



TOWNSHIP OF SOUTH FRONTENAC
Council Meeting Agenda
Meeting # 33



TIME: 7:00 PM,
DATE: Tuesday, September 20, 2022
PLACE: Electronic Participation.

1. Call to Order and Roll Call
 - a) **Resolution**
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
 - a) **Resolution**
4. Scheduled Closed Session - not applicable
5. Delegations
 - a) **Brad McNevin, CAO, Quinte Conservation, re: Municipal Partnership Briefing** 3 - 19
6. Public Meeting
 - a) **Resolution** - Call the public meeting to order
 - b) **Notice of Collection**
 - c) **Official Plan Amendment Application PL-OPA-2022-0037 and Zoning By-law Amendment Application Z-16/15, Skycroft Campground (2011), 2827 Opinicon Road** 20 - 63
 - This report provides Council with information about Zoning By-law Amendment Application Z-16/15 and Official Plan Amendment Application PL-OPA-2022-0037 for a proposed expansion of Skycroft Campground at 2827 Opinicon Road.
 - d) **Resolution** - Close Public Meeting
7. Approval of Minutes - not applicable
8. Business Arising from the Minutes
9. Reports Requiring Action - none
10. Committee Meeting Minutes - none
11. By-laws
 - a) **By-law 2022-88** - Appointment of Deputy Treasurer 64 - 66
 - This report recommends the passing of a bylaw to appoint Louise Fragnito as Deputy Treasurer for the Township. Deputy Treasurers must be appointed by By-law to meet Municipal Act requirements to grant the powers of the Treasurer as needed.
 - b) **By-law 2022-89** - Commemorative Amenity & Tree Policy and Application 67 - 75
 - Staff is seeking Council approval for a Commemorative Amenity & Tree Policy. This policy will act as a guiding

document to ensure commemorative installations are thoroughly reviewed to maintain environmental and social integrity, and to ensure installations are conducive with long-term park/ facility site plans.

- | | | |
|-----|---|---------|
| c) | By-law 2022-90 - Establish a Recreation & Leisure Services Committee | 76 - 80 |
| 12. | <u>Reports for Information - none</u> | |
| 13. | <u>Information Items - none</u> | |
| 14. | <u>Notice of Motions</u> | |
| 15. | <u>Announcements/Statements by Councillors</u> | |
| 16. | <u>Question of Clarity (from the public on outcome of agenda items)</u> | |
| 17. | <u>Closed Session (if requested)</u> | |
| 18. | <u>Confirmatory By-law</u> | |
| a) | By-law 2022-91 | 81 |
| 19. | <u>Adjournment</u> | |
| a) | Resolution | |

Natural, Vibrant and Growing - A Progressive Rural Leader



Quinte CONSERVATION

We do it for you!
your life. your home. your family.



Bay of Quinte Monitoring



Habitat Restoration and enhancement



Water Quality Monitoring

Programs and Services Inventory

MOUs and Cost Apportioning Agreements

Municipal Partner Briefings
2022

Board of Directors

- 70% of each municipality's representatives must be members of Council
 - QC currently has 24 members appointed by 18 municipalities (Prince Edward County has 7 seats, City of Belleville has 3 and all others have 1)
 - Municipalities may submit an exception request to the Minister to be exempt from the 70% criteria
 - Board member representation must comply with the CA Act based on population
- Chairs and Vice-Chairs can only serve two consecutive years and the seats must rotate to a new municipality
 - Conservation authorities may submit an exception request to the Minister
- Minister can appoint one agricultural representative to each CA Board

Website

- Must have a "Governance" webpage containing meeting schedules, agendas and minutes, budgets, audited financial statements, bylaws, contact info for Board members, program MOUs with municipalities, etc.
 - QC's website has been amended/updated where necessary but for the most part we were already providing this information

Minister's Powers

- CA must issue a Section 28 permit for any development approved by an MZO (can require ecological compensation)
- Minister may also issue a Section 28 permit for development without input from the CA (amendment not yet enacted)

- To obtain council approval-in-principle for the scope of Category 2 and 3 programs and services to be delivered by Quinte Conservation effective 2024.
- To receive direction to work with administrative staff on provincially mandated agreements.

The **purpose** of the Act is to “provide for the organization and delivery of **programs and services** that further the conservation, restoration, development and management of natural resources in watersheds of Ontario.”

The **scope** of conservation authority powers include, to:

- Research, study and investigate the watershed.
- Acquire and dispose of land.
- Erect structures and create reservoirs.
- Control the flow of surface waters to prevent floods or pollution or reduce the adverse effects.
- Temporarily or permanently alter the course of any river, canal, brook, stream or watercourse.
- Use land for park or other recreational purposes, and erected buildings and charge for admission.
- Plant and produce trees on Crown lands and private lands with the consent of the owner.
- Collaborate with other levels of government and organizations.

Section 21 sets out three categories:

Category 1: Mandatory programs and services (sec.21.2).

(e.g. dam operations, water quality monitoring, natural hazard studies, CA Lands)

Category 2: Municipal programs and services a CA provides on behalf of municipalities under a memorandum of understanding or such other agreement (sec. 21.1.1).

(e.g. SWP-RMO services, plan review for natural heritage, stormwater and hydro-g)

Category 3: Advisable programs and services that a CA determines are important to provide in its jurisdiction to further the purposes of the Act (sec. 21.1.2).

(e.g. stewardship and education programs, some watershed monitoring)

What are we required to do?

1. Secure **Memorandum of Understanding** (MOUs) for Category 2 municipal programs and services.
2. Secure **Cost Apportionment Agreements** (CAAs) for other advised Category 3 programs and services.

All agreements to be in place in time to allow for any changes to be reflected in the 2024 Budget.

CURRENT
Municipal
information
session

**Late
August,
2022**
Council
Slows down
for Election

**Feb.
2023**
New CA
Boards

Oct. 2023
Report to
Province on
MOUs &
CAAs

Dec. 31 2024
Planning and
Decision-
support tools
to be in place

**Now thru
mid Aug.
2022**
Review Cat. 2
and 3
programs &
services

**Dec.
2022**
New
Councils

**Summer
/ Fall
2023**
Draft
2024
Budget

**November
2023**
Draft budget
approved for
circulation

Category 1: Mandatory programs and services

- Costs allocated to municipalities on the municipal levy on a:
 - modified current value assessment basis, or
 - benefit-based apportionment method.

Category 2: Municipal programs and services can be cost recovered through a variety of means including user fees, grants, and a special levy allocated to that municipality.

Category 3: Advised programs and services can be cost recovered through a variety of means including user fees, grants, and a special levy allocated to participating municipalities.

- Inventory provided the end of February 2021
- Provides costs based on 2022 approved budget

Watershed Management	37%
Flood and Erosion Control	34%
Conservation Services	9%
Corporate Services	20%

PROGRAMS AND SERVICES



Quinte Conservation Authority Inventory of Programs and Services

February 17, 2022

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Natural Hazard Management Program						
Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education, and public awareness.						
Environmental Planning and Regulations	Section 28.1 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs associated with violations and court proceedings.	1	CAA s.21.1; Reg.686/21 s. 8	\$573,708	Municipal Levy – 64.4 % Self-Generated – 29.6 % Provincial – 5.9 %
	Enforcement and Compliance	Under Part VII of the Conservation Authorities Act – enforcement and compliance to Part VI Section 28 permits	1	CAA s.21.1, s.28		
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNMNR), delegated to CAs (1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.	1	CAA s.21.1; Reg.686/21 s.6, s.7		
	Plan Review Not Related to Natural Hazards (i.e., stormwater, hydro-g)	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Quinte Conservation incorporates natural heritage information particularly around wetlands and stream corridors to develop planning and regulatory strategies to mitigate downstream natural hazards.	2	CAA s.21.1.1		
Water Management	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, communications and response and equipment maintenance. Regular meetings with municipal flood emergency coordinating staff.	1	CAA s.21.1	\$1,132,078	Municipal Levy – 68.2 %, Self-Generated – 24.3% Provincial – 7.5 %
	Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure and low flow augmentation. Includes all 43 water management structures (flood control, weirs, erosion control, low flow augmentation structures, etc.) that are annually inspected, and routine maintenance work completed. Requirement under new regulation - Update asset management plan for these structures. In the future will have costs associated with the Capital Asset Management Plan for Water Control Infrastructure.	1	CAA s.21.1		
	Low water response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CAA s.21.1		
	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CAA s.21.1	2022 Budget - \$453,875 (varies year to year)	Provincial WECI – 50 %; Special Benefitting Municipal Levy – 50%
	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Lake Ontario shoreline management. These projects often last one to two years and are distributed over time as human resources and funding is available.	1	CAA s.21.1	2022 Budget - \$749,000 (varies year to year)	Special Benefitting Municipal Levy – 50% Special grant funding when available (i.e., NDMP) – 75%

QC Cost Allocation

Municipality	2021 Apportionment %	2021 Levy \$	2022 Apportionment %	2022 Levy \$	*Variance* \$
City of Belleville	38.83	\$ 784,864	38.83	\$ 884,333	\$ 99,469
Centre Hastings	1.53	\$ 30,926	1.53	\$ 32,520	\$ 1,594
Twp. Of Madoc	1.19	\$ 24,053	1.19	\$ 26,124	\$ 2,071
Marmora and Lake	0.73	\$ 14,755	0.73	\$ 30,973	\$ 16,218
Quinte West	6.8	\$ 137,852	6.82	\$ 144,294	\$ 6,442
Stirling/Rawdon	0.44	\$ 8,894	0.44	\$ 9,309	\$ 415
Tudor & Cashel	0.42	\$ 8,287	0.41	\$ 8,675	\$ 388
Tweed	3.42	\$ 68,117	3.37	\$ 72,518	\$ 4,401
Tyendinaga	2.37	\$ 47,500	2.35	\$ 60,980	\$ 13,480
Addington Highlands	1.21	\$ 24,255	1.20	\$ 29,337	\$ 5,082
Greater Napanee	6.26	\$ 126,532	6.26	\$ 163,609	\$ 37,077
Stone Mills	4.76	\$ 96,617	4.78	\$ 121,102	\$ 24,485
North Frontenac	0.05	\$ 1,011	0.05	\$ 1,058	\$ 47
Central Frontenac	2.28	\$ 45,883	2.27	\$ 61,607	\$ 15,724
South Frontenac	3.67	\$ 74,181	3.67	\$ 92,879	\$ 18,698
Deseronto	0.64	\$ 12,936	0.64	\$ 13,541	\$ 605
Loyalist	0.35	\$ 7,277	0.36	\$ 7,617	\$ 340
Prince Edward	25.06	\$ 507,342	25.10	\$ 556,589	\$ 49,247
Total	100	\$ 2,021,283	100	\$ 2,317,065	\$ 295,782
*2022 was first year of Asset Management Plan for Water Infrastructure					

- Cost allocation includes operating and capital

Cat. 2 Programs & Services



	Category 1	Category 2
Comment	<p>All Planning Applications:</p> <ol style="list-style-type: none"> 1. Comment on Natural Hazards per Section 3.1 Provincial Policy Statement (PPS) 	<p>Planning Applications:</p> <ol style="list-style-type: none"> 2. Comment on Natural Heritage per Sec. 2.1 PPS 3. Comment on Hydrogeology per Sec. 2.2 PPS 4. Comment on Stormwater Mgt. per Sec. 2.2 PPS
Approve	<p>Development, Interference with Wetlands and Alterations to Shorelines and Watercourses:</p> <ul style="list-style-type: none"> • Sec 28 Conservation Authorities Act 	<p>Source Water Protection:</p> <ul style="list-style-type: none"> • Part 4 Clean Water Act

- Most **Category 2** programs and services are User-Pay

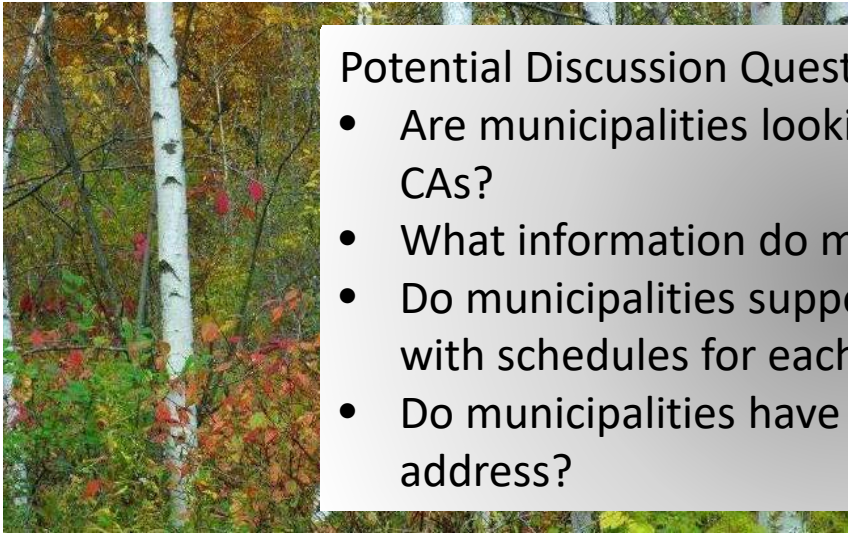
Category 3

- Stewardship Services
 - Tree Planting, shoreline restoration, private land and rural stewardship program
 - Watersheds Canada, Love your Lake
- Non-passive activities at conservation areas
 - Depot Lakes Campground
- Education
 - School programs –Protecting Biodiversity, Exploring habitats, Wetland Wonders, Soils and Erosion, etc.
 - H.R. Frink Center
 - Community programs and events – Forest Therapy, Wildwood, Stream of Dreams, Yellow Fish Road, Interpretive Hikes, Watershed workshops
- McLeod Dam Hydro Facility

- Confirm scope of Category 2 and 3 programs and services to be supported through MOU and CAA.
- Direct municipal staff to work with QC staff to draft and/or update agreements as needed to meet regulatory requirements.

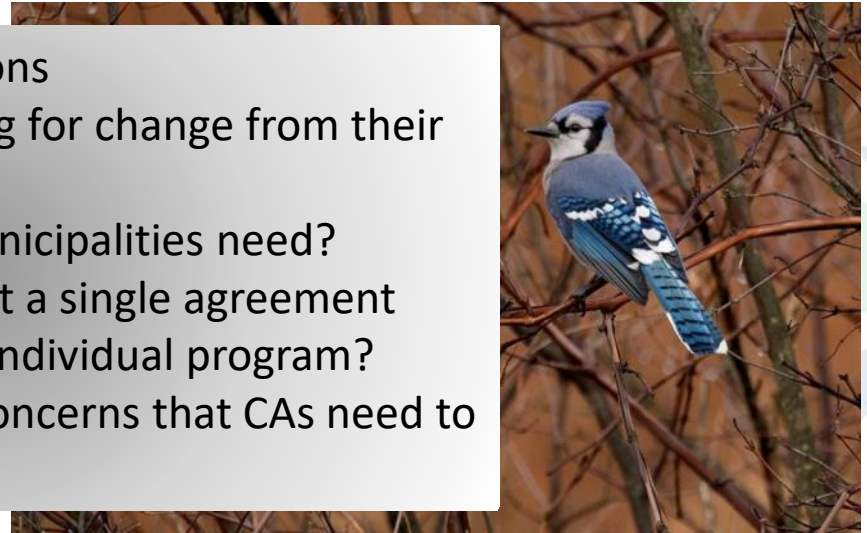
Be it resolved that:

- Municipal Council support for the continued delivery of Category 2 and 3 programs by Quinte Conservation; and
- Direct municipal Staff to work with Quinte Conservation staff on Memorandum of Understanding (MOU) and Cost Apportionment Agreement (CAA) development to be presented to Council in early 2023.

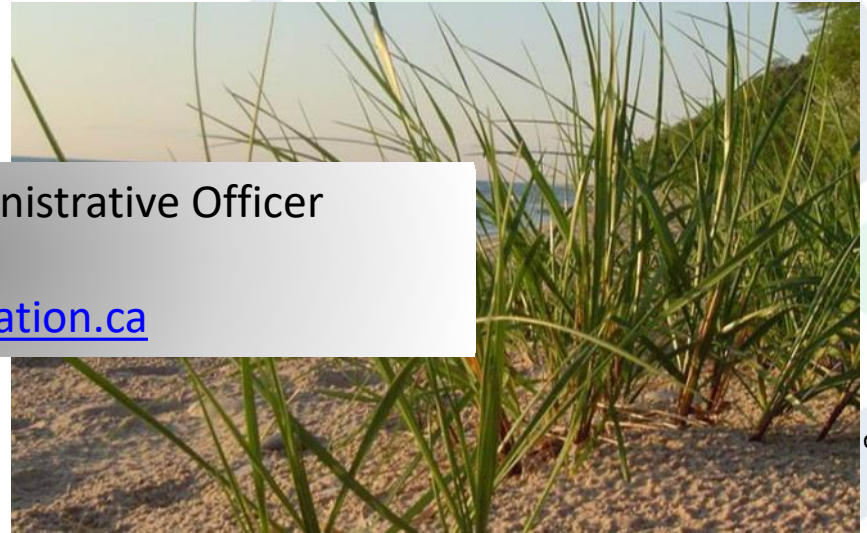


Potential Discussion Questions

- Are municipalities looking for change from their CAs?
- What information do municipalities need?
- Do municipalities support a single agreement with schedules for each individual program?
- Do municipalities have concerns that CAs need to address?



Brad McNevin, Chief Administrative Officer
Quinte Conservation
bmcnevin@quinteconservation.ca



Township of South Frontenac

Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: September 20, 2022

Subject: **Public Meeting for Official Plan Amendment Application
PL-OPA-2022-0037 and Zoning By-law Amendment
Application Z-16/15, Skycroft Campground (2011), 2827
Opinicon Road**

Summary

This report provides Council with information about Zoning By-law Amendment Application Z-16/15 and Official Plan Amendment Application PL-OPA-2022-0037 for a proposed expansion of Skycroft Campground at 2827 Opinicon Road.

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

Recommendation

This report is for information only.

Background

Skycroft Campground has been in operation since the 1950s. The business currently operates on four properties, with a total area of 18.3 hectares (45.3 acres). Three properties are owned by Skycroft ('East parcel' 102901003044750, 'West parcel' 102901003044900, 'Island parcel' 102901003044900). The fourth property is leased from Queen's University ('Queen's parcel' 102900103044910). The campground is accessed from Opinicon Road to the west and from the public portion of Split Rail Lane to the east.

The West parcel contains 39 campsites, a dwelling/office, workshop, a wash house (washroom building), and a sewage dumping station. It also contains most of the amenities for the campground including the beach, boat launch and docks. Potable water for the campground is taken from a well on the West parcel. The Queen's parcel contains 12 campsites. The East parcel contains 29 campsites, a playing field and a boat trail parking area. The campsites in the Wolf Rock Area of the East parcel have water and sewage hookups. The Island parcel is used as an amenity area.

Original Proposal (2016)

An application for a zoning by-law amendment (Z-16/15) was submitted in 2016 to change the zone on the East parcel from Rural (RU) to Recreational Resort Commercial – Special Provision (RRC-65) to legalize the tourist establishment (tent and trailer park) use and to permit its expansion on this parcel. The proposed expansion would add 146 campsites to the East parcel for a total of 175 campsites on the parcel. These sites would consist of transient sites (i.e. short term tent and trailer stays), seasonal sites (i.e. leased for the season), and cave cabins. There would also be a new wash house (washroom building), pavilion and recycling depot. The expansion on the East parcel would result in a total of 226 sites for the overall campground.

A public meeting was held on October 4, 2016. There was Council and public support for the existing business, but opposition to the scale of the proposed expansion. The main themes of the comments received were:

- There was a lack of supporting documentation, particularly related to impacts of the expansion on the natural environment of the surrounding area (e.g., boat and foot traffic on sensitive habitats, air quality from campfires),
- User conflict and the impact of selling the public portion of the lane on other users of the lane),
- User conflict with adjoining residential properties, and
- How to regulate a business that operates over multiple properties.

Council deferred making a decision on the rezoning application so that the proponent could revisit the proposed expansion and complete the studies needed to support it. Several studies and reports were required to substantiate the proposal including a planning justification report, environmental impact assessment, traffic brief, lake impact assessment, and an engineer's report for the required sewage system that would need to be approved by the Ministry of the Environment. It had also been determined that an official plan amendment would be required since the proposed expansion would result in a total of 226 campsites for the overall campground, exceeding the maximum number of campsites (50) allowed by the Official Plan.

Current Proposal

The purpose of the proposed official plan amendment is to permit 177 campsites on the East parcel (147 transient and seasonal campsites and 30 cave cabins) instead of the maximum 50 campsites permitted; to allow 15 of the campsites to gain access from the publicly travelled portion of Split Rail Lane instead of from an internal park road; to allow 43% of the total lot area to be used for campsites instead of 25%; and to permit 3.6 metres of useable shoreline per site instead of 15 metres of shoreline per site.

The proposed zoning by-law amendment was revised to not only request a tourist establishment (tent and trailer park) as a permitted use, but to also request site-specific

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Staff Report - **PL-OPA-2022-0037** and Zoning By-law Amendment Application Z-16/15, Skycroft Campground (2011), 2827 Opinicon Road

provisions including gaining access to the West parcel for recreational amenities and for the purpose of calculating length of usable shoreline per campsite, as well as a reduced exterior side yard, and a reduced distance between sites and the lot line.

The expansion on the East parcel would result in a total of 227 campsites for the overall campground. The preliminary site plan is attachment 1 to this report.

Supporting Documentation

A planning justification report, traffic brief, environmental impact study, Environmental Compliance Approval application (sewage system), and preliminary site plan were submitted in support of the applications in the spring of 2022.

The applications and supporting documents can be accessed in the Township's CivicWeb Document Center (<https://southfrontenac.civicweb.net/filepro/documents/87803/>).

Planning Justification Report

A Planning Justification Report (RFA Planning Consultant Inc., March 2022) was submitted in support of the applications. The report assessed the appropriateness of the proposed official plan amendment and zoning by-law amendment in the context of the surrounding area as well as its conformity with the applicable policy and regulatory framework.

Traffic Brief

A Traffic Brief (The Greer Galloway Group Inc., February 2022) was submitted in support of the applications. The report assessed the potential impact of the campground expansion on the surrounding road network. The report concluded that the proposed expansion is unlikely to present a concern from all level of service measurables (e.g. road design speed, stopping distances, entrance sight distances, intersection site distances). It recommended consideration be made for signage such as "Hidden Intersection" to inform motorists of the campground entrance and municipal road intersection.

Environmental Impact Study

An Environmental Impact Study (Cambium Inc., March 14, 2022) was submitted in support of the applications. The consultant undertook a background information review and field investigations. The field investigations included an ecological land classification and vegetation inventory, a wetland boundary delineation, as well as breeding bird, amphibian, fish, reptile and mammal surveys. The properties were assessed for hydrological features (e.g. wetlands and watercourses), significant woodlands, significant wildlife habitat, significant areas of natural and scientific interest, and habitat of endangered species and threatened species. The report concluded that the proposed development would not have a negative impact on natural heritage features and their ecological functions provided that

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several recommendations are adhered to. Examples of the recommendations include maintaining 60% tree canopy cover on the East parcel, maintaining tree cover between campsites, avoiding drainage features, implementing invasive species and turtle education programs for the campground.

Environmental Compliance Approval Application and Design Supplement

An Engineer's Report for the required sewage systems was prepared in support of an application for Environmental Compliance Approval (Canadian Shield Consultants Inc., March 2020). The engineer designed a centralized sewage works based on the volume of wastewater anticipated, site specific conditions (e.g. surface water drainage, soils, existing system, design parameters for new system). There was consideration for drinking water sources, water use, flow metering and sampling, ground water sampling, and a contingency plan.

Preliminary Site Plan

A preliminary site plan (RFA Planning Consultant Inc., March 16, 2022) was submitted to illustrate the extent of the proposed campground expansion on the East parcel. The drawing shows the location of existing and proposed campsites, internal roads and parking areas, comfort stations and sewage works.

Requirement for Public Meeting

The Township approach for these applications was to first circulate the applications and supporting documents to internal departments and external agencies for their review and comment. In this way, the proponent could address principal technical review comments, as well as 2016 Council and public comments, through a resubmission prior to scheduling the public meetings that are required under the *Planning Act*. Township and agency staff provided feedback to the applicant in the summer of 2022. RWDRT comments are available in the CivicWeb Document Center. Township staff feedback is incorporated in the Preliminary Planning Analysis and Technical Review section of the report, with additional feedback based on public comments received. The applicant has elected to hold the required public meeting to gather feedback from Council and the public before providing a response to department and agency comments and a revised submission.

Under the *Planning Act*, a public meeting is required to be held to receive comments from the public on the proposed official plan amendment. The public meeting is also for the proposed zoning by-law amendment given the passage of time since the original public meeting. The public meeting for these applications will be a virtual public meeting where individuals may participate using Zoom and/or telephone.

The statutory notice was provided more than 20 days before the scheduled meeting, as required by the *Planning Act*. The notice was sent by mail to all landowners within 120 metres of the subject lands. Most of these landowners also received the notice by email

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based on the contact information they provided as part of the 2016 public meeting. The notice was also sent by email or mail to all other individuals who had provided their contact information as part of the 2016 public meeting.

Department and Agency Comments

The applications and supporting documents were circulated to Township Public Services, the Rideau Waterway Development Review Team (Cataraqui Conservation and Parks Canada) for their review and comment. Public Services comments are incorporated in the Preliminary Planning Analysis below. The letter from RWDRT is available in CivicWeb Document Center.

Township Fire and Emergency Services is currently reviewing the proposal, and will also provide comments to help inform staff's recommendation and Council's decision on the applications.

Frontenac County, as the approval authority for official plan amendments, was also circulated the applications. Their staff will provide feedback on the proposed official plan amendment following the public meeting.

Public Comments

All comments received can be viewed in the CivicWeb Document Center.

As of September 14th, the Township received 15 letters and emails of support from individuals and families for Skycroft Campground and their proposed expansion.

The Township also received 58 letters and emails from individuals and families who own properties on Lake Opinicon and in the surrounding community, from lake associations, community groups, a local land trust, researchers and Queen's University. They raised concerns with the proposal and supporting documentation, as well as opposition to the applications.

The comments received echoed those from 2016. There was recognition that the Opinicon area has a high biodiversity value, and therefore it is a focal point for the Rideau Waterway Land Trust, Queen's University and the Nature Conservancy of Canada for land acquisition for conservation purposes, as well as an internationally important area for scientific research. They stressed that there should be a focus in the area on community-based sustainability and ecological preservation in the area, and ensuring that development benefit the greater Opinicon community.

Concerns were raised about the impact of off-site human activity on the quality of research in the area. Examples of local academic research that demonstrates the impact of human activity on the environment and lake was provided.

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They identified the need to consider compatibility of high density development on a shallow bay of Lake Opinicon, as well as the environmental impact of the increase in the number of people in a concentrated, sensitive area. Also, the need for the provision of adequate non-waterfront communal activity areas to spread out the people.

Individuals shared personal observations on the impact of an increased amount of boat traffic and marina use on shorelines (e.g. erosion), on wildlife (e.g. injury and mortality), as well as on the safety of other water users (e.g. kayakers and swimmers).

Preliminary Planning Analysis and Technical Review

The proposed official plan amendment and zoning by-law amendment needs to be assessed against the applicable policies of the Provincial Policy Statement 2020 (PPS), County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75.

The PPS, County Official Plan and Township Official Plan express the importance of having consideration for economics, environmental health, and social well-being in decisions on land use planning matters. Although these documents promote recreational and tourism opportunities, these opportunities cannot be at the expense of the environment and the community they also require growth to be directed in a manner that will preserve environmental integrity while enhancing both the area's rural character and its long-term economic viability.

Township staff share the opinion of the RWDRT and the public that the proposed campground expansion is too large and too dense (i.e. too many sites) for the property and the surrounding area from a land use perspective. In particular, the proposed expansion is a significant modification to the existing landscape, and the intensification of human activity through the proposed works could compromise the ecological integrity of the area's natural heritage, conservation reserves and other protected areas, as well as the heritage values of the Rideau Canal National Historic site and World Heritage Site. There is also potential for additional user conflict on Split Rail Lane and with adjoining private properties.

Reducing the size and scale of the proposed expansion appears to be the best method to limit off-site impacts that cannot be regulated through zoning and site plan control approvals.

Township staff provided feedback on the applications and supporting documentation to the applicant in the summer of 2022. This feedback centred on the approach to zoning, lake impact assessments and sewage systems, the natural environment, and traffic and roads.

Zoning Approach

The Township Official Plan policies on recreational and resort commercial uses (e.g. campground) are largely based on the 1997 Official Plan of the former Township of Bedford. The 1997 policies introduced policies to address lake development,

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environmental protection, water quality, and road access. The tourist commercial policies included a maximum number of 50 campsites, a minimum 50 metre setback from the highwater mark, and a requirement for 10 metres of useable shoreline per site, among other matters. The existing tourist establishments in 1997 did not conform to the new policies, so they were all placed in site-specific Commercial zones that allowed them to continue to operate. Any expansions required a zoning by-law amendment so that the proposals could be evaluated against the then new policies.

Skycroft Campground was zoned Commercial – Special Provision (C-14) in the former Bedford Township Zoning By-law 1997-16. The C-14 zone permitted a tourist establishment consisting of 65 tourist camp sites and 2 tourist cabins, a publishing business, one administration building with accessory dwelling unit, and accessory buildings and structures to these uses. According to the Zoning By-law Schedule, the C-14 zone applied to the footprint of the original campground, being the West parcel, the Queen's parcel and the tent area on the west side of the East parcel.

In Zoning By-law No. 2003-75, the West parcel is zoned Recreational Resort Commercial – Special Provision (RRC-37). The RRC-37 is equivalent to the former C-14 zone. The East parcel and Island parcel are zoned Rural (RU). The Queen's parcel is zoned Limited Service Residential – Waterfront (RLSW). The mixed zoning complicates how to regulate the campground and the proposed expansion.

Given that Skycroft Campground operates over four properties, and that each property is integral to the overall operation of the campground, these properties should be considered one lot for the purpose of the proposed official plan amendment and zoning by-law amendment. In particular, for determining density, lot coverage, and recreational facilities (e.g., useable shoreline per campsite and rental cabin). One RRC-XX zone should be contemplated for the overall campground. The parcels should also be considered one lot for on-site management (e.g., site plan control). This approach may require involvement of Queen's University as the owner of one of the properties depending on the nature of the lease agreement. An alternative is that the campground on the Queen's parcel continue to operate as the legal non-conforming use that it is.

Lake Impact Assessment and Sewage System

An Engineer's Report was prepared for the required sewage systems in support of an application for Environmental Compliance Approval (ECA). As part of their pre-submission review, Ministry of the Environment, Conservation and Parks (MECP) staff determined that a lake impact assessment was not required based on their consideration for groundwater and surface water impacts including the direction of groundwater flow. If an ECA were to be granted by MECP, it would be conditioned to require groundwater monitoring and to require a contingency plan should total phosphorus values in the monitoring well reach a certain value (e.g., installation of a phosphorus removal system to the sewage works). The

Township of South Frontenac

Staff Report - **PL-OPA-2022-0037** and Zoning By-law Amendment Application Z-16/15, Skycroft Campground (2011), 2827 Opinicon Road

Township has not required a lake impact assessment report based on this evaluation by MECP staff.

Natural Environment

The campground and the proposed expansion are located in an environmentally sensitive area with Lake Opinicon to the south and the Hamilton Lake Area of Natural and Scientific Interest to the north. The property itself contains a drainage feature, a significant woodland, significant wildlife habitat, and potential for several threatened and endangered species.

RWDRT provided several comments related to their concerns about the proposed expansion in a letter dated June 27, 2022. Township staff support their comments. Most of their comments may have an impact on the proposed number and locations of campsites and rental cabins, and thus on the official plan amendment and zoning by-law amendment. Other comments would need to be addressed through the site plan control process should the amendments be approved by Council.

Regarding the zone on the Island parcel, it is the opinion of Township staff that a comprehensive RRC-XX zone that applies to all four properties could prohibit development of the island.

The Environmental Impact Study (EIS) recommended maintaining 60% tree canopy cover on the East parcel so that the area continues to function as a woodland over the long term and maintaining tree cover between campsites to minimize the change to canopy cover across the parcel. The scale and density of the expansion must be reduced to implement the EIS recommendations as more than 40% of the total lot area of the East parcel is proposed to be used for campsites (43%), internal roads, parking areas, sewage systems and open space.

In 2016 and again this year, the Township has heard much concern about the off-site impacts of the expansion particularly from human activity on the forest ecosystem (e.g., Queen's University Biological Station property) and the Lake Opinicon ecosystem. Off-site impacts (beyond adjacent lands) were out of the scope of the EIS. The 2022 submissions of several individuals who conduct research on Queen's University Biological Station properties and other private properties as well as in Lake Opinicon provide evidence of current impacts of human activity on these ecosystems, and suggest that there would be off-site impacts from human activity associated with the proposed expansion. Reducing the size, scale and density of the expansion appears to be the best method to limit off-site impacts that cannot be regulated through zoning and site plan control approvals. This needs to be considered by the applicant and their consultants.

Township of South Frontenac

Staff Report - **PL-OPA-2022-0037** and Zoning By-law Amendment Application Z-16/15, Skycroft Campground (2011), 2827 Opinicon Road

Traffic and Roads

Many of the public comments received to date raise concerns about the impact of an increase in vehicular traffic on Opinicon Road on wildlife and humans. There were also questions raised about the assumptions and data used in the Traffic Brief.

Township Public Services focused their review of the proposal on traffic, entrances and the public section of Split Rail Lane.

They reviewed the Traffic Brief and support the findings and recommendations as they relate to the safety and capacity of existing intersections of Opinicon Road and Split Rail Lane.

The Traffic Brief did not speak to Split Rail Lane and emergency access demands on the lane. The public section of Split Rail Lane is a low volume class 6 gravel roadway that is 4 metres in width and approximately 500 metres long. The standing arrangement is that the Township contributes gravel to the maintenance of this section of the lane, while all maintenance is by private individuals who use the lane to access their properties. This section of the lane does not meet the current minimum standards for a public road. The proposed campground expansion will place new pressures on the lane. The Township may require the roadway to be upgraded, at the proponent's expense, to a minimum two lane width meeting the Transportation Association of Canada standards should a proposed campground expansion be approved by Council.

Township staff are not supportive of the 15 campsites proposed to have frontage on, and be accessed from, the public section of Split Rail Lane. All campsites must be accessed from the internal road. Having all campsites accessed from the internal road would help to alleviate public concerns raised about conflicts between the various users of the lane.

Summary

It is the opinion of Township staff that the scale and density of the proposed campground needs to be reduced with consideration for the submitted supporting documents, the comments provided in this first technical review by Township departments and external agencies, as well as the concerns raised by Council and the public in 2016 and again in 2022. In addition, the proposed official plan amendment and zoning by-law amendment needs to address not only the East parcel but also the overall campground given the integrated use of the properties.

Financial Implications

Not applicable.

Township of South Frontenac

Staff Report - **PL-OPA-2022-0037** and Zoning By-law Amendment Application Z-16/15, Skycroft Campground (2011), 2827 Opinicon Road

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.
 - Action Item (if applicable): N/A

Climate Considerations

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

Notice/Consultation

Notice of the Statutory Public Meeting was given pursuant to the requirements of the Planning Act, more than 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
- by e-mail to all members of the public who requested to be notified of any action on these applications.

The Algonquins of Ontario have been invited to review the proposal and to share their perspective with the Township.

Attachment

1. Preliminary Site Plan

Township of South Frontenac
Staff Report - **PL-OPA-2022-0037** and Zoning By-law Amendment Application Z-16/15, Skycroft
Campground (2011), 2827 Opinicon Road

Approvals

Submitted By:



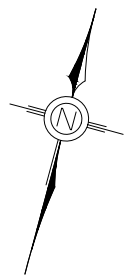
Christine Woods, MCIP, RPP
Senior Planner

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

HAMILTON LAKE ANSI



LANDS FORMERLY OWNED BY SKYCROFT CAMPGROUND NOW OWNED BY QUEENS UNIVERSITY



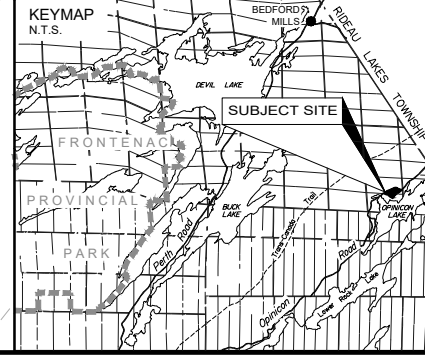
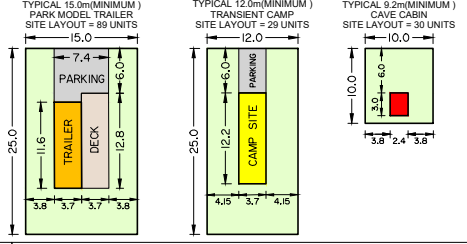
PRELIMINARY SITE PLAN
SKYCROFT CAMPGROUND
 2827 OPINICON ROAD,
 PARTS 1, 2, 3 & 4 PLAN 13R-20102
 PART OF LOTS 1 & 2
 CONCESSION 16

GEOGRAPHIC TOWNSHIP OF BEDFORD
 TOWNSHIP OF SOUTH FRONTENAC
 COUNTY OF FRONTENAC

SCALE = 1:1000 METRIC

- LEGEND**
- EXISTING PONDING AREA = 1165.0m² (EIS, CAMBUIUM INC.)
 - EXISTING WOODLAND/VEGETATION TO REMAIN WHERE POSSIBLE
 - EXISTING PRIVATE ROAD
 - EXISTING TRAILER/CAMP SITES & DRIVEWAYS
 - EXISTING OUTHOUSE
 - PROPOSED DRIVEWAYS
 - PROPOSED PARKING
 - PROPOSED COMFORT STATIONS
 - PROPOSED UNDERGROUND SANITARY STORAGE
 - PROPOSED TRAILS

ZONING BYLAW 2003-75: "RRC" ZONE		SPECIAL PROVISIONS	
RECREATIONAL RESORT COMMERCIAL ZONE - SECTION 18			
FOR ALL PRINCIPAL USES - 18.3.1			
	REQUIRED	PROPOSED	
LOT AREA (MINIMUM)	8000.0m ²	118354.8m ²	
LOT FRONTAGE (MINIMUM)	78.0m	748.9m	
FRONT YARD (MINIMUM)	8.0m	15.0m	
REAR YARD (MINIMUM)	8.0m	N/A	
INTERIOR SIDE YARD (MINIMUM)	3.0m	N/A	
EXTERIOR SIDE YARD (MINIMUM)	8.0m	8.0m	
LOT COVERAGE (MAXIMUM) - ALL BUILDINGS AND STRUCTURES INCLUDING TRAILERS, TENTS AND CABINS	40.0%	9.2%	
BUILDING HEIGHT (MAXIMUM)	11.0m	11.0m	
INGRESS/EGRESS (MINIMUM)	6.0m	3.6m	
FOR ACCESSORY BUILDINGS NOT ATTACHED TO THE PRINCIPAL BUILDING - 18.3.2			
REAR YARD (MINIMUM)	1.5m	N/A	
INTERIOR SIDE YARD (MINIMUM)	1.5m	N/A	
EXTERIOR SIDE YARD (MINIMUM)	8.0m	8.0m	
BUILDING HEIGHT (MAXIMUM)	4.5m	4.5m	
FOR LANDS ABUTTING RESIDENTIAL ZONE OR USE - 18.3.3			
INTERIOR SIDE YARD ABUTTING RESIDENTIAL ZONE/USE (MINIMUM)	5.0m	N/A	
REAR YARD ABUTTING RESIDENTIAL ZONE/USE (MINIMUM)	10.0m	N/A	
LANDSCAPED STRIP ABUTTING RESIDENTIAL ZONE/USE	3.0m	86.0m	
REGULATIONS FOR A TENT AND/OR TRAVEL TRAILER PARK - 18.3.6			
LOT AREA (MINIMUM)	4.0ha	11.8ha	
MINIMUM DISTANCE OF TENT OR TRAVEL TRAILER SITE FROM ANY LOT LINE	15.0m	0.0m	
MINIMUM DISTANCE OF TENT AND TRAVEL TRAILER SITE FROM CENTER OF ROAD	25.0m	5.0m	
TRAVEL TRAILER PARK DENSITY (MAXIMUM)	50 SITES	147 SITES	
TRAVEL TRAILER SITE AREA (MINIMUM)	100.0m ²	100.0m ²	
TRAVEL TRAILER SITE FRONTAGE (MINIMUM)	6.0m	12.0m	
TRAVEL TRAILER PARK USABLE WATERFRONT (MINIMUM)	7.5m/SITE	3.6m/SITE	
BUILDING HEIGHT (MAXIMUM)	4.5m	4.5m	
NUMBER OF TRAVEL TRAILERS ON A TRAVEL TRAILER SITE	1/SITE	1/SITE	
LOT COVERAGE (MAXIMUM)	25.0%	25.5%	
BUILDING OR STRUCTURE SETBACK FROM HIGH WATER MARK OR ANY WATER BODY (MINIMUM)	50.0m	99.5m	
ADDITIONAL ZONE REGULATIONS FOR HOTELS, MOTELS & RENTAL CABINS - 18.3.6.7			
RENTAL CABIN USABLE WATERFRONT (MINIMUM)	7.5m/UNIT	11.8m/UNIT	
BUILDING OR STRUCTURE SETBACK FROM HIGH WATER MARK OR ANY WATER BODY (MINIMUM)	50.0m	91.5m	



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THESE DRAWINGS AND DOCUMENTS MAY NOT BE USED FOR ANY PURPOSES OTHER THAN FOR THE PROJECT FOR WHICH THEY ARE PREPARED. THE PLAN IS NOT AVAILABLE TO THIRD PARTY WITHOUT THE WRITTEN CONSENT OF RFA PLANNING CONSULTANT INC.

DATE: MARCH 16, 2022	SCALE: 1:1000	APPROVED: [Signature]
DRAWN BY: L.B.	CHECKED BY: S.L.	DATE: MARCH 16, 2022

MARCH 16, 2022

RFA PLANNING CONSULTANT INC.
 211 Dundas Street East, Suite 202, Belleville, Ontario, K8N 1E2

JOB No. 517-SP



**SOUTH
FRONTENAC**

Public Meeting

under the Planning Act

Application for Official Plan Amendment PL-OPA-2022-0037
Application for Zoning By-law Amendment Z-16/15
Skycroft Campground (2011)
2827 Opinicon Road

Tuesday, September 20, 2022
7:00 p.m. Virtual Council Meeting

Public Meeting Statement

- The purpose of this public meeting is to hear comments on Official Plan Amendment Application PL-OPA-2022-0037 and Zoning By-Law Amendment Application Z-16/15.
- 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.



Meeting Format

- Senior Planner reviews file history and public notification
- RFA Planning Consultant Inc. reviews proposal, site context, studies, planning analysis
- Senior Planner summarizes 2022 public comments and provides preliminary analysis
- Council questions and comments
- Public questions and comments



File History

- Application Z-16/15 submitted to Township in 2016
- Public Meeting held October 2016
- Council deferred making a decision
- Application for official plan amendment and supporting studies required
- Applicant to revisit proposed expansion
- Official plan amendment application and supporting studies submitted to Township in spring 2022
- Technical review completed by Township staff, Rideau Waterway Development Review Team (Cataraqui Conservation and Parks Canada)



Public Notification

- Notice of the statutory public meeting given on August 31st (more than 20 days before meeting)
 - by mail to every owner of land within 120 metres of the subject lands at the address on the assessment roll
 - 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
 - by e-mail to all members of the public who requested to be notified of any action on Z-16/15

Planning Public Meeting

September 20th, 2022

7:00pm



Skycroft Campground Resort
Skycroft Campground (2011) Ltd.
Township of South Frontenac
File Nos.: Z-16/15; PL-OPA-2022-0037



Site Context

- West Parcel: 5.5 ha
- East Parcel: 11.8 ha
- Surrounding Uses:
 - ✓ South: Opinicon Lake
 - ✓ North: Hamilton Lake ANSI (formerly owned by Skycroft); Rural
 - ✓ West: Waterfront Limited Service Residential (formerly owned by Skycroft)

- ✓ East: Waterfront Residential; Waterfront Limited Service Residential



Preliminary Site Plan



- 148 new camp / cabin sites:
 - ✓ 89 park model trailer sites
 - ✓ 29 transient camp sites
 - ✓ 30 cave cabins
- 2 new comfort stations
- Use of existing trail network for internal driveways

- New internal driveways
- 2 existing communal open spaces to remain
- On-site parking:
 - ✓ 2 per park model site
 - ✓ 1 per transient site
 - ✓ 1 per cave cabin



Work Initiated

- ✓ Original Rezoning – File No. Z-16/15 submitted in 2016
- ✓ RFA site visit – May, 2017
- ✓ Concept Plan – November, 2017
- ✓ Pre-consultation w/ Township + CRCA – July, 2019
- ✓ Cambium site visits – September, 2019, April, May + June, 2020
- ✓ Environmental Compliance Approval Application to MECP – March, 2021
- ✓ Traffic Brief – February, 2022
- ✓ Preliminary Site Plan – March, 2022
- ✓ Planning Justification Report – March, 2022
- ✓ Environmental Impact Study – March, 2022
- ✓ Development Review Team site visit – June, 2022
- ✓ Development Review Team meeting – August, 2022

2016 Public Meeting Comments + 2022 Technical Review Comments

2016 Public Meeting Comment Themes	Response
<ol style="list-style-type: none"> 1. Lack of information of supporting documentation, particularly related to impacts of the expansion on the natural environment of the surrounding area (e.g. boat and foot traffic on sensitive habitats, air quality from campfires) 2. User conflict and the impact of selling the public portion of Split Rail Lane on the other users of the lane 3. User conflict with adjoining residential properties 4. How to regulate a business that operates over multiple properties 5. 2016 Rezoning deferred so Skycroft could revisit the proposed expansion and complete the studies needed to support it 	<ol style="list-style-type: none"> 1. Environmental Impact Study; Traffic Impact Brief; Environmental Compliance Approval Application and Design Supplement + Planning Justification Report have been prepared in support of the proposed development – existing docking under permit; no new docking proposed 2. Maintenance Agreement proposed – some Split Rail residents access through Skycroft 3. Traffic Impact Brief addresses potential traffic concerns; Planning Justification Report addresses potential land use concerns – available separation distances meet or exceed Zoning By-law requirements combined with existing mature vegetation 4. Agree entire Skycroft operation (over multiple parcels including island) be reviewed as one lot for the purpose of the Official Plan Amendment and Zoning By-law Amendment 5. Skycroft retained RFA Planning Consultant, Cambium, Canadian Shield and Greer Galloway Group to undertake technical studies to confirm project feasibility and justification



2016 Public Meeting Comments + 2022 Technical Review Comments

2022 Development Review Team Comment Themes	Response
<ul style="list-style-type: none"> 6. Drainage + storm water management plan + erosion / sediment control plan 7. Additional information for cave cabins 8. Feasibility of 60 % minimum tree canopy + site separation 9. Species movement corridors 10. Tree Preservation Plan 11. Density 12. Entire Skycroft operation (over multiple parcels including island) be reviewed as one lot for the purpose of the Official Plan Amendment and Zoning By-law Amendment 13. Use of Split Rail Lane 	<ul style="list-style-type: none"> 6. To be provided at the time of Site Plan Control (to be submitted at a later date) 7. To be constructed on top of ground material within concrete “pods”, then covered with ground material and vegetation to look like “Hobbit Houses” 8. Preliminary Site Plan, Environmental Impact Study (EIS) and Planning Justification Report (PJR) is in process of being updated, subject to public meeting 9. Free movement of species across site – seasonal development; no physical barriers 10. Agreed 11. Clarity provided during August Development Review Team meeting – density comparable to other South Frontenac and forested Provincial Park campgrounds + clarity will be provided in updated EIS and PJR that minimum 60 % tree canopy coverage is feasible 12. Agreed 13. Maintenance Agreement proposed



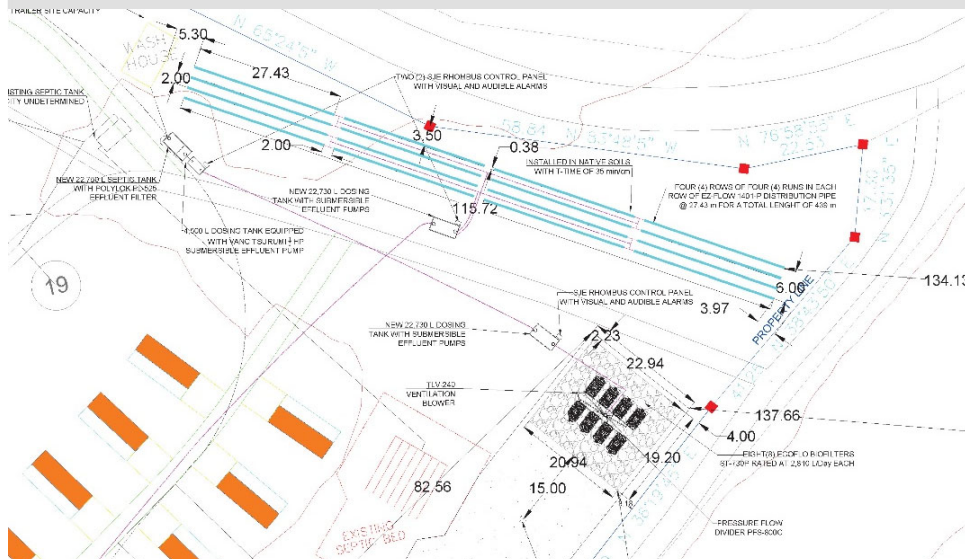
Traffic Brief

- Traffic Brief summarizes background traffic features and analyzes entrance safety
- Entrance safety analysis utilizes Ministry of Transportation and Transportation Association of Canada guidelines
- Site visit conducted August, 2021
- Opinicon Road – a rural, low-volume and winding road – posted speed is 60 km/h
- Skycroft Campground Resort is a low volume traffic generator
- All level of service measureables are good with the additional traffic projected
- Intersection visibility is acknowledged to be limited, but operates safely with no reported issues
- “Hidden intersection” and “advisory speed” tab signage could be added



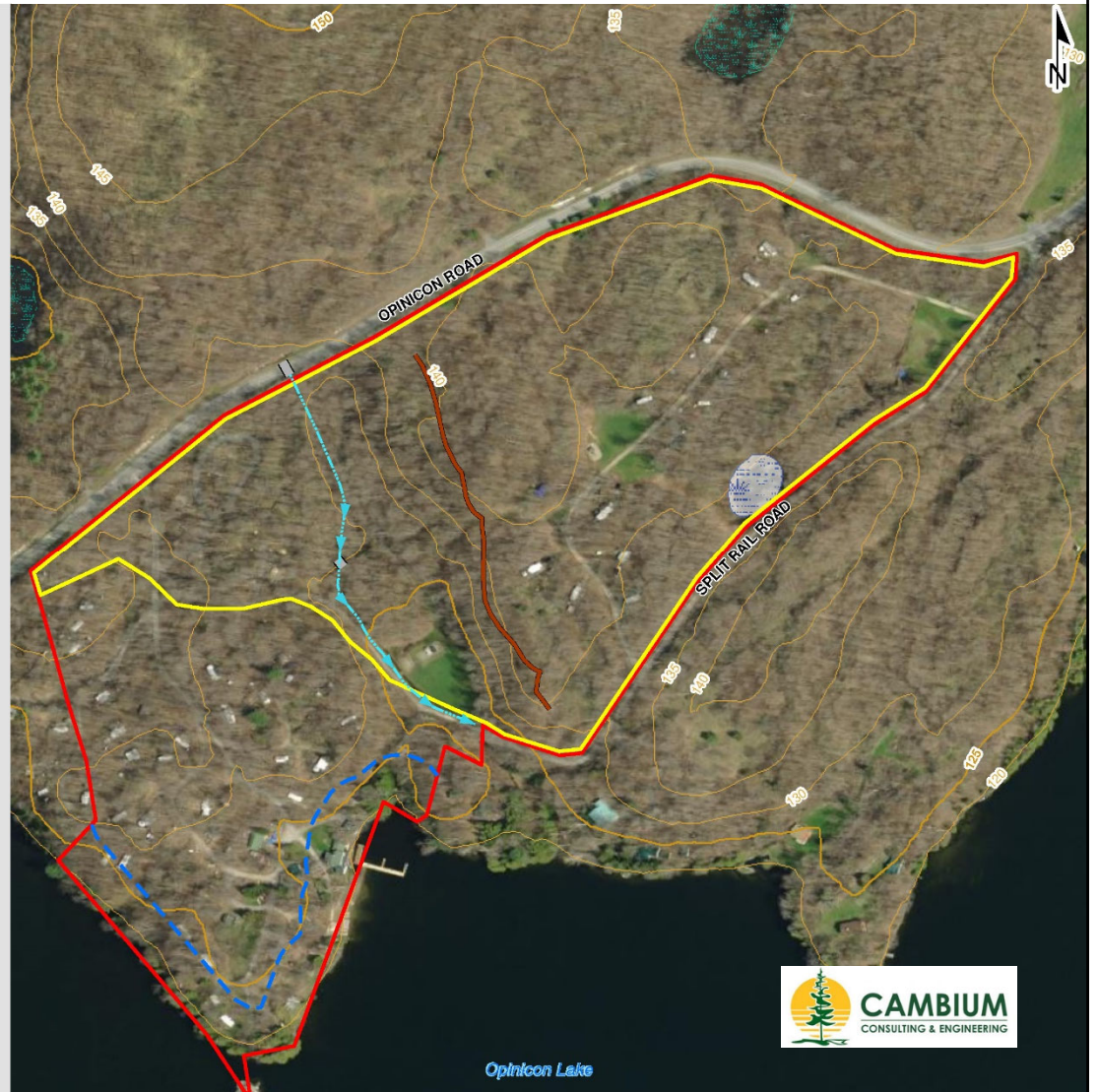
Environmental Compliance Approval

- Site visit conducted in July, 2021 + pre-consultation with MECP
- Daily sewage flow has been estimated
- Required septic tanks, effluent filter, effluent pump stations, effluent dosing/balancing tank, Ecoflo Biofilter have been determined
- Proposed sewage system will be within the 300m clearance zone from Opinicon Lake
- New sewage works have considered drinking water sources, water use, flow metering and sampling, ground water sampling, reasonable groundwater use guidelines, surface water and a contingency plan in accordance with MECP, Policy, Procedures & Guidelines for Private Sewage Disposal Systems, Ontario Building Code and PT Aqua (manufacturer of the Ecoflo Biofilter)
 - ✓ Level IV treatment technology and a Type A dispersal bed is required, along with effluent monitoring as a measure of assurance, to provide adequate protection of the lake
 - ✓ MECP concurs that given the distance of the effluent plume path, and with appropriate monitoring, it is unlikely that Opinicon Lake will be impacted by nutrient loading from the new sewage system
 - ✓ Monitoring and annual performance reports, emergency reporting of spills or bypasses are required
 - ✓ MECP Kingston District satisfied with plans and reporting and is awaiting municipal planning approvals to issue a Certificate of Approval



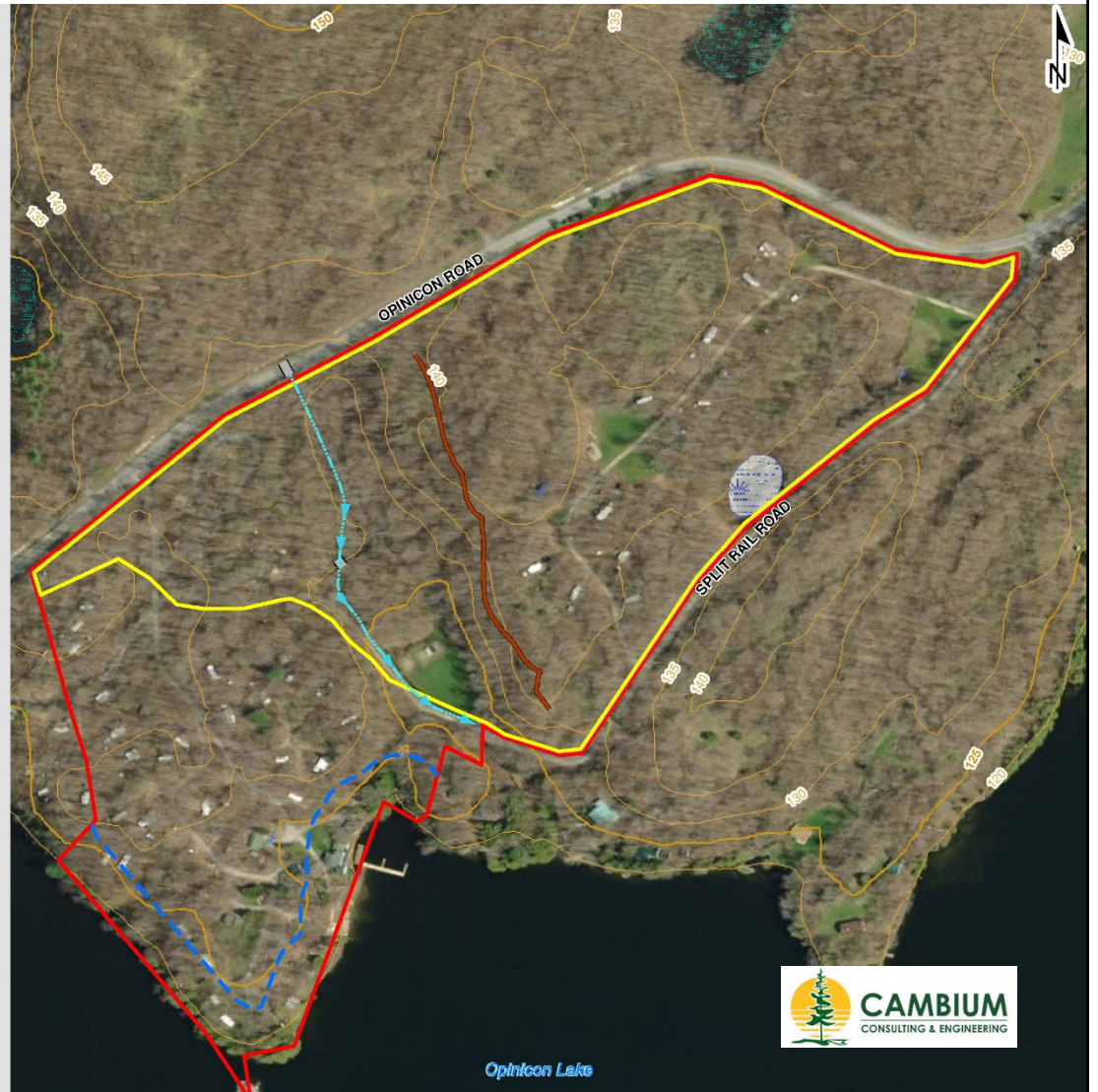
Environmental Impact Study

- Field investigations were undertaken on September, 2019, April, May and June, 2020, guided by:
 - ✓ Applicable federal, provincial and Township legislation, along with the Ministry of Natural Resources and Forestry natural heritage areas mapping, aquatic species at risk mapping, Ontario reptile and amphibian atlas, Ontario breeding birds atlas and reports and species lists from the Queen's University biological station
 - ✓ Pre-consultation with Township and Cataraqui Regional Conservation Authority
- Ecological land classification and wetland boundary delineation, surveys + snake, turtle, amphibian, bat maternity, whip-poor-will surveys conducted
- Impacts associated with the proposed development can be minimized



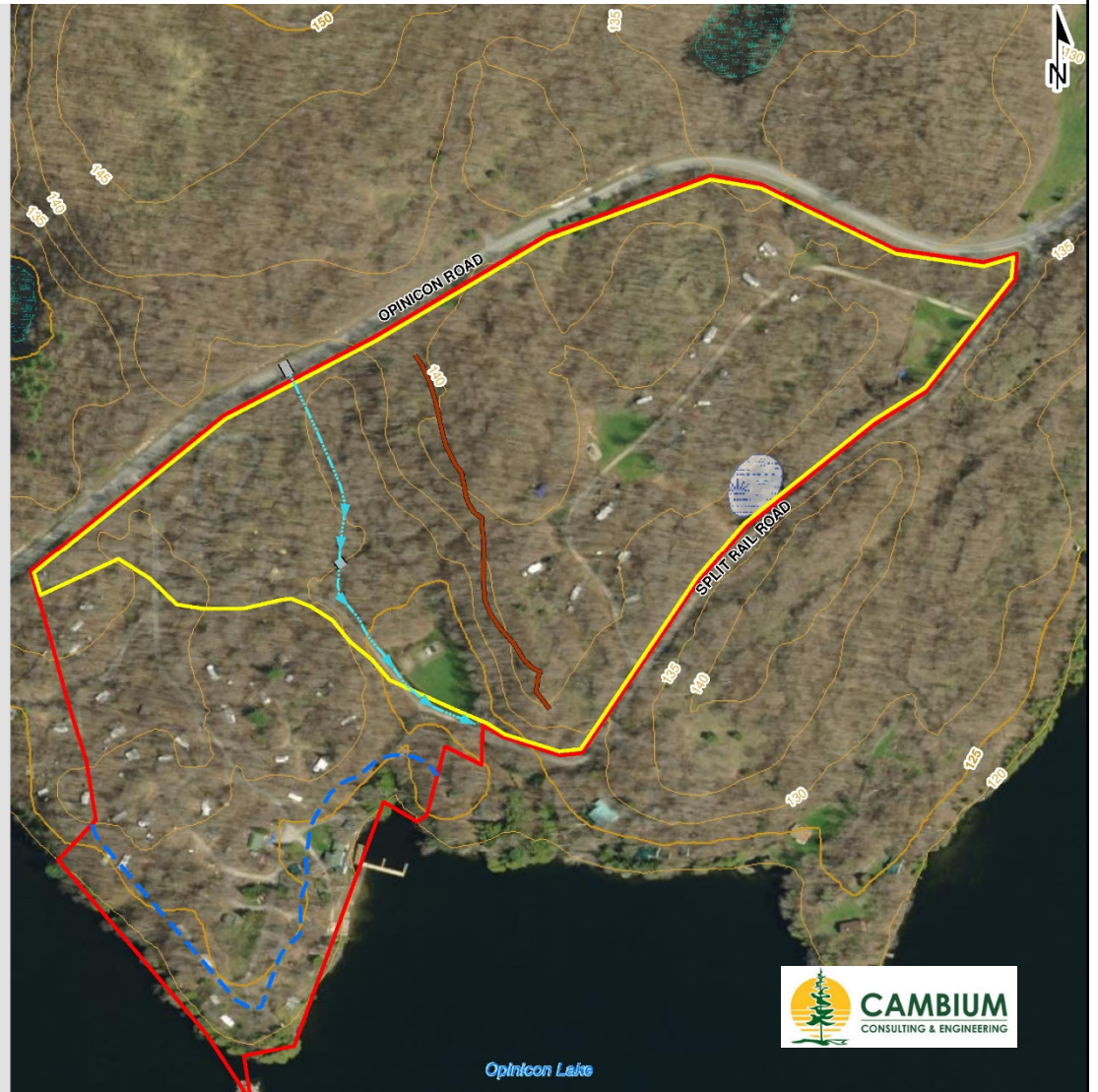
Environmental Impact Study

- Recommendations to mitigate impacts include:
 - ✓ Site plans to show location of the shoreline and ponding area
 - ✓ Ponding area should be left as a natural feature
 - ✓ Culverts should be inspected and cleaned out to facilitate water drainage
 - ✓ Erosion and sediment control (ESC) plan should be prepared to ensure soils are not mobilized down the slope and watercourse
 - ✓ Natural vegetation should be established along shoreline to provide a 5m no-mow vegetated buffer. Buffer should increase to 15m in areas where access and visibility of the shoreline is not required
 - ✓ Shoreline areas that are actively used for recreation should be clearly defined
 - ✓ Launch site areas and docks should be checked annually for signs of erosion and bank undercutting
 - ✓ Maintain tree cover between trailer lots to minimize change to canopy cover of the site



Environmental Impact Study

- Recommendations (continued) to mitigate impacts include:
 - ✓ Maintenance of 60% canopy cover should be assessed 3 years after site development and additional tree planting should occur if the cover is less than 60%
 - ✓ Owners should implement an invasive species awareness education program
 - ✓ Tree removal in wooded areas should occur between September 1 and April 30 to avoid impacts to bat roost and maternity habitat. Bat box installation is encouraged to provide supplemental bat roost and maternity habitat
 - ✓ Owners should implement a turtle education program
 - ✓ Any nesting turtles observed on the property should be left alone and allowed to complete their nesting
 - ✓ Owners should implement a snake education program
 - ✓ Any snakes observed on the property should be left alone and allowed to move out of harm's way on their own
 - ✓ Vegetation clearing should occur outside of breeding bird season, which extends from April 15 to August 15. Nests discovered should be left undisturbed until young have fledged or the nest is determined to be inactive



Density – South Frontenac

	Tourist Commercial Operation	Location	Number of Units	Density (Units / Hectare)
1	Knapps	Cranberry Lake - Storrington District	73	32
2	Cedar Haven	Bob's Lake - Bedford District	14	23
3	Whitehouse Campground	Green Bay - Bedford District	46	23
4	Glen Lor Lodge	Sydenham Lake - Loughborough District	43	22
5	Sunset Country Campground	Bob's Lake - Bedford District	109	22
6	Chisamore Cottages	Wolfe Lake - Bedford District	4	20
7	Bower's Camp	Mud Bay - Bedford District	11	19
8	Green Bay Heritage Cabins	Green Bay - Bedford District	7	18
9	Skycroft Campground Resort – East Parcel	Opinicon Lake - Bedford District	177	15
10	Camp Brylene	Dog Lake - Storrington District	78	13
11	Hidden Valley Park	Buck Lake (S. Bay) - Loughborough District	10	13
12	Gordon Camp Grounds	Storrington District	6	12
13	Melody Lodge	Dog Lake - Storrington District	29	12
14	Desert Lake Resort	Desert Lake - Loughborough District	149	9
15	Skycroft Campground Resort – Queen's Parcel	Opinicon Lake - Bedford District	12	9
16	Skycroft Campground Resort – West Parcel	Opinicon Lake - Bedford District	39	8
17	Hogan's Haven	Dog Lake - Storrington District	88	6
18	Loughborough Lake Holiday Park	Loughborough Lake – Storrington District	91	6
19	Harold Green	Devil Lake - Bedford District	57	3
20	Loughborough Inn	Storrington District	94	2
21	Pine Haven	Devil Lake - Bedford District	63	1
22	Long Bay Camp	Long Bay - Bedford District	75	1
23	Canoe Lake Campground	Canoe Lake - Bedford District	70	1

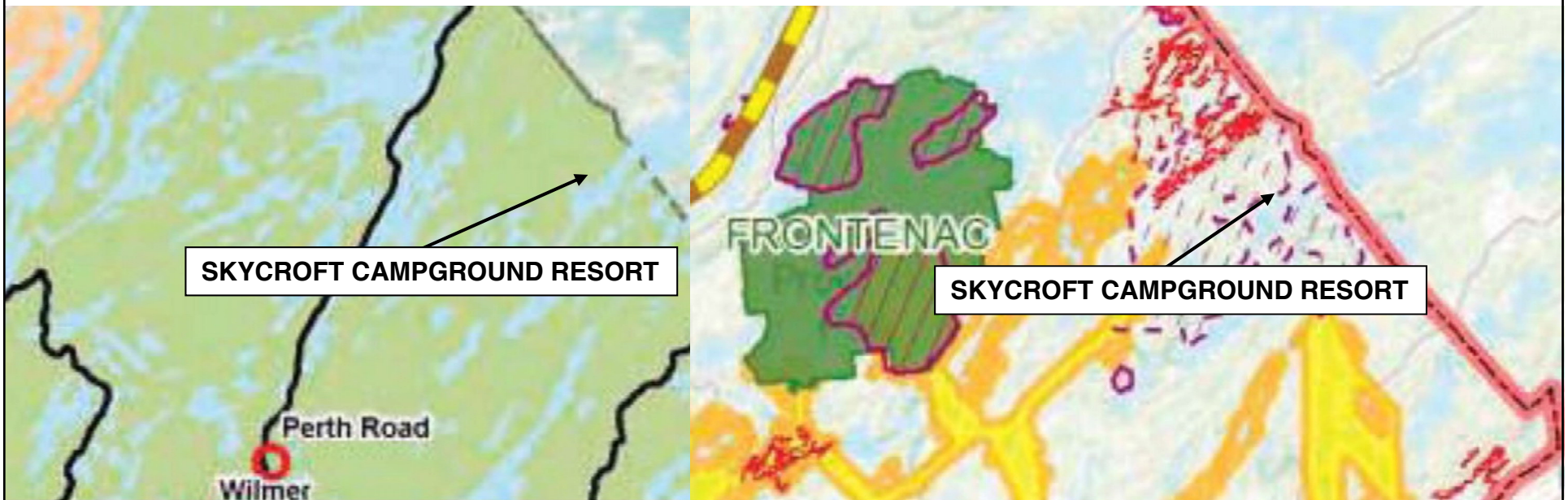


Density – Provincial Parks

	Provincial Park	Location	Number of Units	Density (Units / Hectare)
1	Charleston Lake	Charleston Lake – Meadowlands Campground	86	8
2	Charleston Lake	Charleston Lake – Bayside Campground	80	10
3	Murphy's Point	Big Rideau Lake – Hogg's Bay Campground	71	7
4	Bon Echo	Mazinaw Lake – Midway + Fairway Campgrounds	231	9

Frontenac County Official Plan

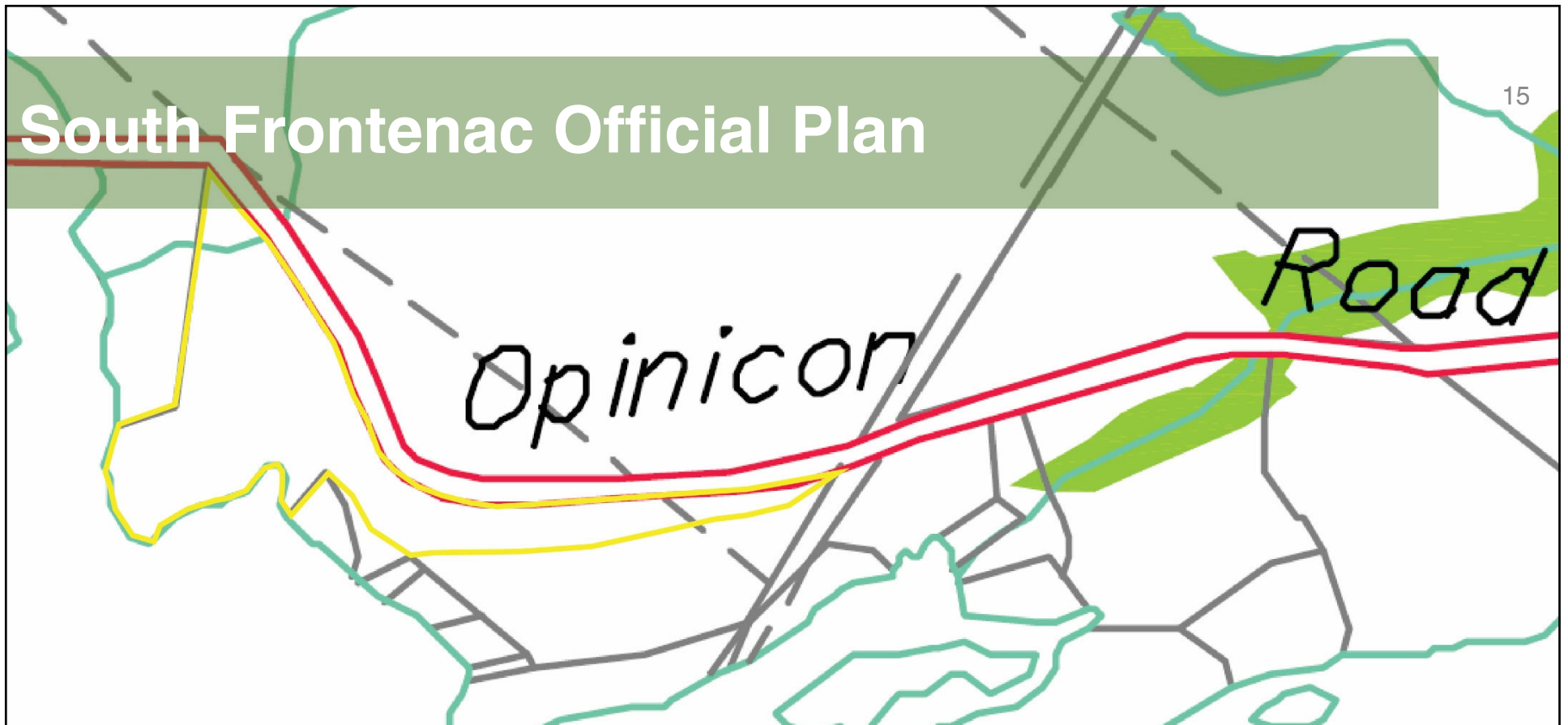
14



- ✓ Lands within the Cataraqui Region Conservation Authority watershed area and designated “Rural” as it is not within a settlement area
- ✓ Rural lands also exclude natural heritage areas, resource lands and waste disposal sites.
- ✓ Lands outside of the Hamilton Lake Area of Natural Scientific Interest (Regional)
- ✓ The Plan considers recreational development desirable, provided it is appropriately located
- ✓ The proposed development is to have access to Opinicon Lake as a resource-based recreational use
- ✓ Proposed development is permitted within the South Frontenac OP and is an expansion of an existing resource-based recreational use, there is no apparent concern regarding the appropriateness of its location



South Frontenac Official Plan



- ✓ Lands are currently designated as “*Rural*” – proposed development is for recreational purposes and is a recreationally and resort-oriented commercial use, which is permitted
- ✓ Application for an Amendment to the Official Plan filed – to reflect site is nearly 15 times area requirement
- ✓ Proposed campsites will maintain the rural landscape by nesting each campsite within a treed area while maintaining the rural, natural heritage, and cultural landscape from the public road. There is no change proposed to the West Parcel waterfront area to support the proposed development.
- ✓ Site area is 11.8 ha, exceeding minimum requirement by nearly 15 times
- ✓ One residential parcel abuts the existing RRC-37 Zone. The dwelling on the nearest residential parcel is approximately 30m from the proposed RRC-XX Zone. The remainder of the Waterfront Limited Service Residential parcels range from 60m to 140m from the proposed RRC-XX Zone



South Frontenac Official Plan

16

Opinicon

Road

- ✓ Surrounding uses will be buffered through minimum 60 % tree canopy coverage + separate distances
- ✓ The new camp/cabin sites are proposed to be nested in trees to blend into the rural landscape and carefully oriented to respond to the undulating topography. It is intended to preserve existing tree coverage and natural setting to the highest extent possible
- ✓ Site frontages will range generally from 12m to 15m, which will avoid overcrowding and facilitate preservation of tree coverage
- ✓ Nearest camp site will be approximately 99m from the Opinicon Lake shore line
- ✓ Opinicon Road and Split Rail Lane currently operate well with no reported issues and a good level of service can be provided with the additional traffic projected from the proposed expansion
- ✓ Adequate amenity space – both shoreline and landscaped open space – is provided
- ✓ Adequate parking is provided



Rezoning

Zoning Regulations	RRC Zone	Proposed
For all Principal Uses – Section 18.3.1		
Lot Area (Minimum)	8,000 m ² (86,114 ft ²)	118,354.8 m ² (1,273,960.5 ft ²)
Lot Frontage (Minimum)	76 m (250 ft)	748.9 m (2,457 ft)
Front Yard (Minimum)	8 m (26.2 ft)	15 m (49.2 ft)
Rear Yard (Minimum)	8 m (26.2 ft)	N/A
Interior Side Yard (Minimum)	3 m (9.8 ft)	N/A
Exterior Side Yard (Minimum)	8 m (26.2 ft)	6 m (19.7 ft) *
Lot Coverage (Maximum)	40 %	9.2 %
Building Height (Maximum)	11 m (36.1 ft)	11 m (36.1 ft)
Access to Accessory Dwelling Unit	Separate from Commercial	Combined with Commercial*
Ingress / Egress Width (Minimum)	6 m (19.7 ft)	3.5 m (11.5 ft) *
For Accessory Buildings Not Attached to the Principal Building – Section 18.3.2		
Rear Yard (Minimum)	1.5 m (4.9 ft)	N/A
Interior Side Yard (Minimum)	1.5 m (4.9 ft)	N/A
Exterior Side Yard (Minimum)	8 m (26.2 ft)	8 m (26.2 ft)
Building Height (Maximum)	4.5 m (14.8 ft)	4.5 m (14.8 ft)
For Lands Abutting Residential Zone or Use – Section 18.3.3		
Interior Side Yard Abutting Residential Zone/Use (minimum)	5 m (16.4 ft)	N/A
Rear Yard Abutting Residential Zone/Use (minimum)	10 m (32.8 ft)	N/A
Landscaped Strip Abutting Residential Zone/Use	3 m (9.8 ft)	86 m (282.2 ft)
Additional Zone Regulations For a Tent and/or Travel Trailer Park – Section 18.3.6		
Lot Area (Minimum)	4 ha (9.9 ac)	11.8 ha (29.2 ac)
Distance of Tent and Travel Trailer Site from Lot Line (Minimum)	15 m (49.2 ft)	0 m (0 ft) *

Zoning Regulations	RRC Zone	Proposed
Distance of Tent and Travel Trailer Site from Centre of Road Allowance (Minimum)	25 m (82 ft)	5 m (16.4 ft) *
Travel Trailer Park Density (Maximum)	50 sites	147 sites
Travel Trailer Site Area (Minimum)	100 m ² (1,076.4 ft ²)	100 m ² (1,076.4 ft ²)
Travel Trailer Site Frontage (Minimum)	6 m (19.7 ft)	12 m (39.4 ft)
Travel Trailer Park Usable Waterfront (Minimum)	7.5 m/site (24.6 ft/site)	3.6 m / site (11.8 ft / site)
Building Height (Maximum)	4.5 m (14.8 ft)	4.5 m (14.8 ft)
Number of Travel Trailers on a Travel Trailer Site (Maximum)	1 travel trailer	1 travel trailer
Lot Coverage (Maximum)	25 %	23.5 %
Building or Structure Setback from High Water Mark or any Water Body (Minimum)	50 m (164 ft)	99.5 m (326.4 ft)
Additional Zone Regulations For Hotels, Motels & Rental Cabins – Section 18.3.6.7		
Lot Area (Minimum)	2 ha (4.9 ac)	11.8 ha (29.2 ac)
Density (Maximum)	1 unit/2,000 m ² to a maximum of 50 units	1 unit/3,933 m ² to a maximum of 30 units
Rental Cabin Usable Waterfront (Minimum)	7.5 m/unit (24.6 ft/unit)	17.9 m/unit (58.7 ft/unit)
Building or Structure Setback from High Water Mark or any Water Body (Minimum)	50 m (164 ft)	91.5 m (300.2 ft)

Bold and green shading indicates a requested site-specific provision.

*** Indicates existing condition.**



SUMMARY + QUESTIONS

Summary

- ✓ Skycroft has completed numerous studies required by Township.
- ✓ Official Plan + Zoning By-Law Amendment applications filed with Township.
- ✓ 148 new camp / cabin sites on private communal water and septic systems .
- ✓ Adequate setbacks and buffers provided from surrounding land uses and Opinicon Lake in accordance with applicable regulations and policies.
- ✓ The new camp/cabin sites are proposed to be nested in trees to blend into the rural landscape and carefully oriented to respond to the undulating topography. It is intended to preserve existing tree coverage and natural setting to the highest extent possible.
- ✓ Minimum 60 % tree canopy coverage to be provided.
- ✓ The requested approvals conform to the Provincial polices, along with County and Township Official Plans.



Skycroft Campground Resort
Skycroft Campground (2011) Ltd.
Township of South Frontenac
File Nos.: Z-16/15; PL-OPA-2022-0037

2022 Public Comments

- 15 letters of support
- 58 letters of concern and opposition
- Opinicon area has high biodiversity value
- Focus of land acquisition for conservation purposes
- Internationally important area for scientific research
- Impact of increase in vehicular and boat traffic
- Impact of off-site human activity



Rideau Waterway Development Review Team

- Maintain existing drainage patterns and rehabilitate pond
- Provide construction details for cave cabins to assess potential erosion and slope stability
- Reassess woodlands and recommend appropriate campsite densities and vegetation buffers between sites
- Identify opportunities to improve species movement corridors
- Demonstrate how to maintain 60% tree cover and preserve important woodland habitat
- Submit EIS to MECP for review for habitat protected under ESA
- Prohibit development on the island



Preliminary Analysis and Technical Review

- Consideration for economics, environmental health, social well-being
- Significant modification to the existing landscape
- Intensification of human activity through the proposed works could compromise
 - ecological integrity of the area's natural heritage, conservation reserves and other protected areas
 - heritage values of the Rideau Canal National Historic site and World Heritage Site.
- Potential for additional user conflict on Split Rail Lane and with adjoining private properties
- Off-site impacts cannot be regulated through zoning and site plan control
- Reducing size and scale of expansion appears to be best way to limit off-site impacts and impact to the existing landscape

Preliminary Analysis and Technical Review

- Zoning approach
 - Consider properties as one lot
 - One RRC-XX zone for the overall campground
 - One site plan agreement for the overall campground
- Lake impact assessment and sewage system
 - Sewage system requires MECP approval
 - Lake impact assessment not required
 - Groundwater monitoring and a contingency plan for phosphorus levels would be required



Preliminary Analysis and Technical Review

- Natural environment
 - Campground located in an environmentally sensitive area
 - Off-site impacts were not in the scope of the EIS
 - Reconcile how to maintain 60% tree canopy cover with greater than 40% lot coverage and open space
- Traffic and roads
 - Traffic Brief findings and recommendations supported as they relate to the safety and capacity of existing intersections of Opinicon Road and Split Rail Lane
 - Need to speak to Split Rail Lane and address emergency access demands on the lane
 - Campsites should not have frontage on, and access from, the lane



Council Questions and Comments

Public Questions and Comments

If you would like to speak:

- Use “Raise Hand” feature at the bottom of your screen.
- Dial*9 (star nine) for phone.
- Please wait to speak until you hear your name and your microphone has been unmuted.



Next Steps

- Applicant to provide a written response to Council, Township staff, agency and public comments
- Second technical review required
- A report with a recommendation for a decision will be brought to a future Council meeting



Adjourn Public Meeting



Township of South Frontenac Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: September 20, 2022

Subject: Appointment of Deputy Treasurer

Summary

This report recommends the passing of a bylaw to appoint Louise Fragnito as Deputy Treasurer for the Township. Deputy Treasurers must be appointed by By-law to meet Municipal Act requirements to grant the powers of the Treasurer as needed.

Recommendation

That By-law 2022-88 to appoint Louise Fragnito as Deputy Treasurer for the Township of South Frontenac be given first and second reading; and

That By-law 2022-88 be given third reading, signed and sealed.

Background

Our current Acting Deputy Treasurer Emily Caird will be leaving the Township on September 23rd, 2022, and our permanent Deputy Treasurer, Stephanie Kuka is on leave until September 2023.

Under the Municipal Act, Section 286(2) the municipality may appoint deputy treasurers who shall have the same powers and duties as the Treasurer. The Township of South Frontenac appoints a Deputy Treasurer to ensure all powers are granted during an absence or illness of the Treasurer.

The appointment of Louise Fragnito as Deputy Treasurer is for statutory requirements but does not reassign workload from the Treasurer unless there is a prolonged sickness or absence. The duties, which are not statutory in nature, are being reassigned within the Finance Department at this time.

Discussion/Analysis

As noted above, Deputy Treasurers must be appointed by By-law in order to grant the powers of the Treasurer during an absence or illness.

Financial Implications

None.

Relationship to Strategic Plans

Not applicable to this report.

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

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

Climate Considerations

Not applicable to this report.

Attachments

- By-law 2022-88 – A By-law to Appoint a Deputy Treasurer

Approvals

Submitted By:



Shelley Stedall
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-88**

**A BY-LAW TO PROVIDE FOR THE APPOINTMENT OF A DEPUTY
TREASURER**

WHEREAS it is necessary for the Council of the Corporation of the Township of South Frontenac, to enact a by-law to provide for the appointment of a Deputy Treasurer, who in the absence of the Treasurer would carry out the duties of the Treasurer and,

WHEREAS subsection 286(2) of the Municipal Act, 2001, c.25 as amended provides for by-laws to appoint a Deputy Treasurer to have all the powers and duties of the Treasurer under that and any other act,

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

1. That Louise Fragnito be appointed as Deputy Treasurer for the Corporation of the Township of South Frontenac effective September 24, 2022.
2. That the duties, roles and responsibilities will be according to the Job Description approved by the Chief Administrative Officer.
3. And that By-law 2022-51 be rescinded effective September 24th, 2022.
4. This by-law shall come into force and take effect on the date of its passage.

Dated at the Township of South Frontenac this 20th day of September 2022.

Read a first and second time this 20th day of September 2022.

Read a third time and finally passed this 20th day of September 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: September 20, 2022

Subject: **Commemorative Amenity & Tree Policy and Application**

Summary

Staff is seeking Council approval for a Commemorative Amenity & Tree Policy. This policy will act as a guiding document to ensure commemorative installations are thoroughly reviewed to maintain environmental and social integrity, and to ensure installations are conducive with long-term park/ facility site plans.

Recommendation

That By-law 2022-89 being a by-law to establish a Commemorative Amenity & Tree Policy and Application be given first and second reading; and

That By-law 2022-89 be given third reading, signed and sealed.

Background

Requests for acts of commemoration for residents or events are increasing in frequency, the proposed Commemorative Amenity & Tree Policy and Application clearly defines the expectations of the applicant and the municipality, as well as the cost associated with the installation. The policy is in line with the Recreation, Parks, and Leisure Master Plan.

Discussion/Analysis

- Currently, South Frontenac does not have a policy or guiding document and commemoration request have been dealt with on a case-by-case basis. While this system has worked, as requests become more frequent, a policy and thorough application process is preferable to ensure equitable and consistent service levels.
- The Policy and Application invites individuals, organizations, or service clubs to give a legacy by installing an amenity or planting a tree at a park, greenspace, or cemetery in South Frontenac. The gift may honour a loved one, an experience, an organization, or to recognize an important event or milestone. An “amenity” means any bench, table, park furnishing or other structure or development that increase the physical or material comfort and interest of the park.

- The Policy and Application provides the opportunity for thorough staff review to ensure the installations are in line with the Recreation, Parks and Leisure Master Plan and any site-specific plans.
- Commemorative amenities and trees add value to parks and greenspaces and is an impactful and tangible way for the community to contribute to the vibrancy of public spaces.
- Failure to provide this review could result in short-sighted placements that may hinder future park/ facility use or the need to move the installation in the future.
- Failure to provide this review could result in decisions that are inconsistent and increase the potential for inequity in service levels provided to the community.

Financial Implications

- In-kind services provided by the Public Services Department upon receiving an application. Requests currently average at about three – four times per year and will/ currently include the following services:
 - Application review/ consultation with the applicant – Provided by the Recreation & Arena Manager (1 hour)
 - Ordering materials and plaque – Provided by the Recreation & Arena Manager (1 hour)
 - Site preparation (pouring the concrete pad for bench, locates and digging the hole for tree planting, etc.) – Provided by Public Services Department (2 hours)
 - Installation of materials – Provided by Public Services Department (2 hours)
 - On-going maintenance – Provided by Public Services Department (on-going as a part of regular facility maintenance)
- Opportunity for cost-savings through this program as these installations add value to the space and are gifted to the township.

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan and the Recreation, Parks & Leisure Master Plan.

- Priority: 4. Be a catalyst for the creation of vibrant, complete communities.
- Several recommendations in the Recreation, Parks & Leisure Master Plan regarding tree planting and park amenity improvements (PK. 1, PK. 3, PK. 34, PK. 38, PK. 45, PK. 48, PK. 52, PK. 53, PK. 56, & F. 6).

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township’s resilience to climate change.
 - This policy will encourage tree canopy growth in South Frontenac’s parks, greenspaces and cemeteries using local species.

Notice/Consultation

- Amanda Pantrey, Program, Events & Education Coordinator
- Chris McNeil, Lead Hand, Facilities & Solid Waste
- Loretta Young, Cemetery Sales and Administration

Attachments

1. By-law 2022-89 - Commemorative Amenity & Tree Policy and Application

Approvals

Prepared By:
Tim Laprade, Recreation and Arena Manager

Submitted By:



Kyle Bolton
Director of Public Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-89**

A BY-LAW TO ESTABLISH A COMMEMORATIVE AMENITY & TREE POLICY

WHEREAS Council desires to establish a Commemorative Amenity and Tree Policy;

THEREFORE BE IT RESOLVED THAT the Corporation of the Township of South Frontenac enacts as follows:

1. **That** the Commemorative Amenity & Tree Policy and Application for the Township of South Frontenac is hereby adopted in the form attached hereto as Schedule A; it being understood that the Director of Public Services be authorized to amend Schedule A as required.
2. **That** this By-law will come into force and take effect on the date of its passing.

Given First and Second Readings: September 20, 2022

Given Third Reading signed and sealed September 20, 2022

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk



Commemorative Amenity & Tree Policy and Application

Policy

1.0- Purpose

- 1.1- This policy is established to provide community members, organizations, clubs, or groups in the Township of South Frontenac with the opportunity to purchase commemorative amenities and/ or trees on municipal property. An “amenity” means any bench, table, park furnishing or other structure or development that increase the physical or material comfort and interest of the park.

2.0- Value

- 2.1- The Township of South Frontenac invites individuals, organizations, or service clubs to give a legacy by installing an amenity or planting a tree at a park, greenspace, or cemetery in South Frontenac. The gift may honour a loved one, an experience, an organization, or to recognize an important event or milestone.

3.0- Scope

- 3.1- This policy applies to amenity installation and tree planting commemoration. The policy applies to all parks, greenspaces, and cemeteries owned by the Township of South Frontenac. This policy does not apply to lands leased from other for municipal purposes, or lands that are not managed by the Township of South Frontenac.

4.0- Responsibilities

- 4.1- Administration of this policy is delegated to the Director of Public Services or designate.
- 4.2- Execution is delegated to the Manager of Recreation & Facilities.
- 4.3- The Manager of Recreation & Facilities shall be responsible for relating application information to other municipal departments to coordinate the installation of an amenity or the planting of a tree.
- 4.4- The Manager of Recreation & Facilities is responsible for ordering all materials. Applicants need only provide the information required and the payment. This will ensure materials fit within Accessibility for Ontarians with Disabilities Act and other pertinent legislation, as well as environmental protection interests.

5.0- Application Process

- 5.1- The Manager of Recreation & Facilities serves as the primary point of contact and will accept and review applications throughout the year.
- 5.2- Those wishing to install a commemorative amenity and/or plant a tree must apply in writing, using the application form herein.



Public Services

2490 Keeley Road, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 4331

RecSupport@SouthFrontenac.net

Recreation & Leisure Services

5.3- Trees will be offered at the discretion of the Manager of Recreation & Facilities, based on supplier availability and native tree compatibility to the selected planting location. Applicants can identify preferred tree species within the application.

Approved Native Tree Species are:

- Sugar Maple (*Acer saccharum*)
- Red Maple (*Acer rubrum*)
- Red, White or Burr Oak (*Quercus* sp.)
- Hickory, Shagbark or Butternut (*Carya* sp.)
- White Pine (*Pinus strobus*)
- Red Pine (*Pinus resinosa*)
- Pitch Pine (*Pinus rigida*)
- White Spruce (*Picea glauca*)
- Hemlock (*Tsuga canadensis*)
- Eastern White Cedar (*Thuja occidentalis*)
- Honey Locust (*Gleditsia*)

5.4- Applications will not be confirmed until payment is received, and all approvals are obtained as applicable.

5.5- A commemoration is a form of remembrance of a loved one, a celebration of a birth or anniversary, or to honour others' personal and/or professional contributions to the community. The Township reserves the right to deny applications if the purpose of the commemoration is deemed inappropriate.

6.0- Plaque and Text

6.1- The Township will use a standard plaque to promote consistency in cost, size, type, and mounting. The commemorative plaque will be made with a standard font and colour that adheres to accessibility requirements. The plaque text information is collected in the application section of this document.

6.2- The Township has final approval of the text on the plaque and reserves the right to make edits or corrections for grammar, spelling, or readability. The Township has the right to reject text based on obscenities or other messages deemed to be offensive.

7.0- Location

7.1- The Township has many parks and green spaces available for commemorative amenities and trees. The applicant may identify up to three (3) locations, the Township will make all attempts to accommodate location preference.

7.2- The Township is responsible for the installation of a new amenity and/or planting of a new tree on any municipal property. The installation must meet accessibility



Public Services

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RecSupport@SouthFrontenac.net

Recreation & Leisure Services

requirements, long term park or facility plans, and facility maintenance practicalities.

8.0- Installation & Maintenance

- 8.1- The Township will complete the installation of the amenity and/ or plant the tree. Due to risk and liability and to achieve the required service standards, any in-kind, volunteer, or do-it-yourself work is not permitted.
- 8.2- Amenity installation will take place throughout the spring, summer and fall seasons on a day that is favourable for concrete pouring or any other considerations for successful installation.
- 8.3- Tree planting will be scheduled in either May for the spring planting season or September for the fall planting season.
- 8.4- The Township understands that the amenity or tree may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the Township will not permit the placement of flowers, wreaths, pictures, etc. at the site or the addition of fixtures to or around the amenity/ tree.
- 8.5- The maintenance of an amenity/ tree and the plaque will be the responsibility of the Township for the lifetime of the amenity or tree. The amenity and/or plaque(s) will be replaced/repared if vandalized, with the Township providing a lifetime warranty of up to 20 years. When the amenity or tree reaches the end of its usable life, the Township will make all attempts to contact the applicant for further direction.

9.0- Fees

- 9.1- The fees are based on cost recovery only. The Township will not profit from the installation of the commemorative amenity or tree. The Township recognizes and appreciates the added value to public spaces these contributions provide.
- 9.2- The fees to purchase and install are as follows (subject to change based on purchasing cost increases):
 - Bench/ table: \$1,500
 - Tree: \$500
 - Other park furnishing/ structure: Please contact staff

These fees are to cover the cost of the materials. Installation labour will be provided as an in-kind service by the Township.

- 9.3- The complete fee payment must be received with the application to be considered.
- 9.4- Payments can be made by cheque or debit. Please make cheque payable to the Township of South Frontenac and submit with a completed application.



SOUTH FRONTENAC

Public Services

2490 Keeley Road, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 4331

RecSupport@SouthFrontenac.net

Recreation & Leisure Services

Application

Please return this completed form with payment to:

ATTN: Manager of Recreation & Facilities

Township of South Frontenac

Public Services Department – Recreation & Leisure Services

P.O. Box 100, Sydenham, ON, K0H 2T0

Email: RecSupport@SouthFrontenac.net

General Information:

Applicant Information		
Name:		
Street Address:		
Town:	Province:	Postal Code:
Phone Number:		
Email Address:		
Secondary Contact		
Name:		
Phone Number:		
Email Address:		
Intention of Application		
	I would like to purchase a commemorative bench with a plaque. I have read the policy and agree to the terms and conditions.	
	I would like to purchase a commemorative tree with a plaque. I have read the policy and agree to the terms and conditions.	
	I would like to purchase other park furnishings/ structure with a plaque. I have read the policy and agree to the terms and conditions.	

(Continues on next page)



SOUTH FRONTENAC

Public Services

2490 Keeley Road, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 4331

RecSupport@SouthFrontenac.net

Recreation & Leisure Services

Location Information:

Please list your three (3) location preferences in order (1 being most preferable). The Township will make every effort to accommodate the preference, but the final decision will be made by the Recreation & Facilities Manager.

Preference No.	Park/ Greenspace/ Cemetery
1.	
2.	
3.	

Plaque Text Information:

Please provide the exact text that you wish to have on the plaque. The plaque spacing restricts text to a maximum of four lines (4) with 40 characters each, including spaces.

Tree Specific Information:

If you are applying for the installation of a commemorative tree, please provide which species you would prefer. Note only native species are permitted, see section 5.3 of this document for a full list of approved trees.

Tree species:	
---------------	--

Applicant Signature:

I have read the Commemorative Amenity & Tree Policy and Application in its entirety and agree to comply with all municipal by-laws, rules, and regulations as they relate to this application. I have included the associated fees with this application.

Name:	Date:
Signature:	

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: September 20, 2022

Subject: **Recreation Committees Structure Review and Recommendations**

Summary

Staff is seeking Council approval for the recommendation presented to Committee of the Whole to dissolve the two existing recreation committees and move forward with one Recreation & Leisure Services Committee.

Recommendation

That Council approve the staff recommendation to create the Recreation & Leisure Services Committee; and

That By-law 2022-90 being a by-law to establish be given first and second reading; and

That By-law 2022-90 be given third reading, signed, and sealed; and

That By-law 2019-49 be repealed on November 14th, 2022

Background

On September 13th, 2022 a staff report was presented to committee of the whole which can be found [HERE](#). The report covered the review of the current two recreation committee structure in By-law 2019-49 and a recommendation to proceed with one committee for discussion. During the discussion, the comment was raised that the committee was structured with an even number of members which could present a tie if there was a vote.

Discussion/Analysis

Feedback from the September 13th, 2022 Committee of the Whole meeting was for equal representation from each district and an odd number of members for voting purposes.

Therefore staff is recommending a committee composition of:

- Members of the Public – 9
- Members of Council – 2

- Staff – Program, Events & Education Coordinator
- Legislative Support – Deputy Clerk

As there are four districts in the Township it will not be possible to have equal representation with 9 members, but best efforts will be made to attain this during the recruitment process while selecting members with the right skills and experience.

The Recreation & Leisure Services Committee's mandate will be to:

- Advise Council in the implementation of the recommendations of the Recreation, Parks, and Leisure Master Plan. This will include an annual review of the recommendations and setting specific goals towards achieving the recommendations.
- Act as a conduit between the community and Council. The committee will support and guide residents through the process of successfully presenting ideas and needs to Council.
- Assist with the coordination and execution of Township-led events and programs.
- Provides input to the annual recreation capital and operating budget from an asset management perspective, prioritizing recommendations for budget inclusion based on actual usage, community needs, and recommendations from the Recreation, Parks, and Leisure Master Plan.
- Support community recreation education initiatives, including the annual Community Services and Activity Guide, the Recreation and Leisure Services Fair, and the Annual Volunteer Appreciation program.

Financial Implications

It is anticipated that a one-committee structure will result in cost savings through:

- Reduced committee composition from 22 members to 11 (including two members of Council), thereby saving on honorariums and mileage payments.
- Reduced staff overtime implications as the need for several staff to attend meetings and provide administrative support will be eliminated.

Relationship to Strategic Plans

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan and the Recreation, Parks, and Leisure Master Plan.

- Priority: 4. Be a catalyst for the creation of vibrant, complete communities.
- RPLMP: Support all service development and delivery by providing the human resources and policies/practices necessary for implementation.

Climate Considerations

Not applicable to this report.

Notice/Consultation

- Jamie Brash, Manager of Facilities & Solid Waste
- Amanda Pantrey, Program, Events and Education Coordinator
- Angela Maddocks, Clerk
- James Thompson, Deputy Clerk
- Community Programming & Events Committee members
- Recreation & Leisure Facilities Committee members

Attachments

None.

Approvals

Prepared By:

Tim Laprade, Recreation and Arena Manager

Submitted By:



Kyle Bolton

Director of Public Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-90**

A BY-LAW TO ESTABLISH A RECREATION & LEISURE SERVICES COMMITTEE

WHEREAS Council desires to establish a Recreation & Leisure Services Committee;

THEREFORE BE IT RESOLVED THAT the Corporation of the Township of South Frontenac enacts as follows:

1. **That** the Recreation & Leisure Services Committee for the Township of South Frontenac is hereby adopted in the form attached hereto as Schedule A;
2. **That** this By-law will come into force and take effect on the date of its passing.
3. **That** By-law 2019-49 be repealed on November 14, 2022.

Given First and Second Readings: September 20, 2022

Given Third Reading signed and sealed September 20, 2022

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule A
Recreation & Leisure Services Committee Structure

Committee Composition

- Members of the Public – 9
- Members of Council – 2
- Staff – Program, Events & Education Coordinator
- Legislative Support – Deputy Clerk

Committee Mandate

- Advise Council in the implementation of the recommendations of the Recreation, Parks, and Leisure Master Plan. This will include an annual review of the recommendations and setting specific goals towards achieving the recommendations.
- Act as a conduit between the community and Council. The committee will support and guide residents through the process of successfully presenting ideas and needs to Council.
- Assist with the coordination and execution of Township-led events and programs.
- Provides input to the annual recreation capital and operating budget from an asset management perspective, prioritizing recommendations for budget inclusion based on actual usage, community needs, and recommendations from the Recreation, Parks, and Leisure Master Plan.
- Support community recreation education initiatives, including the annual Community Services and Activity Guide, the Recreation and Leisure Services Fair, and the Annual Volunteer Appreciation program.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-91**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF
THE SPECIAL COUNCIL MEETING OF THE CORPORATION OF THE TOWNSHIP
OF SOUTH FRONTENAC ON SEPTEMBER 20, 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 September 20, 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 September 20, 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 September 20, 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 20 day of September 2022.

Read a third time and finally passed this 20 day of September, 2022.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk