



## Township of South Frontenac Council Meeting Agenda



TIME: 7:00 PM,  
DATE: Tuesday, September 19, 2023  
PLACE: Council Chambers/Virtual Via Zoom .

1. Call to Order
  - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
  - a) Resolution
4. Scheduled Closed Session
5. Recess
6. Public Meeting
  - a) Resolution - Public Meeting to Order
  - b) Notice of Collection and Public Meeting Introduction 5 - 27
  - c) **Public Meeting for Zoning By-law Amendment Application - PL-ZBA-2023-0099, Trousdale Enterprises Inc./Boulevard Group, 4231 and 4143 Perth Road** 28 - 34
    - This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0099 which applies to properties municipally known as 4231 and 4143 Perth Road. If approved, the zone on the subject lands would be changed from Urban Commercial (UC) and Urban Residential - First Density (UR1) to an Urban Commercial Special Exception zone (UC-31). Consistent with Council's Procedural By-law, Council will receive comments from the public on the application through the public meeting. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.
  - d) **Zoning By-law Amendment Application - PL-ZBA-2023-0100, Shaw, 3298 Amey Road** 35 - 43
    - This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0100 for 3298 Amey Road. If approved, the zone on the subject lands would be changed from Rural (RU) to a property specific Rural zone (RU-74) to permit a secondary dwelling unit on the property.

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

laws to permit additional dwelling unit Township-wide at the same meeting.

- e) Resolution - Close Public Meeting
- 7. Delegations
- 8. Briefings
- a) Dave Gordon, Senior Advisor, Waste Diversion will be present to speak to Council regarding the AMO Blue Box Transition. 44 - 58
- 9. Approval of Minutes
- a) Resolution 59 - 65
- 10. Reports Requiring Action
- a) **By-law Enforcement Update** 66 - 72

*That Council direct staff to continue to monitor by-law enforcement complaints including any in relation to short-term rental accommodations in the Township of South Frontenac and provide Council with a further update regarding this matter in September 2024.*

- b) **Approval of Municipal Appointment (Area at Large) – Cataraqui Source Protection Committee** 73 - 77

*That the Council of the Corporation of the Township of South Frontenac endorse the appointment of Kristie Kelly, Director of Environmental Services, Town of Greater Napanee as the Municipal Representative (Area at Large) - Cataraqui Source Protection Committee.*

- c) **Emergency Management Program – Appointment of Emergency Designate for the Mayor** 78 - 79

*That Council appoint Councillor \_\_\_\_\_ as the Emergency Management Program – Emergency Designate for the Mayor for the term of Council.*

- d) **Building Services Vehicle** 80 - 81

*That Council approve the purchase of one vehicle with an upset limit in the amount of \$65,000; and*

*That the purchase be funded by the Building Services Reserve.*

- e) **Automatic Vehicle Location (AVL) Services** 82 - 85

*That Council authorize the Public Services Department to enter into a service agreement with Trackmatics Inc for AVL services; and*

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

- f) **Travel and Expense Reimbursement Policy** 86 - 91

*That the proposed Township of South Frontenac Travel and Expense Reimbursement Policy, attached to the Report as Attachment A, be approved by Council,*

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

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

11. Advisory Committee Reports or Minutes
12. Reports Requiring Approval of By-laws
  - a) **Appointment of an Integrity Commissioner for the Township of South Frontenac** 92 - 96

*That Cunninham, Swan, Carty, Little & Bonham LLP (led by Tony Fleming) be appointed as the Integrity Commissioner for the Township of South Frontenac;*

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

*That By-law 2023-71 be given third reading, signed and sealed.*

- b) **Appointment of Building Inspectors** 97 - 99

*That By-law 2023-72 being a By-law to appoint Building Inspectors be given first and second reading; and*

*That By-law 2023-72 be given third reading, signed and sealed.*

- c) **Township-Initiated Official Plan and Zoning By-law Amendments on Additional Dwelling Units** 100 - 122

#### **Recommendation – Official Plan Amendment**

*That By-law 2023-73 being a By-law to amend the Township of South Frontenac Official Plan to add policies on additional dwelling units be given first and second reading; and*

*That By-law 2023-73 be given third reading, signed and sealed; and*

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

#### **Recommendation – Zoning By-law Amendment**

*That By-law 2023-74 being a By-law to amend Zoning By-law No. 2003-75, as amended, to implement the Official Plan Amendment on additional dwelling units, be given first and second reading; and*

*That By-law 2023-74 be given third reading, signed and sealed.*

- d) **Zoning By-law Amendment Application - PL-ZBA-2023-0100, Shaw, 3298 Amey Road** 123 - 125

*That By-law 2023-75 to amend the zoning on lands known as 3298 Amey Road, Part 1, Reference Plan 13R3842, Part of Lot 1, Concession 4, District of Portland, Township of South Frontenac be given first and second reading; and*

*That By-law 2023-75 be given third reading, signed and sealed.*

13. Reports for Information
  - a) **Blue Box Transition Update** 126 -  
130
  - b) **Public Services Department Quarterly Update** 131 -  
135
  - c) **Investment update to June 30, 2023** 136 -  
139
  - d) **2023 Year to Date Financial Report to July 31, 2023** 140 -  
146
14. Committee of the Whole
15. Information Items
16. Notice of Motions
  - a) **Notice of Motion – Noise By-law Exemption Applications – Delegated Authority** 147 -  
148
17. Rise and Report regarding County Council and External Boards
  - a) County Council
  - b) Police Services Board
  - c) Cataraqui Conservation
  - d) Quinte Conservation
  - e) Rideau Valley Conservation Authority
18. Announcements/Statements by Councillors
19. Closed Session (if requested)
20. Confirmatory By-law
  - a) Resolution 149
21. Adjournment
  - a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader



**SOUTH  
FRONTENAC**

# Public Meeting

under the Planning Act

Applications for Zoning By-law Amendment

PL-ZBA-2023-0099

PL-ZBA-2023-0100

Tuesday, September 19, 2023

7:00 p.m. Council Meeting

# Meeting Format

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



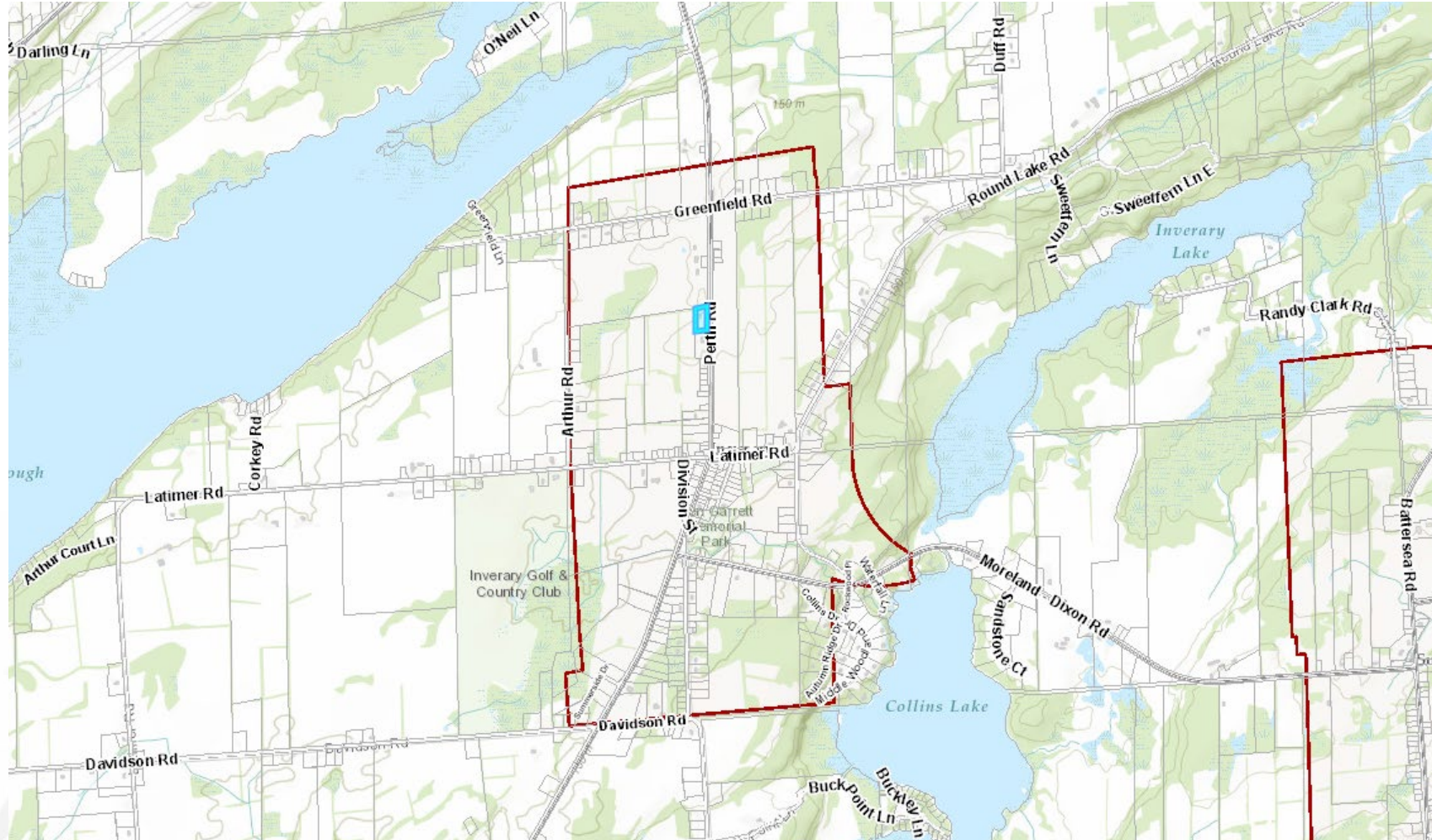
# PL-ZBA-2023-0099

Applicant: Trousdale Enterprises Inc./The Boulevard Group

Property: 4231 and 4143 Perth Road



# Location

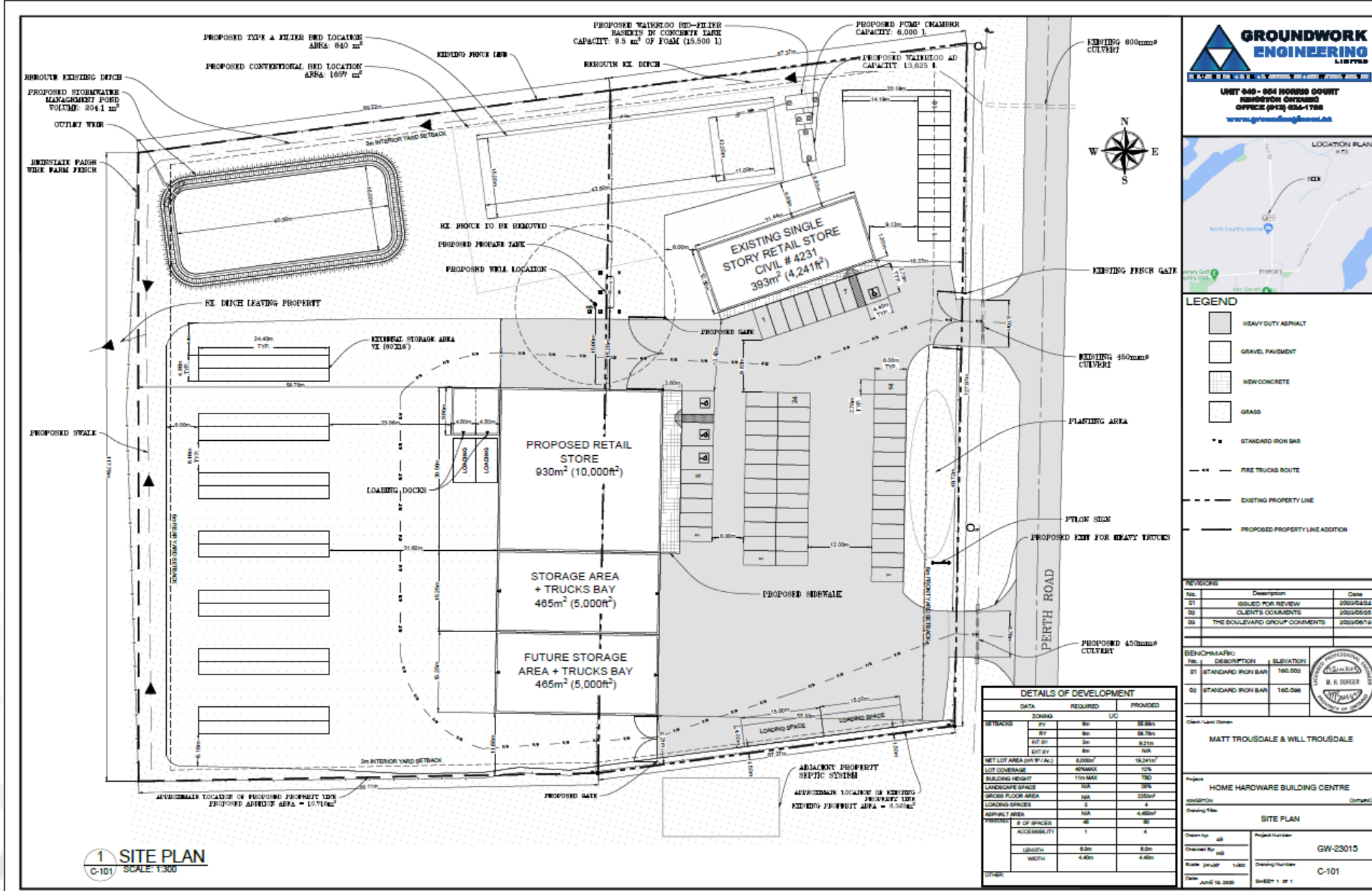


# Proposal

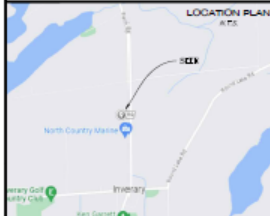
- Existing Zone – UC and UR1
- Proposed Zone – UC-31
- Permit a 930sqm building supply outlet
- Existing 400sqm commercial building to be repurposes
- Additional commercial uses proposed for UC-31 zone
- Define parking rate and maximum building height



# Proposal



**GROUNDWORK ENGINEERING LIMITED**  
 UNIT 648 - 654 HURON COURT  
 HUNTSVILLE ONTARIO  
 OFFICE (905) 886-1788  
 www.groundworkeng.com



**LEGEND**

- HEAVY DUTY ASPHALT
- GRAVEL PAVEMENT
- NEW CONCRETE
- GRASS
- STANDARD IRON BAR
- FIRE TRUCKS ROUTE
- EXISTING PROPERTY LINE
- PROPOSED PROPERTY LINE ADDITION

**REVISIONS**

No.	Description	Date
01	ISSUED FOR REVIEW	2023/04/24
02	CLIENT'S COMMENTS	2023/05/25
03	THE BOULEVARD GROUP COMMENTS	2023/06/19

**BENCHMARKS**

No.	DESCRIPTION	ELEVATION
01	STANDARD IRON BAR	160.002
02	STANDARD IRON BAR	160.008

**DETAILS OF DEVELOPMENT**

DATA	REQUIRED	PROVIDED
ZONING	LC	LC
SETBACKS	FRONT: 5m, SIDE: 5m, REAR: 5m	FRONT: 5m, SIDE: 5m, REAR: 5m
NET LOT AREA (m²/ft²)	8,000/92,400	9,241/100,700
LOT COVERAGE	40%	11%
LANDSCAPE SPACE	N/A	3%
GROSS FLOOR AREA	N/A	223m²
LOADING SPACES	3	4
REPAVING AREA	N/A	4,400/47,300
PROVIDED	# OF SPACES: 48	48
ACCESSIBILITY	1	4
UTILITIES	8.0m	8.0m
WIDTH	4.0m	4.0m

**CLIENT'S LAND CHAIN**

MATT TROUSDALE & WILL TROUSDALE

**PROJECT**  
HOME HARDWARE BUILDING CENTRE

**SITE PLAN**  
Project Number: GW-23015  
Drawing Title: C-101  
Drawing Number: SHEET 1 OF 1  
Date: JUNE 16, 2023





Towards area of new building supply outlet and new entrance



Towards existing commercial building and existing entrance



# Department and Public Comments

- Public Services – none received
- Public – none received



# Policy Framework

Provincial Policy Statement



Frontenac County Official Plan



Township of South Frontenac  
Official Plan



- New commercial development that efficiently uses underutilized parcel within Settlement Area of Inverary

# Next Steps

- South Frontenac Council should receive comments from the public
- Staff will bring a comprehensive report and recommendation to be presented at a future Council meeting.



# Public Questions and Comments

If you are joining virtually and would like to speak:

- Use “Raise Hand” feature at the bottom of your screen.
- Dial\*9 (star nine) for phone.
- Please wait to speak until you hear your name and your microphone has been unmuted.

# Council Questions and Comments

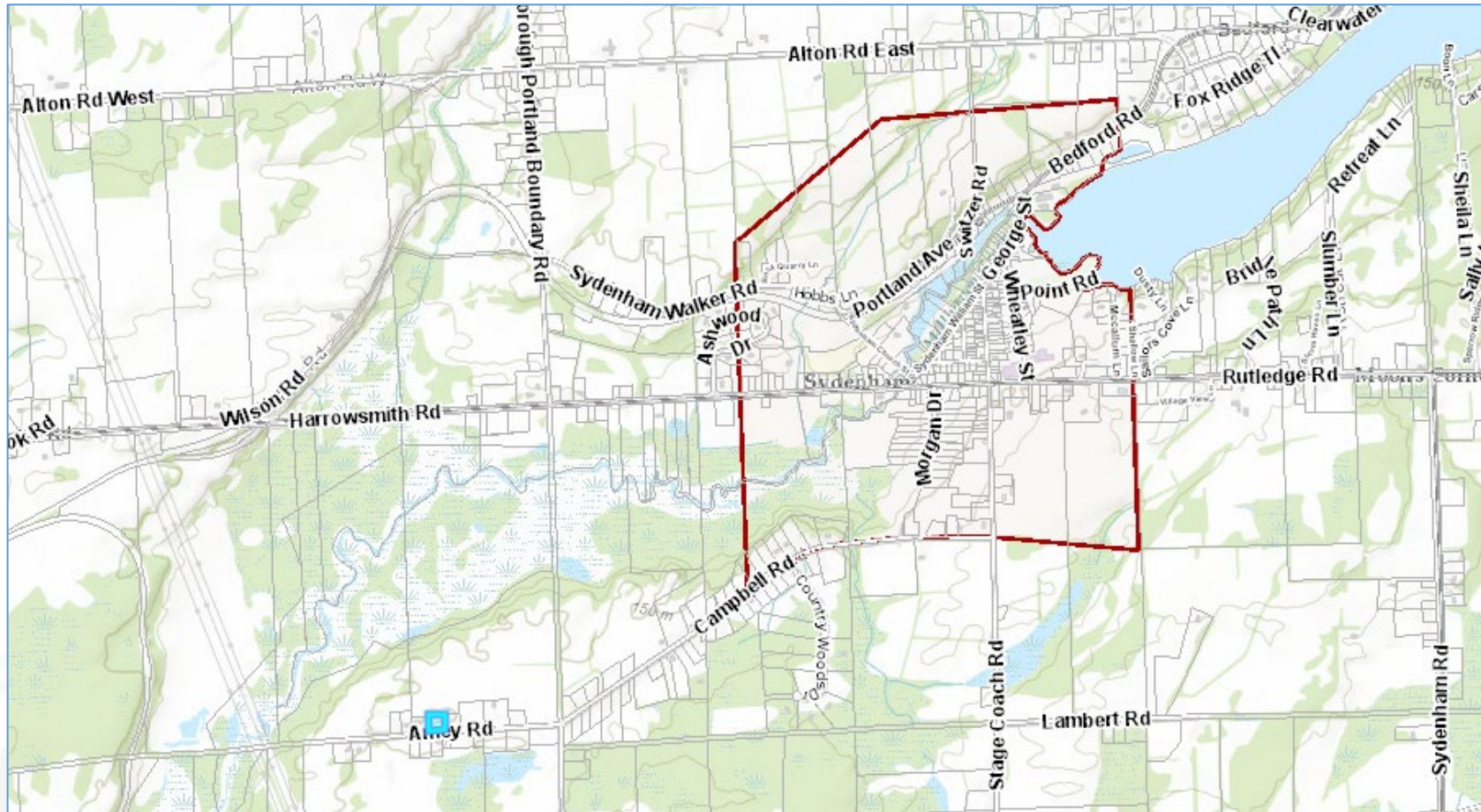
# PL-ZBA-2023-0100

Applicant: Joseph and Sarah Shaw

Property: 3298 Amey Road



# Location

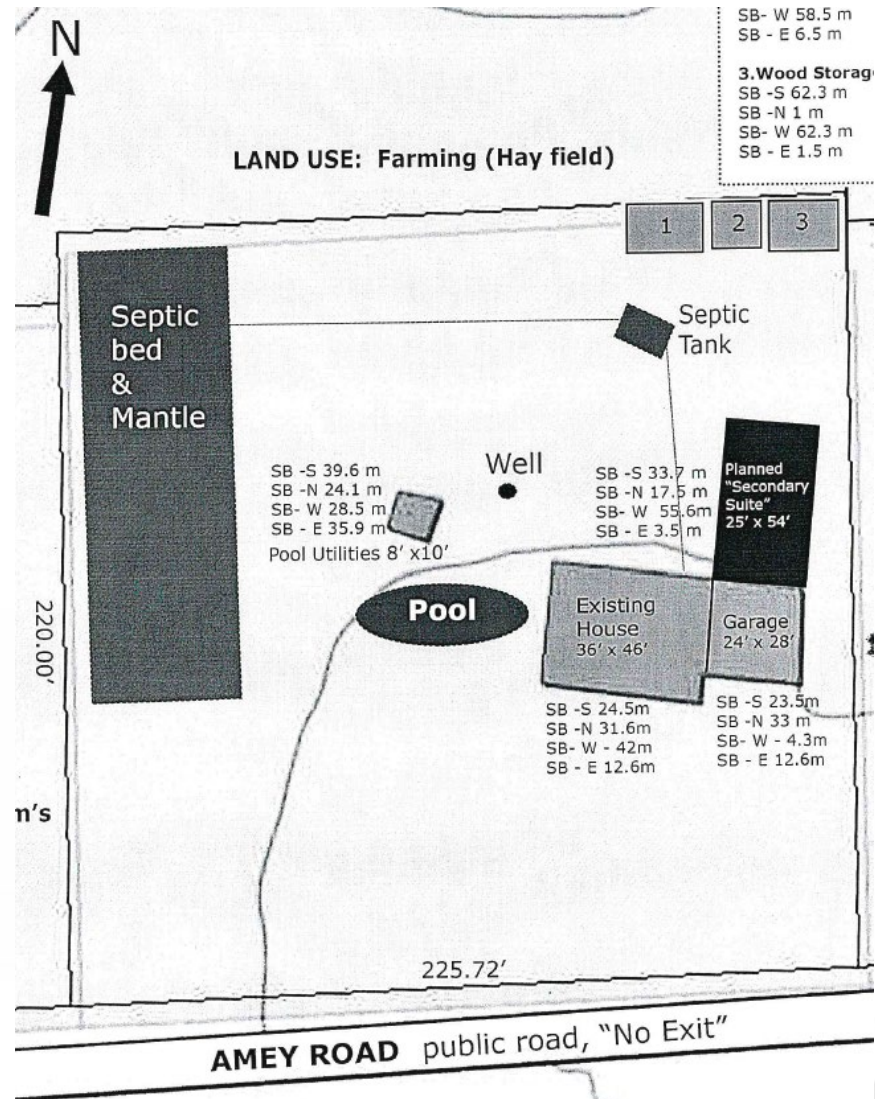


# Proposal

- Existing Zone – RU
- Proposed Zone – RU-74
- Permit a secondary dwelling unit attached to the house



# Proposal





View of property from road



View of proposed addition location

# Department and Public Comments

- Building Services – a properly sized sewage system was installed this year
- Public – none received

# Policy Framework

Provincial Policy Statement



Frontenac County Official Plan



Township of South Frontenac  
Official Plan



- Accommodate an appropriate range and mix of housing
- Water and sewage servicing



# Next Steps

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



# Public Questions and Comments

If you are joining virtually and would like to speak:

- Use “Raise Hand” feature at the bottom of your screen.
- Dial\*9 (star nine) for phone.
- Please wait to speak until you hear your name and your microphone has been unmuted.

# Council Questions and Comments

# Adjourn Public Meeting



# Notice of Collection

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

# Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment Applications PL-ZBA-2023-0099 and PL-ZBA-2023-0100.
- If a person or public body does not make oral or written submissions at this public meeting, or make written submissions to South Frontenac Township before any by-law is passed, the person or public body may not be added to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.
- If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Clerk by email care of [planning@southfrontenac.net](mailto:planning@southfrontenac.net). This will also entitle you to be advised of an Ontario Land Tribunal appeal.
- Anyone may appeal the decision to the Ontario Land Tribunal. The appeal must be filed with the Clerk within 20 days of the notice of decision. The notice of appeal must set out the reasons for the appeal and be accompanied by the fee required by the Tribunal.

# Township of South Frontenac

## Staff Report

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**To:** Council

**Prepared by:** Development Services Department

**Date of Meeting:** September 19, 2023

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

### Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2023-0099 which applies to properties municipally known as 4231 and 4143 Perth Road. If approved, the zone on the subject lands would be changed from Urban Commercial (UC) and Urban Residential - First Density (UR1) to an Urban Commercial Special Exception zone (UC-31).

Consistent with Council's Procedural By-law, Council will receive comments from the public on the application through the public meeting. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.

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### Recommendation

**This report is for information only.**

### Background

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

The purpose of the application is to facilitate the development of a new building supply outlet on the subject property and permit the existing building to be used for other complimentary commercial uses. The UC zone permits a broad range of commercial uses including retail and service uses, restaurants, vehicle sales/maintenance, and lawn, garden, and farm equipment and supplies sales outlet. A building supply outlet is permitted as of right in the Rural Industrial (RI), Rural Commercial (RC), and Urban Industrial (UI) zones. The zoning by-law amendment proposes to add a building supply outlet as a permitted use on the property as well as introduce a number of additional commercial uses. The additional proposed commercial uses include other complementary retail and service uses not

Township of South Frontenac

Staff Report - **PL-ZBA-2023-0099, Trousdale Enterprises Inc./Boulevard Group, 4231 and 4143 Perth Road**

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currently permitted in the UC zone such as recreational vehicle sales and service, small engine sales and service, a craft shop, a butcher shop, and a health spa.

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

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

### **Property Description**

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

### **Related Applications**

The property is also subject to consent application PL-BDJ-2023-0098.

### **Supporting Documentation**

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

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

### **Planning Justification Report**

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

### **Traffic Impact Study**

A Traffic Impact Study (Arcadis IBI Group, July 24, 2023) was submitted in support of the applications. The report assessed the potential impact of the proposed building supply

Township of South Frontenac

Staff Report - **PL-ZBA-2023-0099, Trousdale Enterprises Inc./Boulevard Group, 4231 and 4143 Perth Road**

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outlet on the surrounding road network. The report concluded that the proposed development would generate up to 50 new two-way vehicular trips during peak weekday hours. The report did not identify any sightline issues and concluded that the intersections in the study area are expected to operate at an acceptable level beyond the study horizon. No modifications to any of the lane configurations are required at the study area intersections. The report concluded that overall, the development integrates well with the surrounding area and can be safely accommodated on the existing road network.

### **Department and Agency Comments**

Township department reviews are ongoing, and comments will be provided in a future report.

### **Public Comments**

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

### **Financial Implications**

Not applicable.

### **Relationship to Strategic Plans**

Not applicable to this report.

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

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

### **Climate Considerations**

Not applicable to this report.

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

### **Notice/Consultation**

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

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

Township of South Frontenac

Staff Report - **PL-ZBA-2023-0099, Trousdale Enterprises Inc./Boulevard Group, 4231 and 4143 Perth Road**

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## Attachments

1. Draft By-law

## Approvals

### Report Prepared By:

Tom Fehr, Planner and Christine Woods, RPP, MCIP, Senior Planner

### Submitted By:



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Brad Wright  
Director of Development Services

### Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

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

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

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

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

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

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

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

1. **THAT** Schedule "G" to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Urban Commercial (UC) and Urban Residential - First Density (UR1) to Urban Commercial Special Exception (UC-31) for the lands shown on Schedule "1".
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section UC-31 (4231 and 4143 Perth Road, Part 1 Plan 13R7751, Part 1 Plan 13R9573, Part Lots 19 and 20 Concession 3, District of Storrington: Trousdale Enterprises Inc.) immediately after the last Urban Commercial Special Exception section to read as follows:

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

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

- Additional Permitted Uses
  - a. Appliance Service Shop
  - b. Building Supply Outlet
  - c. Butcher Shop and Retail Meat Establishment
  - d. Craft Shop
  - e. Factory Outlet
  - f. Health Spa
  - g. Merchandising Service Shop
  - h. Nursery or Garden Centre
  - i. Outside Storage
  - j. Recreational Vehicle Sales and Service
  - k. Self Storage Facility
  - l. Small Engine Sales and Service
- Off-Street Parking Requirements
  - Minimum 1 space per 25 square metres of gross floor area

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

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

- “Appliance Service Shop” shall mean a building or part of a building, whether conducted in conjunction with a retail store or not for the servicing or repairing of household or domestic articles and without limiting the generality of the foregoing shall include but shall not be limited to the following: the repair and servicing of radio and television receivers, vacuum cleaners, appliances, cameras, toys, watches, clocks, bicycles or other similar goods and appliances.
- “Recreational Vehicle Sales and Service” shall mean a building and/or lot which is used for the repair, display, storage and/or sale of recreational vehicles, travel trailers or other recreational equipment. Recreational vehicles shall also include snowmobiles and all-terrain vehicles (ATVs).
- “Small Engine Sales and Service” shall means\ a building or part of a building and land adjacent thereto, where snowmobile, motorcycles, lawn mowers and small engines or parts are displayed, for sale at retail, or rental and where mechanical repairs are completed.

All other provisions of this By-law shall apply.

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

**Dated at the Township of South Frontenac this \_\_\_ day of \_\_\_\_\_, 2023.**

**Read a first and second time this \_\_\_ day of \_\_\_\_\_, 2023.**

**Read a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2023.**

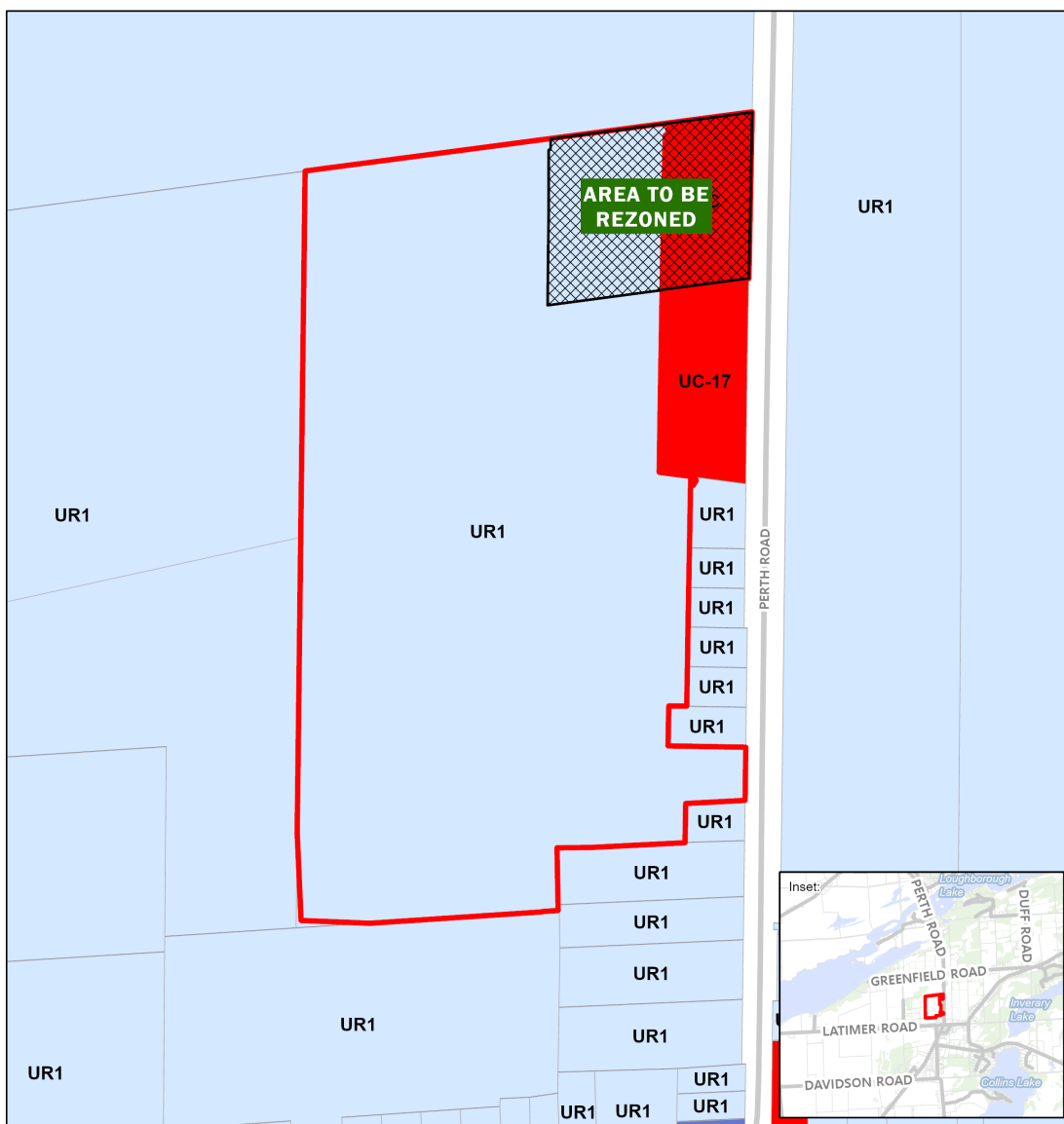
**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH FRONTENAC**

\_\_\_\_\_  
**Ron Vandewal, Mayor**

\_\_\_\_\_  
**James Thompson, Clerk**

Schedule 1

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



<p><b>SOUTH FRONTENAC</b> (TROUSDALE) (BOULEVARD GROUP) 4231 PERTH ROAD PL-ZBA-2023-0099</p> <p>Scale: 1:4,000</p>	<p><b>LEGEND</b></p>	
	<p> Subject Lands</p> <p> Area to be Rezoned</p> <p> Township Boundaries</p> <p> Parcels</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p> <p> Road</p>	<p><b>Zoning</b></p> <p> AGRICULTURAL ZONE (A)</p> <p> COMMUNITY FACILITY ZONE (CF)</p> <p> ENVIRONMENTAL PROTECTION ZONE (EP)</p> <p> MOBILE HOME RESIDENTIAL ZONE (MHR)</p> <p> OPEN SPACE - PUBLIC ZONE (OS)</p> <p> OPEN SPACE - PRIVATE ZONE (OSP)</p> <p> PIT 'A' ZONE (PA)</p> <p> PIT 'B' ZONE (PB)</p> <p> QUARRY 'A' ZONE (QA)</p> <p> QUARRY 'B' ZONE (QB)</p> <p> RESIDENTIAL ZONE (R)</p> <p> RURAL COMMERCIAL ZONE (RC)</p> <p> RURAL INDUSTRIAL ZONE (RI)</p> <p> LIMITED SERVICE RESIDENTIAL ZONE (RLS)</p> <p> LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)</p> <p> LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)</p> <p> RECREATIONAL RESORT COMMERCIAL ZONE (RRC)</p> <p> RURAL ZONE (RU)</p> <p> WATERFRONT RESIDENTIAL ZONE (RW)</p> <p> SALVAGE YARD INDUSTRIAL ZONE (SI)</p> <p> TEMPORARY USE ZONE (TUZ)</p>

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

Passed this \_\_\_ day of \_\_\_\_\_, 2023

Ron Vandewal, Mayor

James Thompson, Clerk

# Township of South Frontenac Staff Report

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**To:** Council

**Prepared by:** Development Services Department

**Date of Meeting:** September 19, 2023

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

## Summary

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

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

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## Recommendation

**THAT** By-law 2023-75 to amend the zoning on lands known as 3298 Amey Road, Part 1, Reference Plan 13R3842, Part of Lot 1, Concession 4, District of Portland, Township of South Frontenac be given first and second reading; and

**That** By-law 2023-75 be given third reading, signed and sealed.

## Background

The proposal is to change the zone on the subject property from Rural (RU) to Rural – Special Provision (RU-74) to permit a secondary dwelling unit on the property. The applicants propose to construct a 1350 square foot addition to the existing dwelling for a secondary dwelling unit. Attachment 1 to this report is the proposed by-law.

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

## Property Description

The subject property is located on Amey Road, south of Sydenham. The property is 1.1 acres in size. It is developed with a dwelling and a few detached accessory buildings.

Attachment 2 to this report shows the location of the subject property relative to local landmarks.

## Related Applications

The subject property is not subject to any other applications under the Planning Act.

## Department and Agency Comments

Building Services was not circulated the application because a new sewage system was recently permitted and installed on the property to accommodate the secondary dwelling unit.

## Public Comments

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

## Planning Analysis

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

The Planning Act was amended in September 2019 by Bill 108 to permit additional residential units on a property which contains a detached house, semi-detached house or rowhouse. Two additional residential units may be permitted within these structures, and an additional residential unit may be permitted in a building or structure ancillary to the house on the same property. Three residential units may also be permitted in these structures if there is not one in an ancillary building. Terms used to describe additional residential units include secondary dwelling unit, secondary suite, basement apartment, granny flat and granny suite. A further amendment in 2022 by Bill 23 requires that additional residential units be permitted in an urban area with both municipal water and sewer services. Although not mandated in the Township since both municipal water and sewer services are not currently provided, considering individual requests to permit additional residential units on private services supports the accommodation of affordable housing in the Township.

Section 5.6.2 of the County of Frontenac Official Plan requires the Township Official Plan to permit additional residential units. While required to permit additional units, the Township retains control over the location, access and servicing required for these units.

The Township Official Plan does not provide specific direction on how many dwellings or dwelling units may be permitted on a property. This is typically regulated through the Zoning By-law, which includes zones that allow more than just a single detached dwelling (e.g. UR2, UMR).

In the absence of Official Plan policies, the Township looks to the information published by the Province in the Second Unit Info Sheet (Ministry of Municipal Affairs, Spring 2017) and to recent amendments to the Planning Act. The Info Sheet describes what an additional residential unit is and provides considerations for where it may be appropriate to permit these units. These considerations include locations on roads that are maintained year-round and accessible by Emergency Services, as well as demonstrating that on-site water and sewage services have sufficient capacity for the additional dwelling unit.

The proposal meets or will meet the intent of the above considerations in the following manner.

The subject property is located on Amey Road, which is maintained year-round by the Township and is accessible by Emergency Services.

The secondary dwelling unit is proposed to be located within an addition to the existing dwelling on the property. It will use the existing driveway for access. There is sufficient area on the property to accommodate parking spaces required for the main house and the secondary dwelling unit.

A new sewage system installed on the property this year was sized to accommodate the main house and the secondary dwelling unit.

The second dwelling unit will be connected to the existing well on the property. The Owner provided a letter of opinion from a well and water treatment professional that indicates that the well can produce sufficient water to supply both the main house and the secondary dwelling unit.

Drinking water quality (potable water) will need to be confirmed as part of the required permit under the Ontario Building Code. Any water quality concerns can generally be addressed through an appropriate water treatment unit.

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

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

## Financial Implications

Not applicable.

## Relationship to Strategic Plans

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

## Climate Considerations

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

## Notice/Consultation

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

- by mail to every owner of land within 120 metres of the subject lands
- by posting notice signs on the subject lands
- by posting on the Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies

## Attachments

1. By-law 2023-75
2. Location Map

Township of South Frontenac  
Staff Report - PL-ZBA-2023-0100, Shaw, 3298 Amey Road

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## Approvals

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

**Submitted By:**



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Brad Wright  
Director of Development Services

**Approved By:**



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2023-75**

**BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO RURAL – SPECIAL PROVISION (RU-74) ON LANDS DESCRIBED AS 3298 AMEY ROAD, PART 1 REFERENCE PLAN 13R3842, PART LOT 1, CONCESSION 4, DISTRICT OF PORTLAND: SHAW**

---

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

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

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

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

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

1. **THAT** Schedule “A” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-74) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-74 (3298 Amey Road, Part 1, Reference Plan 13R3842, Part of Lot 1, Concession 4, District of Portland – Shaw) immediately after the last Rural – Special Provision section to read as follows:

***RU-74 (3298 Amey Road, Part 1, Reference Plan 13R3842, Part of Lot 1, Concession 4, District of Portland – Shaw)***

*Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-74), the following provisions apply:*

- *A single detached dwelling may include a secondary dwelling unit.*
- *The primary and secondary dwelling units within the single detached dwelling shall be accessed by the same driveway, and be serviced by a shared sewage system and/or well.*

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

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

**Dated at the Township of South Frontenac this 19th day of September, 2023.**

**Read a first and second time this 19th day of September, 2023.**

**Read a third time and finally passed this 19th day of September, 2023.**

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

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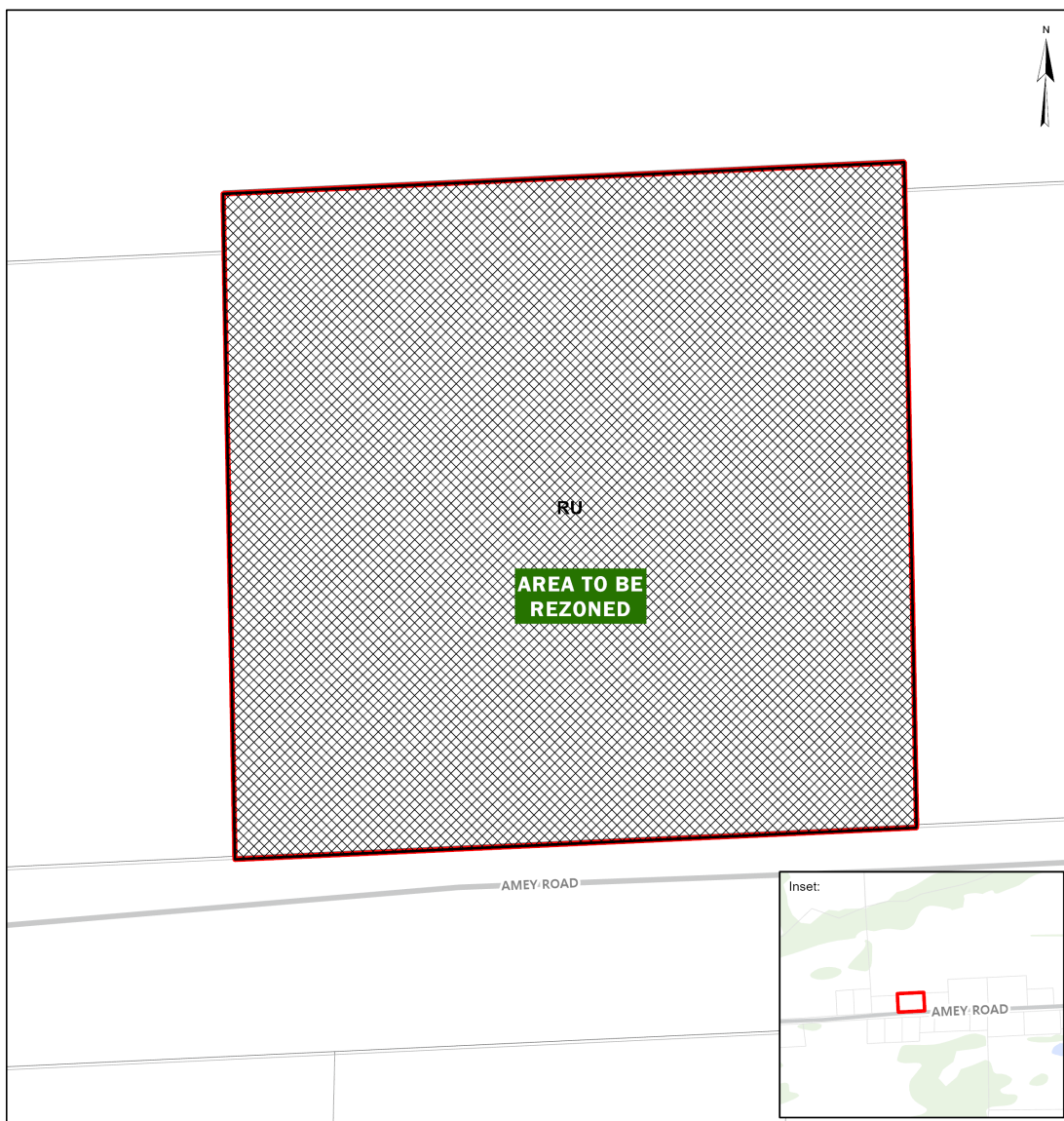
**Ron Vandewal, Mayor**

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**James Thompson, Clerk**

Schedule 1

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



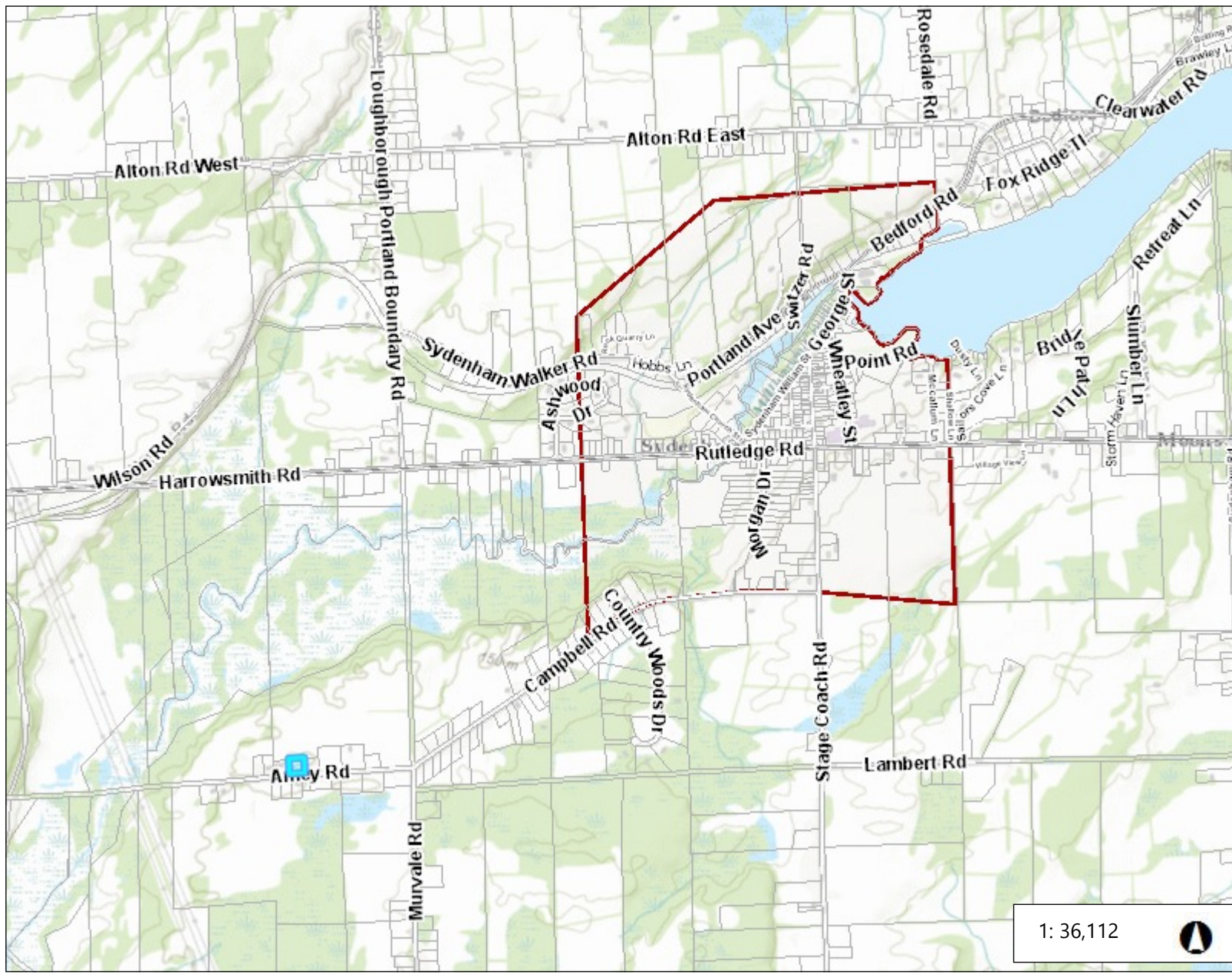
<p><b>SOUTH FRONTENAC</b> (SHAW) 3298 AMEY ROAD PL-ZBA-2023-0100</p> <p>0 3.75 7.5 15 m Scale: 1:524</p>	<p><b>LEGEND</b></p> <p> Subject Lands</p> <p> Area to be Rezoned</p> <p> Township Boundaries</p> <p> Parcels</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p> <p> Road</p>		<p><b>Zoning</b></p> <p> AGRICULTURAL ZONE (A)</p> <p> COMMUNITY FACILITY ZONE (CF)</p> <p> ENVIRONMENTAL PROTECTION ZONE (EP)</p> <p> MOBILE HOME RESIDENTIAL ZONE (MHR)</p> <p> OPEN SPACE - PUBLIC ZONE (OS)</p> <p> OPEN SPACE - PRIVATE ZONE (OSP)</p> <p> PIT 'A' ZONE (PA)</p>		<p> PIT 'B' ZONE (PB)</p> <p> QUARRY 'A' ZONE (QA)</p> <p> QUARRY 'B' ZONE (QB)</p> <p> RESIDENTIAL ZONE (R)</p> <p> RURAL COMMERCIAL ZONE (RC)</p> <p> RURAL INDUSTRIAL ZONE (RI)</p> <p> LIMITED SERVICE RESIDENTIAL ZONE (RLS)</p>		<p> LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)</p> <p> LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)</p> <p> RECREATIONAL RESORT COMMERCIAL ZONE (RRC)</p> <p> RURAL ZONE (RU)</p> <p> WATERFRONT RESIDENTIAL ZONE (RW)</p> <p> SALVAGE YARD INDUSTRIAL ZONE (SI)</p> <p> TEMPORARY USE ZONE (TUZ)</p>		<p> URBAN COMMERCIAL ZONE (UC)</p> <p> URBAN INDUSTRIAL ZONE (UI)</p> <p> URBAN MULTIPLE RESIDENTIAL ZONE (UMR)</p> <p> URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)</p> <p> WASTE DISPOSAL ZONE (WD)</p>	
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Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2022. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only. UTM Projection: NAD 83 | Date: 2023-08-14

Passed this 19th day of September, 2023

**Ron Vandewal, Mayor**

**James Thompson, Clerk**



**Legend**

- Road
  - Highway
  - Major Road
  - Secondary Road
  - Ferry Route
- Assessment Parcels
- ▭ Settlement Area
- Citations

1: 36,112



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**  
PL-ZBA-2023-0100

# Transitioning the Blue Box to Full Producer Responsibility

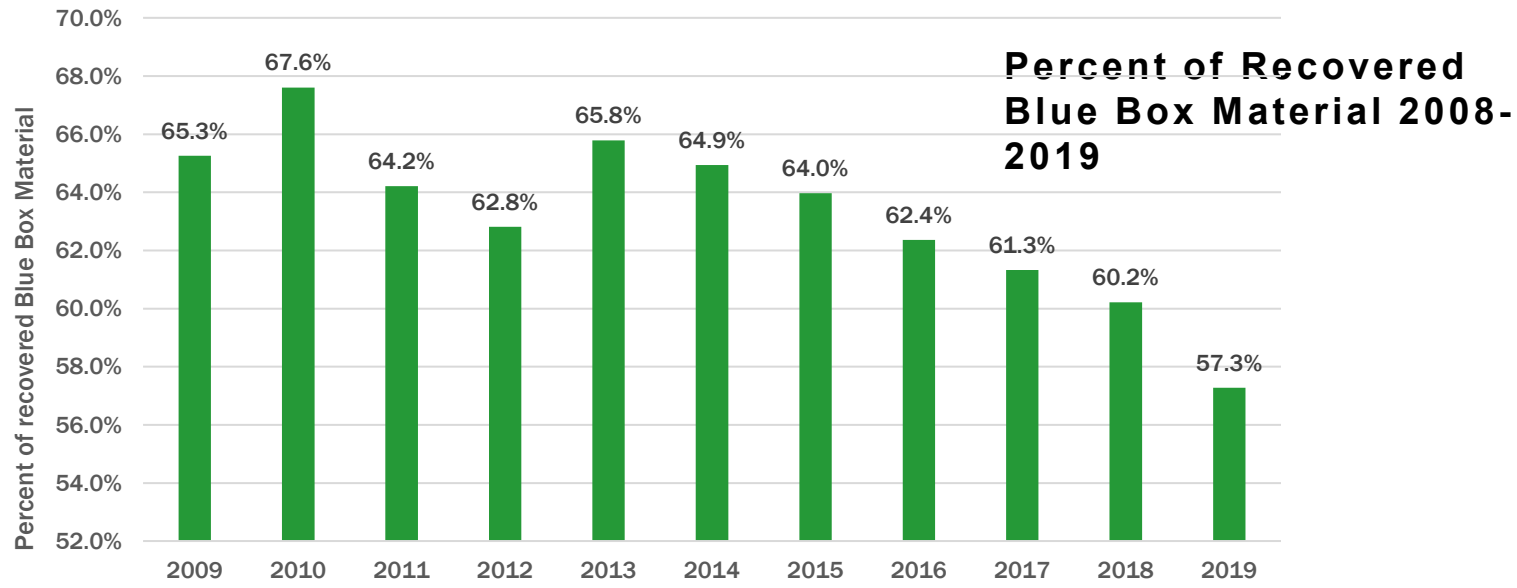
South Frontenac

Dave Gordon, Senior Advisor

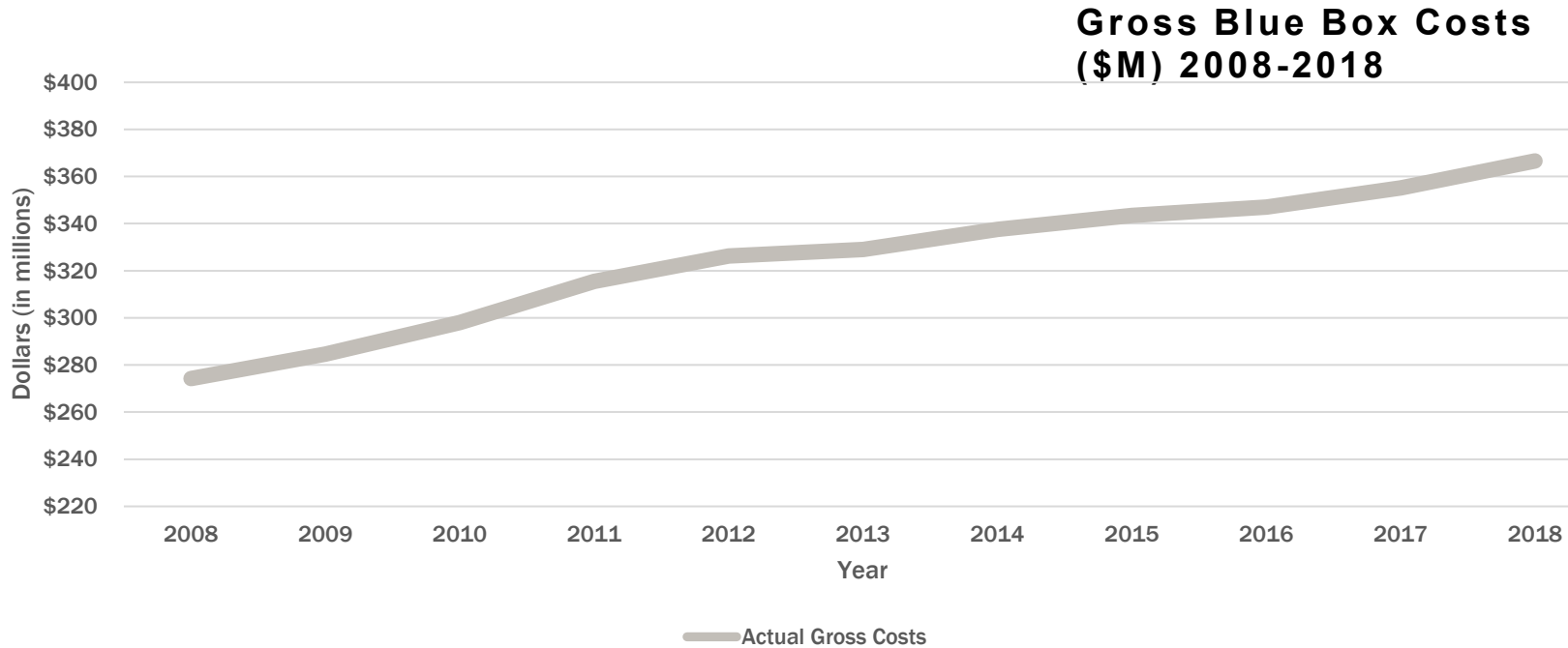


# Agenda

- Rationale for Change to Full Producer Responsibility
- Regulation Overview
- Transition Timeline
- Council Considerations
- Information Producers Need from Communities
- Resources and Support



**Diversion is dropping**



**Costs are rising**

# Blue Box Regulation

- Regulation was finalized June 3, 2022
- Producers fully responsible for operational and financial management of program
  - Municipalities potentially a service provider if commercial terms can be agreed
- The final regulation includes the following provisions:
  - Establishment of a province-wide common collection system that transitions all current municipal programs and expands servicing to
    - all communities regardless of size (except Far North)
    - all residential dwelling types
    - all schools,
    - all publicly run retirement homes and long-term care facilities, and
    - more public spaces
- An enhanced and standardized list of materials that will need to be collected and recycled
- High, progressive, and enforceable targets
- Certainty for planning to ensure a seamless transition with a [transition schedule](#)

# Eligible Sources

## Pre-Transition: Shared Industry Funding

- Local municipalities with 5,000+ population



- Collect or accept from same sources as residential garbage



- 50% funding does not include costs for Industrial, Commercial and Institutional (IC&I), even if delivered through municipal program

([O. Reg 101/94 s. 7](#), [BBPP p. 59](#))

## Post-Transition: Producer Responsibility

- All Ontario communities outside of the [Far North](#), including First Nation communities.



single-family homes



seasonal dwellings



multi-unit residential buildings



public & private schools



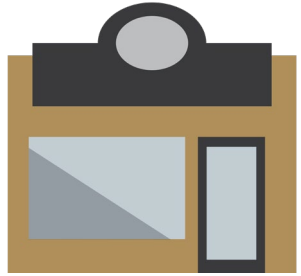
**specified** retirement & long-term care homes



**specified** public spaces

([O. Reg 391/21 s. 1 & 4](#))

# Non-Eligible Sources



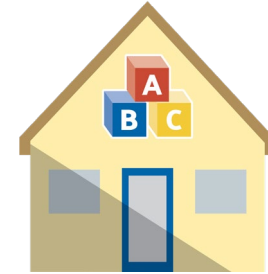
Industrial or commercial properties



Not-for-profit organizations



Municipal buildings or facilities  
(e.g., libraries, arenas)



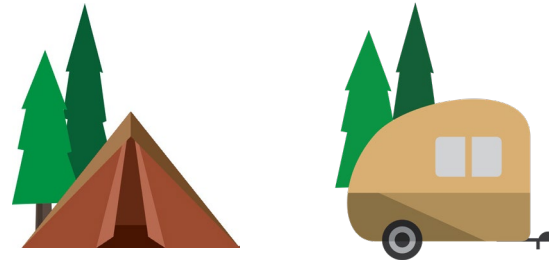
Daycare



Places of worship



Commercial buildings along residential routes

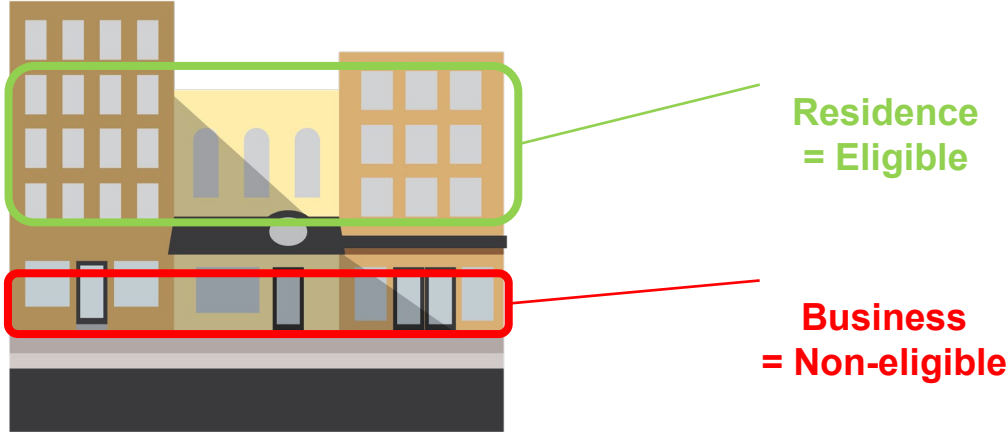


Campgrounds and trailer-parks (without permanent or seasonal households)

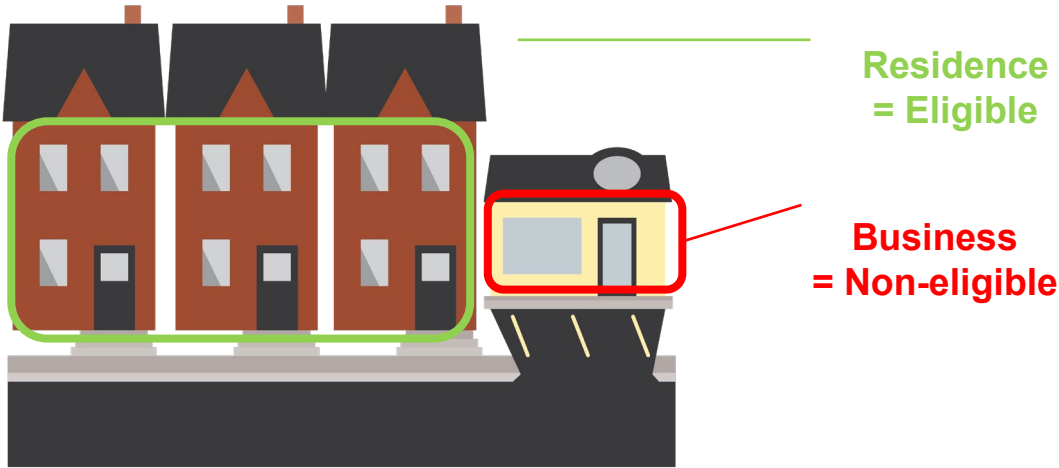


Commercial Farm

# Business Areas



Mixed Use Properties



Commercial buildings along residential routes

There are some properties that have both eligible and non-eligible materials. These will need to be separated from residential collection and serviced in an alternative way, starting in 2026.

### Mixed Use Properties:

- Residential apartments on top of a business are considered **eligible**
- Industrial or commercial property underneath the residential building are **non-eligible**
- Found in Business Improvement Area (BIA) or along residential routes

### Commercial Buildings Along Residential Routes:

- Residential buildings (single family homes/ multi-unit residential buildings) are **eligible**
- Industrial or commercial properties (e.g., coffee shop, convenience store) are **non-eligible**

# Designated Materials

## Pre-Transition: Shared Industry Funding

All of these:



Aluminum cans



Glass bottles & cans



PET plastic bottles



Steel cans



Newsprint

for food and beverages

At least two of these:



Aluminum foil



Boxboard & paperboard



Cardboard



Polystyrene containers & packing materials



Office paper



Polycoat cartons



Magazines



Paper cups & plates



Plastic film



Rigid plastic containers (HDPE, PS)



Telephone Directories



Textiles

Varies by Municipality

([O. Reg 101/94: Schedule 1](#))

## Post-Transition: Producer Responsibility

Packaging, Paper Products, & Packaging-like products:



✓ Typical “blue box packaging” items, made of paper, glass, metal or plastic



✓ Printed and un-printed paper (newspaper, magazines, flyers, office paper)



✓ Single-use products used for consumption (e.g., straws, cutlery, plates, coffee cups)



✓ Single-use products used for containment (e.g., aluminum foil, plastic bag)

Consistent across the Province

([O. Reg 391/21 s. 2](#))

# Targets (Minimum Requirements)

## Pre-Transition: Shared Industry Funding

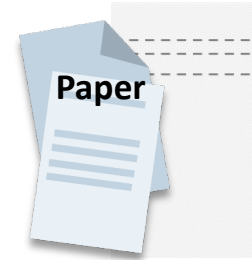


**60% recovery of blue box materials by 2008**

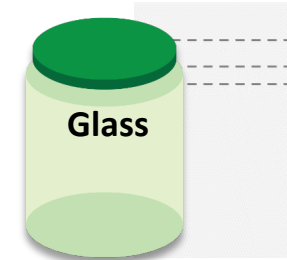
- Announced by the Ministry in 2003
- Not codified in the regulation

Sources: [2009 Stewardship Ontario Annual Report](#)  
["McGuinty Government builds on Success of Blue Box Program"](#) December 22, 2003

## Post-Transition: Producer Responsibility



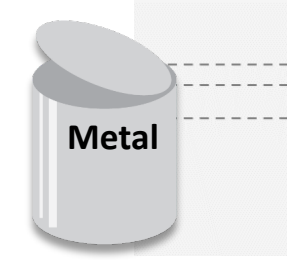
**85% by 2030**  
**80% by 2026**  
 72% in 2018



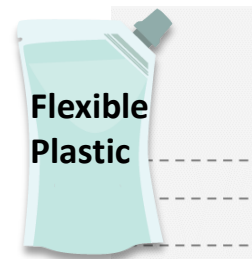
**85% by 2030**  
**75% by 2026**  
 68% in 2018



**60% by 2030**  
**50% by 2026**  
 48% in 2018



**75% by 2030**  
**67% by 2026**  
 54% in 2018



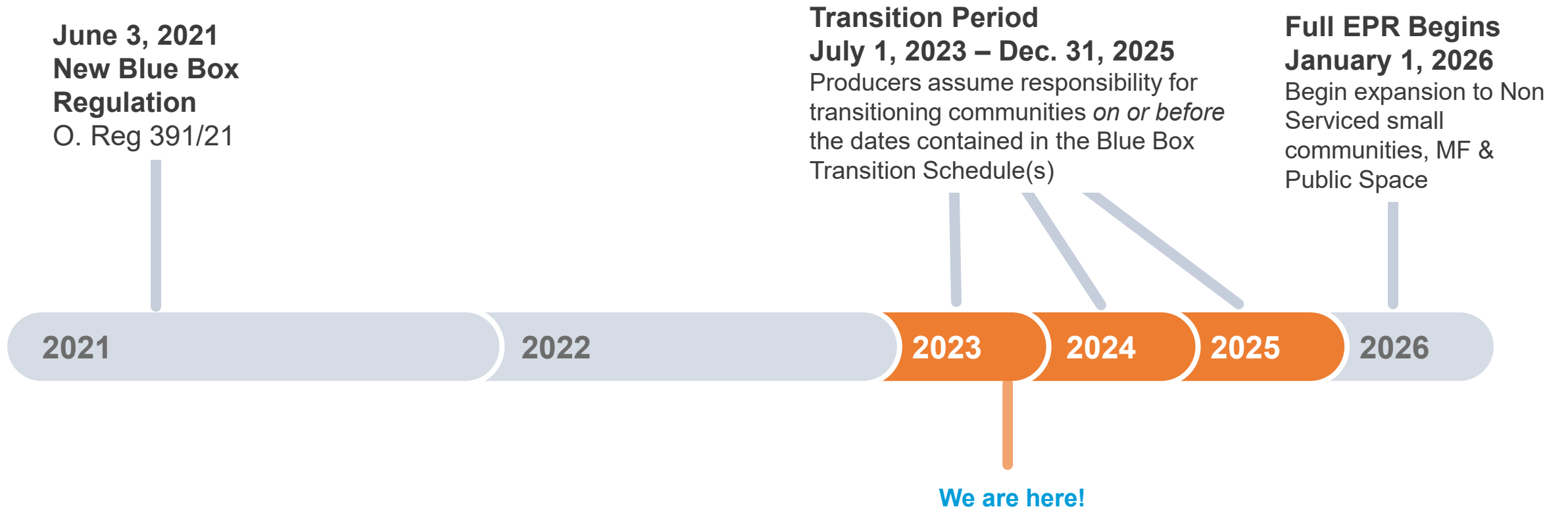
**40% by 2030**  
**25% by 2026**  
 7% in 2018



**80% by 2030**  
**75% by 2026**  
 (Data not available for 2018)

(O. Reg 391/21 s. 42)

# Blue Box Transition Timeline



# Council Considerations

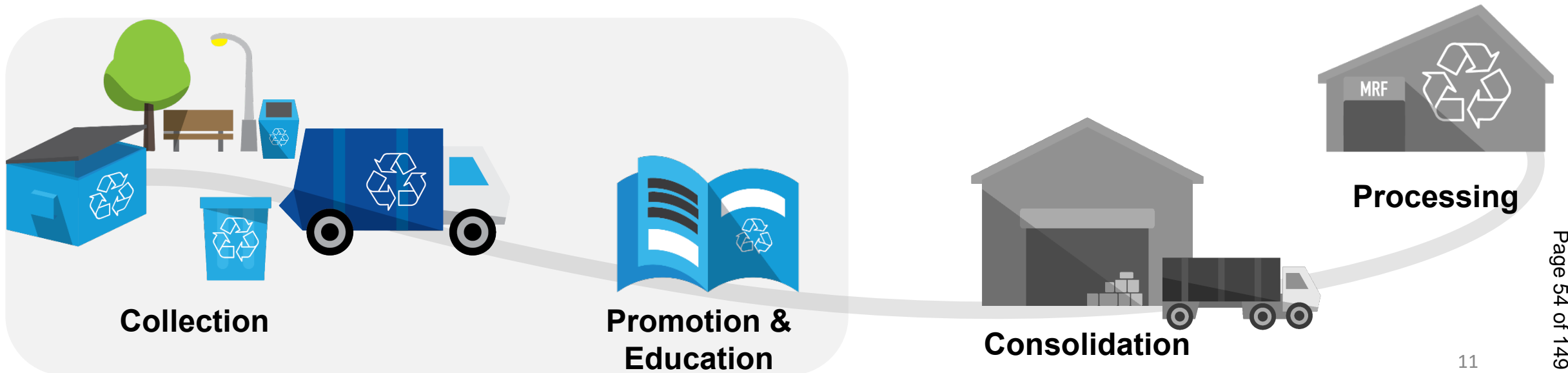
If you transition before December 2025, your community should have decided to opt in or out of service provision by this point

Those opting in:

- Contract negotiations w/ producers on terms and conditions, compensation for service provision, assessment of risk etc.

Those opting out:

- Coordinating with producers and contracted service provider for smooth transition



# Information Needed By Producers

- number of single family dwellings, multi-residential dwellings with number of units and other eligible sites (e.g., schools, long-term homes) receiving recycling collection by the municipality
- addresses of single family dwellings, multi-residential buildings and other eligible sites receiving service
- number of single family dwellings receiving curbside garbage collection by the municipality but not receiving curbside recycling collection by the municipality and addresses of these dwellings with a map
- number, type and location of entities on collection routes that are non-eligible
- level of service being provided to single-family dwellings as of a specified date including materials accepted, type of container, frequency of collection (weekly, bi-weekly, alternating weeks), day of the week on which collection occurs, approach if collection day falls on statutory holiday, maps of collection schedules and collection routes, quantity collected
- level of service being provided to multi-residential dwellings as of a specified date including materials accepted, type, size and number of containers, location of containers at each building (e.g., outside, inside, underground), whether keys or codes are required to access building or containers, frequency of collection, maps of collection schedules and collection routes, quantity collected
- location of depots accepting designated materials including hours of operation, materials accepted, type, size and number of containers, frequency of collection and quantity collected from each depot

# Ontario Baseline Waste & Recycling Report

- AMO has released a new report
- Objective is to provide a better understanding of the Ontario government's efforts to tackle non-hazardous solid waste (past, present, and future), assess performance and identify actions that may be necessary to meet its goals. This includes providing an overview on:
  - how Ontario currently manages resources and describing how this has changed over the past few decades;
  - progress towards the performance goals established in the strategy (i.e., achieve 30% waste diversion rate by 2020; 50% by 2030; an 80% by 2050 as well as reducing total waste disposed per capita each year); and
  - opportunities to improve outcomes.
- <https://www.amo.on.ca/policy/land-use-planning-resources-and-climate-change/amos-baseline-waste-and-recycling-report-and>

## 2023 Ontario Baseline Waste & Recycling Report



# Resources and Support

Dave Gordon - [dgordon@amo.on.ca](mailto:dgordon@amo.on.ca)

<https://www.amo.on.ca/policy/land-use-planning-resources-and-climate-change>



Jessica Landry- [jlandry@thecif.ca](mailto:jlandry@thecif.ca)

<https://thecif.ca/>





# Thank you & Questions

Dave Gordon

416-268-2994

[dgordon@amo.on.ca](mailto:dgordon@amo.on.ca)

Minutes of Council  
September, 5, 2023



## Township of South Frontenac Council Meeting Minutes



### Meeting # 28

**Time:** 7:00 p.m.

**Location:** Council Chambers / Via Zoom

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

**Staff:** Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Shelley Stedall - Director of Corporate Services and Treasurer, Troy Dunlop - Manager of Engineering & Capital Projects, Jan Minaker - Manager of Human Resources

1 Call to Order

a) Resolution

Resolution No. 2023:28:01

Moved by Councillor Morey

Seconded by Councillor Pegrum

That the Council meeting of September 5, 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. 2023:28:02

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a)

There was none.

5 Recess

a)

Not applicable.

6 Public Meeting

a)

There was none.

Minutes of Council  
September, 5, 2023

7 Delegations

- a) There were none.

8 Briefings

- a) There were none.

9 Approval of Minutes

- a) Resolution

Resolution No. 2023:28:03

Moved by Councillor Roberts

Seconded by Councillor Trueman

That the minutes of the August 15, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

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

Resolution No. 2023:28:04

Moved by Councillor Godfrey

Seconded by Deputy Mayor Sleeth

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

Carried

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

Resolution No. 2023:28:05

Moved by Councillor Leonard

Seconded by Councillor Trueman

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

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

Carried

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

Resolution No. 2023:28:06

Moved by Deputy Mayor Sleeth

Seconded by Councillor Ruttan

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

Minutes of Council  
September, 5, 2023

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

Carried

d) **Municipal Access Agreement – Xplornet Communications Inc.**

Resolution No. 2023:28:07

Moved by Councillor Ruttan

Seconded by Councillor Godfrey

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

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

Carried

e) **Township of South Frontenac – Flag Policy**

Resolution No. 2023:28:08

Moved by Councillor Ruttan

Seconded by Councillor Morey

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

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

Carried

f) **Detailed Design – Harrowsmith and Hartington Sidewalks**

Resolution No. 2023:28:09

Moved by Councillor Morey

Seconded by Councillor Pegrum

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

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

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

Carried

g) **2024 Budget Schedule**

Resolution No. 2023:28:10

Moved by Councillor Ruttan

Seconded by Councillor Godfrey

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

Carried

11 Advisory Committee Reports or Minutes

a) **Recreation & Leisure Services Committee**

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

Resolution No. 2023:28:11

Moved by Councillor Roberts

Seconded by Councillor Leonard

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

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

Carried

12 Reports Requiring Approval of By-laws

a) **Emergency Management Program Update**

Resolution No. 2023:28:12

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That By-law 2023-67, as amended, being "A By-Law to adopt an Emergency Management Program and Emergency Response Plan as Required under the Emergency Management and Civil Protection Act", be given first and second reading.

Carried As Amended - See Motion to Amend

Resolution No. 2023:28:13

Moved by Councillor Pegrum

Seconded by Councillor Roberts

(Motion to Amend)

That Section 11. of Exhibit B, The By-Law to adopt an Emergency Management Program and Emergency Response Plan as Required under the Emergency Management and Civil Protection Act and Section 15 of the By-law, be amended by deleting the "Deputy Mayor" as the alternate for the MCEG Policy Group and inserting the "Emergency Designate for the Mayor"; it being understood that a member of Council be appointed as the "Emergency Designate for the Mayor" for the term of Council.

Carried

Resolution No. 2023:28:14

Moved by Councillor Roberts

Seconded by Councillor Morey

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

Carried

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

Resolution No. 2023:28:15

Moved by Councillor Roberts

Seconded by Councillor Godfrey

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

Carried

Resolution No. 2023:28:16

Minutes of Council  
September, 5, 2023

Moved by Councillor Trueman  
Seconded by Councillor Leonard  
That By-law 2023-68 be given third reading, signed and sealed.

Carried

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

Resolution No. 2023:28:17

Moved by Councillor Trueman  
Seconded by Councillor Ruttan

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

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

Carried

Resolution No. 2023:28:18

Moved by Councillor Morey  
Seconded by Councillor Godfrey

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

Carried

13 Reports for Information

a)

There were none.

14 Committee of the Whole

a)

There was none.

15 Information Items

a)

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

16 Notice of Motions

a)

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

Resolution No. 2023:28:19

Moved by Councillor Trueman  
Seconded by Councillor Leonard

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

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

Defeated

Minutes of Council  
September, 5, 2023

- b) Councillor Trueman submitted a Notice of Motion for consideration at the September 19, 2023 Council meeting. The Notice of Motion reads as follows:

"That Council direct staff to report back to Council regarding a proposed policy to process certain Noise By-law Exemption Applications through delegated authority."

17 Rise and Report regarding County Council and External Boards

- a) County Council

No update was provided.

- b) Police Services Board

Councillor Pegrum advised that the last Police Services Board meeting was held on August 17, 2023 at which the quarterly statistics were reviewed and updates were provided regarding recent conferences.

- c) Cataraqui Region Conservation Authority

Deputy Mayor Sleeth advised the budget discussions have commenced for the Cataraqui Region Conservation Authority. Deputy Mayor Sleeth also noted that CRCA is collaborating with the Ministry of Natural Resources to implement a new program to address the Emerald Ash Bore.

- d) Quinte Conservation

No update was provided.

- e) Rideau Valley Conservation Authority

No update was provided.

18 Announcements/Statements by Councillors

- a)

In response to questions from Councillor Ruttan, the Deputy Clerk confirmed that a new roads closure policy will be brought before Council for consideration in 2023.

Councillor Trueman advised that the Sydenham High School 150th Reunion was a success.

Deputy Mayor Sleeth provided a reminder to Council members with respect to the Open Farms and the Plowing Match.

Mayor Vandewal advised that he provided opening remarks as the Mayor of South Frontenac and Warden of Frontenac at the 150th Sydenham High School Reunion which was well attended.

Mayor Vandewal mentioned that the Open Farms Kick off and Farmers Market was well attended.

Mayor Vandewal stated that the Green and Young families, B&B Show and Shine was a success. He mentioned that the event raised food and money for the food bank and money for the South Frontenac and Central Frontenac Fire Departments.

19 Closed Session (if requested)

Minutes of Council  
September, 5, 2023

- a) There was none.

20 Confirmatory By-law

- a) Resolution

Resolution No. 2023:28:20

Moved by Councillor Trueman

Seconded by Councillor Godfrey

That By-law 2023-70, 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. 2023:28:21

Moved by Councillor Ruttan

Seconded by Councillor Roberts

That By-law 2023-70, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

21 Adjournment

- a) Resolution

Resolution No. 2023:28:22

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That the Council meeting of September 5, 2023 be adjourned at 7:52 p.m.

Carried

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Ron Vandewal, Mayor

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James Thompson, Clerk

# Township of South Frontenac

## Staff Report

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**To:** Council

**Prepared by:** Office of the Clerk

**Date of Meeting:** September 19, 2023

**Subject:** **By-law Enforcement Update**

### Summary

The purpose of the Report is to provide Council with an update regarding the By-law Enforcement Program which was updated between late 2022 to summer 2023. Furthermore, the Report recommends that staff continue to monitor by-law enforcement statistics and provide Council with an additional update in September 2024.

### Recommendation

That Council direct staff to continue to monitor by-law enforcement complaints including any in relation to short-term rental accommodations in the Township of South Frontenac and provide Council with a further update regarding this matter in September 2024.

### Background

At the May 16, 2023 Council meeting, a report entitled [By-law Enforcement and Short-Term Rental Survey Summary](#) was presented which stated the following:

“Staff believe that the tools currently available to the Township of South Frontenac will better position the municipality to be able to address by-law concerns in general and in relation to short-term rental accommodations. The information gathered over the upcoming summer will provide an opportunity to determine if additional by-law enforcement tools are required to ensure that residents are not impacted by by-law violations.”

### Discussion/Analysis

#### **General Update regarding By-law Enforcement Program:**

Commencing in July, 2022, the Township of South Frontenac has increased the resources allocated to the By-law Enforcement Program. As a result, the Township of South Frontenac has implemented an effective By-law Enforcement Program that can capably address by-law concerns.

During 2023, the Township of South Frontenac has continued to implement new processes and updated existing by-laws with respect to By-law Enforcement.

Furthermore, the Township of South Frontenac has undertaken steps to improve collaboration between the Ontario Provincial Police and Frontenac Municipal Law Enforcement to better address “nuisance behaviour” in the Township of South Frontenac.

Significant focus has also been placed on the continued expansion of the [Administrative Monetary Penalty \(AMPs\)](#) Program. Currently, the Township of South Frontenac is able to issue AMPs when the following by-laws are contravened: Devil Lake Causeway By-law, Noise By-law, Pool Fence By-law, Safe Properties By-law, Trailer Licensing By-law and the Waste Management By-law.

Since June 2022, Frontenac Municipal Law Enforcement has attended approximately 120 properties to investigate complaints related to the Safe Properties By-law, Trailer Licensing By-law and the Zoning By-law.

#### **Update regarding public education related to By-law Enforcement Program:**

Following a review of the data collected as part of the By-law Enforcement and Short-Term Rental Survey, staff took steps to raise awareness regarding the current By-law Enforcement Program.

Between April 27, 2023 and September 8, 2023, five social media posts (similar to the example below) were posted on the Township of South Frontenac social media channels. Furthermore, content regarding By-law Enforcement was included in the Frontenac News on the following dates: May 4, May 11, May 18, June 9, June 16, June 23, June 30 and July 5, 2023.

The following is a sample of the information which was shared in the Frontenac News and on social media regarding adherence to the Noise By-law:

#### **“Noise By-law Enforcement**

This May long weekend, be a good neighbour. While you're outdoors having fun with family and friends, please keep noise levels reasonable. To report a noise violation, call 613-541-3213 and leave a message with details and a call back number.”



The By-law Enforcement section of the Township of South Frontenac [website](#) has been updated to outline the complaint intake process and share information in a more accessible format.

Staff would like to acknowledge the contribution of members of Council who shared information regarding the By-law Enforcement Program at various lake association meetings.

Staff can state with confidence that the steps taken with respect to advertising were effective in increasing the profile of the By-law Enforcement Program. However, staff also acknowledge that further and continued public education and awareness regarding the By-law Enforcement Program is required.

#### **Update regarding the Noise By-law:**

The Township of South Frontenac [Noise By-law](#) was enacted on August 4, 2015. Recently, the Noise By-law was amended on two occasions to increase the effectiveness of the by-law.

The Noise By-law was amended by Council on [September 6, 2022](#) to allow for administrative monetary penalties to be issued to address violations of the Noise By-law.

Further, the Noise By-law was subsequently amended by Council on [April 11, 2023](#) to include the following section:

#### “Responsibility of Property Owner

2. Every owner of property and every officer or director of a corporation that owns property within the Township of South Frontenac has a duty to take all

reasonable care to prevent occupants and users of their property from breaching the provisions of this By-law;

- (a) Every person who has a duty under this section and who fails to carry out that duty is guilty of an offence.
- (b) A director or officer of a corporation is liable to a conviction under this section whether or not the corporation has been prosecuted or convicted.”

The recent amendments have allowed the Noise By-law to become an extremely important tool which has allowed the Township of South Frontenac to effectively address Noise By-law violations upon receipt of a complaint.

**Please Note:** Frontenac Municipal Law Enforcement must receive a complaint in real time in order to gather the necessary evidence required to issue an AMP.

Noise By-law complaints must be submitted by calling:

Frontenac Municipal Law Enforcement – 613-541-3213; or  
Ontario Provincial Police – 888-310-1122

Between June 1, 2023 and August 30, 2023, five AMPs were issued in response to Noise By-law violations. Staff can confirm that only one of the five AMPs were issued to a short-term rental accommodation. It is worthy to note that four of the five AMPs were paid immediately and none of the AMPs were appealed which demonstrates that generally residents were accountable for their actions and acknowledged the next expectations outlined in the Noise By-law.

It is evident that the issuance of AMPs related to violations of the Noise By-law contributed to the increased awareness in the community of the recent changes to the Township of South Frontenac By-law Enforcement Program.

The amendments to the Noise By-law on April 11, 2023 also resulted in the implementation of a formal process for Council to consider applications seeking exemption for outdoor events to specific provisions in the Noise By-law. Since May 1, 2023, Council has considered ten applications requesting exemption from the Noise By-law. The September 9<sup>th</sup>, 2023 agenda includes a notice of motion providing for staff to streamline the exemption process by granting delegated authority to staff to approve certain exemption applications. The dramatic increase in Noise By-law Exemption applications received in 2023 further demonstrates the public's increased awareness regarding the Noise By-law.

#### **Update regarding the Noise By-law Enforcement Protocols:**

Frontenac Municipal Law Enforcement is contracted by the Township of South Frontenac to enforce municipal by-laws.

Since mid-April, 2023, Frontenac Municipal Law Enforcement has been in a position to respond to Noise By-law complaints daily until 2:00 a.m. The new Noise By-law response protocol (implemented following the April 11, 2023 amendment to the Noise By-law) has been very effective as it has allowed by-law officers to safely and effectively issue AMPs in response to complaints regarding violations of the Noise By-law.

While increased collaboration between Frontenac Municipal Law Enforcement and the Ontario Provincial Police is in its infancy, it is inherent to note that the Ontario Provincial Police has recently supported Frontenac Municipal Law Enforcement in addressing aggravated situations.

### **Summary of 2023 Noise By-law Complaints:**

Between January 1, 2023 and August 19, 2023, Frontenac Municipal Law Enforcement responded to eighteen complaints related to the Noise By-law. Below is a summary:

<b>Complaint</b>	<b>Number</b>	<b>Comments</b>
Loud Music	11	2 warnings issued 5 AMP issued (1 STR related) 4 no evidence of violation
Construction Equipment	3	1 warning 2 related to civil matter
Alarm	3	Issue resolved – no action taken
Fireworks	1	Address could not be verified

Between January 1, 2023 and August 15, 2023, the Ontario Provincial Police responded to twelve noise complaints. Of the twelve complaints, seven were related to parties and three were vehicle related. Additionally, the Ontario Provincial Police responded to a complaint regarding firearm use and a complaint regarding yelling related to a domestic disturbance.

The data provided above outlines that virtually all Noise By-law complaints were related to the actions of “permanent residents” rather than short-term rental accommodation guests. Furthermore, it became evident that as the summer progressed, the frequency of Noise By-law complaints increased likely due to greater awareness in the community stemming from advertising efforts and word of mouth. We estimate that call volume may still increase as we continue with further public education of the Township’s By-law Enforcement Program.

### **Update regarding the Waste Management By-law:**

The Township of South Frontenac [Waste Management By-law](#) was enacted on December 6, 2005. Recently, the Waste Management By-law was amended on [May 2, 2023](#) to include the following section:

“Responsibility of Property Owner

2. Every owner of property and every officer or director of a corporation that owns property within the Township of South Frontenac has a duty to take all

reasonable care to prevent occupants and users of their property from breaching the provisions of this By-law;

- (a) Every person who has a duty under this section and who fails to carry out that duty is guilty of an offence.
- (b) A director or officer of a corporation is liable to a conviction under this section whether or not the corporation has been prosecuted or convicted.”

Limited complaints regarding the Waste Management By-law have been submitted to Frontenac Municipal Law Enforcement. As such the By-law has been seldom utilized as an enforcement tool.

### **Update regarding Short-Term Rental Accommodations:**

Over the course of the spring and summer, the Clerk’s Department and CAO proactively met with various host compliance firms to gain a better understanding of available services and to better understand what resources would likely be required to implement a host compliance platform and associated licensing by-law.

During meetings with host compliance vendors, it became apparent that there are approximately 175 to 200 short-term rental units operating in the Township of South Frontenac. Through the aforementioned meetings, staff obtained knowledge of the services offered by a host compliance platform which often include address identification, compliance and rental activity monitoring, permitting & registration and a complaint hotline.

### **Key Findings and Next Steps:**

As outlined earlier in the Report, the May 16, 2023 Report to Council meeting stated the following:

“Staff believe that the tools currently available to the Township of South Frontenac will better position the municipality to be able to address by-law concerns in general and in relation to short-term rental accommodations. The information gathered over the upcoming summer will provide an opportunity to determine if additional by-law enforcement tools are required to ensure that residents are not impacted by by-law violations.”

Based on the data generated to date, staff believe that there is reasonable evidence to support that recently implemented protocols to investigate and enforce Noise By-law complaints are effective. Similarly, there is qualitative evidence to suggest an incremental increase in community awareness regarding the new expectations of residents and visitors in the Township of South Frontenac with respect to compliance with municipal by-laws. As such, it is the opinion of staff that at this time it does not appear that there is a current need to implement additional measures to address concerns related to short-term rental accommodations as our current by-laws already provide the necessary mechanism.

However, staff will continue to monitor the situation to assess whether consideration should be given regarding the implementation of additional tools .

Staff will continue to increase awareness of the By-law Enforcement Program in the community. Additionally, staff will continue to work with the OPP to increase collaboration to address nuisance behaviour in the Township.

As demonstrated through existing Township by-laws, many of the concerns related to short-term rentals are not unique to STR's but rather need to be looked at through a Township wide lens. This is also the case for concerns other than nuisance behaviour often associated with short-term rental accommodations

Lastly, it is crucial that residents submit all by-law enforcement complaints to the Township of South Frontenac as soon as possible. Regardless of the by-law enforcement systems in place there is not a scenario where issues can be meaningfully addressed without the submission of a complaint.

### Financial Implications

There are none.

### Relationship to Strategic Plans

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

### Approvals

Submitted By:




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James Thompson  
 Clerk

Approved By:




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Louise Fragnito, CPA, CGA  
 Chief Administrative Officer

# Township of South Frontenac Staff Report

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To: Council

Prepared by: Office of the Clerk

Date of Meeting: September 19, 2023

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

## Summary

The purpose of the Report is to provide Council with background information regarding the recommended approval of the Municipal Appointment (Area at Large) to the Cataraqui Source Protection Committee.

## Recommendation

That the Council of the Corporation of the Township of South Frontenac endorse the appointment of Kristie Kelly, Director of Environmental Services, Town of Greater Napanee as the Municipal Representative (Area at Large) - Cataraqui Source Protection Committee.

## Background

Source protection committees were established for each of the 19 source protection areas or regions in Ontario. The committees are required to follow the *Clean Water Act*, its regulations, Director's rules, guidance material developed by the Province, and to work in cooperation with municipalities and Source Protection Authorities.

The Cataraqui Source Protection Committee has developed a [Terms of Reference](#), an [Assessment Report](#), and a [Source Protection Plan](#) to protect sources of municipal residential drinking water and significant regional groundwater sources in the Cataraqui Source Protection Area.

Further information regarding the Cataraqui Source Protection Committee can be found on their [website](#).

## Discussion/Analysis

Correspondence (Attached as Exhibit A to the Report) has been received from Kelsey Guerette, Coordinator, Source Protection - Cataraqui Conservation – Cataraqui Source Protection Area requesting that the Township of South Frontenac support the proposed appointment to the Cataraqui Source Protection Committee.

## Relationship to Strategic Plans

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

## Climate Considerations

- Not applicable to this report.

## Notice/Consultation

## Attachments

Exhibit A – Correspondence received from Cataraqui Conservation – Cataraqui Source Protection Area regarding Request for Input / Council Resolutions, Approval of Municipal Appointment (Area at Large) – Cataraqui Source Protection Committee

## Approvals

Submitted By:



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James Thompson  
Clerk and Community Emergency Management Coordinator

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

June 6, 2023

AA-021-23

To: Municipal CAOs and Clerks  
Cataraqi Source Protection Area – Area at Large

**RE: Request for Input / Council Resolutions**  
**Approval of Municipal Appointment (Area at Large) – Cataraqi Source Protection Committee**

This letter seeks approval from your municipality regarding appointment to the Cataraqi Source Protection Committee (SPC) by the Cataraqi Source Protection Authority (SPA) by September 30 2023.

The SPA is comprised of the Cataraqi Conservation Full Authority Board plus a representative from the Township of Frontenac Islands. The SPA is responsible for appointing and maintaining the SPC, which guides the development of drinking water source protection technical studies and policies for our area.

In accordance with the Ontario *Clean Water Act*, municipalities are represented by one-third of the voting members on the SPC. A municipal ‘seat’ can be represented by council members or other persons that represent municipal interests such as municipal employees.

On March 6, 2023, letter AA-006-23 entitled “Invitation for Expression of Interest – Municipal Representative (Area at Large) – Cataraqi Source Protection Committee” was issued to Municipalities noting a vacancy on the SPC and called for applications for the Municipal Area at Large position. Through this process it was noted that applications received would be reviewed and the successful candidate would be notified. Following notification, all municipalities would be asked to provide council resolution endorsing the chosen candidate.

As part of the membership review process, the SPA wishes to confirm that the municipalities in the Cataraqui Source Protection Area (see chart attached) support the proposed appointment to the SPC for the next three years. Per the attached chart, incumbents are prepared to continue representing the central area, eastern area, and the western area.

We have the following specific question for consideration:

For all municipalities in the Cataraqui Source Protection Area (Area at Large):

- (1) Please indicate whether there is support for Kristie Kelly the Director of Environmental Services with the Town of Greater Napanee, serving as the area at large representative by September 30, 2023.

We look forward to hearing from you. Please contact the undersigned with any questions or comments at 613-546-4228 ext. 252 or via [kguerette@crca.ca](mailto:kguerette@crca.ca).

Respectfully yours,

Kelsey Guerette, B.Sc., C.Tech  
Coordinator, Source Protection

Attachment: Appointments to the Cataraqui Source Protection Committee – Municipal Sector

c.c. Gary Oosterhof, Chair, Cataraqui Source Protection Authority  
John C. Williamson, Chair, Cataraqui Source Protection Committee

## Appointments to the Cataraqui Source Protection Committee at 2023 - Municipal Sector <sup>1</sup>

Area	Municipalities	Candidate	Notes
Eastern Area	Township of Athens City of Brockville Township of Elizabethtown-Kitley Township of Front of Yonge Town of Gananoque Township of Leeds and the Thousand Islands Township of Rideau Lakes	Steve Allen, Lyn <sup>2</sup>	Steven Allen is the Supervisor of Engineering with the City of Brockville. Steven Allen has served on the Committee since 2019.
Central Area	Township of Frontenac Islands City of Kingston Township of South Frontenac	Niall Oddie, Kingston <sup>2</sup>	Niall Oddie is a Senior Planner with the City of Kingston. He has served on the Committee since 2022.
Western Area	Town of Greater Napanee Loyalist Township	Luke MacDonald Loyalist <sup>2</sup>	Luke MacDonald is the Engineering and Environment Manager with Loyalist Township. He has served on the Committee since 2023.
Area at Large	This member represents the interests of all municipalities in the Cataraqui Source Protection Area.	(Kristie Kelly) <sup>1</sup>	Kristie Kelly is the Director of Environmental Services with the Town of Greater Napanee. Kristie has around 13 years of experience in the water and wastewater industry and has been involved in Source Water Protection for the past 10 years.

<sup>1</sup> Proposed appointment subject to confirmation through council resolution.

<sup>2</sup> Incumbent member on the Cataraqui Source Protection Committee.

# Township of South Frontenac Staff Report

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**To:** Council

**Prepared by:** Office of the Clerk

**Date of Meeting:** September 19, 2023

**Subject:** **Emergency Management Program – Appointment of  
Emergency Designate for the Mayor**

## Summary

The purpose of the Report is to provide Council with background information regarding the appointment of a member of Council as the Emergency Management Program – Emergency Designate for the Mayor.

## Recommendation

That Council appoint Councillor \_\_\_\_\_ as the Emergency Management Program – Emergency Designate for the Mayor for the term of Council.

## Background

At the September 5, 2023 Council meeting, By-law 2023-67 was approved being “A By-Law to adopt an Emergency Management Program and Emergency Response Plan as Required under the Emergency Management and Civil Protection Act”.

During deliberation regarding the proposed Emergency Management Program and Emergency Response Plan, the composition of the Municipal Emergency Control Group was amended to replace the “Deputy Mayor” with the “Emergency Designate for the Mayor” as the alternate of the Policy Group. The amendment further stipulated that the Emergency Designate for the Mayor be appointed for the term of Council.

## Discussion/Analysis

Staff are requesting that Council appoint a member of Council to serve as the Emergency Designate for the Mayor for the remainder of the term of Council at the September 19, 2023 Council meeting.

## Financial Implications

Not applicable.

### Relationship to Strategic Plans

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

### Climate Considerations

- Not applicable to this report.

### Notice/Consultation

Not applicable.

### Attachments

Not applicable.

### Approvals

Submitted By:



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James Thompson  
Clerk and Community Emergency Management Coordinator

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

# Township of South Frontenac

## Staff Report

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And To: Council

Prepared by: Development Services Department

Date of Meeting: September 19, 2023

Subject: **Building Services Vehicle**

### Summary

This report seeks Council approval to add an additional vehicle to the Building Services department.

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### Recommendation

That Council approve the purchase of one vehicle with an upset limit in the amount of \$65,000; and

That the purchase be funded by the Building Services Reserve.

### Background

On April 4, 2023, Council approved the addition of a building inspector, however, a vehicle for this position was not included in the 2023 capital budget.

### Discussion/Analysis

The Township has recently hired its new building inspector who started on September 11<sup>th</sup>, 2023. The addition of this vehicle will provide a dedicated vehicle for the inspector. Further, the Township currently has an open tender for the purchase (replacement) of a building vehicle as provided for in the Township budget and this approval will allow to add the additional vehicle for purchase within the tender results.

Future vehicle replacement of this new vehicle will be funded by the Building Equipment Reserve. The Building Equipment Reserve Fund will be reviewed to ensure proper funding of future replacement of the entire fleet.

### Financial Implications

The new vehicle is to be funded from the Building Services Reserve Fund.

Township of South Frontenac  
Staff Report

## Relationship to Strategic Plans

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

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

## Notice/Consultation

- Rebecca Roy, Deputy Chief Building Official

## Attachments

None

## Approvals

Submitted by:



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Brad Wright  
Director of Development Services

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

# Township of South Frontenac Staff Report

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To: Council

Prepared by: Public Services Department

Date of Meeting: September 19, 2023

Subject: **Automatic Vehicle Location (AVL) Services**

## Summary

This report seeks Council approval to enter into a service agreement with Trackmatics Inc for automatic vehicle location (AVL) services and proceed with the installation of AVL on the heavy-duty plow trucks.

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## Recommendation

That Council authorize the Public Services Department to enter into a service agreement with Trackmatics Inc for AVL services; AND

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

## Background

Automatic Vehicle Location (AVL) uses Global Position System (GPS) to monitor assets in real time and record historical information. AVL systems are becoming an important part of municipal government operations as it allows the Township to track assets to find efficiencies, investigate complaints, and provide documentation for legal claims.

The Township currently uses a transportation-based fleet management system called Fleet Complete for their AVL services. This service is provided through the Township's cellphone carrier Telus under a contract that expired in December 2022. Fleet complete provides a track and trace of units in real time and historical information on the vehicles for documentation. The system does not offer anything specific for winter maintenance such as plow up/down, spreader on/off, or material application rates which are crucial for the Townships defence in legal claims and finding efficiencies in operations.

The 2023 Capital Budget has an approved project to source an AVL systems that better suits our needs and convert the snow plows in advance of the 2023-2024 winter maintenance season.

## Discussion/Analysis

For the AVL system to provide accurate data on winter maintenance functions it needs to be connected to the plow and spreader controllers in the plow truck. Due to the importance of integration with the plow equipment, our investigation into a new system focused around AVL systems and service providers with a primary focus around municipal works and winter maintenance.

The AVL platform Road Operations and Data Analysis (ROADA) that's offered by Trackmatics Inc was identified as the most user friendly and beneficial to the Township for winter maintenance reporting. ROADADA has been used on the provincial level for over 20 years on the MTO area maintenance contracts and currently used by most of our neighbouring municipalities. The system offers all the required winter function reporting and is compatible with the two types of spreader controls used in the Townships fleet.

Trackmatics Inc. is the dealer and support for the Cirus joystick and spreader controller currently being used in our snow plow builds. Having one service provider for the plow controls, AVL hardware, and AVL software support will provide a one stop shop for all AVL related issues and streamline troubleshooting if errors occur.

During the review it was identified that Central Frontenac, Frontenac Island, and North Frontenac are all using or converting to Trackmatics Inc. Having all the Townships in Frontenac County using one service provider would allow for future opportunities with County GIS integration.

Key features and benefits of Trackmatics Inc product:

- Service and support from one vendor within a one-hour distance from the Township.
- Multi-function AVL system can integrate application of liquids, road watch sensors, and cameras in the plow trucks if required in the future.
- Integration with ArcGIS suit of products provided by Frontenac County which opens future opportunities to digitize route integration and minimum maintenance standard road patrol.
- Used by neighbouring Municipalities (Kingston and The County of Lennox and Addington).
- All Townships in Frontenac County will be on the same system which should present opportunities for future collaboration.

Based on this information staff are recommending the Township enter into a service agreement with Trackmatics Inc for AVL services.

## Financial Implications

The capital cost to purchase and install the AVL hardware in the 19 plow trucks is within the approved capital budget 23-34 of \$50,000.

Capital Costs	Installation cost per unit
Plow Trucks (Multi-function systems)	\$2,318
Light Duty Vehicles (Single function)	\$1,010

The 2024 operating budget will be adjusted for the increase to the monthly monitoring charges.

Operating Costs	Monthly cost per unit
Plow Trucks (Multi-function systems)	\$39.00
Light Duty Vehicles (Single function systems)	\$35.00

## 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

Accurate winter maintenance reports will allow the department to review material usage during a winter event. Using the right material with the right application rate at the right time during an event will help reduce salt and sand use without compromising the level of service.

## Attachments

None.

## Approvals

Submitted By:



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

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

# Township of South Frontenac Staff Report

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**To:** Council

**Prepared by:** Corporate Services Department

**Date of Meeting:** September 19, 2023

**Subject:** **Travel and Expense Reimbursement Policy**

## Summary

This report provides background on the current mileage and meal allowances for staff and Council and makes recommendation for a policy which will adjust the reimbursements paid to reflect the current economic rates.

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## Recommendation

That the proposed Township of South Frontenac Travel and Expense Reimbursement Policy, attached to the Report as Attachment A, be approved by Council,

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

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

## Background

Council reviewed the mileage and meal allowances, as well as conference per diems in 2010. Since that time the costs associated with these expenditures have increased dramatically with no adjustment to the rate set at that time.

With the approval of resolution 2010-37-12, Council amended the reimbursement rate for use of personal vehicles for both Council and staff from \$.42/km to \$.55/km. The daily meal allowance (receipts required) was approved with Breakfast = \$15, Lunch = \$20, Dinner = \$30, as long as no meal being claimed was already provided for as part of the registration fee.

Since that time, there was reference in By-law 2023-04 – the Committee By-law, that the mileage rate is \$.55/km.

## Discussion/Analysis

It has been brought to the attention of staff that the reimbursement rates for mileage and meals allowances, do not accurately reflect the current costs.

Regarding the mileage rate, the cost of fuel, insurance and vehicle repairs have increased significantly since 2010. Many municipalities and private companies are now tying their reimbursement amount per kilometer with the Canada Revenue Agency (CRA) rates, as these are reviewed each year and updated based on current costs. The attached Travel and Expense Reimbursement policy is drafted to reflect that the Township would reimburse based on the annual CRA rates, with finance staff to update these rates each January 1.

Review of the Frontenac municipalities indicated that the County, North Frontenac and Frontenac Islands are all reimbursing mileage at the CRA rate.

With regards to the meal rate, it is recommended that an amount of \$100 per day with no specific ties to each meal be an upset maximum reimbursement when staff are travelling. Councillors receive a per diem rate for meetings and attendance at conference under the Council Compensation by-law, so this change is just intended for staff reimbursements. The reimbursement for staff meals would require receipts with no reimbursement for alcohol being recommended. The change to an upset maximum gives more flexibility. The policy also reflects that if the registration for an event includes meals, the attendee cannot also claim for these meals.

The attached policy is drafted to deal with the mileage and meal rates for reimbursement, but also provides some language around reimbursement registration costs for attending conferences, training sessions seminars and other required events for Township business. General provisions are included to assist in ensuring reimbursements are filed in the correct manner. The intent that this policy could be expanded as other reimbursement issues arise.

### **Financial Implications**

Additional costs for the change in the reimbursements will be negligible in 2023 as the implementation is for only 1/3 of a fiscal year.

The total impact for the Township, based on the same level of attendance at conferences, training sessions seminars and other required events for Township business will be estimated and included in the 2024 budget.

### **Relationship to Strategic Plans**

Not applicable to this report.

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

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

### **Climate Considerations**

Not applicable to this report.

## **Attachments**

Attachment 1 – Travel and Expense Reimbursement Policy

## **Approvals**

Reviewed By:



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Shelley Stedall  
Director of Corporate Services & Treasurer

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer



## Township of South Frontenac

### Travel and Expense Reimbursement Policy

#### Policy Purpose:

This policy addresses the overall policy and procedures by which staff and Council of the Township will be covered for expenditures incurred when attending to business related to the Township of South Frontenac including attending conferences, training sessions and seminars.

#### Guidelines:

##### 1. General Provisions

The Township of South Frontenac shall reimburse Council and staff for expenditures incurred for business related to the Township of South Frontenac.

Expenses for the attendance of Council and staff at conferences, training sessions and seminars shall be included in the annual budget of each Department. All attendance at conferences, training sessions and seminars shall be authorized by the head of the department.

For the purposes of this policy, the “Signing Authority” will be:

Individual Incurring Expense	Signing Authority
Staff Member	Immediate Manager
Manager	Immediate Director
Director	Chief Administrative Officer
Chief Administrative Officer	Mayor
Mayor and Members of Council	Clerk

Staff or Council seeking reimbursement of expenses or an advance shall submit an expense report or cheque requisition for an advance and approved by the appropriate “Signing Authority”.

Travel, business and mileage expenditures are to be based on sound judgment and proper regard for economy.

When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Extended travel time and related expenses are at the traveller’s own expense and must result in no additional cost to the Municipality.

Travel and related expenses will not be reimbursed for spouse and/or other guests.

**2. Registration Costs**

The Township will reimburse registration fees for approved courses, seminars, and conferences that are within approved budget.

Costs for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.

**3. Transportation**

The most economical and practical method of transportation should be used, while considering travel time (personal time/absence from work) and accommodation for each alternative.

To request transportation that is not comparably the lowest cost, the traveler must justify that the premium is reasonable considering convenience and/or time factors.

The Township will reimburse Council or staff for use of personal vehicle as follows:

Use of a personal vehicle:

- Will be reimbursed at a per kilometer rate as determined by the rate per kilometer in accordance with current year Canada Revenue Agency posted automobile allowance rates. (See Schedule 1 for applicable rates in 2023)
- All Council and staff using their personal vehicle for municipal business are recommended to obtain advice on coverage from their insurer.
- Expenses relating to personal vehicles such as maintenance repairs, insurance premiums, accident deductibles or tickets, etc. will not be reimbursed.
- Toll charges such as Highway 407 are a reimbursable expense (receipt/proof of payment is required).

**4. Meals Allowances**

A daily meal allowance is provided and may be reimbursed, with receipts submitted, if there is no meal provided as part of the registration fee for conferences, training sessions and seminars.

Daily meal allowances are not applicable when a per diem rate is paid. Under the Council Compensation amendment in 2018 to the Council by-law, Councillors are paid per diem rates for meetings and conferences, so the meal allowance is not applicable for Council members.

The daily meal allowance is a total of \$100 per day per attendee. This does not include reimbursement for alcohol and as indicated, requires receipts for reimbursement.

## Schedule 1

### Canada Revenue Agency

### Automobile and motor vehicle Allowances

#### Reasonable allowance rates

For 2023\*, they are:

- 68¢ per kilometre

The per-kilometre rates that the CRA usually considers reasonable are the amounts prescribed in section 7306 of the Income Tax Regulations. Although these rates represent the maximum amount that you can deduct as business expenses, you can use them as a guideline to determine if the allowance paid to your employee is reasonable. The type of vehicle and the driving conditions are other factors used to determine whether an allowance is considered to be reasonable.

The CRA considers an allowance to be reasonable if **all** of the following conditions apply:

- The allowance is based only on the number of business kilometres driven in a year
- The rate per-kilometre is reasonable
- You did not reimburse the employee for expenses related to the same use of the vehicle. This does not apply to situations where you reimburse an employee for toll or ferry charges or supplementary business insurance, if you determined the allowance without including these reimbursements

When your employees fill out their income tax and benefit return, they do not include this allowance in income.

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

\*These rates will be updated by the Finance Department on January 1<sup>st</sup> of each year.

# Township of South Frontenac

## Staff Report

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To: Council

Prepared by: Office of the Clerk

Date of Meeting: September 19, 2023

Subject: **Appointment of an Integrity Commissioner for the Township of South Frontenac**

### Summary

The purpose of the Report is to provide Council with background information regarding the recommended appointment of an integrity commissioner for the Corporation of Township of South Frontenac.

### Recommendation

That Cunninham, Swan, Carty, Little & Bonham LLP (led by Tony Fleming) be appointed as the Integrity Commissioner for the Township of South Frontenac;

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

That By-law 2023-71 be given third reading, signed and sealed.

### Background

Under [Bill 68, Modernizing Ontario's Municipal Legislation Act](#), all municipalities are required to appoint an Integrity Commissioner.

The passage of Bill 68 resulted in the expansion of the duties of the integrity commissioner. In addition to responsibilities related to the Code of Conduct and the procedures and rules regarding ethical behaviour previously outlined in the [Municipal Act](#), the integrity commissioner is also responsible for the following:

- investigations concerning the compliance of members of council and of local boards with sections 5, 5.1 and 5.2 of the [Municipal Conflict of Interest Act](#);
- requests from members of council and of local boards for advice respecting their obligations under the Code of Conduct applicable to the member;
- requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members;

- requests from members of council and of local boards for advice respecting their obligations under the MCIA;
- the provision of educational information to members of council, members of local boards, the municipality and the public about the municipality or local board's Codes of Conduct and the MCIA [from section 223.3(1) as amended].

## Discussion/Analysis

On July 3, 2018, Council approved [By-law 2018-50](#), which appointed Aird Berlis, led by John Mascarin as the Integrity Commissioner for the Township of South Frontenac. It is worthy to note that Aird Berlis was also appointed as the Integrity Commissioner for the Township of Central Frontenac, Township of North Frontenac, the Township of Frontenac Islands as well as the County of Frontenac.

While the Township of South Frontenac contract with Aird Berlis did not include an expiration date, the contract between Aird Berlis and some of the aforementioned municipalities concluded on September 30, 2023. As such, the County of Frontenac issued a Request for Quotations (RFQ) for the services of an Integrity Commissioner on May 1, 2023. The Township of South Frontenac participated in the RFQ.

Three RFQ submissions were received and were reviewed by the Evaluation Committee comprised of the Clerks from the following organizations; Frontenac County, Township of Central Frontenac, Township of North Frontenac, Township of South Frontenac, and the Township of Frontenac Islands.

The submissions and outcome of the interviews were reviewed in accordance with the evaluation criteria. Following the completion of the process it was determined that Cunningham, Swan, Carty, Little & Bonham LPP was the proponent with the highest total score.

As the current contract between the Township of South Frontenac Aird Berlis did not include a formal termination clause, it has been agreed that the Township of South Frontenac will provide Aird Berlis with ninety days notice. As such, the contract between the Township of South Frontenac and Aird Berlis will conclude on December 19, 2023.

Further, with discussions with Cunningham, Swan, it was mutually agreed that the priority of the relationship with the Township is to be focused on providing advice to the Township on all organizational matters and that should Cunningham be unable to fulfill the conditions of the integrity commissioner contract due to the declaration of a conflict, the Township may seek integrity commissioner services from another party for the matter for which a conflict exists.

Staff recommend that Council approve By-law 2023-71 to formally appoint Cunningham, Swan, Carty, Little & Bonham LLP (led by Tony Fleming) as the Integrity Commissioner for the Township of South Frontenac for a term commencing December 20, 2023 to November

Township of South Frontenac

Staff Report - Appointment of an Integrity Commissioner for the Township of South Frontenac

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30, 2025; it being understood that the Township of South Frontenac has the discretion to extend the contract to November 30, 2027.

### Relationship to Strategic Plans

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

### Climate Considerations

- Not applicable to this report.

### Notice/Consultation

### Attachments

Exhibit A – By-law 2023-71, A By-law to Appoint an Integrity Commissioner for the Corporation of the Township of South Frontenac

### Approvals

Submitted By:



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James Thompson  
Clerk and Community Emergency Management Coordinator

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

## The Corporation of the Township of South Frontenac

### By-law 2023-71

#### Being a By-law to Appoint an Integrity Commissioner for the Corporation of the Township of South Frontenac

**Whereas** the Municipal Act, 2001, as amended provides that the powers of a municipal corporation are to be exercised by its Council through the adoption of By-laws;

**Whereas** the Municipal Act authorizes the Township to establish Codes of Conduct for members of Council and to appoint an Integrity Commissioner who reports to Council;

**Whereas** South Frontenac Council adopted a Code of Conduct for Council and members of Committees in 2019;

**Whereas** an Integrity Commissioner is responsible for performing in an independent manner the functions assigned by the municipality; and

**Whereas** the *Municipal Act*, requires all municipalities in Ontario to appoint an Integrity Commissioner whose powers and duties are set out in the *Municipal Act, 2001*;

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

1. **That**, effective December 20, 2023, Tony Fleming, Cunningham Swan Carty Little & Bonham LLP, is hereby appointed as the Township of South Frontenac Integrity Commissioner pursuant to the *Municipal Act*;
2. **That** upon appointment Tony Fleming will have all the functions, powers and duties of an Integrity Commissioner as set out in the *Municipal Act*, and in addition such functions, powers and duties as may be assigned by Council from time to time; subject to an Agreement executed by the Mayor & Clerk and Tony Fleming, Cunningham Swan;
3. **That** the Township of South Frontenac hereby indemnifies and save harmless the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner for costs reasonably incurred in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a function, duty or authority under the *Municipal Act*, or a By-law passed thereunder, or an alleged neglect or default in the performance in good faith of the function, duty or authority;

4. **That** all actions taken and required to be taken by the Mayor and Clerk on behalf of the Corporation of the Township of South Frontenac to complete this matter including the execution of the Agreement and any other associated documentation are hereby authorized, confirmed and ratified;
5. **That** should any sections of this By-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding;
6. **That** By-law 2018-50, A By-law to Appoint Aird Berlis through its lead John Mascarin as Integrity Commissioner for the Township of South Frontenac is repealed effective December 19, 2023.

**And That** this By-law shall come into force and take effect on December 20, 2023

**Read** a first and second time this 19 day of September, 2023

**Read** a third time and passed this 19 day of September, 2023

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Mayor - Ron Vandewal

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Clerk - James Thompson

# Township of South Frontenac Staff Report

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**To:** Council

**Prepared by:** Development Services Department

**Date of Meeting:** September 19, 2023

**Subject:** **Appointment of Building Inspectors**

## Summary

Staff are recommending that Council approve By-law 2023-72 in order to appoint James Waffle and Kevin Norlock as Building Inspectors.

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## Recommendation

1. **That** By-law 2023-72 being a By-law to appoint a Building Inspectors be given first and second reading.
2. **That** By-law 2023-72 be given third reading, signed and sealed.

## Background

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

## Discussion/Analysis

With the assistance of the Human Resources Department, staff is pleased to inform Council that Mr. James Waffle and Mr. Kevin Norlock were the successful applicants for the open Building Inspector positions. Staff are recommending that James Waffle and Kevin Norlock be appointed as Building Inspectors.

## Financial Implications

None

## Relationship to Strategic Plans

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

## 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

Not applicable

## Attachments

By-law 2023-72 – Being a by-law to appoint building inspectors as necessary for the purposes of the enforcement of the Building Code Act, S.O. 1992.

## Approvals

Submitted by:




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Brad Wright  
 Director of Development Services

Approved By:




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Louise Fragnito, CPA, CGA  
 Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2023-72**

**BEING A BY-LAW TO APPPOINT BUILDING INSPECTORS AS NECESSARY FOR THE PURPOSES OF THE ENFORCEMENT OF THE BUILDING CODE ACT, S.O. 1992.**

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

**AND WHEREAS** Section 3 (2) of the Act provides that Council of each municipality shall appoint a Chief Building Official and Building Inspectors for the purposes of the enforcement of the Act in the areas where the municipality has jurisdiction;

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

1. James Waffle and Kevin Norlock are hereby appointed as a Building Inspector for the Township of South Frontenac.
2. James Waffle and Kevin Norlock are hereby authorized by Council to carry out the duties of a Building Inspector as set out in the Building Code Act.
3. This By-law will come into force and take effect on the date of its passing.

Given First and Second Readings: September 19, 2023

Given Third Reading signed and sealed September 19, 2023

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

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**Ron Vandewal, Mayor**

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**James Thompson, Clerk**

# Township of South Frontenac Staff Report

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**To:** Council

**Prepared by:** Development Services Department

**Date of Meeting:** September 19, 2023

**Subject:** Township-Initiated Official Plan and Zoning By-law  
Amendments on Additional Dwelling Units

## Summary

This report recommends that Council pass by-laws to adopt a Township-initiated Official Plan Amendment and to undertake a Zoning By-law Amendment. The amendments will define what is an additional dwelling unit, where they are permitted, and under what circumstances.

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## Recommendation – Official Plan Amendment

That By-law 2023-73 being a By-law to amend the Township of South Frontenac Official Plan to add policies on additional dwelling units be given first and second reading; and

That By-law 2023-73 be given third reading, signed and sealed; and

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

## Recommendation – Zoning By-law Amendment

That By-law 2023-74 being a By-law to amend Zoning By-law No. 2003-75, as amended, to implement the Official Plan Amendment on additional dwelling units, be given first and second reading; and

That By-law 2023-74 be given third reading, signed and sealed.

## Background

Council held a public meeting under the Planning Act on April 4, 2023, on the proposed amendments to the Official Plan and to Zoning By-law No. 2003-75. These amendments are being brought forward to Council for decisions.

The purpose of the proposed Official Plan Amendment (Attachment #1) is to allow additional dwelling units in the Township. The policies define what is an additional dwelling unit, where they are permitted, and under what circumstances.

The proposed policies will permit additional dwelling units in houses that are the principal permitted use on properties in the Agricultural, Settlement Area and Rural designations provided that several criteria are satisfied. These criteria include compliance with the Zoning By-law, demonstration that the lot has an adequate supply of potable water, and sufficient area for the required sewage system. Additional dwelling units would not be permitted within a certain distance of lakes and rivers. The proposed policies will also require a hydrogeological study and terrain analysis prepared in support of a plan of subdivision or condominium to account for additional dwelling units.

The purpose of the proposed Zoning By-law Amendment (Attachment #2) is to make changes to Zoning By-law No. 2003-75 to implement the proposed Official Plan Amendment. The effect will be to specify where additional dwelling units are permitted and under what circumstances. For example,

- How many additional dwelling units are allowed on a property,
- How to demonstrate an adequate supply of potable water,
- How many parking spaces are required,
- Prohibiting additional dwelling units within 90 metres of the highwater mark of a lake or river.

The general wording in the Official Plan and more specific wording in the Zoning By-law will allow the Township to consider unique circumstances that may arise without triggering the need for an Official Plan Amendment. Such circumstances may be considered through an application for zoning by-law amendment or minor variance.

The proposed By-law would establish a Township-wide (excluding the area connected to the Sydenham municipal water service) holding overlay for additional dwelling units. A holding overlay is similar to a holding symbol on a zone (-H) in that conditions need to be satisfied before a building permit can be issued, but a holding overlay applies to a geographic area instead of a property and it only applies to a specific use. The proposed By-law will require the applicant to demonstrate that the quality and availability of groundwater is sufficient for the intended use before a lot is removed from the Holding Overlay and a building permit issued for an additional dwelling unit.

The proposed By-law also adds a garden suite as a permitted use in the Rural zone based on discussions related to the draft Official Plan.

### **Planning Act**

The Planning Act began to require official plans to include policies allowing a second residential unit in a house or an accessory building in 2011. In 2019, this was increased to permitting two additional residential units (one in a house and one in an accessory building).

The Planning Act was amended in 2022 by Bill 23 so that on urban residential lands with both municipal water and sewer services, two residential units are allowed in a detached house, semi-detached house or rowhouse, and an additional residential unit may be permitted in a building or structure ancillary to the house on the same property (i.e. a total of three dwelling units). Three residential units may also be permitted in houses if there is not one in an ancillary building. Terms used to describe additional residential units include secondary dwelling unit, secondary suite, basement apartment, and granny suite. In the Township, the term “additional dwelling unit” is used for consistency with current Zoning By-law terminology.

The Township does not currently provide both municipal water and sewer services, so the 2022 amendment to the Planning Act does not directly impact the Township. However, the Township Official Plan must still conform to the Frontenac County Official Plan, which requires policies to permit additional residential units.

### **Property-Specific Applications**

Over the last few years, Council approved several applications from residents who requested permission to have additional dwelling units on their properties. Some of these ADUs were attached to an existing house while some were in accessory buildings. Development Services staff heard Council and the public raise concerns about small lot areas and impacts to wells. They also asked for standards that could be applied consistently to all requests.

### **Groundwater Resources**

Aside from a portion of Sydenham that has a municipal water system, and waterfront properties that draw water from lakes, the majority of residents and businesses draw their water from underground aquifers. Aquifers are layers of bedrock, sand, and gravel that store water underground. The quantity and quality of groundwater varies depending on the location and depth of a well. The Ontario Well Records Database suggests that this variety exists across the Township and at the neighbourhood level.

Four regional groundwater studies have been prepared in the Township. They are the Western Cataraqui Region Groundwater Study (2007) and Assessment Reports for the Cataraqui Source Protection Area, the Quinte Source Protection Area, and the Mississippi-Rideau Source Protection Region. These studies all show that much of the Township sits on highly vulnerable aquifers. These aquifers can be easily changed or impacted by contamination and overuse.

The Provincial Policy Statement (2020) requires planning authorities (i.e., the Township) to implement necessary restrictions on development to protect vulnerable and sensitive groundwater resources. In the context of additional dwelling units, the Township must be satisfied that the additional water usage of the units will not impact the water supply of the

principal dwelling and of adjacent lots. The Township must also be satisfied that discharge from the required sewage system will not contaminate the groundwater, especially from nitrate-nitrogen.

## Discussion

### Public Comments

A public meeting was held under the *Planning Act* on April 4, 2023. There were eight members of the public registered for the public meeting.

One individual spoke regarding additional dwelling units. This individual agreed that it was not appropriate to allow ADUs on waterfront properties, given the sensitive nature of these areas. They appreciated the proposed holding overlay, but had concerns with the expense associated with completing a hydrogeological study and the impact on affordability of the units, as well as the need for such a study on large rural lots. They suggested that these studies are appropriate for settlement areas, denser areas, and smaller lots. They also questioned why, on large rural lots, a detached ADU needs to be so close to the primary dwelling and why they need to share a driveway.

Council also had questions and comments regarding additional dwelling units. These are summarized below:

1. Are the amendments mandated by the Provincial Government and does the Township have control over any aspect, such as the number of additional dwelling units that could be permitted on a lot?
2. Is there anything stopping a landowner from applying for a severance to separate the additional dwelling unit from the house property, where the property is large enough for a severance?
3. Will additional dwelling units be permitted on waterfront properties?
4. What is the difference between a multiple residential building and an additional dwelling unit?
5. There will need to be a guideline on when hydrogeological assessments are required and what they need to cover.

### Agency Comments

Cataraqui Conservation, Quinte Conservation, and Rideau Valley Conservation Authority are all supportive of the proposed amendments. Quinte Conservation asked for clarification on whether the definition of a waterbody includes wetlands. Rideau Valley Conservation Authority recommended that additional dwelling units be restricted on hazardous lands including steep slopes or unstable soils, in addition to floodplains.

Frontenac County planning staff indicated that the policies and provisions are overall in good shape. They suggested that there may be challenges with the zoning provisions that

require detached additional dwelling units to be within 40 metres of the principal dwelling, and that require the existing dwelling to be the principal dwelling. It was noted that people would have the option of requesting a minor variance. They suggested that the provisions could be revisited if needed after monitoring those situations over the first few years.

Public Services noted that clustering detached additional dwelling units with primary dwellings (e.g. having them in proximity to each other and sharing a driveway) would avoid extra entrances, extra addressing at streetside, and extra waste collection stops at any given lot, lessening pressures on operations.

Building Services suggested that the Zoning By-law does not need to include provisions about building entrances and pathways because this is addressed through the Ontario Building Code. It was suggested that the Township should consider creating guidelines about additional dwelling units for homeowners. Building Services also suggested that it is appropriate to require an applicant to demonstrate that there is sufficient area for a sewage system on a lot the same as any application. However, that it would be premature to require an approved sewage system in order to remove the Holding Overlay.

### **Proposed Revisions Based on Comments**

The proposed amendments now before Council were revised where appropriate based on the feedback provided by Council, members of the public, Township departments, and Conservation Authorities.

The revisions include changes to the text to clarify the intent. For example, the Township uses the term “waterbody” to describe its abundance of lakes, rivers, watercourses and wetlands. Therefore, prohibiting additional dwelling units within 90 metres of the highwater mark of a waterbody would exclude the majority of the Township from accommodating additional dwelling units. This would be contrary to the intent of the amendments to make it easier to get an additional dwelling unit. The word “waterbody” was replaced with “lake or river” to be consistent with the language and intent of section 5.2.7 of the Township Official Plan regarding development beside lakes and rivers.

The revisions also included the removal of text. For example, provisions setting standards for exterior entrances and pathways were removed because they are addressed through the Ontario Building Code. Another example, the policy not allowing an additional dwelling unit to be severed was removed. The existing land division policies in the Township Official Plan will govern – a detached additional dwelling unit will not exempt a property from the maximum three severances that may be permitted from the property (i.e., a fourth severance will not be permitted).

Regarding restricting additional dwelling units on hazardous lands including steep slopes or unstable soils, in addition to floodplains. Additional dwelling units are proposed to be specifically prohibited in a floodplain because the Township’s existing policies would not be triggered for an additional dwelling unit that would be wholly contained within an existing

house (*i.e.*, the existing policies would only prohibit a new building or an addition to an existing building in the floodplain). Additional dwelling units do not need to be specifically restricted near erosion hazards and steep slopes because they will be prohibited within 90 metres of lakes and rivers. There are no unstable soils mapped in the Township, so it is difficult to have a policy about them.

## Planning Analysis

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

The Township is currently limited in the types and density of housing that are permitted because there are no municipal water and sewer services, and communal servicing is not yet permitted. The proposed amendments support the creation of additional dwelling units as a housing option in addition to single detached dwellings. Allowing additional residential units on private services supports the accommodation of a mix of housing options and of affordable housing in the Township. They will provide options for a large segment of the Township's population including elderly residents, caretakers for elderly parents, single people, young families, and people who cannot or do not want to have to maintain property.

Additional dwelling units differ from multi-residential buildings in that the additional dwelling units are either added to existing housing stock or included in new purpose-built houses, thus maintaining the character (look and feel) of a neighbourhood or rural area. Additional dwelling units may also be in a separate building that is accessory to a house. They are also limited to three dwelling units on a property. Staff note that additional dwelling units in a house are similar to the "converted dwelling" that is currently permitted in the Urban Residential – Second Density (UR2) and Urban Multiple Residential (UMR) zones in the Township's settlement areas.

The Township sits on highly vulnerable aquifers. These aquifers can be easily changed or impacted by contamination and overuse. These facts are important to consider when intensifying or changing uses. The Township needs to encourage affordable housing but not at the expense of community needs, especially access to plentiful and clean water. For this reason, the proposed amendments would put in place standards that must be met before any additional dwelling unit is permitted on a property.

The Zoning By-law amendment would establish a Township-wide holding overlay for additional dwelling units, excluding the municipal water serviced area of Sydenham. A holding overlay is similar to a holding symbol on a zone (-H) in that conditions need to be satisfied before a building permit can be issued, but a holding overlay applies to a geographic area instead of a property and it only applies to a specific use. The proposed By-law will require a hydrogeological study before a lot is removed from the Holding Overlay and a building permit issued for an additional dwelling unit.

A hydrogeological study will be required regardless of the size of the property, recognizing that there are areas of the Township that have experienced groundwater constraints.

Staff, in consultation with the County's hydrogeologist consultant, have developed draft standards for hydrogeological assessment (Attachment #3). The draft standards outline different study requirements depending on the circumstance. A letter of opinion will be required for applications involving additional dwelling units that will be connected to the existing water supply of the principal house. The letter of opinion could be prepared by a water treatment professional. A hydrogeological assessment will be required for applications involving additional dwelling units that will be connected to a new, separate water supply than the principal house. A hydrogeological assessment would need to be prepared by a hydrogeologist. The County's hydrogeologist suggested that not all studies may need to be peer reviewed. It would be reasonable to require studies to be peer reviewed in specific circumstances, for example, for dug wells, in areas with a high number of housing/wells/sewage systems, and where bacterial and/or nitrate problems are identified.

As part of staff discussion on the draft new Official Plan, it was identified that not everyone may want or need a permanent additional dwelling unit. Garden suites are a temporary form of housing permitted under the Planning Act and are subject to applications for temporary use by-laws and agreements between the landowner and the Township. Garden suites are currently a permitted use in the Agricultural (A), Urban Residential – First Density (UR1), and Urban Residential – Second Density (UR2) zones. They are not permitted in the predominant Rural (RU) zone. It is proposed to add garden suites as a permitted use in the RU zone to provide a temporary housing option to more residents in the Township.

It is the opinion of staff that the proposed Official Plan amendment conforms to the Provincial Policy Statement 2020 and the County of Frontenac Official Plan. The proposed Zoning By-law conforms to the PPS, County Official Plan, and the Township Official Plan (with its own related amendment).

## **Next Steps**

Lifting a holding symbol currently requires an application for zoning by-law amendment and Council to pass a by-law. With Council support, staff would recommend that Council delegate authority to lift holding symbols to the Director of Development Services through by-law. Delegated authority is a tool that Council enabled through the adoption of Official Plan Amendment No. 24 on January 10, 2023, and that was approved by County Council in February. This would help to not burden Council with a large volume of straightforward applications and streamline the process for the proponent. A staff report and draft by-law will be provided for Council consideration at a future meeting.

## Financial Implications

The cost to a property owner for the municipal review and approval of a new additional dwelling unit would include a building permit fee (cost determined by the size of the unit and the dollar amount of construction) and a planning review for zoning compliance. The Province exempts additional dwelling units from the payment of development charges.

There are no direct budget implications. Indirect impacts may be incurred due to potential enforcement of by-law requirements as well as potential growth-related service and infrastructure expansions/enhancements that could require additional municipal capital levy contributions in light of the statutory exemption of Development Charges.

## 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. and 4. Be a catalyst for the creation of vibrant, complete communities.
  - Action Item (if applicable): N/A

## Climate Considerations

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

## Notice/Consultation

Council held a public meeting under the *Planning Act* on April 4, 2023. Planning staff provided notice to all Township departments and had active discussion with Public Services and Building Services staff. The Township's solicitor was also consulted on the proposed amendments.

## Attachments

1. By-law 2023-73 Official Plan Amendment
2. By-law 2023-74 Zoning By-law Amendment
3. Proposed Township Hydrogeological Assessment Standards

Township of South Frontenac

Staff Report - **Township-Initiated Official Plan and Zoning By-law Amendments** on Additional Dwelling Units

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## Approvals

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

**Submitted By:**



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Brad Wright

Director of Development Services

**Approved By:**



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Louise Fragnito, CPA, CGA

Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC**  
**BY-LAW 2023-73**  
**BEING A BY-LAW TO AMEND THE TOWNSHIP OF SOUTH FRONTENAC OFFICIAL**  
**PLAN (AMENDMENT NUMBER 25, ADDITIONAL DWELLING UNITS)**

---

**Whereas** the County of Frontenac Official Plan requires the Township of South Frontenac Official Plan to include policies to permit additional dwelling units; and

**Whereas** additional dwelling units will support the accommodation of a mix of housing options and of affordable housing in the Township; and

**Whereas** Township staff are proposing amendments to the Township Official Plan, in conforming with the County Official Plan to permit additional dwelling units; and

**Whereas** Council held a statutory Public Meeting on the proposed Official Plan Amendment, as required by the Planning Act, on April 4, 2023;

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

1. That Township of South Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 25 to the Official Plan:
  - a. Amend Section 6.0, General Policies, by adding a new section 6.28, Additional Dwelling Units, as follows:

**6.28 Additional Dwelling Units**

- 6.28.1 Additional dwelling units are self-contained residential units with their own kitchen, bathroom facilities, and sleeping areas within principal dwellings or within structures accessory to a principal dwelling and located on the same lot. Additional dwelling units are also known as accessory apartments, basement apartments, or in-law suites. Additional dwelling units are encouraged as a means of providing a diversity of housing options in the Township.
- 6.28.2 Additional dwelling units are permitted on lands where a single detached dwelling, semi-detached dwelling, or townhouse is the principal use permitted in the Agricultural, Settlement Area and Rural designations, provided that:
  - (a) It is demonstrated that the lot has an adequate supply of potable water and sufficient land area for the required sewage system to the satisfaction of the Township;

- (b) The additional dwelling unit is located within the principal dwelling unit or a detached accessory structure;
- (c) The additional dwelling unit is designed and located in such a manner to avoid adverse impacts on the residential character of the property and the surrounding neighbourhood;
- (d) A detached additional dwelling unit shall be located in proximity to the principal dwelling unit;
- (e) Parking for the additional dwelling unit is provided in accordance with the provisions of the Zoning By-law;
- (f) The additional dwelling unit is addressed in accordance with the Township's civic addressing by-law;
- (g) The lot has direct access from a year-round maintained publicly owned road, or a private lane within an approved plan of condominium, or a private road that has been constructed to Township standards and that is maintained year-round. For a private lane, the Township will require documentation demonstrating that year-round maintenance is provided; and
- (h) The lands are not located in a floodplain.

6.28.3 The zoning by-law will control the location of additional dwelling units relative to waterbodies, and will control additional dwelling units based on servicing constraints related to water and sewage, and the other criteria outlined in Section 6.28 of the Official Plan.

b. Amend Section 7.2, General Policies for Plans of Subdivision by adding a policy as follows:

7.2(d)(i) The supporting hydrogeological study and terrain analysis should account for the inclusion of up to two additional dwelling units on each lot.

c. Amend Section 7.3, General Policies for Plans of Condominium by adding a policy as follows:

7.3(d)(i) The supporting hydrogeological study and terrain analysis should account for the inclusion of up to two additional dwelling units on each unit.

2. That the Clerk is hereby authorized and directed to make application to the County of Frontenac for the approval of Amendment 25 to the Township of South Frontenac Official Plan.

3. That this by-law shall come into force and take effect on the date that Official Plan Amendment 25 is approved by Frontenac County, subject to the provisions of the *Planning Act, R.S.O, 1990.c.P.13*, as amended.

**Dated at the Township of South Frontenac this 19<sup>th</sup> day of September, 2023.**

**Read a first and second time this 19<sup>th</sup> day of September, 2023.**

**Read a third time and finally passed this 19<sup>th</sup> day of September, 2023.**

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

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**Ron Vandewal, Mayor**

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**James Thompson, Clerk**

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2023-74**

**BEING A TOWNSHIP-INITIATED BY-LAW TO AMEND BY-LAW 2003-75, AS  
AMENDED, TO PERMIT ADDITIONAL DWELLING UNITS AND TO EFFECT A  
CHANGE RELATED TO GARDEN SUITES**

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

**AND WHEREAS** Zoning By-law No. 2003-75 regulates the use of land and the erection, location and use of buildings and structures within the Township of South Frontenac;

**AND WHEREAS** the Council of the Corporation of the Township of South Frontenac deems it expedient to amend By-law No. 2003-75 as amended, to undertake general amendments to add provisions relating to additional dwelling units, and relating to garden suites in the Rural zone;

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

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

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

1. THAT Schedule "1" Additional Dwelling Unit Holding Overlay – Water Supply/Water Quality is hereby added to Zoning By-law Number 2003-75 as amended for the lands shown on Schedule "1".
2. THAT Section 3 – Definitions is hereby amended by adding the following definitions:
  - a. Additional Dwelling Unit shall mean a dwelling unit, which is accessory to a principal dwelling, and is located on the same lot as the principal dwelling.
  - b. Second Dwelling Unit shall mean an additional dwelling unit, which is the first accessory dwelling unit in chronological order of development located on the same lot as the principal dwelling unit.
  - c. Third Dwelling Unit shall mean an additional dwelling unit, which is the second accessory dwelling unit in chronological order of development located on the same lot as the principal dwelling unit.
  - d. Townhouse shall mean a building divided vertically into three or more attached dwelling units, each of which has a separate entrance from an outside yard area.

The addition of an additional dwelling unit to a townhouse does not change a townhouse into any other type of residential building.

3. THAT Section 3 – Definitions is hereby amended by adding the following sentence to the end of the definition of Dwelling, Semi-detached:

“The addition of an additional dwelling unit to a semi-detached dwelling does not change a semi-detached dwelling into any other type of residential building.”

4. THAT Section 3 – Definitions is hereby amended by adding the following sentence to the end of the definition of Dwelling, Single detached:

“The addition of an additional dwelling unit to a single detached dwelling does not change a single detached dwelling into any other type of residential building.”

4. THAT Section 5 – General Provisions is hereby amended by adding the following provision to Section 5.30 Offstreet Parking Provision:

5.30.1.1 (a) one (1) space for each additional dwelling unit

5. THAT Section 5 – General Provisions is hereby amended by adding the following bolded text to 5.30.2.1:

5.30.2.1 Each parking space must have a width of not less than 2.7 metres (8.9 ft.) and a length of not less than 6 metres (19.7 ft.). **Each parking space** must be readily accessible at all times and arranged in such a manner to provide access and manoeuvring space for the parking and removal of a motor vehicle without the necessity of moving any other motor vehicle, except that this shall not apply in the case of a single detached dwelling, **a semi-detached dwelling, a townhouse or an additional dwelling unit.**

6. THAT Section 5 – General Provisions is hereby amended by adding new Section 5.49 Additional Dwelling Units as follows:

#### 5.49 ADDITIONAL DWELLING UNITS

5.49.1 Additional dwelling units must comply with this Subsection and all other applicable provisions of this By-law.

#### 5.49.2 Location of Additional Dwelling Units

Additional dwelling units are only permitted as an accessory use to the following principal buildings, if such building is listed as a permitted use in the applicable Zone:

- a. Single detached dwelling; or
- b. Semi-detached dwelling; or
- c. Townhouse.

5.49.3 Additional dwelling units are prohibited:

- a. On lands that are located in a floodplain;
- b. On lands within 90 metres of the highwater mark of a lake or river; and
- c. On lands within 300 metres of the highwater mark of a highly sensitive (at-capacity) lake trout lake.

5.49.4 In accordance with section 5.4, a Holding Overlay has been established in the area identified as “Additional Dwelling Unit Holding Overlay – Water Supply/Water Quality” on Schedule “1”. The Holding Overlay on Schedule “1” applies to the development of one or more additional dwelling units. Prior to the removal of any lot from a Holding Overlay and the issuance of a building permit for an additional dwelling unit, the conditions listed in this section must be satisfied for each additional dwelling unit proposed. For greater certainty, where a second dwelling unit is approved, the Holding Overlay still applies to the lot, and prior to the removal of the lot from the Holding Overlay to permit a third dwelling unit the conditions listed in this section must be satisfied. The conditions that must be satisfied for additional dwelling units include:

5.49.4.1 It shall be demonstrated to the satisfaction of the Municipality that the lot has an adequate supply of potable water in accordance with the Municipality’s Standard for Hydrogeological Assessment.

5.49.5 Additional dwelling units shall be connected to the municipal water service in Sydenham, where available.

5.49.6 General Provisions for Additional Dwelling Units

Where permitted in accordance with Sections 5.49.1. to 5.49.4., additional dwelling units must comply with the following provisions:

5.49.6.1 A maximum of three dwelling units are permitted per lot.

5.49.6.2 Where three dwelling units are located on one lot:

- a. a second dwelling unit and third dwelling unit may be attached to or located within the principal dwelling if no accessory building contains any additional dwelling units; or
- b. a second dwelling unit may be attached to or located within the principal dwelling provided all accessory buildings contain no more than one dwelling unit; or
- c. a maximum of one detached dwelling unit is permitted in an accessory building provided the principal dwelling contains no more than two dwelling units.

5.49.6.3 Where a garden suite exists on the same lot, a detached additional dwelling unit shall not be permitted.

5.49.6.4 Additional dwelling units must be connected to municipal or private water and sewage services to the satisfaction of the Township.

5.49.6.5 The maximum gross floor area of an additional dwelling unit shall be less than or equal to the gross floor area of the principal dwelling.

5.49.6.6 Where an additional dwelling unit is in a detached accessory building, the additional dwelling unit must be located within 40 metres of the principal dwelling.

5.49.6.7 The additional dwelling unit shall share the driveway entrance to the lot with the principal dwelling.

7. THAT “a garden suite in accordance with the provisions of Section 5.33 of this By-law” is hereby added to the list of Permitted Uses in Section 7 – RU – Rural Zone.

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

**Dated at the Township of South Frontenac this 19<sup>th</sup> day of September, 2023.**

**Read a first and second time this 19<sup>th</sup> day of September, 2023.**

**Read a third time and finally passed this 19<sup>th</sup> day of September, 2023.**

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

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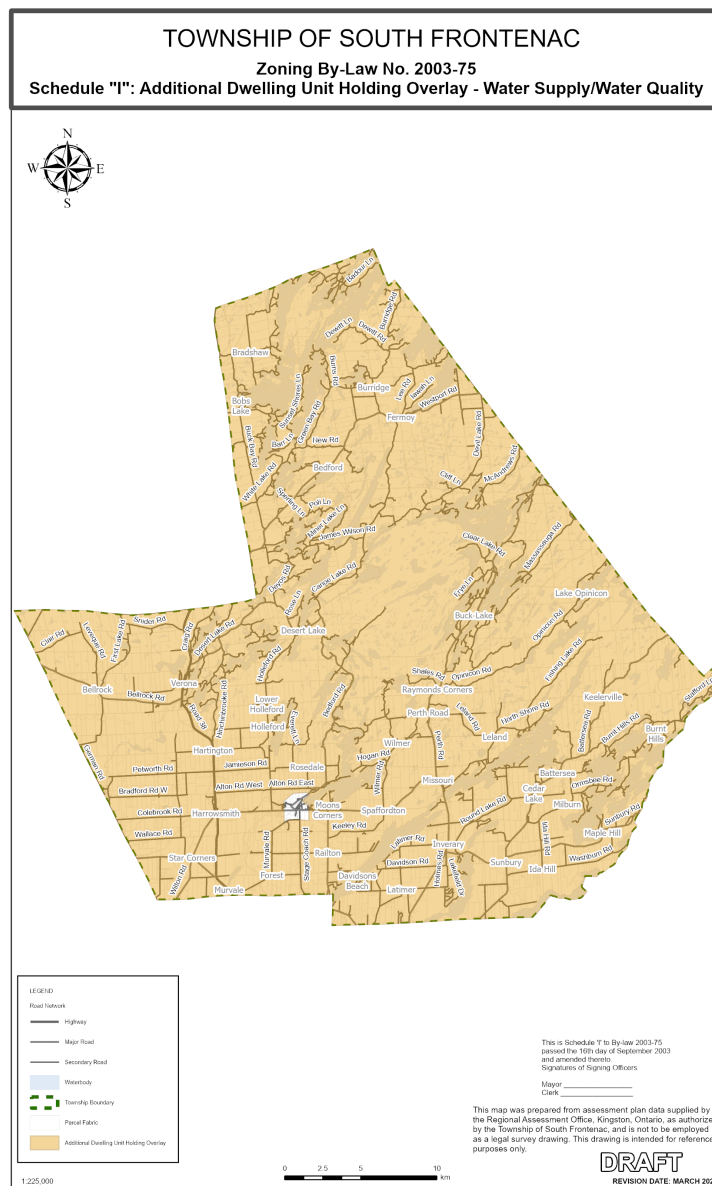
**Ron Vandewal, Mayor**

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**James Thompson, Clerk**

### Schedule 1

## This is Schedule "1" to By-law No. 2023-74



Passed this 19<sup>th</sup> day of September, 2023

**Ron Vandewal, Mayor**

**James Thompson, Clerk**

Draft September 11, 2023

## **Township of South Frontenac Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units**

### **1.0 Overview**

This document is intended to serve as the standard to support Planning Act applications for lot creation through consent and additional dwelling units on private wells and sewage systems. A terms of reference would be prepared for any other type development and Planning Act application as part of the pre-application process.

In order to support lot creation and additional dwelling units, the Township of South Frontenac needs to have reasonable assurance that the quality and quantity of groundwater is sufficient for the intended land use, that groundwater will provide safe, long-term potable water, and that the proposal will not adversely impact the water supply of adjacent lots.

This document will provide clarity on the Hydrogeological Assessment requirements of the Official Plan and Zoning By-law related to severance applications and additional dwelling units.

The amount of detail needed for assessing a water supply can vary depending on the location of the property and the scale of the proposal. This document provides direction on the requirements for a Letter of Opinion on Private Water Supply, and for a Hydrogeological Assessment.

### **2.0 Pre-Application Consultation**

Proponents must consult with Planning Services staff to determine what level of study is needed for their proposal before submitting a Planning Act application.

### **3.0 Letter of Opinion on Existing Water Supply**

For applications involving additional dwelling units that will be connected to the existing water supply/well of the principal dwelling unit.

A letter of opinion signed by an independent, qualified professional may be submitted to support the application. For the purpose of this study, a qualified professional may be a Water treatment specialist, Hydrogeologist, Professional Engineer or Geoscientist.

The letter of opinion shall confirm that the private water supply is sufficient in quantity and quality, and without unacceptable interference to offsite existing groundwater users, to support the additional dwelling unit(s) in combination with the normal operation of the

Draft September 11, 2023

principal dwelling unit on the lot. The letter must adequately demonstrate how the supply well will support the increased demand required by the proposed additional dwelling unit(s) while ensuring that neighbouring wells are not adversely impacted. The letter must also include a statement confirming that any water quality treatment systems in place at the time of review are sufficient in terms of design, treatment capacity, maintenance, and condition to safely service the proposed project.

If the qualified professional is not able to determine the feasibility of the site through this investigation, then they will, at their discretion, recommend a Hydrogeological Assessment be conducted. A Hydrogeological Assessment may also be required if there are additional existing or proposed water-using uses on the property (e.g. a home-based business such as a dog grooming service).

#### **4.0 Hydrogeological Assessment**

For applications involving new lot creation through consent, and for applications involving additional dwelling units that will be connected to a new, separate water supply/well than the principal dwelling unit.

The Township requires a comprehensive assessment of groundwater quality and quantity, and potential for impacts to adjacent well water users and properties for proposed development using a new well.

A Hydrogeological Assessment must be completed by a Hydrogeologist, and the final report must be signed and stamped by the Hydrogeologist. For the purpose of this study, a Hydrogeologist is a qualified Professional Engineer or Professional Geoscientist licensed to practice in Ontario, and who has training and experience as a hydrogeologist.

#### **4.1 Well Construction**

Any new wells used for the purpose of the Hydrogeological Assessment must be drilled and constructed by a licensed well contractor in accordance with the Provincial D-5-5 guidelines on water supply assessment for private wells, and Ontario Regulation 903 (R.S.O. 1990) as amended.

#### **4.2 Water Quality Assessment**

The objective of this section is to demonstrate that the new well provides water that is safe for human consumption.

Water sampling must be supervised and reported by the Hydrogeologist and completed by trained, qualified staff under the direct supervision of the Hydrogeologist. The hydrogeologist may expand the scope of the sampling program at their own discretion

Draft September 11, 2023

based on a review of land uses and potential hazards within 500 metres of the sample well.

Defensible professional practices for well development, sampling, and analysis must be followed, including adherence to the Provincial D-5-5 guidelines on water supply assessment for private wells. In addition to these standards:

- The sampler must confirm and document zero chlorine residual at the time of sampling.
- Sampling must take place during the last hour of the prescribed 6-hour pump test.
- All samples must be submitted to a Canadian Association of Laboratory Accreditation (CALA) certified laboratory, and lab certificates for this analysis must accompany the Hydrogeologist's report.

Water quality parameters to be tested for are outlined in Tables 1, 2 and 3 of the Provincial D-5-5 guidelines on water supply assessment for private wells.

All Health-Related Ontario Drinking Water Objectives (i.e. Tables 1 and 2) must be met without the need for any additional treatment, with the exceptions of Sodium. The Ontario Drinking Water Standard for Sodium is 20mg/L and the aesthetic objective is 200mg/L. The local Medical Officer of Health should be notified when sodium concentration exceeds 20mg/L. A warning indicating high sodium concentration must be included in future agreements for purchase, sale, or rental of the property.

In addition, while fluoride is not identified in Procedure D-5-5 as a health-related parameter, it is noted in the M.O.E. Drinking Water Standards (Aug, 2001) that naturally occurring fluoride levels higher than 1.5mg/L must be reported to the local Medical Officer of Health. A warning indicating elevated fluoride levels must be included in future agreements of purchase, sale, and rental of the property.

Aesthetic and operational well water parameters outlined in Procedure D-5-5 Table 3 are also to be analyzed. The Hydrogeologist must provide comment related to aesthetic and operational well water parameters. and commented upon in the final report by the Qualified Professional.

A description of well development and sampling methodologies used must be included in the hydrogeological report.

#### 4.2.1 Adverse Results and Resampling – Health Related

Should adverse results be identified, resampling may occur under the condition that two or more additional confirmatory samples with acceptable water quality are achieved. Additional samples must be undertaken on separate occasions, with a minimum time between sampling events of 24 hours, to allow for full recovery of the well. All health-

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related parameters listed in the D-5-5 Standard Water Supply Assessment must be analyzed and reported on when conducting resampling activities.

#### 4.3 Water Quantity and Interference Assessment

The purpose of this section is to determine whether a new well has adequate and sustainable groundwater quantity, and to demonstrate whether operation of the new well will have unacceptable impact on the quantity of groundwater available to existing, adjacent users of the groundwater resource.

A six hour pump test must be done for each newly created lot, or for an additional dwelling unit(s) that is supplied by a different well than the principal dwelling, to determine if adequate quantity of water is available to the new well(s) without unacceptable interference to existing wells at adjacent properties.

The Hydrogeologist may submit additional information if it can be determined that one pump test is sufficient for multiple lots off the same property. In either case, the Hydrogeologist will need to make a clear statement that each new well can provide sufficient quantity for year round service.

Pump tests should conform to Procedure D-5-5 Private Wells: Water Supply Assessment. This includes:

- Applicable flow rate calculation with a minimum flow rate of 3.5 gallons per minute for a new lot, or minimum pumping test rate and well yield described in Procedure D-5-5 for additional dwelling units
- Must be performed at a fixed rate ( $\pm 5\%$ ) for a minimum of six hours
- Recovery must be monitored in the test well until 95% recovery occurs or for 24 hours, whichever is less

In addition to the provisions of Procedure D-5-5, the Hydrogeologist will comment on the acceptability of draw down interference of the well in question on adjacent existing wells. The appropriate radius of interference under consideration will be determined by the Hydrogeologist. This radius must be justified in their final report.

If owners of adjacent properties do not wish to have their wells monitored for interference, the Hydrogeologist shall provide documentation of this, preferably a signed letter by the adjacent homeowner that indicates that they do not wish to have their well monitored. Where adjacent land owners do not consent to a signed letter, the Hydrogeologist will need to demonstrate the efforts taken to obtain permission in other ways such as field notes detailing dates and location of attempts made. Applicants cannot refuse access to existing wells located on the subject property.

Based on the available data for the area (e.g. the tests conducted, well records, geological mapping, contractor knowledge, neighbouring well survey), the Hydrogeologist

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will need to make an assessment of the probability of impact of the new well on existing wells, regardless of the adjacent owners consent to monitor.

#### **4.4 Summary of Report Requirements**

The Hydrogeological Assessment report shall be signed and stamped by the hydrogeologist and shall provide a detailed discussion of the methodology and finds of well construction, water quality, water quantity and interference. The minimum report requirements are listed below.

- Well Construction – provide a clear statement on the well’s construction and status of compliance with Regulation 903
- Water Quality – conform to section 4.2 of this Standard, and provide a clear statement indicating the ability of the well to meet the Ontario Drinking Water Standards for health related parameters without treatment. Provide comment related to the aesthetic and operational well water parameters observed.
- Water Quantity – conform to section 4.3 of this Standard, and provide a clear statement indicating if the well water quantity is sufficient to meet the year round needs of the intended land use.
- Interference – Provide a clear statement that indicates the potential of the well to have an adverse impact on adjacent wells and properties.

#### **5.0 Dug and Blasted Wells**

In general, dug and blasted wells are more susceptible to drought and contamination from surface water infiltration and therefore are discouraged. Ontario Regulation 903 provides a methodology for the installation of a dug well by a licensed well driller. The Township recognizes that in some cases, a dug or blasted well may be the only acceptable option for providing potable water to a new residence.

The Township will only allow the installation of a dug well if the Hydrogeologist, in consultation with the Driller, and after review of well logs in the region determines that such a well is the only reasonable option available to obtain potable water for the proposed lot. The methodology and the rationale that led to this determination must be provided in writing to the Township prior to proceeding with the construction of a dug or blasted well.

If applicable, all dug and/or blasted wells are subject to the requirements of a Hydrogeological Assessment, and must meet the requirements for construction, water quality, quantity and interference.

Draft September 11, 2023

## 6.0 Review of Report

The Township may require a peer review of the completed letter of opinion or hydrogeological assessment report at the Township's sole discretion and at the expense of the applicant. Factors considered for whether a peer review is required include infill development, dug wells, identification of bacteria and/or nitrate problems, and known areas of constraints.

DRAFT

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2023-75**

**BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM RURAL (RU) TO RURAL – SPECIAL PROVISION (RU-74) ON LANDS DESCRIBED AS 3298 AMEY ROAD, PART 1 REFERENCE PLAN 13R3842, PART LOT 1, CONCESSION 4, DISTRICT OF PORTLAND: SHAW**

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

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

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

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

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

1. **THAT** Schedule “A” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-74) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-74 (3298 Amey Road, Part 1, Reference Plan 13R3842, Part of Lot 1, Concession 4, District of Portland – Shaw) immediately after the last Rural – Special Provision section to read as follows:

***RU-74 (3298 Amey Road, Part 1, Reference Plan 13R3842, Part of Lot 1, Concession 4, District of Portland – Shaw)***

*Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-74), the following provisions apply:*

- *A single detached dwelling may include a secondary dwelling unit.*
- *The primary and secondary dwelling units within the single detached dwelling shall be accessed by the same driveway, and be serviced by a shared sewage system and/or well.*

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

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

**Dated at the Township of South Frontenac this 19th day of September, 2023.**

**Read a first and second time this 19th day of September, 2023.**

**Read a third time and finally passed this 19th day of September, 2023.**

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

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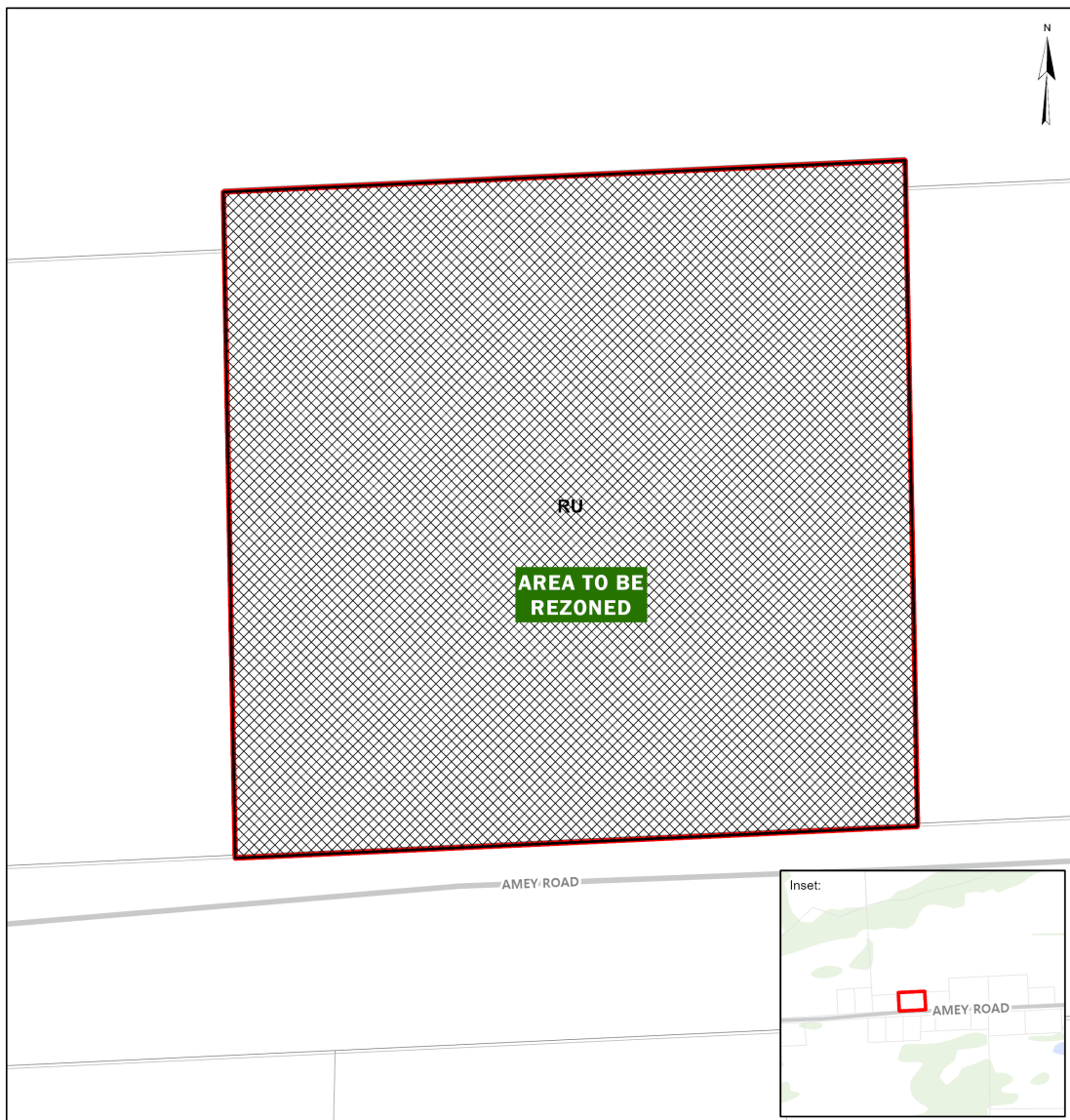
**Ron Vandewal, Mayor**

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**James Thompson, Clerk**

Schedule 1

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



<p><b>SOUTH FRONTENAC</b> (SHAW) 3298 AMEY ROAD PL-ZBA-2023-0100</p> <p>0 3.75 7.5 15 m Scale: 1:524</p>	<p><b>LEGEND</b></p> <p> Subject Lands</p> <p> Area to be Rezoned</p> <p> Township Boundaries</p> <p> Parcels</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p> <p> Road</p>		<p><b>Zoning</b></p> <p> AGRICULTURAL ZONE (A)</p> <p> COMMUNITY FACILITY ZONE (CF)</p> <p> ENVIRONMENTAL PROTECTION ZONE (EP)</p> <p> MOBILE HOME RESIDENTIAL ZONE (MHR)</p> <p> OPEN SPACE - PUBLIC ZONE (OS)</p> <p> OPEN SPACE - PRIVATE ZONE (OSP)</p> <p> PIT 'A' ZONE (PA)</p>		<p> PIT 'B' ZONE (PB)</p> <p> QUARRY 'A' ZONE (QA)</p> <p> QUARRY 'B' ZONE (QB)</p> <p> RESIDENTIAL ZONE (R)</p> <p> RURAL COMMERCIAL ZONE (RC)</p> <p> RURAL INDUSTRIAL ZONE (RI)</p> <p> LIMITED SERVICE RESIDENTIAL ZONE (RLS)</p>		<p> LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)</p> <p> LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)</p> <p> RECREATIONAL RESORT COMMERCIAL ZONE (RRC)</p> <p> RURAL ZONE (RU)</p> <p> WATERFRONT RESIDENTIAL ZONE (RW)</p> <p> SALVAGE YARD INDUSTRIAL ZONE (SI)</p> <p> TEMPORARY USE ZONE (TUZ)</p>		<p> URBAN COMMERCIAL ZONE (UC)</p> <p> URBAN INDUSTRIAL ZONE (UI)</p> <p> URBAN MULTIPLE RESIDENTIAL ZONE (UMR)</p> <p> URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)</p> <p> WASTE DISPOSAL ZONE (WD)</p>	
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Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2022. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only. UTM Projection: NAD 83 | Date: 2023-08-14

Passed this 19th day of September, 2023

**Ron Vandewal, Mayor**

**James Thompson, Clerk**

# Township of South Frontenac Staff Report

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To: Council

Prepared by: Public Services Department

Date of Meeting: September 19, 2023

Subject: **Blue Box Transition Update**

## Summary

The purpose of this report is to provide Council with background information on the Provincial Blue Box Transition in advance of the Presentation by the Association of Municipalities of Ontario (AMO).

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## Recommendation

This report is for information only.

## Background

In Ontario's Blue Box Program industry stewards paid Municipalities to operate recycle collection programs in a shared funding model. The amount of funding a municipal program receives is based on the annual Datacall information provided by the Township to the Resource Productivity & Recovery Authority (RPRA).

In 2019, the Ministry of Environment, Conservation, and Parks directed RPRA and Stewardship Ontario to start transitioning the management of Ontario's blue box program to producer responsibility.

Council was presented information on the transition and made a decision to transition at the August 11, 2020 meeting of Council. The COVID 19 Pandemic delayed this process and on June 3, 2021 the Province released the final Blue Box Regulation (O.Reg 391/21) under the Resource Recovery and Circular Economy Act requiring producers to collect, recycle, and reuse blue box materials.

The Townships transition date is now July 1, 2025 which coincides with the end of our contracted service for collection.

## Discussion/Analysis

Circular Materials is the producer responsibility organization administering the recycle collection on behalf of all producers in Ontario. The Township has been participating in a municipal working group lead by Circular Materials on the Transition.

The Townships transition date is July 1, 2025 at which time recycle collection will no longer be provided by the Township. Reverse Logistics Group (RGL) is the company managing the collection and sorting facility contracts on behalf of Circular Materials. After the transition the Township will have no input on who or how the recycle is collected.

The regulation states that during the transition period from July 1, 2025 to January 1, 2026 there will be no changes to current collection. All residents receiving curbside collection, all private lane pickup locations, frequency of collection, and materials collected should remain unchanged during that time.

Under the Blue Box Regulation the producers are only required to provide collection for eligible sources which is defined as a residence or facility in an eligible community. The non-eligible sources like municipal facilities, businesses, and churches will not be eligible for blue box collection under this program.

Staff will continue to update Council on the transition and will be bringing recommendations forward in 2024 around operating budget, non-eligible sources, public education, and waste diversion.

Here are a few key points for consideration before the presentation:

- The Township will no longer have operating costs for recycle curbside collection but will no longer receive funding under the old program.
- The Township will no longer receive revenue from recycle material sales.
- Can the Township continue to offer recycle collection depots at landfill sites if curbside collection is available to every resident.
- What options are available for the non eligible sources.
- How will complaints regarding recycling be handled after transition.
- After January 1<sup>st</sup>, 2026 the collection frequency and waste streams can change within the requirements of the regulation with no input from the Township.

## Financial Implications

Not applicable to this report.

## Relationship to Strategic Plans

Not applicable to this report.

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

- Priority: Choose an item.
- Action Item:

## Climate Considerations

Not applicable to this report.

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

## Attachments

Appendix A – Report to Council August 11, 2020.

## Approvals

Submitted By:



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Kyle Bolton, C.E.T.

Director of Public Services

Approved By:



Louise Fragnito, CPA, CGA  
Chief Administrative Officer



**INFORMATION REPORT TO  
COUNCIL  
PUBLIC SERVICES DEPARTMENT**



**AGENDA DATE: August 11, 2020**

**SUBJECT: Transition of Blue Box to Full Producer Responsibility**

**RECOMMENDATION:**

**That Council approve the date for the Township of South Frontenac to transition its Blue Box program to full producer responsibility on September 1, 2023**

**And;**

**That this date has been chosen as a result of current blue box collection contracts expiring on August 30, 2023**

**And;**

**That this resolution be forwarded to the Association of Municipalities of Ontario**

**BACKGROUND:**

Municipal governments have been advocating for producers to have full fiscal and operational responsibility for end of life management of their packaging, printed paper and paper products. Producers are best positioned to reduce waste, increase the resources that are recovered and reincorporated into the economy and enable a consistent province-wide system that makes recycling easier and more accessible.

In August of 2019, the Minister of the Environment, Conservation and Parks announced next steps for transitioning the costs and operation of the Blue Box program away from municipalities to make the producers of products and packaging fully responsible. The announcement stated that Blue Box services would transition to producers in phases over a three-year period, starting January 1, 2023 and ending December 31, 2025. The announcement did not include a specific timeline whereby each municipality will be eligible to transfer.

The intention of this regulatory change is to shift 100% of the cost of operating the Blue Box Program to producers. This change will obligate producers to operate the system, and grant the producers full operational decision-making. Producers are not required to, but may choose to, involve municipalities as a service provider to meet their obligations. Details on how producers intend to meet their obligations or how much of a role they will ask municipalities to take have yet to be determined.

The MECP has suggested they will release a draft Blue Box Regulation later this summer or early this fall.

The Association of Municipalities of Ontario (AMO) was asking Municipal Councils to provide a Resolution indicating the year they would like to transition



INFORMATION REPORT TO  
COUNCIL  
PUBLIC SERVICES DEPARTMENT



by June 30, 2020. The Resolutions will be used to map out an ideal transition timeline, and determine whether there are years that are over or under subscribed. Council's stated preference may not be the final determination for the transition, nor is Council obligated in any way by the date that is specified. It should be noted that the Township just renegotiated contracts with Council's final approval on July 21, 2020.

**FINANCIAL CONSIDERATIONS:**

The intent of the transition to Producer Responsibility for Blue Box program is to make the Producers 100% responsible for program costs.

**Prepared by:**

**M. Segsworth, P. Eng.,  
Director of Public Services**

# Township of South Frontenac Staff Report

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To: Council

Prepared by: Public Services Department

Date of Meeting: September 19, 2023

Subject: **Public Services Department Quarterly Update**

## Summary

The purpose of this report is to provide Council with the Public Services Department third quarter update.

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## Recommendation

This report is for information only.

## Background

The Public Services Department will be providing quarterly updates to Council on department items that pertain to Council initiatives, the strategic plan, and capital & operating projects.

## Discussion/Analysis

The Public Services Department has been making a lot of progress on capital projects with the majority approaching completion by Q4 2023. A capital projects update is attached as Appendix A for information.

### Engineering & Capital Projects

- The Sunbury Rd project was delayed due to unexpected issues with hydro services and the paving was completed on September 7th. The project is now substantially complete and still forecasted to be under budget.
- The surface treatment has been completed on all capital contracts with the completion of Alton Rd on September 8<sup>th</sup>. The surface treatment preservation project took a slightly different approach in 2023 looking to preserve some of the fair rated condition roads to extend the life from deteriorating to the point of requiring a full pulverize and double surface treatment reconstruction. A section of McLean Rd and Wolfe Swap Rd were deferred from this year's program because of unforeseen conditions and cost constraints. They will be reevaluated for the 2024 program.

### Operations & Fleet

- The department saw an increase in pothole complaints on gravel roads during the month of August primarily due to weather conditions. Under the minimum maintenance standards a municipality typically has 14-30 days to address potholes on a non-paved surface depending on the road classification. While addressing residents' concerns is a priority of the department there are negative impacts of grading gravel roads too early or too frequently as you lose the calcium chloride applied for dust suppression. The gravel roads were graded over the last two weeks of August which is the target to get it completed before school buses are back on the roads.
- Operations staff have completed the in-house construction work on the Alton Rd, North Shore Rd, and surface treatment preservation projects. Crews are now working on the gravel road program with Burrige Rd wrapping up and Ramparts Rd starting the week of September 11<sup>th</sup>. All in-house capital work is scheduled to be completed by October.
- Preparations for the winter season are underway with winter sand being stockpiled at the Storrington sand dome now that the dome fabric has been replaced. Winter sand is complete at the Portland and Bedford domes.

### Recreation & Facilities

- The Keeley Rd dome roof fabric replacement has been delayed due to unforeseen labour issues. The decision has been made to postpone the project to 2024 so winter sand can be stockpiled in the dome before winter. This delay has no financial cost to the Township as the material has already been procured and the contractor has agreed to extend the warranty on the three panels replaced last year so the entire roof will be on the same warranty period starting next year.
- The Glendower Courts resurfacing is now scheduled to begin September 18<sup>th</sup> weather permitting. The removal of old equipment and heritage garden are also scheduled for September and all Glendower Hall projects should be completed by early October.

### **Financial Implications**

None.

## Relationship to Strategic Plans

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

## Climate Considerations

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

## Notice/Consultation

- Manager of Operations & Fleet
- Manager of Recreation & Facilities
- Manager of Engineering & Capital Projects

## Attachments

Appendix A – Capital Project Update

## Approvals

Submitted By:




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

Approved By:



Louise Fragnito, CPA, CGA  
 Chief Administrative Officer

## 2023 Capital Works Update - Public Services Department

PROJECT #	PROJECT NAME	STAFF CONTACT	AWARDED TO	FORECASTED COMPLETION	COMMENTS
<b>FLEET</b>					
21-19	Half Ton Truck	B. Kirk	Petrie Ford	COMPLETED Q3	Received Truck.
22-01	Preorder Two Tandems (2023 delivery)	B. Kirk	Rush Truck Centres	COMPLETED Q2	Received both trucks in May
22-15	Half Ton Truck	B. Kirk	Petrie Ford	COMPLETED Q3	Received Truck.
22-16	3/4 Ton Truck (Revised to One Ton)	B. Kirk	Gananoque Motors	COMPLETED Q3	Received Truck.
23-70	Bulldozer	B. Kirk		2024	LAS Price requests
23-71	Tandem Dump Truck/Plow	B. Kirk		2024	LAS Price requests
23-72	72-Asphalt Hot Box	B. Kirk	Insta-Mix	Q4 2023	Marathon hot box purchased. 2-4 week delivery.
23-73	1/2 Ton Truck	B. Kirk	Petrie Ford	Q4 2023	Contract awarded. Units to arrive November or December 2023
23-74	3/4 Ton Truck (Revised to One Ton)	B. Kirk	Gananoque Motors	Q4 2023	Contract awarded. Units to arrive October 2023
23-75	Tandem Axle Utility Trailer	B. Kirk		COMPLETED Q1	Trailer purchased and in service.
23-77	Snow Blower Attachment	B. Kirk		Q4 2023	Request for quotation.
23-78	Light Duty SUVs (2)	B. Kirk	Petrie Ford	Q4 2023	Ordered. 5-6 Months to Delivery
23-31	Light Duty Vehicle Hoist	B. Kirk		COMPLETED Q1	Hoist installed and in service
23-34	Automatic Vehicle Location System (AVL)	B. Kirk		Q4 2023	Recommendation to Council
<b>ROADS INFRASTRUCTURE</b>					
20-R01	Buck Bay Road Bridge	T. Dunlop	Willis Kerr	COMPLETED Q3	As-builts Complete Aug 25th. Under warranty period.
19-R05	Fish Creek Road Bridge	T. Dunlop	Ambashi /GGG	Q3 2024	Ph 1 Archaeological Complete, RVCA and Transport Canada Approvals Remain
21-R01	Battersea Road	T. Dunlop	Len Corcoran Excavating	Q3 2023	Road completed. Minor fencing remains.
21-R06	Battersea - New Sidewalks / Sidewalk Construction	T. Dunlop	Dig N Dirt	Q4 2023	Contract awarded work underway. Complete by end of September
21-R07	Guiderail Program	T. Dunlop	TBD	Q4 2023	RFQ for Field Assessments - Fall 2023
21-R08	Streetlights (includes 18-17/19-14/20-20) / Streetlight Program	T. Dunlop	Township Forces	Q4 2023	Reviewing Site Candidates (3 New Lights) Design 2023, Build 2024
22-17	12th Con Bridge (B32) Repair	T. Dunlop	Greer Galloway Group	Q3 2024	Design complete. Permit review underway with RVCA. Repairs in 2024
22-18	Eagle Creek Culvert (B31) Design	T. Dunlop	HP Engineering	Q4 2023	Design complete. Permit review underway with RVCA. Construction 2025
22-19	Opinicon Road Culvert (C12) Design	T. Dunlop	HP Engineering	Q4 2023	Design complete. Permit review underway with CRCA. Tender in Q4.
22-20	Burego Lane Culverts (B6) Replacement	T. Dunlop	Township Forces	Q3 2023	Pipe work completed. Awaiting final paving reinstatements.
22-29	Alton Road West (Design - Local Rds)	T. Dunlop	Township Forces	Q3 2023	Final Surface Treatment Complete. Asphalt driveways in September
22-58	Buck Lake Accident	K. Bolton	Greer Galloway Group	TBD	Geotechnical for slope stability complete. Discussions underway with CRCA.
23-40	Sunbury Road (Battersea Rd to Factory Rd)	T. Dunlop	GIP Inc.	Q3 2023	Final paving completed. Guiderail and granular sealing remain.
23-42	North Shore Road (Hewlett Packard Road to Convery Lane)	T. Dunlop	Township Forces	Q3 2023	Road completed. Driveway paving to be completed September
23-43	Surface Treatment (LCB) Preservation	T. Dunlop	Miller Paving Ltd.	Q3 2023	Contract Complete. Some segments deferred due to condition.
23-44	Culvert Replacement Wilmer Road	T. Dunlop	Greer Galloway Group	Q3 2023	Tender issued and closes on September 20th.
23-46A	Various Bridges & Culverts	T. Dunlop	TBD	Q4 2023	Covers Minor Repairs / Various Sites - Complete in Q4
23-46B	Bracken Culvert	T. Dunlop	Greer Galloway Group	Q1 2024	Design contract awarded to Greer Galloway Group.
23-46C	Claire Road Culvert	T. Dunlop	D M Wills	Q1 2024	Design contract awarded to D. M Wills
23-46D	Maynard Bridge	T. Dunlop	Greer Galloway Group	Q4 2023	Bridge assessed. Deck rehabilitation not required.
23-49	Transportation Master Plan	T. Dunlop	TBD	Q4 2024	Initiate RFP in Q4.
23-50	Pre-Engineering Roads 2024	T. Dunlop	St. Lawrence Testing	Q3 2024	Individual Projects Endorsed by Council on May 2nd
23-51	Pleasant Valley Municipal Drain - Drainage Act Maintenance	T. Dunlop	Robinson Consulting	Q3 2023	Council report to follow Early October on findings
23-52	Gravel Road Granular Renewal	T. Dunlop	Township Forces	Q4 2023	Burrige Near Complete, Garrett and Ramparts Rd in September
23-53	Sydenham Drinking Water System	T. Dunlop	Utilities Kingston	Q4 2023	Various activities over Summer/Fall
23-55	Traffic Counter Units	T. Dunlop	Stinson	COMPLETED Q2	Received delivery of units in May 2023
23-56	Road 38 Preliminary Design	T. Dunlop	Safe Roads Engineering	Q4 2023	Surveys, geotechnical, environmental reviews complete. PIC Meeting Oct/Nov
21-R09	Arterial Reserve (Road 38)	T. Dunlop	N/A	Q4 2023	Transfer to Asset Reserve at Year End

23-30	Electronic Portable Message Boards	K. Bolton	Stinson	COMPLETED Q2	ON BUDGET. Units Delivered May 2023
23-33	Speed Monitoring Radar Sensor (OPP)	T. Dunlop	Black Cat	COMPLETED Q2	ON BUDGET. Unit Received/Delivered to OPP
	<b>FACILITIES</b>				
20-27	Town Hall - Accessible Entrance Ramp & Front Step	T. Laprade		Q3 2023	Deficiencies remaining (Are we dealing with these as part of renovations?)
21-01	New Firehall - replacing Station 8	T. Laprade	Bourgon Construction	Q3 2023	Deficiencies remaining (As per notice to Bourgon Construction)
23-08	Town Hall Expansion Design	T. Laprade	C&K Architects	Q4 2023	Conceptual drawings finalized. 33% drawings scheduled for October.
21-37	Petworth Mill Improvements*	T. Laprade	G&N Contracting	Q4 2023	Contract awarded, permit applications submitted, and scheduled for demo this fall.
22-35	Bellrock Mill Improvements	T. Laprade	G&N Contracting	Q4 2023	Contract awarded, permit applications submitted, and scheduled for demo this fall.
22-32	New Monitoring Wells & Land / Water Rights Purchase	T. Dunlop	Cambium	COMPLETED Q3	Wells drilled September. Complete.
22-33	Storrington Yard - Fabric Replacement on Sand Dome / Storrington Yard - Fabric Replacement on Salt Dome	T. Laprade	Barrett's Farm	COMPLETED Q3	Project Complete
22-36	New Docks - Battersea Village	T. Laprade	Township Forces	COMPLETED Q2	Complete
23-67	Fabric Roof Panels (3) - Keeley Road Sand/Salt Dome	T. Laprade	Barrett's Farm	Q3 2023	Work delayed due to lack of Contractor Staff and may be deferred to Spring 2024
23-60	Verona Medical Clinic - Construction 2nd floor accessible entrance	T. Laprade		Q4 2023	Meeting with Architect to update design for Tender
23-63	Sydenham - Station 5 - Renovations/Repairs	T. Laprade		Q4 2023	Parking lot drainage improvements scheduled to being in September.
23-65	Storrington Yard Fuel System	T. Laprade		Q4 2023	Site works underway. Pumps scheduled to be operational in October.
23-66	Building Condition Assessment Update	T. Laprade		Q4 2023	Updated Quote for expanded scope received from OHE and being reviewed
	<b>SYDENHAM WATER</b>				
18-18	Water Hauling Station & Mill Pond Drinking Station	T. Dunlop	Utilities Kingston	Q4 2023	Station installed. Mechanical & Communications complete. Setting up billing.
22-53	SCADA & PLC	T. Dunlop	Utilities Kingston	Q2 2024	Hardware Ordered by UK. Works to proceed Fall/Winter
22-54	Serpentine Piping	T. Dunlop	TBD		Project to be initiated in 2024. Deadline for completion March 2026.
	<b>RECREATION</b>				
20-41	Davidson Beach - Access Road to swim area	T. Laprade	Township Forces	Q4 2023	Recommendation to Council approved and work contracted to occur late Fall
21-25	Battersea Park Gates	T. Laprade			
22-38	McMullen - Verona Court Project	T. Laprade	Craine's/Wallen's	Q3 2023	Project Complete
22-39	Centennial Multipurpose Facility Two Cover / Roof	T. Laprade		COMPLETE Q2	Project Complete
22-43	Consulting Fee - User Fee & Facility Allocation Policy	T. Laprade	Sierra Planning	Q4 2023	Study underway with report to Council in the Fall
22-44	Recreation Software	T. Laprade			Annual
23-80	Boat Launch/Water Access Review	T. Laprade		Q4 2023	Deferred to 2024
23-83	Glendower Heritage Garden	T. Laprade	J&J Landscape	Q3 2023	Contract awarded with work to commence mid-September
23-84	Storrington Centre Audio Equipment	T. Laprade		Q3 2023	Equipment installed and being initialized week of September 10th
23-85	Storrington Centre Exterior Renovations	T. Laprade		Q3 2023	Contract awarded with work to commence late-September
23-86	Centennial Park Accessible Washrooms - Design work	T. Laprade		Q4 2023	Meeting with Architect to update design for Tender
23-87	Glendower Park: Removal of old Equipment	T. Laprade			Contract awarded with work to commence mid-September
23-88	Purchase of materials for Picnic Tables	T. Laprade	Township Forces	COMPLETE Q2	Complete
23-89	Glendower Community Court Renewal	T. Laprade	Wallen's	Q3 2023	Contract awarded with work to commence mid-September
23-100	Centennial Park Playground Renewal	T. Laprade	Fort Co Ltd	Q3 2023	Equipment ordered with installation to occur mid-September
23-101	Inverary Playground Equipment Replacement	T. Laprade	Henderson	Q3 2023	Equipment ordered with installation to occur mid-September
23-103	Princess Anne Repairs	T. Laprade			Contract awarded with work scheduled to September 11th
23-104	Centennial Park Diamond and Soccer Bleacher Replace.	T. Laprade	Sport Systems Canada	Q3 2023	Equipment ordered with installation to occur late-September
23-105	McMullen Park Building Remediation	T. Laprade			Work complete

# Township of South Frontenac Staff Report

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**To:** Council

**Prepared by:** Corporate Services Department

**Date of Meeting:** September 19, 2023

**Subject:** Investment update to June 30, 2023

## Summary

This report provides a summary and update on Township Investments for 2023.

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## Recommendation

This report is for information.

## Background

### Legislative Requirements

Ontario Regulation 373/11 requires a municipality to report to Council at least annually if it has invested in securities prescribed under the Regulation. The main requirements of the annual report are outlined below:

- A statement of performance of the portfolio in the period covered in the report
- Details of the proportion of total investments held in the municipality's own securities
- A statement by the Treasurer that investments made were consistent with the Township's investment policy.

Under the Township's policy, we have established reporting to Council twice a year.

### Investment Policy

The Township's Investment Policy specifies the types of investments the Township can make to achieve the optimal utilization of cash resources while balancing the need to maintain liquidity and reduce risk. The basic objectives of the investment policy are, in order of priority, as follows:

- a) Security of principal;
- b) Liquidity requirements;
- c) Rate of return;

## Discussion/Analysis

To June 30<sup>th</sup>, 2023, the net change in the Township investment value for 2023 was accumulated to \$414,298.11.

Overall, from December 31, 2022, to June 30, 2023, the market value of the investments is up. In 2022, the overall investments at market value were down, however the market has turned around and investments in bonds have increased the amount of interest earned on the investments. In 2023, the potential interest that could have been earned at the Bank, based on interest rates increase, would have been \$37,851 less than what was earned in the first half of 2023 through the Equity and Bond investments.

It is anticipated that over the longer term, the investment earnings will increase as most of the Township investments are within guaranteed products. When funds are required to pay for future expenditures, both the equity investment and the bond investments are expected to be higher than the initial investments as reflected in the life to date summary. Current year bond investments have been for periods of 2 – 5 year earning at a minimum 5.6% per annum.

The attached report shows a market gain on investments as well as additional investments made with revenues that are being held in deferred revenue for Building permits.

Our investment reports from CIBC and One Fund confirms that our investments remain consistent with our investment policy and municipal investment regulations.

## Relationship to Strategic Plans

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

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

## Attachments

Investment summary to June 30, 2023

## Approvals

Prepared By:



Kyle Griese  
Financial Analyst

Township of South Frontenac  
Staff Report - Investment update to June 30, 2023

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Submitted By:



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Shelley Stedall, AMCT  
Director of Corporate Services & Treasurer

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

Township of South Frontenac  
Mid End Investment Report  
To June 30, 2023

Year 2023 only to June 30, 2023										
	Deposit Amended May-20	Deposit Amended Jun-21	Deposit Amended Aug-22	Deposit Amended May-23	Interest	Market Value Adj	Redemption/ Purchase	Net Change	Balance June 30/2023	%
<b>Equity</b>	893,750	893,750	893,750	893,750	0.00	164,597.55	0.00	164,597.55	1,580,059.60	18.42%
<b>HISA</b>	0	0	0	0	19.56	0.00	0.00	19.56	817.39	0.00%
<b>CIBC</b>	14,044,700	13,135,471	13,127,906	14,327,906	230,482.97	19,198.03	1,200,000.00	1,449,681.00	14,645,268.00	1.74%
<b>Total</b>	<b>14,938,450</b>	<b>14,029,221</b>	<b>14,021,656</b>	<b>15,221,656</b>	<b>230,502.53</b>	<b>183,795.58</b>	<b>1,200,000.00</b>	<b>1,614,298.11</b>	<b>16,226,144.99</b>	<b>2.72%</b>
<b>Net of Deposit/Purchase</b>								<b>414,298.11</b>		
<b>Royal Bank Interest Calculation (Est)</b>								<b>376,446.96</b>		

Life- to-date August 2016 to June 30 2023										
	Deposit Amended May-20	Deposit Amended Jun-21	Deposit Amended Aug-22	Deposit Amended May-23	Interest	Market Value Adj	Redemption/ Purchase	Net Change	Balance June 30/2023	%
<b>ONE Fund -Equity</b>	893,750	893,750	893,750	893,750	0.00	305,367.22	0.00	305,367.22	1,580,059.60	34.17%
<b>ONE Fund - HISA</b>	0	0	0	0	162,152.02	0.00	-161,334.63	817.39	817.39	0.00%
<b>CIBC Melon</b>	14,044,700	13,135,471	13,127,906	14,327,906	1,232,994.75	-525,398.97	13,937,672.22	14,645,268.00	14,645,268.00	4.94%
<b>Total</b>	<b>14,938,450</b>	<b>14,029,221</b>	<b>14,021,656</b>	<b>15,221,656</b>	<b>1,395,146.77</b>	<b>-220,031.75</b>	<b>13,776,337.59</b>	<b>14,951,452.61</b>	<b>16,226,144.99</b>	<b>7.72%</b>
<b>Net of Deposit/Purchase</b>								<b>1,004,488.70</b>		

In 2023, our investments have had a net increase of \$414,298.11 compared to interest that would have been earned in our bank account at \$376,446.96. A difference of \$37,851.15.

Overall, to date our investments have had a net increase of \$1,004,488.70.

# Township of South Frontenac Staff Report

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**To:** Council

**Prepared by:** Corporate Services Department

**Date of Meeting:** September 19, 2023

**Subject:** 2023 Year to Date Financial Report to July 31, 2023

## Summary

The report provides a summary of the year-to-date financials to July 31, 2023, with a comparison to the year-to-date 2023 budget.

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## Recommendation

This report is for information only.

## Background

Attached in Appendix 1 are the year-to-date financials showing revenues and operating expenses with a comparison to year-to-date budget as well as a column which reflects the total 2023 budget. Also attached in Appendix B is a summary of the variances for the 2023 capital budget.

## Discussion/Analysis

### Operations

Year to date revenues totalling \$25,461,618 are \$2,409,812 under the annual budget while year to date expenses total \$17,395,185 and are \$8,034,244 under annual budget. The comparison to budget is based on the annual budget for the year rather than a year to date budget.

When reviewing the individual budgets and the amount that have been collected in revenues and spent to July 31, it is determined that the Township is online to meet net budget expectations by December 31<sup>st</sup> and current variances are attributed to timing.

Some of the variances within the Revenues can be attributed to:

- Taxation is lower than expected for this report as the Supplementary tax bills were issued in August and expected to be on target for estimates at year end.
- Parks, Recreation, and Cemeteries – User fees revenues will be underbudget for the Swim camp due to cancellations, however the operating expenses will remain as per the original budget amount.

- Investment income is back on target for 2023 with expectation to meet budget estimates, as the markets have changed from 2022. More on investments is included in the semi annual Investment report to Council..

Some of the variances within the Operating Expenses can be attributed to:

- Winter Control – Costs for the first part of the year show the expenses are online with budget, however the balance of 2023 winter control is not predictable.
- Heating and hydro expenses for facilities are higher than expected and anticipated to be overbudget due to the increased costs of fuel and propane in 2023
- Fuel costs are overbudget due to market costs increasing. These higher costs for fuel affect the Fire, Building, Public Services and Waste Management departments.

### Capital

Capital expenses spent to September 11, 2023, total \$10,149,917. The variance from the total budget is primarily driven by the timing of projects. A separate quarterly report is on this agenda from Public Services with updates to the status of capital works projects.

All projects are underway. Projects will be reviewed in the final quarter of 2023 to assess whether they will be completed in 2023 or carried over to 2024.

### **Financial Implications**

The 2023 year end financial projections, based on the first seven months of the year indicate that overall, the Township of South Frontenac net revenue and expenditures will be on target with the 2023 budget overall. Staff continue to monitor financial status of all operational and capital budgets on an ongoing basis and report to Council with updates.

### **Relationship to Strategic Plans**

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

### **Climate Considerations**

- Not applicable to this report.

### **Attachments**

Appendix 1 Budget vs Actual to July 31, 2023  
 Appendix 2 Capital Financial Report to September 11, 2023

### **Approvals**

Prepared By:

Township of South Frontenac  
Staff Report - 2023 Year to Date Financial Report to July 31, 2023

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Kyle Griese  
Financial Analyst

Submitted By:



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Shelley Stedall  
Director of Corporate Services & Treasurer

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC**  
For the Seven Months Ending July 31, 2023

	<b>2023 Year Budget</b>	<b>2023 YTD Actuals</b>	<b>YTD Actual vs Budget Variance</b>
<b><u>REVENUE</u></b>			
Property Taxation	21,890,699	21,710,032	(180,667)
User Charges	1,317,144	687,375	(629,769)
Licenses, Permits and Rents	1,704,485	907,296	(797,189)
Government Grants	2,125,102	1,347,195	(777,907)
Investment Income	359,000	426,457	67,457
Penalties and Interest on taxes	370,000	189,791	(180,209)
Donations	0	9,509	9,509
Other	0	85,408	85,408
Transfer from Reserves/Reserve Funds	105,000	98,555	(6,445)
<b>Total Revenues</b>	<b>27,871,430</b>	<b>25,461,618</b>	<b>(2,409,812)</b>
<b><u>OPERATING EXPENSE</u></b>			
<b>General Government</b>	<b>5,899,592</b>	<b>4,771,683</b>	<b>(1,127,909)</b>
<b>Protection to Persons and Property</b>			
Fire	1,996,491	1,313,433	(683,058)
Police	2,865,302	1,689,561	(1,175,741)
Conservation Authorities	271,271	294,907	23,635
Protective Inspections and Control	133,173	82,447	(50,726)
Emergency Measures	2,750	47	(2,703)
Building Department	1,386,661	658,414	(728,246)
<b>Transportation Services</b>			
Roadway Maintenance	5,205,377	3,908,622	(1,296,755)
Winter Control	2,369,180	1,596,756	(772,424)
<b>Environmental Services</b>			
Water System	411,312	173,133	(238,179)
Solid Waste Management	3,025,655	1,787,875	(1,237,781)
<b>Parks, Recreation and Cemeteries</b>	<b>1,131,207</b>	<b>767,500</b>	<b>(363,707)</b>
<b>Planning and Development</b>	<b>731,458</b>	<b>350,808</b>	<b>(380,649)</b>
<b>Total Expenses</b>	<b>25,429,429</b>	<b>17,395,185</b>	<b>(8,034,244)</b>
<b>TOTAL</b>	<b>(2,442,001)</b>	<b>(8,066,433)</b>	<b>(5,624,432)</b>

**Township of South Frontenac  
2023 Capital Budget Update  
To September 11, 2023**

<b>2023 Capital</b>					
Project #	Project *	Total Project	2023 Original Budget ((REVISED WITH Previous Year CARRYOVERS))	2023 Actuals	Variance
<b>CORPORATE SERVICES</b>					
19-06	Asset Management Software & Document Update	72,500.00	50,479.14	-	50,479.14
20-02	Budgeting software incl reporting, self serve and metrics	50,000.00	5,829.67	-	5,829.67
22-04	LiDar Imagery	16,000.00	16,000.00	-	16,000.00
22-05	Digital Modernization & Workflow Improvements	157,680.00	96,983.23	59,831.20	37,152.03
22-06	Senior & Affordable Housing - Project Design & Management	175,000.00	175,000.00	-	175,000.00
22-47	Payroll Digitization	80,460.00	70,400.26	1,310.58	69,089.68
23-03	Climate Change Adaption / Mitigation Strategy	25,000	25,000	-	25,000.00
23-05	Strategic plan Update	25,439	25,439	3,576.14	21,862.84
23-09	Digitization Records Project	75,000	75,000	-	75,000.00
23-10	Audio Visual System - Council Chambers and Backup	30,000	30,000	-	30,000.00
22-02	Gateway Signage -2023 - 2025	220,000.00	220,000.00	-	220,000.00
22-59	Wayfinding Strategy / Plan	85,000.00	67,696.47	56,085.03	11,611.44
23-12	Wayfinding Sign Fabrication and Installation - 2023 - 2025	800,000	800,000	-	800,000.00
	<b>subtotal</b>	<b>1,812,078.98</b>	<b>1,657,827.75</b>	<b>120,802.95</b>	<b>1,537,024.80</b>
<b>FIRE</b>					
21-03	Rapid Response Unit x 5 -2021(2) & 2022(3)	375,000.00	39,921.84	6,953.82	32,968.02
22-07	16ft 40HP Aluminum - Marine Unit	75,000.00	75,000.00	-	75,000.00
23-01	VFF Recruitment	137,000	131,836.51	106,440.78	25,395.73
23-02	New 2500gal Tanker	621,500	621,500	100,000.00	521,500.00
23-22	Community Risk Assessment / Master Fire Plan	55,000	55,000	-	55,000.00
23-23	Hose and Appliances	20,000	20,000	-	20,000.00
23-24	Bunker Gear Replacement - 8 Suits	25,000	25,000	-	25,000.00
23-25	Ice Water Rescue Equipment Renewal	54,000	54,000	-	54,000.00
23-26	Firefighting Particulate Balaclava - 130	19,500	19,500	18,572.98	927.02
23-27	Spartan Pumper	50,000.00	50,000.00	31,591.31	18,409
	<b>subtotal</b>	<b>1,432,000.00</b>	<b>1,091,758.35</b>	<b>263,558.89</b>	<b>828,199.46</b>
<b>PUBLIC SERVICES</b>					
<b>FLEET</b>					
21-18	Tandem Dump Truck	300,000.00	141,625.55	162,600.09	-20,974.54
21-19	Half Ton Truck	63,197.03	63,197.03	63,256.03	-59.00
21-36A	Tri-axle	400,000.00	240,628.55	167,416.80	73,211.75
22-01	Preorder Two Tandems (2023 delivery)	600,000.00	297,312.84	241,091.26	56,221.58
22-15	Half Ton Truck	63,197.03	63,197.03	63,256.03	-59.00
22-16	1 Ton Truck (Originally 3/4 Ton Truck)	69,000.00	69,000.00	-	69,000.00
22-16A	Plow and Sander	28,000.00	28,000.00		
23-70	Bulldozer	225,000	225,000	-	225,000.00
23-71	Tandem Dump Truck/Plow	350,000	350,000	-	350,000.00
23-72	72-Asphalt Hot Box	48,000	48,000	-	48,000.00
23-73	1/2 Ton Truck	63,197.03	63,197	-	63,197.03
23-74	1 Ton Truck (Originally 3/4 Ton Truck)	75,000	75,000	-	75,000.00
23-74A	Plow and Sander	28,000	28,000		
23-75	Tandem Axle Utility Trailer	6,500	6,500	6,458.88	41.12
23-77	Snow Blower Attachment	30,000	30,000	-	30,000.00
23-78	Light Duty SUVs (2)	85,000	85,000	-	85,000.00
23-31	Light Duty Vehicle Hoist	40,000	40,000	37,456.18	2,543.82
23-34	Automatic Vehicle Location System (AVL)	50,000	50,000	-	50,000.00
	<b>subtotal</b>	<b>2,524,091.09</b>	<b>1,903,658.03</b>	<b>741,535.27</b>	<b>1,106,122.76</b>
<b>ROADS INFRASTRUCTURE</b>					
20-R01	Buck Bay Road Bridge	818,900.00	130,145.95	-	130,145.95
19-R05	Fish Creek Road Bridge	1,550,000.00	1,495,288.74	13,678.53	1,481,610.21
21-R01	Battersea Road	3,584,674.87	3,390,489.39	3,104,202.65	286,286.74
21-R06	Battersea - New Sidewalks / Sidewalk Construction	175,575.65	170,955.75	11,061.32	159,894.43
21-R07	Guiderail Program	50,000	50,000	-	50,000.00
21-R08	Streetlights (includes 18-17/19-14/20-20) / Streetlight Program	370,000.00	127,952.85	6,407.83	121,545.02
22-17	12th Con Bridge (B32) Repair	50,000.00	50,000.00	-	50,000.00

**Township of South Frontenac  
2023 Capital Budget Update  
To September 11, 2023**

<b>2023 Capital</b>					
<b>Project #</b>	<b>Project *</b>	<b>Total Project</b>	<b>2023 Original Budget ((REVISED WITH Previous Year CARRYOVERS))</b>	<b>2023 Actuals</b>	<b>Variance</b>
22-18	Eagle Creek Culvert (B31) Design	50,000.00	32,738.96	-	32,738.96
22-19	Opinicon Road Culvert (C12) Design	756,500.00	739,661.26	-	739,661.26
22-20	Burego Lane Culverts (B6) Replacement	78,000.00	71,512.80	98.79	71,414.01
22-29	Alton Road West (Design - Local Rds)	985,716.33	972,462.30	628,195.76	344,266.54
22-58	Buck Lake Accident	-	-	13,401.79	13,401.79
23-40	Sunbury Road (Battersea Rd to Factory Rd)	3,800,000	3,800,000	2,253,767.52	1,546,232.48
23-42	North Shore Road (Hewlett Packard Road to Convery Lane)	665,916.69	665,916.69	445,470.27	220,446.42
23-43	Surface Treatment (LCB) Preservation	913,884.83	913,884.83	129,834.41	784,050.42
23-44	Culvert Replacement Wilmer Road	375,000	375,000	13,271.49	361,728.51
23-46A	Various Bridges & Culverts	20,000	20,000	-	20,000.00
23-46B	Bracken Culvert	22,000	22,000	-	22,000.00
23-46C	Claire Road Culvert	18,000	18,000	-	18,000.00
23-46D	Maynard Bridge	40,000	40,000	-	40,000.00
23-49	Transportation Master Plan	50,000	50,000	-	50,000.00
23-50	Pre-Engineering Roads 2024	45,000	45,000	-	45,000.00
23-51	Pleasant Valley Municipal Drain - Drainage Act Maintenance	16,500	16,500	-	16,500.00
23-52	Gravel Road Granular Renewal	300,000	300,000	91,726.29	208,273.71
23-53	Sydenham Drinking Water System	22,000	22,000	-	22,000.00
23-55	Traffic Counter Units	13,500	13,500	12,480.86	1,019.14
23-56	Road 38 Preliminary Design	120,000	120,000	-	120,000.00
21-R09	Arterial Reserve (Road 38 - Reserve Transfer)	270,000	270,000	270,000.00	-
23-30	Electronic Portable Message Boards	60,000	60,000	58,172.12	1,827.88
23-33	Speed Monitoring Radar Sensor (OPP)	7,000	7,000	6,216.83	783.17
	<b>subtotal</b>	<b>15,228,168.37</b>	<b>13,990,009.52</b>	<b>7,057,986.46</b>	<b>6,932,023.06</b>
	<b>FACILITIES</b>				
20-27	Town Hall - Accessible Entrance Ramp & Front Step	300,000.00	65,616.86	-	65,616.86
23-08	Town Hall Expansion Design	300,000	300,000	-	300,000.00
21-33	Admin Office Location Expansion Feasibility Study	68,528.24	34,265.65	15,160.20	19,105.45
21-01	New Firehall - replacing Station 8	3,583,546.58	780,308.31	698,069.94	82,238.37
23-63	Sydenham - Station 5 - Renovations/Repairs	120,000	120,000	-	120,000.00
21-37	Petworth Mill Improvements	70,000.00	62,716.53	1,955.83	60,760.70
22-35	Bellrock Mill Improvements	70,000.00	58,296.46	100.00	58,196.46
22-32	New Monitoring Wells & Land / Water Rights Purchase	265,000.00	222,470.62	186,689.61	35,781.01
22-33	Storrington Yard - Fabric Replacement on Sand Dome / Storrington Yard - Fabric Replacement on Salt Dome	115,000.00	104,027.73	36,538.94	67,488.79
23-67	Fabric Roof Panels (3) - Keeley Road Sand/Salt Dome	80,000	80,000	48,442.15	31,558
22-36	New Docks - Battersea Village	20,000.00	15,285.20	14,195.52	1,089.68
23-60	Verona Medical Clinic - Construction 2nd floor accessible entrance	60,000	60,000	-	60,000.00
23-66	Building Condition Assesment Update	70,000	70,000	-	70,000.00
23-65A	Storrington Yard Fuel System	50,750	50,750	9,943.99	40,806
23-65B	Fuel Management System - Bedford	15,000	15,000	12,231.55	2,768
23-65C	Fuel Management System - Keeley	18,603	18,603	11,351.33	7,252
23-65D	Fuel Management System - Portland	15,000	15,000	11,351.33	3,649
	<b>subtotal</b>	<b>5,221,427.82</b>	<b>2,072,340.36</b>	<b>1,046,030.39</b>	<b>1,026,309.97</b>
	<b>SYDENHAM WATER</b>				
18-18	Water Hauling Station & Mill Pond Drinking Station	95,000.00	13,708.11	-	13,708.11
22-53	SCADA & PLC (2023-2024)	275,000.00	275,000.00	7,284.80	267,715.20
22-54	Serpentine Piping (2024-2025)	700,000.00	700,000.00	-	700,000.00
	<b>subtotal</b>	<b>1,070,000.00</b>	<b>988,708.11</b>	<b>7,284.80</b>	<b>981,423.31</b>
	<b>RECREATION</b>				
20-41	Davidson Beach - Access Road to swim area	50,000.00	50,000.00	-	50,000.00
19-54	Storrington Centre Upgrades	822,309.00	103,264.62	55,639.09	47,625.53
21-25	Battersea Park Gates	10,000.00	10,000.00	-	10,000.00
22-38	McMullen - Verona Court Project	476,323.00	471,593.71	270,990.59	200,603.12
22-39	Centennial Multipurpose Facility Two Cover / Roof	364,878.00	274,704.86	310,947.44	36,242.58
22-43	Consulting Fee - User Fee & Facility Allocation Policy	49,720.00	49,720.00	29,616.23	20,103.77

**Township of South Frontenac  
2023 Capital Budget Update  
To September 11, 2023**

<b>2023 Capital</b>					
<b>Project #</b>	<b>Project *</b>	<b>Total Project</b>	<b>2023 Original Budget (REVISIED WITH Previous Year CARRYOVERS))</b>	<b>2023 Actuals</b>	<b>Variance</b>
22-44	Recreation Software	48,150.00	31,941.92	-	31,941.92
23-80	Boat Launch/Water Access Review	25,000	25,000	-	25,000.00
23-83	Glendower Heritage Garden	20,000	20,000	-	20,000.00
23-89	Glendower Community Court Renewal	154,522	154,522	-	154,521.54
23-87	Glendower Park: Removal of old Equipment	10,000	10,000	-	10,000.00
23-84	Storrington Centre Audio Equipment	10,000	10,000	230.51	9,769.49
23-85	Storrington Centre Exterior Renovations	40,000	40,000	12,627.50	27,372.50
23-86	Centennial Park Accessible Washrooms - Design work	5,000	5,000	-	5,000.00
23-88	Purchase of materials for Picnic Tables	20,000	20,000	15,736.62	4,263.38
23-100	Centennial Park Playground Renewal	91,000	91,000	-	91,000.00
23-101	Inverary Playground Equipment Replacement	33,000	33,000	-	33,000.00
23-103	Princess Anne Repairs	15,000	15,000	-	15,000.00
23-104	Cenntennial Park Diamond and Soccer Bleacher Replace.	52,500	52,500	54,385.76	- 1,885.76
23-105	McMullen Park Building Remediation	25,000	25,000	-	25,000.00
	<b>subtotal</b>	<b>2,322,401.54</b>	<b>1,492,246.65</b>	<b>750,173.74</b>	<b>742,072.91</b>
	<b>DEVELOPMENT SERVICES</b>				
19-60	Official Plan	176,000.00	39,447.91	19,357.64	20,090.27
21-16	Development of Subdivision /Condo Standards	15,000.00	15,000.00	-	15,000.00
21-17	Servicing Options Study	100,000.00	100,000.00	72,197.51	27,802.49
22-60	Napanee River Lakes Study Updated Floodplain Mapping	79,900.00	79,900.00	59,925.00	19,975.00
23-04	New Building Vehicle	45,000.00	45,000.00	-	45,000.00
23-06	Zoning Bylaw Update	125,000.00	125,000.00	-	125,000.00
23-07	Community Planning Permit System	25,000.00	25,000.00	-	25,000.00
23-11	Development Services Records	51,623.00	51,623.00	11,064.66	40,558.34
	<b>subtotal</b>	<b>617,523.00</b>	<b>480,970.91</b>	<b>162,544.81</b>	<b>318,426.10</b>
	<b>Total</b>	<b>30,227,690.80</b>	<b>23,677,519.68</b>	<b>10,149,917.31</b>	<b>13,471,602.37</b>

# Township of South Frontenac Staff Report

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To: Council

Prepared by: Office of the Clerk

Date of Meeting: September 19, 2023

Subject: **Notice of Motion – Noise By-law Exemption Applications – Delegated Authority**

## Summary

At the September 5, 2023, Council meeting, Councillor Trueman submitted a Notice of Motion requesting that staff report back to Council regarding a proposed policy which would allow for certain Noise By-law Exemption Applications to be processed via delegated authority.

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## Recommendation

**That** Council direct staff to report back to Council regarding a proposed policy to process certain Noise By-law Exemption Applications through delegated authority.

## Background

At the September 5, 2023 Council meeting, Councillor Trueman submitted a Notice of Motion requesting staff report back to Council regarding a proposed policy which would allow for certain Noise By-law Exemptions Applications to be processed via delegated authority.

## Discussion/Analysis

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

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

## Financial Implications

None.

## Relationship to Strategic Plans

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

Priority:

## Attachments

None.

## Approvals

Submitted By:



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James Thompson  
Clerk and Community Emergency Management Coordinator

Approved By:



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Louise Fragnito, CPA, CGA  
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2023-76**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF  
THE SPECIAL COUNCIL MEETING OF THE CORPORATION OF THE TOWNSHIP  
OF SOUTH FRONTENAC ON SEPTEMBER 19, 2023**

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**Whereas** Section 8 of the *Municipal Act*, S.O. 2001 c. 25 and amendments thereto provides that a municipality has the capacity, rights powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* of any other *Act*; and;

**Whereas** Subsection 2 of Section 11 of the *Municipal Act* S.O. 2001, c. 25 and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of the jurisdiction described in the Table to Subsection 2, subject to certain provisions, and;

**Whereas** Section 5 of the *Municipal Act*, S.O 2001 c. 25 and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise, and

**Whereas** the Council of the Township of South Frontenac deems it expedient to confirm its actions and proceedings;

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL CORPORATION OF  
THE TOWNSHIP OF SOUTH FRONTENAC, HEREBY ENACTS AS FOLLOWS:**

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on September 19, 2023 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac held September 19, 2023 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on September 19, 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 19 day of September 2023.

Read a third time and finally passed this 19 day of September 2023.

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

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**Ron Vandewal, Mayor**

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**James Thompson, Clerk**