

**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**



**Audio Broadcast on Township's Facebook Page
<https://www.facebook.com/SouthFrontenacTwp>**

TIME: 7:00 PM,
DATE: Tuesday, November 3, 2020
PLACE: Electronic Participation/Council
Chambers.

1. Call to Order and Roll Call
 - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
 - a) Resolution
4. Scheduled Closed Session - not applicable
5. ***Recess*** - not applicable
6. Delegations - not applicable
7. Public Meeting
 - a) Public Meeting Statement and Resolution to Open Public Meeting 4
 - b) Zoning By-law Amendment Z-20-07 - Sortberg 5 - 20
 - c) Zoning By-law Amendment Z-20-11 - Magenta Waterfront Development - Pine Point Lane 21 - 37
 - d) Resolution - Close Public Meeting
8. Approval of Minutes
 - a) October 6, 2020 Special Committee of the Whole Meeting 38 - 39
 - b) October 6, 2020 Council Meeting 40 - 47
 - c) October 13, 2020 Committee of the Whole Meeting 48 - 51
 - d) October 20, 2020 Council Meeting 52 - 55
9. Business Arising from the Minutes - not applicable
10. Reports Requiring Action

a)	Shield Shores Condominium Private Lane Names (See By-law 2020-60)	56
b)	Appointment of Deputy Chief Building Official (See By-law 2020-61)	57
c)	PS-2020-24 - Installation of Centennial Park Multi Purpose Facility	58 - 59
d)	Consulting Services - Recreation, Parks and Leisure Master Plan	60 - 65
e)	Delivery of Part 8 On-site Sewage System Services to Frontenac Municipalities	66 - 68
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g)	Budget Schedule Revision	71
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11.	<u>Committee Meeting Minutes</u>	
a)	Bellrock Community Hall Committee meeting held September 17, 2020	73
b)	Development Services Committee meeting held November 25, 2019	74 - 75
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13.	<u>Reports for Information</u>	
a)	2019 Volunteer and Youth Volunteer Awards and Celebrations	79
b)	Update on Newspaper Community Mailboxes	80
c)	Stats on Facebook Live Views	81 - 82
14.	<u>Information Items - not applicable</u>	
15.	<u>Notice of Motions</u>	
16.	<u>Announcements/Statements by Councillors</u>	
17.	<u>Question of Clarity (from the public on outcome of agenda items)</u>	
18.	<u>Closed Session (if requested)</u>	
19.	<u>Confirmatory By-law</u>	

a) By-law 2020-62

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20. Adjournment

a) Resolution



If a person or public body does not make oral or written submissions at a public meeting, or make written submissions to South Frontenac Township before the by-law is passed, the person or public body may not be added to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Clerk via email at amaddocks@southfrontenac.net. This will also entitle you to be advised of a possible Local Planning Appeal Tribunal.

Anyone may appeal the decision to the Local Planning Appeal Tribunal by filing with the Clerk within 20 days of the notice of decision.

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REPORT TO COUNCIL DEVELOPMENT SERVICES



Public Meeting Report – Zoning By-law Amendment

Report Date:	October 27, 2020
Application No:	Z-20-07
Owners:	Carl and Joan Sortberg
Location of Property:	3412 Vanluven Road, Part of Lots 1 and 2, Concession 8, District of Portland, Township of South Frontenac
Purpose of Application:	Rezone from Rural (RU) to Rural – Special Provision (RU-59)
Date of Public Meeting:	November 3, 2020 (Virtual Public Meeting)

Recommendation

It is recommended that South Frontenac Council receive comments from the public and pending comments received, direct staff to prepare a by-law to rezone the subject lands from Rural (RU) to Rural – Special Provision (RU-59) to require a minimum 40 metre setback from the front lot line for any sewage system.

Proposal

An application has been submitted to amend the Township of South Frontenac Comprehensive Zoning By-law 2003-75 to rezone the subject property from Rural (RU) to Rural – Special Provision (RU-59).

Background

The subject lands are subject to consent applications S-16-20-P and S-17-20-P to create two residential parcels on New Morin Road. Provisional approval of these applications was granted subject to conditions on September 15, 2020. Condition 12 of the provisional approval requires these lands to be rezoned to establish a setback for the sewage systems that will service these two new lots to ensure the sewage systems are located on the properties in such a way that the sewage effluent drains away from Knowlton Lake.

The new residential parcels are located on the north side of Vanluven Road and to the west of New Morin Road. Knowlton Lake is located on the east side of New Morin Road. Knowlton Lake is classified as an at-capacity lake trout lake. Attachment 1 to this report shows the location of the subject lands that are subject to the rezoning application.

The RU-59 zone would require a minimum 40 metre setback from the front lot line for any sewage system. This distance reflects a drainage divide between the Wilton Creek watershed and the Knowlton Lake subwatershed. Any sewage systems on the parcels need to be located on land in the Wilton Creek watershed. Attachment 2 to this report is a draft by-law that specifies this zoning provision.

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REPORT TO COUNCIL DEVELOPMENT SERVICES



Agency and Public Comments

Comments from agencies and the public are summarized in this section of this report.

Ministry of the Environment, Conservation and Parks

The Ministry of the Environment, Conservation and Parks (MECP) had no objection to the approval of consent applications S-16-20-P and S-17-20-P on the understanding that subsurface sewage systems are to be located in another watershed other than that of Knowlton Lake which is “at capacity” for development. MECP staff indicated on October 16, 2020, that they have no further concerns regarding this file.

Cataraqui Conservation

Cataraqui Conservation staff had no objection to the approval of consent applications S-16-20-P and S-17-20-P. Staff indicated on October 23, 2020, that they are satisfied the proposed rezoning satisfies the intent of the Official Plan policies about highly sensitive (at-capacity) lake trout lakes.

KFL&A Public Health

KFL&A Public Health had no objections to the approval of consent applications S-16-20-P and the related condition requiring a minimum 40 metre setback from the front lot line for any sewage system. KFL&A Public Health identified areas on each lot, at least 40 metres from the front lot line, that must be reserved for a sewage system to be installed that meets Ontario Building Code requirements.

Public Comments

At the time of writing, no formal comments have been received from the public. The intent of the public meeting is to receive comments from the public.

Under the *Planning Act*, a public meeting is required to be held to receive comments from citizens on the proposed rezoning. The province has provided direction that public meetings are able to be held virtually using technology such as Zoom to obtain public input on planning applications. The public meeting for application Z-20-07 will be a virtual public meeting.

Planning Analysis

Provincial Policy Statement, 2020

The Provincial Policy Statement, 2020 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Section 3 of the *Planning Act* requires that Council decisions be “consistent with” the PPS.

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REPORT TO COUNCIL DEVELOPMENT SERVICES



The PPS allows growth and development to be directed to rural lands, including residential lot creation and development that is compatible with the rural landscape (section 1.1.5). However, section 2.2.2 restricts development and site alteration near sensitive surface water features such that these features and their related hydrologic functions will be protected, improved or restored. At-capacity lake trout lakes are sensitive surface water features. The proposed development is consistent with these directions of the PPS.

County of Frontenac Official Plan, 2016

The County of Frontenac Official Plan sets out the general direction for planning and development by defining strategic goals, broad objectives and policies. Section 3 – Growth Management sets out policies intended to help guide new development across the County as well as manage change at a regional level. The Rural Lands policies are meant to recognize the importance of rural areas for future growth and create guidelines for development that is sensitive to the surroundings. The County Official Plan recognizes the importance of lake trout lakes, prohibiting lot creation within 300 metres of at-capacity lake trout lakes. It defers to the Township Official Plan for exceptions to this policy. The proposed development is consistent with the direction of the County Official Plan.

Township of South Frontenac Official Plan, 2003

The zoning by-law amendment would support the Township Official Plan policies on new lot creation within 300 metres of an at-capacity lake trout lake.

In accordance with the County Official Plan, section 5.2.8 (a) of the Township Official Plan does not allow the creation of new lots within 300 metres of a highly sensitive (at-capacity) lake trout lake due to the potential to further degrade the water quality necessary to maintain a healthy lake trout population.

Section 5.2.8 (a) also specifies special or unique circumstances where Council may consider the creation of new lots within 300 metres of an at-capacity lake trout lake, in consultation with the Ministry of the Environment and the Ministry of Natural Resources. One of these circumstances is where the drainage of the proposed lot flows to a separate, non-sensitive, watershed as a result of existing topographical or physical features.

The subject lands are located within 300 metres of Knowlton Lake, which is an at-capacity lake trout lake. However, the lands are also on a drainage divide between the Wilton Creek watershed and the Knowlton Lake subwatershed. The Wilton Creek watershed is a separate, non-sensitive, watershed. The drainage divide is approximately 250 metres from Knowlton Lake, or approximately 40 metres west of the front lot line of the parcels. The site-specific zoning will require any sewage systems on the parcels to be located on land in the Wilton Creek watershed.



REPORT TO COUNCIL DEVELOPMENT SERVICES



Conclusion

It is the author's opinion that this application is consistent with the Provincial Policy Statement 2020, the County of Frontenac Official Plan and the South Frontenac Official Plan, and that it represents appropriate planning for the subject lands.

Consistent with Council's procedural by-law, it is recommended that South Frontenac Council receive comments from the public and pending comments received direct staff to prepare a by-law to rezone the subject lands from Rural (RU) to Rural – Special Provision (RU-59).

The distance of the drainage divide from the front lot line must be confirmed by an Ontario Land Surveyor, and the minimum setback revised as needed, before Council will be asked to pass a by-law related to application Z-20-07.

Prepared by: Christine Woods, MCIP, RPP, Senior Planner

Submitted/approved: Claire Dodds, MCIP, RPP, Director of Development Services

Approved by: Neil Carbone, CAO

Date of Site Visit: October 9, 2020

Attachments:

1. Location Map
2. Draft By-law 2020-##

Public Meeting

Z-20-07

Applicants: Carl and Joan Sortberg
3412 Vanluven Road
Part of Lots 1 and 2, Concession 8, Portland District

Tuesday, November 3, 2020
7:00 p.m. Virtual Public Meeting
South Frontenac Council



Public Meeting Statement



- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment application Z-20-07.
- If a person or public body does not make oral or written submissions at a public meeting, or make written submissions to South Frontenac Township before the by-law is passed, the person or public body may not be added to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.
- If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Clerk via email at amaddocks@southfrontenac.net. This will also entitle you to be advised of a possible Local Planning Appeal Tribunal.
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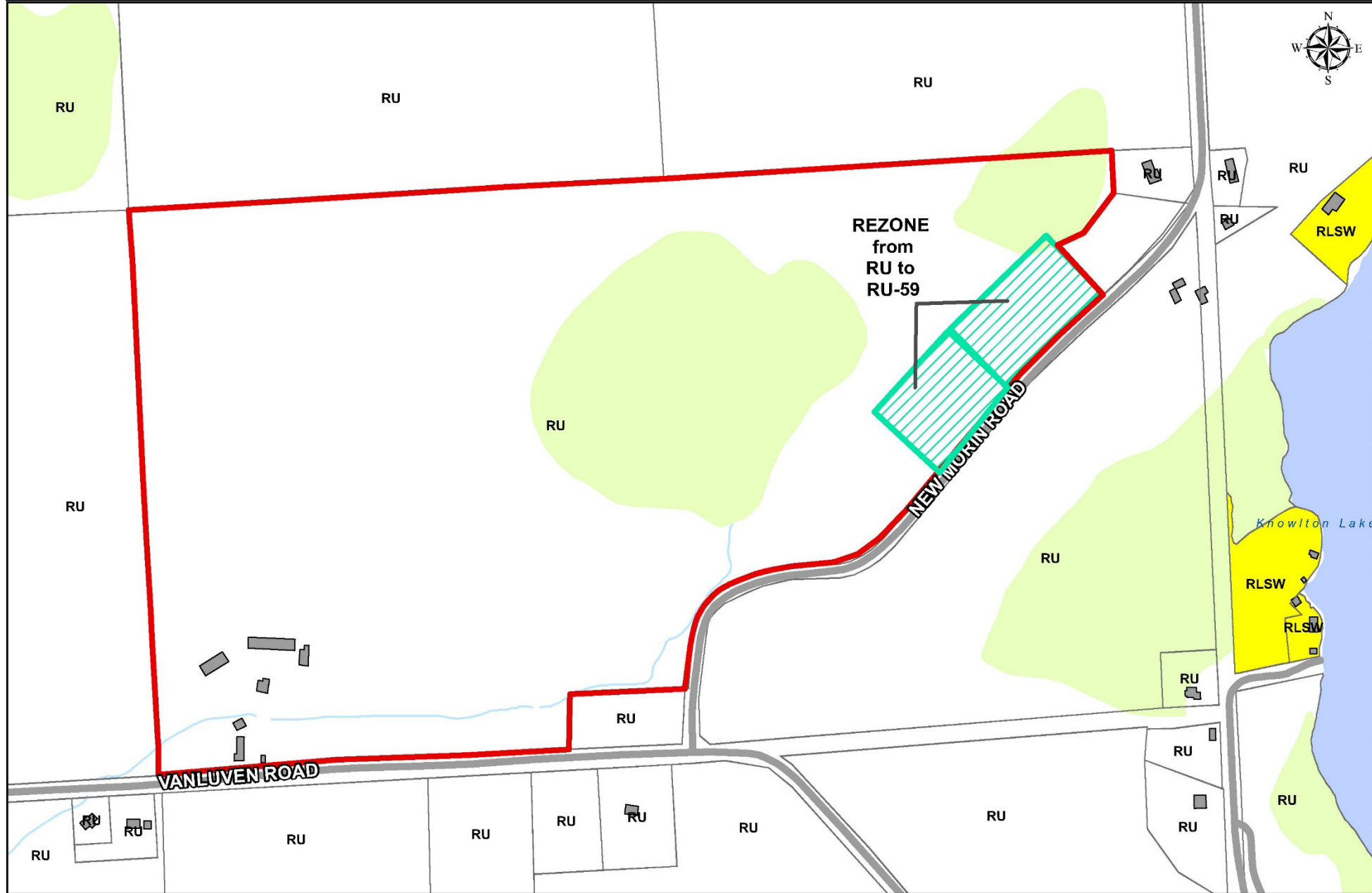


Agenda for Public Meeting

- Planner reviews proposal and delivers report
- Comments/Questions from Council
- Comments from Applicant/Owner and Agent
- Comments from the Public
- Any Further Comments/Questions from Council
- Close Public Meeting



Subject Lands Proposed Rezoning
from Rural (RU) to Rural Site Specific Zone (RU-59)





Proposal



- Rezone from RU to RU-59
- Minimum 40 metre setback from front lot line for sewage systems
- Fulfill conditions of consent approvals S-16-20-P and S-17-20-P





Agency Comments



- Ministry of the Environment, Conservation and Parks
 - Offered no objection
- Cataraqui Conservation
 - Offered no objection
- KFL&A Public Health
 - Offered no objection





Policy Framework



- Provincial Policy Statement
- County of Frontenac Official Plan
- Township of South Frontenac Official Plan





Recommendation and Next Steps

- It is recommended that South Frontenac Council receive comments from the public and pending comments received, direct staff to prepare a by-law to rezone the subject lands from Rural (RU) to Rural – Special Provision (RU-59) to require a minimum 40 metre setback from the front lot line for any sewage system.
- Planning staff will bring forward a report providing a further recommendation and by-law to an upcoming Council meeting for consideration.



Questions and Comments



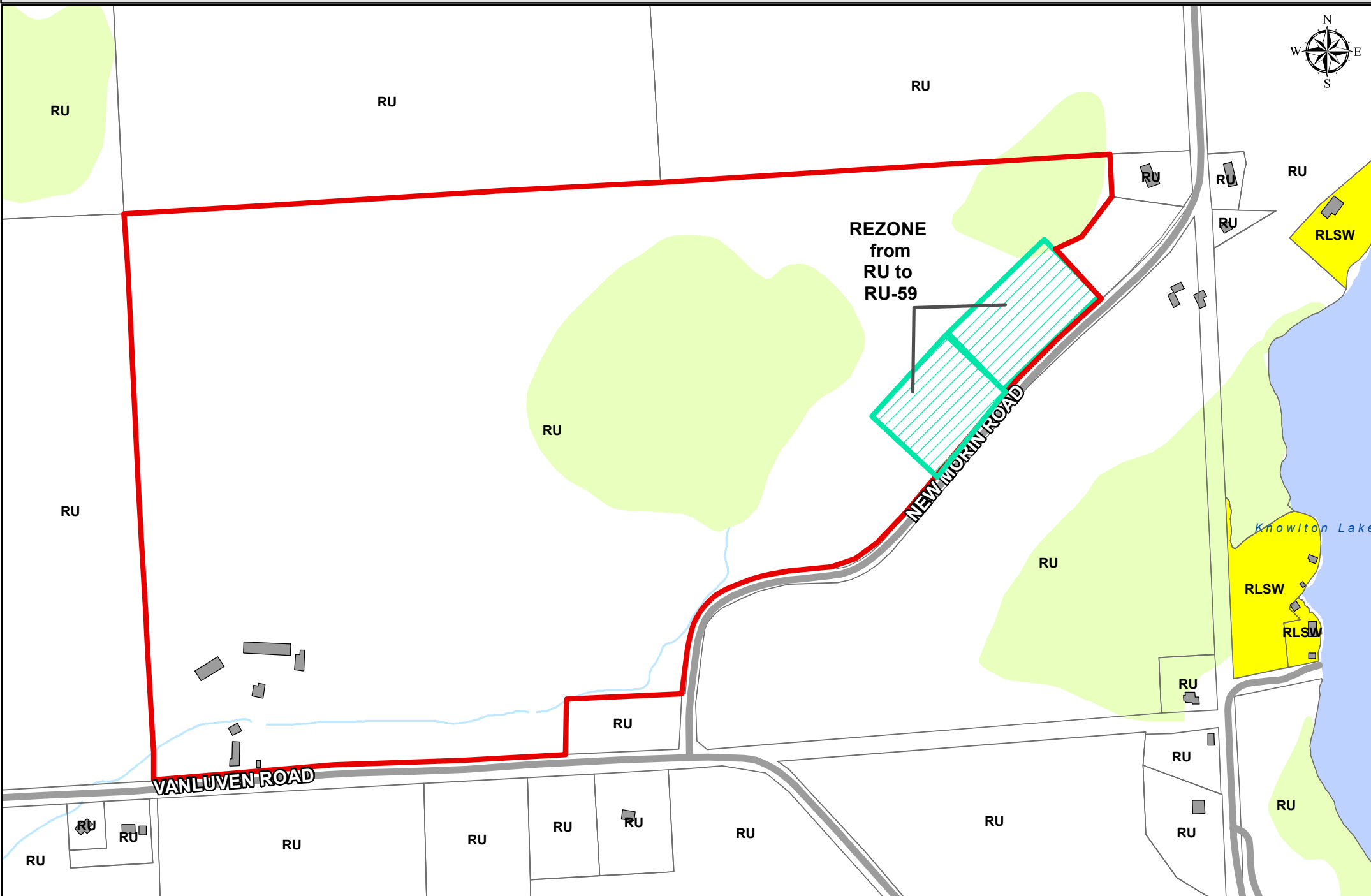
- Comments/Questions from Council
- Comments from Applicant/Owner and Agent
- Comments from the Public
- Any Further Comments/Questions from Council



Subject Lands Proposed Rezoning from Rural (RU) to Rural Site Specific Zone (RU-59)



Sortberg
3412 VANLUVEN RD
Z-20-07

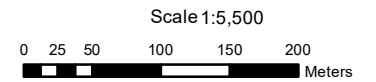


Legend

- Subject Property
 - Proposed Severance
 - Transmission Line
 - Parcel Fabric
 - Existing Buildings
 - Provincially Significant Wetlands
 - Waterbody
 - Wetland
 - River / Stream
- Zoning**
- AGRICULTURAL ZONE (A)
 - COMMUNITY FACILITY ZONE (CF)
 - ENVIRONMENTAL PROTECTION ZONE (EP)
 - MOBILE HOME RESIDENTIAL ZONE (MHR)
 - OPEN SPACE - PUBLIC ZONE (OS)
 - OPEN SPACE - PRIVATE ZONE (OSP)
 - PIT 'A' ZONE (PA)
 - PIT 'B' ZONE (PB)
 - QUARRY 'A' ZONE (QA)
 - QUARRY 'B' ZONE (QB)
 - RESIDENTIAL ZONE (R)
 - RURAL COMMERCIAL ZONE (RC)
 - RURAL INDUSTRIAL ZONE (RI)
 - LIMITED SERVICE RESIDENTIAL ZONE (RLS)
 - LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)
 - LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)
 - RECREATIONAL RESORT COMMERCIAL ZONE (RRC)
 - RURAL ZONE (RU)
 - WATERFRONT RESIDENTIAL ZONE (RW)
 - SALVAGE YARD INDUSTRIAL ZONE (SI)
 - TUZ
 - URBAN COMMERCIAL ZONE (UC)
 - URBAN INDUSTRIAL ZONE (UI)
 - URBAN MULTIPLE RESIDENTIAL ZONE (UMR)
 - URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)
 - URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)
 - WASTE DISPOSAL ZONE (WD)

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While the Township makes every effort to insure that the information presented is accurate for the intended uses of this map, there is inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.



UTM Projection NAD 83

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2020 - XX**

Being a by-law to amend By-Law 2003-75, as amended, to rezone land from Rural (RU) to Rural – Special Provision (RU-59) on lands described as New Morin Road, Part of Lots 1 and 2, Concession 8, District of Portland: Sortberg

WHEREAS pursuant to the provisions of Section 34 of the *Planning Act*, RSO 1990 as amended, the Council of a Municipality may enact by-laws regulating the use of land and the erection, location and use of buildings and structures thereon;

AND WHEREAS By-law 2003-75 being the Zoning By-law regulates the use of land and the erection, location and use of buildings and structures within the Township of South Frontenac;

AND WHEREAS the Council of the Corporation of the Township of South Frontenac considered all written and oral submissions received on this application, the effect of which helped Council make an informed decision;

NOW THEREFORE, the Council of the Corporation of the Township of South Frontenac, hereby enacts as follows:

1. **THAT** Schedule “A”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-59) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law number 2003-75 as amended is hereby further amended by adding a new section RU-59 (New Morin Road, Part of Lots 1 and 2, Concession 8, District of Portland – Sortberg) immediately after Section RU-58 (Lot 5, Concession 13 being part 1 on Plan 13R17400, District of Loughborough – McGibbon) to read as follows:

RU-59 (New Morin Road, Part of Lots 1 and 2, Concession 8, District of Portland – Sortberg)

Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-59), the following provisions shall apply:

- *For any sewage system*
 - a) *Front Yard (Minimum)* 40 Metres (131 ft.)

All other provisions of this by-law shall apply.

3. THIS BY-LAW shall come into force in accordance with Section 34 of the Planning Act, 1990, as amended, either upon the date of passage or as otherwise provided by said section 34.

Dated at the Township of South Frontenac this ___th day of MONTH, 2020.

Read a first and second time this ___th day of MONTH, 2020.

Read a third time and finally passed this ___th day of MONTH, 2020.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk



REPORT TO COUNCIL DEVELOPMENT SERVICES



Public Meeting Report – Zoning By-law Amendment

Report Date: October 27, 2020

Application No: Z-20-11

Owners: Magenta Waterfront Development Corporation (1, 2, 3, 4, 6)
and Erik Bermel (5)

Location of Properties:

- (1) Assessment Roll Number 1029 070 060 25912, Part of Lot 19, Concession 9, District of Storrington, Pine Point Lane
- (2) Parts 2 and 8 on Plan 13R20958, Part of Lot 19, Concession 8, District of Storrington, Pine Point Lane
- (3) Parts 4 and 6 on Plan 13R20958, Part of Lot 19, Concession 8, District of Storrington, Pine Point Lane
- (4) Parts 1 and 2 on Plan 13R20993, Part of Lot 18, Concession 8, District of Storrington, Pine Point Lane
- (5) Parts 5 and 6 on Plan 13R20993, Part of Lot 18, Concession 8, District of Storrington, Pine Point Lane
- (6) Parts 3, 5 and 7 on Plan 13R20958, Part of Lot 19, Concession 8, District of Storrington, Pine Point Lane

Purpose of Application: Rezone from Rural (RU) to Limited Service Residential – Waterfront (RLSW)

Date of Public Meeting: November 3, 2020 (Virtual Public Meeting)

Recommendation

It is recommended that South Frontenac Council receive comments from the public and pending comments received, direct staff to prepare a by-law to rezone the subject lands from Rural (RU) to Limited Service Residential – Waterfront (RLSW) in order to enable development on waterfront properties that are accessed by a private lane.

Proposal

An application has been submitted to amend the Township of South Frontenac Comprehensive Zoning By-law 2003-75 to rezone the subject properties from Rural (RU) to Limited Service Residential – Waterfront (RLSW).

Background

The subject properties all have frontage on Pine Point Lane, at the end of Carrying Place Road. They also have frontage on Dog Lake. Attachment 1 to this report shows the location of the properties subject to this rezoning.

Five of the properties were created through consent approvals in 2014 (files S-57-14-S and S-58-14-S and the retained parcel, S-69-14-S and S-70-14-S). The sixth property,

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REPORT TO COUNCIL DEVELOPMENT SERVICES



north of the road allowance, was a separate parcel. At the time of consent approvals, the zoning on these lands was not changed to reflect the parcel frontages on a private lane.

A zoning by-law amendment to change the zone on the subject properties from RU to RLSW is required so that building permits can be issued for buildings and structures. Section 5.25 of the Zoning By-law prohibits the erection of buildings and structures in any zone unless the lot fronts onto a public street. Building permits may be issued on a lot with frontage on a private lane and/or a navigable waterway if the lands are zoned RLSW. Attachment 2 to this report is a draft by-law.

Agency and Public Comments

Comments from agencies and the public are summarized in this section of this report.

Cataraqui Conservation & KFL&A Public Health

Cataraqui Conservation and KFL&A Public Health confirmed that they did not need to be circulated the rezoning application. These agencies had no objections to the approval of the 2014 consent applications that resulted in the created the subject properties. They were satisfied at that time that the properties contained building envelopes at least 30 metres from the highwater mark and outside natural hazards, and would be capable of providing flexibility in siting sewage disposal systems.

Parks Canada – Rideau Canal Office

Parks Canada staff indicated on October 19, 2020, that they have no concerns if the 30 metre UNESCO buffer will not be impacted as a result of the application.

Public Comments

Mike McCall (246 Pine Point Lane) requested that his property also be rezoned from Rural to Limited Service Residential – Waterfront as his property is part of the development.

Under the *Planning Act*, a public meeting is required to be held to receive comments from citizens on the proposed rezoning. The province has provided direction that public meetings are able to be held virtually using technology such as Zoom to obtain public input on planning applications. The public meeting for application Z-20-11 will be a virtual public meeting.

Further public comments may be provided through the virtual public meeting.



REPORT TO COUNCIL DEVELOPMENT SERVICES



Planning Analysis

Provincial Policy Statement, 2020

The Provincial Policy Statement, 2020 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Section 3 of the *Planning Act* requires that Council decisions be “consistent with” the PPS.

The PPS encourages efficient land use and development patterns to create and maintain strong communities and a healthy environment while encouraging economic growth over the long-term. It recognizes that rural areas are important to the economic success of the Province and our quality of life. To this end, section 1.1.4 states, among other things, that we should build on the rural character of the Township and leverage rural amenities and assets, and encourage redevelopment of existing rural housing stock on rural lands. The proposal is consistent with this direction of the PPS.

County of Frontenac Official Plan, 2016

The County of Frontenac Official Plan sets out the general direction for planning and development by defining strategic goals, broad objectives and policies. Section 3 – Growth Management sets out policies intended to help guide new development across the County as well as manage change at a regional level. The Rural Lands policies are meant to recognize the importance of rural areas for future growth and create guidelines for development that is sensitive to the surroundings. The proposal is consistent with the direction of the County Official Plan.

Township of South Frontenac Official Plan, 2003

The subject lands are designated ‘Rural’ in the Official Plan on Schedule A. The type and amount of development on ‘Rural’ lands must maintain the rural character, natural heritage, and cultural landscape in the Township.

The zoning by-law amendment would be consistent with the Official Plan policies on limited service residential development. The limited service residential policies allow the development of properties with frontage on a private road and frontage on a navigable waterway for single detached dwellings and seasonal dwellings that are serviced by private water and sewage systems.

Conclusion

It is the author’s opinion that this application is consistent with the Provincial Policy Statement 2020, the County of Frontenac Official Plan and the South Frontenac Official Plan, and that it represents appropriate planning for the subject lands.

Consistent with Council’s procedural by-law, it is recommended that South Frontenac Council receive comments from the public and pending comments received direct staff to prepare a by-law to rezone the subject lands from Rural (RU) to Limited Service Residential – Waterfront (RLSW).

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REPORT TO COUNCIL DEVELOPMENT SERVICES



It is also the author's opinion that it would be appropriate for Council to use its authority under section 34(17) of the Planning Act to establish the RLSW zone on 154 Pine Point Lane and 246 Pine Point Lane through the same by-law. These two parcels were created at the same time and through the same process as the subject parcels, and are part of the Pine Point Lane neighbourhood. 154 Pine Point Lane was created through consent application S-56-14-L, while 246 Pine Point Lane is the retained parcel from consent applications S-69-14-S and S-70-14-S.

Prepared by: Christine Woods, MCIP, RPP, Senior Planner

Submitted/approved: Claire Dodds, MCIP, RPP, Director of Development Services

Approved by: Neil Carbone, CAO

Date of Site Visit: October 13, 2020

Attachments:

1. Location Map
2. Draft By-law 2020-##

Public Meeting

Z-20-11

Applicant: Magenta Waterfront Development Corp.
Pine Point Lane
Part of Lots 18 and 19, Concession 8, Storrington
District

Tuesday, November 3, 2020
7:00 p.m. Virtual Public Meeting
South Frontenac Council



Public Meeting Statement



- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment application Z-20-11.
- If a person or public body does not make oral or written submissions at a public meeting, or make written submissions to South Frontenac Township before the by-law is passed, the person or public body may not be added to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.
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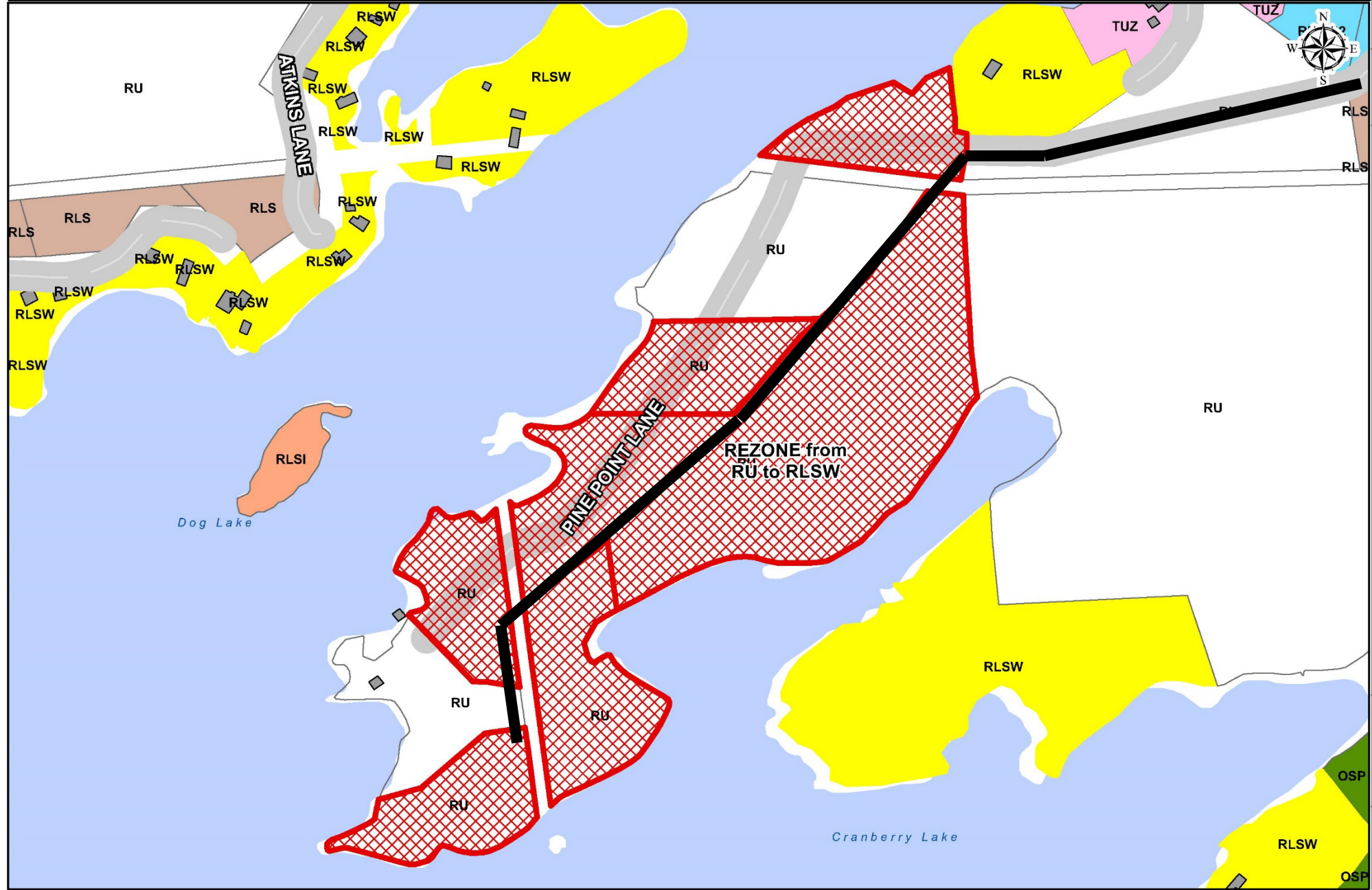


Agenda for Public Meeting

- Planner reviews proposal and delivers report
- Comments/Questions from Council
- Comments from Applicant/Owner and Agent
- Comments from the Public
- Comments/Questions from Council
- Close Public Meeting



Subject Lands Proposed to be Rezoned from Rural (RU) to Limited Service Residential – Waterfront (RLSW)





Proposal



- Rezone from Rural (RU) to Limited Service Residential – Waterfront (RLSW)
- Enable residential development on private lane





Agency Comments



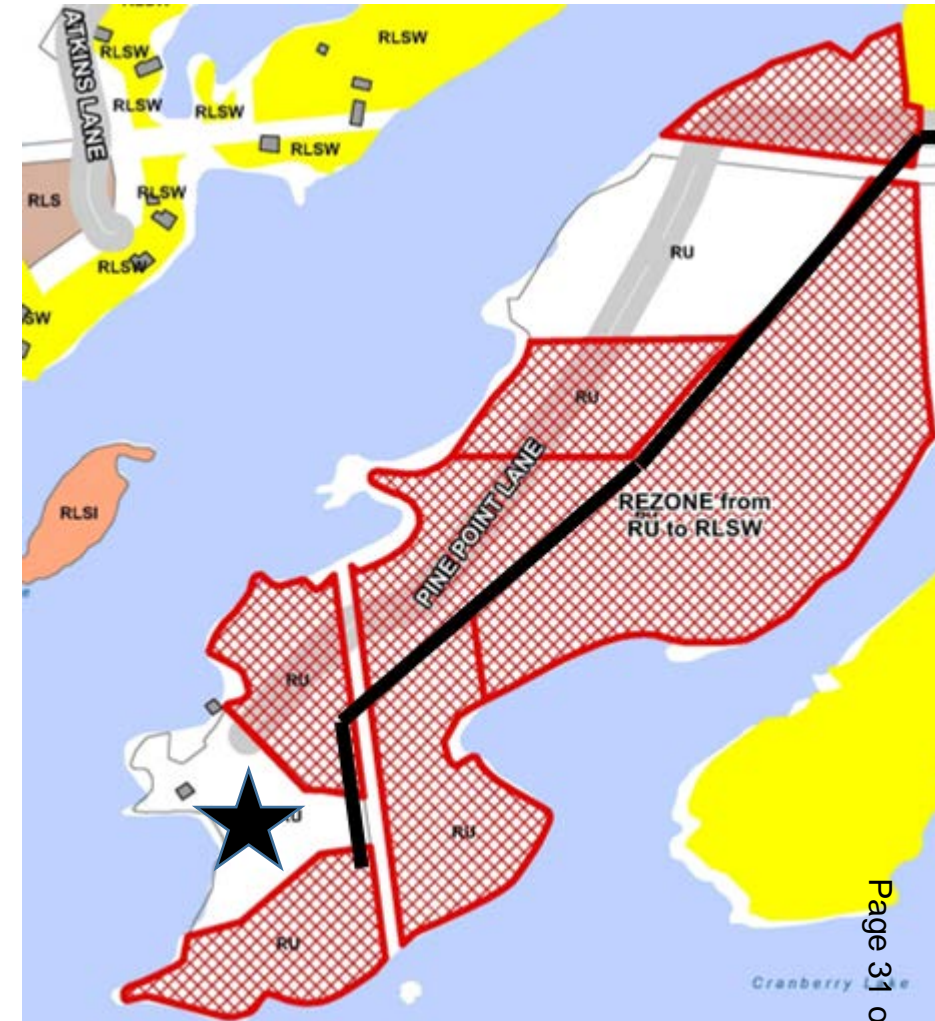
- **Cataraqui Conservation**
 - Offered no objection
- **KFL&A Public Health**
 - Offered no objection
- **Parks Canada**
 - Offered no objection



Public Comments



- **Mike McCall (246 Pine Point Lane)** requested that his property also be rezoned from Rural to Limited Service Residential – Waterfront as his property is part of the development.





Policy Framework



- Provincial Policy Statement
- County of Frontenac Official Plan
- Township of South Frontenac Official Plan





Recommendation and Next Steps

- It is recommended that South Frontenac Council receive comments from the public and pending comments received, direct staff to prepare a by-law to rezone the subject lands from Rural (RU) to Limited Service Residential – Waterfront (RLSW) in order to enable development on waterfront properties that are accessed by a private lane.
- Planning staff will bring forward a report providing a further recommendation and by-law to an upcoming Council meeting for consideration.



Questions and Comments



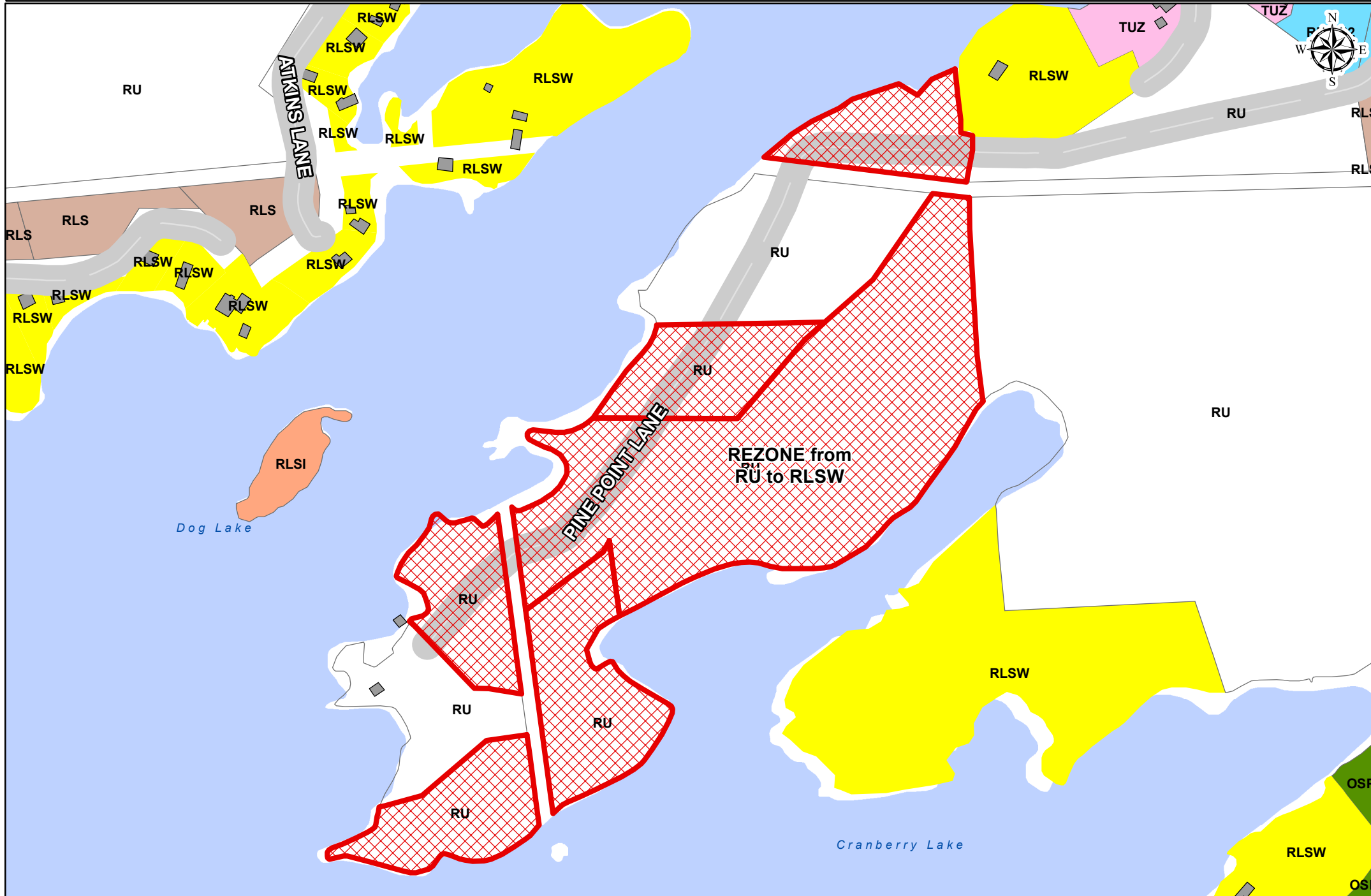
- Comments/Questions from Council
- Comments from Applicant/Owner and Agent
- Comments from the Public
- Comments/Questions from Council



Subject Lands Proposed to be Rezoned from Rural (RU) to Limited Service Residential – Waterfront (RLSW)



MAGENTA PINE POINT LANE Z-20-11

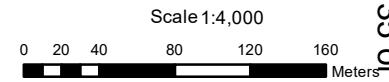


Legend

- Lands to be Rezoned
- Existing Buildings
- Zoning**
- AGRICULTURAL ZONE (A)
- COMMUNITY FACILITY ZONE (CF)
- ENVIRONMENTAL PROTECTION ZONE (EP)
- MOBILE HOME RESIDENTIAL ZONE (MHR)
- OPEN SPACE - PUBLIC ZONE (OS)
- OPEN SPACE - PRIVATE ZONE (OSP)
- PIT 'A' ZONE (PA)
- PIT 'B' ZONE (PB)
- QUARRY 'A' ZONE (QA)
- QUARRY 'B' ZONE (QB)
- RESIDENTIAL ZONE (R)
- RURAL COMMERCIAL ZONE (RC)
- RURAL INDUSTRIAL ZONE (RI)
- LIMITED SERVICE RESIDENTIAL ZONE (RLS)
- LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)
- LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)
- RECREATIONAL RESORT COMMERCIAL ZONE (RRC)
- RURAL ZONE (RU)
- WATERFRONT RESIDENTIAL ZONE (RW)
- SALVAGE YARD INDUSTRIAL ZONE (SI)
- TUZ
- URBAN COMMERCIAL ZONE (UC)
- URBAN INDUSTRIAL ZONE (UI)
- URBAN MULTIPLE RESIDENTIAL ZONE (UMR)
- URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)
- URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)
- WASTE DISPOSAL ZONE (WD)
- Provincially Significant Wetlands
- Waterbody
- Wetland
- River / Stream

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While the Township makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.



Scale 1:4,000
UTM Projection NAD 83

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2020 - XX**

Being a by-law to amend By-Law 2003-75, as amended, to rezone land from Rural (RU) to Limited Service Residential – Waterfront (RLSW) on lands described as

- (1) Assessment Roll Number 1029 070 060 25912, Part of Lot 19, Concession 9, District of Storrington, Pine Point Lane (Magenta Waterfront Development Corporation)
- (2) Parts 2 and 8 on Plan 13R20958, Part of Lot 19, Concession 8, District of Storrington, Pine Point Lane (Magenta Waterfront Development Corporation)
- (3) Parts 4 and 6 on Plan 13R20958, Part of Lot 19, Concession 8, District of Storrington, Pine Point Lane (Magenta Waterfront Development Corporation)
- (4) Parts 1 and 2 on Plan 13R20993, Part of Lot 18, Concession 8, District of Storrington, Pine Point Lane (Magenta Waterfront Development Corporation)
- (5) Parts 5 and 6 on Plan 13R20993, Part of Lot 18, Concession 8, District of Storrington, Pine Point Lane (Erik Bermel)
- (6) Parts 3, 5 and 7 on Plan 13R20958, Part of Lot 19, Concession 8, District of Storrington, Pine Point Lane (Magenta Waterfront Development Corporation)

WHEREAS pursuant to the provisions of Section 34 of the *Planning Act*, RSO 1990 as amended, the Council of a Municipality may enact by-laws regulating the use of land and the erection, location and use of buildings and structures thereon;

AND WHEREAS By-law 2003-75 being the Zoning By-law regulates the use of land and the erection, location and use of buildings and structures within the Township of South Frontenac;

AND WHEREAS the Council of the Corporation of the Township of South Frontenac considered all written and oral submissions received on this application, the effect of which helped Council make an informed decision;

NOW THEREFORE, the Council of the Corporation of the Township of South Frontenac, hereby enacts as follows:

1. **THAT** Schedule “C”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Limited Service Residential – Waterfront (RLSW) for the lands shown on Schedule “1”.
2. THIS BY-LAW shall come into force in accordance with Section 34 of the Planning Act, 1990, as amended, either upon the date of passage or as otherwise provided by said section 34.

Dated at the Township of South Frontenac this ___th day of MONTH, 2020.

Read a first and second time this ___th day of MONTH, 2020.

Read a third time and finally passed this ___th day of MONTH, 2020.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Minutes of Special Committee of the Whole
October 6, 2020



Time: 6:00 pm

Location: Council Chambers

Meeting # 22

Present in Council Chambers: Mayor Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Staff: Neil Carbone - Chief Administrative Officer, Claire Dodds - Director of Development Services, Angela Maddocks - Clerk

Others: Tony Fleming

1 Call to Order & Roll Call

- a) The Clerk conducted the roll call as reflected in the attendance noted above.

Moved by Councillor Morey

Seconded by Councillor Sleeth

That the Special Committee of the Whole meeting be called to order at 6:03 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

- a) There were no declarations.

3 Approval of Agenda

- a) Motion

Moved by Councillor Leonard

Seconded by Councillor Roberts

That the agenda be approved as presented.

Carried

4 Scheduled Closed Session

- a) Motion to move into Closed Session - Municipal Act 239.2 (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; to discuss Council's opportunity to review the un-redacted Environmental Benefit Permit pertaining to the Johnston Point Plan of Condominium.

Moved by Councillor Revill

Seconded by Councillor Ruttan

That the Special Committee of the Whole meeting move into closed session as permitted by the municipal Act Section 239.2 (f) to receive advice that is subject to solicitor-client privilege, including communications necessary for that purpose; to discuss Council's opportunity to review the un-redacted Environmental Benefit Permit pertaining the the Johnston Point Plan of Condominium.

Carried

- c) Motion to move out Closed Session

Moved by Councillor Morey
Seconded by Councillor Sleeth
That Committee of the Whole move out of closed session.

Carried

- 5 Rise and Report from Closed Session

- a) Motion

Moved by Councillor Sleeth
Seconded by Councillor Leonard
That Council confirms that they were given the opportunity to review in closed session the un-redacted Environmental Benefit Permit pertaining to the Johnston Point Plan of Condominium.

Carried

- 6 Adjournment

- a) Motion to Adjourn Closed Session

Moved by Councillor Revill
Seconded by Councillor Ruttan
That the Special Committee of the Whole meeting be adjourned at 6:55 p.m.

Carried

Minutes of Council
October, 6, 2020

Time: 7:00 PM

Location: Electronic Participation/Council Chambers



Meeting # 23

Council Present: Mayor Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Staff Present: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk, Claire Dodds - Director of Development Services, Christine Woods - Planner, Mark Segsworth - Director of Public Services, Darcy Knott - Director of Fire and Emergency Services

1. Call to Order and Roll Call

a) The Clerk conducted the roll call with those in attendance noted above.

b) **Resolution**

Resolution No. 2020-23-01

Moved by Councillor Morey

Seconded by Councillor Sleeth

That the Council meeting of October 6, 2020 be called to order at 7:07 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof

a) There were no declarations.

3. Approval of Agenda

a) **Resolution**

Resolution No. 2020-23-02

Moved by Councillor Ruttan

Seconded by Councillor Revill

That the agenda for the October 6, 2020 Council meeting be approved as presented.

Carried

4. Scheduled Closed Session - not applicable

5. ***Recess** - not applicable

6. Public Meeting

a) **Resolution - Open Public Meeting**

Resolution No. 2020-23-03

Moved by Councillor Leonard

Seconded by Councillor Roberts

Minutes of Council
October, 6, 2020

That a public meeting be held to allow for input into the naming of two private lanes and two existing rights-of-way associated with the Shield Shores Plan of Vacant Land Condominium.

Carried

b) **Shield Shores Lane Naming**

Christine Woods, Planner, spoke to the process involved in providing public notice to individuals who own land accessed by the existing rights-of-way related to the draft plan for the Shield Shores Plan of Vacant Land Condominium located east of Battersea along Wellington St. She noted that the owner of the subject land (Barry Campbell) consulted with the landowners of the existing rights-of-way and the proposed names of Shield Shores Lane, Glacier Lane, Birdhaven Lane and Briscoe Bay Lane are acceptable to those landowners.

There were no comments from Council or from members of the public

c) **Resolution - Close Public Meeting**

Resolution No. 2020-23-04

Moved by Deputy Mayor Sutherland

Seconded by Councillor Ruttan

That having provided an opportunity for public input, the public meeting be closed.

Carried

7. Rise and Report (from Special Committee of the Whole meeting)

a) Johnston Point Plan of Condominium - Environmental Benefit Permit

Resolution No. 2020-23-05

Moved by Councillor Sleeth

Seconded by Councillor Leonard

That Council confirms that they were given the opportunity to review in closed session, the un-redacted Environmental Benefit Permit pertaining to the Johnston Point Plan of Condominium.

Carried

8. Delegations

a) Meela Melnik-Proud, re: Johnston Point Plan of Condominium

Ms. Melnik-Proud spoke to her presentation that had been circulated to Council via email just prior to the meeting. She referenced the 8 reasons outlined in her submission that she felt Council should have opportunity to consider prior to making a decision.

A copy of this will be included in the October 20, 2020 Council Agenda as an information item.

b) Matt Rennie, re: Johnston Point Plan of Condominium

Mr. Rennie acknowledged that Council was able to look at the unredacted version of the Benefit Permit for Johnston Point in closed session. He felt that there had not been enough time for Council to review the document and make a decision further on in the meeting.

While he expressed confidence in the Development Services staff, he felt that Council deserve to be fully informed and have adequate time to process. He

Minutes of Council
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questioned the access to the "unredacted" version of the benefit permit to potential purchasers as well as township staff when elected officials are unable to see the document. He stated that it is Council's job to approve the agreement but that they should have had all the information. He urged Council to resist the pressure of approving the agreement and to allow themselves more time to receive more information on this implications this development will have on species at risk. Mr. Rennie spoke directly to line 56 of the formal order issued in 2016 with respect to difficulty in implementing any of the conditions the the draft plan that the board can be spoken to directly and he felt this was a reason to do so. He felt that incorporating the Environmental Benefit into the draft plan was cause for Council to do so. He referenced the statement from Gordon Miller, the Environmental Commissioner for Ontario and the collective impacts of species at risk due to this type of development. This peninsula of Loughborough Lake is a unique piece of natural heritage land that should be protected from development and he felt the OMB requirement cannot be satisfied in its present status.

9. Approval of Minutes

a) **September 15, 2020 Council Minutes**

Resolution No. 2020-23-06

Moved by Councillor Revill

Seconded by Councillor Roberts

That the minutes of the September 15, 2020 Council meeting be approved.

Carried

10. Business Arising from the Minutes - not applicable

11. Reports Requiring Action

a) **RC-20-01 - Road Closing Application - Conc 9 & 10, Lot 20 - Christel Lane**

Resolution No. 2020-23-07

Moved by Councillor Leonard

Seconded by Deputy Mayor Sutherland

That as outlined in Schedule 1 of Notice By-law 2016-73 staff be directed to proceed with the public notice requirements to stop up, close and transfer ownership of a 1,356 square metre (14,595 square foot) portion of unopened road allowance between Concessions 9 & 10, Part Lot 20, District of Storrington, to enlarge adjacent lands owned by 2290998 Ontario Inc

Carried

b) **Site Plan Control Agreement - 3898 Greenfield Road - Wright**

See By-law 2020-49

c) **Zoning By-law Amendment - Z-20-08 - 316 Koen Road - Clayton Potts**

See By-law 2020-50

d) **Site Plan Control Application - SP-05-20-L - Concession 6 Part of Lot 25 - Loughborough (Potts)**

See By-law 2020-51

e) **Site Plan Control Application SP-07-20-B - Con 12, Part Lot 1, 10 Barrett Lane**

See By-law 2020-52

f) **Johnston Point Condominium Agreement**

See By-law 2020-53

g) **New Burning By-law**

See By-law 2020-54

h) **WTC Tower Site Agreement**

See By-law 2020-55 also.

Resolution No. 2020-23-08

Moved by Deputy Mayor Sutherland

Seconded by Councillor Morey

That Council direct the Chief Administrative Officer to provide the Westport Telephone Company Limited (WTC) with written concurrence for the construction of a 140 foot communications tower at the Perth Road Fire Hall.

Carried

i) **Non-Union Employment Policies**

Resolution No. 2020-23-09

Moved by Councillor Morey

Seconded by Councillor Sleeth

That Council approve the consolidated Non-Union Employment Policies as attached as Schedule A to the the Chief Administrative Officers report dated October 6, 2020.

Carried

12. **Committee Meeting Minutes**

a) Bellrock Community Hall Committee Meeting held August 20, 2020.

b) Public Services Committee Meeting of August 26, 2020

c) Harrowsmith Beautification Committee Meeting held August 31, 2020

Resolution No. 2020-23-10

Moved by Councillor Leonard

Seconded by Councillor Roberts

That Council receives for information the minutes of the following committee meetings:

- Public Services Committee meeting of August 26, 2020
- Bellrock Community Hall Committee meeting of August 20, 2020
- Harrowsmith Beautification Committee meeting held August 31, 2020

Carried

13. **By-laws**

a) **By-law 2020-49 - Site Plan Control - 3898 Greenfield Road - Wright**

Resolution No. 2020-23-11

Moved by Councillor Ruttan

Seconded by Councillor Revill

That the following by-laws be given first and second reading:

- By-law 2020-49
- By-law 2020-50

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- By-law 2020-51
- By-law 2020-52
- By-law 2020-53
- By-law 2020-54
- By-law 2020-55

Carried

Resolution No. 2020-23-12

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That By-law 2020-49, being a by-law to authorize the Mayor and the Clerk to execute a Site Plan Agreement between the Corporation of the Township of South Frontenac and Denise and Bruce Wright, be given third reading, signed and sealed.

Carried

- b) **By-law 2020-50** - Rezone - Concession 6, Part of Lot 25, 316 Koen Road (Potts)

Resolution No. 2020-23-13

Moved by Deputy Mayor Sutherland

Seconded by Councillor Ruttan

That By-law 2020-50, being a by-law to amend By-law 2003-75, as amended, to rezone land from Limited Service Residential – Waterfront to Waterfront Residential – Special Exception (RW-47) on lands described as 316 Koen Road, Part of Lot 25, Concession 6, District of Loughborough, be given third reading, signed and sealed.

Carried

- c) **By-law 2020-51** - Site Plan Agreement - Conc 6 Part of Lot 25 - 316 Koen Road - Potts

Resolution No. 2020-23-14

Moved by Councillor Ruttan

Seconded by Councillor Sleeth

That By-law 2020-51, being a by-law to authorize the Mayor and the Clerk to execute a Site Plan Agreement between the Corporation of the Township of South Frontenac and Clayton and Margaret Potts, be given third reading, signed and sealed.

Carried

- d) **By-law 2020-52** - Site Plan Control - 10 Barrett Lane - Bumstead/Kratzer

Resolution No. 2020-23-15

Moved by Councillor Roberts

Seconded by Councillor Leonard

That By-law 2020-52, being a by-law to authorize the Mayor and the Clerk to execute a Site Plan Agreement between the Corporation of the Township of South Frontenac and Jeffrey Bumstead and Mary Kratzer, be given third reading, signed and sealed.

Carried

- e) **By-law 2020-53** - Johnston Point Condominium Agreement

Resolution No. 2020-23-16

Moved by Councillor Sleeth

Seconded by Councillor Morey

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That By-law 2020-53, being a by-law to authorize the Mayor and the Clerk to execute a condominium agreement between the Corporation of the Township of South Frontenac and Magenta Waterfront Development Corporation and 1324789 Ontario Inc for Development at Johnston Point, be given third reading, signed and sealed.

Resolution No. 2020-23-17

Moved by Deputy Mayor Sutherland

Seconded by Councillor Revill

Amendment

That Schedule E, Clause 32 iii) be modified to read: The private road shall be maintained as a gravel surface only; ~~for clarity, no future hard surface paving shall be permitted without additional environmental impact analysis and approve of the Municipality:~~

- The last portion of this clause be removed in order to ensure the condominium agreement is in conformity with the Environmental Benefit Permit

That Schedule E, Clause 34 a) (xii) be added: Provisions to ensure all vegetation, with the exception of invasive species, shall be retained and maintained in their natural state within 30 metres of the shoreline. Within the 30 metre buffer area, no structures shall be built and the area shall remain in its natural state with respect to soil and vegetation, with the exception of a permitted pathway to the water. Any site disturbance shall be subject to specific direction within Permit PT-C-001-16

That Schedule E, Clause 34 b) (viii) be added: Provisions to ensure all vegetation, with the exception of invasive species, shall be retained and maintained in their natural state within 30 metres of the shoreline. Within the 30 metre buffer area, no structures shall be built and the area shall remain in its natural state with respect to soil and vegetation, with the exception of a permitted pathway to the water. Any site disturbance shall be subject to specific direction within Permit PT-C-001-16.

Carried

Resolution No. 2020-23-18

Moved by Councillor Sleeth

Seconded by Councillor Morey

That By-law 2020-53, being a by-law to authorize the Mayor and the Clerk to execute a condominium agreement between the Corporation of the Township of South Frontenac and Magenta Waterfront Development Corporation and 1324789 Ontario Inc for Development at Johnston Point, be given third reading, signed and sealed, as amended. (See Resolution # 2020-23-17)

Carried

f) **By-law 2020-54 - Regulate Open Air Burning**

Mayor Vandewal requested a recorded vote on the original resolution. (Resolution #2020-23-20). Mayor Vandewal and Councillor Leonard voted against the third reading. Councillors Morey, Revill, Roberts, Ruttan, Sleeth and Deputy Mayor Sutherland voted in favour.

Resolution No. 2020-23-19

Moved by Deputy Mayor Sutherland

Seconded by Councillor Morey

That third reading of this by-law be deferred.

Lost

Resolution No. 2020-23-20

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Moved by Councillor Leonard
Seconded by Councillor Roberts
That By-law 2020-54, being a by-law to regulate open air burning in the Township of South Frontenac, be given third reading, signed and sealed.

Carried

g) **By-law 2020-55 - Agreement with WTC Communications**

Resolution No. 2020-23-21
Moved by Councillor Morey
Seconded by Councillor Sleeth
That By-law 2020-55, being a by-law to enter into an agreement with WTC Communications, be given third reading, signed and sealed.

Carried

14. Reports for Information

a) **Social Media Usage Policy - HR-022**

15. Information Items - not applicable

16. Notice of Motions - not applicable

17. Announcements/Statements by Councillors - not applicable

18. Question of Clarity (from the public on outcome of agenda items)

- a) Matt Rennie questioned the legalities of township staff going onsite until both owners of the Johnston Point Plan of Condominium have signed the agreement.

Claire Dodds explained that the second owner will be required to sign before the Mayor and Clerk do so. With regard to the enforcement of the terms of the agreement, the second owner will have to sign the agreement before any action can be taken. The Environmental Benefit Permit is in effect regardless; violations can be referred to the Ministry of the Environment through the the Endangered Species Act.

- b) Meela Melnik-Proud asked for clarity on the implications of the Benefit Permit and not being able to specifically talk about the Johnston Point Development. previously when Council had asked for this information. She wondered if these restrictions no longer apply.

Claire Dodds confirmed that it was highly unlikely that they will discuss the permit with a member of the public or township staff, but they do have an enforcement process to follow up on matters. This does not mean that township staff or a member of the public are advised of the outcome of their investigation under the Endangered Species Act.

Ms. Melnik-Proud questioned the access to technical expertise from the Ministry of the Environment and Conservation.

19. Closed Session

a) **Resolution - Move into Closed Session**

Resolution No. 2020-23-22
Moved by Councillor Leonard
Seconded by Councillor Roberts

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That Council move into closed session as permitted by the Municipal Act, Section 239.2 (b) to discuss personal matter about an identifiable individual related to the recruitment process for a Deputy Chief Building Official.

Carried

b) Municipal Act, Section 239.2 (b) personal matters about an identifiable individual, including municipal or local board employees - Deputy Chief Building Official - Verbal Update

c) **Resolution** - Move out of Closed Session

Resolution No. 2020-23-23
Moved by Deputy Mayor Sutherland
Seconded by Councillor Leonard
That Council move out of closed session.

Carried

20. Confirmatory By-law

a) **By-law 2020-56**

Resolution No. 2020-23-24
Moved by Councillor Roberts
Seconded by Councillor Leonard
That By-law 2020-56, being a by-law to confirm generally previous actions of the Council of the Corporation of the Township of South Frontenac, be given first and second reading this 6 day of October, 2020.

Carried

Resolution No. 2020-23-25
Moved by Councillor Morey
Seconded by Councillor Ruttan
That By-law 2020-56, being a by-law to confirm generally previous actions of the Council of the Corporation of the Township of South Frontenac, be given third reading, signed and sealed this 6 day of October 2020.

Carried

21. Adjournment

a) **Resolution**

Resolution No. 2020-23-26
Moved by Councillor Revill
Seconded by Councillor Ruttan
That the Council meeting of October 6, 2020 be adjourned at 8:47 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Minutes of Committee of the Whole
October 13, 2020



Time: 7:00 pm

Location: Council Chambers/Electronic Participation

Meeting # 23

Council Present in Council Chambers: Mayor Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland.

Staff Present in Council Chambers: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk, Claire Dodds - Director of Development Services, Mark Segsworth - Director of Public Services.

- 1 Call to Order
- a) Roll Call & Motion

The Clerk conducted the roll call of staff and Council members in attendance as reflected above.

Moved by Councillor Sleeth
Seconded by Councillor Morey
That the Committee of the Whole meeting be called to order at 7:00 p.m.

Carried

- 2 Declaration of pecuniary interest and the general nature thereof
- a) There were no declarations.

- 3 Approval of Agenda
- a) Motion

Moved by Councillor Leonard
Seconded by Councillor Roberts
That the agenda be approved as presented.

Carried

- 4 Public Meeting - N/A
- 5 Delegations - N/A
- 6 Reports Requiring Direction
- a) Seniors Affordable Housing Presentation

Neil Carbone provided an overview of the work to date accomplished in the Seniors Affordable Housing project that included engaging the Kingston Frontenac housing Corporation for consulting and project management and Cunningham Swan for governance model for the housing development.

Committee of the Whole
October 13, 2020

b) Long Range Financial Plan Presentation

Louise Fragnito, Director of Corporate Services and Treasurer reviewed the proposed long range financial plan that provided an overview of the key challenges including infrastructure funding, climate change and mitigating risk and uncertainty. She explained that the 2021-2030 forecast is based on assumptions about assessment, inflation factors such as cost of living allowance, wastes and benefits, insurance, utilities/communications and fuel. Projections for 2021-2020 operating and capital expense forecasts was discussed. On average, property taxes fund 64% of operating and capital expenses and under this scenario, the taxpayer impact ranges from 2.03% to 2.43% recognizing that these are future estimates only. The long-term financial plan does not commit Council to the items or figures included within the plan.

Moved by Councillor Leonard
Seconded by Councillor Sleeth

That Committee of the Whole receives the presentation from the Director of Corporate Services/Treasurer regarding the 2021 Long Range Financial Plan; and

That Committee of the Whole endorses the 2021 Long Range Financial Plan as presented.

Carried

c) CAO Priorities for 2021

Neil Carbone reviewed his report with Council outlining the breakdown under each priority and how each of them aligns with the Strategic Plan.

Moved by Deputy Mayor Sutherland
Seconded by Councillor Roberts

That the report dated October 13, 2020 regarding the 2021 CAO Priorities be received.

Carried

d) Strategic Plan Progress Update

Neil Carbone provided a brief overview of his report. There were 64 activities identified that were to be undertaken over the 2021 to 2022 timeframe. Thirteen of these initiatives have been completed or are ongoing activities that are now in place. Twenty one have had significant progress or are nearing completion (50-99%) and there are several items will need to be rescheduled due in part to delays caused by the COVID-19 pandemic or other factors.

Moved by Councillor Ruttan
Seconded by Councillor Revill

That the report dated October 13, 2020 regarding 2019-2022 Strategic Plan/Action Plan Update be received.

Carried

7 Reports for Information - N/A

8 Rise & Report from Committees of Council

Committee of the Whole
October 13, 2020

a) Arena Board

Councillor Leonard reported that hopefully next year these repairs will totally upgrade the facility.

Councillor Roberts noted that in speaking with Tim Laprade, Arena Manager, he has indicated the construction will be done by July 2021.

Mayor Vandewal noted how much the arena is missed for hockey season and that it is used a lot more than people realize.

Councillor Leonard hoped that residents understand the closure was for their safety and benefit.

b) County Council

Councillor Revill noted that the first case of COVID in Fairmount Home has been reported and as a precaution. Office has been closed and meetings associated with the County have been temporarily reverted to virtual meetings. The County Budget will be on the agenda next week on October 20 and 21. The ongoing discussions with CRCA to share administration offices is expected to come final resolution in terms of moving forward in 2021 for tendering.

c) Police Services Board

Councillor Sleeth noted that the next meeting is scheduled for October 22 2020 at 9:00 am.

In response to Mayor Vandewal's question about regional boards, Neil Carbone indicated that they were going to move towards detachment boards however there is no news from the province yet on this. AMO and OAPSB have submitted their comments to the province on this change. He anticipates that there will eventually be a joint board comprised of members from North, South and Central Frontenac as all three townships are serviced by the Frontenac Detachment.

9 Information Items - N/A

10 Notice of Motions - not applicable

11 Announcements/Statements by Councillors

12 Question of Clarity (from the public on outcome of agenda items) - none

13 Scheduled Closed Session

a) Motion

Moved by Councillor Revill

Seconded by Deputy Mayor Sutherland

That Committee of the Whole move into Closed Session in accordance with Section 239.2(b) of the Municipal Act, to discuss personal matters about identifiable individuals, including municipal or local board employees to receive a verbal report from the CAO regarding Township organizational structures, and succession planning; and (d) labour relations or employee negotiations; to receive a verbal report from the CAO regarding the potential for Township delivery of Part 8 services to neighbouring municipalities.

Carried

d) Motion:

Committee of the Whole
October 13, 2020

That Council move out of the Closed Session meeting

Moved by Councillor Morey
Seconded by Councillor Ruttan
THAT Council move out of the Closed Session meeting.

Carried

14 Adjournment

a) Motion

Moved by Councillor Morey
Seconded by Councillor Sleeth
That the Committee of the Whole meeting be adjourned at 9:55 p.m.

Carried

Minutes of Council
October, 20, 2020

Time: 7:00 PM

Location: Electronic Participation/Council Chambers



Meeting # 24

Present in Council Chambers: Mayor Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Staff Present in Council Chambers: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk, Louise Fragnito - Director of Corporate Services & Treasurer, Claire Dodds - Director of Development Services, Mark Segsworth, Director of Public Services

1. Call to Order & Roll Call
 - a) The Clerk conducted the roll call for Council and staff as reflected in the attendance listed above.

(Due to uncertain technical issue, this meeting was not streamed to Facebook Live)

Resolution No. 2020-24-01

Moved by Councillor Sleeth

Seconded by Councillor Morey

That the Council meeting of October 20, 2020 be called to order at 7:05 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof
 - a) Councillor Leonard declared a pecuniary interest with respect to Agenda Item 13 f), the Accounts Payable and Payroll Listing.
3. Approval of Agenda
 - a) Resolution

Mayor Vandewal noted the additional item 10 d) and the corresponding by-law that had been added to the agenda earlier in the day.

Resolution No. 2020-24-02

Moved by Councillor Ruttan

Seconded by Councillor Revill

That the agenda for the October 20, 2020 Council meeting be approved as presented.

Carried

4. Scheduled Closed Session - not applicable
5. ***Recess** - not applicable
6. Delegations - not applicable
7. Public Meeting - not applicable
8. Approval of Minutes - not applicable

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9. Business Arising from the Minutes - not applicable
10. Reports Requiring Action

a) **Insurance Extension**

Resolution No. 2020-24-03

Moved by Deputy Mayor Sutherland

Seconded by Councillor Leonard

That Council extend the current insurance policy with Marsh Canada with an expiry date of December 31, 2020 to December 31, 2021.

Carried

b) **Extension of Harrowsmith Community Improvement Plan**

See By-law 2020-57

c) **Declaration of Surplus Land**

Councillor Revill suggested that Council should ask if County of Frontenac is interested in this parcel for ATV parking for those utilizing the trail. There is a public road allowance that would connect directly to the trail for this property.

Resolution No. 2020-24-04

Moved by Councillor Roberts

Seconded by Councillor Leonard

That Council declare the parcel of real property, identified as PT LT 8 CON 14 PORTLAND PT 1, 13R11450; SOUTH FRONTENAC (PIN 36149-0291, Roll Number 102908005026700) surplus to the needs of the Township for the purpose of divestiture.

Resolution No. 2020-24-05

Moved by Councillor Revill

Seconded by Councillor Leonard

That this motion be deferred.

Carried

d) **Acquisition of Land in Battersea**

See By-law 2020-58

11. Committee Meeting Minutes - not applicable

12. By-laws

a) **By-law 2020-57- Extension of Harrowsmith Community Improvement Plan**

Resolution No. 2020-24-06

Moved by Councillor Sleeth

Seconded by Deputy Mayor Sutherland

That By-laws 2020-57 and 2020-58 be given first and second reading.

Carried

Resolution No. 2020-24-07

Moved by Councillor Morey

Seconded by Councillor Leonard

That By-law 2020-57, being a by-law to extend the effective period of a Community Improvement Plan respecting the redevelopment, revitalization,

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prosperity and beautification of the Village of Harrowsmith, be given third reading, signed and sealed.

Carried

b) **By-law 2020-58 - Purchase property - Plan 34 Part Lot 1, Battersea**

Resolution No. 2020-24-08

Moved by Councillor Revill

Seconded by Councillor Morey

That By-law 2020-58, being a by-law to approve the purchase of property in Plan 34, Part of Lot 1 in Battersea, be given third reading signed and sealed.

Carried

13. Reports for Information

a) **Financial Budget Planning & Reporting Software RFP**

b) **Building Activity Report - 3rd Quarter 2020**

c) **Planning Activity Report - 3rd Quarter 2020**

d) **Investment Update**

e) **Quarterly Financials**

Deputy Mayor Sutherland sought clarity from the Director of Corporate Services and Treasurer about the "carryover" column as he felt it was not clear how many years are included.

The Director of Public Services agreed to bring forward a report concerning the overages on North Shore Road project and other construction projects and their budget status.

f) **Accounts Payable and Payroll Listing**

g) **COVID-19 Financial Impacts**

14. Information Items

a) **Meela Melnik- Proud - Information from October 6, 2020 Council meeting (Delegation)**

15. Notice of Motions - none

16. Announcements/Statements by Councillors

a) Deputy Mayor Sutherland requested that the Clerk provide data on the number of viewers for Council and Committee of the Whole meetings that have been audio streamed to Facebook Live.

b) Deputy Mayor Sutherland shared a request from the Sydenham community to close Sydenham Mill Street on Halloween night to allow for social distancing and safety of children who engage in "trick or "treating". He also questioned whether any advice has been received about safety protocols from Public Health for those participating in Halloween.

Mayor Vandewal indicated that Dr. Moore, Chief Medical Officer of Health does not believe it should be cancelled but has provided some direction that will be shared with the community.

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Council was supportive of this, recognizing that temporary road closures have been delegated to the Director of Public Services. Alternative parking spaces and notification of the road closure on the SHS message sign will be considered to notify residents.

- c) Mayor Vandewal requested that the bale wrap be removed from the Hazardous Waste facility as it has become an eyesore and the township no longer accepts it.
- d) Mark Segsworth noted that the township is supporting the upcoming drive thru flu shot clinics being held at Harrowsmith Free Methodist Church and the Verona Lions Club in November.

Mayor Vandewal noted that there should be an expectation for lots of interest in these clinics.

17. Question of Clarity (from the public on outcome of agenda items) - none

18. Closed Session - not applicable

19. Confirmatory By-law

a) **By-law 2020-59**

Resolution No. 2020-24-09

Moved by Councillor Ruttan

Seconded by Deputy Mayor Sutherland

That By-law 2020-59, being a by-law to confirm generally previous actions of the Council of the Township of South Frontenac, be given first and second reading this 20 day of October, 2020.

Carried

Resolution No. 2020-24-10

Moved by Councillor Morey

Seconded by Councillor Sleeth

That By-law 2020-59, being a by-law to confirm generally previous actions of the Council of the Township of South Frontenac, be given third reading, signed and sealed this 20 day of October 2020.

Carried

20. Adjournment

a) Resolution

Resolution No. 2020-24-11

Moved by Councillor Revill

Seconded by Councillor Ruttan

That the Council meeting of October 20, 2020 be adjourned at 7:35 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk



REPORT TO COUNCIL DEVELOPMENT SERVICES



AGENDA DATE: November 3, 2020

REPORT DATE: October 27, 2020

SUBJECT: By-law for Shield Shores Condominium Private Lane Names

Recommendation

THAT By-law 2020-60 to approve the naming of two new private lanes and two existing rights-of-way to Shield Shores Lane, Glacier Lane, Bird Haven Lane and Briscoe Bay Lane in Part of Lots 15, 16 & 17, Concession 9, District of Storrington **be passed**.

Background

South Frontenac Council held a virtual public meeting on October 6, 2020, to provide members of the public an opportunity to provide input to Council's intention to pass a by-law naming two private lanes and two existing rights-of-way associated with the Shield Shores Plan of Vacant Land Condominium. Notice of this meeting was provided in accordance with By-law 2002-92, as amended by By-law No. 2002-100.

The proposed lane names are Shield Shores Lane, Glacier Lane, Bird Haven Lane and Briscoe Bay Lane.

During the public meeting, Councillor Sleeth indicated that the lane names are appropriate, especially the two names that reflect long-time landowners affected by this decision.

Leanne Briscoe, a landowner on one of the existing rights-of-way indicated that she is satisfied with suggested names.

No public objections were received prior to or during the public meeting to consider the proposed road names.

Summary

Having received no objection to the proposed road names, and having held a statutory public meeting, staff recommend that By-law 2020-60 be passed.

By-law 2020-60 is listed on the Council agenda under By-laws.

Prepared by: Christine Woods, MCIP, RPP, Senior Planner

Submitted/approved: Claire Dodds, MCIP, RPP, Director of Development Services

Approved by: Neil Carbone, CAO

"Natural, Vibrant and Growing – a Progressive Rural Leader"



REPORT TO COUNCIL DEVELOPMENT SERVICES DEPARTMENT



AGENDA DATE: November 3, 2020

SUBJECT: Appointment of Deputy Chief Building Official

RECOMMENDATION:

That By-law 2020-61 being a By-law to appoint a Deputy Chief Building Official be approved by Council.

BACKGROUND:

In June of 2020 Council approved the creation of a Deputy Chief Building Official position within the Development Services Department. This position was intended to address increasing workloads largely associated with the assumption of Part 8 services from KFL&A Public Health, and to support succession planning within the department.

ANALYSIS/DISCUSSION:

In early October 2020, Rebecca Roy was hired as the Township's new Deputy CBO. Rebecca brings over 10 years experience as a building official in Eastern Ontario including time as a Deputy CBO with the Town of Greater Napanee.

In accordance with the Ontario Building Code Act (OBCA), a By-law is required to formally appoint Rebecca to the position in order to grant her the powers of the CBO in their absence.

ATTACHMENTS:

- By-law 2020-61 – A By-law to Appoint a Deputy Chief Building Official (under By-law section of agenda)

Prepared by:

Claire Dodds, RPP, MCIP
Director of Development Services

Submitted/approved by:

Neil Carbone
Chief Administrative Officer



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



AGENDA DATE: November 3, 2020

SUBJECT: PS-2020-24 Installation of Centennial Park Multipurpose Facility

RECOMMENDATION:

That Council accept the bid from Wemp & Smith Construction in the amount of \$140,000.00, excluding HST, for the installation of a Multipurpose Facility at Centennial Park; and,

That Council approve the reallocation of \$20,000 in Capital Funds from the Storrington Centre Renovations for this project.

BACKGROUND

In December of 2019, Council approved the 2020 non-linear capital budget which included a \$100,000 allocation to a new multi-purpose Facility in Centennial Park subject to the receipt of further detail about the design and potential uses for the facility.

In January 2020, Staff presented Council with additional information on the proposed facility including a commitment from the South Frontenac Stocksport Club to raise \$15,000 to help offset the cost of the project. As a result, Council released the hold on the project subject to receipt of that donation.

DISCUSSION/ANALYSIS:

A tender for the Multi-purpose facility at Centennial Park was issued on September 22, 2020 on Biddingo as well as advertised on the Township website and in the local newspaper. The Tender closed on October 14th with the following two bidders:

CONTRACTOR	Price excluding HST
Wemp & Smith Construction Ltd.	\$140,000.00
Kiley Paving Ltd.	\$240,000.00

Since the low bid from Wemp & Smith is \$40,000 over the project budget, staff considered alternative means of completing the project including cancelling the tender and retendering in 2021 and the reallocation of unspent funds from other projects.

However, earlier this month, an additional anonymous donation in the amount of \$20,000 was made towards the project, reducing the overage to \$20,000.

Based on material prices and the availability of labour due to supply chain and other issues resulting from the COVID-19 pandemic, staff feels that reduced pricing is unlikely if the project was retendered in 2021.

As a result, staff is recommending that the project proceed with a reallocation of \$20,000 from the completed Storrington Centre renovation project.

Wemp & Smith is a reputable contractor and has provided excellent services to the Township in the past.



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



FINANCIAL IMPLICATIONS

The original project budget of \$100,000 was funded by the Stocksport Club donation (\$15,000), with the balance coming from Development Charges (\$85,000).

An additional \$20,000 anonymous donation has been received for the project.

With a tender price of \$140,000, an unfunded balance of \$20,000 remains for the project.

An amount of \$48,000 remains from the completed Storrington Centre Renovations which was being funded from the Parkland Reserve. Staff is recommending that \$20,000 of this funding be reallocated to cover the unfunded portion of the Centennial Park Multipurpose Facility.

Capital Expenses	
Construction Tender	\$140,000
Capital Funding	
Donations	(\$15,000)
	(\$20,000)
Development Charges	(\$85,000)
Parkland Reserve	(\$20,000)
	\$140,000
	(\$140,000)

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager

Prepared by:

Jamie Brash
Supervisor, Facilities/Solid Waste

Approved by:

Neil Carbone
Chief Administrative Officer



STAFF REPORT RECREATION DEPARTMENT



Prepared for Council: October 30, 2020
Agenda Date: November 3, 2020
SUBJECT: Recreation, Parks and Leisure Master Plan

RECOMMENDATION

That Council approve awarding of RFP# PS-P02-2020 Recreation, Parks and Leisure Master Plan to *thinc design* in the amount of \$58,545; and,

That Council approve an increase to the budget for the Recreation, Parks and Leisure Master Plan of \$28,545 to cover the additional cost for the project, to be funded from Development Charges.

BACKGROUND:

As part of the 2020 Budget Council had approved \$30,000 to hire a consultant for a comprehensive review of all recreation and leisure services within the Township and development of a multi-year Recreation, Parks and Leisure Master Plan.

The Township of South Frontenac is seeking a creative and innovative approach to the Recreation, Parks and Leisure Master Plan. The outcome must be a clear action plan to lead the Township in the development of future recreational and leisure infrastructure and services with a *demand driven approach* to integrated parks and recreation planning that aligns with Council's strategic priorities.

The Recreation, Parks and Leisure Master Plan will provide the Township with the necessary framework to manage its parks, open spaces, programs, events, facilities, and amenities, to support municipal requests during development agreements, to inform annual budget priorities, and to support future grant applications, with consistency and evidence-based approaches.

The original scope and deliverables of the project increased somewhat through discussion with both the Recreation & Leisure Facilities and the Program & Events Committee, Also during preparation of the request for proposal it was felt that the impacts of the current COVID 19 Pandemic should be a consideration when creating such a plan, hence some deliverables were added to reflect this.

ANALYSIS/DISCUSSION:

The Township received five (5) submissions to the Request for Proposals from very reputable and experienced companies. A Committee comprised of Township Staff and the Chairs of the two Recreation Committees reviewed and scored the Request for Proposals as per the evaluation criteria in the RFP. Proposals were ranked on: 1) Applicable expertise and resources, 2) methodology/understanding of the requirements, 3) overall quality of proposal, 4) references, and 5) budget. The firms' approach to public engagement during COVID-19 was discussed at length as part of this process.

With the expanded scope it was anticipated that the budget for the project may no longer be adequate to complete a comprehensive plan. This was also identified by many of the Consulting firms that submitted proposals – All submitted either scaled down services to meet our budget or included additional options/task with added fees.



STAFF REPORT RECREATION DEPARTMENT



Scoring results (out of 100) were as follows:

Consultant	Score
thinc design	92
RC Strategies	90
prc Solutions	87
<i>Sierra Planning and Management</i>	85
<i>MHBC Planning, Urban Design & Landscape Architecture</i>	72

thinc design is a very reputable company that specialize in these types of consulting services and ranked the highest during the evaluation process. They have a great understanding and experience with Rural Communities and have dedicated 509 hours to this project, whereas other submissions ranged from 200-280 hours. They have met all the Request for Proposal requirements and references provided have been contacted.

FINANCIAL IMPLICATIONS

The total submission price from *thinc design* is \$58,545 + HST which is \$28,545 over the \$30,000 original budget.

Based on the increased scope of work and the fact that the majority of bids exceeded the budget, staff recommends awarding the Recreation, Parks and Leisure Master Plan to *thinc design*, and to fund the additional project cost from development charges.

RELATIONSHIP TO STRATEGIC PLAN:

Completion of the Recreation Master Plan is a high priority action item under Strategic Priority #1 of Council's 2019-2022 Strategic Plan:

		ACTION ITEM	PRIORITY
A	10b	Initiate Recreation Master Plan	High

ATTACHMENTS:

- Recreation and Leisure Master Plan – Project Scope and Deliverables

Submitted/approved by:

Mark Segsworth, Director of Public Services

Prepared by:

Tim Laprade, Arena/Recreation Supervisor
Amanda Pantrey, Program, Events & Education Coordinator

Approved by:

Neil Carbone
Chief Administrative Officer



Recreation, Parks and Leisure Master Plan

2.1 Required Elements

The Township of South Frontenac is seeking a creative and innovative approach to the Recreation, Parks and Leisure Master Plan. The outcome must be a clear action plan to lead the Township in the development of future recreational and leisure infrastructure and services with a demand driven approach to integrated parks and recreation planning that aligns with Council's strategic priorities. The Recreation, Parks and Leisure Master Plan will provide the Township with the necessary framework to manage its parks, open spaces, programs, events, facilities, amenities, to support municipal requests during development agreements, in future grant applications, and all other recreational elements in a cost effective manner consistent with industry leading and evidence based practices.

2.1.1 Overall Objectives/ Deliverables

The overall objectives of this Recreation, Parks and Leisure Master Plan development are as follows:

- a) Create a motivating multi-year Recreation, Parks and Leisure Master Plan that aligns with the current Recreation Master Plan vision statement with an emphasis on social development (vs. economic development) using a benefits based approach.
- b) The plan must include specific tasks, timelines and budget for achieving objectives of the plan. The plan must include a scheduled review protocol to ensure it is being used to its full potential.
- c) Align the Recreation, Parks and Leisure Master Plan with Council vision and the Township of South Frontenac's Strategic Direction and applicable guiding policies with a mindful direction of further unifying the Township districts. This would also include aligning the Recreation, Parks and Leisure Master Plan with the Township's asset management, long range capital plan, and multi-year budgeting.
- d) Review previous recreation plans to determine what initiatives/ plans/ tasks were not completed and reprioritize these items as relevant.
- e) A comprehensive strengths, weaknesses, opportunities and threats (SWOT) assessment for all municipal recreation services in the Township.
- f) Infuse principals of accessibility, environmental sustainability, economic sustainability, and community integration into the delivery of all recreational services.
- g) Determine if the available recreational services in the Township are balanced, accessible and appropriately addresses all the needs of current and future residents, as well as visitors to the Township.
- h) Review the Recreation Department's emergency management protocol and develop safety procedures.



- i) Review the current user fee structure, facility usage, annual operating and capital costs, fees collected, current subsidization amounts and suggest enhancements to the structure that will ensure accessibility and sustainability over the course of the plan.
- j) Develop a comprehensive and ongoing community engagement process to identify the diverse needs and wishes of the general public.
- k) Develop a process to streamline implementation of the identified changing needs and wishes of residents within the Recreation, Parks and Leisure Master Plan's lifetime.
- l) Align the Recreation, Parks and Leisure Master Plan with current industry best practices and local, national, and international recreation trends.
- m) Include a literature review section in the plan with relevant information pertaining to recreation in characteristically similar municipalities and local, national and international recreation trends and best practices.
- n) Identify recreational experiences that are unique to the Township, and create innovative strategies to enhance and promote these aspects and ultimately increase tourism in the Township.
- o) Identify recreational gaps within the Township, identify what activities residents commonly leave the municipality to access or experience.
- p) Identify key funding opportunities that can enhance all aspects of recreation service delivery and tourism.
- q) Promote a healthy and active lifestyle among all age groups.
- r) Increase sense of community and community engagement among all age groups.
- s) Enhance volunteer opportunities and participation in community voluntarism.
- t) Enhance the overall quality of life for residents of the Township.



2.1.2 Recreation Programming Objective/ Deliverables

The programming objectives for this Recreation, Parks and Leisure Master Plan are as follows:

- a) Determine where the Township could expand or consolidate programming and services related, but not limited to, the following demographics: children, youth, adults, older adults, people with varying accessibility needs, people with low income, newcomers to Canada, etc.
- b) Assess the possibility and merit of partnering with community groups, associations, organizations, other municipalities, to support access to recreational programming.

2.1.3 Recreation Facilities Objectives/ Deliverables

The objectives for the recreation facilities for this Recreation, Parks and Leisure Master Plan are as follows:

- a) Develop and prioritize short and long term capital projects for current infrastructure improvements or potential new capital projects. All potential projects should include general budget and timeline estimates.
- b) Review and report on maintenance and operating costs of each facility.
- c) Review and report on recommendations for facility optimization based on facility operating cost, usage, and location in relation to hamlets/ other community facilities. This could include investment/ expansion or consolidations/ closures of recreational facilities.
- d) Review and report on facility accessibility.
- e) Review user fee structure and suggest policies regarding user fee procedures.
- f) Evaluate facility location and overall design in relation to the demographic requirements over the life of this plan.
- g) Assess the possibility and merit of partnering with community groups, associations, organizations, other municipalities, existing public and private facilities, etc.
- h) Recommend possible solutions to capture drop-in usages rates in recreational facilities.

2.1.4 Parkland Objectives/ Deliverables

The objectives for the parkland and open spaces for this Recreation, Parks and Leisure Master Plan are as follows:

- a) Examine and predict the impact, trends and future needs in parkland and open spaces for new residential developments in the Township.
- b) Identify potential land acquisitions available to the Township, including recreation facilities, parks and greenspaces, road side rest/ picnic areas, and potential trail development linking residential areas to parks, green spaces, and hamlets.



- c) Identify potential land acquisitions for boat launches, including potential launch investment, relocation or consolidations. Include potential cost recovery programs for launches (i.e. pass/parking program).
- d) Recommend possible solutions to capture drop-in usages rates in parkland and open spaces.

2.2 Considerations

- a) The Township of South Frontenac is currently undergoing an Official Plan redevelopment. The creation of this Recreation, Parks and Leisure Master Plan will be completed before the Official Plan is to be adopted by Council.
- b) The Township of South Frontenac adopted a trial recreation committee structure that is scheduled to end November, 2022. It has not yet been determined what the recreation committee structure will be at the end of the trial period.
- c) The Township of South Frontenac has several past documents and plans that the Consultant will need to review as part of this process. These include but are not limited to:
 - i. 2017 Recreation Survey Results;
 - ii. Recreation Committee Terms of Reference;
 - iii. Recreation Committee Presentation;
 - iv. Recreation Master Plan;
 - v. 5 year reoccurring district recreation plans;
 - vi. Growth Management Study;
 - vii. 2019-2022 Strategic Plan.



REPORT TO COUNCIL

Office of the Chief Administrative Officer



AGENDA DATE: November 3rd, 2020

SUBJECT: Delivery of Part 8 On-site Sewage System Services
for Frontenac Municipalities

RECOMMENDATION:

That Council approve in-principle South Frontenac's delivery of services under Part 8 (On-site Sewage Systems) of the Ontario Building Code on behalf of the other Frontenac lower tier municipalities beginning in 2021; and

That Council authorize staff to negotiate the required agreement(s) to implement this service, to be brought forward to Council for approval; and

That staff be directed to recruit for a Part 8 Specialist with the understanding that hiring for this position is subject to entering into an agreement with the other Frontenac lower tier municipalities for South Frontenac's delivery of Part 8 Services.

BACKGROUND:

In January of this year, Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health provided notification of their intent to terminate their agreements with area municipalities to carry out their responsibilities for sewage systems under the Ontario Building Code Act (OBC) and associated regulations effective January 1, 2021.

In response to this notice, Township Council approved the delivery of Part 8 On-site Sewage System services in 2021 using in-house resources. Due to the additional permit volume and specialized expertise and qualifications required to deliver this service, Council approved the creation of a Deputy Chief Building Official (DCBO) position and staff arranged for additional training and support resources to ensure a smooth transition of this service from Public Health to the Township at year's end.

Over the past few months, Township staff have had discussions with the other Frontenac CAOs regarding the delivery of Part 8 services within their jurisdictions. Due to the volume of Part 8 work in the other Townships and the current labour market for qualified staff, the hiring of permanent staff in each municipality would not be feasible; however, the total workload would support the hiring of a single inspector.

Given South Frontenac's resources and expertise, our capacity to recruit qualified personnel, and the Township's strategic priorities, South Frontenac is ideally positioned to provide this service on behalf of the other Frontenac Townships.

DISCUSSION/ANALYSIS:

Delivery of Part 8 services within Frontenac by a single municipality would be beneficial to the lower tiers in that it would allow for coordination with other inspections, make use of South Frontenac's land management software system, improve alignment with municipal planning services, timelines and approvals, and create the potential for backfilling and coverage during inspector absences.

South Frontenac benefits directly through the addition of resources that can be cross-trained in other areas of Building Inspection to further bolster the department's capacity, it creates additional succession planning opportunities, and it provides specialized expertise in-house that can reduce reliance on external consultants while providing support to other inspectors.



REPORT TO COUNCIL

Office of the Chief Administrative Officer



Funding

As with the current agreement with KFL&A Public Health, the delivery of Part 8 services is fully-funded by associated permit fees and other charges as is mandated by the Ontario Building Code Act (OBCA).

If South Frontenac were to deliver this service, all costs would be covered through fees paid directly to South Frontenac, resulting in no additional burden on Township taxpayers.

The chart below illustrates the 2019 permit volumes and estimated revenues from the delivery of Part 8 services to the three Frontenac lower tier municipalities:

South Frontenac	North Frontenac		Central Frontenac		Frontenac Islands	
	#	KFLA Fees	#	KFLA Fees	#	KFLA Fees
Certificate of Approval (class 4-5)	43	\$40,850	58	\$55,100	27	\$25,650
Certificate of Approval (class 2-3)	3	\$2,850	1	\$950	0	\$0
Additional inspections	0	\$0	0	\$0	0	\$0
Septic tank replacement only	2	\$1,500	1	\$750	0	\$0
Class A (large)	0	\$0	0	\$0	0	\$0
Subdivision lots	0	\$0	0	\$0	0	\$0
Severance applications	5	\$2,500	15	\$7,500	4	\$2,000
Minor variances	5	\$2,250	11	\$4,950	3	\$1,350
Minor variance with a perf. review	0	\$0	3	\$2,100	0	\$0
Garages, pools, decks	13	\$3,250	3	\$750	1	\$250
Renovation	14	\$3,500	9	\$2,250	2	\$500
Renewal	2	\$300	10	\$1,500	2	\$300
Septic file search	14	\$2,100	11	\$1,650	3	\$450
record search	0	\$0	0	\$0	0	\$0
Change of installer	0	\$0	2	\$1,000	0	\$0
Minor Variance with new system	0	\$0	1	\$1,150	0	\$0
TOTAL Permits / Fees	101	\$59,100	125	\$79,650	42	\$30,500

The total fee revenues of \$169,250 are sufficient to cover the cost of an additional Part 8 dedicated inspector, and associated administrative support, including all overhead costs.

Human Resources

Recruitment and retention of certified and experienced building inspectors continues to be a challenge in Eastern Ontario. This is particularly true of Part 8-qualified inspectors. However, having recently undertaken the recruitment of a Deputy CBO, Township staff are confident that suitable candidates are available and interested in this unique position.

Based on KFL&A data, 1,377 hours were allotted to Part 8 inspections for the three other lower tiers in 2019. This number does not include administrative work, training, vacation or other absences. While a single full-time equivalent (2,080 hrs/year) position would meet these inspection requirements, the collective volume of Part 8 permits for all four Townships means that additional administrative resources would be required.



REPORT TO COUNCIL

Office of the Chief Administrative Officer



While the estimated permit revenues are sufficient to cover those costs, the specific duties, location and allocation of that support personnel would require further discussion with the other Townships.

Accommodation

Despite recent renovations to the lower level of the Township's Sydenham offices, recent hires in the Development Services Department mean that work space remains at a premium at this facility.

Since the bulk of additional Part 8 inspections will take place in North and Central Frontenac, staff are investigating options for a satellite office to be established in one of those jurisdictions. This would also facilitate reduced travel times and improved communication with those Township's building staff.

Next Steps

Staff is seeking Council's support in principle for the delivery of Part 8 Services to the other Frontenac lower tier municipalities, subject to the approval of the other Townships and to a Municipal Services Agreement (MSA) that is satisfactory to all parties.

If supported by all four Council's, staff will work with our counterparts in the other Townships to develop an MSA to be brought back to Council for approval.

FINANCIAL/STAFFING IMPLICATIONS:

The recommendations of this report would result in the following additional staff being hired at an annual cost of \$154,500 including all overhead costs:

- Part 8 Specialist/Inspector (1.0 FTE)
- Administrative Support Position (0.5 FTE)

The estimated revenues associated with the delivery of this service total \$169,250 based on 2019 data from KFLA Public Health.

Building Services is mandated to be full cost recovery service under the OBCA. None of the costs associated with this service will be borne by taxpayers and annual excess revenues are transferred to a dedicated Building Reserve.

RELATIONSHIP TO THE STRATEGIC PLAN:

The delivery of Part 8 Services to the other Frontenac lower tier municipalities is in keep with:

- Priority #1: Position South Frontenac as a Regional Leader; and
- Priority #3: Ensure the Organizational Capacity to Delivery Cost-effective Services in a Changing World

ATTACHMENTS:

N/A

Submitted/approved by:
Neil Carbone
Chief Administrative Officer

Submitted by:
Claire Dodds, MCIP, RPP
Director of Development Services



REPORT TO COUNCIL

Office of the Chief Administrative Officer



AGENDA DATE: November 3rd, 2020

SUBJECT: Support for CAO's application to the AMO Board of Directors,
Rural Caucus

RECOMMENDATION:

That Council supports the candidacy of its Chief Administrative Officer, Neil Carbone, for a position on the Rural Caucus of the AMO Board for the term ending August 2022; and,

That Council confirms that Neil Carbone is employed as Chief Administrative Officer for the Corporation of the Township of South Frontenac; and,

That Council agrees to cover expenses associated with his Board directorship if appointed;

BACKGROUND:

Following the recent AMO Board elections as part of the AMO Conference and AGM, two vacancies remain – one on the Rural Caucus and one on the Large Urban Caucus. AMO's By-Laws govern the filling of the vacancies for the remainder of 2020-2022 Board term.

AMO is soliciting expressions of interest from qualified candidates who are employees of member municipalities. Qualified candidates would be interviewed by the respective Caucus members and a candidate for each Caucus will be recommended to the AMO Board for appointment for a term ending August 2022. Members of the AMO Rural Caucus are also appointed to the Board of the Rural Ontario Municipal Association (ROMA).

AMO's By-laws stipulates Directors must be eighteen (18) or more years of age and an employee of a municipality that is an AMO member in good standing.

DISCUSSION/ANALYSIS:

Role of AMO's Board of Directors

The Board is constructed of various Caucuses which represent the different types of municipal government structures, service responsibilities and geography across the Province. With 43 members, the Board has a pan-Ontario breadth so that it reflects the range of its membership as it works to speak on shared interests through a common voice.

Benefit to the Township

Participation as a Director on the AMO Board provides the opportunity to be part of a broader policy development team as well as providing networking and information that benefits Directors' municipalities and their sector.

As a member of the Board for the Rural Caucus and for ROMA, an employee of the Township would have direct input into AMO policy positions relating to rural land-use planning, agricultural policy, rural economic development initiatives, AMO's involvement in efforts to achieve full producer responsibility for recycling, and other matters of relevance to a rural Township like South Frontenac.



REPORT TO COUNCIL

Office of the Chief Administrative Officer



Staff Commitments

The Board meets six (6) times a year, generally the last Friday of the month. It is preceded by a Thursday Committee of the Whole meeting, and the caucuses meet individually before the Board meeting. The Board also participates at the Annual Conference in August.

Due to the COVID-19 pandemic, it is anticipated that many of these meetings will be virtual during the remainder of this term of the Board.

Township Requirements

A municipality must pass a Council resolution supporting their employee's candidacy, confirming their employment status and agreeing to cover the expenses associated with their participation. No other time or financial commitments are required.

FINANCIAL/STAFFING IMPLICATIONS:

If appointed to the AMO Board, the CAO would be required to attend up to six (6) board meetings annually, and various meetings of the ROMA Board until the end of the term in August of 2022 (1½ years). Due to the COVID-19 pandemic, meeting attendance will likely be virtual.

Any costs associated with in-person meeting attendance would be borne by the Township and included in the 2021 and 2022 operating budgets. These costs are expected to be negligible, consisting of transportation and accommodation within Ontario.

RELATIONSHIP TO THE STRATEGIC PLAN:

The CAO's participation on AMO's Board (Rural Caucus) and the Board of ROMA supports the following Township priorities within the Strategic Plan:

- Priority #1: Position South Frontenac as a Regional Leader;

ATTACHMENTS:

None

Submitted/approved by:

Neil Carbone
Chief Administrative Officer



REPORT TO COUNCIL TREASURY DEPARTMENT



AGENDA DATE: November 3rd, 2020

SUBJECT: 2021 Budget Cycle – revised

RECOMMENDATION:

That council adopt the revised 2021 budget cycle as presented.

BACKGROUND:

Each year in the early Fall, Council is asked to endorse a schedule for the annual budget process to ensure all stakeholders and the public are aware of important dates and deadlines during that process.

DISCUSSION/ANALYSIS:

In order to provide sufficient time to prepare and present preliminary budget information which includes updated assessment information from MPAC, and considers potential service delivery changes and associated financial impacts, staff is recommending the following revised schedule for the 2021 budget process.

Orig. Date	Revised Date	Activity
Sept 8	Oct 13 Nov 10	Long Term Financial Plan update Budget direction
Nov 3	Nov 17 Nov 17 Nov 17	Non Public Services Capital Presentation <i>In-house Winter Control</i> <i>Solid Waste – Garbage Tag System</i>
Nov 10	Dec 1	PW Capital Presentation
Dec 1	Dec 15	Table full Budget Document
Dec 8	Jan 12	Delegations on Budget Document (Advertised in advance)
Dec 10	Jan 14	Operating Budget (THURSDAY)
Jan 12	Jan 26	Revisions based on Council direction & approval
Jan 19	Feb 2	Budget Debate and Approval – if needed
Jan 26	Feb 16	Budget Debate and Approval – if needed

ATTACHMENTS:

None.

Prepared by:

Louise Fragnito
Director of Corporate Services & Treasurer

Submitted/approved by:

Neil Carbone
Chief Administrative Officer



REPORT TO COUNCIL CLERKS DEPARTMENT



AGENDA DATE: November 3, 2020

SUBJECT: January 2021 Council & Committee of the Whole Meetings

RECOMMENDATION:

That Council suspend the rules of the Procedural By-law 2017-76 and schedule the January 2021 Council meetings for January 12 and 26 and the Committee of the Whole meeting for January 19, 2021.

BACKGROUND:

Given that January 1, 2021 is a statutory holiday and takes place on a Friday, the municipal offices will be closed. Normally the first Council meeting of January would occur on Tuesday, January 5, 2020 with staff returning to the office on January 4, 2021. The timing of the New Year's holiday and closure of the Township offices over the Christmas break (as per policy) results in an office closure from noon on December 24, 2020 through January 4, 2021.

ANALYSIS/DISCUSSION:

As a result of the extended closure noted above, it would be challenging for staff to compile the necessary reports in time for the regular January 5 meeting agenda deadline. For this reason, staff recommend that for January 2021, the regular meeting schedule be advanced one week with the first Council meeting in January being held January 12, 2021 and then following the regular weekly pattern with Committee of the Whole on January 19, 2021 and Council again on January 26, 2021.

This recommended change is also reflected in the proposed Budget Schedule Update report also listed on the November 3, 2020 Council agenda.

The February meetings will follow the regular scheduling as outlined in By-law 2017-76.

FINANCIAL/STAFFING IMPLICATIONS:

None.

ATTACHMENTS: not applicable

Submitted/approved by:
Angela Maddocks, Clerk

Approved by:
Neil Carbone
Chief Administrative Officer

Bellrock Hall Sep 17, 2020

Present: Carmel Orr, Ray Leonard, Cynthia Chapman, Debbie Twiddy.

Treasurer Report: As of Aug 31: Bank Balance \$1729.08 includes insurance, hydro, taxes to this date.

We have since received a deposit of \$1850 for the community grant. **Net balance is \$2685.15**

Donation of \$100 from Carmel and Ciaran Orr (Corr1352@icloud.com). To be deposited.

Tax receipt to be generated by the township for a donation of soil by McNichols Construction Ltd. \$423.75

Petty Cash : \$31.16

Old business (reported for Celine by Carmel) The covid "no vacancy" rebate is not available as we are taxed as a residence.

Will be continuing to look into tax exemption application for being non-profit but she is not optimistic.

Water testing : Because we are taxed as residential, it was suggested that we might be able to get this done without charge. Cynthia will check this with dept. of health. Will be testing the water Monday or Tuesday Sep 21 –22 next week.

Re. Hall going under township insurance: Has put in a call to Neil but hasn't heard back.

Community Garden: 3 bags of produce taken in to the food bank. This is the second donation. Thanks to Celine for harvesting the crops in time to save them from the light frost we had/expected a few nights ago.

Mice: We need to put out more mouse poison bait. Gina to ask Stan to do this.

Re-opening the hall: We need to set a date for a work party to clean the hall. Will pick a date and notify all helpers.

Painting: \$475 for labour Carl St. Pierre. Quoted. We need to supply the paint or ask him to get us paint using his discount. It was suggested that we see if Atkinsons' in Hartington can donate paint. He can do it in October before the booking with the Nature Conservancy which is in late October. This met with the approval of the committee so she can go ahead and arrange the painting job with Carl. Taps to be dealt with later.

Insurance: Cynthia has been back in touch with the broker for the insurance company (MacDougal insurance). Talked to Jennifer. Jennifer is going to try to get us coverage for a limited number of licensed events and will stress that we are non-profit and when we run this type of event we limit number of participants to half of the hall's permitted capacity. Hoping to get back to us with some type of coverage soon.

Also we may have a private event occasionally---status of our coverage for this type of booking needs clarification. Will cross that bridge when we get to it.

New Years' Eve: We may have a booking for a wedding.

Deck construction: Still awaiting approval from the building inspector to start the next stage of construction.

NEXT MEETING OCT 15 AT 6 PM.

Minutes of Development Services
November, 25, 2019

Time: 8:30 AM

Location: Council Chambers

Development Services Committee



Present: Chair Councillor Sutherland, Councillor Norm Roberts, Councillor Randy Ruttan, Mayor Ron Vandewal

Staff: Claire Dodds, Director of Development Services, Neil Carbone, Chief Administrative Officer, Emily Caird, Executive Assistant

1. Call to Order
 - a) The meeting was called to order at 8:31 am.
2. Declaration of pecuniary interest and the general nature thereof
 - a) There was one declaration of pecuniary interest made by Councillor Roberts in relation to agenda item 5. a), specifically the Collins Lake development.
3. Approval of Minutes
 - a) The minutes of the October 27, 2019 meeting were approved as presented.

Resolution No. DSC-2019-25/11-01

Moved by Councillor Roberts

Seconded by Mayor Vandewal

That the minutes of the October 27, 2019 Development Services Committee meeting be adopted as presented.

Carried

4. Business Arising from the Minutes
 - a) Review of Official Plan Survey & Open House Data

Claire Dodds provided the Committee with an overview of the public consultations that have taken place over the past few months in relation to the new Official Plan. She explained that staff engaged with 125 people at the three open houses, and received comments from 129 individual responses through the online survey. She also noted that that 30% of the survey responses came from individuals aged 18 and under, a demographic that has proven hard to reach in the past.

Claire Dodds reviewed the feedback from the survey and each of the different questions that were posed during the open houses, and drew attention to the themes that are emerging from residents. She explained that there was a lot of language around preserving the rural feel of this community, while expanding and growing the township's settlement areas in order to provide needed services.

The Committee thanked Claire Dodds and her team for their work so far. The Committee expressed interest in having Claire Dodds review this data with all of Council at an upcoming Committee of the Whole meeting, as to ensure all Councillors stay up to date with Official Plan progress.

Minutes of Development Services
November, 25, 2019

5. New Business

a) 3rd Quarter Update - Status of Subdivisions/Condos

Claire Dodds provided the Committee with an updated overview of the status of plan of subdivision and condominium developments across South Frontenac.

The Chair inquired if there had been any movement with the development in Hartington. Claire Dodds explained that she had no updates to provide at this time. The Chair then inquired about the Environmental Benefit Permit for the Johnston Point development. Claire Dodds explained that the County has received a reply in relation to their Freedom of Information request made to the Ministry of Natural Resources to obtain an un-redacted version of the Environmental Benefit Permit. She noted that she had seen the un-redacted permit, but notified the developer that this would be insufficient. Claire Dodds explained that the County will want to ensure that the site plan meets the same standards as included in the environmental benefit permit.

Mayor Vandewal complimented the Development Services department on their thoroughness despite having limited resources.

b) Update from the Noble Consent (S-06-19-S) LPAT Hearing - Verbal Report

Claire Dodds provided the Committee with an overview of the LPAT (Local Planning Appeal Tribunal) hearing that was held on November 13, 2019 in Council Chambers. She noted that she was joined by the municipality's lawyer, Mr. Flemming, and the hearing was approximately 5 hours in length. She explained that she provided a testimony and was the only planner to enter information into evidence. Claire Dodds expressed confidence in the township's stance at the hearing, but noted that the tribunal Chair inquired about severances on private lanes and the challenges associated with that.

6. Next Meeting

a) January 27, 2019

7. Adjournment

a) The meeting was adjourned at 9:50 pm.

Resolution No. DSC-2019-25/11-02
Moved by Councillor Roberts
Seconded by Mayor Vandewal
That the meeting be adjourned at 9:50 pm.

Carried

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2020-60**

Being a by-law to approve the naming of two new private lanes and two existing rights-of-way to Shield Shores Lane, Glacier Lane, Bird Haven Lane and Briscoe Bay Lane; Part of Lots 15, 16 & 17, Concession 9, District of Storrington

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that municipalities may pass by-laws respecting highways and all road allowances;

AND WHEREAS Council has passed and enacted By-law 2002-100 to prescribe the form and manner for the naming of a private lane;

AND WHEREAS public notice of Council’s intention to pass this by-law has been given in the manner prescribed by By-law No. 2002-100, as it relates to parcels of land located in Part of Lots 15, 16 & 17, Concession 9, District of Storrington;

NOW THEREFORE, the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. **THAT** the two new private lanes and two existing rights-of-way shown on Schedule ‘1’ to this By-law be named Shield Shores Lane, Glacier Lane, Bird Haven Lane and Briscoe Bay Lane;
2. **THAT** Schedule ‘1’ attached hereto shall form part of this By-law;
3. **THIS BY-LAW** shall come into force and take effect on the date of its passing.

Dated at the Township of South Frontenac this 3rd day of November, 2020.

Read a first and second time this 3rd day of November, 2020.

Read a third time and finally passed this 3rd day of November, 2020.

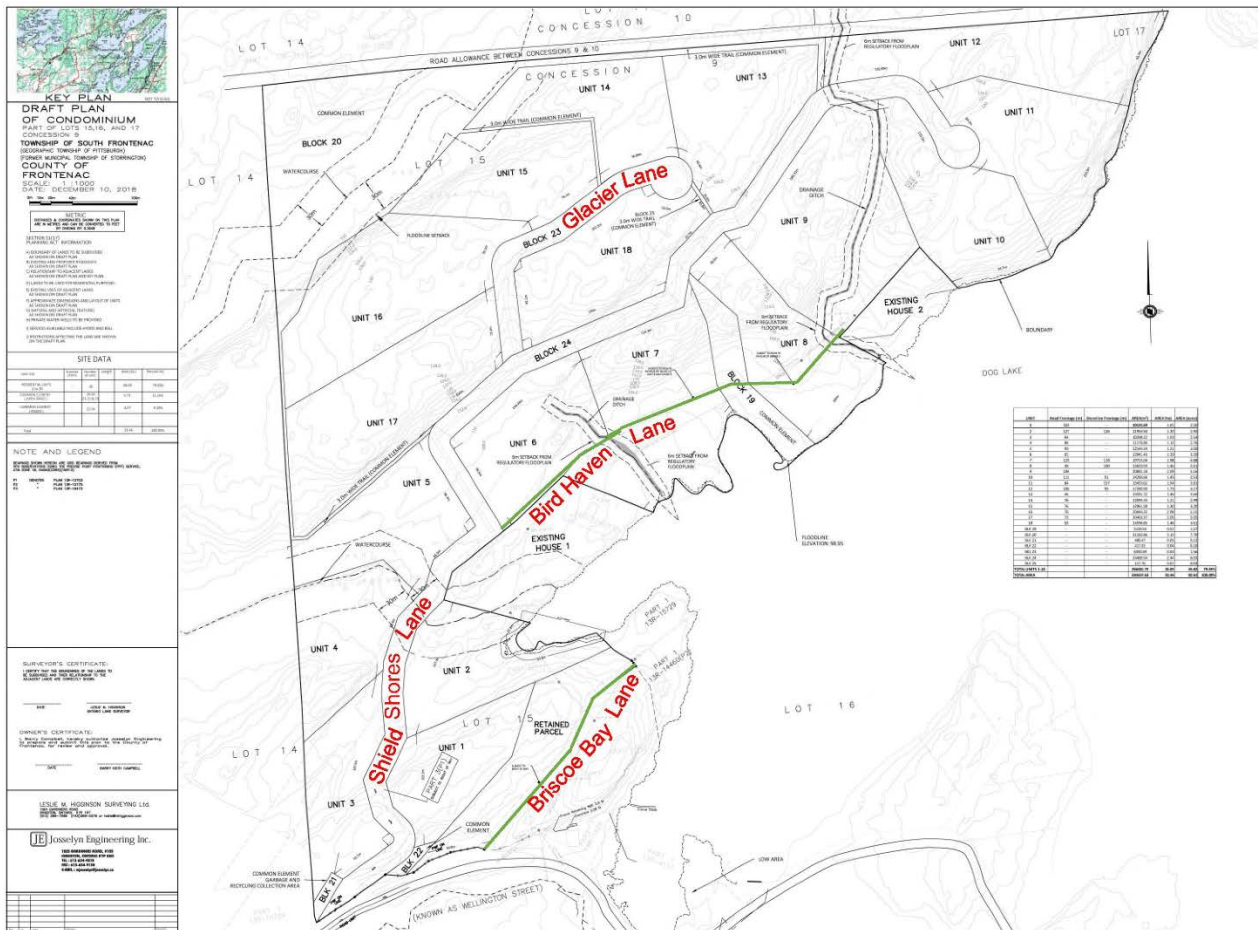
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2020-60



Passed this 3rd day of November, 2020

Ron Vandewal, Mayor

Angela Maddocks, Clerk

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2020-61**

A BY-LAW TO APPOINT A DEPUTY CHIEF BUILDING OFFICIAL

WHEREAS Section 3 (1) of the Building Code Act, R.S.O. 1990. Chapter B. 13, as amended, provides that the Council of each municipality is responsible for the enforcement of the Building Code Act in the municipality; and,

WHEREAS Section 3 (2) of the Building Code Act, R.S.O. 1990, Chapter B. 13, as amended, requires that the Council of each municipality shall appoint a Chief Building Official;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. Rebecca Roy is hereby appointed as Deputy Chief Building Official for the Township of South Frontenac.
2. Rebecca Roy is hereby authorized by the Council to carry out the duties of a Building Inspector as set out in the Building Code Act.
3. Rebecca Roy is hereby authorized by Council to carry out the duties of the Chief Building Official in his/her absence as set out in the Building Code Act.
4. This by-law shall come into force and take effect on November 4, 2020.

Dated at Sydenham this 3rd day of November, 2020

Read a first and second time this 3rd day of November 2020.

Read a third time and finally passed this 3rd day of November 2020.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk



REPORT TO COUNCIL RECREATION DEPARTMENT



AGENDA DATE: November 3rd, 2020

SUBJECT: 2019 Volunteer and Youth Volunteer Awards and Celebrations

RECOMMENDATION:

This report is for information only.

BACKGROUND:

For the past 20 years, volunteers in the community have been recognized for their efforts with plaques and an appreciation ceremony presented by Council, called the *Volunteer of the Year Award*. However, there has been a constant decline in the number of nominations for the Award over the past few years and this has prompted a request from Council in 2019 to refresh the program.

Due to the COVID-19 pandemic, neither the Awards nor a program refresh were unable to take place in the spring; however, there is still a desire to recognize community volunteers for 2019.

DISCUSSION/ANALYSIS:

Staff have prepared an adapted volunteer recognition program that is both reflective of current public health guidelines and of preliminary program refreshment feedback from the Recreation Committees.

The Program, Events & Education Coordinator will:

- a. Put a call out for submissions for volunteer recognition and youth volunteer recognition using regular communication methods;
- b. Film and edit videos for social media and the Township website that will feature the Mayor and Councillors thanking volunteers;
- c. Gather profiles and photos of volunteers to feature on the Township's social media and website;
- d. Create an ad in the Frontenac News for the November 26th edition thanking community volunteers;
- e. Assemble a package to be mailed to award recipients that will include an appreciation certificate, a Township pin with a volunteer appreciation specific pin backing card, and a \$5 'Coffee on Council' gift card to a local business.

FINANCIAL/STAFFING IMPLICATIONS:

Total project costs: \$550.

ATTACHMENTS:

None

Prepared by:

Amanda Pantrey
Program, Events & Education Coordinator

Approved by:

Neil Carbone
Chief Administrative Officer



INFORMATION REPORT TO COUNCIL

CLERKS DEPARTMENT



AGENDA DATE: November 3, 2020

SUBJECT: Community Newspaper Boxes

RECOMMENDATION:

For information only.

BACKGROUND:

At the June 9, 2020 Committee of the Whole meeting Council supported the recommendation that staff work with Kingston This Week/Frontenac This Week to establish protocols that address those areas where newspapers (that include ad bags) are left alongside municipal ditches and road allowances.

ANALYSIS/DISCUSSION:

Staff's first recommendation regarding the distribution in hamlets was to no longer deliver door to door but rather that community mailboxes be located for interested parties to pick a copy up themselves. Post media has agreed to this approach but has had difficulty obtaining the boxes which has delayed the implementation. They are endeavouring to repurpose "Toronto Sun" newspaper boxes to locate in South Frontenac.

The Township has worked with Jeff Lundy at Post Media and provided a list of locations in each hamlet for the boxes. Locations will include some Township properties or facilities, while some more suitable private retail locations are also being considered.

Secondly, Post Media has agreed to direct delivery staff to place the newspapers in private mailboxes wherever they exist, and to otherwise NOT deliver the bagged papers by tossing them onto driveways. If adhered to, this would address the concern about them being left along the road allowance/township ditches.

Further, the intention had been to include in the Final Tax Notice insert, a message to all property owners regarding the opportunity and contact information for discontinuation of ad bag service when they are not going to be at their residence or are not interested in receiving the ad bag. While this messaging was delayed and not included, the Township will share/promote the change through its website and social media platforms once Post Media is ready to install the community newspaper boxes. A mailed notice will also accompany the next tax bills in 2021.

It is recognized that Council had directed this transition to take place in early fall, however Post Media has indicated that obtaining goods (especially unique ones like mailboxes) has been challenging during COVID restrictions. They've provided an estimated timetable of late November for implementation.

FINANCIAL/STAFFING IMPLICATIONS: Not at this time.

ATTACHMENTS: None.

Submitted/approved by:
Angela Maddocks, Clerk

Approved by:
Neil Carbone, CAO



INFORMATION REPORT TO COUNCIL

CLERKS DEPARTMENT



AGENDA DATE: November 3, 2020

SUBJECT: Details on Facebook Live - Views

RECOMMENDATION:

For information only.

BACKGROUND:

At the October 20, 2020 Council meeting, Deputy Mayor Sutherland requested a report on the details regarding Council and Committee of the Whole meetings being streamed to Facebook Live.

In order to provide both public participation and to achieve accountability and transparency during the restrictions imposed by the COVID-19 pandemic, meetings have been posted on the Township Facebook page either as a “live” stream or when technology did not allow, posted the following day.

The table below provides details on the views for each meeting. This information is taken directly from the “Insights: Videos” section on the Corp of Township of South Frontenac page under the “administrator’s login”.

Video Views

2020 Meeting Type & Date	Peak Live Viewers	Minutes Viewed	1 Minute	10 Second	3 Second	Average Video Watch Time	Video Duration
Council - May 19	13	788	60	143	298	1:12	1:13:52
Council - July 14	12	604	30	72	157	2:00	1:20:14
Council - July 21	15	722	24	57	142	2:13	1:18:17
Council - Aug 11	12	138	23	89	188	0:22	3:30:00
Council - Aug 26	11	598	35	125	224	1:28	1:12:25
Council - Sept 1	*n/a	140	8	34	109	0:34	1:21:42
Comm of Adjustment Sept 10	8	476	48	103	196	1:19	1:34:34
Council - Sept 15	*n/a	252	19	44	126	0:57	1:20:15
Council - Oct 6	11	627	29	80	147	2:01	1:24:51
Comm of the Whole Oct 13	12	467	35	93	197	1:17	1:30:24
Council - Oct 20	*n/a	134	8	37	107	0:37	0:33:30

*n/a = Not live streamed due to technical issues, posted to Facebook Live next day.

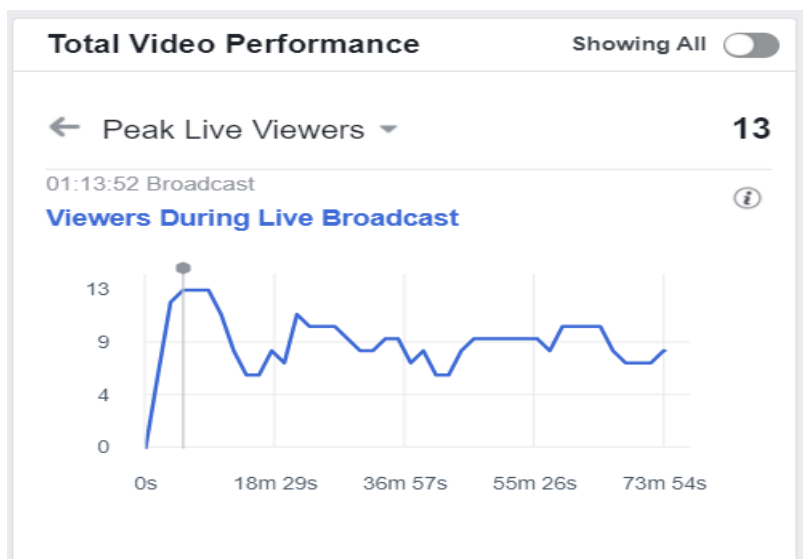
For clarity the “Peak Live Viewers” is the highest number of viewers during the live broadcast, this typically fluctuates as this number would include delegations and those attending “virtual” public meetings.

The chart below demonstrates the “peak live viewers” during the 1 hour and 13 minute broadcast.



INFORMATION REPORT TO COUNCIL

CLERKS DEPARTMENT



For further breakdown in data, of the 60 for the May 19 Council meeting, 1 minute video views, 43 were “followers” and 17 were “non-followers”.

Facebook also breaks down the “Top Audience”, so to use the May 19 meeting as an example, of the 788 minutes viewed, 69% of the audience were women and 30% were men. This type of data is available for all the Facebook Live posts, however they have not been provided in this report for every meeting.

FINANCIAL/STAFFING IMPLICATIONS:

Not at this time.

ATTACHMENTS: not applicable

Submitted/approved by:

Angela Maddocks, Clerk

Approved by:

Neil Carbone
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2020-62**

**A BY-LAW TO CONFIRM GENERALLY PREVIOUS ACTIONS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH
FRONTENAC.**

THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. The actions of the Council of the Corporation of the Township of South Frontenac at its Council Meeting of November 3, 2020 be confirmed.
2. Execution by the Mayor and the Clerk of all Deeds, Instruments and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal to any such Deed, Instruments or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and take effect on the date of its passage.

Dated at the Township of South Frontenac this 3rd day of November, 2020.

Read a first and second time this 3rd day of November, 2020.

Read a third time and finally passed this 3rd day of November, 2020.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk