TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA

Audio Broadcast to the Township's Facebook Page
https://www.facebook.com/SouthFrontenacTwp

TIME: 7:00 PM,
DATE: Tuesday, April 20, 2021
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.	*Delegations - none*	
6.	*Public Meeting*	
a)	Resolution and Public Meeting Statement	4
b)	Zoning By-law Amendment Application Z-20-17 - Con 3 Part of Lot 3 - Deyos Road	5 - 27
c)	Resolution - Close Public Meeting	
7.	*Approval of Minutes - none*	
8.	*Business Arising from the Minutes*	
a)	Updated Township Branding	28 - 63
9.	*Reports Requiring Action*	
a)	Office of the Fire Marshal and Emergency Management - Grant & Transfer Payment Agreement	64 - 85
b)	Ontario Fire College - **Verbal Report** from Director of Fire and Emergency Services	
c)	PS-2021-01 Cab and Chassis - Diesel On-Off Float Truck	86
d)	Heritage Designation 3981 Harrowsmith Road - The Stewart House	87 - 101
e)	Road Closing Application RC-21-04 - Unopened Road Allowance	102 -

	between Lots 5 & 6, Concession 13, Bedford District (Cook)	124
f)	Verona Housing Master Plan - Request for Proposal	125 - 126
g)	Proposed General Amendments to Zoning By-law	127 - 147
h)	Rezoning of Concession 10, Part of Lot 2 - 2948 Sleeth Lane - Malden and Knox (See By-law 2021-19)	148 - 150
i)	Rezoning of Concession 9, Part Lot 22 - 984 Leland Road - Green (See By-law 2021-20)	151 - 152
j)	2021 Final Tax Rate By-law and Interim Tax Due Date Amendment (See By-laws 2021-21 and 2021-22)	153
10.	*Committee Meeting Minutes*	
a)	Verona Community Association Meeting Minutes and Events Report from 2020	154 - 171
11.	*By-laws*	
a)	By-law 2021-19 - Rezone Concession 10, Part Lot 2, Storrington (Malden and Knox)	172 - 174
b)	By-law 2021-20 - Rezone Concession 9, Part Lot 22, Loughborough (984 Leland Road-Green)	175 - 177
c)	By-law 2021-21 - Amend By-law 2021-05 to change date Interim Taxes are payable	178
d)	By-law 2021-22 - Tax Levy By-law	179 - 187
12.	*Reports for Information*	
a)	Emergency Management and Civil Protection Act 2020 Compliance	188
b)	Two (2) Rapid Response Unit Pick-Up Truck Tenders	189 - 190
c)	PS-2021-06 - 2021-22 Roadside Weed Spraying Program	191
d)	PS-2021-08 Half Ton Extended Cab 4 X 4 Pick-Up Truck and PS-2021-17 - Heavy Duty Municipal Motor Grader	192 - 193
e)	PS-RFQ1-2021 - Request for Contracted Equipment, Materials & Trades	194 - 201
f)	PS-2021-19 - Supply of Diesel Fuel and Gasoline	202

g)	2020 Volunteer and Youth Volunteer Awards and Celebrations	203
h)	Accounts Payable and Payroll Listing	204 - 220
i)	Building Department Activity Report - 1st Quarter 2021	221 - 222
j)	Planning Department Report - 1st Quarter 2021	223 - 225

13. *Information Items - not applicable*

14. *Notice of Motions*

15. *Announcements/Statements by Councillors*

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

17. *Closed Session (if requested)*

18. *Confirmatory By-law*

a) By-law 2020-23 — 226

19. *Adjournment*

a) Resolution

Tonight’s public meeting is held to hear Zoning By-law Amendment Application Z-20-17.

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.

Anyone who wishes to be notified must submit a written request to the Clerk” via email at amaddocks@southfrontenac.net and by doing so this will also entitle you to be advised of a possible Local Planning Appeal Tribunal.

To clarify, anyone may appeal the decision to the Local Planning Appeal Tribunal by filing with the Clerk within 20 days of the notice of decision.

An appeal to the Local Planning Appeal Tribunal may be filed with the Clerk of the Township not later than 20 days after the day that the notice of decision was given. The notice of appeal must set out the objection to the by-law and the reasons in support of the objection, accompanied by the required fee.

REPORT TO COUNCIL

DEVELOPMENT SERVICES

Public Meeting Report – Zoning By-law Amendment

Report Date: April 12, 2021

Application No: Z-20-17
Owner: Caden Craig
Location of Property: Deyos Road, Part of Lot 3, Concession 3, Bedford District
Description of Property: Part 3 on Reference Plan 13R-1068
Purpose of Application: Rezone from Rural (RU) to Rural – Special Provision (RU-XX)
Date of Public Meeting: April 20, 2021 (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-XX) in order to permit an additional dwelling unit in an ancillary building on the property.

Proposal

An application was submitted to amend Zoning By-law No. 2003-75 to rezone the subject property from Rural (RU) to Rural – Special Provision (RU-XX).

Background

The subject property is 2.2 hectares (5.5 acres) in area. The lands consist of a forested slope toward the southwest (Deyos Road). The property has approximately 290 metres of frontage on Deyos Road. A majority of the frontage is a rock outcrop. The property is currently vacant. Attachment 1 to this report is a map showing the location of the property relative to local landmarks.

The Owner proposes to construct a single detached dwelling and an additional dwelling unit in an ancillary (accessory, detached) building. The single detached dwelling would have 1445 square feet of floor area and the additional dwelling unit would have 800 square feet in floor area. The two dwelling units would share a driveway, well and sewage system. Attachment 2 to this report is the site plan for the property.

The Owner has requested a zoning by-law amendment to change the Rural (RU) zone on the subject lands to Rural – Special Provision (RU-XX). The special provision is requested to permit an additional dwelling unit in an ancillary building on the property. A reduced front yard setback is required for each dwelling unit in order to facilitate the construction of the two dwelling units on the only relatively level land on the property. Attachment 3 to this report is a draft by-law that specifies zoning provisions.

Department, Agency and Public Comments

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

Building Department (Sewage System Review) – Building Department staff indicated that there is a location on the property that would meet the minimum Ontario Building Code requirements for a sewage system. As such, they have no objection to the proposed zoning by-law amendment.

Public Services – Public Services staff indicated that they have no objection to the proposed driveway location off Deyos Road. An entrance permit will be required for the driveway.

Public Comments

Catherine Nash (7684 Deyos Road) provided written comments in a letter dated April 6, 2021. She raised concerns that the property is not appropriate for the proposed use as a residential site with an ancillary residential use, as the property is awkward, making provision of proper septic and well a problem. Also, that requiring an almost 50% decrease in setbacks from the front lot line due to topography indicates the unsuitability of the property for this type of development. Ms. Nash also indicated that there is an unopened road allowance (Part 4 on Reference Plan 13R1068) between the subject property and her property. She is seeking assurances that Part 4 on Reference Plan 13R1068 is an unopened road allowance and that it is only for pedestrian use, that it will not be used for access to the subject property, that it will not be used for any temporary use associated with construction on the site, and that it may not be used for temporary parking of vehicles and equipment. She also raised concerns about the current use of the property and ensuring that all appropriate health and property standard requirements are met.

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-20-17 will be a virtual public meeting.

Further public comments may be provided through the 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.

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 the conservation and redevelopment of existing rural housing stock on rural lands. The PPS also encourages municipalities to accommodate an appropriate affordable and market-based range and mix of housing (section 1.1.1 b). This can be achieved by permitting additional residential units in houses or in ancillary (detached accessory) buildings.

The Planning Act was amended in September 2019 by Bill 108 to permit additional residential units on a property which contains a detached house, semi-detached house or rowhouse. A second residential unit may be permitted within these structures, and an additional residential unit may be permitted in a building or structure ancillary to the house on the same property. This amendment to the Planning Act, once implemented in an official plan and zoning by-law, supports the accommodation of affordable housing in local municipalities.

The application is consistent with this direction of the PPS and the amendments to the Planning Act.

County of Frontenac Official Plan, 2016

The accommodation of affordable housing through additional residential units is required by the Planning Act. The Planning Act requires official plans and zoning by-law to authorize the use of additional residential units by authorizing the use of two residential units in a detached house, semi-detached house or rowhouse; and the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse. Accordingly, section 5.6.2 of the County of Frontenac Official Plan requires the Township Official Plan to permit additional residential units. While required to permit additional units, the Township retains control over the location, access and servicing required for these units.

The proposed development is consistent with the intent of this 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 Official Plan does not provide specific direction on how many dwellings or dwelling units may be permitted on a property. In this situation, one must look to the Planning Act and the PPS for direction. As indicated above, the accommodation of affordable housing through additional residential units is required by the Planning Act.

In the absence of Official Plan policies, the Township looks to the information published by the Province in the Second Unit Info Sheet (Ministry of Municipal Affairs, Spring 2017) and to recent amendments to the Planning Act. The Info Sheet describes what an additional residential unit is, and provides considerations for where it may be appropriate to permit these units. These considerations include locations on roads that are maintained year-round and accessible by Emergency Services, as well as demonstrating that on-site water and sewage services have sufficient capacity for the additional dwelling unit.

Staff support the application because the proposal meets or will meet the intent of the above considerations by sharing a driveway, well and sewage system. The driveway is accessed from a public road that is maintained year round. The location of the driveway is acceptable to the Public Services Department. The Owner will be responsible for ensuring the well produces an adequate volume of water for both the primary dwelling and the additional dwelling unit. Drinking water quality (potable water) will need to be confirmed as part of the required permit under the Ontario Building Code. A sewage system that complies with the Ontario Building Code is required to service both the single detached dwelling and the additional dwelling unit. The Building Department was satisfied that there is a location on the property that would meet the minimum Code requirements for a sewage system.

The subject property is a lot of record that contains one relatively level area that would minimize the amount of site alteration required to accommodate the proposed buildings. This area is within the minimum 20 metre front yard required in the Rural zone. The single detached dwelling would establish a minimum 14.9 metre front yard. This location is behind a rock outcrop along Deyos Road. The rock outcrop would visually and functionally separate the building envelope from the road. The additional dwelling unit in an ancillary building would be located within the front yard established by the single detached dwelling, set back a minimum of 11.7 metres from the front lot line. The additional dwelling unit would be located south of the single detached dwelling in a more open area up against where the slope begins to rise. A reduction in the front yard would provide appropriate building envelopes.

The proposed zoning by-law amendment would help the Township to achieve its goal to encourage residential development which is affordable, of high quality and capable of meeting the changing and diverse needs of the rural community. It is also consistent with the Planning Act and the direction provided from the PPS.

As indicated previously, the subject property is physically constrained by topography and there are limited appropriate building envelopes. Staff recommend that this property be subject to site plan control to ensure the property is developed as shown on the submitted site plan drawing (attachment 2). Site plan control may also help to address concerns raised by members of the public.

Site plan control would be required as the Planning Act does not permit conditions to be attached to a decision on a zoning by-law amendment application. Township of South Frontenac Site Plan Control By-law No. 2003-25 may be applied to the subject property, as it contains lands within 90 metres of a waterbody.

Unopened Road Allowance

The subject property abuts a strip of land to the east that is described as Part 4 on Reference Plan 13R1068. This strip of land appears to be an unopened road allowance owned by the Township. Staff are investigating the origin and purpose of this strip of land relative to the comments received from Ms. Nash about the proposed development of the subject property. Council will be provided additional information on this matter prior to being asked to pass a by-law.

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-XX).

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: March 26, 2021

Attachments:

1. Location Map
2. Site Plan Drawing
3. Draft By-law 2021-XX

Public Meeting
Z-20-17

Applicant: Caden Craig
Property: Deyos Road, Bedford District

Tuesday, April 20, 2021

7:00 p.m. Virtual Public Meeting

South Frontenac Committee of the Whole

South Frontenac

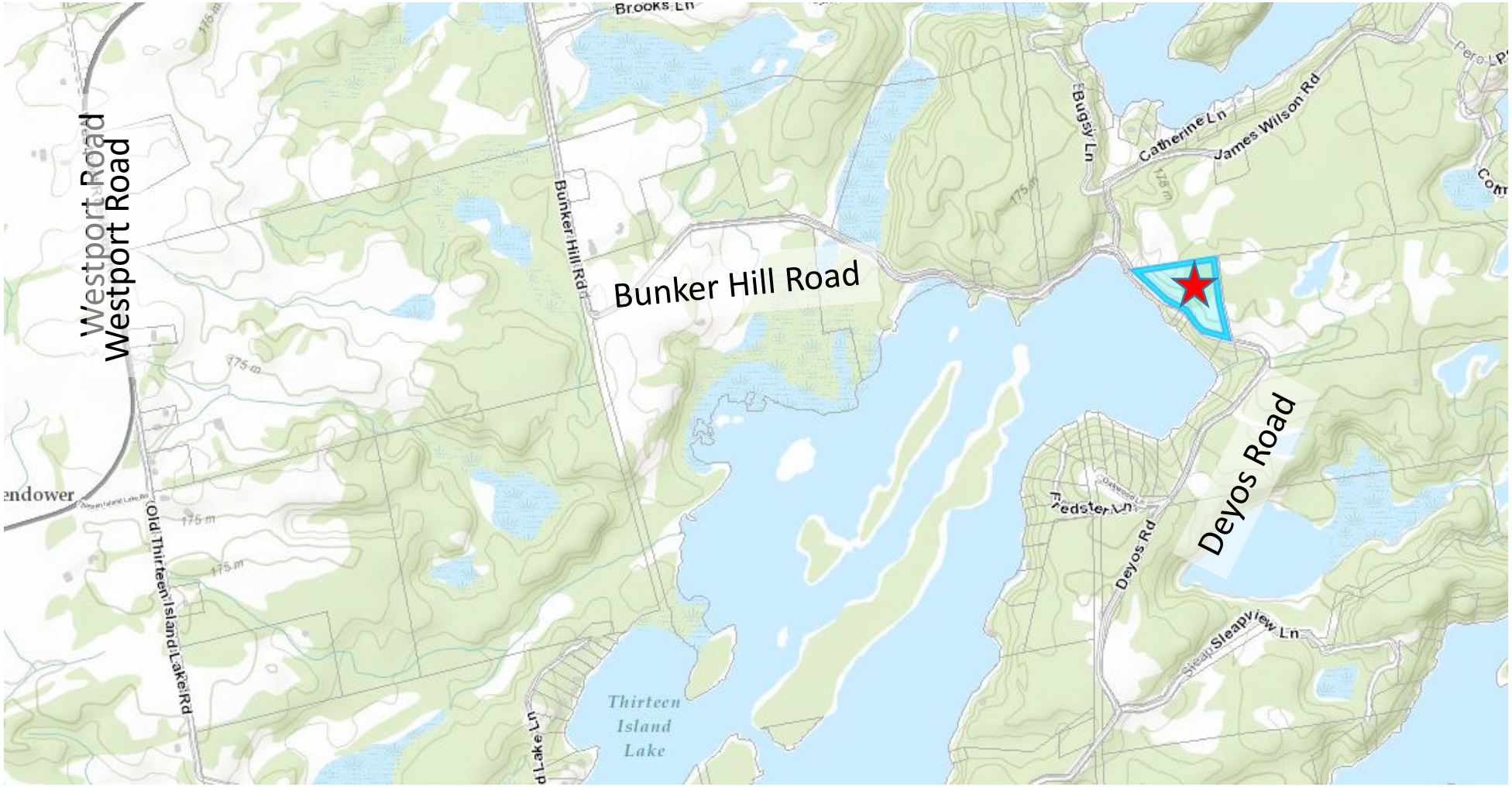
Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment application Z-20-17.
- 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.
- An appeal to the Local Planning Appeal Tribunal may be filed with the Clerk of the Township not later than 20 days after the day that the notice of decision was given. The notice of appeal must set out the objection to the by-law and the reasons in support of the objection, accompanied by the required fee.

Agenda for Public Meeting

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

Location


Westport Road
Westport Road
Bunker Hill Road
Bunker Hill Rd
Brooks Ln
Bugsy Ln
Catherine Ln
James Wilson Rd
Deyos Road
Deyos Rd
Fredster Ln
Sleapview Ln
Old Thirteen Island Lake Rd
Thirteen Island Lake
175 m

Proposal

- Rezone from RU to RU-XX
- Permit an additional dwelling unit in an ancillary building
- Permit reduced setback from front lot line for buildings

Site Plan Excerpt (IBW Surveyors)

Conceptual images of house and ancillary building

Deyos Road (left), proposed dwelling location (right)

Deyos Road (left), dwelling (centre background), ancillary building (right)

End of proposed sewage system location, looking toward dwelling location

Department and Public Comments

- Building Department – no objection
- Public Services – no objection
- Catherine Nash (7684 Deyos Road) raised concerns:
  - Appropriateness of property for proposed use
  - Use of unopened road allowance for construction purposes
  - Current use of property relative to health and property standards

Policy Framework

- Planning Act
- Provincial Policy Statement
- County of Frontenac Official Plan
- Township of South Frontenac Official Plan
- Site Plan Control

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-XX) in order to permit an additional dwelling unit in an ancillary building and to permit reduced setbacks from the front lot line.
- Planning staff will bring forward a report providing a further recommendation and by-law to an upcoming Council meeting for consideration.

Questions and Comments

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

FRONTENAC | Attachment 1. Location Map

Legend

Road
- Highway
- Major Road
- Secondary Road
- Ferry Route

Assessment Parcels

Citations

Notes

Z-20-17

1: 36,112

1.8 0 0.92 1.8 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

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SITE PLAN/GRADING PLAN OF PART 3, PLAN 13R - 1068

TOWNSHIP OF SOUTH FRONTENAC

COUNTY OF FRONTENAC

SCALE 1 : 250

0 1 2 3 4 5 10 15

GENERAL NOTES

1. GENERALLY, DRIVEWAY TO BE LOCATED TO MAXIMIZE SHEET FLOW DRAINAGE FROM HOUSE, DRIVEWAY, ETC.
2. GENERALLY, DRIVEWAYS TO BE GRADED WITH 2.0% MIN. CROSS FALL.
3. WHERE DITCHING IS REQUIRED, 9.0M MINIMUM 450MM LO-HED EQUIV. CSP'S ARE TO BE INSTALLED UNDER PROPOSED DRIVEWAYS.
4. GENERALLY, HOUSE TO BE CONSTRUCTED UPON A 300MM, (MIN. VERTICAL) APRON WITH THE TOE OF THE APRON MEETING EXISTING GRADE OF LOT.
5. GRADING OF THE APRON (I.E. WITHIN 2-4 M OF THE BUILDING) SHOULD BE MAINTAINED AT STANDARD GRADE OF BETWEEN 2% AND 5%. (MIN.)
6. AREAS DISTURBED BY LOT GRADING SHALL BE LIMITED TO THOSE AREAS NECESSARY TO CONSTRUCT HOME, DRIVEWAY & SEPTIC BED.
7. DOWNSPOUTS TO BE CONSTRUCTED TO SPLASH BLOCKS.
8. MAINTAIN MINIMUM 1.22M COVER FOR FOOTINGS.
9. STEP FOOTINGS WHERE REQUIRED.
10. DRIVEWAYS TO DRAIN TO STREET.

UNDERSIDE OF FOOTING MAY BE LOWER THAN ELEVATION NOTED DUE TO EXISTING CONDITIONS, EXACT DEPTH OF FOOTING TO BE DETERMINED ON SITE DURING EXCAVATION FOR FOOTING

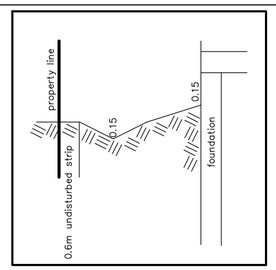
PLAN NOTES

ELEVATIONS ARE GEODETIC AND REFERRED TO THE CANADIAN GEODETIC VERTICAL DATUM (CGVD28) BY BY DIRECT MEASUREMENT TO A REAL TIME NETWORK.

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE METRIC AND CAN BE CONVERTED TO IMPERIAL BY DIVIDING BY 0.3048.

BOUNDARY INFORMATION SHOWN HEREON IS IN ACCORDANCE WITH A PLAN OF SURVEY BY IVAN B. WALLACE O.L.S LTD. DATED JULY 2, 2020

TYPICAL SWALE DETAIL



LEGEND

FFE	FIRST FLOOR ELEVATION		SWALE DRAINAGE
TFE	TOP OF FOUNDATION ELEVATION		SHEET DRAINAGE
			ROOF LEADER
BFE	BASEMENT FLOOR ELEVATION	POU	UTILITY POLE
UFE	UNDERSIDE OF FOOTING ELEVATION	AN	ANCHOR POINT
		OH	OVERHEAD UTILITY WIRES
123.45	EXISTING SPOT ELEVATION	CPP	CORRUGATED PLASTIC PIPE
x100.00	PROPOSED ELEVATION		PROPOSED WELL

SITE STATISTICS

ZONING	–	RU
LOT AREA	–	2.2 Ha. ±
BUILDING AREA	–	148.7m^2
LOT COVERAGE	–	<1.0%
BUILDING HEIGHT	–	5.5m ±
NUMBER OF STOREYS	–	1

IBW SURVEYORS

IBWSURVEYORS.COM | 1.800.667.0696

PARTY CHIEF: RAD	DRAWN BY: KM/JC	CHECKED BY: *
FILE NAME: A-021931-SPv4		FEB. 22 2021

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-##

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO RURAL – SPECIAL PROVISION (RU-XX) ON LANDS DESCRIBED AS DEYOS ROAD, PART 3 ON REFERENCE PLAN 13R-1068, PART OF LOT 3, CONCESSION 3, DISTRICT OF BEDFORD: CRAIG

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 "D", 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-XX) 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-XX (Deyos Road, Part 3 on Reference Plan 13R-1068, Part of Lot 3, Concession 3, District of Bedford – Craig) immediately after the last Rural – Special Provision section to read as follows:

   RU-XX (Deyos Road, Part 3 on Reference Plan 13R-1068, Part of Lot 3, Concession 3, District of Bedford – Craig)

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

   - *An additional dwelling unit in an ancillary building shall be permitted.*
   - *The single detached dwelling and the additional dwelling unit in an ancillary building shall be in close proximity to each other and shall be accessed by a shared driveway, and be serviced by a shared sewage system and well.*
   - *The minimum setback from the front lot line for a single detached dwelling shall be 14.9 Metres (48.8 ft.)*
   - *The minimum setback from the front lot line for an additional dwelling unit in an ancillary building shall be 11.7 Metres (38.3 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, 2021.

   Read a first and second time this ##th day of MONTH, 2021.

DRAFT

Read a third time and finally passed this ##th day of MONTH, 2021.

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

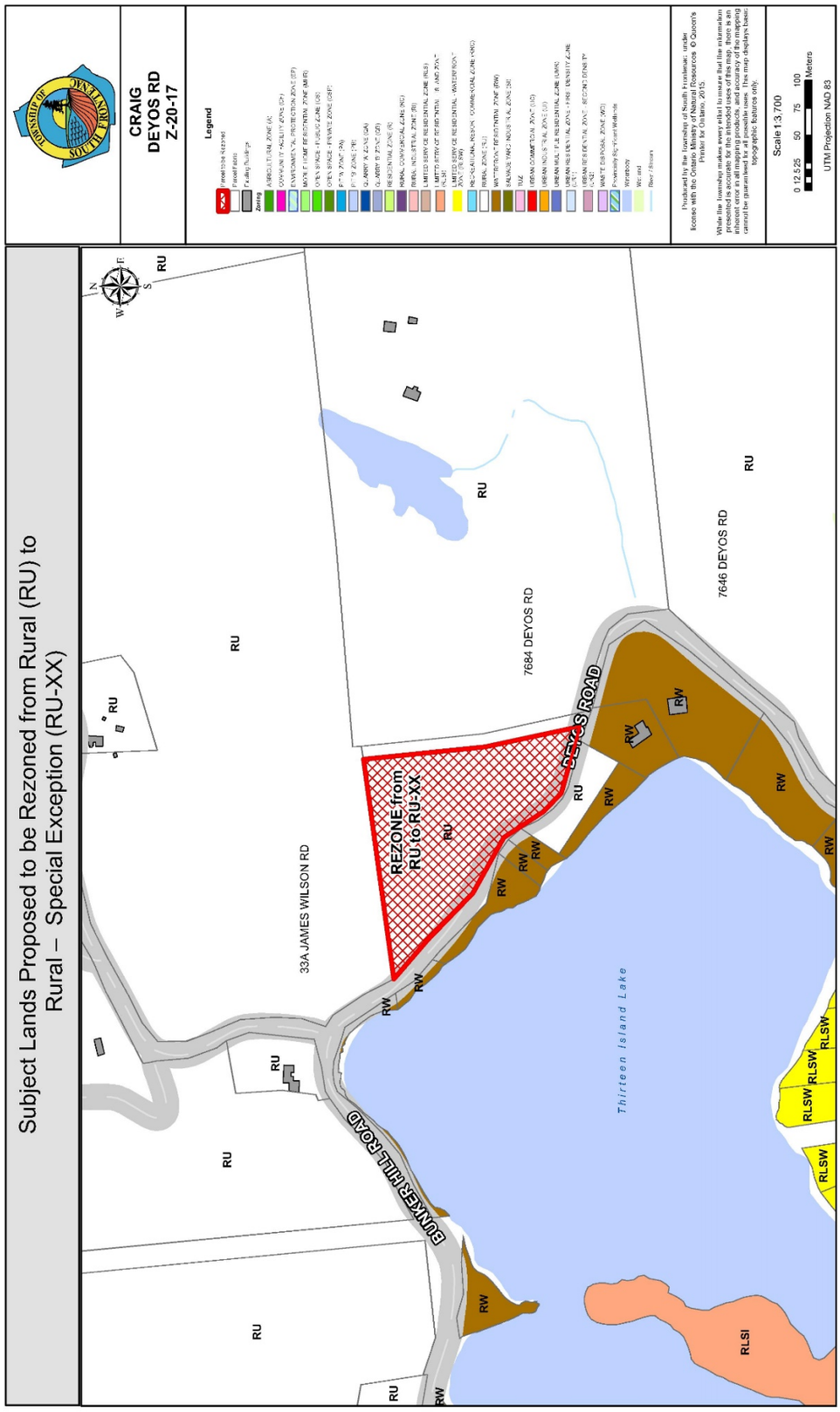
_____
Ron Vandewal, Mayor

_____
Angela Maddocks, Clerk

DRAFT

Schedule 1

This is Schedule “1” to By-law No. 2021- XX.



Passed this ##th day of MONTH, 2021

_____

Ron Vandewal, Mayor

_____

Angela Maddocks, Clerk

REPORT TO COUNCIL

Office of the Chief Administrative Officer

AGENDA DATE: April 20, 2021

SUBJECT: Updated Township Branding

RECOMMENDATION:

That Council approve the branding concept recommended by the Brand Steering Group, as presented at the April 13 Committee of the Whole (COTW) meeting, subject to amendments to the Brand Positioning and Values as discussed in the April 13 COTW meeting and further outlined in this report.

BACKGROUND:

In December of 2019, Council passed its operating and capital budget which included funding for the development of updated Branding for the Township.

The purpose of the Branding exercise was to update and modernize the Township's graphics (logo, text and other elements), and to formalize the Township's "Brand Positioning" (i.e. its identity; what people think and feel about the Township).

In late 2020, Council appointed community representatives with experience in branding to a brand steering group. This group worked with staff to select a creative consultant to develop the brand.

A community survey was released that asked residents to share their thoughts on "What makes South Frontenac Special" to get a sense of how the community saw itself. The Township received nearly 400 responses which were summarized by the consultant into a list of "Brand Values". These values informed the logo and positioning statement concepts.

At its regular meeting on April 13, 2021, Committee of the Whole received the Steering Group's recommendations and passed the following motion:

> *Moved by Councillor Ruttan*
> *Seconded by Councillor Sleeth*
>
> *That Council approve the branding concept recommended by the Brand Steering Group, as presented at the April 13 Committee of the Whole (COTW) meeting, subject to amendments to the Brand Positioning and Values as discussed in the April 13 COTW meeting and further outlined in this report.*
>
> *Carried*

During the meeting, Council requested amendments to the Brand positioning and Brand values to better reflect their thoughts about the community. Questions were also asked about implementation costs. Both issues are discussed here.

DISCUSSION/ANALYSIS:

<u>Requested changes to Positioning and Values</u>

Council expressed a desire to see the Brand Positioning and Brand Values updated to better reflect Council's thoughts and views on the community. These changes included:

REPORT TO COUNCIL

Office of the
Chief Administrative Officer

- Recognize the community as a bustling, active place, with a diversity of people, activities, interests and businesses;
- Less emphasis on the quiet/peaceful aspects only;
- Limit/reduce any messaging that might suggest South Frontenac is only a “retirement community”;
- Consolidate some current brand values (e.g. Peaceful, Wholesome, Friendly), so that some more “active” or “progressive” values can be included from the top responses from the community survey.

These changes will be incorporated into the final brand package, and Council will have an opportunity to review before the branding is implemented.

STAFFING OR FINANCIAL IMPLICATIONS:

Total cost for implementation is estimated at between $5,000 - $10,000, most of which is contained within department operating budgets and does not represent a new cost. The most significant costs will be the purchase of new vehicle decals and the replacement of some Road/facility signage (sign portions only).

The creation of files/designs for these purposes are already included in the current brand consultant’s contract. The most significant applications would be:

- Vehicle decals (applied in-house by Township staff)
- Gateway and facility signage (new printing/decals only – posts and other mounting infrastructure would be used)
- Website/social media (Updated by staff)
- Business cards (purchased as needed, just with new design)
- Documents (applied to new documents only – no reprinting required)
- Street signs (Not to be changed)
- Digital sign at Sydenham Offices (already budgeted for expansion including a new logo area; project was awaiting brand approval to move ahead)

Staff will report back on the final cost of implementation once the majority of the brand rollout is complete.

ATTACHMENTS:

1. Branding Slide Deck

Submitted by:

Emily Caird
Executive Assistant

Approved by:

Neil Carbone
Chief Administrative Officer

South Frontenac

Updated Brand Concept

Logo and Positioning Statement

A Quick Recap

Brand Steering Group formed in late 2020 of local residents with branding or related skills and experience:

- **Wilma Kenny**
- **Paul Blais**
- **Tina Fisher**
- **Jessalyn Harmon**
- Staff: Tim Laprade, Emily Caird

A Quick Recap

- Creative Design Consultant hired (1dea Media & Design Inc.)
- Community survey: “What South Frontenac Means to You”
- Steering group identified community values
- Several rounds of concepts considered by Steering Group

Brand Logo

- Just one part of the brand
- What people will eventually associate with the community's brand/position
- Identifier and differentiator
- All artwork is subjective, so how do we know if it fits?
  - Does it convey the right messages?
  - Is it functional?
  - Does it achieve all the objectives?

Brand Logo

- Feedback given to consultants
  1. It should appear strong alongside the County Brand
  2. “South” emphasized because it differentiates us from the other Frontenacs
  3. Consider omitting the term “Township”
  4. Easily understood – it can’t be too abstract
  5. Vivid but still natural colours
  6. Graphics should be able to stand apart from the text
  7. Add a bit of a modern touch – progressive, unique and a bit bold
  8. Represent the brand values
  9. It has to be practical, and easy to use in existing applications

idea

SOUTH FRONTENAC
LOGO DEVELOPMENT

Presentation April 13th, 2021

idea

SOUTH FRONTENAC

PRIMARY LOGOS AND RATIONALE

SOUTH FRONTENAC

SOUTH FRONTENAC

SOUTH
FRONTENAC

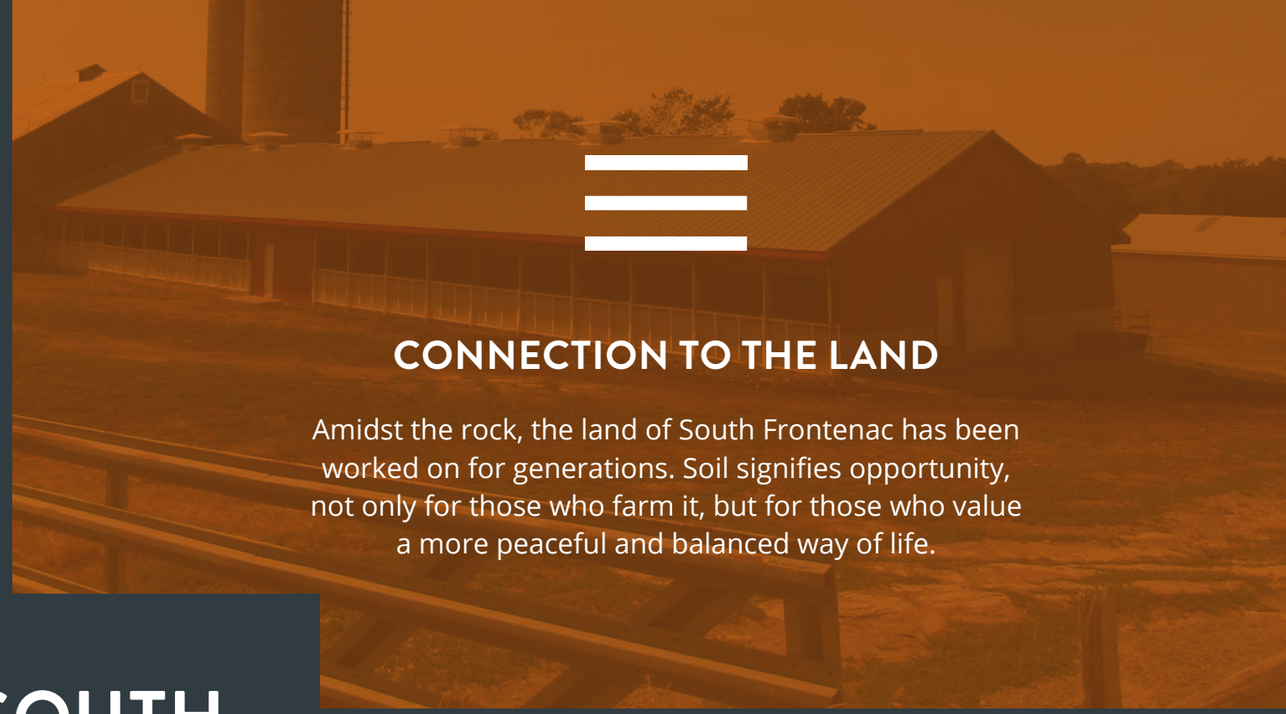
LOGO RATIONALE

There are the blue waves of lake-life, the furrows found in our rural areas, and the overarching energy of lush, green nature; our environment brings us together. Amongst all this, lies the Great Canadian Shield, protruding powerfully and part of our heritage. South Frontenac is the one place where you find three polarizing landscape working symbolically together, weaving and seaming into one. The logo reflects this perfect balance and the symmetry of these elements coming together.

South Frontenac's many communities are connected in much the same way as our diverse landscapes, brought together by a common sense of resiliency, adventure and a humble way of life. These communities (represented by the three circle) thread into the other elements as an ever present part of the past and future of South Frontenac.

CANADIAN SHIELD

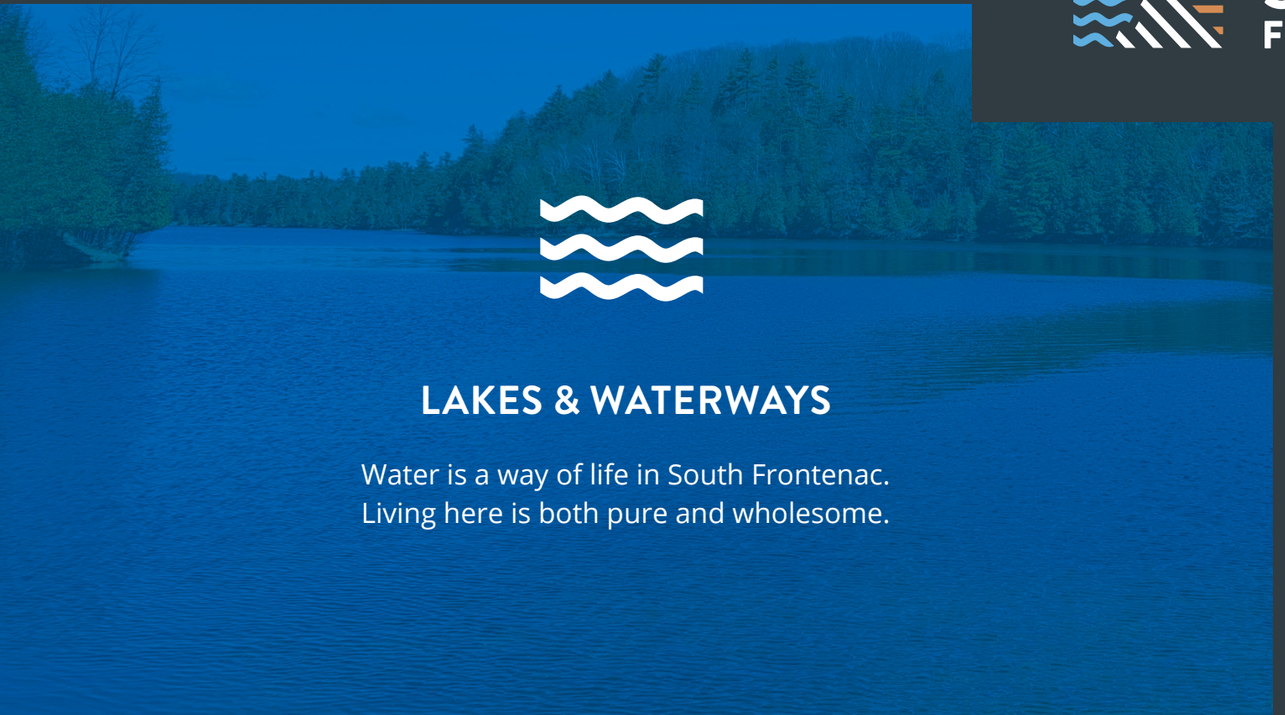
The centerpiece of the logo is represented by the Canadian Shield. Characterized by strength and resilience, it not only signifies the geographic landscape, but the characteristics of the people who live here.



CONNECTION TO THE LAND

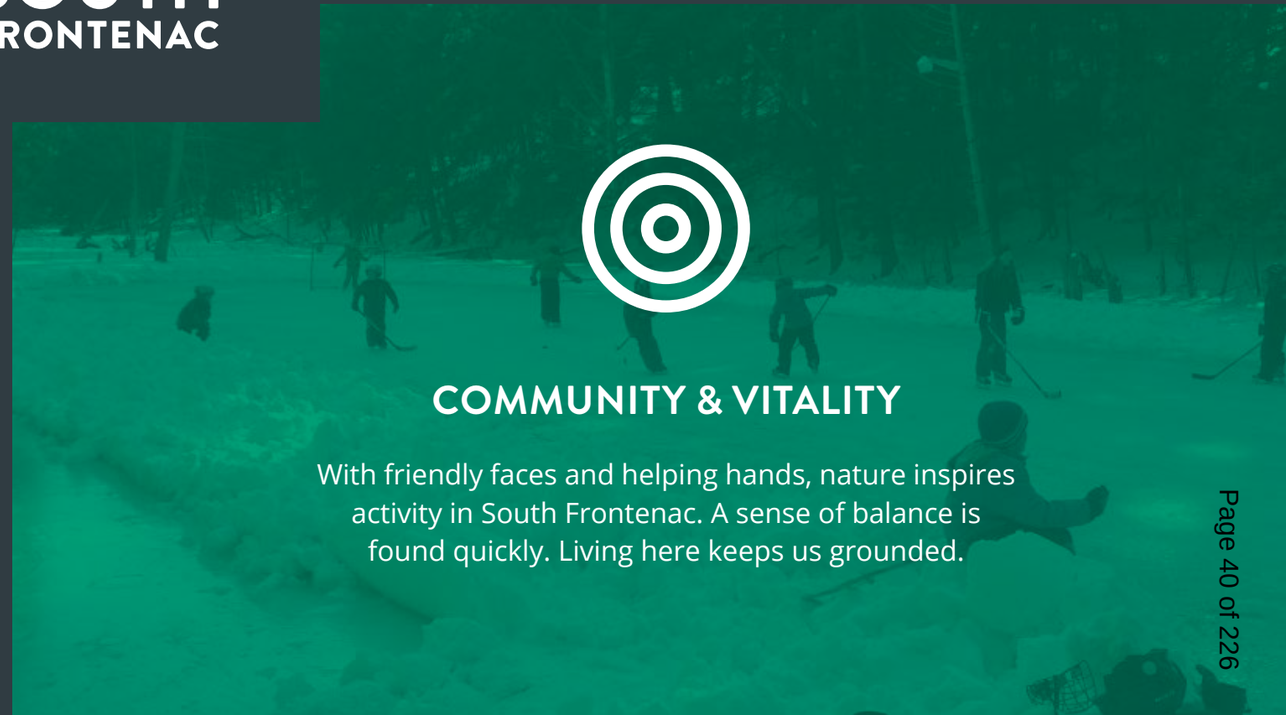
Amidst the rock, the land of South Frontenac has been worked on for generations. Soil signifies opportunity, not only for those who farm it, but for those who value a more peaceful and balanced way of life.

SOUTH FRONTENAC



LAKES & WATERWAYS

Water is a way of life in South Frontenac. Living here is both pure and wholesome.



COMMUNITY & VITALITY

With friendly faces and helping hands, nature inspires activity in South Frontenac. A sense of balance is found quickly. Living here keeps us grounded.

FIND A LAKE,
TRAIL OR GOOD
NEIGHBOUR
NEAR BY.
SOUTH
FRONTENAC
SouthFrontenac.net

Here's to the people that go out of their way to help a neighbour. To those who get up at the crack of dawn to get out on a lake because that's when the fish are biting best. To those who waterski, go four wheeling, own boats and know area farmers by name. You'll find us on trails, at the lake or at a local ball field cheering on our team. At heart, we're easygoing and laid back. We appreciate this area because it's quieter, friendlier, and wholesome. It's farm fresh food, family dinners and picnics down by the lake. But, we like the conveniences and amenities that our communities and our location provides, and we've realized something that many haven't – you can have the best of both worlds.

NATURAL, VIBRANT AND GROWING – A PROGRESSIVE RURAL LEADER.

SouthFrontenac.net

SOUTH FRONTENAC

SOUTH
FRONTENAC

FRONTENAC
COUNTY OF FRONTENAC • ONTARIO

idea

SOUTH FRONTENAC
RESPONSIVE LOGO SYSTEM

Responsive logos are shape-shifting logos that change in size or complexity to accommodate and adapt to wherever they are placed. Responsive logos give you a way to maintain visual consistency in any environment. Consistency is a critical component in developing brand familiarity and loyalty.

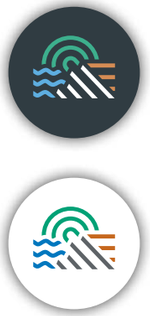
HORIZONTAL LOGO (PREFERRED)

VERTICAL LOGO

PROMOTIONAL CREST

EXTREME HORIZONTAL LOGO

ICON ONLY



SOCIAL MEDIA AVATARS

SOUTH
FRONTENAC

SOUTH
FRONTENAC

SOUTH
FRONTENAC

PRIMARY COLOUR PALETTE

idea

SOUTH FRONTENAC
SAMPLE APPLICATIONS

The samples shown on the following pages are an initial depiction of the logo on graphic materials. These are to give an impression of the visuals. Actual applications will be formalized, created and implemented following the approval of the logo.

SOUTH
FRONTENAC

SOUTH
FRONTENAC
SOUTH
FRONTENAC
John Doe
DEPUTY OF OPERATIONS
Township of South Frontenac
4432 George St, Box 100, Sydenham ON, K0H 2T0
T: 613-376-3027 | F: 613-376-6657
E: jdoe@southfrontenac.net
TITLE OF REPORT
November 21, 2020
Objectives:
History:

PUBLIC SERVICE ANNOUNCEMENT

SOUTH FRONTENAC

NATURAL, VIBRANT AND GROWING

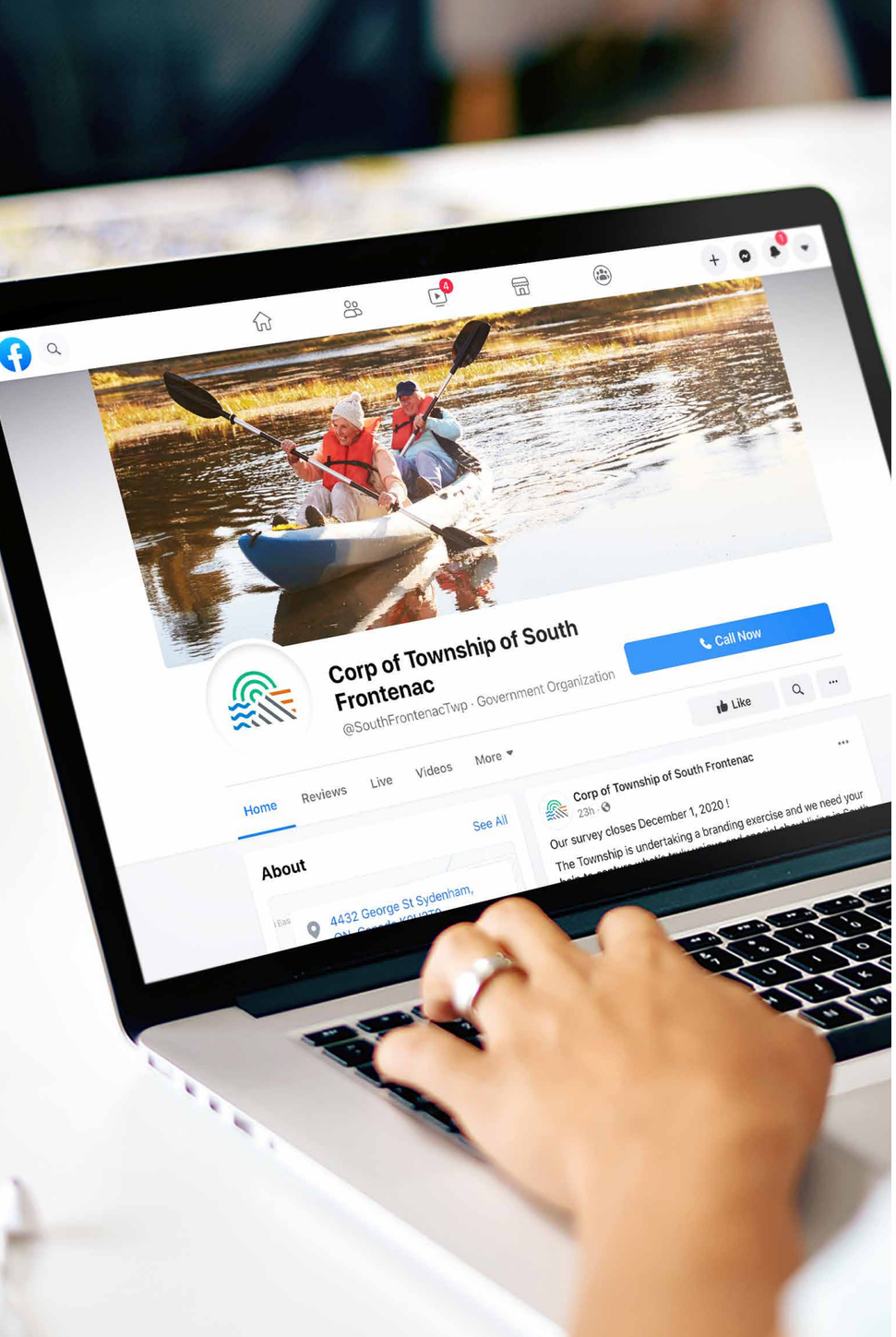
A PROGRESSIVE RURAL LEADER

For Immediate Release

April 13th, 2021

SOUTH
FRONTENAC

SOUTH
FRONTENAC
POPULATION: 18,750


Corp of Township of South Frontenac
@SouthFrontenacTwp · Government Organization
Call Now
Like
Home
Reviews
Live
Videos
More
About
See All
Corp of Township of South Frontenac
23h
Our survey closes December 1, 2020 !

SOUTH
FRONTENAC

SOUTH FRONTENAC

Living Here Town Hall Things to Do Open for Business

FEATURED ITEMS

Explore South Frontenac.

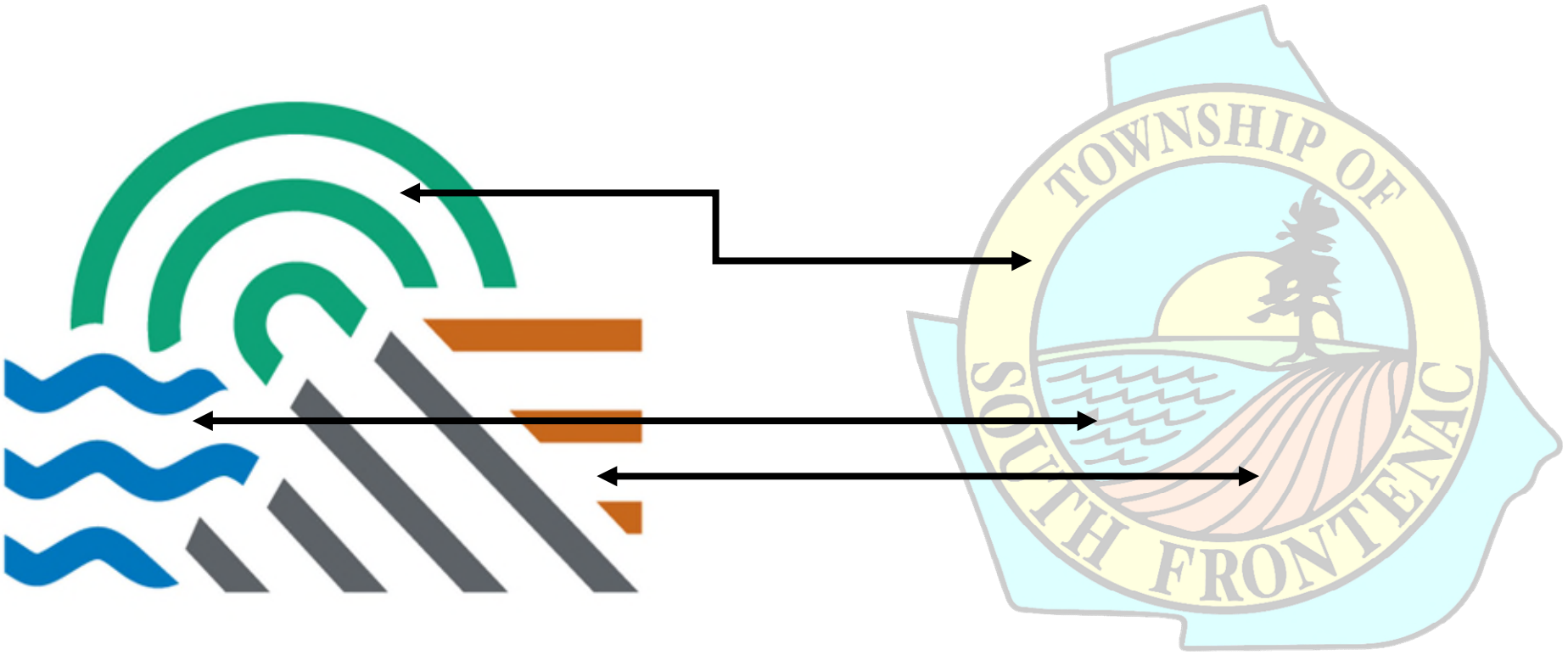
Some added subtle meaning

SOUTH
FRONTENAC

Four (4) graphic elements represent four (4) current Districts of South Frontenac (and similar orientation to boundaries)

“South” is larger and more prominent than “Frontenac” since it is the primary differentiator from the County and our neighbours

Incorporates Existing Elements



Brand Positioning

- South Frontenac already has a story, a feeling, and an identity – but we've never put that in writing.

- The brand positioning statement does this in a concise way, and represents the values identified in the community survey and by the Steering Group.

- The positioning will inform things like the "tone of voice" we use in media releases or the imagery we use on our website and social media.

SOUTH FRONTENAC

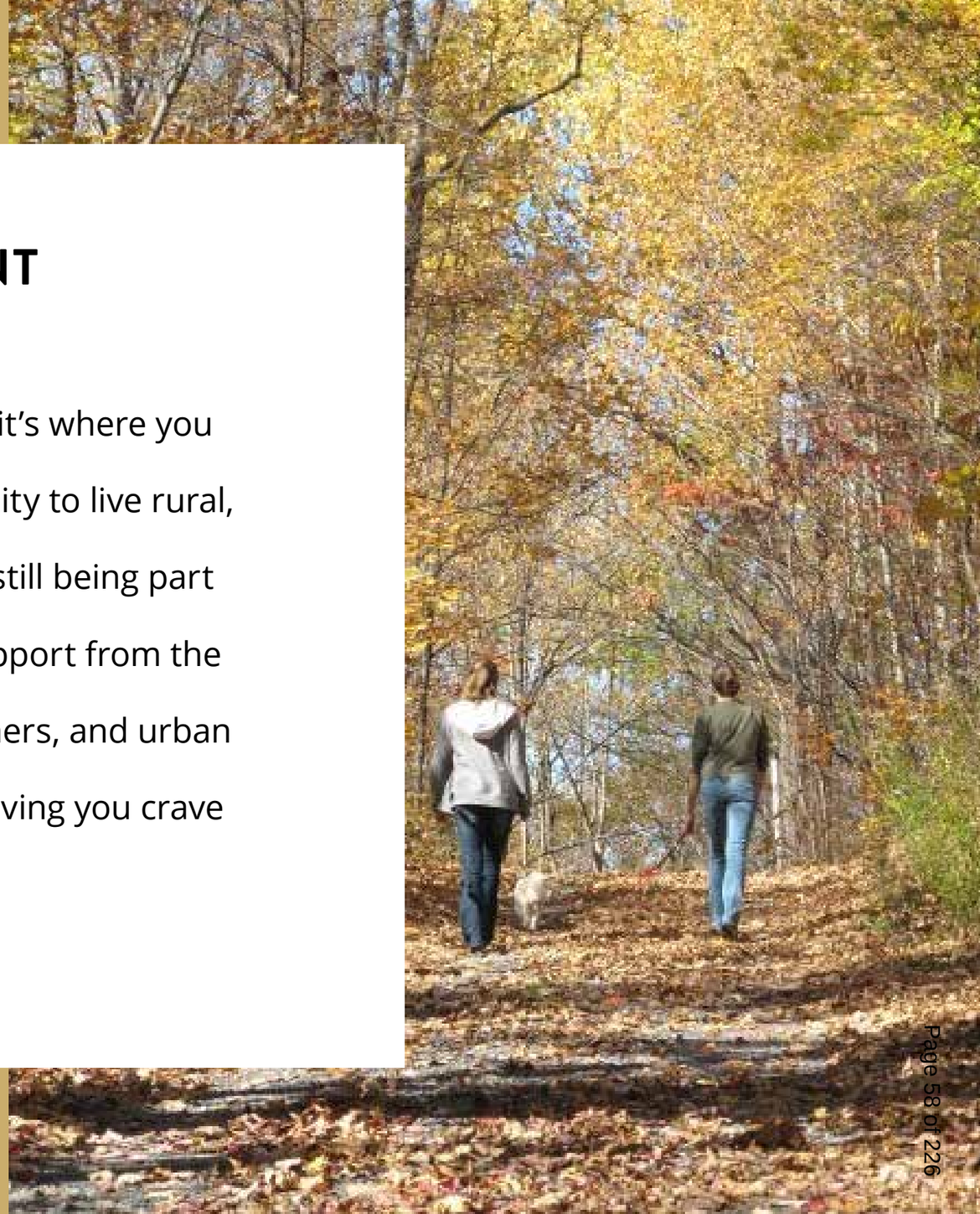
BRANDING POSITIONING

1dea

Prepared by: 1dea Design + Media Inc. | April 13th, 2021

BRAND POSITIONING STATEMENT

South Frontenac is more than a place; it’s a breath of fresh air, it’s where you can enjoy a more well-rounded and relaxed life. It’s an opportunity to live rural, surrounded by scenic lakes, trails and wide open spaces while still being part of a community. It’s small towns with big opportunities, real support from the Township, original offerings from our artisans and business owners, and urban amenities just a short drive away. South Frontenac is the rural living you crave without compromising on convenience.



SHORT-FORM BRAND POSITIONING STATEMENT

South Frontenac is more than a place. It’s scenic lakes, trails and wide open spaces and a collection of thriving communities where residents enjoy a more well-rounded, relaxed rural lifestyle while still remaining connected. It’s a place of endless opportunities for work, leisure and life.

VALUE PROPOSITION

South Frontenac is unique, in that it offers an ideal and beautiful rural and rugged oasis without losing access to amenities which can be found in our villages and hamlets, and in a larger urban centre nearby. Plus, regardless of where you are in South Frontenac, you can always find a lake, trail or good neighbour close by.

BRAND VALUES

NATURAL

With 75 lakes and countless streams, ponds and natural springs this is a place of beauty and wonder. Where the water stops forests flourish and deer, bears, owls and other wildlife thrive. Here we are champions of, celebrate, and take part in nature.

RESILIENT

We are intertwined with the landscape, without impacting the precious balance needed for this area to thrive. We work with the land, not around it. And in maintaining the integrity of the land, we become adaptable as communities in the way we live.

FRIENDLY

Maybe it's the slower pace of life, the connection to nature or the small town events that help us get to know each other. But here we are just down-to-earth, approachable and ready to lend a hand.

CONVENIENT

With higher education institutes, first rate hospitals, nightlife and many other opportunities just minutes away, South Frontenac is in an ideal location. It's the rural surroundings that you crave without compromising on the urban amenities that you sometimes require.

PEACEFUL

All you have to do is drive in from a larger urban centre to realize there is a certain calmness that you feel once you get to South Frontenac.
Less traffic, properties more spaced out, nature all around and lakes and trails at every turn.
It's a calm that feeds your soul.

WHOLESOME

Our events are family-friendly, your neighbours will watch out for your kids, the people in neighbouring hamlets will get to know you by name. Nature brings you together on hikes, electronics become secondary, and families can build new traditions.

Next Steps

- Accept feedback and questions from Council tonight
- Seek formal support at April 20th Council meeting
- Steering group and consultant will complete the remaining work
- Begin implementation in late Q2

Questions? Feedback?

REPORT TO COUNCIL

FIRE DEPARTMENT

AGENDA DATE: April 20, 2021

SUBJECT: OFMEM Grant and Transfer Payment Agreement

RECOMMENDATION:

That Council pass a resolution to enter into a transfer payment agreement with the Office of the Fire Marshal and Emergency Management (OFMEM) to accept funds of $9,100.00 to address training and virtual participation challenges relate to the Covid-19 pandemic as outlined in the Grant Application.

BACKGROUND:

On March 11th, 2021, SFFR staff received a memo on behalf of the Ontario Fire Marshal advising that the Township of South Frontenac was eligible to receive a grant to assist in addressing the challenges associated with training and virtual inspections due to the COVID-19 pandemic.

A letter of intent was returned to the OFMEM and an outlined plan to utilize the funding of $9,100.00 was also returned. The window for submission was extremely short due to the OFMEM annual budget timelines which ended March 31st, 2021.

Additional information and a signed transfer payment agreement (attached), must also be returned to the OFMEM prior to April 30, 2021 to secure the available grant funds.

The grant funding must be spent by August 1st, 2021 and reported back to the OFMEM with details of the spending.

STRATEGIC PLAN ALIGNMENT:

The utilization of this funding to increase our Information Technology resources at all 8 firehalls, aligns with our **Strategic Priority #3 "Ensure the organizational capacity to deliver cost-effective services in a changing world"**.

This additional capability to offer reliable internet access, deliver training virtually, and allow for students to access blended and online training delivery, will assist personnel in developing their knowledge, skills, and abilities.

FINANCIAL/STAFFING IMPLICATIONS:

The recommendations of this report will result in receipt of grant funding in the amount of $9,100.00 to purchase 8 new laptop computers to outfit each SFFR fire hall for training purposes.

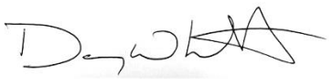
ATTACHMENTS:

- Letter of Intent and program details – Jon Pegg Fire Marshal of Ontario
- Grant Application
- OFMEM/Township of South Frontenac Transfer Payment Agreement

REPORT TO COUNCIL

FIRE DEPARTMENT

Submitted by:



Darcy W. Knott
Director of Fire and Emergency Services
Fire Chief / CEMC

Approved by:

Neil Carbone
Chief Administrative Officer

Ministry of the Solicitor General

Office of the Fire Marshal and Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies et de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Téléc. : 647-329-1143

MEMORANDUM TO: Ontario Fire Chiefs

FROM: Jon Pegg, Ontario Fire Marshal

DATE: March 16, 2021

SUBJECT: COVID-19 Relief Funding for Municipalities Program

I am writing to advise you of additional provincial COVID-19 relief funding for municipalities to ensure the delivery of critical services and enable capital projects to stay on track.

On March 4, 2021, the Ontario government announced that it is providing an additional $500 million through the 2021 COVID-19 Relief Funding for Municipalities program. The program is intended to help municipalities respond to ongoing and unprecedented 2021 COVID-19 operating pressures.

All 444 municipalities in Ontario are eligible for this program. The level of funding is based on a combination of a base amount using Municipal Property Assessment Corporation household data and an amount based on the proportion of provincial COVID-19 cases (from January 1, 2021 to February 18, 2021) in the municipality's respective Public Health Unit.

Municipalities have the flexibility to use this funding to address the specific priorities of their communities based on their unique COVID-19 related operating pressures. Examples may include, but are not limited to, personal protective equipment purchases, overtime incurred due to providing emergency response and frontline services as a result of the pandemic, and purchases required to do remote work.

The ministry encourages fire services to consult with its municipality to identify critical COVID-19 related operating pressures for fire services that can be addressed through this funding initiative.

Once again, thank you for your continued efforts to help keep our communities safe and healthy.

Sincerely,

Jon Pegg
Ontario Fire Marshal

Office of the Fire Marshal
2021 Fire Safety Grant Application Form

Instructions:

1. Please ensure that all fields are completed as part of this grant application form.
2. If you require more space, please adjust the text boxes as needed.
3. If you wish to split the grant between supporting training and supporting a virtual inspection program to enhance your existing in-person inspection program, please complete both sections below.
4. Please email completed application to ofm@ontario.ca
5. **Applications must be received no later than 1700hrs on March 19, 2021.**
6. If you have any questions, please contact your Fire Protection Adviser.

Name of Municipality	Township of South Frontenac
Name of Fire Department	South Frontenac Fire & Rescue
Municipal Mailing Address	P.O. Box 100, 4432 George St. Sydenham, ON K0H 2T0
Name of Fire Chief	Darcy Knott
Email Address for Fire Chief	firechief@southfrontenac.net
Fire Safety Grant Allocation Amount	**$9,100.00**

For those departments who wish to use the grant to support training, please provide a brief description of how the grant will be allocated, including the dollar amount. Please provide a brief overview of the training being provided, mode of delivery (online, Regional Training Centre, Learning Contract, other) and estimated timelines for completion. Please refer to the Fire Marshal Memo issued on March 11th, 2021 for additional information regarding eligible expenses. Please add extra lines to expand the text box below, if needed.

SFFR is a mostly volunteer suppression department of 120 volunteer firefighters with 8 stations spread throughout the Township of South Frontenac.
With the recent closure of the OFC in Gravenhurst and transition to many online and blended course delivery options, the need for reliable Information Technology (IT Support), is more relevant than ever before.
The Township of South Frontenac has many gaps in internet service and many firefighters are without high speed internet in their homes. Over the past year, SFFR has invested in updating internet technology within our 8 firehalls. That withstanding, we have not been able to update much of our hardware infrastructure such as the latest computer technology to support internet connectivity.
The purposed grant dollars would be spent on upgrading the hardware infrastructure in our stations

Office of the Fire Marshal
2021 Fire Safety Grant Application Form

by purchasing 8 new laptop computers.

X8 Laptops @ $1100.00 per unit = $8800.00
Misc Equipment (i.e. HDMI Cables, security hardware, and software) = $300.00
Total = $9100.00

These new units would support our firefighters by providing a reliable workstation to complete per course assignments for OFC courses. They would also support the ability to provide single instructor training from a remote location and virtually facilitate that instructor led training to all 8 stations simultaneously through applications such as ZOOM.

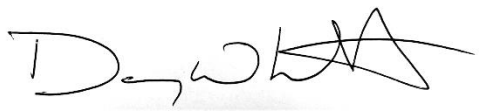
SFFR has entered into three learning contracts with the OFC since the start of the global pandemic in March 2020. We also have three additional learning contracts in place for the summer and fall of 2021. These courses require a significant amount of pre class and pots class assignments. Having these technology based resources will support our firefighters in not only achieving the requirements but will allow them to have additional success.

Upon approval of this application for funding, municipal council support and approval will be sought through a public meeting of council.

Darcy Knott
Director of Fire and Emergency Services/Fire Chief
South Frontenac Fire and Rescue
Township of South Frontenac

For those departments who wish to use the grant to support a virtual inspection program to enhance your existing in-person inspection program, please provide a brief description of how the grant will be allocated, including the dollar amount. Please provide a brief overview of the compliance activities and how it will be administered at the department level, including potential rollout. Please refer to Fire Marshal Memo issued on March 11th, 2021 for additional information regarding eligible expenses. Please add extra lines to expand the text box below, if needed.

Office of the Fire Marshal
2021 Fire Safety Grant Application Form

Name of Application Submitter	***Darcy Knott***
Title	***Director of Fire and Emergency Services/Fire Chief***
Signature	
Date	***March 19, 2021***

FIRE SAFETY GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the 20th day of April, 2021 (the **"Effective Date"**)

B E T W E E N :

Her Majesty the Queen in right of Ontario
as represented by the Office of the Fire Marshal

(the **"Province")**

- and -

Township of South Frontenac

(the **"Recipient")**

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule "A" - General Terms and Conditions
Schedule "B" - Project Specific Information and Additional Provisions
Schedule "C" - Project
Schedule "D" - Budget
Schedule "E" - Reports, and
any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 In the event of a conflict or inconsistency between the Additional Provisions and Schedule "A", the Additional Provisions will prevail.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

(a) the Funds are:

(i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;

(ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);

(b) the Province is not responsible for carrying out the Project; and

(c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as represented by the Office of the Fire Marshal

Click or tap here to enter text.

Date

Signature: _____

Name:

Title: Deputy Fire Marshal

Township of South Frontenac

April 20, 2021

Date

Signature: _____

Name: Darcy Knott

Title: **Director of Fire and Emergency Services/Fire Chief**

I have authority to bind the Recipient.

SCHEDULE "A"

GENERAL TERMS AND CONDITIONS

A1.0 DEFINITIONS

A1.1 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"**Agreement"** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

(a) in the case of the first Funding Year, the period commencing on March 31, 2021 and ending on August 31, 2021; and

"Funds" means the money the Province provides to the Recipient pursuant to the Agreement.

"Indemnified Parties" means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

"Maximum Funds" means the maximum Funds set out in Schedule "B".

"Notice" means any communication given or required to be given pursuant to the Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province extends that time.

"Parties" means the Province and the Recipient.

"Party" means either the Province or the Recipient.

"Project" means the undertaking described in Schedule "C".

"Reports" means the reports described in Schedule "E".

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants and covenants that:

(a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;

(b) it has the full power and authority to enter into the Agreement and has taken all necessary actions to authorize the execution of the Agreement;

(c) it has, and will continue to have the experience and expertise necessary to carry out the Project;

(d) it is in compliance with, and will continue to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and

(e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

(a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;

(b) procedures to enable the Recipient's ongoing effective functioning;

(c) decision-making mechanisms for the Recipient;

(d) procedures to enable the Recipient to manage Funds prudently and effectively;

(e) procedures to enable the Recipient to complete the Project successfully; and

(f) procedures to enable the preparation and submission of all Reports required pursuant to Article A6.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on March 31, 2021 and will expire on the Expiry Date.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

(a) provide the Recipient up to the Maximum Funds allocated as part of this grant exercise;

(b) provide the Funds to the Recipient in accordance with the payment plan set out in Schedule “D”; and

(c) deposit the Funds into an account designated by the Recipient provided that the account:

(i) resides at a Canadian financial institution; and

(ii) is in the name of the Recipient.

A4.2 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

(a) carry out the Project in accordance with the Agreement;

(b) use the Funds only for the purpose of carrying out the Project;

(c) spend the Funds only in accordance with the Budget;

(d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency or organization of the Government of Ontario.

A5.0 CONFLICT OF INTEREST

A5.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without a conflict of interest. The Recipient will disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A6.0 REPORTING, ACCOUNTING AND REVIEW

A6.1 **Preparation and Submission.** The Recipient will submit to the Province at the address referred to in section A15.1, all Reports in accordance with the

timelines and content requirements provided for in Schedule “E”, or in a form as specified by the Province from time to time.

A6.2 **Record Maintenance.** The Recipient will keep, maintain and make available to the Province, its authorized representatives or an independent auditor identified by the Province for inspection and copying:

(a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and

(b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.0 COMMUNICATIONS REQUIREMENTS

A7.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province for the Project in a form and manner as directed by the Province.

A7.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A8.0 INDEMNITY

A8.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A9.0 INSURANCE

A9.1 **Recipient’s Insurance.** The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount provided for in

Schedule “B” per occurrence. The insurance policy will include the following:

(a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient’s obligations under, or otherwise in connection with, the Agreement;

(b) a cross-liability clause;

(c) contractual liability coverage; and

(d) a 30 day written notice of cancellation.

A9.2 **Proof of Insurance.** If requested, the Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section A9.1.

A10.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A10.1 **Events of Default.** Each of the following events will constitute an Event of Default:

(a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

(i) carry out the Project;

(ii) use or spend Funds; or

(iii) provide, in accordance with section A6.1, Reports or such other reports as may have been requested by the Province;

(b) the Recipient’s operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;

(c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or

(d) the Recipient ceases to operate.

A10.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

(a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

(b) provide the Recipient with an opportunity to remedy the Event of Default;

(c) suspend the payment of Funds for such period as the Province determines appropriate;

(d) reduce the amount of the Funds;

(e) cancel further instalments of Funds;

(f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;

(g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;

(h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and

(i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A10.3 **When Termination Effective.** Termination under this Article will take effect as provided for in the Notice.

A11.0 FUNDS AT THE END OF A FUNDING YEAR

A11.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

(a) demand from the Recipient the payment of the unspent Funds; and

(b) adjust the amount of any further instalments of Funds accordingly.

A12.0 FUNDS UPON EXPIRY

A12.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A13.0 NOTICE

A13.1 **Notice in Writing and Addressed.** Notice will be in writing and will be

delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule “B”, or as either Party later designates to the other by Notice.

A13.2 **Notice Given.** Notice will be deemed to have been given:

(a) in the case of postage-prepaid mail, five business days after the Notice is mailed; or

(b) in the case of email, personal delivery or fax, one business day after the Notice is delivered.

A14.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A14.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A15.0 INDEPENDENT PARTIES

A15.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A16.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A16.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement. All rights and obligations contained in the Agreement will extend to and be binding on the Parties’ permitted assigns.

A17.0 GOVERNING LAW

A17.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A18.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A18.1 **Other Agreements.** If the Recipient:

(a) has failed to comply with any term, condition or obligation under any other

agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");

(b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;

(c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A19.0 SURVIVAL

A19.1 **Survival.** All Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

- END OF GENERAL TERMS AND CONDITIONS –

SCHEDULE "B"

PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	$9,100.00
Expiry Date	August 1, 2021
Insurance	$ 2,000,000
Contact information for the purposes of Notice to the Province	**Position: Director of Fire and Emergency Services/Fire Chief** **Address:4432 George Street, Box 100, Sydenham, On, K0H2T0** **Fax:613-353-2121** **Email:firechief@southfrontenac.net**
Contact information for the purposes of Notice to the Recipient	**Position:Clerk** **Address: 4432 George Street, Box 100, Sydenham, On, K0H2T0** **Fax:613-376-6657** **Email:amaddocks@southfrontenac.net**
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	**Position:CAO** **Address: 4432 George Street, Box 100, Sydenham, On, K0H2T0** **Fax:613-376-6657** **Email:ncarbone@southfrontenac.net**

Additional Provisions:

(None)

SCHEDULE "C"

PROJECT

The Municipal Fire Protection Grant has been established to provide critical support to municipalities in 2020-21 to offset costs and potential barriers for issues stemming from the COVID-19 pandemic. Such issues include access to training, and equipment or other critical upgrades that are needed at the local level to support virtual inspections.

Ontario's fire departments vary in size and capacity and they all serve different communities that each present different levels of risk. There is a significant cost to ensure that every department has skilled first responders who are adequately trained and equipped to meet the needs of their community.

Funding could represent the difference in allowing fire departments to train more staff, purchase much needed equipment to allow them to adapt and respond to COVID-19 related risks in their communities in a way that ensures both community and personnel safety.

The use of the one-time 2020-21 Municipal Fire Protection Grant will focus on the needs of municipal fire departments to ensure community safety with a focus on issues that have presented due to the COVID-19 pandemic, including:

- Training to offset the pressures in training as a result of the COVID-19 pandemic.
- Specialty training to respond to the dynamics of the COVID-19 pandemic and the need to ensure fire safety in their communities such as virtual inspections.
- Small improvements to fire department infrastructure, such as accessing high speed internet to support training and virtual inspections.

The fire service has expressed concerns with training and fire code compliance since the start of the pandemic. Some of these concerns include critical inspections being delayed or impacted given the apprehension with entering premises. Similarly, training has been impacted given that fire services have been responding to challenges associated with the pandemic (staffing shortages, increased calls for service, etc.). Many departments continued training online as the Office of the Fire Marshal enhanced its online course availability at the start of the pandemic. This emergency COVID relief funding provides support for increased access to training, support for fire code compliance inspections through virtual inspections, and equipment or other critical upgrades that are needed at the local level to support community risks during the pandemic and the switch to virtual training and inspections.

Ministry of
Community Safety and
Correctional Services

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère de la
Sécurité communautaire et
des Services correctionnels

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, Avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Téléc. : 647-329-1143

Ontario

March 25, 2021

Darcy Knott
Township of South Frontenac
P.O. Box 100, 4432 George St.
Sydenham, ON K0H2T0

Dear Darcy Knott,

Further to ongoing discussions regarding the Fire Safety Grant Program, I am writing to confirm that the fire service has agreed (in principle) to utilizing its grant allocation to support its intended purpose as outlined below.

The Township of South Frontenac will be provided a total of $9,100.00 to support:

- Increased training opportunities

This aligns with the intended purpose of Fire Safety Grant Program.

As part of this process, formalization of the grant allocation and the Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the funds provided.

Sincerely,

Jon Pegg
Fire Marshal

Instructions to the Municipal Representative:

Please complete and submit a copy of this document to our office at ofm@ontario.ca by no later than March 29, 2021.

I hereby accept the grant allocation and proposed strategy for utilization, pending approval by Township of South Frontenac as outlined above.

Print Name:	Title:	Signature:	Date:
DARCY KNOTT	FIRE CHIEF		MARCH 26, 2021

SCHEDULE "D"

BUDGET

Funding will be provided to the Township of South Frontenac upon execution of this Agreement. The funds will need to be spent by the municipality by August 1, 2021.

SCHEDULE “E”

REPORTS

As a condition of the Municipal Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by September 1, 2021 to outline how the grant was utilized at the department level.

REPORT TO COUNCIL

PUBLIC SERVICES DEPARTMENT

AGENDA DATE: April 20, 2021

SUBJECT: Tender No. PS-2021-01
One (1) Cab and Chassis, Diesel On-Off Float Truck

RECOMMENDATION:

That Council approve the awarding of the tender for one (1) 2021 Cab and Chassis, Diesel On-Off Float Truck**/**Snow Plow, to Rush Truck Centre in the amount of $303,814.11

BACKGROUND:

The Public Services Department budgeted for One (1) 2021 Cab & Chassis, Diesel On-Off Float Truck**/**Snow Plow and a tender was prepared and sent out. This tender was advertised on www.biddingo.com, and in the local newspaper. This tender closed on April 7, 2021 and one bid was received from Rush Truck Centre.

The result is as follows:

Chassis Supplier	Plow Equipment	Total (Not Incl. HST)	Budget
Rush Truck Centre	Viking-Cives	$303,814.11	$300,000.00

ANALYSIS/DSICUSSION:

This single bid has been evaluated and found to be accurate and complete, and the Township has had positive experiences with the vendor in the past.

For these reasons, staff is recommending that the tender be awarded to Rush Truck Centre.

FINANCIAL/STAFFING IMPLICATIONS:

An amount of $300,000.00 was included in the 2021 Capital Budget for the replacement of a Cab and Chassis, Diesel On-Off Float Truck**/**Snow Plow. Since the the bid price is $3,814.11 over budget, Council approval is required. The additional cost will be funded by the equipment replacement reserve.

ATTACHMENTS:

None.

Prepared by:

Brian Kirk, CRS-I
Operations Supervisor

Approved by:

Neil Carbone
Chief Administrative Officer

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

AGENDA DATE: April 20, 2021

REPORT DATE: April 13, 2021

SUBJECT: Heritage Designation: 3981 Harrowsmith Road - The Stewart House

RECOMMENDATION

1) That Council receive the Statement of Cultural Heritage Value and Designation of Heritage Attributes for 3981 Harrowsmith Road - The Stewart House, and that this Statement be used as the basis for staff to prepare the Notice of Intention and a Designation by-law for the property; and

2) That Council direct staff to serve a Notice of Intention to Designate the property located at 3981 Harrowsmith Road being called The Stewart House, as a property of cultural heritage value or interest pursuant to Part IV of the *Ontario Heritage Act, R.S.O. 1990, c. O.18,* ; and

3) That should no Notice of Objection be received by the Clerk of the Township of South Frontenac within thirty (30) days of the publication of the Notice of Intention to Designate, that Council direct staff to prepare a Designation by-law for 3981 Harrowsmith Road, and carry out the requirements as prescribed under Section 29(6) of the *Ontario Heritage Act*.

BACKGROUND

Section 29 of the *Ontario Heritage Act* gives permission to the Council of a Municipality to enact by-laws to designate individual properties, including buildings and structures, to be of cultural heritage value or interest.

In 2006, the Province issued Ontario Regulation 9/06: Criteria for Determining Cultural Heritage Value or Interest. According to this Regulation, a property may be designated under Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. O.18 where it meets one or more of the identified criteria. Ontario Regulation 9/06 identifies criteria in three broad categories: Design/Physical Value, Historical/Associative Value, and Contextual Value.

The purpose of this report is to recommend to Council that the property located at 3981 Harrowsmith Road (The Stewart House) be recognized as a property of cultural heritage value and be designated under Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18.

This report provides information outlining the reasons for designating the Stewart House as a property of cultural heritage value (Attachment 1 - Heritage Designation Statement of Cultural Heritage Value) and recommends a Notice of Intention to Designate (Attachment 2 – Draft Notice of Intention to Designate) be served under Section 29 of the Ontario Heritage Act for 3981 Harrowsmith Road, known as the Stewart House. Photographs of the subject property are included in the Statement of Cultural Heritage Value.

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

DISCUSSION

The application to designate a property located at 3981 Harrowsmith Road was submitted by the property owner and received by Township Staff on March 21, 2021.

The application was brought to Heritage Committee for review on April 1, 2021. A review of the cultural heritage value of the subject property has been undertaken by Committee Members and the owner of the subject property. The Township of South Frontenac Heritage Committee also recommends that Council proceed with heritage designation of this property under the Act. The Heritage Committee provided comments on the application indicating that the property meets all three criteria under Ontario Regulation 9/06 for designation, including having Design/Physical Value, Historical/Associative Value, and Contextual Value. The Heritage Committee determined the Stewart House at 3981 Harrowsmith Road has cultural heritage value and interest that should be conserved over the long-term through a Heritage Act Designation.

At the April 1, 2021 Committee Meeting, Heritage Committee members passed a motion in which the Heritage Committee recommends Council initiate the process to designate the property located at 3981 Harrowsmith Rd, under section 29 of the Ontario Heritage Act, R.S.O 1990.

In response to direction from the Heritage Committee, staff prepared a Statement of Cultural Heritage Value report (see Attachment 1). The report states that the property satisfies several of the provincial criteria under all three categories of design, associative and contextual value.

Staff have prepared the necessary Notice of Intention to Designate the subject property and a draft designating by-law. The draft notice of intention to designate has been prepared in accordance with the requirements of the Ontario Heritage Act and is listed as Attachment 2 to this report. The Notice of Intention to Designate must be served by the Clerk to the property owner(s) and the Ontario Heritage Trust and be published in a newspaper, having general circulation in the municipality, pursuant to Section 29 of the Ontario Heritage Act. The notice will be published once in the newspaper and will remain on the website for the duration of 30 days in which objections can be received. The Designation by-law will be brought back to Council no sooner than the objection period having passed. The owners of the property will be asked if they have any objections to the designating by-law prior to proceeding. As the owners have made application requesting this designation put on their property, it is not anticipated that the owners will have any objections.

Should no Notice of Objection be received by the Clerk within the thirty (30) day appeal period, staff will bring back a further report to Council recommending that Council approve a by-law designating 3981 Harrowsmith Road under Part IV of the Ontario Heritage Act. Attachment 3 is a draft Designation by-law for the property. The draft Designation by-law is being shared with Council for information at this time.

Before bringing the Designation by-law for Council's consideration, staff will consult the owners of the property to review the details of the designation by-law to ensure the by-law is agreeable to the owners. Staff will work with the owners to ensure the Designation by-law captures their interests and goals expressed in their application to designate their property under Part IV of the Ontario Heritage Act.

Conclusion

Both the South Frontenac Heritage Committee and Township staff are satisfied that the Stewart House, municipally known as 3981 Harrowsmith Road, meets the provincial criteria for assessing cultural heritage resources as set out in Ontario Regulation 9/06 and request Council to provide direction to staff to proceed with serving Notice of Intention to Designate the property under the Ontario Heritage Act

FINANCIAL/STAFFING IMPLICATIONS:

Not Applicable

ATTACHMENTS:

Attachment 1: Heritage Designation Statement of Cultural Heritage Value

Attachment 2: Notice of Intention to Designate a Property under Ontario Heritage Act

Attachment 3: Draft Designation By-law

Prepared by: Anna Geladi, Planner

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

Approved by: Neil Carbone, CAO

Heritage Designation Statement of Cultural Heritage Value or Interest
3981 Harrowsmith Road "The Stewart House"

The subject property has been researched and evaluated in order to determine its cultural heritage significance under Ontario Regulation 9/06 of the *Ontario Heritage Act* R.S.O. 1990. A property is eligible for designation if it has physical, historical, associative or contextual value and meets at least one of the nine criteria set out under Regulation 9/06 of the Act. Staff have determined that 3981 Harrowsmith Road, also known as the Stewart House, has cultural heritage value or interest and merits designation under the *Ontario Heritage Act.*

Design or Physical Value

3981 Harrowsmith Road is a representative example of a two and a half story stone dwelling with an attached one and a half story stone carriage house. This imposing limestone house sits prominently on the streetscape of Harrowsmith near the main intersection of the Village Constructed circa 1846, it is representative of a housing type that was popular in area in the mid nineteenth century. This mid-19th century Georgian influenced stone dwelling, includes a symmetrical front façade with gable roof, rough-hewn, regularly coursed, squared limestone and three bay windows. The stonework is coursed rough ashlar on all four sides of both the main stone dwelling and the stone carriage house. The facades of both buildings is one colour of stone, while the remaining three sides have alternating courses of darker and lighter stone, a style that is unique to Harrowmith and Portland Township. There are a number of similar executions in this style in the vicinity, however the Stewart House is the largest and best proportioned.

Photo of 3981 Harrowsmith Road 1

Description of the Exterior Elements of the Stone House

The two storey house has a gable roof with a stone chimney at each gable end. A gable is a triangular section of wall at the end of a pitched roof. A soffit and facia terminates the roofline.

Front Facade of Stone House

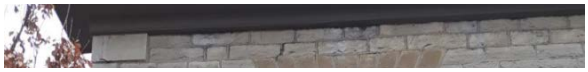
The main facade of the building consists of rough-hewn, regularly coursed square limestone walls. It has three bays, with the main entrance in the central bay. The main entrance is attached to a crosspiece separating the door from the window above. The windows over the cross piece, also known as the transom light, have four vertically divided panes. The solid main door has two conforming vertical raised panels.
An existing 19th century photograph (circa 1880s) of the house indicates that the original windows were casements.

The window openings are large, with a one over one glazing pattern, double sash. The windows are separated by a vertical moulding. The window openings, and the front door recess, are topped by voussoirs of a distinctly different colour of limestone than that of the main body of the house. Voussiours the wedge-shaped stones used in constructing an arch. The side elevations have two bays with similar window placement

and description to those on the front facade. The attic storey is signified by quarter round windows on either side of the interior chimney flue.

Figure 3: Central Bay of Stone House

Windows and Attic Storey of Stone House



Central Bay of Stone House

Ashlar Quoins of Stone House

All corners of the house have smooth pronounced raised ashlar "quoins". Quoins are masonry blocks typically located at the corner of a wall. The side elevations have a distinctly different masonry units, or coursing, than that of the front elevation. The side elevations depict the ashlar courses are wide then narrow. The wide courses (masonry units) are a lighter coloured limestone, and the narrow courses are of darker coloured limestone. The treatment of the courses results in a horizon striped "pattern". There are other buildings in the surrounding area with this similar

distinctive "striped pattern" of ashlar coursing. It was likely a trademark of a particular stone Mason/Builder. One can speculate that stone was brought from two different quarries.

Description of the Exterior Elements of the Carriage House

On the east side of the house, a limestone one-and-one half storey "carriage house" abuts at a right angle to the main house at the back corner. The manner by which this structure connects to the house indicates that it was a later addition. A wide, plain soffit and fascia terminates the roofline with a stone chimney at the west gable end.

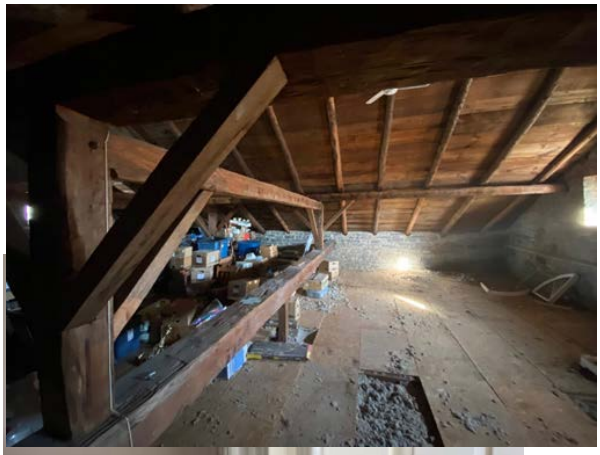
Carriage House

The north elevation (façade) of the carriage house is constructed of a similar style to the main house with rough-hewn, regularly coursed, squared limestone. The remaining side elevations are identical to the side elevations of the main house with alternating courses of light and dark, narrow and wide, limestone. The principal fenestration of the building are the large central doors for carriages on both the north and south elevations. Smaller doors, at the west end of the façade as well as the west side, are recessed in a similar manner to the doors of the main house. The windows of this building are sash, the large window on west side is a remaining original window to this building. The window openings and door recess are similar to the main house and topped by voussoirs of a distinctly different colour of limestone.

Carriage House Front Facade

Description of the Interior Elements of the House

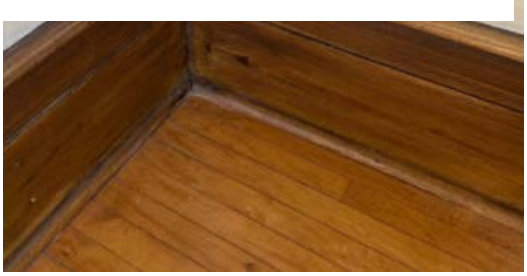
The interiors contains elements of period joinery that are unique to the Harrowsmith area such as doors with two panels (rather than the more common four or six panels). The window returns of the main house have panels that match the moulding profile of the doors. The millwork in the main house is of three distinct styles, increasing in size and detail to correspond with the use of the room. The main house contains a central staircase with railings of turned butternut and walnut balusters.



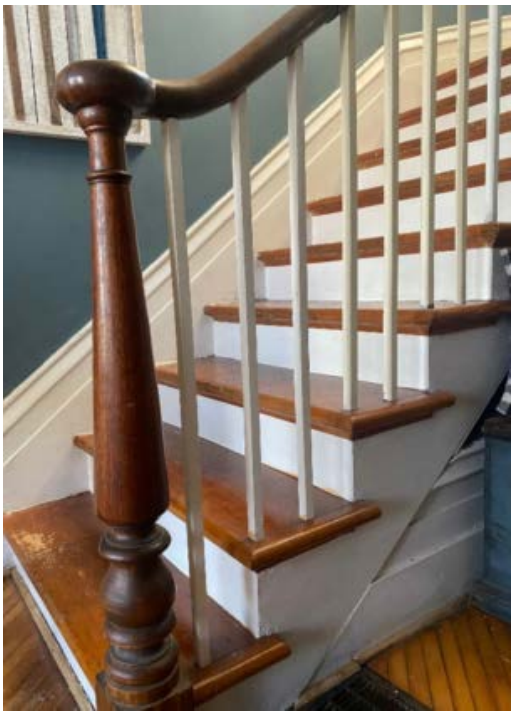
Attic Details

Millwork. Window Return (above) and Door (below)

Millwork (above) and Staircase (below)



The attic of the main house has two trusses with large hand-hewn beams that divide the attic space into thirds at waist height. These trusses bear the weight of the



rafters. The carriage house is constructed in a similar manner. The rafters of both buildings are small trees, some still bearing their bark, squared on one side. Similarly, the cross beams in the cellar of the main house are large trees, squared on one side.

Historical / Associative Value

3981 Harrowsmith Road, the Stewart House, has good historical and associative value as an upper-middle class house in Harrowsmith from the mid nineteenth century. Built in 1846, it was constructed as part of the building boom from this period. The Stewarts lived in the stone building and were a prominent family in the Portland Area. Samuel was a village merchant and had significant land holdings. He severed a number of terms as Mayor of Portland in the latter half of the 1850's. He also operated a general store (the stone building on the corner of Harrowsmith Road), was the postmaster for the village and owned a number of farms. When Samuel died, his daughter Isabella Stewart continued to operate the store until 1922. The Stewart House and the general store were then sold to the Gallagher family.

Contextual Value

This imposing limestone house sits prominently on the streetscape of Harrowsmith near the main intersection of the Village. It is the largest residence constructed of limestone in the area. The carriage house is larger than the main house although it is clearly a secondary building to the main house because of its position and elevation. This building contained the servant quarters and kitchen. Food was brought to the main house through a cellar tunnel or through the outside. It contrasts to similar buildings in the City of Kingston.

Cultural Heritage Attributes

- Stonework for the main house and carriage house
- Windows
- Exterior Doors
- Fascia & Soffit
- Attic Trusses and Framework

Notice of Intention to Pass a By-Law to Designate
Stewart House at 3981 Harrowsmith Road
To be of Cultural Heritage Value and Interest Pursuant to the Provisions of the Ontario Heritage Act (R.S.O 1990, Chapter 0.18)

Take Notice that the Council of the Township of South Frontenac intends to pass a by-law under Section 29, Part IV of the Ontario Heritage Act, R.S.O. 1990, Chapter 0.18, to designate the following property to be of cultural heritage value and interest:

Description of Property: 3981 Harrowsmith Road (Part Lots 1 to 4, Block A, Plan 57, District of Portland, Township of South Frontenac, County of Frontenac), known as The Stewart House.

Short Statement of Cultural Heritage Value or Interest

The property being called the Stewart House, includes a good example of a mid-19th century Georgian influenced stone dwelling, including its symmetrical front façade with gable roof, rough-hewn, regularly coursed, squared limestone and three bay windows. The corners of the house have raised ashlar quoins. On the east side of the stone house, a limestone one and a half story carriage house abuts at a right angle to the main house at the back corner featuring a later addition of machine lath versus the hand riven lath of the main house. The two-storey dwelling, built c.1846, has direct association with former owners Samuel and Isabella Stewart, prominent figures in the former Township of Portland. Samuel Stuart was Reeve of Portland Township in the later half of 1850's and also a Postmaster. Together Samuel and his daughter Isabella operated the general store. The Stewart House contributes to the heritage character of Harrowsmith Road as it is one of the many stone houses remaining in former Portland village.

Description of Heritage Attributes
Cultural Heritage Attributes associated with the property include:

- Stonework for the main house and carriage house
- Windows
- Exterior Doors
- Fascia & Soffit
- Attric Trusses and Framework

Additional Information, including a full description of the reasons for designation is available upon request from Anna Geladi, Planner, Development Services at 613-376-3027, extension 2350 or at heritage@southfrontenac.net during regular business hours.

Any notice of objection to the Intention to Designate the property at 3981 Harrowsmith Road must be submitted in writing, include the reason(s) for objection(s), all relevant facts, and must be submitted to the Township Clerk within thirty (30) days of the first publication of this notice being XXXXX.

Dated at the Township of South Frontenac — Angela Maddocks

This XXX day of XXXX, 2021 — Township Clerk

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021 – XX

Being a by-law to designate the Stewart House at 3981 Harrowsmith Road to be of Cultural Heritage Value and Interest pursuant to the Provisions of the *Ontario Heritage Act* (R.S.O. 1990, c. 0.18)

WHEREAS pursuant to the provisions of Section 29 of the *Ontario Heritage Act,* R.S.O. 1990, Chapter 0.18, the Council of a Municipality may enact by-laws to designate real property, including all buildings and structures thereon, to be of cultural heritage value or interest;

AND WHEREAS Council has consulted with its Municipal Heritage Committee and has approved the designation of the property located at 3981 Harrowsmith Road ,Part Lots 1-4, Block A, Plan 57, District of Portland, Township of South Frontenac, on April 1, 2021;

AND WHEREAS a notice of intention to designate the property was published in the *Frontenac News*, which is a newspaper having general circulation in the Municipality on XXXXXX, 2021;

AND WHEREAS no notice of objection to the proposed designation was served to the Clerk of the Corporation of the Township of South Frontenac;

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

1. That the real property located at Part Lots 1-4, Block A, Plan 57, municipally known as 3981 Harrowsmith Road, in the District of Portland, Township of South Frontenac, referred to as the Stewart House, is designated as being of Cultural and Heritage value under the Ontario Heritage Act;

2. That the Township Solicitor is hereby authorized to cause a copy of the designating by-law to be registered against the property affected in the property land registry office.

3. The Township Clerk is hereby authorized hereby authorized to cause a copy of this by-law to be served on the owner of the land described in Schedule "1" hereto and on The Ontario Heritage Trust and to cause notice of the passing of this by-law to be published in Frontenac News and on the Township's official website;

4. That the Notice to Designate dated XXXX and the document titled Heritage Designation Statement of Cultural Heritage Value or Interest - 3981 Harrowsmith Road "The Stewart House" shall form part of this by-law as Schedule 2 and 3 respectively;

5. THIS BY-LAW shall come into force and take effect on the date of its passing.

Dated at the Township of South Frontenac this __th day of MONTH, 2021.

Read a first and second time this __th day of MONTH, 2021.

Read a third time and finally passed this __th day of MONTH, 2021.

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

_____
Ron Vandewal, Mayor

_____
Angela Maddocks, Clerk

DRAFT

Schedule 1

This is Schedule "1" to By-law No. 2021- __

Description and Reasons for Designation

The Stewart House

Civic Address:	3981 Harrowsmith Road
Legal Description:	Part Lots 1-4, Block A, Plan 57, Portland, County of Frontenac
Property Roll Number:	102908002006500

Description of Property

The Stewart House at 3981 Harrowsmith Road is located on the south side of Harrowsmith Road, close to the intersection with Road 38. The property contains a two and a half story stone dwelling (constructed circa 1846) with an attached one and a half story stone carriage house.

Statement of Cultural Hertiage Value and Interest/Statement of Significance

Physical/Design Value

The Stewart House has design value as a well-preserved example of a 2 storey home from the late 19th century. It retains many original features including soffits, fascia, and fenestration that were once commonly found on homes of this era. The house, of rough-hewn regularly coursed square limestone walls has three bays with symmetrical arrangement of equal size second floor windows. The main entrance is composed of a door with transom. The window openings and door recess, for both the main house and carriage house, and are topped by voussoirs of a distinctly different colour of limestone.

All corners of the house have smooth pronounced raised ashlar quoins. The side elevations depict the ashlar courses are wide then narrow. The wide courses (masonry units) are a lighter coloured limestone, and the narrow courses are of darker coloured limestone. The treatment of the courses results in a horizon striped "pattern". There are other buildings in the surrounding area with this similar distinctive "striped pattern" of ashlar coursing. It was likely a trademark of a particular stone Mason/Builder.

On the east side of the house, a limestone one-and-one half storey "carriage house" abuts at a right angle to the main house at the back corner. The manner by which this structure connects to the house indicates that it was a later addition. A wide, plain soffit and fascia terminates the roofline with a stone chimney at the west gable end.

The attic of the main house has two trusses with large hand-hewn beams that divide the attic space into thirds at waist height. These trusses bear the weight of the rafters. The rafters of both buildings are small trees, some still bearing their bark, squared on one side.

Historical / Associative Value

3981 Harrowsmith Road, the Stewart House, has good historical and associative value as an upper-middle class house in Harrowsmith from the mid nineteenth century. Built in 1846, it was constructed as part of the building boom from this period. The Stewarts lived in the stone building and were a prominent family in the Portland Area. Samuel was a village merchant and had significant land holdings. He severed a number of terms as Mayor of Portland in the latter half of the 1850's. He also operated a general store (the stone building on the corner of Harrowsmith Road), was the postmaster for the village and owned a number of farms. When Samuel died, his daughter Isabella Stewart continued to operate

DRAFT

the store until 1922. The Stewart House and the general store were then sold to the Gallagher family.

Contextual Value

This imposing limestone house sits prominently on the streetscape of Harrowsmith near the main intersection of the Village. Its built form displays the architectural trends and styles popular at the time and it is known to be the largest residence constructed of limestone in the Portland area. The carriage house contrasts to similar buildings in the City of Kingston. Together, the stone house and the carriage house are good examples of the influence of the Georgian style on vernacular residential buildings of the late 19th century.

The Stewart House has contextual value for its contribution to the heritage character of this established residential street. It is noteworthy because of its architectural style and status. It also has contextual value as part of an intact, historic neighborhood constructed around the nineteenth century. Surrounded by houses of similar age, construction method and style, it forms part of a historic landscape and maintains the character of the neighborhood.

Cultural Heritage Attributes

To ensure that the cultural heritage value of this property is conserved, certain heritage attributes that contribute to its value have been identified. The heritage attributes of the property at 3981 Harrowsmith Road are:

- Two-storey limestone Georgian influenced residence depicting incredible stonework for the main house and carriage house
- Fenestration including: windows and transoms
- Exterior Doors
- Entrances with Transoms
- View from Harrowsmith Road
- The soffit and fascia
- Attic Trusses and Framework

DRAFT

Report to Council

Development Services Department

AGENDA DATE: April 20, 2021

REPORT DATE: April 12, 2021

SUBJECT: Road Closing Application – RC-21-04
Lelah Cook (Timothy Cook)
Closure and transfer of a portion of an Unopened Road Allowance between Lot 5 & 6, Concession 13 District of Bedford, Devil Lake, Township of South Frontenac

---

RECOMMENDATION

That Council direct staff to begin the process to close and transfer ownership of a 20 metre (66 foot) by approximately 270 metre (886 foot) portion of unopened road allowance to enlarge an adjacent parcel of land municipally known as 38 Coronation Lane.

PURPOSE

The purpose of this report is to provide background information necessary to enable Council to provide direction to staff regarding the closing of a portion of an unopened road allowance in the Township.

BACKGROUND

The road allowance is aligned east to west, running from Perth Road (across from Maccomish Lane), to Devil Lake. The road allowance begins as a steep embankment at Perth Road, runs across the wetlands before it ends at Devil Lake. Attachment #1 illustrates the parcel fabric of the surrounding parcels of land.

Attachment #2 is a Deed/Transfer of land from December 21st, 1976 that outlines the legal description of the benefitting lands (38 Coronation Lane) as a metes and bounds description. Parcel “A”, “B” and “C” were all documented on this Deed to commence at the centre line of the abutting road allowance. Attachment #3 is the registered plan by Humphries & Burgham, Ontario Land Surveyors, dated the 12th April, 1954. This plan is what has been utilized by all owners since 1954 and it was assumed, based on this plan and the subsequent Deeds/Transfers, that a portion of the Road Allowance formed part of the property. The boathouse, as seen in the pictures in Attachment #4 was constructed in 1955 on what was assumed as a portion of the property, but was actually located on the Township owned road allowance.

Staff have reviewed documentation with respect to the benefitting lands, municipally known as 38 Coronation Lane and have determined that there has never been a by-law registered on title to stop up, close and transfer the portion of road allowance noted in the registered plan by Humphries & Burgham and all of the subsequent deeds of land. Therefore, to correct title, it is necessary for the owner of the benefitting lands to apply to have the unopened road allowance stopped up, closed and transferred. If Council is amenable and there are no concerns brought forward by the public, once the application has moved through the Road Closing process, a by-law will be registered on title and the land will be transferred to the owners of 38 Coronation Lane thereby correcting the title of their lands to reflect the land as has been described in their deed since 1954.

The owners of the lands municipally known as 38 Coronation Lane, Lelah Cook and her son, the agent on the application, Timothy Cook, have filed a road closing application requesting Council stop up, close and transfer an approximately 20 metre (66 foot) x 270 metre (886 foot)

portion being approximately 5,400 square metres (58,125 sq. ft.) of the unopened road allowance between Lot 5 & 6, Concession 13, in the District of Bedford.

The benefitting lands, municipally known as 38 Coronation Lane is a waterfront parcel of land located south of the unopened road allowance. The lands are developed with a cottage, out buildings, a dock and a boathouse. It is the intention of the owner of 38 Coronation Lane and their family to re-build the boathouse as a legal non-complying and legal non-conforming structure. The boathouse is in a very poor state, as shown in the later pictures in Attachment #4. A re-build of the structure would be possible under the current Zoning By-Law as a legal non-conforming use and legal non-complying structure. However, Township Building Officials would be unable to issue a building permit as the structure is located on Township owned lands. The owner and their family also require the title to be corrected to their property with respect to the road allowance as currently, the property is in the Registry System and cannot be converted to Land Titles until the proper documentation to legally recognize the road closing is registered on title. Ensuring clear title will also enable the property to be transferred in the future. Although the road allowance leads directly to Devil Lake from Perth Road, it traverses over wetlands before reaching Devil Lake. Public Service staff have indicated that it would be a topographical challenge to have a road or a boat launch given the steep slope of the road allowance at the west side of Perth Road and the wetlands that it crosses through before reaching Devil Lake.

The size of the benefitting lands is unclear as it is not accurately portrayed in either the GIS mapping on Frontenac Maps nor in the survey plan. However, the parcel does appear to be undersized. By adding the road allowance, the parcel would be closer to conforming to the current Comprehensive Zoning By-Law 2003-75.

Planning staff and Public Services staff visited the site on October 28, 2020. Public Services staff advised that they have no issues with selling the road allowance as there is very little chance that a public road or boat launch will ever be feasible at this location.

The westerly 91.5 metres (300 feet) of the road allowance is within 300 feet of Devil Lake, the remaining approximately 178.5 metres (585.6 feet) is located more than 300 feet from Devil Lake.

Based on Township policy, the first 300 feet would be charged at a rate of $2.41 per square foot (300 feet x 66 feet = 19,800 square feet @ $2.41 = $47,718.00). The remaining 585.6 feet would be charged at a rate of $0.80 per square foot (residential lot) in accordance with Township policy as the lands are between 1-2 acres in size and this portion is beyond 300 feet of a waterbody (585.6 feet x 66 feet = 38,610 square feet @ $0.80 = $30,888), the sale price of the road allowance would be approximately $78,606.00 plus HST.

Staff note that when considering the sale of a closed road allowance where construction has taken place on a road allowance, and where it can be demonstrated that the relevant portion of road allowance has not been correctly identified by surveyors or the Township, Council may waive, or reduce the fee for the portion of the road allowance that lies within, or adjacent to, the original lot. Should council be supportive of a reduction in the sale price due to the unique circumstances behind this request, staff would indicate to the applicant to make an offer in writing for a reasonable fee to acquire the portion of the road allowance identified in application RC-21-04.

Staff is seeking direction as to whether Council has any objections to the closure and transfer of this unopened portion of road allowance to facilitate the enlargement of lands and correction of title for the property described as Part Lot 5, Concession 13, district of Bedford, Township of South Frontenac, municipally known as 38 Coronation Lane, Devil Lake. If Council has no objections, staff can begin the process to stop up and close the portion of the unopened road allowance between Lots 5 & 6, Concession 13, District of Bedford.

FINANCIAL and STAFFING CONSIDERATIONS

The application fee and legal deposit has been paid by the applicant to process this road closing application. While a decision is not required regarding sale price at this meeting, it is generally not recommended that Council waive the purchase price for road allowances, however, should Council decide to proceed with the closure and transfer, Council may

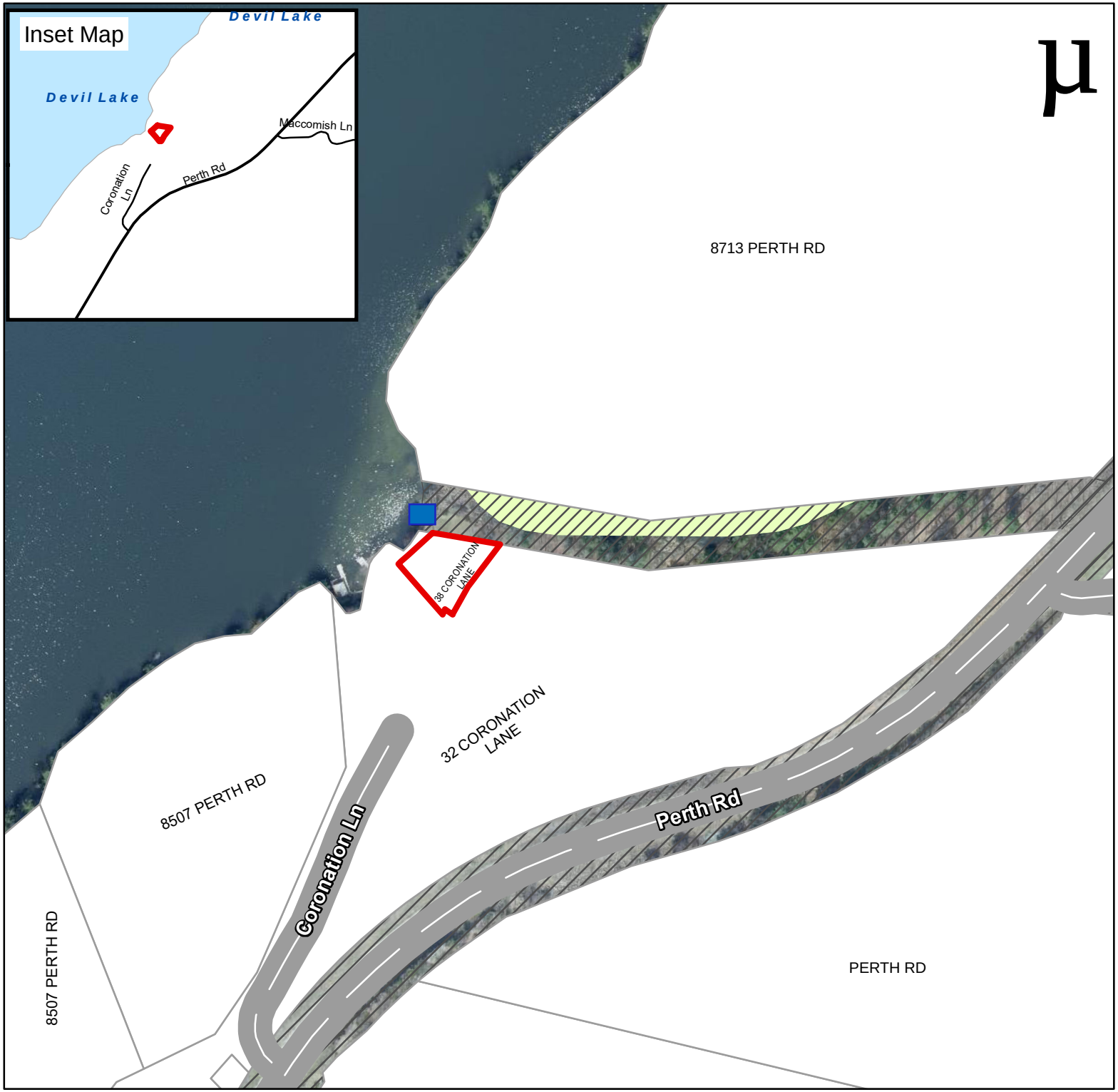
consider a reduction in the price given that the surveyor had historically incorrectly added the Unopened Road Allowance to the property municipally known as 38 Coronation Lane. Fees to survey the portion of the unopened road allowance to be transferred will be paid by the applicant.

ATTACHMENTS

Attachment #1 – Location Map
Attachment #2 – Cook – Deed for Transfer of Land in 1976
Attachment #3 – Cook – 1954 Survey
Attachment #4 – Cook- Historic and Current Photographs of the Boat House

Submitted by: Michelle Hannah, Planning Assistant

Approved by: Claire Dodds, MCIP, RPP, Director of Development Services
Neil Carbone, CAO



RC-21-04

38 CORONATION LANE

Legend

- Subject Property
- Roads
- Parcel Fabric
- Road Allowance
- Provincially Significant Wetlands
- Wetland
- Boathouse Location

Produced by the Township of South Frontenac under license with the Ontario Ministry of Natural Resources © Queen's Printer for Ontario, 2020.

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 1:2,200

0 12.5 25 50 75 100

Meters

Deed with Dower
Form 113
Newsome and Gilbert, Limited, Toronto

8

285840

This Indenture

made in duplicate the twenty-first day of December
one thousand nine hundred and seventy-six

In Pursuance of the Short Forms of Conveyances Act:

Between

EARL FRANCIS, of the Town of South Mountain, in the United Counties of Dundas, Stormont and Glengarry,

hereinafter called the Grantor of the FIRST PART

- and -

DALE COOK, of the Village of Cardinal, in the County of Grenville, and his wife, LEILA COOK, of the same place, as joint tenants and not as tenants in common,

hereinafter called the Grantees of the SECOND PART

- and -

MILDRED ALMA FRANCIS,

Wife of the Grantor of the THIRD PART

Witnesseth that in consideration of ----------

----------TWO ($2.00)---------- dollars of lawful money of Canada now paid by the said grantees to the said grantor (the receipt whereof is hereby by him acknowledged) he the said grantor DOTH GRANT unto the said grantees in fee simple as joint tenants and not as tenants in common,

ALL and Singular that certain parcel or tract of land and premises, situate, lying and being in the Province of Ontario, County of Frontenac, Township of Bedford, and being composed of Parts of Lot 5 in the Thirteenth Concession of said Township, which said parcels or tracts of land may be more particularly described as follows:

PARCEL "A"

COMMENCING at a point in the fence line marking the centre line of the Original 66 foot Road Allowance between Lots 5 & 6, distant therein Westerly Seven Hundred & Thirty-seven (737) feet more or less from the Westerly limit of the Perth Road;

...1(a)

THENCE Westerly in and along said fence line a distance of One Hundred and Eleven (111) feet more or less;

THENCE South 45 degrees & 42 minutes West a distance of Ninety (90) feet more or less;

THENCE South 44 degrees & 18 minutes East a distance of Eighty-six & Eight-tenths (86.8) feet to an iron stake;

THENCE South 52 degrees & 39 minutes East a distance of Twelve & Fourteen Hundredths (12.14) feet;

THENCE North 28 degrees & 48 minutes East a distance of Forty-three and Eighty-five Hundredths (43.85) feet;

THENCE North 36 degrees & 38 minutes East a distance of One Hundred & Forty (140) feet more or less to the point of commencement.

The above described parcel is shown as "Parcel A" and outlined in red on the [redacted] plan by Humphries & Burgham, Ontario Land Surveyors, and dated the 12th April, 1954.

The above described "Parcel A" is subject to a Right of Way, Twelve (12) feet wide in favor of all those legally entitled thereto, and is shown coloured green on the [redacted] plan.

Also together with a Right of Way, Twelve (12) feet wide, as shown coloured yellow on the [redacted] plan, from the above described "Parcel A" to the Westerly limit of the Perth Road, and the use of an area reserved for parking cars also coloured yellow.

PARCEL "C"

Together with the use of an area, in common with all those legally entitled thereto, which may be described as follows:

COMMENCING at the intersection of the high water line of Devil Lake with the fence line marking the centre line of the Original 66 foot Road Allowance between Lots 5 & 6, said point being distant therein Westerly Nine Hundred & Two (902) feet from the Westerly limit of the Perth Road;

THENCE in a South-westerly direction in and along the high water line of Devil Lake a distance of One Hundred & Twenty (120) feet more or less;

THENCE South 44 degrees & 18 minutes East a distance of Eighty (80) feet more or less;

...1(b)

THENCE North 45 Degrees & 42 minutes East a distance of Seventy-five (75) feet;

THENCE North 44 degrees & 18 minutes west a distance of Fifty (50) feet;

THENCE North 45 degrees & 42 minutes East a distance of Ninety (90) feet more or less to the fence line marking the centre line of the Original Road between Lots 5 & 6;

THENCE Westerly along said fence line a distance of Fifty-four (54) feet more or less to the point of commencement.

The above described parcel of land is shown as "Parcel C" and is outlined in brown on the [redacted] plan.

TOGETHER with a right of way on foot only to the existing drilled well situated in a North Easterly direction from the Twelve Foot (12') right of way coloured yellow on the plan of survey attached to this said Deed, for the purpose only of obtaining water from the said Well, in common with others entitled thereto and subject to the reasonable share of maintenance of the said Well.

TOGETHER with a right of way unto the Grantees, their heirs and assigns, in common with others entitled thereto, to provide a free and uninterrupted right of way on foot only over an existing set of stone and concrete steps and pathway commencing at the Northerly limit of the Twelve foot (12') right of way coloured yellow on the [redacted] plan of survey and thence running Westerly to the area outlined in brown marked "Parcel C" and being the picnic area on the said plan.

TOGETHER with the fee simple in an additional parcel of land, lying and being between the southerly boundary of said "Parcel A" and the most northerly edge of the said existing set of stone and concrete steps, and extending from the westerly edge of the said twelve (12') foot right of way coloured yellow to a line drawn parallel to the westerly limit of said "Parcel A".

Deed without Dower—Page 8—111

TO HAVE AND TO HOLD unto the said grantees/ as joint tenants their heirs and assigns to and for their sole and only use forever,

SUBJECT NEVERTHELESS to the reservations, limitations, provisoes and conditions expressed in the original grant thereof from the Crown.

The said grantor COVENANTS with the said grantees THAT he has the right to convey the said lands to the said grantees notwithstanding any act of the said grantor

AND that the said grantees shall have quiet possession of the said lands free from all encumbrances.

AND the said grantor COVENANTS with the said grantees that he will execute such further assurances of the said lands as may be requisite.

AND the said grantor COVENANTS with the said grantees that he has done no act to encumber the said lands.

AND the said grantor RELEASES to the said grantees ALL his claims upon the said lands.

AND MILDRED ALMA FRANCIS, wife of the said Grantor, hereby bars her dower in the said lands.

IN WITNESS WHEREOF the said parties hereto have hereunto set their hands and seals.

Signed, Sealed and Delivered
IN THE PRESENCE OF

Peggy Allen

Earle S. Francis

Mildred Francis

[redacted]

[redacted]

[redacted]

Form 1071
Sweet and Gilbert
Limited

THE LAND TRANSFER TAX ACT, 1974

Affidavit of Residence

IN THE MATTER OF THE CONVEYANCE OF Parts of Lots Five (5) in the Thirteenth Concession of the County of Frontenac in the Township of Bedford
(insert brief description of land)

TO DALE COOK and LEILA COOK
(insert names of all transferees)

I, PETER HUGH MacEWEN of the Village of Morrisburg in the County of Dundas
(print name and address)

MAKE OATH AND SAY THAT:

1. I am (place a clear mark within the square opposite that one of the following paragraphs that describes the capacity of the deponent):
   (a) A person to whom or in trust for whom the land conveyed in the above-described conveyance is being conveyed; [ ]
   (b) One of the trustees named in the above-described conveyance to whom the land is being conveyed; [ ]
   (c) A transferee named in the above-described conveyance; [ ]
   (d) An agent authorized in writing to act for ..... who is a person *(insert name of principal)* described in paragraph ..... above *(insert only one of paragraph (a), (b), or (c) above)*; [ ]
   (e) The solicitor acting in this matter for the grantee who is a person *(insert name of client)* described in paragraph (c) above *(insert only one of paragraph (a), (b) or (c) above)*; [XX]
   and as such, I have personal knowledge of the facts herein deposed to.

2. None of the transferees to whom or in trust for whom the land conveyed in the above-described conveyance is being conveyed is, within the meaning of the Act, a non-resident person (strike out this paragraph if inapplicable).

3. The following persons to whom or in trust for whom the land conveyed in the above-described conveyance is being conveyed are non-resident persons within the meaning of the Act.

- NIL -

(insert the name and place of residence – or in the case of a corporation, the place of incorporation – of any transferee who is a non-resident person. If space is insufficient, attach a list of those transferees who are non-resident persons.)

4. I have read over and considered the definitions of "non-resident corporation" and "non-resident person" set out respectively in clause f and g of subsection 1 of section 1 of the Act.

Sworn before me at the Village
of Morrisburg
in the County
of Dundas
this 21st
day of December 1976

A Commissioner, etc.

PETER HUGH MacEWEN

[redacted]

Form 1072 (Revised)
Newsome and Gilbert, Limited, Toronto

IN THE MATTER OF SUBSECTION 3 OF SECTION 5 OF
THE LAND SPECULATION TAX ACT, 1974

Affidavit

I, EARL FRANCIS of the Town of South Mountain
(print name)

in the United Counties of Dundas, Stormont and Glengarry
(print address)

MAKE OATH AND SAY THAT:

1. I verily believe that the disposition of designated land evidenced in the attached instrument or writing is exempt from the tax imposed by subsection 1 of section 2 of the above Act by virtue of the disposition being:

describe nature of disposition

A disposition of principal recreation property and less than 20 acres of land,

as provided for by section 4, clause F, subclause of the above Act.

delete this paragraph if inapplicable

2. I am the transferor making the disposition referred to in paragraph 1 hereof. Since the acquisition of my interest in the designated land that is referred to in paragraph 1 hereof and that is being disposed of to the transferee named in the attached instrument or writing, no disposition with respect to such designated land has occurred prior to the disposition to the said transferee.

delete this paragraph if inapplicable

~~3. I am authorized in writing by the transferor making the disposition referred to in paragraph 1 hereof to make this affidavit. Since the acquisition of the interest of the transferor in the designated land that is referred to in paragraph 1 hereof and that is being disposed of to the transferee named in the attached instrument or writing, no disposition with respect to such designated land has occurred prior to the disposition to the said transferee.~~

Sworn before me at the Village
of Morrisburg
in the County
of Dundas
this 21st
day of December 1976

Earle S. Francis

A Commissioner, etc.

[redacted]

AFFIDAVIT OF SUBSCRIBING WITNESS

I, Peggy Marr
of the Village of Morrisburg
in the County of Dundas

*See footnote

make oath and say:

I am a subscribing witness to the attached instrument and I was present and saw it executed at Morrisburg, Ontario by --EARL FRANCIS and MILDRED ALMA FRANCIS--

*See footnote

I verily believe that each person whose signature I witnessed is the party of the same name referred to in the instrument.

SWORN before me at the Village of Morrisburg
in the
County of Dundas
this 21st day of December 1976

Peggy Marr

A COMMISSIONER FOR TAKING AFFIDAVITS ETC

* *Where a party is unable to read the instrument or where a party signs by making his mark or in foreign characters add "after the instrument had been read to him and he appeared fully to understand it". Where executed under a power of attorney insert "(name of attorney) as attorney for (name of party)"; and for next clause substitute "I verily believe that the person whose signature I witnessed was authorized to execute the instrument as attorney for (name)".*

THE LAND TRANSFER TAX ACT, 1974 - AFFIDAVIT OF VALUE OF THE CONSIDERATION

Revised for Jan. 1/75

IN THE MATTER OF THE CONVEYANCE made

by: EARL FRANCIS

(identify the parties to the conveyance)

to: DALE COOK and LEILA COOK

on the twenty-first day of December, 1976

I, EARL FRANCIS

of the Town of South Mountain

in the United Counties of Dundas, Stormont and Glengarry

MAKE OATH AND SAY THAT:

This affidavit may be made by the purchaser or vendor or by any one acting for them under power of attorney or by an agent accredited in writing by the purchaser or vendor or by the solicitor of either of them or by some other person approved by the Minister of Revenue.

1. I am the grantor named in the within (or annexed) conveyance.
2. I have a personal knowledge of the facts stated in this affidavit.
3. (1) The total consideration for this transaction has been allocated as follows:
   - (a) Land, buildings, fixtures and goodwill $ 2.00
   - (b) Chattels — items of tangible personal property - (see note) $ nil
   - TOTAL CONSIDERATION $ 2.00

   (2) The true consideration for the transfer or conveyance for Land Transfer Tax purposes is as follows:
   - (a) Monies paid in cash $ 2.00
   - (b) Property transferred in exchange (Detail below) $ nil
   - (c) Securities transferred to the value of (Detail below) $ nil
   - (d) Balances of existing encumbrances with interest owing at date of transfer $ nil
   - (e) Monies secured by mortgage under this transaction $ nil
   - (f) Liens, legacies, annuities and maintenance charges to which transfer is subject $ nil
   - (g) Other (Detail below) $ nil
   - TOTAL CONSIDERATION (should agree with 3(1)(a) above) $ 2.00

   All blanks must be filled in.
4. If consideration is nominal, is the transfer for natural love and affection? Yes
5. If so, what is the relationship between Grantor and Grantee? Father to Daughter and Son-in-law.
6. Other remarks and explanations, if necessary n/a

SWORN before me at the Village
of Morrisburg
in the County
of Dundas
this 21st day of December 1976

Earle S. Francis

A COMMISSIONER FOR TAKING AFFIDAVITS, ETC.

NOTE TO PARAGRAPH 3(1)(b): Chattels: Retail sales tax is payable on the valuation of items shown in 3(1)(b) unless otherwise exempted under the provisions of The Retail Sales Tax Act R.S.O. 1970 C415 as amended. For the purpose of this affidavit insert above only the value of chattels, the total value of which in the opinion of the deponent exceeds $100.00. This does not exonerate a purchaser from the payment of Retail Sales Tax on any tangible personal property as part of this transaction. When chattels are purchased as part of this transaction, with value of less than $100.00, the applicable tax should be paid by the purchaser to the Treasurer of Ontario and remitted to the Minister of Revenue.

AFFIDAVIT AS TO AGE AND MARITAL STATUS

XXWE EARL FRANCIS and MILDRED ALMA FRANCIS

of the Town of South Mountain

in the United Counties of Dundas, Stormont and Glengarry

make oath and say: When we executed the attached instrument,

* If attorney see footnote

XXWE were at least eighteen years old., and were residents of Canada within the meaning of the Income Tax Act.

Strike out inapplicable clauses.

We were married to each other.

Resident of Canada, etc.

(SEVERALLY) SWORN before me at the Village of Morrisburg in the County of Dundas this 21st day of December 19 76

Earl A. Francis

Mildred Francis

A COMMISSIONER FOR TAKING AFFIDAVITS, ETC.

* *Where affidavit made by attorney substitute: "When I executed the attached instrument as attorney for (name), he/she was (marital status, if married, name of spouse), and when he/she executed the power of attorney, he/she had attained the age of majority".*

Dated December 21, 1976

285840

EARL FRANCIS ET UX

—TO—

DALE COOK and LEILA COOK

Cardinal, Ontario

ABSTRACTED No. 3

Deed of Land

SITUATE

County of Frontenac

Newsome and Gilbert, Limited, Toronto

ASSESSMENT ROLL NO.:

ADDRESS OF PROPERTY:

McINNIS & MacEWEN
BARRISTERS & SOLICITORS
P.O. BOX 733
MORRISBURG, ONTARIO

285840

PROPERTY OF THE REGISTRY OFFICE

No. 13

Registry Division of Frontenac (No. 13)
I CERTIFY that this instrument is registered as of
in the
Land Registry Office at Kingston, Ontario.

JAN 10 1977

W. D. Rosenberg
Land Registrar

REGISTRATION FEE	10 00
LAND TRANSFER TAX	—
RETAIL SALES TAX	

THIS SPACE TO BE RESERVED FOR CERTIFICATE OF REGISTRATION

PLAN OF PARTS OF LOT 5, CON. XIII, TWP. OF BEDFORD, COUNTY OF FRONTENAC.

Scale 1" = 100'

LOT 6.

ORIGINAL 66 FT ALLOWANCE

LOT 5.

SWAMP.

FENCE LINE

902'±

DEVIL LAKE.

A.

B.

C.

RD.

BLAZED BIRCH TREE.

N62°13'E 242.7'

PARKING AREA 23'Q'

14' R. OF W.

N21°45'E 300'

ICE HOUSE.

N32°43'E 100'

N62°13'E 7.15'

45.4'

N45°48'W 105.4'

60'

42'

N44°42'E

N45°48'W

N44°10'E

142.85' N62°13'E

23.8'

166.4' fence N71°09'W

N31°13'E 362.2'

1,700'± PER

DEVIL LAKE

140'±

BLAZED BIRCH TREE.

CON. XIII.

N 28°-17

August 1964

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

AGENDA DATE: April 20th, 2021

SUBJECT: Award Verona Housing Master Plan

RECOMMENDATION:

That Council award the contract for consulting services for the preparation of a Verona Housing Master Plan to MacNaughton, Hermsan, Britton Clarkson (MHBC) Planning Ltd. in the amount of $26,282 + HST.

BACKGROUND:

On February 23rd, 2021, a request for proposals (RFP) for consulting services to prepare a Verona Housing Master Plan was issued.

The RFP closed on March 26th, 2021. Proposals were received from four (4) proponents. Two (2) proponents were selected for interviews and interviews were held with MHBC and WSP on April 7th, 2021.

DISCUSSION/ANALYSIS:

All four (4) proponents have extensive experience in preparing similar planning studies for Municipalities in Eastern Ontario and elsewhere in the province.

Following the interviews, scoring of each proposal was completed. The chart below summarizes the scoring of the submissions (out of 100).

	MHBC	**WSP**	**Fotenn**	**The Planning Partnership**
Average Score /100	**87**	83	74	76

In comparing the two (2) proponents interviewed, MHBC scored highest overall while also having the lowest price.

MHBC is an experienced planning consulting firm with extensive experience providing Ontario municipalities with a variety of land use planning services including the development of site specific master plans, official plans, zoning and official plan amendments, and other studies and design exercises.

Some of MHBC's relevant work includes the recent Secondary Plan for Marysville in for the Township of Frontenac Islands, a secondary plans and school site redevelopment master plan for the Township of West Lincoln, a Community and Master Environmental Servicing Plan for the City of Cambridge, and Residential Intensification Guidelines for the County of Huron, with an emphasis on affordable housing.

In order to develop the Master Plan, MHBC will review all relevant planning, strategic and other studies, will conduct site visits, and work with a staff steering group to engage the public and key stakeholders in the project including businesses, community organizations, clubs and the County (as owner of the K&P trail).

The finished master plan will include an urban design framework for the area including:

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

- Streetscape and public realm improvements;
- Appropriate scale of development;
- Identify existing cultural/heritage features;
- Compatibility with or improvements to existing downtown streetscapes;
- Desirable conditions for pedestrian scale uses

It will also provide:

- A parking strategy and consideration of alternatives that address current and future parking needs and a program for administering Municipal parking and other traffic elements in the area;

- An active transportation plan for the subject lands which incorporates the K&P Trail, connections to downtown services and amenities, and access to nearby waterfront and outdoor recreation areas;

- Servicing recommendations and how servicing options impact proposed density and mix of housing types;

- Phasing recommendations for the various components of the plan.

The master plan is scheduled for completion in October of 2021 and will inform the development of affordable housing in this area.

FINANCIAL IMPLICATIONS:

The proposal from MHBC Planning Ltd. is $1,282.00 (before HST) over the budgeted amount of $25,000.00 for the housing master plan so Council approval is required as per the Township's procurement by-law.

The additional amount will be funded from the Township's working reserve as part of the broader Verona Housing Capital Project.

ATTACHMENTS:

None.

Submitted/approved by:

Neil Carbone
Chief Administrative Officer

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

AGENDA DATE: April 20, 2021

REPORT DATE: April 14, 2021

SUBJECT: Proposed General Amendments to Zoning By-law

RECOMMENDATION

That Council direct staff to prepare a public notice to be advertised on the Township website and in Frontenac News and to be sent directly to impacted property owners of the holding of a statutory public meeting for proposed general amendments to Zoning By-law 2003-75 related to the Township's public road winter maintenance program, site-specific zone errors, provisions on minimum distance separation for livestock facilities and sensitive uses, and group homes.

BACKGROUND

The Township of South Frontenac Council passed Comprehensive Zoning By-law 2003-75 in 2003. There is a need to periodically to review the Zoning By-law to consider emerging issues and specific situations that arise through use and implementation of the by-law. Changes are then made to the Zoning By-law through an amending by-law that addresses each proposed change. When these types of amendments are initiated by the Township, they are often informally called a "housekeeping" amendment. These amendments are often general and/or technical changes made to the zoning by-law. The Zoning By-law was revised through Township-initiated amendments in 2007, 2012 and 2016.

DISCUSSION

A comprehensive staff report on proposed general amendments to Zoning By-law No. 2003-75 was discussed at the February 9, 2021 meeting of the Committee of the Whole. Please refer to this report for a detailed explanation of the proposed amendments related to zoning that reflects the Township's public road winter maintenance program, site-specific zone errors, provisions on minimum distance separation for livestock facilities and sensitive uses, and group homes (Attachment 1).

The draft by-law on these topics is Attachment 2 to this report.

Note about the Community Facility Zone

In preparing the draft by-law on the subject of group homes and the Community Facility (CF) zone, staff determined that there are four properties in the CF zone that appear to contain residential land uses. Staff will investigate the uses of these four properties. If there is a group home operating on any of these properties, the draft by-law will be revised prior to notice of a public meeting to amend the zone on the property from CF to the appropriate residential zone so that the group home does not become a non-conforming use when group homes are no longer a permitted use in the CF zone.

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

Council is required to hold a statutory public meeting under the Planning Act for the proposed general amendments to the Zoning By-law. The public meeting will be advertised on the Township website and in the Frontenac News newspaper. Notices will be sent to the owners of those properties that would be rezoned as a result of the proposed amendments.

FINANCIAL/STAFFING IMPLICATIONS

Staff time to prepare background documents/reports for public meeting and Council consideration.

The Township could incur legal costs should an appeal to the rezoning be filed with the Local Planning Appeal Tribunal (LPAT).

ATTACHMENTS

1. Report to Committee of the Whole on Proposed General Amendments to Zoning By-law (February 2, 2021)
2. Draft By-law

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

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

Approved by: Neil Carbone, CAO

REPORT TO COMMITTEE OF THE WHOLE

DEVELOPMENT SERVICES DEPARTMENT

AGENDA DATE: February 9, 2021

REPORT DATE: February 2, 2021

SUBJECT: Proposed General Amendments to Zoning By-law

RECOMMENDATION

That the Committee of the Whole provide feedback to staff on initiating comprehensive general amendments to the South Frontenac Zoning By-law and direct staff to bring a report forward to a future Council meeting for further direction.

BACKGROUND

The Township of South Frontenac Council passed Comprehensive Zoning By-law 2003-75 in 2003. There is a need to periodically to review the Zoning By-law to consider emerging issues and specific situations that arise through use and implementation of the by-law. Changes are then made to the Zoning By-law through an amending by-law that addresses each proposed change. When these types of amendments are initiated by the Township, they are often informally called a “housekeeping” amendment. These amendments are often general and/or technical changes made to the zoning by-law. The Zoning By-law was revised through Township-initiated amendments in 2007, 2012 and 2016.

DISCUSSION

At its October 26, 2020, meeting, the Development Services Committee discussed several items that Township staff identified that could be considered through a review of the Zoning By-law. These items were identified through discussions with landowners, as well as through the review of Planning Act applications and building permit applications.

The Committee suggested items that are general and technical in nature could be addressed through one amendment. They also suggested other items requiring more detailed review and public consultation should be addressed through separate amendments.

The proposed amendments are expected to clarify by-law requirements for staff and applicants, result in fewer Planning Act applications, and streamline the development approval process.

General and Technical Amendments

The proposed general and technical amendments involve correcting the zoning by-law schedules, and ensuring current provincial policy and guidance on specific topics are appropriately reflected in the Zoning By-law. Township Official Plan policies are in place to support the proposed amendments.

The following list identifies items proposed to be addressed through one amendment:

REPORT TO
COMMITTEE OF THE WHOLE

DEVELOPMENT SERVICES DEPARTMENT

1. **Zoning that reflects public road winter maintenance program**. The Township contains several public roads that are seasonally maintained (e.g. no snow plowing). The Limited Service Residential RLS-2 zone applies to all lands with frontage on a seasonally maintained public road, including lands with additional frontage on water. Residential development is restricted to seasonal dwellings. Year-round residences are not permitted in this zone. Property owners in the RLS-2 zone must demonstrate that they have a principal residence elsewhere when they apply for permission to construct a seasonal dwelling. Also, the seasonal dwelling must be constructed to at least one of the seasonal dwelling standards of the Ontario Building Code (e.g. no insulation). Increasingly these properties with seasonal dwellings are being purchased and occupied as year-round homes.

   The Public Services Department updated its winter maintenance program such that all or portions of some of these public roads are now maintained year-round. As such, the zoning on multiple properties should be changed to Rural or Waterfront Residential to reflect changes to the public road winter maintenance program. Changing the zoning on these properties to Rural or Waterfront Residential would allow for the issuance of a building permit for a single detached dwelling that would be constructed to permit it to be occupied year-round.

   Attachment 1 to this report shows the proposed zone changes to properties on Hanna Road. Zone changes are also proposed to properties on Steele Road, Henry Road, Lake Road, James Wilson Road and Timmerman Road. Upon direction from the Committee, a comprehensive amendment on this matter would be brought to Council for consideration and public consultation.

2. **Site-specific zone errors.** Errors related to site-specific zones have been identified for several properties as a result of conversations with landowners and members of the public. For example, the area that is subject to the RRC-50 zone is larger than what is shown on the Zoning By-law Schedule. Another example is the UC-10 zone. Records indicated that Council did not pass a by-law to place the UC-10 zone on the affected property because the associated rezoning application was withdrawn by the owner. The property was and should be zoned Rural. Attachment 2 to this report shows the proposed zone changes to these specific properties. Staff are working with Frontenac County GIS staff to prepare schedules for additional site-specific zone errors. Upon direction from the Committee, a comprehensive amendment on this matter would be brought to Council for consideration and public consultation.

3. **Agriculture - minimum distance separation.** The provisions on minimum distance separation in section 5.35 were compared to The Minimum Distance Separation (MDS) Document (OMAFRA, 2017) following comments received from members of the public on planning applications near livestock facilities in settlement areas. Based on the current provisions in the Zoning By-law, MDS I calculations may be completed between existing livestock operations and new

residential lots within settlement areas at the discretion of Council, and MDS II distances may be reduced from listed cemeteries. The provisions also limit the circumstances in which a variance could be requested to the expansion of an existing livestock facility. These provisions contradict the MDS Document issued by the Province and need to be updated to be consistent with the provincial MDS guidelines. Attachment 3 to this report specifies proposed amendments to section 5.35.

4. **Group homes.** *Note, this matter was raised by a landowner following the Development Services Committee meeting.* A group home is a single housekeeping unit in a residential dwelling where individuals live under responsible supervision consistent with the individuals' requirements. These individuals may, for example, be foster children, elderly persons, persons with developmental or physical disabilities, or people who are convalescing after medical treatment.

   The Ontario Human Rights Code says that "every person has a right to equal treatment with respect to occupancy of accommodation without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age marital status, family status, disability or the receipt of public assistance." Municipalities have a responsibility to promote housing that is free from discrimination. Group homes are residential uses. Zoning by-laws cannot subject the people who live in this housing to higher levels of scrutiny and expectations than other forms of residential housing.

   The Township Official Plan permits group homes in all designations that allow residential uses, but not to be located on a private road. The Zoning By-law, however, only lists a group home as a permitted use in the Community Facility zone. Group homes are permitted subject to a site specific zoning by-law amendment and to requirements. These include minimum parking requirements, compliance with zone provisions, and location on public roads.

   Staff propose to amend the Zoning By-law to list a group home as a permitted use in all zones that permit residential uses on public roads (e.g. single detached dwellings, semi-detached dwellings, multiple unit dwellings), to remove group homes from the Community Facility zone, to add minimum parking requirements to the general provisions, and to remove the provision that requires a site-specific zoning by-law amendment. The restriction to location on a public road would need to be revisited following the adoption of a new Official Plan. Attachment 4 to this report specifies the sections that would be amended.

Amendments Requiring Detailed Review

The below list identifies items that require more detailed reviews and public consultation, and that should be addressed through separate amendments.

1. **Legal cannabis production.** The production and processing of legal cannabis is not specifically addressed in the Zoning By-law. The Zoning By-law should

define the use, identify zones where the use is permitted, and specify regulations based on the potential impacts of the land use. The regulations may address, for example, setbacks regarding noise, light and security, and impact on the demand for water.

2. **Accessory buildings in the front yard.** There has been an increase in the number of minor variance applications to permit accessory buildings, particularly detached garages, in front yards. It may be appropriate to permit accessory buildings in front yards as-of-right but subject to conditions (e.g. for rural properties, establish a minimum 20 metre setback from the front lot line or increased side yard setbacks).

3. **Definitions.** Township staff have identified several definitions that should be revised (e.g. front lot line, dwelling unit, setback) and new definitions that should be added (e.g. sewage system, footprint area).

4. **Accessory dwelling units in Industrial zones.** Accessory dwelling units for caretakers or security guards should not be listed as a permitted use in the Industrial zones since the Township cannot regulate who actually occupies the dwelling unit. Provincial Guideline D-6 (Compatibility Between Industrial Facilities and Sensitive Land Uses) suggests that it may be appropriate to prohibit such residential uses where none exist. The D-6 Guideline was prepared by the Ministry of Environment, Conservation and Parks to advise land use planning authorities on determining a compatible mix of land uses. Due to emissions such as noise, vibration, odour and dust, the Ministry had identified that residential uses and industrial uses are not compatible in immediate proximity to each other. The Ministry recommends separation distances based on the classification of industry that are not often able to be achieved when a dwelling is located on the same lot as an industrial use. As such, many municipalities have removed the ability for a property owner to establish an accessory dwelling unit in Industrial zones.

   In order to protect Industrial properties over the long term, it is recommended the Township consider removing an accessory dwelling unit as a permitted use in the Rural Industrial Zone and Urban Industrial Zone.

   There are 32 Rural Industrial or Urban Industrial zoned properties. Accessory dwellings or dwelling units are permitted on 26 of the properties. Ten of the properties have an accessory dwelling. In all cases, the dwelling existed on the property before the industrial zone was established. If an accessory dwelling unit is removed as a permitted use, the existing dwellings would become legal non-conforming uses. The change would not impact properties with a site-specific zone that permits an accessory dwelling.

Public Consultation

The proposed zoning by-law amendments will be advertised on the Township website and in the Frontenac News newspaper. Notices will be sent to the owners of those properties that would be rezoned as a result of the proposed amendments.

REPORT TO
COMMITTEE OF THE WHOLE

DEVELOPMENT SERVICES DEPARTMENT

FINANCIAL/STAFFING IMPLICATIONS:

Staff time to prepare background documents/reports for public meeting and Council consideration.

Legal costs should an appeal be filed with the Local Planning Appeal Tribunal.

ATTACHMENTS:

1. Map showing proposed zone changes to properties on Hanna Road
2. Maps showing proposed zone changes to specific properties
3. Minimum Distance Separation –proposed revisions
4. Group Homes – proposed revisions

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

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

Approved by: Neil Carbone, CAO

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021 - XX

Being a Township-initiated by-law to amend By-Law 2003-75, as amended, to effect a number of changes to correct mapping and text errors that have been identified and to ensure current provincial policy and guidance on minimum distance separation and group homes are appropriately reflected.

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 Zoning By-law No. 2003-75 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 deems it expedient to amend By-law No. 2003-75 as amended, to undertake general amendments to reflect the Township's public road winter maintenance program, correct site-specific zone mapping errors, clarify provisions on minimum distance separation for livestock facilities and sensitive uses, and update provisions relating to group homes;

AND WHEREAS the Council of the Corporation of the Township of South Frontenac considered all written and oral submissions received, 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 amended by changing the zoning in Part Lot 1, Concession 1; Portland District, specifically on 3329 Murton Road, from Rural (RU) to Community Facility (CF) as shown on Schedule "1";

2. THAT Schedule "A" and Schedule "E", to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning on Part Lots 1 to 4 and Block A on Plan 57, in Part Lot 6, Concession 5; Portland District, specifically on 3981 Harrowsmith Road, from Urban Commercial (UC) to Urban Residential First Density (UR1) as shown on Schedule "2".

3. THAT Schedule "B", to Zoning By-law Number 2003-75 as amended, is hereby amended by changing the zoning in Lot 19, Concession VI, Loughborough District, from Urban Commercial – Special Provision (UC-10) to Rural (RU) as shown on Schedule "3", to reflect that the associated application was withdrawn by the applicant and Council did not pass a by-law for this zone;

4. THAT Zoning By-law Number 2003-75 as amended, is hereby amended by deleting section UC-10 (Lot 19, Concession VI, Loughborough District – Rogers) and specifying that UC-10 was deleted by By-law 2021-XX.

5. THAT Schedule "C", to Zoning By-law Number 2003-75 as amended, is hereby amended by changing the zoning in Part Lot 5, Concession 8; Storrington District, from Rural (RU) to Community Facility (CF) as shown on Schedule "4";

6. THAT Schedule "D", to Zoning By-law Number 2003-75 as amended, is hereby amended by expanding the area subject to the Recreational Resort Commercial – Special Provision (RRC-50) zone to reflect the area shown on Schedule "A" to By-law 1997-16 as shown on Schedule "5";

7. THAT Schedule "B", to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning on properties with frontage on Lake Road and Jones Lane in Part Lot 25, Concession 5 and Part Lot 25,

DRAFT

Concession 6; Loughborough District, from Limited Service Residential – Special Provision (RLS-2) to Waterfront Residential (RW) or Limited Service Residential – Waterfront (RLSW) as shown on Schedule “6”;

8. THAT Schedule “D”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning on a property with frontage on Steele Road in Part Lot 23, Concession 2; Bedford District, from Limited Service Residential – Special Provision (RLS-2) to Rural (RU) as shown on Schedule “7”;

9. THAT Schedule “D”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning on properties with frontage on Timmerman Road in Part Lot 4, Concession 4 and Part Lot 5, Concession 4; Bedford District, from Limited Service Residential – Special Provision (RLS-2) to Waterfront Residential (RW) or Limited Service Residential – Waterfront (RLSW) or Rural (RU) as shown on Schedule “8”;

10. THAT Schedule “D”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning on properties with frontage on James Wilson Road in Part Lot 3, Concession 4, and Part Lots 2 to 6, Concession 5; Bedford District, from Limited Service Residential – Special Provision (RLS-2) to Waterfront Residential (RW) or Limited Service Residential – Waterfront (RLSW) or Rural (RU) as shown on Schedule “9”;

11. THAT Schedule “D”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning on properties with frontage on Hanna Road in Part Lots 23 and 24, Concession 11, and Part Lots 23 and 24, Concession 12; Bedford District, from Limited Service Residential – Special Provision (RLS-2) or Limited Service Residential (RLS) to Waterfront Residential (RW) or Limited Service Residential – Waterfront (RLSW) or Rural (RU) as shown on Schedule “10”;

12. THAT Section 5 – General Provisions, Subsection 5.35 Agriculture – Minimum Distance Separation, is hereby amended by deleting bullets a. and b., and replacing them with the following text:

    a. Notwithstanding any other yard or setback provisions of this By-Law to the contrary, no residential, institutional, commercial, industrial or recreational use, located on a separate lot, outside of the boundaries of a “Settlement Area” and permitted in the Zone in which the lot is situated, shall be erected or altered unless it complies with the Minimum Distance Separation (MDS I) calculated using the Ministry of Agriculture, Food and Rural Affairs, Publication 853 “The Minimum Distance Separation (MDS) Document”, as amended. Despite the aforementioned, existing vacant lots which cannot be developed as a result of MDS I may be developed subject to the approval of the Committee of Adjustment. Within “Settlement Area” boundaries, MDS I will not be applied to proposed new development.

    b. Notwithstanding any other yard or setback provisions of this By-Law to the contrary, no livestock facility, shall be erected or expanded except in compliance with the Minimum Distance Separation (MDS II) calculated using the Ministry of Agriculture, Food and Rural Affairs, “MDS Implementation Formulae and Guidelines”, as amended (Appendix 1) Minimum Distance Separation (MDS II) calculated using the Ministry of Agriculture, Food and Rural Affairs Publication 853 “The Minimum Distance Separation (MDS) Document”, as amended. Despite the aforementioned, MDS II setback will not be reduced except in limited site specific circumstances that meet the intent of The MDS Document (e.g. circumstances that mitigate environmental or public health or safety impacts, or avoid natural or human made hazards), subject to the approval of the Committee of Adjustment.

13. THAT Section 5 – General Provisions, Subsection 5.35 Agriculture – Minimum Distance Separation, is hereby further amended by deleting the Note and adding the following text as bullet f.:

DRAFT

f. For the purpose of calculating MDS II setbacks, the cemeteries listed in Appendix 4 of this By-law are Type A land uses, as described in Publication 853 “The Minimum Distance Separation (MDS) Document”, as amended.

14. THAT Section 3 – Definitions is hereby amended by deleting the definition for the term “Group Home”, and adding the following definition:

“Group Home” shall mean a premises used to provide supervised living accommodation, licensed or funded under Province of Ontario or Government of Canada legislation, for up to ten persons, exclusive of staff, living together in a single housekeeping unit because they require a supervised group living arrangement.

15. THAT Section 5.30.1 Minimum Parking Space Requirements is hereby amended by adding the following text:

5.30.1.25 Group Home – Two (2) spaces per dwelling unit plus one (1) space per four residents;

16. THAT Section 5.32 Group Homes is hereby deleted, and specifying that it was deleted by By-law 2021-XX;

17. THAT “Group Home” is hereby added to the list of Permitted Uses in the following zones:

Section 6 – A – Agricultural Zone
Section 7 – RU – Rural Zone
Section 8 – RW – Waterfront Residential Zone
Section 12 – R – Residential Zone
Section 14 – UR1 – Urban Residential – First Density Zone
Section 15 – UR2 – Urban Residential – Second Density Zone
Section 16 – UMR – Urban Multiple Residential Zone

18. THAT “Group Home” is hereby deleted from the list of Permitted Uses in Section 29 – CF – Community Facility Zone;

19. THAT section RU-28 (Lot 13, Concession III, Portland District – Selle) is hereby amended by replacing Lot 13 with Lot 1 to provide the correct reference to the property to which RU-28 applies;

20. THAT section RW-37 (Part Lot 15, Concession IX, Storrington District, B. Campbell) is hereby amended by adding a reference to By-law 2016-08 in order to differentiate between it and a separate RW-37 zone that applies to a different property;

21. THAT section RW-37 (Part Lot 16, Concession IX, Storrington District, Ormsbee) is hereby amended by adding a reference to By-law 2015-63 in order to differentiate between it and a separate RW-37 zone that applies to a different property;

22. THAT section RLSW-96 (Part Lot 23, Concession III, Storrington District – 1324789 Ontario Inc.) is hereby amended by deleting the incorrect reference to RLSW-96 and replacing it with the correct reference to RLSW-94, and by adding a reference to By-law 2014-49 in order to differentiate between it and a separate RLSW-94 zone that applies to a different property.

23. THAT section R-28 (Part Lot 19, Concession II, Storrington District – Willowbrook Estates) is hereby amended by deleting the incorrect reference to R-28 and replacing it with the correct reference to R-27, and by adding a reference to By-law 2014-66 to differentiate between it and separate R-27 zones that apply to different properties.

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24. THAT Section UR1-12 is hereby amended by replacing the minimum 64 metres of lot frontage with a minimum of 62 metres of lot frontage, and by replacing the minimum 0.57 hectare lot area with a minimum 0.34 hectare lot area, as per Reference Plan 13R20485 (Leslie M. Higginson Surveying Ltd., August 30, 2012) that was prepared to clear a condition of approval of a 2012 consent application, and an Area Certificate (Leslie M. Higginson Surveying Ltd., November 3, 2020);

25. THAT Section RRC-53 is hereby amended by replacing the incorrect reference to the Special Rural (RU-46) Zone with Special Recreational Resort Commercial (RRC-53) Zone;

26. THAT Section 21 – UI – Urban Industrial Zone, Section 21.3.3, is hereby amended by deleting the incorrect reference to subsection 20.3 and replacing it with the correct reference to subsection 21.3; and

27. 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, 2021.

Read a first and second time this __th day of MONTH, 2021.

Read a third time and finally passed this __th day of MONTH, 2021.

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

_____

Ron Vandewal, Mayor

_____

Angela Maddocks, Clerk

DRAFT

Schedule 1

This is Schedule "1" to By-law No. 2021- __

Passed this ___ DAY OF MONTH, 2021

_____

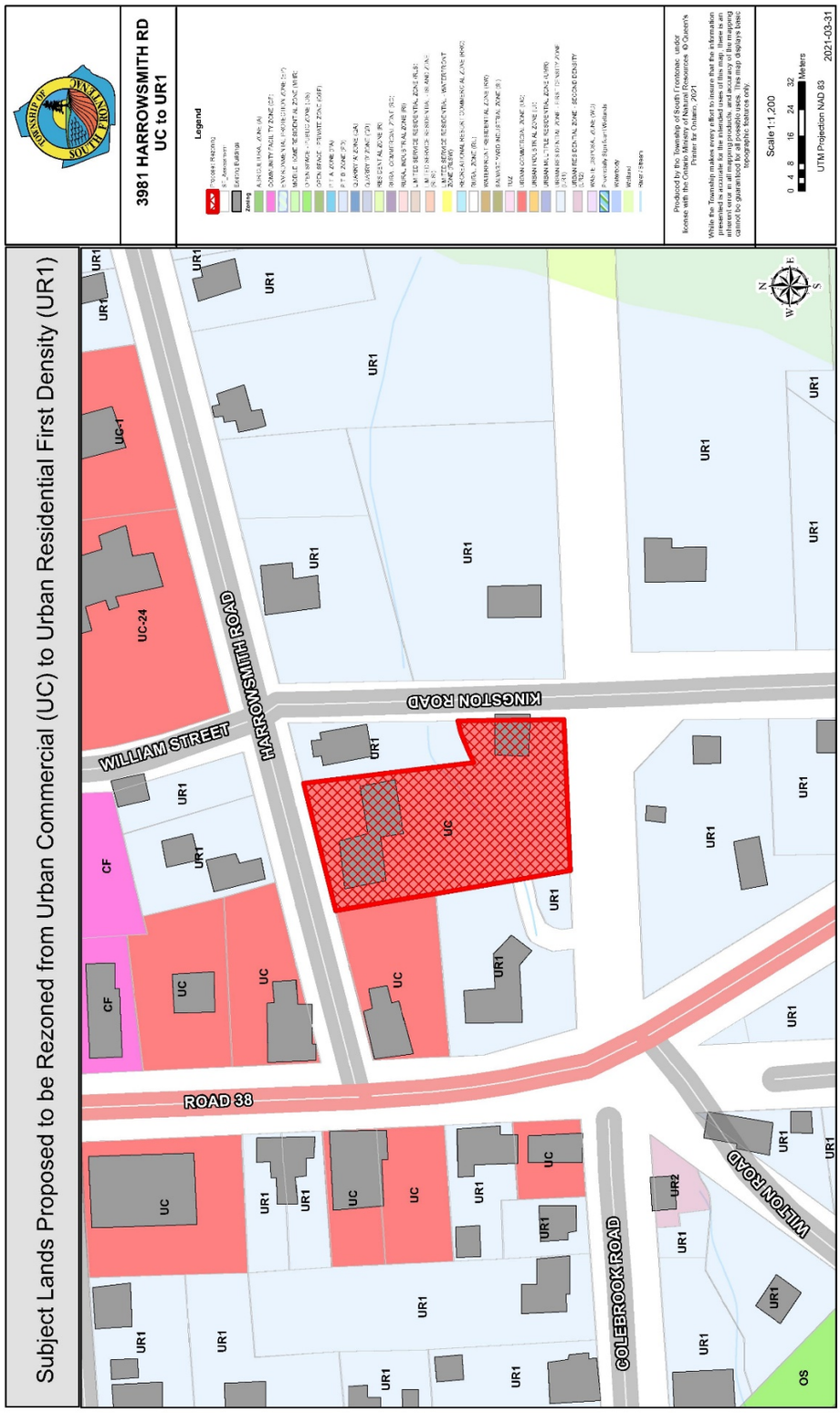
Ron Vandewal, Mayor

_____

Angela Maddocks, Clerk

Schedule 2

This is Schedule "2" to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

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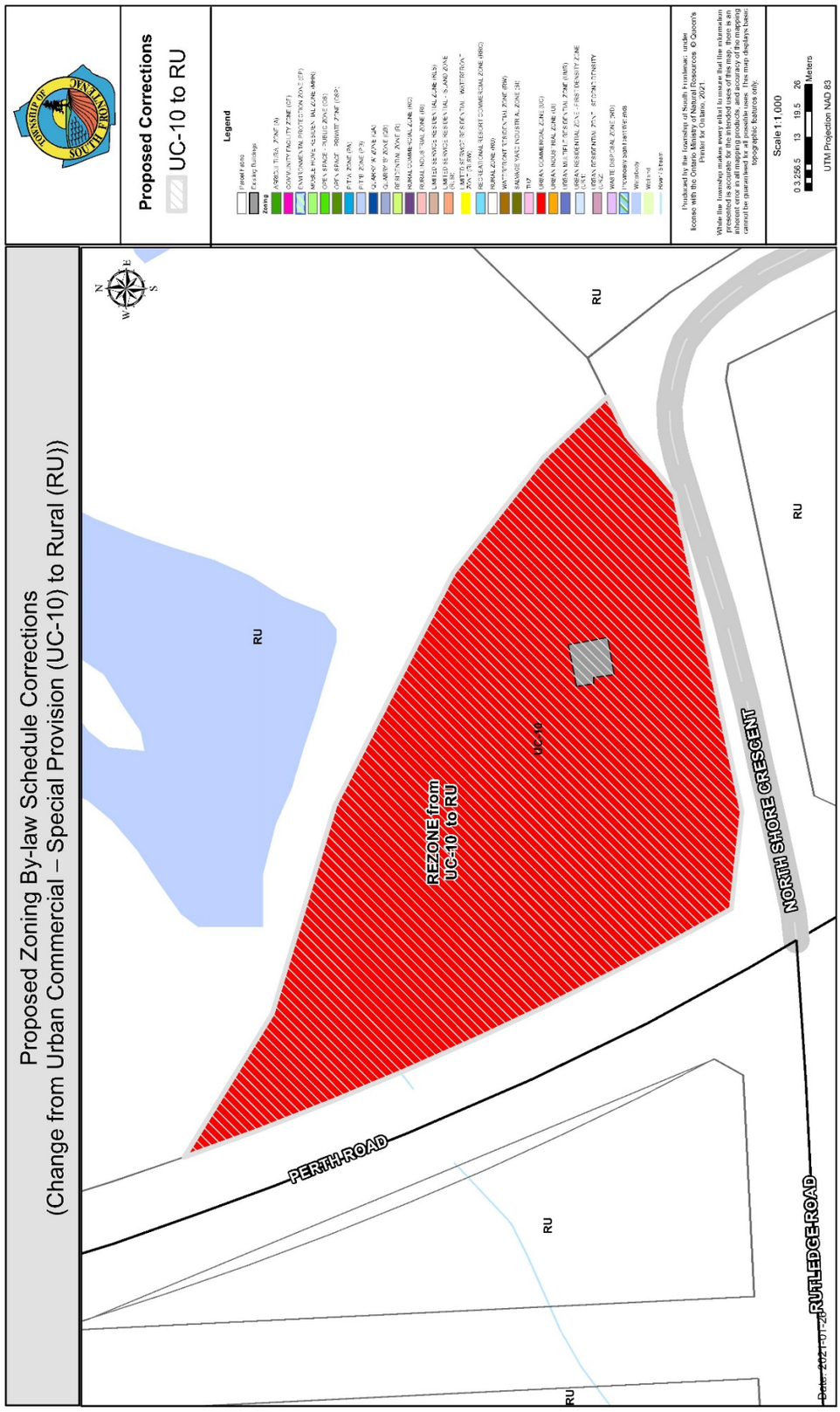
Ron Vandewal, Mayor

_____

Angela Maddocks, Clerk

Schedule 3

This is Schedule "3" to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

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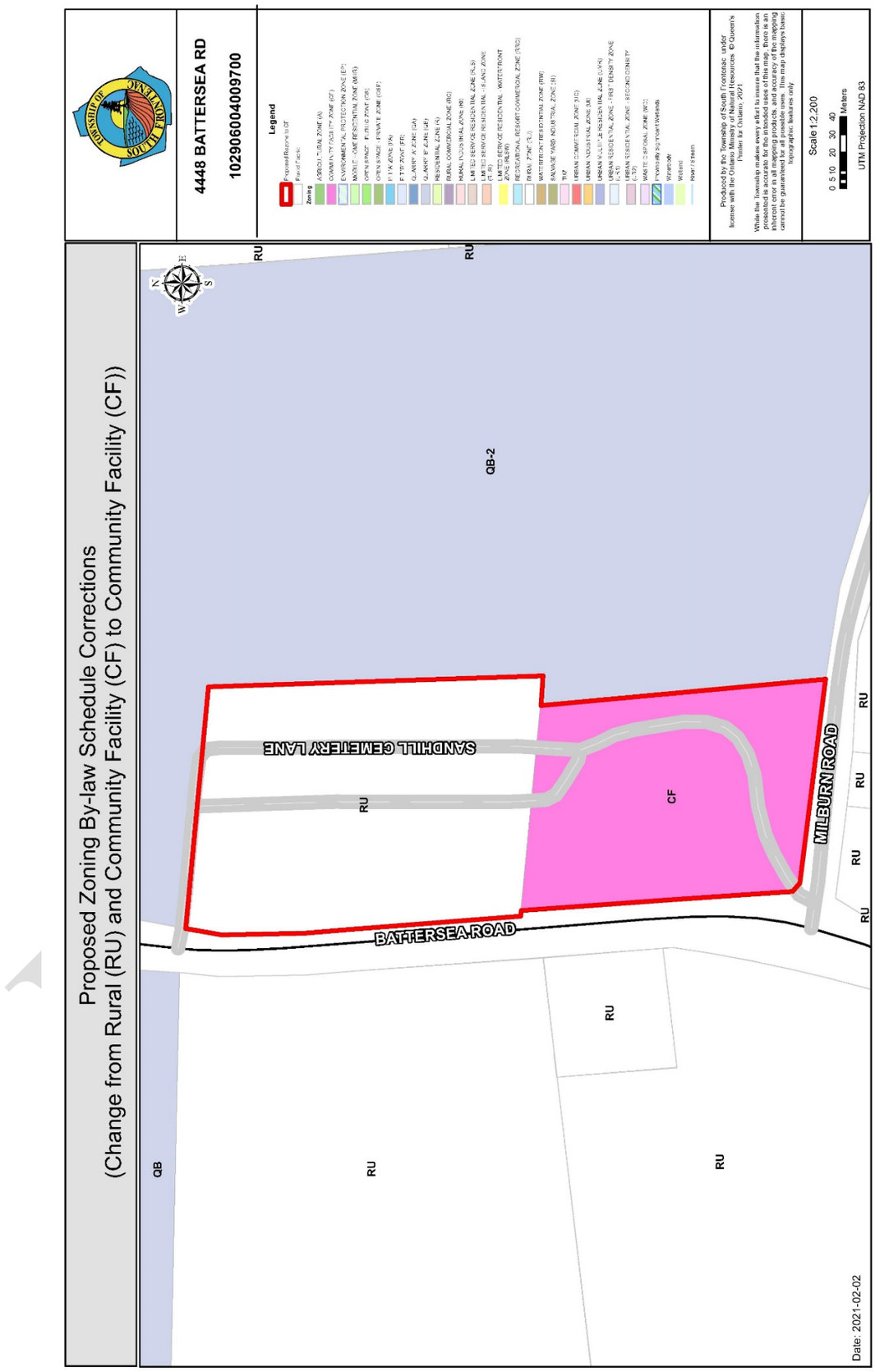
Ron Vandewal, Mayor

_____

Angela Maddocks, Clerk

Schedule 4

This is Schedule “4” to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

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Ron Vandewal, Mayor

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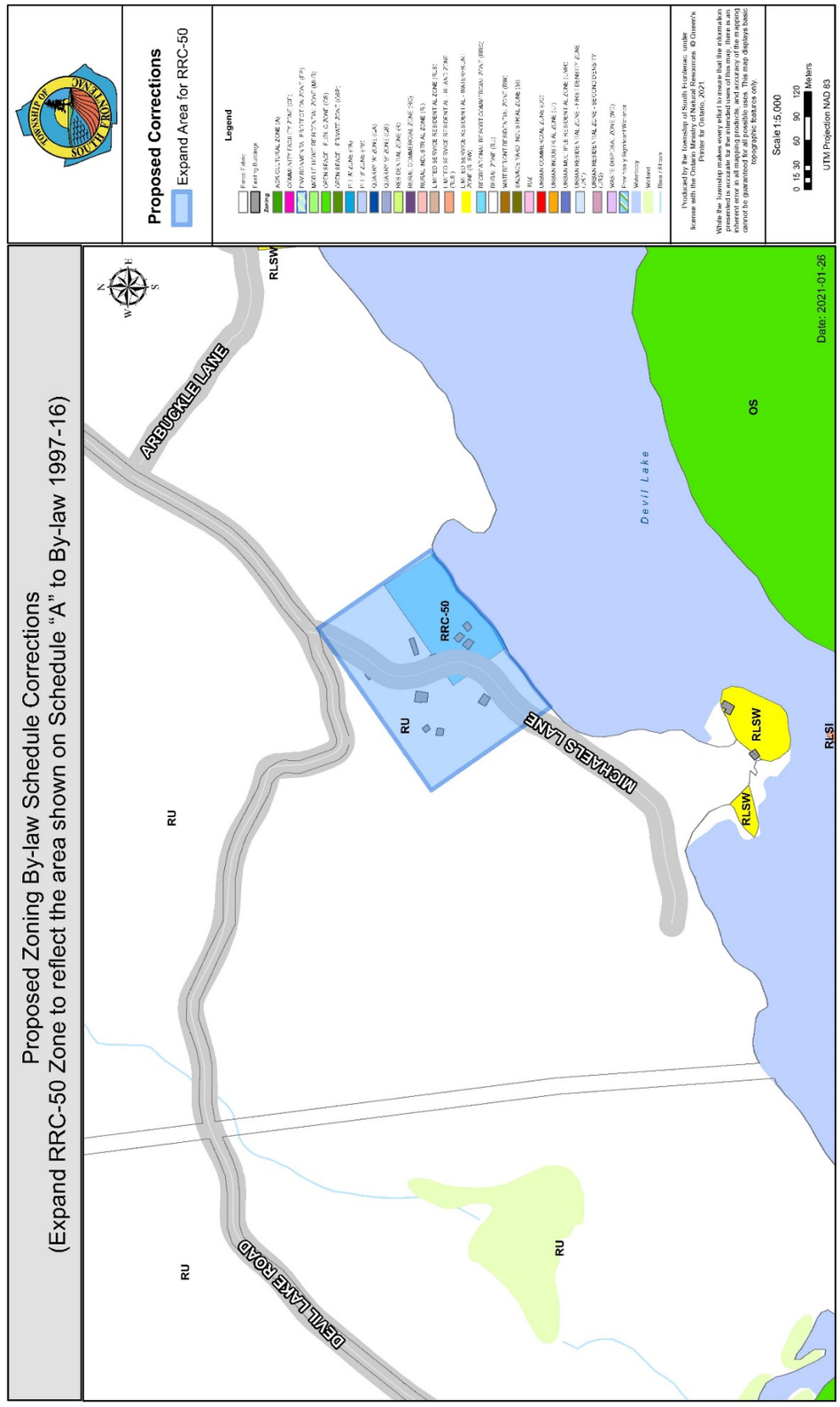
Angela Maddocks, Clerk

Schedule 5

This is Schedule “5” to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

_____

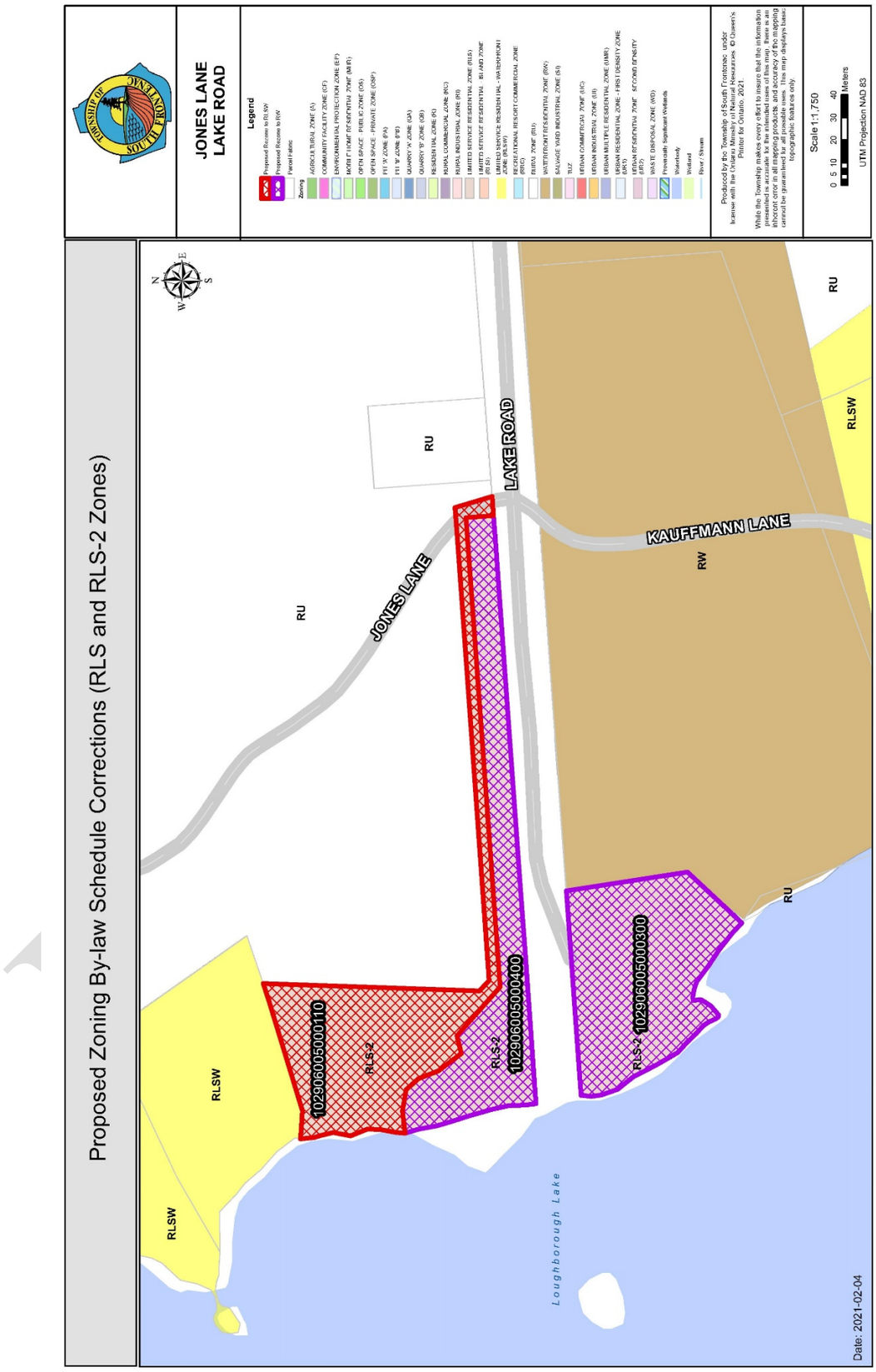
Ron Vandewal, Mayor

_____

Angela Maddocks, Clerk

Schedule 6

This is Schedule "6" to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

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Ron Vandewal, Mayor

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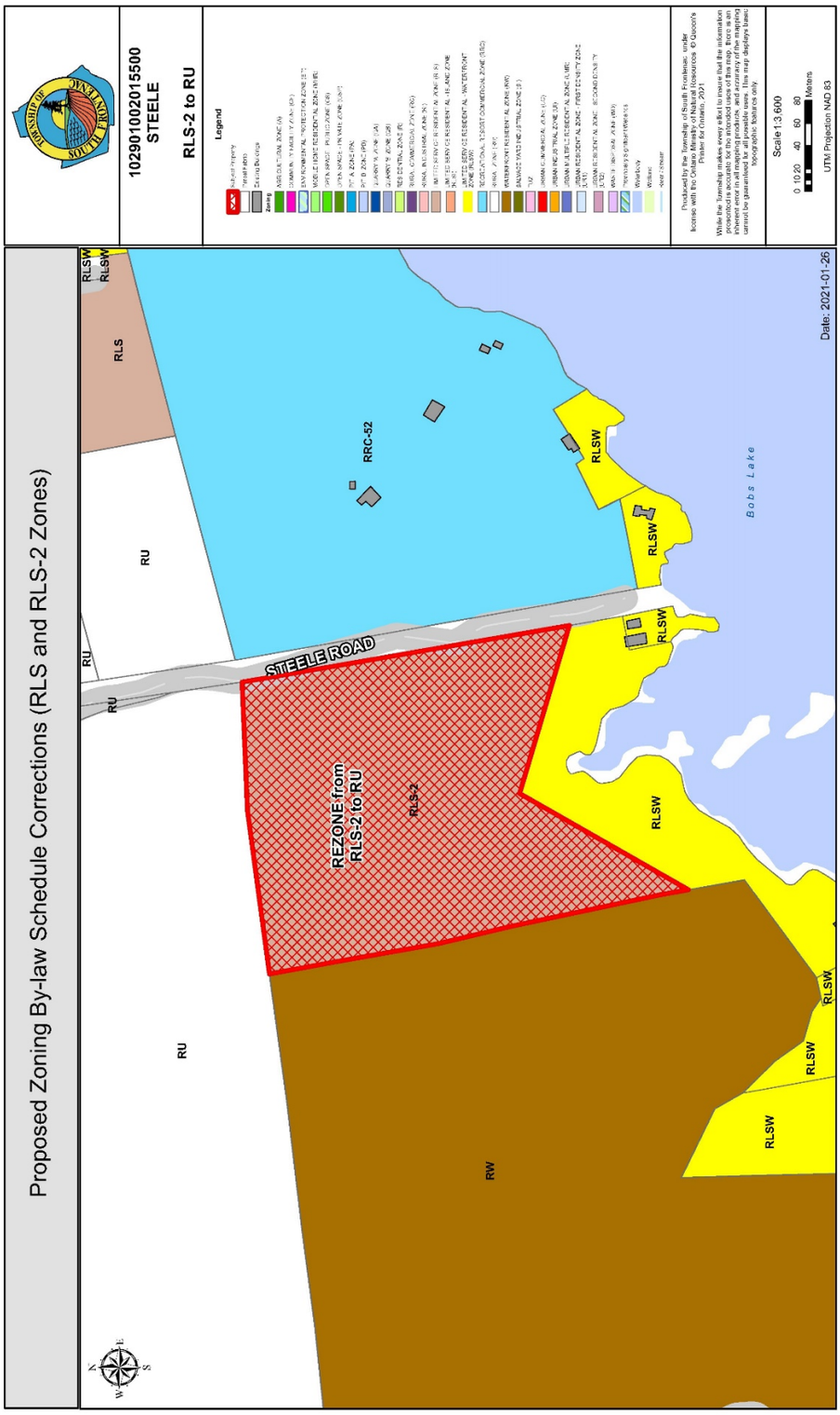
Angela Maddocks, Clerk

Schedule 7

This is Schedule "7" to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

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Ron Vandewal, Mayor

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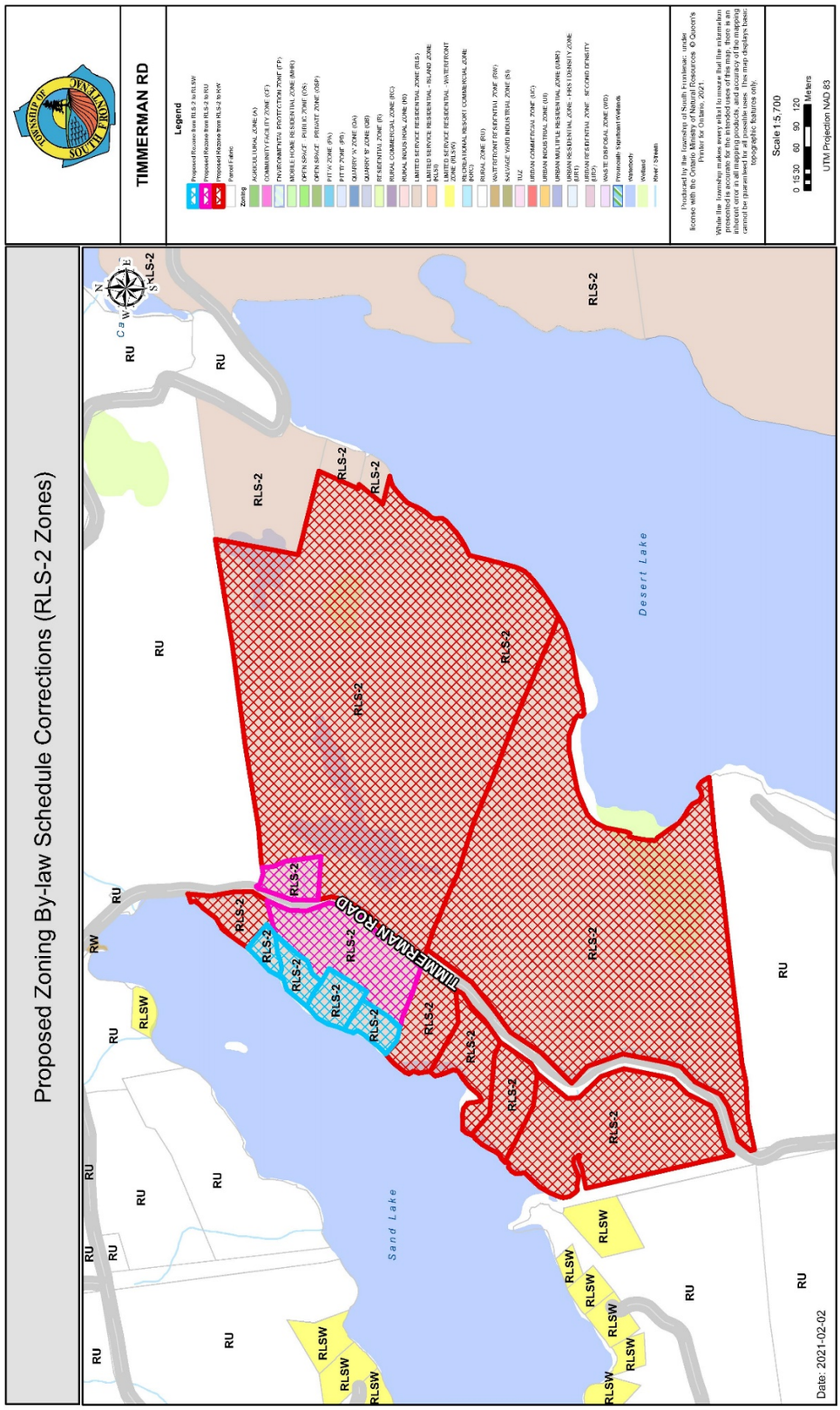
Angela Maddocks, Clerk

Schedule 8

This is Schedule “8” to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

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Ron Vandewal, Mayor

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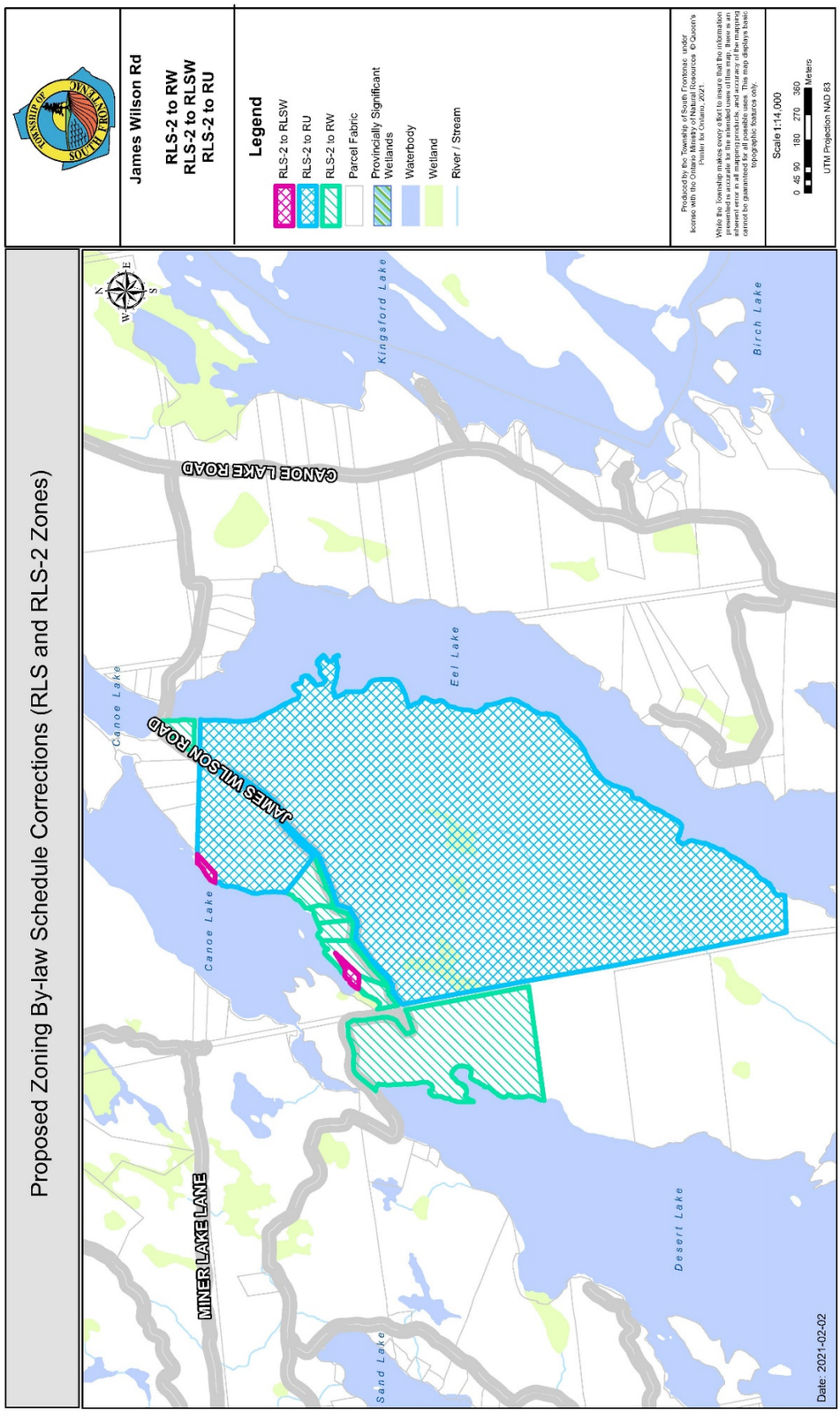
Angela Maddocks, Clerk

Schedule 9

This is Schedule “9” to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

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Ron Vandewal, Mayor

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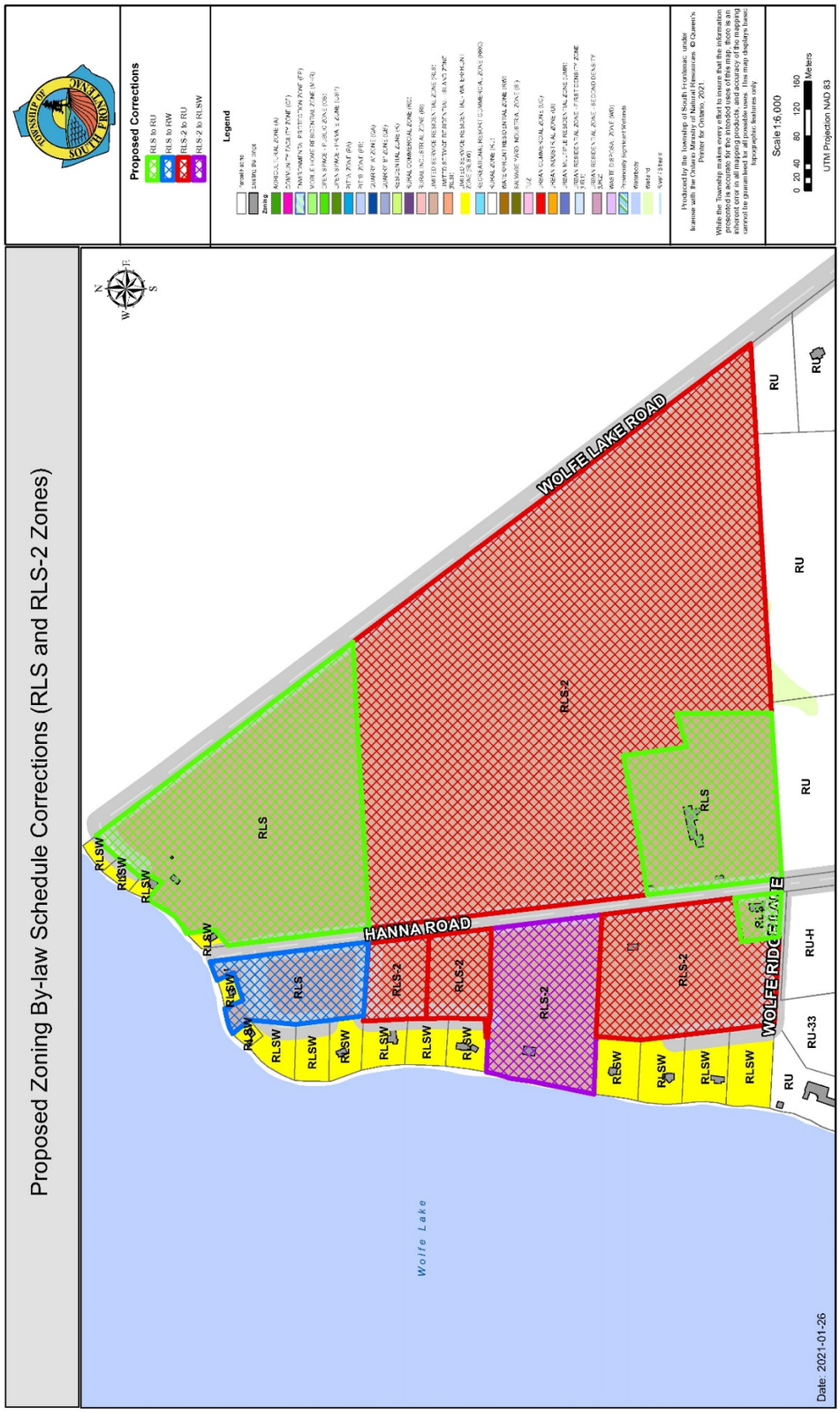
Angela Maddocks, Clerk

Schedule 10

This is Schedule “10” to By-law No. 2021- __



Passed this ___ DAY OF MONTH, 2021

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Ron Vandewal, Mayor

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Angela Maddocks, Clerk

REPORT TO COUNCIL

DEVELOPMENT SERVICES

Zoning By-law Amendment

Report Date:	April 12, 2021
Application No:	Z-21-01
Owner:	Kevan Malden and Hope Knox
Location of Property:	2948 Sleeth Lane, Loughborough Lake, Storrington District
Purpose of Application:	Rezone from Limited Service Residential – Special Provision (RLS-2) to Limited Service Residential – Waterfront – Special Provision (RLSW-128)
Date of Public Meeting:	March 9, 2021 (Virtual Public Meeting)

Recommendation

THAT By-law 2021-19 to amend the zone on 2948 Sleeth Lane, being Part of Lot 2, Concession 10, District of Storrington (PIN 362900446) and as Part 1 on Reference Plan 13R8822, Part of Lot 2, Concession 10, District of Storrington (PIN 362900231), Township of South Frontenac **be passed.**

Proposal

An application was submitted to amend the Township of South Frontenac Comprehensive Zoning By-law 2003-75 to rezone a portion of the subject property from Limited Service Residential – Special Provision (RLS-2) to a zone that would permit a private garage on a property that is accessed from a private lane.

By-law 2021-19 is listed on the Council agenda under By-laws.

Background

The subject property consists of two parcels that cannot be transferred separately from one another, according to the documents that have been registered on the title of the property. One parcel (PIN 362900446) is located between Sleeth Lane and Loughborough Lake while the second parcel (PIN 362900231) is located on the opposite side of Sleeth Lane. These parcels total 4405 square metres (1.08 acres) in area. The waterfront parcel contains a single detached dwelling, while the landward parcel contains the sewage system for the dwelling.

The Owners propose to construct a 139.4 square metre (1500 square foot) two-storey garage on the subject lands because there is not enough area on the waterfront parcel for an accessory building. The garage would not exceed the maximum 6 metre accessory building height permitted in residential zones.

The zoning by-law amendment would place both parcels in a Limited Service Residential – Waterfront – Special Provision zone (RLSW-128). The RLSW-128 zone would recognize the unique situation of the lot, and would establish minimum setbacks and define how setbacks should be applied for the proposed accessory garage from the property lines.

Department Comments

Public Services

Planning staff met with Public Services staff at the property on April 12, 2021. Public Services staff indicated that they have no objection to the application for zoning by-law amendment.

Building Department (Sewage System Review)

Prior to the public meeting, Building Department staff requested additional information about the sewage system and indicated that an on-site inspection would be scheduled after on-site conditions had improved. Upon further review, they indicated to Planning staff on April 7, 2021, that they have no objection to the subject application. It had been determined that there is sufficient area on the property, off the escarpment, for the garage to be relocated if necessary to comply with the minimum separation distance between the sewage system and the garage required by the Ontario Building Code, as well as the minimum setbacks required by the Zoning By-law. The location of the proposed garage relative to the location of the sewage system will need to be confirmed by an Ontario Land Surveyor at the building permit application stage.

Public Meeting

A virtual public meeting was held under the *Planning Act* on March 9, 2021. No additional comments were received from members of the public. Comments were received from members of Council during the public meeting.

Members of Council wondered how many situations there are within the Township that have two separate zones on one lot, and questioned why the recommendation was to defer a decision as they could not envision the result being any different.

Response – Staff are aware of several properties subject to multiple zones. It is anticipated that many of these situations will be addressed through a future general zoning by-law amendment. The subject parcels have two separate roll numbers and property identification numbers, and staff would not have known that it was one property. It was clarified that the reason to defer was to ensure that there is proper distance between the septic system and the proposed garage given the constraints on the property, and to accurately reflect minimum setbacks in the by-law prior to passing the by-law.

Members of Council requested information on the intended use of the garage, as it seems to be larger than a typical garage. Mayor Vanderwal agreed that the garage should not contain a full second storey so that it cannot be converted to additional living space.

Response – The garage would contain two-storeys, but the second storey would be a loft. The garage will not exceed the maximum 6 metre building height permitted in the Zoning By-law. The Owners' intent is to be able to store all of their goods, as there is no other space for storage on the property.

Mayor Vandewal raised that the Owners' requested Council two terms ago to do something with the unopened road allowance, and that no agreement was made at that

time. Also, that there was concern about a septic system being placed on the property, with its line under the lane. There was a question about what would be the front yard and whether the garage would be in the front yard.

Response – Ten years ago, the Owners asked Council to stop up and close a portion of the road allowance so that they could build a garage. An agreement was not reached. The current proposal for a garage is within the boundaries of the subject property. The Owners may come back to Council in the future about the road allowance. The existing septic system pre-dated the original request to close the road allowance. This is a unique property with two pieces. Technically, it is a waterfront property accessed by a private lane and that has a portion that fronts onto a public road. The purpose of the site specific zone is to permit a garage and to specify minimum setbacks for a garage from the property lines.

Summary

A comprehensive report reviewing this zoning by-law amendment against the policies of the Provincial Policy Statement 2020, the County of Frontenac Official Plan and the South Frontenac Official Plan was provided to Council in advance of the March 9, 2021, public meeting.

As this rezoning is consistent and conforms to the Provincial Policy Statement 2020, the County of Frontenac Official Plan, and the South Frontenac Official Plan, and represents good planning for the subject property, it is recommended Council approve this application by **passing** By-law 2021-19.

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: February 17, 2021 and April 12, 2021

REPORT TO COUNCIL

DEVELOPMENT SERVICES

Zoning By-law Amendment

Report Date:	April 12, 2021
Application No:	Z-21-04
Owner:	Clifford Green
Agent:	Diane Kennedy
Location of Property:	984 Leland Road, Loughborough District
Purpose of Application:	Rezone from Rural (RU) to Rural – Special Provision (RU-62)
Date of Public Meeting:	April 6, 2021 (Virtual Public Meeting)

Recommendation

THAT By-law 2021-20 to amend the zone on 984 Leland Road, Part of Lot 22, Concession 9, District of Loughborough, Township of South Frontenac **be passed.**

Proposal

An application was 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-62).

Background

The subject property contains a primary dwelling and a residential garden suite. The primary dwelling is located on the west side of the property and is accessed from Leland Road. The garden suite is a separate, detached dwelling that was permitted by the Committee of Adjustment of the former Storrington Township in 1985. It is located on the east side of the property and is accessed from Dean Smith Road. The garden suite is serviced by its own well, sewage system and driveway.

The Owner proposes to construct an addition to the primary dwelling for the purpose of a secondary dwelling unit. The existing dwelling and the secondary dwelling unit would share a driveway, well and sewage system. The Owner acknowledges that a new sewage system would be required to service both the existing dwelling and the secondary dwelling unit.

The existing primary dwelling is one storey with a partially raised basement, and 81 square metres (880 square feet) in area. The Owner proposes to enlarge the existing primary dwelling by 33 square metres (360 square feet) to add an accessible bathroom and bedroom. The proposed addition for the secondary dwelling unit is two storeys in height with no basement. It is proposed to have a similar roofline to the existing dwelling. The secondary dwelling unit would have a gross floor area of 167.2 square metres (1800 square feet). The gross floor area (total floor area of all storeys) of the primary dwelling is proposed to increase from 81square metres (880 square feet) to 281.2 square metres (3027 square feet) to accommodate the changes to the primary dwelling unit and to add the secondary dwelling unit. The Owner may also add a 53.5 square metre (576 square foot) attached garage to the dwelling.

REPORT TO COUNCIL

DEVELOPMENT SERVICES

It is appropriate to legally recognize the use of the garden suite on the property as part of the zoning by-law amendment as it is a use contemplated by the Planning Act. The by-law refers to the garden suite as an additional dwelling unit in an ancillary building.

Public Meeting

A virtual public meeting was held under the *Planning Act* on April 6, 2021. No comments were received from members of the public or Council.

Summary

A comprehensive report reviewing this zoning by-law amendment against the policies of the Provincial Policy Statement 2020, the County of Frontenac Official Plan and the South Frontenac Official Plan was provided to Council in advance of the April 6, 2021, public meeting.

As this rezoning is consistent and conforms to the Provincial Policy Statement 2020, the County of Frontenac Official Plan, and the South Frontenac Official Plan, and represents good planning for the subject property, it is recommended Council approve this application by **passing** By-law 2021-20.

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: March 17, 2021

REPORT TO COUNCIL

TREASURY DEPARTMENT

AGENDA DATE: April 20th, 2021

SUBJECT: 2021 Final Tax Rate By-law and Interim Tax due date amendment

RECOMMENDATION:

That Council approve By-law 2021-21, to amend By-law 2021-05 to extend the due date for interim taxes to June 30th, 2021; and,

That Council approve By-law 2021-22, being the final tax rate by-law for 2021.

BACKGROUND:

Council approved the 2021 budget on January 26th, 2021. By-law 2021-22 is required in order to apply the tax rates from the finalized budget to our final tax billing. The due dates within the tax rate by-law returns to its normal timing with an instalment June 30th and a second instalment due September 30th.

ANALYSIS/DSICUSSION:

Due to the current provincial lockdown and unknown end date, By-law 2021-21 is also presented to Council for approval in order to extend the April 30th due date on the interim billing to June 30th to allow those who may be unable or uncomfortable with online or other alternative forms of payment, to pay their taxes in person at the Township offices once lockdown restrictions are lifted.

ATTACHMENTS:

- By-law 2021-22 Tax Rate bylaw including Schedule A & B (under By-law section of Agenda)
- By-law 2021-21 Interim due date amendment (under By-law section of Agenda)

Prepared by:

Louise Fragnito
Director of Corporate Services & Treasurer

Submitted/approved by:

Neil Carbone
Chief Administrative Officer

VCA EVENTS REPORT 2020

Winter Wakeup Breakfast Report

For four Saturdays in January and February 2020, the Verona Community Association in partnership with Trinity United Church hosted the annual Winter Wakeup Breakfasts. Over the course of the four weeks, approximately 250 breakfasts were served. A total of $1,737.85 was raised from his project.
The resulting profit was divided evenly between the VCA and Trinity United Church. The VCA share of the profit was directed to the Verona Trailhead project.
We are very grateful to Findlay Foods, who donated the ham, bacon and sausages, and to The Egg Marketing Board through Burnbrae Farms who donated the eggs for the breakfasts.
A big thank-you to all the volunteers who participated and helped make this a successful venture.

Don Coleman

Car Show 2020

Covid -19 restrictions began in March 2020 and resulted in the cancellation of much of society's businesses and charitable / service organizations.

Several of our VCA members who had previously held important positions and roles in previous Car Shows indicated early in March that, due to Covid restrictions, they would not be available if a Car Show was held in 2020.

In my communication with John Nizman I informed him of this development. He believed th
that the Car Show 2020 would still happen.

He told me that if the VCA would not 'help' run the Car Show he would find another charitable organization that would help him. John began
Verona Lions meetings and it soon became apparent he was hoping to use the Lions Club to help run the Car Show. Covid continu
society throughout the summer and into the Fall of 2020. John continued to

insist that the Car Show 2020 would still happen. He set several tentative dates, the last being in September. All dates had to be c

John made it clear to me that he had 'moved on' from the VCA to another organization. I met him at the Piccadilly storage barn and we loaded his Train. He took nothing else.

Throughout our discussion John and Julie insisted that they (He), not the VCA, owned the Verona Car Show. We agreed to disagree.

Chet Babcock

Chair

Verona Car Show

D Day Report

Under beautiful sunny skies at the Verona Cenotaph June 6, 2020 we were able to honour the 76 year of D-Day honouring those who have served, those who continue to serve and those that gave the ultimate sacrifice. Thank you Piper Rev. Ian MacKay piped while wreaths were laid on behalf of Canadian Federal Government, Ontario Provincial Government, Township of South Frontenac, Canadian Armed Forces, Royal Canadian Legion & Verona Community Association.

Thank you to our 5 wreath Layers, who masked and gloved to participate in todays solemn event, Mayor Ron Vandewal, Councillor Ray Leonard, Retired Sargent Rhonda Storring, VCA President Wayne Conway and

VCA Vice- President Linda C. Bates.

Respectfully submitted,

Linda C. Bates

Flower Barrels

During the year of Covid-19 distancing gardening was something that was

encouraged and many people enjoyed time spent with plants.

This year we had 19 participants in Verona Flower Barrel competition.

Several damaged barrels were exchanged for newer ones and some new owners took over barrels that came with their new property.

Everyone who drove or walked down Road 38 was treated to a variety of plants and colours so we all enjoyed the barrels.

The winners this year were A. Foster first prize with Verona Hardware, Asselstine Hardware, L. Meier and D. Babcock coming in 2nd, 3rd, 4th and fifth.

Rhonda Storring

Remembrance Day

Remembrance Day followed a different direction this year due to Covid-19 with masks and physical distancing limiting the number of participants.

Everyone who wished to be on the grass around the cenotaph was required to register to reserve a spot and the numbers were limited to 25 people.

Members of the VCA were designated to place the wreaths at the cenotaph and Linda Bates presided over the ceremony at the microphone.

We were fortunate to be joined by Ian McKay on the bagpipes and Ron Snider who provided sound and radio broadcast.

Linda C. Bates

President VCA

Christmas for Kids

Christmas for Kids helped 56 children this year, 22 families. As always it is very rewarding to be able to assist especially during these difficult times. Our committee has 8 members: Nicole Kasserra, Nicki VanCamp, Mary Goodwin, Janet Revell, Tanya Dawson, MaryJo Dowker, Sandra Crawford and Lisa Snider.

We would like to be forwarded the guideline for getting our money. We are looking to have our money for the end of October and would like to know the processes in order to complete this task. There is a history of challenges in order to complete our request therefore I ask that we be forwarded this protocol after you meet in March to enable us to plan accordingly. Then moving forward we will expect to have our monies in hand by the end of October.

We would like to thank everyone for their continued efforts during these difficult times.

Thank you,
Lisa Snider

Chair, Christmas for Kids
Verona

VCA Meeting
Wed Jan 8 2020

Attendance: Ron Bruyns, Don Coleman , Wayne Conway, Deb Lingen, Laurie Meier, Rhonda Storring
Regrets: Linda Bates, Chet Babcock
Township Representative: Doug Morey
Minutes from Nov Meeting: Minutes accepted as presented

Financial Report: Don Coleman presented the report and moved for the adoption of the report. Second by Debbie Lingen

Correspondence:
Note from Bedford Jam: Thanks for advertising their event on the VEB
Note from South Frontenac Community Service: Looking for driver volunteers

Pending Business/Items arising from the last minutes
We discussed the **Winter Breakfast schedule**
Findlay Foods and Burnbrae Eggs: Burnbrae Eggs will be giving us free eggs for 10 years through a grant from Egg Marketing Board.
Committee Reports:

Christmas in the Village: The weather wasn't good but we had 50 to 75 people for the meal and lots of leftovers.
Village Ambassador: NTR

New Business:
Motion to upgrade by Don Coleman seconded by Laurie Meier Window 10 laptop upgrade because Windows 7 will not be supported any longer. The cost of Windows upgrade is $175.00
Labour cost is $105.00 + tax

Volunteer of the Year 2019: The group discussed some names.

Motion made by Don Coleman to purchase an Ion Tailgater Plus
Seconded by Ron Bruyns.
PA System 272.00 + batteries ($44.00) 316.00 .
A small light portable sound system that runs on battery and uses Bluetooth.

Community Grant project ideas/suggestions: The deadline is March.
Suggestions for projects? We need to get estimates etc before submitting.
Wayne Conway would like power at the kiosk at the Trailhead andwill work on preparing for the submission.

Township Representative (Doug Morey):
Remarks from Doug about the Volunteer of the Year program and the attempt to improve the program. Presently it's declining with fewer names each year.
Meeting adjourned at 7:50 PM.

Next meeting 12 Feb.

VCA Meeting
12 Feb 2020

Directors: Chet Babcock, Linda Bates, Ron Bruyns, Don Coleman, Wayne Conway, Laurie Meier, Rhonda Storring
Regrets: Debbie Lingen
Township Rep: Doug Morey

Minutes from Jan: (Rhonda Storring) Minutes were read and approved as presented.

Financial Report: (Don Coleman)
Don Coleman moved for the adoption of the report, seconded by Linda Bates.

Correspondence: Thank you note from Don Bates for a fruit basket.

Pending Business/Items arising from the last minutes:
Windows 10 VEB: The upgrade was expensive but it is up and running.
PA system: The VCA purchased the portable PA system.

Community Grant suggestions (trailhead power; cemetery gate)
The gate will be a township responsibility so we will concentrate on getting power at the trailhead.
We discussed the cemetery gate options and will submit a letter regarding upgrading the gates.
The Trailhead Committee is working on a proposal to get power to the kiosk and will get quotes for solar power.
We discussed the availability of washrooms at the Trailhead or at least signs indicating where the closest ones are located.

Committee Reports:
Winter Breakfast: The intake for donations over the 4 weekend breakfasts was $1760.00. Our portion will go to the Trailhead.
Village Ambassador: Linda Bates will talk with Toppers to discover if they are owners or renters.

New Business:
AGM
Nominations for Board of Directors 2020 are: Linda Bates, Chet Babcock, Ron Bruyns, Rhonda Storring
Annual are reports due for March AGM meeting.

Breakfast for Kids (Linda Bates): The extra food remaining from the Winter Wake-up Breakfast was served to the students at Prince Charles Public School.

Laurie Meier made a motion to cover the cost of the breakfast at approximately $55.00, seconded by Chet Babcock.
We may be able to do this twice a year in the future, once following the Winter Wake-up Breakfast and in Nov.
17 adults helped serve breakfast and volunteers from Trinity are interested to help again.
Motion by Linda Bates to budget $500.00 for Breakfast for Kids at Prince Charles School, seconded by Laurie Meier. Motion carried.

Support for Frontenac News: The newspaper is seeking donations.
Motion made by Don Coleman that we donate $200.00 annually to Frontenac News for reader support. Seconded by Ron Bruyns. Motion carried.
Christmas Dinner budget 10th anniversary (Chair Joyce Casement):
Joyce Casement and her volunteers would like to have Crimson River perform that day.

Tabled Items:

Softball Association budget :($500.00 for equipment) We discussed putting them in the yearly budget.
Township South Frontenac appreciation budget The VCA would budget a yearly expense of $200.00 to express our appreciation for their support throughout the year.

Cemetery Budget : Setting aside an amount to cover the squares and drinks during an annual gathering at the site. This year it will be on Sun June 14.

Cenotaph Repairs: We discussed the work on the cenotaph and the estimate for concrete to repair the base.
Christmas in the Village: We continue to discuss having our yearly gathering at the Trailhead site this year.

We could use Watsons Bus line to get people to and from the site. There is a discussion of building a structure that looks like a Christmas Tree. The event would last about 1 hour. Joyce Casement and Judy Conway will chair it.
Motion made by Linda Bates that we budget $1000.00 for Xmas in the Village at the Trailhead site. Seconded by Chet Babcock. Motion passed.

Contingency Fund: We would like to have a fund of $500.00 available if anything comes up then it can be addressed without having to ask the VCA Directors for consent each time.
Township Representative: Doug Morey addressed the group.

Meeting Adjourned at 8 pm.

Next meeting March 11th 6:30

VCA AGM Meeting March 10, 2020

Directors Present: Chet Babcock, Linda Bates, Don Coleman, Wayne Conway, Laurie Meier, Rhonda Storring

Regrets: Debbie Lingen

Township Rep: Doug Morey

Minutes from 2019 AGM meeting: (Rhonda Storring) Minutes from March 2019 Annual General Meeting were reviewed and accepted as presented.

Review Reports:

Car Show

Flower Barrel

Christmas in the Village

Christmas Day Dinner

Christmas for Kids

Free Skate

Winter Breakfasts

Remembrance Day

Verona Trail Head

Nominations & Elections for Board of Directors

Rhonda Storring agreed to remain as Secretary

Linda Bates agreed to remain as Vice President

Ron Bruyns and Chet Babcock agreed to remain as Directors for another two years.

Meeting adjourned at 7 PM

VCA Virtual Meeting
29 April 2020

Virtual Directors: Chet Babcock, Linda Bates, Ron Bruyns, Don Coleman, Wayne Conway, Debbie Lingen, Laurie Meier, Rhonda Storring
Virtual Township Rep: Doug Morey

This meeting was our first trial of Zoom meeting. Since it worked quite well and as long as the social distancing rule is in place we will continue to meet on the second Wednesday of the month at 6:30 PM.

Budget : We reviewed and discussed the budget for 2020/2021.
Due to the COVID Virus we may not be able to count on revenue from a car show this summer.
Chet Babcock will contact John and Julie Nizman to discuss the possibility of the show for this year.

Don Coleman and Wayne Conway will work on the budget and mail it out to the directors for the next **VVCA** (virtual Verona Community Association) meeting in 2 weeks.

The Trail Group plus volunteers have been out picking up garbage along the trail. Next year we will make the public aware so that more volunteers can come out to help.

Joyce Casement has an idea about face masks… little ziplock bags can be made up with a mask and a pair of gloves so they may be distributed to the public from the VCA.

Next virtual meeting at a computer, tablet or phone near you will be on May 13 at 6:30 PM. Bring your own green tea.

VCA Meeting via Zoom
27 May 2020

Directors Present: Chet Babcock, Linda Bates, Ron Bruyns, Don Coleman, Wayne Conway, Debbie Lingen, Laurie Meier, Rhonda Storring,
Township Rep: Doug Morey

Minutes from the last meeting: Minutes accepted as presented.
Financial Report: Don Coleman moved for the adoption of the report, seconded by Linda Bates.
Motion to accept the budget made by Don Coleman, seconded by Chet Babcock
BMO account has money in it that we can manage right here

New Business:
COVID-19 project: It was proposed that we purchase gloves, masks and hand wipes to hand out locally.
Some people have committed to donating money so we can make up more kits. 300 masks were purchased at National Groceries with donations from several sources.
Starting on Sat 10 to 11 AM several directors will meet at the trailhead to hand out kits. A second shift will arrive in the afternoon from 2 to 3 PM.
The surface wipes will not be included and we will donate what we have to other organizations
Linda Bates made a motion to donate to Trinity United and Verona Free Methodist Church, seconded by Debbie Lingen.

ATV Trail Sharing:
The township has decided to allow ATV's on the trail through Verona on a trial basis until Nov when it will be reviewed.
Debbie Lingen suggested reverting back to just walkers and bikes and no ATV's until the Covid crisis is past. The trail is too narrow to accommodate walkers/bikes meeting ATV's while observing the proper distancing protocols.
Linda Bates suggests we should let the council know about our concerns.

Motion to submit a letter to the County council to address our concerns about ATV's sharing the trail.
Moved Debbie Lingen and seconded by Ron Bruyns.

Tabled Items
Cemetery/ Township update for 2021: Ceremony is postponed until next year and the flagpole can't go up this year due to distancing issues.
Road 38 Bridge painting: Linda Bates will talk to the Township about this.

D-Day: June 6 is D-Day and Linda Bates would like to put the small Canadian flags and wreaths from VCA, South Frontenac Township, the Federal and Provincial on the cenotaph.

Linda Bates would like to put the Canadian flag on one side of the bridge and red and white bows on the other side.

Car Show: John Nizman is still adamant about having the car Show this summer.
Linda Bates called Neil Carbonne from South Frontenac Township to discuss the concerns about having the car show during the Covid-19 restrictions.
Unless the VCA and the township support it and we have insurance to cover the event it isn't going to happen. No canteen no bathrooms unless they are sanitized thoroughly. No presentations, vendors and no police presence.
Linda Bates has removed her name and that of the VCA from the Lion's Hall rental agreement.
Chet Babcock will contact John and Julie Nizman to let them know that the VCA will not support a car show this year.

Remembrance Day will probably be smaller with a maximum of 6 of us participating but it may be filmed and be available on the computer so people have access to it.
Linda Bates is working on the virtual part and the base will send 6 to 8 personnel as long as they can be the proper distance apart.
We will revisit the event in the future.

Next meeting June 10th at Mom's Restaurant or Zoom.

VCA Virtual Meeting
10 June 2020

Directors present: Chet Babcock, Linda Bates, Ron Bruyns, Don Coleman, Wayne Conway, Debbie Lingen, Laurie Meir, Rhonda Storring
Township Rep: Doug Morey
Minutes from the last meeting: Approved as presented
Financial Report:
VCA financial report with Covid-19 projection
Don Coleman moved for the adoption of the report, seconded by Ron Bruyns
Correspondence: NTR

Pending Business/Items arising from the last minutes:

Letter to County: Ref to the trail sharing with ATV's, the letter was reviewed by the directors, sent and acknowledged.
Covid-19 project update: Some donations have been given to Don Coleman during the mask distribution at the trail head.
We won't continue with the project unless we have more funds available.

Verona Car Show: The Steering Committee will get together with Chet Babcock and have a Zoom meeting next week. The usual meeting is on the 3rd Tues of the week so next Tues for a meeting.

Road 38 Bridge Painting: Linda Bates sent an email to Mark Segsworth but he hasn't responded yet.

Committee Reports
June 6th Ceremony D-Day: Thanks to Linda Bates for organizing and carrying out the wreath laying ceremony.

Village Ambassador: A new lady has taken over the hair salon in the village.

New Business
Flower Barrels: Rhonda Storring reported that most barrels have already been planted for the summer.
Township Rep: Doug Morey NTR

Tabled Items:
Cemetery Township update for 2021

Next Meeting : Sep 9 Zoom Meeting

VCA Zoom Meeting
29 Jul 2020

Directors Present: Chet Babcock, Linda Bates, Ron Bryuns, Don Coleman, Wayne Conway, Deb Lingen, Rhonda Storring
Township Rep: Doug Morey

County Grant:
Wayne Conway successfully applied for a grant from Frontenac County that will be used to install hydro at the Trail Head.
The VCA will get 50 percent of the money right away and the rest when we produce some receipts. We might put in the trench and garbage container in at the same time. The Township of South Frontenac may be able to assist with the excavation. It leaves us with about $4,000.00 in the account.

The light will be good for security and the power can be used to plug in a sound system. The panel will be near the bench and should be high enough to prevent vandalism.
We should install a plaque acknowledging our partnership with the Township. We agreed to push ahead with this project.

A Lawyer from a firm in Kingston answered Wayne Conway that it will cost $300.00 to register with the firm to pursue the Verona Car Show name search and trademark.

VEB Update: Wayne Conway sent an email with pictures of the sign and its defects. If the technicians come the VCA usually pays for their travel from Ottawa.

Verona Car Show

Linda Bates received a letter from John Nizman severing ties with the VCA.
Linda Bates wondered if Chet Babcock can continue to be Chair, and Linda Bates would become General Manager.
She would like a revamped version of the former car show with
trophies and prizes but no trip or comedians.

Next year if the conditions are not safe due to Covid-19 then we will cancel it again.
Clint Reid and Revell Ford are happy to have it cancelled this year.
We discussed the possibilities around a car show with Linda Bates at the helm.

We will compile a list of things that belong to the VCA (shirts registration list and donors and sponsors) and ask for these things to be returned.

The web site was a donation to the VCA and Don Coleman has the documentation the original invoice) showing that we paid for it.

Wayne Conway formally announced that he and Judy will be leaving Verona this fall. The VCA will have to take over the equipment that is presently at Wayne's house, laptop and VEB.
Linda Bates wonders if we can store everything at the Free Methodist Church. We made a motion to give them $100.00 as an honorarium.
Doug Morey: Congratulations on the successful grant application.

Meeting adjourned.

VCA Emergency Zoom Meeting
19 Aug 2020

Directors in Attendance: Chet Babcock, Linda Bates, Ron Bruyns, Don Coleman,Wayne Conway, Deb Lingen, Laurie Meier, Rhonda Storring
Township Rep: Doug Morey

Name Trademark for Verona Car Show:

Wayne Conway spoke with Rob Morada from the **firm of Cunningham, Swan, Carthy and Little** on Jul 24 2020.
Wayne Conway requested information about the procedure to trademark the name Verona Car Show.
We have historic ownership to the name of Verona Car Show and documentation to prove that we have been using the name for 24 years.

Mr Morada said the name (Verona Car Show) is not specific to our village and our area since there are several other towns or cities called Verona.
It would cost $300.00 to begin the work and can increase from there if the case drags on.
The lawyer suggested that we not pursue the name trademark because it can be very expensive.
Wayne Conway has registered us with the firm but we will not pursue this any further at this time
.
Linda Bates has booked our usual weekend in Aug 2021.

We could send a letter to John and Julie Nizman and mention the lawyer firm and threaten to take further action.

Flower Barrel winners for 2020

Rhonda Storring announced the winners for this year as follows:
1st Angela Foster
2nd Rona Hardware
3rd Asselstine Hardware
4th Laurie Meier
5th Dave Babcock

Meeting adjourned at 7:30

VCA Meeting
Wed Nov 11 2020 6:30
Zoom

Directors Present: Chet Babcock, Linda Bates, Ron Bruyns, Don Coleman, Wayne Conway, Debbie Lingen, Laurie Meier, Rhonda Storring,
Township Rep: Doug Morey
Regrets: Melissa Elliot

Minutes from the last meeting (Sep): Rhonda Storring
Minutes approved as presented.

Financial Report: (Don Coleman)
The $1500.00 repair to the cenotaph can be removed from our budget.
The Township will install the new plaque and pay for it when the bill is submitted.
We will spend approximately $150.00 total for Remembrance Day.
Don Coleman moved for the adoption of the report as amended.
The rental fees should be sent to the Methodist church and the Lions.

Correspondence:
Thank you card from Wayne and Judy Conway

Pending Business/Items arising from the last minutes:

Christmas Day Dinner: The Free Methodist Church will offer a takeout dinner on Dec 19. The meal is free to the entire community.

Christmas for Kids: The Christmas for Kids committee will do gift cards this year this for $150.00 per child.

Christmas Crackers: These were bought for the annual Christmas Dinner and we will donate it to the Community Dinner.

Committee Reports:

Remembrance Day: Linda Bates reported on the ceremony.
The ceremony went very well with Linda Bates presiding over the ceremony from the microphone. A group of no more than 25 were

allowed on the grass close to the monument standing in their prearranged bubble. The wreaths were placed at the cenotaph by members of the VCA.

Remembrance Day recognition:
Linda Bates would like to present a fruit basket to both Ian McKay for playing the bagpipes during the ceremony and Ron Snider and his wife for setting up and running the sound equipment.
Motion made by Don Coleman, seconded by Laurie Meier to purchase fruit baskets in appreciation for their assistance during the Remembrance Day ceremony. Motion carried.

New Business:
VEB Repairs: Linda Bates has contacted the company about the lines on the screen. The part is on back order and they will install it when it comes in.
VCA Tents: The tents have been removed from our locked shed. Chet Babcock checked them in a month ago and they were in the shed but now they are gone. They may be in the Lion's Hall.
A year ago Aug 12 (following the Car Show) we had eight tents in their bags and in good shape. When we went to use them this year they were broken and we had 2 ½ tents. Now those are gone as well.
No one in the VCA has removed them.

Flag Pole: The wrong flagpole was ordered and had to be returned and couldn't be installed at the cenotaph.

Next meeting: Christmas Cheer meeting…maybe.

Meeting adjourned at 7:04

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-19

Being a by-law to amend By-law 2003-75, as amended, to rezone land from Limited Service Residential – Special Provision (RLS-2) and Limited Service Residential - Waterfront (RLSW) to Limited Service Residential – Waterfront – Special Provision (RLSW-128) on lands described as Part of Lot 2, Concession 10, District of Storrington (PIN 362900446) and as Part 1 on Reference Plan 13R8822, Part of Lot 2, Concession 10, District of Storrington (PIN 362900231): Malden and Knox

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;

AND that there be no further notice pursuant to Section 34 (17) of the *Planning Act*;

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 Limited Service Residential – Special Provision (RLS-2) and Limited Service Residential – Waterfront (RLSW) to Limited Service Residential – Waterfront – Special Provision (RLSW-128) 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 RLSW-128 (Part of Lot 2, Concession 10 (PIN 362900446) and Part 1 on Reference Plan 13R8822, Part of Lot 2, Concession 10, District of Storrington (PIN 362900231) – Malden and Knox) immediately after Section RLSW-127 (1012 Hill Lane, Lot 10 on Plan 1540, Part Lot 10, Concession VIII, Loughborough District – Blasko) to read as follows:

   RLSW-128 (Part of Lot 2, Concession 10 (PIN 362900446) and Part 1 on Reference Plan 13R8822, Part of Lot 2, Concession 10 (PIN 362900231) District of Storrington – Malden and Knox)

   Notwithstanding the provisions of Section 10 or any other provision of this By-law to the contrary, on the lands described by PIN 362900231 zoned Special Limited Service Residential – Waterfront (RLSW-128), the following provisions shall apply:

   a. Zone Regulations for Accessory Building (Detached Garage)

i)	*Setback from property line abutting Sleeth Road*	*(Minimum)*	*5 Metres (16.4 ft.)*
ii)	*Setback from property line abutting Sleeth Lane*	*(Minimum)*	*25 Metres (82 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 20th day of April, 2021.

   Read a first and second time this 20th day of April, 2021.

Read a third time and finally passed this 20th day of April, 2021.

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

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Ron Vandewal, Mayor

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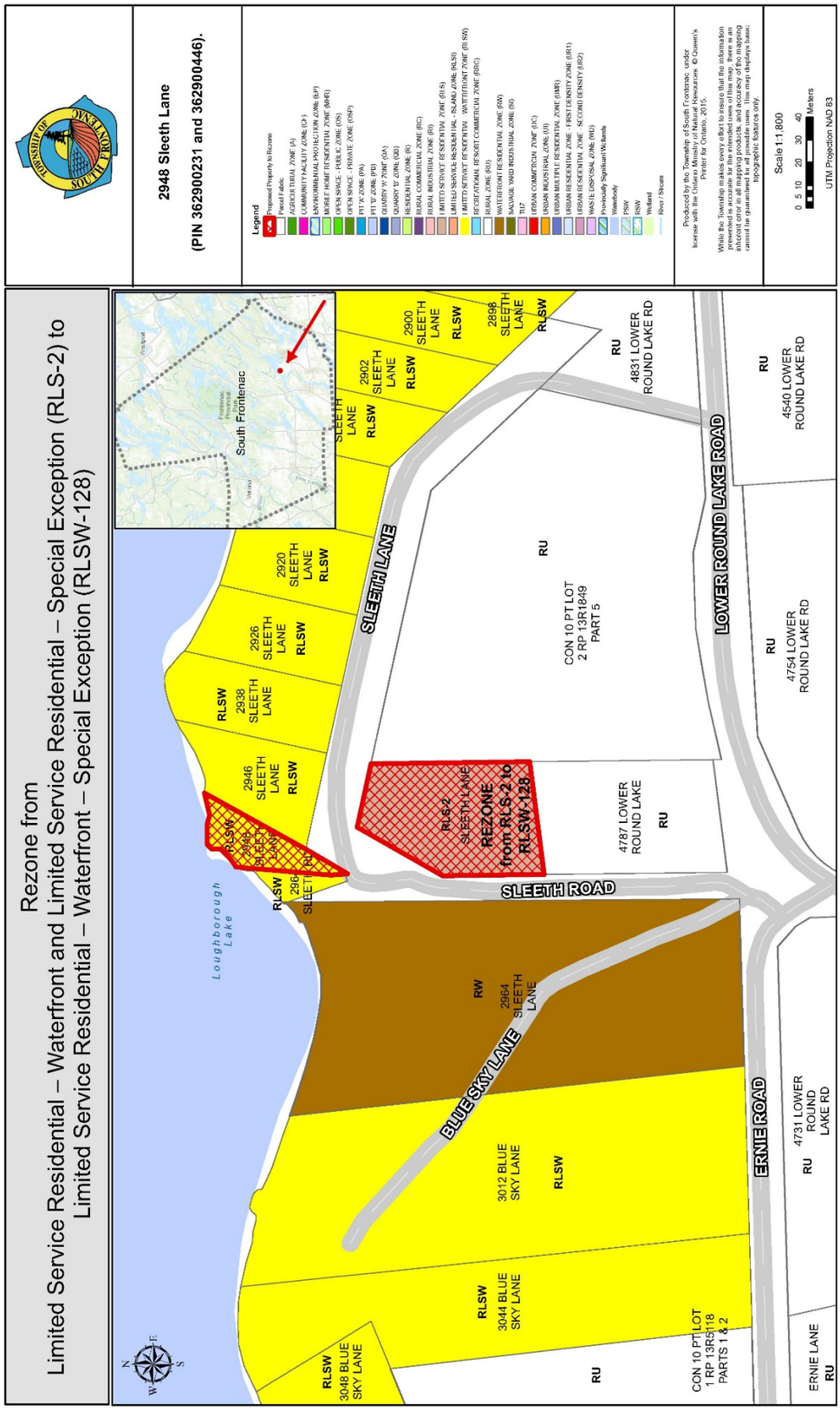
Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2021-19



Passed this 20th day of April, 2021

Ron Vandewal, Mayor

Angela Maddocks, Clerk

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-20

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO RURAL – SPECIAL PROVISION (RU-62) ON LANDS DESCRIBED AS 984 LELAND ROAD, PART OF LOT 22, CONCESSION 9, DISTRICT OF LOUGHBOROUGH: GREEN

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 "B", 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-62) 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-62 (984 Leland Road, Part of Lot 22, Concession 9, District of Loughborough – Green) immediately after Section RU-61 (1024 Hidden Valley Lane, Part of Lot 22, Concession 11, District of Loughborough – Ruttan) to read as follows:

   RU-62 (984 Leland Road, Part of Lot 22, Concession 9, District of Loughborough – Green)

   Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-62), the following provisions apply:

   - *The existing single detached dwelling may be enlarged to include a secondary dwelling unit.*
   - *The primary and secondary dwelling units within the single detached dwelling shall be accessed by the same driveway, and be serviced by a shared sewage system and well.*
   - *An additional dwelling unit in an ancillary building that is serviced by its own separate driveway, sewage system and well is permitted.*
   - *The minimum setback from the front lot line for an additional dwelling unit in an ancillary building shall be 20 Metres (65.6 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 20th day of April, 2021.

   Read a first and second time this 20th day of April, 2021.

Read a third time and finally passed this 20th day of April, 2021.

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

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Ron Vandewal, Mayor

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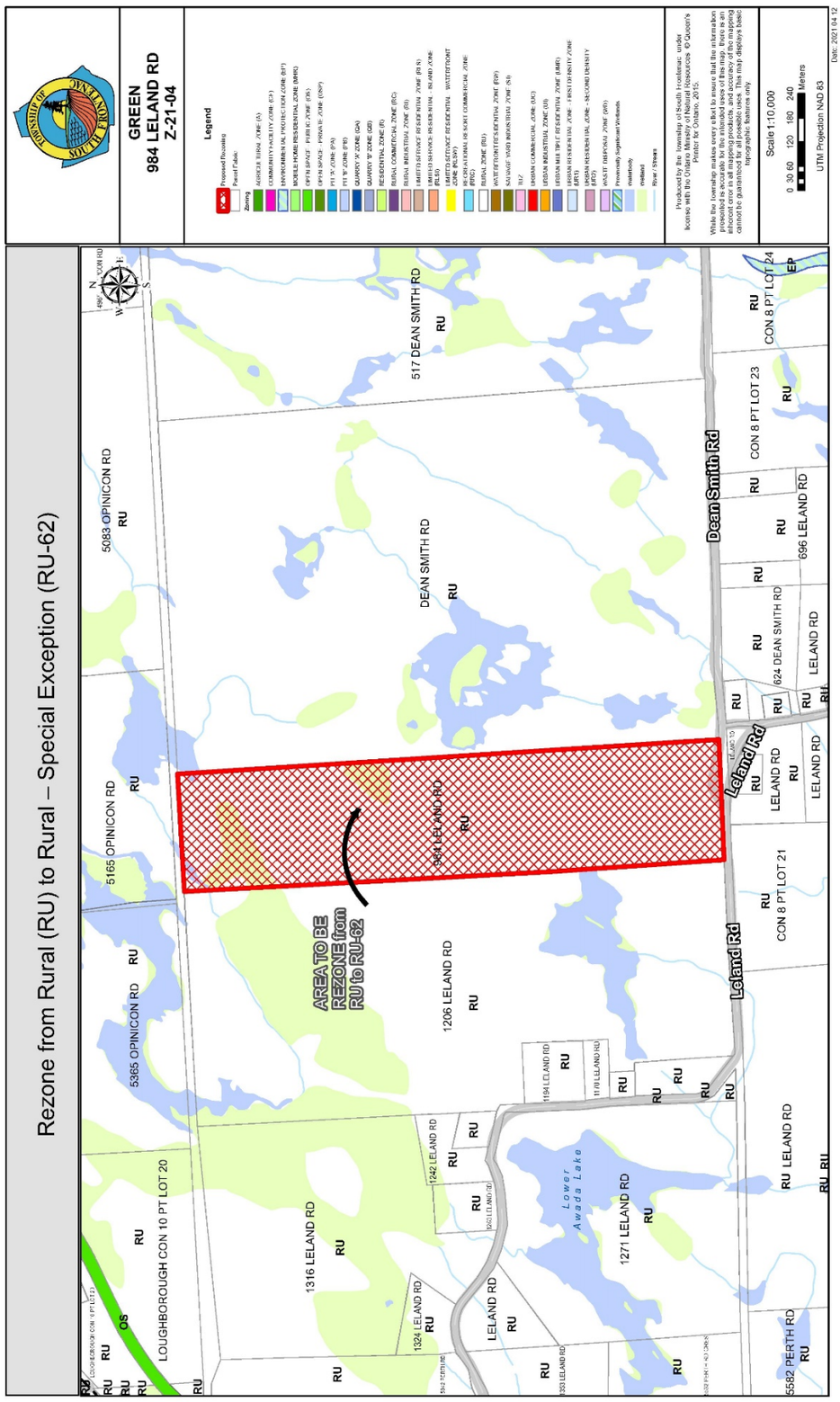
Angela Maddocks, Clerk

Schedule 1

This is Schedule “1” to By-law No. 2021- 20.



Passed this 20th day of April, 2021

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Ron Vandewal, Mayor

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Angela Maddocks, Clerk

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-21

BEING A BY-LAW TO AMEND BY-LAW 2021-05, THE INTERIM TAX LEVY BY-LAW WITH RESPECT TO THE DATE TAXES ARE PAYABLE

WHEREAS Section 317(1) and (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that:

1. The Council of a local municipality, before the adoption of the estimates for the year under section 290 of the Municipal Act, 2001, may pass a by-law levying amounts on the assessment of the property in the local municipality rateable for local municipality purposes.

2. A by-law for levying amounts under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in December of the previous year if it provides that it does not come into force until a specified day in the following year.

AND WHEREAS due to the COVID-19 – Corona Virus global concern and the provincial closure of programming, facilities and extended school breaks, Council deems it necessary to extend the due date for the Interim Tax Levy to ensure the health and safety of all residents and staff,

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

THAT:

1) The said interim tax levy shall become due and payable on the 30th day of June, 2021.

2) This by-law shall come into force and take effect on the date of its final passing

Dated at the Township of South Frontenac this 20th day of April 2021.

Read a first and second time this 20th day of April 2021.

Read a third time and finally passed this 20th day of April 2021.

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

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Ron Vandewal, Mayor

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Angela Maddocks, Clerk

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-22

A BY-LAW TO LEVY TAXES IN THE TOWNSHIP OF SOUTH FRONTENAC FOR THE YEAR 2021

WHEREAS it is necessary for the Council of the Corporation of the Township of South Frontenac, pursuant to the Municipal Act, 2001, the Fair Municipal Finance Act, 1997, the Fair Municipal Finance Act, 1997 (No.2) and the Small Business and Charities Protection Act, 1998 to establish tax rates for 2021; and,

WHEREAS the tax ratios and tax rate reductions for prescribed property subclasses have been established by the County of Frontenac, by its By-law 2020-0046 and,

WHEREAS it is necessary for the Council of the Corporation of the Township of South Frontenac, pursuant to the Municipal Act, 2001 to levy on the whole rateable property according to the last revised assessment roll for the Corporation of the Township of South Frontenac the sums set forth for various purposes in Schedule “B” hereto attached for the current year; and

WHEREAS an interim levy was made before the adoption of the estimates for the current year;

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

1. The 2021 estimates for the current year as set forth in Schedule “B” attached hereto and forming part of this by-law are hereby adopted.

2. For the year 2021, the Corporation of the Township of South Frontenac shall levy upon the Residential and Farm Residential Assessment, Multi-Residential Assessment, Commercial Assessment including new construction, Industrial Assessment including new construction, Parking Lot Assessment, Farmland Assessment and Managed Forest Assessment the rates of taxation per current value assessment as set out in Schedule “A” attached hereto and forming part of this by-law.

3. The levy provided for in Schedule “A” attached to this by-law shall be reduced by the amount of the interim levy for 2021.

4. For payments-in-lieu of taxes due to the Corporation of the Township of South Frontenac, the actual amount due to the Corporation of the Township of South Frontenac shall be based on the assessment roll and the tax rates for the year 2021.

5. For railway rights of way taxes due to the Corporation of the Township of South Frontenac in accordance with the Regulations as established by the Minister of Finance, pursuant to the Municipal Act, the actual amount due to the Corporation of the Township of South Frontenac shall be based on the assessment roll and the tax rates for the year 2021.

6. The levy for municipal, county, education and special area charges shall become due and payable as follows:

   All Classes
   - 50% of the final bill and any outstanding arrears shall be due on June 30th, 2021
   - The balance of the final bill shall be due on September 30th, 2021.

7. As provided under Section 345(2) of the Municipal Act 2001, there shall be imposed a penalty of one and one-quarter percent (1.25%) per month on the first day of each month following default of payment on all taxes of the current year remaining unpaid after the due date of said taxes.

8. There shall be imposed additional interest of one and one-quarter percent (1.25%) per month on all taxes outstanding at the end of the year for which the taxes were levied as provided in Section 345(3) of the Municipal Act, 2001.

9. Penalty and interest charges at the prevailing rate will be added in the same manner as taxes to those non-levy items added to the Collector's Roll for collection.

10. All supplementary taxes levied under the Assessment Act will be due in two installments with the second installment due one month after the first installment due date, and penalties and interest will be added in the same manner as the ordinary tax bills.

11. The Treasurer of the Corporation of the Township of South Frontenac is hereby empowered to accept part payment from time to time on account of any taxes due.

12. Pursuant to the provisions of the 2021 Municipal Budget, transfers budgeted as a "Contribution from Revenue Fund to Reserves" shall be implemented by the Treasurer in the amount budgeted. Transfers budgeted as a "Contribution from Reserves and/or Reserve Funds to Revenue Fund and/ or Capital Fund" shall be implemented by the Treasurer in the exact amount required to finance the actual expenditures of the particular project net of other applicable revenues, even should said amount exceed the transfer/ contribution from Reserves and/or Reserve Fund originally budgeted for.

13. Any surplus/deficit resulting from the 2021 operations of the General Revenue Fund as of December 31, 2021 shall be transferred to/financed from the reserve for Working Funds except for Winter Control, Building, Volunteer Firefighters wages, Water and Recycling which have dedicated reserves for stabilization.

14. Notwithstanding any of the foregoing, the Treasurer is hereby authorized to accept payments made on the current Pre-Authorized Payment Plan on the first day of the month following the due date for payment of taxes without adding penalty and/ or interest charges to the outstanding taxes and tax arrears.

15. If any section or portion of this by-law or the schedules attached hereto is found by a court of competent jurisdiction to be invalid, it is the intent of the Council of the Corporation of the Township of South Frontenac that all remaining sections and portions of this by-law and the schedules continue in force and effect.

16. This by-law shall come into force and take effect on the date of its passage.

Dated at the Township of South Frontenac this 20th day of April 2021.

Read a first and second time this 20th day of April 2021.

Read a third time and finally passed this 20th day of April 2021.

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

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Ron Vandewal, Mayor

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Angela Maddocks, Clerk

Schedule "A" to By-Law No. 2021-22

TOWNSHIP OF SOUTH FRONTENAC - 2021 TAX RATE SCHEDULE

Assessment Class	RTC		South Frontenac Tax Rate	Current Value Assessment	South Frontenac Levy
Residential and Farm Residential	RT		0.602467%	3,349,186,207	20,177,742.00
Multi-Residential	MT		0.602467%	5,681,900	34,233.00
Commercial-Full, Shared PIL	CH		0.602467%	0	0.00
Commercial Occupied	CT		0.602467%	23,773,226	143,227.00
Commercial Vacant Land	CX		0.421727%	233,000	983.00
Commercial Excess Land	CU		0.421727%	485,300	2,047.00
New Const-Full-No Support	XT		0.602467%	7,393,900	44,546.00
New Const-Excess Land-No Support	XU		0.421727%	38,300	162.00
Parking Lot	GT		0.602467%	43,000	259.00
Industrial -Full, Shared PIL	IH		0.602467%	558,000	3,362.00
Industrial -Excess Land, Shared PIL	IK		0.391604%	114,000	446.00
Industrial Occupied	IT		0.602467%	1,030,200	6,207.00
Industrial Excess Land	IU		0.391604%	0	0.00
Industrial Vacant Land	IX		0.391604%	429,000	1,680.00
Industrial-New Construction-Small Scale	J7		0.150617%	50,000	75.00
Industrial-New Construction-Taxable	JT		0.602467%	2,192,000	13,206.00
Industrial-New Construction-Excess	JU		0.391604%	14,100	57.00
Farmlands	FT		0.150617%	113,916,275	171,577.50
Managed Forest	TT		0.150617%	12,980,900	19,551.00
Total				3,518,119,308	20,619,361

TOWNSHIP OF SOUTH FRONTENAC
2021 Final Budget - January 26, 2021

Summary of Revenue and Expense

		2020 Budget	Actuals 11-Dec-20	2021 Budget	2020-2021 Budget Variance $	2020-2021 Budget Variance %
		$	$	$	$	%
1.	**REVENUE**					
2.	Property Taxation- Supplementary & PIL	195,000	210,836	205,500	10,500	5.38%
3.	User Charges	1,125,370	855,095	1,165,674	40,304	3.58%
4.	Licenses, Permits and Rents	890,007	850,746	1,315,401	425,394	47.80%
5.	Government Grants	2,596,321	2,419,809	2,551,304	-45,017	-1.73%
6.	Grants from Other Municipalities	543,919	0	568,919	25,000	4.60%
7.	Investment Income	341,500	401,346	353,000	11,500	3.37%
8.	Penalties and interest on taxes	370,000	183,592	370,000	0	0.00%
9.	Donations	6,000	65,410	16,000	10,000	166.67%
10.	Other	5,219	169,175	42,445	37,226	713.28%
11.	Transfers From Reserves/Reserve Funds	3,948,503	4,019,545	9,496,223	5,547,720	140.50%
12.	**TOTAL Revenue**	10,021,839	9,175,554	16,084,466	6,062,627	60.49%
13.	**OPERATING EXPENSE**					
14.	*General Government*	5,007,827	4,683,647	5,605,455	597,629	11.93%
15.	*Protection to Persons and Property*					
16.	Fire	2,088,890	2,186,879	4,967,314	2,878,424	137.80%
17.	Police	3,063,522	2,813,292	3,063,362	-160	-0.01%
18.	Conservation Authorities	240,875	225,760	244,380	3,506	1.46%
19.	Protective Inspections and Control	116,872	80,025	118,212	1,340	1.15%
20.	Emergency Measures	1,559	406	1,668	109	7.01%
21.	Building Department	887,321	848,336	1,132,250	244,929	27.60%
22.	*Transportation Services*					
23.	Roadway Maintenance	11,487,056	11,434,854	13,424,063	1,937,007	16.86%
24.	Winter Control	2,298,078	1,477,770	2,476,430	178,352	7.76%
25.	*Environmental Services*					
26.	Water System	437,701	128,966	395,350	-42,350	-9.68%
27.	Solid Waste Management	2,549,962	2,437,755	2,801,353	251,391	9.86%
28.	*Parks, Recreation and Cemeteries*	1,416,361	1,180,290	1,772,829	356,468	25.17%
29.	*Planning and Development*	700,430	478,962	697,342	-3,088	-0.44%
30.	**TOTAL Expense**	30,296,453	27,976,943	36,700,009	6,403,556	21.14%
31.	**TO BE RAISED BY TAXATION**	**20,274,614**	**18,801,389**	**20,615,543**	340,928	1.68%

IMPACT ON TAXPAYER:
BASED ON AVERAGE PHASE-IN ASSESSMENT THE TOWNSHIP'S SHARE OF
THE TAX BILL ON A 271,013 PROPERTY WILL INCREASE 1.5% WHICH EQUALS $24.20

2021 South Frontenac Capital Budget - Final January 26th, 2021

Page #		Project Number	PROJECT YEAR(S)	TOTAL PROJECT	2021 BUDGET	PROPOSED FINANCING TAX LEVY	RESERVES	OTHER	
	GENERAL GOVERNMENT								
	Corporate Services								
	New Projects								
1	Council Chambers Furniture Upgrades	21-35	2021	15,000	15,000	7,500	7,500	-	Working Funds
2	Verona Master Plan	21-36	2021	25,000	25,000	-	25,000	-	Development Charges
	Total - Corporate Services			40,000	40,000	7,500	32,500	-	
	PROTECTIVE SERVICES								
	Building								
	New Projects								
3	Building/Planning Software & Support	20-07	2020-2021	344,050	65,000	-	18,200	46,800	Building Reserve/ RED Funding
4	Large Format Scanner	21-15	2021	15,000	15,000	-	15,000	-	Building Reserve
5	Inspection Truck- SUV (Part 8 Specialist)	21-34	2021	50,000	50,000	-	50,000		Building Reserve
	Sub-total			409,050	130,000	-	83,200	46,800	
	Fire								
	New Projects								
6	Tanker - Station 4	21-02	2021	425,000	425,000	-	425,000	-	Fire Equipment Reserve
7	Rapid Response Unit x 5 -2021(2) & 2022(3)	21-03	2021	375,000	150,000	-	150,000	-	Fire Equipment Reserve
10	Volunteer Recruitment (20)	21-05	2021	114,500	114,500	-	114,500	-	Working Funds
11	Handheld Radios (36)	21-06	2021	21,600	21,600		21,600	-	Working Funds
12	Extractor/Dryer - Station 4 Hartington	21-07	2021	55,000	55,000	-	55,000	-	Infrastructure
13	Bunker Gear Replacement (10)	21-08	2021	25,000	25,000	-	25,000	-	Fire Equipment Reserve
14	Hoses and Appliances	21-09	2021	18,000	18,000	-	18,000	-	Fire Equipment Reserve
15	Wildland Firefighting Suits (100)	21-10	2021	38,000	38,000	38,000	-	-	
16	Blowers (8)	21-11	2021	11,200	11,200	11,200	-	-	
17	Holley Tubes (8)	21-12	2021	6,800	6,800	6,800	-	-	
18	Accountability Equipment (2)	21-13	2021	5,000	5,000	5,000	-	-	
19	Ice Water Rescue Suits (6)	21-14	2021	5,700	5,700	5,700	-	-	
	Sub-total			1,100,800	875,800	66,700	809,100	-	
	Total - Protection Services			1,509,850	1,005,800	66,700	892,300	46,800	
	TRANSPORTATION DEPARTMENT								
	New Projects								
20	Tandem Dump Truck	21-18	2021	300,000	300,000	-	300,000	-	PS equipment Reserve
21	Half Ton Truck	21-19	2021	40,000	40,000	-	40,000	-	PS equipment Reserve

2021 South Frontenac Capital Budget - Final January 26th, 2021

		Project Number	PROJECT YEAR(S)	TOTAL PROJECT	2021 BUDGET	PROPOSED FINANCING TAX LEVY	RESERVES	OTHER	
22	Motor Grader	21-20	2021	450,000	450,000	-	450,000	-	PS equipment Reserve
23	Two Portable Hoists	21-21	2021	40,000	40,000	-	40,000	-	Working Funds
24	Water Tank for Tandem	21-22	2021	35,000	35,000	-	35,000	-	PS equipment Reserve
25	Tractors - Mowers x 2 (for 2022 delivery)	21-35	2021	460,000	460,000	-	460,000	-	Asset Invesment Reserve
26	Tri-axle	21-36	2021	400,000	400,000	-	400,000	-	Asset Invesment Reserve
27-39	Linear Asset Construction-Villages/Local Roads/Arterial Roads (separate Listing)			9,636,000	7,080,000	3,190,501	2,750,000	1,139,499	AIR 1,250,000 DCF 800,000 FGT 700,000 OCIF 569,580 County FGT 529,919 Developer Contribution 40,000
	Total			11,361,000	8,805,000	3,190,501	4,475,000	1,139,499	
	TOWNSHIP FACILITIES MANAGEMENT								
	New Projects								
40	Keeley Road Garage - Communications Tower Relocation & Emergency Repairs	19-29	2019-2021	250,000	200,000	-	200,000	-	Facilities/Infrastructure
41	Town Hall - Accessible Entrance Ramp & Front Step	20-27	2020-2021	300,000	175,000		75,000	100,000	Infrastructure/ICIP grant
42	New Firehall - replacing Station 8	21-01	2021-2022	2,220,000	2,200,000	-	2,200,000	-	Development Charges 400,000/ AIR 1,100,000/ Facilities 700,000
43	Burridge Fire Hall - Siteworks	21-27	2021	20,000	20,000	-	20,000	-	Infrastructure
44	Portland Garage - Door Operators	21-28	2021	20,000	20,000	-	20,000	-	Facilities
45	OPP Building - HVAC/Garage Doors	21-29	2021	27,000	27,000	-	27,000	-	Facilities
46	Bedford Sand Dome	21-30	2021	35,000	35,000	-	35,000	-	Facilities
47	Bradshaw Fire Hall - Lighting Retrofit/ Interior Wall	21-31	2021	15,000	15,000	-	15,000	-	Federal Gas Tax 6,000/ Infrastructure 9,000
48	Storrington Fire Hall - Lighting Retrofit	21-32	2021	6,000	6,000	-	6,000	-	Federal Gas Tax
49	Admin Office Location Expansion Feasibility St	21-33	2021	20,000	20,000	-	20,000	-	Facilities
	Total			2,913,000	2,718,000	-	2,618,000	100,000	
	RECREATION								
	New Projects								
50	Wilmer Park Pumphouse Repairs	19-49	2019-2021	16,000	10,000		10,000		Parkland
51	Storrington Centre Upgrades	19-54	2019-2021	400,000	350,000		350,000		Infrastructure
52	Playground Rubberized Surfaces	20-43	2020-2021	80,000	40,000		40,000		Parkland
53	Bowes Park - Accessible Washrooms	20-44	2020-2021	76,500	75,000		75,000		Parkland
54	Bowes/Centennial/Inverary/Point Ball Diamonds	20-45	2020-2021	35,000	25,000		25,000		Parkland
55	McMullen Park Court	21-21	2021	55,000	55,000		45,000	10,000	Infrastructure/Donation

2021 South Frontenac Capital Budget - Final January 26th, 2021

		Project Number	PROJECT YEAR(S)	TOTAL PROJECT	2021 BUDGET	PROPOSED FINANCING TAX LEVY	RESERVES	OTHER	
56	Boat Launch Upgrades-Deyos/Bunker Hill	21-24	2021	30,000	30,000		30,000		Infrastructure
57	Battersea Park Gates	21-25	2021	10,000	10,000		10,000		Infrastructure
58	Sunbury/Gerald Ball Park Bleachers	21-26	2021	10,000	10,000		10,000		Infrastructure
	Petworth Mill Improvements*	21-37	2021	20,000	20,000		20,000		Infrastructure
	Total - Recreation			639,500	532,000	-	522,000	10,000	
	ARENA								
59	Heat Exchanger/Brine Pump/Condenser Unit/Arena floor/boards replacement		2020-2021	1,680,375	1,343,750		211,443	1,132,307	Working Funds Based on successful ICIP Grant
	Total - Arena			1,680,375	1,343,750	-	211,443	1,132,307	
	PLANNING								
	New Projects								
60	Official Plan	19-60	2019-2021	176,000	30,000	-	30,000	-	Federal Gas Tax
61	Development of Subdivision /Condo Standards	21-16	2021	15,000	15,000	-	15,000	-	Working Funds
62	Servicing Options Study	21-17	2021	100,000	100,000	-	75,000	25,000	Federal Gas Tax
	Total - Planning			291,000	145,000	-	120,000	25,000	
	TOTALS			**18,434,725**	**14,589,550**	**3,264,701**	**8,871,243**	**2,453,606**	

*Requires Council Approval for next steps

Year 2021

Linear Asset Construction Schedule

Page #		New Projects		*Project Year(s)*	Total Project	2021 Budget
27	18-R14	Carrying Place Road		2018-2021	1,487,800	784,800
28	20-R03	Bunker Hill/Deyos Road		2018-2021	1,556,800	1,096,800
29	20-R04	Hinchinbrooke Road		2020-2021	1,793,100	1,128,100
30	21-R01	Battersea Road		2021	1,600,000	1,600,000
31	21-R02	Stafford Lane Culvert		2021	328,000	300,000
32	21-R03	North Shore Road Culvert		2021	340,300	340,300
33	21-R04	Hard Surface Preservation	Micro-surfacing	2021	500,000	500,000
34-35	21-R05	Hard Surface Preservation	Single Surface Treatment	2021	800,000	800,000
36	21-R06	Battersea - New Sidewalks		2021	50,000	50,000
37	21-R07	Guiderail Upgrades		2021	50,000	50,000
38	21-R08	Streetlights		2021	30,000	30,000
39	21-R09	Arterial Reserve (Road 38)		2019-2022	1,100,000	400,000
		Total			**9,636,000**	**7,080,000**

**** In 2019, Murvale Boundary Road was moved up from the scheduled 2021 capital plan in the amount of $600,000.**
The capital project was offset by one-time additional Federal Gas Tax received in 2019

Ministry of the Solicitor General

Office of the Fire Marshal and Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies et de la gestion des situations d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Téléc. : 647-329-1143

March 30, 2021

Your Worship Ron Vandewal
Township of South Frontenac
P.O. Box 100, 4432 George St.
Sydenham, ON K0H2T0

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

Emergency Management Ontario (EMO) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and have determined that your municipality was compliant with the EMCPA in 2020.

The safety of all our citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. We congratulate you on your municipality's efforts in achieving compliance in 2020. I look forward to continuing to work with you to support your continued compliance on an ongoing basis.

If you have any questions or concerns about this letter, please contact our Emergency Management Field Officer assigned to your Sector; their contact information is below.

Name: GrantMurphy
Email: Grant.Murphy2@ontario.ca
Phone: 613-329-0807

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management

cc: Darcy Knott - CEMC
Grant Murphy - Field Officer - Loyalist Sector

INFORMATION REPORT TO COUNCIL

FIRE DEPARTMENT

AGENDA DATE: April 20, 2021

SUBJECT: Two (2) Rapid Response Units - Pickup Truck Tender

RECOMMENDATION:

This report is for information only.

BACKGROUND:

In accordance with the Township's Fire Department fleet asset management plan, a leaner fleet plan has been established to increase operational efficiency, reduce maintenance costs, and reduce fuel consumption and greenhouse gas emissions.

The 2021 South Frontenac Fire and Rescue Capital Budget included the purchase of two (2) ¾ ton pickup trucks to be used a Rapid Response Units assisting medical responses, wildland fire responses, and overall access to many private lanes otherwise inaccessible by large fire department fleet apparatus.

On February 4, 2021, SFFR staff released a tender request for two (2) ¾ ton pickup trucks to act as Rapid Response Units for Stations 1 (Bradshaw) and 7 (Latimer Road). This tender was posted on the Township website, local newspaper, and Biddingo website.

A budget of $150,000.00 for the two (2) units was approved by Council in January of 2021.

ANALYSIS/DISCUSSION:

The following submissions were received on February 26, 2021 in response to the tender:

Bidder	Price
Myers Kemptville Chevrolet and Buick GMC	$103,424.22 + HST
Blue Mountain Chrysler Ltd	$104,040.00 + HST
Town and Country Chrysler	$110,953.78 + HST
Petrie Ford	$110,378.00 + HST

Staff has reviewed and evaluated the Tender submissions and confirm that the ¾ ton pickup units from Myers Kemptville Chevrolet and Buick GMC, meet and/or exceed the requirements in the specification document.

The anticipated delivery dates of June 15, 2021.

Council should note that the budgeted amount of $150,000 includes the additional cost of outfitting these units with logo/stripping, emergency lights and sirens, and installation of mobile radios; however, the total cost is still anticipated to be within the approved budget of $150,000.

INFORMATION REPORT TO COUNCIL

FIRE DEPARTMENT

FINANCIAL/STAFFING IMPLICATIONS:

The cost of the two ¾ Ton Pickup Truck Rapid Response Units was approved in the 2021 capital budget and will be funded from the SFFR Fleet Capital Reserve.

ATTACHMENTS:

None.

Submitted by:

Darcy W. Knott
Director of Fire and Emergency Services
Fire Chief / CEMC

Approved by:

Neil Carbone
Chief Administrative Officer

INFORMATION REPORT TO COUNCIL

PUBLIC SERVICES DEPARTMENT

AGENDA DATE: April 20, 2021

SUBJECT: PS 2021-06 - 2021-22 ROADSIDE WEED SPRAYING PROGRAM

RECOMMENDATION:

This report is for information only.

BACKGROUND:

In 2017, Public Services began a pro-active spray program to control the spread of wild parsnip along roadsides and parks. In 2018, guide rails were added to the program to eliminate staff safety concerns related to manual weed removal around guide posts. This pro-active spray program has had positive results with minimal regrowth of wild parsnip in various areas of the Township.

In 2021, Public Services issued Tender PS 2021-06 for a two year Roadside Weed Spraying Program which included a price per kilometer of guide rails. The Tender closed on April 7th, 2021, with one bid received. The result is listed below excluding HST.

Contractor	**Price per Sq. Metre** (appx. 75,000 m^2)	**Price per Kilometer for Guiderails** (appx. 25km)
Wagar & Corput Weed Control Inc.	$0.18	$159.00

Wagar & Corput has worked for the Township previously, has a thorough safety program and are a reputable company.

FINANCIAL CONSIDERATIONS:

The total estimated cost of the program in 2021 is $17,475 before HST.

The Public Services Department, under delegated authority, has awarded the bid to Wagar & Corput Weed Control Inc. An amount of $21,020.00 is in the approved 2021 Operating Budget for Contracted Weed Spraying.

ATTACHMENTS:

None.

Prepared by:

Jamie Brash, Supervisor
Solid Waste/Facilities

Approved by:

Neil Carbone
Chief Administrative Officer

INFORMATION REPORT TO COUNCIL

PUBLIC SERVICES DEPARTMENT

AGENDA DATE: April 20, 2021

SUBJECT: Tender No. PS-2021-08
One (1) Half-Ton Extended Cab 4x4 Pick-Up Truck

and

Tender No. PS-2021-17
One (1) Heavy Duty Municipal Motor Grader

RECOMMENDATION:

For information only.

BACKGROUND:

For 2021, the Public Services Department budgeted for One (1) Half-Ton Truck and one (1) Heavy Duty Municipal Motor Grader in accordance with its regular fleet replacement schedule. Tenders for both vehicles were advertised on www.biddingo.com, and in the local newspaper. The tender for the half-ton truck closed on March 24, 2021 and one bid was received. The tender for the Motor Grader closed on April 7, 2021 and one bid was received.

The results of the two tenders are as follows:

Tender	Supplier	Bid Price (w/o HST)	Approved Budget
Half-Ton Truck	Finch Chevrolet Cadillac Buick GMC Ltd.	$39,925.00	$40,000.00
Motor Grader	Brandt Tractor Limited	$437,772.00	$450,000.00

ANALYSIS/DISCUSSION:

The bids for both tenders have been evaluated and were found to be accurate and complete.

While the Township has not done business with Finch Chevrolet Cadillac Buick GMC Ltd. in the past, they are a reputable GM dealer in Ontario. Their submission is for One (1) 2022 Model Chevrolet Silverado 1500 4x4 Extended Cab.

The Township has had previous dealings with Brandt Tractor Limited without issue. Their submission is for One (1) 2021 Heavy Duty Municipal Motor Grader, model 772GP.

For these reasons, and because both tendered prices are under budget, the Public Services Department has awarded the tenders through delegated authority, to Finch Chevrolet Cadillac Buick GMC Ltd., for $39,925.00 for the half-ton truck, not including HST and to Brandt Tractor Limited for $437,772.00 for the Heavy Duty Motor Grader

INFORMATION REPORT TO COUNCIL

PUBLIC SERVICES DEPARTMENT

FINANCIAL/STAFFING IMPLICATIONS:

An amount of $40,000 was approved in the 2021 Capital Budget for the half ton purchase.

An amount of $450,000 was approved in the 2021 Capital Budget for the heavy duty motor grader.

The Township will also be taking advantage of a five (5) year, 5,000 hour extended warranty option for the motor grader, priced separately in the amount of $26,214.00 that will be charged to the Public Services operational maintenance budget which will result in reduced maintenance costs over the next five years.

ATTACHMENTS:

None.

Prepared by:
Brian Kirk, CRS-I
Operations Supervisor

Approved by:
Neil Carbone
Chief Administrative Officer

INFORMATION REPORT TO COUNCIL

PUBLIC SERVICES DEPARTMENT

AGENDA DATE: April 20, 2021

SUBJECT: PS-RFQ1-2021
Request for Contracted Equipment, Materials & Trades

RECOMMENDATION:

This report is for Information only.

BACKGROUND:

Each year an RFQ is initiated for prices on equipment rental, construction materials and trades to ensure the Township is achieving the best value for tax payers' dollars and that its procurement process is transparent. The results of this RFQ are attached.

ANALYSIS:

It should be noted that price is only one consideration when purchasing material and renting equipment. Staff also take into account proximity to our various worksites, availability and suitability of the available materials; testing of material if necessary and/or the type/size of the equipment and fit for the job at hand.

In all circumstances, staff are diligent in ensuring value for money when renting equipment or acquiring materials and trades.

While there were no bids submitted for culverts, staff will be using two vendors of record – E.S. Hubbell, for steel culverts and Armtec for plastic culverts. E.S. Hubbell provides a convenient and cost-effective local option and Armtec has the profile of the pipe the Township requires to match up with existing stock.

FINANCIAL CONSIDERATIONS:

Sufficient funds have been budgeted for the purchase of materials, the rental of equipment and the hiring of trades within various capital and operating budget lines.

ATTACHMENTS:

- 2021 Contractor Rental Rates, Material Prices & Trade Rates

Prepared by:

Brian Kirk, CRS-I
Operations Supervisor

and

Jamie Brash
Supervisor, SWM/Facilities

Approved by:

Neil Carbone
Chief Administrative Officer

2021 CONTRACTORS EQUIPMENT PRICES

Contractor	Sweets Sand & Gravel	Gossage Excav.	McNichols	Percy Snider	Tom McIlroy	Dig n Dirt	Pleasant View	Bettschen Const.	Lynn Bros Construction	Corcoran	Shea Construction	Gilbert & Sons	Robinson Excav.	Larmons	Battlefield Equip.	Better Lawns	Will McIlroy	K. Mulrooney	Aarde Construction Ltd.	Tomlinson
Equipment																				
1/2 Ton Truck				$40.00		$40.00								$65.00			$ 35.00			
3/4 Ton Truck					$35.00															
1 Ton Truck								$68.00						$85.00						
Single Axle						$75.00													$ 70.00	
Tandem	$79.00	$84.00	$85.00	$76.00		$85.00		$80.00	$78.00		$80.00	$80.00				$85.00			$ 80.00	
Tandem w Dump Trailer						$100.00		$120.00												$ 125.00
Tandem Bellydump	$135.00									$150.00			$120.00							$ 125.00
Tandem Excavator Truck	$92.00																			
Tri-Axle	$92.00		$95.00	$85.00		$95.00	$85.00	$85.00		$95.00	$90.00		$85.00					$ 90.00	$ 85.00	$ 95.00
Tri-Axle w Pup								$125.00			$110.00									$ 125.00
Tri-Axle Bellydump	$140.00																			
Water Truck	$105.00																			
Flusher Truck	$125.00																			
Broom Truck																				
CAT 730 30 Ton Rock Truck						$125.00														

Contractor	Sweets Sand & Gravel	Gossage Excav.	McNichols	Percy Snider	Tom McIlroy	Dig n Dirt	Pleasant View	Bettschen Const.	Lynn Bros Construction	Corcoran	Shea Construction	Gilbert & Sons	Robinson Excav.	Larmons	Battlefield Equip.	Better Lawns	Will McIlroy	K. Mulrooney	Aarde Construction Ltd.	Tomlinson
Excavators																				
KX080 Kubota																		$ 110.00		
KX080 Kubota with hoe ram																				
Kubota 121 with Hoe Ram				$120.00																
Kubota -121				$80.00																
Auger				$65.00																
2 ton Excavator																$80.00				
2 ton Excavator w Hoe Ram																				
4 Ton Excavator																$100.00				
4 ton Excavator w Hoe Ram																				
6 Ton Mini Excavator																				
12 Ton Excavator																				
315 Excavator						$120.00		$120.00												
303.5 CAT Excavator								$100.00												
304 CAT Excavator									$90.00											
305 Excavator						$95.00														
307 CAT Excavator										$125.00										
308 Cat Excavator	$110.00					$105.00	$100.00												$ 115.00	$ 115.00
308 Cat Excavator w Hoe Ram																			$ 165.00	$ 170.00
311 Cat Excavator	$130.00						$125.00													
312 CAT E											$125.00									
312 CAT E w/ Hammer											$210.00									
326 Cat Excavator																				
326 Cat Excavator w Hoe Ram																				
336 Cat Excavator						$150.00				$185.00								$ 160.00		$ 190.00
336 Cat Excavator w Hoe Ram						$310.00														$ 390.00
320 Excavator (CAT)	$140.00		$140.00			$135.00		$135.00		$160.00										$ 160.00
320 Excavator C/W Hoe Ram	$270.00		$285.00			$280.00		$290.00												$ 315.00
329 CAT Excavator										$170.00										
330 Excavator	$160.00					$135.00														
330 With Hoe Ram	$290.00																			
Cat 345-352 with Hoe Ram	$455.00																			
Cat 345/352	$240.00																			
14 Ton Excavator		$115.00																		
14 Ton Excavator w Hoe Ram																				
140 Doosan 16 ton												$150.00						$ 120.00		
140 Doosan w hoe ram												$250.00								
170 Doosan									$130.00											
170 Doosan w/Hammer									$260.00											
180 Doosan 20 Ton												$165.00								
180 Doosan w Hoe Ram												$265.00								
235 Doosan			$140.00																	
235 Doosan w Hoe Ram			$285.00																	
Kubota 8 ton												$125.00				$125.00				
8 Ton Hoe Ram																				
Kubota KX-121																			$ 95.00	
Kubota KX-121 w/ Breaker																			$ 135.00	
322 Cat				$155.00																
Volvo 180 Wheel Excavator																				
Volvo 180 Wheel w Hoe Ram																				
CAT 325 Excavator						$140.00				$160.00								$ 135.00		
CAT 305 Excavator w/Hoe Pac						$105.00														
CAT 320 Excavator w/Tree Mulcher						$220.00														$ 225.00
Komatsu 200								$135.00											$ 130.00	
Komatsu 200 w/Hoe Ram								$290.00											$ 260.00	
Deere 470G																		$ 175.00		
JD 75G											$105.00									
JD 75G w Hoe Ram											$195.00									
JD 210											$155.00									

Contractor	Sweets Sand & Gravel	Gossage Excav.	McNichols	Percy Snider	Tom McIlroy	Dig n Dirt	Pleasant View	Bettschen Const.	Lynn Bros Construction	Corcoran	Shea Construction	Gilbert & Sons	Robinson Excav.	Larmons	Battlefield Equip.	Better Lawns	Will McIlroy	K. Mulrooney	Aarde Construction Ltd.	Tomlinson
Dozers																				
D3 Dozer or Equivalent	$85.00							$100.00												$ 125.00
CAT D4K																		$ 105.00		
D5 Dozer or Equivalent	$95.00																	$ 130.00		
Cat D5M															6890/month					
Cat D5N																				
Cat D5K																				
Cat D6 Dozer or Equivalent	$162.00			$80.00		$140.00		$115.00		$150.00										$ 160.00
Cat D6T	$192.00									$175.00										
Cat D8R																				
850B Case												$140.00								
Case																				
Deere 750 Dozer													$140.00							
Graders																				
Kubota and Blade				$75.00																
GEHL Grader or equivalent																				
Cat 140 or equivilent	$130.00									$160.00										$ 200.00
Tractor w 6way blade			$105.00																	
740 Champion													$150.00							
503 Gallion Shoulder Grader w/ Eliminator													$125.00							
Volvo Grader G930M												$140.00								
CAT 163H																		$ 165.00		
CAT 160M																				$ 225.00

Contractor	Sweets Sand & Gravel	Gossage Excav.	McNichols	Percy Snider	Tom McIlroy	Dig n Dirt	Pleasant View	Bettschen Const.	Lynn Bros Construction	Corcoran	Shea Construction	Gilbert & Sons	Robinson Excav.	Larmons	Battlefield Equip.	Better Lawns	Will McIlroy	K. Mulrooney	Aarde Construction Ltd.	Tomlinson
Backhoes			$105.00	$80.00								$110.00						$ 90.00		
Case 580 Backhoe 4X4																				
John Deere 310								$190.00												
416 Backhoe with Hoe Ram									$90.00											
CAT 416 4x4	$87.00	$90.00				$95.00		$90.00		$125.00								$ 90.00		$ 115.00
420 Backhoe																				$ 170.00
CAT 420 Backhoe w/ Hoe Ram																				
Loaders			$115.00			$130.00		$110.00												
3 Yard Bucket			$135.00																	
4 Yard Bucket								$100.00												
Cat 257 Loader								$100.00												
Cat 289 Loader																				
Kobota 100 Gmax						$95.00														
CAT 908H																		$ 125.00		
CAT 924						$130.00				$140.00								$ 130.00		
CAT 930K																				
Deere 524K													$150.00							
Deere 644 w/ Scales													$150.00					$ 150.00		
CAT 950													$105.00						$ 95.00	
CAT 259 Track Loader																		$ 150.00		
Doosan 420																		$ 160.00		
CAT 966							$125.00													$ 130.00
930 CAT Loader																			$ 120.00	
Komatsa GA200																				
Floats				$70.00																
3 Ton Float																$110.00				
7 Ton Float																$125.00				
12 ton Float																				
16 Ton Float																				
20 Ton Float			$150.00																	
30 Ton Float																			$ 125.00	
40 Ton Float						$125.00		$125.00					$130.00					$ 135.00		$ 140.00
55 Ton Float																				
65 Ton Float																				

Contractor	Sweets Sand & Gravel	Gossage Excav.	McNichols	Percy Snider	Tom McIlroy	Dig n Dirt	Pleasant View	Bettschen Const.	Lynn Bros Construction	Corcoran	Shea Construction	Gilbert & Sons	Robinson Excav.	Larmons	Battlefield Equip.	Better Lawns	Will McIlroy	K. Mulrooney	Aarde Construction Ltd.	Tomlinson
Miscellaneous				$24.75	$25.00	$42.50								$30.00			$ 25.00			
Flag Person				$95.00	$110.00									$135.00						
Hot Box w 2 Person Crew						$59.00			$90.00			$120.00				$90.00				
Track Skid Steer						$85.00		$95.00							2600/month					
56" Drum Roller															3800/month			$ 100.00		
84" Drum Roller												$140.00								
Skid Steer w Brushcutter						$115.00														
CAT Skid Steer w/ Trencher												$250.00								
140 Excavator w/ Brushcutter																				
VOLVO 180E w/ Brushcutter										$250.00										
60" Brushcutter								$225.00												
Tri-Axle Truck w 320 Cat Excavator									$205.00											
Tandem w 17 Ton Excavator	$170.00																			
Gradall																				
Tractor & Mower				$45.00																
Sidewalk Sweeper				$75.00																
Street Sweeper												520/day								
JCB Packer											$105.00									
Stone Slinger																				
Dump Trailer																				
1 Ton Roller																				
HydroSeeding																				
Service Truck								$140.00												
Power Screen													$55.00							
Sand Stacker								$50.00												
Belt Stacker																				
Jaw Crusher								$320.00												
Impactor Stone Crusher						$180.00														
CAT 308 Excavator w/Hoe Ram																				
CAT 329 Excavator																				
CAT 329 Excavator w/ Hoe Ram attachment											$110.00									
300 Gallon HydroVac			$225.00																	
320 CAT w/Tri-Axle Truck																			$ 215.00	
Combined Rate (20 ton Excavator & Tri-Axle)																				

2021 Materials

	Gossage Excavating	McNichols	Bettschen Construction	Aarde Construction Ltd.	Sweets Sand & Gravel	Sweets Sand & Gravel	Robinson Excavating	Shea Construction	Shea Construction	Kiley Paving	Gemmil Sand	K. Mulrooney
Cost Per Unit at Quarry or Pit												
Location			**Harrowsmith**	**Young's Pit**	**Westport Quarry**	**Battersea Quarry**		**Jennings Pit**	**Shea Pit**		**Quarry**	**McGarvey**
5/8" Crusher Run			9.75/ton		9.85/ton	9.60/ton		8.50/ton			10.00/ton	
7/8 Crusher Run					9.75/ton	9.50/ton		8.50/ton			10.00/ton	9.00/ton
2" Crusher Run			9.35/ton		9.66/ton	9.30/ton		8.00/ton				
3" Crusher Run			9.35/ton		9.56/ton	9.10/ton					9.00/ton	8.50/ton
6" Minus					9.16/ton	8.90/ton					8.50/ton	
Shot Rock			8.45/ton		8.56/ton	7.80/ton					6.20/ton	7.00/ton
3/4" clean			13.15/ton					13.00/ton			12.50/ton	16.50/ton
1" clean			13.15/ton								14.75/ton	
Rubble			8.45/ton									
Dust			13.50/ton									
7/8" Clear					13.60/ton	13.95/ton						
Cr. Asphalt/Rap			11.15/ton									
Sandfill		8.00/yd	11.25/yd	7.50/ton	10.25/ton	10.20/ton			7.50/ton			9.50/yd
Clay Fill		8.00/yd	10.75/yd						5.75/ton			7.00/yd
Clean Hydro Sand		13.00/yd	15.00/yd	10.00/ton					8.00/ton			12.00/yd
Gabion Stone												
HL3 Stone												
HL3 Hot Mix					86.00/ton					96/ton		
Sand Seal					100.00/ton					104/ton		
Screen Topsoil	21.00/yd	21.00/yd	25.00/yd	20.00/ton					16.00/yd	26/yd		16.00/yd
PLEASE NOTE: A *Yard* and a *Tonne* are approximately the same												

2021 Materials

	Gossage Excavating	McNichols	Bettschen Construction	Aarde Construction Ltd.	Sweets Sand & Gravel	Sweets Sand & Gravel	Robinson Excavating	Shea Construction	Shea Construction	Kiley Paving	Gemmil Sand	K. Mulrooney
Cost Per Unit at Quarry or Pit												
Location			**Harrowsmith**	**Young's Pit**	**Westport Quarry**	**Battersea Quarry**		**Jennings Pit**	**Shea Pit**		**Quarry**	**McGarvey**
5/8" Crusher Run			9.75/ton		9.85/ton	9.60/ton		8.50/ton			10.00/ton	
7/8 Crusher Run					9.75/ton	9.50/ton		8.50/ton			10.00/ton	9.00/ton
2" Crusher Run			9.35/ton		9.66/ton	9.30/ton		8.00/ton				
3" Crusher Run			9.35/ton		9.56/ton	9.10/ton					9.00/ton	8.50/ton
6" Minus					9.16/ton	8.90/ton					8.50/ton	
Shot Rock			8.45/ton		8.56/ton	7.80/ton					6.20/ton	7.00/ton
3/4" clean			13.15/ton					13.00/ton			12.50/ton	16.50/ton
1" clean			13.15/ton								14.75/ton	
Rubble			8.45/ton									
Dust			13.50/ton									
7/8" Clear					13.60/ton	13.95/ton						
Cr. Asphalt/Rap			11.15/ton									
Sandfill		8.00/yd	11.25/yd	7.50/ton	10.25/ton	10.20/ton			7.50/ton			9.50/yd
Clay Fill		8.00/yd	10.75/yd						5.75/ton			7.00/yd
Clean Hydro Sand		13.00/yd	15.00/yd	10.00/ton					8.00/ton			12.00/yd
Gabion Stone												
HL3 Stone												
HL3 Hot Mix					86.00/ton					96/ton		
Sand Seal					100.00/ton					104/ton		
Screen Topsoil	21.00/yd	21.00/yd	25.00/yd	20.00/ton					16.00/yd	26/yd		16.00/yd
PLEASE NOTE: A *Yard* and a *Tonne* are approximately the same												

INFORMATION REPORT TO COUNCIL

PUBLIC SERVICES DEPARTMENT

AGENDA DATE: April 20, 2021

SUBJECT: PS 2021-19 SUPPLY OF DIESEL FUEL AND GASOLINE

RECOMMENDATION:

For information only.

BACKGROUND:

A Tender was issued for Supply and Delivery of Diesel Fuel and Gasoline for Public Services, Fire, and Building Inspection for a Five (5) year period as the existing contract term was completed April 1, 2021.

The Tender closed on April 7h, 2021 and following six bids were received:

COMPANY	PRODUCT "A" Regular Unleaded Gasoline	Estimated 113,000 L	PRODUCT "B" Clear Diesel Fuel	Estimated 248,500 L	PRODUCT "B" Colored Diesel Fuel	Estimated 100,000 L	Total Estimated Cost per year
W.O. Stinson	**.9813**	**$110,886.90**	**.9075**	**$22,551.37**	**.7645**	**$76,450.00**	**$412,850.65**
Rosebush Energies	**.9893**	**$111,790.90**	**.9175**	**$227,998.75**	**.7745**	**$77,450.00**	**$417,239.65**
Rosen Energy	**.9903**	**$113,000.99**	**.9215**	**$248,500.92**	**.7785**	**$77,850.00**	**$439,351.91**
Upper Canada Fuel	**.9953**	**$112,468.90**	**.9175**	**$227,998.75**	**.7745**	**$77,450.00**	**$417,917.65**
Canada Clean Fuels	**1.0153**	**$113,001.01**	**.9475**	**$235,453.75**	**.8045**	**$80,450.00**	**$428,904.76**
Parkland	**1.0384**	**$113,001.03**	**.9733**	**$241,865.05**	**.8303**	**$83,030.00**	**$437,896.08**

****Prices do not include HST**

DISCUSSION/ANALYSIS:

Based on the lowest price, the Public Services Department, under delegated authority, has awarded the bid to W.O. Stinson.

FINANCIAL CONSIDERATIONS:

There are sufficient funds in the approved 2021 Operating Budget for this Tender.

Prepared by:

Jamie Brash, Supervisor
Solid Waste/Facilities

Approved by:

Neil Carbone
Chief Administrative Officer

REPORT TO COUNCIL

RECREATION DEPARTMENT

AGENDA DATE: April 20, 2021

SUBJECT: 2020 Volunteer and Youth Volunteer Awards and Celebrations

RECOMMENDATION:

This report is for information only.

BACKGROUND:

Since 1999, the Volunteer of the Year Award has been hosted by Council with support from Recreation Department staff and the Recreation Committees. There has been a constant decline in the number of nominations for the Award over the past few years. In 2019, Council directed staff and the Recreation Committees to adapt and refresh the program to be a broad-based community celebration. The name was changed to better reflect the aim of the program to the Volunteer and Youth Volunteer Awards and Celebrations.

In 2020, the COVID-19 pandemic halted plans for a broader more inclusive community celebration. To adapt to public health measures, staff created a virtual appreciation video featuring members of Council and nominees were sent an appreciation package featuring a certificate, lapel pin, and $5 ‘Coffee on Council’ gift card to a local business.

DISCUSSION/ANALYSIS:

As the pandemic evolves, there is still a strong desire to recognize community volunteers. However, with the possibility of hosting an in-person celebration later in 2021, the Recreation Committees will be postponing the program until the fall, instead of the traditional spring timeline.

Recreation Department staff will review public health measures in place in the fall of 2021 and create a program that aligns accordingly.

FINANCIAL/STAFFING IMPLICATIONS:

None

ATTACHMENTS:

None

Prepared by:

Amanda Pantrey
Program, Events & Education Coordinator

Submitted/approved by:

Neil Carbone
Chief Administrative Officer

Payment Listing
For the period of March 17, 2021 to April 20, 2021

Accounts Payable Payment Listing:

	For the period of March 17, 2021 to April 20, 2021	$	1,985,842.47
Payroll:			
	For the period of March 17, 2021 to April 20, 2021	$	209,693.60
Total Payments		**$**	**2,195,536.07**

RECOMMENDATION:

1. It is recommended that Council receive for information the listing of the Accounts Payable and Payroll for the period ending April 20, 2021 in the amount of $ 2,195,536.07

Submitted by:
Mark Foster - Accounting Clerk

Approved by:
Stephanie Kuca -Deputy Treasurer

Ranges: **From:** **To:** Distribution Types Included:
Cheque Date: **2021-03-17** **2021-04-20** **PURCH, MISC**

10 GG

0000 Gen

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015099	2021-04-13		THE FRONTENAC NEWS		
		74505		Ad- March 4,11,18,25	$2,649.83
Total EFT000000015099					**$2,649.83**
Total Gen					**$2,649.83**

1000

Cheque	Date	Inv #	Vendor	Description	Amount
071397	2021-03-23		SNIDER, THE ESTATE OF PERCY		
		21/02/24-37		Snow Plowing	$839.52
Total 071397					**$839.52**
071418	2021-04-13		UPPER LEVEL DOORS INC		
		84036		Repair South Door	$310.37
		84063		Remove Safety Eyes	$129.74
Total 071418					**$440.11**
EFT000000014980	2021-03-23		ATKINSON HOME BUILDING CENTRE		
		AA3276		Softener Salt	$25.31
Total EFT000000014980					**$25.31**
EFT000000014998	2021-03-23		CULLIGAN		
		67707TK		Water	$45.56
Total EFT000000014998					**$45.56**
EFT000000015006	2021-03-23		EARL ROSEBUSH FUELS		
		0279-157283		270.20L @ .818	$247.04
Total EFT000000015006					**$247.04**
EFT000000015031	2021-03-23		LONDRY ALARMS		
		206343		Alarm Service Call	$320.54
Total EFT000000015031					**$320.54**
EFT000000015038	2021-03-23		R&D NELSON GENERAL MAINTENANCE		
		21/02-OFFICE		21/01+21/02 Gen. Maintenance	$1,959.90
		21/02-OFFICE		21/01+21/02 Gen. Maintenance	$237.03
Total EFT000000015038					**$2,196.93**
EFT000000015060	2021-03-23		TROUSDALE'S HOME HARDWARE		
		111874		Ant Traps	$9.15
Total EFT000000015060					**$9.15**
EFT000000015062	2021-03-23		UNITY SOD FARM LTD.		
		73101		Snow Plowing	$1,239.44
		73102		Snow Plowing	$1,648.51
Total EFT000000015062					**$2,887.95**
EFT000000015088	2021-04-13		CULLIGAN		
		75452TK		Water	$71.11
Total EFT000000015088					**$71.11**
EFT000000015097	2021-04-13		EVERTEMP INC		
		35845		Furnace Repair	$301.87
Total EFT000000015097					**$301.87**
EFT000000015102	2021-04-13		GRIBB SEPTIC		
		7736		Septic Pumping	$295.10
Total EFT000000015102					**$295.10**
EFT000000015104	2021-04-13		HAVEN HOME ENTERPRISE INC		
		320448		HVAC Repair	$216.24
Total EFT000000015104					**$216.24**
EFT000000015128	2021-04-13		TOTAL POWER LTD		
		SALES0106634		Annual Inspection	$1,053.22
Total EFT000000015128					**$1,053.22**
Total					**$8,949.65**

1100 Counc

Cheque	Date	Inv #	Vendor	Description	Amount
071388	2021-03-23		FRONTENAC ARCH BIOSPHERE NETWORK		
		2021 COUNCIL GRANT		2021 Council Grant	$5,200.00
Total 071388					**$5,200.00**
EFT000000014979	2021-03-23		ASSOC OF MUNICIPALITIES OF ONT		
		MEM007469		2021 Membership	$7,124.41
Total EFT000000014979					**$7,124.41**
EFT000000015011	2021-03-23		ESOLUTIONS GROUP		
		129703		Cludo Essential Lite Search	$854.78
Total EFT000000015011					**$854.78**
EFT000000015037	2021-03-23		PRINTFUSION INC.		
		114541		Tax Notices	$1,317.25
Total EFT000000015037					**$1,317.25**
Total Counc					**$14,496.44**

1250 Clk

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015059	2021-03-23		TROUSDALE'S FOODLAND		
		5668		Coffee + Cream + Filters	$27.04
		8937		Cream	$7.58
Total EFT000000015059					**$34.62**

EFT000000015130	2021-04-13		TROUSDALE'S FOODLAND		
		1727		Coffee + Cream	$13.17
		5874		Air Freshener	$9.14
Total EFT000000015130					**$22.31**
Total Clk					**$56.93**

1275 Fin

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000014976	2021-03-23		ALLAN & PARTNERS LLP		
		IAA-SOUFRO-48649		First Interim Billing	$6,105.60
Total EFT000000014976					**$6,105.60**
EFT000000014992	2021-03-23		CDW CANADA INC		
		9314611		Laptop-Financial Analyst	$1,665.44
		9383092		Desktop Port	$24.56
Total EFT000000014992					**$1,690.00**
EFT000000015130	2021-04-13		TROUSDALE'S FOODLAND		
		6818		Cake for M.S.	$28.53
Total EFT000000015130					**$28.53**
Total Fin					**$7,824.13**
Total GG					**$33,976.98**

20 PP&P

2100 Fire

Cheque	Date	Inv #	Vendor	Description	Amount
071385	2021-03-23		4REFUEL CANADA LP		
		5306073		238.7L @.9140	$336.90
Total 071385					**$336.90**
071390	2021-03-23		KINGSTON FIRE AND RESCUE		
		6164		Q1 Dispatch Fees	$9,228.64
Total 071390					**$9,228.64**
071392	2021-03-23		MINISTER OF FINANCE		
		211902211042015		New Program Registration	$845.00
Total 071392					**$845.00**
071394	2021-03-23		RECEIVER GENERAL RADIO LICENCES		
		20210017743		2021 Radio Licence Renewal	$85.30
Total 071394					**$85.30**
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/02/28-33		Snow Plowing	$1,984.32
		21/02/28-34		Snow Plowing	$1,984.32
		21/02/28-35		Snow Plowing	$1,984.32
Total 071416					**$5,952.96**
EFT000000014971	2021-03-23		BOULTON SEPTIC/LARMON'S		
		34013		Snow Plowing	$661.44
Total EFT000000014971					**$661.44**
EFT000000014973	2021-03-23		ABELL PEST CONTROL INC.		
		A3262927		21/03 Pest Control	$41.18
		A3278646		21/03 Pest Control	$50.80
Total EFT000000014973					**$91.98**
EFT000000014975	2021-03-23		AJ STONE COMPANY LIMITED		
		158438		Respirator + Cartridges	$224.16
		157180		Short Ball Intake Valve	$36.43
Total EFT000000014975					**$260.59**
EFT000000014978	2021-03-23		ALLIED MEDICAL INSTRUMENTS INC		
		510820		14X Thermometers	$1,147.49
Total EFT000000014978					**$1,147.49**
EFT000000014980	2021-03-23		ATKINSON HOME BUILDING CENTRE		
		201722		Nozzle	$20.34
Total EFT000000014980					**$20.34**
EFT000000014984	2021-03-23		BENSON TRUCK & TRAILER		
		16104822		Assorted Repairs	$433.99
Total EFT000000014984					**$433.99**
EFT000000014985	2021-03-23		BLACK DOG TIRE & LUBRICANTS		
		48041		Tire Change	$346.43
		48252		Tire Change	$203.42
Total EFT000000014985					**$549.85**
EFT000000014986	2021-03-23		ANNEX PUBLISHING & PRINTING		
		BK0006123		5X Books	$391.30
Total EFT000000014986					**$391.30**
EFT000000014988	2021-03-23		BUNZL CANADA INC		
		66390435		50X Aprons	$1,515.71
Total EFT000000014988					**$1,515.71**
EFT000000014990	2021-03-23		CANADIAN TIRE		
		141962		Battery + Cycle Fuel	$172.96
		141971		Garbage Can+ Dish Brush+ KCups	$114.91
Total EFT000000014990					**$287.87**
EFT000000014992	2021-03-23		CDW CANADA INC		
		9314611		Laptop-Fire Admin	$1,665.45
		9383092		Desktop Port	$24.56
Total EFT000000014992					**$1,690.01**
EFT000000014997	2021-03-23		CROSSIRON TRUCK & EQUIPMENT		
		S 282		Oil + Coolant	$90.62
Total EFT000000014997					**$90.62**
EFT000000014998	2021-03-23		CULLIGAN		
		2842307		Water	$1.50
Total EFT000000014998					**$1.50**
EFT000000015001	2021-03-23		DARCH FIRE		

		CI30002540	5X Gaskets	$54.24
		CI30002593	15X Gaskets	$162.71
		CI30002594	16" Drive Links	$618.70
		CI30002611	Glove	$117.02
Total EFT000000015001				**$952.67**
EFT000000015006	2021-03-23		EARL ROSEBUSH FUELS	
		1057-157376	516.50L @.818	$472.25
Total EFT000000015006				**$472.25**
EFT000000015012	2021-03-23		FIRE MARSHAL'S PUBLIC FIRE	
		IN158040	20XEssentials of Fire Fighting	$2,156.91
Total EFT000000015012				**$2,156.91**
EFT000000015013	2021-03-23		FLUENT INFORMATION MANAGEMENT SYSTEMS INC.	
		INV-5602	Subscription+Hardware Rental	$1,831.68
Total EFT000000015013				**$1,831.68**
EFT000000015014	2021-03-23		FRASSO AUTOMOTIVE SERVICE	
		132350	Safety + Door Handle Repair	$544.41
		132357	Maintenance Service	$124.84
Total EFT000000015014				**$669.25**
EFT000000015019	2021-03-23		GREEN TRACTORS INC	
		E06477	8X Backpack Sprayer	$6,813.45
Total EFT000000015019				**$6,813.45**
EFT000000015027	2021-03-23		KENWORTH ONTARIO - KINGSTON	
		KS29331	Safety+ Brakes	$6,922.85
		KS29686	Blown Piggy Back	$1,010.25
		KS29710	Air Tank Leak	$284.69
Total EFT000000015027				**$8,217.79**
EFT000000015030	2021-03-23		LEONARD, ELIZABETH	
		21/02/18-35	Cleaning	$60.00
		21/02/18-WALMART	Cleaning Supplies	$14.18
Total EFT000000015030				**$74.18**
EFT000000015032	2021-03-23		MICHELIN NORTH AMERICA CANADA INC	
		DA0008081321	Tire	$685.18
		DA0008081716	4X Tires	$2,740.76
Total EFT000000015032				**$3,425.94**
EFT000000015036	2021-03-23		PRINCESS AUTO	
		1810078	2X Tarps	$142.44
Total EFT000000015036				**$142.44**
EFT000000015038	2021-03-23		R&D NELSON GENERAL MAINTENANCE	
		21/02-PRFH	21/01+21/02 Gen. Maintenance	$219.80
		21/02-PRFH	21/01+21/02 Gen. Maintenance	$263.22
Total EFT000000015038				**$483.02**
EFT000000015040	2021-03-23		RIVETT ARCHITECTURAL HARDWARE	
		1215048	Assorted Parts	$493.23
Total EFT000000015040				**$493.23**
EFT000000015044	2021-03-23		R. THURSTON TECHNOLOGIES	
		11770	20 X Pagers	$11,091.84
		11776	Handheld Radios	$20,851.85
		11772	Replace Antenna + Battery	$149.64
Total EFT000000015044				**$32,093.33**
EFT000000015052	2021-03-23		SUPERIOR PROPANE INC.	
		33322228	1600.7 L @.48	$857.44
Total EFT000000015052				**$857.44**
EFT000000015054	2021-03-23		SWISH MAINTENANCE LIMITED	
		K650226	Cleaning Supplies	$289.21
Total EFT000000015054				**$289.21**
EFT000000015058	2021-03-23		TRIM-LINE OF SOUTH EAST	
		52708	3X Helmet Numbers	$15.26
Total EFT000000015058				**$15.26**
EFT000000015060	2021-03-23		TROUSDALE'S HOME HARDWARE	
		111734	Hook + Anchors	$58.47
Total EFT000000015060				**$58.47**
EFT000000015061	2021-03-23		TW PATCHING	
		395205	Snow Plowing	$1,282.18
Total EFT000000015061				**$1,282.18**
EFT000000015062	2021-03-23		UNITY SOD FARM LTD.	
		73104	Snow Plowing	$569.86
Total EFT000000015062				**$569.86**
EFT000000015065	2021-03-23		WESTPORT HOME HARDWARE	
		6478	2X Paint	$103.77
Total EFT000000015065				**$103.77**
EFT000000015067	2021-03-23		WILLIAMS, KATHY	
		20/03/04	20/11-21/02 Cleaning	$595.00
Total EFT000000015067				**$595.00**
EFT000000015075	2021-04-13		ABELL PEST CONTROL INC.	
		A3262060	21/03 Pest Control	$48.54
Total EFT000000015075				**$48.54**
EFT000000015077	2021-04-13		ASSELSTINE HARDWARE	
		7981	Chain Saw Oil + Fuel	$43.21
Total EFT000000015077				**$43.21**
EFT000000015078	2021-04-13		ATKINSON HOME BUILDING CENTRE	
		202735	Adhesive Spray	$22.38
Total EFT000000015078				**$22.38**
EFT000000015081	2021-04-13		BELL MOBILITY (RADIO DIVISION)	
		1-260025	21/04 Site Rental	$295.38
Total EFT000000015081				**$295.38**
EFT000000015091	2021-04-13		DARCH FIRE	
		CI30002638	20X Hoods+ Helmets	$6,661.00
		CI30002638	10X Visors	$814.18
		CI30002645	19X Gloves	$2,030.11

		CI30002648		Helmet	$300.19
Total EFT000000015091					**$9,805.48**
EFT000000015094	2021-04-13		EARL ROSEBUSH FUELS		
		2706-157847		493.50L @.803	$443.68
Total EFT000000015094					**$443.68**
EFT000000015097	2021-04-13		EVERTEMP INC		
		35855		Furnace Repair	$885.02
Total EFT000000015097					**$885.02**
EFT000000015102	2021-04-13		GRIBB SEPTIC		
		7609		Pumping Fee	$251.84
Total EFT000000015102					**$251.84**
EFT000000015106	2021-04-13		JODY CAMPBELL'S SEPTIC SERVICE		
		20748		Portable Toilet Rental	$101.76
Total EFT000000015106					**$101.76**
EFT000000015107	2021-04-13		KENWORTH ONTARIO - KINGSTON		
		KS29397		Safety + Battery	$1,290.40
		KS29411		Safety	$439.76
		KS29573		8X Retorque	$800.08
Total EFT000000015107					**$2,530.24**
EFT000000015112	2021-04-13		LEONARD, ELIZABETH		
		21/03/16-37		Cleaning	$60.00
Total EFT000000015112					**$60.00**
Total Fire					**$99,676.35**

2108

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015001	2021-03-23		DARCH FIRE		
		CI30002487		3X LED Light Kit	$457.92
Total EFT000000015001					**$457.92**
Total					**$457.92**

2110 Cvc#

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015123	2021-04-13		SIGNS PLUS		
		3246		9X Civic Blades	$82.44
Total EFT000000015123					**$82.44**
Total Cvc#					**$82.44**

2400 Police

Cheque	Date	Inv #	Vendor	Description	Amount
071405	2021-03-30		MINISTER OF FINANCE-POLICE SERVICES		
		211203211113097		21/03 Policing Services	$246,953.48
Total 071405					**$246,953.48**
Total Police					**$246,953.48**

2410 Ride Program

Cheque	Date	Inv #	Vendor	Description	Amount
071391	2021-03-23		MINISTER OF FINANCE-POLICE SERVICES		
		202302211243100		Ride - 4 Officers	$893.88
Total 071391					**$893.88**
Total Ride Program					**$893.88**

2515 Rid Vly

Cheque	Date	Inv #	Vendor	Description	Amount
071395	2021-03-23		RIDEAU VALLEY CONSERVATION AUTHORITY		
		53095		2021 Levy	$24,956.73
Total 071395					**$24,956.73**
Total Rid Vly					**$24,956.73**

2605 Build

Cheque	Date	Inv #	Vendor	Description	Amount
071396	2021-03-23		SERVICEMASTER		
		19-128 REFUND		19-128 Refund	$1,203.50
Total 071396					**$1,203.50**
071415	2021-04-13		SNELGROVE, PAUL		
		15-206 REFUND		15-206 Refund	$748.50
Total 071415					**$748.50**
071422	2021-04-13		QUESNEL CONTRACTING INC		
		S-51-20-B REFUND		S-51-20-B REFUND	$94.00
Total 071422					**$94.00**
EFT000000014972	2021-03-23		4 OFFICE AUTOMATION LTD		
		1209731		Copier Usage	$783.88
Total EFT000000014972					**$783.88**
EFT000000014992	2021-03-23		CDW CANADA INC		
		9314611		Laptop- Building Intake	$1,665.45
		9383092		Desktop Port	$24.56
		5795741		Laptop-Part 8 Tech	$2,234.23
		5803111		2X Monitors- Part 8	$824.67
Total EFT000000014992					**$4,748.91**
EFT000000015015	2021-03-23		GANANOQUE CHEVROLET BUICK GMC		
		377465		Pipe Assembly	$242.61
		372316		Key	$53.62
Total EFT000000015015					**$296.23**

EFT000000015017	2021-03-23		GRAND & TOY LIMITED		
		R769914		Filing Cabinet	$2,463.53
Total EFT000000015017					**$2,463.53**
EFT000000015037	2021-03-23		PRINTFUSION INC.		
		114593		Business Cards M.D.	$60.55
Total EFT000000015037					**$60.55**
EFT000000015043	2021-03-23		ROSESON DISTRIBUTORS INC.		
		1058-22250		64.48L @.9614	$63.08
Total EFT000000015043					**$63.08**
EFT000000015057	2021-03-23		TOWN AND COUNTRY AUTO SUPPLY		
		6083-636470		Sender/Strain Diesel	$251.83
		6083-636545		Fuel Tank Lock Ring	$14.04
		6083-636574		Sensor- Coolant Temp	$47.38
		6083-636962		Oil Filter	$7.44
Total EFT000000015057					**$320.69**
EFT000000015076	2021-04-13		AINLEY GRAHAM & ASSOCIATES LTD		
		IN0021075		Engineering Four Seasons	$79.07
		IN0021076		Engineering Carrying Place	$455.12
		IN0020759		Engineering- Maple Crest	$152.64
		IN0020761		Grading Review- Morgan Drive	$230.79
Total EFT000000015076					**$917.62**
EFT000000015119	2021-04-13		PRINTFUSION INC.		
		114715		Business Cards P.S.	$42.99
Total EFT000000015119					**$42.99**
EFT000000015129	2021-04-13		TOWN AND COUNTRY AUTO SUPPLY		
		6083-638009		Pad + Rotors	$183.40
Total EFT000000015129					**$183.40**
Total Build					**$11,926.88**

2620 Anml Ctl

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015071	2021-03-30		FRONTENAC MUNICIPAL LAW		
		SF-AC-2021-MARCH		21/03 Animal Control	$3,256.19
Total EFT000000015071					**$3,256.19**
EFT000000015108	2021-04-13		KINGSTON HUMANE SOCIETY		
		810231		21/02 Pound Services	$1,603.52
		810231		21/02 Pound Services	$16.00
Total EFT000000015108					**$1,619.52**
Total Anml Ctl					**$4,875.71**

2625 Lvstck

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015039	2021-03-23		REDDEN, JOSEPH		
		956274		21/03/06- Livestock	$70.71
		956274		21/03/06- Livestock	$14.36
		956274		21/03/06- Livestock	$50.00
Total EFT000000015039					**$135.07**
Total Lvstck					**$135.07**

2640 Bylaw enf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015071	2021-03-30		FRONTENAC MUNICIPAL LAW		
		SF-P-2021-MARCH		21/03 Parking	$457.92
		SF-P-2021-MARCH		21/03 Parking	$634.98
Total EFT000000015071					**$1,092.90**
EFT000000015137	2021-04-13		CUNNINGHAM SWAN CARTY		
		170439		Legal Services-Safe Properties	$152.64
Total EFT000000015137					**$152.64**
Total Bylaw enf					**$1,245.54**

Total PP&P $391,204.00

30 Trans

3000 PW OH

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000014977	2021-03-23		ALLIANCE WIRELESS COMMUNICATIONS		
		C14258-030121		21/03 Answering Service	$294.16
Total EFT000000014977					**$294.16**
EFT000000014992	2021-03-23		CDW CANADA INC		
		9314611		Laptop-PW Director	$1,665.44
		9383092		Desktop Port	$24.55
Total EFT000000014992					**$1,689.99**
Total PW OH					**$1,984.15**

3001 PWOH2

Cheque	Date	Inv #	Vendor	Description	Amount
071412	2021-04-13		PALMER & ASSOCIATES		
		2-1669-21		Services Rendered	$508.80
Total 071412					**$508.80**
071419	2021-04-13		VINER, KENNEDY, FREDERICK, ALLAN & TOBIAS LLP		
		CC211368		Services Rendered	$3,052.80
Total 071419					**$3,052.80**
Total PWOH2					**$3,561.60**

3005 RdAdmOH

Cheque	Date	Inv #	Vendor	Description	Amount
071387	2021-03-23		CANADA MUNICIPAL JOBS INC.		
		4986		Job Ad- Mgr Tech Services	$147.55
Total 071387					**$147.55**
071393	2021-03-23		ONTARIO GOOD ROADS ASSOCIATION		
		58912		Job Posting- Mgr of Tech Serv.	$356.16
Total 071393					**$356.16**
071399	2021-03-23		YOURMEMBERSHIP.COM.INC		
		R49804023		Job Posting- Mgr Tech Services	$250.00
Total 071399					**$250.00**
EFT000000015081	2021-04-13		BELL MOBILITY (RADIO DIVISION)		
		1-260025		21/04 Site Rental	$295.38
Total EFT000000015081					**$295.38**
Total RdAdmOH					**$1,049.09**

3010

Cheque	Date	Inv #	Vendor	Description	Amount
071397	2021-03-23		SNIDER, THE ESTATE OF PERCY		
		21/02-49		21/02 Bin Rental	$76.32
Total 071397					**$76.32**
071409	2021-04-13		DOUG'S AUTO PARTS LTD		
		423357		Bumper Assy Rear	$636.00
Total 071409					**$636.00**
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/03/01-43		Flagging	$237.10
		21/03/02-44		Flagging	$237.10
		21/03/04-45		Flagging	$237.10
		21/03/05-46		Flagging	$237.10
		21/03/08-47		Flagging	$237.10
		21/03/09-48		Flagging	$237.10
		21/03/10-08		Flagging	$237.10
		21/03/11-09		Flagging	$237.10
		21/03/12-10		Flagging	$237.10
Total 071416					**$2,133.90**
071417	2021-04-13		TOLLES LTD.		
		1006		Progress Draw #1	$14,186.23
Total 071417					**$14,186.23**
EFT000000014982	2021-03-23		BATTLEFIELD EQUIPMENT RENTALS		
		24246330		Shoring Jack Rental	$336.73
Total EFT000000014982					**$336.73**
EFT000000014993	2021-03-23		CINTAS		
		4077488006		Uniform	$10.16
		4077488006		Cleaning Supplies	$42.68
		4077488018		Uniform	$33.72
		4077488018		Cleaning Supplies	$158.04
		4078131584		Uniform	$10.16
		4078131584		Cleaning Supplies	$32.37
		4078131663		Uniform	$33.72
		4078131663		Cleaning Supplies	$158.04
Total EFT000000014993					**$478.89**
EFT000000015002	2021-03-23		DAVID J. CUPIDO CONSTRUCTION		
		6412		Draw #5	$33,334.51
Total EFT000000015002					**$33,334.51**
EFT000000015004	2021-03-23		D.MARTIN WELDING & FABRICATING		
		10206		Repair Whipple Tree	$178.08
Total EFT000000015004					**$178.08**
EFT000000015005	2021-03-23		DRAPER DOORS		
		26455		Repair Stuck Door	$228.96
		26467		Repair Door Sealing	$244.22
		26469		Service Door + Belt	$178.08
Total EFT000000015005					**$651.26**
EFT000000015006	2021-03-23		EARL ROSEBUSH FUELS		
		0646-157691		936.60L @.806	$844.91
		3160-156632		103.40L @.779	$90.43
Total EFT000000015006					**$935.34**
EFT000000015007	2021-03-23		ECO TREE CARE		
		10211		Remove Sugar Maple	$2,544.00
Total EFT000000015007					**$2,544.00**
EFT000000015009	2021-03-23		EMMONS WELDING		
		267870		Steel	$358.19
Total EFT000000015009					**$358.19**
EFT000000015018	2021-03-23		GREER GALLOWAY CONSULTING ENGINEERS		
		24273		Engineering Services	$228.96
		24274		Cut/Fill Analysis + Permit App	$5,037.12
Total EFT000000015018					**$5,266.08**
EFT000000015025	2021-03-23		J.L. RICHARDS & ASSOCIATES LIMITED		
		97069		Professional Services	$4,808.16
Total EFT000000015025					**$4,808.16**
EFT000000015026	2021-03-23		KENT AUTOMOTIVE		
		9308277851		Washers+Cable Ties + Screws	$325.58
		9307997351		Bolts	$81.09
Total EFT000000015026					**$406.67**
EFT000000015030	2021-03-23		LEONARD, ELIZABETH		
		21/02/27-34		Cleaning	$300.00
		21/02/27-WALMART		Cleaning Supplies	$10.62
Total EFT000000015030					**$310.62**

EFT000000015034	2021-03-23	PAT'S RADIATOR SERVICE LTD.		
		149344	Headlight Kit	$433.32
		149381	Plow Side Power Cable	$179.10
Total EFT000000015034				**$612.42**
EFT000000015035	2021-03-23	PETRIE FORD		
		299143	ABS Module	$2,028.58
Total EFT000000015035				**$2,028.58**
EFT000000015038	2021-03-23	R&D NELSON GENERAL MAINTENANCE		
		21/02 G,P,B,K	21/01+21/02 Gen. Maintenance	$109.90
		21/02 G,P,B,K	21/01+21/02 Gen. Maintenance	$651.26
		21/02 G,P,B,K	21/01+21/02 Gen. Maintenance	$57.39
		21/02 G,P,B,K	21/01+21/02 Gen. Maintenance	$81.93
Total EFT000000015038				**$900.48**
EFT000000015043	2021-03-23	ROSESON DISTRIBUTORS INC.		
		1058-21479	59.76L @.8464	$51.47
		1058-21528	62.70L @.8641	$55.13
		1058-21563	97.64L @.8198	$81.46
		1057-21631	62.07L @.8641	$54.57
		1058-21672	90.01L @.9083	$83.19
		1058-21719	71.92L @.8906	$65.18
		1058-21755	74.83L@.8906 + Bar Oil	$108.29
		1058-21768	42.28L @.8906	$38.32
		1058-21768	10.06@1.0322	$10.55
		1058-21832	47.00L @.9526	$45.56
		1058-21844	38.04L @.9526	$36.87
		1058-21886	55.50L @.9726	$54.93
		1058-21897	41.85L @.9526	$40.58
		1058-21897	10.02@1.0942	$11.14
		1058-21955	57.46L @.9349	$54.66
		1058-22005	58.39L @.9349	$55.55
		1058-22038	86.30L @.9349	$82.10
		1058-22106	86.30L @.9349	$70.38
		1058-22147	76.01L @.9260	$71.62
		1058-22183	93.43L @.9083	$86.35
		1058-22207	71.04L @.9083	$65.66
		1058-22241	63.01L @.9614	$61.65
Total EFT000000015043				**$1,285.21**
EFT000000015044	2021-03-23	R. THURSTON TECHNOLOGIES		
		11775	Service Call- Antenna	$114.28
Total EFT000000015044				**$114.28**
EFT000000015049	2021-03-23	SIMMONS PLUMBING & PUMP SERV.		
		6552	Move Hose Bibb	$78.86
Total EFT000000015049				**$78.86**
EFT000000015056	2021-03-23	TOROMONT INDUSTRIES LTD.		
		PS040677841	Assorted Parts	$219.04
		WO040665493	500 Hour Service	$1,450.61
Total EFT000000015056				**$1,669.65**
EFT000000015057	2021-03-23	TOWN AND COUNTRY AUTO SUPPLY		
		6083-636011	2X Mirrors	$88.69
		6083-636013	Rags + Oil	$116.72
		6083-636963	Oil + Filter	$193.24
		6083-636971	Protecto	$13.22
Total EFT000000015057				**$411.87**
EFT000000015059	2021-03-23	TROUSDALE'S FOODLAND		
		4172	Coffee+ Cream + Cookies+ Wrap	$22.64
Total EFT000000015059				**$22.64**
EFT000000015060	2021-03-23	TROUSDALE'S HOME HARDWARE		
		234576	Paint + Supplies	$118.40
		234601	Brush + Rollers	$20.65
Total EFT000000015060				**$139.05**
EFT000000015063	2021-03-23	UNIVERSAL SUPPLY GROUP		
		173-302053	Brake Drum + Shoe	$176.06
		173-302235	DEF	$192.33
		173-302555	Impact Tools	$522.28
		173-302625	U-Joint Assembly	$27.46
Total EFT000000015063				**$918.13**
EFT000000015066	2021-03-23	WHITE'S WEARPARTS LTD		
		134165	Grader Blades	$1,790.36
		134272	Blade Shoe+ Plow Shoe	$2,029.81
		134432	24 X Grader Blades	$3,153.44
Total EFT000000015066				**$6,973.61**
EFT000000015075	2021-04-13	ABELL PEST CONTROL INC.		
		A3268176	Pest Control	$72.85
Total EFT000000015075				**$72.85**
EFT000000015078	2021-04-13	ATKINSON HOME BUILDING CENTRE		
		AA3599	Materials for Shelving Unit	$191.94
Total EFT000000015078				**$191.94**
EFT000000015079	2021-04-13	BATTLEFIELD EQUIPMENT RENTALS		
		24244629	Scissor Lift Rental	$375.64
Total EFT000000015079				**$375.64**
EFT000000015082	2021-04-13	BLACK DOG TIRE & LUBRICANTS		
		48695	Tire Change	$131.88
		48738	Flat Tire Repair	$251.45
Total EFT000000015082				**$383.33**
EFT000000015086	2021-04-13	CERTIFIED LABORATORIES		
		157882	Oil + Lube	$1,815.09
Total EFT000000015086				**$1,815.09**
EFT000000015087	2021-04-13	CINTAS		
		4078811691	Uniform	$38.81
		4078811691	Cleaning Supplies	$308.73
		4078811717	Uniform	$10.16

		4078811717		Cleaning Supplies	$32.37
		4079423900		Uniform	$33.72
		4079423900		Cleaning Supplies	$240.62
		4079424003		Cleaning Supplies	$10.16
		4079424003		Cleaning Supplies	$32.37
Total EFT000000015087					**$706.94**
EFT000000015093	2021-04-13		DRAPER DOORS		
		26589		Service Call- Broken Spring	$274.75
Total EFT000000015093					**$274.75**
EFT000000015094	2021-04-13		EARL ROSEBUSH FUELS		
		0647-158576		936.20L @.815	$853.12
		1058-157377		1286.20L @.805	$1,158.97
Total EFT000000015094					**$2,012.09**
EFT000000015098	2021-04-13		FFS DISTRIBUTORS INC		
		1118941		Furnace Repair	$302.23
Total EFT000000015098					**$302.23**
EFT000000015100	2021-04-13		GANANOQUE CHEVROLET BUICK GMC		
		378259		2X Cable	$113.39
Total EFT000000015100					**$113.39**
EFT000000015101	2021-04-13		GRAND & TOY LIMITED		
		R841667		Office Supplies	$122.11
Total EFT000000015101					**$122.11**
EFT000000015111	2021-04-13		LEONARD HEATING & COOLING		
		59376		HVAC Service/Cleaning	$351.63
Total EFT000000015111					**$351.63**
EFT000000015112	2021-04-13		LEONARD, ELIZABETH		
		21/03/27-38		Cleaning	$300.00
Total EFT000000015112					**$300.00**
EFT000000015114	2021-04-13		MCNICHOLS CONSTRUCTION LTD		
		21/03/12-HINCHINBROO		Hoe Ram Rental	$23,201.28
		21/02/12-HINCHINBROO		Hoe Ram Rental+ Excavator	$16,240.90
		21/03/26-HINCHINBROO		Hoe Ram Rental	$18,561.02
Total EFT000000015114					**$58,003.20**
EFT000000015115	2021-04-13		O. BETTSCHEN		
		46496-HB.		Certifcate #2-HB	$8,294.29
		46298-HB		Certificate #1-HB	$9,701.64
Total EFT000000015115					**$17,995.93**
EFT000000015116	2021-04-13		PARADE OF PAINTS INC		
		90840		Paint	$53.78
Total EFT000000015116					**$53.78**
EFT000000015117	2021-04-13		PAT'S RADIATOR SERVICE LTD.		
		149471		Plug Cover Kit	$39.62
Total EFT000000015117					**$39.62**
EFT000000015120	2021-04-13		PUROLATOR INC.		
		446368028		Shipping to G+T and Group E.	$108.80
		446432622		Ship from Dican Inc.	$54.36
Total EFT000000015120					**$163.16**
EFT000000015121	2021-04-13		R. THURSTON TECHNOLOGIES		
		11790		New Radio	$782.33
		11791		Relocate Speakers	$43.25
Total EFT000000015121					**$825.58**
EFT000000015126	2021-04-13		RUSH TRUCK CENTRES		
		369201KI		Steel Shaft	$560.91
		369204KI		Front Cab Mounting Left Hand	$75.79
Total EFT000000015126					**$636.70**
EFT000000015127	2021-04-13		TOROMONT INDUSTRIES LTD.		
		PS040680460		Filter + Elements	$98.71
		PS040680461		Elements	$137.70
		PS040680506		Cat Fluids	$88.28
		PS040680723		O Ring	$6.56
Total EFT000000015127					**$331.25**
EFT000000015129	2021-04-13		TOWN AND COUNTRY AUTO SUPPLY		
		6083-637855		Hub Assembly + Pads+Rotors	$928.22
Total EFT000000015129					**$928.22**
EFT000000015130	2021-04-13		TROUSDALE'S FOODLAND		
		8969		Milk	$4.79
Total EFT000000015130					**$4.79**
EFT000000015131	2021-04-13		TROUSDALE'S HOME HARDWARE		
		112035		Pliers+Bulb + Sign	$44.02
		234648		Materials for Shelving Unit	$103.55
Total EFT000000015131					**$147.57**
EFT000000015133	2021-04-13		UNIVERSAL SUPPLY GROUP		
		173-301581		Heater Wiper Blades	$91.55
		173-302757		U-Joint Assembly	$27.46
		173-303298		Synchro Valve	$142.44
		173-303516		Oil Absorbant	$89.08
		173-303517		Battery Cables + Solenoid	$179.69
		173-303610		Powercoil	$223.84
		173-303730		Slack Adjusters + Shoe Kit	$470.36
Total EFT000000015133					**$1,224.42**
Total					**$169,171.97**

3115 Bvr Dms

Cheque	Date	Inv #	Vendor	Description	Amount
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/03/01-41		Snow Plowing	$310.37
Total 071416					**$310.37**
EFT000000015077	2021-04-13		ASSELSTINE HARDWARE		
		7996		Chest Wader	$71.22

Total EFT000000015077					**$71.22**
EFT000000015131	2021-04-13		TROUSDALE'S HOME HARDWARE		
		307131		2X Adhesive	$24.40
Total EFT000000015131					**$24.40**
Total Bvr Dms					**$405.99**

3210 Brushing

Cheque	Date	Inv #	Vendor	Description	Amount
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/03/09-49		Flagging	$237.10
		21/03/10-07		Flagging	$237.10
		21/03/11-06		Flagging	$161.54
Total 071416					**$635.74**
EFT000000014982	2021-03-23		BATTLEFIELD EQUIPMENT RENTALS		
		24244486		Chains	$88.94
Total EFT000000014982					**$88.94**
EFT000000015095	2021-04-13		ECO TREE CARE		
		10209		Tree Removal	$1,399.20
		10210		Tree Removal	$1,653.60
Total EFT000000015095					**$3,052.80**
Total Brushing					**$3,777.48**

3405 Washout

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015053	2021-03-23		SWEET'S SAND & GRAVEL		
		S-0068175		Gravel	$1,373.68
Total EFT000000015053					**$1,373.68**
EFT000000015115	2021-04-13		O. BETTSCHEN		
		46661		Gravel	$130.52
Total EFT000000015115					**$130.52**
EFT000000015125	2021-04-13		SWEET'S SAND & GRAVEL		
		S-0068205		Gravel	$4,358.49
		S-0068245		Gravel	$9,930.83
Total EFT000000015125					**$14,289.32**
Total Washout					**$15,793.52**

3425 Gradng & Grvl resurf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015110	2021-04-13		LEN CORCORAN EXCAVATING LTD.		
		21-49		Grading	$2,035.20
Total EFT000000015110					**$2,035.20**
Total Gradng & Grvl resurf					**$2,035.20**

3502 Winter Prop Damage

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015060	2021-03-23		TROUSDALE'S HOME HARDWARE		
		111656		Mail Box	$101.75
Total EFT000000015060					**$101.75**
Total Winter Prop Damage					**$101.75**

3505 Snw Plwng

Cheque	Date	Inv #	Vendor	Description	Amount
071397	2021-03-23		SNIDER, THE ESTATE OF PERCY		
		21/02/09-04		Snow Plowing	$318.51
		21/02/09-05		Snow Plowing	$146.53
		21/02/09-06		Snow Plowing	$195.38
		21/02/09-38		Snow Plowing	$905.66
		21/02/09-44		Snow Plowing	$184.19
		21/02/14-07		Snow Plowing	$318.51
		21/02/14-08		Snow Plowing	$146.53
		21/02/14-09		Snow Plowing	$195.38
		21/02/14-39		Snow Plowing	$905.66
		21/02/14-45		Snow Plowing	$184.19
		21/02/16-10		Snow Plowing	$637.02
		21/02/16-11		Snow Plowing	$390.76
		21/02/16-12		Snow Plowing	$293.07
		21/02/16-40		Snow Plowing	$905.66
		21/02/16-46		Snow Plowing	$184.19
		21/02/16-50		Snow Plowing	$162.82
		21/02/19-13		Snow Plowing	$318.51
		21/02/19-14		Snow Plowing	$195.38
		21/02/19-15		Snow Plowing	$146.53
		21/02/19-16		Snow Plowing	$244.22
		21/02/19-41		Snow Plowing	$905.66
		21/02/19-47		Snow Plowing	$184.19
		21/02/20-17		Snow Plowing	$244.22
		21/02/20-18		Snow Plowing	$318.51
		21/02/20-19		Snow Plowing	$146.53
		21/02/20-20		Snow Plowing	$195.38
		21/02/20-42		Snow Plowing	$905.66
		21/02/20-48		Snow Plowing	$184.19
		21/02/23-21		Snow Plowing	$318.51
		21/02/23-22		Snow Plowing	$146.53
		21/02/23-23		Snow Plowing	$195.38
		21/02/23-43		Snow Plowing	$905.66

		21/02/23-49		Snow Plowing	$184.19
		21/02/25-35		Snow Plowing	$905.66
		21/02/25-38		Snow Plowing	$184.19
Total 071397					**$12,903.16**
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/02/27-26		Snow Plowing	$325.63
		21/02/27-28		Snow Plowing	$244.22
		21/02/27-32		Snow Plowing	$318.51
		21/02/27-33		Snow Plowing	$146.53
		21/02/27-34		Snow Plowing	$195.38
		21/02/27-36		Snow Plowing	$905.66
		21/02/27-39		Snow Plowing	$184.19
		21/03/03-27		Snow Plowing	$244.22
		21/03/03-29		Snow Plowing	$318.51
		21/03/03-30		Snow Plowing	$146.53
		21/03/03-31		Snow Plowing	$195.38
		21/03/03-37		Snow Plowing	$905.66
		21/03/03-40		Snow Plowing	$184.19
Total 071416					**$4,314.61**
EFT000000014971	2021-03-23		BOULTON SEPTIC/LARMON'S		
		34015		Snow Plowing	$732.67
		34017		Snow Plowing	$4,986.24
		34018		Snow Plowing	$3,968.64
		34019		Snow Plowing	$3,968.64
Total EFT000000014971					**$13,656.19**
EFT000000015028	2021-03-23		K MULROONEY TRUCKING LIMITED		
		2021-00235		Snow Plowing	$4,406.21
		2021-00236		Snow Plowing	$4,131.46
		2021-00237		Snow Plowing	$5,444.16
		2021-00250		Snow Plowing	$3,754.94
		2021-00233		Snow Plowing	$9,120.24
		2021-00234		Snow Plowing	$11,079.12
Total EFT000000015028					**$37,936.13**
EFT000000015109	2021-04-13		K MULROONEY TRUCKING LIMITED		
		2021-00420		Snow Plowing	$2,353.20
		2021-00421		Snow Plowing	$4,401.12
		2021-00422		Snow Plowing	$1,017.60
		2021-00423		Snow Plowing	$1,017.60
		2021-00424		Snow Plowing	$2,493.12
		2021-00278		Snow Plowing	$10,990.08
Total EFT000000015109					**$22,272.72**
EFT000000015114	2021-04-13		MCNICHOLS CONSTRUCTION LTD		
		21/03/03-ROUTE 12		Snow Plowing	$284.93
		21/03/03-ROUTE 11		Snow Plowing	$732.67
Total EFT000000015114					**$1,017.60**
Total Snw Plwng					**$92,100.41**

3506 Snow Clearing Sidewalks

Cheque	Date	Inv #	Vendor	Description	Amount
071397	2021-03-23		SNIDER, THE ESTATE OF PERCY		
		21/02/09-19		Snow Plowing	$203.52
		21/02/09-19		Snow Plowing	$69.20
		21/02/09-20		Snow Plowing	$93.62
		21/02/09-20		Snow Plowing	$101.76
		21/02/12-35		Snow Plowing	$244.22
		21/02/14-21		Snow Plowing	$203.52
		21/02/14-21		Snow Plowing	$69.20
		21/02/14-22		Snow Plowing	$101.76
		21/02/14-22		Snow Plowing	$93.62
		21/02/14-36		Snow Plowing	$193.34
		21/02/14-36		Snow Plowing	$101.76
		21/02/16-23		Snow Plowing	$203.52
		21/02/16-23		Snow Plowing	$69.20
		21/02/16-24		Snow Plowing	$101.76
		21/02/16-24		Snow Plowing	$93.62
		21/02/16-37		Snow Plowing	$193.34
		21/02/16-37		Snow Plowing	$101.76
		21/02/18-29		Snow Plowing	$305.28
		21/02/18-30		Snow Plowing	$101.76
		21/02/18-38		Snow Plowing	$193.34
		21/02/18-39		Snow Plowing	$396.86
		21/02/19-25		Snow Plowing	$203.52
		21/02/19-25		Snow Plowing	$69.20
		21/02/19-26		Snow Plowing	$101.76
		21/02/19-26		Snow Plowing	$93.62
		21/02/19-34		Snow Plowing	$193.34
		21/02/19-34		Snow Plowing	$101.76
		21/02/19-40		Snow Plowing	$193.34
		21/02/19-40		Snow Plowing	$101.76
		21/02/20-27		Snow Plowing	$203.52
		21/02/20-27		Snow Plowing	$69.20
		21/02/20-28		Snow Plowing	$101.76
		21/02/20-28		Snow Plowing	$93.62
		21/02/20-41		Snow Plowing	$193.34
		21/02/20-41		Snow Plowing	$101.76
		21/02/23-31		Snow Plowing	$203.52
		21/02/23-31		Snow Plowing	$69.20
		21/02/23-32		Snow Plowing	$101.76
		21/02/23-32		Snow Plowing	$93.62
		21/02/23-42		Snow Plowing	$193.34
		21/02/23-43-2		Snow Plowing	$193.34
		21/02/23-43-2		Snow Plowing	$101.76

		21/02/24-33		Snow Plowing	$101.76
		21/02/25-42		Snow Plowing	$396.86
		21/02/25-44		Snow Plowing	$407.04
Total 071397					**$6,919.66**
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/02/27-45		Snow Plowing	$203.52
		21/02/27-45		Snow Plowing	$69.20
		21/02/27-46		Snow Plowing	$93.62
		21/02/27-46		Snow Plowing	$101.76
		21/02/27-49		Snow Plowing	$193.34
		21/02/27-49		Snow Plowing	$101.76
		21/03/03-47		Snow Plowing	$203.52
		21/03/03-47		Snow Plowing	$69.20
		21/03/03-48		Snow Plowing	$93.62
		21/03/03-48		Snow Plowing	$101.76
		21/03/03-50		Snow Plowing	$193.34
		21/03/03-50		Snow Plowing	$101.76
Total 071416					**$1,526.40**
EFT000000014971	2021-03-23		BOULTON SEPTIC/LARMON'S		
		34016		Snow Plowing	$3,358.08
		34016		Snow Plowing	$3,358.08
Total EFT000000014971					**$6,716.16**
Total Snow Clearing Sidewalks					**$15,162.22**

3515 Stock Snd&Slt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000014991	2021-03-23		CARGILL SALT ROAD SAFETY		
		2906067827		Winter Salt	$3,720.13
Total EFT000000014991					**$3,720.13**
EFT000000015022	2021-03-23		HARTINGTON EQUIPMENT LIMITED		
		INV-3037		21/03 Loader Rental	$4,579.20
Total EFT000000015022					**$4,579.20**
EFT000000015085	2021-04-13		CARGILL SALT ROAD SAFETY		
		2906007830		Winter Salt	$3,720.13
Total EFT000000015085					**$3,720.13**
Total Stock Snd&Slt					**$12,019.46**

3525 Snw Remvl

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000014971	2021-03-23		BOULTON SEPTIC/LARMON'S		
		34021		Snow Plowing	$1,109.18
Total EFT000000014971					**$1,109.18**
Total Snw Remvl					**$1,109.18**

3610 Trfc Sg mnt

Cheque	Date	Inv #	Vendor	Description	Amount
071386	2021-03-23		BLACK & MCDONALD		
		70-1177882		Traffic Signal Maintenance	$1,272.00
Total 071386					**$1,272.00**
Total Trfc Sg mnt					**$1,272.00**

3615 Street signs

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015123	2021-04-13		SIGNS PLUS		
		3246		3X Signs + 12X Arrows	$112.80
Total EFT000000015123					**$112.80**
Total Street signs					**$112.80**

3625 RR cross mnt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015084	2021-04-13		CANADIAN PACIFIC RAILWAY		
		11129406		21/03 Flasher Contract	$888.00
Total EFT000000015084					**$888.00**
Total RR cross mnt					**$888.00**

3630 Gd ps/rl mnt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015010	2021-03-23		HUBB CAP		
		1023757		G-Rail Staples+Spacers +Wedges	$2,925.60
Total EFT000000015010					**$2,925.60**
Total Gd ps/rl mnt					**$2,925.60**

3650 Street Lights

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015122	2021-04-13		R.W. ELECTRIC		
		39125		New Street Light	$4,976.06
		39138		New Pole- Battersea Rd	$4,976.06
		39142		New Light	$1,719.74
		39140		New Pole- Perth+Wilmer	$4,355.33
Total EFT000000015122					**$16,027.19**
Total Street Lights					**$16,027.19**

3800 Crssng Guards

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000014996	2021-03-23		COMMISSIONAIRES SECURITY SOLUTIONS		
		97165		Crossing Guards	$993.97
Total EFT000000014996					**$993.97**
Total Crssng Guards					**$993.97**
Total Trans					**$340,491.58**

40 Env

4110 Water Treat

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000014983	2021-03-23		BELL CANADA-WATER TOWER PHONE LINE		
		N6027631-21/02		21/02 Telephone	$96.77
Total EFT000000014983					**$96.77**
EFT000000015080	2021-04-13		BELL CANADA-WATER TOWER PHONE LINE		
		N6027631-21/03		21/03 Telephone	$96.77
Total EFT000000015080					**$96.77**
Total Water Treat					**$193.54**

5105 Garb coll

Cheque	Date	Inv #	Vendor	Description	Amount
071397	2021-03-23		SNIDER, THE ESTATE OF PERCY		
		21/02/24-02		Garbage Truck Rental	$241.68
Total 071397					**$241.68**
071406	2021-03-30		SNIDER, THE ESTATE OF PERCY		
		21/03 COLLECTION		21/03 Collection	$9,990.49
		21/03 COLLECTION		21/03 Collection	$22,938.40
		21/03 COLLECTION		21/03 Collection	$9,179.60
		21/03 FUEL ADJ.		21/03 Fuel Adj.	$132.02
		21/03 FUEL ADJ.		21/03 Fuel Adj.	$303.12
		21/03 FUEL ADJ.		21/03 Fuel Adj.	$121.31
Total 071406					**$42,664.94**
EFT000000015063	2021-03-23		UNIVERSAL SUPPLY GROUP		
		173-302181		LED Lights	$214.66
		173-302217		LED Lights	$272.88
Total EFT000000015063					**$487.54**
Total Garb coll					**$43,394.16**

5110 Gab disp

Cheque	Date	Inv #	Vendor	Description	Amount
071397	2021-03-23		SNIDER, THE ESTATE OF PERCY		
		21/02-01		21/02 Bin Rental	$76.32
		21/02-50		21/02 Bin Rental	$152.64
		21/02/23-48		Portland Dump/Waste	$178.08
		21/02/26-03		Snow Plowing	$178.08
Total 071397					**$585.12**
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/03/01-24		Snow Plowing	$651.26
		21/03/01-25		Snow Plowing	$534.24
		21/03/08-50		Portland Dump/Waste	$178.08
Total 071416					**$1,363.58**
EFT000000014973	2021-03-23		ABELL PEST CONTROL INC.		
		2065296		21/02 Pest Control	$58.81
		2065296		21/02 Pest Control	$58.81
		2065296		21/02 Pest Control	$58.81
Total EFT000000014973					**$176.43**
EFT000000015020	2021-03-23		HAMILL FORESTRY PRODUCTS		
		IN-202035		Tub Grinder + Shovel Rental	$11,529.43
Total EFT000000015020					**$11,529.43**
EFT000000015074	2021-03-30		WHALEY, GEORGE		
		21/03 DISPOSAL		21/03 Disposal	$1,935.80
Total EFT000000015074					**$1,935.80**
EFT000000015075	2021-04-13		ABELL PEST CONTROL INC.		
		A3358126		Pest Control	$111.21
Total EFT000000015075					**$111.21**
EFT000000015096	2021-04-13		ENVIRO-GUARD PLUS INC.		
		100762		21/02 Pest Control	$47.83
		101059		21/03 Pest Control	$47.83
Total EFT000000015096					**$95.66**
EFT000000015103	2021-04-13		HAMILL FORESTRY PRODUCTS		
		IN-202036		Tub Grinder + Shovel Rental	$7,738.86
		IN-202038		Tub Grinder Rental + Shovel	$4,617.36
Total EFT000000015103					**$12,356.22**
EFT000000015114	2021-04-13		MCNICHOLS CONSTRUCTION LTD		
		21/03/31-SALEM		Back Hoe Rental	$793.73
		21/03/31-GREEN BAY		Fill+ Excavator Rental	$2,920.51
Total EFT000000015114					**$3,714.24**
EFT000000015134	2021-04-13		WASTE MANAGEMENT OF CANADA CORP		
		30579-0639-2		ICI Waste	$2,903.87
		30579-0639-2		ICI Waste	$540.79
		30579-0639-2		ICI Waste	$229.87
		30629-0639-5		ICI Waste	$3,647.45
		30629-0639-5		ICI Waste	$1,425.37
		30658-0639-4		ICI Waste	$4,076.20

		30658-0639-4		ICI Waste	$1,128.42
		30658-0639-4		ICI Waste	$1,287.49
Total EFT000000015134					**$15,239.46**
EFT000000015136	2021-04-13		WHALEY, GEORGE		
		812387		21/03 Landfill Services	$6,283.68
Total EFT000000015136					**$6,283.68**
Total Gab disp					**$53,390.83**

5205 Recyc Coll

Cheque	Date	Inv #	Vendor	Description	Amount
071406	2021-03-30		SNIDER, THE ESTATE OF PERCY		
		21/03 COLLECTION		21/03 Collection	$13,112.20
		21/03 COLLECTION		21/03 Collection	$22,938.40
		21/03 COLLECTION		21/03 Collection	$20,060.50
		21/03 FUEL ADJ.		21/03 Fuel Adj.	$173.29
		21/03 FUEL ADJ.		21/03 Fuel Adj.	$303.12
		21/03 FUEL ADJ.		21/03 Fuel Adj.	$265.09
Total 071406					**$56,852.60**
Total Recyc Coll					**$56,852.60**

5210 Rec Disp/Prc

Cheque	Date	Inv #	Vendor	Description	Amount
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/03/08-04		Dump Cardboard	$193.34
		21/03/08-05		Dump Cardboard	$193.34
Total 071416					**$386.68**
EFT000000014994	2021-03-23		CITY OF KINGSTON		
		15328		Q4 Solid Waste	-$11,165.73
		15328		Q4 Solid Waste	$34,987.02
		15328		Q4 Solid Waste	$4,429.55
		15328		Q4 Solid Waste	$11,576.83
Total EFT000000014994					**$39,827.67**
Total Rec Disp/Prc					**$40,214.35**

5305 HHW

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000014987	2021-03-23		BRENDAR ENVIRONMENTAL INC.		
		20210047		21/02 HHW Services	$4,548.65
Total EFT000000014987					**$4,548.65**
Total HHW					**$4,548.65**
Total Env					**$198,594.13**

70 Cem

7000 Health

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015070	2021-03-30		D G YOUNGE CONCRETE BURIAL VAULTS		
		21/03 SERVICES		21/03 Cemetery Services	$875.14
Total EFT000000015070					**$875.14**
EFT000000015092	2021-04-13		D G YOUNGE CONCRETE BURIAL VAULTS		
		3072		21/02 Cemetery Services	$1,170.24
		3072		21/02 Cemetery Services	$585.12
Total EFT000000015092					**$1,755.36**
Total Health					**$2,630.50**
Total Cem					**$2,630.50**

80 Rec

8000 Rec

Cheque	Date	Inv #	Vendor	Description	Amount
071397	2021-03-23		SNIDER, THE ESTATE OF PERCY		
		21/02/24-37		Snow Plowing	$839.52
Total 071397					**$839.52**
071413	2021-04-13		QUINTE CANVAS MFG (TOP SHOP) INC.		
		9494		Repair Pickleball Net	$468.10
Total 071413					**$468.10**
071414	2021-04-13		SERVICEMASTER		
		210104		Cleaning	$1,272.00
		210105		Cleaning	$1,780.80
Total 071414					**$3,052.80**
071416	2021-04-13		SNIDER, THE ESTATE OF PERCY		
		21/02/28-36		Snow Plowing	$976.90
Total 071416					**$976.90**
EFT000000014971	2021-03-23		BOULTON SEPTIC/LARMON'S		
		34014		Snow Plowing	$712.32
Total EFT000000014971					**$712.32**
EFT000000014981	2021-03-23		BATES, LINDA		
		21/03/08-SF REC		21/03/08-SF REC	$33.78
Total EFT000000014981					**$33.78**
EFT000000014989	2021-03-23		CAMPBELL, ANNIE		
		21/03/08-SF REC		21/03/08-SF REC	$33.78
Total EFT000000014989					**$33.78**
EFT000000014995	2021-03-23		ANGUS, TONI		

		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000014995				**$33.78**
EFT000000015000	2021-03-23	DALE BABCOOK MASONRY LIMITED		
		1724	Repaired Brick Pilar	$1,343.23
Total EFT000000015000				**$1,343.23**
EFT000000015003	2021-03-23	DENES, SHARY		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000015003				**$33.78**
EFT000000015006	2021-03-23	EARL ROSEBUSH FUELS		
		1361-156147	510.70L @.792	$453.43
Total EFT000000015006				**$453.43**
EFT000000015008	2021-03-23	ELLIOTT, MELISSA		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
		21/03/08-SF REC	21/03/08-SF REC	$16.84
Total EFT000000015008				**$50.62**
EFT000000015016	2021-03-23	GARLAND, DONNA		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000015016				**$33.78**
EFT000000015021	2021-03-23	HAMMER, KARL G.		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
		21/03/08-SF REC	21/03/08-SF REC	$14.36
Total EFT000000015021				**$48.14**
EFT000000015023	2021-03-23	HOLLAND, TRACY		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000015023				**$33.78**
EFT000000015024	2021-03-23	HOWARD, EDWARD		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
		21/03/08-SF REC	21/03/08-SF REC	$18.83
Total EFT000000015024				**$52.61**
EFT000000015029	2021-03-23	KOT, JOHN		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
		21/03/08-SF REC	21/03/08-SF REC	$15.84
Total EFT000000015029				**$49.62**
EFT000000015030	2021-03-23	LEONARD, ELIZABETH		
		21/03/01-36	Cleaning Supplies	$14.18
Total EFT000000015030				**$14.18**
EFT000000015031	2021-03-23	LONDRY ALARMS		
		206127	21/03 Monitoring + Rental	$28.49
		206127	21/03 Monitoring + Rental	$28.49
Total EFT000000015031				**$56.98**
EFT000000015038	2021-03-23	R&D NELSON GENERAL MAINTENANCE		
		21/02 G,P,B,K	21/01+21/02 Gen. Maintenance	$109.90
		21/02 G,P,B,K	21/01+21/02 Gen. Maintenance	$57.39
		21/02-LIB	21/01+21/02 Gen. Maintenance	$1,321.86
		21/02-LIB	21/01+21/02 Gen. Maintenance	$157.76
Total EFT000000015038				**$1,646.91**
EFT000000015041	2021-03-23	ROMERO, ROGER		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
		21/03/08-SF REC	21/03/08-SF REC	$14.86
Total EFT000000015041				**$48.64**
EFT000000015046	2021-03-23	SCHJERNING, MARK		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000015046				**$33.78**
EFT000000015047	2021-03-23	SEDORE, MEGAN		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000015047				**$33.78**
EFT000000015048	2021-03-23	SELECT DOOR AND FRAME		
		SI004476	Door + Lock	$459.34
Total EFT000000015048				**$459.34**
EFT000000015050	2021-03-23	SLEETH, SARAH		
		21/01/22-17	Cleaning	$180.00
		21/02/26-18	Cleaning	$280.00
Total EFT000000015050				**$460.00**
EFT000000015051	2021-03-23	SMITH, ROBERTA		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
		21/03/08-SF REC	21/03/08-SF REC	$20.80
Total EFT000000015051				**$54.58**
EFT000000015055	2021-03-23	TIMMINS, JOANNE		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000015055				**$33.78**
EFT000000015060	2021-03-23	TROUSDALE'S HOME HARDWARE		
		111798	Drywalling Supplies	$27.15
Total EFT000000015060				**$27.15**
EFT000000015062	2021-03-23	UNITY SOD FARM LTD.		
		73103	Snow Plowing	$625.82
Total EFT000000015062				**$625.82**
EFT000000015064	2021-03-23	WASH, PAUL		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000015064				**$33.78**
EFT000000015068	2021-03-23	ZUBER, JOHN		
		21/03/08-SF REC	21/03/08-SF REC	$33.78
Total EFT000000015068				**$33.78**
EFT000000015072	2021-03-30	LEONARD, ELIZABETH		
		21/03 MAINTENANCE	21/03 Maintenance	$142.50
Total EFT000000015072				**$142.50**
EFT000000015083	2021-04-13	CAIRD, LINDA		
		20/04/11-REFUND	20/04/11-REFUND	$50.00
Total EFT000000015083				**$50.00**
EFT000000015097	2021-04-13	EVERTEMP INC		

		35854		Furnace Repair	$1,069.22
Total EFT000000015097					**$1,069.22**
EFT000000015102	2021-04-13		GRIBB SEPTIC		
		7737		Septic Pumping	$356.11
Total EFT000000015102					**$356.11**
EFT000000015105	2021-04-13		IMPACT PROPERTY SOLUTIONS		
		21087		Smoke Detector + Receptacle	$345.98
		21088		Change Light Fixtures	$213.70
		21089		Install Motion Detector	$1,061.95
Total EFT000000015105					**$1,621.63**
EFT000000015131	2021-04-13		TROUSDALE'S HOME HARDWARE		
		111968		Paint + Screws	$84.78
Total EFT000000015131					**$84.78**
EFT000000015135	2021-04-13		WEMP & SMITH CONSTRUCTION LTD.		
		5056		Payment #2	$41,561.33
Total EFT000000015135					**$41,561.33**
Total Rec					**$56,698.04**

8035 NFCA

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015033	2021-03-23		FRONTENAC COMMUNITY ARENA		
		1590		2021 Grant + District Fees	$89,868.00
		1590		2021 Capital Grant	$832,756.00
Total EFT000000015033					**$922,624.00**
Total NFCA					**$922,624.00**

8036 Family Day

Cheque	Date	Inv #	Vendor	Description	Amount
071389	2021-03-23		JOSLIN, KATE		
		3082021		150X Dill Seed Packages	$375.00
Total 071389					**$375.00**
Total Family Day					**$375.00**

8037 Her Cmte

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015083	2021-04-13		CAIRD, LINDA		
		20/04/11-REFUND		20/04/11-REFUND	$6.50
Total EFT000000015083					**$6.50**
Total Her Cmte					**$6.50**

8210 VCA

Cheque	Date	Inv #	Vendor	Description	Amount
071398	2021-03-23		VERONA FOODLAND		
		1016-VCA		Envelopes for Gift Cards	$9.75
Total 071398					**$9.75**
071407	2021-03-30		VERONA FOODLAND		
		210		Water	$5.49
		6113		GC for McMullen Fire Victims	$400.00
		6114		GC for McMullen Fire Victims	$400.00
		6116		GC for McMullen Fire Victims	$400.00
		6115		GC for McMullen Fire Victims	$400.00
		6117		GC for McMullen Fire Victims	$400.00
		6110		GC for McMullen Fire Victims	$700.00
		6109		GC for McMullen Fire Victims	$700.00
		6112		GC for McMullen Fire Victims	$400.00
		6107		GC for McMullen Fire Victims	$700.00
		6106		GC for McMullen Fire Victims	$700.00
		6105		GC for McMullen Fire Victims	$700.00
		6118		GC for McMullen Fire Victims	$400.00
		6119		GC for McMullen Fire Victims	$400.00
		6104		GC for McMullen Fire Victims	$700.00
		6103		GC for McMullen Fire Victims	$700.00
		6108		GC for McMullen Fire Victims	$700.00
		6102		GC for McMullen Fire Victims	$700.00
		6120		GC for McMullen Fire Victims	$400.00
		6121		GC for McMullen Fire Victims	$400.00
Total 071407					**$10,305.49**
Total VCA					**$10,315.24**

8240 Comm Caring

Cheque	Date	Inv #	Vendor	Description	Amount
071410	2021-04-13		HARROWSMITH BUSINESS CENTRE		
		2021-016		Tax Return	$305.28
Total 071410					**$305.28**
Total Comm Caring					**$305.28**

8245 BCHC

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000014980	2021-03-23		ATKINSON HOME BUILDING CENTRE		
		201558		Faucet	$91.57
Total EFT000000014980					**$91.57**
Total BCHC					**$91.57**

8405 Ver&Dis Hist

Cheque	Date	Inv #	Vendor	Description	Amount
071411	2021-04-13		THE ONTARIO HISTORICAL SOCIETY		
		2021 MEMBERSHIP		2021 Membership	$102.00
Total 071411					**$102.00**
EFT000000015113	2021-04-13		MCDOUGALL, JOHN		
		21/02/19-OFFICE SUPP		BL#18 Office Supplies	$55.14
Total EFT000000015113					**$55.14**
Total Ver&Dis Hist					**$157.14**
Total Rec					**$990,572.77**

90 Plan

9000 Plan

Cheque	Date	Inv #	Vendor	Description	Amount
071422	2021-04-13		QUESNEL CONTRACTING INC		
		S-51-20-B REFUND		S-51-20-B REFUND	$890.00
Total 071422					**$890.00**
EFT000000014999	2021-03-23		CUNNINGHAM SWAN CARTY		
		169793		Legal Advice	$152.64
Total EFT000000014999					**$152.64**
EFT000000015073	2021-03-30		PUROLATOR INC.		
		446211671		Shipping to Cunningham Swam	$29.38
Total EFT000000015073					**$29.38**
Total Plan					**$1,072.02**

9800 Dev Serv

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000015076	2021-04-13		AINLEY GRAHAM & ASSOCIATES LTD		
		IN0021077		Engineering	$198.43
		IN0020760		Drainage Review	$469.11
Total EFT000000015076					**$667.54**
EFT000000015137	2021-04-13		CUNNINGHAM SWAN CARTY		
		169269.		Legal Services- Drainage	$515.69
Total EFT000000015137					**$515.69**
Total Dev Serv					**$1,183.23**
Total Plan					**$2,255.25**

99

9999

Cheque	Date	Inv #	Vendor	Description	Amount
071400	2021-03-23		BRIDGEN, MICHELLE		
		2021 TAX REFUND		REFUND	$318.15
Total 071400					**$318.15**
071402	2021-03-23		MAHMUD, ARWA		
		2021 TAX REFUND		REFUND	$54.04
Total 071402					**$54.04**
071403	2021-03-23		CAMPBELL RUTH		
		CRADJ6044-1		Tax Refund	$8,255.08
Total 071403					**$8,255.08**
EFT000000015042	2021-03-23		ROSEN ENERGY GROUP		
		651312		SUN 4109.2L CLR @.8710	$3,978.71
		651316		F 2041.3L GAS @.9470	$2,104.86
		651317		F 2403.5L CLR @.8879	$2,368.51
		651318		F 739.8L MKD @.7431	$620.02
		651319		P 2658.1L CLR @.8879	$2,619.40
		651320		P 727.8L MKD @.7431	$609.97
		651322		B 906.1L GAS @.9470	$934.31
		651323		B2281.7L CLR @.8879	$2,248.49
		651324		B 579.8L MKD @.7431	$485.92
		651465		F 1451.0L GAS@.9630	$1,519.80
Total EFT000000015042					**$17,489.99**
Total					**$26,117.26**
Total					**$26,117.26**
Total					**$1,985,842.47**

REPORT TO COUNCIL
DEVELOPMENT SERVICES DEPARTMENT
~BUILDING~

AGENDA DATE: April 20th, 2021

SUBJECT: 1st Quarter Building Activity Report for 2021

Summary of Report:

The following report details Quarterly Construction Values from 2018 to present, as well as types of construction that have occurred, Building Permits that have been issued and closed, and Part 8 services that were delivered in 2021.

Quarterly Construction Values for all projects:

	2018		2019		2020		2021	
	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED
January-March	$2,990,962.00	57	$2,211,814.00	44	$2,130,500.00	38	$5,322,701.00	86
April-June	$13,050,757.00	146	$14,794,702.00	142	$8,141,000.00	103		
July-September	$10,174,862.00	126	$11,678,813.00	134	$10,938,758.00	146		
October-December	$5,501,998.00	77	$7,112,000.00	67	$9,442,065.00	86		
Totals	**$31,718,579.00**	**406**	**$35,797,329.00**	**387**	**$30,652,323.00**	**373**	**$5,322,701.00**	**86**

Quarterly Construction Values for Single Family Dwellings:

	2018		2019		2020		2021	
	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED
January-March	$900,000.00	2	$1,283,000.00	3	$1,392,000.00	4	$2,595,000.00	7
April-June	$7,844,000.00	24	$11,770,355.00	39	$6,884,000.00	20		
July-September	$7,027,500.00	26	$8,042,000.00	23	$6,720,000.00	23		
October-December	$3,787,000.00	14	$4,405,000.00	13	$6,621,000.00	18		
Totals	**$19,558,500.00**	**66**	**$25,500,355.00**	**78**	**$21,617,000.00**	**65**	**$2,595,000.00**	**7**

Building Permits Issued:

Type of Construction	JAN-MAR	APR-JUNE	JULY-SEPT	OCT-DEC	YTD
Single Family Dwellings	7				7
Seasonal Dwellings	3				3
Additions & Renovations	12				12
Garage, Accessory Bldgs, Decks	18				18
Sewage Systems	7				7
Woodstove/Pellet/Chimney	8				8
Agricultural Buildings	2				2
New ICI/Multi-Res Bldgs.	0				0
Reno/Additions to ICI/Multi-Res Bldgs.	7				7
Demolitions	10				10
Pool enclosure	7				7
Other (Signs, Solar Panels, Investigations)	5				5
TOTAL PERMITS	**86**	**0**	**0**	**0**	**86**

Building Permits Closed:

Type of Construction	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	YTD
Single Family Dwellings	3				3
Seasonal Dwellings	0				0
Additions & Renovations	12				12
Garage, Accessory Bldgs, Decks	16				16
Sewage Systems	3				3
Woodstove/Pellet/Chimney	6				6
Agricultural Buildings	0				0
New ICI/Multi-Res Bldgs.	0				0
Reno/Additions to ICI/Multi-Res Bldgs.	7				7
Demolitions	5				5
Pool enclosure	1				1
Other (Signs, Solar Panels, Investigations)	1				1
TOTALS	**54**	**0**	**0**	**0**	**54**

Delivery of Part 8 Services for Frontenac County:

Part 8 Services	North Frontenac		Central Frontenac		Frontenac Islands		South Frontenac	
	#	Total Fee	#	Total Fee	#	Total Fee	#	Total Fee
Sewage System Permits	2	$1,956.00	4	$3,884.00	3	$2,934.00	7	$15,124.00
Performance Reviews	3	$1,545.00	1	$515.00	1	$515.00	3	$1,545.00
Septic Review - Consents	5	$2,500.00	8	$4,045.00	3	$1,530.00	9	$4,605.00
Septic Review - Minor Variances	2	$913.00	5	$3,035.00	0	$0.00	7	$4,653.00
Sewage System Record Search	3	$309.00	3	$303.00	0	$0.00	14	$1,442.00
TOTALS	**15**	**$7,223.00**	**21**	**$11,782.00**	**7**	**$4,979.00**	**40**	**$27,369.00**

Between January and March 2021, South Frontenac Building Services processed a total of 83 applications under Part 8 of the Ontario Building Code across Frontenac County. The total revenue that was collected in fees for these services was $51,353.00.

Prepared by:
Peggy Spafford
Permit Intake Coordinator

Submitted/Approved by:
Tom Berriault
Chief Building Official

Approved by:
Neil Carbone
Chief Administrative Officer

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

- PLANNING -

AGENDA DATE: April 20, 2021
REPORT DATE: April 13, 2021

SUBJECT: 1st Quarter – 2021 Planning Services Activity Report

The below tables reports the activity in the delivery of Planning Services within the Development Services Department between January 1, 2020 and March 31, 2021.

1st Quarter Activity Summary

This section of the report summarizes the activities that occurred in the 1st Quarter (January – March 2021) in Planning Services.

The activities outlined below have been completed by the Planning Assistant, Planner Senior Planner and Director of Development Services.

Inquiries

Phone Inquiries

	Inquiries	Clearing Conditions & Existing Applications	Other Development Services Matters	Totals
January	338	18	12	368
February	341	20	14	375
March	500	44	16	560
2021 – Year to Date Total	**1179**	**82**	**42**	**1,303**
2020 – 1st Quarter Total	494	24	32	550
2020 – Annual Total	3169	141	132	3442

Email Inquiries

	Inquiries	Clearing Conditions & Existing Applications	Other Development Services Matters	Totals
January	371	72	32	475
February	393	110	14	517
March	473	90	18	581
2021 – Year to Date Total	**1237**	**272**	**64**	**1573**
2020 – 1st Quarter Total	1093	154	150	1397
2020 – Annual Total	4652	884	413	5949

Walk-in Inquiries – not recorded due to COVID-19 restrictions and planning staff delivering many more services virtually.

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

- PLANNING -

Pre-consultation Meetings

	Number of Meetings this Quarter
January	26
February	31
March	47
2021 – Year to Date Total	**104**
2020 – 1st Quarter Total	48
2020 – Annual Total	287

Consent Applications

	Complete Applications Submitted
January	2
February	3
March	11
2021 – Year to Date Total	**16**
2020 – 1st Quarter Total	7
2020 – Annual Total	52

Consent Applications – Approvals by Delegated Approval versus Applications Heard by Committee of Adjustment

	Undisputed Consents Approved by Director of Development Services	**Disputed Consents Heard by Committee of Adjustment**
January	0	0
February	3	0
March	3	0
2021 – 1st Quarter Total	**6**	**0**
2020 –Total (May to Dec 2020)	24	4

Minor Variance Applications

	Complete Applications Submitted
January	3
February	3
March	6
2021 – Year to Date Total	**12**
2020 – 1st Quarter Total	10
2020 – Annual Total	52

REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT

- PLANNING -

Zoning By-law Amendment Applications

	Complete Applications Submitted
January	1
February	3
March	0
2021 – Year to Date Total	**4**
2020 – 1st Quarter Total	3
2020 – Annual Total	17

Site Plan Control Applications

- 1 site plan control application was submitted in the 1st quarter of 2021.
- 1 site plan control application was submitted in the 1st quarter of 2020.
- A total of 10 site plan control applications were submitted in 2020.

Development Agreements

- 26 development agreements were prepared in the 1st quarter of 2021. No development agreements were prepared in the 1st quarter of 2020.
- 53 development agreements were prepared in 2020.

License Agreements

- 1 license agreement application was submitted in the 1st quarter of 2021.
- 1 license agreement was processed in 2020.

Certificates of Official Issued (Finalizing Consent Applications)

- 10 severance applications were finalized by the Planning Assistant clearing all conditions of the consent and issuing the certificate of official in the 1st Quarter of 2021.
- 3 consent applications were finalized in the 1 quarter of 2020.
- 22 consent applications were finalized in 2020.

Road Closings

- 4 road closing applications were received in the 1st Quarter of 2021.
- 3 road closing applications were received in 2020.

Other Applications & Planning Activities

- Shield Shores Plan of Condominium Application - the developer has begun working towards clearing conditions of draft plan approval.
- Final approval was granted by the Township and County for Cranberry Cove Plan of Condominium in January 2021.
- Three plans of subdivision are currently under review by Township and County Planning staff – Collins Lake Estates, Phase 2 of Willowbrook (Inverary) and the Sunbury Plan of Subdivision. All three applications are still in the technical review phase. Public meetings have not yet been scheduled on these files.
- Township staff are working with the developer of Hartington Plan of Subdivision and Johnston Point Plan of Condominium to fulfill conditions of draft plan approval.

Submitted/approved by: Claire Dodds, Director of Development Services
Prepared by: Michelle Hannah, Planning Assistant
Anna Geladi, Planner, Christine Woods, Senior Planner

Approved by: Neil Carbone, CAO

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-23

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 special Council Meeting of April 20, 2021 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 20 day of April, 2021.

Read a first and second time this 20 day of April, 2021.

Read a third time and finally passed this 20 day of April, 2021.

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

_____
Ron Vandewal, Mayor

_____
Angela Maddocks, Clerk