



**TOWNSHIP OF SOUTH FRONTENAC**  
**Council Meeting Agenda**



TIME: 7:00 PM,  
 DATE: Tuesday, February 21, 2023  
 PLACE: Electronic Participation/Council Chamber.

1. Call to Order and Roll Call
  - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
  - a) Resolution
4. Scheduled Closed Session
5. Delegations
  - a) Julie Runions, Utilities Kingston will be present to speak to Council regarding 2022 Sydenham Water Summary Report.
6. Public Meeting
7. Approval of Minutes
  - a) Resolution 4 - 10
8. Business Arising from the Minutes
9. Reports Requiring Action
  - a) **2022 Sydenham Water Summary Report** 11 - 21

**Recommendation:**

*That Council receive the 2022 Annual Summary Reports for the Sydenham Water Treatment Plant as required by the terms and conditions outlined in Schedule 22 of Ontario Regulation 170/03 for Drinking Water Systems.*

- b) **Support for RED Grant Application** 22 - 24

**Recommendation:**

*That Council support the Township's application to the RED Grant program for the fabrication and installation of wayfinding signage;*

*That the Township's share of the contribution for the RED grant project in the amount of \$560,000 over 3 years (2023-2025) be funded from Working Funds Reserve;*

*That the additional funds for the Township's gateway signage project in the amount of \$160,000 over 3 years (2023-2025) be funded from Working Funds Reserve; and*

*That the Mayor and Clerk be authorized to sign a RED grant agreement, should the Township be successful in their application.*

- c) **Development Services – Staff Level Analysis** 25 - 28

**Recommendation:**

*That Council approve the creation of one (1) Planning Coordinator to replace the current Planning Assistant position within the Development Services Department;*

*That Council approves the creation of one (1) Planning Clerk position within the Development Services Department; and*

*That the position changes be funded from the implementation of the Heritage Review fee and Zoning Compliance Review fee.*

10. Advisory Committee Reports or Minutes

11. By-laws

- a) **Planning Fees Update** 29 - 40

**Recommendation:**

*That By-law 2023-18, being A By-law to establish updated Planning Fees for 2023 be given first and second reading; and*

*That By-law 2023-18 be given third reading, signed and sealed.*

- b) **RC-21-09 (Boychuk) (Wilson, Brigneti) – Application to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 8 & 9, Storrington** 41 - 46

**Recommendation:**

*That By-law number 2023-16, being a By-law to stop up, close and transfer ownership of Parts 1, Plan 13R22804 being a portion of unopened road allowance between Concessions 8 & 9, Storrington; and*

*That By-law number 2023-16 be given third reading, signed and sealed.*

- c) **RC-21-08 (Rosnak) –Application to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 8 & 9, Lot 36 and between the Township of South Frontenac and the Township of Central Frontenac** 47 - 52

**Recommendation:**

*That By-law number 2023-17, being a By-law to stop up, close and transfer ownership of Parts 3, 4 and 5, Plan 13R22800 being a portion of unopened road allowance between Concessions 8 & 9, lot 36 and between the Township of South Frontenac and the Township of Central Frontenac, be given first and second reading; and*

*That By-law number 2023-17 be given third reading, signed and sealed.*

12. Reports for Information

13. Information Items
- a) Quinte Conservation - Drinking Water Source Protection 53 - 55
- b) 2023 Source Protection Workshop 56
- c) Frontenac County Council Meeting – February 15, 2023 – Reports from the Chief Administrative Officer – Public Support of Dr. Brooks’ Neighbours Saving Neighbours Volunteer Responder Pilot Program for Cardiac Arrest 57 - 58
14. Notice of Motions
15. Announcements/Statements by Councillors
16. Question of Clarity (from the public on outcome of agenda items)
17. Closed Session (if requested)
- a) Resolution: That Council resolve itself into the Committee of the Whole “Closed Meeting” to consider the following items:
- b) Approval of January 17, 2023 and February 7, 2023 Committee of the Whole "Closed Meeting" Minutes
- c) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Insurance Claim
- d) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - Office Feasibility Study
- e) Resolution: That Council rise from the Committee of the Whole "Closed Meeting" without reporting.
18. Confirmatory By-law
- a) Resolution 59
19. Adjournment
- a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader



**TOWNSHIP OF SOUTH FRONTENAC**  
**Council Meeting Minutes**



**Meeting # 10**

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

**Location:** Council Chamber/Virtual

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

**Staff:** Louise Fragnito - Chief Administrative Officer, Kyle Bolton - Director, Public Services, Brad Wright - Director, Development Services, Shelley Stedall - Director of Corporate Services & Treasurer, Christine Woods - Senior Planner, James Thompson - Clerk, Michelle Hannah - Planning Assistant

1 Call to Order and Roll Call

a) Resolution

Resolution No. 2023-10-01

Moved by Councillor Roberts

Seconded by Councillor Morey

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

Carried

b) Ms. Hannah conducted the Roll Call.

2 Declaration of pecuniary interest and the general nature thereof

a) Councillor Trueman declared a pecuniary interest regarding the appointment of public representatives to the Recreation & Leisure Advisory Committee.

3 Approval of Agenda

a) Resolution

Resolution No. 2023-10-02

Moved by Councillor Leonard

Seconded by Councillor Ruttan

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

5 Delegations

a) Anne Prichard, Executive Director, Frontenac Business Services was present to speak to Council regarding Frontenac Business Services.

6 Public Meeting

7 Approval of Minutes

a) Resolution

Resolution No. 2023-10-03

Minutes of Council  
February, 7, 2023

Moved by Councillor Roberts  
Seconded by Councillor Trueman  
That the minutes of the January 31, 2023 Council meeting be approved.

Carried

8 Business Arising from the Minutes

9 Reports Requiring Action

a) **Committee Appointment: Heritage Advisory Committee, Lake Ecosystem Advisory Committee and Recreation & Leisure Services Advisory Committee**

- The report provided Council with the necessary background information to appoint both members of Council as well as members of the public to the Heritage Advisory Committee, Lake Ecosystem Advisory Committee and the Recreation & Leisure Services Advisory Committee.

Resolution No. 2023-10-04

Moved by Councillor Pegrum  
Seconded by Councillor Trueman

1. That Councillor Trueman be appointed to the Heritage Advisory Committee for the term of Council.

2. That Councillor Pegrum and Councillor Ruttan be appointed to the Lake Ecosystem Advisory Committee for the term of Council.

3. That Councillor Roberts and Councillor Leonard be appointed to the Recreation & Leisure Services Advisory Committee for the term of Council.

Carried

Moved by Deputy Mayor Sleeth

Seconded by Councillor Ruttan

That Clause 4. of Agenda Item 9. A. be amended to read as follows:

"That the following five public representatives be appointed to the Heritage Advisory Committee for the term of Council;"

Carried

Moved by Councillor Morey

Seconded by Councillor Pegrum

4. That the following five public representatives be appointed to the Heritage Advisory Committee for the term of Council; Michael Gemmell, John McDougall, Michael Payne, Wilma Kenny and Angela Maddocks.

5. That the following nine public representatives be appointed to the Recreation & Leisure Services Advisory Committee; Michele Zigman, Jeffrey (Jeff) Monaghan, Holly Wilson, Paige Moreland, Paul Wash, Marc Goudie, Karl G Hammer, Shane Peters and Marie Wilkins; and

That notwithstanding the Committee By-law, public representatives be appointed to the Recreation & Leisure Services Advisory Committee for a term concluding September 30, 2024; it being understood that staff will report back to Council in September, 2024 to evaluate the effectiveness of the new mandate of the Recreation & Leisure Services Advisory Committee and consider whether amendments to the composition and/or mandate of the Committee should be contemplated.

6. That the following six lake associations representatives (which have been officially endorsed by their respective lake association) be appointed to the Lake Ecosystem Advisory Committee; Alan Revill (Desert Lake Property Owners' Association), Janet Brown (Dog & Cranberry Lakes Association), Justin Connidis

Minutes of Council  
February, 7, 2023

(Garter Lake Lane Association), Joseph Buckley (Fourteen Island and Mink Lakes Watershed Association), Terry Mauer (Inverary Lake Residents Association) and Tim Upton (West Devil Lake Property - Owners Association); and

That two members of the public (who own and/or reside on a lakeshore property and/or that possess specific knowledge or expertise) be appointed to the Lake Ecosystem Advisory Committee; Ellie Prepas, Gerrit Buitenhuis; and

That notwithstanding the Committee By-law, public representatives be appointed to the Lake Ecosystem Advisory Committee for a term concluding September 30, 2024; it being understood that staff will report back to Council in September, 2024 to evaluate the effectiveness of the mandate of the Lake Ecosystem Advisory Committee and consider whether amendments to the composition and/or mandate of the Committee should be contemplated.

Carried  
(See Motion to Amend which Carried)

Moved by Councillor Roberts

Seconded by Deputy Mayor Sleeth

That Clause 6. A. of Agenda Item 9.A be amended to include the following paragraph:

"That notwithstanding the Committee By-law, public representatives be appointed to the Lake Ecosystem Advisory Committee for a term concluding September 30, 2024; it being understood that staff will report back to Council in September, 2024 to evaluate the effectiveness of the mandate of the Lake Ecosystem Advisory Committee and consider whether amendments to the composition and/or mandate of the Committee should be contemplated."

Carried  
Carried

b) **2023 Meeting Schedule**

- The report provided Council with background information and recommend adoption of the 2023 meeting schedule for Council, Committee of the Whole, advisory committees and legislated committees. recognizable to the public.

Resolution No. 2023-10-05

Moved by Deputy Mayor Sleeth

Seconded by Councillor Ruttan

That the 2023 schedule of meetings of Council, Committee of the Whole, advisory committees and legislated committees, attached as Exhibit A to the Report, be approved; and

That notwithstanding the regularly scheduled Council and Lake Ecosystem Advisory Committee meeting dates, Council approve the following meeting dates:

Schedule Adjustments:

- July 4, Council meeting rescheduled to July 11;
- August 1, Council meeting rescheduled to August 15;
- August 17, Police Services Board Meeting rescheduled to August 10; and
- December 28, Lake Ecosystem Advisory Committee rescheduled to December 7.

Carried

c) **Light Duty Vehicle Colour**

- The report provided information on the current paint scheme for light duty vehicles and seeks approval to proceed with white coloured light duty vehicles with a vinyl vehicle wrap of the brand pattern above the

rear wheels in orange to keep Township staff and trucks recognizable to the public.

Resolution No. 2023-10-06

Moved by Councillor Leonard

Seconded by Councillor Godfrey

That Council support changing the colour of light duty vehicles from orange to white with an orange vinyl vehicle wrap above the rear wheels using the brand pattern.

Carried

d) **Public Consultation and Schedule of Adoption of the New South Frontenac Official Plan**

- Staff sought support from Council to proceed with public consultation and a revised schedule to adopt the new Official Plan. Open houses and statutory public meetings are legislated requirements and provide an opportunity for public input and comment on Official Plan policy direction.

Resolution No. 2023-10-07

Moved by Councillor Godfrey

Seconded by Councillor Trueman

That Council endorse the schedule to consider the adoption of the Official Plan and provide for public consultation; and

That Council direct staff to engage the Heritage Committee and Lake Ecosystems Committee for input and comment; and

That Council direct staff to schedule In-person Open House, and Statutory Public Meeting to facilitate public consultation.

Carried

e) **Bellrock and Petworth Mills Update**

- The report provided information on the condition of the Bellrock and Petworth Mills sites and seeks approval to proceed with next steps.

Resolution No. 2023-10-08

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That Council approve the design of the structural demolition of the Bellrock and Petworth Mill sites along with the park space design of the sites.

Carried

10 Committee Meeting Minutes

11 By-laws

a) **Implementation of Administrative Monetary Penalties – Dog Control By-law**

- The report provided Council with information regarding the proposed expansion of the application of Administrative Monetary Penalties (AMPs) to deter actions prohibited under By-law 2001-66, as amended, being 'A By-Law To License Dogs, And For Regulating The Running At Large Of Dogs Within The Corporation Of The Township Of South Frontenac'.

Resolution No. 2023-10-09

Moved by Councillor Morey

Seconded by Councillor Ruttan

Minutes of Council  
February, 7, 2023

That By-law 2023-10 attached as Exhibit A, being 'A By-law to Amend By-law 2022-70, As Amended, A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws', be given first and second reading.

Carried

Resolution No. 2023-10-10

Moved by Councillor Trueman

Seconded by Councillor Roberts

That By-law 2023-10 attached as Exhibit A, being 'A By-law to Amend By-law 2022-70, As Amended, A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws', be given third reading, signed and sealed.

Carried

Resolution No. 2023-10-11

Moved by Councillor Godfrey

Seconded by Councillor Roberts

That By-law 2023-11 attached as Exhibit B, being 'A By-Law to Amend By-Law 2001-66, As Amended, A By-Law To License Dogs, And For Regulating The Running At Large Of Dogs Within The Corporation Of The Township Of South Frontenac', be given first and second reading.

Carried

Resolution No. 2023-10-12

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That By-law 2023-11 attached as Exhibit B, being 'A By-Law to Amend By-Law 2001-66, As Amended, A By-Law To License Dogs, And For Regulating The Running At Large Of Dogs Within The Corporation Of The Township Of South Frontenac', be given third reading, signed and sealed.

Carried

b) **2023 Interim Tax Levy**

- The report and the attached by-law provided the Township the ability to levy interim property tax amounts to properties within the Township and provides for penalties to be charged on outstanding arrears.

Resolution No. 2023-10-13

Moved by Councillor Pegrum

Seconded by Deputy Mayor Sleeth

That By-law 2023-12 to establish interim property taxes for 2023 be given first and second reading; and

Carried

Resolution No. 2023-10-14

Moved by Councillor Godfrey

Seconded by Councillor Ruttan

That By-law 2023-12 be given third reading, signed and sealed.

Carried

c) **Zoning By-law Amendment Application - PL-ZBA-2022-0127, Jones, 1829 Morrison Road**

- The report recommended that Council pass a by-law to change the zone on the subject property to permit a secondary dwelling unit.

Resolution No. 2023-10-15

Moved by Councillor Trueman

Seconded by Councillor Godfrey

That By-law 2023-13 being a By-law to amend By-law 2003-075, as amended, to rezone land from the Rural (RU) zone to Rural – Special Provision (RU-69) zone

Minutes of Council  
February, 7, 2023

on lands described as 1829 Morrison Road, Part 4, Reference Plan 13R10719, Part Lot 12, Concession 5, District of Loughborough be given first and second reading; and

Carried

Resolution No. 2023-10-16

Moved by Councillor Pegrum

Seconded by Councillor Morey

That By-law 2023-13 be given third reading, signed and sealed.

A recorded vote was requested by Councillor Roberts:

Yeas: Councillor Leonard, Councillor Pegrum, Councillor Godfrey, Councillor Morey and Mayor Vandewal

Nays: Deputy Mayor Sleeth, Councillor Trueman, Councillor Ruttan and Councillor Roberts

Carried 5:4

- d) Council received two items of correspondence related to the application.
- e) **Zoning By-law Amendment Application PL-ZBA-2022-0157, Shepherd, 1646 Shales Road**
- The report recommended that Council pass a by-law to change the zone on a portion of the subject property from the Rural (RU) zone to a property specific Rural (RU-68) zone to permit a deficient lot frontage of 55 metres.

Resolution No. 2023-10-17

Moved by Councillor Roberts

Seconded by Councillor Trueman

That By-law 2023-14 being a By-law to amend By-law 2003-075, as amended, to rezone land from the Rural (RU) zone to Rural – Special Provision (RU-68) zone on lands described as 1646 Shales Road, Part of Lot 17, Concession 11, District of Loughborough be given first and second reading; and

Carried

Resolution No. 2023-10-18

Moved by Deputy Mayor Sleeth

Seconded by Councillor Leonard

That By-law 2023-14 be given third reading, signed and sealed.

Carried

12 Reports for Information

13 Information Items

a) **2023 Ontario Farmland Forum**

b) **Cataraqui Conservation 2023 Municipal Levy**

14 Notice of Motions

15 Announcements/Statements by Councillors

16 Question of Clarity (from the public on outcome of agenda items)

17 Closed Session (if requested)

Minutes of Council  
February, 7, 2023

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

Resolution No. 2023-10-19

Moved by Councillor Morey

Seconded by Councillor Roberts

That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following item: a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Financial Negotiations.

Carried

- b) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Financial Negotiations.
- c) Resolution - That Council Rise from Committee of the Whole - "Closed Meeting" without Reporting.

Resolution No. 2023-10-20

Moved by Councillor Pegrum

Seconded by Councillor Leonard

That Council Rise from Committee of the Whole - "Closed Meeting" without Reporting.

Carried

18 Confirmatory By-law

- a) Resolution

Resolution No. 2023-10-21

Moved by Councillor Morey

Seconded by Councillor Roberts

That By-law 2023-15, being the confirmatory by-law, be given first and second reading.

Carried

Resolution No. 2023-10-22

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That By-law 2023-15, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

19 Adjournment

- a) Resolution

Resolution No. 2023-10-23

Moved by Councillor Ruttan

Seconded by Councillor Trueman

That the Council meeting of February 7, 2023 be adjourned at 9:12 p.m.

Carried

---

James Thompson, Clerk

---

Ron Vandewal, Mayor

# Township of South Frontenac Staff Report

---



**To:** Council

**Prepared by:** Public Services Department

**Date of Meeting:** February 21, 2023

**Subject:** 2022 Sydenham Water Summary Report

## Summary

The purpose of this report is to recommend that Township Council receive the 2022 Sydenham Water Summary Report as required by the terms and conditions outlined in Schedule 22 of Ontario Regulation 170/03 for Drinking Water Systems.

---

## Recommendation

That Council receive the 2022 Annual Summary Reports for the Sydenham Water Treatment Plant as required by the terms and conditions outlined in Schedule 22 of Ontario Regulation 170/03 for Drinking Water Systems.

## Background

The Annual Water Summary Report is a statement to satisfy compliance with all terms and conditions of Schedule 22 of [Ontario Regulation 170/03 for Drinking Water Systems](#).

The purpose of this covering report is to provide a detailed description of the measures taken to ensure compliance with the Drinking Water Works Permit (DWWP) and the Municipal Drinking Water Licence (MDWL). The annual compliance report is attached as Attachment A to this covering report.

The terms and conditions of the DWWP and MDWL are located under the “Compliance” section of the annual summary report. The report summarizes the activities of the licensed water system operators as they relate to the water quality parameters outlined within the drinking water regulations. In addition, the report also summarizes specific instances of non-compliance and adverse water quality during the 2022 reporting period which are summarized below in this covering report.

## Discussion/Analysis

There were no instances of non-compliance with the terms and conditions of the Drinking Water Works Permit (DWWP) or the Municipal Drinking Water License (MDWL) during the 2022 reporting period.

There was one notification of adverse water quality reported to the Spills Action Centre and to the Environmental Health Division of the local Ministry of Health during the 2022 reporting period.

1. **March 31, 2022:** Notification for total coliform bacteria with a count of 1 cfu/100ml. Combined chlorine residual at the time of sampling was 1.82 mg/L. Subsequent resampling and testing was undertaken from the same location, upstream and downstream and sent to the lab for analysis. No adverse conditions/results were detected in these samples. With the free chlorine residual present in the original sample and the subsequent re-samples not indicating any adverse conditions, a contaminated sample bottle or sampling error is suspected.

Further details for the reporting period are provided in Attachment A.

### 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 (if applicable):

### Climate Considerations

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

### Notice/Consultation

- Utilities Kingston

### Attachments

Attachment A – Sydenham Water Treatment Plant, Annual Summary Report 2022

**Approvals**

Submitted By:



---

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

Reviewed By:



---

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

Approved By:



---

Louise Fragnito, CPA, CGA  
Chief Administrative Officer



# **SYDENHAM WATER TREATMENT PLANT 2022 ANNUAL SUMMARY REPORT**

**Drinking Water System Number:** 260069290  
**Drinking Water System Owner:** Township of South Frontenac  
**Drinking Water System Category:** Large Municipal Residential

Submitted by:  
David Fell  
President & C.E.O.

**DOCUMENT:**  
**Sydenham Water Treatment Plant Annual Summary Report**

**TABLE OF CONTENTS**

1 INTRODUCTION ..... 3

2 NON COMPLIANCE ..... 3

3 COMPLIANCE..... 3

4 NOTIFICATIONS..... 4

4.1 EVENTS REQUIRING NOTIFICATIONS ..... 4

5 QUANTITY OF WATER SUPPLIED ..... 4

6 FLOW RATE EXCEEDANCES ..... 5

7 TREATMENT CHEMICALS USED ..... 5

8 SUMMARY ..... 5

**DOCUMENT:**

Sydenham Water Treatment Plant Annual Summary Report

**1 INTRODUCTION**

This annual summary report has been prepared as required under Ontario Regulation 170/03 of the Safe Drinking Water Act (SDWA) to acknowledge compliance with the terms and conditions of the Drinking Water Works Permit (DWWP) and Municipal Drinking Water License (MDWL) issued for the Sydenham Drinking Water System, to comment on any incidents of non-compliance during the reporting period, to summarize the quantities of the water supplied and to compare the summaries to the rated capacity and flow rates approved in the system's permits and approvals during the reporting period.

This report is specific to the Sydenham Water Treatment Plant (WTP) located at Point Rd. in Sydenham, and its associated distribution system which serves Sydenham's municipal water customers in the village of Sydenham. The WTP and its associated distribution system are owned by the Township of South Frontenac, with Utilities Kingston acting as the operating authority.

**2 NON COMPLIANCE**

There were no issues of non-compliance with the terms and conditions of the DWWP or MDWL during this reporting period.

**3 COMPLIANCE**

The Treatment Group of Utilities Kingston, for the Township of South Frontenac, operates and maintains the Sydenham Water Treatment Plant (WTP) and complies with the terms and conditions of the Drinking Water Works Permit (DWWP) and Municipal Drinking Water License (MDWL) issued for the WTP. The Utilities Kingston Systems Operations department and the Treatment Group of Utilities Kingston operate and maintain the associated distribution system and storage facilities. Staffing is maintained at levels to ensure adequate numbers of trained and licensed personnel are available for proper operations during emergency or upset conditions, vacation/sick relief, or to deal with equipment breakdown.

Quality management systems (QMS), contingency plans, and operations manuals are established and are located in the appropriate facilities and available to appropriate staff.

A QMS for the Township of South Frontenac's drinking water supply systems has been developed and implemented by Utilities Kingston management and staff to ensure the continued safety and security of the community's drinking water by meeting or exceeding the requirements of all relevant legislation and regulations, and the Drinking Water Quality Management Standard (DWQMS).

Operations manuals include information necessary for the day to day operations and maintenance of the WTP and distribution system as well as information that may not be regularly used but that might be required to be accessed quickly for various purposes. Contingency plans include information that may be required for proper operation of the WTP or distribution system during emergency or upset conditions and contain items such as emergency plans and contact lists, alternate materials supply sources and notification lists.

The operations strategy of Utilities Kingston includes ensuring that permits and approvals are in place, that efficient maintenance and operations ensures the quality of water supplied to its customers meets or exceeds the minimum requirements as set out in the SDWA, and that permissible flow rates are not exceeded. The Township of South Frontenac, as a means of source water protection, considers the impact of decisions made within its authority on the drinking water supply source for the WTP.

Flow measuring devices for measuring the amount of water taken from Sydenham Lake, and the amount of water supplied to the distribution system are calibrated annually by a third party. Accuracy in these measurements ensures that treatment chemicals are precisely applied and that flows do not

**DOCUMENT:**

Sydenham Water Treatment Plant Annual Summary Report

exceed the capacity at which the WTP is designed to be effective. These flows are recorded to provide current and historical information, which is used for operational decision making, and to allow both the public and the Ministry of the Environment, Conservation and Parks (MECP) the ability to review WTP operations.

Water quality analyzers that monitor parameters such as chlorine residual and turbidity of critical process streams and of the water directed to the distribution system are alarm equipped and are maintained in accordance with the manufacturer's recommendations as well as the conditions of the DWWP and MDWL.

Water sampling is conducted to the minimum requirements of schedule 13 of Ontario Regulation 170/03 of the Safe Drinking water Act. Raw water sampling is conducted to give operational staff information required to determine the level of treatment to make the water potable. In-plant process stream samples provide monitoring of treatment processes. Treated and distribution system sampling provides information regarding the quality of water delivered to customers. All of these samples are analyzed by either licensed staff or by laboratories accredited by the Standards Council of Canada through the Canadian Association for Environmental Analytical Laboratories.

All sampling information, annual reports, and all other documentation required by the DWWP, MDWL and regulations are available for public viewing on the Utilities Kingston website as well as at the Utilities Kingston and Township of South Frontenac offices. Residents of the village of Sydenham are encouraged to review this information, the availability of which is advertised through various local media.

## 4 NOTIFICATIONS

Under Ontario Regulation 170/03, notifications were required for any instances where a sample result indicated that a parameter used to measure water quality exceeded a Maximum Acceptable Concentration (MAC). Once a notification is received from a laboratory or an observation of any other indicator of adverse water quality is made by operations personnel, corrective action as dictated by the regulations is initiated in an effort to confirm the initial result. If confirmed, further action may be recommended by the Medical Officer of Health (MOH). If not confirmed, sampling will typically return to the normal schedule or depending on the parameter, Utilities Kingston may choose to increase the sampling frequency to monitor the parameter more closely for a period of time. The details of any events requiring notifications are listed below.

### 4.1 EVENTS REQUIRING NOTIFICATIONS

- Notification of an indicator of adverse water quality was received from Caduceon Environmental Laboratories regarding a sample collected on **March 31<sup>st</sup>** for Total Coliform (TC) with a count of **1 cfu/100mL**. Combined chlorine residual at the time of sampling was **1.82 mg/L**. Notifications were made to the Spills Action Centre and to the Environmental Health Division of the local Ministry of Health. Resamples were collected from the same location, upstream and downstream and sent to the lab for analysis. With the combined chlorine residual present in the original sample and the subsequent re-samples not indicating any adverse conditions, a contaminated sample bottle or sampling error is suspected.

## 5 QUANTITY OF WATER SUPPLIED

Listed in Table 3 following this report are the treated water flows for the Sydenham Water Treatment Plant. The typical Canadian average water usage per person is 220 litres per person per day (source: Stats Canada 2017). Once all services to the water distribution system are completed, an accurate calculation of water usage per person for the village of Sydenham can be calculated.

<b>DOCUMENT:</b> Sydenham Water Treatment Plant Annual Summary Report
--

## 6 FLOW RATE EXCEEDANCES

There were no instances during this reporting period where daily total flows exceeded the maximum allowable flow rate of 1290 m<sup>3</sup>/day. Listed in Tables 1 and 2 following this report are the raw water flows (water taken from Sydenham Lake) for the Sydenham Water Treatment Plant.

## 7 TREATMENT CHEMICALS USED

There are three treatment chemicals in use at this treatment plant. Sodium Hypochlorite is used for primary disinfection, XL1900 (Polyaluminum Chloride) used as the coagulant and Ammonium Sulphate combined with Sodium Hypochlorite to form chloramines for secondary chlorination for the WTP.

Sodium Hypochlorite is dosed at the treatment plant at a rate which ensures that an adequate chlorine Contact Time (CT) value is maintained for the rate of flow. Average chlorine dosages for this treatment plant are approximately 4.43 mg/l. Ammonium Sulphate is added at an approximate rate of 3.5:1 ratio (chlorine/ammonia) to react with the free chlorine to form chloramines for secondary chlorination. An adequate chloramines residual is maintained at those points in the distribution system that are farthest from the point of entry of treated water to the system. Residuals are routinely measured in the distribution system and the treatment plant chlorine dosages are adjusted as required to meet the distribution system target residuals and the required CT values.

Typically, XL1900 (Polyaluminum Chloride) dosages for this treatment plant were in the range of 6.89 – 16.92 mg/l. This dosage is also adjusted to ensure efficiency in the coagulation process as various changes occur in the raw water. Changes are based on things such as filter head loss, pH, temperature, turbidity, and the aluminum residual in the treated water.

## 8 SUMMARY

The Sydenham Water Treatment Plant supplied water to residents of Sydenham at rates which allowed adequate treatment while not exceeding permitted flows. Water of good quality which is safe to drink was produced by the treatment plant during this reporting period.

Further information is available for this system and is included in the annual reports which can be accessed from the Utilities Kingston Website at <http://www.utilitieskingston.com> or is available at Kingston City Hall, or the Utilities Kingston offices. For further information about this report or any questions regarding accessibility, contact Robert Cooney at [rcooney@utilitieskingston.com](mailto:rcooney@utilitieskingston.com), or call 613-546-1181 Ext 2291.

**UTILITIES KINGSTON – WATER TREATMENT – ANNUAL SUMMARY REPORT**

**DOCUMENT:**

Sydenham Water Treatment Plant Annual Summary Report

**Table 1 – Raw Water Flow Daily Totals (m3)**

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	91	N/A	153	246	220	380	384	112	1	417	357	132
2	438	355	204	162	287	441	462	265	363	200	74	N/A
3	N/A	168	167	N/A	N/A	N/A	38	332	261	305	345	285
4	292	N/A	302	328	259	163	311	N/A	N/A	283	463	204
5	138	282	65	228	229	341	448	230	399	299	N/A	N/A
6	N/A	206	242	17	N/A	3	186	348	415	240	381	356
7	384	N/A	309	354	407	287	162	383	N/A	221	400	73
8	43	318	N/A	152	220	274	472	N/A	328	399	N/A	N/A
9	214	354	293	N/A	234	296	393	284	413	328	350	368
10	295	N/A	339	307	173	324	N/A	502	46	272	508	112
11	N/A	327	1	216	251	N/A	249	N/A	320	209	100	158
12	265	157	319	N/A	319	321	440	234	314	463	341	160
13	169	N/A	181	338	N/A	108	390	421	254	134	382	N/A
14	N/A	330	266	144	383	185	427	N/A	128	256	N/A	332
15	402	196	123	N/A	146	515	280	349	319	487	464	149
16	25	1	1	318	232	179	321	417	295	93	380	N/A
17	N/A	332	335	150	172	266	440	3	N/A	341	208	328
18	366	254	288	N/A	217	198	N/A	375	343	503	484	84
19	160	N/A	N/A	315	295	244	229	292	523	30	42	N/A
20	N/A	300	387	419	N/A	221	375	N/A	N/A	321	532	232
21	356	216	86	N/A	248	240	267	403	363	446	81	211
22	167	N/A	296	251	168	212	N/A	269	455	135	305	228
23	N/A	350	81	147	311	268	343	N/A	155	215	416	111
24	350	150	351	N/A	193	472	490	388	262	520	217	N/A
25	213	202	N/A	296	N/A	51	36	244	390	292	486	396
26	N/A	311	255	242	241	267	243	N/A	N/A	N/A	512	521
27	276	N/A	138	281	483	275	410	411	355	333	273	188
28	266	318	248	18	5	93	158	298	375	480	221	313
29	N/A	N/A	138	305	256	462	N/A	1	N/A	65	157	15
30	295	N/A	317	55	242	64	330	381	379	267	260	N/A
31	171	N/A	2	N/A	N/A	N/A	464	435	N/A	517	N/A	310
<b>Total</b>	<b>5,376</b>	<b>5,127</b>	<b>5,887</b>	<b>5,289</b>	<b>6,191</b>	<b>7,150</b>	<b>8,748</b>	<b>7,377</b>	<b>7,456</b>	<b>9,071</b>	<b>8,739</b>	<b>5,266</b>
<b>Average</b>	<b>244</b>	<b>256</b>	<b>210</b>	<b>230</b>	<b>248</b>	<b>255</b>	<b>324</b>	<b>307</b>	<b>311</b>	<b>302</b>	<b>324</b>	<b>229</b>
<b>Min</b>	<b>25</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>5</b>	<b>3</b>	<b>36</b>	<b>1</b>	<b>1</b>	<b>30</b>	<b>42</b>	<b>15</b>
<b>Max</b>	<b>438</b>	<b>355</b>	<b>387</b>	<b>419</b>	<b>483</b>	<b>515</b>	<b>490</b>	<b>502</b>	<b>523</b>	<b>520</b>	<b>532</b>	<b>521</b>

Permit To Take Water (m3/day)	1,290
Yearly Total (m3)	81,677
Yearly Average (m3)	270
Yearly Min (m3)	1
Yearly Max (m3)	532

**UTILITIES KINGSTON – WATER TREATMENT – ANNUAL SUMMARY REPORT**

**DOCUMENT:**

Sydenham Water Treatment Plant Annual Summary Report

**Table 2 – Peak Raw Water Flow Daily Totals (L/min)**

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	468	N/A	402	477	469	465	479	476	380	480	462	456
2	460	463	463	469	463	468	470	470	477	476	462	N/A
3	N/A	456	406	N/A	N/A	N/A	460	476	402	478	451	459
4	466	N/A	468	466	472	461	468	1	N/A	479	478	397
5	456	477	401	466	402	474	467	373	412	480	44	N/A
6	N/A	403	480	470	N/A	454	479	372	477	478	465	466
7	474	37	458	468	474	472	472	389	N/A	482	463	424
8	376	472	8	403	475	475	462	N/A	404	476	N/A	N/A
9	463	465	456	N/A	473	473	465	424	475	468	455	459
10	461	N/A	452	483	469	473	471	444	399	474	467	382
11	N/A	469	365	460	470	N/A	477	N/A	478	425	432	465
12	465	455	468	N/A	465	480	471	462	482	478	467	408
13	402	N/A	407	476	N/A	477	464	416	482	406	464	N/A
14	N/A	473	467	465	475	471	455	1	393	489	N/A	461
15	463	408	464	N/A	473	476	444	463	469	479	469	394
16	377	359	378	480	475	469	424	474	477	405	432	N/A
17	N/A	470	479	402	431	477	470	395	N/A	465	457	453
18	467	459	408	N/A	480	475	N/A	471	471	479	462	384
19	464	N/A	N/A	471	468	484	403	425	477	435	466	N/A
20	N/A	474	472	471	N/A	474	390	N/A	65	462	458	456
21	459	459	391	N/A	479	474	441	465	481	470	405	437
22	453	N/A	468	472	467	475	N/A	472	482	406	463	457
23	N/A	471	400	463	475	485	475	N/A	403	460	457	401
24	465	401	472	N/A	474	478	464	470	471	458	435	2
25	454	473	N/A	479	N/A	442	403	443	462	457	460	457
26	N/A	497	467	464	475	470	364	N/A	N/A	N/A	460	451
27	471	N/A	407	476	473	467	386	471	468	465	459	457
28	457	496	464	399	402	476	390	472	462	459	452	463
29	N/A	N/A	459	481	484	469	N/A	389	N/A	404	404	391
30	465	N/A	469	402	468	407	469	458	447	474	463	N/A
31	400	N/A	385	N/A	N/A	N/A	473	465	N/A	473	N/A	454
Max	474	497	480	483	484	485	479	476	482	489	478	466

Permit To Take Water (m3/day)	1,334
Yearly Max (m3)	497

**UTILITIES KINGSTON – WATER TREATMENT – ANNUAL SUMMARY REPORT**

**DOCUMENT:**

Sydenham Water Treatment Plant Annual Summary Report

**Table 3 – Treated Water Flow Daily Totals (m3)**

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	95	N/A	113	224	209	377	348	38	N/A	376	340	78
2	401	377	220	140	247	359	404	236	360	172	25	N/A
3	N/A	115	130	N/A	N/A	N/A	N/A	263	233	317	319	295
4	281	N/A	329	323	235	156	281	N/A	N/A	227	423	179
5	112	264	15	193	222	282	381	234	384	311	N/A	N/A
6	N/A	208	250	N/A	N/A	N/A	121	307	347	197	368	392
7	427	343	256	361	390	279	133	334	N/A	201	378	17
8	N/A	292	N/A	112	139	213	406	N/A	338	336	N/A	N/A
9	191	283	276	N/A	227	203	316	226	373	238	335	385
10	265	N/A	286	308	126	276	N/A	460	18	227	463	79
11	N/A	318	N/A	170	227	N/A	194	N/A	325	199	74	155
12	252	118	302	N/A	267	303	353	225	256	417	345	135
13	148	N/A	170	347	N/A	44	321	390	268	111	335	N/A
14	N/A	290	273	100	386	170	344	N/A	94	242	N/A	322
15	416	210	84	N/A	94	432	187	336	301	445	432	124
16	N/A	N/A	N/A	303	219	128	271	350	256	66	363	N/A
17	N/A	314	328	134	174	228	352	N/A	5	300	206	341
18	388	219	262	N/A	186	160	N/A	349	292	445	442	52
19	100	N/A	N/A	277	225	202	166	268	495	23	45	N/A
20	N/A	300	394	336	N/A	176	330	N/A	N/A	309	510	285
21	346	197	68	N/A	222	207	218	400	337	380	57	186
22	135	N/A	310	227	136	179	N/A	211	396	115	311	231
23	N/A	335	46	114	272	219	303	N/A	130	211	372	82
24	351	132	335	N/A	147	408	433	376	253	472	184	N/A
25	175	154	N/A	273	N/A	5	N/A	210	354	269	452	414
26	N/A	241	250	206	197	262	204	N/A	N/A	N/A	472	486
27	265	N/A	109	282	426	205	349	402	316	304	252	152
28	230	338	246	N/A	N/A	87	115	250	331	435	221	297
29	N/A	N/A	107	300	206	401	N/A	N/A	N/A	43	139	N/A
30	294	N/A	299	17	222	51	300	371	352	258	274	N/A
31	160	N/A	N/A	N/A	N/A	N/A	392	375	N/A	480	N/A	327
<b>Total</b>	<b>5,032</b>	<b>5,048</b>	<b>5,458</b>	<b>4,747</b>	<b>5,401</b>	<b>6,012</b>	<b>7,222</b>	<b>6,611</b>	<b>6,814</b>	<b>8,126</b>	<b>8,137</b>	<b>5,014</b>
<b>Average</b>	<b>252</b>	<b>252</b>	<b>218</b>	<b>226</b>	<b>225</b>	<b>223</b>	<b>289</b>	<b>301</b>	<b>284</b>	<b>271</b>	<b>301</b>	<b>228</b>
<b>Min</b>	<b>95</b>	<b>115</b>	<b>15</b>	<b>17</b>	<b>94</b>	<b>5</b>	<b>115</b>	<b>38</b>	<b>5</b>	<b>23</b>	<b>25</b>	<b>17</b>
<b>Max</b>	<b>427</b>	<b>377</b>	<b>394</b>	<b>361</b>	<b>426</b>	<b>432</b>	<b>433</b>	<b>460</b>	<b>495</b>	<b>480</b>	<b>510</b>	<b>486</b>

Municipal Drinking Water Licence Max (m3/day)	1,290
Yearly Total	73,622
Yearly Average (m3)	256
Yearly Min (m3)	5
Yearly Max (m3)	510

# Township of South Frontenac

## Staff Report

---



**To:** Council

**Prepared by:** Office of the Chief Administrative Officer

**Date of Meeting:** February 21, 2023

**Subject:** Support for RED Grant Application

### Summary

The report provides information on the Rural Economic Development (RED) Grant program and looks for Council's endorsement to submit an application for funding for the costs of producing and installing wayfinding signage.

---

### Recommendation

**That** Council support the Township's application to the RED Grant program for the fabrication and installation of wayfinding signage;

**That** the Township's share of the contribution for the RED grant project in the amount of \$560,000 over 3 years (2023-2025) be funded from Working Funds Reserve;

**That** the additional funds for the Township's gateway signage project in the amount of \$160,000 over 3 years (2023-2025) be funded from Working Funds Reserve; and

**That** the Mayor and Clerk be authorized to sign a RED grant agreement, should the Township be successful in their application.

### Background

The RED program is a provincial program that provides grant money to organizations to create strong rural communities and open the door to economic development. The program guidelines align closely to the need for wayfinding signage throughout the Township.

In September 2022, the Township engaged Fathom Design to develop a Wayfinding Strategy and Signage for the Township. At the February 14, 2023, Committee of the Whole, Council was provided a presentation on the new wayfinding signage design and was supportive of the design direction.

Almost all of our existing signage is out of date with our old logo, or in some cases, non-existent. Wayfinding is a system of signs that helps point visitors in the right direction, confirms when they have arrived and contributes to a positive visitor experience. The different sign types include gateway and direction signs, facility and park ID signs, hamlet signs, interpretive signs and regulatory signs.

While gateway signage is not eligible under the RED grant, other wayfinding signage is. Wayfinding signage falls under the second project stream, Strategic Economic Infrastructure. Under this stream, funding is available up to \$250,000 with a 30% cost share. Multi-year projects can be applied for. Grant applications are being accepted until February 23, 2023.

The RED program is a competitive program, so the success of our application will be dependent on the number of organizations that apply for funding and their ability to make a business case for the grant based on the program guidelines.

## **Discussion/Analysis**

Fathom has provided staff with preliminary figures based on an inventory listing rather than finalized locations and design concepts.

It is anticipated that implementation for the entire new wayfinding signage improvements will be carried out over a 5 to 8-year time period.

Staff will provide Council a detailed implementation plan with projected costs per year for budgeting purposes after Fathom completes its final design and fabrication recommendations.

From this listing, staff are estimating an investment of \$1,020,000 in the first three years which is prioritized by updating gateway signage, hamlet signage, facility/park signage along with key directional signage.

## **Financial Implications**

Under the RED program, the Township can apply for an amount up to 30% of the project to an upset limit of \$250,000. Staff recommend applying for \$240,000 in funding over three years (2023-2025) through the RED program which will provide for a total project of \$800,000. If our application was approved for the full amount, with the 30% cost share requirement, the Township would need to commit \$186,667 per year for 2023, 2024 and 2025 for the project.

Unfortunately, the RED program does not allow this funding to be used for gateway signage. The estimated cost of upgrading gateway signage is \$220,000 for 11 signs (unit cost of \$20,000). The 2022 budget already includes a budget allocation of \$60,000 which represented the estimate to replace four installations at \$15,000. Staff recommend the addition of the remaining \$160,000 over the same 3-year period for the project.

Below is a summary of costs over the 3-year period along with funding breakdown:

Year	RED funding	Township Portion -RED	Gateway Signage	Total
2022	N/A	N/A	60,000	60,000
2023	80,000	186,667	53,333	320,000
2024	80,000	186,667	53,333	320,000
2025	80,000	186,666	53,334	320,000
<b>Total</b>	<b>240,000</b>	<b>560,000</b>	<b>220,000</b>	<b>1,020,000</b>

### Relationship to Strategic Plans

- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
  - Priority: 4. Be a catalyst for the creation of vibrant, complete communities.
  - Action Items: *Enhance our Economic Development Activities/ Implement wayfinding Signage*

### Climate Considerations

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

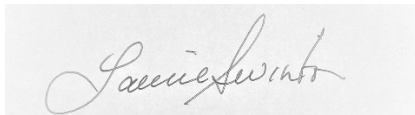
Should the grant application be approved, direction given to signage planning and manufacturing will include the recommendation to consider sustainable materials and solar lighting where possible.

### Notice/Consultation

- Richard Allen, Manager of Economic Development, County of Frontenac

### Approvals

Submitted By:



Laurie Swinton – Executive Assistant & Communications Officer

Approved By:



Louise Fragnito - Chief Administrative Officer

# Township of South Frontenac

## Staff Report

---



**To:** Council

**Prepared by:** Development Services Department

**Date of Meeting:** February 21, 2023

**Subject: Development Services – Staff Level Analysis**

### Summary

This report provides an update on a review of administrative roles within building and planning, and recommendations on staff positions to streamline the development approval process.

---

### Recommendation

That Council approve the creation of one (1) Planning Coordinator to replace the current Planning Assistant position within the Development Services Department;

That Council approves the creation of one (1) Planning Clerk position within the Development Services Department; and

That the position changes be funded from the implementation of the Heritage Review fee and Zoning Compliance Review fee.

### Background

Over the last month, management staff have been reviewing opportunities to streamline the development approval process. A key component of the process is the staffing roles and responsibilities of three (3) administrative positions within Development Services (Planning Assistant, Permit Intake Coordinator, and Administrative Assistant). Assigned work tasks were reviewed to assess opportunities to streamline the development approval process.

With the recent vacancy of the Planning Assistant position, a further opportunity is provided to review the current workload and job duties of this position along with an opportunity to reassess the Planning Department's needs from the position.

Along with the review of these positions, two previously mentioned items are key in the reassessment of the Planning Assistant's role along with the overall duties within Development Services.

### **Zoning Compliance Review**

At the September 6, 2022, Council meeting, a report was brought forward by staff which provided some information on Building Services timelines and comparables to other

municipalities. This report also brought forward the suggestion that separating the zoning compliance review from the building permit process would shift the zoning review from the building inspectors to planning and would also provide for a separate zoning review prior to a building permit application being received. This provides for a better level of customer service.

Currently, each building inspector completes a zoning review as part of the approval process. If any issues are identified, the building inspector notifies the applicant that a minor variance or other planning application is required. However, at this stage, the building permit has been submitted and the applicant often assumes that a building permit will be issued shortly. The zoning compliance review would occur before the building permit application is submitted. Requiring a zoning compliance review reduces confusion and identifies planning application requirements early prior to beginning the building permit application process.

One dedicated planning staff would be responsible for zoning compliance review, which would reduce errors with one point person for zoning interpretation instead of several staff completing individual reviews.

Other municipalities that have adopted a “Planning First” process charge a fee and provide a zoning certificate. A separate fee would be charged for this review at \$110 based on comparators. As this review was already taking place through the building permit process and was incorporated within those fees, the \$110 would be offset from the calculated building permit fee however this revenue would now reside under planning fees rather than building fees.

With a proposed zoning compliance review fee of \$110, and an estimated 550 building permit applications per year, it is estimated that the zoning compliance review fees would result in revenues of \$60,500. The current workload of zoning compliance review completed by building inspectors is equivalent to approximately 0.5 FTE. This workload would be transferred from building to planning staff to reduce building workload and improve building permit approval efficiencies.

### ***Bill 23 – Natural Heritage Review***

As mentioned in the planning report of the February 14<sup>th</sup>, 2023, Committee of the Whole, as of January 1<sup>st</sup>, 2023, conservation authorities’ role in development review and commenting on applications is limited to the risks of natural hazards (e.g. flooding and erosion), and source water protection. Conservation Authorities will no longer be able to review applications regarding natural heritage (e.g. wetland and woodland) and water resources (water quality protection) impacts. The responsibility and cost of the environmental review will be on municipalities. As part of the planning approval process, conservation authorities have set fee schedules that are billed directly to applicants.

As listed in the February 14<sup>th</sup>, Committee of the Whole report, staff are proposing revising the planning fee schedule to include natural heritage review with a flat fee rate of \$175 per

planning application (\$15,000-\$20,000 per year in revenue). The municipality is fortunate to have planning staff with strong environmental planning background. However, taking on this additional workload does have a significant impact on staff capacity.

## **Discussion/Analysis**

The current Planning Assistant position undertakes several planning tasks outside of the current job description. Further, it was currently under an evaluation process as the skills requirement of the position have changed significantly over the years.

Staff recommend that the Planning Assistant position be replaced with a Planning Coordinator position. This position would take on the zoning compliance review transferred from Building Services. It is also anticipated that the Planning Coordinator would take on a portion of natural heritage review within the department along with Township Planners. This position would also keep a portion of the current Planning Assistant's job duties.

In order to provide for the overall staff capacity requirements to balance for the addition of the zoning compliance review as well as the shift of the natural heritage review from the conservation authorities, staff are also recommending the addition of a Planning Clerk. The Committee of Adjustment administrative duties would be assigned to the new Planning Clerk which currently fall under the Planning Assistant. The Planning Clerk would also take on administrative support including the arrangement and minute taking of pre-consultation meetings, occasional receptionist duties, as well as support for the Cityview software.

### **Staff Level Summary**

The staffing requirement of shifting the zoning compliance review from Building to Planning along with the transfer of natural heritage review from the conservation authorities is estimated at 0.75 FTE. The remaining 0.25 FTE would be made up from the reallocation of existing tasks from other administrative positions.

Without incorporating any planning fee changes recommended in a separate report included in tonight's agenda, the creation of one (1) planning staff in the role of Planning Coordinator to replace the current Planning Assistant position along with the addition of the Planning Clerk would be fully financially supported by the zoning compliance review fees and the addition of the natural heritage review fees.

Providing for natural heritage policy review to be done in-house is much more efficient and at a reduced cost than needing to outsource this service. Further, the transfer of the zoning compliance review will provide for the streamlining of the building permit process and to advise applicants right from the beginning should there be any planning application requirements prior to moving forward with a building permit.

**Financial Implications**

The staffing cost in relation to updating the current Planning Assistant position to a Planning Coordinator along with the addition of a Planning Clerk is estimated at \$79,300 and would be recovered through the planning fees from both the natural heritage and zoning compliance review components.

**Relationship to Strategic Plans**

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

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

**Climate Considerations**

- Not applicable to this report.

**Notice/Consultation**

- Christine Woods Senior Planner
- Rebecca Roy, Deputy Chief Building Official
- Tom Berriault, Chief Building Official

**Approvals**

**Prepared and Submitted By:**



---

Brad Wright  
Director of Development Services

**Approved by:**



---

Louise Fragnito, CPA, CGA  
Chief Administrative Officer

# Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: February 21, 2023

Subject: **Planning Fees Update**

## Summary

Planning staff completed a review of existing planning fees in effect in South Frontenac. As part of the fees review, research was undertaken to determine fees being charged by comparable municipalities across the province.

## Recommendation

**That** By-law 2023-18, being A By-law to establish updated Planning Fees for 2023 be given first and second reading; and

**That** By-law 2023-18 be given third reading, signed and sealed.

## Background

A comparison was completed to assess the impacts of Planning Services on the tax levy compared to other municipalities. A review of Ontario municipalities was completed to determine appropriately sized municipalities with similar population densities. **Table 1** provides a comparison of population, area, population density, and staff levels of five (5) Ontario municipalities including South Frontenac.

**Table 1:** Comparison table of Ontario municipalities.

Municipality	Population	Area (km <sup>2</sup> )	Population Density	Development Services Staff	Planning Staff
Bracebridge	17,000	615	27.6	19	8
Huntsville	21,000	705	29.8	15	6
Oro-Medonte	23,000	585	39.3	19	8
Prince Edward	26,000	1,052	24.7	17	11
Loyalist	17,000	352	52	29*	9
South Frontenac	20,000	950	21.1	13	5.5

\*Includes engineering, planning, and building staff.

A comparison of revenues and expenses is provided in **Table 2** below. Overall, when compared to similar municipalities, South Frontenac has the lowest revenue.

**Table 2:** Comparison of Planning Services data across six (6) municipalities.

Municipality	Assumptions	Revenue	Expenses (includes wages)	Wages	Tax Levy Required	Staff
Bracebridge	2022 Budget	\$340,000	\$921,000	\$641,000	\$581,000	8
Huntsville	2022 Budget	\$456,000	\$627,000	\$502,000	\$171,000	6
Oro-Medonte	2022 Budget	\$166,000	\$1,174,000	\$993,000	\$827,000	8
Prince Edward	2022 Budget	\$372,000	\$950,000	\$806,000	\$578,000	9
Loyalist Township	2021 Financial Statement	\$320,000	\$1,268,000	\$933,000	\$948,000	9
South Frontenac	2022 Actual	\$161,000	\$612,000	\$473,000	\$451,000	5.5
<b>Average (Excluding South Frontenac)</b>	-	<b>\$331,000</b>	<b>\$988,000</b>	<b>\$775,000</b>	<b>\$621,000</b>	<b>8</b>

### Review of Planning Fees

Planning fee schedules from the above municipalities were reviewed and average fees were calculated for the application types identified in **Table 3** below. The average fees calculated between the comparable municipalities are the proposed 2023 planning fees for South Frontenac in **Table 3**. In general, it was determined that current South Frontenac planning fees are notably lower compared to the average fee calculated for similar sized municipalities.

**Table 3:** Current and Proposed Planning Fees.

Application Type	2023 Planning Fees	Proposed 2023 Planning Fees
Consent Application	\$1,043	\$1,347
Zoning By-law Amendment	\$1,964	\$1,964
Minor Variance Application	\$1,096	\$1,230
Official Plan Amendment	\$2,335	\$2,806
Plans of subdivision/Condo– less than 20 units	\$2,123	\$2,978
Plans of subdivision/Condo– less than 20 units	\$3,185	\$3,583
Removal of 'H' Symbol	\$744	\$965
Site Plan – Commercial, industrial, institutional developments equal to or greater than 4000 square feet + Site Engineering / Legal Deposit	\$1,328 + \$1,000	\$2,506 + \$2,000
Site Plan – Commercial, industrial, institutional developments equal to or greater than 4000 square feet + Site Engineering / Legal Deposit	\$1,992 + \$1,000	\$3,300 + \$2,000
Road Closing Fee + Legal Deposit	\$532+ \$3,000	\$962 + \$3,500
Pre-consultation fee	\$108	\$150 (minor variances and consents)

	*Waived currently due to pandemic	\$400 (for other planning applications as per pre-consultation by-law)
Licence Agreement	\$373	\$373
Deeming By-law	\$426	\$431
Part Lot Control By-law	\$765	\$982
Zoning Compliance Letter	\$97	\$123 (\$252 within 48 hours)
Preparation of Condominium agreement	\$532	\$1,775
Preparation of Subdivision agreement	\$532	\$1,775
Preparation of Development agreement	\$267	\$373

### *Reinstatement of Pre-consultation Fees*

Due to the COVID-19 pandemic, pre-consultation meetings were held virtually. The only payment collection method was cheque, so staff waived this \$108 fee requirement. The pre-consultation fee could be applied to a future planning application received within 6 months. Therefore, there was no direct revenue impact from this administrative change.

Since the pandemic, Development Services has diversified payment collection methods, including online payment. Staff recommend reinstatement of pre-consultation fees, however, recommend a non-refundable fee based on a review of comparable municipalities. A tiered approach is recommended with a pre-consultation fee of \$150 for consents and minor variances, and \$400. for official plan amendments, zoning by-law amendments, and plans of condominium/subdivision. The non-refundable fee provides cost recovery of staff time. It is proposed that a higher pre-consultation fee be charged for official plan amendments, zoning by-law amendments, and plans of subdivisions/condominiums as this is in-line with similar municipalities due to the complexity and increased staff time required.

Staff will bring an amended pre-consultation by-law to Council for consideration in early 2023 to address Bill 109, OPA No. 24, and to better describe the process and requirements for applicants.

### *Proposed New Planning Application Fees*

#### Zoning Compliance Review for Building Permit Applications

To streamline the building permit approval process, it is recommended that a zoning compliance review be completed by planning staff instead of the building inspectors. One planning staff would be responsible for zoning compliance review, which would reduce errors in zoning interpretation. Staff recommend that a zoning compliance review fee be added to building permit applications to cover the cost of this service.

Currently, each building inspector completes a zoning review as part of the approval process. If any issues are identified, the building inspector notifies the applicant that a planning

application is required. However, at this stage, the building permit has been submitted and the applicant often assumes that a building permit will be issued shortly. Requiring a zoning compliance review reduces confusion and identifies planning application requirements early in the building permit application process.

The zoning compliance review would need to occur before the building permit application is submitted. Currently, the zoning compliance review does not occur until after the building permit application is deemed complete and is passed on to the building inspector. The zoning review would result in zoning approval and a zoning certificate that would be issued for the development proposal.

Other municipalities that have adopted a “Planning First” process charge a fee and provide a zoning certificate. If a site plan that was reviewed and approved for zoning purposes is brought back and submitted with a building permit application within the 12 months, it would then form part of a complete application as per the Ontario Building Code and applicable law compliance. Other municipalities that have adopted a “Planning First” process include Aurora, Guelph, East Gwillimbury, and Hamilton.

A separate fee would be charged for this review at \$110 based on comparators. As this review was already taking place through the building permit process and was incorporated within those fees, the \$110 would be offset from the calculated building permit fee however this revenue would now reside under planning fees rather than building fees.

With a proposed zoning compliance review fee of \$110, and an estimated 550 building permit applications per year, it is estimated that the zoning compliance review fees would result in revenues of \$60,500.

#### Natural Heritage Policy Review

Under Bill 23, conservation authorities will no longer be able to review applications regarding natural heritage and water resource impacts even though they have service agreements with the Township. The Township will need to assume the lead role for these reviews.

As part of the planning approval process, conservation authorities have set fee schedules that are billed directly to applicants. With approximately 110 planning applications per year requiring conservation authority review, and a flat fee of \$425 per application, this results in a total revenue stream of \$46,750 per year that is currently billed directly to the applicant.

It is estimated that the fees for service of natural heritage review only would be approximately \$15,000 - \$20,000 per year. This is only one component of the several services that conservation authorities provide under the \$425 flat fee. Currently, staff is recommending adding a natural heritage policy review fee of \$175 to cover staff time to undertake a review of natural heritage policies.

It should be noted that this does not cover the technical review of Environmental Impact Assessments, which was a service provided by conservation authorities before Bill 23. This is an additional technical review provided by conservation authorities. At this time, staff recommend outsourcing this requirement to an environmental consultant, at the expense of the applicant (e.g. peer review). The proposed natural heritage planning review fee has been determined based on discussions with conservation authority partners.

Currently, staff is recommending internal natural heritage review due to the subject matter expertise of current staff and potential to train junior staff. Otherwise, the natural heritage review would need to be outsourced either through the County or through a consultant.

A separate staff report is included within tonight's agenda which provides for the staffing capacity to take on the natural heritage and zoning compliance review.

#### Other New 2023 Planning Fees

A review of other comparable municipalities indicates several work items that municipalities list as set fees that are not currently listed on the South Frontenac fee schedule. Examples include:

- Lifting of 0.3 metre Reserve
- Draft plan approval extension
- Preparation of Pre-Servicing Agreement
- Preparation of Model Home Agreement
- Final Design Review – Condominium/Subdivision
- Telecommunications Tower Review
- Public Sign posting on behalf of applicant
- Property Information Search
- File Search Fee
- MDS Re-Calculation

Staff recommend adding the above items to the fees schedule (as shown in **Table 4** below). Most work items listed above are infrequent, but without listing in the fees schedule, staff are unable to recover costs. Some fees such as Property Information Search were waived during the pandemic, and it is recommended that these fees be reinstated.

**Table 4.** Proposed New 2023 Planning Fees.

Application Type	2023 Fees	Proposed 2023 Planning Fees
Preliminary Zoning Review – Building permit applications	No set fee	\$110
Natural Heritage review	No set fee	\$175
Lifting of 0.3 m Reserve	No set fee	\$1,223
Draft plan approval extension	No set fee	\$1,311

Preparation of Pre-servicing agreement	No set fee	\$1,775
Preparation of Model Home agreement	No set fee	\$1,775
Final Design Review – Condo/Subdivision	No set fee	\$235
Telecommunications Tower review	No set fee	\$1,886
Sign Posting	No set fee	\$157
Property Information Search	No set fee	\$87
File Search Fee	No set fee	\$87
MDS Re-Calculation	No set fee	\$140

## Discussion

Staff conducted a review of all development-related user fees. Based on current user fees, the Township recovers 24% of costs related to the processing of development-related applications (see **Table 5** below). The resulting shortfall is currently absorbed by the Township's property tax base.

**Table 5.** Existing and Potential Cost Recovery of Development-Related User Fees.

2023 Budget	Annual Costs	Annual Revenue	Estimated Cost Recovery	Impact on Property Tax Base
Current Planning Fees/Costs	\$737,958	\$175,000	24%	\$562,958
Revised Proposed Planning Fees Change in Costs – Staffing*	+\$79,300	+128,000		
<b>Net</b>	<b>\$817,258*</b>	<b>\$303,000</b>	<b>37%</b>	<b>\$514,258</b>

\*As per other planning report, adjusted Planning Assistant to Planning Coordinator and one additional planning staff (1.0 FTE – Planning Clerk) budgeted due to addition of zoning compliance review and natural heritage planning review.

Fee changes are recommended for many planning fee application categories. Additional categories are proposed to cover other processes that staff may undertake. These changes improve the Township's cost recovery from user fees up to 37%. and would result in a net reduction in costs on the property tax base by \$48,700. This is broken down as \$128,000 from new fees less the recommended staffing changes included in the agenda.

As described above, potential new fees contribute to an estimated annual revenue of \$303,000. This is a result of the following fees:

- Pre-consultation fees are estimated to increase revenue by \$23,000.
- Zoning compliance review fees are estimated to increase revenue by \$60,500.
- Natural heritage review fees are estimated to increase revenue by \$20,000.
- Increasing most planning fees are estimated to increase revenue by \$24,500.

### *Fee Recommendations Analysis: Development Impact Scenarios*

An important aspect of the fees review is understanding how the proposed fee changes impact the overall costs of a development project and to confirm that there would not be negative impacts to development in the Township.

A trusted approach to analyze impacts on development is using samples of development application types and analyzing all the municipal fees these applications would be subject to (i.e. planning, building permit, and development charges fees). This method is the preferred approach to understanding the relative market position of the proposed fees. Scenarios 1 and 2 are provided below to illustrate the potential financial impacts of the proposed update to the fees schedule.

**Scenario 1:** A building permit of a new single-family residence. The development application fees applied in this scenario would include the following listed in **Table 6**.

**Table 6.** Analysis of impact of zoning compliance review fee on total project costs.

Municipal fees	Estimated 2022 fees	Estimated 2023 fees with proposed preliminary zoning review fee
Zoning Compliance review fee	No fee	\$110
Building permit fees	\$8,941	\$8,831
Development Charges Fees	\$13,529	\$13,529
Total development application fees	\$22,470	\$22,470
Total fee change (%)	-	0.0 %

**Scenario 2:** A consent application (severance) to permit new residential construction. The development application fees applied in this scenario would include the following listed in **Table 7**.

**Table 7.** Analysis of impact of proposed planning fees on total project costs.

Municipal fees	Estimated 2022 fees	Estimated 2023 fees with proposed new fees
Pre-consultation fee	*Waived	\$150
Consent application	\$1,043	\$1,347
Natural heritage review	\$175*	\$175
Development agreement	\$267	\$373
Zoning Compliance review fee	-	\$110
Building permit fees	\$8,941	\$8,831
Development Charges fees	\$13,529	\$13,529
Total development application fees	\$24,030	\$24,515
Total fee change (%)	-	2.0%

\*No net change to applicant as fees are shifted from being received by the conservation authority to the Township.

Based on Scenarios 1 and 2 above, the proposed planning fees result in an overall increase of 0% and 2.0% for the entire development approval process. The 0% and 2.0% increase is not anticipated to cause a negative financial impact to the development community.

### Financial Implications

Adjusting planning fees to be more in-line with comparable municipalities and adding new fees to cover activities undertaken by planning staff in response to public/developer demands means a greater proportion of the cost of staff time can be recovered from the user of these services.

### Relationship to Strategic Plans

Not applicable to this report.

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

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

Action Item: Reviewing planning fees ensures that where possible that staff time and resources are being recovered on a cost recovery basis.

### Climate Considerations

Not applicable to this report.

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

### Notice/Consultation

- Michelle Hannah, Planning Assistant
- Tom Fehr, Planner
- Sarah Cadue, Planner
- Christine Woods, Senior Planner
- Rebecca Roy, Deputy Chief Building Official
- Tom Berriault, Chief Building Official

### Attachments

Attachment 1: By-law 2023-18 Planning Fees By-law

### Approvals

Prepared and Submitted By:



---

Brad Wright  
Director of Development Services

Approved By:



---

Louise Fragnito, CPA, CGA  
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2023-18**

**BEING A BY-LAW TO PRESCRIBE A TARIFF OF FEES FOR THE  
PROCESSING OF APPLICATIONS MADE IN RESPECT OF PLANNING  
MATTERS**

---

**WHEREAS**, section 69.1(1) of the *Planning Act, R.S.O. 1990*, provides that the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated costs to the municipality or to a Committee of Adjustment constituted by the council of the municipality in respect of the processing of each type of application provided for in the application.

**AND WHEREAS** the Council of the Corporation of the Township of South Frontenac deems it expedient to ensure that staff time involved in reviewing and processing development applications is properly accounted for in the tariff of fees associated with the processing of planning applications;

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

1. THAT Schedule "A", attached hereto, and by this reference, shall form part of By-law 2023-18.
2. THAT all other by-laws establishing fees for the processing of planning applications are hereby repealed.
3. THIS BY-LAW shall come into force in accordance with section 69.1 of the *Planning Act, R.S.O. 1990*, either upon the date of passage or as otherwise provided by said section 69.1.

**Dated at the Township of South Frontenac this 21<sup>st</sup> day of February, 2023.**

**Read a first and second time this 21<sup>st</sup> day of February, 2023.**

**Read a third time and finally passed this 21<sup>st</sup> day of February, 2023.**

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

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

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

**SCHEDULE “A”  
TO BY-LAW 2023-18  
PLANNING FEE STRUCTURE**

Fee Schedule		
Application Type	Fee	Engineering and Legal Deposit
Pre-consultation fee:		
Minor variances and Consents (pre-consultation fee)	\$150	
Zoning By-law amendments, Official Plan Amendments, Plan of subdivision/condominium (pre-consultation fee)	\$400	
Consent Application:	\$1,347	
Change of conditions - minor	\$320	
Change of conditions – major (requiring recirculation)	\$560	
Zoning By-law Amendment:	\$1,964	
After building without a permit	\$3,700	
Minor Variance Application:	\$1,230	
Applications requiring extra work (4+ variances)	\$1,445	
After building without a permit	\$2,206	
Site Plan Agreement:		
Site Plan – Commercial, industrial, institutional developments equal to or greater than 4000 square feet + Site Engineering / Legal Deposit	\$2,506	\$2,000
Site Plan – Commercial, industrial, institutional developments equal to or greater than 4000 square feet + Site Engineering / Legal Deposit	\$3,300	\$2,000
Official Plan Amendment	\$2,806	
Plan of subdivision/condominium:		
Plan of subdivision/condominium – less than 20 units	\$2,978	\$3,500
Plan of subdivision/condominium – less than 20 units	\$3,583	\$5,000
Change of condition following Draft Plan Approval	\$1,200	
Draft Plan Extension	\$1,311	
Final Design Review	\$235	
Removal of ‘H’ Symbol	\$965	
Road Allowance Closing	\$962	\$3,500
Licence Agreement	\$373	
Lifting of 0.3m reserve	\$1,223	
Deeming By-law	\$431	
Part Lot Control By-law	\$982	
Preparation of Condominium agreement	\$1,775	
Preparation of Subdivision agreement	\$1,775	
Preparation of Pre-servicing agreement	\$1,775	
Preparation of Model Home agreement	\$1,775	
Preparation of Development agreement	\$373	
Calculation of MDS	\$275	
Calculation of MDS (recalculation)	\$140	
Zoning:		
Zoning Compliance Review	\$110	
Zoning Compliance Review – Drawing revisions	\$55	
Zoning Compliance Letter	\$123	
Zoning Compliance Letter (within 48 hours)	\$252	
Natural Heritage Review	\$175	
Telecommunications Tower review	\$1,886	
Sign Posting	\$157	
Property Information Search	\$87	
File Search Fee	\$87	



# Township of South Frontenac

## Staff Report

---



**To:** Council

**Prepared by:** Development Services Department

**Date of Meeting:** February 21, 2023

**Subject:** **RC-21-09 (Boychuk) (Wilson, Brigneti) – Application to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 8 & 9, Storrington.**

### Summary

An application has been received by Development Services Staff to request to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, Storrington to correct a title discrepancy and encroachment of a dwelling and accessory structures on the unopened road allowance.

### Recommendation

That By-law number 2023-16, being a By-law to stop up, close and transfer ownership of Parts 1, Plan 13R22804 being a portion of unopened road allowance between Concessions 8 & 9, Storrington; and

That By-law number 2023-16 be given third reading, signed and sealed.

### Background

An application was submitted to the Development Service Department to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, District of Storrington. The applicants own property adjacent to the unopened road allowances on either side. There is a dwelling and accessory building historically developed over part of the unopened road allowance. Attachment #1 is the survey sketch completed by Hopkins Chitty Land Surveyors Inc. illustrating the lands, the topography, and the structures on the property, including those encroaching on the unopened road allowance.

This application came before Council for consideration on May 17, 2022. Council directed staff to move forward with the process to stop up, close and transfer a portion of unopened road allowance. A public meeting was held on July 12, 2022, in accordance with the *Municipal Act*. No concerns were raised by the public or Council at this meeting.

Planning staff have received and reviewed Survey 13R22804, Attachment #2. Part 1 on Plan 13R22804 is the portion of the unopened road to be purchased and transferred to the applicant.

Township of South Frontenac

Staff Report - RC-21-09 (Boychuk) (Wilson, Brigneti) – Application to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 8 & 9, Storrington.

---

## Discussion/Analysis

Planning staff and Public Services staff visited the site on February 10, 2022. Public Services staff advised that they have no issues with selling the road allowance. The conservation authority was also circulated and had no comments on the matter as the property is already developed.

A by-law, Attachment #3, has been drafted for registration on title of the benefitting lands.

Consideration for the unopened road allowance shall be in accordance with the purchase price for unopened road allowances within 300 feet of the waterfront being \$2.41 per square foot. Hopkins Chitty has advised that the unopened road allowance in Part 1 was measured to be 1121.8 square metres or 12,075 square feet. The purchase price of the unopened road allowance will be \$29,100.75 plus HST.

## Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application. The final purchase price is noted above and is payable prior to the transfer of Part 1 to the applicants. Fees to survey the portion to be transferred have been paid by the applicant.

## Relationship to Strategic Plans

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

## Climate Considerations

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

## Notice/Consultation

- Public Service staff were consulted.
- Notice to the Public was circulated in the Frontenac News for a period of 4 weeks. The notice was also posted on the Township website. Notice to

Township of South Frontenac

Staff Report - RC-21-09 (Boychuk) (Wilson, Brigneti) – Application to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 8 & 9, Storrington.

---

owners abutting the subject and benefitting properties were circulated notice by mail no less than 4 weeks prior to the November 2<sup>nd</sup> Public Meeting.

- Notice was provided to the Rideau Valley Conservation Authority, there were no comments received.

## Attachments

Attachment #1 – Survey Sketch

Attachment #2 – Survey 13R22804

Attachment #3 – By-Law 2023-16

## Approvals

Report Author:

Michelle Hannah, Planning Assistant

Submitted By:



---

Brad Wright

Director of Development Services

Approved By:



---

Louise Fragnito, CPA, CGA

Chief Administrative Officer

# PLAN of SURVEY ILLUSTRATING TOPOGRAPHIC INFORMATION

**PART of the ROAD ALLOWANCE  
BETWEEN CONCESSIONS 8 & 9 and  
PART LOT 10 and PART of LOT 10A  
REGISTERED PLAN No. 833**

**Geographic Township of Pittsburgh  
(Former Municipal Township of Storrington)  
TOWNSHIP of SOUTH FRONTENAC  
COUNTY of FRONTENAC**

**SCALE = 1:300**



**HOPKINS CHITTY LAND SURVEYORS INC.  
-2022-**



**ELEVATION NOTE:**

ELEVATIONS ARE GEODETIC AND ARE REFERRED TO THE HT2.0 GEOID MODEL BEING A PRODUCT OF THE GEODETIC SURVEY DIVISION (GSD) OF NATURAL RESOURCES CANADA, DERIVED FROM RTN OBSERVATIONS. THE ELEVATIONS ARE REFERRED TO THE TOP OF SSIB (1296) SHOWN ON PLAN 13R-10826 DESIGNATED HEREON AS SITE BENCHMARK AND HAVING AN ELEVATION OF 99.80 (CCVD)

**BEARING NOTE:**

BEARINGS ARE UTM GRID, DERIVED FROM MULTIPLE REAL TIME KINEMATIC (RTK) OBSERVATIONS FROM MONUMENT "A" TO "B", UTM ZONE 18 (75° WEST LONGITUDE) NAD83 (CSRS) (2010)

FOR BEARING COMPARISONS, A ROTATION OF 1°17'40" CLOCKWISE WAS APPLIED TO BEARINGS ON REFERENCE PLANS 13R-16773 & 13R-10826

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99973005

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

**LEGEND:**

- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
- denotes Planted Survey Monument
- Found Survey Monument
- ▬ Standard Iron Bar
- SSIB Short Standard Iron Bar
- IB Iron Bar
- IB# Iron Bar (round)
- RB Rock Bar
- RPL Rock Plug
- (WT) Witness
- (M) Measured
- CC Cut Cross
- (P1) Reference Plan 13R-10826
- (P2) Reference Plan 13R-16773
- (1296) Ronald H. Smith-O.L.S.
- (1252) Brian W. Kerr-O.L.S.
- (OU) Origin Unknown
- TOW Top of Wall
- RP Registered Plan
- TB Top of Bank
- SB Bottom of Bank
- EF Edge of Pavement
- EG Edge of Gravel
- OHL Overhead Hydro Line

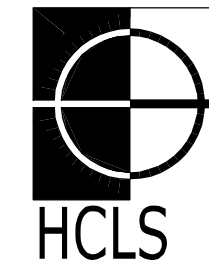
**SURVEYOR'S CERTIFICATE:**

I CERTIFY THAT:

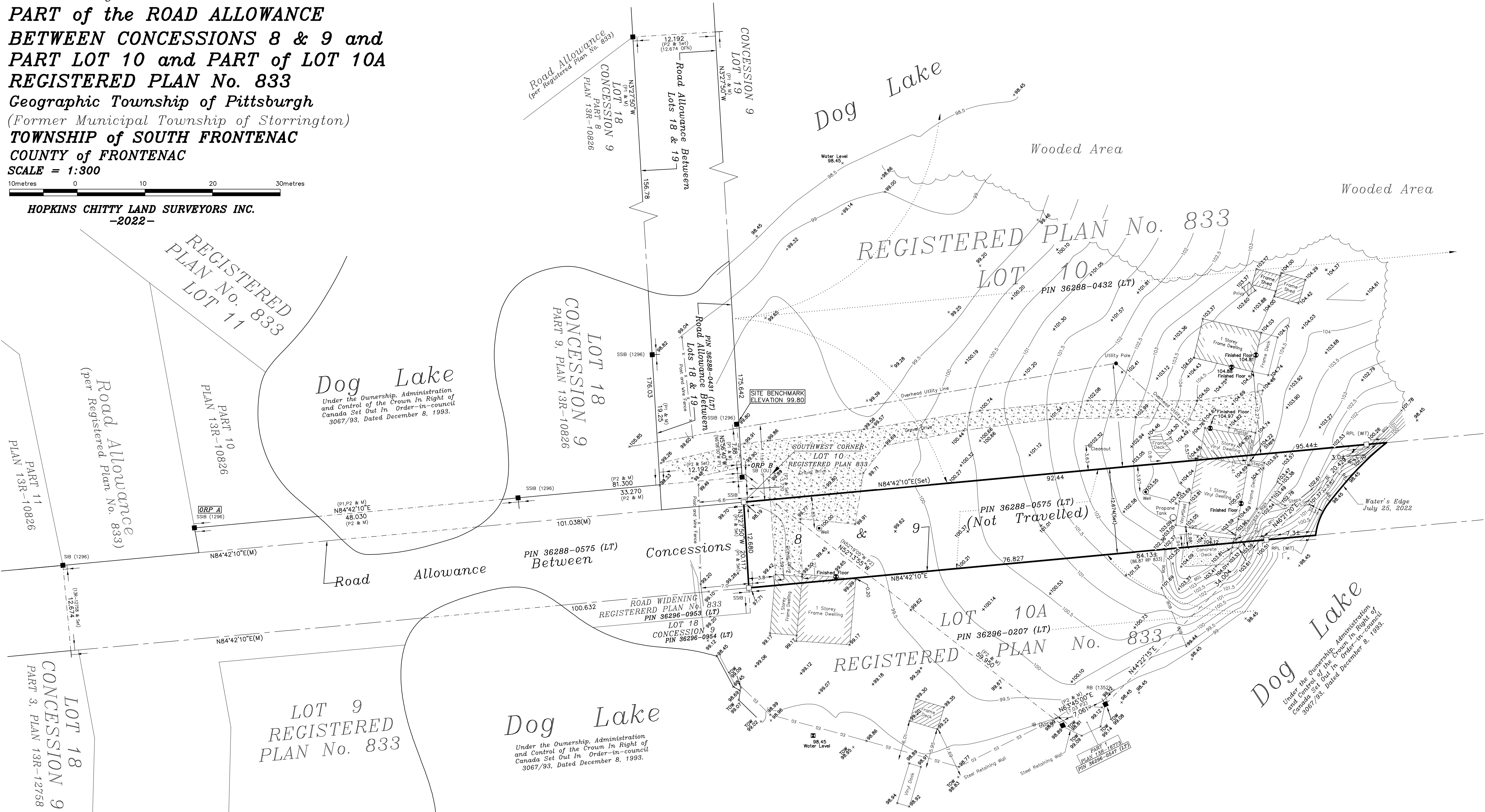
1. The SURVEY was completed on the 17th day of October, 2022.

DATE : NOVEMBER 1, 2022

PHIL W. CHITTY-O.L.S.



Party Chief: TJ	Instrument: MB	Checked By:	Plan By:
<b>HOPKINS CHITTY LAND SURVEYORS INC. Ontario Land Surveyors</b>			
www.hopkinschitty.com			
1224 GARDINERS ROAD, SUITE 102 KINGSTON, ONTARIO K7P-0G2 Tel (613) 384-9266 Fax (613) 384-3513		PROJECT No. 2022-0442-1 PART OF THE ROAD ALLOWANCE BETWEEN CONCESSIONS 8 & 9 TOWNSHIP OF STORRINGTON	

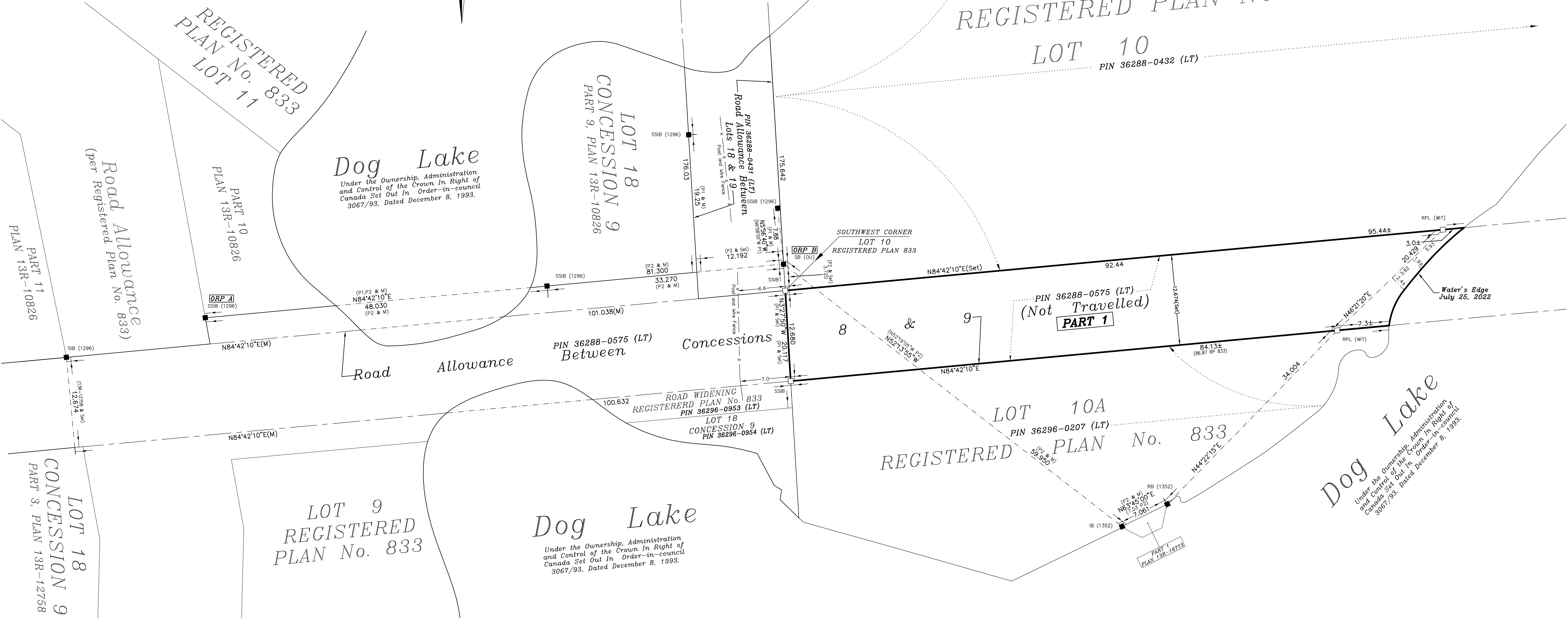


PLAN of SURVEY of  
**PART of the ROAD ALLOWANCE**  
**BETWEEN CONCESSIONS 8 & 9**  
 Geographic Township of Pittsburgh  
 (Former Municipal Township of Storrington)  
**TOWNSHIP OF SOUTH FRONTENAC**  
 COUNTY of FRONTENAC  
 SCALE = 1:300

10metres 0 10 20 30metres

**HOPKINS CHITTY LAND SURVEYORS INC.**  
 -2022-

THE INTENDED PLOT SIZE OF THIS PLAN IS 457MM IN HEIGHT  
 BY 914MM IN WIDTH WHEN PLOTTED AT A SCALE OF 1:300



SCHEDULE		
PART	LOCATION	PIN No.
1	Part of the Road Allowance Between Concessions 8 & 9	Part of 36288-0575 (LT)

**PLAN 13R-22804**  
 Received and deposited  
 January 17<sup>th</sup>, 2023  
 Carollette Liburd  
 Representative for the  
 Land Registrar for the  
 Land Titles Division of  
 Frontenac (No.13)

POINT ID	NORTHING	EASTING
ORP A	4919628.04	392985.87
ORP B	4919635.54	393066.79

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

BEARINGS ARE UTM GRID, DERIVED FROM MULTIPLE REAL TIME KINEMATIC (GPS) OBSERVATIONS FROM MONUMENT "A" TO "B", UTM ZONE 18 (75° WEST LONGITUDE) NAD83 (CSRS) (2010)

FOR BEARING COMPARISONS, A ROTATION OF 1°17'40" CLOCKWISE WAS APPLIED TO BEARINGS ON REFERENCE PLANS 13R-16773 & 13R-10826

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99973005

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

- LEGEND:**
- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
  - denotes Planted Survey Monument
  - Found Survey Monument
  - SSIB Standard Iron Bar
  - SSIB Short Standard Iron Bar
  - IB Iron Bar
  - IB# Iron Bar (round)
  - RB Rock Bar
  - RPL Rock Plug
  - (WT) Witness
  - (M) Measured
  - CC Cut Cross
  - RP Registered Plan
  - (P1) Reference Plan 13R-10826
  - (P2) Reference Plan 13R-16773
  - (1296) Ronald H. Smith-O.L.S.
  - (1352) Brian W. Kerr-O.L.S.
  - (OU) Origin Unknown

**SURVEYOR'S CERTIFICATE:**

I CERTIFY THAT:

- This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT and the LAND TITLES ACT and the REGULATIONS made under them.
- The SURVEY was completed on the 17th day of October, 2022.

DATE: NOVEMBER 1, 2022

*[Signature]*  
 PHILIP W. CHITTY O.L.S.

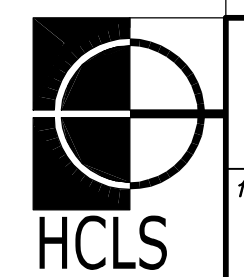
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-38312

Party Chief: TJ	Instrument: MB	Checked By: PWC	Plan By: RH
-----------------	----------------	-----------------	-------------

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

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

PROJECT No. 2022-0442  
 PART OF THE ROAD ALLOWANCE BETWEEN CONCESSIONS 8 & 9 TOWNSHIP OF STORRINGTON



**By-Law Number 2023-16**

**Being a by-law to stop up, close and sell a portion of an unopened road allowance being Part 1, Plan 13R22804, Part of the Road Allowance between Concessions 8 & 9, Storrington; Boychuk.**

---

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

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

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

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

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

1. **That** the portion of road allowance between Concession 8 & 9 in the Geographic Township of Storrington being Part 1 Plan 13R22804, being part of PIN 36288-0575 (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands be and are hereby declared surplus to the Municipality's needs.
3. **That** the Municipality shall convey its interest in Part 1 Plan 13R22804 to the applicants, Jeffrey Arlin Boychuk and Michelle Mary Boychuk or as directed by them, provided that such direction must be as a lot addition to one or more of the abutting properties. For clarity, this closure shall not create a new lot of record for Part 1 but shall only enlarge existing landholdings owned by the applicant.
4. **That** the consideration for the conveyance of land described in paragraph 3 above shall be \$29,100.75 plus HST, plus all administration and legal costs to transfer the Said Lands.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this by-law be registered in the appropriate Land Registry Office.
7. **That** this By-law shall come into force and take effect upon registration of this By-law.

**Read a first and second time this 21<sup>st</sup> day of February, 2023.**

**Read a third time and finally passed this 21<sup>st</sup> day of February, 2023.**

---

**Ron Vandewal, Mayor**

---

**James Thompson, Clerk**

# Township of South Frontenac

## Staff Report

---



**To:** Council

**Prepared by:** Development Services Department

**Date of Meeting:** February 21, 2023

**Subject:** **RC-21-08 (Rosnak) –Application to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 8 & 9, Lot 36 and between the Township of South Frontenac and the Township of Central Frontenac**

### Summary

An application has been received by Development Services Staff to request to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, lot 36 and between the Township of South Frontenac and the Township of Central Frontenac to enlarge the abutting vacant land to the north of the road allowance.

### Recommendation

That By-law number 2023-17, being a By-law to stop up, close and transfer ownership of Parts 3, 4 and 5, Plan 13R22800 being a portion of unopened road allowance between Concessions 8 & 9, lot 36 and between the Township of South Frontenac and the Township of Central Frontenac, be given first and second reading; and

That By-law number 2023-17 be given third reading, signed and sealed.

### Background

An application was submitted to the Development Service Department to stop up, close and transfer a portion of unopened road allowance between Concessions 8 & 9, Lot 36, District of Bedford and a portion of unopened road allowance between the Township of South Frontenac and the Township of Central Frontenac. The applicant owns property adjacent to the unopened road allowances on either side.

This application came before Council for consideration on May 17, 2022. Council directed staff to move forward with the process to stop up, close and transfer a portion of unopened road allowance. Council also directed staff to move forward with the purchase price for the shared ownership road allowance as Central Frontenac does, being an appraised price. A public meeting was held on July 12, 2022, in accordance with the *Municipal Act* and no concerns were raised by the public or Council at this meeting. A closed meeting was held to discuss purchase price for the portion of road allowance between Concessions 8 & 9, Lot 36.

Township of South Frontenac

Staff Report - RC-21-08 (Rosnak) –Application to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 8 & 9, Lot 36 and between the Township of South Frontenac and the Township of Central Frontenac

---

Planning staff have received and reviewed Survey 13R22800, Attachment #1. Parts 3 & 4 on Plan 13R22800 is the portion of the shared ownership unopened road allowance between the Township of South Frontenac and the Township of Central Frontenac to be purchased and transferred to the applicant. Part 5 is the portion of unopened road allowance solely owned by the Township of South Frontenac to be purchased and transferred to the applicant.

## Discussion/Analysis

Planning staff and Public Services staff visited the site on June 1, 2021, with staff from Central Frontenac. Public Services staff advised that they have no issues with selling the road allowance.

The Township of Central Frontenac passed a by-law on January 10, 2023, to stop up, close and sell their interest in the joint ownership unopened road allowance. The by-law to be passed by the Township of South Frontenac and registered on title will mirror the Central Frontenac by-law with the addition of the lands to be stopped up, closed and transferred that are solely South Frontenac lands, being the unopened road allowance between Concessions 8 & 9, Lot 36. By-law 2023-17 is provided as attachment #2.

Consideration for the shared ownership road allowance has been appraised to be \$26,000, with half (\$13,000) going to South Frontenac and half going to Central Frontenac, plus HST.

On December 6, 2022, council resolved to apply the purchase price of \$0.80 per square foot to the unopened road allowance between Concessions 8 & 9, Lot 36. McIntosh Perry Survey Inc. has provided the area of the unopened road allowance, being 0.25 hectares or 26,909.77 square feet, therefore the purchase price for this parcel will be \$21,528 plus HST.

## Financial Implications

The application fee and legal deposit has been paid by the applicant to process this road closing application. The final purchase price is noted above and is payable prior to the transfer of Parts 3, 4 and 5 to the applicant. Fees to survey the portion to be transferred have been paid by the applicant.

## Relationship to Strategic Plans

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

Township of South Frontenac  
Staff Report - RC-21-08 (Rosnak) –Application to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 8 & 9, Lot 36 and between the Township of South Frontenac and the Township of Central Frontenac

---

## Climate Considerations

Not applicable to this report.

## Notice/Consultation

- Public Service staff were consulted.
- Notice to the Public was circulated in the Frontenac News for a period of 4 weeks. The notice was also posted on the Township website. Notice to owners abutting the subject and benefitting properties were circulated notice by mail no less than 4 weeks prior to the November 2<sup>nd</sup> Public Meeting.
- Notice was provided to the Rideau Valley Conservation Authority, there were no comments received.

## Attachments

Attachment #1 – Survey Plan 13R22800

Attachment #2 – By-Law 2023-17

## Approvals

Report Author:

Michelle Hannah, Planning Assistant

Submitted By:



---

Brad Wright

Director of Development Services

Approved By:



---

Louise Fragnito, CPA, CGA

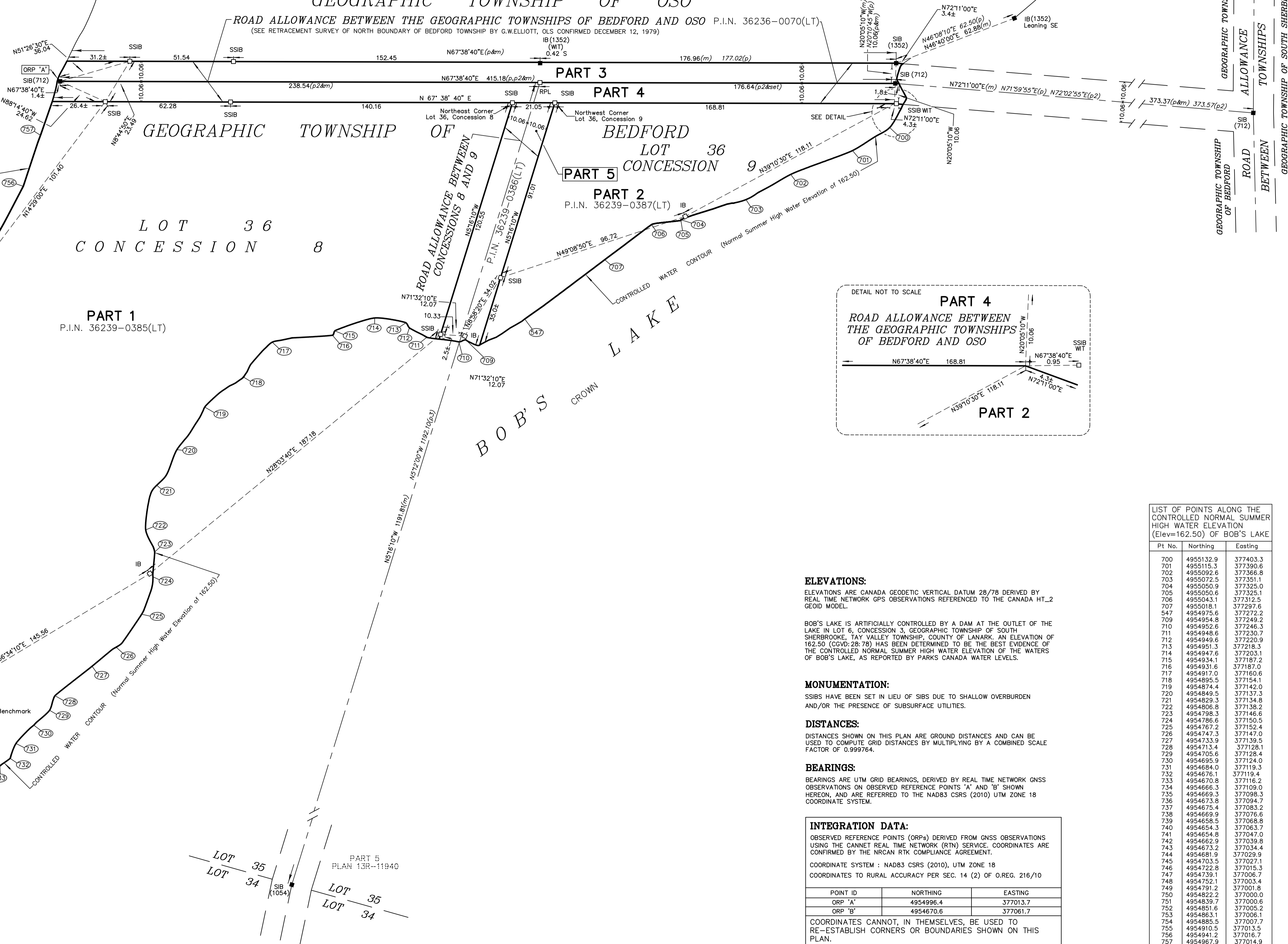
Chief Administrative Officer

LOT 1  
CONCESSION 8

PART 2 PLAN 13R-17852 P.I.N. 36236-0246(LT)

GEOGRAPHIC TOWNSHIP OF OSO

ROAD ALLOWANCE BETWEEN THE GEOGRAPHIC TOWNSHIPS OF BEDFORD AND OSO P.I.N. 36236-0070(LT)  
(SEE RETRACEMENT SURVEY OF NORTH BOUNDARY OF BEDFORD TOWNSHIP BY G.W.ELLIOTT, OLS CONFIRMED DECEMBER 12, 1979)



PART	LOT	CON	P.I.N.	AREA(ha.)
1	Pt of 36	8	All of 36239-0385(LT)	5.573±
2	Pt of 36	9	All of 36239-0387(LT)	1.036±
3	Pt of Road Allowance Between		Pt of 36236-0070(LT)	0.418±
4	Geographic Townships of Bedford		All of 36236-0070(LT)	0.424±
5	Pt of Road Allowance Between		All of 36239-0386(LT)	0.250±
			Concessions 8 and 9	

NOTE: PARTS 3 AND 4 COMPRISE ALL OF P.I.N. 36236-0070(LT).

PLAN OF SURVEY OF PART OF  
LOT 36, CONCESSION 8, PART OF  
LOT 36, CONCESSION 9, PART OF  
ROAD ALLOWANCE BETWEEN  
CONCESSIONS 8 & 9  
GEOGRAPHIC TOWNSHIP  
OF BEDFORD  
TOWNSHIP OF SOUTH FRONTENAC  
AND PART OF  
ROAD ALLOWANCE BETWEEN  
GEOGRAPHIC TOWNSHIPS OF  
BEDFORD AND OSO  
TOWNSHIP OF CENTRAL FRONTENAC  
COUNTY OF FRONTENAC

McINTOSH PERRY SURVEYING INC

SCALE 1 : 1000

0 25 50 75 100 Metres  
THE INTENDED PLOT SIZE OF THIS PLAN IS 914mm IN WIDTH BY 609mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1 : 1000.

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

HECTARES CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471.

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON THE 12TH DAY OF DECEMBER, 2022.

--- JANUARY 6, 2023 --- **JOHN GAUTHIER**  
DATE ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-35838.

**LEGEND AND NOTES**

- DENOTES MONUMENT PLANTED
- DENOTES MONUMENT FOUND
- IB DENOTES IRON BAR
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- (m) DENOTES MEASURED
- (p) DENOTES PLAN 13R-17852
- (p2) DENOTES RETRACEMENT SURVEY OF NORTH BOUNDARY OF BEDFORD TOWNSHIP BY G.W.ELLIOTT, OLS CONFIRMED DECEMBER 12, 1979
- (p3) DENOTES PLAN 13R-11940
- (712) DENOTES G.W.ELLIOTT, OLS
- (1054) DENOTES G.W. BRACKEN, OLS
- (1352) DENOTES B.W. KERR, OLS
- (WT) DENOTES WITNESS
- N.S.E.W DENOTES NORTH, SOUTH, EAST, WEST
- ORP DENOTES OBSERVED REFERENCE POINT

**BEARING ROTATION:**

FOR THE PURPOSE OF COMPARISON, ASTRONOMIC BEARINGS HAVE BEEN ROTATED AS FOLLOWS:

PLAN	ROTATION	DIRECTION
(p)	0° 59' 40"	CLOCKWISE
(p2)	0° 59' 40"	CLOCKWISE
(p3)	1° 05' 25"	CLOCKWISE

JOB No. 22-3115 DRAWING: D22-3115

THIS PLAN WAS PREPARED FOR: BRAD ROSNAK

**McINTOSH PERRY**  
SURVEYING INC.

3240 Drummond Con. 5A, R.R. #7, Perth, ON K7H 3C9  
Tel: 613-267-6524 Fax: 613-267-7992  
www.mcintoshperry.com

CHECKED: MP CAD: SR & DL

**ELEVATIONS:**

ELEVATIONS ARE CANADA GEODETIC VERTICAL DATUM 28/78 DERIVED BY REAL TIME NETWORK GPS OBSERVATIONS REFERENCED TO THE CANADA HT\_2 GEOID MODEL.

BOB'S LAKE IS ARTIFICIALLY CONTROLLED BY A DAM AT THE OUTLET OF THE LAKE IN LOT 6, CONCESSION 3, GEOGRAPHIC TOWNSHIP OF SOUTH SHERBROOKE, TAY VALLEY TOWNSHIP, COUNTY OF LANARK. AN ELEVATION OF 162.50 (CGVD:28:78) HAS BEEN DETERMINED TO BE THE BEST EVIDENCE OF THE CONTROLLED NORMAL SUMMER HIGH WATER ELEVATION OF THE WATERS OF BOB'S LAKE, AS REPORTED BY PARKS CANADA WATER LEVELS.

**MONUMENTATION:**

SSIBS HAVE BEEN SET IN LIEU OF SIBS DUE TO SHALLOW OVERBURDEN AND/OR THE PRESENCE OF SUBSURFACE UTILITIES.

**DISTANCES:**

DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999764.

**BEARINGS:**

BEARINGS ARE UTM GRID BEARINGS, DERIVED BY REAL TIME NETWORK GNSS OBSERVATIONS ON OBSERVED REFERENCE POINTS 'A' AND 'B' SHOWN HEREON, AND ARE REFERRED TO THE NAD83 CSRS (2010) UTM ZONE 18 COORDINATE SYSTEM.

**INTEGRATION DATA:**

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM GNSS OBSERVATIONS USING THE CANNET REAL TIME NETWORK (RTN) SERVICE. COORDINATES ARE CONFIRMED BY THE NRCAN RTK COMPLIANCE AGREEMENT.

COORDINATE SYSTEM : NAD83 CSRS (2010), UTM ZONE 18  
COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP 'A'	4954996.4	377013.7
ORP 'B'	4954670.6	377061.7

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

**LIST OF POINTS ALONG THE CONTROLLED NORMAL SUMMER HIGH WATER ELEVATION (Elev=162.50) OF BOB'S LAKE**

Pt No.	Northing	Eastng
700	4955132.9	377403.3
701	4955115.3	377390.6
702	4955092.6	377366.8
703	4955072.5	377351.1
704	4955050.9	377325.0
705	4955050.6	377325.1
706	4955043.1	377312.5
707	4955018.1	377297.6
547	4954975.6	377272.2
709	4954954.8	377249.2
710	4954952.6	377246.3
711	4954948.6	377230.7
712	4954949.6	377220.9
713	4954951.3	377216.3
714	4954947.6	377203.1
715	4954934.1	377187.2
716	4954931.6	377187.0
717	4954917.0	377160.6
718	4954895.5	377154.1
719	4954874.8	377142.0
720	4954849.5	377137.3
721	4954829.3	377134.8
722	4954806.8	377138.2
723	4954798.3	377146.6
724	4954786.6	377150.5
725	4954767.2	377152.4
726	4954747.3	377147.0
727	4954733.9	377139.5
728	4954713.4	377128.1
729	4954705.6	377128.4
730	4954695.9	377124.0
731	4954684.0	377119.3
732	4954676.1	377119.4
733	4954670.8	377115.2
734	4954666.3	377109.0
735	4954669.3	377098.3
736	4954673.8	377094.7
737	4954675.4	377083.2
738	4954669.9	377076.6
739	4954658.5	377068.8
740	4954654.3	377063.7
741	4954654.8	377047.0
742	4954662.9	377039.8
743	4954673.2	377034.4
744	4954681.9	377029.9
745	4954703.5	377027.1
746	4954722.8	377015.3
747	4954739.1	377006.7
748	4954752.1	377003.4
749	4954791.2	377001.8
750	4954822.2	377000.0
751	4954839.7	377000.6
752	4954851.6	377005.2
753	4954863.1	377006.1
754	4954885.5	377007.7
755	4954910.5	377013.5
756	4954941.2	377016.7
757	4954967.9	377014.9

## Township of South Frontenac

### By-Law Number 2023-17

**Being a by-law to stop up, close and sell a portion of an unopened road allowance being Parts 3, 4 and 5, of Plan 13R22800, Part of the Road Allowance between the Township of South Frontenac (Bedford) and the Township of Central Frontenac (Oso) and Part of the Road Allowance between Concessions 8 & 9, Lot 36, Bedford; Rosnak.**

---

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

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

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

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

**And whereas** this road allowance is a boundary road allowance and pursuant to Section 29 of the *Municipal Act*, the Township of South Frontenac shared jurisdiction of this road allowance with the Township of Central Frontenac.

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

1. **That** the portion of road allowance between the Geographic Township of Oso and the Geographic Township of Bedford being Parts 3 & 4 Plan 13R22800, being part of PIN 36236-0070 (hereinafter, the "Said Lands 'A'") be and is hereby permanently closed.
2. **That** the portion of road allowance between Concessions 8 & 9, Lot 36, Bedford, Township of South Frontenac being Part 5, Plan 13R22800, being all of PIN 36239-0386 (hereinafter, the "Said Lands 'B'") be and is hereby permanently closed.
3. **That** the Said Lands 'A' and the Said Lands 'B' be and are hereby declared surplus to the Municipality's needs.
4. **That** the Municipality shall convey its interest in Parts 3 and 4 13R22800 to the applicant, Bradley Gordon Rosnak or as directed by him, provided that such direction must be as a lot addition to one or more of the abutting properties located in Central Frontenac and/or South Frontenac. For clarity, this closure shall not create a new lot of record for Parts 3 and 4 but shall only enlarge existing landholdings owned by the applicant located within Central Frontenac and South Frontenac.
5. **That** the Municipality shall convey its interest in Part 5 13R22800 to the applicants, Bradley Gordon Rosnak, or as directed by him, provided that such direction must be as a lot addition to one or more of the abutting properties located in South Frontenac. For clarity, this closure shall not create a new lot of record for Part 5 but shall only enlarge existing landholdings owned by the applicant located within South Frontenac.
6. **That** the conveyance in paragraph 4 above is contingent upon the Township of Central Frontenac passing a by-law to authorize the closure and sale of Parts 3 and 4 Plan 13R22800.
7. The consideration for the conveyance of land described in paragraph 4 above shall be \$13,000 (based on on-half of the appraised value of the

property being \$26,000) plus HST, plus all administration and legal costs to transfer the Said Lands.

8. The consideration for the conveyance of land described in paragraph 5 above shall be \$21,528 plus HST.
9. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
10. **That** a certified copy of this by-law be registered in the appropriate Land Registry Office.
11. **That** this By-law shall come into force and take effect upon registration of this By-law.

**Dated at the Township of South Frontenac this 21<sup>st</sup> day of February, 2023.**

**Read a first and second time this 21<sup>st</sup> day of February, 2023.**

**Read a third time and finally passed this 21<sup>st</sup> day of February, 2023.**

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

---

**Ron Vandewal, Mayor**

---

**James Thompson, Clerk**

# DRINKING WATER SOURCE PROTECTION

Our Actions Matter



February 13, 2023

Dear Municipal Partner,

## **Re: Ontario's Best Practices for Source Water Protection Guidance (2021)**

We would like to introduce Ontario's new [Best Practices for Source Water Protection](#) guidance document. Quinte Conservation is reaching out to all our municipal partners to briefly explain the intent of the guidance in hopes we can work with your municipality to assess the vulnerability and provide source protection for non-municipal drinking water systems.

### **Background**

In May 2000, the Walkerton, Ontario municipal drinking water system was contaminated by a deadly strain of *E. coli* bacteria. As a result of this tragedy, a multi-barrier approach was implemented by the government to prevent contamination from affecting our drinking water sources. The Quinte Region Source Protection Plan was approved in 2014 and contains policies to protect municipal residential drinking water systems.

### **Best Practices Guidance**

Source protection efforts to date only cover municipal residential drinking water systems and areas within a source protection plan. Many source protection committees across the province have advocated for further source protection, championing for source protection of drinking water systems regardless if the system is rural or urban. In 2021, the government of Ontario released a guidance program called the *Best Practices for Source Water Protection*. This voluntary guidance program assists drinking water system owners, that are not included in a source protection plan and/or aren't regulated by the *Clean Water Act*, to assess the vulnerability of their system and to determine appropriate source protection measures. Through additional source water protection funding, Quinte Conservation has hired a staff member dedicated to promoting this guidance. A staff member is available to assist in vulnerability assessments and to identify best practices needed for source protection of drinking water systems across our watersheds.

### **Rationale**

Across the province, 80 percent of Ontarians receive source protection on municipal, residential drinking water systems. Of the 18 member municipalities within Quinte Conservation's jurisdiction, only seven municipalities own and operate municipal-residential drinking water systems. Therefore, at the watershed scale, the percentage drops from 80 to 50 percent, with half of the watershed residents on private systems. Beyond the tens of thousands of private residential systems in the Quinte watershed, there are 355 drinking water systems that serve various populations, many of which are vulnerable populations, at long-term care or childcare facilities. It is also important to note in Eastern Ontario, many villages/hamlets were established in the mid-1800s. These villages/hamlets most likely have deteriorating infrastructure and have not been updated to meet the new requirements for water wells, septic tanks, and sewage systems.

### **Current Efforts**

As of July 2022, Quinte Conservation has begun our efforts to promote this guidance program and educate our community on the importance of properly operating and maintaining private drinking water

systems. We have attended several events within the Quinte Region and reached approximately 4,600 individuals. We are looking to continue this momentum using a variety of tools including public events, [a user-friendly website](#), information sheets for rural homeowners, municipal meetings, and studies of systems owned by the municipality.

## Benefits of the Best Practices for Source Water Protection Guidance

By participating in the Best Practices for Source Water Protection program, you are proactively protecting drinking water sources within the municipality by:

- Protecting human health and the environment
- Avoiding the high costs of either cleaning up a contaminated drinking water source or having to find a new source of drinking water
- Reducing the cost of water treatment for some contaminants
- Extending the infrastructure life of drinking water systems
- Making informed land use planning decisions
- Increasing public awareness and accountability of drinking water stewardship.

## Moving Forward

In the coming months, Quinte Conservation will focus more on municipally owned systems within the Quinte watershed. We will be pulling together statistics and information on these systems for each municipality and will be happy to discuss and create individual assessments for specific areas in your municipality. Our Source Protection Committee is also discussing implementation options for these areas that are considered highly vulnerable according to the Best Practices for Source Water Protection Guidance.

This letter is being forwarded with the endorsement of the Quinte Conservation Source Protection Authority (i.e. Quinte Conservation's Executive Board) and the undersigned. Additionally, please find attached, a letter of support from the Quinte Region Source Protection Committee.

We would be pleased to discuss this initiative with you further at your convenience. If your municipality has questions or would like to discuss implementing the Best Practices for Source Water Protection program in your municipality, please contact Natasha Mathieu at 613-968-3434 ext. 165 or by email at [nmathieu@quinteconservation.ca](mailto:nmathieu@quinteconservation.ca).

During the Walkerton Inquiry, Justice O'Connor said it best, "there is no justification for permitting lower public health standards for some residents of Ontario than those enjoyed by others". Safe drinking water is a necessity of life and should be available to everyone, not just those connected to municipal systems.

Sincerely,



Brad McNevin  
CAO  
Quinte Conservation



Amy Dickens  
Source Protection Coordinator  
Quinte Conservation

February 13, 2023

To Municipal Partners:

## Re: Endorsement of Best Practices for Source Water Protection

In the winter of 2021, the Ministry of the Environment, Conservation and Parks released "Best Practices for Source Water Protection" (Best Practices) as a voluntary program. The Best Practices can be used on any type of drinking water system, beyond those already covered by the Quinte Region Source Protection Plan.

The Quinte Region Source Protection Committee is encouraged to see progress in recognizing the need for source water protection for all Ontario residents, not just those with access to municipal drinking water. For years, our Committee has advocated that source protection of drinking water should not depend on the municipal status of a property location. Rather, source water protection should be provided in rural as well as in urban areas. The Committee strongly supports initiatives to implement the Best Practices for Source Water Protection program for rural communities.

Highly Vulnerable Aquifers - areas of soil or rock under the ground where cracks and spaces allow water to pool are prevalent in source protection areas and regions in Eastern Ontario. Soil or rock having many large cracks and spaces, and which is looser rather than more compact, determines how easily and how quickly water flows into an aquifer. The faster water is able to flow through soil to an aquifer, the more vulnerable it is to contamination.

At present, municipalities have the ability to designate other sources to be protected by the Clean Water Act, unfortunately, the costs to do so are considered as unaffordable especially by the smaller, rural municipalities found in Eastern Ontario. As a result, residents not serviced by municipal public water supply systems do not receive the same degree of source water protection as do those serviced by municipal systems and are left with few tools to protect these sensitive areas.

The Eastern Ontario Source Protection Committees have long been advocating for source protection for all drinking water systems to overcome these concerns. Our source protection authority and our municipal partners have been successful in the past in providing education and outreach to individuals in the Quinte Source Protection Area. Therefore, the Committee strongly encourages municipalities: to investigate the use of the Best Practices for Source Water Protection program for community buildings; and, to support using the Best Practices for other non-municipal systems, and highly vulnerable rural areas with large well and septic clusters. Quinte Conservation has a designated staff member to help businesses and individuals implement the Best Practices to achieve better source protection in rural areas.

By this letter the Quinte Region Source Protection Committee is endorsing the implementation of the Best Practices for Source Water Protection program. We would be pleased to discuss this further with you at your convenience and to support your municipality in the source protection process.

Yours truly,



M.G. (Max) Christie  
Chair, Quinte Region Source Protection Committee

# SAVE THE DATE

**Tuesday, March 21<sup>st</sup>**

**Time:** 1:00PM – 3:30PM

**Location:** Virtual



## 2023 Source Protection Workshop

Cataraqui Conservation is pleased to invite you to the Annual Source Protection Municipal Forum on *Source Water Protection for Municipalities: Available Education and Outreach Material, Resources and Tools*. Join us for presentations on past, present and future education and outreach material as well as available tools and resources for Municipalities and Homeowners.

[Click here to register for this virtual event](#)

For more information, please contact Tessa Latchmore: [TLatchmore@crca.ca](mailto:TLatchmore@crca.ca)



paramedics arrive may be as much as three times as likely to recover as those who don't; and,

**Whereas** Dr. Steven Brooks, Associate Professor in the Department of Emergency Medicine, School of Medicine, Queen's University, is leading a funded research study and pilot program to recruit volunteer responders across Frontenac County to be trained in CPR and the use of automatic external defibrillators (AED)s, equipped with AEDs, and coordinated with Paramedics and the Kingston Central Ambulance Communications Centre to respond to possible cardiac arrest emergencies in Frontenac in the crucial moments before paramedics arrive; and,

**Whereas** Partners in Dr. Brooks' initiative include Frontenac Paramedics, Kingston Health Sciences Centre, Kingston Central Ambulance Communications Centre, Queen's University, Heart and Stroke Foundation of Canada; with research funding provided to Dr. Brooks through the Ministry of Health Innovation Fund Ontario:

**Now Therefore Be It Resolved That** the Council of the County of Frontenac receive this report in non-pecuniary public support of Dr. Brooks' Neighbours Saving Neighbours Volunteer Responder Pilot Program for cardiac arrest;

**And Further That** this report be forwarded to the Townships for their information and support:

**And Further That** Dr. Brooks be commended for his commitment to ensuring the best chance of survival for residents of Frontenac County who may experience out-of-hospital cardiac arrest and for his contributions to scientific understanding of the best practices for resuscitation.

**Carried**

I trust you will find this in order; however should you have any questions or concerns, please do not hesitate to contact me at 613-548-9400, ext. 302 or via email at [jamini@frontenacounty.ca](mailto:jamini@frontenacounty.ca).

Yours Truly,



Jannette Amini, Dipl.M.M., M.A. CMO  
Manager of Legislative Services/Clerk

Copy: Kelly Pender, Chief Administrative Officer  
Matt Mills, Communications Officer

2069 Battersea Road, Glenburnie, ON K0H 1S0

T: 613.548.9400 | F: 613.548.8460 | frontenacounty.ca

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2023-19**

**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 FEBRUARY 21, 2023**

---

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

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

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

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

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

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on February 21, 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 February 7, 2023 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on February 21, 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 21 day of February 2023.

Read a third time and finally passed this 21 day of February 2023.

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

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

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