County of Frontenac for a Draft Plan of Subdivision located at Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac, known municipally as 5550 McFadden Road;

   And Whereas the Planning Advisory Committee of the County of Frontenac considered all written and oral submissions received on this application, the effect of which helped Planning Advisory Committee make an informed decision;

   And Whereas the application is consistent with the Provincial Policy Statement (2014), conforms to the Frontenac County Official Plan, Township of South Frontenac Official Plan, will comply with the Township of South Frontenac Zoning By-law, and has been reviewed in accordance with the criteria of Section 51 (24) of the Planning Act.

And Further That the Council of the County of Frontenac approve the proposed 10T-2017/001 subdivision development, including Draft Conditions of Approval attached to report 2017-107, Application for Draft Plan of Subdivision Approval 10T-2017/001 (Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac (McFadden Road) as Appendix A.

Planning Committee Report

FRONTENAC

Minutes of the Planning Advisory Committee Meeting
September 11, 2017

A meeting of the Planning Advisory Committee was held in the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Monday, September 11, 2017 at 10:00 AM

Present:
Deputy Warden Higgins, Chair
Councillor Smith, Vice-Chair
Warden Vandewal
Councillor Doyle
Phil Leonard
Jim McIntosh
Darwyn Sproule

Staff Present:
Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Joe Gallivan, Director of Planning and Economic Development
Kelly Pender, Chief Administrative Officer
Megan Rueckwald, Community Planner

1. Call to Order

The Chair called the meeting to order at 10:01 a.m.

2. Adoption of the Agenda

Moved By: Councillor Doyle
Seconded By: Mr. Leonard

That the agenda and addendum for the September 11, 2017 meeting of the Planning Advisory Committee be adopted as amended to consider 4b) prior to 4a).

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

4. Adoption of Minutes

a) Minutes of Meeting held June 28, 2017

Moved By: Mr. Leonard
Seconded By: Councillor Doyle

That the minutes of the Planning Advisory Committee meeting held June 28, 2017 be adopted.

Carried

b) Minutes of Public Meeting held August 19, 2017

Moved By: Mr. Leonard
Seconded By: Councillor Doyle

That the minutes of the Planning Advisory Committee public meeting held August 19, 2017 be adopted.

Carried

5. Deputations and/or Presentations

4b) was considered at this time

a) **Mr. Peter Josephs,** representing Ardoch Lake Developments, addressed the Planning Advisory Committee with respect to Report 2017-106, Ardoch Lake Public Meeting Concerns, specifically addressing issues and concerns that were raised at the public meeting, including heron nesting. He is looking for a list of concerns that he can move forward with addressing.

[See Reports to the Planning Advisory Committee clause a)]

b) **Sean Marshall** President Pittsburgh Building & Energy Systems Inc, addressed the Planning Advisory Committee with respect to Report 2017-107, Application for Draft Plan of Subdivision 10T-2017/001 (Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac (McFadden Road), specifically with respect to:

- Clarification around on site and off site
- With respect to the requirement for an easement to the Cataraqui Trail, there is no practical way to create the easement without taking it through the middle of the lots
- With respect to the mitigative measures that will be put in place to reduce the anticipated 3% increase in post-development flows could this

include a clause for submitting grading at time of building permit submissions
- Questioned the requirement to move a hydro line as this is not located on the subject lands
- Requirement for street lighting

[See Reports to the Planning Advisory Committee clause b)]

4a) was now considered

6. Reports to the Planning Advisory Committee

a) 2017-106
Planning Advisory Committee
Ardoch Lake Public Meeting Concerns

Mr. Gallivan provided an overview of the report, noting that Mr. Josephs spoke briefly to the issues raised at the public meeting during his deputation. Staff are in the process of corresponding with the Ministry of the Environment and Climate Change (MOECC).

Staff will be contacting other agencies and Ministries regarding the issues that were raised. The County does have a drone and will carry out a fly over of the property pending the applicants consent. The Committee may also require an additional public meeting if its feels that would be required.

Committee members provided their comments on the application with most agreeing that the lots should be classified at year round residences.

The Committee discussed the potential of an additional site visit from the lake.

There was a question regarding how the tertiary systems would be maintained to which Mr. Gallivan responded that conditions could be placed in the Conditions of Draft Approval to ensure the tertiary systems are maintained and how they are maintained. He also noted that this is a requirement under the Building Code. Mr. Gallivan noted that Mr. John Pyke of Malroz could be scheduled to attend a meeting and provide the Committee with a presentation on how tertiary systems work.

b) 2017-107
Planning Advisory Committee
Application for Draft Plan of Subdivision Approval 10T-2017/001 (Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac (McFadden Road)

Moved By: Councillor Doyle
Seconded By: Councillor Smith

Whereas an application has been filed with the County of Frontenac for a Draft Plan of Subdivision located at Part of Lots 14, 15, Concession 8, Former Municipal Township of

Loughborough, Township of South Frontenac, known municipally as 5550 McFadden Road;

And Whereas the Planning Advisory Committee of the County of Frontenac considered all written and oral submissions received on this application, the effect of which helped Planning Advisory Committee make an informed decision;

And Whereas the application is consistent with the Provincial Policy Statement (2014), conforms to the Frontenac County Official Plan, Township of South Frontenac Official Plan, will comply with the Township of South Frontenac Zoning By-law, and has been reviewed in accordance with the criteria of Section 51 (24) of the *Planning Act.*

Therefore Be It Resolved That the Planning Advisory Committee receive the Planning Advisory Committee – Application for Draft Plan of Subdivision Approval 10T-2017/001 (Part of Lots 14, 15, Concession 8, Former Municipal Township of Loughborough, Township of South Frontenac (McFadden Road) report;

And Further That Planning Advisory Committee endorse the approval of the proposed 10T-2017/001 subdivision development, including Draft Conditions of Approval attached to this report as Appendix A to be sent to County Council for approval on September 20, 2017.

Carried

Ms. Rueckwald provided a PowerPoint presentation to the Committee outlining the report and application, as copy of which is attached to the record in the Clerk's Office.

The Committee recognized that the concerns expressed by the Deputation regarding the hydro pole and street lighting are addressed at the Township level. The Committee also recognized that they respect the decision of Township staff to make these conditions and see fit to leave as is.

The Committee invited Mr. Pyke of Malroz to address issues and concerns that were raised regarding water issues. Mr. Pyke noted that the septic systems are designed around the Building Code which does not allow break out on the surface or adverse impact on adjoining neighbours and nitrate impacts are also considered as well as mitigation strategies. In this case, the developer did provide a nitrate impact analysis which shows neighbouring properties will not be adversely affected.

The Committee recessed at 11:17 a.m.

The Committee re-convened at 11:28

c) 2017-108
Planning Advisory Committee
Planning and Economic Development 2018-2022 Five Year Business Plan

Moved By: Warden Vandewal
Seconded By: Councillor Smith

Be It Resolved That the Planning Advisory Committee accept the Planning Advisory Committee – Planning and Economic Development 2018-2022 Five Year Business Plan report for information;

And Further That the Planning Advisory Committee endorse the Planning and Economic Development 2018-2022 Five Year Business Plan;

And Further That the Planning Advisory Committee endorse the Planning Project Proposals being presented to County Council.

Carried

Mr. Gallivan noted that the Sustainability Reserve Project Proposal will not be going forward to Council at this time but may be coming forward in the next few years. He did, however for the Committees information provide an overview of the status of the reserve to date and looking forward into the future, a copy of which is attached to the record in the Clerk's Office.

Mr. Gallivan provided a PowerPoint presentation regarding the Population Projections Project Proposal, a copy of which is attached to the agenda.

7. Communications

a) Correspondence from Martha and Gary Beach providing comments on Shield Shores Development

b) Correspondence from Deputy Warden Higgins regarding Lake Steward Exec Report for Ardoch Lake

8. Other Business

9. Next Meeting

a) The next meeting of the Planning Advisory Committee is scheduled for October 30, 2017 at 10:00 a.m. at the County Administrative Building.

10. Adjournment

Moved By: Councillor Doyle
Seconded By: Councillor Smith

That the meeting hereby adjourn at 11:54 a.m.

Carried

FRONTENAC

Committee Report

To: Warden and Council Members of the County of Frontenac

From: Richard Allen, Manager of Economic Development

Date of meeting: September 20, 2017

Re: Community Development Advisory Committee – Report to Council

All items listed on the Community Development Advisory Committee Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Community Development Advisory Committee Report to be separated from that motion and considered separately, whereupon the Community Development Advisory Committee Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

The Community Development Advisory Committee reports and recommends as follows:

1. **2017-103**
Community Development Advisory Committee
K&P Trail Tichborne to Sharbot Lake Preferred Route at Hampton Road

Be It Resolved That the Council of the County of Frontenac respectfully request that the Township of Central Frontenac consider a speed limit reduction along Road 38 from a point near Tichborne to a point north of Hampton Road from 80km/hr to 60km/hr to permit the safe crossing of Road 38 by users of the K&P Trail.

2. **2017-104**
Community Development Advisory Committee
Potential for Motorized Vehicles to access portions of K&P Trail from Bellrock Road to Craig Road

Be It Resolved That staff investigate the potential for motorized off-road vehicles to have access to the K&P Trail from Bellrock Road to Craig Rd,

And Further That staff work with the EOTA to engage the local community, trail users, businesses and other stakeholders in regard to the design of the Verona Trailhead and in regard to the expansion of motorized off-road vehicle use on the K&P Trail.

FRONTENAC

Minutes of the Community Development Advisory Committee Meeting
August 10, 2017

A meeting of the Community Development Advisory Committee was held in the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, August 10, 2017 at 10:00 AM

Committee Members Present:

Robert Clinton, Chair
Betty Hunter, Vice-Chair
Barrie Gilbert
Councillor John McDougall, Council Liaison
Deputy Warden Ron Higgins
Warden Ron Vandewal

Regrets

Wilma Kenny
Tracy John

Staff Present:

Richard Allen, Manager of Economic Development
Alison Vandervelde, Communications Officer (Recording Secretary)
Kelly Pender, Chief Administrative Officer

Others Present:

Cindy Cassidy, Eastern Ontario Trails Alliance
Anne Pritchard, Frontenac Community Futures Development Corporation

1. Call to Order

The Chair called the meeting to order at 10:00 a.m.

2. Adoption of the Agenda

Moved By: Deputy Warden Higgins
Seconded By: Councillor McDougall

That the agenda for the August 10, 2017 meeting of the Community Development Advisory Committee be adopted as amended to include correspondence received from Wilma Kenney and to consider Reports to the Community Development Advisory, clause c) ahead of clauses a) and b).

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were none

4. Adoption of Minutes

a) Minutes of Meeting held June 8, 2017

Moved By: Mr. Gilbert
Seconded By: Deputy Warden Higgins

That the minutes of the Community Development Advisory Committee meeting held June 8, 2017 be adopted.

Carried

5. Deputations and/or Presentations

a) **Ms. Cindy Cassidy** of the Eastern Ontario Trails Alliance (EOTA) addressed the Community Development Advisory Committee regarding Report 2017-104, Potential for Motorized Vehicles to access portions of K&P Trail from Bellrock Road to Craig Road.

[See Reports to the Community Development Advisory Committee, clause c)]

Ms. Cassidy provided an overview of the EOTA Trails System. Approximately 25,000 annual users are out on the trails – this estimate comes from trail permits, special events, etc. The estimated economic impact of this activity is $6 million spent within Eastern Ontario, and the creation of 70 jobs.

ATV World Magazine will be publishing content on the trails experience in Eastern Ontario soon both in print and online. The EOTA attends the Toronto ATV and Power Sports Show, and this magazine will be distributed there.

Ms. Cassidy pointed out that there are no signs posted in Verona outlining the rules of the trail, so users don't know what is allowed and what is not.

The committee discussed motorized use and ATV friendly communities. Many others that the EOTA work with have passed bylaws allowing recreation vehicles on their roads. Frontenac is the only region in which there are closed gates on the trails. In Ms. Cassidy's experience, there is less damage and users are more respectful when gates are open. In other areas, the EOTA contact information is posted and the organization follows up on complaints quickly. Some committee members suggested that it is most

usually locals who circumvent gates because they know the destinations they can reach via the trail.

Ms. Cassidy shared that on other trails without gates, ATV use generally stops when snowmobile use starts up. She has also observed that, south of Bancroft, snowmobiling has decreased in recent years and ATV use, and the amount of money spent by ATV users, has increased.

The committee discussed funding received from Trans Canada Trail (TCT) for development of the K&P Trail. Some committee members suggested that the TCT funding agreement states the K&P Trail must not allow motorized use until north of Craig Road. Ms. Cassidy stated that TCT has supported ATV use in the past in other areas, and that the organization currently has funding they are looking to distribute, so it makes sense to pursue this conversation with them. Mr. Allen suggested that he would like the committee's support to look into this matter further.

6. Reports to the Community Development Advisory

Clause c) was considered at this time.

See page 4.

a) 2017-102
Community Development Officer – Activity Report, June & July

This report is for information purposes only.

Ms. Vandervelde asked the committee for feedback on the draft survey presented. The committee discussed a few suggestions, like offering an incentive for people to complete the survey. Councillor McDougall suggested that the presentation Mr. Allen and Ms. Vandervelde gave to all Township Councillors back in May was very helpful, and asked that the results of the survey should be shared with that group again.

Councillor McDougall asked how the Ferry by Foot project is coming along, and Mr. Gilbert was supportive of the efforts being made. Deputy Warden Higgins thanked Ms. Vandervelde for her efforts and the amount of work she completes regularly. He also asked for an update on signage.

Mr. Allen informed the committee that a signage strategy and system is being prepared to ensure consistency and flexibility moving forward. The focus is on regional, or gateway signs, with proposed design templates for future signs (i.e., for hamlets, Township boundaries, facilities, etc) to maintain their own identity, and connect to the regional identity. Councillor McDougall was supportive of a comprehensive approach, so it is done well moving forward.

b) 2017-103
Community Development Advisory Committee
K&P Trail Tichborne to Sharbot Lake Preferred Route at Hampton Road

Councillor McDougall
Moved By: Mr. Gilbert
Seconded By:

Be It Resolved That the Council of the County of Frontenac respectfully request that the Township of Central Frontenac consider a speed limit reduction along Road 38 from a point near Tichborne to a point north of Hampton Road from 80km/hr to 60km/hr to permit the safe crossing of Road 38 by users of the K&P Trail.

Carried

The committee discussed the merits of making this request to Central Frontenac Township. Ultimately, it is their decision to make, but the committee was generally supportive of the reduction in the speed limit.

c) 2017-104
Community Development Advisory Committee
Potential for Motorized Vehicles to access portions of K&P Trail from Bellrock Road to Craig Road

Moved By: Ms. Hunter
Seconded By: Warden Vandewal

Be It Resolved That staff investigate the potential for motorized off-road vehicles to have access to the K&P Trail from Bellrock Road to Craig Rd,

And Further That staff work with the EOTA to engage the local community, trail users, businesses and other stakeholders in regard to the design of the Verona Trailhead and in regard to the expansion of motorized off-road vehicle use on the K&P Trail.

Carried as amended
(See motion to Amend below which was Carried)

Motion to Amend

Moved By: Councillor McDougall
Seconded By: Deputy Warden Higgins

That the resolution be amended to omit the final 2 resolve clauses, those being:

> **And Further That** the gates located between Bellrock Rd. and Craig Rd be left open for the duration of 2018;
>
> **And Further That** staff and the EOTA report back to the Community Development Advisory Committee in regard to the results of this project in Q4 2018.

Carried

Warden Vandewal suggested that with the installation of proper signage in the new Verona parking lot, there is no need to open the trail to motorized use through the hamlet. Users can unload their ATVs in the parking lot at the south end and travel on Road 38 through the village to Craig Road, where they can begin using the trail. He also suggested the economic impact will be greater if those users are on the road, rather than the trail, as they will not avoid any businesses that way. He also reminded the committee about the logistical challenges motorized vehicles may have in navigating the sharp turns on the trail behind Prince Charles Public School. Warden Vandewal is opposed to allowing motorized use of the K&P Trail through Verona.

Councillor McDougall echoed Warden Vandewal's comments. He added that there have been no problems in the past four years, and that the main road through Verona is very ATV-friendly. He reminded the committee that, as part of the CIP, the Verona Community Association held a visioning meeting three years ago. The first priority was to make it easy and safe to walk from the village to Foodland. The trail has allowed for that. Councillor McDougall is not in favour of the third clause in the recommendation because the community is very interested in investing money, effort, creativity, and design into the corner at Bellrock Road, and he suggests that if the gates are opened prior to seeking community input, there will be backlash.

Deputy Warden Higgins commented that the recommendation is combination of investigation and implementation, and suggested that the first part of resolution should be pursued before considering the other three clauses. Mr. Gilbert agreed that the community should be involved in making these decisions, and cautioned that ATV risks with youths is incredible, and conflicts between pedestrians and ATVs can be dramatic. Mr. Clinton suggested that the status quo should be maintained until community input is gathered.

Councillor McDougall proposed the resolution be amended to delete the third and fourth clauses and encourage community engagement. Warden Vandewal commented that South Frontenac Township staff and councillors need to be included in that engagement.

Mr. Sproule agreed with the amendment and supported seeking community engagement. He suggested that the main street through Verona is not actually very ATV friendly, and that most businesses likely promote a direct connection to the trail.

Clauses a) and b) were now considered.

See pages 3 and 4

7. Communications

a) Correspondence from Wilma Kenny regarding use of motorized vehicles on K&P

8. Other Business

Mr. Clinton shared that the Lakes & Trails Festival was a great success. They were expecting 150 participants and had about 400. He acknowledged the great support of the county and will have a better report later.

Mr. Allen informed the committee that he is attending the Wolfe Island Music Festival this weekend – Frontenac County is presenting two of the Friday night shows.

Mr. Gilbert told the committee that Mayor Doyle is going to speak with the Ministry of Natural Resources about the impacts of the high water on Big Sandy Bay.

Councillor McDougall promoted the South Frontenac Township Road Rally / Canada 150th Celebration coming up on August 26th.

Deputy Warden Higgins informed the committee that he has been doing some research on sustainable communities and the Ubuntu lifestyle. He asked the committee if they would like to see a report from him on that. The committee was supportive of receiving a report in December.

9. Next Meeting

a) The next regular meeting of the Community Development Advisory Committee is scheduled for Thursday, October 12, 2017 at the County Administrative Building.

10. Adjournment

Moved By: Ms. Hunter
Seconded By: Mr. Gilbert

That the meeting hereby adjourn at 11:40am

Carried

Eastern Ontario Wardens' Caucus

RESOLUTION

DATE: June 23, 2017

SUBJECT: Definition of 'rural' communities for funding under the Government of Canada's Rural and Northern Communities Infrastructure Fund

MOVED BY: Warden Jennifer Murphy (County of Renfrew)
SECONDED BY: Warden Rodney Cooney (County of Hastings)

WHEREAS the Government of Canada announced a $2-billion investment towards infrastructure improvements for rural and northern communities in Canada in its 2017 Budget;

WHEREAS this investment is required to grow local economies, build stronger and more inclusive communities and help safeguard the environment and health of Canadians;

WHEREAS these funds shall be allocated in partnership through the provincial governments;

WHEREAS there have been discussions that the definition of 'rural' may be based on a population of 30,000 people;

WHEREAS this proposed definition would eliminate most Counties and rural single-tier municipalities in eastern Ontario;

WHEREAS the Eastern Ontario Members of Parliament stated that it would be the Government of Ontario which would establish the definition of 'rural' for this infrastructure program;

Eastern Ontario Wardens' Caucus

BE IT RESOLVED THAT the Eastern Ontario Wardens' Caucus request the Government of Ontario to establish the following definition of 'rural' for any funding involving the Government of Canada's Rural and Northern Communities Infrastructure Fund:

A 'rural' municipality shall be:

a) a municipality with a population of 30,000 or less, or
b) rural single-tier or upper-tier municipalities with a population density of 50 people per square kilometre or less

AND THAT a copy of this resolution be circulated to the Ontario Minister of Finance, the Minister of Infrastructure, the Minister of Municipal Affairs, the Minister of Agriculture, Food and Rural Affairs, the Premier, all local municipalities in eastern Ontario, and all eastern Ontario MPPs and MPs.

✓ **CARRIED**

DEFEATED

Robert Quaiff, Chair

James Hepburn, Secretary-Treasurer

RESOLUTION

DATE: **August 13, 2017**
SUBJECT: **Ontario's Gas Tax Program and Rural Communities**

MOVED BY: **Warden Alan Barfoot (Western Ontario Wardens' Caucus)**
SECONDED BY: **Warden Robin Jones (Eastern Ontario Wardens' Caucus)**

WHEREAS most rural municipalities do not have the population to support a local transit system;

WHEREAS rural municipalities are effectively excluded from receiving provincial gas tax funding due to the eligibility requirement that all provincial gas tax funding can only be used for public transit;

WHEREAS the Federal Gas Tax Program provides municipal funding on a per-capita basis for a wide range of local infrastructure projects;

WHEREAS the Ontario government will be doubling the provincial gas tax from 2 cents per litre to 4 cents per litre by 2022;

WHEREAS if the Ontario Gas Tax Program eligibility requirements mirrored the Federal Gas Tax Program, rural municipalities would receive upwards of $40 million per year in additional infrastructure funding under a 4 cents per litre provincial gas tax;

BE IT RESOLVED THAT the Eastern Ontario Wardens' Caucus (EOWC) and the Western Ontario Wardens' Caucus (WOWC) adopt the Ontario Federation of Agriculture's (OFA) position that the Provincial Gas Tax funding criteria needs to be aligned with the Federal Gas Tax funding criteria, for any increase in funding additional to the current two cents per litre;

AND FURTHER THAT the EOWC and WOWC coordinate advocacy efforts and messaging with the OFA to present a united voice of rural Ontario to the Ontario government on this issue;

AND FURTHER THAT this resolution be circulated to all other municipalities in Ontario asking for their support by passing a similar resolution, as well as the opposition parties, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association.

Mayor Robert Quaiff
Chair, Eastern Ontario Wardens' Caucus

Warden Gerry Marshall
Chair, Western Ontario Wardens' Caucus

X CARRIED
O DEFEATED

By-Law No. 2017-0031

of

The Corporation of the County of Frontenac

being a by-law to adopt a 2018 Legislated Land Ambulance Response Time Performance Plan

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Whereas Section 5 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, gives Council the authority to exercise the powers of the municipal corporation and requires that the powers of every Council are to be exercised by by-law;

And Whereas on July 31, 2008 changes were made to the *Ambulance Act, Ontario Regulation 267/08, amending O. Reg. 257/00* with the heading "Section 22: Part VIII, Response Time Performance Plans, Sections 22 and 23";

And Whereas the County is to submit its Response Time Performance Plan to the Ministry of Health and Long-Term Care (MOHLTC), Emergency Health Services Branch Director no later than October 1 of each year (Section 23 (5)) including performance targets for sudden cardiac arrest, CTAS 1, 2, 3, 4, 5, where CTAS is the Canadian Triage and Acuity Scale, a priority setting scale to describe the severity of a patient's condition;

And Whereas by March 31 of each year the same table with the actual times achieved in the year previous will be reported to the MOHLTC;

Now Therefore Be It Resolved That the Council of the County of Frontenac hereby adopts the following land ambulance response time performance plan for the calendar year of 2018, from January 1 to December 31:

1. **That** the County of Frontenac set the following criteria under Regulation 257/00, as amended, for its response time targets for 2018:

    i. Designated Delivery Agent (DDA) - SUDDEN CARDIAC ARREST

    48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a person equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.

    ii. EMS Designated Delivery Agent - CTAS 1

    68% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5

The County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

Table 1, CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	% Target
2	10 minutes	65%
3	10 minutes	65%
4	10 minutes	65%
5	10 minutes	65%

2. **That** this by-law shall take effect on the date of its final passing.

Read a first and second time this 20th day of September, 2017.

Read a third time, finally passed, signed and sealed the 20th day of September, 2017.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2017-0032

of

The Corporation of the County of Frontenac

being a by-law to Appoint Members to the Emergency Management Program Committee

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Whereas Section 5 of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by its council and by by-law, unless the municipality is specifically authorized to do otherwise;

And Whereas the Emergency Management Civil Protection Act, R.S.O 1990 O. Reg 380/04, s.11 (2) (4) require that Council appoint the members of the Emergency Management Program Committee in order to meet compliance under the act and its regulation. The members shall be composed of,

a) a senior municipal official

b) such members of the council, as may be appointed by the council;

c) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and

d) Other persons as may be appointed by the council

And Whereas the suggested composition of the committee noted above will allow for a multi-disciplinary, comprehensive, and collaborative planning group, including individuals from all of the County's business units as well our partners whom we may rely heavily upon during an emergency. This group will be subject to amendment as required;

And Whereas this committee is responsible for upholding council's commitment to, and promotion of strong, resilient, diverse, rural communities through a comprehensive emergency management planning and education program;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac hereby enacts the following positions be appointed to the Emergency Management Program Committee:

- County Warden
- Emergency & Transportation Council Liaison Councillor
- Chief Administrative Officer
- Chief Paramedic/Director
- Director of Corporate Services/Treasurer
- Administrator of Fairmount Home

- Director of Planning and Economic Development
- Manager of Legislative Services/Clerk
- Manager of Information Services
- Manager of Human Resources
- Communications Officer
- Manager of Continuous Improvement
- Frontenac Paramedic Services Deputy Chief of Operations
- Ontario Provincial Police Detachment Commander
- County Fire Coordinator
- Kingston, Frontenac, Lennox & Addington Public Health – Medical Officer of Health
- Frontenac County Emergency Communications Coordinator
- Community Emergency Management Coordinator
- Alternate Community Emergency Management Coordinator(s)
- Administrative Assistant/Scribe

And Finally this by-law shall take effect on the date of its final passing.

Read a first and second time this 20th day of September, 2017.

Read a third time and finally passed this 20th day of September, 2017.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law Number 2017-0033

of

The Corporation of the County of Frontenac

being a by-law to authorize the Warden and Clerk to execute a Lease Agreement with the Kington Archery Club to allow continued use of the County property located at 2069 Battersea Road, Glenburnie Ontario

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Whereas Section 5 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, gives Council the authority to exercise the powers of the municipal corporation and requires that the powers of every Council are to be exercised by by-law;

And Whereas the Kingston Archery Club in 1980 located to lands owned by the Corporation of the County of Frontenac;

And Whereas the Corporation of the County of Frontenac wishes to enter into a Lease Agreement with the Kingston Archery Club;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac enacts as follows:

1. **That** the Warden and Clerk be authorized to execute a Lease Agreement with The Kingston Archery Club for a period of ten years, with the option to terminate with 6 months' notice; and,

2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20th day of September, 2017.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of September, 2017.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2017-0034

of

The Corporation Of The County Of Frontenac

being a by-law to exit the Capping Program for the Commercial Classes subject to the provisions of Section 331 of the *Municipal Act, 2001, S.O. 2001, c.25,* as amended for the commercial, industrial and multi-residential property classes

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Whereas the County of Frontenac adopted tax ratios of 1.0 for the Multi-residential, Commercial and Industrial Classes in 1998 thereby providing a fair and equitable property tax environment for the business sector;

And Whereas under the *Municipal Act S.O. 2001*, Chapter 25 as amended (the Act), Subsection 329.1 (1), upper tier and single tier municipalities have the opportunity to select from prescribed options the calculation of the amount of taxes for municipal and school purposes payable in respect of property in the commercial class, industrial class or multi-residential property class for 2005 or a subsequent taxation year;

And Whereas County Council has reviewed the provisions of Section 329.1(1) of the Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of providing minimum amounts for properties subject to the provisions of Section 331 for the Commercial, Industrial and Multi-residential property classes;

And Whereas Bill 144, the *Budget Measures Act,* 2015 provided enhancements for increased municipal flexibility to moderate the impact of tax capping;

Now Therefore, the Council of the Corporation of the County of Frontenac hereby implements the following:

1. **That** the County immediately exit the Capping Program for the Commercial Classes,

2. **That** this by-law shall come into force and take effect as of the date of final passing thereof.

Read a First and Second Time this 20th day of September, 2017.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of September, 2017.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law Number 2017-0035

of

The Corporation of the County of Frontenac

being a by-law to authorize the Warden and Clerk to sign a Declaration of Interest to participate in the Ontario Municipal Commuter Cycling Program for 2017

Whereas Sections 5 of the *Municipal Act, 2001,* as amended (hereinafter the Act) provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by its council by by-law, unless the municipality is specifically authorized to do otherwise;

And Whereas the Province of Ontario recently announced an active transportation funding opportunity through the Ontario Municipal Commuter Cycling Program.

And Whereas in order to be considered for the OMCCP a municipality must declare interest to participate on an annual basis;

And Whereas the Corporation of the County of Frontenac wishes to sign a Declaration of Interest to participate in the Ontario Municipal Commuter Cycling Program for 2017;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac enacts as follows:

1. **That** the Warden and Clerk are hereby authorized to sign a declaration of interest to participate in the Ontario Municipal Commuter Cycling Program for 2017;

2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20th day of September, 2017.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of September, 2017.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini Clerk

By-Law No. 2017-0036

of

The Corporation of the County of Frontenac

being a by-law to confirm all actions and proceedings of County Council on September 20, 2017

Whereas Section 8 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, 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 provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2 subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act, S.O. 2001, c. 25* and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise; and;

Whereas the Council of the County of Frontenac deems it expedient to confirm its actions and proceedings;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac hereby enacts as follows:

1. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on September 20, 2017 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 County of Frontenac taken at its regular meeting held on September 20, 2017 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 County of Frontenac taken at its regular meeting held on September 20, 2017 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.

4. **That** this by-law shall come into force and take effect as of the final passing thereof.

Read a First and Second Time this 20th day of September 2017.

Read a Third Time and Finally Passed, Signed and Sealed this 20th day of September 2017.

The Corporation of the County Of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk