

**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**

MEETING #12



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

TIME: 7:00 PM,
DATE: Tuesday, February 15, 2022
PLACE: Electronic Participation/Council
Chambers.

1. Call to Order and Roll Call
- a) **Resolution**
 - That the Council meeting of February 15, 2022 be called to order at 7:00 pm
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
- a) **Resolution**
 - That the agenda for the February 15, 2022 Council meeting be approved.
4. Scheduled Closed Session (at the end of the agenda)
5. Public Meeting
- a) **Resolution and Public Meeting Statement**
 - That a public meeting be called to order to allow for input on planning matters related to Zoning By-law Amendment application PL 2021-0041.
- b) **Zoning By-law Amendment Application - PL 2021-0041 R. D. Equipment & Rentals - Concession 7, Part Lot 6, Portland** 5 - 30
 - This report provides Council with information about Zoning By-law Amendment Application PL2021-0041 for R. D. Equipment & Rentals, Concession 7, Part Lot 6, Part 1 on RP 13R16771, Portland District, South Frontenac. If approved, the zone on the subject lands would be changed from Agricultural (A) to a property specific Agricultural (A-2) 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 provide a recommendation to Council on this application at a future meeting.
- c) **Resolution**
6. Delegations
- a) **Matt Smith - Upgrading from Star of Valour to a Victoria Cross for Private Jess Larochelle** 31 - 33

- b) **Verona Housing Master Plan and Next Steps** 34 - 78
- This report seeks Council's endorsement of the attached Verona Housing Master Plan and approval to proceed with a servicing options study for the project. The Plan, developed by the Townships consultant MHBC, establishes recommendations and guidelines for a variety of housing on Township lands in Verona, including development of affordable seniors housing.
7. Approval of Minutes
- a) **Minutes of December 7, 2021 Council Meeting** 79 - 91
- b) **Minutes of December 14, 2021 Special Council Meeting** 92 - 93
- c) **Minutes of December 14, 2021 Committee of the Whole Meeting** 94 - 98
- d) **Minutes of December 21, 2021 Council Meeting** 99 - 103
- e) **Minutes of January 6, 2022 Special Council Meeting** 104 - 105
- f) **Minutes of January 11, 2022 Council meeting** 106 - 110
- g) **Minutes of January 18, 2022 Committee of the Whole Meeting** 111 - 113
- h) **Minutes of January 25, 2022 Special Committee of the Whole Meeting (Joint meeting with Central Frontenac)** 114 - 115
- i) **Minutes of January 27, 2022 Special Committee of the Whole Meeting (8:30 am)** 116 - 117
- j) **Minutes of January 27, 2022 Special Committee of the Whole (9:10 am)** 118 - 119
8. Business Arising from the Minutes
- a) **Notice of Motion - Parking Availability at Access Sites to Trails** 120 - 121
- Councillor Ruttan filed a notice of motion for staff to provide a report on ways to improve and increase parking availability at access sites to the trails in South Frontenac.
9. Reports Requiring Action
- a) **2021 Lake Ecosystem Grant Additional Second Intake Recommendation** 122 - 124
- The Township accepted applications for a second intake of the Lake Ecosystem Grant program in October 2021. The Lake Ecosystem Advisory Committee is recommending approval of one additional application from this intake.
- b) **Princess Anne Community Centre - Lease Renewal with Community Caring** 125 - 126
- This report summarizes the terms of the lease renewal for Portland Community Caring for a period of 5 years.

10. Committee Meeting Minutes
- a) **Heritage Committee Meeting held November 25, 2021** 127 -
129
- b) **Lake Ecosystem Advisory Committee Meeting held December 8, 2021** 130 -
132
11. By-laws
- a) **Rezoning Z-21-16 - 2749941 Ontario Inc - 4930 Road 38 - By-law 2021-14** 133 -
142
- This report recommends that Council pass a by-law to change the zone on the subject property to permit a maximum of five accessory residential dwelling units on a commercial property at the corner of Road 38 and Harrowsmith Road
- b) **Rezoning Z-21-23 - Barr and Smallman-Tew - 22 Beatrice Lane - By-law 2022-15** 143 -
147
- This report recommends that Council pass a by-law to change the zone on the severed parcel (lot addition) of Consent Application S-22-21-B so that the severed lands will have the same zone as the property that is being enlarged, 179 Beatrice Lane
- c) **Rezoning Z-21-25 - Eldon and Lorraine Adams - 3607 Stage Coach Road - By-law 2022-16** 148 -
154
- This report recommends that council pass a by-law to change the zone on the subject property to permit a secondary dwelling unit.
- d) **Rezoning Z-21-27 - Alasdair and Jennifer Cumming - 3579 Quinn Road East - By-law 2022-17** 155 -
161
- This report recommends that Council pass a by-law to change the zone on the subject property to permit a secondary dwelling unit
- e) **Rezoning Z-21-30 - Zelda Hippolyte and Alice Gianotti, 4360 Sydenham Mill St - By-law 2022-18** 162 -
167
- This report recommends that Council pass a by-law to Change the Zone on the subject property to permit the residential use of the existing single detached dwelling.
- f) **Site Plan Control Application SP-04-21-L - Jeff & Susan Rath - Johnston Point - Unit 1 - By-law 2022-19** 168 -
190
- This report recommends that Council approve on the individual site plan control application for Unit 1 in Johnston Point. This Unit is located at the south end of Hinterland Lane and proposed to be developed with a single detached dwelling. The Johnston Point Condominium and Master Site Plan Agreements require individual Units within the condominium to obtain site plan control approval prior to the issuance of a building permit.
12. Reports for Information - not applicable
13. Information Items
- a) **South Frontenac Museum Society - Annual General Meeting - February 24, 2022** 191
14. Notice of Motions

15. Announcements/Statements by Councillors16. Question of Clarity (from the public on outcome of agenda items)17. Closed Session

a) **Resolution** - Council will move into a closed session as permitted by the Municipal Act, Section 239.2 (d) labour relations and employee negotiations regarding CUPE union negotiations and to approve the minutes of previous Closed Session meetings.

b) **Update on CUPE Collective Bargaining**

- This report provides Council with an update on collective bargaining with CUPE Local 4336.

c) **Minutes of previous Closed Sessions**18. Confirmatory By-lawa) **By-law 2022-20**

192

19. Adjournmenta) **Resolution**

Natural, Vibrant and Growing - A Progressive Rural Leader



**SOUTH
FRONTENAC**

Public Meeting

under the Planning Act

Application for Zoning By-law Amendment
PL 2021-0041

Tuesday, February 15, 2022
7:00 p.m. Virtual Council Meeting

Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment Applications PL-2021-0041.
- If a person or public body does not make oral or written submissions at this public meeting, or make written submissions to South Frontenac Township before any by-law is passed, the person or public body may not be added to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.
- If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Clerk via email at amaddocks@southfrontenac.net. This will also entitle you to be advised of an Ontario Land Tribunal appeal.
- Anyone may appeal the decision to the Ontario Land Tribunal. The appeal must be filed with the Clerk within 20 days of the notice of decision. The notice of appeal must set out the reasons for the appeal and be accompanied by the fee required by the Tribunal.



Agenda

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



PL-2021-0041

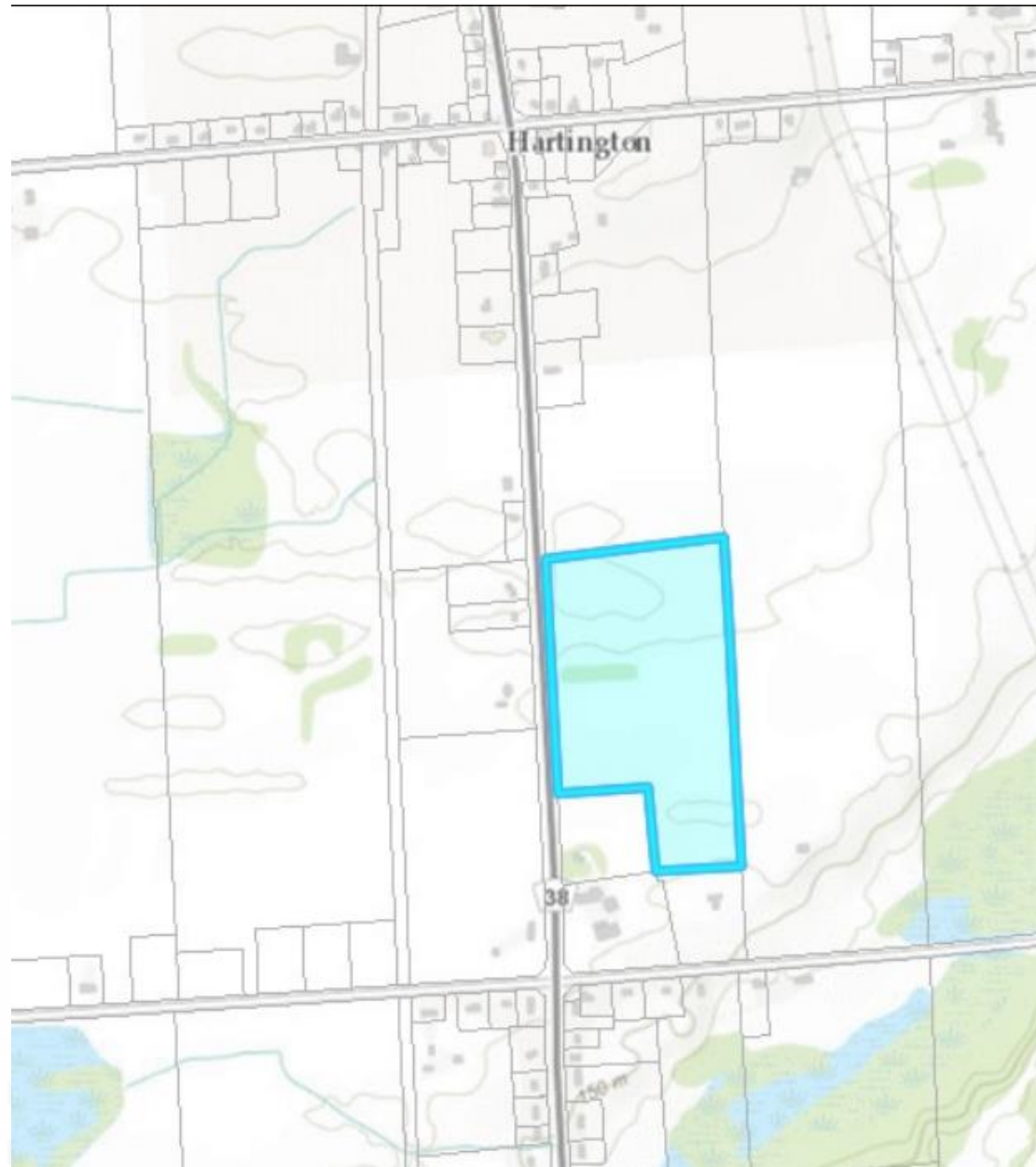
Applicant: R. & D. Equipment & Rentals

Property: Road 38, Concession 7, Lot 6, Part 1 on RP 13R16771,
District of Portland, South Frontenac



Location

- East side of Road 38
- North of Jamieson and Petworth Road
- South of Hartington



Proposal

Rezone a 7.23 acre portion

Remaining 22 acres will remain in agricultural production



Proposal

- Existing Zone – A
- Proposed Zone – A-2
- Agricultural Commercial
- Farm Equipment Dealership, Sales & Service

Other Applications

- Site Plan Control



Proposed Building Elevation Drawings




Kubota
Kubota Image Program – Design Support Documents

Note: The purpose of these drawings is to convey the design intent only. They are not to be used to obtain building permits or for construction. Construction documents are to be prepared by a licensed design professional who is aware of the current applicable codes and standards with applicable Federal, Provincial or Local laws, regulations, requirements and standards, and who is responsible for the design and construction of the project. The drawings are the property of the design professional and are not to be used for any other purpose without the written consent of the design professional.

Dealer:
Hartington
Equipment

Location:
5474 ROAD
38,
HARTINGTON


mayhew
All Rights Reserved
November 2021, 5474 Road 38
Tel: 800-947-4141 Fax: 506-252-0246
http://www.mayhew.ca

EXTERIOR

Scale:

Issued Date:
Nov. 1, 2021

21

1.11



Existing business located at the corner of Jamieson Road and Highway 38



Source: Google Maps, August 2021



Road 38 Frontage



Lands to be Rezoned – view from Road 38

Department and Public Comments

- Building Services
 - No objection. Site conditions are sufficient to provide options to service the development with sewage system.
- Public Services
 - Road 38 is a controlled arterial corridor
 - Traffic Impact Assessment needed in support of any road upgrades necessary to support safe access to the site along with preserved traffic flow (and capacity).
- Fire and Emergency Services
 - No objections
- Public comments – none received to date



Policy Framework

Provincial Policy Statement



Frontenac County Official Plan



Township of South Frontenac
Official Plan



Zoning By-law No. 2003-75



- Agriculture related uses permitted in prime agricultural areas
- Agriculture related uses may be permitted provided suitable locations within the “Rural” designation area not available.

- No agricultural commercial zone
- Site specific Agricultural zone to regulate placement of buildings and buffering between uses

Next Steps

- South Frontenac Council should receive comments from the public
- A report with a recommendation will be brought to a future Council meeting



Questions and Comments

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



Township of South Frontenac

Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 15, 2022

Subject: **Public Meeting for Zoning By-law Amendment Application
PL 2021-0041, R. D. Equipment & Rentals, Road 38
Part Lot 6, Concession 7, Portland District, South Frontenac**

Summary

This report provides Council with information about Zoning By-law Amendment Application PL2021-0041 for R. D. Equipment & Rentals, Concession 7, Part Lot 6, Part 1 on RP 13R16771, Portland District, South Frontenac. If approved, the zone on the subject lands would be changed from Agricultural (A) to a property specific Agricultural (A-2) 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 provide a recommendation to Council on this application at a future meeting.

Recommendation

This report is for information only.

Background

The proposal is to change the zone on the subject property from Agricultural (A) to Agricultural - Special Provision (A-2) to permit the construction of a new farm equipment sales and service dealership.

The proposed area to be rezoned is 7.23 acres (650 feet of frontage and 485 feet deep). The remaining 22 acres of the subject property will stay in agricultural production. The area to be rezoned will include a building for the commercial dealership (24,150 square feet), and two cover-all storage buildings, each with a building footprint of 7,200 square feet.

The dealership building will include a showroom, offices, parts and service shop.

Under the Planning Act, a public meeting is required to be held to receive comments from the public on the proposed rezoning. The public meeting for application PL2021-0041 will be a virtual public meeting using Zoom and telephone.

Discussion/Analysis

Property Description

The subject property is located on east side of Road 38, north of the intersection of Petworth Road and Jamieson Road and south of Hartington. The subject property designated Agriculture in the South Frontenac Official Plan and is zoned Agricultural (A) in the South Frontenac Zoning By-law.

The property is approximately 12.14 ha (30 acres) in area and has approximately 383.5 metres (1258 feet) of road frontage. The lands are currently vacant and consist of open fields and treed hedgerows.

The rezoning application proposes to change the zoning on a 2.92 ha (7.23 acre) portion of the subject property for an agricultural commercial use. The remaining portion of the property will stay in agricultural production.

There are several residential and commercial properties that front onto Road 38 in the block between Petworth/Jamieson Road and Hartington. This majority of this area is agricultural.

Attachment 1 to this report shows the location of the subject property.

Related Applications

The subject property is not subject to any other applications under the Planning Act.

A site plan control application is anticipated but has not yet been submitted.

Department, Agency and Public Comments

The application was circulated to Public Services, Building Services and to Fire & Emergency Services for review. The application did not meet the criteria for circulation to the Cataraqui Conservation Authority.

Building Services reviewed the application and had no objections to the rezoning application. The site has suitable conditions of this development to be serviced by an on-site sewage system.

Public Services staff have identified that this rezoning application will involve intensification of land use resulting in new commercial traffic impacts on Road 38 (controlled access).

Public Services staff have indicated that the proponent should supply a Traffic Impact Assessment in support of the rezoning or alternatively the zoning should be subject to a holding provision pending the supply of a satisfactory report and development agreement at the Site Plan stage in support of any road upgrades necessary to support safe access to the site along with preserved traffic flow (and capacity) on the main artery.

The requirement for a traffic impact assessment was communicated to the applicant's agent who is working on preparing a site plan for this project.

Additional studies will be applicable to support the Site Plan Control application including stormwater management, and demonstration of adequate servicing (sewage and water supply).

Fire and Emergency Services had no objections or concerns with the application.

No comments have been received from members of the public to date.

Preliminary Planning Analysis

The proposed rezoning needs to be 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 permits agricultural uses, agricultural related uses and on-farm diversified uses in a prime agricultural area.

Agriculture-related uses is defined as those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

The Provincial Policy Statement requires proposed agriculture-related uses and on-farm diversified uses to be compatible with, and not hinder, surrounding agricultural operations.

The Province released guidance document on Permitted Uses in Prime Agricultural Areas in 2016 to assist municipalities to interpret the Provincial Policy Statement on uses permitted in Prime Agricultural Areas. The guidance documentation defines a farm equipment sales and service (repair) business to be an agriculture-related use provided it can meet the following criteria:

- Shall be compatible with and not hinder surrounding operations
- Uses should be appropriate to rural services and be capable of being serviced on-site water and sewage systems.
- Maintain agricultural/rural character of the area

- Be directly related to farm operations in the area. Area is not based on a set distance or on municipal boundaries. It is based on how far farmers will reasonably travel for the agriculture-related products or services provided.
- Supports agriculture and benefits from being in close proximity to farms.
- Provides direct products and/or services to farm operations as a primary activity.

Section 2.2.1.6 of the County of Frontenac Official Plan states that the Townships shall permit agricultural uses, agriculture-related uses and on-farm diversified uses in Prime Agricultural Areas in their respective Official Plans in accordance with the Provincial Policy Statement (PPS). The County Official Plan recognizes that agriculture plays an important part in the County's economy.

The Township Official Plan identifies in section 5.1.1. the uses that are permitted in the agricultural designation. It permits uses that are directly related and necessary in proximity to farm operations, such as agricultural supply and service establishments, cold storage for fresh produce or grain drying, and may be permitted and providing suitable locations within the "Rural" designation area not available.

Along with the application to rezone, the applicant provided supporting information regarding how the existing and expanded business location directly supports agriculture in the area. The applicant indicated the following:

- Kubota Corporation has shifted their main focus to the Agriculture industry in 2012 when they purchased the Kverneland group and Great Plains, as a Full line Kubota dealership we now have a full line of agriculture and tillage/seeding equipment and with this property we can now safely do extensive hay and tillage/seeding demo's for our customers in Frontenac County to enhance their farming needs.
- Currently, about 50% of the business is related to serving the agricultural industry in the area. Over the past 2 years there has been a spike in sales with the number of people getting back into smaller farms in the area. With Kubota also putting a huge focus on the agriculture industry, it is expected that the proportion of the business serving the agricultural sector will grow in the coming years.

The applicant also addressed the question of whether suitable locations were available in the rural designation:

- The applicant indicated they chose to purchase this property because they wanted to stay close to where their family business started over 60 years ago. Hartington Farm Services was established in Hartington in 1958 and wanted to stay with in the Hartington area. They also indicated that they needed a property that was large enough for them to expand their business to meet the current needs of their customers. They needed a new property to be close to their current location

(Hartington Equipment) to help make the building process easier to manage and the transition and move into the new building effortless so they could minimize down time to our customers.

- The applicant indicated they have been watching and looking for a new property to expand their business on and there were no other properties for sale in their area that were zoned Rural that would have been large enough to suit all their needs.

A detailed policy analysis will be provided in a subsequent report to Council following the public meeting.

Attachment 2 to this report is a draft by-law for the proposed development.

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

Notice/Consultation

Notice of the Statutory Public Meeting was given pursuant to the requirements of the Planning Act, 20 days in advance of the Public Meeting. This included notice given:

- by mail to every owner of land within 120 metres of the subject lands
- by posting notice signs on the subject lands
- by posting on the Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies (e.g. County Clerk, School Boards, Ontario Power Generation Inc. and Hydro One Inc.)

Attachments

1. Location Map
2. Draft By-law

Township of South Frontenac

Staff Report – PL 2021-0041, R. D. Equipment & Rentals, Pt Lot 6, Concession 7, Road 38, Portland District

Approvals

Report Prepared and Submitted By:

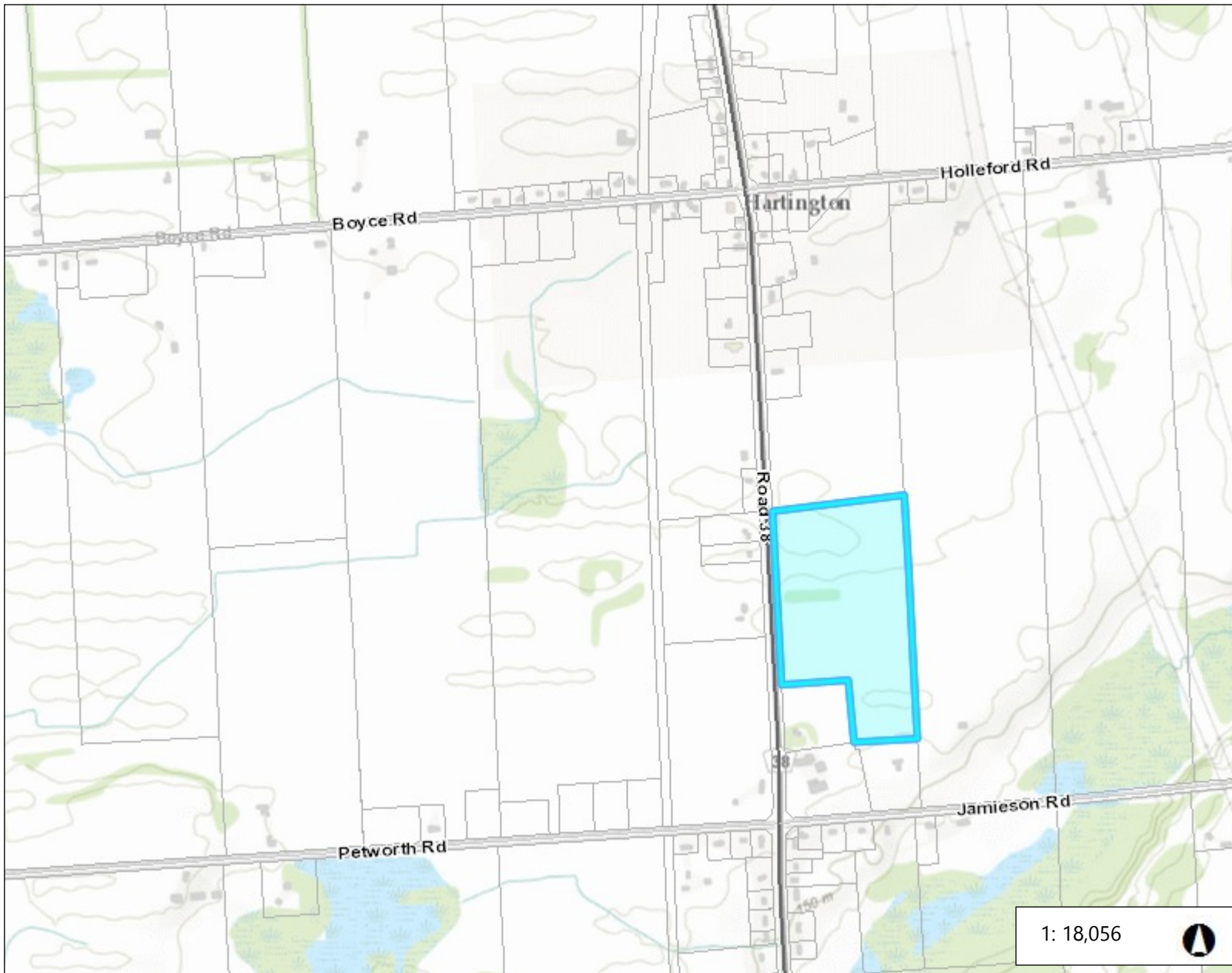


Claire Dodds, MCIP, RPP, Director of Development Services

Approved By:



Louise Fragnito, Interim Chief Administrative Officer



Legend

- Road
 - Highway
 - Major Road
 - Secondary Road
 - Ferry Route
- Assessment Parcels
- Citations

1: 18,056



0.9 0 0.46 0.9 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

Notes

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

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM AGRICULTURE (A) TO AGRICULTURE – SPECIAL PROVISION (A-2) ON LANDS DESCRIBED AS 4 ROAD 38, PART OF LOT 6, CONCESSION 7, PART 1 ON RP 13R16771, DISTRICT OF PORTLAND: R.D. EQUIPMENT & RENTALS INC.

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

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

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

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

1. **THAT** Schedule “A”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Agricultural (A) to Agricultural – Site Specific (A-2) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section A-2 (Road 38, Part of Lot 6, Concession 7, Part 1 on RP 13R16771, District of Portland – R. D. Equipment & Rentals Inc.) immediately after the last Agriculture – Special Provision section to read as follows:

6.5.2. A-2 (Road 38, Part of Lot 6, Concession 7, District of Portland – R.D. Equipment & Rentals Inc.)

Notwithstanding the provisions of Section 6.2 and 6.3 or any other provision of this By-law to the contrary, on the lands zoned Special Agriculture (A-2), the following provisions apply:

The following uses are permitted in addition to the uses permitted in Section 6.2:

- *a farm implement dealer, including the sale and service of lawn and garden equipment,*
- *an agricultural equipment supply and repair outlet,*
- *a feed and seed sales establishment,*
- *one dwelling or dwelling unit as an accessory use for the owner or operator of a principal use in accordance with the provisions of Section 5.19.*

ZONE PROVISIONS

1. For The Principal Building

- | | |
|---------------------------------------|---|
| • <i>Lot Area (Minimum)</i> | <i>8000 sq. metres (86,114.1 sq. ft.)</i> |
| • <i>Lot Frontage (Minimum)</i> | <i>76 metres (250 ft.)</i> |
| • <i>Front Yard (Minimum)</i> | <i>20 metres (66 ft.)</i> |
| • <i>Rear Yard (Minimum)</i> | <i>8 metres (26.2 ft.)</i> |
| • <i>Interior Side Yard (Minimum)</i> | <i>3 metres (9.8 ft.) 154</i> |
| • <i>Exterior Side Yard (Minimum)</i> | <i>8 metres (26.2 ft.)</i> |
| • <i>Building Height (Maximum)</i> | <i>11 metres (36.1 ft.)</i> |
| • <i>Lot Coverage (Maximum)</i> | <i>30 percent</i> |

Off-street parking and off-street loading facilities shall be provided in accordance with Sections 5.30 and 5.31.

Access to a dwelling unit shall be separate from access to a rural commercial use.

2. For Accessory Buildings Not Attached To The Principal Building

- Rear Yard (Minimum) 3 metres (9.8 ft.)
- Interior Side Yard (Minimum) 3 metres (9.8 ft.)
- Exterior Side Yard (Minimum) 8 metres (26.2 ft.)
- Building Height (Maximum) 11 metres (36.1 ft.)
- Lot coverage (Maximum) 10%

3. For Land Abutting A Residential Zone or Residential Use

Notwithstanding the provisions of subsection 6.5.2.1 & 6.5.2.2, where an interior side yard and/or a rear yard abuts a residential zone or any existing residential use, then such interior side yard shall be a minimum of 5 metres (16.4 ft.) and such rear yard shall be a minimum of 10 metres (32.8 ft.). The 3 metre (9.8 ft.) strip immediately adjacent to the rear and/or interior side lot lines shall be landscaped.

All other provisions of this By-law shall apply.

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

Dated at the Township of South Frontenac this ##th day of MONTH, 2022.

Read a first and second time this ##th day of MONTH, 2022.

Read a third time and finally passed this ##th day of MONTH, 2022.

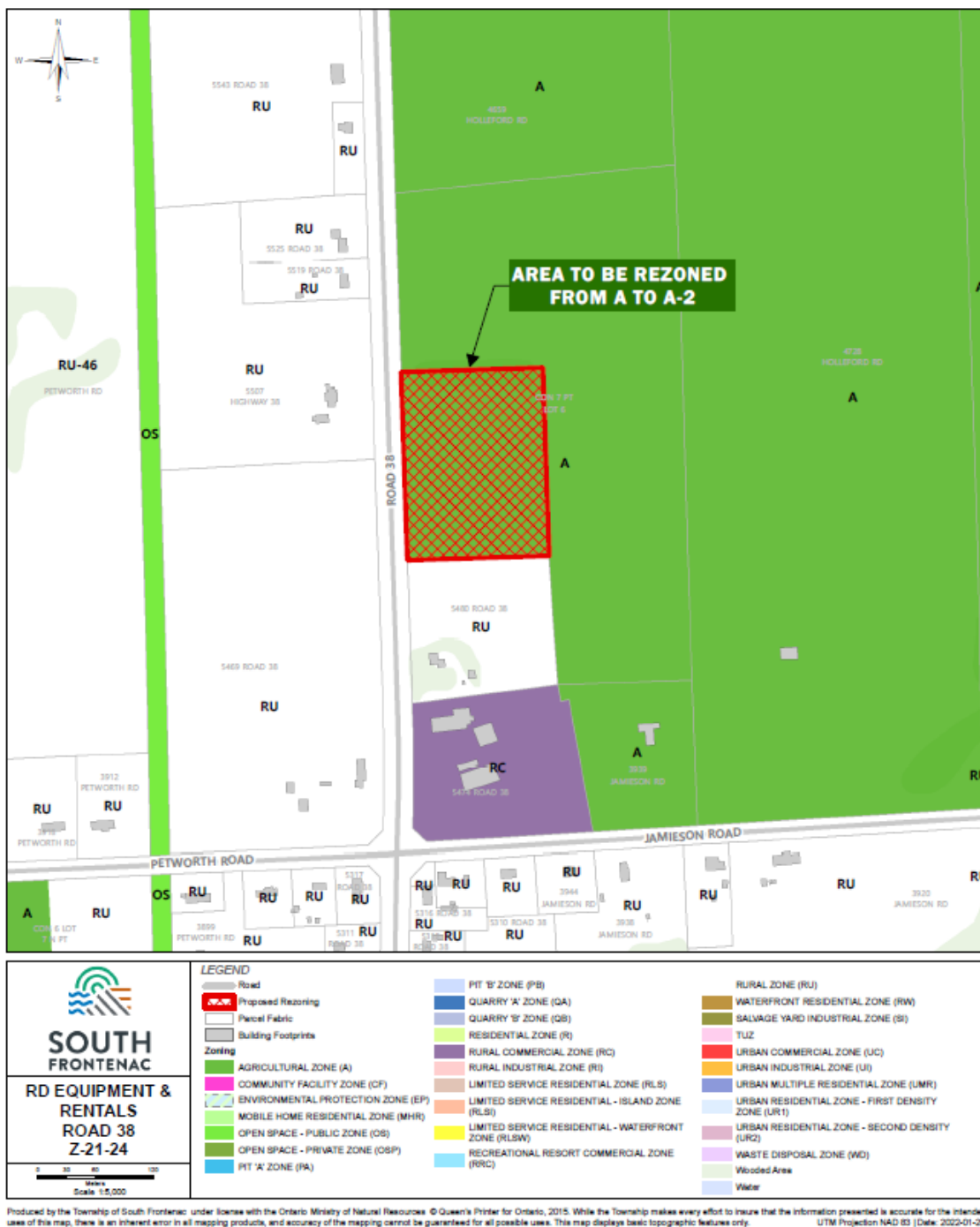
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

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



Passed this ##th day of MONTH, 2022

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Thank you for the opportunity to present to you. As a proud Canadian, a former member of the Canadian Armed Forces and a citizen of South Frontenac, I am asking for your support to honour a soldier who exemplifies service above self. I am requesting that South Frontenac Township Council join other communities across Canada in endorsing and passing a motion to recommend that Private Jess Larochelle, a former serving member be awarded the Canadian Victoria Cross for his heroic actions on October 14, 2006. Today, more than ever, we need real heroes and I believe that Private Larochelle is the kind of hero that all Canadians can be proud of and support.

The Canadian Victoria Cross replaced the original British Victoria Cross. Queen Victoria created the original on January 29, 1856, and awarded it to Canadians during several conflicts up to the end of the Second World War.

The original Victoria Cross was awarded to 81 Canadian military members. A total of 1,353 crosses and 3 bars were awarded throughout the British Empire so far. The 81 Canadians include only those who earned the VC while serving as a member of the Canadian military forces (including Newfoundland). It does not include Canadians serving with the British forces or British recipients who later moved to Canada or served in our military. Canada's last surviving recipient of the Victoria Cross, Sergeant Ernest Alvia "Smokey" Smith, VC, CM, OBC, CD, (Retired), passed away on August 3, 2005.



Her Majesty, Queen Elizabeth II, created the new Victoria Cross through letters patent issued on December 31, 1992. It was part of a new family of decorations called the Military Valour Decorations, which include:

- the Victoria Cross
- the Star of Military Valour
- the Medal of Military Valour

These decorations recognize acts of valour, self-sacrifice or devotion to duty in the presence of the enemy. While both the Star of Military Valour and the Medal of Military Valour have been awarded since October 2006, the Canadian Victoria Cross has yet to be awarded.

The Victoria Cross is awarded for "the most conspicuous bravery, a daring or pre-eminent act of valour or self-sacrifice or extreme devotion to duty, in the presence of the enemy" at any point after 1 January 1993. It may be presented posthumously, and, like its British counterpart, cannot be revoked.

Bruce Moncur represents a new Canadian non-profit organization, Valour in the Presence of the Enemy. The group is led by former and currently serving veterans including Moncur, former Chief of Defence Staff General Rick Hillier and film makers such as former videographer Mick Gzowski. The organization's mandate is to identify and recognize soldiers that have or could have been under recognized for their acts of bravery. In doing so they have identified 26 soldiers they feel a compelling case could be made for review. The first case that has stood out above all others is Private Jess Larochelle. His story has been captured for months in national media. Included you will find the information that has been put together on this file to date.

The group has uncovered new information revealing that Jess conducted himself with such distinction that should trigger a review of his citation and potentially be enough to upgrade him to the Canadian Victoria Cross.

This is the official citation written for Private Larochelle for which he received the Star of Military Valour from the Governor General in 2007:

“On October 14, 2006, Private Larochelle of the 1st Royal Canadian Regiment Battle Group was manning an observation post when it was destroyed by an enemy rocket in Pashmul, Afghanistan. Although he was alone, severely injured, and under sustained enemy fire in his exposed position at the ruined observation post, he aggressively provided covering fire over the otherwise undefended flank of his company’s position. While two members of the personnel were killed and three others were wounded in the initial attack, Private Larochelle’s heroic actions permitted the remainder of the company to defend its battle positions and to successfully fend off the sustained attack of more than 20 insurgents. His valiant conduct saved the lives of many members of his company.”

Information since that time has identified that his injuries included a broken back, detached retina, deafness in his right ear, and severe shoulder injuries. His actions were identified by witnesses and members to have been superhuman, and to have likely saved the entire section from imminent death. For years later shrapnel was still pushing itself out of his body. It also doesn’t mention that the two LAVs on that flank had weapon stoppages meaning he was the only sustained fire. And by his own testimony he says he volunteered to go to the Operations Post despite the fact that the platoon was short handed and undermanned. With knowledge that an attack was imminent he went down to the Post with 2 C6 machine guns normally operated by two people and needing four people to properly man that position. He manned this post for an additional 12 hours after the battle, before carrying his fallen section mate during a later ramp ceremony. Only after carrying his dead friend onto the airplane at Kandahar the next day did he seek medical treatment. This information is missing from his citation and because of this there are calls for a review.

General Omar Lavoie, Brigade Commander at the time, author of the citation and witness to the battle had this to say about it:

“As the Commanding Officer of the Task Force 3/06 First Battalion The Royal Canadian Regiment Battle Group, I am honoured and fully supportive of the initiative to review the valour award for Jess Larochelle. My tactical Headquarters was on Battle Position Strong Point Centre at the time of the attack by enemy forces on 14 October 2006 and I ordered the counter attack. As such I personally witnessed the valour of Jess Larochelle as he continued to fight while wounded and in the midst of his wounded and dead comrades. I have always felt that his actions that day in continuing to fight despite being wounded in order to break the enemy attack was worthy and commensurate with the historical awarding of a Victoria Cross.”

General Lavoie is one of four Brigade Commanders and Afghanistan Tour Commanders that have endorsed Private Larochelle for the Victoria Cross.

To date, many members from all federal political parties have officially endorsed this review and letters have been drafted to the Governor General, the Minister of National Defence and the Chief of the Defence Staff. A House of Parliament petition from NDP MP Niki Ashton has garnered more than 13,000 signatures to date. The Royal Canadian Legion has officially endorsed this motion as well as regimental associations, police and firefighters’ associations, PSAC, CUPE and countless school groups. The movement has attracted the attention of national media including the CBC, CTV, Global, the Globe and Mail and the National Post. Motions of support have been endorsed and passed in Larochelle’s

hometown of North Bay, as well as Timmins, Callander, Vermilion River, Kingston, Guelph, and Ottawa among others.

Private Larochelle was forced to leave the military shortly after the deployment due to his injuries. In the last few years, his health has deteriorated to the point where he has spent a lot of time in hospital and he suffers from Post Traumatic Stress Disorder due to his experiences. He is a private person and lives with his family near North Bay. He enjoys trout fishing and hunting and spends a lot of time on his pontoon boat. He is described as a quiet and humble man. In 2006, he was a young 23-year-old man with his whole life ahead of him. When Canadians needed him most, this young man rose to the occasion and performed a most conspicuous act of bravery, a daring and pre-eminent act of valour and self-sacrifice with extreme devotion to duty, in the presence of the enemy. He is a hero and he deserves to be recognized with the highest possible award. Because he is the hero we need.

I respectfully ask that members of South Frontenac Township Council endorse Private Larochelle for a Canadian Victoria Cross.

Regards,

Matthew B. Smith
Sydenham, ON.

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Chief Administrative Officer

Date of Meeting: February 15, 2022

Subject: **Verona Housing Master Plan and Next Steps**

Summary

This report seeks Council endorsement of the attached Verona Housing Master Plan and approval to proceed with a servicing options study for the project. The Plan, developed by the Township's consultant MHBC, establishes recommendations and guidelines for a variety of housing on Township lands in Verona, including development of affordable seniors housing.

Recommendation

That Council endorse the Verona Housing Master Plan as attached to this report; and

That Council approve undertaking a servicing options study for the proposed Verona Housing development as per the recommendations of the Verona Housing Master Plan, as part of the 2021 Servicing Options Study capital project 21-17; and,

That Council work with its municipal neighbours in Frontenac County and elsewhere in Eastern Ontario to lobby the Provincial government to address inconsistencies in their policy objectives and the associated challenges they have created for development in rural Ontario on municipal communal services.

Background

In early 2020 the Township acquired two parcels of land in the Village of Verona with frontage on Verona Street for the purpose of seniors affordable housing development. Since then, work has been undertaken to prepare to develop the land.

Given the location, size and scale of the development, in 2021 Council supported the creation of a Master Plan for the properties that would ensure that future development is compatible with surrounding uses and takes into account opportunities for connections between new housing, the downtown, and various public amenities.

Discussion/Analysis

The final Verona Housing Master Plan was prepared by MacNaughton Hermsen Britton Clarkson (MHBC) with support from Township staff. It incorporates the results of extensive stakeholder engagement and best land use planning practices. The Plan provides a policy framework for how development should proceed on the property including the size and scale of development; accessibility; amenities; connections with the downtown core, nearby housing developments, and adjacent public recreational properties; active transportation linkages; motorized vehicle compatibility; built form and design standards; parking; servicing, and phasing.

This covering report highlights some key areas of the Master Plan, with particular attention being paid to servicing and next steps in the development process.

Master Plan Highlights

Servicing

Perhaps most importantly, the Plan identifies that additional study is required to determine the best approach to servicing the proposed multi-unit apartment buildings and adjacent townhomes. While a communal well and septic system had been anticipated for this size of development, recent Ministry of the Environment, Conservation and Parks (MECP) interpretations of source water protection requirements mean that an assessment must be done to determine the most viable form of servicing, including the up-front and long-term costs of a likely source water protection plan for the communal water system.

In short, with the Ministry now mandating a source water protection plan for *any* municipal drinking water system that services six (6) or more dwelling units, coupled with the implications of establishing a well-head protection area in an existing and constrained settlement area, the consultant recommends undertaking a servicing options study to determine whether a communal well is the most viable alternative for water, or if another option (e.g. lake water intake) would be more desirable when cost, constraints, and ongoing source water protection implications are considered.

This additional study could be undertaken as part of the Servicing Options Study approved by Council in the 2021 capital budget, albeit for a specific site rather than for all Township settlement areas where growth is anticipated (see attached Capital Detail Sheet). Incorporating the Verona housing project also provides a practical case study through which the Township can gain knowledge of the source water approval process to be able to consider how communal water services can advance other forms of development in the Township's settlement areas.

Upon completion of that Servicing Options Study, an application to amend the source water protection plan to incorporate a new municipal communal water servicing option would still be necessary, which would require some additional study and cost. Unfortunately, these

necessary next steps are anticipated to add at least 12-18 months to any development timeframe for the property.

Future Land Acquisitions or Access

The Master Plan identifies the need for a more formal pedestrian connection from Verona Street to Road 38 somewhere between Bank Street in the south and the Pentecostal Assembly property to the north. Moving forward, the Township should investigate the acquisition of land or an easement to permit a quick connection from the development lands to Road 38 without having to travel to the ends of Verona Street.

Similarly, with a considerable increase in residential units proposed for Verona street, additional vehicular access is required to address anticipated traffic, as well as to provide secondary access to the site(s) for emergency response. For this reason, the Plan recommends formalizing a second access at the northerly end of Verona Street in the vicinity of the Pentecostal Church. Despite the Township already benefitting from sizeable drainage easement at this location, additional access will involve discussion with the property owners in that area regarding implications on current parking and/or potential municipal land acquisition.

K&P Trail and Compatibility of Uses

The Master Plan acknowledges the diverse users of the K&P Trail and the potential for conflicts or safety issues should an influx of new residents including a high proportion of seniors begin accessing the trail in a location frequented by snowmobiles, ATVs and cyclists. For this reason, splitting and realignment of the trail with the inclusion of dedicated pathways for motorized recreational vehicles have been recommended. Exact configurations would be subject to detailed site plan and engineering review prior to construction

Township staff and MHBC did consult with County staff regarding the re-design of the K&P Trail through this section of Verona and about the compatibility of various uses. Not all of that feedback could be incorporated into the Master Plan due to time constraints but can be addressed at the time of detailed site plan and/or engineering.

Built Form and Design

Given the central location of the development and its proximity to both residential, commercial, and institutional properties, the plan recognizes the need for new housing to incorporate compatible heights, massing, aesthetics, and proper separations from existing properties. For this reason, higher density apartment buildings are proposed for the larger, westerly parcel, while lower-rise townhomes are contemplated for the easterly parcel. From a design standpoint, best practices are recommended with respect to location of garages, orientation of balconies, location of amenity spaces and parking, and general material and exterior design elements.

Lobbying Efforts

In consultation with representatives at the Quinte Conservation Authority (QCA) regarding source water protection requirements, Township and County staff learned that MECP had made decisions in late 2021 regarding the interpretation of the definition of “Municipal” drinking water systems and their requirement for source water protection. Despite the Province’s knowledge of the extensive work on communal servicing that is occurring in Frontenac, this information had not been communicated by MECP to the County. This, and the lack of any flexibility on source water protection requirements for ANY communal water system means that MECP requirements at odds with Ministry of Municipal Affairs and Housing (MMAH) promotion of communal services at the preferred servicing option for rural development where full services is not viable.

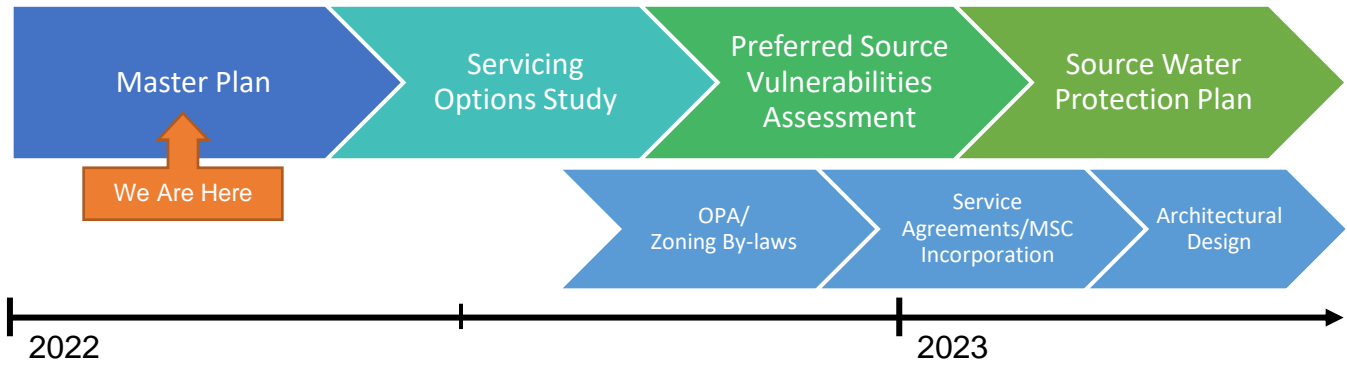
For this reason, and in early discussion with staff at Frontenac County, it is recommended that South Frontenac work with its lower and upper tier neighbours to press the province on this issue. This could be done through the preparation of briefing notes, delegations at AMO/ROMA, resolutions sent to the province and other Ontario municipalities, and/or by raising this issue with the Eastern Ontario Wardens Caucus (EOWC).

Next Steps

In 2022 Budget, Council approved funding for an architectural design and project management consultant that would prepare site plans and tender drawings based in part on the recommendations of the Master Plan, as well as supplementary studies and market research that continues to be collected.

Considering the recent MECP direction regarding source water protection, and the recommendations of the Master Plan, a servicing options report needs to first be conducted before a design consultant should be hired. This will identify the best and most cost-effective way to service the development. This first step is anticipated to take 4-6 months.

It is likely that the recommended servicing option will still result in an amendment to the Quinte Region Source Water Protection Plan for either a well-head protection area (WHPA) or an intake protection zone (IPZ). While some of this work can be conducted concurrently with architectural design and other processes, it will add an upfront study cost to the project estimated between \$50,000-\$100,000 and may result in ongoing measures to mitigate the risk posed by potential sources of contamination (e.g., ground water infiltration, nearby septic systems, fuels and other chemical storage, etc.). As noted earlier, in total, this work is anticipated to add between 12-18 months to the project.



Financial Implications

The recommendations of this report would result in the allocation of a portion of funds from Capital Project 21-17 being used to complete a servicing options study for the Verona Housing Development. This is in keeping with the intent of that project, albeit for a specific municipal development proposal. As an approved project funded from reserves, there would be no impact on operating budgets or reserve transfers.

Recommended lobbying efforts could involve travel/conference attendance, staff time to prepare briefing notes, and/or other costs; however, these amounts would be negligible and can be covered through existing operating budgets.

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 than meets the community's needs while maintaining the integrity of our natural environment.**

Attachments

1. Verona Housing Master Plan
2. Servicing Options Study 21-17 Capital Detail Sheet

Approvals

Submitted by:

Neil Carbone
 Advisor to the Chief Administrative Officer



Claire Dodds, RPP, MCIP
Director of Development Services

Approved by:



Louise Fragnito, CPA, CGA
Interim Chief Administrative Officer



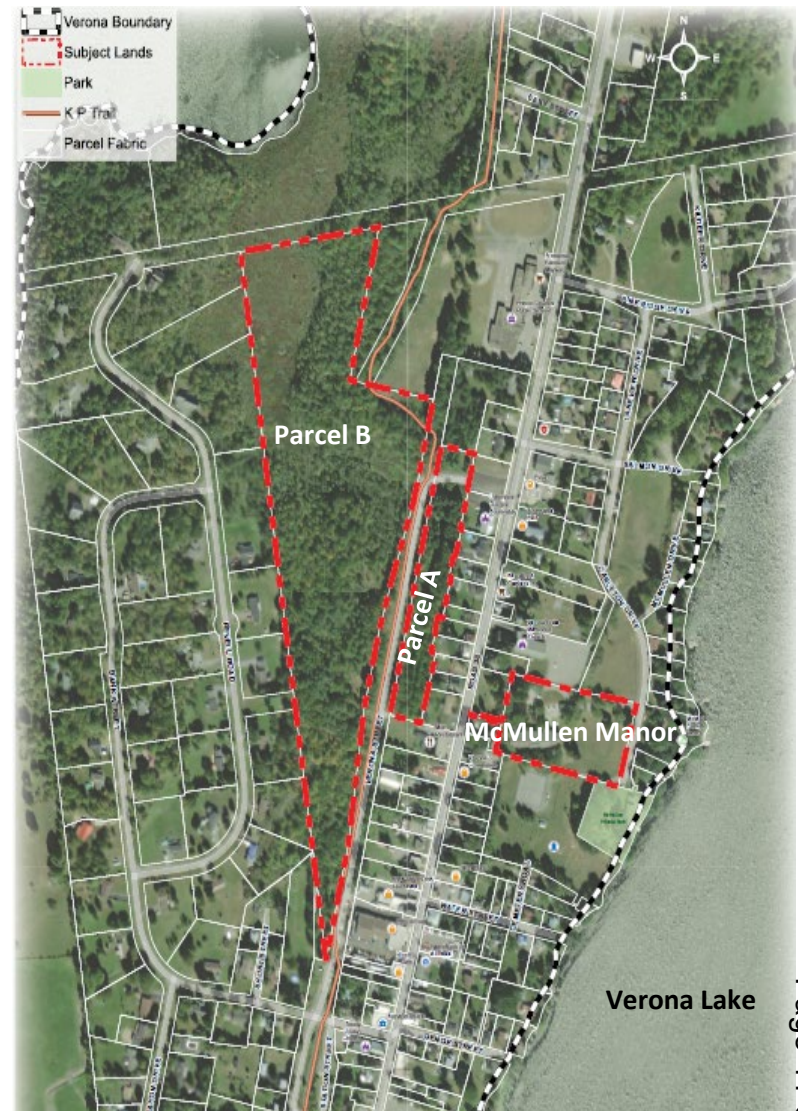
Verona Housing Master Plan

February 15, 2022

Township of South Frontenac

Housing Master Plan

- Township owned lands on Verona Street
- Develop Housing Master Plan and recommendations
- Provision of both affordable and market housing
- Integration of other Township lands within Village and McMullen Manor
- Active Transportation and key connections
- Integration with K&P Trail



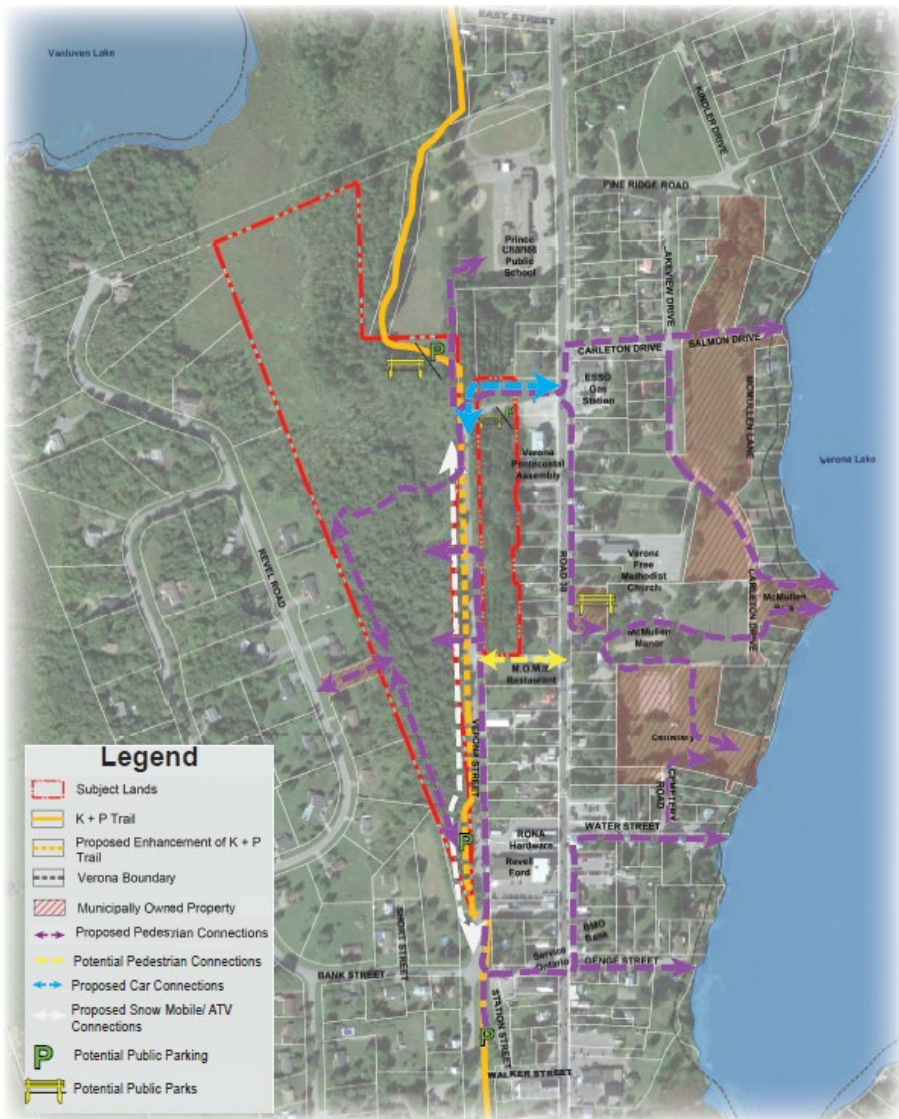
Context

- Township Parcel A
 - Vacant, on east side of Verona Street
 - 1.23 hectares with 290+ metres of frontage
 - No natural constraints
- Township Parcel B
 - Vacant, on west side of Verona Street
 - 8.95 hectares, irregular shape, 500+ metres of frontage
 - Natural constraints (wetland and floodplain) and bedrock
- McMullen Manor
 - To be reconstructed
 - Consider integration with the future development of Parcel A and B
- Pedestrian, Cyclist and Vehicular Access
 - Safe movement from Parcel A and B to key destinations in the Village

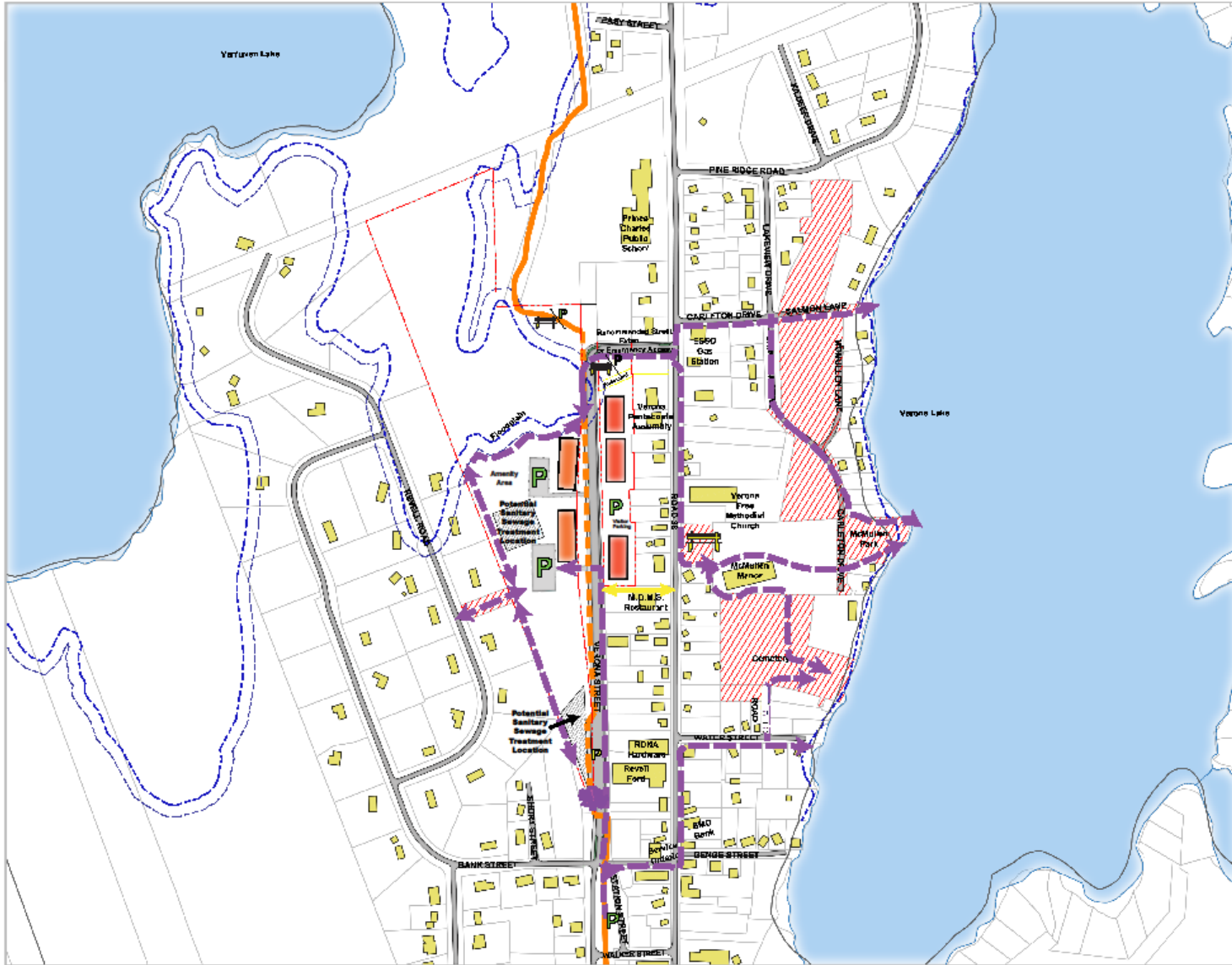
Key Considerations

- Servicing
 - Sourcewater and water servicing
 - Sewage treatment – septic location
- Use of Verona Street
 - On-street parking
 - Pedestrian movement
 - Second access to Road 38
- Site Development
 - Height – single and multi-storey
 - Parking supply
 - Mix of housing types
- Constraints
 - Single access
 - Floodplain and wetland – no development permitted
- K&P Trail
 - Integration with new development
 - Verona Street section - shared use for pedestrians and motorized vehicles

Connectivity and Constraints



Master Plan



Conceptual Master Plan

Verona Street
Verona
South Frontenac

Legend

- Subject Lands
- K + P Trail
- Proposed Alteration of K + P Trail
- Verona Boundary
- Floodplain
- Floodplain 15m Setback
- (Conceptual) Proposed Apartment Style Buildings
- (Conceptual) Proposed Townhouse Buildings
- Existing Buildings
- Proposed Pedestrian Connections
- Municipally Owned Property
- ✿ Community Focal Point
- P Conceptual Parking
- P Conceptual Street Parking
- Potential Pedestrian Connections
- ⚡ Potential Public Parks

Image & Source: Google Earth

DATE: January 28, 2022

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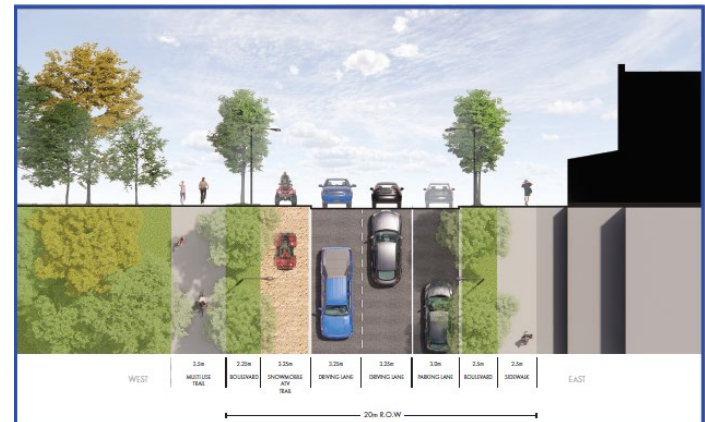


MHBC PLANNING, URBAN DESIGN & LANDSCAPE ARCHITECTURE
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Master Plan Components



- Townhomes
- Multi-storey buildings
- Trails
- Parking
- Amenity Areas
- New connection from Verona Street to Road 38
- K&P Trail



Master Plan Recommendations

- Servicing Options Report
- Policies in New Township Official Plan
- Site specific Zoning
- Urban Design direction and Site Plan Control
- New vehicular connection from Verona Street to Road 38
- Verona Street and K&P Trail
- Public Parking
- Wayfinding Strategy



Verona Housing Master Plan **REPORT**

Verona Housing Master Plan Township of South-Frontenac

Date:
February 2022

Prepared for:
Township of South-Frontenac

Prepared by:
MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC)
540 Bingemans Centre Drive, Suite 200
Kitchener, Ontario
T: 519.576.3650
F: 519.576.0121

Our File 1278D

ACKNOWLEDGEMENTS

This report acknowledges that the lands included in this report are entirely within the boundaries of the traditional unceded territory of the Algonquin, Anishnaabe, and the Haudenosaunee (Ho-deh-no-show-nee) peoples.

In acknowledging this traditional territory we recognize its long history, and as we embark on a discussion about settler planning processes, we also recognize that planning has been happening on these lands by Indigenous peoples long before the establishment of European settlements.

As settlers, this recognition must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities.

The nature of planning work casts the planning profession in a unique role in the reconciliation process and it's important that planners advocate for and work to co-create meaningful planning processes among Indigenous communities and municipalities

This Report also acknowledges the assistance provided by County of Frontenac and the Township of South Frontenac and all those who participated in the process, through in-person and virtual meetings and through written submissions.

Respectfully submitted,

MHBC



Trevor Hawkins, M.PL, MCIP, RPP
Partner



Andrea Sinclair, MUDS, MCIP, RPP
Partner

EXECUTIVE SUMMARY

The Master Plan will allow for a mix of housing types that will appeal to a wide demographic. The Master Plan has been designed with multiple buildings to allow for the phasing of construction, which provides the Township with both financial and design flexibility to respond to market interest. Connectivity within the Village, and links from the Township lands to other key destinations have been considered and recommendations regarding additional accesses are included. In particular, the Township should consider securing a second access at the north end of Verona Street to Road 38. This will not only facilitate pedestrian movement but will also allow for vehicular access, including emergency vehicles.

The Master Plan has considered the K&P Trail, the variety of users that access the trail and includes recommendations to improve compatibility between Trail users and the new residential uses.

In order to realise the full development potential of the Township lands, communal services will be required. The Township will need to consider, through a Servicing Options Report, the most effective manner in which to provide water services to the lands, in consideration of the requirements associated with sourcewater protection. The use of a well or lake intake have different sourcewater protection requirements, which should be reviewed through the report, to determine which source of drinking water is the most appropriate for the lands, in their context. Engagement with Quinte Region Sourcewater Protection will be required as part of that consideration.

Moving forward, in order to implement the Master Plan, the Township should:

- Prepare a Servicing Options Report to explore the different manners of supplying water for the development, the need for a Protection Zone around the water supply (well or lake intake) and the preferred location for sanitary sewage treatment. Consultation with the County, Quinte Region Sourcewater Protection and the Province will be required, as all three will be involved in the review and ultimate approval of the servicing for the lands.
- Include special policies within the new Township Official Plan that guide the development of the Township lands with appropriate policies, including servicing, height and density.
- Consider a Zoning Bylaw Amendment to establish zoning regulations for the development, on the basis of communal services, and with more detailed guidance in terms of setbacks, height, parking and density;
- Utilize the Urban Design direction provided in the Master Plan to inform the Site Plan and architectural components of the project;
- Initiate discussions regarding the creation of a second access point from Verona Street to Road 38. The access should be wide enough to accommodate emergency vehicles.

- Consider an additional pedestrian connection between Verona Street and Road 38, north of Bank Street and south of the Township owned lands;
- Consider locations for additional parking in the Village to support local businesses and trail users; and
- Consider developing a Wayfinding Strategy with themed signage to direct pedestrians to key destinations within the Village, public parking and to the entry points of the K&P Trail.

1.0 INTRODUCTION

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC Planning) was retained by the Township of South Frontenac to assist in the development of a Housing Master Plan for lands within the Village of Verona, with a particular focus on the provision of seniors and affordable housing. The preparation of the Housing Master Plan will provide recommendations and guidance for the future development of the Township's lands, and the integration of that development within the broader context of the village including the re-built McMullen Manor (owned and operated by Kingston-Frontenac Housing Corporation). The Master Plan has considered public consultation, including public feedback on the Conceptual Master Plan presented on November 30, 2021.

2.0 SITE CONTEXT

This section of the report consists of a review of the site context, including the subject lands, McMullen Manor and the remainder of the Village Core, including the waterfront. Verona Street is a dead-end street that terminates adjacent to the subject lands. The K&P Trail is located within the road allowance, on the north side of Verona Street where it shares the traveled portion of the road with other vehicles. The Trail continues further to the north, beyond Verona Street, on a dedicated path that travels through the Village. The Trail also provides connections to the south, beyond the boundaries of the village largely within its own separate right-of-way. Currently there is a parking area to the south, used as a trail head where vehicles park. This trail head is used by motorized recreational vehicle users as a starting point to access the trail.

2.1 Township Lands

The Township owns two parcels of land, on each side of Verona Street, east of Road 38 (please see Map 1). As discussed above, the K&P Trail is located within Verona Street adjacent to the Township owned lands on the north side of the street.

Township Parcel A

Township Parcel A (Parcel A) is located on the east side of Verona Street and is generally rectangular in shape. Parcel A does not have a municipal address and is divided by an easement, Part 2 on Plan 13R-22233. The easement is for drainage related infrastructure. The lands are treed, with hydro poles and lines along the street frontage and are currently vacant. There are no sidewalks on Verona Street. The lands have significant frontage on Verona Street (more than 290 metres), while the depth varies from approximately 30 metres (in the middle portion of the site) to 45 metres next to the easement/driveway access to the church. The area of Parcel A is approximately 1.23 hectares. Based on the available contours, the lands are relatively flat – the elevation on Verona Street is 140 metres, while the elevation east of Road 38 is also 140 metres.

As these lands abut other properties to the east, which all front onto Road 38, an appropriate transition in built form between the development of Parcel A and those lands will be a key consideration. As the easement is used for drainage purposes and not for any other purpose, there is potential to locate parking and/or landscaping in the easement, or depending on engineering considerations, the potential to relocate the easement to the north edge of Parcel 'A'. The size, and particularly the depth of Parcel A limits the building types that can be developed. Generally, the lands lend themselves to a low-rise built form (e.g. townhomes), with individual rear yards that can include fencing and the retention of vegetation to provide privacy from the uses that front onto Road 38.

Township Parcel B

Township Parcel B (Parcel B) is located on the west side of Verona Street and is significantly larger than Parcel A (8.95 hectares compared to 1.23 hectares). The parcel is irregularly shaped, with a narrow depth in the south, expanding towards the north, before narrowing again at the north end of the lands. The majority of the site has frontage on Verona Street, while the north portion of the site abuts the lands owned by the school board (Prince Charles Public School).

Parcel B is heavily treed and currently vacant. The lands have significant frontage on Verona Street, though the depth of the site at the south will impact the location of future buildings. The lands have rolling topography, rising and falling in different areas of the site, with the road generally the lowest point.

Discussions with the Quinte Conservation Authority indicate that the north portion of the site is constrained due to the floodplain and the presence of wetlands. Development would not be permitted within the floodplain or within the wetland. The Master Plan has considered this constraint, and the required separation. Further to this, there are limited possibilities for passive trails within the floodplain. Those limitations were also considered.

Parcel B, given its larger size and depth is better suited to a multi-unit style of building, with supporting surface parking. The topography of the site and the dense vegetation along the west side of the site will allow for separation from the existing residential lots on Revell Road. Parcel B will need to consider the manner in which to incorporate the K&P Trail.



Map 1 – Township Owned Lands on Verona Street

2.2 McMullen Manor

McMullen Manor is a property located east of Road 38, with frontage on Carleton Drive. The site was the subject of a fire in early 2021, and as a result, the building will need to be reconstructed (the structure has been removed and only the foundation remains). Once re-built, the site would continue to be owned and operated by the Kingston Frontenac Housing Corporation (KFHC). McMullen Manor

contained 28 units prior to the fire. We understand that KFHC intends to redevelop the site with a similar building also containing 28 units, the majority of which are expected to be one-bedroom units. KFHC operates with a waiting list of potential users of the rent geared to income units. The potential occupants would all be “adults”, which KFHC defines as anyone over 16 years of age. The list includes those within and outside of South Frontenac.

While McMullen Manor does not abut either of the properties owned by the Township, it will constitute a significant development within the Village. The Master Plan has considered the site, and how best to integrate the future development of the Township lands with the McMullen Manor site to provide for key pedestrian connections to community amenities east of Road 38. The Township owns several parcels of land near and/or abutting McMullen Manor, including lands along Road 38, and several park/recreational properties on Carelton Drive. The future use of these lands will be important considerations for the Township, as part of the Master Plan, and more broadly, for the residents of Verona.

2.3 Village of Verona and Waterfront

The Village is centred upon Road 38, which traverses the Village in a north south direction, providing connections to other areas within the Township, including the 401 in the south in the City of Kingston. Verona is situated between two lakes, Verona Lake and Vanluven Lake. Howes Lake is also located just north of the Village.

The majority of development within the Village is low density residential, either fronting on Road 38, or a series of local streets to the east and west. Commercial uses are generally oriented to Road 38 and include a range of uses, such as an automobile dealership (Revell Ford – which comprises multiple properties), a gas station, restaurants, government uses, financial institutions and general merchandise stores. The community also includes spiritual uses, a cemetery and the Lions Club.

Access to the waterfront is generally limited, with McMullen Park being the main public access for recreation and swimming. The park has a small amount of parking, a play structure and an accessory building used to run recreational programming. Boat launch access points are also available on Salmon Drive and Water Street.

Pedestrian access from the Township lands on Verona Street to the waterfront and other public lands on Carelton Street is a key consideration of the Master Plan.

3.0 Conceptual Master Plan

Through community consultation, review of background documents and in consultation with Township staff, a Conceptual Master Plan was developed and presented to the community on November 30, 2021. The Conceptual Master Plan included:

- Two multi-storey apartment style buildings on Parcel B, with the buildings generally oriented to Verona Street and surface parking to the rear (west).
- Separation from the floodplain and wetland constraints on Parcel B, identified by the Conservation Authority
- A conceptual location for a communal sewage system, which would need to be reviewed and supported through appropriate engineering studies
- Three blocks of street-fronting townhomes on Parcel A, with individual driveways and rear yards
- Proposed pedestrian connections to surrounding streets and other key public amenities
- The inclusion of the K&P Trail and the separation of different users
- Consideration for additional public surface parking
- A second access point from Verona Street to Road 38
- The potential for a community focal point

The community was asked to provide feedback on all of the above components. This feedback and discussions with Township staff were considered, resulting in the recommended Master Plan, which is discussed in this Report.

4.0 Planning Framework

The following summarizes the existing planning framework that applies to the Township lands, McMullen Manor and a general overview of the Village Core and key surrounding properties. The ability and opportunity to provide communal services for the development is also discussed.

Provincial Policy Statement

The subject lands are located within a Settlement Area, which are planned to be the focus of growth and development. The PPS provides direction for the efficient use of land and resources and for providing a range of housing opportunities, recognizing the areas' characteristics, the scale of development and the provision of appropriate service levels.

Within Settlement Areas, full municipal services (water and sewer) are the preferred form of servicing. Where municipal services are not available, planned or feasible, private communal services are the preferred form of servicing for multi-unit/lot development. Communal services are defined as those serving six or more lots or private residences.

The Master Plan proposes a development form that will require communal services. The Master Plan does not include a detailed engineering assessment of the lands. A conceptual location for sewage treatment is shown, however the final location will depend on more detailed analysis including soil types, infiltration and topography. The lands are of sufficient size that there is flexibility on Parcel B to locate the sewage treatment facility without significantly impacting the location of the residential buildings. The ownership and operation of the system will also be an important consideration – the PPS speaks to private communal systems. If the Township were to own and operate the system, it may be considered a municipal system. Further discussion with the County and Ministry are recommended.

Township Official Plan

The subject lands are located within Verona, which is identified as one of the Township's Settlement Areas. Residential uses include a range of housing types from single detached through to multiple unit dwellings. The Plan includes policies that establish criteria for developing multiple unit dwellings, including:

- Generally, multiple unit dwellings should be located on major roads or have access to major roads without the necessity of passing through areas of lower residential density
- Council shall ensure that the proposed multiple unit dwelling will not create a traffic hazard and that its impact on low density residential areas will be minimal
- Adequate off-street parking shall be provided
- Adequate buffering shall be provided between the proposed use and adjacent uses, particularly adjacent single detached dwellings

- The servicing of new multiple unit residential development shall be permitted to occur on private water supply and sanitary sewage disposal systems subject to the approval of the appropriate authority, insofar as it relates, among other things, to the types of systems to be utilized and minimum lot size. A hydrogeological study shall be required where development is proposed on private services. Notwithstanding the results of the hydrogeological study, the minimum lot size for a multiple unit dwelling shall not be less than .8 hectares (2 acres).

As noted previously, a portion of the site is constrained by wetlands and a floodplain. Development will need to consider those constraints. However, both parcels are larger than the minimum lot area required in the Official Plan.

New Township Official Plan

Given the special nature of the development of the Township lands, we recommend that the Township include policies specific to the lands within the new Official Plan, which will be presented to Council at a later date. The policies should distinguish this development from other developments in Settlement Areas and to recognize the broader goals of the development and context of the project. More specifically, the policies should:

- Permit a multiple unit building on Township Parcel B, with a maximum height of 3 storeys
- Permit townhomes on Township Parcel A, with a maximum height of 3 storeys
- Provide policy direction to ensure the developments are compatible with the existing village character
- Include servicing policies that are guided by the Servicing Options Report and consultations with the County, province and Quinte Conservation Sourcewater Protection Authority.
- Provide high level urban design direction for the future development of both parcels
- Identify the development limits of Parcel B, in recognition of the natural constraints identified by the Conservation Authority

Zoning By-law

Parcel A is zoned Urban Residential First Density (UR1). The zone permits a single detached dwelling, amongst other non-residential uses. An Amendment to the Zoning By-law is required to permit the development of Parcel A with any other residential land use.

Parcel B is zoned Rural (RU), which permits a wide range of rural and agricultural uses, as well as a single detached dwelling. Similar to Parcel A, an Amendment to the By-law is required to permit the preferred Master Plan development. The Township's Zoning By-law contains an existing zone (Urban Multiple Residential Zone – UMR) that permits a multiple unit dwelling (and a senior citizen multiple dwelling). The performance standards in the UMR zone were developed on the basis of individual sewage disposal systems, and as such, some site specific consideration may be required to permit the preferred Master Plan concept.

It is recommended that the UMR zone be applied to both Parcel A and Parcel B. In the future, as the plans for both Parcels advance through the design process, the required site specific performance standards can be identified and included as part of the Zoning By-law Amendment.

5.0 Servicing

The Master Plan has been prepared on the basis that communal services will be provided to support the development, which would allow greater density than would otherwise be permitted if individual private services were proposed. Through the preparation of the Master Plan, Township staff were advised by Quinte Conservation Sourcewater Protection staff that sourcewater protection policies and regulations would apply to the water supply for the development. More specifically, where more than 5 residential units are serviced by a new common water source (a well or a lake water intake) that is owned by a municipality or a municipal service corporation, sourcewater protection regulations would apply. This was a change that occurred in late 2021 at the provincial level.

The ultimate design and preferred form of servicing will require the preparation of appropriate engineering studies, and will require consultation with the County, province and Quinte Region Sourcewater staff. The manner of providing water services, through a well or through lake intake will need to consider protection zones, which differ between a well and lake intake. The Master Plan recommends that a Servicing Options Report be prepared to help inform the options for providing water and sanitary services, taking into consideration the site location, soil characteristics, the aforementioned wellhead or lake intake protection area/zone and other engineering considerations.

Similarly, the location of the sanitary sewage treatment system (septic system) will need to consider the terrain (e.g. areas of bedrock) and the proximity of surrounding private wells. The Master Plan has identified a Primary and Alternate Septic System location, with sizes approximate to the planned development based on a preliminary Wastewater Capacity Assessment prepared for the Township. The locations are outside of known bedrock deposits, however a more detailed assessment will be required to determine the preferred location, and in consideration of other factors, including soil suitability. Further engineering review will be required as the more detailed aspects of the development proceed. The preliminary Assessment has identified a preferred location closer to the proposed building on Parcel B, which can accommodate more development (i.e. the treatment area is larger) and is closer to the building, which may minimize infrastructure costs.

In summary, in order to determine the preferred form of servicing, we recommend that the Township prepare a Servicing Options Report that should:

- Evaluate the potential for a well or a lake intake to service the development with drinking water
- Determine, in consultation with Quinte Conservation Sourcewater Protection, the different requirements for Protection Zones for a well and lake intake and recommend a preferred form of servicing for the development

- Evaluate the preferred location for sanitary sewage disposal (septic system) and determine the required size to permit the full build out of both properties
- Determine if the infrastructure could be phased – i.e. can the septic system be expanded as the development expands

Approval of the servicing will also require consultation with and/or approvals from the County and the province.

6.0 MASTER PLAN CONCEPT AND COMMUNITY FEEDBACK

The Master Plan was developed in response to initial community feedback in the summer and fall of 2021, and through consultation with the Township, County, Conservation Authority and other key stakeholders and subsequently presented to the community on November 30th, 2021. The community provided a wide range of feedback on the Master Plan, as well as other aspects of the Village. The feedback specific to the Master Plan has been considered in the development of the Conceptual Master Plan and is summarized below.

Building and Site Amenities

- Community garden
- Outdoor fitness and seniors activities
- Indoor amenity space and indoor senior activities
- Trail connections, including potential boardwalk within wetland/floodplain

Built Form and Housing Types

- Bungalow and two storey townhomes with garages
- Low-rise apartments with elevators
- Housing should be geared to seniors
- Should make efficient use of these lands

Parking

- Providing public parking for visitors to the Village and the businesses along Road 38

K & P Trail

- The users of the trail were cyclists, pedestrians, ATVs, and snowmobiles

Active Transportation and Wayfinding

- Should consider a safe crossing of Road 38 to make it easier for seniors and other residents to access the community amenities east of Road 38 and the waterfront
- Wayfinding signage to direct people to Carelton Drive where the public parks and waterfront are located, including a 'no exit' sign to identify the dead-end road



The feedback received from the Verona community indicated a strong desire to see community gardens; indoor and outdoor fitness, seniors activities, play equipment for families; and trail connections including potential boardwalks through the wetland/floodplain areas.



7.0 RECOMMENDED MASTER PLAN AND URBAN DESIGN DIRECTION

7.1 Master Plan

As previously noted, the recommended Master Plan includes the following key elements:

- A range of unit types that would appeal to a broad demographic
- Two three-storey apartment style buildings on Parcel B, with the buildings generally oriented to Verona Street and surface parking to the rear (west).
- Separation from the floodplain and wetland constraints on Parcel B, identified by the Conservation Authority
- Conceptual locations for a communal sewage system, which would need to be reviewed and supported through appropriate engineering and hydrogeological studies
- Three blocks of street-fronting townhomes on Parcel A, with individual driveways and rear yards
- Proposed pedestrian connections to surrounding streets and other key public amenities
- The inclusion of the K&P Trail and the separation of different users
- Consideration for additional public surface parking
- A second access point from Verona Street to Road 38 for pedestrian, cyclists and emergency vehicles

The recommended Master Plan is more specifically described as follows:

Parcel A

Within Parcel A the Master Plan identifies low-rise residential development in the form of townhouse units. The total unit yield will largely be influenced by servicing capacity within the communal water and sewage system. It is anticipated that these buildings could range from 1-2 storeys in height and could be marketed towards a range of demographics including active seniors and/or families.

The building footprints and the number of townhouse blocks illustrated on the Master Plan should be considered conceptual only. The number of units, blocks and the overall size of units can vary, provided the general design direction in Section 7.2 is considered.

Potential locations for parking, including visitor parking are also illustrated on the Master Plan. A potential parkette is shown just south of the potential street extension north of the Verona Pentecostal Assembly church. This could be in the form of a small playground or a passive sitting area.

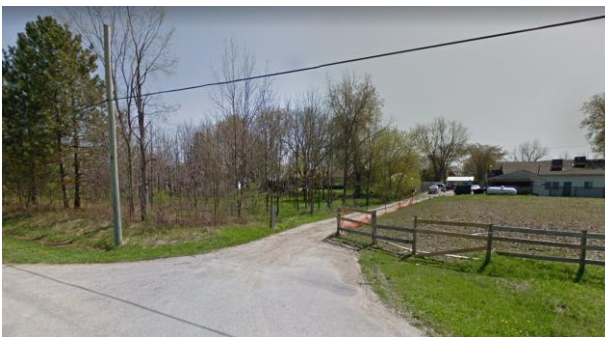
The Master Plan also shows a potential pedestrian connection between Verona Street and Road 38. While shown in the vicinity of MOMS Restaurant, this connection could be located further to the north or south, but should generally be located mid-block between Bank Street and the proposed north street extension. The Township should pursue this connection with landowners on Road 38 as it would provide improved community connectivity.



A small parkette (for passive or active uses) could be accommodated within Parcel B which would provide amenity space for future residents along Verona Street.



Small parking areas can be accommodated within Parcel B to provide short term parking.



A mid-block pedestrian connection between Verona Street and Road 38 would improve community connectivity.

Parcel B

The Master Plan identifies two three-storey apartment style buildings. The provision of two buildings versus one larger building allows the lands to be developed in phases, and also allows the Township to respond to changing market demands.

The buildings shown in the Master Plan have building footprints of approximately 1,430 square metres (approximately 15,392 square feet), but are not intended to represent required building footprint or size. A range of footprints may be appropriate on this parcel, provided the general design direction in Section 7.2 of this report is considered.

The total unit yield will largely be influenced by servicing capacity within the communal water and sewage system. It is anticipated that these buildings could range from 2-3 storeys in height. The following table provides a rough estimate of potential unit yield for each building at various heights. This table is based on a unit range of 550-850 square feet and takes into consideration stairwells, hallways, and ground floor amenity/common areas.

Potential Unit Yield (Per Building)			
	Total Area for Residential (+/-)	Unit Range	
		Minimum Units (assumes 850 sq ft)	Maximum Units (assumes 550 sq ft)
Ground Floor Area	715 sq m / 7,696 sq ft	9	14
2 nd Storey	1,144 sq m / 12,314 sq ft	14	22
Total Residential Area and Units based on 2 storey buildings	1,859 sq m / 20,101 sq ft	23	36
3 rd Storey	1,859 sq m / 20,101 sq ft	14	22
Total Residential Area and Units based on 3 storey buildings	3,003 sq m / 32,324 sq ft	37	58

Note – an additional storey would yield an additional 14-22 units depending on whether larger units were provided to offer a range of unit sizes.

Based on the above assumptions, two buildings (each at 3 storeys) on Parcel B could yield a total of 74-116 units, depending on the final building footprint size, the amount of interior amenity space and the range and mix of unit sizes. The final heights of the buildings can be determined through the implementing zoning for the lands.

Parking areas for Parcel B are conceptually shown on the Master Plan. Parking locations, layout and design will be formalized through future site plan applications. Generally parking should be designed to

ensure direct connections from parking areas to future buildings. Design direction for surface parking lots is included in Section 7.3 of this report.

The Master Plan for Parcel B takes into consideration input received from the Conservation Authority. All future buildings and parking areas should generally be located at least 15.0 metres from the floodplain (floodplain setback) unless it is demonstrated through technical studies that a lesser setback would be appropriate. Any such study would need to be reviewed and accepted by the Conservation Authority.

Improving overall connectivity is a key objective of the Master Plan. As such, the Township should explore opportunities with the Conservation Authority for trail connections (including potential boardwalk style trails) through the floodplain area located within the northern portion of Parcel B.

K&P Trail and Separation of User Groups

It is recommended that a pedestrian walkway should be provided along the west side of Verona Street. The intent is that this would provide a safe walking trail for pedestrians separated from K&P trail users (including ATVs and snowmobiles). Trails throughout Parcel B should connect to the primary pedestrian walkway along the street to provide for multiple walking routes and overall connectivity. The following graphic shows a street section as to how the future trail/walkway system could function. Landscaping and physical distance can be used to provide separation from the motorized recreational vehicles using the trail. Any landscaping should consider a balance between visual screening and safety of trail users by including both low level vegetation and canopy trees.

The Township should also consider the preparation of a Noise Study as part of the development of the lands, to assess motorized vehicular noise and to recommend any mitigation measures as part of the building and/or site design. Typical motorized vehicular noise related mitigation measures include warning clauses and the inclusion of centralized ventilation systems that allow occupants to keep their windows closed.



The above graphic illustrates how the trail and Verona Street could be designed and function. Further review and design will be required as the development proceeds and in consultation with key stakeholders.

New Access and Pedestrian Connection

The Master Plan recommends a second access at the north end of Verona Street connecting to Road 38. The connection should ideally be wide enough for a full municipal road. In the event that sufficient land is not available to accommodate a full municipal road, the Township should ensure that the connection is wide enough to accommodate emergency vehicles. The access would also provide an additional pedestrian and active transportation connection between Verona Street and Road 38. The Township should consider movements from this connection across Verona Street, and whether a more formalized pedestrian crossing of Road 38 is warranted.

Potential Community Focal Point

The triangular piece of land at the southern tip of Parcel B presents challenges for development given the size and configuration. However, this portion of the property provides an opportunity for a community focal point. This could be in the form of wayfinding signage; public park space or

community gardens. A passive rest stop (given the location along the trail) could also be provided in this location.



Conceptual illustration of how a triangular piece of property can be designed with walkway connections, landscaping and a focal point.

7.2 Design and Built Form

Future development within Parcels A and B should generally be in accordance with the Conceptual Master Plan, however considerable flexibility should be provided in terms of building footprints, parking layouts, and trail and pedestrian walkway locations. The following general design direction should be considered in the future detailed design of Parcels A and B.

Townhouse Design

Townhouse (or row housing) development is defined as vertically divided buildings, typically facing a street, each having their own separate entrance. Townhouses within Parcel A should be oriented towards Verona Street and should generally be designed with individual garages and driveways. The following design guidelines should be considered in the design of street fronting townhouses:

- Street fronting townhouses are to be a maximum height of 2 storeys.
- Single storey townhouse blocks should include variations along the roof line to help break up the building mass and to provide visual interest.
- Generally a maximum of 4-6 units should be provided within each townhouse block.
- The overall design merits of the entire building are to be considered rather than the individual units.
- Townhouse buildings which are side-by-side or along the same streetscape are to be coordinated with each other in terms of colours, materials, and architectural styling.
- The main facade is to be located parallel to the street.

- Corner unit townhouses should have enhanced side facades, similar to the front façade and materials from the front facades should wrap around the corner to the side elevations.
- Where possible utility hardware to be inset into enclosures and screened from the public realm.
- Colour and material variation is encouraged between adjacent blocks of street fronting townhomes.
- For interior units consider paired driveways to provide landscape opportunities.
- Garages should be flush with the habitable portion of the building. Garage projections may be permitted provided garages do not project beyond the front porch.
- For attached garages efforts should be made to ensure the garage(s) are not the visually dominant element of the dwelling. The following strategies can be utilized to improve the visual impact of garages:
 - Incorporate garage doors that have architectural detailing including glazing.
 - Design the homes so that the garages are an integral part of the home design.
 - Second storey habitable space above the garage is encouraged.



Garages should generally be flush with the habitable portion of the building as shown in the photo on the left. Garage projections may be permitted provided garages do not project beyond the front porch (as shown in the photo on the right).

In both of the above examples the visual impact of the garage has been addressed by including second storey space above the garage and, in the example on the left, by incorporating garage doors with architectural detailing.



Corner end units should have enhanced side facades, similar to the front façade and materials from the front facades should wrap around the corner to the side elevations. Wrap around porches are also encouraged.



Single storey townhouse blocks should include variations along the roof line to help break up the building mass and to provide visual interest

Multiple Dwelling (Apartment) Design

Apartment style multiple dwellings within Parcel B will be subject to a future site plan process. The following design guidelines should be considered for both the future site planning of this parcel as well as future building designs:

General Site Design Considerations

- Buildings should generally be oriented towards Verona Street and should be directly accessible from any future public sidewalks.
- Buildings should be sited to locate the main entrances towards the street. If this is not possible then they should be directly visible, easily accessible and as close to the street as practically possible. They should also provide a sense of enclosure and be designed to give maximum protection from wind and rain for comfortable and safe pedestrian access.
- Future site design should provide for physical or visual connection(s) to the adjacent natural feature.
- The site should be designed with sufficient areas for landscaping including landscaping along the street.
- The incorporation of bicycle parking spaces is strongly encouraged to promote active transportation.
- Service and drop-off area circulation should not interfere with pedestrian circulation

Parking and Access

- Where possible provide barrier free grade access between Verona Street and building entrances.
- The number and widths of vehicular driveways and accesses shall be minimized, where possible.

- Parking areas should generally be located in the rear or side yard and should be designed with adequate snow storage areas.
- Surface parking areas in the front yard (between the building(s) and Verona Street) are strongly discouraged.
- Large areas of uninterrupted parking should be avoided.
- Where parking areas are adjacent to a public sidewalk/walkway or trail, buffers such as landscaping or trees should be provided between the parking area and the sidewalk to visually screen the parking area.

Built Form

- All building façades will be articulated, with particular attention to building elevations visible from the surrounding public realm. No blank walls are permitted.
- The massing of larger buildings should be broken up using a number of techniques including changes in building materials/colours; projections; recessions; and varying window sizes.
- Buildings should be designed to address the street and are to include pedestrian entrances from the surrounding public sidewalk system.
- The massing of all proposed buildings should be designed to create a comfortable pedestrian environment, which will be further enhanced through the provision of private amenity space and landscaping.
- Building designs and architectural elements that add variety to rooflines are encouraged.
- High quality, durable materials should be incorporated into the building facades.
- Outdoor living spaces of individual units are encouraged in the form of patios, porches or balconies.



The above images incorporate a number of techniques that break up the building massing including:

- Ⓐ Changes in building materials and colours
- Ⓑ Projections
- Ⓒ Recessions
- Ⓓ Large windows
- Ⓔ Varied roofline



"Rustic" Building designs that incorporate natural materials are encouraged.

- Within apartment buildings a range of unit sizes are encouraged.
- A variety of architectural styles will be permitted, however building designs that include natural materials and building designs that consider the adjacent natural area are encouraged.
- Apartment developments should be designed with common amenity space.
- Outdoor amenity areas associated with apartment developments should be designed in highly visible locations.
- Apartment buildings should generally be restricted to 50 metres in length to ensure adequate lighting within internal hallways and corridors.

Affordability Considerations

- Encourage and provide for a range of unit types including smaller units and rental units.
- While the design of all building elevations is important, building articulation and detailing should be concentrated on street fronting facades where it will have the most visual impact. Similarly higher cost building materials should be directed to street fronting façades or façades that face public spaces.
- Focus landscaping where it will have the greatest impact on the streetscape. Landscaping internal to sites can be simplified with low maintenance plant materials that will minimize the need for replacement plantings
- By integrating articulation and massing techniques a more cost effective, simple rectangular building mass can be provided without adding significant cost to the project.
- Material selections, specifically related to cladding and building design, can be a tool in the affordability of buildings.
- By reducing the number of jogs in exterior walls, penetrations or other projections, and providing visual interest through careful material selection and design, construction costs can be reduced, and energy efficiency increased.

Age Friendly Design and Accessibility

Age-friendly design involves consideration of all ages, to ensure that natural and built environment is designed to help people get around the area easily and safely, which fosters healthy living and social interaction. The design of the site should consider age-friendly design principles, including:

- Ensuring that a range of park spaces are included for both active and passive recreation
- Prioritize pedestrian connections that facilitate movement to key destinations
- Consider the inclusion of multi-generational community gardens to foster social interaction
- Include seating areas in active spaces to allow for supervision of children

Sustainability and Climate Ready Design

Many of the aspects related to the affordability of a building has direct relationships with various strategies of increasing the energy efficiency for a building. The more floor area and volume of space a building has the greater the energy required for heating and cooling and more cost to construct. If the

physical size of the building is reduced the cost of materials and labour, as well as the cost of operating and maintaining the building for its entire lifespan, can also be reduced.

- When designing future buildings along Verona Street, consider if the building is designed with more space than is necessary to serve its purpose.
- Consider the number of jogs, penetrations, cantilevers and projections in the exterior walls and envelope of the building. The less surface area a building envelope has, the fewer materials required, the fewer chances of construction quality issues, the less air leakage and overall building cost will be experienced.
- Consider starting with a simple shape to the building and provide visual interest and aesthetic value through the division of materials on the façade, and the size, scale and ratio of windows and doors.
- Articulation of the façade can be provided by using architectural details, wall cladding used in different planes (stone or brick versus siding), porches and overhangs that do not affect and are independent of, the thermal, moisture, air and vapour control layers of the building enclosure.
- Consider using building materials, means and methods that are common within the area or region of construction. The embodied energy, or the energy consumed by all the processes and transportation of materials, can have a dramatic impact on the sustainability of construction.
- Keeping building materials and the type of structure familiar to those constructing the building can reduce the time necessary to learn new skills for contractors, reduce the poor quality of construction and reduce building costs.
- Local materials also have the benefit of reflecting the context of the site and can create a stronger sense of place.
- It is recommended that a focus on the “passive” or fixed elements of a building be considered first, instead of the more complex mechanical, electrical or building control systems. The passive elements of the building, such as insulation, air barriers, windows and doors are items that can provide large reductions in energy consumption relative to their initial costs.
- The design of many elements, such as roof overhangs on southern exposures and control of east and west fenestration, can have a dramatic impact on the overall energy efficiency of a building. This consideration in design also provides a level of uniqueness to the design, helping to create a distinctively designed building that is respectful of the context.

Crime Prevention through Environmental Design (CPTED)

Crime Prevention through Environmental Design (CPTED) is a multi-disciplinary approach of crime prevention that uses site and architectural design and the management of built and natural environments. CPTED strategies aim to reduce victimization, deter offender decisions that precede criminal acts, and build a sense of community among inhabitants so they can gain territorial control of areas, reduce crime, and minimize fear of crime. The following guidelines should be considered in the design of safe sites and buildings:

- Use appropriate features that express ownership and boundaries such as defined entrances, parking areas, and pathways. Landscaping, fences and pavement treatments can be used to delineate different areas.
- When designing sites avoid creating spaces that appear confined, dark, isolated or unconnected with neighbouring uses, or without a clear purpose or function.
- Integrate informal surveillance by considering visibility, light and openness. Orient and design physical features and activities to maximize the ability to see throughout the site. This includes attention to the placement of windows to provide visual access to areas of the site, and locating walkways, entrances, landscape materials, and other site features to avoid areas for persons to hide.
- Encourage the concepts of 'eyes on the street' and 'eyes on the park' when placing windows, front porches and balconies. This includes the placement of windows relative to private outdoor amenity areas.

7.3 Implementation of Design Direction

Township Staff are encouraged to implement the design direction contained herein as part of their review of future site plan and building permit applications. Many of the design guidelines can be implemented through the mechanisms available in the Planning Act. These mechanisms are applied, in part, through the Zoning By-law as well as through the review of future Site Plan Control applications.

Zoning By-law

As discussed earlier, the Township should consider a Zoning Bylaw Amendment for the lands, to recognize the built form, and the proposed servicing. As part of that application process, consideration should be given to the design direction contained within Section 7.2 of this Master Plan in determining if site specific regulations should be incorporated as part of the amendment.

Site Plan Control

As Site Plan Control is the process that is used to control or regulate the various features on the site of an actual development including building location, landscaping, drainage, parking, and access by pedestrians and vehicles. Section 41 of the Planning Act provides local municipalities with the ability to implement exterior design control through the site plan process. The Township should consider including policies in the Official Plan regarding exterior design and site plan control. Exterior Design Control is an essential tool in shaping the character, materiality and design of new buildings, site plans, and adjacent boulevards (i.e. street trees, furniture, etc.)

It is recommended that site plan control be required for the street townhomes as well as the apartment style buildings. Using the design direction contained herein Staff will be able to review the appropriateness of a building's design and determine what amendments, if any, are needed.

Exceptions to Design Direction

When implementing the design direction contained herein it is important to recognize that exceptions can be warranted and that at times a project that strives for excellence in design can demonstrate that a specific guideline direction is not appropriate in that instance. The design direction contained within this Master Plan is intended to be flexible and should not be considered firm regulations.

8.0 NEXT STEPS

As the Township moves forward toward more detailed considerations of the two parcels and their future development potential, the following next steps will be important:

1. Prepare a Servicing Options Report to review, evaluate and determine the preferred form of water servicing and the preferred location for sanitary sewage treatment. Engage with the County and Quinte Conservation Sourcewater Protection as part of the preparation of the Report.
2. Engage in discussions regarding a secondary access from Verona Street to Road 38, with the primary objective of accommodate pedestrians, cyclists and emergency vehicles.
3. Explore opportunities to provide a mid-block pedestrian connection from Verona Street to Road 38, south of the Township owned lands and north of Bank Street.
4. Incorporate policies in the new Official Plan that provide appropriate policy direction for the development of the Township lands.
5. Consider including policies in the new Official Plan that expand site plan control to include all matters in Section 41 of the Planning Act, including exterior design.

Conceptual Master Plan

Verona Street
Verona
South Frontenac

- Legend**
-  Subject Lands
 -  K + P Trail
 -  Proposed Alteration of K + P Trail
 -  Verona Boundary
 -  Floodplain
 -  Floodplain 15m Setback
 -  (Conceptual) Proposed Apartment-Style Buildings
 -  (Conceptual) Proposed Townhouse Buildings
 -  Existing Buildings
 -  Proposed Pedestrian Connections
 -  Municipally Owned Property
 -  Community Focal Point
 -  Conceptual Parking
 -  Conceptual Street Parking
 -  Potential Pedestrian Connections
 -  Potential Public Parks



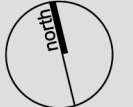
Imagery Source: Google Earth

DATE: January 28, 2022

SCALE: 1:4,500

FILE: 1278D

DRAWN: CF



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SOUTH FRONTENAC Capital Project Detail Sheet



Project Information

Project Name: **Servicing Options Study**

Type of Project: **Plans/Studies**

Project Number: **21-17**

Basis for Activity: **Growth Related**

Department: **Development Services**

Relationship to Strategic Plan: **Priority #2 - Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment**

Ministry of Environment guideline requires municipalities to assess what type of drinking water and sewage systems are appropriate for new development.
This study will assist SF to meet its obligation but also look at viable options to service residential construction. The results of the study will support the creation of the new Official Plan

Rationale: Private/communal servicing may not always be the most cost-effective or flexible servicing approach for desired forms/scales of development. Plus, recent changes to provincial policy re: partial servicing requires consideration of servicing options beyond private/communal. Servicing options are critical to supporting growth and development.

Staff Contact: Claire Dodds, DIRECTOR DEVELOPMENT SERVICES

Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$100,000
 Prior Expensed to Date: \$0
 Total Project Cost: \$100,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	-	-	-	-	-
Design	-	-	-	-	-	-
Other	-	-	-	-	-	-
Consulting	-	100,000	-	-	-	-
Funding Source(s)						
Contribution from other Municipality	-	25,000	-	-	-	-
Donations	-	-	-	-	-	-
Reserves 1	-	-	-	-	-	-
Federal Gas Tax	-	75,000	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

Minutes of Council
December, 7, 2021

Time: 7:00 PM

Location: Electronic Participation



Meeting # 38

Council 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: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk, Claire Dodds - Director of Development Services, Louise Fragnito - Director of Corporate Services and Treasurer, Christine Woods - Senior Planner

1. Call to Order and Roll Call

a) Resolution

Resolution No. 2021-38-01

Moved by Councillor McDougall

Seconded by Councillor Sleeth

That the Council meeting of December 7, 2021 be called to order at 7:00 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 Roberts declared a pecuniary interest with respect to Agenda Item 12 a) the Accounts Payable and Payroll Listing.

b) Councillor Leonard declared a pecuniary interest with respect to Agenda Item 12 a) the Accounts Payable and Payroll Listing.

3. Approval of Agenda

a) Resolution

Resolution No. 2021-38-02

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the agenda for the December 7, 2021 Council meeting be approved as presented.

Carried

4. Scheduled Closed Session - not applicable

5. Delegations - none

6. Public Meeting

a) **Resolution and Public Meeting Statement**

Resolution No. 2021-38-03

Minutes of Council
December, 7, 2021

Moved by Councillor McDougall
Seconded by Councillor Sutherland

That a public meeting be held to allow for input on planning matters related to:

- Road Closing Application - RC-21-06
- Zoning By-law Amendment Application Z-21-20
- Zoning By-law Amendment Application Z-21-21
- Zoning By-law Amendment Application Z-21-22

Carried

b) **Z-21-20 - Zoning By-law Amendment - 4376 Sydenham Mill St,
(Smith/Osicka)**

Christine Woods, Senior Planner, reviewed the proposal and delivered the report with respect to this application. The subject property is 550 square metres (0.14 acres) in area and has approximately 20 metres of road frontage and it is developed with a single detached dwelling. Anecdotally, commercial businesses historically operated out of a portion of the dwelling. Most recently the dwelling contained two residential units that were not legally established. The proposal is to change the zone on the subject property from Urban Commercial (UC) to Urban Residential – Second Density (UR2) to legally recognize the existing dwelling on the property and to permit a secondary dwelling unit. The proposed by-law would also specify zoning standards such as the required number of parking spaces.

Public Services reviewed the entrance and proposed parking layout and indicated that a four car-wide driveway is not practical in an urban area (particularly for snow removal), and the Township would not permit a curb cut wider than existing or 6 metres, whichever is greater. They are supportive of a reduction to the required number of on-site parking spaces. The applicant is working to provide a scaled drawing to show how a maximum number of parking spaces (e.g. three spaces instead of the required four) could fit and functionally work on the property with the existing entrance width.

Building Services reviewed the performance of the existing sewage system. They determined that the existing sewage system cannot support the new proposed design of the building as both the tank and bed are too small. The applicant is working to determine what floor plan changes would be required to make use of the existing sewage system, and whether the property can accommodate a larger replacement system.

Adequate water and sewage disposal systems are a consideration in rural settlement areas however it was confirmed that the existing building is connected to the municipal water system. The applicant will be engaging qualified professionals to determine the best way to proceed regarding the sewage system review.

Staff further noted that the Zoning By-law requires a minimum of two on-site parking spaces for each dwelling unit on a property. Where it is not possible to provide the required number of parking spaces on a property, the spaces may be permitted on a lot within 60 metres of the property. Four parking spaces are required for the two proposed dwelling units. Presently the property cannot accommodate four parking spaces that meet the zoning standards. It has also been demonstrated that there are no lots within 60 metres of the property that could accommodate parking for the dwelling units.

Staff indicated that they are of the opinion that it would be justifiable to reduce the required number of on-site parking spaces for this proposal as the subject property is within walking distance of many urban amenities including two schools, a public library, a park and a grocery store.

This application was assessed against existing policy framework based on the Provincial Policy Statement, the Frontenac County Official plan and the Townships Zoning By-law and Official Plan. All policies indicated that the rural settlement areas should be the focus of development and that their vitality and regeneration must be promoted by why of allowing a mixed range of housing. Adequate water and sewage servicing is a requirement in the Township's Official Plan, in this case the building is connected with the Sydenham Water System and the applicant is working towards a solution for the septic system. The Zoning Bylaw requires a minimum of two parking on site spaces per unit however this property cannot accommodate this. There is not capacity in this area for on-street parking so it needs to be determined whether or not it is justifiable to reduce the number of parking space for this development given the number of amenities that are within walking distance.

Councillor Sutherland felt it made sense to keep these as two apartments. With respect to the parking spaces, he felt it was justifiable to reduce the required parking spaces as he felt four parking spaces for two apartments neither of which are very large. He asked for clarity on the intention is to keep it as one building and Christine Woods confirmed that the intention is that it would be renovated to include two units in the building.

Alan Revill was generally supportive of allowing the second dwelling unit in the hamlet. He inquired about receiving an update on the septic system being adequate for two units in a subsequent report.

Christine Woods indicated that the applicant will have to determine what next steps are with respect to the sewage system and possible changes to the floor plan in order to accommodate the system workable.

Mayor Vandewal stated that if a new septic system can be situated that makes sense, this would be the best solution given the structure of the hamlet. He felt it was very important to get the septic system right. He noted that its easy to say a bedroom will be taken out of the plan to accommodate the sewage system requirements, however this would be difficult to ensure in the future. He supports multi-residential housing in South Frontenac.

There were no comments from the public on this application.

c) **Z-21-21 - Zoning By-law Amendment - 4153 and 4155 Road 38 (2311215 and 2311217 Ontario Limited)**

Christine Woods, Senior Planner provided an overview of the application that proposes to change the zones on the subject properties from Rural Industrial – Special Provision (RI-1 and RI-1-H) to a new Rural Industrial – Special Provision (RI-XX) to legally recognize the existing uses on the properties and to expand the list of permitted industrial and commercial uses. Examples of the proposed uses are manufacturing, processing or warehousing, workshop, business or professional office, contractor's yard, research and development facility, self-storage facility, and automotive repair garage. The effect of the by-law would also be to specify zoning standards such as setbacks from property lines and the required number of parking spaces.

Changing the zone on the properties would facilitate the construction of two new five-unit industrial buildings at 4155 Road 38. 4153 Road 38 is developed with a building that is occupied by a construction company and automotive repair garage. 4155 Road 38 is developed two buildings used for self-storage. The two properties share an entrance and function as one site. Ms. Woods noted that the subject lands are also subject to Site Plan Control Application SP-08-21-P under the Planning Act and that this application is currently under review.

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Jason Sands, Boulevard Group, who is the Planning Consultant for the applicant, provided the contextual background analysis of the application. The subject properties are two separate conveyable properties sharing one single access. The northern parcel is 3.95 acres in size and the southern parcel is 2.93 acres. He noted that these properties are primarily surrounded by residential and agricultural land uses. He referenced the areas of the Provincial Policy Statement that have been considered for this proposal as well as the County of Frontenac, and the Township's Official Plan and the vision statement and what ought to be considered when reviewing these proposals, including natural heritage goals, regard for provincially significant wetlands, storm water management and cultural heritage resources. He specified the permitted uses as per Section 5.7.6 (i) of the Official Plan that are deemed appropriate. With respect to the MECP D-6 guidelines of industrial land uses that seek to minimize incompatibility with residential uses are they are considered to be sensitive 24 hours per day consideration is given to the potential to produce point source and/or fugitive air emissions such as noise, vibration, odour and dust. Mr. Sands reviewed the guidelines and differences between Classes I, II and III. All the uses considered on the subject property are within the Class I as the potential influence area is 70 metres and includes a 20 metre recommended as prescribed by the province. Therefore with regard to this proposal, the provincial recommendation of the 20 metre setback from sensitive land uses nearly satisfies the setback criteria for Class II, as the subject properties not accommodating manufacturing with the potential of emitting fugitive emission, the proposal is small scale when compared to St. Lawrence Business Park, the noise dust and vibration would only occur during the daytime with relatively infrequent movement of heavy trucks and product delivery. The outdoor storage will be limited to heavy equipment. There is buffering and screening proposed on site to mitigate the on-site activities from the sensitive land uses to the immediate north. He noted that the existing northern building setback is 10.5 metres whereas future development will be in excess of 20 metre. He was of the opinion that the existing on-site uses and proposes uses and the mitigation measures comply with the provincial D-6 series guidelines. ,

Mr. Sands discussed the existing zoning and permitted uses on both parcels and noted that the southern parcel is subject to a holding provision. The historic and current uses exceed the permitted uses but the proposal is to establish appropriate performance standards and regular on-site activity that will introduce uses consistent with the Official Plan. He reviewed a new site specific zone for Rural Industrial and permitted proposed uses. He specifically noted that accessory buildings or uses, including a bank, a cafeteria and a retail outlet for the purpose of selling goods manufactured, store and/or assembled on the premises, includes the provision that such outlet is part of the principle building and occupies not more than 25% of the gross or area. Mr. Sands noted that the proposal seeks to include the construction of two five unit buildings on the 4155 Road 38 parcel with each of those buildings proposing to be 929 square metres. There is no change proposed for the building on the southern parcel parcel and the impervious 377 square metre concrete area is to be removed and will become on-site parking. Mr. Sands reviewed the definitions to be included to avoid interpretation in the future.

Further to the zoning discussion, the proposal seeks to permit 25% of the floor area to be utilized as complementary business and profession office uses that would be consistent with the existing Wemp and Smith building. Mr. Sands summarized the proposal noting that it is consistent with the 2020 Provincial Policy Statement and complies with the intent and vision of the Official Plan. He confirmed that there has not been a comprehensive technical review and that this is the very first stage of the development approval process.

Ms. Woods reiterated that staff expect to have refinement to this proposal as public comments and questions on behalf of a number of landowners and a

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petition from 60+ and owners who have concerns to be addressed including the impact on groundwater and their drinking water and wells.

Councillor Sutherland commented on the technical reports and that there is a bit of contradiction as they reports seem to refer to specialty trade construction with very low water use but he felt that at least 50 % of the permitted uses i.e. banks, doctors offices, hair salons appear to be high water use and high traffic. He also noted that the retail ancillaries are better suited in hamlets and accessible by walking. He also commented on whether new wells will be drill and if there are draw down assurances to be done. He also asked about having more time to review the reports as he felt three days were not enough.

Councillor Mcdougall asked about the brownfield on the property due to a fire that occurred there several years ago, and is there a clean up requirement. Ms. Woods indicated that it was her understanding that there is not a need for brownfield remediation and that this would only be required if the applicant was proposing to change the use to something more sensitive such as a residential use.

Councillor Ruttan agreed with Councillor Sutherland 's comments and would like to have a better understanding of the proposed uses due to concerns expressed about water quantity in the area. He felt the list was far too extensive.

Deputy Mayor Revill indicated that the site specific zoning could narrows the scope of the proposed activities based on water usage and availability. He questioned the new development appears to be within the 4155 Road 38 property and would they remain separate based on the parking requirements and water supply.

Councillor Morey shared the concern about water quantity available in this area. He wondered about a requirement for a slip lane noting that the topography is slightly more level when comparing it to the slip lane required by the township for the commercial development just south of Harrowsmith that is now a rental centre. He wondered about the impact of large trucks turning in and out of this yard during high traffic volumes on Road 38..

Councillor Leonard questioned the shared driveway and if there will be a separated entrance for each parcel. Ms. Woods indicated that it is the intent to keep the shared driveway and spoke to the history of the properties.

Mayor Vandewal asked about the increased in water usage and if activity grows there would need toe consideration for the egress of traffic with 10 units. He supported the growth of employment opportunities and this type of development. He questioned the hazardous material storage and the significant fire from a few years ago, although he's not received any complaints about the aquifer due to that fire. He did feel that the list is very broad at this point and that it needs to be narrowed down.

Alex Benn was concerned about the retention pond and noted that there is minimal soil before you hit bedrock: wells are not very deep and this could cause serious issues if there is a hazardous waste spill. He supported the need for traffic calming or slowing measures and suggested a slip lane be required in both directions as he has personally witnessed near accidents related to speeding.

Ellen Mulville questioned the filtration pond and the environmental risk; there is the natural fed pond that feeds livestock in the area. She asked for full disclosure in regard to the attempts to drill wells on the subject parcel. She expressed concern about the impacts on the water table if fracturing occurs.

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With regard to storm drainage she asked where it drained and to what extent does it no longer become an environmental concern.

Tom Teal who lives next door was concerned about the possibility of tile bed failure on the subject property and if it effects his well - what if this development effects the water quantity on neighboring wells. He asked if there would be any testing for contamination done on the concrete when it is removed from the old structure that burned. He asked if there will be any testing of surrounding wells before any additional wells are drilled to determine impact on quantity. He was concerned that previous and exiting businesses are using hazardous materials and he was concerned about the long range effects of this if proper disposal is not carried out. Mr. Teal asked if the existing structure that had burned has been inspected for hazardous materials and has it been approved to be used again and whether there was ay structural damage done. He felt the storage units should have been built further back that where they currently exist. He expressed concerns about increased traffic volumes including large trucks. Without certainty of what permitted uses will be he had concerns about how his property value may be effected. He asked if there had been any studies conducted on the effects on farm land surrounding the properties. If blasting for water is to be a consideration he felt this will impact the existing water quantity concerns in the area.

Sherry Gowdy spoke on behalf of various residents sharing her connection. The group (including Walter Dunn, Donald Gowdy and Marilyn Gowdy) did question the circulation of the notification as it was not clear. Ms. Woods explained that the Planning Act requires that the municipality provide notice to landowners that are within 120 metres of the subject property are circulated the notice of rezoning. She confirmed that all the proposed uses would be Class I under the MECP D-6 Assessment.

Sherry Gowdy also asked about the depth of the filtration pond and the requirements for it to be fenced similar to the requirements to a pool. She reiterated the overall concern with respect to the impact on an already sensitive water table.

Susan Wipfli, landowner of property to the south, west and part of the north of the subject property, felt there was no appropriate use listed other than what exists now. The intensity of the proposed buildings is out of sync with what exists. There have been numerous wells drilled there before, the density of what is planned is going to totally destroy the environment around there. There will be families with kids living there in the future and she felt further development is going to effect the residential and agricultural uses. She felt this was not the appropriate location for this type of development.

Martin Burger, consultant for the applicant indicated that they appreciated the comments provided and will take each one into consideration and will prepare an appropriate response

Claire Dodds, Director of Development Services noted that this application is very much at its early stages in terms of undertaking a staff review, however it was recognized that public input was valuable in addressing the proposal. It appears there is significant matter to be consideration by the applicant before this comes back to Council. She anticipated that based on the questions and issues raised she believes it will be sometime before these are addressed.

d) **Z-21-22 - Zoning By-law Amendment - 66 Oak Shores Crescent (Beverley Mahon)**

Christine Woods presented the details of this application which proposes to change the zone on the subject property from Limited Service Residential (RLS) to Limited Service Residential – Special Provision (RLS-XX) to permit a

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private garage as a principle building in the absence of a dwelling on the property. The applicant owns two properties (65 and 66 Oak Shores Crescent). The two properties are separately conveyable lots. The applicant's home is located at 65 Oak Shores Crescent. There is insufficient area and unsuitable topography at 65 Oak Shores Crescent for a garage. In addition, their home is on a portion of Oak Shores Crescent that is not maintained year-round. This limitation prevents the applicant from being able to access their home year-round. As such, the applicant would like to construct a garage on the vacant property they own at 66 Oak Shores Crescent to be able to park and access their vehicle from a year-round maintained portion of the lane. The applicant proposes to construct a one storey, 80 square metre (864 square foot) garage at 66 Oak Shores Crescent. The garage would house their vehicle and boat in the winter. The garage would meet all required setbacks from the property lines. The garage would not be connected to a sewage system. The driveway to access the garage is on the portion of Oak Shores Crescent that is maintained year-round. The subject property is located on Oak Shores Crescent, which is off of Bob's Lake Road. Oak Shores Crescent is a private lane that primarily services waterfront residential properties. The subject property is one of six interior (non-waterfront) properties on the lane. The majority of the lane is maintained year-round. The exception is a 200 metre strip of road on a steep hill immediately north of the subject property. The property is 0.8 hectares (2 acres) in area and has approximately 165 metres of road frontage. The lands consist of rocky, forested hills. The garage would be located at the bottom of the hill on the west end of the property, across from 53 Oak Shores Crescent. The application did not meet the criteria for circulation to Public Services, Building Services and Rideau Valley Conservation Authority. Ms. Woods explained that with respect to the policy framework, The Provincial Policy Statement and the County of Frontenac's Official Plan do not speak specifically to this particular development in that they do not differentiate between residential and non-residential uses in rural areas. Many of the properties on Oak Shores Cres are undersized as they were created in 1971 and many are physically constrained. Permitting a garage on the vacant lot could be considered sensitive to the limitations of the applicants property. The Township's Official Plan does allow residential development on private lanes and permitting a stand alone garage on this property would not restrict the property from being developed with dwelling in the future. A detailed policy analysis will be provided in a subsequent report to Council following the public meeting and there is no draft by-law at this time.

Councillor Morey recalled a similar situation with the construction of a garage before a principal building as not being permitted. He questioned why this was being entertained now as an option. Ms. Woods explained that typically that is the same answer however they do have the opportunity to apply for a zone change to allow for different uses, especially in the rural zones and applications are considered on a case by case basis. Councillor Morey agreed that the township does deal with lots of unique situations and he cautioned this creates an opportunity for other applications to come forward.

Deputy Mayor Revill was supportive of this and noted that the Zoning Bylaw does not permit an accessory use prior to the creation of a primary use. He noted that there are no other seasonal residences on the same side of the road. He felt this will allow the applicant to park vehicles.

Councillor Sleeth asked about the size of the parcel that is being developed with a garage and if there is room to include a dwelling in the future. Christine Woods confirmed that the topography of this lot is challenging and where the garage is being built is the most level however there are challenges without the lane being maintained.

Mayor Vandewal asked for clarity on the process of applications when staff do not support an application and if staff include in their reports the rationale not

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to support any particular application. Christine Woods explained that the preliminary discussions with applicants provide clear direction on whether or not it is supported by staff, however, the applicant always has the right to apply and seek approval from the committee level and the staff's analysis would be reflected in the information submitted either to the committee or to Council.

There were no comments from the public.

e) **RC-21-06 - Road Closing Application - Unopened Road Allowance between Concessions 10 & 11, District of Portland**

Claire Dodds, Director of Development Services addressed this application which came before Council for initial consideration on October 5, 2021. Council directed staff to move forward with the process to stop up, close and transfer this portion of unopened road allowance. The road allowance is aligned from east to west across a large peninsula surrounded by Hambly Lake on the east side and Hardwood Creek on the west side. The properties to the north and south will be the benefitting lands. The property to the north is accessed by Silver Rock Lane and is currently vacant and is also subject to planning applications S-31-21-P (lot addition), S-32-21-P (lot addition), S-51-21-P (new lot creation) and S-67-21-P (lot addition). The property to the south is accessed by Cedarwoods Lane and pending approval of the road closing, there will be a lot addition application that will be received from each property owner to facilitate a property swap, a draft reference plan has been prepared by Hopkins Chitty.

The benefitting property is currently approximately 76 acres in size. Following the decisions on the proposed consent applications the benefitting property will be approximately 40 acres in size with waterfrontage along Hardwood Creek and Little Mud Lake. As discussed at the October 5th meeting, the road allowance has already been stopped up, closed and conveyed in portions to the east of the current subject road allowance through prior applications.

Planning staff and Public Services staff visited the site on September 15, 2021. Public Services staff advised the road allowance offers very little practical use due to topography, lack of connectivity and the low quality of waterfront for recreational access. Planning staff have reviewed the property assembly in this location and view this application as an opportunity to clean up a small, stranded parcel of unopened road allowance.

Ms. Dodds noted that Quinte Conservation had no concerns with the application however they noted that portions of the road allowance would be regulated by Quinte Conservation.

Planning staff have received two separate emails from a property owner on Silver Rock Lane, Jennifer Eastman, asking for further information. There have been no concerns or requests from the public to purchase a portion of the road allowance to date. There have been no requests to purchase other portions of the road allowance.

Councillor Ruttan asked for clarity on the benefitting lands and the number of consents that have been approved - new lots and lot additions and which lots would have water frontage. Ms. Dodds explained that the consent applications are subject to the road closing and reviewed the parts that are subject to lot additions. Councillor Ruttan felt that the cost of the road allowance should be the "waterfront" rate of \$2.71 square foot. Ms. Dodds did confirm that the value of this road allowance is calculated at approximately \$55,000.

Deputy Mayor Revill referred to the email circulated to Council members earlier in the day from Ms. Eastman regarding tree removal activities. He asked if the parcels that are being reconfigured would be subject to site plan control. Ms.

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Dodds indicated that a development agreement would be part of the consent process rather than being attached to the road closing process.

Councillor McDougall supported the concerns from Ms. Eastman in that Hambly Lake was developed with small lots and cautioned the continued development of waterfront. He referenced a study from the Rideau Canal about viewing these types of developments from the middle of the lake.

Councillor Roberts noted that it is not uncommon for property owners to conduct landscaping prior to applying for severances and currently there is no way the municipality has control over that. Ms. Dodds noted that the only way to protect shorelines is through a by-law which she indicated would be forthcoming in 2022.

Mayor Vandewal felt that all of these lots would meet today's standards to the best of their ability and Ms. Dodds confirmed there are benefits and gains in lots additions and consent.

Councillor Sutherland was supportive of the upcoming shoreline protection by-law. He did not have a sense that Council was not supportive of this and suggested this could be deferred or to get a commitment from the applicant that they will not clear the shoreline. Ms. Dodds reminded Council that the conditions suggested can't be added to a road closing application. In this particular case, most of the property is beyond the 30 metres setback and vegetative buffers which is what a shoreline protection by-law would address. These types of concerns would be addressed through the consent process.

Claire Dodds acknowledged that the applicant and property owners could go ahead and remove vegetation from the shoreline, irregardless of the road closing, however Council is being asked to make a decision solely on the road closing.

Mayor Vandewal asked if the road closing could be a condition on the consent applications being approved. Ms. Dodds did confirm that this could be done but applicants have a level of uncertainty involved in this type of situation. A standard development agreement would be included in the consent approval conditions.

Councillor Ruttan wanted to know how much waterfront is associated with Part 4. Ms. Dodds explained that because an existing lot is being enlarged the water frontage requirement does not come into effect, only if it was a brand new waterfront lot.

Jennifer Eastman spoke to her historical knowledge of the property, and her understanding of lot additions and severances filed by Mr. Allan. Mayor Vandewal acknowledged her comments in the email that are on record with the Planning Department She expressed her concerned about roads being constructed prior to any site plan control. Ms. Dodds confirmed that the township does not have the authority to regulate work completed on private lanes. She noted that Mr. Allan has constructed roadways and cutting trees but not within the setback from the high water mark.

Don Allan, the applicant thanked Council and Ms. Eastman of the comments and spoke to the process and severances he has filed for. He felt these lot additions will improve lot sizes for other adjoining properties.

f) **Resolution - Close Public Meeting**

Resolution No. 2021-38-04

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Moved by Councillor Morey
Seconded by Deputy Mayor Reville
That having provided an opportunity for input, the public meeting be closed.

Carried

7. Approval of Minutes

a) **November 16, 2021 - Council Meeting**

Resolution No. 2021-38-05
Moved by Councillor Morey
Seconded by Deputy Mayor Reville
That the November 16, 2021 Council meeting minutes be approved.

Carried

b) **November 18, 2021 - Special Committee of the Whole Meeting**

Resolution No. 2021-38-06
Moved by Councillor Ruttan
Seconded by Councillor Sutherland
That the minutes of the November 18, 2021 Special Committee of the Whole meeting be approved.

Carried

8. Business Arising from the Minutes

a) **Notice of Motion - Joint & Several Liability**

Councillor Sutherland asked for a friendly amendment to have the motion circulated to AMO. Councillor Ruttan had no issue with this addition to the motion.

Resolution No. 2021-38-07
Moved by Councillor Sutherland
Seconded by Councillor McDougall
That the Council of the Corporation of the Township of South Frontenac reaffirm its concern from October 2019 regarding joint and several liability and again request a review of the law to ensure a fair and reasonable way to ensure those who suffer losses are made whole while preventing the further scaling back of public services owing to the excessive insurance costs that result from joint and several liability.

And that this motion be circulated to AMO and other Ontario Municipalities.

Carried

9. Reports Requiring Action

a) **Licence Agreement Application LA-04-21S - Pine Point Lane (Windle)**

Resolution No. 2021-38-08
Moved by Councillor Sleeth
Seconded by Councillor Ruttan
That Council direct staff to prepare a by-law to allow the Mayor and Clerk to enter into a Licence Agreement with the applicants for the purposes of permitting a driveway to be located over a portion of an unopened road allowance between Concession 8, District of Storrington to provide access to the parcel described as Part Lot 19, Concession 8, Parts 4-6 on Plan 13R20958.

Carried

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b) **Naming of a new lane (from 1569 Devil Lake Road)**

Council was unanimous in their decision to deny this request as they are not supportive of using first or last names to name private or public roads other than those that Council has already approved in By-law 2015-60.

Resolution No. 2021-38-09

Moved by Deputy Mayor Revill

Seconded by Councillor Ruttan

That Council direct staff to proceed with the advertising and notice requirements to name a new lane currently accessed from 1569 Devil Lake Road as outlined in the Notice By-law 2016-73.

Defeated

c) **Committee Appointments due to Vacancy (including RVCA)**

Deputy Mayor Revill nominated Councillor McDougall for all three vacancies. Councillor Leonard seconded the nominations.

Councillor McDougall accepted the nominations to the Heritage Committee, Rideau Valley Conservation Authority and the Recreation and Leisure Facilities Committee.

Resolution No. 2021-38-10

Moved by Councillor Leonard

Seconded by Councillor Roberts

That Council appoint a Council member to fill the vacant seat on the Heritage Committee, the Recreation & Leisure Facilities Committee and the Rideau Valley Conservation Authority and that Schedule A to By-law 2019-49 and By-law 2018-81 be amended accordingly.

Carried

d) **COVID-19 Community Grant Request**

Resolution No. 2021-38-11

Moved by Councillor Roberts

Seconded by Councillor Leonard

That Council approve a COVID-19 Community Grant to Frontenac Minor Hockey in the amount of \$10,000; and,

That the request be funded from the Township's Working Funds Reserve being the designated reserve from which the original COVID-19 Community Grant program was allocated.

Carried

e) **Non-union Sick Leave Policy Change**

Resolution No. 2021-38-12

Moved by Councillor Ruttan

Seconded by Councillor Morey

That Council approve the elimination of the annual 50% payout of unused sick leave for all non-union personnel as stipulated in the Township's non-union personnel policies, subject to a corresponding increase to the non-union salary grid, equivalent to the maximum payout under the current unused sick leave policy, calculated at each band of the grid; and,

That the above policy changes take effect on January 1st, 2022.

Carried

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10. Committee Meeting Minutes
 - a) **Community Programming and Events Committee meeting held September 22, 2021**
 - b) **Community Programming and Events Committee meeting held October 25, 2021**
 - c) **Bellrock Hall Committee meeting held October 27, 2021**

Resolution No. 2021-38-13

Moved by Councillor Sutherland

Seconded by Councillor Roberts

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

- Community Programming and Events Committee meeting held September 22, 2021
- Community Programming and Events Committee meeting held October 25, 2021
- Bellrock Community Hall Committee meeting held October 27, 2021

Carried

11. By-laws - none
12. Reports for Information
 - a) **Accounts Payable and Payroll Listing**
13. Information Items - not applicable
14. Notice of Motions - none
15. Announcements/Statements by Councillors
 - a) Councillor McDougall commended Council on the Community Grants program offered during the pandemic and how well it was appreciated in the community.
 - b) Councillor Sleeth thanked the Mayor for attending the second annual Battersea Santa Claus parade held on December 4 and specifically the organizers, including Kyle Gordon for the success of the event.
 - c) Mayor Vandewal mentioned the drive through parade at Centennial Park on December 11.
16. Question of Clarity (from the public on outcome of agenda items)
 - a) There were no members of the public connected to the meeting virtually.
17. Closed Session (not applicable)
18. Confirmatory By-law
 - a) **By-law 2021-72**

Resolution No. 2021-38-14

Moved by Councillor Roberts

Seconded by Councillor Leonard

That By-law 2021-72, being a by-law to confirm generally all actions and proceedings of the Council of the Corporation of the Township of South Frontenac be given first and second reading this 7 day of December 2021.

Carried

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Resolution No. 2021-38-15

Moved by Councillor Sutherland

Seconded by Councillor McDougall

That By-law 2021-72, being the confirmatory by-law, be given third reading,
signed and sealed this 7 day of December 2021.

Carried

19. Adjournment

a) **Resolution**

Resolution No. 2021-38-16

Moved by Deputy Mayor Reville

Seconded by Councillor Ruttan

That the Council meeting of December 7, 2021 be adjourned at 9:17 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk

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Time: 6:30 PM

Location: Electronic Participation



Meeting # 39

Council Present in Council Chambers: Mayor Ron Vandewal

Council Present via Electronic Participation: Ray Leonard, John McDougall, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Staff Present in Council Chambers:: Angela Maddocks, Clerk.

Staff Present via Electronic Participation: Neil Carbone - Chief Administrative Officer, Darcy Knott - Director of Fire and Emergency Services.

1. Call to Order and Roll Call

a) **Resolution**

Resolution No. 2021-39-01

Moved by Councillor Sutherland

Seconded by Councillor McDougall

That the Special Council meeting of December 14, 2021 be called to order at 6:30 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) There were no declarations.

3. Approval of Agenda

a) **Resolution**

Resolution No. 2021-39-02

Moved by Councillor Ruttan

Seconded by Deputy Mayor Revill

That the agenda for the Special Council meeting of December 14, 2021 be approved.

Carried

4. Reports Requiring Action

a) **2021 Emergency Management Plan - By-law 2021-73**

Resolution No. 2021-39-03

Moved by Deputy Mayor Revill

Seconded by Councillor Ruttan

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That By-law 2021-73, being a by-law to establish an Emergency Management Program and Emergency Management Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act, be given first and second reading.

Carried

Resolution No. 2021-39-04

Moved by Councillor Roberts

Seconded by Councillor Morey

That By-law 2021-73, being a by-law to adopt an Emergency Management Program and an Emergency Management Response Plan be given third reading, signed and sealed..

Carried

5. Confirmatory By-law

a) **By-law 2021-74**

Resolution No. 2021-39-05

Moved by Councillor Sleeth

Seconded by Councillor Morey

That By-law 2021-74 being a by-law to confirm generally all actions and proceedings of the Council of the Corporation of the Township of South Frontenac, be given first and second reading this 14 day of December 2021.

Carried

Resolution No. 2021-39-06

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That By-law 2021-74, being the confirmatory by-law be given third reading, signed and sealed.

Carried

6. Adjournment

a) **Resolution**

Resolution No. 2021-39-07

Moved by Councillor Morey

Seconded by Councillor Sleeth

That the Special Council meeting of December 14, 2021 be adjourned at 6:44 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk

**Minutes of Committee of the Whole
December 14, 2021**

Time: 7:00 pm

Location: Electronic Participation/ Council Chambers



Meeting # 40

Council Present in Council Chambers: Mayor Ron Vandewal

Staff Present in Council Chambers: Angela Maddocks - Clerk

Council Present via Electronic Participation: Ray Leonard, John McDougall, Doug Morey, Alan Reville, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Staff Present via Electronic Participation: Neil Carbone - Chief Administrative Officer, Claire Dodds - Director of Development Services, Troy Dunlop - Manager of Technical Services and Infrastructure, Louise Fragnito - Director of Corporate Services and Treasurer.

1. Call to Order and Roll Call
 - a) Motion

Moved by Councillor Morey
Seconded by Councillor Sleeth

That the December 14, 2021 Committee of the Whole meeting be called to order at 7:00 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) There were no declarations.
3. Approval of Agenda
 - a) Motion

Moved by Councillor Ruttan
Seconded by Deputy Mayor Reville

That the agenda for the December 14, 2021 Committee of the Whole meeting be approved.

Carried

4. Scheduled Closed Session (at end of agenda)
5. Public Meeting - not applicable
6. Delegations - none
7. Reports Requiring Direction

Committee of the Whole
December 14, 2021

a) **Utilities Kingston Management Review**

Heather Roberts, Director, Water and Wastewater Services, Utilities Kingston, attended the meeting virtually to review the Utilities Kingston report on the drinking water quality management system for the Sydenham Water System. She noted that the Township as the owner of the Sydenham Drinking Water System is required by the Safe Drinking Water Act to ensure that the system is operated by an Accredited Operating Authority. Part of the entire accreditation process is the annual Management Review of the continuing suitability, adequacy and effectiveness of the Quality Management System.

Moved by Councillor Ruttan
Seconded by Councillor Sutherland

That the Council of the Township of South Frontenac, receive the Sydenham Drinking Water System Management Review Summary Report 2022, Accreditation Audit Report; and

That Council re-endorse the operation Plan for the Sydenham Drinking Water system and authorize the Mayor and chief Administration Officer to sign the Owner and Top Management Endorsement of the Operational Plan for Sydenham's Drinking Water Supply System document showing Council's endorsement of the plan.

Carried

b) **2022 Budget Direction**

Some comments from Council included:

- no support for additional staffing in Fire Services
- increase in funding for climate change initiatives - adding electronic vehicles to the fleet or at the very least include the "charging" network
- regular 2% tax rate has served the township well, however it is dependent on the cost of living - external drivers are always a consideration
- sidewalk on Notre Dame Street not included in the capital budget

Moved by Councillor Roberts
Seconded by Councillor Ruttan

That Committee of the Whole endorse the budget direction recommendations within the report from the Director of Corporate Services and Treasurer and the Chief Administrative Officer dated December 14, 2021, and provide any additional direction, to provide guidance for staff as they develop the 2022 Township Operating and Capital Budgets.

Carried

c) **Office Expansion Feasibility Study**

Moved by Councillor Sutherland
Seconded by Councillor _____

That Option 2 - Current Site - Expansion into Library be removed as an option in order to maintain the level of service that is provided to the community..

Carried

Moved by Councillor Morey
Seconded by Councillor Roberts

That Council approve the five (5) alternatives for the expansion or redevelopment of the Township's Administrative Offices as outlined in this report, for inclusion in the Request for Proposals to undertake an Administrative Office Expansion Feasibility Study.

Carried

8. Reports for Information

a) **Johnston Point Master Site Plan Approval**

This report provided background information about the Johnston Point Master Site Plan Control application. The Master Site Plan implements conditions from the Condominium Agreement and the Environmental Benefit Permit that governs the development of the 15 residential units and common elements (Block 16 & 17 – Hinterland Lane, Block 18 - Wetland & Block 19 – Island) in the Johnston Point Condominium.

9. Rise & Report from Committees of Council

a) **Frontenac County Council**

No report was available from Deputy Mayor Revill due to connectivity issues.

b) **Frontenac Community Arena Board**

Councillor Roberts reported that revenues are down due to loss of ice time due to COVID restrictions about 35 hours per month not being used.

c) **South Frontenac Museum Committee**

Councillor Leonard was unable to provide a verbal report due to connectivity issues.

Councillor McDougall indicated that the museum committee will be presenting a report in a newsletter next week.

10. Information Items

a) **County of Frontenac - Communal Services - Draft Business Case - Review of Comments**

This report reflects the concerns South Frontenac Council identified previously.

11. Notice of Motions - none

12. Announcements/Statements by Councillors

a) Mayor Vandewal noted the possibility of the next few meetings being conducted virtually and the need to resolve some of the connectivity issues.

He also extended greetings for a healthy Christmas and happy New Year given the COVID restrictions.

b) Neil Carbone noted that the municipal offices will be closed earlier than usual for the Christmas holidays due to the growing number of COVID-19 cases in the region and where possible services will continue as per usual in past office closures.

c) Councillor Sutherland referred to the recent long term power outage for many residents due to a wind storm and commended both Public Services staff and

Committee of the Whole
December 14, 2021

Hydro One staff for their work in resolving the matter and residents who have also helped in clearing fallen trees.

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

- a) There were no members of the public joined virtually.

14. Closed Session

a) **Motion**

Mayor Vandewal and Councillor Leonard declared a pecuniary interest at this point of the meeting as there was not clarity as to the specific details of the discussion around labour relations and the upcoming CUPE Collective Bargaining. Neither individual were in attendance to be part of the discussion.

Deputy Mayor Revill chaired this portion of the meeting.

Moved by Councillor Roberts
Seconded by Councillor Sleeth

That Council move into closed session as permitted by the Municipal Act Section 239.2 (d) to discuss matters related to labour relations or employee negotiations regarding upcoming CUPE Collective Bargaining; and 239.2 (e) litigation and potential litigation regarding the township's action with respect to the harassment of an employee.

Carried

b) **Litigation or Potential Litigation - Township action regarding the harassment of an employee**

Neil Carbone provided an update on the ongoing issue staff have had with ex firefighter Shane Peters who has harassed the Fire Chief, Assistant Fire Chief and the fire services overall. He noted that staff have been collecting data in a file to build a case on defamation of character a lawsuit which is a civil action. Mr. Peters recently posted a criticism on a ratepayers forum about Chief Knott silencing firefighters which was completely derogatory and false. The Corporation can't bring this suit forward it would need to be done by the Fire Chief and Mr. Carbone asked for Council's support in his defending of this case against Mr. Peters by supporting the Fire Chief financially.

Council was supportive to financially assisting Chief Knott if he chooses to move forward with the civil action. The CAO assured Council that a report will be coming back to them in closed session once the costs are known.

c) **Labour Relations - Upcoming CUPE Collective Bargaining**

Although not identified as a discussion item in closed session, Mayor Vandewal indicated that funding has been confirmed for upgrades to the Sydenham Water Treatment Plant.

Mayor Vandewal left the meeting at this point with Deputy Mayor Revill chairing the meeting.

Councillor Leonard erred on the side of caution and disconnected from the closed session meeting.

Neil Carbone provided an update to Council on upcoming collective bargaining with the union which expires at the end of March. He provided some market

Committee of the Whole
December 14, 2021

updates for wage comparator. he reported that the Labour Management Committee has taken a different approach and have been up front about issues. He believes the unionized employees are aware that they are 3% to 4% below the market. The other significant issue will be amalgamating some roles in the Public Services sector. He does not anticipate too much disagreement between unionized and non-unionized group in the bargaining process. The proposal for a 35 hour work week will be addressed at a later date.

d) **Motion - Move out of Closed Session**

Moved by Councillor McDougall
Seconded by Councillor Roberts
That Council move out of closed session.

Carried

15. Adjournment

a) Motion

Moved by Councillor Morey
Seconded by Councillor Sleeth
That the December 14, 2021 Committee of the Whole meeting be adjourned at 8:57 p.m.

Carried

Minutes of Council
December, 21, 2021

Time: 7:00 PM

Location: Electronic Participation ONLY



Meeting # 41

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

Staff Present Via Electronic Participation: Louise Fragnito - Acting Chief Administrative Officer, Angela Maddocks - Clerk, Claire Dodds - Director of Development Services, Charles Croll - Director of Public Services, Troy Dunlop - Manager of Technical Services & Infrastructure, Cristine Woods - Senior planner, Ronnie Joslin - Construction and Technical Services Technician, Michelle Hannah - Planning Assistant, Anna Geladi - Planner.

1. Call to Order and Roll Call

a) Resolution

Resolution No. 2021-41-01

Moved by Councillor Leonard

Seconded by Councillor Roberts

That the Council meeting of December 21, 2021 be called to order at 7:04 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) There were no declarations.

3. Approval of Agenda

a) Resolution

Resolution No. 2021-41-02

Moved by Councillor Sleeth

Seconded by Councillor Morey

That the agenda for the December 21, 2021 Council meeting be approved as presented.

Carried

4. Scheduled Closed Session - not applicable

5. Delegations - none

6. Public Meeting - not applicable

7. Approval of Minutes - not applicable

8. Business Arising from the Minutes - not applicable

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9. Reports Requiring Action

a) **Lake Ecosystem Grant**

Resolution No. 2021-41-03

Moved by Deputy Mayor Reville

Seconded by Councillor Ruttan

That Council approve one (1) Lake Ecosystem Grant totalling \$8,274 to the Queen's University Arnott Lab for its Salt Runoff Study as recommended by the Lake Ecosystem Advisory Committee and as summarized in the report from the Development Services Department dated December 21, 2021.

Carried

b) **Conservation Authority Transition Plans**

Resolution No. 2021-41-04

Moved by Councillor Roberts

Seconded by Councillor Sutherland

That the Council of the Corporation of the Township of South Frontenac acknowledge receipt of the Quinte Conservation Transition Plan, the Rideau Valley Conservation Transition Plan, and the Cataraqui Conservation Transition Plan in accordance with the requirements of Ontario Regulation 687/21.

Carried

c) **Tender #PS-2021-30 - North Shore Road Culvert Replacement**

Resolution No. 2021-41-05

Moved by Councillor Ruttan

Seconded by Councillor Sutherland

That Council accept the bid from Len Corcoran Excavation Ltd. in the amount of \$300,309.02 (Including Non-Refundable HST) for the North Shore Road Culvert Replacement project; and,

That pre-budget approval for 2022 be granted for a project budget increase in the amount of \$39,100 to be funded from the Asset Investment Reserve.

Carried

d) **COVID Relief Grant**

Resolution No. 2021-41-06

Moved by Councillor Morey

Seconded by Councillor Sleeth

That Council approve a COVID-19 Community Grant to the Frontenac Fury Girls Hockey Association in the amount of \$5,000; and

That the request be funded from the Township's Working Fund Reserve being the designated reserve from which the original COVID-19 Community Grant Program was allocated.

Carried

e) **New Official Plan - Recommendations on the Policy Directions Report**

Resolution No. 2021-41-07

Moved by Councillor Ruttan

Seconded by Deputy Mayor Reville

That the November 23, 2021 Policy Directions report prepared by Dillon Consulting be endorsed to set the direction for drafting the new South Frontenac Official Plan.

Carried

10. Committee Meeting Minutes

- a) **Heritage Committee Meeting minutes of May 20, 2021**
- b) **Police Services Board Meeting minutes of September 23, 2021**

Resolution No. 2021-41-08

Moved by Councillor Ruttan

Seconded by Deputy Mayor Revill

That Council receives for information the minutes of the May 20, 2021 Heritage Committee meeting and the September 23, 2021 minutes of the Police Services Board. meeting.

Carried

11. By-laws

- a) **By-law 2021-75 Removal of 0.3 metre Reserve, Ed Zimolag, 1712 Hitchcock Drive - Storrington District**

A recorded vote was taken with all members of Council voting in favour of the motion for third reading (Resolution 2021-41-10)

Resolution No. 2021-41-09

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That By-law 2021-75, being a by-law to dedicate and assume a portion of the 0.3 metre reserve along Stone Point Road, described as Part 6 on 13R22556 be given first and second reading.

Carried

Resolution No. 2021-41-10

Moved by Councillor Leonard

Seconded by Councillor McDougall

That By-law 2021-75 be given third reading, signed and sealed.

Carried

- b) **By-law 2021-76 Licence Agreement Application LA-03-21-S - Pine Point Lane**

A recorded vote was conducted for the third and final reading of this by-law.

Deputy Mayor Revill voted against the resolution (2021-41-12) with the remaining members of Council voting in favour.

Resolution No. 2021-41-11

Moved by Councillor McDougall

Seconded by Deputy Mayor Revill

That By-law 2021-76, be given first and second reading.

Carried

Resolution No. 2021-41-12

Moved by Councillor Roberts

Seconded by Councillor Leonard

That By-law 2021-76, being a by-law to authorize the Mayor and the Clerk to execute a Licence Agreement between the Corporation of the Township of South Frontenac and Jeremy and Nancy Foley, granting access over an unopened Township Road Allowance, be given third reading, signed and sealed.

Carried

Minutes of Council
December, 21, 2021

c) **By-law 2021-77 - Johnston Point Master Site Plan**

A recorded vote was conducted for the third reading of this by-law.

Councillor Ruttan voted against the resolution (2021-41-14) with the remainder of Council voting in favour.

Resolution No. 2021-41-13

Moved by Councillor Sutherland

Seconded by Councillor McDougall

That By-law 2021-77 be given first and second reading.

Carried

Resolution No. 2021-41-14

Moved by Councillor Roberts

Seconded by Councillor Morey

That By-law 2021-77, being a by-law to authorize the Mayor and Clerk to enter into the Master Site Plan Agreement with the Owners, 1324789 Ontario Inc., Magenta Waterfront Development Corporation, Rath, Donaldson, Lee-Donaldson, Lacelle, Simpson, Beuk, Berman, McGroarty, LePage, MacDonald, Dobing, Hodge, Blais, Taylor, Allair, of Units 1 to 15, Level 1, Frontenac Vacant Land Condominium Plan No. 85, and their appurtenant interests, being PINs 36785-0001 to 36785-0015, both inclusive, District of Loughborough. be given third reading, signed and sealed.

Carried

12. Reports for Information - not applicable

13. Information Items - not applicable

14. Notice of Motions - not applicable

15. Announcements/Statements by Councillors

a) Councillor Leonard inquired about an anticipated report on Stars Corners.

Troy Dunlop confirmed that Jewell Engineering has been engaged for this project and he anticipates a report to be forthcoming in the first quarter of 2022.

b) Councillor Roberts thanked staff for the first entirely virtual meeting and how well it was handled.

c) Councillor Sleeth extended holiday greetings to all.

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

a) There were no questions from the public.

17. Closed Session (not applicable)

18. Confirmatory By-law

a) **By-law 2021-78**

A recorded vote was conducted for the third reading (2021-41-16) with all members of Council voting in favour of it.

Resolution No. 2021-41-15

Moved by Councillor Morey

Seconded by Councillor Sleeth

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That By-law 2021-78, being a by-law to confirm generally all actions and proceedings of the Council of the Corporation of the Township of South Frontenac, be given first and second reading this 21 day of December, 2021.

Carried

Resolution No. 2021-41-16

Moved by Councillor Ruttan

Seconded by Councillor McDougall

That By-law 2021-78, being the confirmatory bylaw be given third reading signed and sealed.

Carried

19. Adjournment

a) Resolution

Resolution No. 2021-41-17

Moved by Deputy Mayor Revill

Seconded by Councillor Leonard

That the Council meeting of December 21, 2021 be adjourned at 8:12 pm.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Minutes of Council
January, 6, 2022

Time: 6:00 PM

Location: Council Chambers



Meeting # 1

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

Staff Present in Council Chambers: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk.

1. Call to Order and Roll Call

a) **Resolution**

Resolution No. 2022-01-01

Moved by Councillor Sleeth

Seconded by Councillor Morey

That the Special Council meeting of January 6, 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) There were no declarations.

3. Approval of Agenda

a) **Resolution**

Resolution No. 2022-01-02

Moved by Councillor Ruttan

Seconded by Deputy Mayor Revill

That the agenda for the Special Council meeting of January 6, 2022 be approved.

Carried

4. Closed Session

a) **Resolution** - Council will move into a closed session as permitted by the Municipal Act, Section 239.2, section (b) personal matters about an identifiable individual, including municipal or local board employees; and section (d) labour relations or employee negotiations to provide an opportunity for Council to discuss the appointment of an Interim CAO, transition period and recruitment of another CAO.

Resolution No. 2022-01-03

Moved by Councillor McDougall

Seconded by Councillor Sutherland

Minutes of Council
January, 6, 2022

That Council move into a closed session as permitted by the Municipal Act, Municipal Act, Section 239.2, item (b) personal matters about an identifiable individual, including municipal or local board employees; and section (d) labour relations or employee negotiations to provide an opportunity for Council to discuss the appointment of an Interim CAO, transition period and recruitment of another CAO.

Carried

b) **Recommendations for CAO Transition**

c) **Resolution**

Resolution No. 2022-01-04
Moved by Councillor Roberts
Seconded by Councillor Leonard
That Council move out of closed session.

Carried

5. Confirmatory By-law

a) **By-law 2022-01**

Resolution No. 2022-01-05
Moved by Councillor Morey
Seconded by Councillor Sleeth
That By-law 2022-01, being a by-law to confirm generally all actions and proceedings of the Council of the Corporation of the Township of South Frontenac, be given first and second reading this 6 day of January 6, 2022.

Carried

Resolution No. 2022-01-06
Moved by Deputy Mayor Revill
Seconded by Councillor Ruttan
That By-law 2022-01, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

6. Adjournment

a) **Resolution**

Resolution No. 2022-01-07
Moved by Councillor Sutherland
Seconded by Councillor McDougall
That the Special Council meeting of January 6, 2022 be adjourned at 7:28 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Minutes of Council
January, 11, 2022

Time: 7:00 PM

Location: Electronic Participation



Meeting # 2

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

Staff Present In Council Chambers: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk.

Staff Present via Electronic Participation: Claire Dodds - Director of Development Services, Christine Woods - Senior Planner

1. Call to Order and Roll Call

a) Resolution

Resolution No. 2022-02-01

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the Council meeting of January 11, 2022 be called to order at 7:00 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) There were no declarations reported.

3. Approval of Agenda

a) Resolution

Resolution No. 2022-02-02

Moved by Councillor Sutherland Seconded by Councillor McDougall

That the agenda for the January 11, 2022 Council meeting be approved as presented.

Carried

4. Scheduled Closed Session - (at end of agenda)

5. Delegations - none

6. Public Meeting - not applicable

7. Approval of Minutes - not applicable

8. Business Arising from the Minutes - not applicable

9. Reports Requiring Action

a) **Update to Building By-law - Fees**

Resolution No. 2022-02-03

Minutes of Council
January, 11, 2022

Moved by Councillor Ruttan
Seconded by Councillor McDougall

That Council endorse an update to Building By-law 2014-26 as amended, to index the Fees set out in Schedule "C" to the October Total CPI deviation annually, instead of using the 3rd quarter Statistics Canada Non-Residential Building Construction Cost Index: Ottawa; and,

That Council direct staff to advertise this amendment to By-law 2014-26 for the required 21 days and to schedule the required public meeting for changes to the Building Fees By-law to coincide with the next available Council or Committee of the Whole meeting in February 2022; and,

That Council approves holding building fees at their current rates until the proposed amending by-law can be passed in mid-February 2022; and,

THAT Council approve holding the fees for Part 8 Services as set out in Schedule "C" of By-law 2014-26 at the 2021 rates until February 1, 2023, to allow more time to assess the cost of delivering that service before considering changes.

Resolution No. 2022-02-04

Moved by Councillor Sleeth
Seconded by Councillor Leonard

That paragraphs 1 and 2 of Resolution #2022-02-03 be deferred.

Carried

Resolution No. 2022-02-05

Moved by Deputy Mayor Revill
Seconded by Councillor Sutherland

That Council approves holding building fees at their current rates until a subsequent report is brought back to Council and until such time as an amending by-law is presented; and,

That Council approve holding the fees for Part 8 Services as set out in Schedule "C" of By-law 2014-26 at the 2021 rates until February 1, 2023, to allow more time to assess the cost of delivering that service before considering changes.

Carried

10. Committee Meeting Minutes - not applicable

11. By-laws

- a) **Zoning By-law Amendment Application - Z-20-17, Craig Caden, Deyos Road, Part 3 on Reference Plan 13R-1068, Part of Lot 3, Concession 3, By-law 2022-02**

Resolution No. 2022-02-06

Moved by Councillor Roberts
Seconded by Councillor Ruttan

That By-law 2022-02, being a by-law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural-Special Provision (RU-63) on lands described as Deyo's Road, Part 3 on Reference Plan 13R-1068, Part of Lot 3, Concession 3 District of Bedford, be given first and second reading.

Carried

Resolution No. 2022-02-07

Moved by Councillor Leonard
Seconded by Councillor Sleeth

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That By-law 2022-02, be given third reading, signed and sealed.

Carried

b) **Zoning By-law Amendment Application - Z-21-12, Walter & Heather Freeman (ZanderPlan Inc.), 4996 Battersea Road - By-law 2022-03**

Resolution No. 2022-02-08

Moved by Councillor Morey

Seconded by Councillor Sutherland

That By-law 2022-03, being a by law to amend By-law 2003-75, as amended, to rezone land from Urban Residential - First Density (UR1) to Urban Industrial - Special Provision (UI-8) on lands described as 4996 Battersea Road, Part of Lots 7 and 8, Concession 9, District of Storrington, be given first and second reading.

Carried

Resolution No. 2022-02-09

Moved by Councillor Sleeth

Seconded by Councillor Roberts

That By-law 2022-03, be given third reading, signed and sealed.

Carried

12. Reports for Information - none

13. Information Items

a) **Frontenac Arch Biosphere - 2022 Funding Request**

Council discussed the merits of having the Lake Eco-System Advisory Committee to comment on this request prior to being included in the 2022 budget.

14. Notice of Motions

- a) Mayor Vandewal served a notice of motion to have the Office Expansion Feasibility Study brought back as he felt there was too many options and to remove any option that includes the library as the community has made it very clear that they do not want it to be moved or changed.

15. Announcements/Statements by Councillors

- a) Councillor Sutherland noted the success of "Grains and Goods Bakery" in the village of Sydenham.

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

- a) There were no members of the public connected virtually.

17. Closed Session

- a) **Resolution** - Council will move into a closed session as permitted by the Municipal Act, Section 239.2 to discuss items related to item (b) personal matters about an identifiable individual, including municipal or local board employees and item (d) labour relations or employee negotiations; regarding the selection of an Interim CAO.

Resolution No. 2022-02-10

Moved by Councillor Morey

Seconded by Councillor Leonard

That Council move into a closed session as permitted by the Municipal Act, Section 239.2 to discuss items related to item (b) personal matters about an

Minutes of Council
January, 11, 2022

identifiable individual, including municipal or local board employees and item (d) labour relations or employee negotiations: regarding the selection of an Interim CAO.

Carried

b) **Interim CAO Selection**

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

Resolution No. 2022-02-11
Moved by Councillor Sleeth
Seconded by Councillor Sutherland
That Council move out of closed session.

Carried

18. Rise and Report from Closed Session

a) Interim CAO Selection

Resolution No. 2022-02-12
Moved by Councillor McDougall
Seconded by Councillor Ruttan
That Council rise and report from closed session to approve the appointment of Louise Fragnito as Interim Chief Administrative Officer in accordance with the terms and conditions reviewed in closed session; and

That Council approves the hiring of an additional financial analyst on a 1 -year temporary contract to provide support in the Treasury Department while the Director of Corporate Services serves as Interim CAO for the Township; and

That Council direct staff to bring forward the necessary appointment by-laws to the next available Council meeting in January.

Carried

19. Confirmatory By-law

a) **By-law 2022-04**

Resolution No. 2022-02-13
Moved by Councillor Morey
Seconded by Councillor Sleeth
That By-law 2022-04, being a by-law to confirm generally all actions and proceedings of the Council of the Corporation of the Township of South Frontenac, be given first and second reading this 11 day of January 2022.

Carried

Resolution No. 2022-02-14
Moved by Councillor Ruttan
Seconded by Deputy Mayor Revill
That By-law 2022-04, being the confirmatory by-law, be given third reading, signed and sealed this 11 day of January 2022.

Carried

20. Adjournment

a) **Resolution**

Resolution No. 2022-02-15
Moved by Councillor McDougall
Seconded by Councillor Sutherland

Minutes of Council
January, 11, 2022

That the Council meeting of January 11, 2022 be adjourned at 7:49 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk

**Minutes of Committee of the Whole
January 18, 2022**



Time: 7:00 pm

Location: Council Chambers & Electronic Participation

Meeting #3

Council Present in Council Chambers: Ron Vandewal, Ray Leonard, John McDougall, Alan Revill, Norm Roberts, Ron Sleeth, Ross Sutherland

Council Present via Electronic Participation: Doug Morey, Randy Ruttan

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

Staff Present via Participation: Jamie Brash - Manager of Facilities and Solid Waste, Charles Croll - Director of Public Services, Troy Dunlop - Manager of Technical Services & Infrastructure, Darcy Knott - Director of Fire and Emergency Services, Tim Laprade - Arena and Recreation Manager.

1. Call to Order and Roll Call

a) **Motion**

Moved by Councillor Sleeth

Seconded by Councillor Morey

That the Committee of the Whole meeting of January 18, 2022 be called to order at 7:00 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) There were no declarations.

3. Approval of Agenda

a) **Motion**

Moved by Councillor Leonard

Seconded by Councillor Roberts

That the agenda for the January 18, 2022 Committee of the Whole meeting be approved.

Carried

4. Scheduled Closed Session - not applicable

5. Public Meeting - not applicable

Committee of the Whole
January 18, 2022

6. Delegations - not applicable
7. Reports Requiring Direction
 - a) **2021 Capital Budget Summary & Cancellation of Projects**

Moved by Councillor Ruttan
Seconded by Deputy Mayor Revill
That Committee of the Whole support the cancellation/closure of projects as listed in the staff report for approval as part of the 2022 budget process.

Carried

- b) **Close Out Report - 2021 Private Lane Upgrade Assistance Program**

Moved by Councillor Morey
Seconded by Deputy Mayor Revill
That Council direct staff to transfer the \$16,066.70 year end surplus from the 2021 Private Lane Upgrade Assistance Program to the 2022 Private Lane Upgrade Program; and

Further That Council direct staff to prepare an amendment to the Private Lane Upgrade Assistance Program Policy to automatically carry forward any program surplus to the next intake year.

Carried

- c) **2022 Capital Budget**

Louise Fragnito, Director of Corporate Services spoke to the report included in the agenda identifying the 2022 capital budget items and the related funding sources. It was noted that 31% come from taxation, 35% from reserves, 16% from obligatory reserves, 13% from OCIF and 5% from the County.

Staff and Council discussed the capital budget submissions from Corporate Services, Development Services, Fire Services and Public Services. There were concerns expressed about the timing of the results of the Recreation Master Plan incorporated into the 2022 Budget without the benefit of Council seeing the plan and confidently approving projects in this years budget. .

8. Reports for Information
 - a) **Award of RFP # PS-P02-2021 Comprehensive Road Needs Study**
 - This report provided the summary of the outcomes of the Request for Proposal # PS-P02-2021 seeking professional services in support of the development of a Comprehensive Road Needs Study..

9. Rise & Report from Committees of Council

- a) Cataraqui Conservation

Deputy Mayor Revill reported that Conservation staff are working through some of the organization of agreements that are necessary with municipalities for additional services as part of the budget review process.

- b) Quinte Conservation

Councillor Roberts reported that the Quinte Conservation 2022 budget was passed in December.

Committee of the Whole
January 18, 2022

- c) Rideau Valley Conservation

Councillor McDougall, as the newly appointed representative has not attended a meeting.

10. Information Items

- a) **Request for Draft Plan Extension - Application 10T-2011/002 - Ouellette Plan of Subdivision**

Claire Dodds, Director of Development Services confirmed that she is not supportive of extending the Draft Plan extension as reflected in her letter attached in this agenda. This item is on the agenda for County Council meeting tomorrow morning; in conversations and review with the County Planning Director there is not support at the County level to extend the draft plan.

11. Notice of Motions - none

12. Announcements/Statements by Councillors

- a) Councillor Roberts commended the Public Services staff on their great work with plowing roads during the heavy snowfall the day before.

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

- a) There were no questions of clarity from the public.

14. Closed Session

- a) **Motion** - Move into a closed session

Moved by Councillor McDougall

Seconded by Deputy Mayor Revill

That Committee of the Whole will move into a closed session as permitted by the Municipal Act Section 239.2 (b) to discuss matters about an identifiable individual, including municipal or local board employees, related to actions regarding the harassment of a staff member.

Carried

- b) **Action Regarding Harassment of a staff member - Verbal Report**

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

Moved by Councillor Sleeth

Seconded by Councillor Leonard

That Committee of the Whole move out of closed session.

Carried

15. Adjournment

- a) **Motion**

Moved by Councillor Ruttan

Seconded by Councillor McDougall

That the Committee of the Whole meeting of January 18, 2022 be adjourned at 8:54 p.m.

Carried

Minutes of a Special Committee of the Whole (A Joint Meeting with Central Frontenac)

January 25, 2022



Meeting # 4

Time: 5:00 pm

Location: Council Chambers/ Electronic Participation

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

Council Present via Electronic Participation: John McDougall, Randy Ruttan, Ross Sutherland

Staff Present in Council Chambers: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk, Louise Fragnito - Director of Corporate Services and Treasurer

Staff Present via Electronic Participation: Darcy Knott - Director of Fire and Emergency Services, Alex Bennett - Deputy Fire Chief, Emily Caird - Executive Assistant and Communications Officer

1. Join Central Frontenac's Council meeting
2. Reports Requiring Direction
 - a) **Joint Station Location and Fleet Study - Presented by ORH**

Graham Holland reviewed his report indicating that the key objective was to support both South Frontenac Fire Services and Central Frontenac Fire Services in making data-driven decisions around future locations of fire stations and fleet across both townships. Included in the report were the statistics for each township on incidents from January 1, 2016 to October 31, 2021 which included alarms, fire calls, medical assist calls, motor vehicle accidents and rescue calls. The study provided the optimal coverage results both in road coverage and housing coverage broke down between what currently exists and what optimized results would be for each municipality using 5 kilometre, 8 kilometre and 13 kilometre ranges. The study also looked at combining and/or reducing the number of fire halls taking into account that the Perth Road Station and the Battersea Road (to be constructed in 2022) would remain in their fixed locations as they are the newest facilities.

The report concluded that generally the stations in both township are closely aligned to optimal sites and there are limited opportunities at this time for providing large coverage gains without significant investment in new station locations across the townships.

3. Adjournment
 - a) South Frontenac disconnected from the Central Frontenac meeting when the presentation was completed.

The regular Council meeting for South Frontenac commenced at 7:00 pm.

Committee of the Whole
January 25, 2022

Minutes of a Special Committee of the Whole

January 27, 2022



Time: 8:30 am

Location: Council Chambers and Electronic Participation

Meeting # 6

Council 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: Neil Carbone - Chief Administrative Officer, Angela Maddocks - Clerk

Present via Electronic Participation: Jon Stungevicius, Waterhouse Executive Search.

1. Call to Order and Roll Call

a) **Motion**

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the Special Committee of the Whole meeting of January 27, 2022 be called to order at 8:30 am.

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) There were no declarations.

3. Approval of Agenda

a) **Motion**

Moved by Councillor McDougall

Seconded by Councillor Sutherland

That the agenda for the Special Committee of the Whole meeting of January 27, 2022 at 8:30 am be approved.

Carried

4. Closed Session - Interview with a potential CAO Recruitment Firm

a) **Motion**

Moved by Councillor Morey

Seconded by Councillor Sleeth

Committee of the Whole
January 27, 2022

That Council move into a closed session in accordance with the Municipal Act Section 239 (2) to discuss (b) personal matters about an identifiable individual, including municipal or local board employees, (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, in order to interview a potential CAO recruitment firm.

Carried

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

Moved by Councillor Ruttan
Seconded by Deputy Mayor Revill
That Council move out of the closed session.

Carried

5. Adjournment

a) **Motion**

Moved by Councillor Morey
Seconded by Councillor Roberts
That the Special Committee of the Whole meeting be adjourned at 9:02 a.m.

Carried

Minutes of a Special Committee of the Whole

January 27, 2022



Time: 9:10 a.m.

Location: Council Chambers/ Electronic Participation

Meeting # 7

Council 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: Neil Carbone - Chief Administrative Officer, Jamie Brash - Manager of Facilities and Solid Waste, Claire Dodds - Director of Development Services, Troy Dunlop - Manager of Technical Services and Infrastructure, Louise Fragnito - Director of Corporate Services and Treasurer, Kyle Griese - Financial Analyst, Trevor Greene - Acting Manager of Operations, Darcy Knott - Director of Fire and emergency Services, Stephanie Kuca - Deputy Treasurer, Tim Laprade - Recreation and Arena Manager, Angela Maddocks - Clerk

Staff Present via Electronic Participation: Charles Croll - Director of Public Services

1. Call to Order and Roll Call
 - a) The Clerk conducted the roll call as outlined in the attendance noted above.
2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations.
3. Approval of Agenda
 - a) **Motion**

Moved by Councillor McDougall

Seconded by Councillor Ruttan

That the Special Committee of the Whole meeting of January 27,2022 be called to order at 9:10 am.

Carried

- b) **Motion**

Moved by Councillor Roberts

Seconded by Councillor Sutherland

That the agenda for the Special Committee of the Whole meeting be approved.

Carried

4. Reports Requiring Direction
 - a) **Urgent Fleet Replacement**

Committee of the Whole
January 27, 2022

Moved by Councillor McDougall
Seconded by Councillor Leonard

That Council approve the replacement of Unit FT13-28 within the 2022 capital budget, with a new or used late model truck due to current market availability and supply chain issues, at an upset limit of \$120,000.

Carried

b) **2022 Budget**

Neil Carbone, Chief Administrative Officer and Louise Fragnito, Director of Corporate Services and Treasurer presented to Council and the Senior Management Team, the 2022 draft budget that reflected the overall financial impact including savings, revenues, enhancements and increased costs, along with responses to Council's feedback on the capital presentation. Directors were provided the opportunity to speak to their respective departmental highlights. From an organizational development investment perspective, there are four new positions in the 2022 draft budget and these include a Deputy Clerk/Committee Coordinator, Finance and Procurement Supervisor, a Planner (to address policy and compliance capacity) and a Building Inspector (fully funded through building fees).

New to the budget is an allocation for gateway and electronic signage. Council asked for costing to simply apply new "skins" to existing gateway signage that reflects the new branding instead of total replacements. It was also suggested this could be done on an as needed approach when existing signage reaches its' lifecycle.

Discussion took place with respect to paved shoulders on Perth Road, Stagecoach Road surface treatment and culverts, Recreation Master Plan and Capital Projects, sidewalks in Harrowsmith and Hartington, climate change funding, and parking space line painting in Verona.

A review and discussion took place with respect to capital projects including roads, infrastructure, public services fleet, facilities and recreation. With respect to the request for volleyball courts and a dog park at Gerald Ball Memorial Park, Council felt there should be more rationale and public support for these projects. Staff withdrew the outdoor rink at Centennial Park due to the need to complete the roof structure first.

5. Notice of Motions - not applicable
6. Announcements/Statements by Councillors - not applicant
7. Question of Clarity (from the public on outcome of agenda items)
 - a) There were no members of the public connected virtually.
8. Closed Session - not applicable
9. Adjournment
 - a) Motion

Moved by Councillor Morey
Seconded by Councillor Sleeth

That the Special Committee of the Whole meeting be adjourned at 1:36 p.m.

Carried

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: February 15, 2022

Subject: **Notice of Motion – Parking Availability at Access Sites to Trails**

Summary

Councillor Ruttan filed a notice of motion for staff to provide a report on ways to improve and increase parking availability at access sites to the trails in South Frontenac.

Recommendation

That Council direct staff to provide a report on how to improve and increase the parking availability at access sites to the trails in South Frontenac.

Background

At the February 8, 2022 Committee of the Whole meeting Councillor Ruttan served a notice of motion for staff to provide a report to Council on ways to address the challenges of adequate parking at trail access sites in South Frontenac.

Councillor Ruttan noted the safety concerns in those areas where there is a lack of parking and trail users parking alongside of roads which interferes with regular traffic flow.

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: Choose an item.
 - Action Item (if applicable): *ENTER SPECIFIC ACTION ITEM HERE*

Attachments

None.

Approvals

Submitted By:



Angela Maddocks
Clerk

Approved By:



Louise Fragnito
Interim Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 15, 2022

Subject: 2021 Lake Ecosystem Grant Second Intake Recommendation

Summary

The Township accepted applications for a second intake of the Lake Ecosystem Grant program in October 2021. The Lake Ecosystem Advisory Committee is recommending approval of one additional application from this intake.

Recommendation

That Council approve one Lake Ecosystem Grant totalling \$10,473 as recommended by the Lake Ecosystem Advisory Committee and as summarized in this report.

Background

The Township accepted applications for a second intake of the Lake Ecosystem Grant program in October 2021. The program was advertised on the Township website and social media, as well as in Frontenac News. Lake Associations were also sent the media release directly. Council approved one grant for this intake on December 21, 2021.

The Lake Ecosystem Advisory Committee reviewed a second application from this intake at their meeting on January 28, 2022 and passed a resolution recommending Council approve funding for the application.

Discussion/Analysis

In January 2022, it came to the attention of Township staff that one additional application had been submitted before the deadline of the second intake. The Lake Ecosystem Advisory Committee, reviewed the application against the approved evaluation criteria per the Lake Ecosystem Grant Policy. Based on the application merits, they recommended that this application be fully funded. This application is summarized below.

Applicant: Queen's University Biological Station

Project: This is a project submitted by Dr. Stephen Loughheed of the Queen's University Biological Station. The proposal is to sample and analyze environmental DNA (eDNA) from 20 waterbodies in South Frontenac. This is a non-invasive method to assess aquatic species diversity. Early detection of aquatic invasive species in lake ecosystems (and upstream or downstream influences), combined with presence data of native species of conservation concern will provide a baseline inventory of these areas, create a new tool for real-time monitoring of local biodiversity, and may inform management and conservation in South Frontenac.

The objectives of this project are to:

- expand the current geographical sampling area to South Frontenac,
- provide a baseline inventory of the 20 waterbodies,
- develop and distribute community outreach materials on the power and usefulness of eDNA, and to host an in-person public event with researchers and community members, and
- create student training opportunities and begin to build capacity within local communities to sample water for eDNA analyses relevant to their needs.

This project is part of a broader initiative involving members of the Tyendinaga and Awkwesasne First Nations, the St. Lawrence River Institute, the Nature Conservancy of Canada, the Frontenac Arch Biosphere Network and the Thousand Islands National Park.

The funds would be used for personnel costs, transportation expenses and eDNA sample processing.

Amount Requested: \$10,473

Recommended Funding: \$10,473

The Lake Ecosystem Advisory Committee sees the value of this research for the Township. They agree with the applicant that identifying aquatic invasive species as early as possible enables authorities and other interested groups to put in place mitigation measures to minimize their spread and potential harm to native species. This project could lead to future Lake Ecosystem Grant funding requests from lake associations and other interest groups for actions to address specific aquatic invasive species and to protect native species.

Financial Implications

There was \$27,226 remaining in the budget after the two application intakes in 2021. A total of \$43,247 of the \$60,000 allocated for this grant program in 2021 will have been spent if the grant application is approved.

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): N/A

Notice/Consultation

- Lake Ecosystem Advisory Committee

Approvals

Report Prepared By:

Gillian Lash, Chair, Lake Ecosystem Advisory Committee
Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Claire Dodds, Director of Development Services

Approved By:



Louise Fragnito, Interim Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Chief Administrative Officer

Date of Meeting: February 15, 2022

Subject: **Portland Community Caring Lease Renewal**

Summary

This report summarizes the terms of the lease renewal for Portland Community Caring for a period of 5 years.

Recommendation

THAT Council authorize the CAO to execute a 5-year lease agreement with the Portland Community Caring based on the terms outlined in the staff report.

Background

In January of 2012, a lease was signed with Portland Community Caring for the rental of the Princess Anne Building for a period of 5 years from March 2012 to February 2017 to operate its second-hand store. The lease was renewed under the same terms for the period of March 2017 to February 2022.

Discussion/Analysis

The terms of the lease provide for an annual payment of \$2,400 for rent as well as the tenant being responsible for items such as their own cleaning and communications costs.

The rental amount is an estimate of utility costs associated with the amount of space rented while acknowledging the charitable nature of the operation.

Portland Community Caring is requesting that the terms remain the same as the previous lease including the annual rent of \$2,400 and the 5-year term. It is staff's recommendation to keep the terms unchanged.

Financial Implications

None. The rental amount in the 2022 Budget was forecasted based on the existing lease agreement.

Relationship to Strategic Plans

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

Attachments

None

Approvals

Submitted/Approved by:



Louise Fragnito
Interim Chief Administrative Officer

Minutes of Heritage Committee
November, 25, 2021

Time: 3:00 PM
Location: Virtual

Heritage Committee



Present: Wilma Kenny, Michael Gemmell, Mark Millar, Stephanie Soto Gordon, Travis Rivard, Councillor John McDougall.

Staff: Anna Geladi, Planner.

Regrets: Brad Barbeau.

1. Meeting Link

To attend the Heritage Committee Meeting please see the Zoom link below:

Join Zoom Meeting

<https://us06web.zoom.us/j/81012863136?pwd=dHBQLzZuKzI4dnJxVFV3bzJBK0FVUT09>

Meeting ID: 810 1286 3136

Passcode: 458422

2. Call to Order

- a) The meeting was called to order at 3:00 pm.

3. Declaration of pecuniary interest and the general nature thereof

- a) There were no declarations of pecuniary interest.

While there were no declarations of pecuniary interest, member John McDougall advised the Committee that he had been selected by Council on November 23, 2021, to fill the vacant Bedford Councillor position, effective immediately until the end of the term in December 2022.

He noted that he hopes to be assigned to this Committee by Council at the December 7, 2021, Council meeting, but would refrain from voting during tonight's meeting and sitting in as a member of Council only.

4. Approval of Minutes

- a) Minutes of the October 14, 2021 Meeting

The Committee noted an issue in the attendance for the last meeting.

The minutes of the October 14, 2021, meeting were adopted as amended.

Resolution No. 2021-HERITAGE-25/11-01

Moved by Wilma Kenny

Seconded by Mark Millar

THAT the minutes of the October 14, 2021, meeting be adopted as amended.

Carried

5. Business Arising from the Minutes

Minutes of Heritage Committee
November, 25, 2021

a) Budget Update

The Chair provided an update in regards to the Committee's budget proposal for 2022. He explained that the Committee is asking for a budget allocation of \$15,000 to allow them to move forward with a Heritage Incentive/Grant program. This would include the introduction of a heritage property grant program and a heritage plaque program.

Anna Geladi indicated that the proposal has been included in the Development Services Department budget for review by Council. She noted that the budget is not scheduled to be passed until late January/early February.

Councillor McDougall explained that there is still a significant amount of policy planning required for both the incentive grant program and the plaque program that will need to be worked out prior to any implementation.

The Committee discussed setting up a sub-committee to start drafting policy documents for the possible Heritage Incentive Program, Heritage Grant Program, and Heritage Plaque Program. The Chair, Wilma Kenny, and Councillor McDougall all volunteered to take part in this subcommittee.

b) Site Visit to Bellrock Mill

Councillor McDougall indicated that he would like the Committee to complete a site visit of Bellrock Mill prior to the end of the year. He noted that both the Bellrock Mill and Petworth Mill are being evaluated by an engineering firm to determine which elements are salvageable. He advised waiting until the report is received, so that the Committee can tour the site with that information in mind.

The Committee was in agreement that they would wait until aforementioned report is received.

c) Photographs for New Listings

The Chair reminded the Committee to continue collecting pictures and information on properties of historical and cultural interest. He provided an overview of the photos he had submitted.

The Group discussed creating a more detailed heritage property listing that includes more background information. They discussed a different format for the listing, as well as the future addition of an interactive map showing all the heritage properties in South Frontenac.

6. New Business

a) Frontenac Heritage Foundation - Award

Anna Geladi advised the Committee that they have been nominated for an award from the Frontenac Heritage Foundation for the creation of a Municipal Heritage Committee and their continued heritage work throughout the pandemic.

She explained that there will be an award ceremony in December for a Committee member and staff member to attend.

b) Heritage Grants - Motion

Resolution No. 2021-HERITAGE-25/11-02

Minutes of Heritage Committee
November, 25, 2021

Moved by Mark Millar

Seconded by Travis Rivard

THAT Council endorse the Heritage Committee's proposal to establish and implement a Heritage Incentive program that would focus on providing support and grant funding to owners of properties that are designated under the Ontario Heritage Act as having historic, cultural, and/or architectural significance, for the purpose of conserving and restoring heritage assets in the Township.

Carried

c) New Member Recruitment

With the exit of John McDougall as a resident member of the committee, the group felt it was important to recruit for new membership.

Anna Geladi noted that she would move forward with recruitment following this meeting.

d) Website Access

The Committee discussed adding a link from the main page to the Heritage page so that it is easier for residents to find.

Anna Geladi noted that she does not update the website, but would forward that information on to be updated.

7. Next Meeting:

a)

The next meeting was scheduled for January 20, 2022 at 3:00 pm.

8. Adjournment:

a)

The meeting was adjourned at 4:00 pm.

Resolution No. 2021-HERITAGE-25/11-03

Moved by Mark Millar

Seconded by Travis Rivard

THAT the meeting be adjourned at 4:00 pm.

Carried

www.southfrontenac.net

Natural, Vibrant, & Growing – a Progressive Rural Leader.

Minutes of Lake Ecosystem Advisory Committee
December, 8, 2021

Time: 7:00 PM

Location: Virtual Participation

Lake Ecosystem Advisory Committee



Present: Gillian Lash, Gerrit Buitenhuis, Janet Brown, Kevin Strank, Michael Payne, John Sherbino, Councillor Randy Ruttan.

Regrets: Jeff Peck, Ellie Prepas, Holly Evans, Councillor Alan Reville, Mayor Ron Vandewal.

Staff: Christine Woods, Senior Planner, Claire Dodds, Director of Development Services.

1. Call to Order
 - a) The meeting was called to order at 7:00 pm.
2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations of pecuniary interest.
3. Approval of Minutes
 - a) Lake Ecosystem Advisory Committee meeting minutes from September 1, 2021

The minutes of the September 1, 2021, meeting were adopted as presented.

Resolution No. 2021-LEAC-12/08-01

Moved by Janet Brown

Seconded by Michael Payne

THAT the minutes of the September 1, 2021, meeting be adopted as presented.

Carried

4. Business Arising from the Minutes
 - a) Lake Ecosystem Grant Subcommittee Report - Lake Ecosystem Grant Second Intake (10 mins)

The subcommittee reviewed the applications and recommended that one application be returned to the applicant for further information and that the other be funded.

The project recommended for approval was submitted by the Arnott Lab at Queen's University. The main objective of this project is to understand how road salt run-off effects nearby lakes and water bodies. They will test multiple species within the lake and compare it to other lakes in the province, while also looking for alternatives to road salt. Janet Brown noted that the subcommittee would like to see a public presentation of the findings so that local associations and property owners have an opportunity to learn more about the topic.

Minutes of Lake Ecosystem Advisory Committee
December, 8, 2021

The Committee discussed the specifics of the project, specifically that it will take place over the course of a year and focus on samples from Sydenham and Devil Lake. Christine Woods advised that the project is part of a larger global study. She explained that Sydenham and Devil Lake were chosen based on the applicant's location and data that they already have access to. This funding would pay for grad student salary, equipment, and supplies.

The Committee was supportive of the initiative and felt that this project would definitely have a positive impact on local waterbodies and may be able to provide valuable information to the Township and private service providers regarding the effects of road-salt and potential alternatives.

Resolution No. 2021-LEAC-12/08-02

Moved by Kevin Strank

Seconded by Gerrit Buitenhuis

THAT the Lake Ecosystem Advisory Committee recommend that Council receive and approve Arnott Lab's grant submission for \$8,274 in funding through the Lake Ecosystem Grant program.

Carried

5. New Business

a) Indigenous Participation on Committee (15 mins)

The Chair posed the idea of updating the Committee terms of reference to include the addition of Indigenous representation on the Lake Ecosystem Advisory Committee. The Committee as a whole was supportive of this initiative.

Claire Dodds explained that the Township is actively engaging with various indigenous communities that cover our area regarding work on the new Official Plan. She noted that while the Township continues to build these relationships, staff know that these groups have had their resources stretched as they are requested to participate on more and more projects, and may not have the immediate capacity to participate on this Committee. Claire Dodds noted that she would be happy to communicate with the First Nations groups about the opportunity to participate on the Township's Lake Ecosystem Advisory Committee, and look for feedback on what would be the best way to structure a meaningful relationship with their communities. She noted that she will provide an update when she knows more.

b) Planning for 2022 (45 mins)

- Lake Association Forum

The Chair noted that holding an annual Lake Association Forum or meeting is part of this Committee's mandate, and asked the group how they would like to go about organizing this event.

The Committee determined that they would put together a subcommittee to brainstorm and discuss potential ideas for the forum, which would then be brought back to the next meeting for review and discussion. The Chair felt this was also a great idea, and appointed Gerrit Buitenhuis to lead the subcommittee. John Sherbino volunteered to take part in the subcommittee as well. The Chair advised that Gerrit Buitenhuis should also reach out to those members not in attendance to gauge their interest.

It was discussed that the Committee should plan to hold the event virtually, and ensure all local lake associations and waterfront homeowners are invited to participate. The subcommittee may reach out to the various lake associations to survey what topics they would like to discuss or learn more about at the forum as a way to get others involved and engaged.

Minutes of Lake Ecosystem Advisory Committee
December, 8, 2021

6. Information Items

a) Official Plan Update (5 mins)

The Chair turned the floor over to Claire Dodds, Director of Development Services, to provide an update on the status of the new Official Plan.

Claire Dodds started off by thanking the Committee for their input on the Official Plan at the last meeting. She explained that their feedback, as well as all other feedback received through focus sessions, written submissions, and open house feedback has been summarized and was shared with Council on November 3, 2021. Claire Dodds noted that there was a great discussion had with Council at that meeting, and that a lot of the current policies in place around waterfront setbacks and vegetation are in line with the feedback that was received. She explained that moving forward, the Township needs to look at other tools to ensure we maintain and enhance these waterfront lots, specifically in relation to vegetation protection and policy direction. She noted that staff will go back to Council in late December, looking for endorsement on policy directions for the Official plan, which will act as a "blueprint" for building the new Official Plan. Claire Dodds explained that eventually, some of these draft policies will come back to this Committee for review and feedback.

The Chair inquired about policy development around aquatic vegetation and who has jurisdiction over this area. Christine Woods noted that once within the water, it is considered Crown land, which would fall under the Ministry of Natural Resources and Forestry or Parks Canada jurisdiction. Claire Dodds explained that while municipalities have very limited jurisdiction when it comes to waterbodies, having strong relationships with staff at these other government agencies (conservation, provincial and federal bodies) makes understanding these jurisdictions much easier.

7. Next Meeting:

a) To be determined at meeting.

The next meeting was scheduled for February 16, 2022, at 7:00 pm.

The Chair thanked everyone for a great year of work and wished everyone a nice holiday season and happy New Year.

8. Adjournment:

a) The meeting was adjourned at 8:05 pm.

Resolution No. 2021-LEAC-12/08-03

Moved by Gerrit Buitenhuis

Seconded by Kevin Strank

THAT the December 8, 2022, Lake Ecosystem Advisory Committee meeting be adjourned at 8:05 pm.

Carried

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 15, 2022

Subject: **Zoning By-law Amendment Application**
Z-21-16, 2749941 Ontario Inc., 4930 Road 38

Summary

This report recommends that Council pass a by-law to change the zone on the subject property to permit a maximum of five accessory residential dwelling units on a commercial property at the corner of Road 38 and Harrowsmith Road.

Recommendation

THAT By-law 2022-14 to amend the zoning on the lands at 4930 Road 38, Part of Lot 6, Concession 5, District of Portland, Township of South Frontenac be passed.

Background

Council held a virtual public meeting under the Planning Act on January 25, 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 applicant has requested a zoning by-law amendment to change the zone on the subject property from Urban Commercial (UC) to Urban Commercial – Special Provision (UC-30). The effect of the proposed by-law would be to permit ground floor commercial space (e.g. professional office) and five residential dwelling units on the upper floors. There would be four one-bedroom apartments and one studio apartment. The effect would also be to specify zoning standards including a minimum number off-street parking spaces and a minimum planting strip adjacent the rear and interior side lot lines.

Property Description

The subject property is located at the northeast corner of Road 38 and Harrowsmith Road in the Harrowsmith Settlement Area. The property is surrounded by commercial and residential uses.

The subject property is approximately 1,080 square metres (0.32 acres) in area and has 25 metres of frontage on Road 38 and 54 metres on Harrowsmith Road. The property is developed with a three-storey building with a two-storey addition to the rear and a parking area. The building has historically been used for a variety of commercial and residential uses. It is currently used as an office for the applicant.

The three-storey building is designated under the Ontario Heritage Act (Portland By-law 10-82) for its significance as a local landmark and social centre, and for its architectural details including the two-storey verandah.

Related Applications

The subject property is subject to site plan control application SP-03-21-P under the Planning Act. This application is currently under review. The property is also subject to a community improvement plan application to fund façade improvements and to waive municipal fees.

Supporting Documentation

A planning justification report, servicing design brief, phase 1 environmental site assessment, architectural drawings and site plan drawings were submitted in support of the rezoning and site plan control applications. The reports are available for review in the [Township's Civic Web Document Center](#).

Planning Justification Report

A Planning Justification Report (Fotenn, June 24, 2021) was submitted in support of the rezoning application. The report assessed the appropriateness of the proposed zoning by-law amendment in the context of the surrounding area as well as its conformity with the applicable policy and regulatory framework.

The Planning Justification report suggests that adequate off-street parking is proposed to the rear of the building, within the existing asphalt area. The proposal includes 16 parking spaces. The application requests a 1.8 parking ratio for the dwelling units, whereas the Zoning By-law requires a minimum of 2 parking spaces per dwelling unit. This is the equivalent of 9 parking spaces (2 per one bedroom apartment, 1 per bachelor apartment).

The report indicated that the required supply of parking for the proposed commercial use would be provided. However, staff calculated that the proposed commercial use would require 9 parking spaces per section 5.30.1.10 of the Zoning By-law (based on proposed 206.8 square metre floor area, and 1 space per 23 square metres of floor area). This would result in a deficiency of two parking spaces.

The applicant, through conversations with staff, is requesting a reduction to seven commercial parking spaces on the basis that the proposed office use has space for five employees. These employees regularly work off-site and are seldom in the office all at the same time.

Staff also noted in the review of the site plan drawings that the proposed parking arrangement needs to be adjusted to ensure that each parking space would be readily accessible at all times and arranged in such a manner to provide access and manoeuvring space for the parking and removal of a motor vehicle without the necessity of moving another motor vehicle. The applicant is working with their architect to improve the parking arrangement. This will be shown on a revised site plan drawing and will be addressed before the site plan is brought forward to Council for consideration.

[Servicing Design Brief](#)

A Servicing Design Brief (Groundwork Engineering Limited, August 2021) was submitted in support of the applications.

The Servicing Design Brief included a Hydrogeological Serviceability Study (ASC Environmental, August 14, 2020) to assess the groundwater quantity and quality at the site. This study concluded that there is a sufficient quantity of water available from the on-site well to support the proposed development. Raw water quality samples (i.e. sample taken before the water softener, filter and UV light system) contained overgrown bacteriological parameters and exceeded aesthetic parameters for colour, Total Dissolved Solids and sodium. The study recommended the applicant contract a professional water quality specialist to confirm water quality treatment and to ensure the system is maintained so as to operate as designed to ensure safe drinking water is provided for future occupants.

The Servicing Design Brief indicated that the existing building is serviced by two holding tanks, and that the existing tanks would be used for the proposed development. There is insufficient area for a traditional sewage system on the property.

Building Services staff raised concerns with the calculations provided in the Servicing Design Brief. Staff determined, based on the report and the submitted drawings, that the existing holding tanks do not have sufficient capacity to support the proposed development. The existing holding tanks must support the existing loads, plus the proposed loads of the new addition.

Revised servicing design briefs were submitted based on feedback from Township staff. The January 12, 2022 revised report recommends the installation of an additional 3,600 litre holding tank to provide sufficient capacity for the proposed development, including capacity to hold seven days worth of the daily design flow. It also demonstrated that there is sufficient area on the property for this additional holding tank. Building Services is satisfied with the January 12, 2022 revised Servicing Design Brief relative to the proposed sewage services.

Phase 1 Environmental Site Assessment

The Phase 1 Environmental Site Assessment (XCG, June 29, 2020) did not identify any potential or actual sources of significant contamination associated with the property.

Department Comments

Building Services was satisfied with the revised sewage services proposed in the Revised Servicing Design Brief (Groundwork Engineering Limited, January 12, 2022).

Public Services identified the need to improve the parking arrangement, particularly the central aisle so that all of the spaces function properly. They also identified several items that will be addressed through the site plan control application including the dimensions of the accessible parking space, adequate headlight screening across from residential properties, on-site commercial waste collection facilities, and pre-defined exterior lighting details.

Public Services was satisfied with the servicing and stormwater management findings but encouraged improved lot level controls associated with the new two-storey addition that would replace the existing two-storey addition at the rear of the building.

Fire and Emergency Services noted that the proposed parking configuration may make it challenging for emergency vehicles to gain access to the rear of the building and the residential units. Access for emergency vehicles on the property, or on the street(s), will need to be provided to the satisfaction of the Township. This will be addressed through the site plan control application.

Public Meeting Comments

A virtual public meeting was held under the Planning Act on January 25, 2022. No comments were received from members of the public at the meeting. Supportive comments were received from two members of the public following the meeting.

At the public meeting, Mayor Vandewal, Deputy Mayor Revill and Councillor Leonard expressed support for the proposal as it provides commercial opportunities and rental apartments in the Harrowsmith Settlement Area.

Councillor Sleeth asked whether fire safety was accounted for given the age and proposed use of the building.

Staff response – Fire safety, and fire code compliance, will be addressed through the building permit application. The applicant, Sarah MacInnis, also confirmed that the building will meet all Building Code and Fire Code standards.

Councillor Morey asked whether there are any requirements to make the building accessible given that it is a heritage building.

Staff response – There will be an accessible entrance on the main floor at the rear of the building for the commercial use. There will also be one accessible parking space provided on the property, with an accessible route provided to access the rear of the commercial space. The applicant also confirmed that the commercial main floor will be accessible.

Councillor MacDougall asked for clarification on the purpose of the Community Improvement Plan.

Staff response – the Community Improvement Plan (CIP) may provide funds for façade improvements (e.g. the porch), accessibility considerations for commercial spaces, and for municipal fees (e.g. building permit, planning application fees). The CIP application for the subject property is for façade improvements and municipal fees.

Mayor Vandewal acknowledged that sewage holding tanks make the development work, but that it was unfortunate that the owner needed to use them. He requested that the people who will live in the building not use all the on-street parking.

Councillor Leonard cautioned against using parking on Harrowsmith Road because there are not many spaces, and it is a challenging area for snow removal. He suggested that the fire department would not use the parking lot to access the building for a fire because it is too small an area.

The applicant responded that they are confident that there is sufficient parking on the property that no one will need to park on the road.

Planning Analysis

The subject property is zoned Urban Commercial (UC). The UC zone permits a variety of commercial uses including a professional office. However, the UC zone permits only one dwelling unit in the form of an apartment as an accessory use in buildings in which commercial uses are permitted.

The proposed rezoning 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 policies indicate that rural settlement areas, such as Harrowsmith, must be the focus of growth and development, and that their vitality and regeneration must be promoted. These policies also promote healthy, integrated and viable rural areas that are supported by accommodating an appropriate range and mix of housing, as well as by promoting opportunities for a varied and balanced industrial/commercial base in rural settlement areas.

Adequate water and sewage disposal systems are a consideration in rural settlement areas. The existing building is connected to a private well. It was demonstrated that there is a sufficient quantity of water available from the on-site well to support the proposed development. Appropriate water quality treatment will be required to ensure delivery of safe drinking water to the residential and commercial uses within the building. Any site plan agreement for the property would need to include a clause requiring confirmation from a water specialist that an appropriate water quality treatment unit has been installed prior to occupancy.

The existing building is connected to sewage holding tanks. Holding tanks are not ideal for development due to the frequent and recurring cost to empty the tanks. However, the property is not large enough to accommodate a traditional or enhanced septic system as well as other required amenities. Under the Ontario Building Code, an expanded holding tank system is considered an acceptable sewage system for the proposed development of the subject property.

The Zoning By-law requires a minimum of two on-site parking spaces for each dwelling on a property, and a minimum of one space per 23 square metres of floor area for a professional office. This means the proposed development would require a minimum of 19 parking spaces. The proposal includes 16 parking spaces. The application requests a 1.8 parking ratio for the dwelling units. This is the equivalent of 9 parking spaces (2 per one bedroom apartment, 1 per bachelor apartment). The application also requests 7 commercial parking spaces based on the transient nature of how the office is used.

Staff support the request to reduce the required number of on-site parking spaces by one for the residential use due to the bachelor apartment. They also support the request to reduce the required number of on-site parking spaces by two for the commercial use. On-street parking is available on both Road 38 and Harrowsmith Road for short term parking needs. These minimum parking requirements are included in the proposed by-law.

The UC zone requires a one metre buffer strip where a rear yard or interior side yard abuts a residential zone. The proposed by-law requires a 0.4 metre buffer strip in recognition of the existing parking situation buffer strip on the property. The applicant proposes to construct a wooden fence. The details of the fence will be determined through the site plan control process.

It is the opinion of staff that the proposed zoning by-law amendment is consistent and conforms to the Provincial Policy Statement 2020, the County of Frontenac Official Plan, and the South Frontenac Official Plan, and represents good planning for the subject property.

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.

Notice/Consultation

Council held a virtual public meeting under the Planning Act on January 25, 2022.

Attachments

1. By-law 2022-14

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Claire Dodds, MCIP, RPP, Director of Development Services

Approved By:



Louise Fragnito, Interim Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-14**

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM URBAN COMMERCIAL (UC) TO URBAN COMMERCIAL – SPECIAL PROVISION (UC-30) ON LANDS DESCRIBED AS 4930 ROAD 38, PART OF LOT 6, CONCESSION 5, DISTRICT OF PORTLAND: 2749941 ONTARIO INC.

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

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

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

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

1. **THAT** Schedule “A” and Schedule “E”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Urban Commercial (UC) to Urban Commercial – Special Provision (UC-30) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section UC-30 (4930 Road 38, Part of Lot 6, Concession 5, District of Portland – 2749941 Ontario Inc.) immediately after the last Urban Commercial – Special Provision section to read as follows:

UC-30 (4930 Road 38, Part of Lot 6, Concession 5, District of Portland – 2749941 Ontario Inc.)

Notwithstanding the provisions of Section 19 or any other provision of this By-law to the contrary, on the lands zoned Special Urban Commercial (UC-30), the following provisions apply:

- Additional Permitted Uses
 - a. A maximum of five accessory dwelling units

For the purpose of the UC-30 zone, an accessory dwelling unit shall mean a dwelling unit which is part of a building that is accessory to a permitted non-residential use.

ZONE PROVISIONS

- Minimum Parking Space Requirements
 - 1.8 spaces for each dwelling unit
 - Seven (7) spaces for any commercial use
- Lands Abutting a Residential Zone
 - A 0.4 metre wide strip shall be provided immediately adjacent to the rear and/or interior side lot line abutting a residential zone, and shall consist of landscaping, fencing, or any of a combination of the foregoing.

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 15th day of February, 2022.

Read a first and second time this 15th day of February, 2022.

Read a third time and finally passed this 15th day of February, 2022.

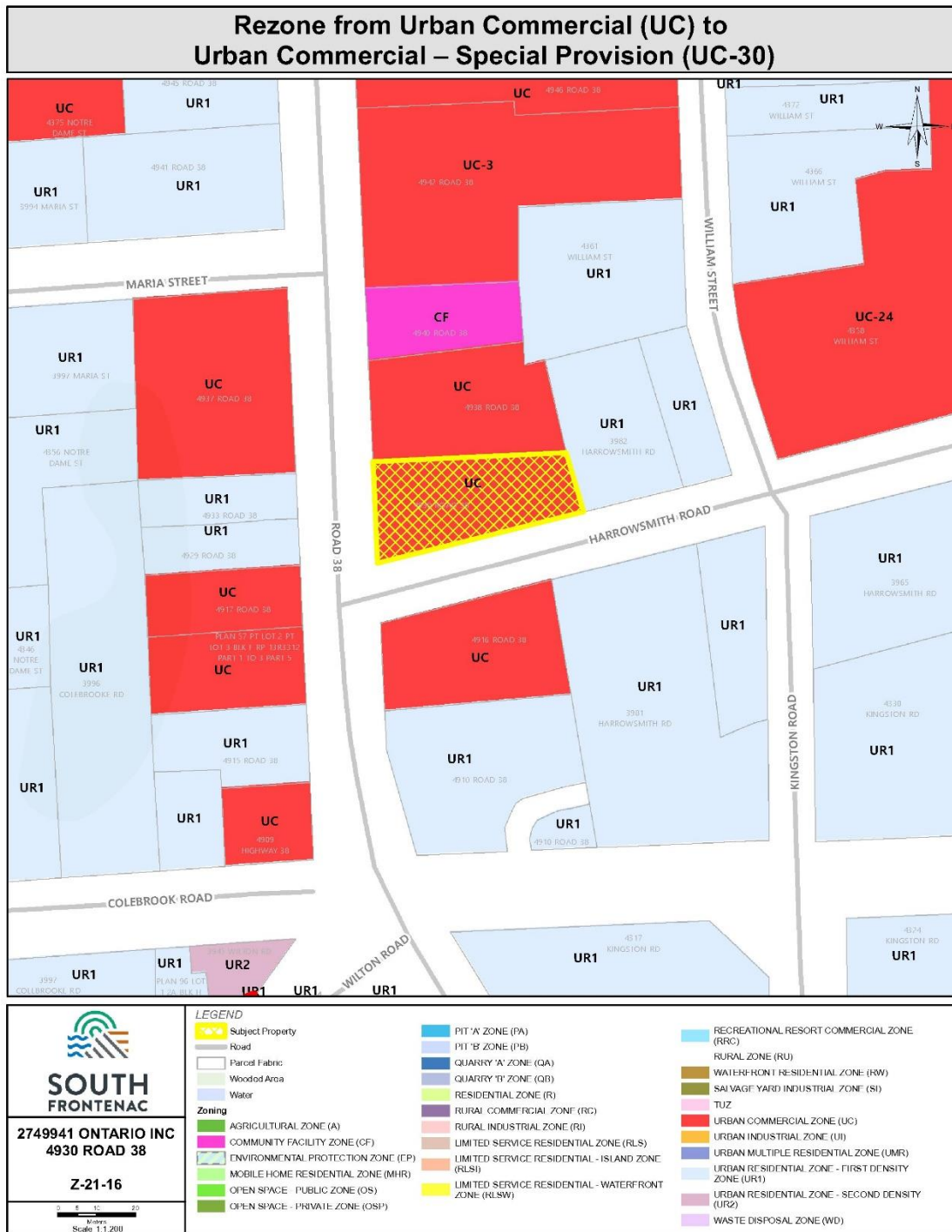
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2022-14.



Passed this 15th day of February, 2022

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 15, 2022

Subject: Zoning By-law Amendment Application
Z-21-23, Barr and Smallman-Tew, 22 Beatrice Lane

Summary

This report recommends that Council pass a by-law to change the zone on the severed parcel (lot addition) of Consent Application S-22-21-B so that the severed lands will have the same zone as the property that is being enlarged, 179 Beatrice Lane.

Recommendation

THAT By-law 2022-15 to amend the zoning on a portion of lands at 22 Beatrice Lane proposed to enlarge 179 Beatrice Lane through consent file S-22-21-B, Part of Lots 22 and 23, Concession 5, District of Bedford, Township of South Frontenac be passed.

Background

Council held a virtual public meeting under the Planning Act on January 25, 2022, on the proposed amendment to Zoning By-law No. 2003-75. This application is being brought forward to Council for a decision.

Discussion/Analysis

Summary of Application

The applicant has requested a zoning by-law amendment to change the Rural (RU) zone on the subject lands to the Limited Service Residential – Waterfront (RLSW) zone to fulfill a condition of the provisional approval of consent (lot addition) application S-22-21-B. Changing the zone on the subject lands would ensure that they have the same zone as the property it is enlarging at 179 Beatrice Lane.

Property Description

The subject lands consist of approximately 2.1 hectares (5.25 acres) of vacant land with 72 metres (236 feet) of waterfrontage on Bob's Lake. 200 metres (656 feet) of Beatrice Lane are also located on the subject lands. The lands are zoned Rural (RU) and are currently part of the property addressed as 22 Beatrice Lane.

The subject lands are being added to 179 Beatrice Lane. 179 Beatrice Lane is zoned Limited Service Residential – Waterfront (RLSW). It is developed with a dwelling, garage and sewage system. The purpose of the lot addition is for further enjoyment of the benefitting lot for recreational use.

Related Applications

The subject lands are subject to consent application S-22-21-B for a lot addition. Provisional approval of the consent application was granted subject to conditions by the Director of Development Services on June 30, 2021.

Department and Agency Comments

The application did not meet the criteria for circulation to Public Services and Building Services. Rideau Valley Conservation Authority was not circulated on the rezoning application as they had no objection to the approval of the consent application S-22-21-B when they reviewed the consent application in 2021.

Public Meeting Comments

A virtual public meeting was held under the Planning Act on January 25, 2022. No comments were received from members of the public at the meeting. Councillor Morey expressed support for the proposal.

Planning Analysis

The subject property is zoned Rural (RU). The severed parcel (lot addition) is zoned Rural (RU). The benefitting land (parcel being enlarged) is zoned Limited Service Residential Waterfront (RLSW).

The proposed rezoning 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 Director of Development Services had consideration for the 2020 PPS as well as the County and Township Official Plan in the decision to grant draft approval to consent application S-22-21-B for a lot addition. It is good planning practice to ensure that consistent zoning is applied to the enlarged parcel. The lot addition lands are proposed to be zoned RLSW, consistent with the zoning that applies to 179 Beatrice Lane. This zoning

is also consistent with the zoning on other waterfront properties located along this portion of Beatrice Lane.

It is the opinion of staff that the proposed zoning by-law amendment is consistent and conforms to the Provincial Policy Statement 2020, the County of Frontenac Official Plan, and the South Frontenac Official Plan, and represents good planning for the subject property.

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.

Notice/Consultation

Council held a virtual public meeting under the Planning Act on January 25, 2022.

Attachments

1. By-law 2022-15

Approvals

Report Prepared By: Anna Geladi, Planner

Submitted By:



Claire Dodds, MCIP, RPP, Director of Development Services

Approved By:



Louise Fragnito, Interim Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-15**

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO LIMITED SERVICE RESIDENTIAL – WATERFRONT (RLSW) ON LANDS DESCRIBED AS PART LOTS 22 AND 23, CONCESSION 5, DISTRICT OF BEDFORD, MUNICIPALLY KNOWN AS 22 BEATRICE LANE: BARR AND SMALLMAN-TEW

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

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

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

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

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

Dated at the Township of South Frontenac this 15th day of February 2022.

Read a first and second time this 15th day of February 2022.

Read a third time and finally passed this 15th day of February 2022.

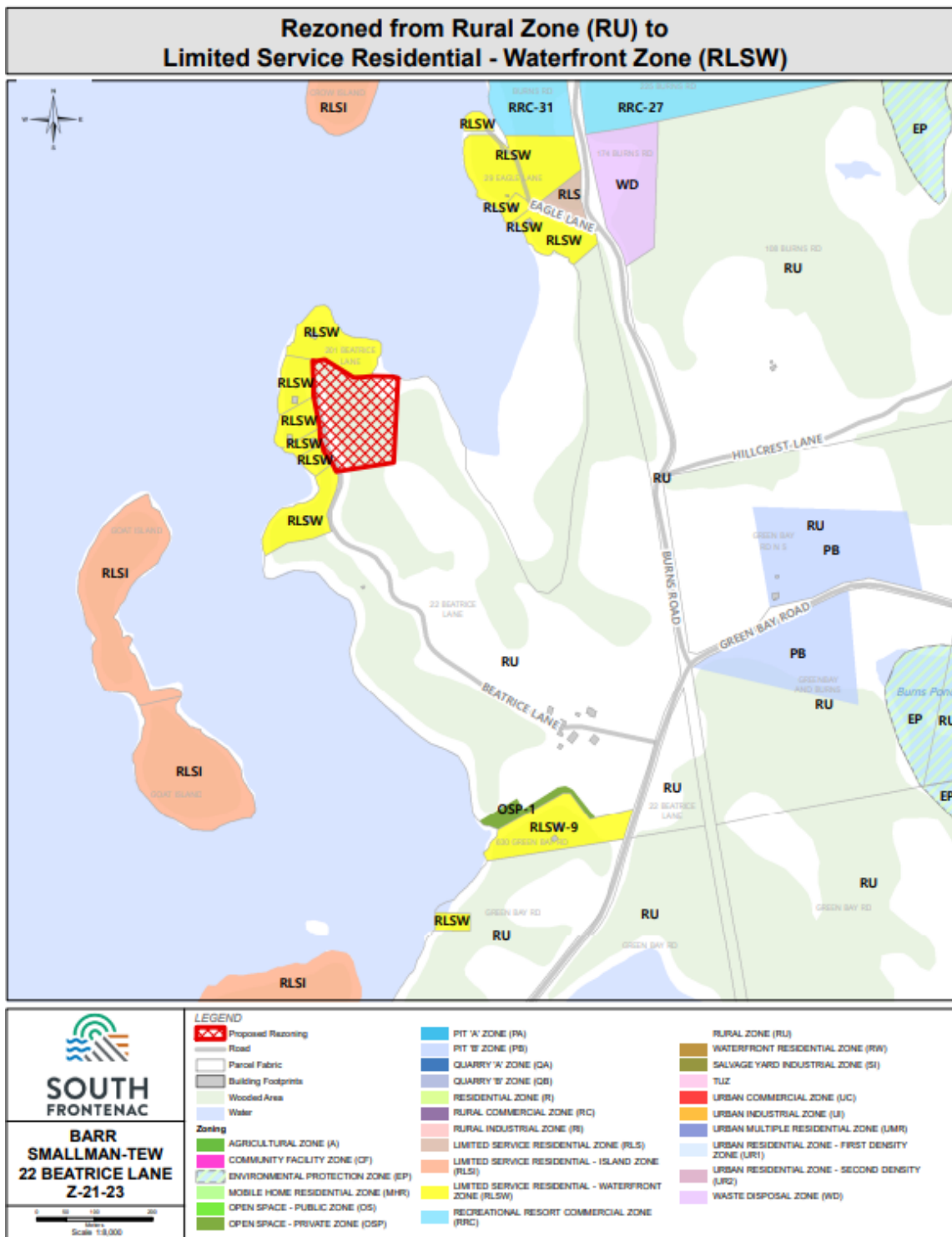
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2022- 15.



Passed this 15th day of February 2022

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 15, 2022

Subject: **Zoning By-law Amendment Application**
Z-21-25, Eldon and Lorraine Adams, 3607 Stage Coach Road

Summary

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

Recommendation

THAT By-law 2022-16 to amend the zoning on the lands at 3607 Stage Coach Road, Part of Lot 3, Concession 2, District of Loughborough, Township of South Frontenac be passed.

Background

Council held a virtual public meeting under the Planning Act on February 1, 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 subject property from Rural (RU) to Rural – Special Provision (RU-64) to permit a secondary dwelling unit on the property. The applicants propose to construct a 100 square metre addition to the existing dwelling for a secondary dwelling unit.

Property Description

The subject property is located on Stage Coach Road between Railton Road and Forest Road. The property is 8.5 hectares (21 acres) in area and has approximately 99 metres of road frontage. The lands consist of agricultural fields and forest. The existing dwelling is located in the middle of the property, 300 metres from the road. There are several

residential properties along Stage Coach Road, however, there are no neighbouring dwellings in the immediate area of the subject dwelling.

Related Applications

The subject property is not subject to any other applications under the Planning Act.

Department and Agency Comments

The application did not meet the criteria for circulation to Public Services.

Building Services reviewed an application for the performance level of the existing sewage system on the property, and confirmed that the sewage system will need to be upgraded or a new system constructed to accommodate a secondary dwelling unit. The owner will need to submit a building permit application for the secondary dwelling unit as well as an application to construct a new system if the rezoning application is approved by Council.

Public Meeting Comments

A virtual public meeting was held under the Planning Act on February 1, 2022. No comments were received from members of the public at the meeting. Mayor Vandewal, Deputy Mayor Revill and Councillor Sutherland expressed support for the proposal.

Planning Analysis

The subject property is zoned Rural (RU). The RU zone permits one dwelling per property.

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

Section 5.6.2 of the County of Frontenac Official Plan requires the Township Official Plan to permit additional residential units. While required to permit additional units, the Township retains control over the location, access and servicing required for these units.

The Township Official Plan does not provide specific direction on how many dwellings or dwelling units may be permitted on a property. In this situation, one must look to the Planning Act and the Provincial Policy Statement for direction. As indicated above, the accommodation of affordable housing through additional residential units is required under the provisions of the Planning Act.

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

The proposal meets or will meet the intent of the above considerations. The secondary dwelling unit is proposed to be located within an addition to the existing dwelling on the property. The existing driveway and well will be used to service the secondary dwelling unit.

Regarding on-site water services, the Provincial Guideline D-5-5 Private Wells: Water Supply Assessment explains how to calculate the minimum pumping test rate and well yield required for a particular development based on a peak demand rate for each person and the likely number of persons (based on number of bedrooms plus one) per well. The Owner provided a copy of the well record that recommends a pumping rate of 8 gallons per minute (36.3 litres per minute). This pumping rate was greater than that required by the guidelines (i.e. 26.25 litres per minute based on 3.75 litres per minute per person multiplied by 7), which suggests that the existing well can produce an adequate volume of water for both the primary dwelling and the secondary dwelling unit.

Drinking water quality (potable water) will need to be confirmed as part of the required permit under the Ontario Building Code. Any water quality concerns can generally be addressed through an appropriate water treatment unit.

A sewage system(s) that complies with the Ontario Building Code will be required to service the single detached dwelling and the secondary dwelling unit.

It is the opinion of staff that the proposed zoning by-law amendment is consistent and conforms to the Provincial Policy Statement 2020, the County of Frontenac Official Plan, and the South Frontenac Official Plan, and represents good planning for the subject property.

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

Notice/Consultation

Council held a virtual public meeting under the Planning Act on February 1, 2022.

Attachments

1. By-law 2022-16

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Claire Dodds, MCIP, RPP, Director of Development Services

Approved By:



Louise Fragnito, Interim Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-16**

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO RURAL – SPECIAL PROVISION (RU-64) ON LANDS DESCRIBED AS 3607 STAGE COACH ROAD, PART OF LOT 3, CONCESSION 2, DISTRICT OF LOUGHBOROUGH: ADAMS

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 “B”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-64) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law number 2003-75 as amended is hereby further amended by adding a new section RU-64 (3607 Stage Coach Road, Part of Lot 3, Concession 2, District of Loughborough - Adams) immediately after the last Rural – Special Provision section to read as follows:

RU-64 (3607 Stage Coach Road, Part of Lot 3, Concession 2, District of Loughborough - Adams)

Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-64), the following provisions apply:

- *The existing single detached dwelling may be enlarged to include a secondary dwelling unit.*
- *The primary and secondary dwelling units within the single detached dwelling shall be accessed by the same driveway and be serviced by a shared sewage system and/or well.*

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 15th day of February, 2022.

Read a first and second time this 15th day of February, 2022.

Read a third time and finally passed this 15th day of February, 2022.

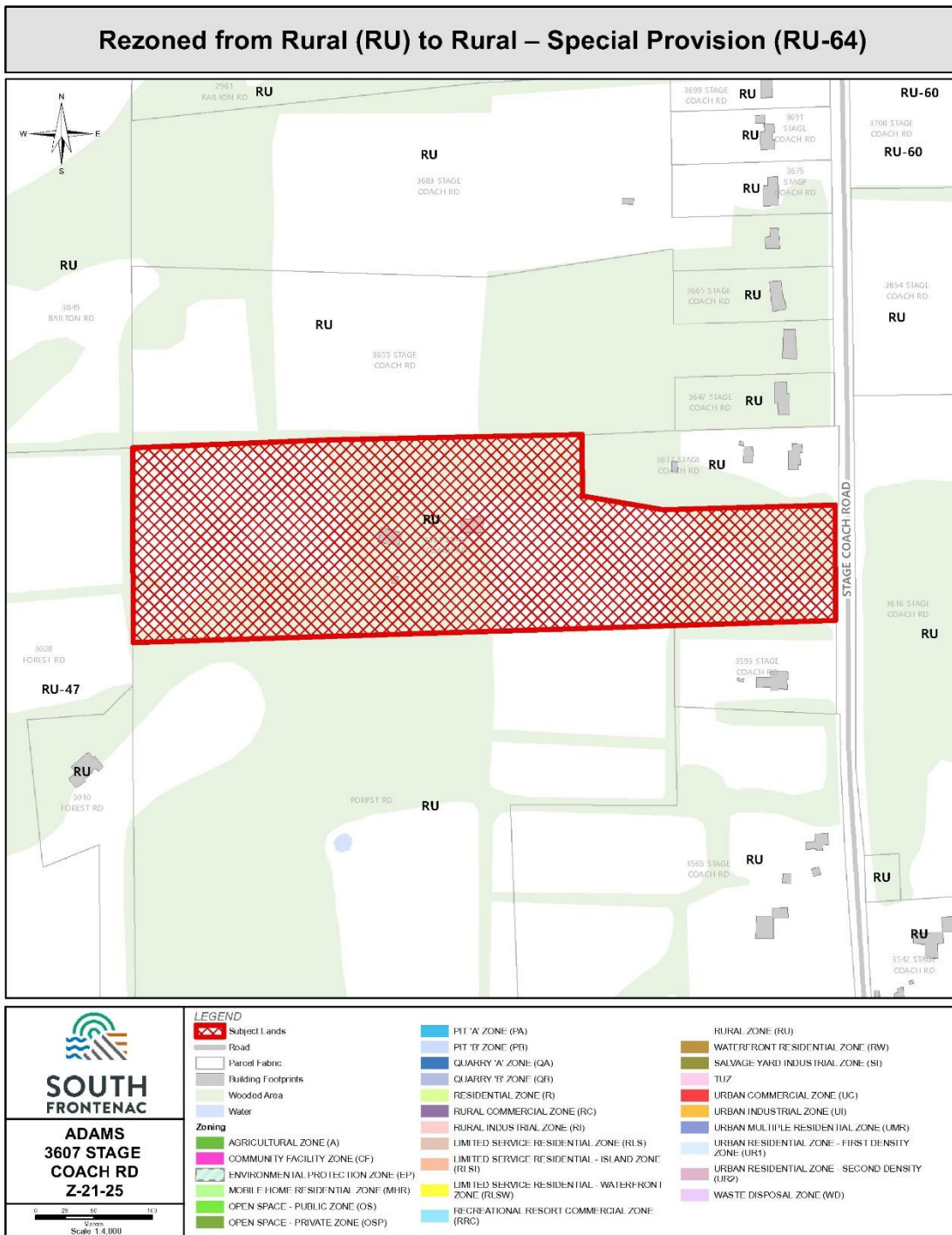
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2022-16.



Passed this 15th day of February, 2022

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 15, 2022

Subject: **Zoning By-law Amendment Application**
Z-21-27, Alasdair and Jennifer Cumming, 3579 Quinn Road East

Summary

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

Recommendation

THAT By-law 2022-17 to amend the zoning on the lands at 3579 Quinn Road East, Part of Lot 5, Concession 3, District of Portland, Township of South Frontenac be passed.

Background

Council held a virtual public meeting under the Planning Act on February 1, 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 subject property from Rural (RU) to Rural – Special Provision (RU-65) to permit a secondary dwelling unit on the property. The applicants propose to construct a 75 square metre (800 square foot) addition to the existing dwelling for a secondary dwelling unit.

Property Description

The subject property is located on Quinn Road East, which is off Road 38 south of Harrowsmith. The property is 0.6 hectares (1.43 acres) in area and has approximately 57 metres of road frontage. The lands consist of a treed slope. There is an existing 215 square metre (2315 square foot) dwelling on the property. There are several residential

properties along Quinn Road in the area of the subject property, however, the majority of the area is agricultural.

Related Applications

The subject property is not subject to any other applications under the Planning Act.

Department and Agency Comments

The application did not meet the criteria for circulation to Public Services.

Building Services reviewed an application for the performance level of the existing sewage system on the property, and confirmed that the sewage system will need to be upgraded or a new system constructed to accommodate a secondary dwelling unit. The owner will need to submit a building permit application for the secondary dwelling unit as well as an application to construct a new system if the rezoning application is approved by Council.

Public Comments

A virtual public meeting was held under the Planning Act on February 1, 2022. No comments were received from members of the public at the meeting. Mayor Vandewal and Councillor Leonard expressed support for the proposal.

Planning Analysis

The subject property is zoned Rural (RU). The RU zone permits one dwelling per property.

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

Section 5.6.2 of the County of Frontenac Official Plan requires the Township Official Plan to permit additional residential units. While required to permit additional units, the Township retains control over the location, access and servicing required for these units.

The Township Official Plan does not provide specific direction on how many dwellings or dwelling units may be permitted on a property. In this situation, one must look to the Planning Act and the Provincial Policy Statement for direction. As indicated above, the accommodation of affordable housing through additional residential units is required under the provisions of the Planning Act.

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

The proposal meets or will meet the intent of the above considerations. The secondary dwelling unit is proposed to be located within an addition to the existing dwelling on the property. It will use the existing driveway for access, as well as the well and sewage system for servicing.

Regarding on-site water services, the Provincial Guideline D-5-5 Private Wells: Water Supply Assessment explains how to calculate the minimum pumping test rate and well yield required for a particular development based on a peak demand rate for each person and the likely number of persons (based on number of bedrooms plus one) per well. The Owner provided a copy of a well pump test that included a professional opinion that the well can produce 8.19 gallons per minute (37.2 litres per minute). This pumping rate was greater than that required by the provincial guideline (i.e. 18.75 litres per minute based on 3.75 litres per minute per person multiplied by 5), which suggests that the existing well can produce an adequate volume of water for both the primary dwelling and the secondary dwelling unit.

Drinking water quality (potable water) will need to be confirmed as part of the required permit under the Ontario Building Code. Any water quality concerns can generally be addressed through an appropriate water treatment unit.

A sewage system(s) that complies with the Ontario Building Code will be required to service the single detached dwelling and the secondary dwelling unit.

The RU zone permits a maximum 20% lot coverage for a single detached dwelling. The enlarged dwelling would result in 4.8% lot coverage. The addition will meet or exceed all setback requirements of the RU zone.

It is the opinion of staff that the proposed zoning by-law amendment is consistent and conforms to the Provincial Policy Statement 2020, the County of Frontenac Official Plan,

and the South Frontenac Official Plan, and represents good planning for the subject property.

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.

Notice/Consultation

Council held a virtual public meeting under the Planning Act on February 1, 2022.

Attachments

1. By-law 2022-17

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Claire Dodds, MCIP, RPP, Director of Development Services

Approved By:



Louise Fragnito, Interim Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-17**

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO RURAL – SPECIAL PROVISION (RU-65) ON LANDS DESCRIBED AS 3579 QUINN ROAD EAST, PART OF LOT 5, CONCESSION 3, DISTRICT OF PORTLAND: CUMMING

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 “A”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-65) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law number 2003-75 as amended is hereby further amended by adding a new section RU-65 (3579 Quinn Road East, Part of Lot 5, Concession 3, District of Portland - Cumming) immediately after the last Rural – Special Provision section to read as follows:

RU-65 (3579 Quinn Road East, Part of Lot 5, Concession 3, District of Portland - Cumming)

Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-65), the following provisions apply:

- *The existing single detached dwelling may be enlarged to include a secondary dwelling unit.*
- *The primary and secondary dwelling units within the single detached dwelling shall be accessed by the same driveway, and be serviced by a shared sewage system and/or well.*

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 15th day of February, 2022.

Read a first and second time this 15th day of February, 2022.

Read a third time and finally passed this 15th day of February, 2022.

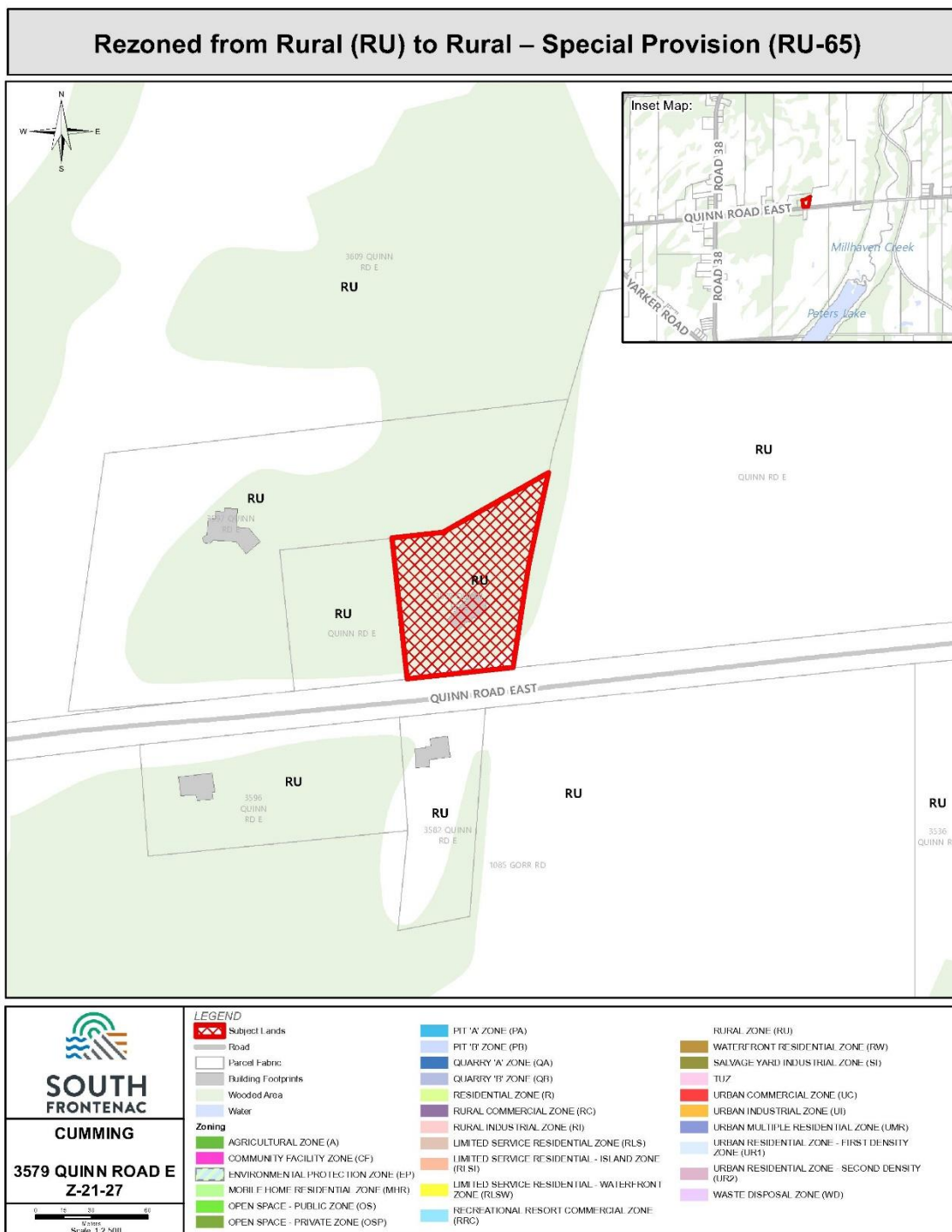
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2022-17.



Passed this 15th day of February, 2022

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 15, 2022

Zoning By-law Amendment Application

Subject: Z-21-30, Zelda Hippolyte and Alice Gianotti, 4360 Sydenham Mill Street

Summary

This report recommends that Council pass a by-law to change the zone on the subject property to permit the residential use of the existing single detached dwelling.

Recommendation

THAT By-law 2022-18 to amend the zoning on the lands at 4360 Sydenham Mill Street, Part of Lot 4, Concession 5, District of Loughborough, Township of South Frontenac be passed.

Background

Council held a virtual public meeting under the Planning Act on February 1, 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 subject property from Urban Commercial (UC) to Urban Residential – First Density (UR1) to legally permit the existing residential use of the single detached dwelling on the property. The applicants are requesting this change to address financing requirements.

Property Description

The subject property is located on Sydenham Mill Street in the Sydenham Settlement Area. It is south of the main commercial area. The property is surrounded by residential uses.

The subject property is 1052 square metres (0.26 acres) in area and has approximately 16.5 metres of road frontage. The property is developed with a single detached dwelling, a “barn” (accessory building) and a gazebo. The dwelling is serviced by municipal water and a private sewage system.

Related Applications

The subject property is not subject to any other applications under the Planning Act.

Department and Agency Comments

This application did not meet the criteria for circulation to Public Services and Building Services.

Public Meeting Comments

A virtual public meeting was held under the Planning Act on February 1, 2022. No comments were received from members of the public at the meeting. Mayor Vandewal expressed support of the proposal.

Planning Analysis

The proposed rezoning 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 policies indicate that rural settlement areas, such as Sydenham, must be the focus of growth and development, and that their vitality and regeneration must be promoted. These policies also promote healthy, integrated and viable rural areas that are supported by accommodating an appropriate range and mix of housing in rural settlement areas, as well as by promoting opportunities for a varied and balanced industrial/commercial base in rural settlement areas.

The subject property is zoned Urban Commercial (UC). The UC zone permits one dwelling unit in the form of an apartment as an accessory use in buildings in which commercial uses are permitted. The zone does not permit standalone residential uses without a commercial use occurring on the property. Therefore, the subject dwelling is a legal non-conforming use and can continue to be used for residential purposes.

In Loughborough Township Zoning By-law 89-75, through By-law 93-51, this property was zoned Residential General Exception (RG-8). The RG-8 zone allowed 460 square feet of floor space on the ground floor of the house to be used as a craft and gift shop. The property was incorporated into the UC zone in Zoning By-law 2003-75 as a result of this site-specific zone. It is unknown how long the craft and gift shop was in existence. However, it was solely a dwelling in 2004 when the property was purchased by the previous

owners. The applicant indicated that the single detached dwelling on the subject property dates back to 1905.

The properties immediately to the north and south are subject to site-specific UC zones corresponding with previous site-specific RG zones (one for an office and two dwelling units, the other for a reduced side yard for a deck on the dwelling). Both properties are also developed with single detached dwellings that are currently used for residential purposes.

Changing the zoning to residential would assist the applicant with financing. Many financial institutions will often require legal non-conforming residential uses on commercially zoned property to be financed at a commercial rate. These financial institutions will only finance a property at a residential rate if the property is zoned residential. Supporting this application will assist the applicant to facilitate investment in this residential property.

The subject property is south of the main commercial area and is surrounded by residential uses. Legally permitting the existing dwelling on the property would not change the continued use of the property nor the character of the neighbourhood. The use would continue to support the businesses in the area.

It is the opinion of staff that the proposed zoning by-law amendment is consistent and conforms to the Provincial Policy Statement 2020, the County of Frontenac Official Plan, and the South Frontenac Official Plan, and represents good planning for the subject property.

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

Notice/Consultation

Council held a virtual public meeting under the Planning Act on February 1, 2022.

Attachments

1. By-law 2022-18

Township of South Frontenac
Staff Report - Z-21-30, Zelda Hippolyte and Alice Gianotti, 4360 Sydenham Mill Street

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Claire Dodds, MCIP, RPP, Director of Development Services

Approved By:



Louise Fragnito, Interim Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-18**

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM URBAN COMMERCIAL (UC) TO URBAN RESIDENTIAL – FIRST DENSITY (UR1) ON LANDS DESCRIBED AS 4360 SYDENHAM MILL STREET, PART OF LOT 4, CONCESSION 5, DISTRICT OF LOUGHBOROUGH: HIPPOLYTE AND GIANOTTI

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 “B” and Schedule “F”, to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Urban Commercial (UC) to Urban Residential – First Density (UR1) for the lands shown on Schedule “1”.
2. THIS BY-LAW shall come into force in accordance with Section 34 of the *Planning Act*, 1990, as amended, either upon the date of passage or as otherwise provided by said Section 34.

Dated at the Township of South Frontenac this 15th day of February, 2022.

Read a first and second time this 15th day of February, 2022.

Read a third time and finally passed this 15th day of February, 2022.

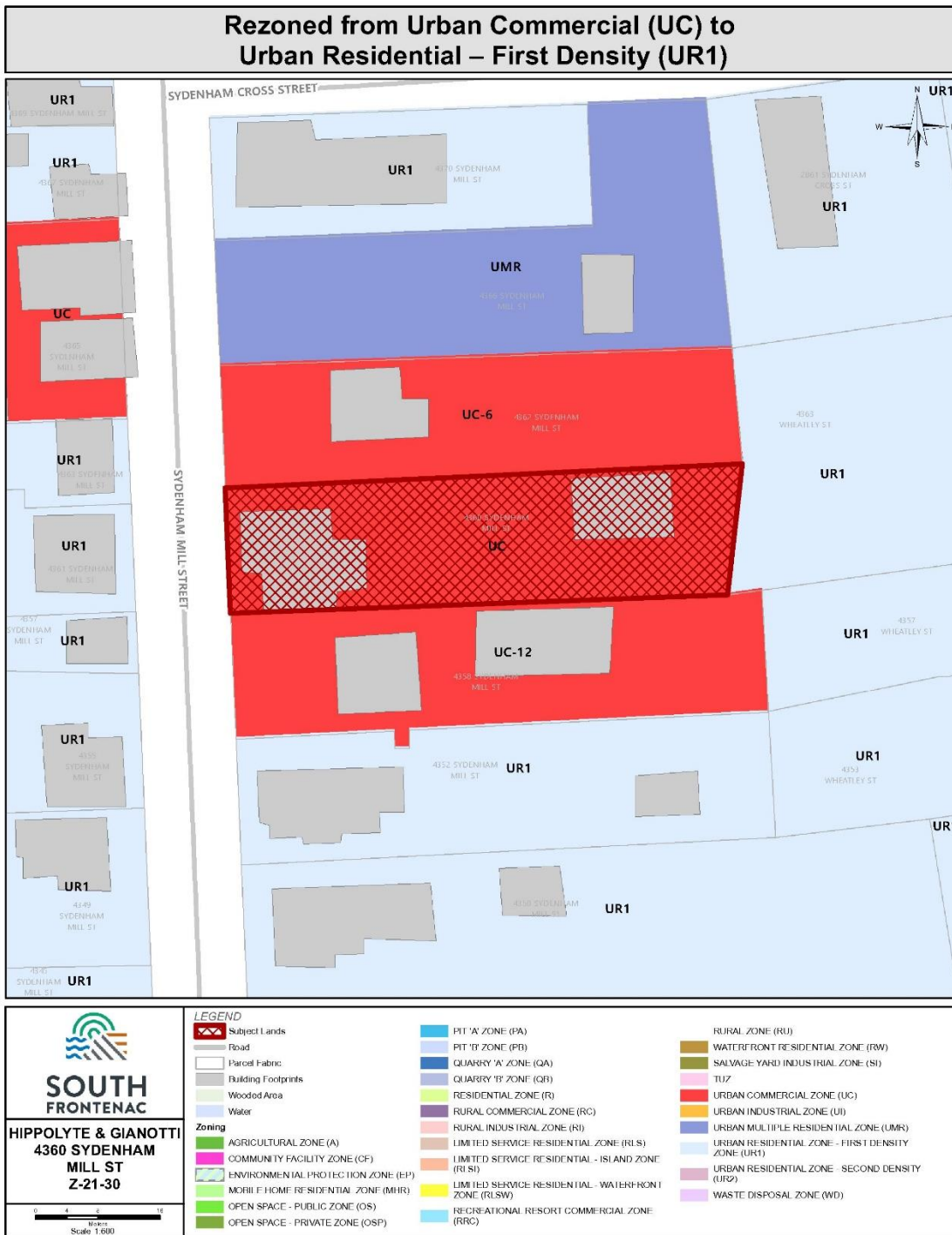
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2022-18.



Passed this 15th day of February, 2022

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Township of South Frontenac

Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 15, 2022

Subject: **Site Plan Control Application**
SP-04-21-L
Jeff & Susan Rath (applicant); Tracy Zander (agent)
Unit 1, Johnston Point Plan of Condominium

Summary

This report recommends that Council approve the individual site plan control application for Unit 1 in Johnston Point. This Unit is located at the south end of Hinterland Lane and proposed to be developed with a single detached dwelling.

The Johnston Point Condominium and Master Site Plan Agreements require individual Units within the condominium to obtain site plan control approval prior to the issuance of a building permit.

Recommendation

THAT By-law 2022-19 to authorize the Mayor and Clerk to enter into a Site Plan Agreement with the Owner, Jeff and Susan Rath, for Unit 1, Vacant Land Condominium Plan No. 85, Johnston Point, District of Loughborough, Township of South Frontenac be passed.

Background

South Frontenac Council entered into the Master Site Plan Control Agreement with Magenta Waterfront Development Corporation and the owners of Units within the Johnston Point Plan of Condominium on December 21, 2021.

The Master Site Plan Agreement has been registered on the title of all the lands within the Johnston Point Plan of Condominium. The Master Site Plan establishes the requirements for individual site plan applications in Johnston Point.

Individual unit site plans must be prepared by an Ontario Land Surveyor or an engineer/architect based on a plan prepared by an Ontario Land Surveyor and conform the following:

- Environmental Benefit Permit (PT-C-001-16) issued October 28, 2018.
- All municipal conditions of the condominium agreement.
- Exterior lighting.
- Identified locations, dimensions and materials for driveway. The driveway shall be designed by a professional engineer to direct stormwater runoff and minimize erosion.
- Identification and maintenance of all vegetation in its natural state within 30m of the shoreline, save only for invasive species and the 1.5m pathway to the shoreline.
- Identified location, materials and width of the 1.5m pathway to the shoreline.
- Identification of the 40m tree protection setback from the shoreline where vegetation removal is limited to only those trees that require removal.
- Confirmation all structures meet zoning and setbacks from wetlands.
- Confirmation that the total area of disturbance for all structures, driveways and pathways conforms to the Environmental Benefit Permit & Master Site Plan.

Council will issue approval on each individual site plan agreement and enter in to a further, more detailed, agreement with each Unit owner prior to the issuance of a building permit for construction on their Unit.

Discussion/Analysis

The individual site plan was prepared by Bone Inc. and was based on a survey prepared by Hopkins Chitty Land Surveyors Inc. who is a formal member of the Association of Ontario Land Surveyors.

- The site plan shows the location of the dwelling, driveway, well, primary and alternate sewage system. The property is proposed to be serviced with a Class IV – tertiary treatment sewage system. The agreement speaks to the requirements for maintenance and reporting requirements for the sewage system.
- Exterior lighting is referenced through the agreement. Exterior lighting is required to follow best practices for Dark Sky compliance lighting. Based on language in the agreement - a review of exterior lighting will be done within 6 months of occupancy and prior to the issuance of a final inspection for the building permit.
- The driveway location and design is shown on both the site plan and the lot grading and drainage plan. The driveway was designed by a professional engineer to direct stormwater runoff and has satisfied the requirements of the Township's Manager of Technical Services and Infrastructure. The driveway is gravel and will be maintained in that condition. The driveway location has been

staked by an OLS and it been confirmed that it is located outside the 30m setback from the adjacent provincially significant wetland.

- The site plan identifies the 30m buffer of the shoreline and notes that all vegetation must remain in its natural state within 30m of the shoreline, save only for invasive species and the 1.5m pathway to the shoreline. The agreement includes clauses that state the same.
- The site plan identifies the location of the 1.5m pathway to the shoreline in a location consistent with what was shown on the conceptual plan in the Master Site Plan. This pathway follows a natural route to the waters edge that minimizes the removal of trees in this area.
- The site plan shows the 40m tree protection setback from the shoreline. This setback is also staked on the property. The only trees permitted to be removed within the 40m setback is for the construction of a portion of the driveway. Other trees that have already been removed from the building envelope are outside the 40m setback. A species at risk assessment was completed by a qualified professional in accordance with the Environmental Benefit Permit prior to trees being cut outside the 40m setback.
- The dock shown on the site plan for Unit 1 complies with the size restrictions (maximum size of 20m²) and placement required in the condominium agreement.
- The Unit 1 site plan complies with the RLSW-103 zone provisions that apply to this property. The site plan includes a table that shows the requirements of the RLSW-103 zone versus the actual setbacks/lot coverage proposed for the development of Unit 1.
- The site plan has been based off information prepared by an OLS that has confirmed that all structures and the driveway are outside of the 30m setback from wetlands adjacent to Unit 1.
- The Master Site Plan allocated a maximum area of disturbance of 1,478 m² for Unit 1. The maximum area of disturbance as shown on the site plan for Unit 1 is 1052 m², which is less that what is permitted by the Environmental Benefit Permit for Johnston Point.

Township staff are satisfied that the individual site plan for Unit 1 meets the relevant conditions of the Johnston Point Plan of Condominium and Master Site Plan Agreement. Staff are also satisfied that the site plan for Unit 1 meets the relevant conditions of the Environmental Benefit Permit (PT-C-001-16) issued October 28, 2018 for Johnston Point.

Site Plan Agreement

The individual site plan agreement (attached) carries forward several key requirements from the Condominium Agreement and Master Site Plan. The site plan also establishes conditions that address the enforcement of the agreement.

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 Township's solicitor.

The Owner has reviewed the site plan agreement and indicated their concurrence by signing it. Original signed copies of the agreement have been provided to the Township and is attached

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

Notice/Consultation

The site plan drawing was reviewed by Planning Services staff for conformity with the condominium agreement, master site plan agreement and the Environmental Benefit Permit for Johnston Point.

Building Services staff reviewed the application from a Part 8 – Sewage Review perspective and are satisfied that the location and area shown on the site plan application is sufficient for the sewage system. Further detailed review will occur through the issuance of the building permit for the sewage system and the dwelling.

Public Services staff reviewed the lot grading and drainage plan and the design of the driveway. Public Services staff are satisfied with the site plan, the design of the driveway and lot grading and drainage plan for Unit 1.

The site plan was circulated to Cataraqui Conservation for review. Staff have no objection to the approval of application S-04-21-L based upon our consideration for natural hazards, natural heritage, and water quality protection policies

Cataraqui Conservation issued a permit under their regulation 148/06 on January 19, 2022.

The individual site plan for Unit 1 was presented at the February 8, 2022 Committee of the Whole meeting for information.

Attachments

1. Individual Unit Site Plan – Unit 1, Johnston Point
2. By-law 2022-19 – A by-law to enter into a Site Plan Agreement
3. Individual Unit Site Plan Agreement – Unit 1, Johnston Point
4. Supporting information drawings and studies
 - Letter from Leslie Higginson, OLS
 - Lot Grading & Drainage Plan - Unit 1, Johnston Point
5. Conceptual Site Plan – Unit 1 – November 9, 2021 - Master Site Plan Agreement
6. Cataraqui Conservation – Comments on SP-04-21-L

Approvals

Report prepared and submitted by:



Claire Dodds, MCIP, RPP
Director of Development Services

Approved By:



Louise Fragnito
Interim Chief Administrative Officer

SITE PLAN CONTROL AGREEMENT

THIS AGREEMENT made in triplicate this ____ day of _____, 2022.

BETWEEN:

JEFFREY RATH & SUSAN PETERS RATH

hereinafter called the "Owner"

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC
hereinafter called the "Municipality"

WHEREAS the Owner is the registered owner in fee simple of certain lands described in Schedule "A", attached hereto, located in the Township of South Frontenac (the "Owner's Lands");

AND WHEREAS the Municipality is authorized to enter into this agreement and register it against the title to the Owner's Lands pursuant to section 41 of the Planning Act and section 6.17 of the Township of South Frontenac Official Plan;

AND WHEREAS the Municipality has passed by-law No. 2003-75 to designate all of the Township of South Frontenac as a "Site Plan Control Area";

AND WHEREAS the Owner acknowledges and agrees that the Owner's Lands are governed by a Master Site Plan Agreement, which agreement requires the execution of this individual Site Plan Agreement for the Owner's Lands in order to permit development;

NOW THEREFORE, THIS AGREEMENT 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 obligations imposed by this Agreement affect the land described in Schedule "A" hereto and any restrictive covenants expressed herein run with the land and bind successors in title to the said lands as well as the successors and assigns of the Owner.
3. The Owner shall, at its sole risk and expense and to the satisfaction of the Municipality, develop the Owner's Lands in accordance with this Site Plan Agreement and the Master Site Plan Agreement and shall construct, use, and maintain those facilities and works in accordance with the terms of this Agreement. The drawings listed in Schedule "B" are hereby incorporated by reference into this Agreement. The originals of the Schedules are on file in the offices of the Municipality and shall govern in the event of any dispute.
4. The following schedules are attached to, and form part of this Agreement and

- no new building, structure or other facility shall be erected, altered or placed on the said land except in accordance with the attached schedules which consist of:
- a. Legal Description of Lands;
 - b. Site Plan Drawings and Reports; and
 - c. Municipal Conditions of Approval.
5. The Owner shall comply with any amendments, additions or deletions to the Site Plan Drawings 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.
 6. Prior to the commencement of any construction, and subject to clause 8 below, the Owner agrees to obtain all other permits and approvals required by any other agency or authority having jurisdiction.
 7. The Owner covenants and agrees to develop the Owner's Lands in accordance with those municipal conditions set out in Schedule "C" to this Agreement. No development shall occur on the Owner's Lands that is inconsistent with this Agreement.
 8. The Owner agrees that they shall not apply for any building permits for the development of the Owner's Lands that is inconsistent with the Environmental Benefit Permit PT-C-001-16 issued on October 28, 2018 ("Environmental Benefit Permit"), and all work undertaken pursuant to this Site Plan Agreement shall be in conformity therewith.
 - a. The Owner acknowledges that the Municipality recommends consulting a biologist in connection with the Site Plan and development of the Owner's Lands to ensure compliance with the requirements of the registered Condominium Agreement, the Condominium Declaration and the Environmental Benefit Permit.
 - b. The Owner acknowledges and agrees that the actual disturbed area calculation, which is limited by the terms of the Environmental Benefit Permit, has been calculated by the Owner and incorporated into this site plan approval and no development shall be undertaken that exceeds the calculation.
 9. All site servicing is indicated on the Site Plan Drawings and the Owner covenants and agrees to comply with all setbacks shown thereon. Without limiting the generality of the foregoing, the Owner agrees that any well shall be located outside of the 40m setback from the highwater mark. All well construction shall comply with the general restrictions on construction imposed by the Environmental Benefit Permit.
 10. Development of the Owner's Lands shall be in accordance with the Condominium Agreement registered on title as Instrument Number FC329989 and the Master Site Plan for Johnston Point. In the event that there is any inconsistency between this Agreement, the Environmental Benefit Permit or the requirements of the Condominium Agreement, the Environmental Benefit Permit shall govern, followed in order of priority by this Site Plan Agreement, the Master Site Plan Agreement, and the Condominium Agreement to the extent of any inconsistency.
 11. The Owner acknowledges that the Municipality shall not maintain or repair and will have no obligation to maintain or repair the private gravel lane (right-of-way) that provides access to the Owner's Lands or to perform or provide any other municipal services normally associated with public highways within

- the Municipality. The Owner acknowledges and agrees that the entire length of the private lane shall remain unpaved in perpetuity.
12. The Owner acknowledges and agrees that the Municipality shall not be responsible for providing fire, ambulance and other emergency services to the Owner's Lands if the operator of the emergency vehicle, having made reasonable efforts in the circumstances, determines that the condition of the roads 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 Owner's Lands.
13. The Owner acknowledges and agrees that the Municipality shall not provide curbside waste disposal services to the Owner's Lands. Waste pickup will be available at the Township Road in a designated garbage and recycling collection facilities.
14. In the event that the Owner fails to install or maintain the facilities covered by this Agreement, then, upon the Director of Development Services or designate giving seven days written notice by pre-paid registered mail to the Owner, the Municipality, through its employees, agents or contractors, may, without further notice, enter upon the Owner's Lands and proceed to supply all materials and to do all the necessary inspections and works in connection with the facilities, including without limitation the replacement of vegetation or other materials which have been removed from buffer areas and to charge the cost thereof, together with the cost of engineering and any other expenses incurred by the Municipality, against the Owner. Such entry and work shall not be deemed as an assumption by the Municipality of any liability. It is expressly agreed that the Owner or any person in possession shall not question the cost incurred by the Municipality for labour, materials or any other costs incidental to do the said work and this provision shall be deemed to operate as an effective estoppel in judicial proceedings if such costs are challenged or placed in question.
15. 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 road(s) serving the Owner's Lands, including the inability to operate an emergency vehicle properly or safely in order to access or exit any given unit due in whole or in part to the condition of the roads or driveways at the time.
16. Time shall be of the essence of this Agreement and of any extension of time that may be agreed upon by the parties.
17. The Municipality will make reasonable efforts with the number of personnel available to it to inspect the works and facilities to be constructed in accordance with the Site Plan Drawings and this Agreement, but the Owner shall indemnify and save harmless the Municipality, its servants, agents and contractors from any responsibility or liability arising directly or indirectly from any failure or delay in completing such inspections.
18. The Owner hereby grants to the Municipality, its servants and contractors, a licence to enter the Owner's Lands during normal operating hours for the purpose of inspecting the works and facilities and to perform any work arising from or the result of any default by the Owner under this Agreement.
19. It is the intent of this Agreement that the Municipality shall not incur any expense for the development of the Owner's Lands and every obligation of

the Owner under this Agreement shall be deemed to include the words "at the expense of the Owner", unless specifically stated otherwise.

20. The Owner agrees to pay the legal, engineering, landscape architectural, planning and administrative costs incurred by the Municipality to process the Site Plan Drawings, including but not limited to, the preparation of this Agreement and all plans and specifications, and the supervision and inspection of the Works.
21. All invoices, costs and expenses received or incurred by the Municipality and payable by the Owner shall be paid within thirty (30) days of the Municipality's invoice or demand for payment to the Owner, failing which the Owner shall be in default under this agreement and shall continue in default until payment plus all accrued interest is made in full.
22. Interest shall be paid by the Owner on all overdue amounts at the same rate per annum and calculated in the same manner as the Municipality charges on overdue municipal taxes and any payments received shall be applied first on account of accumulated interest and then on the outstanding amount.
23. The Owner consents to the registration by the Municipality at the Owner's expense of this Agreement against the title to the Owner's Lands and, in accordance with s. 41(10) of the Planning Act, all of the terms and conditions of this Agreement may be enforced against the Owner and any and all subsequent owners of the Owner's Lands.
24. The Owner shall ensure that the requirements of this Agreement and the Site Plan Drawings are brought to the attention of its contractors, employees and workers prior to the start of any construction.
25. All covenants in this Agreement shall be construed as being joint and several and that, when the context so requires or permits, the singular number shall be read as if the plural were expressed, and the masculine gender as if the feminine or neuter gender, as the case may be, were expressed.
26. The Owner covenants and agrees that nothing in this Agreement releases the Owner from the obligation to comply with the provisions of all other by-laws of the Municipality that may now or in future be in effect.
27. Any dispute between the parties with respect to this Agreement shall, at the request of a party, be submitted to arbitration pursuant to the Arbitration Act and the decision of the arbitrator or, if more than one, the decision of a majority shall be final and binding on the parties.
28. Each party shall pay its own costs of the arbitration and shall share equally the costs of the arbitrator(s).
29. The Owner agrees that if any section, clause or provision of this Agreement, is for any reason declared by a Court of competent jurisdiction to be invalid the same shall not affect the validity of the Agreement as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of this Agreement shall remain in full force and effect, notwithstanding that one or more provisions thereof shall be declared to be invalid.
30. This Agreement shall enure to and be binding upon the parties hereto, and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have by the hands and seals executed this agreement as of the first date set out above.

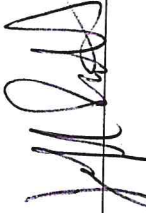
SIGNED, SEALED AND DELIVERED:

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

Ron Vandewal - Mayor

Angela Maddocks - Clerk

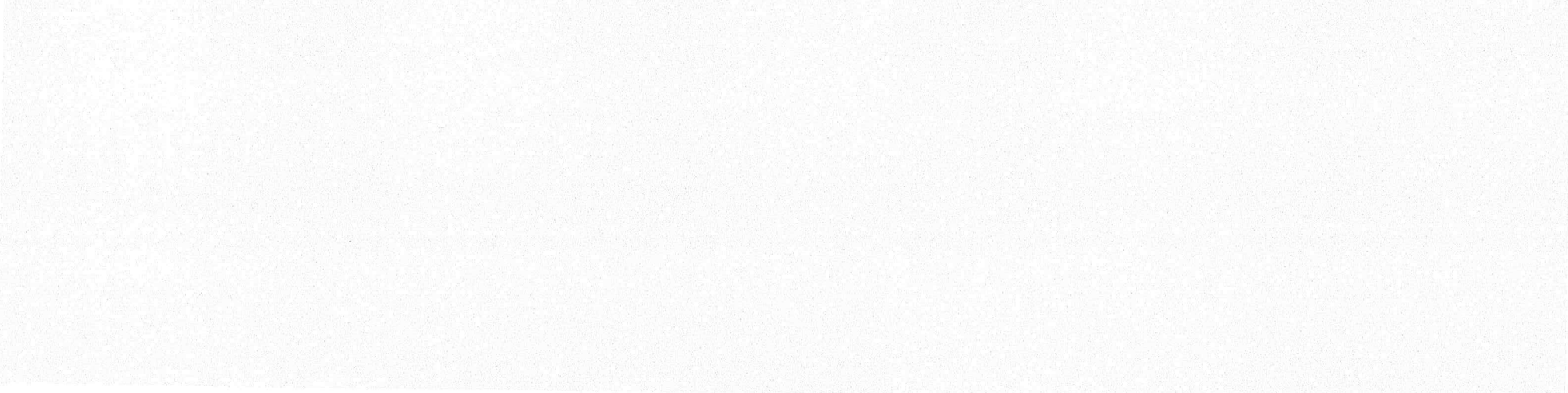
We have authority to bind the Corporation



JEFFREY RATH



SUSAN PETERS RATH



SCHEDULE "A"**LEGAL DESCRIPTION OF LANDS**

Unit 1, Level 1, Frontenac Vacant Land Condominium Plan No. 85 and its Appurtenant Interest; subject to and together with Easements as set out in Schedule A as in FC331360; Township of South Frontenac

Together with an Easement and Right-of-Way over Unit 2, Level 1, Frontenac Vacant Land Condominium Plan No. 85 as in Instrument No. FC333248

SCHEDULE "B"**SITE PLAN DRAWINGS**

THE ORIGINAL OF ALL PLANS AND REPORTS LISTED IN THIS SCHEDULE AND INCORPORATED BY REFERENCE INTO THIS AGREEMENT ARE ON FILE IN THE OFFICE OF THE SOUTH FRONTENAC DEVELOPMENT SERVICES DEPARTMENT AND SHALL GOVERN IN THE EVENT OF ANY DISPUTE.

1. Unit 1, Johnston Point – Individual Site Plan. Prepared by BONE Structures.
Dated: November 17, 2021
2. Lot Grading and Drainage Plan. Prepared by E.R. Trought Design Inc.
Dated: September 10, 2021
3. Letter from Leslie Higginson, O.L.S. re Staking Unit 1. Leslie M. Higginson
Surveying Ltd. Dated: October 4, 2021
4. Unit 1, Johnston Point - Species at Risk Pre-Clearing Report. Ecological
Services. Dated: September 24, 2021.

SCHEDULE "C" MUNICIPAL CONDITIONS

The Owner further covenants and agrees to develop the Owner's Lands in accordance with the following Municipal Conditions:

1. The Owner agrees to construct all works and facilities in a good and workmanlike manner and, where applicable, according to the Municipality's normal standards and specifications.
2. 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.
3. The Owner shall be responsible for installing and maintaining all sediment and erosion controls in accordance with best management practices prior to and during construction activities.
4. The Owner agrees to undertake site alteration consistent with the lot grading and drainage plan approved by the Municipality. The lot grading and drainage shall be maintained consistent with the plan. Any deviation from the approved lot grading and drainage plan must be reviewed by the Municipal Engineer or their designate prior to any work being started. Minor deviations may be approved by the Municipal Engineer in consultation with the Director of Development Services. Should the deviation be considered major by the Municipal Engineer and the Director of Development Services, an amendment to the site plan agreement will be required to be approved by Council.
5. The driveway shall be located a minimum of 30 metres from any waterbody and shall be designed by a qualified Engineer to ensure mitigative measures are applied to direct stormwater runoff and reduce erosion. The driveway shall be constructed and maintained in accordance with the design approved by the Municipality.
6. The Owner acknowledges that consistent with the Environmental Benefit Permit, driveways must remain unpaved, however footprints for cars may be paved.
7. The Owner agrees to obtain the approval of Hydro One Networks Inc prior to connecting to or relocating existing hydro services.
8. The Owner shall ensure that all development conforms, at a minimum, to the following:
 - a. The Environmental Benefit Permit;
 - b. All development on the Lands within 120 metres of the Provincially Significant Wetlands and within 50 metres of the shoreline of Loughborough Lake is subject to the "Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation" (Ontario Regulation 148/06). The Owner shall obtain written permission by obtaining a Permit from Cataraqui Conservation Authority prior to any development (e.g. filling, lot grading, construction) taking place within the regulated area, alteration to the shoreline and/or interference with a wetland. A copy of any Permit issued by Cataraqui Conservation for works occurring on the Owner's Lands shall also be provided to the Municipality;
 - c. All Municipal Conditions as set out in Schedule "E" of the Condominium Agreement;

- d. Exterior lighting shall be installed and maintained consistent with the International Dark Sky Associations' best practices which includes directing any light emitted downwards and away from adjacent uses or the shoreline. An exterior lighting review will be completed by Township staff within 4 months of the occupancy certificate being issued for the dwelling;
 - e. The location, materials and dimensions for docks and pathways shall conform to the Condominium Agreement and this Agreement and shall not be varied without further approval from the Municipality;
 - f. Only one (1) dock shall be permitted to service Unit 1, and all other existing docks shall be removed. The surface area of the dock located on Unit 1 may not exceed 20 m² and its length shall not exceed 8 m;
 - g. 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. Any required permits shall be obtained by the Owner;
 - h. The location, dimensions and materials for the driveway shall conform to the Condominium Agreement and this Agreement and shall not be varied without further approval from the Municipality;
 - i. The 30 metre shoreline vegetation protection area shall be maintained in a natural state and all vegetation shall be retained, save only for invasive species, and the 1.5m wide pathway to the shoreline; and
 - j. The 40 metre tree protection setback from the shoreline shall be maintained in a natural state except for the removal of vegetation shown on the Site Plan Drawings listed in Schedule "B".
9. The Owner agrees that an Ontario Land Surveyor shall mark and stake the 30 metre and 40 metre setbacks from the highwater mark and shall stake the footprint of the buildings and primary sewage system area within the boundary of the building envelope. These marks and staking shall remain in place during construction and until a final inspection is completed by the Chief Building Official or their designate. It is acknowledged that the Chief Building Official or their designate may request other setbacks be confirmed by an Ontario Land Surveyor as required in order to confirm construction is consistent with the Site Plan drawing included in Schedule "B".
10. The Owner acknowledges that the Site Plan identifies a primary and alternative location for sewage systems. The Owner agrees that there shall be no construction of a well, dwelling, driveway, pool, garage or any other structure or site grading within the area reserved for the primary or alternate sewage system.
11. The dwelling on this Unit 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 to the location of the sewage disposal system shall be supported by a Professional Engineer with expertise in the field and approved by the Chief Building Official.

12. Human Remains and Archaeological Resources

- a. 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
- b. That in the event that human remains are discovered during construction or site development of a lot, Owner shall immediately contact the Township of South Frontenac Development Services Department, the Ontario Provincial Police (OPP), the Ministry of Tourism, Culture and Sport and the Registrar or Deputy Registrar of the Cemeteries Unit of the Ministry of Consumer Services.
- c. 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

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-19**

**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 JEFF AND SUSAN RATH**

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 Jeff and Susan Rath, 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 Unit 1, Level 1, Frontenac Vacant Land Condominium Plan No. 85 (Johnston Point) and its Appurtenant Interest; subject to and together with Easements as set out in Schedule A as in FC331360; Township of South Frontenac, together with an Easement and Right-of-Way over Unit 2, Level 1, Frontenac Vacant Land Condominium Plan No. 85 as in Instrument No. FC333248, District of Loughborough, Township of South Frontenac.
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 15th day of February, 2022.

Read a first and second time this 15th day of February, 2022.

Read a third time and finally passed this 15th day of February, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

ZONING AND SITE RESTRICTIONS NOTES		
Municipality and Project Information		
• Project type and description	New single Family Dwelling	
• Municipality	TOWNSHIP OF SOUTH FRONTENAC	
• Zoning designation	RLS1-103 (LIMITED SERVICE RESIDENTIAL WATERFRONT)-Magenta Waterfront Development	
Lot area		
• Total lot area	217,364.4 sq.ft / 20,183.8 m ² / 4.99 ac.	
Permitted (ft/m)		
• Lot coverage	(5%) 10,868.22 sq.ft / 1,009.7m ²	Proposed (ft/m) (1.38%) 3000.63 sq.ft / 278.77 m ²
Setbacks		
• Interior Side Yard (Minimum)	9'-8" / 2.9m	18'-4" / 5.59m
• Setback from water's edge	131'-2 3/4" / 40m	145'-2 3/4" / 44.27m
• Right Lot setback	131'-2 3/4" / 40m	148'-3 1/2" / 45.20m
• Exterior Side Yard (Minimum)	32'-9 5/8" / 10m	131'-5 3/8" / 40m
Building height		
• Building height	36'-1" / 11m	25'-11 1/2" / 7.91m
• Gross floor area - Min	635.1 sq.ft / 59 m ²	3798.84 sq.ft / 352.92 m ²
Septic area		
• Septic area	914.93 sq.ft / 85 m ²	
• New driveway area	3487.51 sq.ft / 324 m ²	
• Building area	2637.16 sq.ft / 245 m ²	
• Building grading area	1268.85 sq.ft / 117.88 m ²	
• Deck area	355.21 sq.ft / 33 m ²	
• Existing driveway area	1237.85 sq.ft / 115 m ²	
• Dock area	215.28 sq.ft / 20 m ²	
• Path way area	1431.80 sq.ft / 133 m ²	
• Total development area (Dock area excluded)	11333.11 sq.ft / 1052.88 m ²	



SYMBOLS LEGEND & NOTES	
PROPERTY LINE	---
INTERIOR SIDE YARD SETBACK	- - - - -
30M SETBACK FROM WATER'S EDGE	- - - - -
40M SETBACK FROM WATER'S EDGE	- - - - -
45M SETBACK FROM WATER'S EDGE	- - - - -
50M SETBACK FROM WATER'S EDGE	- - - - -
PROPOSED HOUSE	---
PROJECTING ELEMENTS	---
WATER EDGE	---
EROSION FENCE	---
HOUSE FOOTPRINT	█
SEPTIC	█
NO-TOUCH ZONE VEGETATED	█
VEGETATION	█
PROPOSED DOCK	█
DRIVEWAY	█
DISTURB SPACE OF HOUSE	█
SEPTIC AREA	█
WELL	●
LOT CORNER	⊕
FIRE HYDRANT	⊕
EXISTING GRADE	EG XXXX.X'
PROPOSED GRADE	PG XXXX.X'
FINISH FLOOR	F.F.

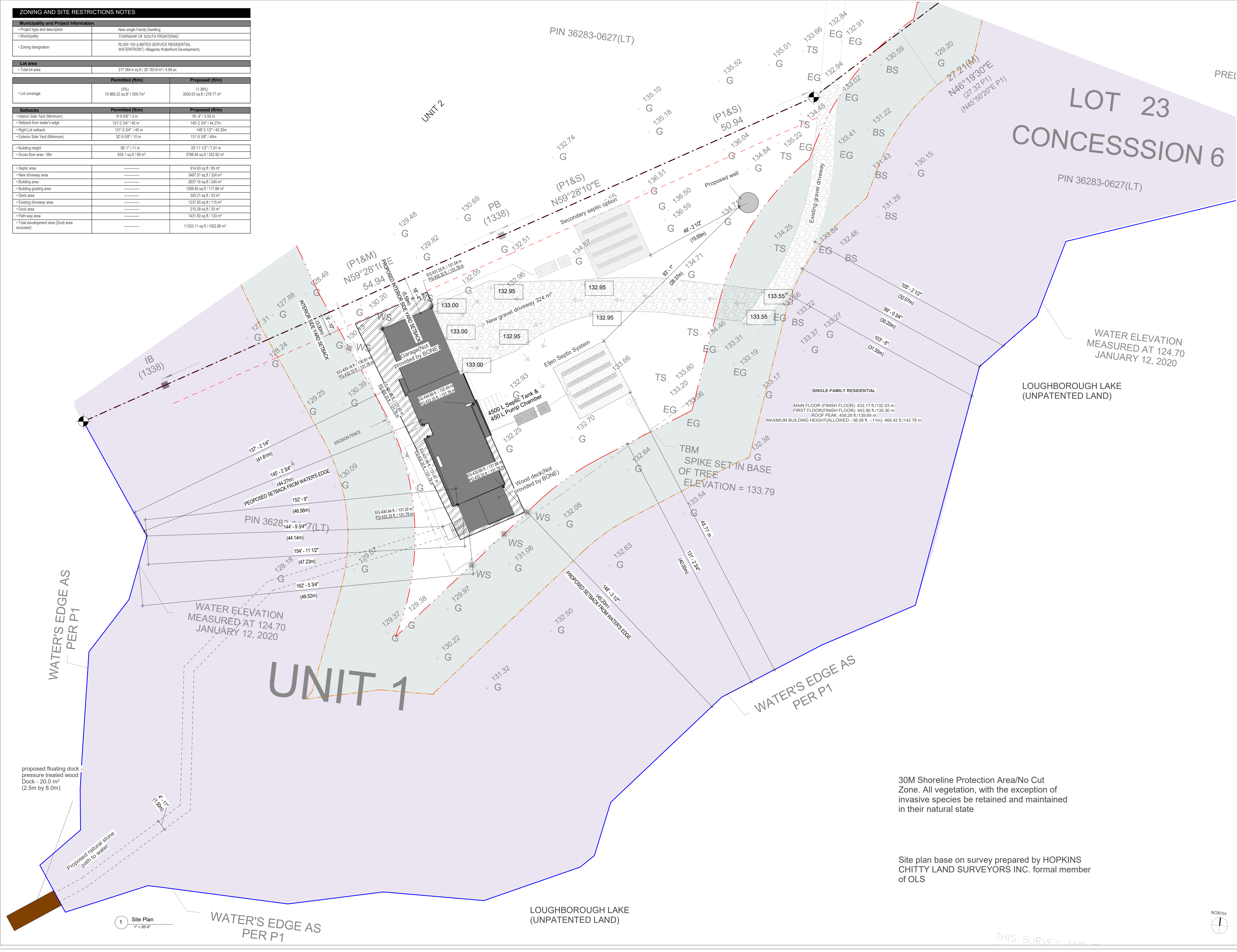
Simple Concept
 2812 JOSEPH-A. BOMBARDIER, LAVAL, QC, CA H7P 6E2
 T:450.978.0602 FAX:450.978.4917

THESE PLANS, PROVIDED BY BONE STRUCTURE, ARE FOR INFORMATION ONLY REGARDING THE CONSTRUCTION OF THE PROJECT BY AN AUTHORIZED DEALER. BONE STRUCTURE IS THE SUPPLIER OF A STRUCTURAL SYSTEM THAT INCLUDES THE ANCHORS REQUIRED FOR INDOOR AND OUTDOOR FINISH. OTHER BUILDING SYSTEMS ARE LISTED AND SHOWN FOR INFORMATIONAL PURPOSES AND ARE THE RESPONSIBILITY OF THE MANUFACTURER.

DATE	REVISION	BY	NO.
2021-11-17	Permit Revision-Site plan(AC)	MJ	6
2021-10-15	Permit Revision-Site plan(AC)	MJ	5
2021-07-28	Permit Revision-Site plan(AC)	MJ	4
2021-06-02	Permit Revision (AC)	MJ	3
2021-04-22	Issued for permit (AC)-Topo	MJ	2
2020-08-13	Issued for permit (AC)	MJ	1

PROJECT	DRAWING TITLE	DRAWN BY	CHECK BY	DATE	SCALE	REVISION	PAGE
RATH RESIDENCE	Site plan	MJ	BONE Structure	2021/11/17			A. 100

PROJECT	DRAWING TITLE	DRAWN BY	CHECK BY	DATE	SCALE	REVISION	PAGE
RATH RESIDENCE	Site plan	MJ	BONE Structure	2021/11/17			A. 100



30M Shoreline Protection Area/No Cut Zone. All vegetation, with the exception of invasive species be retained and maintained in their natural state

Site plan base on survey prepared by HOPKINS CHITTY LAND SURVEYORS INC. formal member of OLS

1 Site Plan
1" = 20'-0"

Leslie M. Higginson
Surveying Ltd.

1064 Gardiners Road
Kingston, Ontario, Canada K7P 1R7
tel: 613.389.7986 fax: 613.389.5578
www.lmhigginson.com

October 4, 2021

Jeff Rath

Re: Sketch showing Wooden Stakes set on
Unit Number 1 on Frontenac Vacant Land Condominium No. 85
Johnston Point
Township of South Frontenac
(Geographic Township of Loughborough)
County of Frontenac

Dear Mr. Rath:

It is our understanding that you are required to complete the final items prior to a Building Permit being issued for the subject property:

1. Stake the 30M set-back near the Eastern Boundary of the property to ensure the existing driveway (and planned driveway) do not/will not enter the 30M set back to the High-Water Mark and Provincially Significant Wetlands (PSW).
2. Stake the new planned driveway and septic
3. Verify existing stakes for the planned building footprint is accurate

I have enclosed copies of a Sketch that we have prepared illustrating that the above 3 conditions have been met.

Our Sketch shows the location of the Wooden Stakes that we set marking the 30 m set back from the Eastern Boundary to the edge of the existing & new driveway, 4 rectangular Corners of the proposed Dwelling, the proposed location of the Septic and the 30 & 40 m setback from the Water's edge.

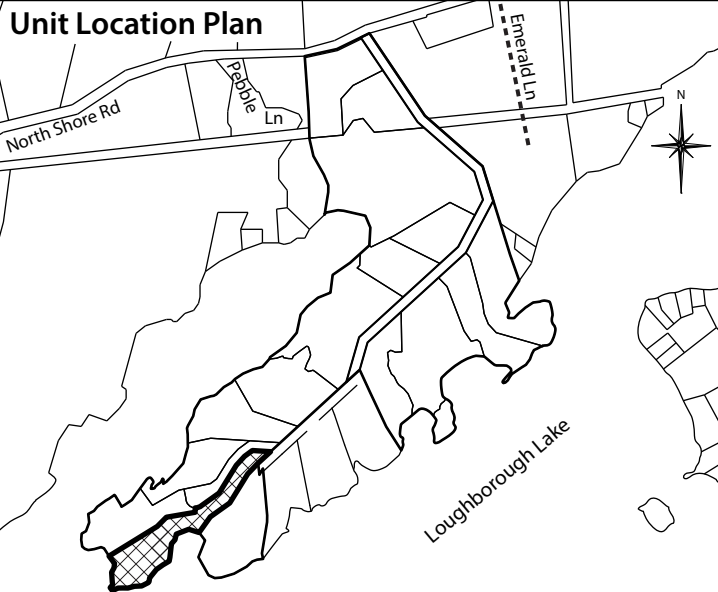
We have illustrated that the 30 m setback from the Provincially Significant Wetland does not affect the driveways or the proposed building location.

The position of the Water's Edge has been established using the information on the Frontenac Vacant Land Condominium Plan No. 85 and the location of the Survey Bars that we found along the northerly limit of the Unit.

If you have any questions or require additional information, please let us know.

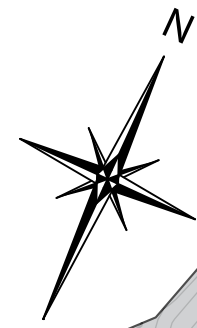
Yours truly,

Leslie M. Higginson
Ontario Land Surveyor



Johnston Point Conceptual Site Plan - Unit 1

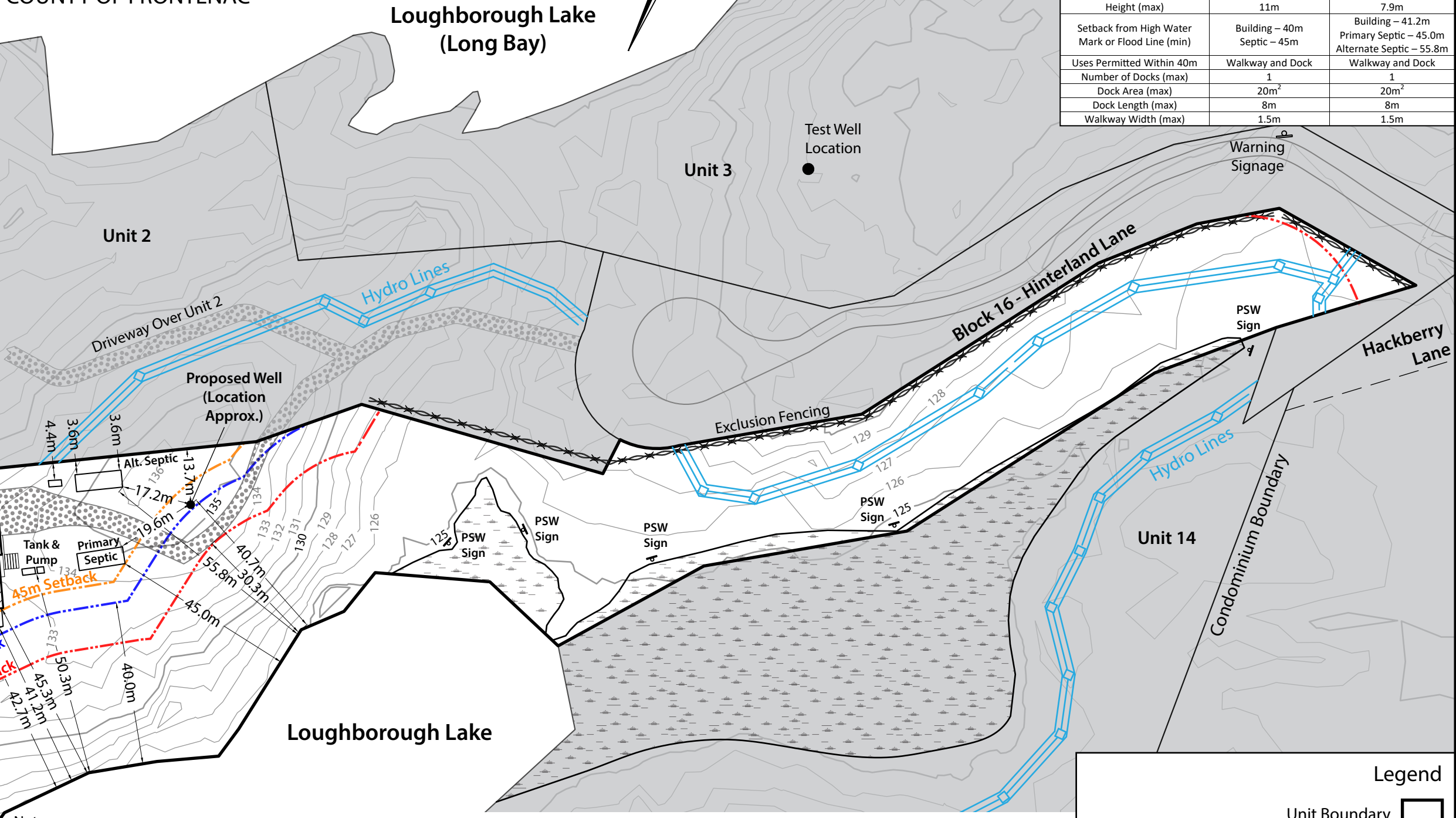
Part Lots 23, Concession 6
Geographic Township of Loughborough
Township of South Frontenac
COUNTY OF FRONTENAC



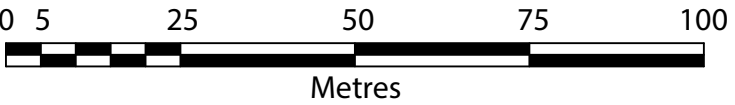
Unit 1 Site Statistics – RLSW-103 and EP Zones		
Provision (RLSW-103)	Requirement	Proposed
Lot Area (min)	10,000m ²	19,868m ²
Lot Frontage (min)	76m	213.3m
Water Frontage (min)	91m	337.7m
Front Yard (min)	30m	41.2m
Rear Yard (min)	10m	153.2m
Interior Side Yard (min)	3m	5.5m
Gross Floor Area (min)	59m ²	317.8m ²
Lot Coverage (max)	5%	1.44%
Height (max)	11m	7.9m
Setback from High Water Mark or Flood Line (min)	Building – 40m Septic – 45m	Building – 41.2m Primary Septic – 45.0m Alternate Septic – 55.8m
Uses Permitted Within 40m	Walkway and Dock	Walkway and Dock
Number of Docks (max)	1	1
Dock Area (max)	20m ²	20m ²
Dock Length (max)	8m	8m
Walkway Width (max)	1.5m	1.5m

Unit specific plans included with the Master Site Plan are for conceptual purposes only and have not been tested or verified by consultants as will be required in the case of individual site plan applications. ZanderPlan assumes no responsibility for the accuracy or viability of the conceptual unit site plans that are subject to all municipal requirements, engineering studies, the requirements of the benefit permit, the requirements of the condominium agreement, and the requirements of the declaration.

The co-ordinates used for the preparation of the Master Plan are reproduced from the draft plan of condominium and accuracy of that plan is verified by an Ontario Land Surveyor.



Proposed Dock - 20.0m²
(2.5m by 8.0m)



- Notes:
- The locations and sizes of the proposed dwelling, primary eljen and alternate eljen septic systems derived from the site plan drawing provided as part of the building plans for the property completed by BONE Structure.
 - Final dwelling size and location, septic size and location, dock location, and the pathway to the water will be determined through a future site plan control application for the unit. All site improvements shown in the conceptual master plans, including but not limited to driveway locations, have been placed without regard to topography or feasibility of design or construction of such features in locations shown and may change or be relocated subject to all restrictions in the zoning, condominium agreement, declaration and master site plan agreement.
 - The driveway leading to the development area will travel over the abutting Unit 2 and will not access Block 16 directly.
 - Signs to delineate the edge of the Provincially Significant Wetlands have been shown on this plan. The sign locations and spacing between are conceptual and must be confirmed by a qualified professional.
 - Per the Overall Benefit Permit exclusion fencing has been shown along the common lot line between Unit 1 and Block 16 to deter wildlife from crossing into the travelled road.
 - Lands within the 30 metre setback from the High Water Mark / Flood Line for the lot will comprise a shoreline protection area / no cut zone. All vegetation with the exception of invasive species shall be retained and maintained in a natural state.
 - Lands within the 40 metre setback from the High Water Mark / Flood Line of the lot will comprise a Tree Protection Area to ensure all living trees greater than four inches in diameter at breast height shall be maintained unless approved for removal. Vegetation clearing for development including driveways, building and septic fields shall not occur between April 1st and October 30th. Clearing may only occur during this period if a qualified professional is present on-site.
 - The proposed dock must only be a pole dock or floating dock. Removal of aquatic vegetation is not permitted.

Legend

- Unit Boundary
- Dwelling Footprint
- Provincially Significant Wetlands
- Proposed Driveway
- 30m High Water Mark / Flood Line Setback
- 40m High Water Mark / Flood Line Setback
- 45m High Water Mark / Flood Line Setback
- Hydro Lines
- Exclusion Fencing



December 13, 2021

File: SPC/FRS/408/2021

Sent by E-mail

Claire Dodds, Director of Development Services
Township of South Frontenac
P.O. Box 100
Sydenham, ON K0H 2T0

Dear Ms. Dodds:

**Re: Application for Site Plan Control S-04-21-L (Magenta Waterfront Corp.)
Part Lot 23, Concession 5; Unit 1 Johnston Point Condominium
Township of South Frontenac (Loughborough District)
Waterbody: Loughborough Lake / Provincially Significant Wetland**

Cataraqui Conservation staff have reviewed the technical circulation for the above-noted application, including the following:

- Application for Site Plan Approval (Magenta Waterfront Corp., June 11, 2021)
- Site Plan for Unit 1 – Rath Residence (BONE Structure, Nov. 17, 2021)
- Unit 1 Lot Grading & Drainage Plan (E.R. Trought Design Inc., Sept. 10, 2021)
- Species at Risk (SAR) Inspection Report (Ecological Services, August 24, 2021)

Summary of Proposal / Site Description

The proposal involves construction, filling and site alteration / lot grading for a 2 hectare parcel of land described as Unit 1, Johnston Point Condominium. The subject property is located along the north shore of the east basin of Loughborough Lake, east of Perth Road and south of North Shore Road in South Frontenac Township. The property is currently vacant.

The property is located at the western end of the Johnston Point plan of condominium development. A portion of the Loughborough Lake provincially significant wetland (PSW) is located along the eastern side of the property. The topography of the property can be characterized as rising steadily from the shoreline toward the interior of the lot where development is proposed.



Discussion

The main interests of Cataraqi Conservation in this proposal are the avoidance of natural hazards (e.g. flooding and erosion) associated with the shoreline of Loughborough Lake, the use of appropriate sediment and erosion control measures, the protection of natural heritage (e.g. woodlands and wetlands) and water quality. Staff provide the following comments for the Township's consideration and action/response by the applicant.

Natural Hazards

1. The setbacks for development proposed in the original Environmental Impact Assessment (EIA) (Ecological Services, June 12, 2014) and the addendums to the EIA (Ecological Services, March 30, 2016 and November 2, 2020) place all development outside of any area that may be subject to risk due to flooding and erosion associated with the shoreline of Loughborough Lake. Staff have no concerns from a natural hazard perspective.

Sediment and Erosion Control

2. Sediment and erosion control has been addressed through the installation of erosion control fencing around the development envelope. Staff have no concerns from a sediment and erosion control perspective.

Natural Heritage / Water Quality

3. The EIA recommended a 30 metre "no cut" zone so that a proper buffer is maintained along the shoreline. This area has been appropriately identified on the site plan drawing as a "30M Shoreline Protection Area/No Cut Zone."
4. Staff note that all development is proposed to be outside of the required 40 metre setback from the highwater mark of Loughborough Lake. Staff have no concerns from a natural heritage and water quality perspective.

Ontario Regulation 148/06

5. Staff note that a permit under Ontario Regulation 148/06 (see description below) is required for development (e.g. construction, filling, and lot grading) within 120 metres of the Loughborough Lake PSW. Therefore, a Cataraqi Conservation permit will be required prior to development taking place.



Recommendation

Staff have no objection to the approval of application S-04-21-L based upon our consideration for natural hazards, natural heritage, and water quality protection policies. Please inform this office in writing of any decisions made by South Frontenac Township regarding this application.

Ontario Regulation 148/06

Please note that a large portion of the property is subject to Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses, which is administered by Cataraqi Conservation. The purpose of the regulation is to ensure that proposed changes (e.g. development and site alteration) to a property are not affected by natural hazards, such as flooding and erosion, and that the Loughborough Lake wetland complex is protected. The applicant or future owner(s) of the lands will be required to contact the undersigned at the building permit stage for more information regarding permitting requirements under Ontario Regulation 148/06.

If you have any questions, please contact the undersigned at (613)546-4228 extension 244, or by e-mail to aschmidt@crca.ca.

Yours truly,

Andrew Schmidt

Andrew Schmidt
Supervisor, Development Review

/as

c.c. Michelle Hannah, Planning Assistant, South Frontenac Township (via e-mail)

**South Frontenac Museum Society
Annual Meeting Feb. 24, 2022 9.15 a.m.
In person in the Council Chamber and on ZOOM**

1. Welcome: Tribute to Pat Barr & Floyd Deyo

2. Motion: That the agenda of the Annual General Meeting of Feb 24, 2022 be approved.

3. Motion: That the Minutes of the Feb 9, 2021 Annual General Meeting be approved.

4. Financial Report/Grants

Motion: That the 2021 actuals report and the 2022 budget be approved.

5. Committee Reports

**Collection Management
Exhibits
Marketing
Membership
Docent Management
Treasurers in the Attic
Bellrock and Petworth Mills
Township Matters**

6. Election of the Board of Directors

Nominations Committee Report:

Motion: That nominations be closed.

Motion: That the meeting confirms the previous actions of the Board of Directors of the South Frontenac Museum Society from Feb 9, 2021 to Feb 24, 2022.

Guest Speaker

Adjournment

A complete agenda will be mailed in two weeks, Please confirm at that time your attendance for a ZOOM invitation or in-person attendance.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-20**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF
THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH
FRONTENAC ON FEBRUARY 15, 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 February 15, 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 February 15, 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 February 15, 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 15 day of February, 2022.

Read a third time and finally passed this 15 day of February, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk