Township of South Frontenac
Council Meeting Agenda

TIME: 7:00 PM,
DATE: Tuesday, October 3, 2023
PLACE: Council Chambers/Virtual Via Zoom .

1. *Call to Order*

a) Resolution

2. *Declaration of pecuniary interest and the general nature thereof*

3. *Approval of Agenda*

a) Resolution

4. ***Scheduled** Closed Session*

5. *Recess*

6. *Public Meeting*

a) Resolution - Public Meeting to Order

b) Notice of Collection and Public Meeting Introduction 5 - 29

c) **Zoning By-law Amendment Application PL-ZBA-2023-0107, Mancino (ZanderPlan), Roll Number 102901001021415, Bedford District** 30 - 36

- This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0107 for a property on Westport Road with Assessment Roll Number 102901001021415. If approved, the zone on the subject lands would be changed from Rural (RU) to Rural – Special Provision (RU-75). Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature (i.e. it fulfills a condition of consent approval).

d) **Zoning By-law Amendment Application PL-ZBA-2023-0109, 11188615 Canada Inc. (ZanderPlan), Roll Number 102903002085350, Bedford District** 37 - 44

- This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0109 for a property between 139 and 177 Mica Point Lane. If approved, the zone on the subject lands would be changed from Recreational Resort Commercial – Special Provision (RRC-39) to Limited Service Residential Waterfront (RLSW and RLSW-135). Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature (i.e. it fulfills a condition of consent approval).

e) Resolution - Close Public Meeting

7. *Delegations*

a) Chris Hammer will be present to provide Council with an update regarding the Sydenham Highschool 150th Anniversary.

b) David Brown will be present to speak to Council regarding a proposal to rename the Petworth Road single lane bridge. 45 - 55

8. *Briefings*

9. *Approval of Minutes*

a) Resolution 56 - 63

10. *Reports Requiring Action*

a) **Award of Tender # PS-2023-26 – Wilmer Road Culvert Replacement** 64 - 68

That Council accept the bid from Crains Construction Ltd. In the amount of $563,632.87 (net of HST credits) for Contract # PS-2023-26 Wilmer Road Culvert Replacement; and

That Council authorize a project budget increase in the amount of $303,921.89 be funded from the Asset Investment Reserve through a reallocation from the Guiderail Program #21-R07 ($45,000) along with savings from the Battersea Road Reconstruction Project ($260,000).

b) **Naming of Municipal Assets** 69 - 92

That Council direct staff to develop a policy for the naming of municipal assets to be implemented by Q4 2023.

11. *Advisory Committee Reports or Minutes*

12. *Reports Requiring Approval of By-laws*

a) **Implementation of Administrative Monetary Penalties – Animal at Large (excluding dogs and cats) By-law** 93 - 103

That Council recommend as follows:

a) That By-law 2023-77 attached as Exhibit A, being 'By-law to Amend By-law 2022-70, 'A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws', be given first and second reading.

b) That By-law 2023-77 attached as Exhibit A, being "A By-law to Amend By-law 2022-70, 'A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws', be given third reading, signed and sealed.

c) That By-law 2023-78 attached as Exhibit B, being "A By-Law to Amend By-Law 2001-13, 'A By-law to Prohibit the being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, within the Township of South Frontenac', be given first and second reading.

d) That By-law 2023-78 attached as Exhibit B, being "A By-Law to Amend By-Law 2001-13, 'A By-law to Prohibit the being at Large or Trespassing of Any Animal,

Excluding Dogs and Cats, within the Township of South Frontenac', be given third reading, signed and sealed.

b) **Zoning By-law Amendment Application PL-ZBA-2023-0107, Mancino (ZanderPlan), Roll Number 102901001021415, Bedford District** 104 - 105

That By-law 2023-79 to amend the zoning on lands known as Parts 1, 2 and 3 on Plan 13R-22950, Part of Lot 20, Concession 11, District of Bedford, Township of South Frontenac be given first and second reading; and

That By-law 2023-79 be given third reading, signed and sealed.

c) **Zoning By-law Amendment Application PL-ZBA-2023-0109, 11188615 Canada Inc. (ZanderPlan), Roll Number 102903002085350, Bedford District** 106 - 108

That By-law 2023-80 to amend the zoning on lands known as Part of Lot 32, Concession 7, District of Bedford, Township of South Frontenac be given first and second reading; and

That By-law 2023-80 be given third reading, signed and sealed.

13. *Reports for Information*

a) **2nd Quarter 2023 – Building Services Report** 109 - 111
- This report documents the delivery of Building Services within the Development Services Department between April 1, 2023, and June 30, 2023.

b) **2nd Quarter 2023 – Planning Services Report** 112 - 115
- This report documents the delivery of Planning Services within the Development Services Department between April 1, 2023, and June 30, 2023 (2nd Quarter, 2023).

14. *Committee of the Whole*

15. *Information Items*

a) **County of Frontenac - Statutory Public Meeting Notice regarding Official Plan Amendment #3 (Communal Services)** 116 - 120

16. *Notice of Motions*

a) **Review of Arena Parking Options** 121 - 122

17. *Rise and Report regarding County Council and External Boards*

a) County Council

b) Police Services Board

c) Cataraqui Conservation

d) Quinte Conservation

e) Rideau Valley Conservation Authority

18. *Announcements/Statements by Councillors*

19. *Closed Session (if requested)*

20. *Confirmatory By-law*

a) Resolution 123

21. *Adjournment*

a) Resolution

Notice of Collection

- Personal information, as defined by the *Municipal Freedom of Information and protection of Privacy Act* (*MFIPPA*), including (but not limited to names, addresses, opinions and comments, is collected under the authority of the *Municipal Act, 2001*, *Planning Act* and in accordance with *MFIPPA*.
- All personal information may form part of the meeting agendas and minutes, and therefore will be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the Township of South Frontenac.
- Questions regarding the collection, use and disclosure of this personal information may be directed to the Township Clerk.

Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment Applications PL-ZBA-2023-0107 and PL-ZBA-2023-0109.
- 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 by email care of planning@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.

SOUTH FRONTENAC

Public Meeting

under the Planning Act

Applications for Zoning By-law Amendment

PL-ZBA-2023-0107

PL-ZBA-2023-0109

Tuesday, October 3, 2023

7:00 p.m. Council Meeting

Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment Applications PL-ZBA-2023-0107 and PL-ZBA-2023-0109.
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Meeting Format

- Planner reviews proposal and delivers report
- Open discussion
  - Council questions
  - Public questions and comments
  - Council comments
- Close public meeting

PL-ZBA-2023-0107

Applicant: Michael Mancino

Agent: ZanderPlan

Property: Assessment Roll Number 102901001021415 (Between Gardner Lane and Westport Road)

Location

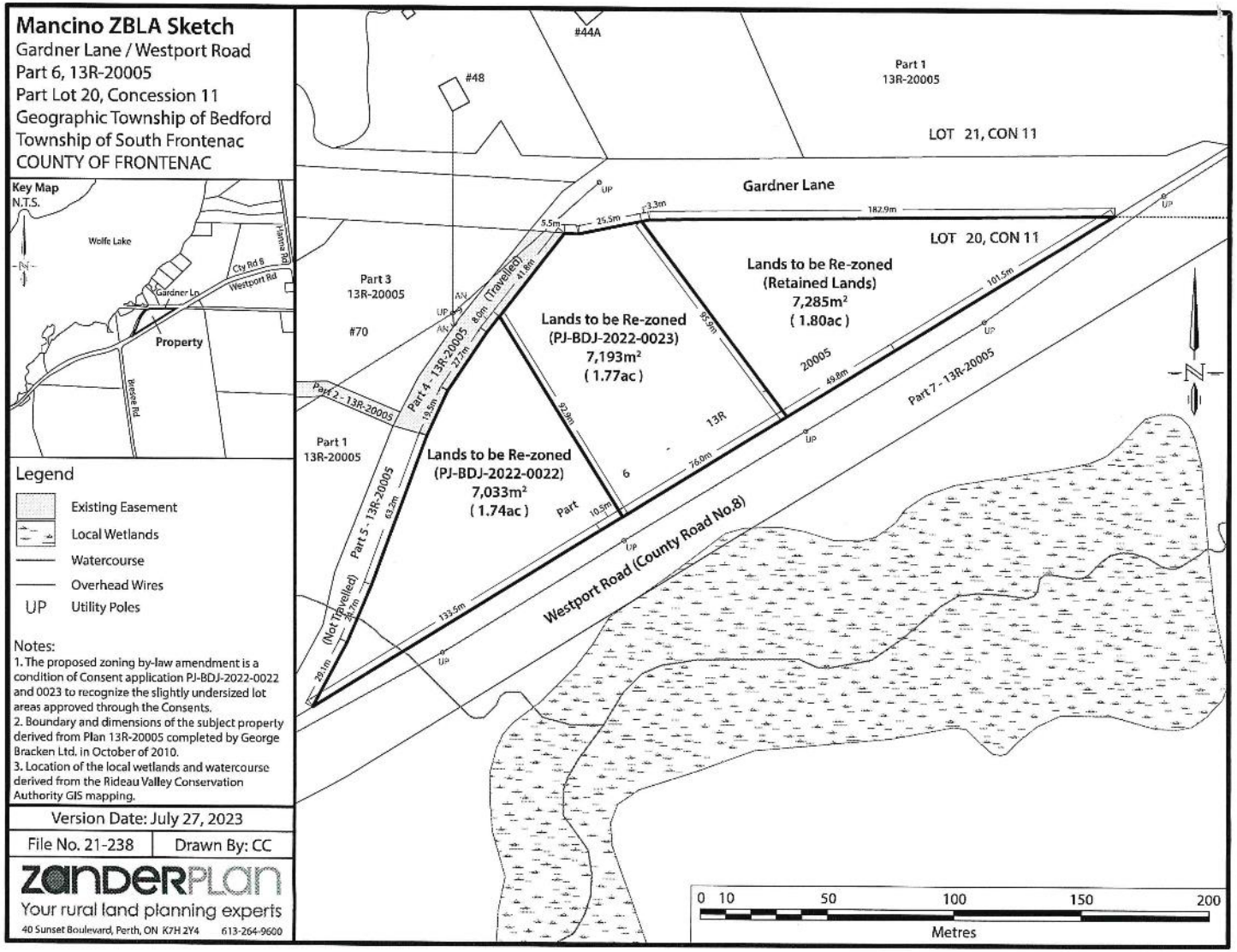

McNeil Rd
Jawah Ln
Wolfe Lake
Salem Rd
St Edwards Cemetery
Jawah Rd
Mohrville Rd
Ferndoy

Proposal

- Severance of two residential lots approved in June 2022
- Existing Zone – RU
- Proposed Zone – RU-75
- Permit 0.7ha (1.7ac) lot area



Proposal


Mancino ZBLA Sketch
Gardner Lane / Westport Road
Part 6, 13R-20005
Part Lot 20, Concession 11
Geographic Township of Bedford
Township of South Frontenac
COUNTY OF FRONTENAC
Key Map
N.T.S.
Wolfe Lake
Jasna Rd
Cty Rd 8
Westport Rd
Gardner Ln
Property
Bessie Rd
Legend
Existing Easement
Local Wetlands
Watercourse
Overhead Wires
UP Utility Poles
Notes:
1. The proposed zoning by-law amendment is a condition of Consent application PJ-BDJ-2022-0022 and 0023 to recognize the slightly undersized lot areas approved through the Consents.
2. Boundary and dimensions of the subject property derived from Plan 13R-20005 completed by George Bracken Ltd. in October of 2010.
3. Location of the local wetlands and watercourse derived from the Rideau Valley Conservation Authority GIS mapping.
Version Date: July 27, 2023
File No. 21-238
Drawn By: CC
zanderPLAN
Your rural land planning experts
40 Sunset Boulevard, Perth, ON K7H 2Y4 613-264-9600
#44A
#48
#70
Part 1
13R-20005
LOT 21, CON 11
Gardner Lane
LOT 20, CON 11
Part 3
13R-20005
Lands to be Re-zoned
(Retained Lands)
7,285m²
(1.80ac)
Lands to be Re-zoned
(PJ-BDJ-2022-0023)
7,193m²
(1.77ac)
Lands to be Re-zoned
(PJ-BDJ-2022-0022)
7,033m²
(1.74ac)
Part 1
13R-20005
Part 2 - 13R-20005
Part 4 - 13R-20005
Part 5 - 13R-20005
Part 7 - 13R-20005
Westport Road (County Road No.8)
(Not Travelled)
(Travelled)
0 10 50 100 150 200
Metres



View from west end of property
(Westport Road is on the right)



View from east end of property

Department and Public Comments

- Public Services, Building Services and Rideau Valley Conservation Authority – no objection to the consent applications

- Public – none received

Planning Analysis

- Provincial Policy Statement, County Official Plan and Township Official Plan allow rural lot creation
- Minimum 0.8 ha (2 acre) lot area required for new lots
- Ensures adequate well and sewage system separation
- 0.7 ha (1.7 acre) lot area proposed
- Low density area
- Committee of Adjustment approved consent that does not conform to Official Plan and Zoning By-law
- Council may consider the deficient lot area by changing the zone on the lot

Next Steps

- South Frontenac Council should receive comments from the public
- Staff recommendation to pass a by-law tonight

Open Discussion

1. Council Questions
2. Public Questions and Comments
3. Council Comments

If you are joining virtually and 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.

SOUTH FRONTENAC

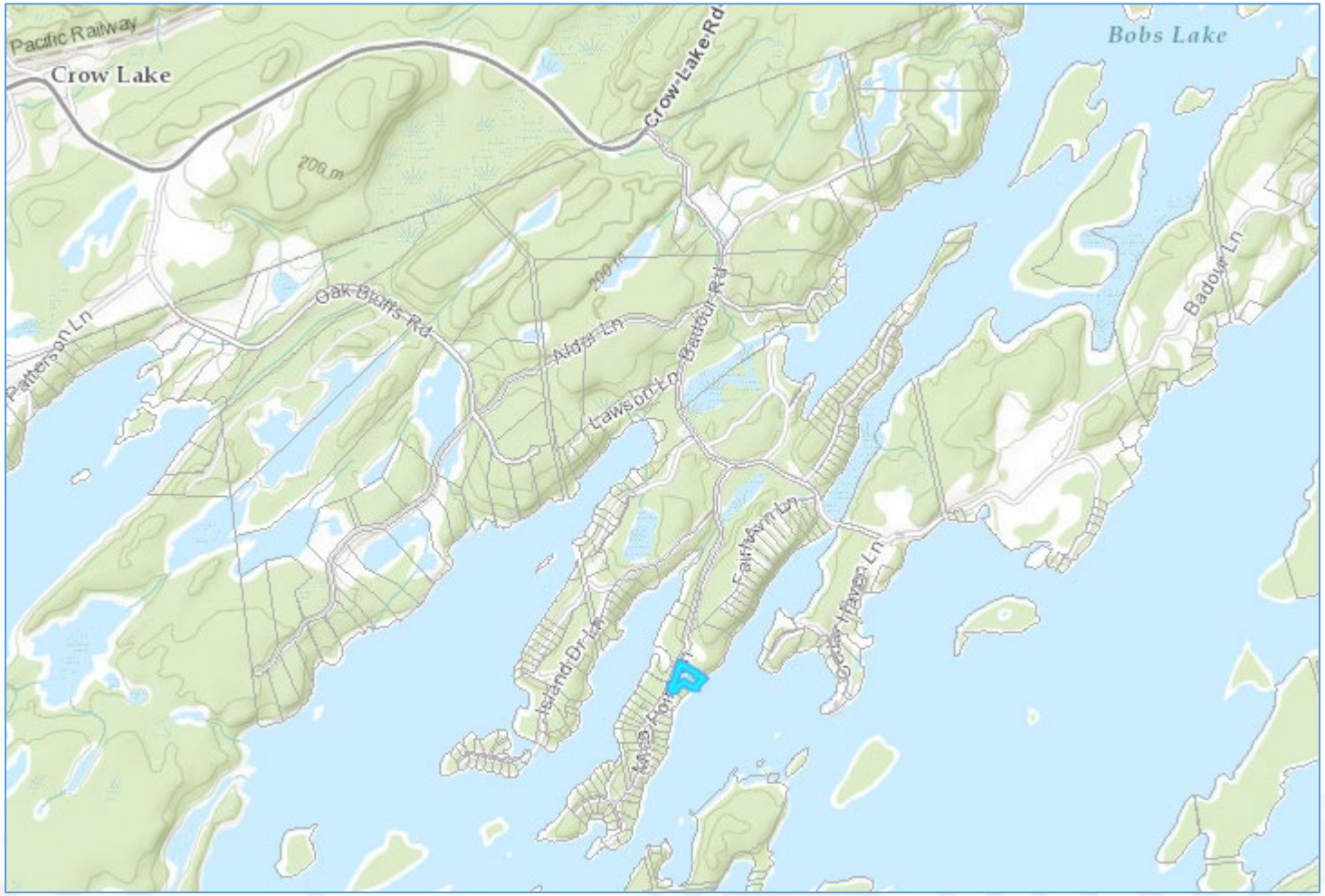
PL-ZBA-2023-0109

Applicant: 11188615 Canada Inc. (Mark Cooke)

Agent: ZanderPlan

Property: Between 139 and 177 Mica Point Lane

Location



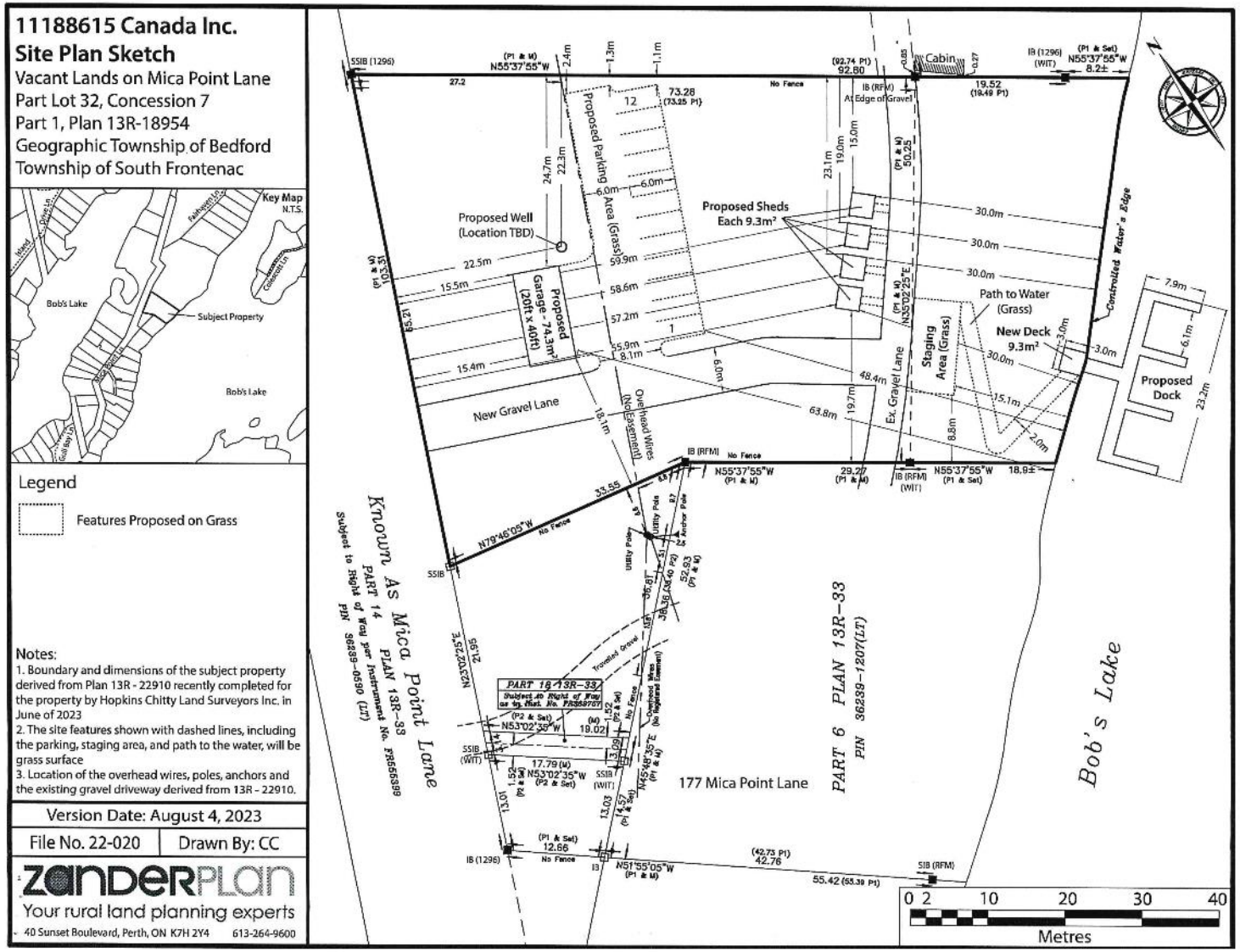
SOUTH FRONTENAC

Proposal

- Lot addition approved in September 2022
  - Existing Zone – RRC-39
  - Proposed Zone – RLSW
  - One zone on the enlarged lot
- Easement approved in September 2022
  - Existing Zone – RRC-39
  - Proposed Zone – RLSW-135
  - To permit parking and docking facilities for water-access only lots, plus accessory buildings
  - Maximum 12 parking spaces
  - Maximum 5% lot coverage



Proposal


11188615 Canada Inc.
Site Plan Sketch
Vacant Lands on Mica Point Lane
Part Lot 32, Concession 7
Part 1, Plan 13R-18954
Geographic Township of Bedford
Township of South Frontenac
Key Map
N.T.S.
Bob's Lake
Subject Property
Legend
Features Proposed on Grass
Notes:
1. Boundary and dimensions of the subject property derived from Plan 13R - 22910 recently completed for the property by Hopkins Chitty Land Surveyors Inc. in June of 2023
2. The site features shown with dashed lines, including the parking, staging area, and path to the water, will be grass surface
3. Location of the overhead wires, poles, anchors and the existing gravel driveway derived from 13R - 22910.
Version Date: August 4, 2023
File No. 22-020
Drawn By: CC
ZanderPlan
Your rural land planning experts
40 Sunset Boulevard, Perth, ON K7H 2Y4 613-264-9600
Proposed Parking Area (Grass)
Proposed Well (Location TBD)
Proposed Garage - 74.3m² (20ft x 40ft)
Proposed Sheds Each 9.3m²
New Gravel Lane
Overhead Wires (No Easement)
Ex. Gravel Lane
Staging Area (Grass)
Path to Water (Grass)
New Deck 9.3m²
Proposed Dock
Cabin
Controlled Water's Edge
177 Mica Point Lane
Known As Mica Point Lane
PART 14 PLAN 13R-33
PART 6 PLAN 13R-33
PIN 36239-1207(LT)
Bob's Lake
No Fence
Metres



Enlarged lot at 177 Mica Point Lane



Mica Point Lane frontage of “Easement” lot



Easement lot (in the treed area)

SOUTH FRONTENAC

Department and Public Comments

- Public Services, Building Services and Rideau Valley Conservation Authority – no objection to the consent applications

- Public – none received

Policy Framework

Provincial Policy Statement

Frontenac County Official Plan

Township of South Frontenac Official Plan

- Put in place appropriate zoning
- Provide mainland parking and docking facilities for water-access only properties

Next Steps

- South Frontenac Council should receive comments from the public
- Staff recommendation to pass a by-law tonight

Open Discussion

1. Council Questions
2. Public Questions and Comments
3. Council Comments

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SOUTH FRONTENAC

Adjourn Public Meeting

Township of South Frontenac

Staff Report

To:	Council
Prepared by:	Development Services Department
Date of Meeting:	October 3, 2023
Subject:	**Zoning By-law Amendment Application PL-ZBA-2023-0107, Mancino (ZanderPlan), Roll Number 102901001021415, Bedford District**

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0107 for a property on Westport Road with Assessment Roll Number 102901001021415. If approved, the zone on the subject lands would be changed from Rural (RU) to Rural – Special Provision (RU-75).

Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature (i.e. it fulfills a condition of consent approval).

Recommendation

THAT By-law 2023-79 to amend the zoning on lands known as Parts 1, 2 and 3 on Plan 13R-22950, Part of Lot 20, Concession 11, District of Bedford, Township of South Frontenac be given first and second reading; and

That By-law 2023-79 be given third reading, signed and sealed.

Background

The subject application is related to consent applications PL-BDJ-2022-0022 and PL-BDJ-2022-0023 for the creation of two new lots. The consent applications were approved by the Committee of Adjustment on June 9, 2022. The purpose of the rezoning application is to implement a condition that requires the parcels to be rezoned. This change would permit the severed parcels and the retained parcel to have a minimum 0.7 hectares (1.7 acres) lot areas, whereas a minimum 0.8 hectare (2 acre) lot area is generally required.

Under the Planning Act, a public meeting is required to be held to receive comments from the public on the proposed rezoning.

Property Description

The subject property is located on the north side of Westport Road and south of Gardner Lane.

The subject property is triangular shaped and has a total area of 2.15 hectares (5.32 acres). The property is vacant and consists of farmland. There are mature trees along the property line that abuts Westport Road as well as along Gardner Lane. There is a watercourse that runs through the edge of the property in the south-west corner.

There is existing residential development along Gardner Lane surrounding the subject property.

Department and Agency Comments

Public Services and Building Services were not circulated the rezoning application as they had no objection to the approval of the consent applications. Rideau Valley Conservation Authority also had no objection to the consent applications.

Public Comments

No comments were received from the public at the time of writing this report.

Planning Analysis

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

The Committee of Adjustment had consideration for these planning documents in the decision to grant provisional approval to the consent applications.

The Provincial Policy Statement 2020 (Section 1.1.5) and the County of Frontenac Official Plan (Section 3.3) permit residential development, including lot creation that is locally appropriate, in rural lands. The County Official Plan and the Township Official Plan also permit residential development in the Rural designations.

Section 5.7.4 of the Township Official Plan states that the minimum lot area for lots shall not be less than 0.8 hectares (2 acres) when serviced by a private well and private sanitary sewage system. The land division policies (Section 7.1) echo the requirement for minimum lot areas. The RU zone requires a minimum 0.8 hectare (2 acre) lot area. The applicant proposed 0.7 hectare lot areas for the two severed parcels and the retained parcel, in order to maximize the development potential of the subject lands. These lot

areas do not comply with the minimum lot area requirements of the Official Plan and the Zoning By-law.

The Township Official Plan requires a minimum 0.8 hectare lot area to ensure adequate separation distances between wells and sewage systems so that groundwater quality is not impacted, to avoid an overdeveloped appearance, and to help ensure a reasonable separation between residential uses.

Lesser lot areas are generally only considered through a plan of subdivision in which lot creation is typically supported by a hydrogeological assessment and terrain analysis that demonstrates that there would be no adverse impacts to groundwater quality and quantity for the proposed lot and the existing development in the area. The severed parcel was created through a consent not a subdivision, therefore no study was required nor completed.

Section 5.7.4 of the Township Official Plan allows the Municipality to consider reductions to the minimum lot size requirement provided the overall intent of the Plan is maintained. This approval would come in the form of a zoning by-law amendment to permit the severed parcels and the retained parcel to have lesser lot areas.

The subject lands are surrounded by roads. Nearby properties off Gardner Lane exceed the minimum lot area requirements, except for a few cottage properties. There is no development on the south side of Westport Road across from the subject lands. This means there is a low density of wells and sewage systems in the immediate area. This suggests that the proposed 0.7 hectare, regular-shaped lots are unlikely to cause adverse impacts to groundwater quality and quantity for the proposed lots and the existing development in the area.

Private wells and sewage systems are the only servicing option in this location. The Township must be satisfied that any new lot created by consent can be serviced by a sewage disposal facility and adequate water supply. Building Services was satisfied that the severed parcels have flexibility to locate a sewage disposal system. The Township typically requires the ability to be serviced by a private well to be demonstrated as a condition of consent approval.

Conclusion

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

Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature. Specifically, the Committee of Adjustment had consideration for all applicable policy in the decision to grant provisional approval to the consent applications, and the by-law will fulfill one of their conditions.

Financial Implications

Not applicable.

Relationship to Strategic Plans

☒ Not applicable to this report.

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

- Priority: Choose an item.
- Action Item (if applicable): N/A

Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

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

- by mail to every owner of land within 120 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies

Attachments

1. By-law 2023-79

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Brad Wright
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-79

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO RURAL – SPECIAL PROVISION (RU-75) ON LANDS DESCRIBED AS PARTS 1, 2 AND 3 ON PLAN 13R-22950, PART LOT 20, CONCESSION 11, DISTRICT OF BEDFORD

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

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

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

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

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

1. **THAT** Schedule “D” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-75) for the lands shown on Schedule “1”.

2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-75 (Parts 1, 2 and 3 on Plan 13R-22950, Part of Lot 20, Concession 11, District of Bedford) immediately after the last Rural – Special Provision section to read as follows:

   RU-75 (Parts 1, 2 and 3 on Plan 13R-22950, Part of Lot 20, Concession 11, District of Bedford)

   Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-75), the following provisions apply:

   - *Lot Area (Minimum)* *0.7 hectares (1.7 acres)*

   All other provisions of this by-law shall apply.

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

   Dated at the Township of South Frontenac this 3rd day of October, 2023.

   Read a first and second time this 3rd day of October, 2023.

   Read a third time and finally passed this 3rd day of October, 2023.

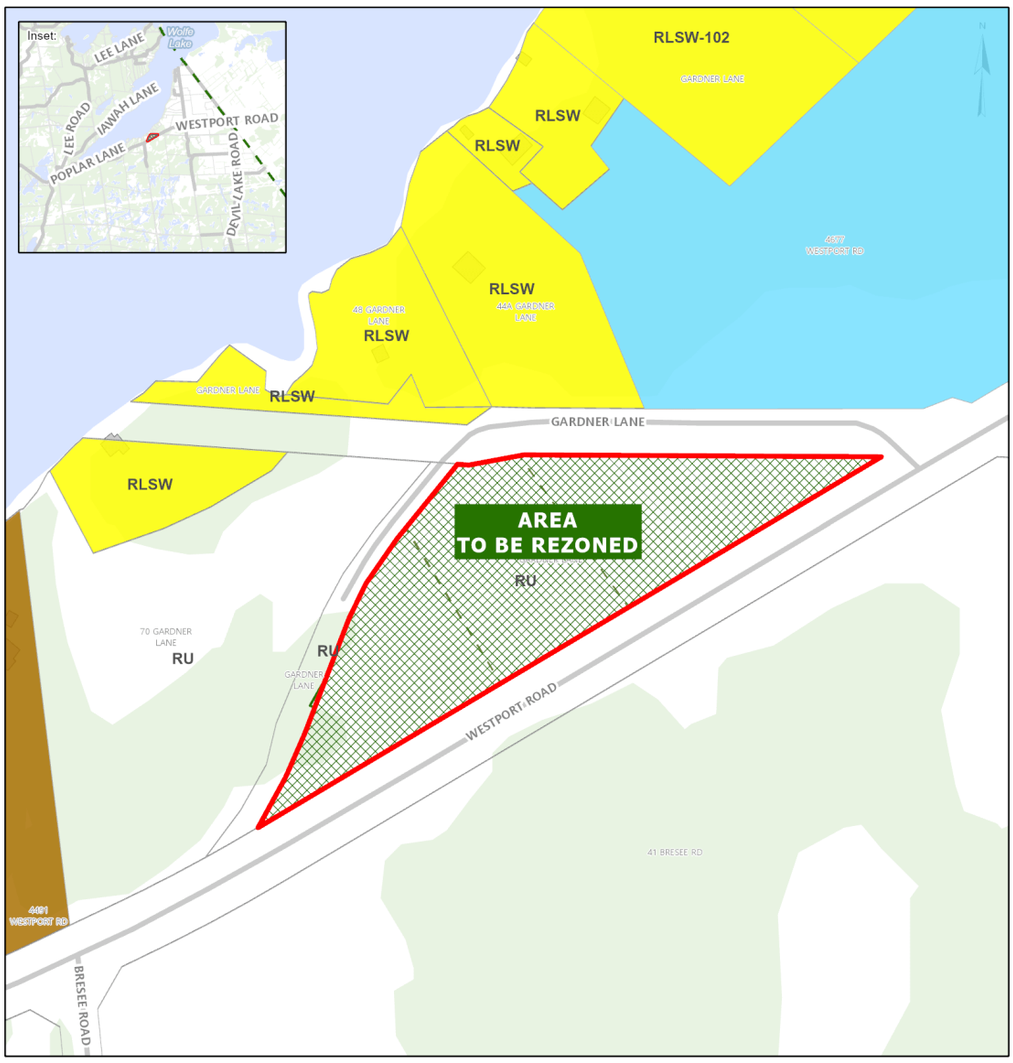
THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

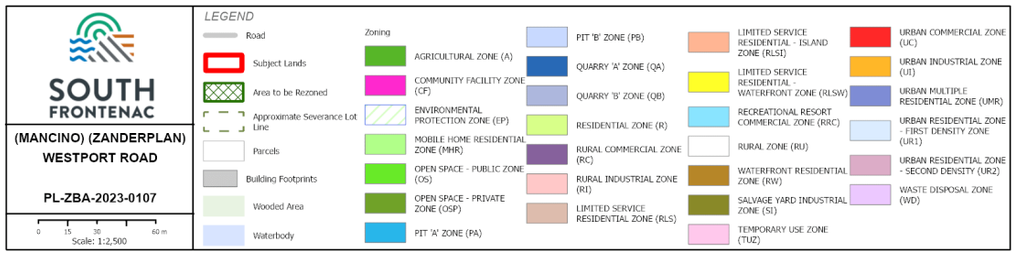
_____
Ron Vandewal, Mayor

_____
James Thompson, Clerk

Schedule 1

This is Schedule “1” to By-law No. 2023-79





Passed this 3rd day of October, 2023

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

Staff Report

To:	Council
Prepared by:	Development Services Department
Date of Meeting:	October 3, 2023
Subject:	**Zoning By-law Amendment Application PL-ZBA-2023-0109, 11188615 Canada Inc. (ZanderPlan), Roll Number 102903002085350, Bedford District**

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0109 for a property between 139 and 177 Mica Point Lane. If approved, the zone on the subject lands would be changed from Recreational Resort Commercial – Special Provision (RRC-39) to Limited Service Residential Waterfront (RLSW and RLSW-135).

Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature (i.e. it fulfills a condition of consent approval).

Recommendation

THAT By-law 2023-80 to amend the zoning on lands known as Part of Lot 32, Concession 7, District of Bedford, Township of South Frontenac be given first and second reading; and

That By-law 2023-80 be given third reading, signed and sealed.

Background

The subject application is related to consent applications PL-BDJ-2022-0110 for an easement and PL-BDJ-2022-0111 for a lot addition. The consent applications were approved by the former Director of Development Services on September 7, 2022. One condition requires the lands to be rezoned. The lot addition lands would be rezoned from RRC-39 to RLSW to match the zone on the benefitting lands (177 Mica Point Lane). The remaining lands would be rezoned from RRC-39 to the site-specific RLSW-135 zone to permit parking and docking facilities for four water-access only parcels, and accessory buildings for their secure storage of a boat and marine accessories (e.g. motors, paddles, life jackets).

Under the Planning Act, a public meeting is required to be held to receive comments from the public on the proposed rezoning.

Property Description

The subject property is located on the east side of Mica Point Lane and has waterfrontage on Bobs Lake. The lands adjacent to the lane are forested and generally level. A pathway bisects the subject property approximately 20 metres from the lake. This pathway connects the property to the north (former Bowers Camp at 139 Mica Point Lane) with the property to the south (177 Mica Point Lane). The lands between the pathway and the shoreline are high and steep, and are also forested. The subject property is not developed.

The subject property is zoned RRC-39. It permits a tourist establishment consisting of 11 tourist cabins and one single detached dwelling. This zone is also associated with 139 Mica Point Lane, where the tourist establishment is located.

Department and Agency Comments

The application did not meet the criteria for circulation to Public Services since the subject property is on a private lane. The application did not meet the criteria for circulation to Building Services as the subject property is vacant and the proposal does not impact the existing sewage system on the benefitting lands.

Rideau Valley Conservation Authority had no objection to the consent applications.

Public Comments

No comments were received from the public at the time of writing this report.

Planning Analysis

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

The former Director of Development Services had consideration for these planning documents in the decision to grant provisional approval to the consent applications.

The Provincial Policy Statement 2020 (Section 1.1.5) permits resource-based recreational uses, including cottages, on rural lands. The County Official Plan and the Township Official Plan also permit residential development in the Rural designations.

The 0.23 acre lot addition will provide 177 Mica Point Lane with frontage on the lane, securing long-term access to this developed property. The zone on the severed parcel and the benefitting lands is not the same. The zone on the severed parcel (lot addition) needs to be changed from RRC-39 to RLSW to ensure that the resulting enlarged parcel is zoned RLSW in its entirety, and can only be used for residential purposes.

The 1.1 acre retained parcel is proposed to be used to provide car parking and boat docking for water-access only residential properties. This would include accessory buildings for their secure storage of a boat and marine accessories (e.g. motors, paddles, life jackets).

Section 5.7.7(iii) of the Township Official Plan includes policies requiring water-access only lots and islands to have legal deeded access on a mainland property for car parking and boat docking. Such facilities must be owned or tied in perpetuity to the water access only lot and be zoned for parking and docking facilities only. Legal deeded access is required so that a building permit may be issued for a building or structure, per section 5.25 of the Zoning By-law.

There are many water-access only properties on Bobs Lake, and according to their owners, there are limited opportunities for mainland access. The proposed easement would provide car parking and boat docking on the retained parcel for four water-access only properties. These properties are located approximately 700 metres south of the retained parcel. A majority of these four properties are developed with seasonal dwellings. The site plan sketch demonstrates conceptually that the retained parcel has sufficient area outside any required setbacks (e.g. 30 metres from highwater mark) for a minimum of 8 parking spaces (2 parking spaces per dwelling unit) as required by the Zoning By-law. There is also sufficient area for compliant storage buildings.

The retained parcel will need to be rezoned from RRC-39 to a site-specific RLSW zone to restrict the use of the parcel to car parking and boat docking. The zone will permit a maximum of 12 parking spaces. The zone will also permit accessory buildings to allow for secure storage of marine-related materials (e.g. motors, paddles, life jackets). The proposed by-law would establish a maximum 3% lot coverage for these buildings. Staff note that the retained parcel will be subject to site plan control in order to regulate the location of parking spaces, docks, and any accessory buildings and structures, and to require maintenance of buffers.

Conclusion

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

Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature. Specifically, the former Director of Development Services had consideration for all applicable policy in the decision to grant provisional approval to the consent applications, and the by-law will fulfill one of their conditions.

Financial Implications

Not applicable.

Relationship to Strategic Plans

☒ Not applicable to this report.

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

- Priority: Choose an item.
- Action Item (if applicable): N/A

Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

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

- by mail to every owner of land within 120 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies

Attachments

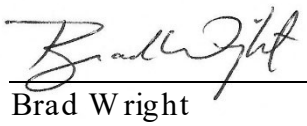
1. By-law 2023-80

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Brad Wright
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-80

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RECREATIONAL RESORT COMMERCIAL – SPECIAL PROVISION (RRC-39) TO LIMITED SERVICE RESIDENTIAL – WATERFRONT (RLSW AND RLSW-135) ON LANDS DESCRIBED AS PART LOT 32, CONCESSION 7, DISTRICT OF BEDFORD

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

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

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

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

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

1. **THAT** Schedule “D” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Recreational Resort Commercial – Special Provision (RRC-39) to Limited Service Residential Waterfront (RLSW and RLSW-135) for the lands shown on Schedule “1”.

2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RLSW-135 (Part Lot 32, Concession 7, District of Bedford) immediately after the last Limited Service Residential – Waterfront – Special Provision section to read as follows:

   RLSW-135 (Part Lot 32, Concession 7, District of Bedford)

   Notwithstanding the provisions of Section 10 or any other provision of this By-law to the contrary, on the lands zoned Special Limited Service Residential – Waterfront (RLSW-135), the following provisions apply:

   Permitted Uses
   - *Private vehicle parking area and boat docking for the exclusive use of lots whose only access is by means of a navigable waterway, and that have deeded rights to parking and docking at this location*
   - *Accessory uses, buildings and structures to the above uses*

   Zone Requirements
   - *Number of Parking Spaces (Maximum)* *12*
   - *Lot Coverage for Accessory Buildings (Maximum)* *3%*

   All other provisions of this by-law shall apply.

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

Dated at the Township of South Frontenac this 3rd day of October, 2023.

Read a first and second time this 3rd day of October, 2023.

Read a third time and finally passed this 3rd day of October, 2023.

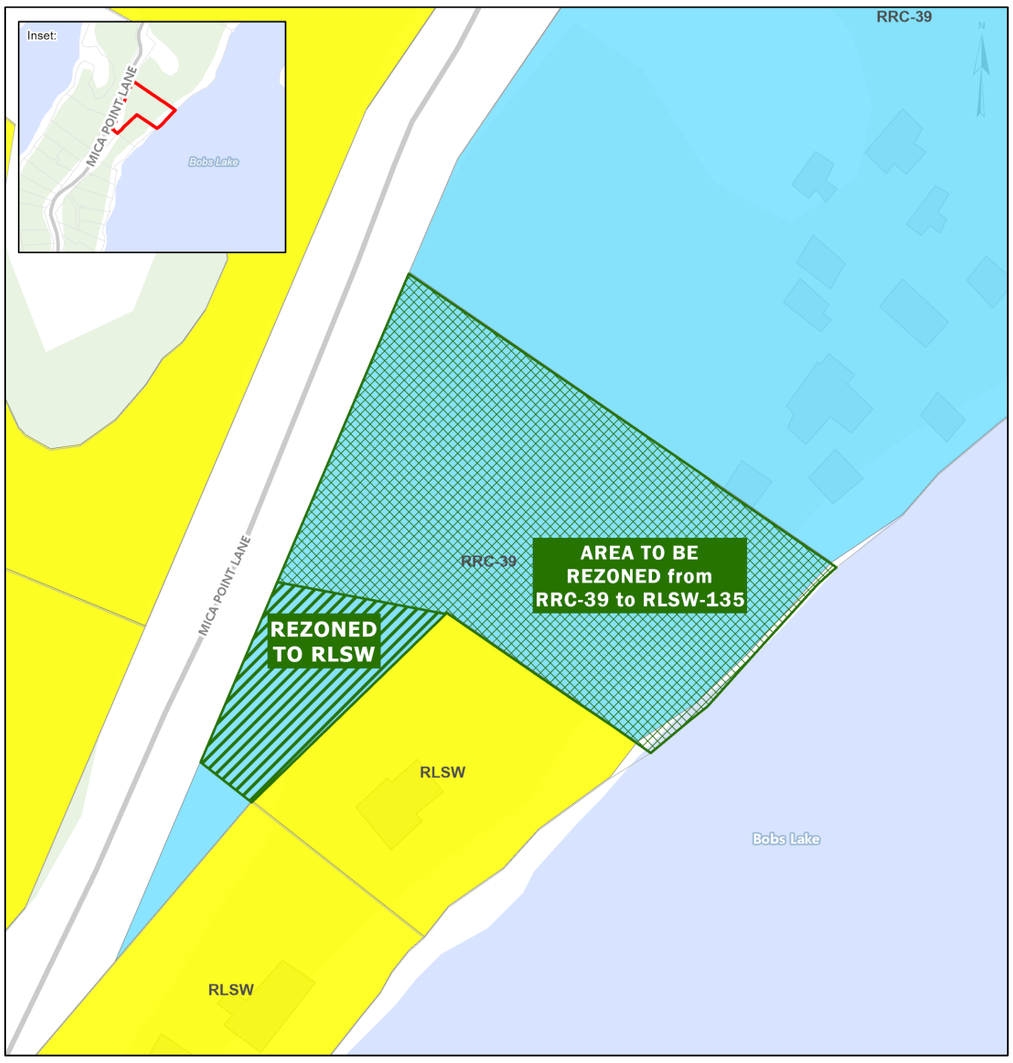
THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

_____
Ron Vandewal, Mayor

_____
James Thompson, Clerk

Schedule 1

This is Schedule “1” to By-law No. 2023-80.



SOUTH FRONTENAC

(11188615 Canada INC.)
(ZanderPlan Inc.)
Mica Point Lane
PL-ZBA-2023-0109

0 5 10 20 m
Scale: 1:950

LEGEND

Road
Area to be Rezoned to RLSW-x
Area to be Rezoned to RLSW
Parcels
Building Footprints
Wooded Area
Waterbody

Zoning

AGRICULTURAL ZONE (A)
COMMUNITY FACILITY ZONE (CF)
ENVIRONMENTAL PROTECTION ZONE (EP)
MOBILE HOME RESIDENTIAL ZONE (MHR)
OPEN SPACE - PUBLIC ZONE (OS)
OPEN SPACE - PRIVATE ZONE (OSP)
PIT 'A' ZONE (PA)
PIT 'B' ZONE (PB)
QUARRY 'A' ZONE (QA)
QUARRY 'B' ZONE (QB)
RESIDENTIAL ZONE (R)
RURAL COMMERCIAL ZONE (RC)
RURAL INDUSTRIAL ZONE (RI)
LIMITED SERVICE RESIDENTIAL ZONE (RLS)
LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)
LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)
RECREATIONAL RESORT COMMERCIAL ZONE (RRC)
RURAL ZONE (RU)
WATERFRONT RESIDENTIAL ZONE (RW)
SALVAGE YARD INDUSTRIAL ZONE (SI)
TEMPORARY USE ZONE (TUZ)
URBAN COMMERCIAL ZONE (UC)
URBAN INDUSTRIAL ZONE (UI)
URBAN MULTIPLE RESIDENTIAL ZONE (UMR)
URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)
URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)
WASTE DISPOSAL ZONE (WD)

Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2022. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.
UTM Projection NAD 83 | Date: 2023-09-20

Passed this 3rd day of October, 2023

Ron Vandewal, Mayor

James Thompson, Clerk

September 17, 2021

Mayor Ron Vandewal,
South Frontenac Township
4432 George St.
Sydenham, ON.
K0H 2T0

Re: Naming of Petworth Road single Lane Bridge

Your Worship,

It is with great honour that I write to you representing all of the residents of the historic Village of Petworth in making our request that Council officially name the single lane steel bridge over the Napanee River within our village in memory of Corporal David Ira Boyce, 20 Battalion, Canadian Army.

I have attached our formal petition signed by 53 residents of the Village of Petworth requesting that Council name the bridge in memory of Corporal David Ira Boyce who was born in the Village on April 4th, 1887.

I have further attached a copy of the military record of his killed in action death on November 10th 1918 tragically the day before the end of the war, as well of his burial location in Belgium.

I have spoken with his great nephew Mr. Allan Boyce, a Township resident who fully supports our request.

We respectfully request that appropriate signage be erected at the east and west entrances of the bridge with a Royal Canadian Legion Poppy emblem, Corporal David Ira Boyce, 10 November 1918, on the signs.

It would be fitting if we could have the signs unveiled on the 103rd anniversary of his death which would not interfere with local Remembrance Day ceremonies on November 11th.

Respectfully Submitted,

David Brown
5453 Petworth Road,
Harrowsmith On
K0M1V0

[redacted]

Petition

We the residents of the Village of Petworth petition the Council of South Frontenac Township to name the single lane bridge over the Napanee River on Petworth Road in the Village of Petworth in memory of Corporal David Ira Boyce. KIA November 10th, 1918.

David Ira Boyce was born on April 4th, 1887 in Petworth, Frontenac County to Mrs. Eliza (Smith) Boyce and Mr. George W. Boyce. Mrs. Boyce's father was Ira Smith the blacksmith in the village of Petworth and the first school teacher in the village. (Both the blacksmith shop and the school house remain in the village today.)

David enlisted in the Canadian army on December 9th, 1915 in Kingston along with other area men. He was assigned to the Central Ontario Regiment within the 20th Battalion.

On the 10th of November 1918, the Battalion was advancing from Frameries to St. Symphorien in Belgium, when David was struck in the head with shrapnel. He died at the scene shortly have being hit.

David is the only known war veteran killed in action from the Village of Petworth, and to properly remember his sacrifice we ask that Township Council officially name the bridge in his memory in time for this year's Remembrance Day.

We the undersigned residents support this petition.

	Name	Address	Signature
1	Sharron Brown	[redacted]	
2	Amanda Coulter		
3	Grant Coulter		
4	Jamie Smith II		
5	Sheena Smith		
6	John Andrews		
7	Donna M. Wilson		
8	Robert Ward		
9	Brendan Mullen		
10	Britney Mullen		
11	Jamie Diaz		
12	Jerry Diaz		
13	Scott Burns		
14	Jack & Fiona		
15	Joanne & Fred Kemmler		
16	Christine LeBlanc		

18	Cory Staughton
19	Marc McTitsl
20	Judy Bannon
21	Jim Bannon
22	Nick Powers
23	Jenn Maffei
24	Rebecca Withshire
25	John Mahan
26	Joan Kerr
27	Sue Dickson
28	Dick Dickson
29	CARL HAYES
30	LOIS-ANN HAYES
31	Brian Batella Collins
32	Mary Batella Collins
33	SOLAR FARM PLANT
34	Buck Cof
35	Scott Shemwell

[redacted]

36	CINDY MINTY-SHEMILT
37	Don Beer
38	Tim Hill
39	Don Hughson
40	Liz Hughson
41	CLARK BEAMISH
42	KAREN BEAMISH
43	FRAN ROORDA
44	PAUL DOMPH
45	Julia Atherley
46	David Meitz
47	MACIEJ ZABOROWSK
48	LILLIAN ZABOROWSK
49	RONDA HAWLEY
50	CameCam Schulze
51	Heinz-Gerl
52	Shane Peters
53	DAVID BROWN

[redacted]

card BR.

DUPLICATE

ATTESTATION PAPER.

No. 550 021

CANADIAN OVER-SEAS EXPEDITIONARY FORCE

Folio

146 T.F. BN

QUESTIONS TO BE PUT BEFORE ATTESTATION.

(ANSWERS).

1. What is your surname?	Boyce
1a. What are your Christian names?	David
1b. What is your present address?	Harrowsmith
2. In what Town, Township or Parish, and in what Country were you born?	Petworth, Frontenac Co.
3. What is the name of your next-of-kin?	Velma Boyce
4. What is the address of your next-of-kin?	Harrowsmith
4a. What is the relationship of your next-of-kin?	Sistar
5. What is the date of your birth?	April 4th, 1887
6. What is your Trade or Calling?	Handyman
7. Are you married ?	No.
8. Are you willing to be vaccinated or re-vaccinated and inoculated?	No
9. Do you now belong to the Active Militia?	No
10. Have you ever served in any Military Force? If so, state particulars of former service.	At camp With 47th Regiment
11. Do you understand the nature and terms of your engagement?	Yes
12. Are you willing to be attested to serve in the CANADIAN OVER-SEAS EXPEDITIONARY FORCE?	Yes

DECLARATION TO BE MADE BY MAN ON ATTESTATION.

I, David Boyce, do solemnly declare that the above are answers made by me to the above questions and that they are true, and that I am willing to fulfil the engagements by me now made, and I hereby engage and agree to serve in the **Canadian Over-Seas Expeditionary Force**, and to be attached to any arm of the service therein, for the term of one year, or during the war now existing between Great Britain and Germany should that war last longer than one year, and for six months after the termination of that war provided His Majesty should so long require my services, or until legally discharged.

David Boyce (Signature of Recruit)

Date Dec 6th 1915. E. Trumanee (Signature of Witness)

OATH TO BE TAKEN BY MAN ON ATTESTATION.

I, David Boyce, do make Oath, that I will be faithful and bear true Allegiance to His Majesty **King George the Fifth**, His Heirs and Successors, and that I will as in duty bound honestly and faithfully defend His Majesty, His Heirs and Successors, in Person, Crown and Dignity, against all enemies, and will observe and obey all orders of His Majesty, His Heirs and Successors, and of all the Generals and Officers set over me. So help me God.

David Boyce (Signature of Recruit)

Date Dec. 6 1915 E. Trumanee (Signature of Witness)

CERTIFICATE OF MAGISTRATE.

The Recruit above-named was cautioned by me that if he made any false answer to any of the above questions he would be liable to be punished as provided in the Army Act.

The above questions were then read to the Recruit in my presence.

I have taken care that he understands each question, and that his answer to each question has been duly entered as replied to, and the said Recruit has made and signed the declaration and taken the oath before me, at 4:30 O'Clock this 9th day of December 1915.

Geo. H. Gillespie Major (Signature of Justice) C.O.M.D. Commissioner

M. F. W. 23
200 M—9-15
H. Q. 1772-39-841

X Ref.

Description of David Boyce, on Enlistment.

Apparent Age 28 years ..... months.
To be determined according to the instructions given in the Regulations for Army Medical Services.)

Height	5 ft. 5 ins.
Chest measurement. Girth when fully expanded	37 ins.
Chest measurement. Range of expansion	4 ins.
Complexion	Fair.
Eyes	Blue.
Hair	Brown.
Religious denominations. Church of England	
Presbyterian	
Methodist	Yes.
Baptist or Congregationalist	
Roman Catholic	
Jewish	
Other Denominations (Denomination to be stated)	

Distinctive marks, and marks indicating congenital peculiarities or previous disease.

(Should the Medical Officer be of opinion that the recruit has served before, he will, unless the man acknowledges to any previous service, attach a slip to that effect, for the information of the Approving Officer.)

CERTIFICATE OF MEDICAL EXAMINATION.

I have examined the above-named Recruit and find that he does not present any of the causes of rejection specified in the Regulations for Army Medical Services.

He can see at the required distance with either eye; his heart and lungs are healthy; he has the free use of his joints and limbs, and declares that he is not subject to fits of any description.

I consider him* fit for the Canadian Over-Seas Expeditionary Force.

Date December 7th, 1915.

Place Kingston.

F. William Harkness Capt.
Medical Officer.

* Insert here "fit" or "unfit."

NOTE.—Should the Medical Officer consider the Recruit unfit, he will fill in the foregoing Certificate only in the case of those who have been attested, and will briefly state below the cause of unfitness:—

CERTIFICATE OF OFFICER COMMANDING UNIT.

David Boyce having been finally approved and inspected by me this day, and his Name, Age, Date of Attestation, and every prescribed particular having been recorded, I certify that I am satisfied with the correctness of this Attestation.

A. E. Hoey (Signature of Officer)

Date December 9th 1915.

1. NO.	2. RANK OR RATING	3. SURNAME	4. CHRISTIAN NAMES
835027	Corporal	BOYCE	David

5. UNIT OR SHIP	6. DATE OF CASUALTY	7. H.Q. FILE NO.	8. RELIGION
20th Battalion	10-11-18	649-B-19284	Not stated

9. CIRCUMSTANCES OF CASUALTY

"Killed in Action"

This soldier was seriously wounded in the head by shrapnel, a comrade went to assist him but he died shortly afterwards.

10. NAME, RELATIONSHIP AND ADDRESS OF NEXT OF KIN

11. LOCATION OF UNIT AT TIME OF CASUALTY

Advance from Frameries to St.Symphorien-Mons Road.

M.F.W. 5043
12m.—1419
H.Q. 1723-3-1433
L. & T. Ltd. 1918. 6802

NOTE:—Items 12, 13 and 14 are not to be completed until grave is permanently located.

12. CEMETERY	13. LOCATION OF CEMETERY	14. GRAVE LOCATION	15. REGISTERED NO. OF GRAVE
Spiennes Churchyard.		Grave / Plot / Row	

16. PHOTOGRAPH OF GRAVE TAKEN	17. EXPOSURE NO.	18. PHOTOGRAPH OF GRAVE AND CEMETERY SUPPLIED TO

NJ.

19. FURTHER PARTICULARS ON REVERSE SIDE OF SHEET.

649- B. 19284

Form E. 13
1932 10m 19/9/18 D 425

Reg. No. 835027 Rank Cpl. Name BOYCE, D. (MM) sheet no 197 N.R. File No. R.L. 25-B-6502

Unit 1st C.O.R.(20)
Canadian Printing & Stationery Services, London

Date of Casualty	Nature and Place of Casualty	Next-of-Kin
10-11-18.	KILLED IN ACTION	George Boyce Esqr. Hawkesmuth Ont. also Miss Velma Boyce. 192 Colborne St Canada Kingston
Published on D.C.L.		
No. A-377.		
Date 21-11-18.		

Unconfirmed Burial Report	Grave No.	Authority	Report of Circumstances of Casualty	
			Received from Unit	Forwarded
			Date 3-2-19.	Ottawa 22.4.19 Next-of-Kin
			Written For	A.A.G. Written
			Date	Date 14-1-19

Confirmed Burial Report	Grave No.	Authority	Burial Report Advised to Ottawa and Next-of-Kin
92 Rd. Springvale Churchyard 45. G. 28. d. 40. 75. accepted as the 92 of this man	1	649-B.19284 also BR.21424	Ottawa Next-of-Kin 10-3-22.
Exhumation Revised Burial Report from above Cem.	Grave No.	Authority	Revised Report Advised to Ottawa and Next-of-Kin
Tournai Communal Cem Extension (west). Plot 1 Row G - Grave 9		BR 23162	Ottawa Next-of-Kin


835027 CORPORAL
D. BOYCE, MM.
20TH BN. CANADIAN INF.
10TH NOVEMBER 1918

Township of South Frontenac
Council Meeting Minutes

Meeting # 29

Time: 7:00 pm.
Location: Council Chambers & Virtually via Zoom

Present: Charlene Godfrey (virtually), Ray Leonard, Steve Pegrum, Norm Roberts, Randy Ruttan (virtually), Ron Sleeth, Scott Trueman, Mayor Ron Vandewal

Absent: Doug Morey

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer (virtually) Christine Woods - Senior Planner, Tom Fehr - Planner

1 Call to Order

a) Resolution

Resolution No. 2023:29:01
Moved by Councillor Pegrum
Seconded by Councillor Trueman
That the Council meeting of September 19, 2023 be called to order at 7:00 p.m.
Carried

2 Declaration of pecuniary interest and the general nature thereof

a) There were none.

3 Approval of Agenda

a) Resolution

Resolution No. 2023:29:02
Moved by Deputy Mayor Sleeth
Seconded by Councillor Roberts
That the agenda be approved, as presented.
Carried

4 Scheduled Closed Session

a) There was none.

5 Recess

a) There was none.

6 Public Meeting

a) Resolution - Public Meeting to Order

Resolution No. 2023:29:03
Moved by Councillor Godfrey
Seconded by Councillor Ruttan
That the public meeting regarding Zoning By-Law Amendment Applications PL-ZBA-2023-0099 and PL-ZBA-2023-0100 be called to order.

Carried

b) Notice of Collection and Public Meeting Introduction

Michelle Hannah provided the Notice of Collection and Public Meeting information.

c) **Public Meeting for Zoning By-law Amendment Application - PL-ZBA-2023-0099, Trousdale Enterprises Inc./Boulevard Group, 4231 and 4143 Perth Road**

- The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0099 which applies to properties municipally known as 4231 and 4143 Perth Road. If approved, the zone on the subject lands would be changed from Urban Commercial (UC) and Urban Residential - First Density (UR1) to an Urban Commercial Special Exception zone (UC-31).
  Consistent with Council's Procedural By-law, Council will receive comments from the public on the application through the public meeting. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.

The Planner, Tom Fehr delivered an overview of the Planning Report.

In response to Councillor Sleeth Tom Fehr advised that the application should be coming back before Council in the next month.

Troy Dunlop advised that there will not be a requirement for turning lanes based on the traffic impact study completed by the applicant.

Jason Sands, Agent clarified that the the application incudes a proposal for a future expansion which is identified in the Site Plan.

Mayor Vandewal provided an opportunity for public input.

No public input was provided.

d) **Zoning By-law Amendment Application - PL-ZBA-2023-0100, Shaw, 3298 Amey Road**

- The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0100 for 3298 Amey Road. If approved, the zone on the subject lands would be changed from Rural (RU) to a property specific Rural zone (RU-74) to permit a secondary dwelling unit on the property.

  Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature, and specifically because Council will be considering passing by-laws to permit additional dwelling unit Township-wide at the same meeting.

Christine Woods, Senior Planner provided an overview of the Planning Report.

Mayor Vandewal provided an opportunity for Council and public input.

No input from Council or the public was received.

The Public meeting was closed.

e) Resolution - Close Public Meeting

Resolution No. 2023:29:04
Moved by Councillor Lenoard
Seconded by Councillor Pegrum
That the public meeting be closed.

Carried

7 Delegations

a)

There were none.

8 Briefings

a) Dave Gordon, Senior Advisor, Waste Diversion was present to speak to Council regarding the AMO Blue Box Transition.

Dave Gordon provided an overview of the AMP Blue Box Transition.

9 Approval of Minutes

a) Resolution

Resolution No. 2023:29:05
Moved by Councillor Pegrum
Seconded by Councillor Ruttan
That the minutes of the September 5, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

a) **By-law Enforcement Update**

Resolution No. 2023:29:06
Moved by Councillor Pegrum
Seconded by Councillor Leonard
That Council direct staff to continue to monitor by-law enforcement complaints including any in relation to short-term rental accommodations in the Township of South Frontenac and provide Council with a further update regarding this matter in September 2024.

Carried

b) **Approval of Municipal Appointment (Area at Large) – Cataraqui Source Protection Committee**

Resolution No. 2023:29:07
Moved by Councillor Roberts
Seconded by Councillor Godfrey
That the Council of the Corporation of the Township of South Frontenac endorse the appointment of Kristie Kelly, Director of Environmental Services, Town of Greater Napanee as the Municipal Representative (Area at Large) - Cataraqui Source Protection Committee.

Carried

c) **Emergency Management Program – Appointment of Emergency Designate for the Mayor**

Resolution No. 2023:29:08
Moved by Councillor Leonard
Seconded by Councillor Ruttan
That Council appoint Councillor Pegrum as the Emergency Management Program – Emergency Designate for the Mayor for the term of Council.

Carried

d) **Building Services Vehicle**

Resolution No. 2023:29:09
Moved by Councillor Leonard
Seconded by Councillor Roberts
That Council approve the purchase of one vehicle with an upset limit in the amount of $65,000; and

That the purchase be funded by the Building Services Reserve.

Carried

e) **Automatic Vehicle Location (AVL) Services**

Resolution No. 2023:29:10
Moved by Councillor Leonard
Seconded by Councillor Pegrum
That Council authorize the Public Services Department to enter into a service agreement with Trackmatics Inc for AVL services; and

That Council approve the purchase for the supply and installation of AVL equipment in the heavy-duty plow trucks in the amount of $44,817.14 from Trackmatics.

Carried

f) **Travel and Expense Reimbursement Policy**

Resolution No. 2023:29:11
Moved by Councillor Roberts
Seconded by Councillor Trueman
That the proposed Township of South Frontenac Travel and Expense Reimbursement Policy, attached to the Report as Attachment A, be approved by Council,

AND FURTHER than any policy or by-law that references reimbursement of meals or use of Personal Vehicles (per km reimbursement charge), will be set aside and the attached Travel and Expense Reimbursement allowances be applied.

AND FURTHER that the policy become effective September 1, 2023.

Carried

11 Advisory Committee Reports or Minutes

a)

There were none.

12 Reports Requiring Approval of By-laws

a) **Appointment of an Integrity Commissioner for the Township of South Frontenac**

Resolution No. 2023:29:12
Moved by Councillor Trueman
Seconded by Councillor Pegrum
That Cunninham, Swan, Carty, Little & Bonham LLP (led by Tony Fleming) be appointed as the Integrity Commissioner for the Township of South Frontenac;

That By-law 2023-71, attached to the Report as Exhibit A, being “A By-law to Appoint an Integrity Commissioner for the Corporation of the Township of South Frontenac” be given first and second reading.

Carried

Resolution No. 2023:29:13
Moved by Councillor Roberts
Seconded by Councillor Godfrey
That By-law 2023-71 be given third reading, signed and sealed.

Carried

b) **Appointment of Building Inspectors**

Resolution No. 2023:29:14
Moved by Councillor Godfrey
Seconded by Councillor Trueman
That By-law 2023-72 being a By-law to appoint Building Inspectors be given first and second reading.

Carried

Resolution No. 2023:29:15
Moved by Councillor Ruttan
Seconded by Councillor Roberts
That By-law 2023-72 be given third reading, signed and sealed.

Carried

c) **Township-Initiated Official Plan and Zoning By-law Amendments on Additional Dwelling Units**

Resolution No. 2023:29:16
Moved by Councillor Ruttan
Seconded by Councillor Roberts
That By-law 2023-74 being a By-law to amend Zoning By-law No. 2003-75, as amended, to implement the Official Plan Amendment on additional dwelling units, be given first and second reading.

Carried

Resolution No. 2023:29:17
Moved by Councillor Leonard
Seconded by Councillor Godfrey
That By-law 2023-74 be given third reading, signed and sealed.

Carried

Resolution No. 2023:29:18
Moved by Councillor Leonard
Seconded by Councillor Trueman
That By-law 2023-73 being a By-law to amend the Township of South Frontenac Official Plan to add policies on additional dwelling units be given first and second reading; and

That Council direct staff to prepare and send the Official Plan Amendment package to the County of Frontenac for approval.

Carried

Resolution No. 2023:29:19
Moved by Councillor Pegrum
Seconded by Councillor Deputy Mayor Sleeth
That By-law 2023-73 be given third reading, signed and sealed.

Carried

d) **Zoning By-law Amendment Application - PL-ZBA-2023-0100, Shaw, 3298 Amey Road**

Resolution No. 2023:29:20
Moved by Councillor Roberts
Seconded by Councillor Ruttan
That By-law 2023-75 to amend the zoning on lands known as 3298 Amey Road, Part 1, Reference Plan 13R3842, Part of Lot 1, Concession 4, District of Portland, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2023:29:21
Moved by Councillor Godfrey
Seconded by Deputy Mayor Sleeth
That By-law 2023-75 be given third reading, signed and sealed.

Carried

13 Reports for Information

a) **Blue Box Transition Update**

b) **Public Services Department Quarterly Update**

c) **Investment update to June 30, 2023**

d) **2023 Year to Date Financial Report to July 31, 2023**

14 Committee of the Whole

a)

There was none.

15 Information Items

a)

There were none.

16 Notice of Motions

a) **Notice of Motion – Noise By-law Exemption Applications – Delegated Authority**

Resolution No. 2023:29:22
Moved by Councillor Trueman
Seconded by Councillor Pegrum
That Council direct staff to report back to Council regarding a proposed policy to process certain Noise By-law Exemption Applications through delegated authority.

Carried

b)

Mayor Vandewal submitted a Notice of Motion to review parking at the Frontenac Community Arena.

17 Rise and Report regarding County Council and External Boards

a) County Council

b) Police Services Board

Councillor Pegrum provided an update regarding the OAPSB Zone 2 meeting.

c) Cataraqui Conservation

d) Quinte Conservation

e) Rideau Valley Conservation Authority

f) Arena Board

Councillor Roberts advised that the ice is in at the arena.

18 Announcements/Statements by Councillors

19 Closed Session (if requested)

20 Confirmatory By-law

a) Resolution

Resolution No. 2023:29:23
Moved by Councillor Leonard
Seconded by Councillor Roberts
That By-law 2023-76, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2023:29:24
Moved by Councillor Trueman
Seconded by Councillor Leonard
That By-law 2023-76, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2023:29:25
Moved by Councillor Roberts
Seconded by Councillor Ruttan
That the Council meeting of September 19, 2023 be adjourned at 8:44 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

Staff Report

To:	Council
Prepared by:	Public Services Department
Date of Meeting:	October 3, 2023
Subject:	**Award of Tender # PS-2023-26 – Wilmer Road Culvert Replacement**

Summary

This report provides a recommendation for the award of contract for the Wilmer Road Culvert Replacement (23-44).

Recommendation

That Council accept the bid from Crains Construction Ltd. In the amount of $563,632.87 (net of HST credits) for Contract # PS-2023-26 Wilmer Road Culvert Replacement; and

That Council authorize a project budget increase in the amount of $303,921.89 be funded from the Asset Investment Reserve through a reallocation from the Guiderail Program #21-R07 ($45,000) along with savings from the Battersea Road Reconstruction Project ($260,000).

Background

In March of this year, Council approved its 2023 Operating and Capital budgets which included the replacement of the Willmer Road Culvert (2100mm diameter) complete with the replacement of the retaining walls and guiderails on both sides of the roadway. The unplanned project was added to the budget following the collapse of part of the retaining wall in January of this year. The cost estimate developed for the 2023 budget was based on similar sized culvert replacement completed by the Township on Stafford Lane in 2021.

On August 30th, 2023, the Township released tenders for the project and advertised on the Township's website and Biddingo. On September 20th, 2023, the bid period for the tender closed with a total of eleven (11) tender submissions received. One (1) of the tenders were subsequently found to be incomplete and were rejected based on the requirements of the procurement bylaw.

The results of the remaining qualifying tender bids were as follows:

Supplier	Total *(Inc. Non-Refundable HST)*
Crains Construction Ltd.	**$563,632.87**
Dig N Dirt Ltd.	$744,392.59
Fidelity Engineering and Construction Ltd.	$707,070.71
G. Tackaberry $ Sons	$813,306.32
Gordon Barr Ltd.	$683,774.28
H. R. Doornekamp Construction Ltd.	$764,578.34
K. Mulrooney Trucking Ltd.	$733,051.96
Len Corcoran Excavating Ltd.	$703,807.78
Louis W. Bray Construction Ltd.	$774,393.60
Morven Construction	$577,996.80

All the remaining tender submissions were reviewed for accuracy and found to be compliant with the Township's procurement bylaw.

Discussion/Analysis

The detailed design work for the Wilmer Road culvert replacement was completed by the Greer Galloway Group. The design assignment included field surveys, geotechnical investigations, and a hydraulic analysis of the crossing. During this review process, it was determined that the 2100mm circular CSP culvert was undersized to meet the flow requirements of the Highway Drainage Design Standards (MTO) Manual.

Hydraulic and hydrologic modelling completed for the project indicated that a larger, rectangular 2400mm x 1500mm box culvert would be required to support the design flow. The crossing would also have improved freeboard conditions during the 1 in 100-year storm event. This sizing change presents a more complex structure replacement however, the new box culvert will have a superior design life (75 years) over conventional corrugated steel pipe (50 years). The newly upgraded crossing will also provide for greater resiliency to climate impacts. The Cataraqui Conservation Authority has reviewed this new box culvert design and has issued permits under Ontario Regulation 148/06 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses).

Township staff have completed a detailed review of the low bid from Crains Construction and have found the submission to be compliant. Crains Construction Ltd. has successfully completed numerous contracts locally over the last several years and has the experience and resources necessary to perform the work.

It is therefore recommended that the low bid from Crains Construction Ltd. be accepted, and that the Township proceeds with the award of contract.

Financial Implications

The 2023 Budget allowance for the overall project is $375,000 based on the original scope with a smaller pipe (see Attachment A - Capital Budget Sheet).

To move forward with the revised project scope, the Township requires additional funding of approximately $303,921.89. This amount includes necessary expenses for reinstatements of the larger pipe, road crossing, guide rail systems, retaining walls, site inspection, quality assurance testing and associated contingencies. Staff have investigated the 2023 budget for off-setting savings and have confirmed that the revised project could be funded from the Guiderail Program ($45,000) and confirmed savings from the Battersea Road Project ($260,000).

A breakout of the revised project budget is provided below:

ACTIVITY	COST ($)
Design / Permits (forecasted to year end)	$42,425.73
Crains Construction Ltd. (low bid Net HST)	$**563,632.87**
Contract Administration / Quality Assurance Testing / As-built Drawings	$15,000.00
Subtotal	$621,058.60
Contingency Allowance - (10% of Construction & CA only)	$57,863.29
Revised Project Cost *(Inc. Non-Refundable HST)*	**$678,921.89**
Approved 2023 Budget – Wilmer Culvert Replacement	$375,000.00
Funding from Asset Investment Reserve	$305,000.00
*Guiderail Program (21-R07) - $45,000	
*Battersea Road Construction (21-R01) – Savings - $260,000	
Revised Budget (* Including New Funding Sources)	**$680,000.00**
Estimated Shortfall	**$0**

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):

Climate Considerations

The new concrete box culvert proposed at Wilmer Road will meet the hydraulic design requirements for the watershed (9.02km2) and the larger pipe structure will offer more resilience to the impacts of major run-off events resulting from climate change.

Notice/Consultation

- Director of Corporate Services & Treasurer
- Greer Galloway Group
- Cataraqui Region Conservation Authority
- Construction Technologist

Attachments

Attachment A – Capital Budget Sheet – Culvert Replacement – Wilmer Road 23-44

Approvals

Submitted By:

W. Troy Dunlop, C.E.T.
Manager of Engineering and Capital Projects

Reviewed By:

Kyle Bolton, C.E.T.
Director of Public Services

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

SOUTH FRONTENAC

Capital Project Detail Sheet

Project Information

Project Name: **Culvert Replacement Wilmer Road**

Project Number: **23-44**

Department: 3100 - Structures

Description: CULVERT ASSET # 236
The Wilmer Road culvert is a partially submerged, 15m long, 2.1m diameter culvert that is located on Wilmer Road approximately 1.5km north of the intersection of Rutledge Road. The age of the culvert is unknown however records suggest that the pipe is in excess of 25 to 30 years of age. Available records indicate the guide rail and gabion wall features were constructed around 2010.

Staff Contact: Troy Dunlop (tdunlop)

Type of Project: Culvert

Basis for Activity: Asset Renewal

Relationship to Strategic Plan: N/A

Rationale: The Wilmer Road culvert experienced a structural failure with the retaining wall systems on the inlet side (west side) of Wilmer Road following snow melt activities during the week of January 1st, 2023. The structure was assessed for emergency repairs by an independent engineering firm and recommendations are pointing toward the need for a full pipe replacement in 2023. Replacement options will target a replacement solution with a 75 year design life. This culvert was last assigned a rating of fair in 2018.

Project Finances

		Actuals	Budget						
Description		**Expensed to Current Year**	**Total Project**	**Prior Approved**	**2023**	**2024**	**2025**	**2026**	**2027**
55290 - Contracted Services	Expenses / Expenditure	0	345,000	0	345,000	0	0	0	0
55330 - Consultant	Expenses / Expenditure	0	30,000	0	30,000	0	0	0	0
Total		***0***	***375,000***	***0***	***375,000***	***0***	***0***	***0***	***0***

Township of South Frontenac

Staff Report

To:	Council
Prepared by:	Public Services Department
Date of Meeting:	October 3, 2023
Subject:	**Naming of Municipal Assets**

Summary

The purpose of this report is to provide Council information on the past practices for naming roads and bridges and recommend next steps on the naming of municipal assets.

Recommendation

That Council direct staff to develop a policy for the naming of municipal assets to be implemented by Q4 2023.

Background

The Township received a request to name the Petworth Road single lane bridge and staff were directed to provide a report on past practices on naming roads and bridges.

The Township has an approved list of names in Schedule A of Bylaw 2015-60 that is used for the naming of new roads and private lanes or the re-naming of an existing road or private lane. There are no records of any official naming of bridges in the Township.

In 2022 Council adopted the Commemorative Amenity & Tree Policy to establish a consistent and equitable application process for commemorative requests. The Policy allows amenity with a plaque containing commemoration information to be installed in parks, public greenspaces, and cemeteries. The policy does not allow commemorative amenities to be installed in the municipal right of way due to the risks associated with roadway hazards, sight line obstruction, conflict with existing regulatory signage or public utilities.

Discussion/Analysis

The Township does not have an established process for naming municipal assets and no past practices on naming bridges, and does not recommend the naming of infrastructure in the municipal right of way. The request to name Petworth bridge is commemorative in nature and should be administered under the Commemorative Amenity & Tree Policy. There could be opportunities in the Petworth Mill site to honour the individual and village.

Staff are recommending a policy for naming municipal assets be created to address the naming of municipal assets including facilities, properties, and park elements.
The policy would describe a consistent and fair process that sets out an application

process, public engagement process, and the criteria on what names would qualify. Council would reserve the right to name any municipal facility or asset in accordance with this policy and any applicable bylaws.

Financial Implications

None.

Relationship to Strategic Plans

☒ Not applicable to this report.

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

- Priority: Choose an item.
- Action Item:

Climate Considerations

☒ Not applicable to this report.

Notice/Consultation

- Clerk

Attachments

Appendix A – Naming of Petworth Road Single Lane Bridge

Appendix B – Approved list of names for roads and private lanes

Appendix C – Commemorative Amenity & Tree Policy

Approvals

Submitted By:

Kyle Bolton, C.E.T.
Director of Public Services

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

b) Ombudsman Report - Closed Meeting Investigation of the July 13, 2021 Committee of the Whole Meeting (Carried forward from the October 5, 2021 agenda)

c) 2021 Third Quarter Planning Department Report

d) 2021 Third Quarter Building Department Report

14. Information Items

a) Naming of Petworth Bridge (Carried forward from the October 5, 2021 agenda)

Resolution No. 2021-29-11
Moved by Councillor Revill
Seconded by Councillor Roberts

That this request be deferred for a staff report on past practices on naming roads and bridges.

Carried

b) Gary Beach, re: RC-20-01 (2290998 Ontario Inc) Road Allowance Closure and Purchase, Parts 13 and 15 13R-22455

c) Aird Berlis - Integrity Commissioner Services

15. Notice of Motions - none

16. Announcements/Statements by Councillors

a) Councillor Revill asked that the Fire Chief confirm whether the lengthy message on the telephone system concerning the burning ban from June is still required.

b) Councillor Sleeth thanked the volunteers who organized the Battersea Pumpkin Festival for another successful year. There were between 600 to 800 attendees, and rules and regulations due to COVID were met. He offered a special thanks to Amanda Pantrey for her assistance in this event.

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

a) There were no questions from the public.

18. Closed Session

a) Closed Session as permitted by the Municipal Act, Section 239.2 c) to discuss two (2) items related to the proposed or pending acquisition of land by the municipality or local board (Carried forward from the October 5, 2021 agenda)

Resolution No. 2021-29-12
Moved by Councillor Leonard
Seconded by Councillor Revill
That Council move into a closed session as permitted by the Municipal Act, Section 239.2 c) to discuss two (2) items related to the proposed or pending acquisition of land by the municipality or local board.

Carried

b) Hinchinbrooke Road - Pending Property Acquisition

c) Potential Road 38 Land Acquisition - Verbal report

September 17, 2021

Mayor Ron Vandewal,
South Frontenac Township
4432 George St.
Sydenham, ON.
K0H 2T0

Re: Naming of Petworth Road single Lane Bridge

Your Worship,

It is with great honour that I write to you representing all of the residents of the historic Village of Petworth in making our request that Council officially name the single lane steel bridge over the Napanee River within our village in memory of Corporal David Ira Boyce, 20 Battalion, Canadian Army.

I have attached our formal petition signed by 53 residents of the Village of Petworth requesting that Council name the bridge in memory of Corporal David Ira Boyce who was born in the Village on April 4th, 1887.

I have further attached a copy of the military record of his killed in action death on November 10th 1918 tragically the day before the end of the war, as well of his burial location in Belgium.

I have spoken with his great nephew Mr. Allan Boyce, a Township resident who fully supports our request.

We respectfully request that appropriate signage be erected at the east and west entrances of the bridge with a Royal Canadian Legion Poppy emblem, Corporal David Ira Boyce, 10 November 1918, on the signs.

It would be fitting if we could have the signs unveiled on the 103rd anniversary of his death which would not interfere with local Remembrance Day ceremonies on November 11th.

Respectfully Submitted,

David Brown
5453 Petworth Road,
Harrowsmith On
K0M1V0

[redacted]

Petition

We the residents of the Village of Petworth petition the Council of South Frontenac Township to name the single lane bridge over the Napanee River on Petworth Road in the Village of Petworth in memory of Corporal David Ira Boyce. KIA November 10th, 1918.

David Ira Boyce was born on April 4th, 1887 in Petworth, Frontenac County to Mrs. Eliza (Smith) Boyce and Mr. George W. Boyce. Mrs. Boyce's father was Ira Smith the blacksmith in the village of Petworth and the first school teacher in the village. (Both the blacksmith shop and the school house remain in the village today.)

David enlisted in the Canadian army on December 9th, 1915 in Kingston along with other area men. He was assigned to the Central Ontario Regiment within the 20th Battalion.

On the 10th of November 1918, the Battalion was advancing from Frameries to St. Symphorien in Belgium, when David was struck in the head with shrapnel. He died at the scene shortly have being hit.

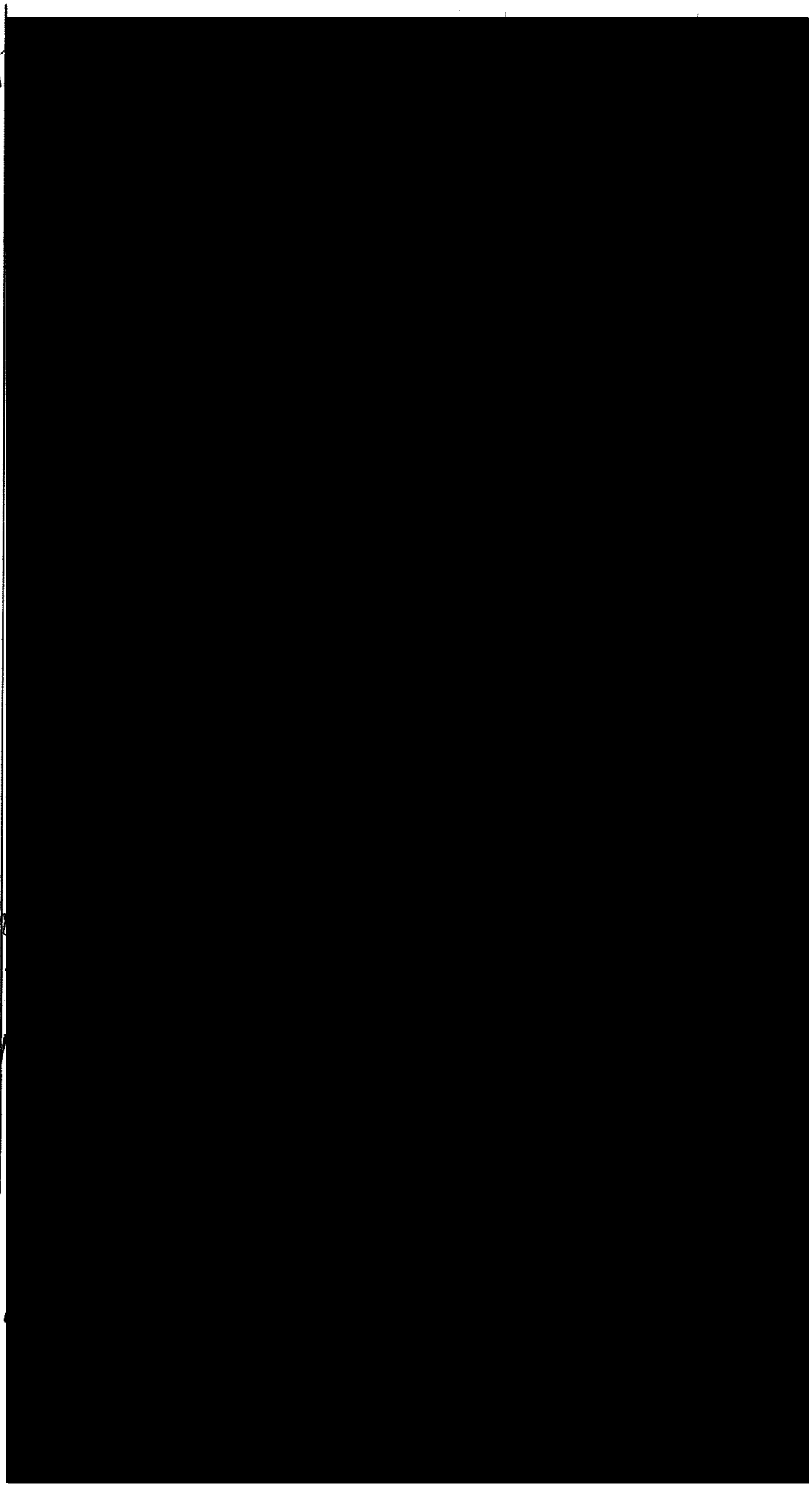
David is the only known war veteran killed in action from the Village of Petworth, and to properly remember his sacrifice we ask that Township Council officially name the bridge in his memory in time for this year's Remembrance Day.

We the undersigned residents support this petition.

	Name	Address	Signature
1	Sharron Brow	[redacted]	
2	Amanda Coulter		
3	Grant Coulter		
4	Jamie Smith		
5	Sheena Smith		
6	John Andrews		
7	Donna M. Wilson		
8	Robert Ward		
9	Brendan Mulhern		
10	Britteny Mullen		
11	Jamie Diaz		
12	Jerry Diaz		
13	Scott Burns		
14	Jack & Fiona		
15	Joanne & Fred Kemmler		
16	Christine LeBlanc		

18	Cory Staughton
19	Marc McTotsl
20	Judy Bannon
21	Jim Bannon
22	Nick Powers
23	Jenn Maffei
24	Rebecca Withshire
25	John
26	Joan Kerr
27	Sue Dickson
28	
29	CARL HAYES
30	LOIS-ANN HAYES
31	Brian Batella Colli
32	Mary Bartella Colli
33	SOLAR ON PLANT
34	Buck Cof
35	Scott Shemi

[redacted]



card BR.

DUPLICATE

ATTESTATION PAPER.

No. 550 021

CANADIAN OVER-SEAS EXPEDITIONARY FORCE.

Folio.

146 T.F. BN

QUESTIONS TO BE PUT BEFORE ATTESTATION.

(ANSWERS).

1. What is your surname? ..... Boyce
1a. What are your Christian names? ..... David
1b. What is your present address? ..... Harrowsmith
2. In what Town, Township or Parish, and in what Country were you born? ..... Petworth, Frontenac Co.
3. What is the name of your next-of-kin? ..... Velma Boyce
4. What is the address of your next-of-kin? ..... Harrowsmith
4a. What is the relationship of your next-of-kin? ..... Sistar
5. What is the date of your birth? ..... April 4th, 1887
6. What is your Trade or Calling? ..... Handyman
7. Are you married? ..... No.
8. Are you willing to be vaccinated or re-vaccinated and inoculated? ..... No
9. Do you now belong to the Active Militia? ..... No
10. Have you ever served in any Military Force? If so, state particulars of former service. ..... At camp. With 47th Regiment.
11. Do you understand the nature and terms of your engagement? ..... Yes.
12. Are you willing to be attested to serve in the CANADIAN OVER-SEAS EXPEDITIONARY FORCE? ..... Yes

DECLARATION TO BE MADE BY MAN ON ATTESTATION.

I, David Boyce, do solemnly declare that the above are answers made by me to the above questions and that they are true, and that I am willing to fulfil the engagements by me now made, and I hereby engage and agree to serve in the **Canadian Over-Seas Expeditionary Force**, and to be attached to any arm of the service therein, for the term of one year, or during the war now existing between Great Britain and Germany should that war last longer than one year, and for six months after the termination of that war provided His Majesty should so long require my services, or until legally discharged.

David Boyce (Signature of Recruit)

Date Dec 6th 1915. E. Trumanee (Signature of Witness)

OATH TO BE TAKEN BY MAN ON ATTESTATION.

I, David Boyce, do make Oath, that I will be faithful and bear true Allegiance to His Majesty **King George the Fifth**, His Heirs and Successors, and that I will as in duty bound honestly and faithfully defend His Majesty, His Heirs and Successors, in Person, Crown and Dignity, against all enemies, and will observe and obey all orders of His Majesty, His Heirs and Successors, and of all the Generals and Officers set over me. So help me God.

David Boyce (Signature of Recruit)

Date Dec. 6 1915 E. Trumanee (Signature of Witness)

CERTIFICATE OF MAGISTRATE.

The Recruit above-named was cautioned by me that if he made any false answer to any of the above questions he would be liable to be punished as provided in the Army Act.

The above questions were then read to the Recruit in my presence.

I have taken care that he understands each question, and that his answer to each question has been duly entered as replied to, and the said Recruit has made and signed the declaration and taken the oath before me, at 4:30 O'Clock this 9th day of December 1915.

Geo. H. Gillespie Major (Signature of Justice) C.O.M.D. Commissioner

M. F. W. 23
200 M—9-15
H. Q. 1772-39-841

X Ref.

Description of David Boyce, on Enlistment.

Apparent Age 28 years ..... months.
To be determined according to the instructions given in the Regulations for Army Medical Services.)

Height	5 ft. 5 ins.
Chest measurement. Girth when fully expanded	37 ins.
Chest measurement. Range of expansion	4 ins.
Complexion	Fair.
Eyes	Blue.
Hair	Brown.
Religious denominations. Church of England	
Presbyterian	
Methodist	Yes.
Baptist or Congregationalist	
Roman Catholic	
Jewish	
Other Denominations (Denomination to be stated)	

Distinctive marks, and marks indicating congenital peculiarities or previous disease.

(Should the Medical Officer be of opinion that the recruit has served before, he will, unless the man acknowledges to any previous service, attach a slip to that effect, for the information of the Approving Officer.)

CERTIFICATE OF MEDICAL EXAMINATION.

I have examined the above-named Recruit and find that he does not present any of the causes of rejection specified in the Regulations for Army Medical Services.

He can see at the required distance with either eye; his heart and lungs are healthy; he has the free use of his joints and limbs, and declares that he is not subject to fits of any description.

I consider him* fit for the Canadian Over-Seas Expeditionary Force.

Date December 7th, 1915.

Place Kingston.

William Halcrow Capt.
Medical Officer.

* Insert here "fit" or "unfit."

NOTE.—Should the Medical Officer consider the Recruit unfit, he will fill in the foregoing Certificate only in the case of those who have been attested, and will briefly state below the cause of unfitness:—

CERTIFICATE OF OFFICER COMMANDING UNIT.

David Boyce having been finally approved and inspected by me this day, and his Name, Age, Date of Attestation, and every prescribed particular having been recorded, I certify that I am satisfied with the correctness of this Attestation.

A. McRae (Signature of Officer)

Date December 9th 1915.

1. NO.	2. RANK OR RATING	3. SURNAME	4. CHRISTIAN NAMES
835027	Corporal	BOYCE	David

5. UNIT OR SHIP	6. DATE OF CASUALTY	7. H.Q. FILE NO.	8. RELIGION
20th Battalion	10-11-18	649-B-19284	Not stated

9. CIRCUMSTANCES OF CASUALTY	10. NAME, RELATIONSHIP AND ADDRESS OF NEXT OF KIN
"Killed in Action" This soldier was seriously wounded in the head by shrapnel, a comrade went to assist him but he died shortly afterwards.	

11. LOCATION OF UNIT AT TIME OF CASUALTY
Advance from Frameries to St.Symphorien-Mons Road.

M.F.W. 3043
12m.--1419
H.Q. 1723-3-1-18
L. 7111(A) and 13, 6922

NOTE:—Items 12, 13 and 14 are not to be completed until grave is permanently located.

12. CEMETERY	13. LOCATION OF CEMETERY	14. GRAVE LOCATION	15. REGISTERED NO. OF GRAVE
Spiennes Churchyard.		Grave / Plot / Row	

16. PHOTOGRAPH OF GRAVE TAKEN	17. EXPOSURE NO.	18. PHOTOGRAPH OF GRAVE AND CEMETERY SUPPLIED TO

NJ.

19. FURTHER PARTICULARS ON REVERSE SIDE OF SHEET.

649- B. 19284

Form E. 13
1932 10m 19/9/18 D 425

Reg. No. 835027 Rank Cpl. Name BOYCE, D. (MM) sheet no 197 N.R. File No. R.L. 25-B-6502

Unit 1st C.O.R.(20)
Canadian Printing & Stationery Services, London

Date of Casualty	Nature and Place of Casualty	Next-of-Kin
10-11-18.	KILLED IN ACTION	George Boyce Esqr. Hawkesmuth Ont. also Miss Velma Boyce 192 Colborne St Canada Kingston
Published on D.C.L.		
No. A-377.		
Date 21-11-18.		

Unconfirmed Burial Report	Grave No.	Authority	Report of Circumstances of Casualty	
			Received from Unit	Forwarded
			Date 3-2-19.	Ottawa 22.4.19 Next-of-Kin
			Written For	A.A.G. Written
			Date	Date 14-1-19

Confirmed Burial Report	Grave No.	Authority	Burial Report Advised to Ottawa and Next-of-Kin
1st Rd. Springvale Churchyard 45. G. 28. d. 40. 75. accepted as the grave of this man.	1	649-B.19284 also BR.21424	Ottawa Next-of-Kin 10-3-22.
Exhumation Revised Burial Report from above Cem.	Grave No.	Authority	Revised Report Advised to Ottawa and Next-of-Kin
Tournai Communal Cem Extension (west). Plot 1 Row G - Grave 9		BR 23162	Ottawa Next-of-Kin


835027 CORPORAL
D. BOYCE, MM.
20TH BN. CANADIAN INF.
10TH NOVEMBER 1918

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2015-60

BEING A BY-LAW TO APPROVE A LIST OF NAMES FOR FUTURE ROADS AND PRIVATE LANES AND THE RE-NAMING OF EXISTING ROADS/LANES IN THE TOWNSHIP OF SOUTH FRONTENAC

WHEREAS, the Municipal Act, 2001, S.O. 2001, c.27, as amended provides that municipalities may pass by-laws respecting highways and all road allowances;

AND WHEREAS Council has passed and enacted By-law No. 2002-92 to prescribe the form and manner for the naming of a road or private lane;

AND WHEREAS public notice of Council's intention to pass this by-law has given in the manner prescribed in By-law No. 2002-100, as it relates to and future road or private lane in the Township of South Frontenac.

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

1. THAT the list of names to apply to any future new road or private lane or to any re-naming of an existing road or private lane in the Township of South Frontenac, be adopted;

2. THAT Schedule 'A' attached hereto containing a list of road/lane names shall form part of this By-law;

3. WHERE a request for a road name other than provided on Schedule 'Ais approved, the applicant shall bear the costs for the associated advertising and administration of such change.

4. THAT By-law 2015-31 is hereby repealed.

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

Dated at the Township of South Frontenac this 17th day of November, 2015.

Read a first and second time this 17th day of November, 2015.

Read a third time and finally passed this 17th day of November, 2015.

THE CORPORATION OF
THE TOWNSHIP OF SOUTH
FRONTENAC

Ron Vandewal, Mayor

Wayne Orr, Chief Administrative Officer

SCHEDULE "A"

TO BY-LAW # 2015-60

Road or Lane Names

Abbey Rd.
Apple
Azalea
Bacon
Balsam
Barberry
Basil
Beaton
Beech
Bergamont
Bestow
Bittersweet
Bluegill
Bugle
Bunting
Butler
Chickadee
Clover
Copper Head Rd
Cowbell
Coyote
Criss Cross
Crowsfoot
Croydon
Cumberland
Cypress
Daffodil
Dempster
Dewberry
Dock
Dorset
Electric
Enchanted
Endive
Escape
Euclid
Fairway
Fandango
Fanshaw
Fern
Fescue
Fiddler
Fiesta
Foxbar

Gator
Geranium
Ginger
Glitter
Goldenrod
Greenbriar
Hackberry
Harrier
Hawthorn
Hedge
Hespler
Hidden Forest
Hinterland
Hollyhock
Inspiration
Ivy
Jester
Junco
Juniper
Kayak
Lady Bug Ln
Lannister Ln
Larkspur
Lily
Linea
Longmoor
Lost Hills
Magnolia
Mallow
Merlin
Miracle
Mockingjay
Monarch
Moscato
Outlander
Peachwood
Pine Needle Rd
Pivo
Plumtree
Primrose
Ragweed
Raven
Regal
Regent
Saddle
Salamander

Sanderling
Sandwich
Sandy
Sasquatch
Seagull
Shady Pines
Shearwater
Snipe
Spirit Bear Ln
Spruce
Stark
Summerside Drive
Sundew
Sunflower
Swoon
Sycamore
Tamarak
Tattoo
Tenderfoot
That Way
This Way
Thornberry
Thrush
Titan
Utopia
Verbena
Warp Dr
Weevil
Westchester
Willowbrook Dr.
Winterberry
Winterfel
Wintergreen
Wisteria
Woodrush

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-89

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

WHEREAS Council desires to establish a Commemorative Bench 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

Schedule A - By-law 2022-89

SOUTH FRONTENAC

Recreation & Leisure Services

Public Services
2490 Keeley Road, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 4331
RecSupport@SouthFrontenac.net

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.

SOUTH FRONTENAC

Recreation & Leisure Services

Public Services
2490 Keeley Road, Box 100
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RecSupport@SouthFrontenac.net

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 spc.)
- Hickory, Shagbark or Butternut (Carya spc.)
- 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

SOUTH FRONTENAC

Recreation & Leisure Services

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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/repaired 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.

Schedule A - By-law 2022-89

Public Services
2490 Keeley Road, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 4331
RecSupport@SouthFrontenac.net

SOUTH FRONTENAC

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)

Schedule A - By-law 2022-89

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:	Office of the Clerk
Date of Meeting:	October 3, 2023
Subject:	**Implementation of Administrative Monetary Penalties – Animal at Large (excluding dogs and cats) By-law**

Summary

The purpose of the Report is for the proposed expansion of the application of Administrative Monetary Penalties (AMPs) to deter actions prohibited under By-Law 2001-13, A By-law to Prohibit the being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, within the Township of South Frontenac.

Recommendation

That Council recommend as follows:

a) **That** By-law 2023-77 attached as Exhibit A, being 'By-law to Amend By-law 2022-70, 'A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws', be given first and second reading.

b) **That** By-law 2023-77 attached as Exhibit A, being "A By-law to Amend By-law 2022-70, 'A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws', be given third reading, signed and sealed.

c) **That** By-law 2023-78 attached as Exhibit B, being "A By-Law to Amend By-Law 2001-13, 'A By-law to Prohibit the being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, within the Township of South Frontenac', be given first and second reading.

d) **That** By-law 2023-78 attached as Exhibit B, being "A By-Law to Amend By-Law 2001-13, 'A By-law to Prohibit the being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, within the Township of South Frontenac', be given third reading, signed and sealed.

Background

On August 9, 2022, Council enacted By-law 2022-70, A By-law to Impose Administrative Monetary Penalties on Violations of Municipal By-laws (Administrative Monetary Penalties By-law). The approval of By-law 2022-70 enables the Township of South Frontenac to apply AMPs to address violations under several Township by-laws.

Discussion/Analysis

Currently, under By-law 2001-13, the only recourse in which the Township of South Frontenac can seek prosecution with respect to a violation under By-law 2001-13 is under the *Provincial Offences Act.* Traditionally, prosecution under the *Provincial Offences Act* involved an often lengthy and costly process. The utilization of Administrative Monetary Penalties to enforce several Township of South Frontenac By-laws has been effective over the last year and a half. It is in this light that it is recommended that the Administrative Monetary Penalties By-law be expanded to permit the application of AMPs to the Animal at Large By-law 2001-13.

To facilitate the application of AMPs under the Animal at Large By-law, several administrative amendments are required to the Administrative Monetary Penalties By-law (Exhibit A) and the Animal at Large By-law (Exhibit B).

The Animal at Large By-law will continue to be investigated only on a complaint basis.

The following provides a detail summary of the proposed amendments.

Summary of Administrative Amendments to the Administrative Monetary Penalties By-law (Exhibit A):

a) By-law 2022-70

No amendments are proposed to the By-law at this time with the exception of the following amendments to Schedule A and Schedule B.

b) By-law 2022-70, Schedule A

In order for a Township of South Frontenac by-law to be subject to administrative monetary penalties it must form part of Schedule A of the Administrative Monetary Penalties By-law. As such, it is recommended that Schedule A of By-law 2022-70 be amended to include the following:

"8. Township of South Frontenac, By-law 2001-13, A By-law to Prohibit the being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, within the Township of South Frontenac"

c) By-law 2022-70, Schedule B

i. Township of South Frontenac, By-Law Number 2001-13, A By-Law to Prohibit the Being at Large or Trespassing of any Animal, Excluding Dogs and Cats, Within the Township of South Frontenac.

It is recommended that the following administrative monetary penalties be implemented to discourage situations which negatively impact residents from animals at large.

By-Law Section	Short Wording	Penalty Amount
1.	Failure to Comply: No owner of any animal shall cause or permit any such animal to be at large or trespass within any area within the jurisdiction of the Township of South Frontenac or upon any highway within the Township of South Frontenac.	$250.00
	Administrative Penalty Fee – Failing to pay the AMP by the date on which it is due.	$ 50.00
	Administrative Penalty Fee – Failing to appear for a hearing before the Hearings Officer.	$100.00
	Screening Officer Appeal Fee	$ 50.00
	Hearing Officer Appeal Fee	$200.00

It is important to note that as per the *Municipal Act, 2001*, the fine amount of an AMP may not be punitive in nature and shall not exceed the amount reasonably required to promote compliance with a by-law.

Summary of Administrative Amendments to the Animal at large By-law (Exhibit B):

By-law 2023-78 attached to the Report as Exhibit B outlines amendments to the By-Law to Prohibit the being at Large or Trespassing of Any Animal, Excluding Dogs and Cats" which are required for the administration of administrative monetary penalties.

To permit administrative monetary penalties to be applied to violations under the Animal at Large By-law, it is recommended that By-law 2001-13 be further amended to include the following clause:

> "7. b. Every Person who contravenes any provision of this By-Law shall, upon issuance of a Penalty Notice in accordance with the By-Law to Impose Administrative Monetary Penalties On Violations Of Municipal By-Laws 2022-70, be liable to pay to the Township an Administrative Monetary Penalty in accordance with By-Law Number 2022-70."

Staff recommend that Schedule A of By-law 2001-13 be repealed in its entirety as the majority of the provisions are inefficient from an enforcement standpoint. In light of the proposed repealing of Schedule A, staff recommend that Clause 4. be deleted in its entirety and replaced with the following:

"4. This by-law shall be enforced by the by-law enforcement officers of the Municipality.

a) No person shall obstruct or hinder or attempt to obstruct or hinder a Provincial Offences Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this by-law. Without limiting the generality of the foregoing, for purposes of this By-law, any person who fails to provide proof of identification satisfactory to the Provincial Offences Officer when requested to do so by the Provincial Offences Officer is deemed to obstruct an Officer under this By-Law;

b) At all times the By-law Enforcement Officer shall have due regard for those circumstances which are beyond the control of the person responsible for the animal including but not limited to the actions of third parties and the availability of materials and forces to contain the animal; and

c) Where the animal is being driven along or across a highway, in the normal course of normal agricultural and farming practices, under the control of a responsible person, the By-law Enforcement Officer shall have due regard for the circumstances with respect to the requirements of normal agricultural and farming practices and the safety of the public."

Conclusion:

Due to the identification of a need to address municipal by-law offences, staff are recommending that Council approve the expansion of the application of administrative monetary penalties to the By-law to Prohibit the Being at Large or Trespassing of Any Animal, Excluding Dogs and Cats'.

Financial Implications

Revenue stemming from administrative monetary penalties and estimated revenues in future years will be included as part of the by-law enforcement section of the budget.

Relationship to Strategic Plans

☐ Not applicable to this report.

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

- Priority: Choose an item.

Climate Considerations

☒ Not applicable to this report.

Notice/Consultation

- Frontenac Municipal Law Enforcement
- Municipal Solicitor

Attachments

Exhibit A – By-law 2023-77 - A By-law to Amend By-law 2022-70, 'A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws'

Exhibit B – By-law 2023-78 - A By-Law to Amend By-Law 2001-13, 'A By-law to Prohibit the Being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, within the Township of South Frontenac'

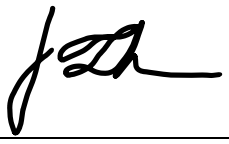
Exhibit C – By-law 2001-13 – 'A By-law to Prohibit the being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, within the Township of South Frontenac'

Approvals

Prepared by:

Michelle Hannah, Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-77

A BY-LAW TO AMEND BY-LAW 2022-70, AS AMENDED, "A BY-LAW TO IMPOSE ADMINISTRATIVE MONETARY PENALTIES ON VIOLATIONS OF MUNICIPAL BY-LAWS"

WHEREAS Council desires to update By-law 2022-70, As Amended;

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

1. By-law 2022-70, As Amended, "A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws", is hereby amended as follows:

   Schedule A is amended by adding Clause 8. to read as follows:

   "8. Township of South Frontenac, By-law 2001-13, As Amended, A By-Law To Prohibit the Being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, Within the Township of South Frontenac."

   Schedule B is amended to include following Administrative Monetary Penalties related to By-law 2001-13:

By-law 2001-13, A By-Law To Prohibit the Being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, Within the Township of South Frontenac		
By-Law Section	**Short Wording**	**Penalty Amount**
1.	Failure to Comply: No owner of any animal shall cause or permit any such animal to be at large or trespass within any area within the jurisdiction of the Township of South Frontenac or upon any highway within the Township of South Frontenac.	$250.00
	Administrative Penalty Fee – Failing to pay the AMP by the date on which it is due.	$ 50.00
	Administrative Penalty Fee – Failing to appear for a hearing before the Hearings Officer.	$100.00
	Screening Officer Appeal Fee	$ 50.00
	Hearing Officer Appeal Fee	$200.00

2. This By-law will come into force and take effect on the date of its passing.

Given First and Second Readings: October 3, 2023

Given Third Reading signed and sealed October 3, 2023

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

_____
Ron Vandewal, Mayor

_____
James Thompson, Clerk

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-78

A By-Law to Amend By-Law 2001-13, "A By-Law to Prohibit the Being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, Within the Township of South Frontenac"

WHEREAS Council desires to update By-law 2001-13;

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

1. By-law 2001-13, "A By-Law to Prohibit the Being at Large or Trespassing of Any Animal, Excluding Dogs and Cats, within the Township of South Frontenac", is hereby amended as follows:

   That Schedule A of By-law 2001-13 is deleted in its entirety.

   That Clause 4. of By-law 2001 is deleted in its entirety and replaced with a new Clause 4. Which reads as follows:

   "4. This by-law shall be enforced by the by-law enforcement officers of the Municipality.

   a) No person shall obstruct or hinder or attempt to obstruct or hinder a Provincial Offences Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this by-law. Without limiting the generality of the foregoing, for purposes of this By-law, any person who fails to provide proof of identification satisfactory to the Provincial Offences Officer when requested to do so by the Provincial Offences Officer is deemed to obstruct an Officer under this By-Law;

   b) At all times the By-law Enforcement Officer shall have due regard for those circumstances which are beyond the control of the person responsible for the animal including but not limited to the actions of third parties and the availability of materials and forces to contain the animal; and

   c) Where the animal is being driven along or across a highway, in the normal course of normal agricultural and farming practices, under the control of a responsible person, the By-law Enforcement Officer shall have due regard for the circumstances with respect to the requirements of normal agricultural and farming practices and the safety of the public."

   That By-law 2023 is amended to include Clause 7. b. to read as follows:

   "7.b. Every Person who contravenes any provision of this By-Law shall, upon issuance of a Penalty Notice in accordance with the By-Law to Impose Administrative Monetary Penalties On Violations Of Municipal By-Laws 2022-70, be liable to pay to the Township an Administrative Monetary Penalty in accordance with By-Law Number 2022-70."

2. This By-law will come into force and take effect on the date of its passing.

Given First and Second Readings: October 3, 2023

Given Third Reading signed and sealed October 3, 2023

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

_____
Ron Vandewal, Mayor

_____
James Thompson, Clerk

SOUTH FRONTENAC TOWNSHIP
BY-LAW 2001-13

A BY-LAW TO PROHIBIT THE BEING AT LARGE OR TRESPASSING OF ANY ANIMAL, EXCLUDING DOGS AND CATS, WITHIN THE TOWNSHIP OF SOUTH FRONTENAC.

WHEREAS Section 210 (4) of the Municipal Act, R.S.O. 1990, Chap. M. 45, as amended permits councils by by-law to prohibit or regulate within any part of the municipality the being at large or trespassing of animals other than dogs and cats, and to provide for impounding them and for causing them to be sold; and,

WHEREAS Section 210 (6) of the Municipal Act, R.S.O. 1990, Chap. M. 45, as amended permits councils to pass by-laws for appraising the damages to be paid by owners of animals impounded for trespassing;

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

1. No owner of any animal shall cause or permit any such animal to be at large or trespass within any area within the jurisdiction of the Township of South Frontenac or upon any highway within the Township of South Frontenac.

2. This by-law applies to all animals other than cats and dogs.

3. Any animal which is found at large or trespassing within any area within the jurisdiction of the Township of South Frontenac, including but not limited to any highway within the Township, may be taken into custody and impounded.

4. The By-law enforcement Officer, when dealing with a complaint of an animal at large, shall be directed in his actions by the policies that are attached to and form part of this by-law.

5. The pound keeper shall prepare an appraisal of damages caused by the animal while it was at large or trespassing and these damages shall be paid to the municipality prior to the release of the animal. Council may exercise its right to make grants in the amount of the damages or parts thereof to those parties who have suffered the damages.

6. The provisions of the Pounds Act, R.S.O. 1990, Chap. P. 17, as amended, shall apply to any animal impounded pursuant to this by-law except where those provisions have been modified by this by-law pursuant to Section 1 of the said Act.

7. Any person who contravenes any provisions of this by-law shall be guilty of an offense and on conviction shall be liable to a penalty not exceeding $5,000.00 exclusive of costs, which shall be recoverable under the Provincial Offences Act, R.S.O. 1990, Chap. P.33, as a amended.

8. By-law 1998-76 is hereby repealed.

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

Dated at Sunbury this 26th **day of** February **, 2001.**

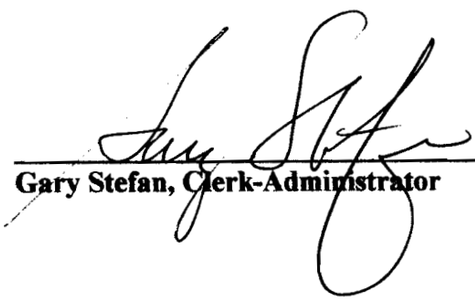
Read a first and second time this 26th **day of** February **, 2001.**

Read a third time and finally passed this 26th **day of** February **, 2001.**

The Corporation of the
Township of South Frontenac



Philip Leonard, Mayor



Gary Stefan, Clerk-Administrator

SCHEDULE A TO BY-LAW 2001-13

POLICIES FOR THE GUIDANCE OF THE BY-LAW ENFORCEMENT OFFICER

The following steps of progressive enforcement shall be followed by the By-law Enforcement Officer when dealing with a complaint of an animal at large under By-law 2001-13.

1. For the first incident, the By-law Enforcement Officer shall provide a verbal warning only and file an incident report with the Clerk-Administrator.

2. For the second incident, the By-law Enforcement Officer shall provide a written warning to the person responsible for the animal and provide advice concerning the Line Fences Act and fencing procedures. After the completion of this step, the person responsible for the animal may appeal the actions the By-law Enforcement Officer to Township Council.

3. For the third incident, the By-law Enforcement Officer shall issue a short form ticket with the value of the fine set at $250.00.

4. For the fourth incident, the By-law Enforcement Officer shall proceed with a long form prosecution, after notice to Council.

5. The foregoing procedures shall be followed at each location where the complaints arise. In addition, the complaints must all occur within a twelve-month period, otherwise the sequence of enforcement will recommence at the first step of the enforcement policy.

6. At all times the By-law Enforcement Officer shall have due regard for those circumstances which are beyond the control of the person responsible for the animal including but not limited to the actions of third parties and the availability of materials and forces to contain the animal.

7. Where the animal is being driven along or across a highway, in the normal course of animal husbandry, under the control of a responsible person, the By-law Enforcement Officer shall have due regard for the circumstances with respect to the requirements of animal husbandry and the safety of the public.

8. Where the singular is used in this policy, the plural may also be used.

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-79

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO RURAL – SPECIAL PROVISION (RU-75) ON LANDS DESCRIBED AS PARTS 1, 2 AND 3 ON PLAN 13R-22950, PART LOT 20, CONCESSION 11, DISTRICT OF BEDFORD

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

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

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

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

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

1. **THAT** Schedule “D” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-75) for the lands shown on Schedule “1”.

2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-75 (Parts 1, 2 and 3 on Plan 13R-22950, Part of Lot 20, Concession 11, District of Bedford) immediately after the last Rural – Special Provision section to read as follows:

   RU-75 (Parts 1, 2 and 3 on Plan 13R-22950, Part of Lot 20, Concession 11, District of Bedford)

   Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-75), the following provisions apply:

   - *Lot Area (Minimum)* *0.7 hectares (1.7 acres)*

   All other provisions of this by-law shall apply.

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

Dated at the Township of South Frontenac this 3rd day of October, 2023.

Read a first and second time this 3rd day of October, 2023.

Read a third time and finally passed this 3rd day of October, 2023.

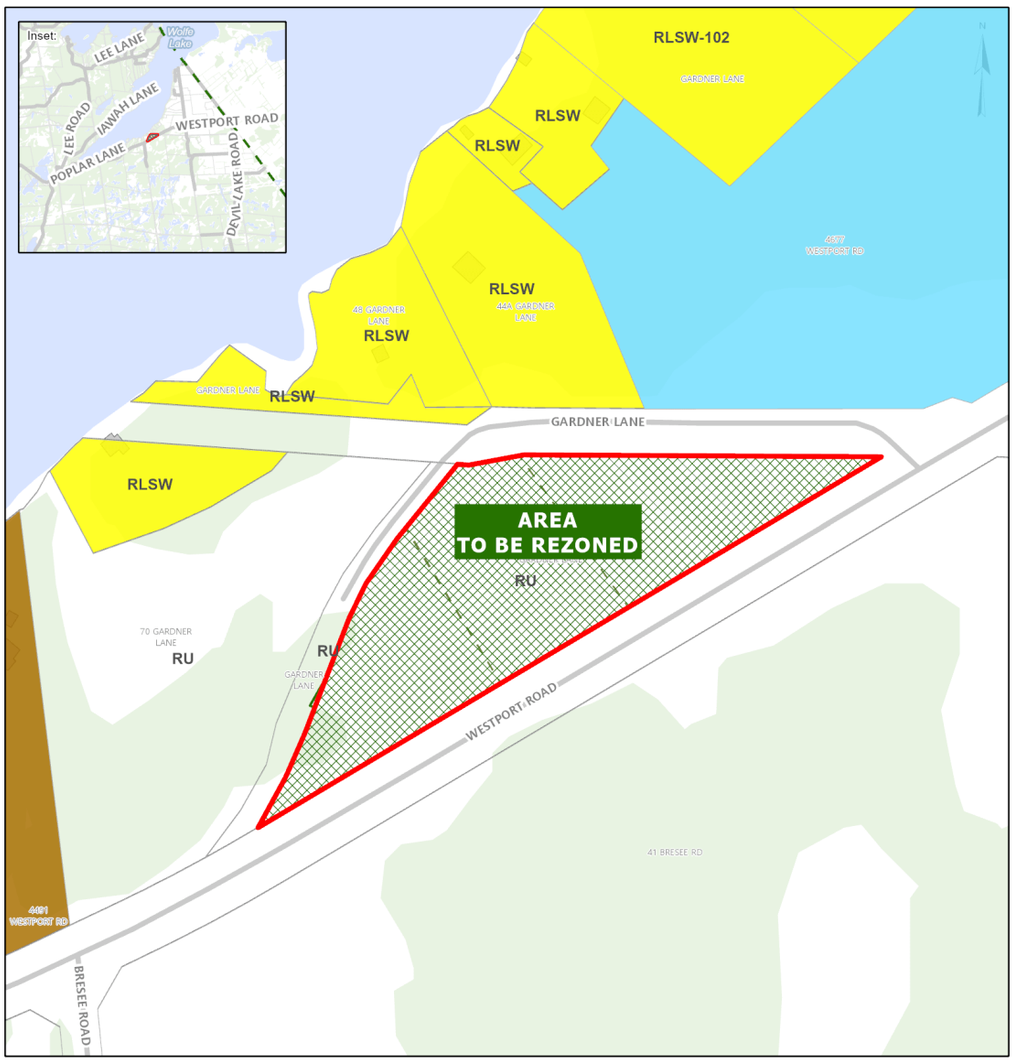
THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

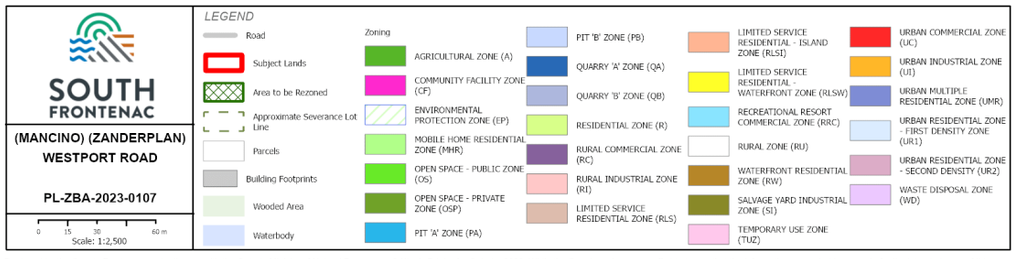
_____
Ron Vandewal, Mayor

_____
James Thompson, Clerk

Schedule 1

This is Schedule “1” to By-law No. 2023-79





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UTM Projection NAD 83 | Date: 2023-08-30

Passed this 3rd day of October, 2023

Ron Vandewal, Mayor

James Thompson, Clerk

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-80

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RECREATIONAL RESORT COMMERCIAL – SPECIAL PROVISION (RRC-39) TO LIMITED SERVICE RESIDENTIAL – WATERFRONT (RLSW AND RLSW-135) ON LANDS DESCRIBED AS PART LOT 32, CONCESSION 7, DISTRICT OF BEDFORD

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

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

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

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

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

1. **THAT** Schedule “D” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Recreational Resort Commercial – Special Provision (RRC-39) to Limited Service Residential Waterfront (RLSW and RLSW-135) for the lands shown on Schedule “1”.

2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RLSW-135 (Part Lot 32, Concession 7, District of Bedford) immediately after the last Limited Service Residential – Waterfront – Special Provision section to read as follows:

   RLSW-135 (Part Lot 32, Concession 7, District of Bedford)

   Notwithstanding the provisions of Section 10 or any other provision of this By-law to the contrary, on the lands zoned Special Limited Service Residential – Waterfront (RLSW-135), the following provisions apply:

   Permitted Uses
   - *Private vehicle parking area and boat docking for the exclusive use of lots whose only access is by means of a navigable waterway, and that have deeded rights to parking and docking at this location*
   - *Accessory uses, buildings and structures to the above uses*

   Zone Requirements
   - *Number of Parking Spaces (Maximum)* *12*
   - *Lot Coverage for Accessory Buildings (Maximum)* *3%*

   All other provisions of this by-law shall apply.

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

Dated at the Township of South Frontenac this 3rd day of October, 2023.

Read a first and second time this 3rd day of October, 2023.

Read a third time and finally passed this 3rd day of October, 2023.

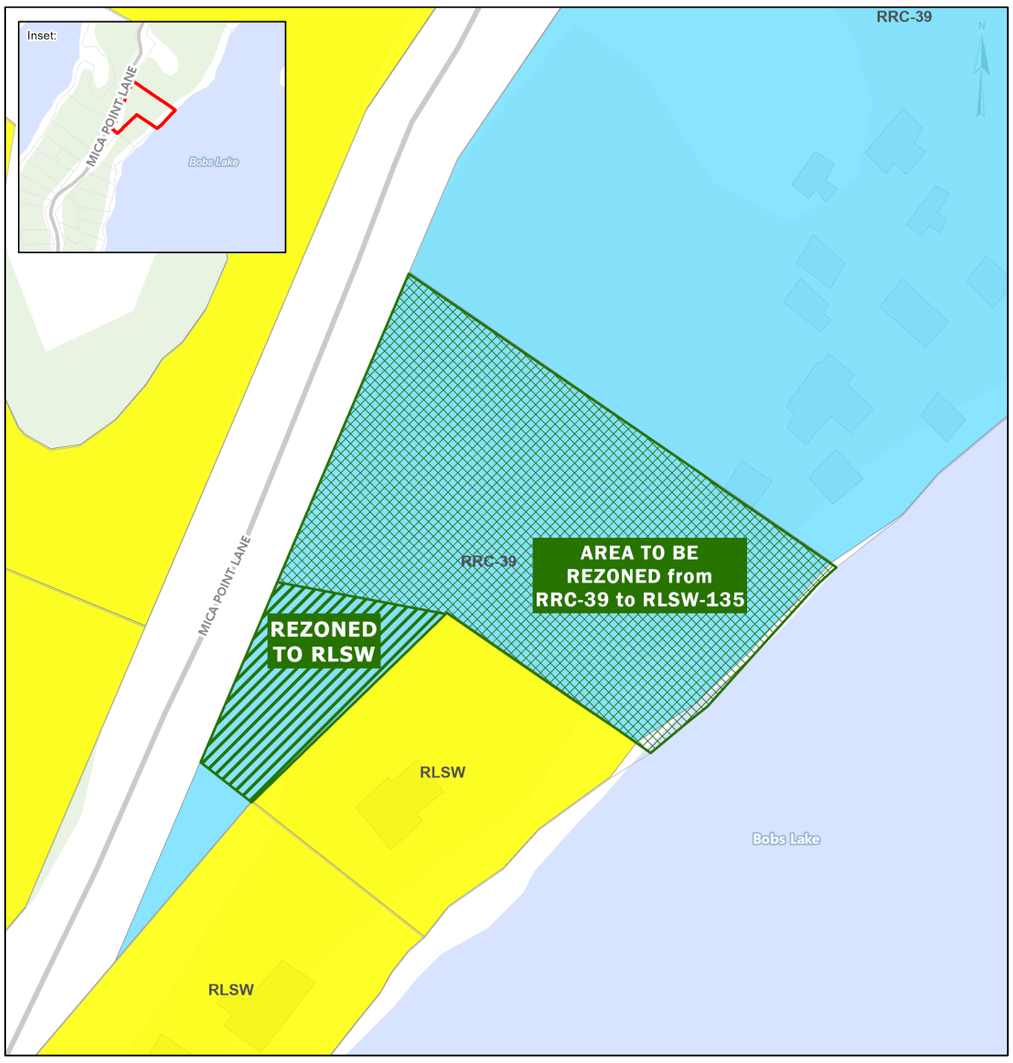
THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

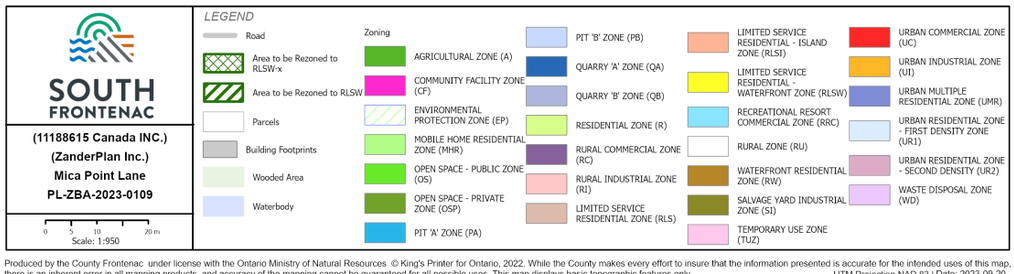
_____
Ron Vandewal, Mayor

_____
James Thompson, Clerk

Schedule 1

This is Schedule “1” to By-law No. 2023-80.





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UTM Projection NAD 83 | Date: 2023-09-20

Passed this 3rd day of October, 2023

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac
Staff Report

To:	Council
Prepared by:	Development Services Department
Date of Meeting:	October 3, 2023
Subject:	**2nd Quarter 2023 – Building Services Report**

Summary

This report documents the delivery of Building Services within the Development Services Department between April 1, 2023, and June 30, 2023.

Recommendation

This report is for information only.

Background

Each quarter, Building Services reports publicly on the number of permit applications being received and processed by the Township. This also includes the delivery of Part 8 services on behalf of all four (4) of the Frontenac Townships.

This report details quarterly construction values from 2020 to 2023, building permits that have been issued, closed, and Part 8 Sewage System services that were delivered for all four Townships in 2023.

Discussion/Analysis

During Q2 of 2023, Building Services received 280 files. Of those files, 137 were for Part 8 applications across the four Frontenac Townships and 143 were for South Frontenac building applications. These files include building and sewage system applications, civic number applications, pool enclosures, address assignments, zoning compliance letters, investigation files as well as other applications related to Part 8 services including the review of planning applications in all four Frontenac Townships.

South Frontenac Building Permits Issued:

The following chart provides a breakdown by permit type for the 2nd quarter of 2023 exclusively for South Frontenac and provides a comparison to previous years.

Application Type	Q2-2023	Q2-2022	Q2-2021	Q2-2020
Accessory Building	26	35	25	32
Deck/Covered Porch	15	17	11	9
Demolition	10	10	17	16
Single Detached Dwelling	22	25	32	20
Pool Enclosure	5	21	20	13
Renovation/Repair/Addition	19	21	36	12
Seasonal Dwelling	6	10	3	1
Secondary Dwelling Unit	2	2	0	0
Sewage System	46	40	61	0
Sign, Solar, Tent etc.	5	1	0	0
Woodstove/Fireplace	7	3	5	7
Totals	**163**	**185**	**210**	**110**

The following chart illustrates the total construction value for the 2nd quarter of 2023.

Quarterly Construction Values for all issued permits (including Part 8):

Quarterly Construction Values	Q1	Q2	Q3	Q4	Total
2020	$2,127,530	$8,131,300	$10,645,958	$9,438,047	$30,342,835
# of permits	37	101	145	83	366
2021	$5,533,201	$16,856,695	$10,129,267	$8,203,592	$40,722,755
# of permits	78	149	113	71	411
2022	$15,122,652	$22,910,670	$20,188,974	$15,959,458	$74,181,754
# of permits	86	149	121	80	436
2023	$7,101,555	$21,496,718			$28,598,273
# of permits	68	199			267

The total construction value for all Q2 building permits (Building South Frontenac and sewage systems for all Townships) is over $21.4 million dollars. Of this amount, the estimated Q2 construction value for issued sewage system permits for all Frontenac Townships is $1,839,680.

Delivery of Part 8 Services (Q2 - Fees):

The following chart illustrates Part 8 Services across four (4) Townships for the 2nd quarter of 2023. Total revenue for the second quarter 2023 totaled $93,170, which was higher than the $42,881 that was collected in second quarter 2022.

Part 8 Services	Permits	Consent Review	Minor Variance Review	Performance Review	Record Search	Total
North Frontenac	14	6	1	1	0	22
Total fees	$12,714	$3,605	$463	$515	$0	$17,297
Central Frontenac	15	5	0	1	0	21
Total fees	$13,074	$2,575	$0	$515	$0	$16,164
Frontenac Islands	7	3	0	1	0	11
Total fees	$6,331	$1,545	$0	$515	$0	$8,391
South Frontenac	46	2	6	6	2	62
Total fees	$44,214	$1,030	$2,778	$3,090	$206	$51,318
Total Pt 8 Revenue	**$76,333**	**$8,755**	**$3,241**	**$4,635**	**$206**	**$93,170**

In Q2, Building Services issued a total of 82 Part 8 sewage system permits, commented on 23 planning applications from a Part 8 perspective across Frontenac County, and completed 11 performance reviews/record searches.

Building Files Closed:

In Q2 Building Services closed 74 files.

Financial Implications

Building Fees and Part 8 Fees

Q2 revenue collected for all South Frontenac building permits and Part 8 across Frontenac County totaled $449,620. Year to date revenue totals $598,669.

Relationship to Strategic Plan

☒ 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.

Notice/Consultation

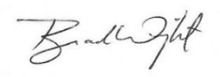
Rebecca Roy
Deputy Chief Building Official

Approvals

Prepared by:

Peggy Spafford
Permit Intake Coordinator

Submitted by:



Brad Wright
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac
Staff Report

And To:	Council
Prepared by:	Development Services Department
Date of Meeting:	October 3, 2023
Subject:	**2nd Quarter 2023 – Planning Services Report**

Summary

This report documents the delivery of Planning Services within the Development Services Department between April 1, 2023, and June 30, 2023 (2nd Quarter, 2023).

Recommendation

This report is for information only.

Background

The charts below break out planning activities by application type for Q2 2023 and compares the number to 2022 quarterly totals.

The activities outlined below were completed by Planner(s), Senior Planner, and Director of Development Services.

Pre-consultation Meetings

	Number of Meetings
2022 – 4th Quarter Total	55
2022 – 3rd Quarter Total	55
2022 – 2nd Quarter Total	78
2022 – 1st Quarter Total	95
2023 – 1st Quarter Total	25
2023 – 2nd Quarter Total	**35**

Consent Applications

	Complete Applications Submitted
2022 – 4th Quarter Total	16
2022 – 3rd Quarter Total	9
2022 – 2nd Quarter Total	17
2022 – 1st Quarter Total	15
2023 – 1st Quarter Total	10
2023 – 2nd Quarter Total	**6**

Consent Applications – Approvals by Delegated Approval versus Applications Heard by Committee of Adjustment

	Undisputed Consents Approved by Director of Development Services	Disputed Consents Heard by Committee of Adjustment
2022 – 4th Quarter Total	5	2
2022 – 3rd Quarter Total	17	6
2022 – 2nd Quarter Total	19	4
2022 – 1st Quarter Total	17	0
2023 – 1st Quarter Total	15	2
2023 – 2nd Quarter Total	**5**	**1**

Minor Variance Applications

	Complete Applications Submitted
2022 – 4th Quarter Total	13
2022 – 3rd Quarter Total	9
2022 – 2nd Quarter Total	11
2022 – 1st Quarter Total	19
2023 – 1st Quarter Total	14
2023 – 2nd Quarter Total	**20**

Zoning By-law Amendment Applications

	Complete Applications Submitted
2022 – 4th Quarter Total	1
2022 – 3rd Quarter Total	5
2022 – 2nd Quarter Total	9
2022 – 1st Quarter Total	2
2023 – 1st Quarter Total	5
2023 – 2nd Quarter Total	**4**

Site Plan Control Applications

	Applications Submitted
2022 – 4th Quarter Total	1
2022 – 3rd Quarter Total	3
2022 – 2nd Quarter Total	7
2022 – 1st Quarter Total	3
2023 – 1st Quarter Total	2
2023 – 2nd Quarter Total	**0**

Development Agreements

	Agreements Prepared
2022 – 4th Quarter Total	21
2022 – 3rd Quarter Total	8
2022 – 2nd Quarter Total	31
2022 – 1st Quarter Total	22
2023 – 1st Quarter Total	24
2023 – 2nd Quarter Total	**12**

Certificates of Official Issued (Finalizing Consent Applications)

	Certificates Issued
2022 – 4th Quarter Total	19
2022 – 3rd Quarter Total	16
2022 – 2nd Quarter Total	9
2022 – 1st Quarter Total	11
2023 – 1st Quarter Total	3
2023 – 2nd Quarter Total	**12**

Other

In Q2 of 2023:

- 1 Minimum Distance Separation Calculation was completed.

Plans of Subdivision & Condominiums

- Willowbrook Estates Phase 2 was granted final approval. Plan registration will be completed shortly.
- Sunbury Subdivision was granted draft plan approval.

- Hartington Subdivision has been granted final approval by the Township. The subdivision agreement has been forwarded to the County for final approval. Plan registration will be completed shortly.

Discussion/Analysis

The application numbers and demand for planning services in the 2nd quarter of 2023 are down slightly compared to the 2nd quarter of 2022. However, application numbers are up compared to the 1st quarter of 2023.

Financial Implications

None.

Relationship to Strategic Plans

☒ 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.

Notice/Consultation

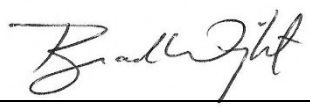
Consultation with Planning Services staff.

Attachments

None

Approvals

Submitted by:



Brad Wright
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

County of Frontenac
Notice of Public Meeting
Official Plan Amendment

Take Notice that the Council of The Corporation of the County of Frontenac is proposing to adopt an Official Plan Amendment in accordance with Section 17 of the *Planning Act*, RSO 1990, as amended, to make changes to the County Official Plan.

The County of Frontenac's Planning and Economic Development Advisory Committee will be hosting the statutory public meeting on Wednesday, October 4, 2023 at 10:00 a.m. County staff will provide a brief presentation and the committee will invite comments and questions from the public. Please note that there may be more than one public meeting scheduled, and they will be heard in the order that they appear on the committee's agenda. The agenda will be available online on the County's civic web portal in advance of the meeting (https://frontenac.civicweb.net/portal/).

Public Meeting: Wednesday, October 4, 2023, at 10:00 a.m., in person at the Township of South Frontenac Council Chambers, 4432 George Street, Sydenham, ON and via electronic participation.

Electronic Participation: The public meeting will also be available to the public virtually as a Zoom webinar. Members of the public can participate by registering for the Zoom meeting by computer, tablet, or smartphone or by calling in. To register, please visit the following link: https://us02web.zoom.us/webinar/register/WN_kgeAQjnVTymEYfKcJVrJCQ or contact planning@frontenaccounty.ca. After registering, you will receive a confirmation email containing information about joining the webinar.

Purpose and Effect: The purpose of the Official Plan Amendment is to make changes to the County's Official Plan to include policies related to the delivery of communal water and wastewater services and to recognize the creation of a Municipal Service Corporation to oversee this infrastructure. The amendment will include policies in the County Official Plan regarding how communal services can be used and provide enabling policies so that local townships can implement their own policies for how communal services will be used to guide growth and development in their communities.

Lands Affected: The draft Official Plan Amendment applies to all properties within the County; therefore, no key map is provided.

Other Applications: Currently, there are no other County-wide Planning Act applications.

Additional Information related to the draft Official Plan Amendment is available by contacting County planning staff at planning@frontenaccounty.ca or 613-548-9400, extension 350. The draft of the Official Plan Amendment is also available online at the following link: https://www.frontenaccounty.ca/en/business/current-planning-applications.aspx. For background information about the County's work on communal services, please visit: https://engagefrontenac.ca/communal-services.

Notice of Adoption: If you wish to be notified of the decision of the County of Frontenac on the proposed official plan amendment, you must make a written request to Jannette

Amini, County Clerk, County of Frontenac, 2069 Battersea Road, Glenburnie, ON K0H 1S0 or jamini@frontenaccounty.ca.

Appeals: If a person or public body would otherwise have an ability to appeal the decision of the Council of the County of Frontenac to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the County of Frontenac before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the County of Frontenac before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Notice of Collection – Personal information collected as a result of this public meeting is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and the *Planning Act* and will be used to assist in making a decision on these matters. All names, addresses, opinions and comments may be collected and may form part of the minutes which will be available to the public. Questions regarding this collection should be forwarded to Jannette Amini, County Clerk.

Dated at the Township of Frontenac Islands this 14th day of September, 2023.
Jannette Amini, County Clerk
County of Frontenac

County of Frontenac
Official Plan Amendment #3: Communal Servicing
Draft Text for the Public Meeting on October 4, 2023

4.2.1.4.2 Communal Servicing

Communal services are systems that provide water and wastewater treatment to clusters of residences or businesses. They can be a less expensive alternative to centralized municipal services and a more environmentally friendly alternative to private on-site services. However, perceived obstacles have slowed the implementation of communal services in many jurisdictions. A key benefit of communal services is that they represent alternative water and wastewater servicing approaches that can provide the County and Townships with the innovative technology and flexibility to accommodate growth and achieve planning, environmental, and economic objectives.

Frontenac County has completed a Communal Servicing Study to demonstrate that the perceived obstacles - engineering, financial, risk management, planning - are just that, and to equip Frontenac with the tools necessary to enable redevelopment and new development on communal services. Communal water and wastewater servicing (also known as decentralized servicing) offers the potential to allow for new development and infill across the County, including on village and hamlet main streets, addressing some of the challenges associated with centralized municipal services and with private on-site services. Most importantly, communal servicing has the potential to support more compact, land-efficient development than is possible with private servicing, at a lower cost than is possible with centralized municipal services, and enable the revitalization of Frontenac's communities.

The Communal Servicing Study demonstrated that development on communal services has many potential benefits for Frontenac and rural development.

For the Frontenac region, communal servicing enables:

- Increased development potential and growing the tax base;
- More water-sensitive design and other approaches to meet sustainability objectives;
- A broader range of housing types and commercial development to allow for complete communities;
- Reduced municipal service delivery costs to residents (e.g. garbage collection, snow removal); and
- A new approach to managing financial risk.

For builders, communal servicing allows for more:

- Flexibility to address different market segments;
- Feasible servicing approaches for developments in hard-to-service areas; and
- Guidance and certainty on servicing.

Citizens that reside in a neighbourhood with communal services can:

- Have stable and continual safe operation in their water and wastewater treatment systems;
- Have a wider choice of housing options, allowing for aging in place; and
- Recognize that water resources are being appropriately stewarded.

Frontenac has created a Municipal Services Corporation (MSC) under the Ontario Municipal Act, with the County and four Townships as shareholders. The MSC allows for the operation of a public utility that will manage and operate all future development on communal services. Frontenac County is the first regional jurisdiction in Ontario that has created a utility to develop a singular approach to supporting new development on communal services.

4.2.1.4.2.1 Policies

a. The County supports new development on communal services across the entire region, with the Municipal Service Corporation assuming and maintaining new water and wastewater services.

b. New residential subdivision proposals in settlement areas identified in the Township Official Plans shall be created on communal services, wherever feasible, to achieve a density that is compatible.

c. Communal services may also be considered by the Townships to service parts or the whole of existing villages, including main street improvements.

d. Communal services shall be the primary servicing method for new large scale commercial development and industrial/business parks.

e. Township Official Plans shall include policies to support the use and location of communal services, including:

    1) Specific settlement areas where communal services shall be required;

    2) How communal services can be used to create new forms of housing in settlement areas, and the requirement for different forms of housing (e.g., apartments, townhouses, tiny homes, mixed use development, etc.), including policies about the scale and density of development;

3) Rural areas, with policies that establish criteria for the type and maximum density of rural residential development;

4) Waterfront development or redevelopment, including policies about the scale and density of development; and

5) The studies and plans required to demonstrate that communal servicing for a proposed project is appropriate and will have no negative impacts.

Township of South Frontenac

Staff Report

To:	Council
Prepared by:	Office of the Clerk
Date of Meeting:	October 3, 2023
Subject:	**Notice of Motion – Review of Arena Parking Options**

Summary

At the September 19, 2023, Council meeting, Mayor Vandewal submitted a Notice of Motion requesting that staff report back to Council regarding recommendations with respect to expanding parking areas at the Frontenac Community Arena.

Recommendation

That Council direct staff to report back to Council regarding a review of the current and possible future parking at the Frontenac Community Arena, with a recommendation to be provided to the Arena Board for budget consideration.

Background

At the September 19, 2023 Council meeting, Mayor Vandewal submitted a Notice of Motion requesting staff report back to Council regarding recommendations with respect to the current parking and potential expansion of the parking at the Frontenac Community Arena.

Discussion/Analysis

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

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

Financial Implications

To be determined.

Relationship to Strategic Plans

☐ Not applicable to this report.

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

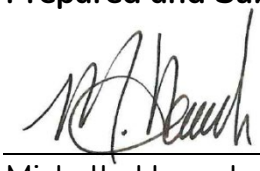
Priority:

Attachments

None.

Approvals

Prepared and Submitted By:



Michelle Hannah, Deputy Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-81

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 OCTOBER 3, 2023

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 October 3, 2023 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 October 3, 2023 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 October 3, 2023 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 3 day of October 2023.

Read a third time and finally passed this 3 day of October 2023.

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

_____
Ron Vandewal, Mayor

_____
James Thompson, Clerk