



TOWNSHIP OF SOUTH FRONTENAC
Council Meeting Agenda
#29



TIME: 7:00 PM,
 DATE: Tuesday, July 12, 2022
 PLACE: Electronic Participation.

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 (Conclusion of Agenda)
5. Delegations - None
6. Public Meeting
 - a) Resolution to Open Public Meeting and Notice of Collection

Under the Municipal Act a public meeting is required for Council to consider comments from the public on the proposed closure and transfer of portions of road allowances.

- b) RC-21-09 (Boychuk) (Wilson, Brigneti) – Public Meeting for Application to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, Storrington 5 - 19
- c) RC-21-08 (Rosnak) – Public Meeting for Application to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, Lot 36 and between the Township of South Frontenac and the Township of Central Frontenac 20 - 34
- d) Resolution to Close Public Meeting
7. Approval of Minutes
 - a) Resolution 35 - 60

That the minutes of the June 7, 2022 - Council Meeting, June 14, 2022 - Committee of the Whole Meeting, June 21, 2022 - Council Meeting and the June 28, 2022 Special Committee of the Whole Meeting, be approved, as presented.

8. Business Arising from the Minutes
 - a) Notice of Motion – Climate Change Action Committee 61 - 62

At the June 21, 2022, Council meeting, Councillor Sutherland filed a Notice of Motion requesting that staff prepare a report to establish a Climate Change Action Committee.

9. Reports Requiring Action

- a) Pre-Budget Approval Request – Volunteer Firefighter Recruitment (x24) in 2023 63 - 65

This report outlines the rationale for a request for pre-budget approval for a 2023 recruitment of 24 volunteer firefighters

- b) SFFR Tanker Purchase – 2024 Pre Budget Approval 66 - 68

This report outlines the rationale for a request for pre-budget approval for a SFFR Tanker due for replacement in 2024 as planned in the SFFR Fleet and Equipment Asset Management Plan and Schedule.

- c) Timelines for Adoption of the new South Frontenac Official Plan 69 - 73

Staff are seeking support from Council to proceed with the timeline to adopt the new Official Plan following the October 2022 municipal election. With this timeline, staff request direction from Council to proceed to circulate the draft of the new South Frontenac Official Plan to external agencies and First Nations communities for review and comment. Public consultation of the Official Plan would occur after the October 2022 municipal election.

- d) 2022 Private Lane Upgrade Assistance Program – July Update 74 - 76

The purpose of the attached report is to summarize the remaining applications received under the 2022 Private Lane Upgrade Assistance Program and to seek approval from Council for the approval of grant funding amounts.

10. Committee Meeting Minutes

- a) Bellrock Community Hall Committee Meeting Minutes - June 15, 2022 77

11. By-laws

- a) By-law 2022-63 - PL-ZBA-2022-0055 (Blake & Williams) (ZanderPlan) – 2858 Beach Nut Road 78 - 86

This report recommends that Council pass a by-law to change the zone on the subject lands from Rural (RU) to property specific Waterfront Residential zones (RW-48, RW-49, RW-50) to establish setbacks greater than 30 metres from the highwater mark for development (building and sewage systems) as recommended in an Environmental Impact Assessment.

- b) By-law 2022-64 - PL-ZBA-2022-0072 (Fitzgerald)(ZanderPlan), 15 Trout Lane 87 - 95

This report recommends that Council pass a by-law to change the zone on a portion of the subject lands from Rural (RU) to a property specific Limited Service Residential – Waterfront (RLSW-132) zone to acknowledge that this waterfront property is accessed by a private

lane and to acknowledge the 70 metres of waterfrontage on Canoe Lake.

- c) By-law 2022-65 - RC-21-06 (Allan) – Application to request to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 10 & 11, Portland 96 - 103

An application has been received by Development Services Staff to request to stop up, close and transfer a portion of unopened road allowance.

- d) By-law 2022-66 - PL-EA-2022-0075 (Hanlon) – Encroachment Agreement Request - 6901 Road 38 104 - 117

The report recommends an Encroachment Agreement to recognize the existing encroachment of an accessory building, being a detached garage and the existing driveway over a Township owned unopened road allowance.

- e) By-law 2022-67 - PL-LA-2022-0098 (Robinson) Licence Agreement Application, 493B Anderson Road North 118 - 130

An application has been received asking that Council consider entering into a Licence Agreement to allow the development and continued use of a portion of unopened road allowance for the purposes of a driveway for access to the owner's property.

- f) By-law 2022-68 - Records Retention By-law and Records Management Policy Revisions 131 - 246

The purpose of the Report is to provide Council with information regarding proposed revisions to the Records Retention By-law and the introduction of a Records Management Policy. Additionally, the Report recommends that Council approve the Records Retention By-law and Records Management Policy attached as Exhibit A and repeal By-law 2004-29.

- g) By-law 2022-69 - PL-SPR-2022-0086, Dawe and Brown (Lot 9 Architects), 3045 Hilltop Lane 247 - 259

This report recommends that Council pass a by-law to approve a Site Plan Control agreement for 3045 Hilltop Lane. By-law 2003-25 requires site plan control to ensure that the Township's development and environmental standards will be met on properties with frontage on at-capacity lake trout lakes.

12. Reports for Information

13. Information Items

- a) Speed Limit Reduction Request - Silverwood Drive 260 - 263

14. Notice of Motions

15. Announcements/Statements by Councillors

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

17. Closed Session

a) Resolution to resolve into Closed Session

b) Personal matters about an identifiable individual, including municipal or local board employees, Reorganization, Verbal Update

c) Personal matters about an identifiable individual, including municipal or local board employees, Recruitment; Director, Public Services

d) Resolution to rise from Closed Session

18. Confirmatory By-law

a) By-law 2022-70

264

19. Adjournment

a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Subject: **RC-21-09 (Boychuk) (Wilson, Brigneti) – Public Meeting for Application to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, Storrington.**

Summary

Under the *Municipal Act* a public meeting is required for Council to consider comments from the public on the proposed closure and transfer of portions of road allowances. The report provides Council with information about application RC-21-09 to close and transfer a portion of unopened road allowance between Concessions 8 & 9, Storrington to correct a title discrepancy and encroachment of a dwelling on the unopened road allowance. Staff will bring a more detailed report with a recommendation on application RC-21-09 to a future Council meeting.

Recommendation

That this report be received for information.

Background

This application came before Council for initial consideration on May 17, 2022. Council directed staff to move forward with the process to stop up, close and transfer these portions of unopened road allowance. The first step of the process is to hold a public meeting to hear comments and concerns from the public.

The road allowance runs from east to west along a peninsula in Dog Lake. The unopened road allowance splits two properties owned by the applicant, municipally known as 4394 Atkins Lane, location map attachment #1. The property to the north of the unopened road allowance is developed with a small cottage and outbuildings. The property to the south of the unopened road allowance is developed with a former bait house, now used as a multi-purpose building/workshop. A portion of this structure was constructed on the unopened road allowance. The main building on the property was constructed almost entirely on the unopened road allowance.

Township of South Frontenac

Staff Report - RC-21-09 (Boychuk) (Wilson, Brigneti) – Public Meeting for Application to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, Storrington.

The closure and transfer of the unopened road allowance is required to clear title and to merge the properties together to allow a building permit to be issued for the structure on the road allowance which is proposed to be ungraded in the future.

Discussion/Analysis

Planning staff and Public Service staff visited the site on February 10, 2022. Planning Staff and Public Service staff do not have any concerns with respect to the closure of the unopened road allowance.

Recreation Staff were circulated with respect to this proposal and advised they have no concerns and see no conflict with future recreation plans for the Township.

Cataraqui Region Conservation Authority advised they have no concerns with the proposal, however, they noted portions of the road allowance (within 30 metres of the water, approximately) are subject to the CRCA's Ontario Regulation 148/06, so permit approval may be necessary for any future development or site alteration.

Planning staff have received no comments or concerns from the public.

No comments have been received from Ontario Natural Resources.

Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application. The final purchase price will be determined once the services of a real estate appraiser have been engaged following the public meeting for the shared road allowance. The final purchase price will be determined for the road allowance between Concessions 8 & 9 once the survey is deposited and comprehensively reviewed by Planning Staff. Fees to survey the road allowance are to be paid by the applicant.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Township of South Frontenac

Staff Report - RC-21-09 (Boyчук) (Wilson, Brigneti) – Public Meeting for Application to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, Storrington.

Notice/Consultation

Notice was provided to the following internal departments:

- Public Services.
- Recreation Department.

Notice was provided to the following external agencies:

- Cataraqui Conservation Authority.
- Ontario Natural Resources.

Notice was posted at the entrance to the property.

Notice was circulated in the Frontenac News beginning on June 14th for 4 weeks.

Notice was also posted on the Township website beginning June 14th for 4 weeks.

Notice was mailed to all property owners abutting the unopened road allowance.

Attachments

Attachment #1 – Location Map

Attachment #2 – Aerial image of the property

Approvals

Report Author:

Michelle Hannah, Planning Assistant

Submitted By:



Claire Dodds, MCIP, RPP

Director of Development Services

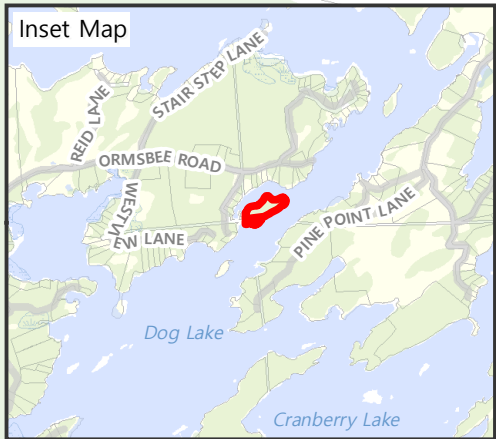
Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

Inset Map



SOUTH FRONTENAC

**RC-21-09
(BOYCHUK)
(WILSON BRIGNETI)
4934 ATKINS LANE**



Legend

- Subject Property
- Proposed Road Allowance Closure/Purchase
- Road
- Railway
- Provincially Significant Wetlands
- Wetland
- Wooded Area
- Water
- Assessment Parcel

**Proposed Road Allowance
Closure/Purchase
(RC-21-09)**

**Benefitting
Parcel**

**Benefitting
Parcel**

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Scale 1:2,000

0 25 50 100



Meters

UTM Zone 18 NAD 83

Date: 2022-07-26



Legend

- Assessment Parcels

1: 1,128



0.1 0 0.03 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Public Meeting under the *Municipal Act*

Application for Unopened Road Allowance Purchase

RC-21-09 (Bouchuk)
(Wilson, Brigneti)

Tuesday, July 12, 2022
7:00 p.m. Virtual Council Meeting



**SOUTH
FRONTENAC**

Agenda

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



RC-21-09

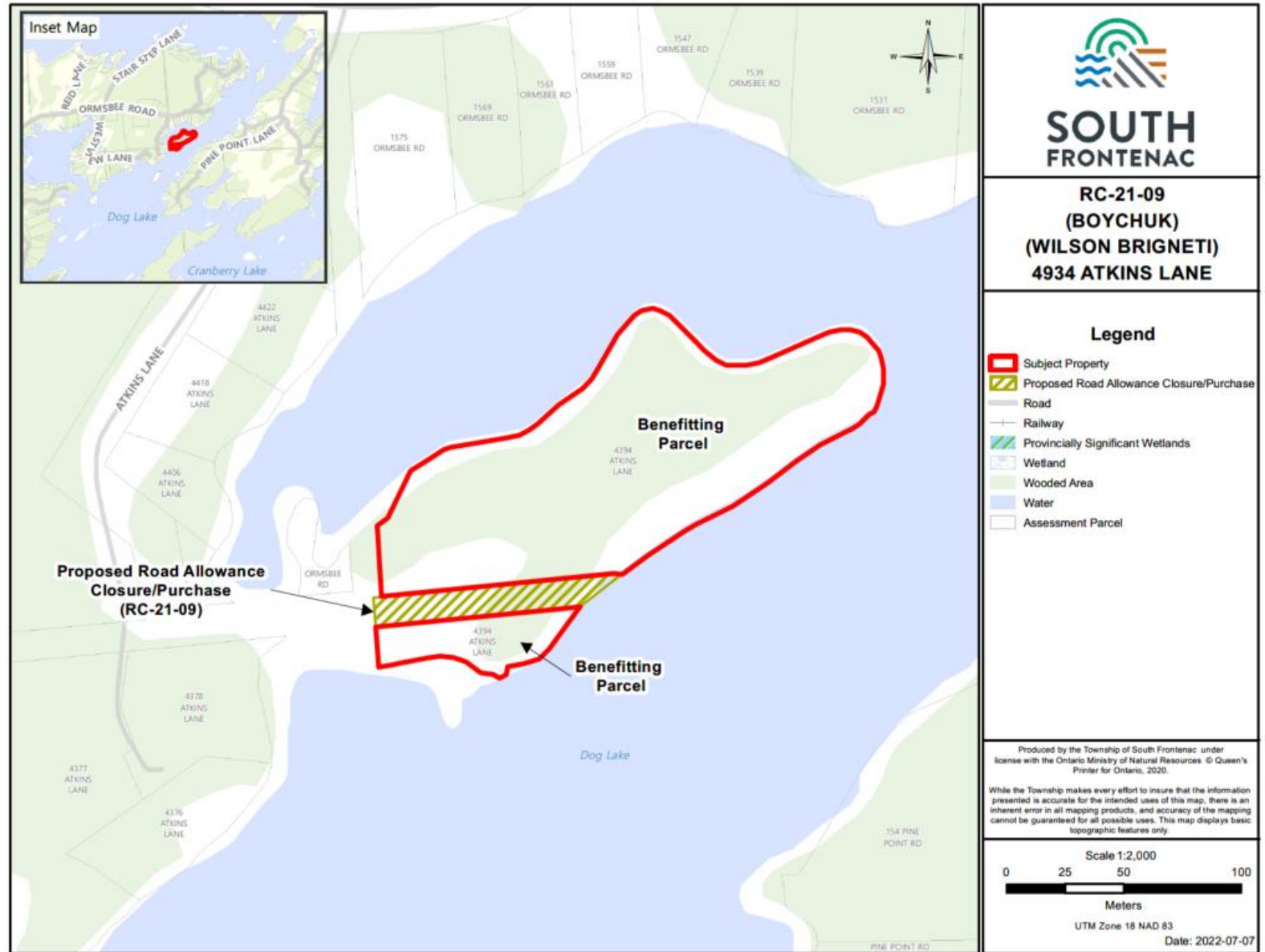
Applicant: Jeffrey & Michelle Boychuk

Agent: Wilson, Brigneti

Property: 4934 Atkins Lane, Storrington, Dog Lake



Location Map



View of the road allowance with the structure



Orange lines show approximate location of the road allowance

View of portion of road allowance the old bait shop was developed on

Orange lines show approximate location of the road allowance



View of the steep embankment from the road allowance to the water



Department, Agency and Public Comments

- **Public Services** – no concerns – noted there appears to be a north/south piece of road allowance and privately owned property abutting the proposal to be aware of
- **Recreation Department** – no concerns
- **Cataraqui Conservation** – no concerns, advised that any development may require a permit under their O. Reg 148/06
- **Ontario Natural Resources** – none received
- **Public comments** – inquiry about access to abutting property
- No requests to purchase other portions of the road allowance have been received



Questions and Comments

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



Close Public Meeting for RC-21-09



Township of South Frontenac

Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Subject: **RC-21-08 (Rosnak) – Public Meeting for Application to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, Lot 36 and between the Township of South Frontenac and the Township of Central Frontenac**

Summary

Under the *Municipal Act* a public meeting is required for Council to consider comments from the public on the proposed closure and transfer of portions of road allowances. The report provides Council with information about application RC-21-08 to close and transfer a portion of unopened road allowance between Concessions 8 & 9, Lot 36 and a portion of road allowance between the Township of South Frontenac (former Township of Bedford) and the Township of Central Frontenac (former Township of Oso) to facilitate access to vacant land for the purpose of development. Staff will bring a more detailed report with a recommendation on application RC-21-08 to a future Council meeting.

Recommendation

That this report be received for information.

Background

This application came before Council for initial consideration on May 17, 2022. Council directed staff to move forward with the process to stop up, close and transfer these portions of unopened road allowance. The first step of the process is to hold a public meeting to hear comments and concerns from the public.

The first portion of road allowance, being the shared road allowance between the Township of South Frontenac and the Township of Central Frontenac is aligned east to west across a peninsula surrounded by Bobs Lake, a location map is attachment #1. There are no properties abutting the lands, other than one property to the north in Central Frontenac that is also owned by the applicant.

The second portion of road allowance, being the road allowance between Concession 8 & 9, Lot 36 is aligned from north to south and begins at the shared road allowance between the Township of South Frontenac and the Township of Central Frontenac and ends at the

waters edge of Bobs Lake, shown in the location map. The properties on the east and west sides of the unopened road allowance are owned by the applicant, there are no abutting lands. The property is a peninsula that extends into Bobs Lake.

The properties located in South Frontenac owned by the applicant are accessed by a driveway running through the parcel of land to the north of the unopened road allowances owned by the applicant and located in Central Frontenac.

The closure and transfer of the unopened road allowances will provide unobstructed access to the parcels of land located in South Frontenac and facilitate future development of these lands.

Discussion/Analysis

Planning staff and Public Service staff visited the site on June 29, 2022 with staff from Central Frontenac. Public Services staff advised they have no concerns with the stop up, closure and transfer of the unopened road allowance.

Recreation Staff were circulated with respect to this proposal and advised they have no concerns and see no conflict with future recreation plans for the Township.

Central Frontenac staff are supportive of the application for the shared road allowance and are working with South Frontenac staff to ensure the process is coordinated between the two Townships.

Planning staff have received no comments or concerns from the public.

Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application. The final purchase price will be determined once the services of a real estate appraiser have been engaged following the public meeting for the shared road allowance. The final purchase price will be determined for the road allowance between Concessions 8 & 9 once the survey is deposited and comprehensively reviewed by Planning Staff. Fees to survey the road allowance are to be paid by the applicant.

It is noted in the original application that a portion of the unopened road allowance was applied for. Staff continue to recommend the entire unopened road allowance adjacent to the applicant's properties be transferred in order to avoid having remnant parcels of road allowance.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: Choose an item.

Climate Considerations

Not applicable to this report.

Notice/Consultation

Notice was provided to the following internal departments:

- Public Services.
- Recreation Department.

Notice was provided to the following external agencies:

- Rideau Valley Conservation Authority.
- Ontario Natural Resources.
- Central Frontenac

Notice was posted at the entrance to the property.

Notice was circulated in the Frontenac News beginning on June 14th for 4 weeks.

Notice was also posted on the Township website beginning June 14th for 4 weeks.

There was no abutting property circulation as there are no abutting property owners of the portions of unopened road allowance located in South Frontenac Township.

Attachments

Attachment #1 – Location Map

Approvals

Report Author:

Michelle Hannah, Planning Assistant

Submitted By:



Claire Dodds, MCIP, RPP

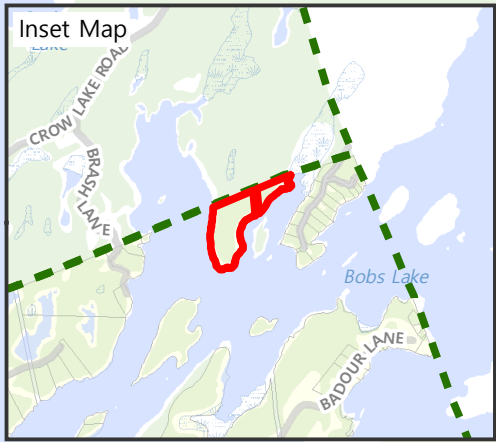
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer



SOUTH FRONTENAC

RC-21-08 (ROSNAK) CON 9 & CON 8 PT LOT 36 BOB'S LAKE (MUD BAY)

Legend

- Subject Property
- Benefitting Parcel
- Proposed Road Allowance Closure/Purchase
- Road
- Railway
- Provincially Significant Wetlands
- Wetland
- Wooded Area
- Water
- Assessment Parcel

Proposed Road Allowance
Closure/Purchase
(RC-21-08)

Benefitting
Parcel

Benefitting
Parcel

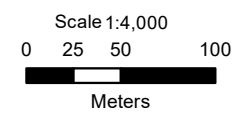
CON 9 PT LOT 36
CON 8 PT LOT 36
BOB'S LAKE (MUD BAY)

SHERBROOKE DRIVE LANE

743 SHERBROOKE DR
747 SHERBROOKE DR
770 SHERBROOKE DR
773 SHERBROOKE DR
774 SHERBROOKE DR
787 SHERBROOKE DR
786 SHERBROOKE DR

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UTM Zone 18 NAD 83

Date: 2021-12-29

Public Meeting under the *Municipal Act*

Application for Unopened Road Allowance Purchase

RC-21-08 (Rosnak)

Tuesday, July 12, 2022

7:00 p.m. Virtual Council Meeting



**SOUTH
FRONTENAC**

Agenda

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



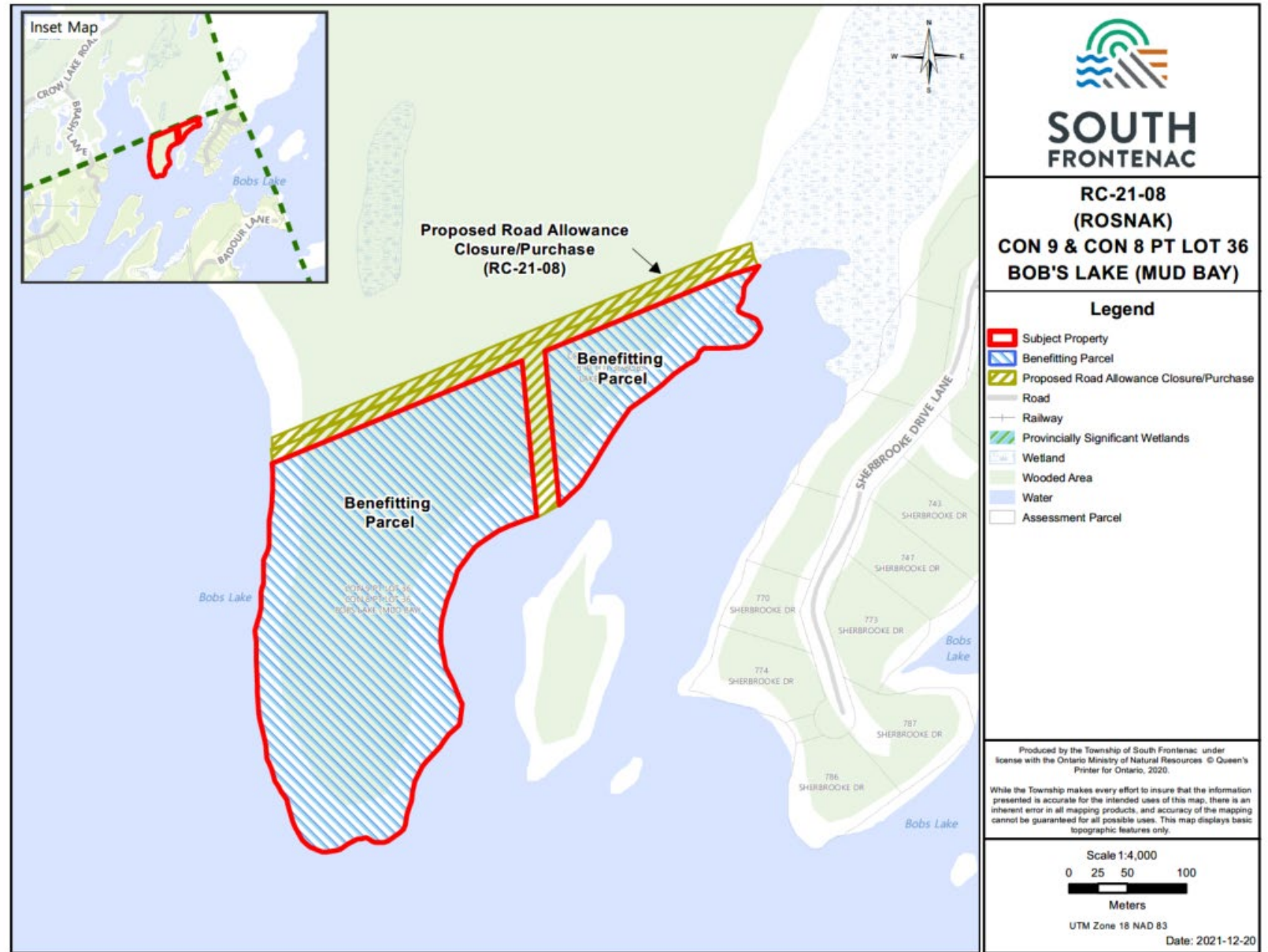
RC-21-08

Applicant: Brad Rosnak

Property: Vacant Land, Crow Lake Road, Bobs Lake



Location Map





View of shared road
allowance

<- west portion

easterly portion with
wetland in the
background ->



Water View of shared road allowance

Water view of South Frontenac Road Allowance



Department, Agency and Public Comments

- **Public Services** – no concerns
- **Recreation Department** – no concerns
- **RVCA** – none received
- **Ontario Natural Resources** – none received
- **Central Frontenac** – working with staff to close and transfer the shared road allowance, no concerns.
- **Public comments** – none received
- No requests to purchase other portions of the road allowance have been received



Questions and Comments

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



Close Public Meeting for RC-21-08



Minutes of Council
June, 7, 2022



TOWNSHIP OF SOUTH FRONTENAC
Council Meeting Minutes



Meeting # 25

Time: 6:00 PM

Location: Council Chambers/Virtual

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

Staff Present in Council Chambers: Louise Fragnito, - Chief Administrative Officer, Angela Maddocks - Clerk, Tim Laprade - Recreation and Arena Manager, Amanda Pantry - Public Education and Events Coordinator, Claire Dodds - Director of Development Services (arrived at 7:00 pm), Troy Dunlop - Manager of Technical Services & Infrastructure (arrived at 7:00 pm)

Staff Present via Electronic Participation: Shelley Stedall - Director of Corporate Services and Treasurer, Christine Woods - Senior Planner

1. Call to Order and Roll Call

a) **Resolution**

Resolution No. 2022-25-01

Moved by Councillor Sleeth

Seconded by Councillor Morey

That the Council meeting of June 7, 2022 be called to order at 6:00 p.m.

Carried

b) The Clerk conducted the roll call as outlined in the attendance noted above.

2. Declaration of pecuniary interest and the general nature thereof

a) Councillor Sutherland declared a pecuniary interest with respect to agenda item 10 b) 2022 Private Lane Upgrade Assistance Program.

3. Approval of Agenda

a) **Resolution**

Resolution No. 2022-25-02

Moved by Councillor Ruttan

Seconded by Councillor McDougall

That the agenda for the June 7, 2022 Council meeting be approved as presented.

Carried

4. Oath of Office - Deputy Mayor

a) Councillor Leonard recited the Oath of Office for Deputy Mayor and will remain in this role until the end of this Council term.

5. Scheduled Closed Session (at end of agenda)

6. Delegations

Minutes of Council
June, 7, 2022

a) **Recreation, Parks and Leisure Master Plan**

Michael Tocher from the Canadian consulting firm, *thinc design* was in attendance to present the Recreation, Parks and Leisure Master Plan to Council. Leandra Correale Ferguson and Mary Catherine Mehak joined the meeting virtually. The presentation was the resulting plan that was developed from a comprehensive community engagement process that provided many opportunities for the public, partner agencies, businesses, community groups, staff, and Council. The project provided an 10 year master plan that will be an important tool for budgeting purposes and viewed as a living document to be updated and adjusted through the annual budget planning process. It was clarified that Council, in consultation with township staff will determine when and how initiatives are implemented. This plan will be revisited in 2031 with all internal and external stakeholders. The plan included a cost summary of immediate works, short term works (2 to 4 years), medium term (5 to 7 years) and long term (8- 10 years) recommendations for parks, trails and boat launches, facilities and programs and events. the combined estimated cost for these recommendations totally \$5,142,309.

A recorded vote was requested for this resolution. All members of Council voted in favor of the resolution.

Resolution No. 2022-25-03

Moved by Councillor Morey

Seconded by Councillor Sutherland

That Council endorse the Recreation, Parks, and Leisure Master Plan; and
That Council authorize the Public Services Department to begin to utilize the plan as a tool in determining recreation and leisure priorities for the purpose of budgeting, program planning, and initiating operational enhancements.

Carried

7. Public Meeting - not applicable

8. Approval of Minutes

a) **May 3, 2022 Council Meeting**

Resolution No. 2022-25-04

Moved by Deputy Mayor Leonard

Seconded by Councillor Sleeth

That the minutes of the May 3, 2022 Council meeting be approved.

Carried

9. Business Arising from the Minutes

a) **Disconnecting from Work Policy (Bill 27)**

Bill 27 was passed into law on December 2, 2021. Bill 27 and added new provisions to the Ontario Employment Standards Act, 2000 (ESA), including requiring Ontario employers with 25 or more employees to have a written Disconnecting from Work policy by June 2, 2022. The attached policy has been developed in accordance with this Bill and has been updated based on Council feedback from the May 17th draft policy.

Resolution No. 2022-25-05

Moved by Councillor Ruttan

Seconded by Councillor Revill

That Council, having considered the CAO's report dated June 7, 2022, adopt Policy HR-024 Disconnecting from Work Policy.

Carried

10. Reports Requiring Action

Minutes of Council
June, 7, 2022

- a) **Project Award - Resurfacing of Verona/McMullen Netsport Courts**
This report provided information on awarding the contract for the Resurfacing of Verona/McMullen Netsport Courts.

Resolution No. 2022-25-06

Moved by Councillor Morey

Seconded by Deputy Mayor Leonard

That Council accept the request for proposal for PS-2022-13 - Resurfacing of McMullen Netsports Courts of Jeff Wallen's Construction; and

That Council authorize the Public Services Department to enter into an agreement with Jeff Wallen's Construction with a change order to reflect the new project start date of spring 2023; and

That Council authorize staff to negotiate any required considerations and pricing adjustments for the phase three work in relation to material costs to an upset limit of the approved 2022 budget for the overall project.

Carried

- b) **2022 Private Lane Upgrade Assistance Program**
The purpose of the report was to summarize the applications received under the 2022 Private Lane Upgrade Assistance Program and to seek approval from Council for the approval of grant funding amounts.

Councillor Sutherland had declared a conflict with this item and left the Council Chambers during the discussions on this matter.

Resolution No. 2022-25-07

Moved by Councillor Revill

Seconded by Councillor McDougall

That Council approve the grant subsidies for the 2022 Private Lane Upgrade Assistance Program for the initial 23 recipients as outlined in the June 7th, 2022 report totalling \$98,460.01.

Carried

- c) **Sydenham Mill Street – Review of Parking Restrictions**
The purpose of this report is to provide history on a public inquiry regarding parking restrictions on Sydenham Mill Street and to provide recommendation to Council on recommended changes.

Councillor Sutherland returned to the Council Chambers at this time.

Resolution No. 2022-25-08

Moved by Councillor Ruttan

Seconded by Councillor Sutherland

That Council direct staff to prepare an amendment to the Traffic and Parking Bylaw 2000-01 to implement a 2hr parking restriction for the northern most 100 metres of Sydenham Mill Street (west side);

And that staff implement parking signage updates on Mill Street consistent with the requirements of Ontario Traffic Manual Book 5 – Regulatory Signs.

Carried

11. Committee Meeting Minutes

- a) **Harrowsmith Beautification Committee meeting held May 18, 2022**
- b) **Bellrock Community Hall Committee meeting held May 18, 2022**

Resolution No. 2022-25-09

Minutes of Council
June, 7, 2022

Moved by Deputy Mayor Leonard
Seconded by Councillor Roberts
That Council receives for information the minutes of the Harrowsmith Beautification Committee meeting held May 18, 2022 and the Bellrock Community Hall Committee meeting held May 18, 2022.

Carried

12. By-laws

a) **By-law 2022-47 - Appoint a Deputy Clerk**

This By-law appointed James Thompson as the Deputy Clerk.

Resolution No. 2022-25-10

Moved by Councillor Roberts
Seconded by Deputy Mayor Leonard

That By-law 2022-47, being a by-law to appoint a Deputy Clerk, be given first and second reading.

Carried

Resolution No. 2022-25-11

Moved by Councillor Sutherland
Seconded by Councillor McDougall

That By-law 2022-47, be given third reading, signed and sealed.

Carried

b) **By-law 2022-48 - Appoint a Deputy Division Registrar**

This By-law appointed James Thompson as the Deputy Division Registrar.

Resolution No. 2022-25-12

Moved by Councillor Revill
Seconded by Councillor Ruttan

That By-law 2022-48, being a by-law to appoint a Deputy Division Registrar, be given first and second reading.

Carried

Resolution No. 2022-25-13

Moved by Councillor Morey
Seconded by Councillor Sleeth

That By-law 2022-48, be given third reading, signed and sealed.

Carried

c) **By-law 2022-49 - Appoint a Building Inspector**

This report recommended the appointment of Nicholas Hoornweg as a Building Inspector for the Township. Building Inspectors must be appointed by By-law in order to enforce the Ontario Building Code within the municipality in which they work.

Resolution No. 2022-25-14

Moved by Councillor McDougall
Seconded by Councillor Sutherland

That By-law 2022-49, being a by-law to appoint a Building Inspector, be given first and second reading.

Carried

Resolution No. 2022-25-15

Moved by Councillor Ruttan
Seconded by Councillor Revill

That By-law 2022-49, be given third reading, signed and sealed.

Carried

d) **By-law 2022-50 - Dedicate and assume as common and public highway, certain lands in the Township**

This By-law authorized the assumption and dedication of the road, Sandstone Court, now that it has been developed and built to standard and Township staff are satisfied with the final acceptance of the works for the Sandstone Shores subdivision.

Resolution No. 2022-25-16

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That By-law 2022-50, being a by-law to dedicate and assume Sandstone court within Sandstone Shores Subdivision, 13M99, for the purposes of public use as a common and public highway, be given first and second reading.

Carried

Resolution No. 2022-25-17

Moved by Councillor McDougall

Seconded by Councillor Revill

That By-law 2022-50, be given third reading, signed and sealed.

Carried

e) **By-law 2022-51 - Site Plan Agreement with 1809505 Ontario Limited (3810 Perth Road)**

This report recommended that Council pass a by-law to approve a Site Plan Control agreement for 3810 Perth Road. By-law 2003-25 requires site plan control to ensure that the Township's development standards will be met on commercial properties.

Resolution No. 2022-25-18

Moved by Councillor Sleeth

Seconded by Councillor Roberts

That By-law 2022-51, being a by-law to authorize the Mayor and the Clerk to execute documents to delegate a registered site plan agreement and to execute a site plan agreement between the Corporation of the Township of South Frontenac and 1809505 Ontario Limited, be given first and second reading.

Carried

Resolution No. 2022-25-19

Moved by Councillor Sleeth

Seconded by Councillor Morey

That By-law 2022-51, be given third reading, signed and sealed.

Carried

f) **By-law 2022-52 - Appoint an Acting Deputy Treasurer**

Deputy-Treasurers must be appointed by By-law in order to meet Municipal Act requirement to grant the powers of the Treasurer as needed.

Resolution No. 2022-25-20

Moved by Councillor Sutherland

Seconded by Councillor McDougall

That By-law 2022-52, being a by-law to appoint an Acting Deputy Treasurer, be given first and second reading.

Carried

Resolution No. 2022-25-21

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

That By-law 2022-52, be given third reading, signed and sealed.

Carried

13. Reports for Information

a) **Bill 109 - More Homes for Everyone Act**

This report outlined the legislative changes under Bill 109, More Homes for Everyone Act, enacted by the provincial government to assist in addressing housing affordability, particularly through increasing the supply of housing. This report focuses on the changes within Bill 109 to the Planning Act, the timeframes for implementation, and impact on the delivery of Development Services in the Township.

b) **Council Support - Child/Senior Care**

This report provided information in relation to a Notice of Motion requesting ways the Councillor expense account may be expanded to support the cost of child or senior care.

Council discussed this matter and asked that staff provide further options on applying compensation consistently rather than based on individual life circumstances.

c) **Town Hall Accessibility Renovations**

This report provided updated information on the tender for the Town Hall accessibility ramp reconstruction.

14. Information Items

a) **Cataraqui Conservation - New Lake Reporting Dashboard**

15. Notice of Motions

- a) Councillor Sutherland served a notice of motion regarding an emergency backup system for wireless communication as it relates to service outages and community safety.

16. Announcements/Statements by Councillors

- a) Councillor Ruttan invited Council to join the Buck Lake Association event - "Buck Stock" to be held at Hidden Valley Campground on June 26, 2022. Funds raised at this event will be going to the Southern Frontenac Community Services project.
- b) Mayor Vandewal reminded Council of the Special Committee of the Whole meeting on June 28, 2022 to discuss the first draft of the Official Plan and to address questions and concerns Council expressed at the may meeting.
- c) Councillor Sleeth inquired about centre line marking as the previous markings have worn out significantly from the last application.

Troy Dunlop responded that the main highways will be done in June with other roads to be done in August. Significant pressure is being experienced due to the increase in diesel prices.

- d) Councillor Sleeth expressed concerns about mixed messages on when a fire ban is put in place. The telephone message and website information is not consistent.

Councillor Ruttan voiced his concern about the township website as he felt it was not easily searchable.

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June, 7, 2022

- e) Deputy Mayor Leonard relayed concerns he has received about spraying in the area by helicopters. Areas are being included that residents have not given permission to do so. It was noted that the municipality has no knowledge of any spraying being done but presumed that it was work undertaken by the ministry.
- f) Councillor Sutherland asked about portable toilets being installed at that Loughborough Lake boat launch.

Louise Fragnito indicated she would follow up with Public Services.

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

- a) There were no questions of clarity from the public who had joined virtually.

18. Closed Session

a) **Resolution**

Councillor Sutherland proposed a change to Resolution 2022-25-22 with regard to the sale of a road allowance as he felt this was not subject to closed meeting provisions.

The Chief Administrative Officer clarified that legal advice has confirmed that this is a topic that qualifies as a matter to be discussed in closed session under the Municipal Act Section 239.2. She suggested that a "rise and report" from the closed session could occur.

A recorded vote was requested for Resolution # 2022-25-23. (amendment to 2022-25-22)

The following votes were cast:

Yea's - Deputy Mayor Leonard, Councillor Morey, Councillor Revill, Councillor Roberts, Councillor Ruttan, Councillor Sleeth and Councillor Sutherland

Nay's - Councillor McDougall

Mayor Vandewal abstained from voting as he didn't want to go against the staff recommendation.

Resolution No. 2022-25-22

Moved by Councillor McDougall

Seconded by Councillor Ruttan

That Council move into a closed session as permitted by the Municipal Act, Section 239.2 (b) personal matters about an identifiable individual including municipal or local board employees, regarding personnel reorganization, and (c) a proposed or pending acquisition or disposition of land by the municipality or local board regarding a request to close a portion of an unopened road allowance and a request for reduced purchase price, land purchase for landfill expansion, a land purchase for Hinchinbrooke Road construction project.

Resolution No. 2022-25-23

Moved by Councillor Sutherland

Seconded by Councillor Ruttan

That the portion of the closed meeting referring to the reduced price of the road allowance between Concession 9 and 10, in Storrington be discussed in open session.

Carried

b) **Road allowance between Concession 9 and 10, Storrington**

Resolution No. 2022-25-24

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Moved by Councillor Ruttan
Seconded by Councillor Revill

That Council review the applicant's request to reduce the price of the unopened road allowance they have applied to stop up, close and purchase (application RC-21-10) and direct staff to proceed with a purchase price of \$1,000.00 plus HST for the unopened road allowance.

And that Council rise and report in open session to direct staff to prepare a report and by-law to proceed with the closure, purchase, and transfer of the portion of unopened road allowance shown in Part 2 on Plan 13R22605.

Carried

c) **Closed Session**

Resolution No. 2022-25-25

Moved by Councillor McDougall

Seconded by Councillor Ruttan

That Council move into a closed session as permitted by the Municipal Act, Section 239.2 (b) personal matters about an identifiable individual including municipal or local board employees, regarding personnel reorganization, and (c) a proposed or pending acquisition or disposition of land by the municipality or local board regarding a land purchase for landfill expansion, a land purchase for Hinchinbrooke Road construction project.

Carried

d) **Road Widening - Hinchinbrooke Road - land purchase**

e) **Land Acquisition - Loughborough Landfill**

f) **Personnel Reorganization - Verbal update from CAO**

g) **Resolution** - Move out of closed session

Resolution No. 2022-25-28

Moved by Councillor Revill

Seconded by Deputy Mayor Leonard

That Council move out of closed session.

Carried

19. Confirmatory By-law

a) **By-law 2022-53**

Resolution No. 2022-25-29

Moved by Councillor Sutherland

Seconded by Councillor McDougall

That By-law 2022-53 being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2022-25-30

Moved by Deputy Mayor Leonard

Seconded by Councillor Roberts

That By-law 2022-53, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

20. Adjournment

Minutes of Council
June, 7, 2022

a) **Resolution**

Resolution No. 2022-25-31

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

That the Council meeting of June 7, 2022 be adjourned at 8:29 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk



**TOWNSHIP OF SOUTH FRONTENAC
Committee of the Whole Meeting Minutes
Meeting #26**



Date: June 14, 2022
Time:7:00 PM

Meeting # 26

Location: Council Chambers/Electronic Participation

Council Present in Council Chambers: Mayor Ron Vandewal, John McDougall, Doug Morey, Alan Revill, Norm Roberts, Ron Sleeth, Ross Sutherland

Council Present via Electronic Participation: Randy Ruttan

Staff Present in Council Chambers: Louise Fragnito - Chief Administrative Officer, Claire Dodds - Director of Development Services, Shelley Stedall, Director of Corporate Services & Treasurer, James Thompson, Deputy Clerk

Staff Present via Electronic Participation: Christine Woods, Senior Planner

- 1. Call to Order and Roll Call
 - a. Resolution

Moved by Councillor Sleeth
Seconded by Councillor Morey
THAT the Committee of the Whole meeting of June 14, 2022 be called order at 7:01 p.m.

Carried

- 2. Declaration of pecuniary interest and the general nature thereof - none
- 3. Approval of Agenda
 - a. Resolution

Moved by Councillor Ruttan
Seconded by Councillor Sleeth
THAT the agenda be approved, as presented.

Carried

- 4. Scheduled Closed Session - none

- 5. Public Meeting
 - a. Resolution to Open Public Meeting

The Deputy Clerk read the Notice of Collection related to the public meetings.

Moved by Councillor Roberts
Seconded by Councillor Sutherland

Committee of the Whole
June 14, 2022

THAT a public meeting be held to allow for public input regarding the following applications:

1. PL-ZBA-2022-0048;
2. PL-ZBA-2022-0062; and
3. PL-ZBA-2022-0066

Carried

- b. Public Meeting for Zoning By-law Amendment Application
PL-ZBA-2022-0048, Judith Secker, Block A, Plan 544, Cedar Ridges Lane

The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2022-0048 for Block A, Plan 544 on Cedar Ridges Lane. If approved, the zone on the subject lands would be changed from Open Space – Public (OS) to Limited Service Residential – Waterfront (RLSW).

Ms. Woods conducted a PowerPoint presentation regarding the Zoning By-law Amendment Application PL-ZBA-2022-0048, Judith Secker, Block A, Plan 544, Cedar Ridges Lane.

Members of the Council did not provide comment regarding this matter.

The Mayor afforded members of the public with an opportunity to provide comment.

In response to a question from Mr. Borsato, Ms. Woods advised that he could contact staff to review zoning considerations related to his property.

- c. Public Meeting for Zoning By-law Amendment Application
PL-ZBA-2022-0062, Automatx Inc., 4071 Hiawatha Lane

The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2022-0062 for 4071 Hiawatha Lane. If approved, the zone on a portion of the subject lands would be changed from Recreational Resort Commercial – Special Provision (RRC-4) to a property specific Limited Service Residential – Waterfront (RLSW-XX) zone.

Ms. Woods conducted a PowerPoint presentation regarding Zoning By-law Amendment Application PL-ZBA-2022-0062, Automatx Inc., 4071 Hiawatha Lane.

Councillor Sutherland noted the importance of shoreline protection and questioned if the Zoning By-law will only permit one dock on the property. Ms. Woods responded that the Zoning By-law only permits one dock per property. She mentioned that the property is located on the Rideau Canal and as such dock placement is further regulated by Parks Canada.

The Mayor afforded members of the public with an opportunity to provide comment.

Members of the public did not provide comment.

- d. Public Meeting for Zoning By-law Amendment Application
PL-ZBA-2022-0066, Dieneen Lepp, 4989 Road 38

The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2022-0066 for 4989 Road 38. If approved, the zone on the subject lands would be changed from Urban Residential – First Density (UR1) to a property specific Urban Residential – First Density zone (UR1-XX).

Ms. Woods conducted a PowerPoint presentation regarding Zoning By-law Amendment Application PL-ZBA-2022-0066, Dieneen Lepp, 4989 Road 38.

The Mayor noted the correspondence received regarding this matter included in the agenda.

Members of Council did not provide comment regarding this application.

The Mayor afforded members of the public with an opportunity to provide comment.

Ms. Lepp, Applicant advised the Committee that a larger septic tank has been installed. She stated that the purpose of the application is to permit the construction of an accessible apartment which will be occupied by her aging parents.

Mr. Martel and Ms. Jutras noted that they live next door to the property in question and spoke in support of the application.

e. Motion to Close Public Meeting

The Mayor afforded members of the public a final opportunity to speak during the public meeting portion of the agenda.

Members of the public did not provide comment.

The public meeting concluded at 7:36 p.m.

Moved by Councillor McDougall

Seconded by Councillor Morey

THAT the public meetings be closed.

Carried

6. Delegations - none
7. Reports Requiring Direction - none
8. Reports for Information
 - a. South Frontenac Site Plan Control By-law

Bill 109 delegates authority to staff to make decisions on site plan control applications. Staff propose to replace the existing site plan control by-law, 2003-25, as amended, with a new, updated by-law that establishes where site plan control applies throughout the Township, delegates authority to staff, that authorizes the signing of agreements by the Mayor and Clerk, and deals with other technical matters such as drawings, conditions and securities under Section 41 of the Planning Act.

Ms. Dodds provided the Committee with a summary of the Report.

Committee of the Whole
June 14, 2022

In response to a question from Councillor McDougall, Ms. Dodds stated that the proposed by-law would provide clarity with respect to the administration of the site plan control application process.

Councillor Sutherland sought further information regarding the responsibility associated with administering the parkland process. Ms. Dodds explained that the proposed revisions to the Official Plan include mechanisms which will permit the Township to receive either parkland or cash in lieu of parkland as part of the Site Plan Control process. She indicated that the Parkland By-law will require an update following the approval of the new Official Plan. She clarified that the decision regarding whether parkland or cash in lieu of parking will be accepted will be delegated to staff. Councillor Sutherland questioned who will be responsible for determining the outcome of ambiguous issues regarding parkland. Ms. Dodds reiterated that once the new Official Plan is in place the Parkland By-law will be updated accordingly and noted that parkland allocation is further regulated by the Planning Act. She stated that the decision making authority has been delegated to staff regarding this matter.

In response to questions from Councillor Sutherland, Ms. Dodds confirmed that decision making authority regarding lighting as well as tree removal has been delegated to staff as outlined in Bill 109.

Councillor Sutherland asked staff whether there is an opportunity for members of the public to be involved in the site plan control process. Ms. Dodds responded that the Planning Act does not provide a process for public consultation regarding to site plan control applications.

Councillor Morey requested further explanation regarding the administration of securities. Ms. Dodds provided the Committee with additional information regarding the administration of securities.

Councillor Sleeth sought clarification regarding the term "timely manner". Ms. Dodds stated that Bill 109 provides clarity regarding the definition of a complete application. She indicated that currently the Planning Act requires that a decision regarding a site plan control application within thirty days. She noted that Bill 109 will now require that a site plan control application be approved within sixty days or the applicant will be refunded fifty percent of their fees.

Councillor Ruttan expressed concern that decision making authority is being removed from Council. He indicated that he is supportive of the comments provided by Councillor Sutherland. Ms. Dodds mentioned that the professional planning community has also raised this concern to the Ministry of Municipal Affairs. She stated that staff will also share this concern with AMO.

The Mayor commented that Bill 109 has resulted in overreach. He stated that the Provincial Government has likely implemented these changes in order to generate additional housing.

In response to questions from the Mayor, Ms. Dodds provided additional information regarding lapsing approvals and complete application administration.

Councillor Roberts expressed concern regarding the proposed By-law as it appears significantly more complex than By-law 2003-25. Ms. Dodds responded that the proposed By-law outlines the process currently administered by Township staff.

9. Rise & Report from Committees of Council
 - a. County Council

Committee of the Whole
June 14, 2022

Councillor Revill provided an update regarding the County of Frontenac municipal administration building renovation project which will provide additional office space for the CRCA and County staff upon completion.

b. Frontenac Community Arena Board

Councillor Roberts noted that a meeting was held on June 1, 2022. He indicated that the 2022 budget was approved and included very little capital expenditure. He mentioned that the financial losses in 2021 related to Covid-19 restrictions were not as significant as anticipated.

c. Police Services Board

Councillor Sleeth noted that a Police Services Board meeting was held in May, 2022. He stated that the Board received an update regarding the drug trade in the area. He mentioned that the new Detachment Commander is placing greater emphases on speed control.

d. South Frontenac Museum

Councillor McDougall noted that South Frontenac Museum is awaiting an engineering report regarding the Bellrock and Petworth Mills projects.

Councillor McDougall provided an update regarding the status of a series of grants applications.

10. Information Items - none

11. Notice of Motions

12. Announcements/Statements by Councillors

- a. Councillor Morey acknowledged the excellent work conducted by the County of Frontenac at the K&P trailhead located in Verona.

Councillor Sleeth spoke to vandalism which occurred at the municipal facility located at Gilmour Point on June 11, 2022.

Councillor McDougall noted that he attended the Healthy Shoreline and Lake Conference and indicated that Ms. Dodds represented the Township with distinction. He stated that her presentation spoke to the importance of municipal by-law with respect to protecting shorelines. Councillor Sutherland requested that the PowerPoint presentation be provided to members of Council.

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

14. Closed Session (if requested) - not applicable

15. Adjournment

- a. Resolution

Moved by Councillor Revill
Seconded by Councillor Sleeth

THAT the Committee of the Whole meeting of June 14, 2022 be adjourned at 8:21 p.m.

Carried

Committee of the Whole
June 14, 2022

Minutes of Council
June, 21, 2022



TOWNSHIP OF SOUTH FRONTENAC
Council Meeting Minutes
Meeting #27



Meeting #27

Date: June 21, 2022

Time: 7:00 p.m.

Location: Electronic Participation/Council Chambers

Council Present in Council Chamber: Mayor Vandewal, Deputy Mayor Leonard, Councillor McDougall, Councillor Morey, Councillor Roberts, Councillor Ruttan, Councillor Sleeth, Councillor Sutherland

Council Present via Electronic Participation: Councillor Revill

Staff Present in Council Chamber: Louise Fragnito, Chief Administrative Officer, Claire Dodds, Director of Development Services, Troy Dunlop, Manager of Technical Services & Infrastructure, Angela Maddocks, Clerk, Shelley Stedall, Director, Corporate Services, James Thompson Deputy Clerk

Staff Present via Electronic Participation: Christine Woods, Senior Planner

1 Call to Order & Roll Call

a) Resolution

Resolution No. 2022-27-01

Moved by Councillor Morey

Seconded by Councillor Ruttan

That the Council meeting of June 21, 2022 be called to order at 7:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a)

Councillor Sutherland declared a pecuniary interest regarding Reports Requiring Action b. 2022 Community Grants as he is a grant applicant.

3 Approval of Agenda

a) Resolution

Resolution No. 2022-27-02

Moved by Deputy Mayor Leonard

Seconded by Councillor Sleeth

That the agenda be approved, as presented

Carried

4 Scheduled Closed Session - None

5 Delegations

a) Jerri Jerreat participated virtually to speak to Council regarding the importance of establishing a climate advisory committee.

6 Public Meeting

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a) Resolution to Open Public Meeting and Notice of Collection

The Clerk read the Notice of Collection related to the public meetings.

Resolution No. 2022-27-03

Moved by Councillor Revill

Seconded by Councillor Morey

That a public meeting be held to allow for public input regarding the following applications:

1. PL-ZBA-2022-0072
2. Z-21-26

Carried

b) Public Meeting for Zoning By-law Amendment Application PL-ZBA-2022-0072 (Fitzgerald)(ZanderPlan), 15 Trout Lane

The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2022-0072 for 15 Trout Lane. If approved, the zone on a portion of the subject lands would be changed from Rural (RU) to a property specific Limited Service Residential – Waterfront (RLSW-XX) zone.

Consistent with Council's Procedural By-law, Council will receive comments from the public on the application. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.

Ms. Woods conducted a PowerPoint presentation regarding ZBA-2022-0072.

In response to a question from Councillor Revill, Mr. Clark, agent provided additional clarification regarding the road access related to the lots outlined in the application.

The Mayor afforded members of the public with an opportunity to provide comment.

Ms. Jerreat stated that she is pleased that such a large setback is prescribed in the proposed zoning by-law. She questioned who completed the environmental assessment. Mr. Clark advised that Ecological Services was retained to prepare the environmental assessment.

In response to a question from Ms. Jerreat, Mr. Clark provided additional clarification regarding the proposed setbacks and building footprint.

c) Public Meeting for Zoning By-law Amendment Application PL-ZBA-2022-0055 (Blake & Williams) (ZanderPlan) – 2858 Beach Nut Road

The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2022-0055 for 2858 Beach Nut Road. If approved, the zone on the subject lands would be changed from Rural (RU) to property specific Waterfront Residential zones (RW-XX, RW-YY, RW-ZZ).

Consistent with Council's Procedural By-law, Council will receive comments from the public on the application. Staff will then bring a more detailed report considering applicable policy and public comments, as well as provide a recommendation to Council on this application at a future meeting.

Ms. Woods conducted a PowerPoint presentation regarding PL-ZBA-2022-0055.

Members of Council did not provide comment regarding this matter.

The Mayor afforded members of the public with an opportunity to provide comment.

Ms. Jones sought further information regarding why the retained lot does not have waterfront access. Mr. Clark, Agent responded that it would be very difficult from a planning standpoint for the retained lot to maintain waterfront frontage.

Mr. Clark advised Council that the confusion regarding the survey has been addressed and indicated that the existing cottage will be demolished.

d) Resolution to Close Public Meeting

Resolution No. 2022-27-04

Moved by Councillor Sleeth

Seconded by Councillor Ruttan

That the public meeting be closed.

Carried

7 Approval of Minutes

a) Resolution

Resolution No. 2022-27-05

Moved by Councillor Sleeth

Seconded by Councillor McDougall

That the minutes for the May 4, 2022 Special Council meeting, the May 17, 2022 Council meeting and May 24, 2022 Committee of the Whole meeting be approved as presented.

Carried

8 Business Arising from the Minutes

a) Noise By-law Background Information

An information report was presented to Council in response to comments provided during the “Announcements/Statements by Councillors” portion of the May 3, 2022 Council Meeting related to the Noise By-law.

b) Notice of Motion – Wireless Telecommunication System – Emergency Backup

Resolution No. 2022-27-06

Moved by Councillor Sutherland

Seconded by Councillor Ruttan

Whereas many South Frontenac residents are losing wireless service whenever they lose power; and

Whereas many of the transmission towers that provide this service were not damaged yet wireless service is lost; and

Whereas power is often lost in times of emergency, like severe storms with high winds and rains; and

Whereas wireless communication has become the main way our communities connect; and

Whereas the lost of connection at times of emergency is a serious public health risk;

Therefore Be It Resolved That South Frontenac inform federal and provincial governments, the Association of Municipalities of Ontario and telecommunications regulators of this problem, and

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June, 21, 2022

That staff report back to Council with what kind of backup power the wireless telecommunication system has, and, if possible, some estimation of how many residents in the Township are affected by this lack of emergency preparedness.

Carried

9 Reports Requiring Action

a) Award of Tender # PS-2022-09A – Battersea Road Reconstruction

The report provided a recommendation for the award of contract for the reconstruction of Battersea Road from Burnt Hills Road to Bradden Lane and included a request for a budget increase of \$784,674.87 to be funded from various sources.

Resolution No. 2022-27-07

Moved by Councillor McDougall

Seconded by Councillor Sleeth

That Council accept the bid from Len Corcoran Excavating Ld. in the amount of \$3,097,113.00 plus HST for contract # PS-2022-09A – Battersea Road Reconstruction; and

That Council authorize a project budget increase in the amount of \$784,674.87 be funded from:

- i) the cancellation of the construction phase of the Opinicon Culvert Replacement Project # 22-19 in the 2022 Budget (\$400,000), and
- ii) transfer of funds totalling \$384,674.87 from Deferred Linear Capital Works Project # 22-31 included in the 2022 Budget.

Carried

b) 2022 Community Grants

The report provided a summary of Community Grants submissions received and recommended allocation for Council approval.

Councillor Sutherland withdrew from the meeting due to a pecuniary interest.

Resolution No. 2022-27-08

Moved by Councillor Sleeth

Seconded by Councillor McDougall

That Council approve the nine (9) Community Grant applications included in this Staff Report totalling \$23,238.04; and

That any remaining funds be allocated to a second intake under the Community Grant Program with a deadline for applications August 12, 2022.

Carried

c) Desert Lake Cemetery

Councillor Sutherland returned to the meeting.

The report provided a recommendation related to a request received from the Desert Lake Cemetery Board for the Township to assume ownership of the cemetery.

Resolution No. 2022-27-09

Minutes of Council
June, 21, 2022

Moved by Councillor Ruttan
Seconded by Councillor Sutherland

That Council approve the transfer of ownership of the Desert Lake Cemetery and associated lands to the Township; and

That the costs required for the transfer of the land be paid from the Township.

Carried

10 Committee Meeting Minutes - None

11 By-laws

- a) Zoning By-law Amendment Application PL-ZBA-2022-0048, Judith Secker, Block A, Plan 544, Cedar Ridges Lane

The report recommended that Council pass a by-law to change the zone on the subject lands from Open Space – Public (OS) to Limited Service Residential – Waterfront (RLSW) to permit residential uses to occur.

Resolution No. 2022-27-10

Moved by Councillor Sleeth
Seconded by Councillor Sutherland

THAT By-law 2022-55 to amend the zoning on the lands at Block A on Plan 544, Part of Lots 9, 10 and 11, Concession 1, District of Storrington, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2022-27-11

Moved by Councillor Sleeth
Seconded by Councillor Sutherland

THAT By-law 2022-55 to amend the zoning on the lands at Block A on Plan 544, Part of Lots 9, 10 and 11, Concession 1, District of Storrington, Township of South Frontenac be given third reading, signed and sealed.

Carried

- b) Zoning By-law Amendment Application PL-ZBA-2022-0062, Automatx Inc., 4071 Hiawatha Lane

The report recommended that Council pass a by-law to change the zone on the subject lands from Recreational Resort Commercial – Special Provision (RRC-4) to Limited Service Residential – Waterfront – Special Provision (RLSW-131) to permit residential development on waterfront property accessed by a private lane, to acknowledge a reduced waterfrontage, and to require a greater setback from the highwater mark.

Resolution No. 2022-27-12

Moved by Councillor Revill
Seconded by Councillor Ruttan

THAT By-law 2022-56 to amend the zoning on lands in Part of Lots 15 and 16, Concession 8, District of Storrington, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2022-27-13

Moved by Councillor Revill
Seconded by Councillor Ruttan

THAT By-law 2022-56 to amend the zoning on lands in Part of Lots 15 and 16, Concession 8, District of Storrington, Township of South Frontenac be given third reading, signed and sealed.

Carried

- c) Zoning By-law Amendment Application PL-ZBA-2022-0066, Dieneen Lepp, 4989 Road 38

The report recommended that Council pass a by-law to change the zone on the subject property to permit a secondary dwelling unit.

Resolution No. 2022-27-14

Moved by Councillor Roberts

Seconded by Councillor Leonard

THAT By-law 2022-57 to amend the zoning on lands known as 4989 Road 38, Part Block D, Plan 57, Part Lot 7, Concession 5, District of Portland, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2022-27-15

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

THAT By-law 2022-57 to amend the zoning on lands known as 4989 Road 38, Part Block D, Plan 57, Part Lot 7, Concession 5, District of Portland, Township of South Frontenac be given third reading, signed and sealed.

Carried

- d) South Frontenac Site Plan Control By-law

Bill 109 delegates authority to staff to make decisions on site plan control applications. Staff propose to replace the existing site plan control by-law, 2003-25, as amended, with a new, updated by-law that establishes where site plan control applies throughout the Township, delegates authority to staff, that authorizes the signing of agreements by the Mayor and Clerk, and deals with other technical matters such as drawings, conditions and securities under Section 41 of the Planning Act.

Resolution No. 2022-27-16

Moved by Councillor McDougall

Seconded by Councillor Revill

That by-law 2022-58 to establish a comprehensive site plan control bylaw for the Township of South Frontenac and delegates the authority to make decisions on site plan control applications to staff in accordance with the requirements of Bill 109, More Homes for Everyone Act be given first and second reading.

Carried

Resolution No. 2022-27-17

Moved by Councillor Ruttan

Seconded by Councillor Revill

That by-law 2022-58 to establish a comprehensive site plan control bylaw for the Township of South Frontenac and delegates the authority to make decisions on site plan control applications to staff in accordance with the requirements of Bill 109, More Homes for Everyone Act be given third reading, signed and sealed.

Carried

- e) A recorded vote was requested regarding Resolution 2022-27-16 and Resolution 2022-27-17. The results of the recorded vote are as follows:
Yeas: Deputy Mayor Leonard, Councillor McDougall, Councillor Revill, Councillor Sleeth, Mayor Vandewal
Nays: Councillor Morey, Councillor Roberts, Councillor Ruttan, Councillor Sutherland

Minutes of Council
June, 21, 2022

f) Sydenham Mill Street – Parking Restrictions

The report provided follow up information to the report presented to Council on June 7, 2022, that was in response to a request for a review of parking restrictions on Sydenham Mill Street and is seeking Council approval to pass Bylaw 2022-61 to implement these changes.

Resolution No. 2022-27-18

Moved by Councillor Ruttan

Seconded by Councillor Roberts

That By-law 2022-61 being a by-law to amend By-law 2000-01, and to amend parking regulations on the west side of Sydenham Mill Street between Cross Street and George Street be given first and second reading

Carried

Resolution No. 2022-27-19

Moved by Councillor Ruttan

Seconded by Councillor Roberts

That By-law 2022-61 being a by-law to amend By-law 2000-01, and to amend parking regulations on the west side of Sydenham Mill Street between Cross Street and George Street be given third reading and approved.

Carried

g) Deeming By-law Application PL-LC-2022-0049, Plan 544, Secker et. al.

The report recommended that Council pass a by-law to deem Lots 13, 30, 31, 44, 47, 48 and 49, Plan 544, District of Storrington not to be lots in a plan of subdivision for the purpose of applying 50(3) of the Planning Act.

Resolution No. 2022-27-20

Moved by Councillor McDougall

Seconded by Councillor Roberts

That by-law 2022-54 deeming the properties described as Lots 13, 30, 31, 44, 47, 48 and 49, Plan 544, District of Storrington, Township of South Frontenac not be lots in a plan of subdivision, be given first and second reading.

Carried

Resolution No. 2022-27-21

Moved by Councillor McDougall

Seconded by Councillor Roberts

That by-law 2022-54 deeming the properties described as Lots 13, 30, 31, 44, 47, 48 and 49, Plan 544, District of Storrington, Township of South Frontenac not be lots in a plan of subdivision, be given third reading and approved.

Carried

h) Stars Corners Intersection – Amendments to Roads and Parking By-law 2000-01

The report provided follow up information to the report presented to Council on April 5, 2022, regarding the preferred design alternative for the Stars Corners Intersection and sought Council approval to pass By-laws 2022-59 and 2022-60 to implement the necessary traffic control and speed changes.

Resolution No. 2022-27-22

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

That By-law 2022-59 being a by-law to amend By-law 2000-01, to reduce the speed limit on a section of Yarker Road to 70km/hr be given first and second reading; and

That By-law 2022-60 being a by-law to amend By-law 2000-01, to implement an all-way stop control at Wilton Road and Yarker Road be given first and second reading.

Carried

Resolution No. 2022-27-23

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

That By-law 2022-59 being a by-law to amend By-law 2000-01, to reduce the speed limit on a section of Yarker Road to 70km/hr be given third reading, signed and sealed. and

That By-law 2022-60 being a by-law to amend By-law 2000-01, to implement an all-way stop control at Wilton Road and Yarker Road be given third reading, signed and sealed.

Carried

12 Reports for Information - None

13 Information Items

- a) Jason Cole, President, Municipal Engineers Association, re: The Retention of Professional Engineers at Ontario Municipalities
- b) Paul Quick, Speed Limit Reduction Request – Lower Round Lake Road
- c) Terry K. Davidson, P.Eng., RVCA Director, Engineering and Regulations, RVCA Update regarding Amending Mapping Schedules

14 Notice of Motions

- a) Councillor Sutherland presented the following Notion of Motion:

That staff be directed to prepare a report to Council to establish a Climate Change Action Committee.

15 Announcements/Statements by Councillors

- a) Councillor Sleeth requested that the CAO ensure that the washrooms located at the Battersea baseball diamond be open during appropriate hours.

Councillor Roberts thanked staff for addressing the vandalism which occurred at Gilmour Point.

The Mayor suggested that a larger police presence is required at Gilmour Point.

The Mayor noted that a Special Committee of the Whole meeting is scheduled for June 28, 2022.

16 Question of Clarity (from the public on outcome of agenda items) - None

17 Closed Session (if requested) - Not Applicable

18 Confirmatory By-law

- a) Resolution

Resolution No. 2022-27-24

Minutes of Council
June, 21, 2022

Moved by Councillor Roberts
Seconded by Deputy Mayor Leonard
That the Confirmation By-law be given first and second reading.

Carried

Resolution No. 2022-27-25
Moved by Councillor Roberts
Seconded by Deputy Mayor Leonard
That the Confirmation By-law be given third reading, signed and sealed.

Carried

19 Adjournment

a) Resolution

Resolution No. 2022-27-26
Moved by Councillor Revill
Seconded by Councillor Sutherland
That the Council meeting of June 21, 2022 be adjourned at 8:50 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk



TOWNSHIP OF SOUTH FRONTENAC
Special Committee of the Whole Meeting
Minutes
Meeting #28



Date: Tuesday June 28, 2022

Time: 6:00 p.m.

Location: Council Chambers

Council Present in Council Chamber: Mayor Vandewal, Deputy Mayor Leonard, Councillor Revill, Councillor Roberts, Councillor Ruttan, Councillor Sleeth, Councillor Sutherland

Council Present via Electronic Participation: Councillor Morey

Staff in Council Chamber: Louise Fragnito, Chief Administrative Officer, Claire Dodds, Director of Development Services, Troy Dunlop, Manager of Technical Services & Infrastructure, Angela Maddocks, Clerk, James Thompson Deputy Clerk, Christine Woods, Senior Planner

Staff Present via Electronic Participation: Anna Geladi, Planner, Shelley Stedall, Director, Corporate Services

Others Present:

Representatives from Dillon Consulting

1. Call to Order and Roll call
2. Declaration of pecuniary interest and the general nature thereof - none
3. Approval of Agenda
 - a) Resolution

Moved by Deputy Mayor Leonard

Seconded by Councillor Revill

That the agenda for the Special Committee of the Whole meeting of June 28, 2022 be approved as presented.

Carried

4. Delegations
5. Reports for Information
 - a) Review of the First Draft – New South Frontenac Official Plan

The Official Plan Review Team (Planning staff and Dillon Consulting) were present to review the first draft of the new South Frontenac Official Plan with Committee of the Whole.

The Official Plan Review Team presented a PowerPoint presentation regarding the Draft Official Plan.

The PowerPoint presentation provided an opportunity to:

- Continue the conversation with Council following the introduction of the first draft of the Official Plan on May 24, 2022;
- Answer Council's outstanding questions about the first draft of the new Official Plan;
- Gain understanding of the Official Plan before formal release to agencies and the public; and

Committee of the Whole
June 28, 2022

- Obtain Council's input on the timing of the release of the Official Plan for public consultation and adoption.

Additionally, the PowerPoint presentation offered:

- A recap of the themes staff heard during public and agency consultation to date;
- An overview of the comments staff heard from Council on May 24th;
- The growth framework which is the basis for how the consent and subdivision policies are structured;
- Proposed timelines for adoption of the Official Plan; and
- A summary of the chapters of the Official Plan focusing on the questions received from Council to date and allowing for further discussion.

6. Notice of Motions
7. Question of Clarity (from the public on outcome of agenda items) - none
8. Adjournment
 - a) Resolution

Moved by Councillor Sutherland

Seconded by Councillor Ruttan

That the Special Committee of the Whole meeting be adjourned at 9:10 p.m.

Carried

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 12, 2022

Subject: **Notice of Motion – Climate Change Action Committee**

Summary

At the June 21, 2022, Council meeting, Councillor Sutherland filed a Notice of Motion requesting that staff prepare a report to establish a Climate Change Action Committee.

Recommendation

That staff be directed to prepare a report to Council to establish a Climate Change Action Committee.

Background

At the June 21, 2022 Council meeting, Councillor Sutherland presented a Notice of Motion requesting that staff prepare a report to establish a Climate Change Action Committee. It is understood that the report would outline the proposed composition, terms of reference and associated by-law.

Discussion/Analysis

Council's Procedural By-law 2017-76 establishes the process for Notice of Motion.

A notice of motion requires a seconder at the next regular Council meeting. If seconded, the motion is debated and voted on.

Financial Implications

None.

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: 2. Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment.
- Action Item (if applicable): Development of a Climate Change Adaptation and Mitigation Strategy

Attachments

None.

Approvals

Submitted By:



Angela Maddocks
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

Prepared by: Fire & Emergency Services Department

Date of Meeting: July 12, 2022

Subject: **Pre-Budget Approval Request – Volunteer Firefighter Recruitment (x24) in 2023**

Summary

This report outlines the rationale for a request for pre-budget approval for a 2023 recruitment of 24 volunteer firefighters

Recommendation

That Council provide pre-budget approval in the amount of \$137,000 for a recruitment of 24 volunteer firefighters in 2023; and

That the budget request for the volunteer firefighter recruitment be funded from the SFFR wage stabilization reserve.

Background

In 2018, South Frontenac Fire and Rescue staff completed an Operational Review of Fire Services and Fire Protection for the Township of South Frontenac. This report outlined a need for continual volunteer firefighter recruitment every 2 years to replace members that have resigned or retired from active duty.

Currently, SFFR has a total compliment of 108 volunteer firefighters. This number has remained reasonably consistent over the past 4 years despite a 2019 recruitment of 24 VFF's and a 2021 recruitment of 20 VFF's. This trend is consistent with many volunteer fire services in Canada with an average volunteer firefighter career span of 4 years which is the equivalent of a 10% loss of staffing every year.

The proposed 2023 recruitment will assist in solidifying our compliment of staff and will be focused on stations that currently have lower than optimal numbers of volunteer firefighters.

Discussion/Analysis

With the upcoming 2022 fall municipal election, it is anticipated that the 2023 budget process will be delayed as compared to other previous years. This delay could result in budget approval being obtained in March/April of 2023.

The past two (2) SFFR volunteer firefighter recruitments have taken approximately a full year to complete. This includes the following typical timeline:

- Fall Recruitment Campaign (Sept-Nov)
- Applications Due (End of Nov)
- Interviews, physical testing, written testing, evaluations (Jan-Feb)
- Offers of Probationary Positions (March)
- Sizing for equipment, organizing training schedule, training assignments (April)
- Begin Recruit Training – NFPA 1001 Level 1 and 2, NFPA 1072 Operations (May)
- Complete Recruit Training / Graduation (Oct-Nov)

If a requirement to wait for Budget approval is delayed until March/April, that will significantly impact the full year timeline for our recruitment efforts and prospective volunteer firefighters would not enter into active service until Spring 2024.

Financial Implications

A Wage Stabilization Reserve exists for SFFR and over the past 4 years has seen the following trend of continuing to increase annually.

- 2018 - \$49,721
- 2019 - \$133,693
- 2020 - \$269,797
- 2021 - \$311,188

It is anticipated that, for 2022, this reserve will, at a minimum, maintain its current value. This reserve will be the funding source for this capital project in 2023 and will remain with a reasonable balance to offset any wage increases caused by busier than average fire protection years.

The breakdown of the total value of the recruitment for 24 new volunteer firefighters is as follows:

Item	Cost per VFF	Total Recruitment Cost
Personal Protective Equipment – Firefighting Ensemble	\$3650	\$87,600
Uniforms/Boots/Wildland Suit	\$950	\$22,800

Township of South Frontenac

Staff Report - Pre-Budget Approval Request – Volunteer Firefighter Recruitment (x24) in 2023

Textbook/Pager/Training Supplies	\$600	\$14,400
Training Costs	\$508	\$12,200
Total	\$5700	\$137,000

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: 3. Ensure the organizational capacity to deliver cost-effective services in a changing world.

Climate Considerations

Not applicable to this report.

Notice/Consultation

- Shelley Stedall, Director of Corporate Services & Treasurer
- External Vendors
- Other Ontario Fire Services

Approvals

Submitted By:



Darcy Knott
Director of Fire and Emergency Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Fire & Emergency Services Department

Date of Meeting: July 12, 2022

Subject: **SFFR Tanker Purchase – 2024 Pre Budget Approval**

Summary

This report outlines the rationale for a request for pre-budget approval for a SFFR Tanker due for replacement in 2024 as planned in the SFFR Fleet and Equipment Asset Management Plan and Schedule.

Recommendation

That Council approve a budgeted value of \$575,000.00 for the 2024 SFFR Capital Budget for a replacement Tanker to be received in 2024.

Background

In 2021 SFFR staff tendered and awarded the purchase of a Tanker to Darch Fire 1200 Degrees for the purchase of an E – One built Tanker apparatus. The cost of this unit was \$432,476.87 and it was received by SFFR in July 2022.

Since the purchase of the 2022 Tanker, several fire department apparatus vendors have reached out to SFFR staff to relay that lead times for apparatus will be approx. 700 – 800 days from order date to delivery.

Darch Fire 1200 Degrees has also confirmed the following price adjustments and increases since the date of our purchase in 2021.

- April 2021 – 3% price increase
- November 2021 – 4% price increase
- January 2022 – 7.5% price increase
- June 2022 – 7.5% price increase
- Exchange on CAD to US has an impact as well

This represents a 22% increase in the past 16 months with an anticipation of further increases as Canadian and global inflation rates continue to rise and remain at elevated levels not experienced in decades.

Discussion/Analysis

SFFR staff are anticipating that the procurement process for a new Tanker apparatus will need to be completed as soon as possible to ensure a delivery in 2024 when the replacement is required in the 25 year replacement cycle.

SFFR staff also anticipate further price adjustments and increases related to the current global financial situation. Staff believe it is in our financial best interest to tender this replacement now to avoid future increases, while respecting the nearly 2 year build time for new apparatus. Without pre ordering and with the required lead time, the unit will not be received in the replacement year and the older apparatus being replaced will be required to be taken out of service due to its extended life cycle. This would leave a gap in fire protection in the respective station while waiting for the unit to arrive.

Financial Implications

This purchase of a replacement Tanker aligns with the SFFR Fleet and Equipment Asset Management Plan.

The tendering and ordering of this unit in 2022 will have a 2024 delivery date. No funds will be transferred or allocated to this Capital Budget Project until the apparatus is delivered in 2024. Sufficient funds exist in the reserve for this purchase in 2024.

Waiting additional months could increase our purchase costs due to further price adjustments and increases. The tender will include detailed cost guarantees despite the purchase and delivery being 2 years away.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
 - Priority: 3. Ensure the organizational capacity to deliver cost-effective services in a changing world.

Climate Considerations

- Not applicable to this report.

Notice/Consultation

- Shelley Stedall, Director of Corporate Services & Treasurer
- External Vendors
- Other Ontario Fire Services

Approvals

Submitted By:



Darcy Knott
Director of Fire and Emergency Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Subject: **Timelines for Adoption of the new
South Frontenac Official Plan**

Summary

Staff are seeking support from Council to proceed with the timeline to adopt the new Official Plan following the October 2022 municipal election. With this timeline, staff request direction from Council to proceed to circulate the draft of the new South Frontenac Official Plan to external agencies and First Nations communities for review and comment. Public consultation of the Official Plan would occur after the October 2022 municipal election.

Recommendation

THAT Council endorse the timeline to consider the adoption of the Official Plan following the October 2022 municipal election; and

THAT Council direct staff to circulate the draft South Frontenac Official Plan to external agencies for technical review and comment; and

THAT Council direct staff to circulate the draft South Frontenac Official Plan to First Nations Communities for review and comment; and

THAT Council postpone public consultation on the draft South Frontenac Official Plan until after the October 2022 municipal election.

Background

The Official Plan Review Team (Dillon Consulting and Planning staff) presented the first draft of the Official Plan to Council at a special Committee of the Whole meeting on May 24, 2022 and June 28, 2022. The purpose of these meetings was to introduce the first draft of the new Official Plan and to review the growth management framework that forms the basis for the policies in the Official Plan. Council was also given the opportunity to review detailed policies between the May and June meetings and pose questions and provide feedback to staff.

The purpose of the June 28, 2022 Committee of the Whole meeting was to:

- Allow opportunity for discussion on the first draft of the new Official Plan

- Continue the conversation with Council following the introduction of the first draft of the Official Plan on May 24, 2022
- Answer Council's outstanding questions about the first draft of the new Official Plan
- Gain understanding of the Official Plan before formal release to agencies and the public
- Obtain Council's input on the timing of the release of the Official Plan for public consultation and adoption.

At the June 28, 2022 Committee of the Whole meeting, Township Staff and Dillon Consulting staff presented:

- A recap of the themes we heard during public and agency consultation to date;
- An overview of the comments we heard from Council on May 24th;
- The growth framework which is the basis for how the consent and subdivision policies are structured;
- Walked through the chapters of the Official Plan focusing on the questions received from Council; and
- Discussed the timelines for adoption of the Official Plan.

Discussion/Analysis

Staff and Dillon Consulting have examined the timeline associated with adopting the Official Plan. A review of the statutory requirements under the Planning Act has been completed and two contrasting timelines were prepared for Council's consideration and input at the June 28th meeting. Based on Council's feedback from the June 28th meeting, the following timeline is being proposed.

Timeline for Adopting the Official Plan following the October 24, 2022 Municipal Election

In considering a timeline for adoption of the Official Plan following the October 24, 2022 election, the public release of the Official Plan would be postponed until after the election. Public consultation would be proposed in Spring/early summer 2023.

The below timeline assumes that there would be some change in the composition of Council and some time would be required to introduce the Official Plan to the new Council. It also assumes a break would be required in Council's consideration of the Official Plan to leave time for Council orientation and Budget 2023 preparation between November 2022 – February 2023.

Should there be limited change in the composition of Council, staff and Dillon Consulting would work to compress the timeline outlined below to move the Official Plan forward as quickly as possible following the election.

Township of South Frontenac

Staff Report – Timelines for Adoption of the new South Frontenac Official Plan

June 28, 2022	OP Information Session with Committee of the Whole
July 12, 2022	Report to Council – endorse first draft of Official Plan for circulation to technical agencies
July, 2022	Formal circulation of Official Plan to the Council and external agencies (e.g. First Nations Communities, Ministry of Environment, Ministry of Natural Resources, Conservation Authorities, Parks Canada, etc.) Request comments by end of September, 2022
October, 2022	Review agency comments
November, 2022	Prepare revised draft Official Plan that incorporates agency, First Nation and Council comments
November 2022 – February 2023	Council Orientation & 2023 Budget
February - March, 2023	Introduce Official Plan project to new Council Present 2 nd draft of Official Plan to Council that would include technical agency review comments.
April - May 2023	Consultation with Committees & Boards: - Lake Ecosystem Committee - Heritage Committee - Frontenac Federation of Agriculture - Lake Associations
May – June 2023	Public Consultation – statutory open houses
July-August 2023	Staff and consultants prepare final draft of OP for Council
September 2023	Council provide direction to staff to schedule statutory open house and formal public meeting
October, 2023	Statutory Public Meeting
November 2023	Adoption of new Official Plan by South Frontenac Council
November 2023	Forward new Official Plan to County Council for Approval

This timeline provides more time for external agencies and First Nations Communities to comment on the Official Plan. It also allows additional time for staff, our consultants and Council to consider those comments locally, before adopting the Official Plan. It also provides an opportunity to have agency and First Nation Community comments included in the draft Official Plan that is released to the public in Spring 2023.

Under this proposed schedule, staff are recommending that the Township continue to move forward with the technical circulation of the draft Official Plan to external agencies and First

Nation Communities in summer 2022. Staff would bring those comments forward for consideration in a subsequent draft of the Official Plan to the new Council.

Financial Implications

The preparation of the Official Plan is an already budgeted expense.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: 2. Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment.

Action Item: Official Plan supports complete communities and innovative rural development

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

The Official Plan includes draft policies related to sustainability and climate change. It provides a framework for the Township to prepare a climate change action plan.

Notice/Consultation

The following staff have been consulted in the preparation of this report:

- Christine Woods, Senior Planner
- Dillon Consulting Team – Rory Baksh, Kelly Martel, Megan Reddy
- Joe Gallivan and Sonya Bolton, Frontenac County Planning and Development
- Louise Fragnito, CAO

Attachments

None

Approvals

Submitted By:



Claire Dodds,
Director of Development Services, MCIP, RPP

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: July 12, 2022

Subject: **2022 Private Lane Upgrade Assistance Program – July Update**

Summary

The purpose of the attached report is to summarize the remaining applications received under the 2022 Private Lane Upgrade Assistance Program and to seek approval from Council for the approval of grant funding amounts.

Recommendation

That Council approve the grant subsidies for the 2022 Private Lane Upgrade Assistance Program for Cedar Ridges Lane and Meredith Lane as outlined in the July 12th, 2022, report totalling \$8,412.50.

Background

On June 10th, 2022, Council approved the initial round of the 2022 Private Lane Assistance Program which included an allocation of \$98,460.01 for a total of 23 recipients. At the time, the Public Services Department was awaiting clarifications from an additional 3 applicants regarding eligible works.

As of the date of this report, the remaining details have been confirmed for two of the three outstanding applications and the third application has been closed due ineligible work activities. Details on the two final program applications are listed below:

Lane	Eligible Expenses (Inc. HST)	Maximum Subsidy
Cedar Ridges Lane	\$2,825.00	\$1,412.50
Meredith Lane	\$17,247.17	\$7,000.00
Total Eligible Investments	\$20,072.17	\$8,412.50

Discussion/Analysis

The total subsidies offered under the private lane upgrade program are limited to 50% of eligible expenses to a maximum of \$7,000 per application. The award of grants, in all cases will recognize the availability of approved funding. Only one application per lane association is to be considered annually.

A summary of the proposed costing and available budget for the remainder of the 2022 program is listed below:

ACTIVITY	AMOUNT (\$)
Applications awarded by Council on June 7, 2022	\$98,460.01
Remaining Applications Cedar Ridges Lane and Meredith Lane	\$8,412.50
Grant Commitment (Maximum)	\$106,872.51
Approved Budget Sources (2022)	
<ul style="list-style-type: none"> • 2022 Allocation for Private Lane Upgrading Program @ \$100,000 • Balance/Carry Forward of \$16,066.00 from 2021 Program 	\$116,066.00
Estimated Surplus	\$9,193.49

The overall budget for the program has since shifted to a forecasted surplus of \$9,193.49 due to the outcomes of the review of the remaining applications included in this report.

Financial Implications

The 2022 Budget allowance for the overall project is \$100,000. An additional \$16,066.70 is available from the prior year carry forward. The total available budget for the 2022 program is therefore \$116,066.70. Based on the final details of the remaining applications, this program will therefore fall under budget. Once the 2022 program has concluded and all payments have been authorized a final report will be presented to Council with recommendations relating to the \$9,193.49 amount along with any final surplus resulting in the program.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation


Shelley Stedall, Director of Corporate Services & Treasurer
Kyle Griese, Financial Analyst

Attachments

None

Approvals

Submitted By:



W. Troy Dunlop, C.E.T.
Manager of Technical Services and Infrastructure

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

MEETING BELLROCK HALL June 15 2022

Present: Debbie Twiddy, Celine Hayes, Carmel Orr, Ben Oakley(guest)

Upcoming Rentals: June 25-26 Girl guides overnight camping

Proposed Rentals: Ben has a proposal to rent the hall for the winter months (November to March) for storage and some construction projects. Willing to pay the cost of heat, hydro, snow removal, supplemental building insurance (if needed) as part of the rental. Price to be determined in the near future. Waiting to hear back from his project proposal before deciding on rent arrangements.

Garden use: Garden is thriving. Volunteers are turning up and taking good care of it.

Water Testing: Next test is due July 26, 2022.

Treasurer: Petty cash as of June 15 2022 Balance: \$284.09

Expenses. Plants for garden, keys.(cash)

Upcoming events:

Verona Car show: Aug 7, 2022. Debbie has talked to Doreen Morey and told her we can probably provide about 6 volunteers. She will get back to us with more details.

Exercise class: Delayed. To be resumed in the future.

Increasing rental rates: To be discussed at the next meeting after we determine the going rate for similar facilities.

South Frontenac community grant 2021: Summary has been submitted to the township.

Grant application has been made to United Way Kingston for possible upgrades to the hall.

BellRock Community(street) Party: Date to be determined.

Next meeting: 6pm. Wednesday July 20

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Zoning By-law Amendment Application

Subject: PL-ZBA-2022-0055 (Blake & Williams) (ZanderPlan) – 2858
Beach Nut Road

Summary

This report recommends that Council pass a by-law to change the zone on the subject lands from Rural (RU) to property specific Waterfront Residential zones (RW-48, RW-49, RW-50) to establish setbacks greater than 30 metres from the highwater mark for development (building and sewage systems) as recommended in an Environmental Impact Assessment.

Recommendation

That By-law 2022-63 to amend zoning on the lands in Part 1 and 2 on Plan 13R16215, Part of Lot 5, Concession 5, District of Storrington, Township of South Frontenac be passed.

Background

Council held a virtual public meeting under the Planning Act on June 21, 2022, on the proposed amendment to Zoning By-law 2003-75. This application is being brought forward to Council for a decision.

Discussion/Analysis

Summary of Application

The proposal is to change the zone on the severed parcels and the retained parcel from consent applications S-87-21-S and S-88-21-S from Rural (RU) to property specific Waterfront Residential (RW-48, RW-49, RW-50) zones to fulfill a condition of provisional approval of the consent applications. The new zones would establish setbacks greater than 30 metres from the highwater mark as recommended in an Environmental Impact Assessment that was submitted in support of the consent applications. The RW zones would also restrict the permitted use on the parcels to residential.

RW-48 would require residential development (principal building, accessory buildings and structures and the sewage system) on the severed parcel from application S-87-21-S (Lot 1) to be setback a minimum of 100 metres (328 feet) from the highwater mark.

RW-49 would require residential development (principal building, accessory buildings and structures and the sewage system) on the severed parcel from application S-88-21-S (Lot 2) to be setback a minimum of 140 metres (459 feet) from the highwater mark.

RW-50 would require residential development (principal building and accessory buildings and structures) on the retained parcel to be setback a minimum of 40 metres (131 feet) from the highwater mark and would require the sewage system to be located a minimum of 70 metres (229 feet) from the highwater mark.

Property Description

The subject property is located on the south side of Bear Creek Road and on the east side of Beach Nut Road. The intersection of Bear Creek Road and Beach Nut Road is located at the northwest corner of the subject property. The property has waterfrontage on the Rideau Canal (River Styx). There is a watercourse that runs through the subject property and is connected to River Styx. There is also a wide wetland along the waterfrontage. The subject property consists of a mix of forest, farmland and wetlands and slopes downward in elevation to the south & east. The subject property is developed with a single detached dwelling and an accessory structure.

Lot 1 is located on the south-western portion of the subject property and consists of vacant land. There is also a wide wetland along the waterfrontage. Lot 1 consists of approximately 4 hectares (10 acres) of land with approximately 150 metres (492 feet) of frontage on Beach Nut Road and approximately 204 metres (669 feet) of water frontage on the River Styx.

Lot 2 is located on the west side of the subject property and consists of vacant land. Lot 2 consists of approximately 4.5 hectares (11 acres) of land with approximately of 150 metres (492 feet) of frontage on Beach Creek Road and approximately 101 metres (331 feet) of water frontage on the River Styx.

The retained parcel is approximately 27 hectares (67 acres) in area with approximately 406 metres (1332 feet) of frontage on Beach Nut Road, approximately 717 metres (2024 feet) of frontage on Bear Creek Road and approximately 336 metres (1102 feet) of water frontage on the River Styx. The retained lands contain a mix of forest, farmland, wetlands. There is a watercourse on the retained parcel that extends from Bear Creek Road and Beach Nut Road into the wetlands and to River Styx. The retained lands contain the existing buildings.

It is the understanding of Township Staff that the applicant intends to build a new dwelling on the retained parcel.

Supporting Documentation

The applicant submitted a Scoped Environmental Impact Assessment (EIA) in support of the consent applications (Ecological Services, dated October 4, 2021). The subject property was assessed for wetlands, woodlands, fish habitat, species at risk and significant wildlife habitat. An assessment of these natural features and their ecological functions was part of the EIA.

The EIA identified suitable building envelopes and locations for sewage systems on the severed parcels and the retained parcel that were not anticipated to impact species at risk and significant wildlife habitat, nor the water quality of River Styx. It recommended that due to topographical constraints the building and sewage system location on Lot 1 be at least 100 metres from River Styx and at least 140 metres from River Styx on Lot 2.

Furthermore, the EIA recommended that any new sewage system on the retained parcel be located at least 70 metres from River Styx. The EIA also recommended that no buildings be permitted closer than the existing buildings on the retained parcel, which are currently about 40 metres from River Styx.

Township staff and the Rideau Waterway Development Review Team were satisfied with the methodology and findings of the EIA relative to the creation of two residential lots.

Department, Agency and Public Comments

Public Services, Building Services (Septic System Review) and Rideau Waterway Development Review Team (RWDRT) did not provide comments on the rezoning application as they had no objection to the approval of the consent applications when they reviewed the consent applications in 2021.

Public Comments

A virtual public meeting was held under the Planning Act on June 21, 2022.

Councilor Revill asked what the proposed road access is for Lot 1. Township Staff and Chris Clark of ZanderPlan (agent for the application) clarified that Lot 1 would have use of the existing entrance and the retained parcel would have a new entrance that will connect with the existing driveway. Both entrances would be off Beach Nut Road.

One member of the public (Jerry Jerreat) asked who completed the environmental impact assessment and also asked for clarification about the no disturbed areas on the lots. The agent responded that a private company, Ecological Services, completed the report and clarified what all the setbacks as well as building envelopes will be on each of the lots.

Planning Analysis

The proposed zoning by-law amendment was assessed against the applicable policies of the Provincial Policy Statement 2020, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75.

The PPS 2020 allows growth and development to be directed to rural lands, including residential lot creation and development that is compatible with the rural landscape (section 1.1.5). The PPS promotes efficient land uses and development patterns that support strong, livable and healthy communities, protect the environment and public health and safety and facilitate economic growth. The County of Frontenac Official Plan and the Township of South Frontenac Official Plan also permit residential development in the Rural designation.

The County Official Plan and the Township Official Plan, in accordance with the PPS, do not permit development and site alteration in and adjacent to several types of significant natural features and areas unless it has been demonstrated that there will be no negative impacts on the natural features and their ecological functions. This demonstration is typically done through an environmental impact assessment. An EIA was prepared in support of the consent applications, and informed the proposed zoning by-law.

The Director of Development Services had consideration for these policies in the decision to grant provisional approval to consent applications S-87-21-S and S-88-21-S.

The subject property is zoned Rural (RU). A condition of the consent approvals was to change the zone on the severed parcels to Waterfront Residential (RW) zones. Through the review of the rezoning application it was determined that the retained parcel should also be rezoned. The RW zone contains more stringent provisions that are applicable to waterfront properties with a frontage on a public road (e.g. minimum lot area, maximum lot coverage), and also limits the permitted uses to either a seasonal dwelling or a single detached dwelling.

Each of the parcels require the RW zone to be property specific in order to implement the recommended setbacks for dwellings and sewage disposal systems as outlined in the Environmental Impact Assessment.

The EIA recommended where development may occur on the severed parcels and the retained parcels. It recommended buildings and sewage systems on Lot 1 be setback a minimum of 100 metres from the highwater mark of the wetlands that are connected to

River Styx and 140 metres on Lot 2. It also recommended a minimum 70 metre setback for a new sewage system and 40 metre setback for new buildings on the retained parcel. Requiring these setbacks through zoning will help to ensure that the proposed development would have no negative impacts on the wetlands that are connected to River Styx nor on their ecological functions. It also has consideration for potential impact on the water quality of River Styx. These setbacks are specified in the by-law (attachment 1).

Additional mitigation measures recommended in the EIA, including maintaining areas of no disturbance (e.g. no tree removal), will be incorporated into development agreements registered against the titles of the severed parcels.

The proposal to rezone the lands through application PL-ZBA-2022-0055 is consistent with the 2020 PPS as well as the County and Township Official Plans.

Financial Implications

Not applicable.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
 - Priority: Choose an item.

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Council held a virtual public meeting under the *Planning Act* on June 21, 2022.

Attachment

1. By-law 2022-63

Township of South Frontenac

Staff Report - PL-ZBA-2022-0055 (Blake & Williams) (ZanderPlan) – 2858 Beach Nut Road

Approvals

Report Prepared By:

Anne Geladi, MCIP, RPP, Planner

Report Reviewed By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Claire Dodds, MCIP, RPP
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

- *Setback from highwater mark (Minimum)* *140 Metres (459 ft.)*

All other provisions of this by-law shall apply.

4. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RW-50 (2858 Beach Nut Hill Road, Part of Lot 5, Concession 5 District of Storrington, Blake & Williams) immediately after the last RW – Special Provision section to read as follows:

RW-50 (2858 Beach Nut Hill Road, Retained Parcel in Consent Application S-87-21-S and S-88-21-S, Part of Lot 5, Concession 5, District of Storrington, Blake & Williams)

Notwithstanding the provisions of Section 8 or any other provision of this By-law to the contrary, on the lands zoned Special Waterfront Residential (RW-50), the following provisions apply:

For the Principal Building and any Accessory Buildings and Structures:

- *Setback from highwater mark (Minimum)* *40 Metres (131 ft.)*

For any Sewage System:

- *Setback from highwater mark (Minimum)* *70 Metres (229 ft.)*

5. 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 12th day of July, 2022.

Read a first and second time this 12th day of July, 2022.

Read a third time and finally passed this 12th day of July, 2022.

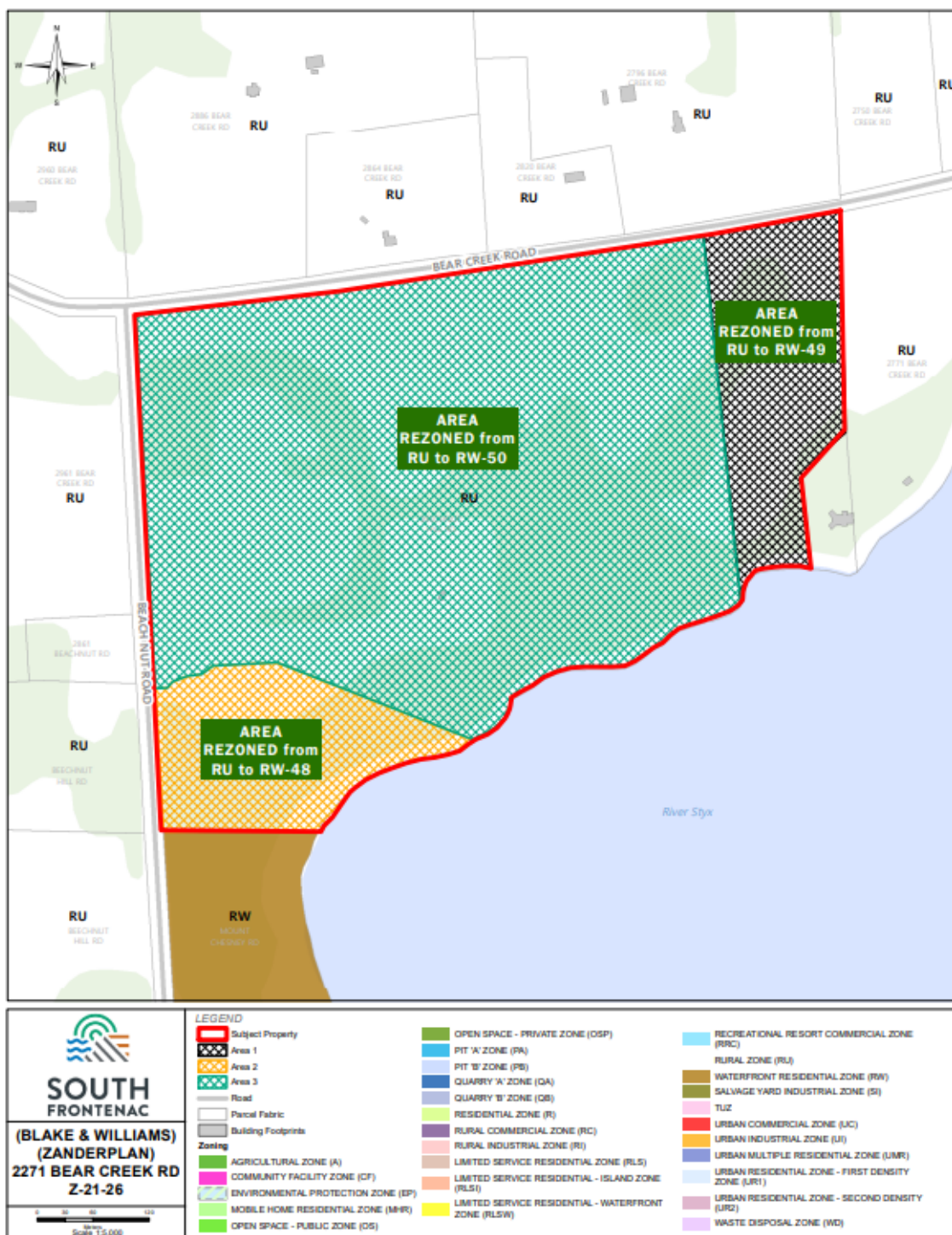
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2022-63



Passed this 12th day of July, 2022

 Ron Vandewal, Mayor

 Angela Maddocks, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Subject: Zoning By-law Amendment Application
PL-ZBA-2022-0072 (Fitzgerald)(ZanderPlan), 15 Trout Lane

Summary

This report recommends that Council pass a by-law to change the zone on a portion of the subject lands from Rural (RU) to a property specific Limited Service Residential – Waterfront (RLSW-132) zone to acknowledge that this waterfront property is accessed by a private lane and to acknowledge the 70 metres of waterfrontage on Canoe Lake.

Recommendation

THAT By-law 2022-64 to amend the zoning on lands in Part of Lot 9, Concession 7, District of Bedford, Township of South Frontenac be passed.

Background

Council held a virtual public meeting under the Planning Act on June 21, 2022, on the proposed amendment to Zoning By-law 2003-75. This application is being brought forward to Council for a decision.

Discussion/Analysis

Summary of Application

The proposal is to change the zone on the severed parcel from consent application S-54-21-B from Rural (RU) to a property specific Limited Service Residential – Waterfront (RLSW-132) zone to fulfill a condition of provisional approval of the consent application. The RLSW-132 zone would acknowledge that this waterfront property is accessed by a private lane and to acknowledge the 70 metres of waterfrontage on Canoe Lake.

Property Description

The subject property is located to the west of Canoe Lake Road. Trout Lane runs through the subject property. The property is surrounded by large rural landholdings, some of which contain dwellings.

The severed parcel (the lands to be rezoned) consists of approximately 5.06 acres of land and has approximately 90 metres of frontage on Trout Lane and approximately 70 metres of waterfrontage on Canoe Lake. The severed parcel contains an existing dwelling which has been recently demolished. There are developed, waterfront properties both to the north and south of the severed parcel.

The retained parcel consists of approximately 92.75 acres of land and has approximately 537 metres of frontage on Canoe Lake Road. The retained parcel is developed with a single detached dwelling and accessory structures. The remainder of the retained parcel is predominately forested. Trout Lane runs through the retained parcel.

Department, Agency and Public Comments

Building Services and the Cataraqui Conservation did not provide comments on the rezoning application as they had no objections to the consent application.

Public Comments

A virtual public meeting was held under the Planning Act on June 21, 2022.

Prior to the public meeting, Township Staff received two phone calls about the application. One individual had concerns that the rezoning would facilitate a subdivision. Township Staff explained the difference between a consent and re-zoning application and a subdivision application as well as what uses would be permitted on the property.

Township Staff also spoke to a second individual who owns property to the north. This individual indicated that they have no objection to the application.

At the public meeting, one individual inquired into why the applicant applied for the consent, therefore leaving the retained parcel with no waterfrontage. Chris Clarke of ZanderPlan, the agent for the application noted that from a planning perspective it represents good planning to sever off all the waterfrontage with the severed parcel and leave the retained parcel as a property with a predominately rural use.

The agent clarified for Council that the cottage on the property was demolished to resolve a dispute over the surveyed property line.

Planning Analysis

The proposed zoning by-law amendment was assessed against the applicable policies of the Provincial Policy Statement 2020, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75.

The Provincial Policy Statement (2020) allows growth and development to be directed to rural lands, including locally appropriate residential lot creation (section 1.1.5). The County of Frontenac Official Plan and the Township of South Frontenac Official Plan also permit residential development in the Rural designation.

The Director of Development Services had consideration for these policies in the decision to grant provisional approval to the consent application for a new residential lot.

Section 5.7.7 of the Township Official Plan requires the frontage, size and shape of any lot created for limited service residential purposes through the severance approval process to be appropriate for the proposed use and to conform to the provisions of the zoning by-law. A minimum lot area of one hectare with a minimum of 91 metres of water frontage and 76 metres of frontage on a private road is required.

Section 5.7.7(ii)(a) indicates that the Township may consider reductions to the minimum frontage requirements provided the overall intent of the Official Plan is maintained. The severed parcel is 5.06 acres in size, which exceeds the required minimum lot area. It also has 90 metres of frontage on Trout Lane. The severed parcel will have all of the available waterfrontage (70 metres) of the subject property. The waterfrontage of the severed parcel is a remnant section of shoreline from historical severances.

The intent of minimum waterfrontage is to ensure safe boating access, to provide distance separation between parcels to avoid overdevelopment of the waterfront.

The proposed deficient waterfrontage on the severed parcel would maintain the overall intent of the Official Plan. No negative impact is expected to safe boating access and the appearance of the waterfront as the severed parcel was until very recently developed with a dwelling.

The retained parcel will have no waterfrontage. The retained parcel will continue to function as a developed, rural property with frontage on a public road, per the Rural zone.

The severed parcel is zoned Rural. The parcel needs to be rezoned to Limited Service Residential – Waterfront (RLSW) to recognize that the parcel would be a waterfront property accessed by a private lane. This would ensure that zoning provisions can be properly applied to any buildings proposed in the future. Since the dwelling was recently

demolished, any new development will need to comply with zoning provisions, including a 30 metre setback from the highwater mark and all setbacks to property lines.

The RLSW zone on the severed parcel must include special provisions to acknowledge the deficient waterfrontage of the parcel. The parcel would have 70 metres of waterfrontage on Canoe Lake.

The proposal to rezone the lands through this application is consistent with the 2020 PPS as well as the County and Township Official Plans and Zoning By-law No. 2003-75.

Financial Implications

Not applicable.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.
 - Action Item (if applicable): N/A

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Council held a virtual public meeting under the *Planning Act* on June 21, 2022.

Attachments

1. Location Map
2. By-Law 2022-64

Approvals

Report Prepared By:

Anne Geladi, MCIP, RPP, Planner

Township of South Frontenac
Staff Report - PL-ZBA-2022-0072 (Fitzgerald)(ZanderPlan), 15 Trout Lane

Reviewed By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:

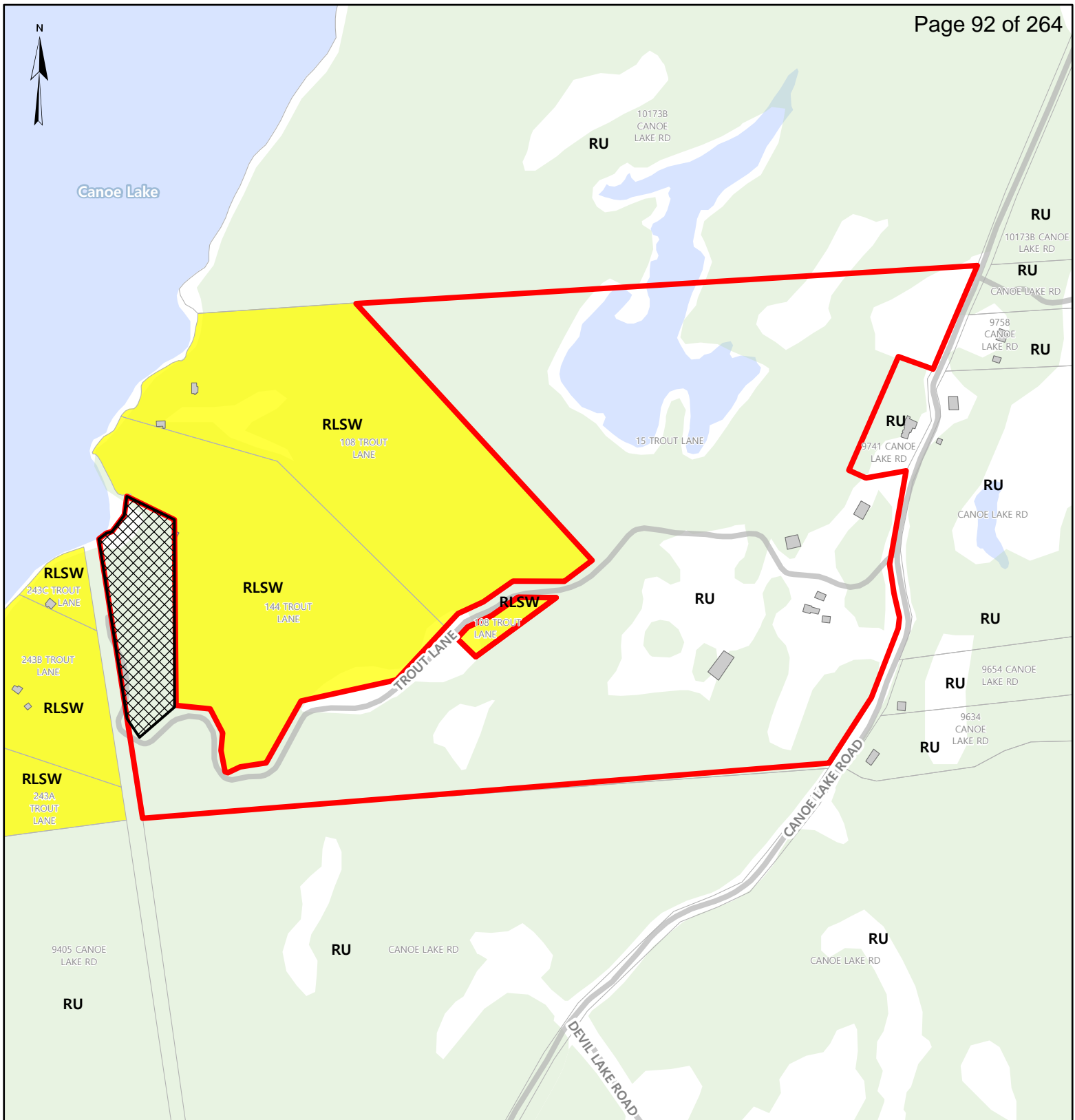



Claire Dodds, MCIP, RPP
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer





SOUTH FRONTENAC
(FITZGERALD)

15 TROUT LANE
PL-ZBA-2022-0072

0 40 80 160 m
Scale: 1:6,500

LEGEND

Subject Lands	Zoning	PIT 'B' ZONE (PB)	LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)	TUZ
Area to be Rezoned	AGRICULTURAL ZONE (A)	QUARRY 'A' ZONE (QA)	LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)	URBAN COMMERCIAL ZONE (UC)
Road	COMMUNITY FACILITY ZONE (CF)	QUARRY 'B' ZONE (QB)	RECREATIONAL RESORT COMMERCIAL ZONE (RRC)	URBAN INDUSTRIAL ZONE (UI)
Assessment Parcel	ENVIRONMENTAL PROTECTION ZONE (EP)	RESIDENTIAL ZONE (R)	RURAL ZONE (RU)	URBAN MULTIPLE RESIDENTIAL ZONE (UMR)
Building Footprints	MOBILE HOME RESIDENTIAL ZONE (MHR)	RURAL COMMERCIAL ZONE (RC)	RURAL INDUSTRIAL ZONE (RI)	URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)
Wooded Area	OPEN SPACE - PUBLIC ZONE (OS)	RURAL INDUSTRIAL ZONE (RI)	LIMITED SERVICE RESIDENTIAL ZONE (RLS)	URBAN RESIDENTIAL ZONE - SECOND DENSITY ZONE (UR2)
Waterbody	OPEN SPACE - PRIVATE ZONE (OSP)	LIMITED SERVICE RESIDENTIAL ZONE (RLS)	SALVAGE YARD INDUSTRIAL ZONE (SI)	WASTE DISPOSAL ZONE (WD)
	PIT 'A' ZONE (PA)			

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-64**

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO LIMITED SERVICE RESIDENTIAL – WATERFRONT – SPECIAL PROVISION (RLSW-132) ON PART OF LANDS DESCRIBED AS 15 TROUT LANE, PART OF LOT 9, CONCESSION 7, DISTRICT OF BEDFORD: FITZGERALD

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 “D”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Limited Service Residential – Waterfront – Special Provision (RLSW-132) on the Severed Parcel in Consent Application S-54-21-B as shown on Schedule “1”.
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RLSW-132 (Severed Parcel in Consent Application S-54-21-B, Part of Lot 9, Concession 7, District of Bedford) immediately after the last Limited Service Residential – Waterfront – Special Provision section to read as follows:

RLSW-132 (Severed Parcel in Consent Application S-54-21-B, Part of Lot 9, Concession 7, District of Bedford - Fitzgerald)

Notwithstanding the provisions of section 10.3.1 or any other provision of this By-law to the contrary, on the lands zoned Special Limited Service Residential – Waterfront (RLSW-132), the following provision shall apply:

- *Waterfrontage (Minimum)* *70 Metres (229 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 12th day of July, 2022.

Read a first and second time this 12th day of July, 2022.

Read a third time and finally passed this 12th day of July, 2022.

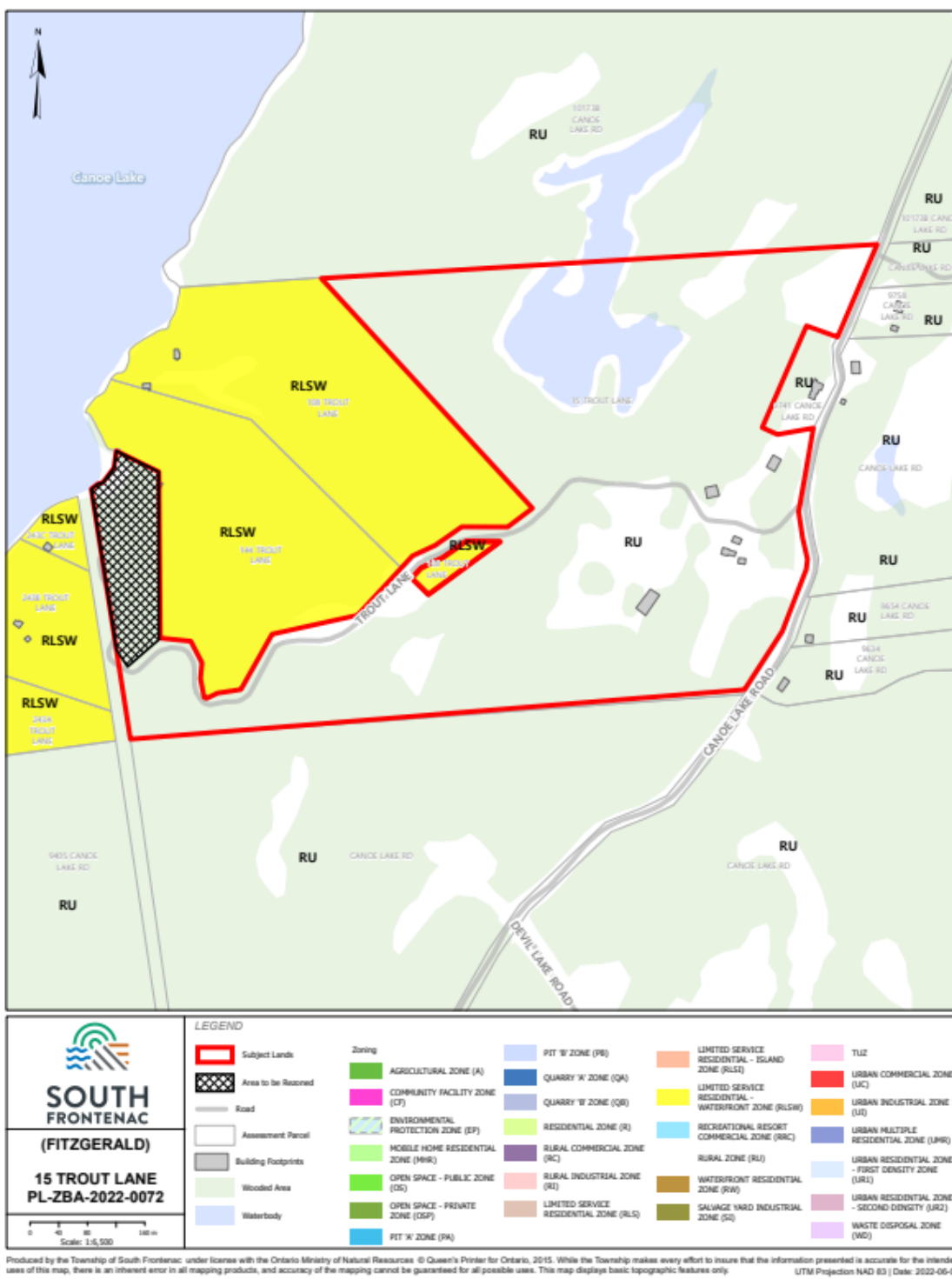
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2022- 64



Passed this 12th day of July, 2022

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Subject: **RC-21-06 (Allan) – Application to request to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 10 & 11, Portland**

Summary

An application has been received by Development Services Staff to request to stop up, close and transfer a portion of unopened road allowance.

Recommendation

That Council pass by-law 2022-65 to stop up, close and transfer ownership of Part 2 Plan 13R22675 being a portion of unopened road allowance to the adjacent property municipally known as 1267 Cedarwoods Lane, PIN 36147-0188 and Part 3 Plan 13R22675 being a portion of unopened road allowance to the adjacent vacant property located on Silver Rock Lane, PIN 36148-0559.

Background

An application was submitted to the Development Service Department to stop up, close and transfer a portion of unopened road allowance between Concessions 10 & 11, District of Portland. Attachment #1 provides a location map.

The applicant owns property adjacent to the unopened road allowance. The applicant intends to merge Part 3 with his vacant property located on Silver Rock Lane, and he intends to transfer Part 2 to the southerly property, known as 1267 Cedarwoods Lane. Part 1 on Plan 13R22675 will be a lot addition to 1267 Cedarwoods Lane, and has already been approved through the severance process pending the closure and transfer of the road allowance.

Part 4 will be transferred to the applicant to be merged with Part 3 and the vacant land on Silver Rock Lane. The lot addition consent for Part 4 has been conditionally approved pending the closure and transfer of the road allowance.

Attachment #2 provides the registered survey 13R22675. Attachment #3 reflects the apportioned survey which further describe the lands and transfer of portions of the road allowance.

Township of South Frontenac

Staff Report - RC-21-06 (Allan) – Application to request to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 10 & 11, Portland

The application came before Council for consideration on October 5, 2021. Council directed staff to move forward with the process to stop up, close and transfer a portion of unopened road allowance. A public meeting was held on December 7, 2021. A concern with respect to the development of the waterfront was raised at the public meeting. Council asked staff to process the lot addition applications prior to the final approvals of the unopened road allowance and to require a Development Agreement as a condition of the approval. The approvals for the lot additions have been granted and a Development Agreement is a condition of the final approval which addresses the removal of vegetation within the 30 metre setback of the highwater mark. The Development Agreement will be registered on title to the applicant's lands prior to the finalization of the lot addition and unopened road allowance transfer.

Planning staff have received and reviewed Survey 13R22675. Parts 2 and 3 are the portions of unopened road allowance to be purchased and transferred to the applicant.

Discussion/Analysis

Planning staff and Public Services staff visited the site on September 15, 2021. 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.

During the public notice portion of the process, Planning staff received a concern with respect to developing the waterfront. This concern has been addressed through a Development Agreement condition for the lot addition and a slope stability assessment. There have been no further concerns raised and there have been no requests from the public to purchase a portion of the road allowance to date.

Based on the Township policy for closing road allowances, the first 300 feet of the unopened road allowance within the water edge will have the purchase price of \$2.41 per square foot applied to it. The remainder of the unopened road allowance will have a purchase price of \$0.21 per square foot.

The surveyed Part 2 is 730.125 feet in length by 66 feet in width. The first 300 x 66 feet equals 19,800 square feet @ \$2.41 = \$47,718 plus HST. The remainder of Part 2 is 430.125 feet X 66 feet equals 28,380 square feet @ \$0.21 = \$5,959.80 plus HST. The surveyed Part 3 is outside 300 feet of the applicant's waterfront, it is 157 feet x 66 feet equalling 10,362 square feet @ \$0.21 = \$2,176.02 plus HST.

The total purchase price will be \$55,853.82 plus HST (13%) \$7,261.00 = \$63,114.82.

The applicant is agreeable to pay the calculated purchase price of \$63,114.82.

Township of South Frontenac

Staff Report - RC-21-06 (Allan) – Application to request to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 10 & 11, Portland

Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application. The final purchase price is noted above and is payable prior to the transfer of Part 2 and 3 to the applicant. Fees to survey the portion to be transferred have been paid by the applicant.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

- Public Services staff
- Quinte Conservation Authority
- Notice to the Public was circulated in the Frontenac News
- Notice was sent by mail to all abutting property owners
- Notice was posted on the property

Attachments

Attachment #1 – Location map

Attachment #2 – Survey 13R22675

Attachment #3 – Apportioned Survey

Attachment #4 – By-Law 2022-65

Approvals

Report author:

Michelle Hannah, Planning Assistant

Township of South Frontenac

Staff Report - RC-21-06 (Allan) – Application to request to stop up, close and transfer a portion of an
Unopened Road Allowance between Concessions 10 & 11, Portland

Submitted By:



Claire Dodds, MCIP, RPP

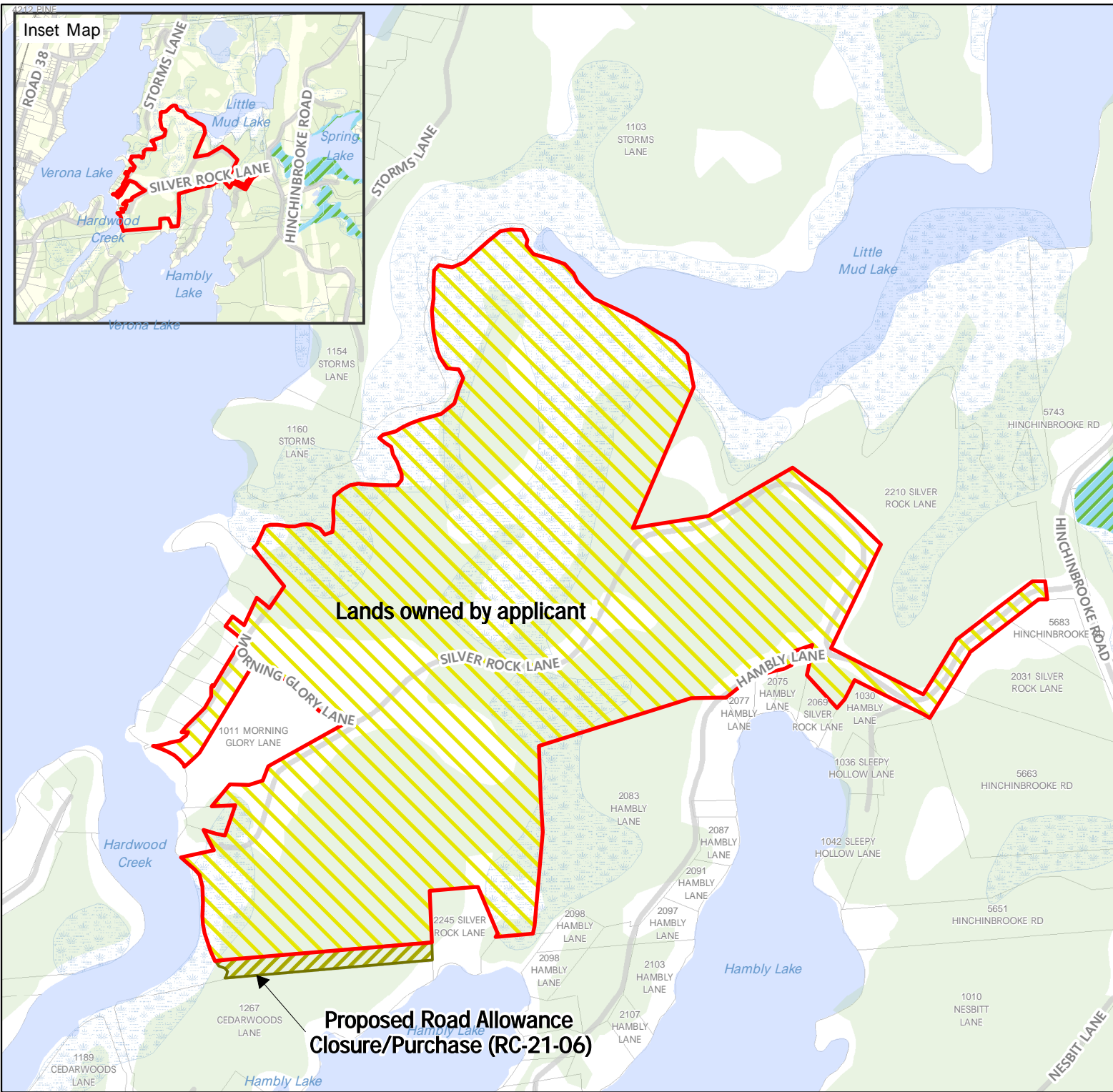
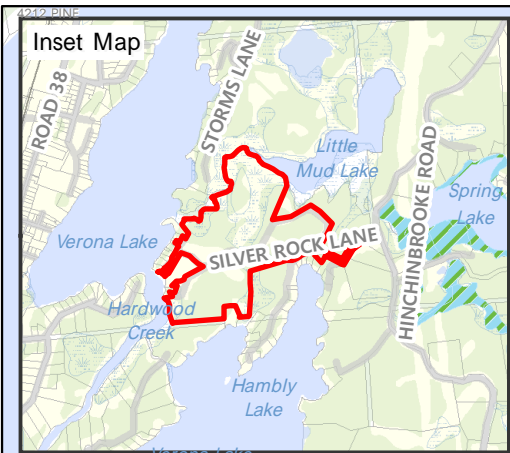
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer



SOUTH FRONTENAC

RC-21-06

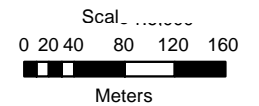
(ALLAN) HINCHINBROOKE ROAD

Legend

- Subject Property
- Lands owned by applicant
- Proposed Road Allowance Closure/Purchase
- Provincially Significant Wetlands
- Wetland
- Wooded Area
- Water
- Assessment Parcel
- Road
- Railway

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.



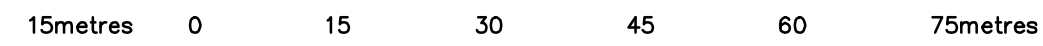
UTM Zone 18 NAD 83

Date: 2021-09-24

Proposed Road Allowance Closure/Purchase (RC-21-06)

**PLAN of SURVEY of
PART of LOT 8, CONCESSION 10,
PART of LOT 8, CONCESSION 11 AND
PART of THE ROAD ALLOWANCE BETWEEN
CONCESSION 10 AND 11**
Geographic Township of Portland
**TOWNSHIP of SOUTH FRONTENAC
COUNTY of FRONTENAC**

SCALE = 1:750



HOPKINS CHITTY LAND SURVEYORS INC.

-2022-

THE INTENDED PLOT SIZE OF THIS PLAN IS 457MM IN WIDTH
BY 610MM IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:750



SCHEDULE			
PART	LOT	CON.	Part of PIN No.
1	Part of 8	11	36148-0559 (LT)
2	Part of Road Allowance Between Concessions 10 & 11		36148-0444 (LT)
3	Part of 8	10	36147-0188 (LT)

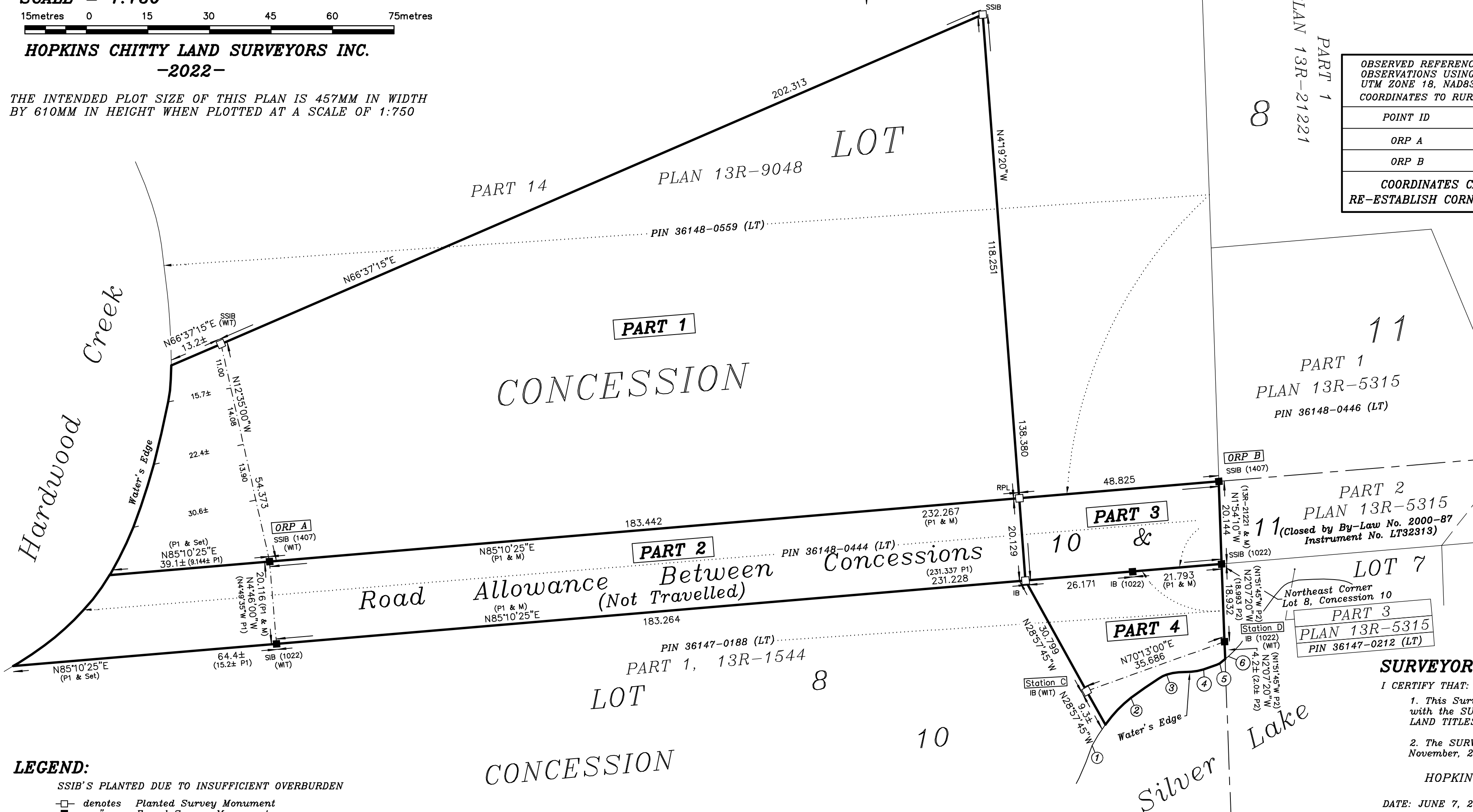
PLAN 13R-22675

Received and deposited

June 14th, 2022

Yvonne Willan

Representative for the
Land Registrar for the
Land Titles Division of
Frontenac (No.13)



OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM GPS OBSERVATIONS USING PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 18, NAD83 (CSRS) (2010) COORDINATES TO RURAL ACCURACY PER SEC. 14(2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP A	4926305.02	366069.89
ORP B	4926324.56	366301.28

COORDINATES CANNOT, IN THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

- LEGEND:**
- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
 - denotes Planted Survey Monument
 - Found Survey Monument
 - SIB " Standard Iron Bar
 - SSIB " Short Standard Iron Bar
 - IB " Iron Bar
 - IBØ " Iron Bar (round)
 - RB " Rock Bar
 - RPL " Rock Plug
 - (WIT) " Witness
 - (M) " Measured
 - CC " Cut Cross
 - (1022) " N.B. Campbell-O.L.S.
 - (1120) " James A. Minnes-O.L.S.
 - (1376) " Peter S. Hopkins-O.L.S.
 - (1407) " Grange W. Elliott Ltd.-O.L.S.
 - R/A " Road Allowance
 - (P1) " Reference Plan 13R-9048
 - (P2) " Reference Plan 13R-5315

BEARINGS ARE UTM GRID, DERIVED FROM MULTIPLE REAL TIME KINEMATIC (GPS) OBSERVATIONS FROM MONUMENT "A" TO "B", UTM ZONE 18 (75° WEST LONGITUDE) NAD83 (CSRS) (2010)

FOR BEARING COMPARISONS, A ROTATION OF 1°17'25" CLOCKWISE WAS APPLIED TO BEARINGS ON (P1) & (P2).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999803.

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

Stadia Table				
From	To	Bearing	Distance	Description
Station C	1	S 5°33'29"E	13.3±	Water's Edge
	2	S81°21'57"E	10.9±	
	3	N78°21'35"E	19.9±	
Station D	4	S36°57'52"W	8.5±	
	5	S12°08'02"W	5.4±	
	6	S14°21'01"E	3.7±	

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT and the LAND TITLES ACT and the REGULATIONS made under them.
- The SURVEY was completed on the 8th day of November, 2021.

HOPKINS CHITTY LAND SURVEYORS INC.

DATE: JUNE 7, 2022

PHIL W. CHITTY O.L.S.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-28294.

Party Chief: TJ	Instrument: TM	Checked By: PWC	Plan By: JI
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**HOPKINS CHITTY
LAND SURVEYORS INC.
Ontario Land Surveyors**
www.hopkinschitty.com

1224 GARDINERS ROAD, SUITE 102
KINGSTON, ONTARIO K7P-0G2
Tel (613) 384-9266
Fax (613) 384-3513

PROJECT No. 2021-0580-2
LOT 8, CONCESSION 11
TOWNSHIP OF PORTLAND



PLAN of SURVEY of
 PART of LOT 8, CONCESSION 10,
 PART of LOT 8, CONCESSION 11 AND
 PART of THE ROAD ALLOWANCE BETWEEN
 CONCESSION 10 AND 11
 Geographic Township of Portland
 TOWNSHIP of SOUTH FRONTENAC
 COUNTY of FRONTENAC

SCALE = 1:750



HOPKINS CHITTY LAND SURVEYORS INC.
 -2022-

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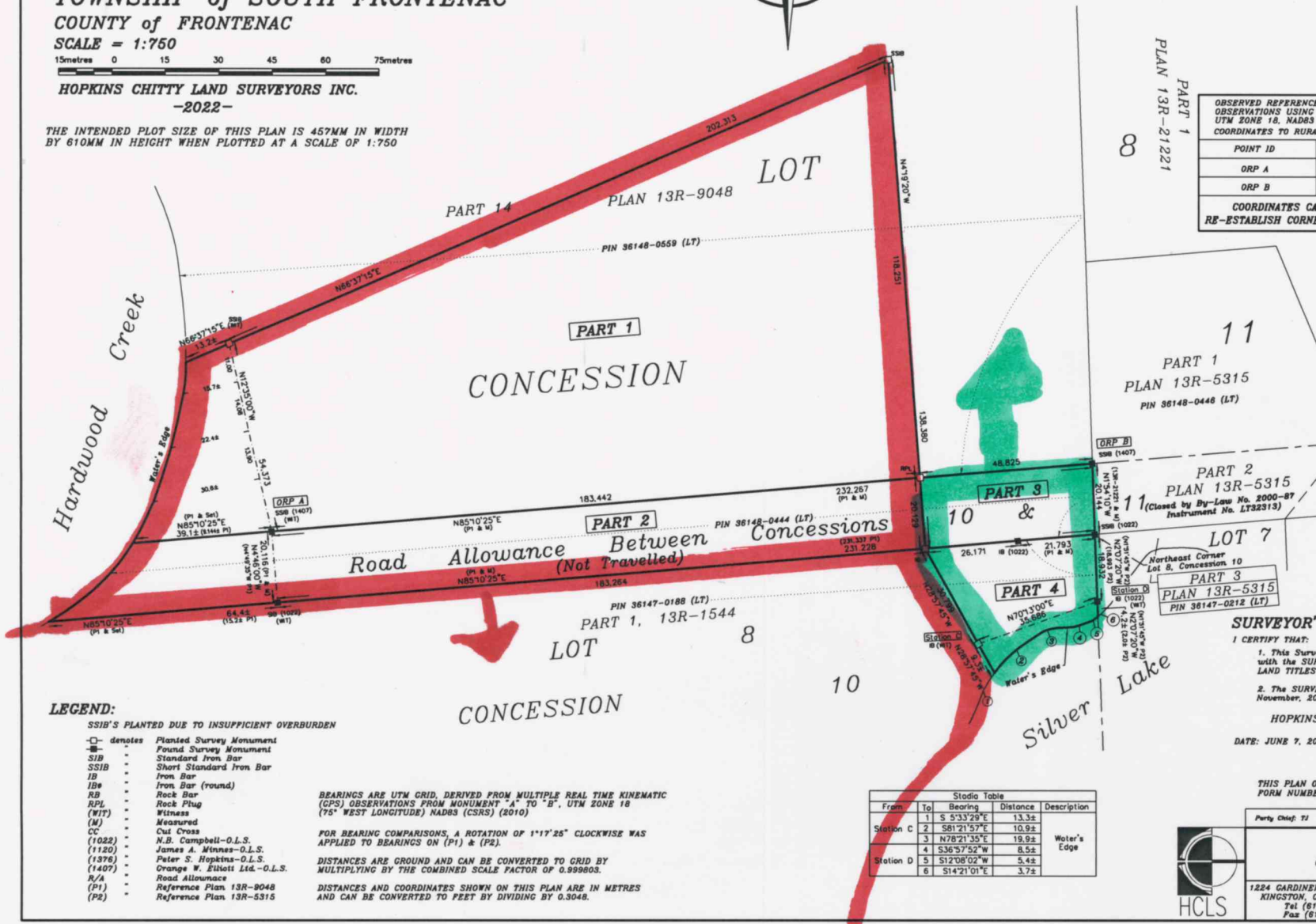
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- denotes Planted Survey Monument
- Found Survey Monument
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- SSIB Short Standard Iron Bar
- IB Iron Bar
- IB# Iron Bar (round)
- RB Rock Bar
- R# Rock Plug
- (WIT) Witness
- (M) Measured
- CC Cut Cross
- (1022) N.B. Campbell-O.L.S.
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- R/A Road Allowance
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Stadia Table				
From	To	Bearing	Distance	Description
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	3	N 78°21'35"E	19.9±	
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Station D	5	S 12°08'02"W	5.4±	
	6	S 14°21'01"E	3.7±	

SURVEYOR'S CERTIFICATE:
 I CERTIFY THAT:
 1. This Survey and Plan are correct and in accordance
 with the SURVEYS ACT, the SURVEYORS ACT and the
 LAND TITLES ACT and the REGULATIONS made under them.
 2. The SURVEY was completed on the 8th day of
 November, 2021.

HOPKINS CHITTY LAND SURVEYORS INC.
 DATE: JUNE 7, 2022
 PHIL W. CHITTY O.L.S.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION
 FORM NUMBER V-28294.



Party Chief: T1	Instrument: T11	Checked By: PWC	Plan By: J1
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**HOPKINS CHITTY
 LAND SURVEYORS INC.**
 Ontario Land Surveyors
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1224 GARDINERS ROAD, SUITE 102
 KINGSTON, ONTARIO K7P-0G2
 Tel (613) 384-8286
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PROJECT No 2021-0580-2
 LOT 8, CONCESSION 11
 TOWNSHIP OF PORTLAND

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW NUMBER 2022-65**

BEING A BY-LAW TO STOP UP, CLOSE AND SELL A PORTION OF AN UNOPENED ROAD ALLOWANCE BEING PART 2 & 3 PLAN 13R22675, PART OF ROAD ALLOWANCE BETWEEN CONCESSION 10 & 11, DISTRICT OF PORTLAND; Allan

WHEREAS, the Municipal Council of the Township of South Frontenac may pass a by-law to stop up, close and sell any highway or part thereof pursuant to the *Municipal Act*, section 34(1):

AND WHEREAS pursuant to the Township of South Frontenac's Notice By-law No. 2016-73, the Corporation of the Township of South Frontenac caused to be advertised the proposal to close portions of the said road allowance:

AND WHEREAS the said road allowance is not used as a publically travelled road:

AND WHEREAS no objections have been received to the road closing:

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

1. **THAT** the portion of road allowance being Part 2 Plan 13R22675, Part of Road Allowance between Concession 10 & 11, District of Portland, Township of South Frontenac, shall be stopped up and closed and ownership transferred to the abutting property owner of Part Lot 8, Concession 10, Part 1, Plan 13R1544, District of Portland, being all of PIN 36147-0188, municipally known as 1267 Cedarwoods Lane.
2. **THAT** the portion of road allowance being Part 3 Plan 13R22675, Part of Road Allowance between Concession 10 & 11, District of Portland, Township of South Frontenac, shall be stopped up and closed and ownership transferred to the abutting property owner of Part Lots 6, 7 & 8, Concession 11, District of Portland, being all of PIN 36148-0559, Silver Rock Lane.
3. **THAT** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required; and
4. **THAT** this By-law shall come into force and take effect upon registration of this By-law.

Dated at the Township of South Frontenac this 12th day of July, 2022.

Read a first and second time this 12th day of July, 2022.

Read a third time and finally passed this 12th day of July, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Subject: **PL-EA-2022-0075 (Hanlon) – Encroachment Agreement Request**

Summary

The report recommends an Encroachment Agreement to recognize the existing encroachment of an accessory building, being a detached garage and the existing driveway over a Township owned unopened road allowance.

Recommendation

It is recommended that By-law 2022-66 authorizing the Mayor and Clerk to enter into an Encroachment Agreement with Patrick Hanlon for the purposes of recognizing the existing encroachment onto the Unopened Road Allowance, be passed.

Background

Mr. Hanlon recently purchased the property located at 6901 Road 38. Shortly before closing on purchasing the property a title search was completed. It was discovered that a portion of the garage and most of the driveway accessing the property is on the unopened road allowance abutting the subject property.

The applicant's lawyer reached out to Planning staff. Staff advised the options available to rectify the situation of the encroachment. The applicant has chosen to enter into an Encroachment Agreement to ensure the Encroachment is recognized and legally permitted by the Township. The applicant has indicated that they may consider an application to purchase the unopened road allowance in the future.

Discussion/Analysis

The unopened road allowance is aligned from east to west beginning at Vanluven Lake and ending at Road 38. The unopened road allowance is known as PIN 36146-0262 and is legally described as Road Allowance between Concessions 11 & 12, District of Portland.

The benefitting property is located at Part Lot 9, Concession 12, being Part 1 on Plan 13R13131, District of Portland and is municipally known as 6901 Road 38, attachment #1, location map.

The property is developed with a home and a detached garage, attachment #2 is an aerial photo showing the encroachment of the garage and the driveway.

A survey was completed in 1996 that illustrates the encroachment of the frame garage, the approximate encroachment is 6.7 metres by 1.93 metres, attachment #3.

Public services staff and Planning staff conducted a site visit of the property on June 22, 2022. Public Services staff indicated they have no concerns with the Encroachment Agreement.

If the applicant wishes to pursue an application to request the closure, purchase, and transfer of a portion of the road allowance, a fulsome review will be completed by staff and external agencies at that time. It is noted that if a road closing is pursued, it appears that a portion of the Prince Charles Public School track also encroaches on the unopened road allowance. The school board would be contacted to advise them of this encroachment prior to considering an application for road closing.

The by-law prepared will be registered on title to the benefitting property with the Agreement to be registered as a schedule to the By-Law, attachment #4 by-law and attachment #5, Encroachment Agreement. Nothing will be registered on title to the unopened road allowance.

Financial Implications

The application fee has been paid by the applicant. The applicant will be responsible for all legal fees, including the cost to register the by-law and agreement on title.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
 - Priority: Choose an item.

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

- Public Services staff.

Attachments

Attachment #1 – Location Map

Attachment #2 – Satellite image

Attachment #3 – Survey 13R13131

Attachment #4 – By-Law 2022-66

Attachment #5 – Encroachment Agreement

Approvals

Report author:

Michelle Hannah, Planning Assistant

Submitted By:

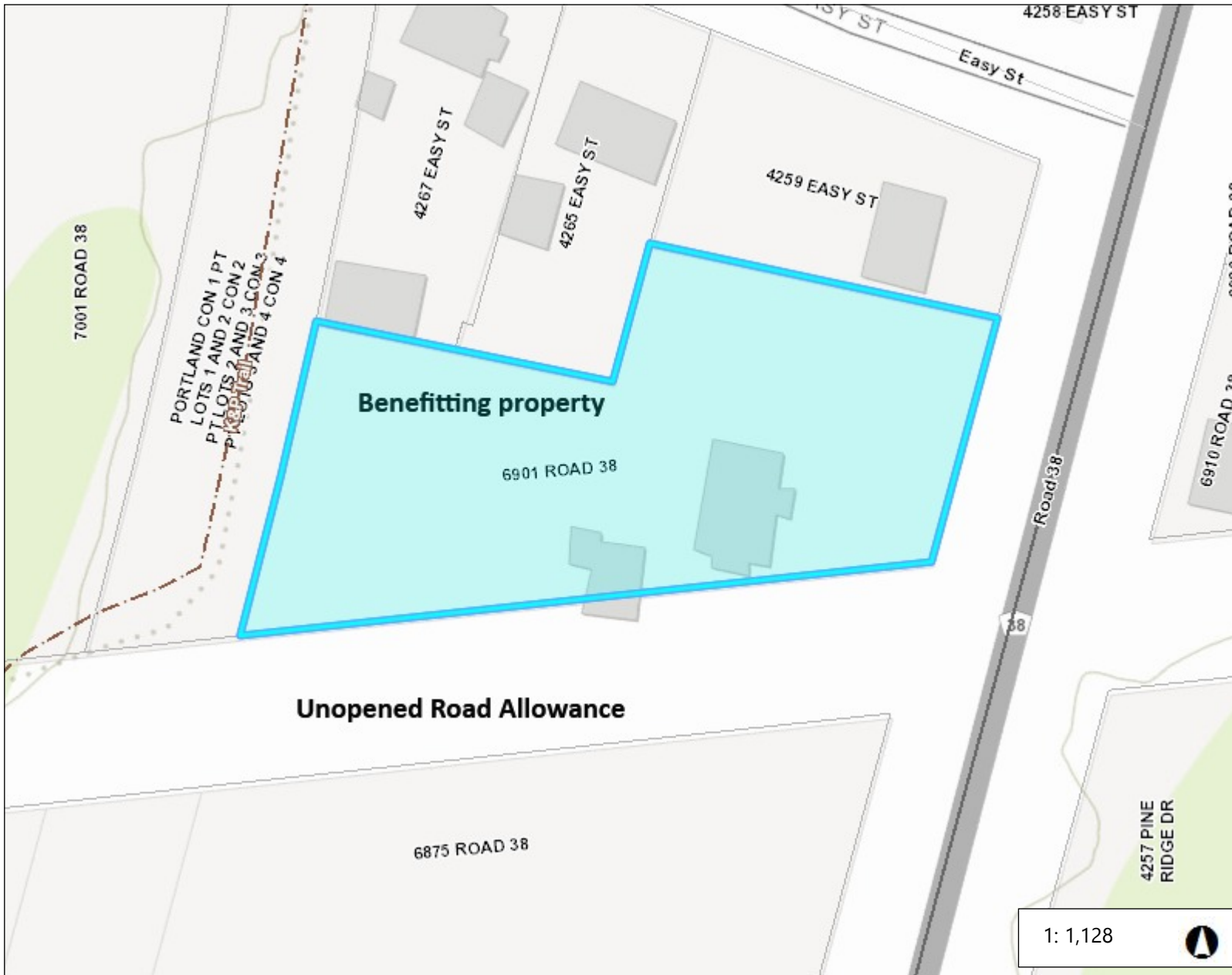


Claire Dodds, MCIP, RPP
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



Legend

- K&P Trail
- Cataraqui Trail
- Road**
 - Highway
 - Major Road
 - Secondary Road
 - Ferry Route
- Assessment Parcels
- Location Labels
- Citations

Notes

0.1 0 0.03 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

- K&P Trail
- Cataraqui Trail
- Road**
 - Highway
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0.1 0 0.06 0.1 Kilometers

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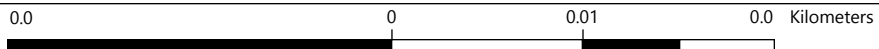
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Legend

- K&P Trail
- Cataraqui Trail
- Road
 - Highway
 - Major Road
 - Secondary Road
 - Ferry Route
- Assessment Parcels
- Location Labels

1: 564



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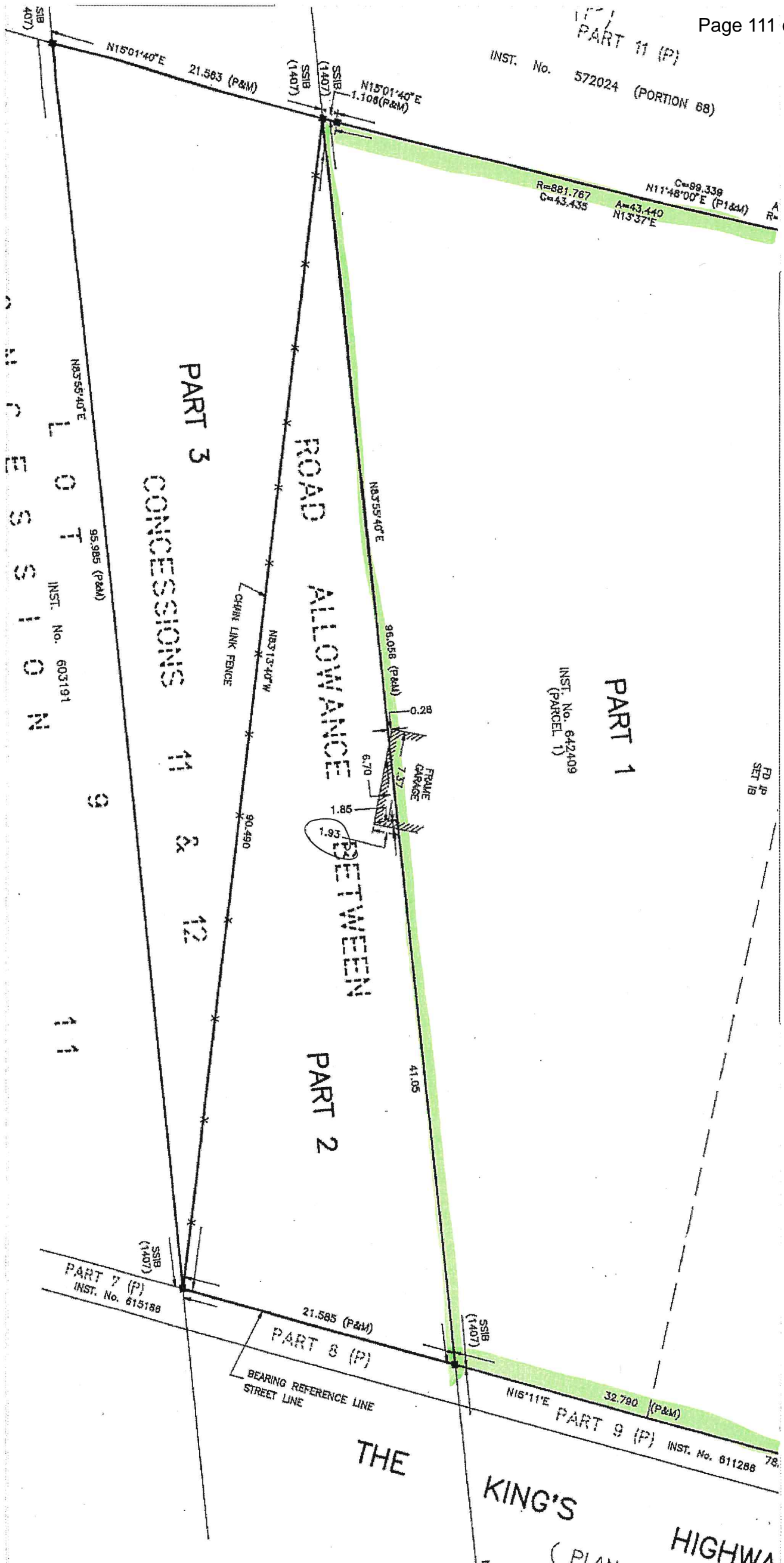
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Notes

1771
PART 11 (P)

INST. No. 572024 (PORTION 88)

C=89.338
N11°48'00"E (P1&M)
R=881.767
C=43.435
A=43.440
N13°37'E



LOT 9
N83°56'40"E
95.985 (P&M)
INST. No. 603191

PART 3
CONCESSIONS 11 & 12

ROAD ALLOWANCE
BETWEEN

PART 1
INST. No. 642409
(PARCEL 1)

PART 7 (P)
INST. No. 615186

PART 8 (P)
21.585 (P&M)

PART 9 (P)
32.790 (P&M)
INST. No. 611288 78

THE KING'S HIGHWAY
(PLAN)

P.D.
SET 18

TOWNSHIP OF SOUTH FRONTENAC**BY-LAW 2022-66****BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN ENCROACHMENT AGREEMENT BETWEEN THE TOWNSHIP OF SOUTH FRONTENAC AND PATRICK HANLON RELATING TO THE EXISTING STRUCTURE LOCATED ON THE UNOPENED ROAD ALLOWANCE BETWEEN CONCESSIONS 11 & 12.**

WHEREAS PURSUANT TO Section 9 of the *Municipal Act*, 2001, S.O. 2001, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to Section 5.3 of the *Municipal Act*, 2001, c.25, the powers of every Council shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the Township of South Frontenac enter into an agreement with Patrick Hanlon respecting the encroachment of Mr. Hanlon's garage and driveway on the unopened road allowance between Concessions 11 & 12;

AND WHEREAS such agreement is required to set out the terms and conditions of the provision of such service;

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

1. THAT the Mayor and the Clerk are hereby authorized, on behalf of the Township of South Frontenac, to enter into and execute under its corporate seal, an Encroachment Agreement with Patrick Hanlon.
2. That a copy of the said agreement shall remain attached to and form part of this by-law marked as Schedule A.
3. That the Owner(s) of the lands as of the date of by-law passage shall pay all costs associated with the development, passage and registration of this by-law.
4. That this by-law shall be registered in the Land Registry Office and the Municipality shall be provided with the appropriate documentation that the registration has been completed within ten (10) business days of the date of registration.
5. That passage of this by-law shall be deemed to include authorization to legal counsel to register the same in the Land Registry Office without further written authorization.
6. That this by-law shall come into force and effect on the final date of passing.

Dated at the Township of South Frontenac this 12th day of July, 2022.

Read a first and second time this 12th day of July, 2022.

Read a third time and finally passed this 12th day of July, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule "A" to Township of South Frontenac By-Law 2022-66

ENCROACHMENT AGREEMENT

Made this _____ day of _____, 2022

BETWEEN

Patrick Hanlon

Hereinafter called the "Owner (Licensee)"

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

Hereinafter called the "Municipality (Licensor)"

OF THE SECOND PART

WHEREAS the Owner is the registered owner of lands located in the Township of South Frontenac more particularly described in Schedule "A" (the "Owner's Lands");

AND WHEREAS the Municipality is the registered owner of the Unopened Road Allowance, more particularly described in Schedule "B" (the "Unopened Road Allowance");

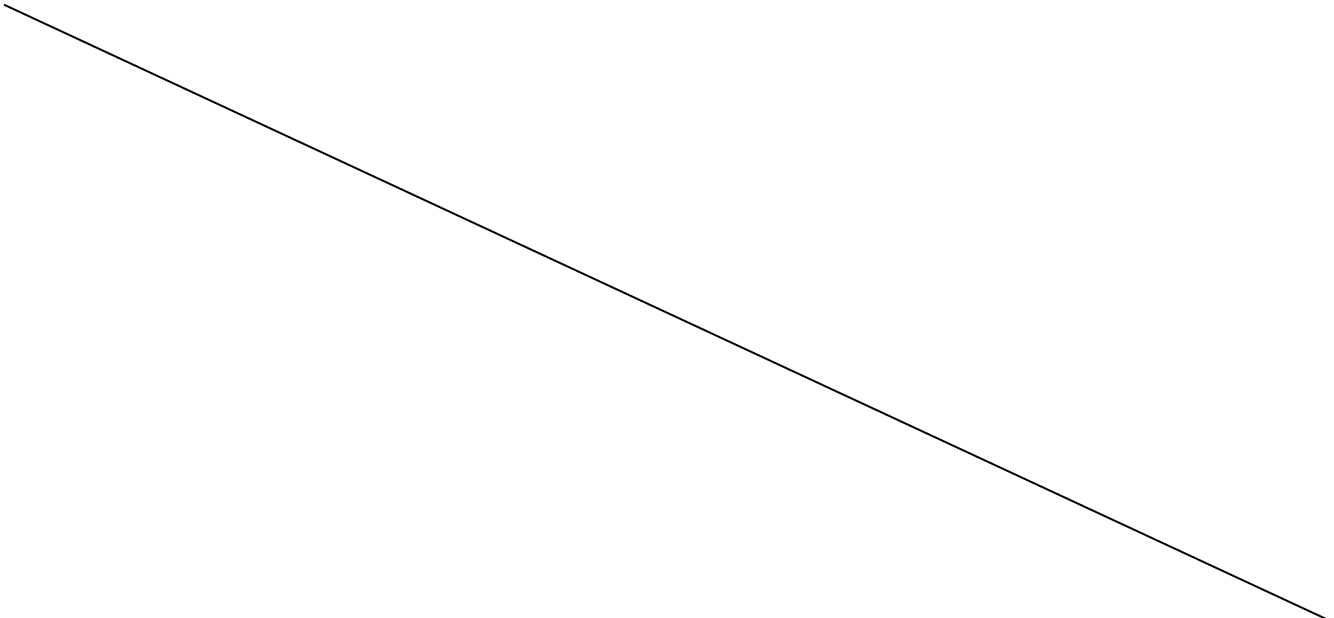
AND WHEREAS By-Law 2022-66 authorized this agreement to be entered into between Owner with the Municipality on the terms set out;

AND WHEREAS the Municipality is authorized to enter into this agreement and register it against the title to the severed lands, pursuant to Section 5.3 of the *Municipal Act*, 2001 c. 25;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the parties agree each with the other as follows:

1. The Owner covenants and agrees to the following conditions for an encroachment agreement for a part of an accessory building, being a detached garage at the property described in Schedule A to this agreement, to occupy a portion of the unopened road allowance between Concessions 11 & 12, District of Portland, as described in schedule B to this agreement and agree to comply with the conditions of By-Law 2022-66, A By-law to Authorize the Encroachment of a dwelling on Part of the Unopened Road Allowance between Concessions 11 & 12, District of Portland.
2. The Owner hereby covenants and agrees for ourselves, heirs, executors and assigns to indemnify and keep indemnified the Licensor against all actions, suits, claims and demands which may be brought or made against the Licensor, and against all loss, costs, damages, charges or expenses whatever which may be sustained, incurred or paid by the Licensor in consequence of the above-mentioned encroachment, and the Licensees hereby grant to the Licensor full power and authority to settle any such action, suit, claim or demand on such terms as the Licensor deems appropriate, and to pay to the Licensor on demand all monies paid by it in pursuance of any such settlement and also such sums as shall represent the reasonable costs or the Licensor or its Solicitor in defending or settling any such action suit, claim or demand, and this agreement shall not be alleged as a defense by the Licensees in any action by any person for actual

damage suffered by reason of the permission hereby granted to maintain the above-mentioned encroachment.

3. We further covenant and agree that this agreement applies only to the structure existing of the date this agreement was entered into, and indicated on Plan 13R13131, and shall not apply to any other development on the property. If the portion of the detached garage which encroaches into the road allowance is removed, it cannot be rebuilt within the road allowance, and no additional development, beyond that indicated on Plan 13R13131 shall occur within the road allowance.
 4. It is recognized that the driveway accessing the property encroaches on the unopened road allowance. There shall be no alterations to the driveway without the written consent of the Municipality.
 5. This Agreement shall be registered against the title to the Owner's Lands, as Schedule A to By-law 2022-66 and the Municipality shall be entitled to enforce its provisions against the Owner and, in respect of the obligations affecting the Owner's Lands.
 6. If the Owner fails or refuses for any reason to comply with any requirements of this agreement, the Owner shall be in default and the Municipality may, on seven (7) days notice, require the Owner to remedy the default, failing which the Municipality may, without further notice and without prejudice to any other rights and remedies available to it, do such things and perform such work as is necessary to rectify the default.
 6. Any account rendered by the Municipality for work done shall be paid by the Owner within thirty (30) days of the day of billing, and, if the Owner fails to pay, interest shall be charged on the amount outstanding at the rate of one and a quarter percent (1.25%) per month (15% per annum) on the first day of each calendar month following the date the account was due. Any payments received on accounts rendered shall be applied first to any outstanding interest, which may have accrued, and the balance shall be applied to reduce the principal amount outstanding.
 7. If the Municipality incurs any expense arising out of the terms of this Agreement, the Municipality may recover the amount in like manner as municipal taxes or by action, pursuant to Section 326 of the *Municipal Act*.
 8. All costs necessary to fulfill any condition of this agreement, and all costs incurred by the Municipality in connection with the preparation, execution, registration or enforcement of this Agreement shall be paid by the Owners.
 9. This Agreement shall become null and void if the Owner's Lands are sold, transferred, or otherwise disposed of.
- 

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first written above.

SIGNED, SEALED AND DELIVERED

In the presence of:

Witness

Patrick Hanlon
Owner

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

Per:

Ron Vandewal – Mayor

Angela Maddocks – Clerk

We have the authority to bind the corporation.

Schedule A

The Owner's Lands:

Part Lot 9, Concession 12, Part 1 on Plan 13R13131, District of Portland, Township of South Frontenac

PIN: 36146-0098

Municipal Address: 6901 Road 38

Schedule B

The Unopened Road Allowance:

Road Allowance Between Concessions 11 & 12, District of Portland, Township of South Frontenac.

PIN: 36146-0099

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Subject: **PL-LA-2022-0098 (Robinson) Licence Agreement Application,
493B Anderson Road North**

Summary

An application has been received asking that Council consider entering into a Licence Agreement to allow the development and continued use of a portion of unopened road allowance for the purposes of a driveway for access to the owner's property.

Recommendation

It is recommended that by-law 2022-67 authorizing the Mayor and Clerk to enter into a Licence Agreement with the Applicants, Wayne and Alison Robinson for purposes of legally recognizing access to the property at 493B Anderson Road North over a Township owned unopened road allowance, be passed.

Background

The applicants, Wayne and Alison Robinson have owned the property municipally known as 493B Anderson Road North for many years, attachment #1, location map. In 1994, a building permit was issued for a 1 storey cabin and the property has been used as such since then. The unopened road allowance has also been used as the access to the property since before the time the cabin was built.

The property is zoned as Rural. The property is accessed by a private driveway over an unopened road allowance. The property does not have frontage on a public road or private lane. The Official Plan and Zoning By-Law requires a Licence Agreement to be put in place prior to the issuance of a Building Permit.

A building application was received by Building staff from the applicants who are proposing to construct a storage building on the property with the cabin. The storage building will be in the front yard of the property and therefore an application for a Minor Variance has also been received and will be heard by Committee of Adjustment.

Planning staff have discussed with the applicant that a Licence Agreement will be required to ensure continued legal access is in place for the property and to be able to issue a permit for the accessory building under the current Zoning By-law 2003-75.

Discussion/Analysis

The applicants have submitted a request to allow the use of the unopened road allowance for their driveway access to the property. The use of the unopened road allowance for access purposes will allow the further development of this property to comply with Zoning By-Law 2003-75.

The Minor Variance application for the accessory structure in the front yard will be heard at the August 11, 2022 Committee of Adjustment Meeting.

Planning and Public Services staff visited the property on June 29, 2022. Public Service staff have indicated they have no concerns with the Licence Agreement, but did note that as the driveway is already in place it would be advisable to note this in the agreement and to indicate that the driveway crosses onto the abutting property in some places and that there should be no further construction on the unopened road allowance and the Agreement is to permit only the portions of the driveway that traverse over the unopened road allowance, not other privately owned property.

Once the Agreement has been fully executed, the Applicant's lawyer will register the by-law on title to the benefitting lands with the Agreement as Schedule "A". No registrations will occur on title to the unopened road allowance.

Financial Implications

The application fee has been paid by the applicants.

The applicants will be responsible for the payment of the legal fees to have the documents registered on title to the benefitting lands.

A fee of \$10.00 per year due January 31st, is applicable to every Licence Agreement to keep it in good standing.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
 - Priority: Choose an item.

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Township of South Frontenac

Staff Report - PL-LA-2022-0098 (Robinson) Licence Agreement Application, 493B Anderson Road North

Notice/Consultation

- Public Services staff

Attachments

Attachment #1 – Location Map

Attachment #2 – By-Law

Attachment #3 – Licence Agreement

Approvals

Report author:

Michelle Hannah, Planning Assistant

Submitted By:



Claire Dodds, MCIP, RPP

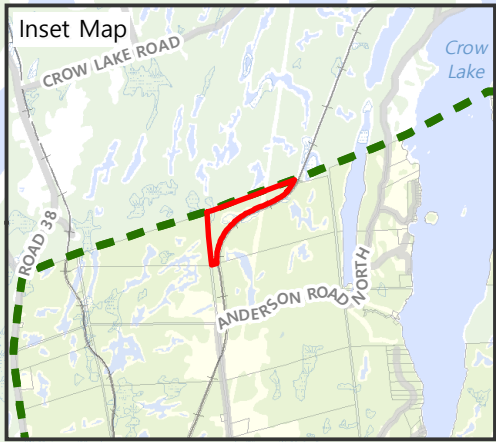
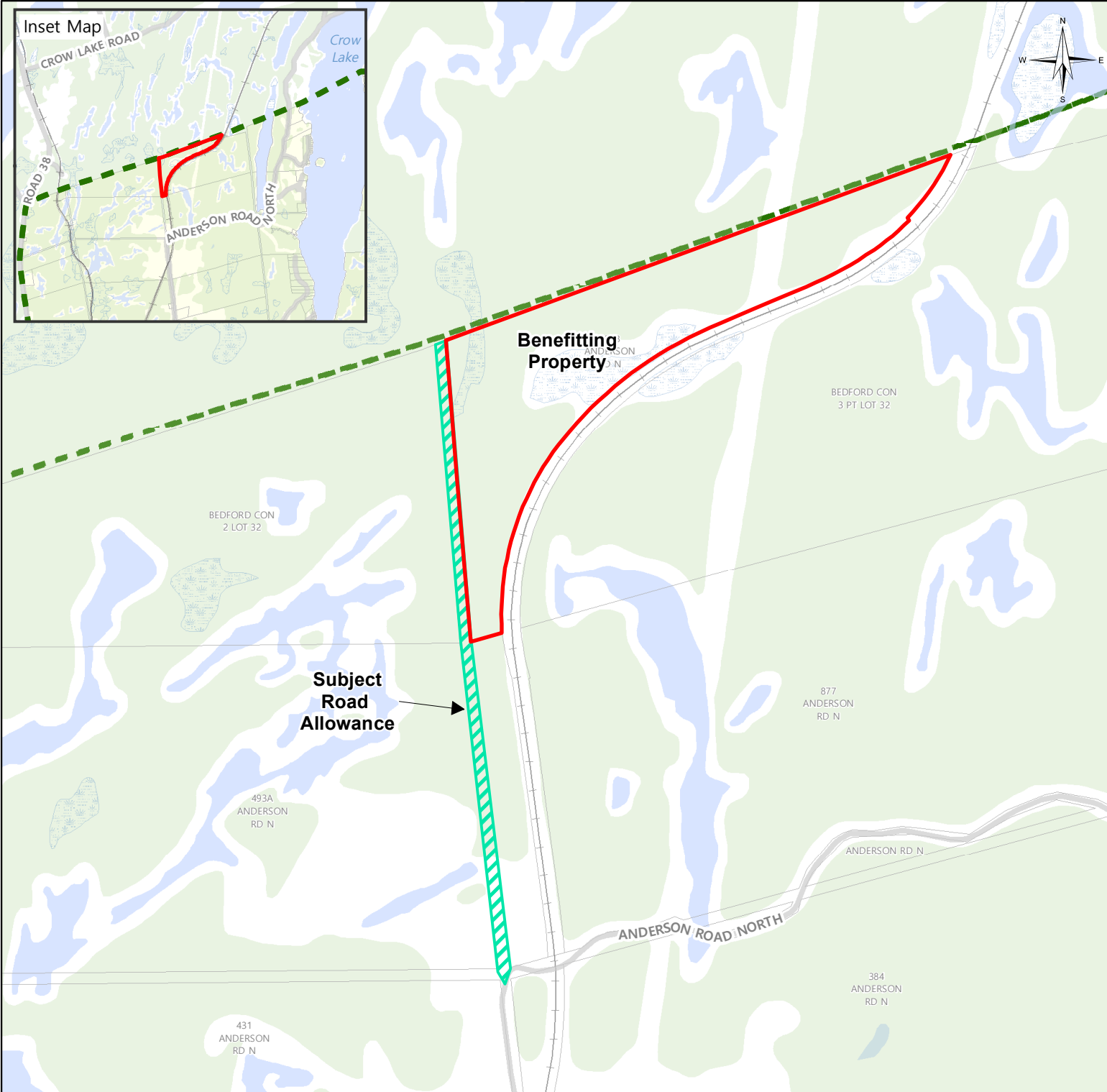
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer



SOUTH FRONTENAC

**PL-LA-2022-0098
(ROBINSON)**

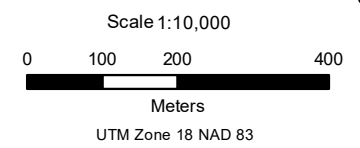
493B ANDERSON RD N

Legend

- Benefiting Property
- Subject Road Allowance
- Assessment Parcel
- Provincially Significant Wetlands
- Wetland
- Wooded Area
- Water
- Township Boundary
- Road
- Railway

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.



TOWNSHIP OF SOUTH FRONTENAC

BY-LAW 2022-67

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A LICENCE AGREEMENT BETWEEN THE TOWNSHIP OF SOUTH FRONTENAC AND WAYNE AND ALISON ROBINSON RELATING TO THE EXISTING AND CONTINUED USE OF THE UNOPENED ROAD ALLOWANCE BETWEEN CONCESSIONS 2 & 3, LOT 32, DISTRICT OF BEDFORD.

WHEREAS PURSUANT TO Section 9 of the *Municipal Act*, 2001, S.O. 2001, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to Section 5.3 of the *Municipal Act*, 2001, c.25, the powers of every Council shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the Township of South Frontenac enter into an agreement with Wayne and Alison Robinson respecting the use of the unopened road allowance between Concessions 2 & 3, Lot 32, District of Bedford for the purpose of accessing the property Municipally known as 493B Anderson Road North;

AND WHEREAS such agreement is required to set out the terms and conditions of the provision of such service;

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

1. THAT the Mayor and the Clerk are hereby authorized, on behalf of the Township of South Frontenac, to enter into and execute under its corporate seal, a Licence Agreement with Wayne and Alison Robinson.
2. That a copy of the said agreement shall remain attached to and form part of this by-law marked as Schedule A.
3. That the Owner(s) of the lands as of the date of by-law passage shall pay all costs associated with the development, passage and registration of this by-law.
4. That this by-law shall be registered in the Land Registry Office and the Municipality shall be provided with the appropriate documentation that the registration has been completed within ten (10) business days of the date of registration.
5. That passage of this by-law shall be deemed to include authorization to legal counsel to register the same in the Land Registry Office without further written authorization.
6. That this by-law shall come into force and effect on the final date of passing.

Dated at the Township of South Frontenac this 12th day of July, 2022.

Read a first and second time this 12th day of July, 2022.

Read a third time and finally passed this 12th day of July, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Licence Agreement

Made this _____ day of _____, 2022

Between:

Wayne & Alison Robinson
Hereinafter called the "Licensee"

of the First Part

-and-

The Corporation of the Township of South Frontenac
hereinafter called the "Licensor"

of the Second Part

WHEREAS the Licensee is the registered owner in fee simple of certain lands located in the Township of South Frontenac more particularly described in Schedule "A" (the Owners' Lands");

AND WHEREAS the Council of the Corporation of the Township of South Frontenac has agreed to enter into a Licence Agreement with the Licensee to provide access along a portion of the unopened road allowance between Concession 2 & 3, Lot 32, Former Township of Bedford, Township of South Frontenac;

AND WHEREAS Section 28, (2)(a) of the *Municipal Act*, 2001, c. 25, gives local municipalities jurisdiction over all road allowances located in the municipality; and whereas Council is authorized to license the use of un-travelled portions of highways under its jurisdiction;

AND WHEREAS it was a condition of the Committee's approval that the Owner of the lands enter into this agreement with the Municipality on the terms set out;

AND WHEREAS the Municipality is authorized to enter into this agreement and register it against the title to the lands, pursuant to subsections 45(9.1) and 45(9.2) of the *Planning Act*, R.S.O. 1990, as amended;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the parties agree with each other as follows:

1. In this Agreement,
 - a. "Licensee's Property" means those lands owned by the Licensee described in Schedule "A" to this Agreement;
 - b. "Road Allowance" means that portion of the unopened road allowance described in Schedule "B" to this Agreement;
 - c. "Location of Proposed Driveway" means the portion of the unopened road allowance shown in Schedule "C" to this Agreement, original drawing kept at the Planning Department at 4432 George Street, Sydenham;
 - d. "Private Lane Standards" means the standard of development described in The Township of South Frontenac Road and Lane Standard Cross-Section Policy;
2. The Municipality grants to the Licensee a non-exclusive license to use the Road Allowance for the purpose of vehicular access to and from the Licensee's Property.

3. The term of this Licence shall be from the date of this Agreement to December 31, 2022, and thereafter from year to year.
4. Upon entering into this Agreement, the Licensee shall pay the Municipality the sum of \$10.00 and, prior to January 31 of each year thereafter, the further sum of \$10.00 during the term of this Licence.
5. The Licensee acknowledges that they have no rights, title or interest in the Road Allowance other than as provided in this Agreement.
6. The Municipality may, at any time, terminate this license by giving the Licensee a minimum of 60 days written notice of termination, and the annual payment for the license fee shall be apportioned as of the date of termination.
7. The Licensee covenants with the Municipality:
 - a. To accept the Road Allowance in an "as is" condition and not to require the Municipality to pay for or do any work or supply any equipment or services in connection with the Licensee's use of the Road Allowance;
 - b. To pay the annual Licence fee;
 - c. To obtain all necessary permits and approvals required by law;
 - d. Not to remove any trees or commence any work, or make any changes in surfacing, grade or landscaping on the Road Allowance except in accordance with plans and specifications submitted to and approved by the Municipality;
 - e. The plan for the driveway shall be submitted to the Municipality for review and shall ensure that the driveway does not run across private property, it must only run along the benefitting lands and the unopened road allowance until the driveway meets the private lane known as Pine Point Lane;
 - f. To meet and maintain the conditions of the Township's policy on Private Lane Standards as outlined in Schedule "D";
 - g. The Municipality and the licensee acknowledge that the driveway currently exists and has existed for many years. No alterations will take place on the existing driveway unless a plan as mentioned in clauses d and e above is submitted to the Municipality and is approved prior to commencing work;
 - h. To keep the Road Allowance in a clean and well-ordered condition, and not to permit any rubbish, refuse, debris or other objectionable material to be stored, or to accumulate thereon;
 - i. To use the Road Allowance only for the purpose of access to and from the Licensee's Property and not to interfere, obstruct or impede in any way the use of the Road Allowance by the Municipality or any other member of the public;
 - j. Not to assign or otherwise transfer this Licence without the prior written consent of the Municipality, which consent may be arbitrarily withheld;
 - k. To erect and maintain a sign at the point of intersection of the Road Allowance and the travelled road that states: "Road Not Assumed by Municipality", but otherwise not to erect any signs, fences, buildings, structures or fixtures on the Road Allowance without the prior written consent of the Municipality;
 - l. To ensure that nothing is done or kept at or on the Road Allowance which is or may be a nuisance, or carry on any activity or do anything else, which causes disturbance to or interferes with the users or occupants of any neighbouring property, or which in the opinion of the Municipality may cause damage to the road allowance or any neighbouring property;
 - m. To take, at the Licensee's own expense, all measures necessary to ensure to the Municipality's satisfaction that any municipal services or utilities now or in the future

on, under or adjacent to the Road Allowance are or will be adequately protected against damage, impairment, destruction or loss;

- n. To ensure that no inflammable or explosive substances, contaminants, pollutants, or hazardous or environmentally sensitive materials are brought on to the Road Allowance, other than materials legally permitted on Township roads without special permit;
 - o. Upon termination of this Licence to remove from the Road Allowance all fixtures and chattels belonging to the Licensee, with all damage if any, caused by such removal made good by the Licensee;
 - p. Upon failure by the Licensee to comply with any covenants or obligations imposed under this Agreement within 14 days written notice requiring such compliance from the Municipality, the Municipality may enter the Road Allowance and fulfill such conditions at the sole expense of the Licensee, who shall forthwith upon being invoiced therefore, reimburse the Municipality for all of its costs;
 - q. That the Municipality has no obligation during or upon expiration of the term of this licence to compensate or reimburse the Licensee for any costs or expenses incurred by the Licensee to improve or maintain the Road Allowance, all of which will be done for the benefit of the Licensee and not the Municipality;
 - r. Not to register this Agreement or a notice of this Agreement or any other notice of the Licensee's interest in the Road Allowance against title to the Road Allowance;
 - s. To indemnify and save harmless, the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by or imposed on the Municipality in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from or sustained as a result of the Licensee's occupation or use of the Road Allowance;
 - t. To further indemnify and save harmless the Municipality from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the *Construction Lien Act* in connection with any work done for the Licensee at or on the Road Allowance, and to promptly attend at the Licensee's expense to the removal of every claim for lien or certificate of action having to do with such work within 14 days of being notified in writing by the Municipality to do so, failing which the Municipality may attend to such removal and recover the expense and all attendant costs from the Licensee;
 - u. To maintain in force at all times during the term of this license and any renewal thereof, at the Licensee's expense and in the names of the Licensee and the Municipality, coverage for legal liability for bodily injury, death or property damage in an amount of not less than two million dollars, and to provide the Municipality with proof of such insurance no later than the 15th day of January each year or upon request.
8. This Agreement may be deleted from title upon the written consent of the Municipality to the owner's legal representation.
9. This Agreement shall become null and void if the Owner's Lands are sold, Transferred, or otherwise disposed of.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first written above.

SIGNED, SEALED AND DELIVERED
In the presence of:

Witness

Wayne Albert Robinson
Licensee

Witness

Alison Maria Robinson
Licensee

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

Per:

Ron Vandewal – Mayor

Angela Maddocks – Clerk

We have the authority to bind the corporation.

Schedule "A"

The Licensee Lands

Part Lot 32, Concession 3, Parts 1, 2, 3 & 4 on Plan 13R14505, District of Bedford

All of PIN: 36238-0297

Schedule "B"

Road Allowance

Being a portion of the Road Allowance between Concessions 2 & 3, District of Bedford

Being a portion of PIN: 36238-0309

Schedule "C"

Existing Location of Driveway



** for the purposes of this agreement, the driveway has already been constructed and can remain as is. There should not be any alterations or deviations from what currently exists unless a plan is submitted to the municipality and approved.

Schedule "D"

**Township of South Frontenac Road
and Lane Standard Cross-Section
Policy**

**Township of South Frontenac
Road and Lane Standard Cross-Section Policy**

ITEM	PUBLIC ROAD	PRIVATE LANE
Right of Way Width	20.0m (66 ft)	20.0m (66 ft)
Height of Clearance	5.0m (16 ft)	5.0m (16 ft)
Width of Clearance	11.0m (36 ft)	9.0m (30 ft)
Surface Width	7.0m (23 ft)	4.5m (15 ft)
Surface Material	Per Table Below	Crushed Stone
Depth of Granular Material, Minimum	(150 mm) 6" of Granular A (300 mm) 12" of Granular B	(100 mm) 4" of Granular A (150 mm) 6" of Granular B
Shoulder, Including Rounding	1.0m (3 ft)	Nil
Crown, Minimum	2%	1%
Cross Culvert, Minimum	400mm (16 Inches)	400mm (16 Inches)
Culvert Material	CSP/HDPE	CSP/HDPE
Maximum Grade	10% (1:10)	12% (1:8)
Geometrics	TAC Standards	Safe Passage of Emergency Vehicles
Ditches, Minimum Depth from Crown to Bottom of Ditch	0.6m (2.0 ft)	0.3m (1.0 ft)

Embankment Protection (edge of surface drop-off) required for side slopes greater than 3:1 and depths of fill greater than 3 meters (MTO Safety Manual)

Traffic Volume	Surface Type	Minimum Depth
<200	Crushed Gravel	375 mm (15 inches)
200-1000	Double Surface Treatment	N/A
>1000	Asphalt	As per Development Guidelines

CSP: Corrugated Steel Pipe

HDPE: High Density Polyethylene (Double Wall)

TAC: Transportation Association of Canada

April, 2016

Note:	Public Road Cross-Section does not apply to New Sub-Divisions. Please refer to Design Criteria and Standards.
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Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 12, 2022

Subject: **Records Retention By-law and Records Management Policy Revisions**

Summary

The purpose of the Report is to provide Council with information regarding proposed revisions to the Records Retention By-law and the introduction of a Records Management Policy. Additionally, the Report recommends that Council approve the Records Retention By-law and Records Management Policy attached as Exhibit A and repeal By-law 2004-29.

Recommendation

That By-law 2022-68 attached as Exhibit A to this Report, being “A By-law to Adopt the Records Retention Schedule and Records Management Policy for the Township of South Frontenac”, be given first and second reading.

That By-law 2022-68 attached as Exhibit A to this Report, being “A By-law to Adopt the Records Retention Schedule and Records Management Policy for the Township of South Frontenac”, be given third reading and approved.

Background

Section 254 (1) of the *Municipal Act 2001* stipulates that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner. Furthermore, Section 255 (3) indicates that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254. A record of a municipality or a local board may be destroyed if a retention period for the record has been established under Section 255 and,

- (a) the retention period has expired; or
- (b) the record is a copy of the original record.

An effective records management system is crucial to ensure that the Township meets legislative requirements with respect to access to information and the protection of privacy and personal information as outlined in Section 253 of the *Municipal Act, 2021* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

Discussion/Analysis

The Township of South Frontenac records management system is based on The Ontario Municipal Records Management System (TOMRMS). TOMRMS is a standardized classification system that was designed specifically to manage municipal records.

The current Records Retention By-law came into effect on April 20, 2004 (By-law 2004-29). The implementation of By-law 2004-29 was of importance as it harmonized records retention in South Frontenac. Schedule A of By-law 2004-29 governed retention periods for both Township of South Frontenac records as well as the retention periods associated with all records from the former Township of Bedford, Township of Loughborough, Township of Portland and Township of Storrington. Upon approval of By-law 2004-29 all Record Retention By-laws associated with the Township of Bedford, Township of Loughborough, Township of Portland and the Township of Storrington were repealed.

Schedule A of By-law 2004-29 requires significant revision to conform to the current TOMRMS file classification system. As such, staff recommend that By-law 2004-29 be repealed in its entirety and replaced with By-law 2022-68. The proposed by-law will include two important documents, Schedule A which outlines updated retention requirements and Schedule B, a new Records Management Policy.

Schedule A of By-law 2022-68 includes significant amendments to the class code and associated secondary heading sections of the retention schedule. A summary of the class code and secondary heading amendments are outlined in the following table:

Primary Heading	Class Code Additions	Associated Secondary Heading
Administration	A22	Accessibility of Services
	A23	Information Systems Production Activity & Control
	A24	Access Control & Passwords
	A25	Performance Management/ Quality Assurance
	A26	Building Structure Systems
	A27	Drawings
Council And By-Laws	C13	Accountability Transparency & Governance
Development And Planning	D22	Digital Mapping
	D23	Agricultural Development
	D24	Official Plan Background
	D25	Deeming Process
	D26	Development Charges Study

Township of South Frontenac

Staff Report - Records Retention By-law and Records Management Policy Revisions

Primary Heading	Class Code Additions	Associated Secondary Heading
	D27	Part Lot Control
Environmental Services	E10	Pits and Quarries
	E11	Nutrient Management
	E12	Private Sewage Disposal Systems
	E13	Water Monitoring
	E14	Water Sampling
	E15	Chemical Sampling of Water
	E16	Backflow Prevention and Cross Connection Control
	E17	Energy Management
	E18	Natural Heritage
	E19	Renewable Energy
	E20	Source Water Protection
	E21	MOE Environmental Compliance Approvals
	E22	Private/Small Water Systems
	E23	Land Quality Monitoring
E24	Gasoline Storage & Dispensing	
Finance and Accounting	F27	Regulatory Reporting – Financial
Human Resources	H13	Claims
	H14	Grievances
	H15	Harassment And Violence
	H16	Criminal Background Checks
	H17	Employee Medical Records – Hazardous Materials
	H18	Employee Medical Records
	H19	Disability Management
	H20	Confined Spaces
	H21	Employee Recognition
	H22	Employee Certifications
Justice	J01	Certificates of Offence (Part I)
	J02	Information (Part III)/ Accident and Careless Driving Part 1
	J03	Control Lists/ Justice Reports
	J04	Court Dockets
	J05	Transcripts and Records of Court Proceedings
	J06	Enforcements & Suspensions
	J07	Appeals & Transfers
	J08	Statistics/ Payment Tracking
	J09	Disclosure
	J10	Certificates of Conviction Part 2

Township of South Frontenac

Staff Report - Records Retention By-law and Records Management Policy Revisions

Media and Public Relations	M10	Website & Social Media Content
	M11	Public Relations and Public Awareness
	M12	Intellectual Property
Protection and Enforcement Services	P16	Emergency Services
	P17	EMS and Fire Significant Incident & Impact Reports
	P18	EMS and Fire Accident Response Reports
	P19	EMS and Fire Statistics
	P20	Prohibition Notices & Orders
	P21	Facilities Routine Water Use, Monitoring and Testing
	P16	Emergency Services
	P17	EMS and Fire Significant Incident & Impact Reports
	P18	EMS and Fire Accident Response Reports
	P19	EMS and Fire Statistics
	P20	Prohibition Notices & Orders
	P21	Facilities Routine Water Use, Monitoring and Testing
Social and Health Care Services	S11	Disabilities Support Clients
	S12	Housing Services
	S13	Housing Tenant Clients
	S14	Home Child Care Program Administration
	S15	Home Child Care Program Clients
	S16	Social and Health Care Planning and Management
	S17	Client Care Coordination
	S18	Long Term Care Operations
	S19	Food Preparation and Service
	S20	Cemetery Operations
Transportation	T10	Field Survey/Road Survey Books
	T11	Bridges
Vehicles and Equipment	V05	Ancillary Equipment

The Retention Justification/Citations element of Schedule A of By-law 2022-68 functions in conjunction with the Federal Citation Table and the Provincial Citation Table. The citation tables provide additional information regarding retention requirements legislated by other levels of government. The citation tables are located on our server or are available upon request.

The Records Management Policy (Schedule B) is intended to serve as the primary tool utilized by staff to ensure that the Township of South Frontenac is meeting the legislated expectations with respect to records as outlined in the *Municipal Act, 2001 and MFIPPA*.

The Records Management Policy will:

- Manage legislated requirements for record keeping.
- Ensure dependable access to inactive records, making them readily available for decision making and record requests.
- Protect the integrity and authenticity of records so that they may be relied upon as evidence of organizational activity and administrative decisions and thereby meet legal, evidential and accountability requirements.
- Control the retention of records to ensure that information is retained in accordance with Schedule A of By-law 2022-68.
- Promote organization efficiency and economy through sound record keeping practices, including reducing storage costs through the use of the archive filing space and appropriate technology.

An effective records management system is essential to ensure that the Township is operating in an open, transparent and accountable fashion. Implementing the Records Management Policy will further demonstrate the Township's commitment to adhering to legislative and regulatory requirements as per *The Municipal Act, 2001 and MFIPPA*. Additionally, the new Records Retention By-law as well as the Records Management Policy will establish the framework necessary to further implement the electronic records management system in the coming months. As such staff are recommending that Council approve By-law 2022-68.

Financial Implications

None

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: 3. Ensure the organizational capacity to deliver cost-effective services in a changing world.

Climate Considerations

- Not applicable to this report.

Notice/Consultation

- *Jamie Brash, Manager, Facilities & Solid Waste*
- *Claire Dodds, Director of Development Services*
- *Troy Dunlop, Manager, Technical Services and Infrastructure*
- *Louise Fragnito, Chief Administrative Officer*
- *Brian Kirk, Manager, Operations & Fleet*
- *Tim Laprade, Manager, Recreation & Arena*
- *Shelley Stedall, Director of Corporate Services & Treasurer*
- *James Thompson, Deputy Clerk*

Attachments

Exhibit A – By-law 2022-68- A By-law to Adopt the Records Retention Schedule and Records Management Policy for the Township of South Frontenac

Approvals

Prepared by James Thompson, Deputy Clerk

Submitted By:



Angela Maddocks
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-68**

Being a By-law to Adopt the Records Retention Schedule and Records Management Policy for the Township of South Frontenac

Whereas Section 255 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof; and

Whereas the Council of the Township of South Frontenac deems it desirable to establish retention periods for the records of the municipality by enactment of this by-law;

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac exacts as follows:

1. **That** the Records Retention Schedule for the Township of South Frontenac is hereby adopted in the form attached hereto as Schedule A; it being understood that the Clerk be authorized to amend Schedule A as required.
2. **That** the Records Management Policy attached hereto as Schedule B be adopted; it being understood that the Clerk be authorized to amend Schedule B as required.
3. **That** this By-law shall come into force and take effect upon the date of final passing
4. **That** By-law 2004-29 be repealed upon the passage of this by-law.

Read a First and Second Time this 12th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 12th day of July, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule A

Township of South Frontenac Records Retention Schedule

Introduction

This retention schedule describes the length of time municipal records are to be kept until their destruction or transfer to the Township Archives.

Structure

The schedule reflects the functions documented by the records, rather than the divisions creating them. It is divided according to the primary functions and secondary categories identified in the Township's records classification scheme, plus a special section for transitory records. The primary functions are not arranged by the names of the divisions/offices creating or receiving the records.

Informational Content vs. Record Format

The schedule does not generally specify the physical format of the records. Instead, it indicates the period for which the *information* contained in the records needs to be maintained. Records should be organized and retained according to their subject matter and not the format they are stored in.

Disposal of Entire "File" vs. Individual Components

The basis of the Township's records classification scheme is that all like documents in a calendar year or for a specific case or project are maintained together under the appropriate classification category within each work unit. Generally, the retention periods contained in the schedule refer to the entire body of documents maintained as a file. Unless file components have been specifically listed with different retention periods, or records have been selected to be maintained for archival purposes, related files and documents should be maintained and disposed of together.

Schedule Format

The Records Retention Schedule is divided into six columns as follows:

Primary Heading – Grouping of class codes organized by records series.

Class Code - The assigned primary and secondary code for the record series.

Secondary Heading - The heading associated with the file code.

Responsible Department - The department responsible for keeping the master copy of the record. Only this department may request this record from the storage facility.

Total Retention - The total length of time the record is to be kept.

Legend:

P – Permanent; * - Maximum Copy Retention; S – Superseded; E – Event

C – Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Retention Justification/ Citations – This column identifies additional legislated retention requirements as prescribed by the Federal Government or Provincial Government.

Scope Notes

The Scope Notes summarize the type of records that may be classified and filed under each Primary and Secondary Heading. The sole purpose of the scope notes is to assist the user with classifying to the correct TOMRMS category. The Scope Notes form part of Schedule A.

Legend – The legend is found at the bottom of each page of Schedule A. It provides definitions for abbreviations used in the Schedule.

C - Current Year - All retention limits indicated begin after the current year.

E - Event – Refers to records for which a specific retention period cannot be predetermined as they must be kept until after the termination of a defined activity, event or function. In some cases, “E” has been defined to guide the decision.

S - Superseded - A file with this retention limit is transferred or destroyed when it has been replaced.

P – Permanent - A file with this retention limit is never destroyed.

***** - Maximum Copy Retention - Records of any subject of which copies are retained by other departments, have a total retention limit of no greater than the "Responsible Department", "Total Retention" value.

****** - Subject to Archival Selection - Certain records have been designated as having potential historical and research value to the municipality when their values have been exceeded. These records may be set-aside for review and culling by an archivist prior to their destruction.

Omissions and Changes

Although the retention schedule is based on the most accurate information available, some records may not be included. Where specific authority is not provided in this schedule, records cannot legally be disposed. They must be retained until the schedule is amended.

In addition, retention periods prescribed in this schedule may be altered due to changes in legislation or functional requirements. Once such changes become known, no disposal may take place until the appropriate amendments are made to the schedule.

Legend:

P – Permanent; ***** - Maximum Copy Retention; **S** – Superseded; **E** – Event

C – Current Year; ****** - Subject to Archival Selection

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PRIMARY HEADING: ADMINISTRATION

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A01	Associations and Organizations	Originating	1	business need
A02	Staff Committees and Meetings	Originating	4**	business need
A03	Computer Systems and Architecture	Corporate Services - Treasury	S+6	business need
A04	Conferences and Seminars	Originating	1** Archival review if sponsored by the Municipality	business need
A05	Consultants	Originating	2**	business need
A06	Inventory Control	Originating	6	business need
A07	Office Equipment and Furniture	Originating	Disposal of item	business need
A08	Office Services	Originating	1	business need
A09	Policies and Procedures	Originating	15**	g046 g059 g060 g062 g125 g148 g155
A10	Records Management	Clerk's Department	S	business need
A11	Records Disposition	Clerk's Department	P	common practice (P) based on CAN/CGSB-72.34-2017: Electronic Record as Documentary Evidence
A12	Telecommunications Systems	Originating	S	business need
A13	Travel and Accommodation	Originating	1	business need
A14	Uniforms and Clothing	Originating	S**	business need
A15	Vendors and Suppliers	Originating	2	business need
A16	Intergovernmental Relations	Originating	5**	business need

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
A17	Information Access and Privacy	Clerk's Department	2	g071
A18	Security	Originating	5	business need
A19	Facilities Construction and Renovations	Originating	Project finished and no outstanding issues + 2**	g059 g073
A20	Building and Property Maintenance	Originating	5 Setup tests and manuals = Equipment removed + 1 year	g049 g099 g123 g160
A21	Facilities Bookings	Originating	1	business need
A22	Accessibility of Services	Clerk's Department	5	g010
A23	Information Systems Production Activity & Control	Corporate Services – Information Services	2	business need
A24	Access Control & Passwords	Corporate Services – Information Services	5	business need
A25	Performance Management/ Quality Assurance	CAO	6	g110
A26	Building Structure Systems	Originating	Superseded or life of system/ asset	g046 g100
A27	Drawings	Originating	Superseded or life of system/ asset	g073 g141

Legend:

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PRIMARY HEADING: COUNCIL AND BY-LAWS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C01	By-Laws	Clerk's Department	P**	g090 g131
C02	By-Laws - Other Municipalities	Clerk's Department	S	business need
C03	Council Agenda	Clerk's Department	S+5	business need
C04	Council Minutes	Clerk's Department	P** Working notes = 6 copies = 2	g131
C05	Council Committee Agenda	Clerk's Department	S	business need
C06	Council Committee Minutes	Clerk's Department	6**	g015
C07	Elections	Clerk's Department	Day action took effect or voting day + 4 Ballot = 120 days after voting or resolution of recount	g069 g070
C08	Goals and Objectives	Originating	10 **	g052 g159
C09	Motions and Resolutions	Clerk's Department	P** Copy = 1	g131
C10	Motions and Resolutions - Other Municipalities	Clerk's Department	S	business need

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
C11	Reports to Council	Clerk's Department	P**	common practice – also included in Council Minutes
C12	Appointments to Boards and Committees	Clerk's Department	P**	g131
C13	Accountability Transparency & Governance	Clerk's Department	2	g059

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PRIMARY HEADING: DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D01	Demographic Studies	Development Services - Planning	10**	business need
D02	Economic Development	Development Services - Planning	10**	business need
D03	Environment Planning	Development Services - Planning	15**	g008 g016 g068 g146 g156
D04	Residential Development	Development Services - Planning	10**	business need
D05	Natural Resources Planning	Development Services - Planning	5**	business need
D06	Tourism Development	Development Services - Planning	10**	business need
D07	Condominium Plans	Development Services - Planning	P Applications = 2 years after final decision	business need
D08	Official Plans	Clerk's Department	P**	g090 (15 years) common practice (P)
D09	Official Plan Amendment Applications	Development Services - Planning	Final decision or reflected in revised official plan + 5	
D10	Severances	Development Services - Planning	Land titles registration + 6	g133
D11	Site Plan Control	Development Services - Planning	P Application = 2 years after final decision	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D12	Subdivision Plans	Development Services - Planning	P Application = 2 years after final decision	business need
D13	Variance Applications	Development Services - Planning	P	common practice
D14	Zoning	Development Services - Planning	Final decision + 2	business need
D15	Easements	Development Services - Planning	Termination of right + 6**	g133
D16	Encroachments	Development Services - Planning	Termination of right + 6**	g133
D17	Annexation/ Amalgamation	Clerk's Department	P**	business need
D18	Community Improvement	Development Services - Planning	Completion of project + 6**	business need
D19	Municipal Addressing	Development Services - Planning	S+10**	business need
D20	Reference Plans	Development Services - Planning	P	business need
D21	Industrial/ Commercial Development	Development Services - Planning	10**	business need
D22	Digital Mapping	Development Services - Planning	S Excludes actual data residing on these systems	business need
D23	Agricultural Development	Development Services - Planning	10**	business need
D24	Official Plan Background	Development Services - Planning	Final Decision + 5	business need
D25	Deeming Process	Development Services - Planning	Final Decision + 2	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
D26	Development Charges Study	Development Services - Planning	10**	g128
D27	Part Lot Control	Development Services - Planning	Final Decision + 5	business need

Legend:

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PRIMARY HEADING: ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E00	Environmental Services	Originating	1	business need
E01	Sanitary Sewers	Public Services – Technical Services & Infrastructure	Project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073 g089
E02	Storm Sewers	Public Services – Technical Services & Infrastructure	Project completed & no outstanding issues + 2 Specifications = life of the asset as per A27	business need g059 g073
E03	Treatment Plants - Wastewater	Public Services – Technical Services & Infrastructure	Report made or equipment decommissioned + 5 Specifications = life of the asset as per A27 Plans = cease to apply + 2	g008 g059 g073 g082 g089 g152
E04	Tree Maintenance	Public Services – Operations & Fleet	5	business need g089
E05	Air Quality Monitoring	Public Services – Facilities & Solid Waste	Later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5 + 5**	g008 g089

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E06	Utilities	Public Services – Technical Services & Infrastructure	5**	business need
E07	Waste Management	Public Services – Facilities & Solid Waste	10 or cease to apply + 10** Post landfill site closure documentation = closure + 25	g008 g037 g038 g039 g041 g042 g073 g089 g112 g117 g121 g138
E08	Water Works – Drinking Water Plant	Public Services – Technical Services & Infrastructure	15 Specifications = Permanent as per A27	g073 g082 g089 g108 g111
E09	Drains	Public Services – Technical Services & Infrastructure	E+5** Specifications = Permanent as per A27	g073 g082
E10	Pits and Quarries	Public Services – Technical Services & Infrastructure	5** Specifications = life of the pit or quarry	g073 g082
E11	Nutrient Management	Public Services – Technical Services & Infrastructure	5** or expiry of plan + 2 years	g129
E12	Private Sewage Disposal Systems	Development Services	7** Specifications = life of system	g037 g082 g129

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E13	Water Monitoring	Public Services – Technical Services & Infrastructure	Created, approved or plan no longer in force + 15	g008 g016 g082 g089 g108 g110 g111 g115
E14	Water Sampling	Public Services – Technical Services & Infrastructure Child Care Facility	Created, approved or plan no longer in force + 15 Childcare facility plumbing flush and water testing = 6	g008 g016 g082 g089 g108 g110 g111 g115
E15	Chemical Sampling of Water	Public Services – Technical Services & Infrastructure	Created, approved or plan no longer in force + 15	g008 g016 g089 g108 g111 g110
E16	Backflow Prevention and Cross Connection Control	Public Services – Technical Services & Infrastructure	15	g008 g082 g089 g108 g110 g111
E17	Energy Management	Public Services – Technical Services & Infrastructure	End of reporting period to which relates + 7	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
E18	Natural Heritage	Public Services	End of plan or designated year + 3	g057 g072 g089
E19	Renewable Energy	Public Services – Technical Services & Infrastructure	Created, approved or facility no longer in force + 15	g060
E20	Source Water Protection	Public Services – Technical Services & Infrastructure	Created, approved or plan no longer in force + 15	business need g016 g060
E21	MOE Environmental Compliance Approvals	Public Services – Technical Services & Infrastructure	Cease to apply + 3	g038 g089 g115 g144
E22	Private/Small Water Systems	Public Services – Technical Services & Infrastructure	E+15 Maintenance = as long as equipment in use	g108 g115 g116
E23	Land Quality Monitoring	Public Services – Technical Services & Infrastructure	7	g082 g156
E24	Gasoline Storage & Dispensing	Public Services – Operations & Fleet	Use = 7 Tank install, inspection = system removed + 5	g045 g140 g141 g147 g158

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PRIMARY HEADING: FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F01	Accounts Payable	Corporate Services - Treasury	Close of fiscal tax year end +7 For welfare & childcare payments E = provincial government year end + 7	g005 g006 g007 g032 g034 g051 g053 g055 g062 g086 g096
F02	Accounts Receivable	Corporate Services - Treasury	Close of fiscal tax year end + 7	g006 g007 g032 g034 g053 g055 g062
F03	Audits	Corporate Services - Treasury	6	g032 g069
F04	Banking	Corporate Services - Treasury	Close of fiscal tax year end + 7	g007 g026 g053 g062
F05	Budgets and Estimates	Corporate Services - Treasury	6**	business need
F06	Assets	Corporate Services - Treasury	Disposal of asset + 10**	g006 g007
F07	Cheques	Corporate Services - Treasury	6	g006 g007 g034 g086

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F08	Debentures and Bonds	Corporate Services - Treasury	Debentures surrendered for exchange/cancellation + 6	g007
F09	Employee and Council Expenses	Corporate Services - Treasury	Close of fiscal tax year + 7	g006 g007
F10	Financial Statements	Corporate Services - Treasury	P**	g069
F11	Grants and Loans	Corporate Services - Treasury	Repayment of loan + 6	g006 g007
F12	Investments	Corporate Services - Treasury	Closure of account + 6	g006
F13	Journal Vouchers	Corporate Services - Treasury	Close of fiscal tax year + 6	g006 g007 g032 g034 g055
F14	Subsidiary Ledgers, Registers, and Journals	Corporate Services - Treasury	Close of fiscal tax year + 7**	g001 g005 g006 g007 g026 g032 g034 g053 g055 g086
F15	General Ledgers and Journals	Corporate Services - Treasury	P	g001 g006 g007 g032 g034 g055 g131

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F16	Payroll	Corporate Services - Treasury	Close of fiscal tax year + 6	g001 g005 g007 g019 g032 g034
F17	Purchase Orders and Requisitions	Corporate Services - Treasury	Close of fiscal tax year + 7	g006 g007 g032 g053 g062
F18	Quotations and Tenders	Corporate Services - Treasury	E+7** Unsuccessful bids - retain for 1 year from contract award	g006 g007 g032 g053 g062
F19	Receipts	Corporate Services - Treasury	7	g006 g007 g032 g097
F20	Reserve Funds	Corporate Services - Treasury	6	g069
F21	Revenues	Corporate Services - Treasury	7 Records related to mortgages must be kept for 10 years.	g026 g032 g053 g062 g095

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
F22	Tax Rolls and Records	Clerk's Department	P Tax rolls = when no longer required for planning purposes	g007 g068 g095 (20-year limitation) g161 common practice (P)
F23	Write Offs	Corporate Services - Treasury	6 Court services write-offs – 37 years	g006 g007 g027
F24	Trust Funds	Originating	Fiscal year or last day of residence + 7	g047 g051 g062 g097
F25	Security Deposit	Corporate Services - Treasury	Closure of account + 6	g006 g007
F26	Working Papers - Financial	Corporate Services - Treasury	After completion of audit + 1	business need
F27	Regulatory Reporting – Financial	Corporate Services - Treasury	6	business need

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PRIMARY HEADING: HUMAN RESOURCES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H01	Attendance and Scheduling	Human Resources	5 Driver's daily logs = 6 months Public vehicle and trip reports – 1 year	g035 g050 g151
H02	Benefits Program	Human Resources	S	business need
H03	Employee Records	Human Resources	Date employee ceased to be employed by employer + 5 Drinking Water system training record = 5 Confined space training = cease to perform work and at least 5 years Salt program training = 7 Long-term care home staff = termination + 7 Firefighter employment terms = 25	g035 g045 g065 g103 g139 g148

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H04	Health and Safety	Human Resources	3 Accident reports for construction projects retained with project 1 year after project completion	g045 g059 g076 g078 g123 g125
H05	Human Resource Planning	Human Resources	Day last used + 1 year (Human Rights special program designation minimum of 5 years)**	g054
H06	Job Descriptions	Human Resources	S**	business need
H07	Labour Relations	Human Resources	Expiry of contract period + 10**	g013
H08	Organization Design	Originating	S**	business need
H09	Salary Planning	Human Resources	5	business need
H10	Pension and Benefits Records	Human Resources	Termination of employee + 6	g001 g088
H11	Recruitment	Human Resources	1	g071

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H12	Training and Development	Human Resources	Date when that particular course ceases to be offered + 2** Salt use training materials – 7 years Drinking water training materials– 5 years Only courses developed and presented by the Municipality are subject to archival selection	g043 g045 g139 g148
H13	Claims	Human Resources	Resolution of claim + 3 Hazardous exposure claims = longer of 40 years or 20 years after last record made	g078 g125
H14	Grievances	Human Resources	Resolution of claim + 10	g013 g054
H15	Harassment And Violence	Human Resources	Resolution of complaint + 3	g054 g059 business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
H16	Criminal Background Checks	Human Resources	Date employee ceased to be employed by employer + 7	business need
H17	Employee Medical Records – Hazardous Materials	Human Resources	E+40 or 20 years after last record of exposure	g078 g079 g103
H18	Employee Medical Records	Human Resources	When STD/LTD claims are resolved + 3	g078 business need
H19	Disability Management	Human Resources	Day issued or earlier as may be specified by Commission + 5	g010 g054
H20	Confined Spaces	Human Resources	1 year or the period necessary to ensure 2 most recent records retained	g075
H21	Employee Recognition	Human Resources	5	business need
H22	Employee Certifications	Human Resources	certification expired + 2	g059 g077

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PRIMARY HEADING: JUSTICE

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
J01	Certificates of Offence (Part I)	Originating	Completion + 2	g024 MOU
J02	Information (Part III)/ Accident and Careless Driving Part 1	Originating	Completion + 6	g022 g023 MOU
J03	Control Lists/ Justice Reports	Not Applicable	4	MOU
J04	Court Dockets	Not Applicable	3 Statement of defence – not set to trial = 5	g025 g093 g150 MOU
J05	Transcripts and Records of Court Proceedings	Not Applicable	6**	g029 g093 MOU
J06	Enforcements & Suspensions	Originating	8	MOU
J07	Appeals & Transfers	Originating	7	MOU
J08	Statistics/ Payment Tracking	Originating	8	MOU
J09	Disclosure	Originating	6	MOU
J10	Certificates of Conviction Part 2	Not Applicable	6	MOU

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PRIMARY HEADING: LEGAL AFFAIRS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L01	Appeals and Hearings	Clerk's Department	P After Resolution of appeal	g059 g060 g068 g089 g090 (15 years) common practice (P)
L02	Claims Against the Municipality	Clerk's Department	Resolution of claim and all appeals + 2 ultimate limitation = 15 years	g047 g056 g059 g060 g089 g162
L03	Claims By the Municipality	Clerk's Department	Resolution of claim and all appeals + 2	g056 g057 g072
L04	Contracts and Agreements - Under By-Law	Clerk's Department	act or omission on which claim is based took place + 15**	g060 g068
L05	Insurance Appraisals	Clerk's Department	After a new appraisal has been done + 15	g060
L06	Insurance Policies	Clerk's Department	Expiry of policy + 15	g060
L07	Land Acquisition and Sale	Clerk's Department	Property disposition + 10 years Renewable energy projects agreements terms may not be more than 50 years Append abandoned petroleum storage tank to deed	g041 g095 g133 g153

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
L08	Opinions and Briefs	Clerk's Department	S**	business need
L09	Precedents	Clerk's Department	S**	business need
L10	Federal Legislation	Originating	S	business need
L11	Provincial Legislation	Originating	S	business need
L12	Vital Statistics	Clerk's Department	P (may be captured in provincial registry?) Marriage licences 2 years	common practice (P)
L13	Prosecutions	Originating	Delivery of judgement + 7	g059 (2 year limitation) g060 (15 year limitation) common practice
L14	Contracts and Agreements – Simple	Clerk's Department	Expiry of contract + 2** Long term care service providers = expiry + 7	g041 g042 g053 g059 g062 g130

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PRIMARY HEADING: MEDIA AND PUBLIC RELATIONS

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
M01	Advertising	Originating	1**	business need
M02	Ceremonies and Events	Originating	5**	business need
M03	Charitable Campaigns/Fund Raising	Originating	1	business need
M04	Complaints Commendations and Inquiries	Originating	5**	g054 g121 g154 g160
M05	News Clippings	Originating	1**	business need
M06	News Releases	Originating	1**	business need
M07	Publications	Originating	S** S+3 if publication is subject to copyright or trademark	g134
M08	Speeches and Presentations	Originating	3**	business need
M09	Visual Identity and Insignia	Clerk's Department	S+5**	g134 g136
M10	Website & Social Media Content	Originating	S + 2	g059
M11	Public Relations and Public Awareness	Originating	5**	business need
M12	Intellectual Property	Clerk's Department	Copyright, patent or trademark expired or last use + 5 years	g134 g135 g136

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PRIMARY HEADING: PROTECTION AND ENFORCEMENT SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P01	By-law Enforcement	Originating	6**	g059 g089
P02	Daily Occurrence Logs	Originating	5**	business need
P03	Emergency Planning and Response	Originating	S** or expiry of plan + 5 if Canadian Environmental Protection Act applies	g144
P04	Hazardous Materials	Originating	S+5	g038 g076 g121 g140 g142 g143 g149
P05	Incident/ Accident Reports	Originating	5	g011
P06	Building and Structural Inspections	Development Services – Building Emergency Services	Inspections = 2 initial fire system test report = life of system	g015 g045 g046 g073 g123
P07	Health and Fire Safety Inspections	Originating	S, minimum 1 year	g045
P08	Investigations	Originating	10**	g059 g089 common practice
P09	Licences	Clerk’s Department	Expiry of licence + 2	g017
P10	Building Permits	Development Services - Building	P	g090 (15 years) common practice (P)

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P11	Permits - Other	Originating	Expiry of permit + 2	g017
P12	Warrants	Originating	Execution of warrant + 2 Court services search warrants – 40 years	g028 g059
P13	Criminal Records	Originating	Occurrence/ investigation closed or disposition of charge + 5	business need
P14	Animal Control	Originating	date animal was last in the pound + 2	g012
P15	Community Protection Programs	Originating	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2	g071 business need
P16	Emergency Services	Originating	S+5	g011
P17	EMS and Fire Significant Incident & Impact Reports	Originating	S+5	g011
P18	EMS and Fire Accident Response Reports	Originating	S+5	g011
P19	EMS and Fire Statistics	Originating	S+2	business need
P20	Prohibition Notices & Orders	Originating	15	g016

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
P21	Facilities Routine Water Use, Monitoring and Testing	Public Services Recreation & Arena Child Care Facility	Pools and recreational camps = 1 Childcare facility plumbing flush and water testing = 6	g049 g109

Legend:

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C – Current Year; ** - Subject to Archival Selection

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PRIMARY HEADING: RECREATION AND CULTURE

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
R01	Heritage Preservation	Clerk's Department	End of plan year or removal of designation + 3**	g081
R02	Library Services	Clerk's Department	5	g134
R03	Museum and Archival Services	Clerk's Department	S + 3**	g134
R04	Parks Management	Public Services – Recreation & Arena	Park maintenance = 5** Playground equipment maintenance = 15	g060 business need
R05	intentionally left blank			
R06	Recreational Programming	Public Services – Recreation & Arena	Program development & evaluation = 3** Program registration = 1 Attendance fee collection = 6	business need g071 g006

Legend:

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PRIMARY HEADING: SOCIAL AND HEALTH CARE SERVICES

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S01	Children's Day Care and Day Nursery Services	Not Applicable	S (review after 3 years)	g125
S02	Elderly and Supportive Assistance Services	Not Applicable	S (review after 3 years)	business need
S03	Long Term Care Facility Clients	Not Applicable	Discharged + 10	g061 g097
S04	Community and Social Assistance Services	Not Applicable	S (review after 3 years)	business need
S05	Ontario Works Clients	Not Applicable	Date of last entry + 5 Outstanding overpayment = overpayment resolved + 5 Fraud investigation = fraud resolved + 5 Outstanding family support issues = 10	g019 g084 g085
S06	Medical Case Clients	Not Applicable	Discharged as a client + 15 years Note: reportable diseases may be longer	g060 college of physicians & surgeons of Ontario recommendation
S07	Children's Services	Not Applicable	S (review after 3 years)	business need
S08	Public Health	Originating	S (review after 5 years)	business need

Legend:

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
S09	Cemetery Interment	Corporate Services	P** Transfer to archives if no longer managed Burial permits = 2	g048 g101
S10	Day Care and Day Nursery Clients	Not Applicable	Last participated date + 3	g126
S11	Disabilities Support Clients	Not Applicable	No longer receiving support + 7	g155
S12	Housing Services	Not Applicable	10	g052 g163
S13	Housing Tenant Clients	Not Applicable	No longer resides + 5	g053 g163
S14	Home Child Care Program Administration	Not Applicable	3	g125
S15	Home Child Care Program Clients	Not Applicable	Last participated date + 3	g126
S16	Social and Health Care Planning and Management	Not Applicable	7 years	business need
S17	Client Care Coordination	Not Applicable	No longer receiving support + 10	g019 g053 g084 g085 g126 g155
S18	Long Term Care Operations	Not Applicable	4	g003 g064 g163
S19	Food Preparation and Service	Not Applicable	1	g063
S20	Cemetery Operations	Corporate Services	Contract fulfilled or no longer applies + 6 years	g047

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PRIMARY HEADING: TRANSPORTATION

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T01	Illumination	Public Services – Technical Services & Infrastructure	Removal of the equipment + 6 Specifications = P	business need
T02	Parking	Public Services – Technical Services & Infrastructure	Closure of lot or space + 6	business need
T03	Public Transit Operations	Public Services – Operations & Fleet	Closure of route/ shelter/ stop + 1**, 2 year minimum retention	business need g094
T04	Road Construction	Public Services – Technical Services & Infrastructure	Project finished + 1** Specifications = P	g073
T05	Road Design and Planning	Public Services – Technical Services & Infrastructure	Project finished + 1** Specifications = P	g073
T06	Road Maintenance and Salt Usage	Public Services – Operations & Fleet	Project finished + 1 salt plans, usage, training and reports = 7 years Specifications = P	g073 g139
T07	Signs and Signals	Public Services – Operations & Fleet	Removal of sign/signal + 1	g073
T08	Traffic	Public Services – Technical Services & Infrastructure	project finished + 1** Temporary road closures = 2 years	business need
T09	Roads and Lanes Openings/ Closures	Public Services – Operations & Fleet	Project finished + 1**	business need
T10	Field Survey/Road Survey Books	Public Services – Technical Services & Infrastructure	Project finished + 1	business need

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Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
T11	Bridges	Public Services – Technical Services & Infrastructure	Project finished + 1 Specifications = P	g073

Legend:

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PRIMARY HEADING: VEHICLES AND EQUIPMENT

Class Code	Secondary Heading	Responsible Dept.	Total Retention (# of years after current year)	Retention Justification/ Citations
V01	Fleet Management	Public Services – Operations & Fleet	Termination of lease) + 2 Public vehicles trip record = 1 Daily Inspection Logs = 2 years or 6 months after vehicle ceases to be operated	g050 g074 g094 g130
V02	Mobile Equipment	Originating	Disposal of equipment + 1	g074 common practice
V03	Transportable Equipment	Originating	Disposal of equipment + 1	g074 common practice
V04	Protective Equipment	Originating	Disposal of equipment + 1	g074 g075 common practice
V05	Ancillary Equipment	Originating	Disposal of equipment + 1 Set-up tests = until superseded	g074 g157

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TRANSITORY RECORDS

The following records are common to most divisions and are normally required for a very limited period of time. Unless otherwise specified in the schedule, or unless required for legal or legislated purposes, these records may be destroyed when their value ceases as determined by the individual work unit.

Class Code	Record Series Description
N/A	<p>Additional Duplicate Copies: Additional copies of records. Includes those created for ease of reference or for distribution at meetings, training sessions, etc. Examples include multiple copies of project or committee materials such as minutes, reports, agendas, etc. as sent to various committee members and staff. Duplicate copies of documents retained only for distribution or convenience (e.g. multiple copies of reports or memos).</p>
N/A	<p>Telephone Messages: Includes personal telephone messages and simple telephone messages recorded on post-it notes, message pads, log books, and in voicemail which do not record official business decisions, or have future business, financial, operational, administrative, legal, vital, or archival value.</p>
N/A	<p>Working Papers: Rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports, etc. which do not form significant stages in the preparation of a final document and do not record official business decisions, or have future business, financial, operational, administrative, legal, vital, or archival value.</p>
N/A	<p>Miscellaneous Notices or Memoranda: Includes "All Staff" emails, messages on upcoming special events, or memos on minor administrative details.</p>
N/A	<p>External Publications: Includes administrative manuals, directories, catalogues, newsletters, pamphlets and periodicals produced by organizations external to the municipality. Also Includes unsolicited advertising, brochures and flyers.</p>

Legend:

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02-01-05 SCOPE NOTES 2020 MANUAL CONTROL AND USE

Tab:	Records classification system	#:	02-01-05
Section:	The System	Page:	1 of 62
Subject:	Scope notes	Date:	2020- 07

A	ADMINISTRATION Includes records regarding routine administration and office services functions.
C	COUNCIL, BOARDS AND BY-LAWS Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
D	DEVELOPMENT AND PLANNING Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc. Subjects are grouped according to long range vs. developmental planning.
E	ENVIRONMENTAL SERVICES Includes records regarding provision of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.
F	FINANCE AND ACCOUNTING Includes records regarding the management of funds.
H	HUMAN RESOURCES Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
J	JUSTICE Includes records regarding POA and Court activities.
L	LEGAL AFFAIRS Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.
M	MEDIA AND PUBLIC RELATIONS Includes records regarding the municipality's relationship with the media and the general public.

P	<p>PROTECTION AND ENFORCEMENT SERVICES</p> <p>Includes records regarding the operational functions of law enforcement, licensing, public protection, fire prevention and within the community.</p>
R	<p>RECREATION AND CULTURE</p> <p>Includes records regarding the provision of recreational and cultural services to the community.</p>
S	<p>SOCIAL AND HEALTH CARE SERVICES</p> <p>Includes records regarding social services and health care programs.</p>
T	<p>TRANSPORTATION SERVICES</p> <p>Includes records regarding the development and improvement of transportation systems (roads and public transit).</p>
V	<p>VEHICLES AND EQUIPMENT</p> <p>Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment and related maintenance activities.</p>

ADMINISTRATION - A

<p>A01</p>	<p>ASSOCIATIONS AND ORGANIZATIONS</p> <p>Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff members belong or with which they communicate in the course of their duties such as Drayton & Community Citizens Association, AMCTO, MISA, Ontario Farm Drainage Association, etc. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Membership Fees - see F01
<p>A02</p>	<p>STAFF COMMITTEES AND MEETINGS</p> <p>Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Council Minutes and Agenda - see C03-C04 • Standing Committees - see C05-C06 • Health & Safety Committee Meetings – see H04
<p>A03</p>	<p>COMPUTER SYSTEMS AND ARCHITECTURE</p> <p>Includes records relating to the design of computer systems, system changes and/or software and network architecture, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Reports - file by subject • Acquisitions - see F18

<p>A04</p>	<p>CONFERENCES AND SEMINARS</p> <p>Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Speeches and Presentations - see M08 • Accommodation & Travel Arrangements – see A13 • Employee and Council Expenses - see F09 • Ceremonies and Events - see M02 • Invoices - see F01 • Rental Agreements - see L14
<p>A05</p>	<p>CONSULTANTS</p> <p>Category removed. Records contained should be filed in other classification categories.</p> <p>For:</p> <ul style="list-style-type: none"> • Reports - file by subject • Consulting relationship management and evaluation – see A15 • Project based monitoring of consultant activities – see project file • Procurement, Quotations and Tenders - see F18 • Invoices - see F01
<p>A06</p>	<p>INVENTORY CONTROL</p> <p>Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Assets - see F06 • Controlled Drug Substances – see S18 • Petroleum Products – see E24

A07	<p>OFFICE EQUIPMENT AND FURNITURE</p> <p>Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Computer Hardware and Software - see A03 • Service Agreements - see L14 • Assets - see F06
A08	<p>OFFICE SERVICES</p> <p>Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.</p>
A09	<p>POLICIES AND PROCEDURES</p> <p>Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.</p>
A10	<p>RECORDS MANAGEMENT</p> <p>Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies, and records centre operations.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Retention By-Law - see C01 • Policies and Procedures - see A09 • Records Disposition - see A11
A11	<p>RECORDS DISPOSITION</p> <p>Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.</p>

<p>A12</p>	<p>TELECOMMUNICATIONS SYSTEMS</p> <p>Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Licenses - see P09 • Assets - see F06 • Long Distance Call Records – see F01 • Agreements - see L04 or L14
<p>A13</p>	<p>TRAVEL AND ACCOMMODATION</p> <p>Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee and Council expenses – see F09
<p>A14</p>	<p>UNIFORMS AND CLOTHING</p> <p>Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety clothing used by utilities operators.</p>
<p>A15</p>	<p>VENDORS AND SUPPLIERS</p> <p>Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Purchase Orders and Requisitions - see F17 • Office Equipment - owned and leased - see A07 • Fleet Management - see V01

<p>A16</p>	<p>INTERGOVERNMENTAL RELATIONS</p> <p>Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Legislation – see L10/L11
<p>A17</p>	<p>INFORMATION ACCESS AND PRIVACY</p> <p>Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation/processing. Also includes lists of Personal Information Banks (PIBs).</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Copies of the Act - see L11 • Non MFIPPA Complaints and Inquiries - see M04
<p>A18</p>	<p>SECURITY</p> <p>Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed-circuit television (CCTV) output.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Vandalism Reports - see P05 • Computer Security - see A03
<p>A19</p>	<p>FACILITIES CONSTRUCTION AND RENOVATIONS</p> <p>Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports, cost reports, and design, inspections and site safety certification of equipment such as scaffolds and safety platforms for construction sites controlled by the municipality.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • As-Builts and drawings – see A27

<p>A20</p>	<p>BUILDING AND PROPERTY MAINTENANCE</p> <p>Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts, office cleaning and pest control as well as licenses for devices such as elevators.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Parks Management - see R04 • Building Systems – see A26
<p>A21</p>	<p>FACILITIES BOOKINGS</p> <p>Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p>
<p>A22</p>	<p>ACCESSIBILITY OF SERVICES</p> <p>Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Includes multi-year accessibility plan, efforts to remove barriers and notices of availability of these services.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Report on services – see A25
<p>A23</p>	<p>INFORMATION SYSTEMS PRODUCTION ACTIVITY AND CONTROL</p> <p>Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.</p>
<p>A24</p>	<p>ACCESS CONTROL AND PASSWORDS</p> <p>Records related to the management of and access to programs. Includes individual access, password management, etc.</p>

<p>A25</p>	<p>PERFORMANCE MANAGEMENT/QUALITY ASSURANCE</p> <p>Includes records regarding the performance of the Municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), Excellence Canada (formerly the National Quality Institute), Benchmarking, and Balanced Score Cards. Types of records included are key performance indicators, annual reports submitted to a Ministry such as the Leaf and Yard Waste System Annual Waste Reduction Reports, Waste Recycling Sites Annual Report, drinking water system annual report, Long-Term Care Home Licensee Annual Report, Personal Health Information Annual Report, Housing Services Annual Report, Funding Agencies Annual Report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee performance appraisal - see H03 • Council Goals & Objectives - see C08 • Financial Regulatory reporting, FIR and MPMP – see F27
<p>A26</p>	<p>BUILDING STRUCTURE SYSTEMS</p> <p>Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer’s operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.</p>
<p>A27</p>	<p>DRAWINGS</p> <p>Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.</p>

COUNCIL, BOARDS AND BY-LAWS - C

C01	<p>BY-LAWS</p> <p>Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the By-Law.</p>
C02	<p>BY-LAWS - OTHER MUNICIPALITIES</p> <p>Includes final versions of by-laws of other municipalities which are of interest.</p>
C03	<p>COUNCIL AGENDA</p> <p>Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.</p>
C04	<p>COUNCIL MINUTES</p> <p>Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes and voting records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Council Committees - see C05, C06 • Reports to Council - see C11
C05	<p>COUNCIL COMMITTEE AGENDA</p> <p>Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.</p>
C06	<p>COUNCIL COMMITTEE MINUTES</p> <p>Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.</p>
C07	<p>ELECTIONS</p> <p>Includes returned notices, lists of officials, initial MPAC and amended voters' lists, change of name applications, nominations, notices, ballots, election results, preliminary voters' lists, objections lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries. Includes advertising.</p>

<p>C08</p>	<p>GOALS AND OBJECTIVES</p> <p>Includes records concerning strategic planning, goals and objectives such as shared services and mission statements such as the municipal sustainability plan housing plan, and growth plan submissions prepared for the Ministry.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Environmental Planning – see D03 • Official Plan – see D08
<p>C09</p>	<p>MOTIONS AND RESOLUTIONS</p> <p>Includes final signed versions of resolutions and motions of Council.</p>
<p>C10</p>	<p>MOTIONS AND RESOLUTIONS - OTHER MUNICIPALITIES</p> <p>Includes final versions of motions and resolutions of other municipalities which are of interest.</p>
<p>C11</p>	<p>REPORTS TO COUNCIL</p> <p>Includes all departmental reports to Council such as staff reports, the Treasurer’s agreements, investments and funds disposition reports. Filed by subject.</p>
<p>C12</p>	<p>APPOINTMENTS TO BOARDS AND COMMITTEES</p> <p>Includes records regarding appointments by Council of staff and council members to roles on council committees and boards.</p>
<p>C13</p>	<p>ACCOUNTABILITY, TRANSPARENCY & GOVERNANCE</p> <p>Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including Integrity Commissioner reports, Ombudsman investigations and reports), closed meeting investigations and initiatives., registry of lobbyists, etc.</p>

DEVELOPMENT AND PLANNING - D

<p>D01</p>	<p>DEMOGRAPHIC STUDIES</p> <p>Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Vital Statistics - see L12
<p>D02</p>	<p>ECONOMIC DEVELOPMENT</p> <p>Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Demographic Studies - see D01 • Residential Development - see D04 • Tourism Development - see D06 • Industrial/Commercial Development - see D21
<p>D03</p>	<p>ENVIRONMENT PLANNING</p> <p>Includes records regarding general types of environmental studies with a long-range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Environmental Monitoring - see E05, E13 - E15 • Waste Management - see E07 • Source Water Protection Committee – see E20
<p>D04</p>	<p>RESIDENTIAL DEVELOPMENT</p> <p>Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.</p>

<p>D05</p>	<p>NATURAL RESOURCES PLANNING</p> <p>Includes records regarding planning for the management and preservation of forests, natural features, the characteristics of various minerals as well as mineral deposits, and other natural resources information.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Tree maintenance – see E04 • Natural Resource management and preservation – see E18
<p>D06</p>	<p>TOURISM DEVELOPMENT</p> <p>Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.</p>
<p>D07</p>	<p>CONDOMINIUM PLANS</p> <p>Includes records regarding the pre-consultation and the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.</p>
<p>D08</p>	<p>OFFICIAL PLANS</p> <p>Includes the official plan, and exemptions and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.</p>
<p>D09</p>	<p>OFFICIAL PLAN AMENDMENT APPLICATIONS</p> <p>Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.</p>
<p>D10</p>	<p>SEVERANCES</p> <p>Includes records regarding the granting of severances to parcels of land including application for severance.</p>

<p>D11</p>	<p>SITE PLAN CONTROL</p> <p>Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Systems for Servicing Land - see relevant subject. • Site Plan Agreements - see L04
<p>D12</p>	<p>SUBDIVISION PLANS</p> <p>Includes records regarding the pre-consultation and the approval of plans of subdivisions (both residential and commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Also includes notices of approval.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Subdivision Agreements - see L04
<p>D13</p>	<p>VARIANCE APPLICATIONS</p> <p>Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Budget Variances - see F05
<p>D14</p>	<p>ZONING</p> <p>Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Zoning By-Laws - see C01 • Variances - see D13
<p>D15</p>	<p>EASEMENTS</p> <p>Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Original Agreements - see L04

<p>D16</p>	<p>ENCROACHMENTS</p> <p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Original Agreements - see L04 • Original Encroachment By-Laws - see C01
<p>D17</p>	<p>ANNEXATION/AMALGAMATION</p> <p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.</p>
<p>D18</p>	<p>COMMUNITY IMPROVEMENT</p> <p>Includes records, studies, statistics and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement Programs, Community Area Improvement Programs, BIA, BIC, PRID, etc. May also include records on housing rehabilitation programs, ie. RRAP, CMHC.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Economic Development - see D02
<p>D19</p>	<p>MUNICIPAL ADDRESSING</p> <p>Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.</p>
<p>D20</p>	<p>REFERENCE PLANS</p> <p>Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.</p>
<p>D21</p>	<p>INDUSTRIAL/COMMERCIAL DEVELOPMENT</p> <p>Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Agricultural Development – see D23
<p>D22</p>	<p>DIGITAL MAPPING</p> <p>Includes all records used to produce maps and updates in a digital format as in a GIS.</p>

D23	<p>AGRICULTURAL DEVELOPMENT</p> <p>Includes all records regarding development of agricultural growth.</p>
D24	<p>OFFICIAL PLAN BACKGROUND</p> <p>Includes reports pertaining to amendments and changes to the Official Plan.</p>
D25	<p>DEEMING PROCESS</p> <p>Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.</p>
D26	<p>DEVELOPMENT CHARGES STUDY</p> <p>Includes records related to the development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law</p>
D27	<p>PART LOT CONTROL</p> <p>Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.</p>

ENVIRONMENTAL SERVICES - E

<p>E01</p>	<p>SANITARY SEWERS</p> <p>Includes records regarding the design, construction and maintenance of sanitary sewers such as underground conduits that carry off waste matter.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Waste Management - see E07 • Storm Sewers - see E02 • Treatment Plants - see E03 • MOE Approvals – see E21 • Drawings/As Bults and specifications – see A27
<p>E02</p>	<p>STORM SEWERS</p> <p>Includes records regarding the design, construction and maintenance of storm sewers such as underground conduits that carry off drainage water.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Drawings/ As Bults and specifications – see A27
<p>E03</p>	<p>TREATMENT PLANTS (Wastewater Treatment and Collection Systems)</p> <p>Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection, identification reports, operator-in-charge records, treatment unit instructions, equipment operating status records and equipment design, construction and maintenance records (work orders) as well as the operations and maintenance manuals. Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific collection-related work (i.e. sewer rodding, lateral inspections, etc.). Also includes facility classification certificate and license to operate.</p> <p>May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Private Sewage Disposal Systems – see E12 • Drawings/ As Bults and specifications – see A27
<p>E04</p>	<p>TREE MAINTENANCE</p> <p>Includes records of tree removal, planting, trimming, pruning and preservation measures taken.</p>

<p>E05</p>	<p>AIR QUALITY MONITORING</p> <p>Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dusk, smog or gaseous impurities. Also includes claims and compliance orders.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Water Quality – see E13 to E15 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Land Quality Monitoring – see E23
<p>E06</p>	<p>UTILITIES</p> <p>Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Site Plans - see D11
<p>E07</p>	<p>WASTE MANAGEMENT</p> <p>Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records. Also includes transportation manifests, transfer compliance records and records of site condition, daily waste reception and inspection records, dust suppression records and closure reports.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Sanitary Sewers - see E01 • Environment Planning - see D03 • Private Sewage Disposal Systems – see E12 • Annual reports on blue boxes, recycling program, etc. – see A25

<p>E08</p>	<p>WATER WORKS (Drinking Water Plant)</p> <p>Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants and related facilities and equipment as well as operational plans. Includes water meter registration numbers. Includes point of entry water treatment record, operator in charge shift monitoring and inspection records, water treatment facility/distribution and equipment design, construction, manuals, process adjustment records and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders (WSPM), and general work orders (callouts & site-specific distribution-related work (i.e. water meters, curb stops, etc.)</p> <p>May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning and operations manuals for equipment. Also includes notices of potential problems and disinfection equipment continuous performance records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Water Pumping Stations – see E03 • Drawings/ As Built and specifications – see A27
<p>E09</p>	<p>DRAINS</p> <p>Includes records regarding the design, construction and maintenance of drains (channel or pip) carrying surplus liquid such as rainwater or liquid waste, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Drawings/ As Built and specifications – see A27
<p>E10</p>	<p>PITS AND QUARRIES</p> <p>Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer’s reports, assessments, general specifications and correspondence.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • License/permits – see P09

<p>E11</p>	<p>NUTRIENT MANAGEMENT</p> <p>Includes the records regarding the control of storing/spreading /using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. Includes the agricultural management strategy/plan, the Greenhouse Nutrient Feedwater Strategy, Site Characterization Plan, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Strategy/plan review – see A25
<p>E12</p>	<p>PRIVATE SEWAGE DISPOSAL SYSTEMS</p> <p>Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.</p>
<p>E13</p>	<p>WATER MONITORING</p> <p>Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • Land Quality Monitoring – see E23 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Annual reports – see A25

<p>E14</p>	<p>WATER SAMPLING</p> <p>Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.</p> <p>Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Facilities Routine water use, monitoring & testing – see P21
<p>E15</p>	<p>CHEMICAL SAMPLING OF WATER</p> <p>Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Facilities Routine water use, monitoring & testing – see P21
<p>E16</p>	<p>BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL</p> <p>Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.</p>

<p>E17</p>	<p>ENERGY MANAGEMENT</p> <p>Includes all records relating to the municipality’s Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes conservation and demand measures information and management of energy consumption and conservation at municipal buildings and facilities.</p>
<p>E18</p>	<p>NATURAL HERITAGE</p> <p>Includes records regarding green lands, municipal forests and forestry including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control or eradicate invasive species or prevent release.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Natural Resources Planning – see D05 • Tree Maintenance – see E04 • Conservation district plans – see R01 • Archaeological and heritage site investigation reports – see R01
<p>E19</p>	<p>RENEWABLE ENERGY</p> <p>Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts. Also includes reports on hazards to birds and bats monitoring and locations of wind turbines as well as land requirement transfers.</p>

<p>E20</p>	<p>SOURCE WATER PROTECTION</p> <p>Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official’s Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee’s Terms of Reference and Meeting Minutes</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Risk Management Plans and/or Assessments - see D03 • Prohibition Notices and Orders - P20 • Contracts and Agreements - Simple (Not Under Seal) - L14 • Soil Contamination – E23 • Nutrient Management – E11
<p>E21</p>	<p>MINISTRY OF THE ENVIRONMENT (MOE) ENVIRONMENTAL COMPLIANCE APPROVALS</p> <p>Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.</p>
<p>E22</p>	<p>PRIVATE/SMALL WATER SYSTEMS</p> <p>Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.</p>
<p>E23</p>	<p>LAND QUALITY MONITORING</p> <p>Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Water Quality – see E13 to E15 • By-Law Enforcement - see P01 • Complaints and Inquiries - see M04 • Air Quality Monitoring – see E05 • Natural Heritage – E18

E24 GASOLINE STORAGE AND DISPENSING

Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations).

Excludes:

- Underground storage abandonment record – see L07
- Major spills – see E23

FINANCE AND ACCOUNTING – F

<p>F01</p>	<p>ACCOUNTS PAYABLE</p> <p>Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Cancelled Cheques - see F07 • Employee and council expenses – see F09
<p>F02</p>	<p>ACCOUNTS RECEIVABLE</p> <p>Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Write-offs - see F23 • Tax Assessments, Rolls and Tax Arrears - see F22
<p>F03</p>	<p>AUDITS</p> <p>Includes records regarding internal and external financial audits of accounts.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Operational audits - see relevant subject. • Audited Financial Statements - see Financial Statements, F10
<p>F04</p>	<p>BANKING</p> <p>Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Banking Statements - see F07
<p>F05</p>	<p>BUDGETS AND ESTIMATES</p> <p>Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.</p>

<p>F06</p>	<p>ASSETS</p> <p>Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Land Acquisition and Sale - see L07
<p>F07</p>	<p>CHEQUES</p> <p>Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Banking - see F04
<p>F08</p>	<p>DEBENTURES AND BONDS</p> <p>Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14
<p>F09</p>	<p>EMPLOYEE AND COUNCIL EXPENSES</p> <p>Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Attendance - see H01 • Honoraria and fees to Council – see F16
<p>F10</p>	<p>FINANCIAL STATEMENTS</p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements</p> <p>Excludes:</p> <ul style="list-style-type: none"> • all working notes, calculations and background documentation, see F26

<p>F11</p>	<p>GRANTS AND LOANS</p> <p>Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.</p>
<p>F12</p>	<p>INVESTMENTS</p> <p>Includes records regarding the municipality's investments, term deposits, and promissory notes.</p>
<p>F13</p>	<p>JOURNAL VOUCHERS</p> <p>Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.</p>
<p>F14</p>	<p>SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS</p> <p>Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Documents and vouchers used to support entries - see relevant subject in this Primary.
<p>F15</p>	<p>GENERAL LEDGERS AND JOURNALS</p> <p>Includes all records in the Books of Original Entry.</p>
<p>F16</p>	<p>PAYROLL</p> <p>Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14 • Non-payroll related government and statistical reporting – see F27

<p>F17</p>	<p>PURCHASE ORDERS AND REQUISITIONS</p> <p>Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Quotations and Tenders - see F18
<p>F18</p>	<p>QUOTATIONS AND TENDERS</p> <p>Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • successful quotations and tenders - see Contracts and Agreements, L04
<p>F19</p>	<p>RECEIPTS</p> <p>Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.</p>
<p>F20</p>	<p>RESERVE FUNDS</p> <p>Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.</p>
<p>F21</p>	<p>REVENUES</p> <p>Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accounts Receivable - see F02 • Tax Rolls - see F22

<p>F22</p>	<p>TAX ROLLS AND RECORDS</p> <p>Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accounts Receivable - see F02 • Mortgage Companies - see F02 • Correspondence related to tax issues that are not of a long term importance - see F02
<p>F23</p>	<p>WRITE-OFFS</p> <p>Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accounts Receivable - see F02
<p>F24</p>	<p>TRUST FUNDS</p> <p>Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.</p>
<p>F25</p>	<p>SECURITY DEPOSITS</p> <p>Includes development deposits, letters of credit, certificates of insurance when required and records of monies held as security (i.e. bonds).</p>
<p>F26</p>	<p>WORKING PAPERS – FINANCIAL</p> <p>Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Financial Statements - see F10

F27 REGULATORY REPORTING - FINANCIAL

Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR.

Excludes:

- Performance management & quality assurance – see A25

HUMAN RESOURCES – H

<p>H01</p>	<p>ATTENDANCE AND SCHEDULING</p> <p>Includes records regarding the planning of employee attendance. This includes dates and times of hours worked and as well as of on-call schedules and any changes made to on-call scheduling including cancellations, and driver daily logs and record of on-duty and off-duty time. Includes statements related to public holiday substitution dates.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Individual Time Sheets - see F16 • Vacation Time and Pay – see F16
<p>H02</p>	<p>BENEFITS PROGRAM</p> <p>Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Payroll - see F16 • Individual Pension and Benefit records – see H10
<p>H03</p>	<p>EMPLOYEE RECORDS</p> <p>Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Grievances – see H14 • Harassment – see H15 • Health & Safety Training - see H04

<p>H04</p>	<p>HEALTH AND SAFETY</p> <p>Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, designated substance assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accidents of the Public - see P05 • Lost-time reports and claims – see H13
<p>H05</p>	<p>HUMAN RESOURCE PLANNING</p> <p>Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee Records - see H03
<p>H06</p>	<p>JOB DESCRIPTIONS</p> <p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p>
<p>H07</p>	<p>LABOUR RELATIONS</p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Collective Agreement – see L04
<p>H08</p>	<p>ORGANIZATION DESIGN</p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Job Descriptions - see H06

<p>H09</p>	<p>SALARY PLANNING</p> <p>Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee Records - see H03
<p>H10</p>	<p>PENSION AND BENEFITS RECORDS</p> <p>Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Deductions for pensions – see F16 • General information on pension plans - H02 • Payments made to OMERS - F01
<p>H11</p>	<p>RECRUITMENT</p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Successful applications – see H03
<p>H12</p>	<p>TRAINING AND DEVELOPMENT</p> <p>Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Individual Employee Training Records - see H03
<p>H13</p>	<p>CLAIMS</p> <p>Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Non lost-time incidents or accidents - See H04 • Self-insured STD – See H04

<p>H14</p>	<p>GRIEVANCES</p> <p>Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Harassment & Violence – see H15
<p>H15</p>	<p>HARASSMENT AND VIOLENCE</p> <p>Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Grievances – see H14 • Abuse investigation records not involving staff – P08
<p>H16</p>	<p>CRIMINAL BACKGROUND CHECKS</p> <p>Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.</p>
<p>H17</p>	<p>EMPLOYEE MEDICAL RECORDS – HAZARDOUS MATERIALS</p> <p>Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.</p>
<p>H18</p>	<p>EMPLOYEE MEDICAL RECORDS</p> <p>Includes doctor’s notes, correspondence, and health reports related to an employee’s medical situation.</p>
<p>H19</p>	<p>DISABILITY MANAGEMENT</p> <p>Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.</p>

<p>H20</p>	<p>CONFINED SPACES</p> <p>Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker’s entries and exists.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Health & Safety – see H03 • Staff training – see H12
<p>H21</p>	<p>EMPLOYEE RECOGNITION</p> <p>Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.</p>
<p>H22</p>	<p>EMPLOYEE CERTIFICATIONS</p> <p>Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.</p>

JUSTICE – J

<p>J01</p>	<p>CERTIFICATES OF OFFENCE (PART I)</p> <p>Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Part 1 accident and careless driving matters – see J02
<p>J02</p>	<p>INFORMATIONS PART III / ACCIDENT AND CARELESS DRIVING PART I</p> <p>Includes all Part 3 Informations and Part 1 Informations Certificates of Offence relating to accident and careless driving matters. Records identified as POA schedule # CD-2.</p>
<p>J03</p>	<p>CONTROL LISTS / JUSTICE REPORTS</p> <p>Includes certificate control lists and reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.</p>
<p>J04</p>	<p>COURT DOCKETS</p> <p>Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.</p>
<p>J05</p>	<p>TRANSCRIPTS & RECORDS OF COURT PROCEEDINGS</p> <p>Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.</p>
<p>J06</p>	<p>ENFORCEMENTS & SUSPENSIONS</p> <p>Includes records regarding the suspension of licenses issued by Provincial Government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.</p>
<p>J07</p>	<p>APPEALS & TRANSFERS</p> <p>Includes records of appeals and of transfers to and from other Courts.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Appeals & Hearings (Municipal) – L01

J08	<p>STATISTICS/PAYMENT TRACKING</p> <p>Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 Forms to be Printed Control List, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis, adjustments.</p>
J09	<p>DISCLOSURE</p> <p>Includes information requested by individuals in preparation for court cases.</p>
J10	<p>CERTIFICATES OF CONVICTION (PART 2)</p> <p>Includes Court and POA records including Part 2 - Certificates of Conviction.</p>

LEGAL AFFAIRS – L

<p>L01</p>	<p>APPEALS AND HEARINGS</p> <p>Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Litigation - see Claims - L02-L03 • Harassment & Violence – see H15
<p>L02</p>	<p>CLAIMS AGAINST THE MUNICIPALITY</p> <p>Includes all litigation and insurance claims made by other parties against the municipality.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Appeals and Hearings - see L01
<p>L03</p>	<p>CLAIMS BY THE MUNICIPALITY</p> <p>Includes all litigation and insurance claims made against other parties by the municipality.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Appeals and Hearings - see L01
<p>L04</p>	<p>CONTRACTS AND AGREEMENTS - UNDER BY-LAW</p> <p>Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Office Equipment Maintenance Agreements - see L14 • Contracts regarding Land - see L07 • Insurance Policies - see L06 • Line fence agreements – see P01

L05	<p>INSURANCE APPRAISALS</p> <p>Includes appraisals of municipal property for insurance purposes.</p>
L06	<p>INSURANCE POLICIES</p> <p>Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Employee Group Insurance - see H02 • Third Party Contracts - see L04 • Insurance Claims – see L03
L07	<p>LAND ACQUISITION AND SALE</p> <p>Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Tax sales – see F22
L08	<p>OPINIONS AND BRIEFS</p> <p>Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.</p>
L09	<p>PRECEDENTS</p> <p>Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.</p>
L10	<p>FEDERAL LEGISLATION</p> <p>Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.</p>
L11	<p>PROVINCIAL LEGISLATION</p> <p>Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.</p>

<p>L12</p>	<p>VITAL STATISTICS</p> <p>Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Population Statistics - see Demographic Studies - D01
<p>L13</p>	<p>PROSECUTIONS</p> <p>Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • By-Law Enforcement - see P01 • Appeals and Hearings - see L01
<p>L14</p>	<p>CONTRACTS AND AGREEMENTS - SIMPLE</p> <p>Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease, purchase agreements, waste removal agreements, apprenticeship training contracts, vehicle leases, housing service managers and long-term care home licensee agreements relating to funding, service accountability and charges between licensees and authorized persons or residents. Also includes consents required under The Canadian Anti-Spam Legislation (CASL)</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Contracts and Agreements Under By-Law – L04 • Line Fences agreements – see P01

MEDIA AND PUBLIC RELATIONS – M

<p>M01</p>	<p>ADVERTISING</p> <p>Includes records regarding public advertising in magazines, newspapers, radio, television, and transit.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • News Releases - see M06 • Recruitment - see H11 • Elections - see C07
<p>M02</p>	<p>CEREMONIES AND EVENTS</p> <p>Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • permit to hold event – see P11
<p>M03</p>	<p>CHARITABLE CAMPAIGNS/FUND RAISING</p> <p>Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Receipts - see F19
<p>M04</p>	<p>COMPLAINTS, COMMENDATIONS AND INQUIRIES</p> <p>Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer’s request.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accessibility of Records (Freedom of Information) requests - see A17 • Grievances or harassment/violence complaints by or against employees – see H14, H15 • Employee recognition – see H21

<p>M05</p>	<p>NEWS CLIPPINGS</p> <p>Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Clippings used as reference material - see relevant subject.
<p>M06</p>	<p>NEWS RELEASES</p> <p>Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.</p>
<p>M07</p>	<p>PUBLICATIONS</p> <p>Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.</p>
<p>M08</p>	<p>SPEECHES AND PRESENTATIONS</p> <p>Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Media coverage of speeches/presentations - see M05 • News Releases - see M06
<p>M09</p>	<p>VISUAL IDENTITY AND INSIGNIA</p> <p>Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.</p>
<p>M10</p>	<p>WEBSITE AND SOCIAL MEDIA CONTENT</p> <p>Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Published website content – see M07

M11	PUBLIC RELATIONS AND PUBLIC AWARENESS Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.
M12	INTELLECTUAL PROPERTY Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.

PROTECTION AND ENFORCEMENT SERVICES – P

<p>P01</p>	<p>BY-LAW ENFORCEMENT</p> <p>Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Health & Fire Inspections - see P07 • Investigations – see P08 • Environmental Monitoring - Industrial/Commercial - see E05 • Prosecutions - see L13 • Animal Control Enforcement - see P14 • Lottery license Enforcement - see P09
<p>P02</p>	<p>DAILY OCCURRENCE LOGS</p> <p>Includes daily occurrences logs maintained by the Chief Building Official.</p>
<p>P03</p>	<p>EMERGENCY PLANNING AND RESPONSE</p> <p>Includes records regarding the planning, testing, rehearsal of and response to emergency, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.</p>
<p>P04</p>	<p>HAZARDOUS MATERIALS</p> <p>Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Staff Safety Training - see H04 • Personal exposure - see H17 • Manifests - see E07

<p>P05</p>	<p>INCIDENT/ACCIDENT REPORTS</p> <p>Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Security - see A18 • Accidents of Municipal Staff - see H04 • Compensation claims and vehicle accidents - see L02 or L03 • Long Term Care Home medication incidents – see S18 • Private Child Care Centre incidents – see S14 • Municipal Child Care Centre incidents – see S10
<p>P06</p>	<p>BUILDING AND STRUCTURAL INSPECTIONS</p> <p>Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • By-Law Enforcement – see P01
<p>P07</p>	<p>HEALTH AND FIRE SAFETY INSPECTIONS</p> <p>Includes Fire Marshall’s, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Internal Health & Safety Inspections – see H04 • Routine building and structural inspections – see P06
<p>P08</p>	<p>INVESTIGATIONS</p> <p>Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • By-law Enforcement – see P01 • Harassment & Violence staff investigations – see H15

<p>P09</p>	<p>LICENCES</p> <p>Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Marriage Licences – see L12
<p>P10</p>	<p>BUILDING PERMITS</p> <p>Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • All other permits – see P11
<p>P11</p>	<p>PERMITS – OTHER</p> <p>Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Building Permits – see P10 • Encroachment Permits – see D16 • Burial Permits – see S09 • Road and lane opening/closings – see T09
<p>P12</p>	<p>WARRANTS</p> <p>Includes all warrants issued for By-Law enforcement purposes.</p>
<p>P13</p>	<p>CRIMINAL RECORDS</p> <p>Includes all documentation relating to individuals with a history of criminal activity.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Staff Police Background Checks – see H16 • Investigations – see P08 • Prosecutions – see L13

<p>P14</p>	<p>ANIMAL CONTROL</p> <p>Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Dog Licenses – see P09
<p>P15</p>	<p>COMMUNITY PROTECTION PROGRAMS</p> <p>Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.</p>
<p>P16</p>	<p>EMERGENCY SERVICES</p> <p>Includes records regarding police, land ambulance, fire and rescue services</p>
<p>P17</p>	<p>EMS AND FIRE SIGNIFICANT INCIDENT AND IMPACT REPORTS</p> <p>Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.</p>
<p>P18</p>	<p>EMS AND FIRE ACCIDENT RESPONSE REPORTS</p> <p>Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Investigations – see P08
<p>P19</p>	<p>EMS AND FIRE STATISTICS</p> <p>Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues</p>

P20	PROHIBITIONS & NOTICES Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.
P21	FACILITIES ROUTINE WATER USE, MONITORING AND TESTING Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities.

RECREATION AND CULTURE – R

<p>R01</p>	<p>HERITAGE PRESERVATION</p> <p>Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Historical Designation By-Laws - see C01 • Natural heritage preservation – see E18
<p>R02</p>	<p>LIBRARY SERVICES</p> <p>Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.</p>
<p>R03</p>	<p>MUSEUM AND ARCHIVAL SERVICES</p> <p>Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Record Centre Operations - see A10
<p>R04</p>	<p>PARKS MANAGEMENT</p> <p>Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Building and Property Maintenance – see A20
<p>R06</p>	<p>RECREATIONAL PROGRAMMING</p> <p>Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.</p>

SOCIAL AND HEALTH CARE SERVICES – S

<p>S01</p>	<p>CHILDREN’S DAY CARE AND DAY NURSERY SERVICES</p> <p>Includes general program information regarding childcare programs such as municipal and private day care and day nursery services. Also includes general resource information used in counselling children and parents involved in these programs as well as records regarding operations, waiting lists, drinking water testing requirements and fire drills requirements.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Children’s services not related to day care and nursery schools – see S07 • Day care and nursery school enrolment records – see S10 • Home day care program clients – see S15 • Medical client records - see S06 • Day care and day nursery facility operation records – see applicable category • Water, Plumbing and flushing records – see P21 • Fire drill records – see H04
<p>S02</p>	<p>ELDERLY AND SUPPORTIVE ASSISTANCE SERVICES</p> <p>Includes general program information regarding programs intended to improve the quality of life for senior citizens and the disabled such as home care, day programs, housing and transit subsidies. Includes general resource and long-term care facility information used in counselling seniors considering moving to a long term care facility, Meals on Wheels program and adult day programs. May also include waiting and vacancy lists for Long-Term Care homes or other programs and Indigent Elderly Patient reports.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Long Term Care Facility Residents - see S03 • Long Term Care Operations – see S18 • Disability Support Clients– see S11

<p>S03</p>	<p>LONG TERM CARE FACILITY CLIENTS</p> <p>Includes records regarding individual residents of retirement residences and homes for the aged long-term care homes including resident care plans and conferences, applications for funding, weight monitoring, adverse drug reaction and use of physical restraint and monitoring records and use of targeted substances. Also includes testing for tuberculosis upon admission.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • General program information - see S02 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04 • Serious occurrences and abuse allegations involving municipal staff – see H15
<p>S04</p>	<p>COMMUNITY AND SOCIAL ASSISTANCE SERVICES</p> <p>Includes general program information regarding assistance programs and support available to residents and the homeless within the municipality. Includes general resource information used in counselling recipients regarding community support services, life skills, services to obtain housing and maintain housing, emergency assistance, social assistance options and information pertaining to Employment Support Programs.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Ontario Works Case Records – see S05 • Social Housing Programs – see S12 • Housing and Homelessness research and initiatives – see S12 • Social and health care planning and management – see S18 • Programs for the elderly and persons with disabilities – see S02
<p>S05</p>	<p>ONTARIO WORKS CLIENTS</p> <p>Includes records regarding funding for individual Ontario Works social assistance recipients and residents in subsidized housing. May include Income Reporting Cards.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • General program information – see S04
<p>S06</p>	<p>MEDICAL CASE CLIENTS</p> <p>Includes case records regarding communicable diseases, venereal diseases, dental care, maternal care, respiratory, gastrointestinal or infectious disease outbreaks, medication errors, etc. Includes reportable diseases reports and medical screening.</p>

<p>S07</p>	<p>CHILDREN’S SERVICES</p> <p>Includes general program information regarding programs benefiting developmentally handicapped children, abused children and other children’s programs. Also includes general resource information used in counselling children and parents involved in these programs. May include general CAS (Children’s Aid Society) information as well.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Medical client case records – see S06 • Day care and day nursery programs – see S01
<p>S08</p>	<p>PUBLIC HEALTH</p> <p>Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Medical Client case files – see S06
<p>S09</p>	<p>CEMETERY INTERMENT</p> <p>Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Building and Property Maintenance - see A20 • Promotional materials – see M07 • Price lists and cemetery operation – see S20
<p>S10</p>	<p>DAY CARE AND DAY NURSERY CLIENTS</p> <p>Application for enrolment for day care and day nurseries, child’s name, home address, date of birth, names, addresses, phone numbers of parents, place at which they can be reached, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Handicapped children services – see S07 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 • Serious occurrences and abuse allegations involving municipal staff – see H15

<p>S11</p>	<p>DISABILITIES SUPPORT CLIENTS</p> <p>Includes records dealing with applications for and provision of services and funding support to persons with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as summary reports relating to support services provided for people with disabilities.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Children’s program information – see S07 • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P08 • Serious occurrences and abuse allegations involving municipal staff – see H15
<p>S12</p>	<p>HOUSING SERVICES</p> <p>Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords, and other housing providers. Records include Service Manager’s Housing Plan and Housing Provider annual reports as well as unsuccessful applications for social housing. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality such as programs include construction of new rental housing/units, rent supplements, home ownership, home repairs and home modification initiatives.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Resources used to assist potential tenants – see S04
<p>S13</p>	<p>HOUSING TENANT CLIENTS</p> <p>Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Serious occurrence and abuse allegation investigation involving program participants (non-staff) – see P04 • Serious occurrences and abuse allegations involving municipal staff – see H15

<p>S14</p>	<p>HOME CHILD CARE PROGRAM ADMINISTRATION</p> <p>Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director’s directions, attendance records & financial reconciliation information.</p>
<p>S15</p>	<p>HOME CHILD CARE PROGRAM CLIENTS</p> <p>Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third party agencies, custody documents and medical referrals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Day care and day nursery clients – see S10
<p>S16</p>	<p>SOCIAL AND HEALTH CARE PLANNING AND MANAGEMENT</p> <p>Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.</p>
<p>S17</p>	<p>CLIENT CARE COORDINATION</p> <p>Includes records regarding individual clients and their care coordination planning.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Public health medical client information – see S06

<p>S18</p>	<p>LONG TERM CARE OPERATIONS</p> <p>Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • complaints – see MO4 • serious occurrence and abuse allegations investigation – see P04 • Food preparation & Service monitoring – see S19
<p>S19</p>	<p>FOOD PREPARATION & SERVICE</p> <p>Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, client responses to food quality and private lab inspection reports.</p>
<p>S20</p>	<p>CEMETERY OPERATIONS</p> <p>Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • burial permits, interment records, etc. – see S09

TRANSPORTATION SERVICES - T

<p>T01</p>	<p>ILLUMINATION</p> <p>Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.</p>
<p>T02</p>	<p>PARKING</p> <p>Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.</p>
<p>T03</p>	<p>PUBLIC TRANSIT OPERATIONS</p> <p>Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit co-ordination.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Accessible transportation application and approval - see S11 • Driver scheduling – H01
<p>T04</p>	<p>ROAD CONSTRUCTION</p> <p>Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Design and Planning - see T05 • Routine maintenance and minor improvements to road systems - see Road Maintenance – see T06 • As-Builts – see A25
<p>T05</p>	<p>ROAD DESIGN AND PLANNING</p> <p>Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.</p>

<p>T06</p>	<p>ROAD MAINTENANCE AND SALT USAGE</p> <p>Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning.</p> <p>Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Non salt usage training records - see H03
<p>T07</p>	<p>SIGNS AND SIGNALS</p> <p>Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Visual Identity Program - see M09 • Sign Permits – see P11
<p>T08</p>	<p>TRAFFIC</p> <p>Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Permits for temporary closure – see P11

<p>T09</p>	<p>ROADS AND LANES OPENINGS/CLOSURES</p> <p>Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Temporary road closures - see T08 • Land Sales - see L07 • Road Closing By-Laws - see C01
<p>T10</p>	<p>FIELD SURVEY/ROAD SURVEY BOOKS</p> <p>Includes engineering field survey notes as well as books.</p>
<p>T11</p>	<p>BRIDGES</p> <p>Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.</p>

VEHICLES AND EQUIPMENT – V

<p>V01</p>	<p>FLEET MANAGEMENT</p> <p>Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire–Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Insurance Policies - see L06 • Accident Claims - see L02, L03 • Leases/Contracts - see L14
<p>V02</p>	<p>MOBILE EQUIPMENT</p> <p>Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.</p>
<p>V03</p>	<p>TRANSPORTABLE EQUIPMENT</p> <p>Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.</p>
<p>V04</p>	<p>PROTECTIVE EQUIPMENT</p> <p>Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc.</p> <p>Excludes:</p> <ul style="list-style-type: none"> • Uniforms and Clothing - see A14

V05 ANCILLARY EQUIPMENT

Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals.

Excludes:

- Gasoline storage tanks – see E24
- Mechanical & operational systems integral to building structure – see A26
- Private/small water systems – see E22



Schedule B

Records

Management Policy

Clerk's Department – July, 2022

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What is the Records Management Team?

The Records Management Team supports all of the departments and units throughout the Corporation by managing and maintaining systematic controls and standards for the creation, security, use, retention, conversion, disposition and preservation of recorded information. Additionally, the Records Management Team assists both the public and Township of South Frontenac staff with record searches, including responding to information requests submitted through the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act* (MFIPPA)

Some of the main Records Management objectives are:

- Manage legislated requirements for record keeping.
- Ensure dependable access to inactive records, making them readily available for decision making and record requests.
- Protect the integrity and authenticity of records so that they may be relied upon as evidence of organizational activity and administrative decisions and thereby meet legal, evidential and accountability requirements.
- Control the retention of records to ensure that information is retained in accordance with the By-law 2022-68.
- Promote organization efficiency and economy through sound record keeping practices, including reducing storage costs through the use of the archive filing space and appropriate technology.

If you have any questions concerning any aspect of records management, please direct them to the Records Management Team.

Records Management Team

- **Angela Maddocks**, Records Management Coordinator, Clerk, Ext. 2222
- **James Thompson**, Deputy Records Management Coordinator, Deputy Clerk, Ext. 2239

Departmental Leads:

- Office of the CAO;
 - Executive Assistant/Communications Officer
 - Human Resources/Compliance Officer
- Corporate Services
 - Director, Corporate Services
- Development Services
 - Administrative Assistant; Development Services
- Emergency Services
 - Administrative Assistant; Emergency Services
- Public Services
 - Clerical Assistant; Public Services
 - Administrative Assistant; Solid Waste & Facilities

What is a Record?

Any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,

- (a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine-readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and
- (b) subject to the regulations, any record that is capable of being produced from a machine-readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution; (“document”) This means things such as emails, text messages from a municipal cell phone.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Purpose of the Act – MFIPPA is an Act of Ontario which, with some limitations, provides the public with the right of access to records held by the Township of South Frontenac and protects the privacy of personal and sensitive information.

What is Personal Information – Personal Information is any recorded information that can be linked directly or indirectly to an identifiable individual, including Township of South Frontenac employees, the public, planning applicants, or residents.

When Handling MFIPPA Information Requests:

- Information should only be shared with other employees that need the information to perform the duties of their position.
- Any requests for records that contain another person’s **personal information** should be referred to the Clerk for assistance.
- Any requests for records that contain **confidential business information or information supplied in confidence** (such as but not limited to responses RFP’s, RFI’s and RFQ’s) should be referred to the Clerk for advice.

Shred Bins

Throughout each administrative building, shred bins are available for depositing unneeded copies of records containing confidential, personal, or personal health information. Please ensure that all confidential, personal, or personal health information is placed in one of these locked shred bins.

Do not use garbage bins or recycling bins to discard confidential information.

Shred Bin Locations:

4432 George Street:

Upstairs – Corporate Services and Clerk’s Departments
(Photocopier Room next to Treasury Office)



Downstairs- Development Services

(Reception Area next to Development Services Counter)



2490 Keeley Road:

Public Services Department:
(TBD)

5855 Perth Road:

Emergency Services Department
(TBD)

The following items can be discarded into the shred bins:

- Loose paper
- Paper that is held together by staples
- Paper that is held together by plastic bindings and paperclips
- CD's

Please contact the Clerk's Department should you need to discard an item or items that are too large for the shred bins.

Storing of Inactive Records

Archive (Records) Room

The Archive Room – The Township of South Frontenac Administrative building (4432 George St) stores the majority of its inactive records in the archive room which is located in the lower level next to the vault room and in the computer server room. All records stored in the archive room are catalogued into the Township of South Frontenac's Records Management spreadsheet for ease in searching for requested information. Requested records can easily be retrieved. Throughout a typical year, records are moved from active offices to the archive room; while other records are removed from the archive room for shredding after reaching the end of their retention periods. Access to the archive room is monitored by the Records Management Team.

Queen's University Archives

In the interests of preserving corporate/civic history, the Township of South Frontenac transferred a number of former Township of South Frontenac documents and selected materials of historical value to the Queen's University Archives. This Facility, which is located on the Queen's University main campus, acts as the area's local public archives.



Preparing Records for Storage

Files and paper records, other than rolled plans or large binders, need to be boxed for inactive storage. Record storage boxes (archive boxes) are available from the Records Management Team or in Township of South Frontenac department offices.

Regular Box

Commonly known as a “Banker’s Box”. This type of box opens at the top and can be used for storing the majority of records.

Binders

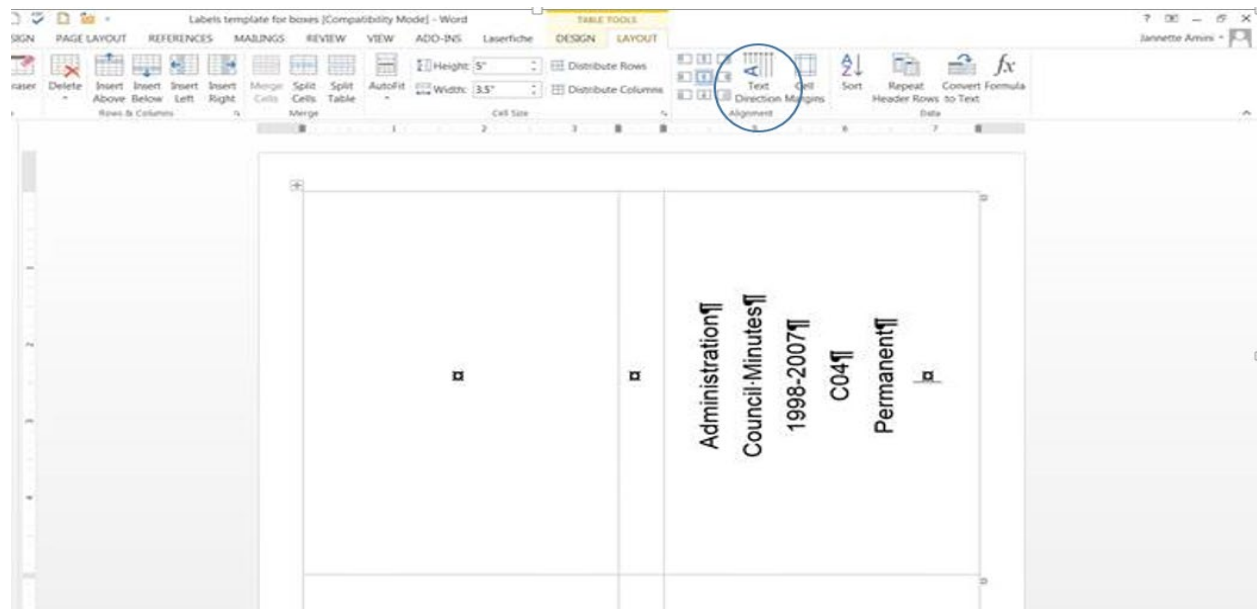
Documents transferred to the archive room in a binder are stored on the shelf to the right of the door.

Rolled Plans

Additional information to be provided.

Labelling Boxes

Use white Avery Labels 5168. Labels are available from the shared supply storage at 4432 George St. Under the Labels layout tab, click the “Text Direction” button to landscape the labels as noted below.



Complete your label with the following information:

- Department or Unit (e.g. Human Resources or South Frontenac Fire & Rescue)
- A general description of what the records are in the box (e.g. Terminated Employee Records)
- Alpha range (if applicable) (e.g. A-CL)
- Date range (i.e. 2009 – 2010)
- TOMRMS Code (i.e. H03)
- Destruction date or Permanent

Once you have labeled your box with the white 5168 Avery label, you may take your box to the member of the Records Management Team in your respective department for further processing as noted below.

It is essential that enough information be included to allow records to be retrieved years later by anyone having no knowledge of your unit's records, terms or procedures. The information that is provided will aid in cataloguing the records into the Township of South Frontenac's information and records management spreadsheet.

Processing of archival records by Records Management Team

If the box contains permanent records that cannot be destroyed, the Records Management Team will use a pink label completed with the details as listed below. If the box contains records that can be destroyed after they have met their retention date, a green label will be used completed with the details as shown below.



[Department] Human Resources
[description of box contents]
Terminated Employee Records
[Alpha range] A-CL
[Date Range] d/m/y-d/m/y
[TOMRMS Code] HO3
Destroy 2022 or Permanent

2016-01
DESTROY - 2020
A-1-1

OR

2016-03
Permanent
A-1-1

Green Label (Avery 5163)

- Box Number
- Destruction date (i.e. 2020)(destruction date to have 1 year added to it. i.e. if a record can be destroyed in 2020, the destruction date will be 2020)
- Box location in the archive room (i.e. A-1-1)

Pink Labels (Avery 5163)

- Box Number
- Permanent
- Box location in the archive room (i.e. A-1-1)

Information and Records Management Spreadsheet

All records being transferred to the archive room are required to be logged in the Information and Records Management Spreadsheet by the member of the Records Management Team in your department, which is an excel document with two worksheets as follows:

Archived Worksheet

Information to be included in this worksheet is as follows:

- Department (e.g. Human Resources or South Frontenac Fire Services)
- Box Number which should include the year the retention commenced (2020)-next available number (01) e.g. 2020-01
- Location (this is the location in the (Archive Room-Office site Storage areas and ideally we would work toward Row-Shelf-Spot (A-1-1) once one permanent is determined
- Contents (A general description of what the records are in the box (e.g. Terminated Employee Records))
- Alpha Range (if applicable)
- Date Range
- TOMRMS Code
- Destruction date (if applicable and if so see note above to add one year) or Permanent Record

Spaces Available Worksheet

This worksheet identifies all spaces available in the archive room. Those spaces that have a box are noted with the Box number. When preparing a record to be sent down to the archive room, find a space available on this worksheet and indicate your box number in the space beside it titled "box number".

When boxes that have met their retention date are removed from the archive room, the box number for that space is also removed from this worksheet.

Transferring Records

Once all records are prepared for storage, contact the member of the Records Management Team in your Department to arrange the transfer of the records to the Archive Room.

Records that have met Retention Date

- a) On an annual basis (during Q1), the Records Management Coordinator will coordinate with the Records Management Team the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date. The list of records will be sent to the appropriate Township of South Frontenac department head or manager.
- b) The Township of South Frontenac department head/director or manager shall notify the Records Management Coordinator in writing, before the scheduled disposition date, whether any of the records included in the disposition notice

need to be retained past the scheduled disposition date, and the reason why such further retention is necessary.

- c) Prior to destruction of an information database or orphan data, the following documents are required:
 1. a written description containing, to the extent that such information is available, the following:
 - a. the title of the system;
 - b. the identification of the business unit responsible for the creation or use of the data;
 - c. a brief description of the system's purpose;
 - d. where possible, a contents list of the information being destroyed; or
 - e. a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
 - f. the name of the technical contact person who is responsible for documenting the system;
 2. the written approval of the signing authority; and
 3. where applicable to satisfy the provisions of the *Federal Income Tax Act*, *Excise Tax Act*, *Employment Insurance Act* or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
 4. After the destruction of an information database or orphan data, the signing authority must provide a destruction certificate to the Records Manager to provide an audit trail.

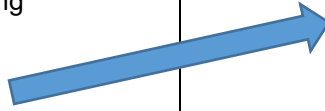
Corporate Classification / Indexing System

File classification is the process of organizing documents and records into an organized system so that they are very easy to find. This is especially beneficial as the Township of South Frontenac has multiple departments and staff from one department are able to easily locate documents in a separate department.

The Township of South Frontenac of Frontenac uses a standard system for creating workgroup file folders. The Ontario Municipal Records Management System (TOMRMS) is a systematic method of coding and categorizing records for ease of use, retrieval and disposal. Every file should be given a record classification code (e.g. H03) to follow the corporate standards. The Scope Notes (corporate files classification system) can be found on the Township of South Frontenac's P Drive or can be requested from the Records Management Team. (See below for Scope Notes)

Primary Classification Headings

A – Administration
 C – Council, Boards and Committees
 D – Development and Planning
 E – Environmental Services
 F – Finance and Accounting
H – Human Resources
 J – Justice
 L – Legal Affairs
 M – Media and Public Relations
 P – Protection and Enforcement Services
 R – Recreation and Culture
 S – Social and Health Services
 T – Transportation
 V – Vehicles and Equipment



Secondary Record Classifications

H – Human Resources

H00 – Human Resources – General
 H01 – Attendance and Scheduling
 H02 – Benefits

H03 – Employee Records

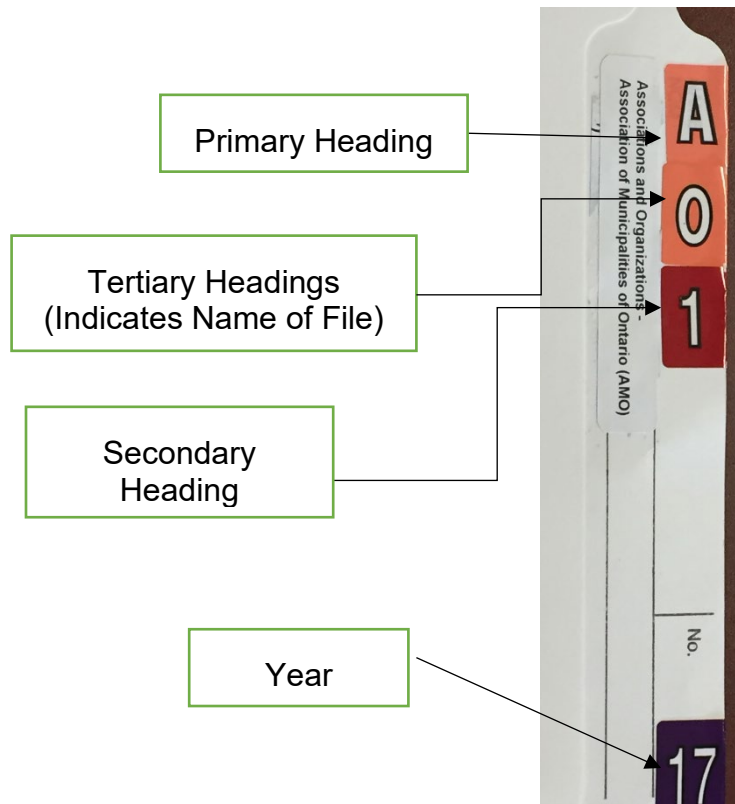
H04 – Health and Safety
 H05 – Human Resources Planning
 H06 – Job Descriptions
 H07 – Labour Relations
 H08 – Organization
 H09 – Salary Planning
 H10 – Pension Records
 Etc.

The classification code for H03 is placed on the label tab of files within the category of Employee Records.

Scope Notes

The scope notes summarize the type of records that may be classified and filed under each Primary and Secondary heading. The sole purpose of the scope notes is to assist the user with classifying to the correct TOMRMS category. Scope Notes are available for both Primary and Secondary Headings and can be found on the home landing page of the P Drive and attached to Schedule A of By-law 2022-68.

Creating a Township of South Frontenac File Folder – File folders and TOMRMS alpha and numerical labels can be found in the storage cabinets by the main floor photocopier. The illustration below shows the standard label layout used by the Corporation as well as the Records Management Teams endorsed file folder type (legal or letter size ½ inch cut reversible tab)



Electronic Filing System Options

Additional information to be provided in 2023.

Filing documents on the Township of South Frontenac P Drive

The Township of South Frontenac's shared network drive or the P Drive is mirrored with the TOMRMS filing system. Documents created or saved on this drive should be filed according to the TOMRMS filing system. In order to protect the integrity of the P Drive, the primary heading and secondary heading landing pages are locked and users are only able to save documents once they have opened a secondary heading.

If you are unsure under which primary or secondary heading documents should be filed, consult the scope notes. The scope notes can be found on the landing page of the P drive. If you are still unsure or have questions concerning where to file documents, you can consult the Records Management Team.

Access to the Township of South Frontenac P Drive

Access to the P Drive primary and secondary folders will be limited to those staff who can justify to the folder owner that they require access. All requests for access to a folder must come from the department head of the person requesting access and must be made to and approved by the folder owner. All folder owners are identified in the scope notes that can be found on the home landing page of the P Drive.

Monitoring the Township of South Frontenac S Drive

Each member of the Records Management Team will carry out random audits of their respective department's folders on the S drive to ensure that records are being saved and filed in accordance with TOMRMS.

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: July 12, 2022

Site Plan Control Application
Subject: **PL-SPR-2022-0086, Dawe and Brown (Lot 9 Architects), 3045 Hilltop Lane**

Summary

This report recommends that Council pass a by-law to approve a Site Plan Control agreement for 3045 Hilltop Lane. By-law 2003-25 requires site plan control to ensure that the Township's development and environmental standards will be met on properties with frontage on at-capacity lake trout lakes.

Recommendation

THAT By-law 2022-69 to authorize the Mayor and Clerk to enter into a Site Plan Agreement with the Owner, James Dawe and Sommar Brown, for 3045 Hilltop Lane, be passed.

Background

The Committee of Adjustment approved minor variance application MV-24-21-S for this property on June 10, 2021. The approval permits a reduced front yard depth and setback from the highwater mark for a new single detached dwelling with an attached deck and an accessory detached garage. It also permits the dwelling and garage to exceed maximum building height requirements.

A site plan agreement is now required for the subject property under Site Plan Control By-law 2003-25, and per a condition of minor variance approval.

This site plan control application is being brought forward to Council for a decision because the application was received and declared complete before July 1, 2022.

Discussion/Analysis

The subject property is located on Hilltop Lane, south of Perth Road, on the South Basin of Buck Lake. The shoreline consists of a high, steep bedrock ridge. The property contains an existing dwelling and a sleeping cabin.

The existing dwelling is located at the north end of the property, the sleeping cabin is located at the south end of the property, and the sewage system is located between the two buildings.

The existing dwelling has a 134.43 square metre (1446 square foot) footprint, in addition to an attached 22.11 square metre (237 square foot) deck. The dwelling has an approximate building height of 6.4 metres. The closest part of the existing dwelling and deck is located 10 metres from the highwater mark. The dwelling and deck are located behind the ridge along the shoreline. The proposal is to remove the existing dwelling, and to replace it with a new single detached dwelling. A new sewage system will also be installed on the property.

The new single detached dwelling will have a 115.65 square metre (1244 square foot) footprint and an attached deck with a 61.18 square metre (658 square foot) footprint. The dwelling would have a maximum 12 metre building height. The increase in height is to accommodate an additional full storey and a high roof line. The dwelling and attached deck will be setback a minimum of 14 metres from the highwater mark and continue to be located behind the ridge along the shoreline.

The 70.85 square metre (762 square foot) detached garage would have a maximum 7.75 metre building height. The increase in height is to match the roof line of the new dwelling. The detached garage will be setback a minimum of 28.4 metres from the highwater mark.

The maximum lot coverage of the principal building is 5%. The total lot coverage of accessory buildings is 4%.

The concept was reviewed and supported by Cataraqui Conservation and Building Services through the minor variance application process.

Site plan control was a condition of the approval of minor variance application MV-24-21-S to ensure that the environmental policies of the Township are addressed. Site plan control is also applied to this property as Buck Lake is an at-capacity lake trout lake. The site plan drawing has been prepared consistent with the variances granted by the Committee of Adjustment.

The site plan agreement binds current and future owners of the subject property and will be registered on the title of the lands by the Owner's solicitor.

The Owner has reviewed the site plan agreement and indicated their concurrence by signing it. Original signed copies of the agreement will be provided to the Township prior to Council passing a by-law.

Financial Implications

Not applicable.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

The site plan drawing was reviewed by Planning Services staff with consideration for recommendations from Building Services and Cataraqui Conservation on the minor variance application.

Attachments

1. Site Plan Drawing
2. Site Plan Agreement
3. Site Plan By-law 2022-69

Approvals

Report Prepared By:
Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



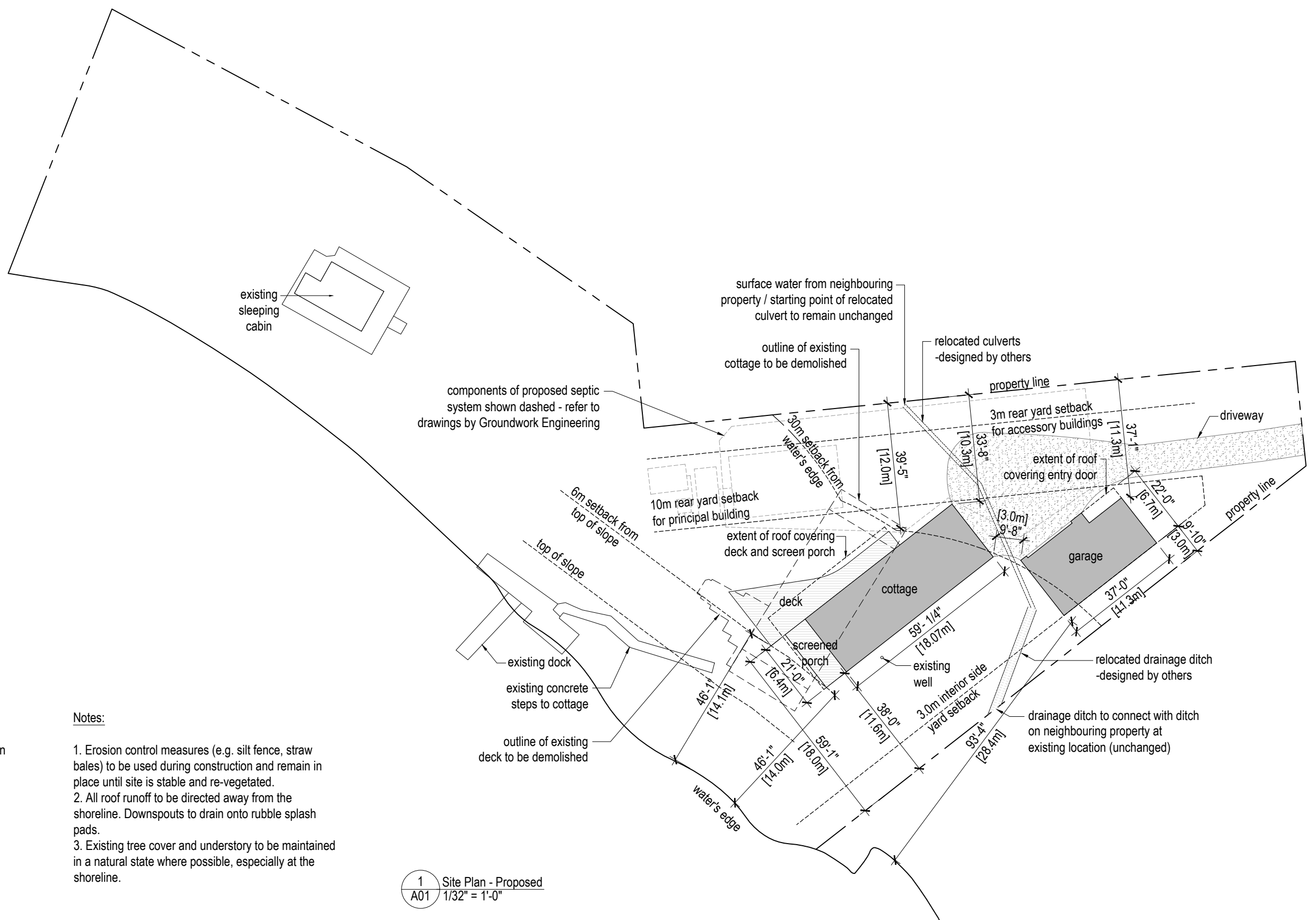
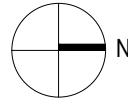
Claire Dodds, MCIP, RPP
Director of Development Services

Township of South Frontenac
Staff Report - Site Plan Control Application
PL-SPR-2022-0086, Dawe and Brown (Lot 9 Architects), 3045 Hilltop Lane

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



Survey information:

Site Plan information taken from : Part of Lot 1, Concession 15 Geographic Township of Pittsburgh (former Municipal Township of Storrington). Part of Lot 26, Concession 14 Geographic Township of Loughborough. Part of the road allowance between Geographic Townships of Loughborough and Pittsburgh Township of South Frontenac.
 Survey by: Hopkins Chitty Land Surveyors Inc.

Notes:

1. Erosion control measures (e.g. silt fence, straw bales) to be used during construction and remain in place until site is stable and re-vegetated.
2. All roof runoff to be directed away from the shoreline. Downspouts to drain onto rubble splash pads.
3. Existing tree cover and understory to be maintained in a natural state where possible, especially at the shoreline.

1 Site Plan - Proposed
 A01 1/32" = 1'-0"

Lot 9 Architects

17 Colborne Street
 Kingston, ON K7K 1C5
 T: 613-766-8776

Project:
Brown-Dawe Cottage

3045 Hilltop Lane
 Project No.: 2001

Date: July 6, 2022

Drawing:
Site Plan

Drawing No.:

A01

Scale @ 11x17: 1/32"=1'-0"

SITE PLAN CONTROL AGREEMENT

THIS AGREEMENT made in triplicate this ____ day of _____, 2022.

BETWEEN:

JAMES DAWE AND SOMMAR BROWN

hereinafter referred to as the "OWNER"

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

hereinafter referred to as the "Municipality"

OF THE SECOND PART

WHEREAS the Owner is the registered owner in fee simple of certain lands located in the Township of South Frontenac (the "Lands");

AND WHEREAS it was a condition of minor variance MV-24-21-S that the Owner enter into this site plan agreement with the Municipality on the terms set out;

AND WHEREAS the Municipality is authorized to enter into this agreement and register it against the title to the Lands pursuant to section 41 of the Planning Act;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the parties agree each with the other as follows:

1. The Owner covenants that the Owner is the Owner in fee simple of the Owner's Lands described in Schedule "A" attached hereto.
2. The Owner covenants and agrees with the Municipality as follows:
 - 2.1 General
 - 2.1.1 That development shall be in accordance with the Site Plan Drawing, attached hereto in Schedule "B". The original of the Site Plan Drawing are on file in the office of the Municipality and shall govern in the event of any dispute.
 - 2.1.2 That the uses on the subject property are limited to a single detached dwelling and accessory buildings and structures.

- 2.1.3 That the Owner shall comply with any reasonable amendments, additions or deletions to the Site Plan Drawing that the Municipality may reasonably require after the date of this Agreement in order to better ensure the proper and orderly development of the Owner's Lands and the construction of the works and facilities required by this Agreement. The Director of Development Services shall confer with the Chief Administrative Officer, Senior Planner, Chief Building Official, and Conservation Authority before considering any minor amendment to the site plan drawings and/or terms of this agreement.
- 2.1.4 That the Owner agrees to take all reasonable precautions to reduce dust, noise and other nuisances and to ensure public safety during the development of the Owner's Lands and construction of the works and facilities required by this Agreement.
- 2.1.5 The dwelling on this property is serviced by a Level IV sewage treatment system (as defined by the Ontario Building Code).

The Owner is required to obtain a sewage permit from the authority responsible for Part 8 of the Ontario Building Code. The Level IV sewage treatment system shall be designed and installed by a professional who is qualified and certified under the Ontario Building Code Act.

The sewage system is to be maintained in accordance with the Ontario Building Code Act and the manufacturer's instructions. The Owner shall enter a maintenance contract with an authorized maintenance provider for the life of the system. A copy of the signed maintenance contract must be provided to the authority responsible for Part 8 of the Ontario Building Code prior to occupancy of the building being granted.

The Owner is expected to follow all instructions provided by the installer and maintenance provider. The Level IV sewage treatment system effluent is to be sampled in accordance with the requirements of the Ontario Building Code Act. The Owner shall provide the Municipality proof of maintenance occurring on an annual basis by January 31 each year, including the results of the annual sampling results.

Any deviation from the location and dimensions of the sewage system on the approved site plan in Schedule "B" shall be reviewed by the Chief Building Official or their designate prior to any work being started. Minor deviations may be approved by the Chief Building Official or their designate in consultation with the Director of Development Services.

- 2.1.6 That the Owner shall obtain a permit from Cataraqui Conservation for any development or site alteration proposed from the lake to within 15 metres of the top of bank, as per Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses.
- 2.1.7 That the dock location will be maintained in general conformity to the Site Plan Drawing. The dock may be modified or replaced subject to obtaining any applicable approval from all relevant agencies.

2.1.8 That in-water works, such as construction and maintenance of a dock, shall comply with the applicable Federal or Provincial in-water work timing restriction windows for fish spawning and turtle nesting.

2.2 Environmental Protection

2.2.1 That existing natural tree cover and understory on the property, especially between the shoreline and the top of the ridge shall be maintained as a natural buffer with no alteration of soil mantle or vegetation cover, except for the existing steps shown on the Site Plan Drawing. There shall be no cutting of trees within the natural buffer area except for safety reasons or for the removal of dead trees.

2.2.2 That the location of the existing steps to gain access to the shoreline will be maintained as per the Site Plan Drawing. The steps may be modified subject to all applicable approvals, and with a maximum width of 1.5 metres. Any modifications that incorporate a staircase must be designed by a qualified professional to ensure that the installation and use of the structure will not aggravate the erosion hazard on the slope.

2.2.3 That erosion control measures (e.g. silt fence, straw bales) will be used during any construction and will remain in place until any ground cover disturbed during construction has been re-established. Ground cover will be re-established as soon as possible upon completion of construction.

2.2.4 That during and after the construction period there shall be no filling or false grading of excavated materials within 14 metres of the highwater mark. The exception will be for allowance for minor filling between the dwelling and the ridge as well as for landscaping materials for the final grade next to the dwelling.

2.2.5 That stormwater management best practices shall be employed in consultation with Township staff to reduce the energy of runoff from the slope in the area of the development, including roof runoff from the dwelling and any accessory buildings and structures.

2.2.6 That the relocated culverts and relocated drainage ditch shown on the Site Plan Drawing shall be designed by a qualified person to ensure that the works will not cause flooding and/or erosion upstream and downstream of the Lands. The design plan shall be reviewed by the Township prior to the issuance of any building permit under the Ontario Building Code for the construction approved through application MV-24-21-S. The design plan shall be implemented prior to an occupancy permit being issued for the construction.

2.2.7 That the Owner is responsible to comply with the provisions of the Endangered Species Act, 2007. Sections 9 and 10 of the Endangered Species Act provide protection for individual members of a species and their habitat if that species is listed on the Species at Risk in Ontario list as extirpated, endangered or threatened. If an activity may cause adverse impacts to a species at risk and/or their habitat, authorization under the ESA may be required prior to conducting the activity.

2.3 Limited Services

- 2.3.1 That the Municipality does not maintain or repair and will have no obligation to maintain or repair the private lane that provides access to the Lands or to perform or provide any other municipal services normally associated with public highways within the Municipality.
- 2.3.2 That the Municipality shall not be responsible for providing fire, ambulance and other emergency services to the Lands if the operator of the emergency vehicle, having made reasonable efforts in the circumstances, determines that the condition of the private lanes or driveways as constructed or maintained at the time, prevents the vehicle from being operated properly or safely in order to access or exit the Lands.
- 2.3.3 That the Owner hereby agrees to indemnify and save harmless the Municipality against all actions, causes of action, suits, claims, demands and costs whatsoever arising by reason of any matter under this Agreement, including without limitation any actions, causes of action, suits, claims, demands or costs directly or indirectly related to the construction, use, operation or maintenance of the private lane, including the inability to operate an emergency vehicle properly or safely in order to access or exit the Lands due in whole or in part to the condition of the private lanes or driveways at the time.

2.4 Human Remains and Archaeological Resources

- 2.4.1 That in the event that deeply buried archaeological remains are discovered during construction or site development of a lot, the Owner, shall immediately contact the Township of South Frontenac Development Services Department and the Ministry of Tourism, Culture and Sport, and
- 2.4.2 That in the event that human remains are discovered during construction or site development of a lot, all construction and soil disturbance must stop immediately to allow the authorities to investigate. The Owner shall contact the Ontario Provincial Police (OPP), the Township of South Frontenac Development Services Department, the Ministry of Tourism, Culture and Sport and the Registrar or Deputy Registrar of the Cemeteries Unit of the Ministry of Consumer Services.
- 2.4.3 That if during the process of development any archaeological resources or human remains of Aboriginal interest are encountered, the Owner shall immediately contact the Algonquins of Ontario Consultation Office at:

Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101
Pembroke, Ontario K8A 8R6
Telephone: (613) 735-3759
Fax: (613) 735-6307
email: algonquins@tanakiwin.com

- 3.0 This agreement shall be registered against the title to the Lands by the Owner and the Municipality shall be entitled to enforce its provisions against the Owner and any or all subsequent owners of the Lands.

- 4.0 If the Owner fails or refuses for any reason to comply materially with any requirements of this agreement, the Owner shall be in default and the Municipality may, on fifteen (15) days' notice, require the Owner to remedy the default, failing which the Municipality may, without further notice and without prejudice to any other rights and remedies available to it, do such things and perform such work as is necessary to rectify the default.
- 5.0 Any account rendered by the Municipality for work done shall be paid by the Owner within thirty (30) days of the day of billing, and, if the Owner fails to pay, interest shall be charged on the amount outstanding at the rate of one and one quarter (1.25%) per months (15% per annum) on the first day of each calendar month following the date the account was due. Any payments received on accounts rendered shall be applied first to any outstanding interest, which may have accrued, and the balance shall be applied to reduce the principal amount outstanding.
- 6.0 If the Municipality incurs any expense arising out of the terms of this Agreement, the Municipality may recover the amount in like manner as municipal taxes or by action, pursuant to Section 42.7 of the Municipal Act.
- 7.0 All costs necessary to fulfill any condition of this agreement, and all costs incurred by the Municipality in connection with the preparation, execution, registration or enforcement of this Agreement shall be paid by the Owners.
- 8.0 This Agreement shall enure to the benefit of and be binding upon the personal representatives, successors and assigns of the parties.

IN WITNESS WHEREOF the parties hereto have by the hands and seals executed this agreement as of the first date set out above.

SIGNED, SEALED AND DELIVERED:

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

Ron Vandewal - Mayor

Angela Maddocks - Clerk

We have authority to bind the Corporation

James Dawe

Sommar Brown

SCHEDULE "A"**OWNER'S LANDS****Legal Description:**

Part 1 on Plan 13R14559, Part 2 on Plan 13R15288, Part 1 on 13R15409, Part Lot 26, Concession 14, Geographic Township of Loughborough, and Part of Lot 1, Concession 15, Geographic Township of Pittsburgh, Part Road Allowance, District of Storrington, Township of South Frontenac, County of Frontenac

Civic Address: 3045 Hilltop Lane

PIN: 362840434

SCHEDULE "B"

DRAWING AND REPORT LIST

Site Plan Drawing Drawing A01, Site Plan Proposed, prepared by Lot 9 Architects, dated July 6, 2022, scale @ 11x17 is 1/32"=1'0"

See copy attached.

The original of all plans listed in this schedule are on file in the office of the South Frontenac Development Services Department and shall govern in the event of any dispute.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-69**

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO
EXECUTE A SITE PLAN AGREEMENT BETWEEN THE CORPORATION OF
THE TOWNSHIP OF SOUTH FRONTENAC AND JAMES DAWE AND
SOMMAR BROWN**

WHEREAS a Site Plan and Site Plan Agreement have been prepared to the satisfaction of the Township of South Frontenac;

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

1. THAT the Mayor and the Clerk are hereby authorized to execute a Site Plan Agreement between the Corporation of the Township of South Frontenac and James Dawe and Sommar Brown, a copy of which is attached hereto forming part of this By-law.
2. THAT the Agreement shall be registered on title of the property described as 3045 Hilltop Lane, Part 1 on Plan 13R14559, Part 2 on Plan 13R15288, Part 1 on 13R15409, Part Lot 26, Concession 14, Geographic Township of Loughborough, and Part of Lot 1, Concession 15, Geographic Township of Pittsburgh, Part Road Allowance, District of Storrington, Township of South Frontenac (PIN 362840434).
3. THIS By-law shall come into force and effect in accordance with Section 41 of the Planning Act 1990, either upon the date of passage or as otherwise provided by the said Section 41.

Dated at the Township of South Frontenac this 12th day of July, 2022.

Read a first and second time this 12th day of July, 2022.

Read a third time and finally passed this 12th day of July, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk



**SOUTH
FRONTENAC**

Speed Limit Reduction Request

Requested by: (Please include email and phone number)

Date

Chris Wilcock



Speeding is a driving culture in our area and we are hopeful that a speed limit reduction will help improve peoples driving habits and make them aware that this is a neighbourhood safety concern.

Change Request Form

Description of proposed change (specific section of street or road, between Civic #'s)

Reduce posted speed limit on Silverwood Drive to 40 km/hr from the intersection of Holmes Road northerly 950 meters to end.

Rationale - Time of Day most impacted by speeding

Most impacted times of day 7:00am to 9:00am and 3:30 to 6:00pm Monday to Friday. 7:00am to 10:00pm Weekends and holidays.

Rationale - What direction? Both, north bound, west bound etc.

Both directions, north bound and south bound are impacted by speeding.

What is the existing Speed Limit posted?

Current posted speed limit is 50 km/hr, By-law 2015-32.

Petition from other concerned citizens? (if so, please attach)

Yes, signed petition is attached.

Save a copy of your completed form and the required petition and email both to the [Public Services Department](#) for review and consideration.

PETITION



We the undersigned agree with the request for speed limit reduction on
Silverwood Dr. and have included our name, civic address and phone#.
(name of Road/Street)

Name of Resident	Civic Address	Phone #
Chris & Laura Wilcock	3313 Silverwood	[REDACTED]
Jasmine Czernohorski	3301 Silverwood	[REDACTED]
John D'Aeth	3301 Silverwood	[REDACTED]
CAROLINE CHAPUT	3285 Silverwood	[REDACTED]
Holly Moyses	3284 Silverwood.	[REDACTED]
FRANK McVICKER	3263 Silverwood	[REDACTED]
Nicole Couture-Lord	3254 Silverwood Dr.	[REDACTED]
KAREN McCARTHY	3233 Silverwood Dr	[REDACTED]
DIANNE CARROLL	3234 SILVERWOOD DR	[REDACTED]
Krista Loye	3304 Silverwood	[REDACTED]
Trent Thrasher	3304 Silverwood	[REDACTED]
Lynn Mackie	3330 Silverwood	[REDACTED]

PETITION



We the undersigned agree with the request for speed limit reduction on
Silverwood dr. and have included our name, civic address and phone#.
(name of Road/Street)

Name of Resident	Civic Address	Phone #
Hugo Praden	3374 silverwood dr	[REDACTED]
Sherry Shorrocks	3408 Silverwood Dr	[REDACTED]
Bill Smith	3390 Silverwood	[REDACTED]
WAYNE GENDRON	3284 SILVERWOOD	[REDACTED]
Paula Smith	3390 Silverwood	[REDACTED]
ESTHER SNASPELL-TAYLOR	3273 SILVERWOOD	[REDACTED]
Philippe + Melanie Ardambault	3321 Silverwood Dr	[REDACTED]
MACKENZIE LESPELANCE	3314 Silverwood Dr.	[REDACTED]
Benjamin Ramsay	3314 Silverwood Dr	[REDACTED]
FRANK CARAPUCCIA	3333 SILVERWOOD DR	[REDACTED]
MICHAEL KURYLOWICZ	3340 SILVERWOOD DR	[REDACTED]
Denis Boyard	3406 silverwood dr	[REDACTED]



**SOUTH
FRONTENAC**

2490 Keeley Rd, Box 100
 Sydenham ON, K0H 2T0
 613-376-3027 Ext 4331
pwsupport@southfrontenac.net

Petition for Speed Limit Reduction Consideration

We the undersigned agree with the request for speed limit reduction on
SILVERWOOD Dr. and have included our name, civic address and phone#.
(name of Road/Street)

Name of Resident	Civic Address	Phone #
Jevon Austin	3345 Silverwood Dr Inverary, ON	[REDACTED]
Brian Acker	3355 Silverwood Dr Inverary, ON	[REDACTED]
K. PHILLIPS	3705 SILVERWOOD DR	[REDACTED]
M. Fish	3266 Silverwood Dr.	[REDACTED]

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-70**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF
THE SPECIAL COUNCIL MEETING OF THE CORPORATION OF THE TOWNSHIP
OF SOUTH FRONTENAC ON July 12, 2022**

Whereas Section 8 of the *Municipal Act*, S.O. 2001 c. 25 and amendments thereto provides that a municipality has the capacity, rights powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* of any other *Act*; and;

Whereas Subsection 2 of Section 11 of the *Municipal Act* S.O. 2001, c. 25 and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of the jurisdiction described in the Table to Subsection 2, subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act*, S.O 2001 c. 25 and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise, and

Whereas the Council of the Township of South Frontenac deems it expedient to confirm its actions and proceedings;

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL CORPORATION OF
THE TOWNSHIP OF SOUTH FRONTENAC, HEREBY ENACTS AS FOLLOWS:**

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on July 12, 2022 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac held July 12, 2022 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on July 12, 2022 except those taken by by-law and those required by bylaw to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
4. 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.
5. This By-law shall come into force and take effect on the date of its passage.

Read a first and second time this 12 day of July 2022.

Read a third time and finally passed this 12 day of July, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk