



Township of South Frontenac Council Meeting Agenda



Note: Please be advised that all available seating for the Council meeting has been reserved.

Residents who have not obtained reserved seating are required to attend the meeting via Zoom.

To attend virtually, please register in advance here: https://us06web.zoom.us/webinar/register/WN_z6nkSBjrS8-iz4Sf9qk4VA

TIME: 7:00 PM,
DATE: Tuesday, October 17, 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) Mary Rae, President FIMLA will be present to speak to Council regarding Fourteen Island Lake Dam. 5 - 19
8. Briefings
 - a) Representatives from Cataraqui Conservation, Rideau Valley Conservation Authority and Quinte Conservation will be present to Council regarding Watershed Programs and Services: 2024 and Beyond. 20 - 34
 - b) Representatives from Arcadis - IBI Group will be present to speak to Council regarding Draft Official Plan – Settlement Areas, Communal Servicing and Housing Types. 35 - 43

Note: The Briefing will occur 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 44 - 49
10. Reports Requiring Action

- a) **Fourteen Island Lake Dam** 50 - 59

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.

- b) **Conservation Authorities – Memorandum of Understanding** 60 - 92

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.

- c) **FMSC Board Appointment** 93 -
127

That Council support the appointment of _____ to the Board of the Frontenac Municipal Service Corporation (FMSC) for the remainder of the term of Council.

- d) **Xplore Communications Tower Proposal - Project ON8478 –
2102 Rutledge Road** 128 -
138

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.

- e) **Municipally Significant Event Designation for 2023 Frontenac
Farmers Holiday Market** 139 -
141

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.

11. Advisory Committee Reports or Minutes

- a) **2023 Lake Ecosystem Grant Recommendations** 142 -
144

That Council approve three Lake Ecosystem Grants totalling \$30,000 as recommended by the Lake Ecosystem Advisory Committee and as summarized in this report.

12. Reports Requiring Approval of By-laws

- a) **Property Disposition 1017 Irish Lane (Leclair)** 145 -
150

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; and

That By-law 2023-82 be given third reading, signed and sealed.

- b) **Auditor Appointment By-law 2023 to 2027** 151 -
154

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; and

That By-law 2023-83 be given third reading, signed and sealed.

- c) **Official Plan Amendment Application PL-OPA-2022-0037 and Zoning By-law Amendment Application Z-16/15, Skycroft Campground (2011), 2827 Opinicon Road** 155 -
180

Official Plan Amendment

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.

Zoning By-law Amendment

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.

13. Reports for Information

- a) **Draft Official Plan – Settlement Areas, Communal Servicing and Housing Types** 181 -
217
- This report provides Council with information about public comments received on the draft Official Plan regarding settlement areas, communal servicing, density, and housing types. The report provides a high-level overview of how these comments could be realized in the draft Official Plan. It provides an explanation as to what subdivision design may look like when utilizing communal services and provides examples of development projects.

14. Committee of the Whole15. Information Items16. Notice of Motions

- a) **Notice of Motion – Amendment to 2023 Budget Schedule** 218 -
219
- 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.

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
- f) Frontenac Community Arena Board

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 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
- 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.

20. Confirmatory By-law

- a) Resolution

220

21. Adjournment

- a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader



Fourteen Island Lake Dam

Fourteen Island & Mink Lakes
Watershed Association (FIMLA)

October 17, 2023

Mary Rae, President FIMLA

Location



Access Road Location (approx.)



Background

- ❑ Dam located on south side of Fourteen Island Lake, flows into Spring and Verona Lakes, crosses Hinchinbrooke Road
- ❑ Built in the 1800s, with major rehabilitation in the 1950s, and last documented repair in 1994, at which time the townships, conservation authority and Ministry of Natural Resources (MNR) contributed 77% of costs, and the lake association contributed 23% of costs
- ❑ Located on private property, with access through private property
- ❑ Operated pursuant to a letter dated August 18, 1981, between the MNR and Frank Babcock following a meeting of FIMLA, the MNR and the conservation authority

1994 Dam Refurbishment



Condition Assessments

- ❑ 2009 Quinte Conservation – dam inspection said fair condition overall
- ❑ 2019 Quinte Conservation – dam inspection said fair to poor condition; some deteriorated portions required repairs
- ❑ 2020 D.M. Wills Associates (Wills) – retained by FIMLA to conduct detailed inspection and recommend repair solution; confirmed need for significant repairs within the next five years

Fundraising

- ❑ FIMLA has raised over \$100,000, including:
 - ❑ Over \$60,000 in private donations from members and lake residents
 - ❑ \$23,600 raised through golf tournaments in 2022 and 2023, FIMLA clothing sales, and other initiatives
 - ❑ \$20,060.10 received from the Township's Lake Ecosystem Advisory Committee in 2021 and 2023

Work Completed and In Progress

- ❑ Wills has completed structural assessment and recommendations for repair strategy (\$9,600)
- ❑ Wills has completed a Scoped Dam Safety Assessment (\$14,300)
- ❑ Wills has completed Detailed Design and is working on tender documents and approval applications (\$33,000)
- ❑ Total FIMLA has spent: \$56,900

Challenges (Construction related)

- ❑ 2020 construction estimate from D.M. Wills of \$159,300 (which included necessary improvements to access road of \$11,300)
- ❑ Updated construction estimate is \$153,700 (does NOT include access improvements)
- ❑ Project management costs are estimated at \$38,400
- ❑ It is currently estimated that access improvements, survey and agreement registration will cost \$60,000 to \$70,000

Challenges (Funding related)

- ❑ FIMLA incorporated as a not-for-profit in 2021 to expand granting opportunities
- ❑ FIMLA is not eligible for a lottery license, so raffles and similar fundraising strategies are not an option

Quinte Conservation Support

- ❑ FIMLA met with Quinte Conservation in early 2023 to discuss options for moving the project forward
- ❑ In collaboration with the CAO of Quinte Conservation, FIMLA made a presentation to their board on May 18, 2023. The board has agreed, in principle, to assume ongoing maintenance and operation of the dam (to be funded through levies), once the capital repairs have been completed
- ❑ FIMLA will assist Quinte Conservation with the necessary access agreement for dam operation and maintenance, including surveying and easement registration

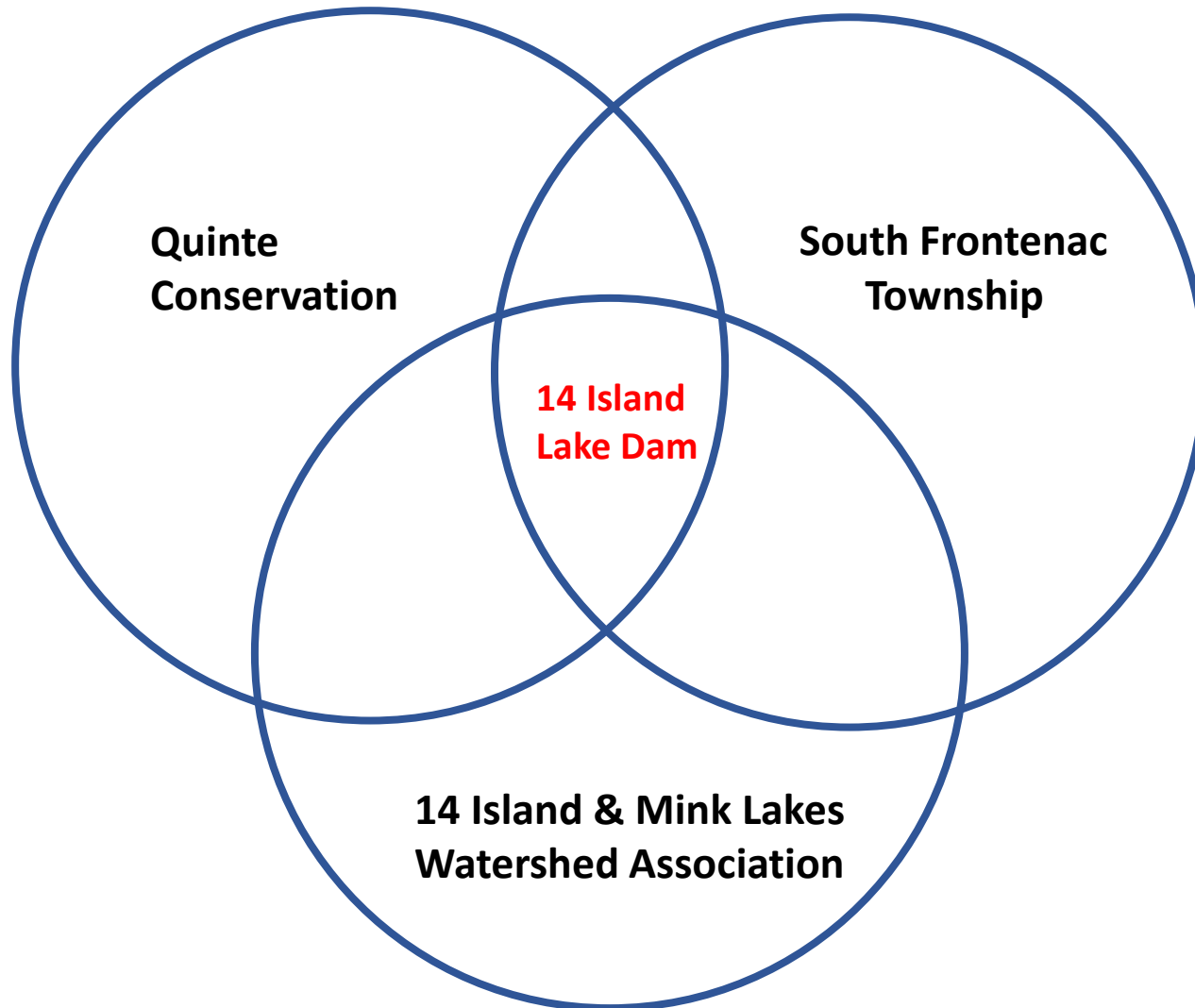
FIMLA's Role

- ❑ Continue to work with consultant to finalize design, prepare tender package and secure permits
- ❑ Coordinate agreements with property owners for construction and maintenance access for the long-term
- ❑ Undertake necessary improvements to access road
- ❑ Continue fundraising to support dam-related activities
- ❑ Maintain forebay (clearing debris from dam)

Township Support

- ❑ To date, FIMLA has completed necessary background inspections, studies, detailed design and is working with consultant in preparing permit applications and tender package
- ❑ Requesting the Township's assistance with funding for the necessary capital repairs
- ❑ With the Township's assistance with capital repairs, there will be a sustainable solution for the dam

The Sustainable Solution (as we see it)



Quinte Conservation:

- Operation and maintenance
- Inspection
- Long-term asset management

South Frontenac Township:

- Fund current capital rehabilitation
- Fund Quinte Conservation long-term (levy) for future maintenance and rehabilitative work

14 Island & Mink Lakes Watershed Association:

- Continue to work with consultant to secure permits, prepare tender documents and help with selecting contractor, as required
- Coordinate agreements with property and dam owners for construction and maintenance access for the long-term
- Continue fundraising to support dam-related activities
- Maintain forebay (clearing debris from dam)

Questions?

Thank you

Mary Rae

President, Fourteen Island & Mink Lakes Watershed Association

Watershed Programs and Services: 2024 and Beyond



Cataraqui
conservation

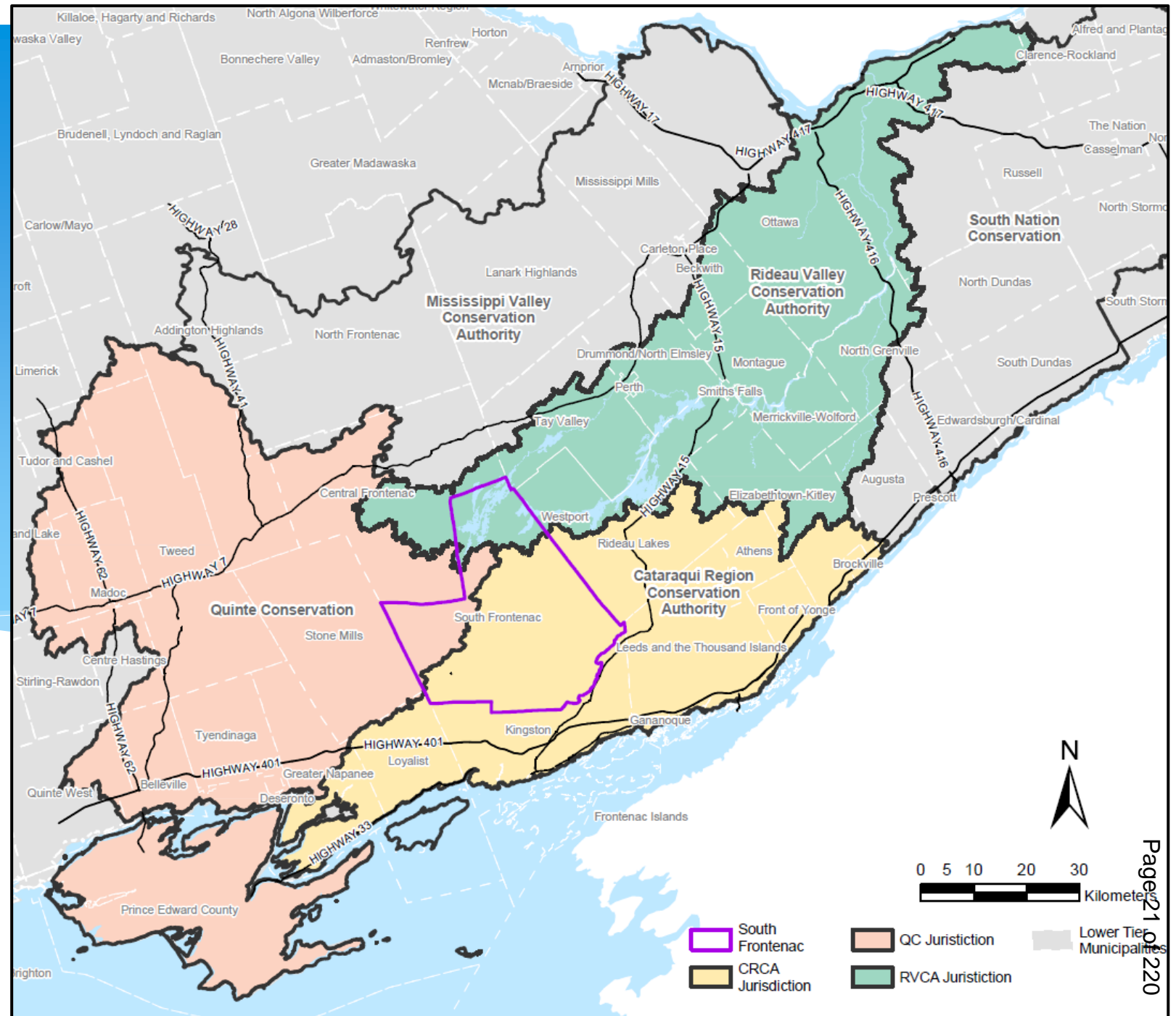


Quinte
CONSERVATION



Rideau Valley
Conservation
Authority

Local Watersheds



Conservation Authority Programs and Services

Provincially Mandated Programs (Category 1)

CAs provide programs & services on behalf of the province

- Natural hazard mapping
- Flood forecasting and warning, low water response
- Water and erosion control infrastructure
- Land use planning reviews, Section 28 regulation
- Conservation areas and land management
- Provincial groundwater and surface water monitoring
- Drinking water source protection

Municipal Services (Category 2)

CAs provide programs & services on behalf of municipalities

- Septic approvals, re-inspections
- Drinking water source protection policy implementation
- Operation / maintenance of municipal infrastructure
- Forest / land management

Watershed Based Programs (Category 3)

CAs provide programs & services to meet the needs of the local watershed

- Watershed monitoring and reporting
- Private land stewardship
- Education and public programming

New Agreements Required

Starting January 1, 2024:

Conservation authorities will be required to have written agreements with their municipalities to continue delivering category 3 programs and services that are supported by municipal levy.

RVCA Category 3 Programs:

- Private Land Stewardship
- Surface Water Monitoring, Reporting and Restoration

Cataraqui Category 3 Programs:

- Private Land Stewardship
- Education and Public Programming
- Local Monitoring & Reporting

QC Category 3 Programs:

- Conservation Education, Community Engagement and Outdoor Programs
- Local Water Monitoring and Reporting
- Stewardship and Reforestation

RVCA: Private Land Stewardship

Tree Planting

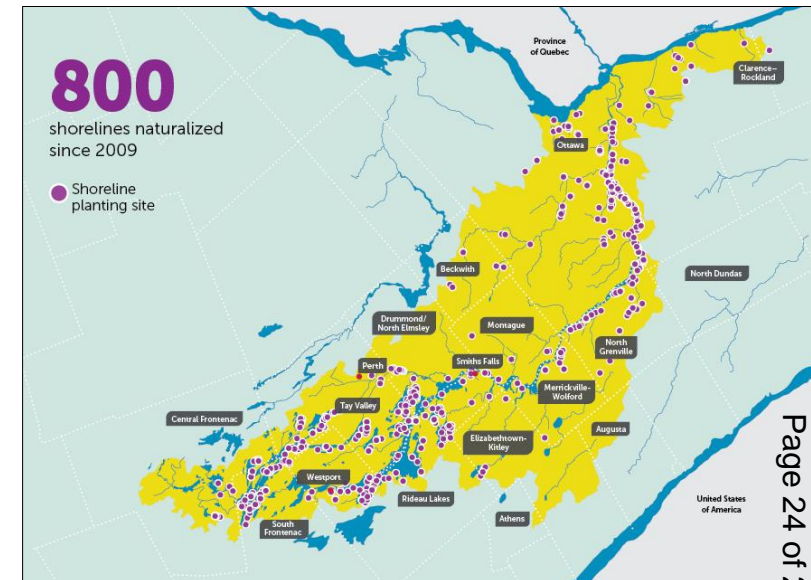
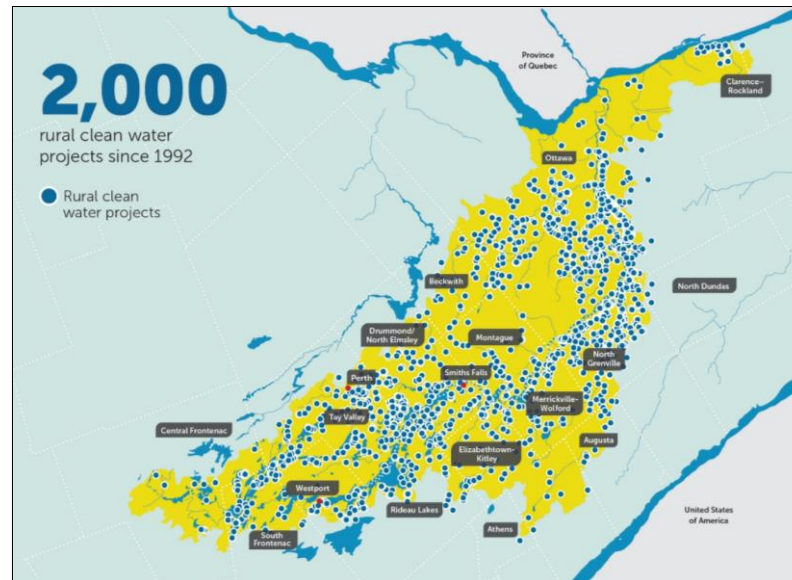
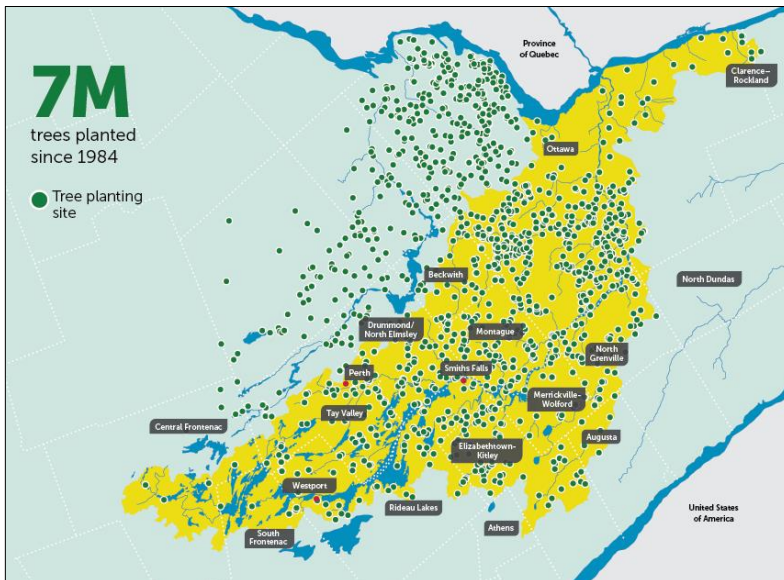
Rural Clean Water Projects

Shoreline Naturalization

7 million trees planted since 1984
Now averaging 200,000 trees / year

2,000 projects funded since 1992
Now averaging 100 projects / year

800 shorelines naturalized since 2009
Now averaging 70 shorelines / year



RVCA: Surface Water Monitoring, Reporting & Restoration

Water Quality Monitoring

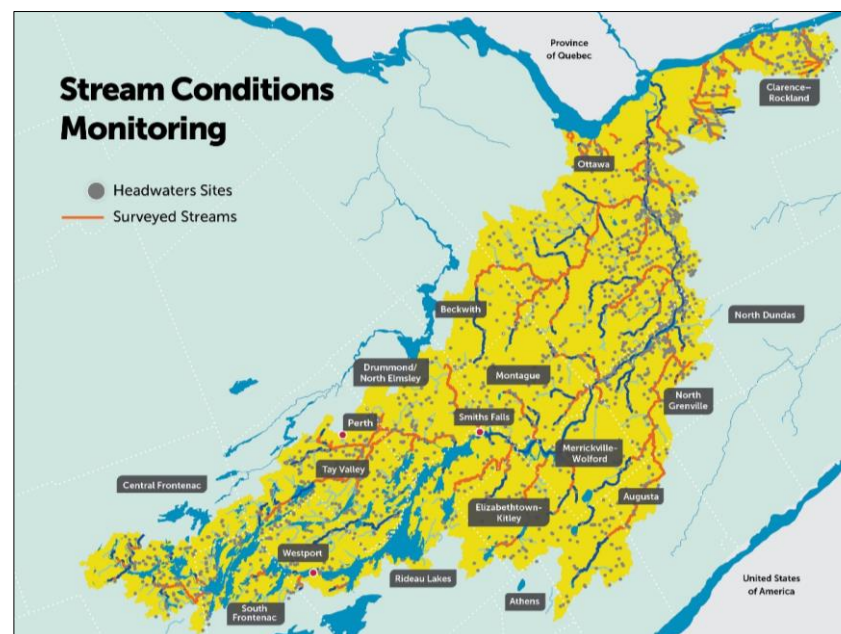
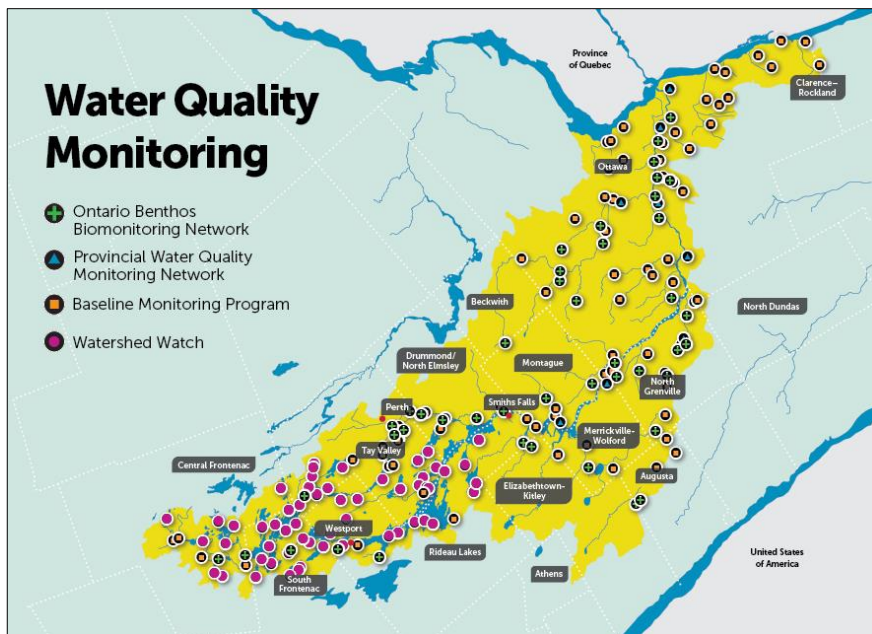
Water chemistry: 39 lakes and 107 stream sites
 Benthic invertebrates: 44 stream sites

Stream Condition Monitoring

Stream conditions: 600 stream segments
 Headwater drainage features: 6 year cycle

Restoration

Garbage Clean-Up
 Invasive Species Removal
 Fish Habitat Creation
 Wetland Restoration



Cataraqui: Private Land Stewardship

- Private land stewardship includes the forestry program and is delivered on a cost-recovery basis (grants, fundraising, user fees)
- Over 5 million trees planted since the program launched in 1982 towards reforestation and afforestation
- Since 1991 – approximately 200,000 seedlings / year
- Partnerships with Trees Canada and Forests Ontario to support significant landowner subsidies and enhance planting program in 2024



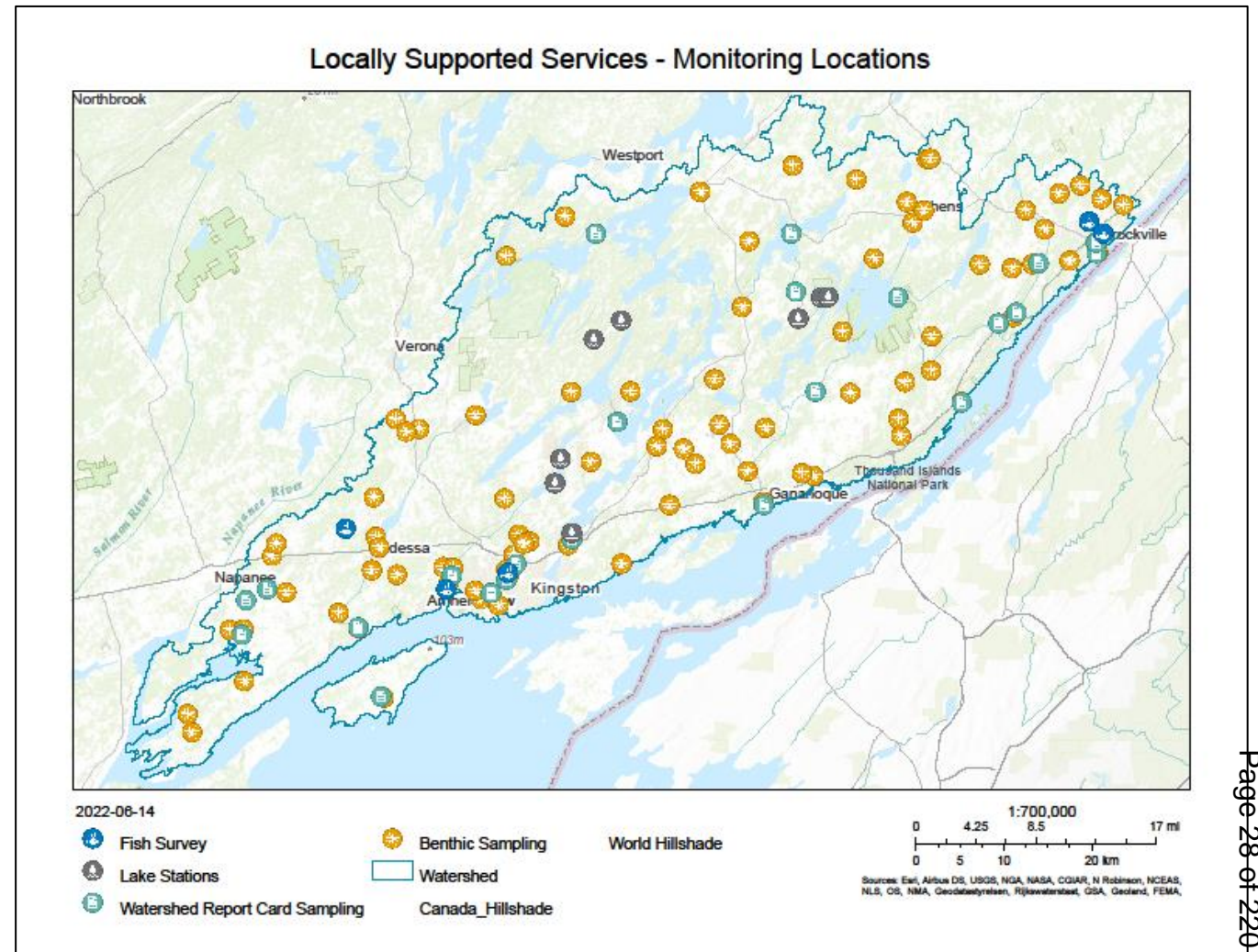
Cataraqui: Education & Public Programming

- Curriculum-based education programs delivered on a partnership basis with local schoolboards, both virtually and field trips and other funding (grants, fundraising, user fees)
- Forest Therapy and public programming events (Winter Recreation & Maple Madness) offered through user fees and partnerships
- Municipal levy supports staffing and applications to external funding sources and reporting (as required)
- \$30,000/year in community environmental grants from the Cataraqui Conservation Foundation



Cataraqui: Local Monitoring & Reporting

- Monitor surface and groundwater sites across the watershed
- Fish surveys, lake stations, stream temperature, water level sensors, and benthic sampling occurs across representative areas
- [Lake Reporting Dashboard](#) with data and educational information from partners and citizen scientists updated for over 170 lakes
- Published Watershed Report Cards every 5 years



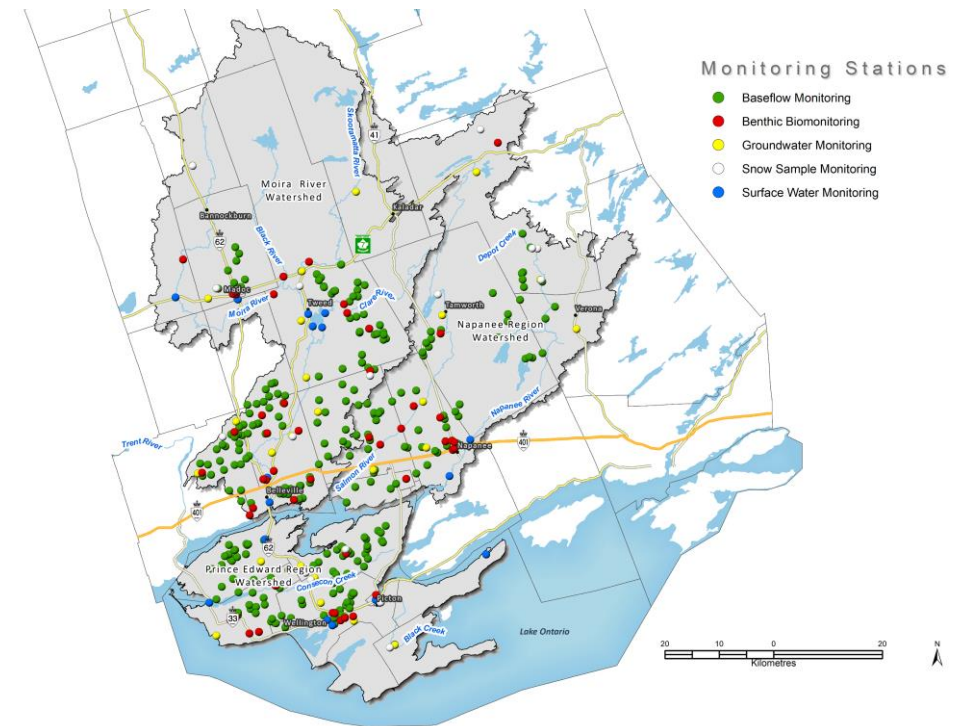
QC: Landowner Stewardship Services

- One-on-one technical assistant to watershed landowners;
- QC staff work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, restore floodplains, reduce nutrient contamination, etc.
- Tree planting and forestry programs assist landowners with funding applications.
- Private woodlot stewardship, technical assistance.
- Goal to maintain and enhance watershed forest cover to combat climate change.



QC: Surface Water Quality Monitoring

- 322 baseflow sites;
- 9 Long-term Monitoring Open water sites;
- 4 tributary sites (in addition to PWQMN);
- Lake Ontario nearshore water monitoring at area beaches;
- Coastal wetland monitoring of Bay of Quinte Area of Concern;
- Benthic monitoring at 48 OBBN sites across the watersheds.
- The information is used for watershed report cards and watershed project prioritization as part of the mandatory reporting requirements to the province.



QC: Education and Outreach Services

- Education and outreach programs not directed to mandated programs primarily centered on watershed and natural environment curriculum.
- Programs are curriculum-based education programs for elementary and secondary students.
- Focus on local watersheds, ecosystems, and environmental issues.
- In-class learning at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning.
- Education and outreach programs and community events assist in achieving the objectives of the conservation authority. These programs are open to people of all ages.



New Cost Apportioning Agreements

Seeking same agreement with all municipalities

- reflective of the watershed approach

Sets maximum % of annual municipal levy for category 3 programs and services

- Continue to apportion levy amongst participating municipalities using modified CVA data

Initial 5-year term with renewal clause following required 5-year review

6-month early termination clause

Cataraqui:

- 3.5% maximum allocation of municipal levy for category 3 programs and services

RVCA:

- 20% maximum allocation of municipal levy for category 3 programs and services

QC:

- Category 3 programs and services are being supported through grants and self-generated revenue

Estimated 2024 Cost

Cataraqui Municipalities	2023 Levy Apportionment	Estimated 2024 Cost for Category 3
Kingston	63.1%	\$46,063
South Frontenac	5.97%	\$4,358
Athens	0.83%	\$606
Brockville	7.73%	\$5,643
Elizabethtown-Kitley	1.16%	\$847
Front of Yonge	0.98%	\$715
Gananoque	1.73%	\$1,263
Leeds & Thousand Islands	6.58%	\$4,803
Rideau Lakes	3.13%	\$2,285
Greater Napanee	2.88%	\$2,102
Loyalist	5.91%	\$4,314
Total	100%	\$73,000

RVCA Municipalities	2023 Levy Apportionment	Estimated 2024 Cost for Category 3
Ottawa	90.86%	\$ 1,148,484
North Grenville	1.70%	\$ 21,425
Rideau Lakes	1.09%	\$ 13,773
Smiths Falls	0.92%	\$ 11,601
Perth	0.86%	\$ 10,899
Beckwith	0.77%	\$ 9,676
Tay Valley	0.74%	\$ 9,379
Drummond/North Elmsley	0.72%	\$ 9,135
Elizabethtown-Kitley	0.64%	\$ 8,030
South Frontenac	0.40%	\$ 5,042
Montague	0.38%	\$ 4,834
Merrickville-Wolford	0.37%	\$ 4,697
Central Frontenac	0.19%	\$ 2,403
Augusta	0.14%	\$ 1,820
Westport	0.11%	\$ 1,330
Clarence-Rockland	0.09%	\$ 1,130
North Dundas	0.02%	\$ 197
Athens	0.01%	\$ 147
Total	100 %	\$ 1,264,000

QC in South Frontenac

Category 3 programs - 13 % of total budget paid through self-generated/other revenue

Thank You!

Katrina Furlanetto, M.Env.Sc

General Manager, Cataraqui Conservation

kfurlanetto@crca.ca

1-877-956-2722



Sommer Casgrain-Robertson

General Manager, RVCA

sommer.casgrain-robertson@rvca.ca

1-800-267-3504 ext. 1214



Brad McNevin

Chief Administrative Officer, QC

bmcnevin@quinteconservation.ca

613-968-3434 ext. 103





kinsland

AGRIHOOD BY OSKAR GROUP



PROPONENT: Oskar Group

PARTNERS:



COMMUNITY PARTNERS



CONSULTANT TEAM:



Agrihood Community Concept

- Site Boundary
- Agrihood Farm +/- 40 Acres
- Farm Diversified Commercial & Commercial
- Single & Townhouse lots (130 Ac, Approx.)
- Low Rise Housing (30 Ac, Approx.)
- 2 Acre Estate Lots
- Parks & Open Spaces



PROPERTY OVERVIEW

Location: south of Inverary & 10 minutes north of Kingston

Size: 352 hectares (870 acres)

Frontage: Perth Road / Holmes Road / Spooner Road / Lakefield Drive

Uses: Agriculture / Undeveloped

Zoning:

- Special Residential Zone (R-7H)
- Rural Zone (RU)
- Special Rural Commercial Zone (RC-3)

Official Plan: 'Rural' and 'Environmental Protection'

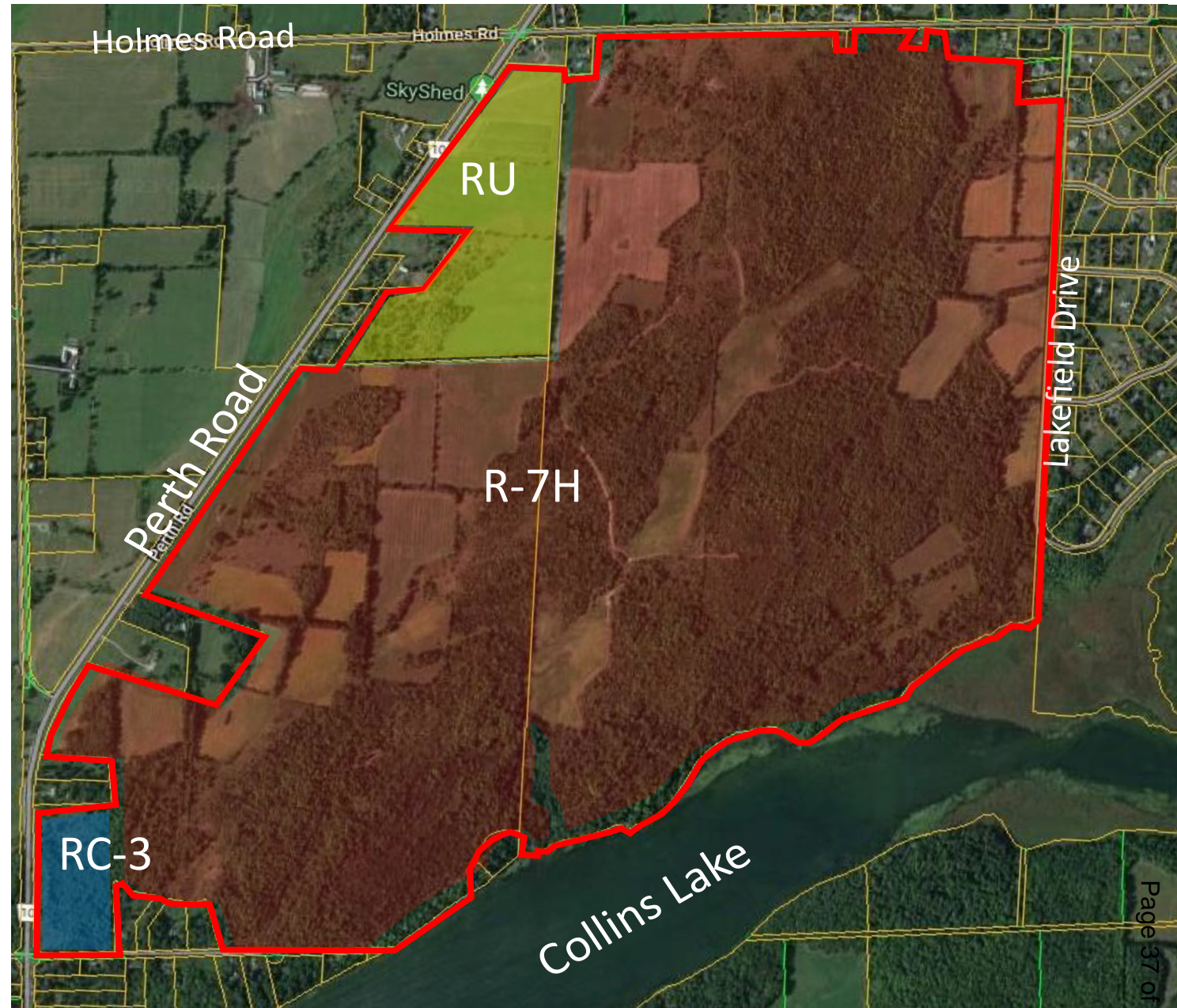
DEVELOPMENT HISTORY

Previous Owner:

- 1994: "Collins Lake Estates" golf course subdivision

Oskar Group:

- 2015: 51 lot single-phase subdivision
- 2020: Revised multi-phase subdivision with 54 lots in Phase 1



What is an Agrihood?

Why an Agrihood in South Frontenac?

Meaning of "Kinsland"

POLLINATOR GARDEN



INCUBATOR FARMS



EDUCATION GARDEN



COMMUNITY GARDEN



MULTI-PURPOSE BARN

- Venue Rental
- Tool Storage
- Welcome Centre
- Farm Office



FUTURE LOW-RISE SENIOR HOUSING



FARM DIVERSIFIED COMMERCIAL

- Farmers' Market
- Bike Shops
- Stand Alone Retail
- Farm-to-Table Restaurants



ROAD WITH SIDEWALK/BIKE LANES



ESTATE RESIDENTIAL



KINSLAND RETREAT

- Community Kitchen
- Event Space
- Camping



RECREATIONAL SPACE

- Natural Trails
- Communal Dock



POTENTIAL COMPENSATION (WILDLIFE AREA)



AGRIHOOD VILLAGE

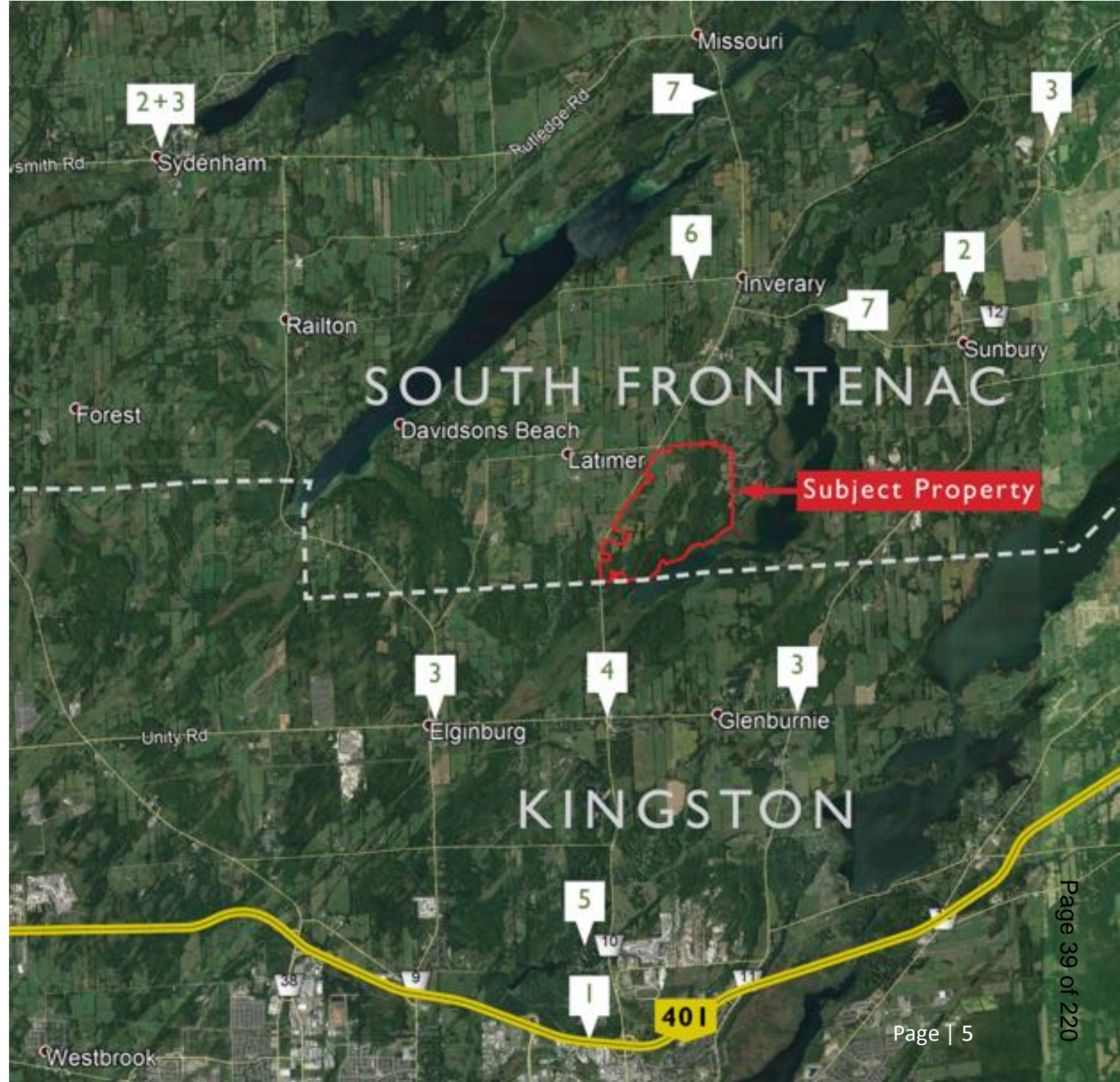


RIGHT SIZE RIGHT PLACE

TIMING & GROWTH

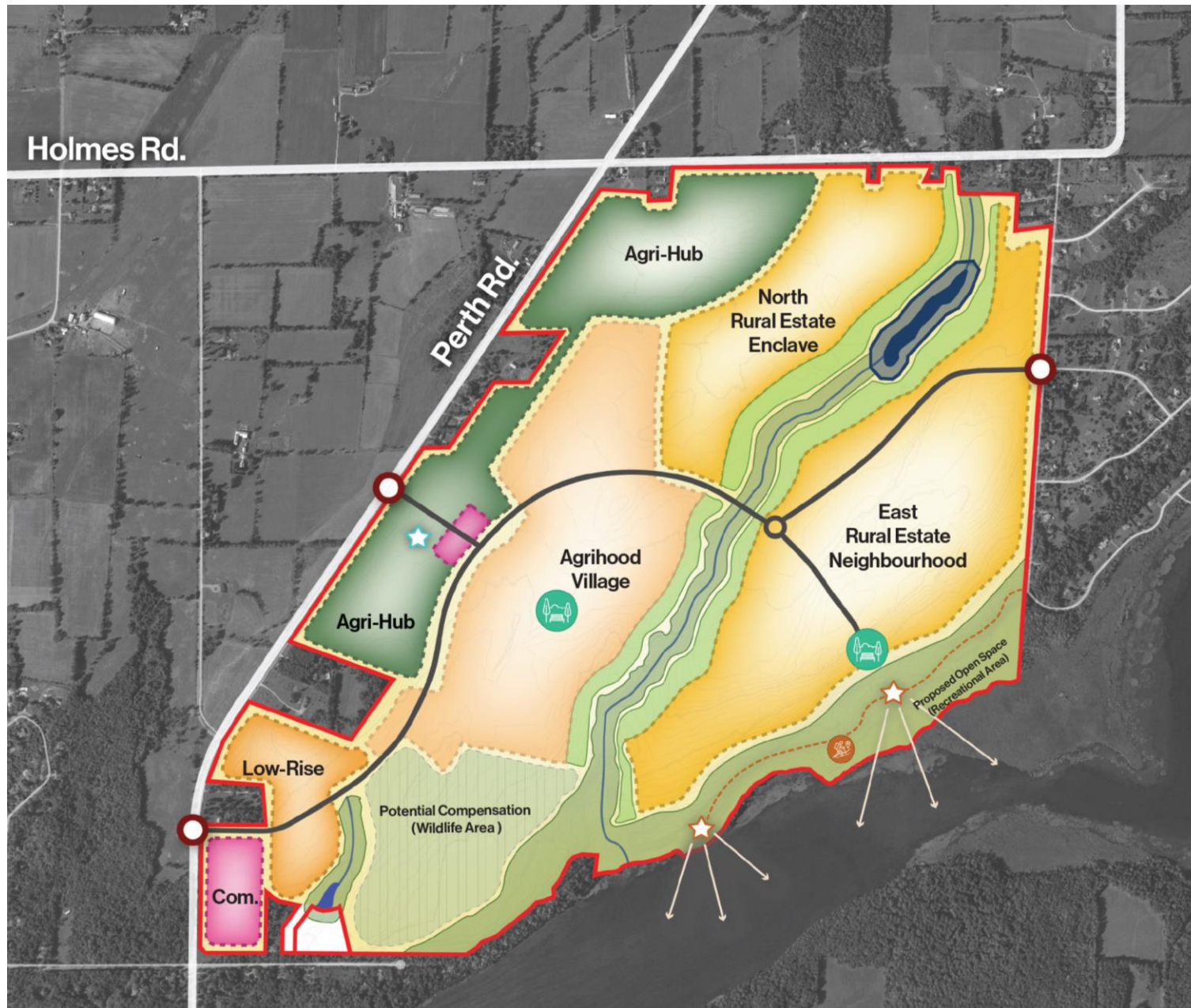
NEARBY EXISTING AMENITIES (ALL WITHIN 15 MINS DRIVE)

1. HWY 401
2. LIBRARIES
3. SCHOOLS
4. GLENBURNIE GROCERY
5. LITTLE CATARAQUI CREEK CONSERVATION AREA
6. INVERARY GOLF & COUNTRY CLUB
7. BOAT LAUNCHES



Spectrum of Housing
Mix of Uses

Agriculture
Public Uses
Vegetated Areas



Agrihood Community Concept Structure Diagram

- Property Parcel
- Existing Farm Ditch
- Wetland
- Vegetated Area
- Potential Compensation (Wildlife Area)
- Trail
- Road
- Agrihood Hub
- Agrihood Village
- Rural Residential
- Low-Rise Residential
- Commercial
- Gateway
- ☆ Lookout Point
- ☆ Agrihood Hub
- ⊗ Park

DOING OUR HOMEWORK

Technical Studies

- Master Plan and Phasing Plan
- Environmental Impact Study
- Hydrogeology and Terrain Analysis
- Servicing Report
- Minimum Distance Separation (MDS)
- Communal Servicing Assessment
- Archaeological

Community Partners

- Ontario Farmland Trust
- Elephant Thoughts

Consultation

- Local Farmers
- Boreal Farms
- National Farmers Union of Ontario
- Ecological Farmers Association of Ontario
- Educational Groups



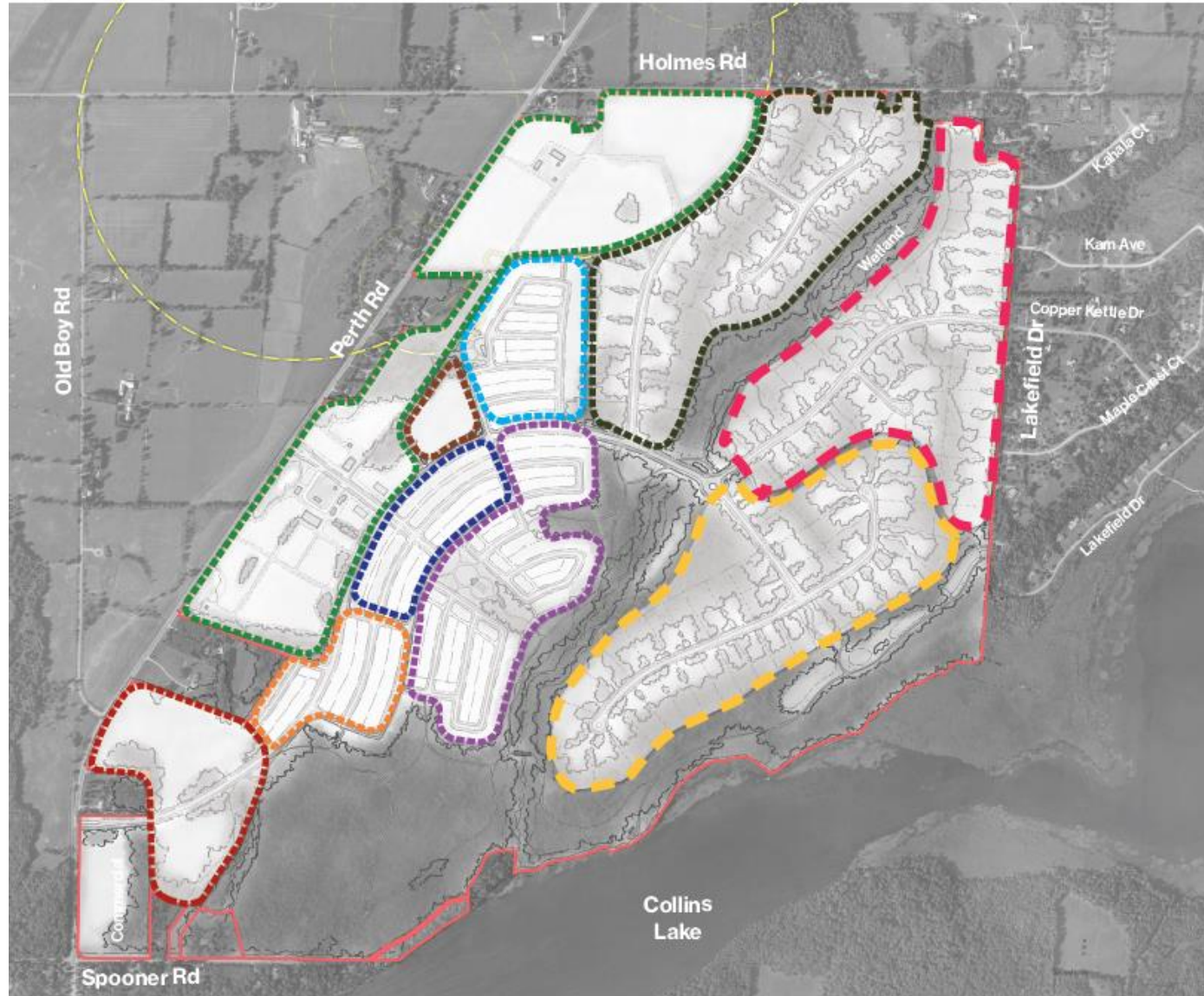
- ① Residential
- ② Food Forest
- ③ Kinsland Community Garden & Education Garden
- ④ Farm Worker Housing, Staff/Trainer Cabins
- ⑤ Kinsland Social & Retreat
- ⑥ Farm Diversified Commercial
- ⑦ Fruit Orchards
- ⑧ Parking
- ⑨ Pollinator Garden / Horticultural Garden
- ⑩ Multi-Purpose Barn
- ⑪ Greenhouses (All Season Growing)



PHASING PLAN

Housing & Community
Commercial
How much?
What type?
When?









OFFICIAL PLAN

Supportive Policy
Secondary Plan
Designation & Zoning
Multi-Phase Subdivision



-  PHASE 01
Rural Residential
Development
(+/-40 Lots)
-  PHASE 02
Rural Residential
Development
(+/-38 Lots)

Site Specific Policy Settlement

-  Phase 01
-  Phase 02
-  Phase 03
-  Phase 04
-  Phase 05
-  Phase 06
-  Phase 07
-  Phase 08



Thank You | Questions?

Minutes of Council
October, 3, 2023



Township of South Frontenac Council Meeting Minutes



Meeting # 30

Time: 7:00

Location: Council Chambers / Virtual via Zoom

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

Absent: Charlene Godfrey, Norm Roberts

Staff: Shelley Stedall - Director of Corporate Services and Treasurer and Acting CAO, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Troy Dunlop - Manager of Engineering and Capital Projects, Christine Woods - Senior Planner

1 Call to Order

a) Resolution

Resolution No. 2023:30:01

Moved by Councillor Morey

Seconded by Councillor Pegrum

That the Council meeting of October 3, 2023, 2023 be called to order at 7:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a) There were none

3 Approval of Agenda

a) Resolution

Resolution No. 2023:30:02

Moved by Councillor Leonard

Seconded by Councillor Ruttan

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

5 Recess

6 Public Meeting

a) Resolution - Public Meeting to Order

Resolution No. 2023:30:03

Moved by Deputy Mayor Sleeth

Seconded by Councillor Trueman

Minutes of Council
October, 3, 2023

That the public meeting regarding Zoning By-law Amendment Application PL-ZBA-2023-0107 and Zoning By-law Amendment Application PL-ZBA-2023-0109 be called to order.

Carried

b) Notice of Collection and Public Meeting Introduction

Michelle Hannah, Deputy Clerk provided the Notice of Collection and Public Meeting introduction.

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

- The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0107 for a property on Westport Road with Assessment Roll Number 102901001021415.

Senior Planner, Christine Woods provided an overview of the public meeting presentation.

Councillor Morey inquired with respect to the unopened road allowance closure application in this area and if the addition of the lands would conform with the size requirements.

Michelle Hannah, Deputy Clerk advised that the subject lands was the benefitting lands in the Road Allowance Closure Application but the matter is not finalized and therefore the lands are being reviewed without the addition being considered at this time.

Christine Woods noted that she does not believe that the addition of the lands will bring the size of all of them into conformity.

Councillor Trueman inquired about the entrances for the new severed properties.

Christine Woods advised the entrances were approved through the severance process and the new parcels of land were evaluated to be accessed from Westport Road.

Mayor Vandewal provided the public with an opportunity to comment.

Chris Clarke, Agent noted that their client is currently paying taxes on the land even though they do not own it. He also advised that the unopened road allowance closure is not a condition of the severance approvals.

Mayor Vandewal inquired about requiring the road allowance application completion as a condition.

Christine Woods advised that Council cannot add conditions to an approved severance application and clarified that zoning amendments cannot have conditions.

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

- The report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0109 for a property between 139 and 177 Mica Point Lane. As it was approved later in the meeting the zone on the subject lands was changed from Recreational Resort

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Commercial – Special Provision (RRC-39) to Limited Service
Residential Waterfront (RLSW and RLSW-135).

Christine Woods, Senior Planner provided an overview of the public meeting presentation.

Mayor Vandewal provided an opportunity for the public to comment.

The Applicant, advised he was present to answer questions.

e) Resolution - Close Public Meeting

Resolution No. 2023:30:04
Moved by Councillor Ruttan
Seconded by Deputy Mayor Sleeth
That the public meeting be closed.

Carried

7 Delegations

- a) Chris Hammer was present to provide Council with an update regarding the Sydenham Highschool 150th Anniversary.
- b) David Brown was present to speak to Council regarding a proposal to rename the Petworth Road single lane bridge.

8 Briefings

9 Approval of Minutes

a) Resolution

Resolution No. 2023:30:05
Moved by Councillor Trueman
Seconded by Councillor Pegrum
That the minutes of the September 19, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

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

Resolution No. 2023:30:06
Moved by Councillor Leonard
Seconded by Councillor Morey
That Council accept the bid from Crains Construction Ltd. in the amount of \$563,632.87 (net of HST credits) for Contract # PS-2023-26 Wilmer Road Culvert Replacement; and

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

Carried

b) **Naming of Municipal Assets**

Resolution No. 2023:30:07

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

Carried

11 Advisory Committee Reports or Minutes

12 Reports Requiring Approval of By-laws

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

Resolution No. 2023:30:08

Moved by Deputy Mayor Sleeth
Seconded by Councillor Pegrum

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

Carried

Resolution No. 2023:30:09

Moved by Councillor Morey
Seconded by Councillor Ruttan

That By-law 2023-77 be given third reading, signed and sealed.

Carried

Resolution No. 2023:30:10

Moved by Councillor Leonard
Seconded by Councillor Pegrum

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

Carried

Resolution No. 2023:30:11

Moved by Councillor Pegrum
Seconded by Deputy Mayor Sleeth

That By-law 2023-78 be given third reading, signed and sealed.

Carried

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

Resolution No. 2023:30:12

Moved by Councillor Ruttan
Seconded by Councillor Leonard

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

Carried

Resolution No. 2023:30:13

Moved by Councillor Pegrum
Seconded by Councillor Morey

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

Carried

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October, 3, 2023

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

Resolution No. 2023:30:14

Moved by Councillor Morey

Seconded by Councillor Pegrum

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

Carried

Resolution No. 2023:30:15

Moved by Deputy Mayor Sleeth

Seconded by Councillor Ruttan

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

Carried

13 Reports for Information

a) **2nd Quarter 2023 – Building Services Report**

- The report documented the delivery of Building Services within the Development Services Department between April 1, 2023, and June 30, 2023.

b) **2nd Quarter 2023 – Planning Services Report**

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

14 Committee of the Whole

15 Information Items

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

16 Notice of Motions

a) **Review of Arena Parking Options**

Resolution No. 2023:30:16

Moved by Mayor Vandewal

Seconded by Councillor Leonard

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

Carried

b)

Deputy Mayor Sleeth assumed the role of Chair.

Mayor Vandewal resumed the role of Chair following the vote.

c) Deputy Mayor Sleeth served a Notice of Motion requesting that the 2024 Budget Deliberations be rescheduled from December 13th to December 12th.

17 Rise and Report regarding County Council and External Boards

a) County Council

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Councillor Leonard advised that the Cataraqui Trail association may attend a future Council meeting to request funding to fix the bridges along the Cataraqui Trail within the Township.

b) Police Services Board

c) Cataraqui Conservation

Deputy Mayor Sleeth noted that the Cataraqui Conservation Board received a presentation regarding the work that has taken place with respect to handling invasive weed species in the lakes.

d) Quinte Conservation

e) Rideau Valley Conservation Authority

f) Arena Board

18 Announcements/Statements by Councillors

19 Closed Session (if requested)

20 Confirmatory By-law

a) Resolution

Resolution No. 2023:30:17

Moved by Councillor Leonard

Seconded by Councillor Ruttan

That By-law 2023-81, 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. 2023:30:18

Moved by Councillor Pegrum

Seconded by Councillor Morey

That By-law 2023-81 be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2023:30:19

Moved by Deputy Mayor Sleeth

Seconded by Councillor Trueman

That the Council meeting of October 3, 2023 be adjourned at 7:59 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: October 17, 2023

Subject: Fourteen Island Lake Dam

Summary

This report provides background information on the Fourteen Island Lake Dam and seeks Council support to fund the refurbishment of the Dam.

Recommendation

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.

Background

In January 2021, the Fourteen Island & Mink Lakes Watershed Association (FIMLA) came forward as a delegation to provide Council information on the required Fourteen Island Lake Dam Repairs. Some background information that was provided through this presentation included:

- Dam is located on the south side of 14 Island Lake and flows into Spring and Verona Lakes and crosses Hinchinbrooke Road (location map – attachment 1). Legally, it is owned by the property owners on each side of the dam.
- The current dam was built in the 1800's with a major rehabilitation taking place in the 1950's. The last documented repair was in 1994.
- In 2019, FIMLA coordinates with Quinte Conservation to inspect the dam and is rated as fair to poor condition.
- FIMLA ramps up its fundraising activities

- 2020- D.M. Wills Associates (Wills) is retained to conduct a detailed inspection and recommend repair solution.
- 2021 estimate for repair strategy was \$140,000 + HST (excludes project management) but includes an estimate of \$10,000 for the clearing and construction of the access road.

Since the 2021 presentation, FIMLA has undertaken significant work in both fundraising efforts but also in the coordination of finding a long-term solution to the refurbishment of the current dam as well as a full lifecycle approach to provide for a mechanism for its maintenance and future replacement.

In May 2023, FIMLA presented to Quinte Conservation along with a staff report from Brad McNevin, CAO. The report outlines a request for the board to consider having Quinte Conservation take over the full cycle activities of the dam through an agreement with the Township which would provide for a yearly special levy to cover the annual inspection and maintenance costs as well as set aside reserve funds for its future replacement. The board was supportive of the idea being presented contingent on confirming that the Township was also supportive.

Discussion/Analysis

Preliminary discussions have taken place between FIMLA (Mary and Geoff Rae), Brad McNevin from Quinte Conservation and the Township CAO to discuss the partnership in relation to the 14 Island Lake dam.

FIMLA has raised over \$100,000 to date through private donations as well as community events such as golf tournaments, clothing sales, etc. Most of these funds have been used primarily to contract Wills to assess the condition of the dam and provide the scope of the required work. FIMLA has confirmed that Wills has finalized the design of the dam replacement and will also provide full specifications to be included in a tender package. The estimated cost of the replacement is \$153,700. Project management costs are estimated at \$38,400 for a total cost of \$192,100. FIMLA is requesting Township support in funding this component of the project as well as supporting FIMLA by issuing the tender in collaboration with Quinte Conservation.

FIMLA will continue to fundraise to cover other costs including improvements to the access road, survey and access agreement registration which are estimated to cost between \$60,000 to \$70,000. The access road will continue to be FIMLA's responsibility beyond the replacement of the dam.

Quinte Conservation would be responsible for the ongoing preventative maintenance and inspection of the refurbished dam and would also set aside a reserve for its future replacement. This would be made possible by entering into an agreement with the Township which would provide Quinte the ability to bill a special levy to the Township on a yearly basis to recover these costs.

Although this dam is not owned by the Township or Quinte, both parties have a significant interest in ensuring its refurbishment and proper maintenance as its failure would have an impact well beyond the residents in the 14 Island Lake area including impacting the water flows and levels to several lakes as well as Township assets including Hinchinbrooke Road.

Should all parties agree to this partnership, it is anticipated that the replacement of the dam would take place in summer/fall of 2024. This would provide time for FIMLA to obtain the necessary permits and for the Township/Quinte to prepare and issue a tender early in 2024.

Financial Implications

The request for support is for the cost of the refurbishment of the dam including project management in the estimated amount of \$192,100. The resolution for support requests an upset limit of \$200,000 to provide some flexibility once actual pricing through the tender process.

Annually, the Township would receive a special levy from Quinte Conservation in relation to the lifecycle future replacement or refurbishment for the dam. The preliminary estimate for this levy is \$15,000 but still needs to be reviewed and confirmed once all parties have agreed to move forward with the partnership. Additionally, upon review and support from the Quinte Conservation Board of Directors, an annual levy estimated at \$15,000 plus annual inflation will be levied to the Township to cover the costs of preventative maintenance and inspections.

The maintenance of the access road along with the survey and registration of access will be the responsibility of FIMLA.

Relationship to Strategic Plans

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

Climate Considerations

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

Attachments

Attachment 1 – Location map

Township of South Frontenac
Staff Report - Fourteen Island Lake Dam

Attachment 2 – Quinte Conservation – May 18, 2023 Staff report

Attachment 3 – Partnership structure

Approvals

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer





14 ISLAND LAKE DAM

DATE: 05/18/2023

PREPARED BY: BRAD MCNEVIN, CAO

RECOMMENDED MOTION

THAT, staff prepare a letter of support for the Fourteen Island & Mink Lakes Watershed Association identifying that Quinte Conservation will continue to collaborate with the association to develop a plan for the future management of the dam, and

FURTHER THAT, staff be directed to investigate the long-term operations plan and capital investment required for the dam, and

FURTHER THAT, staff be directed to draft the necessary agreements for dam operations, maintenance and access requirements and provide the information to the board for consideration.

RELATIONSHIP TO STRENGTHENING OUR NATURAL ECOSYSTEMS: A CONTINUING JOURNEY, THE QUINTE CONSERVATION 2021 – 2030 STRATEGIC PLAN

This report supports the following pillar set forth in the Strategic Plan: ***Accelerating Advocacy and Strengthening Brand Recognition***

<i>Accelerating Advocacy</i>	<i>Advancing Environmental Science</i>	<i>Boosting Well-Being</i>	<i>Strengthening Brand Recognition</i>
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BACKGROUND INFORMATION

Fourteen Island Lake is a waterbody located east of the Town of Verona in the Township of South Frontenac, Ontario. A dam was constructed in the 1800's, on the south side to create recreational opportunities and enlarge the lake surface area. Major rehabilitation efforts occurred in the 1950s, and the last documented repair to the structure was 1994. As part of the 1994 repairs, the townships, conservation authority and Ministry of Natural Resources contributed 77% of costs (Napanee Region Conservation Authority contributed 11% of costs). The Fourteen Island Lake Dam controls the water level in Fourteen Island Lake and Sigsworth Lake (also known as Mink Lake), and outlets to an unnamed stream, which ultimately discharges to Hardwood Creek and then to the Napanee River system. The dam is a concrete gravity structure that is approximately 2 m in height and 11 m long. The dam is operational with removable stoplogs located within the 0.85 m wide spillway. Operations of the dam have occurred through unofficial means with the latest agreement pursuant to a letter dated August 18, 1981, between the Ministry of Natural Resources (MNR) and Frank Babcock following a meeting of FIMLA, the MNR and the conservation authority.

The dam is located entirely on private property with the only access via Fourteen Island Lake or through private property off Willy's Lane.

The Fourteen Island & Mink Lakes Watershed Association (FIMLA) has a significant interest in the preservation and maintenance of the dam. If the dam is not maintained to a standard that it can control water, the lake will be reduced to four small pockets of water, drastically reducing property values, fish and wildlife habitat and recreational opportunities.

In 2022, representatives from the FIMLA approached Quinte Conservation staff to discuss potential opportunities to ensure the longevity of the dam. During these discussions, staff explained that we did not see any benefits of Quinte Conservation having ownership of this dam. Staff also did not feel that the Quinte Conservation Board of Directors would support taking ownership of this structure.

FIMLA members agreed that this was not a likely path. However, we discussed other options and landed on the potential for our staff to have the responsibility to operate the dam (two times per year), provide some preventive maintenance during the inspections, and hold a special reserve fund to build capital for any major repair projects in the future.

PROJECT DESCRIPTION

The following steps are being proposed:

1. FIMLA and the Township of South Frontenac will have D.M. Wills complete the required capital repairs prior to agreements being finalized.
2. Quinte Conservation with assistance from FIMLA will prepare the necessary agreements outlining the annual costs for dam operations, maintenance, and access to be presented to the Township of South Frontenac.
3. Quinte Conservation will prepare a special levy report for the Township of South Frontenac outlining future capital costs (i.e., using the final costs to repair the structure inflated and carried over a set number of years – current timeframe is estimated to be 30 years based on past repair records)
4. Quinte Conservation will bring the agreements and special levy report to Quinte Conservation Board of Directors for approval prior to final submission to the Township of South Frontenac.
5. Finalize agreements if supported.

RATIONALE

This project is important to ensure that watershed residents are protected from deteriorating infrastructure. Quinte Conservation staff have the expertise and professionalism to ensure that the dam is operated and maintained to a high standard. Our staff understand dam operations and the importance of preventative maintenance.

FINANCIAL DETAILS

FIMLA has had informal conversation with the Township of South Frontenac regarding financing of the initial capital costs as well as future costs. Quinte Conservation, with the Board of Directors support, would enter

into an agreement with South Frontenac for an annual special levy to monitor, operate and maintain the dam. We have a similar agreement with the Ministry of Natural Resources and Forestry for the Skootamatta Lake dam.

Quinte Conservation would not bear any costs associated with the 14 Island Lake Dam and all required annual and capital investments would be the responsibility of the Township of South Frontenac and/or FIMLA.

PARTNER GROUPS/CONSULTANTS

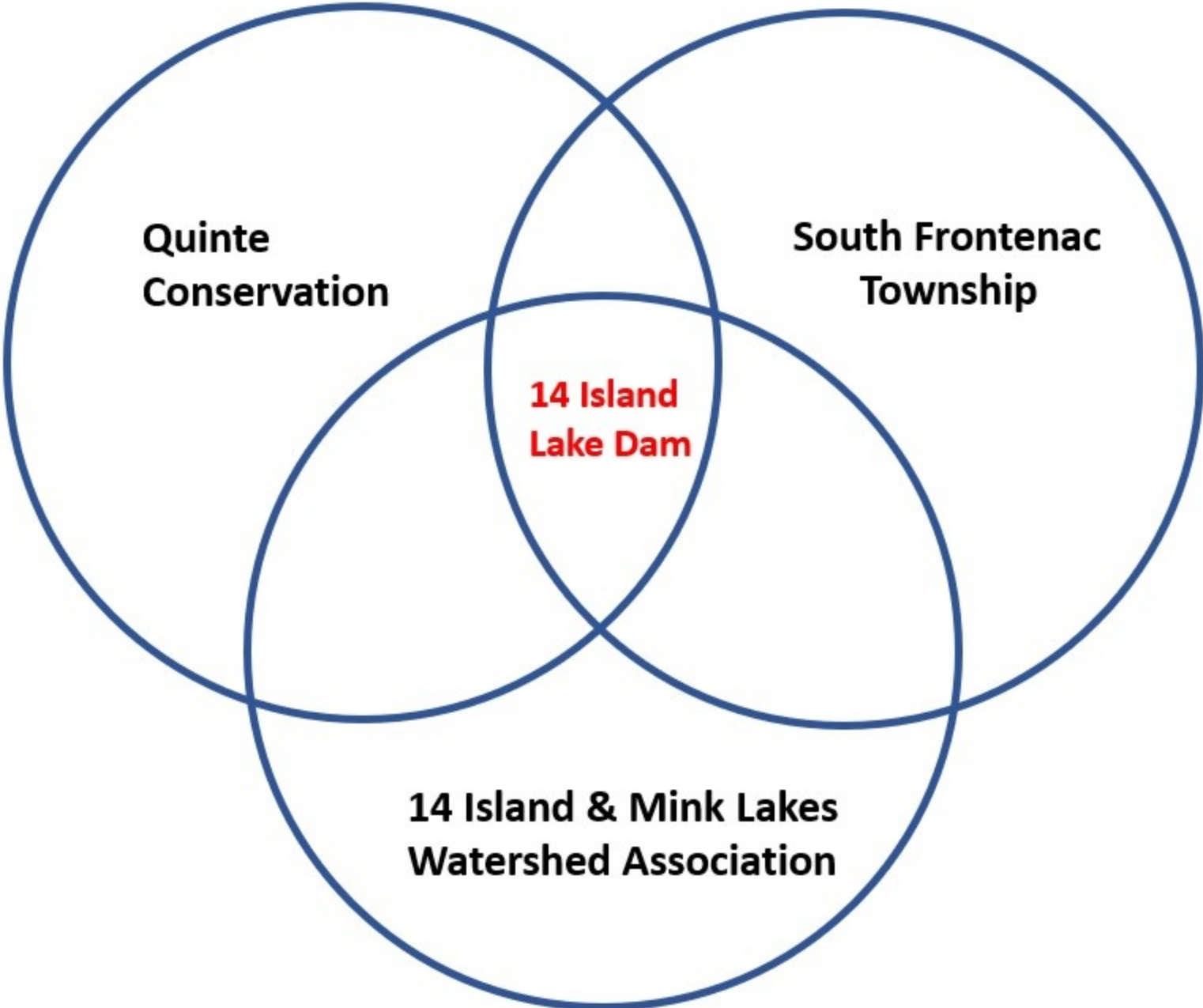
FIMLA – Fourteen Island & Mink Lake Association

Township of South Frontenac

Quinte Conservation

D.M. Wills – Initial dam safety review and preferred contractor of FIMLA to administer the required dam repairs.

The Sustainable Solution



Quinte Conservation:

- Operation and maintenance
- Inspection
- Long-term asset management

South Frontenac Township:

- Fund current capital rehabilitation
- Fund Quinte Conservation long-term (levy) for future maintenance and rehabilitative work

14 Island & Mink Lakes Watershed Association:

- Continue to work with consultant to secure permits, prepare tender documents and help with selecting contractor, as required
- Coordinate agreements with property and dam owners for construction and maintenance access for the long-term
- Continue fundraising to support dam-related activities
- Maintain forebay (clearing debris from dam)

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Chief Administrative Officer

Date of Meeting: October 17, 2023

Subject: Conservation Authorities – Memorandum of Understanding

Summary

This report provides background information on the legislative changes impacting Conservation Authorities and a new requirement for a memorandum of understanding to be entered into in order for some of the existing services to continue.

Recommendation

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.

Background

Late in 2021, the province enacted changes to the Conservation Authorities Act which affects the current structure of the relationship between municipal government and conservation authorities for the provision of program and services. By January 1, 2024, all regulatory changes will need to be in place.

A summary of the four key elements that are required from the Conservation Authorities is provided under attachment 1. All three Conservation Authorities have worked through these elements and have provided information to the Township on their initial workplan back in 2021 along with providing an inventory of their services to provide for the necessary consultation period. The inventory of services were broken down into 3 categories:

Category 1 – Mandatory Programs and Services under the *Conservation Authorities Act*

Category 2 – Municipal Programs and Services

Category 3 – Other programs and Services including watershed based programs, land stewardship and public education and programming.

Discussion/Analysis

The last step in the required elements from the legislated changes is for the Conservation Authority and the Township to enter into an agreement of existing services provided under Category 2 and 3.

Attached are the individual inventories for Cataraqui Conservation Authority, Rideau Valley Conservation Authority and Quinte Conservation Authority. The inventory provides a column which identifies which services fall under category 2 or 3. The proposed agreements provide for the continuation of existing practices and understanding on the services to be provided by the Conservation Authority however these will now be formalized under an agreement which clearly identifies a renewal period, fee and payment structure along with the listing of services provided.

Financial Implications

The provision of entering into these agreements continues the existing services provided by the Conservation Authorities and there is no additional cost impact anticipated from this step. This step is required to ensure continued delivery of category 2 and 3 programs and services in South Frontenac.

Relationship to Strategic Plans

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

Climate Considerations

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

Attachments

Attachment 1 – AMO – Summary of Changes to Conservation Authorities.

Attachment 2 – Quinte Conservation Authority – Inventory of Programs and Services

Attachment 3 – Cataraqui Conservation Authority – Inventory of Programs and Services

Attachment 4 – Rideau Valley Conservation Authority – Inventory of Programs and Services

Approvals

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

October 2021

Overview of Changes to Conservation Authorities

The recently proclaimed Subsections of the *Conservation Authorities Act* have enacted many changes which effect the relationship between municipal governments and conservation authorities (CAs) for the provision of programs and services. By January 1, 2024, four key elements will need to be in place:

1. Transition “Work” Plan – due from CAs by December 31, 2021

The Conservation Authority is to deliver to participating municipal governments a work plan of how they propose to work with municipalities to meet the requirements of the Act and regulations. This plan can come in the form of a table or chart and does not need to be a long text.

2. Inventory of Programs and Services – due from CAs by February 28, 2022

This is an inventory of current services and programs offered by the Conservation Authority which indicates sources of funding. The programs and services will be portrayed in three different categories (see below). This inventory also includes a list of programs that the CA intends to provide into the future and could identify new programs as well.

3. Consultation on Inventory – to be conducted as soon as the inventory is received, until December 31, 2023

The inventory is broken into three categories and will show sources of funding and an average amount of spending that has been used to deliver these programs and services. If an average does not make sense, the CA will use some other methodology with explanation.

- **Category 1:** Mandatory Programs and Services in the *Conservation Authorities Act* (**NOT** subject to a municipal agreement but must meet provincial standards or regulations).
- **Category 2:** Municipal Programs and Services provided through agreement between a municipal government (located in whole or in part in the watershed) and a Conservation Authority. These agreements serve the municipal government. They could be a joint agreement for a group of municipalities where the service covers a part of or the entire watershed, or an agreement could be made at the request of an individual municipality.
- **Category 3:** Other Programs and Services that the Conservation Authority Members find important to deliver in order to best meet the overall direction of the *Conservation Authorities Act* (Subject to a cost apportioning agreement if municipal funding is proposed to be used).

The inventory is subject to consultation with municipalities. This is a municipal Council’s opportunity to better understand: i) the requirements and costs to deliver the mandatory services; ii) refine the programs and services received by participating municipalities and municipalities with Category 2 agreements; and iii) any ‘special benefiting’ requirements.

4. Service Agreements/Memoranda of Understanding and/or Cost Apportionment Agreements Between CAs/Municipal Government(s) – need to be in place for January 1, 2024

Many municipalities already have agreements for certain services, such as land use planning. These agreements can continue and be updated while this new regime is being implemented. In the new regime, Category 1 (Mandatory Programs and Services) will not be subject to a municipal agreement. Agreements will be needed for all Category 2 and 3 services where municipal tax dollars are required.

Agreements for Categories 2 and 3 must be executed with the intent that they would be implemented in the municipal budget(s) by January 1, 2024.

Programs and services of Conservation Authorities will be refined through discussion of the Inventory during 2022-2023. The current process for agreements and budgets will continue to ensure continuity.

Other Information

- The proposal to require the creation of a Community Advisory Board is **not** moving forward.
- 2022 and 2023 are transition years.
- Details about funding (levy, fees, fee for service, voting, weighted votes) will be brought forward in the future as part of Phase II Regulations of the *Conservation Authorities Act*.

AMO Fact Sheets

We encourage municipalities to review the AMO Fact Sheet series. In addition to this Overview (**Fact Sheet #1**), the following expand on the concepts and requirements outlined above:

- Fact Sheet #2: Transition Plan & Timelines
- Fact Sheet #3: Category 1 – Mandatory Programs and Services
- Fact Sheet #4: Category 2 – Municipal Programs and Services
- Fact Sheet #5: Category 3 – Other Program and Services

Additional Resources

- [*Conservation Authorities Act*](#)
- [*Regulation 686/21: Mandatory Programs*](#)
- [*Regulation 687/21: Transition Plans and Agreements*](#)
- [*Regulation 688/21: Rules of Conduct in Conservation Areas*](#)
- [*ERO 019-2986 Explanatory Note*](#)

Contact: Amber Crawford, Senior Advisor, Acrawford@amo.on.ca; 416-971-9856 Ext. 353.

Quinte Conservation Authority Inventory of Programs and Services

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Natural Hazard Management Program						
Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education, and public awareness.						
Environmental Planning and Regulations	Section 28.1 Permit Administration	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants and legal costs associated with violations and court proceedings.	1	CAA s.21.1; Reg.686/21 s. 8		Municipal Levy -
	Enforcement and Compliance	Under Part VII of the Conservation Authorities Act – enforcement and compliance to Part VI Section 28 permits	1	CAA s.21.1, s.28		Self-Generated -
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Site Plans, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Northern Development, Mines, Natural Resources and Forestry (MNMNRF), delegated to CAs (1983). Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.	1	CAA s.21.1; Reg.686/21 s.6, s.7		Provincial -
Water Management	Flood Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow surveys, flood event forecasting, flood warning, communications and response and equipment maintenance. Regular meetings with municipal flood emergency coordinating staff.	1	CAA s.21.1		Municipal Levy -
	Flood and Erosion Control Infrastructure Operation and Management	Water and erosion control infrastructure and low flow augmentation. Includes all 43 water management structures (flood control, weirs, erosion control, low flow augmentation structures, etc.) that are annually inspected, and routine maintenance work completed. Requirement under new regulation - Update asset management plan for these structures. In the future will have costs associated with the Capital Asset Management Plan for Water Control Infrastructure.	1	CAA s.21.1		Self-Generated - Provincial -
	Low water response	Conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CAA s.21.1		
	Moira Lake Weir	Quinte Conservation staff install, remove, and maintain a seasonal recreation weir at the outlet of Moira Lake. This weir is an important structure to ensure residents of Centre Hastings can enjoy the lake throughout the summer. All expenses for the installation, removal and maintenance are covered by the Municipality of Centre Hastings.	2	CAA s.21.1.1		Special Municipal Benefitting Levy - 100 %
	Stoco Lake Weir	Quinte Conservation staff install, remove, and maintain a seasonal recreation weir at the outlet of Stoco Lake. The weir is an important structure to ensure residents of Tweed can enjoy the lake throughout the summer. All expenses for the installation, removal and maintenance are covered by the Municipality of Tweed..	2	CAA s.21.1.1		Special Municipal Benefitting Levy - 100 %
	City of Belleville Ice Control Structures	Quinte Conservation staff maintain the Belleville Ice Control Structures on the Moira River in the City of Belleville. These structures maintain head-ponds to promote formation of a solid ice sheet in the winter, the ice sheet insulates the river, reducing frazil ice generation. The ice booms hold the ice sheet in place to reduce potential ice jamming. All expenses related to testing of low flow valves, vegetation clearing, in-water inspections of the ice booms, replacement of deteriorated components, and fastening, clearing, and repositioning of the booms are covered by the City of Belleville. Quinte Conservation's 10-year capital asset management plan for our water management structures includes the Belleville Ice Control Structures.	2	CAA s.21.1.1		Special Municipal Benefitting Levy - 100 %
	Flood and Erosion Control Infrastructure Major Maintenance	Major maintenance on flood and erosion control structures as required. Projects are dependent on Water and Erosion Control Infrastructure (WECI) funding from the province and support from our municipal partners.	1	CAA s.21.1)	Provincial WECI - 50 %; Special Benefitting Municipal Levy - 50%

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
	Technical Studies and Policy Review	Studies and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Lake Ontario shoreline management. These projects often last one to two years and are distributed over time as human resources and funding is available.	1	CAA s.21.1		Special Benefiting Municipal Levy - Special grant funding when available (i.e., NDMP) -
Water Quality & Quantity Monitoring						
Program Description: Quinte Conservation, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions as well as an investment into long-term monitoring of climate change trends. Quinte Conservation, in partnership with community organizations, municipalities, and federal and provincial agencies has established sites to monitor surface water quality and quantity as well as many other parameters to support a healthy ecosystem.						
Provincial Program	Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at 28 sites. Quinte Conservation staff take water samples and MECP does lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.	1	Reg.686/21 s.12 (1) 2		Municipal Levy - Self-Generated - Provincial -
	Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 30 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring.	1	Reg.686/21 s.12 (1) 1		
Local Initiatives	Integrated Water and Climate Station	Climate monitoring at 5 locations (Price Conservation Area – Skootamatta River also a Provincially Significant Station – Reference site for province; Macaulay Mountain Conservation Area – PEC station; Potters Creek Conservation Area – Environment Canada significant site; Cleveland Road Property – Moira River watershed; Tyendinaga Township at Shannon Road Property – Salmon River; Portland Conservation Area – Napanee River watershed) for groundwater, soil, water quality, snow monitoring and meteorological parameters. Data collected support flood forecast and warning, low water response, water quality monitoring and several external partners including MECP and academic institutions for climate change impacts.	1	Reg.686/21 s.1 (3) 1 iv		Self-Generated - Provincial -
	Surface Water Quality Monitoring Program	Surface water quality monitoring at 322 baseflow sites, 9 Long-term Monitoring Open water sites, 4 tributary sites (in addition to PWQMN), Lake Ontario nearshore water monitoring at area beaches, coastal wetland monitoring of Bay of Quinte Area of Concern, benthic monitoring at 48 OBBN sites across the watersheds. Costs include sampling, analysis, and reporting.	3	Reg.686/21 – s.1.2, s.3, s.7, s.8, s.9, s.10, s.12, s.13		
Requested Partner Projects		Partners provide funding to Quinte Conservation to conduct fisheries assessments, wetland health assessments and research on their behalf. This includes habitat compensation assessments and other related research. This is a component of the CA Act review and relates directly to hazards, protection of headwater features, habitat, and ecosystem health. Past examples include OPG – Big Island; Bay of Quinte Area of Concern Research; Ducks Unlimited Fisheries Assessment at Clarke Island; etc.	3	CAA s.21.1.2		Self-Generated or Partner Funded 100%
Drinking Water Source Protection						
Program Description: The protection of municipal drinking water supplies in the Quinte Conservation region through the development and implementation of the Source Protection Plans.						
	Drinking Water Source Protection Program (DWSP)	Source Protection Area/Region, technical support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	1	Clean Water Act Reg.686/21 s.3		Provincial Transfer Payment – 100 %

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
	DWSP Risk Management Official Services including Education and Outreach	Carrying out Part IV duties of the Clean Water Act on behalf of municipalities through service agreements. Carrying out policy G-1-E&F: Education and Outreach responsibilities on behalf of municipalities through service agreements.	2	CAA s.21.1.1		Special Municipal Benefitting Levy – 100 %
Core Watershed-based Resource Management Strategy						
Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consists of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigate impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.						
New	Strategy Development	New Project: Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting. This is a one-year project which builds on the previous Watershed Management Strategies.	1	Reg.686/21 s.12 (1) 3		Municipal Levy – 100 %
Conservation Authority Lands and Conservation Areas						
Program Description: Quinte Conservation owns 30,000 acres of land which includes conservation areas, management areas, conservation forests, farmland and flood control structures and surrounding land. Quinte Conservation property is essential to watershed management, environmental protection, helps implement the Watershed Management Strategy and provides areas for passive recreation.						
Conservation Land Management	Section 29 Minister's regulation for Conservation Areas	Conservation areas regulation enforcement and compliance.	1	CAA s.29		Municipal Levy - Self-Generated -
	QC forests and management areas (not Conservation Areas)	Management and maintenance of CA owned lands. Includes forest management, signage, gates, passive recreation, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance. Health and Safety, FSC Certification and ensuring compliance with standards.	1	CAA s.21.1		
	Conservation Areas	Management and maintenance of 12 conservation areas and over 70 kilometers of recreational trails. Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	1	CAA s.21.1		
	Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as pedestrian bridges, boardwalks, trails.	1	CAA s.21.1		
Non-Passive Recreation	Depot Lakes Campground	Operate a campground and associated facilities at the Depot Lakes Conservation Area that provides seasonal and interior camping.	3	N/A		Self-Generated – 100%
Green Energy	McLeod Dam Hydro Facility	Operate a hydro facility and associated infrastructure at an existing water control structure within the City of Belleville. McLeod Dam has a FIT contract until 2028.	3	Climate Change Adaptation		Self-Generated – 100%
New	Inventory of Conservation Authority lands	New Project: The land inventory will include the following information: location, date, method and purpose of acquisition, land use. Project updates as property inventory changes. To be completed on or before December 31, 2024 , per the requirements of Regulation.	1	Reg.686/21 s.9 (3)		Municipal Levy – 100%
New	Strategy for CA owned or	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and	1	Reg. 686/21 s.9 (1)		Municipal Levy – 100%

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
	controlled lands and management plans	services on the lands, public consultation, publish on website. One-year project. This is an updated to previous conservation area management plans. To be completed on or before December 31, 2024 , per the requirements of Regulation.				
New	Land Acquisition and Disposition Strategy	New Project: A policy to guide the acquisition and disposition of land to fulfill the objects of the authority. Strategic acquisition of environmentally significant properties. To be completed on or before December 31, 2024 , per the requirements of Regulation.	1	Reg.686/21 s.9 (2) vi		Municipal Levy – 100%
Watershed Stewardship and Restoration (Urban, rural & agricultural)						
Program Description: The stewardship and restoration program have some key components: one-on-one technical assistant to watershed landowners, connecting landowners with cost-share funding, and the reforestation program. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity, and make the watersheds more resilient to climate change.						
Landowner Stewardship Services	Private Land/Rural Stewardship Program	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore, and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Includes partnership programs with Lower Trent CA. Apply for and manage external funding, promote private land stewardship, outreach, provide technical advice and design assistance, participation on technical working groups, etc.	3	Great Lakes Water Quality Agreement CAA s.21.1.2		Municipal Levy - Self-Generated - (This program subsidizes other programs within the Quinte region)
	Tree Planting and Forestry Services	Forestry services including initial site visit to determine if landowners would qualify for a large-scale tree planting and then pass them onto the 50-Million Tree Program local delivery agent. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover. Our goal will be to build on this service in partnership with other lead agencies.	3	CAA s.21.1.2		
Education and Outreach Services	School programs	Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning.	3	CAA s.21.1.2		
	Community programs and events	Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages.	3	CAA s.21.1.2		
Community/Watershed Services	Sub watershed Initiatives	Quinte Conservation works with communities to develop and implement sub watershed plans. Plans and initiative examples are: East Lake Plan, 14 Island Lake Plan, Stoco Lake Plan, etc. Activities include community engagement and objective setting, supporting protection, enhancement, and restoration activities, and monitoring and evaluating actions.	1	CAA s.21.1.2		Partner Funded and/or Self-Generated – 100 %
Enabling Services:						
Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable Quinte Conservation to operate in an accountable, efficient and effective manner.						
Administration, Finance, HR	Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	1	CAA s.20		Municipal Levy - Self-Generated - Provincial -
	Financial Services	Annual budget, accounts payable/receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing, and submitting reports to CRA, benefits program admin.	1	CAA s.20		
	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates	1	CAA s.20		
	Governance	Supporting CA Boards, Advisory Committees, Office of CEO/CAO/GM and Senior Management.	1	CAA Part IV		
	Administration Buildings	Office buildings and workshop used to support Quinte Conservation staff, programs, and services. Includes utilities, routine and major maintenance, property taxes. In the future will have costs associated with the Capital Asset Management Plan.	1	CAA s.20		Municipal Levy - Self-Generated - Provincial -

Program Area	Program/Service and Subservices	Description	Category (1) Mandatory, (2) Municipal, (3) Other	Category Rationale	Program Cost Estimate (\$)	Funding mechanism and percentage of costs
Communications	General Communications	Informing public of Quinte Conservation programs and projects through media, open houses, public meetings, website administration, responding to inquiries from the public, crisis communications.	1	Enabling Service		Municipal Levy - Self-Generated - Provincial -
	Natural Hazards, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Attending public events, supplying materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters, dangers of dams, etc.	1	CAA s.21.1(2)		
GIS/IT/IM	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. In the future will have costs associated with the Capital Asset Management Plan.	1	CAA s.20		Municipal Levy - Self-Generated -
	Information Management	Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data. This includes our geographical information systems and support.	1	CAA s.21.1		Municipal Levy - Self-Generated -
Fleet and Equipment	Vehicle and Equipment	A fleet of vehicles and equipment to support the work of Quinte Conservation, including capital purchases, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	CAA s.20		Municipal Levy - Self-Generated -

Appendix 1

1) All of the financial information provided is based on estimates, including the percentage of the total annual fund contributions of the various funding providers

2) Under O. Reg. 687/21 Section 6. (2)(c)(i)(D) if the authority is of the opinion that the average annual cost determined under sub-subclause (A) or (B) does not reflect the average annual cost to provide the program or service in the future, adjust the average annual cost and provide an explanation for this adjustment

The costs associated with each program and service are estimated based on the 2022 approved budget for Quinte Conservation. A five-year estimate is not reflective of current and future costs. The costs for programs and services increase annually due to increases in wages and benefits and the increased operational costs due to inflation. As well program operations are often modified based on best management practices.

3) The financial information included in the tables are associated with operational costs only. Capital asset management for water control structures is found under the current plan (attached/or a link). Quinte Conservation is in the process of developing a Capital Asset Management Plan including all aspects of our operation (Water Control Structures, Buildings, Lands, Employees, etc.) to be presented for board approval by 2024.

Appendix 2

Category 3 Summary Information

For existing Category 3 programs and services, there are some programs and services financed through Quinte Conservation Authority partner municipality and agreements will be negotiated.

For future Category 3 programs and services, the potential exists to seek funding for projects from municipal partners. Future projects that are beneficial to the watershed as a whole or that are benefitting to a particular municipality are variable and generally dependent on other funding sources and their funding criteria.

Quinte Conservation will continue to actively search for alternate funding for beneficial watershed and research projects.

Quinte Conservation intends to enter into cost apportioning agreements with municipalities as projects are developed and executed, when necessary.

Appendix 3

Category 2 Summary Information

New or Existing	Category 2 Service	Participating Municipalities	Date of agreement (Most recent version)
Existing	DWSP Risk Management Official and DWSP Education and Outreach	Town of Greater Napanee Centre Hastings Prince Edward County Tweed City of Belleville Madoc Township Deseronto Marmora and Lake	2021
Existing	Non-QC Owned Flood and Erosion Control Infrastructure Operation and Management (Skootamatta Lake Dam)	N/A	Agreement with MNDMNR for funding, signed annually since 2019
Existing	Moira Lake Weir – Installation, removal and maintenance	Municipality of Centre Hastings	Pre-2000 (but no official agreement signed)
Existing	Stoco Lake Weirs (Caton and Chapmans) – installation, removal and maintenance	Municipality of Tweed	Pre-2000 (but no official agreement signed)
Existing	Ice Control Structures	City of Belleville	Pre-2000 (but no official agreement signed)



Cataraqui
conservation

Programs & Services Inventory

Version 1 - February 23, 2022



Document Versions / Adoption

Version	Date (yyyy/mm/dd)	Description of Changes	Report	Adopted by Full Authority Resolution #
1	2022-02-23	Original Issue	IR-023-22	021-22

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1 Cataraqui Conservation

Cataraqui Region Conservation Authority (Cataraqui Conservation) is a community-based environmental protection and advisory agency. The Authority was established in 1964 by the Province of Ontario at the request of municipalities within the Cataraqui Region watershed, to provide expertise and resources to aid in the protection of life and property from the growing risk of flooding and erosion of shorelines and waterways. Cataraqui Conservation's role is to provide programs and services with partner municipalities to further conservation, restoration, development, and management of natural resources in the Cataraqui Region watershed.

Cataraqui Conservation offers program and services on a watershed basis to support residents and municipalities with the overarching principle of conserving, preserving, protection and enhancing our natural environment. To learn more about Cataraqui Conservation programs and services visit www.cataraquiconservation.ca or view our [2022 Budget & Business Workplan Document](#).

2 Introduction

Ontario Regulation 687/21, Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the *Conservation Authorities Act* (the Act), requires Conservation Authorities to develop and implement a Programs and Services Inventory (the Inventory).

The Inventory includes a high-level overview of all current programs and services offered on behalf of the eleven (11) participating municipalities in whole or in part within Cataraqui Conservation's watershed. With regard to the Cataraqui Source Protection Area requirements under the *Clean Water Act*, the Township of Frontenac Islands is also included. Participating Counties within the watershed include Frontenac County, Lennox & Addington County, and United Counties of Leeds and Grenville.

Township of Athens	Township of Leeds & the Thousand Islands
City of Brockville	Loyalist Township
Township of Elizabethtown-Kitley	Town of Greater Napanee
Township of Front of Yonge	Township of Rideau Lakes
Town of Gananoque	Township of South Frontenac
City of Kingston	

The first version of the Inventory is to be circulated to watershed municipalities and partners, shared on the Cataraqui Conservation website, and submitted to the Ministry of Environment, Conservation and Parks (MECP) by February 28, 2022. All identified cost-apportioning agreements with watershed municipalities are to be completed and negotiated over a transition period (October 1, 2021 – January 1, 2024) to support Category 2 and 3 programs and services.

Municipal consultation on the Inventory will include meetings with municipal staff, a half-day workshop, and Council presentations if requested. Any feedback received will be incorporated into updated quarterly reports across 2022-2024 for approval at the Full Authority Board and submission to MECP, per Cataraqui Conservation's Transition Plan circulated on December 08, 2021.

3 Definitions

“Category 1 - Mandatory” means the listed programs and services in the *Conservation Authorities Act* eligible to be funded through municipal levy to achieve the regulatory requirement.

“Category 2 – Municipal” refers to programs and services provided through agreement on behalf of a participating municipality by the Conservation Authority.

“Category 3 – Other Locally Supported Programs and Services” means programs and services that the Conservation Authority members find important to deliver to meet the overall direction of the Conservation Authorities Act and require a cost-apportioning agreement should municipal funding be required to support delivery.

“Cost-Apportioning Agreement” is an agreement with one or more partner municipalities that may be related to one or more programs or services provided by Cataraqui Conservation which specifies length of service, approval by all parties and periodic review timelines.

“Estimated Program Cost” means an annual estimate of the total operating delivery costs for a service provided by Cataraqui Conservation.

“Internal Recoveries” is an internal charge that is returned as revenue to the business unit providing the internal service (e.g., vehicle charge recovery).

“Memorandum of Understanding” refers to a service level agreement with one or more partner municipalities outlining the relationship between parties on how to manage, operate, or maintain a program or service including funding arrangement, timelines, and termination clauses.

“Municipal Levy” means a compulsory financial charge on participating municipalities to support a program or service. This includes both General and Special Levy contributions.

“Other Revenue” means revenue from donations, Cataraqui Conservation Foundation, or non-governmental grants to support the operation of a program or service.

“Participating (Watershed) Municipality” means any municipality located within the Cataraqui Conservation watershed/jurisdiction.

“Provincial or Federal Government” refers to revenue provided through Transfer Payment Agreements or successful grants to support the delivery of programs or services.

4 Programs & Services Inventory Notes

- All estimated costs for programs and services are based on approved 2022 Operating Budget requirements which consider a five-year trend where applicable and factor in capital reserve transfers to support asset management where needed.
- The Inventory indicates Governance and Administration costs are not Category 1 programs, rather mandatory requirements under Enabling Services to run the organization. This is further outlined in the Ministry of Environment, Conservation and Park’s Regulatory and Policy Proposal Consultation Guide (Phase 2, January 2022).
- Ice Management Plans under Natural Hazards and Watershed Management are not required within the Cataraqui Conservation watershed. Currently, municipalities maintain that responsibility through consultation with the Conservation Authority where applicable, and therefore are not listed.
- Most programs and services rely on an annually approved Capital Budget to support projects and asset management. The Capital Budget is reviewed as part of the budget development process based on the current asset management program and can be found at <http://cataraquiconservation.ca/pages/budget>. Annual reserve transfers within the Operating Budget are listed within each of the program or services funding notes, where applicable.
- This Inventory does not preclude any new partnerships, changes to programs or services, or grant opportunities from being explored to support the watershed community as needed. This is therefore a living document. As feedback is received, the Inventory may be amended.

5 Cataraqui Conservation Programs Overview

Program	Description	Total Estimated Cost
Governance & Administration	Support provided to all departments of the Conservation Authority, Board of Directors, member municipalities and the public to enable Cataraqui Conservation to meet legislated requirements and operate in an accountable, transparent, and effective manner.	\$1,480,213.00
Conservation Lands & Areas Management	Over 4700 ha of land including conservation areas, boat ramps and water access points, flood control structures, and conservation property. Conservation lands are essential to watershed management, climate change resilience, biodiversity, environmental protection, and passive recreation.	\$2,130,644.00
Natural Hazards & Watershed Management	Conservation Authorities are the lead agencies on natural hazard management to protect people and property from flooding, erosion, and to manage natural resources within watersheds across Ontario. The watershed-based programming includes a comprehensive list of services to support local stakeholder collaboration and on-the-ground knowledge. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, and support climate change resiliency.	\$1,148,513.00
Drinking Water Source Protection	The protection of existing and future municipal residential drinking water sources as prescribed in the <i>Clean Water Act</i> for the Cataraqui Source Protection Area.	\$152,000.00
Education & Public Programming	Implementation of programming for all ages to learn and understand a watershed and natural forms, and to educate, inspire, and promote discovery through our head, hearts, and hands for generations to come.	\$459,202.00

6 Cataraqui Conservation Programs & Services Inventory - Summary

Cataraqui Conservation Programs & Services	Description	Funding Sources	Estimated Cost (\$)
		Municipal Levy Provincial or Federal Self-Generated Other (e.g., Donations) Internal Recoveries	
Enabling Services			
Governance and Administration			\$ 1,480,213.00
Corporate Services	Administration, Board of Director's governance, human resources, legislative compliance, strategic planning, document management, corporate policy and sustainability to support the delivery of all programs and services of the organization. Includes General Manager's Office, reception and customer service.	Municipal Levy (90%) Internal Recoveries (10%)	\$ 476,730.00
Information Management	Information, systems, and database management, asset management, mapping and GIS requirements, applications development, and the processing, collecting, and analysis of information to support programs and services across the watershed.	Municipal Levy (61%) Self-Generated (1%) Internal Recoveries (38%)	\$ 367,730.00
Finance	Accounting, payroll, financial reporting, budget and taxation management, contract administration, corporate financing, donations, fundraising and grants management to support all programs and services.	Municipal Levy (30%) Internal Recoveries (70%)	\$ 454,128.00
Communications	Media relations, online and marketing management, health & safety coordination, stakeholder, Foundation, and volunteer engagement, community outreach and corporate event coordination to support all programs and services.	Municipal Levy (62%) Internal Recoveries (38%)	\$ 181,625.00
Category 1 - Mandatory Programs & Services			
Conservation Lands & Areas Management			\$ 1,809,696.00
Conservation Lands & Operations	Natural heritage management, general operations, asset management (passive recreation included) of trails / owned land uses, and maintenance on owned properties. Includes ecological monitoring, and stewardship on owned lands as well as strategic planning for land management, acquisition and deposition as appropriate.	Municipal Levy (47%) Internal Recoveries (53%)	\$ 645,536.00
Conservation Areas	Includes facilities, maintenance of passive trails and property land uses, hazard tree and biodiversity management, conservation of natural spaces, and public education.	Municipal Levy (81%) Self-Generated (7%) Other (5%) Internal Recoveries (7%)	\$ 1,126,800.00
Section 29 Implementation	Conservation area enforcement, compliance, and permitting to protect owned lands as required under Minister's regulation.	Municipal Levy (62%) Self-Generated (38%)	\$ 37,360.00
Natural Hazards & Watershed Management			\$ 997,837.00
Section 28 Implementation	Permitting, enforcement, and compliance of Ontario Regulation 148/06 under the Ministry of Northern Development, Mines, Natural Resources & Forestry pursuant to Section 28 of the Conservation Authorities Act. This program also includes legal and public inquiries, database management, mapping and technical study updates to support mitigation of natural hazards and inform regulatory role.	Municipal Levy (56%) Self-Generated (44%)	\$ 387,963.00
Land Use Plan Review (Natural Hazards)	Review planning applications on behalf of the Province and Municipalities within the Cataraqui Region to identify potential natural hazards and natural resources such as floodplains, wetlands, sensitive habitat, and shorelines so as to protect the public from danger and property damage posed by natural hazards such as flooding and erosion.	Municipal Levy (53%) Self-Generated (47%)	\$ 122,854.00
Policy Plan Input (Natural Hazards)	Provide natural hazard (e.g. flooding and erosion) advice to municipalities for incorporation into municipal Official Plans and Zoning By-laws.	Municipal Levy (100%)	\$ 3,235.00
Engineering	Engineering services that include asset management and water management. Supports development review services, watershed planning technical studies, and project management.	Municipal Levy (49.5%) Internal Recoveries (50.5%)	\$ 173,830.00
Floodplain Mapping	To direct development away from flood and erosion-prone areas and wetlands, we develop floodplain mapping, which is used by staff when reviewing development applications. It is also used to support implementation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations (Ontario Regulation 148/06).	Municipal Levy (100%)	\$ 10,000.00

Cataraqi Conservation Programs & Services	Description	Funding Sources	Estimated Cost (\$)
		Municipal Levy Provincial or Federal Self-Generated Other (e.g., Donations) Internal Recoveries	
Low Water Response	Includes implementation of provincial program to oversee drought conditions within the watershed, engage a Technical Advisory Committee, and designate levels for public and municipal awareness based on time-based precipitation averages across the watershed.	Municipal Levy (100%)	\$ 4,450.00
Flood Forecasting & Warning	Implementation of a provincial program to assess watershed conditions based on watershed models, waterbody characteristics, and climate forecasts. Includes communication notices to municipal and regional contacts to maintain awareness and assess risk. Incorporates management of hydrometric network (stream and rain gauges) and communication with regional water managers to mitigate natural hazards. Also supports climate change awareness.	Municipal Levy (29%) Provincial (71%)	\$ 79,840.00
Water/Erosion Control Structure Management	Management of 10 water control structures across the watershed including asset management, operations and safety oversight, completion of function assessments, and maintenance as required to manage water levels and flows. Three of the structures are owned by municipalities.	Municipal Levy (100%)	\$ 74,190.00
Water Quality & Quantity Monitoring (Watershed Science)	Includes provincial water quality and quantity monitoring through PWQMN and PGMN networks, stream and surface water monitoring, reporting, and morphology work to understand and characterize natural systems for responding to climate change and mitigating natural hazards. Critical to support the Core Watershed Resource Based Management Strategy, watershed studies, and Watershed Report Card.	Municipal Levy (82%) Internal Recoveries (18%) Other (0.2%)	\$ 141,475.00
Drinking Water Source Protection			\$ 152,000.00
Drinking Water Source Protection	Protection of municipal residential drinking water sources through governance of a Source Protection Committee and Authority, support for municipal risk management of local threats to drinking water sources, municipal plan input and review, Source Protection Plan implementation guidance, online education and communicating important messages to drinking water managers, and annual reporting as outlined under the Clean Water Act.	Provincial (100%)	\$ 152,000.00
Education & Public Programming			\$ 58,605.00
Watershed Education	Ongoing communications and graphic development to support stakeholder presentation on all programs and services within the watershed. Critical to ensure success of partner engagement, public understanding, and awareness of all watershed program and services.	Municipal Levy (97%) Self-Generated (3%)	\$ 58,605.00
Category 2 - Municipal Programs & Services			
Conservation Lands & Areas Management			\$ 5,000.00
Conservation Areas (Municipal Boat Ramps)	Includes municipal arrangements for maintenance of boat ramps to support recreation on the landscape.	Municipal Levy (100%)	\$ 5,000.00
Natural Hazards & Watershed Management			\$ 150,676.00
Land Use Plan Review (Stormwater Management)	Review planning applications on behalf of the Province and Municipalities within the Cataraqi Region provide water quality and water quantity advice (stormwater management review) across the watershed.	Municipal Levy (25%) Self-Generated (75%)	\$ 38,796.00
Land Use Plan Review (Ecological Advisement & Natural Heritage)	Review planning applications on behalf of the Province and Municipalities within the Cataraqi Region to identify potential natural heritage features such as wetlands, woodlands, sensitive habitat, and shorelines.	Municipal Levy (53%) Self-Generated (47%)	\$ 90,525.00
Policy Plan Input (Natural Heritage)	Provide natural heritage (e.g. Provincially Significant Wetlands, Significant Woodlands, ANSIs, etc) advice to municipalities for incorporation into municipal Official Plans and Zoning By-laws.	Municipal Levy (100%)	\$ 3,235.00
Water/Erosion Control Structure Management (Municipally-Owned)	Management of 10 water control structures across the watershed including asset management, operations and safety oversight, completion of function assessments, and maintenance as required to manage water levels and flows. Three of the structures are owned by municipalities.	Municipal Levy (100%)	\$ 18,120.00

Cataraqi Conservation Programs & Services	Description	Funding Sources	Estimated Cost (\$)
		Municipal Levy Provincial or Federal Self-Generated Other (e.g., Donations) Internal Recoveries	
Category 3 - Other Locally-Supported Programs & Services			
Conservation Lands & Areas Management			\$ 315,948.00
Conservation Areas (Recreation Facilities)	Includes Cataraqi Conservation owned facilities at Conservation Areas used to support active recreation and education programming.	Municipal Levy (7%) Self-Generated (45%) Internal Recoveries (48%)	\$ 36,668.00
Stewardship	Afforestation and reforestation to support private landowner and community plantings, nurseries management at conservation areas, and environmental restoration programs to support watershed conservation and climate change resilience.	Provincial and Federal (14%) Self-Generated (80%) Other (6%)	\$ 279,280.00
Education & Public Programming			\$ 400,597.00
Curriculum-based School Programs	Deliver quality curriculum enriched outdoor and environmental education programs that promote and instill conservation and stewardship values. Create engaging outdoor classrooms and adaptive experiences to be inclusive to all learning styles, abilities and ages. Partner with school boards, teachers and Cataraqi Conservation staff to enhance classroom learning and core conservation topics. Offer curated conservation focused and curriculum enriched programs virtually, in the school yard and nearby greenspaces, and conservation areas to connect students and teachers to the flora and fauna in all seasons.	Municipal Levy (42%) Self-Generated (42%) Other (17%)	\$ 141,220.00
Forest Therapy	Continue to be an innovator and provincial leader in the healing and connective practice of Forest Bathing via in-person sessions for the public, private groups, and retreats. Online sessions available to be inclusive to all members of the watershed community.	Municipal Levy (86%) Self-Generated (14%)	\$ 17,160.00
Forest School	Deliver weekly seasonally focused outdoor forest school learning modules for early learners, home school learners and their caregivers.	Municipal Levy (88%) Self-Generated (12%)	\$ 24,897.00
Nature Explorers Summer Camp	Each summer deliver nature in a safe, fun, hands-on manner, Cataraqi Conservation's Nature Explorers Summer Day Camp at Little Cataraqi Creek Conservation Area.	Municipal Levy (9%) Self-Generated (91%)	\$ 49,400.00
Public Programming	Throughout fall, winter and spring, deliver weekend public programs which include hands-on experiences with various flora and fauna such as tree planting, speaker series, workshops, connecting with watershed residents to offer conservation themed talks to community groups and businesses. Fosters public awareness and understanding of our watershed programs & services.	Municipal Levy (77%) Self-Generated (23%)	\$ 30,590.00
Maple Madness	Maple syrup community festival run annually for over 30+ years to promote Indigenous teachings, watershed knowledge, and public education on maple syrup run through the month of March including March Break. Program runs at Little Cataraqi Creek Conservation Area and employs contract student staff and opportunities for community/student volunteers. Supports municipal tourism.	Municipal Levy (7%) Self-Generated (93%)	\$ 105,940.00
Winter Recreation	Maintain groomed and track-set cross country ski trails and winter equipment rentals and lessons at the Little Cataraqi Creek Conservation Area from January to February annually. Program run out of the Outdoor Centre and supports municipal tourism.	Municipal Levy (65%) Self-Generated (35%)	\$ 31,390.00

7 Category 1 Programs & Services Rationale

Service	Category Rationale	Estimated Cost (\$)	Funding Notes
Conservation Lands and Areas Management			
Conservation Lands & Operations	O.Reg 686/21, Section 9 to support the management and conservation of owned properties while providing natural mitigation to climate change and local impacts. As outlined in O.Reg 686/21, Section 10 and 11, this service supports the development of a land inventory and strategy for managing conservation authority owned property.	\$ 645,536.00	Within the operating funding, an annual reserve transfer of \$15,000 support capital asset management requirements for ongoing operations.
Conservation Areas	O.Reg 686/21, Section 9 to support the management and conservation of owned properties	\$ 1,126,800.00	Within the operating funds, an annual total reserve transfer of \$90,135 supports capital asset management across the owned Conservation Areas, boat ramps, water access points, and docks and includes facilities and fleet maintenance. This includes a Municipal (Special) Levy for Lemoine Point, Parrott's Bay, and Owl Woods Conservation Areas.
Section 29 Implementation	Section 29 of the Conservation Authorities Act and O.Reg 686/21, Section 9 to protect and conserve owned lands.	\$ 37,360.00	Costs are based on a contracted service to support security across the conservation areas as well as on-site security for Little Cataraqui Creek Conservation Area.
Natural Hazards and Watershed Management			
Section 28 Implementation	O.Reg 148/06 within the Cataraqui Conservation watershed and O.Reg 686/21, Sections 1 and 8.	\$ 387,963.00	Funding for this service accounts for approximately 60% of development review efforts within the watershed to support municipalities.
Land Use Plan Review (Natural Hazards)	O.Reg 686/21, Sections 6 and 7 to support municipal Planning Act and Provincial Policy Statement requirements	\$ 122,854.00	Funding for this service accounts for approximately 19% of development review efforts within the watershed to support municipalities. Included is an annual reserve transfer of \$6,380 support capital data acquisition for the program (e.g., LiDAR).
Policy Plan Input (Natural Hazards)	O.Reg 686/21, Sections 6 and 7 to support municipal Planning Act and Provincial Policy Statement requirements	\$ 3,235.00	Funding for this service accounts for approximately 0.5% of development review efforts within the watershed to support municipalities.
Engineering	O.Reg 686/21, Sections 1, 3 and 5 to support the management of risk from natural hazards across the watershed and climate change resiliency.	\$ 173,830.00	Funding is based on the oversight, management, and analysis of hydrologic models, stormwater management, flood duty officer roles and managing water level resources within the watershed.
Floodplain Mapping	O.Reg 686/21, Section 8 to support the management of risk from natural hazards across the watershed.	\$ 10,000.00	Annual reserve contribution of \$10,000 to support future projects. This service is managed through capital projects and dependent on a long-term funding strategy based on a Floodplain Mapping Strategy (2020) completed for the jurisdiction. Projects rely on municipal partnerships, provincial and national grants. Should external funding no longer be available, municipalities are responsible for supporting the cost of required projects. On average, ~\$150,000 has been spent in the last five years through the capital program.
Low Water Response	O.Reg 686/21, Sections 1 and 3 to support the management of risk from natural hazards across the watershed.	\$ 4,450.00	Funding is calculated based on staff time, materials, and resources to run regional meetings, collect data, and run the program and is primarily supported by Municipal Levy.
Flood Forecasting & Warning	O.Reg 686/21, Sections 1 and 2 to support the management of risk from natural hazards across the watershed.	\$ 79,840.00	Funding is based on a reduced provincial payment through Section 39 grant and staffing requirements for the service. Should future funding reduce, municipalities are responsible for supporting this program.
Water/Erosion Control Structure Management	O.Reg 686/21, Sections 2 and 5 to support the management of water control structures on owned lands across the watershed.	\$ 74,190.00	Funding is based on 2022 Special Levy arrangement approved through the local budget process which includes inflation to account for uncontrollable costs for seven (7) owned structures. These assets also rely on capital asset management works funded through reserves (annual reserve transfer of approximately \$33,500).
Water Quality & Quantity Monitoring	O.Reg 686/21, Sections 1, 7, 8 and 12 to support provincial monitoring of stream networks and waterbodies for understanding the health and management of natural resources / hazards within the Cataraqui watershed.	\$ 141,475.00	Funding is based on 2022 budget requirements as this program area has changed in the past few years to incorporate natural hazard requirements, provincial monitoring, snow surveys, and ecological monitoring.

Drinking Water Source Protection			
Drinking Water Source Protection	O.Reg 686/21, Section 13 and Clean Water Act legislation to protect municipal drinking water sources.	\$ 152,000.00	Provincially funded and agreed upon through a Transfer Funding Agreement negotiated annually. This cost reflects the minimum need to sustain the program and based on 2022 proposed requirements.
Education and Public Programming			
Watershed Education	O.Reg 686/21, Section 1(2) and 1(3) to support communicating core programming across the watershed	\$ 58,605.00	Total program cost is based on 20% of staff time to educate watershed communities on core programs such as natural hazards, conservation land management, and watershed management efforts.

8 Category 2 Programs & Services Rationale & Agreement Requirements

Service	Agreement Required	Category Rationale	Partnering Municipality	Agreement Date	Estimated Costs (\$)	Funding Notes
Conservation Lands and Areas Management						
Conservation Areas (Municipal Boat Ramps)	Yes	Lyndhurst and Hentry Street Boat Ramp are municipal-owned assets currently managed and maintained by Cataraqui Conservation on behalf of the respective Townships. Per O.Reg 687/21, Section 6(5), an agreement is required to continue the service.	Township of Leeds and the Thousand Islands (TLTI) (Lyndhurst) City of Brockville (Henry Street)	To Be Reviewed & Negotiated	\$ 5,000.00	TLTI currently provides a 100% Municipal (Special) Levy to support the operation, maintenance, and management of Lyndhurst Boat Ramp on municipal owned land. An annual reserve contribution of \$2,538 supports capital asset management. City of Brockville has assumed maintenance over the past number of years of Henry Stree Boat Ramp. There is a need to assess the agreement. Cataraqui Conservation has contributed to capital works in the last 5 years (\$16,600) and had staff on-site periodically until 2019. Currently operations are conducted on an as-needed basis.
Natural Hazards and Watershed Management						
Land Use Plan Review (Stormwater Management)	Yes	All eleven (11) municipalities, two Counties and the Township of Frontenac Islands individually request Cataraqui Conservation to carry out these services with planning service level agreements approved through local Council. Per O.Reg 687/21, Section 6(5), service level agreements are required to continue the services. Current service level agreements include all three areas and are to be updated per regulatory requirements.	Township of Athens	01-Jan-19	\$ 38,796.00	Stormwater management accounts for approximately 6% of development review efforts to support municipalities. Ecological advisement and natural heritage review as part of land use plan review for municipalities accounts for approximately 14% of development review services.
Land Use Plan Review (Ecological Advisement & Natural Heritage)	Yes		City of Brockville	29-Apr-19		
			Township of Elizabethtown-Kitle	22-Jul-11		
			Township of Front of Yonge	02-May-19		
			Town of Gananoque	22-Jul-11		
			Town of Greater Napanee	09-Apr-19		
			City of Kingston	01-Jun-21		
			Township of Leeds and the Thousand Islands	25-Jun-19		
			Loyalist Township	25-Jul-11		
			Township of Rideau Lakes	04-Jul-11		
			South Frontenac Township	07-Jun-19		
			Township of Frontenac Islands	01-Jan-21		
			Frontenac County	31-May-19		
Policy Plan Input (Natural Heritage)	Yes	United Counties of Leeds & Grenville	22-Jul-11	\$ 3,235.00	Natural heritage as part of policy plan input accounts for 0.5% of all development review services to support municipalities.	
Water/Erosion Control Structures	Yes	Three structures: Highgate Creek, Booths Falls Diversion Channel, and Buells Creek Detention Basin are currently managed and maintained by Cataraqui Conservation on behalf of the municipality. Per O.Reg 687/21, Section 6(5), an agreement is required to continue the services at each of the structures.	City of Kingston (Highgate Creek) City og Brockville (Booths Falls Diversion and Buells Creek Detention Basin)	To Be Negotiated	\$ 18,120.00	Funding is based on 2022 Municipal (Special) Levy arrangement approved through the local budget process which includes inflation to account for uncontrollable costs for three (3) municipally-owned structures. These assets also rely on annual reserve transfers (~\$8,470 total) to support capital asset management at the three structures.

9 Category 3 Programs & Services Rationale & Agreement Requirements

Services	Agreement Required	Category Rationale	Partnering Municipality	Agreement Date	Estimated Costs (\$)	Funding Notes
Conservation Lands & Areas Management						
Conservation Areas (Recreation Facilities)	Yes	Little Cataraqi Creek Conservation Area Outdoor Centre is an asset that provides opportunity for active recreation (facility rentals, small events, etc.) per O.Reg 687/21, Section 6(6). Approximately 60% of the facilities usage supports passive recreation for the property.	11 Participating Municipalities	To Be Negotiated	\$ 30,628.00	Approximately 40% of this facility's usage is for active recreation programs that are funded through Self-Generating user fees (e.g., meeting & event rentals, concessions, education and nature camp room rentals). The remainder is considered passive use by the public and community to support the asset. Should the current funding model change, the future operation of the Outdoor Centre will need to be discussed.
	Yes	Mac Johnson Wildlife Area Nature Centre is a facility on a Conservation Area used primarily for active recreation. The facility is shared usage with local partners in the community. Per O.Reg 687/21, Section 6(6), this facility is considered a local effort requiring agreement support.	11 Participating Municipalities	To Be Negotiated	\$ 5,690.00	Funding is based on utilities, uncontrollable costs and maintenance of the structure. 100% supported by Municipal Levy. The facility is used by the community, volunteers and school programs.
	Yes	Gould Lake Conservation Area Barn is a structure on a Conservation Area used to storage to support a schoolboard partnership (active recreation per O.Reg 687/21, Section 6(6)).	Limestone District Schoolboard	2021 (Reviewed annually)	\$ 350.00	Leased facility through partnership with the Limestone District Schoolboard for storage. Funding to support minor maintenance and insurance is currently 100% Municipal Levy. Condition assessment completed in 2019 outlined the building is no longer safe for use. Capital costs to be determined for future of the building (e.g., retrofit or demolition).
Stewardship	No	Stewardship Program offered across watershed on non-Cataraqi Conservation owned properties (Federal, Provincial, Municipal and Private). Per O.Reg 687/21, Section 6(6), stewardship conducted on property not owned by the Conservation Authority is considered active recreation.	11 Participating Municipalities	N/A	\$ 279,280.00	Funding provided by Forests Ontario and provincial and federal tree planting programs through landowner subsidies. Tree sales occur on nurseries that all support the program. An annual reserve transfer of \$9,350 support capital asset management of the program.
Education & Public Programming						
Curriculum-based School Programs	Yes	Per O.Reg 686/21, Section 9 and O.Reg 687/21 Section 6(6), these program & services are considered active recreation and/or deemed advisable locally to support the watershed. These programs and services have long standing support from the Board, municipalities and the community.	11 Participating Municipalities	To Be Negotiated	\$ 141,220.00	Two school boards contribute \$3 per student to help subsidise the cost to their students. Schoolboards are unable to subsidise program operations. Funding is based on user fees and Municipal Levy. The program is not self-sufficient and capacity is limited to run without further financial support. Cataraqi Conservation Foundation supports the program each year donating between \$10-\$20,000.
Forest School	Yes		11 Participating Municipalities	To Be Negotiated	\$ 24,897.00	Funded through Municipal Levy and user fees. Program is not cost recovery.
Forest Therapy	Yes		11 Participating Municipalities	To Be Negotiated	\$ 17,160.00	Funded through Municipal Levy and user fees. Program is not cost recovery.
Winter Recreation	Yes		11 Participating Municipalities	To Be Negotiated	\$ 31,390.00	Funded through user fees such as the entrance gate fee, equipment rentals and ski lessons, and Municipal Levy. Program is not cost recovery and limited internally to run without further financial support.
Maple Madness	Yes		11 Participating Municipalities	To Be Negotiated	\$ 105,940.00	Mostly funded by entrance gate fees, concession sales, and maple product sales. Municipal Levy funds all required staff time. Most of the program is cost recovery.
Public Programming	Yes		11 Participating Municipalities	To Be Negotiated	\$ 30,590.00	Funded through entrance gate fees, program registration, concession revenue and Municipal Levy. Program is not cost-recovery and limited internally to run without further financial support.
Nature Explorers Camp	Yes		11 Participating Municipalities	To Be Negotiated	\$ 49,400.00	Currently funded by user fees with minimal Municipal Levy for full time staff training and oversight.

RVCA Programs and Services Inventory

Version 1 – Preliminary Draft (February 22, 2022)

Program & Service

This column provides a list of RVCA’s existing programs and services.

Description

This column provides a brief description of each program and service.

Category

This column indicates which “category” the program and service falls under within the new legislative framework:

- Category 1 – mandatory programs and services prescribed by the province through regulation
- Category 2 – programs and services provided on behalf of one or more municipalities through mutual agreement
- Category 3 – other programs and services that conserve, restore, develop and manage natural resources in the watershed
- Corporate Administrative Cost – costs to maintain the organization not directly related to the delivery of a program or service

Reference

This column provides a reference to the applicable section of O. Reg. 686/21 for category 1 mandatory programs.

This column provides the name and date an agreement was signed with a municipality for category 2 municipal programs.

Estimated Annual Cost

This column estimates the annual cost of providing each program and service based on RVCA’s 2022 operations budget.

Source of Funding

This column estimates which revenue streams support the program and service based on RVCA’s 2022 budget (except where program revenues fluctuate significantly from year-to-year, then it is based on a 5-year average which is denoted by an asterisk):

- Municipal Levy
- Municipal MOU / Agreement
- Provincial / Federal Funding
- Self-Generated (user fees, grants, fundraised)

This preliminary draft version of RVCA’s programs and services inventory is based on our 2022 budget and will be circulated to all member municipalities and the province by February 28, 2022, as required by regulation. The RVCA will then work on improving and refining the inventory to better align with the categories and criteria outlined in amended legislation as the final phase of provincial regulations is released (anticipated in March/April). The RVCA will then circulate an improved draft version of the inventory to municipalities before beginning discussions with municipalities about future program and service needs and funding.

Watershed Science & Engineering Services

Program & Service		Brief Description	Category	Reference	Annual Cost	Source of Funding
1	Program Management	<ul style="list-style-type: none"> Provide oversight and management of all programs within the department 	Corporate Admin	<i>TBD</i>	\$64,568	13% provincial; 87% levy
2	Watershed Reporting	<ul style="list-style-type: none"> Report on the condition of the watershed and identify trends, concerns and priority actions to address natural hazard and natural resource issues, including the impacts of climate change Complete a watershed-based resource management strategy as prescribed in regulation 	1 & 3	Section 12 (4): watershed-based resource management strategy	\$165,160	100% levy
3	Drinking Water Source Protection	<ul style="list-style-type: none"> Administer the province's drinking water source protection program under the <i>Clean Water Act</i> to protect present and future sources of municipal drinking water from contamination and overuse 	1	Section 13: Source protection authority under the Clean Water Act, 2006	\$217,020	100% provincial
4	Surface Water Quality Monitoring	<ul style="list-style-type: none"> Measure and analyze water quality in lakes, rivers and streams to establish a baseline dataset and identify changes and concerns Program looks at both water chemistry and indicator invertebrates and involves volunteers in sampling 	1, 2 & 3	Section 12 (3): provincial stream monitoring program Ottawa MOU 2019	\$447,111	35% municipal agreement; 65% levy
5	Hydrometric Monitoring and Forecasting	<ul style="list-style-type: none"> Collect, analyze and disseminate climate, snow and streamflow data to monitor high and low water conditions across the watershed. Issue flood and drought advisories and warnings to municipalities, partners and the public. 	1	Section 2: Flood forecasting and warning Section 3: Drought or low water response	\$286,787	4% provincial; 1% self-generated; 95% levy

6	Flood, Erosion and Drought Studies	<ul style="list-style-type: none"> Study and map areas that are at risk from natural hazards such as floodplains, steep slopes and unstable soils. Maintain and refine a hydrologic model of the watershed to support hazard mapping, flood and drought analysis, and land use and climate change analysis 	1	Section 1: Risk of certain natural hazards	\$418,562	3% provincial; 13% municipal agreement; 84% levy
7	Groundwater Monitoring	<ul style="list-style-type: none"> Support the provincial groundwater monitoring program and develop tools that support watershed planning and development review and help create a conceptual understanding of hydrogeological conditions 	1 & 3	Section 12 (2): provincial groundwater monitoring program	\$156,461	100% levy
8	Aquatic and Terrestrial Habitat Monitoring	<ul style="list-style-type: none"> Collect information about the physical and biological attributes of creeks and streams (temperature, habitat, fish) using volunteers in some areas Assess headwater drainage features Identify changes in land cover through GIS analysis All information is used to assess the condition of the watershed and guide actions and restoration activities 	1 & 3	Section 12 (4): watershed-based resource management strategy	\$380,387	10% self-generated; 90% levy
9	Water Control Infrastructure Operations	<ul style="list-style-type: none"> Operate and maintain water, flood and erosion control structures and support ice management activities undertaken by Ottawa to help protect communities from natural hazards Work with municipalities interested in constructing new infrastructure to help alleviate flooding or erosion concerns 	1 & 2	Section 4: Ice Management Section 5: infrastructure Multiple Ottawa MOUs (1980s to 2017)	\$1,245,658	5% provincial; 93% municipal agreement; 2% levy

Planning Advisory and Regulatory Services

Program & Service		Brief Description	Category	Reference	Annual Cost	Source of Funding
10	Program Management	<ul style="list-style-type: none"> Provide oversight and management of all programs within the department 	Corporate Admin	<i>TBD</i>	\$138,997	100% levy
11	Site Specific Plan Review	<ul style="list-style-type: none"> Review planning applications and provide comments to municipalities regarding natural hazards like floodplains, steep slopes, unstable soils (on behalf of the province) and natural heritage like wetlands, woodlands and valley lands as well as stormwater management (on behalf of municipalities) Work closely with applicants and municipalities to identify concerns early in the process and identify alternatives where possible 	1 & 2	<p>Section 6: Comment re applications, proposals</p> <p>Section 7: Plan review, comments</p> <p>Ottawa MOU 2019; Lanark MOU 2009; Leeds Grenville MOU 2012</p>	\$649,265	82% self-generated*; 18% levy*
12	Non-Site Specific Plan Review	<ul style="list-style-type: none"> Provide input to municipalities on draft official plans, zoning bylaws, environmental assessments and other municipal studies regarding natural hazards, natural heritage and natural resource management Participate on technical advisory committees that oversee master servicing studies, community design plans, subwatershed studies and environmental management plans 	1 & 2	<p>Section 7: Plan review, comments</p> <p>Ottawa MOU 2019; Lanark MOU 2009; Leeds Grenville MOU 2012</p>	\$178,231	6% provincial, 94% levy
13	Section 28 Conservation Authorities Act	<ul style="list-style-type: none"> Regulate development, interference with wetlands and alterations to shorelines and watercourses as prescribed through regulation Work closely with applicants and municipalities to identify concerns 	1	Section 8: Administering and enforcing the Act	\$844,325	45% self-generated*; 55% levy*

		early in the process and identify alternatives where possible; program also includes policy development, pre-consultation, compliance monitoring and enforcement which collect no fees				
14	Part IV <i>Clean Water Act</i>	<ul style="list-style-type: none"> Administer Source Protection Plan policies near municipal wells and intakes on behalf of some municipalities under Part IV of the Clean Water Act (designated as their Risk Management Inspector and/or Official) 	2	MOUs with 12 municipalities (2017 to 2021)	\$44,880	100% self-generated / municipal agreement
15	Part 8 <i>Building Code Act</i>	<ul style="list-style-type: none"> Regulate sewage systems (including new, enlarged or replacement systems) on behalf of some municipalities under Part 8 of the Ontario Building Code (designated as their Principal Authority) 	2	Ottawa MOU 2016; Tay Valley MOU 2020	\$627,774	100% self-generated
16	Septic Reinspection Program	<ul style="list-style-type: none"> Inspect existing sewage systems in lake country on behalf of some municipalities under the Ontario Building Code (some programs are voluntary others are mandatory) 	2	MOUs with 4 municipalities in 2022, varies each year	\$69,906	100% municipal agreement / self-generated

Stewardship Services

Program & Service		Brief Description	Category	Reference	Annual Cost	Source of Funding
17	Program Management	<ul style="list-style-type: none"> Provide oversight and management of all programs within the department 	Corporate Admin	<i>TBD</i>	\$162,603	100% levy

18	Private Land Forestry Assistance	<ul style="list-style-type: none"> • Full-service tree planting program for private and public landowners (woodlot advice, planting plans, site prep, tree planting, tending, funding) • Also have a program dedicated to recovering disease-tolerant butternut 	2 & 3	Ottawa MOU 2011	\$739,158	22% municipal agreement; 62% self-generated; 16% levy
19	Clean Water Program	<ul style="list-style-type: none"> • Technical assistance and grants for farmers and rural property owners to undertake projects on their property that protect or improve water quality 	2 & 3	Ottawa MOU 2021	\$458,145	45% municipal agreement; 55% levy
20	Shoreline Stewardship Program	<ul style="list-style-type: none"> • Full-service shoreline naturalization program for private and public landowners (technical advice, planting plans, site prep, planting) • Also work with lake associations and other groups to support plant sales 	3		\$217,289	25% self-generated; 75% levy
21	Beaver Management	<ul style="list-style-type: none"> • Track nuisance beaver calls, provide technical advice and work with municipalities and property owners to help address beaver activity in certain circumstances 	2	Agreements are entered into as needed	\$6,421	100% levy
22	Ontario Rural Wastewater Centre	<ul style="list-style-type: none"> • Develop and teach courses for septic installers, designers and regulators to advance their knowledge of design, construction, repair and inspection regarding sewage systems • Maintain a demonstration site at Baxter Conservation Area that displays a wide variety of sewage system technologies 	3		\$68,298	100% self-generated

Conservation Land Management Services

Program & Service		Brief Description	Category	Reference	Annual Cost	Source of Funding
23	Program Management	<ul style="list-style-type: none"> Provide oversight and management of all programs within the department 	Corporate Admin		\$86,847	100% levy
24	Land Donations / Acquisitions	<ul style="list-style-type: none"> Accept donations of ecologically sensitive land (such as wetland, shoreline, forest cover) and protect it in perpetuity so natural features can provide lasting ecological benefits 	3		\$15,000	100% self-generated
25	Conservation Lands	<ul style="list-style-type: none"> Manage 63 properties (7,500+ acres) of ecologically sensitive land. Develop management plans for each property to ensure good land use planning and long-term health 	1	Section 9, 10 & 11: conservation and management of lands	\$252,508	3% self-generated; 97% levy
26	Conservation Areas	<ul style="list-style-type: none"> Manage 11 conservation areas that welcome 300,000 visitors / year Provide amenities such as trails, boardwalks, lookouts, beaches, boat launches, picnic shelters and interpretive centres 	1	Section 9, 10 & 11: conservation and management of lands	\$846,452	20% self-generated; 80% levy
27	Outdoor Education	<ul style="list-style-type: none"> Deliver curriculum-based school programs, forest school, summer day camps and group programs that promote conservation and environmental stewardship 	3		\$169,338	85% self-generated; 15% levy
28	Lease and Management Agreements	<ul style="list-style-type: none"> Provide limited land management services (grass cutting, trail maintenance) on some municipally owned properties 	2	Ottawa MOU 1984	\$32,000	100% municipal agreement

Corporate Services

Program & Service		Brief Description	Category	Reference	Annual Cost	Source of Funding
29	Management and Members	<ul style="list-style-type: none"> Overall management and governance of the RVCA including strategic planning, municipal and government relations, work planning, policy and program development, issues management and partnership development. 	Corporate Admin	<i>TBD</i>	\$331,170	100% levy
30	Finance and Administration	<ul style="list-style-type: none"> Finance and human resources support including budgeting, accounting, financial reporting, payroll, employee recruitment, training, employee management and joint health and safety 	Corporate Admin	<i>TBD</i>	\$546,910	10% self-generated; 90% levy
31	Communications	<ul style="list-style-type: none"> Communications support including website development, social media, project planning, outreach (media releases, blog, newsletter, videos), drafting of reports and messaging 	Corporate Admin	<i>TBD</i>	\$294,868	100% levy
32	Foundation	<ul style="list-style-type: none"> Fundraising support including partnership development, grant writing, fundraising campaigns, and management of endowment funds 	Corporate Admin	<i>TBD</i>	\$98,598	100% levy
33	GIS	<ul style="list-style-type: none"> GIS support including data and information management and the creation and management of internal and public facing databases, geoportals, technical mapping and field apps 	Corporate Admin	<i>TBD</i>	\$245,690	100% levy

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Chief Administrative Officer

Date of Meeting: October 17, 2023

Subject: **FMSC Board appointment**

Summary

This report provides background information on the Frontenac Municipal Service Corporation (FMSC) and seeks the appointment of a council member to the Board of the FMSC.

Recommendation

That Council support the appointment of _____ to the Board of the Frontenac Municipal Service Corporation (FMSC) for the remainder of the term of Council.

Background

At the September 6, 2022 Council meeting, the following resolution 2022-31-08 was approved by Council:

That Council receive the County of Frontenac's Communal Services Governance - Business Case Study Public Meeting Report for information

And that Council provide support for the Communal Governance - Business Case Study which includes the following amendments:

1. *That the only municipal contribution will be the start up funding identified in the report and flowing through agreement in next steps*
2. *That no funding will be raised through taxation*

And that Council direct staff to continue working with the County on next steps, being the drafting of agreements and documents for approval by both County and lower tier Councils.

Since the passing of this resolution, the County has received similar resolutions from all other lower tiers in the County allowing to move to next steps in the creation of the Municipal Service Corporation that would oversee the management of communal services systems installed within the County. The attached County report under attachment 1 further details on page 2 the guiding principles of the FMSC and the benefit it provides for future growth in South Frontenac.

Discussion/Analysis

As requested under attachment 2, the next step in the process is to appoint a member of Council from each member municipality so that the governance board of the FMSC can be established. Once this step takes place, the FMSC will then develop its governance framework, in collaboration with Municipal CAO's, which will confirm details such as the required municipal financial commitment, shareholder structure, the use of community benefits as well as its asset transfer policy.

Financial Implications

Although the final amount will be finalized through the creation of the governance framework, the total initial investment required of the FMSC is \$696,800 which will be proportionately allocated to the member municipalities based on the weighted tax assessment provide by MPAC on the date of incorporation to be paid over a 5-year period. The South Frontenac portion is estimated at \$325,230.

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

- 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.
- Communal Services promotes development with the use of a centralized water and wastewater source that will be overseen by the FMSC providing consistent standards to ensure environmental stewardship.

Attachments

-Attachment 1 – County of Frontenac, report 2023-104 – Municipal Services Corporation Next Steps

-Attachment 2- County of Frontenac letter – request for appointment of board member FMSC

Township of South Frontenac
Staff Report - FMSC Board appointment

-Attachment 3 -Communal Services Business Case

Approvals

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



Report 2023-104

Council Recommend Information Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Kelly Pender, Chief Administrative Officer
Joe Gallivan, Director of Planning and Economic Development
Alex Lemieux, Director of Corporate Services/Treasurer
Kevin Farrell, Manager of Continuous Improvement

Date of meeting: September 20, 2023

Re: **Office of the Chief Administrative Officer – Municipal Services Corporation – Next Steps**

Recommendation

Recommendation #1 – Appointment of Board of Directors

That the Council of the County of Frontenac request that prior to October 21, 2023, the Councils of each member municipality appoint a member to the Board of the Frontenac Municipal Services Corporation (FMSC).

Recommendation #2 – Appointment of a Technical Advisory Committee (TAC)

(i) **That** the Council of the County of Frontenac advertise for five (5) members with a sufficient level of expertise in financial management, communal servicing engineering, and land development for a Technical Advisory Committee (TAC) to support the Frontenac Municipal Services Corporation (FMSC) prior to the formation of the Operating Board;

And Further That Procedural By-law 2022-0026 be amended to delete Schedule B-5 Communal Services Governance/Operations Model Review Committee and replace with a new Schedule B-5 Communal Services Technical Advisory Committee, attached as Appendix A to this report;

And Further That the Policy A09-ADM-001, Citizen Appointments to Boards and Committees of County Council be waived to permit consideration of applications from persons not eligible to be elected as a member of County Council;

Background

All Frontenac municipalities, plus the County of Frontenac have approved the establishment of the Frontenac Municipal Services Corporation for the purposes of administering communal services (water and wastewater) in the four Townships.

The basic outline of the corporation was provided in the Business Case for the corporation. This report will not attempt to reiterate all the details and background for the corporation, rather directs readers to the Engage Frontenac site at <https://engagefrontenac.ca/communal-services>.

Quoting from the approved Business Case for the Corporation, the following guiding principles have been established for the Business Case Study and the Frontenac Municipal Services Corporation:

1. The establishment of the FMSC will not impinge upon the planning authority of any participating municipality, but rather will provide guidance and/or pre-approval for communal systems that will either be owned/operated or operated by the MSC that will lead to faster approvals by the respective planning authorities and reduce costs for developers and eventually purchases/owners of serviced units.
2. One of the primary drivers for the establishment of a MSC for the ownership and operation of communal services is the ability to spread risk by aggregating assets. As such, the partners agree that the MSC will be the owner/operator for communal services.
3. It is recognized that the operational aspects of the MSC will evolve slowly as units are constructed and that it may take several years to reach critical mass. It is understood that the Operating Board will be responsible for determining the best operating model and that it is likely that at the outset contracted operating services will be the predominant model.
4. The existing Water Treatment and distribution system in the Village of Sydenham, Township of South Frontenac will remain under the ownership and control of the Township and will not be transferred to FMSC upon incorporation. There will be no mechanism or expectation that the system will be transferred to the FMSC. Only the Township of South Frontenac Council will be able to make such a determination.
5. The County of Frontenac would be a non-voting shareholder in the MSC.

The business case provides the following guidance regarding the distribution of Shareholder Dividend and the Establishment of a Community Benefit Policy:

A MSC can provide a dividend, or community benefit, to owners on a basis to be determined by the shareholders. As a matter of policy and practicality, the Frontenac MSC will not be in the financial position to distribute until such times as sufficient reserves and/or securities are accumulated to minimize the risk to shareholders. While this option is not a requirement, it is in the interest of the partners to establish the conditions under which such a policy maybe considered.

It shall be the policy of the MSC that no dividend or community benefit will be distributed to the owners unless the following conditions are met:

1. A minimum of seven (7) years from the date of incorporation
2. A statement from the auditing firm appointed by the MSC that the risk associated with the ownership and management of the communal services has been substantially ameliorated by a combination of the accumulation of reserves, insurance, and/or securities.
3. A majority vote of the shareholders¹

The purpose of this report is to begin to set up the governance and administrative implementation of the new Corporation.

Comment

The governance model for the corporation requires the establishment of two corporations:

1. A Holding Company called the Frontenac Municipal Services Corporation (FMSC) which is composed of an elected representative of the four Townships. A total of four representatives.
2. An Operating Company (tentatively) called the Frontenac Communal Services Corporation (FCSC) which is composed of technical experts that are responsible for the operation of the services.

Our legal counsel (Templeman LLP) is currently preparing the necessary documents for the FMSC but will require the names of the founding board members. It is recommended (recommendation #1) that each Township appoint a Board member. This Board will begin the business of establishing the foundation of the corporation, including by-laws, budgeting, and promotion.

It is proposed that the Operating Company will not be incorporated until after the FMSC has finalized governance and operating parameters of the Board. In the interim, it is recommended that a Technical Advisory Committee (TAC) be established to begin the process of establishing standards and protocols for installations, plus the investigation of various operational models/opportunities.

The table below summarizes the proposed work of each of FMSC Board and the TAC, plus the support staff:

¹ As currently structured, the Township of South Frontenac would have a veto over any the implementation of a dividend/community benefit policy. At the same time, SF plus the affirmative vote of one other municipality would be required in order to approve a policy.

FMSC Board	TAC
<ul style="list-style-type: none"> • Finalize and adopt By-law #1 – Governance Framework • Finalize and adopt By-law #2 – Asset Transfer (Acquisition and Disposition) • Develop and adopt a five-year budget for the Board • Receive recommendations from the TAC regarding types and timing of 	<ul style="list-style-type: none"> • Investigate and recommend preferred water and wastewater treatment options • Outreach to developers • Investigate and recommend operating models • Investigate and recommend process re facility assumption • Develop and recommend a five-year budget for consideration by the Operating Board
Associated Staff Resources	
<ul style="list-style-type: none"> • Municipal CAOs (5) (plus financial and technical staff as required) • County Director of Planning & Economic Development • South Frontenac Director of Development Services • Manager of Continuous Improvement • County Executive Assistant (Support Services) 	

Strategic Priority Implications

1. Develop a Regional Approach to Overcome Infrastructure Issues and Maximize Infrastructure Development Opportunities
2. Contribute to the Progress of Sustainable Economic Growth and Prosperity Throughout the County

Financial Implications

Primarily staff time at both the County and Township level. The FMSC board will be establishing a budget as a first priority. Township funding commitments will be allocated based on weighted assessment on the date of incorporation. The five-year budget for the Board was established at \$696,800, with County Council responsible for 20% of the budget. The payments would be in five equal annual instalments.

Organizations, Departments and Individuals Consulted and/or Affected

Municipal Chief Administrative Officers
 Joe Gallivan, Director of Planning and Economic Development
 Alex Lemieux, Director of Corporate Services/Treasurer
 Kevin Farrell, Manager of Continuous Improvement
 Harold VanWinssen, Templeman LLP

Frontenac Municipal Services Corporation

Business Case Study

FINAL DRAFT

For Discussion Purposes Only

September 15, 2021

The Shareholders:

The Township of North Frontenac
The Township of Central Frontenac
The Township of South Frontenac
The Township of Frontenac Islands
The County of Frontenac

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Acknowledgements

The Participating Municipalities wish to thank the following individuals for their contribution to this report over the past two years.

- The WSP Canada Inc. team, including Nadia De Santi, Alec Knowles, Sagar Kancharla, Salah Koleilat, Caitlin Larwa
- Michael Wildman, Municipal Government Wayfinders
- Members of the Communal Services Governance Committee
 - Deputy Warden Denis Doyle (Chair), Mayor of the Township of Frontenac Islands
 - Warden Ron Vandewal, Mayor of the Township of South Frontenac
 - Councillor Frances Smith, Mayor of the Township of Central Frontenac
 - Councillor Ron Higgins, Mayor of the Township of North Frontenac
 - Ms. Gwen Glover, Citizen Appointee
 - Mr. Michael Keene, Citizen Appointee
 - Mr. Wayne Robinson, Citizen Appointee
 - Mr. Jim McIntosh, Citizen Appointee
- Jon Orpana, Environmental Planner, Ministry of the Environment and Climate Change
- Peter Sizov, Municipal Advisory, Ministry of Municipal Affairs
- The Councils and staff from the participating municipalities

Numerous members of the Frontenac development community contributed to the background and technical aspects of the various reports and meetings leading up to this Business Case Study. Their participation helped keep the process grounded in the reality of construction and development in Frontenac.

The WSP team completed a best practice review of five similar municipal or joint services organizations. We are appreciative of their time and contribution to our project. Thank you to:

- The Township of Oro-Medonte
- Lakeland Holding Co.
- Grand Bend Area Joint Sewage Board
- Edwardsburgh/Cardinal & Prescott Joint Board
- Union Water Supply System

Terminology & Abbreviations

Abbreviation	Full Name	Definition/Description
MSC	Municipal Services Corporation	The generic reference to a service corporation established under the Municipal Act, S.O. 2001 and Ontario Regulation 599/06.
FMSC	Frontenac Municipal Services Corporation	Frontenac Municipal Services Corporation – the holding company anticipated by this Business Plan
FCSC	Frontenac Communal Services Corporation	Frontenac Communal Services Corporation – the operating company anticipated by this Business Plan
Frontenac	Frontenac	The geographic region encompassed by the municipalities, the County of Frontenac and the four constituent municipalities of the Township of North Frontenac, Township of Central Frontenac, Township of South Frontenac, and the Township of Frontenac Islands.
NF	Township of North Frontenac	The Lower Tier corporate entity operating under the Municipal Act, S.O. 2001.
CF	Township of Central Frontenac	The Lower Tier corporate entity operating under the Municipal Act, S.O. 2001.
SF	Township of South Frontenac	The Lower Tier corporate entity operating under the Municipal Act, S.O. 2001.
FI	Township of Frontenac Islands	The Lower Tier corporate entity operating under the Municipal Act, S.O. 2001.
CofF	County of Frontenac	The Upper Tier corporate entity operating under the Municipal Act, S.O. 2001.
Twp	Townships	The collective lower tier municipalities, namely, North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands
PM	Participating Municipalities	The municipalities participating in the development of this business plan and the anticipated Municipal Service Corporation. <ul style="list-style-type: none"> • Township of North Frontenac • Township of Central Frontenac • Township of South Frontenac • Township of Frontenac Islands • County of Frontenac
CS	Communal Services	The broad descriptor for centralized water and wastewater services provided to a group of homes or businesses.
MA	Municipal Act, S.O. 2001	The legislative framework for the creation and operation of Ontario municipalities.

Abbreviation	Full Name	Definition/Description
BCS or Study	Business Case Study	The formal requirement under the Municipal Act, S.O. 2001 and Ontario regulation 599/06 as a precursor to the establishment of a Municipal Services Corporation. [Link to Regulation]
MRA	Municipal Responsibility Agreements	The D-5-2 requirements of the Ministry of the Environment where private ownership of a communal service is established.
CSGC	Communal Services Governance Committee	The Committee established by Frontenac County to examine potential governance models for the implementation of a regional entity to oversee the operation of communal services in Frontenac

Introduction

This report has two primary objectives:

1. Provided to the citizens of Frontenac to complete the requirement of the Business Case Study as required under the Municipal Act, S.O. 2001 and Ontario Regulation 599/06.
2. Confirm the substantive elements of the Municipal Services Corporation for the partner Municipalities.

Links to the legislation are provided as follows:

Municipal Act – [Link](#)

Ontario Regulation 599/06 – [\[Link\]](#)

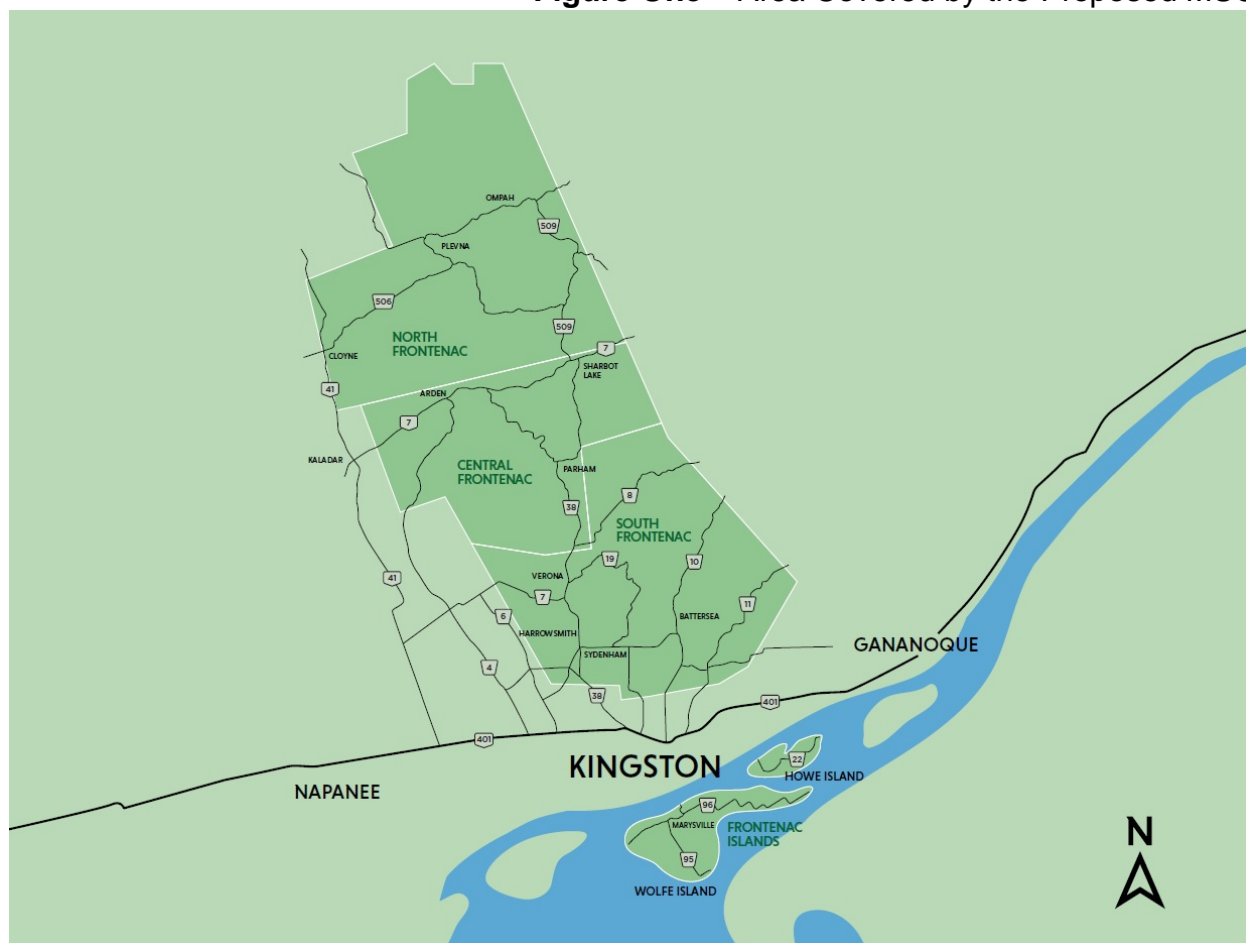
The BCS will focus on the guiding principles for the establishment of a Municipal Services Corporation with a mandate to own and/or operate communal services in Frontenac.

The geographic region of Frontenac includes the upper tier municipality of the County of Frontenac. The County is an upper tier municipality established under the MA covering a jurisdiction from Lake Ontario in the south to north of Provincial Highway #7, including the lower tier municipalities of:

Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Township of Frontenac Islands.

Below, **Figure One** is a map of the area covered by this BCS and the proposed Municipal Services Corporation.

<https://www.frontenacounty.ca/en/living/living.aspx>

Figure One – Area Covered by the Proposed MSC

Background Documents

In preparation for this Study, the parties engaged the services of WSP Canada Inc. to complete two (2) studies examining the potential for using communal services as an alternative to individual or full services in Frontenac. This study will rely upon the findings of these two reports but will not attempt to reiterate all the salient points of the reports. The reader is advised to refer to the source documents for further clarification of the more technical aspects of CS, or the governance aspects of this issue. Citations in the BCS to the WSP documents will be referenced as Report #1 and Report #2.

Where there is a conflict between this document and Reports #1 and 2, this document shall take precedence.

Table of Contents and links to the two reports are provided below:

WSP Report #1 – County of Frontenac – Communal Services Study
 WSP Canada Inc. June 2019 [Link to WSP Report - 2019]
 226 Pages

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Methodology

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A Federal and Provincial Regulatory Framework

B County and Townships Planning Context

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D Engineering Best Practices

E Engineering Best Practices – Attachments

F Financial Model Sample Outputs

As part of this report, the parties were provided with a comprehensive financial model that will allow for the modeling of expenditures, revenues and commodity pricing for installation and operation of communal services. County of Frontenac senior financial staff were provided with training on the model.

WSP Report #2 – Communal Services Governance Model – Final Report
 WSP Canada Inc. 03 March 2021 [Link to WSP Report - 2021]
 52 Pages

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 - Implementation Recommendations
 - Financial Considerations of Implementation and Return
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 - A Engagement Summary
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Definition of Communal Services

For the purposes of the BCS, the WSP¹ definition of communal services has been adopted. That definition is as follows:

In principle, communal water and wastewater systems function similarly to centralized municipal services in terms of development of sewer connections to central sewage treatment and disposal facilities and/or to a communal well or water source and water-treatment facility for drinking water. Systems generally serve small-to-moderate development sizes with typical ranges between 10 to 300 units within each settlement area², while the Ministry of the Environment, Conservation, and Parks (MECP) defines them as those serving a minimum of five units in a development. Communal systems are typically synonymous with “decentralized systems” and the terms are used interchangeably throughout this report.

Within the above descriptions, the following communal water and wastewater system definitions apply:

- Communal Water Systems: shared potable water systems, including collection from groundwater or freshwater sources and treatment to drinking-water quality standards that are part of a communal service development.
- Communal Wastewater Systems: shared facilities for the collection, treatment, and disposal of sewage that are part of a communal service development.

Frontenac Readiness for Communal Servicing

Frontenac has also taken numerous steps to be ready for residential and commercial growth that will benefit from communal services. **Table One** below provides an overview of the efforts to date.

Table One – Summary of Frontenac Readiness for Communal Servicing

Municipality	Current Status
Frontenac Islands	<ul style="list-style-type: none"> • Currently completing a Secondary Plan for the village of Marysville on Wolfe Island. Study completion will be in parallel to this report. Secondary Plan will set parameters for communal services. • Expansion of the Wolfe Island Ferry and the doubling of ferry capacity to the Island will be completed in 2022. This will further exacerbate development pressures as Wolfe Island will become a reasonable “bedroom” community option for the City of Kingston • Timelines: Communal servicing pressure anticipated in 2021-22.

¹ Report #2, Section 1.1.1, page 15

² For the purposes of the Business Case Study, the use of the term “settlement area” refers to the cluster of units connected to the communal service and is not intended to be limited to existing settlement areas.

South Frontenac	<ul style="list-style-type: none"> • Current Official Plan policies discourage communal services • Official Plan and settlement area boundary studies to commence in 2021. • Completed a community strategic plan that identifies regional leadership and community building as goals for the municipality. • Water quantity/quality issues exist in several areas and will require hydro-geological work in order to identify potential development areas (and likely eliminate others). • Development/growth pressures from Kingston will increase development demand. Current “strip” development will not sustain growth • Several settlement areas, namely Inverary, Battersea, Sydenham, Harrowsmith and Verona could see significant benefit from communal services • Timelines: Development pressure is ongoing – Official plan, settlement boundary rationalization and hydro-geological work will likely mean that the first communal service projects will be in the approval process in the 2022-23 time frame.
Central Frontenac	<ul style="list-style-type: none"> • The Township Official Plan was approved by Council on July 13/21. The new O.P. will encourage communal services • Waterfront policies in the new O.P. will encourage communal servicing in rural/lake front properties which will open up waterfront development potential for the community • The Township has purchased a former school site in downtown Sharbot Lake with a view towards a mixed use communal service project. Planning for the project may include connections to other municipal facilities or business in the downtown core. Funding has been received to commence the engineering feasibility component of this project. • Timelines: Current
North Frontenac	<ul style="list-style-type: none"> • Official Plan and Zoning By-laws complete in 2017. Recognize communal servicing option • Waterfront policies in the new O.P. and Zoning By-law encourage communal servicing in rural/lake front properties which will open up waterfront development potential for the community • Timelines: Current

County	<ul style="list-style-type: none"> • Regional Planning Framework: <ul style="list-style-type: none"> ○ County Official Plan approved in 2016, update to commence in 2022. ○ Completed a Regional Roads Study in 2018 in order to permit a more expansive range of development options on non-municipal roads. ○ Population projections update complete. • Completed a strategic plan in 2019 that emphasis continued economic growth and regional cooperation • Completed a trail connection from the City of Kingston boundary to Clarendon (the K&P Trail), with the commitment to make the connection to the United States and Lanark County. Trail will be extended an additional 14 km north in 2021-22 effectively creating a regional trail corridor that is encouraging rural residential and commercial growth. • In 2016 completed a “regional brand” for Frontenac and implemented the first regional economic development strategy. The brand roll out included a business ambassador program that has been successful in bringing nearly 200 businesses on board with the regional brand. The economic development strategy is anticipated to be refreshed in 2021 • The County has participated and invested in regional broadband and cellular expansion in the area through the Eastern Ontario Regional Network (EORN). • Selected as the preferred vendor by EORN, Rogers Communications has initiated the process of providing 5G cell to the County • The County has participated and invested in the establishment of the Eastern Ontario Leadership Council and region wide economic development initiatives, including workforce development, innovation and transportation. • The County is recognized as a regional leader in Continuous Improvement, utilizing Lean principles to drive efficiency. • Timelines: Current
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Preferred Operational Model

WSP Report Number #2 was supported by the Communal Servicing Governance Committee composed of the four Township Mayors and three citizen appointees. Together with WSP they completed a best practice review of five (5) existing service providers and three (3) governance structures including:

- A Municipal Services Corporation
- A Joint Municipal Board
- County Level Governance

The recommendation of WSP and the CSGC to the member municipalities was to initiate a process to develop a BCS for the implementation of a Municipal Services Corporation. This recommendation was subsequently endorsed by the Councils of the five participating municipalities.

Governance and Corporate Structure

The recommended governance structure for the Corporation³ was detailed by WSP and endorsed by the CSGC as a two MSCs:

1. A Holding MSC – for the purposes of this report, named the Frontenac Municipal Services Corporation (FMSC)
2. An Operating MSC – for the purposes of this report, named the Frontenac Communal Services Corporation (FCSC)

All shares in the Operating MSC will be owned by FMSC.

WSP describes the benefits to this structure as providing the ability to:

- a) Establish additional operating MSCs in the future that are held by the Holding MSC; and
- b) Extend service and/or ownership to other municipalities by limiting purchasing and voting powers to Holding MSC shares only.

Guiding Principles

The following guiding principles have been established for the Business Case Study and the Frontenac Municipal Services Corporation:

1. The establishment of the FMSC will not impinge upon the planning authority of any participating municipality, but rather will provide guidance and/or pre-approval for communal systems that will either be owned/operated or operated by the MSC that will lead to faster approvals by the respective planning authorities and reduce costs for developers and eventually purchases/owners of serviced units
2. One of the primary drivers for the establishment of a MSC for the ownership and operation of communal services is the ability to spread risk by

³ Report #2, Section 3.2.1, page 23

- aggregating assets. As such, the partners agree that the MSC will be the owner/operator for communal services
3. It is recognized that the operational aspects of the MSC will evolve slowly as units are constructed and that it may take several years to reach critical mass. It is understood that the Operating Board will be responsible for determining the best operating model and that it is likely that at the outset contracted operating services will be the predominant model
 4. The existing Water Treatment and distribution system in the Village of Sydenham, Township of South Frontenac will remain under the ownership and control of the Township and will not be transferred to FMSC upon incorporation. There will be no mechanism or expectation that the system will be transferred to the FMSC. Only the Township of South Frontenac Council will be able to make such a determination.
 5. The County of Frontenac would be a non-voting shareholder in the MSC.

Steps for Implementation

WSP Report #2 (page 7), sets out the necessary steps for the establishment of the MSC. **Table Two** below sets the seven steps.

Table Two – Steps for Implementation

#	Step	Status
1.	Formally Confirm MSC Selection	Complete
2.	Undertake a Business Case Study	This Document
3.	Hold Public Consultations	Pending
4.	Adopt of the Business Case by Council(s)	Pending
5.	Draft, Approve and Pass Necessary Agreements & Documents	Pending
6.	Develop and Adopt an Asset Transfer Policy	Pending
7.	Appoint MSC Boards, Officer/Directors, and Transfer Assets	Pending

Benefits of Communal Servicing

Within Frontenac, the use of private services dominates the residential and commercial landscape. Except for the Village of Sydenham water system, servicing largely consists of individual wells and septic systems. While this is efficient on a single home or business basis, it creates a number of issues for communities that are resolved or lessened by the installation of communal services, namely:

- **Risk:** manages and spreads risk
- **Environmental Protection and Aquifer Integrity:** fewer wells drilled into an aquifer, thereby reducing the potential for ground water contamination from surface runoff
- **Monitoring and Environmental Protection:** communal services have stricter testing and reporting requirements than individual services

- **Increased density:** thereby reducing the cost of municipal service delivery and improving community sustainability
- **Efficient Land Use:** Traditional rural pattern development results in approximately 0.57 residential units/hectare⁴, while the same site on communal services could result in 2.23 units/hectare⁵, or approximately 3.9 more residential units/hectare, thereby creating a more efficient use of land.
- **Community Sustainability:**
 - Residential units can be clustered to take advantage of access to recreation corridors such as the K&P or Cataraqui Trails or provide walkable communities that can help sustain rural communities and businesses
 - Existing communities can be serviced in a manner that will assist with rural community sustainability
 - Greater opportunity for main street development and redevelopment, including higher density and upper floor residential development
 - Communal service can be constructed in a scalable manner, thereby aligning costs with revenues for the developer and more reflective of the scale and pace of rural development
 - Business and/or industrial parks can be established utilizing a scalable communal services model, thereby making serviced employment an attractive option in a rural setting.

Municipal Responsibility Agreements

For a full discussion of MRAs, please refer to Report #2 by WSP.

It is the intention of partners that the majority of the communal services constructed moving forward will be owned and operated by the MSC, thereby negating the necessity for an MRA.

It is recommended that each partner municipality enter into an Indemnity Agreement with the MSC to limit future liabilities.

As a condition of a Subdivision or Condominium agreement, communal services would be the responsibility of the developer for a period to be determined by the MSC to establish a viable system, at which time ownership would transfer to the MSC.

In the rare instances where an MRA is contemplated, the WSP reports provide various methods to reduce risk and limit liability. These same tools can be utilized by the MSC to guide the assumption of communal service assets.

⁴ Report #1, page 10, Figure 1-3

⁵ Report #1, page 11, Figure 1-4

Risk Management

The ability to manage and mitigate risk is an important element of the ownership and operation of communal services for municipalities. The establishment of a MSC provides the partner municipalities with the ability to pool and share risk. By aggregating risk, we mean the ability to spread risk across a portfolio of installations. The analogy is the provision of car insurance. Without a pooled model whereby, risk is spread across all insured drivers, each individual owner would be required to hold substantial savings in the event of an accident. By pooling the risk, the cost to any one individual is minimized and costs are lowered to the consumer. Similarly, the risk for one individual communal service failure requires far greater securities to protect the developer, homeowner, and municipality than if the risk is spread across ten installations. This approach has the added benefit of lowering development costs and improving home affordability, both at the time of purchase and for ongoing operating costs.

For a more detailed discussion of the tools available to the MSC to mitigate risk, refer to Report #2⁶.

Asset Transfer Policy

At incorporation, FMSC will not hold any capital assets. Non-capital assets in the form of cash, will be transferred to the corporation in accordance with the financial contribution described in this document and detailed in Report #2⁷.

For clarity, this Policy does not apply to the transfer of communal service assets to the MSC by a developer under the terms of Subdivision or Condominium Agreement.

For the capital assets other than noted above, four (4) options are provided. They are outlined as follows:

Scenario #1 – Transfer of Assets between Partnering Municipalities and the MSC with a Value Under \$100,000

Where the parties agree that an asset contemplated for transfer is valued at under \$100,000, a transfer may be completed by motion of the shareholders of the FMSC and a motion of the appropriate shareholder municipality. Such a sale will be at a cash value agreed to between the parties. No option exists for such a transfer to involve the transfer of shares.

The parties may agree to conduct the transfer of an asset under this limit, utilizing the terms and conditions described Option #2.

⁶ Report #2, Page 19-21

⁷ Report #2, Page 37-39

It is understood that under Option #1:

- either party may elect to initiate such a process, but that both parties will base any final decision in their own interest without undue influence from the other party
- that the above option may be initiated in the reverse (i.e., the transfer of an asset from the MSC to a shareholder municipality)
- the sole authority for the MSC will be a vote of the shareholders and for the municipality, the Council of the municipality disposing or acquiring the asset.

Scenario #2 – Transfer of Assets between Partnering Municipalities and the MSC with a Value Over \$100,000.

A shareholder municipality may solely elect to transfer an asset to initiate the process of transferring a municipal asset to the MSC. The FMSC (i.e., the holding company), acting in consultation with the MSC operating arm, may elect to accept the transfer and elect to compensate the municipality based on one of the following:

1. A cash payment based upon the average of two (2) independent appraisals. One completed and paid for by the MSC and a second completed and paid for by the municipality. Both independent appraisals must be accompanied by:
 - a. A statement that the company/individual is qualified and competent to make such an appraisal
 - b. A statement that the company/individual is not in a position of conflict
2. A payment of equivalent share in FMSC base upon the average of two (2) independent appraisals. One completed and paid for by the MSC and a second completed and paid for by the municipality. Both independent appraisals must be accompanied by:
 - a. A statement that the company/individual is qualified and competent to make such an appraisal
 - b. A statement that the company/individual is not in a position of conflict
3. A combination of option 1 and option 2 above (i.e., x% cash payment and y% shares, where $x + y = 100\%$ of the appraised value)

It is understood that under Option #2:

- either party may elect to initiate such a process, but that both parties will base any final decision in their own interest without undue influence from the other party
- that the above option may be initiated in the reverse (i.e., the transfer of an asset from the MSC to a shareholder municipality)
- the sole authority for the MSC will be a vote of the shareholders and for the municipality, the Council of the municipality disposing or acquiring the asset.

Scenario #3 – Transfer of Assets Between the MSC and a Non-Shareholder Municipality Valued at Under \$100,000

Where an asset is proposed to be transferred between the MSC and a non-shareholder municipality and the parties agree that the value of the asset is less than \$100,000, the parties may agree to a cash transaction at an agreed to fair market value.

Scenario #4 – Transfer of Assets Between the MSC and a Non-Shareholder Municipality Valued at Over \$100,000.

A non-shareholder municipality may elect to transfer an asset to initiate the process of transferring a municipal asset to the MSC. FMSC may elect to accept the transfer and elect to compensate the municipality based on one of the following:

1. A cash payment based upon the average of two (2) independent appraisals. One completed and paid for by the MSC and a second completed and paid for by the municipality. Both independent appraisals must be accompanied by:
 - a. A statement that the company/individual is qualified and competent to make such an appraisal
 - b. A statement that the company/individual is not in a position of conflict
2. A payment of equivalent share in FMSC based upon the average of two (2) independent appraisals. One completed and paid for by the MSC and a second completed and paid for by the municipality. Both independent appraisals must be accompanied by:
 - a. A statement that the company/individual is qualified and competent to make such an appraisal
 - b. A statement that the company/individual is not in a position of conflict
3. A combination of option 1 and option 2 above (i.e., x% cash payment and y% shares, where $x + y = 100\%$ of the appraised value)

Scenario #5 – Transfer of Assets Between the MSC and a Private/For Profit Entity or Individual

The transfer of any asset considered to be integral to the operation of a communal water or sewer system, may not be transferred to a private/for profit entity under any circumstance.

Non-operationally integral capital assets valued at under \$100,000 (e.g., a vehicle) may be transferred at an agreed upon fair market price, with a motion of the MSC Operational Board.

Non-operationally integral capital assets valued at over \$100,000 (e.g., a surplus property or equipment) may be transferred at an agreed upon fair market price, with a motion of the FMSC.

Scenario #6 – Transfer of Assets Between the MSC and a Not-For-Profit/or Charitable Entity

The transfer of any asset considered to be integral to the operation of a communal water or sewer system, may not be transferred to a Not-For-Profit/or Charitable Entity under any circumstances.

Non-operationally integral capital assets valued at under \$100,000 (e.g., a vehicle) may be transferred at an agreed upon fair market price, with a motion of the MSC Operational Board.

Non-operationally integral capital assets valued at over \$100,000 (e.g., a surplus property) may be transferred at an agreed upon fair market price, with a motion of the FMSC Board.

The parties agree that the monetary limits presented may be amended from time to time by a majority vote the shareholders.

Financial Considerations

Report #2⁸ examined four options for the start-up of the MSC and the distribution of shares, namely:

1. Weighted Tax Assessment
2. Equal Allocation
3. Weighted Population
4. Hybrid Allocation

Under all four options, the County of Frontenac would provide a 20% financial (non-voting) contribution, resulting in the remaining 80% being divided between the four remaining partner municipalities.

At the recommendation of the CSGC, the partners endorsed the option of utilizing weighted tax assessment for the distribution. The weighted assessment share will be determined based upon the percent share allocation as determined from assessment data provided by the Municipal Property Assessment Corporation (MPAC) on the date that incorporation of the MSC is received.

The anticipated five (5) year requirement of the MSC is \$696,800⁹. The partners will budget for the total amount of their share in the year of incorporation. A total of 20% of the allocated amount will be transferred to the MSC with thirty (30) days of

⁸ Report #2, pages 37-39

⁹ Report #2, page 39

incorporation. It is anticipated that the MSC will “draw” against the remaining budgeted amount over a five-year period based upon the needs of the Corporation and a majority vote of the shareholders.

For clarity purposes, the draw may be accelerated if development and installation of communal services is accelerated, or conversely, delayed if development is slowed. In any case, the total amount will be held in a designated reserve by the member municipality and will be transferred to the MSC with thirty (30) days of receiving notice to do so. The reserve may be held in an interest-bearing account by the partner municipality. Accrued interest will remain with the municipality and will not accumulate for the benefit of the MSC.

Borrowing from a Shareholder

While a primary benefit of establishing a MSC is the ability to borrow without affecting the Annual Repayment Limit (ARL) of a municipality, from time-to-time it may be prudent for a shareholder municipality to borrow on behalf of the MSC, or to provide such terms of borrowing from internal resources (i.e., reserves) as may be deemed expedient. Such borrowing shall be at fair market terms and rates as determined by the parties. Any such borrowing under \$100,000 may be negotiated between the parties without the approval of the shareholders. Borrowing over \$100,000 will be subject to a vote by the shareholders. A reciprocal arrangement (i.e., a shareholder municipality borrowing from the MSC) will be subject to a vote of the shareholders under all circumstances.

Prior to borrowing being required under this provision, the MSC will establish a borrowing policy that identifies borrowing limits under this provision. Such policy will require the approval of the majority of shareholders.

Under no circumstances will the MSC borrow from a non-shareholder municipality.

Ownership, Share Allocation and Voting

As structured, the shareholders would be represented by one (1) representative from each of the four (4) lower tier partner municipalities. With votes be weighted based upon the value of their shares at incorporation.

For voting on any motion/by-law placed before the shareholders will be deemed to be carried if a minimum of two (2) shareholders, representing more than 50% of the shares votes in favour¹⁰. No single municipality can outvote the remainder of the shareholders.

As noted above, the County will be a contributing, non-voting shareholder. **Table Two** below summarizes the ownership, share allocation and voting that will be utilized by the FMSC.

¹⁰ Report #2, page 36

Table Two – Summary of Ownership, Share Allocation and Voting

Partner	Owner¹¹	Voting on All Matters	Distribution of Assets
NF	Yes	Yes	Yes
CF	Yes	Yes	Yes
SF	Yes	Yes	Yes
FI	Yes	Yes	Yes
CoF	Yes	No ¹²	Yes

Restrictions Regarding a Shareholder Dividend or Community Benefit Policy

A MSC can provide a dividend, or community benefit, to owners on a basis to be determined by the shareholders. As a matter of policy and practicality, the Frontenac MSC will not be in the financial position to distribute until such times as sufficient reserves and/or securities are accumulated to minimize the risk to shareholders. While this option is not a requirement, it is in the interest of the partners to establish the conditions under which such a policy may be considered.

It shall be the policy of the MSC that no dividend or community benefit will be distributed to the owners unless the following conditions are met:

1. A minimum of seven (7) years from the date of incorporation
2. A statement from the auditing firm appointed by the MSC that the risk associated with the ownership and management of the communal services has been substantially ameliorated by a combination of accumulation of reserves, insurance, and/or securities
3. A majority vote of the shareholders¹³

Should the above conditions be met, the shareholders will have three options for the use of a community benefit:

Scenario #1 – Unrestricted Dividend Policy

Community benefit can be used in any manner deemed appropriate to the shareholder municipality.

Scenario #2 – Restricted Community Benefit Policy

Community benefit can be used in a manner determined by the shareholders in a restricted manner. Potential examples include:

- Pre-engineering and/or feasibility studies for the expansion of services to an un-serviced area or employment lands

¹¹ The percent ownership will be determined based upon the percentage dollar contribution as determined on the date of incorporation

¹² Report #2, page 39 – Allocated to Lower Tier Municipalities based on weighted assessment on the date of incorporation

¹³ As currently structured, the Township of South Frontenac would have a veto over any the implementation of a dividend/community benefit policy. At the same time, SF plus the affirmative vote of one other municipality would be required in order to approve a policy.

- In conjunction with local improvement charges, utilized for the expansion of communal services in a serviced or un-serviced hamlet or subdivision. Such a policy could benefit all residents served by the MSC by expanding the risk pool, increasing density, and decreasing costs for users
- To be utilized for a specific community enhancement project that will benefit the entire region, for example recreation facilities

Under no circumstances will the MSC provide a community benefit that will place the ongoing viability of the MSC in jeopardy.

Scenario #3 – Retained by the MSC for Investment in Projects Approved by the Shareholders

To be utilized in a manner that will support or expand communal services or expand business opportunities.

MSC Duty to the Shareholders

The MSC will at a minimum, provide the shareholders with a detailed financial update at the Annual General Meeting of the Corporation, including a presentation of the audited financial statements of the MSC and the opportunity to question the Auditor.

Within nine (9) months of incorporation, the MSC will present to the shareholders a business plan and five (5) year pro-forma budget to the shareholders for consideration and input. The plan will be revised by the Corporation annually and reviewed with the shareholders.

A majority vote of the shareholders will require a full meeting of the MSC. The vote must state the purpose and general nature of the requirement for the meeting.

The MSC will at all times have in place appropriate levels of insurance that covers the actions and decisions of the corporation and indemnifies the shareholders.

Bankruptcy or Insolvency

The MSC will make every reasonable effort to operate in a manner that will ensure the ongoing viability of the corporate entity, subject to annual audit opinions provided to the shareholders. As a corporate entity, bankruptcy would not result in any financial obligations accruing the shareholder municipalities.

New MSC Shareholders

The MSC may consider expansion of the shareholders by a two-thirds percentage vote of the shareholders. Such a vote will be supported by a business case study and, if applicable, an asset valuation as described in the Asset Transfer policy, plus a public meeting or meetings as determined by the shareholders.

New shareholders must be a municipal entity.

Should a new shareholder be approved, the shares in the corporation will be recalibrated based upon the weighted assessment on the date of approval, with the County of Frontenac shares being re-calculated accordingly.

Shareholder Withdrawal from the MSC

A municipality wishing to withdraw from the MSC will be required to provide notice to the MSC prior to September 1st in any given calendar year, with an effective date of December 31st of the subsequent year. A 16 month minimum notice period will ensure sufficient time for the MSC and the remaining shareholders to resolve the requisite legal and personnel matters.

Any municipality exercising their option to withdraw from the MSC will not be entitled to any assets of the corporation and will be required to pay their own legal expenses and the MSC.

Dissolving of the MSC

Where the Councils of all shareholder municipalities vote to dissolve the MSC, the non-cash assets of the corporation shall be valued by an independent third party. Each party will be entitled to receive proceeds from the dissolution as follows:

1. Communal Services physical assets located within the boundaries of their municipality
2. Physical assets not related to the direct operation of communal services (e.g., rolling stock, office space, or maintenance operations) will be sold and the proceeds divided based upon the shareholder's ownership stake on the date of dissolution.
 - a. A shareholder may purchase such assets from the MSC for the appraised value. Where more than one shareholder expresses an interest in purchasing the asset, the successful shareholder will be randomly selected
3. Net of all costs required to wind down the MSC, cash assets and liabilities will be divided based upon shareholder value on the date of dissolution.

The parties may agree to appoint a mutually agreeable independent party to handle the disposition of assets for points 2 and 3 above. The costs of the independent party will either be deducted from the assets or apportioned to the shareholder based upon the value of their shares on the date of dissolution.

All parties will be responsible for their own costs related to the dissolution.

Public Input

This document will be posted publicly on the Frontenac public engagement channel (www.engagefrontenac.ca) for a period of thirty (30) days, commencing on XXXX xx, 2021.

Citizens of Frontenac are invited to provide written comments through the engagement site or by attending a virtual public meeting to be held on XXXX xx, 2021.

The social media channels of the partner municipalities may also be utilized to direct individuals to the engagement site or provide notice of the virtual public meeting. Please

note that comments received through social media channels will not be considered as part of the public input phase component of the BCS.

Respectfully Submitted

On behalf of the Partner Municipalities

This xx day of XXXX month, 2021.

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: October 17, 2023

Subject: **Xplore Communications Tower Proposal
Project ON8478 – 2102 Rutledge Road**

Summary

Xplore is proposing a new 45m freestanding communication tower at 2102 Rutledge Road. Xplore, through its agent FB Connect, is requesting the Township pass a resolution concurring with the proposal to locate the communications tower on this property and send a letter to Innovation, Science and Economic Development Canada (formerly Industry Canada) indicating whether the Township concurs with this proposal.

Recommendation

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.

Background

Xplore is proposing a new communications tower and related radio equipment at 2102 Rutledge Road. This location will be in between existing tower sites in Harrowsmith, Cataraqui, Inverary and Perth. The proposed structure will enhance internet and data coverage and capacity for the surrounding areas of Spaffordton and Sydenham. The structure will provide an opportunity to accommodate colocation with other licensed carriers.

The structure would be a 45m tall freestanding communications tower that would occupy a footprint approximately 3 metres by 3 metres. The tower would have an anti-climb mechanism.

The facility is proposed to be located approximately 225 metres from Rutledge Road and at least 20 metres from the eastern property line.

FB Connect provided the Township with the Resident Information Package (attachment 1) and newspaper notice (attachment 2). Township staff were also copied on all correspondence to and from members of the public.

Communication tower licences are approved by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada). The provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings. Towers do not require permits under the Ontario Building Code. However, as part of the approval process, a proponent is required to obtain a letter of concurrence from the municipality in which it is to be located.

A municipality may issue a Statement of Concurrence supporting the proposal; a Conditional Letter of Concurrence indicating support for the proposal if certain conditions are met, or a Letter of Non-concurrence if it does not support the proposal.

Discussion/Analysis

Xplore requires a resolution from the Township indicating support of its application and a statement of concurrence with the application as part of the IESD approval process of issuing a licence for the communication tower. If they do not receive the resolution and letter, Xplore can petition Industry Canada for a decision.

There has been strong public support for increased internet and cellular services in the Township over the last few years. Through the COVID pandemic, work at home and the need for business to shift to online highlighted this need. Increased internet and cellular coverage in the Township also improves safety and connectivity for residents and visitors to the Township. Increased internet and cellular communication also assists staff deliver modern and efficient services throughout the Township.

While the Township is not the approval authority for communication towers, it does have an important role in indicating to IESD whether or not it supports the tower proposal.

Financial Implications

None. This project will be undertaken by Xplore at no expense to the Township.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: 4. Be a catalyst for the creation of vibrant, complete communities.

Notice/Consultation

If a municipality does not have its own public consultation policy for communication towers, the IESD consultation process is used. South Frontenac Township does not have a Local Protocol for communication tower siting.

FB Connect provided the attached Resident Information Package to the two property owners within the required 135m radius of the proposed installation. The notice was issued by regular mail on June 23, 2023. The notice described the proposal and invited comments by mail, electronic mail, or phone before July 31, 2023.

A newspaper ad was also published in the June 29, 2023, edition of The Frontenac News notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

FB Connect forwarded a copy of all public comments on this project directly to the Township, along with their responses. A summary of the comments provided to FB Connect from three individuals are included in the table below.

Public Comment	FB Connect Response
<p>Individuals are opposed to the proposed site for the following reasons:</p> <ol style="list-style-type: none"> 1. Public notification in a local newspaper was not provided. 2. The internet service provider using the silo to the house was not consulted regarding sharing the existing location. The service should co-locate on the silo across the road. 3. Their use and enjoyment of their property will be diminished and restricted as a result of this proposed tower, citing long-term exposure to radiofrequency radiation. 4. There are safety concerns with the proximity of the tower to the property line (e.g. structural failure). 	<ol style="list-style-type: none"> 1. A copy of the newspaper notice was provided. 2. Although there is a silo located to the south, the landowner is not interested in having a tower located on their property, so this is not a feasible option. As well, Xplore is decommissioning many of their installations on silos/water towers as they can not support the additional equipment that is required to upgrade their network. Xplore will not interfere with other services operating in the area. 3. Health Canada establishes radio frequency exposure guidelines through the <i>Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3kHz to 300 GHz (Safety Code 6 [2015])</i>. Ongoing compliance with these guidelines (and any updates) is a mandatory condition of all Canadian wireless carriers. Health Canada does not consider cell towers dangerous to the public, including groups typically more sensitive to

Public Comment	FB Connect Response
5. Tower will impact proposed location for a new home on their property. 6. The tower will use up valuable agricultural land. 7. The area is used by private pilots for practicing running landing patterns. 8. The tower would contribute to avian mortality, particularly if lights are required. 9. Impact on western view of sunsets, deterioration of natural surroundings, reduction in property value. 10. Health risks associated with potential addition of future carriers to the tower. 11. They would consider a compromise if the tower location were moved to the west side of the property.	environmental agents (young children, elderly). 4. The tower is designed to fall in on itself and does not topple over. 5. There are no setbacks required from the tower for residential or commercial developments. The tower will be located on the edge of the operated agricultural area and will not remove land from production. 6. This location was chosen by the property owner to take a little space out of their agricultural lands and also to place in among larger trees to reduce the visibility for the area. 7. Xplore has submitted the necessary applications to Transport Canada and NAV Canada to advise them of the proposed structure. A notice is then provided by NAV Canada to any plane operators of the new structure. 8. Transport Canada has confirmed that there is no lighting required on this tower. 9. Any provider that is added to the Xplore tower must comply with all municipal protocols and meet the requirements of Safety Code 6.

On September 27, 2023, FB Connect indicated that the landowner is willing to move the tower 20 feet north and 30 feet west from the originally proposed location. Xplore is accepting of this new location. The individuals with concerns about the tower location indicated on September 28, 2023, that they will withdraw their objection if Xplore provides them written affirmation that they will abide by this compromise.

South Frontenac Staff

The following internal stakeholders were consulted in the development of this report:

- Troy Dunlop, Manager of Infrastructure and Technical Services, Public Services
- Tom Berriault, Chief Building Official

Staff noted that an entrance permit would be required if a new access is needed from Rutledge Road.

Conclusion

Township staff are supportive of the project as this location will provide maximum and internet coverage in the area. This project assists with EORN's goal of increasing of bringing critical communication services to Eastern Ontario.

Staff are satisfied that Xplore has complied with the consultation requirements of *ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems"*.

Attachments

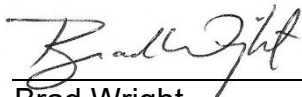
1. Resident Information Package
2. Newspaper notice

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Brad Wright

Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer



June 23, 2023

Dear Current Resident / Owner,

**Re: INFORMATION PACKAGE FOR AN XPLORE COMMUNICATIONS FACILITY
PROPOSAL LOCATED AT 2102 RUTLEDGE ROAD, SYDENHAM**

Coordinates: Latitude: 44.40921 & Longitude: -76.54668

Xplore Site: ON847 Spaffordton

FB Connect, in our capacity as agent to Xplore ("Xplore") is submitting this information package to formalize the consultation process related to the installation and operation of a communications facility. We have been in discussions with the Township to begin the local public consultation process. This letter serves as an invitation to submit any questions or comments to the proponent (details below).

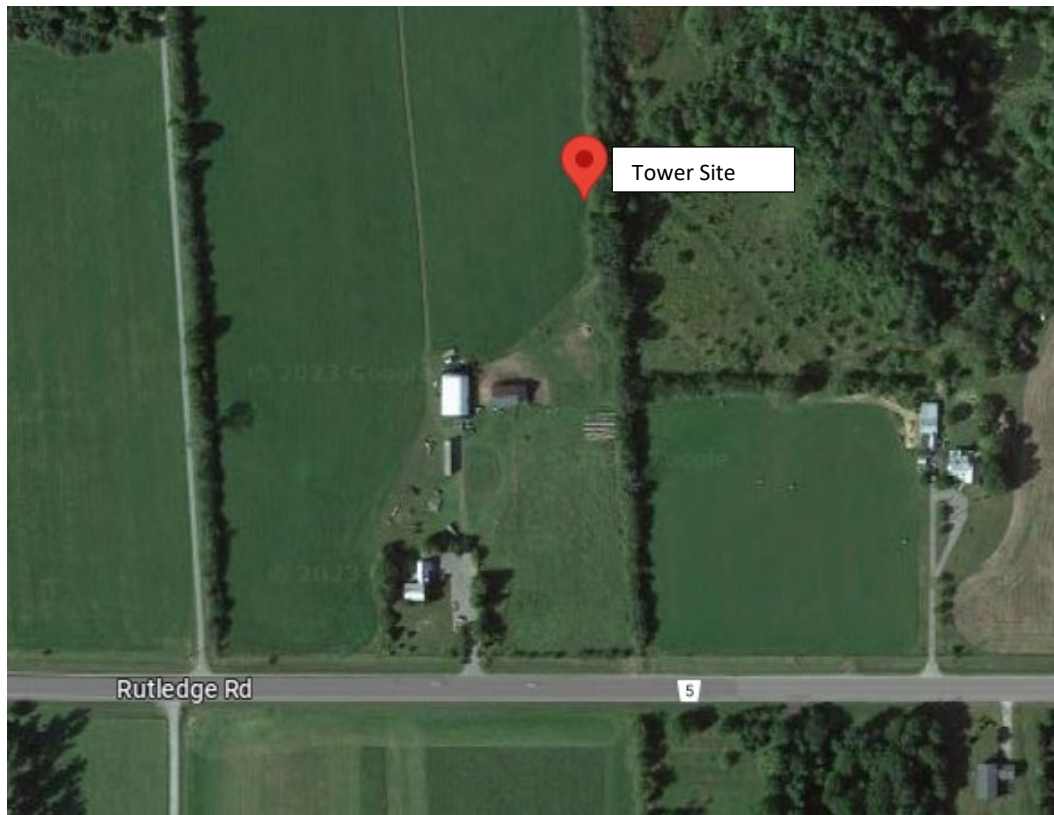
Proposed Site and Background Information

The facility is proposed on the subject property located approximately 1.5km west of the Rutledge Road and Wilmer/Keeley Road intersection (see Location Map). The proposed installation is required to provide Xplore customers with improved internet network coverage and data services for the Spaffordton and Sydenham regions and surroundings areas.

Location Map (not to scale)



Tower Location Map (not to scale)

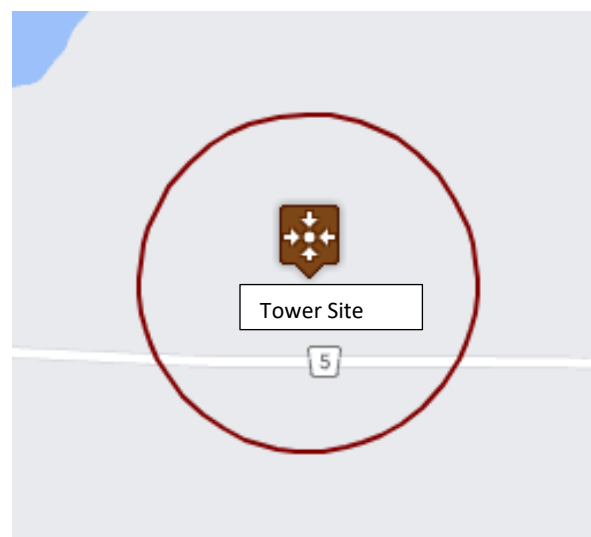


Existing Infrastructure and Alternate Locations

Prior to proposing a new freestanding mobile base station facility, the area is investigated for existing tower infrastructure and/or tall structures suitable for antenna deployment.

Our investigations showed there are no existing tower facilities within 500m of Xplore's proposed location. No other tall buildings or structures exist in the immediate vicinity to support broadcasting equipment deployment.

The proposed Xplore installation provides an opportunity to accommodate colocation with other licensed carriers, thus limiting the number of new tower structures required in the area.



FB CONNECT

A FORBES BROS COMPANY

The Proposed Installation

The proposed installation is a lite duty self support style communications structure. The tower installation is a triangular structure and will be 45m in height and occupy a footprint of approximately 3 metres by 3 metres. The tower will have an anti-climb mechanism. Transmitting and receiving antenna equipment is mounted to the upper portion of the structure as well as provisions for future technology services.



Above: Photosim of the proposed tower before and after– looking north from Rutledge Road



Federal Requirements

In addition to the requirements for consultation with municipal authorities and the public, Xplore must also fulfill other important obligations including the following:

Impact Assessment Act (IAA) *Formerly Canadian Environmental Assessment Act*

Innovation, Science and Economic Development Canada (“ISED” formerly Industry Canada) requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the Impact Assessment Act, 2019 (IAA), where the antenna system is incidental to a physical activity or project designated under IAA, or is located on federal lands.

Xplore attests that the radio antenna system as proposed for this site is not located within federal lands or forms part of or incidental to projects that are designated by the Regulations Designating Physical Activities or otherwise designated by the Minister of the Environment as requiring an environmental assessment. In accordance with the Impact Assessment Act, this installation is excluded from assessment.

For additional detailed information, please consult the Impact Assessment Act at: <https://laws-lois.justice.gc.ca/eng/acts/I-2.75/>

Engineering Practices

Xplore attests that the radio antenna system as proposed for this site will be constructed in compliance with the National Building Code and The Canadian Standard Association and respect good engineering practices including structural adequacy.

Transport Canada’s Aeronautical Obstruction Marking Requirements

Xplore attests that the radio antenna system described in this notification package will be installed and operated on an ongoing basis to comply with Transport Canada and NAV Canada aeronautical safety requirements. Xplore has submitted their applications to determine if any lighting is required.

For additional detailed information, please consult Transport Canada at:

<http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>

Health Canada’s Safety Code 6 Compliance

Xplore attests that the radio antenna system described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada’s Safety Code 6, as may be amended from time to time, for the protection of the general public including any combined operation of additional carrier co-locations and nearby installations within the local radio environment.

More information in the area of RF exposure and health is available at the following web site: Safety Code 6: <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/radiation/consumer-radiation/radiofrequency-fields.html> and <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>



Innovation, Science and Economic Development Canada (ISED) Spectrum Management

Please be advised that the licensing of this site and its design is under the exclusive jurisdiction of the Government of Canada through CRTC and ISED. Information relating to ISED's public consultation guidelines *CPC-2-0-03 – Radiocommunication and Broadcasting Antenna Systems* is available at <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html> or you may contact the local ISED office at:

2 Queen Street East
Sault Ste. Marie ON P6A 1Y3
Fax: 705-941-4607
Email: spectrumenod-spectredeno@ised-isde.gc.ca

Municipal and Public Consultation

In accordance with the municipality and ISED consultation guidelines "*Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03)*", this information package has been mailed to all property owners within 135m of the tower structure.

FB CONNECT, on behalf of Xplore, is committed to effective municipal and public consultation. This notice serves as invitation to submit comments in writing to the proponent. Please provide written comments and feedback to the contact provided below by **July 31, 2023**.

Contact Information:

FB Connect
Sarah Duncan
482 South Service Road E, Suite 130
Oakville, ON L6J 2X6
Phone: (587) 894-0773
Email: sduncan@forbesbrosLtd.ca

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KINNEY AUTO WRECKING Station Road, Kaladar. 4x4 trucks & parts for sale. Scrap cars, stoves, fridges wanted. 613-336-9272.

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CENTRAL BOILER Classic OUTDOOR FURNACES can eliminate your high heating bill. Buy NOW and save up to \$550! Call today 613-539-9073. www.thefurnacebroker.com

FOR SALE

CENTRAL BOILER OUTDOOR FURNACES offer the Classic, the Maxim and the New Edge. Your local Dealer, Wood Heat Solutions, Frankford, ON, 613-398-1611; Bancroft, ON 613-332-1613. www.chesher.ca

FIREWOOD for sale Northbrook area. Call or text for pricing and delivery options. 613-827-6444

PUREBREAD STANDARD POODLES, hypo-allergenic/non shedding, puppies. Black and apricot available. 3x dewormed, plus 1st vaccine. Ready to go, July 4. Text or call 613-329-0602.

SHIPPING CONTAINERS: Seacans Storage Containers, 7ft 10ft 20ft 40ft 45ft Steel garden sheds call 613-354-8744 or online http://IngeniousStorage.com

JUNK REMOVAL

BINS FOR RENT - 6,10,16 and 18 cubic yards. Property clean up, inside and out. We buy and remove vehicles, farm machinery, etc. Towing available. 613-336-0708 or 613-305-3775

SERVICES

ADVANCED FOOTCARE - RN. "Let me take care of your feet" - in home foot-care. Diabetic care, fungus treatments, corns, callous, ingrown nails. Call 613-929-8956

ANYTHING METAL
FREE PICKUP or DROP OFF, just south of 1364 Fish Creek RD: fridges, stoves, washers, dryers, 'anything metal'. Call 613-375-6377, leave message

SERVICES

CHARLIE HINDE DRYWALL SERVICE
Boarding, Taping, Painting & Texture Spray
(Free Estimates)
Ardoch Ontario 613-479-8005



ATTENTION Custom Home Builders, Renovators! Journeyman plasterer for hire. Over 30 years serving Ottawa, now serving greater Frontenac. Specializing in high end custom home & additions. For estimates & booking call Dave 613-299-0606 Crow Lake/Tichborne ON

CLEANING Two responsible woman will clean your home or cottage for reasonable rates. Call or text for free estimate (705)443-7119 / (226)821-2124

HANDYMAN SERVICE 40 years experience. Repairs, home construction/ renovation including window installation, tile, siding, plumbing etc. No job too small. Call Lloyd Hartwick 613-539-2544.

PHOTOCOPY SERVICES available at The Frontenac News, 1095 Garrett St., rear building, Sharbot Lake. 8 1/2" x 11" - Black & White 25¢ ea; Colour copies 60¢ ea. 613-279-3150.

ROOFING, SHINGLES - STEEL, 30 years experience, serving Elphin, Snow Road, Sharbot Lake & area. Contact Todd Gursby for estimates, 613-278-1300.

TOWING

B'S RADICAL RIDES Towing & Recovery. James Mills owner/operator. 613-335-5050; website: bsradicalrides.ca

WANTED TO BUY

LOOKING FOR late 50's or early 60's refrigerator in good condition. Everything must work. Call 613-483-4887

YARD SALE

6068 BUCKSHOT LAKE ROAD, June 30, July 1 9am-3pm. Everything from soup to nuts **HUGE 4 DAY HOLIDAY** Weekend Sale, Fri June 30-Mon July 3, 8am-8pm. Antiques; household items, Pyrex, Correlle, F.K., Limoges; Dishes, C&S, BMP, crocks; puzzles; decoys; sports cards, old and new; fishing & hunting equip; paddles; oars; had power tools; wooden boxes; ladders; snow shoes; lamps; lanterns; milk cans; cast iron pans; linens; wrenches; 2 AC's; jewelry; mini fridge; TV tower; 4 bikes; steel wheels; 20" tires; old trunks; 3 trolling motos. Partial list of all priced items. Free stuff. RD 38 to Crow Lake RD to Badour RD, follow signs. Nice scenic drive. Rain or shine.

Mega Yard Sale
July 1 & 2, 9am-4pm
1142 Overton Rd (off Buckshot Rd)
Weather permitting
Gourmia Fryers \$30 & up
Cordless Eureka vacuums \$20 & up

Columns Cont from p10

- afternoon musical tribute in honour of the late George White and all are truly welcome to remember George who loved country music, and did so much for our area.
- We're so thankful that everyone is obeying the complete and total burn ban in effect since the Ministry of Natural Resources (MNR) advises we are in a high-risk fire situation. They further advise that if caught burning outdoors, while under a burn ban, fires will be extinguished and a fine given.

INVERARY

Judy Borovskis borovskis@kingston.net

- Happy Summer! to all the students, teachers, school staff and bus drivers. Be safe, be happy and enjoy your time off! Students looking for volunteer hours - please let me know as I get requests for help.
- Canada Day in Sunbury! Come One! Come All! and enjoy the party at the Storrington Lions Club Hall in Sunbury from noon to 4 pm on Saturday, July 1. This family event is packed with fun for the whole family. Music, food, games and great fun for all ages.
- The Catalpas Are in Bloom! Come and see the Northern Catalpas at 3248 Round Lake Road, Inverary. Catalpas are a beautiful shade tree with large heart-shaped leaves and thousands of white orchid-shaped flowers with yellow and crimson accents. 3 year-old trees for sale while supplies last. For info email alrankin@xplornet.ca. (ps. bought two last year and mine are thriving well! Judy)
- LCBO Bottle Drive - Light Up Our Diamonds! Thank you to everyone who supported this drive. The trailer is away for a rest but you can still leave empties at Mrs. Garrett's Bake Shop. We also appreciate the donations of your return slips or cash in our jug at Inverary Beer Store.
- Storrington Retirees Luncheon at the Storrington Centre the second Wednesday of each month. Enjoy a home cooked meal. Everyone welcome!
- Fall Prevention Program! by the VON at the Storrington Centre on Tuesdays 9 to 10:30 Register by email danielle.mctaggart@von.ca or call Danielle at 613-634-0130 ext 3414.
- Soulful Singing! Join us the fourth Tuesday of the month (May - August) at 7:00 pm. Info and directions call Donna 613-353-2889.
- Mark the Date! Plowing Match September 10th at the farm of Charles & Norma Barr, 4382 Latimer Road, Inverary.
- Always like to hear from you! Please contact me by Sundays

Township of North Frontenac

Employment Opportunity
Public Works - Waste Sites/Shop Assistant
Seasonal (May - October)

The Township is seeking resumes for a vacant position from a highly motivated, experienced, hands-on person to join our municipal team as the Seasonal Public Works - Waste Sites/Shop Assistant. Working under the direction of the Public Works Foreman (PWF), the incumbent will assist the PWF with the maintenance and repair of Township vehicles / equipment, roads, grounds, facilities and Waste Sites.

The salary range is \$22.66 - \$26.66 per hour and the normal work week is 40 hours. Hours may vary; weekend work and overtime may be required to meet the job requirements.

A copy of the Role Description is available on the Township's website at www.northfrontenac.com Township Services/Careers and Volunteering or at the Township Office.

For further information, please contact Darwyn Sproule, P.Eng, Public Works Manager at (613) 479-2231 ext. 230 or email publicworks@northfrontenac.ca

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection purposes.

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted. The Township is an equal opportunity employer. We would be pleased to provide accommodations, upon request, throughout the recruitment process to applicants with disabilities to ensure equal participation.

Please apply with a detailed resume by **Noon local time on July 6, 2023** clearly marked "Confidential - Public Works Seasonal" to

Corey Klatt, Dipl.M.A.,
Chief Administrative Officer
Township of North Frontenac
6648 Road 506, Plevna, ON K0H 2M0
Phone: (613) 479-2231 Ext. 221
Fax: (613) 479-2352
E-mail: cao@northfrontenac.ca

Township of North Frontenac

Employment Opportunity
Casual Waste Site Attendant

The Township is seeking resumes for a vacant position from a highly motivated, experienced, hands-on person to join our municipal team as a Casual Waste Site Assistant. Working under the direction of the Waste/Recycling Lead Hand (WRLH), the incumbent will assist the WRLH with overseeing and monitoring the waste disposal and recycling activities at the applicable Municipal Waste Site(s), and provide information to residents.

The salary range is \$20.71 - \$24.36 per hour. Hours will vary; and weekend work will be required to meet the job requirements.

A copy of the Role Description is available on the Township's website at www.northfrontenac.com Township Services/Careers and Volunteering or at the Township Office.

For further information, please contact Darwyn Sproule, P.Eng, Public Works Manager at (613) 479-2231 ext. 230 or email publicworks@northfrontenac.ca

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Corey Klatt, Dipl.M.A.,
Chief Administrative Officer
Township of North Frontenac
6648 Road 506, Plevna, ON K0H 2M0
Phone: (613) 479-2231 Ext. 221
Fax: (613) 479-2352
E-mail: cao@northfrontenac.ca

PUBLIC NOTICE

Proposed 45.0m Communications Tower Site ON8478 Spaffordton Located at 2102 Rutledge Road, Sydenham, ON

Xplore Inc has proposed a 45.0m tall lite duty steel lattice style communication tower and related radio equipment on municipal property at 2102 Rutledge Road, Sydenham. The proposed structure will enhance internet and data coverage and capacity for the surrounding areas of Spaffordton and Sydenham.

The geographic coordinates for the proposed site are as follows: Latitude: **44.40921** & Longitude: **-76.54668**. The facility is proposed in a rural area and will occupy a ground area of approximately 3m x 3m.

THIS NOTICE serves as an invitation to any interested members of the public to submit comments/questions to the individuals listed below by **July 31, 2023**.

PLEASE TAKE NOTICE the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada (ISED). For more information on the federal process pertaining to these installations please contact the local ISED office at: spectrumentod-spectredeno@ised-isde.gc.ca

SITE LOCATION MAP (not to scale)

FB CONNECT:
Sarah Duncan
Suite 130, 482 South Service Rd E
Oakville, Ontario, L6J 2X6
Tel: (587) 894-0773
Fax: (888) 622-4939
Email: sduncan@forbesbrosltd.ca



Pickle Jars Opened
(and other odd jobs)

Telephone David
(613) 335-4872
(leave a message)

\$24/hr

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: October 17, 2023

Subject: **Municipally Significant Event Designation for 2023 Frontenac Farmers Holiday Market**

Summary

This report recommends that Council designate the Frontenac Farmers Holiday Market on December 9th, 2023, from 3:00 pm – 7:00 pm 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.

Recommendation

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.

Background

The Frontenac Farmers Market hosted several special events throughout the 2023 season which featured a beer garden in addition to many other added-value elements. The market was successful in becoming a destination market, with over 40 vendors in attendance each week. Following the success of the 2023 market season, there is a desire to host a special outdoor holiday market featuring locally made products. In addition to farm and artisan vendors, the market would like to host mulled wine and craft beer vendors. As per the AGCO SOP application processes, public events must be designated as municipally significant to grant the permit.

Discussion/Analysis

Throughout the summer, the Frontenac Farmers Market featured local farm and artisan vendors, live music, kid's activities, and prepared food vendors. In addition to these added-value elements, the market hosted occasional local craft beer vendors in beer-garden style events. For the holiday season, the market intends to host a special themed market with local craft beer and mulled wine, complemented by fire pits and patio heaters for guests. The goal of the market is to create an atmosphere for networking and community

connection, encouraging market attendees to stay for a longer period and engage with the vendors and activities, thereby increasing attendee spending and bolstering the economic benefits of the market.

Organizers are working towards contracting local and regional based craft beer and wine businesses to join the events, giving first right of refusal to Frontenac based businesses. The events will be an important cultural and economic development endeavor as it supports the hyperlocal food supply system and other small businesses.

The Frontenac Farmers Market has indicated the following measures to mitigate potential risks for the beer garden:

- At least one designated security person on shift during the event.
- A menu of local, craft beer and wine will be served. No hard liquor will be permitted.
- No outside alcohol will be permitted on-site.

To secure the proper permits and approvals for a public event, it must be designated as municipally significant by the Township. As a part of the AGCO SOP permitting process, the event host must notify all local emergency services of the event. They must also have security (paid or volunteer) at the event to mitigate risks associated with alcohol consumption. All vendors serving alcohol must have their Ontario Smart Serve License and follow the provincial and federal regulations. All other conditions set by the AGCO will also be followed by the event host and vendors.

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: 4. Be a catalyst for the creation of vibrant, complete communities.

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.

Attachments

None.

Township of South Frontenac

Staff Report - Municipally Significant Event Designation for 2023 Frontenac Farmers Holiday Market

Notice/Consultation

- Clerks Department
- Tarra Williamson, Frontenac Farmers Market Coordinator

Approvals

Submitted By:



Amanda Pantrey
Recreation & Events Coordinator

Reviewed By:



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

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: October 17, 2023

Subject: 2023 Lake Ecosystem Grant Recommendations

Summary

The Township accepted applications for the 2023 Lake Ecosystem Grant program until August 4, 2023. The Lake Ecosystem Advisory Committee is recommending approval of three applications from this intake, totalling \$30,000.

Recommendation

That Council approve three Lake Ecosystem Grants totalling \$30,000 as recommended by the Lake Ecosystem Advisory Committee and as summarized in this report.

Background

The Township accepted applications for the 2023 Lake Ecosystem Grant program until August 4, 2023. The program was advertised on the Township website and social media, as well as in Frontenac News. Lake Associations were sent the media release directly.

The 2023 operating budget includes \$30,000 in funding for the Lake Ecosystem Grant program.

The Lake Ecosystem Advisory Committee reviewed applications at their meeting on September 28, 2023, and passed a resolution recommending Council approve funding for three applications.

Discussion/Analysis

The Township received four applications for Lake Ecosystem Grants before the August 4, 2023 deadline. The Lake Ecosystem Grant Subcommittee reviewed the applications against the approved evaluation criteria, and based on their merits, recommend that the Devil Lake Association and Frontenac Arch Biosphere Network projects be fully funded, and the Fourteen Island and Mink Lakes Watershed Association project partially funded, based on the amount of money allocated in the 2023 budget.

Project Summaries

Applicant: Devil Lake Association

Project: This is a project in collaboration with the Queen's University Biology Department, under the leadership of Dr. Shelley Arnott. Surveys of the littoral area (shoreline) of the lake will be done to estimate the amount of coarse woody habitat, macrophyte density and the presence of invasive plants and mollusks. Assessment of salinization will also be done. The survey will be completed in July and August by Dr. Arnott and two undergraduate students. The results of the survey will be used by the lake association to identify shoreline areas that should be restored and monitored in the future.

The amount requested for the project is \$9,939.90.

The recommended grant value is \$9,939.90.

Applicant: Frontenac Arch Biosphere Network

Project: This is a project to produce educational events and communication materials to promote citizen science and tangible community action about harmful blue green algae blooms. It will provide education, training, resources and supports for local residents of Dog and Cranberry Lakes to learn about harmful blue green algae blooms, and to track and report blue green algae blooms. Data will be collected to help determine the best approaches to prevention and remediation of blue green algae blooms. The project hopes to engage students and residents to become invested in protecting the lakes through three events and two workshops.

The amount requested for the project is \$10,000.00.

The recommended grant value is \$10,000.00.

Applicant: Fourteen Island and Mink Lakes Watershed Association

Project: This request is part of a project to complete structural repairs on the Fourteen Island Lake dam before it fails. The Scoped Dam Safety Assessment has been completed and this request is for the detailed design of the dam. Should the dam fail, Fourteen Island Lake, Mink Lake, Spring Lake and Verona Lake would be affected as well as a culvert going under Hinchinbrooke Road.

The amount requested for the project is \$15,000.00.

The grant program is designed to fund projects up to \$10,000, however, there is flexibility to exceed this upset amount. There are insufficient funds in the budget to fully fund this project. Therefore, the recommended grant value is \$10,060.10.

Financial Implications

There is \$30,000 in the 2023 operating budget for this program. A total of \$30,000 in grants is recommended.

Relationship to Strategic Plans

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.

Notice/Consultation

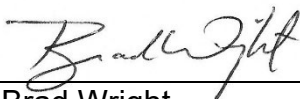
- Lake Ecosystem Advisory Committee

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner

Submitted By:



Brad Wright
 Director of Development Services

Approved By:



Louise Fragnito CPA, CGA
 Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: October 17, 2023

Subject: **Property Disposition 1017 Irish Lane (Leclair)**

Summary

A request has been submitted to staff to review a portion of the road allowance in front of the property known as 1017 Irish Lane to consider whether the transfer of the parcels that were meant to be transferred historically.

Recommendation

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; and

That By-law 2023-82 be given third reading, signed and sealed.

Background

On June 6, 2023 staff brought a report to Council seeking support in principal for the transfer of lands described as Irish Lane, Part of Lot 24, Concession 14, Part 3 on Plan 13R16360.

Council approved, in principle, the transfer of the small parcel of land. The intent of the transfer is to add the parcel to lands municipally known as 1017 Irish Lane; a location map has been provided as Attachment #1.

The applicant has completed a survey of the lands to be transferred to 1017 Irish Lane, the survey is attached to this report as Attachment #2 and is registered as 13R22987. The lands are a portion of lane and are shown on the survey as Part 1.

Discussion/Analysis

The parcel of land was originally sold to the applicant prior to the Township taking ownership from the previous owner, it was determined by staff that the process should not follow the typical process as an unopened road allowance closure and transfer. The applicant produced documentation showing that he was to be transferred the parcel of land

and the proof of payment for the parcel of land. The transfer was never completed prior to the Township taking ownership of this portion of land and other portions of land that Irish Lane, Pillar Lane, Shady Lane and Norman Lane run over.

Staff have prepared a By-law, Attachment #3, for passing to be registered on title to allow the lands to be transferred. It will be a requirement that the lands transferred to the applicant be consolidated with 1017 Irish Lane. It will also be a requirement that any land that have the right to use the right of way known as Irish Lane, will continue to have the right to do so.

Financial Implications

The applicant will provide a deposit cheque to the municipality in the amount of \$3,500 for the legal costs of the municipal solicitor to register the by-law on title and transfer the lands to 1017 Irish Lane to merge on title with the said lands.

Relationship to Strategic Plans

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

Climate Considerations

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

Notice/Consultation

- Public Service Staff
- CAO

Attachments

Attachment #1 – Location Map

Attachment #2 – Survey 13R22987

Attachment #3 – By-Law 2023-82

Township of South Frontenac
Staff Report - Property Disposition 1017 Irish Lane (Leclair)

Approvals

Prepared By:



Michelle Hannah, Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



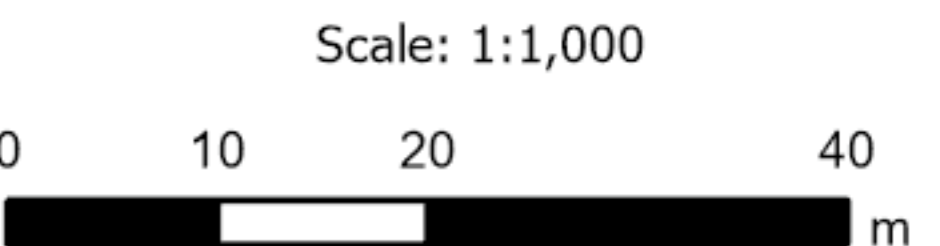
SOUTH FRONTENAC

IRISH LANE

- Legend**
- Subject Property
 - Lands to be added to 1017 Irish Lane
 - Provincially Significant Wetland
 - Wetland
 - Wooded Area
 - Lake Trout Lake - At Capacity
 - Lake Trout Lake - Not at Capacity
 - Non-Lake Trout Lake - At Capacity
 - Waterbody
 - Township Boundary
 - Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2022.

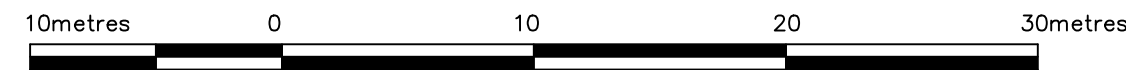
While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.



UTM Zone 18 NAD 83

PLAN of SURVEY of
PART of LOT 24, CONCESSION 14
 Geographic Township of Loughborough
TOWNSHIP OF SOUTH FRONTENAC
 COUNTY of FRONTENAC

SCALE = 1:300



HOPKINS CHITTY LAND SURVEYORS INC.
 -2023-

THE INTENDED PLOT SIZE OF THIS PLAN IS 457MM IN HEIGHT
 BY 610MM IN WIDTH WHEN PLOTTED AT A SCALE OF 1:300



SCHEDULE			
PART	LOT	CON.	PIN No.
1	Part of 24	14	Part of 36281-0412 (LT)

PLAN 13R-22987

Received and deposited

September 25th, 2023

Kathy Epp

Representative for the
 Land Registrar for the
 Land Titles Division of
 Frontenac (No.13)

OBSERVED REFERENCE POINTS (ORPs) UTM ZONE 18, NAD83 (CSRS) (2010) DERIVED FROM REAL-TIME NETWORK (RTN) GPS OBSERVATIONS COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP A	4932342.06	384026.32
ORP B	4932407.56	384082.97

COORDINATES CANNOT, IN THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 18, NAD83 (CSRS) (2010).

FOR BEARING COMPARISONS, A ROTATION OF 0°32'00" COUNTERCLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 13R-16360.

FOR BEARING COMPARISONS, A ROTATION OF 1°09'30" CLOCKWISE WAS APPLIED TO BEARINGS ON (P2) & (P3).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99974683.

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

LEGEND:

SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN

- denotes Planted Survey Monument
- " Found Survey Monument
- SSIB " Short Standard Iron Bar
- IB " Iron Bar
- RB " Rock Bar
- (M) " Measured
- CC " Cut Cross
- (OU) " Origin Unknown
- (S&SK) " Smith & Smith Kingston Ltd.
- (681) " Donald C. Smith-O.L.S.
- (1407) " Grange W. Elliott Ltd.-O.L.S.
- (P1) " Reference Plan 13R-16360
- (P2) " Plan by Smith & Smith Kingston Ltd
- (P3) " Plan by (S&SK) dated September 29, 1993
- (P4) " Reference Plan 13R-22224
- UP " Utility Pole
- OHSW " Overhead Service Wire

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT and the LAND TITLES ACT and the REGULATIONS made under them.
- The SURVEY was completed on the 13th day of July, 2023.

DATE: AUGUST 31, 2023

JURGEN ISMAILI - O.L.S.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-61677.

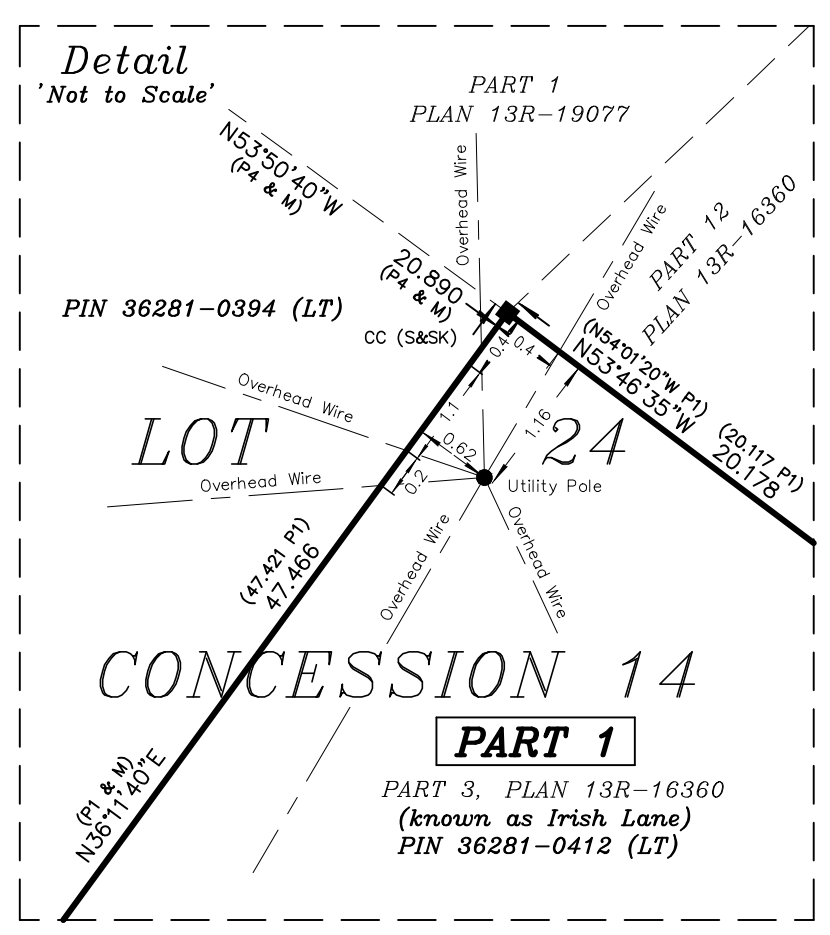
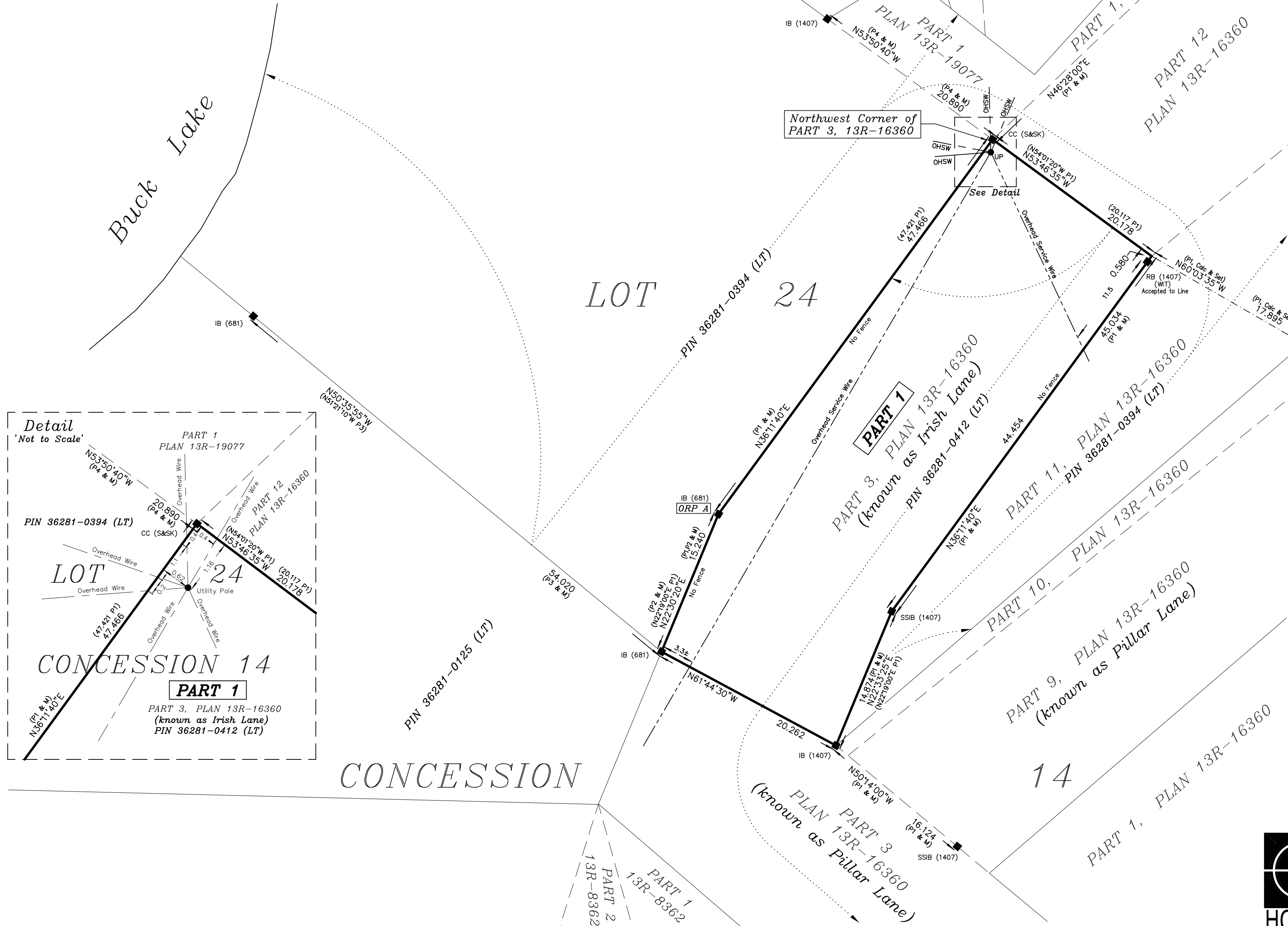
Party Chief: ER Instrument: TM Checked By: JI Plan By: FP



**HOPKINS CHITTY
 LAND SURVEYORS INC.**
 Ontario Land Surveyors
 www.hopkinschitty.com

1224 GARDINERS ROAD, SUITE 102
 KINGSTON, ONTARIO K7P-0G2
 Tel (613) 384-9266
 Fax (613) 384-3513

PROJECT No. 2023-0364
 LOT 24, CONCESSION 14
 TOWNSHIP OF LOUGHBOROUGH



Township of South Frontenac

By-Law Number 2023-82

Being a By-law to stop up, close and sell a portion of road allowance being Part of Lot 24, Concession 14, Part 1 on Plan 13R22987, Geographic Township of Loughborough (Leclair).

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

Whereas the lands were previously sold to the applicant but never transferred prior to the transfer of the lands to the Township; and

Whereas no objections have been received to the road closing:

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

1. **That** the portion of road allowance being Part 1 13R22987, (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands be and are hereby declared surplus to the Municipality's needs.
3. **That** the Municipality shall convey its interest in Part 1, Plan 13R22987 to Terrance Philip Leclair or as directed by him, provided that such direction must be as a lot addition to one or more of the abutting properties located in South Frontenac. For clarity, this closure shall not create a new lot of record for Part 1 Plan 13R22987 but shall only enlarge existing landholdings owned by Terrance Philip Leclair located within South Frontenac.
4. **That** the consideration for the conveyance of land described in paragraph 1 above shall be \$1.00.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this By-law be registered in the appropriate Land Registry Office.
7. **That** this By-law shall come into force and take effect upon registration of this By-law.

Dated at the Township of South Frontenac this 17 day of October, 2023.

Read a first and second time this 17 day of October, 2023.

Read a third time and finally passed this 17 day of October, 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: Corporate Services Department

Date of Meeting: October 17, 2023

Subject: Auditor Appointment By-law 2023 to 2027

Summary

This report provides the results and recommendation to appoint by by-law an auditor for the Township of South Frontenac.

Recommendation

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; and

That By-law 2023-83 be given third reading, signed and sealed.

Background

A requirement of the Municipal Act is for the Municipality to appoint an auditor licenced under the Public Accountancy Act. (Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 296). Section 296 (3) of the Municipal Act, 2001 allows that an auditor of a municipality shall not be appointed for a term exceeding five years.

Allan & Partners LLP were appointed the auditors for South Frontenac for the financial years 2018 to 2022. In 2021, KPMG LLP acquired Allan & Partners LLP. This resulted in the Township financial statements being audited by KPMG LLP for the fiscal years of 2021 and 2022. This five-year term is now expired, and a new audit appointment is required.

Discussion/Analysis

In order to evaluate and give licenced accounting firms the opportunity to bid for this service, an external Audit Services RFP was issued in August 2023. The RFP was a joint project with the County of Frontenac, North Frontenac, Central Frontenac, Frontenac Islands and the Township of South Frontenac.

Two accounting firms, KPMG LLP and MNP LLP, submitted bids for the Township for South Frontenac auditing services. Both bids were considered complete.

The process to assess the bids received included the following weighting of criteria:

Criteria	weight
Technical Requirements (3.2.2)	25%
Personnel Technical Requirements (3.2.3)	15%
Methodology / Understanding of Requirements (3.2.4)	15%
References	10%
Overall Quality of Proposal	5%
Budget	20%
Interview	10%
Total	100%

The two firms were interviewed by the County Treasurers. The interviews included a review of the methods of the audit (remote vs onsite), review of the staff composition that will work on the audits, review of the timing of the audits, review of the use of technology (including AI) to perform the audit and discussion on changes in PSAB requirements which will affect completion of the annual financial statements.

The Township paid KPMG LLP a total of \$24,250 plus tax for the fiscal year ended December 31, 2022. This included the Township Statements, the Statements required for the OPP Lease at 5282 Hinchinbrook Road and completion of the Financial Information Return (FIR) required for the Ministry of Municipal Affairs and Housing.

The fees proposed for the audit for the Township of South Frontenac were as follows:

	2023	2024	2025	2026	2027
MNP LLP	\$ 36,750	\$ 38,588	\$ 40,530	\$ 42,551	\$ 44,678
KPMG LLP					
Township Audit	\$ 29,000	\$ 30,450	\$ 32,000	\$ 33,600	\$ 35,250
OPP Lease Audit	\$ 3,500	\$ 3,675	\$ 3,850	\$ 4,025	\$ 4,225
	\$ 32,500	\$ 34,125	\$ 35,850	\$ 37,625	\$ 39,475

After a full review of what was being proposed by both firms and using the criteria evaluation above, KPMG LLP is being recommended to audit the Township financial statements over the next five years. KPMG scored 96% with MNP scoring 87%. The largest factor was the difference in pricing.

Financial Implications

The fees to be incurred for the next five fiscal years are indicated above. Additional fees may be incurred by the Township for additional engagements, depending on requirements for financial reporting. An example of these fees would be to complete the FIR or to complete

additional review of the statements for new PSAB requirements such as the Asset Retirement Obligation (ARO).

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.

Attachments

None

Approvals

Submitted By:



Shelley Stedall
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-83

**BEING A BY-LAW APPOINTING AND CONFIRMING THE APPOINTMENT OF
AUDITORS (KPMG LLP) FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH**

AUTHORITY: Municipal Act, 2001, S.O. 2001, c. 25, as amended, Section 296.

WHEREAS the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Section 296, provides that a municipality shall appoint an auditor licensed under the Public Accountancy Act;

AND WHEREAS Section 296 (3) of the Municipal Act, 2001 allows that an auditor of a municipality shall not be appointed for a term exceeding five years;

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

- 1. THAT** KPMG LLP be appointed external auditors of the Corporation of the Township of South Frontenac.
- 2. THAT** the term of this appointment shall be for the audit years 2023 through to and including 2027.
- 3. THAT** this by-law will take effect on the final passing thereof.

Read a First, Second and Third Time and Finally Passed this 17th day of October 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: October 17, 2023

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

Summary

This report recommends that Council deny applications for an Official Plan Amendment and a Zoning By-law Amendment for a proposed expansion of Skycroft Campground at 2827 Opinicon Road.

Recommendation – Official Plan Amendment

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.

Recommendation – Zoning By-law Amendment

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.

Background

Council held a public meeting under the *Planning Act* on September 20, 2022, on the proposed amendments to the Official Plan and to Zoning By-law No. 2003-75. Council previously held a public meeting on the proposed zoning by-law amendment on October 4, 2016. These applications are being brought forward to Council for decisions.

The applications, supporting documents, and written public comments received as of October 12, 2023, can be accessed in the Township's CivicWeb Document Center (<https://southfrontenac.civicweb.net/filepro/documents/87803/>).

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Existing Conditions

The subject lands are located between Opinicon Road and Lake Opinicon. The west end of Lake Opinicon is surrounded by waterfront residential properties. Beyond the lake, there are many large, rural landholdings. The majority of the landholdings (approximately 3,400 hectares) are owned by Queen's University for the purpose of conservation, research and teaching.

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

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

The West parcel contains 43 campsites, a dwelling/office, a rental cabin, a workshop, a wash house (washroom building), and a sewage dumping station. It also contains most of the amenities for the campground including the beach, boat launch and docks. Potable water for the campground is taken from a well on the West parcel. The Queen's parcel contains 12 campsites. The East parcel contains 29 campsites, a playing field and a boat trail parking area. The campsites in the Wolf Rock Area of the East parcel have water and sewage hookups. There is a total of 84 campsites. The Island parcel is used as an amenity area.

Original Proposal (2016)

An application for a zoning by-law amendment (Z-16/15) was submitted in 2016 to change the zone on the East parcel from Rural (RU) to Recreational Resort Commercial – Special Provision (RRC-65) to legalize the 29 site tent and trailer park use and to permit its expansion on this parcel. The proposed expansion would add 146 campsites to the East parcel for a total of 175 campsites on the parcel. These sites would consist of transient sites (i.e. short term tent and trailer stays), seasonal sites (i.e. leased for the season for trailers), and cave cabins. There would also be a new wash house (washroom building), pavilion and recycling depot. The expansion on the East parcel would result in a total of 226 sites for the overall campground.

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

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

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

Second Proposal (2022)

An application for official plan amendment was submitted in 2022, along with the required supporting documentation for the official plan amendment and the 2016 zoning by-law amendment.

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

The proposed zoning by-law amendment was revised to not only request a tourist establishment (tent and trailer park) as a permitted use, but to also request site-specific provisions including gaining access to the West parcel for recreational amenities and for the purpose of calculating length of usable shoreline per campsite, as well as a reduced exterior side yard, and a reduced distance between sites and the lot line.

The expansion on the East parcel would result in a total of 227 campsites for the overall campground.

A public meeting was held on September 20, 2022. Similar comments were received from Council and the public as in 2016.

Planning staff had provided an opinion that the scale and density of the proposed campground needed to be reduced with consideration for the submitted supporting documents, the comments provided in this first technical review by Township departments

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and external agencies, as well as the concerns raised by Council and the public in 2016 and again in 2022. In addition, the proposed official plan amendment and zoning by-law amendment needed to address not only the East parcel but also the overall campground given the integrated use of the properties.

Revised Proposal (2023)

A third submission was made in 2023. The proposal was revised with consideration for comments provided by Township departments and external agencies, as well as those from Council and the public.

The existing sites on the Queen's parcel would be removed and relocated to the East and West parcels, as the lease with Queen's University is not being renewed.

A major change is that the East, West and Island parcels, along with the privately-owned section of Split Rail Lake, were merged on title under Skycroft Campground (2011) Ltd. such that the proposed amendments now account for the entire landholding not just the East parcel. There would be a maximum of 199 campsites (i.e. tent and travel trailer sites) and a maximum of 32 rental cabins. The total number of campsites and rental cabins increased (from 227 to 231) due to a more accurate inventory of the existing campsites (84) and rental cabins (1).

The proposed Official Plan amendment would specify a maximum number of travel trailer sites and rental cabins, acknowledge existing non-compliant buildings and campsites, and allow no more than 30% of the total lot area to be used for campsites and for other commercial uses.

It is proposed to apply an amended RRC-37 zone to the new larger property (i.e. East, West and Island parcels). The proposed zone would specify a maximum number of travel trailer sites and rental cabins, allow a reduce setback from road allowance and lot line (for along Split Rail Lane and along property line between West parcel and Queen's parcel), prohibit buildings and structures on the Island parcel, and acknowledge existing non-compliant buildings and campsites.

The environmental impact study was updated based on additional field work and research, and to clarify certain assertions (e.g. what is meant by tree canopy cover). The traffic brief was also updated. The preliminary site plan shows the same number of campsites, but they would be smaller, and they would all be accessed from an internal park road (Attachment 1). It also shows additional recreation amenities in the form of a playground.

Supporting Documentation

A planning justification report, traffic brief, environmental impact study, Environmental Compliance Approval application (sewage system), and preliminary site plan were submitted in support of the applications in the spring of 2022. In 2023, updated reports

were submitted, along with detailed responses to the comments received, and a copy of the Parks Canada commercial waterlot licence.

Planning Justification Report

A Planning Justification Report (RFA Planning Consultant Inc., March 2022, revised June 2023) was submitted in support of the applications. The report assessed the appropriateness of the proposed official plan amendment and zoning by-law amendment in the context of the surrounding area as well as its conformity with the applicable policy and regulatory framework.

Traffic Brief

Traffic Briefs (The Greer Galloway Group Inc., February 2022, June 2023) were submitted in support of the applications. The reports assessed the potential impact of the campground expansion on the surrounding road network. The reports concluded that the proposed expansion is unlikely to present a concern for Opinicon Road from all level of service measurables (e.g. road design speed, stopping distances, entrance sight distances, intersection site distances). They recommended consideration be made for signage such as “Hidden Intersection” to inform motorists of the campground entrance and municipal road intersection.

Environmental Impact Study

Environmental Impact Studies (Cambium Inc., March 14, 2022, June 15, 2023) were submitted in support of the applications. The consultant undertook a background information review and field investigations. The field investigations included an ecological land classification and vegetation inventory, a wetland boundary delineation, as well as breeding bird, amphibian, fish, reptile and mammal surveys. The properties were assessed for hydrological features (e.g. wetlands and watercourses), significant woodlands, significant wildlife habitat, significant areas of natural and scientific interest, and habitat of endangered species and threatened species. The report concluded that the proposed development would not have a negative impact on natural heritage features and their ecological functions provided that several recommendations are adhered to. Examples of the recommendations include maintaining 60% tree canopy cover, maintaining tree cover between campsites, preparing a tree preservation plan to identify optimal campsite locations to maximize the amount of woody vegetation to be retained, avoiding drainage features, implementing invasive species and turtle and snake education programs for the campground.

Environmental Compliance Approval Application and Design Supplement

An Engineer's Report for the required sewage systems was prepared in support of an application for Environmental Compliance Approval (ECA) (Canadian Shield Consultants Inc., March 2020). A subsequent memo (April 12, 2023) provided clarification on the report and the ECA process. The engineer designed a centralized sewage works based on the volume of wastewater anticipated, site specific conditions (e.g. surface water drainage, soils, existing system, design parameters for new system). There was consideration for drinking water sources, water use, flow metering and sampling, ground water sampling, and a contingency plan.

Preliminary Site Plan

A preliminary site plan (RFA Planning Consultant Inc., March 16, 2022, revised June 19, 2023) was submitted to illustrate the extent of the proposed campground expansion. The drawing shows the location of existing and proposed campsites, internal roads and parking areas, recreation amenity areas, comfort stations and sewage works.

Public Meeting Notice

Under the *Planning Act*, a public meeting was held on September 20, 2022, to receive comments from the public on the proposed official plan amendment. The public meeting was also for the proposed zoning by-law amendment given the passage of time since the original public meeting. The public meeting for these applications was a virtual public meeting where individuals could participate using Zoom and/or telephone.

The statutory notice was provided more than 20 days before the scheduled meeting, as required by the *Planning Act*. The notice was sent by mail to all landowners within 120 metres of the subject lands. Most of these landowners also received the notice by email based on the contact information they provided as part of the 2016 public meeting on application Z-16-15. The notice was also sent by email or mail to all other individuals who had provided their contact information as part of the 2016 public meeting.

Department and Agency Comments

The applications and supporting documents were circulated to Public Services, Fire and Emergency Services, as well as the Rideau Waterway Development Review Team (Cataraqui Conservation and Parks Canada) for their review and comment.

Public Services focused their review of the proposal on traffic, entrances and the public section of Split Rail Lane. They reviewed the Traffic Briefs (The Greer Galloway Group Inc., February 2022, June 2023) and support the findings and recommendations related to the safety and capacity of existing intersections at Opinicon Road and Split Rail Lane. The consultant took reasonable steps to evaluate the impact of the proposed development on

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the two access points. There is adequate intersection capacity at both locations as measured using Level of Service indicators. Staff reviewed the Township's collision record from 2019 to February 2023 and can confirm that there were no reported collisions at either intersection. They support the consultant's findings as it relates to opportunities for added signage, should the development be approved by Council.

Public Services was not supportive of the 2022 proposal for 15 campsites to have frontage on, and be accessed from, the public section of Split Rail Lane. They are supportive of the revised 2023 proposal that removed campsite accesses from the lane, as well as the private access point from the lane west of the pond.

The proposed traffic volumes assigned to Split Rail Lane under the build-out scenario (up to 162 trips per day during the summer months) will significantly increase the volumes on the road and it is staff's assessment that this will also likely increase the Minimum Maintenance Standards Class. The proponent has still not addressed the suitability (i.e. width) of Split Rail Lane, which is seasonally maintained, to support new traffic demands.

The Transportation Association of Canada standard for a two-way rural road width should be touched upon at this stage of the proposal, although the physical upgrade of part of the lane could be addressed at the site plan control stage, should the development be approved by Council.

Fire and Emergency Services did not raise concerns about the scale of the proposal from a fire safety and emergency service perspective.

The **Rideau Waterway Development Review Team** (RWDRT), consisting of staff from Cataraqui Conservation and Parks Canada, raised concerns about the proposal in a letter dated June 27, 2022. The proposed expansion is a significant modification to the existing landscape, and the intensification of human activity through the proposed works could compromise the ecological integrity of the area's natural heritage, conservation reserves and other protected areas, as well as the heritage values of the Rideau Canal National Historic Site and World Heritage Site. They provided comments on specific aspects of the proposal with consideration for natural hazards, natural heritage, stormwater management and cultural heritage. Cataraqui Conservation reviewed the original EIS on behalf of the Township, and noted several discrepancies and deficiencies that needed to be addressed. Overall, reducing the scale and density of the expansion was seen as the best method to limit potential for uncontrollable impacts.

The RWDRT reviewed and provided comment on the second submission (August 22, 2023). It is important to note that the scope of their review was reduced due to Bill 23, which limits Cataraqui Conservation's involvement to natural hazards. Parks Canada's focus remains natural heritage and cultural heritage protection of the Rideau Canal (i.e. Lake Opinicon) and lands within 30 metres of the lake. Cataraqui Conservation staff were satisfied with the responses provided related to their natural hazard comments, noting that related detailed design matters would need to be addressed at the site plan control stage,

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should the applications be approved by Council. They did not review or provide comment on the revised EIS. Should the applications be approved by Council, Parks Canada staff would provide recommendations for onsite stormwater management during the site plan control application phase to protect natural heritage values of the waterway, including water quality, fish habitat and aquatic life within the Rideau Canal. The RWDRT offered no objection to the applications based on their reduced involvement.

Public Comments

The Township received many letters and emails of support from individuals and families for Skycroft Campground and their proposed expansion.

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

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

Concerns were raised about the impact of off-site human activity on the quality of research in the area. Examples of local academic research that demonstrates the impact of human activity on the environment and lake were provided. Several critiques of the EIS were received from academics and ecologists, in particular, related to Cerulean warblers, turtles and snakes.

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

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

Discussion and Planning Analysis

Official Plan amendments need to be consistent with the Provincial Policy Statement, 2020 (PPS) and conform to the County of Frontenac Official Plan. Zoning By-law amendments

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must conform to the PPS, the County Official Plan and the Township Official Plan. The proposed amendments are Attachments 2 and 3 to this report.

The PPS, County Official Plan and Township Official Plan express the importance of having consideration for economics, environmental health, and social well-being in decisions on land use planning matters.

Although these documents promote recreational and tourism opportunities, these opportunities cannot be at the expense of the environment and the community. These documents also require growth to be directed in a manner that will preserve environmental integrity while enhancing both the area's rural character and its long-term economic viability. For example, there needs to be consideration for land use compatibility, sewage, water and stormwater services, the wise use and management of natural heritage resources and water resources, and the avoidance of natural hazards.

The Township has a diverse rural landscape. Agriculture and settlement areas dominate the south end of the Township, however, most of the Township is a vast wilderness with hundreds of lakes that is the focus of waterfront living, recreational uses, and conservation efforts.

The County Official Plan and the Township Official Plan permit tourist establishments, such as campgrounds, in their Rural designations. The County Official Plan provides high level direction on development in waterfront areas of Rural lands, servicing, and protecting the natural environment. The Township Official Plan also includes policies on these topics, as well as more specific policies that apply to new and expanding recreational resort uses, such as campgrounds.

Section 5.7.5(iii) of the Township Official Plan applies to recreational and resort commercial uses, and more specifically to tent and trailer parks (i.e. campgrounds), as well as to motels, hotels and rental cabins. The proposal involves both a tent and trailer park and rental cabins on the subject lands, therefore, staff considered all of the relevant policies cumulatively. The intent of the policies is that these uses will be of a scale that permits them to blend into their natural setting and will be designed to preserve, as much as possible, a site's physical attributes such as tree coverage, varying topography and scenic views. This is to be achieved by limiting the number of campsites or rental cabin units and minimizing the amount of land actively used for the business, among other things.

Lot Area and Density

Section 5.7.5(iii)(a)(2) of the Township Official Plan requires tent and trailer parks to have a minimum lot area of 4 hectares (10 acres). It also states that the maximum number of campsites should be 50 in order to avoid excessive concentrations of development in waterfront areas. Similarly, section 5.7.5(iii)(b)(2) allows one rental cabin unit per 2,000 square metres (0.5 acre) to a maximum of 50 units provided that a sewage disposal system(s) would be approved for them.

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The subject lands have a total lot area of 17.3 hectares (42.7 acres). Skycroft Campground was zoned Commercial – Special Provision (C-14) in the former Bedford Township Zoning By-law 1997-16. The C-14 zone permitted a tourist establishment consisting of 65 tourist campsites and 2 tourist cabins, a publishing business, one administration building with accessory dwelling unit, and accessory buildings and structures to these uses. According to the Schedule for the Bedford Township Zoning By-law, the C-14 zone applied to the footprint of the original campground, being the West parcel, the Queen's parcel and the tent area on the west side of the East parcel.

In Zoning By-law No. 2003-75, the West parcel is zoned Recreational Resort Commercial – Special Provision (RRC-37). The RRC-37 is equivalent to the former C-14 zone. The East parcel and Island parcel are zoned Rural (RU). The Queen's parcel is zoned Limited Service Residential – Waterfront (RLSW). A total of 84 campsites exist across the West parcel, East parcel and Queen's parcel.

There are 65 legal campsites and one rental cabin associated with Skycroft Campground. Therefore, it is not appropriate to say that expansion cannot be considered because the maximum 50 campsites and/or rental cabins allowed in the Official Plan is exceeded. Instead, there needs to be consideration for all applicable policies in determining whether the proposed 148 campsite and 30 rental cabin (i.e. cave cabin) expansion is appropriate and maintains the overall intent of the Official Plan.

A maximum of 50 sites and/or units is an absolute density. It does not take into consideration the lot area (i.e. a maximum of 50 sites is permitted whether the property is 4 hectares or 20 hectares in area).

The Planning Justification Report considers density on a site per hectare basis (i.e. 12.5 sites per hectare based on a minimum 4 hectare lot area requirement and a maximum 50 sites requirement). The expanded campground, at 231 sites, would have a density of 13 sites per hectare).

The Planning Justification Report compares the proposed expansion to the existing tourist commercial operations in the Township, finding that it would be the 11th densest campground. The proposal is also compared to comparable, forested provincial park campgrounds. It is the opinion of staff that it is not appropriate to compare a major campground expansion to existing tourist commercial operations in the Township, nor to provincial parks, since all of these existing campgrounds pre-date the current Official Plan policies (and Provincial park planning and management policies) by decades. The density of the existing campgrounds does not facilitate an understanding of their environmental and neighbourhood impacts. Also, the provincial parks have large landbases that may help to maintain the ecological integrity of the overall woodlands (through development zones and wilderness zones), and to provide sufficient recreational amenities for patrons.

The subject lands are forested. According to the EIS, the forest on the property should be considered a significant woodland based on its proximity to the Hamilton Lake ANSI, other

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woodlands and other habitats. However, the EIS suggests that there should also be consideration for the existing altered nature of the woodland in the form of roadways and campsites.

Regarding the woodland, the EIS recommended maintaining 60% tree canopy cover so that the area continues to function as a woodland over the long term and maintaining tree cover between campsites to minimize the change to tree canopy cover across the parcel. The EIS concluded that retaining 60% tree canopy cover over the long term is achievable for the proposed development, based on the preliminary site plan and site statistics, and the intent to carry out site preparation activities through selective tree removal. The EIS recommends preparing a tree preservation plan at the site plan control stage, as well as requiring an assessment of the tree canopy cover three years after site development and planting additional trees if the cover is less than 60%.

The RRC zone requires a minimum 100 square metre travel trailer site area and a minimum 6 metre travel trailer site frontage. The proposal would have minimum site areas and frontages that meet or exceed those required by the RRC zone (i.e. 100 square metre (10 metre by 10 metre) cave cabin sites, 185.4 square metre (12.2 metre by 15.2 metre) transient sites, 300 square metre (15 metre by 20 metre) seasonal sites). The preliminary site plan identifies 6 metres between the sites.

The proposed sites would be smaller than the existing sites based on measurements taken on Frontenac Maps. Aerial photography on Frontenac Maps shows how the existing sites, particularly seasonal sites, have expanded and encroached on the forest over time. Given that similar encroachments are likely with the proposed sites, and that it would be difficult for the Township to monitor and enforce maintenance of 60% tree canopy cover over time, staff suggest that it would be more appropriate to reduce the proposed number of campsites (i.e. fewer sites, lesser density) to begin with greater tree canopy cover that could stabilize over time at 60%. Another method to help with tree canopy cover would be to include both minimum and maximum site areas and frontages in the zoning. This would help to ensure minimal environmental impact, as intended by section 5.7.5(iii)(a)(3).

The EIS also noted that although no species at risk or their habitat were observed by the consultants, the site may provide habitat or be adjacent to habitat within the wider landscape. It recommended that the Ministry of the Environment, Conservation and Parks (MECP) should be consulted to ensure the proposed alteration and site development would be undertaken in accordance with the *Endangered Species Act*. The RWDRT, in their June 2022 letter, had recommended that this consultation occur before a decision is made on the subject applications. It is the understanding of staff that the applicant has not yet undertaken this consultation, intending to do so later to inform the site plan control stage of development.

Several public comments were received that criticized the methodology of the EIS, particularly related to species at risk. Since the EIS is critical to the proposal, staff determined that it would be appropriate to request a third-party peer review of the EIS and

Township of South Frontenac

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public comments prior to taking a staff recommendation report to Council. The applicant's consultants disagreed that a peer review was required and requested the applications be taken to Council for a decision. They propose to restrict development and site alteration through a holding symbol that could only be removed after it is demonstrated that the proposed development is compliant with the *Endangered Species Act*, among other matters.

The benefit of completing a peer review is that it would provide a third party, science-based review of the applicant's Environmental Impact Study (EIS). The purpose of the peer review is to ensure that an objective, professional analysis of the EIS and related information has been completed. The peer review process helps to inform the professional opinions of planning staff as to whether or not the applications meet the policies set out in the Provincial Policy Statement 2020, Township and County Official Plan, and the Township's comprehensive zoning by-law.

Access and Environmental Impact

Section 5.7.5(iii)(a)(3) of the Township Official Plan requires campsites to have sufficient area and frontage along the internal park road to avoid overcrowding and to ensure minimal environmental impact. The revised 2023 proposal is for all the proposed campsites with frontage on internal park roads. The cave cabins would be clustered with a common access point to the internal park road.

As indicated above, there are concerns that the proposed number and density of campsites will cause environmental impacts that have not been satisfactorily addressed.

Setbacks from Lake

Section 5.2.7 of the Township Official Plan identifies lands within 90 metres of lakes and rivers as environmentally sensitive areas. In order to minimize environmental and visual lake impacts in these areas, it is intended to keep buildings, structures, campsites and sewage systems setback as far as possible from the water, that the soil mantle should not be altered, and that vegetation should be disturbed as little as possible consistent with pedestrian passage, safety, provision of view and ventilation.

Sections 5.7.5(iii)(a)(4) and 5.7.5(iii)(b)(4) prohibit campsites, buildings, structures, and sewage systems within 50 metres of the highwater mark. The current RRC-37 zone acknowledges 13 campsites, 2 tourist cabins, a camp administration building/accessory dwelling unit and a recreation hall/workshop within 30 metres of the highwater mark that existed when the predecessor C-14 zone was applied to the campground. The proposed amendment to the RRC-37 zone would acknowledge the campsites, buildings and structures that currently exist within 50 metres of the highwater mark, since some of the prior campsites, buildings and structures have been removed or replaced since the original by-law was passed.

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The proposed expansion does not include any new campsites, buildings or structures within 50 metres of the highwater mark.

Area of Lot Used for Commercial Purposes

Section 5.7.5(iii)(a)(5) of the Township Official Plan indicates that no more than 25% of the total lot area may be used for campsites or for other commercial uses. Staff interpret this policy to mean that the overall development envelope of the campground (e.g. clusters of campsites, and other components of the business like roads, washrooms, amenities), cannot exceed 25%. This interpretation is based on our understanding of how older campgrounds were generally developed, with a small proportion of the lands being devoted to the active portion of a campground, and the majority of the lands being left in a natural state.

The existing and proposed campsites, buildings and structures would account for the use of approximately 28.3% (rounded to 30%) of the total lot area. This value does not include roads, parking and amenity areas. Based on Table 3 Land Use Summary in the Planning Justification Report, more than 60% of the total lot area would be used for campsites and related commercial uses. The scale of the proposed expansion is significantly larger than contemplated by this policy, and does not appear to preserve, as much as possible, the site's physical attributes.

Roads and Traffic

Section 5.7.5(iii)(a)(6) of the Township Official Plan prohibits tent and trailer parks where the existing public roads leading to the site are not capable of safely handling the anticipated traffic. The Traffic Brief demonstrated that Opinicon Road can safely handle the anticipated traffic.

Public Services has concerns that Split Rail Lane is not up to a standard that can handle the anticipated traffic. As indicated previously in this report, the proposed traffic volumes assigned to Split Rail Lane under the build-out scenario (up to 162 trips per day during the summer months) will significantly increase the volumes on the road and it is staff's assessment that this will also likely increase the Minimum Maintenance Standards Class. The proponent has still not addressed the suitability (i.e. width) of Split Rail Lane, which is seasonally maintained, to support new traffic demands.

The Transportation Association of Canada standard for a two-way rural road width should be touched upon at this stage of the proposal, although the physical upgrade of part of the lane could be addressed at the site plan control stage, should the development be approved by Council.

Township of South Frontenac

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

Recreation Amenities

Sections 5.7.5(iii)(a)(7) and 5.7.5(iii)(b)(5) of the Township Official Plan require an adequate provision for recreational facilities for a major expansion of an existing tent and trailer park and for rental cabin establishments. A variety of recreational facilities are permissible. However, if the primary recreational amenity provided is waterfront, 15 metres of usable shoreline per site is required.

Skycroft Campground has a variety of existing recreational facilities, most of which are within 50 metres of the shoreline (i.e. the waterfront area). The existing recreational amenities include an open space area, a sports field and pavilion, a beach, a rock climbing wall, a private 355 square metre island that can be accessed by hand ferry, and on-site trails. It also offers a boat launch, docking with 55 boat slips rented by guests for their private boats and 10 boat slips for rental boats, as well as canoe and kayak rentals and private canoe and kayak storage structures. The administration office and store are also in this area. According to the applicant, campers also use the Queen's University trails north of Opinicon Road and do other things in the broader community.

The campground currently has access to approximately 595 metres of shoreline (excluding the island). The shoreline associated with the campground will be reduced to approximately 420 metres (excluding the island) when the lease of the Queen's parcel ends. Staff have excluded the perimeter of the island shoreline as the island is used as a standalone amenity. About half of the mainland shoreline is actively used as recreational amenity space.

There is approximately 5 metres of shoreline (excluding the island) per existing campsite and cabin. As this is an existing situation, it is not appropriate to say that expansion cannot be considered because there is less than 15 metres of usable shoreline per site required by the Official Plan and the 7.5 metres required by the Zoning By-law. However, there does need to be consideration for the needs of an almost threefold increase in patrons, and their potential impacts on existing and proposed recreational amenities, and the surrounding environment, in determining whether the proposed expansion maintains the intent of the Official Plan.

The amount of shoreline per campsite and rental cabin will be reduced from 5 metres to 1.8 metres. There appears to be limited capacity to expand recreational amenities in the waterfront area as there are campsites and a cabin on either side of the beach, as well as three docks and a boat launch. It is the understanding of staff that there is minimal to no capacity within the existing commercial water lots for additional docks.

The preliminary site plan proposes a new playground near the administration office/store.

Patrons use the existing on-site trails, which would be replaced with new internal roads and campsites. Patrons also use the trails on the Queen's University properties to the north. It

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

is anticipated that usage would increase with an increase in campground patrons. It appears that the applicant is relying on off-site areas for their recreational amenities.

The Queen's University properties are intended for the purpose of conservation, research, and teaching. The property to the north consists of the Hamilton Lake ANSI. It is known to provide critical habitat for several species at risk. The properties appear to qualify as an "other protected area" for the purpose of the PPS. Protected areas are managed for ecological integrity and represent the best landscapes across the province. The risk tolerance for impacts is generally low. Section 1.5.1(d) of the PPS indicates that healthy, active communities should be promoted by recognizing provincial parks, conversation reserves, and other protected areas, and minimizing impacts on these areas.

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

Although there are publicly accessible trails on the property, Queen's University could restrict access at any time in order to manage impacts from trail users and to prevent further degradation.

It is the opinion of staff that there is a lack of additional recreational facilities provided for the proposed expansion (i.e., they are proposing a near threefold expansion in sites but not a comparative increase in recreational amenities).

Buffering

Sections 5.7.5(iii)(a)(8) and 5.7.5(iii)(b)(3) of the Township Official Plan require site design for tent and trailer parks and rental cabins to be sensitive to existing neighbouring uses and adequate buffering to be provided between the tourist establishment and any adjacent residential uses.

The revised 2023 proposal shows all campsites would be accessed from an internal park road, and the existing private access point from Split Rail Lane west of the pond would be removed. The proposed campsites that abut Split Rail Lane would be setback a minimum of 5 metres from the lot line, which is consistent with the General Provision that requires development to be setback a minimum of 5 metres from a right-of-way, but less than the 15 metres required by the RRC zone. Any structures on these sites would need to be a

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minimum of 6.5 metres from the lot line. The proposed campsites that abut Opinicon Road would be setback a minimum of 15 metres from the lot line.

Lake Impact Assessment and Sewage System

Sections 5.7.5(iii)(a)(9) and 5.7.5(iii)(b)(2) of the Township Official Plan require the provision of adequate water and sewage services.

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

Proposed Zoning By-law Amendment

The proposed zoning by-law amendment (Attachment 2) would implement the proposed Official Plan amendment.

The proposed zone would specify a maximum number of travel trailer sites and rental cabins, allow a reduce setback from road allowance and lot line (for along Split Rail Lane and along property line between West parcel and Queen's parcel), and prohibit buildings and structures on the Island parcel. The proposed zone would acknowledge existing non-compliant buildings and campsites similar to the current RRC-37 zone.

It would also place a holding provision on the subject lands that could not be removed until (1) a Tree Preservation Plan has been prepared to the satisfaction of the Township, (2) it is demonstrated that the proposed development is compliant with the *Endangered Species Act*, and (3) a Site Plan Agreement is entered into between the Owner and the Township and is registered on the title of the property.

Notwithstanding the concerns that staff have with the overall development, and some potential improvements related to shoreline per site and maximum site area and frontage, the wording of the proposed zoning by-law amendment is generally satisfactory.

Summary

Township staff are of the opinion that the proposed campground expansion is too large and too dense (i.e. too many sites) for the property and the surrounding area from a land use perspective.

Township of South Frontenac

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

In particular, the proposed expansion is a significant modification to the existing landscape, and the intensification of human activity through the proposed works could compromise the ecological integrity of the area's natural heritage, conservation reserves and other protected areas, as well as the heritage values of the Rideau Canal National Historic site and World Heritage Site.

Section 5.7.5(iii)(a)(5) of the Township Official Plan indicates that no more than 25% of the total lot area may be used for campsites or for other commercial uses. According to the Planning Justification Report, more than 60% of the total lot area would be used for campsites and related commercial uses. The scale of the proposed expansion is significantly larger than contemplated by this policy, and does not appear to preserve, as much as possible, the site's physical attributes.

It is the opinion of staff that there is a lack of additional recreational facilities provided for the proposed expansion (i.e. they are proposing a near threefold expansion in sites but not a comparative increase in recreational amenities).

Finally, there is also potential for additional user conflict on Split Rail Lane and with neighbouring private properties.

Staff recommend that Council deny applications PL-OPA-2023-0037 and Z-16-15.

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 that 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/adaptation efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Township of South Frontenac
Staff Report - **PL-OPA-2022-0037** and Zoning By-law Amendment Application Z-16/15, Skycroft
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Notice/Consultation

Notice of the Statutory Public Meeting on September 20, 2022, was given pursuant to the requirements of the *Planning Act*, more than 20 days in advance of the Public Meeting. This included notice given:

- by mail to every owner of land within 120 metres of the subject lands
- by posting notice signs on the subject lands
- by posting on the Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies
- by e-mail to all members of the public who requested to be notified of any action on these applications.

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

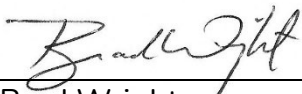
Attachment

1. Preliminary Site Plan (June 2023)
2. Draft By-law for Official Plan Amendment
3. Draft By-law for Zoning By-law Amendment

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

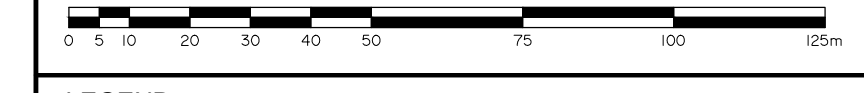


LANDS FORMERLY OWNED BY SKYCROFT CAMPGROUND NOW OWNED BY QUEENS UNIVERSITY

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

GEOGRAPHIC TOWNSHIP OF BEDFORD
 TOWNSHIP OF SOUTH FRONTENAC
 COUNTY OF FRONTENAC

SCALE = 1:1000 METRIC



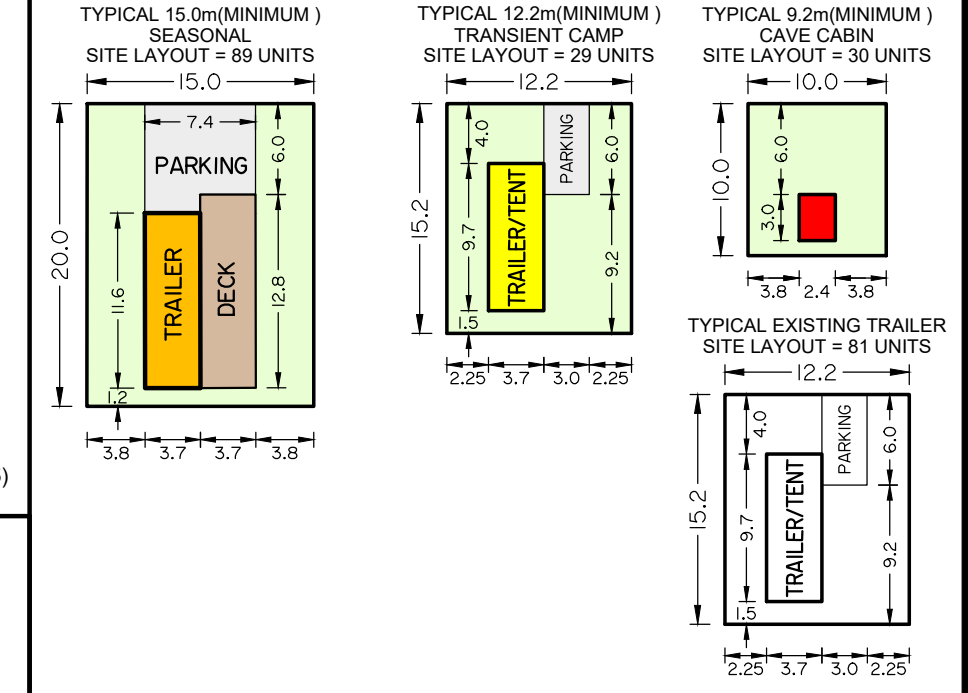
- LEGEND**
- EXISTING PONDING AREA = 1165.0m² (EIS, CAMBIUM INC.)
 - EXISTING WOODLAND/VEGETATION TO REMAIN WHERE POSSIBLE (DOES NOT REPRESENT ACTUAL TREE CANOPY COVERAGE)
 - EXISTING COMMUNAL OPEN SPACE AREA
 - EXISTING PRIVATE ROAD
 - EXISTING TRAILER/CAMP SITES & DRIVEWAYS
 - EXISTING OUTHOUSE
 - RELOCATED EXISTING SEASONAL SITES
 - PROPOSED DRIVEWAYS
 - PROPOSED PARKING
 - PROPOSED COMFORT STATIONS
 - PROPOSED UNDERGROUND SANITARY STORAGE
 - PROPOSED TRAILS
 - 3.0m LANDSCAPED STRIP ABUTTING RESIDENTIAL ZONE
 - PARKS CANADA LICENSED AREA (LICENCE No 85-158-606-885)

ZONING BYLAW 2003-75 "RRC-37" ZONE

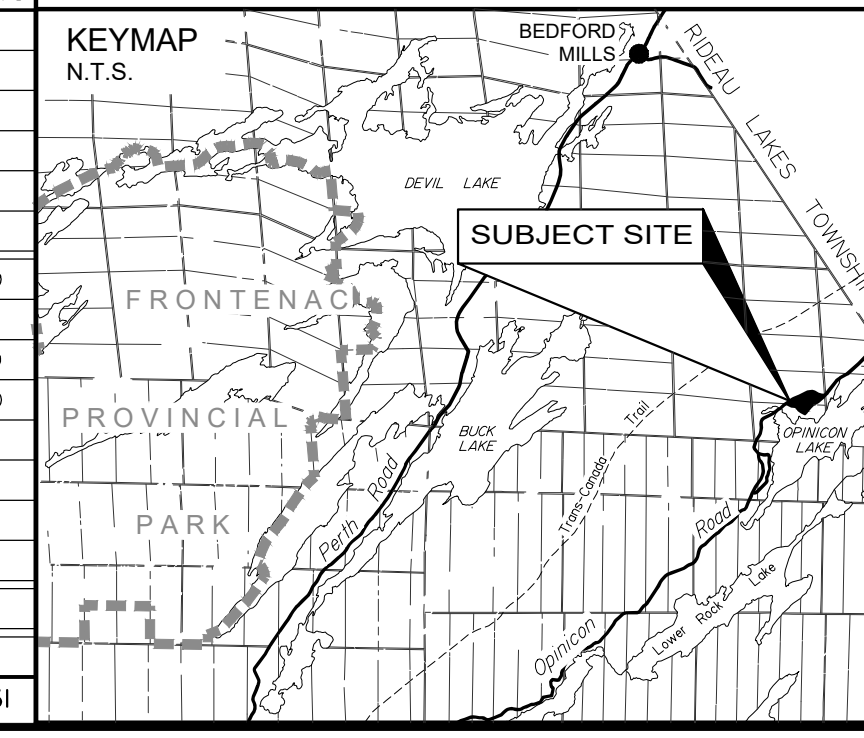
FOR ALL PRINCIPAL USES - 18.3.1	REQUIRED	SPECIAL PROVISIONS
RECREATIONAL RESORT COMMERCIAL ZONE - SECTION 18		
- LOT AREA (MINIMUM)	8000.0m ²	* 177615.2m ²
- LOT FRONTAGE (MINIMUM)	75.0m	* 748.8m
- FRONT YARD (MINIMUM)	8.0m	* 13.2m
- REAR YARD (MINIMUM)	8.0m	* 6.2m
- INTERIOR SIDE YARD (MINIMUM)	8.0m	6.0m
- EXTERIOR SIDE YARD (MINIMUM)	8.0m	7.0m
- LOT COVERAGE (MAXIMUM) - ALL BUILDINGS AND STRUCTURES INCLUDING TRAILERS, TENTS AND CABINS	40.0%	11.0m
- BUILDING HEIGHT (MAXIMUM)	11.0m	* 3.5m
- INGRESS/EGRESS (MINIMUM)	8.0m	
FOR ACCESSORY BUILDINGS NOT ATTACHED TO THE PRINCIPAL BUILDING - 18.3.2		
- REAR YARD (MINIMUM)	1.5m	N/A
- INTERIOR SIDE YARD (MINIMUM)	1.5m	N/A
- EXTERIOR SIDE YARD (MINIMUM)	1.5m	8.0m
- BUILDING HEIGHT (MAXIMUM)	4.5m	4.5m
FOR LANDS ABUTTING RESIDENTIAL ZONE OR USE - 18.3.3		
- INTERIOR SIDE YARD ABUTTING RESIDENTIAL ZONE/USE (MINIMUM)	5.0m	6.0m
- REAR YARD ABUTTING RESIDENTIAL ZONE/USE (MINIMUM)	10.0m	N/A
- LANDSCAPED STRIP ABUTTING RESIDENTIAL ZONE/USE	3.0m	* 3.0m
REGULATIONS FOR A TENT AND/OR TRAVEL TRAILER PARK - 18.3.6	REQUIRED	PROPOSED
- LOT AREA (MINIMUM)	4.0ha	* 17.8ha
- MINIMUM DISTANCE OF TENT OR TRAVEL TRAILER SITE FROM ANY LOT LINE	15.0m	0.0m
- MINIMUM DISTANCE OF TENT AND TRAVEL TRAILER SITE FROM CENTER OF ROAD	25.0m	5.0m
- TRAVEL TRAILER PARK DENSITY (MAXIMUM)	65 SITES	199 SITES
- TRAVEL TRAILER SITE AREA (MINIMUM)	100.0m ²	185.4m ²
- TRAVEL TRAILER SITE FRONTAGE (MINIMUM)	8.0m	* 12.2m
- TRAVEL TRAILER PARK USABLE WATERFRONT (MINIMUM)	7.5m/SITE	2.3m/SITE
- BUILDING HEIGHT (MAXIMUM)	4.5m	4.5m
- NUMBER OF TRAVEL TRAILERS ON A TRAVEL TRAILER SITE	1/SITE	1/SITE
- LOT COVERAGE (MAXIMUM)	25.0%	7.0%
- BUILDING, CAMPSITE OR STRUCTURE SETBACK FROM HIGH WATER MARK OR ANY WATER BODY (MINIMUM)	50.0m	* 6.2m

ADDITIONAL ZONE REGULATIONS FOR HOTELS, MOTELS & RENTAL CABINS - 18.3.6.7

- LOT AREA (MINIMUM)	2.0ha	* 17.8ha
- DENSITY (MAXIMUM)	1 UNIT/2000.0m ²	1 UNIT/555.56m ²
- RENTAL CABIN USABLE WATERFRONT (MINIMUM)	7.5m/UNIT	16.7m/UNIT
- BUILDING, CAMPSITE OR STRUCTURE SETBACK FROM HIGH WATER MARK OR ANY WATER BODY (MINIMUM)	50.0m	91.5m



LAND USE	AREA(m ²)	AREA(X)	UNITS
EXISTING TRAILERS/TENTS	2340.5	1.3	81
EXISTING TOURIST CABINS	100.0	0.1	2
EXISTING LANEWAYS	7249.1	4.1	
EXISTING DRIVEWAYS & PARKING	2046.5	1.2	
EXISTING ACCESSORY BUILDINGS	654.2	0.4	
EXISTING OPEN SPACE	67200.5	37.8	
PROPOSED SEASONAL TRAILERS	3819.9	2.1	89
PROPOSED DECKS	4215.1	2.4	
PROPOSED TRANSIENT TRAILERS/TENTS	1040.8	0.6	29
PROPOSED CAVE CABIN	216.0	0.1	30
PROPOSED LANEWAYS	5865.3	3.3	
PROPOSED PARKING	5617.6	3.1	
PROPOSED ACCESSORY BUILDINGS	130.0	0.1	
PROPOSED OPEN SPACE	72607.0	40.9	
SPLIT RAIL LANE	4163.2	2.3	
ISLAND PARCEL	349.5	0.2	
SUB TOTAL	177615.2m²	100.0X	231



No.	DATE	APPROV.
1	JUNE 19, 2023	

DRAWN BY: L.B. CHECKED BY: S.L. DATE: JUNE 19, 2023 SCALE: 1:1000

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

JUNE 19, 2023

517-SP

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**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-84**

**BEING A BY-LAW TO AMEND BY-LAW 2000-85, THE OFFICIAL PLAN FOR THE
TOWNSHIP OF SOUTH FRONTENAC, AS AMENDED, TO ADD A SPECIAL POLICY
AS IT RELATES TO PART OF LOTS 1 AND 2, CONCESSION 16, DISTRICT OF
BEDFORD (AMENDMENT NUMBER 26, SKYCROFT CAMPGROUND)**

Whereas the Council of the Corporation of the Township of South Frontenac deems it expedient to amend By-law 2000-85, the Official Plan for the Township of South Frontenac, as amended, as it relates to a parcel of land located in Part of Lots 1 and 2, Concession 16, District of Bedford, and

Whereas Council held a statutory Public Meeting on the proposed Official Plan Amendment, as required by the Planning Act, on September 20, 2022;

Now Therefore, the Council of The Corporation of the Township of South Frontenac, in accordance with the provisions of Sections 17 and 21 of the *Planning Act, R.S.O. 1990. c.P.13*, as amended, enacts as follows:

1. That Township of South Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 26 to the Official Plan:
 - a. Section 5.7.5 Rural Commercial Policies of the Rural designation is hereby amended by adding the following new section immediately following Section 5.7.5(i)(e):

“(f) Special Use Criteria - Part of Lots 1 and 2, Concession 16, Bedford District (Skycroft Campground)

Notwithstanding Section 5.7.5 of this Plan to the contrary, the lands identified as Part of Lots 1 and 2, Concession 16, Bedford District, may be developed in accordance with the following policies:

1. A tent and trailer park shall have a maximum 199 campsites, and a tourist establishment shall have a maximum 32 rental cabins.
2. No campsite, building or structure except a marine facility for launching and/or servicing of boats or a water pumphouse is permitted within 50 metres (164 feet) of the high water mark of Lake Opinicon, except for 11 campsites, 1 rental cabin, and a convenience store / administration building / accessory dwelling unit existing on the property as of the date of this Amendment to the Plan.
3. No more than 30% of the total lot area may be used for campsites and

for other commercial uses.

All other policies of the Township of South Frontenac Official Plan shall apply.

2. That the Clerk is hereby authorized and directed to make application to the County of Frontenac for the approval of Amendment 26 to the Township of South Frontenac Official Plan.
3. That this by-law shall come into force and take effect on the date that Official Plan Amendment 26 is approved by Frontenac County, subject to the provisions of the *Planning Act, R.S.O., 1990.c.P.13*, as amended.

Dated at the Township of South Frontenac this 17th day of October, 2023.

Read a first and second time this 17th day of October, 2023.

Read a third time and finally passed this 17th day of October, 2023.

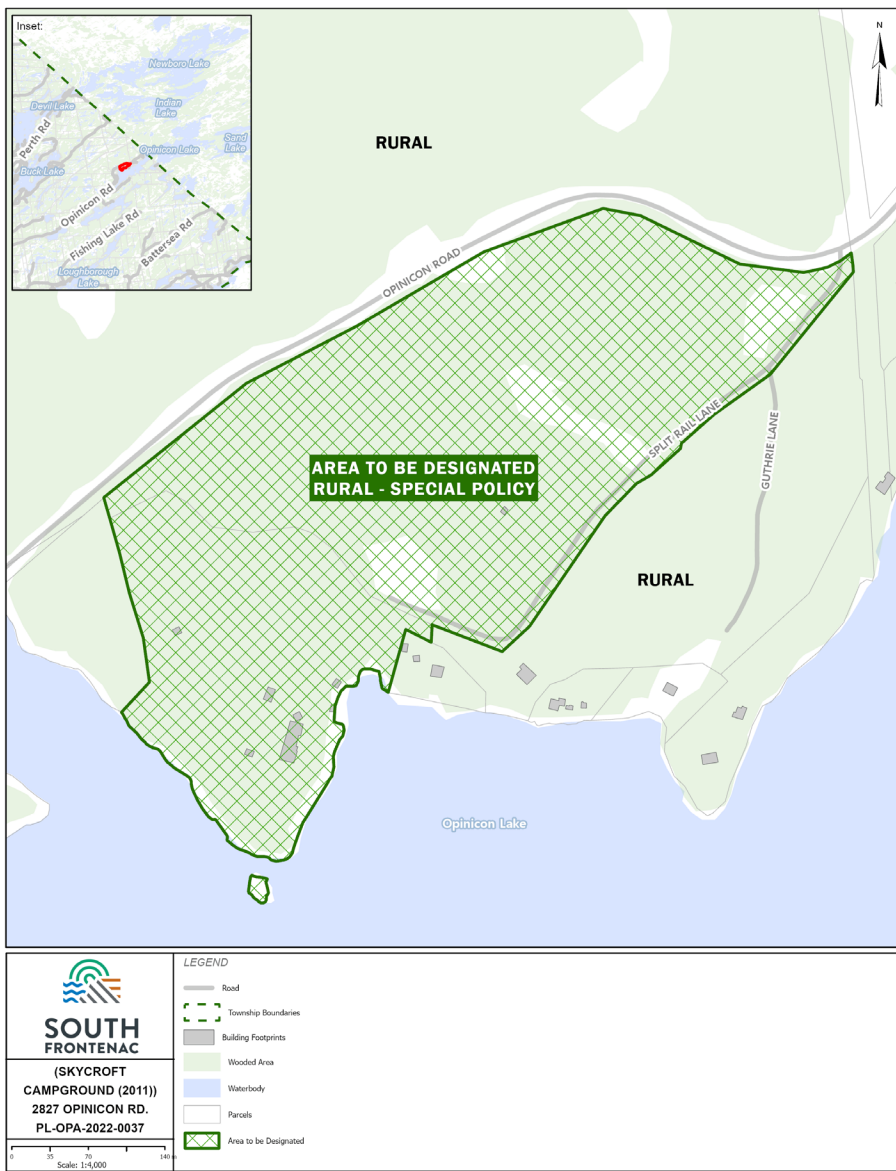
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

James Thompson, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2023-84



**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW NUMBER 2023-85**

BEING A BY-LAW TO AMEND BY-LAW NUMBER 2003-75, AS AMENDED, TO EFFECT A CHANGE TO THE RECREATIONAL RESORT COMMERCIAL – SPECIAL PROVISION (RRC-37) ZONE ON LANDS DESCRIBED AS 2827 OPINICON ROAD, PART OF LOTS 1 AND 2, CONCESSION 16, DISTRICT OF BEDFORD: SKYCROFT CAMPGROUND (2011) LTD.

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

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

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

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

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

1. **THAT** Schedule “D” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) and Recreational Resort Commercial – Special Provision (RRC-37) to Recreational Resort Commercial – Special Provision – Holding Symbol (RRC-37-H) for the lands shown on Schedule “1”.
2. **THAT** Section RRC-37 ((Part Lot 1, Concession XVI, Bedford District - Skycroft Campground) of Zoning By-law Number 2003-75 as amended is hereby amended by deleting the provisions and adding the following text:

RRC-37 (Part Lot 1, Concession XVI, Bedford District - Skycroft Campground)

Notwithstanding any provision of this by-law to the contrary, on the lands zoned Special Recreational Resort Commercial (RRC-37), only the following uses are permitted and the following special provisions shall apply:

- Permitted Uses
 - a. a travel trailer park
 - b. a tourist establishment

- c. accessory uses and buildings to the above uses, including but not limited to, a building containing an administration office, convenience store, eating establishment and accessory dwelling unit.
- Zone Provisions
 - a. Access to an accessory dwelling unit may be combined with access to a commercial use.
 - b. All means of ingress and egress shall have a minimum width of 3.5 metres (11.5 ft.) and in the case of a corner lot, no means of ingress or egress shall be located within 15 metres (49.2 ft.) of the intersection of the street lines, or, where a corner is rounded, the points at which the extended streetlines meet.
 - c. Exterior Side Yard (Minimum) 6.5 m (21.3 ft)
 - d. Travel Trailer Site Distance from any Lot Line (Minimum) 5.0 m (16.4 ft)
 - e. Travel Trailer Site Distance from Centre of Road Allowance (Minimum)
 - Split Rail Lane 10.0 m (32.8 ft)
 - Opinicon Road 20.0 m (65.6 ft)
 - f. Travel Trailer Park Density (Maximum) 199 Travel Trailer Sites
 - g. Rental Cabin Density (Maximum) 1 unit / 5,550.5 m² to a Maximum of 32 units
 - h. Usable Waterfront (Minimum) 1.8m/travel trailer site and rental cabin unit
 - i. Buildings and structures are prohibited on the island
 - j. No building or structure other than a marine facility and except for 11 travel trailer sites, 1 rental cabin, a convenience store / administration building / accessory dwelling unit existing as of the date of this By-law shall be permitted within 50 metres (164 feet) of the highwater mark of Lake Opinicon. Replacement of travel trailer sites and reconstruction of the cabin, convenience store / administration building / accessory dwelling within the 50 metre setback shall only be permitted provided there is no increase in their original size, footprint, height or gross floor area and provided they are no closer to the highwater mark.
- Removal of the Holding (H) Symbol
 - a. The Holding (H) Symbol shall be removed to permit development only when a Tree Preservation Plan has been prepared to the satisfaction of the Township, that the proposed development is compliant with the *Endangered Species Act* to the satisfaction of the Township, and a Site Plan Agreement is entered into between the Owner and the Township and is registered on the title of the property, specifying, but not limited to, locations of all travel trailer sites, buildings and structures, entrance design, well and septic system locations, manoeuvring areas and access aisles and buffering / landscaping measures.

All other provisions of this by-law shall apply.

4. For purposes of the RRC-37 Zone, Rental Cabin shall mean a building or structure for sleeping accommodation, which may or may not contain food preparation and sanitary facilities, but shall not include a dwelling as herein defined.
5. THIS BY-LAW shall come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990, as amended.

Dated at the Township of South Frontenac this 17th day of October, 2023.

Read a first and second time this 17th day of October, 2023.

Read a third time and finally passed this 17th day of October, 2023.

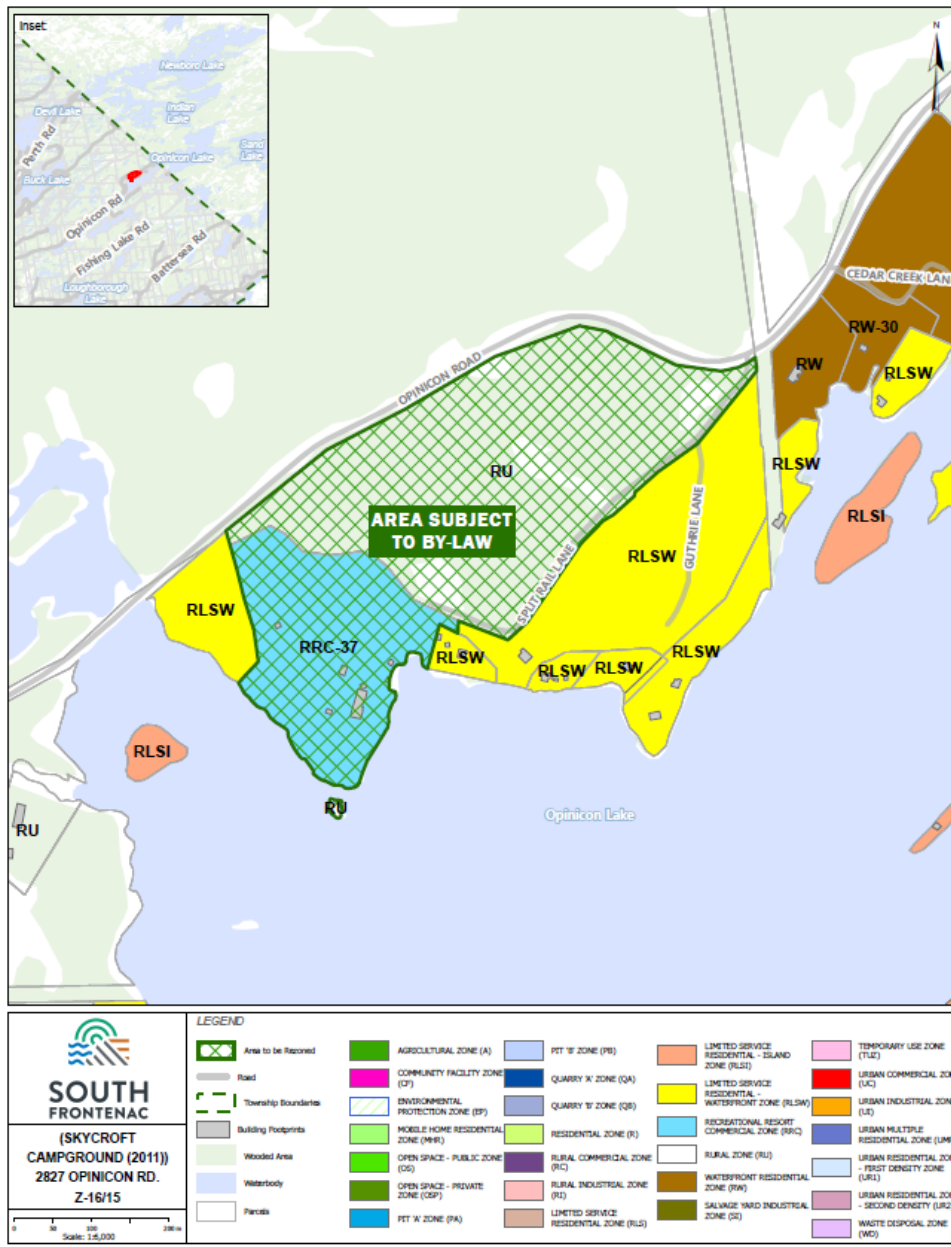
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

James Thompson, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2023-85



Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: October 17, 2023

Subject: Draft Official Plan – Settlement Areas, Communal Servicing and Housing Types

Summary

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

Recommendation

This report is for information only.

Background

The Township is preparing a new Official Plan to direct how it grows and develops over the next 25 years. The project team, consisting of Development Services and Dillon Consulting staff, have considered public comments received to date and made revisions to the document as appropriate. Council will be provided a summary of comments and their impact on the document when the final draft is provided later this year.

There are intertwined themes that came out of the public consultation that warrant further discussion with Council because these themes have the potential to impact the direction of the draft Official Plan. The themes are:

1. Impact of potential groundwater/servicing constraints and land ownership in Settlement Areas on achieving 50% of housing growth in these areas,
2. Whether communal servicing should be allowed Township-wide or in specific areas to allow for orderly development, and
3. Expanding the housing types allowed in the Rural area beyond single detached dwellings while also being mindful of density and lot sizes.

Settlement Areas

The project team heard that there are several factors that may impact the Township's ability to realize a goal of at least half of new growth occurring settlement areas. These factors include:

- There is sufficient land in the settlement areas to accommodate the growth (per *The Population, Housing, and Employment Projections Study* completed by Watson & Associates), but it is unknown whether the land can be adequately serviced, particularly for water. One developer with land in one settlement area indicated that they were unable to find an adequate groundwater source, whereas another developer with land in and beside a different settlement area has plenty of groundwater.
- The large parcels and their ownership are fragmented, which may require land consolidation for orderly development.
- Individuals who own large properties do so for agricultural purposes and/or the private open space and have no long-term plans to develop the land.

Communal Servicing

The Township will be promoting communal water and sewage servicing to accommodate greater density than 1 house per 2 acres, and different types of housing than just single detached dwellings. There is concern that communal servicing could result in larger developments that are not locally appropriate in the Rural area if the Official Plan does not include explicit criteria.

Housing Types

The current Official Plan allows single detached dwellings in the Rural area. The draft Official Plan continues this trend, although it would also allow for consideration of continuum-of-care facilities (e.g. retirement home, long-term care facility) and tenured housing. Members of the public have asked that other forms of housing, such as semi-detached dwellings, duplexes/triplexes and townhomes be permitted in the Rural area.

Discussion***Settlement Areas***

Settlement areas, communal servicing, housing types, and density are important components for the draft Official Plan.

Regarding settlement areas, staff acknowledge that although there is sufficient land base in the settlement areas, more work needs to be done to determine how best to develop them. A next step following approval of the Official Plan will be to prepare secondary plans for settlement areas.

A secondary plan acts as a detailed Official Plan for a specific area in a municipality and is used to strengthen existing development areas or to promote the orderly and appropriate development of vacant lands. A secondary plan implements the objectives and policies of the Official Plan to fit the local context, and provides direction on matters such as the desired form and type of physical development, targets for population and jobs, the

protection of natural and cultural heritage resources, targets for sustainable development, phasing, and the implementation of soft and hard infrastructure (e.g. communal servicing, parks).

Secondary plans need to be supported by studies including servicing studies to determine whether the land can be adequately serviced for water and wastewater (e.g. is there a clean and plentiful groundwater supply). This future planning process may influence settlement area boundaries and where and what type of development is most appropriate.

Communal Servicing

On September 29, 2023, Mr. Joe Gallivan, Director of Planning and Economic Development, County of Frontenac provided a presentation on communal servicing at the Leeds and Grenville Affordable Housing Summit. Mr. Gallivan explained the financial and policy barriers at the provincial level currently discourage private developers from installing communal servicing. Mr. Gallivan then illustrated that a more lenient policy framework exists in the United States, where communal servicing has been utilized to support rural subdivision development over the past 30 years.

Township staff reviewed United States and Canadian municipalities that support rural development utilizing communal servicing. Canadian examples include developments in New Brunswick and Nova Scotia. Communal servicing has the potential to produce innovative developments that result in higher density, or concentrations, of housing compared to conventional subdivision design, while at the same time conserving large areas of agricultural land, environmental features, and open space (e.g., rural character).

With communal servicing, the Township may receive development proposals for housing types and densities that differ significantly from the single detached dwelling consents and subdivisions that have been commonplace for decades. The question has been raised about what will be considered locally appropriate in the Rural areas (e.g., scale of development, housing type and density).

The current minimum lot size in the Township is 2 acres (2.5 acres on waterfront) for development on individual well and sewage systems.

Council has asked planning staff about lot sizes that would be permitted utilizing communal servicing, noting that reduced lot sizes need to maintain the rural character of the Township. A review of subdivisions utilizing communal services in the United States identified lots ranging from 0.5 to 1.0 acres in size.

Communal servicing also offers an opportunity for a variety of housing types (e.g. single detached dwellings, townhouses, apartment buildings) and for higher density developments (e.g. more units per hectare).

Staff propose that developments on communal servicing be considered throughout the Township in the Rural and Settlement Area designations but be prioritized in and near settlement areas and potentially along major arterial roads. This would encourage new

developments to be located close to existing services (e.g., schools, restaurants, grocery stores). Official Plan policies will need to provide flexibility with respect to permitting developments that are supported by communal servicing.

Sample Development

i) Verona Master Plan

The Verona Housing Master Plan (2021-2022) proposes attainable housing that would consist of 74 to 130 units in apartments and townhouses on communal services. The draft Official Plan will allow this type of development within the settlement areas. The question is whether this mixed form of development should be permitted only in settlement areas and/or throughout the Township where development is permitted. It is the opinion of planning staff that mixed forms of development should be permitted throughout the Township within prescribed guidelines that maintain the rural character of the Township.

ii) “Density-neutral” approach - Conservation subdivision design

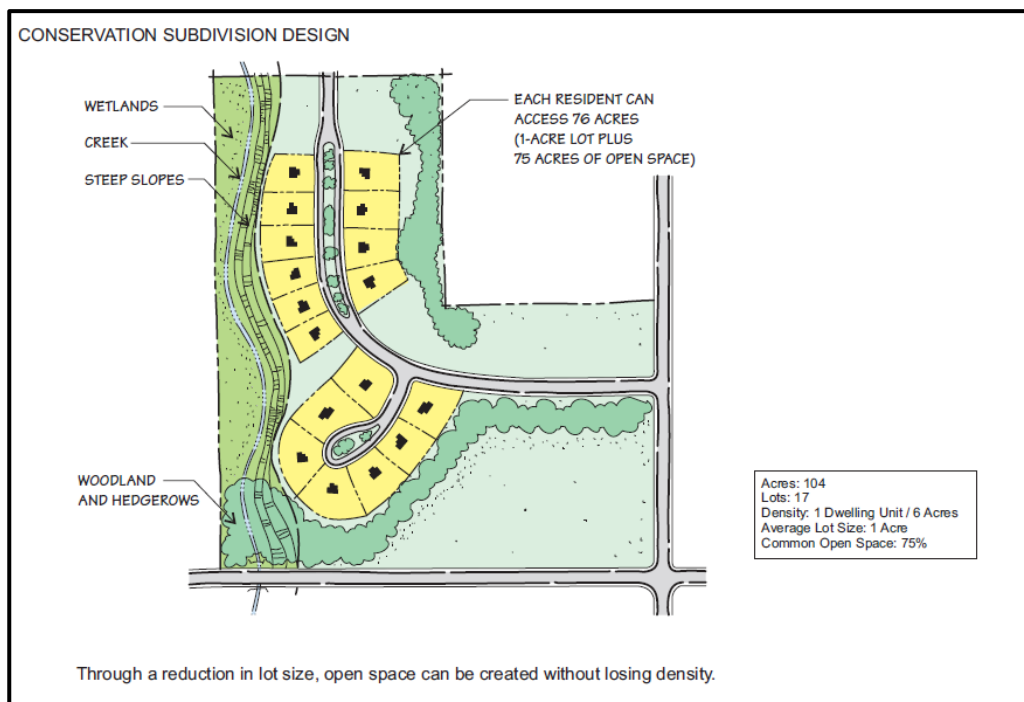
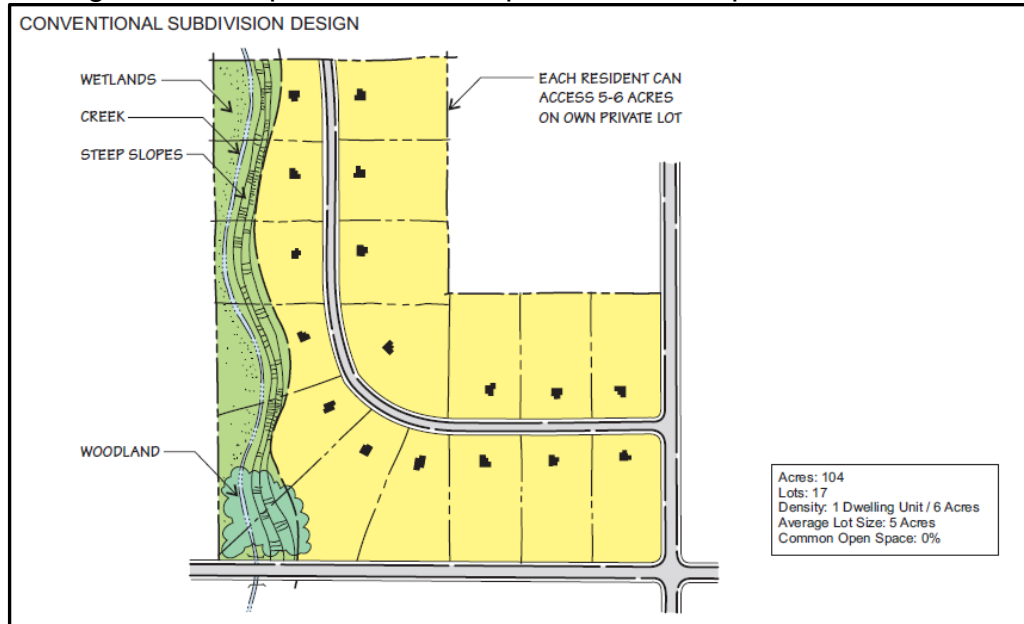
Conservation subdivision design is an example of a flexible approach to laying out rural subdivisions which maximizes the amount of open space preservation without sacrificing the total number of lots created. It is a “density-neutral” approach, meaning that it allows the same number of lots to be created as would be produced in a conventional layout (e.g. if 10 houses are permitted on 20 acres in a conventional subdivision, 10 houses would be located on 10 of the 20 acres in a conservation design subdivision). Conservation subdivisions are low-density rural neighborhoods, often located beyond municipal servicing in areas where land has been designated for rural residential development.

Conservation subdivisions generally preserve at least half of the subject lands as open space and direct development away from natural, scenic, historic, and agricultural areas. To preserve landowner equity and property value, the same number of homes would be built on less land, allowing the balance of the property to be permanently protected. This approach provides a fair and equitable way to balance conservation and development objectives. This is generally accomplished through the use of communal servicing. Conservation subdivisions can provide many benefits for residents, municipalities, and developers including:

- Significant open space preservation.
- Reduced environmental impacts.
- Greater recreational opportunities.
- Flexible designs.
- Reduced development costs due to less infrastructure needed.
- Reduced energy consumption.
- Lower maintenance costs.
- A greater sense of community.

It is staff opinion that conservation subdivision design, specifically outside of settlement areas would help maintain the rural character of the Township.

The figures below provide an example of the concept of conservation subdivision design.



Source: Southeastern Wisconsin Regional Planning Commission

iii) Current Application

Township and County staff have been approached regarding a potential development that can showcase the themes discussed in this report. Staff have asked the agent for the landowner to present a concept plan to Council to help visualize the possibilities discussed in this report.

The Maybach Group owns approximately 352 hectares of rural land on the east side of Perth Road, between Inverary and Glenburnie. These lands have been subject to various Planning Act applications over the decades for subdivision and golf course developments.

The owners are currently exploring an agrihood form of development. This form of development centres housing around compatible farming uses and food production, and includes commercial and community uses. Communal servicing can provide flexibility in lot size and density to accommodate a range of housing types and land uses (i.e. a compact neighbourhood that protects more open space and agricultural lands). The development proposal includes townhouses and residential units above commercial spaces (i.e. similar to a traditional downtown), and potentially low-rise apartments.

Landowner Request

The Maybach Group, through IBI Group (now Arcadis), are requesting the inclusion of policies that would support an “agrihood” form of rural development, either in the form of general policies that are detailed enough to permit the principle of development, or general policies coupled with a site-specific designation on their lands. Attachment 1 to this report are letters from IBI Group dated December 8, 2021, and March 10, 2022. The letters provide examples of general policies and site-specific policies for consideration and discussion.

Planning staff reviewed the general policy examples provided by IBI Group against the draft Official Plan and found that many of the policy concepts are already in the draft Official Plan. However, there is wording that has been identified that should be considered further for incorporation into the draft Official Plan.

The proposed site-specific policy example highlights the need to discuss the types of housing that should be permitted in the Rural designation, particularly in the context of communal servicing.

The draft Official Plan intends to direct half of new growth to settlement areas and half to rural areas. It will also promote communal water and wastewater servicing to allow smaller lot sizes and to encourage more housing options beyond single detached homes.

The Maybach Group lands, although outside a settlement area, may present an opportunity to showcase how different housing and business options can be realized on communal servicing. Arcadis (now IBI Group) has provided the attached presentation to provide a high-level overview of the project, and to generate discussion.

Conclusion

The creation of a municipal services corporation and inclusion of communal servicing policies in the draft Official Plan provides an opportunity for the Township to consider where and what types of land use development should be encouraged. A review of US and Canadian examples indicates that rural development with communal servicing has been successful in supporting housing options and preserving rural characteristics of a municipality (e.g. farmland and open space).

In August 2023, the Township launched a public survey regarding the direction of the strategic plan. The survey results clearly indicate that protecting rural character of the Township is of high importance along with preserving natural heritage features and agricultural lands.

When the draft Official Plan is presented to Council later this year, it will include policies that provide direction on the types and scale of land use development that should be supported by communal services, along with the housing types and density that should be considered in both the settlement and rural area.

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 that 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.

Attachments

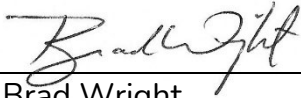
1. IBI Group (now Arcadis) letters dated December 8, 2021, and March 10, 2022
2. Arcadis presentation to Council

Approvals

Report Prepared By:

Christine Woods, MCIP, RPP, Senior Planner
Brad Wright, Director of Development Services

Submitted By:



Brad Wright
Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



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 tel 613 531 4440
ibigroup.com

December 8, 2021

Ms. Claire Dodds
 Director of Development Services
 Township of South Frontenac
 4432 George Street, Box 100
 Sydenham, ON K0H 2T0

Mr. Joe Gallivan
 Director, Planning & Economic
 Development
 Frontenac County
 2069 Battersea Road
 Glenburnie, ON K0H 1S0

Dear Ms. Dodds and Mr. Gallivan:

**COLLINS LAKE ESTATES - 0 PERTH ROAD
 SOUTH FRONTENAC TOWNSHIP
 COUNTY FILE NO.: 10T-2015-001**

IBI Group Professional Services (Canada) Inc. (“IBI”) has been retained by Maybach Group (c/o the “Oskar Group”), to provide professional land use planning services with respect to their lands municipally known as 0 Perth Road (“subject lands”). As you are aware, applications were filed in 2015 for a subdivision on the eastern portion of the subject lands. IBI Group was retained in 2021 to assist the owner with these applications and with the exploration of development options for the broader lands. We were also retained to monitor and participate in the Township of South Frontenac’s Official Plan Review process and to provide input to the Township with respect to the future development potential of the subject lands.

The purpose of this letter is to respond to the recommendation of the Township and County to provide a broader master plan for the subject lands, as well as to address concerns regarding the amount of rural residential in the context of what is “locally appropriate”, per the 2020 Provincial Policy Statement. What the Maybach Group is proposing in response is an “agrihood”, which is an exciting and innovative form of rural development that we believe satisfies the intent of the policies of the County and municipal official plans and the PPS.

Within this letter we will describe the subject property, the application history, the proposed “agrihood” master plan and underlying principals, how this unique form of development satisfies the applicable planning policies, and the intersection with the Official Plan review process.

Subject Property

The subject property is approximately 352 hectares in size, and is bounded by Perth Road to the west, Holmes Road to the north, Lakefield Drive to the east and Spooner Road and Collins Lake to the south.

The subject lands are designated Rural Lands in the Frontenac County Official Plan. They are designated Rural, with Environmental Protection along the waterfront, in the Township of South Frontenac Municipal Official Plan. The subject property is located approximately 1.4 km south of the settlement area of Inverary.

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The property is zoned R-7H, RU and RC-3, with EP, EP-2 and EP-3 zoning along the waterfront. We understand that the Holding Symbol on the property applies with respect to a requirement to demonstrate appropriate sewage disposal and water supply, with review and approval from the required agencies.

Application History

Maybach Group purchased the subject property in 2006 and initiated pre-consultation with Township staff in 2012. Maybach Group continued to consult with commenting agencies for input and prepare the plans and studies to support complete applications. The current application for Draft Plan of Subdivision (County File No. 10T-2015-001) was deemed complete on December 21, 2015. A combined Public Meeting for the Draft Plan of Subdivision and Zoning Amendment applications was held on April 5, 2016. The staff report presented to Council at the Public Meeting indicated that staff was generally supportive of the proposed development, as it was consistent with the direction of the Provincial Policy Statement, met the intent of the Official Plan, and would support the Inverary settlement area located 1.4km to the north. Staff noted that additional Hydrogeological and Traffic Impact investigation was required to advance the applications.

A subsequent Public Information Meeting was hosted by Maybach Group on October 27, 2016 to present a revised concept plan based on the comments received at the Public Meeting. Subsequently, additional hydrogeological investigation was completed for the property, followed by further discussion with Township and County staff, as well as the peer reviewer and CRCA.

The Township initiated an Official Plan review in September 2019 and Maybach Group attended an Open House in October 2019. Maybach Group's previous planning consultant, Weston, submitted correspondence (dated April 21, 2020) requesting to be included in the Official Plan review process. A second submission to the County and Township was made in October 2020, which included revised materials in support of the Zoning Amendment and Draft Plan of Subdivision applications.

On March 30, 2021, Maybach Group attended a conference call with County staff regarding the applications and received correspondence later the same day. The correspondence indicated that the "current application for draft plan of subdivision, which is exclusively estate residential lots, is premature under these circumstances" and that the County "do(es) not support the application in its current form, as it would not meet the PPS requirements of limited residential development in the rural area. However, there is considerable potential for the lands to be considered as part of a new or expanded settlement area, and we would welcome the opportunity to discuss this potential with you."

In follow-up to this letter, IBI Group had a conference call with County and Township staff on May 7, 2021 to further discuss the letter and comments provided by the County. At the meeting, both County and Township staff provided the opinion that the subdivision, as proposed, does not constitute "limited development" in a rural context, and that it does not meet Provincial Policy Statement 2020 direction with respect to residential development in the rural area. Staff recommended that Maybach Group participate in the Official Plan Review process, specifically in relation to potential settlement boundary adjustments, communal servicing strategies, demand for employment land and overall policy direction for residential development in the Township.

In response to these comments, and in the interest of pursuing a context-appropriate form of development for the subject lands, Maybach Group decided to pursue an alternate vision for the property, that of an "agrihood". This brief planning justification will explain the proposed "agrihood" concept, how it would be applied to the subject lands, and how this new model fulfills the goals of the County and municipality and satisfies applicable planning policies.

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New Proposal: A Master-Planned “Agrihood”

Agrihoods are an emerging form of rural land development that, in its simplest definition, centres housing around compatible farming uses and food production. They support on-farm diversified uses, agri-tourism, and offer rural residential living with a farm-to-table focus for residents seeking active, sustainable living, and feature a range of amenities to support that community. Residents are encouraged to volunteer at the neighbourhood farm(s) or garden(s) to grow their own food and connect with nature, and the produce is then sold to residents and retailers, such as local restaurants and grocers. Agrihood developments also often implement alternative energy sources such as solar, wind, geothermal, and/or other alternative energy infrastructures. The development itself also “works with the land”, integrating housing, roads and other man-made features into the landscape rather than the wholesale clearing and levelling associated with more traditional subdivisions.

The agrihood development model is scalable both inside and outside of core settlement areas across a range of densities. Generally, so long as a certain minimum lot densities are achieved, it becomes financially and operationally feasible to implement communal servicing and ultimately bring lots closer together and creates an enhanced neighbourhood feel. This flexibility in servicing, lot size, and potential density also accommodates a range of housing types and land uses. Agrihoods typically feature mixed-use main streets, clustered recreational uses, and varied recreational groupings from townhouses, to single-family dwellings, estate lots, and apartments.

Example Agrihood Communities

The Braestone development in Oro-Medonte, Ontario serves as an excellent primary case study in how municipalities could readily permit robust, modular agrihood developments in the provincial planning policy context and physical geography.

As illustrated in Figure 1, the Braestone agrihood sits on 229 hectares of land, including a 108 ha farm, and is currently building out its seventh phase of residential “homesites”, with an eighth phase still to come. Lot sizes in the seventh phase range from 0.24 to 0.59 hectares and accommodate single-family homes. A mixture of private and communal servicing is being used.

Braestone’s lands are designated Residential in Oro-Medonte’s Official Plan and are zoned as a mixture of exception zones in the Zoning By-law. The surrounding open space and environmental protection lands are zoned as Open Space and Environmental Protection Zones, respectively. This agrihood accommodates a great deal of food production, with crops including corn, pumpkins, berries, grapes, honey, soy beans, and hay. Land is also dedicated to a sugar bush, fishing ponds, and a farmhouse. Interspersed amongst the residential clusters is a system of recreational trails that connect to other communal amenity spaces.

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Figure 1: Braestone agrihood in Oro-Medonte, Ontario

Agrihoods are also becoming increasingly established throughout the United States, with over 90 agrihoods reported across the country as of May 2020 according to the Urban Land Institute. While they tend to utilize thematically similar built forms and landscape designs, they demonstrate how adaptable agrihoods are to different scales and qualities of developable land.

One example is Rancho Mission Viejo in South Orange County, California. This agrihood is a 9,308 hectare ranch and farm, habitat reserve, and residential community with orchards, parks and trails, a school, clubhouses, and several farms. This agrihood has been successfully operational for many years, and its continued success is evidenced by its continued expansion.

In Ada County, Idaho, the 746 hectare Hidden Springs agrihood (Figure 2) includes 418 hectares of developable land and 328 hectares protected as conservation land. Upon completion, Hidden

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Springs will include approximately 1,000 homes across several neighbourhoods. The Village neighbourhood (to the northwest) features smaller lots averaging 720 square metres. The Valley and Foothills neighbourhoods (to the south) features a more rural backdrop with larger lots of 0.13 to 0.40 hectares.



Additionally, Hidden Springs utilizes communal servicing and features wastewater recycling infrastructure that works through a two-step reclamation process that treats all wastewater in 37 days. The reclaimed water can then be used to irrigate the common areas and agricultural land. Its designers developed a system to carry wastewater from each neighborhood to a series of ponds (or “cells”), where it undergoes intensive aeration and natural filtration before it is pumped out to irrigate farm fields and common areas and returned to the aquifer.

Proposed Master-Planned Agrihood “ORIGIN at South Frontenac”

The South Frontenac Agrihood project (Figure 3) seeks to build on the successes of other such developments across North America and to implement the agricultural, commercial, residential, and community uses that make them a progressive and sustainable form of rural land use.

Maybach Group’s vision statement for the agrihood in South Frontenac Township is as follows:

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ORIGIN is about bringing people together through a shared appreciation for nature, healthy living, a sustainable lifestyle and a deep rooted community. ORIGIN is Farm-centric and redefines the way we live, learn, eat and play. It's Where Nature Nurtures.

The proposed agrihood development will preserve and enhance a range of agricultural crops that can be used by residents, including apiaries and limited livestock like chickens and goats. Residents would be able to plant and harvest their own crops, and there is also the opportunity to integrate agri-tourism where visitors could learn about farming, including things like cheesemaking, milling grain, beekeeping, maple-syrup making, canning, etc.

The development also revolves around a compact central commercial “main street” area with a permanent farmer’s market building in “The Barn”. This Village Street is envisioned to have stand-alone commercial and ground floor commercial units with the potential for upper floor residential dwellings to allow for “live-work” units. In addition to the farmer’s market use in The Barn, other commercial uses are anticipated to include convenience commercial for residents, such as a retail tuck shop, medical services, aesthetician, farm shop, and boutique retail for artisans. A community centre/club house will also be included and sited centrally as a gathering space for the neighbourhood.

The residential component of the development consists of “compact cluster” and “traditional cluster” areas. The compact clusters of residential are located within the primary development area (central/west). These clusters are anticipated to contain townhouse and single-detached dwellings on small lots serviced by a communal water and sanitary system. The design of this cluster, in close proximity to the Village Main Street, will also allow for ancillary residential uses that support the agrihood such as bed-and-breakfasts and home-based businesses. This area is anticipated to have a more “village street” character.

“Traditional cluster” residential areas along the north/east edges will place single-detached dwellings on larger lots serviced by wells and traditional septic system. This residential component is intended to support the agrihood and vice-versa, with the residents contributing to the community and also being supported by the on-site food production, commercial and community facilities.

A trail system links the components of the agrihood to open space and recreational areas throughout the development. Natural areas are intended to largely be preserved and enhanced. It is anticipated that this formal trail system and creation of a more structured transportation network within the property will also eliminate damage caused by ATVs and other trespassers who currently use the site without regard for sensitive natural areas.

The primary site statistics for the contemplated agrihood are as follows:

Agrihood Component	Size / Metric (approximate)
Compact Cluster Residential	Singles: 57 (0.4 ha lots) (29.8 ha total)
	Towns: 209 (3 units/0.4 ha) (30.9 ha total)
Traditional Cluster Residential	Singles: 57 (18.6 ha total)
Village Commercial	6.4 ha
Stand-Alone Commercial	7.5 ha
Agricultural	22 ha
Community Areas	Club House: 0.6 ha
	Community Recreational Area: 5.4 ha
Woodlot / EP	182.8 ha

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SOUTH FRONTENAC AGRIHOOD CONCEPT PLAN

The South Frontenac Agrihood by Oskar Group is a precedent setting development project, with a focus on food, community, and healthy living. Bringing residents back to their agrarian roots, seamless integration between semi-urban and rural living, agriculture, and nature offers a harmonious balance of community, privacy, and quality environment to its residents.

Nestled within the picturesque South Frontenac countryside, the development concept offers an alternative look at healthy living. Intwoven within the existing pastureland and forested hills, residents are provided with a range of quality housing options which are supported by convenient community services and recreational activities. Responding directly to the site, the South Frontenac Agrihood concept offers living redefined.



** FINAL DELINEATION OF NATURAL HERITAGE FEATURES AND HYDROLOGICAL FEATURES WILL BE DETERMINED IN COOPERATION WITH THE CONSERVATION AUTHORITY AND FUTURE DETAILED STUDIES

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POLICY FRAMEWORK FOR AN AGRIHOOD IN SOUTH FRONTENAC

As the Township of South Frontenac continues to grow and evolve, approximately 49% of all population growth within the Township is still expected to be accommodated within rural areas (*Growth Management Discussion Paper*, South Frontenac 2040, August 12, 2021). Of this population growth, approximately 40% of new housing is anticipated to be within the rural area (South Frontenac Official Plan Policy Brochure #1 – Housing). Even while accommodating this growth, it is understood that the Township will seek to maintain its attractiveness as a municipality with strong rural and agricultural roots and a respect for its natural heritage resources. As expressed in correspondence and discussions with the proponent, the Township is seeking to balance the attractiveness of rural living and the desire to accommodate “limited rural development” (2014 PPS). It is our understanding that the Township wants to shift more growth to settlement areas, and to encourage rural residential development to be more sustainable. An agrihood helps to achieve these goals as its design and mix of uses offers a more sustainable form of rural living compared to traditional rural residential, while also supporting natural heritage and agricultural viability.

The Township expressed that one possibility to support development of the subject lands is through the expansion of the Inverary settlement area boundary to include the subject lands, or the creation of a new settlement area. However, we note that *The Population, Housing, and Employment Projections Study* completed by Watson & Associates in support of the Township’s Official Plan Review does not appear to support a new or expanded settlement area. Understanding this, Maybach Group has revised its plan for the subject site and now proposes a complete agrihood community that provides housing and other uses that are appropriate for a rural area.

A key goal of the Township’s OP update is to accommodate growth in a sustainable manner while protecting what is valuable to residents and businesses. In addition to the OP policies which address the management of the Township’s settlement areas, policies are also required to preserve the Township’s established rural character and agricultural resources. This involves developing in a manner which maximizes efficient land utilization and limits encroachment into prime agricultural lands. The agrihood concept mitigates many of these risks and supports the appropriate, sustainable growth needed by the Township. Agrihoods integrate agriculture with residential, service, and community uses to provide opportunities for food production and recreation, and they are intended to offer more of a complete community than typical rural residential subdivisions.

The Township’s existing employment base is concentrated in retail trade, services, agriculture, and the creative class economy, and these employment bases could also be better supported through a localization of supporting developments such as those in the agrihood concept. Supporting access to affordable and healthy food, as well as protecting agricultural lands that secure local food production for the Township and surrounding area, are key elements of a healthy and complete community. Agrihoods also provide opportunities for on-farm diversified uses and agri-tourism, and their naturalized designs provide more sustainable elements that help preserve rural character.

In the proposed agrihood, rural character and a familiar built form are preserved through the development’s use of communal servicing. The Township and the County have commissioned supporting evidence/research that demonstrates how engineering, finance, risk management, and planning were perceived obstacles to communal servicing. It was found that communal servicing has the potential to support more compact, land-efficient development than is possible with private servicing, at a lower cost than is possible with centralized municipal services.

Additionally, the Township is part of the Frontenac Arch Biosphere Reserve which is recognized internationally by UNESCO and is a rich ecological zone because of the amplifying effect of intermixing and the diversity of species and environments. Considering the increasing issues related to climate change, this area needs to have a higher degree of protection against negative

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impacts of development and growth pressures. By implementing communal servicing and an agrihood design, this development can implement a more compact, complete neighbourhood design to protect sensitive natural features and agricultural uses.

In response to the concerns previously expressed by the County and the Township with respect to compliance with the Provincial Policy Statement, the following table outlines the ways in which the contemplated agrihood proposal is consistent with the 2020 PPS:

2020 Provincial Policy Statement	Proposed Project
<p>Section 1.1.1: Healthy, liveable, and safe communities are sustained by:</p> <p>(a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term.</p> <p>(b) accommodating an appropriate affordable and market-based range and mix of residential types, employment, institutional, recreation, park and open space, and other uses to meet long-term needs.</p> <p>(d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas.</p> <p>(g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs.</p> <p>(h) promoting development and land use patterns that conserve biodiversity.</p>	<p><i>(a) Develops an underutilized site and preserves and integrates sensitive agricultural uses.</i></p> <p><i>(b) The rural area is anticipated to accommodate approximately 1,313 new residential units from 2016-2046. This development could provide approximately 327 units over multi-year phases.</i></p> <p><i>(d) Project site is in relative proximity to the settlement area, but does not need a boundary expansion to be permitted.</i></p> <p><i>(g) The proposed development is a prime candidate for communal servicing infrastructure. This would support a more efficient use of land than is possible with private servicing at a lower cost than is possible with municipal services.</i></p> <p><i>(h) The subject lands are located within the Frontenac Arch Biosphere Reserve, an ecologically sensitive area. The agrihood model retains and enhances a very significant portion of the naturalized lands on-site and tightly masses development to conserve biodiversity.</i></p>
<p>Section 1.1.4.1: Healthy, integrated and viable rural areas should be supported by:</p> <p>(a) building upon rural character, and leveraging rural amenities and assets.</p> <p>(c) accommodating an appropriate range and mix of housing in rural settlement areas.</p> <p>(e) using rural infrastructure and public service facilities efficiently.</p> <p>(f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources</p>	<p><i>(a) The agrihood model masses dwellings together to emphasize a stronger connection to retained natural elements and landscapes. As proposed, the majority of naturalized space is retained and enhanced.</i></p> <p><i>(c) The proposed development features a mix of dwelling typologies.</i></p> <p><i>(e) Communal servicing is proposed to maximize the efficiency of servicing on-site.</i></p> <p><i>(f) The agrihood community includes economic and employment opportunities by blending food production, commercial and retail uses with a residential neighbourhood.</i></p> <p><i>(g) Where implemented, agrihoods have proven to be a reliable destination for agri-tourism, further</i></p>

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2020 Provincial Policy Statement	Proposed Project
<p>(g) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets.</p> <p>(h) conserving biodiversity and considering the ecological benefits provided by nature.</p> <p>(i) providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.</p>	<p><i>diversifying the Township's employment base and revenue streams.</i></p> <p><i>(h) The subject lands are located within the Frontenac Arch Biosphere Reserve, an ecologically sensitive area. The agrihood model retains and enhances a very significant portion of the naturalized lands on-site and tightly masses development to conserve biodiversity.</i></p> <p><i>(i) The subject lands are not within "prime agricultural areas", but the proposed development preserves existing agricultural uses and provides opportunities that can support the broader agricultural community, including agriculture-related uses and on-farm diversified uses.</i></p>
<p>Section 1.1.5.2: On rural lands located in municipalities, permitted uses are:</p> <ul style="list-style-type: none"> a) The management or use of resources; b) Resource-based recreational uses (including recreational dwellings); c) Residential development, including lot creation, that is locally appropriate; d) Agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards; e) Home occupations and home industries; f) Cemeteries; and g) Other rural land uses. 	<p><i>a) The proposed agrihood community preserves an agricultural component that is based on the existing use of the land for agriculture and rural conservation.</i></p> <p><i>b) The proposed campground provides an opportunity for the broader community to enjoy the natural rural landscape of the property, agri-tourism, parks (e.g. Frontenac Provincial Park), etc..</i></p> <p><i>c) The proposed agrihood community includes a residential component, that is in character with the surrounding rural context of the subject property, which includes a combination of farms, natural open spaces and rural estate lot subdivisions.</i></p> <p><i>d) The proposed agrihood community includes agricultural use components and provides opportunity to further develop agriculture-related uses and on-farm diversified uses.</i></p> <p><i>e) Home occupations are an important part of the rural character in South Frontenac and the proposed development would foster the potential to increase the rural economic base by encouraging home occupations and home industries which thrive within a community.</i></p>
<p>Section 1.1.5.3: Recreational, tourism and other economic opportunities should be promoted.</p>	<p><i>The proposed agrihood community is a combination of recreational, agricultural, residential, and limited commercial land uses which could provide significant economic opportunities for the Township.</i></p>

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2020 Provincial Policy Statement	Proposed Project
<p>Section 1.1.5.4: Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.</p>	<p><i>The proposed development is compatible with its rural context and can be appropriately serviced with communal servicing.</i></p>
<p>Section 1.1.5.5: Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.</p>	<p><i>An appropriate level of communal servicing and private individual servicing is proposed for this development to ensure that the Township bears no servicing costs and no future expansion will be required.</i></p>
<p>Section 1.5.1: Healthy, active communities should be promoted by:</p> <p>(b) planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources.</p>	<p><i>(b) The proposed development features many opportunities for outdoor recreation, with multi-purpose trails and community spaces linking nodes throughout the neighbourhood. Additional connectivity is also provided to the shoreline and natural amenities of Collins Lake.</i></p>
<p>Section 1.6.6.3: Where municipal sewage services and municipal water services are not available, planned, or feasible, private communal sewage services and private communal water services are the preferred form of servicing for multi-unit/lot development to support protection of the environment and minimize potential risks to human health and safety.</p>	<p><i>Communal water and septic services are proposed for the majority of the development, with some limited private individual services.</i></p>
<p>Section 2.3.1: Prime agricultural areas shall be protected for long-term use for agriculture. ...</p>	<p><i>Agricultural uses on-site shall be preserved as part of the proposed development and it is noted that the subject lands are not designated prime agriculture.</i></p>

To this end, it is our opinion that the new proposed agrihood development is consistent with the Provincial Policy Statement, subject to updated technical studies and review.

We also assessed the contemplated agrihood against the applicable policies of the County Official Plan, as detailed in the table below.

Frontenac County Official Plan Policy	Proposed Project
<p>Section 2.1.1.1: The agricultural community should be fostered and protected to ensure its viability for the economic and social benefit of the County. In order to accomplish this the County will encourage the Townships to:</p> <p>(a) protect the prime agricultural land for agricultural purposes.</p>	<p><i>The development seeks to preserve and enhance existing agricultural land and uses as part of the proposed agrihood model. New land uses and built form will be centred around and supportive of the existing agricultural uses.</i></p>

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Frontenac County Official Plan Policy	Proposed Project
(b) encourage the development of agricultural support services within designated hamlets.	
<p>Section 2.1.1.4: The standard for separating residential uses from existing, new or expanding livestock facilities shall be the Minimum Distance Separation (MDS) formulae, as revised from time to time. The MDS formulae shall also be used when considering the creation of new lots and new development in proximity to livestock facilities. Notwithstanding policies relating to new developments on existing lots of record, where there is a vacant lot of record that is impacted by MDS, a dwelling may be permitted provided the dwelling is located on the lot at the furthest distance possible from the impacted livestock facilities. ...</p>	<p><i>An initial MDS assessment has been conducted to ensure the viability of the contemplated agri-hood development. The existing and proposed agricultural uses include limited livestock that do not produce any significant sensory nuisances and would continue to be limited in scale and placed such that MDS compliance is maintained.</i></p>
<p>Section 2.2.1: Commercial development in Frontenac County is identified under two general policy areas. Both types of commercial use are important for ensuring that a wide range of commercial opportunities as possible exist for County residents, seasonal and year round alike, as well as tourists staying in or traveling through Frontenac County. The two general types of commercial development are:</p> <p>(a) Community Commercial which consists of the business district and historic crossroad or core of each urban area, and also includes highway commercial which serves both travelling and local public.</p> <p>(b) Resort Commercial uses which provide for commercial facilities and services for tourists and seasonal residents.</p>	<p><i>(a) The proposed Village Main Street will satisfy the role of Community Commercial for the development as a whole. It will have the feel and purpose of a historic main road and shall accommodate both travelling and local public.</i></p> <p><i>(b) The agrihood development offers opportunities for agri-tourism and on-site event spaces and programming. This satisfies Resort Commercial uses and further strengthens the neighbourhood's year-round commercial backbone.</i></p>
<p>Section 2.2.2.2: The County will work with the local Townships, the Province, Frontenac Community Futures Development Corporation (CFDC), the City of Kingston, and various tourism agencies and organizations to promote tourism activity.</p> <p>The County will continue to work on development of a regional trail network to help create a recreational use that will travel through the Frontenacs and act as a regional tourist destination.</p>	<p><i>There is strong potential to integrate agri-tourism opportunities into the development, in which the public could visit the site to learn about farming, cheesemaking, milling grain, beekeeping, canning, etc.</i></p> <p><i>The proposed development also seeks to create a new network of trails spanning the subject lands that will link the local and County community to maintained/enhanced natural features and the Collins Lake shoreline and waterbody.</i></p>

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Frontenac County Official Plan Policy	Proposed Project
<p>The County will work with and support tourism-related projects with all of the Townships that are of benefit to tourists and to the community.</p>	
<p>Section 3.3.3.2: Residential development is permitted in the Rural designation in accordance with the following policies:</p> <p>(b) Rural residential development shall reflect the intent of preserving the rural, open space character of the County. This will mean that, to the extent possible, the appearance of such development should be unobtrusive and blend in with the rural landscape.</p> <p>(c) New residential development should not be located on lands which would involve major public expense in opening up or maintaining access routes, providing drainage, or providing other public services and facilities, unless major public services, access, and/or facilities are provided at the developer's expense.</p> <p>(d) It is recognized that the majority of existing and new rural residential development will be serviced by private wells and septic tanks; however, the County and the Townships may be interested in the investigation of new technologies and communal servicing options where it is deemed feasible for such areas and is supported by the Ministry of the Environment and Climate Change (MOECC).</p>	<p>(b) <i>The agrihood model seeks to preserve a large swath of rural, naturalized land as part of the development. This shall help integrate the proposed new land uses into the rural, open space character that defines the County.</i></p> <p>(c) <i>The proposed residential development shall be constructed without cost to the County. Roadways, drainage, and servicing shall be constructed at the sole expense of the Owner.</i></p> <p>(d) <i>This development is an excellent opportunity to integrate communal servicing options. Opportunities exist with such servicing to embed new, more sustainable methods of water reclamation/filtration in the development hard infrastructure, and these options shall be explored as the development progresses. This infrastructure shall be implemented in accordance with the Ministry of the Environment and Climate Change's standards.</i></p>
<p>Section 3.3.3.4.4:</p> <p>(2) All Waterfront Areas should be considered to be a major recreation resource area that where appropriate, should be accessible to both public and private users.</p> <p>(6) Tree cover and vegetation is encouraged to be retained along the shoreline to maintain the visual and environmental integrity of Waterfront Areas.</p> <p>...</p>	<p>(2) <i>Through the new series of recreational trails that are proposed to span the subject lands, residents and the public alike will have greater access to the Collins Lake waterfront area.</i></p> <p>(6) <i>The natural landscape shall be retained along the shoreline of Collins Lake to maintain its environmental integrity.</i></p>
<p>Section 4.1.3.1: To encourage pedestrian travel, streetscapes in villages and hamlets should be safe, convenient, and attractive for pedestrians. This may include providing sidewalks, locating commercial uses at street level, providing appropriate lighting, street furniture, landscaping, and ensuring that it meets accessibility requirements.</p>	<p><i>The proposed Village Main Street will feature attractive pedestrian infrastructure designed to encourage pedestrian travel and community interaction. This includes providing sidewalks and/or pedestrian pathways, locating commercial uses at street level, providing appropriate lighting, landscaping, and ensuring that it meets accessibility requirements.</i></p>

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Frontenac County Official Plan Policy	Proposed Project
<p>Sidewalks are encouraged in conjunction with the development of new roads within settlement areas.</p> <p>The County will encourage the development and enhancement of pedestrian trails throughout the Frontenacs, including multiple use trails.</p> <p>The County supports trail routes created by a linked system between community facilities and major parks and open space areas.</p>	<p><i>The development will also create a new network of trails that span the subject lands and link naturalized open spaces, community amenities, and the Collins Lake shoreline and waterbody.</i></p>
<p>Section 4.1.4.1: The County's goal is to establish a well-connected system of trails throughout the Frontenacs that will provide residents and visitors the opportunity to engage in active healthy lifestyles, to travel to key destinations, and experience the vistas provided by the County's natural features and cultural resources.</p> <p>The County supports trail routes created by a linked system between community facilities and major parks and open space areas. ...</p>	<p><i>The proposed development seeks to create a new network of trails spanning the property that will link the local and County community to maintained/enhanced natural features and the Collins Lake shoreline and waterbody. Additional connections will be offered to outdoor community spaces and parks. There is also potential for these trails to integrate into the broader County trail system.</i></p>
<p>Section 4.2.1.5: Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not provided, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. ...</p>	<p><i>The residential and commercial uses in the central/west primary development area are anticipated to be serviced through communal servicing. The residential areas along the north/east edges of the subject lands are anticipated to be serviced by private individual wells and septic systems.</i></p>

SOUTH FRONTENAC OFFICIAL PLAN REVIEW

IBI Group continues to monitor the progress of the Township's Official Update with respect to the subject lands, specifically relating to policy development on housing, growth management, economic development, agriculture, and economic diversification. It is anticipated that policy decisions regarding adequacy of existing designated lands and accommodating projected growth demands will be informed by both existing and new studies, as well as assessments undertaken as part of the OP Review process. In addition to assessing the adequacy of existing settlement area lands, it is also anticipated that the municipality will evaluate its policies regarding rural residential growth and how, where and when such growth will occur in accordance with the Provincial Policy Statement, County Official Plan and local conditions.

As part of the Official Plan review, we would like to discuss with the County and the Township the opportunity to include policies that are supportive of the contemplated "agrihood" form of rural development. This could take the form of general policies coupled with a specific designation for the subject lands, or general policies that are detailed enough to permit the contemplated development without necessitating an Official Plan amendment to accommodate the principle of development.

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CONCLUSION

Since purchasing the subject property more than ten years ago, Oscar Group has been working on a vision to develop the lands in a manner that aligns with the policies of the PPS and the County and municipal Official Plans. We believe the agrihood concept outlined in this letter, subject to changes and refinement, can satisfy that requirement.

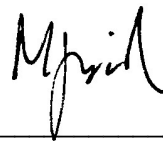
In closing, there is a unique opportunity presented by the subject property to create a positive precedent for future rural development in the Township. The location, context and physical characteristics of the land are inherently supportive of an "agrihood" form of development. The contemplated development can be phased over time to ensure that the rural residential is "locally appropriate" and accommodates the projected rural residential growth anticipated. The range of residential housing types, including townhouses and mixed commercial-residential forms, fulfills both local and Provincial policy goals to accommodate a variety of housing options. The small-scale and flexible commercial and retail spaces will provide opportunities for local retailers, artisans, live-work and agriculture-related businesses. The agricultural component can be a demonstration model for the implementation agricultural-related uses, on-farm diversified uses, and agri-tourism opportunities. It is also anticipated that the development can provide the minimum critical mass necessary to support the implementation of a communal servicing approach that is desired by the County and municipality.

On behalf of our client, we thank you for your time and we look forward to meeting with you soon to discuss this matter further.

Sincerely,
IBI Group



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Planner



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March 10, 2022

Ms. Claire Dodds
Director of Development Services
Township of South Frontenac
4432 George Street, Box 100
Sydenham, ON K0H 2T0

Dear Ms. Dodds,

**COLLINS LAKE ESTATES - 0 PERTH ROAD
SOUTH FRONTENAC TOWNSHIP
COUNTY FILE NO. 10T-2015-001**

IBI Group Professional Services (Canada) Inc. (“IBI”) has been retained by Maybach Group (c/o the “Oskar Group”), to provide professional land use planning services with respect to their lands municipally known as 0 Perth Road (“subject lands”). As you are aware, applications were filed in 2015 for a subdivision on the eastern portion of the subject lands. IBI Group was retained in 2021 to assist the owner with these applications and with the exploration of development options for the broader lands. We were also retained to monitor and participate in the Township of South Frontenac’s Official Plan Review (OPR) process and to provide input to the Township with respect to the future development potential of the subject lands.

The purpose of this letter is to provide the Township and their OPR consultant with a policy framework for consideration during the preparation of the draft Official Plan document in relation to an “agrihood” form of rural development on the subject lands. As discussed at our meeting of January 14, 2021, and further to our letter of December 8, 2021, we are seeking the inclusion of policies that would support the proposed agrihood concept, either in the form of general policies that are detailed enough to permit the principle of development, or general policies coupled with a site-specific designation for the subject lands.

By participating in the Official Plan review process, our intention is that a future Official Plan amendment would not be required to permit the proposed development of the subject lands, recognizing that other *Planning Act* applications, such as Plan of Subdivision, Zoning By-law Amendment and Plan of Condominium will be required and which would provide a fulsome review of the proposed development and supporting plans and studies. The policies within this letter are provided for the Township and their consultant’s consideration during the drafting of the new Official Plan and to facilitate further discussion as the process continues.

Within this letter we will describe the proposed “agrihood” master plan and underlying principles, as well as demonstrate how this unique form of development fits within the Policy Directions for South Frontenac. This letter also includes draft Official Plan policies for an agrihood, both general and site-specific, to provide potential parameters for an agrihood in the South Frontenac context with respect to residential scale and the rural environment.

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The planning justification letter dated December 8, 2021 provided previously to the Township, included a detailed description of the proposed “agrihood” concept, how it would be applied to the subject lands, and how the agrihood model satisfies the intent of the policies of the Provincial Policy Statement and the County Official Plan.

Subject Property

The subject property is approximately 352 hectares in size, and is bound by Perth Road to the west, Holmes Road to the north, Lakefield Drive to the east and Spooner Road and Collins Lake to the south.

The subject lands are designated Rural Lands in the Frontenac County Official Plan. They are designated Rural, with Environmental Protection along the waterfront, in the Township of South Frontenac Township Official Plan. The subject property is located approximately 1.4 km south of the settlement area of Inverary.

The property is zoned R-7H, RU and RC-3, with EP, EP-2, and EP-3 zoning along the waterfront. We understand that the Holding Symbol on the property applies with respect to a requirement to demonstrate appropriate sewage disposal and water supply, with review and approval from the required agencies.

A Master-Planned “Agrihood”

Agrihoods are an emerging form of rural land development that, in its simplest definition, centres housing around compatible farming uses and food production. They support on-farm diversified uses, agri-tourism, and offer rural residential living with a farm-to-table focus for residents seeking active, sustainable living, and feature a range of amenities to support that community. Residents are encouraged to volunteer at the neighbourhood farm(s) or garden(s) to grow their own food and connect with nature, and the produce is then sold to residents and retailers, such as local restaurants and grocers. Agrihood developments also often implement alternative energy sources such as solar, wind, geothermal, and/or other alternative energy infrastructures. The development itself also “works with the land”, integrating housing, roads, and other man-made features into the landscape rather than the wholesale clearing and levelling associated with more traditional subdivisions.

The agrihood development model is scalable both inside and outside of core settlement areas across a range of densities. Generally, so long as certain minimum lot densities are achieved, it becomes financially and operationally feasible to implement communal servicing and ultimately bring lots closer together and creates an enhanced neighbourhood feel. This flexibility in servicing, lot size, and potential density also accommodates a range of housing types and land uses. Agrihoods typically feature mixed-use main streets, clustered recreational uses, and varied recreational groupings from townhouses, to single-family dwellings, estate lots, and apartments.

Proposed Master-Planned Agrihood “OR1GIN at South Frontenac”

The South Frontenac Agrihood project seeks to build on the successes of other such developments across North America and to implement the agricultural, commercial, residential, and community uses that make them a progressive and sustainable form of rural land use.

Maybach Group’s vision statement for the agrihood in South Frontenac Township is as follows:

OR1GIN is about bringing people together through a shared appreciation for nature, healthy living, a sustainable lifestyle, and a deep-rooted community. OR1GIN is Farm-centric and redefines the way we live, learn, eat, and play. It's Where Nature Nurtures.

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The proponent envisions that the proposed agrihood development will include cultivation of a range of agricultural crops that can be used by residents, including apiaries and limited livestock like chickens and goats. Residents would be able to plant and harvest their own crops, and there is also the opportunity to integrate agri-tourism where visitors could learn about farming, including things like cheesemaking, milling grain, beekeeping, maple-syrup making, canning, etc.

The development concept also revolves around a compact central commercial “main street” area with a permanent farmer’s market building in “The Barn”. This Village Street is envisioned to have stand-alone commercial and ground floor commercial units with the potential for upper floor residential dwellings to allow for “live-work” units. In addition to the farmer’s market use in The Barn, other commercial uses are anticipated to include convenience commercial for residents, such as a retail tuck shop, medical services, aesthetician, farm shop, and boutique retail for artisans. A community centre/club house will also be included and sited centrally as a gathering space for the neighbourhood.

The conceptual residential component of the development consists of “compact cluster” and “traditional cluster” areas. The compact clusters of residential are located within the primary development area (central/west). These clusters are anticipated to contain townhouse and single-detached dwellings on small lots serviced by a communal water and sanitary system. The design of this cluster, in close proximity to the Village Main Street, will also allow for ancillary residential uses that support the agrihood such as bed-and-breakfasts and home-based businesses. This area is anticipated to have a more “village street” character.

“Traditional cluster” residential areas along the north/east edges will place single-detached dwellings on larger lots serviced by wells and traditional septic system. This residential component is intended to support the agrihood and vice-versa, with the residents contributing to the community and also being supported by the on-site food production, commercial and community facilities.

A trail system would link the components of the agrihood to open space and recreational areas throughout the development. Natural areas are intended to largely be preserved and enhanced. It is anticipated that this formal trail system and creation of a more structured transportation network within the property could also eliminate damage caused by ATVs and other trespassers who currently use the site without regard for sensitive natural areas.

The primary conceptual site statistics for the contemplated agrihood are as follows:

Agrihood Component	Size / Metric (approximate)
Compact Cluster Residential	Singles: 57 (0.4 ha lots) (29.8 ha total)
	Towns: 209 (3 units/0.4 ha) (30.9 ha total)
Traditional Cluster Residential	Singles: 57 (18.6 ha total)
Village Commercial	6.4 ha
Stand-Alone Commercial	7.5 ha
Agricultural	22 ha
Community Areas	Club House: 0.6 ha
	Community Recreational Area: 5.4 ha
Open Space	182.8 ha

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SOUTH FRONTENAC AGRIHOOD CONCEPT PLAN

The South Frontenac Agrihood by Oskar Group is a precedent setting development project, with a focus on food, community, and healthy living. Bringing residents back to their agrarian roots, seamless integration between semi-urban and rural living, agriculture, and nature offers a harmonious balance of community, privacy, and quality environment to its residents.

Nestled within the picturesque South Frontenac countryside, the development concept offers an alternative look at healthy living. Intervoven within the existing pastureland and forested hills, residents are provided with a range of quality housing options which are supported by convenient community services and recreational activities. Responding directly to the site, the South Frontenac Agrihood concept offers living redefined.



LEGEND

- WETLAND 30M BUFFER
- SINGLE DETACHED
- TOWNHOUSE UNITS
- COMMUNITY GARDEN
- ESTATE HOMES
- VILLAGE COMMERCIAL
- STAND-ALONE COMMERCIAL
- AGRICULTURAL LAND
- WETLAND
- NATURAL HERITAGE FEATURE



OSKAR GROUP

** FINAL DELINEATION OF NATURAL HERITAGE FEATURES AND HYDROLOGICAL FEATURES WILL BE DETERMINED IN COOPERATION WITH THE CONSERVATION AUTHORITY AND FUTURE DETAILED STUDIES

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Policy Framework for an Agrihood in South Frontenac

IBI Group has monitored the progress of the Township's Official Plan review with respect to the subject lands, specifically relating to policy development on housing, growth management, agriculture, economic development, and economic diversification.

Most recently, IBI Group has reviewed the Policy Directions Report prepared by Dillon, dated November 2021, and endorsed by Township Council in December 2021. Among the review of all primary recommendation theme areas presented in the Policy Directions Report, it is anticipated that several policy theme areas have the potential to have a direct impact on the subject lands with respect to the proposed agrihood concept.

As the Township of South Frontenac continues to grow and evolve, approximately 49% of all population growth within the Township is still expected to be accommodated within rural areas (*Growth Management Discussion Paper*, South Frontenac 2040, August 12, 2021). Of this population growth, approximately 40% of new housing is anticipated to be within the rural area (South Frontenac Official Plan Policy Brochure #1 – Housing). Even while accommodating this growth, it is understood that the Township will seek to maintain its attractiveness as a municipality with strong rural and agricultural roots and a respect for its natural heritage resources (Policy Directions Report).

The Rural policy recommendations with respect to lot creation, defining rural character, supporting the rural economy, and promoting communal servicing within the Policy Directions Report are relevant to the subject lands. Recognizing that the Township direction is to shift more growth to settlement areas, and to encourage rural residential development to be more sustainable, an agrihood helps to achieve these goals as its design and mix of uses offers a more sustainable form of rural living compared to traditional rural residential, while also supporting natural heritage and agricultural viability. An agrihood provides opportunities for the provision of parks and recreation trails to be incorporated into the subdivision layout, and into the broader open space network for the community.

The materials released by the Township indicated that a key goal of the Township's new OP is to accommodate growth in a sustainable manner while protecting what is valuable to residents and businesses. In addition to policy recommendations that address the management of the Township's settlement areas, additional policies are also required to preserve the Township's established rural character and agricultural resources. This involves developing in a manner which maximizes efficient land utilization and limits encroachment into prime agricultural lands. The agrihood concept mitigates many of these risks and supports the appropriate, sustainable growth needed by the Township. Agrihoods integrate and promote agriculture and on-farm diversified uses with residential, convenience and resource-based commercial, and community uses to provide opportunities for food production and recreation, and they are intended to offer more of a complete community than typical rural residential subdivisions.

The Township's existing employment base is concentrated in retail trade, services, agriculture, and the creative class economy, and these employment bases could also be better supported through a localization of supporting developments such as those in the agrihood concept. Supporting access to affordable and healthy food, as well as protecting agricultural lands that secure local food production for the Township and surrounding area, are key elements of a healthy and complete community. Agrihoods also provide opportunities for on-farm diversified uses and agri-tourism, and their naturalized designs provide more sustainable elements that help preserve rural character in line with agricultural policy recommendations for value-added agriculture, as well as agriculture-related industrial and commercial uses in the rural area.

The proposed agrihood concept is premised on the use of communal servicing. The Township and the County have commissioned studies that demonstrate how engineering, finance, risk management, and planning were perceived obstacles to communal servicing. It was found that

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communal servicing has the potential to support more compact, land-efficient development than is possible with private servicing, at a lower cost than is possible with centralized municipal services.

Additionally, the Township is part of the Frontenac Arch Biosphere Reserve which is recognized internationally by UNESCO and is a rich ecological zone because of the amplifying effect of intermixing and the diversity of species and environments. Considering the increasing issues related to climate change, this area needs to have a higher degree of protection against negative impacts of development and growth pressures. By implementing communal servicing and an agrihood design, this development can implement a more compact, complete neighbourhood design to protect sensitive natural features and agricultural uses, which is in line with the environmental protection policy directions with respect to climate change, conservation, and ecological preservation.

General Policy Examples

The following sample policies are provided for consideration, however, given the theme areas presented in the Policy Directions Report, it is anticipated that similar policies areas may be included within the Draft Official Plan. The intent of including policies such as those below is to enable the principle of development for the agri-hood concept and future *Planning Act* applications, subject to the completion of the appropriate technical submissions and supporting studies and plans.

Rural Character

- *The Township anticipates the majority of growth to occur within existing settlement areas, while acknowledging growth within the rural areas remains important to the community. The Township will support growth within the rural areas that is locally appropriate.*
- *In determining whether growth is appropriate for the local rural context, the Township will give consideration to whether the proposed development:*
 - *Impacts orderly expansion of existing settlement areas.*
 - *Protects, supports, or integrates agricultural uses.*
 - *Contributes to a diversified rural economy by protecting, supporting, or integrating local industries or local commercial uses.*
 - *Identifies, conserves, and integrates natural heritage features, including species at risk and hydrological features.*
 - *Facilitates benefits to the surrounding community through the creation of new public open space,*
 - *Phased development over a period of time to allow impacts of development to be monitored.*
 - *Proposed development is on communal services.*
 - *Maintains a rural landscape which fosters a range of architectural styles, built form, variety of land uses, retention of natural heritage features and important landmarks, etc.*

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Land Division/Communal Servicing

- *Residential Plans of Subdivision are permitted within the Rural Area, provided the proposed development meets the policies of this Plan with respect to rural residential development, communal servicing strategies, conservation of agricultural land and natural heritage features, as well as the potential contribution to the rural economic base through the development of commercial lands, or home-based business, as demonstrated by appropriately detailed plans and studies to support the development.*
- *When evaluating proposed development in the rural area, consideration shall be given to existing levels of development and opportunities for integration with adjacent residential development and efficiencies of providing community services, including the potential conversion to communal servicing in the future.*
- *The County of Frontenac and the Township of South Frontenac have recently adopted the 'Communal Services Study' and encourage new development proposals within the settlement areas and rural areas to utilize communal servicing to achieve densities that promote more efficient use of land and protect ground and surface water resources from excess nutrient levels.*
- *The Township will require development applications to demonstrate the feasibility of a communal servicing system and the Township acknowledges that economies of scale may be required to ensure long-term feasibility.*
- *The Township will give consideration to locating communal servicing systems in proximity to existing developments within the rural area, to demonstrate that communal servicing is feasible and encourage existing developments to consider converting to communal services to facilitate future infill and redevelopment opportunities, subject to appropriate servicing studies.*

Diversified Rural Economy

- *Promote local industrial and commercial opportunities:*
 - *Where not located within a settlement area, commercial opportunities should be provided with adequate road exposure and easily accessible by the broader community, such as main roads which act as gateways/entrances to the Township.*
 - *The Township recognizes the importance of providing opportunities for new industrial and commercial uses within the local context. To support a local diversified economy the Township encourages new industrial and commercial developments to offer a variety of unit sizes, or the ability to convert a large building into a variety of unit sizes, to foster new and expanding economic opportunities.*
 - *The Township directs industrial and commercial uses within the rural areas to locate in clusters or nodes within a continuous area and in proximity to major road intersections, Highway 401, and key services to promote the local businesses and raise awareness.*
 - *The Township supports agriculture related uses and commercial opportunities aimed at supporting and integrating local agricultural operations through the establishment of market spaces for food and resources, farm-to-table restaurants, agricultural teaching centres, agriculture related uses, etc.*

March 10, 2022

- *The Township encourages agriculture-related development opportunities that will support and foster the local agricultural community, through such opportunities as:

 - *Heavy equipment and machinery repair.*
 - *Cold storage, processing, and distribution facilities to help bring products to market and facilitate additional market opportunities within the Township.**

Agricultural Uses

- *The Township recognizes that limited development of non-prime agricultural lands may occur within the rural area. Development proposals will be encouraged to integrate agricultural lands and demonstrate continued viability of the agricultural lands. This policy would not limit an agricultural use from transitioning to another form of agriculture, provided it was viable within the region and normal farm practices.*

Integration of Open Space / Protection of Natural Heritage Features into Development Proposals

- *The Township will require development applications to undertake appropriate environmental impact assessments to identify natural heritage features, including species at risk and hydrological features, that may be onsite or located within close proximity to the site.*
- *Development proposals will be required to demonstrate to the Township how the proposed development would protect, and where appropriate, integrate the natural heritage features into the proposed development.*
- *Where possible, development applications will give consideration to preserving and formalizing local open space and trail systems as recognized valuable community resources.*
- *Where subdivisions are proposed in the rural area, the Township will encourage clustering of housing lots to minimize land consumption and to protect agricultural and natural heritage areas. Further, subdivision proposals that actively integrate and seek to protect or enhance agricultural and/or natural areas will be preferred.*

Site-Specific Policy Examples

Supplementary to the general policies outlined in the previous section, the following site-specific policies are provided to demonstrate the potential scope of a site-specific policy area. In combination with general policies, the site-specific policies would further enable the principle of development for the agri-hood concept and future *Planning Act* applications, subject to the completion of the appropriate technical submissions and supporting studies and plans.

Site-Specific Policy Area XX (0 Perth Road)

The lands at 0 Perth Road are to be used for an “agrihood”, which includes a range of clustered rural residential uses oriented around compatible agricultural uses and natural heritage areas, supported by on-farm diversified uses, convenience commercial and community uses.

The agrihood is supported by on-farm diversified uses, agri-tourism, and offers rural residential living with a focus on sustainable living, and a range of amenities to support the agrihood neighbourhoods and broader community. The development will include the preservation of

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natural heritage features and integration of existing and proposed agricultural operations. The policies in this section are intended to facilitate phased development, in accordance with the concept plan for a complete agrihood community.

The lands shall be developed in phases by Plan of Subdivision, and associated Plan of Condominium, where required.

Notwithstanding the policies of Section X with respect to Rural Residential Development, the lands identified as Part Lot 25, 26, 27, 28, 29 & 30, Concession 7, geographic Township of Storrington (Collins Lake Estates) which are identified on the Land Use Plan, Schedule 'X', may be developed in accordance with the following policies:

Permitted Uses

- *The lands may be developed and used for an agrihood community, containing a combination of agricultural, limited commercial, and residential uses, as well as on-farm diversified, agri-tourism uses, and recreation uses. Mixed-use development includes small-scale, flexible commercial and retail units focused in the central core of the community, complemented by residential townhouses and residential units above commercial spaces, as well as live-work units.*

Servicing

- *Servicing shall be provided by way of communal sewage and water services, in accordance with The Communal Servicing Strategy.*
- *Where communal sewage and water services is not feasible, individual on-site sewage and water services may be utilized.*
- *Residential and commercial development shall be clustered to support communal servicing, where possible.*
- *Prior to Plan of Subdivision Registration, the owner shall demonstrate adequate water and sanitary servicing, in accordance with Township and County Servicing standards.*

Open Space and Natural Features

- *Natural heritage features will be preserved and protected in accordance with the recommendations of an environmental impact statement completed to the satisfaction of the Township. The proposed development will endeavor to provide open space blocks for the provision of recreation trails for public use, where such features would not have a negative impact on the site's natural heritage features.*

Condominium Management

- *The agrihood community components requiring Plan of Condominium shall be developed in accordance with the provisions of the Condominium Act and condominium declarations shall address matters such as, but not limited to, the community amenities and farm operations, as well as potential responsibilities and restrictions relating to communal servicing.*

Communal Servicing Feasibility Review

Maybach Group is currently in the process of retaining a civil engineering firm that has experience in the feasibility and design of Communal Servicing Systems and will continue to pursue a Communal Servicing approach for the proposed agrihood, noting that the findings of the

IBI GROUP

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March 10, 2022

Communal Servicing Feasibility Study will determine the ultimate density of commercial and residential development to be supported on communal well & sewage system. A certain level of density will also be required to support the farm and community facilities through Plan of Condominium measures. Revisions and refinements to the Agrihood Concept Plan are anticipated, as a result.

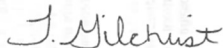
Conclusion

There is a unique opportunity presented by the subject lands to create a positive precedent for future rural development in the Township. The location, context and physical characteristics of the land are inherently supportive of an “agrihood” form of development. The contemplated development can be phased over time to ensure that the rural residential is “locally appropriate” and accommodates the projected rural residential growth anticipated. The range of residential housing types, including townhouses, mixed commercial-residential forms in addition to single-detached dwellings, fulfills both local and Provincial policy goals to accommodate a variety of housing options. The small-scale and flexible commercial and retail spaces will provide opportunities for local retailers, artisans, live-work, and agriculture-related businesses. The agricultural component can be a demonstration model for the implementation of agricultural-related uses, on-farm diversified uses, and agri-tourism opportunities. It is also anticipated that the development can provide the minimum critical mass necessary to support the implementation of a communal servicing approach that is desired by the County and Township.

The sample general and site-specific policies are provided for your initial consideration and potential inclusion in the Draft Official Plan, with the intention of establishing the principle of development for the agri-hood concept on the subject lands. Such policies would enable future *Planning Act* applications, subject to the completion of the appropriate technical submissions and completion of supporting studies and plans. More detailed comments will be provided on the first draft of the Official Plan once it is released for review.

On behalf of our client, we thank you for the opportunity to participate in the OP Review process in support of the development of this property and we look forward to reviewing the Draft Official Plan. We are available to meet with you and/or your consultant to discuss this matter further.

Sincerely,
IBI Group



Tess Gilchrist, MCIP RPP
Associate – Manager, Planning



Mark Touw, MCIP RPP
Associate Director

c.c. Pancy Pong, Director of Development, Oskar Group



OSKAR GROUP



Oct 6, 2023

Mayor Ron Vandewal & Council
 Township of South Frontenac
 2047 Keeley Road, RR 1
 Sydenham, ON K0H 2T0

**RE: Collins Lake Estates – 0 Perth Road, Township of South Frontenac
 County File No. 10T-2015-001**

Dear Mayor Vandewal & Members of Council,

The Oskar Group is committed to developing and building environmentally and socially responsible communities in southern and eastern Ontario. It is a great pleasure to present our proposed agrihood project to the Mayor and the Council of the Township of South Frontenac. This project has a history of more than 15 years, and so this letter is intended to supplement our brief presentation to be delivered at the October 17 Council Meeting. This letter provides a complete background on the project and the recent work we have done beyond the typical technical studies and site designs. Because the philosophy and approach of Oskar Group is often different than most developers, we wanted to take this opportunity to share more information about our company and the unique agrihood project we are proposing, which aims to provide much-needed housing while also promoting local, sustainable food systems and regenerative farming.

An 'agrihood' is typically described as a multi-family or mixed-use community built around a working farm or community garden. The focus is on urban farming, which provides a more compact and diverse selection of food sources compared to traditional cash crop farming that exports the yield to maximize the farmer's return. Crop diversity helps to ensure better biodiversity through genetic diversity among the crop species, protecting against crop failure and economic impacts, and ensuring that the human population works in harmony with mother nature.

Since presenting our agrihood concept to the Town's planning department and the County in 2021, we have held meetings with local and young farmers, urban agricultural organizations, educational groups, and economic development associations. We have analyzed different farm management and ownership models and collaborated with the **Ontario Farmland Trust** to design, plan, and manage the farm. We are also working with **Elephant Thoughts**, an organization with a special focus on indigenous and underrepresented youth in Ontario. They are interested in working with Kinsland and local youth groups to offer skill training, work placement and education programs with specialization in agriculture, culinary arts, digital-media-production, renewable energy installation and green building construction.

Our agrihood development project is named 'Kinsland', which means 'together, we care for the land'. Rather than calling ourselves the developer, we see ourselves as the main supporter of Kinsland. We will continue to seek partnerships and support for the project. Please find attached supporting letters from the **Ontario Farmland Trust** and **Elephant Thoughts**. Apart from the Kinsland agrihood development, we are also collaborating with **Boreal Farm** to establish our first carbon farm with a shared community farming plot in the Township of King. Additionally, we

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have founded a non-profit organization called **Kinland Community Garden**. With the help of volunteers and in collaboration with the York Region Food Network, we are currently recruiting community members to get the project up and running by next spring. Our work for Kinsland aims to strengthen the agrihood concept by enhancing the productivity of the farm. This will help preserve the farmed area as farmland forever. For urban farms to succeed, it is important to integrate farm-related diversified uses. By bringing people closer to the farm, we can reduce the cost of food distribution and lower the impact on the environment by reducing the carbon footprint generated from food transportation. We believe that Kinsland offers a solution to a number of ongoing challenges by finding a balance between housing provision, farmland preservation, and climate change mitigation.

The subject property owner, Maybach Group Inc. is one of the Oskar Group companies that purchased the subject land (approx. 860 acres) in 2006 based on a previously-approved golf course community (97 residential lots and future residential blocks), namely the Collins Lake Estates. In 2007, the Town zoned the subject land to Special Residential (R-7) with a Holding symbol to be removed upon approval of servicing, noting that there was permission in place to take water from Collins Lake for irrigation of the golf course. After reviewing several golf-course proposals, the company decided to eliminate the golf course and continue with an estate residential development, consistent with neighbouring developments. Directly east of our property on Lakefield Drive, Lyons Landing developed more than 50 residential lots (1 to 1.5 acres in size). On the West side of Perth Road at Spooner Road, the Deer Creek Subdivision developed more than 35 residential lots (2 acres in size).

Over the years, our company has invested significant capital and planning efforts to advance the development of our property. We have submitted two full planning applications to the Township and County proposing the development of approximately 54 residential lots (2 acres each) on the eastern portion of our property, utilizing around 180 acres.

We have conducted extensive investigations into servicing for this development, which has included drilling over 30 test wells and producing a full peer-reviewed hydrogeological report. Part of this investigation included an extra-long pumping test, as recommended by the peer reviewer, to address residents' concerns. Our research and study of well records in the surrounding area have led the qualified experts to believe that there is enough ground and surface water to support the principle of development, with further studies to be completed as development progresses.

The Town and County provided feedback on our last application in 2021 requesting a planning design for the entire property as the County identified a need to provide a more diversified mix of housing and significant potential for the property given its location and pending Official Plan update. At the same time, and in the interest of supporting enhanced growth in rural communities, Frontenac County conducted a feasibility study on communal servicing as an option to address groundwater issues and support greater density in key locations. As owners of one of the largest properties in the County, we provided a detailed planning proposal to help the Town and County understand the demand for future servicing needs. We took this request as an opportunity and created a master-planned agrihood development. We gathered responses from past community engagement meetings to develop a unique concept that addresses the general public concerns on local food security, loss of farmland, protection of natural features, lack of recreational space and uncertainty on servicing. Our proposed agrihood development, The Kinsland, will be a walkable, mixed-use community with housing options that prioritize healthy living and strong community connections that will sustain residents for years to come.

The Oskar Group is fully committed to taking on a leadership role in making Kinsland a best practice example for all future agrihood developments. We are dedicated to working with the Township and County to establish locally appropriate standards for agrihood developments that will preserve rural character, support the natural environment and enable sustainable growth.

Thank you for your consideration.

Yours truly,



Nancy Pong
Director of Development

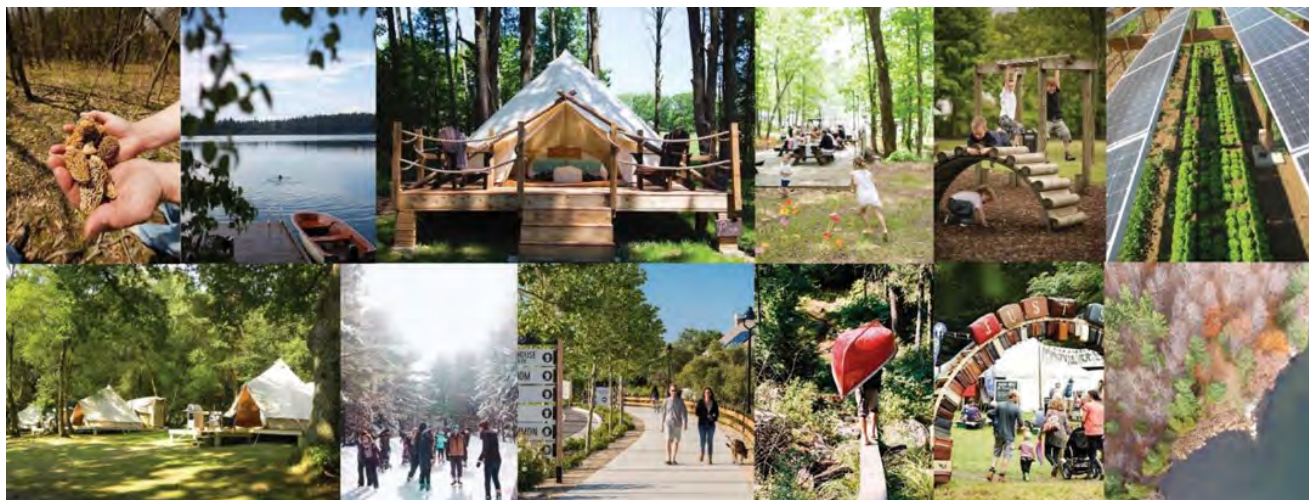


Chia-Chun Hung
Maybach Group Inc.

Attachments – Representative Imagery



Rendering: Kinsland Agrihood By Oskar Group



Lifestyle at Kinsland

3660 Midland Avenue, Suite 200 Toronto ON M1V 0B8

Tel: 416 293 9588 Email: jobs@oskargroup.com www.oskargroup.com



Housing Options at Kinsland



Concept Map of Proposed Development

3660 Midland Avenue, Suite 200 Toronto ON M1V 0B8

Tel: 416 293 9588 Email: jobs@oskargroup.com www.oskargroup.com

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: October 17, 2023

Subject: Notice of Motion – Amendment to 2023 Budget Schedule

Summary

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.

Recommendation

That the 2023 Budget Schedule be amended to reflect that 2023 Budget Deliberations be held on December 12, 2023 rather than December 13, 2023.

Background

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.

Discussion/Analysis

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

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

Financial Implications

None.

Relationship to Strategic Plans

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

Attachments

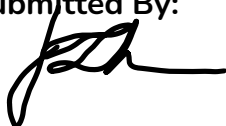
None.

Approvals

Prepared By:

Michelle Hannah, Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-86**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF
THE SPECIAL COUNCIL MEETING OF THE CORPORATION OF THE TOWNSHIP
OF SOUTH FRONTENAC ON OCTOBER 17, 2023**

Whereas Section 8 of the *Municipal Act*, S.O. 2001 c. 25 and amendments thereto provides that a municipality has the capacity, rights powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* of any other *Act*; and;

Whereas Subsection 2 of Section 11 of the *Municipal Act* S.O. 2001, c. 25 and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of the jurisdiction described in the Table to Subsection 2, subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act*, S.O 2001 c. 25 and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise, and

Whereas the Council of the Township of South Frontenac deems it expedient to confirm its actions and proceedings;

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL CORPORATION OF
THE TOWNSHIP OF SOUTH FRONTENAC, HEREBY ENACTS AS FOLLOWS:**

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on October 17, 2023 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac held October 17, 2023 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on October 17, 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 17 day of October 2023.

Read a third time and finally passed this 17 day of October 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk