

**TOWNSHIP OF SOUTH FRONTENAC
COMMITTEE OF THE WHOLE MEETING
AGENDA**

TIME: 6:00 PM,
DATE: Tuesday, January 13, 2015
PLACE: Council Chambers.

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Scheduled Closed Session
 - (a) Litigation/Insurance Update
 - (b) Tax Sale Properties
 - (c) Land Acquisition
4. ***Recess - reconvene at 7:00 p.m. for Open Session
5. Delegations
 - (a) David Townsend, Southern Frontenac Community Services, re: Update and Request - Housing 3 - 9
 - (b) Gary Beach - Johnston Point 10 - 20
6. Reports Requiring Action
 - (a) Wayne Orr, Chief Administrative Officer, re: 2015 Capital Budget 21 - 24
7. Reports for Information
 - (a) Louise Fragnito, Treasurer, re: Tax Sale Process 25 - 29
 - (b) Lindsay Mills, Planner, re: Johnston Point Plan of Condominium 30 - 38
 - (c) Report from Angela Maddocks, Executive Assistant, re: 2015 Dog Tags 39
8. Rise & Report
 - (a) Rideau Valley Conservation Authority
 - (b) Cataraqui Region Conservation Authority
 - (c) Quinte Conservation Authority
9. Information Items
 - (a) Ted McMeekin, Minister of Municipal Affairs and Housing, re: 2014 Mandate Letter and priorities 40 - 41
 - (b) Susan Millar, Secretary, Rideau Corridor Landscape Strategy, re: Summary of the RCLS 2010-2014 42 - 52

10. *New Business*
11. *Closed Session (if requested)*
12. *Adjournment*



SFCSC

Seniors and Community Support Services

- 9 programs designed to help seniors and those with physical disabilities to live at home and not be institutionalized or remain isolated
- 2014 saw SFCSC serve 815 up from 726 seniors in 2013, 661 in 2012 and 625 in 2011.
- For the first 9 months of this year, SFCSC has served 697 seniors a total of 10,193 services. Year end projections are approximately 850 seniors receiving SFCSC services.

• 36% growth

Seniors & CSS Programs

- Meals on Wheels (hot projected for 2015) – 918 meals
- Transportation – 4,617 rides
- Diners Clubs & Social Recreational – 1,773 meals
- Foot Care – 464 pairs of feet
- Home Help – 93 households
- Respite – 173 visits
- Hospice Palliative Care (County-wide in 2015) – 86 families
- Crisis Intervention – 401 interventions
- Adult Day Programs – 1,669 day's attendance

SFCSC

Family Services

- Low Income Assistance, Homelessness prevention, transportation, Caring Community, Hydro LEAP, referrals, food security.
- New funding in 2015 provides increased services throughout the County.
- 2014 saw SFCSC serve 232 at risk of homelessness households, 10 homeless families or individuals and 468 referrals.
- 2013 was 194 at risk, 15 homeless and 438 referrals.
- 2012 was 203 at risk, 10 homeless and 519 referrals.
- 2011 was 83 at risk, 13 homeless and 340 referrals
- **180% growth in at risk households**

SFCSC

The Food Bank

- 2014 - 718 households with 1,248 adults and 673 children
- 2013 - 762 households with 1,405 adults and 887 children.
- 2012 - 554 households with 1,026 adults and 659 children
- 2011 - 423 households with 783 adults and 551 children.

• 58.6% growth

SFCSC

The Grace Centre

- Fully accessible
- Greenhouse and Community Garden
- Houses all SFCSC Seniors & CSS programs
- 4419 George Street
 - Rental facility
 - Houses SFCSC Family Services, Food Bank and Administration
 - Ontario Works is a tenant

SFCSC

- Finances and Funding

- MOHLTC programs- 0% base funding in past 3 years
- Ministry of Health capital – Policy Framework Issues
- County of Frontenac – \$5,000 subsidy for rides increase
- City of Kingston CHPI – 0% in past 3 years (new in 2015)
- United Way KFL&A – new membership
- United Way Simcoe County – annual application declined
- 2014 funding surplus - \$4,786 on \$949K income – 0.005%
- 2015 proposed budget - \$1.15MM

SFCSC

- 2 examples

- County transportation – Annual goal of 2,500 rides. County subsidizes rides in the amount of \$17,500 per year.
- In 2014, SFCSC provided 4,617 rides (9 mos). In support, the County provided an additional \$5K and the LHIN \$12.5K. Cost to SFCSC is \$84K. Fees to clients was \$41K.
- 114 clients received subsidy so far this year.

SFCSC

• Adult Day Service

- LHIN goal of 35 clients and 1,600 attendance days
- For the first 9 months of this year (April to Dec), SFCSC has served 33 clients a total of 1,669 days (projection of 2,040 days)
- Goal of 32 clients per week. Currently at 53 clients/week
- For each staff (Standards are 1 staff for every three clients), required to deliver care and programs, the net cost to SFCSC above LHIN funding is \$32,750 less client fees of \$10,000 (\$20 per day per client).
- SFCSC currently subsidizes 6 clients

SFCSC

• Community Partnerships

- VON SMART exercise program for seniors
- Yoga with Amanda (small rental income)
- Tai Chi – 2 groups
- The ARTS Community
- Loughborough Christmas and Emergency Relief Cttee
- VISION Soup
- Community awareness – Speaker's Series
- George St tenants – O.W.
- Alzheimer Society of KFL&A
- Canadian Hearing Society

SFCSC

Strategic Directions

1. Support those who require assistance to retain or regain their independence, including caregivers
2. Minimize the risk of homelessness
3. Targeted health related program creation and enhancements
4. The Grace Centre as a community based centre
5. Improve knowledge of SFCSC and its services
6. Fiscal responsibility and accountability
7. Community partnerships
8. Staff Compensation – new SFCSC minimum wage

SFCSC

Challenges on the near Horizon

- New funding opportunities?
- 2nd Annual Enhancement Campaign – community support
- New Partnerships?
- Continued growth or wait list development?
- Continued need for volunteers in all program areas – specifically transportation, gardens, adult day.
- Grace Centre expansion?
- Continued and growing pressures on low income households. New County-wide focus



SFCSC

South Frontenac residents are turning to Southern Frontenac Community Services in ever increasing numbers. More and more people are requiring services and support to stay in their own homes.

SFCSC can only continue to do this with ongoing support from our Community to meet the needs of our residents!

Thank you.

COW Meeting – South Frontenac Township Council – Tuesday January 13, 2015.

Johnston Point

Overview & History

- The JP Development was introduced to SF Township Council on the **Sept 2/14**, Council Meeting (usually developments are introduced at COW meetings, however 1/2 the Council & COW meetings were cancelled throughout the 2014 summer, and the COW meetings were cancelled for the Fall 2014 due to the election. Lindsay Mills reported on the development; to be received for information purposes for Council.
- The Public Meeting was then set for **Oct 7/14**. The meeting was very well attended, with standing room only. The intent of a Public Meeting is to gain their input. It was never requested by the developer or suggested by staff that a decision would be rendered at the Public Meeting.
 - **We were not requesting a decision.** To our knowledge, Council never renders any decision at Public Meetings regarding subdivisions and condos – they are simply held to hear what the Public has to say. Staff did not prepare any by-laws or opinions at this meeting.
 - **The resulting exchange amongst the Council members was to suggest this development be handled by the incoming Council. This has led to the next Council requiring another Public Meeting.**
 - To require us to have another Public Meeting – is unprecedented in this Township – particularly where comments received have not altered the development proposal. The development has not been altered since its submission. All comments received support the advancement of the application to Draft Approval.
 - Since **Sept. 2 & Oct. 7, 2014**, any interested person has had full access to all Studies and Materials from the Township Planning Department, the County Planning Department or directly through the developer.
 - In addition the Loughborough Lake Association representative – Sherry Corneil stated at the **Oct. 7/14** Public Meeting - she would provide any interested individual or group all the information on the development, which is maintained and available on the County of Frontenac's website.
 - This County - direct web site to the JP development - for all reports and correspondence is: <http://goo.gl/mrkJM3> .
 - The County has stated there have been at least 160 hits on this web site – with 75% of those hits coming during the **Sept. & Oct., 2014** at the Public Meeting time.
 - Reply responses have been provided to all letters and posted on this web site – immediately before and immediately following the **Oct. 7/14** Public Meeting.
 - Additionally, Council is fully aware – The Planning Act provides a mechanism that those who wish to oppose the development.
 - As pointed out above, all information has been readily available for many months now providing ample time allowing the public to assemble a valid rebuttal or challenge before Council renders a decision. To our knowledge, no comments, new information or professional technical peer reviews of our studies have been received to date.

Long term development thinking is what its about:

- The Township should be the stewards of proper quality long term development on our lakes that includes BOTH new development (JP as proposed) and redevelopment of existing developed shoreline. The table below compares JP to an adjacent Minor Variance approval.

Johnston Point (proposed lots on Long Bay)		1091 Pebble Lane Minor Variance (Long Bay)	
Frontage	150 m + (over 500 ft)	Frontage	47 m (less than 150 ft)
Area	5 acres +	Area	3.31 acres
Setback	50 m +	Setback	22.1 m
EIS Conducted	Yes	EIS Conducted	No
Frontage on PSW	Yes/varies	Frontage on PSW	Yes
OP Requirements Met	Yes (EIS required for development within 120 m of a PSW)	OP Requirements Met	No (EIS required for development within 120 m of a PSW)
Notification	Extensive	Notification	Minimal and with errors

Response to Public Meeting Minutes dated October 7, 2014

- Attached to this memo is Minutes of Council, dated October 7, 2014 with paragraphs numbered to coincide with the responses below.
 - Par 1) majority of the proposed lots have setbacks of 50 meters for homes and 50 metres to 80 meters for tile beds.
 - Par 2) the main misconception that was out there and still may be out there – is people think development cannot occur within 120 meters of a PSW. Even the County’s Frontenac Maps lists the 120 metres distance as a “buffer”. This is misleading in that the 120 meter distance from a PSW is commonly known as a distance where further study is a requirement - i.e. an Environmental Impact Statement or Assessment is required (EIS or EIA) is a must.
 - Par 3) Helen Bartsch – requested another public Meeting so there was continuity on with development. Whether she requested it or not, it was guaranteed that the next Council would be the body that would decide on this development based on the timing of the Public Meeting. There simply wasn’t enough Council Meetings left before the election for the existing Council to approve Draft Conditions of the JP development.

Helen Bartsch was questioning the agencies, planners and consultants as to their methodology used for making professional decisions. She has had the benefit of extended time to contact professionals in this regard.

Regarding Township planning and road frontages – it is very common that road frontages in many recent developments (and other than the developer's other project) whereby frontages are greater than or equal to 50 meters. The same holds true on the side yard comment. This can be confirmed with the Township Planning Dept.

The true contradiction here is that the bending of the rules that she speaks of isn't with the JP development proposal; rather it lies with the 1091 Pebble Lane Minor variance situation whereby the setback of 21 meters was granted without an EIS.

- Par 4) Ed Koen signed the permission forms and assisted along with his niece Dianne by permitting the use of their wells in the Hydrogeological Study. Mr. Koen cannot suggest he only had 2 weeks to research the water study and any other concerns he might have as he was directly involved with the development process. Mr. Koen has now had 3 additional months to look further into the WESA well water study report. Our Hydrogeologist has also been made available to Mr. Koen to answer any and all questions.

From the process side of things see attached letter from WESA.

Malroz, the County of Frontenac's Peer Reviewer - has signed off WESA study work.

- Par 5) Matt Rennie concerns regarding our EIS have been addressed and were made available on the County's website before the October Public Meeting. Rather than reattach those responses here, please see the County's website.

We agree with Mr. Rennie's comments which can be summarized as a goal to ensure responsible development is conducted in this Township. We suggest that as part of the Township's Official Plan Review existing undersized lots be reviewed and that a compulsory septic tile bed/tank inspections be considered particularly where any beds are less than 30 meters from water bodies.

To Mr. Rennie's last point – he doesn't support the condominium approach as the lots will have "swamp" in front of them. This could be the identical situation with a Standard Plan of Subdivision with a Public Township maintained road. We believe that the Condominium approach combined with the proposed zoning and further EIS requirements for docks will ensure the long term protection of the wetland and lake features.

- Par 6) Dianne Koen – suggested the scale of the development is too intense. The development proposal exceeds all lot creation minimum requirements. The vast majority of other developers would justify more lots by meeting minimum standards only (i.e. 2.5 acres lots), simply as minimum standards far exceed what was in place back in the 50s through to the 80s.

It should also be noted the proposed lots average 5.41 acres versus earlier development regimes of an average of 0.54 acres – throughout much of the Loughborough Lake area. (See attached Map for comparable). We would also suggest there are very few areas left capable of new development, and we would further suggest it is not the new development that affects lake water quality but rather the undersized existing lots.

- Par 7) Mike Koen – “suggests every inch of this property is being exploited”. Long Bay is practically the same depth as the main channel – and the narrow water body (not in all spots on Long Bay) is acknowledged with lot frontages proposed of 150 meters or 500 feet. Setbacks are excessive relative to any location on Loughborough lake, at 35-50 meters for homes and tile beds setbacks of 50 – 80 meters.
- Par 8) We concur with Mr. Merz comments about people and nature can co-exist. We are surprised he supported 1091 Pebble Lane MV application.
- Par 9) We fully support The Battersea/Loughborough Lake Association and their goals. We also acknowledge that all our study materials and reports, correspondence with agencies has been made available since September by the County of Frontenac, on their website.
- Par 10) The Conservation Authority full letter of support for Draft Approval came after the JP Oct. Public meeting was held. It is available on the County’s website and is dated November 12, 2014.

Conclusion

- We ask that the Committee of the Whole formally receive all information found on the County’s website, all Township staff reports, the attached information and our presentation delivered January 13, 2015.



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January 8, 2014

K-B12366-01-00

County of Frontenac
2069 Battersea Road
Glenburnie, ON. K0H 1S0

Attention: Peter Young, Community Planner

RE: Hydrogeological Assessment at Johnston Point, Lots 23 & 24, Concession 6 & 7,
Township of South Frontenac — Response to Resident Concern.

Dear Mr. Young,

With respect to concerns raised by Mr. E. Koen regarding the hydrogeological testing we offer the following response.

The scope and methods of investigation were developed and completed to comply with MOE Procedure D-5-5 Technical Guideline for Private Wells: Water Supply Assessment. The testing was completed to assess the quantity and quality of the supply well for the proposed development and also to evaluate the potential for adverse interference between new wells and existing groundwater users.

In such studies the existing users are often asked to refrain from using their well for the duration of the test such that any drawdown observed in the monitoring well can be directly attributed to pumping at the test well. Alternatively if asking the existing users to refrain from using their water system for upwards of a day is inconvenient then the monitoring of the existing well with usage and potential interference from pumping the test well shows the combined effect. The combined effect is cumulative in that the drawdown from the existing well usage and any potential drawdown from the pumping of the test well are additive. Both approaches provide the needed information but having the existing well not in use is generally preferable.

Tel. 613-531-2725

Fax. 613-531-1852

WESA, a division of BluMetric Environmental Inc.

The Tower, The Woolen Mill, 4 Cataraqui Street, Kingston, Ontario, Canada K7K 1Z7

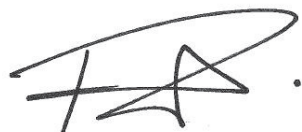
www.wesa.ca



In the case of the Koen well, which was not in use at the time, drawdown observed during testing can be attributed to pumping activities at the test wells or other existing water takings in the area. The maximum drawdown observed in the Koen well during each of the constant discharge pumping tests on the test wells was listed in Table 3 of the hydrogeological report and ranged from 0.00 m (for two of the tests) to 0.23 m during the six (6) hour constant discharge pumping test at Test Well TW2. Results and interpretation lead to concluding that in our professional opinion the potential interference was not of concern and adequate water supply was available. The county's peer reviewer was in agreement with the methods, findings and conclusions on this.

If you have any further questions please do not hesitate to contact the undersigned.

WESA, a division of BluMetric Environmental Inc.

A handwritten signature in black ink, appearing to be 'PT', with a large, sweeping horizontal stroke above the letters and a small dot at the end.

Philip Tibble, M.Sc., P.Geo.
Hydrogeologist / Office Manager

- c) Review of Application for Plan of Condominium and Associated Zoning By-law Amendment -Concession VI & VII, Part of Lots 23 and 24, Loughborough District: Johnston Point

PARAGRAPH #

Lindsay Mills referred to the application and noted that this particular area of Loughborough Lake is not lake trout sensitive. The Condominium Corporation will own the lane and will have to maintain it. With respect to Provincially Significant Wetlands, the setbacks imposed will address the wetland areas. He referred to his report that referenced the findings of the Environmental Impact Study which gave consideration to anticipated increases in human disturbance to the environment of Johnston Point. The study recommended specific setbacks for buildings and for septic systems from any waterbody for each of the proposed 14 units. This is based on the fact that building and septic sites would be located above slopes with varying setback distances of between 35 metres and 80 metres.

} 1

Mr. Mills stated that a number of letters were received from citizens outlining their concerns and have been included in his report. He also received four other letters that were not included in the agenda package. He outlined the concerns as follows: protection of the biological function, pride of ownership if rental units are permitted, degradation of wildlife and the environment. The opposition is concerned about the perceived relaxation of rules for this developer and the possible increase in boat noise and rowdy parties.

} 2.

Helen Bartsch submitted a copy of her concerns which are attached to the minutes. She requested that another public meeting be scheduled for the next Council as she felt it was important to have continuity in development. With respect to the report from the Conservation Authority, and vacant land condominium development, she was concerned about the method used to assess wetlands as she felt it does not address the impact on the surrounding land. She had concerns about the storm water management and that it should not be going into the wetland area. With respect to the reference to road frontages in this plan of condominium, she noted that the only other comparable development was with the same developer. She was concerned about the enforcement of the policies and regulations with respect to the 6 metres side yard not being met and felt it was unclear which lots met the requirements and which ones didn't. She noted that the Official Plan recognizes the Ministry of Natural Resources guidelines, Ducks Unlimited have concerns about preserving wetlands and referenced the Natural Heritage Manual regarding adjacent lands supporting provincially significant wetlands. She felt there was a lot of bending of the rules for this development and asked that just because an environmental impact study was completed, she hoped that Council does not automatically approve this plan.

} 3.

Ed Koen, an adjacent property owner, noted that he lives elsewhere and while he has had his seasonal residence for the last 40 years he knew development would occur at some point. He was concerned about the two weeks notice he received on this development as it wasn't enough time to do any research. He felt the developer should have provided notice to the adjacent property owners. He noted that he had been approached for consent with respect to the hydrogeological assessment and the testing of wells. The water was shut off at his seasonal residence from November to May so the testing done in April could not have been accurate. He stated that there could be lots of water, but with 14 proposed units the quantity could be restricted especially if there is a dry summer. He felt there could be other items not being accurately reflected in the testing. Mr. Koen felt the unopened road allowance was a significant part of this development and he was concerned about the setbacks from the water. A copy of his comments are attached to the minutes.

} 4.

Mike Keene stated that if the road allowance was not closed there would be no

Impact on the overall development but the north lots would be altered. The road allowance component would allow for more natural shaped lots.

Matt Rennie, an adjacent property owner felt the Environmental Impact Assessment was not realistic and did not account for the negative impact on habitants such as snakes, turtles etc. He referred to Phase I of the project and felt that the 60 metre setback wasn't enough room, He was concerned with the setbacks and felt they should not be closer than 30 metres and questioned the justification to reduce them. He noted that MNR calls for 120 metres and asked if there was a revised EIA. With respect to Phase II, he felt the the Ontario Wetland evaluation is inappropriate and asked if this will be addressed and did the Cataraqui Region Conservation Authority ask this to be fixed. He felt the township will lose the mechanisms to follow up after the development is in place. He noted that there are 554 lots on Loughborough Lake and this development will add 8% which will intensify the growth into the wetlands. He asked if this was responsible development. Mr. Rennie did not agree with the condominium development approach and felt it was fundamentally wrong as the lots have swamp in front of them, owners will be using the lake and not protecting the wildlife and habitat.

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Dianne Koen, 1101 Emerald Lane, has owned her property for 13 years and the land has been in the family since the early 1900's. She was concerned with urban development on provincially significant wetlands and asked the outgoing Council to defer any decision until more answers are available. She referenced the Section 7.2 (b) of the Official Plan which states that the scale must be consistent with the existing development and she felt this was too intense. She questioned whether 17 building lots on 36 hectares with four of the proposed lots being on wetland, was this typical and acceptable development. She also felt the closing of the road allowance was a significant component of this development. She questioned the "condominium" approach with respect to road maintenance; the costs are understood but what happens if the road is not kept up, does it become another "lane" in the making that the township will have to repair? She asked that this be deferred for consideration by the new council and cautioned Council to be careful stewards of the environment. A copy of her comments are attached to the minutes.

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Mike Koen, 1083 Emerald Lane, stated that he was not anti-development but supported responsible development and he felt every square inch of this property is being exploited. He felt there was no consideration for the shallow water front lots and that there should be extra setbacks require for these lots. He was concerned that approving this development would set a negative precedent for future development in the township. He noted that he had been through the process to develop a lot and the Planning Department didn't support his proposal and that he respected that decision. He was not supportive of this nature of development but supported responsible sustainable development.

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Dieter Merz who lives across the bay from the proposed development felt residents should live in harmony with nature and people should be treated equally. He encouraged Council not to rush into approving this development until enough research has been done.

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Sherry Cornell, Battersea Loughborough Lake Association, commented that they support development and she offered those in attendance the opportunity to review the documents from the County. She also encouraged Council to support their own guidelines and encouraged the protection of lakes in the township.

} 9

Mike Keane, Fotann Planner, responded to some of the concerns expressed. He noted that development within 120 metres of a wetland necessitates the studies that have been conducted and recognized that the conservation

authority still needs to provide direction on this plan. The road improvements to North Shore Road costs in a plan of condominium are borne by the developer is the standard practice in all of Ontario. Mr. Keene explained that the condominium development provides an extra layer of protection as the rules can be written around the agreement and enforced. With respect to the installation of any docks, there would need to be permission received from the conservation authority plus an environmental impact study. He noted that the average lot is over five acres and the frontage requirements are met on all lots except the lots with the shared entrance. With respect to the significance of the unopened road allowance, he noted that there is no real impact to the development other than the north lots would be altered.

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Resolution No. 2014-28-6
Moved by Councillor Robinson

Seconded by Deputy Mayor Vandewal

THAT Council receives the comments and attachments contained in the Planning Report dated September 29, 2014 and defer any decision on the rezoning of the subject land until the comments resulting from the public meeting are reviewed; forward the Planning Report dated September 29, 2014, including attachments and comments to the County of Frontenac as representing the public meeting comments on the proposed Johnston Point Plan of Vacant Land Condominium development.; File # 10T-2014/002.

AND THAT South Frontenac requests a second public meeting once issues raised have been addressed with the new Council.

Carried

- d) Review of Application for Road Closure, Part of Lot 24, Concessions VI and II, Johnston Point, Loughborough District

Lindsay Mills reminded Council that this matter came before them on September 2, 2014 and was discussed as part of a proposed plan of condominium development known as Johnston Point. The applicant owns the land on both sides of the road allowance and wishes to purchase the road allowance land to incorporate it into the development. He explained that the portion of the road allowance is 255 metres long and a portion of it is wetland, to the west of the subject closure the road allowance continues through private land and more wetland, to the east it continues through private land to Koen Road. He noted that North Shore Road is a forced road paralleling the unopened road allowance constructed to the north to avoid the wetland areas of the road allowance. Mr. Mills also pointed out that there is a right of way that crosses this portion of the unopened road allowance which is the access lane for the proposed Johnston Point condominium development however the lane already exists. The right of way will need to be surveyed as a separate parcel on the reference plan and recognized on the deeds transferring parts to the applicant.

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Deputy Mayor Vandewal asked why Council would consider this process given the comments from the previous application associated with this.

Councillor McPhail questioned moving forward given the comments from the public.

Ed Koen questioned the impact of the development if the road allowance is not closed.

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Mike Keene indicated that there would be no significant impact to the development if the road allowance is not closed.

Lindsay Mills explained that they can cross the road allowance.

Mr. Koen noted that the road allowance goes through his property and leads to a dead end and asked if the township was planning on closing that portion.

Lindsay Mills explained that typically the township does not close allowances unless a developer or adjacent property owners requests it and the cost associated with the purchase is based on the dimensions.

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STAFF REPORT CLERKS DEPARTMENT

PREPARED FOR COUNCIL: **January 6, 2015**

AGENDA DATE: **January 13, 2015**

SUBJECT:

2015 Capital Budget

RECOMMENDATION:

Council is asked to provide comment and direction on the capital budget. This input will be incorporated into the 2015 preliminary operating budget.

BACKGROUND:

Council has adopted a budget cycle and provided direction to staff to prepare the preliminary 2015 capital and operating budgets with a target increase in the Township's levy of 2.0 - 2.5%.

The capital budget is a foundational building block of the operating budget. Once the capital budget is set then the numbers are incorporated into the overall operating budget. The capital budget reflects proposed expenditures that are greater than \$5,000 and either have a life span greater than one year, add value to an asset or are a one-time expenditure.

Each year Council, as part of its operating budget, makes specific contributions to reserves. These savings are put aside for the purpose of paying for future capital expenses. Previous Councils have adopted a "save then pay" strategy as opposed to any consideration of debt financing. In 2015 the total contributions including revenues from taxation, fees and interest is projected to be \$3,507,343.

Funding for capital expenses comes from three sources, current year taxation, reserves and other funding / grants. This other source includes but is not limited to City of Kingston Funding for Arterial Roads and County Federal Gas Tax dollars.

The Township has adopted a multi-year capital and vehicle replacement program with commitments to, gradually increase the level of investment into building and maintaining its tangible capital assets as well as spreading out the cost of updating the municipal fleet.

The 2015 Proposed Capital Budget is \$11,028,300 with \$3,708,839 coming from current year taxation, \$6,347,323 from reserves and \$972,138 from other funding /grants.

The capital budget also includes projects previously approved and funded but carried over either due to length of the project, the capacity of staff to carry out the project, unexpected delays or insufficient funds. In each case the funding has been allocated and carried forward. Where initial budget projections were inadequate for the scope of the work, the initial amount has been carried forward and incremental funds have been budgeted. Where this has occurred this is noted in the right hand column.

Staff are aware that Council has not been fully briefed on each of these projects. For example the proposed fire hall and improvements to the point will be the subject of reports/presentations at the January 27 Committee of the Whole meeting. Other items are more self-explanatory and will be discussed at the January 13 meeting.

Below are the proposed capital budgets. At the end of the report is the projected impact of the capital budget on the Township's reserves.



STAFF REPORT CLERKS DEPARTMENT

2015 CAPITAL BUDGET					
	<i>BUDGETED</i>	<i>PROPOSED FINANCING</i>			
	<i>EXPENDITURE</i>	<i>TAX LEVY</i>	<i>RESERVES</i>	<i>GRANT/OTHER</i>	
GENERAL GOVERNMENT					
Corporate Services					
New Projects					
Phone system upgrade	35,000		35,000		Fiscal - Working Funds
Sub-total	35,000	0	35,000	0	
OPP Building					
Carried Forward from 2014					
Garage Floor Drains	20,000		20,000		Vertical - Facilities
Sub-total	20,000	0	20,000	0	
Verona Medical Building					
Carried Forward from 2014					
Well Pressure System	4,400		4,400		Vertical - Facilities
Sub-total	4,400	0	4,400	0	
Sydenham Building					
Lower Floor meeting room, carpet and door	40,000		40,000		Vertical - Facilities
Well Decommissioning	5,000		5,000		Vertical - Facilities
Office Workstations (4)	12,000	12,000			
Sub-total	57,000	12,000	45,000	0	
Hartington Building					
Carried Forward from 2014					
Hartington Demolition	50,000		50,000		Fiscal - Working Funds
Sub-total	50,000	2	50,000	0	
Total	166,400	12,002	154,400	0	

2015 CAPITAL BUDGET					
	<i>BUDGETED</i>	<i>PROPOSED FINANCING</i>			
	<i>EXPENDITURE</i>	<i>TAX LEVY</i>	<i>RESERVES</i>	<i>GRANT/OTHER</i>	
PROTECTIVE SERVICES					
Building					
Pick up Truck (replacing 2006 existing vehicle)	35,000		35,000		Rolling-Building (25,000 c/o 2014)
Sub-total	35,000	0	35,000	0	
Fire					
Carried Forward from 2013					
Pagers and Radios- replacement	15,000		15,000		Fiscal-Working Funds (unspent Capital)
Carried Forward from 2014					
Firepro software implementation	7,000		7,000		Fiscal-Working Funds (unspent Capital)
Bradshaw-1 repairs as per study	25,000		25,000		Fiscal-Working Funds (unspent Capital)
Verona-3 repairs as per study	5,000		5,000		Fiscal-Working Funds (unspent Capital)
Floater Pump	5,500		5,500		Fiscal-Working Funds (unspent Capital)
Rescue- Latimer Hall-7 (body)	197,000		197,000		Rolling - Fire Reserve
New Hall - Perth Road-6 (Land and Architect)	213,000		213,000		DCF 138,000/Vertical - Facilities 75,000
New Projects					
New Hall - Perth Road-6	2,200,000		2,200,000		DCF 87,000/FGT 250,000/Infrastructure 1,200,000/Vertical - Facilities 663,000
Doors & openers - Station 5	9,000	9,000			
Doors & openers - Station 8	12,500	12,500			
Windows/insulation - Station 5	14,000	14,000			
Ice/Water Suits & Equipment	6,000	6,000			
Floor Drains - Station 2	7,000	7,000			
Sub-total	2,716,000	48,500	2,667,500	0	
Total	2,751,000	48,500	2,702,500	0	

2015 CAPITAL BUDGET					
	<i>BUDGETED</i>	<i>PROPOSED FINANCING</i>			
	<i>EXPENDITURE</i>	<i>TAX LEVY</i>	<i>RESERVES</i>	<i>GRANT/OTHER</i>	
RECREATION					
Carried Forward from 2012					
Shoreline Repair Consultation - The Point	5,000		5,000		Parkland Res
Shoreline Repair Consultation - Gilmour Point	5,000		5,000		Parkland Res
Carried Forward from 2013					
Recreation buildings - re-keying	8,000		8,000		Parkland Res
Old School - Building Improvements	7,000		7,000		Parkland Res
Carried Forward from 2014					
Centennial Park - Concrete Pad and Gazebo/Roof for stage/pavillion	56,000		56,000		Recreation 30,000 new/Parkland res 26,000 carry over
Point Park-Football Field Upgrades	100,000		50,000	50,000	Parkland Res 50,000 - Work will only take place once an agreement is in place with the high school for additional 50,000
New Projects					
Harris Park ramp replacement	20,000		20,000		Parkland Res
Shoreline Restoration and enhancement - The point	100,000		100,000		Parkland Res
Well Decommissioning - The Point	5,000		5,000		Parkland Res
Raft Replacement - The Point	5,000		5,000		Parkland Res
Centennial Park - Hydro and Anniversary infrastructure	20,000		20,000		Parkland Res
Playground Equipment- Bowes(Wilmer) and Centennial	40,000		40,000		Parkland Res
Museum	76,900		26,923	49,977	Vertical - Facilities (accessibility)- Conditional on grant approval
Old School - Window Replacement	20,000		10,000	10,000	Parkland Res, cost 20,000 but other 10,000 raised by Heritage Committee
Gilmour Point - Hydro installation	10,000		10,000		Parkland Res
Total	477,900	0	367,923	109,977	



STAFF REPORT CLERKS DEPARTMENT

2015 CAPITAL BUDGET					
	BUDGETED	PROPOSED FINANCING			
	EXPENDITURE	TAX LEVY	RESERVES	GRANT/OTHER	
TRANSPORTATION DEPARTMENT					
Carried Forward from 2014					
Street Lights- LED Conversion	260,000		260,000		Working Funds
Salt Management Plan - Bedford Sand & Salt Storage	400,000		400,000		Federal Gas Tax 400,000
Linear: Massassauga Road Culvert	144,000		144,000		Fiscal-Working Funds (unspent Capital)
Linear: Salmon Lake and Otter Lake Culverts	75,000		75,000		Fiscal-Working Funds (unspent Capital)
Linear: Rock Lake Bridge	15,000		15,000		Fiscal-Working Funds (unspent Capital)
Linear: Perth Road	146,000		146,000		Fiscal-Working Funds (unspent Capital)
Linear: Rutledge Road	100,000		100,000		Fiscal-Working Funds (unspent Capital)
New Projects					
Mobile Speed Sign as per OPP	10,000		10,000		Police Stabilization Res
ArcGIS desktop	5,500	5,500			
New-Portable Hoists - Keeley Road	50,000		50,000		Rolling - Capital - Roads Dept Res
Conversion of Paint Booth to service bay - Keeley Road	10,000		10,000		Vertical - Facilities Res
Office Renovations: Keeley	20,000		20,000		Vertical - Facilities Res (10,000 c/o 2012)
Office Renovations: Hartington	40,000		40,000		Vertical - Facilities Res (20,000 c/o 2012)
Hartington Garage: External Fire escape staircase	25,000		25,000		Vertical - Facilities Res
Well Decommissioning - Portland Garage	5,000		5,000		Vertical - Facilities Res
Reshingle Sand Dome - Hartington	100,000		100,000		Vertical - Facilities Res
Reshingle Sand Dome - Bedford	100,000		100,000		Vertical - Facilities Res
Computrol Fuel System - Bedford Garage	20,000		20,000		Vertical - Facilities Res
Replacement Water Tank - for truck BT13- 1993	20,000		20,000		Rolling - Capital - Roads Dept Res
Replacement Mower - replaces 2 mowers, cutting Keeley & OPP	20,000		20,000		Rolling - Capital - Roads Dept Res
Replacement Compressor - Keeley for signs	20,000		20,000		Rolling - Capital - Roads Dept Res
New Trailer- for compressors	10,000		10,000		Rolling - Capital - Roads Dept Res
Vehicle Replacement- Tandem Dump Truck	230,000		230,000		Rolling - Capital - Roads Dept Res
Vehicle Replacement- Backhoes (2)- 1993 & 2002	240,000		240,000		Rolling - Capital - Roads Dept Res
Vehicle Replacement- Half Ton Truck- 2006	35,000		35,000		Rolling - Capital - Roads Dept Res
Linear Asset Construction-Villages/Local Roads/Arterial Roads - SEE DETAILS BELOW	5,050,000	3,642,839	545,000	862,161	200,000/OCIF 109,279/Linear Rd Const 345,000 /City of Kingston 281,786/ County FGT 471,096
Total	7,150,500	3,648,339	2,640,000	862,161	
ENVIRONMENTAL SERVICES					
Sanitation-Disposal					
Portland Waste Disposal Site partial Capping Phase 2	250,000		250,000		Landfill closure RF
Bradshaw WDS MOE Requirements	6,000		6,000		Landfill closure RF
Green Bay WDS MOE Requirements	6,000		6,000		Landfill closure RF
Sub-total	262,000	0	262,000	0	
Total	262,000	0	262,000	0	
TOWNSHIP FACILITIES MANAGEMENT					
Carried Forward from 2013					
Asbestos Assessment	59,000		59,000		Recreation Res 10,000 / Vertical - Facilities Res 49,000
Building Condition Assessment	94,000		94,000		Recreation Res 30,000 / Vertical - Facilities Res 64,000
Energy Audit	32,500		32,500		Federal Gas Tax
Accessibility Standard	15,000		15,000		Recreation Res 5,000 /Vertical - Facilities Res 10,000
New Projects					
Facility Signage	20,000		20,000		Vertical - Facilities Res 20,000
Total	220,500	0	220,500	0	

Linear Asset Construction	
CAPITAL BUDGET 2015	
Roads and Bridges	Budget
Yarker Road	1,000,000
Massassauga Road Culvert*	6,000
Salmon Lake and Otter Lake Culverts*	525,000
Long Swamp Culvert EA	20,000
Bellrock Village Rehabilitation	500,000
Verona Village	50,000
Harrowsmith Village	50,000
Washburn Road	300,000
Camden/Portland Boundary Road	600,000
Bob's Lake Road	400,000
Steele Road	200,000
Microsurfacing	250,000
Single Surface Treatment	1,125,000
Rock Lake Bridge*	20,000
Perth Road*	4,000
TOTAL	5,050,000



STAFF REPORT CLERKS DEPARTMENT

RESERVES & RESERVE FUNDS						
2015 Budget- DRAFT						
	FORECASTED	CONTRIBUTION FROM		CONTRIBUTION TO		FORECASTED
	BALANCE AT	TAXATION	OTHER	REVENUE FUND	CAPITAL FUND	BALANCE AT
	BEG. OF YEAR	BDGTD	REVENUES			END OF YEAR
RESERVE						
Fiscal						
Working Funds	3,098,565	425,500		78,496	882,500	2,563,069
Equipment and Infrastructure						
General						
Asset Investment Reserve	760,820	545,626				1,306,446
Infrastructure	1,200,180	275,000			1,200,000	275,180
Vertical						
Facilities/Property	1,476,713	311,431			1,297,323	490,821
Recreation	85,000				75,000	10,000
Rolling						
Capital - Building Department	28,814	21,000			35,000	14,814
Capital - Fire Department	186,663	325,000			197,000	314,663
Capital - Roads Department	588,843	500,000			625,000	463,843
Capital - Solid Waste Department	51,000					51,000
Linear						
Cemetery Lot Addition	51,966	10,000				61,966
Roads - Const/Imp	705,715				345,000	360,715
Stabilization						
Planning	46,784	10,000				56,784
Policing Costs	874,284			2,500	10,000	861,784
Recycling	273,641					273,641
Revenue-Severance Applications	20,000					20,000
Winter Control - Roads Dept.	972,004					972,004
Wages-Fire Department	131,817					131,817
<i>Sub-total</i>	<i>10,552,808</i>	<i>2,423,557</i>	<i>0</i>	<i>80,996</i>	<i>4,666,823</i>	<i>8,228,546</i>
OBLIGATORY RESERVE FUNDS						
5% Parkland	819,316		118,000		311,000	626,316
Building Department	161,888		800	21,717		140,971
Development Charges	1,764,819		251,000		425,000	1,590,819
Environmental Enhancement	135,083		1,550			136,633
Federal Gas Tax	517,194	524,469	8,000		682,500	367,163
Subdivider Contributions	37,100					37,100
Water Reserve Fund	292,459	96,667				389,126
<i>Sub-total</i>	<i>3,727,859</i>	<i>621,136</i>	<i>379,350</i>	<i>21,717</i>	<i>1,418,500</i>	<i>3,288,128</i>
RESERVE FUNDS & TRUSTS						
Election	7,672	25,000				32,672
Highway #38 Reconstruction	714,998		5,000			719,998
Landfill Closure	851,054	40,000	10,250		262,000	639,304
Trusts						
Fire Donations	14,021		2,600			16,621
Portland Historical	19,792		100			19,892
Grant Memorial	26,052		350			26,402
OHRP	22,462					22,462
Cemetery - PC	431,456					431,456
Cemetery M. Burns Trust	25,000					25,000
Cemetery - Monument PC	54,008					54,008
Cemetery - Monument PC Income	15,499					15,499
<i>Sub-total</i>	<i>2,182,014</i>	<i>65,000</i>	<i>18,300</i>	<i>0</i>	<i>262,000</i>	<i>2,003,314</i>
TOTAL	16,462,682	3,109,693	397,650	102,713	6,347,323	13,519,989

**Submitted/approved by:
Wayne Orr, CAO**



STAFF REPORT TREASURY DEPARTMENT

Prepared for Council: **January 8th, 2015**

Agenda Date: **January 13th, 2015**

SUBJECT:

Tax Sale Process/Policy

RECOMMENDATION:

This report is for information only.

BACKGROUND:

Staff resources allocated to the collection of taxes are primarily focused on the 3 years plus arrears, the associated penalties and tax sale costs as there is a legislated recourse to attempt to collect these overdue amounts.

As of 2011, we have regularly been listing all properties that fall within this range for tax sale.

Attached is the tax sale policy which was approved by Council in April 2013. It provides for an internal process in reviewing properties both prior to finalizing the listing for tax sale as well as after a tax sale has failed. It further incorporates the process of issuing an RFP to market for unsuccessful tax sales to provide an opportunity for the Township to once again start collecting taxes on these properties.

To better understand the tax sale process, the policy includes a flow chart indicating the time frame and steps in the tax sale process.

The only guidelines in the Municipal Act in relation to unsold properties are that the Township has the option to vest or re-advertise the properties within 2 years of the tax sale date. After the two year period, the process is deemed to be cancelled and would need to start over.

2014 was the first year where following an unsuccessful tax sale, we issued an RFP (Request for Proposal) to the market. We have successfully completed one cycle where two properties were sold and several properties were vested by the Township and declared surplus. One of those properties is currently listed under real estate. We have also received 2 proposals from adjoining owners and surplus properties. In the first round of RFP, neighbours were not immediately notified of the RFP but through the review of proposals received, the Corporate Services committee recommended that adjoining owner automatically be advised of RFP's that are currently issued. A second RFP was issued in October which will be going to Corporate services for review this month.

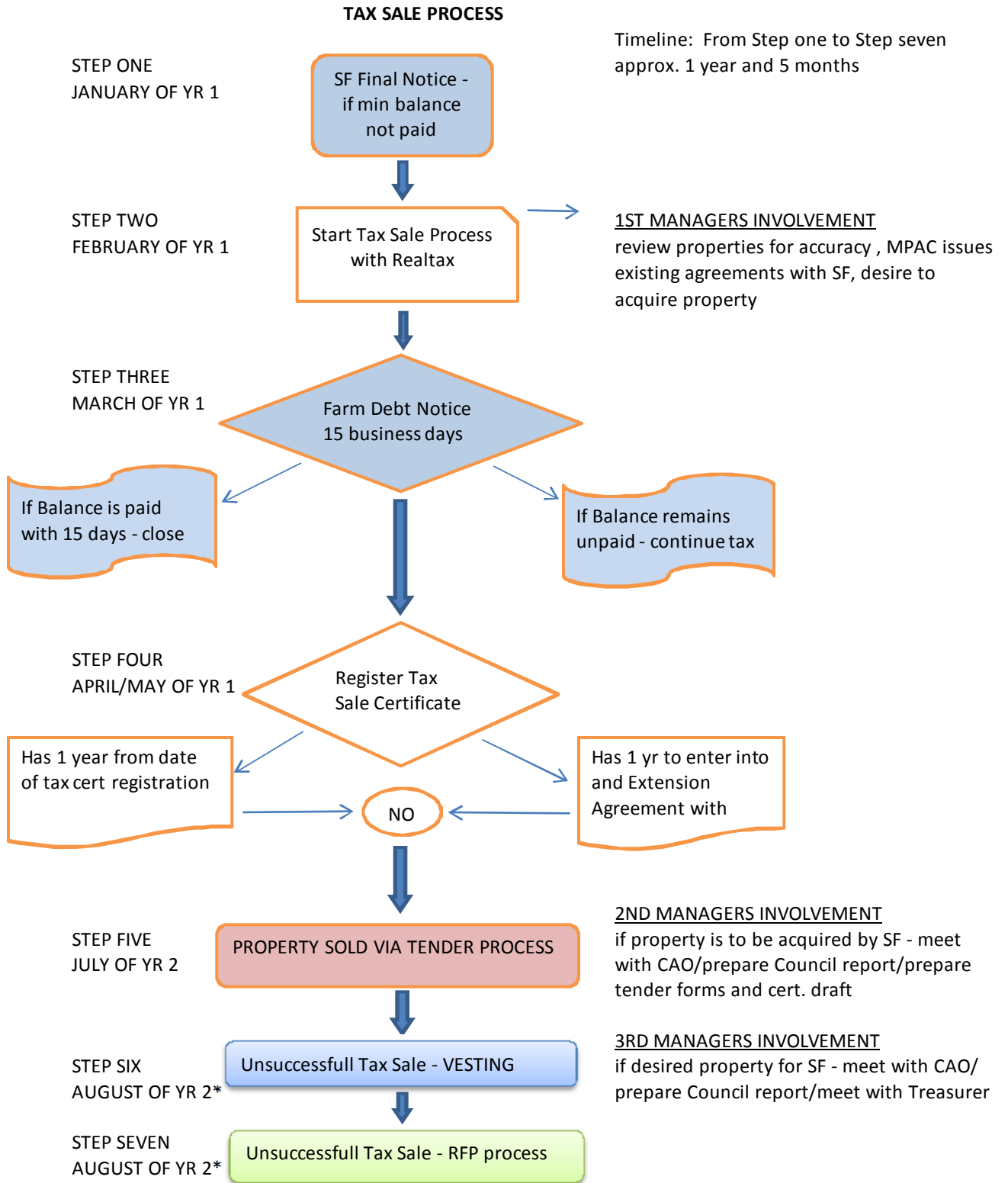
Attachment:

Tax Sale Policy

Submitted/approved by:
Louise Fragnito, Treasurer

Prepared by:
Louise Fragnito, Treasurer

Appendix A- Failed Tax Sale Process



***NOTE: we have two years to vest the properties or try and sell via RFP process in failed Tax Sales**

TAX SALE POLICY

1. Purpose:

The purpose of the policy is to establish guidelines on the Township's process within the legislated Tax sale process of the Municipal Act.

2. Policy:

The Township's goal is to return properties to a state where taxes are collected on a regular basis. All properties in tax arrears are subject to this policy.

3. Definitions:

Cancellation price: an amount equal to all the tax arrears owing at any time in respect of land together with all current real property taxes owing, interest and penalties thereon and all reasonable costs incurred by the municipality after the treasurer becomes entitled to register a tax arrears certificate under section 373 in proceeding under this Part or in contemplation of proceeding under this Part and may include,

- (a) legal fees and disbursements,
- (b) the costs of preparing an extension agreement under section 378,
- (c) the costs of preparing any survey required to register a document under this Part, and
- (d) a reasonable allowance for costs that may be incurred subsequent to advertising under section 379

4. Guidelines:

Under section 373(1) where any part of tax arrears is owing with respect to land on January 1 in the third year following that in which the real property taxes become owing, the treasurer of the municipality may prepare and register a tax arrears certificate against the title to that land.

1. On a yearly basis, by March 31st, a listing of qualifying accounts will be generated by the Treasury Department, excluding any properties that already have tax arrears certificates issued.
2. The Township will send each taxpayer on the list a final tax arrears letter. They will be given 21 days to pay any arrears that are in the 3 years or beyond along with all penalties, water arrears and other cost and the letter will further specify that tax sale proceedings will begin should the overdue amount not be paid.
3. A reasonable payment arrangement will be accepted by the Township if it matches the guidelines provided under the tax sale extension agreement provision under item 5(d). The property would not be placed in the tax sale process but should the arrangement not be followed the tax sale process would immediately begin.
4. The listing of qualifying remaining tax sale properties will be distributed internally to other departments to ensure that there are no outstanding issues on the properties that may involve the Township or other organizations such as the Municipal Property Assessment Corporation (MPAC). Should there be any properties that do fall under this category; they will be excluded from the tax sale registration to provide for further investigation.
5. Once the list has been streamlined and the 21 days have lapsed, tax arrears certificates will be issued to the remaining properties. Currently this process is outsourced but consists of the following steps being undertaken in coordination with the Township.
 - a) Farm Debt Notice: It is legislated that every property listed receives a farm debt notice. The legal intent of the farm debt notice is to inform farmers of their right under Section 5 of the Farm Debt Mediation Act that they are entitled to make application for a review of their financial affairs. However, this is the first official non-Township communication which notifies the taxpayer that the tax sale registration will take place after a 15 business day period should the arrears not be paid.

- b) Title Search: Every property prior to a tax arrears certificate being issued must have a title search to ensure that the proper information is on file including registered owners, interested parties and proper land details. Should any issues be encountered such as ownership and MPAC related data, the process on that property will be put on hold until it has been resolved.
- c) Registration of Tax Arrears Certificate: The tax arrears certificate is registered on title for the property.
- d) Extension Agreement: At any time prior to the end of the 1 year from the date of registration of the tax arrears certificate, the Township may approve by by-law an extension agreement with the taxpayer. To be eligible for consideration, the extension agreement must include that all current taxes will be paid within the required due dates and that the existing arrears on the account will be paid off within a one to two year period. Acceptance by council of this agreement will put the tax sale process on hold for the property. Should there be any breach of the agreement, the tax sale process will resume from the date of the breach.
- e) First Notice to Interested Parties: A first notice is sent out to all interested parties within 60 days of the registration of the tax arrears certificate. This notice advises them that a tax arrears certificate has been issued on the property and that should the cancellation price not be paid within a year of the date of registration of the tax arrears certificate, the property will go up for public tender. Interested parties include, but are not limited to: registered owners, mortgage companies, and registered lien holders
- f) Statutory declaration: For each property, the Township receives a listing of the interested parties to whom notices were sent out
- g) Registration of Cancellation Certificate: At any time when the cancellation price is paid during the one year from the date of registration of the tax arrears certificate, a cancellation certificate will be issued on the property.
- h) Final Notice to Interested Parties: Within 30 days after 280 days have passed since the registration of the tax arrears certificate, a final notice is sent to all interested parties.
- i) Tax Sale Advertising: After a one year period from the date of registration of the tax sale certificate, if the cancellation price has not been paid, the treasurer will make a statutory declaration that the remaining properties will be part of a public tender.
- It is legislated that the land be advertised for sale once in the Ontario Gazette as well as once a week for a period of 4 weeks in the local municipality's newspaper.
- j) Successful Purchaser: Various criteria must be met for a bid to be successful but one main item is that the bid must be at a minimum the cancellation price listed within the public advertising.
- If there is a successful purchaser, the Township will prepare and register a tax deed in the name of the successful purchaser once all legislated requirements have been met. Any excess funds from the cancellation price must be paid into court and a notice is sent to all interested parties. After a period of 1 year, any excess funds will be collected by the Township if the funds exceed the legal costs involved to receive the funds. These funds will be assigned to the allowance for doubtful tax accounts.
- k) No successful Purchaser: Under the Municipal Act, the Township has the option to vest or re-advertise the properties that were not successfully sold within 2 years of the tax sale date. After the two year period, the process is deemed to be cancelled and would need to start over. Appendix A provides the flow of the steps to be taken.

Within 30 days of tender opening, the Treasury department will distribute to all departments the listing of unsold properties and will provide for a 6 month period where these properties can be vested. A request to vest will need to be supported by a detailed rationale of purpose, benefits, risks, and costs before it can be presented to Council for consideration.

For the properties where there is no interest and/or once the six months have expired, the Township will issue an RFP to the market for each property.

- I) RFP to Market: Prospective buyers will bid on the property regardless of the cancellation price along with a proposal of the intended use for the property. They will be requested to provide a deposit equivalent to 10% of their bid. The Township is under no obligation to accept any of the bids received.

The assessment of received bids will be conducted by the Corporate Services Committee, which will provide a recommendation to Council. If a bid is accepted, a conditional agreement of purchase and sale will be entered with the purchaser and the Township.

The original agreement of purchase and sale will be drafted by the Township's legal counsel and will be reviewed at each instance to ensure no additional clause should be incorporated within the agreement. A further 40% deposit will be required from the purchaser. The agreement will specify that all deposits received will be non-refundable once the agreement is signed unless the Township is unable to transfer ownership of the property due to uncontrollable circumstances.

The Township will vest the property and write off all taxes on the property. The property will be declared surplus by the Township. The remaining 50% of the bid price will be collected from the purchaser. Once payment is received, the Township will prepare and register a tax deed in the name of the purchaser.

Approved by Council: April 2nd, 2013

PLANNING REMORANDUM

**Township of South Frontenac
Prepared for Committee of the Whole**

Planning Department

Agenda Date: January 13, 2015

**Date of Report: January 7, 2015 Applicant: Magenta Waterfront
Development Corp. (Gary Beach)**

**Subject: Review of Johnston Point Plan of Condominium: Part Lots

23 & 24, Concessions VI & VII, Loughborough District,

Township of South Frontenac**

Summary of Recommendation:

The recommendation is that the Committee receive for information the Planning Memorandum dated January 7, 2015 explaining a new Plan of Vacant Land Condominium development in Loughborough District.

Background

Early in 2014, the owner of a 36.36 hectare (91 ac.) waterfront parcel of land approached the Township about developing the land as a 14 unit Plan of Vacant Land Condominium. After initial discussions with Township staff the proposal was brought to a pre-consultation meeting at the County offices on March 3, 2014 where some of staff's concerns were discussed. Some time afterwards, the owner submitted an application to the County for the Plan of Condominium development along with a rezoning application to the Township. Attachment #1 shows the location of the subject land on Loughborough Lake.

The proposal was presented to the Committee of the Whole in September, 2014 and a public meeting was held on October 7, 2014. This plot of land, known as Johnston Point, is effectively a peninsula extending into Loughborough Lake. The owner had recently severed three waterfront lots from the land requiring a rezoning with special setbacks and a site plan agreement registered on the property titles. As part of the three lot creation, a new right-of-way (access lane) off of North Shore Road was constructed through the property to provide access.

As noted, the application is for a vacant land condominium which would incorporate fourteen residential units (similar to lots in a subdivision). Each unit would have waterfrontage and would be for development of a single detached dwelling. Each unit would front onto and be tied with the common element private lane. A waterfront common element park is also proposed. The layout of the development is shown on Attachment #2 which includes illustrated locations of future dwellings and septic areas.

As illustrated on Attachment #2, the following points are noteworthy:

- The units would range in size between 1.37 and 3.9 hectares.
- The units shown are irregular in shape owing to the topography of the subject land which dictates their configuration.
- All units would have more than 91 metres of waterfrontage and most have wide frontages on the laneway but two of the units towards the end of the lane (specifically Units 2 and 4) would have only 50 and 54 metres of frontage.

- Units 1 and 2 would share a driveway.
- A portion of the lane to access the units runs through private land which is not part of the subject land. The existing lane on the subject property extends to these private lands and legal access must be obtained through these lands to access Units 1, 2 and 3 beyond.
- A portion of unopened road allowance must be closed to facilitate the creation of units 12 and 13.

These points are explained further below.

As with other similar type developments brought forward in the Township, the subject parcel would be owned by a condominium corporation under this development scenario and certain features in the plan (such as the lane or right-of-way) would become a common element where monthly condominium fees would be assessed for their ongoing maintenance. Attachment #2 identifies this lane as a common element which would be maintained in this way.

When this proposal was brought to Council on September 2, 2014 and October 7, 2014 at the public meeting, some concerns were expressed regarding development near the various wetlands on the property but Council appeared to be generally supportive of the development concept.

Discussion

The subject land is vacant except for the existing laneway through the centre of the property. The land is densely wooded with mixed types of trees, brush and marsh plants. Much of the area contains bare rock outcrops of low relief and there are marshy depressions. A pronounced ridge is aligned across the land through the middle of the point of land rising well above the lake level. The property constitutes a point of land which is bound on its northwest side by Long Bay which separates the point from the mainland. See Attachment #2.

Official Plan

The land is designated 'Rural' in the Official Plan with pockets of areas shown as Provincially Significant Wetland. All of Long Bay which forms the northwest shoreline of the peninsula is also PSW. The Plan allows for limited development in the rural areas of the Township and prefers that development proceed by a plan of subdivision (in this case a plan of condominium). It should be noted that this portion of Loughborough Lake is not identified as being sensitive to lake trout populations.

Zoning By-law

The land is zoned Rural (RU) in the Comprehensive Zoning By-law with portions zoned Environmental Protection (EP). The zoning does not permit residential development as proposed and this necessitated the submission for a zoning amendment. It would appear that the appropriate zoning category would be special Limited Service Residential Waterfront Zone (RLSW) that would recognize the specific setbacks recommended in the environmental report submitted to support the development. Also, the deficient lane frontage of Units 2 and 4 would need to be recognized. The parkland should be zoned Open Space Private (OSP).

Studies

The following studies have been prepared in support of the development:

- an Archaeological Assessment (Stage 1 and Stage 2)- prepared by the Abacus Archaeological Services.
- a Hydrogeological Assessment – prepared by WESA
- a Stormwater Management Report – prepared by Asterisk Engineering
- an Environmental Impact Statement – prepared by Ecological Services
- a Planning Justification Report prepared by FoTenn Consultants

Five test wells were drilled and pumping tests were conducted as components of the Hydrogeological Study. The report concludes that sufficient well water yields were

observed and that bacteriological analyses meet the Ontario Drinking Water Standards (some treatment is required however).

The County of Frontenac forwarded the Hydrogeological report to the firm of Malroz Engineering. By letter dated September 30, 2014 Malroz found the conclusions in the report to be reasonable **and signed off on the study**.

The Stormwater report notes that, while the proposed development would generate some increased runoff volume and increased potential for water quality impairment as a result of a new roadway and associated driveways and rooftops, the stormwater scheme using swales and directing roof runoff to infiltration beds or grassed areas will mitigate any impacts on the wetlands and would improve existing drainage to prevent flooding of homes.

The Environmental Impact Study, among other analyses, considered anticipated increases in human disturbance to the environment of Johnston Point. Recognizing that any development would have an impact, the EIS determined whether they would be negative impacts for the purposes of the Provincial Policy Statement and the Township Official Plan. The report concludes that there would be no negative impacts if recommended mitigation measures are followed.

The EIS recommends specific setbacks for buildings and for septic systems from any waterbody for each of the 14 proposed units. This is based on the fact that building and septic bed sites would be located above slopes with varying setback distances of between 35 metres and 80 metres.

Noteworthy Points

One of the major aspects of the proposed layout is the fact that a portion of the Township owned road allowance that extends east and west through the north portion of the subject land is proposed to be closed (requiring Council's blessing) and added to the land. This would accommodate the creation of Units 12 and 13. The closing of the road allowance is a significant component of the development and the concept was proposed to Council on September 2, 2014. Council appeared generally favourable to the closure of the road allowance.

Another aspect of the Plan is that it has been laid out according to the rough topography of rock outcrops and marshes – unit boundaries often aligned along natural ridges or channels. A major challenge of this terrain for the developer is the various pockets of wetland that protrude into the land as noted – some of which are Provincially Significant requiring large setbacks. The Official Plan does not allow lot lines (unit lines) to be created through these wetlands necessitating the creation of the lot lines around the wetlands. Thus, the wetlands effectively constitute the waterfrontage for many of these units. Ultimately, these site characteristics have dictated that the shapes of the units must be irregular.

Each unit in the development would be serviced by an individual private well and septic system. All units would be at least 1.37 hectares (3.4 ac.) in size and all would have a minimum of 150 metres (500 ft.) of waterfrontage. Frontages on the common element lane range from 76 metres (250 ft.) to 189 metres (620 ft.) although two of the units would have only approximately 50 metres (164 ft.) on lane frontage.

It should be noted that a portion of the existing lane is on private land owned by others ie., the three lots recently created by the developer. Legal arrangements must be made in order to permit this portion of the lane to be tied in to the common element laneway and permit access to the units beyond.

Comments

Township Comments

The Planning Department concludes that the large size of the units and the wide waterfrontages are consistent with the intent of the Official Plan to maintain low density at the lake shores. Much of the land is surrounded by and inundated with Provincially Significant Wetlands and, thus, the environmental report's support for the development was crucial in determining how the development can occur in proximity to these

protected areas. The units/lots are irregular in shape but it is recognized that this is a result of the rough terrain which requires that the property lines be aligned along natural features as noted above.

The Building Department notes that lot grading becomes the problem of the Condominium Corporation not the Township as would be the case in a plan of subdivision.

The Public Works Department commented that we may need traffic counts coming off of North Shore Road and we will need to look at the entrance location at the public road re safe sight lines. Also, the common element lane will need to be constructed/upgraded to Township standards for new private lanes.

Agency Comments

The Cataraqui Region Conservation Authority relayed a number of comments mostly concerned with setbacks from the lake and the inland wetlands. They advocate a restriction of vegetation removal within the 30 metre setback from the lake. They also require that the highwater mark be labelled on the plan and that a grading plan be submitted showing the proposed elevations for each dwelling unit and septic system prior to final plan approval. They recommend that any decision of the development be deferred until their concerns are addressed.

By letter dated September 3, 2014, KFL&A Public Health noted that each proposed unit in the Plan of Condominium was found to have a site suitable for onsite sewage disposal and a reserve area of equal size. They are prepared to endorse approval of the plan – the letter is attached as Attachment #5.

Attachment #3 is a copy of the minutes of the public meeting and Committee members may wish to access the County link at <http://goo.gl/mrkJM3> for further documentation relating to the proposal.

Also, further to Council's resolutions of October 7, 2014 and December 16, 2014, an Open House has been scheduled for March 3, 2015, from 6:00 PM to 7:00 PM in the Council Chambers, to present information and receive further input and feedback from the public and Council members on the proposed development. The Open House is being advertised in the local newspaper and notices are being sent to all people whose property is located within 120 metres of the subject land and to all individuals who made comment at the Public Meeting of October 7, 2014.

Conclusion

The developer appears to have overcome most of the challenges and obstacles to development of these lands. The Official Plan contains provisions to accommodate such condominium developments, and the surveys and professional studies undertaken are generally supportive as are most agencies provided certain concerns are addressed and conditions placed in the final condominium agreement.

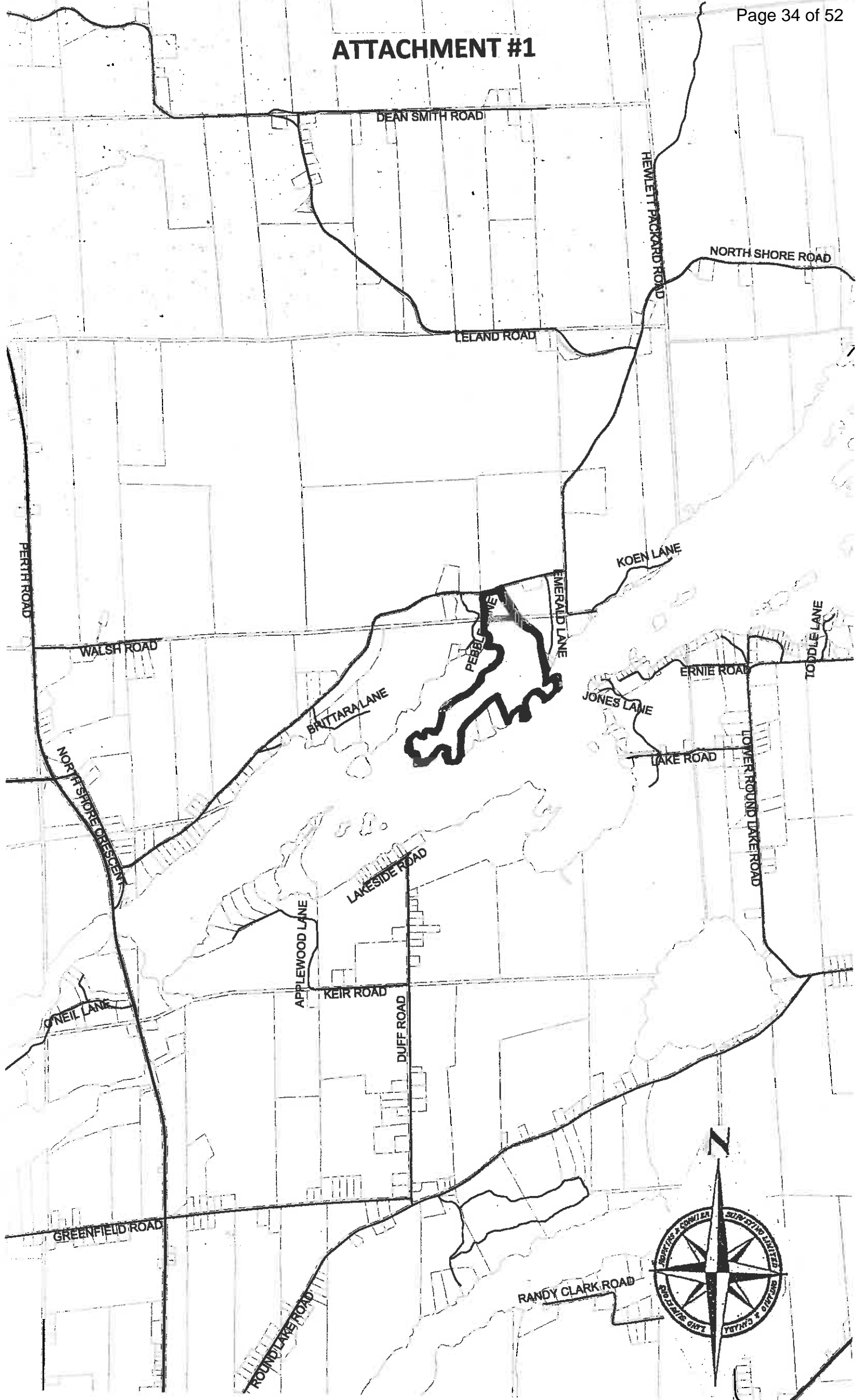
Given the above discussion, the proposal appears to be nearing the decision stage although still requiring some modifications and additions.

This report is submitted for background information for the Committee.

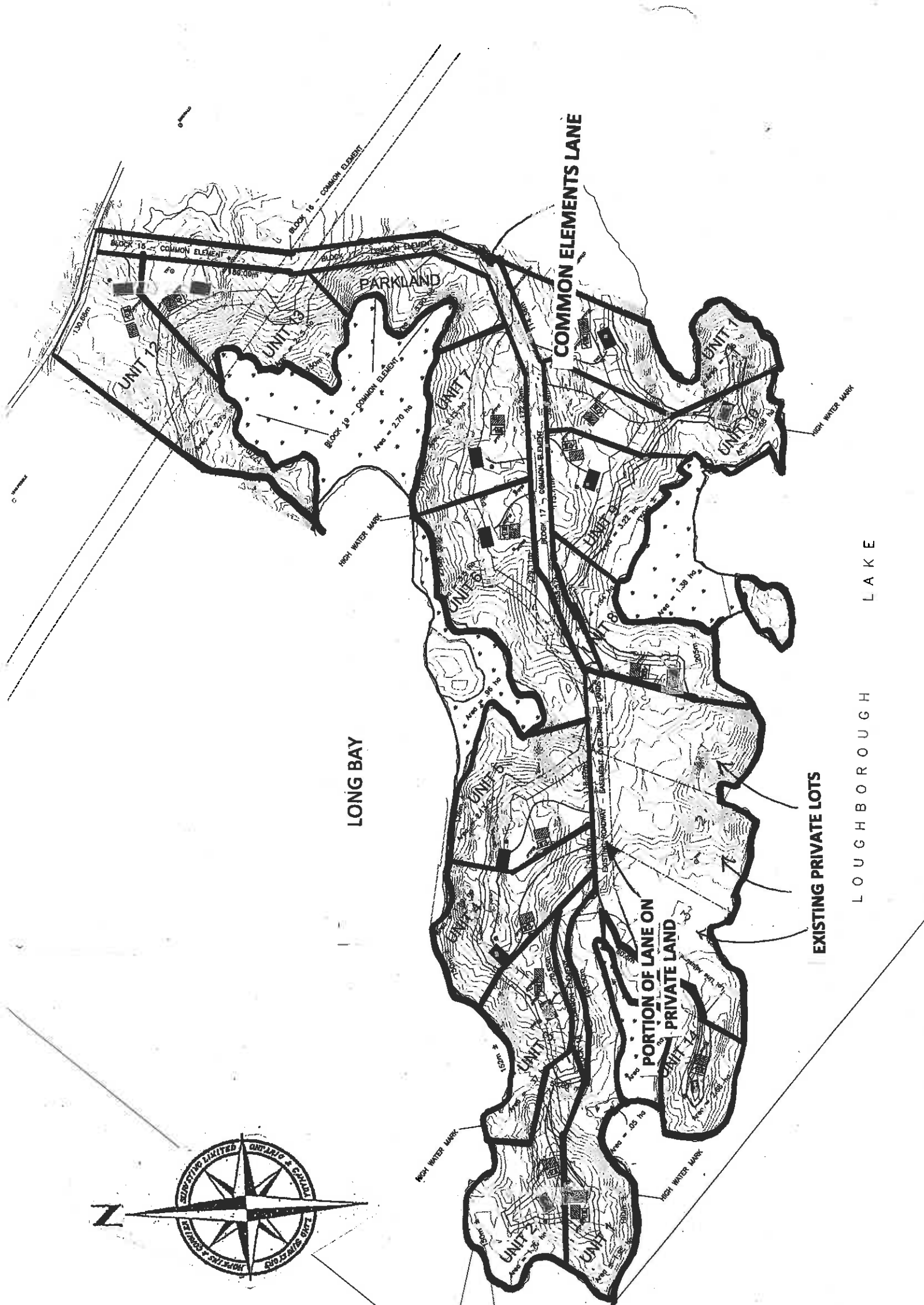
Submitted/approved by: Lindsay Mills **Prepared by:** Lindsay Mills,

attachments

ATTACHMENT #1



ATTACHMENT #2



ATTACHMENT #3
(Excerpt from October 7, 2014 Council Minutes)

Minutes of Council
October, 7, 2014

- c) Review of Application for Plan of Condominium and Associated Zoning By-law Amendment -Concession VI & VII, Part of Lots 23 and 24, Loughborough District: Johnston Point

Lindsay Mills referred to the application and noted that this particular area of Loughborough Lake is not lake trout sensitive. The Condominium Corporation will own the lane and will have to maintain it. With respect to Provincially Significant Wetlands, the setbacks imposed will address the wetland areas. He referred to his report that referenced the findings of the Environmental Impact Study which gave consideration to anticipated increases in human disturbance to the environment of Johnston Point. The study recommended specific setbacks for buildings and for septic systems from any waterbody for each of the proposed 14 units. This is based on the fact that building and septic sites would be located above slopes with varying setback distances of between 35 metres and 80 metres.

Mr. Mills stated that a number of letters were received from citizens outlining their concerns and have been included in his report. He also received four other letters that were not included in the agenda package. He outlined the concerns as follows: protection of the biological function, pride of ownership if rental units are permitted, degradation of wildlife and the environment. The opposition is concerned about the perceived relaxation of rules for this developer and the possible increase in boat noise and rowdy parties.

Helen Bartsch submitted a copy of her concerns which are attached to the minutes. She requested that another public meeting be scheduled for the next Council as she felt it was important to have continuity in development. With respect to the report from the Conservation Authority, and vacant land condominium development, she was concerned about the method used to assess wetlands as she felt it does not address the impact on the surrounding land. She had concerns about the storm water management and that it should not be going into the wetland area. With respect to the reference to road frontages in this plan of condominium, she noted that the only other comparable development was with the same developer. She was concerned about the enforcement of the policies and regulations with respect to the 6 metres side yard not being met and felt it was unclear which lots met the requirements and which ones didn't. She noted that the Official Plan recognizes the Ministry of Natural Resources guidelines, Ducks Unlimited have concerns about preserving wetlands and referenced the Natural Heritage Manual regarding adjacent lands supporting provincially significant wetlands. She felt there was a lot of bending of the rules for this development and asked that just because an environmental impact study was completed, she hoped that Council does not automatically approve this plan.

Ed Koen, an adjacent property owner, noted that he lives elsewhere and while he has had his seasonal residence for the last 40 years he knew development would occur at some point. He was concerned about the two weeks notice he received on this development as it wasn't enough time to do any research. He felt the developer should have provided notice to the adjacent property owners. He noted that he had been approached for consent with respect to the hydrogeological assessment and the testing of wells. The water was shut off at his seasonal residence from November to May so the testing done in April could not have been accurate. He stated that there could be lots of water, but with 14 proposed units the quantity could be restricted especially if there is a dry summer. He felt there could be other items not being accurately reflected in the testing. Mr. Koen felt the unopened road allowance was a significant part of this development and he was concerned about the setbacks from the water. A copy of his comments are attached to the minutes.

Mike Keene stated that if the road allowance was not closed there would be no

Minutes of Council
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impact on the overall development but the north lots would be altered. The road allowance component would allow for more natural shaped lots.

Matt Rennie, an adjacent property owner felt the Environmental Impact Assessment was not realistic and did not account for the negative impact on habitants such as snakes, turtles etc. He referred to Phase I of the project and felt that the 60 metre setback wasn't enough room, He was concerned with the setbacks and felt they should not be closer than 30 metres and questioned the justification to reduce them. He noted that MNR calls for 120 metres and asked if there was a revised EIA. With respect to Phase II, he felt the the Ontario Wetland evaluation is inappropriate and asked if this will be addressed and did the Cataraqui Region Conservation Authority ask this to be fixed. He felt the township will lose the mechanisms to follow up after the development is in place. He noted that there are 554 lots on Loughborough Lake and this development will add 8% which will intensify the growth into the wetlands. He asked if this was responsible development. Mr. Rennie did not agree with the condominium development approach and felt it was fundamentally wrong as the lots have swamp in front of them, owners will be using the lake and not protecting the wildlife and habitat.

Dianne Koen, 1101 Emerald Lane, has owned her property for 13 years and the land has been in the family since the early 1900's. She was concerned with urban development on provincially significant wetlands and asked the outgoing Council to defer any decision until more answers are available. She referenced the Section 7.2 (b) of the Official Plan which states that the scale must be consistent with the existing development and she felt this was too intense. She questioned whether 17 building lots on 36 hectares with four of the proposed lots being on wetland, was this typical and acceptable development. She also felt the closing of the road allowance was a significant component of this development. She questioned the "condominium" approach with respect to road maintenance; the costs are understood but what happens if the road is not kept up, does it become another "lane" in the making that the township will have to repair? She asked that this be deferred for consideration by the new council and cautioned Council to be careful stewards of the environment. A copy of her comments are attached to the minutes.

Mike Koen, 1083 Emerald Lane, stated that he was not anti-development but supported responsible development and he felt every square inch of this property is being exploited. He felt there was no consideration for the shallow water front lots and that there should be extra setbacks require for these lots. He was concerned that approving this development would set a negative precedent for future development in the township. He noted that he had been through the process to develop a lot and the Planning Department didn't support his proposal and that he respected that decision. He was not supportive of this nature of development but supported responsible sustainable development.

Dieter Merz who lives across the bay from the proposed development felt residents should live in harmony with nature and people should be treated equally. He encouraged Council not to rush into approving this development until enough research has been done.

Sherry Corneil, Battersea Loughborough Lake Association, commented that they support development and she offered those in attendance the opportunity to review the documents from the County. She also encouraged Council to support their own guidelines and encouraged the protection of lakes in the township.

Mike Keene, Fotenn Planner, responded to some of the concerns expressed. He noted that development within 120 metres of a wetland necessitates the studies that have been conducted and recognized that the conservation

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authority still needs to provide direction on this plan. The road improvements to North Shore Road costs in a plan of condominium are borne by the developer is the standard practice in all of Ontario. Mr. Keene explained that the condominium development provides an extra layer of protection as the rules can be written around the agreement and enforced. With respect to the installation of any docks, there would need to be permission received from the conservation authority plus an environmental impact study. He noted that the average lot is over five acres and the frontage requirements are met on all lots except the lots with the shared entrance. With respect to the significance of the unopened road allowance, he noted that there is no real impact to the development other than the north lots would be altered.

Resolution No. 2014-28-6

Moved by Councillor Robinson

Seconded by Deputy Mayor Vandewal

THAT Council receives the comments and attachments contained in the Planning Report dated September 29, 2014 and defer any decision on the rezoning of the subject land until the comments resulting from the public meeting are reviewed; forward the Planning Report dated September 29, 2014, including attachments and comments to the County of Frontenac as representing the public meeting comments on the proposed Johnston Point Plan of Vacant Land Condominium development,; File # 10T-2014/002.

AND THAT South Frontenac requests a second public meeting once issues raised have been addressed with the new Council.

Carried

- d) Review of Application for Road Closure, Part of Lot 24, Concessions VI and II, Johnston Point, Loughborough District

Lindsay Mills reminded Council that this matter came before them on September 2, 2014 and was discussed as part of a proposed plan of condominium development known as Johnston Point. The applicant owns the land on both sides of the road allowance and wishes to purchase the road allowance land to incorporate it into the development. He explained that the portion of the road allowance is 255 metres long and a portion of it is wetland, to the west of the subject closure the road allowance continues through private land and more wetland, to the east it continues through private land to Koen Road. He noted that North Shore Road is a forced road paralleling the unopened road allowance constructed to the north to avoid the wetland areas of the road allowance. Mr. Mills also pointed out that there is a right of way that crosses this portion of the unopened road allowance which is the access lane for the proposed Johnston Point condominium development however the lane already exists. The right of way will need to be surveyed as a separate parcel on the reference plan and recognized on the deeds transferring parts to the applicant.

Deputy Mayor Vandewal asked why Council would consider this process given the comments from the previous application associated with this.

Councillor McPhail questioned moving forward given the comments from the public.

Ed Koen questioned the impact of the development if the road allowance is not closed.

Mike Keene indicated that there would be no significant impact to the development if the road allowance is not closed.



STAFF REPORT CLERK'S DEPARTMENT INFORMATION REPORT

PREPARED: January 7th, 2015

AGENDA DATE: January 13th, 2015

SUBJECT: Dog Tags

PURPOSE OF REPORT:

To advise Council that a mail out is underway for 2015 dog tags

BACKGROUND:

Residents who have registered their dog(s) with the township over the past few years will be receiving a notice in the mail regarding the 2015 dog tag fees and the deadlines for purchase. The current fee is \$15.00 if purchased before February 28th, 2015, after that time, the fee will be \$30.00 per tag.

In addition we have advertised in the weekly banner and on our website.

We have contracted five businesses in the township to sell the tags on our behalf for \$1.00 commission on each tag sold. This offers residents an opportunity to purchase on weekends when our offices are closed and at a location that is closer to their home. Businesses include Asselstine Hardware in Verona, RONA Hardware in Verona, Northway Hardware in Inverary, Perth Road General Store in Perth Road village and Sydenham One Stop in Sydenham.

	2010	2011	2012	2013	2014
Tags Sold	3057	3038	2883	2305	1800
Revenue	\$39,934.00	\$40,963.00	\$38,395.00	\$31,213.00	\$33,238.00

We have not had a consistent approach on distributing notices for dog tag renewal. A reminder and the dog tag forms have been included in the Interim Tax notices a couple of times. We also advertise that dog tags are available to purchase in the weekly advertising banner. It is clear from the decrease in sales over the past five years that pet owners do not necessarily renew their dog tags unless they receive some form of "paper" communication. The sale of dog tags may also be down because of lack of enforcement.

It is our hope that the separate mailing this year will increase the sales and provide more accurate information for our database.

Submitted/approved by:

**Wayne Orr
Chief Administrative Officer**

Prepared by:

**Angela Maddocks
Executive Assistant**

Angela Maddocks

From: Wayne Orr
Sent: December-16-14 3:00 PM
To: Angela Maddocks
Subject: for Jan 13 COW agenda

Ministry of Municipal Affairs and Housing

Office of the Minister

777 Bay Street, 17th Floor
 Toronto ON M5G 2E5
 Tel. 416-585-7000
 Fax 416-585-6470
www.ontario.ca/MAH

Ministère des Affaires municipales et du Logement

Bureau du ministre

777, rue Bay, 17e étage
 Toronto ON M5G 2E5
 Tél. 416-585-7000
 Téléc. 416-585-6470
www.ontario.ca/AML



December 16, 2014

His Worship
 Mayor Ron Vandewal
 Township of South Frontenac

Sydenham ON K0H 2T0

Dear Mayor Vandewal and Council:

Please accept my warm congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public and I look forward to working with you in the years ahead.

I got my start in municipal politics, first as a member of the City of Hamilton council and then as mayor of the former Township of Flamborough. From this experience, I can truly appreciate the importance of municipal government as it is closest to the people and impacts their lives daily.

My priorities as Minister of Municipal Affairs and Housing are outlined in the mandate letter given to me by the Premier. In reviewing the mandate letter - <https://www.ontario.ca/government/2014-mandate-letter-municipal-affairs-and-housing> - you will see how important and ambitious our work together will be over the next 4 years. My personal commitment is to work with you to strengthen local communities while acknowledging their diverse needs. One of my top priorities is to address the critical issues related to housing and homelessness. I would like to work closely with you and others in the private sector to find new and creative solutions to meet the need for more affordable housing across the province.

The current fiscal environment means the government will have to make tough choices. I'm proud that the government has chosen to commit more resources to housing and homelessness, and to continue our commitment to the upload of municipal costs in accordance with the 2008 Provincial Municipal Fiscal Service Delivery Review (PMFSDR) agreement. As a result of the upload, municipalities will benefit from more than \$1.7 billion in reduced costs in 2015 alone.

It is important to acknowledge that the removal of these costs off the property tax base benefits all local taxpayers including those residing in lower-tier and northern municipalities. We encourage upper and lower tier municipalities and northern District Social Service Administration Boards to engage in discussions to ensure that the savings resulting from the uploads benefit their shared taxpayers in the most effective way possible.

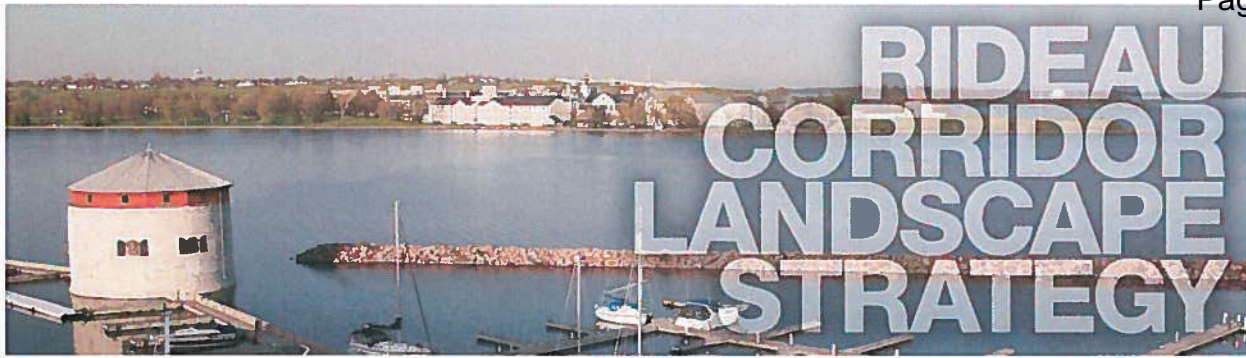
As a former mayor and councillor, I understand the important role that councils play in building communities. The Ministry has some information on its website, including the recently updated Municipal Councillor's Guide - <http://www.mah.gov.on.ca/Page5030.aspx> - that you may find useful to you and your colleagues. If you have further questions related to the Guide, you may contact one of the Ministry's regional offices listed on the website.

I am committed to building on the positive partnerships we value with municipalities in all parts of this province. My door is always open. Let's work together to keep the lines of communication open.

Once again congratulations and best wishes to you and to council for success over the coming four-year term.

Best regards,

Ted McMeekin
Minister



December 12, 2014

RE: Representative on the Rideau Corridor Landscape Strategy Steering Committee

Since the formation of the Rideau Corridor Landscape Strategy (RCLS) in 2010, Alternate Larry York has served as the representative of the Township of South Frontenac on the Strategy's Steering Committee. This role is supported by Lindsay Mills as the Township's planning representative on the Planners Technical Advisory Group.

As a result of the municipal elections in October 2014, we encourage the Council to appoint a new delegate (currently vacant) and an alternate to represent the Township of South Frontenac on the Steering Committee.

To support this process, I enclose:

- Summary of the RCLS 2010-2014
- Meeting History 2010-2014
- Steering Committee Terms of Reference, June 2010

Further information about the RCLS, including meeting minutes and progress updates, can be found at <http://www.pc.gc.ca/rideau>

For more information about the landscape character assessment undertaken for the Strategy in 2012, please visit: <http://www.rcls-sacr.ca>

Please send any questions you may have, as well as confirmation of the appointee(s), to the Rideau Corridor Landscape Strategy's Secretariat, care of:

Susan Millar, A/Planner
Ontario Waterways
Parks Canada
34 Beckwith Street S.
Smiths Falls, ON K7A 2Y1
Email: susan.millar@pc.gc.ca
Office: 613-283-7199 ext 242

Best regards,

A handwritten signature in blue ink that reads "Susan Millar".

Susan Millar
Secretary, Rideau Corridor Landscape Strategy

Rideau Corridor Landscape Strategy
Meeting History 2010-2014

Component	2010		2011		2012		2013		2014	
	Date	Location	Date	Location	Date	Location	Date	Location	Date	Location
Steering Committee	April 9th	Drummond-North Elmsley	January 28th	South Frontenac	March 2nd	Smiths Falls	January 11th	City of Kingston	June 25th	Drummond-North Elmsley
	June 4th	Rideau Lakes	April 1st	Montague	August 9th	Rideau Lakes	May 3rd	RVCA	November 28th	Seeley's Bay, LTI
	August 13th	National Capital Commission	May 13th	City of Ottawa	October 26th	Merrickville	October 18th	Smiths Falls		
	October 15th	Lanark County	July 18-21	On-water						
	December 3rd	Smiths Falls	August 8-10	On-water						
			September 30th	North Grenville						
Planners Technical Advisory Group	October 8th	Drummond-North Elmsley	January 14th	Rideau Lakes	March 2nd	Smiths Falls	January 30th	Montague	June 25th	Drummond-North Elmsley
	November 5th	Tay Valley	March 11th	Smiths Falls	May 3rd	North Grenville	April 22nd	Rideau Canal Office	September 24th	Rideau Canal Office
			November 18th	Perth	August 9th	Rideau Lakes	May 28th	North Grenville	November 19th	City of Ottawa
					October 26th	Merrickville	July 19th	Perth		
					November 9th	North Grenville	August 22nd	Tay Valley		
Provincial Working Group	September 10th	Ministry of Municipal Affairs and Housing	June 24th	Ministry of Municipal Affairs and Housing	January 17th	Ministry of Municipal Affairs and Housing	May 30th	Ministry of Municipal Affairs and Housing		
			September 27th	Ministry of Municipal Affairs and Housing	September 28th	Ministry of Municipal Affairs and Housing				
Landscape Character Assessment Public Consultations					March 6th	Rideau Valley Conservation Authority				
					March 7th	Merrickville Community Hall				
					March 8th	Cataraqui Region Conservation Authority				
					August 13th	Ottawa City Hall				
					August 14th	Watsons Mill, Manotick				
					August 15th	Perth Lions Club Hall				
					August 16th	Kingston City Hall				
				August 18th	Portland Community Hall					

The Rideau Corridor Landscape Strategy

Steering Committee Terms of Reference

Background

The Rideau Canal and its Corridor have been honoured with many distinctions – a National Historic Site, a Canadian Heritage River and now a UNESCO World Heritage Site, proclaiming its universal value to humanity. In 2008, the National Geographic Society declared the Rideau Corridor the 2nd most authentic, sustainable destination in the world. These designations are not only an honour; they carry with them an obligation to ensure the universal values that are the basis of the designations are protected.

Development pressures are creating challenges for the municipalities and other authorities responsible for decisions around land use planning and economic development. There is a growing interest in the region for new residential development such as condos, subdivisions and cottage lots, commercial development such as box stores, strip malls, hotels, tourism facilities and trailer parks, energy production facilities such as wind and solar farms, and mining operations. Decisions must be made about how development should take place.

Following the recommendation of the World Heritage Committee in 2007, Parks Canada has committed to undertaking an assessment of the visual character of the Canal Corridor as part of what is being called the **Rideau Corridor Landscape Strategy (the Strategy)**. The goal of the Strategy is to work with First Nations, federal and provincial agencies, municipalities, NGOs, property owners and others to build a new vision for the Rideau. The end result will be guidelines that can be implemented by everyone with a stake in the future quality of the Corridor.

Objectives of the Strategy

1. To identify ways to ensure that the character of the Rideau Corridor and the World Heritage Site designation is retained into the future.
2. To raise awareness of the Rideau Canal Corridor and promote new ways of thinking about community sustainability.
3. To provide a mechanism for regional cooperation and exchange of information and experiences that will serve as a foundation for cooperation between First Nations, municipal, provincial, federal governments and stakeholders;

Rideau Corridor Landscape Strategy
Steering Committee

Mission Statement for the Steering Committee

To maintain and enhance the Rideau Canal Corridor.

Composition and Membership

Membership of the Steering Committee will be representative of each Municipality and County along the Rideau Corridor and other parties with an influence on planning and development along the Corridor. A full list is included below. The Algonquins of Ontario will be represented by four individuals. The Mississaugas of Alderville will be represented by two individuals. Other First Nations may also designate representatives.

Members of the Steering Committee will:

- Assume a liaison role with their relevant groups and organizations and maintain accountability to their relevant communities.
- Ensure their organization is represented at every Steering Committee meeting. If the original designate is unable to attend, an appropriate alternate should be assigned. Ideally, both the designate and the alternate would hold voting authority.
- Ensure a quorum of members are present before a meeting can proceed. At least 50% + 1 must be present for the meeting to proceed.
- Individuals who have not been appointed to the Steering Committee may be invited to attend/present at meetings at the request of the Chair on behalf of the Steering Committee to provide advice and assistance where necessary. They will not hold voting rights.
- Make decisions through voting by simple majority.

List of Municipalities, Counties and Organizations Represented on the Steering Committee:

- | | |
|-----------------------------------|--|
| • Village of Westport | • United Counties of Leeds and Grenville |
| • Tay Valley Township | • City of Ottawa |
| • Municipality of North Grenville | • City of Kingston |
| • Town of Smiths Falls | • Township of Drummond North Elmsley |
| • Township of Rideau Lakes | • Township of South Frontenac |
| • Township of Montague | • Village of Merrickville-Wolford |
| • Lanark County | |
| • Town of Perth | |

Rideau Corridor Landscape Strategy Steering Committee

- Township of Leeds and Thousand Islands
- Frontenac County
- Rideau Valley Conservation Authority
- Cataraqui Region Conservation Authority
- Ministry of Municipal Affairs and Housing (representing the Province of Ontario)
- Algonquins of Ontario
- National Capital Commission
- Parks Canada
- Mississaugas of Alderville

Roles of the Chair and Vice Chair

The Chair and Vice Chair are Steering Committee members elected by the Steering Committee annually at the first meeting of each calendar year.

Roles of the Chair:

- Schedule meetings and set agendas.
- Guide meetings according to the agenda and available time.
- Ensure all discussion items end with a discussion, action or definite outcome.
- Review and approve agendas and minutes prior to distribution.
- Respond to media requests.
- Serve as the main liaison with the secretariat.

Roles of the Vice Chair:

- Perform Chair responsibilities when the Chair is not available.

Conflict of Interest

Members of the Steering Committee should be cognizant of any perceived conflict in terms of issues that may serve to benefit them personally. Members are requested to respect confidentiality of any matters raised at meetings not yet released to the public.

Roles of the Steering Committee

The Steering Committee will:

- Determine membership of the identified Advisory Groups.
- Direct Advisory Groups on key priorities and objectives.
- Identify and secure resources to support the Strategy.
- Communicate with their organizations and constituencies about the status and progress of the Strategy.
- Provide opportunities for all stakeholders and the public to be engaged.
- Be available to provide advice/guidance on corridor wide issues and initiatives.
- Act as ambassadors to the Strategy by communicating goals/objectives/progress on The Strategy.

Rideau Corridor Landscape Strategy
Steering Committee

Anticipated Outcomes of the Steering Committee

1. The identification of respective mandates and goals for planning and development within the Rideau Canal Corridor.
2. The identification of development opportunities and challenges for the Rideau Canal Corridor.
3. To development of a series of next steps for moving toward a coordinated approach to planning in the Rideau Corridor.
4. The agreement on an approach to the corridor study recommended by the World Heritage Committee and the cooperation on its development and implementation.
5. To provide clarity, certainty and transparency in planning and development processes for decision makers, property owners and other stakeholders.

Meetings

Meetings will be:

- Held as determined required by the Steering Committee or,
- at the call of the Chair
- Hosted by Steering Committee member organizations and locations will be rotated throughout the Rideau Corridor.

Secretariat

Parks Canada will commit to providing the Secretariat for a 2 year period beginning in 2010.

Rideau Corridor Landscape Strategy
Steering Committee

APPENDIX A: World Heritage Designation Context: Decision and ICOMOS Comments

A/ Decision by UNESCO:

Session 31COM 8B.35 - Nomination of natural, mixed and cultural properties to the world heritage list - Rideau Canal

The World Heritage Committee,

1. Having examined Documents WHC-07/31.COM/8B and WHC-07/31.COM/INF.8B.1,
2. Inscribes the **Rideau Canal, Canada**, on the World Heritage List on the basis of **criteria (i) and (iv)**;
3. Adopts the following Statement of Outstanding Universal Value:

The Rideau Canal is a large strategic canal constructed for military purposes which played a crucial contributory role in allowing British forces to defend the colony of Canada against the United States of America, leading to the development of two distinct political and cultural entities in the north of the American continent, which can be seen as a significant stage in human history.

Criterion (i): The Rideau Canal remains the best preserved example of a slackwater canal in North America demonstrating the use of European slackwater technology in North America on a large scale. It is the only canal dating from the great North American canal-building era of the early 19th century that remains operational along its original line with most of its original structures intact.

Criterion (iv): The Rideau Canal is an extensive, well preserved and significant example of a canal which was used for a military purpose linked to a significant stage in human history - that of the fight to control the north of the American continent.

The nominated property includes all the main elements of the original canal together with relevant later changes in the shape of watercourses, dams, bridges, fortifications, lock stations and related archaeological resources. The original plan of the canal, as well as the form of the channels, has remained intact. The Rideau Canal has fulfilled its original dynamic function as an operating waterway without interruption since its construction. Most of its lock gates and sluice valves are still operated by hand-powered winches.

All the elements of the nominated area (canal, associated buildings and forts) are protected as national historic sites under the Historic Sites and Monuments Act 1952-3. A buffer zone has been established. Repairs and conservation of the locks, dams, canal walls and banks are carried out directly under the control of Parks Canada. Each year one third of the canal's assets are thoroughly inspected by engineers. A complete inventory thus exists of the state of conservation of all parts of the property. A Management Plan exists for the canal (completed in 1996 and updated in 2005), and plans are nearing completion for Fort Henry and the Kingston fortifications. The Canal Plan is underpinned by the Historic Canals Regulations which provide an enforcement mechanism for any activities that might impact on the cultural values of the monument.

Rideau Corridor Landscape Strategy
Steering Committee

4. Recommends that following the completion of the study of the visual setting of the canal, consideration is given to strengthening its visual protection outside the buffer zone, in order to ensure the visual values of the setting are protected alongside environmental values.

B/ Comments from ICOMOS on nomination for World Heritage Designation of the Rideau Canal (Canada), No 1221

ICOMOS considers that the nominated property adequately demonstrates integrity and authenticity

In conclusion, ICOMOS considers that the Rideau Canal is of significance as a North American exemplar of a slackwater technology canal designed for military use, which had an impact on the development in its area and is still in use.

ICOMOS considers that the canal is not under any major threat but that incremental development over time could impact on the setting of the canal.

ICOMOS considers that the boundaries of the nominated property are adequate to protect the structure of the canal. ICOMOS however considers that the visual setting of the canal needs clearer definition and appropriate protection to ensure the visual values of the setting are projected alongside the environmental values.

ICOMOS considers that the protective measures for the property are adequate – apart from the wider setting

ICOMOS considers that the conservation of the property is good and on-going resources are in line with the needs of the property.

ICOMOS considers that the management regime is effective and well targeted to the needs of the nominated property.

ICOMOS considers that the current monitoring could be extended to include the wider setting of the canal once key vistas and visual envelopes have been identified.

CONCLUSIONS

Although the Canal is being nominated for its technological achievements, appreciation of its scale and its impact on its surroundings have a visual dimension. Currently the canal itself and its narrow 30 metre buffer zone are well protected. Its wider setting is protected for environmental reasons but less so for visual attributes.

ICOMOS considers that the proposed study of vistas should be extended to identify the visual setting of the canal along its length and on the basis of this consideration should be given to extending protection to those areas which contribute to the quality and understanding of the canal in its setting.

Rideau Corridor Landscape Strategy
Steering Committee

ICOMOS recommends that the Rideau Canal, Canada, be inscribed on the World Heritage List on the basis of *criteria i and iv*.

Recommended Statement of Outstanding Universal Value

The Rideau Canal is a large strategic canal constructed for military purposes which played a crucial contributory role in allowing British forces to defend the colony of Canada against the United States of America, leading to the development of two distinct political and cultural entities in the north of the American continent, which can be seen as a significant stage in human history.

Criterion i: The Rideau Canal remains the best preserved example of a slackwater canal in North America demonstrating the use of European slackwater technology in North America on a large scale. It is the only canal dating from the great North American canal-building era of the early 19th century that remains operational along its original line with most of its original structures intact.

Criterion iv: The Rideau Canal is an extensive, well preserved and significant example of a canal which was used for a military purposes linked to a significant stage in human history - that of the fight to control the north of the American continent.

ICOMOS further recommends that following the completion of the study of the visual setting of the canal, consideration is given to strengthening its visual protection outside the buffer zone, in order to ensure the visual values of the setting are protected alongside environmental values.

Summary of the Rideau Corridor Landscape Strategy 2014

Background

- In 2007, upon bestowing UNESCO World Heritage Site designation to the Rideau, the World Heritage Committee recommended that consideration be given to strengthening the canal's visual protection outside the (30 metre) buffer zone in order to ensure the visual values of the setting are protected alongside environmental values.
- In response to the World Heritage Committee's recommendation, Parks Canada committed to undertaking an assessment of the visual character of the Canal Corridor; this commitment resulted in the formation of the Rideau Corridor Landscape Strategy (the Strategy), a collaborative working relationship comprising representatives from First Nations, federal and provincial agencies and municipalities working together for responsible planning and management along the Rideau Corridor.
- The Rideau Corridor Landscape Strategy comprises a Steering Committee, a Planners Technical Advisory Group and a Secretary, provided by Parks Canada.
- Since 2009, countless presentations have been given about the RCLS, including to Canadian Commission to UNESCO, 2010, 2012 and 2013 World Canals Conferences, Acadia University, Ontario Professional Planners Institute, Ontario Heritage Planners Forum, TSW Planners Forum, Heritage Ottawa, local and regional special interest groups and associations, such as the Rideau Heritage Route Tourism Association, Friends of the Rideau, Rideau Roundtable, and to provincial and municipal staff and councils.

Progress to Date

2009 – Engaging Others

- Multiple meetings and forums with federal, provincial and municipal governments, conservation authorities, Aboriginal communities and other partners, stakeholders and broad members of the public to discuss Rideau Corridor values, opportunities and challenges

2010 – Rideau Corridor Landscape Strategy

- Creation of Steering Committee in January 2010
- Seven meetings of the Steering Committee
- Creation of Planners Technical Advisory Group
- Review of existing planning policies, regulations that affect the Rideau Canal; identification of strengths, weaknesses, opportunities “Planners Checklist”
- Written submission to the Province on the Provincial Policy Statement review for greater recognition of cultural heritage resources
- City of Ottawa commences corridor wide Geo-data mapping project for the RCLS
- Creation of work plan for a Landscape Character Assessment of the corridor

2011 – Landscape Character Assessment develops

- Baseline mapping completed by the City of Ottawa Project Mapping Team
- Development of a Statement of Work and a Request for Proposals to hire a consultant to undertake a Landscape Character Assessment and provide planning and management recommendations
- November 2011 – December 2012: Dillon Consulting Ltd. undertakes Landscape Character Assessment of the Rideau Corridor on a regional scale

2012 - Landscape Character Assessment Project

- As part of its commitment to the Rideau Corridor Landscape Strategy, over the course of 2012, Parks Canada facilitated a Landscape Character Assessment to identify key features and values along the Rideau Corridor. The report also includes a variety of recommendations for future planning and actions to protect the visual setting of the Rideau Canal within its 13 municipalities, from Ottawa to Kingston.
- The report culminates a year of public consultations, research, mapping, as well as land and aquatic-based fieldwork. Members of the public contributed ideas, thoughts and local knowledge to the report through participation in eight public consultation sessions, a visual preference survey, and social media platforms such as Flickr and Twitter.
 - Two rounds of public consultation – 3 workshops in March 2012; 5 workshops in August 2012
- The report is available online at www.rcls-sacr.ca.

Current / Next Steps

- Members of the Rideau Corridor Landscape Strategy are using the report as a guide in the progressive development and implementation of tools and strategies for responsible planning and management along the Rideau Corridor. For example:
 - 2013 update to the 2010 Planners Checklist
 - Creation of a “Shoreline Property Owners Information” webpage on Parks Canada’s Rideau Canal website (<http://www.pc.gc.ca/eng/lhn-nhs/on/rideau/visit/riversains-shoreline.aspx>)
 - Who to Call document, outlining the organizations to contact when undertaking common shoreline and in-water works
 - 10 Principles for Good Waterfront Development pamphlet
 - Consistent official plan policies across municipalities
 - GIS database, accessible to the RCLS, containing data from the landscape character assessment project
- For more information about the Rideau Corridor Landscape Strategy, please visit Parks Canada’s Rideau Canal website at <http://www.pc.gc.ca/rideau>