



Township of South Frontenac
Council Meeting Agenda



TIME: 7:00 PM,
DATE: Tuesday, September 5, 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
- 7. Delegations
- 8. Briefings
- 9. Approval of Minutes
 - a) Resolution 5 - 10
- 10. Reports Requiring Action
 - a) **Noise By-law Exemption Application** 11 - 16

That Michael East be granted an exemption from Section 3. Clause F. and Section 4 in relation to Schedule 1, Clause 7. of By-law Number 2015-41, As Amended, “A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac”, to permit amplified music and fireworks during a wedding on September 30, 2023 from 11:00 a.m. to 11:00 p.m. located at 28 Starlight Lane, Hartington; it being understood that the Noise By-law exemption to discharge consumer fireworks does not permit the discharge of fireworks should the discharge of consumer fireworks be prohibited by other Township of South Frontenac By-laws or Provincial Legislation.

- b) **2023 Community Grants - Intake 2** 17 - 22

That Council approve the two (2) Community Grant applications included in this Staff Report totalling \$7,500 and,

That any unspent balance in 2023 Community Grants be allocated towards the 2024 Community Grant program.

- c) **1-Ton truck plow and sander replacement** 23 - 25

That Council approve the purchase of two (2) plow and sanders with an upset limit in the amount of \$56,000; with the trade-in value from the disposal of two plow and sanders to be offset from this amount; and

That the purchase be funded from the Public Services Equipment Reserve.

- d) **Municipal Access Agreement – Xplornet Communications Inc.** 26 - 29

That Council authorize the Mayor and Clerk to execute a Municipal Access Agreement between the Township of South Frontenac and Xplornet Communications Inc.; and

That the term of the Municipal Access Agreement shall be for a period of 5 years expiring on December 31st, 2028.

- e) **Township of South Frontenac – Flag Policy** 30 - 38

That the existing Township of South Frontenac Flag Protocol Policy, attached to the Report as Exhibit A, be repealed; and

That the proposed Township of South Frontenac Flag Policy, attached to the Report as Exhibit B, be approved by Council.

- f) **Detailed Design – Harrowsmith and Hartington Sidewalks** 39 - 47

That Council approve moving forward with the detailed design for the Notre Dame Street and Road 38/Boyce Road sidewalk projects; and

That the projects be funded from the Asset Investment Reserve in the amount of \$44,300; and

That the construction portion of the projects be considered under the 2024 Budget deliberation.

- g) **2024 Budget Schedule** 48 - 50

That Council adopt the 2024 Budget Schedule as attached in this report as Appendix A.

11. Advisory Committee Reports or Minutes

- a) **Recreation & Leisure Services Committee** 51 - 55

a)The Point Park Beach Closures and Recommendations for a Goose & Seagull Deterrent Strategy for 2024

Note: The attached report was presented to the Committee on August 24, 2023.

Recommendation:

That Council endorse the goose and seagull deterrent strategy for 2024, and

That Council approve additional funds into The Point Park 2024 operating budget to support the strategy.

12. Reports Requiring Approval of By-laws

a) **Emergency Management Program Update** 56 - 99

That By-law 2023-67 attached as Exhibit B, being “A By-Law to adopt an Emergency Management Program and Emergency Response Plan as Required under the Emergency Management and Civil Protection Act”, be given first and second reading; and

That By-law 2023-67, be given third reading, signed and sealed.

b) **PL-RAC-2022-0122 (Mancino) (ZanderPlan) application to stop up, close and transfer a portion of unopened road allowance, Part of Lot 20, Concession 11, Parts 4 & 5 Plan 13R20005; Bedford** 100 - 105

That By-law 2023-68, attached as Exhibit A, being “A By-law to stop up, close and transfer ownership of Parts 4 & 5 Plan 13R20005, PIN 36240-0919 being a portion of unopened road allowance to the adjacent property municipally known as vacant land, Gardner Lane, PIN 36240-0918”, be given first and second reading; and

That By-law 2023-68 be given third reading, signed and sealed.

c) **Pre-Consultation By-law for Planning Applications** 106 - 115

That the report regarding the new Pre-Consultation By-Law for planning applications be received; and

That By-law 2023-69, attached as Attachment 1, being “A By-Law to Require Applicants to Consult with the Township Prior to the Submission of Planning Act Applications and to Repeal By-Law Number 2019-54”, be given first and second reading; and

That By-law 2023-69 be given third reading signed and sealed.

13. Reports for Information

14. Committee of the Whole

15. Information Items

a) Correspondence received from Lawrence MacAulay, Minister of Agriculture Minister of Agriculture and Agri-Food and Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs regarding the Sustainable Canadian Agricultural Partnership. 116 - 117

16. Notice of Motions

a) **Notice of Motion – Reconsideration of Resolution Number 2023-07-06 regarding closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough** 118 - 126

17. Rise and Report regarding County Council and External Boards

- a) County Council
- b) Police Services Board
- c) Cataraqui Region Conservation Authority
- d) Quinte Conservation

- e) Rideau Valley Conservation Authority
- 18. Announcements/Statements by Councillors
- 19. Closed Session (if requested)
- 20. Confirmatory By-law

a) Resolution 127

- 21. Adjournment

a) Resolution

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**Township of South Frontenac
Council Meeting Minutes**



Meeting # 27

Time: 6:30 p.m.

Location: Council Chambers / Virtual via Zoom

Present: Charlene Godfrey, Ray Leonard, Doug Morey, Steve Pegrum, Norm Roberts, Randy Ruttan, Ron Sleeth, Scott Trueman, Mayor Ron Vandewal

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer

1 Call to Order

a) Resolution

Resolution No. 2023:27:01

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the Council meeting of August 15, 2023 be called to order at 6:30 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a) Councillor Ruttan declared a pecuniary interest regarding Business Item 10. B. as he is requesting the Noise By-law Exemption.

3 Approval of Agenda

a) Resolution

Resolution No. 2023:27:02

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session (6:30 p.m.)

a) Resolution

Resolution No. 2023:27:03

Moved by Councillor Roberts

Seconded by Councillor Trueman

That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following item:

a) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

Carried

b) Resolution

Resolution No. 2023:27:04
Moved by Councillor Pegrum
Seconded by Councillor Morey
That Council rise from the Committee of the Whole "Closed Meeting" and report as follows:

That Council endorse the proposed execution of the Minutes of Settlement of Ontario Land Tribunal Case No. OLT-22-002244 by the Warden and Clerk of the County of Frontenac.

Carried

5 Recess

- a) Council Recessed from 6:52 p.m. to 7:00 p.m.

6 Public Meeting

- a) There was none.

7 Delegations

- a) There were none.

8 Briefings

- a) Lori Huber, KPMG LLP was present virtually to speak to Council regarding the 2022 Audited Financial Statements.

9 Approval of Minutes

- a) Resolution

Resolution No. 2023:27:05
Moved by Councillor Godfrey
Seconded by Councillor Ruttan
That the minutes of the July 18, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

- a) **2022 Audited Financial Statements**

Resolution No. 2023:27:06
Moved by Councillor Pegrum
Seconded by Councillor Ruttan
That Council receive the 2022 audited Financial Statements for the Township of South Frontenac, presented as Appendix #1; and

That Council authorize the 2022 Audited Financial statements be finalized and published.

Carried

- b) **Noise By-law Exemption Request**

Councillor Ruttan withdrew from the meeting.

Resolution No. 2023:27:07
Moved by Deputy Mayor Sleeth
Seconded by Councillor Leonard

Minutes of Council
August, 15, 2023

That Randy Ruttan be granted an exemption from Section 4, (Schedule 1, Clause 7.) of By-law Number 2015-41, As Amended, “A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac”, to permit the discharge of consumer fireworks at 1021 / 1024 Hidden Valley Lane, Perth Road (Buck Lake) on September 3, 2023 between 9:30 p.m. and 10:30 p.m.; it being understood that the Noise By-law exemption to discharge consumer fireworks does not permit the discharge of fireworks should the discharge of consumer fireworks be prohibited by other Township of South Frontenac By-laws, Ontario Regulations or Provincial Legislation.

Carried

c) **Noise By-law Exemption Application**

Councillor Ruttan returned to the meeting.

Resolution No. 2023:27:08

Moved by Councillor Morey

Seconded by Councillor Roberts

That Ryan Wahab be granted an exemption from Section 3. Clause F. of By-law Number 2015-41, As Amended, “A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac”, to permit amplified music during a wedding on August 31, 2023 from 3:00 p.m. to 11:00 p.m. located at 4765 Colebrook Road, Harrowsmith.

Carried

d) **Municipally Significant Event Designation for AGCO SOP**

Resolution No. 2023:27:09

Moved by Deputy Mayor Sleeth

Seconded by Councillor Leonard

That Council designate the Open Farm Days Kickoff Event on September 1st, 2023, from 3:00 pm – 7:00 pm at Centennial Park in Harrowsmith as municipally significant in support of the Alcohol & Gaming Commission of Ontario Special Events Permit Application.

Carried

11 Advisory Committee Reports or Minutes

- a) There were none.

12 Reports Requiring Approval of By-laws

- a) **Implementation of Administrative Monetary Penalties – By-law to Regulate Enclosures Around Privately Owned Outdoor Swimming Pools (Pool Fence By-law)**

Resolution No. 2023:27:10

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That By-law 2023-64 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 first and second reading.

Carried

Resolution No. 2023:27:11

Moved by Councillor Godfrey

Seconded by Councillor Trueman

That By-law 2023-64, be given third reading, signed and sealed.

Carried

Minutes of Council
August, 15, 2023

Resolution No. 2023:27:12
Moved by Councillor Roberts
Seconded by Councillor Morey
That By-law 2023-65 attached as Exhibit B, being “A By-Law to Amend By-Law 2014-33, A By-law to Regulate Enclosures Around Privately Owned Outdoor Swimming Pools”, be given first and second reading.

Carried

Resolution No. 2023:27:13
Moved by Councillor Trueman
Seconded by Councillor Leonard
That By-law 2023-65, be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) There were none.

14 Committee of the Whole

- a) There was none.

15 Information Items

- a) There were none.

16 Notice of Motions

- a) **Notice of Motion – draft Official Plan – Proposed Provisions related to Extension of Municipal Roads**

Mayor Vandewal relinquished the Chair for this agenda item to Deputy Mayor Sleeth.

Resolution No. 2023:27:14
Moved by Mayor Vandewal
Seconded by Councillor Ruttan
That staff be directed to include language in the draft Official Plan to allow for a property owner to extend a municipal road provided that said road is constructed to municipal standards to provide sufficient road frontage to facilitate development of a parcel of land; it being understood that the applicant would be responsible for all costs associated with the extension of the municipal road.

Carried

- b) Councillor Trueman submitted the following Notice of Motion:

That Council reconsider Resolution number 2023-07-06, approved at the January 10, 2023 meeting of Council which reads as follows:

"Moved by Councillor Pegrum
Seconded by Councillor Ruttan

That Council direct staff to not proceed with the process of stopping up, closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough."

17 Rise and Report regarding County Council and External Boards

- a) County Council

Minutes of Council
August, 15, 2023

Councillor Leonard noted that County Council Meeting will resume in September.

b) Police Services Board

Councillor Pegrum advised that the next Police Services Board meeting will be held on August 17, 2023 at 9:00 am.

c) Cataraqui Region Conservation Authority

Deputy Mayor Sleeth advised that there is a Cataraqui Region Conservation Authority budget meeting scheduled on August 17, 2023 and that the regular monthly meetings will resume on August 23, 2023.

d) Quinte Conservation Authority

Councillor Roberts advised that the next Quinte Conservation Authority meeting is scheduled for August 24, 2023.

e) Rideau Valley Conservation Authority

Councillor Godfrey advised that the next Rideau Valley Conservation Authority meeting will be held at the end of August.

18 Announcements/Statements by Councillors

a)

Deputy Mayor Sleeth noted that Public Services staff were very helpful with respect to the setup for the August 13, 2023 Church service held at Gilmour Beach. Deputy Mayor Sleeth also provided more details with respect to the Open Farms Bus Tour for Elected Officials.

19 Closed Session (if requested)

a) Resolution

Resolution No. 2023:27:15

Moved by Councillor Leonard

Seconded by Deputy Mayor Sleeth

That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:

- a) A proposed or pending acquisition or disposition of land by the municipality or local board - Road Allowance, Hartington
- b) Personal matters about an identifiable individual, including municipal or local board employees
- c) Approval of July 18, 2023 Committee of the Whole "Closed Meeting" Minutes

Carried

b) Resolution

Resolution No. 2023:27:16

Moved by Councillor Godfrey

Seconded by Councillor Ruttan

That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

Carried

Minutes of Council
August, 15, 2023

20 Confirmatory By-law

a) Resolution

Resolution No. 2023:27:17
Moved by Councillor Roberts
Seconded by Councillor Ruttan
That By-law 2023-66, 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. 2023:27:18
Moved by Councillor Morey
Seconded by Councillor Trueman
That By-law 2023-66, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2023:27:19
Moved by Councillor Godfrey
Seconded by Councillor Leonard
That the Council meeting of August 15, 2023 be adjourned at 8:36 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: September 5, 2023

Subject: Noise By-law Exemption Application

Summary

The purpose of the Report is to provide Council with background information necessary for consideration of a [Noise By-law](#) exemption request related to 28 Starlight Lane, Hartington.

Recommendation

That Michael East be granted an exemption from Section 3. Clause F. and Section 4 in relation to Schedule 1, Clause 7. of By-law Number 2015-41, As Amended, “A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac”, to permit amplified music and fireworks during a wedding on September 30, 2023 from 11:00 a.m. to 11:00 p.m. located at 28 Starlight Lane, Hartington; it being understood that the Noise By-law exemption to discharge consumer fireworks does not permit the discharge of fireworks should the discharge of consumer fireworks be prohibited by other Township of South Frontenac By-laws or Provincial Legislation.

Background

On April 11, 2023, Council approved By-law 2023-29 which amended the Noise By-law to permit any person to submit a Noise By-law Exemption Request Application up to four weeks in advance of the event to the Clerk’s Department requesting an exemption from any of the prohibitions described in the General Prohibitions Section of the By-law. Furthermore, By-law 2023-29 outlines that a Council approved exemption will be in effect for the dates and times specified, and Council may impose any conditions that it considers appropriate. A Council approved exemption shall be invalid if these conditions are contravened.

Discussion/Analysis

Staff received a Noise By-law exemption application from Michael East on August 23, 2023. A copy of the application is attached to the Report as Exhibit A.

The application is seeking exemption from Section 3. Clause F. of the Noise By-law which states as follows:

“GENERAL PROHIBITIONS

3. No person shall emit, cause or permit the emission of noise resulting from an act listed herein, and which noise is clearly audible at a point of reception;
 - f) The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducers, and intended for the production, reproduction or amplification of sound in such a manner as to disturb the peace and comfort of a person or persons at the point of reception;”

The application is also seeking exemption from Section 4., Schedule 1, Clause 7 of By-law 2015-41, the following provides a summary of this section:

“Section 4:

No person shall emit, cause or permit the emission of noise resulting from any act listed in Schedule 1 – Prohibitions by Time and Place if clearly audible at a point of reception located in an area of the Municipality specified in Schedule 1 within a prohibited time show for such an area.”

“Schedule 1, Clause 7:

The discharge of fireworks (except as permitted by the Municipality) in Residential Areas and other Areas as defined by the Prohibited Periods of Time “G” in By-Law 2015-41:

Prohibited Periods of Time as defined by Schedule 1 “G”:

Any time from January 1st to the Friday of the Victoria Day weekend, and from the Tuesday following the Victoria Day holiday to June 30 and from July 5 to December 31.”

Although the Township of South Frontenac may grant an exemption to By-law 2015-41 to permit the discharge of fireworks as they relate to sound, all other laws, by-laws and Acts, must be adhered to, including but not limited to; the [Township of South Frontenac Open Air Burning By-Law 2012-68](#), the [Forest Fires Prevention Act](#) and [O. Reg 207/96: Outdoor Fires](#).

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.

- Choose an item.

Climate Considerations

☒ Not applicable to this report.

Notice/Consultation

- Frontenac Municipal Law Enforcement
- Alex Bennett, Interim Director of Fire & Emergency Services & Fire Chief

Attachments

a) Exhibit A – Noise By-law Exemption Request

Approvals

Prepared By:



Michelle Hannah
Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



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Noise By-Law Exemption Request

Applicant Information

All fields marked with * are required and must be filled, failure to do so may delay the process or may cause the requested to be denied.

Name*

Michael

First Name

East

Last Name

Organization

Address*

Street Address

28 Starlight Lane

28 Starlight Lane

Hartington

Town

Ontario

Province

K0H 1W0

Postal Code

Telephone Number*

(000)-000-0000

Email*

example@example.com



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Noise By-Law Exemption Request

Event Details

Event Name*

East/van Asperen wedding.

Example: Smith Wedding

Event Address*

28 Starlight Lane

Street Address

Street Address 2

Hartington

Town

K0H 1W0

Postal Code

Event Date*

Sep

Month

30

Day

2023

Year

Event Start/End Time*

11:00

Hour : Minutes

PM

AM/PM

until

11:00

Hour : Minutes

PM

AM/PM

Describe your event and why a noise exemption is required. You may include additional event dates and times and any information you believe is important.*

Music and singing for wedding. Also want to launch fireworks (if no fire ban in e



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Noise By-Law Exemption Request

Notice of Collection

Personal information, as defined in the ***Municipal Freedom of Information and Protection of Privacy Act***, is collected under the authority of the ***Municipal Act***, 2001, and in accordance with ***MFIPPA***. Personal information collected on the application may form part of the publicly available Council meeting agendas and minutes. Questions regarding the collection, use, and disclosure of this personal information may be directed to James Thompson, Clerk at 613-376-3027 extension 2239 or jthompson@southfrontenac.net

Township of South Frontenac

Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: September 5, 2023

Subject: 2023 Community Grants - Intake 2

Summary

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

Recommendation

That Council approve the two (2) Community Grant applications included in this Staff Report totalling \$7,500 and,

That any unspent balance in 2023 Community Grants be allocated towards the 2024 Community Grant program.

Background

2023 is the tenth year that the Township has accepted applications to its Community Project Grant program. The 2023 budget included an amount of \$35,000 in new funding for Community Grants. There was also carryover from 2022 due to unallocated funding in the amount of \$31,792. In June of this year, Council allocated \$34,395 to eleven (11) projects. This left a balance of \$32,397 available for a second intake in 2023.

Further to Council direction, the second intake commenced, and website and newspaper ads were placed soliciting applications. The guidelines for the program for this Intake are attached in Attachment A.

Discussion/Analysis

Four (4) applications for the Community Grants were received by the deadline of July 31, 2023. The CAO, Treasurer and Financial Analyst reviewed and evaluated the applications against the Community Project Grant Policy.

Two (2) of the four (4) applications, meet the requirements of the grant program and are recommended for funding under various streams, as noted in the table below. The other two applications did not meet the program guidelines as they had previously applied and were approved in 2023 for the same grant stream.

Intake 2 Summary of Recommended for Approval

Applicant	Grant Stream	Purpose	Total Project	Eligible Amount	Staff Recommended
Harrowsmith and District Social & Athletic Club	Capital	Hall renovations and Sign upgrade	\$11,120	\$5,000	\$5,000
Storrington Lions Club	Sponsorship	Breakfast with Santa at Storrington Lions Club Hall	\$2,500	\$2,500	\$2,500
			\$13,620	\$7,500	\$7,500

Applications Not Recommended for Approval

Applicant	Grant Stream	Purpose	Total Project	Eligible Amount	Reason
Bellrock Community Hall Gardens (Application #2)	Capital	Orchard Development and Firepit	\$2,500	\$0	Only one application for each intake year
Sydenham Lake Canoe Club	Capital	Purchase Canoes	\$2,254	\$0	Only one application for each intake year

Financial Implications

The recommendations of this report will result in the distribution of community grant funding to two (2) eligible applicants totalling \$7,500. The remaining funds available for future community grant funding will be \$24,897.

It is recommended that the unspent balance be carried forward to the 2024 Community Grant Program 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.

Notice/Consultation

- Kyle Griese, Financial Analyst

Attachments

Community Grants Policy

Approvals

Submitted By:



Shelley Stedall
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



Township of South Frontenac
 4432 George St, Box 100
 Sydenham ON, K0H 2T0
 613-376-3027 Ext 4354
communications@southfrontenac.net

Community Grants Policy

1. Purpose

This policy is to establish a grant process that supports and encourages community organizations and events that enrich the quality of life within the Township.

2. Policy

The Township on a yearly basis will solicit applications from community organizations for projects or events supporting community initiatives. The total amount available within a calendar year will be based on what has been set within the year's operating budget. Individual allocations to organizations will be based on a pre-determined structure. Being approved in one year does not guarantee funding in the following year. Multiple rounds of applications may occur in one calendar year, depending on uptake in the funding.

Definitions & Guideline:

Community organizations: Not for profit including unincorporated groups or registered charitable organizations who:

- operate a business, provide a service or event within the geographic boundaries of the Township of South Frontenac
- have the ability to show the stability or sustainability of the organization/group
- in the previous calendar year, received less than 75% of its operating budget from government grants.
- Submitted financial statements from the previous calendar year with your Letter of Intent along with a list of current officers.

Criteria for All Grant Recipients:

1. Submissions must have a well-defined purpose and take place / be completed within the calendar year of receiving the grant.
2. Submissions must meet the requirements of the application process.
3. The Grant request may be for:
 - a new, improved or expanded community service (including necessary supplies)
 - a community event
 - an acquisition, improvement or expansion of a facility or its related equipment
 - the acquisition and installation of community assets
4. Final reports from any previous year's funding must have been received in order to be considered for the current year.
5. Unspent funds must be returned to the Township following completion of the project.
6. Applicants may only apply for one Community Grant - Steam per year.
7. Applicants cannot be in receipt of other program specific Township funding

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Township of South Frontenac

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

communications@southfrontenac.net

Grant Streams:

1. Operating

- Grant up to \$2,500
- Grants will not be given:
 - to cover deficit or retire debt
 - to respond to annual fundraising drives to sustain support
 - to support recurring operating expenses of established organizations or programs

2. Sponsorship

- Grant up to \$2,500
- Sponsorship funds provided must be for a specific purpose of the event (i.e. music, food, sleigh rides, etc.)
- Township sponsorship must be clearly acknowledged and promoted at the event and in all materials
- The event must be open to the community and must be free to attend, or as an alternative the proceeds are provided to a local charity

3. Capital

- Grant up to \$5,000
- The applying organization must match the grant dollar for dollar
- Can be used for the acquisition, improvement or expansion of equipment or facility owned by the applicant
- Written quotes for the work must be submitted with the application
- 50% of the approved grant will be released upon approval and the remaining 50% of the grant will be paid out upon submission of paid receipts

4. Community Asset

- Grant up to \$2,500
- Applicant must be providing further funding or in kind services associated with the project
- Examples include benches, signs, planter boxes
- These assets ultimately become property of the Township

Preference will be given to new projects/new groups however previously approved projects/groups may also reapply and be approved for further funding if there is evidence that the program or event is developing successfully.

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Township of South Frontenac

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

communications@southfrontenac.net

Schedule 1: Application Process

How to Apply:

1. the Township will advertise on their website and in the local paper to announce the application process. Applications will be received until **Monday, July 31, 2023**.
2. Download and complete the Letter of Intent form from our website.
3. Deliver or [email](mailto:communications@southfrontenac.net) (communications@southfrontenac.net) your Letter of Intent, along with necessary financial statements, in person or by mail to:
 Township of South Frontenac
 P.O. Box 100
 4432 George Street
 Sydenham, ON
 K0H 2T0
 Re: Community Grants
4. All Letter of Intents will be reviewed by staff and presented for Council approval. Grant decisions are anticipated to be announced by mid-May.

Evaluation:

Once all applications have been received, staff will review them and rate them on their impact to the community and the ability to support or improve the quality of life for residents. A pre-determined scoring system will be used by the Township prior to beginning the review process.

Should multiple applicants meet the application requirements and goals of the funding, a fixed amount will be granted to each organization with any remaining funding allocated based on the percentage applied for and the total funding available.

Submissions beyond the scope of this grant process may be presented for separate consideration to council in advance of the next operating budget review.

If you are selected for a grant, you will be asked to sign a grant agreement. Upon completion of your project or event, you are required to submit a Final report. The final report is intended to help you evaluate the initiative and help us evaluate the effectiveness of our grants in supporting and improving the quality of life in our community.

Contact: For further assistance, please contact communications@southfrontenac.net

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Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: September 5, 2023

Subject: **1-Ton truck plow and sander replacement**

Summary

This report seeks Council approval to replace two (2) existing plow and sanders that will be installed on the new 1-ton trucks.

Recommendation

That Council approve the purchase of two (2) plow and sanders with an upset limit in the amount of \$56,000; with the trade-in value from the disposal of two plow and sanders to be offset from this amount and

That the purchase be funded from the Public Services Equipment Reserve.

Background

The Public Services department has seven plow and sanders that are installed on light duty trucks for snow plowing. In the past the plow and sander was included in the procurement for the ¾ Ton trucks when they were replaced. In 2020, the decision was made to remove the plow and sander from the truck procurement which could have been as a cost saving measure or because there was an adequate amount of plow and sanders in the fleet.

The decision was made to not include plow and sanders in this year's tender for the two (2) 1-Ton trucks because the replacement values used to create the budget from the long range financial plan was only enough to cover the cost of the vehicle.

Discussion/Analysis

The cost to install the existing plow and sander on the new 1-Ton GMC Sierra trucks will be \$5,000 each and include the required mounting bracket to connect the plow to the frame of the truck and all new electrical wiring for both the plow and the sander. While preparing for this conversion, it was identified that the two oldest plow and sanders in the fleet are ten and seven years old (2013 & 2016 respectively).

Due to the age of the existing plow and sanders plus the cost to install them on the new trucks, the department is recommending the purchase and installation of two new plow and sanders on the two (2) 1-Ton trucks. The cost for each unit would be \$28,000 and there would be an option to trade in the old unit towards the purchase at an estimated trade in value of \$6,000 each.

The plow and sanders are not currently tracked as their own asset and will be reviewed before the next truck replacement to determine if they need to be replaced on the same 8 year life cycle as the truck. Once the review is complete the long range financial plan will be updated and future replacements will be budgeted accordingly.

Financial Implications

The total cost to replace two plow and sanders for the two (2) 1-Ton trucks is \$56,000. With the estimated trade-in option, the estimated total cost would be reduced to \$44,000 (net of HST). This purchase will be funded from the Public Services Equipment Reserves.

ACTIVITY	COST (\$) excluding HST
Purchase of two (2) new plow and sanders	\$56,000
Trade in value - Estimate	-\$12,000
Cost with trade in	\$44,000

Relationship to Strategic Plans

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

Climate Considerations

None.

Attachments

None.

Township of South Frontenac
Staff Report - 1-Ton truck plow and sander replacement

Approvals

Submitted By:



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

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: September 5, 2023

Subject: Municipal Access Agreement – Xplornet Communications Inc.

Summary

This report provides background on the Province of Ontario's Accelerated High Speed Internet Program and provides recommendation for the Township to enter into a Municipal Access Agreement that will outline the mutual terms and conditions relating to telecommunications installations by Xplornet Communications Inc. within the Township.

Recommendation

That Council authorize the Mayor and Clerk to execute a Municipal Access Agreement between the Township of South Frontenac and Xplornet Communications Inc.; and

That the term of the Municipal Access Agreement shall be for a period of 5 years expiring on December 31st, 2028.

Background

On April 12th, 2021, the Ontario Legislature passed the Supporting Broadband and Infrastructure Expansion Act to help speed up the construction of high-speed internet projects across the province. This announcement was also paired with the details of the new Accelerated High Speed Internet Program (AHSIP). This objective of the new \$4 billion dollar program was to connect every region in Ontario to reliable, high-speed internet by the end of 2025.

The AHSIP project, which is led by Infrastructure Ontario included a transparent and competitive bidding process that enabled internet service providers (ISP's) to bid for provincial subsidies for supplying service to a series of defined geographic areas. On August 4th, 2022, the Province awarded Xplornet Communications Inc. with a \$240 million dollar contract to service a long list of municipalities in Ontario including the Township of South Frontenac.

Xplornet Communications have been in regular contact with the Township of South Frontenac and other neighbouring municipalities to discuss the AHSIP project and to initiate discussions for advancing Municipal Access Agreements (MAA).

Telecommunications carriers such as Xplornet, operate under federal regulations under the jurisdiction of the Canadian Radio-television and Telecommunications Commission (CRTC). Under Section 43 of the Telecommunications Act, carriers are required to obtain the consent of local municipalities to construct and operate telecommunications equipment within public right of ways (ROW's) provided such use will not unduly interfere with the public use and enjoyment of those ROW's.

Discussion/Analysis

The CRTC has a model Municipal Access Agreement that is intended to be a resource for municipalities and carriers who negotiate their own Municipal Access Agreements. This template agreement sets out to a series of terms and conditions that oversee many aspects of telecommunications operations that include but are not limited to:

- Use of Right of Ways
- Permits to Conduct Work
- Manner of Work
- Remedial Work
- Locating Facilities in Rights of Ways
- Plant Relocations
- Term of Agreement
- Termination
- Insurance, Liability, and Indemnification
- Dispute Resolution
- Notice Provisions

The Municipal Access Agreement will ultimately serve as a contract between the Township and the carrier and is intended to set forth clear terms and conditions that relate to each of the two parties. These agreements also offer valuable tools to efficiently manage ongoing work and support the timely resolution of conflicts between the parties when they arise.

Public Services staff are therefore recommending that Council authorize the Township to enter into a Municipal Access Agreement with Xplornet Communications Inc. for a five-year period with a recommended expiry date of December 31, 2028. Terms and conditions for the agreement would then be discussed and updated at the time of renewal.

Xplornet has reported that they expect to be able to start submitting engineering designs for review this fall with the intention to advance construction in the spring of 2024.

Financial Implications

The Municipal Access Agreement will establish the assignment of costs where any telecommunications equipment is found to be incorrectly installed. The MAA will also provide guidance on the assignment of costs where the utilities may need to be relocated to support newly planned municipal works. These terms, once approved, will add significant clarity to the Township's capital planning and budgeting processes.

Relationship to Strategic Plans

☐ Not applicable to this report.

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

- Priority: 2. Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment.
- Action Item (if applicable): The execution of a Municipal Access Agreement will support the province's objectives under the Accelerated High Speed Internet Program (AHSIP) and will further align with initiatives underway to expand broadband internet services across the Township.

Climate Considerations

Not applicable to this report.

Notice/Consultation

- Municipal Engineers Association
- County of Lennox & Addington (including Lower Tier)
- Xplornet Communications Inc.

Attachments

None

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

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: September 5, 2023

Subject: Township of South Frontenac – Flag Policy

Summary

The purpose of the Report is to provide Council with background information and recommend approval of proposed revisions to the Township of South Frontenac Flag Protocol Policy.

Recommendation

That the existing Township of South Frontenac Flag Protocol Policy, attached to the Report as Exhibit A, be repealed; and

That the proposed Township of South Frontenac Flag Policy, attached to the Report as Exhibit B, be approved by Council.

Background

In September, 2017, Council approved the “Township of South Frontenac Flag Protocol Policy” to establish a consistent protocol for the flying of flags at Township of South Frontenac municipal properties and facilities.

The Township of South Frontenac, Flag Protocol Policy (Exhibit A) was subsequently amended by Council on May 19, 2020 to include the following clause:

“At the discretion of the Mayor or his/her designate, as a sign of respect and condolence the flags flown at township properties may be flown at half-mast for local, provincial, national or international tragedies and/or recognition or acknowledgement of anniversaries or significant events.”

Discussion/Analysis

Recently, the Manager of Human Resources at the direction of the Chief Administrative Officer began a collaboration with Keys Job Centre to work on the vision and principles of a Workplace [Inclusion Charter](#) on behalf of the Township of South Frontenac. This project is being undertaken under a contract with the City of Kingston.

The Workplace Inclusion Charter is based on the following principles:

- Diversity contributes to the strength and prosperity of our organizations and our community.
- Equity is fundamental to successful inclusion.
- Everybody deserves a safe and respectful work environment.
- The Township plays an important role in facilitating successful inclusion for all residents of South Frontenac.
- Inclusive, diverse and equitable workplaces benefit all.

Also of significant importance, is the Township's journey to commence and work towards the establishment of a reconciliation commitment for the Township of South Frontenac.

It is in this light that staff recommend that the existing Township of South Frontenac, Flag Policy be updated as outlined in Exhibit B.

Summary of Proposed Revisions

The language of the proposed Township of South Frontenac, Flag Policy (Exhibit B) was updated but does not propose significant amendments from an operational or administration standpoint.

Additionally, Staff recommend that the proposed Flag Policy include a new section regarding a "Community Flagpole" which reads as follows:

"4. Community Flagpole

a) The following flags shall be flown at the Town Hall on the Community Flagpole:

i) The Township of South Frontenac Flag (To be permanently flown with the exception of the following:

- i. "Pride Flag" (To be flown annually during the entire month of June to recognize Pride Month)
- ii. "Survivors' Flag" to be flown on September 30th of each year to recognize the National Day for Truth and Reconciliation

Note: Should September 30th fall during the last weekend of September, the Survivors' Flag will be flown on the last Friday, Saturday and Sunday of the month of September."

Staff propose that a Community Flagpole be installed at the Township of South Frontenac, Town Hall as part of the renovations being contemplated in 2024. In the interim, staff propose that the Pride Flag and Survivors' Flag be flown or displayed via a suitable alternate arrangement until the installation of the Community Flagpole is completed.

Staff acknowledge that the proposed lists of flags to be flown on the Community Flagpole represents an initial step in enhancing inclusivity. Staff intend to propose additional

amendments to the Flag Policy as further steps are taken to promote equity, diversity and inclusion within the Township of South Frontenac.

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

- Kyle Bolton, Director, Public Services
- Michelle Hannah, Deputy Clerk
- Jan Minaker, Manager, Human Resources

Attachments

Exhibit A – Current Township of South Frontenac, Flag Protocol Policy

Exhibit B – Proposed Township of South Frontenac, Flag Policy

Approvals

Submitted By:



James Thompson
 Clerk and Community Emergency Management Coordinator

Approved By:



Louise Fragnito, CPA, CGA
 Chief Administrative Officer



South Frontenac Township

Flag Protocol Policy

Purpose

The purpose of this policy is to establish a consistent protocol for the flying of flags at all municipal buildings, properties, and facilities.

Scope

This policy applies to the half-masting of flags in South Frontenac Township.

1. Definitions

- **The Canadian Flag** means the Canadian Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965
- **Half-mast** is placing the centre of the flag exactly halfway down the staff.

2. Protocol

Flags are symbols that identify people belonging to a group. The National Flag of Canada and the flags of the provinces and territories are symbols of honour and pride for all Canadians. The Canadian flag (when flown in Canada) always takes precedence over all other national flags and shall not have any other flag flown at the same time, on the same flag pole.

3. Half-Masting

- a) In accordance with Federal and Provincial protocol, flags shall be flown at half-mast on:
 - the death of the Sovereign or a member of the Royal Family related to the Sovereign (spouse, son or daughter, father, mother, brother, sister), the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, or a Federal Cabinet Minister;
 - the death of the Lieutenant Governor, the Premier of Ontario or another person similarly honoured by the Province of Ontario; and
 - the death of the local Member of Parliament or local Member of Provincial Parliament.

- b) As a sign of respect and condolence the flags flown at Township properties shall also be flown at half-mast on:
 - the death of current/former Mayor;
 - the death of a current/former Member of Council;
 - the death of a current Township of South Frontenac employee or volunteer fire fighter;
 - the death of a County of Frontenac councillor;
 - a current School Board Trustee
- c) At the discretion of the Mayor or his/her designate as a sign of respect and condolence the flags flow at half-mast for local, provincial, national or international tragedies and /or recognition or acknowledgement of anniversaries or significant events.

4. At the discretion of the Mayor or his/her designate, as a sign of respect and condolence the flags flown at township properties may be flown at half-mast for local, provincial, national or international tragedies

5. Process for Half-masting

- a) For circumstances identified in the criteria outlined in the Half-masting section, the Office of the Clerk shall notify all departments regarding the half-masting of flags with respect to the location, the reason and the duration that the flag will be flown at half-mast. Department contacts responsible for facilities and Township properties shall lower and raise the flags upon receipt of the appropriate notification.
- b) Where not specified under federal or provincial protocol a flag shall not stay at half-mast for more than a maximum of three business days from the date of death, and not beyond the day of the funeral.

6. Township Properties

- a) Half-masting of flags shall be in effect at all municipal facilities that have flagpoles.
- b) It is recognized that there are multiple locations throughout the township and best efforts will be taken to ensure synchronizing the half-masting of flags at all municipal facilities.
- c) Best efforts will be given to ensure flags are free from excessive wear and damage. New flags will be kept in stock to replace flags that are identified as in need of replacement.

ADOPTED BY COUNCIL: May 19, 2020

Township of South Frontenac - Flag Policy

Purpose

The purpose of the Flag Policy is to establish a consistent protocol for the flying of flags at Township of South Frontenac municipal facilities or properties.

Scope

The Flag Policy governs the flying and half-masting of the National Flag of Canada at Township of South Frontenac municipal facilities or properties.

Additionally, the policy applies to the Community Flagpole, located at the Town Hall, 4432 George Street, Sydenham

Note: The Community Flagpole is to be constructed during the 2024 renovation of the Town Hall.

1. Definitions

- **The National Flag of Canada** means the National Flag of Canada as approved by Parliament in 1964.
- **Community Flagpole** means the flagpole located in close proximity to the National Flag of Canada flagpole at the Township of South Frontenac, Town Hall, 4432 George Street, Sydenham
- **Half-masting** means placing a flag at half-mast as a sign of respect and to express a collective sense of sorrow during a time of mourning.

2. Protocol

The National Flag of Canada takes precedence, and no other flag shall be flown at the same time, on the same flagpole.

3. Half-Masting

- a) In accordance with Federal and Provincial protocol, flags shall be flown at half-mast following:
 - the death of the Sovereign or a member of the Royal Family related to the Sovereign (spouse, son or daughter, father, mother, brother, sister), the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, or a Federal Cabinet Minister;
 - the death of the Lieutenant Governor, the Premier of Ontario or another person similarly honoured by the Province of Ontario; and
 - the death of the local Member of Parliament or local Member of Provincial Parliament.

Further information can be found at the following website:

[Rules for flying the National Flag of Canada - Canada.ca](https://www.canada.ca/en/government/publicaffairs/flag-policy.html)

Township of South Frontenac - Flag Policy

- b)** As a sign of respect and condolence, the flags flown at Township of South Frontenac properties shall also be flown at half-mast following:
- the death of current/former Mayor;
 - the death of a current/former Member of Council;
 - the death of a current Township of South Frontenac employee or volunteer fire fighter;
 - the death of a County of Frontenac councillor;
 - the death of a current School Board Trustee
- c)** At the discretion of the Mayor or his/her designate, as a sign of respect and condolence, the flags shall be flown at half-mast for local, provincial, national or international tragedies and /or recognition or acknowledgement of anniversaries or significant events.
- d)** For circumstances outlined in Section 3., the Office of the Clerk shall notify all departments regarding the half-masting of flags with respect to the location, the reason and the duration that the flag will be flown at half-mast. Department contacts responsible for facilities and Township properties shall lower and raise the flags upon receipt of the appropriate notification.
- e)** Where not specified under federal or provincial protocol a flag shall not stay at half-mast for more than a maximum of three business days from the date of death, and not beyond the day of the funeral.
- f)** Half-masting of flags shall be in effect at all municipal facilities that have flagpoles.
- g)** It is recognized that there are multiple locations throughout the Township and best efforts will be taken to ensure synchronizing the half-masting of flags at all municipal facilities.
- h)** Best efforts will be given to ensure flags are free from excessive wear and damage. New flags will be kept in stock to replace flags that are identified as in need of replacement.
- i)** The process outlined in Section 3. applies to flags flown on the Community Flagpole (Section 4.)

Township of South Frontenac - Flag Policy

4. Community Flagpole

a) The following flags shall be flown at the Town Hall on the Community Flagpole:

- i) The Township of South Frontenac Flag (To be permanently flown with the exception of the following:
 - i. "Pride Flag" (To be flown annually during the entire month of June to recognize Pride Month)
 - ii. "Survivors' Flag" to be flown on September 30th of each year to recognize the National Day for Truth and Reconciliation

Note: Should September 30th fall during the last weekend of September, the Survivors' Flag will be flown on the last Friday, Saturday and Sunday of the month of September.

Adopted By Council: September 5, 2023

Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: September 5, 2023

Subject: Detailed Design – Harrowsmith and Hartington Sidewalks

Summary

This report provides details on the estimated costs to support the advancement of detailed design for sidewalk projects in Harrowsmith (Notre Dame Street) and Hartington (Road 38 / Boyce Road).

Recommendation

That Council approve moving forward with the detailed design for the Notre Dame Street and Road 38/Boyce Road sidewalk projects; and

That the projects be funded from the Asset Investment Reserve in the amount of \$44,300; and

That the construction portion of the projects be considered under the 2024 Budget deliberation.

Background

On February 14th, 2023, the Public Services Department brought forward a staff report providing an outline of the scope and capital costs for sidewalk projects under consideration by Council at the following locations:

- Notre Dame Street (Village of Harrowsmith) – Construction of new sidewalk facilities from 4369 Notre Dame Street and heading northerly into Centennial Park. Total length of new sidewalk would be approximately 560m.
- Road 38 / Boyce Road (Village of Hartington) – Reconstruction of sidewalk facilities along Road 38 and westerly along Boyce Road to the new Hartington Subdivision. Total length of new sidewalks would be approximately 430m.

Staff provided Council with an overview of each separate project and offered a summary of the key design constraints applicable to each location. One of the common themes that

surfaced was the need to integrate storm sewer replacements and/or extensions as part of the new work. Other project elements that needed further review included: legal surveys, drainage outlets (easements), street lighting and property reinstatements.

At the conclusion of the meeting, staff received direction from Council to supply estimates for the design phase for each of the two projects. Once this information was received, Council would then provide direction on the advancement of either one or both projects along with the necessary funding approvals.

Discussion/Analysis

Public Services staff have carried out further field review on the two projects and have also consulted with landowners that may be impacted by drainage works on these projects. With this added information, staff are therefore now able to present a clearer design scope. The estimated cost for the detailed design is included below along with the class D construction estimates as reported in February:

Location	Scope	Estimate Design Cost	Construction Estimates (Class D)
Notre Dame Street (Harrowsmith)	Legal survey, topographic surveys, geotechnical, stormwater reports, electrical designs (lighting), permits and tender ready drawings - storm drainage design - \$14,800 - sidewalk design - \$9,200 - lighting design - \$5,500	\$29,500	\$370,000 (preliminary)
Road 38 / Boyce Road (Hartington)	Topographic surveys, stormwater reports, permits and tender ready drawings - storm drainage design - \$11,600 - sidewalk design - \$3,200	\$14,800	\$335,000 (preliminary)

Based on the discussions held at the last Council meeting back in February staff are recommending that funding approval be considered now in order that detailed design works can advance outside of the peak construction season during the fall / winter of 2023/2024. The construction portion of the projects would be considered within the 2024 Budget Deliberation.

Financial Implications

The 2023 Budget does not currently carry allocated funding for the detailed design work for either of the two sidewalk projects. If Council chooses to advance both design projects this

year, funding in the amount of \$44,300 would have to allocated from the Asset Investment Reserve.

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):

Climate Considerations

Not applicable to this report.

Notice/Consultation

- Director of Corporate Services & Treasurer
- Construction Technologist

Attachments

Attachment A – Location Plans

Attachment B – Staff Report Sidewalk Investigations – Hartington and Harrowsmith dated February 14, 2023.

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

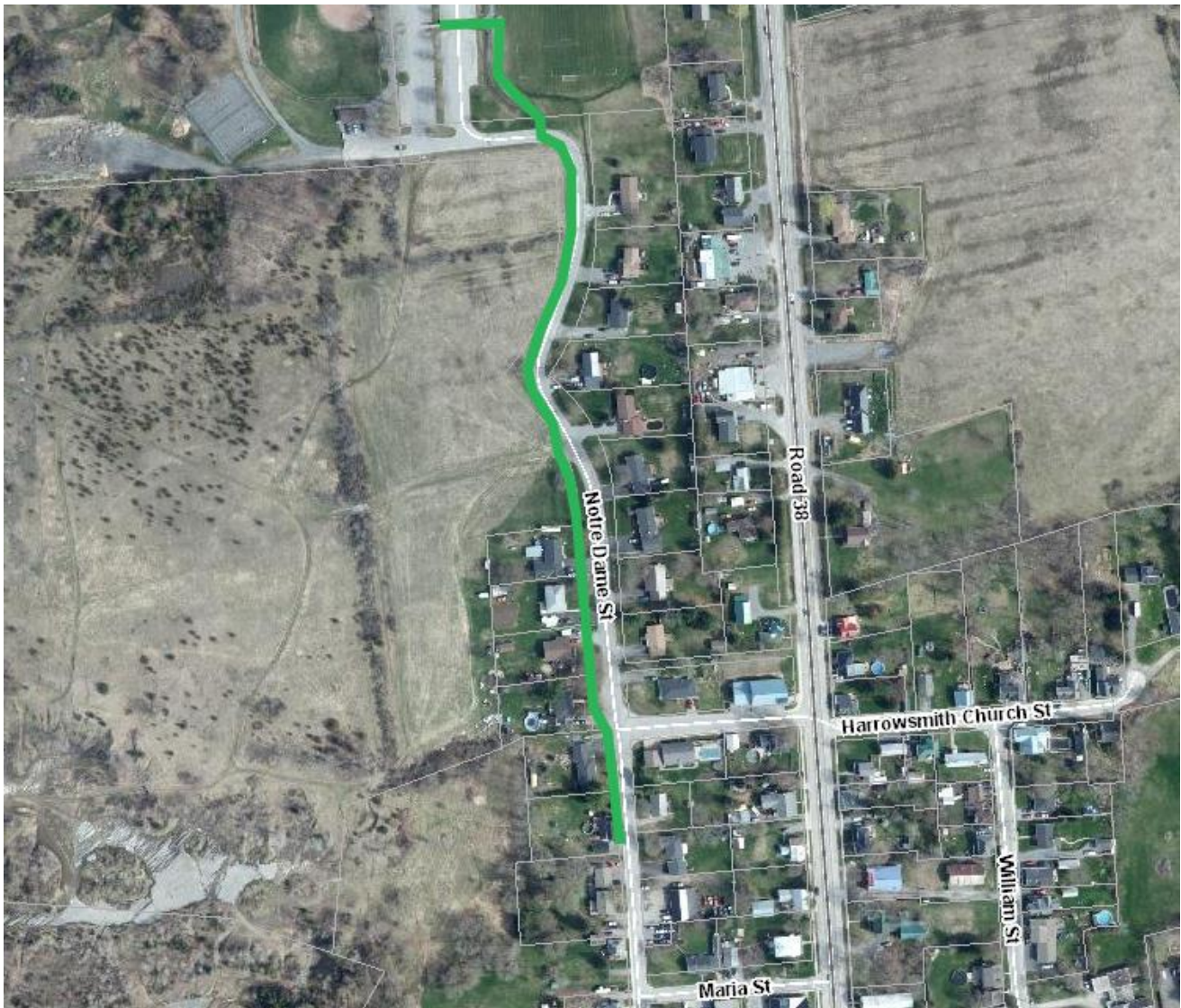
Approved By:



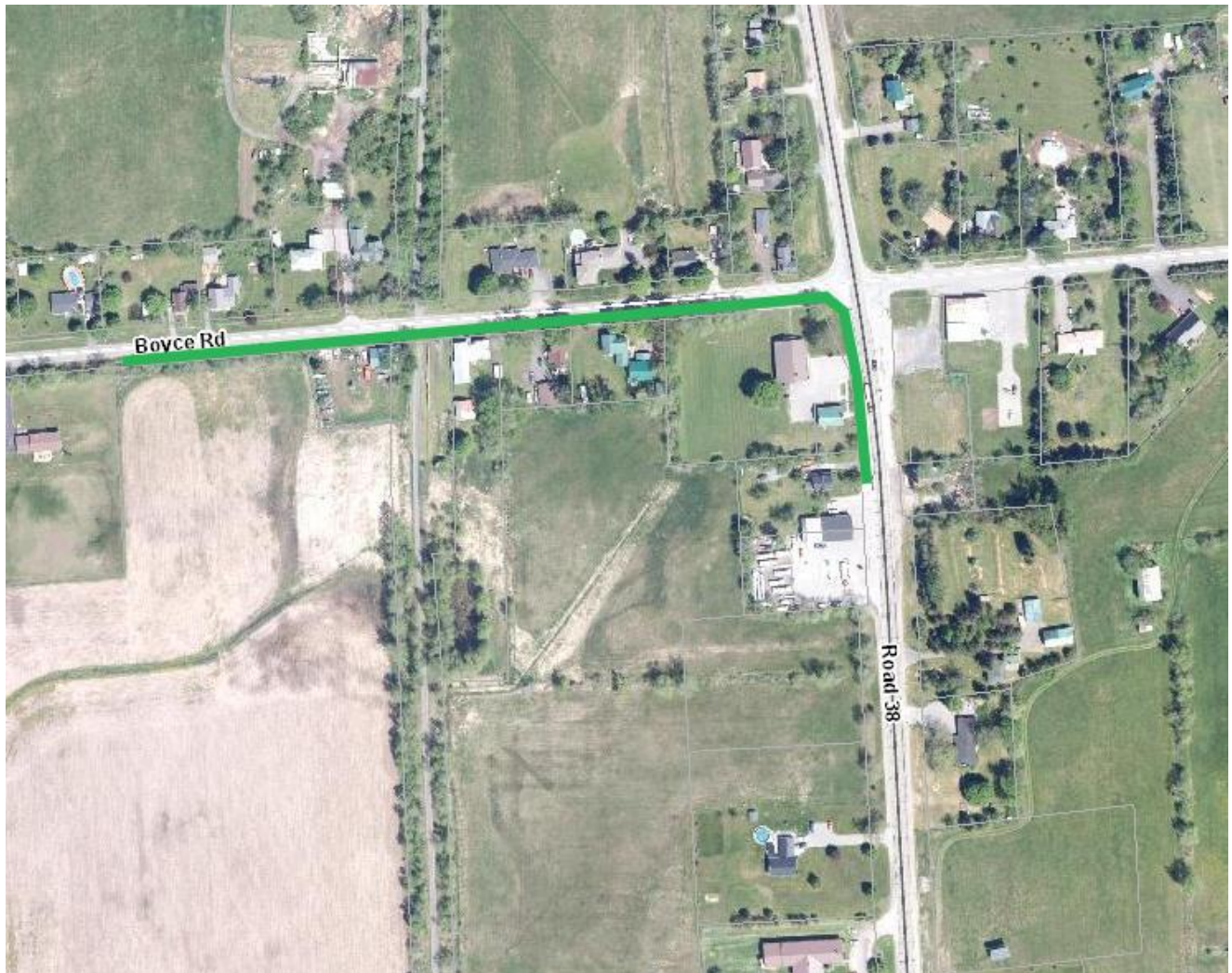
Louise Fragnito, CPA, CGA
 Chief Administrative Officer

Attachment A – Location Plans

Location 1 - Notre Dame Street – Sidewalk Extension



Location 2 – Road 38/Boyce Road – Sidewalk Replacement



Township of South Frontenac

Staff Report



To: Committee of the Whole

Prepared by: Public Services Department

Date of Meeting: February 14, 2023

Subject: Sidewalk Investigations – Hartington and Harrowsmith

Summary

This report provides background information on sidewalk projects under consideration for the Village of Hartington and Village of Harrowsmith and seeks Council's direction on the advancement of these projects for 2023.

Recommendation

This report is for information.

Background

During a Special Meeting of Council on January 27th, 2022 Council discussed the capital projects proposed in the 2022 Draft Budget and had discussions on several sidewalk projects. The previous long term capital plan had a fixed allocation of \$50,000 per year dedicated to sidewalk extensions however the LTFP did not define specific municipal projects. The construction of a new sidewalk in the Village of Battersea was identified as the first priority for construction in 2021, however that project did not advance for various reasons including pandemic impacts, staffing resources and available funding.

Last year Council asked the Public Services Department to further investigate additional sidewalk projects in Hartington (Road 38/Boyce Road) and Harrowsmith (Notre Dame Drive). The sidewalk projects combined represent just under 1,000m of sidewalk construction and the general locations can be seen in Attachments B and C.

Discussion/Analysis

During the summer of 2022, Public Services issued a request for quotation for survey work and retained Jewell Engineering to complete the surveys for the above corridors. The aim of this work was to secure reliable grading and drainage information and provide the engineering control for future sidewalk layout and construction.

Each of the projects were later reviewed with Jewell Engineering and the design objectives and constraints that were identified are discussed further below:

Project #1 - Hartington Sidewalk

Objective	Project would include removing and replacing the aging sidewalks linking the gas bar/convenience store westerly to the K&P trail. The sidewalk would also be extended further to link with the Hartington Subdivision where new frontage improvements are planned. Total length of sidewalks would be 430m.
Design Considerations & Constraints:	• Existing sidewalk assets are in need of replacement • New sidewalks on Boyce Rd cannot be placed on current alignment due to widening for accessibility and conflicts with mature trees • Moving sidewalk to roadside will place sidewalk in conflict with aging corrugated steel pipe storm sewers which will require replacement in near term (5-10 years) • Boyce Rd is flat for a 200m stretch which makes a roadside sidewalk problematic for implementing proper drainage • Portions of Boyce Rd would have to be widened and regraded if a new sidewalk were to be installed • Storm sewer replacements will trigger requirements for engineering design, Ministry approval, and likely surface water treatment provisions • Refer to photos in Attachment D for context.
Cost Implications:	The base cost for removals of the sidewalks, excavation and construction of new concrete sidewalks, road widening and driveway reinstatements would start at \$335,000. The additional cost for engineering design and storm sewer replacements would be over and above.

Project #2 - Harrowsmith Sidewalk

Objective	Project would include extension of new sidewalks from the existing facilities at 4369 Notre Dame Street heading northerly into Centennial Park. Total length of sidewalks would be 560m.
Design Considerations & Constraints:	• Sidewalk extensions will all be new facilities. • Some properties south of Church Street along the corridor have reduced or no setbacks to homes and garages. • There are no storm sewers on the section of Notre Dame Street south of Church Street. • Installation of sidewalks north of Church Street will necessitate closure of ditches which will in turn trigger installation of new storm sewer pipes. There are no storm sewers south of Church Street at this time which complicate managing drainage as part of this project. • There is no proper drainage outlet on Notre Dame Street based on investigations by staff. • Lighting will need to be added along Notre Dame Street where the road veers westerly away from existing overland hydro facilities. • Refer to photos in Attachment D for context.
Cost Implications:	The base cost for excavation and construction of new concrete sidewalks, road widening and driveway reinstatements would start at \$370,000. The additional cost for engineering design, lighting and storm sewer replacements would be over and above. The acquisition of drainage easements may also be a requirement of the work.

Township staff are unable to advance further design efforts on these projects until there is a commitment from Council to proceed and additional dedicated capital funding is made available to explore the mandatory drainage works that are incidental to the work. Direction will therefore be needed from Township Council on priorities as they relate to 2023 in this regard.

It is staff's observation that these types of community projects are usually completed as part of larger road reconstruction projects and often benefit from the economies of scale presented in larger projects. Sidewalk initiatives in Perth Village, Bellrock Village, and Sunbury Village are more recent examples where these initiatives have been very successful.

The direction on these two project will be used to start the development of the 2024-2027 capital sidewalk program. The program will move away from fixed funding for new sidewalks towards a program built on project locations based on needs. The program will use the active transportation master plan for new sidewalk consideration and the minimum

maintenance standard sidewalk hazard inspections and asset management plan for existing sidewalk reconstruction.

Financial Implications

The sidewalk projects identified for Harrowsmith and Hartington collectively carry base costs that are in excess of \$700,000. Once other incidental work is considered such as engineering and drainage, it is estimated this cost will very well reach \$900,000.

Relationship to Strategic Plans

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

Climate Considerations

- ☒ Not applicable to this report.

Attachments

- Attachment A – Minutes - Special Committee of the Whole – Jan 27th, 2022
- Attachment B – Hartington Sidewalk Location
- Attachment C – Harrowsmith Sidewalk Location
- Attachment D – Photos of Existing Conditions

Approvals

Submitted By:



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

Reviewed By:



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

Approved By:



Louise Fragnito, CPA, CGA
 Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: September 5, 2023

Subject: 2024 Budget Schedule

Summary

The report provides the 2024 Budget Schedule

Recommendation

That Council adopt the 2024 Budget Schedule as attached in this report as Appendix A;

Background

Each fall, Council is asked to endorse a schedule for the annual budget process to ensure all stakeholders and the public are aware of the important dates and deadlines during the process. Appendix A, attached, provides the significant dates during which staff will present the budget.

Discussion/Analysis

The Public Consultation will commence in early September with an online survey until October 13th, 2023. The public is also given the opportunity to submit recommendations through the Clerks office up until the same date of October 13th. Delegations from the public will be scheduled for November 7th. Written submissions received from the public which will be considered when the full budget document is prepared and presented to Council.

The 2024 budget schedule is earlier than that followed for the 2023 budget process, in an effort to move up timelines, consistent with previous years. As 2022 was an election year and there was a pause on Municipal council meetings, the usual timelines for budget approval were delayed.

The proposed budget dates are aiming to have the budget approved in 2023 for the 2024 budget year. This will assist with Council to have a thorough review of the budget and set financial direction before the fiscal year start in 2024. This also assists staff to issue Tender and Request for Proposal (RFP) documents earlier. Early issuance of Tender and RFP documents potentially improve pricing for capital projects and assist in getting projects completed within the fiscal year in which they were approved.

The schedule breaks down the major targets which include:

- the review of the Long Range Financial Plan – November 7th during the regular Council
- All Department Capital presentation – November 21st, during the regular Council meeting
- A full day Budget review (9:30 am – 3:00 pm) on Wednesday December 13, 2023.

Financial Implications

None

Relationship to Strategic Plans

☐ Not applicable to this report.

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

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

Climate Considerations

☒ Not applicable to this report.

Attachments

Appendix A – 2024 Budget Review and Adoption Schedule

Approvals

Submitted By:



Shelley Stedall
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Appendix A

Township of South Frontenac 2024 Budget Schedule

Date	Budget Milestone
September 5, 2023	Budget Schedule Presented Direction from Council on 2024 Budget
September/ October 2023	Public Engagement Survey (September 11 th – October 13, 2023)
November 7, 2023	Public Delegations to Council regarding 2024 Budget
November 7, 2023	Long Range Financial Plan – Report to Committee of the Whole
November 21, 2023	All Departments Capital Presentation
December 1, 2023	Full Budget Document Tabled
Wednesday December 13, 2023 (9:30 am – 3 pm)	Full Day Budget Session
December 19 th , 2023 (and January 9/16 th , 2024 if necessary)	Revisions based on Council Direction, Budget Debate & Approval

Township of South Frontenac

Staff Report



To: Recreation Committee

Prepared by: Public Services Department

Date of Meeting: August 24, 2023

Subject: **The Point Park Beach Closures and Recommendations for a Goose & Seagull Deterrent Strategy for 2024**

Summary

Sydenham Point Beach has been closed for several weeks in the 2023 season due to unacceptable levels of E. Coli in the water. The closure has impacted service delivery for the Day Camp and Swim Lesson programs. This report serves to update the committee on deterrent strategies used to date and make recommendations for the 2024 season.

Recommendation

That the Recreation & Leisure Services Advisory Committee provide the following recommendation to Council:

That Council endorse the goose and seagull deterrent strategy for 2024, and

That Council approve additional funds into The Point Park 2024 operating budget to support the strategy.

Background

Kingston Frontenac Lennox & Addington (KFL&A) Public Health monitors the water quality at all municipally owned or operated public beaches within the jurisdiction. Monitoring is done weekly from early June until the end of August and includes a visual inspection of beach conditions and testing for bacteria. Beaches with consistently good test results are monitored once per month. Based on the bacterial results from surveillance samples taken by KFL&A Public Health the Sydenham Point Beach has had two closures due to elevated levels of E. coli. The beach had its first closure on July 6th and reopened on July 11th. The second closure occurred on July 20th and at the time of writing this report, has yet to be reopened.

The beach is deemed unsafe for swimming if the samples exceed the recreational water threshold of 200 E. coli/100 mL under the Ontario Public Health Standard. Resampling continues to be conducted every business day until sample results demonstrate E. coli levels are sustained below the threshold. KFL&A Public Health notifies the Township of

South Frontenac when the beach posting sign can be removed and public communications can be issued.

The beach closures have a significant impact on the South Frontenac Swim & Day Camp and the general public that frequent the beach. Camp programs have had to be modified for more land-based activities and water games outside of the lake. Swimming Lessons have had to be cancelled and parents refunded. The Township has had to post signage at the beach and communications issued to inform the public that swimming is not recommended.

One of the contributors to the elevated levels of E. coli is the presence of geese, seagulls, and the resulting feces that contaminate the water. This in combination with higher seasonal temperatures creates the perfect environment for bacteria to grow and multiply.

Discussion/Analysis

As a strategy to reduce the presence of geese and seagulls at the Sydenham Point Beach the Township has invested a significant amount of operating funds and staff resources to implement many different deterrents.

The goose problem specifically is an issue all over Ontario, hence why there is a specific guiding document called the 'Handbook for managing Canada geese and cackling geese in southern Canada' as prescribed by the Canadian Wildlife Service, Environment and Climate Change Canada. This document outlines what is permitted to be undertaken to help manage geese in public spaces and has been the guiding document used by Township staff to inform actions taken.

Over the past several years the Township has implemented numerous deterrent measures as outlined in the handbook.

This included:

- Use of natural/approved repellents (garlic spray).
- Streamers and visual distractions (unfortunately stolen) and more have been placed at the site.
- Placement of 'Away With Geese' beacons (unfortunately stolen or damaged).
- We also obtained a permit to destroy nests/ eggs but found that the geese are nesting on private property.
- Installation of signs asking people not to feed the wildlife.
- Working with Greenshield Pest Control, implementing the use of professionally trained geese herding dogs to encourage the geese to find a new home. The use of herding dogs has been proven to be an effective, humane way to redirect geese from public parks to more naturalized areas. The dogs were on site two or three

times a day at different times for three weeks. If geese are present, they herd them like sheep. After a few weeks, the geese get the message and move on. This method has been successful in other neighbouring Municipalities and it has seen some success at Sydenham Beach.

Some of the other non-lethal methods recommended in the manual are not conducive to this site. These being decoys, due to the probability that anything of value would be stolen and audible/banger methods that would have a negative impact on residents and patrons.

In an effort to reduce the amount of feces along the pathways and beach area Parks Maintenance staff spend hours at the site each morning raking up droppings to be disposed of.

Goose & Seagull Deterrent Strategy for 2024

The Township will continue to attempt different deterrents that will hopefully result in reducing the frequency of geese visiting the site. The 2024 strategy should include:

- Staff will attempt work with some of the neighbouring properties and the Sydenham Lake Association to obtain permits and permission for the disturbing nests/eggs around the bay, not just on Township property in the spring.
- A pest control service should contract again in the spring to implement the use of professionally trained geese herding dogs to encourage the geese to find a new home. Starting earlier in the season will likely produce results that will be effective throughout the season.
- A Park Maintenance staff member should be dedicated to The Point Park. This staff person would be responsible for deterring the geese and seagulls. They can also support other park maintenance tasks such as opening and cleaning the washrooms, solid waste collection operations, grass cutting, litter and debris control, and other tasks as required.

Financial Implications

In 2023, all Swim Lesson sessions at The Point were cancelled due to the beach closures. All participants were refunded in full, resulting in lost revenue of approximately \$18,000.

A pest control service contract would have financial implications that should be reviewed for the 2024 budget cycle.

As Park Maintenance staff are paid entirely through the taxbase without opportunity for generating revenue through registration or permitting. This position addition should be reviewed for the 2024 budget cycle.

Relationship to Strategic Plans

☐ Not applicable to this report.

Township of South Frontenac

Staff Report - The Point Park Beach Closures and Recommendations for a Goose & Seagull Deterrent Strategy for 2024

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

- Priority: 2. Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment.

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

- Talia Ross, Camp Coordinator

Attachments

None.

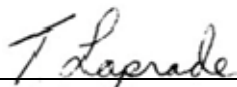
Approvals

Written By:



Recreation & Events Coordinator

Submitted By:



Manager of Recreation & Facilities

Township of South Frontenac

Staff Report - The Point Park Beach Closures and Recommendations for a Goose & Seagull Deterrent
Strategy for 2024

Approved By:



Director of Public Services

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: September 5, 2023

Subject: Emergency Management Program Update

Summary

Emergency Management in Ontario is guided by the [Emergency Management and Civil Protection Act](#). The Act requires that all municipalities in Ontario develop, implement and maintain an Emergency Management Program which must include an Emergency Response Plan. Furthermore, [Ontario Regulation 380/04](#) provides standards related to the Emergency Management Program and Emergency Response Plan.

The purpose of the Report is to provide Council with background information and recommend approval of the proposed updated Emergency Management Program and associated Emergency Response Plan.

Recommendation

- a) That By-law 2023-67 attached as Exhibit B, being “A By-Law to adopt an Emergency Management Program and Emergency Response Plan as Required under the Emergency Management and Civil Protection Act”, be given first and second reading.
- b) That By-law 2023-67, be given third reading, signed and sealed.

Background

In Ontario, an emergency is defined as:

“A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.” - *Emergency Management and Civil Protection Act*

Ontario is subject to numerous, natural, technological and human-caused hazards. Emergencies related to these hazards can occur at any time, in any place, with or without warning. The primary purpose of an emergency management program is to improve public safety through a co-ordinated and identified process for responding to critical situations. An emergency management program will assist in protecting lives, critical infrastructure, property and the environment, while promoting economic stability and ensuring the continuity of critical assets and government.

[Emergency Management Ontario](#) takes a comprehensive approach to emergency management. Comprehensive emergency management is an all-encompassing risk-based approach to emergency management that includes prevention, mitigation, preparedness, response and recovery measures. An emergency management program addresses each of these five components through various program activities to ensure public safety and organizational resilience.

The five components of comprehensive emergency management can be further defined as follows:

Prevention:

Actions taken to stop an emergency or disaster from occurring.

Mitigation:

Actions taken to reduce the adverse impacts of an emergency or disaster.

Preparedness:

Actions taken prior to an emergency or disaster to ensure an effective response.

Response:

Actions taken by emergency services and the public during or after an incident to protect people, property, the environment, the economy, and/or services.

Discussion/Analysis

The current Township of South Frontenac, Emergency Management Program was enacted by By-law 2004-56.

Staff recommend that By-law 2004-56, By-law 2023-42 and By-law 2023-57 as well as any other by-laws or policies related to the existing Emergency Management Program be repealed.

Staff recommend that a new Emergency Management Program be implemented based on the Incident Management System (IMS) which is the newer framework utilized by Emergency Management Ontario.

IMS is a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. IMS is predicated on the understanding that in any and every incident, there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

The *Emergency Management and Civil Protection Act* and *Ontario Regulation 380/04* mandate that a municipal emergency management program include policies regarding the following:

1. Community Emergency Management Program Coordinator
2. Emergency Management Program Committee (EMPC)
3. Hazard Identification and Risk Assessment (HIRA)
4. Critical Infrastructure (CI) List
5. Emergency Response Plan
6. Municipal Emergency Control Group (MECG)
7. Emergency Operations Centre (EOC)
8. Emergency Information Officer (EIO)
9. Public Education
10. Emergency Management Program Annual Review
11. Emergency Management Program By-law

The next section of the Report will provide a detailed breakdown of the mandated elements of an emergency management program. While portions of the relevant legislation may be referenced on more than one occasion in the summary, it is important for Council and the public to have an understanding of the legislated requirements of the Township of South Frontenac with respect to emergency management.

1. Community Emergency Management Program Coordinator

Summary:

Every municipality is required to designate an Emergency Management Program Coordinator, otherwise referred to as a Community Emergency Management Coordinator (CEMC).

Legislated Highlights:

O Reg 380/04 provides for the main role of the Emergency Management Program Coordinator

Emergency management program co-ordinator

10.

- (3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.
- (4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3).

Steps Taken:

By-law 2023-42 appointed the Clerk as the Community Emergency Management Coordinator. While By-law 2023-57 appointed the Manager, Human Resources as the alternate CEMC.

Mr. Thompson, Clerk is scheduled to complete the required training by the conclusion of September, 2023. Ms. Minaker, alternate CEMC is required to complete the mandatory training by July, 2024.

It is proposed that By-law 2023-67 re-appoint the Clerk and Manager, Human Resources as CEMC and alternate CEMC.

2. Emergency Management Program Committee (EMPC)

Summary:

Every municipality is required to have an Emergency Management Program Committee (EMPC), which is appointed by the Municipal Council. The purpose of this Committee is to provide strategic direction and advise on the development and implementation of the municipal emergency management program.

Legislated Highlights:

O Reg 380/04 states:

Emergency management program committee

11.

- (1) Every municipality shall have an emergency management program committee.
- (4) The council shall appoint one of the members of the committee to be the chair of the committee.
- (5) The committee shall advise the council on the development and implementation of the municipality's emergency management program.
- (6) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

Steps Taken:

It is proposed that the new Township of South Frontenac Emergency Management Program Committee be composed of the following positions:

- CEMC (EMPC Chair, as appointed by Council);
- Mayor
- Chief Administrative Officer
- Director, Corporate Services and Treasurer
- Director, Development Services
- Director, Emergency Services & Fire Chief
- Director, Public Services
- Manager, Human Resources (Alternate CEMC, as appointed by Council)
- Manager of Engineering and Capital Projects
- Manager of Recreation and Facilities

- Senior Planner
- Communications Officer (EIO, as appointed by Council)
- Deputy Fire Chief
- Fire Admin

Furthermore, it is proposed that the CEMC be appointed as Chair of the Emergency Management Program Committee.

3. Hazard Identification and Risk Assessment (HIRA)

Summary:

It is required that every municipality identify and assess the hazards and risks to their municipality. To clarify, the municipality must identify which hazards are present in the municipality, or outside of the municipality but may impact the municipality; the likelihood of those hazards occurring; and assess the potential impact to the municipality, including the municipality's infrastructure, if that hazard were to occur.

Legislated Highlights:

The EMCPA, Section 2.1(3) states:

Hazard and risk assessment and infrastructure identification

- (3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

Steps Taken:

The existing Township of South Frontenac Hazard Identification and Risk Assessment document will be included in the new Emergency Response Plan as Annex E.

The document will be reviewed by the EMPC in Fall 2023 to comply with legislated requirements. Furthermore, the Hazard Identification and Risk Assessment document will receive a significant update from a format and structure standpoint in 2024.

4. Critical Infrastructure (CI) List

Summary:

Every municipality is required to identify facilities and other infrastructure that is at risk of being impacted by emergencies.

Legislated Highlights:

The EMCPA, Section 2.1(3) states:

Hazard and risk assessment and infrastructure identification

- (3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

Steps Taken:

The existing Township of South Frontenac Critical Infrastructure List will be included in the new Emergency Response Plan as Annex E.

The list will be reviewed by the EMPC in Fall 2023 to comply with legislated requirements. Furthermore, it is anticipated that the Critical Infrastructure List will receive a significant update from a format and structure standpoint in 2024.

5. Municipal Emergency Plan

Summary:

A municipality is required to develop an Emergency Plan governing the provision of necessary services during an emergency. The plan should also detail the procedures to be followed by the people who respond to emergencies. Further, the plan must assign responsibilities to members of the Municipal Emergency Control Group (MECG) who are municipal employees, by position, to implement the Plan. It must also include notification procedures for the MECG members. Once the plan is completed, the municipality must adopt the plan through a by-law.

Every municipality is required to provide the most current electronic version of their Municipal Emergency Response Plan to Emergency Management Ontario. The plan should be reviewed by the EMO Field Officer, if amended.

Additionally, every municipality is required to conduct training and exercises with the persons who have been assigned responsibilities under the emergency plan, to ensure that they are prepared to fulfil their responsibilities in the event of an emergency.

Legislated Highlights:

The EMCPA, Section 3 states:

Municipal emergency plan

3.

- (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan

Training and exercises

- (5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan.

Review of plan

- (6) Every municipality shall review and, if necessary, revise its emergency plan every year.

What plan may provide

9. An emergency plan formulated under section 3, 6 or 8 shall,
- (a) in the case of a municipality, authorize employees of the municipality or, in the case of a plan formulated under section 6 or 8, authorize public servants to take action under the emergency plan where an emergency exists but has not yet been declared to exist;
 - (b) specify procedures to be taken for the safety or evacuation of persons in an emergency area;
 - (c) in the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act;
 - (d) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;
 - (e) provide for obtaining and distributing materials, equipment and supplies during an emergency;
 - (e.1) provide for any other matter required by the standards for emergency plans set under section 14; and
 - (f) provide for such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

O Reg 380/04, Section 15 provides the following additional requirements for the Plan:

Emergency response plan

- 15.
- (1) The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.
 - (2) An emergency response plan shall,
 - (a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and
 - (b) set out the procedures for notifying the members of the municipal emergency control group of the emergency.

Steps Taken:

Staff recommend that the proposed Emergency Response Plan, attached to the Report as Exhibit A be approved by the passage of By-law 2023-67, attached to the Report as Exhibit B.

The proposed Plan has been reviewed by the Loyalist Sector, EMO Field Officer to ensure compliance with provincial legislation.

The Emergency Response Program, annual workplan which includes quarterly EMPC meetings and an annual exercise held by the MEEG is attached to the Plan as Annex K.

While the Township of South Frontenac Emergency Response Plan is a public document, the associated annexes are deemed confidential information in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and as such are not available to the public.

6. Municipal Emergency Control Group (MECG)

Summary:

Every municipality is required to establish a Municipal Emergency Control Group (MECG) that is responsible for directing the municipal response during an emergency, including the implementation of the Municipal Emergency Plan. Members of the MECG must be appointed by Council and participate in annual training and an annual emergency exercise.

Legislated Highlights:

O Reg 380/04, Para 12 states:

Municipal emergency control group

12.

- (1) Every municipality shall have a municipal emergency control group.
- (2) The emergency control group shall be composed of;
 - (a) such officials or employees of the municipality as may be appointed by the council; and
 - (b) such members of council as may be appointed by the council.
- (3) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario.
- (4) The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan.
- (5) The group shall develop procedures to govern its responsibilities in an emergency.
- (6) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures.
- (7) If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan.

- (8) The group may at any time seek the advice and assistance of the following:
1. Officials or employees of any level of government who are involved in emergency management.
 2. Representatives of organizations outside government who are involved in emergency management.
 3. Persons representing industries that may be involved in emergency management.

In addition, all members of the MCEG, as designated under O Reg 380/04, s. 12, are required to annually demonstrate an adequate level of training in each of the following areas:

- Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;
- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
- Knowledge of the notification procedures used to notify members of the MCEG when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.

Steps Taken:

It is proposed that as outlined in the new Emergency Response Plan that the Municipal Emergency Control Group be composed as follows:

MECG - IMS Position	Traditional Position (Primary)	Traditional Position (Alternate)
EOC Co-Commander	CAO	Clerk (CEMC)
CEMC	Clerk	Manager, Human Resources
Policy Group	Mayor	Deputy Mayor
EIO	Communications Officer	Deputy Clerk
Liaison Officer	Director, Development Services	Senior Planner
Scribe	Appointed as per specifics of the emergency	Appointed as per specifics of the emergency
Operations Section Chief	Director, Emergency Services and Director, Public Services *Lead determined by EOC Commander	Deputy Fire Chief and Manager, Engineering and Capital Projects *Lead determined by EOC Commander
Planning Section Chief	CAO	CEMC

Logistics Section Chief	Manager, Recreation & Facilities	Facilities Technologist
Finance/Administrative Section Chief	Director, Corporate Services – Treasurer	Deputy Treasurer

As previously outlined, the necessary training and exercises will occur annually as outlined in Annex K of the Emergency Response Plan.

7. Emergency Operations Centre (EOC)

Summary:

Every municipality in Ontario is required to establish an EOC to be used by the Municipal Emergency Control Group (MECG) during emergencies. The EOC must have the appropriate technological and telecommunications infrastructure to allow for effective communication with the MECG.

Legislated Highlights:

O Reg 380/04, Para 13 states:

13.

- (1) Every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency.
- (2) The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency.

Steps Taken:

Two Township of South Frontenac municipal facilities have been designated as the primary EOC and alternate EOC.

Further information regarding the EOCs is outlined in Annex B of the Emergency Response Plan.

8. Emergency Information Officer (EIO)

Summary:

Every municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

Legislated Highlights:

O Reg 380/04, Para 14 states:

Emergency information officer

14.

- (1) Every municipality shall designate an employee of the municipality as its emergency information officer.
- (2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency.

Steps Taken:

It is proposed that By-law 2023-67 will appoint the Executive Assistant/Communications Officer as the EIO and the Deputy Clerk as the alternate EIO.

9. Public Education

Summary:

As a part of the municipal emergency management program, efforts must be made to increase awareness among the residents of the municipality about both the specific hazards that are present in the municipality, as well as about emergency preparedness in general.

Legislated Highlights:

The EMCPA, Section 2.1 states:

2.1

- (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.

Same

- (2) The emergency management program shall consist of,
 - (a) an emergency plan as required by section 3;
 - (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies; and
 - (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Steps Taken:

Public education regarding emergency management currently occurs throughout the year. The EMPC will be tasked with developing an emergency management communications strategy in 2024.

10. Emergency Management Program Annual Review

Summary:

As a part of their overall responsibilities, the Emergency Management Program Committee (EMPC) is required to conduct an annual review of the municipality's emergency management program.

Legislated Highlights:

The EMCPA, Section 2.1 states:

Municipal emergency management programs

2.1

- (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

Same

- (2) The emergency management program shall consist of,
 - (a) an emergency plan as required by section 3;
 - (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies; and
 - (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

- (3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

Further, O Reg. 380/04, Para 11(6) states:

- (6) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

Next Steps:

As previously outlined, the EMPC is required to the Emergency Response program annually in accordance with Annex K of the Emergency Response Plan and provincial legislation.

11. Emergency Management Program By-law

Summary:

Every municipality is required to adopt their municipal emergency management program through a by-law.

Legislated Highlights:

The EMCPA, Section 2.1(1) states:

Municipal emergency management programs

2.1

- (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.

Steps Taken:

The current Township of South Frontenac Emergency Management Program was approved via By-law 2004-56.

As previously noted, staff recommend that By-law 2004-56 be repealed and that the updated Township of South Frontenac, Emergency Management Program be adopted by Council through the passage of By-law 2023-67.

Next Steps:

As previously articulated in the Report, the EMPC will commence meeting quarterly effective 2024.

Additionally, significant focus will be placed on developing a communications strategy and updating the HIRA and Critical Infrastructure documents.

Financial Implications

Not applicable.

Relationship to Strategic Plans

☒ Not applicable to this report.

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

- Priority: Choose an item.

Climate Considerations

☒ Not applicable to this report.

Notice/Consultation

- Louise Fragnito, Chief Administrative Officer
- Alex Bennett, Director, Fire and Emergency Services
- Kyle Bolton, Director, Public Services
- Teresa Alonzi, Emergency Management Ontario

Attachments

Exhibit A – The Township of South Frontenac – Emergency Response Plan

Exhibit B – By-law 2023-76 - A By-Law to adopt an Emergency Management Program and Emergency Response Plan as Required under the Emergency Management and Civil Protection Act

Approvals

Submitted By:



James Thompson
Clerk and Community Emergency Management Coordinator

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



SOUTH FRONTENAC

The Corporation of The Township of South Frontenac Emergency Response Plan

Approved by the Council of the Corporation of the Township of South Frontenac on September 5, 2023.

Version: 1.0
Revised:

Enacted under the Emergency Management Plan & Program By-law 2023-67

Revision Control

[illegible]

Section 1 – Introduction

The [*Emergency Management and Civil Protection Act*](#) defines an emergency as:

“An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

These situations could threaten public safety, public health, the environment, property, crucial infrastructure or economic stability. In order to protect residents, businesses and visitors, the Township of South Frontenac supports a coordinated emergency response by various agencies under the direction of the Municipal Emergency Control Group.

The Township of South Frontenac Emergency Response Plan outlines response guidelines based on a framework known as the Incident Management System. With every incident, there are specific management tasks that must be carried out regardless of the number of persons available or involved in the emergency response activity.

It is important that residents, businesses and visitors be aware of the Emergency Response Plan. The Township of South Frontenac Emergency Response Plan can be viewed at <https://www.southfrontenac.net/en/town-hall/emergency-preparedness.aspx>.

Section 2 – Aim

The aim of the Township of South Frontenac, Emergency Response Plan is to make provisions for the extraordinary arrangements and measures that may be required to safeguard property, the environment as well as the health, safety and welfare of residents, businesses and visitors of the Township of South Frontenac when faced with an emergency. The Emergency Response Plan enables a centralized, controlled and coordinated response to emergencies in the Township of South Frontenac.

Section 3 – Authority

The legislation, regulations, related standards, and By-laws under which the municipality and its employees are authorized to respond to an emergency are:

- The *Emergency Management and Civil Protection Act (Act)* and Ontario Regulation 380/04;
- The Incident Management System; and
- The Township of South Frontenac Emergency Response Plan & Program By-Law 2023-67

The *Act* requires that municipalities develop, implement and maintain an emergency management program (adopted by by-law). The emergency management program must consist of:

- An emergency plan;
- Training programs and exercises for employees of the municipality and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education regarding risks to public safety and public preparedness for emergencies;
- Any other element required for municipalities in standards of emergency management programs that may be developed by the President of the Treasury Board Secretariat; and
- Specific statutory appointments for the various key roles to support the overall management during an emergency.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. The required elements consist of:

- Establishment of an Emergency Management Program Committee, (EMPC);
- Establishment of a Municipal Emergency Control Group (MECG);
- Development of an emergency response plan;
- Implementation of an Emergency Operations Centre (EOC) with appropriate communications systems;
- Designation of an Emergency Information Officer (EIO); and
- Designation of a Community Emergency Management Coordinator (CEMC).

The Chair of the Township of South Frontenac, Emergency Management Program Committee (EMPC) is the Community Emergency Management Coordinator (CEMC).

Section 4 – Administration of the Plan

The Emergency Response Plan will be reviewed on an annual basis to ensure continued compliance with the *Emergency Management and Civil Protection Act*. Proposed major revisions to the Emergency Response Plan must be presented to the EMPC for consideration. Following the consideration of major revisions by the EMPC, a recommendation will be presented to Council for consideration (and approval). Minor revisions shall be approved by the EMPC.

Section 5 – Emergency Response

Emergency action will include the earliest possible recognition of and response to the situation by all services; the earliest possible establishment of overall control of emergency operations by authorities; the provision of essential aid and assistance for persons affected by the emergency; the recording of decisions take by municipal authorities and costs incurred in relation to the emergency; and the timely distribution of information related to the emergency to the public, all services, media and senior levels of government.

When an incident or an emergency can be handled by emergency services through routine operations, the involved responders are authorized to carry out their respective duties and the Emergency Response Plan does not take effect.

In situations where responders require additional resources to manage the situation, the incident Co-Commander will review the need for the potential activation of the Municipal Emergency Control Group (MECG). The Community Emergency Management Coordinator (CEMC) will notify the EOC Co-Commanders that the EOC requires activation and confirm the notification of the appropriate Municipal Emergency Control Group members.

It is inherent to note, that when an emergency exists but has not yet been declared (or due to the likelihood of an impending emergency), actions may be taken under this emergency response plan as required to protect life, property, environment and the health, safety and welfare of the residents of the Township of South Frontenac.

Emergency response is defined by the following three classicisation levels:

Level One

Criteria:

- Evacuation (Large Scale);
- Impact to Infrastructure (All or most roads closed/loss of major municipal facilities, reduced or elimination of essential services);
- Loss of Life (Major loss of life or threat to a large number of people);
- Emergency Service Response (All or most emergency services involved and an impact to service response); and
- EOC - Full Activation

Level Two

Criteria:

- Evacuation (Localized);
- Impact to Infrastructure (Major roadway or municipal facility impacted)
- Disruption to business or industry;
- Loss of Life (Loss of life minimal or non-existent or threat to public is substantial);
- Emergency Service Response (Could affect all essential services); and
- EOC - Partial Activation (ie. activation of the Operations Section, EIO, etc. (example severe storm))

Level Three

Criteria:

- Evacuation (Limited);
- Impact to Infrastructure (Secondary roadway closed for short duration or municipal facility minimally impacted);
- Loss of Life (Loss of life minimal or non-existent or threat to public minimal);
- Emergency Service Response (Limited to one or two agencies with short duration response); and
- EOC – Monitoring (Activation Not Required)

Section 6 – Emergency Management Program Committee (EMPC)

The Emergency Management Program Committee (EMPC) is required by the *Act* and authorized by By-law 2023-67. The purpose of the Committee is to assist in the development of the Emergency Response Program and advise Council when amendments to the Emergency Management Program are required.

The composition of the Township of South Frontenac, EMPC is as follows:

- CEMC (EMPC Chair, as appointed by Council);
- Mayor
- Chief Administrative Officer
- Director, Corporate Services and Treasurer
- Director, Development Services
- Director, Emergency Services
- Director, Public Services
- Manager, Human Resources (Alternate CEMC, as appointed by Council)
- Manager of Engineering and Capital Projects
- Manager of Recreation and Facilities
- Senior Planner
- Communications Officer (EIO, as appointed by Council)
- Deputy Fire Chief
- Fire Admin

The EMPC may be expanded or include guests with required subject matter expertise from time to time to review specific hazards faced by the Township of South Frontenac.

As outlined in the Act, the EMPC is mandated to conduct an annual review of the Township of South Frontenac, Emergency Management Program and shall make recommendations to the Council through the CEMC when necessary. *O. Reg. 380/04, s. 11 (6)*.

Section 7 – Annual Exercises

The *Emergency Management and Civil Protection Act* requires annual testing and exercises of the Emergency Response Plan.

Additionally, notification exercises will be conducted as necessary to test the response of the Municipal Emergency Control Group.

Section 8 – Declaration of Emergency

The Mayor, as Head of Council or their designate has the authority to declare an emergency within the boundaries of the municipality. The ultimate decision to declare an emergency will be made by the Head of Council in consultation with the EOC Co-Commander.

It is inherent to note, that the first arriving Municipal Emergency Control Group Member is expected to assume overall command of the EOC until command can be transferred to the EOC Co-Commander.

Prior to declaring an emergency, the Mayor shall be briefed by the EOC Co-Commander.

The Declaration of Emergency form is attached to the Emergency Response Plan as Annex F.

Upon the Declaration of an Emergency, notification to the following parties may occur:

- Emergency Management Ontario (Mandatory)
- Members of Council;
- Neighbouring Community Emergency Management Coordinators, as appropriate;
- Neighbouring community officials, as appropriate;
- The public;
- Local members of Provincial Parliament (MPP), and;
- Local members of Parliament (MP)

Formal notification to the Solicitor General is required under the *Emergency Management and Civil Protection Act*.

Section 9 – Requests for Assistance

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to the Provincial Emergency Operations Centre (PEOC) through the CEMC in consultation with the EOC Co-Commander.

Requests for personnel or resources from the Federal Government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

The PEOC will advise and respond to the EOC Co-Commander or through the CEMC who will advise the EOC Co-Commander accordingly.

Section 10 – Termination of An Emergency

Termination of an Emergency Declaration is usually the result of a significant reduction in the severity of the emergency situation and/or the impact to the community.

A community emergency may be terminated at any time by:

- Mayor or their Designate;
- Council; or
- The Premier of Ontario (The Premier of Ontario may at any time declare that an emergency has terminated.)

When terminating an emergency, the Mayor may authorize notification to:

- Emergency Management Ontario
- Members of Council;
- Neighbouring Community Emergency Management Coordinators, as appropriate;
- Neighbouring community officials, as appropriate;
- The public;
- Local members of Provincial Parliament (MPP), and;
- Local members of Parliament (MP)

The Termination of an Emergency form is attached to the Emergency Response Plan as Annex G.

Section 11 – Emergency Notifications

Front line responders are typically the first on scene to manage and mitigate any emergency. When the Police, Fire, EMS or other municipal responders at the site consider the situation or potential situation to be beyond the capability to manage or support without outside assistance, he/she will notify the management representative responsible for the service area to communicate the nature of the required additional assistance. The CAO and CEMC will be advised of the situation and kept updated in the event that the activation of the emergency notification system be required.

Should the MEEG be required to assemble, the CEMC will contact required MEEG members and request their attendance at the EOC.

Section 12 – Emergency Operations Centre (EOC)

The CEMC will maintain the Emergency Operations Centre (EOC) and alternate EOC in a state of readiness. The EOC is the location where the Municipal Emergency Control Group will convene. The EOC can be activated as required to monitor situations that may escalate or for the coordination of planned events. Persons assigned to the EOC will be responsible to maintain critical services and business continuity for their respective services area(s).

The EOC is organized in a manner to support the implementation of the IMS model. A diagram of the IMS system used within the EOC structure is outlined in Section 14.

The IMS functions may be expanded or reduced as required. This decision normally is determined after information or situational awareness is received. All persons working within the EOC will receive the appropriate training to carry out their various responsibilities under the IMS model.

Further information regarding the primary and alternate EOC can be found in Annex B.

Section 13 – Incident Management System (IMS)

The Township of South Frontenac, Emergency Response Plan adopts the principles of the Incident Management System (IMS). IMS is a standardized emergency response system which defines the basic command structure including the roles and responsibilities required for the effective management of an emergency. IMS is provincially and internationally recognized and based on the National Incident Management System, NIMS for emergency response.

The core principles of IMS are communication, coordination, collaboration and flexibility. All core principles of IMS are equally important. Effective communication provides shared situational awareness and protects responders and the public. Coordination helps incident responders from different communities and organizations achieve common objectives under a shared governance structure. Collaboration fosters an environment to help incident responders work well together. Finally, flexibility allows communities and organizations to use only the resources and tools necessary to achieve common objectives.

IMS can be used for any size or type of emergency to manage and fulfill a variety of issues whether strategic or detailed in nature.

IMS has five primary functions used to organize a range of activities to support response objectives:

- Command
- Operations
- Planning
- Logistics
- Finance/Administration

The IMS framework consists of standardized structures to support the core functions that are common to all incidents. Each core IMS function is briefly described in the table below, with an incident response structure graphic following.

Command	Oversees, co-ordinates, and directs the incident or incident related activities. Responsible for all functions until section is mobilized. Includes emergency information and communications.
Operations	Responsible to meet current incident objectives and priorities on behalf of command.
Planning	Collects, confirms, analyses, and shares incident information gathered from incident responders. Internal communication is a key activity. Includes demobilization.
Logistics	Arranges and provides services and supports including personnel, supplies, facilities, and other resources to an incident response.
Finance and Administration	Manages incident-specific finance and administration including payroll, vendor contracts, and incident cost tracking.

Section 14 – EOC - IMS Organizational Structure

The EOC Co-Commander has the overall responsibility and authority to direct activities to ensure that necessary decisions are implemented. The EOC Co-Commander coordinates resource requests from the site(s) and manages all non-site activities to strategically contribute to and support the event through to conclusion.

To ensure sustainability over a prolonged event, the role of the EOC Co-Commander may be transferred to another individual via a face-to-face briefing and exchange of information, with the final acknowledgement and acceptance of Command responsibilities by the new EOC Co-Commander.

A detailed breakdown of key IMS positional duties is available in Annex I, while a high-level summary of the key positions within the IMS framework are outlined in the table below:

Function	General Responsibilities
E.O.C. Co-Commander	Responsible for the overall management of the E.O.C. facility and assigned resources within the E.O.C., and the provision of support to Site Incident Command.
Policy Group (Mayor)	Responsible for the declaration/termination of an emergency
Safety Officer (Site) Command Staff	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures.
Emergency Information Officer (E.I.O.) Command Staff	Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the E.I.O. releases.
Liaison Officer Command Staff	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (I.A.P.), as well as the organization and assignment of all operations resources.

Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the E.O.C. Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the E.O.C. Incident Action Plan, and activates and supervises the Branches as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

Incident Commander (Emergency Site Commander)

The Incident Commander (IC) is appointed by the response agencies on site. The IC will communicate and provide situational updates to the EOC Co-Commander as required. The IC will usually be from the lead agency (jurisdiction) responsible for the emergency response. For example, in a fire incident, an IC from the Fire Department would be appointed. Another officer from the Fire Department would then assume responsibility for fire ground operations. However, the collaborative decision on which person is most appropriate to fill the role of IC is based on knowledge, skills and abilities of the on-scene personnel.

This appointment would then be acknowledged/confirmed by the EOC Co-Commander and may be reassessed or transferred appropriately as the incident develops or the situation changes.

Section 15 – Municipal Emergency Control Group (MECG)

The primary responsibility of the MECG is to carry out the strategic functions within the Incident Management System in support of emergency site activities. It is the responsibility of the MECG to collaborate and ensure that response priorities are established and coordinated within the EOC and communicated strategically to the community and or Council through the Mayor or their designate.

All requests of other agencies or levels of governments will be approved by the EOC Co-Commander during a declared emergency.

Individual responsibilities of Municipal Emergency Control Group Members are assessed and supported in priority within the Incident Management System and the overall response objectives.

During an emergency, the Municipal Emergency Control Group will meet at regular intervals or as required to provide and receive situation updates relating to the emergency. The MECG will consider strategic objectives and will assist in developing an action plan for a defined operational period. This period will be known as the emergency operation centre business cycle.



The Municipal Emergency Control Group is comprised of the following members and their designates:

MECG - IMS Position	Traditional Position (Primary)	Traditional Position (Alternate)
EOC Co-Commander	CAO	Clerk (CEMC)
CEMC	Clerk	Manager, Human Resources
Policy Group	Mayor	Deputy Mayor
EIO	Communications Officer	Deputy Clerk
Liaison Officer	Director, Development Services	Senior Planner
Scribe	Appointed as per specifics of the emergency	Appointed as per specifics of the emergency
Operations Section Chief	Director, Emergency Services and Director, Public Services *Lead determined by EOC Commander	Deputy Fire Chief and Manager, Engineering and Capital Projects *Lead determined by EOC Commander
Planning Section Chief	CAO	CEMC
Logistics Section Chief	Manager, Recreation & Facilities	Facilities Technologist
Finance/Administrative Section Chief	Director, Corporate Services – Treasurer	Deputy Treasurer

The following additional organizations may be requested to attend the EOC to provide advice as necessary:

- OPP
- Medical Officer of Health
- Frontenac Paramedics, Chief
- Representative from Kingston Health Sciences Centre
- Representatives from Utilities
- Representatives from conservation authorities or provincial ministries

Note: Additional organizations are permitted to attend as required.

All members of the MECG shall assign designates to attend the EOC and act for them in their absence as required.

As previously indicated, the Municipal Emergency Control Group adopts the principles of the Incident Management System. The EOC Co-Commander may decide to use all or part of the MECG within the IMS model to strategically support and manage emergency activities and action plans.

Additional information regarding key external stakeholders can be found in Annex J.

Section 16 - Emergency Response Plan – Procedure Administration

The Emergency Response Plan Procedures and the required supporting documents relative to this plan will be maintained and validated the Community Emergency Management Coordinator. The CEMC will ensure that the required hazard specific plans and departmental supporting policies and procedures are in place to comply with and maintain all response objectives outlined within the Incident Management System.

Section 17 - Plan Distribution and Review

Copies of the Emergency Response Plan will be provided to the EMPC, MEGC, partner organizations and agencies, Emergency Management Ontario, and bordering municipalities which have a role to play in responding to or providing assistance during emergencies in the Township of South Frontenac.

The Emergency Response Plan is available to the public through the following website:
<https://www.southfrontenac.net/en/town-hall/emergency-preparedness.aspx>.

Additionally, members of the public may contact the CEMC to obtain a copy of the Emergency Response Plan at the Township Office, 4432 George Street, Sydenham during business hours.

Note: While the Township of South Frontenac, Emergency Response Plan is a public document, the associated annexes are deemed confidential information in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, and as such are not available to the public.

Section 18 – Emergency Recovery

The MCEG will direct responsibilities regarding the recovery and restoration of services, the orderly and safe return of citizens to their homes and the clean-up following an emergency situation.

The MCEG will be responsible to coordinate this phase of the emergency with support and advice from other agencies as required.

The Emergency Information Officer will work with the MCEG to arrange for the prompt release of information and direction to the public through the media concerning clean-up operations and the occupation of dwellings and buildings.

Township of South Frontenac – Emergency Response Plan

Annexes

Annex A – Municipal Emergency Control Group (MECG) Contact Information

Annex B - Emergency Operations Centre (EOC) Locations

Annex C - *Emergency Management and Civil Protection Act*

Annex D - ONTARIO REGULATION 380/04

Annex E – HIRA and Critical Infrastructure Information

Annex F – Declaration of an Emergency Template and Emergency Declaration Checklist

Annex G – Termination of a Declaration of Emergency Template

Annex H – MECG Expanded Duties

Annex I – Detailed Breakdown of IMS Roles

Annex J – Key External Stakeholder Contact Information

Annex K – EMPC Annual Workplan

Annex L – IMS Forms

Note: While the Township of South Frontenac, Emergency Response Plan is a public document, the associated annexes are deemed confidential information in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, and as such are not available to the public.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-67**

A By-Law to adopt an Emergency Management Program and Emergency Response Plan as Required under the Emergency Management and Civil Protection Act

Whereas under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

Whereas it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery; and

Whereas the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the “Plan”).
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of South Frontenac.

Community Emergency Management Coordinator

6. The Clerk is hereby appointed as the primary community emergency management coordinator (the “CEMC”) responsible for the emergency management program for the Township of South Frontenac including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Manager, Human Resources is hereby appointed as alternate CEMC to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - CEMC (EMPC Chair, as appointed by Council);
 - Mayor
 - Chief Administrative Officer
 - Director, Corporate Services and Treasurer
 - Director, Development Services
 - Director, Emergency Services & Fire Chief
 - Director, Public Services
 - Manager, Human Resources (Alternate CEMC, as appointed by Council)
 - Manager of Engineering and Capital Projects
 - Manager of Recreation and Facilities
 - Senior Planner
 - Communications Officer (EIO, as appointed by Council)
 - Deputy Fire Chief
 - Fire Admin
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality’s Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):

MECG - IMS Position	Traditional Position (Primary)	Traditional Position (Alternate)
EOC Co-Commander	CAO	Clerk (CEMC)
CEMC	Clerk	Manager, Human Resources
Policy Group	Mayor	Deputy Mayor
EIO	Communications Officer	Deputy Clerk
Liaison Officer	Director, Development Services	Senior Planner
Scribe	Appointed as per specifics of the emergency	Appointed as per specifics of the emergency
Operations Section Chief	Director, Emergency Services and Director, Public Services *Lead determined by EOC Commander	Deputy Fire Chief and Manager, Engineering and Capital Projects *Lead determined by EOC Commander
Planning Section Chief	CAO	CEMC
Logistics Section Chief	Manager, Recreation & Facilities	Facilities Technologist
Finance/Administrative Section Chief	Director, Corporate Services – Treasurer	Deputy Treasurer

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Township of South Frontenac, Communications Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Deputy Clerk is appointed as the alternate Emergency Information Officer.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Township Office, 4432 George Street, Sydenham during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to Emergency Management Ontario as identified in the Act.
16. By-laws 2004-56, 2023-42 and 2023-57 as well as any other by-law or policy related to the Township of South Frontenac Emergency Management Program, are hereby repealed.
17. This By-law will come into force and take effect on the date of its passing.

Given First and Second Readings: September 5, 2023

Given Third Reading signed and sealed September 5, 2023

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

Ron Vandewal, Mayor

James Thompson, Clerk

Schedule A – Township of South Frontenac Emergency Response Plan

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: September 5, 2023

Subject: **PL-RAC-2022-0122 (Mancino) (ZanderPlan) application to stop up, close and transfer a portion of unopened road allowance, Part of Lot 20, Concession 11, Parts 4 & 5 Plan 13R20005; Bedford.**

Summary

An application has been received by Clerk's Department staff to request to stop up, close and transfer a portion of unopened road allowance.

Recommendation

- a) **That** By-law 2023-68, attached as Exhibit A, being "A By-law to stop up, close and transfer ownership of Parts 4 & 5 Plan 13R20005, PIN 36240-0919 being a portion of unopened road allowance to the adjacent property municipally known as vacant land, Gardner Lane, PIN 36240-0918", be given first and seconding reading; and
- b) **That** By-law 2023-68 be given third reading, signed and sealed.

Background

An application was submitted to the Development Service Department to stop up, close and transfer a portion of unopened road allowance being Parts 4 & 5, Plan 13R20005, formerly Westport Road. Attachment #1 provides a location map.

The road allowance, formerly Westport Road prior to the road being re-aligned was stopped up and closed. However, this was only completed on the physical lands and was not stopped up, closed and transferred by by-law to formally transfer the lands to the applicant. The applicant owns property to the east of the road allowance which are considered the benefitting lands. The benefitting lands were subject to two consent applications, the applications were approved with a deficient amount of size, with the understanding that this application will provide the extra property to bring them all into conformance with the current Official Plan and Zoning By-Law. The applicant intends to merge the portion of unopened road allowance with the parcel to the east to complete the Consent Applications. The property is currently vacant, but it is anticipated that the parcels will be sold as building lots.

Township of South Frontenac

Staff Report - PL-RAC-2022-0122 (Mancino) (ZanderPlan) application to stop up, close and transfer a portion of unopened road allowance, Part of Lot 20, Concession 11, Parts 4 & 5 Plan 13R20005; Bedford.

The application came before Council originally on January 10, 2023 with the [first Report for the consideration of Council](#), at this meeting Council directed staff to proceed with the process of closing and transferring ownership of the unopened road allowance. The application came back to Council on July 18, 2023 for a [Public Meeting](#). At the Public Meeting, no concerns were raised with respect to proceeding with the Application.

Discussion/Analysis

Staff visited the site in 2022 and have advised that they have no issues with selling the road allowance.

Staff have received and reviewed Survey 13R20005. Parts 4 & 5 are the portions of unopened road allowance to be transferred to the applicant. Staff are satisfied that this R-Plan is sufficient for the purposes of this application and that, subject to a review by the Township's Solicitor, the R-Plan can be used to describe the parcel.

The size of the lands in accordance with the survey 13R20005 is 2,914 square metres, converted to square feet is 31,366.03. The purchase price associated with the lands is still calculated at \$0.21 per square foot as the lands are bush/acreage, therefore the purchase price will be \$6,586.87 plus HST of \$856.29, for a total of \$7,713.16.

Financial Implications

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

Relationship to Strategic Plans

- ☒ Not applicable to this report.
- ☐ This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
 - Priority: [Choose an item.](#)

Climate Considerations

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

Notice/Consultation

- Completed through the public meeting requirements.

Township of South Frontenac

Staff Report - PL-RAC-2022-0122 (Mancino) (ZanderPlan) application to stop up, close and transfer a portion of unopened road allowance, Part of Lot 20, Concession 11, Parts 4 & 5 Plan 13R20005; Bedford.

Attachments

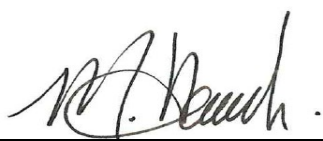
Attachment #1 – Location map

Attachment #2 – Survey 13R20005

Attachment #3 – By-Law 2023-68

Approvals

Prepared By:



Michelle Hannah
Deputy Clerk

Submitted By:

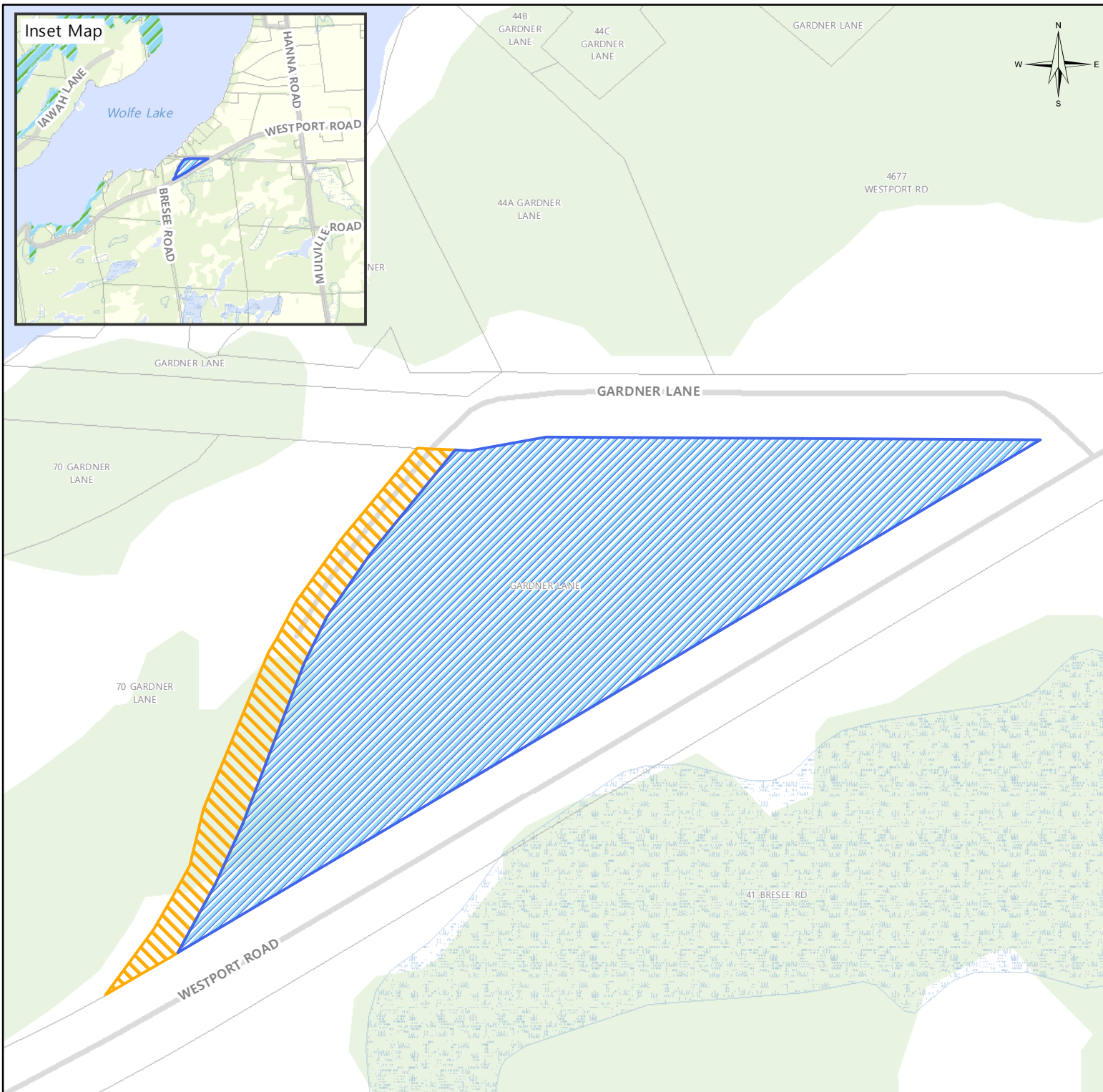


James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



**SOUTH
FRONTENAC**

**PL-RC-2022-0122
(MANCINO) (ZANDERPLAN)**

WESTPORT ROAD

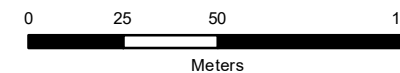
Legend

- Benefitting Parcel
- Proposed Road Allowance to be Closed, Purchased and Transferred
- Road
- Railway
- Assessment Parcel
- Provincially Significant Wetlands
- Wetland
- Wooded Area
- Water
- Township Boundary

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

While the Township makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale 1:2,000



UTM Zone 18 NAD 83

Date: 2022-08-25

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

DATE *Oct. 20, 2010*

PLAN 13R-15432

PLAN 13R-20005

RECEIVED AND DEPOSITED.

DATE *October 21, 2010*

Morgan Dunlop (RD)

GEORGE N. BRACKEN
ONTARIO LAND SURVEYOR

LAND REGISTRAR FOR THE
REGISTRY DIVISION OF
FRONTENAC (No. 13)

SCHEDULE			
PART	LOT	CONCESSION	PIN/INSTRUMENT
1	20	11	PART OF ROAD ALLOWANCE BETWEEN CONCESSIONS 10 AND 11
2			PART OF
3			PART OF
4			PART OF
5			PART OF
6			PART OF
7			PART OF

5.141 Acs.±	PART OF	PIN 36240-0311(R)	INST. No. FR779762
0.132 Acs.			
1.156 Acs.			
0.288 Acs.			
0.432 Acs.			
5.319 Acs.			
3.805 Acs.			

PART 2 - IS SUBJECT TO A TRAVELLED RIGHT OF WAY AS SET OUT IN INSTRUMENT FR407476.

PLAN OF SURVEY OF
PART OF LOT 20, CONCESSION 11
PART OF THE ROAD ALLOWANCE
BETWEEN CONCESSIONS 10 AND 11
(CLOSED BY By-Law # 26-1989)
Inst. No. FR531190
GEOGRAPHIC TOWNSHIP OF BEDFORD
TOWNSHIP OF SOUTH FRONTENAC
COUNTY OF FRONTENAC
GEORGE BRACKEN LIMITED

SCALE 1" = 100'

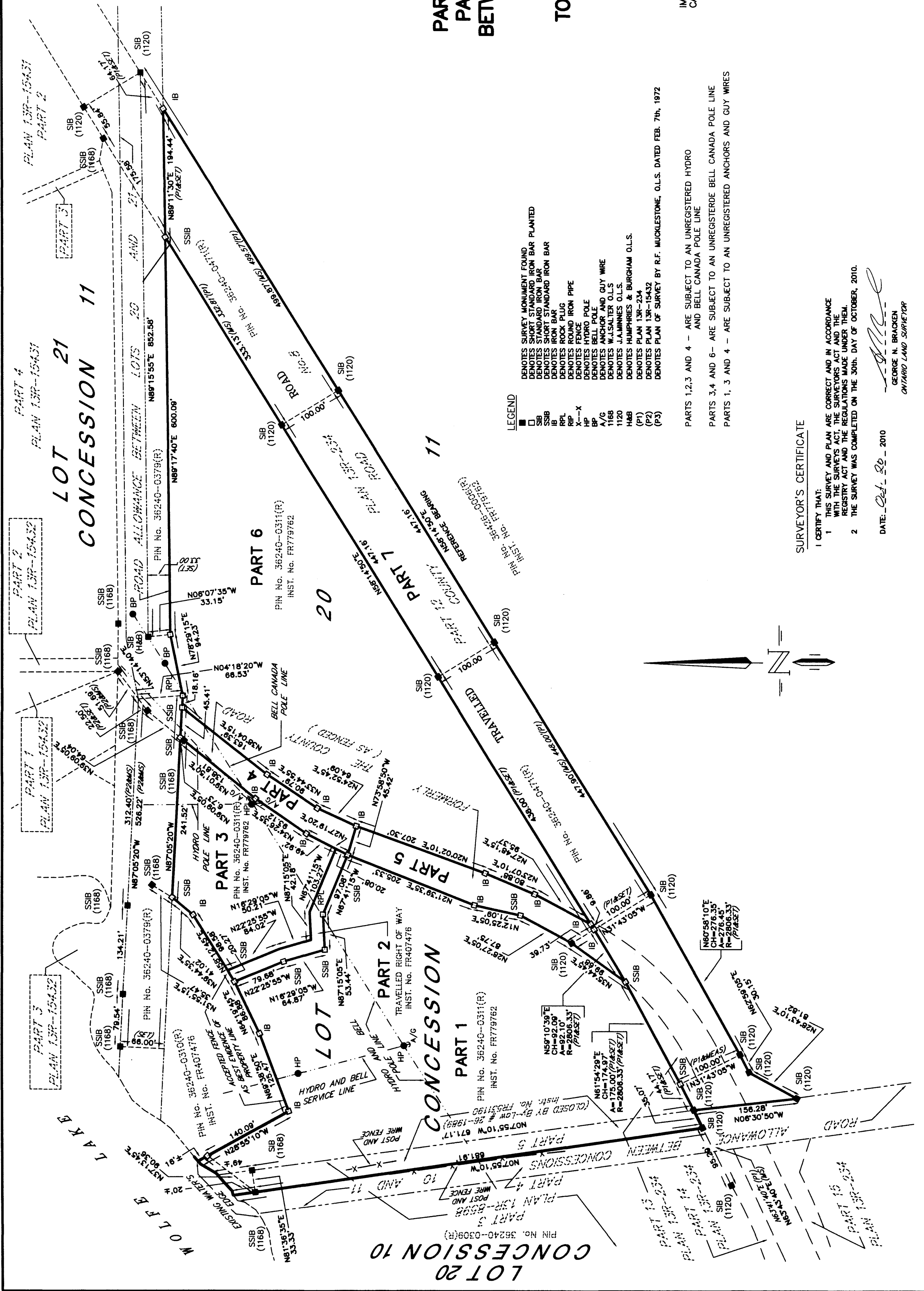


IMPERIAL: DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

REFERENCE BEARING

BEARINGS SHOWN HEREON ARE ASTRONOMIC, DERIVED FROM THE SOUTHERLY LIMIT OF PART 12, PLAN 13R-234 SHOWN AS N58°14'50"E.

George Bracken Limited
ONTARIO LAND SURVEYORS
40 MAIN STREET, WEST
SMITHS FALLS, ONTARIO
K7A 4S9
PHONE: (613) 283-2233 FAX: (613) 283-6886
DRAWN BY: GNB MATH CHECK: GNB
CALCD BY: GNB FILE: BED - 18
CHECKED BY: GNB JOB No.: B- 2812



SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE UNDER THEM.
 - THE SURVEY WAS COMPLETED ON THE 30th. DAY OF OCTOBER, 2010.

DATE: *Oct. 20, 2010*

George N. Bracken
GEORGE N. BRACKEN
ONTARIO LAND SURVEYOR

By-Law Number 2023-68

Being a by-law to stop up, close and sell a portion of an unopened road allowance being Part 4 & 5, Plan 13R20005, Bedford; Mancino

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

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

And whereas the said road allowance is not used as a publicly travelled road:

And whereas no objections have been received to the road closing:

Now therefore the Corporation of the Township of South Frontenac by its Council, hereby enacts as follows:

1. **That** the portion of road allowance Part Lot 20, Concession 11, Parts 4 & 5, Plan 13R20005 in the Geographic Township of Bedford being part of PIN 36240-0918 (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands be and are hereby declared surplus to the Municipality's needs.
3. **That** the Municipality shall convey its interest in Part 4 & 5 Plan 13R20005 to the applicant, Michael Gordon Mancino or as directed by them, provided that such direction must be as a lot addition the abutting property. For clarity, this closure shall not create a new lot of record for Part 4 & 5 but shall only enlarge existing landholdings owned by the applicant.
4. **That** the consideration for the conveyance of land described in paragraph 3 above shall be \$6,586.87 plus HST, plus all administration and legal costs to transfer the Said Lands.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this by-law be registered in the appropriate Land Registry Office.
7. **That** this By-law shall come into force and take effect upon registration of this By-law.

Read a first and second time this 5th day of September, 2023.

Read a third time and finally passed this 5th day of September, 2023.

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

Staff Report



To:	Council
Prepared by:	Development Services Department
Date of Meeting:	September 5, 2023
Subject:	Pre-Consultation By-law for Planning Applications

Summary

The purpose of this report is to present the draft of a proposed new Pre-Consultation By-Law that will apply to anyone looking to submit a planning application. While the Township has an existing Pre-Consultation By-Law (By-Law Number 2019-54), an updated by-law is required to ensure that the Township's review process complies with the requirements of Provincial Bill 109, More Homes for Everyone Act, 2022.

Recommendation

That the report regarding the new Pre-Consultation By-Law for planning applications be received; and

That By-law 2023-69, attached as Attachment 1, being "A By-Law to Require Applicants to Consult with the Township Prior to the Submission of Planning Act Applications and to Repeal By-Law Number 2019-54", be given first and second reading; and

That By-law 2023-69 be given third reading signed and sealed.

Background

Council adopted an official plan amendment in January 2023 to make administrative amendments to the Official Plan to implement changes to the Planning Act through *Bill 13, Supporting Businesses and People Act, 2021* and *Bill 109, More Homes for Everyone Act, 2022*. Specifically, the amendment added policies regarding complete planning applications, pre-application consultation for planning applications, and delegated authority for planning approvals.

The proposed pre-consultation by-law will help to implement the official plan amendment.

	No Refund	50% Refund	75% Refund	100% Refund
Zoning By-Law Amendment	Decision made within 90 days	Decision made within 91 to 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
Combined Zoning By-Law and Official Plan Amendment	Decisions made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
Site Plan Control	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later

Discussion

Pre-consultation is a requirement for all planning applications, as directed by the province. The intent of it is to inform the applicant about the type of application they need and what the formal process entails, to outline everything that needs to be submitted for the application to be complete, and to review their preliminary proposal and offer feedback. The intent is to help the applicant prepare the best submission possible, which allows them to move through the review process as smoothly and quickly as possible.

Policies in the Township Official Plan indicate that pre-consultation is required for all planning applications where the Township is the approval authority. The Township may structure the pre-consultation process to include multiple stages, where warranted, based on the complexity of the proposal and the type of application. Details regarding the process are to be included in a pre-consultation by-law.

The Township may also establish pre-consultation fees to cover staff time to review and assess the proposal and provide information about what is needed for a complete application. Pre-consultation fees were reviewed in April 2023 with Council passing By-law 2023-33. Pre-consultation fees to planning applications have been re-instated post pandemic.

A copy of the revised Pre-Consultation By-Law is included as Attachment 1 to this report. The revised by-law outlines that:

- All planning applications require pre-consultation (a full list is provided).
- The type of consultation (in-person meetings, virtual meetings, phone calls, or e-mail correspondence) will be determined based on the complexity of the development proposal.
- An applicant may be required to fill out a pre-consultation form, including a concept drawing and a description of the proposal, along with paying any required fee.
- Large or complex development proposals may require a site visit as part of the pre-consultation process.
- Staff will provide the applicant with a Record of Consultation within 30 days of any pre-consultation meeting. The nature of the Record of Consultation may vary depending on the

scale of the proposal, ranging from a follow-up email to a formal document. The Record of Consultation will indicate all necessary requirements for the applicant to submit a complete application (e.g., application form, fee, technical studies, drawings, etc.). Records of Consultation are valid from one year of the date that the information is provided to the applicant. The by-law includes provisions about when the Township may close a Record of Consultation and when applicants may need to re-apply for pre-consultation.

It is the opinion of planning staff that the proposed Pre-Consultation By-Law complies with the policies of the Township Official Plan and will allow the Township to address the application review timelines and refunds imposed through Bill 109. The proposed Pre-Consultation By-Law has been drafted to allow for flexibility for the type of consultation and the format of the Record of Consultation based on the complexity of the proposed project.

Public Notification

There is no requirement for Council to hold a public meeting before the passage of the Pre-Consultation By-Law.

Financial Implications

There are no financial implications associated with passing the proposed by-law. However, as of July 1, 2023, if the Township does not make a decision on certain planning applications within the timeframes provided by the province, it will have to refund those application fees. The pre-application process is critical in streamlining the application process to try to meet timeframes provided by the province.

Relationship to Strategic Plans

☐ Not applicable to this report.

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

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

Notice/Consultation

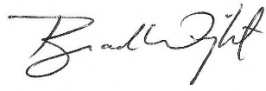
Planning Services Staff

Attachments

Attachment 1 – By-law 2023-69 - A By-Law to Require Applicants to Consult with the Township Prior to the Submission of Planning Applications and to Repeal By-Law Number 2019-54

Approvals

Submitted by:



Brad Wright
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

The Corporation of the Township of South Frontenac

By-Law Number 2023-69

Pre-Consultation By-Law

A By-Law to Require Applicants to Consult with the Township Prior to the Submission of Planning Act Applications and to Repeal By-Law Number 2019-54

Whereas Subsections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorize municipalities to pass by-laws to require applicants to consult with the municipality prior to submitting applications for any Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval and Plan of Subdivision or Condominium; and,

Whereas the Township of South Frontenac Official Plan, as amended, contains policies requiring consultation with the Township prior to the submission of any Planning Act application where the Township is the approval authority; and,

Whereas the Township of South Frontenac Official Plan, as amended, contains policies identifying the types of information and materials that may be required to assist in the review of a Planning Act application before the application is deemed complete;

Now therefore, the Council of The Corporation of the Township of South Frontenac enacts as follows:

1. Title

This By-Law may be cited as the “Pre-Consultation By-Law”.

2. Geographic Location

This By-Law shall apply to all lands lying within the geographic boundary of the Township of South Frontenac, being within the County of Frontenac.

3. Pre-Consultation Requirements

- (1) Applicants shall consult with the Township prior to the submission of the following types of Planning Act applications:
 - (a) Official Plan Amendment
 - (b) Zoning By-Law Amendment
 - (c) Draft Plan of Subdivision or Condominium
 - (d) Final Plan of Subdivision or Condominium
 - (e) Part Lot Control
 - (f) Deeming By-Law
 - (g) Site Plan Control

- (h) Consent
 - (i) Minor Variance
 - (j) Permission to Expand a Legal Non-Conforming Use/Non-Complying Structure
 - (k) Validation of Title
- (2) The Township shall not accept any Planning Act application where the applicant has not consulted with the Township as required under Section 3(1) above. In the absence of the required pre-application consultation, Township staff are authorized to deem the Planning Act application incomplete and refuse to accept the application until such time as the pre-application consultation is completed in accordance with this By-Law.
 - (3) Pre-application consultation with Township staff may include in-person meetings, virtual meetings, phone calls, or e-mail correspondence. The type of consultation will be determined based on the complexity of the development proposal, at the discretion of the Director of Development Services or their designate.
 - (4) Prior to scheduling the pre-application consultation, an applicant may be required to fill out and submit a pre-consultation form in its entirety, along with a concept drawing and description of the proposal, to the satisfaction of Township staff, and pay any required fee.
 - (5) Large or complex development proposals may require a site visit as part of the pre-application consultation process. The determination of whether a site visit is required will be at the discretion of the Director of Development Services or their designate.

4. Record of Consultation

- (1) Within 30 days of the pre-application consultation meeting, including any required site visit, Township staff shall provide the applicant with a Record of Consultation.
- (2) The Record of Consultation shall outline the requirements for the submission of a complete application, which shall include:
 - (a) The appropriate planning application form, filled out in its entirety.
 - (b) Any required fees, pursuant to By-law 2023-33, a By-Law to Prescribe a Tariff of Fees for the Processing of Applications Made in Respect of Planning Matters, as amended from time to time.
 - (c) Any technical reports, studies, drawings, or other information deemed necessary by the Township to make an informed decision on an application, as outlined by the Township's Official Plan.

- (3) Where technical reports, studies, drawings, or other information is required as part of a complete application, the Record of Consultation may also address the following:
 - (a) The circumstances requiring the report, study, or drawing, depending on the nature and complexity of the development proposal.
 - (b) The required details to be included in the report, study, or drawing, including, but not limited to, the content, methodology, or scope.
 - (c) The type of qualified professional required to complete the report, study, or drawing.
 - (d) The potential requirement for the report, study or drawing to be peer reviewed. The peer review results would need to be included as part of a complete application.
- (4) The Township may prepare terms of reference for common types of reports and studies to guide applicants on the expectations associated with the preparation of those documents.
- (5) The Record of Consultation may be amended by the Township if there are minor changes proposed to the development proposal. What constitutes a minor change shall be at the discretion of the Director of Development Services or their designate.
- (6) Lapsing of Record of Consultation
 - (a) A Record of Consultation shall be valid for one year from the date that it is provided to the applicant. If the Planning Act application for the proposal that was the subject of the pre-application consultation is not submitted within one year from the date of the Record of Consultation, the Township shall consider the proposal to be abandoned and the Record of Consultation shall be closed.
 - (b) A Record of Consultation shall be valid for the subject property and the proposal as submitted. If the applicant significantly modifies the proposal or chooses an alternate location, the Township shall consider the proposal to be abandoned and the Record of Consultation shall be closed.
 - (c) The Record of Consultation may be closed by the Township, if any of the following occur that have an impact on the evaluation of the development proposal:
 - 1. The Province of Ontario enacts legislative changes to the Planning Act that establish new provisions.

2. The Province of Ontario has issued a new Provincial Policy Statement that establishes new provincial policy directions.
 3. The County of Frontenac has adopted a County Official Plan, or an Official Plan Amendment, that establishes new land use policy directions.
 4. The Township has adopted an Official Plan, or Official Plan Amendment, that establishes new land use policy directions.
 5. The Township has enacted a Zoning By-Law, or Zoning By-Law Amendment, that establishes changes to land use regulations.
 6. The Township has enacted a licensing by-law or similar statute or regulation that addresses the matter proposed by the application.
- (d) Upon Section 6 (a), (b), or (c) occurring, a new pre-consultation, pursuant to Section 3 of this By-Law, will be required for future consideration of a Planning Act application.

5. Exemptions

Despite Section 3(2), the Director of Development Services or their designate may waive the requirements for pre-application consultation on a Planning Act application, if they determine that there is no need for a pre-application consultation prior to the planning application being submitted.

6. Definitions

In this By-Law, unless the context requires otherwise, the following definitions and interpretations shall apply:

Applicant means the Owner of the property that is the subject of the Planning Act application or the person who is authorized by the Owner on the application form to make the Planning Act application.

Approval Authority means Council or the person or body to which Council has delegated their authority by By-law or as set out in legislation.

Owner means a person(s), corporation(s), joint venture, or partnership who is the Registered Owner of the relevant property, as recorded in the local registry office.

Pre-Application Consultation means the process of outlining the requirements for a complete Planning Act application and the requirements set out in the Planning Act and this By-Law.

Record of Consultation means a written record issued by the Township to the Applicant acknowledging the date of any meeting and/or site visit held, a summary of the development proposal and staff comments, and the identification of the requirements for submitting a complete application.

Township means The Corporation of the Township of South Frontenac.

7. Administration

(1) Fees

Pre-application consultation may be subject to a fee, as set out in By-law 2023-33, a By-Law to Prescribe a Tariff of Fees for the Processing of Applications Made in Respect of Planning Matters, as amended from time to time.

(2) Validity

If any section, clause, or provision of this By-Law is, for any reason, declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-Law as a whole or any part hereof other than the section, clause or provision so declared to be invalid. It is the intention that the remaining sections, clauses and provisions of this By-Law shall remain in full force and effect until repealed, despite those one or more provisions that have been declared to be invalid.

(3) Interpretation

For the purposes of this By-Law, words used in the present tense also include the future; words in the singular also include the plural and words in the plural include the singular; words in the neuter gender include the masculine and the feminine; and the word “shall” is mandatory.

(4) By-Law Administrator

This By-Law shall be administered by the Director of Development Services or their designate.

(5) Previous By-Laws

All predecessor By-Laws enacted under the Planning Act governing pre-application consultation as they apply to all, or part, of the Township of South Frontenac are hereby repealed.

8. Enactment

This By-Law shall come into force and take effect on the final passing thereof.

Read a first and second time this 5th day of September, 2023

Read a third time and finally passed this 5th day of September, 2023

Mayor

Clerk



Ontario

August 28, 2023

Ron Vandewal
His Worship
Township of South Frontenac
rvandewal@southfrontenac.net

Dear Mayor Vandewal:

We are pleased to announce that the governments of Canada and Ontario are investing up to \$1.5 million over two years to help improve the removal, handling, and disposal of deadstock across the province. The Increasing Deadstock Capacity Initiative application intake will be open from September 21, 2023, to February 1, 2024. All approved projects must be completed by February 1, 2025. You can find additional information, including how to apply, on the Agricultural Adaptation Council Website at info@adaptcouncil.org.

This program is being offered through the Sustainable Canadian Agricultural Partnership (Sustainable CAP). The cost-share funding initiative will help address some of the gaps identified in a Livestock Research Innovation Corporation (LRIC) report released this year and will provide opportunities for the deadstock industry to streamline operations and improve accessibility by increasing capacities and establishing new service standards.

Please note that expenses, where applicable, must meet regulatory requirements, including [Ontario Regulation 105/09](#) under the Food Safety and Quality Act, 2001 (FSQA), and [Ontario Regulation 106/09](#) under the Nutrient Management Act, 2002 (NMA), (or any applicable requirements under the Safe Food for Canadians Act for federally registered plants), and be suitable for use. The undertaking of these activities for cost-share funding may still be subject to regulatory approvals.

Our governments are committed to supporting the agri-food sector and rural communities in Ontario.

.../2

We encourage you to take advantage of this funding opportunity and submit an application. Together, we can ensure that Ontario's agricultural communities can continue to operate sustainably and without interruption.

Sincerely,



Lawrence MacAulay
Minister of Agriculture
and Agri-Food



Lisa M. Thompson
Minister of Agriculture, Food
and Rural Affairs

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: September 5, 2023

Subject: **Notice of Motion – Reconsideration of Resolution Number 2023-07-06 regarding closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough**

Summary

At the August 15, 2023, Council meeting, Councillor Trueman submitted a Notice of Motion requesting that Council give consideration to a motion of reconsideration regarding Resolution 2023-07-06 approved at the January 10, 2023 Council Meeting in relation to the closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough.

Recommendation

That Council reconsider Resolution Number 2023-07-06, approved at the January 10, 2023 meeting of Council which reads as follows:

“Moved by Councillor Pegrum
Seconded by Councillor Ruttan

That Council direct staff to not proceed with the process of stopping up, closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough.”

Background

At the August 15, 2023, Council meeting, Councillor Trueman served a Notice of Motion requesting that council give consideration to a motion of reconsideration regarding Resolution 2023-07-06 in relation to the closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough.

Discussion/Analysis

The Council Procedural By-law 2017-76, As Amended outlines the process regarding the procedural administration of a Notice of Motion.

Township of South Frontenac

Staff Report - Notice of Motion – Reconsideration of Resolution Number 2023-07-06 regarding closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough

A notice of motion requires that the motion be seconded at the next regular Council meeting. If seconded, the motion is debated and voted on. In this instance as the motion relates to a motion of reconsideration, the motion would require support from a two thirds majority of members of Council present, to be approved.

Furthermore, the Council Procedure By-law defines the process associated with a motion of reconsideration. By-law 2017-76, As Amended, states as follows:

“If a member who voted on the prevailing side presents a motion for reconsideration at a subsequent meeting, the motion must be preceded by a notice of motion. At the subsequent meeting, the motion to reconsider follows the same process, as noted above. It will require a two thirds majority vote of the members present to carry.

If the motion to reconsider receives a seconder, the motion for reconsideration shall be open to debate and voted upon. The motion will require the votes of two thirds of members present to pass.

If adopted, the motion to reconsider temporarily nullifies the previous decision. The main motion originally voted on is again pending. The motion may now be amended or considered as moved and voted upon.

If Council approves a motion to reconsider, the reconsideration will become the next order of business, unless the motion calls for a future definite date. Debate on the matter shall proceed as though it had not been previously voted upon. The debate must be confined to reasons for or against reconsideration only.”

The original report which recommended denial of the application as the unopened road allowance leads directly from a public road to a waterbody is attached to this report as “Attachment 1”.

Financial Implications

None.

Relationship to Strategic Plans

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

Priority: 2. Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment.

Township of South Frontenac

Staff Report - Notice of Motion – Reconsideration of Resolution Number 2023-07-06 regarding closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough

Attachments

Attachment # 1 – PL-RAC-2022-0158 (Coimbra) – First Report to Council

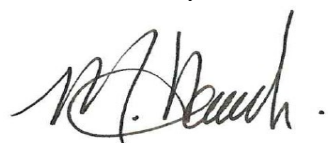
Attachment # 2 – Location Map

Attachment # 3 – Letter from Applicant

Attachment # 4 – Satellite Image

Approvals

Submitted By:



Michelle Hannah

Deputy Clerk

Reviewed By:



James Thompson

Clerk

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: January 10, 2023

Subject: **PL-RAC-2022-0158 (Coimbra) – Application to request to stop up, close and transfer a portion of unopened road allowance between Concessions 5 & 6, District of Loughborough**

Summary

An application has been received by Development Services staff to request to stop up, close and transfer a portion of unopened road allowance between Concessions 5 & 6, District of Loughborough.

Recommendation

That Council direct staff to not proceed with the process of stopping up, closing and transferring ownership of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough.

Background

Staff have received an application requesting the closing of a portion of the unopened road allowance between Concessions 5 & 6, District of Loughborough (see location map **Attachment #1**).

The landowner has applied to purchase the portion of unopened road allowance abutting the southerly lot line of their property, 4668 North Shore Road.

The unopened road allowance runs from east to west over a parcel of land between North Shore Road and Loughborough Lake. The unopened road allowance can be accessed from a public road and meets North Shore Road immediately south of 4668 North Shore Road. The topography of the unopened road allowance does present a challenge for public access, but it is not completely impassable. It should also be noted that there is public access to Loughborough Lake a few kilometers from the subject lands on Perth Road at the boat launch owned by the Cataraqui Conservation Authority.

Discussion/Analysis

The applicant owns the lands abutting the unopened road allowance on the north side. The applicant purchased the property recently at a time when the market was moving very

Township of South Frontenac

Staff Report - PL-RAC-2022-0158 (Coimbra) – Application to request to stop up, close and transfer a portion of unopened road allowance between Concessions 5 & 6, District of Loughborough

quickly, and they advised that they had little time to properly research the property survey and title documents. They were under the assumption that they owned the lands over which the unopened road allowance lies. The applicant has provided a letter with their application, attached to this report as **Attachment #2** explaining why they wish to purchase the unopened road allowance. Staff has indicated to the applicant that it is the common practice of Council to not sell unopened road allowances that lead directly from a public road to a waterbody. The applicant wishes to build a garage, have water access and potentially build a dock on the lands that are known as the Road allowance between Concession 5 & 6, District of Loughborough and have applied to seek approval of Council to move forward with the closure and purchase.

The benefitting lands, 4669 North Shore Road are shown in the satellite image from Frontenac Maps (see **Attachment #3**). The image shows the location of the house, and the driveway which appears to encroach on the unopened road allowance. This encroachment appears to predate the current owners.

The unopened road allowance is approximately 20.1 metres (66 feet) in width by approximately 220 metres (721 feet) in length. The total area is approximately 4,422 square metres (47,586 square feet). Based on Township practice, the first 300 feet would be classified as waterfront, the remaining 421 would be acreage/bush at \$0.21 per square foot.

The purchase price for the waterfront portion of unopened road allowance: 300 feet x 66 feet = 19,800 square feet. Purchase price of \$2.41 per square foot $2.41 \times 19,800 = \$47,718$ plus HST (\$6,203.34) = \$53,921.34.

The purchase price for the Acreage / Bush portion of unopened road allowance: 421 feet x 66 feet = 27,786 square feet. Purchase price of \$0.80 per square foot $0.80 \times 27,786 = \$22,228.80$ plus HST (\$2,889.74) = \$25,118.54.

The total purchase price of the portion of unopened road allowance proposed to be purchased would be approximately \$79,039.88, inclusive of HST.

The actual purchase price will be determined once the survey is complete, and the total square footage has been determined by an Ontario Land Surveyor.

Based on past Council practice, staff are unable to recommend that Council proceed with the stop up, closure and transfer of the unopened road allowance.

Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application. If Council were to proceed with the application, the final purchase price would be determined once the surveyor has completed a survey of the pertinent section of the road allowance. Fees to survey the portion to be transferred would be paid by the applicant.

Township of South Frontenac

Staff Report - PL-RAC-2022-0158 (Coimbra) – Application to request to stop up, close and transfer a portion of unopened road allowance between Concessions 5 & 6, District of Loughborough

Relationship to Strategic Plans

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

Notice/Consultation

- Public Service Staff

Further consultation will occur should Council provide direction to staff to move forward with this application, including consultation with the public, Public Services staff and Recreation staff.

Attachments

Attachment #1 – Location Map
 Attachment #2 – Letter from applicant
 Attachment #3 – Satellite Image

Approvals

Prepared by: Michelle Hannah, Planning Assistant

Submitted by:

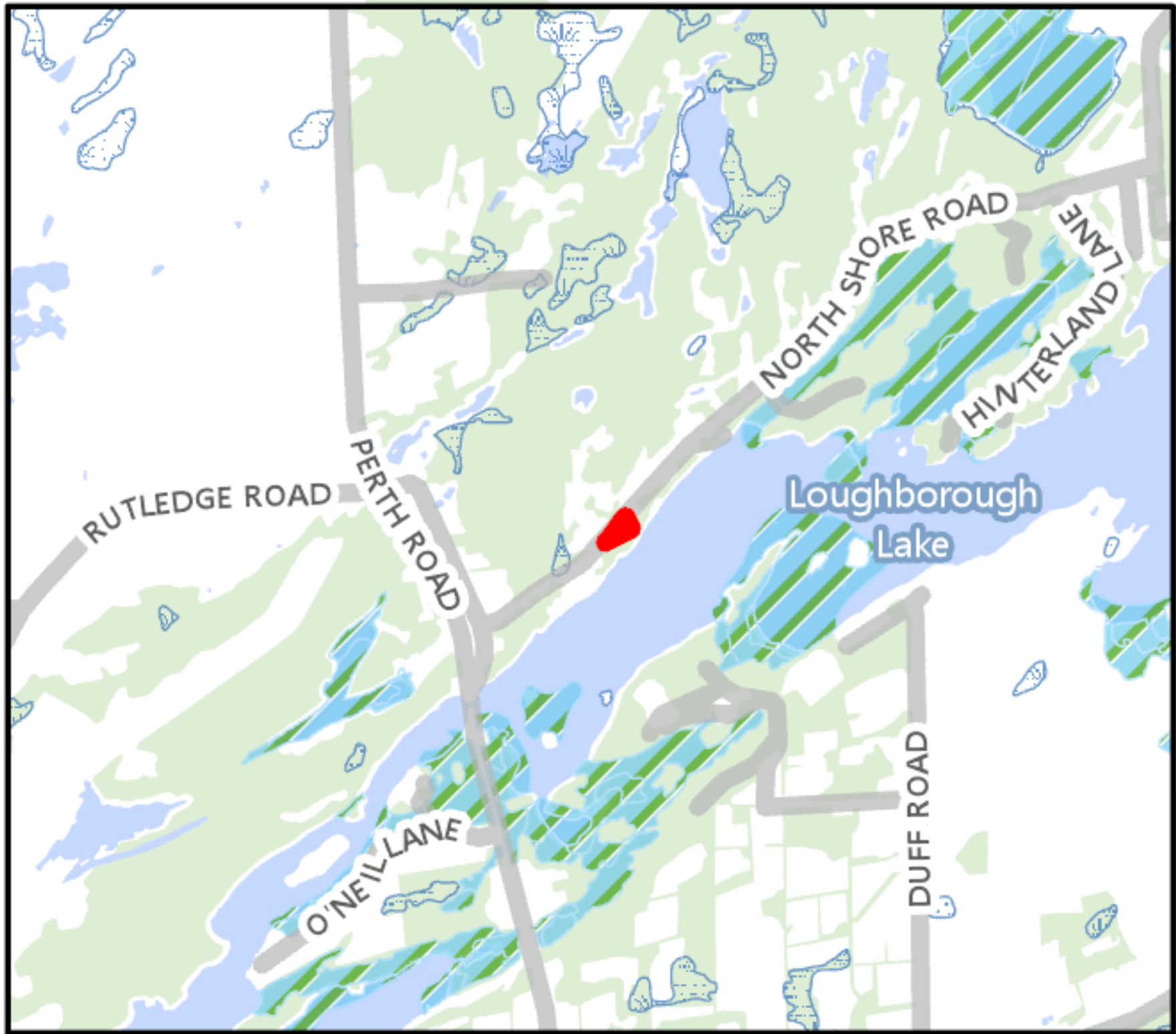


Brad Wright
 Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
 Chief Administrative Officer



SOUTH FRONTENAC

**PL-RAC-2022-0158
(COIMBRA)**

NORTH SHORE ROAD

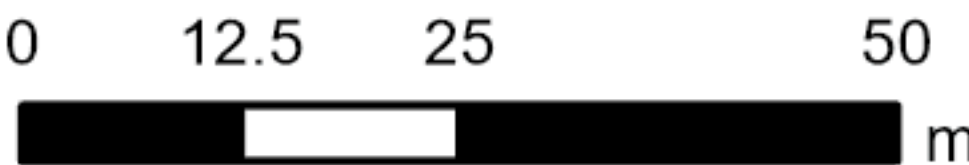
Legend

-  Benefitting Parcel
-  Road Allowance to be Purchased
-  Provincially Significant Wetland
-  Wetland
-  Wooded Area
-  Lake Trout Lake - At Capacity
-  Lake Trout Lake - Not at Capacity
-  Non-Lake Trout Lake - At Capacity
-  Waterbody
-  Township Boundary
-  Railway
-  Road

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While the Township makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:1,500



UTM Zone 18 NAD 83

Date: 2022-11-24

Nov. 21st 2022

To Whom it May Concern;

Please accept this letter as a reason to why I am looking to purchase the road allowance abutting to our property on the north=west side.

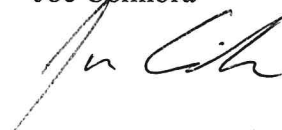
When I purchased the property back in November of 2020, I was unaware of the road allowance being so close to my property. It was a time when real estate was on the rise and if you wanted property, it had to happen right then as houses were selling very quickly during Covoid-19. I had little time to review the survey let alone figure out how to read it. It wasn't until I applied for a permit to build a garage that I was informed that the property we I was looking to build on belonged to the township. When I purchased the property, an existing shed and driveway were present which I assumed to belong to me as they were featured in the listing for the sale of the house, with photos present to verify this. I just figured this was my property as well.

I am looking to purchase the road allowance that begins at the roadway and follows along to the shoreline of Loughborough Lake. This will allow me to build a garage on my property and in the future, potentially build a dock where I can store my boat and jet ski.

Thank-you in advance for your consideration of this and if you have any further questions, I can be contacted at (613) 536-9753 or joecoimbra3510@gmail.com

I look forward to hearing from you shortly.

Joe Coimbra

A handwritten signature in black ink, appearing to read 'Joe Coimbra', written over a horizontal line.



1: 1,128



0.1 0 0.03 0.1 Kilometers

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

Road

- Highway
- Major Road
- Secondary Road
- Ferry Route

Assessment Parcels

Location Labels

Notes

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-70**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF
THE SPECIAL COUNCIL MEETING OF THE CORPORATION OF THE TOWNSHIP
OF SOUTH FRONTENAC ON SEPTEMBER 5, 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 September 5, 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 September 5, 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 September 5, 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 5 day of September 2023.

Read a third time and finally passed this 5 day of September 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk