# Township of South Frontenac
# Council Meeting Agenda

TIME: 7:00 PM,
DATE: Tuesday, November 7, 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*

a) Shannon Lem from Frontenac Arch Biosphere Network will be present to speak to Council regarding the Frontenac Arch Biosphere Network Budget. 5 - 21

8. *Briefings*

9. *Approval of Minutes*

a) Resolution 22 - 30

10. *Reports Requiring Action*

a) **Climate Change Action Plan RFP** 31 - 32

*That Council support awarding the Climate Change Action Plan consulting services contract in the amount of $97,394.50 including non-rebatable HST to Strategy Corp, and*

*That the required additional funding for the project be funded from the Climate Change Reserve*

b) i) **2024 Long Range Financial Plan** 33 - 59

ii) **2024 Budget Direction**

***That** Council endorse the budget direction recommendations within this report and any further direction received from Council to inform the development of the 2024 Operating and Capital Budgets.*

c) **CAO Performance Appraisal Work Group** 60 - 63

*THATCouncil appoint Mayor Vandewal, Councillor _____ and Councillor _____ to a CAO Performance Review Work Group for 2023.*

d) **Tandem Plow Truck Replacements** 64 - 78

*That Council authorize the Public Services Department to enter into an agreement with Rush Truck Centres for the purchase of a tandem axle plow with an upset limit of $430,000;*
*That Council authorize the Public Services Department to pre-order two (2) tandem axle plow trucks for the 2024 budget; AND*
*That Council authorize one of the replacements to be converted to a Viking Roller-Pro body equipped with plow, sander, water tank, and float deck with an upset limit of $625,000.*
*That the above listed purchases be funded from the Public Services Equipment Reserve.*

11. *Advisory Committee Reports or Minutes*

12. *Reports Requiring Approval of By-laws*

a) **Zoning By-law Amendment Application PL-ZBA-2023-0099, Trousdale Enterprises Inc./Boulevard Group, 4231 and 4143 Perth Road** 79 - 88

***THAT*** *By-law 2023-87 to amend the zoning on lands known as 4231 and 4143 Perth Road, Part 1 Plan 13R7751, Part 1 Plan 13R9573, Part Lots 19 And 20 Concession 3, District of Storrington, Township of South Frontenac be given first and second reading; and*

***That*** *By-law 2023-87 be given third reading, signed and sealed.*

b) **Zoning By-law Amendment Application Z-21-21 2311215 Ontario Limited and 2311217 Ontario Limited, 4153 and 4155 Road 38** 89 - 104

***That*** *By-law 2023-88 being a By-law to amend Zoning By-law 2003-75, as amended, to amend the Rural Industrial – Special Provision (RI-1-H and RI-1) zone on lands described as4153 and 4155 Road 38, Parts 1, 2 and 3 on Plan 13R17886, Part of Lot 7, Concession 2, District of Portlandbe given first and second reading; and*

***That*** *By-law 2023-88 be given third reading, signed and sealed.*

c) **Appointment of Chief Building Official and Deputy Chief Building Official** 105 - 108

***That*** *By-law 2023-89 being a By-law to appoint a Chief Building Official be given first and second reading.*

***That*** *By-law 2023-89 be given third reading, signed and sealed.*

***That*** *By-law 2023-90 being a By-law to appoint a Deputy Chief Building Official be given first and second reading.*

***That*** *By-law 2023-90 be given third reading, signed and sealed.*

d) **Delegation of Authority to Staff – Zoning By-law Amendments for Holding Symbols** 109 - 114

***THAT*** *By-law 2023-91 delegating authority to staff to approve zoning by-law amendments for the removal of holding symbols and the removal of lots from holding overlays be given first and second reading; and*

***That*** *By-law 2023-91 be given third reading, signed and sealed.*

e) **Update to Council Procedure By-law to add Delegated Authority – Zoning By-law Amendments for Holding Symbols** 115 - 118

***That*** *By-law 2023-92 to amend the Procedural By-law 2017-76 to add delegated authority for staff to approve by-laws pertaining to the removal of holding symbols, be given first and second reading.*

***That*** *By-law 2023-92 be given third reading, signed and sealed.*

13. *Reports for Information*

a) Communications Activities and Results Jan 1 – Jun 30, 2023 119 - 122

b) Fire Services – Department Update 123 - 126

14. *Committee of the Whole*

15. *Information Items*

a) Correspondence from Quinte Conservation 127 - 128
RE: Exploring changes to streamline the permit-by-rule framework

16. *Notice of Motions*

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

a) County Council

b) Police Services Board

c) Cataraqui Conservation

d) Quinte Conservation

e) Rideau Valley Conservation Authority

18. *Announcements/Statements by Councillors*

19. *Closed Session (if requested)*

a) Resolution - That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:
a) Approval of the October 17, 2023 Committee of the Whole "Closed Meeting" minutes.
b) Personal matters about an identifiable individual, including municipal or local board employees.

b) Approval of October 17, 2023 Committee of the Whole "Closed Meeting" Minutes

c) Personal matters about an identifiable individual, including municipal or local board employees.

d) Resolution - That Council rise from the Committee of the Whole

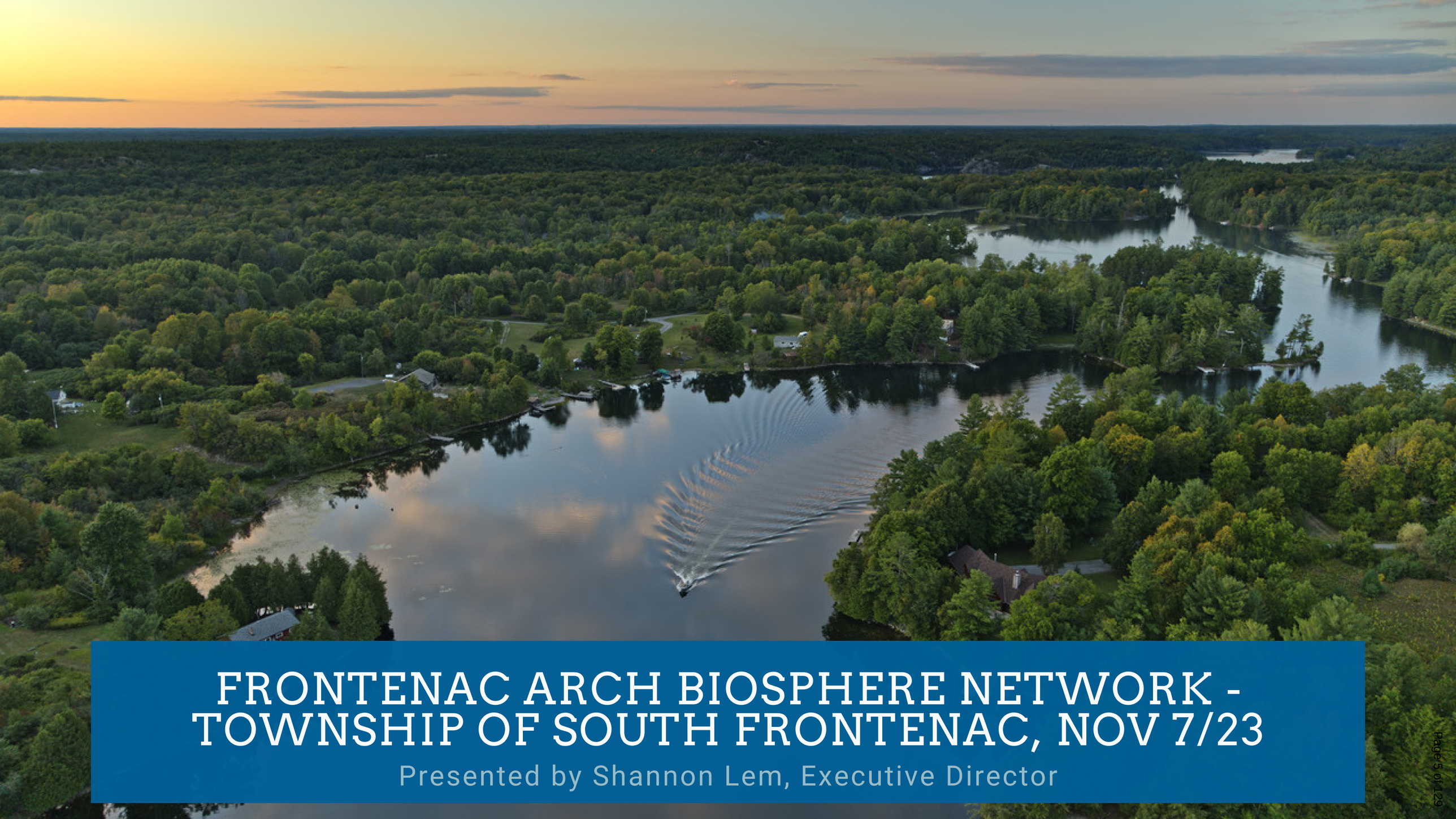
"Closed Meeting" without reporting.

20. *Confirmatory By-law*

a) Resolution 129

21. *Adjournment*

a) Resolution



# FRONTENAC ARCH BIOSPHERE NETWORK - TOWNSHIP OF SOUTH FRONTENAC, NOV 7/23

Presented by Shannon Lem, Executive Director

# WHAT IS A UNESCO BIOSPHERE?

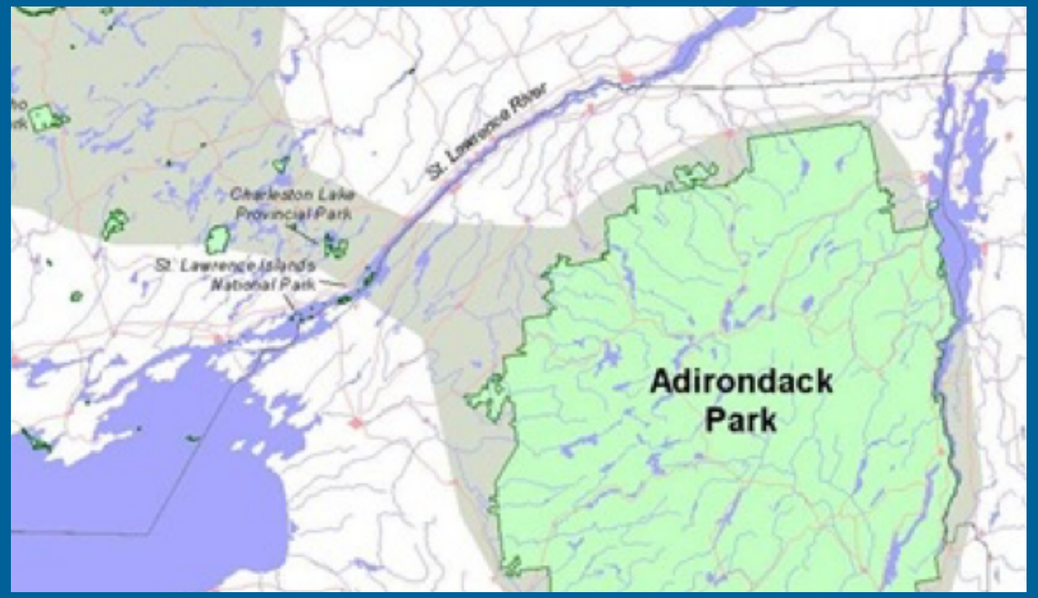
- Learning place for sustainable development
- Reconciling the conservation of biodiversity with its sustainable use
- Community nominated
- 738 in 134 countries
- 19 in Canada
- 4 in Ontario

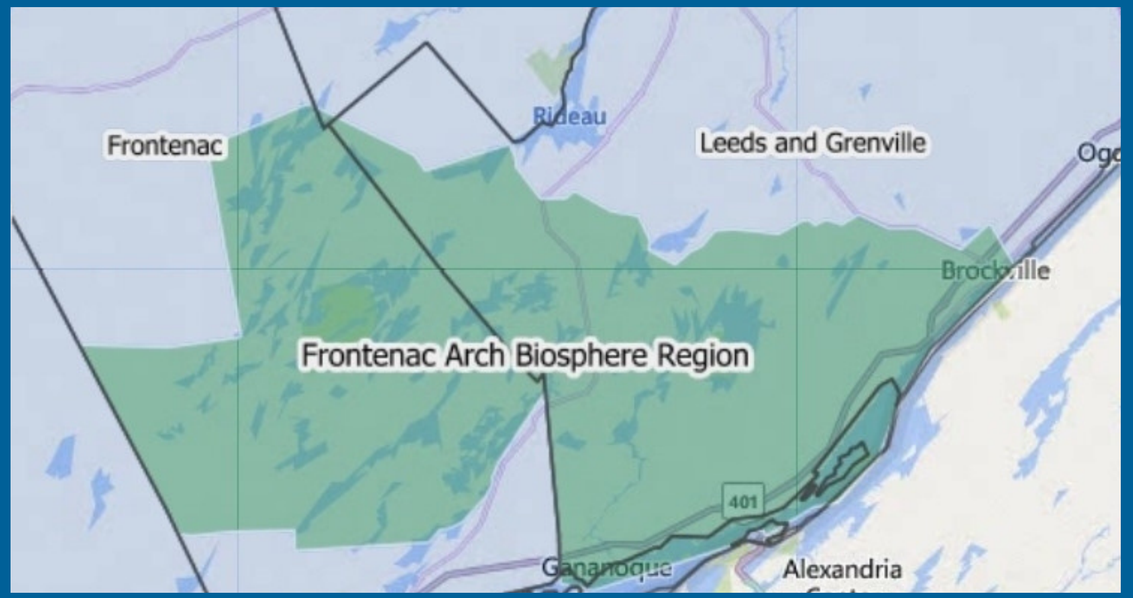
United Nations Educational, Scientific and Cultural Organization

Man and the Biosphere Programme

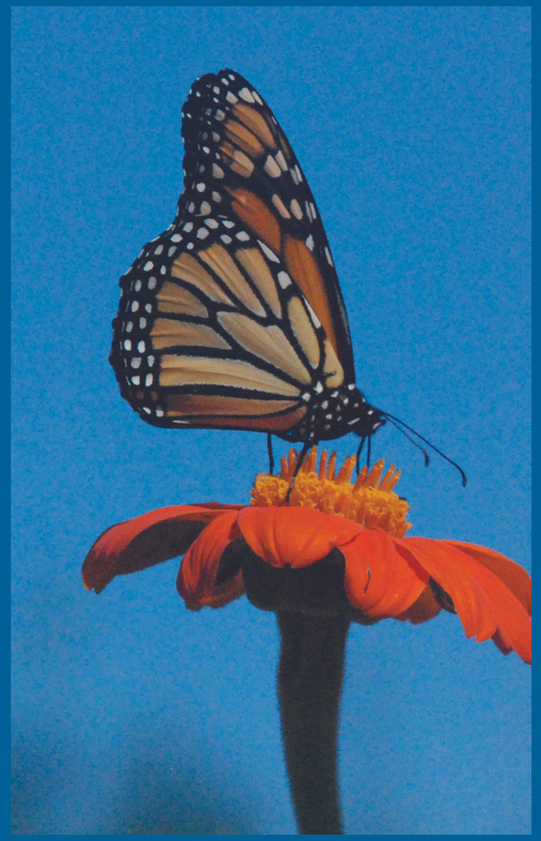
# FRONTENAC ARCH BIOSPHERE - AN ECOLOGICALLY RICH REGION

The Frontenac Arch Biosphere Region is at the heart of a critical wildlife corridor that connects Algonquin Park to the Adirondack Mountains. It is a slender thread of the Canadian Shield that holds together the last intact north-south forest corridor in eastern North America.



# FRONTENAC ARCH BIOSPHERE - NATURAL BEAUTY & BIODIVERSITY



# FRONTENAC ARCH BIOSPHERE

## BIOSPHERES ARE NOT JUST ABOUT PLANTS AND ANIMALS, THEY ARE ABOUT PEOPLE TOO!

- Population of over 80,000
- 9 municipalities
- 3 National and Provincial Parks
- 100,000's of visitors
- Trail networks and natural areas
- Vibrant economies
- Cherished by locals

# FRONTENAC ARCH BIOSPHERE

## BENEFITS OF THE UNESCO DESIGNATION

- Internationally recognized
- Creates a tourist destination
- Identifies the region as being special and unique
- Attracts new residents and talent
- Leveraged by many local organization and businesses
- Attracts scientific research and studies
- Intended to be a global example of people and nature in balance

# FRONTENAC ARCH BIOSPHERE NETWORK

## NATURE PROGRAMMING FOR CHILDREN

- Summer Nature Camp (Day Program)
- PA Days and March Break camps
- Forest School
- Educational programming at schools
- Teacher training
- Family Bird Count event

# FRONTENAC ARCH BIOSPHERE NETWORK

## STORYWALKS

Literacy

Exercise

Leaning about the environment

Connection to nature

# FRONTENAC ARCH BIOSPHERE NETWORK

## YOUTH CLIMATE ACTION PROGRAM

- Annual summit (+100 participants)
- Youth-led program
- Climate Action Plans developed and implemented by youth
- Combats climate anxiety - empowering youth

# FRONTENAC ARCH BIOSPHERE NETWORK

## SUSTAINABLE TOURISM

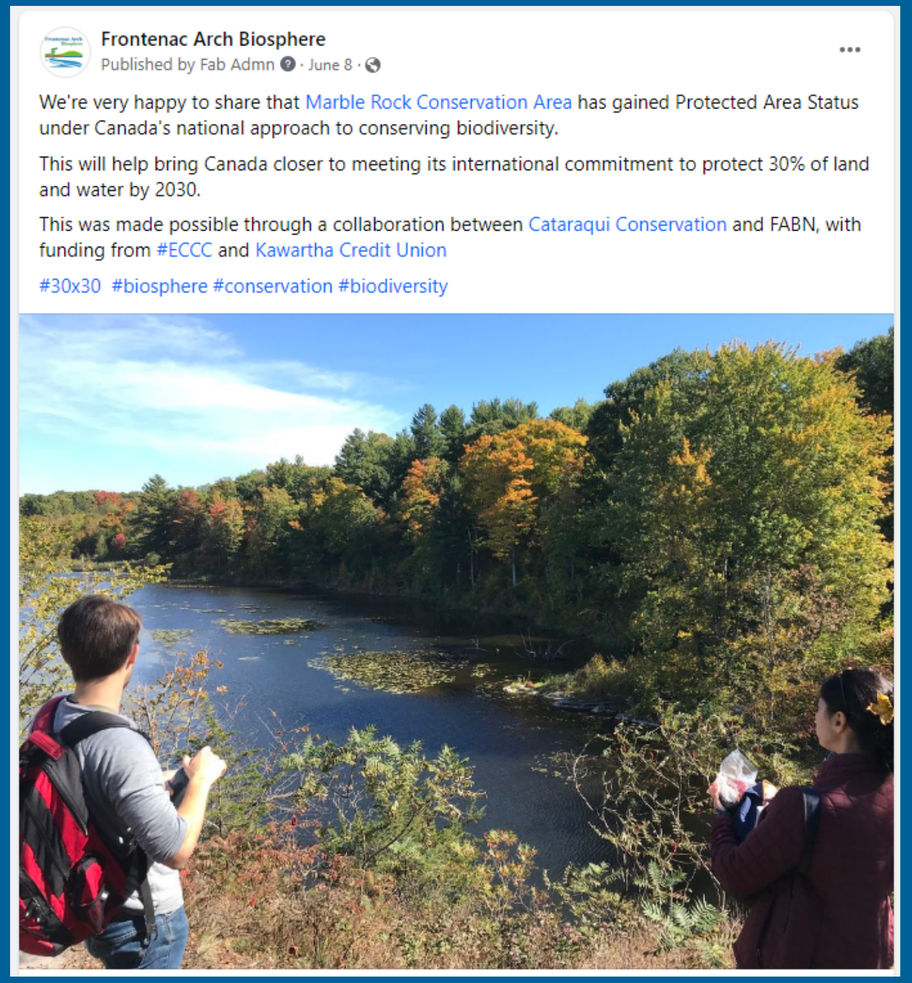
- Promotes sustainable and eco *t*ourism
- Helps small businesses
- Promotes Indigenous tourism
- Increases use of trails and cultural and heritage sites
- 4 new highway and billboard signs

FAB EXPERIENCES

# FRONTENAC ARCH BIOSPHERE NETWORK

## CONSERVATION

- National program to support conservation initiatives in Canadian Biospheres
- Supporting Canada’s 30x30 target
- Contributing to local landscape level conservation
- Creating GIS maps to help inform land management and planning
- Enrolling Protected and Conserved Areas into Canada’s Protected Areas Database
- Building capacity in the conservation sector



# FRONTENAC ARCH BIOSPHERE NETWORK

## OUR HIGH LEVEL IMPACT

- Connecting over a 1000 school aged children to nature
- Engaging local schools in our climate action and environmental education programming
- Building partnerships and connections in the community - 20+ partners sit on our Advisory Council and Working Groups
- Supporting the local economy through job creation and purchasing power
- Increasing tourism and economic development

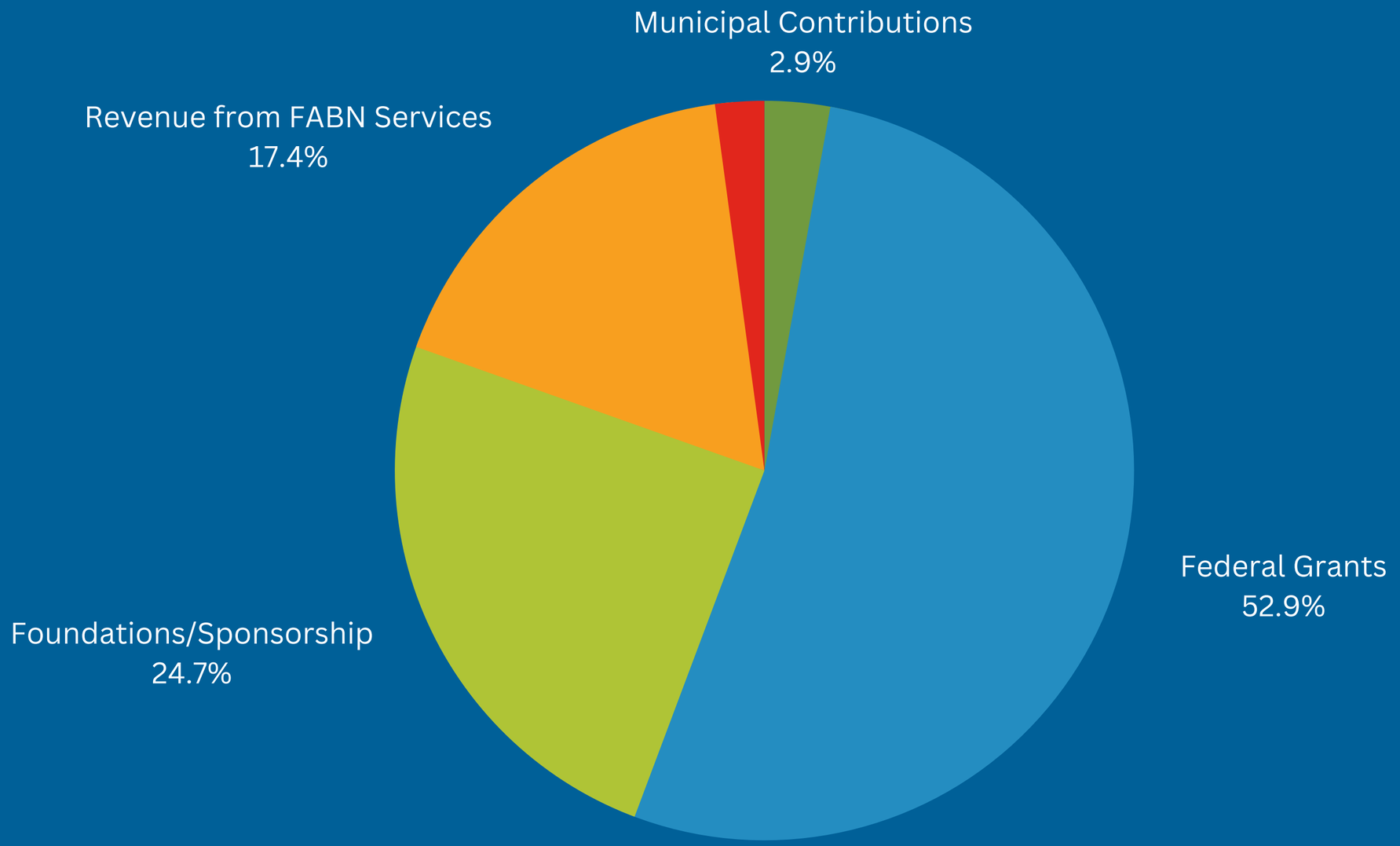
# FRONTENAC ARCH BIOSPHERE NETWORK

## OUR FINANCIAL IMPACT

- 2022 budget of over $700,000
- Over $450k spent on salary and wages
- Up to 26 LOCAL employees
- Living wage employer
- Internships and co-op placements for young people
- Over $100k spent on local products and services

# 2022 BUDGET

## INCOME SOURCES



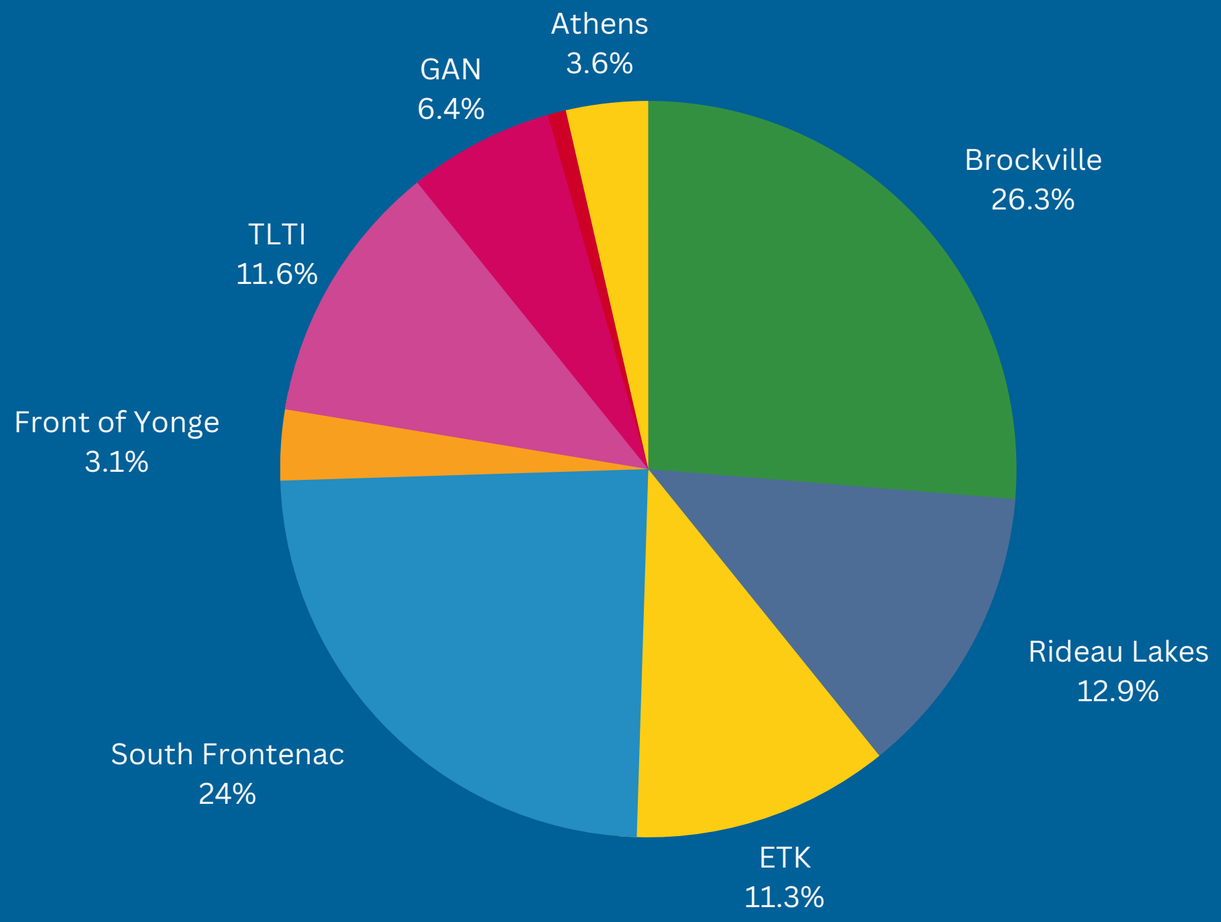
# FRONTENAC ARCH BIOSPHERE NETWORK

## OUR NEED

- Core operating budget:
  - Contribution towards core staff salaries
  - Insurance
  - Bookkeeper and accountant
  - Legal
  - Banking and other fees
  - Software, etc.
- Reliable financial foundation
- Consistent operational capacity

# 2024 BUDGET REQUEST

## BASED ON POPULATION




- $75,000 core operating budget
- Based on South Frontenac's 24% of the population in the Biosphere Region = $17,000
- ROI:
  - Nature-based programming for your residents
  - Increased visitors to your Township
  - International recognition
  - Money spent in your region
  - Jobs in your community

# Thank you!

SHANNON LEM, EXECUTIVE DIRECTOR

SHANNON@FABN.CA

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# Township of South Frontenac
# Council Meeting Minutes

**Meeting # 30.1**

**Time**: 9:00 am

**Location**: Sydenham Library, Community Room

**Present**: Ray Leonard, Steve Pegrum, Randy Ruttan, Ron Sleeth, Mayor Ron Vandewal

**Absent:** Charlene Godfrey, Doug Morey, Norm Roberts, Scott Trueman

**Staff**: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer, Jan Minaker - Manager of Human Resources, Laurie Swinton - Executive Assistant/Communications Officer

1 Call to Order

a) Resolution

Resolution No. 2023:30.1:01
Moved by Councillor Ruttan
Seconded by Councillor Leonard
The the special council meeting of October 13, 2023 be called to order at 9:01am
Carried

2 Declaration of pecuniary interest and the general nature thereof

a) None declared.

3 Approval of Agenda

a) Resolution

Resolution No. 2023:30.1:02
Moved by Deputy Mayor Sleeth
Seconded by Councillor Leonard
That the agenda be approved as presented.
Carried

4 Strategic Planning Session (2023-2026 Strategic Plan)

a) Representatives from StrategyCorp Inc. were present to facilitate a strategic planning session regarding reviewing and revising the draft 2023-2026 Township of South Frontenac Strategic Plan.

5 Adjournment

a) Resolution

Resolution No. 2023:30.1:03
Moved by Councillor Pegrum
Seconded by Councillor Ruttan
That the Special Council Meeting of Friday October 13, 2023 be adjourned at 11:37 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

# Township of South Frontenac
# Council Meeting Minutes

**Meeting # 31**

**Time**: 7:00 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 (virtually), James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer, Troy Dunlop - Manager of Engineering & Capital Projects, Christine Woods - Senior Planner

1 Call to Order

a) Resolution

Resolution No. 2023:31:01
Moved by Councillor Pegrum
Seconded by Councillor Trueman
That the Council meeting of October 17, 2023 be called to order at 7:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a)

Councillor Godfrey declared a Pecuniary Interest with respect to agenda item 10. c)

Councillor Roberts declared a Pecuniary Interest with respect to agenda items 8. b) and 13. a) (8. b) was heard together with 13. a))

3 Approval of Agenda

a) Resolution

Resolution No. 2023:31:02
Moved by Councillor Ruttan
Seconded by Councillor Godfrey
That the agenda be amended to include Business Item 19. a.) regarding a Committee of the Whole “Closed Meeting” to consider the following items:

a) Approval of August 15, 2023 Committee of the Whole "Closed Meeting" Minutes

b) A proposed or pending acquisition or disposition of land by the municipality or local board - Sydenham Area

and as amended, be approved.

Carried

4 Scheduled Closed Session

a) There was none.

5 Recess

a) There was none.

6 Public Meeting

a) There was none.

7 Delegations

a) Mary Rae, President FIMLA was present to speak to Council regarding Fourteen Island Lake Dam.

8 Briefings

a) Brad McNevin from Quinte Conservation and Katrina Furlanetto Cataraqui Conservation were present to speak to Council regarding Watershed Programs and Services: 2024 and Beyond.

b) Representatives from Arcadis - IBI Group and the Oskar Group were present to speak to Council regarding Draft Official Plan – Settlement Areas, Communal Servicing and Housing Types.

**Note:** The Briefing occurred as part of deliberations regarding Business Item 13. a., Draft Official Plan – Settlement Areas, Communal Servicing and Housing Types.

9 Approval of Minutes

a) Resolution

Resolution No. 2023:31:03
Moved by Councillor Trueman
Seconded by Councillor Godfrey
That the minutes of the October 3, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

a) **Fourteen Island Lake Dam**

Deputy Mayor Sleeth Assumed the Role of Chair.

Moved by Mayor Vandewal
Seconded by Councillor Leonard
That the following motion be deferred for consideration as part of Budget Deliberations and to receive clarification regarding the long-term funding portion of the request.

Carried
See Motion to Defer which was Carried

Mayor Vandewal re-claimed the Chair.

Resolution No. 2023:31:04
Moved by Councillor Roberts
Seconded by Councillor Godfrey

That Council support funding the refurbishment of the Fourteen Island Lake Dam with an upset limit of $200,000 based on the Board of Quinte Conservation supporting taking over the ongoing maintenance and future replacement of the dam through the use of a dedicated special levy to the Township;

That the cost of the dam refurbishment be funded from the Working Funds reserve; and

That the Mayor and Clerk be authorized to enter into an agreement with the Quinte Conservation Authority in order to formalize lifecycle maintenance arrangement with Quinte along with the creation of a special levy to the Township.

Deferred

b) **Conservation Authorities – Memorandum of Understanding**

Resolution No. 2023:31:05
Moved by Councillor Godfrey
Seconded by Councillor Trueman
That Council authorize the mayor and the clerk to enter into Memorandum of Understandings with the Cataraqui Conservation Authority, Quinte Conservation Authority and Rideau Valley Conservation Authority in order to ensure that services identified under Category 2 – municipal services and/or Category 3 – other programs of the Conservation Authority inventories continue to be provided for South Frontenac.

Carried

c) **FMSC Board Appointment**

Councillor Godfrey recused herself from the discussion and the vote due to her declared interest in the matter.

Resolution No. 2023:31:06
Moved by Deputy Mayor Sleeth
Seconded by Councillor Trueman
That Council support the appointment of Mayor Vandewal to the Board of the Frontenac Municipal Service Corporation (FMSC) for the remainder of the term of Council.

Carried

d) **Xplore Communications Tower Proposal - Project ON8478 – 2102 Rutledge Road**

Resolution No. 2023:31:07
Moved by Councillor Godfrey
Seconded by Councillor Trueman
That the Township of South Frontenac concur with the proposal by Xplore to erect a wireless communication installation on lands known 2102 Rutledge Road (PIN 36279-0664);

That the proposal is compliant, with the requirements of ISED Canada’s default protocol CPC-2-0-03 Issue 5 (July 2014) “Radiocommunication and Broadcasting Antenna Systems”, and all obligations for the municipal and public consultation requirements have been met; and

That staff send a statement of concurrence to Xplore, through FB Connect, and to Innovation, Science and Economic Development Canada.

Carried

e) **Municipally Significant Event Designation for 2023 Frontenac Farmers Holiday Market**

Resolution No. 2023:31:08
Moved by Councillor Godfrey
Seconded by Councillor Roberts
That Council designate the Frontenac Farmers Holiday Market on December 9th, 2023, from 3:00 pm – 7:00 pm at Centennial Park in Harrowsmith as municipally significant as required by the Alcohol & Gaming Commission of Ontario (AGCO) for a Special Occasion Permit (SOP) for the sale and consumption of alcohol at the events.

Carried

11 Advisory Committee Reports or Minutes

a) **2023 Lake Ecosystem Grant Recommendations**

Resolution No. 2023:31:09
Moved by Councillor Ruttan
Seconded by Councillor Pegrum
That Council approve three Lake Ecosystem Grants totalling $30,000 as recommended by the Lake Ecosystem Advisory Committee and as summarized in this report.

Carried

12 Reports Requiring Approval of By-laws

a) **Property Disposition 1017 Irish Lane (Leclair)**

Resolution No. 2023:31:10
Moved by Councillor Pegrum
Seconded by Councillor Ruttan
That By-law 2023-82 to stop up, close and sell a portion of the road allowance known as Irish Lane, Part of Lot 24, Concession 14, Part 3, Plan 13R16360, Part 1, Plan 13R22987 be given first and second reading.

Carried

Resolution No. 2023:31:11
Moved by Councillor Morey
Seconded by Councillor Leonard
That By-law 2023-82 be given third reading, signed and sealed.

Carried

b) **Auditor Appointment By-law 2023 to 2027**

Resolution No. 2023:31:12
Moved by Councillor Pegrum
Seconded by Councillor Morey
That By-law 2023-83, being a by-law to appoint the firm KPMG as the external Auditors for the Township of South Frontenac, for the year ended December 31, 2023 through to December 31, 2027, be given first and second reading.

Carried

Resolution No. 2023:31:13
Moved by Deputy Mayor Sleeth
Seconded by Councillor Morey
That By-law 2023-83 be given third reading, signed and sealed.

Carried

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

All correspondence relating to PL-OPA-2022-0037 and Application Z-16/15 can be found in the CivicWeb Document Centre here: Correspondence Received.

Council took a brief recess from 7:44-7:48.

Resolution No. 2023:31:14
Moved by Councillor Pegrum
Seconded by Councillor Roberts
That By-law 2023-84 being a By-law to amend the Township of South Frontenac Official Plan to add special policies that will apply to lands known as 2827 Opinicon Road, Part of Lots 1 and 2, Concession 16, Bedford District, be denied.

Carried

Resolution No. 2023:31:15
Moved by Councillor Leonard
Seconded by Deputy Mayor Sleeth
That By-law 2023-85 being a By-law to amend Zoning By-law No. 2003-75, as amended, to amend the zoning on lands known as 2827 Opinicon Road, Part of Lots 1 and 2, Concession 16, Bedford District, be denied.

Carried

13 Reports for Information

a) **Draft Official Plan – Settlement Areas, Communal Servicing and Housing Types**

- The report provided Council with information about public comments received on the draft Official Plan regarding settlement areas, communal servicing, density, and housing types. The report provided a high-level overview of how these comments could be realized in the draft Official Plan. It provided an explanation as to what subdivision design may look like when utilizing communal services and provides examples of development projects.

Councillor Roberts recused himself from the presentations and discussions in relation to his pecuniary interest.
Brad Wright, Director of Development Services provided an overview of the staff report with respect to the Draft Official Plan, Settlement Areas, Communal Servicing and Housing Types.
Mark Touw and Pansy Pong provided an overview of their development plans and shared how implementing communal servicing would assist with higher density development.
Councillor Roberts returned to the meeting.

14 Committee of the Whole

a) There was none.

15 Information Items

a)

There were none.

16 Notice of Motions

a) **Notice of Motion – Amendment to 2023 Budget Schedule**

- At the October 3, 2023, Council meeting, Deputy Mayor Sleeth submitted a Notice of Motion requesting that Council conduct budget deliberations on December 12, 2023 rather than December 13, 2023 as originally scheduled.

Resolution No. 2023:31:16
Moved by Deputy Mayor Sleeth
Seconded by Councillor Trueman
That the 2023 Budget Schedule be amended to reflect that 2023 Budget Deliberations be held on December 12, 2023 rather than December 13, 2023.

Carried

17 Rise and Report regarding County Council and External Boards

a) Cataraqui Conservation

Deputy Mayor Sleeth advised that there were two meetings held for the Cataraqui Conservation Board, one regarding Strategic Planning and one to finalize the budget that will move forward to the general membership.

18 Announcements/Statements by Councillors

a)

Councillor Leonard advised that the Hartington Subdivision has received final approval.

Deputy Mayor Sleeth noted that the Battersea Pumpkin Festival was very successful, it had the most attendees to date.

19 Closed Session (if requested)

a) Resolution - That Council resolve itself into the Committee of the Whole “Closed Meeting” to consider the following items:

a) Approval of August 15, 2023 Committee of the Whole "Closed Meeting" Minutes
b) A proposed or pending acquisition or disposition of land by the municipality or local board - Sydenham Area

Resolution No. 2023:31:17
Moved by Councillor Ruttan
Seconded by Councillor Leonard
That Council resolve itself into the Committee of the Whole “Closed Meeting” to consider the following items:

a) Approval of August 15, 2023 Committee of the Whole "Closed Meeting" Minutes
b) A proposed or pending acquisition or disposition of land by the municipality or local board - Sydenham Area

Carried

b) Approval of August 15, 2023 Committee of the Whole "Closed Meeting" Minutes

c) A proposed or pending acquisition or disposition of land by the municipality or local board - Sydenham Area

d) Resolution - That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

Resolution No. 2023:31:18
Moved by Councillor Morey
Seconded by Councillor Roberts
That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

Carried

20 Confirmatory By-law

a) Resolution

Resolution No. 2023:31:19
Moved by Councillor Pegrum
Seconded by Councillor Ruttan
That By-law 2023-86, 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. 2023:31:20
Moved by Councillor Roberts
Seconded by Councillor Morey
That By-law 2023-86 being the confirmatory by-law, be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2023:31:21
Moved by Councillor Leonard
Seconded by Councillor Godfrey
That the Council meeting of October 17, 2023 be adjourned at 9:18 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Office of the Chief Administrative Officer |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **Climate Change Action Plan RFP** |

## Summary

This report provides information on the results of the procurement process for the Climate Change Action Plan Request for Proposal (RFP) and request support in the award of the contract.

## Recommendation

That Council support awarding the Climate Change Action Plan consulting services contract in the amount of $97,394.50 including non-rebatable HST to Strategy Corp, and

That the required additional funding for the project be funded from the Climate Change Reserve

## Background

Climate change is a national and international known priority. Municipalities play a key role in reducing emissions and adapting to extreme climate changes. This can be accomplished through the use of policies such as infrastructure planning or land-use planning. A significant component is also accomplished through the management and type of assets owned by the municipality.

The Township has undertaken various projects over the years to invest in climate change strategies such as the conversion of street lights to LED, lighting retrofits and the solar panel installation at the newest firehall.

The issued RFP and project focuses on the framework widely used in the municipal sector and created by the Federation of Canadian Municipalities (FCM) called Partners for Climate change protection model. The model is based on five milestones. The scope of the RFP focuses on the first three: creating baseline emissions inventory, setting emissions reduction targets and developing a Township-specific climate action plan.

## Discussion/Analysis

On August 4, 2023, an RFP was issued to solicit interest in providing consulting services for the development of a Climate Change Action Plan. The RFP closed on September 8, 2023.

Two submissions were received and evaluated by the Climate Change staffing team. The results were as follows:

| Name | Score | Price (incl. non-rebatable HST) |
|---|---|---|
| Strategy Corp | 78.3 | 97,394.50 |
| Sia | 49.8 | 180,291.25 |

Strategy Corp provided the strongest proposal and demonstrated their consulting experience and understanding of both the municipal sector and within a rural environment. They are collaborating with Clean Air Partnership on this project to further expand the expertise in the Climate Change sector. The Township has worked with Strategy Corp in the past where they demonstrated their experience and expertise in managing timelines, facilitation discussion while documenting and summarizing information to provide a useful final product.

## Financial Implications

The 2023 budget includes $25,000 for this project. An additional amount of $72,394.50 is required to fund the project and is proposed to be funded from the Climate Change 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: 2. Promote and support growth than meets the community's needs while maintaining the integrity of our natural environment.

## Climate Considerations

☒ The development of the Climate Change Action Plan will provide a consistent strategy and approach for the Township to use in its climate change initiatives.

## Approvals

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

# 2024 Long Range Financial Plan

# WHY?

- Every year, Council approves an annual budget which includes both operating and capital components. The current budget process is a single-year view to address the Township's priorities and operational needs.

- As municipalities continue to face mounting financial challenges such as infrastructure costs, impacts from economic uncertainty, climate change, legislative changes, capacity pressures and increased expectations from residents related to the delivery of service, there is a need for long-term financial planning that goes beyond the annual budget process.

- **The long-term financial plan does not commit council to the items or figures included within the plan.** It is strictly a forecast to plan ahead for anticipated future needs. All future years funding commitments will continue to go through the annual budget approval process.

# STRATEGIC LINK

The long range financial plan is a key component in planning and meeting Council's priorities.

**Mission:**

- Setting exemplary service and infrastructure standards that the community can be proud of;
- Managing our operations and assets in a financially sustainable manner;
- Planning for the future, being proactive and having the capacity to adapt to change:

**Overarching Priorities:**

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

# FINANCIAL STRATEGY

## Balancing needs and priorities with affordability

**Responsible:**

- Supporting the sound financial management and stewardship of public funds
- Balancing financial needs with providing reasonable rate increases for property owners

**Flexible:**

- Being able to respond to opportunities and challenges as they arise while maintaining a position of financial strength

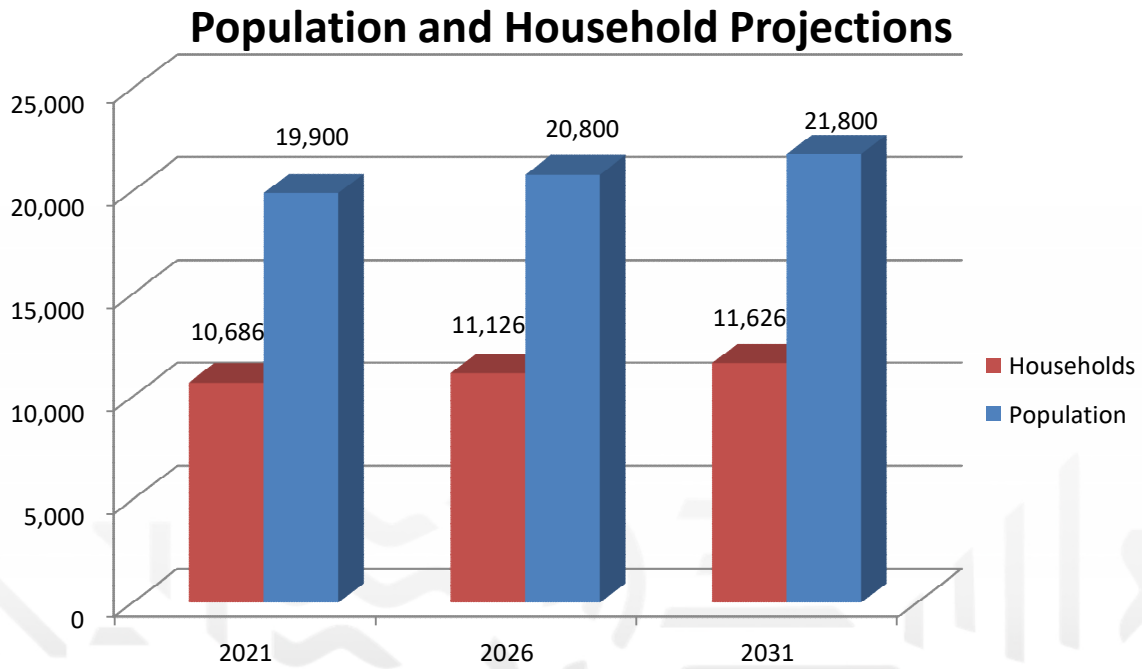
**Sustainable:**

- Planning for tomorrow while addressing the priorities and needs of today
- Maintain service levels, invest in infrastructure and grow with the community while delivering value for money

# GROWTH

## 80% of Frontenac County's growth over the next 25 years will be in South Frontenac

- Delivering services for a growing community means ongoing financial pressures and challenges to meet the needs of the community.
- Growth has led to the need for upgraded infrastructure and expanded municipal services.
- The chart below is from the 2019 Growth Analysis Study completed in 2020. The actual projections from the 2021 Census is reported a population of 20,188.




Source: 2019 - Watson & Associates Economists Ltd.

# GROWTH

## Other Demographic from Stats Canada

- In the 2021 Census of Population conducted by Statistics Canada, South Frontenac had a population of 20,188 living in 9,503 total private dwellings, a change of 8.3% from 2016 population.
- The chart below shows the South Frontenac Community Profile:

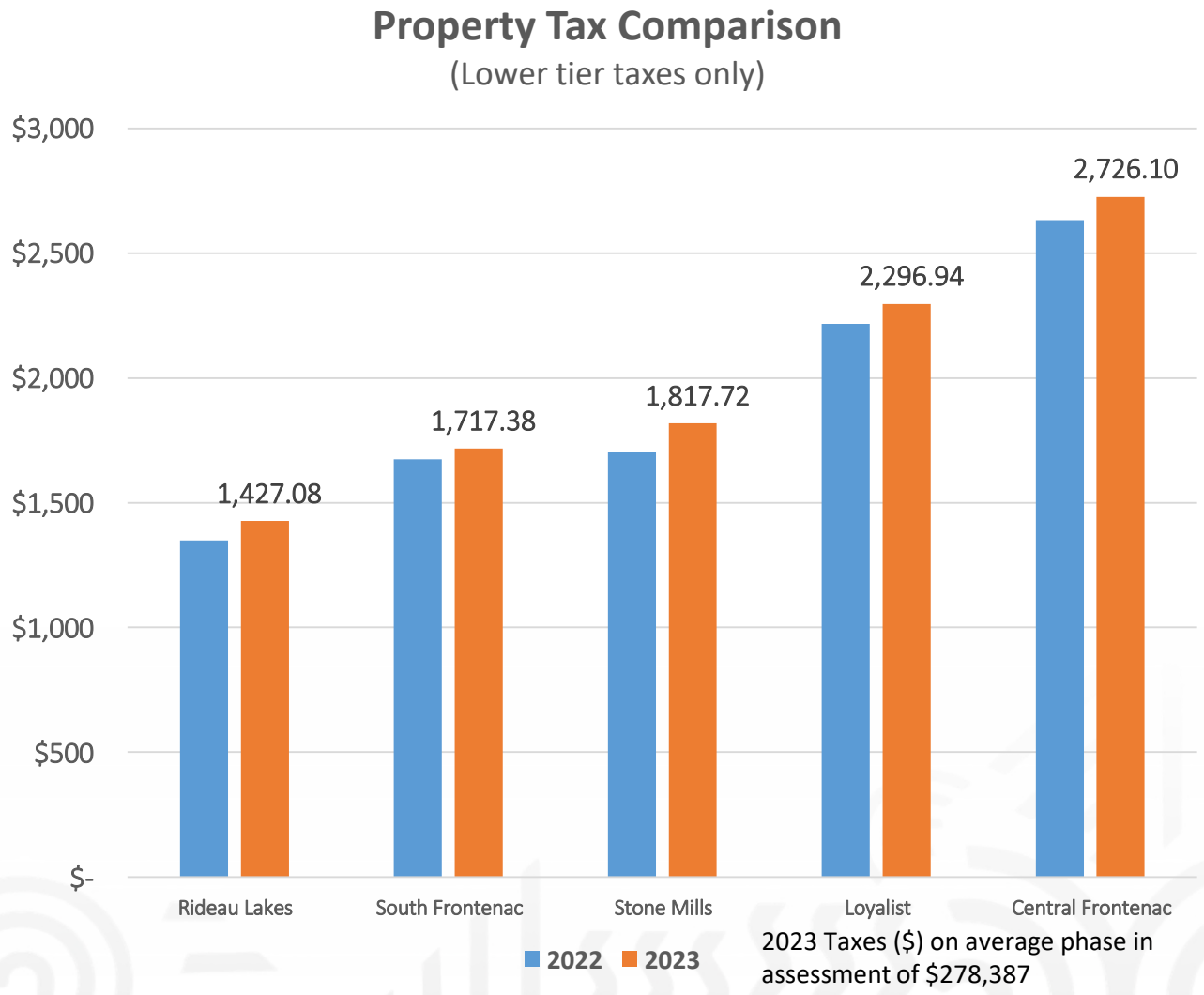
| Canada census – South Frontenac community profile | | | |
|---|---|---|---|
| | 2021 | 2016 | 2011 |
| Population | 20,188 (+8.3% from 2016) | 18,646 (+2.9% from 2011) | 18,113 (-0.6% from 2006) |
| Land area | 984.05 $km^2$ (379.94 sq mi) | 971.56 $km^2$ (375.12 sq mi) | 971.68 $km^2$ (375.17 sq mi) |
| Population density | 21.3/$km^2$ (55/sq mi) | 19.2/$km^2$ (50/sq mi) | 18.6/$km^2$ (48/sq mi) |
| Median age | 48.8 (M: 48.4, F: 49.2) | 46.9 (M: 46.9, F: 46.9) | 44.7 (M: 44.6, F: 44.8) |
| Total private dwellings | 9,503 | 9,213 | 8,836 |
| Median household income | $104,000 | $89,457 | $81,664 |
| References: 2021[6] 2016[7] 2011[8] earlier[9][10] | | | |

# AFFORDABILITY

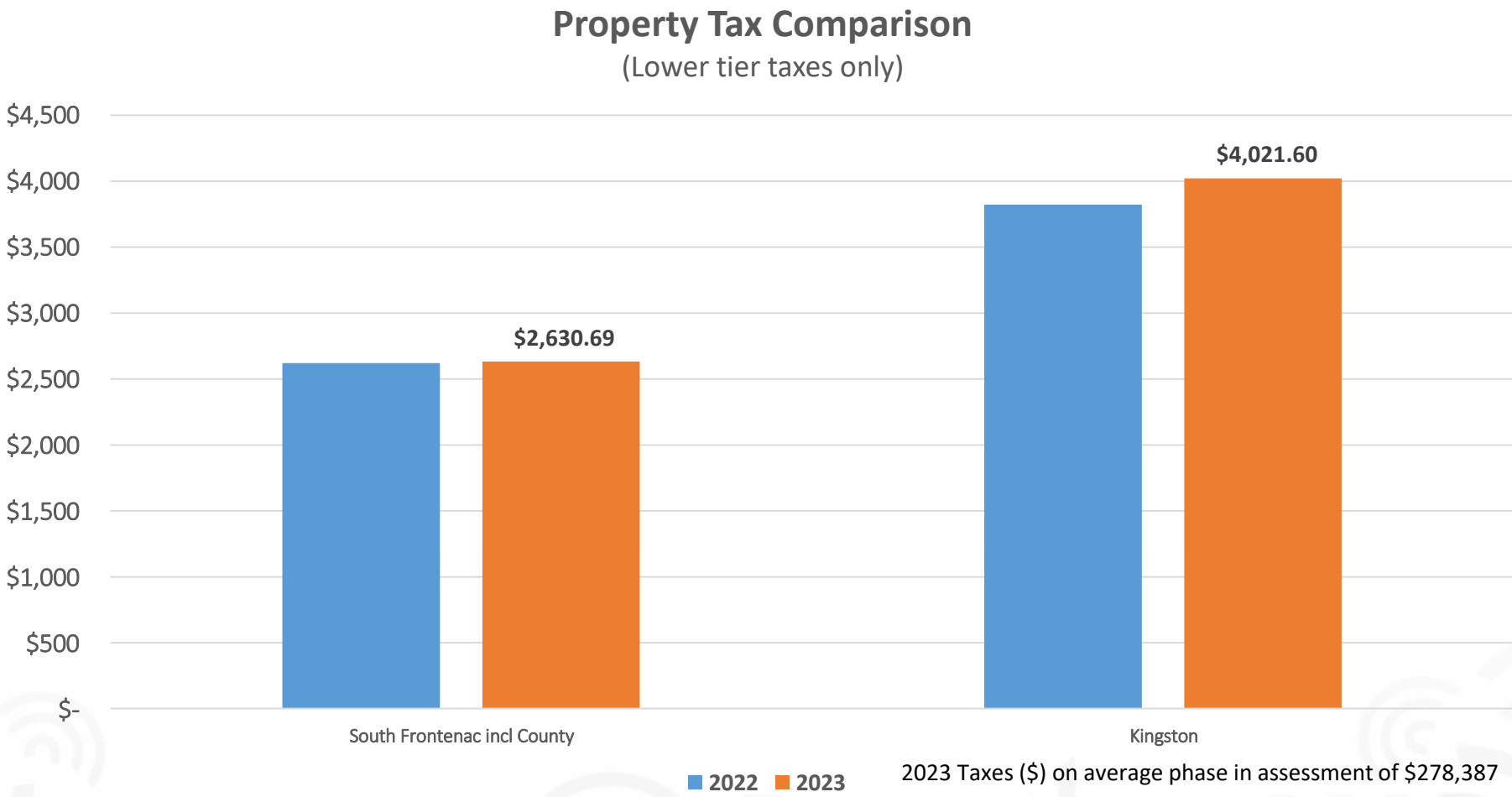
The Township's historical approach has kept property taxes at affordable levels.

South Frontenac has one of the lowest residential tax bills when comparing taxes to other neighboring municipalities.

Blue shows Tax Rate – Orange shows average taxes based on an average assessment of 278,387.



# AFFORDABILITY




Blue shows Tax Rate – Orange shows average taxes based on an average assessment of 278,387.

# FINANCIAL CONDITION

Ministry of Municipal Affairs & Housing (MMAH) provides annual financial indicators to each Municipality and assigns a rating of low to high based on the ratio compared to similar municipalities in the same region.

The Township has a low rating in every ratio except the Capital Asset consumption ratio. Although above the provincial average, this ratio has been decreasing yearly which is reflective of the capital investments the Township has made. Overall, the ratios reflect that the Township is in good financial condition.

| Financial Indicators<br>*based on 2021 Financial Information Return | Rating | Actual | Average |
|---|---|---|---|
| Taxes receivable as a % of taxes levied | Low | 3.5% | 7.1% |
| Net Debt as % of Own Source Revenues | Low | 89.2% | 58.8% |
| Reserve as a % of operating expenses | Low | 108.1% | 89.3% |
| Capital asset consumption ratio | Moderate | 59.4% | 47.0% |

# KEY CHALLENGES

- **Infrastructure Funding:**

In 2012, the Township implemented a 1% of levy transfer to a dedicated reserve along with applying a yearly 5% increase to its roads construction capital budget. This is an example of its commitment to fully funding its infrastructure. While great progress has been made, the continuous review and update of the asset management plan remains a key component of the estimates within the long-range financial plan.

- **Climate Change:**

Climate change is having an impact on weather and weather patterns. In recent years, extreme weather events have been increasing in frequency and severity. This uncertainty impacts areas such as winter control and roads maintenance such as drainage.

The Township is developing a climate change adaptation and mitigation strategy which takes a risk-based approach to developing future actions. Since 2021, funds have been allocated or spent towards Climate Change and it is incorporated within the long-term financial plan.

# KEY CHALLENGES

- **Mitigating Risk and Uncertainty:**

External factors outside of the Township's control can have an impact from a financial perspective. Changes to legislation, reduction in Provincial or Federal grant funding, or increases to fuel and energy prices are some examples of these factors.

- **Organizational Capacity:**

Operating pressures across many departments along with shifting service expectations. Pandemic related pressures have been felt throughout the organization and we are still assessing whether these pressures will continue or how they will see some adjustments.

# 2024-2033 FORECAST

## The development of the long range financial plan incorporates the following assumptions:

- Assessment: It is still unknown when the provincial reassessment will take place, but it would not take effect until 2025 at the earliest.
- The past two years has seen significant changes in the economy with the 2023 COLA change being 6.3% in January based on 2022 increases. The Cost of Living Factor year over year in September 2023 was 3.2%. The prime interest rate in Canada as of the end of October, 2023 is 7.2%.

| | | 2023 Actual | 2024 Forecasted |
|---|---|---|---|
| • Inflation Factors : | Cost of Living Allowance | 6.3% | 3% |
| | Wages and benefits | 3-4% | 2% |
| | Insurance | 6.4% | 5% |
| | Utilities/Communications | 4% | 4% |
| | Fuel | 4.3% | 3% |

- The increases are based on actual increases reported in the economy in the last half of 2023 and are expected to impact costs for the Township in 2024 and forward.



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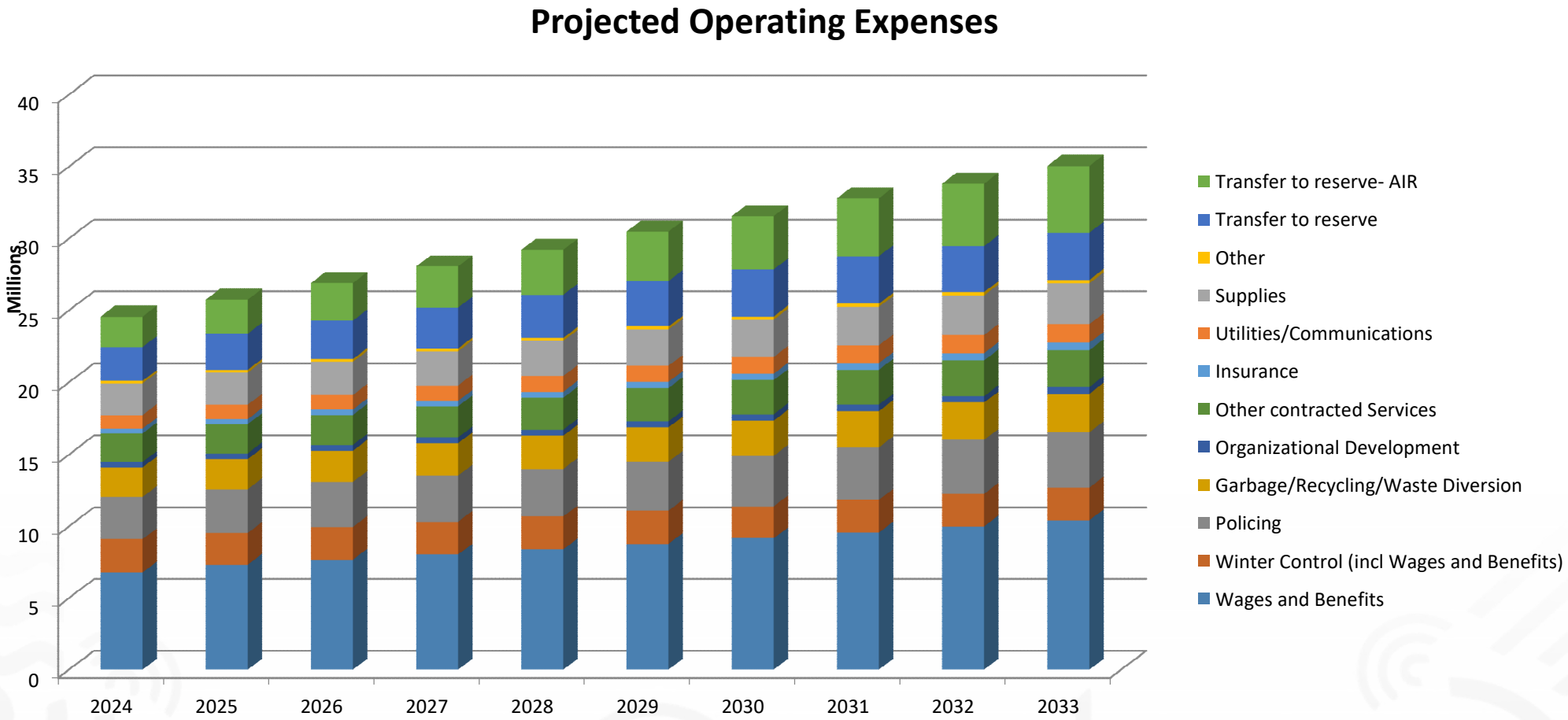
# 2024-2033 OPERATING FORECAST



# 2024-2033 OPERATING FORECAST

## Projected Operating Expenses

The four main areas covering an average 66% of forecasted operating costs are:

- Wages and Benefits 27.0%
- Policing 11.7%
- Winter Control 9.2%
- Transfers to Reserve* 17.8%

*including Asset Investment Reserve (AIR)



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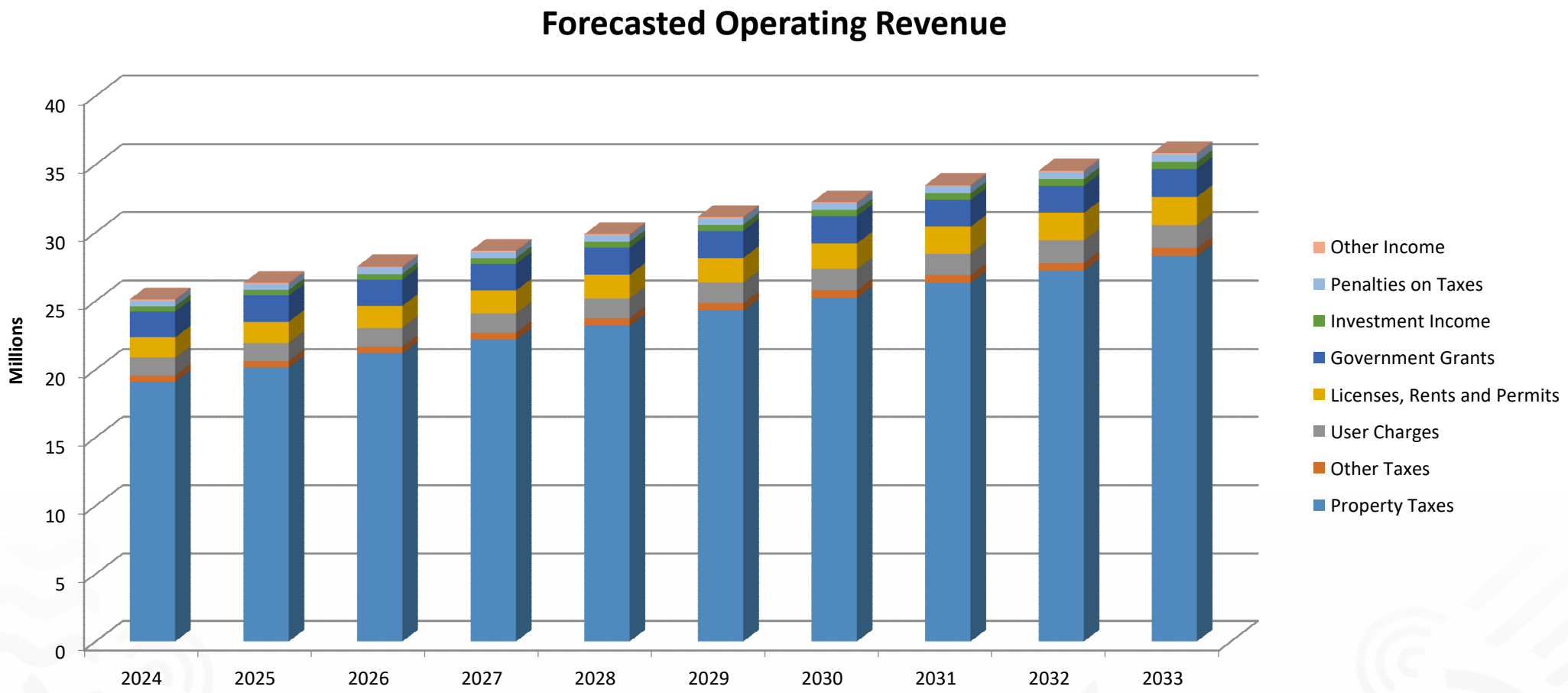
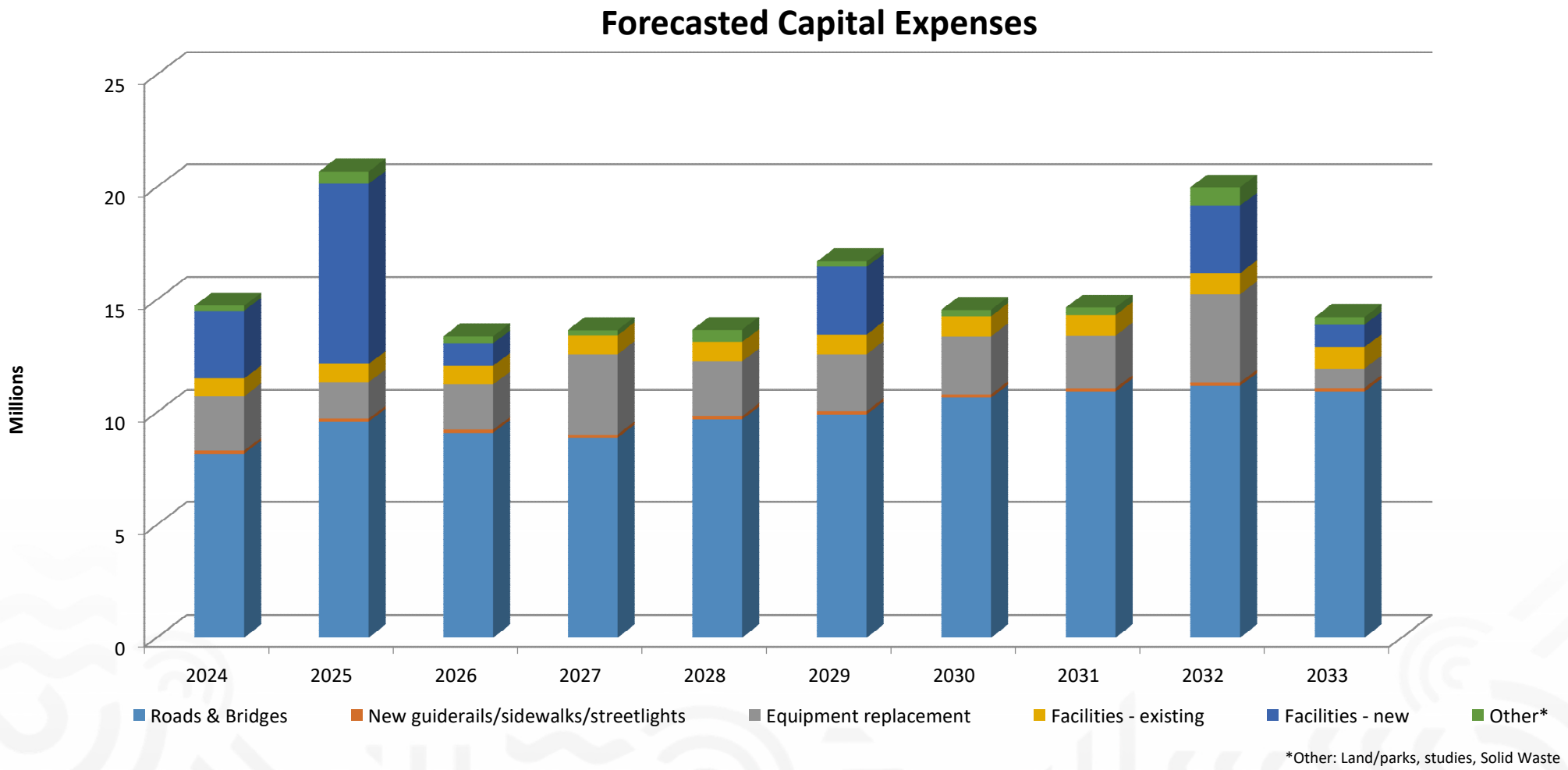
# 2024-2033 OPERATING FORECAST



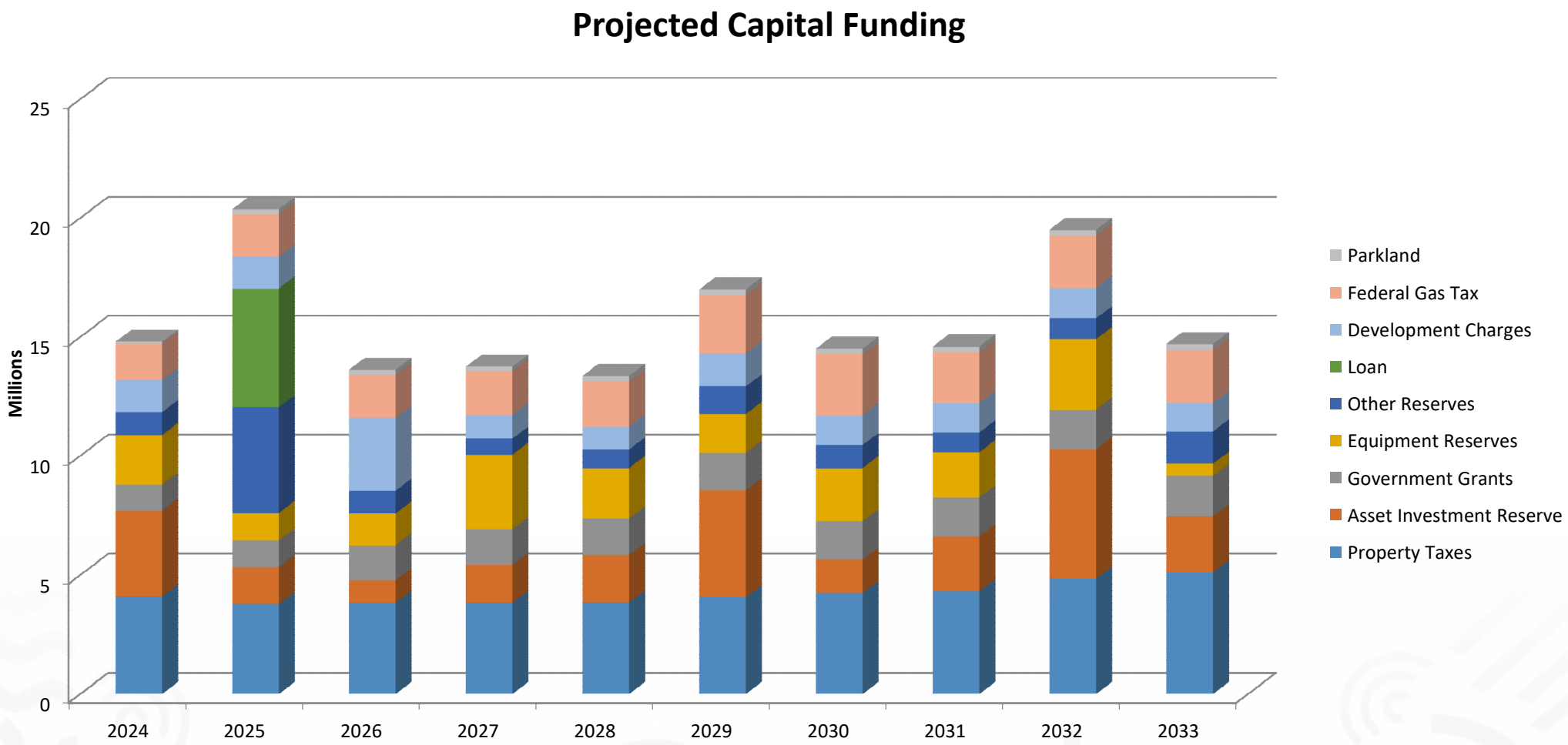

- Property taxation represents 76.1% of operating revenues
- The next highest revenue stream is government grants at 7.5%

# 2024-2033 CAPITAL FORECAST



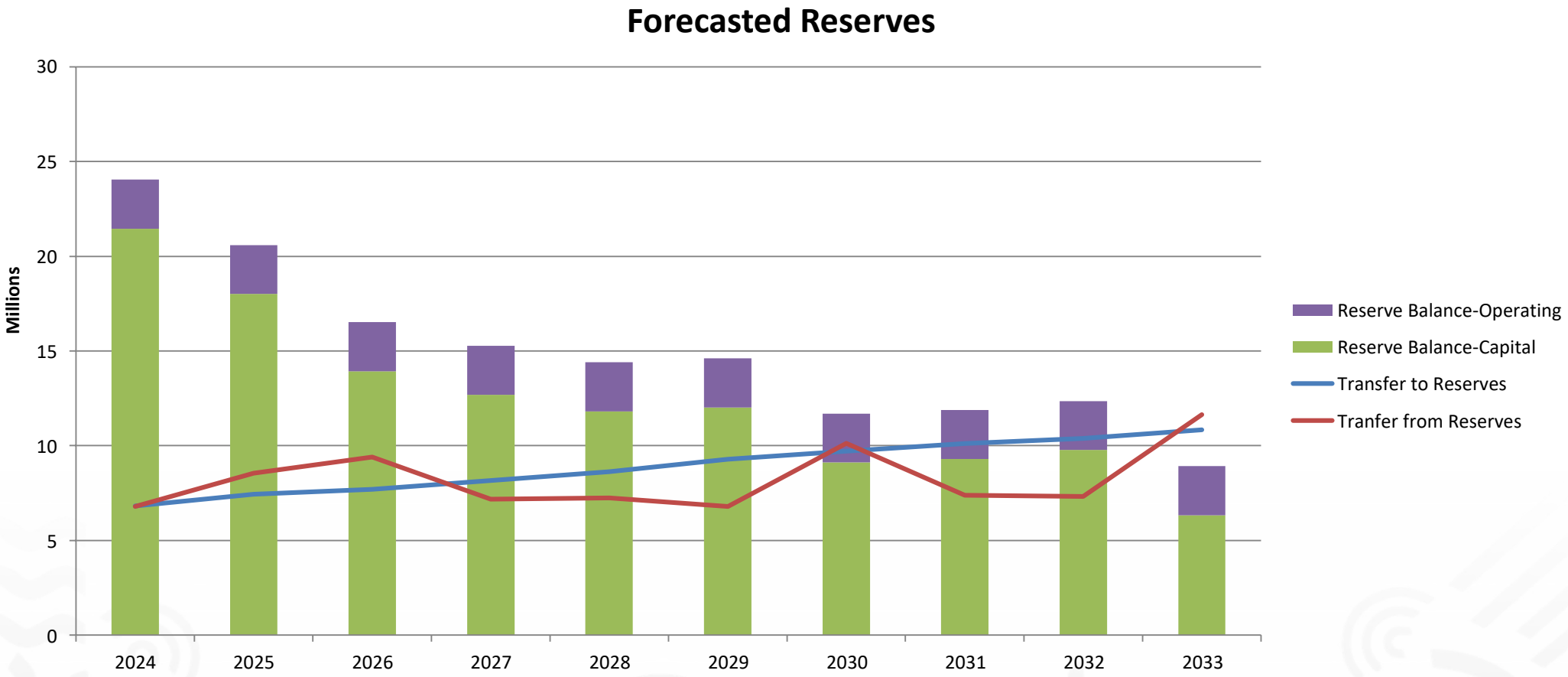

In 2024, Roads and Bridges and Equipment replacement, on average, make up 71.8% of yearly capital expenses.

# 2024-2033 CAPITAL FUNDING FORECAST



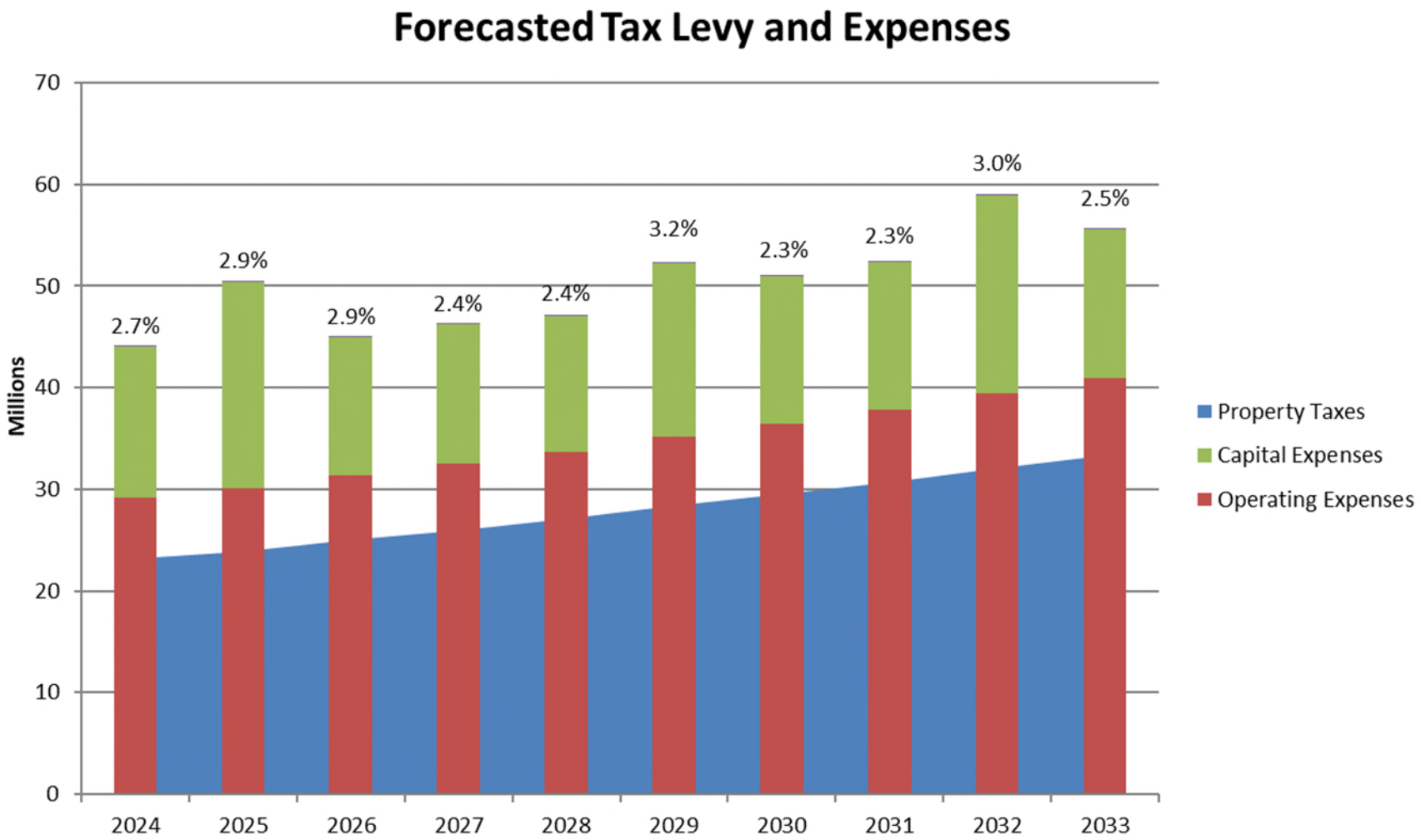

On average, taxation funds 27.7% of capital. Reserves, including obligatory, funds 65% of capital, with the balance of funding coming from grants from other levels of government.

# 2024-2033 FORECAST




Stable reserve contributions support the required yearly capital funding and smooths out yearly fluctuations
Overall reserves range from 9 – 24 million with an average of 15 million

# 2024-2033 FORECAST




On average, property taxes fund 60.8% of operating and capital expenses

The taxpayer impact, based on average assessment ranges from 2.3% to 3.2%

# 2024-2033 FORECAST

- The long-term financial plan does not commit council to the items or figures included within the plan.

- Most important part of the long range financial plan is the priorities within the plan.  Over the course of 10 years, changes are inevitable to priorities and cost estimates.
- Some refining in the numbers over the years will happen as Capital projects are reassessed and financing is confirmed.

# 2024-2033 CHANGES

Below is a summary of changes from the 2023 version:

**Operating:**

- Estimates for the annual operating costs reflect changes in the last part of 2023

**Capital:**

- The capital has not changed much from the presentation Long Range Financial Plan in 2023:
  - Vehicle inventory and costing in Public works and Fire Services has been updated
  - Town Hall expansion in 2024 updated to 3 million
  - Addition of Community Facility for 1 million in 2033

- Joint OPP/Firehall in moved out to 2025 and updated funding includes a $5 million loan for OPP portion. Debt payments to be offset with additional rent revenue from OPP.
- Road 38 Project has been moved to 2025. In 2023 an amount was allocated to commence Pre-Design work.
- At the time of this report the OCIF and CCBF (Federal Gas Tax) for 2024 have not been announced.



SOUTH FRONTENAC

# APPENDIX A

**Operating Forecast**

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Operating Revenues** | | | | | | | | | | | |
| Property Taxes | 19,111,000 | 20,154,000 | 21,187,000 | 22,186,000 | 23,214,000 | 24,306,000 | 25,234,000 | 26,308,000 | 27,198,000 | 28,275,000 | 29,400,000 |
| Other Taxes | 455,000 | 469,000 | 483,000 | 497,000 | 512,000 | 527,000 | 543,000 | 560,000 | 560,000 | 576,000 | 576,000 |
| User Charges | 1,298,000 | 1,337,000 | 1,378,000 | 1,419,000 | 1,461,000 | 1,505,000 | 1,550,000 | 1,597,000 | 1,645,000 | 1,694,000 | 1,745,000 |
| Licenses, Rents and Permits | 1,480,000 | 1,539,000 | 1,600,000 | 1,664,000 | 1,731,000 | 1,800,000 | 1,872,000 | 1,947,000 | 2,025,000 | 2,106,000 | 2,190,000 |
| Government Grants | 1,886,000 | 1,902,000 | 1,919,000 | 1,936,000 | 1,954,000 | 1,972,000 | 1,990,000 | 2,009,000 | 2,019,000 | 2,039,000 | 2,050,000 |
| Investment Income | 389,000 | 401,000 | 413,000 | 426,000 | 438,000 | 451,000 | 465,000 | 479,000 | 493,000 | 508,000 | 523,000 |
| Penalties on Taxes | 408,000 | 420,000 | 433,000 | 446,000 | 459,000 | 473,000 | 487,000 | 502,000 | 517,000 | 533,000 | 549,000 |
| Other Income | 96,000 | 97,000 | 97,000 | 98,000 | 98,000 | 99,000 | 99,000 | 100,000 | 101,000 | 101,000 | 102,000 |
| **Total** | **25,123,000** | **26,319,000** | **27,510,000** | **28,672,000** | **29,867,000** | **31,133,000** | **32,240,000** | **33,502,000** | **34,558,000** | **35,832,000** | **37,135,000** |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Operating Expenses** | | | | | | | | | | | |
| Wages and Benefits | 6,796,000 | 7,324,000 | 7,671,000 | 8,029,000 | 8,398,000 | 8,778,000 | 9,171,000 | 9,575,000 | 9,992,000 | 10,417,000 | 10,856,000 |
| Winter Control (incl Wages and Benefits) | 2,315,000 | 2,224,000 | 2,287,000 | 2,287,000 | 2,286,000 | 2,315,000 | 2,224,000 | 2,287,000 | 2,286,000 | 2,282,000 | 2,282,000 |
| Policing | 2,951,000 | 3,040,000 | 3,131,000 | 3,225,000 | 3,322,000 | 3,421,000 | 3,524,000 | 3,630,000 | 3,739,000 | 3,851,000 | 3,966,000 |
| Garbage/Recycling/Waste Diversion | 2,049,000 | 2,111,000 | 2,174,000 | 2,239,000 | 2,307,000 | 2,376,000 | 2,447,000 | 2,520,000 | 2,596,000 | 2,674,000 | 2,754,000 |
| Organizational Development | 385,000 | 393,000 | 401,000 | 409,000 | 417,000 | 425,000 | 434,000 | 442,000 | 442,000 | 451,000 | 460,000 |
| Other contracted Services | 1,973,000 | 2,032,000 | 2,093,000 | 2,156,000 | 2,220,000 | 2,287,000 | 2,356,000 | 2,426,000 | 2,487,000 | 2,562,000 | 2,626,000 |
| Grants to Organizations | 270,000 | 284,000 | 298,000 | 313,000 | 328,000 | 345,000 | 362,000 | 380,000 | 399,000 | 419,000 | 440,000 |
| Conservation Authorities | 279,000 | 288,000 | 296,000 | 305,000 | 314,000 | 324,000 | 334,000 | 344,000 | 354,000 | 365,000 | 376,000 |
| Insurance | 334,000 | 351,000 | 368,000 | 387,000 | 406,000 | 427,000 | 448,000 | 470,000 | 494,000 | 518,000 | 544,000 |
| Utilities/Communications | 944,000 | 979,000 | 1,015,000 | 1,052,000 | 1,091,000 | 1,131,000 | 1,173,000 | 1,216,000 | 1,261,000 | 1,307,000 | 1,356,000 |
| Supplies | 2,171,000 | 2,237,000 | 2,304,000 | 2,373,000 | 2,444,000 | 2,517,000 | 2,593,000 | 2,671,000 | 2,751,000 | 2,833,000 | 2,918,000 |
| Other | 184,000 | 192,000 | 192,000 | 201,000 | 206,000 | 213,000 | 220,000 | 225,000 | 233,000 | 240,000 | 247,000 |
| Transfer to reserve | 2,350,000 | 2,510,000 | 2,671,000 | 2,834,000 | 2,998,000 | 3,163,000 | 3,254,000 | 3,307,000 | 3,201,000 | 3,258,000 | 3,313,000 |
| Transfer to reserve- AIR | 2,123,000 | 2,359,000 | 2,607,000 | 2,864,000 | 3,132,000 | 3,413,000 | 3,705,000 | 4,008,000 | 4,325,000 | 4,656,000 | 4,999,000 |
| **Total** | **25,124,000** | **26,324,000** | **27,508,000** | **28,674,000** | **29,869,000** | **31,135,000** | **32,245,000** | **33,501,000** | **34,560,000** | **35,833,000** | **37,137,000** |



SOUTH FRONTENAC

# APPENDIX B

**Capital Forecast**

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Capital Funding** | | | | | | | | | | | |
| Property Taxes | 4,097,000 | 3,760,000 | 3,818,000 | 3,814,000 | 3,831,000 | 4,057,000 | 4,239,000 | 4,312,000 | 4,840,000 | 5,102,000 | 5,248,000 |
| Asset Investment Reserve | 3,600,000 | 1,570,000 | 950,000 | 1,600,000 | 2,000,000 | 4,500,000 | 1,400,000 | 2,300,000 | 5,433,000 | 2,351,000 | 1,470,000 |
| Government Grants | 1,082,000 | 1,103,000 | 1,475,000 | 1,505,000 | 1,535,000 | 1,566,000 | 1,597,000 | 1,629,000 | 1,661,000 | 1,695,000 | 1,729,000 |
| Equipment Reserves | 2,091,000 | 1,166,000 | 1,337,000 | 3,126,000 | 2,119,000 | 1,630,000 | 2,247,000 | 1,906,000 | 2,978,000 | 514,000 | 2,554,000 |
| Other Reserves | 960,000 | 4,435,000 | 952,000 | 675,000 | 775,000 | 1,156,000 | 961,000 | 830,000 | 875,000 | 1,354,000 | 830,000 |
| Loan | 0 | 5,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Development Charges | 1,340,000 | 1,340,000 | 3,050,000 | 990,000 | 950,000 | 1,398,000 | 1,248,000 | 1,230,000 | 1,275,000 | 1,200,000 | 1,230,000 |
| Federal Gas Tax | 1,544,000 | 1,778,000 | 1,812,000 | 1,847,000 | 1,909,000 | 2,447,000 | 2,586,000 | 2,151,000 | 2,192,000 | 2,235,000 | 2,280,000 |
| Parkland | 80,000 | 210,000 | 214,000 | 178,000 | 233,000 | 238,000 | 231,000 | 236,000 | 241,000 | 246,000 | 300,000 |
| **Total** | **14,794,000** | **20,362,000** | **13,608,000** | **13,735,000** | **13,352,000** | **16,992,000** | **14,509,000** | **14,594,000** | **19,495,000** | **14,697,000** | **15,641,000** |
| | | | | | | | | | | | |
| **Capital Expenses** | | | | | | | | | | | |
| Roads | 4,380,000 | 703,000 | 7,310,000 | 7,607,000 | 8,116,000 | 8,522,000 | 8,948,000 | 9,395,000 | 9,319,000 | 9,239,000 | 9,155,000 |
| Bridges | 1,072,000 | 1,779,000 | 1,512,000 | 1,252,000 | 1,314,000 | 1,380,000 | 1,449,000 | 1,521,000 | 1,597,000 | 1,677,000 | 1,761,000 |
| Arterial Reserve (Road 38) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Road 38 | 2,450,000 | 7,100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ***Subtotal Roads and Bridges*** | ***7,902,000*** | ***9,582,000*** | ***8,822,000*** | ***8,859,000*** | ***9,430,000*** | ***9,902,000*** | ***10,397,000*** | ***10,916,000*** | ***10,916,000*** | ***10,916,000*** | ***10,916,000*** |
| | | | | | | | | | | | |
| Roads -re-designed intersections | 250,000 | 0 | 250,000 | 0 | 250,000 | 0 | 250,000 | 0 | 250,000 | 0 | 250,000 |
| Guiderail upgrades | 51,000 | 52,000 | 53,000 | 54,000 | 55,000 | 56,000 | 57,000 | 59,000 | 60,000 | 61,000 | 62,000 |
| Sidewalks - New | 51,000 | 52,000 | 53,000 | 54,000 | 55,000 | 56,000 | 57,000 | 59,000 | 60,000 | 61,000 | 62,000 |
| Streetlights - New | 31,000 | 31,000 | 32,000 | 32,000 | 33,000 | 34,000 | 34,000 | 35,000 | 36,000 | 37,000 | 37,000 |
| Facilities - Existing | 796,000 | 812,000 | 828,000 | 845,000 | 862,000 | 879,000 | 896,000 | 914,000 | 933,000 | 951,000 | 970,000 |
| Facilities - New/Replacement | 3,000,000 | 8,000,000 | 1,000,000 | 0 | 0 | 3,000,000 | 0 | 0 | 3,000,000 | 1,000,000 | 0 |
| PW Other Equipment | 111,000 | 113,000 | 116,000 | 118,000 | 120,000 | 123,000 | 125,000 | 128,000 | 130,000 | 133,000 | 136,000 |
| Vehicles/Equipment-PW | 1,020,000 | 1,129,000 | 1,169,000 | 1,497,000 | 1,647,000 | 820,000 | 469,000 | 655,000 | 1,601,000 | 410,000 | 1,158,000 |
| Vehicles/Equipment-PW- New | 0 | 0 | 379,000 | 0 | 0 | 402,000 | 0 | 0 | 427,000 | 0 | 0 |
| Vehicles/Equipment-Fire | 981,000 | 37,000 | 116,000 | 1,629,000 | 472,000 | 701,000 | 1,722,000 | 1,251,000 | 1,262,000 | 45,000 | 1,396,000 |
| Vehicles/Equipment-Building | 90,000 | 0 | 52,000 | 0 | 0 | 110,000 | 56,000 | 0 | 116,000 | 59,000 | 0 |
| Capital Items Other - Vehicle/ Equipment | 221,000 | 334,000 | 188,000 | 329,000 | 195,000 | 368,000 | 202,000 | 300,000 | 379,000 | 213,000 | 311,000 |
| Capital Items Other - Studies/Software | 75,000 | 0 | 50,000 | 90,000 | 0 | 75,000 | 0 | 30,000 | 75,000 | 0 | 30,000 |
| Land/Parks | 215,000 | 220,000 | 223,000 | 228,000 | 233,000 | 238,000 | 242,000 | 247,000 | 252,000 | 257,000 | 311,000 |
| Solid Waste Management - closure costs | 0 | 0 | 277,000 | 0 | 0 | 229,000 | 0 | 0 | 0 | 554,000 | 0 |
| Solid Waste Management - New | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total** | **14,794,000** | **20,362,000** | **13,608,000** | **13,735,000** | **13,352,000** | **16,993,000** | **14,507,000** | **14,594,000** | **19,497,000** | **14,697,000** | **15,639,000** |

# APPENDIX C

**Capital Expenses Breakdown (non-indexed)**

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| *Facilities - New/Replacement* | | | | | | | | | | | |
| Firehall- joint facility with Police Station, combine Verona/Hartington | 0 | 8,000,000* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Firehall | 0 | 0 | 0 | 0 | 0 | 3,000,000 | 0 | 0 | 3,000,000 | 0 | 0 |
| Community facility - growth related | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 1,000,000 | 0 |
| Administrative Offices | 3,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *Studies* | | | | | | | | | | | |
| Growth Plan/Oficial Plan | 0 | 0 | 0 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transportation master plan/Active Transportation | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Recreation Master Plan | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30,000 | 0 | 0 | 30,000 |
| Waste Management Study | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DC Study/Population Projections | 75,000 | 0 | 0 | 0 | 0 | 75,000 | 0 | 0 | 75,000 | 0 | 0 |

Verona Attainable Housing*

*to be financed through Mortgage

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Corporate Services Department |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **2024 Budget Direction** |


## Summary

The report summarizes key budget drivers and makes recommendations about the priorities to be reflected in the 2024 Operating and Capital Budget. The recommendations and feedback provide Township staff with information in developing the budget.


## Recommendation

That Council endorse the budget direction recommendations within this report and any further direction received from Council to inform the development of the 2024 Operating and Capital Budgets.

## Background

Each year as part of the Township's budget process, Council provides staff with high-level budget direction, typically during a meeting in the fall. For the 2024 budget process, staff has summarized various budget drivers and is seeking any additional Council input to be reflected in the 2024 budget.

## Discussion/Analysis

Council and staff have been working on many processes and policies which have influenced and will continue to influence the municipalities financial needs and pressures. These include:

- Procurement Policy Improvements
- Improved by-law enforcement
- Administrative Penalties
- Records Management Updates
- Climate Change Strategy
- Verona Housing Servicing Study
- Customer Service Improvements
- Official Plan update
- Updated Roads Needs Study including gravel
- Improved departmental processes and inter-departmental co-operation

Global impacts also affected the 2023 budget and will continue to provide pressures in the 2024 budget. Some of these impacts include:

- On going impact of COVID-19 including supply chain shortages and increased costs for fuel and food resulting in cost of living increases in 2023 of 6% over 2022
- Housing shortage crisis
- Increased interest rates affecting debt as well as increasing revenues on investments
- Labour Supply and wage pressures
- Changes in technology
- Continued increased demands for recreation programming and events
- Need for transit services
- Continued high level of Building and Planning Development applications
- Natural environment changes – due to Climate Change and increased population

Taxpayer Impact

For the past three years, staff requested Council not to provide a specific target for any budget increases and instead to focus on the priorities it wanted to achieve within the budget, noting that staff would keep in mind the historical target rate as the budget was assembled. This is similar to the approach taken with the long-range financial plan. In previous years, a 2% increase was achieved. In 2023, the increase was 2.62% for the Township levy.

Staff is again recommending that Council focus on priorities rather than the tax rate, with the understanding that staff will continue to observe the historical rate target and that any pressures on those targets, whether uncontrollable or enhancement-based, will be highlighted when the budget is tabled so Council can make appropriate decisions.

Summary

In addition to the observations and recommendations above, staff is seeking any additional Council direction regarding the desired outcomes of the 2024 budget process.

## Financial Implications

The direction from Council provides the working guideline in the preparation of the 2024 budget to be tabled.

## 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

None

## Approvals

Reviewed By:

Shelley Stedall
Director of Corporate Services & Treasurer

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Human Resources Department |
| **Date of Meeting:** | October 23, 2023 |
| **Subject:** | **CAO Performance Appraisal Work Group** |

## Summary

This report seeks support from Council to form a Work Group comprised of Mayor Vandewal and two (2) Councillors to conduct the annual Performance Appraisal for the Chief Administrative Officer as per the CAO Performance Appraisal Framework that was approved in 2020.

## Recommendation

THAT Council appoint Mayor Vandewal, Councillor _____ and Councillor _____ to a CAO Performance Review Work Group for 2023.

## Background

In 2020, Council approved a modified CAO performance evaluation process based on the Canadian Association of Municipal Administrators (CAMA) CAO Performance Review Toolkit.

As part of that process, it was determined that a CAO Performance Review Work Group consisting of the Mayor and two (2) Councillors would be assembled to undertake the review.

## Discussion/Analysis

The CAO's anniversary date with the Township was February 1st. With an employee's anniversary comes the requirement for a performance appraisal as per Township Policy No. HR-008 Performance Management.

In keeping with the principles outlined in the CAMA CAO Performance Review Toolkit and as per the process that was carried out in 2020 and 2021, the following steps are recommended for the 2023 review:

1. The Manager of Human Resources will release a short survey to the senior management team in November 2023;

2. The Manager of Human Resources will release a short survey to Council members in November 2023;

3. The CAO will complete a self-evaluation and submit a report on her goals and objectives to Council in November 2023;

4. The CAO Performance Review Work Group will meet to conduct its own evaluation in November 2023;

5. The CAO Performance Review Work Group will submit their evaluation to Council in a closed session for approval in December 2023;

6. The Work Group or a representative from the Work Group will review the appraisal with the CAO prior to goal setting for the following year in December 2023.

For Work Group members, the performance appraisal process will involve the review of:

1. Senior staff survey results,
2. Council survey results,
3. CAO self-evaluation,
4. CAO report on goals and objectives, and
5. Assessment of performance under the following six (6) competency areas:
    - Staff effectiveness & human resource management
    - Operational expertise and planning, and quality assurance
    - Initiative, risk-taking, vision, creativity and innovation
    - Public engagement; interpersonal communications and media relations
    - Budgeting & financial analysis
    - Strategic planning

The process is not anticipated to require a great deal of time on the part of the Work Group members and would be supported by the Manager of Human Resources.

## Financial Implications

None for the purpose of this report. The CAO Performance Appraisal Framework is administered by the Human Resources and Council directly.

## Relationship to Strategic Plans

☐ Not applicable to this report.

☒ This initiative is supported by the following priority 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.

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

## Notice/Consultation

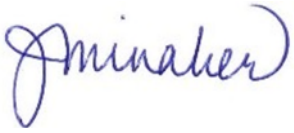
- James Thompson, Clerk

## Attachments

- Chief Administrative Officer Competency Areas

## Approvals

Submitted By:



Jan Minaker
Manager of Human Resources

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

CAO Competencies

| COMPETENCY AREA | DEFINITION/EXAMPLES |
|---|---|
| **Staff effectiveness/Human resource management** | • Promoting the development and performance of staff and employees throughout the organization;<br>• Creating an environment of involvement, respect, and connection of diverse ideas, backgrounds, and talent throughout the organization;<br>• Ensuring that policies and procedures for hiring, promotion, performance appraisal, and discipline are equitable, legal, and current;<br>• Ensuring that human resources are adequate to accomplish municipal objectives. |
| **Operational expertise and planning/Quality assurance** | • Ensuring an efficient org structure and operations;<br>• Maintaining a consistently high level of quality in staff work, procedures, and service delivery;<br>• Monitoring and adjusting based on data and evidence<br>• Breaking down silos and integrating services; collaboration between departments for greater efficiencies and outcomes |
| **Initiative, risk-taking, vision, creativity and innovation** | • Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action;<br>• Demonstrates an understanding of technology and ensuring that it is incorporated appropriately;<br>• Evidence of calculated risk-taking<br>• Promoting new ideas; out of the box thinking |
| **Public engagement; interpersonal communication and media relations** | • A commitment to the local democratic process by respecting and supporting elected officials, community groups, and the decision making process;<br>• Educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community;<br>• Facilitating the flow of ideas, information, and understanding between all parties;<br>• Advocating effectively in the community's interest;<br>• Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the media |
| **Budgeting & Financial Analysis** | • Preparing, administering and monitoring the annual budget;<br>• Facilitating a pragmatic, priority-focused and inclusive approach to the budget process;<br>• Interpreting financial information to assess the short-term and long-term fiscal condition of the community,<br>• Determine the cost-effectiveness of programs, and compare alternative strategies. |
| **Strategic Planning** | • Positioning the organization and community for anticipated events and circumstances;<br>• Being proactive, taking a strategic approach to day to day activities;<br>• Focusing on the big picture and the long game<br>• Rallying others around the Municipality's strategic vision and objectives; |

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Public Services Department |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **Tandem Plow Truck Replacements** |

## Summary

This report seeks Council approval to award capital project 23-71 for a tandem axle plow truck and Councils authorization to pre-order two (2) tandem axle plows for the 2024 budget.

## Recommendation

That Council authorize the Public Services Department to enter into an agreement with Rush Truck Centres for the purchase of a tandem axle plow with an upset limit of $430,000;

That Council authorize the Public Services Department to pre-order two (2) tandem axle plow trucks for the 2024 budget; AND

That Council authorize one of the replacements to be converted to a Viking Roller-Pro body equipped with plow, sander, water tank, and float deck with an upset limit of $625,000.

That the above listed purchases be funded from the Public Services Equipment Reserve.

## Background

This spring, Navistar announced they are launching a new S13 engine in the International trucks and discontinuing the A26 engine we've been specifying in previous plow truck procurements. The department currently has seven A26 engines in the fleet which have proven to be very reliable. Due to this, the department is in the process of procuring the approved 2023 replacement and looking to pre-order two additional replacements from the 2024 capital budget which will get the department back on track with fleet replacement life cycle in the long-term financial plan and equip half the fleet with the A26 engine. All orders placed now would be for 2025 model year trucks.

The last plow trucks the Township purchased were ordered in 2021 and those costs plus inflation was used to estimate the 2023 replacement value. The actual cost came in $80,000 over budget which equates to 23% over budget and requires Council approval to award. A review of our specifications was conducted and a comparison to our neighbouring municipalities, and it appears the prices are consistent with current market rates due to

steel costs and the exchange rate on the chassis and materials imported from the United States.

## Discussion/Analysis

The Public Services Department is recommending Council approve the purchase of the 2023 replacement with an upset limit of $430,000.

The fleet long term financial plan has two tandem axle plow truck scheduled for replacement in 2024 and to take advantage of the A26 engine, the department is requesting authorization to pre-order the two 2024 replacements along with the 2023 replacement.

While reviewing the current fleet, operational requirements, and equipment utilization it was identified that a roll off body on one of the truck builds would increase productivity by allowing multiple uses year-round. The Viking Roller-Pro snow plow is a municipal roll off system that can switch body attachments in 30 minutes. Purchasing a water tank equipped with a direct liquid application (DLA) pump for this unit would allow the Township to apply winter de-icing liquid before a storm and convert back to a sander to plow. We are therefore recommending the purchase of a Roller-Pro truck with a water tank and flat bed float deck that would replace the Townships 2,500 gal water tank and trailer that is currently scheduled for replacement in the long term financial plan.

2024 Roller-Pro Truck attachments

- Snow plow and sander (Plow truck replacement)
- Water Tank (2600 gal water tank replacement)
- Flat bed float deck (Trailer replacement)

The Roller-Pro system would allow the opportunity to purchase garbage dumpster bins in the future for landfill operations which is currently a contracted service. This will be reviewed in 2024 with the Provincial Blue Box transition to determine what will be available for recycle convince depots at the landfill sites. Dump truck boxes are also available and would provide a flat bottom box with no spreader chains that could be used for large rock, asphalt, and in the winter.

Future attachment options

- Heavy duty dump box for hauling
- Roll off dumpster bins for landfill operations

## Financial Implications

Pricing was obtained through the LAS Canoe procurement group who undertakes a full competitive bid process across Canada and meets all legislative and procurement requirements. The cost for the 2023 replacement is $430,000. Capital project 23-71 has an

approved budget of $350,000 and the additional $80,000 is to be funded from the Public Services Equipment Reserve.

| 2023 Tandem Plow Replacement | 2023 Capital Costs |
|---|---|
| Capital Project 23-71 (2006 truck replacement) | $350,000 |
| Public Services Equipment Reserve | $80,000 |

The 2024 capital budget will include the replacement of two (2) tandem axle plow trucks in accordance with the long range financial plan. The cost of the tandem axle plow would have an upset limit of $430,000 and the Roller-Pro plow an upset limit of $625,000 and include the replacement of a water tank and trailer. The replaced water tank and trailer will be sold and the proceeds will go into the Public Services Equipment Reserve.

| 2024 Tandem Plow Replacements | 2024 Capital Budget |
|---|---|
| Tandem Axle Plow Truck (2007 truck replacement) | $430,000 |
| Roller-Pro Truck (2007 truck replacement) | $550,000 |
| Water & DLA Tank Attachment (FE11 water tank replacement) | $60,000 |
| Flat Bed Float Deck Attachment (ST73 trailer replacement) | $15,000 |

## 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.

## Notice/Consultation

- Brian Kirk, Manager of Operations and Fleet
- Shelley Stedall, Director of Corporate Services and Treasurer

## Attachments

Appendix A – Roller-Pro Specification Sheet

Appendix B – Video

https://www.youtube.com/watch?v=KdIA1RdAl4s&t=95s

## Approvals

Submitted By:

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

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

# Roller-Pro Gen. 3 Tipping Frame

The North American Leader in innovative snow & Ice control equipment.

VIKING CIVES

The first of its kind Municipal Roll-Off from Viking Cives.

The new standard for maximum versatility and true year round multi-tasking.

This truck is made for road departments with a growing to do list and a shrinking budget, the Viking Cives Roller Pro gets it all done.

Replacing a fleet of dedicated trucks, the Roller Pro gives road crews all the right tools for every season - at significantly less capital required, and a fraction of the cost on maintenance.

# Roller-Pro Gen. 3 Tipping Frame

The North American Leader in innovative snow & Ice control equipment.

VIKING GIVES

### Standard Features

1. **Hydraulically Powered Cable and Hook** can load all attachments onto the tipping frame from flat ground with a full load of material. Cable reeving system. 27,000 lb. pull force (rated for loading 40,000 lbs.)
2. **Low Profile Tipping Frame lowers vehicle center of gravity for improved handling.**
3. **6 Safety Locks Arrest All Tipping Forces** to confidently keep loaded attachments on the chassis.
4. **Retractable Tail Extension** eliminates any rear end overhang.
5. **50 Degree** dumping angle.
6. **35 gallon back of cab stainless steel hydraulic oil tank complete with return filter and cleanout.**
7. **Dual LH and RH safety arms on both sides of hoist cylinder to swing into place with movement of a single pin.**
8. **Trunnion mounted 4 stage telescopic hoist cylinder.**
9. **35-5/8" wide frame rails with outside rollers to fit most common bins with 36" rails (Viking locks are exclusive to Viking).**

## Options

- Quick Detach plow and wing systems
- Can be configured to accept custom attachments specific to your needs

# Roller-Pro Dump Box

The North American Leader in innovative snow & Ice control equipment.

VIKING GIVES

## Standard Features

1. **Easy loading onto Roller-Pro Tipping Frame.** Flat ground loading capability empty or full.
2. **Dual Function Tailgate** is top hinged for dumping and side hinged for barn door operation.
3. **Single Action Handle** switches between dumping and barn-door tailgate operation.
4. **High tensile construction -** 3/16" AR450 sides and 1/4" AR450 floor

## Options

•36” or 42” side height

•D -Rings for load and equipment tie-down

•Air tarp kit

| Model | Outside Length | Side Height | Tailgate Height | Capacity *w/sideboards | Approx . Weight |
|---|---|---|---|---|---|
| RPDB 15.5 36 | 15.5’ | 36” | 46” | 16.4 yd3 | 5260 lbs |
| RPDB 15.5 42 | 15.5’ | 42” | 55” | 18.6 yd3 | 5520 lbs |

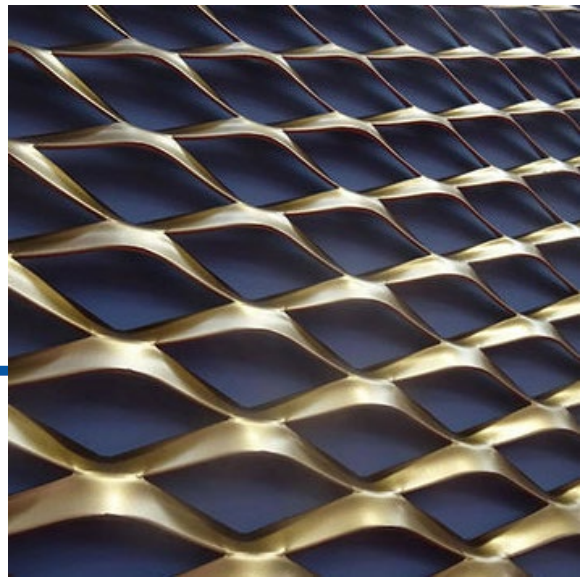
# Roller-Pro Leaf Bin

The North American Leader in innovative snow & Ice control equipment.

VIKING GIVES

## Standard Features

1. The leaf box quickly and securely mounts to Roller Pro dump bodies with 36” high sides.
2. 4 lifting lugs enables the body to be mounted in minutes with an overhead crane.
3. Can be mounted without removing the barn-door style tailgate of the Roller Pro Dump Body.
4. Tow-behind leaf vacuums can easily be connected through the flexible rubber aperture in the rear tailgate port, accommodating a wide range of vacuums while maintaining a proper seal.
5. Expanded metal screens allow air to flow freely through the compartment to reduce restricting the vacuum and increase material flow.
6. 10 ga. Corten steel construction, features marker lights to aid in visibility.



***Expanded metal top screens***

* Leafbox only available for dump bodies with 36” sides

| Model | Width | Height | Length | Internal Volume |
|---|---|---|---|---|
| **RPLB 15.5** | 95” | 48” | 15.5’ | 32.1 yd3 |

# Roller-Pro DLA

The North American Leader in innovative snow & Ice control equipment.

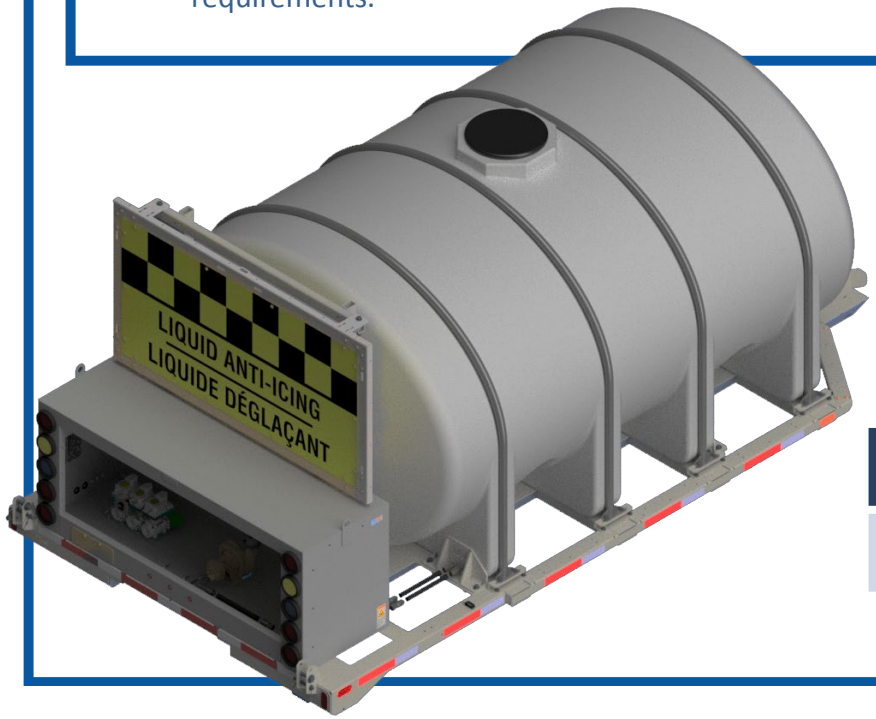
VIKING GIVES

## Standard Features

1. **Polymer Liquid Tank** capable of carrying 2650 us/gal. water or salt brine without corroding. *Water tank can be loaded onto truck with max 1325 us/gal (half full).
2. **Galvanized Steel Frame** resists corrosion.
3. **Mounts to Roller-Pro Tipping Frame**. Easily engages vertical and horizontal safety locks secure the tank and frame to Roller-Pro frame rails.
4. **Stainless Steel Enclosure** keeps pump & valves protected from the elements.
5. **Rear Sign Board & Integrated Lighting** keeps your truck visible to drivers and can be configured to comply with regional lighting and visibility requirements.

## Options

- 100’ hose reel kit with nozzle
- 3-Lane DLA spray boom (Direct Liquid Application)
- High powered street flusher
- Flood bar
- Street Flusher Kit



| Model | Width | Height | Length | Capacity | Approx. Weight |
|---|---|---|---|---|---|
| **RPDLA 15.5’** | 101.5” | 74” | 16’8” | 2650 us/gal. 10,031 liters | 3550 lbs (empty) |



December, 2020

# Roller-Pro Flat Bed

The North American Leader in innovative snow & Ice control equipment.

VIKING GIVES

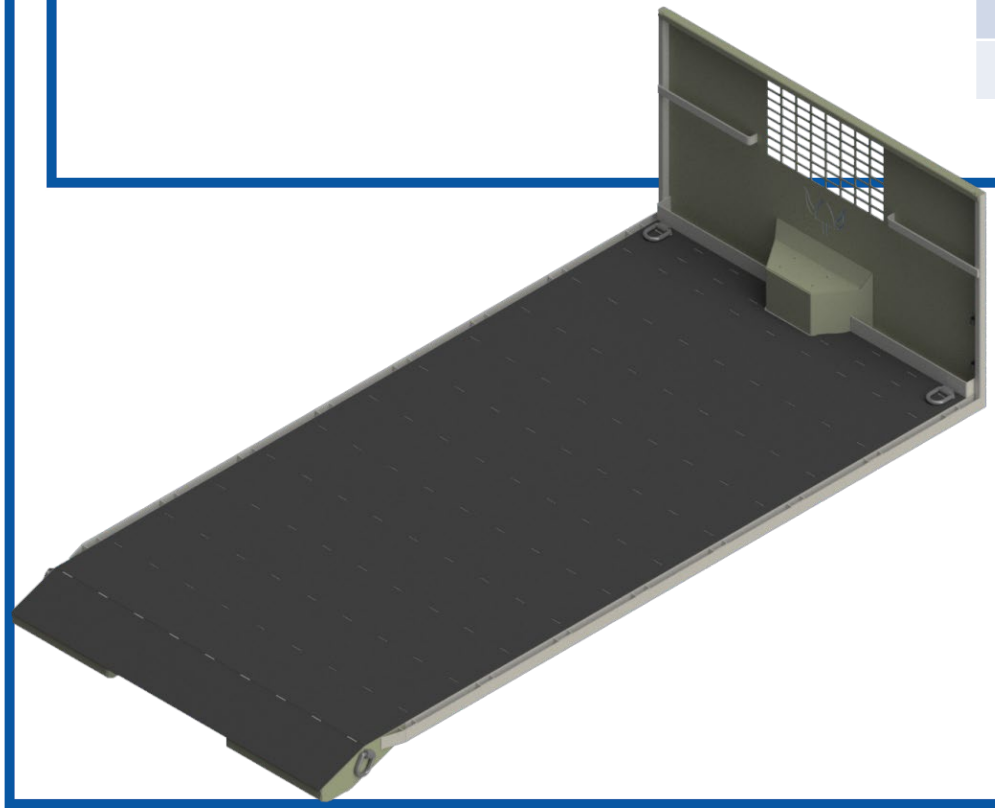
## Standard Features

1. **Easy loading onto Roller-Pro Tipping Frame.** Flat ground loading capability empty or full.
2. **Checker Plate Deck** gives durability and traction.
3. **Sixteen standard stake pockets**
4. **Full length sliding winch track with four sliding winches equipped with 5000 WLL straps**
5. **Chain and Binder Storage** with D-rings.

## Options

- 12000 lb electric winch
- Linex Rough coating

| Model | Length | Height | Width | Approx . Weight |
|---|---|---|---|---|
| **RPFB 16** | 16’ | 54” | 100” | 3250 lbs |
| **RPFB 17.5** | 17.5’ | 54” | 100” | 3430 lbs |



# Roller-Pro Hopper

The North American Leader in innovative snow & Ice control equipment.

VIKING CIVES

## Standard Features

1. **U-Style Design** specifically designed for sand salt and aggregate material spreading.
2. **Capable of mounting, fully loaded, onto Roller-Pro tipping frame.**
3. **Durable 10 gauge Corten Construction** resists material wear and corrosion.
4. **Stainless Steel Rear Inspection Ladder**
5. **Front Discharge**
6. **Integrated Chain Conveyor**
7. **Air Tailgate Release for easy material dumping**
8. **Galvanized Material Screens**
9. **Self Tensioning Chain** ensures that the chain is at proper tension (new design 2021)

# Roller-Pro Hopper

The North American Leader in innovative snow & Ice control equipment.

VIKING GIVES

## Options

- Chain or Auger main conveyor systems
- Corten or stainless steel construction
- Front and rear discharge
- Single or twin spinner
- 380 us/gal pre-wet system
- Rear multi-lane symmetry spinner
- Belt or dual auger cross conveyor
- Stainless steel cross conveyor bed

| Model | Width | Height | Inside Length | Outside Length | Level Capacity w/10" Sideboards | Approx. Weight |
|---|---|---|---|---|---|---|
| **RPSH 15.5** | 80" | 52" | 14'4" | 15.5' | **9.5 yd3** 13 yd3 | 5850 lbs |

# Roller-Pro Dumpster Bin

The North American Leader in innovative snow & Ice control equipment.

VIKING GIVES

## Standard Features

1. **Manual Dual Barn Doors** allow easy loading.
2. **Designed to be Dropped and Left at a Jobsite,** leaving your Roller-Pro free for other tasks while being loaded.

## Options

- Tarp Kit
- Recycle bins available
- Custom bin configurations available
- High tensile steel construction

| Model | Width | Height | Inside Length | Outside Length | Level Capacity |
|---|---|---|---|---|---|
| **RPBIN** | 8’ | 4’ | 14’4” | 16’ | 17 yd3 |

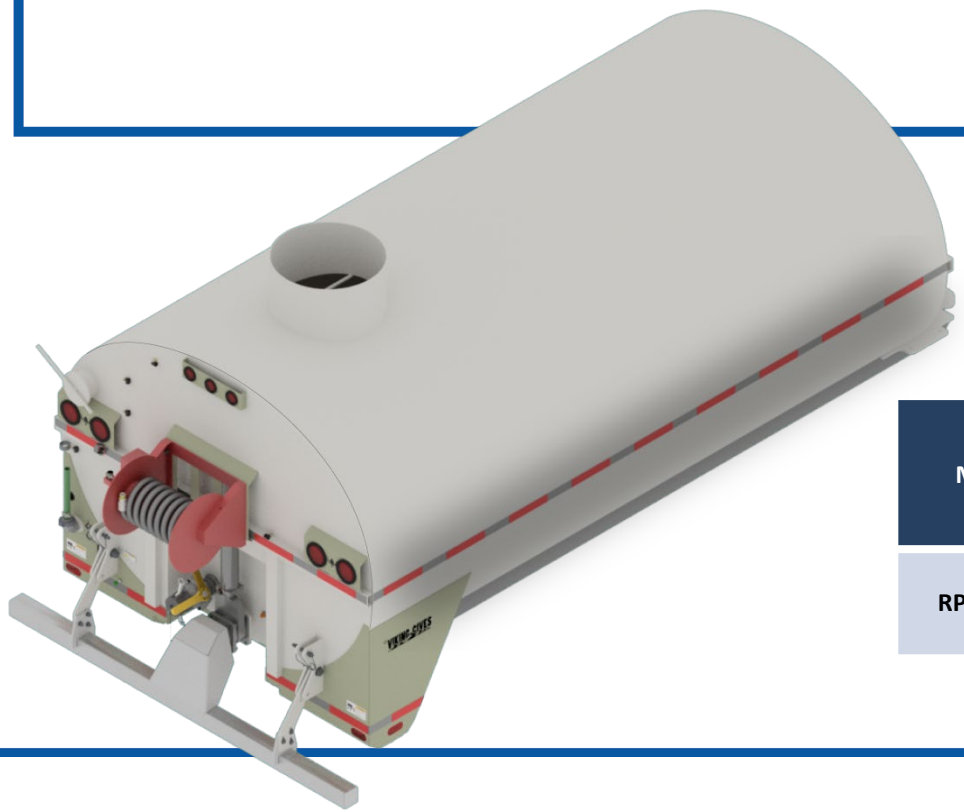
# Roller-Pro Liquid Tank

The North American Leader in innovative snow & Ice control equipment.

VIKING GIVES

## Standard Features

1. **Steel Tank** capable of carrying 3632 us/gal water
   *Water tank can be loaded onto truck with max 1325 us/gal (half full).
2. **Mounts to Roller-Pro Tipping Frame**. Easily engages vertical and horizontal safety locks secure the tank and frame to Roller-Pro frame rails.
3. **Hydraulic Pump** for power unloading/discharge & optional flusher and sprayer nozzle kits.
4. **Integrated Lighting** keeps your truck visible to drivers and can be configured to comply with regional lighting and visibility requirements.



| Model | Width | Height | Outside Length | Level Capacity |
|---|---|---|---|---|
| **RPLT 15.5** | 101.5” | 86” | 15’6” | **3,632 us/gal** 13,750 liters |

# Roller-Pro Liquid Tank

The North American Leader in innovative snow & Ice control equipment.

VIKING GIVES

## Options

- Corten steel construction
- Street Flusher Kit
- Water Curtain Sprayer w/ Hydra Blade nozzle
- Gravity fed rear flood bar
- Bumper with rubber flap for drift control
- Hose reel kit

*Optional Flusher Kit*

*Optional Water Curtain Sprayer w/ Hydra Blade nozzle*

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Development Services Department |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **Zoning By-law Amendment Application PL-ZBA-2023-0099, Trousdale Enterprises Inc./Boulevard Group, 4231 and 4143 Perth Road** |

## Summary

This report recommends that Council pass a by-law to change the zone on the subject property to permit a new Building Supply Outlet as well as to permit additional permitted uses and site-specific performance standards in the UC-31 zone.

## Recommendation

**THAT** By-law 2023-87 to amend the zoning on lands known as 4231 and 4143 Perth Road, Part 1 Plan 13R7751, Part 1 Plan 13R9573, Part Lots 19 And 20 Concession 3, District of Storrington, Township of South Frontenac be given first and second reading; and

**That** By-law 2023-87 be given third reading, signed and sealed.

## Background

Council held an in-person and virtual public meeting under the *Planning Act* on September 19, 2023 on the proposed amendment to Zoning By-law 2003-75. This application is being brought forward to Council for a decision.

## Discussion/Analysis

### Summary of Application

The purpose of the application is to facilitate the development of a new building supply outlet on the subject property and permit the existing commercial building to be used for other complimentary commercial uses. The lands are zoned UC and UR1. The UC zone permits a broad range of commercial uses including retail and service uses, restaurants, vehicle sales/maintenance, and lawn, garden, and farm equipment and supplies sales outlet, but not a building supply outlet. A building supply outlet is permitted as of right in the Rural Industrial (RI), Rural Commercial (RC), and Urban Industrial (UI) zones. The zoning

by-law amendment proposes to add a building supply outlet as a permitted use on the property as well as introduce a number of additional commercial uses. The additional proposed commercial uses include other complementary retail and service uses not currently permitted in the UC zone such as recreational vehicle sales and service, small engine sales and service, a craft shop, a butcher shop, and a health spa.

The zoning amendment also proposes a parking rate of 1 space per 25sqm of floor area whereas the Zoning By-law requires a building supply outlet to have 1 space for every 28qm of retail floor space. The amendment also proposes to increase the permitted maximum building height from 11m to 12.5m.

**Related Applications**

There is a concurrent consent application (PL-BDJ-2023-0098) for a lot addition of 1.1ha of land from 4143 Perth Road to 4231 Perth Road. The lot addition would facilitate the proposed redevelopment. For the purpose of this report and the rezoning application, “subject property” means 4231 Perth Road plus the lot addition lands.

Future development on the property will also be subject to Site Plan Control.

**Property Description**

The subject property will be 1.98ha in area with 128m of frontage on the west side Perth Road. The property is located within the settlement area of Inverary. The property contains an approximate 400sqm commercial building currently occupied with a Home Hardware, associated outdoor storage of building materials, and a parking lot. The area of the property south of the existing building is a field and a drainage ditch runs along the north property line. The adjacent property to the south is another commercial property that contains a boat sales and service business. The land to the north, east, and west of the subject property are farm fields.

**Supporting Documentation**

A preliminary site plan, planning justification report, and traffic impact study were submitted in support of the application.

The application and supporting documents can be accessed in the Township's CivicWeb Document Center (https://southfrontenac.civicweb.net/filepro/documents/97545/).

**Planning Justification Report**

A Planning Justification Report (The Boulevard Group, July 2023) was submitted in support of the applications. The report assessed the appropriateness of the proposed zoning by-law amendment in the context of the surrounding area as well as its conformity with the applicable policy and regulatory framework.

**Traffic Impact Study**

A Traffic Impact Study (Arcadis IBI Group, July 24, 2023) was submitted in support of the applications. The report assessed the potential impact of the proposed building supply outlet on the surrounding road network. The report concluded that the proposed development would generate up to 50 new two-way vehicular trips during peak weekday hours. The report did not identify any sightline issues and concluded that the intersections in the study area are expected to operate at an acceptable level beyond the study horizon. No modifications to any of the lane configurations are required at the study area intersections. The report concluded that overall, the development integrates well with, and can be safely accommodated on the existing road network.

**Department Comments**

Public Services reviewed the Traffic Impact Study that was submitted and were satisfied with the level of study and findings of the report. They noted that additional review of the traffic study, the configuration and number of entrances, as well as parking lot design, grading, and stormwater management will be further assessed at the Site Plan Control stage.

**Public Comments**

A public meeting was held under the *Planning Act* on September 19, 2023. No comments were received from members of the public at the meeting.

**Planning Analysis**

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

**Provincial Policy Statement (PPS):**

The Provincial Policy Statement (PPS) (2020) provides policy direction on matters of Provincial interest pertaining to land use planning and development. Section 3 of the *Planning Act* requires that the decisions of municipal council “be consistent” with the PPS. The policies of the PPS provide direction to municipalities for the appropriate development of land such that provincial interest regarding matters such as natural resources, public health and safety, and the natural environment, are respected. Municipal councils are to ensure their decisions and policies provide for an efficient pattern of land use, municipal services and transportation infrastructure are available or can be reasonably provided, resources are protected, and that development contributes to the long-term prosperity of the municipality.

The subject property is designated as Settlement Area in the Official Plan. Section 1.1.3.1 of the PPS states that settlement areas shall be the focus of growth and development. Section 1.1.3.2 states that a mix of land uses shall be permitted in settlement areas. Based on this the proposed commercial land use is permitted within the settlement area. The requested zoning amendment is consistent with the PPS.

**Frontenac County Official Plan:**

The Frontenac County Official Plan provides general direction on planning and development in Frontenac County by defining strategic goals, broad objectives and policies. The Growth Management policies of section 3 provide direction on development within settlement areas and rural areas. The subject property is located within a settlement area (Inverary). The policies of section 3.2.2.1 of the County OP promote mixed use development in settlement areas including residential, commercial, institutional, parks, and employment areas. The proposed commercial use is consistent with the policies of the County OP.

**Township Official Plan:**

The property subject to this application is designated Settlement Area in the Official Plan and is located within the settlement area of Inverary. It is intended that most of the new growth in the Township is directed to existing settlement areas where it can be supported by appropriate servicing. Settlement areas are intended to be the developed for a variety of compatible uses. Section 5.6.3 of the Official Plan outlines the policies for commercial uses within Settlement Areas that speak to the permitted uses and considerations when reviewing commercial developments.

A range of commercial uses are listed in Section 5.6.3(i) of the Official Plan as permitted uses within Settlement Areas, including a variety of retail, service, and professional uses. A building supply outlet is specifically included as a permitted use. The other uses the application proposes to permit on the property include the following:

| | |
|---|---|
| Appliance Service Shop | Merchandising Service Shop |
| Building Supply Outlet | Nursery or Garden Centre |
| Butcher Shop and Retail Meat Establishment | Any yard for the open or concealed storage of goods or materials |
| Craft Shop | Recreational Vehicle Sales and Service Outlet |
| Factory Outlet | Self Storage Facility |
| Health Spa | Small Engine Sales and Service Outlet |

The majority of the additional proposed uses are currently permitted in the Rural Commercial and Rural Industrial zones. While the subject property is in a settlement area, it is located north of the developed area of Inverary which is concentrated in the southern half

of the settlement area. The proposed uses are still consistent with the range of commercial uses the Official Plan permits in Settlement Areas.

The Official Plan directs commercial uses to be located on major roads and not create traffic hazards. The property is located on Perth Road which is an arterial road. A Traffic Impact Study was submitted in support of the application. The study concluded that the development would not result in the creation of traffic hazards or result in a significant increase in traffic.

Lots are required to be of an appropriate size for new commercial development. The Official Plan states that for a specific commercial use the lot shall be of sufficient size to support private water and sanitary sewage disposal services. The property is being expanded through consent application PL-BDJ-2023-0098 which will add 1.1ha to the 0.85ha property, resulting in a new lot area of 1.95 ha. Adequate water and sewage disposal systems are a consideration in rural settlement areas and related to the size of the lot. A new well is proposed to provide water for the development. It will be required to be demonstrated through the site plan control process that there is a sufficient quantity of water available from the on-site well to support the proposed development. Appropriate water quality treatment will be required to ensure delivery of safe drinking water to the uses within the buildings. Any site plan agreement for the property would need to include a clause requiring confirmation from a water specialist that an appropriate water quality treatment unit has been installed prior to occupancy. The site plan shows a new proposed tertiary treatment septic system as well as a new stormwater management pond. The servicing for the site will be reviewed in more detail through the site plan control process. The property will be adequately sized for the proposed development.

Adequate off-street parking and loading facilities are required for new commercial development. The Zoning By-law currently requires 1 parking space per 28sqm of retail floor space for a Building Supply Outlet resulting in 48 required parking spaces. The zoning amendment application proposes a parking ratio of 1 space per 25qm of retail floor area for the property resulting in a potential 53 required parking spaces. The site plan shows a total of 60 parking spaces, which is more parking than what is required by the proposed parking ratio. A total of 5 loading spaces are also shown where 3 are required. The proposal includes adequate parking and loading facilities. The entrances, parking areas, and access routes will be reviewed in more detail through the site plan control process.

The Official Plan requires adequate buffering between commercial uses and adjacent land uses and roads. The property is mainly surrounded by farm fields with the exception of the abutting commercial property directly to the south. The development will comply with all the required setbacks from lot lines. Landscaping is proposed along the front lot line adjacent to the road. Overall, no compatibility issues between adjacent land uses are anticipated.

**Zoning:**

The subject property is currently zoned Urban Commercial (UC) and Urban Residential - First Density (UR1). The zoning of the property will be harmonized in the Urban Commercial Special Exception 31 (UC-31) zone.

The proposed development will comply with all performance standards of the UC zone with the exception of maximum building height. The UC zone permits a maximum building height of 11m. The application proposes a maximum building height of 12.5m to accommodate the pitched roofline of the proposed Building Supply Outlet as opposed to a typical flat roof. Per the application the intent of the pitched roofline is that the proposed development will have a consistent aesthetic with the existing commercial building on the property as well as the commercial development on the adjacent property to the south.

**Conclusion:**

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

## Financial Implications

Not applicable.

## Relationship to Strategic Plans

☒ Not applicable to this report.

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

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

## Climate Considerations

☒ Not applicable to this report.

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

## Notice/Consultation

Council held a public meeting under the Planning Act on September 19, 2023.

## Attachments

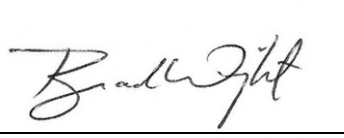
1. By-law 2023-87

## Approvals

**Report Prepared By:**

Tom Fehr, Planner

**Submitted By:**



Brad Wright
Director of Development Services

**Approved By:**

Louise Fragnito, CPA, CGA
Chief Administrative Officer

# TOWNSHIP OF SOUTH FRONTENAC
# BY-LAW 2023-87

**BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LANDS FROM URBAN COMMERCIAL (UC) AND URBAN RESIDENTIAL - FIRST DENSITY (UR1) TO URBAN COMMERCIAL SPECIAL EXCEPTION (UC-31) ON LANDS DESCRIBED AS 4231 AND 4143 PERTH ROAD, PART 1 PLAN 13R7751, PART 1 PLAN 13R9573, PART LOTS 19 AND 20 CONCESSION 3, DISTRICT OF STORRINGTON: TROUSDALE ENTERPRISES INC.**

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

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

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

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

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

1. **THAT** Schedule “G” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Urban Commercial (UC) and Urban Residential - First Density (UR1) to Urban Commercial Special Exception (UC-31) for the lands shown on Schedule “1”.

2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section UC-31 (4231 and 4143 Perth Road, Part 1 Plan 13R7751, Part 1 Plan 13R9573, Part Lots 19 and 20 Concession 3, District of Storrington: Trousdale Enterprises Inc.) immediately after the last Urban Commercial Special Exception section to read as follows:

   **UC-31 - (4231 and 4143 Perth Road, Part 1 Plan 13R7751, Part 1 Plan 13R9573, Part Lots 19 and 20 Concession 3, District of Storrington: Trousdale Enterprises Inc.)**

   Notwithstanding the provisions of Section 5 and 19 or any other provision of this By-law to the contrary, on lands zoned Urban Commercial Special Exception (UC-31), the following provisions apply:

   - Additional Permitted Uses

     a. Appliance Service Shop
     b. Building Supply Outlet
     c. Butcher Shop and Retail Meat Establishment
     d. Craft Shop
     e. Factory Outlet
     f. Health Spa
     g. Merchandising Service Shop
     h. Nursery or Garden Centre
     i. Any yard for the open or concealed storage of goods or materialsRecreational Vehicle Sales and Service Outlet
     j. Self Storage Facility
     k. Small Engine Sales and Service Outlet

   - Off-Street Parking Requirements

     - Minimum 1 space per 25 square metres of retail floor area

- Building Height (Maximum) 12.5 Metres (41 ft.)

- Definitions

For the purpose of the UC-31 zone, the following definitions shall apply:

a. “Appliance Service Shop” shall mean a building or part of a building, whether conducted in conjunction with a retail store or not for the servicing or repairing of household or domestic articles and without limiting the generality of the foregoing shall include but shall not be limited to the following: the repair and servicing of radio and television receivers, vacuum cleaners, appliances, cameras, toys, watches, clocks, bicycles or other similar goods and appliances.

b. “Recreational Vehicle Sales and Service Outlet” shall mean a building and/or lot which is used for the repair, display, storage and/or sale of recreational vehicles, travel trailers or other recreational equipment. Recreational vehicles shall also include snowmobiles and all-terrain vehicles (ATVs).

c. “Self Storage Facility” shall mean the use of any lot or building for the purpose of providing individual secured storage units and other spaces to persons accessing such units or spaces for the purpose of storing and removing property.

d. “Small Engine Sales and Service Outlet” shall means a building or part of a building and land adjacent thereto, where snowmobile, motorcycles, lawn mowers and small engines or parts are displayed, for sale at retail, or rental and where mechanical repairs are completed.

All other provisions of this By-law shall apply.

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

**Dated at the Township of South Frontenac this 7th day of November 2023.**

**Read a first and second time this 7th day of November 2023.**

**Read a third time and finally passed this 7th day of November 2023.**

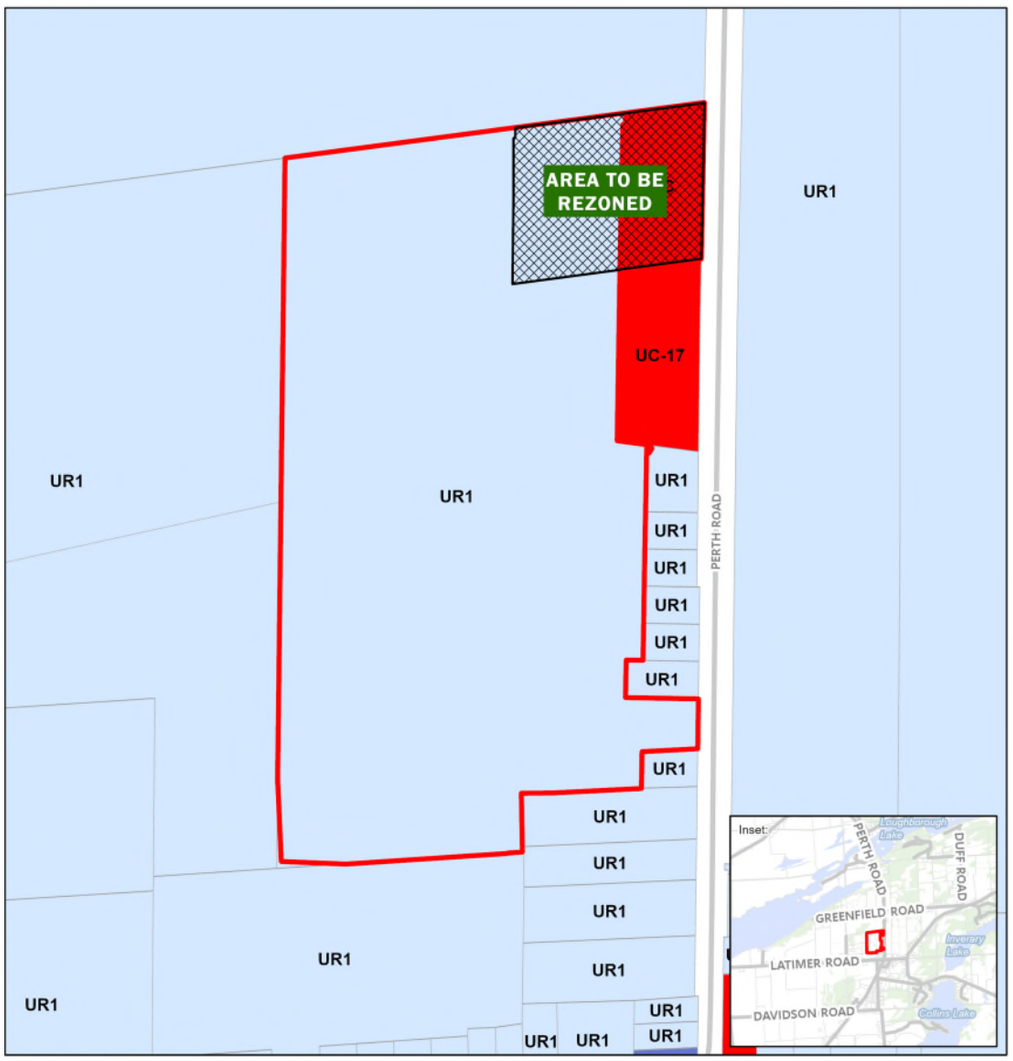
**THE CORPORATION OF THE**
**TOWNSHIP OF SOUTH FRONTENAC**

_____
**Ron Vandewal, Mayor**

_____
**James Thompson, Clerk**

## Schedule 1

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




SOUTH FRONTENAC

(TROUSDALE)
(BOULEVARD GROUP)
4231 PERTH ROAD
PL-ZBA-2023-0099

Scale: 1:4,000

LEGEND

Subject Lands
Area to be Rezoned
Township Boundaries
Parcels
Building Footprints
Wooded Area
Waterbody
Road

Zoning

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

Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2022. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.
UTM Projection NAD 83 | Date: 2023-08-03

**Passed this 7th day of November 2023.**

_____

**Ron Vandewal, Mayor**

_____

**James Thompson, Clerk**

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Development Services Department |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **Zoning By-law Amendment Application Z-21-21 2311215 Ontario Limited and 2311217 Ontario Limited, 4153 and 4155 Road 38** |

## Summary

This report recommends that Council pass a by-law to amend the Rural Industrial – Special Provision (RI-1) zone on the subject lands to expand the list of permitted uses, and to place a holding provision on the northern portion of the lands.

## Recommendation

That By-law 2023-88 being a By-law to amend Zoning By-law 2003-75, as amended, to amend the Rural Industrial – Special Provision (RI-1-H and RI-1) zone on lands described as 4153 and 4155 Road 38, Parts 1, 2 and 3 on Plan 13R17886, Part of Lot 7, Concession 2, District of Portland be given first and second reading; and

That By-law 2023-88 be given third reading, signed and sealed.

## Background

Council held a virtual public meeting under the *Planning Act* on December 7, 2021, on the proposed amendment to Zoning By-law No. 2003-75. The applicant has since revised the application to address comments raised by Council, Township staff and the public. This application is being brought forward to Council for a decision.

## Property Description

The subject properties are located on Road 38, south of Harrowsmith. The properties are surrounded by rural and agricultural properties. There are two residential properties immediately to the north, and three to the south.

4153 Road 38 is developed with a building that is occupied by a construction company and automotive repair garage. 4155 Road 38 is developed with two buildings used for self-storage. The two properties share an entrance and function as one site.

## Summary of Application

The proposal is to amend the Rural Industrial – Special Provision (RI-1-H and RI-1) zones on the subject properties to legally recognize the existing uses on the properties and to expand the list of permitted industrial and commercial uses. Examples of the proposed uses are manufacturing, processing or warehousing, business or professional office, contractor's yard, self-storage facility, and automotive repair garage. The amendment would also remove the holding symbol (-H) from 4153 Road 38.

Amending the zone on the properties would facilitate the construction of two new five-unit industrial buildings at 4155 Road 38.

Attachment 1 is the revised proposed site plan for the two properties, showing two new five-unit industrial buildings at 4155 Road 38.

## Related Applications

The subject lands are also subject to Site Plan Control Application SP-08-21-P under the *Planning Act*. This application is under review. No action will be taken on this application until a decision is made on the rezoning application.

## Supporting Documentation

A planning justification report, technical transportation review, servicing design brief and stormwater management design brief were submitted in support of the rezoning and site plan control applications. Revised reports were submitted in response to Council, Township staff and public concerns raised at the public meeting and following the public meeting. Detailed responses to the comments received were also received. The reports are available for review in the Township's Civic Web Document Centre (https://southfrontenac.civicweb.net/filepro/documents/80082/).

### Planning Justification Report

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

The proposed industrial and commercial uses were assessed against the Ministry of the Environment's D-Series Guidelines, which provide environmental considerations and requirements for industrial land uses and sensitive uses. According to the report, the proposed uses are classified as Class I industrial facilities. A Class I industrial facility is a place of business for a small scale, self-contained plant or building which produces/stores a product which is contained in a package and has low probability of fugitive emissions.

Outputs are infrequent and could be point or fugitive emissions for noise, odour, dust and/or vibrations. It is a daytime operation only, with infrequent movement of products and/or heavy trucks and no outside storage.

A D-6 Assessment is required for Class I industrial facilities within 70 metres of sensitive uses such as residential uses. This influence area is one within which adverse effects may be experienced on nearby uses. The assessment considered potential noise, vibration, odour and dust through normal operations, procedures, maintenance, or storage activities. The Provincial Guidelines require a minimum 20 metre setback between industrial and sensitive uses.

The historic uses on the properties, some of which are within 20 metres of lot lines, may continue without an assessment. The two proposed buildings would be setback 51 metres from the adjacent residential property to the north. The owners will be required to establish vegetated buffering to visually screen the future development of the subject properties from the residential property.

The Boulevard Group provided a refined list of potential permitted uses (May 17, 2023) that includes “dry” uses in response to concerns received about groundwater availability and quality. Dry industrial uses are those where the only water required is for domestic purposes to meet the needs of employees and/or visitors (e.g. kitchen and washroom facilities).

**Technical Transportation Review**

A Technical Transportation Review (IBI Group, March 26, 2021) was submitted in support of the applications. The report concluded that site-generated traffic volumes associated with the full build-out of the proposed development can be safely accommodated without need to implement auxiliary turning lanes. It also recommended that a reduced parking supply ration of 0.6 spaces per 37 square metres of gross floor area is sufficient to accommodate the projected peak parking demand of the site. Staff note the current proposal complies with the minimum parking requirements of the Zoning By-law.

A Memorandum (Arcadis (formerly IBI Group), April 11, 2023) was submitted to respond to concerns received, as well as to Public Services comments.

**Stormwater Management and Site Servicing Design Brief**

A revised Stormwater Management and Site Servicing Design Brief (Groundwork Engineering Limited, January 6, 2023) was submitted in support of the applications. The report concluded that the proposed buildings would use water cisterns as their water source, with consideration for concerns about groundwater availability and quality. Sanitary sewage will be treated on site with a sewage disposal system. Stormwater runoff from the

site will be conveyed to a new stormwater infiltration pond at the front of the property. This pond will provide quantity and quality control for runoff from the site.

### Site Plan Drawings

A revised set of site plan drawings (Groundwork Engineering Limited, July 26, 2023) were submitted to illustrate how the properties would be developed and how they function together. These drawings show the location of existing and proposed buildings, driving aisles and parking spaces, as well as the sewage system and stormwater management facilities.

### Phase II Environmental Site Assessment

Following the public meeting, the Owner provided a copy of a Phase II Environmental Site Assessment (ESA) that was prepared for the property (Pinchin, September 15, 2016).

An ESA involves the study of a property to determine if contaminants are present and, if so, the location and concentration of these contaminants. Study results are documented in a report. A Phase I ESA is conducted to determine the likelihood that contaminants have affected any land or water on, in or under the property (i.e. desktop exercise). A Phase II ESA is conducted to determine the location and concentration of contaminants in the land or water on, in or under the property (i.e. field investigations).

The Phase II ESA report was prepared after a Phase I ESA report identified the potential for subsurface impacts on the property due to its use as an automotive repair facility and due to a building fire in 2012. The Phase II ESA included the advancement of two boreholes that were completed as groundwater monitoring wells. The report indicated that concentrations of PHCs (F1-F4), BTEX, PAHs and lead in soil samples satisfied provincial standards. It also indicated that groundwater was not observed in the boreholes. No further subsurface investigation was required.

## Public Comments

A virtual public meeting was held under the *Planning Act* on December 7, 2021.

Council appeared supportive of opportunities for employment growth on the properties. However, they stated that proposed uses need to be considerate of physical constraints, at a scale that is appropriate for the properties and the neighbourhood. Also, that they consider groundwater availability and potential for groundwater contamination. They also had concerns about the impact of higher volumes of traffic on road safety.

In general, the public did not appear to be supportive of the proposal. Several members of the public stated that the area has shallow soils and shallow wells, and that many wells go dry. They are concerned that the development will contaminate what groundwater there is

and will cause more wells to go dry. They raised concerns about the potential environmental impact of stormwater management. They also raised concerns about the impact of higher volumes of traffic on road safety.

Written comments received are available for review in the Township's Civic Web Document Centre (https://southfrontenac.civicweb.net/filepro/documents/80082/). This includes a petition with 50 signatures opposed to the application. The recording of the public meeting can be accessed on the Township's Facebook page (https://www.facebook.com/SouthFrontenacTwp/videos/council-meeting-december-7-2021/629298001440287).

## Department Comments

Public Services staff are satisfied with the level of study that was carried out in the April 2023 Technical Transportation Review. Staff noted that the assessment of background traffic and forecasted traffic were both very conservative in their approaches and the auxiliary lane analysis followed Ministry of Transportation of Ontario design guidelines. The rezoning as presented will therefore not trigger any required modifications to Road 38. Traffic will be re-evaluated at the site plan control stage. It is noted that the Township is actively undertaking a preliminary design for the full stretch of Road 38 between the Kingston Boundary and Kingston Road (Harrowsmith).

Public Services has reserved their detailed review of the stormwater management plan and the site plan drawings. They will complete their review in the context of the concurrent application for site plan control if the rezoning application is approved by Council.

Building Services had no comments on the proposed zoning by-law amendment. They noted that the property can accommodate a sewage system. They will conduct a detailed review of the concurrent application for site plan control if the rezoning application is approved by Council.

Fire and Emergency Services confirmed that existing dry hydrant and fire station capabilities are adequate to provide services for this site.

## Planning Analysis

4153 Road 38 is zoned Rural Industrial – Special Provision (RI-1-H). 4155 Road 38 is zoned RI-1. The RI-1 and RI-1-H zones permit the storage of materials within an enclosed building and accessory uses within the same building. A site plan must be prepared and a site plan agreement entered into between the owner and the Municipality before the holding symbol (-H) is removed from 4153 Road 38.

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

These policies address promoting opportunities for a varied and balanced industrial/commercial base in rural areas and in the settlement areas, as well as ensuring compatibility with surrounding sensitive land uses, such as residential properties.

The Provincial Policy Statement 2020 (PPS) states that healthy, integrated, and viable rural areas should be supported by promoting diversification of the economic base and employment opportunities through goods and services, including value-added products (section 1.1.4). The County of Frontenac Official Plan, consistent with the PPS, promotes ways to enhance local employment opportunities in strategic locations such as settlement areas and along major transportation routes (section 3.1.1). The subject lands are on Road 38, which is a major transportation route through the Township.

The Township of South Frontenac Official Plan permits industrial uses which pose no threat of pollution to air, land or water, and which will not have a deleterious impact on adjacent land uses (section 5.7.6). The Official Plan encourages industrial uses to be located on arterial roads, such as Road 38. Appropriate buffering or screening is required where these uses are adjacent to residential development. Industrial uses must be zoned in a separate category (e.g. Rural Industrial).

The Provincial D-Series Guidelines require a minimum 20 metre setback between Class I industrial facilities and sensitive uses. In accordance with this guideline, the Zoning By-law requires a minimum 22 metre interior side yard and/or rear yard abutting a residential zone or use in the Rural Industrial zone. This 22 metre area must be maintained in an open space condition with no open storage of goods or materials. The RI zone also requires buffer planting strips.

Given that there is limited groundwater on the subject lands, and that groundwater is generally poor quality, there needed to be consideration for how the site would be serviced. Typically, this would be considered through a hydrogeological assessment. However, the Provincial well records for the subject properties suggest that such a study would not be successful (i.e. the records indicate several failed attempts to find sufficient groundwater). The Owner confirmed that the existing building at 4153 Road 38, and the building that was destroyed by fire at 4155 Road 38, are serviced by cisterns. They propose to service the new buildings with potable water transported to the property and stored in cisterns. This means that the quantity of water in neighbouring residential wells should not be impacted by the proposed development.

The list of proposed permitted uses was refined based on water usage and regulations associated with the proposed uses. The proposed uses are “dry” uses. Dry industrial uses are those where the only water required is for domestic purposes to meet the needs of employees and/or visitors (e.g. kitchen and washroom facilities). The required sewage system for 4155 Road 38 would be located at the northwest corner of the property. The sewage system would be more than 30 metres from the nearest residential well, as

required by Regulation 903 (Wells) and the Ontario Building Code. The proposed stormwater management system consists of catchbasins, storm sewers and a pond to collect and store surface water runoff from the property, before the water is eventually released to the roadside ditch. The revised site plan drawing identifies a location for a potential wash station. Dirty water from the wash station would flow through an oil/grit separator before entering the storm sewer and pond.

The revised site plan drawing illustrates that the subject properties can be developed in compliance with all applicable Zoning By-law provisions, including minimum number of parking spaces, setbacks from properties lines, and buffering. The traffic study concluded that no modifications are needed to Road 38. This may need to be revisited through site plan control depending on the future tenants of the property.

The holding symbol on 4153 Road 38 requires a site plan agreement to be entered into between the Owner and the Township and registered on the title of the property. The holding symbol is redundant since Site Plan Control By-law 2022-58 applies to industrial zoned properties. Therefore, staff support the amendment to exclude the holding symbol at this time.

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

## Financial Implications

Not applicable.

## Relationship to Strategic Plans

☒ Not applicable to this report.

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

- Priority: 2. Promote and support growth than meets the community's needs while maintaining the integrity of our natural environment.
- Action Item (if applicable): N/A

## Climate Considerations

☒ Not applicable to this report.

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

## Notice/Consultation

Council held a virtual public meeting under the *Planning Act* on December 7, 2021. The public meeting was a virtual public meeting where individuals could participate using Zoom and/or telephone due to pandemic restrictions.

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

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

Members of the public who participated in the meeting and/or requested to be notified of Council decisions were notified of the 2023 meeting by email or mail.

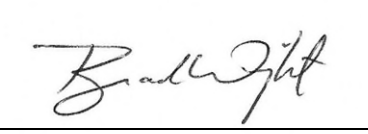
## Attachments

1. Revised Proposed Site Plan
2. By-law 2023-88

## Approvals

**Prepared By:** Christine Woods, MCIP, RPP, Senior Planner

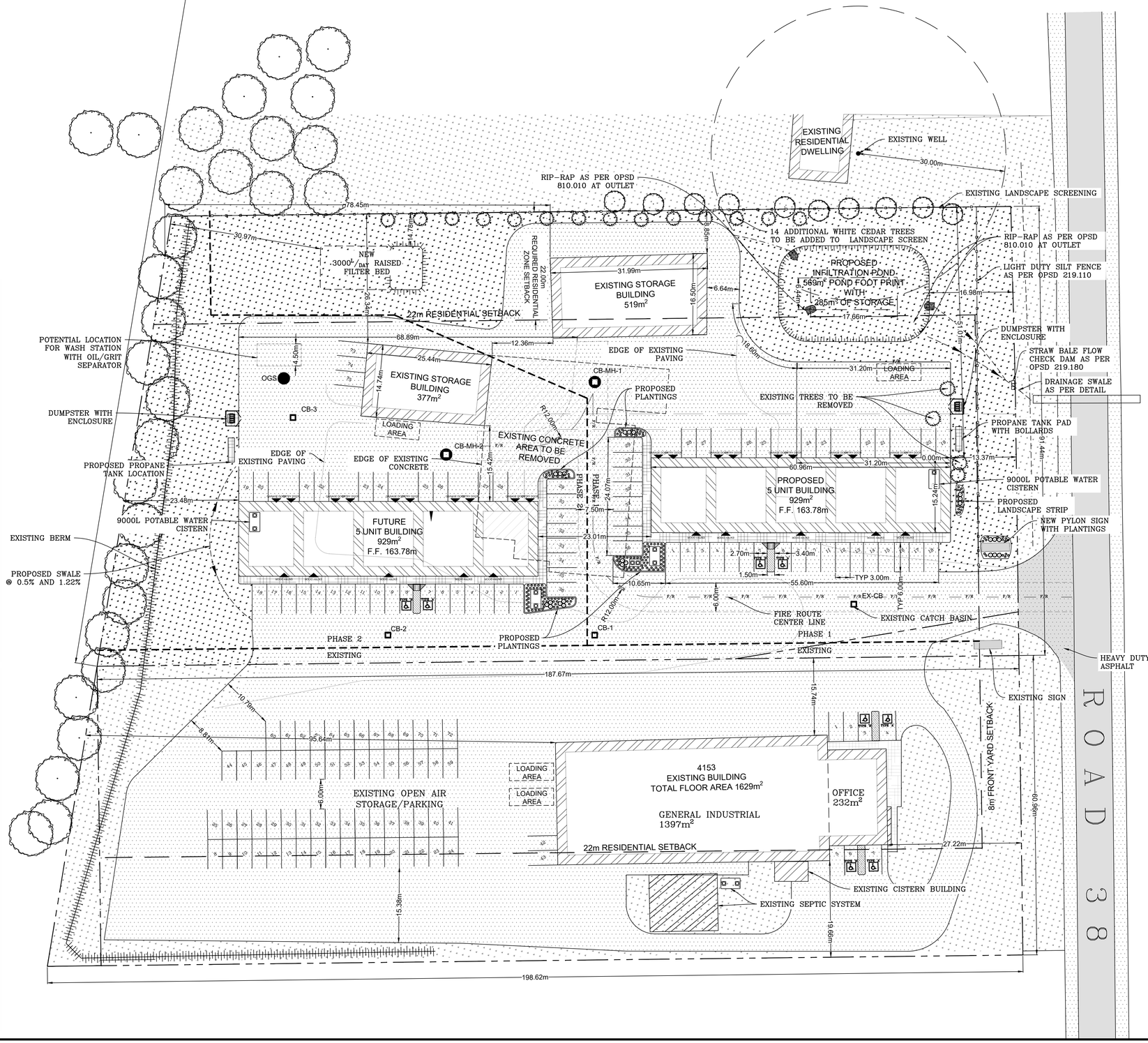
**Submitted By:**



Brad Wright
Director of Development Services

**Approved By:**

Louise Fragnito, CPA, CGA
Chief Administrative Officer




## DETAILS OF DEVELOPMENT 4153

| DATA | | REQUIRED | PROVIDED |
|---|---|---|---|
| ZONING | | MODIFIED - RI - RURAL INDUSTRIAL ZONE | |
| SETBACKS | FY | 8.0m | 27.22m |
| | RY | 8.0m | 95.64m |
| | INT.SY | 3.0m | 15.74m |
| | EXT.SY | N/A | N/A |
| | RES INT.SY | 22.00m | 19.66m EXIST |
| NET LOT AREA (m²/ ft² / Ac.) | | 8000m² | 11,789 m² |
| LOT COVERAGE | | 40% MAX | 13.82% |
| BUILDING HEIGHT | | N/A | 8.60m |
| BUILDING AREA | | NA | EXISTING - 1629m² |

### PARKING REQUIREMENTS

| | | REQUIRED | PROPOSED |
|---|---|---|---|
| REQUIRED # OF SPACES | | GENERAL INDUSTRIAL (1397m²) 1 SPOT PER 37m² OF GROSS FLOOR AREA<br>OFFICE (232m²) 1 SPOT PER 23m² OF GROSS FLOOR AREA | GENERAL INDUSTRIAL (1397m²) 1 SPOT PER 37m² OF GROSS FLOOR AREA<br>OFFICE (232m²) 1 SPOT PER 23m² OF GROSS FLOOR AREA |
| TOTAL # OF SPACES | | 49 | 75 |
| ACCESSIBILITY (4%) | | 2 | 4 |
| TYPICAL | LENGTH | 6.0m | 6.0m |
| | WIDTH | 3.00m | 3.00m |
| NEW TYPE "A" SPACES | | 1 | 2 |
| NEW TYPE "B" SPACES | | 1 | 2 |

### LOADING AREA REQUIREMENTS

| | REQUIRED | PROVIDED |
|---|---|---|
| # LOADING SPACES | 2 | 2 |

NOTES

PARKING SPACES REQUIRED:
OFFICE $\frac{232}{23}$ = 11, GENERAL INDUSTRIAL $\frac{1397}{37}$ = 38

## DETAILS OF DEVELOPMENT 4155

| DATA | | REQUIRED | PROVIDED |
|---|---|---|---|
| ZONING | | MODIFIED - RI - RURAL INDUSTRIAL ZONE | |
| SETBACKS | FY | 8.0m | 13.37m |
| | RY | 8.0m | 23.48m |
| | INT.SY | 3.0m | 8.85m |
| | EXT.SY | N/A | N/A |
| | RES INT.SY | 22.00m | 8.85m EXIST- 51m NEW |
| NET LOT AREA (m²/ ft² / Ac.) | | 8000m² | 16,410 m² |
| LOT COVERAGE | | 40% MAX | 16.78% |
| BUILDING HEIGHT | | N/A | 8.60m |
| BUILDING AREA | | EXISTING - 896m² | NEW - 1858m² |

### PARKING REQUIREMENTS

| | | REQUIRED | PROPOSED |
|---|---|---|---|
| REQUIRED # OF SPACES | | 1 SPOT PER 37m² OF GROSS FLOOR AREA | 1 SPOT PER 37m² OF GROSS FLOOR AREA |
| TOTAL # OF SPACES | | 75 | 75 |
| ACCESSIBILITY (4%) | | 3 | 4 |
| TYPICAL | LENGTH | 6.0m | 6.0m |
| | WIDTH | 3.00m | 3.00m |
| NEW TYPE "A" SPACES | | 2 | 2 |
| NEW TYPE "B" SPACES | | 1 | 2 |

### LOADING AREA REQUIREMENTS

| | REQUIRED | PROVIDED |
|---|---|---|
| # LOADING SPACES | 2 | 2 |

NOTES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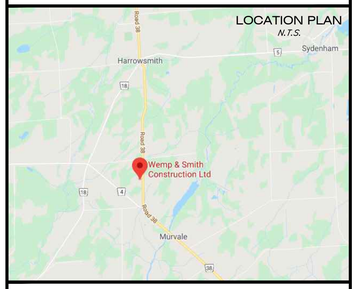
KINGSTON, ONTARIO
OFFICE (613) 634-1789


LOCATION PLAN
N.T.S.




- GRAVEL DRIVING AREA
- HEAVY DUTY ASPHALT
- LIGHT DUTY ASPHALT
- EXISTING ASPHALT
- NEW CONCRETE
- EXISTING CONCRETE
- GRASS
- BUILDING / ROOF

### REVISIONS

| No. | Description | Date |
|---|---|---|
| 1. | ISSUED FOR SITE PLAN CONTROL | 2021/06/04 |
| 2. | REVISED PER TOWNSHIP COMMENTS | 2022/07/21 |
| 3. | REVISED PER TOWNSHIP COMMENTS | 2022/10/21 |
| 4. | REVISED DRAINAGE | 2023/01/06 |
| 5. | ADDED 4153 ZONING BYLAW AMENDMENT | 2023/07/26 |

BENCHMARK:

| No. | DESCRIPTION | ELEVATION |
|---|---|---|
| ##. | XXX | XXX.XX |
| | | |
| | | |

LICENSED PROFESSIONAL ENGINEER — M. H. BURGER — PROVINCE OF ONTARIO

Client / Land Owner:
WEMP AND SMITH CONSTRUCTION LTD

Project:
4153/4155 ROAD 38
HARROWSMITH ONTARIO

Drawing Title:
PROPOSED SITE PLAN

Drawn by: LM
Checked By: MB
Page Size: 24"x36"
Scale: 1:300
Date: JULY 26, 2023

Project Number: GW-20025
Drawing Number: C-101
SHEET 1 of 4

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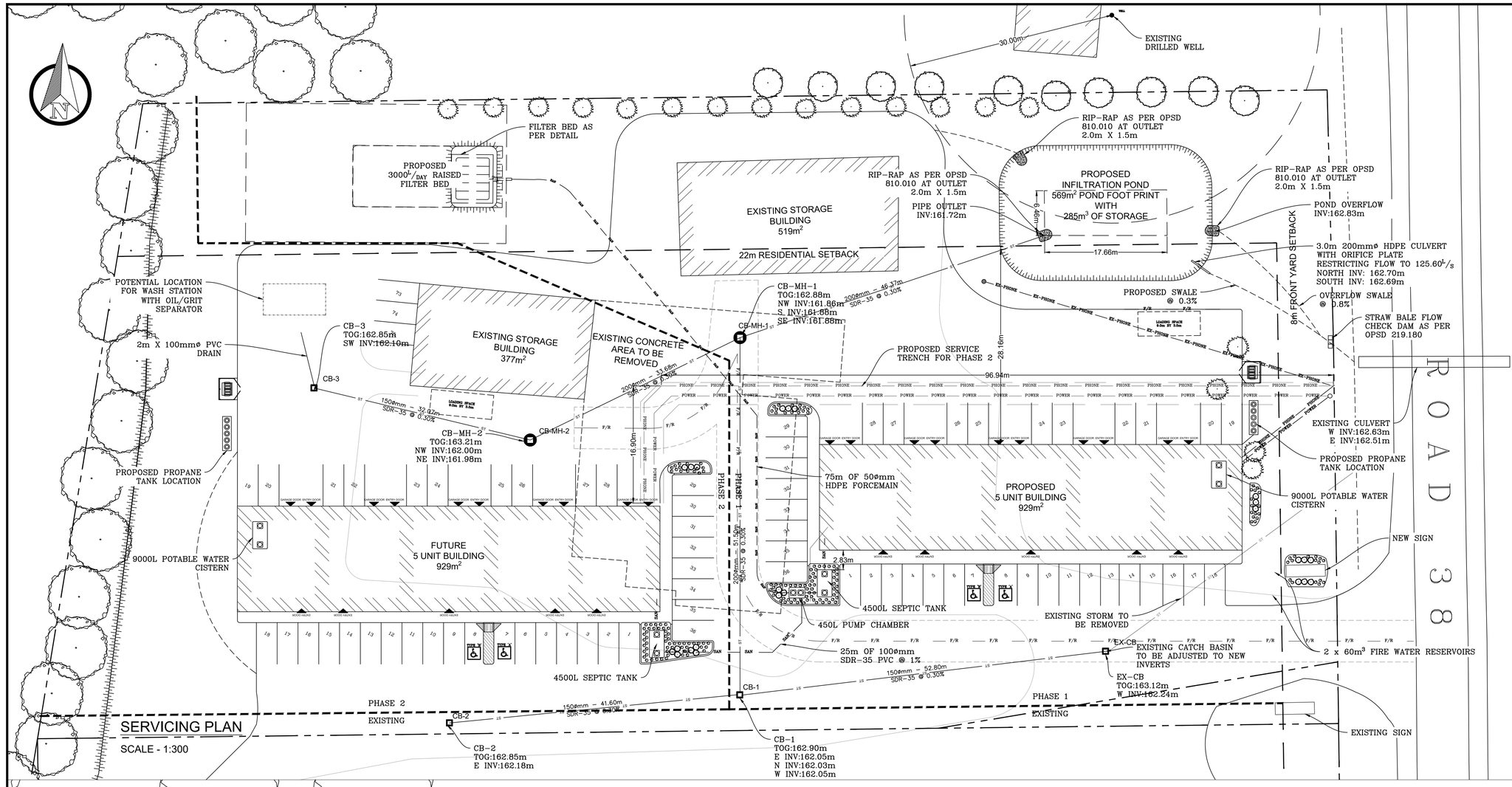
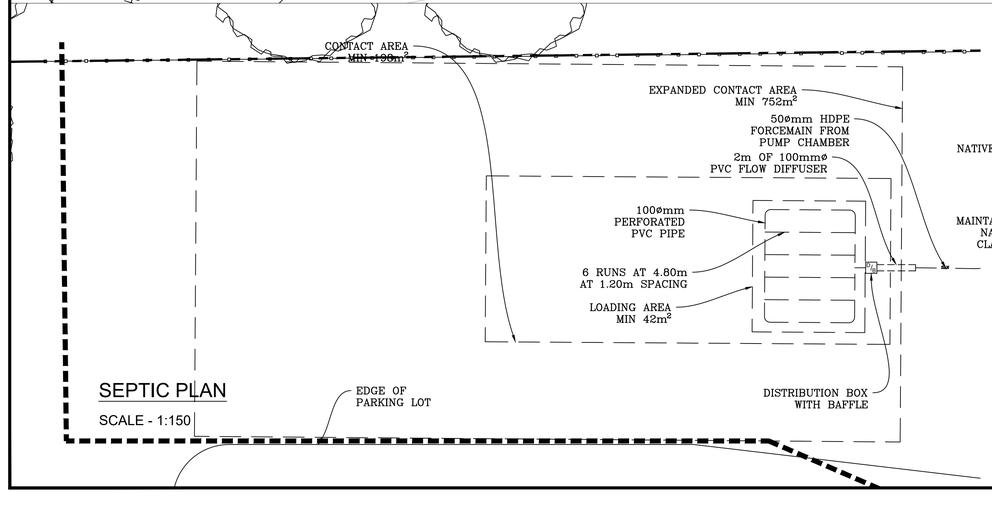


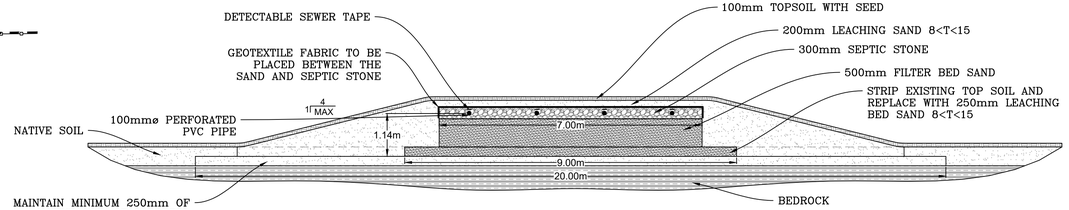

## SERVICING PLAN

SCALE - 1:300




## SEPTIC PLAN

SCALE - 1:150




## SEPTIC PROFILE

SCALE - 1:150

**NOTES:**

1. FILTER BED TO BE CONSTRUCTED AS PER OBC 8.7.5.3.
2. SEPTIC STONE GRADATIONS AS PER OBC 8.7.3.3.
3. THE HEADER AND DISTRIBUTION LINES SHALL BE INSTALLED AS PER OBC 8.7.2.2.
4. SEPTIC TANK TO BE EQUIPPED WITH RISERS, BAFFLE AND EFFLUENT FILTER.
5. EFFLUENT FILTER AS PER OBC 8.6.2.1.(2)
6. FILTER BED SAND AS PER OBC 8.7.4.1.
7. STRIP ALL EXISTING TOPSOIL IN THE AREA OF FILTER BED.
8. GEOTEXTILE TO BE NON WOVEN NEEDLE PUNCHED POLYPROPYLENE TERRAFIX 270R OR EQUIVALENT.
9. PUMP CHAMBER TO HAVE A MINIMUM WORKING VOLUME OF 450L.
10. FORCEMAIN TO BE INSULATED IN AREAS WITH LESS THAN 1.5m COVER.
11. PUMP TO BE EQUIPPED WITH AUDIBLE AND VISUAL HIGH LEVEL ALARM.
12. SUBMERSIBLE EFFLUENT PUMP TO BE LIBERTY FL50 SERIES ½ HP, 115V, 2 " DISCHARGE OR EQUIVALENT WITH TDH 3.97m.
13. CONTROL PANEL TO BE DUPLEX ALTERNATING DEMAND DOSE CONTROL PANEL 120V, 15AMP OR APPROVED EQUIVALENT.
14. CONTROL PANEL WITH ALARM MOUNTED IN MECHANICAL ROOM. SEAL ALL DUCTS ENTERING BUILDING WITH EYS FITTING TO PREVENT GAS TRANSFER.
15. ALL ELECTRICAL WORK AS PER OBC AND ELECTRICAL SAFETY AUTHORITY.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KINGSTON, ONTARIO
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LOCATION PLAN
N.T.S.

EXISTING STORAGE BUILDINGS
NO PLUMBING AND NO FLOW

PHASE ONE
5 UNITS WITH 4 EMPLOYEES PER UNIT
4 @ 75 L/DAY X 5 UNITS = 1500 L/DAY

PHASE TWO
5 UNITS WITH 4 EMPLOYEES PER UNIT
4 @ 75 L/DAY X 5 UNITS = 1500 L/DAY

**CALCULATIONS AS PER ONTARIO BUILDING CODE PART 8**
**DAILY SEWAGE FLOW DETERMINATION**
PROPOSED INDUSTRIAL USE
75 L/DAY - FACTORY PER EMPLOYEE
2 BUILDINGS WITH 5 UNITS - 4 EMPLOYEES EACH
TOTAL SEPTIC FLOW = 3000 L/DAY

**TOTAL (Q) = 3,000 L/DAY**

**SEPTIC TANK SIZING**
-COMMERCIAL 1,500 L/DAY X 3 = 4,500 TANK PER BUILDING

**MINIMUM SEPTIC TANK VOLUME = 4,500L PER BUILDING**

**FILTER BED CALCULATIONS**

EXISTING SOIL:
T-TIME > 50 (TOP SOIL OVER BEDROCK)

FLOW RATE = 3000L/DAY
THEREFORE USE Q/75

**LOADING AREA = 40m²** → $\frac{3000}{50}$ → $\frac{3000}{50}$ = 40

**CONTACT AREA = 177m²** → $\frac{177}{850}$ → $\frac{3000 \times 50}{850}$ = 176.47

**EXPANDED CONTACT AREA = 500m²** → $\frac{3000}{4}$ → $\frac{3000}{4}$ = 750

REVISIONS

| No. | Description | Date |
|---|---|---|
| 1. | ISSUED FOR SITE PLAN CONTROL | 2021/06/04 |
| 2. | REVISED PER TOWNSHIP COMMENTS | 2022/07/21 |
| 3. | REVISED DRAINAGE | 2023/01/06 |
| 4. | ADDED 4153 ZONING BYLAW AMENDMENT | 2023/07/26 |

BENCHMARK:

| No. | DESCRIPTION | ELEVATION |
|---|---|---|
| ##. | XXX | XXX.XX |

LICENSED PROFESSIONAL ENGINEER
26 JUL 2023
M. H. BURGER
PROVINCE OF ONTARIO

Client / Land Owner:
WEMP AND SMITH CONSTRUCTION LTD

Project:
4155 ROAD 38
HARROWSMITH ONTARIO

Drawing Title:
PROPOSED SERVICING PLAN

Drawn by: LM
Checked By: MB
Page Size: 24"x36"
Scale: 1:300
Date: JULY 26, 2023

Project Number: GW-20025
Drawing Number: C-102
SHEET 2 of 4

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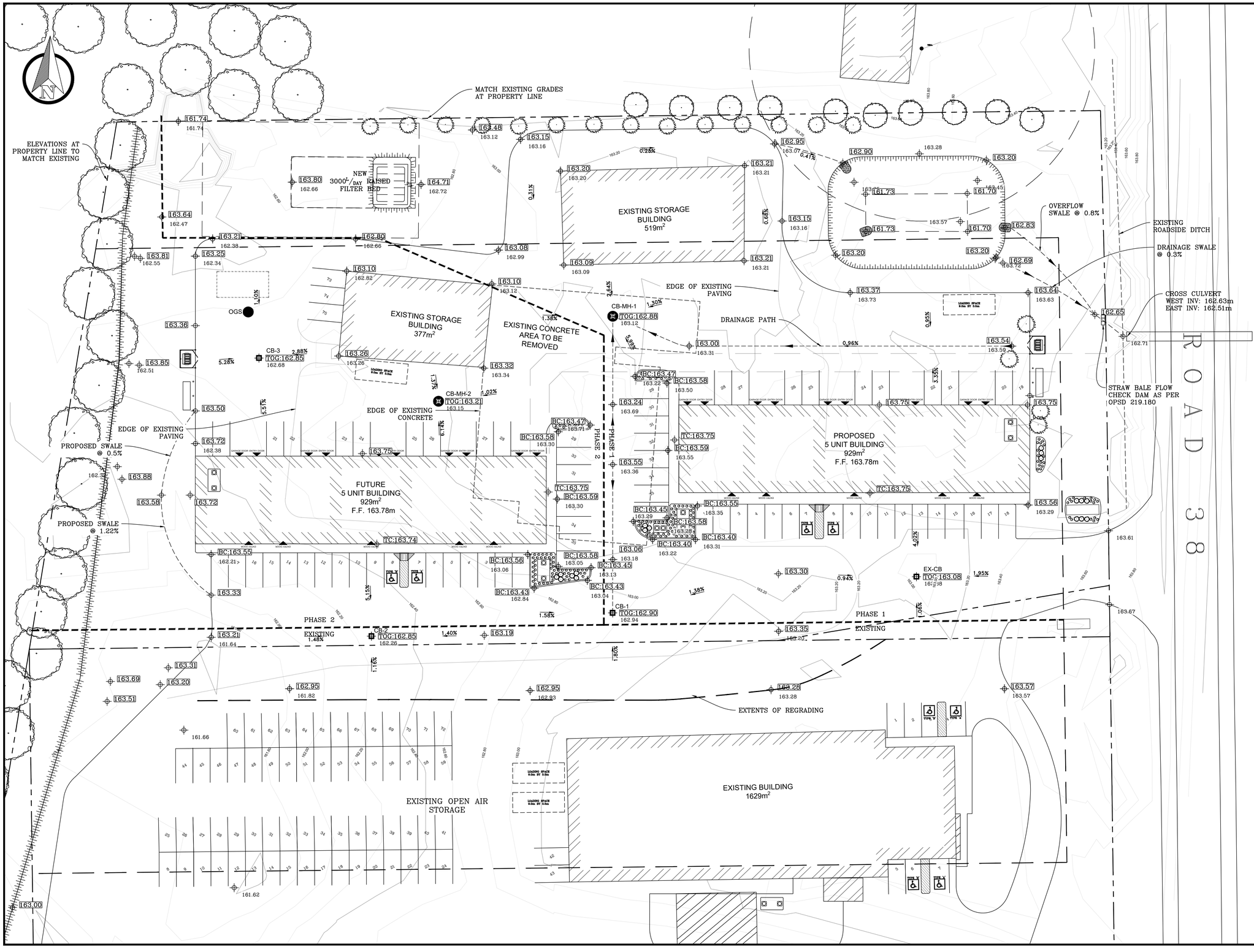



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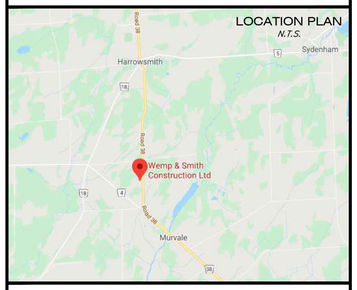


REVISIONS

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BENCHMARK:

| No. | DESCRIPTION | ELEVATION |
|---|---|---|
| ##. | XXX | XXX.XX |

LICENSED PROFESSIONAL ENGINEER — M. H. BURGER — PROVINCE OF ONTARIO — 26 Jul 2023

Client / Land Owner:

WEMP AND SMITH CONSTRUCTION LTD

Project:

4155 ROAD 38

HARROWSMITH ONTARIO

Drawing Title:

PROPOSED GRADING PLAN

Drawn by: LM
Checked By: MB
Page Size: 24"x36"
Scale: 1:300
Date: JULY 26, 2023

Project Number: GW-20025

Drawing Number: C-103

SHEET 3 of 4

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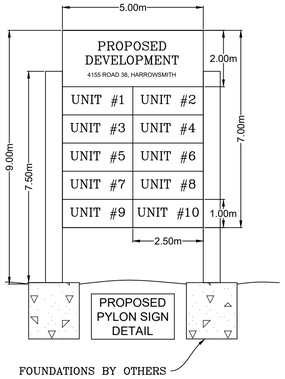
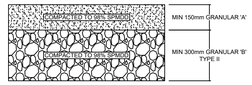
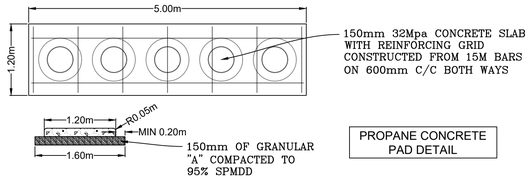



GENERAL NOTES:

1. THE ORIGINAL TOPOGRAPHY AND GROUND ELEVATIONS, SERVICING AND SURVEY DATA SHOWN ON THIS PLAN ARE SUPPLIED FOR INFORMATION PURPOSES ONLY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ACCURACY OF ALL INFORMATION OBTAINED FROM THESE PLANS. ALL DIMENSIONS AND INVERTS MUST BE VERIFIED PRIOR TO CONSTRUCTION. IF THERE IS ANY DISCREPANCY THE CONTRACTOR IS TO NOTIFY THE ENGINEER PROMPTLY.
2. ALL ELEVATIONS ARE GEODETIC AND UTILIZE METRIC UNITS UNLESS OTHERWISE NOTED.
3. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXACT LOCATION, SIZE, MATERIAL AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO COMMENCING CONSTRUCTION. PROTECT AND ASSUME ALL RESPONSIBILITY FOR EXISTING UTILITIES WHETHER OR NOT SHOWN ON THE DRAWINGS. IF THERE ARE ANY DISCREPANCIES THE CONTRACTOR IS TO NOTIFY THE ENGINEER PROMPTLY. GAS, HYDRO, CABLE, TELEPHONE, OR ANY OTHER UTILITY THAT MAY EXIST ON SITE MUST BE LOCATED BY ITS OWN UTILITIES AND VERIFIED.
4. ALL UNDERGROUND SERVICES, MATERIALS AND INSTALLATIONS TO BE IN ACCORDANCE WITH ONTARIO PROVINCIAL STANDARDS AND SPECIFICATIONS UNLESS OTHERWISE STATED (OPSS).
5. ALL DISTURBED AREAS TO BE RESTORED TO ORIGINAL CONDITION OR BETTER UNLESS OTHERWISE SPECIFIED. ANY GRASSED AREAS DISTURBED ARE TO BE REINSTATED WITH MINIMUM 100MM TOPSOIL AND SEED.
6. THE CONTRACTOR IS RESPONSIBLE FOR ALL LAYOUT FOR CONSTRUCTION PURPOSES.
7. TREES DESIGNATED BY THE ENGINEER MUST BE PROTECTED AND MAINTAINED DURING CONSTRUCTION.
8. CONTRACTOR TO OBTAIN AND PAY FOR ALL NECESSARY PERMITS FROM THE COUNTY, MUNICIPALITY AND/OR CONSERVATION AUTHORITY PRIOR TO COMMENCING CONSTRUCTION.
9. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR REVIEW AND APPROVAL.
10. ALL CURBS TO BE AS PER OPSD 600.110 UNLESS OTHERWISE SPECIFIED
11. ALL SIDE WALKS SHALL BE A MIN OF 1.5M WIDE CONSTRUCTED AS PER OPSD 310.010. UNLESS OTHERWISE SPECIFIED
12. GRADES TO MATCH ADJACENT PROPERTIES AT PROPERTY LINE.
13. SLOPES IN LANDSCAPED AREAS SHALL NOT EXCEED 3:1 (3 HORIZONTAL TO 1 VERTICAL).
14. ALL SIGNS ARE TO COMPLY WITH MUNICIPAL BYLAWS, THE ONTARIO TRAFFIC ACT, AND THE MINISTRY OF TRANSPORTATION BOOK 5 REGULATORY SIGNS.

ENVIRONMENTAL

EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED PRIOR TO CONSTRUCTION AND MONITORED AND MAINTAINED BY THE CONTRACTOR UNTIL COMPLETION. THE TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES MUST BE REMOVED ONCE THE SITE HAS BEEN STABILIZED AND SITE WORKS COMPLETED.

15. ALL TREE PROTECTION SHALL BE IN PLACE PRIOR TO ANY SITE ALTERATION AND REMAIN UNDISTURBED FOR THE REMAINDER OF THE PROJECT.
16. REGARDLESS OF SITE SPECIFIC ITEMS DETAILED ON THE PLANS, THE CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES TO SUIT THE PROPOSED WORK METHODS TO CONTROL SEDIMENT FROM RUNNING OFF THE SITE OR INTO WATER BEARING FEATURES PRIOR TO ANY DISTURBANCE. FOLLOWING CONSTRUCTION, DISTURBED AREAS, AS WELL AS PROPOSED GRASSED AND VEGETATED SURFACES SHALL BE REINSTATED.
17. IN THE EVENT THAT HUMAN REMAINS ARE ENCOUNTERED DURING CONSTRUCTION, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY AND THE REGISTRAR OR DEPUTY REGISTRAR OF THE CEMETARIES REGULATION UNIT OF THE MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS (416) 362-8392, SHALL BE NOTIFIED IMMEDIATELY.
18. IN THE EVENT THAT BURIED ARCHEOLOGICAL REMAINS ARE FOUND DURING CONSTRUCTION ACTIVITIES, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY.
19. WHILE UNDERTAKING CLEARING, DEMOLITION, EXCAVATION OR CONSTRUCTION THE OWNER AND THEIR CONTRACTORS SHALL BE VIGILANT FOR THE POTENTIAL PRESENCE OF UNDERGROUND FUEL TANKS, CONTAMINATED SOIL OR GROUNDWATER, BURIED WASTE OR ABANDONED WATER WELLS. IF ANY OF THE ABOVE ARE ENCOUNTERED OR SUSPECTED, THE OWNER SHALL ENSURE THAT:

19.A. THE LOCAL MUNICIPALITY'S ENVIRONMENT DEPARTMENT IS ADVISED THAT CONTAMINANTS OR WASTES HAVE BEEN DISCOVERED OR ARE SUSPECTED.
19.B. ANY SOIL OR GROUNDWATER CONTAMINATION ENCOUNTERED IS REMEDIATED TO APPLICABLE STANDARDS AS DEFINED WITHIN O.REG OR AS REVISED;
19.C. ANY WASTES GENERATED BY SITE CLEAN-UPS ARE MANAGED IN ACCORDANCE WITH APPLICABLE LAWS AND STANDARDS;
19.D. ANY ABANDONED FUEL TANKS ENCOUNTERED ARE DECOMMISSIONED IN ACCORDANCE WITH APPLICABLE LAWS AND STANDARDS;
19.E. ANY UNUSED WATER WELLS (DRILLED OR DUG) ARE PROPERLY ABANDONED IN ACCORDANCE WITH ONTARIO REGULATIONS 903 - WELLS OR AS ADVISED;
19.F. IF IT APPEARS LIKELY THAT CONTAMINATION EXTENDS BEYOND THE BOUNDARIES OF THE SUBJECT PROPERTY, THE OWNER NOTIFIES THE LOCAL OFFICE OF THE MINISTRY OF ENVIRONMENT AND THE CITY OF KINGSTON'S ENVIRONMENT DEPARTMENT;
19.G. CONSTRUCTION WASTES ARE NOT TO BE BURIED WITHIN THE PROPERTY THAT IS THE SUBJECT OF THIS AGREEMENT, AND
19.H. THE OWNER AND THEIR CONTRACTORS REPORT ALL SPILLS TO THE MINISTRY OF THE ENVIRONMENT'S SPILLS ACTION CENTRE (1-800-268-6060) AND TO THE MUNICIPALITY FORTHWITH.

STORM

20. ALL TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO CONSTRUCTION. CONTRACTOR TO MAINTAIN SILT FENCE AND SILT TRAPS IN ALL CATCHBASINS.
21. MAINTENANCE HOLES ARE TO BE AS PER OPSD 701.010, CATCHBASINS ARE TO BE AS PER OPSD 705.010, WITH COVERS AS PER OPSD 400.010.

WATERMAIN

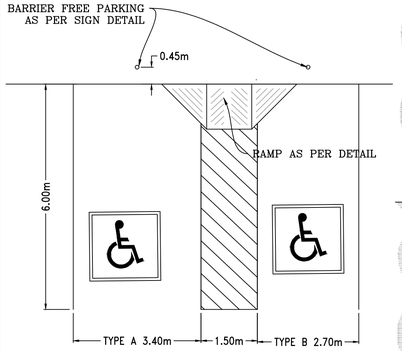
22. CONSTRUCT ALL WATERMAINS AND APPURTENANCES IN ACCORDANCE WITH OPSD STANDARDS AND SPECIFICATIONS AS WELL AS MUNICIPAL STANDARDS AS INDICATED.
23. WATERMAINS AND/OR WATER SERVICES ARE TO HAVE A MINIMUM COVER OF 1.8M. OTHERWISE THERMAL INSULATION IS REQUIRED.
24. TRACER WIRE AND CATHODIC PROTECTION TO BE INSTALLED ON ALL WATERMAINS AND/OR WATER SERVICES AS PER OPSS AND LOCAL MUNICIPALITY'S STANDARDS

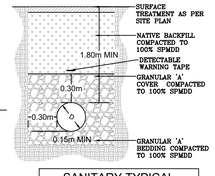
SANITARY

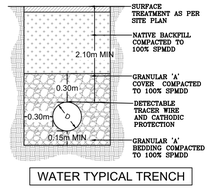
25. CONSTRUCT ALL SEWER AND APPURTENANCES TO ONTARIO PROVINCIAL STANDARD SPECIFICATIONS AND DRAWINGS, AS WELL AS THE LOCAL MUNICIPALITY'S STANDARDS.
26. SEWER TRENCHING AND BEDDING SHALL CONFORM TO OPSD 802.010 AND 802.013 UNLESS NOTED OTHERWISE.
27. SEWERS AND CONNECTIONS 150MM DIAMETER AND SMALLER TO BE PVC SDR 28 OR APPROVED EQUIVALENT.
28. INSULATE ALL SEWERS/SERVICES THAT HAVE LESS THAN 1.5M OF COVER WITH THERMAL INSULATION.
29. TANK AND PUMP CHAMBER COVERS ARE TO BE AS OPSD 401.030.

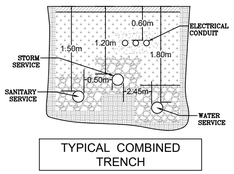
TRENCHING

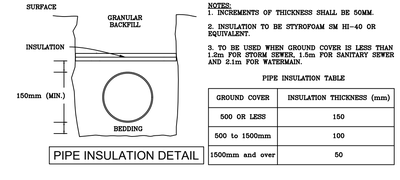
30. BEDDING SHALL BE A MINIMUM 150MM OF GRANULAR "A", COMPACTED TO MINIMUM 98% STANDARD PROCTOR DRY DENSITY. CLEAR STONE BEDDING SHALL NOT BE PERMITTED.
31. SUB-BEDDING, IF REQUIRED SHALL BE AS PER THE DIRECTION GEOTECHNICAL ENGINEER
32. BACKFILL TO AT LEAST 300MM ABOVE TOP OF PIPE WITH GRANULAR "A".
33. TO MINIMIZE DIFFERENTIAL FROST HEAVING, TRENCH BACKFILL (FROM PAVEMENT SUBGRADE TO 2 METRES BELOW FINISHED GRADE) SHALL MATCH EXISTING SOIL CONDITIONS.



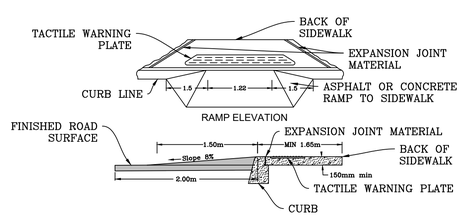



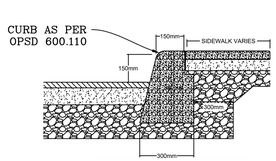



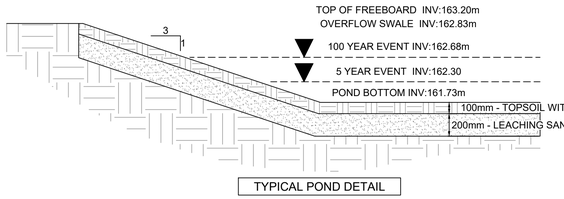



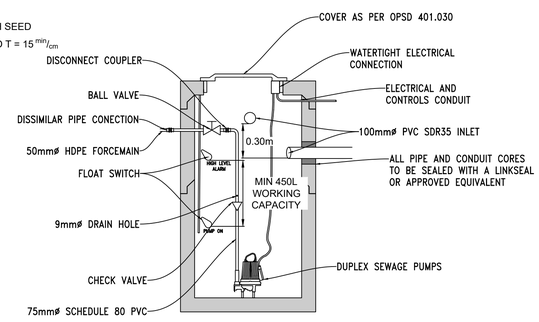



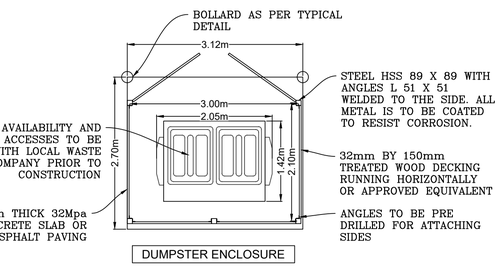

| GROUND COVER | INSULATION THICKNESS (mm) |
|---|---|
| 500 OR LESS | 150 |
| 500 to 1500mm | 100 |
| 1500mm and over | 50 |

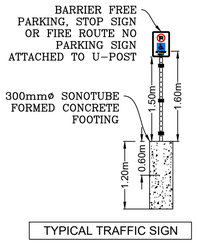


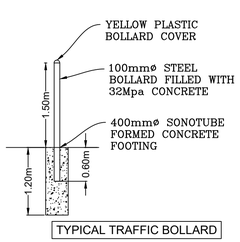



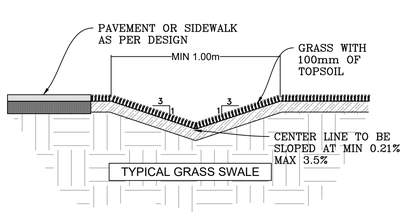





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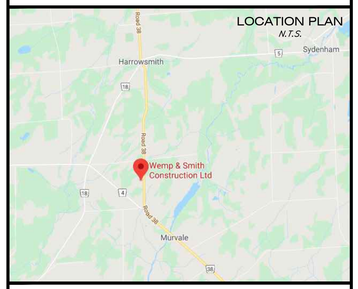



REVISIONS

| No. | Description | Date |
|---|---|---|
| 1. | ISSUED FOR SITE PLAN CONTROL | 2021/06/04 |
| 2. | REVISED PER TOWNSHIP COMMENTS | 2022/07/21 |
| 3. | REVISED DRAINAGE | 2023/01/06 |
| 4. | ADDED 4153 ZONING BYLAW AMENDMENT | 2023/07/26 |

BENCHMARK:

| No. | DESCRIPTION | ELEVATION |
|---|---|---|
| ##. | XXX | XXX.XX |

LICENSED PROFESSIONAL ENGINEER
26 Jul 2023
M. H. BURGER
PROVINCE OF ONTARIO

Client / Land Owner:
WEMP AND SMITH CONSTRUCTION LTD

Project:
4155 ROAD 38
HARROWSMITH ONTARIO

Drawing Title:
DETAILS & NOTES

Drawn by: LM
Checked By: MB
Page Size: 24"x36"
Scale: 1:300
Date: JULY 26, 2022

Project Number: GW-20025
Drawing Number: C-104
SHEET 4 of 4

P:\Projects\20000\20025 - Wemp and Smith\02 - Design\03 - Drawings\05 - Design Review (July 2023)\GW-Wemp&Smith - [July 2023].dwg
7/27/2023 10:46 AM

# TOWNSHIP OF SOUTH FRONTENAC
# BY-LAW 2023-88

**BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO AMEND THE RURAL INDUSTRIAL – SPECIAL PROVISION (RI-1 AND RI-1-H) ZONES ON LANDS DESCRIBED AS 4153 AND 4155 ROAD 38, PARTS 1 TO 3 ON PLAN 13R17886, PART OF LOT 7, CONCESSION 2, DISTRICT OF PORTLAND**

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

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

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

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

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

1. **THAT** Schedule “A” to Zoning By-law Number 2003-75 as amended, is hereby further amended by removing the holding symbol (-H) on the RI-1 zone for lands known as 4153 Road 38, as shown on Schedule “1”.

2. THAT Section RI-1 (Part Lot 7, Concession II, Portland District - Smith) of Zoning By-law Number 2003-75 as amended is hereby amended by deleting the existing text and adding the following text:

   ***RI-1 (4153 and 4155 Road 38, Part Lot 7, Concession II, Portland District – Wemp and Smith)***

   *Notwithstanding the provisions of Section 20 or any other provision of this By-law to the contrary, on the lands zoned Special Rural Industrial (RI-1), the following provisions apply:*

   *Permitted Uses*

   - *storage of materials within an enclosed building*
   - *any manufacturing, processing, or warehousing undertaking including storage warehousing, within an enclosed building only*
   - *any cartage or express truck terminal*
   - *a craft shop*
   - *any yard for the open or concealed storage of goods or materials*
   - *any business or professional office*
   - *an agricultural equipment supply and repair outlet*
   - *a contractor's yard*
   - *a bulk storage yard*
   - *a merchandising service shop*
   - *a building supply outlet*
   - *a factory outlet*
   - *accessory buildings or uses to the above uses including a retail outlet for the purpose of selling goods manufactured, stored and/or assembled on the premises*
   - *an automobile repair garage*
   - *a self-storage facility*
   - *a service shop*
   - *recreational vehicle sales and service outlet*
   - *small engine sales and service outlet*

*Zone Provisions*

- *Any business or professional office shall occupy a maximum 25% of the gross floor area.*
- *Any recreational vehicle sales and service outlet shall occupy a maximum 25% of the gross floor area.*
- *An accessory retail outlet for the purpose of selling goods manufactured, stored and/or assembled on the premises, shall be part of the principal building, and shall occupy a maximum 25% of the gross floor area of the principal building.*

*All other provisions of this by-law shall apply.*

*For the purpose of the RI-1 zone:*

***"Manufacturing, processing or warehousing"** shall mean the manufacturing from previously prepared materials or finished parts or finished products, or factory or assembly-line processes that involve manufacturing, processing, assembling or packaging of finished parts or products made from previously prepared materials.*

***"Automobile repair garage"** shall mean an establishment for the servicing of motor vehicles and for the retail sale of products related thereto. Accessory uses may include maintenance and repair operations for such vehicles.*

***"Self-storage facility"** shall mean a commercial building or part of a building wherein items are stored in separate, secured storage areas or lockers which are generally accessible by means of individual loading doors. Explosives, radioactive materials, flammable or hazardous chemicals or goods which produce noxious odours are prohibited.*

***"Appliance service shop"** shall mean a building or part of a building, whether conducted in conjunction with a retail store or not for the servicing or repairing of household or domestic articles and without limiting the generality of the foregoing shall include but shall not be limited to the following: the repair and servicing of radio and television receivers, vacuum cleaners, appliances, cameras, toys, watches, clocks, bicycles or other similar goods and appliances.*

***"Recreational vehicle sales and service outlet"** shall mean a building and/or lot which is used for the repair, display, storage and/or sale of recreational vehicles, travel trailers or other recreational equipment. Recreational vehicles shall also include snowmobiles and all-terrain vehicles (ATVs).*

***"Small engine sales and service outlet"** shall mean a building or part of a building and land adjacent thereto, where snowmobile, motorcycles, lawn mowers and small engines or parts are displayed, for sale at retail, or rental and where mechanical repairs are completed.*

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

**Dated at the Township of South Frontenac this 7th day of November, 2023.**

**Read a first and second time this 7th day of November, 2023.**

**Read a third time and finally passed this 7th day of November, 2023.**

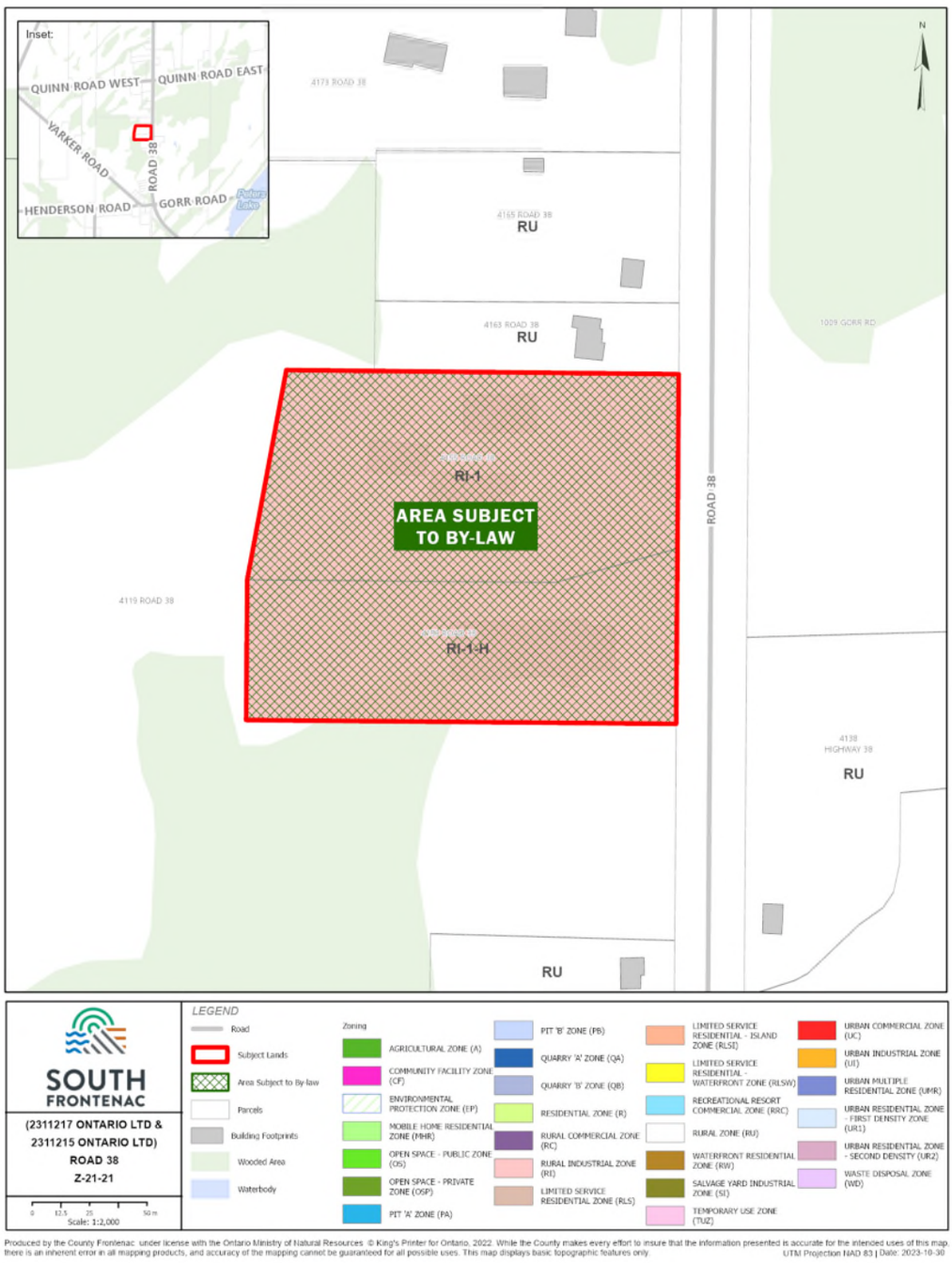
**THE CORPORATION OF THE**
**TOWNSHIP OF SOUTH FRONTENAC**

_____
**Ron Vandewal, Mayor**

_____
**James Thompson, Clerk**

## Schedule 1

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




**Passed this 7th day of November, 2023**

_____

**Ron Vandewal, Mayor**

_____

**James Thompson, Clerk**

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| To: | Council |
| Prepared by: | Development Services Department |
| Date of Meeting: | November 7, 2023 |
| Subject: | **Appointment of Chief Building Official and Deputy Chief Building Official** |

**Summary:**

This report recommends the appointment of Rebecca Roy as Chief Building Official and Tom Berriault as Deputy Chief Building Official.

---

**Recommendation:**

1. **That** By-law 2023-89 being a By-law to appoint a Chief Building Official be given first and second reading.

   **That** By-law 2023-89 be given third reading, signed and sealed.

2. **That** By-law 2023-90 being a By-law to appoint a Deputy Chief Building Official be given first and second reading.

   **That** By-law 2023-90 be given third reading, signed and sealed.

**Background:**

As per the *Building Code Act* 3(2), the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the administration and enforcement of the *Building Code Act* in the areas in which the municipality has jurisdiction.

**Discussion/Analysis:**

With the assistance of the Human Resources Department, staff went through a recruitment process and are pleased that Ms. Rebecca Roy was the successful applicant for the Chief Building Official position. Staff is recommending that Rebecca Roy be appointed as Chief Building Official. Rebecca brings over 25 years experience working within municipal guidelines and the building industry including time as a Deputy CBO with South Frontenac as well as the Town of Greater Napanee.

Recently, Tom Berriault announced a retirement date of December 15, 2023. In accordance with the *Ontario Building Code Act* (OBCA), a By-law is required to formally appoint Tom Berriault to the position of Deputy Chief Building Official in order to grant him the powers of the CBO in her absence. The hiring of a new Deputy Chief Building Official is currently in progress.

**Financial Implications:**

There are no financial implications.

**Relationship to Strategic Plan:**

☒ Not applicable to this report.

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

- Priority: Choose an item.

**Approvals:**

**Submitted by:**

Brad Wright
Director of Development Services

**Approved By:**

Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC**
**BY-LAW 2023-89**

**A BY-LAW TO APPOINT A CHIEF BUILDING OFFICIAL**

**WHEREAS** Section 3 (1) of the *Building Code Act*, 1992 S.O. 1992 c. 23, as amended, provides that the Council of each municipality is responsible for the enforcement of the *Building Code Act* in the municipality; and,

**WHEREAS** Section 3 (2) of the *Building Code Act*, 1992 S.O. 1992 c. 23, as amended, requires that the Council of each municipality shall appoint a Chief Building Official;

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

1. Rebecca Roy is hereby appointed as Chief Building Official for the Township of South Frontenac.

2. Rebecca Roy is hereby authorized by Council to carry out the duties of the Chief Building Official as set out in the *Building Code Act*.

3. In addition to those duties as set in paragraph 2 of this by-law, the Chief Building Official shall perform such other duties as may be prescribed by Council from time to time.

4. Rebecca Roy shall hold office at the pleasure of the Council of the Township of South Frontenac and shall be paid in the manner as set out by Council resolution from time to time.

5. That By-law 2017-81 being a By-law to appoint a Chief Building Official and Zoning Administrator be repealed by Council.

6. All other by-laws, resolutions or actions of Council that are not consistent with or which are contrary to the provisions of this by-law are hereby repealed.

4. This by-law shall come into force and take effect on November 7th, 2023.

**Dated at the Township of South Frontenac this 7th day of November 2023.**

**Read a first and second time this 7th day of November 2023.**

**Read a third time and finally passed this 7th day of November 2023.**

**The Corporation of the Township of South Frontenac**

_____
**Ron Vandewal, Mayor**

_____
**James Thompson, Clerk**

**TOWNSHIP OF SOUTH FRONTENAC**
**BY-LAW 2023-90**

**A BY-LAW TO APPOINT A DEPUTY CHIEF BUILDING OFFICIAL**

**WHEREAS** Section 3 (1) of the *Building Code Act*, 1992 S.O. 1992 c. 23, as amended, provides that the Council of each municipality is responsible for the enforcement of the *Building Code Act* in the municipality; and,

**WHEREAS** Section 3 (2) of the *Building Code Act*, 1992 S.O. 1992 c. 23, as amended, requires that the Council of each municipality shall appoint a Chief Building Official;

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

1. Tom Berriault is hereby appointed as Deputy Chief Building Official for the Township of South Frontenac.

2. Tom Berriault is hereby authorized by the Council to carry out the duties of a Building Inspector as set out in the *Building Code Act*.

3. Tom Berriault is hereby authorized by Council to carry out the duties of the Chief Building Official in her absence as set out in the *Building Code Act*.

4. That By-law 2020-61 being a By-law to appoint a Deputy Chief Building Official be repealed by Council.

5. All other by-laws, resolutions or action of Council that are not consistent with or which are contrary to the provisions of this by-law are hereby repealed.

6. This by-law shall come into force and take effect on November 7th, 2023.

**Dated at the Township of South Frontenac this 7th day of November 2023.**

**Read a first and second time this 7th day of November 2023.**

**Read a third time and finally passed this 7th day of November 2023.**

**The Corporation of the Township of South Frontenac**

_____
**Ron Vandewal, Mayor**

_____
**James Thompson, Clerk**

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Development Services Department |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **Delegation of Authority to Staff – Zoning By-law Amendments for Holding Symbols** |

## Summary

This report recommends that Council pass a by-law to delegate authority to staff to approve zoning by-law amendments for the removal of holding symbols and the removal of lots from holding overlays.

## Recommendation

**THAT** By-law 2023-91 delegating authority to staff to approve zoning by-law amendments for the removal of holding symbols and the removal of lots from holding overlays be given first and second reading; and

**That** By-law 2023-91 be given third reading, signed and sealed.

## Background

In January 2023, Council adopted Official Plan Amendment Number 24 (OPA No. 24) to implement Bills 13 and 109. Bill 13, the *Supporting People and Businesses Act, 2021*, made changes to the *Planning Act* to provide municipal councils with broader authority to allow more planning decisions to be made by committees of council or staff. In 2020, Council delegated authority to the Director of Development Services or their designate (Senior Planner) to grant consents (e.g., lot creation, lot additions, easements) and validation certificates. Under Bill 13, municipalities can now delegate decisions dealing with minor amendments to zoning by-laws. These minor amendments would include the removal of holding symbols.

Delegation of staff authority for the removal of "-H" symbols would not alter any notice (only the owner/applicant is notified) or public meeting requirements (a public meeting is not required) nor would it limit appeal rights. Delegating authority would not change the requirements under the *Planning Act* for land use planning decisions to be consistent with the Provincial Policy Statement, to conform to the County and Township Official Plan, and to comply with the Zoning By-law.

The holding symbol is attached to a zone when the proposed use of the subject land is known and is specified in a zoning by-law, but certain conditions must be met prior to the development proceeding (e.g. before a building permit can be issued). Such conditions may be entering into of a subdivision, condominium or site plan agreement with the municipality or undertaking of certain studies or required infrastructure improvements or site grading. The holding symbol may be removed by amendment to the by-law when the requirements are met to the satisfaction of the municipality. A public notice (except to the applicant/owner) and public meeting are not required to remove a holding symbol.

OPA No. 24 added a policy that enables Council to delegate its authority to staff for minor zoning by-law amendments including a by-law to remove a holding symbol under Section 36 of the *Planning Act* where the conditions to remove the holding symbol have been met and any required agreements have been executed.

Holding symbols are regularly applied to vacant properties that are subject to applications for draft plans of subdivision or condominium, and to commercial and industrial properties that need site plan control so that building permits are not issued prematurely.

Council passed a zoning by-law amendment on September 19, 2023, to permit additional dwelling units in the Township. This by-law will not take effect until Frontenac County Council approves the corresponding OPA No. 25. The Zoning By-law amendment establishes a Township-wide holding overlay for additional dwelling units, excluding the municipal water serviced area of Sydenham. A holding overlay is similar to a holding symbol on a zone (-H) in that conditions need to be satisfied before a building permit can be issued, but a holding overlay applies to a geographic area instead of a property and it only applies to a specific use. The by-law will require that the applicant demonstrate, to the satisfaction of the Municipality, that the lot has an adequate supply of potable water.

There will be a significant increase in the number of applications to remove a holding symbol once additional dwelling units are a permitted use.

## Discussion

Removing a holding symbol or removal of a lot from a holding overlay would require an application for zoning by-law amendment and Council to pass a by-law. Delegated authority is a tool that Council enabled through the adoption of OPA No. 24 in January 2023. Delegating zoning by-law amendments for the removal of a holding symbol to staff would allow for on-going approvals of applications rather than waiting for approvals to occur based on the Council meeting cycle (i.e. it would streamline the process). It also allows Council additional time to focus on more complex applications that benefit from broader consideration by Council. Delegating authority to staff can result in improved customer service and lead to internal efficiencies in processing time.

The by-law proposes to delegate the authority to make decisions on minor zoning by-law amendments, specifically the removal of a holding symbol, to the Director of Development Services, and in the Director's absence, to the Senior Planner.

Many municipalities across Ontario, including Kingston and Ottawa, have delegated the authority to senior staff to pass by-laws to removal holding symbols. The process generally involves the application being reviewed by relevant Township departments and external agencies to make sure it meets all the conditions for removing the holding symbol. Once all the review groups are satisfied, staff would send a brief report or memo to the Mayor and Clerk requesting they sign the by-law, authorizing removal of the holding symbol from the zoning on the property.

Procedural By-law 2017-76, as amended, will need to be amended if this by-law is passed by Council, in order to exempt by-laws to remove holding symbols from being passed at Council meetings. Please see the Clerk's Department Report regarding this amendment which is attached to this Council Agenda.

## Financial Implications

The by-law proposes to delegate the authority to make decisions on "minor" zoning by-law amendments, specifically the removal of a holding symbol and the removal of a lot from a holding overlay to the Director of Development Services or their designate.

Delegating zoning by-law amendments for the removal of a holding symbol and the removal of a lot from a holding overlay to staff would allow for on-going approvals of applications rather than waiting for approvals to occur based on the Council meeting cycle. It also allows Council additional time to focus on more complex applications that truly benefit from broader consideration by Council.

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

## Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac;

and/or impacts the Township's resilience to climate change.

## Notice/Consultation

Michelle Hannah, Deputy Clerk

## Attachments

1. By-law 2023-91 Delegation of Authority on Minor Zoning By-law Amendments (Removal of Holding Symbols and the removal of lots from a holding overlay)

## Approvals

**Report Prepared By:**

Christine Woods, RPP, MCIP Senior Planner

**Submitted By:**

Brad Wright
Director of Development Services

**Approved By:**

Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC**

**BY-LAW 2023-91**

**A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC TO DELEGATE THE AUTHORITY TO PASS BY-LAWS TO REMOVE HOLDING SYMBOLS AND REMOVE LOTS FROM HOLDING OVERLAYS TO STAFF.**

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**WHEREAS** Section 36 of the *Planning Act, RSO 1990*, as amended, empowers the Council of a municipality to enact a by-law to remove a holding provision;

**AND WHEREAS** Section 39.2(1) of the *Planning Act, RSO 1990*, as amended, empowers the Council of a municipality, by by-law, to delegate the authority to pass by-laws under section 34 that are of a minor nature to an individual who is an officer, employee or agent of the municipality;

**AND WHEREAS** under Subsection 39.2 (2) of the *Planning Act*, this authority does not apply unless there is an official plan in effect in the municipality that specifies the types of by-laws in respect of which there may be a delegation of authority;

**AND WHEREAS** under Subsection 39.2 (3) of the *Planning Act*, without limiting the generality of the meaning of a by-law passed under Section 34 of the *Planning Act* that is of a minor nature, such by-laws may include, a by-law to remove a holding symbol or remove any lot from a Holding Overlay;

**AND WHEREAS** Official Plan Amendment No. 24 specifies the types of by-laws in respect of which there may be a delegation of authority;

**AND WHEREAS** the Council of The Township of South Frontenac deems it appropriate to extend the approval authority of staff for routine and minor types of development applications, including Removal of Holding Symbols in order to support ongoing efforts to streamline the overall development approval process;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC ENACTS AS FOLLOWS:**

1. Definitions:

   In this By-law:

   1.1 “Township” means the Corporation of the Township of South Frontenac.

   1.2 “Council” means the Council of the Corporation of the Township of South Frontenac.

   1.3 “Designate” means the Chief Administrative Officer, or the Acting Director of Development Services, or the Senior Planner.

2. (i) That the Director of Development Services, or their designate, is hereby delegated the authority to pass a by-law to remove a '-H' Holding Symbol or remove any lot from a Holding Overlay that forms part of any zone within the Township of South Frontenac Comprehensive Zoning By-law No. 2003-75, as amended, and any successor thereto.

   (ii) Notwithstanding the provisions of Clause 2 (i) of this By-Law, Council shall retain all powers and authority with respect to the approval of an application to Remove a '-H' Holding Symbol or remove any lot from a Holding Overlay where the applicant or other party contests the staff position on the application as to whether or not the conditions for removal have been satisfied.

3. That the Mayor, or Deputy Mayor in their absence, and the Clerk are hereby authorized to sign such a by-law.

4. **This By-law** shall come into force and take effect on the date of its passing.

**Dated at the Township of South Frontenac this 7th Day of November 2023.**

**Read a first and second time this 7th Day of November 2023.**

**Read a third time and finally passed this 7th Day of November 2023.**

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

_____
**Ron Vandewal, Mayor**

_____
**James Thompson, Clerk**

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Office of the Clerk |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **Update to Council Procedure By-law to add Delegated Authority – Zoning By-law Amendments for Holding Symbols** |

## Summary

The purpose of the Report is to provide Council with background information regarding proposed amendments to By-law 2017-76, As Amended, A By-Law to Provide for Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings. The proposed amendment is intended to update the Council Procedure By-law to ensure that the Delegated Authority By-law proposed by Development Services can be enacted, if passed.

## Recommendation

**That** By-law 2023-92 to amend the Procedural By-law 2017-76 to add delegated authority for staff to approve by-laws pertaining to the removal of holding symbols, be given first and second reading.

**That** By-law 2023-92 be given third reading, signed and sealed.

## Background

Section 238 (2) of the *Municipal Act*, 2001 requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings. The current Township of South Frontenac Council Procedure By-law was enacted on December 5, 2017 and has been amended over the years to account for procedural changes. Most recently, the Council Procedure By-law was amended on May 16, 2023 to account for administrative amendments related to the Committee By-law, Committee of the Whole, Delegations and Public Meetings related to planning matters.

## Discussion/Analysis

Council passed a zoning by-law amendment on September 19, 2023 to permit additional dwelling units in the Township. The next step for this by-law to take effect is for Frontenac Council to approve the corresponding Official Plan Amendment No. 25. The Zoning by-law amendment establishes a Township-wide holding overlay for additional dwelling units, excluding the area of the Township serviced by Municipal water.

Once the OPA is approved, it is proposed that staff will have the delegated authority to approve the removal of the holding symbol if all criteria is met. Details of the proposed by-

law for delegated authority are provided in the Development Services Report "Delegation of Authority to Staff – Zoning By-law Amendments for Holding Symbols" also on this Council Agenda.

If Council passes by-law 2023-91 to delegate authority to staff, the Procedural By-law must also be updated to reflect this new procedure.

**Summary of Proposed Amendments to "Section 6 i) - Bylaws"**

A "notwithstanding" clause must be added to the By-laws section of the Procedural By-Law, as it currently states "All by-law must be passed in meetings that are open to the public".

"Notwithstanding the above clause, a By-law to remove a holding provision from Zoning By-law No. 2003-75, as amended, or its successor, as delegated in accordance with By-law 2023-91, may be presented to and enacted by the Director of Development Services, or designate."

**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.

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

**Notice/Consultation**

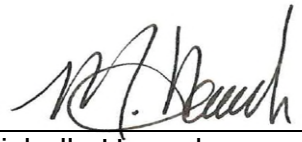
- Louise Fragnito, Chief Administrative Officer
- Christine Woods, Senior Planner

**Attachments**

*Exhibit A – Draft By-law 2023-XX* - A By-Law to Amend By-Law 2017-76, As Amended, 'A By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings'.

**Approvals**

Submitted By:



Michelle Hannah
Deputy Clerk

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC**
**BY-LAW 2023-92**

**A BY-LAW TO AMEND BY-LAW 2017-76, AS AMENDED, "A BY-LAW TO PROVIDE FOR GOVERNING THE PROCEEDINGS OF THE COUNCIL, THE CONDUCT OF MEMBERS AND THE CALLING OF MEETINGS"**

---

**WHEREAS** Council desires to update By-law 2017-76, As Amended;

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

1. By-law 2017-76, As Amended "A By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings" is hereby amended as follows:

   Section 6-Motions, subsection i) Bylaws is amended by adding a notwithstanding clause to read as follows:

   i) BYLAWS – The agenda may contain a summary of the contents of each bylaw. If a majority of Council requests, the Clerk will read the by-law in its entirety.

   All by-laws must be passed in meetings that are open to the public.

   Notwithstanding the above clause, a By-law to remove a holding provision from Zoning By-law No. 2003-75, as amended, or its successor, as delegated in accordance with By-law 2023-91, may be presented to and enacted by the Director of Development Services, or designate.

   A Confirmatory By-law, to confirm the proceedings of Council during the meeting, will be placed before Council each meeting.

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

**Dated at the Township of South Frontenac this 7th day of November 2023.**

**Read a first and second time this 7th day of November, 2023.**

**Read a third time and finally passed this 7th day of November, 2023.**

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

_____
**Ron Vandewal, Mayor**

_____
**James Thompson, Clerk**

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Office of the Chief Administrative Officer |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **Communications Activities and Results Jan 1 – Jun 30, 2023** |

## Summary

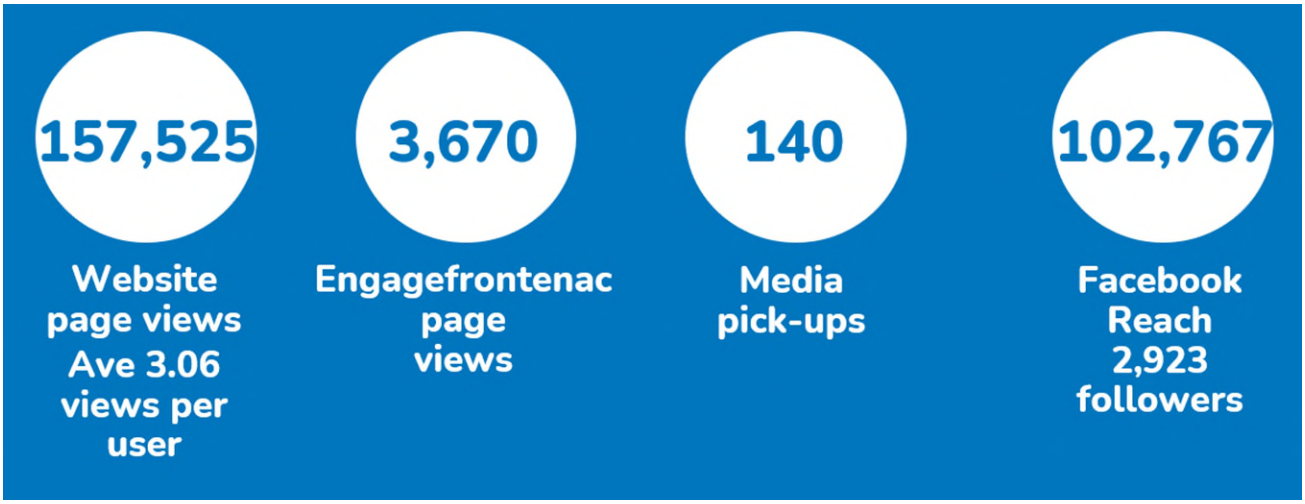
This is a regular bi-annual report to Council on communication activities and results for the period January 1, 2023 to June 30, 2023.

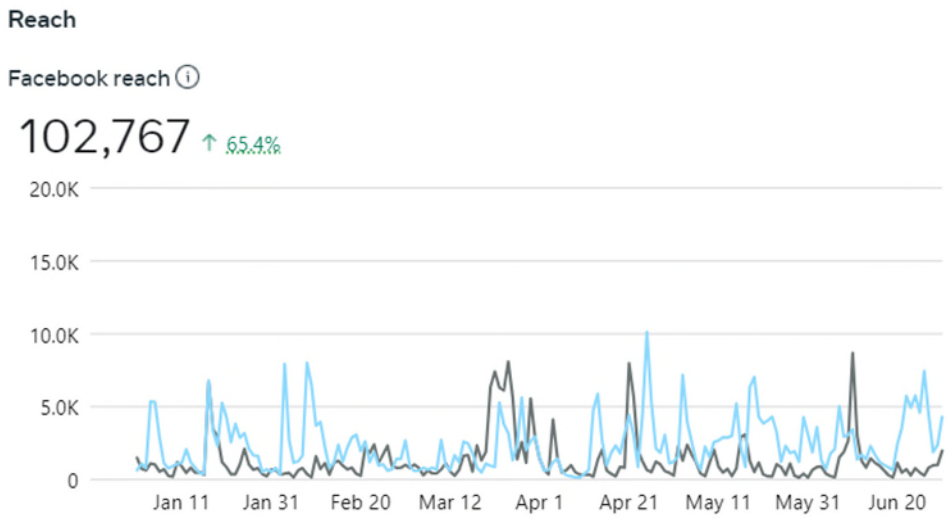
## Recommendation

This report is for information.

## Discussion/Analysis

The Township uses a variety of channels and tools to communicate with residents. Key metrics are website page views, media pick-ups and social media reach, impressions and engagement. Survey data also tells us that news articles and our weekly ad banner in the Frontenac News are also key channels.






Our Facebook reach (@SouthFrontenacTownship) was 65% higher than the same period in 2022, due to organic growth and Facebook advertising.

**Other highlights**

- 1,345 responses to our By-Law Enforcement and Short-Term Rental Survey in Q1
- Official Plan engagement: we had strong attendance (approx. 140 over two sessions) at the Official Plan Open Houses this spring and 528 downloads of the draft OP from our engagefrontenac site from Jan 1-Jun 30, 2023
- We launched two new social channels in June, Instagram and LinkedIn to expand our reach and target new audiences.

## Case Study: Fire Bans

Fire bans are a critical piece of information that affects all residents. From May 1-July 31, 2023, we changed our fire ban status four times (Jun 2, Jun 6, Jun 13 and Jul 17). Here were the communication activities undertaken to communicate fire ban status and key metrics:

**Activities and tools**: Website alerts (4), website news posts (4), public service announcements (4), Frontenac news ad banner articles (8), digital electronic signage, social media posts (multiple posts on multiple channels), phone system messaging, out of office messages on shared mailbox autosignatures, media monitoring.

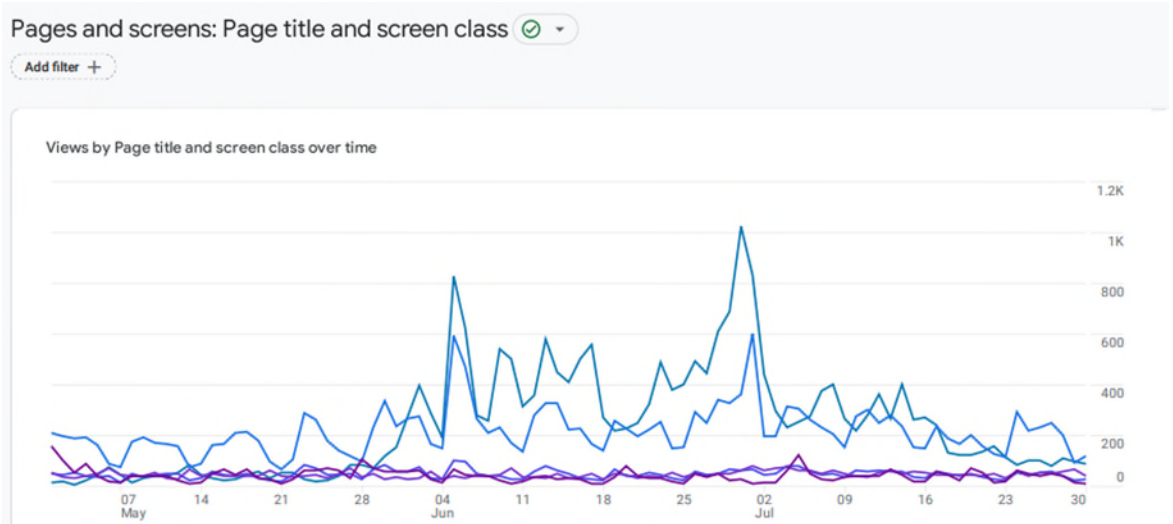
**Key Results:**

- **Fire ban status page views May 1-Jul 31: 21,663**—note this is even higher than our home page and the highest viewed page on the site
- **# of subscribers to fire ban status page**: **58**
- **Media pick-ups: 8**
- **# of questions on burn bans to webadmin main mailbox: 7**

- **Facebook Reach:** note we are reporting Facebook numbers only as this is our largest channel with our biggest following but posts were shared on all channels

| Post date | SF page Reach | SFFR page Reach | Total Reach | Total Shares |
|---|---|---|---|---|
| June 2 | 330* | 7,566 | **7,896** | 86 |
| June 6-Total Fire Ban | 3,589 | 7,020 | **10,609** | 136 |
| June 13 | 1,531 | 3,221 | **4,752** | 40 |
| July 17 | 1,159 | 2,066 | **3,225** | 22 |

**we shared SFFR's post so reach will be lower*




Search...

| | Page title and screen class | ↓ Views | Users | Views per user |
|---|---|---|---|---|
| | | 121,713<br>100% of total | 41,508<br>100% of total | 2.93<br>Avg 0% |
| 1 | Fire Ban Status - South Frontenac | 21,663 | 11,864 | 1.83 |
| 2 | South Frontenac | 19,477 | 9,557 | 2.04 |
| 3 | (not set) | 4,500 | 144 | 31.25 |
| 4 | Sitemap - South Frontenac | 4,228 | 2,644 | 1.60 |
| 5 | Landfill Locations and Times - South Frontenac | 4,074 | 2,529 | 1.61 |

We also ensured critical news releases and posts like Canada Day included clear messaging on fire bans.

Messages that came into our main shared mailboxes seemed to indicate residents were aware of the bans in effect, ie:

*"The posting for the current ban was made on the 6th. Will the rain today lift that ban or will it continue through the weekend?"*

*"I am curious why there is a level 1 fire ban in place when the MNR has put a Restricted Fire Zone in place for out area?*
"*Good morning. In light of the current fire ban, will there be fireworks this Canada Day*?

We were also monitoring comments in other online forums and most of the comments indicated people were aware when fire bans were in effect.

**Summary**: Residents seemed to be aware of when fire bans were in place. The number of page views on the fire ban status page was very high and the highest viewed page on our website for the period.

There is always more we can do to ensure critical communications are getting out to residents. We continue to look at our channel mix and messaging.

Feedback was often received that the search engine on the website was not user friendly or effective in providing useful search results links to our website. We have since converted our search engine to google search. The engine has been tested and is providing results directing users to relevant search pages.

## 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.

## Approvals

Submitted By:

Laurie Swinton
Executive Assistant and Communications Officer

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac
**Staff Report**

| | |
|---|---|
| **To:** | Council |
| **Prepared by:** | Fire & Emergency Services Department |
| **Date of Meeting:** | November 7, 2023 |
| **Subject:** | **Fire Services – Department Update** |

## Summary

The purpose of this report is to provide Council with the Fire & Emergency Services Update through November 1st, 2023.

## Recommendation

This report is for information only.

## Background

The Fire & Emergency Services Department will be providing quarterly updates to Council on department items including statistics, capital & operating projects and community outreach and support.

## Discussion/Analysis

**Incident Response - Operations:**

- Earlier this year in response to the exceptionally dry conditions that contributed to the Cenntenial Lake fire in Greater Madawaska, SFFR was called upon through our Mutual-Aid Coordinator to provide assistance in the way of equipment and (6) firefighters to travel to Greater Madawaska. Through a unified command structure and national certification criteria, our participation was a success along with several other KFLA Fire Services. As this was under the supervision of the Ministry of Natural Resources and Forestry (MNRF), cost-recovery measures have been tallied and submitted from the province.
- In an effort to support operational efficiency, existing UT362 (2006 Chevy ¾ ton) was reassigned to support to the Platoon Chief on-call schedule where the assigned Platoon Chief has been provided a FD vehicle for response to working incidents to eliminate wear and tear on their personally owned vehicles.
- Effective September 1st, 2023, Captain Duane Meeks was promoted to the role of Platoon Chief. In his new capacity, Platoon Chief Meeks has been tasked with the operational responsibilities of the crews, apparatus and facilities of Stations No. 1 (Bradshaw) and Stations No. 2 (Burridge). With PC Meeks in his new capacity, a full-compliment of (4) Platoon Chiefs has been restored.
- A review of staffing compliments was conducted and determined the requirement of a Captains competition to be conducted for Stations No. 4 (Hartington), Station No.

5 (Sydenham) and Station No. 8 (Battersea) to restore the supervisional span of control consistently across the entire department where a 5:1 ratio (Captain to Firefighter) will be reflected to meet the industries best-practise.

| Emergency Response Incidents | 2023 (Jan 1-Nov 1) | | 2022 | |
|---|---|---|---|---|
| Activated Alarms (residential & commercial) | 42 | 10.0% | 55 | 12.4% |
| Burning Complaints | 26 | 6.2% | 15 | 3.4% |
| Medical Assist | 198 | 47.4% | 224 | 50.6% |
| Fire Incidents (*structural, vegetation, vehicle*) | 63 | 15.1% | 61 | 13.8% |
| Motor Vehicle Collisions | 54 | 12.9% | 50 | 11.3% |
| Rescue | 22 | 5.3% | 15 | 3.4% |
| Public Assist/ Other | 13 | 3.1% | 23 | 5.2% |
| **Total Incident Responses** | **418** | | **443** | |

**Fire Prevention & Public Education:**

- In spring 2023, Council approved the recruitment of a contract position for a full-time Fire Prevention Officer. The position was filled and has quickly established themselves undertaking the immediate responsibilities of all fire & life safety activities reporting to Deputy Fire Chief (who has since retained Chief Fire Official status). Through this new administrative position, the departments ready availability to address fire safety inquires, inspections and public messaging in conjunction with established Township communications and social media has elevated SFFR's presence in the community. The role has also proven helpful in meeting day-time operational response requirements to ensure a consistent level of service.

| 2023 Fire Prevention Activities | |
|---|---|
| Public Education Engagements (*community events, community group presentations, fire station tours, fire prevention week activities, provincial initiatives*) | 25 |
| Fire Inspections & Consultations (*requests, complaints, annuals, incident follow-ups, referral from allied agency*) | 45 |
| Fire Investigations | 2 |

**Training & Professional Development:**

- A 2023 capital project has been completed with the 2023 Firefighter Recruit class. After (6) months of a combination of theory and practical-based learning, all (16) candidates have completed the required job-performance requirements (JPR's) and have undergone certification to *NFPA 1001 Firefighter level I & II, NFPA 1072 Hazardous Materials Operations.* Additionally, all recruits have undergone additional emergency medical training in accordance with our tiered-response agreement with

Frontenac Paramedic Service. All Recruits have reported to their respective stations assignments and in some cases have already been placed into action on working fire incidents under the supervision of experienced officers and firefighters.

- In a proactive effort in working towards the Mandatory Certification requirements set forth in O. Reg 343/22, this year (25) personnel have completed certification to *NFPA 1002, Standard for Fire Apparatus Driver/ Operator Professional Qualifications*. Training was completed in-house through accost-effective *Learning Contract* with the *Office of the Fire Marshal* through the *Ontario Fire College* in "blended training delivery" utilizing online self-study pre-course material followed by scheduled in-class hands-on practical activities.
- Live-fire training was scheduled for all SFFR crews through the month of September in Odessa, ON (Loyalist Emergency Services). This training was planned, coordinated and delivered by our own in-house officers where all that was required was access to a live-fire facility.
- For the past (4) years, regular weekly training material that has been written and developed in accordance with *NFPA 1001 Firefighter level I & II*. This long-range plan has produced a situation where currently all existing firefighters are now eligible for written testing and skills evaluation with the Office of the Fire Marshal to obtain certification. This has created a transition where many firefighters have "upgraded" from previous grandfathering status to certified through in-house preparation and testing opportunities.
- All existing SFFR personnel have been scheduled for annual BLS emergency medical re-certification training that will be concluded in early December 2023.

**Mechanical & Equipment:**

- All operational fleet have been inspected and received safety approval as per Ministry of Transportation requirements and applicable apparatus with a pump and ladder compliment received annual testing and certification.
- A 2023 capital project has been completed for the replacement of all assigned balaclava's as part of each firefighters assigned structural personal protective equipment. A particulate-filtering balaclava has been assigned to each member as part of the *Cancer Prevention Program* in accordance with recommendations from the *Ministry of Labour*.
- Earlier this year Council approved the purchase of a new Tanker as per long-range fleet replacement schedule, the purchase was awarded to Dependable Emergency Vehicles in Brampton, Ontario with an estimated completion date of Fall 2023. The apparatus has been completed and is currently undergoing ULC testing with a final inspection date to scheduled in early November 2023. The new Tanker will be assigned as T361 to be assigned to Station No. 6 (Perth Road) to align with the municipalities Superior Tanker Shuttle Accreditation (completed July 2022). Once final inspection has been approved, the apparatus will be delivered where training will commence with the respective crew prior to going into service.

- The existing T361 (2004 Sterling) will be re-assigned to Station No. 1 (Bradshaw) given it's single-axel construction to accommodate the terrain and geographical needs of the north end of the Township.

## Financial Implications

None.

## Relationship to Strategic Plans

☒ Not applicable to this report.

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

- Priority: Choose an item.
- Action Item:

## Climate Considerations

☒ Not applicable to this report.

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

## Notice/Consultation

- Administrative Assistant, Fire & Emergency Services
- Fire Prevention Officer
- Platoon Chiefs

## Approvals

Submitted By:

Alex Bennett
Interim Director of Emergency Services/ Fire Chief

Approved By:

Louise Fragnito, CPA, CGA
Chief Administrative Officer

Quinte CONSERVATION
clean world. safe homes. healthy life.

613-968-3434 Belleville
613-354-3312 Napanee
RR2, 2061 Old Hwy 2,
Belleville, ON. K8N 4Z2

October 26, 2023

Permissions Modernization Team
Client Services and Permissions Branch
135 St. Clair Avenue West
Floor 1
Toronto, ON
M4V 1P5

**Re: Exploring changes to streamline the permit-by-rule framework**

Thank you for the opportunity to comment on the proposed amendments for exploring changes to streamline the permit-by-rule framework. Quinte Conservation's Executive Board has reviewed the proposed changes and strongly urges the Ministry of the Environment, Conservation and Parks not to proceed with its proposal to expand the permit-by-rule framework.

Overall, we are very concerned with the Ministry of Environment, Conservation and Parks' proposal to expand the permit by rule regime to include waste management systems; stormwater management; and water-taking for construction sites dewater activities and foundation drains. At our monthly meeting of the Quinte Conservation Executive Board, representing 18 municipalities in our watershed region, the board voted unanimously to communicate with you that we object to these proposals in the strongest possible terms.

Our main concern lies in the fact the Environment Ministry will no longer undertake an up-front detailed review of applications related to the specified activities, thereby weakening regulatory oversight. The specified activities, which have the potential to cause significant adverse impacts to the natural environment and human health will no longer be subject to either government or public scrutiny prior to commencing operation in Ontario. The hallmarks of any sound approval and permitting system are processes and procedures which are transparent, proactive, monitored for compliance, staffed appropriately, and achieve the Statement of Environmental Values (SEV) of the Ministry. The SEV states that when the Ministry "*... considers the development of Acts, regulation and policies, it will consider the cumulative impacts on the environment, the interdependence of air, land water and living organisms; and the relationships among the environment, the economy and society.*" The Permit-By-Rule Process proposed by the regulatory changes requires self-registration on the Environmental Activity and Sector Registry. No reference is made to the above-mentioned hallmarks nor will an EASR necessarily achieve the intent or content of the MECP SEV but, more importantly, no compliance process or penalties for non-compliance are provided.

This concern is compounded in source protection vulnerable areas where many of these 'low risk' activities are considered significant drinking water threats to the health of municipal drinking water. These proposed amendments are very reminiscent of the lack of Ministerial oversight that led to the Walkerton Tragedy. The parallels are concerning and cannot be ignored. Under the *Clean Water Act*,

significant drinking water threats can occur in intake protection zones and wellhead protection zones with a vulnerability score of 8 or higher. We strongly recommend that the EASR not be allowed to manage activities in vulnerable areas with a score of 8 or higher, thus ensuring MECP is fulfilling their responsibilities to implement policies in source protection plans.

The proposed changes as written do not clarify whether there will be any assurances the proponent has registered correctly or not. Without verification there is a high potential for prescribed drinking water threats under the *Clean Water Act* to be missed by the proponent, thus any applicable source protection plan policies will not be implemented, and that activity will continue to threaten the municipal drinking water source. It is imperative that the people of Ontario receive a level of assurance that the information registered is being reviewed for accuracy by MECP staff, prior to construction.

Thank you again for the opportunity to provide comments on the proposed amendment for exploring changes to streamline the permit-by-rule framework. For the many reasons explained above, we request MECP not proceed with the proposal unless all these concerns and the concerns of Ontarians can be met.

Sincerely,

Chris Malette
Chair, Executive Board

CC:
Quinte Conservation Member Municipalities
MPP Shelby Kramp-Neuman
MPP Ryan Williams
MP Todd Smith
MP Ric Bresee

# TOWNSHIP OF SOUTH FRONTENAC
# BY-LAW 2023-93

**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 NOVEMBER 7, 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 November 7, 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 November 7, 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 November 7, 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 7 day of November 2023.

Read a third time and finally passed this 7 day of November 2023.

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

_____
**Ron Vandewal, Mayor**

_____
**James Thompson, Clerk**