



Township of South Frontenac Council Meeting Agenda



TIME: 7:00 PM,
DATE: Tuesday, July 18, 2023
PLACE: Council Chambers/Virtual Via Zoom .

1. Call to Order
 - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
 - a) Resolution
4. Scheduled Closed Session
5. Recess
6. Public Meeting
 - a) Resolution - Public Meeting to Order
 - b) Notice of Collection and Public Meeting Introduction 6 - 21
 - c) **PL-RAC-2022-0122 (Mancino) – Application to request to stop up, close and transfer a portion of unopened road allowance known as Parts 4 & 5, Plan 13R20005, formerly Westport Road, Bedford** 22 - 27
 - Under the Municipal Act a public meeting is required for Council to consider comments from the public on the proposed closure and transfer of portions of road allowances. The report provides Council with information about application PL-RAC-2022-0122 to close and transfer a portion of unopened road allowance known as Parts 4 & 5, Plan 13R20005, formerly Westport Road, Bedford.
 - d) **Public Meeting - PL-RAC-2022-0136 (Carr) – Application to request to stop up, close and transfer a portion of unopened road allowance between Concessions 9 & 10, District of Bedford** 28 - 32
 - Under the Municipal Act, a public meeting is required for Council to consider comments from the public on the proposed closure and transfer of portions of road allowances. The report provides Council with information about application PL-RAC-2022-01236 to close and transfer a portion of unopened road allowance between Concessions 9 & 10, District of Bedford.
 - e) Resolution - Close Public Meeting
7. Delegations
 - a) Representatives from Watersheds Canada will be present to speak to Council regarding The Value of Naturalized Shorelands. 33 - 39
8. Briefings

9. Approval of Minutes
- a) Resolution 40 - 49
10. Reports Requiring Action
- a) **PL-RAC-2022-0168 (Gervais) – Application to request to stop up, close and transfer a portion of unopened road allowance between the former Townships of Loughborough and Bedford, Lying between Labelle Lake and Big Clear Lake, South Frontenac** 50 - 59

That Council direct staff to commence the process of closing and transferring ownership of an unopened road allowance, between the former Townships of Loughborough and Bedford; it being understood that the unopened road allowance has irregular dimensions of approximately 20.12 metres (66 feet) by approximately 150 metres (492 feet).

- b) **Noise By-law Exemption Application - 86 Palmer Lane** 60 - 65

That Janssen Adriano be granted an exemption from Section 4, (Schedule 1, Clause 7.) of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit the discharge of consumer fireworks at 86 Palmer Lane, Tichborne (Burrige Lake) on September 2, 2023 between 9:00 p.m. and 10:00 p.m.; it being understood that the Noise By-law exemption to discharge consumer fireworks does not permit the discharge of fireworks should the discharge of consumer fireworks be prohibited by other Township of South Frontenac By-laws, Ontario Regulations or Provincial Legislation.

- c) **Noise By-law Exemption Application - 4625 Wolfe Swamp Road** 66 - 72

That Charlene Lyon be granted an exemption from Section 3. Clause F. of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit amplified music from 9:00 a.m. to 11:00 p.m. on August 4, 5, 6 and 7, 2023 at 4625 Wolfe Swamp Road, Harrowsmith; and

That Charlene Lyon be granted an exemption from Section 3. of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit a motorcycle rally from 8:00 a.m. to 8:00 p.m. on August 4, 5, 6 and 7, 2023 at 4625 Wolfe Swamp Road, Harrowsmith; it being understood that the exemption be granted exclusively for fifteen minutes increments to allow for motorcycles to assemble on site for group rides.

- d) **Noise By-law Exemption Application - 301 Oak Bluffs Road** 73 - 78

That Scott Duckworth be granted an exemption from Section 3. Clause F. of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit amplified music during a wedding on September 30, 2023 from 4:00 p.m. to 11:00 p.m. located at 301 Oak Bluffs Road, Maberly.

- e) **Noise By-law Exemption Application - Sydenham Highschool** 79 - 85

That Sydenham Highschool – 150th Anniversary Reunion (c/o Derek Snider) be granted an exemption from Section 3. Clause F. of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to

permit amplified music during the Sydenham Highschool -150th Anniversary Reunion on August 25, 2023 from 6:00 p.m. to 10:00 p.m. and August 26, 2023 from 6:00 p.m. to 11:00 p.m., located at 2860 Rutledge Road, Sydenham, (Sydenham Highschool parking lot).

- f) **Tax Sale Proceeds Resolution** 86 - 93

Whereas the Treasurer for the Township of South Frontenac estimates that the amount of \$653,000 of tax sale surplus proceeds will be paid into the Courts in 2023;

Now therefore be it resolved that The Council of the Township of South Frontenac support the resolution from the Town of Essex calling for the reinstatement of legislation permitting a municipality to retain surplus proceeds from tax sales,

And further that this resolution be forwarded to the Ministry of Municipal Affairs and Housing, the Ministry of Finance, MPP John Jordan and the Association of Municipal Finance Officers of Ontario and the Association of Municipalities of Ontario.

- g) **Award of Tender # PS-2023-14 – Village of Battersea Sidewalk Construction** 94 - 98

That Council accept the bid from Dig N Dirt Ltd. In the amount of \$164,223.90 (net of HST credits) and authorize the Public Services Department to enter into an agreement for Contract # PS-2023-04 Village of Battersea Sidewalk Construction;

That Council authorize a project budget increase in the amount of \$25,575.65 be funded from the Asset Investment Reserve.

- h) **Award of RFP PS-P03-2023 Design – Town Hall Expansion** 99 - 103

That Council award RFP PS-P03-2023 Design – Town Hall Expansion to Colbourne and Kembel Architects Inc in the amount of \$203,362.27 (including HST Rebate).

11. Advisory Committee Reports or Minutes

12. Reports Requiring Approval of By-laws

- a) **Appointment of Alternate, Community Emergency Management Coordinator** 104 - 106

That By-law 2023-57 being a ‘By-law to Appoint Jan Minaker as Alternate, Community Emergency Management Coordinator’ be given first and second reading; and

That By-law 2023-57 be given third reading, signed and sealed.

- b) **Amendment to Safe Properties By-law** 107 - 112

That Council recommend as follows:

That By-law 2023-58 attached as Exhibit A, being “A By-Law to Amend By-Law 2007-13, As Amended, ‘A By-Law to Provide For The Safety Of Properties In The Township Of South Frontenac’”, be given first and second reading; and

That By-law 2023-58 be given third reading, signed and sealed.

That By-law 2023-59 attached as Exhibit B, being “A By-law to Amend By-law 2022-70, As Amended, ‘A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws’”, be given first and second reading; and

That By-law 2023-59 be given third reading, signed, and sealed.

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|----|---|--------------|
| c) | EA-2023-002 (Hulse) – Encroachment Agreement Request | 113 -
122 |
|----|---|--------------|

That By-law 2023-60, being a ‘By-law to authorize the execution of an Encroachment Agreement between the Township of South Frontenac and Wei Li relating to the existing structure located on the Township owned unopened road allowance, District of Bedford’ be given first and second reading; and

That By-law 2023-60 be given third reading, signed and sealed.

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| d) | EA-2023-001 (Knight) (Rayner) – Encroachment Agreement Request | 123 -
134 |
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That By-law number 2023-61, being a By-law to allow the Mayor and the Clerk to enter into an Encroachment Agreement with the Applicant for the encroachment of a building at the property municipally known as 3945 Wilton Road, be given first and second reading; and

That By-law number 2023-61 be given third reading, signed and sealed.

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| e) | Speed Limit Changes - Various Roads | 135 -
138 |
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That By-law 2023-62, being a “By-law to amend By-law 2000-01, and to amend the speed limits on sections of Lower Round Lake Road, Perth Road, Petworth Road, Carrying Place and Westport Road” be given first and second reading; and

That By-law 2023-62 be given third reading, signed and sealed

13. Reports for Information

- | | | |
|----|---|--------------|
| a) | 2022 Draft Financials | 139 -
147 |
| | <ul style="list-style-type: none"> • The report provides a summary of the year-to-date financials to December 31, 2022 with a comparison to the 2022 budget. | |

14. Committee of the Whole

15. Information Items

- | | | |
|----|--|--------------|
| a) | Letter to the Bellrock and Petworth Community Regarding the Mills. | 148 -
150 |
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16. Notice of Motions

- | | | |
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| a) | Notice of Motion – Accessibility – Township Recreation Facilities and Programing | 151 -
152 |
|----|---|--------------|

- | | | |
|----|---|--------------|
| b) | Notice of Motion – Sydenham Highschool – 150th Reunion | 153 -
154 |
|----|---|--------------|

- | | | |
|----|--|--------------|
| c) | Notice of Motion – Open Farm Days | 155 -
157 |
|----|--|--------------|

17. Rise and Report regarding County Council and External Boards

- a) County Council
- b) Cataraqui Region Conservation Authority
- c) Quinte Conservation Authority
- d) Rideau Valley Conservation Authority

18. Announcements/Statements by Councillors19. Closed Session (if requested)

- a) Resolution - That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:
- b) Approval of the May 16, 2023 and May 26, 2023 Committee of the Whole "Closed Meeting" Minutes.
- c) A proposed or pending acquisition or disposition of land by the municipality or local board - Hinchinbrooke Road.
- d) A proposed or pending acquisition or disposition of land by the municipality or local board -Municipal Recreation Facility.
- e) Resolution - That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

20. Confirmatory By-law

- a) Resolution

158

21. Adjournment

- a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader

Notice of Collection

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

Public Meeting under the *Municipal Act*

Applications for Unopened Road Allowance Purchase

PL-RAC-2022-0122 (Mancino)
(ZanderPlan)

&

PL-RAC-2022-0136 (Carr)

Tuesday, July 18, 2023

7:00 p.m. Council Meeting



**SOUTH
FRONTENAC**

Agenda

- Staff reviews proposal and delivers report
- Questions from Council
- Comments from Applicant/Owner, Agent and the Public
- Comments/Questions from Council
- Close Public Meeting



PL-RAC-2022-0122

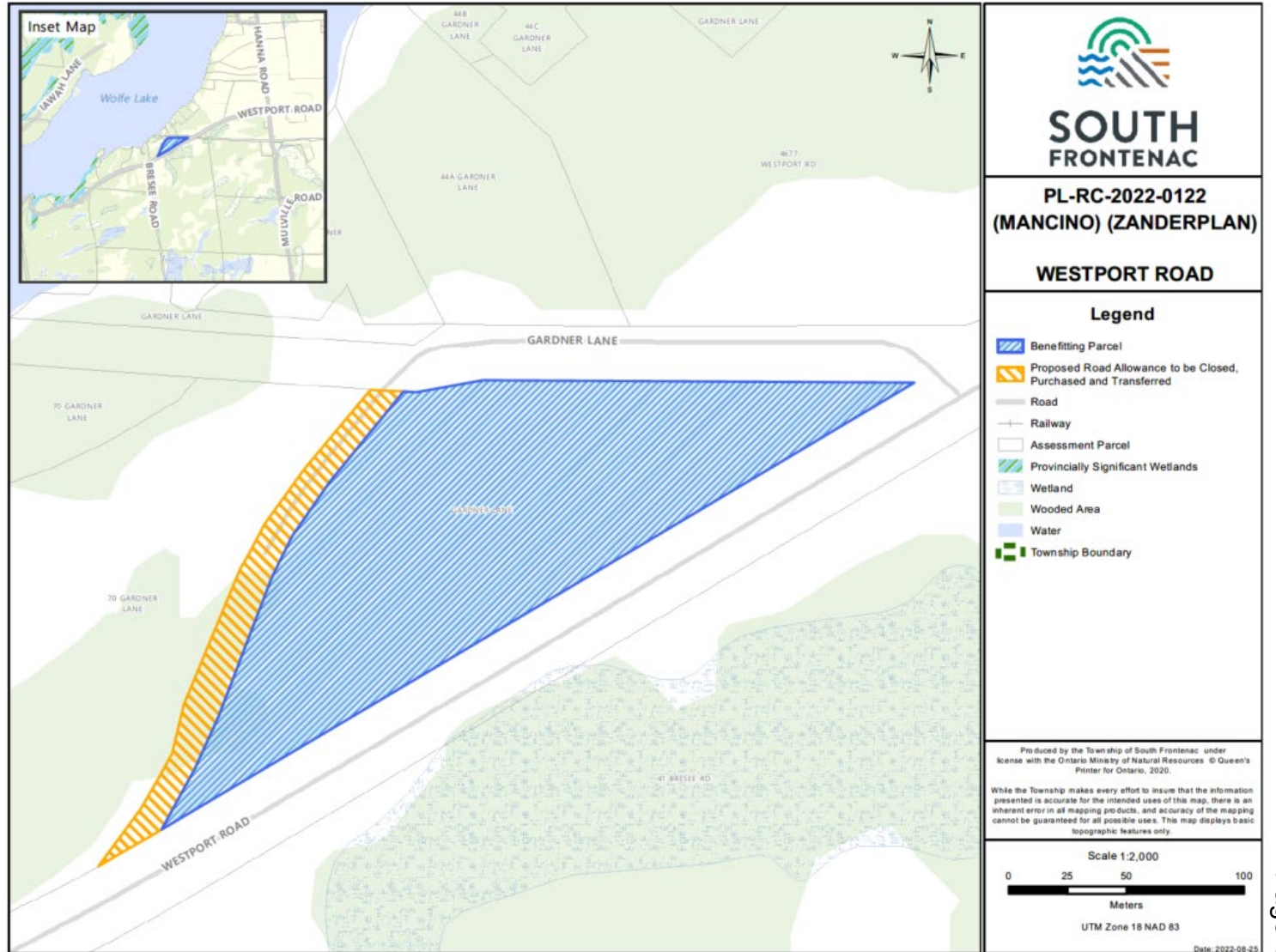
Applicant: Michael Mancino

Agent: ZanderPlan

Benefitting Property: Vacant Land, Westport Road & Gardner Lane



Location Map





View of where Gardner Lane meets Westport Road



View of Gardner Lane / Road Allowance

Department, Agency and Public Comments

- **Public Services** – no concerns
- **Recreation Department** – no concerns
- **Ontario Natural Resources** – no comments received
- **Public comments** – inquiry with respect to further information
- No requests to purchase other portions of the road allowance have been received



Questions and Comments

- Questions from Council
- Comments from Applicant, Agent and the Public
- Comments/Questions from Council



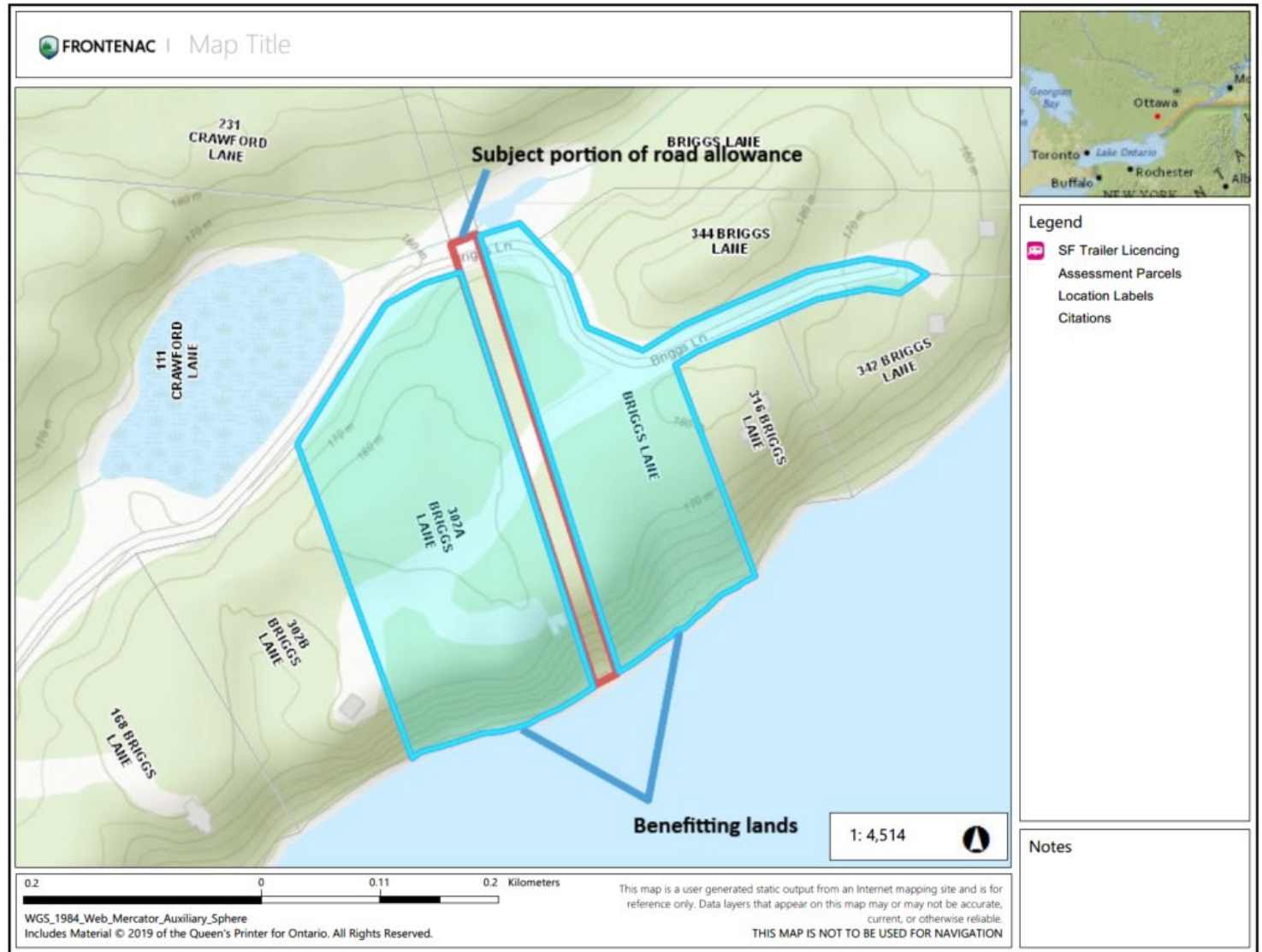
PL-RAC-2022-0136

Applicant: Sharon Carr

Benefitting Property: 302A & vacant land, Briggs Lane



Location Map



View of the topography to the lake





View of the steep slope and pond within the road allowance

Department, Agency and Public Comments

- **Public Services** – no concerns
- **Recreation Department** – no concerns
- **Rideau Valley Conservation Authority**– no objections to the proposal
- **Ontario Natural Resources** – none received
- **Public comments** – inquiry about access to abutting property
- No requests to purchase other portions of the road allowance have been received



Questions and Comments

- Questions from Council
- Comments from Applicant, Agent and the Public
- Comments/Questions from Council



Close Public Meeting

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: **PL-RAC-2022-0122 (Mancino) – Application to request to stop up, close and transfer a portion of unopened road allowance known as Parts 4 & 5, Plan 13R20005, formerly Westport Road, Bedford**

Summary

Under the *Municipal Act* a public meeting is required for Council to consider comments from the public on the proposed closure and transfer of portions of road allowances. The report provides Council with information about application PL-RAC-2022-0122 to close and transfer a portion of unopened road allowance known as Parts 4 & 5, Plan 13R20005, formerly Westport Road, Bedford.

Recommendation

That this report be received for information.

Background

The application came before Council for initial consideration on January 10, 2023. Council directed staff to move forward with the process to stop up, close and transfer the unopened road allowance. The first step of the process is to hold a public meeting to hear comments and concerns from the public.

The unopened road allowance formerly contained a portion of travelled road known as Westport Road, historically the road was realigned and this portion of road allowance that runs from north to south between the currently travelled Westport Road and the Road Allowance between Lots 20 and 21, Concession 11 was abandoned. A location map is attached to the Report as Attachment #1 and a sketch of the lands prepared by ZanderPlan is attached to the Report as Attachment #2. The unopened road allowance was formally closed on the ground, but never formally closed and transferred by by-law. In 2012, Parts 4 & 5 on Plan 13R20005 were transferred to Michael Mancino, however, this transfer was completed by an individual and not the Township, the Township has never closed and transferred the lands by by-law.

Township of South Frontenac

Staff Report - PL-RAC-2022-0122 (Mancino) – Application to request to stop up, close and transfer a portion of unopened road allowance known as Parts 4 & 5, Plan 13R20005, formerly Westport Road, Bedford

The closure and transfer of the unopened road allowance is required to clear title. The properties were also subject to two consent applications, and it was determined that by adding these lands, the severed lands would be more in compliance with the Official Plan and Zoning by-law as the size of the lots would increase to two acres. Gardner Lane also travels over a portion of the road allowance, it will be a requirement that the right-of-way continue to provide access to the properties it currently serves.

Discussion/Analysis

The closure and transfer of the unopened road allowance is required to clear title. The properties were also subject to two consent applications, and it was determined that by adding these lands, the severed lands would be more in compliance with the Official Plan and Zoning by-law as the size of the lots would increase to two acres. Gardner Lane also travels over a portion of the road allowance; it will be a requirement that the right-of-way continue to provide access to the properties it currently serves.

Staff from the Clerk's Department and Public Services visited the site and do not have any concerns with respect to the closure of the unopened road allowance.

No comments have been received from Ontario Natural Resources.

One email was received requesting further information about the matter.

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

A survey of the lands was completed and registered in 2010 as Plan 13R20005, staff have reviewed the plan and are satisfied that it will be sufficient to use to describe the road allowance to be transferred to the Applicant, subject to review by the municipal solicitor.

Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application.

Relationship to Strategic Plans

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

Township of South Frontenac

Staff Report - PL-RAC-2022-0122 (Mancino) – Application to request to stop up, close and transfer a portion of unopened road allowance known as Parts 4 & 5, Plan 13R20005, formerly Westport Road, Bedford

- 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

Notice was provided to the following internal departments:

- Public Services.
- Recreation Department.

Notice was provided to the following external agencies:

- Ontario Natural Resources.

Notice was originally sent by mail and posted 4 weeks prior to the July 11, 2023 meeting noting that the public meeting would be held on July 11, 2023.

Following the change of the meeting date to July 18, 2023 notice was recirculated and reposted advising of the change.

Notice was posted at the property.

Notice was circulated in the Frontenac News beginning the week of June 12, 2023 for 5 weeks.

Notice was also posted on the Township website beginning June 12, 2023 for 5 weeks. Notice was mailed to all property owners abutting the unopened road allowance.

Attachments

Attachment #1 – Location Map

Attachment #2 – ZanderPlan Property Sketch

Township of South Frontenac

Staff Report - PL-RAC-2022-0122 (Mancino) – Application to request to stop up, close and transfer a portion of unopened road allowance known as Parts 4 & 5, Plan 13R20005, formerly Westport Road, Bedford

Approvals

Prepared By:



Michelle Hannah

Deputy Clerk

Submitted By:



James Thompson

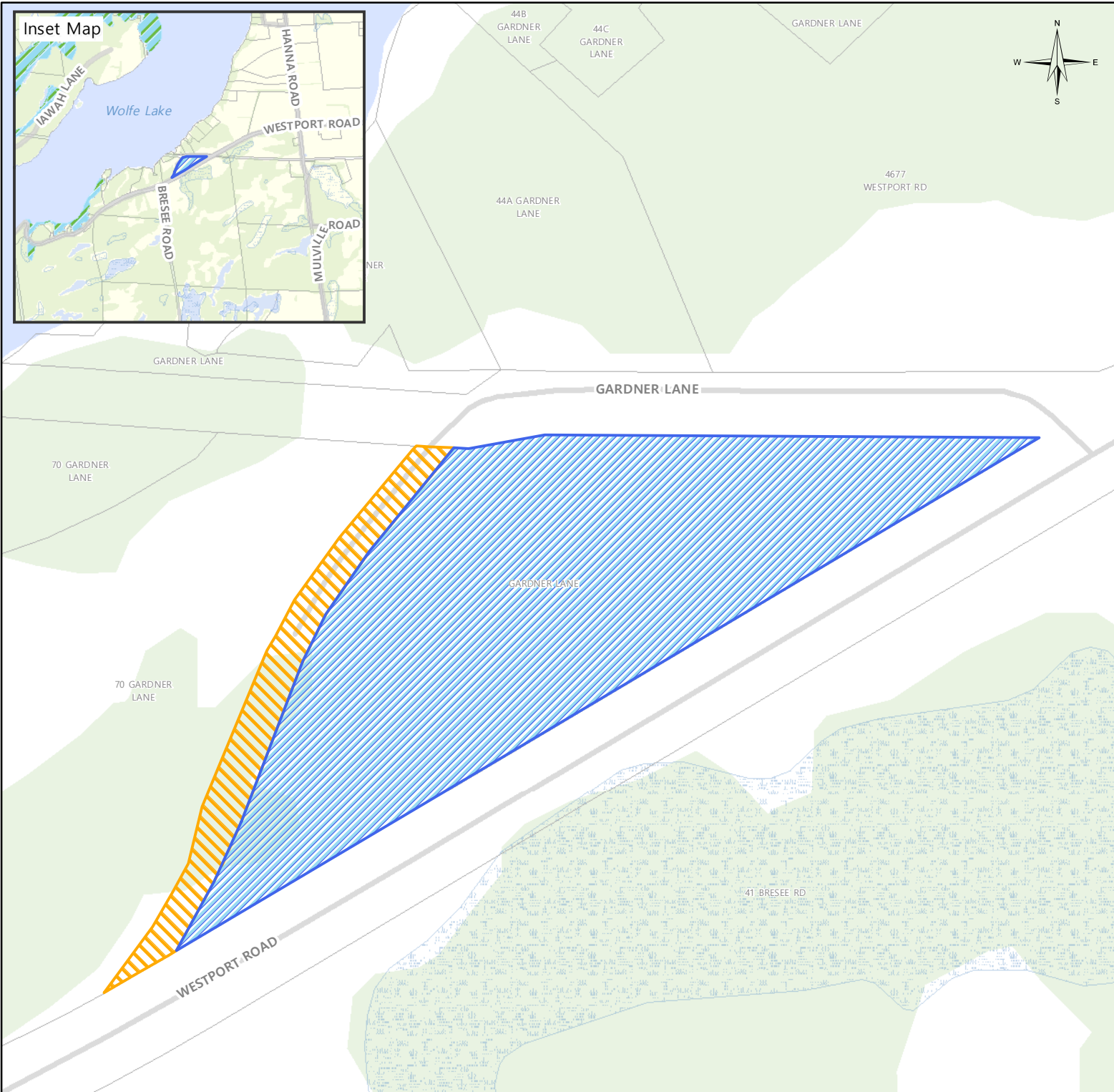
Clerk

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer













SOUTH FRONTENAC

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

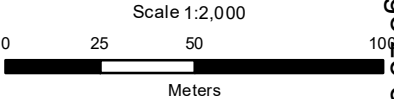
WESTPORT ROAD

Legend

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

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

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



UTM Zone 18 NAD 83

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: **PL-RAC-2022-0136 (Carr) – Application to request to stop up, close and transfer a portion of unopened road allowance between Concessions 9 & 10, District of Bedford**

Summary

Under the *Municipal Act*, a public meeting is required for Council to consider comments from the public on the proposed closure and transfer of portions of road allowances. The report provides Council with information about application PL-RAC-2022-01236 to close and transfer a portion of unopened road allowance between Concessions 9 & 10, District of Bedford.

Recommendation

That this report be received for information.

Background

This application came before Council for initial consideration on January 10, 2023. Council directed staff to move forward with the process to stop up, close and transfer the unopened road allowance. The first step of the process is to hold a public meeting to hear comments and concerns from the public.

The unopened road allowance runs between Concessions 9 & 10 in the District of Bedford. The applicant is seeking the closure of the unopened road allowance to facilitate joining the properties on either side to create one large property. A location map is attached to the Report as Attachment #1 which illustrates the lands to be merged with the unopened road allowance. Additionally, a property sketch submitted with the application is attached to the report as Attachment #2.

Discussion/Analysis

Briggs Lane runs over a portion of the unopened road allowance; the applicant will be required to ensure that the lane portion of unopened road allowance is properly surveyed and described as a right-of-way. Furthermore, legal deeded access over the lane shall be provided.

Staff from the Clerk's Department and Public Services visited the site and do not have any concerns with respect to the closure of the unopened road allowance as there is little

Township of South Frontenac

Staff Report - PL-RAC-2022-0136 (Carr) – Application to request to stop up, close and transfer a portion of unopened road allowance between Concessions 9 & 10, District of Bedford

viability for a public road or public access across these lands due to the topography and natural features.

Staff from the Recreation and Facilities Department have indicated they have no concerns regarding the proposal.

No comments have been received from Ontario Natural Resources.

No comments have been received by Rideau Valley Conservation Authority.

Clerk's Department staff have received two inquiries with respect to the Public Notice that was circulated. The inquiries were seeking more information about the right-of-way over the unopened road allowance.

Pending comments and concerns received at the Public Meeting, the applicant will be required to survey the unopened road allowance. The survey will determine the size of the lands, the purchase price and the legal description of the unopened road allowance and the portion of right-of-way that runs over the road allowance.

Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application. Final purchase price will be determined once the surveyor has completed a survey of the pertinent section of the road allowance. Fees to survey the portion to be transferred would be paid by the applicant.

Relationship to Strategic Plans

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

Notice/Consultation

- Public Service Staff
- Recreation and Facilities Staff

Notice was sent to the Rideau Valley Conservation Authority and Ontario Natural Resources; no responses were received.

Notice was originally sent by mail and posted 4 weeks prior to the July 11, 2023 meeting noting that the public meeting would be held on July 11, 2023.

Following the change of the meeting date to July 18, 2023 notice was recirculated and reposted advising of the change.

Township of South Frontenac

Staff Report - PL-RAC-2022-0136 (Carr) – Application to request to stop up, close and transfer a portion of unopened road allowance between Concessions 9 & 10, District of Bedford

Notice was posted at the property.

Notice was circulated in the Frontenac News beginning the week of June 12, 2023 for 5 weeks.

Notice was also posted on the Township website beginning June 12, 2023 for 5 weeks.

Notice was mailed to all property owners abutting the unopened road allowance.

Attachments

Attachment #1 – Location Map

Attachment #2 – Sketch of lands

Approvals

Prepared By:



Michelle Hannah

Deputy Clerk

Submitted By:



James Thompson

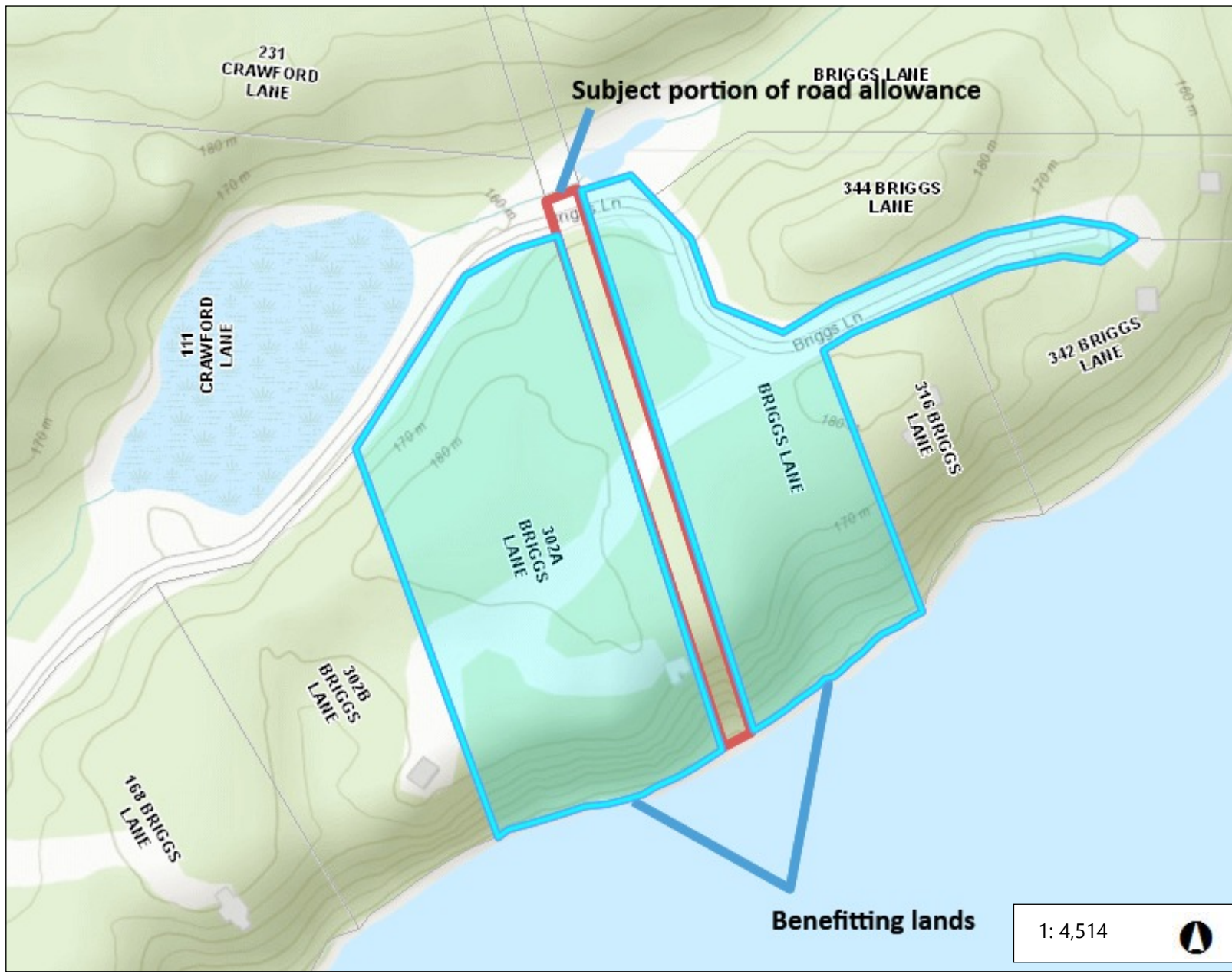
Clerk

Approved By:








Louise Fragnito, CPA, CGA

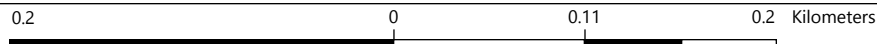
Chief Administrative Officer



Legend

-  SF Trailer Licencing
-  Assessment Parcels
-  Location Labels
-  Citations

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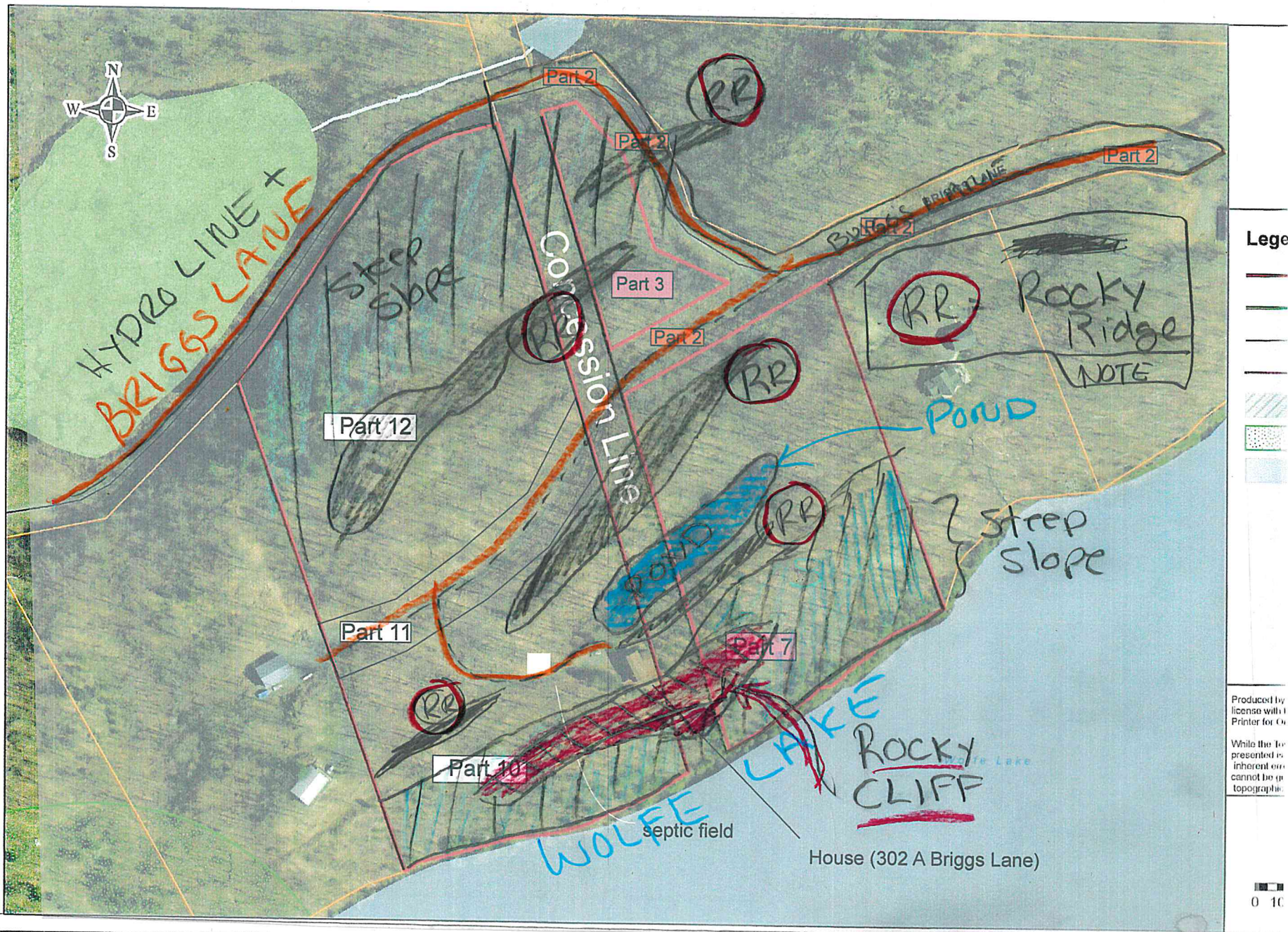
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Includes Material © 2019 of the Queen's Printer for Ontario. All Rights Reserved.

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

FIGURE 4



Produced by
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While the topographic
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cannot be or
topographic

The Value of Naturalized Shorelands

Delegation prepared for the Township of South Frontenac

July 18, 2023

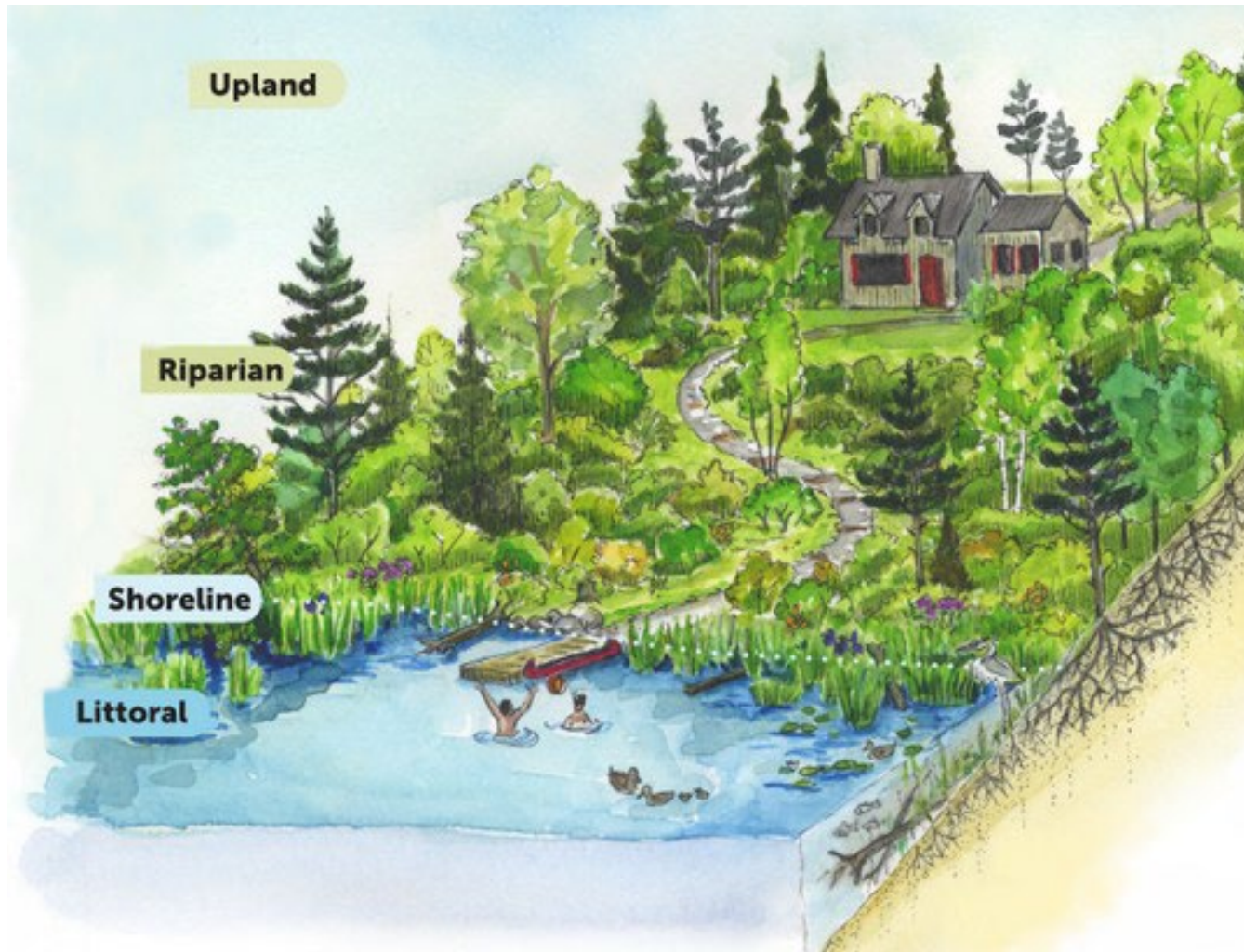


Watersheds
C A N A D A

Your Lakes. Your Rivers. Your Future.

watersheds.ca

Why Shoreland and not Shoreline?



Water Quality and Eutrophication

78% OF PROPERTIES DO NOT MEET THE MINIMUM CRITERIA FOR SUSTAINING LAKE HEALTH



22%* OF PROPERTIES HAVE AT LEAST 75% NATURAL SHORELINE

*Based on 37,567 properties assessments completed through the Love Your Lake Program between 2013-2019.

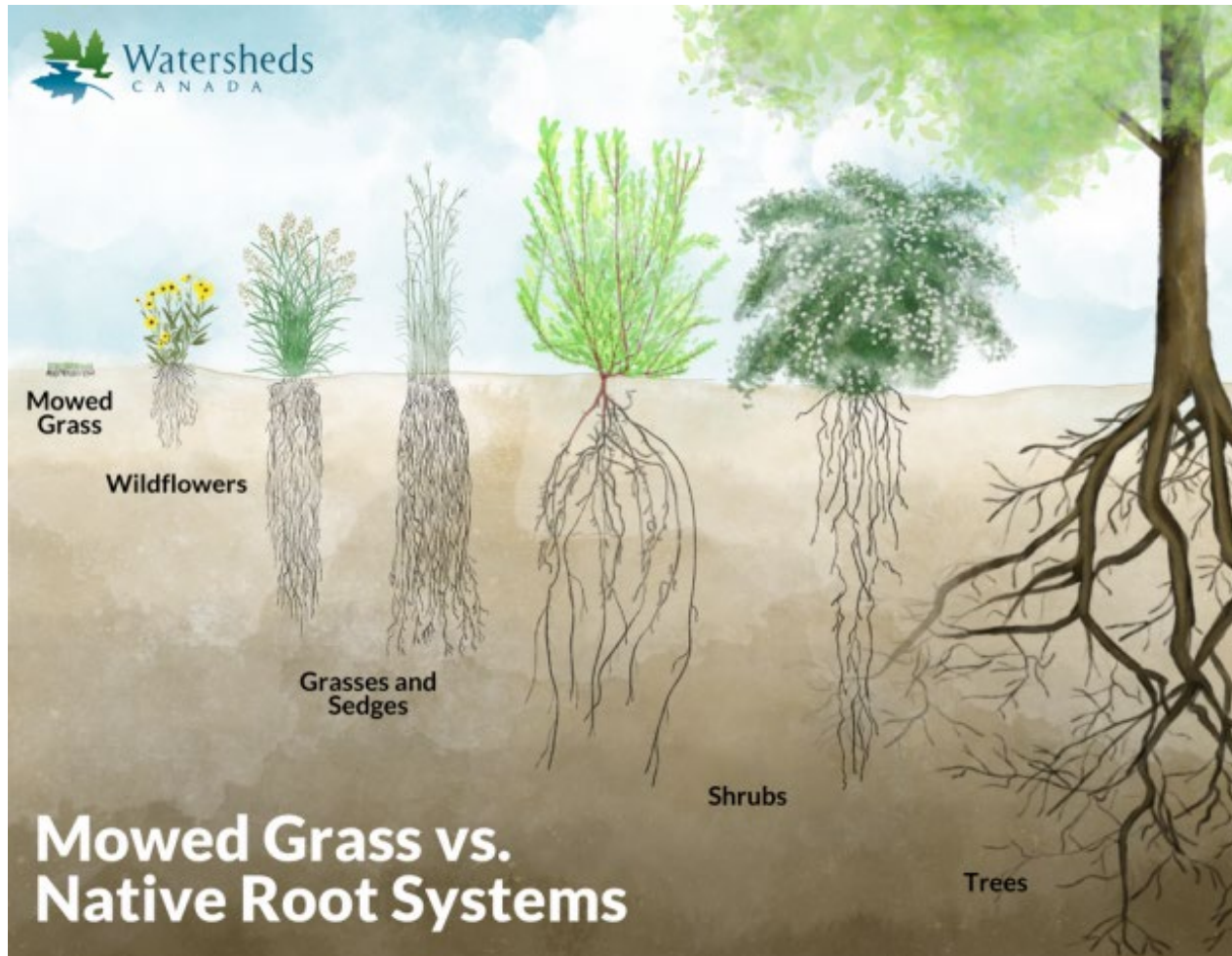
Before



After



Issues of Erosion



Shoreland Wildlife



**PEOPLE NEED TO KEEP AT LEAST
75% OF THEIR SHORELINE NATURAL**

**90% OF AQUATIC SPECIES AND
70% OF TERRESTRIAL WILDLIFE NEED
A HEALTHY SHORELINE TO SURVIVE**



Watersheds

CANADA

Robert Pye

Executive Director

pye@watersheds.ca

Your Lakes. Your Rivers. Your Future.

watersheds.ca

Minutes of Council
June, 20, 2023



Township of South Frontenac Council Meeting Minutes



Meeting # 24

Time: 7:00 p.m.

Location: Council Chamber - Virtual Via Zoom

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

Absent: Norm Roberts (Vacation)

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer, Troy Dunlop - Manager of Engineering and Capital Projects, Tim Laprade - Manger of Recreation & Facilities, Christine Woods - Senior Planner

1 Call to Order

a) Resolution

Resolution No. 2023-24-01

Moved by Councillor Godfrey

Seconded by Councillor Pegrum

That the Council meeting of June 20, 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. 2023-24-02

Moved by Councillor Trueman

Seconded by Councillor Leonard

That the agenda be amended to withdraw Business Item 10. a) Municipally Significant Event Designation for the Bellrock Community Hall – Summer Social Fundraising Event at the request of the applicant, and as amended, be approved.

Carried

4 Scheduled Closed Session

a) There was none.

5 Recess

a) Not applicable.

6 Public Meeting

a) Resolution - Public Meeting to Order

Resolution No. 2023-24-03
Moved by Councillor Ruttan
Seconded by Councillor Morey
That the public meeting be called to order.

Carried

- b) Notice of Collection and Public Meeting Introduction
- c) The Clerk spoke to the Notice of Collection and provided the Public Meeting Introduction.
- d) **Public Meeting - Zoning By-law Amendment Application - PL-ZBA-2023-0048, Bob's Lake Co-Operative (ZanderPlan), Bedford District**
This report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0048 for Bob's Lake Co-Operative properties on Badour Road, Co-op Lane, Donalds Lane and Nightingale Lane. If approved, the zone on the properties would be changed from Limited Service Residential – Waterfront Special Provision (RLSW-3) to a new RLSW-XX zone.
- e) Ms. Zander, Applicant and Ms. Woods conducted a PowerPoint presentation regarding the application.
- Mayor Vandewal indicated that the application should be seen as a positive step forward.
- Mayor Vandewal afforded members of the public with an opportunity to provide comment.
- Members of the public did not provide comment.
- f) **Public Meeting - Zoning By-law Amendment Application - PL-ZBA-2023-0049, Michael Deodato (Beach) 5356 New Morin Road Unit A**
This report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0049 for a property municipally known as 5356 New Morin Road Unit A. If approved, the zone on a portion of the subject lands would be changed from Rural (RU) to Rural – Special Provision (RU-73).
- g) Ms. Woods conducted a PowerPoint presentation regarding the application.
- In response to questions from Councillor Leonard, Ms. Woods provided further clarification regarding the proposed setbacks and former sand pit.
- Mayor Vandewal afforded members of the public with an opportunity to provide comment.
- Members of the public did not provide comment.
- h) **Public Meeting - Zoning By-law Amendment Application - PL-ZBA-2023-0058, Dianna Smith (Boulevard Group), 1006 Busch Lane Unit A**
This report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0058 for a property municipally known as 1006 Busch Lane Unit A. If approved, a holding symbol would be placed on the Rural (RU) zone on a portion of the subject lands.
- i) Ms. Woods conducted a PowerPoint presentation regarding the application.

Minutes of Council
June, 20, 2023

In response to a question from Councillor Trueman, Ms. Woods provided further clarification regarding the holding symbol.

Mayor Vandewal afforded members of the public with an opportunity to provide comment.

Members of the public did not provide comment.

j) Resolution - Close Public Meeting

Resolution No. 2023-24-04
Moved by Deputy Mayor Sleeth
Seconded by Councillor Trueman
That the public meeting be closed.

Carried

7 Delegations

- a) Darlene Clement and Chris Hammer were present to speak to Council regarding support for the Sydenham Highschool Reunion.

8 Briefings

- a) There were none.

9 Approval of Minutes

- a) Resolution

Resolution No. 2023-24-05
Moved by Councillor Godfrey
Seconded by Councillor Ruttan
That the minutes of the May 30, 2023 Council meeting and the June 6, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

- a) **Municipally Significant Event Designation for the Bellrock Community Hall – Summer Social Fundraising Event**
- b) Withdrawn (See Approval of Agenda)
- c) **EA-2023-002 (Hulse) – Encroachment Agreement Request**

Resolution No. 2023-24-06
Moved by Councillor Leonard
Seconded by Councillor Trueman
That Council approve, in principle, the draft Encroachment Agreement, attached as Attachment #5, to recognize the encroachment of the accessory building, being a detached garage and a portion of the driveway; and

That Council direct staff to prepare a subsequent report containing a by-law and complete Encroachment Agreement for Council approval following the conclusion of the sale of 195 Riders Lane.

Carried

- d) **Noise By-law Exemption Requests**

Resolution No. 2023-24-07

Minutes of Council
June, 20, 2023

Moved by Councillor Pegrum
Seconded by Councillor Ruttan

That Rose Hahn be granted an exemption from Section 3 Clause f) of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit amplified music for a Celebration of Life on July 8, 2023 from 2:00 pm to 11:00 pm., at 1001 Lines Lane, Perth Road.

That Ryan Arcand be granted an exemption from Section 3 Clause f) of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit a home based wedding with live music, followed by amplified music from 1:00 pm on July 15, 2023 until 11:00 p.m. on July 15, 2023, at 2535 Sands Road, Battersea.

Carried

Resolution No. 2023-24-08

Moved by Councillor Pegrum
Seconded by Councillor Ruttan

That Charlene Lyon be granted an exemption from Section 3 clauses e) and f) of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit a motorcycle rally and amplified music from 9:00 am to 11:00 pm on August 4, 5, 6 and 7, 2023 at 4625 Wolfe Swamp Road, Harrowsmith.

Deferred (See Motion to Defer which Carried)

Resolution No. 2023-24-09

Moved by Deputy Mayor Sleeth
Seconded by Councillor Pegrum

That the Noise By-law Exemption Application regarding 4625 Wolfe Swamp Road be deferred to the July 18, 2023 Council meeting in order for the applicant to provide additional information.

Carried

e) **Gravel Road Granular Renewal Program - 2023**

Resolution No. 2023-24-10

Moved by Deputy Mayor Sleeth
Seconded by Councillor Leonard

That Council direct staff to advance the proposed gravel road renewal program on Ramparts Road, Burridge Road, and Garrett Road as part of the 2023 program.

Carried

f) **Municipally Significant Event Designation for 2023 Frontenac Farmers Market Special Events**

Resolution No. 2023-24-11

Moved by Councillor Ruttan
Seconded by Councillor Pegrum

That Council designate the Frontenac Farmers Market Special Events on July 14th, August 4th, and October 13th, 2023, from 3:00 pm – 7:00 pm at Centennial Park in Harrowsmith as municipally significant event as required by the Alcohol & Gaming Commission of Ontario (AGCO) for a Special Occasion Permit (SOP) for the sale and consumption of alcohol at the events.

Carried

g) **Award of Tender PS-2023-18 Glendower Net Sport Courts Upgrades**

Resolution No. 2023-24-12

Minutes of Council
June, 20, 2023

Moved by Councillor Godfrey
Seconded by Councillor Pegrum

That Council approve the bid submission from Jeff Wallen's Construction in the amount of \$177,967.05 (including HST Rebate) for tender PS-2023-18 – Glendower Net Sport Court Upgrades;

That Council authorize the Public Services Department to enter into an agreement with Jeff Wallen's Construction for a revised contract amount of \$154,521.54 (including HST rebate); and

That Council authorize a project budget increase in the amount of \$34,521.54 to be funded from the Asset Investment Reserve.

Carried

h) **Davidson Beach Access Improvements**

Resolution No. 2023-24-13

Moved by Deputy Mayor Sleeth
Seconded by Councillor Trueman

That Council accept the recommendation of the Public Services Department to proceed with minor site improvements to the Davidson Beach pathway to improve access.

Carried

i) **Speed Limit Reviews – Various Roadways (2023)**

Resolution No. 2023-24-14

Moved by Deputy Mayor Sleeth
Seconded by Councillor Pegrum

That Council approve the implementation of speed limit changes reflective of the TAC Speed Limit recommendations outlined on Page 3. of the Report dated June 20, 2023; and

That Council direct staff to prepare an amendment to the Roads, Traffic and Parking Bylaw 2000-01 to incorporate the proposed speed limit change on all five sections of road.

Carried

11 Advisory Committee Reports or Minutes

- a) There were none.

12 Reports Requiring Approval of By-laws

- a) **Zoning By-law Amendment Application - PL-ZBA-2023-0049, Michael Deodato (Beach) 5356 New Morin Road Unit A**

Resolution No. 2023-24-15

Moved by Councillor Morey
Seconded by Councillor Ruttan

That By-law 2023-52 to amend the zoning on lands known as 5356 New Morin Road Unit A, Part of Lot 1, Concession 8, District of Portland, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2023-24-16

Moved by Councillor Godfrey
Seconded by Councillor Leonard

That By-law 2023-52 be given third reading, signed and sealed.

Carried

b) **Zoning By-law Amendment Application - PL-ZBA-2023-0058, Dianna Smith (Boulevard Group), 1006 Busch Lane Unit A**

Resolution No. 2023-24-17

Moved by Councillor Leonard

Seconded by Councillor Godfrey

That By-law 2023-53 to amend the zoning on lands known as 1006 Busch Lane Unit A, Part of Lot 9, Concession 10, District of Loughborough, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2023-24-18

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That By-law 2023-53 be given third reading, signed and sealed.

Carried

c) **Subdivision Agreement – Hartington Subdivision –Township of South Frontenac (Hartington) – County File #10T-2013/002**

Resolution No. 2023-24-19

Moved by Councillor Ruttan

Seconded by Councillor Morey

That By-law 2023-54 to authorize the Mayor and Clerk to enter into a subdivision agreement with 1278840 Ontario Limited for the Hartington Phase 1 Plan of Subdivision be given first and second reading.

Carried

Resolution No. 2023-24-20

Moved by Councillor Leonard

Seconded by Councillor Trueman

That By-law 2023-54 be given third reading, signed and sealed.

Carried

d) **Amendments to Water Services Charges By-law**

Resolution No. 2023-24-21

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That By-law 2023-55, attached as Exhibit A, being "A By-law To Amend By-law 2009-08, As Amended, "A By-law Respecting Water Service Charges in South Frontenac Township" be given first and second reading.

Carried

Resolution No. 2023-24-22

Moved by Deputy Mayor Sleeth

Seconded by Councillor Trueman

That By-law 2023-55 be given third reading, signed and sealed.

Carried

13 Reports for Information

a) **Bill 97 and Draft Provincial Policy Statement (2023) - Update**

This report summarized the effect of Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023 and proposed updates to the Provincial Planning Statement (2023).

b) **Public Services Department Quarterly Update**

Minutes of Council
June, 20, 2023

The report provided Council with the Public Services Department second quarter update.

14 Committee of the Whole

- a) There was none.

15 Information Items

- a) There were none.

16 Notice of Motions

- a) **Notice of Motion – Regulation of Floating Homes**

Resolution No. 2023-24-23

Moved by Councillor Ruttan

Seconded by Deputy Mayor Sleeth

That Council approve the following recommendations:

1. Whereas Transport Canada issued by Order of the Port of Victoria Harbour Master, on November 1, 2001, the Standards for Float Homes, and Live Aboard Vessels in Victoria Harbour; and

Whereas Transport Canada has yet to apply the same standards to floating containers and/or floating homes in Ontario;

Therefore Be It Resolved That Council authorize staff to draft and send a letter to Transport Canada and the Minister of Transportation, requesting that Transport Canada apply the same standards as outlined within the Standards for Float Homes and Live-Aboard Vessels in Victoria Harbour; and

That a copy of the letter be provided to Scott Reid, M.P., Lanark-Frontenac-Kingston.

2. That Development Services staff prepare a Report to Council regarding the ability of the Township of South Frontenac to regulate floating containers and/or floating homes.

Carried

- b) Deputy Mayor Sleeth submitted a Notice of Motion regarding the Sydenham Highschool – 150th Reunion.

Councillor Morey submitted a Notice of Motion regarding Township Recreation Facilities and Programing in relation to accessibility.

17 Rise and Report regarding County Council and External Boards

- a) Police Services Board
- b) Councillor Pegrum provided Council with an update regarding the Zone II Board Meeting, OPP Action Plan and the Community Safety and Policing Act.

18 Announcements/Statements by Councillors

- a) Mayor Vandewal noted that summer employees are working on addressing brush removal.

19 Closed Session (if requested)

20 Confirmatory By-law

Minutes of Council
June, 20, 2023

a) Resolution

Resolution No. 2023-24-24

Moved by Councillor Trueman

Seconded by Councillor Leonard

That By-law 2023-56, 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. 2023-24-25

Moved by Councillor Pegrum

Seconded by Councillor Morey

That By-law 2023-56, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2023-24-26

Moved by Councillor Ruttan

Seconded by Councillor Godfrey

That the Council meeting of June 20, 2023 be adjourned at 9:06 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

Minutes of Council
July, 10, 2023



Township of South Frontenac Council Meeting Minutes



Meeting # 25

Time: 9:30 a.m.

Location: Sydenham Library - Community Room

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

Absent: Steve Pegrum

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Alex Bennett - Interim Director of Fire and Emergency Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer, Jan Minaker - Manager, Human Resources, Laurie Swinton, Communications Officer

1 Call to Order

a) Resolution

Resolution No.

Moved by Councillor Morey

Seconded by Councillor Roberts

That the Special Council Meeting of July 10, 2023 be called to order at 9:33 a.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a) There were none.

3 Approval of Agenda

a) Resolution

Resolution No.

Moved by Councillor Trueman

Seconded by Councillor Leonard

That the agenda be approved, as presented.

Carried

4 Strategic Planning Session (2023-2026 Strategic Plan)

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

5 Adjournment

a) Resolution

Resolution No.

Moved by Councillor Roberts

Seconded by Councillor Trueman

That the Special Council meeting of July 10, 2023 adjourn at 3:50 p.m.

Minutes of Council
July, 10, 2023

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

PL-RAC-2022-0168 (Gervais) – Application to request to stop up, close and transfer a portion of unopened road allowance between the former Townships of Loughborough and Bedford, Lying between Labelle Lake and Big Clear Lake, South Frontenac

Summary

An application has been received to stop up, close and transfer a portion of unopened road allowance between former Townships of Loughborough and Bedford.

Recommendation

That Council direct staff to commence the process of closing and transferring ownership of an unopened road allowance, between the former Townships of Loughborough and Bedford; it being understood that the unopened road allowance has irregular dimensions of approximately 20.12 metres (66 feet) by approximately 150 metres (492 feet).

Background

Staff have received an application requesting the closing of a portion of the unopened road allowance between the former Townships of Loughborough and Bedford. The Road Allowance lies between Labelle Lake and Big Clear Lake (see location map Attachment #1).

The portion of unopened road allowance proposed to be stopped up, closed and transferred runs east to west along the northern property line of 83 Labelle Lake Lane, which would be the benefitting property and 82 Labelle Lake Lane, which is the property to the east of the benefitting lands. The property to the north of the unopened road allowance is a portion of Frontenac Provincial Park. The road allowance runs along a small parcel of land between Labelle Lake and Big Clear Lake. No portion of the unopened road allowance is accessible by a public road, the only access is over the two aforementioned privately owned parcels of land or through Frontenac Provincial Park, a map of the surrounding lands is attached to this report as Attachment #2.

Township of South Frontenac

Staff Report - PL-RAC-2022-0168 (Gervais) – Application to request to stop up, close and transfer a portion of unopened road allowance between the former Townships of Loughborough and Bedford, Lying between Labelle Lake and Big Clear Lake, South Frontenac

The benefitting lands in this application are developed with a house, sewage system and accessory structures. It is the intention of the applicant to merge the parcel of land with their developed parcel and leave the lands as in their current state.

It is believed that a portion of the unopened road allowance that would potentially be purchased by the applicant is being used by the owners of 82 Labelle Lake Lane as an access to Labelle Lake. The applicant has agreed to provide an easement for the purposes of launching non-motorized water vessels, swimming and walking on the portion of unopened road allowance that is currently being used in favour of 82 Labelle Lake Lane. Township staff will ensure that the owners of 82 Labelle Lake Lane are provided notice if Council chooses to move forward with the application. Staff will also ensure that the Township Solicitor is aware of the easement requirements.

Discussion/Analysis

The unopened road allowance leads to water on both ends but is only accessible by a private property or through Frontenac Provincial Park. There are no roads, lanes or boat launches on or near the unopened road allowance. The applicant will provide easement access over a piece of the land as described above, if required.

The topography of the unopened road allowance makes access a challenge as there are steep slopes, rock outcroppings, and it follows the waters edge. Photographs of the unopened road allowance are attached to this report as Attachment #3.

The unopened road allowance is approximately 20.12 metres (66 feet) in width by approximately 150 metres (492 feet), however, the entire length and width are irregular due to the abutting waterbody. It is estimated that the total area is approximately 3,018 square metres (32,472 square feet). This is an over-estimate as the majority of the proposed land to be purchased is less than 20.12 metres in width. Based on Township practice, the entire road allowance will have a purchase price of \$2.41 per square foot plus HST.

32,472 square feet at \$2.41 is \$78,257.52 plus HST (\$10,173.48) = \$88,431.00.

The actual purchase price will be determined once the lands are surveyed, and the actual size is determined by an Ontario Land Surveyor.

Staff is seeking direction as to whether Council has any objections or concerns with the closure and transfer of this unopened portion of road allowance to facilitate the enlargement of lands. If Council approves the recommendation outlined in the Report, staff will begin the process to stop up and close the portions of the unopened road allowances.

Township of South Frontenac

Staff Report - PL-RAC-2022-0168 (Gervais) – Application to request to stop up, close and transfer a portion of unopened road allowance between the former Townships of Loughborough and Bedford, Lying between Labelle Lake and Big Clear Lake, South Frontenac

Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application. Final purchase price will be determined once the surveyor has completed a survey of the pertinent section of the road allowance. Fees related to survey the portion to be transferred would be paid by the applicant.

Relationship to Strategic Plans

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

Notice/Consultation

- Public Service Staff

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

Attachments

- Attachment #1 – Location Map
- Attachment #2 – Sketch of lands
- Attachment #3 – Photographs of lands

Approvals

Prepared by:



Michelle Hannah
Deputy Clerk

Township of South Frontenac

Staff Report - PL-RAC-2022-0168 (Gervais) – Application to request to stop up, close and transfer a portion of unopened road allowance between the former Townships of Loughborough and Bedford, Lying between Labelle Lake and Big Clear Lake, South Frontenac

Submitted by:



James Thompson
Clerk

Approved By:

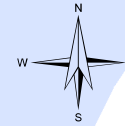


Louise Fragnito, CPA, CGA
Chief Administrative Officer

Inset Map



48 KINGSFORD
LAKE DAM














SOUTH FRONTENAC

**PL-RAC-2022-0168
(GERVAIS)**

LABELLE LAKE LANE

Legend

-  Subject Property
-  Benefitting Lands
-  Assessment Parcel
-  Provincially Significant Wetlands
-  Wetland
-  Wooded Area
-  Lake Trout Lake - Not at Capacity
-  Water
-  Township Boundary
-  Road
-  Railway

Subject Property

**Benefitting
Lands**

89 LABELLE
LAKE LANE

82 LABELLE
LAKE LANE

LELE LANE

Big Clear
Lake

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

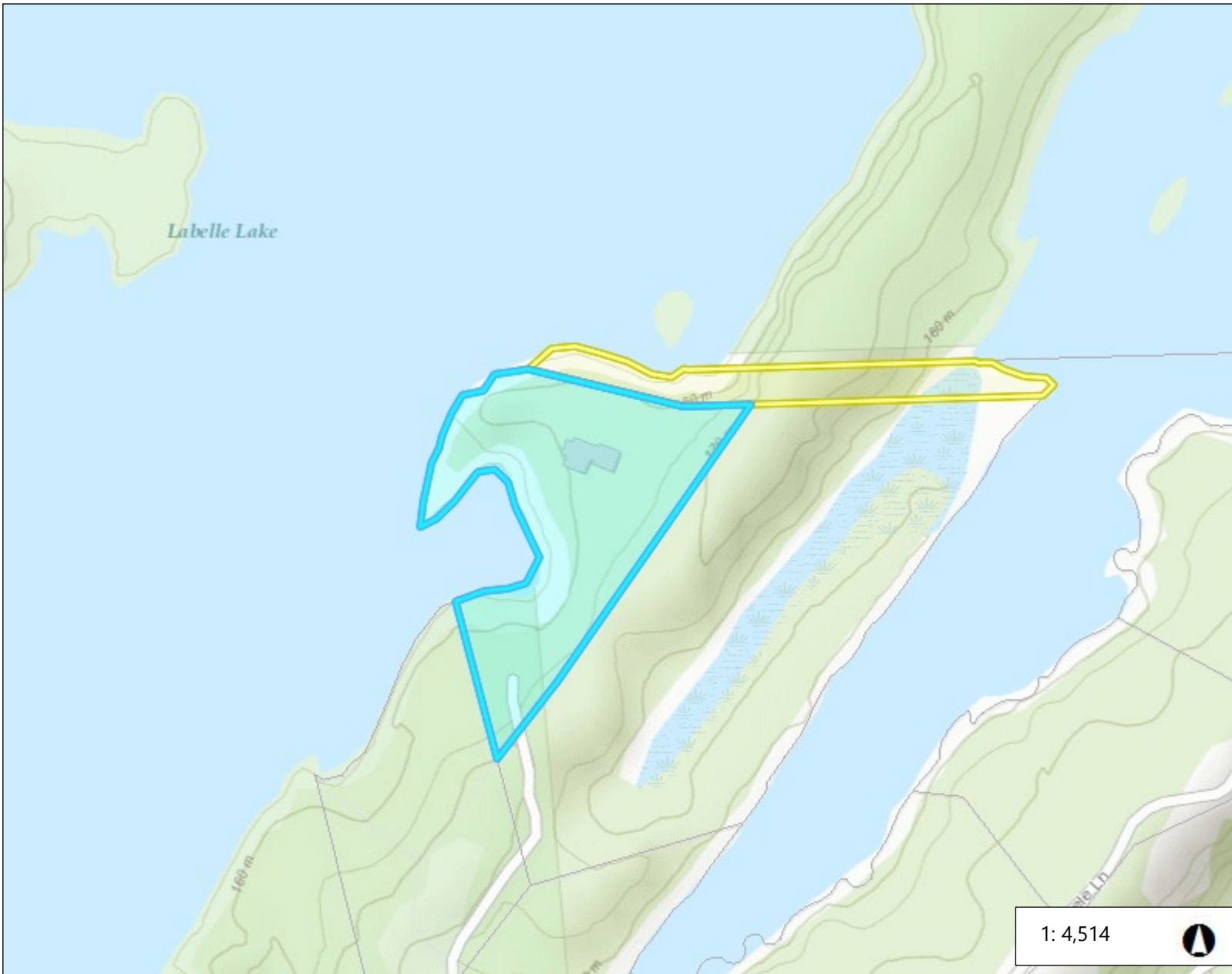
Scale 1:2,000

0 12.5 25 50



Meters

UTM Zone 18 NAD 83



Legend

- Assessment Parcels
- Citations

1: 4,514



0.2 0 0.11 0.2 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes









Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: **Noise By-law Exemption Application**

Summary

The purpose of the Report is to provide Council with background information necessary for consideration of a [Noise By-law](#) exemption request related to 86 Palmer Lane, Tichborne.

Recommendation

That Janssen Adriano be granted an exemption from Section 4, (Schedule 1, Clause 7.) of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit the discharge of consumer fireworks at 86 Palmer Lane, Tichborne (Burrige Lake) on September 2, 2023 between 9:00 p.m. and 10:00 p.m.; it being understood that the Noise By-law exemption to discharge consumer fireworks does not permit the discharge of fireworks should the discharge of consumer fireworks be prohibited by other Township of South Frontenac By-laws, Ontario Regulations or Provincial Legislation.

Background

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

Discussion/Analysis

Staff received a Noise By-law exemption application from the Janssen Adriano, 86 Palmer Lane, Tichborne, Burrige Lake on June 13, 2023. The application is seeking exemption from Section 4, and more specifically Schedule 1, Clause 7 of the Noise By-law to permit the discharge of fireworks on September 2, 2023, from 9:00 p.m. to 10:00 p.m. A copy of the application is attached to the Report as Exhibit A.

Although the Township of South Frontenac may grant an exemption to By-law 2015-41 to permit the discharge of fireworks as they relate to sound, all other laws, by-laws and Acts, must be adhered to, including but not limited to; the [Township of South Frontenac Open Air](#)

[Burning By-Law 2012-68](#), the [Forest Fires Prevention Act](#) and [O. Reg 207/96: Outdoor Fires](#).

The following provides as summary of Section 4., Schedule 1, Clause 7 of By-Law 2015-41:

“Section 4:

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

“Schedule 1, Clause 7:

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

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

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

Relationship to Strategic Plans

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

Climate Considerations

- Not applicable to this report.

Notice/Consultation

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

Attachments

- a) Exhibit A – Noise By-law Exemption Request

Approvals

Prepared By:



Michelle Hannah
Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



**SOUTH
FRONTENAC**

Noise By-Law Exemption Request

Applicant Information

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

Name*

Janssen

Adriano

First Name

Last Name

Organization

N/A

Address*

Street Address

86 Palmer Lane

Tichborne

ON.

Town

Province

K0H 2V0

Postal Code

Telephone Number*

[REDACTED]

(000)-000-0000

Email*

[REDACTED]

example@example.com



SOUTH FRONTENAC

Noise By-Law Exemption Request

Event Details

Event Name*

Burridge Lake Labour Day Weekend Fireworks

Example: Smith Wedding

Event Address*

86 Palmer Lane

Street Address

Street Address 2

Tichborne

K0H 2V0

Town

Postal Code

Event Date*

September

2

2023

Month

Day

Year

Event Start/End Time*

09:00

PM

until

09:50

PM

Hour : Minutes

AM/PM

Hour : Minutes

AM/PM

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

The launching of a consumer fireworks show to celebrate Labour Day Weekend. The fireworks are secured to my dock and launched over Burridge Lake. I have held a fireworks show at this location since 2010 and it has become an annual show, enjoyed by the lake population. Another fireworks show is usually held by another cottager on Burridge Lake on Canada Day Weekend, and I do not wish to seem to be competing with this individual.



**SOUTH
FRONTENAC**

Noise By-Law Exemption Request

Notice of Collection

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

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: June 13, 2023

Subject: **Noise By-law Exemption Application**

Summary

The purpose of the Report is to provide Council with additional information necessary for further consideration of a [Noise By-law](#) exemption request related to 4625 Wolfe Swamp Road, Harrowsmith which was initially reviewed by Council on June 20, 2023.

Recommendation

That Charlene Lyon be granted an exemption from Section 3. Clause F. of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit amplified music from 9:00 a.m. to 11:00 p.m. on August 4, 5, 6 and 7, 2023 at 4625 Wolfe Swamp Road, Harrowsmith; and

That Charlene Lyon be granted an exemption from Section 3. of By-law Number 2015-41, As Amended, "A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac", to permit a motorcycle rally from 8:00 a.m. to 8:00 p.m. on August 4, 5, 6 and 7, 2023 at 4625 Wolfe Swamp Road, Harrowsmith; it being understood that the exemption be granted exclusively for fifteen minutes increments to allow for motorcycles to assemble on site for group rides.

Background

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

Discussion/Analysis

At the June 20, 2023, Council meeting, consideration was given to a Report related to the Noise By-Law Exemption Application regarding 4625 Wolfe Swamp Road. Council deferred further consideration of this matter to the July 18, 2023 Council meeting in order to receive additional information from the applicant regarding the nature of the event. Additional information regarding the schedule of events is attached to the Report as Exhibit B.

Staff received a Noise By-Law exemption request from Charlene Lyon, 4625 Wolfe Swamp Road, Harrowsmith on June 2, 2023. The application is seeking exemption from Section 3 Clauses e) and f) for a National Charity Rally hosted by the Canadian Motorcycle Cruisers Group. The application is requesting that a motorcycle ride and amplified music be exempt from the By-law from 7:00 am to 11:00 pm on August 4, 5, 6 and 7, 2023.

The following provides as summary of Section 3. Clauses e) and f) of By-Law 2015-41:

- “3. No person shall emit, cause or permit the emission of noise resulting from an act listed herein, and which noise is clearly audible at a point of reception;
- e) The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes, while such vehicle is stationary in a Residential Area unless:
- (i) The original equipment manufacturer specifically recommends a stronger idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded;
 - (ii) The operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to operation of a ready-mix concrete truck, lift platforms, or refuse compactors and heat exchange systems normal operation;
 - (iii) Weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers or animals, or the preservation of perishable cargo;
 - (iv) Prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine;
 - (v) The idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit;
- f) The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducers, and intended for the production, reproduction or amplification of sound in such a manner as to disturb the peace and comfort of a person or persons at the point of reception;”.

The applicant has advised the Township of South Frontenac that approximately 170 individuals are expected to participate in the event.

The applicant has advised that neighbours within 500 metres of 4625 Wolfe Swamp Road have been notified of the event both in writing and verbally.

Township of South Frontenac staff has reviewed this matter with the Township Solicitor. As the event is not considered a municipal event, the Township does not assume liability should a Noise By-law exemption be granted.

The recommendation proposed by staff differs from the exemption requested by the applicant. The proposed recommendation attempts to limit the impact of this event on neighbouring properties. It has been recommended that the motorcycles be exempted from Section 3. Clause e. for fifteen minutes increments between 8:00 a.m. and 8:00 p.m. to allow for motorcycles to assemble onsite for group rides.

Relationship to Strategic Plans

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

Climate Considerations

- Not applicable to this report.

Notice/Consultation

- Frontenac Municipal Law Enforcement

Attachments

- a) *Exhibit A – Noise By-law Exemption Requests*
- b) *Exhibit B – Schedule of Events*

Approvals

Submitted By:



James Thompson
 Clerk

Approved By:



Louise Fragnito, CPA, CGA
 Chief Administrative Officer

From: Charlene
Sent: Friday, June 2, 2023 1:34 PM
To: James Thompson <jthompson@southfrontenac.net>
Subject: Noise exemption request

Good Morning James,

Sorry for the delay in getting back to you regarding requesting a noise bylaw exemption for our motorcycle rally.taking place August 4th to Sunday August 6th.The rally is located at 4625 Wolf Swamp Rd in Harrowsmith. We have a DJ who will be playing music throughout the weekend as well as some campers and motorbike rides. I have attached our request for donation letters explaining what our rally is raising money for. I am looking forward to hearing from you.





Mark Vass
1st Officer

Lisa Vass
Financial Officer

Chris VanderZwan
3rd Officer

Charlene Lyon
4th Officer

Todd Lyon
Sr. Road Captain

Hello and thank you for your time,

The 072 (1000 Island) chapter of the family motorcycle group called Canadian Motorcycle Cruisers are hosting the national rally right here in the Kingston area this summer. We gather for some family fun every year on the Civic weekend arriving August 4th events happening August 5th 6th leaving the 7th) and this year it is our turn.

We will be riding, showing off our beautiful city and surrounding area and our attractions. We will be camping, singing, playing games, riding and let's not forget raising funds for local children's charities.

We will have an auction table filled with items donated by you and fellow businesses to help us raise funds for a local charity "Child Life Program" at Kingston Health Sciences Center (KGH) as well as the Children's Wish Foundation of Canada. We are expecting 300 riders/passengers to attend this event. We would love to partner with you to make this a huge success. As a local in-kind sponsor your company logo/name will be displayed on a banner on site as well as on the printed material that is included in our welcome packages.

All donations are appreciated no matter the size. auction items, game prizes, water/pop/juice. Whatever you can afford to contribute to make this event a success for these charities is very much appreciated.

You can contact us at [REDACTED] or by calling one of us directly to pick up your donation.

Sincerely,

CMC 072 Team

CMC072 Rally Agenda

Friday August 4, 2023

Check in Starts 10am

Each guest fills out waiver

Wrist band, Meal tickets for Saturday breakfast and supper

Meal ticket for breakfast and or supper

T-shirts if purchased

Swag bag with multiple items in bag

Food truck – Scoops

DJ to set up equipment DJ Mike to start the day, DJ Steve with karaoke

7pm -DJ Mike to Announce Chris Wyman – Town Cryer to open Rally

Saturday August 5, 2023

Breakfast to be served starting 6am to 9am – Pancakes & Sausage – by Rebekkins

7am - DJ Mike to announce Long ride set up location and Short ride set up

Long ride KSU @8am expected return 4pm

Short ride KSU @ 8:30am expected return 11:30

Yard games, popcorn, slushies and cotton candy – Lisa Carey

Music all day by DJ Mike

5pm to 7pm - Roast beef dinner by Rebekkins

8 to 11pm – Sumacs

Sunday August 6, 2023

6am to 9am Guest prepaid breakfast -bacon, sausage, eggs, home fries toast – by Rebekkins

Short ride KSU @ 8:30am expected return 11:30

Food Truck Name – to arrive for 11am to 3pm

5 to 10 Venders to set up at 12 pm to 6pm

- Leather
- Leather belts, wallets, etc
- Karen Hughes – Alpacca Socks
- Cheesecakery

Silent auction 12 to 6pm

Yard games, popcorn, slushies and cotton candy – Lisa Carey

Mens wet t-shirt contest

Water balloon contest

DJ music and announcements all day

5pm to 7pm – Road Captains BBQ supper – burgers, hot dogs, Corn, salads, desert and water

8pm to 11pm Ruddle and the Saddle ups

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: **Noise By-law Exemption Application**

Summary

The purpose of the Report is to provide Council with background information necessary for consideration of a [Noise By-law](#) exemption request related to 301 Oak Bluffs Road, Maberly.

Recommendation

That Scott Duckworth be granted an exemption from Section 3. Clause F. of By-law Number 2015-41, As Amended, “A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac”, to permit amplified music during a wedding on September 30, 2023 from 4:00 p.m. to 11:00 p.m. located at 301 Oak Bluffs Road, Maberly.

Background

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

Discussion/Analysis

Staff received a Noise By-law exemption application from Scott Duckworth on July 4, 2023. A copy of the application is attached to the Report as Exhibit A.

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

“GENERAL PROHIBITIONS

3. No person shall emit, cause or permit the emission of noise resulting from an act listed herein, and which noise is clearly audible at a point of reception;

- f) The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducers, and intended for the production, reproduction or amplification of sound in such a manner as to disturb the peace and comfort of a person or persons at the point of reception;”

The Application is seeking an exemption from Section 3. Clause F. of the Noise By-law on September 30, 2023 at 4:00 p.m. to October 1, 2023 at 1:00 a.m. to permit amplified music during a wedding hosted on the property.

Staff are recommending that an exemption be granted to 11:00 p.m. on September 30, 2023 rather than 1:00 a.m. on October 1, 2023 to ensure consistency with previous Council decisions.

Financial Implications

Not applicable.

Relationship to Strategic Plans

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

Climate Considerations

- Not applicable to this report.

Notice/Consultation

- Frontenac Municipal Law Enforcement

Attachments

- a) *Exhibit A – Noise By-law Exemption Request*

Approvals

Prepared By:



Michelle Hannah
 Deputy Clerk

Township of South Frontenac
Staff Report - Noise By-law Exemption Application

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



SOUTH FRONTENAC

Noise By-Law Exemption Request

Applicant Information

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

Name*

SCOTT

First Name

DUCKWORTH

Last Name

Organization

N/A

Address*

301 OAK BLUFFS ROAD

Street Address

Street Address Line 2

MABERLY

Town

KOH 2BU

ONT

Province

Postal Code

Telephone Number*
[REDACTED]

(000)-000-0000

Email*

[REDACTED]

example@example.com



SOUTH FRONTENAC

Noise By-Law Exemption Request

Event Details

Event Name*

DICKWORTH WEDDING

Example: Smith Wedding

Event Address*

301 OAK BLUFFS ROAD

Street Address

Street Address 2

MABERLY

K0T1 2B0

Town

Postal Code

Event Date*

SEPT

30

2023

Month

Day

Year

Event Start/End Time*

4:00

Pm

until

1:00

Am

Hour/Minutes

AM/PM

Hour/Minutes

AM/PM

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

Private wedding (70 people) at my private residence including a dinner and dance held within the existing garage.



**SOUTH
FRONTENAC**

Noise By-Law Exemption Request

Notice of Collection

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

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: Noise By-law Exemption Application

Summary

The purpose of the Report is to provide Council with background information necessary for consideration of a [Noise By-law](#) exemption request related to 2860 Rutledge Road, Sydenham.

Recommendation

That Sydenham Highschool – 150th Anniversary Reunion (c/o Derek Snider) be granted an exemption from Section 3. Clause F. of By-law Number 2015-41, As Amended, “A By-Law To Prohibit And Regulate Noise Within The Township Of South Frontenac”, to permit amplified music during the Sydenham Highschool -150th Anniversary Reunion on August 25, 2023 from 6:00 p.m. to 10:00 p.m. and August 26, 2023 from 6:00 p.m. to 11:00 p.m., located at 2860 Rutledge Road, Sydenham, (Sydenham Highschool parking lot).

Background

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

Discussion/Analysis

Staff received a Noise By-law exemption application from the Derek Snider on behalf of the Sydenham Highschool 150th Anniversary Committee on June 29, 2023.

A copy of the application is attached to the Report as Exhibit A.

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

“GENERAL PROHIBITIONS

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

The Application is seeking exemption from Section 3. Clause F. of the Noise By-law to permit amplified music during certain portions of the reunion. Specifically, the Application requested an exemption on August 25, 2023 from 6:00 p.m. to 10:00 p.m. and on August 26, 2023 from 6:00 p.m. to August 27, 2023 at 2:00 a.m.

Staff are recommending that an exemption be granted to 11:00 p.m. on August 26, 2023 rather than 2:00 a.m. on August 27, 2023 to ensure consistency with previous Council decisions.

Financial Implications

Not applicable.

Relationship to Strategic Plans

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

Climate Considerations

- Not applicable to this report.

Notice/Consultation

- Frontenac Municipal Law Enforcement

Attachments

- a) *Exhibit A – Noise By-law Exemption Request*

Approvals

Prepared By:



Michelle Hannah
Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



**SOUTH
FRONTENAC**

Noise By-Law Exemption Request

Applicant Information

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

Name*

Derek

Snider

First Name

Last Name

Organization

Sydenham High School 150th Anniversary Committee

Address*

Street Address

[REDACTED]
2860 Rutledge Rd

Sydenham

ON

Town

Province

ON

Postal Code

Telephone Number*

[REDACTED]
(000)-000-0000

Email*

[REDACTED]
example@example.com



**SOUTH
FRONTENAC**

Noise By-Law Exemption Request

Event Details

Event Name*

Sydenham High School Reunion 2023

Example: Smith Wedding

Event Address*

2860 Rutledge Rd

Street Address

Street Address 2

Sydenham

ON

Town

Postal Code

Event Date*

August

26

2023

Month

Day

Year

Event Start/End Time*

2:00

AM

until

2:00

AM

Hour : Minutes

AM/PM

Hour : Minutes

AM/PM

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

The event runs from August 25 at approximately 10am until August 27 around 1



**SOUTH
FRONTENAC**

Noise By-Law Exemption Request

Notice of Collection

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The event runs from August 25 at approximately 10am until August 27 around noon. There will be two evening events, the first ending around 10pm on Friday August 25, and the second on Saturday August 26th ending around 2am on August 27. There will be live music and recorded music coming from both the highschool gymnasium and the tent erected in the north parking lot.

Township of South Frontenac

Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: July 18, 2023

Subject: Tax Sale Proceeds Resolution

Summary

The Township has been asked to support a resolution that requests the Province of Ontario to amend the Municipal Act to reinstate previous legislation permitting a municipality to retain surplus proceeds from tax sales.

Recommendation

Whereas the Treasurer for the Township of South Frontenac estimates that the amount of \$653,000 of tax sale surplus proceeds will be paid into the Courts in 2023;

Now therefore be it resolved that The Council of the Township of South Frontenac support the resolution from the Town of Essex calling for the reinstatement of legislation permitting a municipality to retain surplus proceeds from tax sales,

And further that this resolution be forwarded to the Ministry of Municipal Affairs and Housing, the Ministry of Finance, MPP John Jordan and the Association of Municipal Finance Officers of Ontario and the Association of Municipalities of Ontario.

Background

Attached to this report is correspondence requiring action by the Province of Ontario to repeal legislation passed in 2017 which redirected surplus tax sale funds from Municipalities to the province of Ontario. Staff are recommending that this resolution be supported by the Township of South Frontenac Council, as the funds paid into Courts and previously collected by the municipality have helped to offset any uncollectable taxes that can't be recovered including cases where the Township ultimately vests the property.

Discussion/Analysis

Prior to being repealed by the Modernizing Ontario Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001, a municipality could retain surplus proceeds from tax sales within their jurisdiction. The tax sale surplus is the result of property taxes going uncollected for several years and forfeiture by the property owner, resulting in a Tax Sale on the property. The tax sale surplus is the amount paid for the property, which is excess of the property tax and interest owing.

The public tax sale process is burdensome to the municipality who invest a considerable amount of time and money to collect property taxes. Further, lower tier municipalities such

as South Frontenac collect property taxes on behalf of the school boards and upper tier such as the County of Frontenac and are not compensated for the preparation or collection of these taxes.

Tax Sale proceeds in the past were allocated to help to offset any uncollectable taxes that couldn't be recovered including cases where the Township ultimately vests the property. However, with larger allocations, there would be an opportunity to also assist with infrastructure costs, which can include purchase of land or improvements in facilities and this in turn helps to reduce the requirement to increase property taxes or utilize debt to meet other legislated requirements and service the needs of the local taxpayers.

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.

Attachments

Appendix 1 Essex re Municipal Act Forfeiture Clause

Appendix 2 Central Frontenac Letter to Minister Steve Clark Re Retaining Surplus
 Proceeds of Tax Sales

Appendix 3 North Frontenac Honorable Steve Clark re Tax Sale Surplus

Approvals

Submitted By:



Shelley Stedall
 Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca**Honourable Steve Clark**

March 22, 2023

Ministry of Municipal Affairs and Housing
College Park 17th Floor, 777 Bay Street
Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

R23-03-081

Moved by: Mayor Bondy

Seconded by: Councillor Allard

That Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

Carried

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in blue ink, appearing to read "Shelley Brown".

Shelley Brown

Acting Clerk

sbrown@essex.ca



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca

c.c. Honourable Peter Bethlenfalvy, Minister of Finance
minister.fin@ontario.ca

Mary Birch, Interim Chief Administrative Officer
mbirch@countyofessex.ca

Anthony Leardi, MPP
anthony.leardi@pc.ola.org

Association of Municipalities of Ontario ("AMO")
resolutions@amo.on.ca

All other municipalities in Ontario



Township of Central Frontenac

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, ON K0H 2P0

Tel: 613-279-2935 or 1-800-300-6851, Fax: 613-279-2422

www.centralfrontenac.com



March 31, 2023

Honourable Steve Clark

Ministry of Municipal Affairs and Housing

College Park 17th Floor, 777 Bay Street

Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

Dear Honourable Steve Clark,

Please be advised that the Council of The Township of Central Frontenac, at a Regular Council Meeting held March 28, 2023, reviewed the correspondence from the Corporation of the Town of Essex regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution in support of the Town of Essex's resolution **R23-03-081**:

#17

Corporation of The Township of Central Frontenac- March 28, 2023

CORRESPONDENCE REQUIRING ACTION-

Resolution # 155-2023

Moved By: Councillor C. Lynn Klages

Seconded By: Councillor Cindy Kelsey

Whereas the Treasurer for the Township of Central Frontenac estimates that approximately \$652,000 of tax sale surplus proceeds has been paid into the Courts since 2017;



Township of Central Frontenac

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, ON K0H 2P0

Tel: 613-279-2935 or 1-800-300-6851, Fax: 613-279-2422

www.centralfrontenac.com



And Whereas of that money, the township may have been entitled to apply for approximately \$253,000 to be paid out of court prior to the legislation change;

Now therefore be it resolved that the Council of the Township of Central Frontenac support the resolution from the Town of Essex calling for the reinstatement of legislation permitting a municipality to retain surplus proceeds from tax sales,

And further that this resolution be forward to the Ministry of Municipal Affairs and Housing, the Ministry of Finance, MPP John Jordan, and Association of Municipalities of Ontario.

If you have any questions or concerns, please contact me at 613-279-2935 ext. 227 or via email at cmacmun@centralfrontenac.com.

Sincerely,

Cathy MacMunn AMCT ACST
Chief Administrative Officer/Clerk
Township of Central Frontenac
Email: cmacmun@centralfrontenac.com
Phone: 613-279-2935 ext. 227

cc: Honourable Peter Bethlenfalvy, Minister of Finance
minister.fin@ontario.ca

John Jordan, MPP
John.jordan@pc.ola.org

Association of Municipalities of Ontario ("AMO")
resolutions@amo.on.ca



6648 Road 506
 P.O. Box 97, Plevna, Ontario K0H 2M0
 Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
www.northfrontenac.ca

May 31, 2023

Honorable Steve Clark
 Ministry of Municipal Affairs and Housing
 College Park 17th Floor, 777 Bay Street
 Toronto, Ontario M7A 2J3

Dear Honorable Steve Clark,

Re: Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

Please be advised that the Council of the Township of North Frontenac, at a Regular Council Meeting held on May 19, 2023, were presented with correspondence from Central Frontenac and the Town of Essex regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. The Public Tax Sale process is burdensome for a Municipality as they invest considerable amounts of time and money in recovering these proceeds for the potential benefit of the Crown. As a result of this discussion, Council passed the following Resolution supporting Central Frontenac and the Town of Essex:

Resolution #226-23

Moved by Councillor Hermer, Seconded by Councillor Huetl

Be It Resolved That Council receives for information a letter dated March 31, 2023 from the CAO of Central Frontenac and a letter dated March 22, 2023, from the Acting Clerk of the Town of Essex to Steve Clark, Minister of Municipal Affairs, requesting the reinstatement of previous legislation permitting a municipality to apply for and retain surplus proceeds from a tax sale within their jurisdiction;

And That Council supports this request and directs the Clerk to forward this Resolution to the Ministry of Municipal Affairs and Housing, the Ministry of Finance and MPP John Jordan.

Carried

If you have any questions or concerns please contact Kelly Watkins, Treasurer at treasurer@northfrontenac.ca.

Yours truly,

Tara Mieske
 Clerk/Planning Manager
 TM/sm

c.c. Minister of Finance
 John Jordan, MPP

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: July 18, 2023

Subject: **Award of Tender # PS-2023-14 – Village of Battersea Sidewalk Construction**

Summary

This report provides recommendation for the award of contract for the construction of 250m of new sidewalk in the Village of Battersea from Mill Street to the Battersea Ball Diamond.

Recommendation

That Council accept the bid from Dig N Dirt Ltd. In the amount of \$164,223.90 (net of HST credits) and authorize the Public Services Department to enter into an agreement for Contract # PS-2023-04 Village of Battersea Sidewalk Construction;

That Council authorize a project budget increase in the amount of \$25,575.65 be funded from the Asset Investment Reserve.

Background

In March of this year, Council approved the 2023 Budget which included an allocation of \$50,000 toward new sidewalk extensions. This funding followed the outline of a five-year plan developed in 2021 for the investment of \$300,000 toward new sidewalk construction over the period of 2021 to 2026.

In 2021, the Village of Battersea was selected as the initial priority for new sidewalk construction with a proposal to link Mill Street to the Battersea Ball Diamond (260m). The design phase of this project did not advance in 2021 due to various considerations and was deferred that year. The project advanced to detailed design in 2022 and the construction project was later approved as part of the 2023 budget deliberations.

Public Notices regarding the project were hand delivered to all the affected landowners in February of this year. Staff also met with several landowners one-on-one to discuss the project and address concerns where noted.

On June 21st, 2023, the Township released a tender for the project on Biddingo and also advertised on the Township's website. Terms and conditions included in the tender package identified that all works were to be completed on or before October 13th, 2023.

On July 12th, 2023, the tender closed with a total of two (2) tender submissions received. The results of the tender bids are listed as follows:

Supplier	Total (Inc. Net HST Rebate)
Dig N Dirt Ltd.	\$164,223.90
Sousa Ready Mix Inc.	\$173,272.20

All the tenders were found to be complete and in compliance with the requirements of the procurement bylaw.

Discussion/Analysis

Staff completed a detailed review of the Dig N Dirt. bid submission and found their tender bid to be balanced.

Dig N. Dirt Ltd. has successfully completed numerous contracts locally over the last several years and has the experience and resources necessary to perform the work. It is therefore recommended that the low bid from Dig N Dirt be accepted and that the Township proceeds with the award of contract.

Financial Implications

In 2021, the Township updated the Long Range Financial Plan to include a project that would see \$300,000 invested in sidewalk extensions over a five-year period from 2021 to 2026. The plan was later implemented in the 2021 Budget under Project # 21-R06 with an investment of \$50,000 per year beginning in 2021. This funding plan provided an annual allocation of money but did not link to any pre-defined projects over that period. A copy of the plan can be seen on the attached Capital Project details sheet appended to this report.

The total funding allocated for sidewalk extensions to date is currently \$150,000. A detailed breakdown of the revised project budget is provided below:

ACTIVITY	COST (\$)
Dig N. Dirt Ltd. (low bid Net HST)	\$164,223.90
Pre-Engineering (Survey, Designs and Tender Documents)	\$9,351.75
QA/QC Testing	\$2,000
Revised Project Cost (Inc. Non-Refundable HST)	\$175,575.65
Approved Budget Sources (2023)	
<ul style="list-style-type: none"> • Annual Sidewalk Allocation Prior Approved - \$100,000 • Annual Sidewalk Allocation 2023 - \$50,000 	\$150,000.00
Estimated Shortfall	\$25,575.65
Note all costs include Non-Recoverable HST	

The Battersea sidewalk extension includes the replacement of approximately 65m of curb on Battersea Road that is heavily damaged. The concrete curb work which is highly recommended adds approximately \$23,000 to the overall project costs. Staff are therefore recommending that the project be awarded and that additional funding of \$25,575.65 be approved.

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):

Climate Considerations

The construction of the new sidewalk extension in Battersea will offer improved pedestrian linkages for residents and visitors in the Village. The improvements will furthermore provide increased options for active transportation.

Notice/Consultation

- Affected Landowners (Notices/Meetings)
- Director of Corporate Services & Treasurer
- Construction Technologist

Attachments

Appendix A – Capital Budget Sheet – Sidewalk Construction – Battersea Village 21-R06

Approvals

Submitted By:



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

Reviewed By:



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

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Capital Project Detail Sheet

Project Information

Project Name: **Sidewalk Construction - Battersea Village** Type of Project: Roadside
 Project Number: **21-R06** Basis for Activity: Other
 Department: 3100 - Structures Relationship to Strategic Plan: N/A
 Description: Annual sidewalk allocation as per Long Range Financial Plan. 2023 allocation will complete funding requirements for new sidewalk extension 260m from bridge to Battersea Park. Rationale: The Battersea Village sidewalk extension was included in the budget for 2021 but deferred. The design work for the sidewalk extension has been advanced for this project in 2022 with works tender ready in March 2023.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description	Actuals Expensed to Current Year	Total Project	Prior Approved	Budget				
				2023	2024	2025	2026	2027
55290 - Contracted Services	4,620	300,000	100,000	50,000	50,000	50,000	50,000	0
Total	4,620	300,000	100,000	50,000	50,000	50,000	50,000	0
40000 - Taxation	0	300,000	100,000	50,000	50,000	50,000	50,000	0
Total	0	300,000	100,000	50,000	50,000	50,000	50,000	0

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: July 18, 2023

Subject: Award of RFP PS-P03-2023 Design – Town Hall Expansion

Summary

This report provides information on the Request for Proposal PS-P03-2023 evaluation and recommends the award of contract for the Design of the Town Hall Expansion to the highest ranked proponent.

Recommendation

That Council award RFP PS-P03-2023 Design – Town Hall Expansion to Colbourne and Kembel Architects Inc in the amount of \$203,362.27 (including HST Rebate).

Background

Staff brought a report to Council at the March 7, 2023 meeting of Council with a recommendation to proceed with the detailed design of the town hall expansion project based on the conceptual drawings from the townhall office expansion feasibility study. The Public Services Department issued RFP PS-P03-2023 for the Design – Town Hall Expansion on May 31, 2023 and publicly advertised on Biddingo and the Township website.

Discussion/Analysis

On July 5, 2023, five (5) submissions were received and were subjected to a detailed review and scoring according to the evaluation criteria in the RFP:

- Experience and Team Qualifications 15 points
- Understanding of Objectives 15 points
- Quality of Approach 15 points
- Proposed Work Plan / Level of Effort 15 points
- Financial Proposal 40 points

The RFP submissions were reviewed by the evaluation team and scored according to the 100 point merit based system.

Rank	Company	Average Score (Max 100)	2023 Total Bid (Net rebatable HST)
1	COLBOURNE AND KEMBEL ARCHITECTS INC	94	\$ 203,362.27
2	ARCHITECTURE 49	92	\$ 296,726.05
3	PLUS VG ARCHITECTS	90	\$ 300,192.00
N/A	DDD ENGINEERING SERVICES	—	\$183,633.04
N/A	G ARCHITECTS	—	\$468,366.68

DDD Engineering Services and G Architects did not meet the minimum threshold requirement of the evaluation criteria and were not ranked.

Colbourne and Kembel Architecture (CKA) is a very reputable company that has experience in overseeing construction projects of varying complexity. Township Staff have full confidence in the experience and expertise of CKA to meet the project requirements, create a solid design, and assist in construction oversight once construction has commenced.

They have met all the RFP requirements and the references provided have been contacted.

The submission in the amount of \$203,362.27 is competitive bid and well priced for the design of this project. It is important to note that although CKA was the lowest ranked bidder, they proposed the most amount of hours dedicated to this project in the level of effort section of their proposal.

Financial Implications

Capital project 23-08 Town Hall Expansion Design has an approved budget of \$300,000 and sufficient funds to award this project. A detailed breakdown of the current project budget is provided below:

ACTIVITY	COST (\$)
Design (Architect and Sub-Consultants)	\$203,362.27
Arboriculture Services	\$10,000.00
Designated Substance Report (DSR)	\$2,844.19
Geotechnical Investigation & Environmental Study	\$15,218.21
Legal and Topographic Survey	\$9,667.20

Subtotal	\$231,091.87
Contingency Allowance - 10% of the Design Only	\$20,000.00
Total Estimated Project Costs to Date	\$261,091.87

Relationship to Strategic Plans

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

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

Climate Considerations

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

By replacing the current Propane HVAC systems, that we currently have in Town Hall, with an Air Sourced Cold Climate Heat Pump, which will take us off a fossil fuel system and create a net carbon zero building. We intend to improve energy efficiency through LED lighting and timers. Water fixtures are also being re evaluated to reduce our water usage.

Notice/Consultation

- Louise Fragnito, CAO.
- Tim Laprade, Manager of Recreation and Facilities

Attachments

Appendix A – Capital Project Detail Sheet (23-08)

Approvals

Submitted By:



Kyle Bolton
 Director of Public Services

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Capital Project Detail Sheet

Project Information

Project Name: **Town Hall Expansion Design**

Type of Project: Facilities

Project Number: **23-08**

Basis for Activity: Growth Related

Department: 1210 - CAO

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Design of preferred Town Hall expansion option from feasibility study

Rationale: Upon completion of the Town Hall expansion feasibility study (early 2023), Council will select their preferred option. The next stage of the project will be to hire a consultant to develop drawings on the preferred option.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2023	2024	2025	2026	2027
55330 - Consultant	Expenses / Expenditure	0	300,000	0	300,000	0	0	0	0
Total		0	300,000	0	300,000	0	0	0	0

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: **Appointment of Alternate, Community Emergency
Management Coordinator**

Summary

Staff recommend that Council approve By-law 2023-57 to appoint Jan Minaker, Manager, Human Resources as Alternate, Community Emergency Management Coordinator.

Recommendation

1. That By-law 2023-57 being a 'By-law to Appoint Jan Minaker as Alternate, Community Emergency Management Coordinator' be given first and second reading.
2. That By-law 2023-57 be given third reading, signed and sealed.

Discussion/Analysis

Staff recommend that Jan Minaker, Manager, Human Resources be appointed as Alternate, Community Emergency Management Coordinator effective July 19, 2023. Ms. Minaker will fulfill the duties of the Community Emergency Management Program Coordinator as outlined in the *Emergency Management and Civil Protection Act* and associated regulations should the primary Community Emergency Management Program Coordinator be unavailable.

Upon appointment, Ms. Minaker will undertake the training required by Emergency Management Ontario.

Staff will provide Council with a further update regarding the Township of South Frontenac Emergency Management Program during Fall, 2023.

Financial Implications

None

Relationship to Strategic Plans

Not applicable to this report.

Township of South Frontenac

Staff Report - Appointment of Alternate, Community Emergency Management Coordinator

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

Exhibit A - By-law 2023-57 – A By-law to Appoint An Alternate Community Emergency Management Coordinator

Approvals

Submitted By:



James Thompson

Clerk

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-57**

**A BY-LAW TO APPOINT AN ALTERNATE, COMMUNITY EMERGENCY
MANAGEMENT COORDINATOR FOR THE TOWNSHIP OF SOUTH
FRONTENAC**

WHEREAS Section 10. (1) of *Ontario Regulation 380/04 Standards* under the *Emergency Management and Civil Protection Act* requires that every municipality shall designate an employee of the municipality or a member of the council as its community emergency management program coordinator;

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

1. That Jan Minaker is hereby appointed as Alternate, Community Emergency Management Coordinator for the Corporation of the Township of South Frontenac.
2. That this By-law shall come into force and take effect on July 19, 2023.

Dated at the Township of South Frontenac this 18 day of July, 2023.

Read a first and second time this 18 day of July, 2023.

Read a third time and finally passed this 18 day of July, 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: Amendment to Safe Properties By-law

Summary

The purpose of the Report is to provide Council with background information regarding a recommended amendment to [By-law 2007-13](#), as Amended, 'A By-Law to Provide For The Safety Of Properties in The Township Of South Frontenac'. Additionally, the Report contains background information related to a recommended administrative monetary penalty associated with the proposed amendment to the Safe Properties By-law.

Recommendation

That Council recommend as follows:

- a) That By-law 2023-58 attached as Exhibit A, being "A By-Law to Amend By-Law 2007-13, As Amended, 'A By-Law to Provide For The Safety Of Properties In The Township Of South Frontenac'", be given first and second reading; and
- b) That By-law 2023-58 be given third reading, signed and sealed.
- c) That By-law 2023-59 attached as Exhibit B, being "A By-law to Amend By-law 2022-70, As Amended, 'A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws'", be given first and second reading.
- d) That By-law 2023-59 be given third reading, signed, and sealed.

Background

On August 9, 2022, Council approved [By-law 2022-72](#), being "A By-Law to Amend By-Law 2007-13, 'A By-Law to Provide For The Safety Of Properties In The Township Of South Frontenac'". By-law 2022-72 implemented a series of housekeeping amendments to the Safe Properties By-law which were recommend by the Township Solicitor to ensure that the By-law remained a viable tool to capably address by-law violations.

Discussion/Analysis

Proposed Amendment to Safe Properties By-law:

Increasingly and on numerous occasions, the Township of South Frontenac and Frontenac Municipal Law Enforcement have been unable to effectively enforce the Safe Properties By-law as Clause d. of Section 2. is ineffective with respect to addressing violations related to inoperative vehicles. Clause d. reads as follows:

- “(d) scrap and junk material including without limiting its generality, wrecked, dismantled, unused, unlicensed or non-restorable vehicles, trailers, machinery, tools, tires, appliances, equipment or any part thereof, except in an establishment licensed or permitted to conduct and operate such a business, and only then under circumstances that prevent unsafe or unsightly conditions;”

While Clause d. is effective in dealing with most situations, the ambiguity of the terms; “scrap”, “junk material” and “unlicensed” has negatively impacted the Township’s ability to address “inoperative motor vehicles”.

Following consultation with the Township Solicitor it is recommended that Section 2. be amended to include Clause “h.” which reads as follows:

- “2. Every property in the municipality shall be kept in a neat, tidy and safe condition consistent with surrounding properties, and free from:
- h) inoperative motor vehicles, it being understood that inoperative motor vehicles means a vehicle that has not been moved from the lot on which it is stored for a period of time in excess of thirty (30) days, unless the vehicle is stored in a building and has one or more of the following characteristics:
 - a. is missing parts, including tires;
 - b. is damaged;
 - c. has a missing windshield or other windows;
 - d. is otherwise deteriorated or in a condition that is likely to affect its operation for its intended purpose; and

Without limiting the generality of the foregoing, an inoperative motor vehicle shall include unlicensed vehicles or vehicles without currently validated license plates issued for the vehicle by the Province of Ontario.”

The proposed amendment is seen as an extremely important tool which will enhance the ability of the Township of South Frontenac to effectively address Safe Properties By-law violations. The proposed amendment will provide the necessary clarity between scrap or junk material and an inoperative motor vehicle.

Associated Proposed Amendment to Administrative Monetary Penalties By-law:

It is recommended that the following administrative monetary penalty be implemented to discourage violations of Section 2. Clause h. of the Safe Properties By-law.

By-Law Number 2007-13, A By-Law to Provide For The Safety Of Properties In The Township of South Frontenac		
By-Law Section	Short Wording	Penalty Amount
2. h.	<p>Failure to remedy an order related to inoperative motor vehicles, it being understood that inoperative motor vehicles means a vehicle that has not been moved from the lot on which it is stored for a period of time in excess of thirty (30) days, unless the vehicle is stored in a building and has one or more of the following characteristics:</p> <ul style="list-style-type: none"> a. is missing parts, including tires; b. is damaged; c. has a missing windshield or other windows; d. is otherwise deteriorated or in a condition that is likely to affect its operation for its intended purpose; and <p>Without limiting the generality of the foregoing, an inoperative motor vehicle shall include unlicensed vehicles or vehicles without currently validated license plates issued for the vehicle by the Province of Ontario.”</p>	\$500.00

The proposed penalty amount is equal to the approved penalty amount associated with Section 2. Clause d. of the Safe Properties By-law.

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

Climate Considerations

Not applicable to this report.

Notice/Consultation

- Frontenac Municipal Law Enforcement
- Municipal Solicitor

Attachments

- Exhibit A* – By-law 2023-58 being “A By-Law to Amend By-Law 2007-13, As Amended, ‘A By-Law to Provide For The Safety Of Properties In The Township Of South Frontenac”
- Exhibit B* – By-law 2023-59 being “A By-law to Amend By-law 2022-70, As Amended, ‘A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws”

Approvals

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-58**

A By-Law to Amend By-Law 2007-13, As Amended, 'A By-Law to Provide For The Safety Of Properties In The Township Of South Frontenac'

WHEREAS Council desires to update By-law 2007-13, As Amended;

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

1. By-law 2007-13, As Amended, 'A By-Law to Provide For The Safety Of Properties In The Township Of South Frontenac', is hereby amended as follows:

That Section 2. be amended to add Clause h. which reads as follows:

- “h) inoperative motor vehicles, it being understood that inoperative motor vehicles means a vehicle that has not been moved from the lot on which it is stored for a period of time in excess of thirty (30) days, unless the vehicle is stored in a building and has one or more of the following characteristics:
- a. is missing parts, including tires;
 - b. is damaged;
 - c. has a missing windshield or other windows;
 - d. is otherwise deteriorated or in a condition that is likely to affect its operation for its intended purpose; and

Without limiting the generality of the foregoing, an inoperative motor vehicle shall include unlicensed vehicles or vehicles without currently validated license plates issued for the vehicle by the Province of Ontario.”

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

Given First and Second Readings: July 18, 2023

Given Third Reading signed and sealed July 18, 2023

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

Ron Vandewal, Mayor

James Thompson, Clerk

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-59**

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

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

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

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

Schedule B is amended to add the following Administrative Monetary Penalty related to By-law 2007-13, which reads as follows:

By-Law Number 2007-13, A By-Law to Provide For The Safety Of Properties In The Township of South Frontenac		
By-Law Section	Short Wording	Penalty Amount
2. h.	<p>Failure to remedy an order related to inoperative motor vehicles, it being understood that inoperative motor vehicles means a vehicle that has not been moved from the lot on which it is stored for a period of time in excess of thirty (30) days, unless the vehicle is stored in a building and has one or more of the following characteristics:</p> <ol style="list-style-type: none"> a. is missing parts, including tires; b. is damaged; c. has a missing windshield or other windows; d. is otherwise deteriorated or in a condition that is likely to affect its operation for its intended purpose; and <p>Without limiting the generality of the foregoing, an inoperative motor vehicle shall include unlicensed vehicles or vehicles without currently validated license plates issued for the vehicle by the Province of Ontario.</p>	\$500.00

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

Given First and Second Readings: July 18, 2023

Given Third Reading signed and sealed July 18, 2023

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

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac Staff Report



To: Council
Prepared by: Office of the Clerk
Date of Meeting: July 18, 2023
Subject: EA-2023-002 (Hulse) – Encroachment Agreement Request

Summary

The Report provides background information and recommends approval of a By-law and Encroachment Agreement to recognize the existing encroachment of an accessory building, being a detached garage and the existing driveway over a Township owned unopened road allowance.

Recommendation

That By-law 2023-60, being a 'By-law to authorize the execution of an Encroachment Agreement between the Township of South Frontenac and Wei Li relating to the existing structure located on the Township owned unopened road allowance, District of Bedford' be given first and second reading.

That By-law 2023-60 be given third reading, signed and sealed.

Background

Further to the [Hulse Report](#) regarding this matter heard at the June 20, 2023 meeting, this report provides the final Agreement to be entered into between the new owners of the property and the Mayor and Clerk, attached to the Report as Attachment #1. By-law 2023-60 attached to the Report as Attachment #2 permits the Clerk and Mayor to enter into the Encroachment Agreement and is to be registered on title to the benefitting lands with the Agreement attached as Attachment #1 to the By-law.

Discussion/Analysis

The unopened road allowance is aligned from east to west along a large piece of land. The road allowance begins and ends in Bobs Lake. The unopened road allowance is known as a Part Road Allowance between Lot 20 and Lot 21, Concession 2; Bedford; Part Road Allowances between Lot 20 and Lot 21, Concession 3 Bedford, Parts 4, 9, 10 & 35 13R4646 & lying west of Part 46, 13R4646.

The benefitting property is located at Part Lot 20 & 21, Concession 3, being Part 1 on Plan 13R11704, District of Bedford and is municipally known as 195 Riders Lane.

The garage on the benefitting lands encroaches on the unopened road allowance. The attached Encroachment Agreement will formalize and legalize the unintentional encroachment. On June 20, 2023 Council agreed in principle by resolution to entering into the Agreement and registering it on title to the benefitting lands.

The property has now been sold, and Wei Li has been named in the Agreement as the new owner, the Agreement will be entered into between the property owner Wei Li and the Mayor and Clerk.

Financial Implications

The application fee has been paid by the current owner. The owner will be responsible for all legal fees, including the cost to register the by-law and agreement on title.

Relationship to Strategic Plans

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

Climate Considerations

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

Notice/Consultation

- None

Attachments

Attachment #1 – Encroachment Agreement

Attachment #2 – By-Law 2023-60

Approvals

Prepared By:



Michelle Hannah
Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Schedule "A" to By-Law 2023-60

Encroachment Agreement

Made this _____ day of July, 2023

BETWEEN

Wei Li

Hereinafter called the "Owner (Licensee)"

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

Hereinafter called the "Municipality (Licensor)"

OF THE SECOND PART

WHEREAS the Owner is the registered owner of lands located in the Township of South Frontenac more particularly described in Schedule "A" (the "Owner's Lands");

AND WHEREAS the Municipality is the registered owner of the Road Allowance, more particularly described in Schedule "B" (the "Road Allowance");

AND WHEREAS By-Law 2023-60 authorized this agreement to be entered into between Owner with the Municipality on the terms set out;

AND WHEREAS the Municipality is authorized to enter into this agreement and register it against the title to the severed lands, pursuant to Section 5.3 of the *Municipal Act*, 2001 c. 25;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the parties agree each with the other as follows:

1. The Owner covenants and agrees to the following conditions for an encroachment agreement for a part of the existing accessory structure, being a detached garage at the property described in Schedule A to this agreement, to occupy a portion of the road allowance between Lots 20 & 21, Concession 3, District of Bedford, as described in schedule B to this agreement. And agree to comply with the conditions of By-Law 2023-60, A By-law to Authorize the Encroachment of a dwelling on Part of the Road Allowance between Lots 20 & 21, Concession 3, District of Bedford.
2. The Owner hereby covenants and agrees for ourselves, heirs, executors and assigns to indemnify and keep indemnified the Licensor against all actions, suits, claims and demands which may be brought or made against the Licensor, and against all loss, costs, damages, charges or expenses whatever which may be sustained, incurred or paid by the Licensor in consequence of the above-mentioned encroachment, and the Licensees hereby grant to the Licensor full power and authority to settle any such action, suit, claim or demand on such terms as the Licensor deems appropriate, and to pay to the Licensor on demand all moneys paid by it in pursuance of any such settlement and also such sums as shall represent the reasonable costs or the Licensor or its Solicitor in defending or settling any such action suit, claim or demand, and this agreement shall not be alleged as a defense by the Licensees in any action by any person for actual damage suffered by reason of the permission hereby granted to maintain the above-mentioned encroachment.

3. We further covenant and agree that this agreement applies only to the structure existing of this date, and indicated on the attached GIS mapping in Schedule C, and not to any other development on the property. If the portion of the structure which encroaches into the road allowance is removed, it cannot be rebuilt within the road allowance, and no additional development, beyond that indicated on the GIS mapping shall occur within the road allowance. The detached garage was constructed in 2002 and is 89 square meters in size (960 square feet) and shall not be enlarged within the unopened road allowance.
4. This Agreement shall be registered against the title to the Owner's Lands, as Schedule A to by-law 2023-60 and the Municipality shall be entitled to enforce its provisions against the Owner and, in respect of the obligations affecting the Owner's Lands.
5. If the Owner fails or refuses for any reason to comply with any requirements of this agreement, the Owner shall be in default and the Municipality may, on seven (7) days notice, require the Owner to remedy the default, failing which the Municipality may, without further notice and without prejudice to any other rights and remedies available to it, do such things and perform such work as is necessary to rectify the default.
6. Any account rendered by the Municipality for work done shall be paid by the Owner within thirty (30) days of the day of billing, and, if the Owner fails to pay, interest shall be charged on the amount outstanding at the rate of one and a quarter percent (1.25%) per month (15% per annum) on the first day of each calendar month following the date the account was due. Any payments received on accounts rendered shall be applied first to any outstanding interest which may have accrued, and the balance shall be applied to reduce the principal amount outstanding.
7. If the Municipality incurs any expense arising out of the terms of this Agreement, the Municipality may recover the amount in the same manner as municipal taxes or by action, pursuant to Section 326 of the *Municipal Act*.
8. All costs necessary to fulfill any condition of this agreement, and all costs incurred by the Municipality in connection with the preparation, execution, registration or enforcement of this Agreement shall be paid by the Owners.
9. This Agreement may be deleted from title upon the written consent of the Municipality to the owner's legal representation.
10. This Agreement shall become null and void if the Owner's Lands are sold, transferred, or otherwise disposed of.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first written above.

SIGNED, SEALED AND DELIVERED
In the presence of:

Witness

Wei Li
Owner

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

Per:

Ron Vandewal – Mayor

James Thompson – Clerk

We have the authority to bind the corporation.

Schedule A

The Owner's Lands:

Part Lot 20 and 21, Concession 3, Parts 39, 40, 47 & 50, Plan 13R4646 and Part 1 Plan 13R11704

PIN: 36240-0188

Municipal Address: 195 Riders Lane

Schedule B

The Road Allowance:

Part of the road allowance between Lots 20 & 21, Concession 3, District of Bedford

Schedule C



**Township of South Frontenac
By-Law 2023-60**

Being a By-law to authorize the execution of an Encroachment Agreement between the Township of South Frontenac and Wei Li relating to the existing structure located on the Township owned unopened road allowance, District of Bedford

WHEREAS PURSUANT TO Section 9 of the *Municipal Act*, 2001, S.O. 2001, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to Section 5.3 of the *Municipal Act*, 2001, c.25, the powers of every Council shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the Township of South Frontenac enter into an agreement with Wei Li respecting the encroachment of the garage on the unopened road allowance between Lot 20 and 21, Concession 2, District of Bedford.

AND WHEREAS such agreement is required to set out the terms and conditions of the provision of such encroachment;

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

1. That the Mayor and the Clerk are hereby authorized, on behalf of the Township of South Frontenac, to enter into and execute under its corporate seal, an Encroachment Agreement with Wei Li.
2. That a copy of the said agreement shall remain attached to and form part of this by-law marked as Schedule A.
3. That the Owner(s) of the lands as of the date of by-law passage shall pay all costs associated with the development, passage and registration of this by-law.
4. That this by-law shall be registered in the Land Registry Office and the Municipality shall be provided with the appropriate documentation that the registration has been completed within ten (10) business days of the date of registration.
5. That passage of this by-law shall be deemed to include authorization to legal counsel to register the same in the Land Registry Office without further written authorization.
6. That this by-law shall come into force and effect on the final date of passing.

Dated at the Township of South Frontenac this 18th day of July, 2022.

Read a first and second time this 18th day of July, 2022.

Read a third time and finally passed this 18th day of July, 2022.

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

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: **EA-2023-001 (Knight) (Rayner) – Encroachment Agreement Request**

Summary

This report provides background information and recommends approval of an Encroachment Agreement and By-law to recognize the existing encroachment of the multi residential structure on the property over a portion of Township owned unopened road allowance.

Recommendation

That By-law number 2023-61, being a By-law to allow the Mayor and the Clerk to enter into an Encroachment Agreement with the Applicant for the encroachment of a building at the property municipally known as 3945 Wilton Road, be given first and second reading; and

That By-law number 2023-61 be given third reading, signed and sealed.

Background

In January 2023, the owner purchased the property municipally known as 3945 Wilton Road, Harrowsmith. Upon a title search performed by the owner's lawyer, it was discovered through a survey registered on title from 1976 that one foot of the structure on the property encroaches onto the road allowance shown as Concession Street, and known today as Colebrook Road, the 1976 Survey is attached to the Report as Attachment #1. An aerial image of the property and Colebrook Road is attached to the Report as Attachment #2.

Discussion/Analysis

The road allowance is located between Concessions 4 & 5 of the former Township of Portland and is aligned from northwest to southeast and has recently been realigned to be a dead end with the realignment of the intersection at Road 38 and Wilton Road.

The benefitting property is located at Part Lot 1, Block H, Plan 96, being Part 1 on Plan on Plan 13R1860, municipally known as 3945 Wilton Road, Harrowsmith.

The property is developed with a multi-residential dwelling.

The owner is seeking to enter into an Encroachment Agreement with the Township to legalize the existing encroachment of the structure.

The By-law will be registered on title to the benefitting property with the Agreement to be registered as a schedule to the By-law. The By-law is attached to this report as Attachment #3 and the Agreement is attached to this report as Attachment #3. Nothing will be registered on title to the road allowance.

Clerk's Department Staff have reviewed the proposal with Public Service Staff and they do not have any concerns with entering into the agreement.

Financial Implications

The application fee has been paid by the owner. The owner will be responsible for all legal fees, including the cost to register the by-law and agreement on title.

Relationship to Strategic Plans

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

Climate Considerations

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

Notice/Consultation

- Public Services

Attachments

Attachment #1 – Survey 13R1860

Attachment #2 – Aerial Map

Attachment #3 – By-Law 2023-61

Attachment #4 – Encroachment Agreement

Approvals

Prepared By:



Michelle Hannah
Deputy Clerk

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito
Chief Administrative Officer

RECEIVED AND DEPOSITED AS

PLAN 13 R-1860.

May 18, 1976.

A. Bolting
Aspy. LAND REGISTRAR
REGISTRY DIVISION OF FRONTENAC N^o. 13

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

14 MAY 1976

J. A. Minnes
JAMES A. MINNES, O.L.S.
ONTARIO LAND SURVEYOR

SE CORNER
BLOCK F, PLAN 57
CUT CROSS
(TO H.O.)
D-1 PLAN 273

PLAN OF SURVEY

OF PART OF

LOT 1, BLOCK H, REG. PLAN N^o. 96

VILLAGE OF HARROWSMITH

TOWNSHIP OF PORTLAND

COUNTY OF FRONTENAC

1976

SCALE: 1" = 20 FEET

HANGING LINES WERE VERIFIED

SURVEYOR'S CERTIFICATE
HEREBY CERTIFY: -

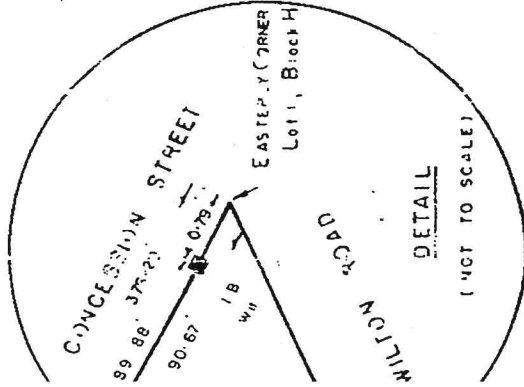
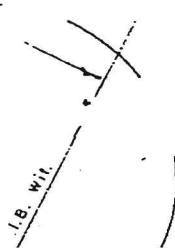
(1) THAT THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE
WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS
MADE THEREUNDER.

(2) THE SURVLY WAS COMPLETED ON THE 13 TH DAY OF MAY 1976 .

JAMES A. MINNES
ONTARIO LAND SURVEYOR
KINGSTON, ONTARIO
13 MAY 1976

E. Peter Wrigley
E. PETER WRIGLEY
ONTARIO LAND SURVEYOR

SEE DETAIL





Legend

Assessment Parcels

1: 564



0.0 0 0.01 0.0 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
Includes Material © 2019 of the Queen's Printer for Ontario. All Rights Reserved.

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Township of South Frontenac

By-Law 2023-61

Being a By-law to authorize the execution of an Encroachment Agreement between the Township of South Frontenac and Adam Rayner relating to the existing structure located on the Township owned road allowance, District of Portland.

WHEREAS PURSUANT TO Section 9 of the *Municipal Act*, 2001, S.O. 2001, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to Section 5.3 of the *Municipal Act*, 2001, c.25, the powers of every Council shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the Township of South Frontenac enter into an agreement with Adam Rayner respecting the encroachment of the structure, being a residential building on the road allowance municipally known as Colebrook Road, District of Portland.

AND WHEREAS such agreement is required to set out the terms and conditions of the provision of such encroachment;

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

1. That the Mayor and the Clerk are hereby authorized, on behalf of the Township of South Frontenac, to enter into and execute under its corporate seal, an Encroachment Agreement with Adam Rayner.
2. That a copy of the said agreement shall remain attached to and form part of this by-law marked as Schedule A.
3. That the Owner(s) of the lands as of the date of by-law passage shall pay all costs associated with the development, passage and registration of this by-law.
4. That this By-law shall be registered in the Land Registry Office and the Municipality shall be provided with the appropriate documentation that the registration has been completed within ten (10) business days of the date of registration.
5. That passage of this By-law shall be deemed to include authorization to legal counsel to register the same in the Land Registry Office without further written authorization.
6. That this By-law shall come into force and effect on the final date of passing.

Dated at the Township of South Frontenac this 18th day of July, 2023.

Read a first and second time this 18th day of July, 2023.

Read a third time and finally passed this 18th day of July, 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk

Schedule "A" to By-Law 2023-61

Encroachment Agreement

Made this _____ day of _____, 2023

BETWEEN

Adam Rayner

Hereinafter called the "Owner (Licensee)"

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

Hereinafter called the "Municipality (Licensor)"

OF THE SECOND PART

WHEREAS the Owner is the registered owner of lands located in the Township of South Frontenac more particularly described in Schedule "A" (the "Owner's Lands");

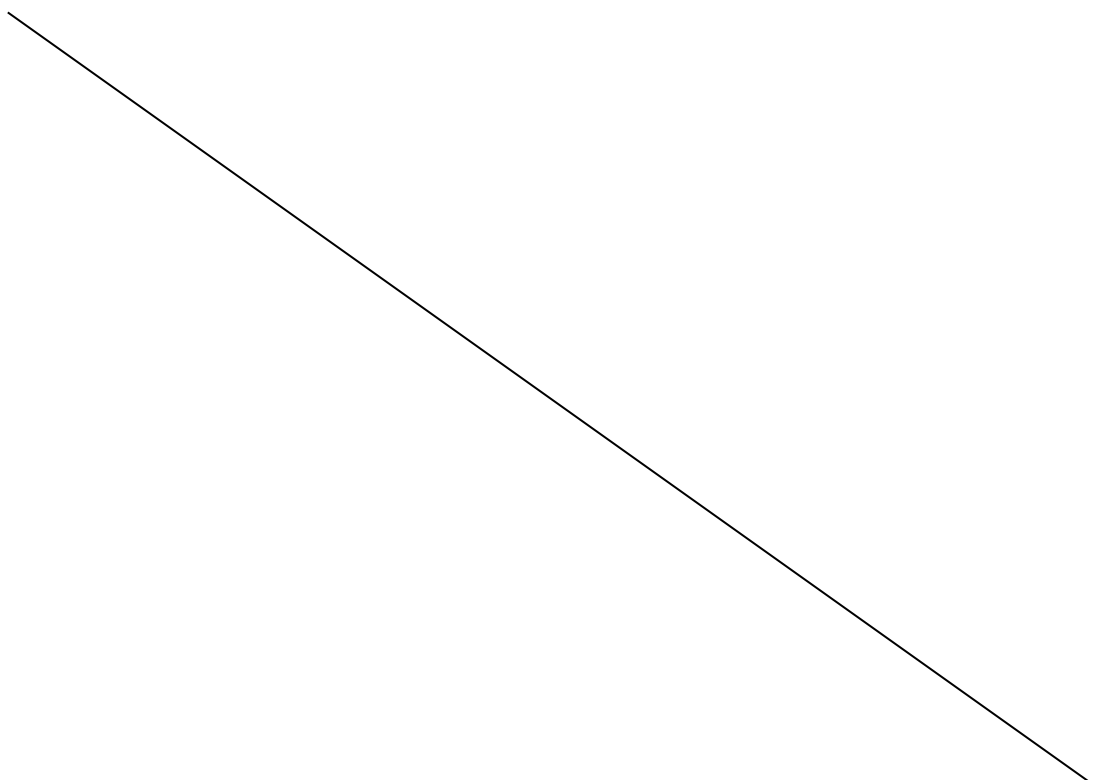
AND WHEREAS the Municipality is the registered owner of the Road Allowance, more particularly described in Schedule "B" (the "Road Allowance");

AND WHEREAS By-Law 2023-61 authorized this agreement to be entered into between Owner with the Municipality on the terms set out;

AND WHEREAS the Municipality is authorized to enter into this agreement and register it against the title to the severed lands, pursuant to Section 5.3 of the *Municipal Act*, 2001 c. 25;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the parties agree each with the other as follows:

1. The Owner covenants and agrees to the following conditions for an encroachment agreement for a part of the main structure, being a multi-residential dwelling at the property described in Schedule A to this agreement, to occupy a portion of the road allowance between Concessions 4 & 5, District of Portland, as described in schedule B to this agreement. And agree to comply with the conditions of By-Law 2023-61, A By-law to Authorize the Encroachment of a dwelling on Part of the Road Allowance between Concessions 4 & 5, District of Portland.
2. The Owner hereby covenants and agrees for ourselves, heirs, executors and assigns to indemnify and keep indemnified the Licensor against all actions, suits, claims and demands which may be brought or made against the Licensor, and against all loss, costs, damages, charges or expenses whatever which may be sustained, incurred or paid by the Licensor in consequence of the above-mentioned encroachment, and the Licensees hereby grant to the Licensor full power and authority to settle any such action, suit, claim or demand on such terms as the Licensor deems appropriate, and to pay to the Licensor on demand all moneys paid by it in pursuance of any such settlement and also such sums as shall represent the reasonable costs or the Licensor or its Solicitor in defending or settling any such action suit, claim or demand, and this agreement shall not be alleged as a defense by the Licensees in any action by any person for actual damage suffered by reason of the permission hereby granted to maintain the above-mentioned encroachment.

3. We further covenant and agree that this agreement applies only to the structure existing of this date, and indicated on Plan 13R1860, and not to any other development on the property. If the portion of the structure which encroaches into the road allowance is removed, it cannot be rebuilt within the road allowance, and no additional development, beyond that indicated on Plan 13R1860 shall occur within the road allowance.
 4. This Agreement shall be registered against the title to the Owner's Lands, as Schedule A to by-law 2023-61 and the Municipality shall be entitled to enforce its provisions against the Owner and, in respect of the obligations affecting the Owner's Lands.
 5. If the Owner fails or refuses for any reason to comply with any requirements of this agreement, the Owner shall be in default and the Municipality may, on seven (7) days notice, require the Owner to remedy the default, failing which the Municipality may, without further notice and without prejudice to any other rights and remedies available to it, do such things and perform such work as is necessary to rectify the default.
 6. Any account rendered by the Municipality for work done shall be paid by the Owner within thirty (30) days of the day of billing, and, if the Owner fails to pay, interest shall be charged on the amount outstanding at the rate of one and a quarter percent (1.25%) per month (15% per annum) on the first day of each calendar month following the date the account was due. Any payments received on accounts rendered shall be applied first to any outstanding interest which may have accrued, and the balance shall be applied to reduce the principal amount outstanding.
 7. If the Municipality incurs any expense arising out of the terms of this Agreement, the Municipality may recover the amount in the same manner as municipal taxes or by action, pursuant to Section 326 of the *Municipal Act*.
 8. All costs necessary to fulfill any condition of this agreement, and all costs incurred by the Municipality in connection with the preparation, execution, registration or enforcement of this Agreement shall be paid by the Owners.
 9. This Agreement may be deleted from title upon the written consent of the Municipality to the owner's legal representation.
 10. This Agreement shall become null and void if the Owner's Lands are sold, transferred, or otherwise disposed of.
- 

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first written above.

SIGNED, SEALED AND DELIVERED
In the presence of:

Witness

Adam Rayner
Owner

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

Per:

Ron Vandewal – Mayor

James Thompson – Clerk

We have the authority to bind the corporation.

Schedule A

The Owner's Lands:

Part Lot 1, Block H, Plan 96, Part 1 on Plan 13R1860; South Frontenac

PIN: 36139-0246

Municipal Address: 3945 Wilton Road, Harrowsmith

Schedule B

The Road Allowance:

Road allowance between Concession 4 & 5, Portland (AKA Colebrook Road) between Ottawa Street Plan 57 & Travelled Road (AKA Wolfe Swamp Road); South Frontenac

PIN: 36139-0178

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: July 18, 2023

Subject: **Speed Limit Changes – Various Roads**

Summary

This report is a follow up to the report presented to Council on June 20th, 2023, relating to proposed speed limit changes on Lower Round Lake Road, Perth Road, Petworth Road, Carrying Place and Westport Road. The purpose of this report is to seek Council approval to pass Bylaw 2023- to implement these changes.

Recommendation

That By-law 2023-62, being a “By-law to amend By-law 2000-01, and to amend the speed limits on sections of Lower Round Lake Road, Perth Road, Petworth Road, Carrying Place and Westport Road” be given first and second reading.

That By-law 2023-62 be given third reading, signed and sealed.

Background

At the June 20th, Council meeting, Troy Dunlop, Manager of Engineering and Capital Projects, presented a report that summarized the outcomes of proposed speed limit changes on sections of Lower Round Lake Road, Perth Road, Petworth Road, Carrying Place and Westport Road.

Discussion/Analysis

Following the report presented and the outline of the criteria presented to Council on June 20th, staff were directed to bring forward a by-law to affect the speed limit changes as recommended.

Financial Implications

Not applicable.

Relationship to Strategic Plans

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

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

Safe Roads Engineering
 Petition Holder (s)
 Director of Public Services
 Manager of Operations and Fleet

Attachments

Bylaw 2023-62

Approvals

Submitted By:



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

Reviewed By:



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

Approved By:



Louise Fragnito, CPA, CGA
 Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-62**

A BY-LAW TO AMEND BY-LAW 2000-01, BEING A BY-LAW TO REGULATE THE USE OF TRAFFIC, PARKING AND STOPPING ON HIGHWAYS AND BRIDGES IN THE TOWNSHIP OF SOUTH FRONTENAC, TO REGULATE SPEEDS AS OUTLINED IN SCHEDULE "A".

WHEREAS By-law 2000-01 regulates the use of traffic, parking and stopping on highways and bridges under the jurisdiction of the Council of the Corporation of the Township of South Frontenac, pursuant to the Municipal Act, R.S.O. 1990, Ch. 45, as amended and the Municipal Act, 2001, Ch. 25, as amended; and

WHEREAS Council wishes to amend By-law 2000-01 as amended, for the purposes of regulating the speed on sections of Lower Round Lake Road, Perth Road, Petworth Road, Carrying Place Road and Westport Road.

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

1. That the attached Schedule "A-62" is hereby added to By-law 2000-01 as amended.
2. This by-law shall come into force and take effect upon the posting of the appropriate speed limit signs.

Dated at the Township of South Frontenac this 18th day of July, 2023.

Read a first and second time this 18th day of July, 2023.

Read a third time and finally passed this 18th day of July, 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk

SCHEDULE "A-"
(By-law 2023-62)

Maximum Rate of speed 60 kilometers per hour.

<u>Highway</u>	<u>From</u>	<u>To</u>
Carrying Place Road	Intersection of Burnt Hills Road	Westerly 5,920m to end of Carrying Place Road
Lower Round Lake Road	Intersection of Round Lake Road	Northerly 3,640m to end of Lower Round Lake Road
Petworth Road	Intersection of Road 38	Intersection of Kerr Road
Westport Road	600m East of Intersection of Lee Road	700m West of Intersection of Bresee Road

Maximum Rate of speed 70 kilometers per hour.

<u>Highway</u>	<u>From</u>	<u>To</u>
Perth Road	Intersection of Isabelle Lane	600m East of Intersection of Bedford Mills

Township of South Frontenac

Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: July 18, 2023

Subject: 2022 Draft Financials

Summary

The report provides a summary of the year-to-date financials to December 31, 2022 with a comparison to the 2022 budget.

Recommendation

This report is for information only.

Background

Attached to this report are the year-to-date operating financials to December 31, 2022, with comparison to the total 2022 budget under Appendix A. Also attached is a summary of the Capital projects financial results to the end of 2022.

Discussion/Analysis

Under Operating revenues, below is a summary of the main variances:

- User fees:
 - Higher revenues received through the sale of recycling materials from the City of Kingston along with Bag Tag revenue and tipping fees however expenses under Solid Waste Management for recycling processing and landfill exporting were also over budget.
 - WSIB NEER Rebate was received resulting in \$52,383 unexpected revenue.
- Licenses, Permits and Rents: Higher than budgeted building permits and Part 8 revenues. The net result of excess revenues over expenditures were transferred to dedicated building and Part 8 reserve for South Frontenac and to deferred revenue accounts for the other lower tier municipalities which are reflected under expense lines.
- The Investment income was lower than budgeted due to the global market economy.
- Penalties and interest on taxes were lower than budgeted as most taxpayers kept their property taxes up to date and avoided late charges.
- Sale of land and equipment not budgeted and has offsetting transfer to reserve in expenses.
- Transfer from Reserves higher due to funding of Winter Control additional expenses.

Under Operating expenses, below is a summary of the main variances:

- General Government: underbudget due mostly to lower staff wages from staffing gaps and departmental reallocations
- Fire: Increased costs primarily from fuel costs, property and vehicle maintenance and additional transfer to reserves for sale of vehicles.
- Transportation Services:
 - Increased Roadway maintenance costs due to materials, primarily gravel for loosetop maintenance
 - Overbudget on roadside mowing costs due to using contracted services rather than in-house resources due to delay in receipt of tractors.
 - Higher than budgeted Winter control costs due to weather conditions.
- Environmental Services:
 - Recycling and Garbage collections costs increase
 - Export costs increase
 - Recycling Processing cost increase
- Parks Recreation & Cemeteries – committees of council costs are unbudgeted and are offset by revenues under user fees and donation.

Overall, the operating variances reflect a deficit of \$242,899.

Under capital, finalized projects (excluding carryovers) were overall under budget by \$965,731 of which \$29,250 were to be funded from taxation. The remainder of the variance would remain in reserves. The focus of 2022 was the finalization of many carryover projects. A complete listing of capital projects along with their status – complete or carried over is shown in Appendix B.

Financial Implications

The draft financial statements are presented to Council as a summary of the 2022 fiscal activities for the Township of South Frontenac. The municipality has a surplus of \$722,832 (Capital surplus of \$965,731 less Operating deficit of 242,899).

Relationship to Strategic Plan

Not applicable to this report.

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

- Priority: Choose an item.

Climate Considerations

Not applicable to this report.

Attachments

Appendix A - INC STATEMENT Council Dec 31, 2022

Appendix B Capital Budget-Final-with carryovers-actuals End of 2022

Approvals

Prepared By:



Kyle Griese
Financial Analyst

Submitted By:



Shelley Stedall
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

TOWNSHIP OF SOUTH FRONTENAC
For the Twelve Months Ending December 31, 2022

	2022 Year Budget	2022 YTD Actuals	YTD Actual vs YTD Budget Variance
REVENUE			
Property Taxation	21,442,349	21,401,975	(40,374)
User Charges	1,225,255	1,553,369	328,113
Licenses, Permits and Rents	1,492,520	2,026,482	533,962
Government Grants	1,990,395	1,990,460	65
Grants from Other Municipalities	0	7,860	7,860
Investment Income	353,000	235,791	(117,209)
Penalties and Interest on taxes	370,000	341,791	(28,209)
Donations	3,000	35,687	32,687
Other	0	110,633	110,633
Transfer from Reserves/Reserve Funds	791,300	1,033,930	242,630
Total Revenues	27,667,820	28,737,977	1,070,158

OPERATING EXPENSE

<i>General Government</i>	6,218,800	6,000,053	(218,747)
<i>Protection to Persons and Property</i>			
Fire	1,907,239	2,043,505	136,266
Police	2,931,316	2,922,293	(9,023)
Conservation Authorities	258,872	275,003	16,131
Protective Inspections and Control	132,752	111,199	(21,552)
Emergency Measures	2,730	716	(2,014)
Building Department	1,165,650	1,708,365	542,715
<i>Transportation Services</i>			
Roadway Maintenance	4,695,578	5,034,806	339,228
Winter Control	2,318,869	2,629,709	310,841
<i>Environmental Services</i>			
Water System	403,353	429,002	25,649
Solid Waste Management	2,938,196	3,073,946	135,750
<i>Parks, Recreation and Cemeteries</i>	<i>1,005,341</i>	<i>1,100,788</i>	<i>95,447</i>
<i>Planning and Development</i>	<i>678,205</i>	<i>640,571</i>	<i>(37,633)</i>
Total Expenses	24,656,900	25,969,957	1,313,057
TOTAL	(3,010,920)	(2,768,020)	242,899

2022 South Frontenac Capital Budget with Carryovers

	Project	PROJECT	TOTAL	2022	2022		
	Number	YEAR(S)	PROJECT	BUDGET (REVISED WITH CARRYOVERS)	ACTUALS TO Dec 31, 2022	VARIANCE	Comments
GENERAL GOVERNMENT							
Corporate Services							
Carryovers							
Server Upgrade	19-04	2019	48,000	46,819	51,233	4,415	Complete - Overage
Asset Management Software & Document Update	19-06	2019	72,500	50,479	-	50,479	Carryover
Budgeting software incl reporting, self serve and metrics	20-02	2020	50,000	5,830	-	5,830	Carryover
Council Chambers Furniture Upgrades	21-35	2021	25,000	25,000	26,335	1,335	Complete - Overage
Verona Master Plan	21-36	2021	25,000	2,111	10,302	8,191	Complete - Overage
Gateway Signage	22-02	2022	60,000	60,000	-	60,000	Carryover
Electronic Portable Sign	22-03	2022	10,000	10,000	-	10,000	Carryover
LiDar Imagery	22-04	2022	16,000	16,000	-	16,000	Carryover
Digital Modernization & Workflow Improvements	22-05	2022	75,000	75,000	60,697	14,303	Carryover
Senior & Affordable Housing - Project Design & Management	22-06	2022	175,000	175,000	-	175,000	Carryover
Payroll Digitization	22-47	2022	50,000	50,000	10,060	39,940	Carryover
Wayfinding Strategy & Signage	22-59	2022	85,000	85,000	17,304	67,696	Carryover
Total - Corporate Services			691,500	601,238	175,930	425,308	
PROTECTIVE SERVICES							
Building							
Building/Planning Software & Support	20-07	2020-2021	354,617	-	28,886	28,886	Complete
Sub-total			354,617	-	28,886	28,886	
Fire							
Firehall Study	19-12	2019	46,428	46,428	46,428	-	Complete
Tanker - Station 4	21-02	2021	432,477	432,477	432,299	178	Complete - Savings
Rapid Response Unit x 5 -2021(2) & 2022(3)	21-03	2021	375,000	373,286	333,365	39,922	Carryover
Extractor/Dryer - Station 4 Hartington	21-07	2021	55,000	9,454	2,071	7,383	Complete - Savings
Wildland Firefighting Suits (100)	21-10	2021	38,000	38,000	33,010	4,990	Complete - Savings
16ft 40HP Aluminum - Marine Unit	22-07	2022	75,000	75,000	-	75,000	Carryover
Bunker Gear - 10 Sets	22-08	2022	25,000	25,000	24,467	533	Complete - Savings
Hoses & Appliances	22-09	2022	18,000	18,000	10,827	7,173	Complete - Savings
Hydraulic Pump - Extrication Tools - Replacement	22-10	2022	8,000	8,000	6,223	1,777	Complete - Savings
x4 Floater Pumps - Wildland FF	22-11	2022	19,200	19,200	18,760	440	Complete - Savings
x4 Thermal Imaging Camera	22-12	2022	18,000	18,000	16,269	1,731	Complete - Savings
Station 8 Compressor - SCBA Bottle Filling Station	22-13	2022	35,000	35,000	34,393	607	Complete - Savings
x2 Electric / Battery Blower Fans	22-14	2022	13,000	13,000	10,476	2,524	Complete - Savings
Volunteer Recruitment (24)	23-01	2023	137,000	137,000	5,163	131,837	Carryover
Tanker Replacement (2024)	23-02	2024	575,000	575,000	-	575,000	Carryover
Sub-total			1,870,105	1,822,846	973,752	849,093	
Total - Protection Services			2,224,722	1,822,846	1,002,639	820,207	

2022 South Frontenac Capital Budget with Carryovers

	Project	PROJECT	TOTAL	2022	2022		
	Number	YEAR(S)	PROJECT	BUDGET	ACTUALS	VARIANCE	Comments
TRANSPORTATION DEPARTMENT							
Carryovers							
Tandem Dump Truck	21-18	2021	300,000	300,000	158,374	- 141,626	Carryover
Half Ton Truck	21-19	2021	40,000	40,000	-	- 40,000	Carryover
Tractors - Mowers x 2 (for 2022 delivery)	21-35A	2021	460,000	460,000	454,664	- 5,336	Complete - Savings
Tri-axle	21-36A	2021	400,000	400,000	159,371	- 240,629	Carryover
Preorder Two Tandems (2023 delivery)	22-01	2022	600,000	600,000	302,687	- 297,313	Carryover
Half Ton Truck	22-15	2022	42,500	42,500	-	- 42,500	Carryover
3/4 Ton Truck	22-16	2022	69,000	69,000	-	- 69,000	Carryover
2 Ton Truck	22-45	2022	120,000	120,000	30,801	- 89,199	Complete - Savings
Subtotal			2,031,500	2,031,500	1,105,897	- 925,603	
Linear Asset Construction Schedule							
Perth Road Intersection	19-R13	2019	50,000	38,242	-	- 38,242	Cancelled
Buck Bay Road Bridge	20-R01	2020	818,900	818,900	688,754	- 130,146	Carryover
Fish Creek Road Bridge	19-R05	2019-2020	1,550,000	1,502,297	7,008	- 1,495,289	Carryover
Hinchinbrooke Road North Culvert	20-R05	2020	202,678	202,678	1,018	- 0	Complete
Perth Road at Buck Lake - Design	20-R07	2020	50,000	49,562	6,569	- 42,994	Cancelled
Stars Corner/Yarker Road and Wilton Road Intersection	17-R02/20-R10	2020 - 2021	705,800	59,343	37,065	- 22,278	Complete - Savings
Carrying Place Road	18-R14	2018-2021	1,392,470	16,000	16,000	-	Complete
Bunker Hill/Deyos Road/Bunker Hill Road Bridge	18-R15/20-R03/20-R02	2018-2021	1,492,007	253,580	253,580	-	Complete
Hinchinbrooke Road	20-R04	2020-2021	1,944,945	193,070	323,793	- 130,723	Complete - Overage
Hinchinbrooke Emergency Repairs	21-R10	2021	249,000	176,371	163,198	- 13,173	Complete - Savings
Battersea Road	21-R01	2021	3,584,675	3,553,610	163,120	- 3,390,489	Carryover
North Shore Road Culvert	21-R03	2021	379,400	361,141	307,391	- 53,750	Complete - Savings
Battersea - New Sidewalks	21-R06	2021	100,000	100,000	4,620	- 95,380	Carryover
Guiderail Upgrades	21-R07	2021	100,000	66,307	57,332	- 8,976	Complete - Savings
Streetlights (includes 18-17/19-14/20-20)	21-R08	2018-2029	370,000	113,184	15,231	- 97,953	Carryover
Arterial Reserve (Road 38)	21-R09	2019-2022	1,650,000	550,000	550,000	-	
12th Con Bridge (B32) Repair	22-17	2022	50,000	50,000	-	- 50,000	Carryover
Eagle Creek Culvert (B31) Design	22-18	2022	50,000	50,000	17,261	- 32,739	Carryover
Opinicon Road Culvert (C12) Design	22-19	2022	50,000	50,000	16,839	- 33,161	Carryover
Burego Lane Culverts (B6) Replacement	22-20	2022	78,000	78,000	6,487	- 71,513	Carryover
Culvert Replacement - Westport Rd Culvert (Burridge)	22-21	2022	22,500	22,500	24,216	- 1,716	Complete - Overage
Culvert Replacement - Westport Rd Culvert (Burts Creek)	22-22	2022	150,000	150,000	131,159	- 18,841	Complete - Savings
Culvert Replacement - Bellrock Rd Culvert (East of Church)	22-23	2022	22,500	22,500	52,936	- 30,436	Complete - Overage
Microsurfacing - Perth Road	22-24	2022	350,000	350,000	316,597	- 33,403	Complete - Savings
Bellrock Rd Reconstruction	22-25	2022	970,000	970,000	781,089	- 188,911	Complete - Savings
Westport Road Reconstruction	22-26	2022	1,000,000	1,000,000	773,803	- 226,197	Complete - Savings
Hard Surfacing Preservation	22-27	2022	600,000	600,000	651,582	- 51,582	Complete - Savings Central Frontenac Share \$52,407.59
Lower Round Lake Rd Reconstruction	22-28	2022	822,000	822,000	782,500	- 39,500	Complete - Savings
Alton Road West (Design - Local Rds)	22-29	2022	27,000	27,000	13,254	- 13,746	Carryover
Intersection Traffic Counts	22-30	2022	18,500	18,500	17,275	- 1,225	Complete
Deferred Linear Capital Works	22-31	2022	167,825	167,825	-	- 167,825	Cancelled
Roads Needs Study	22-50	2022	150,000	150,000	49,773	- 100,227	Complete
Buck Lake Accident	22-58	2022	-	-	71,816	- 71,816	Carryover
Subtotal			19,168,199	12,380,949	6,301,265	- 6,079,683	
Total			21,199,699	14,412,449	7,407,163	- 7,005,286	

2022 South Frontenac Capital Budget with Carryovers

	Project	PROJECT	TOTAL	2022	2022		
	Number	YEAR(S)	PROJECT	BUDGET	ACTUALS	VARIANCE	Comments
TOWNSHIP FACILITIES MANAGEMENT							
Carryovers							
Energy Retrofits	18-23	2018-2020	75,000	10,036	9,695	- 341	Complete - Savings
Town Hall - Main Floor washroom upgrades	19-34	2019	5,000	5,000	2,870	- 2,130	Complete - Savings
Sydenham - Station 5 - Front Eavesthrough/ asbestos tile removal and replacement	19-40	2019	8,500	8,500	10,091	1,591	Complete - Overage
Verona Medical Clinic - Design 2nd floor accessible entrance	20-29	2020	5,000	5,000	2,404	- 2,596	Complete - Savings
Keeley Road Garage - Communications Tower Relocation & Emergency Repairs	19-29	2019-2021	250,000	79,135	98,403	19,267	Complete - Overage
Town Hall - Accessible Entrance Ramp & Front Step	20-27	2020-2021	300,000	298,735	233,119	- 65,617	Carryover
New Firehall - replacing Station 8	21-01	2021-2022	3,583,547	3,466,917	2,686,609	- 780,308	Carryover
Burridge Fire Hall - Siteworks	21-27	2021	20,000	20,000	2,196	- 17,804	Complete - Savings
Portland Garage - Door Operators	21-28	2021	20,000	20,000	11,347	- 8,653	Complete - Savings
OPP Building - HVAC/Garage Doors	21-29	2021	27,000	27,000	29,567	2,567	Complete - Overage
Bedford Sand Dome	21-30	2021	63,000	63,000	61,624	- 1,376	Complete - Savings
Bradshaw Fire Hall - Lighting Retrofit/ Interior Wall	21-31	2021	15,000	9,738	-	9,738	Complete - Savings
Storrington Fire Hall - Lighting Retrofit	21-32	2021	6,000	2,046	1,847	- 200	Complete - Savings
Admin Office Location Expansion Feasibility Study	21-33	2021	68,528	68,528	34,263	- 34,266	Carryover
Petworth Mill Improvements*	21-37	2021	70,000	69,247	6,530	- 62,717	Carryover
Bellrock Mill Improvements	22-35	2021	70,000	65,003	6,707	- 58,296	Carryover
New Monitoring Wells & Land / Water Rights Purchase	22-32	2022	150,000	150,000	42,529	- 107,471	Carryover
Storrington Yard - Fabric Replacement on Sand Dome	22-33	2022	35,000	35,000	10,972	- 24,028	Carryover
Princess Anne Bldg - Oil Tank Replacement	22-34	2022	5,000	5,000	3,548	- 1,452	Complete - Savings
New Docks - Battersea Village	22-36	2022	20,000	20,000	4,715	- 15,285	Carryover
Inverary Cemetery Fencing	22-37	2022	10,000	10,000	-	10,000	Cancelled
Portable Soccer Nets	22-48	2022	12,600	12,600	11,341	- 1,259	Complete - Savings
Gen SW Fence Repairs	22-49	2022	18,000	18,000	15,717	- 2,283	Complete - Savings
Fabric Roof Panel - Keeley Road Sand/Salt Dome	22-51	2022	35,000	35,000	32,060	- 2,940	Complete - Savings
Total			4,872,175	4,503,486	3,318,152	- 1,185,334	

2022 South Frontenac Capital Budget with Carryovers

	Project	PROJECT	TOTAL	2022	2022		
	Number	YEAR(S)	PROJECT	BUDGET	ACTUALS	VARIANCE	Comments
SYDENHAM WATER							
Carryovers							
Water Hauling Station & Mill Pond Drinking Station	18-18	2018	95,000	13,708	-	13,708	Carryover
Mechanical, instrumentation and electrical upgrades	20-23	2020	50,000	50,000	-	50,000	Cancelled
Pneumatic Actuated Valves	22-52	2022-2026	20,000	20,000	16,452	- 3,548	Complete - Savings
SCADA & PLC	22-53	2022-2026	275,000	275,000	-	275,000	Carryover
Serpentine Piping	22-54	2022-2026	700,000	700,000	-	700,000	Carryover
Total			1,140,000	1,058,708	16,452	- 1,042,256	
ENVIRONMENTAL SERVICES							
Green Bay WDS - Additional Monitoring Wells	20-25	2020	20,000	20,000	-	20,000	Cancelled
Sub-total			20,000	20,000	-	20,000	
Total			1,160,000	1,078,708	16,452	- 1,062,256	

2022 South Frontenac Capital Budget with Carryovers

	Project	PROJECT	TOTAL	2022	2022		
	Number	YEAR(S)	PROJECT	BUDGET	ACTUALS	VARIANCE	Comments
RECREATION							
Carryovers							
Davidson Beach - Access Road to swim area	20-41	2020	50,000	50,000	-	-	50,000 Carryover
Boat Launch Upgrades - Shipyards	20-46	2019-20	25,000	8,272	-	-	8,272 Complete - Savings
Recreation Master Plan	20-47	2020	58,545	700	6,289		5,589 Complete - Overage
Wilmer Park Pumphouse Repairs	19-49	2019-2021	46,000	43,176	45,159		1,983 Complete - Overage
Storrington Centre Upgrades	19-54	2019-2021	822,309	773,836	670,571	-	103,265 Carryover
Playground Rubberized Surfaces	20-43	2020-2021	80,000	64,741	49,272	-	15,469 Complete - Savings
Bowes Park - Accessible Washrooms	20-44	2020-2021	50,000	47,380	47,880		500 Complete - Overage
Bowes/Centennial/Inverary/Point Ball Diamonds	20-45	2020-2021	35,000	23,803	4,761	-	19,041 Complete - Savings
Battersea Park Gates	21-25	2021	10,000	10,000	-	-	10,000 Carryover
McMullen - Verona Court Project	22-38	2022	350,000	350,000	4,729	-	345,271 Carryover
Centennial Multipurpose Facility Two Cover / Roof	22-39	2022	364,878	364,878	90,173	-	274,705 Carryover
Consulting Fee - User Fee & Facility Allocation Policy	22-43	2022	25,000	25,000	-	-	25,000 Carryover
Recreation Software	22-44	2022	25,000	25,000	16,208	-	8,792 Carryover
Total - Recreation			1,941,732	1,786,785	935,042	-	851,742
DEVELOPMENT SERVICES - PLANNING							
Carryovers							
Official Plan	19-60	2019-2021	176,000	93,508	54,060	-	39,448 Carryover
Development of Subdivision /Condo Standards	21-16	2021	15,000	15,000	-	-	15,000 Carryover
Servicing Options Study	21-17	2021	100,000	100,000	-	-	100,000 Carryover
Napanee River Lakes Study Updated Floodplain Mapping	22-60	2022	79,900	79,900	-	-	79,900 Carryover
Total - Planning			370,900	288,408	54,060	-	234,348
TOTALS			32,460,728	24,493,920	12,909,439	-	11,584,481



**SOUTH
FRONTENAC**

Public Services Department

2490 Keeley Road, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4331

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Recreation & Leisure Services

An Open Letter to the Communities of Bellrock and Petworth Regarding the Historical Mills Project

July 12th, 2023

Good day,

This is an open letter intended to update community members on the mills' projects to date, and to invite the community to participate in the next steps of the endeavor. The South Frontenac Public Services team and the South Frontenac Museum Society (SFMS) have been working closely on this project with a goal to preserve as much history as possible, while remaining fiscally responsible and realistic. All parties are enthusiastic about the next steps and opportunities for the sites.

Given the structural deterioration at both sites, a total restoration project is not feasible for either mill buildings. However, the opportunity for creative site designs, using salvaged historical artifacts, creates a unique chance to not only celebrate the heritage of these communities, but to also create a safe, vibrant, and welcoming parkette space for future generations to enjoy.

The Public Services Department and the SFMS understand that the community has contributed time, effort, and financial resources to this project. As such, collaboration, engagement, and input of the future of the projects will be critical in determining the final parkette plans. The teams have put together an overview of the project timeline to date, facts and figures of both sites, as well as the next steps for the project.

Project Timeline to Date

The timeline of the project, from a Township ownership and SFMS project perspective, is as follows:

- 2017 (approx.) - South Frontenac purchased the Petworth Mill property.
- 2020 - South Frontenac purchased the Bellrock Mill property.
- 2021 – The South Frontenac Museum Society struck up a subcommittee to fundraise and advocate for the project.
- 2021 – An engineering firm was contracted to complete a study on the mills.
- 2022 – The Recreation, Parks, and Leisure Master Plan was approved and adopted by Council. The Plan speaks to creating the mill properties into safe and accessible parkettes.
- 2022 – The contract with the engineering firm was terminated due to the delays in the project timeline.
- Fall of 2022 – South Frontenac contracted another firm, WSP, to complete a condition and feasibility assessment of the sites.

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Recreation & Leisure Services

- Winter of 2022 – South Frontenac received the results of the investigation, which outlined the cost of various project scenarios ranging from total restoration (\$3 million +) to demolition and parkette design (\$121,000).
- February 7th, 2023 – Staff submitted a report to South Frontenac Council seeking approval to dismantle the mills and create a park design for both sites. This project can be funded through existing carryover projects. The actual creation of the parkettes would need to be funded through future capital projects.

Bellrock Mill Facts and Figures

Due to the rot and deterioration, the structural framing of the building has been compromised. Sagging beams are visible and portions of the walls are leaning or have shifted. The main roof support in one section has failed and the roof has collapsed into the building. It is noted in the WSP report that any intent to restore the structure that could be visited by the public would require that current fire and building codes to be met.

Estimates to restore the structure range from \$1,243,750 for new construction to \$2,238,750 for a typical heritage restoration. There is still mill equipment inside the structure that could potentially be salvaged for use as artifacts.

The recreation master plan recommends developing the Bellrock Mill site as a parkette and living museum. However due to the current state of the Mill, it is recommended to move forward with developing the site as a parkette and coordinate with the South Frontenac Museum in relation to salvaging any mill equipment in the structure.

Petworth Mill Facts and Figures

The WSP report confirms that the stone structure is to the point where it could only be preserved as a free-standing ruin. A significant portion of the jointing mortar is gone and there is no capping on the top of the wall which is contributing to the deterioration. The walls are currently leaning and there is risk associated with the wall falling. To preserve a section of the wall as a ruin would require structural steel supports to stabilize the wall, new joint mortar, and the installation of a cap to keep the water out of the wall.

The high-level estimate for this type of preservation would be \$800,000. It is also noted in the report that reoccurring maintenance would be required on the joint mortar and cap in 10–20-year intervals with an estimated cost of \$476,225.

The recreation master plan recommends developing the Petworth Mill as a parkette with historical signage and seating area. If a portion of the wall was preserved as a ruin it could be possible to hang or install museum artifacts on it for display.



Public Services Department

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Recreation & Leisure Services

Next Steps

The SFMS is hosting a meeting to discuss the next steps of the projects. This will include parkette concept designs and conversations regarding artifact salvation and restoration. **The meeting will be held at the Bellrock Hall on Wednesday, July 26th, 2023, from 7:00 pm – 8:00 pm.** All members of the community are welcome to attend.

Should you have any questions or comments prior to the meeting, please do not hesitate to contact the Public Services Department or members of the SFMS.

Sincerely,



Kyle Bolton

Director of Public Services

Township of South Frontenac

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CC: Mayor Vandewal, Councillor Leonard, Councillor Morey, Tim Laprade, Recreation & Facilities Manager, Amanda Pantrey, Recreation & Events Coordinator, Wilma Kenny, President of the South Frontenac Museum Society (SFMS), John McDougall, and Gerrit Buitenhuis, both members of the SFMS Mills Subcommittee

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Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: July 18, 2023

Subject: **Notice of Motion – Accessibility – Township Recreation
Facilities and Programing**

Summary

At the June 20, 2023, Council meeting, Councillor Morey submitted a Notice of Motion requesting that staff report back to Council regarding opportunities to increase the accessibility of Township of South Frontenac recreational facilities and programs.

Recommendation

That staff report back to Council regarding opportunities to increase the accessibility of Township of South Frontenac recreational facilities and programs; it being understood that the Frontenac Accessibility Advisory Committee and the Recreation & Leisure Services Advisory Committee be consulted regarding this matter.

Background

At the June 20, 2023, Council meeting, Councillor Morey submitted a Notice of Motion requesting that staff report back to Council regarding opportunities to increase the accessibility of Township of South Frontenac recreational facilities and programs. Furthermore, Councillor Morey requested that staff consult the Frontenac Accessibility Advisory Committee and the Recreation & Leisure Services Advisory Committee regarding this matter.

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.

Township of South Frontenac

Staff Report - Notice of Motion – Accessibility – Township Recreation Facilities and Programing

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.

Attachments

None.

Approvals

Submitted By:



James Thompson
Clerk

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: July 18, 2023

Subject: **Notice of Motion – Sydenham Highschool – 150th Reunion**

Summary

At the June 20, 2023, Council meeting, Deputy Mayor Sleeth submitted a Notice of Motion requesting that the Township of South Frontenac support the Sydenham Highschool, 150th Reunion by providing \$5,000 in funding.

Recommendation

That the Township of South Frontenac support the Sydenham Highschool, 150th Reunion by providing \$5,000 in funding allocated from Council Grants to Organizations/Individuals operating budget line.

Background

At the June 20, 2023, Council meeting, Council received a delegation seeking support from the Township of South Frontenac for the Sydenham Highschool 150th Reunion.

Subsequently, Deputy Mayor Sleeth submitted a Notice of Motion requesting that the Township of South Frontenac provide funding to Sydenham High School regarding the 150th High School Reunion.

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

Funding is available to support a \$5,000 grant for the Sydenham Highschool 150th Reunion from the Council Grants to Organizations/Individuals operating budget line. In the 2023 budget, Council approved funding to be allocated for various organizations and individuals under different grant programs or allocations with specific purposes. An unallocated amount of \$5,000 was approved at that time for requests which may come up throughout the year. These funds are recommended to be used to fund the Sydenham Highschool 150th Reunion as per the notice of motion from Council.

Relationship to Strategic Plans

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

Notice/Consultation

- Director of Corporate Services & Treasurer

Attachments

None.

Approvals

Submitted By:



James Thompson
Clerk

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: July 18, 2023

Subject: **Notice of Motion – Open Farm Days**

Summary

Staff are requesting that Council support waiving the rules of By-law 2017-76 in order to give consideration to a proclamation regarding Open Farm Days.

Recommendation

1. **That** Council waive the rules of By-law 2017-76, being “A By-Law To Provide For Governing The Proceedings Of The Council, The Conduct Of Members And The Calling Of Meetings in order to give consideration to a proclamation regarding Open Farm Days.

2. **Whereas** the Township of South Frontenac recognizes the importance of agriculture in the region; and,

Whereas the Township of South Frontenac believes a strong agricultural economy is essential for enduring communities, for the health of our residents, and to establish a strong community in support of food security for our citizens as well as our businesses, and organizations; and,

Whereas the Township of South Frontenac has a vision of a strong agriculture community that is in the character of the Township of South Frontenac and its residents: welcoming, natural, healthy, clean, tranquil, entrepreneurial, and rural by choice and conviction; and

Whereas the Township of South Frontenac is committed to supporting agriculture to grow businesses, attract more visitors and expand the tax base;

Now Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac hereby declares September 1 to October 15, 2023, as Open Farm Days in the Township of South Frontenac, and reminds individuals of the importance of this six-week celebration which supports local agriculture and food businesses in our communities

And Further That the Township of South Frontenac encourages all residents to support local farms and food businesses by participating in this series of events.

Background

Please join us for the launch event for

Open Farm Days 2023

Celebrating farming & food in Frontenac & Kingston
from September 1 to October 15

Friday, September 1 at 4:00 p.m.
4500 Centennial Park Road, Centennial Park, Harrowsmith
at the Frontenac Farmers Market, which runs from 3-7p.m.
Check out the local vendors that are on site.

Please RSVP to ecdev@frontenacounty.ca
by Monday, August 28, 2023.

 www.OpenFarms.ca will launch August 1

Discussion/Analysis

Staff are requesting that Council support waiving the rules of By-law 2017-76 in order to give consideration to a proclamation regarding Open Farm Days.

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:

Notice/Consultation

None.

Attachments

None.

Approvals

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-63**

**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 JULY 18, 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 July 18, 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 July 18, 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 July 18, 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 18 day of July 2023.

Read a third time and finally passed this 18 day of July, 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk