Frontenac County Council Meeting
Wednesday, September 15, 2021 – 9:00 a.m.
Council will resolve into Closed Meeting
and will reconvene as regular Council at 9:30 a.m.
Meeting to be held in combination of in person and Virtual Electronic Format,
and live streamed on the County of Frontenac's YouTube Channel
https://youtu.be/fFxaFz-_ctU

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 July 7, 2021
2. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - as it relates to Ontario Health Teams
3. Personal matters about an identifiable individual, including municipal or local board employees - as it relates to the salary grids of employees of the Corporation
4. A proposed or pending acquisition or disposition of land by the municipality or local board - as it relates to the potential location of an additional land ambulance base
5. Labour relations or Employee Negotiations - as it relates to the potential location of an additional land ambulance base
6. Labour relations or employee negotiations - as it relates to OPSEU Freeze Period Negotiations.
7. Labour relations or employee negotiations - as it relates to recommendations by the Joint Health and Safety Committee regarding option for PPE for Paramedics

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 2022 budget.

14 - 15 a) Submission from Margaret Dochoda to fully fund and staff the Wolfe Island Ambulance Base

16 - 40 b) Submissions from Wolfe Island residents regarding Wolfe Island Ambulance response times

41 c) Submission from the Howe Island Ratepayers Association to focus on 2 priorities for Howe Island Residents:

1. Strive to deliver an efficient, reliable ferry service for Howe Island
2. Focus on maintaining and improving existing services

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

42 - 52 a) Minutes of Meeting held July 21, 2021

Resolved That the minutes of the regular Council meeting held July 21, 2021 be adopted.

Deputations and/or Presentations

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

53 - 66 a) **Mr. Kelly Pender**, Chief Administrative Officer, will provide Council with his monthly CAO briefing.

Unfinished Business

Recommend Reports from the Chief Administrative Officer

67 - 70

a) **2021-072**
Corporate Services - Ombudsman's Findings - Livestreaming of Virtual Council Meetings at all Times

Recommendation:

Resolved That the Council of the County of Frontenac receive the Corporate Services – Ombudsman's Findings – Livestreaming of Virtual Council Meetings at all Times report for information;

And Further Thatthe Procedural By-law Review Committee ensure that provisions are made in the Procedural By-law to address the findings made by the Ombudsman, which may include provisions for:

1. technological issues such as when livestreaming goes down during an open meeting;
2. Monitoring of live broadcasts to ensure transmission quality to allow meetings to be paused if issues arise;
3. Provide telephone conferencing or other alternatives for members of the public who are unable to watch a livestream.

71 - 76

b) **2021-073**
Corporate Services - Truth and Reconciliation Commission of Canada: Calls to Action and Municipal Recognition of September 30th as National Day of Truth and Reconciliation

Recommendation:

Whereas the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

And Whereas the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

And Whereas all Canadians and all orders of government have a role to play in reconciliation;

And Whereas Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

And Whereas the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

Therefore, Be It Resolved That the Council of the County of Frontenac does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

And Further That Council authorize staff to work with the Frontenac Municipalities to proceed with the investigation of options for the implementation of the Truth and Reconciliation Commission of Canada: Calls to Action, including a Land Acknowledgment for adoption by the County;

And Further That as part of its research, staff reach out to the Indigenous Community in Frontenac County to guide the County in its decision making process.

77 - 78 c) **2021-079**
Corporate Services - Insurance Consultant Services

Recommendation:

That the Council of the County of Frontenac accept this Corporate Services - Insurance Consultant Services report;

And Further That the Council of the County of Frontenac authorize the Treasurer to move ahead with a contract for insurance consultant services jointly with the Townships of North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands;

And Finally That the Council of the County of Frontenac approve the County contributing its share of $6,800 for Insurance Consultant services from the Stabilization Reserve.

79 - 82 d) **2021-074**
Frontenac Paramedics - 2022 Legislated Response Time Performance Plan

Recommendation:

Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services –2022Legislated Response Time Performance Plan report for information;

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.

83 - 186 e) **2021-076**
Planning and Economic Development - Frontenac K&P Trail Management Plan Final Approval

Recommendation:

Be It Resolved That County Council approve the Frontenac K&P Trail Management Plan dated September 15, 2021;

And Further That staff be directed to create a by-law to implement and enforce management policies on the Frontenac K&P Trail;

And Further Thatsubject to regular review of costs, the Management Plan be utilized as a guide for the development of operations budget and where applicable, contracted services.

187 - 192 f) **2021-078**
Planning and Economic Development - Frontenac K&P Trail Phase 6 Development

Recommendation:

Be It Resolved That County Council receive the Frontenac K&P Trail Phase 6 Development report;

And Further That the $813,000.00 of additional Gas Tax Funds received in 2021 be dedicated to the completion of K&P Trail development phase 6.

193 - 194 g) **2021-084**
Corporate Services
2021 Temporary Borrowing By-Law

Recommendation:

Resolved That Council of the County of Frontenac accept the Corporate Services – Finance - 2021 Temporary Borrowing By-Law report;

And FurtherThat the Clerk be directed to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2021.

Information Reports from the Chief Administrative Officer

195 - 196 a) **2021-075**
Fairmount Home - Quarterly Update Activity Report

197 - 204 b) **2021-077**
Corporate Services - 2021 Second Quarter Financial Summary and Outlook

Reports from Council Liaison Appointees

205 - 206 a) Fairmount Home Liaison Submission by Councillor Martin

Reports from External Boards and Committees

Reports from Advisory Committees of County Council

207 - 401 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:

1. 2021-068
Communal Service Governance
DRAFT Business Case Study

Be It Resolved That the Communal Service Governance – DRAFT Business Case Study (September 9, 2021) be received and amended as follows:

1. Under Asset Transfer Policy section, change the word options to scenarios
2. Under Community Benefit and Dividends section, change the word options to scenarios
3. Under MSC Duty to the Shareholders section, second paragraph, insert the words “by the Corporation” before to the word annually in the last sentence.
4. On the title page add the words The Shareholders above the 5 municipalities listed.

And Further That the DRAFT Business Case Study dated September 9, 2021, as amended, be provided to the member municipalities for their review and input prior to the end of October 2021.

2. 2021-069
Planning and Economic Development Department
Final Report: Willowbrook Estates Subdivision, Phase 2

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;

Therefore Be It Resolved That the Council of the County of Frontenac approve the conditions of draft plan of subdivision for the property known as Phase 2 of the Willowbrook Estates Subdivision, located in the Hamlet of Inverary, South Frontenac Township (County File Number 10T-2020-002), subject to the Conditions of Draft Approval contained in the County Planning and Economic Development report dated September 9, 2021, noted as Attachment 3 to this report;

And Further That this approval of the draft plan of subdivision supersede the previous draft approval given by County Council in 2014, which lapsed prior to the issuance of final approval; and,

And Further That the Clerk be authorized to issue draft approval by signing the required documents and making any technical corrections to the conditions as needed.

3. 2021-070
Approval of Central Frontenac 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 Central Frontenac;

And Further That the Council of the County of Frontenac approve the Township of Central Frontenac Official Plan dated July 13th, 2021 (revised August 30, 2021), as contained in Appendix 4.

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

Giving Notice of Motion

Communications

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

a) From the City of Woodstock regarding a resolution on the Affordable Housing crisis in Canada
[Distributed to Members of County Council July 23, 2021]

b) From the Eastern Ontario Regional Network (EORN) providing a Tower Siting Resource Guide
[Distributed to Members of County Council July 23, 2021]

c) From the Municipality of Shuniah regarding a Letter of Support for Lyme Disease Awareness Month
[Distributed to Members of County Council July 23, 2021]

d) From the Municipality of Shuniah regarding a Letter of Support on exemption of Capital Gains Tax on Primary Residence
[Distributed to Members of County Council July 23, 2021]

e) From the Municipality of Shuniah regarding a Letter of Support on Municipal Land Transfer Tax
[Distributed to Members of County Council July 23, 2021]

f) From the Southern Frontenac Community Services providing its Q2 Transportation Report
[Distributed to Members of County Council July 23, 2021]

g) From the Town of Cobourg regarding a resolution supporting Bill C-6 An Act to amend the Criminal Code (Conversion Therapy)
[Distributed to Members of County Council July 23, 2021]

h) From the Town of LaSalle regarding a resolution endorsing the exemption of Capital Gains Tax on Primary Residence
[Distributed to Members of County Council July 23, 2021]

i) From the Town of Plympton Wyoming regarding resolution supporting the Town of Cochrane on PSA Test
[Distributed to Members of County Council July 23, 2021]

j) From the Town of Sarnia regarding a resolution and letter to Prime Minister Trudeau on Capital Gains Tax on primary residences
[Distributed to Members of County Council July 23, 2021]

k) From the Rural Frontenac Community Services providing its Q2 Transportation Report
[Distributed to Members of County Council July 23, 2021]

l) From the City of Stratford regarding a Letter to Premier For to Phase Out Ontario's Gas Plants
[Distributed to Members of County Council July 30, 2021]

m) From the County of Lennox & Addington regarding a Resolution concerning the Education Development Charges
[Distributed to Members of County Council July 30, 2021]

n) From the Town of Niagara on the Lake forwarding a letter to Fort Erie on the Capital Gains Tax on Primary Residence
[Distributed to Members of County Council July 30, 2021]

o) From Northumberland County regarding a Resolution on POA advocacy - regulatory and legislative changes
[Distributed to Members of County Council August 06, 2021]

p) From Township of Huron-Kinloss regarding Support Motion M-84 Anti-Hate Crimes and Incidents and Private Member's Bill C-313 Banning Symbols of Hate Act
[Distributed to Members of County Council August 13, 2021]

q) From Township of Huron-Kinloss regarding a resolution - Compensation for First Nation Children and their Families
[Distributed to Members of County Council August 13, 2021]

r) From Township of Huron-Kinloss regarding Prostate Blood Testing to be included in Health Care System
[Distributed to Members of County Council August 13, 2021]

s) From Township of Huron-Kinloss regarding Terminate its appeal of the 2019 Human Rights Tribunal Ruling
[Distributed to Members of County Council August 13, 2021]

t) From Township of Huron-Kinloss regarding PSA Test for Men covered in the National Health System
[Distributed to Members of County Council August 13, 2021]

u) From Mr. Wayne Robinson a letter regarding implementing trail passes on the K&P Trail
[Distributed to Members of County Council August 13, 2021]

v) From Chatham-Kent regarding a resolution supporting affordable internet
[Distributed to Members of County Council August 13, 2021]

w) From Chatham-Kent regarding anti-hate crimes, incidents, Bill C-313 Banning Symbols of Hate Act
[Distributed to Members of County Council August 13, 2021]

x) From the Town of Plympton-Wyoming regarding supports City of Kitchener Regarding Concerns of the Rising Costs of Building Materials
[Distributed to Members of County Council August 13, 2021]

y) From the Township of McMurrich/Monteith regarding support for 9-8-8, a 3 digit suicide and crisis prevention hotline
[Distributed to Members of County Council August 13, 2021]

z) From Councillor Smith providing the Housing and Homelessness Advisory Committees Kingston System Performance Recommendations
[Distributed to Members of County Council August 20, 2021]

aa) From the City of Toronto regarding a resolution on Bill 177 Stronger Fairer Ontario Act Changes to the POA
[Distributed to Members of County Council August 20, 2021]

ab) From the City of Toronto regarding a resolution on Building the Early Learning and Child Care System Toronto Needs
[Distributed to Members of County Council August 20, 2021]

ac) From the County of Perth regarding a resolution on the Relationship with MPAC
[Distributed to Members of County Council August 20, 2021]

ad) From the Minister of Finance confirming the Government is not looking to change tax on principle residences
[Distributed to Members of County Council August 20, 2021]

ae) From the Town of Petrolia regarding a resolution supporting the Capital Gains Tax resolution of the Town of Fort Erie
[Distributed to Members of County Council August 20, 2021]

af) From the Town of Petrolia regarding support of the initiative in relation to a national 988 suicide and crisis hotline
[Distributed to Members of County Council August 20, 2021]

ag) From the Village of Oil Springs regarding resolution in support of the Town of Fort Erie resolution on Capital Gains Tax
[Distributed to Members of County Council August 20, 2021]

ah) From Gravel Watch Ontario regarding its response to Environmental Registry Ontario No. 019-2785
[Distributed to Members of County Council August 27, 2021]

ai) From the Municipality of Leamington regarding a resolution on Joint and Several Liability
[Distributed to Members of County Council August 27, 2021]

aj) From the Town of Greater Napanee regarding a resolution and letter to Ministers of Health for Town of Cochran Support
[Distributed to Members of County Council August 27, 2021]

ak) From the Town of Greater Napanee regarding a resolution on Lyme Disease Awareness
[Distributed to Members of County Council August 27, 2021]

al) From the Town of Greater Napanee regarding a resolution on Support of Suicide and Crisis Hotline
[Distributed to Members of County Council August 27, 2021]

am) From the City of Brantford regarding a resolution on the Year of the Garden
[Distributed to Members of County Council September 3, 2021]

an) From the City of Hamilton regarding resolution on noise concerns for expiry of extended construction hours
[Distributed to Members of County Council September 3, 2021]

ao) From the Southern Frontenac Community Services providing its September 2021 Newsletter
[Distributed to Members of County Council September 3, 2021]

ap) From the Town of Larder Lake regarding a resolution to support of inclusion of PSA test for men
[Distributed to Members of County Council September 3, 2021]

aq) From the Town of Plympton-Wyoming regarding a resolution Supporting the City of Kitchener Bill C313 Banning Symbols of Hate Act
[Distributed to Members of County Council September 3, 2021]

ar) From the Town of Plympton-Wyoming regarding a resolution Supporting the Municipality of Chatham-Kent on Affordable Internet
[Distributed to Members of County Council September 3, 2021]

as) From the Town of South Bruce Peninsula providing a response letter from Ministry of the Attorney General for Lottery Licensing
[Distributed to Members of County Council September 3, 2021]

at) From Councillor Fran Smith providing the Housing and Homelessness Advisory Committee agenda and minutes
[Distributed to Members of County Council September 10, 2021]

au) From Tay Valley Township regarding a resolution on Lottery Licensing to Assist Small Organizations
[Distributed to Members of County Council September 10, 2021]

av) From the City of Port Colborne regarding a resolution on the Phase Out Ontario's Gas Plants
[Distributed to Members of County Council September 10, 2021]

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

b) Third Reading

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

By-Laws

402 - 403 a) To authorize temporary borrowing for current expenditures for the year 2021
[Proposed By-law No. 2021-0026]

404 - 405 b) To Adopt a 2022 Legislative Response Time Performance Plan
[Proposed By-law No. 2021-0027]

406 - 407 c) To Confirm the Proceedings of Council of its September 15th, 2021 Meeting.
[Proposed By-law No. 2021-0028]

Adjournment

Jannette Amini

Subject: FW: Fully fund & staff Wolfe Island ambulance (Frontenac Co. Council Public Meeting, Sept 15, 2021)

From: Margaret Dochoda [mailto:**redacted**]
Sent: September 13, 2021 4:10 PM
To: Jannette Amini <jamini@FRONTENACCOUNTY.CA>; rvandewal@southfrontenac.net; denisdoyle@kos.net; mayor_smith@centralfrontenac.com; mayorhiggins@xplornet.com; councillormartintwsp@gmail.com; billmacdo73@gmail.com; councillorrevill@gmail.com; thehiggs100@hotmail.com
Cc: Jason.Buick@ontario.ca; elferguson@postmedia.com
Subject: Fully fund & staff Wolfe Island ambulance (Frontenac Co. Council Public Meeting, Sept 15, 2021)

Attention: Jannette Amini, Manager of Legislative Services/Clerk, County of Frontenac
Public Meeting for Public Input on the 2022 Frontenac County Budget (Sept 15, 2021)

To: County of Frontenac County Council https://frontenac.civicweb.net/portal/members.aspx?id=55
CC: Gale Chevalier (Chief, Frontenac Paramedics)
Jason Buick (Head of Marine Operations, MTO)
Elliot Ferguson (Kingston Whig Std)
Date: Sept 13, 2021
Subject: Restore staff and ambulance on Wolfe Island

Please restore full roster of professional-paramedics to Wolfe Island (WI), thereby ending routine ambulance service from Kingston via MTO ferry, which delays patient access to hospital and externalizes costs to others.

When Frontenac County made the decision (2018) to save its money by responding to WI emergencies with ambulances from Kingston rather than continuing to leave one staffed full-time on Wolfe Island, it externalized its costs to others:

> PATIENTS--With critical patients--trauma, stroke, status epilepticus, anaphylactic shock--there is a window of time when a patients survival rate increases: "...one to two per cent of the time...it is critical to get the patient..." said (former) Frontenac Paramedic Services chief Paul Charbonneau. "The patient is the most important thing." (Kingston Whig Std July 18, 2018) ***What have Wolfe Island patients suffered as a result of service delays in the three years since Frontenac County's cost-cutting measure?***
>
> WI3 FERRY PASSENGERS--inconvenience from increased wait-times & disrupted schedules on a frequent basis: except for long weekends, an engine problem or two, and occasional scheduled maintenance, the only ferry delays since May 1, 2021 have been due to ambulance calls according to https://twitter.com/WolfeIslander3 -- predominantly to bring ambulances from Kingston in response to Wolfe Island emergencies. ***How many additional hours have ferry passengers endured waiting for ambulances to be brought over from Kingston?***
>
> WI BUSINESSES & RESIDENTS--financial cost & lost services due to increased ferry wait-times & disrupted schedules: businesses on the mainland are already reluctant to service or deliver to Wolfe Island businesses and residents due to transportation time. ***What is effect of***

additional delays and disruptions waiting for Kingston ambulances on mainland businesses' willingness to service the Island? On Island businesses' and residents' costs?

WI TOURISM $--***How many wouldbe visitors to Wolfe Island are discouraged by increased wait-times & disrupted schedules of the publicly funded ferry related to reliance on Kingston ambulances?***

MTO--***How much additional cost have Ontario taxpayers (= MTO) incurred from extra trips to fetch ambulances from Kingston to Wolfe Island? e.g., fuel and wear & tear***

WOLFE IS FIRE DEPT.--June 14, 2021 report by Tim Hawkins--Wolfe Island District Fire Chief CONCERNING: Approval of Funding Strategy for Wolfe Island Fire New Rescue Squad Unit for 2022 Budget Year: "...The District Chief has completed an evaluation of the call increase per year which is increasing by 20% per year..." ***While we are so grateful for their support in the absence of Frontenac County Paramedics, how much additional workload and training have our volunteer firefighters incurred these past three years?***

FRONTENAC IS. TOWNSHIP--June 14, 2021 report by Tim Hawkins--Wolfe Island District Fire Chief CONCERNING: Approval of Funding Strategy for Wolfe Island Fire New Rescue Squad Unit for 2022 Budget Year: "...The Squad vehicle is the lead vehicle which responds to all calls which also include Medical calls. The purchase estimate for the new squad vehicle with the Townships part of the tax will be about $182,000.00..." ***How much additional cost for emergency services have been offloaded on the Township of Frontenac Islands these past three years?***

In summary, after three years, it is time for Frontenac County to end this ill-advised adventure, and to once more fully staff an ambulance on Wolfe Island. Any "savings" are out-weighed by costs to patients, ferry passengers, Wolfe Island businesses and residents, Ontario taxpayer / MTO, volunteer firefighters, and Frontenac Islands Township. While clinics, home visits, conferences, etc. are valuable activities, they are second to paramedics' primary responsibility of responding to patients in their time of need. I am sure that fair-minded members of the Frontenac County Council will agree that it's time to reconsider its 2018 decision.

Sincerely,

Margaret Dochoda

Margaret Dochoda
[**Address redacted**]

-----Original Message-----
From: Gillian Amos [**REDACTED**]
Sent: August 10, 2021 1:42 PM
To: Melissa Pedlar
Subject: Ambulance on Wolfe Island

Hello Melissa
My name is Gillian Amos and I reside on Wolfe Island. Over the past eight years I have needed the ambulance three times for assistance. Once was relating to heart attack and twice because of anaphylaxis from bee stings! At times like those it is critical to get medical help as quickly as possible and all times I was fortunate enough to get immediate help with volunteer paramedics. In the last six months I went into anaphylaxis and my heart stopped, requiring CPR. Fortunately this time I was already at the hospital but think of the outcome if I had been on the island with no ambulance for at least 40 minutes. I would be dead!
To say we have an ambulance here on the island with no staff is like having open heart surgery with no surgeon. How ridiculous that sounds. It would not even be worth going for the surgery would it?
As an Ontario tax payer, whose money helps pay for ambulance service (not just the vehicle) across Ontario, I am absolutely shocked that we are not offering this service to the residents in my community.
Even if I could get a reduction in my taxes to offset the cost of not staffing the ambulance , I would not accept the offer. We need an ambulance and we need it to be staffed at all times. There are certainly enough residents on Wolfe Island to warrant the same services all other communities get with our tax dollars.
I know you will take my concern seriously as you are trained to save people in medical need. I am sure you will find a creative solution to quickly address this very serious situation and make this community as safe as all others for its residents by providing equally to Wolfe Island , the ambulance service that is our lifeline to emergency medical care.
Thank you in advance for your professional attention to this critical issue. I look forward to hearing that the problem has been rectified and I thank you for all your efforts to find a solution.
Sincerely
Gillian Amos
Age **REDACTED**

-----Original Message-----
From: Susan Bowers [**REDACTED**]
Sent: August 10, 2021 3:29 PM
To: Melissa Pedlar
Subject: Wolfe Island emergency services

Hello Melissa, I would like to add my name to those who share the concern of the ambulance and paramedic services on the island.

My family has made use of these services twice in our 14 years here, and were fortunate to receive prompt responses. However, others are not as fortunate and it has become more and more clear over the last few years that this service is not reliable. In a rural community of over 1400 (double that in summer) with a high number of seniors, this is something that should be addressed immediately, particularly in the high (summer) season where we see more calls than normal.

I'm sure others have expressed general and specific frustrations so I will only point out that there was a Frontenac County Review of Wolfe Island Ambulance and Paramedics service which outlined a timeline of implementation for a plan to be completed by 2018; this would entail having a permanent ambulance, a stand by ambulance, and on site and stand by staff. It was in 2018 when residents filled the township hall to share their frustrations to council that the situation had not improved. As a former board member of the WICMC, I can tell you we worked very hard to get more staffing and services to the island, and it is concerning that we cannot count on timely responses. We need to feel confident that we can rely on emergency services at critical times.

I hope our voices will be heard so that we can all feel safe in our very special community.

Thank you,

Susan Bowers

-----Original Message-----
From: Tyler Boyd [**REDACTED**]
Sent: August 19, 2021 1:39 PM
To: Melissa Pedlar
Subject: Ambulance on wolfe island

Good day melissa,

I have a concern to bring too your attetion last week on leones cove lane wolfe island there was two ambulance calls one was for my 80 year old neighbor the other was for my bestfriend a 23 year old male who cut his leg bad needed 7 stiches what my concern today is that it happen at 115 am called at 130 he didnt leave my house till 315 am if this was a serious crash or something we couldnt stop the bleeding my good friend would not be here today this is not right and feel this is the only beginning of budget cuts for wolfe island soon someone is gonna loose their life due to not having a full time ambulance service on wolfe island!

Thank you for your time i would like nothing more to hear what is happening with wolfe island ambulance service

Tyler boyd

-----Original Message-----
From: ANGELA CABANA [**REDACTED]**
Sent: August 13, 2021 1:21 PM
To: Melissa Pedlar
Cc: Brian MacDonald
Subject: Wolfe Island Ambulance services

Hello,

I wish to express my concern for the residents of Wolfe Island who need Emergency Ambulance services.

Please look into the usage increases and also the effects this has on the Ferry service for commuters, visitors and Islanders alike.

Sincerely,

Angela Cabana
[REDACTED]

-----Original Message-----
From: Christopher Carr **[REDACTED]**
Sent: August 20, 2021 5:30 PM
To: Melissa Pedlar
Cc: Denis and Betty Doyle
Subject: Cancellation of Wolfe Island Ambulance service

Dear Ms. Pedlar:

I am an 81 year old resident of Wolfe Island and I am appalled at the state of our ambulance service. I had a recent fall down my basement stairs head first and was alone at the time. After much pain I was able to haul myself upstairs and call a neighbour who was a registered nurse to come to my aid. I was in shock, bleeding profusely from a laceration to my face and black and blue all over. She came immediately to my aid but I had to go to KGH by ambulance and although we have one on the Island the ambulance was brought from Kingston to take me over. I was in neck collar due to my injuries because of the possibility of fracture to my neck.

The fire department first responders came to my house and we waited for the ambulance to arrive. Nobody could touch me as I was in so much pain.

Had I fractured my neck or spine it might have taken too long to get me to the hospital. As it was I had no broken bones but a concussion was diagnosed along with severe bruising to my face and head.

There are many seniors either widows or widowers living alone like me (a recent widow of a year and a half). What is going on is totally unacceptable to me and many others on the Island and I want to register my complaint with you. Something has to be done about this and the sooner the better. People are going to die when they need not do so. A patient in cardiac arrest would never make it to hospital in time.

I pay my taxes and feel that Ambulance Care should be there for me if I need it ever again.

Sincerely.

ConstanceCarr
[REDACTED]

-----Original Message-----
From: Crawford Family **[REDACTED]**
Sent: August 10, 2021 12:17 PM
To: Melissa Pedlar
Subject: Ambulance on Wolfe Island

Ms. Pedlar,

We are very concerned with the ambulance situation on Wolfe Island.
My parents are getting elderly and I would like them to come and live with us. The only thing holding them back is the ambulance situation over here.
Having to wait for an ambulance is of great concern to us all. The traffic over here is increasing yearly. With the new ferry coming it is going to increase exponentially.
Please help us to have a staffed ambulance at the ready. We need it.
Luci and Adam Crawford.

-----Original Message-----
From: Alexa Da Costa **[REDACTED]**
Sent: August 10, 2021 3:27 PM
To: Melissa Pedlar
Subject: Ambulance concerns on Wolfe Island

Hello,

I wanted to share my and my family's concerns with the lack of paramedic staff and ambulance service stationed permanently on Wolfe Island. Apparently you have not heard enough from residents and I hope that changes after today. I just gad a newborn baby last week and THANKFULLY did not need an ambulance to get to the hospital. With a high risk pregnancy and losing a preterm infant last year myself and my family were quite worried about the outcome and knowing there was not access to immediate care should we need it was scary. We moved to the island last year but can only imagine the scope of concerns from residents young and old with the lack of access to an ambulance if someone's life depended on it.
I have heard the job isn't appealing to people because of the pay or having no calls. Should these reasons really stop over a thousand people from having access to the one emergency vehicle and staff that could save your life??? The past month we have had ambulance calls every day almost. Doesn't sound too 'boring' to me...
It seems like issues with simple solutions that even a thirty year old housecleaner could come up with, let alone an experienced representative in a great position to do something about this could come up with.
Thank you for your time in reading my email and hopefully many more from our concerned residents. Have a good day.

Alexa Da Costa and family

-----Original Message-----
From: Lauren Drew **[REDACTED]**
Sent: August 10, 2021 12:27 PM
To: Melissa Pedlar
Subject: Wolfe Island Ambulance concern

Hello,

I am writing to voice my concerns over the lack of staffing of the ambulance department on Wolfe Island - a community where I grew up for 25 years & where the vast majority of my large family resides, including my parents. In addition to this, my family, including my 2 young boys, spend a great deal of time with our family on Wolfe Island. Therefore, my concern for the well-being of my family, as well as the community of Wolfe Island as a whole, who may need to access emergency medical attention is high.

I believe it is unacceptable to have an Ambulance service for a community unstaffed at any time - as calls for emergency are unpredictable and can happen at any time. To think there wouldn't be a quick response to assist myself, my family, or a great community member in need of medical attention is unfathomable. It is only a matter of time until the lack of staffing for our community backfires and someone dies or has irreversible Health damage that could have been avoided had there been a quicker response for medical attention. Why take that chance? The lives in the Wolfe Island community matter and need to be given the same priority as Frontenac County as a whole.

I am asking you to do better, and the right thing, by ensuring the ambulance service is staffed accordingly AT ALL times.

Thank you.

Lauren Drew

-----Original Message-----
From: Marc Eaman **[REDACTED]**
Sent: August 11, 2021 11:00 AM
To: Gale Chevalier
Cc: denisdoyle@kos.net; xn--jarda-wi-councillor-fy77h@outlook.com; **[REDACTED]** ; mark.gerretsen.c1c@parl.gc.ca; Melissa Pedlar
Subject: Staffing paramedics on Wolfe Island

Ms. Chevalier,

I am writing to you as a concerned retiree living on Wolfe Island. My wife and I moved here in 2020 from California. We had been visiting Wolfe Island for over 20 years and when retirement time came we chose to permanently move to this little corner of heaven.

As we get older and more at risk of health issues, we are worried that not having adequate emergency services on the island poses a risk, not only to us but to the community. Not having an ambulance that is properly staffed with trained paramedics on the island is absurd! I'm also concerned that waiting for paramedic personnel to come to the island on the ferry might mean the difference between life or death.

Therefore, I strongly request that you restore a fully functional ambulance service to Wolfe Island.

Thank you,
Marc Eaman

[REDACTED]

-----Original Message-----
From: Ken Edwards **[REDACTED]**
Sent: August 18, 2021 12:56 PM
To: Melissa Pedlar
Subject: Ambulance service

Hello. I'd like to voice my concern. We live 20 mins from village and I have two kids and I'm getting on in years with a history of heart attacks. We need a staffed service on Wolfe island 24\7 and I'm shocked we don't. Is it going to take a death?
Ken Edwards
[REDACTED]

-----Original Message-----
From: Alicia Fagan **[REDACTED]**
Sent: August 10, 2021 12:07 PM
To: Melissa Pedlar
Subject: Re: Paramedic Services on Wolfe Island

Hi Melissa,

I sent this email (below) off to the WI council this morning. Thanks to my neighbour, Angela, for passing on your information I am now forwarding on to you. We are so concerned.

Thank you for attending to this.

Alicia Fagan (Broeders)

-----Original Message-----
On Aug 10, 2021, at 11:43 AM, Alicia Fagan **[REDACTED]** wrote:

Good morning WI Council members,

I know I am not alone in my uneasy feelings about the Paramedic service on Wolfe Island lately. There has been a lot of chatter on social media amongst neighbours. For the first time ever I feel uneasy living on Wolfe Island. The change in paramedic service has been extremely noticeable. I am concerned for my family members and neighbours having to wait longer times for an ambulance. I am concerned for my children. When will

Frontenac County take this seriously? Do we need a fatal tragedy to get their attention? I am also concerned that the Ferry schedule has been drastically affected and way more than ever before. This has created increased stress for those working on the ferry and those commuting to and from work everyday.

I am well aware of the unique situation travel delays can be while living on an Island and I fully embrace the everyday hiccups however, this has become a problem and a health and safety issue to our residents.

How can we make our concerns known and work together to fix this issue?

Thank you in advance for your direction.

Alicia Fagan (Broeders)

-----Original Message-----
From: ROBERT FETHERLIN **[REDACTED]**
Sent: August 11, 2021 8:58 AM
To: Melissa Pedlar
Subject: Wolfe Islander ambulance staffing

Melissa Pedlar August 11th, 2021
mpedlar@frontenaccounty.ca

Dear Melissa:

I am concerned because our Wolfe Island ambulance service is not fully staffed. We need this service. A week ago, I was on board the ferry when it was required to return to Kingston to pick up an ambulance. If we had a bridge, we might not need a full time ambulance, but we don't. The time lag in using the ferry boat along with the un-staffed ambulance is a disaster waiting to happen.

Several years ago, our household needed the ambulance service. Similar to last week, that ambulance had to also come from Kingston. As we waited for the ambulance, the Wolfe Island Volunteer Fire Department responded to our 911 call. True Islanders are the ones who operate the Volunteer Fire Department and by chance, we personally knew two of the men who were working on the fire truck that night. Our friends told us that we would have to wait for the ambulance to be picked up in Kingston, then it would be transported back over to us from Kingston. We would also have to wait for the ambulance to drive from the ferry dock to our house, pick up my wife and then drive back to the ferry dock. To eliminate some of the waiting, we chose to drive ourselves to the ferry dock. As the ferry approached, they dropped the loading gate and we drove straight onto the ferry boat where the ambulance was patiently waiting. Once on the boat, and in route back to Kingston, they assessed and transferred my wife into their ambulance. I hope my friends on the Volunteer Fire Truck never respond to a call and

wait as one of their Islander friends die because of an ambulance delay. This sight picture is disturbing to me.

Time is essential when we need critical care. We are fortunate to have an ambulance physically located on Wolfe Island, but it needs to be fully staffed. Because of the ferry transportation delay, it is more important than ever to keep that ambulance fully staffed at all times. The residents on Wolfe Island deserve the same type of response times as other citizens do across Ontario.

Please read and understand my concern. I am sure there are ways to staff our ambulance full time. The resident population on Wolfe Island is increasing every year and with this expansion, our need for a staffed ambulance increases every day. This needs your attention.

Thank you in advance for your professional attention to this critical issue. I look forward to hearing that the problem has been rectified and I thank you for all your efforts to find a solution for the residents on Wolfe Island.

Robert H. Fetherlin
[REDACTED]

-----Original Message-----
From: Steve Gurnsey **[REDACTED]**
Sent: August 25, 2021 9:09 AM
To: Melissa Pedlar
Subject: Ambulance Service on Wolfe Island

Good Morning Melissa:I am contacting you after being informed that the service for the Island is not staffed full time and ambulances have to come from Kingston when a 911 call is received.
I am very concerned with this as the time frame for an ambulance to come from Kingston would be at least an hour or more at best.This certainly could mean someone could die before help arrives to transport them to hospital.
There is an aging population here that needs a more timely response in an emergency.Also in the event of a serious accident the same would apply.Please pass on our concerns about this to your superiors as this is a very dangerous situation.

Thank you for your help on this.

Yours truly,

Steve and Claire Gurnsey
[REDACTED]

-----Original Message-----
From: Liz Heitman **[REDACTED]**
Sent: August 10, 2021 5:53 PM
To: Melissa Pedlar
Subject: Ambulance Service on Wolfe Island

Hello,

As a long time resident of the Island I am worried about the number of ambulance calls that have surfaced over the last several years.

And most recently there have been an increase in ambulance calls daily and having an ambulance travel from Kingston to the Island is a waste of time and resources. We have one on the island why are we not utilizing?

Given the horrific accident last year in the fall with two young men and one of them having to wait hours in a ditch until another ambulance could be dispatched is unacceptable. We have air ambulance capacity why wasn't it used?

I live at the foot and the amount of time for an ambulance to come from Kingston travel the ferry and get to my address I could be dead or worse yet my elderly in-laws who live down the same lane way. Are you relying on the Volunteer Fire Fighters to do the job of Paramedics? Because they are quick to get to a call and aren't able to perform the duties of a Paramedic legally.

Something has to be done, we pay high taxes and deserve the same services as other residents of Ontario. Just because we live in an Island is no reason for us to be considered second class citizens!

Revisit this issue and be serious about it! The last town hall was a joke and there were citizens who spoke frankly about their personal experiences and that should be sufficient to warrant a review! At the very least enlist volunteers like we used to have and then maybe our health needs would be made a priority!

Hoping this issue gets resolved quickly!

The standard line that Paramedics don't want to travel is total bullshit they are in Health care they should be compassionate people.

Everywhere is short staffed but people's lives are at risk!

Liz Heitman and family

-----Original Message-----
From: Martha Hillhouse **[REDACTED]**
Sent: August 10, 2021 3:13 PM
To: Melissa Pedlar
Subject: Wolfe Island Ambulance

Yes, please

I live at **[REDACTED]**

Thanks!!!!

-----Original Message-----
From: [REDACTED]
Sent: August 11, 2021 6:52 AM
To: Melissa Pedlar
Subject: Wolfe Island Ambulance Service

Dear Ms. Pedlar,
I recently heard that you have not received any concerns regarding the ambulance service on Wolfe Island. This concerns me greatly as I am a resident and have grave concerns. My family also has experience with the service which I would like to share with you. On July 10th, 1994, my husband was attacked and almost killed by a bull on our farm. We had a five-month-old baby at the time, and we needed help immediately. At that time, the ambulance service was run by volunteers. Those volunteers left church that Sunday morning and were at our house in minutes. They did everything that needed to be done to get my husband Danny safely to Kingston and into the hands of the surgeons. If we were in the same situation today, I do not know if he would have made it. I understand that there are unions involved and that some people felt the volunteer service was taking away job opportunities from qualified individuals that had gone to school for this exact job. It seems however, there are not enough individuals to actually staff the Island. I will never understand why the volunteers who were trained cannot continue to help out when actual paramedic staff are unavailable. It is going to cost someone their life as they wait for the ambulance and ambulance staff to come from town. Certainly, if you have individuals available and able to work here then they should be placed first, but why can there not be back up trained volunteers who live on the Island that could step in when you have no one willing or available to come to the Island? This is how our fire service is run and it worked in the past with the ambulance service. The current situation is not working well at all.
Thanks for your time. I look forward to hearing from you.
Sincerely,

Kim Hulton

-----Original Message-----
From: Valerie James **[REDACTED]**
Sent: August 11, 2021 6:38 AM
To: Melissa Pedlar
Subject: Ambulance

Hi there
I'm here to voice my concerns about the ambulance service on Wolfe Island. We have a great facility for the paramedic staff to come over and work and stay the night. More then half the Island population is elderly. We need paramedics working here all the time before something tragic happens.
Concerned Wolfe Islander

-----Original Message-----
From: Elaine Janzer **[REDACTED]**
Sent: August 11, 2021 10:59 AM
To: Melissa Pedlar
Subject: Wolfe Island Ambulance service

Ms. Pedlar,
It is my understanding that you think the WI Ambulance Service is adequate.
The WI Ambulance service is terrible! We need a permanent manned Ambulance on WI as well as the ability for the Fire Department to transport patient when there is more than one incident.
The current service is inhumane.
Sincerely,
Elaine Janzer
Resident of WI

-----Original Message-----
From: Christie Lacelle **[REDACTED]**
Sent: August 10, 2021 2:26 PM
To: Melissa Pedlar
Subject: Ambulance Response Time re: Wolfe Island

Good afternoon Melissa,
I'm a resident on Wolfe Island. I'm emailing regarding the lack of ambulance emergency services. The time required to receive paramedic emergency services on Wolfe Island is extremely dangerous for the community members and all visitors. Over the past week I know of multiple ambulance calls which had to go through the following

process: the ferry had to return to Kingston, get an ambulance, return to the island, and then drive to the location (which depending on the site of the incident could be 20+ minute drive), provide onsite medical services, drive back to the dock (again 20 min+ in some circumstances), travel back to Kingston, and then drive to the hospital . This seems like a very substantial amount of - potentially fatal - time, that could be eliminated with ongoing ambulances and paramedics on site.

Life threatening incidents have occurred over here, with injured people sitting waiting for hours. I am familiar with specific incidents which have been made worse as a result of these wait times. It's only going to be a matter of time before one of these waits becomes fatal. As an island resident, I am aware of what I signed up for living here - knowing that in the event of an emergency my family and I would need to depend on the ferry. This being said however, we did not sign up for additional hours waiting for an ambulance to even arrive on site. I am well aware of how amazing our volunteer fire department is and the care that they provide this community - but they are limited to what they can and cannot do. They are not a replacement for a proper paramedic staff.

Secondary to the long wait times, this interrupts the ferry schedule which in turn causes backflow for the remainder of the day. I have sat on the dock on hot summer days with my young children for extended periods of time as a result of these ambulance delays. We often can't go far from the vehicles as the boat is so off schedule you can't properly predict when it will be back. Again, ambulance delays are a part of Wolfe Island living that I signed up for - whoever needs that ambulance takes priority over me and rightfully so, but the additional timing to go back and forth picking up the ambulance is completely unnecessary and problematic.

We have had some horrific accidents over here in the last year, and I truly believe it is only luck that the injured survived. Sadly it is only a matter of time before someone in need has to wait too long, and that call becomes fatal. As a parent this is a terrifying thought to consider, especially knowing it could potentially be avoidable by staffing paramedics at our island facility.

Thank you for taking the time to read this. I hope that this problem can be remedied, or at the very least perhaps you can provide us - the Wolfe Island Community - with insights into how we can move forward to better these services and response time.

Christie Lacelle

-----Original Message-----
From: Angela Macauley **[REDACTED]**
Sent: August 10, 2021 12:44 PM
To: Melissa Pedlar
Subject: Wolfe Island Ambulance

Dear Ms. Pedlar,

Further to our conversation this morning regarding the lack of staffing for the Wolfe Island Ambulance, I request information pertaining to how many times the ambulance had to come over to the island from Kingston for the past two years, and how many times the ambulance on Wolfe Island was utilized.

Many thanks,

Angela Macauley
Wolfe Island Resident
[REDACTED]

Sent from my iPhone

-----Original Message-----
From: Kristine Mattson **[REDACTED]**
Sent: August 14, 2021 10:33 AM
To: Melissa Pedlar
Subject: Ambulance on Wolfe Island

Dear Melissa,

I have three concerns with questions that I would like to here a response for. The response I am looking for is with regard to the Ambulance service only. I have confidence in our volunteer fire department's response so no need to comment on their excellent service.

1. I am currently receiving Chemotherapy treatment. If I need an ambulance what is the expected response time to my home at 199 Lighthouse Lane Wolfe island if the ambulance is located on Wolfe Island vs in Kingston?

2. We have had an emergency in the past when we we unsure if the ambulance was on Wolfe island or in Kingston. We choose to drive to the ferry while calling the ambulance because of the uncertainty. What is your recommendation in this situation? How do you plan on fixing this problem?

3. The main reason for calling an ambulance is to receive quick emergency intervention especially in the case of a stroke FAST stands for FASE ARMS SPEECH TIME to keep someone alive and intervene with TIME being the MOST IMPORTANT step for the ambulance. How do you propose to reduce the time response for the ambulance?

Your timely response (5 business days is reasonable in this situation) is greatly appreciated.

Sincerely
Kristine Mattson

-----Original Message-----
From: Lynn Mcallister **[REDACTED]**
Sent: August 10, 2021 7:55 PM
To: Melissa Pedlar
Cc: **[REDACTED]**
Subject: Re: Ambulance Services for Wolfe Island ON

Ms Pedlar

It is with great concern that I contact you with regards to the above noted subject. It is my understanding that the ambulance service is to be provided to the Wolfe Island Community on a 24/7 basis and that there is to be one driver and one paramedic assigned at our fire department/ambulance station on Wolfe Island. This is not being adhered to. Currently there are no staff assigned to our ambulance station on Wolfe Island on a regular basis. When there is a requirement for an ambulance on Wolfe Island the boat has to return to Kingston to load an ambulance and then return to Wolfe Island. As you can imagine this is a lengthy process depending on where the boat is at the time of the call. This is not acceptable and the service needs to be reviewed immediately. During the summer months the population on the Island more than doubles as does the number of ambulance calls. It's only a matter of time that one of these calls will be a life or death situation and I for one Hope this current situation is resolved before it comes to that. In addition to this, the need to come back to Kingston for the ambulance is causing havoc with the already crazy lineups. Due to the ongoing construction of the new docks there is less room for people to park on the Kingston side. So when the boat has to come to Kingston to load the ambulance, the cars, trucks and people already on the boat are not able to unload. At times people in vehicles are being asked to circle around Kingston until there is room on the dock for them to get in the lineup.

I respectfully request that you answer my concerns after the issue has been discussed and a decision is made on how to resolve the current problems addressed with our service.

Lynn McAllister
Full time resident of Wolfe Island

-----Original Message-----
From: Angela Morin **[REDACTED]**
Sent: August 11, 2021 8:05 AM
To: Melissa Pedlar

Cc: denisdoyle@kos.net
Subject: Wolfe Island EMS

Dear Ms. Pedlar,

It is with sincere concern that I am reaching out to inquire about the current EMS situation on Wolfe Island.

As I recall we used to have at least a volunteer service that provided prompt responses to emergencies but it would appear that is no longer the case.
Although I appreciate the challenges to providing service, I think it is critical to improve EMS response time in rural communities and hope staffing the station on Wolfe Island, (the station that was presumably intended to do just that), will be made a priority before an avoidable tragedy occurs.

Thank you for your time and consideration. I look forward to hearing how Wolfe Island and Frontenac County Paramedics will work together to address this urgent challenge.

Respectfully,
Angela Morin
[REDACTED]

-----Original Message-----
From: wendy mullin **[REDACTED]**
Sent: August 10, 2021 3:23 PM
To: Melissa Pedlar
Subject: No staffing for ambulance on Wolfe Island

As a long time resident of Wolfe Island I cannot believe the amount of calls where the ferry has to return to the mainland, this has happened in the past but never like it is now. Unacceptable. I especially am concerned that you state you don't know anything about this, I again find this difficult to believe. I am very concerned, my son was involved in a major MVA last September on the a island and he lay in a ditch with serious injuries for over 2 hours after the 911 call was placed, fortunately the fire and rescue service attended to him but his friend was in critical condition and still had to wait for the ambulance, as they could only take 1 patient at a time, priority of course was given to the other boy but what if Wills injuries had been as severe?? He had emergency surgery when he got to KGH. This is opening a huge can of worms and the more we see if the more angry and upset I get. I am a nurse and totally get that the ambulance is not always utilized in the right way but that it not just an Island problem as a nurse i see the abuse all the time. It is time for things to change. Word is going out that you want to be contacted. The night my son was injured there was a staff on duty but he could not respond because he was on his own. What is wrong with this? This is not the end of that particular night, this makes things worth pursuing. There will be an incident that will happen that will result in a loss of life, it's simply a matter of time, then

what? You need to address the problem and come up with some type of solution. There is no way my son should have lain in a ditch for over 2 hours, he was immobilized snd needed urgent care.
Mrs Wendy Mullin

-----Original Message-----
From: Cathy Murphy **[REDACTED]**
Sent: August 14, 2021 9:16 AM
To: Melissa Pedlar
Cc: denisdoyle@kos.net
Subject: Ambulance Service - Wolfe Island

The majority of us “islanders” have been under the impression that there is an ambulance on the island – ready to make immediate and quick calls. But lately, partly due to the number of ambulance calls (almost on a daily basis), it has become obvious that this is not the case and that we have a major problem. Having to go to Kingston to pick up the ambulance means that someone – at some point – is going to die or suffer greatly while waiting for it!
The answer, of course, is to have an ambulance on the island full time, staffed by professionals (paramedics).
If funding is an issue, perhaps a slight increase in property taxes is due to help offset the costs.

Catherine and Denis Murphy

-----Original Message-----
From: **[REDACTED]**
Sent: August 10, 2021 2:16 PM
To: Melissa Pedlar
Subject: Ambulance Wolfe Island

Melissa,

I am writing to you regarding the lack of a staffed ambulance on Wolfe Island.

Wolfe island is in dire need of a full time staffed ambulance.

Wolfe Island population demographics indicate an aging population that need / will require ambulance services.

Ferry traffic has been stressed by COVID-19 pandemic, in addition to construction traffic on the ferry due to dock construction underway in Kingston and Wolfe Island sides. Once dock construction is completed in a couple years time, infrastructure needs to be in place for increased pedestrian traffic and tourism on Wolfe Island.

For other reasons not listed or presented, it is time for a fully staffed Ambulance on Wolfe Island.

If you have any questions or require more information, please don't hesitate to reply or call.

Thanks for your consideration to this matter.

Brent Murray
[REDACTED]

-----Original Message-----
From: Laura Payne-Mullin **[REDACTED]**
Sent: August 10, 2021 12:08 PM
To: Melissa Pedlar
Subject: Scary

Hello Melissa
I am a Wolfe Island resident with three young boys and I am extremely concerned of the wait time for the Wolfe island ambulance. As you may know my brother-in-law was in a severe motorcycle accident almost a year ago laid in the ditch unconscious for over an hour waiting for an ambulance.

Not to mention getting an ambulance from town over and over again day after day makes my husband not be able to come home and see his children before they go to bed he could wait on the dock up to 2 1/2 hours in the past. The lineup piles up in piles up all because the boat had to be off schedule to get an ambulance from town. Our population doubles in the summer.

This is a severe issue and needs to be resolved immediately I'm scared for the well-being of my family and fellow residents.

Looking forward to hearing some solutions.

-----Original Message-----
From: [REDACTED]
Sent: August 10, 2021 5:38 PM
To: Melissa Pedlar
Subject: Wolfe island ambulance service

Dear Ms Pedlar,

It has come to my attention that our ambulance service is quietly deteriorating and that is in part apparently because we islanders are not making enough noise about it. Please consider this as me being noisy...it is indeed a vital service for our community...besides everyday accidents and mishaps,we're not getting any younger and we cannot sustain island life without a reasonable emergency network.
Thank you very much for your attention.

Best regards
Maria Rodrigue Plymale
[REDACTED]

-----Original Message-----
From: [REDACTED]
Sent: August 10, 2021 6:15 PM
To: Melissa Pedlar
Subject: Wolfe Island Ambulance

Dear Ms Pedlar

I am writing to join other residents voicing their concern on the state of our Ambulance service on the Island. I'm not sure when or how the staffing levels deteriorated and now require ambulances to be brought over from Kingston. I would think that especially in the summer season, the numbers influx of cottagers and visitors would absolutely justify staffing the ambulance on the Island and eliminate the potentially critical delay of bringing them over from Kingston.

I am an executive from Toronto and have lived at the foot for 3 years and I can't begin to tell you how grateful I was to have the rapid response of on-island Paramedics in the middle of the night this past winter. I would be interested in knowing

- how the staffing decision is made,
- what data is used to drive the decision and
- who do we need to interface with to address this?

My sense is that this will be a very visceral issue with residents. The current flurry of ambulance calls impacting the Ferry service is a wake up call to residents. This one is important and I suspect will quickly get a lot of air time across the community. Grateful for any information you can provide.

Regards
Steve and Maria Plymale
[REDACTED]

-----Original Message-----
From: Martha Rixten **[REDACTED]**
Sent: August 10, 2021 3:43 PM
To: Melissa Pedlar
Subject: Ambulance Service

Hi Melissa
I want to make myself heard and want Wolfe Island to have a fully operational ambulance service back on the island. I pray no one has to die to implement this most important service back. There is just too long a wait time amount other issues here. Please help.
Martha Rixten

-----Original Message-----
From: Stuart Watson **[REDACTED]**
Sent: August 10, 2021 5:31 PM
To: Melissa Pedlar
Subject: Ambulance service on Wolfe Island

Dear Ms. Pedlar ,
My wife and I have a home on Carpenters Point Rd and we surprised to learn that the ambulance comes from Kingston to service the Island rather then from the Island itself. The ambulance on the island seems always unstaffed. With an aging population this is now a life and death situation. Also Given the money spent on the new ferry and docks the situation is bound to get worse with more people on the island, both residents and visitors. The death of a day tourist to the island will not be good for the tourism industry….and will be bound to occur.
Please restore full tome Island based Ambulance service before the County becomes front page news in a tragic way.

Best regards
Stuart Watson.

-----Original Message-----
From: Lorie Woodman **[REDACTED]**
Sent: August 10, 2021 2:25 PM
To: Melissa Pedlar
Subject: Ambulance

My name is Lorie Woodman an my husband is an has been on Wolfe Island Fire Dept for almost 40 yrs! And my son also is on fire dept an works on the ferry as well! I hear

pager going off for accidents or sick people etc every time it goes off I pray that the ambulance is over here as no one will really call over here unless it's a real emergency and when pager goes off it's scary! There has been several , and I mean several calls where there had been No Ambulace over here an we have to wait for boat to go across an get one an come back! I this amount of time our fire dept is doing their best to help whoever is hurt! May I add that they are also Volunteer fire Dept and therefore it's good hearted people like this who deserve to have full time ambulance attendants with them to help get these people to safety as quickly as they can! It's all about timing over here and could be a matter of time saving a life! It's so very important also being a wife to ease my mind that whoever the call is for that they all have the care they deserve! I broke my foot a couple months ago an not just one bone but two! Fibia an Tibia and had to have surgery ! This is scary thing to go thru an during Covid as we all know it's still important to have proper procedures in place! The guys here are amazing an I felt I was getting the best care with both Fire Dept an Attendents working together to get me to hospital as quickly as they could! I debated over two hours whether to go or not didn't want to call but then the pain overruled that I needed to go an good thing I did it was a nasty break! I am glad they were here an I hope that we can have full time attendents here so we are never afraid to be taken care of ! It's a long time to wait fir an ambulance if having to wait fir ferry to come back with ambulance then assessing and it's about life saving and getting that person best care they can in a difficult situation. So please think about out Little piece of Paradise over here an help us maintain great service for our Island residents! Thanku fir taking time to read this letter of concern !

Sent from

Submitting a Complaint, Compliment or Issue

Please select the form you would like to submit and we wil get you started.

Are you submitting a: *

- (•) Complaint
- ( ) Compliment
- ( ) Issue

Complaint Form

Please select which department you dealt with: *

- ○ County Administration
- ○ Fairmount Home
- ○ Frontenac Howe Islander Ferry
- ◉ Frontenac Paramedic Service

Please provide details of your concern? *

There needs to be a full time paramedic service on Wolfe Island. Right now, for the thousands of residents that reside on the island - many of whom are seniors - the turnaround time just to be seen by emergency paramedical help is anywhere from half an hour to well over an hour! There are too many variables in the current "solution".

For instance, if the ferry is at Wolfe island when the call comes in, the ferry has to stop loading or unloading, head back to Kingston (a near twenty minute crossing), unload enough cars to make room for the ambulance, and head back to Wolfe island (another twenty minutes) before it drives to where the emergency is. The island is large. If the call comes from the west end of the island, it could be ANOTHER fifteen to twenty minutes before help arrives. This is UNACCEPTABLE and will cost countless lives. Lives that could have been saved if there were a full-time station with paramedics on the island.

My father is fighting cancer and I am worried that something might happen at my place when he visits. If there was a paramedic service station on Wolfe Island, they would easily be at my place within 10-15 minutes. But, if I were to call today, with the current system in place it is truly terrifying to think about what could happen.

There needs to be a public meeting where residents get to express their due grief and concern over the situation we have been handed in this. It is not at all fair or justifiable.

I look forward to hearing back from you at your convenience.

How would you like to be contacted? *

- ◉ Email
- ○ Phone

Full Name *

April Johnson Di Rinaldo

Compliment and Issue Form

Please select which department you dealt with: *

- ○ County Administration
- ○ Fairmount Home
- ○ Frontenac Howe Islander Ferry
- ○ Frontenac Paramedic Service

What did we do well or how can we improve our service? *

Would you like a representative to follow up with you regarding your compliment or feedback? *

- ○ By Email
- ○ By Phone
- ○ No follow up needed.

Full Name *

Thank You

If you requested a follow up, a representative will be in contact with you within 5 business days.

HIRA

The Howe Island Ratepayers Association

September 13, 2021

Council for the County of Frontenac
County of Frontenac
2063 Battersea Road
Glenburnie, ON K0H 1S0

Re: 2022 Frontenac County Budget

Dear Members of Council,

In response to your email request for public input dated August 16, 2021 the Howe Island Ratepayers Association (HIRA) would like to provide our comments in writing. In addition, HIRA wishes to make a very brief oral presentation at the meeting scheduled for September 15, 2021.

HIRA is an incorporated community association which has a paid membership that exceeds 100 residents and represents the interests of approximately 40% of all households that reside on Howe Island.

In recent years, Howe Island has experienced growing population and changing demographics. This, in turn, has generated a noticeable increase in ferry traffic. We believe Council should consider support and improvement of the ferry service as an overriding priority for Howe Island residents.

HIRA recognizes the difficult task Council must grapple with in its annual budget deliberations. You are faced with an array of requests for service upgrades, from a multitude of stakeholders, that must be satisfied from a very finite pool of resources.

Residents of Howe Island also recognize the challenges you face. While you work through the budget process, HIRA would propose that you focus on two priorities for Howe Island residents:

- Strive to deliver an efficient, reliable ferry service for Howe Island.
- Focus on maintaining and improving existing services.

Thank you for the opportunity to provide our comments to Council. We appreciate your consideration in this matter.

Sincerely,

[original signed]

Gary Johnson
For the board of directors, Howe Island Ratepayers Association.

Dedicated to the preservation and improvement of Howe Island, our quality of life and our public services

FRONTENAC

Minutes of the Regular Meeting of Council
July 21, 2021

A regular meeting of the Council of the County of Frontenac was held in hybrid format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, July 21, 2021 and was called to order at 9:02 a.m. Regular business commenced at 9:44 a.m.

There was a "Closed Meeting" of the Committee of the Whole from 9:08 am to 9:34 am.

Council recessed from 9:34 am to 9:44 a.m.

Present:	Warden Ron Vandewal, Deputy Warden Denis Doyle, Councillors Fran Smith, Ron Higgins, Bruce Higgs, Bill MacDonald, Gerry Martin and Alan Revill
Also Present:	**County:** Kelly Pender, Chief Administrative Officer Jannette Amini, Manager of Legislative Services/Clerk
Also Present Electronically:	**County:** Gale Chevalier, Chief/Director of Emergency & Transportation Services Susan Brant, Administrator-Fairmount Home Joe Gallivan, Director of Planning and Economic Development Barb McCulloch, Director of Human Resources Alison Vandervelde, Acting Manager of Economic Development Alex Lemieux, Director of Corporate Services/Treasurer Phil Piasetzki, Deputy Treasurer Kevin Farrell, Manager of Continuous Improvement

Closed Session

Motion #: 116-21 Moved By: Deputy Warden Doyle
Seconded By: Councillor Smith

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 16, 2021
2. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - as it relates to Ontario Health Teams

3. Labour relations or employee negotiations - as it relates to attendance management
4. A proposed or pending acquisition or disposition of land by the municipality or local board - as it relates to the ongoing land acquisitions for the K&P Trail.
5. Labour relations or employee negotiations - as it relates to non-union benefits

Carried

Councillor Higgins advised that he would raise a point of order as to why item 2 was in closed session.

Motion #: 117-21 Moved By: Councillor Higgs
Seconded By: Councillor MacDonald

Resolved That Council rise from Committee of the Whole closed session, that the rules of By-law Number 2013-0020 be waived and that the Warden report.

Carried
(a 2/3 vote was received)

Motion #: 118-21 Moved By: Councillor Higgs
Seconded By: Councillor MacDonald

Be It Resolved That the Warden, in consultation with the Warden of Lennox & Addington schedule a joint Council meeting of the Councils of the County of Frontenac and the County of Lennox & Addington early in September 2021.

Carried

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Adoption of Minutes

a) Minutes of Meeting held June 16, 2021

Motion #: 119-21 Moved By: Councillor Revill
Seconded By: Councillor Martin

Resolved That the minutes of the regular Council meeting held June 16, 2021 be adopted.

Carried

b) Minutes of Special Meeting held June 23, 2021

Motion #: 120-21 Moved By: Councillor Higgins
Seconded By: Deputy Warden Doyle

Resolved That the minutes of the special Council meeting held June 23, 2021 be adopted.

Carried

Deputations and/or Presentations

Proclamations

Move into Committee of the Whole

Motion #: 121-21 Moved By: Councillor Smith
Seconded By: Councillor Higgs

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

Carried

Briefings

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

Unfinished Business

Recommend Reports from the Chief Administrative Officer

a) **2021-061**
Planning & Economic Development
Authorization to Enter into an Agreement with Regional Tourism Organization 9 in Order to Provide Staff Support to the Open Farms Event

Motion #: 122-21 Moved By: Councillor MacDonald
Seconded By: Councillor Revill

Be It Resolved That the Council of the County of Frontenac receive the Planning & Economic Development - Authorization to Enter into an Agreement with Regional Tourism Organization 9 in Order to Provide Support to Open Farms Report;

And Further That County Council authorize the Warden and Clerk to enter into an Agreement with Regional Tourism Organization 9 (RTO 9) to provide staff support to the 2021 Open Farms event.

Carried

b) 2021-062
Planning and Economic Development
Frontenac K&P Trail Management Plan

Motion #: 123-21 Moved By: Councillor Martin
Seconded By: Warden Vandewal

Be It Resolved That County Council receive the draft Frontenac K&P Trail Management Plan dated July, 2021;

And Further That the draft plan be posted online on 'EngageFrontenac' for 30 days to allow for public feedback or review;

And Further That, subject to public comments, the plan be brought to Council for final approval in the Third Quarter of 2021.

Carried

c) 2021-066
Corporate Services
Authorization to Finance Land Acquisition for the K&P Trail

Motion #: 124-21 Moved By: Councillor Higgins
Seconded By: Councillor Smith

Whereas the Council of the County of Frontenac approved motion 161-18 at their regular meeting on September 19, 2018; and,

Whereas the above-referenced motion provided staff with authorization to securing financing to support trail construction activities:

Be It Resolved That staff be authorized to use the approved financing of $250,000.00 to purchase lands and for related land acquisition costs connected to the development of Phase 6 of the Frontenac K&P Trail.

Carried

Information Reports from the Chief Administrative Officer

a) 2021-058
Corporate Services
2021 First Quarter Financial Summary and Outlook

b) 2021-059
Office of the Chief Administrative Officer
Key Performance Indicators (KPIs) and Balanced Scorecard Update

c) 2021-063
Planning and Economic Development
Final Approval – Johnston Point Vacant Land Condominium – County File 10CD-2014/001

Reports from Council Liaison Appointees

a) Long Term Care (Fairmount Home) - Councillor Martin

Councillor Martin provided a written report which was provided to all members of County Council prior to the meeting.

Reports from External Boards and Committees

a) KFL&A Public Health Board Update - Deputy Warden Doyle

Deputy Warden Doyle provided an overview of the KFL&A Public Health Board activities since the last Council meeting.

Reports from Advisory Committees of County Council

a) 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.

Motion #: 125-21 Moved By: Councillor Revill
Seconded By: Councillor Higgs

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. **2021-054**
   Community Development Advisory Committee
   2020 Annual Business Survey Results

   Be It Resolved That a copy of the 2020 Annual Business Survey Results, which specifically note that the largest impediment to economic growth in the County is the lack of reliable internet connectivity, be forwarded to the Eastern Ontario Warden's Caucus, The Honourable Maryam Monsef, Minister for Women and Gender Equality and Rural Economic Development and The Honourable Kinga Surma, Minister of Infrastructure.

Carried as Amended
(See Motion to Amend below which was Carried)

2. **2021-056**
Community Development Advisory Committee
Film and Television in Frontenac

Be It Resolved That Frontenac County continue to work with the Kingston Film Office, Regional Tourism Organization 9 and other partners to attract additional screen-based content productions to Frontenac County,

And Further That the support to and attraction of Film, Television and other Content productions be included as part of the 2022-2026 Economic Development Business Plan.

Carried

Motion to Amend

Motion #: 126-21 Moved By: Councillor Higgins
Seconded By: Councillor Revill

That item 1 be amended to add at the end of the clause the following:

The Honourable Maryam Monsef, Minister for Women and Gender Equality and Rural Economic Development and The Honourable Kinga Surma, Minister of Infrastructure.

Carried

Return to Council

Motion #: 127-21 Moved By: Councillor MacDonald
Seconded By: Councillor Martin

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

Carried

Adoption of the Report of the Committee of the Whole Council

Motion #: 128-21 Moved By: Deputy Warden Doyle
Seconded By: Councillor Higgins

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

Giving Notice of Motion

Communications

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

a) City of Kingston Housing and Social Services Homelessness System Review update
[Distributed to Members of County Council June 18, 2021]

b) From Minister Monsef in response to Frontenac County Council resolution on the Gig Project Proposal by EORN
[Distributed to Members of County Council June 18, 2021]

c) From the City of St. Catharines regarding a resolution about Lyme Disease Awareness month
[Distributed to Members of County Council June 18, 2021]

d) From the Municipality of Leamington regarding a resolution on the Suicide Prevention Hotline
[Distributed to Members of County Council June 18, 2021]

e) From the Township of Perry regarding a resolution on the Capital Gains Tax on Primary Residence
[Distributed to Members of County Council June 18, 2021]

f) From Perth County regarding a resolution on Domestic COVID-19 Vaccine Production and Capacity
[Distributed to Members of County Council June 18, 2021]

g) From the Municipality of Chatham-Kent regarding Support for Resolution opposing a Capital Gains Tax on Primary Residence
[Distributed to Members of County Council June 18, 2021]

h) From the Municipality of Chatham-Kent regarding Support for a Resolution on Drainage Matters & the Canadian National Railway
[Distributed to Members of County Council June 18, 2021]

i) From the Municipality of Chatham-Kent regarding Support for Resolution on banning unencapsulated Polystyrene Foam
[Distributed to Members of County Council June 18, 2021]

j) From the Municipality of Chatham-Kent regarding Support for Resolutions on Bill 228 and Bill 279 from the Township of Archipelago
[Distributed to Members of County Council June 18, 2021]

k) From the Town of Plympton-Wyoming regarding a resolution of support for Fire Departments to be included in Infrastructure Programs
[Distributed to Members of County Council June 18, 2021]

l) From the Town of Plymton-Wyoming regarding a resolution to opposed the implementation of a Capital Gains Tax on Primary Res
[Distributed to Members of County Council June 18, 2021]

m) Councillor Martin's Liaison Update for Fairmount Home
[Distributed to Members of County Council June 18, 2021]

n) From Sustain Ontario regarding Final Bill 216 - Briefing Note & Summary
[Distributed to Members of County Council June 25, 2021]

o) From the City of Welland regarding a resolution on a suicide hotline prevention initiative

[Distributed to Members of County Council June 25, 2021]

p) From the Town of Fort Erie regarding a resolution on Lyme Disease
[Distributed to Members of County Council June 25, 2021]

q) From the Town of Fort Erie regarding a resolution on Cannabis Licensing
[Distributed to Members of County Council June 25, 2021]

r) From the Town of Plympton-Wyoming regarding resolution to Support Cemetery Funding
[Distributed to Members of County Council June 25, 2021]

s) From the Township of Brock regarding a resolution on phragmites
[Distributed to Members of County Council June 25, 2021]

t) From the Township of Georgian Bay regarding a resolution on Lottery Licensing to Assist Small Organizations
[Distributed to Members of County Council June 25, 2021]

u) From the Township of Georgian Bay regarding a resolution on Microplastics Filters for Washing Machines
[Distributed to Members of County Council June 25, 2021]

v) From the Township of Tay Valley regarding a resolution on Suicide and Crisis Prevention Hotline Initiative
[Distributed to Members of County Council June 25, 2021]

w) From the Township of Tay Valley regarding a resolution on Provincial Hospital Funding of Major Capital Equipment
[Distributed to Members of County Council June 25, 2021]

x) From the Township of Wainfleet regarding a resolution on Invasive Phragmites
[Distributed to Members of County Council June 25, 2021]

y) From the Township of Adjala-Tosorontio regarding a resolution to Support a 3-digit suicide & crisis hotline
[Distributed to Members of County Council June 25, 2021]

z) From Anne Prichard thanking County Council for its support regarding the Investment Attraction Campaign Project
[Distributed to Members of County Council July 2, 2021]

aa) From Councillor Higgins regarding his interview related to the GIG Broadband
[Distributed to Members of County Council July 2, 2021]

ab) From the City of Port Colborne regarding a Resolution opposing a Capital Gains Tax on Primary Residence
[Distributed to Members of County Council July 2, 2021]

ac) From the Municipality of Calvin regarding a resolution on the Capital Gains Tax on Primary Residence
[Distributed to Members of County Council July 2, 2021]

ad) From the Municipality of St.-Charles regarding a letter to Premier Ford concerning Land Transfer Tax
[Distributed to Members of County Council July 2, 2021]

ae) From the Town of Cochrane regarding a resolution for a PSA Test for Men Covered in the National Health System
[Distributed to Members of County Council July 2, 2021]

af) From the Town of Mono regarding a resolution on Bill 228 - Banning unencapsulated Polystyrene Foam
[Distributed to Members of County Council July 2, 2021]

ag) From the Town of Blue Mountains regarding a letter to Prime Minister Trudeau on Capital Gains Tax exemptions on Primary Residences
[Distributed to Members of County Council July 9, 2021]

ah) From the City of Mississauga regarding call upon the Government of Canada to terminate its appeal of the 2019 Human Rights Tribunal Ruling, ordering Ottawa to pay compensation to First Nations Children and their families, separated in a chronically underfunded child welfare system that sees Indigenous children making up more than half the children in foster care even though they comprise only 7% of all the children under the age of 15 in Canada.
[Distributed to Members of County Council July 9, 2021]

ai) From the Township of Scugog resolution regarding Williams Point Road and Beacock Road School Bus Turnarounds
[Distributed to Members of County Council July 9, 2021]

aj) From Greater Napanee Letter Re: support for 988, a 3-digit suicide and crisis prevention hotline
[Distributed to Members of County Council July 9, 2021]

ak) From Greater Napanee Correspondence received from the Town of Fort Erie regarding Capital Gains tax on Primary Residence
[Distributed to Members of County Council July 9, 2021]

al) From Greater Napanee letter of support to the Township of Rideau Lakes regarding the request for funding sources for Municipalities for the ongoing maintenance and preservation repair of abandoned cemeteries in their care
[Distributed to Members of County Council July 9, 2021]

am) From Municipality of Chatham-Kent Support Motion M-84 Anti-Hate Crimes and Incidents and Private Member's Bill C-313 Banning Symbols of Hate Act
[Distributed to Members of County Council July 9, 2021]

an) From Municipality of Chatham-Kent support OBCM action on mental health and addiction plan
[Distributed to Members of County Council July 9, 2021]

ao) From Municipality of Chatham-Kent Support Resolution from the Council of Rideau Lakes passed May 20th re Funding for Maintenance and Preservation Repair of Abandoned Cemeteries
[Distributed to Members of County Council July 9, 2021]

ap) From Municipality of Chatham-Kent Support Resolution from the Council of Fort Erie passed June 21st re: Licensing of Cannabis Operations – Previously Operating Illegally
[Distributed to Members of County Council July 9, 2021]

aq) From Township of Lake of Bays Resolution regarding Capital Gains Tax on Primary Residence, Letter to The Right Honourable Justin Trudeau and

The Honourable Doug Ford
[Distributed to Members of County Council July 9, 2021]

ar) From Township of Lake of Bays correspondence regarding support for fire departments and letter to The Honourable Doug Ford
[Distributed to Members of County Council July 9, 2021]

as) Letter from Ryan Doyle requesting the County of Frontenac proclaim September 20-27 Bullying Elimination Week
[Distributed to Members of County Council July 16, 2021]

at) From Daryl Krampco, MPP regarding Bill 216 Food Literacy for Students - July 8 Update
[Distributed to Members of County Council July 16, 2021]

au) From the Solicitor General to Heads of Council regarding the Animal Welfare Act and animals in distress left unattended in vehicle
[Distributed to Members of County Council July 16, 2021]

av) From the Town of Whitchurch-Stouffville supporting County of Frontenac resolution on Capital Gains Tax
[Distributed to Members of County Council July 16, 2021]

aw) From the Township of Adelaide Metcalfe regarding a resolution supporting Archipelago Environmental Protection Amendment Act
[Distributed to Member of County Council July 16, 2021]

ax) From the Township of Adelaide Metcalfe regarding a resolution supporting Rideau Lakes Abandoned Cemeteries
[Distributed to Members of County Council July 16, 2021]

ay) From the Township of Adelaide Metcalfe regarding resolution supporting Archipelago Banning Unencapsulated Poly Foam
[Distributed to Members of County Council July 16, 2021]

az) From the Township of Adelaide Metcalfe regarding resolution supporting Owen Sound Support 988 Suicide Crisis Hotline
[Distributed to Members of County Council July 16, 2021]

ba) From the Township of Georgian Bay regarding a resolution on Elimination of LPAT
[Distributed to Members of County Council July 16, 2021]

bb) From the Township of Georgian Bay regarding a resolution on the Truth and Reconciliation Commission of Canada
[Distributed to Members of County Council July 16, 2021]

bc) From the Township of Georgian Bay regarding a resolution on the Capital Gains Tax on Primary Residence
[Distributed to Members of County Council July 16, 2021]

Other Business

Public Question Period

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

a) First and Second Reading

Motion #: 129-21 Moved By: Councillor Higgs
Seconded By: Councillor MacDonald

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

Carried

b) Third Reading

Motion #: 130-21 Moved By: Councillor Higgs
Seconded By: Councillor MacDonald

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

Carried

By-Laws

a) To declare lands legally described as Part of Lot 5, Concession 1, Geographic Township of Oso, Township of Central Frontenac, County of Frontenac surplus for the purpose of transferring portions of the former K&P in exchange for private lands currently being used for the K&P Trail. [Proposed By-law No. 2021-0020]

b) To Authorize the Warden and Clerk to Execute an Agreement with the Regional Tourism Organization 9 (RTO 9) to provide staff support to the 2021 Open Farms event. [Proposed By-law No. 2021-0024]

c) To Confirm the Proceedings of Council of its July 21, 2021 Meeting. [Proposed By-law No. 2021-0025]

Adjournment

Motion #: 131-21 Moved By: Councillor Smith
Seconded By: Councillor Martin

That the meeting hereby adjourn at 10:36 a.m.

Carried

Ron Vandewal, Warden

Jannette Amini, Clerk

Mr. Kelly Pender , Chief Building Official, will provide Council wi...

Administrative Report

September 15, 2021

Report 2021-08



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CAO Schedule

- New Hire Orientation, July 19
- HVAC Engineering Services Interviews, July 19
- County Council, July 21
- HVAC Engineering Services Interviews, July 22
- AMO Conference Session, July 22
- EOLC Inaugural Meeting, July 22
- AMO meeting, July 27
- Arbitration, July 28
- EOWC Health Working Group, August 6
- EOWC, LTC Working Group, August 6
- Provincial-Municipal Covid-19 MOU Technical Working Group, August 10
- EOLC Meeting, August 11
- EOWC Wardens Meeting, August 13
- AMO Virtual Conference, August 16-18
- EOLC Multi Ministerial Delegation Meetings, August 18
- EOLC Meeting September 8
- Communal Services Governance Committee, September 9
- Planning Advisory Committee, September 9
- Joint Council Meeting with County of Lennox and Addington, September 9
- AMO Working Group, September 10
- Frontenac Paramedics Budget Review, September 13
- Provincial – Municipal COVID-19 MOU Technical Working Group
- County Council, September 15
- Frontenac CAO's Meeting, September 16
- EOWC CAO's Planning Meeting, September 17
- Special EOWC Wardens Meeting, September 17

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Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...
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FRONTENAC

Update – EOWC and EOLC

- EOWC
  - AMO Delegation – reviewed 2021 priorities
    - Long Term Care
    - Affordable/Attainable Housing
    - EORN – Cellular and Broadband
    - Healthcare transformation (OHTs, Remote/Tele Medicine)
- EOLC
  - Two meetings of the incorporated EOLC complete
  - AMO Delegation – reviewed 2021 projects
    - Transportation
    - Workforce Development
    - Pandemic Recovery

FRONTENAC

AMO Provincial Matters

Policy Update – Proof of Vaccination Certificates

The Premier has announced the Province will launch an enhanced vaccine certificate and verification app to stop the spread of COVID-19.

Starting September 22nd, 2021, Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide proof of vaccination along with photo ID to access certain public settings and facilities. The following higher-risk indoor public settings where face coverings cannot always be worn will be covered by these requirements:

- restaurants and bars (excluding outdoor patios, as well as delivery and takeout);
- nightclubs (including outdoor areas of the establishment);
- meeting and event spaces, such as banquet halls and conference/convention centres;
- facilities used for sports and fitness activities and personal fitness training, such as gyms, fitness and recreational facilities, with the exception of youth recreational sport;
- sporting events;
- casinos, bingo halls, and gaming establishments;
- concerts, music festivals, theatres, and cinemas;
- strip clubs, bathhouses, and sex clubs;
- racing venues (e.g., horse racing).

These mandatory requirements will not apply to settings where people receive medical care, food from grocery stores, other essential goods, or medical supplies. Access to voting in the federal election will not be affected. Indoor masking policies and capacity limits will continue to remain in place.

Facilities and operations not covered by the policy may develop their own access policies that make use of the new verification credentials.

FRONTENAC

AMO Provincial Matters

Changes to Municipal Act, 2001 to Come into Force on September 19th, 2021

Legislative changes enacted through Bill 215, Main Street Recovery Act, 2020 are scheduled to come into force on September 19, 2021. These amendments to the Municipal Act, 2001 and City of Toronto Act, 2006 are intended to help support economic recovery on main streets across Ontario and help important goods continue to be delivered to businesses as efficiently as possible.

From September 19, 2021 onwards, municipal governments will not be able to regulate noise related to the delivery of goods to the following destinations:

- retail business establishments;
- restaurants, including cafes and bars;
- hotels and motels; and
- goods distribution facilities.

Municipal councils may wish to review any applicable by-laws prior to these amendments coming into force and consider whether any changes are necessary to align with the new framework.

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

AMO Federal Matters

Truth and Reconciliation Commission's (TRC) Calls to Action

AMO Board of Directors have approved two resource papers to assist municipal councils' efforts to support Truth and Reconciliation.

- The first resource paper provides an overview of the Truth and Reconciliation Commission's (TRC's) Calls to Action that municipal governments can address themselves.
- The second resource paper provides ideas and options for what municipal leaders, councils can do to better support and engage Indigenous residents and neighbours at this time.

Municipal Recognition of September 30th as National Day for Truth and Reconciliation

- The AMO Board of Directors encourages members to recognize September 30th as National Day for Truth and Reconciliation (also known as Orange Shirt Day).

  A report is on the Council agenda later in the meeting addressing this.

Communications Update
July-Aug, 2021

Website Pageviews	
FrontenacCounty.ca	68,245
InFrontenac.ca	60,966
FrontenacMaps.ca	15,078

Social Media Engagement	
County Facebook	6,544
County Twitter	598
County Instagram	616
FPS Twitter	4,561
Visit Frontenac Facebook	5,676
Visit Frontenac Twitter	277
Visit Frontenac Instagram	1,270
Fairmount Facebook	1,234
H.I. Ferry Twitter	2,380
Total engagements	167,445
Change from June	21.5

The top social media post in July and August was one of the Shop Local videos: a profile of Creekside Bar and Grill in Battersea.



SHOP LOCAL INFRONTENAC
InFrontenac.ca

FRONTENAC

Around the County:

Fairmount butterfly activity
Frontenac Paramedics COVID-19 Mobile Vaccination Clinic

Frontenac Paramedics
@FPSParamedics

Two happy customers! There are Andrew and Dennis. They set out for an afternoon at the pier with friends and got vaccinated on the way by the COVID-19 Mobile Vaccination Clinic crew. You can, too. Getting vaccinated is as important as ever. @KFLAPH for details. #YGK #InFrontenac



2:03 PM · Aug 2, 2021 · Twitter Web App

Fairmount Home
Published by Matt Mills · August 20 at 9:34 AM ·

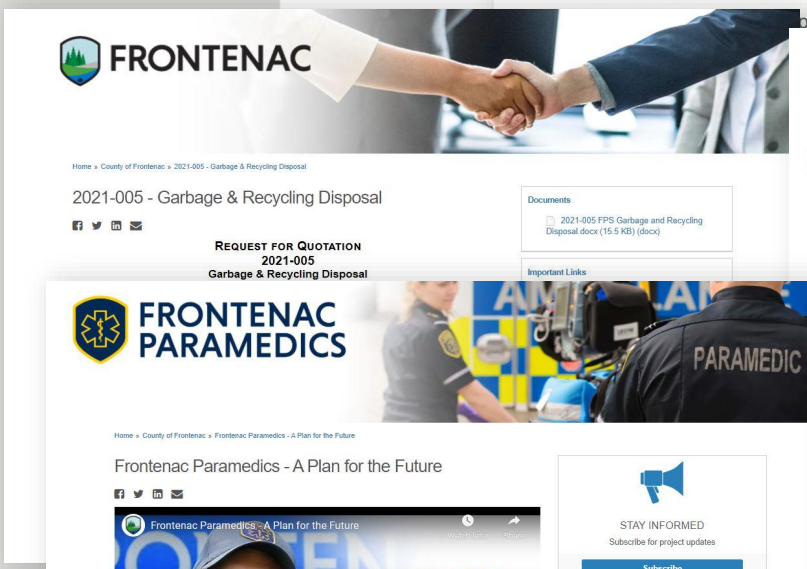
Fairmount residents have been nurturing monarch caterpillars for several weeks now. They feed them milkweed daily in little cages in their rooms until the caterpillar goes into its chrysalis. This week, many of our caterpillars emerged as butterflies and residents excitedly released them in our courtyard. How amazing to witness nature's beauty! Big thanks to Becky for finding caterpillars for us each year!



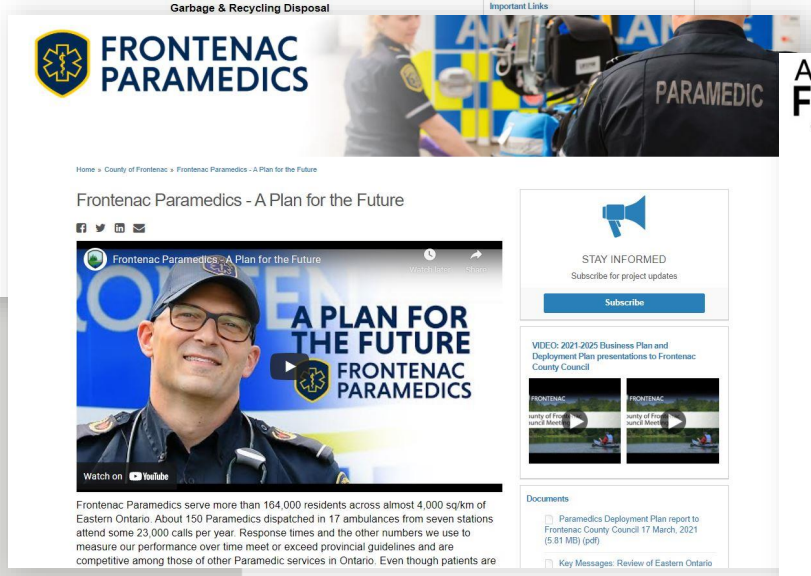
Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

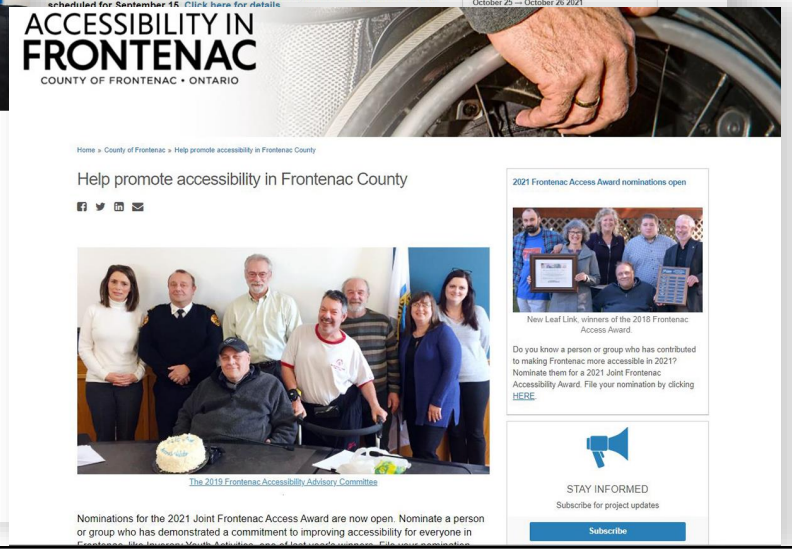
EngageFrontenac.ca











AGENDA ITEM #a)

Mr. Kelly Pender , Chief Building Official, will provide Council wi...
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FRONTENAC

Planning Department Update

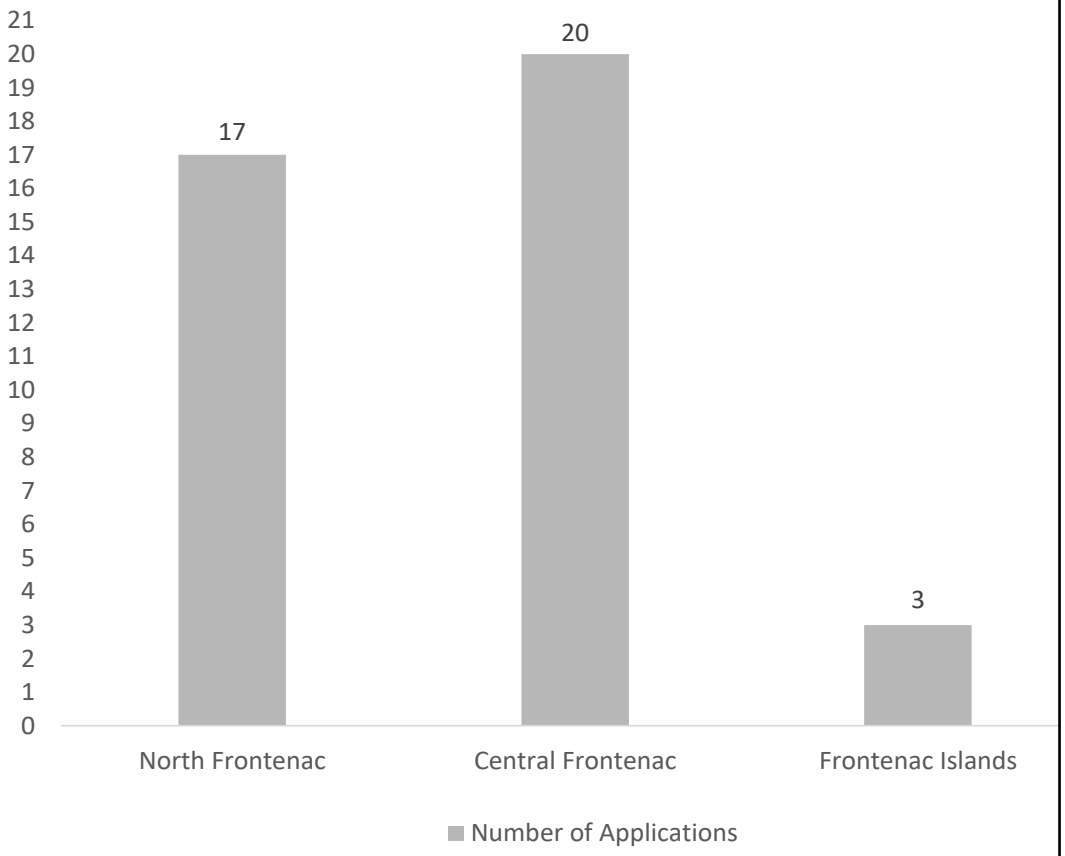
- **South Frontenac New Official Plan**
  - A number of virtual open houses for the new Official Plan were held in August. An online survey is active until September 30th on the South Frontenac page of Engage Frontenac.
- **Central Frontenac New Official Plan**
  - The new Official Plan was adopted by Township Council on July 13. Staff are presenting the final draft of the OP to PAC on September 9 and to County Council on September 15.
- **North Frontenac – Boat Storage Site Plan**
  - Work is almost complete on the site plan control agreement for the Smart's Marina boat storage site on Skootamatta Lake Road. The draft agreement is scheduled to be presented to Township Council on September 10.
- **Frontenac Islands Development Charges By-Law**
  - Staff are assisting the Township with a new development charges by-law.
- **Communal Services Governance Committee**
  - Proposed business plan to be presented to the Communal Services Governance Committee on September 9 and to County Council on September 15.

Mr. Kelly Pender , Chief Building Official, will provide Council wi...
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FRONTENAC

Planning Application Update - Townships

- North and Central Frontenac continued to see a large number of applications in August and September.
- By mid-September, planning staff will have handled 117% of the volume of applications from 2020.
- Number of inquiries across all townships continues to be high with interest in severances, purchasing and renovating residential properties, and newcomers to the area interested in opening a business.



Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...
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FRONTENAC

Economic Development Update

- **Open Farms - September 11 & 12**
  - The Open Farms event was hosted on September 11 & 12 featuring a farmer's market style "hub" at Centennial Park in Harrowsmith. Three farms offered visits and two local restaurants offered "Open Farms" feature menus.
- **Destination Development Plan**
  - Stakeholder interviews were completed over the summer and focus groups around accommodations, food & beverage and local attractions are now under way.

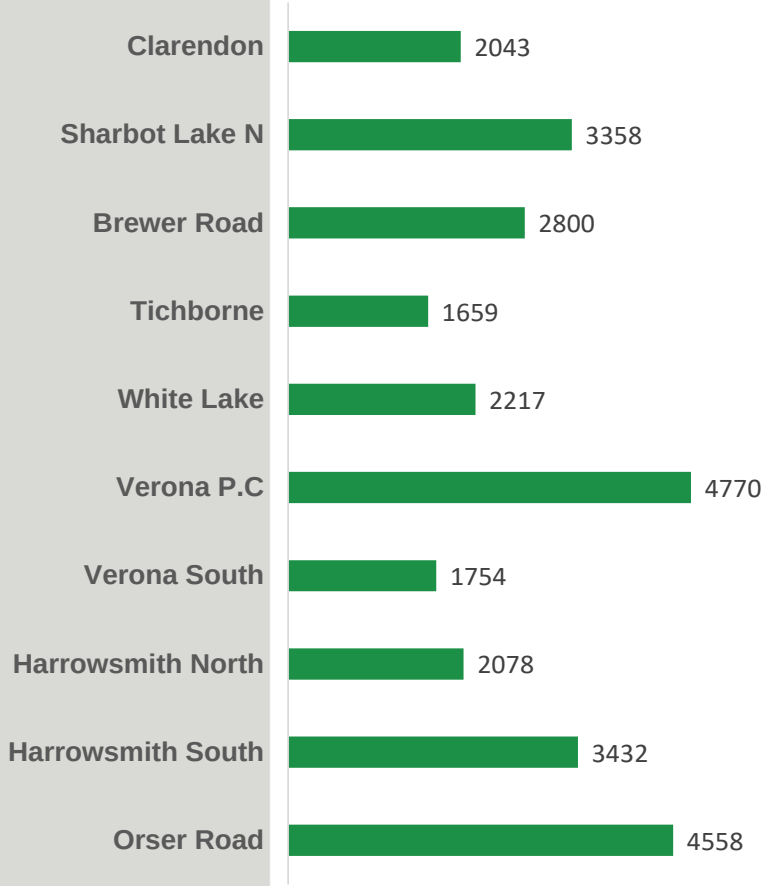
AGENDA ITEM #a)

Mr. Kelly Pender , Chief Building Official and Planning Officer, will provide Council wi...

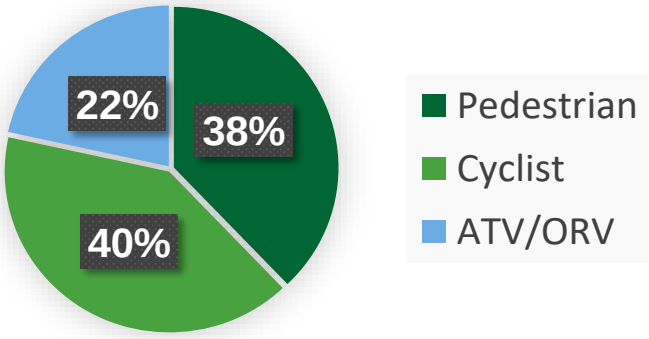
FRONTENAC

K&P Trail Use – July 2021

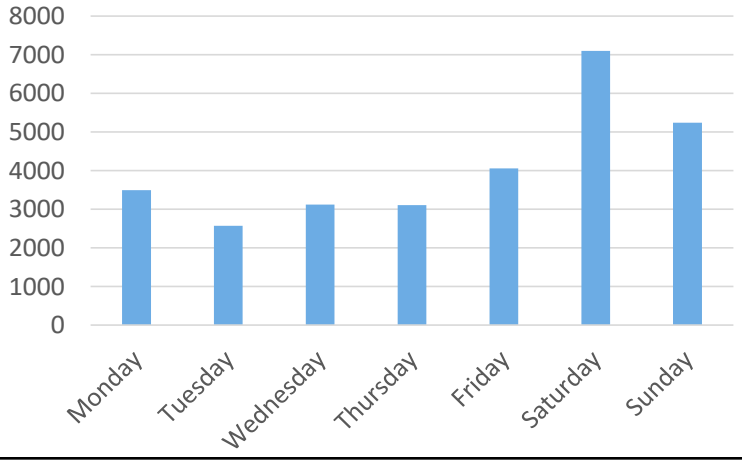
Total Counts



Use Mix



Daily Use



AGENDA ITEM #a)

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...
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FRONTENAC

2021 HR Update

- 384 competitions as at September 9
- Leadership development series for 2021 –
  - Change Management – June; Self and Other Awareness– September 29th
- CUPE 2290 pay equity maintenance and retroactive payments completed
- Non-union job evaluation for new and changed jobs
- Preparation for full RTO – September 7
- Preparation for upcoming mediation and arbitrations
- Awaiting dates for bargaining – OPSEU. CUPE 109; preparation near final

AGENDA ITEM #a)

FRONTENAC

Report 2021-072

Recommend Report to Council

To:	Warden and Members of County Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting:	September 15, 2021

Re: Corporate Services – Ombudsman's Findings – Livestreaming of Virtual Council Meetings at all Times

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Ombudsman's Findings – Livestreaming of Virtual Council Meetings at all Times report for information;

And Further That the Procedural By-law Review Committee ensure that provisions are made in the Procedural By-law to address the findings made by the Ombudsman, which may include provisions for:

1. technological issues such as when livestreaming goes down during an open meeting;
2. Monitoring of live broadcasts to ensure transmission quality to allow meetings to be paused if issues arise;
3. Provide telephone conferencing or other alternatives for members of the public who are unable to watch a livestream.

Background

In March 2020, in response to the evolving global pandemic, Bill 187 was passed by the Ontario Legislature which provided municipal councils the ability to convene through electronic participation and those participating electronically be counted as part of quorum during emergencies declared either at the County or provincial level.

In July of 2020 further legislation was passed, through Bill 197, as a result of consultations carried out by the Honourable Steve Clark, Minister of Municipal Affairs and Housing, where municipalities conveyed that these temporary provisions had been working well and have led to greater public participation from local residents. The

amendments to the *Municipal Act* through Bill 197 now allow municipalities to conduct business and practise physical distancing not only as the province/municipality emerge from COVID-19, but at any point in the future when in-person meetings cannot take place. The intent of the Bill was to help ensure that municipalities have more flexibility to continue to provide the services that residents and businesses rely on.

As a result of these new provisions to the *Municipal Act*, the County of Frontenac amended its Procedural By-law to allow County Council to begin meeting virtually, due to the lock down provisions which were in place at the time as well as the continued requirement for physical distancing. A new Section 9 was added, including 9.4 that ensures the County is meeting its open meeting requirements under the Act, which states:

> At the discretion of the Clerk, Meetings where Electronic Means are provided, may not be physically opened for the public to attend. If the meeting is not physically opened to the public, the Clerk shall ensure that members of the public have a reasonable opportunity to hear all proceedings of the Meeting through Electronic Means, except for those parts of the Meeting that are closed to the public.

Comment

Although Council and Committees are beginning to return to in-person meetings, due to the constraints of the existing Administrative Building, and the inability to use of the Rotary Auditorium, members of the public are still unable to physically attend a meeting. The County continues to make use of technology to allow members of the public to attend meetings virtually when their participation is required, and continues to live stream its meetings to ensure that its meetings are open to the public.

Failure to livestream a meeting, or technical difficulties during a livestream, can result in an illegal closed meeting. In two recent reports, the Ontario Ombudsman found that this requires that virtual meetings be continuously livestreamed to the public.

1. The Town of Westport's CAO tried to livestream a virtual Council meeting on YouTube but encountered technical difficulties. Council decided to proceed with the meeting without the livestream. The CAO later uploaded a recording of the meeting to YouTube. The Ombudsman found that because the public was not able to virtually attend the meeting, it was improperly closed to the public. In his report, the Ombudsman wrote that "Council for the Village of Westport contravened the Municipal Act, 2001 on September 15, 2020, when it held a committee of the whole and special council meeting that the public was unable to attend due to technical issues. While council did not initially intend to exclude the public from these meetings, it was aware that the public could not attend and chose to convene the meetings and conduct council business anyway." View Ombudsman Report

2. Staff in Hamilton streaming a virtual committee meeting lost internet connection. After noticing the staff liaison had disconnected from the meeting, the Chair of the Committee decided to continue in her absence. The staff liaison reconnected 23 minutes later and resumed the livestream. The Ombudsman

concluded that the meeting was improperly closed during the 23 minutes that the livestream was down. In his opinion the Ombudsman wrote that "The Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee for the City of Hamilton contravened the Municipal Act, 2001, on October 20, 2020 when it held a portion of a meeting that the public was unable to attend due to technical issues. While the meeting was closed inadvertently, the committee was aware that the livestream had failed and chose to continue the meeting anyways." View Ombudsman Report

Although the Ombudsman's decisions are not statements of law and may not be followed by courts, municipalities must be conscious that decisions made during illegal closed meetings are void. If a court finds that failing to livestream constitutes an illegal closed meeting, any decision is subject to challenge. Councils and committees should ensure their virtual meetings are capable of being reliably streamed to the public. If the livestream is interrupted, or other technical issues prevent the public from meaningful listening or participating as required by law, councils should pause all business immediately until the issue is fixed.[i]

Council should be aware that staff do monitor the technology and live stream during meetings, and that should the live stream go down, staff will advise Council so that the meeting can be paused until all technical issues are addressed and the live stream is back up. This of course has the potential to cause delays during Council meetings; however Section 20.10 of Procedural By-law 2013-0020 allows for scenarios when Council meetings are running late, as follows:

a) A motion carried by a two-third vote of the members present and voting will extend the meeting.

b) At 12:45 p.m. the Warden will ask if Council wishes to proceed beyond 1:00 p.m. A motion put forward must stipulate the purpose of the extension (i.e. to complete the agenda in its entirety, or a certain portion of the agenda, or that the extension is for a specific period of time).

c) If a two-thirds vote is not achieved to extend the meeting, Council will consider the time sensitive items, and at 12:55 p.m. Council will move directly to by-laws.

Appreciating that members of Council may have additional commitments outside of Council meetings, providing that quorum is maintained, meetings are able to continue should a member of Council need to exit the meeting for any purpose.

In 2020, Council established a Committee to undertake a comprehensive review of Procedural By-law 2013-0020 and it is recommended that Council affirm its commitment to openness and transparency to the public by directing this committee to ensure that provisions are made in the Procedural By-law to address technology issues and concerns that arise as a result of electronic meetings.

Strategic Priorities Implications

Other Important and Continuing County Priorities, identifies:

- Continually improve customer and financial services.
- Maintain a strong organization and positive work culture through leadership, human resources, training and development, physical and IT infrastructure, and partnerships.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Tony Fleming, Cunningham Swan, County Solicitor
Angelique Cardinal, Executive Assistant to the CAO and Director of Corporate Services
David Millard, Manager of Frontenac Information Management Services
Chris Watters, Business Analyst

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[i] Cunningham Swan Municipal Group Summer Update

FRONTENAC

Report 2021-073

Recommend Report to Council

To: Warden and Members of County Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: September 15, 2021

Re: Corporate Services –Truth and Reconciliation Commission of Canada: Calls to Action and Municipal Recognition of September 30th as National Day for Truth and Reconciliation

Recommendation

Whereas the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

And Whereas the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

And Whereas all Canadians and all orders of government have a role to play in reconciliation;

And Whereas Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

And Whereas the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

Therefore, Be It Resolved That the Council of the County of Frontenac does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

And Further That Council authorize staff to work with the Frontenac Municipalities to proceed with the investigation of options for the implementation of the Truth and Reconciliation Commission of Canada: Calls to Action, including a Land Acknowledgment for adoption by the County;

And Further That as part of its research, staff reach out to the Indigenous Community in Frontenac County to guide the County in its decision making process.

Background

The Truth and Reconciliation Commission of Canada

The Truth and Reconciliation Commission of Canada (TRC) was established as one of the outcomes of the Indian Residential Schools Settlement Agreement (IRSSA) between the Government of Canada, the churches, the survivors of the residential schools system and various Indigenous organizations in 2007. The purpose of the TRC was to rectify the legacy of residential schools and further the process of reconciliation in Canada. Over six years, the TRC recorded testimonies from over 6,000 survivors, and their families, and created a historical record of the residential schools system.

In 2015, the TRC presented 94 Calls to Action as part of its final report, thirteen of which apply to all levels of government, and five that are directly within the authority of a municipal government. Over the past six years, municipalities across the country have implemented various actions to answer this important call. The County of Frontenac, in partnership with its member municipalities would like to work collaboratively to do our part to further reconciliation by committing to the Truth and Reconciliation Commission of Canada: Calls to Action outlined in this report.

Calls to Action for Municipal Government

Below are the 13 Calls to Action for Municipal Government may, although some may not be applicable to the County of Frontenac, or its member municipalities, depending on where the service or action is delivered.

Legacy

#3 – Child Welfare: We call upon all levels of government to fully implement Jordan's Principle.[1]

 # 17 – Language and culture: We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for

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[1] Jordan's Principle makes sure all First Nations children living in Canada can access the products, services and supports they need, when they need them. Funding can help with a wide range of health, social and educational needs, including the unique needs that First Nations Two-Spirit and LGBTQQIA children and youth and those with disabilities may have.

Jordan's Principle is named in memory of Jordan River Anderson. He was a young boy from Norway House Cree Nation in Manitoba.

the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.

#22 – Health: We call upon those who can effect change within the Canadian health-care system to recognize the value of Aboriginal healing practices and use them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders where requested by Aboriginal patients.

#23 – Health: We call upon all levels of government to:

i. Increase the number of Aboriginal professionals working in the health-care field.
ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities.
iii. Provide cultural competency training for all healthcare professionals.

#40 – Justice: We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.

Reconciliation

#43 – United Nations Declaration on the Rights of Indigenous People. We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.

#47 – Royal Proclamation and Covenant of Reconciliation: We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and terra nullius, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

#55 – National Council for Reconciliation: We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:

i. The number of Aboriginal children—including Métis and Inuit children—in care, compared with non-Aboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies.
ii. Comparative funding for the education of First Nations children on and off reserves.
iii. The educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.
v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade.

vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including data related to homicide and family violence victimization and other crimes.

vii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems.

#57 – Professional Development and Training for Public Servants: We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

#75 – National Centre for Truth and Reconciliation: We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.

#77 – National Centre for Truth and Reconciliation: We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation

#87 – Sports and Reconciliation: We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history

#88 – Sports and Reconciliation. We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.

Those that the TRC had identified as within the authority of a municipal government are #'s 43. 47, 57, 75, and 77.

Comment

This report serves two purposes. The first is to seek Council approval for the County of Frontenac to join other municipalities across Canada in responding to the Truth and Reconciliation Commission Calls to Action. By adopting the principles of reconciliation, the County is moving to strengthen its relationship with Indigenous Communities and residents.

Adopting a Land Acknowledgement is one of several acts of Reconciliation the County is able to take on the path through reconciliation. A territorial or land acknowledgement is an act of reconciliation that involves making a statement recognizing the traditional

territory of the Indigenous people who called the land home before the arrival of settlers. Inspired by the Calls to Action contained in the TRC, land acknowledgements are a necessary first step toward honouring the original occupants of a place. They also help Canadians recognize and respect Indigenous peoples' inherent kinship beliefs when it comes to the land. When developing a land acknowledgment, staff will research the following topics:

- The Indigenous people to whom the land belongs.
- The history of the land and any related treaties.
- Names of living Indigenous people from these communities.
- Indigenous place names and language.
- Correct pronunciation for the names of the Tribes, places, and individuals that you're including.

Responding to these Calls to Action furthers Reconciliation within the County and helps move the County forward in meaningful partnerships with its Indigenous Community partners and residents.

Staff at the County have established a small working group to look at what actions can be taken at the staff level have reached out to Township staff to determine if there is an interest in doing this County wide as a Frontenac project with representation from all municipalities. All Townships have expressed an interest that this be a County wide Frontenac approach.

At its August 14th Board Meeting, the AMO Board of Directors approved two resource papers to assist municipal councils' efforts to support Truth and Reconciliation.

The first resource paper provides an overview of the Truth and Reconciliation Commission's (TRC's) Calls to Action that municipal governments can address themselves.

The second resource paper provides ideas and options for what municipal leaders, councils can do to better support and engage Indigenous residents and neighbours at this time.

The second purpose of this report is to recognize September 30th as National Day for Truth and Reconciliation (also known as Orange Shirt Day) with the adoption of the noted resolution, as encouraged by the AMO Board of Directors.

County of Frontenac staff have taken the initiative of supporting Orange Shirt Day (Every Child Matters) on September 30, 2021, through the purchase of orange, Every Child Matters tee shirts. 100 percent of the proceeds go towards Orange Shirt Society.

The purposes of their society are as follows:

- To support Indian Residential School Reconciliation
- To create awareness of the individual, family and community inter-generational impacts of Indian Residential Schools through Orange Shirt Society activities
- To create awareness of the concept of "Every Child Matters"

At the writing of this report, 42 orange shirts have been purchased by staff.

Strategic Priorities Implications

Other Important and Continuing County Priorities, identifies:

- Continually improve customer and financial services.
- Maintain a strong organization and positive work culture through leadership, human resources, training and development, physical and IT infrastructure, and partnerships.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Alison Vandervelde, Community Development Officer
Angelique Cardinal, Executive Assistant to the CAO and Director of Corporate Services
Nicole Slattery, GIS Student
Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Township of Frontenac Islands

FRONTENAC

Report 2021-047

Recommend Report to Council

To: Warden and Members of County Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer

Date of meeting: September 15, 2021

Re: Corporate Services – Insurance Consultant Services

Recommendation

That the Council of the County of Frontenac accept this Corporate Services - Insurance Consultant Services report;

And Further That the Council of the County of Frontenac authorize the Treasurer to move ahead with a contract for insurance consultant services jointly with the Townships of North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands;

And Finally That the Council of the County of Frontenac approve the County contributing its share of $6,800 for Insurance Consultant services from the Stabilization Reserve.

Background

The County last jointly tendered its insurance in 2016 for implementation in 2017. That process was facilitated by an insurance consultant at a cost of $31,000. The consulting costs were split evenly between the five municipalities.

The ensuing Request for Proposals for insurance renewals saw a premium savings of $38,400 for the Corporation of the County of Frontenac in 2017 and additional savings for all four Townships.

Given the double-digit increases in insurance premiums in 2020 across all Townships and the County, the Frontenac Treasurers have identified an insurance review in 2021 as a potential cost savings project for 2022.

Comment

One of the objectives of the Service Delivery and Organizational Review was to identify collaborative procurement opportunities where the scale and scope of the project permits it, and the unique requirements of each municipality can be met.

Given the complexity of a joint RFP and the expertise required to undertake such a project, the need for an insurance consultant was identified. An RFP was released through the Township of North Frontenac and proposals were received. Cameron and Associates were chosen as the preferred option at a cost of $34,000 plus HST.

As the County did not anticipate undertaking an insurance review in 2021, no budget was allocated for this purpose. The Procurement Policy requires that unbudgeted expenses be brought to Council for approval.

Strategic Priorities Implications

- Respect the taxpayer and keep **tax increases** close to the rate of inflation.
- Continually improve **customer and financial services**.
- Continue to pursue collaborative opportunities to achieve service and cost efficiencies and other economies through cost-sharing and shared services

Financial Implications

The cost to hire the Insurance Consultant is $34,000. This cost would be split evenly between the five municipalities. The County would fund its portion of the cost through a one-time withdrawal of $6,800 from the Stabilization Reserve.

Organizations, Departments and Individuals Consulted and/or Affected

Township Treasurers

Report 2021-074

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Gale Chevalier, Paramedic Chief/Director Emergency and Transportation Services
Date of meeting:	September 15, 2021
Re:	**Frontenac Paramedics – 2022 Legislated Response Time Performance Plan**

Recommendation

Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services – 2022 Legislated Response Time Performance Plan report for information;

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

Since 2013, all fifty-two (52) land ambulance service operators have been required to set a Response Time Standard (RTS). Each year, services must submit their RTS to the Ministry of Health by October 31 for the following calendar year, and report the prior year results by March 31.

At its meeting on September 16, 2020, County Council passed the following resolution:

> **Resolved That** the Council of the County of Frontenac accept this Emergency and Transportation Services – 2021 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 2021:

For the calendar year of **2021**, 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
70% 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):

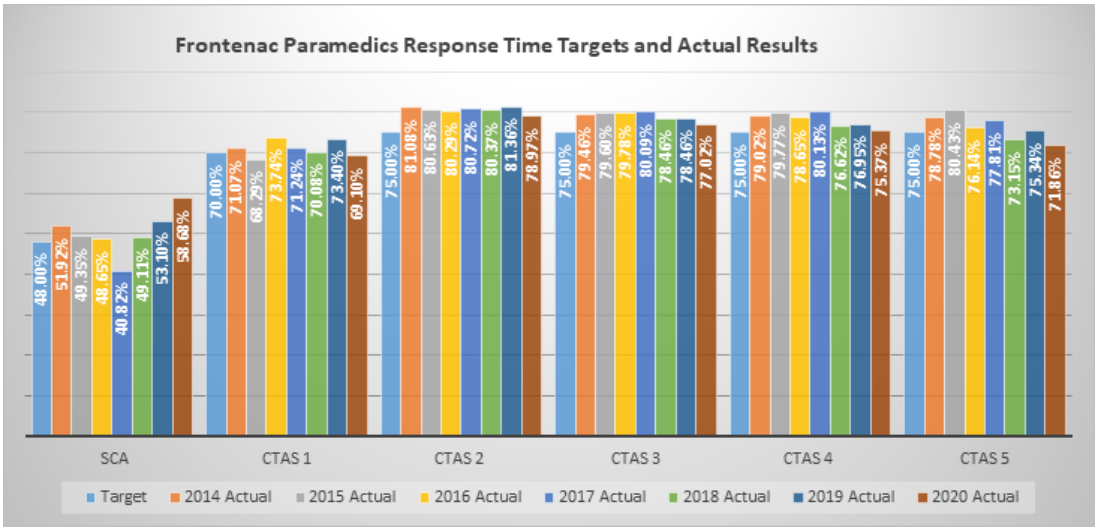
Table 1, CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	% Target
2	10 minutes	75%
3	10 minutes	75%
4	10 minutes	75%
5	10 minutes	75%

Comment

The calendar year 2020 was the first time that the County of Frontenac failed to meet its RTS targets since the inception of RTS in 2013. As reported to Council in March 2021, the actual RTS for Paramedic response to CTAS 1 was 69.10%, below the goal of 70% and 71.86% for CTAS 5, below the goal of 75%. All other RTS targets were met.

A 12-hour Paramedic resource was added in 2021.



It is recommended that the County of Frontenac maintain the same criteria under Regulation 257/100, as amended, for its response time targets for 2022.

For the calendar year of **2022**, 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.

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

CTAS	Target Time from Paramedic Received Until on Scene	% Target
2	10 minutes	75%
3	10 minutes	75%
4	10 minutes	75%
5	10 minutes	75%

Strategic Priorities Implications

To Provide High Quality Patient Care

To Ensure Effective Operations and Continued Leadership

Other Important and Continuing County Priorities:

- Implement strategic plans for Fairmount Home and Frontenac Paramedics.

Financial Implications

None at this time.

Organizations, Departments and Individuals Consulted and/or Affected

FRONTENAC

Report 2021-076

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	September 15, 2021
Re:	**Planning and Economic Development – Frontenac K&P Trail Management Plan Final Approval**

Recommendation

Be It Resolved That County Council approve the Frontenac K&P Trail Management Plan dated September 15, 2021;

And Further That staff be directed to create a by-law to implement and enforce management policies on the Frontenac K&P Trail;

And Further That subject to regular review of costs, the Management Plan be utilized as a guide for the development of operations budget and where applicable, contracted services.

Background

The County of Frontenac has pursued the development of the Frontenac K&P Trail since 2009 following the guidance provided in the Frontenac Trails Master Plan (2009) and the K&P Trail Implementation Plan (2011). Since 2009, the County has re-established 70 kilometres of the former K&P rail corridor and rehabilitated the former railway into a multi-use recreational trail, constructing new infrastructure where necessary.

Once the connection between the City of Kingston and Sharbot Lake was completed in 2019 a significant increase of trail use was observed, creating the demand for increased amenities and policies to ensure a safe and enjoyable experience for users of all ages and abilities. In addition, after a decade of development, it has been observed that certain infrastructure also began to require assessment, repair and renewal.

The 2020 Economic Development Service Delivery Review recommended that the Economic Development Team transition away from activities such as infrastructure management in order to create additional capacity for traditional economic development activities. The Management Plan will provide clear expectations of third party partners or contractors who may be utilized as management support.

Comment

The draft management plan was posted to the Engage Frontenac platform on July 30, 2021 and was available for review until September 8, 2021. The draft plan and the link to receive feedback was distributed by social media multiple times during this period. In addition, the plan was distributed to trail user groups for comment.

Two comments from one person were received online, however, these comments were directed specific to land acquisition and were not tied specifically to management concerns.

Comments were also received directly from partners. Below is a summary:

Frontenac Arch Biosphere

- The plan should consider a broader geographic market for trail users than just Frontenac County, especially Toronto, Ottawa and Montreal. Connections to transportation links and other well-known trail systems should also be highlighted.

  Response: The plan was developed primarily as an operational plan, in order to assist staff and contractors with standards for the physical development of the trail. County staff agree, that from a marketing and access perspective, consideration should be to markets well beyond the County. Additional references to transportation links and trail systems have been added.

  Commented [RA1]: Confirm.

- The plan should also address the strategy and planning for to improve amenities along the trail. It should identify areas of need in terms of food and beverage, accommodation, and other facilities.

  Response: As noted above, the plan was developed as an operational plan to guide in the physical maintenance and management of the trail. However, this suggestion is with merit, and staff propose to identify amenities and opportunities to improve amenities along the trail as part of a future economic development project.

- There should be stronger link in regional trails planning between connected Counties, such as with Lanark, Renfrew, Leeds & Grenville and Hastings.

  Response: Noted. The recent collaborative approach between Renfrew, Lanark and Frontenac regarding the conveyance of 35.2 km of K&P Trail from the Mississippi Valley Conservation Authority to the respective Counties may provide the foundation for this forum.

W. Robinson

- Trail Passes should be considered as part of Frontenac County's approach to trail management. Neighbouring counties such as Renfrew, Lanark and Hastings all make annual investments in their trail systems in addition to requiring trail permits for motorized vehicles.

  Response: Frontenac County engages with local snowmobile clubs each year, who require permits for trail use. A separate report considering use of trail permits for ATV and other motorized vehicles will be presented to Council later this year. Staff wish to note, that by creating a permit for a certain use, the permit holders may act entitled or as if they have more rights to the trail than other uses. The County's vision of shared trail must persist year round for all uses to have the largest benefit.

Commented [RA2]: This might be a little subjective commentary by myself.

Commented [JG3R3]: Still should be included in the report as it is an opinion on the year round use of the trail.

Snow Road Snowmobile Club

- A four meter width is a requirement throughout the trail for main snowmobile trails in order to accommodate groomers and to allow snowmobiles to pass each other. In addition, blind corners should be brushed back to a clear line for all users.

  Response: The clear width of the K&P Trail is 4 meters or more where possible. In some locations, this width is compromised by bridges or narrow crossings with steep drop-offs located to either side of the former rail bed. In these locations, the County team has worked to ensure trail user safety by erecting edge protection, as prescribed by the *Accessibility for Ontarians with Disabilities Act* (AODA). The clear width of the trail tread may be narrowed in these locations to reduce speed and to increase safety.

Kingston Velo Club

- There is one concern related to gate design. While the current design is used widely, it is a hazard to cyclists who often strike the gate post with the handlebars, resulting in a fall, often with the face hitting the steel posts of the gate. A better design is available for consideration, where the cyclist/pedestrian passes through the center of the gate, with the gate consisting of 2 arms each swung independently from respective posts.

  Response: The County is investigating a strategy to retrofit existing gates so they act more as a deterrence rather than as a barrier. This would involve removing the external post, and shortening the length of the gate to establish a clear width of at least 1.0m between the gate and the post. The gate would not be chained open but use a pin mechanism to lock it in place. The aim of the modification is to improve access for active users that require additional width such as bikes with trailers, persons using mobility devices and individuals on horseback.

In addition to changes discussed above, the following updates have been made to the plan:

- Inclusion of Frontenac County Land Use Policy as Appendix 6
- Addition of Appendix 7 with Sign Specifications.
- Renamed Chapter 7 from “Tourism Integration” to “Economic Development Opportunities”
    - Additional information on the economic impact of trails (in general) included to this chapter
    - “Investment Attraction” section added, outlining necessary research required to support attraction efforts for trail-supportive businesses.

Next Steps

With the management plan in place, staff will proceed to develop and implement at K&P Trail By-law in order to provide enforcement measures to the Ontario Provincial Police and municipal bylaw officers when responding to issues of safety and property on and along the K&P Trail.

Strategic Priority Implications

Priority 2.1: To meet the needs of future capital projects, explore new sources of funding support (current and future programs), cost-sharing options and other potential economies.

Priority 3.1: Work with the townships, other municipalities and levels of government on broad infrastructure issues — ranging from environmental concerns to regional transportation strategies for residential, social and economic purposes, and access to funding.

Financial Implications

The trail management plan anticipates the average cost of maintaining the Frontenac K&P Trail to require $1500.00 per kilometre annually in order to adequately assess, maintain and manage the Frontenac K&P Trail Corridor.

A complete breakdown of the annual maintenance budget is found in Appendix 4 of the plan.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac
Township of Central Frontenac
Township of North Frontenac
Township of Frontenac Islands
Ontario Highland’s Tourism Organization
Regional Tourism Organization 9

Ontario by Bike
Kingston Velo Club
Verona District ATV Club
Snow Road Snowmobile Club
L&A Ridgerunners Snowmobile Club
Ontario Trails Council
Trans Canada Trail
Frontenac Arch Biosphere

K&P trail

Signage Guidelines

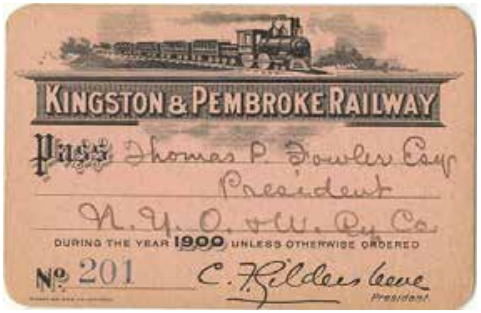
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The K&P Trail Logo

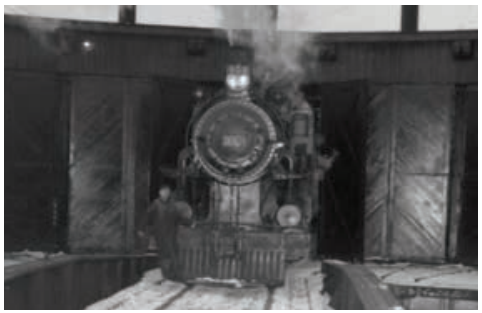
The K&P Trail logo was designed to evoke the history of the K&P railway and it's transition to a recreational trail. The typography used in the logo is inspired by printed materials from the 1880's. The stylized "&" in "K&P" resembles a steam engine to represent the original railway, as well as an insect to represent the current use as a recreation trail where people go to access nature.











Signage System Colours

The K&P Trail signage has some colours that are consistent throughout the signage family and others that are specific to the location on the signs and help to indicated which municipality is responsible that section of trail.

Municipality Palettes

For the Frontenac Portion of the trail, K&P adopted “Forest Dark” and “Lake” from the County of Frontenac colour palette.

For the City of Kingston portion of the trail, K&P adopted “Sky” and “Brick” from the City of Kingston colour palette.

When choosing colours to borrow for the K&P logo, care must be taken that there is enough contrast between the colours and the background, and that the colours have a similar “value” so that the logo appears balanced.

FRONTENAC

KINGSTON

County of Frontenac Palette

Forest Dark
Pantone 349
R0 G102 B51
C90 M35 Y95 K30
#006633

Lake
Pantone 285
R3 G132 B66
C90 M48 Y0 K0
#0072CE

City of Kingston Palette

Sky
Pantone 286
R50 G85 B164
C87 M59 Y0 K0
#3255A4

Brick
Pantone 201
R161 G87 B96
C8 M89 Y59 K22
#A15760

K&P trail

K&P trail

Shared Palette

The signage system also has a shared palette that helps tie the entire signage system together and creates consistency making it easier for users to read the maps.

Black and white are also part of the shared palette.

Shared Palette

Old Paper
Pantone 7499
R260 G237 B188
C0 M3 Y15 K0
#FAEDBC

Vegetation
Pantone 7485
R213 G228 B192
C17 M0 Y34 K0
#D5E4C0

Waterbodies
Pantone 635
R172 G227 B239
C36 M0 Y2 K0
#ACE3EF

Map Contours
Pantone 2007
R226 G168 B85
C8 M36 Y99 K0
#E2A855

Buildings
Pantone 480
R195 G164 B146
C24 M33 Y47 K0
#C3A492

Dividing Shapes

The shapes used for dividing space on the signs are inspired by the shapes used in the identities of the municipalities where the signs are located. Sometimes the shapes have been flipped to accommodate content.

Municipality Logo

Municipal logos are placed on the bottom right side of the signs in white.





Fonts

Fonts used for the signage correspond to the official fonts of the municipality to conform to their visual identity guidelines. For maximum legibility sans serif fonts should be chosen. If there is not an "official" font, Avenir is a good default choice.

Frontenac – Gotham

The country of Frontenac uses "Gotham" as their corporate font and signage font.

Gotham Regular — AaBbCcDdEeFfGgHhIiJjKk
LlMmNnOoPpQqRrSsTtUuVvWwXxYyZz 1234567890

Gotham Medium — AaBbCcDdEeFfGgHhIiJjKk
LlMmNnOoPpQqRrSsTtUuVvWwXxYyZz 1234567890

City of Kingston – Avenir

The City of Kingston uses "Avenir" for their K&P signage.

Avenir Book — AaBbCcDdEeFfGgHhIiJjKk
LlMmNnOoPpQqRrSsTtUuVvWwXxYyZz 1234567890

Avenir Medium — AaBbCcDdEeFfGgHhIiJjKk
LlMmNnOoPpQqRrSsTtUuVvWwXxYyZz 1234567890

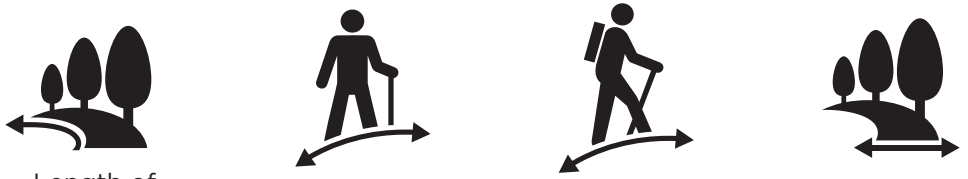
Avenir Heavy — AaBbCcDdEeFfGgHhIiJjKk
LlMmNnOoPpQqRrSsTtUuVvWwXxYyZz 1234567890

Signage Symbols

Permitted Uses Symbols

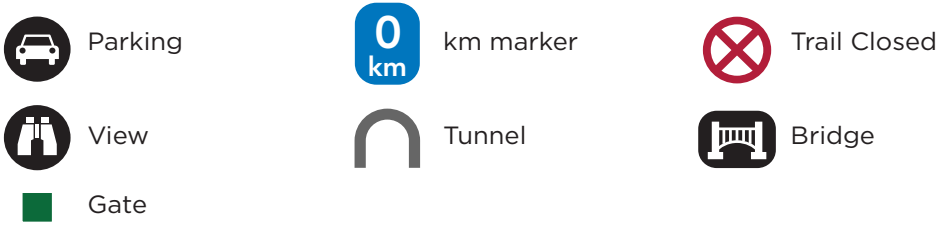


Slope Symbols



Length of Segment | Cross Slope | Running Slope | Trail Width

Map Legend Symbols



Parking | km marker | Trail Closed

View | Tunnel | Bridge

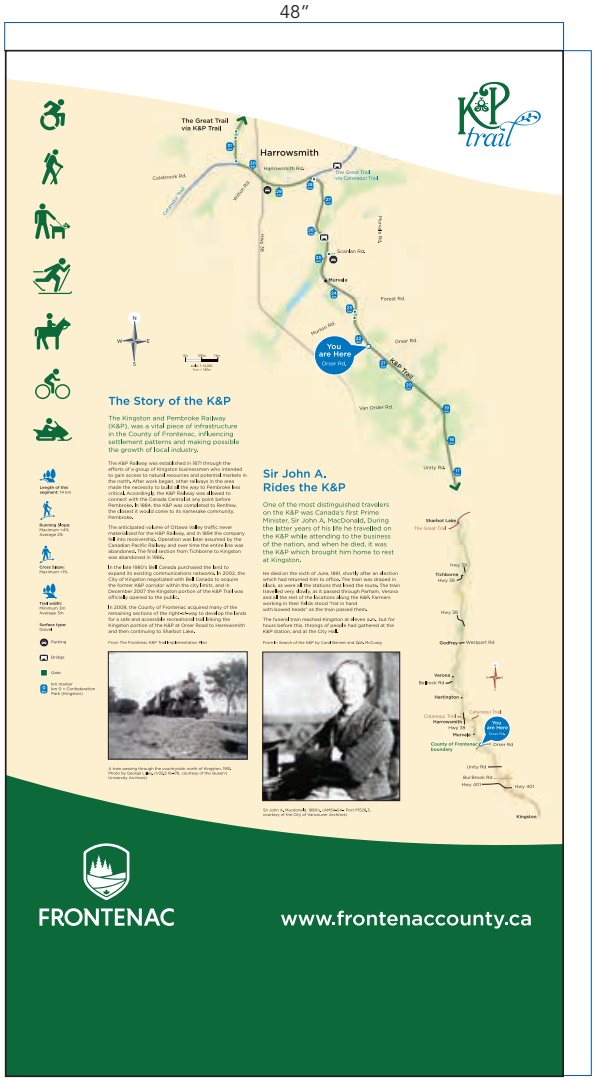
Gate

Kiosks

Kiosks are placed at prominent intersections along the trail in Frontenac Country.

Kiosks have a full trail map, and a localized map. They have use icons, slope data, and interpretive information.

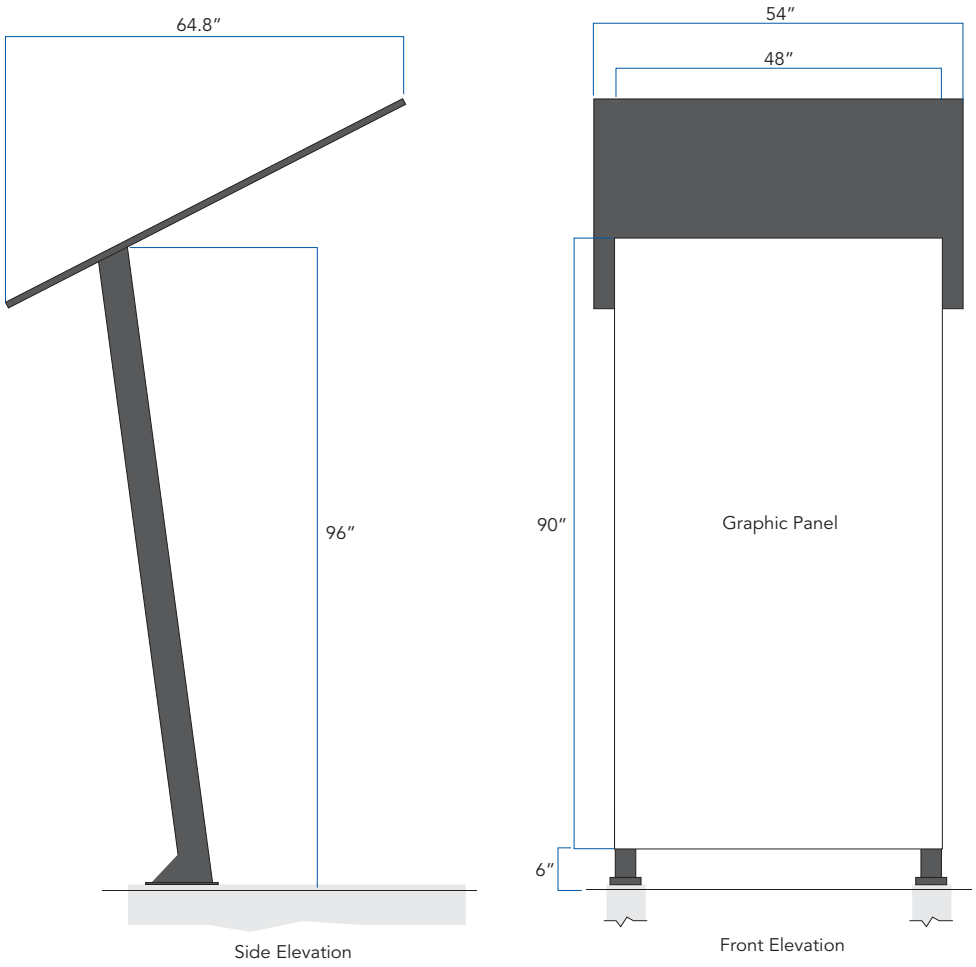
Material for graphic panel: digital high pressure laminate (Folia – or approved alternate) 1/2" (no exposed fasteners)



Kiosk Frame

Kiosks have a roof.

Frame detail: All welded steel construction 4x4 square tube power coat black typical. Anchor Cage set into concrete footing



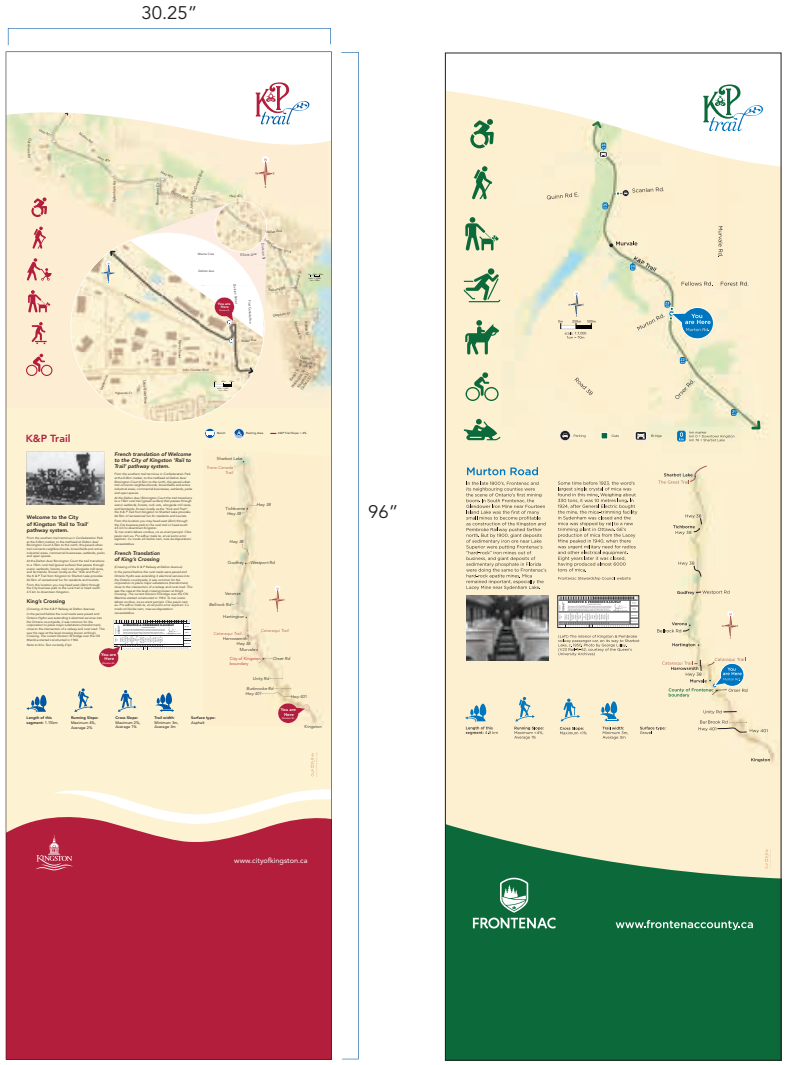
Tall Boy Sign

Tall Boys are placed at prominent intersections along the trail.

Tall Boy Front

Tall boys have a full trail map, and a localized map. Urban tall boys have an additional enlarged map. They have use icons, slope data, and interpretive information.

Material for graphic panel: digital high pressure laminate (Folia – or approved alternate) 1/2" (no exposed fasteners)



Tall Boy Back

Tall boy backs are optional, depending on the placement of the sign, and visibility of the back. The current tall boy backs consist of historical photos of the K&P railroad. Other options for the backs include public art with a nature, recreation or train theme.

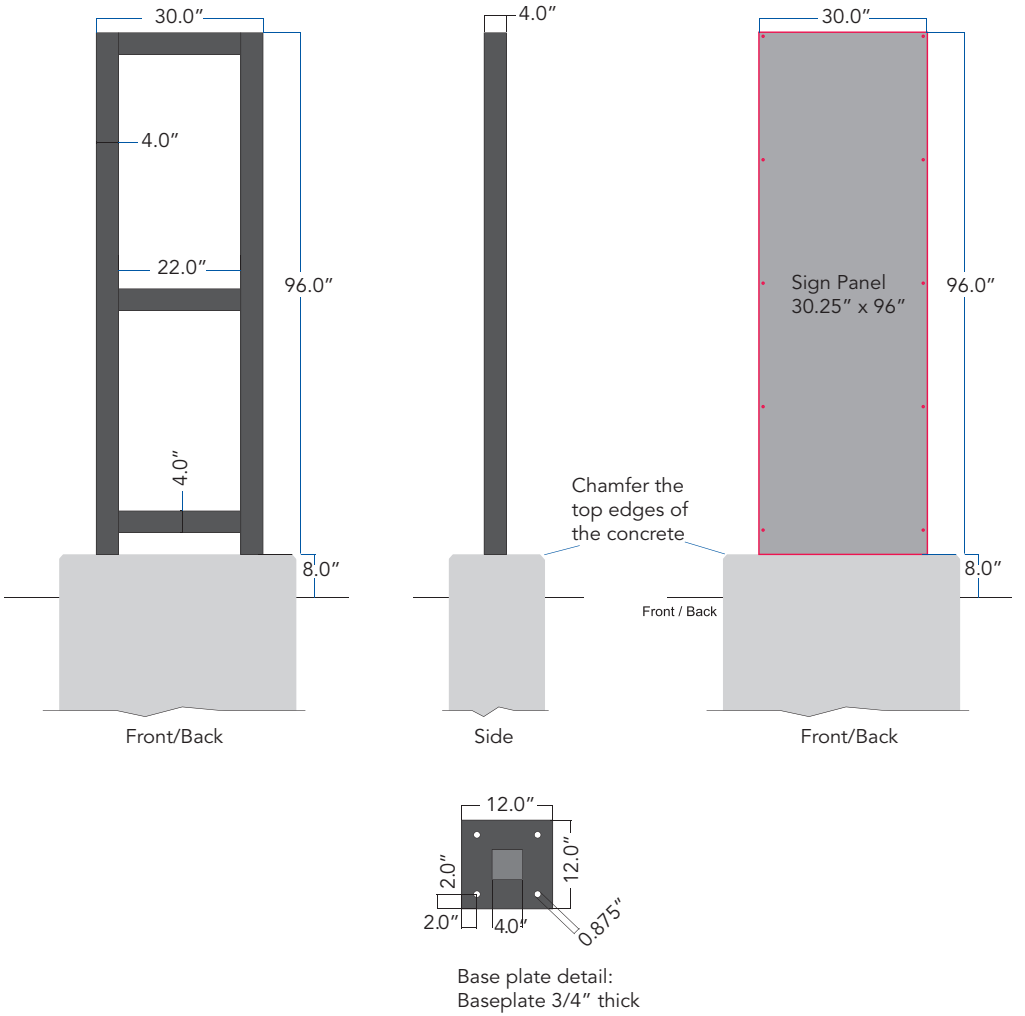
Material for graphic panel:
080 aluminum



Back

Tall Boy Frame

Frame detail: All welded steel construction 4x4 square tube power coat black typical 4-bolt (1/2 x 30) Anchor Cage set into concrete footing

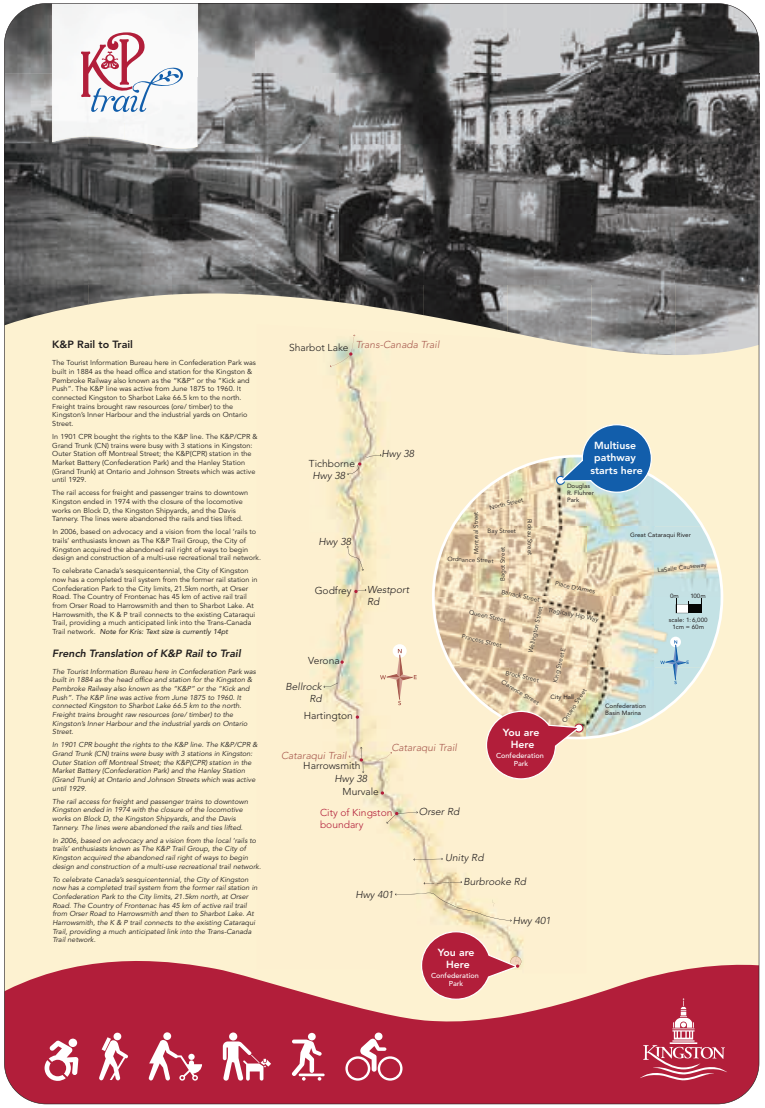


Park Sign Vertical

20” x 30”

The 20”x 30” park sign is to be placed in a prominent location, with high pedestrian traffic. It contains a full trail map, localized map as well as overall trail information. It’s intended to inform park users that the K&P trail is nearby, and direct them to the trailhead.

Material for graphic panel: digital high pressure laminate (Folia – or approved alternate) 1/2” (no exposed fasteners)

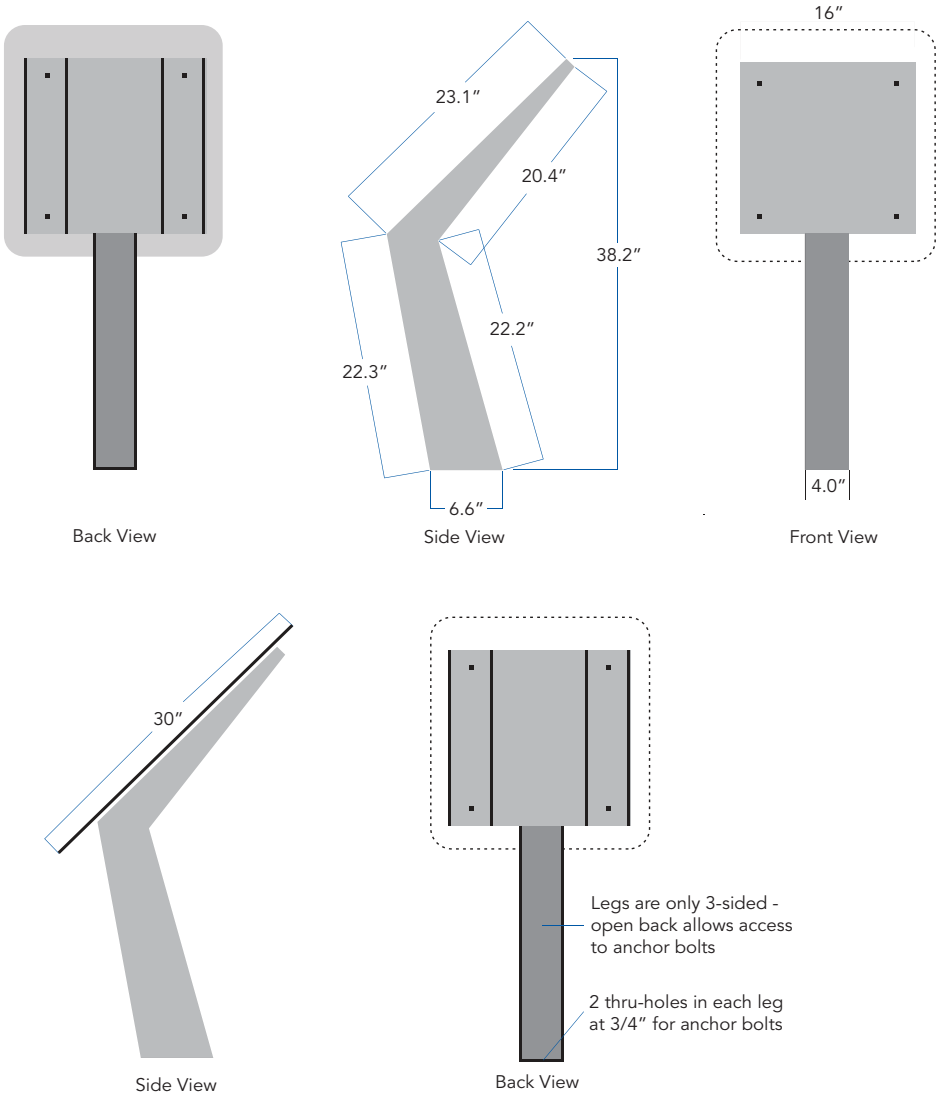


Vertical Park Sign Structure

Galvanized steel

2-bolt set into 1.5m x 1.5m concrete slab. (sign installer will be required to install the pad). Archaeology will be cleared by the City of Kingston.

Construction method is a rough guide, structural measurements are approximate.



Park Sign Horizontal

60” x 36”

The 60”x36” park sign is to be placed in a prominent location, with high pedestrian traffic. It contains a full trail map, localized map as well as overall trail information. It’s intended to inform park users of the K&P trailhead.

Material for graphic panel: digital high pressure laminate (Folia – or approved alternate) 1/2” (no exposed fasteners)

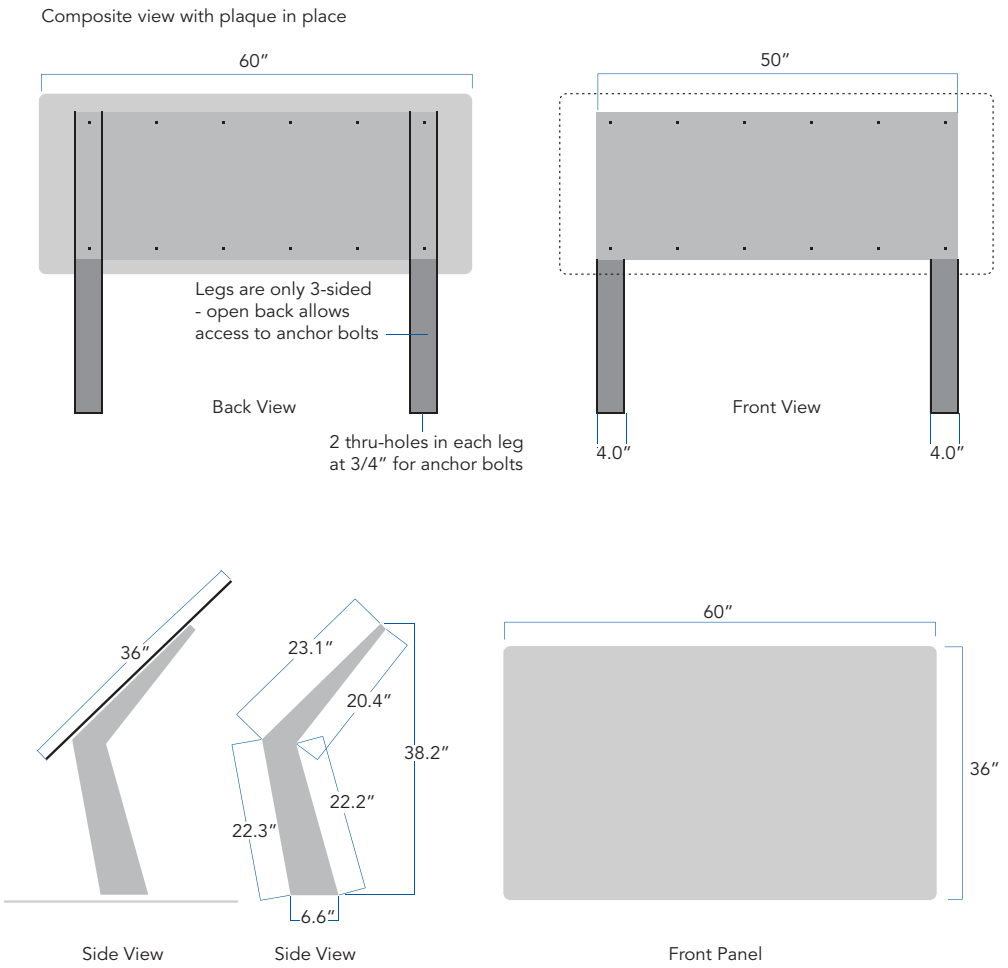


Horizontal Park Sign Structure

Galvanized steel

2-bolt set into concrete slab (provided)

Construction method is a rough guide, structural measurements are approximate.



Wayfinding Signs 18” x 24”

18x24 wayfinding sign are placed at secondary intersections along the trail. These maps have a localized map, use icons, slope data, and interpretive information.

Material for graphic panel:
080 aluminum
Rounded corners on panel.





Wayfinding Sign Structure

Sign detail: 2 3/8” round galvanized steel post set into concrete footing

Construction method is a rough guide, structural measurements are approximate.

Historical Sign

12” x 18”

Historical signs are used for interpretive stories in areas where a tall boy would be too costly.

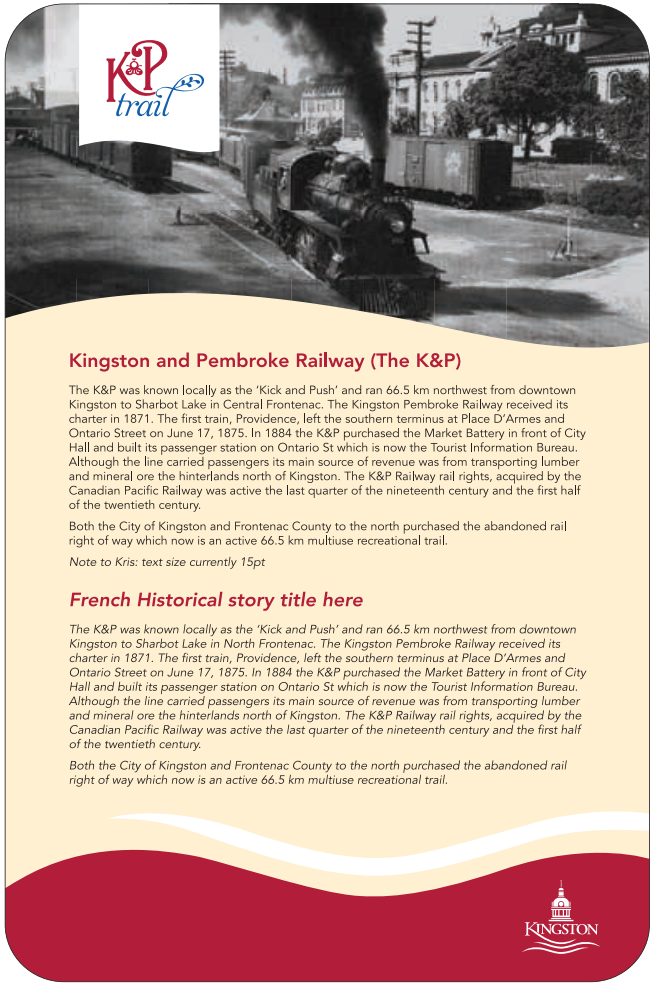
Material for graphic panel:
080 aluminum

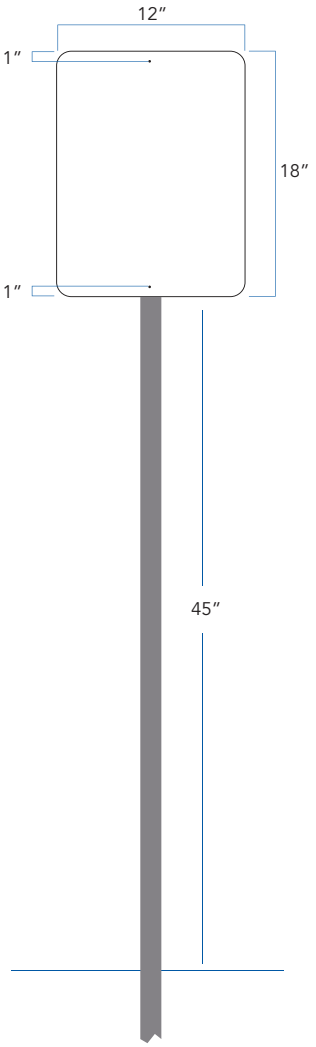
Rounded corners on panel.

12” x 18” Sign Structure

Sign detail: U-channel galvanized steel post

Construction method is a rough guide, structural measurements are approximate.





km marker

3” x 6”

The City of Kingston places km markers every 500m. The County of Frontenac places km markers every 1km. These markers are an important safety feature, as they allow trail users to give an approximate location to emergency services should they need medical help.

Material for graphic panel:
080 aluminum

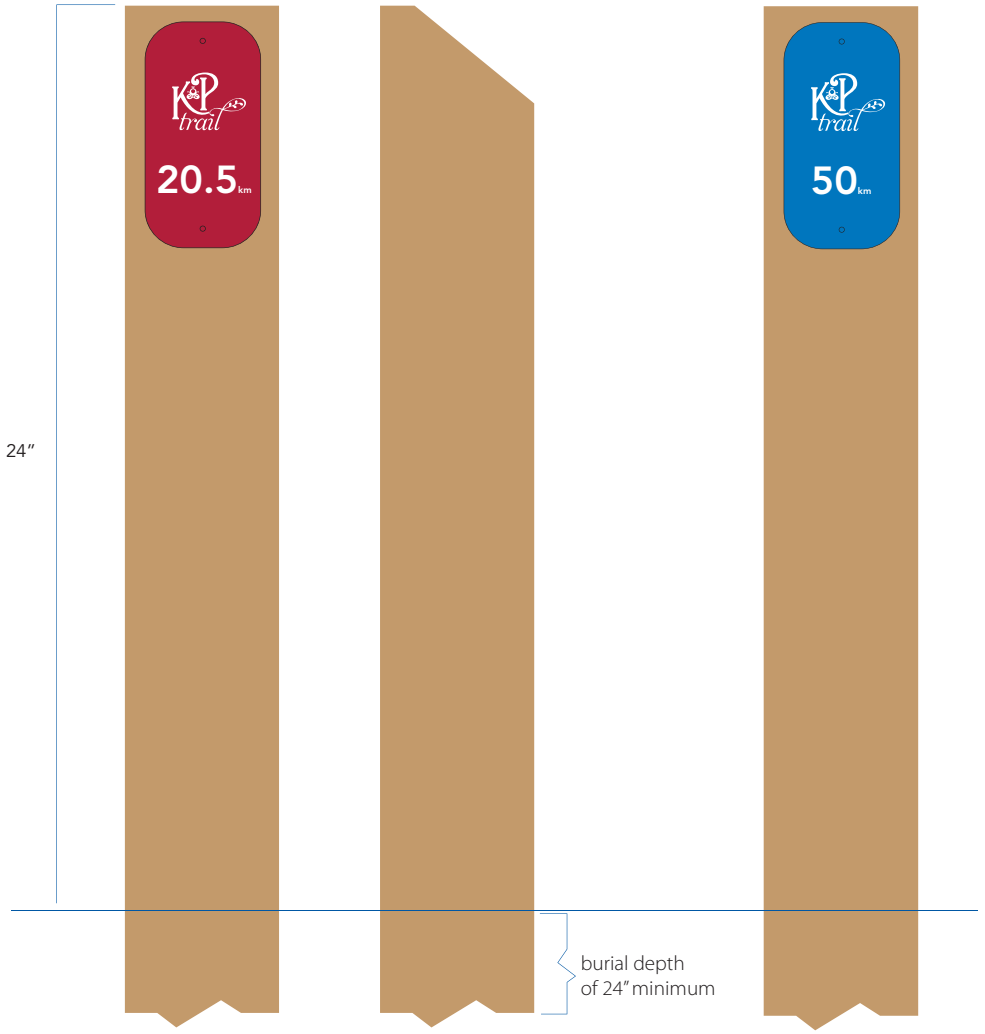
Rounded corners on panel.
Holes for mounting



km marker structure 2’

5” round cedar posts or 4x4 square cedar posts.

Top is angle cut to allow for water run-off.



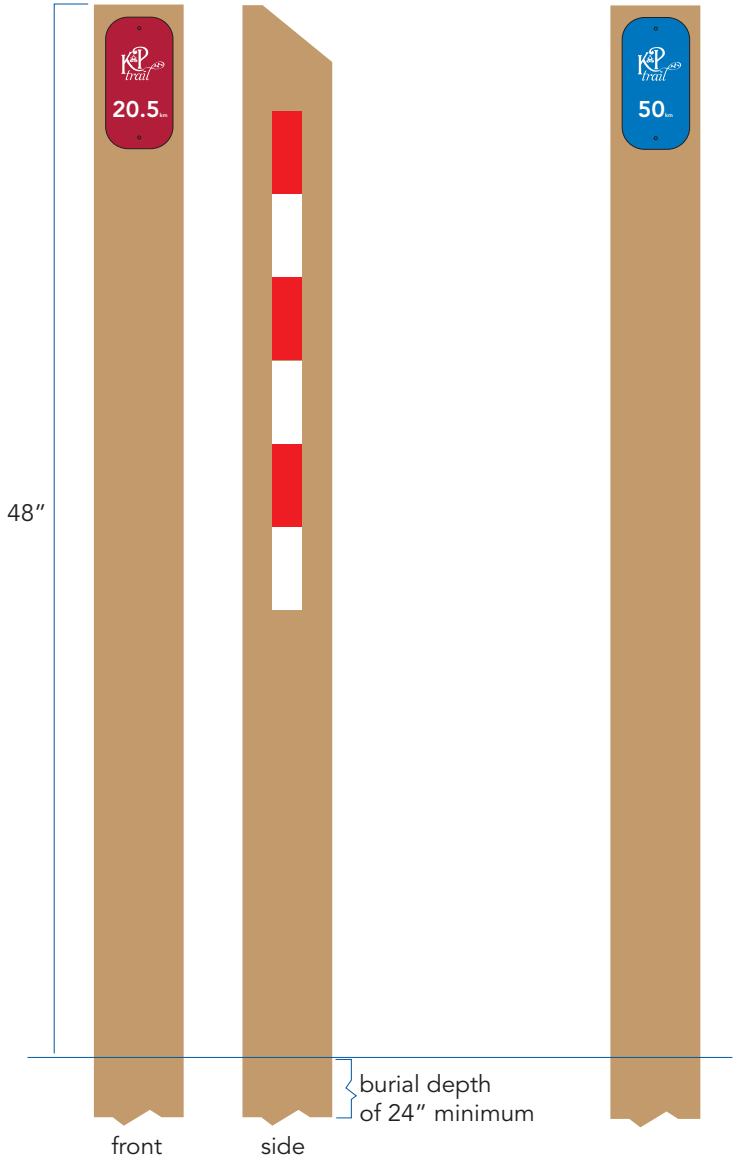
km marker structure 4’

5” round cedar posts or 4x4 square cedar posts.

Top is angle cut to allow for water run-off.

Reflective Tape on side

https://www.uline.ca/Product/Detail/S-6735/Safety-Reflective-Tape/3M-Reflective-Conspicuity-Tape-2-x-150-Red-White?pricode=YF962&gadtype=pla&id=S-6735&gclid=EAIaIQobChMI5qz1puCV6wIVDMDICh2exwNYEAQYASABEgL9D_D_BwE&gclsrc=aw.ds

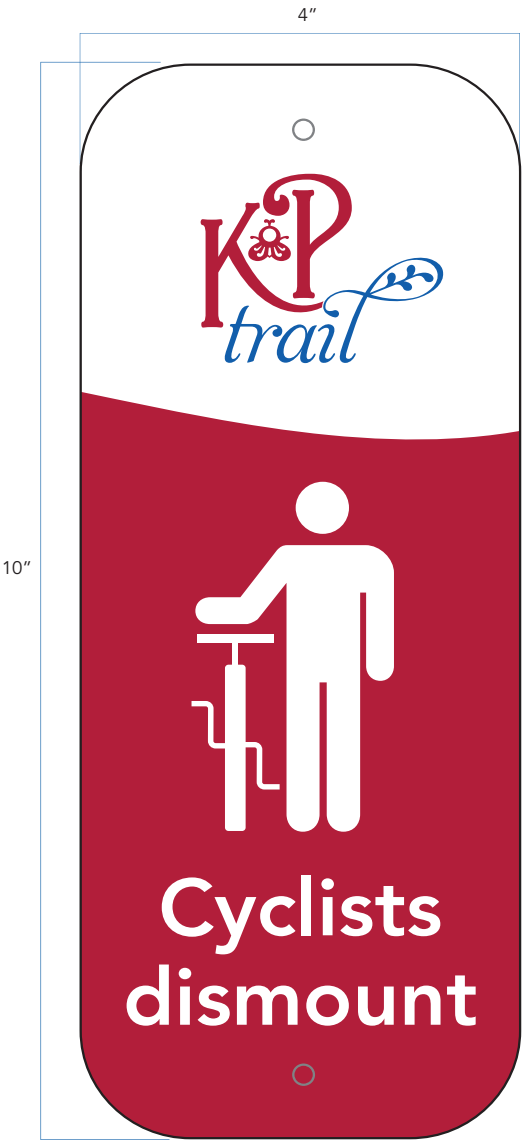


Blade

4” x 10”

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





Blade structure

Sign detail:
U-channel galvanized steel post

Construction method is a rough guide, structural measurements are approximate.

Medium Arrow

5” x 8”

Arrows are used to direct trail users around corners when it is difficult to see where the trail continues. They may also indicate to that the trail is nearby on secondary roads. 5”x8” arrows are used in Frontenac County.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.

Medium Arrow structure

Sign detail:
U-channel galvanized steel post

Construction method is a rough guide, structural measurements are approximate.



Small Arrow

3” x 6”

Arrows are used to direct trail users around corners when it is difficult to see where the trail continues. They may also indicate to road traffic that the trail is nearby. Small arrows are used by the City of Kingston.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.

Small Arrow structure

Sign detail:
U-channel galvanized steel post

Construction method is a rough guide, structural measurements are approximate.



Partner Signs

Partner signs can be added under other sign types when required. The example shown is the partner sign with the 18x24 wayfinding sign

6” x 6”

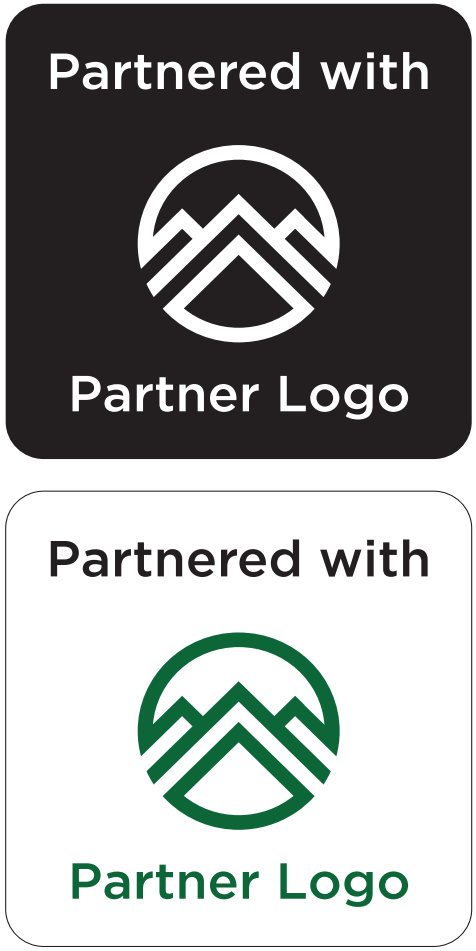
The small 6” square partner sign can be used for a single vertical or square shaped logo. The background of the sign can be black or white, depending on the colours of the partner logo. Black is preferred if possible.

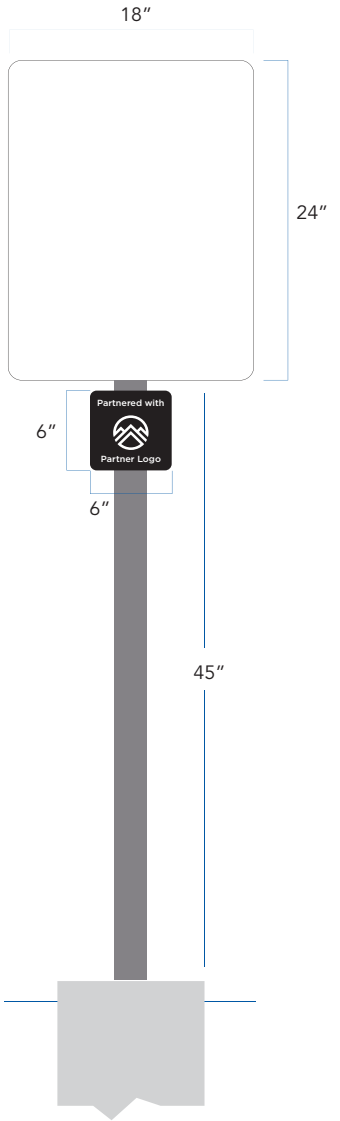
Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.

Partner sign structure

Sign detail:
Mounted as an addition to any other sign





6” x 12”

The 6”x12” rectangle partner sign can be used for a single horizontal shaped logo or two square or vertical shaped logos. The background of the sign can be black or white, depending on the colours of the partner logo. Black is preferred if possible.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.

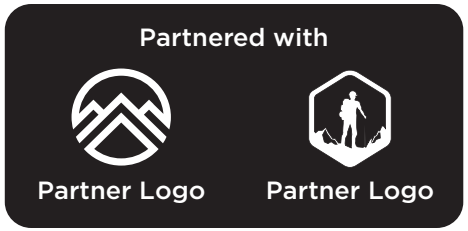
Partner sign structure

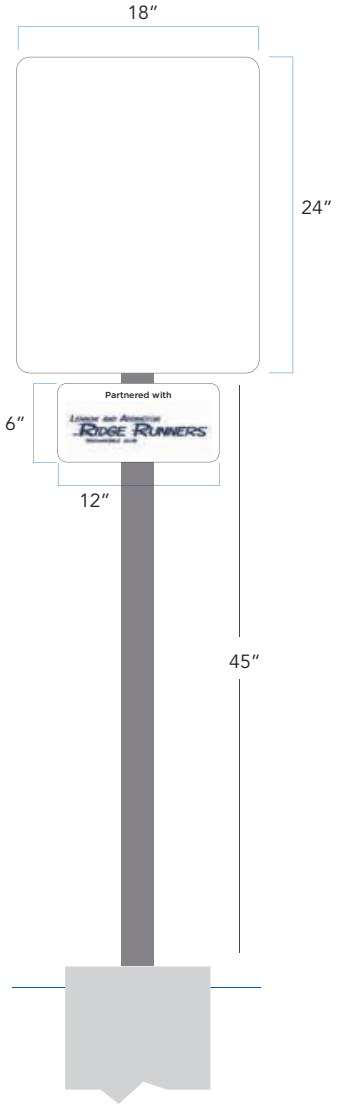
Sign detail:
Mounted as an addition to any other sign











12” x 12”

The large 12”x12” rectangle partner sign can be used for two horizontal shaped logos or one square/vertical shaped logo and one horizontal shaped logo. The background of the sign can be black or white, depending on the colours of the partner logos. Black is preferred if possible.

Material for graphic panel:
080 aluminum

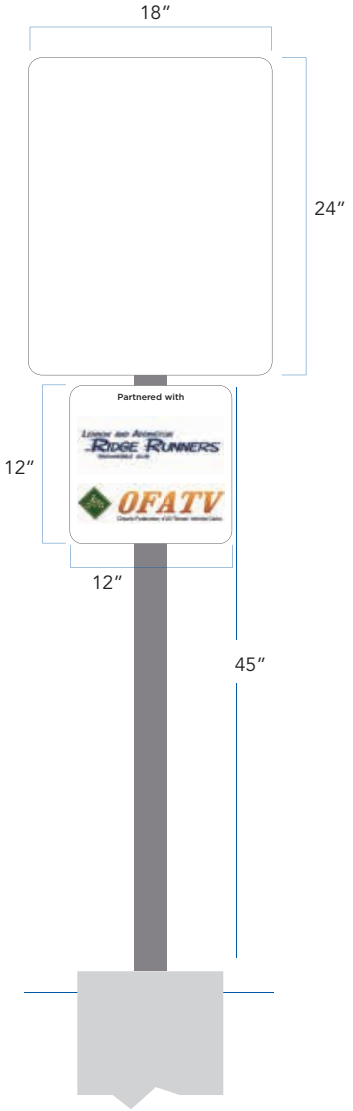
Rounded corners on panel.
Holes for mounting.

Partner sign structure

Sign detail:
Mounted as an addition to any other sign







Speed Limit Signs

Standard Speed Limit Sign 12” x 18”

The standard speed signs should be posted outside community safety zones.

Material for graphic panel:
080 aluminum

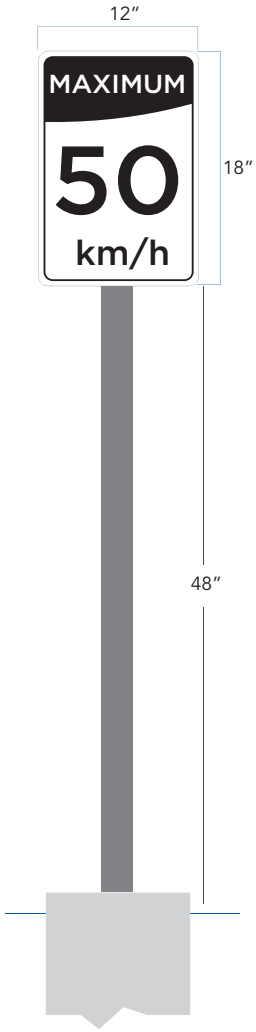
Rounded corners on panel.
Holes for mounting.

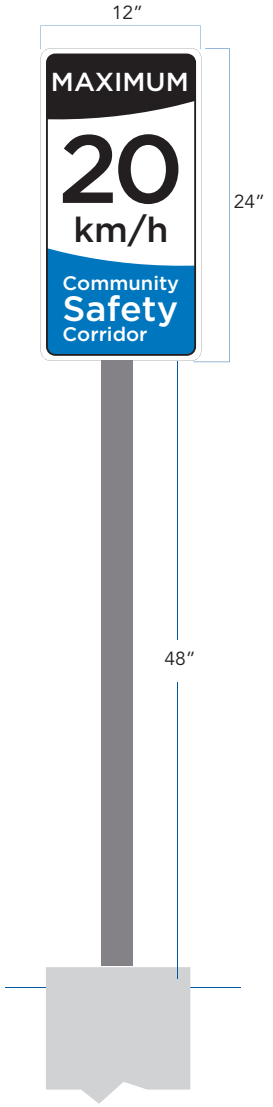
Small Community Safety Sign 12” x 18”

The small community safety speed limit signs should be posted in community safety corridors.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





Large Community Safety Sign 48” x 48”

The large community safety speed limit signs should be posted at the community safety corridor entrance points.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.



Regulatory Signs

Standard Regulatory Sign
12” x 18”

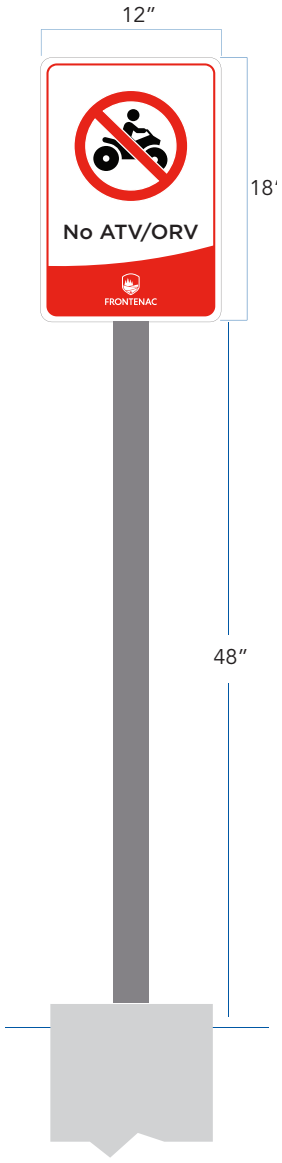
Material for graphic panel:
080 aluminum

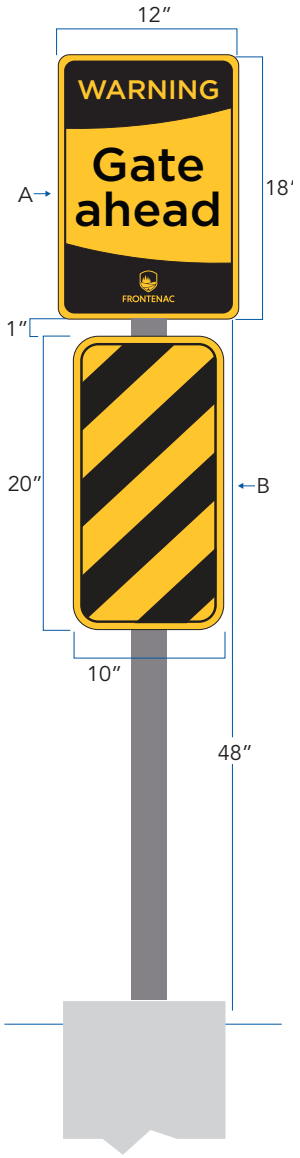
Rounded corners on panel.
Holes for mounting.

Gate Ahead Sign
A: 12” x 18”
B: 10” X 20”

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





Gate Mounted Sign
A: 12” x 18”

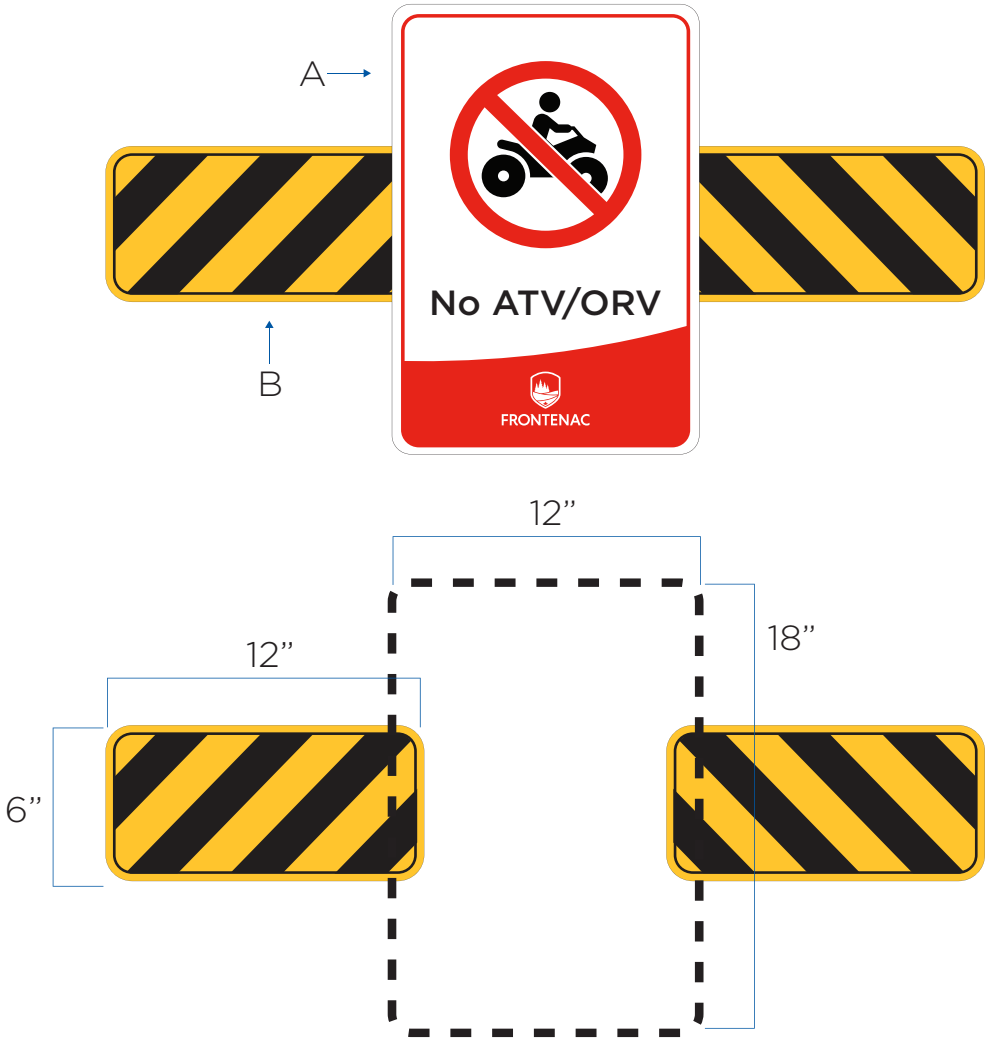
Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.

B: 12” x 6” x 2

“Off the shelf” Bridge markers:

CTM Canadian Trail Makers
C-36L, C-35R



Standard Regulatory Sign Examples 12” x 18”

Standard Regulatory Sign Examples 12” x 18”



Business Signs (Pay-to-Play)

6-Space Below Large Wayfinding Sign 18” x 8”

Business signs can be placed below 24” x 32” wayfinding signs if there more than 3 businesses.

Material for graphic panel:
080 aluminum

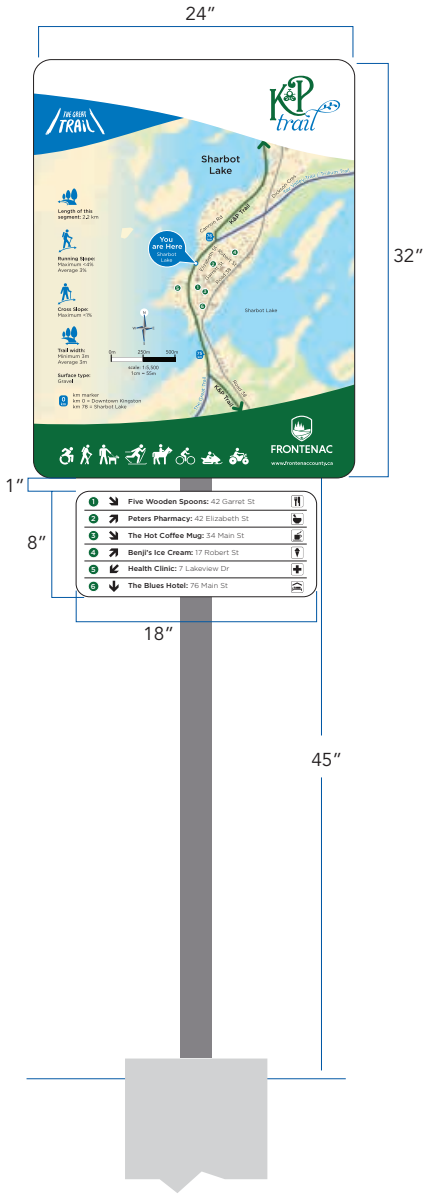
Rounded corners on panel.
Holes for mounting.

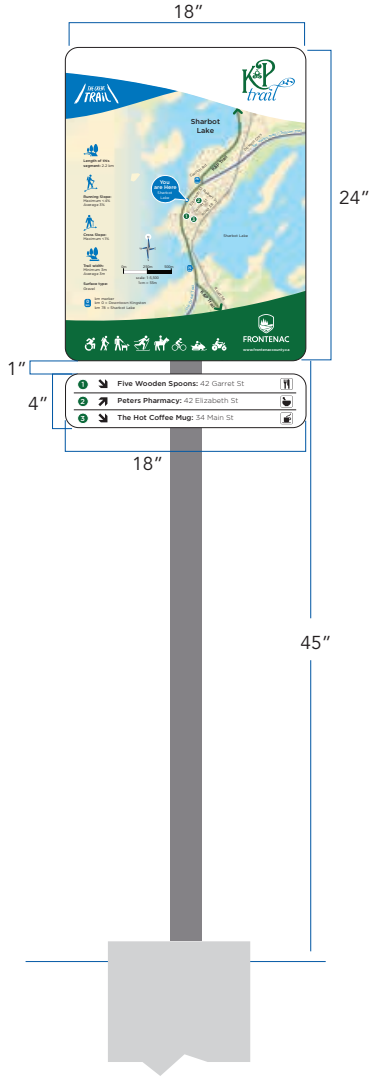
3-Space Sign Below Regular Wayfinding Sign 18” x 4”

Business signs can be placed below 18” x 24” wayfinding signs if there are 3 or less businesses.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





Number Decals
0.5” x 0.5”

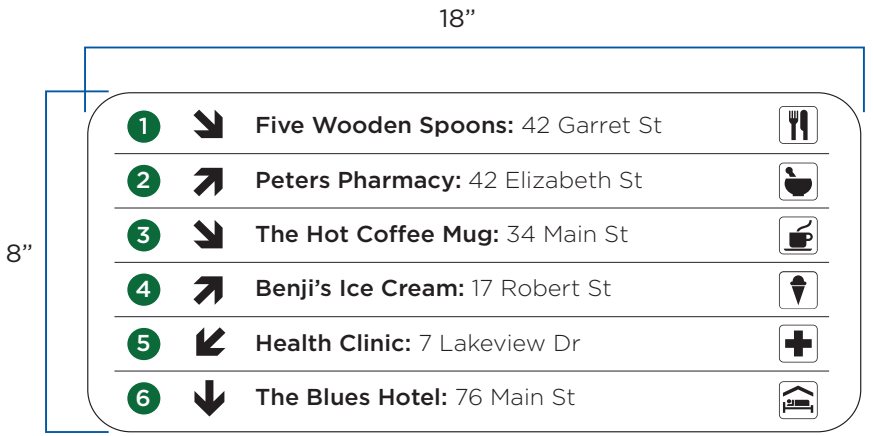
Stickers should be placed on the map at the approximate locations of businesses.

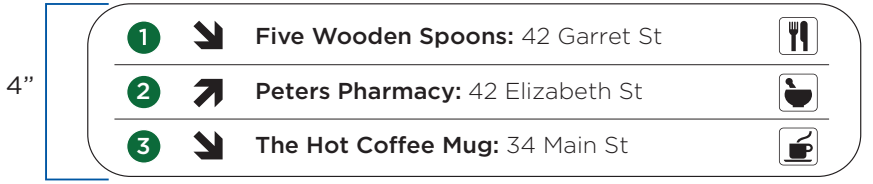
Material for decals:
Vinyl

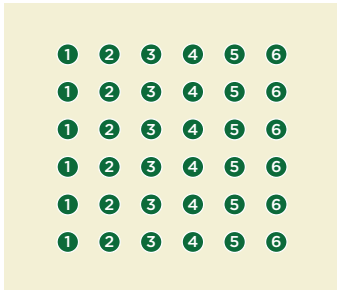
Replacement Decals
15” x 1”

If a business chooses to remove their name from the sign, their space can be replaced with a new business with replacement decals.

Material for decals:
Vinyl







Number Decals
0.5” x 0.5”



Replacement Decals

4-Space Tallboy Decal
18” x 8”

Decal placed in-line with paragraphs above, below slope data. Maximum 4 spaces for business names.

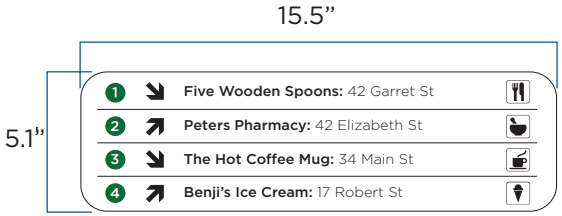
Material for decals:
Vinyl

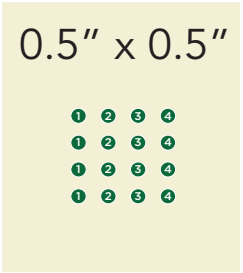
Number Stickers
0.5” x 0.5”

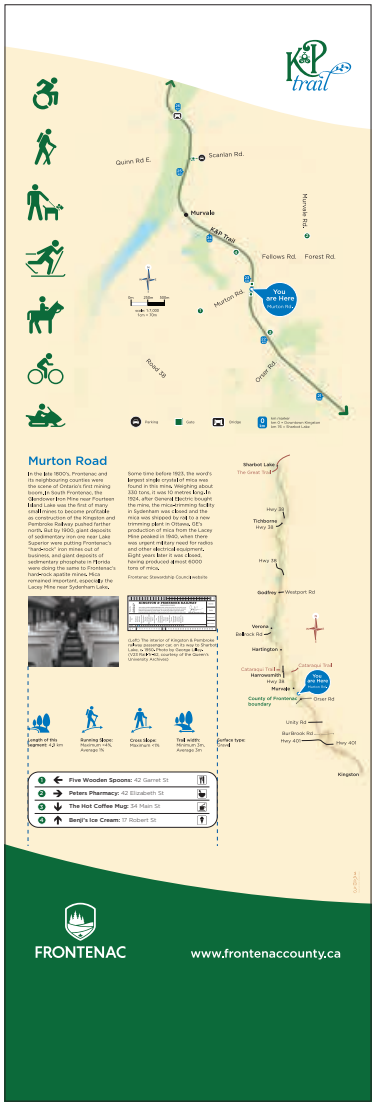
Stickers should be placed on the map at the approximate locations of businesses.

Material for decals:
Vinyl

Note: If a business chooses to remove their name from the sign, the full Tallboy Decal should be replaced.







Business Arrow Blades
Variable width x 4”

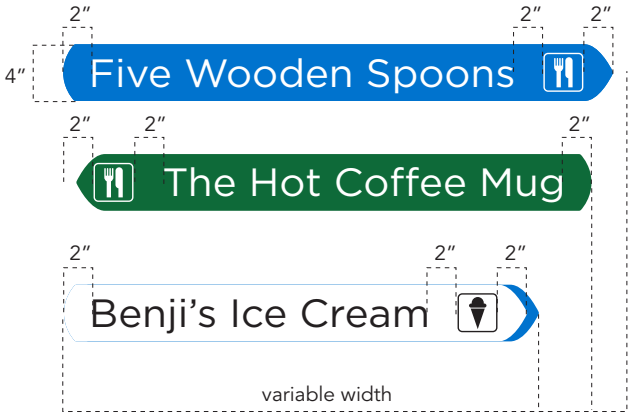
Arrow Blades can help trail users know when to exit the trail for the pay to play and other amenities.

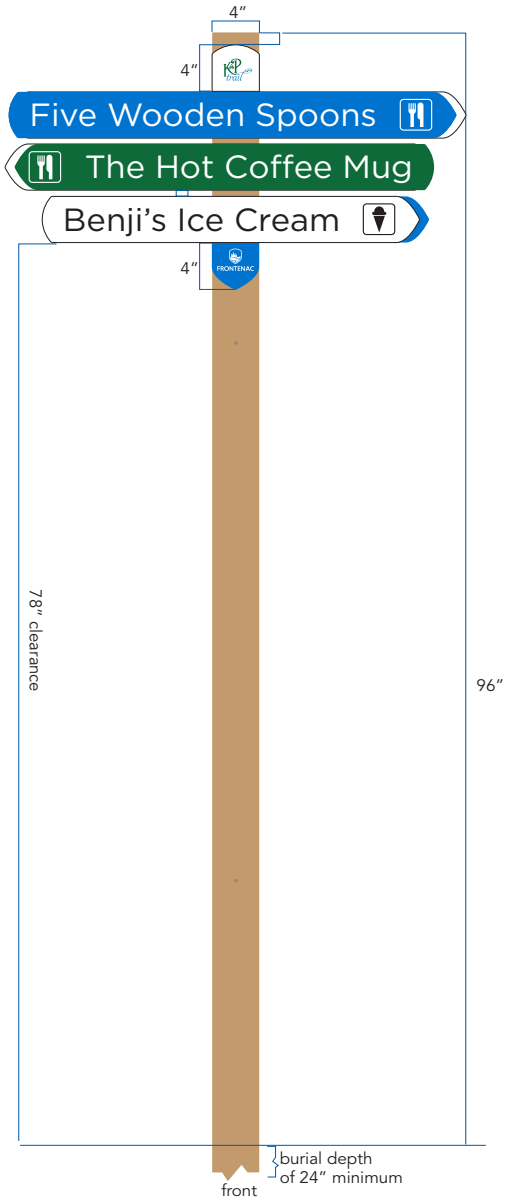
Icons are used instead of business logos for trail brand consistency and legibility.

Care should be taken that there is enough head clearance when placing these signs.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





Village and Road Crossing Blades

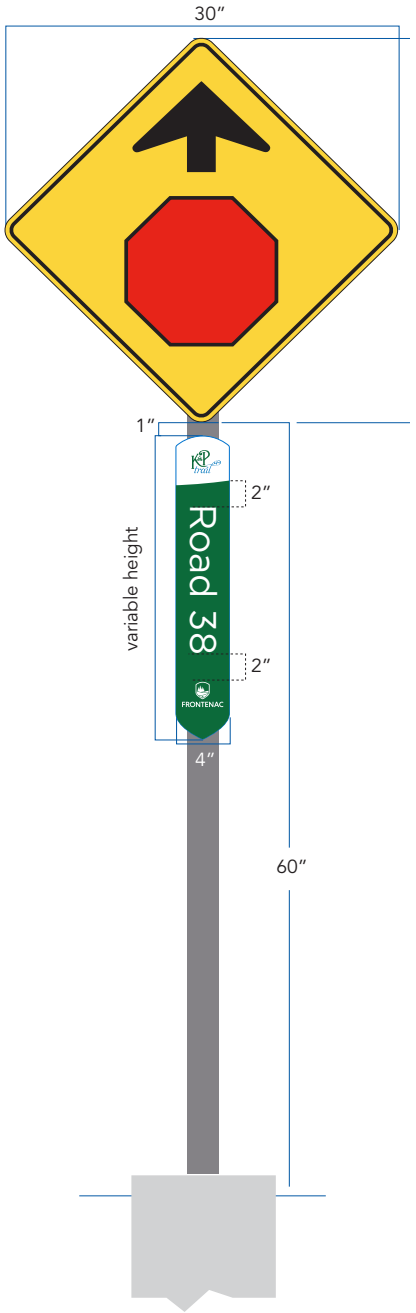
Road Crossing Blade
4” x variable height

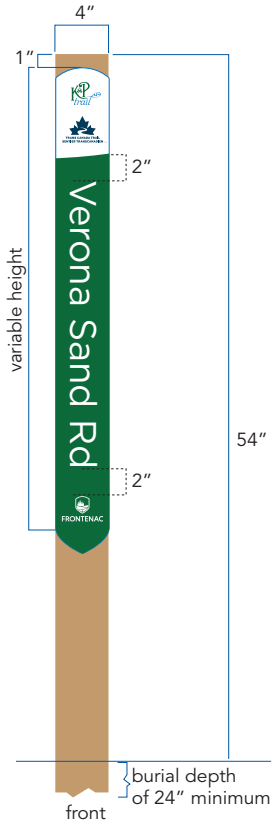
Road crossing blades can be placed before or at road intersections. They can be placed on their own 4” x 4” post, share a post with a km marker or can be placed below other signs. If using a separate post, the post should have an above ground height of about 54”.

The Trans Canada Trail logo can be included when appropriate.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





Village Blade
4” x variable height

Village blades can be placed at village entrances. They should be placed on their own 4” x 4” post with an above ground height of about 72” to give the blade prominence.

An arrow can be added if necessary to indicate the direction of the village.

The Trans Canada Trail logo can be included when appropriate.

Material for graphic panel:
080 aluminum

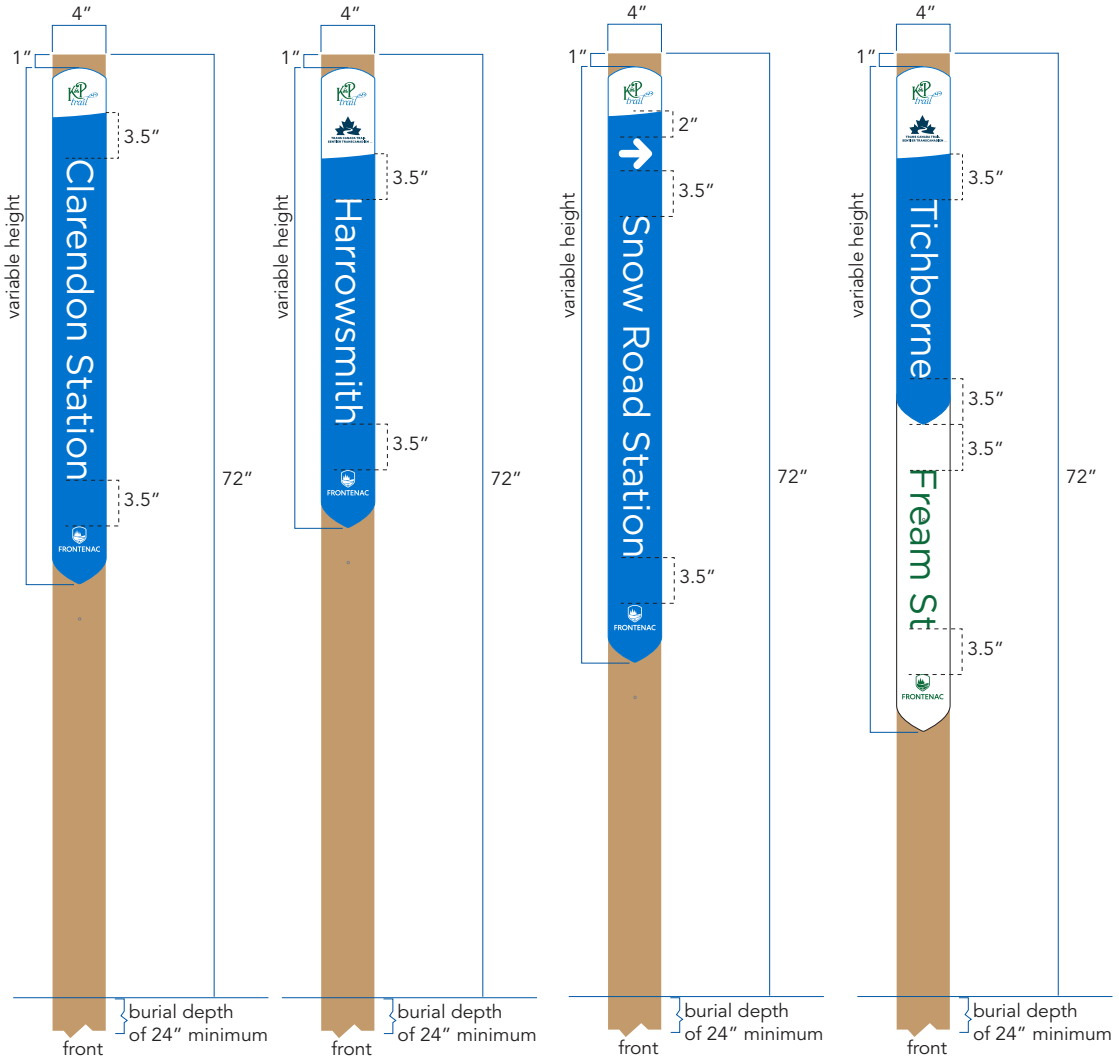
Rounded corners on panel.
Holes for mounting.

Village & Road Crossing Combination Blade
4” x variable height

When the village entrance coincides with an intersection the combination blade should be used.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.



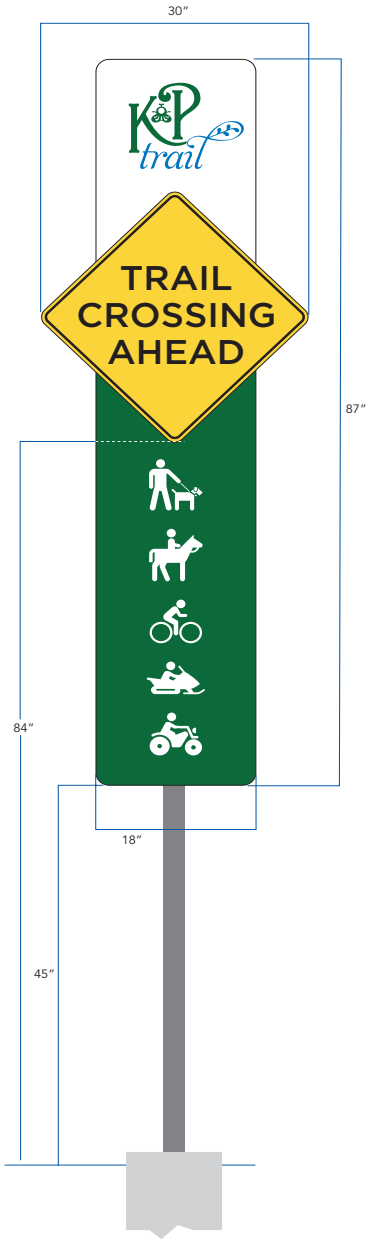
Road Signs

Road Crossing Blade
30” x 87”

Road crossing blades can be placed before or at road intersections. They can be placed on their own 4” x 4” post, share a post with a km marker or can be placed below other signs. If using a separate post, the post should have an above ground height of about 48”. .

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





Trail Access Blade
18” x 68”

Trail Access blades can be placed along roadways to indicate trail access points.

Material for graphic panel:
080 aluminum

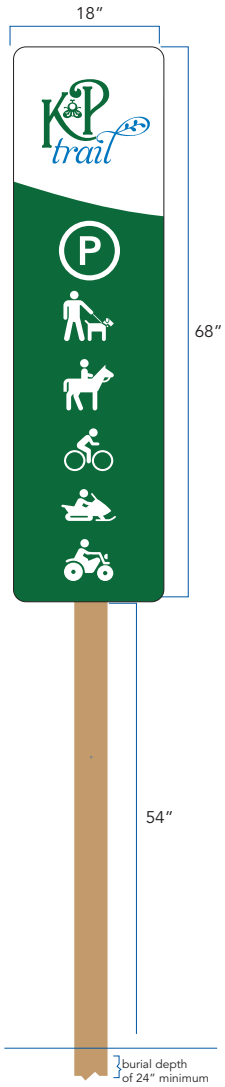
Rounded corners on panel.
Holes for mounting.

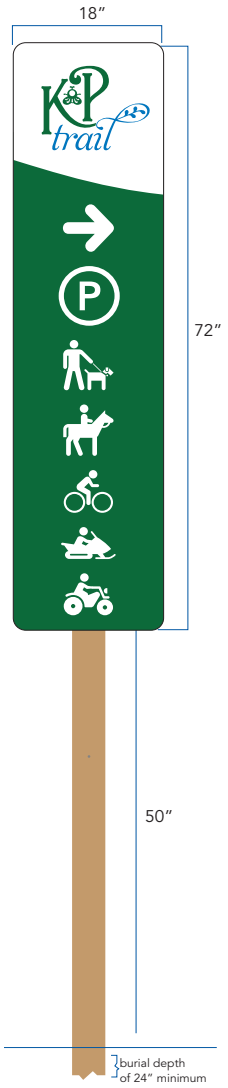
Trail Access Directional Blade
18” x 72”

Trail Access Directional blades can be placed along roadways to indicate trail access points when a directional arrow is needed.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





Trail Access Sign
42” x 68”

Trail Access signs can be placed along roadways to indicate major trail access points.

Material for graphic panel:
080 aluminum

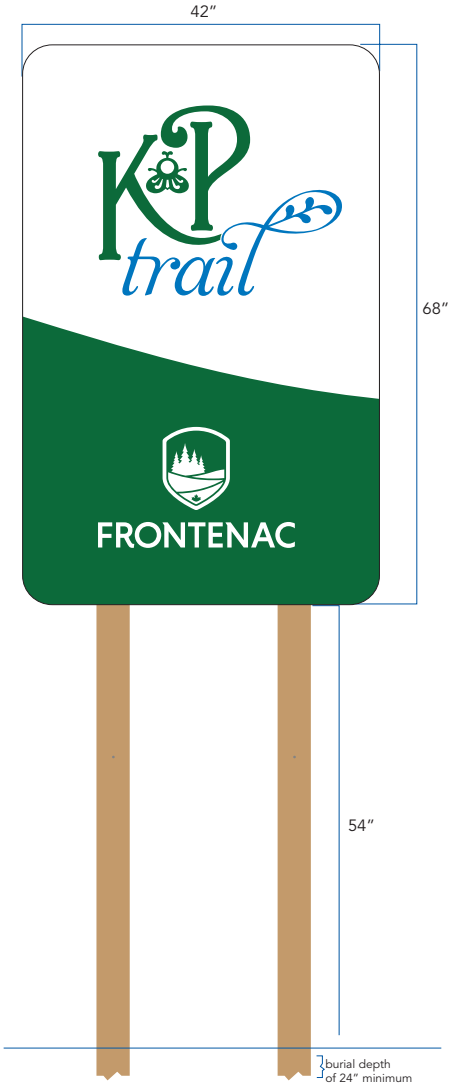
Rounded corners on panel.
Holes for mounting.

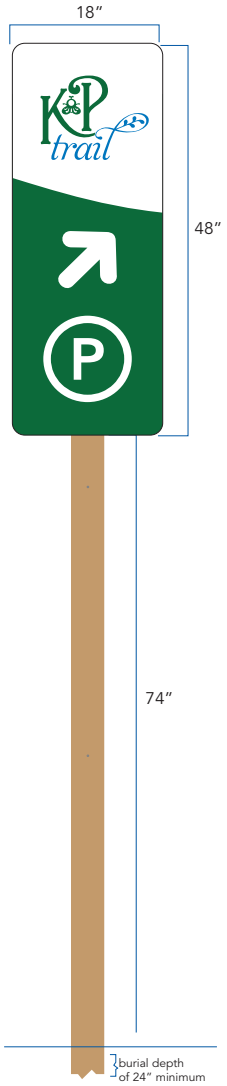
Trail Parking Directional Blade
18” x 48”

Trail Parking Directional blades can be placed along roadways to indicate trail parking lots.

Material for graphic panel:
080 aluminum

Rounded corners on panel.
Holes for mounting.





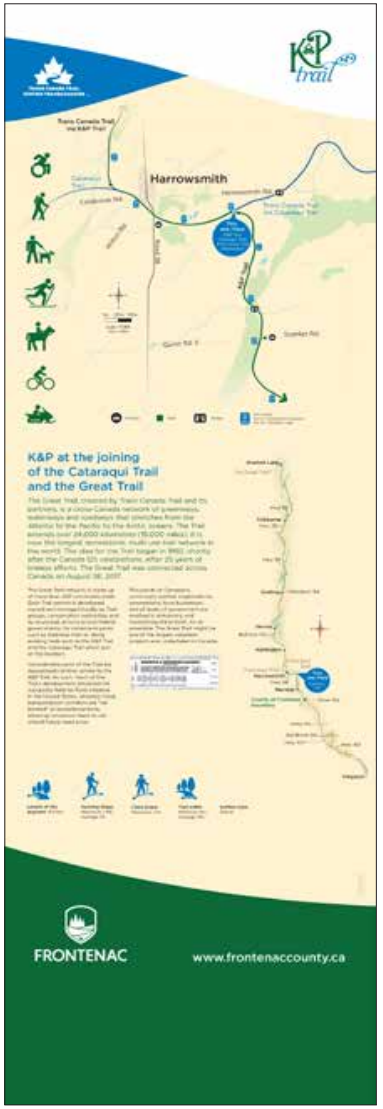
Trans Canada Trail

The stretch of the K&P Trail between Harrowsmith and Shabot Lake is also part of the Trans Canada Trail. Once in Sharbot Lake users can connect to an existing trail system that continues north, east or west from there.

The signs in this section have the Trans Canada Trail Logo on the top left as shown.

TRANS CANADA TRAIL
SENTIER TRANSCANADIEN TM/MC

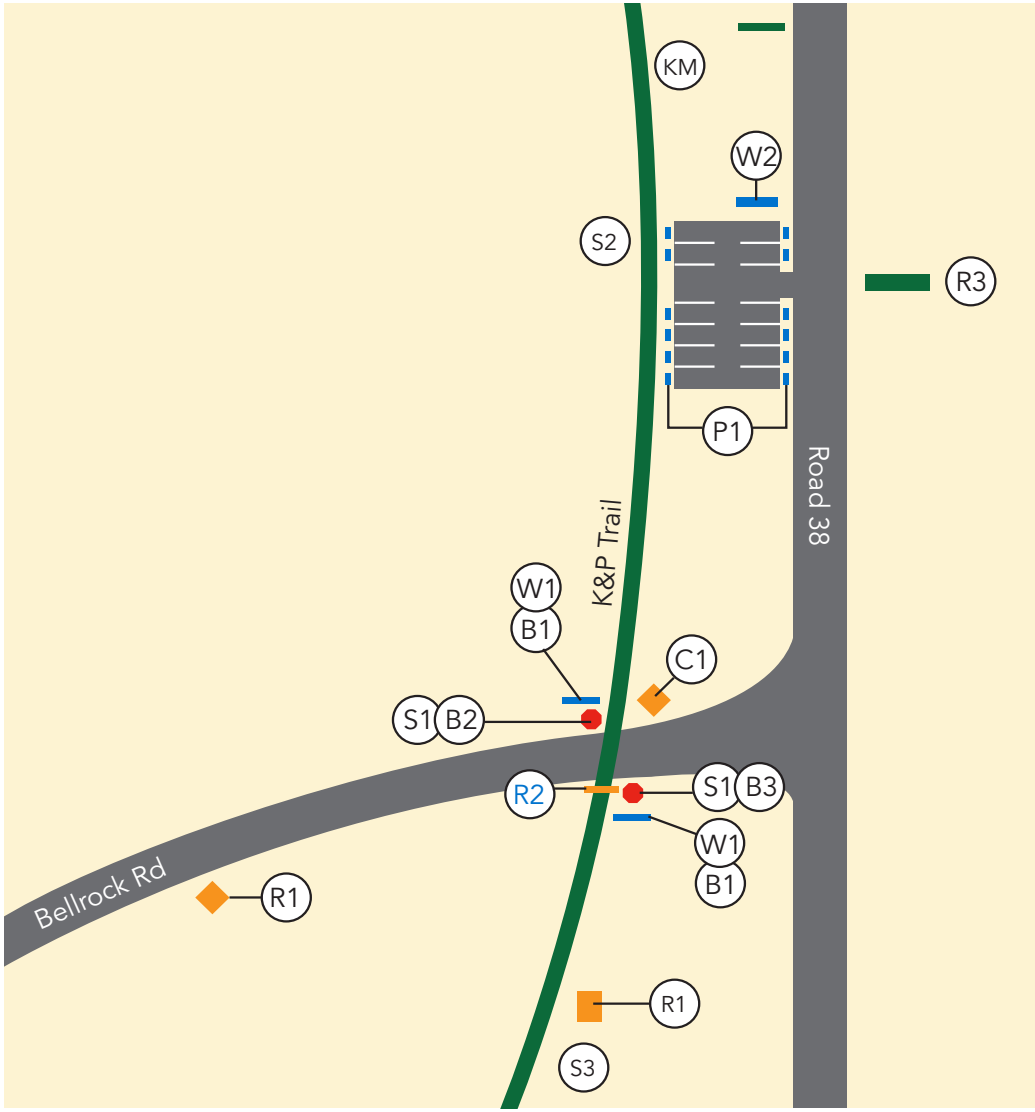




Sign Placement Examples

This is an example of how signs could be placed at a trail access point.

B1 Business Sign (pg 37)
B2 Road Crossing Blade (page41)
B3 Village Blade (pg42)
KM Marker (pg21)
R1 Gate Ahead (pg33)
R2 Gate Mounted Sign (pg34)
P1 Parking (pg36)
R1 Trail Crossing Ahead (pg43)
R2 Trail Access Directional Blade (pg 44)
R3 Trail Access Sign (pg 45)
R4 Trail Parking Directional Blade (pg45)
S1 Speed Limit Sign (pg31)
S2 Speed Limit Community Safety (pg31)
S3 Community Safety Signs (pg32)
W1 Wayfinding 18x24 (pg18)
W2 Kiosk (p9) or Tall Boy (pg11)



County of Frontenac

K&P Trail Management Plan

September 2021



Executive Summary

Trails connect people and places. They also help to develop and instill a sense of community pride. In terms of sustainable recreation a trail is easy to justify economically and environmentally, and in a social and cultural sense. Furthermore, a priority of the County of Frontenac's Strategic Plan is to "refine and invest in efforts to accelerate economic development – grow business attract more visitors and [ultimately] expand the tax base".[1] What better way than with a trail that satisfies these needs, provides low-cost sustainable activity that reduces health costs and attracts people to settle in the community – sustainable growth.

To reduce costs the K&P wandered around obstructions. At the time of construction, the history of the K&P Railway notes that instead of altering the natural landscape, the K&P wandered around obstructions. In fact, there are more than 300 curves that make up over a third of the K&P corridor, with sixty percent either going up or downhill. These curves and inclines, along with the scenery and villages that dot the trail and the connection with other regional trails made the K&P a great candidate for a "rail-to-trail" conversion.

The K&P Trail is a good investment. In a cost-benefit analysis, it was estimated that for each dollar spent on trails, nearly three dollars were realized in reduced health care costs by the trail users.[2] Additionally, communities along trails, "trail towns", benefit from the influx of visitors stopping and spending at restaurants, snack shops, or getting their fill of fuel to continue to the next destination.

However, there is a real concern for liability for the County. Despite the hugely beneficial financial and cultural impact associated with trails liability is experienced by the Owner/Occupiers.[3] The legal relationship that exists between the trail users and the Owner/Occupier, the County of Frontenac, is pursuant to the *Occupiers Liability Act*. As a result, the trail must be properly defined, constructed, posted, inspected, maintained, and managed to provide a quality recreational experience, while at the same time mitigating liability for the County.

To satisfy all users and mitigate liability a Standard was adopted. The standard adopted was a corridor of four meters in width and three meters in height, topped with packed stone dust. At each public entry point to the trail a sign reading "Recreational Trail" must be posted. The trail must be inspected at monthly intervals, at the least, and more often immediately after foul weather. In the event of an incident or emergency there must be a practiced method of mobilizing first responders and if necessary, physically closing the trail, in addition to notification through social media.

---

[1] County of Frontenac Strategic Plan pg. 2
[2] Columbia Valley Trail Alliance pg. 1- greenways.ca
[3] Off the Beaten Path: Occupiers and Trail Liability in Ontario – Garret Harper of McGague and Borlack.

The expected annual cost to maintain that K&P Trail Standard is $1500 $/km. Based upon numbers of 2021, the expected direct cost to maintain the physical integrity of the trail works out to an average cost of $1500/km. This does not include the indirect cost of overhead that now exists for permanent and contract staff to manage and oversee trail associated activities. Once the trail is completed, it will be longer and perhaps busier, and the direct cost will likely increase accordingly. Once finished overhead costs will shift from building to maintenance activities and forging relationships and agreements with user groups and municipal partners.

In the long term it is essential to maintain affiliations with user groups. For example, as part of an agreement, in the winter months from December 1 to March 31 snowmobile clubs take over the grooming, patrol, and repair of the trail and also resolve complaints. While in the summer ATV clubs have a trained group of volunteers who serve as “Trail Wardens” to patrol and monitor infrastructure while also, engaging and educating ATV users on appropriate behaviour for the K&P Trail.

The K&P Trail should reap benefits for Frontenac. The K&P links to other trails, Townships and Counties in Eastern Ontario. It winds south through the City of Kingston and in time will board the ferry and make its way across Wolfe Island to the American side. This regional linkage prescribes a skill set amongst those working on the trail to not only to physically maintain trail infrastructure but to sustain connections with partners, connected neighbours and user groups. Relationships amongst a large contingent of people and places will need to be long-term to, as stated above, “grow business attract more visitors and [ultimately] expand the tax base”. **Trails connect people and places.**

There remains a number of important tasks to be completed:

1. Monthly Inspections and documentation has to be started and completed
2. A properly trained person is required that is dedicated to completing Inspections and following them through.
3. Maintenance logs to be reviewed on an annual basis in order to identify trends and assist with planned major maintenance.
4. Trail Closure Practice as part of an emergency preparedness exercise.
5. Completion of Trailheads
6. Finish expansion of trail parking facilities in conjunction with municipalities.
7. Analyze trail count data to determine the best placement of amenities
8. Accessibility assessment completed and trail access for all ages and approved uses improved wherever possible
9. The County needs to follow through to include working volunteers under their insurance program for obvious liability reasons.
10. The infrastructure associated with the Frontenac K&P Trail needs to be included in the Frontenac County Asset Management Plan.

Frontenac K&P Trail Management Plan
September 2021

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1.0 Introduction

This Frontenac K&P Trail Management Plan is intended to be a guiding document for trail management including maintenance and improvement. It is expected to assist elected and appointed officials to develop economic development and recreation strategies. It may also help user groups, residents, and visitors understand and support all aspects of the Frontenac K&P Trail. It will provide a cornerstone for Federal and Provincial government funding programs, and help direct private contributions.

The Plan provides purpose, recognizing and building upon County Council's determination of the trail as a "spine" in the Regional Active Transportation Plan, a spine that couples a network of regional rail-trails and their resident towns, villages, and the people therein. The Plan speaks of the Trail's colourful history and to the future enhancement and potential improvements as the trail matures physically and culturally. Most importantly, the Plan specifies standards and the inspection and maintenance regime required to conserve a quality trail as envisioned by Frontenac County Council.

1.1 Purpose of the Plan

The Plan is to stand as a primary reference document regarding management and maintenance standards with consideration of past history, present users, and partners and includes a strategic vision for the Frontenac K&P Trail and future trails within and linked to the County.

1.2 Plan Amendment and Review

The County is responsible for a comprehensive review of this Management Plan at a minimum of every three years to remain current with trail issues.

As a significant capital asset, it is the policy of the County that the plan will be posted for public comment for a period of thirty days after review in draft format by Council and prior to adoption. The County is committed to the careful consideration of public input as part of the approval process.

1.3 Description of the Frontenac K&P Trail

Located within the boundaries of Frontenac County the Frontenac K&P Trail is a multi-use trail positioned atop a portion of the former Kingston & Pembroke (K&P) Railway line. This type of trail construction is commonly known as a "rail-trail." The future of the K&P Trail may also include a southerly addition in Frontenac Islands extending toward the US border.

A fully developed Frontenac K&P Trail is approximately 90 km within the mainland of Frontenac County[4], and the K&P Trail intersects with two other regional rail trails; the Cataraqui Trail and the Tay-Havelock Trail, with portions of all three rail-trails serving as the Trans Canada Trail route through Frontenac County, and thus it is affiliated with the longest trail network[5] in Canada. The K&P Trail connects an artery of Frontenac's communities: Harrowsmith, Hartington, Verona, Godfrey, Tichborne, Sharbot Lake, Clarendon Station and soon Mississippi and Snow Road Stations to Wilbur in Lanark County. The total rail bed was part of a 177 km line from downtown Kingston north to Renfrew and represents a linear park of more than 485 hectares[6].

The K&P Rail corridor traverses several municipalities and the ownership and management of the trail route shifts with each jurisdiction. From the south, the City of Kingston manages the first 21 kilometres, then Frontenac County operates approximately 70 kilometres with some trail under private ownership in North Frontenac. The Mississippi Valley Conservation Authority (MVCA) owns 35 kilometres of recreational trail in Frontenac, Lanark and Renfrew Counties and finally, Renfrew County owns and operates the final section of the K&P, between the towns of Calabogie and Renfrew. Please see Appendix 1 for details.

1.4 History of the Kingston & Pembroke (K&P) Railway

The K&P Railway was established in 1871 with objectives to develop the mineral resources, the lumber trade, and to enable northern settlement.[7] Surveying of the line began in 1872 with construction commencing soon after north from Kingston. In June 1875 the first 47 km portion of track opened to the Iron Junction, which is now Godfrey. A spur line was constructed from Godfrey east to a mine at Glendower.

By May 1876 the project had reached 75 km to Sharbot Lake while, in the fall of 1878, the railway was completed to Mississippi. Work continued on the rail line, opening to Lavant in 1881, Clyde Forks in 1882, and Barryvale in 1883. In 1884 Calabogie and then Renfrew were reached establishing a total of 180 km of mainline and sidings.

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[4] To Clarendon Station 2020 it is 70km
[5] K&P Implementation Plan 2009 pg. 3
[6] Nominal width of the corridor is 27.4+ meters. Area of Linear park is 177 km * 27.4 meters /10,000 m2/hectare = 485 Ha. The Frontenac County portion of the linear park will be 90 km long or 247 Ha.
[7] Kickandpushca.online.com K&P tab



True to the objectives, the line served the mining districts east of Godfrey and north of Snow Road, encouraged settlement north of Sharbot Lake and furnished an efficient transport for lumber in the districts drained by the Ottawa, Bonnechere, Madawaska and Mississippi Rivers.

According to railroad records,[8] the K&P transported almost 32,000 passengers and nearly 89,000 tons of freight in 1884. Rolling stock included nine engines, five passenger cars and four baggage cars, plus mail and express cars.[9] In 1886 the K&P extended tracks to the Kingston waterfront and built a new station and terminal buildings; the future looked encouraging.

However, both timber and mineral resources dwindled in the late 19th century and the K&P developed financial difficulties and fell into receivership. The Canadian Pacific Railway (CPR) assumed ownership in November 1901 and continued to be active for another 85 years! The final train was from Tichborne to Kingston in 1986.

In order to reduce construction costs the K&P line wandered around obstructions such that the line has more than 300 curves. In fact, over a third of the K&P is a curve and sixty percent either is going up or downhill. Near Calabogie, obstructions could not be circumvented and a spectacular 900 m long rock-cut that is 13 meters high and only 7m wide was blasted through the Canadian Shield. The curves, the inclines, the Shield's scenery, the villages that dot the trail and the connection with other trails made the K&P a great candidate for a "rail to trail" conversion.

1.5 Regional Context – Eastern Ontario Rail Trails

The K&P Right of Way (ROW) has the potential to provide numerous recreational alternatives to residents. The old "Kick and Push", lives on as the "spine" of community recreation in Frontenac County, uniting its hamlets through a network of trails with other communities on a regional scale.

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[8] the Manual of Railroads of the United States
[9] K&P train stopped at the Old station at Sharbot Lake – photo Jesse Donnely

With the oversight of the "Rails to Trails" K&P Trail Group, the City of Kingston acquired the K&P corridor within its boundaries and had it open to the public by December 2007. Frontenac County then acquired sections of the ROW within its boundary and conversion to an active trail began in 2012 connecting to the City's Trail at Orser Road and continuing north to Highway 38 at Harrowsmith[10]. By 2019 the trail was complete to Sharbot Lake and 2020 to Clarendon Station.

From a regional perspective the cities of Kingston and Renfrew can be accessed north and south via the K&P and from trail links Smiths Falls and Havelock define the most east and west landmarks. The K&P Trail joins with the Cataraqui Trail (Cat Trail) at Harrowsmith, the Tay-Havelock trail at Sharbot Lake and will extend to the Ottawa Valley Recreation Trail (OVRT) at Renfrew. The "Cat Trail" runs west past Camden East and east through the Frontenac villages of Sydenham and Perth Road and on to Smiths Falls and joins the OVRT. At the village of Sharbot Lake one can swing east to Perth or venture west through Kaladar and Tweed to Havelock. The K&P at Renfrew County joins the OVRT that begins just north of Smiths Falls and when completed will make its way to Mattawa north of Algonquin Park! The regional linkage and loops of the aforementioned K&P "spine" are quite remarkable; see Map in Appendix 2.

1.6 Benefits of Recreational Trails

Trails connect people and places. They also help to develop and instill a sense of community pride. In terms of sustainable recreation a trail is easy to justify, socially, culturally, economically and environmentally. Furthermore a strategic priority of the County's Strategic Plan is to "refine and invest in efforts to accelerate economic development – grow business attract more visitors and (ultimately) expand the tax base".[11] The Frontenac K&P Trail that satisfies these needs, provides low cost sustainable activity that reduces health costs and attracts people to settle in the community – sustainable growth.

1.6.1 Demand for Recreational Trails

Trails can introduce participants to other recreational and participatory offerings in the community. When considering where to move, homebuyers rank walking and biking paths as one of the most important features of a new community.[12] Trails provide low or no-cost recreation to families relative to other recreational services that could be provided by government. On the other hand, trails increase tax revenues in the communities in which they are located.[13]

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[10] Frontenac Official Plan 4.1.4.2
[11] County of Frontenac Strategic Plan pg. 2
[12] as demonstrated by "walkability" ratings on realtor websites.
[13] PricewaterhouseCoopers Economic Impact of the TransCanada Trail in Ontario – Americantrails.org page 49

1.6.2 Social and Physical Health Benefits

Trail activities facilitate social interaction between a diverse range of community members, age groups, individuals, and families. Trails can offer the public a wide range of opportunities, and depending upon design, can accommodate the elderly, people with mobility impairments or satisfy those seeking challenging adventures and a sense of achievement.

An interesting way to look at the value of trail development is to consider the health benefits to trail users. Participation in trail activities is credited with improving physical and mental health. In a Cost-Benefit Analysis (Wang, G. et al., 2004), it was estimated that for each dollar spent on trails, nearly three dollars were realized in reduced health care costs by the trail users.[14] It is significant that dollars invested in trails will have positive impact on the wellbeing of Frontenac's residents and at the same time reduce pressure and cost on the local health care unit.

1.6.3 Environmental and Cultural Benefits

Trails can highlight Frontenac County's 'living heritage' by allowing users to tramp along on the old K&P railway that was blazed some 150 years ago. The K&P and its regional network increases community ownership and assists with preserving natural and cultural values. The environment is protected by localizing impacts within the corridor. There is also the opportunity to provide educational interpretation to increase environmental awareness and cultural appreciation.

1.6.4 Economic Benefits

Communities along trails, "trail towns", benefit from the influx of visitors as well as residents using the who frequent restaurants, snack shops and other retail establishments.[15] Trails may generate regional and out-of-province tourism spending on hotels, bed and breakfasts, and local area outdoor outfitters.[16] They can make communities attractive to businesses looking to expand or relocate both because of the amenities they offer to employees and the opportunities to cater to trail visitors; a win-win situation.

These benefits represent a large economic return on the money invested into trail projects. The costs of land acquisition, construction and maintenance for trails is outweighed by the economic benefits generated. A dollar spent circulates and re-

[14] Columbia Valley Trail Alliance pg. 1- greenways.ca
[15] conservationtools.org – Economic Benefits of Trails from Conserve PA
[16] Store owners along the trail K&P at Godfrey estimate 25% to 35% of snowmobiles stop in for supplies and or gas they also parked their trailers in the store parking lot.

circulates within the economy, thereby, multiplying the effects initial (direct), indirect, and induced effects.[17]

[17] Ibid pg7 - Direct - A trail user buys a carton of milk from a convenience store; Indirect - The convenience store buys its milk from a dairy producer, the dairy producer buys its cartons from a carton supplier, the carton supplier buys ink for the carton images; Induced - Employees from the milk producing company purchase clothing with their wages.

2.0 Vision and Development Principles

The Frontenac K&P Trail is intended to be a signature rail-trail experience in Eastern Ontario. It is supported through effective management by Frontenac County Council. County Council confirmed the following five assumptions regarding the future development of the Frontenac K&P Trail at their meeting in September of 2018.

2.1 Spine Route

The Frontenac K&P Trail is a primary off-road trail and forms part of the spine network identified in the Frontenac Regional Active Transportation Plan[18]. County trail responsibility will extend from the US border in Frontenac Islands (Horne's Ferry) to where the K&P Trail exits in North Frontenac into Lanark County. County Trail responsibility will be limited to the development of a North / South "spine" to connect Frontenac communities.

2.2 Quality of Build

The K&P Trail is built to the Ministry of Transportation trail standard ensuring a high-quality, accessible experience for walking, cycling, and motorized off-road use.

2.3 Trailheads

The County will develop four trail access points or "Trailheads". One in each Frontenac Township. Each Trailhead will have a maximum investment of $100,000 from the County to develop. Host municipalities will be active participants in the site selection, design and construction process and may choose to invest funds above the County contribution to maximize their community benefit.

2.4 Signature Destination

The K&P Trail will be a recognized trail across Ontario with appropriate wayfinding signage, maps, and branding to support ongoing marketing efforts to attract new visitors to the K&P Trail experience.

2.5 Partnership and Recognition

The County will participate in regional partnerships to ensure the K&P Trail is included in regional and provincial networks.

[18] Frontenac County Regional Active Transportation Plan (2019);

These principles were further explored as part of the Frontenac Regional Active Transportation Plan, approved by County Council in July of 2019. In 2020 the County promoted the above vision in partnership with the Township of Central Frontenac by extending the trail to Clarendon Station with funding from the Rural Economic Development (RED) Program through the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

Much, much earlier the activity on the K&P Trail was kicked off (and one might say pushed along) by the County of Frontenac Trails Master Plan established in 2009. According to the County Official Plan (OP), the Trails Master Plan was to and has directed trail development, uses, location, and guided future development of a trails system.[19]

The Trails Master Plan was followed by the K&P Implementation Plan (2009). The County has used the Implementation Plan as the guiding policy document to direct trail development and phasing to guide the K&P trail system [20] as far as Tichborne.

[19] Frontenac County Official Plan section 4.1.4.1
[20] Frontenac County Official Plan section 4.1.4.2

3.0 Risk Management & Line Fences Act

"Notwithstanding the hugely beneficial financial and cultural impact associated with trails, there is a real concern for the liability experienced by the Owner/Occupiers of the land. The legal relationship that exists between the trail users and the Owner/Occupier," who in the case of the K&P Trail is the County of Frontenac, "is pursuant to the Occupiers Liability Act (OLA)"21 This section will highlight the legal relationship that exists between the County and the users of the trail, define the duties of care along with mitigating strategies for the County.

3.1 Occupiers Liability Act (OLA) - Interpretation

The responsibility of the duty of care falls upon the owner. Despite specific users, like Snowmobile or ATV clubs that may have apparent responsibility they are unlikely to be found as the occupier if a plaintiff (trail user) were to suffer harm. In the OLA, "occupier includes: (a) person who is in physical possession of premises, or (b) a person who has responsibility for and control over the condition of premises or the activities there carried on, or control over persons allowed to enter the premises."

The main aspects of the OLA are contained in sections 3 and 4. The OLA states in section 3 (1) "An occupier of premises owes a duty to take such care as in all the circumstances of the case is reasonable to see that persons entering on the premises, and the property brought on the premises by those persons are reasonably safe while on the premises." Furthermore: 3 (2) "The duty of care provided for in subsection (1) applies whether the danger is caused by the condition of the premises or by an activity carried-on on the premises."

However, section 4(1) of the OLA reduces the duty of care when stating "The duty of care provided for in subsection 3 (1) does not apply in respect of risks willingly assumed by the person who enters on the premises", and section 4 further states in section 4(3) (C) "A person who enters premises described in subsection (4) shall be deemed to have willingly assumed all risks and is subject to the duty of care set out in subsection (1), where the entry is for the purpose of a recreational activity[22].

Therefore, by clearly conveying that this is a recreational activity the duty of care is reduced as the user will be deemed to willingly have assumed all risks where the entry is for the purpose of recreation. There are two major impacts that section 4 of the OLA has on the recreational landscape for Ontario's trail network. First and foremost, it

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[21] *Off the Beaten Path: Occupiers and Trail Liability in Ontario* – Garret Harper of McGague and Borlack.

[22] Under recreational activity the act also states essentially – no fee is paid for entry and the person is not being provided with living accommodations.

reduces the risk that an occupier will be found liable for damages sustained on the premises. The secondary impact is that it allows recreational users a wider area in which they can enjoy their endeavours due to the fact that occupiers are not held to an impossible standard.[23]

There is a caveat, in that, section 4 of the OLA specifies that the occupier owes a duty to the person to not create a danger with the deliberate intent of doing harm or damage to the person or his or her property and to not act with reckless disregard. Essentially as an occupier you cannot set what might be considered booby traps on the property. If there is a change in the landscape, erect appropriate signage properly identifying hazards. The meaning of "reckless disregard" in the *OLA* has been considered numerous times by the judiciary both in Canada and abroad.

Definitions of reckless disregard appear to focus in on some deliberate, malicious act performed by the occupier that results in a plaintiff suffering injury. This act has to constitute one that is void of "ordinary humanity". Occupiers are deemed to have met the standard of care in any situation except for willful or malicious damage to a trespasser. In essence, as long as farmers or occupiers of large tracts of land are not in the practice of "booby-trapping" their property in order to fend off intruders, they likely would not be found to be acting with reckless disregard should an injury befall a recreational user while the user is on the occupier's premises.

3.2 Risk Mitigation Strategies

3.2.1 Signage

First and foremost, at each entry point of the trail the occupier should post signage to indicate the trail is meant for recreational activities. By doing so the property owner increases the likelihood that their conduct will be held to the less onerous standard imposed by Section 4 of the LOA rather than Section 3 of the Act.

At each public entry point of the trail the County shall post signage to indicate the trail is meant for recreational activities.

3.2.2 Identification of Hazards

This includes placing adequate signage around any potential hazards or hidden dangers and blocking off areas of potential danger to trail users. In the case of fencing and posts, bright paint or reflective tape will be applied.

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[23] Off the Beaten Path: Occupiers and Trail Liability in Ontario – Garret Harper of McGague and Borlack.

The County will also ensure that the trail is designed in such a way that there is nothing new or unexpected that is not properly indicated with signage and thus could be considered reckless disregard.

3.2.3 Response to Hazards

Once the County is alerted to a hazard or form of disrepair remedial action be taken as soon as possible. This may mean the installation of temporary signage and barriers to close part of the trail or an entire section of the trail.

3.2.4 Regular Inspection

The County and/or its approved agents will inspect the condition of the Frontenac K&P every month at a minimum, from April until November of the calendar year. Inspection and remediation efforts are assumed by the local OFSC Snowmobile Clubs from December to March. The records of these inspection patrols will be kept for reference should the County discover a report of an incident. Deficiencies discovered as part of the inspection will be prioritized for repair.

3.2.5 Incident Inspection

In addition to safeguarding the premises should an incident occur, defendant occupiers (Frontenac County) should gather traits of the plaintiff, (trail user). For example, that they had a level of experience and skill in the activity they were taking part in when they were injured. The conditions that existed and the nature of the activity. In the context of ATV and Snowmobile accidents, the occupier's legal counsel should investigate speed, intoxication and distractions as factors crucial in lessoning the occupier's liability.

3.3 Frontenac K&P Trail Fencing Policy

Fencing is governed by the *Line Fences Act* a section of the *Municipal Act* which is the broad Ontario Legislation that governs municipalities and their operations. According to the Act "An owner of land may construct and maintain a fence to mark the boundary between the owner's land and adjoining lands."

There is a process for determining the placement of the fencing that is established using Fence-Viewers, who have a public process for arbitrating and determining the placement of fences, as requested, whose recommendations then are established by an order in council.

Further in the Act, Section 20 encumbers municipalities who have purchased railway lines responsible for "constructing, keeping up and repairing the fences that mark the lateral boundaries." With respect to fencing abutting County-owned trail lands, the County of Frontenac has the following policies in place:

In accordance with the *Line Fences Act*, Section 20, where a land owner provides proof of farming activities and where trail lands were purchased from a railway company[24], the County will be 100% responsible for the construction and maintenance of fencing along the property line;

Where a land owner provides proof of farming activities and where trail lands were purchased from a person or entity other than a railway company, that the County will be 50% responsible for the construction and maintenance of fencing along the property line, with the property owner having the choice of sharing equally in the construction and installation of the fence or having the County supply the fence;

Where special circumstances warrant a fence abutting where farming activities are not present, Council will make an individual determination on a case by case basis; and notwithstanding any of the above, the rights of any property owner to exercise their rights under the *Line Fences Act* remain.

[24] While much of the County trail was formerly rail land, in many instances, the land was purchased from subsequent owners. It is the policy of the County of Frontenac that such lands are exempt from the railway company provisions of the *Line Fences Act*.

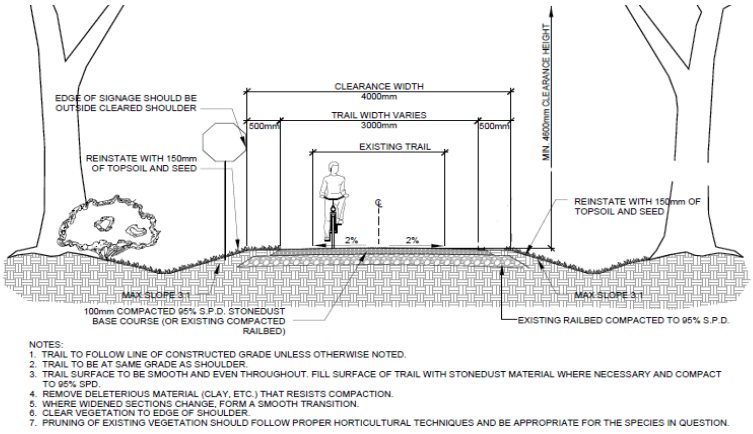
4.0 Trail Maintenance Standards and Activities

To provide a first-class recreational experience while at the same time mitigating liability for the County, the trail corridor has to be properly defined. Once defined constructed accordingly, suitably signed as a recreational trail, then regularly inspected. Maintenance must be made as required and on both, an as-needed and scheduled basis, seasonally and annually and in the long-term.

4.1 The Corridor

The entirety of the Frontenac K&P Trail is considered a four-season multi-use trail fully open to walkers, hikers, runners & joggers, equestrian riders and cyclists. When there is sufficient snow, the full trail is also accessible for snowshoeing, cross country skiers and snowmobilers. All-Terrain Vehicle (ATV) access begins at the Verona Trailhead and north, located beside Bellrock Road in Verona.[25]

Figure 1 Typical K&P Trail Detail



Trail maintenance will need to take into consideration the user groups permitted on that section of the trail and adjust their best practice specifications accordingly. Fine crushed

[25] This access is temporary until a permanent policy is made by County Council. Until 2020, ATV access to the K&P began north of Craig Road in Verona.

aggregate for the trail surface with a nominal width of three meters and brush cut to an additional half-meter or more on each side to approximately four meters width and three meters clearance overhead has become the standard to accommodate all identified recreational users. The K&P Trail will be nominally topped with ~100 mm of stone dust packed to a density of 95 SPD, see Figure 1.

4.1.2 Surface Grading, Shaping, Packing and Dust Control

The Frontenac K&P Trail annual grading shaping and packing should take place after the spring thaw when the trail has dried out sufficiently. The recommended trail surface is a compacted “stone dust” to provide an accessible and desirable trail experience for both active and motorized users. It is recommended that the trail surface be sloped wherever possible at a 0 to 5% grade nominally 2% from the trail centerline to promote proper drainage. It is also suggested that the trail be packed to 95% SPD to afford use longevity. The County should apply base stabilization[26] to control dust and to maintain the shape and hardness of the trail primarily for areas where motorized vehicles are permitted. In areas that grading becomes impractical due to a deficiency of material, additional stone dust will be added. It is expected that an average of 700 tonnes of stone dust will be required per year.

4.1.5 Bridges

There are nine bridges along the Frontenac K&P Trail between Orser Road and Clarendon Station, eight of which are the responsibility of Frontenac County. To ensure the upkeep of these bridges an inspection is recommended to be completed by a certified engineer or engineering firm every second year following the Ontario Structure Inspection Manual (OSIM). Any work recommended from the inspection should be written into the preventative maintenance work schedule or if extensive into the capital replacement plan. Repairs and refurbishment plans can be made and then implemented against the review to bring the bridges up to provincial standards as a priority for capital construction on the trail.

According to the most recent OSIMs,[27] repair requirements are listed below as an example of what might be encountered in the wake of an OSIM study. In this case, cost estimates were just short of $25,000 for the 2 year period.

1. Millhaven Creek Bridge – acceptable condition – approach regrade required
2. Hardwood Creek Bridge – Estimated $13k in repairs Completed in 2021.
3. White Creek Bridge – No repair required at this time

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[26] Base Stabilization is the application of Calcium or Magnesium Chloride using a tank truck with a spray wand about 8 feet wide with coverage of .75 to 1 litres per square meter this equates to approximately 2500 litres per kilometer.

- [27] JL Richards & Associates June 17 2020 by for Bridge 2 and Bridge 3 and D.M. Wills Associates Ltd. on October 10 2019 for the remainder of the bridges

4. Elbow Creek Bridge – Estimated $10k in repairs
5. Fish Creek Bridge – No repair required at this time
6. Bolton Creek Bridge 1 – Concrete structure, no OSIM completed
7. Bolton Creek Bridge 2 – Bolton Creek required full replacement as the 2020 OSIM suggested.
8. Bolton Creek Bridge 3 – I-beams and abutments acceptable but required a 12-tonne posting.

4.1.3 Ditches and Culverts

Ditches and culverts should be monitored and cleared of debris. Culverts must be strong enough to accommodate the heaviest permitted use on the trail (e.g. emergency or maintenance equipment). Culverts and ditches need immediate attention when flooding and washouts occur. Ditches should be cleared of trees and other vegetation that may block drainage.

4.1.4 Access Control

The Frontenac K&P Trail does not permit motorized use south of Bellrock Road. As a result, gates have been installed to restrict motorized access from Bellrock Road to Orser Road. The gates are opened by the L&A Ridge Runners Snowmobile Club between December 1st and March 31st each winter to allow snowmobile and groomer access to the entire trail.

4.1.5 Edge Protection

The Frontenac K&P Trail uses a post and rail form of fencing as edge protection to prevent trail users from travelling near dangerous slopes or water hazards. This form of protection meets AODA Accessibility standards and is included in capital development planning.

4.1.6 Trail Washouts and Flooding

Trail washouts can range from a few ruts caused by rivulets during a hard storm to the complete disappearance of the trail should a significant beaver dam fail. Discontinuities like rutting and holes should be filled if more than 2.5 cm deep to maintain the integrity of the trail. Significant washouts should be marked with a sign and, if deemed impassable, the trail should be closed to use until it can be remediated.

Occasional flooding from significant weather events will be monitored to ensure the trail is passable and safe for users. Most flood events with standing water will have a negligible effect on the trail; however, flowing water can often lead to erosion issues and a soft surface that may be a hazard to persons using a bicycle on the trail. If the flooding becomes more prevalent on an annual basis, then water mitigation maintenance

measures may be considered – culverts and ditching. Flooding can also be caused due to local beaver activity the breaching of beaver dams.

4.1.7 Beaver Management

In the event that beaver activity poses a concern for the trail, there are several considerations. The municipality may manage the beaver both on the trail and on nearby lands through a variety of options including but not limited to hiring a licensed trapper, installing beaver baffles or cones on the affected culvert, underwater pipes, etc. Notably, it is the responsibility of the landowner to manage the beavers on their land.

4.1.8 Accessibility Standards

The trail design and function should conform to usability as per the *Accessibility for Ontarians with Disabilities Act,* 2005; O. Reg. 191/11 (AODA): Integrated Accessibility Standards. According to statute, upgrades must be made for locations audited and recorded as AODA suitable (close to urban centres, available/developable parking/trail access etc.).

Due to its former use as a rail corridor, the Frontenac K&P Trail has the slope and grade to allow for accessibility options. The packed stone dust makes accessibility a realizable goal, and an assessment should be done on the trail to determine its availability for accessibility. Priority locations for accessibility considerations in the case of the K&P Trail are, at this time, on sections located in or near Harrowsmith, Verona, and Sharbot Lake.

4.2 Trail Inspection Action Reports

The objective of the Trail Inspection Action Report is to not only identify deficiencies in the trail but whenever possible to alleviate the problem during an inspection. To do so the trail inspector must carry tools, material, and signage during the inspection to afford a timely repair of deficiencies. For example, if a tree has fallen across the pathway it should be removed as encountered even if it has to be cut into manageable lengths to be moved off the pathway. Therefore, in most cases, no second trip is required to effect repair[28] and a positive and safe trail experience is maintained.

The Trail will be monitored using an Inspection-Action (IA) approach in a monthly cycle. The trail can be divided into sections of greater than 1 km and wherever possible less than 5 km in length. Each section will begin and end at the intersection of a public road. For example, section 1 begins at Orser Rd and ends at Murton Road and runs from 0 to 1.2 km on the trail. Whereas section 7 starts at Bellrock Rd and ends at the end of Verona Street in Verona at the 19.0 km point on the Trail. The inspection would

[28] If on the other hand the tree is large or dangerous a tree removal service should be called or if for example a beaver is plugging culverts and causing flooding a trapper should be employed.

consider the regular trail components like signage, running surface, drainage, trees and fencing. It would also consider major components that would require longer-term and more expensive solutions like sinkholes and washouts and any habitual problem areas such as consistent flooding, or even vandalism.

An abbreviated example of what the K&P Inspection and Action Report would be as follows:

Section	Road	Km	Date	OK	Sign	Surface	Water	Tree	Other	Comment
6	Bellrock	17	May 21		X					Stop Sign Post
7	Verona St	19		X						
	Craig			X						
	Godfrey			X						

Section	Actions	Done	Date
6	At Bellrock Rd – Generated Work Order to Replace – Confirmed	X	May 23

During an inspection, in this example, it was found on May 21st that the Trail stop sign's post at Bell Rock Road was severely damaged such that a crew had to be mobilized to replace the sign post. (Note: if it had been only the octagonal stop sign plate itself it would have been replaced on the spot, however, the replacement of the post would be considered beyond the inspector's capabilities.) The date on the work order was May 23rd and follow-up confirmed the work had been "done". Inspection and action for May have now been closed and logged. A more complete example of the K&P Inspection Action Report is shown in Appendix 3 complete with examples of a possible Inspection and associated Actions and their completions.

The advantage of this IA approach is that it, as previously stated, provides one-stop efficiency that preserves a positive and safe user experience. It is recommended that the inspection action cycle be monthly. There may be areas on the trail that require more attention be it higher traffic areas with motorized vehicles or potentially problem sections with low wet areas. Inclement weather conditions of high wind or rain may also dictate weather-related inspection.

Winter Months and Snow Mobile Clubs

Provided there is snow in the winter months the L&A Ridge Runners and the Snow Road Snowmobile clubs look after the south and north of the trail respectively with Tichborne being the middle point. They groom and care for the trails as required and use the OFSC Trails map to signal users as to the trail availability. Green is available, yellow limited availability, and red indicates the trail is closed. Any mishaps on the trail go through emergency channels of Police, Fire and Emergency Responders. The Clubs

sign an agreement with the County and in some cases with private landowners along the trail.

4.2.1 Trail Maintenance Records

It is recommended that Trail Inspection Action reports, once completed, be placed together to create a log of inspection and maintenance indicating due diligence on the part of the Owner/Occupier, Frontenac County, and in the winter months the snowmobile clubs. In most cases, the underwriter for the trail insurance will require this log and may set stipulations on its review. At a minimum, Frontenac County should review the trail maintenance log once per year. The logs should be retained for as long as the retention bylaws of the municipalities in the County state.

4.2.2 Electronic Inspection Records

Electronic inspection with a hand-held tablet that has the same sections as used above has the advantage of graphically pinpointing the deficiency and relaying the information data to a database. Clever programming can then notify the trail manager if and when the deficiency has been rectified. The GIS Department at Frontenac County has created such an application that is now on trial and should soon be used as the basis for trail inspections and corrective actions. Of course, to make it useful it has to be as simple as filling out a single sheet of paper. See Appendix 3 for an example of the Frontenac County K&P Trail Inspection Phone Application.

4.2.2 Accident Incident Reaction and Trail Closure

The County has the right to close the trail at any time for any reason they see fit. The following actions may be taken:

- The trail will be physically posted closed at public road access points.
- Notice of closure will be posted on county and municipal websites, social media, etc.
- If closed for an extended period, notice to the local newspapers will be submitted.
- If any detour is available, it will be posted at the above locations with a map clearly indicating the alternative route.

For an accident or incident on the Trail standard emergency channels with first responders of Ambulance, Fire Personnel and Police support should be activated. This should, at the very least, be part of a practice session within the municipalities.

4.2.3 Annual Maintenance and Associated Cost

In 2021, for the first time since the trail was established, it received a much-needed grade, shape, and pack from Orser Road to Sharbot Lake. Granular is pulled in from the edges on the first 2 passes and on the third pass is spread with a crown to leave a shape with centerline drainage. The trail is subsequently packed with a vibratory roller

and on sections where motorized recreation vehicles are permitted, the packer should be proceeded with a spray of calcium or magnesium chloride if possible, to stabilize the aggregate and limit dusting. In June and then September the trail is mowed and brushed on both sides and usually, there will be a granular top-up required. With bridge repair, trail inspection and associated spot repair total annual budget is near $115,000, see Appendix 4 for details.

This is a viable budget for 2021 with the top two items completed and the next four already accounted for in RFQs or ongoing repair. The major unknown is the spot repair which can depend on the weather or careless use and unknowns like a beaver dam break.

As the trail becomes longer and more popular trail maintenance expenses will increase accordingly. Based upon Appendix 4, a kilometre of trail maintained to the standard described in this plan is approximately $1,500 ($109,000/70 km). While the costs will vary depending upon several factors, it is a useful metric for planning purposes. The County will monitor and update maintenance costs on an annual basis.

4.3 Trail Maintenance Models

Trail Networks in Ontario are currently undertaking successful trail maintenance programs through different methods: Volunteers, Private Contractors, Government employees or a Hybrid model that includes a combination of participants. As the County does not have road building equipment and public works employees at its disposal, engaging contractors is a necessity for maintaining the trail surface, brushing and mowing the corridor and for the assessment and repair of bridges. On top of engaging contractors, oversight of contractor activity and or project management is a necessity.

4.3.1 The Frontenac County Model

In the case of Frontenac County, in addition to the Manager of Economic Development, it has proven essential to employ a trail consultant, as of 2019, to provide project management services for strategic projects and oversight of construction contractors. More recently the county has hired a part-time employee to assist the Manager of Economic Development with reports, permit requests, policy writing, and coordination with contractors and partners. Finally, successful maintenance of the K&P trail to date has been reliant on a full-time working volunteer to patrol the trail. This resource has proved invaluable. Yet, to recruit, train and support additional volunteers, the County needs to find a way to include working volunteers under their insurance program for obvious liability purposes.

Annual trail maintenance contractors are selected through a Request For Quotations (RFQ) process. Three different contractors were selected for:

1. Surface grading, shaping, packing and dust control
2. Mowing and brushing

3. Spot repair

Contract length in 2021 was for a single year, however, future contracts may consider extensions or renewals if contractor activity is acceptable.

5.0 Capital/Trail Development

The long-term vision for the Frontenac K&P Trail is a high-quality recreational experience extending from the southern tip of Wolfe Island (Horne's Ferry) through the City of Kingston north to the border of Lanark County. This will position the K&P Trail as a critical north south-link "spine" in the Eastern Ontario Rail Trails network and was identified as an important off-road cycling connection in the 2018 Provincial Cycling Network.

The entirety of the K&P rail corridor is currently owned and operated by several entities, including private landowners, and the Mississippi Valley Conservation Authority. On Wolfe Island, there is no rail corridor, so a new approach will be necessary to develop a similar experience between the Marysville ferry dock and the Horne's Ferry.

5.1 Planned Trail Expansion Projects (2021 – 2026)

This section provides an overview of planned works associated with the Frontenac K&P Trail. The expense and phasing of projects were originally well outlined in the K&P Implementation Plan (2009), which laid out plans to Tichborne. Since then, the trail construction has continued to connect with Sharbot Lake in 2019 and to Clarendon Station in 2020. The next task is planned for 2022, wherein the objective is to press on to the Frontenac - Lanark County Border making the total length of the County's K&P section of the trail 90 km.

5.1.0 - 2022 Clarendon Station to Lanark County (North Frontenac Portion)

The County has determined that the K&P Trail corridor between Clarendon Station and Snow Road Station travels across the properties of several landowners. These landowners will be approached in 2021 to discuss options to transfer the Frontenac K&P Trail to the County at fair market value.

The Council of the Township of North Frontenac passed a motion supporting the development of the Frontenac K&P Trail through the Township and as of May 2021, the process of contacting landowners has begun in the Township where the former K&P line ran between Clarendon Station and Snow Road Station. These negotiations are expected to proceed throughout 2021 and into 2022 after which time the construction of the Trail will continue.

5.1.1 - 2023 Wolfe Island – Trail ”spur-line” Extension

A rail-bed, although once planned, never materialized on Wolfe Island. Instead, goods intended for the K&P railway were shipped via a canal that traversed through the island. This canal has been plugged for many years and to clear it as a water trail would be financially beyond the scope of the County’s vision. However, it would be remarkable to extend the trail to the south side of Wolfe Island at Horne’s Ferry to provide a linkage with trails and destinations in New York State.

This would not be new for Wolfe Island as there are already numerous cyclists that pedal off the ferry and make their way to Horne’s Ferry often along Highway 95. By creating a “trail,” the County would be providing a more interesting and safer route that could include some appealing stops along the way[29]. Options for development include paved shoulders added to Highway 95 upon its next reconstruction, or a separate trail that winds within the road allowance or other possibilities passing by or leading to features of Wolfe Island. The community and Township Council will be engaged to consider the options and opportunities.

5.1.2 - 2022– Mississippi Valley Conservation Authority Owned-Portion

In March 2021 the Counties of Frontenac, Renfrew and Lanark received a letter from the Mississippi Valley Conservation Authority (MVCA) indicating their interest in selling the MVCA portion of the K&P to municipalities. Mississippi Valley Conservation Authority owns 7.8km in Frontenac the remainder in Lanark and Renfrew Counties.

The MVCA operates their portion of the K&P as a multi-use trail. Acquisition and operation of this portion of the K&P Trail are in line with Frontenac County Council’s vision of “establishing a trail to the Lanark boundary.” As the links between regional rail trails become more established, the ability to create tourism loops through our municipalities will become easier to develop and more attractive for users.

5.2 Trailheads and Parking

Generally, Frontenac County will work with partners to establish “Trailheads” at key access points. Trailheads have been established at Verona and Sharbot Lake and will continue to improve and evolve along with the trail. However, the increased use of the K&P Trail in 2020 and continuing into 2021 has created additional pressures on infrastructure and access points. The demand to explore the length of the trail by all user groups is not matched by the available parking areas. Active recreation users need

[29] Wolfe Island has more than 80 wind turbines and beautiful rolling farm land. A visit to the turbine centre or romp through a corn field could be exciting. The Waterfront Regeneration Trust has already identified Wolfe Island as a key destination for trail experiences, and has created a “side loop” on the island for cyclists and waterfront supporters to explore.

localized access points closer to home or to appreciate a specific area of the K&P Trail. As a result, more trail parking should be provided.

5.2.1 Trailheads

Trail heads are intended to be a gathering spot and a location that can help generate maximum economic benefit to the community while providing a convenient location for short and long-term parking for trail users. A Trailhead can be described as a central location where fifteen or more cars and/or trailers can be parked adjacent to the trail. Trailheads may include, hard surfacing, lighting, garbage bins or washrooms. They will generally require approximately 0.5 hectares or more land. The users would be tourism/hospitality providers and municipal officials will routinely direct out-of-town guests and user groups to trailheads to ensure ample safe parking and maximize economic return to the community. Trailhead locations are or can be Verona, and notably, Sharbot Lake and Harrowsmith, where regional trails intersect with the K&P.

Where feasible, the following amenities will be considered: Vehicle parking, benches and rest areas, and Information Kiosks. The following facilities may be considered - toilet facilities, water drinking stations, garbage receptacles, and charging infrastructure. Locations at Verona, Harrowsmith, Sharbot Lake, North Frontenac and Wolfe Island have been identified for trailheads. The County has determined that at least $100,000 will be expended in each Township for Trailhead infrastructure.

Verona - In 2016, Frontenac County acquired a former gas station located at the corner of Road 38 and Bellrock Road in the hamlet of Verona. The County remediated the site for use as a trail access point or trailhead. Remediation is complete and plans for a completed trailhead have been developed and approved by County Council. The County received funding from the Investing in Canada Infrastructure Program to complete construction, planned for 2022.

- **Harrowsmith** - A conceptual plan for a Trailhead and Visitor Centre to be developed at the intersection of the Cataraqui Trail and the Frontenac K&P Trail in Harrowsmith was created, but never realized. As part of the planning process for this “station” along the trail, was for it to serve as a visitor centre for Frontenac County, as it would be placed near a major roadway into the mainland region. As the primary trailhead investment into the Township of South Frontenac has been at the Verona Trailhead, this project has not been pursued.

- **Sharbot Lake** - Considerable parking already exists at this site with close availability to amenities (shopping, restaurants, banks, pharmacies, etc.). However, to pursue a multi-use centre concept The Township of Central Frontenac has sent a request to and been granted funding by the Healthy Communities Fund in 2021. The site plan and conceptual building design is underway.

- **North Frontenac** - As referenced Frontenac County has committed to funding up to $100,000 for trailhead infrastructure. Key locations will be considered as the trail moves into the Township of North Frontenac.

- **Wolfe Island** - the County has also committed $100,000 for the development of trailhead infrastructure in each of the Frontenac Townships, including the Township of the Frontenac Islands.

5.2.2 Parking Improvements

The increased use of the K&P Trail in 2020 has created additional pressures on infrastructure and access points. The demand to explore the length of the trail by all user groups is not matched by the available parking areas. Active recreation users need localized access points closer to home or to appreciate a specific area of the K&P Trail.

At regular intervals along the trail, it may be necessary to provide safe parking in a manner that does not impede or jeopardize road safety. Generally, less than 10 cars, gravel surface with few or no amenities. Where possible trail parking will utilize existing municipally owned land and/or existing road allowance or wide areas in the trail corridor itself, for example, the parking now established on the trail just north of the Crow Lake Road. In the case of parking facilities, it would be for short-term local users, encouraged to park safely at a designated trail parking area nearest to their preferred destination.

Whenever possible there should be consultation with the local Township staff to explore options for localized parking and indeed with interested user groups. For example, at their regular meeting on June 8, 2021, the Council of the Township of Central Frontenac provided a motion in support parking at White Lake Road on an old road bed and parking at Godfrey on what was an old station land allowance now owned by the County. Additionally, the Verona District ATV Club has also offered financial support for improvements at one or both of the locations.

5.2.3 Access Improvements

On June 3, 2021, it was announced that the Federal and Provincial governments are jointly contributing $607,172.40 over four years towards access improvements along the Frontenac K&P Trail. Specifically, the following improvements are planned as part of this funding:

- Completion of the Verona Trailhead
- Installation of benches at strategic locations at trailheads parking and along the trail
- Installation of safety barriers along the trail alongside dangerous drops
- Access Improvements at gated locations

A public engagement campaign will take place in 2021 to gather input on popular and appropriate locations for benches along the trail.

5.3 Wayfinding Signage and Maps

To support trail safety and experience, wayfinding tools such as signage and maps are required to help trail users orient themselves to the local geography. As cellular phone signal is inconsistent or non-present during many stages of the K&P Trail, these supports are useful for all trail users.

Signage should be placed in a consistent manner in visible locations and at appropriate heights for users' lines of sight. Signage that identifies the length, slope, difficulty, permitted/suggested uses etc. for users to make informed decisions should be installed at trailheads and trail entrances. Warning signage should be installed to indicate potential hazards or upcoming changes of conditions.

All signage should meet AODA standards featuring adequate colour contrast, use a sans serif font, and describe trail details (length, average width, narrowest point, amenities, slope and cross slope inclines, surface type).

Specifications for all signs are included in Appendix 6.

5.3.1 Trailhead Signage

The AODA specifies that trailheads should include signage. Large signs will be erected at trailheads and strategic locations providing local information, as well as location context, including historical information and how to access food, accommodations, or other amenities.

5.3.2 Wayfinding Signage

Wayfinding signage will be installed at decision points to assist trail users. Wayfinding signage is also useful to direct trail users to population centers that could offer restaurants, shopping, lodging, and other amenities. In addition to wayfinding, interpretive signage can promote historical and environmental awareness at strategic locations.

5.3.3 Kilometer Markers

Kilometre markers are placed at every KM interval along the K&P Trail to assist with wayfinding as well as to guide emergency services should they need to locate an individual who has suffered harm along the trail.

5.3.4 Safety Signage

Warning signs will be located appropriately ahead of the specific hazards to which they refer, such as road crossings, steep terrain, trail narrowing, and stop signs.

On roadways, trail crossing signage will be installed along with the supplementary “CROSSING” signage tab to alert motorists to trail crossings. The Ontario Traffic

Manual Book 6: Warning Signs, states that warning signs should be installed on both approaches. Placement location varies according to the roadway's posted speed limit:

- 140 metres from the crossing on 50 km/h roadways.
- 225 metres from the crossing on 60 km/h roadways.
- 335 metres from the crossing on 80 km/h roadways.

5.3.5 Community Safety Zone Signs

Large (4' x 4') community safety signs are installed along motorized corridors that travel through areas of engagement, namely villages and settlement areas. Other areas where increased safety and consideration is required are posted with smaller speed limit signs with a "Community Safety Zone" written in the accessory tab.

5.4 Trail Amenities and Experience Improvements

It is recommended that it be understood that the Frontenac K&P Trail is "open as-is" and that it may be upgraded over time as resources and funding become available. Amenities including parking areas , benches and shelters may be considered, as determined by the trail users.

Accessibility legislation recommends installation of benches or other amenities at regular intervals along a recreational trail to allow for users to pause. The County will identify locations, that are safely clear of the trail, for benches at rest areas and vista points. The County will seek partnerships and perhaps a sponsorship program to establish them.[30]

The railway origin of the Frontenac K&P Trail provides enough space for most users to safely interact with one another for the length of the trail. If necessary, Frontenac County would consider trail widening based upon trail use public feedback and incidents, considering opportunities cost and feasibility.

5.5 Trail Counters

The Counters[31] resemble a trail km marker post and can be used as one to minimize problems of theft and vandalism. With adequate calibration they can differentiate between walkers, cyclists and motorized vehicles, determine direction, and assign a time of day to the crossing. For an additional fee of $300 per counter/year, the data can be broadcast wirelessly.

Currently, data is picked up about once per month and less frequently in the winter.

[30] Benches could bear the name of the sponsor – family, business or club that donated.
[31] ECO Counter – Multi Nature model

Once the trail is in full operation about 15 counters will be required for the length of the trail to capture major access points and to determine the distribution of use. The existing counters as of June 2021 are:

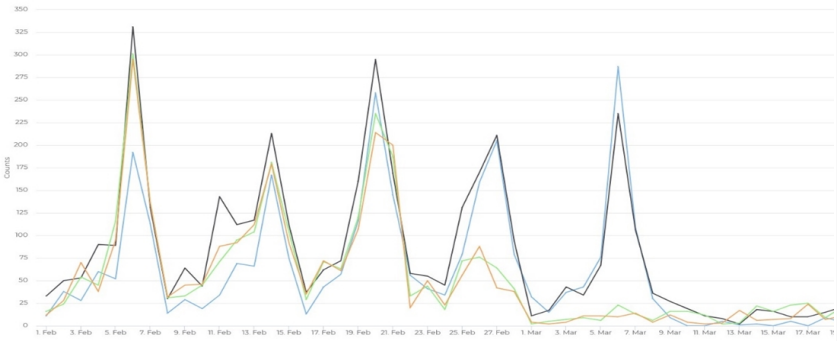
1. City of Kingston Boundary at Orser Road
2. Harrowsmith - south on the Cataraqui Trail Junction
3. Harrowsmith - north above the Cataraqui Trail Junction
4. Verona – South of Hardwood Creek
5. Verona at Prince Charles Public School
6. White Lake Road Trail Crossing - km 52
7. Tichborne
8. Brewer Road, South of Sharbot Lake
9. Near KM 77, North of Sharbot Lake
10. Clarendon Station

Finally, at the completion of the trail to the north planned counters at:

11. Snow Road Station
12. Wilbur

An example of the activity on the trail over six weeks in the winter season of February March 2021 is shown below for counters at Tichborne South and north of Sharbot Lake and Clarendon Station. It is somewhat surprising to see the amount of trail activity. Each coloured line in this example represents a different location. The snowmobile traffic registered at between ~200 and 300 sleds per day for five major weeks of snow in February 2021. Snowmobiling, of course, falls to a negligible amount when the snow melts in early March and rain ensues.

This is encouraging to see several hundred snowmobiles per day using the trail in the winter. Buried in the data is that there is more snowmobile traffic going north than south. This is indicative of a loop which is fundamentally important in a trail system. Users can loop as well as spoke and hub back to a starting point. The trail, as planned, is becoming a major outlet for healthy outdoor activity in Frontenac County. See Appendix 5 for more detailed trail counter activity.



Trail counters provide the County with useful data for grant applications, market analysis to support economic development, identifying usage trends and predicting maintenance requirements. As the trail expands, trail counters will be included in capital plans and should be considered an integral part of the construction infrastructure.

Trail counters have an anticipated life span of 8 years. For asset management, the trail counters will be considered to be a pooled asset and depreciated on a straight-line basis.

5.6 Capital Replacement

Infrastructure associated with the Frontenac K&P Trail needs to be included in the County asset management plan. This includes the actual corridor, bridges, culverts, fencing, trailheads, benches, signs, and land. As a result of this inclusion, funds have been created to satisfy capital replacement of the trails assets.

Asset replacement periods need to be established for example:
Bridges – 30 years
Granular Stone Dust Surface – 15 years
Gates – 15 years
Benches – 10 years
Trail counters – 8 years
Culverts – 60 years
Wayfinding and Safety Signs – 5 years

Therefore a new bridge installed for $150,000 with an expected life of 30 years, using straight-line depreciation, would require a fund allocation of $5,000 per year. All trail infrastructure assets must be considered similarly to provide applicable finances for replacement costs to ensure trail longevity.

5.7 Trail Transition and Personnel

The K&P Trail is in transition. The trail is open and gaining popularity but is still being constructed at the northern end. Along the existing trail edge protection and accessibility, improvements are required. Trailheads are incomplete and more parking is required at select intervals along the trail. In addition, as use increases, there will be demand for amenities such as benches, picnic areas, and potentially restrooms, and water stations.

The following skill sets are required to ensure the trail continues to be managed as a signature destination in eastern Ontario:

- Technical skills of project management and oversight are required for both construction and maintenance of the trail.
- Stakeholder relations and negotiation with landowners along the construction end are necessary.
- Communication, coordination and completion of agreements between Frontenac County and user groups, townships or other partners are required and beneficial. Furthermore, good working relationships with the Frontenac townships and also adjoining municipalities that are down the trail are needed.

For example, the County is in its second year of partnership with the Verona District ATV Club. During that time the club has contributed to the rehabilitation of a Bolton Creek bridge and has secured funding for restroom facilities along the trail. The L&A Ridgerunners Snowmobile Club already operates and maintains a washroom facility at Cole Lake during the winter months in addition to grooming and maintaining the trail during the winter season.

Furthermore, the Verona District ATV Club has trained a group of volunteers to serve as “Trail Wardens.” These wardens travel the trail to engage with all trail users to educate them on appropriate behaviour while using the K&P Trail. Additionally they have liability insurance for their volunteers who patrol the route and effect minor repairs wherever required. Affiliations and agreements with user groups are beneficial, advantageous and even essential.

The K&P runs through the County and links to other trails, municipalities and counties. It winds through the City of Kingston and in time will board a ferry and make its way across Wolfe Island to the American side. This Regional linkage prescribes a skill set amongst those working on the trail to not only physically maintain the trail but to sustain excellent relationships among a large contingent of people and places. The K&P Trail needs to be marketed to solicit internal use and tourism to Frontenac County’s world-class trail as part of a world-class network of trails.

6.0 Trail Policy

6.1 Code of Conduct

The County of Frontenac expects that all trail users will enjoy the Trail while being respectful to other trail users, private landowners, and the environment. A code of conduct for trail users has been developed to assist with establishing appropriate interactions while enjoying the K&P Trail.

- Non-motorized users have the right of way at all times.
- Bike riders yield to both hikers and horseback riders; hikers yield to horseback riders; ATV/Snowmobile users yield to all.
- Respect the privacy of people living along the Trail.
- Respect neighbouring property by staying on the K&P Trail. Do not make new trails or traverse on unmarked and unauthorized trails.
- Expect and respect other trail users, and obey trail signs.
- Stay to the right of the trail, facilitate faster traffic to pass.
- When passing alert slower traffic of your presence slow down and pass with caution on the left.
- Obey all barricades and closures along the Frontenac K&P Trail.
- If you and/or your mode of transportation produces over a ten centimetre depth of foot, hoof, runner or wheel mark, **do not use** the Frontenac K&P Trail at his time.
- Motorized vehicles, other than snowmobiles with a valid Ontario Federation of Snowmobile Clubs [OFSC] permit, are prohibited in the winter season from December 1 to March 31.
- Animals must be on a leash always.
- Leave the Trail cleaner than you found it—please carry out litter.
- Leave flowers, wood, rocks, and plants behind in their rightful place for others to enjoy.
- Avoid tree damage. Do not break branches or strip bark off trees. Frontenac County reserves the right to assign privileges to harvest wood along the Trail corridor.
- Preserve the past—examine, but do not touch cultural or historical structures.
- Obey all Federal, Provincial and Municipal regulations about the operation of your mode of transportation. Including, but not limited to, licensing, insurance, age limits and vehicle condition.

6.2 Authorized Trail Users

6.2.1 Hiking/Walking

The Frontenac K&P Trail will permit, promote, and encourage hiking along all sections. Hikers will share the trail with other all-season users.

6.2.2 Cycling

The Frontenac K&P Trail will allow cycling along all sections. Cycling will also be promoted and encouraged. It is recommended that the trail surface be upgraded where appropriate and as resources are available with aggregate that accommodates hybrid bikes for three seasons and permits “fat-biking” in the winter months. Other cycling determinations will be made in accordance with other Ontario Ministry of Transportation Guidelines for other products, such as electric-assisted bicycles.

6.2.3 Cross Country Skiing Sledding and Snowshoeing

The Frontenac K&P Trail will permit cross-country skiing, dog-sledding and snowshoeing along all sections during the winter months. Skiers will share the trail with snowmobiles and other users. These activities will be promoted and encouraged.

At this time there is no intention of grooming trails specifically for cross country skiing.

6.2.4 ATV/ORV/Side-by-Sides

The Frontenac K&P Trail will permit licensed and insured off-road vehicles along all sections of Trail located north of Bellrock Road in Verona. Off-road vehicles are not permitted south of this location on the Frontenac K&P Trail.

For the purposes of the definition of “off-road vehicle”, the Ontario Ministry of Transportation definition is as follows: Off-road vehicles (sometimes called ORVs) are any two or three-wheeled motorized vehicles, as well as specific vehicles with four or more wheels as prescribed by regulation, intended for recreational use. Examples of off-road vehicles include all-terrain vehicles (ATVs), two-up ATVs, side-by-side ATVs, utility terrain vehicles (UTVs), amphibious ATVs, off-road motorcycles, and dune buggies.

Note: Electric and motorized scooters (commonly known as go-peds) and pocket bikes (which are miniature motorcycles about two feet in height and with a speed of 70-80 kph) are not off-road vehicles and, as such, cannot be registered as off-road vehicles. These vehicles also do not comply with motorcycle standards and cannot be registered as motorcycles.

The trail may be closed to motorized uses at certain times of the year to preserve the trail bed due to wet conditions.

ATVing will be promoted and encouraged through organized ATV clubs and associations, such as Verona All-Terrain Vehicle Club (VATVC). A Memorandum of Understanding will be signed with ATV groups in the area for social events and club use of the trail.

6.2.5 Snowmobiling

The Frontenac K&P Trail will permit snowmobiles on all sections of trail identified as OFSC prescribed trails, December 1 to March 31. Partnership and Land Use agreements are signed with the local snowmobile clubs on an regular basis. Snowmobiles may have exclusive motorized use of the trail, on sections that are OFSC prescribed trail. Snowmobile users will respect and share the trail with other winter users during this time. Snowmobiling will be promoted and encouraged in conjunction with the Ontario Federation of Snowmobile Clubs. Snowmobiling will not take place on non-groomed, non-OFSC signed areas.

6.2.6 Equestrians

Equestrian riding is permitted on all sections of the trail. Equestrian riding will be promoted and encouraged in conjunction with the provincial equestrian federations. Riders are required to remove all manure from the Trail surface.

6.2.7 Other Users

As new modes of travel are developed, Frontenac County may review the new use based on its fit with existing uses. The review would be based on request: a) access by new user groups; b) received conflict reports from other authorized users; or c) upon anticipated demand for a new potential market/experience.

6.2.8 Emergency Response

Emergency Services (Police, Fire and Ambulance) will be allowed to access the trail ROW as required.

6.2.9 Prohibited Activities

- Hunting from and across the trail is strictly prohibited
- Animals must always be on leash
- No - Fires
- No - Camping
- No - Dumping
- No - Trash or garbage allowed
- No - Off-trail structures, be they permanent or unfixed are permitted
- No - Farming, planting or other cultivation is permitted

- No - New trail development (social trails) permitted unless approved by the County
- No - Cutting or planting of trees is permitted without permission of the County
- Do not block trail entrances or park on the Trail at any time.

6.3 User Safety and Education

For safety reasons and recognizing the multiple uses on the K&P Trail, Frontenac County recommends and will promote that:

- Cyclists and equestrians wear helmets at all times
- All motorized off-road users wear helmets and appropriate protective equipment
- All trail users should use lights that provide adequate visibility (to see and to be seen) and wear light coloured/reflective clothing if using trails after sunset before sunrise and/or in poor weather conditions
- All motorized users slow to a stop when other users approach, and ensure other users are aware of approach (for example to pass when travelling the same direction)
- All users should only pass other users when there is adequate space to do so in a safe manner
- Cyclists notify other users before passing (bell or voice)
- All trail users move to the right if stopping or being passed

People using trails during or after inclement weather should do so with extra caution.

The County will ensure that there is a reporting system in place for any unlawful activity to be reported to the appropriate agency. Examples of these groups would include the Ontario Provincial Police, Ministry of Natural Resources and Forestry, Forest Conservation Officers, Municipal By-law Officers, Ministry of the Environment and Climate Change, and Fisheries and Oceans Canada Officers.

6.4 Motorized Vehicle Access

6.4.1 Restricting Non Recreational Motorized Vehicle Access

The policy to ban all non-recreational motorized vehicles (cars, trucks and vans) on the Frontenac K&P Trail, other than for trail maintenance, is broadly acceptable. However, some homes can only be accessed by the K&P rail-bed dating back long before it was the Frontenac K&P Trail. To allow non-recreational motorized vehicles access to home dwellers on the K&P Trail is absolutely necessary. Furthermore consideration to allow access to private properties, camps, cottages and desirable waterfront locations is of immediate concern.

6.4.2 High Impact Trail Activity

Motorized trail user activity on the Frontenac K&P Trail promotes an elevated level of wear and tear on the trail which requires an elevated level of maintenance.

6.4.3 Speed Limits

As a general rule, speed limits shall be 20 km/h in urban areas and 50 km/h in rural areas. These areas will be marked by speed limit signs.

6.4.4 Implementation and Monitoring

The County will be responsible for developing, promoting and educating all enforcement and township officials on the rules of the trail regarding vehicle access and may partner with the Ontario Provincial Police's Snowmobile, ATV, Vessel Enforcement (SAVE) Team to conduct patrols and safety stops from time to time.

6.5 Enforcement

Frontenac County will work with police and municipal bylaw officials for enforcement needs on the Frontenac K&P Trail. The public should contact police directly if criminal activities are noted on the trail. Frontenac County should be contacted if local bylaw issues are noted on the trail.

A K&P Trail Management By-Law will be created to ensure that local law enforcement and municipal by-law officers can act on reported violations.

7.0 Economic Development Opportunities

Trails do not create economic opportunities on their own, but rely on the communities located on and along the trail to embrace their identities as “trail towns” while welcoming trail visitors into their communities.

The Great Allegheny Passage is a 150 mile trail that sees approximately 940,000 non-motorized users between Pittsburgh and Cumberland, MD. A 2014 study showed that the average day user spends $18 per day while on the trail and the average overnight guest spends $124 per night. This trail also saw the creation of 137 new trail related businesses over an eight year period, resulting in approximately 270 new jobs.

While the GAP trail’s context differs from the K&P Trail, many of the lessons learned still apply. A trail user survey of K&P Trail users was distributed from September to November 2020, with 483 complete answers provided. A summary of responses indicate the following key trends in the survey data:

- 53% of respondents use trail at least weekly, 20% of all respondents use the trail 2-3x per week
- Use equally split between ATV, Bicycle or Walk/Hike
- 100% of ATV users stop at stores, restaurants or cafes while on the trail
- Muddy Waters in Verona is visited by all trail users the most (22%)

7.1 Tourism Integration

A Signature Trail Tourism Assessment may be completed along segments of the trail and the findings may be implemented. The community should be encouraged to conduct Signature Community Assessments to provide a blueprint for businesses to integrate themselves around the trail and serve trail users to create a trail tourism economy along the K&P Trail. The municipality may support business integration along the trail.

7.2 Events

It is recommended that, whenever possible, the County or local municipality should be hosting events using the trail as the venue. This is a possible revenue source for trail maintenance as well as a mechanism to bring awareness to the trail through unconventional users. Events like Cross Country Runs Adventure Races, Poker Runs, Mountain Bike Races, etc. should be considered.

In the event that an event requires closure of some or all of the trail to other users the following policies apply:

- Events requiring trail closure must submit their request in writing to Frontenac County no less than 60 days prior to the event.
- The event must place signage, and if necessary, volunteers or staff at all entrances and crossings to educate other trail users as to the closure.
- The County and event coordinator shall post signage and social media messages regarding any trail closures for events no less than 7 days prior to the event, with repeated social media messages leading up to the event.

7.3 Investment Attraction

An audit of the K&P Trail and adjacent rail-trails should be completed to determine the quantity and quality of trailside amenities, as well as determining gaps to be filled by food and beverage, accommodations, outfitters and other trail-supportive businesses. Once gaps have been identified, using trail survey and counter data, a market analysis should be completed to entice entrepreneurs and investors.

Frontenac K&P Trail Management Plan
September 2021

Appendices:
Frontenac K&P Trail Management Plan

Appendix 1: K&P Rail Corridor Ownership and Management 2021

Kilometers	Owner / Manager	Surface Type	Permitted Uses
0-7	Kingston	Paved	Active Transportation (AT)
7-21	Kingston	Stone Dust	AT & Horseback
21-91	Frontenac	Stone Dust	AT, Horseback, Snowmobile, ATV (starting at 42.5 km)
91-103	Multiple Private Landowners	Gravel Undeveloped	Unclear -snowmobile clubs have agreements for trail use
103-141	MVCA	Granular (M)	AT and Motorized Off Road Uses
141-177	Renfrew	Granular (M)	AT and Motorized Off Road Uses

Appendix 2: Regional Rail -Trail Map

Appendix 3: K&P Trail Inspection / Action Reports

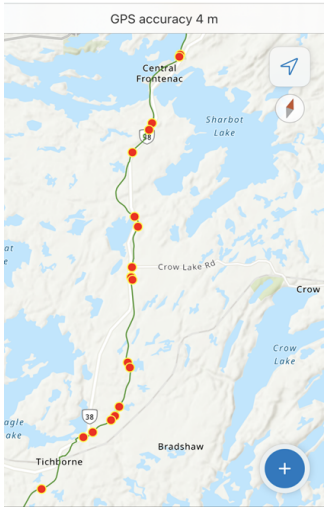
A3.0 Frontenac K&P Trail Inspection / Action Report

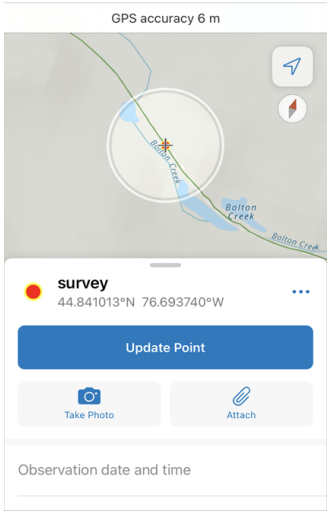
Paper Copy of Inspection Action Report (spread sheet) to be added here

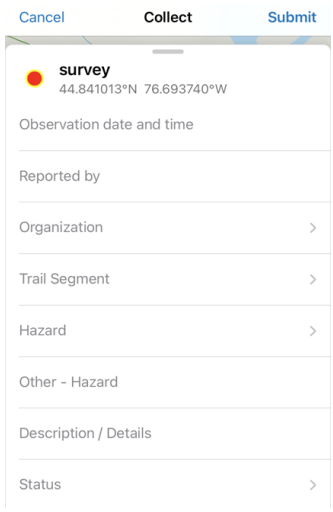
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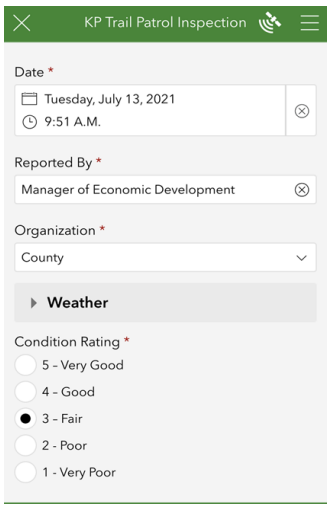
Frontenac K&P Trail Management Plan
September 2021

A3.1 Frontenac K&P Trail Inspection / Action Phone Application









Appendix 4: Annual Frontenac K&P Trail Maintenance Costs

Annual K&P Trail Maintenance Costs

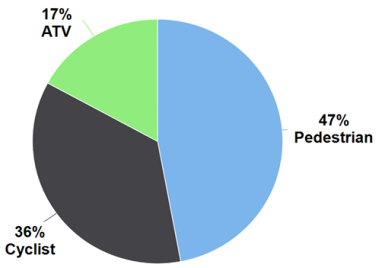
Activity	2021($)	Comment
Grade Shape and Pack	17,000	Completed - first time in 2021
Dust Control	15,000	Completed - first time in 2021
Brush and Mow	16,000	2021 RFQ
Granular Replacement	12,000	Required 2021 50mm placed for 2 km
Bridges	30,000	Based - 2019 OSIM Eng.& repair costs
Trail Inspection	8,000	Ongoing - 2 - 3 days/m for 8months/y
Spot repair	15,000	Est. Discontinuities, Culverts, Ditching
Total	**$113,000**	

Once the trail is completed to the Lanark border, an additional 20 km, the total cost will increase accordingly.

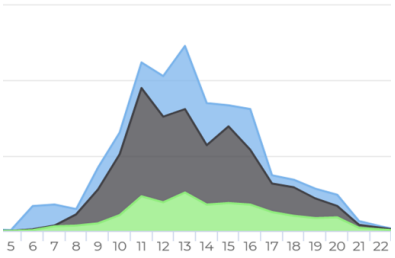
Frontenac K&P Trail Management Plan
September 2021

Appendix 5: Trail Counter Activity

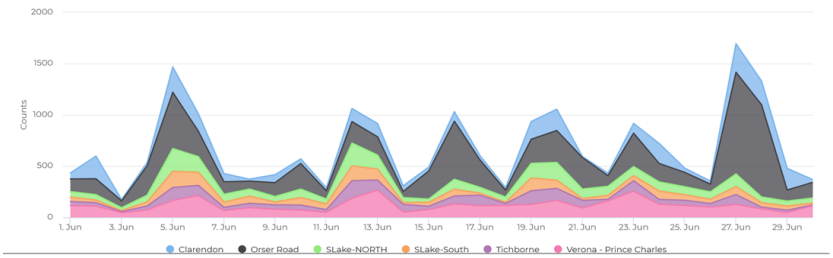
Use Distribution (June 2021):



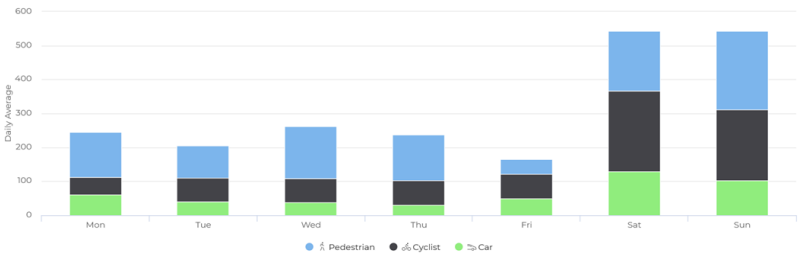
Time of Day (June 2021):



Daily Counts per Location (June 2021):



Use by Day of the Week (June 2021):



Appendix 6: Land Use Policy

The County of Frontenac recognizes as a property owner that requests for use of County property will arise from time to time and that the timely handling such issues is necessary for the protection of the public interest and in the interests of the citizen making a request.

Objective:

To provide a decision making framework for Council, citizens and staff to ensure that the most efficient and least intrusive measure is applied to citizen requests for use of lands owned by the County.

Procedure:

1. Staff will review with the applicant their needs and work with them to process their application in a timely and efficient manner.
2. In reviewing applications, the table below will be used to direct the applicant to the least onerous method possible. The Table is generally structured from “least” onerous (Certificate of Permission), to “most” onerous (Right of Way and Sale).

Method	Time Period	Examples	Conditions	Approval Authority	Transferable
Certificate of Permission	Less than one year	Access across the property for a limited time (e.g., construction or tree harvesting)	Pre and post inspection Deposit equal to potential restoration Proof of insurance Site sketch Signed agreement Taxes in good standing	Delegated to staff	No

License of Occupation	Generally for a period up to three years In any case, not more than 21 years	Water line under property for a temporary period Fence encroachment Well installation Property access while a permanent access is being constructed	Pre and post inspection + periodic compliance inspections Proof of insurance Legal Survey Signed agreement Taxes in good standing	Council approval	Not as of right, but with County permission Not past original length
Encroachment Agreement	Indefinite, but may expire if the encroachment is replaced	Previously constructed structures	Pre- inspection Proof of insurance Legal survey Signed agreement Taxes in good standing	Delegate to staff for encroachments less than $1m^2$ Council approval for encroachments greater than $1m^2$	With County permission
Right of Way (RoW)	In perpetuity	Driveway access for a home or accessory building Permanent installations above, on or below	Pre and post inspection + periodic compliance inspections(because it is permanent, a post-inspection is not necessary) Proof of insurance Legal Survey Signed agreement Taxes in good standing	Approved by Council Considered a disposition of property under the County By-law	No need to transfer – transferred with title as of right

Sale	Disposal	Sale for a lot addition Sale as surplus to County needs	Pre inspection Legal Survey Signed agreement Taxes in good standing	Approved by Council Considered a disposition of property under the County By-law	n/a

Notes:

1. In all instances the proponent is responsible for all costs + applicable fees
    a. Fees and charges as per County By-law
2. Permission may be refused in the following instances:
    a. Where granting permission would result in an unsafe condition
    b. Where permission would interfere with or limit future trail development
    c. Where the portion of County property at issue abuts waterfront
    d. Where the permission would allow land uses that may have negative impacts on the use or users of the trail
    e. Longitudinal access for an extended length of the trail
3. Conditions may be imposed on any of the above, which may include:
    a. Requirements for engineered drawings to show improvements to the trail surface, drainage, access points etc.
    b. Conditions governing usage and safety
    c. Requirements for fencing and signage
    d. Insurance and indemnities

Frontenac K&P Trail Management Plan
September 2021

Appendix 7: Frontenac K&P Trail Sign Specifications

Attached as separate PDF.

FRONTENAC

Report 2021-078

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	September 15, 2021
Re:	**Planning and Economic Development – Frontenac K&P Trail Phase 6 Development**

Recommendation

Be It Resolved That County Council receive the Frontenac K&P Trail Phase 6 Development report;

And Further That the $813,000.00 of additional Gas Tax Funds received in 2021 be dedicated to the completion of K&P Trail development phase 6.

Background

The County of Frontenac has pursued the development of the Frontenac K&P Trail since 2009 following the guidance provided in the Frontenac Trails Master Plan (2009) and the K&P Trail Implementation Plan (2011). In 2018, County Council affirmed its vision for the K&P Trail, by identifying it as a north-south corridor extending from the international border in the Frontenac Islands to the Lanark County boundary in North Frontenac.

At this time, 70 kilometres of the former K&P rail corridor have been rehabilitated into a multi-use recreational trail, constructing new infrastructure where necessary. Once the connection between the City of Kingston and Sharbot Lake was completed in 2019 a significant increase of trail use was observed, creating the demand for increased amenities and policies to ensure a safe and enjoyable experience for users of all ages and abilities.

In 2020, using a one-time doubling of the Gas Tax Fund by the federal government, the County of Frontenac was able to rehabilitate 14 kilometres of the K&P Trail between

Sharbot Lake and Clarendon Station. As of the writing of this report, only 20.3 kilometres of mainland trail development remain.

Comment

On August 19, 2021 the Manager of Economic Development and K&P Trail Project Manager reviewed the condition of the former K&P railway lands located between Clarendon Station and Lanark County. It should be noted that some of these lands are located on private property, and staff only attended lands for which permission was granted or which are in possession of a Township or Conservation Authority. These site visits were supplemented by a desktop review using satellite imagery provided through Frontenac Maps.

In general, these lands are considered to be in adequate condition and relatively dry. A total of 5 bridge structures were observed, many of which require some remedial work.

Clarendon Station to Mississippi Station

This section of trail traverses approximately 10 parcels of land between Clarendon Road and Shiner Road, totally 5.8 kilometres. These lands have been used for many years as a trail and evidence indicates that they continue to be used on a daily basis, regardless of land ownership or management responsibilities. Five parcels of land traversed by the trail in this location are in private ownership, and staff are in contact with all five owners to discuss County acquisition of the trail. The owners do not appear to have use agreements with local trail clubs in place, and as such, are solely liable for any activities that take place on the trail.

Despite the lack of agreements in place, it is clear that minor levels of maintenance have been undertaken by local clubs or volunteers. As such, when compared to previous phases of K&P Trail development and remediation, these land will require little preparing prior to the addition of appropriate aggregates. One section, approximately 500m in length and located near Robertsville Road, appears to flood on a regular basis, washing out the trail base. Additional aggregates will be required in this location. Three bridge structures were also observed in this segment. All of these structures require minor remediation.

With no significant route alterations or barriers to construction observed this section can be developed for approximately $290,000.00 (approximately $50,000 per km) with an additional $20,000 required per bridge.

Mississippi Station

The travelled route of the K&P Trail joins the Township road allowance at Mississippi Station, and therefore is located entirely on Township lands from Mississippi Station north to Millers Lake. This is in part due to the fact the road joins the former rail bed at this location. As such, additional reconstruction efforts will be required to realign the trail appropriately and to eliminate potential hazards. Most of this work will take place where the trail travels between Shiner Road and Road 509 along Black Creek. North of the Shiner Road/Road 509 interchange, trail users will be required to follow the shoulder of

Road 509 for approximately 200m. With both of these considerations in mind, it is expected that development costs will be similar to the above section, approximately $50,000 for one kilometre at Mississippi Station.

County staff are currently in discussions with Township staff at North Frontenac about using this section as a bypass while the Shiner Road Bridge is replaced. This may result in cost efficiencies for the County.

Mississippi Station to Millers Lake

This 1.8 segment of rail-bed is located entirely in the road allowance or on Township lands east of Road 509. However, just prior to Millers Lake, a house is located on the former rail bed and directly adjacent to the original K&P crossing at Miller's Lake.

It appears that currently trail users cross to the west side of Road 509 by traversing a steep grade approximately 300m south of the Lake. Trail users then descend another steep hill close to Miller Lake where trail users cross using the Road 509 Bridge. Staff do not recommend following this route, as the grade will be difficult to construct and maintain, and the crossing of Road 509 has a higher level of risk due to the change in grade and the gradual curve of the highway. The recommended route remains on the former rail bed west of 509, located on Township-owned land. The trail will then merge with Road 509 approximately 100m south of the Millers Lake Crossing.

The construction of the trail merge may see a slight increase of construction costs due to the need for additional aggregates, however it is not expected to make a significant shift in the overall development approach due to the excellent condition of the rail bed between Mississippi Station and Millers Lake.

Footings for a trail bridge still exist at Millers Lake, however construction of a new bridge over the river has not been contemplated as part of this phase of development.

Millers Lake to the Mississippi Valley Conservation Portion of K&P

This 3.9 kilometre segment is generally only used during the winter as part of the local snowmobile network, and landowners have closed the trail to users outside of snowmobile season. There are six private landowners in this segment, and staff did not attend the lands in person for a site visit, however through desktop investigation it appears that the rail bed remains in good condition and one bridge structure exists.

Based on the condition of trail observed north and south of this location, staff recommend a consistent budget allocation for development in this location at $40,000 per kilometre totalling $156,000. Two bridge structures over Antoine Creek also exist in these locations, and assuming they are in similar condition to other bridges in the area, it can be expected that remediation costs will be minor, approximately $15,000 per bridge.

As per previous Council direction, staff will be approaching landowners in this segment during Q3 and Q4 of 2021 to begin conversations regarding the County's planned acquisition of the K&P Trail.

Mississippi Valley Conservation Authority K&P Trail

Frontenac County, Renfrew County and Lanark County are currently engaged in discussions with the Mississippi Valley Conservation Authority (MVCA) concerning the potential transfer of the Conservation Authority's 35.2 km portion of the K&P Trail to the respective Counties. Lanark County leads these discussions. In anticipation of an eventual acquisition, staff examined the condition of the 7.8 km segment of trail located in Frontenac.

This section of trail resembles previous sections in the fact that they are reasonably maintained and the rail bed base is intact. Approximately 1.5 kilometres of this trail are prone to flooding which will require additional base material during the redevelopment process. Two concrete bridge structures were observed, in excellent condition. These appear to require only the erection of safety barriers.

Phase 6 K&P Trail Development Summary

Once the land is acquired for the K&P Trail in North Frontenac, trail remediation appears to be straightforward, with costs primarily resulting from aggregate placement. The trail is clear, relatively dry and appears to be maintained from time to time. However, the existing trail is not fully developed and the existing surface still needs to be remediated and topped with stone dust.

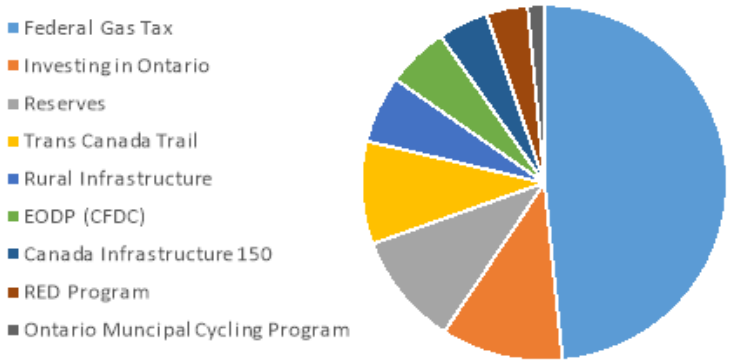
In addition there are a number of bridges in this phase of development that will require immediate and short term maintenance in order to support trail development and operations. The bridges should be addressed as soon as possible, in order to better facilitate placement of aggregates during the development stage.

If all land acquisition is complete by the spring of 2022, all 20.3 kilometres of phase 6 can be completed by the end of the year.

Section	Length (km)	Bridges	Budget
Clarendon Station to Mississippi Station	5.8	3	$350,000.00
Mississippi Station	1.0	0	$50,000.00
Mississippi Station to Millers Lake	1.8	0	$125,000.00
Millers Lake to MVCA K&P	3.9	2	$235,000.00
MVCA K&P	7.8	0	$390,000.00
Total	**20.3**	**5**	**$1,150,000.00**

Gas Tax for Trail Building

Since 2009, the Federal Gas tax has been the key mechanism for funding trail development, providing 48% of the $4,674,995 invested to date. No other funding sources have been so consistent, with programs like the former “Investing in Ontario” or the Trans Canada Trail accounting for approximately 11% each of the total investment.



Since 2014 the County of Frontenac has redistributed the County share of Gas Tax funding to the Townships. Since that time K&P Trail development has proceeded in short bursts, when grant funding and matching dollars were available.

In 2019, the federal government provided a one time “doubling” of the gas tax funding to all municipalities. Instead of distributing these additional funds along with the County’s regular share, County Council dedicated them towards phase 5 of K&P Trail development. As such, 14 kilometres were rehabilitated between Sharbot Lake and Clarendon Station, with additional funding support from the Rural Economic Development program.

On June 29, 2021 the Gas Tax Fund has been renamed the Canada Community-Building Fund (CCBF). The CCBF is a permanent source of funding provided up front, twice-a-year, to provinces and territories, who in turn flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility.

As part of the 2021 federal budget, the CCBF was once again doubled, providing the County of Frontenac with an additional surplus of funds beyond the amount transferred annually to municipalities.

With the last 20 kilometres of mainland development within reach, staff recommend that County Council once again dedicate the additional Canada Community-Building funding to Phase 6 of the K&P Trail.

2019 Trail Funding (Gas Tax):	$445,554.00
2021 additional CCBF funding:	$813,000.00
Less: Phase 6 K&P Development	($1,150,000.00)
Balance CCBF Reserve	$108,554

Strategic Priority Implications

Priority 2.1: To meet the needs of future capital projects, explore new sources of funding support (current and future programs), cost-sharing options and other potential economies.

Priority 3.1: Work with the townships, other municipalities and levels of government on broad infrastructure issues — ranging from environmental concerns to regional transportation strategies for residential, social and economic purposes, and access to funding.

Financial Implications

Phase 6 of K&P Trail development is budgeted at $1,450,000 – including $250,000 for land acquisition, which is not eligible for CCBF. With $445,554 remaining in the Gas Tax Reserve, and $813,000 of additional funds available to Frontenac County in 2021, the CCBF will account for 83% of costs associated with Phase 6 of K&P Trail development.

If the CCBF was unavailable to be used and $813,000 was to be borrowed at a rate of 3%, the annual repayment over 20 years would be $54,646 or 0.50% of the 2021 County levy.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac
Township of Central Frontenac
Township of North Frontenac
Township of Frontenac Islands

FRONTENAC

Report 2021-084

Recommend Report to Council

To: Warden and Members of County Council

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer

Date of meeting: September 15, 2021

Re: Corporate Services – 2021 Temporary Borrowing By-Law

Recommendation

Resolved That Council of the County of Frontenac accept the Corporate Services – Finance - 2021 Temporary Borrowing By-Law report;

And Further That the Clerk be directed to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2021.

Background

On an annual basis, the *Municipal Act, Chapter 25 of the Statutes of Ontario 2001,* permits a council to pass a by-law authorizing the head and treasurer to borrow, from time to time by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet current expenditures during the year. These provisions read as:

> 407(2) Except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,
>
> (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and

(b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

407(3) Until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.

Comment

Based on our 2021 estimates, unpaid temporary borrowings should not exceed $24,167,629 for the first three-quarters of the year and $12,083,814 for the final quarter of 2021.

Strategic Priorities Implications

Good governance and legislative compliance falls under Other Important and Continuing County Priorities, specifically:

- Continually improve customer and financial services

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

FRONTENAC

Report 2021-075

Council Information Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Susan Brant, Administrator

Date of meeting: September 15, 2021

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 ("Fairmount") from April 1, 2021 to June 30, 2021 as well as significant updates in July and August 2021.

Comment

Ministry of Health and Long-Term Care

During the second quarter, there were four critical incident logged with the Ministry of Long-Term Care (MLTC). Two of the critical incidents were related to resident to resident abuse, one critical incident was related to staff to resident abuse and one critical incident was related to a resident fall with an injury. Ministry inspections were conducted on June 30 and July 2.

The Ministry inspection was conducted in relation to staff to resident abuse as well as the infection prevention and control measures in the home. There were no finding in relation to the staff to resident abuse. The infection prevention and control measures inspection resulted in a written notification and a voluntary plan of correction (VPC) to ensure all staff participate in the implementation of the infection prevention and control program in the home. Management has prepared a VPC to achieve compliance with Ministry Guidelines.

The public versions of these reports are posted at Fairmount for public review. The reports are also available on the Ministry's Reports on Long-Term Care Homes website.

Thank you to the management and staff who worked professionally and cooperatively with the Ministry Inspector.

Outbreak

During the second quarter, there was one enteric outbreak declared by Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health from July 25, 2021 – August 5, 2021, which impacted three (3) residents.

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 MLTC, Ministry of Labour and KFL&A Public Health.

Public Health Inspection

KFL&A Public Health conducted an infection prevention and control inspection on August 25, 2021 in the home. There were no violations.

Thank you to the management and staff who work professionally and cooperatively with the Public Health Inspector. The Food Establishment and Restaurant Reports are posted on its website.

Sustainability Implications
Not applicable

Strategic Priority Implications

Not applicable

Organizations, Departments and Individuals Consulted and/or Affected
Fairmount Home Management Team

Report 2021-077

FRONTENAC

Council Information Report

To: Warden and Council

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer

Date of meeting: September 15, 2021

Re: Corporate Services – 2021 Second Quarter Financial Summary and Outlook

Recommendation

This report is for information purposes only.

Background

The County of Frontenac financial summary for the second quarter of 2021 is attached.

Comment

The County of Frontenac declared a state of emergency on March 26, 2020 in response to the COVID-19 outbreak. Starting in March, the County of Frontenac has responded with initiatives involving increased expenses on staffing, personal protective equipment, and other safety measures to address the health concerns caused by the pandemic and facilitate social distancing. These responses have continued through the first half of 2021.

On December 30, 2020, the Province committed $238,000 under the Safe Restart Funding to offset 2021 operating pressures, with a further $238,277 committed on March 4, 2021. The funding commitment from the Province is appreciated and will help offset the cost pressures experienced with maintaining our services throughout the COVID-19 pandemic.

The revenues and expenses incurred in 2021 will differ from what was budgeted in response to changing priorities and managing new requirements relating to the COVID-19 outbreak.

Revenue

The YTD operating revenue for the second quarter has exceeded budget totals by $1,785,936. The increase in Operating Revenue is mostly related to increases in provincial funding for COVID-19 response including:

- $357,139 received for 2021 Safe Restart Funding to support ongoing Municipal operations
- $950,500 received from the Ministry of Health and Long-Term Care by Fairmount Home to address ongoing operational challenges associated with pandemic response
- $226,155 received from the Ministry of Health to support the Temporary Wage Increase for Direct Support Workers. This program funded by the Province provided eligible Personal Support Workers with a pay premium of $3/hour.
- $165,369 incurred from the Ministry of Health and Long-Term Care through the Community Paramedicine in Long-Term Care program. This program aims to keep individuals who are on the long-term care wait list, or who are soon to be eligible for long-term care, stabilized and in their own home for as long as possible
- $172,445 received in cost recovery for Paramedics working in the COVID-19 immunization clinics and assessment centre

User Fees for Fairmount are less than what was budgeted which can be tied to COVID-19 response initiatives. During the pandemic, Fairmount Home retained eight beds for isolation purposes as mandated by the Ministry of Long-Term Care. In spring 2021, the number of isolation beds were reduced to four beds. New admissions have been delayed due to COVID-19 safety protocols. Provincial guidelines have also kept resident room rates frozen through 2021-22.

Expenses

As a whole for the County, expenses for 2021 have been above what was budgeted for through the first six months of the year. Most increases in salaries and benefits are offset by other funding sources in the revenue line as they have been offset by pandemic response funding. As well, contracted services and materials have been tracking around budget, with further context below:

Salaries and Benefits

- Salaries and benefits are above what was budgeted for, largely due to upstaffing in response to the COVID-19 pandemic. Frontenac Paramedics have assisted with staffing the COVID-19 Assessment Centre and Immunization Clinics. Paramedics have been added to assist with Community Paramedicine, as well as other positions to assist with administration of the program. All positions are being fully funded by revenue envelopes with no impact to the ratepayer.
- Fairmount Home has also upstaffed by adding hours to rotations to ensure adequate staff was in place in response to the challenges faced with recruiting staff required to fill all shifts. Ontario Regulation 146/20 mandated long-term care employers to limit employees to one health service provider, long-term care home or retirement home, which resulted in a significant portion of our casual pool no

longer able to pick up hours. The added costs are being offset by funding received by the province to address COVID-19.
- All positions are being fully funded by revenue envelopes with no impact to the ratepayer.

Materials

- Timing of estimates for purchases resulted in the variances for materials. Expenses for building upkeep and computer hardware/software are still planned for 2021 but will occur later in the year than originally anticipated.
- Through June, $201,249 has been spent on materials for infection prevention. The expenses incurred are predominantly for added costs of PPE (gowns, masks, visors, etc.).
- Fuel costs are $12,955 over budget through June. With the current fuel prices near $1.40/litre, it is anticipated that fuel costs will be over budget for the year.
- Travel costs, training costs and conferences were $69,431 under budget through the first six months of the year. With social distancing measures and reduced in-person contact likely to be continued throughout the year, these costs will likely remain under budget for 2021.

Contracted Services

- Timing of estimates for purchases has also resulted in variances for contracted services. Purchases of contracted services for legal fees, vehicle and building maintenance were lower than expected the first six months of 2021, though the total expense for the year is still anticipated to be near the budgeted amount for the year.
- Insurance costs have been incurred for 2021 and are $49,601 over budget. A number of insurance providers have gotten out of underwriting municipalities and most municipalities have seen double-digit increases the last two years.
- Expenses for special projects and WSIB insurance exceeded the budgeted amounts by $155,330 and $141,681 respectively, though these expenses will be covered by transfers from various reserves.

Net Capital Expense

- Purchases for one new ambulance and two remounted ambulances have occurred and been offset by the vehicle replacement reserve.
- Three vehicles have been purchased to launch the Community Paramedicine Long-Term Care program. These are fully funded by the Province through the Ministry of Health and Long-Term Care.
- Fairmount has begun its capital replacement for 2021 with purchasing replacements for beds and mattresses. It is anticipated that Fairmount's capital spend will be near budget by year-end.
- The revenue under the capital section relates to the share paid by the City of Kingston which is paid monthly and reconciled against expenses at year end.

2021 Outlook

The County of Frontenac has incurred additional, unbudgeted expenses to respond to the COVID-19 emergency and will likely continue to do so. Various revenue streams from the

Province have been announced which will assist with offsetting costs and continued good financial stewardship should ensure that the County is able to cope with any further headwinds due to the COVID-19 pandemic.

- The Ministry of Health and Long-Term Care has announced on August 27, 2021 their supplemental funding to long-term care homes through the end of March 2022. Along with this announcement, they also announce an additional $247,000 to make up for the shortfall between the COVID-19 related expenses claimed versus those funded in the 2020 fiscal year. Although the ministry funding amounts will begin to taper off in October 2021, Fairmount Home should be able to remain within its budget for 2021.

Prevention and Containment Allocations	**Amounts**
July 2021	$86,800
August 2021	$86,800
September 2021	$86,800
October 2021 (rounded to nearest $100)	$42,000
November 2021 (rounded to nearest $100)	$42,000
December 2021 (rounded to nearest $100)	$42,000
January 2022 (rounded to nearest $100)	$29,200
February 2022 (rounded to nearest $100)	$29,200
March 2022 (rounded to nearest $100)	$29,200

- The Mass Immunization Centre has closed. Paramedics continue to be contracted at the Assessment Centre. It is anticipated this will remain in operation until at least the end of 2021.

- Ferry ridership and revenue collection has returned to pre-COVID levels. The County is tracking to receive the 20% of revenue required to fund operations through pass and ticket sales.

Strategic Plan Implications

The mission of Frontenac County is “the effective, efficient and sustainable delivery of services to citizens”. Increasing demand for services, inflationary, contracted and mandated costs, plus new government policies and regulations, can cause pressure for budget increases. By publishing the quarterly financial report, the County ensures that the council and public is aware of the costs incurred by the County in relationship to the budget at a given point in time during the year. This enables the County to be accountable for its revenues and expenditures and ensures respect for the taxpayer. The quarterly financial report assists with the goal of the Strategic Plan “to anchor the County’s activities in the municipality’s mission and vision, adapt to the latest evidence and best practices, and respond effectively to circumstances”.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Leadership Team
Phil Piasetzki, Deputy Treasurer
Kathie Shaw, Senior Financial Analyst

FRONTENAC

County of Frontenac

County of Frontenac

For period ending June 30, 2021

	2021 Budget $	2021 YTD Budget $	June YTD Actual $	YTD Variance $	Total Annual Spent %
Operating Revenue					
Taxation from Other Governments	50,000	40,002		(40,002)	
User Charges	3,596,167	1,865,869	1,748,819	(117,050)	48.63%
Payments in Lieu of Taxes	42,297	21,150		(21,150)	
Federal and Provincial	17,102,568	8,628,611	10,382,580	1,753,969	60.71%
Provincial Offences Net Revenue	133,875	66,936	65,202	(1,734)	48.70%
Investment Income	120,000	60,000	60,719	719	50.60%
Other	816,426	394,038	557,733	163,695	68.31%
Transfers from Obligatory Reserve	851,884				
Transfers from Reserve	344,797	2,500	49,989	47,489	14.50%
Total Operating Revenue	23,058,014	11,079,106	12,865,042	1,785,936	(55.79%)
Operating Expense					
Salaries & Benefits	31,743,442	16,000,039	16,668,598	668,559	52.51%
Materials	3,705,871	1,534,583	1,498,166	-36,417	40.43%
Contracted Services	7,856,541	4,005,070	4,042,826	37,756	51.46%
Rents & Financing	228,328	112,042	103,914	-8,128	45.51%
External Transfers	248,799	124,549	48,000	-76,549	19.29%
Depreciation	1,869,879	934,944	896,973	-37,971	47.97%
Reserve Transfers	1,818,312		26,834	26,834	1.48%
Unapproved Projects					#DIV/0!
Total Operating Expense	47,471,172	22,711,227	23,285,311	574,084	49.05%
Net Municipal Contribution	24,413,158	11,632,121	10,420,269	-1,211,852	42.68%
LESS: Depreciation	(1,869,879)	(934,944)	(896,973)	37,971	(47.97%)
Net Municipal Contribution LESS Depreciation	22,543,279	10,697,177	9,523,296	-1,173,881	42.24%
City of Kingston	-11,762,392	-5,869,024	-5,904,220	-35,196	50.20%
County Contribution - Operating	**10,780,887**	**4,828,153**	**3,619,076**	**-1,209,077**	**33.57%**
Capital Revenue	920,568	523,440	774,479	251,039	84.13%
Capital Expense	1,202,616	525,728	727,048	201,320	60.46%
Net Capital Expense	282,048	2,288	-47,431	-49,719	16.82%
City of Kingston - Capital	-276,288	-137,124	-115,120	22,004	(41.67%)
County Contribution - Capital	**5,760**	**-134,836**	**-162,551**	**-27,715**	**2,822.07%**
County Contribution - Debenture	210,295	154,568	40,030	-114,538	19.04%
Total Requisition	**10,996,942**	**4,847,885**	**3,496,555**	**-1,351,330**	**31.80%**

FRONTENAC

County of Frontenac

Fairmount - County

For period ending June 30, 2021

	2021 Budget $	2021 YTD Budget $	June YTD Actual $	YTD Variance $	Total Annual Spent %
Operating Revenue					
User Charges	3,303,789	1,651,890	1,484,232	(167,658)	44.93%
Federal and Provincial	6,541,949	3,348,299	4,463,795	1,115,496	68.23%
Other	114,939	54,333	61,183	6,850	53.23%
Transfers from Reserve	60,390	2,500		(2,500)	
Total Operating Revenue	10,021,067	5,057,022	6,009,210	952,188	(59.97%)
Operating Expense					
Salaries & Benefits	11,557,994	5,789,288	6,068,708	279,420	52.51%
Materials	1,322,788	715,874	674,800	-41,074	51.01%
Contracted Services	1,400,583	781,819	641,640	-140,179	45.81%
Depreciation	591,538	295,770	309,129	13,359	52.26%
Reserve Transfers	138,600				
Unapproved Projects					#DIV/0!
Total Operating Expense	15,011,503	7,582,751	7,694,277	111,526	51.26%
Net Municipal Contribution	4,990,436	2,525,729	1,685,067	-840,662	33.77%
LESS: Depreciation	(591,538)	(295,770)	(309,129)	(13,359)	(52.26%)
Net Municipal Contribution LESS Depreciation	4,398,898	2,229,959	1,375,938	-854,021	31.28%
City of Kingston	-2,961,074	-1,468,366	-1,503,561	-35,195	50.78%
County Contribution - Operating	**1,437,824**	**761,593**	**-127,623**	**-889,216**	**8.88%**
Capital Revenue	124,258	62,130	136,260	74,130	109.66%
Capital Expense	406,306	54,418	86,883	32,465	21.38%
Net Capital Expense	282,048	-7,712	-49,377	-41,665	17.51%
City of Kingston - Capital	-276,288	-137,124	-115,120	22,004	(41.67%)
County Contribution - Capital	**5,760**	**-144,836**	**-164,497**	**-19,661**	**2,855.85%**
County Contribution - Debenture	210,295	154,568	40,030	-114,538	19.04%
Total Requisition	**1,653,879**	**771,325**	**-252,090**	**-1,023,415**	**15.24%**

FRONTENAC

County of Frontenac

FPS - County

For period ending June 30, 2021

	2021 Budget $	2021 YTD Budget $	June YTD Actual $	YTD Variance $	Total Annual Spent %
Operating Revenue					
Federal and Provincial	9,659,081	4,829,544	5,163,654	334,110	53.46%
Other			173,984	173,984	#DIV/0!
Transfers from Reserve	25,969				
Total Operating Revenue	9,685,050	4,829,544	5,337,638	508,094	(55.11%)
Operating Expense					
Salaries & Benefits	16,801,041	8,518,894	8,887,548	368,654	52.90%
Materials	1,210,521	635,633	699,394	63,761	57.78%
Contracted Services	1,628,246	810,920	968,940	158,020	59.51%
Rents & Financing	228,078	111,792	103,654	-8,138	45.45%
Depreciation	891,312	445,656	391,127	-54,529	43.88%
Reserve Transfers	901,470				
Unapproved Projects					#DIV/0!
Total Operating Expense	21,660,668	10,522,895	11,050,663	527,768	51.02%
Net Municipal Contribution	11,975,618	5,693,351	5,713,025	19,674	47.71%
LESS: Depreciation	(891,312)	(445,656)	(391,127)	54,529	(43.88%)
Net Municipal Contribution LESS Depreciation	11,084,306	5,247,695	5,321,898	74,203	48.01%
City of Kingston	-8,801,318	-4,400,658	-4,400,659	-1	50.00%
County Contribution - Operating	**2,282,988**	**847,037**	**921,239**	**74,202**	**40.35%**
Capital Revenue	461,310	461,310	628,927	167,617	136.34%
Capital Expense	461,310	461,310	625,732	164,422	135.64%
Net Capital Expense			-3,195	-3,195	#DIV/0!
City of Kingston - Capital					#DIV/0!
County Contribution - Capital			**-3,195**	**-3,195**	**#DIV/0!**
County Contribution - Debenture					#DIV/0!
Total Requisition	**2,282,988**	**847,037**	**918,044**	**71,007**	**40.21%**

Fairmount Home

Activity Update
September, 2021

Nursing & IPAC	• Began administering a 3rd COVID -19 vaccine dose to our residents • Vaccination status: 90% of Fairmount's staff are fully vaccinated and 4% of all staff are partially vaccinated • Rapid Antigen testing continues for staff and visitors that are not fully vaccinated • The Labour Management Team has scheduled a meeting to review our nursing teams' schedules in preparation for collective bargaining • A Request for Proposal was issued for the replacement of Fairmount's Electronic Health Record System • Engaged the services of three temporary agencies to assist with staffing challenges • Ongoing audits of all residents, staff and visitors for compliance with personal protection equipment and hand hygiene
Resident Care	• Resident BBQ's are occurring in the main courtyard with one home area participating each week • First external resident outing to RAXX with a group of younger residents (since pandemic began) • Weekly bake sale for Alzheimer's fundraiser began September 8th and will occur all month to raise proceeds • Federal election pollers are coming on September 16th to allow our residents to vote for the upcoming election • First Diners club dinner was hosted on September 8th (since pandemic began) • Pet Therapy has returned to the Home for 1:1 visits with residents
Environmental Services	• Engineering Services contract for HVAC replacement and Resident Room air conditioning awarded to CBCL Engineering. Start up and technical review meetings with CBCL have been completed and a Basis of Design meeting is scheduled • Well #2 continues to struggle and we have also identified a pump issue. Floats have been replaced/repaired and waiting on relays which are proving difficult to obtain • Housekeeping will be switching to a new cleaner/disinfectant that is a ready to use product which will reduce the contact time needed to disinfect surfaces in the Home
Dietary Services	• Long awaited 6 burner range arrived! Kitchen workflow project to begin with installation and movement of equipment. • Ecolab installed a new dishwasher in the 2nd floor servery on August 05 (all dietary dishwashers leased from Ecolab).

Fairmount Home Update

	• New digital thermometers arrived to replace old thermometers – easier to read and calibrate.  • Residents have requested a meat spread or more savory option to put on their toast at breakfast instead of always having sweet options like jam. Manager investigating options and will consult with dietitian. Monthly Fine Dining Meal: • August special meal is an Indian theme with lunch including mulligatawny soup, samosas, chickpea salad, berry mousse. Supper included butter chicken with naan bread, cauliflower, kheer (rice pudding) • September special meal for the new National Day for Truth and Reconciliation will feature Indigenous Recipes including three sisters soup, elk stew, lentil salad, and bannock bread pudding with berries.
Other	• Fairmount Home's 2022 – 2026 business plan, budget and project proposals are being refined for presentation to the management team for the second review • EOWC LTC Administrators met virtually on September 9, 2021 to discuss emerging issues, staffing challenges and sharing best practices

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 15, 2021

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. 2021-068
Communal Service Governance
DRAFT Business Case Study

Be It Resolved That the Communal Service Governance – DRAFT Business Case Study (September 9, 2021) be received and amended as follows:

1. Under Asset Transfer Policy section, change the word options to scenarios
2. Under Community Benefit and Dividends section, change the word options to scenarios
3. Under MSC Duty to the Shareholders section, second paragraph, insert the words “by the Corporation” before to the word annually in the last sentence.
4. On the title page add the words The Shareholders above the 5 municipalities listed.

And Further That the DRAFT Business Case Study dated September 9, 2021, as amended, be provided to the member municipalities for their review and input prior to the end of October 2021.

2. 2021-069
Planning and Economic Development Department
Final Report: Willowbrook Estates Subdivision, Phase 2

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;

Therefore Be It Resolved That the Council of the County of Frontenac approve the conditions of draft plan of subdivision for the property known as Phase 2 of the Willowbrook Estates Subdivision, located in the Hamlet of Inverary, South Frontenac Township (County File Number 10T-2020-002), subject to the Conditions of Draft Approval contained in the County Planning and Economic Development report dated September 9, 2021, noted as Attachment 3 to this report;

And Further That this approval of the draft plan of subdivision supersede the previous draft approval given by County Council in 2014, which lapsed prior to the issuance of final approval; and,

And Further That the Clerk be authorized to issue draft approval by signing the required documents and making any technical corrections to the conditions as needed.

3. 2021-070
Approval of Central Frontenac 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 Central Frontenac;

And Further That the Council of the County of Frontenac approve the Township of Central Frontenac Official Plan dated July 13th, 2021 (revised August 30, 2021), as contained in Appendix 4.

FRONTENAC

Minutes of the Planning Advisory Committee Meeting
September 9, 2021

A meeting of the Planning Advisory Committee was held in hybrid format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, September 9, 2021 at 12:30 p.m.

Present:
Councillor Higgins, Chair
Councillor Smith, Vice Chair
Deputy Warden Doyle
Warden Vandewal
Lisa Henderson
Phil Leonard

Present Electronically:
Barbara Sproule, via Zoom

Staff Present:
Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Kelly Pender, Chief Administrative Officer
Joe Gallivan, Director of Planning and Economic Development
Sonya Bolton, Manager of Community Planning

1. Call to Order

The Chair called the meeting to order at 12:30 p.m.

2. Adoption of the Agenda

Moved By: Councillor Smith
Seconded By: Warden Vandewal

That the agenda for the September 9, 2021 meeting of the Planning Advisory Committee be adopted.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

4. Adoption of Minutes

a) Minutes of Meeting held June 9, 2021

Moved By: Deputy Warden Doyle
Seconded By: Mr. Leonard

That the minutes of the Planning Advisory Committee meeting held June 9, 2021 be adopted.

Carried

5. Deputations and/or Presentations

6. Briefings

a) **Mr. Joe Gallivan,** Director of Planning and Economic Development provided the Planning Advisory Committee with the planning briefing.

7. Reports to the Planning Advisory Committee

a) Report of the Communal Service Governance/Operations Model Review Committee

The attached report was considered by the Communal Service Governance/Operations Model Review Committee at 10:30 a.m.

Moved By: Councillor Smith
Seconded By: Mr. Leonard

That the Report received from the Communal Service Governance/Operations Model Review Committee be received and adopted.

Report of the Communal Service Governance/Operations Model Review Committee

The Communal Service Governance/Operations Model Review Committee reports and recommends as follows:

1. **2021-068**
   Communal Service Governance
   DRAFT Business Case Study

Be It Resolved That the Communal Service Governance – DRAFT Business Case Study (September 9, 2021) be received and amended as follows:

1. Under Asset Transfer Policy section, change the word options to scenarios

2. Under Community Benefit and Dividends section, change the word options to scenarios
3. Under MSC Duty to the Shareholders section, second paragraph, insert the words “by the Corporation” before to the word annually in the last sentence.
4. On the title page add the words The Shareholders above the 5 municipalities listed.

And Further That the DRAFT Business Case Study dated September 9, 2021, as amended, be provided to the member municipalities for their review and input prior to the end of October 2021.

Carried

An amended version of the Study will be forwarded to Committee members as well as included on next week’s County Council agenda for approval at Council.

b) 2021-069
Planning and Economic Development Department
Final Report: Willowbrook Estates Subdivision, Phase 2

Moved By: Councillor Smith
Seconded By: Deputy Warden Doyle

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;

Therefore Be It Resolved That the Council of the County of Frontenac approve the conditions of draft plan of subdivision for the property known as Phase 2 of the Willowbrook Estates Subdivision, located in the Hamlet of Inverary, South Frontenac Township (County File Number 10T-2020-002), subject to the Conditions of Draft Approval contained in the County Planning and Economic Development report dated September 9, 2021, noted as Attachment 3 (revised September 9, 2021) to this report;

And Further That this approval of the draft plan of subdivision supersede the previous draft approval given by County Council in 2014, which lapsed prior to the issuance of final approval;

And Further That the Clerk be authorized to issue draft approval by signing the required documents and making any technical corrections to the conditions as needed.

Carried

Ms. Bolton provided a PowerPoint presentation of the proposal, a copy of which is attached to the record in the Clerk’s Office.

c) 2021-070
Approval of Central Frontenac Official Plan

Moved By: Deputy Warden Doyle
Seconded By: Warden Vandewal

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 Central Frontenac;

And Further That the Council of the County of Frontenac approve the Township of Central Frontenac Official Plan dated July 13th, 2021 (revised August 30, 2021), as contained in Appendix 4.

Carried

d) Staff Briefing: Mr. Joe Gallivan, Director of Planning and Economic Development, will brief the Planning Advisory Committee with respect to the Planning Department 2022 Work Plan.

[See Reports to the Planning Advisory Committee, clause e)]

It was suggested that future charts also identify travel time.

In terms of the Natural Heritage Study, it was questioned what has changed since 2012 that another study is required, as well as why this study is a priority next year, to which Mr. Gallivan noted that the County needs to look at Frontenac from a different approach. We are required, through provincial mandates, to protect certain areas but what we are trying now to do is look at the regional picture and what is important, socially and culturally in Frontenac. In terms of it being a priority, Mr. Gallivan noted that we want to ensure lakes are well protected and the policy is in place as we commence the comprehensive review of the County Official Plan. In addition, North Frontenac had made some requests for changes which cannot be done under the existing official plan.

Mr. Gallivan's presentation identified that the Townships may need to retain private consultants for some of their policy work if they wish it to be done sooner than what County Staff are able to provide.

e) 2021-071
Director of Planning and Economic Development – 2022 Work Plan

Moved By: Deputy Warden Doyle
Seconded By: Councillor Smith

Be It Resolve That the County of Frontenac Planning Advisory Committee recommend to County Council the approval of the 2022 work plan for the Planning and Economic Development as it relates to planning matters;

And Further That the Director provide an overview to County Council as part of the 2022 budget deliberations as well as the Councils of the three municipalities which the department provides planning services.

Carried

8. Communications

9. Other Business

10. Next Meeting

11. Adjournment

Moved By: Councillor Smith
Seconded By: Deputy Warden Doyle

That the meeting hereby adjourn at 1:32 p.m.

Carried

Frontenac Municipal Services Corporation

Business Case Study

FINAL DRAFT

For Discussion Purposes Only

September 15, 2021

The Shareholders:
The Township of North Frontenac
The Township of Central Frontenac
The Township of South Frontenac
The Township of Frontenac Islands
The County of Frontenac

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Acknowledgements

The Participating Municipalities wish to thank the following individuals for their contribution to this report over the past two years.

- The WSP Canada Inc. team, including Nadia De Santi, Alec Knowles, Sagar Kancharla, Salah Koleilat, Caitlin Larwa
- Michael Wildman, Municipal Government Wayfinders
- Members of the Communal Services Governance Committee
    - Deputy Warden Denis Doyle (Chair), Mayor of the Township of Frontenac Islands
    - Warden Ron Vandewal, Mayor of the Township of South Frontenac
    - Councillor Frances Smith, Mayor of the Township of Central Frontenac
    - Councillor Ron Higgins, Mayor of the Township of North Frontenac
    - Ms. Gwen Glover, Citizen Appointee
    - Mr. Michael Keene, Citizen Appointee
    - Mr. Wayne Robinson, Citizen Appointee
    - Mr. Jim McIntosh, Citizen Appointee
- Jon Orpana, Environmental Planner, Ministry of the Environment and Climate Change
- Peter Sizov, Municipal Advisory, Ministry of Municipal Affairs
- The Councils and staff from the participating municipalities

Numerous members of the Frontenac development community contributed to the background and technical aspects of the various reports and meetings leading up to this Business Case Study. Their participation helped keep the process grounded in the reality of construction and development in Frontenac.

The WSP team completed a best practice review of five similar municipal or joint services organizations. We are appreciative of their time and contribution to our project. Thank you to:

- The Township of Oro-Medonte
- Lakeland Holding Co.
- Grand Bend Area Joint Sewage Board
- Edwardsburgh/Cardinal & Prescott Joint Board
- Union Water Supply System

Terminology & Abbreviations

Abbreviation	Full Name	Definition/Description
MSC	Municipal Services Corporation	The generic reference to a service corporation established under the Municipal Act, S.O. 2001 and Ontario Regulation 599/06.
FMSC	Frontenac Municipal Services Corporation	Frontenac Municipal Services Corporation – the holding company anticipated by this Business Plan
FCSC	Frontenac Communal Services Corporation	Frontenac Communal Services Corporation – the operating company anticipated by this Business Plan
Frontenac	Frontenac	The geographic region encompassed by the municipalities, the County of Frontenac and the four constituent municipalities of the Township of North Frontenac, Township of Central Frontenac, Township of South Frontenac, and the Township of Frontenac Islands.
NF	Township of North Frontenac	The Lower Tier corporate entity operating under the Municipal Act, S.O. 2001.
CF	Township of Central Frontenac	The Lower Tier corporate entity operating under the Municipal Act, S.O. 2001.
SF	Township of South Frontenac	The Lower Tier corporate entity operating under the Municipal Act, S.O. 2001.
FI	Township of Frontenac Islands	The Lower Tier corporate entity operating under the Municipal Act, S.O. 2001.
CofF	County of Frontenac	The Upper Tier corporate entity operating under the Municipal Act, S.O. 2001.
Twp	Townships	The collective lower tier municipalities, namely, North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands
PM	Participating Municipalities	The municipalities participating in the development of this business plan and the anticipated Municipal Service Corporation. • Township of North Frontenac • Township of Central Frontenac • Township of South Frontenac • Township of Frontenac Islands • County of Frontenac
CS	Communal Services	The broad descriptor for centralized water and wastewater services provided to a group of homes or businesses.
MA	Municipal Act, S.O. 2001	The legislative framework for the creation and operation of Ontario municipalities.
BCS or Study	Business Case	The formal requirement under the Municipal

Abbreviation	Full Name	Definition/Description
	Study	Act, S.O. 2001 and Ontario regulation 599/06 as a precursor to the establishment of a Municipal Services Corporation. [Link to Regulation]
MRA	Municipal Responsibility Agreements	The D-5-2 requirements of the Ministry of the Environment where private ownership of a communal service is established.
CSGC	Communal Services Governance Committee	The Committee established by Frontenac County to examine potential governance models for the implementation of a regional entity to oversee the operation of communal services in Frontenac

Introduction

This report has two primary objectives:

1. Provided to the citizens of Frontenac to complete the requirement of the Business Case Study as required under the Municipal Act, S.O. 2001 and Ontario Regulation 599/06.
2. Confirm the substantive elements of the Municipal Services Corporation for the partner Municipalities.

Links to the legislation are provided as follows:

Municipal Act – [Link]

Ontario Regulation 599/06 – [Link]

The BCS will focus on the guiding principles for the establishment of a Municipal Services Corporation with a mandate to own and/or operate communal services in Frontenac.

The geographic region of Frontenac includes the upper tier municipality of the County of Frontenac. The County is an upper tier municipality established under the MA covering a jurisdiction from Lake Ontario in the south to north of Provincial Highway #7, including the lower tier municipalities of:

Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Township of Frontenac Islands.

Below, **Figure One** is a map of the area covered by this BCS and the proposed Municipal Services Corporation.

https://www.frontenaccounty.ca/en/living/living.aspx

Figure One – Area Covered by the Proposed MSC



Background Documents

In preparation for this Study, the parties engaged the services of WSP Canada Inc. to complete two (2) studies examining the potential for using communal services as an alternative to individual or full services in Frontenac. This study will rely upon the findings of these two reports but will not attempt to reiterate all the salient points of the reports. The reader is advised to refer to the source documents for further clarification of the more technical aspects of CS, or the governance aspects of this issue. Citations in the BCS to the WSP documents will be referenced as Report #1 and Report #2.

Where there is a conflict between this document and Reports #1 and 2, this document shall take precedence.

Table of Contents and links to the two reports are provided below:

WSP Report #1 – County of Frontenac – Communal Services Study
WSP Canada Inc. June 2019 [Link to WSP Report - 2019]
226 Pages

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As part of this report, the parties were provided with a comprehensive financial model that will allow for the modeling of expenditures, revenues and commodity pricing for installation and operation of communal services. County of Frontenac senior financial staff were provided with training on the model.

WSP Report #2 – Communal Services Governance Model – Final Report
WSP Canada Inc. 03 March 2021 [Link to WSP Report - 2021]
52 Pages

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Definition of Communal Services

For the purposes of the BCS, the WSP[1] definition of communal services has been adopted. That definition is as follows:

> In principle, communal water and wastewater systems function similarly to centralized municipal services in terms of development of sewer connections to central sewage treatment and disposal facilities and/or to a communal well or water source and water-treatment facility for drinking water. Systems generally serve small-to-moderate development sizes with typical ranges between 10 to 300 units within each settlement area[2], while the Ministry of the Environment, Conservation, and Parks (MECP) defines them as those serving a minimum of five units in a development. Communal systems are typically synonymous with "decentralized systems" and the terms are used interchangeably throughout this report.
>
> Within the above descriptions, the following communal water and wastewater system definitions apply:
>
> - Communal Water Systems: shared potable water systems, including collection from groundwater or freshwater sources and treatment to drinking-water quality standards that are part of a communal service development.
> - Communal Wastewater Systems: shared facilities for the collection, treatment, and disposal of sewage that are part of a communal service development.

Frontenac Readiness for Communal Servicing

Frontenac has also taken numerous steps to be ready for residential and commercial growth that will benefit from communal services. **Table One** below provides an overview of the efforts to date.

Table One – Summary of Frontenac Readiness for Communal Servicing

Municipality	Current Status
Frontenac Islands	• Currently completing a Secondary Plan for the village of Marysville on Wolfe Island. Study completion will be in parallel to this report. Secondary Plan will set parameters for communal services. • Expansion of the Wolfe Island Ferry and the doubling of ferry capacity to the Island will be completed in 2022. This will further exacerbate development pressures as Wolfe Island will become a reasonable "bedroom" community option for the City of Kingston • **Timelines**: Communal servicing pressure anticipated in 2021-22.

[1] Report #2, Section 1.1.1, page 15

[2] For the purposes of the Business Case Study, the use of the term "settlement area" refers to the cluster of units connected to the communal service and is not intended to be limited to existing settlement areas.

South Frontenac	• Current Official Plan policies discourage communal services • Official Plan and settlement area boundary studies to commence in 2021. • Completed a community strategic plan that identifies regional leadership and community building as goals for the municipality. • Water quantity/quality issues exist in several areas and will require hydro-geological work in order to identify potential development areas (and likely eliminate others). • Development/growth pressures from Kingston will increase development demand. Current "strip" development will not sustain growth • Several settlement areas, namely Inverary, Battersea, Sydenham, Harrowsmith and Verona could see significant benefit from communal services • **Timelines**: Development pressure is ongoing – Official plan, settlement boundary rationalization and hydro-geological work will likely mean that the first communal service projects will be in the approval process in the 2022-23 time frame.
Central Frontenac	• The Township Official Plan was approved by Council on July 13/21. The new O.P. will encourage communal services • Waterfront policies in the new O.P. will encourage communal servicing in rural/lake front properties which will open up waterfront development potential for the community • The Township has purchased a former school site in downtown Sharbot Lake with a view towards a mixed use communal service project. Planning for the project may include connections to other municipal facilities or business in the downtown core. Funding has been received to commence the engineering feasibility component of this project. • **Timelines**: Current
North Frontenac	• Official Plan and Zoning By-laws complete in 2017. Recognize communal servicing option • Waterfront policies in the new O.P. and Zoning By-law encourage communal servicing in rural/lake front properties which will open up waterfront development potential for the community • **Timelines**: Current

County	• Regional Planning Framework:
	  ○ County Official Plan approved in 2016, update to commence in 2022.
	  ○ Completed a Regional Roads Study in 2018 in order to permit a more expansive range of development options on non-municipal roads.
	  ○ Population projections update complete.
	• Completed a strategic plan in 2019 that emphasis continued economic growth and regional cooperation
	• Completed a trail connection from the City of Kingston boundary to Clarendon (the K&P Trail), with the commitment to make the connection to the United States and Lanark County. Trail will be extended an additional 14 km north in 2021-22 effectively creating a regional trail corridor that is encouraging rural residential and commercial growth.
	• In 2016 completed a "regional brand" for Frontenac and implemented the first regional economic development strategy. The brand roll out included a business ambassador program that has been successful in bringing nearly 200 businesses on board with the regional brand. The economic development strategy is anticipated to be refreshed in 2021
	• The County has participated and invested in regional broadband and cellular expansion in the area through the Eastern Ontario Regional Network (EORN).
	• Selected as the preferred vendor by EORN, Rogers Communications has initiated the process of providing 5G cell to the County
	• The County has participated and invested in the establishment of the Eastern Ontario Leadership Council and region wide economic development initiatives, including workforce development, innovation and transportation.
	• The County is recognized as a regional leader in Continuous Improvement, utilizing Lean principles to drive efficiency.
	• **Timelines**: Current

Preferred Operational Model

WSP Report Number #2 was supported by the Communal Servicing Governance Committee composed of the four Township Mayors and three citizen appointees. Together with WSP they completed a best practice review of five (5) existing service providers and three (3) governance structures including:

- A Municipal Services Corporation
- A Joint Municipal Board
- County Level Governance

The recommendation of WSP and the CSGC to the member municipalities was to initiate a process to develop a BCS for the implementation of a Municipal Services Corporation. This recommendation was subsequently endorsed by the Councils of the five participating municipalities.

Governance and Corporate Structure

The recommended governance structure for the Corporation[3] was detailed by WSP and endorsed by the CSGC as a two MSCs:

1. A Holding MSC – for the purposes of this report, named the Frontenac Municipal Services Corporation (FMSC)
2. An Operating MSC – for the purposes of this report, named the Frontenac Communal Services Corporation (FCSC)

All shares in the Operating MSC will be owned by FMSC.

WSP describes the benefits to this structure as providing the ability to:

a) Establish additional operating MSCs in the future that are held by the Holding MSC; and
b) Extend service and/or ownership to other municipalities by limiting purchasing and voting powers to Holding MSC shares only.

Guiding Principles

The following guiding principles have been established for the Business Case Study and the Frontenac Municipal Services Corporation:

1. The establishment of the FMSC will not impinge upon the planning authority of any participating municipality, but rather will provide guidance and/or pre-approval for communal systems that will either be owned/operated or operated by the MSC that will lead to faster approvals by the respective planning authorities and reduce costs for developers and eventually purchases/owners of serviced units
2. One of the primary drivers for the establishment of a MSC for the ownership and operation of communal services is the ability to spread risk by

[3] Report #2, Section 3.2.1, page 23

aggregating assets. As such, the partners agree that the MSC will be the owner/operator for communal services

3. It is recognized that the operational aspects of the MSC will evolve slowly as units are constructed and that it may take several years to reach critical mass. It is understood that the Operating Board will be responsible for determining the best operating model and that it is likely that at the outset contracted operating services will be the predominant model
4. The existing Water Treatment and distribution system in the Village of Sydenham, Township of South Frontenac will remain under the ownership and control of the Township and will not be transferred to FMSC upon incorporation. There will be no mechanism or expectation that the system will be transferred to the FMSC. Only the Township of South Frontenac Council will be able to make such a determination.
5. The County of Frontenac would be a non-voting shareholder in the MSC.

Steps for Implementation

WSP Report #2 (page 7), sets out the necessary steps for the establishment of the MSC. **Table Two** below sets the seven steps.

Table Two – Steps for Implementation

#	Step	Status
1.	Formally Confirm MSC Selection	Complete
2.	Undertake a Business Case Study	This Document
3.	Hold Public Consultations	Pending
4.	Adopt of the Business Case by Council(s)	Pending
5.	Draft, Approve and Pass Necessary Agreements & Documents	Pending
6.	Develop and Adopt an Asset Transfer Policy	Pending
7.	Appoint MSC Boards, Officer/Directors, and Transfer Assets	Pending

Benefits of Communal Servicing

Within Frontenac, the use of private services dominates the residential and commercial landscape. Except for the Village of Sydenham water system, servicing largely consists of individual wells and septic systems. While this is efficient on a single home or business basis, it creates a number of issues for communities that are resolved or lessened by the installation of communal services, namely:

- **Risk:** manages and spreads risk
- **Environmental Protection and Aquifer Integrity:** fewer wells drilled into an aquifer, thereby reducing the potential for ground water contamination from surface runoff
- **Monitoring and Environmental Protection:** communal services have stricter testing and reporting requirements than individual services

- **Increased density:** thereby reducing the cost of municipal service delivery and improving community sustainability
- **Efficient Land Use:** Traditional rural pattern development results in approximately 0.57 residential units/hectare[4], while the same site on communal services could result in 2.23 units/hectare[5], or approximately 3.9 more residential units/hectare, thereby creating a more efficient use of land.
- **Community Sustainability**:
    - Residential units can be clustered to take advantage of access to recreation corridors such as the K&P or Cataraqui Trails or provide walkable communities that can help sustain rural communities and businesses
    - Existing communities can be serviced in a manner that will assist with rural community sustainability
    - Greater opportunity for main street development and redevelopment, including higher density and upper floor residential development
    - Communal service can be constructed in a scalable manner, thereby aligning costs with revenues for the developer and more reflective of the scale and pace of rural development
    - Business and/or industrial parks can be established utilizing a scalable communal services model, thereby making serviced employment an attractive option in a rural setting.

Municipal Responsibility Agreements

For a full discussion of MRAs, please refer to Report #2 by WSP.

It is the intention of partners that the majority of the communal services constructed moving forward will be owned and operated by the MSC, thereby negating the necessity for an MRA.

It is recommended that each partner municipality enter into an Indemnity Agreement with the MSC to limit future liabilities.

As a condition of a Subdivision or Condominium agreement, communal services would be the responsibility of the developer for a period to be determined by the MSC to establish a viable system, at which time ownership would transfer to the MSC.

In the rare instances where an MRA is contemplated, the WSP reports provide various methods to reduce risk and limit liability. These same tools can be utilized by the MSC to guide the assumption of communal service assets.

[4] Report #1, page 10, Figure 1-3
[5] Report #1, page 11, Figure 1-4

Risk Management

The ability to manage and mitigate risk is an important element of the ownership and operation of communal services for municipalities. The establishment of a MSC provides the partner municipalities with the ability to pool and share risk. By aggregating risk, we mean the ability to spread risk across a portfolio of installations. The analogy is the provision of car insurance. Without a pooled model whereby, risk is spread across all insured drivers, each individual owner would be required to hold substantial savings in the event of an accident. By pooling the risk, the cost to any one individual is minimized and costs are lowered to the consumer. Similarly, the risk for one individual communal service failure requires far greater securities to protect the developer, homeowner, and municipality than if the risk is spread across ten installations. This approach has the added benefit of lowering development costs and improving home affordability, both at the time of purchase and for ongoing operating costs.

For a more detailed discussion of the tools available to the MSC to mitigate risk, refer to Report #2[6].

Asset Transfer Policy

At incorporation, FMSC will not hold any capital assets. Non-capital assets in the form of cash, will be transferred to the corporation in accordance with the financial contribution described in this document and detailed in Report #2[7].

For clarity, this Policy does not apply to the transfer of communal service assets to the MSC by a developer under the terms of Subdivision or Condominium Agreement.

For the capital assets other than noted above, four (4) options are provided. They are outlined as follows:

Scenario #1 – Transfer of Assets between Partnering Municipalities and the MSC with a Value Under $100,000

Where the parties agree that an asset contemplated for transfer is valued at under $100,000, a transfer may be completed by motion of the shareholders of the FMSC and a motion of the appropriate shareholder municipality. Such a sale will be at a cash value agreed to between the parties. No option exists for such a transfer to involve the transfer of shares.

The parties may agree to conduct the transfer of an asset under this limit, utilizing the terms and conditions described Option #2.

[6] Report #2, Page 19-21
[7] Report #2, Page 37-39

It is understood that under Option #1:

- either party may elect to initiate such a process, but that both parties will base any final decision in their own interest without undue influence from the other party
- that the above option may be initiated in the reverse (i.e., the transfer of an asset from the MSC to a shareholder municipality)
- the sole authority for the MSC will be a vote of the shareholders and for the municipality, the Council of the municipality disposing or acquiring the asset.

Scenario #2 – Transfer of Assets between Partnering Municipalities and the MSC with a Value Over $100,000.

A shareholder municipality may solely elect to transfer an asset to initiate the process of transferring a municipal asset to the MSC. The FMSC (i.e., the holding company), acting in consultation with the MSC operating arm, may elect to accept the transfer and elect to compensate the municipality based on one of the following:

1. A cash payment based upon the average of two (2) independent appraisals. One completed and paid for by the MSC and a second completed and paid for by the municipality. Both independent appraisals must be accompanied by:
   a. A statement that the company/individual is qualified and competent to make such an appraisal
   b. A statement that the company/individual is not in a position of conflict
2. A payment of equivalent share in FMSC base upon the average of two (2) independent appraisals. One completed and paid for by the MSC and a second completed and paid for by the municipality. Both independent appraisals must be accompanied by:
   a. A statement that the company/individual is qualified and competent to make such an appraisal
   b. A statement that the company/individual is not in a position of conflict
3. A combination of option 1 and option 2 above (i.e., x% cash payment and y% shares, where x + y = 100% of the appraised value)

It is understood that under Option #2:

- either party may elect to initiate such a process, but that both parties will base any final decision in their own interest without undue influence from the other party
- that the above option may be initiated in the reverse (i.e., the transfer of an asset from the MSC to a shareholder municipality)
- the sole authority for the MSC will be a vote of the shareholders and for the municipality, the Council of the municipality disposing or acquiring the asset.

Scenario #3 – Transfer of Assets Between the MSC and a Non-Shareholder Municipality Valued at Under $100,000

Where an asset is proposed to be transferred between the MSC and a non-shareholder municipality and the parties agree that the value of the asset is less than $100,000, the parties may agree to a cash transaction at an agreed to fair market value.

Scenario #4 – Transfer of Assets Between the MSC and a Non-Shareholder Municipality Valued at Over $100,000.

A non-shareholder municipality may elect to transfer an asset to initiate the process of transferring a municipal asset to the MSC. FMSC may elect to accept the transfer and elect to compensate the municipality based on one of the following:

1. A cash payment based upon the average of two (2) independent appraisals. One completed and paid for by the MSC and a second completed and paid for by the municipality. Both independent appraisals must be accompanied by:
   a. A statement that the company/individual is qualified and competent to make such an appraisal
   b. A statement that the company/individual is not in a position of conflict
2. A payment of equivalent share in FMSC based upon the average of two (2) independent appraisals. One completed and paid for by the MSC and a second completed and paid for by the municipality. Both independent appraisals must be accompanied by:
   a. A statement that the company/individual is qualified and competent to make such an appraisal
   b. A statement that the company/individual is not in a position of conflict
3. A combination of option 1 and option 2 above (i.e., x% cash payment and y% shares, where x + y = 100% of the appraised value)

Scenario #5 – Transfer of Assets Between the MSC and a Private/For Profit Entity or Individual

The transfer of any asset considered to be integral to the operation of a communal water or sewer system, may not be transferred to a private/for profit entity under any circumstance.

Non-operationally integral capital assets valued at under $100,000 (e.g., a vehicle) may be transferred at an agreed upon fair market price, with a motion of the MSC Operational Board.

Non-operationally integral capital assets valued at over $100,000 (e.g., a surplus property or equipment) may be transferred at an agreed upon fair market price, with a motion of the FMSC.

Scenario #6 – Transfer of Assets Between the MSC and a Not-For-Profit/or Charitable Entity

The transfer of any asset considered to be integral to the operation of a communal water or sewer system, may not be transferred to a Not-For-Profit/or Charitable Entity under any circumstances.

Non-operationally integral capital assets valued at under $100,000 (e.g., a vehicle) may be transferred at an agreed upon fair market price, with a motion of the MSC Operational Board.

Non-operationally integral capital assets valued at over $100,000 (e.g., a surplus property) may be transferred at an agreed upon fair market price, with a motion of the FMSC Board.

The parties agree that the monetary limits presented may be amended from time to time by a majority vote the shareholders.

Financial Considerations

Report #2[8] examined four options for the start-up of the MSC and the distribution of shares, namely:

1. Weighted Tax Assessment
2. Equal Allocation
3. Weighted Population
4. Hybrid Allocation

Under all four options, the County of Frontenac would provide a 20% financial (non-voting) contribution, resulting in the remaining 80% being divided between the four remaining partner municipalities.

At the recommendation of the CSGC, the partners endorsed the option of utilizing weighted tax assessment for the distribution. The weighted assessment share will be determined based upon the percent share allocation as determined from assessment data provided by the Municipal Property Assessment Corporation (MPAC) on the date that incorporation of the MSC is received.

The anticipated five (5) year requirement of the MSC is $696,800[9]. The partners will budget for the total amount of their share in the year of incorporation. A total of 20% of the allocated amount will be transferred to the MSC with thirty (30) days of

[8] Report #2, pages 37-39
[9] Report #2, page 39

incorporation. It is anticipated that the MSC will "draw" against the remaining budgeted amount over a five-year period based upon the needs of the Corporation and a majority vote of the shareholders.

For clarity purposes, the draw may be accelerated if development and installation of communal services is accelerated, or conversely, delayed if development is slowed. In any case, the total amount will be held in a designated reserve by the member municipality and will be transferred to the MSC with thirty (30) days of receiving notice to do so. The reserve may be held in an interest-bearing account by the partner municipality. Accrued interest will remain with the municipality and will not accumulate for the benefit of the MSC.

Borrowing from a Shareholder

While a primary benefit of establishing a MSC is the ability to borrow without affecting the Annual Repayment Limit (ARL) of a municipality, from time-to-time it may be prudent for a shareholder municipality to borrow on behalf of the MSC, or to provide such terms of borrowing from internal resources (i.e., reserves) as may be deemed expedient. Such borrowing shall be at fair market terms and rates as determined by the parties. Any such borrowing under $100,000 may be negotiated between the parties without the approval of the shareholders. Borrowing over $100,000 will be subject to a vote by the shareholders. A reciprocal arrangement (i.e., a shareholder municipality borrowing from the MSC) will be subject to a vote of the shareholders under all circumstances.

Prior to borrowing being required under this provision, the MSC will establish a borrowing policy that identifies borrowing limits under this provision. Such policy will require the approval of the majority of shareholders.

Under no circumstances will the MSC borrow from a non-shareholder municipality.

Ownership, Share Allocation and Voting

As structured, the shareholders would be represented by one (1) representative from each of the four (4) lower tier partner municipalities. With votes be weighted based upon the value of their shares at incorporation.

For voting on any motion/by-law placed before the shareholders will be deemed to be carried if a minimum of two (2) shareholders, representing more than 50% of the shares votes in favour[10]. No single municipality can outvote the remainder of the shareholders.

As noted above, the County will be a contributing, non-voting shareholder. **Table Two** below summarizes the ownership, share allocation and voting that will be utilized by the FMSC.

[10] Report #2, page 36

Table Two – Summary of Ownership, Share Allocation and Voting

Partner	Owner[11]	Voting on All Matters	Distribution of Assets
NF	Yes	Yes	Yes
CF	Yes	Yes	Yes
SF	Yes	Yes	Yes
FI	Yes	Yes	Yes
CoF	Yes	No[12]	Yes

Restrictions Regarding a Shareholder Dividend or Community Benefit Policy
A MSC can provide a dividend, or community benefit, to owners on a basis to be determined by the shareholders. As a matter of policy and practicality, the Frontenac MSC will not be in the financial position to distribute until such times as sufficient reserves and/or securities are accumulated to minimize the risk to shareholders. While this option is not a requirement, it is in the interest of the partners to establish the conditions under which such a policy may be considered.

It shall be the policy of the MSC that no dividend or community benefit will be distributed to the owners unless the following conditions are met:

1. A minimum of seven (7) years from the date of incorporation
2. A statement from the auditing firm appointed by the MSC that the risk associated with the ownership and management of the communal services has been substantially ameliorated by a combination of accumulation of reserves, insurance, and/or securities
3. A majority vote of the shareholders[13]

Should the above conditions be met, the shareholders will have three options for the use of a community benefit:

Scenario #1 – Unrestricted Dividend Policy
Community benefit can be used in any manner deemed appropriate to the shareholder municipality.

Scenario #2 – Restricted Community Benefit Policy
Community benefit can be used in a manner determined by the shareholders in a restricted manner. Potential examples include:

- Pre-engineering and/or feasibility studies for the expansion of services to an un-serviced area or employment lands

[11] The percent ownership will be determined based upon the percentage dollar contribution as determined on the date of incorporation
[12] Report #2, page 39 – Allocated to Lower Tier Municipalities based on weighted assessment on the date of incorporation
[13] As currently structured, the Township of South Frontenac would have a veto over any the implementation of a dividend/community benefit policy. At the same time, SF plus the affirmative vote of one other municipality would be required in order to approve a policy.

- In conjunction with local improvement charges, utilized for the expansion of communal services in a serviced or un-serviced hamlet or subdivision. Such a policy could benefit all residents served by the MSC by expanding the risk pool, increasing density, and decreasing costs for users
- To be utilized for a specific community enhancement project that will benefit the entire region, for example recreation facilities

Under no circumstances will the MSC provide a community benefit that will place the ongoing viability of the MSC in jeopardy.

Scenario #3 – Retained by the MSC for Investment in Projects Approved by the Shareholders
To be utilized in a manner that will support or expand communal services or expand business opportunities.

MSC Duty to the Shareholders
The MSC will at a minimum, provide the shareholders with a detailed financial update at the Annual General Meeting of the Corporation, including a presentation of the audited financial statements of the MSC and the opportunity to question the Auditor.

Within nine (9) months of incorporation, the MSC will present to the shareholders a business plan and five (5) year pro-forma budget to the shareholders for consideration and input. The plan will be revised by the Corporation annually and reviewed with the shareholders.

A majority vote of the shareholders will require a full meeting of the MSC. The vote must state the purpose and general nature of the requirement for the meeting.

The MSC will at all times have in place appropriate levels of insurance that covers the actions and decisions of the corporation and indemnifies the shareholders.

Bankruptcy or Insolvency
The MSC will make every reasonable effort to operate in a manner that will ensure the ongoing viability of the corporate entity, subject to annual audit opinions provided to the shareholders. As a corporate entity, bankruptcy would not result in any financial obligations accruing the shareholder municipalities.

New MSC Shareholders
The MSC may consider expansion of the shareholders by a two-thirds percentage vote of the shareholders. Such a vote will be supported by a business case study and, if applicable, an asset valuation as described in the Asset Transfer policy, plus a public meeting or meetings as determined by the shareholders.

New shareholders must be a municipal entity.

Should a new shareholder be approved, the shares in the corporation will be recalibrated based upon the weighted assessment on the date of approval, with the County of Frontenac shares being re-calculated accordingly.

Shareholder Withdrawal from the MSC
A municipality wishing to withdraw from the MSC will be required to provide notice to the MSC prior to September 1st in any given calendar year, with an effective date of December 31st of the subsequent year. A 16 month minimum notice period will ensure sufficient time for the MSC and the remaining shareholders to resolve the requisite legal and personnel matters.

Any municipality exercising their option to withdraw from the MSC will not be entitled to any assets of the corporation and will be required to pay their own legal expenses and the MSC.

Dissolving of the MSC
Where the Councils of all shareholder municipalities vote to dissolve the MSC, the non-cash assets of the corporation shall be valued by an independent third party. Each party will be entitled to receive proceeds from the dissolution as follows:

1. Communal Services physical assets located within the boundaries of their municipality
2. Physical assets not related to the direct operation of communal services (e.g., rolling stock, office space, or maintenance operations) will be sold and the proceeds divided based upon the shareholder's ownership stake on the date of dissolution.
    a. A shareholder may purchase such assets from the MSC for the appraised value. Where more than one shareholder expresses an interest in purchasing the asset, the successful shareholder will be randomly selected
3. Net of all costs required to wind down the MSC, cash assets and liabilities will be divided based upon shareholder value on the date of dissolution.

The parties may agree to appoint a mutually agreeable independent party to handle the disposition of assets for points 2 and 3 above. The costs of the independent party will either be deducted from the assets or apportioned to the shareholder based upon the value of their shares on the date of dissolution.

All parties will be responsible for their own costs related to the dissolution.

Public Input
This document will be posted publicly on the Frontenac public engagement channel (www.engagefrontenac.ca) for a period of thirty (30) days, commencing on XXXX xx, 2021.

Citizens of Frontenac are invited to provide written comments through the engagement site or by attending a virtual public meeting to be held on XXXX xx, 2021.

The social media channels of the partner municipalities may also be utilized to direct individuals to the engagement site or provide notice of the virtual public meeting. Please

note that comments received through social media channels will not be considered as part of the public input phase component of the BCS.

Respectfully Submitted
On behalf of the Partner Municipalities
This xx day of XXXX month, 2021.

Attachment 3
Draft Plan Conditions for Willowbrook Estates, Phase 2
File Number 10T-2020/002

The conditions of approval for the Draft Plan of Subdivision for Phase 2 of the Willowbrook Estates, which have to be addressed and cleared to the satisfaction of all technical agencies and staff, are as follows:

Approved Draft Plan

1. That this conditional approval applies to the Draft Plan of Subdivision, dated July 7, 2021, prepared by Josselyn Engineering Inc. and Hopkins Chitty Land Surveyors Inc., which shows the following:

    a. Nine (9) lots for single detached dwellings (identified as Lots 1-9);

    b. One (1) environmental protection block (identified as Block 11)

    c. One public walkway block (identified as Block 10)

    d. One public street.

Subdivision Agreement

2. That the Owner shall agree to enter into a subdivision agreement with the Township of South Frontenac, prepared to the satisfaction of the Township, to be registered on title to the subject land.

3. That the Subdivision Agreement and all Agreements of Purchase and Sale shall include provisions stipulating that on Lots 5 to 9, there must be consistent materials used to façade all four sides of the dwellings to ensure the same facade materials are seen from Perth Road as is seen on the internal street.

Financial Requirements

4. That the Owner shall reimburse the Township of South Frontenac and the County of Frontenac for all legal, engineering, planning, and administrative expenses and permit fees, including the cost of any peer review that the Township of South Frontenac or County of Frontenac may require in relation to the development and the fulfillment of conditions.

5. That the Subdivision Agreement will require the Owner to satisfy all the requirements, financial and otherwise, of the municipality concerning the provision/upgrading of roads, installation of services, drainage works, utilities and all other required works in accordance with Township standards. Further, that the development, construction and use of the lands in this subdivision shall be in accordance with the following reports submitted with the application for draft approval, unless otherwise amended, modified, or directed in writing by the Township and as secured in the subdivision agreement.

a. Planning Rationale Report, dated October 10, 2013, and revised Planning Rationale Report dated October 2020, prepared by McIntosh Perry Consulting Engineers Ltd.;

b. Hydrogeology, Terrain Analysis, and Soil Stockpile Sampling, dated October 10, 2013, and technical responses dated July 23, 2014 and August 28, 2014, prepared by XCG Environmental Engineers & Scientists;

c. Hydrogeological and Terrain Analysis Update, dated January 24, 2020, prepared by Cambium;

d. Environmental Impact Assessment, dated September 18, 2013, and addendum dated February 15, 2020, prepared by Ecological Services;

e. Eastern Meadowlark Survey, dated May 26, 2021, prepared by Ecological Services;

f. Traffic Impact Assessment Report, dated July 29, 2013 and updated January 25, 2020, prepared by Josselyn Engineering Inc.; and

g. Stormwater Management Report, dated April 17, 2015 and updated January 25, 2020 and May 4, 2021, prepared by Josselyn Engineering Inc.

6. That the Subdivision Agreement will require the Owner to deposit with the Township, securities in the form of a letter of credit, representing 100% of the estimated cost of the works to be provided with respect to the subdivision. The letter of credit shall be reduced, in accordance with the terms and conditions of the Subdivision Agreement.

7. That the Subdivision Agreement shall contain a provision requiring the Owner to pay development charges, in place at the time of the issuance of the building permit, prior to the issuance of the building permit, and to acknowledge and agree that the Township will not issue any building permit until the development charges have been paid in full.

Access

8. That the road allowances within the Plan shall be designed in accordance with the Township's engineering standards and shall be dedicated to the Township free of all charges and encumbrances.

9. That the new internal road identified shall be named to the satisfaction of the Township of South Frontenac.

10. That the Owner shall agree to make a financial contribution to the Township of South Frontenac for the construction of a southbound right taper on Perth Road and a sidewalk along the west side of the road allowance of Perth Road from Willowbrook Drive to the northern boundary of the plan of subdivision. The amount of the financial contribution will be determined based on a cost estimate provided by the Owner prior to final plan approval, to the satisfaction of the Township. The amount will be paid at registration, or incorporated into the subdivision agreement and provided following plan registration within a reasonable period of time, as agreed upon by the Owner and the Township.

Draft Plan Conditions for Willowbrook Estates, Phase 2

11. That 0.3 metre reserves be established along Lots 5 to 9 where the lots abut the Perth Road road allowance to the satisfaction of the Township. The 0.3 metre reserves shall be deeded to the Township for the purpose of controlling additional access to the plan of subdivision.

Utilities and On-Site Works

12. That the Subdivision Agreement shall require the Owner to design, construct and commission a street lighting system in accordance with the Township's engineering standards and specifications.

13. That the Subdivision Agreement shall require the Owner to supply and install street name signage and traffic control signage to the satisfaction of the Township.

~~14. That the Subdivision Agreement shall stipulate that an entrance permit shall be obtained from Public Services for each lot and block at the time of its development, if required by Public Services.~~

~~15.~~14. That the Subdivision Agreement shall require the Owner to install a Canada Post Centralized Community Mail Box at a location on the road allowance of Willowbrook Drive near the entrance to the development at Perth Road, or at an alternative location, if deemed necessary by Canada Post, to the satisfaction of Canada Post and the Township.

~~16.~~15. The Owner shall satisfy the Township that public utilities, including without limitation, Bell Canada, Hydro One, etc., are adequate to service the proposed development.

~~17.~~16. That all servicing, including Bell, Hydro, etc., be installed underground.

~~18.~~17. The Owner shall submit a Landscape Plan to the satisfaction of the Township, which provides for:

a. One tree to be planted by the Owner in the front yard of each of Lots 1 to 9.

b. A planting area or screening buffer along the rear lot line for the residential lots abutting Perth Road (Lots 5-9) by the Owner. This planting area/buffer may include additional trees for each lot, berms, vegetation, and other measures to the satisfaction of the Township.

c. All trees shall be of a type and size to the Township's satisfaction.

~~19.~~18. That the Subdivision Agreement shall require the Owner to agree to obtain permits or approvals as may be required from any federal, provincial, municipal or local authority and to file copies thereof with the Township.

Parkland Dedication

~~20.~~19. That the Subdivision Agreement shall require the Owner to pay cash-in-lieu of parkland in accordance with approved Township policies.

Draft Plan Conditions for Willowbrook Estates, Phase 2

Draft Plan Conditions for Willowbrook Estates, Phase 2

On-site Sewage Disposal and Water Systems

~~21.~~20. That the following conditions related to sewage systems, be addressed to the satisfaction of the Township:

a. A site servicing plan showing the location of the house, well, primary and alternate sewage system locations is to be prepared and provided to all future purchasers through Agreements of Purchase and Sale;

b. Primary and alternate sewage system locations are to be reserved and maintained solely for that purpose. No constructions of wells, homes, driveways, pools, garages or other structures is to take place in the primary or alternate area.

c. Existing soil conditions will necessitate the importation of suitable fill for the installation of sewage systems, resulting in fully raised sewage systems.

d. As the sewage systems are raised, pumps may be required.

e. Deviations from the locations on the site servicing plan with respect to sewage system location may require the submission of an engineering report/design and terrain analysis supporting the proposed changes (including potential impact on adjoining properties).

f. The Subdivision Agreement and all Agreements of Purchase and Sale shall include provisions recognizing that the Terrain Analysis assumed a maximum 3,000 square foot dwelling size and maximum 3-bedroom occupancy, and outlining the required considerations for larger dwellings and/or more bedrooms (e.g. additional terrain analysis, the use of alternate sewage treatment technologies capable of reducing nutrients and requiring smaller loading areas).

~~22.~~21. That all requirements and recommendations specified in the Hydrogeology, Terrain Analysis and Soil Stockpile Sampling Report, dated October 10, 2013, prepared by XCG Environmental Engineers and Scientists, and technical responses to peer reviews dated July 23, 2014 and August 28, 2014, and updated in the letter from Cambium Inc., dated January 24, 2020, and all associated drawings, along with all recommendations from the peer reviewers, shall be addressed to the satisfaction of the Township. Recommendations include the following:

a. Each well shall be fully grouted to a minimum eight metre depth to provide a seal in the soils and upper fractured limestone bedrock.

b. Finished grading shall be such that surface runoff in general and specifically in the vicinity of the septic beds is directed away from wellheads.

c. Geothermal systems (i.e. heat pumps) are not permitted in the plan of subdivision.

d. Water supply wells require filtration and UV disinfection.

e. Water treatment may be required for aesthetic parameters. Recommended treatment includes a water softener, reverse osmosis system, and/or a hydrogen peroxide, air or sodium hypochlorite drip system.

f. Each well should be assessed by a qualified hydrogeologist for water quantity, quality, and interference.

g. All wells, including existing wells, be properly developed and include a vermin proof cap.

h. The hydrogeologist should at a minimum provide an opinion on the suitability of the well to be used for domestic purposes and any compensatory water flow and/or any water treatment measures.

~~23.~~22. That any existing wells and or septic systems that may be present on the site and which are not planned to be used as part of the plan of subdivision shall be decommissioned as per applicable regulations.

Natural Environment

~~24.~~23. That the recommendations of the Environmental Impact Assessment, dated September 18, 2013, and the addendum dated February 15, 2020, prepared by Ecological Services, be addressed to the satisfaction of the Township and Cataraqui Region Conservation Authority. The recommendations include:

a. Site clearing should take place outside of the bird breeding and nesting seasons (mid-April to mid-August) to avoid contravening the *Migratory Birds Convention Act*.

b. On Lot 1, the dwelling should be located in the southeast corner of the lot, off the western downward sloping portion of the lot based on the existing grading.

~~25.~~24. That the Owner shall deed the lands described as Block 11 (Environmental Protection Area) to the abutting property described as Block 8 on Plan 13M105. The Owner agrees to ensure that title to Block 11 and the abutting lands are in the same names, with the intent that both parcels will be merged in title. The Owner shall consent to the Township passing a part lot control by-law to effect the merger of title of Block 11 of this Plan and Block 8 on Plan 13M105.

~~26.~~25. That the lot grading and drainage plan submitted for approval shall provide for permanent markers and signage to be installed by the Owner along the rear lot lines at the rear lot corner of Lots 1 to 4, inclusive, to identify the boundary of the EPA block (Block 11).

Stormwater

~~27.~~26. That a lot grading and drainage plan and a sediment and erosion control plan be completed and approved to the satisfaction of the Township and the Cataraqui Region

Conservation Authority (CRCA), and be included in the Subdivision Agreement between the Owner and the Township.

~~28.~~27. That a final stormwater management plan be prepared by a qualified Professional Engineer and approved to the satisfaction of the Township and the CRCA, and that appropriate text to implement its findings be included in the Subdivision Agreement.

~~29.~~28. That the Subdivision Agreement shall contain a provision notifying the Owner that prior written authorization from CRCA will be required under Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses for rough grading, stockpiling, road construction, etc. within 30 metres of the wetland, and within 15 metres of the 100.00 metre Geodetic Survey of Canada (GSC) flood elevation on the subject property.

29. That the Subdivision Agreement shall include a provision providing that any purchaser of Lots 1 to 4 (inclusive) and Block 11 (based on the July 7, 2021 Draft Plan of Subdivision) be advised, and also that a notice be placed in the purchase and sale agreement alerting any prospective purchasers, that prior written authorization from CRCA may be required under Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses for site alteration and construction (including but not limited to buildings, structures, filling and grading).

Walkway

30. A walkway shall be provided in the location and width as shown on the approved draft plan. It shall be ensured that any relocation of a walkway is to the satisfaction of the Township.

~~30.~~31. That the Subdivision Agreement shall stipulate that an entrance permit shall be obtained from Public Services for the walkway connection to Perth Road prior to the construction of the walkway.

Human Remains and Archaeological Resources

~~31.~~32. That the Subdivision Agreement shall contain a clause providing that any purchaser be advised, and also that a notice be placed in the purchase and sale agreement alerting any prospective purchasers:

a. That in the event that deeply buried archaeological remains are discovered during construction or site development of a lot, that the property owner shall immediately contact the Township of South Frontenac's Development Services Department and the Ministry of Heritage, Sport, Tourism and Culture, and

b. That in the event that human remains are discovered during construction or site development of a lot, that the property owner shall immediately contact the Township of South Frontenac's Development Services Department, the Ontario Provincial Police (OPP), the Ministry of Heritage, Sport, Tourism and Culture, and the Registrar

or Deputy Registrar of the Cemeteries Unit of the Ministry of Consumer Services (or the applicable agencies at the time of final approval).

c. That if during the process of development any archaeological resources or human remains of Aboriginal interest are encountered, the Algonquins of Ontario Consultation Office will be contacted immediately at:

Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101
Pembroke, Ontario K8A 8R6
Telephone: (613) 735-3759
Fax: (613) 735-6307
E-mail: algonquins@tanakiwin.com

Revisions to Draft Plan

~~32.~~33. That where final engineering design(s) result in minor variations to the Plan (e.g., in the configuration of lots, etc.), these may be reflected in the Final Plan subject to the satisfaction of the Township of South Frontenac and the County of Frontenac.

General Conditions

~~33.~~34. That when requesting final Approval from the County of Frontenac, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the Zoning By-Law.

~~34.~~35. That prior to final approval, the County of Frontenac is to be advised by the municipality that this proposed subdivision conforms to the Zoning By-Law in effect in the Township of South Frontenac.

Model Homes

~~35.~~36. That where the Owner proposes to proceed with the construction of a model home(s) prior to registration of the Plan, the Owner shall enter into an Agreement with the Township, setting out the conditions for model homes, and shall fulfill all relevant conditions of that Agreement prior to issuance of a building permit.

Clearance Letters

~~36.~~37. That Prior to Final Subdivision Approval, the County of Frontenac shall be advised that all Conditions of Draft Plan Approval have been satisfied; the clearance memorandum shall include a brief statement detailing how each Condition has been met.

~~37.~~38. That Prior to Final Subdivision Approval, the County is to be advised in writing by the Township of South Frontenac the method by which conditions have been addressed.

Draft Plan Conditions for Willowbrook Estates, Phase 2

~~38.~~39. That Prior to Final Subdivision Approval, the County is to be advised in writing by the Cataraqui Region Conservation Authority the method by which its conditions have been addressed.

Lapsing Provisions

~~39.~~40. That pursuant to Section 51(32) of the *Planning Act*, this Draft Plan Approval shall lapse at the expiration of three years from the decision date for the issuance of Draft Plan Approval, if Final Approval has not been given, unless an extension is requested by the Owner and, subject to review, granted by the County of Frontenac.

~~40.~~41. That pursuant to Section 51(33) of the *Planning Act*, the Owner may submit a request to the County of Frontenac for an extension to this Draft Plan Approval. The County of Frontenac shall notify the Township of South Frontenac of any request to extend Draft Plan Approval. The extension period shall be for a period of up to two years and the request for an extension must be submitted in writing a minimum of 60 days prior to the lapsing of Draft Plan Approval. Further extensions may be considered at the discretion of the County of Frontenac, where there are extenuating circumstances.

Township of Central Frontenac

Official Plan

July 2021

Adopted by the Council of the
Township of Central Frontenac: July 13, 2021

Approved by the Council of the County of Frontenac: XXXX, 2021

(Note: proposed modifications to reflect previous Official Plan Amendments added August 30, 2021)

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1

INTRODUCTION

Township of Central Frontenac



1 Introduction

1.1 Township Profile

The Township of Central Frontenac enjoys a unique character and quality of life that distinguishes the municipality from other rural areas in Ontario. The rural values, sense of place, unique landscapes, importance of water resources, and quality of life enjoyed by those who live in and who visit the community is integral to the municipality. The municipality is comprised of 1,025 square kilometers with a permanent population of 4,555 people that more than doubles in the summer due to seasonal residents and visitors attracted to the area.

The Township of Central Frontenac was incorporated on January 1, 1998, and is made up of four former Townships of Kennebec, Olden, Oso and Hinchinbrooke. The first Official Plan for the municipality was approved by the Ministry of Municipal Affairs on June 18, 2008. This version of the Plan provides an update to the community vision for future development in the area to the year 2046.

The Township of Central 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.

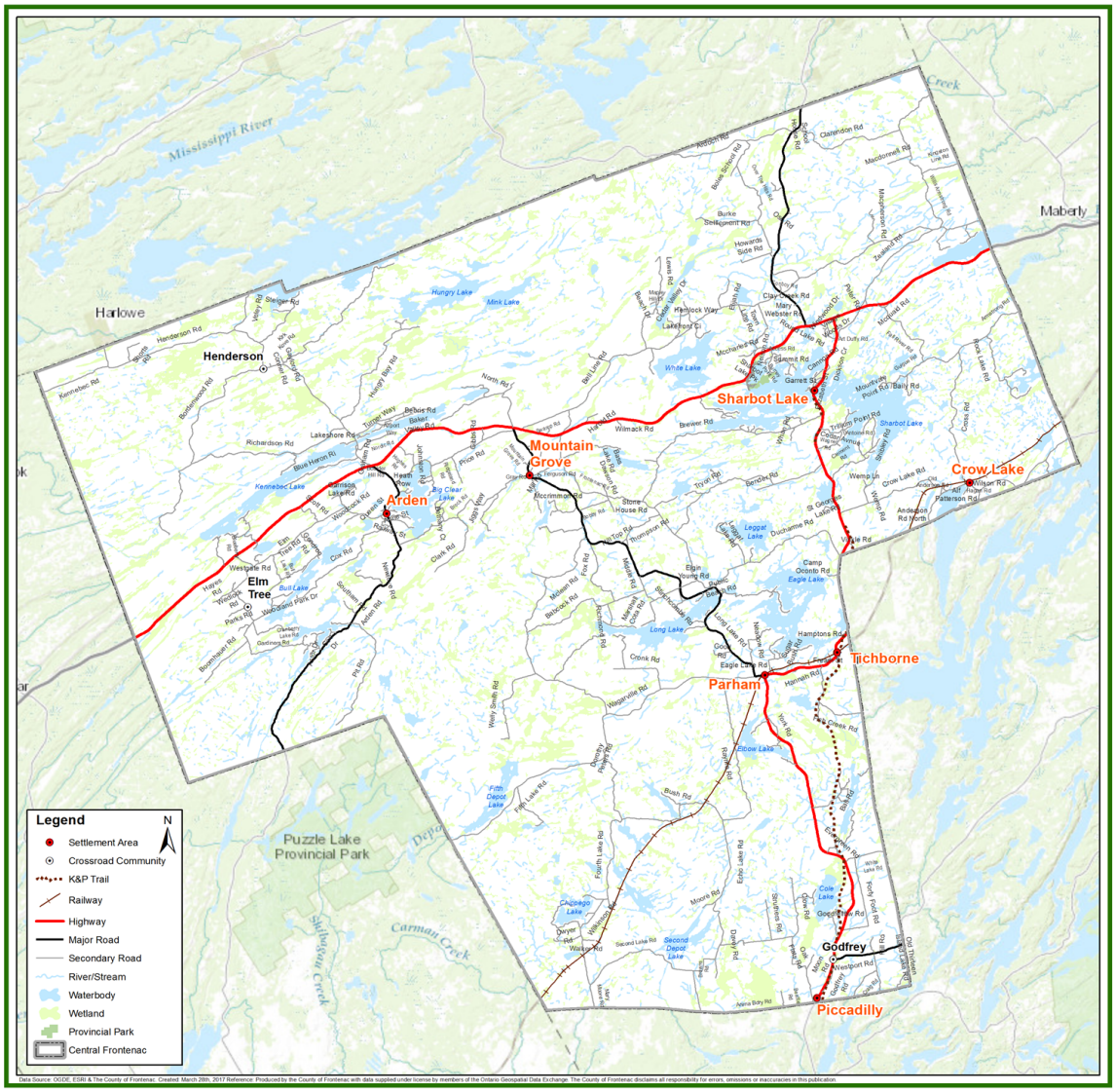


Figure 1. Map of the Township of Central Frontenac.

1.2 Administration of the Official Plan

Council will be responsible for administering this Official Plan. The principal duties of Council will be the review of development applications such as the Official Plan and Zoning By-law amendments, consents, minor variances and subdivisions for conformity to the Official Plan, and where appropriate, the review of the Official Plan to ensure that it remains relevant.

Council will ensure that the Official Plan and all amendments are available to the public so that citizens can be kept informed of the municipality's land use policies. The documents will also be available at the municipal office and the Township website.

While the Official Plan is intended to guide the future development of the Township to the year 2046, it is recognized that the Plan has been prepared on the basis of existing conditions and information available at the time of the Plan's preparation. An Official Plan should be viewed as a work in progress and it is intended that as conditions or priorities change, or as new information becomes available, there will be a need to review various policies from time to time. It is the intent of Council that a special meeting be held, which is open to the public, at any time prior to the end of the 10-year review period, pursuant to the *Planning Act*, to determine the need for review of the Plan.

1.3 Title and Components

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

The Official Plan consists of the following text and Land Use Schedule, 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 in addition to the general policies that are applicable to **development** across the Township.

Terms used in this Plan are intended to address matters of provincial interest and the definitions of the Provincial Policy Statement. Other terms may also be defined that apply to the interpretation of this Plan and their application to **development** and planning applications.

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

It is intended that the boundaries of the land use designations shown on the Land Use Schedule 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 Schedules.

It is intended that all figures and numerical quantities herein shall be considered as approximate unless otherwise stated. An amendments to the Official Plan will not be required for any reasonable variance from any of the proposed figures, provided that in all cases, the intent of the Plan is preserved.

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.

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.

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.

The indication of any proposed roads, infrastructure, and municipal services in the policy text or on the Land Use Schedule will not be interpreted as a commitment by the Township, nor outline specified timeframes.

1.5 Agency Names and Responsibilities

From time to time, the names of various government or other agencies may change. In addition, responsibilities may shift from agency to agency. 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

The Planning Period for this Official Plan is intended to be approximately 25 years (2021-2046). The Plan will be subject to a review not less frequently than once every ten (10) 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 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 the impact of the proposed change on the goals, objectives, and policies in this Plan, the Frontenac County Official Plan and the Provincial Policy Statement, the need for the proposed amendment, and the effect of the proposed amendment. The Township shall notify the public, County of Frontenac, and other agencies in accordance with the requirements of the *Planning Act.*

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/policies 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 Section 4, Transportation Policies in Section 5, and Implementation Tools 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 Policies
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.

1.8 Effect of the Official Plan

Upon adoption of the Official Plan by Township Council and approval by the County of Frontenac, the Plan will guide all planning decisions in the Township. No public or private works will be undertaken, and except as provided for in the *Planning Act*, no By-law will be passed for any purpose that does not conform to the Official Plan. The approved Official Plan will provide a basis for the review of the Township's Comprehensive Zoning By-law.

2

BASIS OF THE OFFICIAL PLAN

Township of Central Frontenac

2 Basis of the Official Plan

2.1 Vision and Context

The community of Central Frontenac is located in Eastern Ontario in the heart of the Land O' Lakes Region and Frontenac County. It is the traditional territory of the Algonquin First Nations. Spread across more than a thousand square kilometres of unspoiled granite terrain, its rolling hills, winding roads, rippling waters, and rugged landscape characterize this rural area of Frontenac and fosters a traditional Canadian environment and lifestyle.

Sharbot Lake is the largest village in the Township and is located approximately 75 kilometres north of the City of Kingston and 120 kilometres west of the City of Ottawa with most of the village located just south of the intersection of Highway 7 and Road 38.

Beyond Sharbot Lake, Central Frontenac is home to a number of hamlets such as Arden, Mountain Grove, Parham, and Tichborne. In addition, there are residential crossroad communities including Piccadilly, Godfrey, Henderson, Elm Tree, and Crow Lake. The Township also includes scattered rural development along many of the backroads as well as extensive waterfront development along the hundreds of lakes and rivers.

Railway and railway history is an important part of the community which is represented in the Railway Heritage Park in Sharbot Lake. The former Kingston and Pembroke rail line runs through the area and has now been converted to the K&P Trail that extends southerly to the City of Kingston and Lake Ontario. The Township owns the remainder of the rail right-of-way from Sharbot Lake to the northern Township border which can allow for future extension of the trail. Policies within the Plan recognize the potential for Sharbot Lake to be recognized as a trail hub with connections to the Trans Canada Trail that runs east-west.

The rural physical environment of Central Frontenac facilitates a healthy lifestyle providing a myriad of recreational choices for individuals, including camping in Sharbot Lake Provincial Park or birding in the Kennebec Wilderness Trails.

Township Council adopted a Strategic Plan (2017-2020) that contains both a Vision Statement and a Mission Statement.

The Vision Statement of Central Frontenac Council is to support "a vibrant progressive community which will continue to provide a clean, friendly, natural environment that promotes a healthy active lifestyle, balanced with economic development opportunities to ensure financial viability".

The Mission Statement of Central Frontenac Council is "through efficient and effective leadership, Central Frontenac will continue to foster the development of a community in a customer-friendly, cost-efficient, creative and environmentally sensitive manner that provides

opportunity for all to enjoy life, earn a living and pursue leisure activities".

Council also established six areas of focus that are intended to guide the implementation of the Strategic Plan: Asset Management; Waste Management; Good Governance and Effective Administration; Health, Recreation, Culture and Lifestyle; Infrastructure; and Protection and Health of Natural Environment.

This Official Plan will serve in part as a guiding document for Council's strategic planning priorities.

2.2 General

As a lower-tier municipality, the Township of Central Frontenac is subject to the policies of the Frontenac County Official Plan which was approved by the Ministry of Municipal Affairs in January, 2016. The policies of the County Plan are further implemented through the land use and development policies of this Official Plan. This Plan was written to conform to the County Official Plan, however, in reading this Plan there may also be a need to make reference to the County Plan.

The following fundamental elements form the basis of this Official Plan:

1. The 2020 Provincial Policy Statement is the basis for provincial interests reflected in the policies of this Plan as well as the procedures for the review of planning applications set out in the *Planning Act* and various Ontario Regulations enacted under the authority of the Act.

2. The County of Frontenac Official Plan is the basis for regional interests reflected in the policies of this Plan.

3. The rural character of the Township's physical features and environment is a key element which contributes to the current quality of life.

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.

1. 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.

2. 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.

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.

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 transit and active transportation.

5. To encourage development in locations where communal water and wastewater systems are feasible.

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 features, recreational character and amenities of the community and natural environment.

7. To provide for a range of housing types and densities including the provision of affordable housing, which meet the existing, and future needs of a largely rural community, as well as an aging population.

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.

9. To protect and enhance the water quality, shorelines, habitat areas and natural features of the many waterbodies located in the Township as they are a focal point of residential and recreational activity.

10. 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 and environmental sensitivity.

11. To provide for a partnership approach with First Nations and Indigenous communities in the planning and development process including the use of and disposition of **Crown Land** within the Township.

12. To preserve or provide for the wise stewardship of renewable and non-renewable natural resources including plants, animals or ecological systems, while recognizing the rights of property owners, the Crown, and First Nations communities with management of these resources.

13. To provide for the identification and conservation of cultural heritage and **archaeological resources**.

14. To ensure that **public service facilities** are adequate and have the capacity to support further growth and **development**. To provide for the ongoing maintenance, protection,

and where necessary, the replacement of community facilities and to sustain existing **public service facilities**.

15. To encourage sustainable practices in the planning, design and **development** of the community through such measures as reducing energy consumption; conserve 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.

16. To administer this plan fairly and consistently in the review of planning applications and the application of the policies of this Plan and to be consistent with the Provincial Policy Statement and the County of Frontenac Official Plan.

17. To improve accessibility for all persons by identifying, preventing and removing land use barriers that restrict full participation in society.

18. To consider climate change adaptation and mitigation through land use and development patterns, stormwater management, and decisions relating to infrastructure development.

19. To reinforce that economic activity is an important factor affecting land use patterns by strengthening the economic base by building on the assets that the pristine area has to offer.

20. To recognize that the village of Sharbot Lake and the intersection of Highway 7 and Road 38 be considered a special policy area and that over the timeline of this Plan the Township will work to make the area a destination for travelers and tourists, including leading efforts to make the lands around this intersection more pedestrian friendly.

3

GENERAL DEVELOPMENT POLICIES

Township of Central Frontenac

3 General Development Policies

3.1 General

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 identified and provisions provided in the implementing zoning by-law.

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. Appropriate buffers shall be identified in the implementing zoning by-law and may further be imposed through planning applications. 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 physical structure, a separation distance, and an intervening land use that is different from the conflicting land uses but compatible with both, or any combination of these measures.

3.4 Climate Change

The climate in Frontenac is changing. Within the next 20 years climate change modelling predicts that the Central Frontenac area will experience hotter, drier summers with more heat waves and more intense rainfall events, and warmer, milder winters with more freeze-thaw cycles. These climactic changes will likely result in significant changes to the natural environment. The Township should consider climate change impacts when reviewing future development or redevelopment applications, creation of infrastructure, and the planning of improvements and enhancements to public spaces.

Council recognizes that the effects of climate change could alter how land is used in Central 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.

Climate change can in part be mitigated by promoting active transportation and by focusing growth and development in areas where active or public transportation is accessible or planned. The Township will consider prioritizing sustainable transit, by providing infrastructure, regulations, safety measures, and funding to benefit from favourable climatic conditions and that will have a positive impact on climate change.

3.5 Cultural Heritage and Archeological Resources

3.5.1. Introduction

The intent of this Plan is to conserve **built heritage resources**, **cultural heritage landscapes** and **archaeological resources.** Council recognizes the importance of recognition and preservation of the **built heritage** and **archaeological resources** and **cultural heritage landscapes** (including First Nation) as a method of informing and guiding development in a way that is respectful.

3.5.2. Policy

It is a policy of Council to consider **built heritage resources**, **cultural heritage landscapes** and **archaeological resources** in 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:

1. 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).

2. 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 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*.

(ii) 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.

(iii) Council shall require that in any proposed Plan of Subdivision and prior to the undertaking of any public work, private **development**, planning application, 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.

(iv) Council shall require an archaeological impact assessment carried out by an archeologist licensed under the *Ontario Heritage Act*, when any public work, private development, planning application will affect an area containing a known archaeological site or cemetery or an area considered to have archaeological potential or is within 250 metres (820 feet) of a Provincially registered or known archeological site or cultural heritage feature. Council shall contact the appropriate government agencies, including the Ministry of Tourism, Culture and Sport, 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 engaged.

The Algonquin Traditional Territory is composed of a diversity of indigenous cultural landscapes. An Indigenous cultural landscape is a living landscape that indigenous people value because of their enduring relationship with that place and its continuing importance to their cultural identity. For the Algonquins, Traditional Environmental Knowledge (TEK), an intimate knowledge of an area's landforms, plants and animals, is reflected in an indigenous cultural landscape. Many archaeological sites within the Algonquin Traditional Territory are small and contain a minimal amount of archaeological material, and these materials may be of great significance to the Algonquins of Ontario (AOO).

For thousands of years the Algonquin Traditional Territory was characterized by glacial lakes and/or inland seas, resulting in high water levels that have left a sequence of paleo-shorelines and associated archaeological sites often far inland from modern shorelines that are the familiar focus of many archaeologists. The archaeological 'visibility' of sites on relic shorelines and fossil islands in the Algonquin Traditional Territory is further affected by the use of local stone for tools, a technology which may be unfamiliar to archaeologists but visible to Algonquins.

The AOO regards all cultural heritage sites – from sacred burials to everyday stone tool workshop sites – to be of importance and worthy of investigation and protection. Effective and successful engagement with the AOO is based on early

notification. Specific to archaeology this includes the notifications of the intention to complete Stage 1 through Stage 4, the review of these draft reports, as well as the participation of Algonquin Liaisons during Stages 2 through Stage 4, and possibly Stage 1 if a site visit is planned.

(v) Council may consider, where appropriate, the passing of archaeological zoning by-laws under Section 34 of the *Planning Act*, to be adopted for the purpose of preserving identified **significant** archeological sites.

(vi) **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.

(vii) 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.**

3. 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.

3.5.3. 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 engage 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;
- Any development that would have an impact on navigable waterways and their waterbeds;
- Any archaeological studies and/or environmental impact study related to proposed development where areas of Algonquin interest have been identified.

The Algonquins of Ontario have been involved in the preparation of this Plan and provided comments in June, 2020. The following is a list of statements and positions expressed in part in the comments:

- Partnership Approach - The Algonquins of Ontario support the Township's intent to develop a partnership approach with First Nations and Indigenous Communities including the use of Crown land within the Township.
- Stewardship -- The Algonquins of Ontario support the Township efforts to preserve and provide for wise stewardship of plants, animals, and ecological systems.
- Economic Development - The Algonquins of Ontario support the intention of the Township to coordinate economic development planning and projects with First Nation Communities and will participate fully in the development of protocols for consultation on these matters.
- Forestry - The Algonquins of Ontario recognize the importance of the forest resources in the Township and share the intent to support forest stewardship techniques.
- Sharbot Lake - The Algonquins of Ontario concur that Sharbot Lake has the potential to become a major attraction for tourists and that a strong sense of place is required at the entrance to the village, on the waterfront, and at the Highway 7/38 intersection.
- Highway 7 Parkway Concept -- The Algonquins of Ontario share the Township's concern with the negative implications of potential future reconstruction of Highway 7 as a 400 series highway and prefer and support a 'parkway' concept.
- Waterfront - The Algonquins of Ontario agree that any new development must be considered in the light of its impact on the environmental quality of any lake or river, and support a cautious approach to development in order.
- Water – Water in all its forms is considered by the Algonquins to be the lifeblood of Mother Earth.
- Natural Features -- The Algonquins of Ontario support the provisions of this Plan with

regard to the protection of wetlands, wildlife habitat, fish habitat, and endangered and threatened species.

- Trails - The Algonquins of Ontario support the development of a recreational trail system throughout the Township.

3.6 Existing Non-Conforming and Non-Complying Buildings, Structures and Uses

The Township recognizes that there are a number of existing land uses in the Township which are legally non-conforming or non-complying. Nothing in this Plan shall affect the continuance and use of buildings and structures on properties where such building, structure or use was legally established under the provisions of any zoning by-law in force on the date of approval of this Plan. This Plan is not intended necessarily to prevent the continuation, expansion, or enlargement of buildings, structures, and uses which do not conform to the designations and provisions of this Plan.

3.6.1 Legal Non-Complying Buildings, Structures and Uses

A legal non-complying building, structure or use is one which is included in the permitted uses for the zone in which the use is located, pursuant to the zoning by-law that implements this Plan, but which does not meet one or more performance standards of the zone such as those relating to yards or waterbody setback. It is the intent of Council that:

1. Non-complying structures shall be allowed to continue or to be replaced in their current location, at their current size (volume, footprint and height), if required;
2. Maximizing compliance shall be encouraged in the rebuilding of non-complying structures; and
3. That the rebuilding and expansion of non-complying structures shall meet the provisions set out in the implementing bylaw or seek the appropriate planning approvals.

The Township may establish criteria by by-law under Section 45 (1.0.1) of the *Planning Act* by which a minor variance application for the expansion, enlargement, or reconstruction of a structure shall conform with.

3.6.2 Legal Non-Conforming Building, Structures and Uses

A legal non-conforming land use is a use which is not included as a permitted use for the land use designation in which the use is located, but which was legally established as of the date that this Plan was adopted. It is not the intent of this Plan to prevent the continuation of uses which do not conform to the designations and provisions of this Plan that were legally permitted.

It may be desirable to permit the extension or enlargement, replacement or change of use of a non-conforming building, structure or use to a similar or more compatible use. Applications for changes to non-conforming uses or limited enlargements or extensions to such uses shall only be considered where the use was: legally established prior to the adoption of the zoning by-law

which rendered it non-conforming; continuous in nature since the use was established; and, located on lands owned and used in connection with the use on the day the zoning by-law was passed. An extension or enlargement, replacement or change of use of a non-conforming building, structure or use may be permitted subject to the provisions of the *Planning Act* and to the following planning principles:

1. The proposed extension, enlargement, replacement, or change of use shall not aggravate the non-conforming/non-complying situation or the enjoyment of neighbouring uses;

2. The proposed extension, enlargement, replacement or change of use shall not further reduce the requirements of the implementing zoning by-law;

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

4. Appropriate buffering or screening techniques are used to mitigate the impacts of development on neighbouring properties;

5. Appropriate controls are imposed on lighting, outside storage, signage, waste storage and disposal, etc.;

6. 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 with other roads;

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

8. 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.

9. When proposed extension, enlargement, replacement, or change of use may have an impact on, or be impacted by, a natural heritage feature, the Township may refer to the appropriate agency for comment and may require the submission of an environmental impact assessment.

The Owner is responsible for providing evidence in support of legal non-conforming use claims. In all cases, the purpose of the evidence is to establish: the date from which the use was in place; the specific nature of the activity(ies); and the location, size, and use of all buildings and structures associated with use.

3.7 Group Homes

Council recognizes the varied needs of individuals that can be met by providing for group homes. Accordingly, group homes shall be permitted in all land use designations that permit residential uses in the municipality.

Group homes are generally defined as for the accommodation of 3 to 10 residents, excluding supervisory or operating staff, who live in a single housekeeping unit under responsible supervision consistent with the requirements of its residents for a group living arrangement and residences licensed or funded under a federal or provincial statute.

A group home shall be licensed and/or approved for funding under provincial statutes and in compliance with municipal by-laws. Once an implementing zoning by-law is in effect, the Township may pass a by-law pursuant to Section 163 of the *Municipal Act* requiring the licensing of group homes within Central Frontenac.

3.8 Home Based Businesses and Live/Work Units

Changing patterns of employment in recent years together with improvements in rural cellular/broadband technology means that people often can work and operate a business without the need to commute to employment some distance away. Council recognizes that home based businesses and live/work units are important components of the economic base of the community and can act as the genesis of job creation and the provision of goods and services to local and regional markets.

Home based businesses and live/work units allow for people to work from home and therefore can be considered a sustainable form of development. These businesses can serve as one of the key components of a healthy rural economy. Home based businesses and live/work units shall be encouraged as a means of providing local services, providing an incubator for new businesses and as a means to providing more specialized services to a broader clientele.

3.8.1 Home Based Business

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 are permitted within the Waterfront Area, Settlement Area and Rural Area designations of this Plan. Home based businesses shall generally be permitted as an accessory use in conjunction with residential development provided they do not create a public nuisance and are compatible with surrounding uses. The implementing zoning by-law shall contain provisions for home based businesses.

3.8.2 Live/Work Units

In order to promote affordable housing and small business, the Township supports the creation of live/work units. Live/work units are 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 shall be permitted in the Rural Area designation of this Plan and shall permit a larger floor space to be designated to business floor space. The uses permitted within live/work units shall include uses permitted in a home based business as well as business appropriate for the rural area as set out in the implementing bylaw. Only one live/work units shall be permitted per lot and shall not be permitted in conjunction with a home based business.

Township Council recognizes that the 2014 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.

There are two main policy directions for live/work units:

1. Conversion of Buildings to Live/Work Units:

    a. The Township 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;

    b. The Township shall encourage the maintenance of the building character that is important to the local community with the conversion of existing building stock;

    c. The Township shall encourage the employment use to be designed so that is can be used independently of the residential use (so that employment potential is not restricted only to the occupants of the residential space); and

    d. Council may require site plan control approval to ensure the functional use of the property as a commercial/residential use.

2. Creation of New Live/Work Units

    a. The Township supports the creation of new live/work units in the Rural Area;

    b. The Township shall encourage the scale and type of building to be appropriate to the surrounding area; and

    c. Council may require site plan control approval to ensure the functional use of the property as a commercial/residential use.

3.9 Food Vehicles

Food vehicles shall be permitted to operate in Settlement Area designation and along arterial roads and provincial highways within the Rural Area and Waterfront Area. Food vehicles may also be permitted on Township property with the appropriate approvals.

The implementing zoning by-law shall establish regulations to control land use and locations

where food vehicles can be permitted and provisions for their placement.

The Township shall consider adopting a Licensing By-law that will be responsible for regulating the location of food vehicles on Township property and the licensing of all food vehicles in the Township.

Council may consider the use of site plan control to illustrate requirements for parking, signage, garbage bins, and other site activities.

3.10 Lots of Record

Lots of record are legally created parcels or tracts of land that can legally be conveyed without *Planning Act* approvals. 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.

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:

1. The lot upon which such building or structure is to be erected has frontage on and direct access to a public street, a private lane of which the owner has legal deeded access, a Township Road Allowance (subject to an agreement with the Township), or right-of-way/easement as per the requirements of the respective zone in which the lot is situated. Notwithstanding the foregoing, for any permitted use on an island or water access lot, no parking is require on the principal lot provided that a public or private access point and adequate parking is available on the main land;

2. Sewage disposal facilities and potable water can be provided;

3. The lot meets the standards of the Township Zoning By-law for the use proposed; and

4. The lot meets the absolute minimum lot size and frontage for the zone the lot is located within if established within the implementing zoning by-law.

3.11 Natural and Human-Made Hazards

In accordance with the 2020 Provincial Policy Statement, development shall be directed away from areas of natural and human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards. It is the intent of the Township to prohibit development that may represent a risk to health and safety.

Development shall be directed away from lands or areas which are hazardous or susceptible to hazards. In some circumstances, the scope or extent of a hazard may not be known. Where a proposal includes a suspected hazard or if the extent of a known hazard has not been

confirmed, Council must be satisfied that the development will not be affected. The development proposal should be designed to avoid the hazard or engineered to withstand the hazard where permitted. Council may require supporting technical studies prepared by a qualified individual demonstrating no impact.

In exceptional circumstances, certain types of development may be permitted on hazardous lands or sites where measures are undertaken to safeguard such development and the environment from the impacts of such hazards and from the creation of new hazards. An Environmental Impact Statement may be required to demonstrate that there is no viable alternative and that the control of flooding, erosion, or the pollution of conservation land will not be affected.

Development that includes hospitals, long-term care homes, retirement homes, pre-schools, school nurseries, day cares and schools, essential emergency services such as those provided by fire, police, ambulance stations, and electrical substations, and uses associated with the disposal, manufacture, treatment, or storage of hazardous substances shall not be permitted.

3.11.1 Natural Hazards

Natural hazards which are known to be present in the Township include flooding and erosion, unstable soils and bedrock, and wildland fire hazards. These hazards represent risks to public health and safety and property damage, and may be exacerbated by extreme weather events and/or the results of climate change. The Township will work closely with the Conservation Authorities in the identification of natural hazards. The Township shall also prepare for the *impacts of a changing climate* that may increase the risk associated with natural hazards.

A. Erosion Hazards and Steep Slopes

The Provincial Policy Statement directs development away from areas that may be identified as erosion hazards. The extent of erosion hazards are generally determined based on a combination of factors including a slope stability allowance, an erosion allowance, and an access allowance. These allowances vary according to site specific characteristics (i.e. slope height and characteristics). Detailed geotechnical analysis may also determine the extent of an erosion hazard at the site-specific scale.

Lands within and adjacent to lands subject to steep slopes and erosion hazards may be subject to a Regulation made pursuant to Section 28 of the Conservation Authorities Act, which is administered by the Conservation Authority where applicable. While these lands and adjacent lands are designated for various land uses, no buildings or structures shall be constructed or enlarged, and no site alteration such as filling, grading, and excavating shall occur without the written permission of the Conservation Authority in accordance with this Regulation.

Development and **site alteration** on lands subject to erosion hazards is prohibited, except for those uses that by their nature must be located within the erosion hazard,

such as flood or erosion control structures, shoreline stabilization works, water intake facilities and marine facilities such as docks and boathouses, subject to approval by the Township and the applicable Conservation Authority. Uses such as agriculture, forestry, conservation, wildlife management, outdoor education uses and similar activities will be permitted, provided that no associated buildings or structures are located in the erosion hazard.

Applications for development and site alteration on a portion of a site where the applicable stable slope and erosion allowances are not met shall require the submission of a geotechnical report prepared by a qualified professional to ensure that the property is suitable for development to the satisfaction of the Conservation Authority.

B. Flooding

Development and **site alteration** in the regulatory flood plain is prohibited; where the regulatory flood plan is not identified the Township shall consult the Conservation Authority having jurisdiction to identify the appropriate setback, where information is available.

Except for those uses that by their nature must be located within the regulatory flood plain, such as flood or erosion control structures, shoreline stabilization works, water intake facilities and marine facilities such as docks and boathouses, subject to approval by the Township and the Conservation Authority, no buildings or structures shall be located within the flood plain. Uses such as agriculture, forestry, conservation, wildlife management, outdoor education uses and similar activities will be permitted, provided that no associated buildings or structures are located in the flood plain.

It is the intent of the Waterfront Area policies to require a 30 metre setback from the highwater mark of a waterbody or watercourse for all development. A reduction of the waterbody/watercourse setback shall consider the impact of flooding on the **development**.

On existing lots of record, **development** and **site alteration** shall be permitted on the lands within the regulatory flood plain where the effects and risk to public safety are minor and can be mitigated in accordance with provincial standards to the satisfaction of the Township and Conservation Authority.

C. Organic Soils

Development shall be directed away from lands identified on the Land Use Schedule as organic soils or on any lands found to contain organic soils. Organic soils are normally formed in a water saturated environment (e.g. wetland) where the soil is not exposed to

the air for enough time to permit the breakdown of vegetative material. These soils do not contain sufficient strength to support a building or structure.

Development may be permitted where it has been demonstrated by a qualified professional that acceptable engineering techniques can be used and safe access provided to the satisfaction of the Township and Conservation Authority. No amendment to this Plan or the implementing zoning bylaw is required to permit development within organic soils if engineering techniques and mitigative measures are proposed to the satisfaction of the Township and Conservation Authority.

Where the boundary of organic soils identified has been identified as inaccurate by the Conservation Authority having jurisdiction, no study will be required, provided all other policies of this Plan are met.

D. Wildland Fires

The Ministry of Natural Resources and Forestry has identified areas that have potential for wildland fire. Development will generally be directed to areas outside lands identified as a high to extreme risk for wildland fire, unless the risk can be mitigated in accordance with wildland fire assessment and mitigation standards, as identified by the Province.

Proponents of development applications may be required to assess areas on the subject lands and adjacent properties which would pose a high to extreme risk for wildland fire. A wildland fire assessment must provide a site-specific assessment for wildland fire risk, confirm the presence of a hazardous forest type, and include proposed mitigation measures, if required.

3.11.2 Human-Made Hazards

A. 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:

1. Applications for the **development** or **redevelopment** of sites that are identified as being contaminated or potentially contaminated shall require a Phase I Environmental Site 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, Conservation and Parks guidelines.

2. 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.

3. Contaminated sites may be placed in a holding zone in the implementing 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 Township and in accordance with a site remediation plan and subject further, to the submission to the Municipality of a Ministry of the Environment, Conservation and Parks acknowledged Record of Site Condition. No building permit shall be issued prior to the lifting of the holding symbol.

B. Abandoned Mines

Development on, abutting or adjacent to lands affected by **mine hazards** may be permitted only if rehabilitation or other measures to address and mitigate known or suspected hazards are under way or have been completed. The Ministry of Energy, Northern Development and Mines maintained the Abandoned Mines Inventory System (AMIS) which contains information relating to potential mine sites. Abandoned mines are illustrated on the Land Use Schedule and represent the approximate location of known mine hazards.

The Township shall require that an applicant consult with the Ministry for any development within 1 km of an identified abandoned mine site identified on the Land Use Schedule and to undertake any remediation measures as legislated under the *Mining Act*. **Development** on, abutting or adjacent lands shall be permitted if measures to address and mitigate known or suspected hazards are underway or have been completed to the satisfaction of the Township and Province. A study completed to permit development shall identify healthy and safety concerns, identify rehabilitation measures and identify required mitigation measures.

Where the Ministry has provided to the Township that the Abandoned Mine Site does not pose a threat to public health and safety as per the **development** proposed, the Township shall not require a study to be undertaken or an amendment to this Plan, provided all other policies in this Plan are met.

3.12 Noise and Vibration

Feasibility and/or noise/vibration studies using Ministry of the Environment, Conservation and Parks guidelines may be required for applications for **development** of a sensitive land use

within 100 metres (328 feet) of Highway 7 and shall be prepared by a qualified consultant and to the satisfaction of the Municipality. The study shall demonstrate whether noise and vibration levels can be reduced to meet Provincial standards. The conclusions and recommendations of this study shall be implemented through conditions of the development approval. The applicant shall consult with the Ministry of the Environment, Conservation and Parks as well as the Ministry of Transportation to determine if a study is required.

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, etc.) Such studies shall be prepared by a qualified consultant in accordance with Ministry of the Environment, Conservation and Parks Guidelines and shall demonstrate whether noise and vibration levels can be reduced to meet Provincial standards. The conclusions and recommendations of these studies shall be implemented through conditions of the development approval. The applicant shall consult with the Ministry of the Environment, Conservation and Parks to determine if a study is required.

These policies do not apply to development on existing lots or record or extension to existing building or structures.

3.13 Public Utilities and Communications Facilities Corridors

The sustainability, health and safety of Central Frontenac residents and its economy is closely linked to the hydroelectric corridors and utility 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, the Waterfront Area may be serviced by underwater utilities.

3.14 Second Units

Second units are self-contained residential units with a private kitchen, bathroom facilities and sleeping areas within dwellings or within structures ancillary to a dwelling. Second units increase the supply and range of affordable rental accommodation. It is a policy of Council that second units shall be permitted in the Rural Area and Settlement Area in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit and in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit provided that:

- The subject property has frontage on and direct access to an improved road or right-of-way;
- The subject property is a complying lot and the structure complies with all applicable provisions of the zoning by-law;
- Only one secondary dwelling unit is permitted on a lot;
- The secondary dwelling unit shall not be larger than the principal dwelling unit and is limited to ensure the goal of affordable housing is met;
- It is demonstrated that there is adequate water and sewer capacity to accommodate the second unit;

- The secondary dwelling unit shall be designed and located in such a manner to avoid impacts on the residential character of the principal dwelling unit and surrounding neighbourhood; and
- In the Rural Area, detached secondary dwelling units shall be in proximity to the principal dwelling unit and shall use the same driveway;
- Where water quality and quantity are of particular concern, a scoped hydrogeological review may be required as part of any application for a secondary dwelling unit, for review by the appropriate approval authority.

No additional parking space is required for a secondary dwelling unit, and tandem parking in the existing driveway for the principal dwelling unit is permitted. Where a new parking space is provided, it must meet the requirements of the zoning by-law.

The Province recognizes that there may be circumstances where second units may not be appropriate given other planning considerations and policies, particularly relating to health and safety or the natural environment. Second units shall not be permitted in the Waterfront Area in the Township of Central Frontenac.

3.15 Subdivision of Land

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

3.15.1 Consents

Consents shall be the method of land division where the Municipality is satisfied that a Plan of Subdivision or Condominium is not considered necessary for proper development. A consent to convey land may be granted provided the following policies, any other relevant policies including the General Development Policies and Land Use Policies, and that the provisions of the Planning Act are adhered to.

1. The proposed use of the severed lot shall be a use permitted in the underlying land use designation.

2. 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 natural or human-made hazards, outside of the required 30 metre setback from the water and all yard setbacks and influence areas required, 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.

3. The consent process is intended to be used for lot line adjustments, easements and similar administrative purposes, or for the creation of limited new lots as follows:

- A maximum of two (2) new lots (2 new lots, plus a retained lot) may be created by consent from a land holding as it existed on June 2, 2008 in the Rural Area and Waterfront Area.

- A maximum of three (3) new lots (3 new lots, plus a retained lot) may be created by consent from a land holding as it existed on June 2, 2008 in the Settlement Area.

4. Not more than one (1) new lot and one (1) retained lot shall result from one consent application for severance. If more than one (1) new lot is created, an additional application shall be required.

5. An adequate quantity of potable water and sewage capacity shall be demonstrated to be available for each new lot. Applicants shall provide sufficient technical information to demonstrate this to the satisfaction of the applicable review agency.

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

    - A lot may be created which will have frontage on a Township maintained seasonal road or a registered right-of-way or private lane which connects to a Township maintained year round or seasonally maintained road;

    - 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 waterbody. Lands may be zoned to include the lot and the parking in the same zone;

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

7. Where the lot proposed fronts on a Provincial highway (e.g., Highway 7), prior approval must be obtained for access from the Ministry of Transportation.

8. Where the Township or 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;

9. The access or entrance to any lot shall 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;

10. 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;

11. Consents shall 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);

12. Consents shall not be granted for the creation of a new lot on a waterbody where the lake has reached its development capacity and no residual capacity exists for that waterbody unless it has been demonstrated that the policies in Section 4.8.8 (Lake Trout Lakes) have been met.

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

14. 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 the Settlement Area;

15. Consents in any built-up areas shall be proportioned to appropriately fit within the lotting pattern;

16. Despite the criteria outlined in '1' to '15' above, consents may be granted for the following purposes:

    - To correct lot boundaries;
    - 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;
    - To clarify title to the land; and
    - To permit an easement.

17. Supporting studies or additional information may be required to determine whether a consent 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:
    - Archaeological Assessment or Heritage Impact Statement;
    - Environmental Impact Assessment/mitigation measures for natural heritage features, including potential slope and soil hazards;
    - Flood proofing measures;
    - Hydrogeological and Terrain Analysis Report;
    - Lake Capacity calculation;
    - Minimum Distance Separation Formula calculation;
    - Mitigation of industrial impacts;
    - Mitigation of waste disposal impacts;

- Noise or acoustical study;
- Plan/measures for rehabilitation of mine hazards/assessment of mineral potential;
- Record of Site Condition (contaminated sites);
- Servicing Report (water and wastewater);
- Storm Water Management Report/Master Drainage Plan;
- Verification of non-impact for below ground water aggregate operations – Groundwater Impact Study;

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

    - A Zoning Amendment under the Zoning By-law or a Minor Variance under Section 45 of the *Planning Act*;
    - Site plan control;
    - The dedication of land or cash-in-lieu of parkland;
    - The conveyance of land or conveyance for road widening, easements for utilities, access control or drainage;
    - The construction or upgrading of roads or the installation of drainage facilities and culverts;
    - The establishment of buffer strips and landscaping;
    - The installation of water supply or sewage disposal systems;
    - The entering into of a Consent (Development) Agreement including provisions of financial guarantees;
    - Demolition of buildings or structures and/or measures to remediate the property due to hazardous or contaminated conditions;
    - Implementation for adequate drainage or storm water management requiring the submission of a survey or reference plan of survey;
    - A planting plan approaching or meeting a 30 metre setback from any waterbody, where appropriate and where it is evident that shoreline rehabilitation is necessary;
    - The requirement for additional information or studies.

19. Council will consider a comprehensive review of the maximum permitted number of consents per lot as set out in Section 3.15.1.3 for Rural and Waterfront Areas in order to ensure that there is an adequate supply of building lots for future residential uses in the Township.

3.15.3 Plans of Subdivision and Condominiums

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:

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

2. 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);

3. 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;

4. 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; and

5. 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.

Council may request the approval authority to impose conditions 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.*

3.15.4. 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. Part-lot control will require approval from the County of Frontenac.

3.16 Waste Disposal Facilities

3.16.1. Existing or New Sites

Existing active or new sites (public or private) within the Township 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*. 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, Conservation and Parks. Exceptions include the use of the property for approved infrastructure programs.

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 shall be set out 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 metres of the fill area of an active waste disposal facility or area. **Development** proposed beyond the 30 m but within an influence area of 500 metres 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, Conservation and Parks '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.

The **influence area** may be reduced where studies have been undertaken and the public authority having jurisdiction is satisfied that there will be no adverse impact.

No amendment to this Plan is required for construction within an influence area provided that it has been demonstrated to the satisfaction of the Township and any required agency or and Ministry that the proposed development will not be negatively impacted.

3.16.4. Designation on Land Use Plan

Waste Disposal sites and transfer sites are identified on the **Land Use Schedules** as a land use designation with the influence area identified.

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 generally 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 or commercial developments.

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

Lands throughout the Township 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 addressing relevant parts of the Ministry of Environment and Climate Change D-series Guidelines and the *Ontario Water Resources Act*.

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, Conservation and Parks, 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 may 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** and redevelopment.

1. Township Council shall encourage communal servicing as an alternative to private wells and septic tanks, where it is deemed feasible, and is supported by the Ministry of the Environment, Conservation and Parks.

   Council shall balance the servicing needs and the fiscal reality of achieving rural affordability.

2. Development on communal services shall be encouraged within the Settlement Area designation. In settlement areas, the priority shall be for residential and commercial development on communal servicing and shall be implemented through plans of subdivision or vacant land condominium.

3. The Township shall require a Municipal Responsibility Agreement to be established between the proponent and the Township or Township's representative. In approving any communal system, the Township may require a peer review of the proposed communal system, and shall require financial securities, and may impose a utility rate, to ensure that all operational, maintenance, and administration costs associated with the private communal services will not create an unacceptable financial burden for the Township, in the event of default by the owner-operator of the system.

4. That the proposed owner/operator shall be required to prepare an appropriate business plan to establish an appropriate cost structure for the installation and operation of the communal services(s). This business case may include preparation, at the expense of the owner, of a wellhead protection study or well yield assessment.

5. That a financial security may be established, to offset potential capital or operational costs arising from the default of the operator to the satisfaction of the Township.

6. 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 seasonal residential development. 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, Conservation and Parks. 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 may set out the following, but is not limited to:

- Operating and Maintenance Standards;
- A definition of Default;
- An outline of remedial action;
- Registration on title of the subject property; and
- Easements, where required.

7. Township Council recognizes the policy work being completed by the County of Frontenac (as of the date of adoption of this Plan) to support new residential, commercial, and industrial development on communal services. Council supports this initiative and will consider amendments to this Plan to support this form of development in both settlement areas and rural areas of the Township.

3.17.4. Stormwater Management and Drainage

It is a policy of Council that stormwater management shall be required as a preventative approach to protecting water resources. Best management practices will be encouraged in the application of the following principles:

1. 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 stormwater **infrastructure** design.

2. That the natural infiltration of water on lands, which are developed, is maximized, through 'Low Impact Development' techniques;

3. That proposed **development** will not result in increased downstream flooding or erosion or cause **adverse effects** on receiving waters, where feasible;

4. 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;

5. That fish and **wildlife habitat** are protected, enhanced or restored including habitat linkages where affected by the discharge or outlet of drainage facilities;

6. That a sustainable environmental approach is utilized in protecting water resources; and

7. 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 stormwater management controls into the **development** review and approval process. Proponents of development may be required to plan for and undertake stormwater 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 stormwater 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.

The intent of this Plan is to ensure conservation and protection of water resources.

3.18 Coordination 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 in Central Frontenac.

Council will co-ordinate economic development planning and programming among community stakeholders such as business, municipalities, government and education organizations and the First Nation communities.

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 collaborate with the County of Frontenac and the other Townships on projects involving regional infrastructure investment and shared public services.

3.19 Age-Friendly Planning

Like many areas of rural Eastern Ontario, Central Frontenac – and Frontenac County as a whole – has an aging permanent population. This demographic change will result in new priorities and challenges in the areas of affordable housing, accessible transportation, public spaces and **infrastructure**, recreation, and community health. The Township recognizes the importance of adapting its infrastructure and service delivery to meet these challenges, and will support the development of age-friendly communities that promote active aging and a high quality of life among residents at all stages of life. In order to achieve this, the Township will apply an age-friendly perspective in planning for its future. The following objectives and implementation policies will create a more age-friendly community.

3.19.1 Objectives

1. To plan for the needs of the Township's diverse population based on age, gender, ability, support needs, and income.

2. To recognize the interaction between housing, transportation, and other aspects of the physical and social environment in influencing residents' mobility, independence, health and quality of life as they age.

3. To support active aging for all residents by promoting the development of healthy, complete communities that encourage them to age in place.

3.19.2 Policies

The Township shall:

1. Promote the development of communities featuring a range of affordable and barrier-free accessible housing options that are well integrated with transportation choices and community amenities and services.

2. Support development of a well-connected network of active transportation facilities to increase the range of healthy and accessible transportation and recreation options available to residents of all ages and abilities.

3. Promote the use of universal design features in housing and accessibility features in the built environment to create safe, inclusive and barrier-free spaces that enhance the mobility and independence of residents of all ages and abilities.

4. Work collaboratively with other Townships and the County of Frontenac in implementing the regional Age Friendly Planning Study (2017) to create walkable communities with good access to community services, amenities, and green spaces to promote healthy, independent and active aging.

5. Identify areas of the built environment and/or supporting services where improvements can be made to improve universal accessibility.

3.20 Community Improvement

It is a goal of Township Council to maintain, rehabilitate, and upgrade the physical environment in order to ensure the continued viability of Central Frontenac as an attractive place to live, work, visit, and relax.

In order to achieve this goal, it is Council's intention to implement a program of community improvements, as defined in Section 28 of the *Planning Act*, which will fulfil the following objectives:

To foster improvements by:

- Establishing and maintaining the physical infrastructure necessary and appropriate for the various areas including storm drainage, roads, lighting, community facilities, and other such infrastructure;
- Encouraging property owners to take pride in the appearance of their own property and Township lands in general.

In the Settlement Area designation, to foster improvements by:

- Striving for equitable distribution of social amenities to serve various part of the Township with facilities that are well maintained and accessible;
- Ensuring the maintenance of existing housing stock and encouraging the rehabilitation, renovation, and repair of older dwellings;
- Maintaining attractive villages and hamlets with the necessary physical attributes to create pleasant and accessible local service areas;
- Providing incentives through Community Improvement Plans in support of the Settlement Area to foster a healthy local economy for local businesses;
- Ensuring that proposed building changes to businesses generally enhance the area and are compatible with adjacent land uses; and
- Encouraging the participation of the private sector in community improvement initiatives by involving local merchants, residents, and community associations.

This Plan designates the entire Central Frontenac Township as a Community Improvement Policy Area. Council will undertake various improvement programs within the Policy Area as financial resources permit and with local support of residents and the business community.

Council may establish community improvement project areas, as local municipal resources allow and as government funding becomes available. Council recognizes that improvements will be undertaken gradually and that it will be necessary to select project areas on a priority basis. The following considerations should be taken into account when selecting high priority areas for community improvement:

- The level of deterioration of municipal infrastructure;
- The value of the built area in terms of serving local commerce and social and cultural needs; and
- The existing or potential significance of the built area in relation to serving tourism-based economic development objectives.

3.21 Tiny Houses

A. Tiny houses are becoming an alternative form of affordable housing and have building standards that can allow for seasonal or year-round accommodation. A tiny house differs from a recreational vehicle (RV) in that it is typically intended for year-round, long term living. Generally, many tiny houses look like a regular house – but in miniature.

C. 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 when constructed to the appropriate CSA standard.

F. All tiny houses shall be constructed in accordance with the Ontario Building Code and where appropriate required CSA standard.

G. Tiny houses where the wheels remain attached to the suspension/axle components shall be considered recreational vehicles and shall be permitted where recreational vehicles are permitted. When permitted where recreational vehicles are permitted, tiny houses shall be constructed to the appropriate CSA standard.

3.22 Salvage Yard

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.

3.22.1. 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.

3.22.2. Amendment

New scrap, junk, salvage or wrecking yards 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.

3.22.3. 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**).

3.22.4 Zoning

Provisions shall be made in the implementing zoning by-law to regulate salvage yards.

3.23 Forest Management

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. Council recognizes and encourages timber harvesting and silviculture activities of commercial timber operations licensed by the Ministry of Natural Resources and Forestry or the management of forests by private owners or the Township.

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 Township will also support 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

COMMUNITY DEVELOPMENT LAND USE

Township of Central Frontenac



4 Community Development – Land Use Designations

The purpose of the Community Development – Designations 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 Settlement Area

4.1.1. General

The **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. The Settlement Area also makes-up a part of the unique character of the community. Within the areas designated as Settlement Area a mix of land uses will be permitted, notably residential, public service, commercial and light industrial. Residential development will be particularly encouraged in order to provide an adequate all-season basis for local businesses and industry.

This Plan designates eight (**8**) **Settlement Areas**, namely, Arden, Mountain Grove, Sharbot Lake, Henderson, Crow Lake, Parham, Tichborne, and Piccadilly, as shown on the **Land Use Plan Schedule.**

In the review of planning applications, Council shall encourage the development of the **Settlement Area** 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 for future internal lots behind existing development. The development of existing vacant lands within the built-up areas shall be encouraged.

The Township shall encourage growth and development in the Settlement Area, including mainstreets, to occur on communal systems to revitalize the historic hamlets and provided opportunities for increased density and a mix of land uses.

To achieve as much flexibility as possible, the permitted uses within the Settlement Area 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 Settlement Area are considered to be suitable for a 25-year time horizon.

4.1.2. Permitted Uses

Permitted uses in the **Settlement Area** designation as shown on the **Land Use Plan Schedule** shall include:

1. **Residential uses*:*** Development shall generally be limited to low densities such as single-detached dwellings, semi-detached dwellings, and duplexes including home based businesses. Higher density residential uses will also be permitted which serve the changing demographic profile of the community such as housing for small block apartments and row houses. Council will endeavour to provide for affordable housing in meeting future housing demands.

2. **Commercial Uses*:*** Permitted uses which service the needs of residents and the traveling public and tourism industry may include retail, services, offices, restaurants, tourist services, motels and hotels, service and repair shops, and general business activities appropriate to a commercial area. Commercial uses which act as outlets or producers for local goods and services will also be encouraged.

   Such development should front on an arterial or collector road, wherever possible. Council shall ensure that any proposed commercial use is compatible with neighbouring residential uses, particularly in regard to appearance, traffic generation potential, noise and other environmental factors.

   Commercial uses are designated as site plan control areas.

3. **Industrial uses*:*** Light 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. Industrial uses shall generally be limited to a Class I use as set out in the Ministry of the Environment, Conservation and Parks Classification system for industrial uses.

   Industrial uses are designated as site plan control areas.

4. **Institutional and Public Service Uses*:*** Permitted uses shall generally be public or community uses that provide services to the general public, such as assembly halls, government offices, libraries, public buildings, places of worship, schools, social service clubs and facilities, recreational facilities, heliport, communication towers.

   Institutional and public service uses may be subject to site pan control.

4. **Agricultural / Hobby Farm Uses:** Permitted uses may include low-impact agricultural and farm operations such as livestock, apiaries, poultry (e.g., backyard hens), community gardens, greenhouses. Council will consider passing a licensing by-law under the *Municipal Act* to regulate and monitor such uses.

4.1.3. Settlement Area Planning Principles

The following site development and land use standards shall apply to residential and non-residential uses in the Settlement Area:

1. Ensuring that the lot size is adequate for the proposed use and for potential for future expansion;

2. Ensuring that the lot can be adequately serviced with water supply and sewage disposal;

3. 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;

4. Energy efficient and sustainable design will be promoted for all development;

5. Ensure accessibility is considered in design in the review and approval of all development with the aim to identify, remove, and prevent barriers for people with disabilities;

6. 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;

7. 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 Settlement Area;

8. Lots shall have frontage on or direct access to a public street, a private lane of which the owner has legal deeded access, a Township Road Allowance (subject to an agreement with the Township), or right-of-way/easement as per the requirements of the respective zone in which the lot is situated;

9. 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 and landscaping;

10. 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;

11. Services shall be evaluated to determine if they are adequate to meet the requirements for industrial uses waste management, fire protection and roads. Industrial uses, which consume large quantities of water, will not be permitted;

12. Site plan control shall apply in directing 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;

13. Where applicable, the policies of section 4.10 – Lake Development Area shall apply to any development proposed within 150 metres (500 feet) of a waterbody.

4.1.4. Special Policy Area – Sharbot Lake

Sharbot Lake is the largest community in Central Frontenac and its central location in the upper half of Frontenac, as well as being adjacent to Provincial Highway 7, will allow the community to thrive over the next 20 years.

The village currently provides a variety of commercial and community services to both year round and seasonal residents. At Highway 7 there are a number of gas service stations, food takeout operations, grocery and corner store, as well as beer and liquor stores and an Ontario Provincial Police detachment.

Sharbot Lake also offers numerous recreational activities including nearby Sharbot Lake Provincial Park, a municipal boat launch, the joining of the Frontenac K&P Trail and the Trans Canada Trail in the middle of the village, and a large waterfront beach and playground. Approximately 250 citizens reside in the Sharbot Lake area.

The goal of this special policy section is to create a cohesive plan for the future development of Sharbot Lake area which takes into consideration the sustainability of the existing village, its connection to Highway 7, existing and future transportation connections, and economic development. The lakeside location, rich history, and future as a recreational trail hub have the potential for Sharbot Lake to become a leading destination for new residents and a major attraction for tourists.

The objectives of the Special Policy Area include:

- To create a built environment that is supportive of pedestrians and encourages active transportation;
- To encourage the retention of existing businesses and the attraction of new businesses to strengthen the village as a regional area;
- To better connect the existing development with the lands adjacent to Highway 7;
- To develop a strong sense of place near the Highway 7/Road 38 intersection;
- To maintain and improve public access to the Sharbot Lake waterfront and other public spaces in the community.

Council may consider developing a secondary plan to guide the implementation of the physical improvements to Sharbot Lake, and to establish a detailed infrastructure plan for capital investment.

The policies in this section should be seen as a toolkit, in that areas or projects can be phased over time based on the Township's strategic priorities and funding availability. All of the projects and/or goals are intended to promote growth and development, so implementing any of these projects at any time should be considered beneficial to residents and tourism.

Destination Sharbot Lake

The Plan identifies five key policy areas within the Special Policy Area – Sharbot Lake that are intended to work together to move Sharbot Lake towards becoming a destination, while strengthening the overall economy and providing the required essential services for the community. The key policy areas include:

- First Impressions: Highway Arrival;
- Re-Establishing a Core: The Village;
- A Central Attraction: The Waterfront;
- Highway 7 Parkway Concept; and
- High Frequency Rail Project: Welcoming Rail Travel Back to Sharbot Lake.

First Impressions: Highway Arrival

First impressions are lasting impressions which makes the arrival at Sharbot Lake on Road 38 and Highway 7 a top priority. It is a goal of Council to support projects and partnerships to attract more visitors to the village. The objective is to create a visual sense of arrival at Sharbot Lake, as well as into the community through traffic speed reduction, landscaping, signage, that will highlight the village and entice visitors to stop.

Road 38 Entrance

The current entrance into Sharbot Lake village from Road 38 (south of village) is dramatic: as the road curves to the north a visitor sees a vista of the lake and the bridge ahead. To a newcomer, the community is quickly viewed as a 'village on the water'.

A well designed gateway can communicate to people that they are leaving a rural road and entering the village.

Council will consider developing a landscape plan to enhance the entrance to the village in the area south of the causeway. The entrance will be developed as a gateway to mark the entrance to the village. Gateway may include but not be limited to: a formal gateway that covers the road; a 'landmark' or 'tower' that marks the beginning of a transition from road to village; and/or a median or island that may be landscaped and/or include signage.





Connecting the Village from Highway 7 / Road 38 Intersection

The Ontario Ministry of Transportation (MTO) operates and manages Provincial Highway 7 that travels east-west across the northern part of Sharbot Lake. The village is the largest community located on the Highway between the Town of Perth to the east and the Village of Madoc to the west.

The current Highway 7 / Road 38 interchange can be described as a 'highway stop' where the goal of the traveller is to stop as quickly as possible to re-fuel. The scale of the businesses, the scale of the streetscape, and the dominance of the car create an unpleasant pedestrian experience. Existing permitted traffic speeds on Highway 7 near Road 38 are too such that visitors may simply miss the community.

Township Council envisions the potential for new commercial development along the Highway 7 corridor to complement and attract visitors to the village, and recognizes that the Highway 7 and Road 38 intersection area has the potential to influence the future of the main village if designed for reduced traffic speeds and a more walkable area. Future design of Highway 7 has the potential to create a positive first impression of the area and can move Sharbot Lake to becoming a destination and strengthen the overall economy of the village and provide the essential services to the community.

Council supports the future design of the Highway 7 / Road 38 intersection as a community entrance and the main northern gateway of Sharbot Lake. This intersection and the surrounding area should have a future design that accommodates pedestrians, cyclists, and vehicles. This design should incorporate:

- Gateway signage and/or architectural elements or public area to symbolize the formal entrance;
- Reduced traffic speeds and the establishment of a stop light at Highway 7 and Road 38; and

- The creation of separated pathways for cycling and walking, recognizing that Sharbot Lake will become a trails hub.



Reinforcing the Core: The Village

The main village of Sharbot Lake is unique as it essentially a peninsula surrounded by lake water. Views of Sharbot Lake are visible at almost any location in the village which lends a sense of connection with the water. The village has the potential to solidify its role as a regional area for this part of the Frontenac region. This will require mainstreet and aesthetic improvements, but also the need to develop infrastructure necessary to sustain existing businesses and community services as well as new commercial development.



Council shall reinforce and reinvigorate the existing settlement area and development by:

- Maintaining the village as a main center of business, employment and economic activity and the social and visual heart of Central Frontenac by providing for a mix of land uses and ensuring its role as a people-place;
- Providing a mix of uses that recognize the value of business, residential, retail, entertainment, cultural and leisure uses in creating vitality and diversity;
- Establishing a formal trail hub in recognition that the village sits at the intersection of the north-south K&P Trail and the east-west Trans Canada Trail, and the potential for Sharbot Lake to become a formal destination on the trail system; and
- Recognizing the Railway Heritage Park as a core public space in the village and support ongoing improvements to enhance its use by citizens and visitors.



A Central Attraction: The Waterfront

The village is surrounded on three sides by the waters of Sharbot Lake and the connection to the water has social, cultural, and economic importance to the community. This water connection also can serve to support Sharbot Lake becoming a destination and a regional hub. It is the intent of Council:

- To recognize the Township-owned Sharbot Lake Beach area as an important community facility for traditional beach use and also for community events;
- To support opportunities for other potential land acquisition along the shoreline of the village for public use; and
- To support the future extension of the K&P trail northerly that will allow for additional waterfront vantage points between the village and Highway 7.

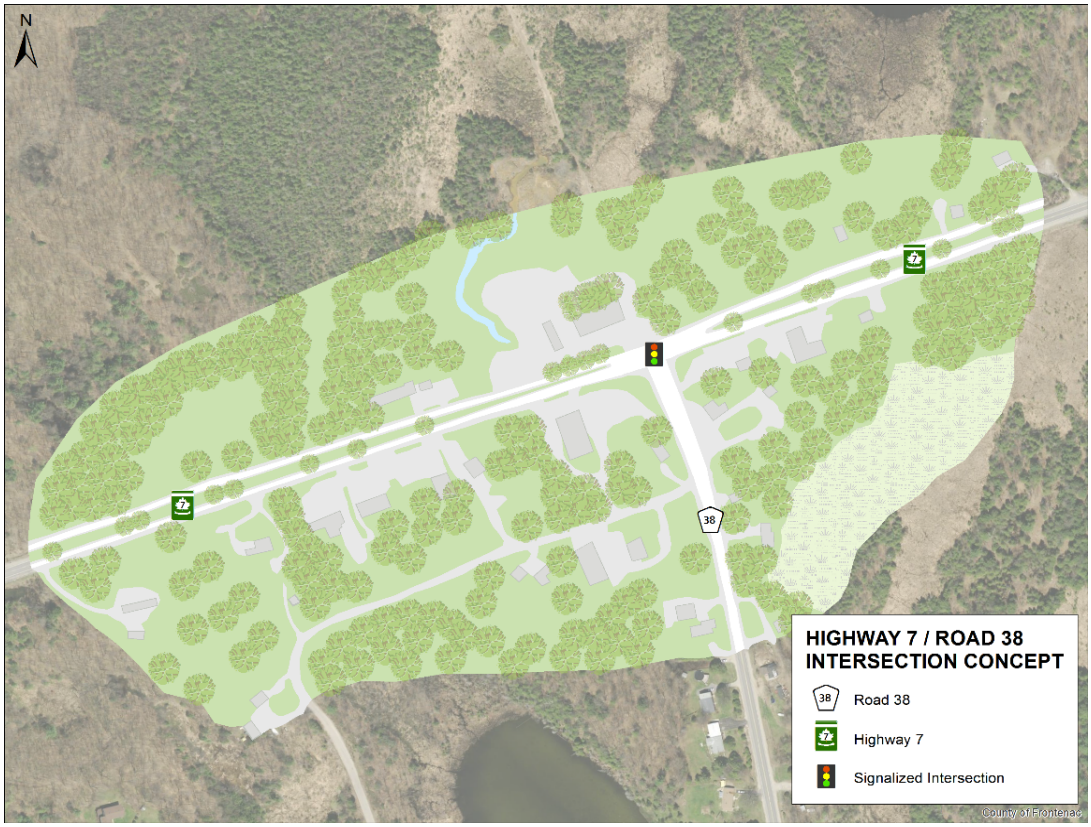
Highway 7 Parkway Concept

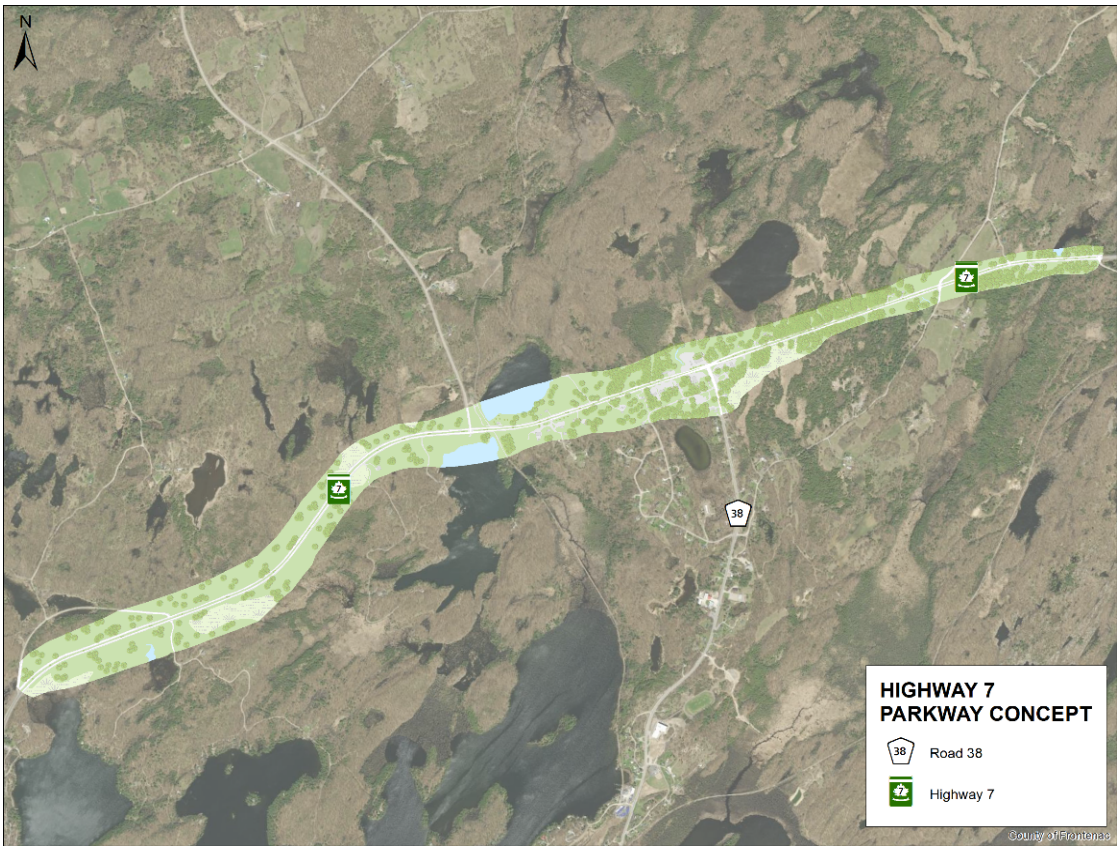
The Ontario Ministry of Transportation operates and manages Provincial Highway 7 that travels east-west across the northern part of Sharbot Lake. Township Council envisions the potential for new commercial development along the Highway 7 corridor to complement and attract visitors to the village. Council is aware of the Ministry's long range plans to make Highway 7 a four lane highway between Peterborough and Carleton Place. It is the position of Council that the redesign of Highway 7 as a highway similar to other 400 series Highways in Ontario would damage the future rural economy of this part of the Frontenac region.

It is the intent of Council to support the future design of the Highway 7 area as an active transportation route for the area between Sharbot Lake Provincial Park to the west, and to Fall River Road to the east. The following policies are intended to direct and focus further planning, design, and traffic management efforts for the creation of this parkway:

- The overall goal is to plan a parkway corridor, landscape improvements, and adjacent existing and future land uses in an integrated and high quality manner;

- The Sharbot Lake Parkway shall integrate multiples modes of safe and efficient travel including vehicles, bicycles, and pedestrians. The creation of separated pathways for cycling and walking recognizes that Sharbot Lake will become a trail hub;
- The Sharbot Lake Parkway shall be an innovative four-lane roadway that will be designed in accordance with a 'parkway' theme that will allow for a picturesque driving route in this area of Frontenac which has dynamic landscape features such as the Canadian Shield outcrops, woodlands, wetlands, and lakes. The goal is to emphasize the role of the parkway as a 'place' and 'destination' that is multi-use in nature;
- Consistent landscape and streetscape improvements should be used to enhance the unique visual environment of the Parkway; and
- The Township will take a collaborative approach to work with the Ministry of Transportation and Frontenac County is developing this parkway plan.





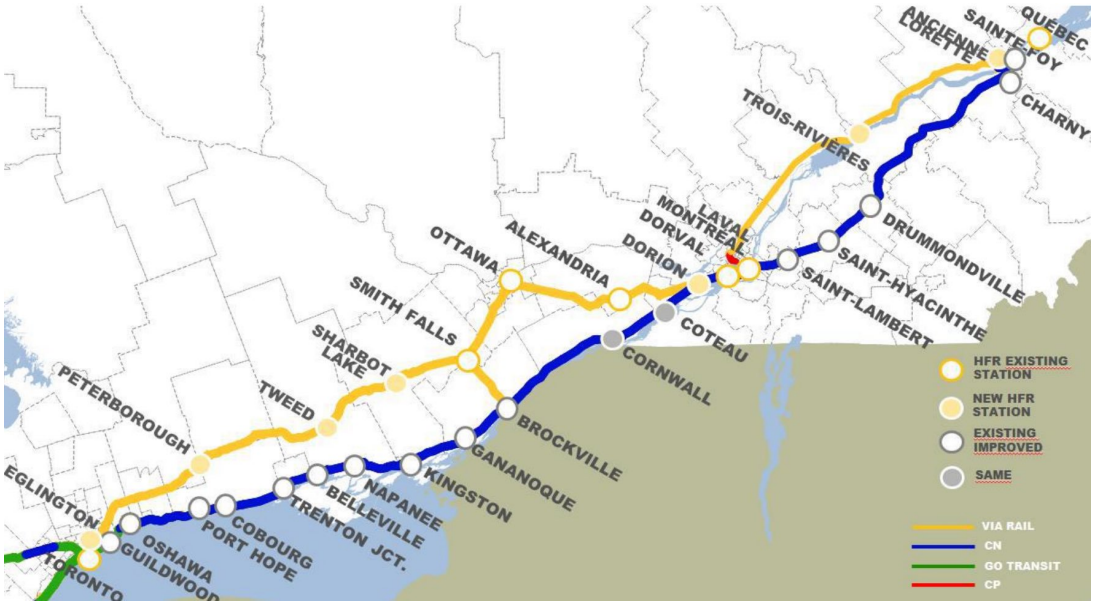
High Frequency Rail Project: Welcoming Rail Travel Back to Sharbot Lake

VIA Rail Canada is working on plans to create a new high frequency rail (HFR) line that would run from Toronto to Ottawa and also to Montreal and Quebec City. The rail line would be dedicated to VIA passenger trains. The HFR concept proposed by VIA would triple the number of trains by day in this corridor. One of the proposed train stops considered is Sharbot Lake. At the time of adoption of this Plan it is not known whether the line would need to be constructed partly through the village. It is the intent of Council to:

- Support the VIA Rail proposal to construct a high frequency rail line from Toronto – Ottawa – Montreal – Quebec City, including a train stop in Sharbot Lake;

- Work with VIA Rail on any proposed train stop and train station that will be in the Sharbot Lake area, and consider any municipal infrastructure improvements to allow connection from the village to the train stop; and

- Hold public consultation with residents and businesses in order to best accommodate the VIA Rail project into the existing village.



Proposed High Frequency Rail Line
Source: VIA Rail Canada

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 Central 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. The Township supports the idea of rural sustainability and lands within the rural area are meant to provide a variety of opportunities for work and for living.

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, **recreational** oriented uses, rural accommodation uses, uses characterized by large areas of open space; **public utilities and commercial facilities**, and rural commercial and industrial uses.

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 will apply to all **development** for the respective land uses in this Section 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 appropriate.

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, Special Rural Accommodation uses, 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. Waterfront Areas, Crown lands and the **Mineral Aggregate Resources** all have their own site designations that are specifically mapped and shown in the **Land Use Schedule**.

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 second units. 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. Tiny homes and ‘live/work’ buildings are also permitted in the rural area to provide a variety of affordable housing options.

Recreational vehicles are not considered to be a form of housing, but rather for short-term recreation-oriented accommodation.

4.3.1.1 - 1096 Clement Road

On lands legally described as part of Lot 8, Concession 1, being Plan 8448, Pcl 1, geographic township of Oso, Township of Central Frontenac (1096 Clement Road), the lands may be used for a multiple housing development.

4.3.1.2 – 29158 Highway 7

For the property at 29158 Highway 7, Arden (Parts of Lots 17 and 18, Concession 8, former Township of Kennebec), multiple residential and institutional uses shall be permitted.

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** 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. may be subtracted from the overall lot size.

Lot sizes may be reduced in developments created by Plan of Subdivision or for multiple unit projects (fractional ownership, condominium, and time share).

Rural residential **development** shall comply with Section 4.8 – Waterfront Area policies of this Plan, if applicable.

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 may 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 Township 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 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 3.9**).

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; 3.10 – Lots of Record; and 3.14 – Shoreline Structures)

4.4 Rural Commercial and Industrial Uses

4.4.1. Permitted Uses

Commercial and industrial uses provide employment opportunities for Township residents, as well as important services for area residents, tourists, businesses, and the travelling public.

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, commercial stores, accommodation services, restaurant, service shop. Residential uses may be permitted as an accessory use.

Industrial uses shall include a Class I, II or III (Ministry of the Environment, Conservation and Parks 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.

4.4.1.1 – 12821 Road 38

On lands described as 12821 Road 38 being part of Lot 2, Concession 11, Township of Olden, now in the Township of Central Frontenac, a mixed use industrial-commercial concept which includes the processing, production, storage, wholesaling and retailing of specialty meat products, and associated retail outlet, a community kitchen and the storage of recreational vehicles and recreation equipment shall be permitted. The applicable planning principles of Section 4.4.2 of this Plan shall continue to apply.

4.4.2. 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 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 Highway 7 is restricted and is subject to the requirements of the Ministry of Transportation (see Section 5.1 – Provincial Highways);

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, Conservation and Parks 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, Conservation and Parks. 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, Conservation

and Parks 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 Highway 7. (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 Township.

(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 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**.

4.5 Rural Recreational and Conservation Uses

4.5.1. Permitted Uses

A key attribute which can be used to encourage tourism -- particularly ecotourism -- is the natural beauty and significant natural heritage of the Canadian Shield within Central Frontenac. The Township intends to work with the business community to encourage this form of tourism, taking advantage of compatible features like the K&P Trail, provincial parks, and the future potential of the Highway 7 Parkway.

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, the K&P trail, 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.

4.5.2. 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. 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);

G. Energy efficient and sustainable design will be promoted for all **development**. Council may establish performance standards through site plan control and other means; and

H. Accessibility by those with physical and other challenges will be considered in the review and approval of all **development**.

4.6 Recreational Commercial Uses

4.6.1. 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. ‘Lodging facilities’ shall be considered to include traditional lake resorts and also newer forms of smaller scale accommodation such as ‘tiny cabins’ or ‘pods’, ‘backcountry huts’, and similar rural accommodation uses**.**

Such tourist commercial 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)**.

4.6.2. Planning Principles

A. Tourist commercial uses should generally 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).

B. 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);

C. Residential dwellings shall be permitted as accessory uses on tourist commercial properties for use by either the owner, operator or employees of such establishments;

D. 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 4.8 – Waterfront Area policies of this Plan;

E. 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);

F. All tourist commercial uses will be placed in a separate category in the implementing Zoning By-law, unless such commercial uses are accessory to a main land use (e.g., farm operation);

G. Depending on the scale of the proposed use, size of the property, and location, Council may require site plan approval; and

H. Accessibility by those with physical and other challenges will be considered in the review and approval of all **development**.

4.7 Recreational Vehicles and Recreational Vehicle Parks and Campgrounds

4.7.1. 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.

4.7.2. 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.

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.

4.7.3. 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, Conservation and Parks 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.

Communal services shall be the preferred means of servicing multiple units.

4.7.5. Decks, Enclosures, Additions and Accessory Buildings and Structures

Decks may be permitted to be constructed in association with a recreational vehicle located in a RV Park or Campground 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.

4.7.6. 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, 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.

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 4.8 – 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, 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.*

4.7.7. Zoning

Provisions shall be 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 ensuring that all **development** meets a minimum 30 metre setback from a waterbody.

4.8 Waterfront Area

4.8.1 Introduction

The Township is characterized by a landscape with many lakes and rivers. Water is an essential part of the culture of the community. The intent of this Plan is to ensure conservation, protection and enhancement of water resources.

For over a century the areas of Central Frontenac which abut or are adjacent to lakes and rivers have attracted significant interest as summer recreation areas. The cottages that were built during the 1950s to the 1980s were designed to be used solely as a secondary residence on a seasonal basis. Road access, where available, has generally been by private road. This form of development has a long tradition in the Township.

In recent years there have been pressures not just in the Township but in all of 'cottage country' to use waterfront properties on a more intensive, four season basis. As a consequence there has been a demand for the improvement and enlargement of existing dwellings and septic and water systems, the creation of new lots through the consent process, construction of larger new dwellings on vacant lots, and changes in occupancy from secondary or seasonal use to a principal or permanent use.

As undeveloped waterfront property becomes scarce, as existing properties become more intensively used, and as larger dwellings are proposed, there is a need to ensure that the Official Plan provides protection for the Township's waterfront area's unique physical and environmental character.

For the purpose of this Plan, Waterfront Area shall generally include all lands extending 150 metres (492 feet) from the ordinary high water mark of any water body. The policies of this section of the Plan are intended to govern development within 150m (492 feet) 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 Lakes**.

The Waterfront Area designation describes shoreline development, which is located around lakes, rivers or headwaters in the Township. Permitted uses in this land use designation include low-density residential development, tourist commercial uses listed in Section 4.6, and recreational vehicle parks and campground uses listed in Section 4.7. 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.

4.8.2 Definition

4.8.2.1 The Waterfront Area designation shall generally be defined as those lands extending inland 150 metres (492 feet). More specifically:

Lands which physically or functionally relate to the waterfront area, although extending beyond 150 metres (492 feet) from the waterbody, shall be deemed to be within the Waterfront designation.

Lands which do not physically or functionally relate to the waterfront area, although within 150 metres (492 feet) of the waterbody, shall be deemed not to be within the Waterfront designation.

4.8.2.2 For the purposes of Section 4.8.2.1, 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 (492 feet) from the waterbody to encompass a significant natural or built feature;

B. where a road is between 150 metres (492 feet) and 195 metres (645 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 (492 feet) from the waterbody;

F. portions of resort properties and recreational vehicle parks and campground uses beyond 150 metres (492 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.

4.8.2.3 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.

For clarity, no 'Waterfront Area' designation is illustrated on the Land Use Schedule; rather, lands adjacent to Waterfront Areas will in most cases have a 'Rural' or 'Environmental Protection' designation.

4.8.2.4 Lands that form the bed of any waterbody defined above shall be considered part of the Waterfront Area. The Township may apply zoning regulations to any of the waterbodies within its jurisdiction.

4.8.3 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 landscape of natural vegetation. This character is recognized and all development shall recognize this character.

B. The Waterfront Area is a unique resource and asset. On this basis, development – including lot creation – should take place only aft.er 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 Central 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 to protect public access to our waterfronts on lakes and rivers.

H. Shoreline alterations shall require approval by the Municipality and/or appropriate agency (Conservation Authority; Ministry of Natural Resources and Forestry; Canada Fisheries and Oceans).

4.8.4 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.

4.8.5 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 attempt 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 Central 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 undersized existing lots of record is compatible with development in the area.

4.8.6 General Development Policies

Character

A. The Waterfront Area character differentiates the waterfront area from the rural setting of Central 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 Central 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 4.7;

(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. Lots shall be properly proportioned (e.g., have sufficient depth) to accommodate the safe installation of a sewage disposal system. The topography and slope of lots should be conducive to development. Preference will be given in new lot creation to lands with a slope of 6% or less and with a soil mantle exceeding 0.5 metre (1.64 feet) or more in depth. Development on lands which are substantially bare bedrock, swampy, or low lying will be discouraged or prohibited.

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 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 metres (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. Narrow Channel Policies and Shallow Waters

The confined nature of narrow channels can result in safety and compatibility issues for boaters and landowners. For the purposes of this Plan, a narrow channel is defined as a waterbody (or part of a waterbody) where the distance from shore to shore is 150 metres or less.

New lot creation on narrow channels will be permitted in accordance with the following:

(i) Where the distance of the narrow channel from shore to shore is 90 metres or greater, a minimum shoreline of 90 metres is required (rather than the 77 metres normally required).

(ii) Where the distance of the narrow channel from shore to shore is less than 90 metres, a minimum shoreline frontage of 120 metres will be required.

M. 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.

N. 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.

O. The preparation of an Environmental Impact Study (EIS) shall be required for all major development in waterfront areas.

P. Aggregate operations shall not be permitted in the Waterfront Area designation.

Water Access Development

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.

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 generally be serviced by private individual on-site sewage and water systems. There may be opportunities for communal services for waterfront development by Plan of Subdivision or Condominium.

U. Hydrogeological reports satisfactory to the Township and Conservation Authority or Ministry of Environment, Conservation and Parks 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 or other uses which would produce an effluent flow of greater than 4,500 litres per day.

Visual, Scenic and Aesthetic Qualities

V. The preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.

W. 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.

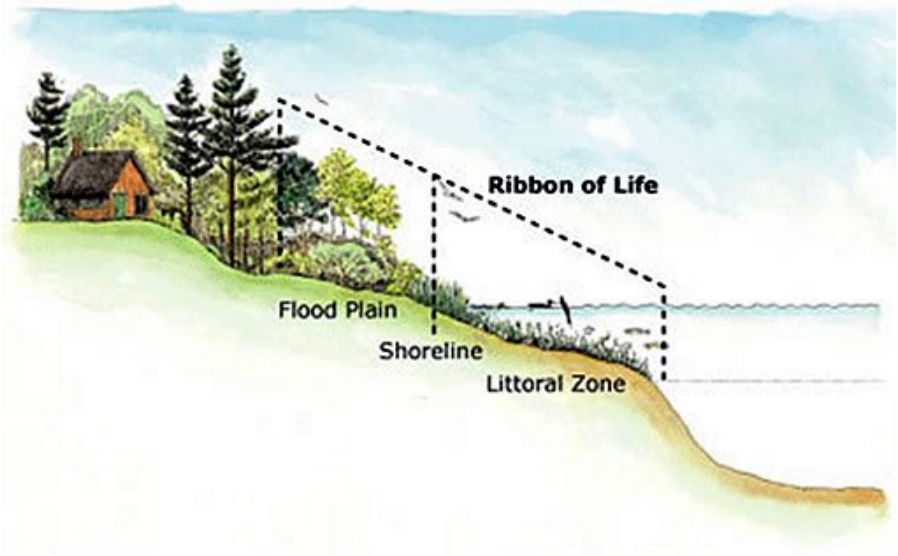
X. Development shall be located and designed so as to protect the character and prominence of public views and features including such areas as rock cliffs, waterfalls, and landmarks. Where development is proposed in such areas, encouragement shall be given to the dedication or acquisition of such lands for the purposes of conservation, public access, trails, and/or portages.

Y. 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, re-naturalizing will be required, where possible. Minor accessory structures and an access pathway to the shoreline are permitted.



Waterfront Best Practices
Ribbon of Life
Source: Conservation Ontario

Source: Conservation Ontario



Shoreline Structures

The regulations 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 local 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, marine storage sheds, viewing decks and gazebos and do not include sleeping cabins, bunkies or large storage structures.

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

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

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

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.

4.8.7 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 Ministry of Environment Conservation and Parks, the Ministry of Natural Resources and Forestry,

Conservation Authorities, lake associations, and other agencies and qualified volunteer groups 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 Central 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.

Site Plan Control / Municipal Development Agreements

F. 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.

G. Council shall consider the implementation of a Community Planning Permit System as a planning tool to enhance waterfront protection.

4.8.8 Lake Trout Lakes

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 is 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 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 300 metres (984 feet) 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 metres [984 feet] from the shoreline of the lake or such that the drainage from the tile fields would flow at least 300 metres [984 feet] 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. 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;

iv. 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, Conservation and Parks 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 within the Waterfront 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;

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 30 metres (98.4 feet) 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 4.7.6.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:

- Sharbot Lake (West Basin)
- Hungry Lake
- Silver Lake
- Crow Lake
- Eagle Lake

xiv. Should any additional lake trout lakes be determined to be at capacity by the Province that are not specifically listed in this Plan, the policies of Section 4.8.7A shall apply to the lake without an amendment to this Plan.

4.8.9 Waterfront – Special Policy Area 1 – Garrison Shores

A. Scope

The community known as Garrison Shores and administered by a corporate body is a waterfront recreational/residential area characterized by a series of development clusters bordering the shoreline of Garrison Lake. The Garrison Shores area, with associated 'clusters', is identified on Schedule '4.8 - 1' to this Plan.

The intent of the Plan is to provide for the administration of Garrison Shores as a Vacant Land Condominium administered, in turn, by a Vacant Land Condominium Corporation. Under this corporate structure, the intent is to provide for up to 53 "Standard Units" with individual ownership coupled with common elements shared by all owners. Owners of a standard unit (parcel of land) would be responsible for the maintenance of on-site sewage and water services for their respective units.

B. Permitted Uses

Permitted uses within the Waterfront – Special Policy Area 1 shall be limited to existing or new recreational/residential uses and to conversions. Recreational/residential uses include seasonal residential dwellings (i.e. cottages, permanent or year-round residential uses, recreational vehicles and private campsites).

Accessory uses to permitted uses shall be limited to a gazebo, utility or storage shed, deck or viewing area and a detached garage.

A communal dock (i.e. servicing two or more recreational/residential units) shall be permitted. For units or parcels having direct shoreline frontage, a single dock per unit shall be permitted where the unit does not share in a communal dock. Any permitted dock shall comply with **Section 3.14** of this Plan and any governing zoning or site plan control provisions.

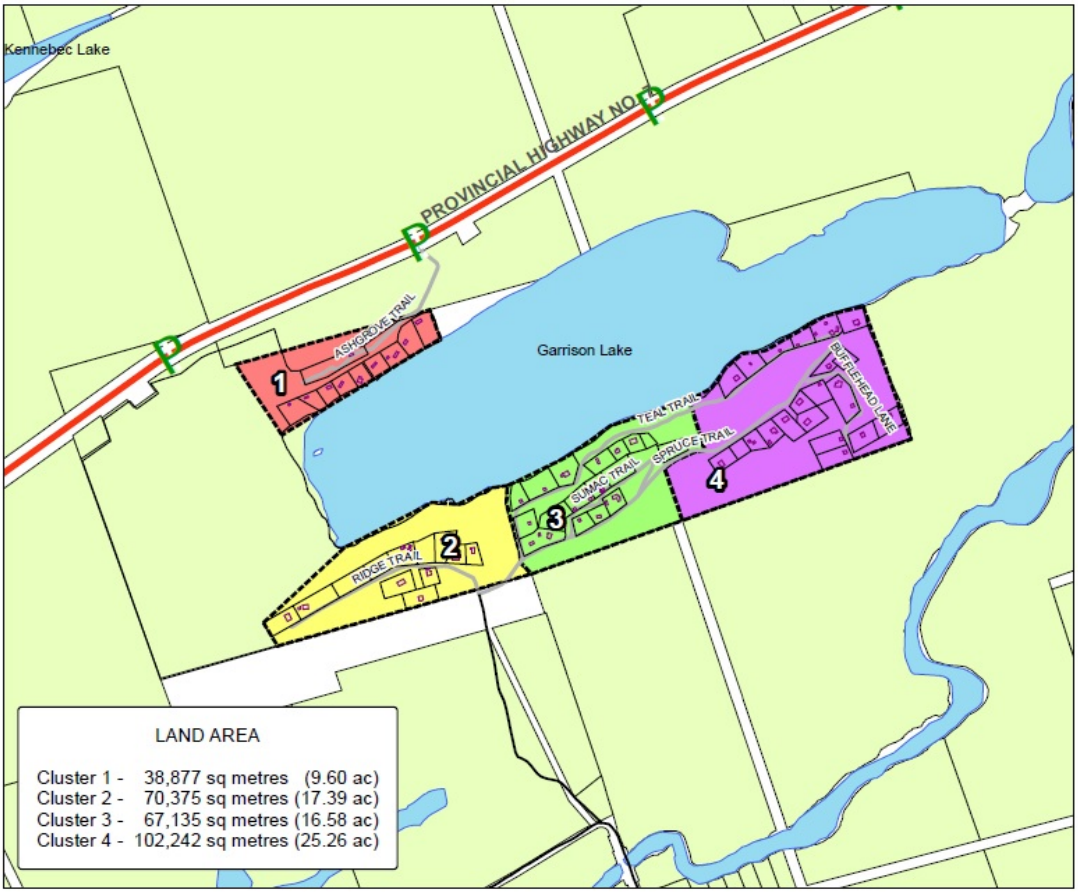
Lands may also be used for open space or conservation uses.

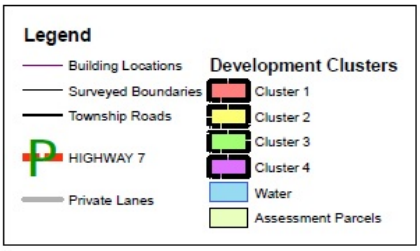
Development or redevelopment of any permitted use is subject to the criteria set out below for the Waterfront – Special Policy Area 1

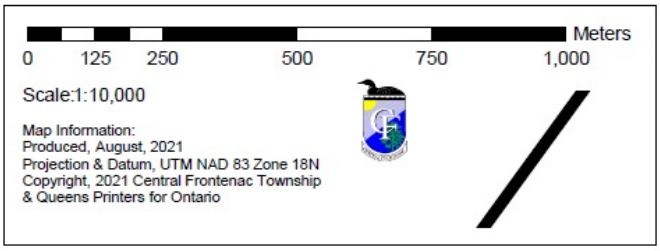
TOWNSHIP OF CENTRAL FRONTENAC OFFICIAL PLAN

SCHEDULE "4.8-1"

Garrison Shores: Land Area for Selected Development Clusters







C. Development Clusters

For the purposes of this Plan, four development clusters are hereby established. Each development cluster is intended to recognize an area where a specified density of development is permitted and where specific standards for sewage and water services shall apply. Table 1 sets out the maximum development density and number of residential/recreational units permitted within each cluster as well as the maximum overall number of units. A recreational/residential unit is defined as a parcel or area of land devoted to a single residential dwelling or recreational use including accessory uses. This may include the sewage and water services associated with an individual unit. The boundary of each of the respective development clusters is set out on Schedule B.

These boundaries shall not be altered where the effect would be to increase the prescribed development density or number of units.

Lands which are not included in a development cluster shall be left. in their natural state as open space and zoned to prohibit development.

(Table 1 -- Development Cluster Standards)

Table 1 - Development Cluster Standards

Cluster #	Maximum No. Recreational/Residential Units	Maximum Density
1	10	0.4 ha (0.98 ac.)/unit
2	10	0.7 ha (1.7 ac.)/unit
3	16	0.4 ha (0.98 ac.)/unit
4	17	0.6 ha (1.48 ac.)/unit
The Total Number of Recreational/Residential Units for Garrison Shores shall not exceed 53. A single recreational based use shall mean a maximum of one recreational vehicle on a unit/lot.		

D. Sewage and Water Services

The intent of this Plan is to provide for the progressive improvement of sewage and water services for existing development and to ensure that no new development is permitted unless it is clearly demonstrated that the site conditions for sewage and water services are suitable for the long-term provision of such services. Sewage and water systems may include individual on-site services or private communal sewage and water service systems or a mix of both types of systems.

Prior to the approval of any of the following development or redevelopment applications, the procedures set out in Guidelines D-5-4 and D-5-5 of the Ministry of the Environment, Conservation and Parks shall be satisfied in terms of water supply and impact assessment. A planning application shall be supported by a report that addresses the requirements of the Guidelines. In addition, Council may use the provisions of the Safe Drinking Water Act, the Clean Water Act or any other applicable legislation to ensure that malfunctioning sewage disposal systems are rectified and that water wells are properly maintained. Planning applications requiring an assessment include:

- An application to develop a vacant unit or parcel for a residential dwelling or recreational vehicle;
- An application to expand an existing recreational/residential use that creates the demand for water or sewage disposal (i.e. adding a bedroom);
- An application to convert a seasonal dwelling to a permanent year-round dwelling;
- An application to install a new water and/or sewage disposal system even if there is no change to the principal use; and
- An application to change an existing use from a recreational vehicle to a residential dwelling.

The assessment of sewage and water services shall apply to a specific development cluster, except where in the opinion of a qualified professional, consideration has to be given to lands within an adjacent development cluster. Any subsequent applications shall take into consideration the findings and recommendations of a previous assessment.

Sewage disposal systems and water wells may be located outside of a prescribed Recreational/Residential Unit where permitted by the Condominium declaration, provided the overall density of the Development Cluster for which the service is provided is not exceeded.

In no case, will development or redevelopment be permitted which is not environmentally sustainable nor which exceeds the density standards for a development cluster.

The performance of sewage disposal systems may be monitored by Council through a septic tank re-inspection program to ensure that systems are properly maintained. Council

will require that property owners and/or the condominium corporation make provision with a licensed sewage hauler for the pump-out of septic tanks on a regular basis.

E. Development Setbacks and Separation Distances

For the purposes of the Waterfront – Special Policy Area 1, the following development setbacks shall apply:

- Minimum distance (setback) from the shoreline (high water mark) to any main building or recreational vehicle – 20 metres (65.5 feet);
- Minimum distance (setback) from any shoreline (high water mark) to any filter bed or tile field of any approved sewage disposal system – 20 metres (65.6 feet);
- Minimum distance (setback) from any shoreline (high water mark) to any accessory building or structure (dock or wharf excluded) – 15 metres (49.2 feet);
- Minimum separation distance between a sewage disposal system and a water well shall be as set out in the *Building Code Act* or as prescribed in a hydrogeological report, whichever is greater;

- No further encroachment of any existing building or structure into any of the above setbacks shall be permitted. Development may be permitted for extensions to existing buildings or for accessory uses which otherwise meet the prescribed zoning standards and the holding provisions of this Plan **(see Zoning and Site Plan Control).**

F. Natural Vegetation and Vegetation Buffer

The intent of the Official Plan is to provide for the conservation of existing natural vegetation cover wherever possible. Tree cutting and/or reforestation may be regulated through site plan control or a tree cutting bylaw. Council will encourage property owners to seek professional advice in establishing the building envelope for new development in order to minimize the cutting of mature trees.

G. Private Lanes

Council may require the upgrading of one or more lanes within Garrison Shores to an acceptable standard prior to any approval and the provisions of **Section 5.4** of this Plan shall apply.

H. Zoning

Council shall place the lands in Garrison Shores into a Holding Zone as a means to control development and redevelopment.

The provisions of Section 6.9.7 of this Plan shall apply to all development or redevelopment. Council may remove the holding zone for part or all of the lands based on the fulfillment of conditions as deemed warranted. Despite this provision, development may be permitted without an amendment to the holding provision for an extension to an existing building or structure or for an accessory building which does not create the demand for new water or sewage services and which would otherwise meet the zone standards.

The zoning by-law shall be amended to set out appropriate standards for development densities, setbacks and any other standard required ensuring sustainable development.

Site plan control shall be used for all individual units fronting on Garrison Lake in order to regulate the details of site development. Site plan control may also be used for development clusters of individual units which do not front directly on Garrison Lake in order to regulate details of site development. Council may also use the sustainability design elements (set out in Section 41(4) of the *Planning Act*), in the application of site plan control.

I. Condominium Management

Garrison Shores shall be developed only in accordance with the provisions of the *Condominium Act, 1998*, governing vacant land condominiums. Development by consent will not be permitted. Any condominium declaration shall stipulate, in addition to any other provisions, that owners, their heirs or successors or purchasers shall be advised that development or redevelopment may be restricted or prohibited because of limitations to water quantity, water quality and the suitability of lands for sewage disposal systems. The declaration shall prescribe the responsibilities for water and sewage systems maintenance

including provisions for septic tank pump-outs. The declaration shall also stipulate that development is subject to site plan control or other measures designed to conserve shorelines and woodland areas in their natural state.

4.8.10 Waterfront – Special Policy Area 2 – White Lake and Provincial Fish Culture Station

A. Background

White Lake is a warm-water inland lake located immediately north of Highway 7 and approximately 8 kilometres west of Sharbot Lake. The lake is 213 metres above sea level with a lake perimeter of 8.1 kilometres, and the deepest point 29.6 metres. The lake is spring fed and no major surface water bodies drain into the lake. The Ministry of Natural Resources and Forestry (MNRF) operates a fish culture station at the south end of White Lake.

The fish culture station has been in operation since 1933. White Lake is the sole source of water for the station, and the lake water is gravity fed to the station through both a surface and deep water pipe. The lake is classified as a warm water lake, and MNRF stocks fish such as Walleye, Northern Pike, Yellow Perch, and Small and Largemouth Bass. No fishing is permitted on the lake due to its Provincial status as a fish sanctuary.

The high quality of the lake water enables MNRF to have a wide variety of species to be cultured under ideal temperature and rearing conditions. The station supplies rehabilitative and hatchery dependent fisheries for Lake Ontario and hundreds of inland lakes.

As part of the effort to protect the lake water quality MNRF has acquired additional lands since its opening in 1933, and now owns more than 243 hectares (600 acres) along the southern end of White Lake. The remainder of lands around the lake are privately owned, including a grouping of cottages located along the northern shore.

It is recognized that the Algonquins of Ontario particularly the Shabot Obaadjiwan First Nation have a deep and ongoing interest and close relationship with the White Lake Crown Lands and Fish Culture Station.

Two Shabot Obaadjiwan Settlement Area Land Selections are located on the south shore of White Lake with a combined area of more than 840 acres (340 hectares). The land selection also includes White Lake Island.

The Algonquins of Ontario and the Shabot Obaadjiwan First Nation will work closely with the Ministry of Natural Resources and Forestry and the Township to continue to protect the integrity of the White Lake Fish Sanctuary and Fish Culture Station.

B. Policies

The purpose of this special policy section is to ensure the long-term protection of water quality of White Lake as well as the protection of the area's natural heritage system, cultural heritage, and sense of place. Township Council acknowledges that the operation of the MNRF Fish Culture station has significant provincial interest. White Lake has been certified as a fish sanctuary as set out in *Ontario Fishing Regulations (2007)* and prohibits fishing on the lake at all times. It is the intent of the Plan to recognize this fish sanctuary status.



White Lake
Source Frontenac Maps



White Lake Fish Culture Station Sign
Source: Photo by J.Gallivan



White Lake Fish Culture Station Aerial
Source: Frontenac Maps

The Township will develop land use controls to minimize additional activity on the lake. On this basis the Township will apply zoning along the White Lake waterfront to significantly reduce the impact of new residential development.

To provide greater protection to the water quality of White Lake, larger lot sizes, larger lot frontage and reduced permitted uses shall be required within 300 metres of the high water mark of White Lake. The implementing bylaw shall set the minimum area for new lot creation at 1.6 hectares (4 acres) with a minimum of 91 meters (300 feet) of frontage along White Lake, as well as minimum road frontage of 91 metres (300 feet). Uses shall be limited to residential uses with appropriate accessory structures; agricultural uses shall be permitted, excluding livestock facilities.

Development, including the creation of a new lot, a change in land use or the construction of buildings and structures requiring approval under the *Planning Act*, shall be supported by an environmental impact assessment completed by a qualified professional that shall include the requirements of Section 4.10.2.F of this Plan.

New Lots

New lots created through the consent or plan of subdivision process shall be a sufficient size to ensure that the new lot and retained lands can accommodate the proposed use with no decrease to the 30 metre water setback. Dependent on existing constraints (topography, soil conditions) and to ensure protection of water quality and fish habitat, enhanced provisions may be required to be implemented through a zoning bylaw amendment (e.g. enhanced setback, restriction of shoreline structures, reduced lot coverage). The environmental impact assessment shall identify if enhanced provisions are required.

Existing Lots of Record

Development or redevelopment on existing lots of record that require approvals under the *Planning Act* or to support a change in use (e.g. minor variance, zoning bylaw amendment), shall be accompanied by an environmental impact assessment. The study shall identify existing constraints (lot size, topographical constraints), identify appropriate envelopes for dwelling and septic as far back from the high water mark as is reasonably possible and suggest appropriateness of building size (envelope) for the deficient subject lot. The study shall identify mitigation measures and enhanced provisions necessary to ensure the protection of water quality and natural heritage system (e.g. restriction of shoreline structures, reduced lot coverage); this may be implemented through a zoning bylaw amendment.

The Township will consult with the Ministry of Natural Resources and Forestry (MNRF) with respect to 'best practices' to protect the water quality of the lake. Council may also consult with MNRF, the public, and the Algonquins of Ontario on the potential creation of a lake plan. As part of the development of a lake plan, Council may consider the implementation of an Interim Control By-law to restrict any new development around the lakeshore until such time the lake plan is completed.

All other policies of Waterfront Area section of this Plan shall also apply within the Special Policy Area, but shall not supersede the more restrictive policies contained in this section.

4.8.11 Waterfront – Special Policy Area 3 – Bridgen's Island, Eagle Lake (Con. 2, Part Lot 29, RP 13R2255, Parts 1-17)

Eagle Lake is one of the larger lakes in Central Frontenac, and is located just north of the village of Parham. The lake has been classified a 'Highly Sensitive Lake Trout Lake' as set out in Section 4.8.8 of this Plan. As a result new development along the lake needs to be severely restricted to ensure that no new phosphorous sources affect the lake and oxygen levels.

Bridgen's Island is a prominent island located at the midpoint of the Lake. As of 2010, the ownership of the island has been divided into two separate land parcels. The larger, westerly parcel is largely undisturbed and is occupied by ten (10) cottages (seasonal residential), and has been in a cooperative ownership for more than three decades. It is a policy of Council that this land be developed in accordance with Section 4.8 (Waterfront Area) of this Plan and the following specific policies:

The property identified on Schedule '4.8-2' to this Plan may be developed to create no more than twelve (12) separate lots and a common beach area. In order to protect the lake trout fish habitat of Eagle Lake the policies for development shall include, but not necessarily be limited to the following:

A. Permitted Uses – Ten (10) of the lots shall be created to recognize the ten (10) existing cottages and accessory uses. The area where these lots will be created is identified as 'Development Area' on Schedule '4.8-2'. Two (2) of the lots that will be created shall be vacant and no construction of any buildings or structures (including gazebos, viewing platforms or any other structures) shall be permitted with the exception of a boat dock. An additional block of land is to be used as a park and beach for common use of the property owners. Both the vacant lots and the communal park and beach are identified as 'Vacant Land Area' on Schedule '4.8-2'**.** Any proposed change to these uses or the identified boundaries on Schedule '4.8-2' shall require an Amendment to this Plan.

B. Zoning – A 'Private Open Space' zone shall apply to the two (2) vacant lots, as well as the common beach area in order to prohibit any type of construction of buildings, sheds, gazebos, viewing platforms, or any other structures with the exception of a boat dock. A 'Waterfront Residential' zone shall apply to the ten lots that have existing cottages, and such zone shall include provisions for shoreline management such as setbacks in order to maintain as much vegetative buffer as possible.

C. Site Plan Control – Council shall consider the use of Site Plan Control for any new development or redevelopment on these lands, including the installation of a sewage disposal system and the conservation of existing natural vegetation wherever possible.

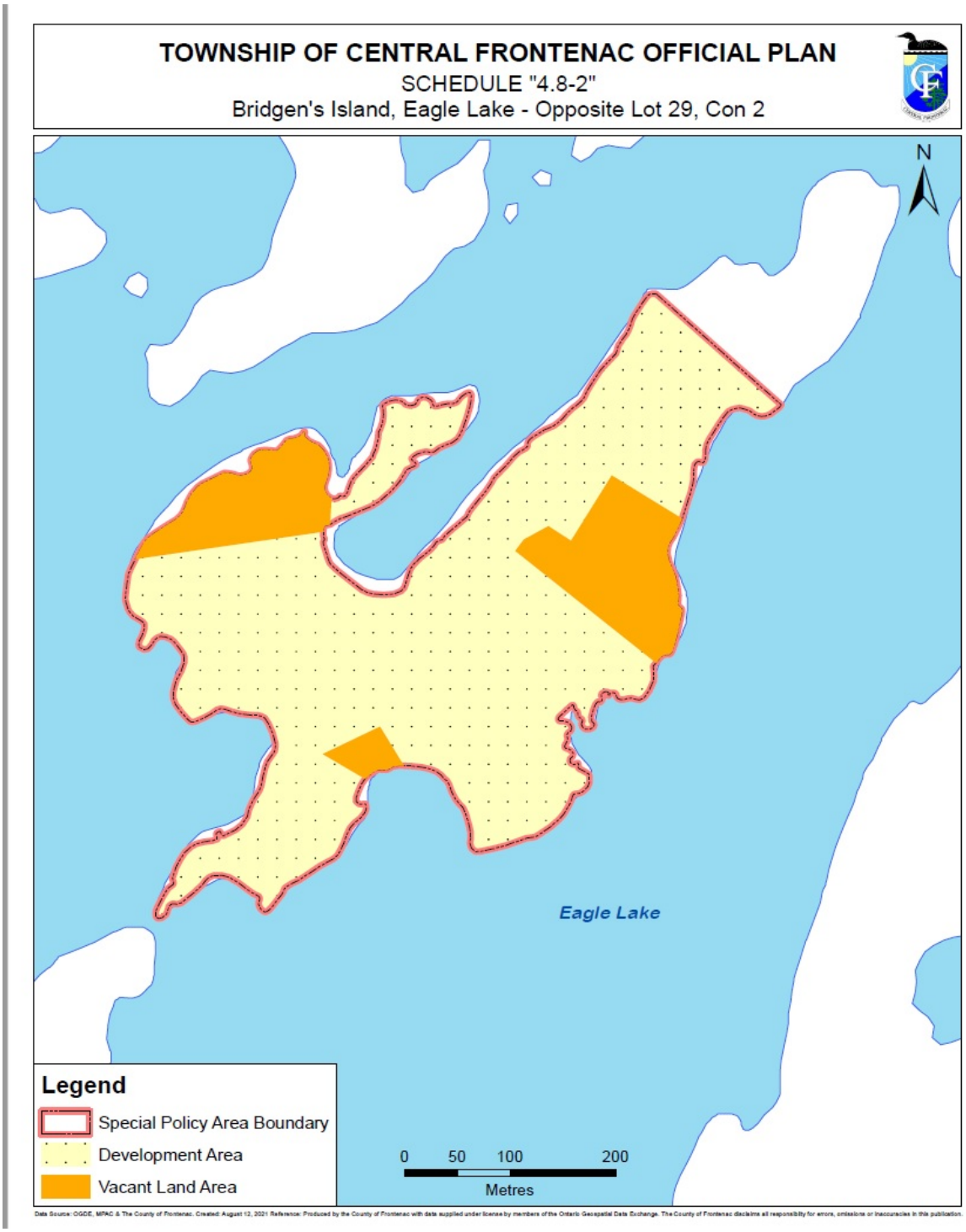
D. Conditions of Draft Subdivision Plan Approval – the approval authority shall consider imposing conditions of draft approval with respect to the impact that this development may have on Eagle Lake.

E. Subdivision Conditions – the approval authority shall consider imposing conditions of draft approval that will require certain obligations to be incorporated into the Subdivision Agreement and subsequently registered against title to the lots and therefore binding on all subsequent owners. Such conditions may include:

    a. Prohibition on developing any of the vacant lots unless the owner first obtains written confirmation from the Province that a proposed sewage disposal system will result in zero impact on the water quality in Eagle Lake;

    b. Obligation to create and maintain a natural vegetation buffer along the island shoreline to reduce the effects of run-off.

F. Other Approvals – The approval authority may consider the use of other planning tools or regulations that would be appropriate to ensure lake protection.


TOWNSHIP OF CENTRAL FRONTENAC OFFICIAL PLAN
SCHEDULE "4.8-2"
Bridgen's Island, Eagle Lake - Opposite Lot 29, Con 2
N
Eagle Lake
Legend
Special Policy Area Boundary
Development Area
Vacant Land Area
0 50 100 200
Metres

4.8.12 Waterfront Protection Policy - Site Plan Control

1. Area of Application

All lands within the Waterfront Area designation shall be designated as a Site Plan Control Area.

2. Application Requirements

When an application is received for the development or redevelopment of a lot or parcel of record or for the disposition of a shoreline road allowance within the Site Plan Control Area, the application shall be complete and may be accompanied by a site plan which shows:

A. The location of all existing or proposed buildings, structures, accessory buildings and sewage disposal systems with an indication of accurate dimensions and setback distances from lot lines and from an abutting watercourse or lake; and

The approximate location of all natural and artificial features on the subject land (e.g. roads, drainage ditches, wells, watercourses, banks, slopes, wetlands, wooded areas etc.) including the location of wells and septic tanks on adjacent properties.

3. Site Plan Control Measures

Site Plan Control shall**/may** apply to the following:

A. The siting of sewage disposal system components;

B. The siting of water supplies particularly drilled or dug wells;

C. Proposed site drainage;

D. Access corridors to the waterfront;

E. House and/or building siting;

F. Requirements for the protection, conservation and/or revegetation of the shoreline riparian zone.

G. Siltation and erosion controls; and

H. Site grading and replacement of fill.

4. Natural Vegetation Buffer

When a Site Plan Control Agreement is required for development or redevelopment on lands which front on a lake or on a major tributary, a natural vegetation buffer of not less than 30 metres (98.4 feet) in depth along the shoreline or watercourse shall be identified on the site plan. The cutting or removal of trees, shrubs, leaf litter or ground cover will not generally be permitted within the natural vegetation buffer except for the removal of dead or diseased trees or noxious plants or where a landscaped corridor not greater than 9 metres (29.5 feet) in width is required for access between the dwelling and shoreline. Council may require that a professional competent in shoreline landscaping be engaged to prepare a shoreline vegetation management plan suitable for conserving and sustaining the natural environment with respect to any requirements for an impact assessment for natural heritage features (i.e. fish habitat).

5. Site Plan Control - Additional Information

Where deemed necessary, in accordance with the site plan control guidelines, Council, or its designate, may require additional site information, which may include:

A. A soils report which identifies site soil characteristics including soil type, depth, leaching characteristics, depth to water table, and mitigation measures for any soil deficiency related to a proposed use. The soils report may also address slope stability and erosion concerns based on the nature of the proposal and existing site conditions. This report should be verified by a soils analyst or consultant with demonstrated competence in soils analysis. This study may be sent to the Conservation Authority having jurisdiction for review and comment. A water quality impact study which shows the impact of the proposed use on water quality and how this impact can be effectively minimized.

B. A fisheries habitat assessment, satisfactory to the Department of Fisheries and Oceans (DFO), of the existing shoreline or stream with recommendations on how the existing habitat conditions can be preserved and/or enhanced; and

A screening plan showing how the proposed uses will be screened from view or how the existing aesthetic landscape of the waterfront will be preserved or enhanced.

4.10 Natural Heritage Features and Areas

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 area form a **natural heritage system**. It is intended that the particular features identified in Central Frontenac will be **conserved** for their natural heritage value. Known Natural Heritage Features are shown on the **Land Use Plan Schedule**.

4.10.1. Policies

A. Natural Heritage Features

Some Natural Heritage Features and Areas which have been designated in the Township 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 **shall** be considered when screening planning applications and prior to application approval. There is potential that suitable/**significant** habitat persists in the Township and the list is subject to change as new information is gathered. The Township 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. Headwaters, which are not formally identified by the Province, also need to be recognized and protected over the long term.

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 4.10.2.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 a buffer 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 4.10.2.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**.

New development shall be set back a minimum of 30 metres [98.4 feet] from the boundary of any wetland that is not a ***Provincially Significant Wetland***.

Development in and within 120 metres [394 feet] 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 Schedule** 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 may 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 4.10.2.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 metres [98.2 feet] from the shoreline abutting the affected water bodies.

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 4.10.1.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 a buffer zone of 120 metres (394 feet) or as otherwise determined by reference to the Natural Heritage Reference Manual Policies of the Provincial Policy Statement. In addition to satisfying **Section 4.10.1.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 4.10.1.F.]** for **development** or **site alteration** on or within 120 metres (394 feet) 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)

Areas of natural and scientific interest are areas of land and water that contain natural landscapes or features that have been identified as having life science or earth science values related to the protection, scientific study or education.

It is a policy of Council to recognize the Harlowe Bog ANSI, Hungry Lake Barrens ANSI, Ardoch Bog ANSI, Black Lake Fen ANSI, the Piccadilly Swamp ANSI, and the Long Lake Blue Calcite ANSI as Provincially Significant ANSIs. These areas are intended to be recognized for their natural and scientific values. These ANSIs are identified on the Land Use Schedule.

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 4.10.2.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 a buffer area of 120 metres (394 feet) or as otherwise determined by reference to the Natural Heritage Reference Manual Policies of the Provincial Policy Statement. In addition to satisfying **Section 4.10.2.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.

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***.

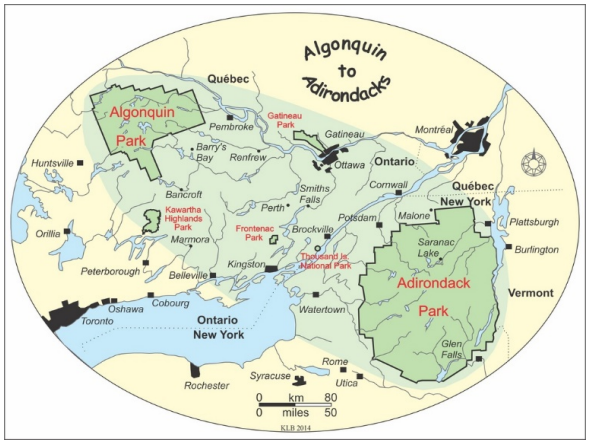
H. The Algonquin Park to Adirondacks Park Corridor

The Algonquin to Adirondacks Collaborative (A2A) 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 Canadian 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. Central Frontenac Township is adjacent to and connects to the Frontenac Arch UNESCO Biosphere Reserve 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.

Council supports the efforts of the A2A Collaborative to promote and protect this important natural heritage corridor.



ALGONQUIN TO ADIRONDACKS AREA

Source: www.a2acollaborative.org

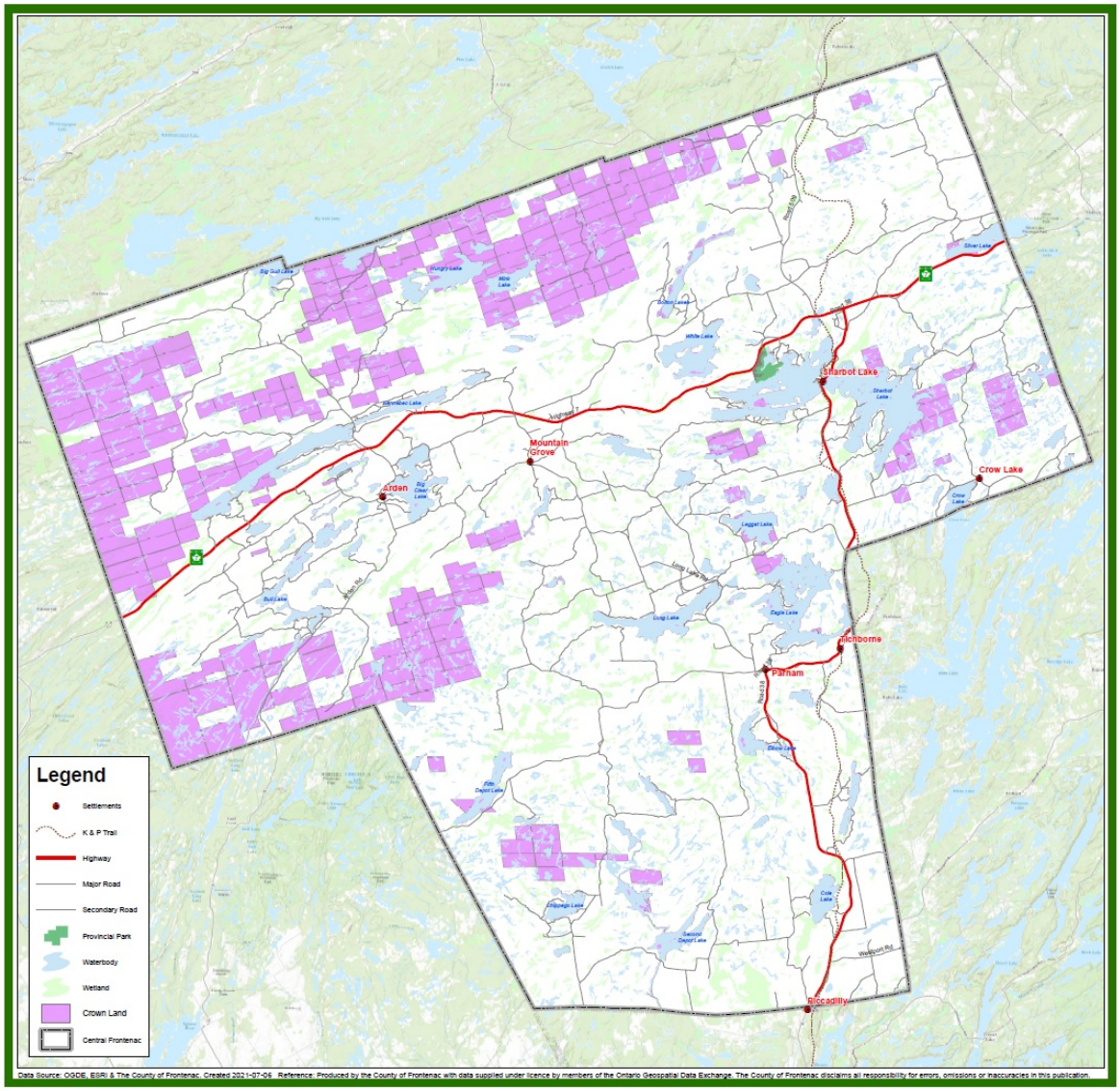
4.11 Crown Land

It is recognized that Council does not have the jurisdiction to enforce the provisions of this Plan as it relates to Crown land since Crown lands fall 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**.

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. 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 Township 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 (logging). Outdoor recreation uses are also active uses such as hiking, hunting, canoeing and snowmobiling. Mining also has potential as does mineral aggregate extraction.

Council anticipates that consultation with respect to the use of Crown Lands will include First Nations Communities, in particular the Algonquins of Ontario.



Crown land in Central Frontenac is shown in the purple.

Source: Frontenac GIS Services (July 2021)

4.12 Agriculture and Farming

It is a policy of Council to promote normal farm practices and to protect the right to farm.

Although there are no **prime agricultural areas** as defined in the 2014 Provincial Policy Statement (PPS) within Central Frontenac, the intent of the Plan is to permit **agricultural uses** in the Rural Area. This is intended to include agricultural-related uses.

A. Minimum Distance Separation Formulae

Where livestock operations are part of an agricultural use, the **Minimum Distance Separation (MDS)** 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.

B. Farm-Related Uses

The Township supports the development of uses that highlight the importance and value of farming. On this basis, uses such as farm machinery and equipment exhibitions (on a temporary basis), farm tours, petting zoos, hay rides and sleigh rides, processing operations including maple syrup operations, small scale farm theme playgrounds for children and small-scale educational or training establishments that focus on farming instruction shall be permitted on farms in the Rural Area.

C. Farm Accommodation

Farm vacation homes and bed and breakfast establishments for the temporary accommodation of guests are permitted subject to the following:

i. The principal residence of the farm owner shall accommodate a maximum number of rooms which will be listed in the implementing Zoning By-law. The character of the farm house as a private residence is maintained;

ii. Accessory accommodations such as cabins or tiny house structures may be permitted, subject to a maximum building size and a maximum number of permitted accessory accommodation as set out in the implementing Zoning By-law;

iii. The operation of these uses shall not have an adverse effect on the enjoyment and privacy of neighbouring properties;

iv. Adequate parking facilities are available on the property for the proposed use; and

v. The use(s) can be serviced with appropriate water supply and an appropriate means of sewage disposal;

vi. Farm accommodation development may be subject to Site Plan Control.

4.13 Mineral Resource

The importance of mineral aggregates and minerals and their protection for long term use is recognized through the Mineral Resource designation. This designation has been applied on the basis of information on the extent of resources and existing operations supplied by the Ministry of Natural Resources and Forestry (MNRF) and the Ministry of Northern Development and Mines (MNDM).

The location of Aggregates and other Mineral Resources are shown on the **Land Use Schedule**. In certain cases areas having mineral aggregate or mineral potential have been excluded from the Mineral Resources designation due to the existing landscape such as proximity to existing incompatible land uses or shorelines of water bodies.

In some areas designated Mineral Resources non-mineral development may take place, provided that such development will not compromise the broader objectives with respect to mineral resource protection and extraction.

It is Council's overall intent that important mineral resources will be protected for long term use.

4.13.1 Permitted Uses

Aggregate-related uses permitted include pits and quarries, as well as all associated facilities used in extraction, transport, processing or recycling of mineral aggregates, or the production of secondary related products. These uses include crushing facilities, stockpiles, washing and screening operations, asphalt plants, concrete plants, and aggregate transfer stations.

Mineral-related uses permitted include open pit and underground mining operations and associated facilities such as milling operations.

Wayside pits and quarries are also a permitted use although they are not required to be specifically designated.

Land uses such as agriculture, forestry, conservation and passive recreation uses may be permitted, provided that such uses shall not generally include buildings or activities that would preclude or hinder the establishment of new mineral mining or mineral aggregate operations, or access to mineral resources. Development proposals for other land uses may be permitted in accordance with the Rural policies of this Plan, subject to the agreement of the Ministry of Northern Development and Mines, the Ministry of Natural Resources and Forestry, and any other approvals by relevant approval authorities.

4.13.2 Policies

1. On lands designated Mineral Resource, any lands zoned and licensed for a pit or quarry must be located within the limits of the designated area. Any expansion proposal involving lands beyond the limits of the designation area will require an amendment to the Plan.

2. Existing licensed pits and quarries and other existing mineral resource operations will be identified in the Township Zoning By-law.

New operations, as well as expansions to existing operations will require an amendment to the Zoning By-law. In support of a Zoning Amendment for expansion the Township may require the applicant to undertake certain studies to address the social, economic, environmental and other potential impacts of the proposal.

3. Lands within the Mineral Resource designation that are not zoned for mineral aggregate or mineral mining operations shall be placed in an appropriate zone. Circumstances that will determine proper zoning may include existing/historical land use patterns, an absence of existing mineral-oriented uses in the area, and a low likelihood of future extraction occurring in the vicinity of the subject lands. The Township may consult with the Ministry of Northern Development and Mines or the Ministry of Natural Resources and Forestry to determine the appropriate zoning.

4. All pit and quarry operations shall be licensed by MNRF under the *Aggregate Resources Act*.

5. Access to mineral aggregate or mineral mining operations shall be encouraged to be located on Highway 7 or on Township Arterial Roads as defined in Section 5.3.2 of this Plan, wherever possible. Where access is to be obtained from other Township roads, it must be of adequate standard of construction to support the anticipated truck traffic as determined by the Township Public Works Department.

6. In considering an Amendment to the Plan to change the land use designation from Mineral Resource to another designation, the Township shall be satisfied that a mineral resource use would not be feasible due to qualitative, quantitative, or other constraints, and may consult with MNDM and MNRF to determine the legitimacy of such amendment.

Alternatively, it must be demonstrated that the propose use for which the amendment is proposed is required in the long term public interest and issues related to public health and safety, as well as environmental impact, can be addressed. Additionally, the impact of such re-designation on the potential to use and expand adjacent mineral or mineral aggregate operations that will continue to be designated Mineral Resource shall be considered.

7. Mineral aggregate operations shall be required to undertake progressive rehabilitation to accommodate subsequent land uses.

8. Mineral mining operations, including associated processing facilities, shall undertake rehabilitation, including progressive rehabilitation where feasible, to accommodate subsequent land uses.

9. In evaluating an amendment to the Official Plan to change the designation of lands to Mineral Resources from another designation, the Township shall require the applicant to provide sufficient information to evaluate the application including the following:

a. The type and location of neighbouring land uses, having regard to land use compatibility;

b. The location and adequacy of proposed access routes, as well as any proposed improvements;

c. Reports with respect to the site and proposed operational considerations, including hydrogeology, drainage, influence, potential impacts and mitigation measures.

10. It is a policy of this Plan that existing sensitive land uses such as residences, day care centres, and educational and health facilities shall be protected from the establishment of a new mineral aggregate or mining operation or expansions thereto, where such establishment or expansion would be incompatible for reasons of public health, public safety, and/or environmental impact.

5

TRANSPORTATION

Township of Central Frontenac

5 Transportation

Transportation **infrastructure** is made up of Provincial Highway 7, Township roads, private lanes, resource access roads and snowmobile and hiking trails such as the K&P Trail and the Trans Canada Trail, while transportation and infrastructure corridors consist of the hydroelectric power transmission lines.

The importance of the road network in maintaining and improving the economy in Central Frontenac cannot be underestimated. The Township is dependent on the road system for the movement of goods and services, as well as for access to health and social services and for tourism use.

This Plan requires that accessible, cost-efficient and effective **infrastructure** be provided commensurate with the planned growth and development within the Township.

Expansions and upgrades shall also consider the effects of climate change on the sizing of infrastructure.

Infrastructure shall be constructed and maintained in compliance with the appropriate and applicable environmental standards/approvals and shall minimize, manage or avoid adverse effects to humans or the natural environment.

5.1 Provincial Highways

5.1.1 Background

Highway 7, as shown on the **Land Use Schedule**, is classified as a special controlled access highway (Class IV Major Highway) designed to carry high volumes of through traffic.

Highway 7 is the only Provincial Highway in Frontenac. The connection to Road 38 at Sharbot Lake is an important local and regional north-south route.

The section of Highway 7 through Central Frontenac runs through one of the most southerly portions of the Canadian Shield. Granite outcrops, lakes, forest and wetlands make the area attractive for full time residents, tourists, and seasonal residents.

5.1.2 Policies

A. The Ministry of Transportation (MTO) has long term plans to widen most of Highway 7 from two to four lanes between Peterborough and Carleton Place. The Township of Central Frontenac will work with MTO to ensure that changes to Highway 7 through the municipality will involve engagement with community members, Highway 7 property owners, and local businesses.

B. In addition to all the applicable municipal requirements, all proposed **development** located in the vicinity of Highway 7 may be subject to the limitations under the jurisdiction of the Ministry of Transportation (MTO).

5.2 Frontenac Regional Road System

5.2.1 Background

The Frontenac County Official Plan has identified a regional road system with the goal of recognizing a County-wide road network to support the long-term viability of the system and to ensure access throughout the Frontenacs and connections to the surrounding region.

These roads are recognized as having regional importance. This regional road system is largely comprised of former Provincial Highways and County Roads that were downloaded to each of the four Townships during municipal amalgamation and restructuring that took place in 1998.

Parts of the designated regional road system in Central Frontenac are both former Provincial Highways:

- Road 38 which runs north-south from Highway 7 at Sharbot Lake to Piccadilly (36 kilometres); and
- Road 509 that runs north-south from the northern Township border near Clarendon Station to Highway 7 (11 kilometres).

These regional roads were once funded and maintained by the Province of Ontario. Since amalgamation the costs of maintaining these roads are entirely funded by Central Frontenac Township. The diversion of municipal funds to pay the maintenance costs has a direct impact on the ability of the Township to support the social, cultural, and economic aspects of Central Frontenac.

5.2.2 Policies

A. Central Frontenac supports a cross-jurisdictional collaborative approach with neighbouring North Frontenac Township and South Frontenac Township, as well as the County of Frontenac, to develop a regional road system that will encourage unity within the County, satisfy local municipal transportation demands, and encourage cost efficiencies with respect to maintenance costs and road reconstruction.

B. The Township will investigate and support all senior government programs that can provide financial investment in the regional road system.

5.3 Township Roads

5.3.1. Classification of Township Roads

For the purposes of this Plan, the classification of roads within the Township shall include the following:

A. Arterial Roads, which are maintained year round: includes Road 38 and Long Lake Road, and Road 509;

B. Township Roads, which are maintained year round;

C. Township Roads, which are seasonally maintained;

D. Township Roads, which are unmaintained. This includes both Heritage Roads which are roads that historically existed but are not maintained at the present time, and roads which have been dedicated to the Township but have not yet been assumed by Council; and,

E. Private Lanes.

5.3.2. 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.

5.3.3. Year Round and Seasonally Maintained Township Roads

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 metres (66 feet) 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.

5.3.4 Heritage Roads / Colonization Roads

While Council recognizes there are Heritage Roads / abandoned Colonization Roads within the municipality, it is not the intent of Council to maintain these roads nor to permit development on such roads.

Council may, however, require an agreement for the maintenance and repair of such roads. Council may as a condition of development (i.e. creation of a new lot, change in land use, construction of a building), require that the road be upgraded and maintained to a municipal standard.

5.3.5 Unassumed Roads

Council recognizes that the public may use unassumed public road allowances (also known as unopened road allowances) even though they are not maintained by the municipality. Council's policy is to treat these roads as private roads in terms of municipal services provided and, as such, Council is under no obligation to upgrade these roads to municipal standards.

Council may require an agreement for the use, maintenance and repair of such roads. Council may as a condition of development (i.e., creation of a new lot, change in land use, construction of a building), require that the road be upgraded and maintained to a municipal standard. Council may at its sole discretion, register on title, notice that it will not be responsible for the repair or maintenance of unassumed roads.

5.3.6. 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 total length of 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 Township roads including the addition of roads to the Township 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 as part of a Planning Act application approval. In general, sidewalks will be limited to **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**; or

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.

5.4 Private Lanes

Limited service residential development (i.e., where little or no Township services such as garbage collection, road maintenance, or snow ploughing) 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; or

(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 existing lane travelled to 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.

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 lanes 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.

5.5 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 7, Road 38 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 (e.g., North Frontenac Telephone Company, Bell Canada) and any costs will normally be borne by the proponent of the **development**.

5.7 Active Transportation

The Frontenac Regional Active Transportation Plan was developed by the County of Frontenac in 2019 with support and advice from member municipalities. The following policies support the priorities laid out in the ATP, and will provide safety and security for walking, cycling and other forms of active transportation in Central Frontenac

5.7.1 Settlement Area Growth

As new development expands within settlement areas, sidewalks, multi-use pathways or other forms of Active Transportation infrastructure should be considered as part of the development. Sidewalks are required on both sides of arterial roads in settlement areas.

5.7.2 Road Construction

All road construction projects must consider paved shoulders, sidewalks or alternative active transportation infrastructure. Improvements to adjacent trails as part of road construction projects may be considered as an appropriate active transportation plan, with a priority set for the spine network. The town

5.7.3 Primary Trails

Primary trails form the basis for a county-wide trail system. They act as the systems' "spine" and are long-distance off-road infrastructure that should be accessible to all users, including those using mobility devices. Portions of the K&P Trail and the Tay-Havelock Trail (also known as the Central Frontenac Trailway) are located in the township and are identified as primary trails.

These trails have been converted from former railway corridors travelling through the township and are active uses are shared on these trails with motorized off-road uses such as ATV, Side-by-Side and Snowmobiles. These trails should be a minimum 3.0 metres wide and the infrastructure should be maintained to support active uses. Trail development standards are available in Regional Active Transportation Plan.

5.7.4 Spine Network

The Regional Active Transportation Plan establishes a spine network to connect to communities throughout Frontenac County. Consideration was also given to key destinations such as provincial parks, regional trails and communities outside of the county. In addition to township roads located within the Township of Central Frontenac, the spine network also utilizes existing trails, including the K&P Trail and the Tay-Havelock Trail, as they provide a low stress route for pedestrians and cyclists. The spine network designation establishes the commitment to continued investment and improvement of existing routes and prioritization of new infrastructure where there currently is none. Figure (x)

demonstrates the County wide spine network and table outlines the spine network locations in Central Frontenac.

Central Frontenac	Tichborne – Mountain Grove	Road 38	On Road	21 km
	Arden – Myers Cave	Henderson Road, Harlowe Road, Myers Cave Road	On Road	32 km
	Tay-Havelock / Trans Canada Trail	Lennox and Addington County to Lanark County	Off Road	45 km
	K&P Trail	South Frontenac to North Frontenac	Off Road	40 km

6

THE TOOLS OF IMPLEMENTATION

Township of Central Frontenac

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 Central 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 Central 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 Central 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.

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 to the existing uses.

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, Conservation and Parks 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, Conservation and Parks 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 Township 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 metre (3.3 feet) 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 Township'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, Expansion, Replacement or Change to a Non- Conforming Use

It may be desirable 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 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 Subdivision 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 3.15.2**].

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.

6.9.16. Community Planning Permit System

The Township may explore the potential use of a Community Planning Permit System pursuant to the Planning Act. This Permit System is a land use planning tool that combines zoning, site plan control, and minor variance processes into one application and approval process.

Should Council consider developing a Community Planning Permit System, comprehensive policies shall be established by amendment to this Plan.

Appendix 1

Definitions

Please see the 2020 Provincial Policy Statement for definitions. All words boldfaced in this document are from the definitions section of the Provincial Policy Statement.

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 aft.er 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 48 - Naming a Private 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 to 154- Licensing adult entertainment establishments

Section 163 - Designation and registration of group homes

Section 164 - Licensing trailers and trailer camps

Section 165 - 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 aft.er the notice of the incomplete application.

C. Provincial Interests:

Pre-consultation may 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 Local Planning Appeal Tribunal. 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 Local Planning Appeal Tribunal.

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 Local Planning Appeal Tribunal. 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 aft.er 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 Local Planning Appeal Tribunal. 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 Local Planning Appeal Tribunal 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 Local Planning Appeal Tribunal 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. Aft.er 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 aft.er 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 Local Planning Appeal Tribunal. The LPAT 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 7; 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 held by the Frontenac County Planning Advisory Committee.

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 or designate.

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

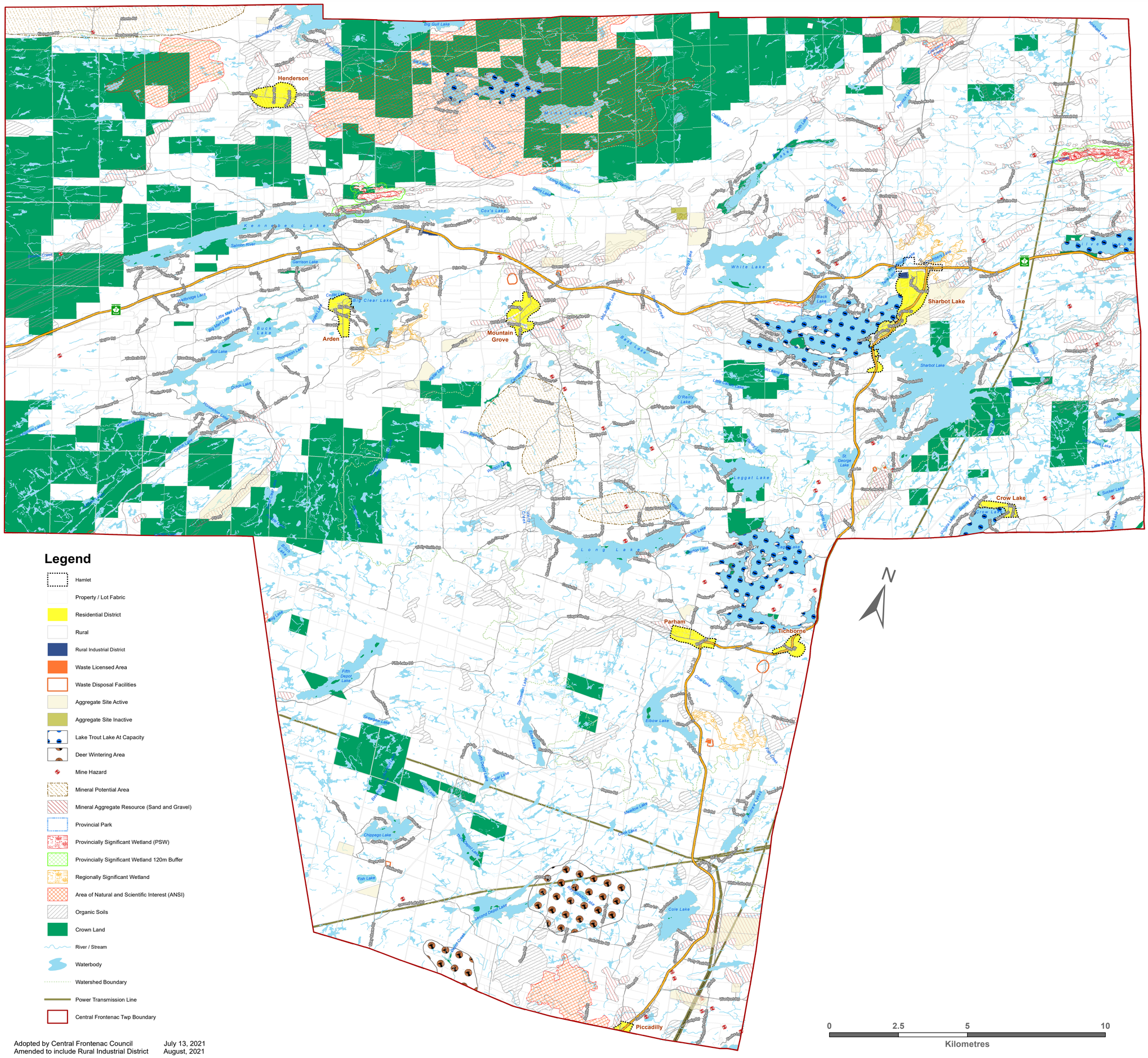
Council may by By-law, adopt a Tariff of Fees By-law for the purpose of levying fees for the costs associated with the processing of planning applications including:

- 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

Central Frontenac - Official Plan - Adopted July 13, 2021



Adopted by Central Frontenac Council July 13, 2021
Amended to include Rural Industrial District August, 2021

1:60,000

By-Law No. 2021-0026

of

The Corporation of the County of Frontenac

being a by-law to authorize temporary borrowing for current expenditures for the year 2021

Whereas per Section 407(1) of the *Municipal Act, 2001,* as amended ("the Act"), at any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the current expenditures of the municipality for the year;

And Whereas the Corporation of the County of Frontenac ("the County") deems it necessary to borrow from time to time until other revenues are collected;

And Whereas per Section 407(2) of the *Act*, except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed:

(a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and,

(b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

And Whereas per Section 407(4) of the Act estimated revenues of the County as set forth in the estimates adopted for the year 2021 is $48,335,259, which does not include revenues derivable or derived from:

(a) arrears of taxes, fees or charges; or

(b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose.

Now Therefore Be It Resolved That the Corporation of the County of Frontenac enacts as follows:

1. **That** the Warden and Treasurer are hereby authorized, on behalf of the County, to borrow from time to time, by way of promissory note or banker's acceptance, from the TD Canada Trust (the "Bank"), any municipality or school board, a sum or sums not to exceed the aggregate of $24,167,629 from January 1, 2021 to September 30, 2021 and $12,083,814 from October

1, 2021 to December 31, 2021 less the amount of similar borrowings which are still unpaid to meet, until the taxes are collected, the current expenditures of the County for the year 2021, including the amounts required for the purposes mentioned in Sub-section (1) of the said Section 407 and to give, on behalf of the County, to the said Bank, a promissory note(s) or banker's acceptance(s), sealed with the corporate seal and signed by the Warden and Treasurer for the monies so borrowed with interest, in the case of borrowing from the Bank at the Bank's prime interest rate less one-quarter per cent which shall be as notified by the Bank to the Treasurer from time to time, or in the case of borrowing from a municipality or school board at a rate to be negotiated with the municipality or school board but not to exceed the Bank's prime lending rate at the time of borrowing.

2. **That** all sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed in this year and in previous years from the said Bank, municipality or school board for any or all of the purposes mentioned in the said Section 407 of the Act shall, with interest thereon, be a charge upon the whole of the revenues of the County for the current year and for all preceding years, as and when such revenues are received.

3. **That** the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of the taxes levied for the current year and preceding years, or from any other source, which may lawfully be applied for such purposes.

4. **That** this by-law shall come into force and effect on the final passing thereof.

Read a First and Second Time this 15th day of September, 2021.

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of September, 2021.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2021-0027

of

The Corporation of the County of Frontenac

being a by-law to adopt a 2022 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 enacts the following land ambulance response time performance plan for the calendar year of 2022, 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 the calendar year of **2022**, 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
   70% 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	75%
3	10 minutes	75%
4	10 minutes	75%
5	10 minutes	75%

2. **That** this by-law shall take effect on the date of its final passing.

Read a first and second time this 15th day of September, 2021.

Read a third time, finally passed, signed and sealed the 15th day of September, 2021.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2021-0028

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on September 15th, 2021

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 15th, 2021 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 15th, 2021, 2021 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 15th, 2021, 2021 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 15th day of September, 2021

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of September, 2021.

The Corporation of the County Of Frontenac

Ron Vandewal, Warden	Jannette Amini, Clerk