



Township of South Frontenac Council Meeting Agenda



TIME: 6:30 PM,
DATE: Tuesday, March 21, 2023
PLACE: Council Chamber/Electronic Participation.

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
 - a) Resolution - That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following item:
 - b) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: By-law Enforcement.
 - c) Resolution - That Council rise from the Committee of the Whole "Closed Meeting" without reporting.
5. Recess - Council will recess following the Closed Meeting and reconvene at 7:05 p.m. for Open Session.
6. Delegations
 - a) Mr. Tofflemire will be present to speak to Council regarding the Heritage Advisory Committee appointment process as well as Truth and Reconciliation.
7. Public Meeting
8. Approval of Minutes
 - a) Resolution 5 - 13
9. Business Arising from the Minutes
10. Reports Requiring Action
 - a) **2022 Capital Budget Summary & Cancellation of Projects** 14 - 22

Recommendation:

That Council approve the cancellation/closure of projects as listed under Table 1 of the Report.

- b) **Township support of Kingston Field Naturalists BioBlitz at Battersea Park** 23 - 26

Recommendation:

That Council authorize the Recreation and Facilities Manager to work with the Kingston Field Naturalists to support the annual BioBlitz; and

That Council allow the Kingston Field Naturalists the use of Battersea Park to support the annual BioBlitz which will take place in Battersea Park from 3:00 p.m. Friday June 9th to 3:00 p.m. Saturday June 10th, 2023; and

That Council permit camping at the site for the sole purpose of use for the organizer's tents (6) during the event as required per By-law 2003-90.

- c) **Municipally Significant Event Designation for the Summer Kickoff Music Festival** 27 - 29

Recommendation:

That Council designate the South Frontenac Summer Kickoff Music Festival as a municipally significant event in support of the Alcohol & Gaming Commission of Ontario Special Events Permit Application.

- d) **Household Hazardous Waste Depot Contract Extension** 30 - 33

Recommendation:

That Council approve a two-year contract extension with Brendar Environmental for the operation of the Household Hazardous Waste Depot as per the terms and conditions of the extension offer (Appendix A) until April 1st 2025.

11. Advisory Committee Reports or Minutes

- a) **Recreation & Leisure Services Committee** 34 - 38

a) Canada Day Fireworks in South Frontenac

Note: The following report was presented to the Committee on March 2, 2023.

Recommendation:

That the Recreation & Leisure Services Advisory Committee provide the following recommendation to Council:

That the Township of South Frontenac host one firework show for the 2023, 2024 and 2025 Canada Day event as a pilot project; it being understood that staff will report back regarding the pilot project upon the conclusion of 2025 Canada Day;

That the host location shall be decided by a random draw of the of the of the three variable municipal parks (Centennial Park in Harrowsmith, Gerald Ball Park in Sunbury and The Point Park in Sydenham) upon approval of the recommendation by Council; it being understood that Council will determine the 2023, 2024 and 2025 location based on the outcome of the random draw;

That staff engage Northstar Fireworks as the vendor of the 2023 Canada Day Fireworks, display; and

That staff engage a local transportation company to shuttle residents to the host site of the fireworks show.

12. By-laws

- a) **Appointment of Division Registrar** 39 - 41

Recommendation:

That By-law 2023-19 being a By-law to appoint James Thompson as Division Registrar be given first and second reading; and

That By-law 2023-19 be given third reading, signed and sealed.

- b) **PL-ZBA-2023-0013, Ireland, Part 1, 13R22753, 0 Moreland-Dixon Road** 42 - 51

Recommendation:

That By-law 2023-24 being a By-law to amend By-law 2003-075, as amended, to rezone land from Urban Residential – First Density (UR1) to Urban Residential – First Density – Special Provision (UR1-24) zone on lands described as Part 1, Reference Plan 13R22753, Part Lot 20, Concession 2, District of Storrington be given first and second reading; and

That By-law 2023-24 be given third reading, signed and sealed.

13. Reports for Information

- a) **Township-Initiated Official Plan and Zoning By-law Amendments on Additional Dwelling Units** 52 - 70

- This report provides Council with information about a Township-initiated Official Plan Amendment and Zoning By-law Amendment. The proposed amendments would define what is an additional dwelling unit, where they are permitted and under what circumstances. The Zoning By-law Amendment would also include general amendments to the Zoning By-law Administrator, model homes, seasonal dwellings, and accessory building location.

14. Information Items15. Notice of Motions16. Announcements/Statements by Councillors17. Question of Clarity (from the public on outcome of agenda items)18. Closed Session (if requested)

- a) Resolution - That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following item:
- b) Approval of the March 14, 2023 Committee of the Whole "Closed Meeting" Minutes.
- c) Personal matters about an identifiable individual, including municipal or local board employees.
- d) Resolution - That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

19. Confirmatory By-law

a) Resolution

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20. Adjournment

a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader

Minutes of Council
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TOWNSHIP OF SOUTH FRONTENAC
Council Meeting Minutes



Meeting Number 14

Time: 6:30 p.m.

Location: Council Chamber/Virtual

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

Absent: Ray Leonard

Staff: Louise Fragnito - Chief Administrative Officer, Shelley Stedall - Director of Corporate Services & Treasurer, Kyle Bolton - Director of Public Services, James Thompson - Clerk, Michelle Hannah - Deputy Clerk

1 Call to Order and Roll Call

a) Resolution

Resolution No. 2023-14-01
Moved by Deputy Mayor Sleeth
Seconded by Councillor Ruttan

That the Council meeting of March 7, 2023 be called to order at 6:30 p.m.

Carried

b) Ms. Hannah, Deputy Clerk conducted the Roll Call.

2 Declaration of pecuniary interest and the general nature thereof

a) There were none.

3 Approval of Agenda

a) Resolution

Resolution No. 2023-14-02
Moved by Councillor Trueman
Seconded by Councillor Godfrey

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a) There was none.

5 Delegations

a) Explorer Solutions was present to speak to Council regarding the Frontenac County Strategic Plan (2023-2026).

Mayor Vandewal requested that Council be provided with a draft copy of the Frontenac County Strategic Plan.

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6 Public Meeting

- a) There were none.

7 Approval of Minutes

- a) Resolution

Resolution No. 2023-14-03
Moved by Councillor Pegrum
Seconded by Councillor Roberts

That the minutes of the February 14, 2023 Committee of the Whole meeting, the February 16, 2023 Committee of the Whole meeting and the February 21, 2023 Council meeting, be approved.

Carried

8 Business Arising from the Minutes

- a) There was none.

9 Reports Requiring Action

- a) **Award of Contract – Recreation Service Fee & Facility Allocation**

Resolution No. 2023-14-04
Moved by Councillor Ruttan
Seconded by Councillor Godfrey

That Council approve the award of the Recreation Service Fee & Facility Allocation contract to Sierra Planning & Management in the amount of \$49,720 (including non-rebatable HST); and
That a budget increase of \$24,720 be approved for this project and that it be funded through the Development Charges Reserve.

Carried

- b) **Townhall Office Expansion Feasibility Study**

Resolution No. 2023-14-05
Moved by Councillor Roberts
Seconded by Councillor Trueman

That Council support the option to expand the existing office spaces as per the preliminary concept drawings and cost estimates provided; and

That Council approve moving forward with the design of this option to provide for the creation of construction drawings.

Carried

- c) **2023 Budget including PSAB presentation**

Resolution No. 2023-14-06
Moved by Councillor Trueman
Seconded by Councillor Roberts

That Council approve and adopt the combined 2023 Capital and Operating budgets requiring \$21,641,190 to be raised by taxation, as attached.

That Council also approve the 2023 PSAB budget as attached.

Carried

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10 Advisory Committee Reports or Minutes

- a) There were none.

11 By-laws

- a) **Appointment Of Deputy Clerk and Deputy Division Registrar**

Resolution No. 2023-14-07
Moved by Councillor Trueman
Seconded by Deputy Mayor Sleeth

That By-law 2023-20 being a By-law to appoint Michelle Hannah as Deputy Clerk be given first and second reading.

Carried

Resolution No. 2023-14-08
Moved by Councillor Ruttan
Seconded by Councillor Pegrum

That By-law 2023-20 be given third reading, signed and sealed.

Carried

Resolution No. 2023-14-09
Moved by Councillor Godfrey
Seconded by Councillor Roberts

That By-law 2023-21 being a By-law to appoint Michelle Hannah as Deputy Division Registrar be given first and second reading.

Carried

Resolution No. 2023-14-10
Moved by Councillor Morey
Seconded by Councillor Ruttan

That By-law 2023-21 be given third reading, signed and sealed.

Carried

- b) **RC-21-06 (Allan) – Application to request to stop up, close and transfer a portion of an Unopened Road Allowance between Concessions 10 & 11, Portland**

Resolution No. 2023-14-11
Moved by Councillor Pegrum
Seconded by Councillor Ruttan

That By-law 2023-22, attached as Exhibit "A" being A By-Law to Amend By-Law 2022-65, "A By-Law to Stop Up, Close And Sell A Portion Of An Unopened Road Allowance Being Part 2 & 3 Plan 13R22675, Part Of Road Allowance Between Concession 10 & 11, District Of Portland; Allan", be given first and second readings.

Carried

Resolution No. 2023-14-12
Moved by Councillor Roberts
Seconded by Councillor Trueman

That By-law 2023-22 be given third reading, signed and sealed.

Carried

12 Reports for Information

- a) There were none.

13 Information Items

- a) CRCA News Release regarding Maple Madness

14 Notice of Motions

- a) There were none.

15 Announcements/Statements by Councillors

- a) There were none.

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

- a) There were none.

17 Closed Session (if requested)

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

Resolution No. 2023-14-13
Moved by Councillor Ruttan
Seconded by Councillor Morey

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

1. Approval of the February 21, 2023 Committee of the Whole "Closed Meeting" Minutes.
2. Correspondence regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
3. Update regarding personal matters about an identifiable individual, including municipal or local board employees.

Carried

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

Resolution No. 2023-14-14
Moved by Councillor Trueman
Seconded by Councillor Pegrum

That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

Carried

18 Confirmatory By-law

- a) Resolution

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Resolution No. 2023-14-15
Moved by Councillor Pegrum
Seconded by Councillor Morey

That By-law 2023-23, being the confirmatory by-law, be given first and second reading.

Carried

Resolution No. 2023-14-16
Moved by Councillor Roberts
Seconded by Councillor Ruttan

That By-law 2023-23, be given third reading, signed and sealed.

Carried

19 Adjournment

a) Resolution

Resolution No. 2023-14-17
Moved by Councillor Godfrey
Seconded by Councillor Trueman

That the Council meeting of March 7, 2023 adjourn at 8:44 p.m.

Carried

James Thompson, Clerk

Ron Vandewal, Mayor



TOWNSHIP OF SOUTH FRONTENAC
Committee of the Whole Meeting Minutes



Date: March 14, 2023

Time: 7:00 p.m.

Meeting # 15

Location: Council Chambers / Virtual Via Zoom

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

Staff: Louise Fragnito - Chief Administrative Officer, Shelley Stedall - Director of Corporate Services & Treasurer, Kyle Bolton - Director of Public Services, James Thompson - Clerk, Michelle Hannah - Deputy Clerk

- 1 Call to Order and Roll Call
- 2 Declaration of pecuniary interest and the general nature thereof
 - a) None declared.

- 3 Approval of Agenda
 - a) Resolution

Moved by Councillor Roberts
 Seconded by Councillor Ruttan

That the agenda be approved, as presented.

Carried

- 4 Scheduled Closed Session
 - a) There was none.
- 5 Public Meeting
 - a) There was none.
- 6 Delegations
 - a) Mr. Tofflemire was scheduled to speak to Council regarding the Heritage Advisory Committee appointment process as well as Truth and Reconciliation.

Mr. Tofflemire was unable to attend the meeting and requested that his delegation be deferred to the March 21, 2023 meeting.

- b) Representatives from the Frontenac Arch Biosphere Network was present to speak to Council regarding projects occurring in the Township of South Frontenac as well as sustainability planning.

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Mayor Vandewal thanked the delegate and advised that Council would take their request into further consideration.

7 Reports Requiring Direction

a) **2022 Capital Budget Summary & Cancellation of Projects**

Moved by Councillor Roberts
Seconded by Councillor Godfrey

That the 2022 Capital Budget Summary & Cancellation of Projects report be received by the Committee of the Whole and referred to Council for consideration.

Carried

8 Reports for Information

a) **2022 Statement of remuneration and expenses paid to Council Members**

- The report provided a summary of 2022 Council remuneration and expenses paid by the Township, or any other body, while representing the Township as a member of Council.

b) **Investment update to December 31, 2022**

- This report provided a summary and update on Township Investments for 2022.

c) **Public Services Department Quarterly Update**

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

9 Rise and Report regarding County Council and External Boards

a) County Council

Councillor Leonard advised Council that the next County Council meeting is scheduled for March 15, 2023.

b) Frontenac Community Arena Board

Councillor Roberts advised that the season has been positive, busy and there were very few service disruptions. He noted that canteen sales have been very strong. He advised the Committee of the Whole that the 2023 arena budget will hopefully be approved at the next meeting. He indicated that the 2023 season will conclude on April 4, 2023.

The Mayor advised that the parking lot will need to be reviewed from a safety standpoint.

c) Police Services Board

Councillor Pegrum advised that the first meeting was on the 23rd of February. He noted that the 3rd and 4th quarter statistics from 2022 were reviewed. He noted that RIDE results were reviewed at the meeting as was the marine program and the SAVE Team. He noted that all police vehicles and personnel have been equipped with dash cameras and body cameras. He advised that there will be an opportunity for Council and the Board to have input with what is

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seen as priorities for the police services. He advised the next meeting is scheduled for May 18, 2023.

d) Conservation Authority Boards

Cataraqui Conservation - Deputy Mayor Sleeth advised that meetings have only occurred via Zoom meetings due to the weather and noted that one meeting was cancelled.

Quinte Conservation - Councillor Roberts stated that meetings have also been impacted by the weather. He indicated that the Board meets next in April.

Rideau Valley Conservation - Councillor Godfrey advised they had an orientation session and a second meeting was held with respect to budget, equipment and the new flood forecast model.

10 Information Items

- a) There were none.

11 Notice of Motions

- a) There were none

12 Announcements/Statements by Councillors

- a) Deputy Mayor Sleeth advised that the first open mic was held at the newly renovated Storrington Centre. He indicated that the community was very impressed with the new community space.

He also noted that he travelled with Meals on Wheels delivery service which is organized by the Grace Centre and suggested that all members of Council volunteer if they have the opportunity.

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

- a) There were none.

14 Closed Session (if requested)

- a) That the Committee of the Whole resolve into Committee of the Whole "Closed Session" .

Moved by Councillor Ruttan

Seconded by Councillor Pegrum

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

1. Approval of the March 7, 2023 Committee of the Whole "Closed Meeting" Minutes
2. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

Carried

- b) That the Committee of the Whole Rise from the Committee of the Whole "Closed Meeting" without reporting.

Moved by Councillor Trueman

Seconded by Councillor Morey

THAT Committee of the whole rise from the "Closed Meeting" without reporting.

Committee of the Whole
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Carried

15 Adjournment

a) Resolution

Moved by Councillor Godfrey

Seconded by Deputy Mayor Sleeth

That the Committee of the Whole meeting of March 14, 2023 adjourn at 8:01
p.m.

Carried

Township of South Frontenac Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: March 21, 2023

Subject: 2022 Capital Budget Summary & Cancellation of Projects

Summary

This report seeks approval for the cancellation of 2022 projects as listed in the staff report and reviewed at the March 14, 2023 Committee of the Whole.

Recommendation

That Council approve the cancellation/closure of projects as listed under Table 1 of the Report.

Background

The 2022 Capital budget listing of all projects including any prior year carryovers was provided to Council at the March 14, 2023 Committee of the Whole meeting. The report provided updated actuals to December 31st, 2022 and any budget variances.

A year-end status column was also included to provide an update on the project and whether it is anticipated to be completed or carried over, or in some circumstances, proposed to be cancelled. This status is based on the physical work being completed regardless of the timing of receiving invoices on the project.

Discussion/Analysis

Below is the listing of projects identified to be cancelled from the 2022 budget year including prior year carryovers.

Table 1

Project #	Project Name	Budget Amount	Budget Remaining 2022	Cancellation Reason
19-R13	Perth Road Intersection	\$50,000	\$38,242	Project to be reassessed
20-R07	Perth Road at Buck Lake - Design	\$50,000	\$42,994	Project to be reassessed

Project #	Project Name	Budget Amount	Budget Remaining 2022	Cancellation Reason
20-23	Mechanical, instrumentation and electrical upgrades	\$50,000	\$50,000	Utilities Kingston alternative in long range plan.
20-25	Green Bay WDS - Additional Monitoring Wells	\$20,000	\$20,000	Project to be reassessed
22-37	Inverary Cemetery Fencing	\$10,000	\$10,000	Project to be reassessed
22-31	Deferred Linear Capital Works	\$167,825	\$167,825	Not identified with a specific project.

Financial Implications

The total unspent budget amount of the requested projects to be cancelled/closed is \$329,061.

Funding for these projects were funded from the following reserves:

- ➔ 19-R13 – Working Funds Reserve - \$38,242
- ➔ 20-R07 – Working Funds Reserve - \$42,994
- ➔ 20-23 – Water Reserve - \$50,000
- ➔ 20-25 – Infrastructure Reserve - \$20,000
- ➔ 22-37 – Infrastructure Reserve - \$10,000
- ➔ 22-31 – Asset Investment Reserve - \$167,825

The unused funds will remain in the respective reserves.

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.

Attachments

- 2022 Capital Budget Update

Approvals

Prepared By:

Kyle Griese, Financial Analyst

Submitted By:



Shelley Stedall, AMCT
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
			(REVISED WITH CARRYOVERS)	TO Dec 31, 2022		
GENERAL GOVERNMENT						
Corporate Services						
Carryovers						
Server Upgrade	19-04	48,000	46,819	51,233	4,415	Completed
Asset Management Software & Document Update	19-06	72,500	50,479	0	-50,479	Carryover
Budgeting software incl reporting, self serve and metrics	20-02	50,000	5,830	0	-5,830	Carryover
Council Chambers Furniture Upgrades	21-35	25,000	25,000	26,335	1,335	Completed
Verona Master Plan	21-36	25,000	2,111	10,302	8,191	Completed
Gateway Signage	22-02	60,000	60,000	0	-60,000	Carryover
Electronic Portable Sign	22-03	10,000	10,000	0	-10,000	Carryover
LiDar Imagery	22-04	16,000	16,000	0	-16,000	Carryover
Digital Modernization & Workflow Improvements	22-05	75,000	75,000	60,697	-14,303	Carryover
Senior & Affordable Housing - Project Design & Management	22-06	175,000	175,000	0	-175,000	Carryover
Payroll Digitization	22-47	50,000	50,000	7,132	-42,868	Carryover
Wayfinding Strategy & Signage	22-59	85,000	85,000	17,304	-67,696	Carryover
Total - Corporate Services		691,500	601,238	173,003	- 428,236	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
PROTECTIVE SERVICES						
Building						
Carryovers						
Building/Planning Software & Support	20-07	354,617	0	3,129	3,129	Completed
Sub-total		354,617	0	3,129	3,129	
Fire						
Carryovers						
Firehall Study	19-12	46,428	46,428	46,428	0	Completed
Tanker - Station 4	21-02	432,477	432,477	432,299	-178	Completed
Rapid Response Unit x 5 -2021(2) & 2022(3)	21-03	375,000	373,286	333,365	-39,922	Carryover
Extractor/Dryer - Station 4 Hartington	21-07	55,000	9,454	2,071	-7,383	Completed
Wildland Firefighting Suits (100)	21-10	38,000	38,000	33,010	-4,990	Completed
16ft 40HP Aluminum - Marine Unit	22-07	75,000	75,000	0	-75,000	Carryover
Bunker Gear - 10 Sets	22-08	25,000	25,000	24,467	-533	Completed
Hoses & Appliances	22-09	18,000	18,000	10,827	-7,173	Completed
Hydraulic Pump - Extrication Tools - Replacement	22-10	8,000	8,000	6,223	-1,777	Completed
x4 Floater Pumps - Wildland FF	22-11	19,200	19,200	18,760	-440	Completed
x4 Thermal Imaging Camera	22-12	18,000	18,000	16,269	-1,731	Completed
Station 8 Compressor - SCBA Bottle Filling Station	22-13	35,000	35,000	34,393	-607	Completed
x2 Electric / Battery Blower Fans	22-14	13,000	13,000	10,476	-2,524	Completed
Volunteer Recruitment (24)	23-01	137,000	137,000	3,637	-133,363	Carryover
Tanker Replacement (2024)	23-02	575,000	575,000	0	-575,000	Carryover
Sub-total		1,870,105	1,822,846	972,226	-850,620	
Total - Protection Services		2,224,722	1,822,846	975,355	-847,491	
TRANSPORTATION DEPARTMENT						
Carryovers						
Tandem Dump Truck	21-18	300,000	300,000	158,374	-141,626	Carryover
Half Ton Truck	21-19	40,000	40,000	0	-40,000	Carryover
Tractors - Mowers x 2 (for 2022 delivery)	21-35A	460,000	460,000	454,664	-5,336	Completed
Tri-axle	21-36A	400,000	400,000	159,371	-240,629	Carryover
Preorder Two Tandems (2023 delivery)	22-01	600,000	600,000	302,687	-297,313	Carryover
Half Ton Truck	22-15	42,500	42,500	0	-42,500	Carryover
3/4 Ton Truck	22-16	69,000	69,000	0	-69,000	Carryover
2 Ton Truck	22-45	120,000	120,000	30,801	-89,199	Completed
Subtotal		2,031,500	2,031,500	1,105,897	-925,603	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
Linear Asset Construction Schedule						
Perth Road Intersection	19-R13	50,000	38,242	0	-38,242	Cancelled
Buck Bay Road Bridge	20-R01	818,900	818,900	688,754	-130,146	Carryover
Fish Creek Road Bridge	19-R05	1,550,000	1,502,297	7,008	-1,495,288	Carryover
Hinchinbrooke Road North Culvert	20-R05	202,678	1,018	1,018	0	Completed
Perth Road at Buck Lake - Design	20-R07	50,000	49,562	6,569	-42,994	Cancelled
Stars Corner/Yarker Road and Wilton Road Intersection	17-R02/20-R10	705,800	59,343	37,065	-22,278	Completed
Carrying Place Road	18-R14	1,392,470	16,000	16,000	0	Completed
Bunker Hill/Deyos Road/Bunker Hill Road Bridge	18-R15/20-R03/20-R02	1,432,113	193,686	253,580	59,894	Completed
Hinchinbrooke Road	20-R04	1,862,025	110,150	323,793	213,643	Completed
Hinchinbrooke Emergency Repairs	21-R10	249,000	176,371	163,198	-13,173	Completed
Battersea Road	21-R01	3,584,675	3,553,610	163,120	-3,390,489	Carryover
North Shore Road Culvert	21-R03	379,400	361,141	307,391	-53,750	Completed
Battersea - New Sidewalks	21-R06	100,000	100,000	4,620	-95,380	Carryover
Guiderail Upgrades	21-R07	100,000	66,307	57,332	-8,976	Completed
Streetlights (includes 18-17/19-14/20-20)	21-R08	370,000	113,184	15,231	-97,953	Carryover
Arterial Reserve (Road 38)	21-R09	1,650,000	550,000	550,000	0	Completed
12th Con Bridge (B32) Repair	22-17	50,000	50,000	0	-50,000	Carryover
Eagle Creek Culvert (B31) Design	22-18	50,000	50,000	17,261	-32,739	Carryover
Opinicon Road Culvert (C12) Design	22-19	50,000	50,000	16,839	-33,161	Carryover
Burego Lane Culverts (B6) Replacement	22-20	78,000	78,000	6,487	-71,513	Carryover
Culvert Replacement - Westport Rd Culvert (Burridge)	22-21	22,500	22,500	24,216	1,716	Completed
Culvert Replacement - Westport Rd Culvert (Burts Creek)	22-22	150,000	150,000	131,159	-18,841	Completed
Culvert Replacement - Bellrock Rd Culvert (East of Church)	22-23	22,500	22,500	52,936	30,436	Completed
Microsurfacing - Perth Road	22-24	350,000	350,000	316,597	-33,403	Completed
Bellrock Rd Reconstruction	22-25	970,000	970,000	781,089	-188,911	Completed
Westport Road Reconstruction	22-26	1,000,000	1,000,000	772,783	-227,217	Completed
Hard Surfacing Preservation	22-27	742,813	742,813	651,582	-91,232	Completed
Lower Round Lake Rd Reconstruction	22-28	822,000	822,000	782,500	-39,500	Completed
Alton Road West (Design - Local Rds)	22-29	27,000	27,000	13,254	-13,746	Carryover
Intersection Traffic Counts	22-30	18,500	18,500	17,275	-1,225	Completed
Deferred Linear Capital Works	22-31	167,825	167,825	0	-167,825	Cancelled
Roads Needs Study	22-50	150,000	150,000	49,773	-100,227	Completed
Buck Lake Accident	22-58	0	0	14,016	14,016	Carryover
Subtotal		19,168,199	12,380,948	6,242,445	-6,138,503	
Total		21,199,699	14,412,448	7,348,343	-7,064,105	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
TOWNSHIP FACILITIES MANAGEMENT						
Carryovers						
Energy Retrofits	18-23	75,000	10,036	9,695	-341	Completed
Town Hall - Main Floor washroom upgrades	19-34	5,000	5,000	2,870	-2,130	Completed
Sydenham - Station 5 - Front Eavesthrough/ asbestos tile removal and replacement	19-40	8,500	8,500	6,243	-2,257	Completed
Verona Medical Clinic - Design 2nd floor accessible entrance	20-29	5,000	5,000	2,404	-2,596	Completed
Keeley Road Garage - Communications Tower Relocation & Emergency Repairs	19-29	250,000	79,135	98,403	19,267	Completed
Town Hall - Accessible Entrance Ramp & Front Step	20-27	300,000	298,735	233,119	-65,617	Carryover
New Firehall - replacing Station 8	21-01	3,583,547	3,466,917	2,686,609	-780,308	Carryover
Burridge Fire Hall - Siteworks	21-27	20,000	20,000	2,196	-17,804	Completed
Portland Garage - Door Operators	21-28	20,000	20,000	11,347	-8,653	Completed
OPP Building - HVAC/Garage Doors	21-29	27,000	27,000	29,567	2,567	Completed
Bedford Sand Dome	21-30	63,000	63,000	61,624	-1,376	Completed
Bradshaw Fire Hall - Lighting Retrofit/ Interior Wall	21-31	15,000	9,738	0	-9,738	Completed
Storrington Fire Hall - Lighting Retrofit	21-32	6,000	2,046	1,847	-200	Completed
Admin Office Location Expansion Feasibility Study	21-33	68,528	68,528	34,263	-34,266	Carryover
Petworth Mill Improvements*	21-37	70,000	69,247	6,530	-62,717	Carryover
Bellrock Mill Improvements	22-35	70,000	65,003	6,707	-58,296	Carryover
New Monitoring Wells & Land / Water Rights Purchase	22-32	150,000	150,000	42,529	-107,471	Carryover
Storrington Yard - Fabric Replacement on Sand Dome	22-33	35,000	35,000	10,972	-24,028	Carryover
Princess Anne Bldg - Oil Tank Replacement	22-34	5,000	5,000	3,548	-1,452	Completed
New Docks - Battersea Village	22-36	20,000	20,000	4,715	-15,285	Carryover
Inverary Cemetery Fencing	22-37	10,000	10,000	0	-10,000	Cancelled
Portable Soccer Nets	22-48	12,600	12,600	11,341	-1,259	Completed
Cen SW Fence Repairs	22-49	18,000	18,000	15,717	-2,283	Completed
Fabric Roof Panel - Keeley Road Sand/Salt Dome	22-51	35,000	35,000	32,060	-2,940	Completed
Total		4,872,175	4,503,486	3,314,305	-1,189,182	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
SYDENHAM WATER						
Carryovers						
Water Hauling Station & Mill Pond Drinking Station	18-18	95,000	13,708	0	-13,708	Carryover
Mechanical, instrumentation and electrical upgrades	20-23	50,000	50,000	0	-50,000	Cancelled
Pneumatic Actuated Valves	22-52	20,000	20,000	16,452	-3,548	Completed
SCADA & PLC	22-53	275,000	275,000	0	-275,000	Carryover
Serpentine Piping	22-54	700,000	700,000	0	-700,000	Carryover
Total		1,140,000	1,058,708	16,452	-1,042,256	
ENVIRONMENTAL SERVICES						
Carryovers						
Green Bay WDS - Additional Monitoring Wells	20-25	20,000	20,000	0.0	-20,000	Cancelled
Sub-total		20,000	20,000.00	0.00	-20,000.00	
Total		1,160,000	1,078,708	16,452	-1,062,256	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
RECREATION						
Carryovers						
Davidson Beach - Access Road to swim area	20-41	50,000	50,000	0	-50,000	Carryover
Boat Launch Upgrades - Shipyards	20-46	25,000	8,272	0	-8,272	Completed
Recreation Master Plan	20-47	58,545	700	6,289	5,589	Completed
Wilmer Park Pumphouse Repairs	19-49	46,000	43,176	45,159	1,983	Completed
Storrington Centre Upgrades	19-54	822,309	773,836	670,571	-103,265	Carryover
Playground Rubberized Surfaces	20-43	80,000	64,741	49,272	-15,469	Completed
Bowes Park - Accessible Washrooms	20-44	50,000	47,380	47,880	500	Completed
Bowes/Centennial/Inverary/Point Ball Diamonds	20-45	35,000	23,803	4,761	-19,041	Completed
Battersea Park Gates	21-25	10,000	10,000	0	-10,000	Carryover
McMullen - Verona Court Project	22-38	350,000	350,000	4,729	-345,271	Carryover
Centennial Multipurpose Facility Two Cover / Roof	22-39	364,878	364,878	90,173	-274,705	Carryover
Consulting Fee - User Fee & Facility Allocation Policy	22-43	25,000	25,000	0	-25,000	Carryover
Recreation Software	22-44	25,000	25,000	16,208	-8,792	Carryover
Total - Recreation		1,941,732	1,786,785	935,042	-851,742	
DEVELOPMENT SERVICES - PLANNING						
Carryovers						
Official Plan	19-60	176,000	93,508.36	54,060.15	-39,448	Carryover
Development of Subdivision /Condo Standards	21-16	15,000	15,000.00	0.00	-15,000	Carryover
Servicing Options Study	21-17	100,000	100,000.00	0.00	-100,000	Carryover
Napanee River Lakes Study Updated Floodplain Mapping	22-60	79,900	79,900.00	0.00	-79,900	Carryover
Total - Planning		370,900	288,408	54,060	-234,348	
TOTALS		32,460,728	24,493,920	12,816,560	-11,677,360	

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: March 21, 2023

Subject: **Township support of Kingston Field Naturalists BioBlitz at Battersea Park**

Summary

The Township of South Frontenac has received a request to use the Battersea Park & Ball Diamond to support the Kingston Field Naturalists BioBlitz from 3:00 p.m. Friday June 9th to 3:00 p.m. Saturday June 10th, 2023.

Recommendation

That Council authorize the Recreation and Facilities Manager to work with the Kingston Field Naturalists to support the annual BioBlitz; and

That Council allow the Kingston Field Naturalists the use of Battersea Park to support the annual BioBlitz taking place in Battersea Park from 3:00 p.m. Friday June 9th to 3:00 p.m. Saturday June 10th, 2023; and

That Council permit camping at the site for the sole purpose of use for the organizer's tents (6) during the event as required per By-law 2003-90.

Background

The Kingston Field Naturalists are requesting use of park space in Battersea to support a BioBlitz, a 24-hour count of as many living things as can be identified in the time frame on the Milburn Creek property of the Nature Conservancy Canada. The event runs from 3:00 p.m. Friday June 9th to 3:00 p.m. Saturday June 10th, 2023.

The BioBlitz will provide a good overview of the biodiversity of the site and is a base line for changes that may occur due to global warming, invasive species and natural succession. The results will be published in the September issue of the Kingston Field Naturalists quarterly bulletin available on the website (kingstonfieldnaturalists.org under "Resources/Blue Bill"). Reports from past 24 BioBlitzes may be read here in each September issue.

Discussion/Analysis

Staff have had preliminary discussions with Kingston Field Naturalists on the details of the event and support the use of the park space for the event.

The Township will work with the organizers to support the event through providing:

- Access to washrooms or portable toilets
- Garbage cans
- Picnic tables
- Access to power for lights
- Information on Public Health Food guidelines
- Provide advanced notice to any minor ball or adult ball leagues of the use of the park and diamond for the purpose of the event.

By-law 2003-90 to regulate the use of parks requires approval from Council to permit the use of tents in the park for camping overnight.

Financial Implications

None

Relationship to Strategic Plans

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

Choose an item.

Climate Considerations

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

Notice/Consultation

- James Thompson, Clerk

Attachments

Appendix A – Letter of Request

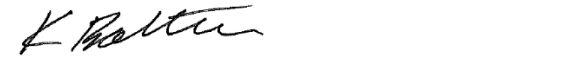
Approvals

Prepared by:



Tim Laprade, Manager of Recreation & Facilities

Reviewed By:



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

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Letter of Request

To: Township of South Frontenac re Battersea Ball Park

Re: Request for **facilities at Battersea Ball Park** by Kingston Field Naturalists for **BioBlitz** on Nature Conservancy Milburn Creek property

The Kingston Field Naturalists is looking for facilities available in Battersea to support a BioBlitz—a 24 hour count of as many living things as can be identified in the time frame- on the Milburn Creek property of the Nature Conservancy Canada. The event runs from **3:00pm Friday 9 June to 3:00pm Saturday 10 June, 2023**

The Battersea ball park may be suitable for our needs. We particularly need **parking, primitive camping, base tent location and BBQ site.**

About 70 participants including specialists and experts are expected from Kingston and surrounds as well as Ottawa and Toronto. The event is open to the public.

Guided walks, to learn about a specific group of plants or animals or a special habitat, run throughout the event. There is also a kid's program.

Species to be recorded include mammals, birds, turtles, snakes, fish, invertebrates (including insects, centipedes, snails etc.) and plants including trees, shrubs, vines, flowering plants, water plants, mosses, lichens as well as fungi and minute water organisms. We hope to list up to 1,000 species.

This gives us a good overview of the biodiversity of the site and is a base line for changes that may occur due to global warming, invasive species and natural succession.

The results will be published in the September issue of the Kingston Field Naturalists quarterly bulletin available on the website (kingstonfieldnaturalists.org under "Resources/Blue Bill"). Reports from our past 24 BioBlitzes may be read here in each September issue.

We very much hope that some facilities will be available to us for this event.

Thank you for your consideration.

Anne Robertson

Coordinator for Kingston Field Naturalists

Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: March 21, 2023

Subject: **Municipally Significant Event Designation for the Summer Kickoff Music Festival**

Summary

This report recommends that Council designate the Summer Kickoff Music Festival as municipally significant as required by the Alcohol & Gaming Commission of Ontario (AGCO) Special Occasion Permit (SOP).

Recommendation

That Council designate the South Frontenac Summer Kickoff Music Festival as a municipally significant in support of the Alcohol & Gaming Commission of Ontario Special Events Permit Application.

Background

As a part of the 2023 operating budget, Council approved an inaugural music festival event. This festival has been scheduled for May 27th, 2023, from 4:00 pm – 10:00 pm in Centennial Park, Harrowsmith. The event will feature a local craft beer and liquor garden and as per the AGCO SOP application processes, public events must be designated as municipally significant to grant the permit.

Discussion/Analysis

The Summer Kickoff Music Festival will feature live music, food trucks, as well as local craft beer and liquor vendors. The event will be a true celebration of local talent and artistry, bringing together masters of their craft in the music, food, and drink industries.

A main feature at the event will be the craft beer and liquor garden. Staff are working towards contracting local and regional based craft beer businesses to join the event, as well as one liquor vendor. In order to secure the proper permits and approvals for a public event, it must be designated as municipally significant.

The event is intended to appeal to a broad range of residents and will feature activities geared towards adults, such as the craft beer and liquor vendors, but also family friendly

activities and a kid's zone to balance out the target audience. It will be a place for the community to gather and connect before families begin their busy summer.

Financial Implications

None.

Relationship to Strategic Plans

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

Climate Considerations

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

Notice/Consultation

- Clerk's Department
- Chief Building Official
- South Frontenac Fire and Rescue Service
- Frontenac Paramedic Services
- Ontario Provincial Police – Frontenac Detachment
- KFL&A Public Health

Attachments

None.

Approvals

Submitted By:



Amanda Pantrey
 Program, Events and Education Coordinator

Reviewed By:



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

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: March 21, 2023

Subject: Household Hazardous Waste Depot Contract Extension

Summary

The purpose of this report is to seek Council approval to proceed with a two year contract extension with Brendar Environmental for the operation of the Townships Household Hazardous Waste Depot facility.

Recommendation

That Council approve a two-year contract extension with Brendar Environmental for the operation of the Household Hazardous Waste Depot as per the terms and conditions of the extension offer (Appendix A) until April 1st 2025.

Background

Brendar Environmental has been operating the Household Hazardous Waste (HHW) program for the Township since 2015. The Township offers a year round HHW drop off Facility that diverts an average of 94 Tonnes of material from landfill annually. The 2022 contract rate to run a HHW drop off event was \$523.11 and the transportation and disposal of the material is charged out by the litre, weight, or drum depending on the product. The 2022 expenses under this contract were \$66,424 which includes the flat rate charge per event, managing the operation of the site, all required reporting, and disposal of material.

On October 2, 2021 the municipal hazardous and special waste program transitioned to a producer responsibility model that makes producers fully responsible for managing and paying for the full life-cycle of their products. Producer Responsibility Organizations (PRO) are business that are contracted by the producers to meet the requirements under the hazardous and special products regulations. The Township have contracts in place with PROs that expire this year that provided compensation for running the drop off events and disposal of the material to the Township. Brendar Environmental is an approved contractor of the PROs and they are compensated directly by the PROs for their portion of the transportation and handling of the material after it has left our facility.

Discussion/Analysis

The Township is currently in the process of negotiating new contracts with PROs for the disposal of hazardous waste materials. Under these new contracts the Township will continue to be paid a price for each material that qualifies on a productivity model (Price per Kilogram). The PROs are required to pay Brendar directly for the hauling and transfer portion of the material.

Starting January 1st 2023, the Township is required to report all hazardous waste generated at the Household Hazardous Waste Facility to the Ministry of Environment, Conservation, and Parks (MECP) electronically on the new online Hazardous Waste Programs Registry that replaces the old Hazardous Waste Information Network (HWIN) and paper manifests. Brendar is currently set up as an agent for the Township and provides all the electronic manifests and annual reporting on our behalf, which reduces the amount of staff time required to manage the site.

The next stage of the Provinces transition of waste diversion programs to a producer responsibility model is the Blue Box Program. The Township is targeting July 1, 2025 as the transition date for this program. The contract extension with Brendar Environmental until April 1, 2025 will give the Township time to enter into contracts with PROs for the materials with no service interruption at the HHW facility. It will also align with the recycling pick up contracts that are in place until 2025 and allow the Township two years to make a plan for the Blue Box Transition and what the future of waste diversion looks like for South Frontenac.

Brendar Environmental provides excellent customer service to both the residents of South Frontenac and the Public Services Department in their operation of the HHWD.

Financial Implications

The annual CPI increase was accounted for in the 2023 operating budget.

Relationship to Strategic Plans

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

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac;

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

Notice/Consultation

- Brian Kirk, Manager of Operations & Fleet

Attachments

Appendix A – Offer of Contract Extension Letter.

Approvals

Submitted By:



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

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



BRENDAR
ENVIRONMENTAL INC.

2023 2 10

The Corporation of the Township of South Frontenac
Public Work Department
PO Box 100 4432 George Street
Sydenham, ON, K0H 2T0

ATTN: Kyle Bolton

Dear Kyle;

RE: South Frontenac Household Hazardous Waste Facility Operations – Offer of Extension

Brendar Environmental Inc. is pleased to offer a continuation of services pertaining to the operation of the Household Hazardous Waste Depot. Brendar has proudly operated the Household Hazardous Waste program for the Township since 2015 and we are pleased to be able to offer an extension of these services at this time as we navigate our way through the ongoing changes to the Extended Producer Responsibility - HSP Regulations in this sector.

We appreciate that over the next couple of years while Household Hazardous Waste and a number of other programs will be in a state of flux as new regulations and product stewardship programs are adjusted. In order to help provide some stability in servicing during this period of change we would like to formally offer an extension of services for the 2023 season (April 1st 2023 to March 31st 2024) with an option to extend for the 2024 season (April 1st 2024 to March 31st, 2025) as well if that suits your situation. We would continue to maintain rates at the current level + CPI increases on April 1st of 2023 (and April 1st of 2024 for the 2024 option).

We have enjoyed a great working relationship with the Township and look forward to continue working together. If you should have any questions or wish to clarify the details of the proposal please feel free to contact us directly. We thank you for supporting Brendar over the years and for the opportunity to present this proposal.

Sincerely,

Brent Bolger
Technical Director



Township of South Frontenac Staff Report



To: Recreation & Leisure Services Advisory Committee
Prepared by: Public Services Department
Date of Meeting: February 23, 2023
Subject: **Canada Day Fireworks in South Frontenac**

Summary

This report provides a rationale and a recommendation on a proposed change for Canada Day Fireworks in South Frontenac to go from three firework shows to one, starting in 2023.

Recommendation

That the Recreation & Leisure Services Advisory Committee provide the following recommendation to Council:

That the Township of South Frontenac host one firework show for the 2023 Canada Day event;

That the host location shall be decided by a random draw of the three viable municipal parks (Centennial Park in Harrowsmith, Gerald Ball Park in Sunbury, and The Point Park in Sydenham) upon approval of the recommendation by Council; it being understood that Council will determine the 2023, 2024 and 2025 location based on the outcome of the random draw;

That staff engage Northstar Fireworks as the vendor for the 2023 Canada Day fireworks display; and

That staff engage a local transportation company to shuttle residents to the host site of the fireworks show.

Background

The Township of South Frontenac has been offering three separate Canada Day fireworks shows across the Township since amalgamation. These have been located at Centennial Park in Harrowsmith, Sydenham Point Memorial Park in Sydenham, and Gerald Ball Park in Sunbury. There have been discussions over the past few years about combining the shows to one location. The history, benefits, and challenges to this proposed format change must be considered before a recommendation is made.

Discussion/ Analysis

History

The oversight and contract management of the fireworks shows has been under the purview of the Recreation & Facilities Manager since 2015. Before that position existed, local groups and the Recreation Committees would host the shows. Legislative requirements and safety standards of practice must be adhered to, and there is an elevated level of risk and liability with fireworks, therefore firework management must be completed by staff and contracted services, volunteers can no longer have oversight of firework shows as was done in the past.

For several years, there has been a discussion to move from three firework shows to one. The idea has been met with resistance from some groups, but support from others. Last year, the Canada Day festivities resumed after a two-year hiatus due to the pandemic and additional considerations came to light. These include an increase in pricing, labour shortages, and supply shortages. For these reasons, and many other continuing issues, there is a need for a comprehensive review of the firework format in South Frontenac.

Benefits of Three Shows:

- More realistic for those with limited timelines to travel to shows (i.e., if families have small children and cannot be out too late or have pets at home, etc.) and wish to go to their nearest park.
- Community traditions – Families have gone to the same park to watch the fireworks show on Canada Day for many years. These traditions are an important part of community building.
- With three shows at three parks, the burden of traffic/ parking is more easily accommodated.

Challenges of Three Shows:

- The firework industry is still in recovery mode from the pandemic. The prices are up, and the staffing situation is precarious. Last year we needed to find volunteers to help our vendor adequately staff them, which was challenging. Our fireworks vendor has indicated that having three shows is extremely straining for their resources and going to one would be a relief on our pressures and theirs.
- The budget for fireworks to host all three shows is huge. If we reduce the number of shows we offer and combine the budget, we have enough to not only have a longer, bigger show, but also offer bus transportation to the show AND still reduce costs. Those savings can be allocated to other event programming and would be of greater value if spent elsewhere. Much larger municipalities, such as Kingston, do not spend the amount of money as South Frontenac does on fireworks.
- The township is proactively taking steps towards combating climate change. Fireworks are in contravention of these efforts.
- Fireworks are a noise nuisance and cause trouble for people and pets across the township.

- Our capacity to host three shows is very tight. It is a challenge every year to ensure that the event is run safely and smoothly, and to get the resources where they need to be (fire department, barriers, crowd control, etc.).
- When there are three shows, it is extremely difficult to ensure the safety and site plans are being followed. In previous years, including last year, the site plans were not followed and resulted in a dangerous and upsetting experience for neighbours at some sites.

Show Dynamics & Logistics at the Parks:

- At Centennial Park, there is the space for a show using medium size shells. Traditionally, this show would be around 10 – 12 minutes long. This park allows for a larger amount of parking/ vehicular traffic and is off a class two arterial road between the hamlets of Verona, Sydenham, and Harrowsmith. Moving to one show would allow for a longer timeframe show (18 – 20 minutes), but the shot shells cannot be larger.
- At Gerald Ball Park, there is the space for a show using medium size shells. Traditionally, this show would be around 10 – 12 minutes long. This park allows for a larger amount of parking/ vehicular traffic and is on a class three road between the hamlets of Battersea, Inverary, and Sunbury. Families have also traditionally have parked at the Storrington Centre to watch the fireworks off-site. Of note, there is a planned development scheduled for the property adjacent to the park that will impact the show in the future. Moving to one show would allow for a longer timeframe show (18 – 20 minutes), but the shot shells cannot be larger.
- At Sydenham Point Park, there is space for a show using a larger size shell due to the larger fallout zone. Traditionally, this show would be around 12 – 15 minutes long. This park allows for some parking and is centrally located between the two hamlets of Sydenham and Harrowsmith and is also the most central park in South Frontenac. Families traditionally have watched the fireworks show from the park, boats, and the Cataraqui Trail. As the shooting location is near Sydenham Lake, there is potential for the use of a barge to shoot from if the budget and show is combined. This would allow for larger and more dynamic shell sizes to be detonated.

Historic Funding Structure:

Park	Show Length	Budget
Centennial Park	10 – 12 minutes	\$8,000
Gerald Ball Park	10 – 12 minutes	\$8,000
Sydenham Point Park	12 – 15 minutes	\$13,500
TOTAL PER PARK	Average 39 minutes total showtime.	\$29,500 = \$756/ minute at each park.
TOTAL CONCURRENT	Average 12-minute simultaneous showtimes.	\$29,500 = \$2,458.33/ minute in South Frontenac.

Between the three shows, South Frontenac typically spends approximately \$2,400 per minute. For comparison, Kingston spends about \$1,400 per minute (as per a 2019 article).

Additional Considerations:

- Actual distance between parks are as follows:
 - o Centennial Park to The Point: 7.2 km (8 minutes)
 - o Gerald Ball to The Point: 19.7 km (17 minutes)
 - o Centennial Park to Gerald Ball Park: 25.8 km (22 minutes)
- South Frontenac is one of the last municipalities in Southeastern Ontario to have multiple fireworks shows as an amalgamation legacy. The City of Kingston went from three to one show with their largest distance between parks being 20.4 km (23 minutes), almost identical to South Frontenac's.
- Some municipalities no longer host fireworks shows as they are in contravention of their clean air, environmental, or climate change policies.
- By eliminating fireworks shows, there is a much higher risk of illegal firework displays hosted by residents, businesses, and groups. This can cause a dangerous and a precarious situation and is in contravention of municipal bylaws. We experienced this during the pandemic and our neighbouring municipalities have reported these instances happening when they reduced the number of shows.

Proposed Format & Funding Structure:

- One show, rotated between the three parks each year with the schedule determined by a random draw.
- Contract a shuttle bus service to collect spectators throughout the township at various hamlets. The bus will have added value elements for families (i.e., glowsticks, stickers, temporary tattoos, children's entertainers, etc.). This will make taking the shuttle bus an experience for families and has the potential to create a new community tradition. We have been quoted at approximately \$400/ bus.
- Funding from each show would be combined, creating a cost savings.
 - o Fireworks: \$17,000.
 - o Transportation services: \$2,500 (including the shuttle busses and added value elements)
 - o **Total: \$19,500 (savings of \$10,000)**

Financial Implications

- Cost savings of approximately \$10,000

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following strategic plans:

- Strategic Plan, Priority: 3. Ensure the organizational capacity to deliver cost-effective services in a changing world.
- Recreation, Parks, and Leisure Master Plan

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

- Amanda Pantrey, Program, Events & Education Coordinator
- Harrowsmith Social & Athletic Club
- Sydenham Canada Day Committee
- Sunbury Canada Day Committee

Attachments

None.

Approvals

Authored By:

Submitted By:



Tim Laprade
Manager of Recreation and Facilities

Approved By:



Kyle Bolton
Director of Public Services

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: March 21, 2023

Subject: Appointment of Division Registrar

Summary

Staff are recommending that Council approve By-law 2023-19 in order to appoint James Thompson as Division Registrar.

Recommendation

1. **That** By-law 2023-19 being a By-law to appoint James Thompson as Division Registrar be given first and second reading.
2. **That** By-law 2023-19 be given third reading, signed and sealed.

Background

Not applicable.

Discussion/Analysis

Staff are recommending that James Thompson be appointed as Division Registrar effective March 21, 2023. The Division Registrar shall perform such duties as may be prescribed in the Vital Statistics Act with respect of the registration of deaths and the provision of documentation.

Financial Implications

None

Relationship to Strategic Plans

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

Climate Considerations

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

Notice/Consultation

Not applicable

Attachments

By-law 2023- 19 – A By-law to Appoint a Division Registrar

Approvals

Submitted By:



James Thompson
Clerk

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

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

BEING A BY-LAW TO APPOINT DIVISION REGISTRAR

WHEREAS under Section 55.1(1) of the Vital Statistics Act R.S.O. 1990, the clerk of every municipality is, by virtue of office, the division registrar of the registration division formed by the municipality and any territory attached to the municipality unless the Registrar General appoints some other person as the division registrar under subsection (2) or determines that there shall be no division registrar for that registration division.

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

1. James Thompson, Clerk is appointed as Division Registrar for the Township of South Frontenac subject to the approval of the Registrar General.

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

Dated at the Township of South Frontenac this 21 day of March, 2023.

Read a first and second time this 21 day of March, 2023.

Read a third time and finally passed this 21 day of March, 2023

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

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: March 21, 2023

Zoning By-law Amendment Application

Subject: PL-ZBA-2023-0013, Ireland, Part 1, 13R22753, 0 Moreland-Dixon Road

Summary

This report recommends that Council pass a by-law to change the zone on the subject property to permit two dwelling units in a single detached dwelling and a third dwelling unit in an accessory building on the property, and to permit the accessory building to exceed the maximum building height.

Recommendation

That By-law 2023-24 being a By-law to amend By-law 2003-075, as amended, to rezone land from Urban Residential – First Density (UR1) to Urban Residential – First Density – Special Provision (UR1-24) zone on lands described as Part 1, Reference Plan 13R22753, Part Lot 20, Concession 2, District of Storrington be given first and second reading; and

That By-law 2023-24 be given third reading, signed and sealed.

Background

Council held a virtual public meeting under the Planning Act on October 11, 2022, on the proposed amendment to Zoning By-law 2003-75. This application is being brought forward to Council for a decision.

Discussion

Summary of Application

The proposal is to change the zone on the subject property from Urban Residential – First Density (UR1) to a property specific Urban Residential – First Density zone (UR1-24) to permit two dwelling units in a single detached dwelling and an additional dwelling unit in an accessory building on the property. The applicant proposes a single detached dwelling that contains a 1,056 square foot unit and a 846 square foot unit. The dwelling would also

contain a shared attached garage. The applicant also proposes a 932 square foot additional dwelling unit to be part of a detached garage to the rear of the property. Both the single detached dwelling and the detached garage would be 7.4 metres in height. The three dwelling units would share a driveway, well and sewage system.

The application, concept plan and proposed floor plans can be accessed in the Township's CivicWeb Document Center (<https://southfrontenac.civicweb.net/filepro/documents/91867/>).

Property Description

The subject property is located on Moreland-Dixon Road in Inverary. Inverary is a settlement area along Perth Road in the southeast corner of the Township. The property is east of Ken Garrett Memorial Park, and is surrounded by residential properties. It is between 4078 and 4108 Moreland-Dixon Road. The 0.8 hectare (2 acre) property is a field with a treed fence line. The property is developed with an old farm building.

Related Applications

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

Department and Agency Comments

Building Services indicated that the property is suitable for the installation of a sewage system, dependent upon the information that will be provided in an Application to Construct a Sewage System, and if a zoning by-law amendment is passed to permit three dwelling units.

Public Comments

A virtual public meeting was held under the Planning Act on February 14, 2023.

Written comments were received prior to the meeting from several members of the public. These comments can be accessed in the Township's CivicWeb Document Center (<https://southfrontenac.civicweb.net/filepro/documents/91867/>). Several members of the public addressed Council at the public meeting. There were additional comments and questions raised to staff following the public meeting. This correspondence is also on Civic Web. The following is a summary of the comments received. These matters are discussed in the Planning Analysis below.

1. Concern about the impact of three dwelling units on groundwater supply, as there are residents in Inverary that have water supply issues (e.g. not enough water, well goes dry).

2. Concern about the size and impact of the required septic system on a two-acre lot beside a watercourse.
3. Concern about the proposed housing density and overcrowding, and impact on open space and privacy.
4. Concern about the impact of additional families with children on local public school capacity.
5. Concern about the narrow circulation of the notice of the application and public meeting based on the perception that the proposal would be precedent setting for the Township.

The applicant also addressed Council at the public meeting. He explained that he had a well pump test done before submitting the proposal to satisfy himself that the development would be feasible. The two unit dwelling was designed to have a similar look as other, newer single detached dwellings on Moreland-Dixon Road. The accessory detached garage with the third dwelling unit would be located behind the dwelling, as required on residential lots. The buildings would be slab-on-grade and have wider doorways so that they are accessible, however, they would not be fully barrier-free.

The applicant spoke to the need for rental housing in the Township, particularly newer units with modern amenities. He provided the most recent Canada Mortgage and Housing Corporation (CMHC) Market Rental Report, which indicates that the vacancy rate in the Township (Kingston Zone 4 in the report) is 0.6%. <https://www.cmhc-schl.gc.ca/en/professionals/housing-markets-data-and-research/market-reports/rental-market-reports-major-centres>.

Planning Analysis

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

The subject property is located in the settlement area of Inverary. Section 5.6 of the Township Official Plan intends to direct a majority of the new growth in the Township to existing settlement areas where it can be supported by appropriate servicing, including community services, commercial uses, parks and schools. A full range and mix of housing types and densities are to be permitted in the settlement area, including single detached dwellings, semi-detached or duplex dwellings, multiple unit dwellings, and single detached dwellings converted to multiple unit dwellings. There is such a mix of housing types in Inverary.

The subject property is zoned Urban Residential – First Density (UR1). The UR1 zone, which permits a single detached dwelling, is the default zone in settlement areas. This means that any proposal for a use other than a single detached dwelling would require a zoning by-law amendment so that the proposal can be assessed against the applicable Official Plan policies and Zoning By-law provisions.

All of the residential zones, regardless of number of dwelling units permitted, require a minimum 0.8 hectare (2 acre) lot area for new lots. The required lot area increases for developments of five or more dwelling units. The subject property was created in 2022, in compliance with minimum lot area and lot frontage requirements.

The Planning Act was amended in 2022 by Bill 23 so that on urban residential lands with both municipal water and sewer services, two residential units are allowed in a detached house, semi-detached house or rowhouse, and an additional residential unit may be permitted in a building or structure ancillary to the house on the same property. Three residential units may also be permitted in houses if there is not one in an ancillary building. Terms used to describe additional residential units include secondary dwelling unit, secondary suite, basement apartment, granny flat and granny suite.

Prior to Bill 23, additional residential units were to be permitted everywhere, including rural lands with private servicing. Although not mandated in the Township since both municipal water and sewer services are not currently provided, considering individual requests to permit additional residential units on private services supports the accommodation of a mix of housing options and/or of affordable housing in the Township.

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

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

Road Access and Parking

The subject property is located on Moreland-Dixon Road, which is maintained year-round by the Township and is accessible by Emergency Services. The two dwelling units in the

single detached dwelling and the third dwelling unit in the accessory building will use the existing driveway for access. There is sufficient area on the property to accommodate parking spaces required for the three dwelling units. The proposed dwelling includes an attached garage that can be used for parking and storing vehicles.

Wastewater Services

Regarding on-site sewage services, the Owner proposes to install a sewage system to service all three dwelling units. The required sewage system is anticipated to be sized similarly to a large single detached dwelling based on the OBC design calculations for the proposed floor plans (e.g. five bedrooms and three washrooms total). As indicated above, Building Services reviewed the proposal and confirmed that the property is large enough and suitable for the installation of a sewage system. Any sewage system on the property would be setback more than 30 metres from the watercourse that flows north of the property, compliant with the Zoning By-law.

Water Services

The three dwelling units will be connected to the existing well on the subject property. A hydrogeological study was not required in support of the proposal based on the Township Official Plan policies. The daily design flows calculated for the sewage system will be similar to a large single detached dwelling, which suggests that water usage would also be similar to a large single detached dwelling.

The Ontario Well Records Database suggests that well yield and recovery rates vary across the immediate area depending on the location and the depth of the wells. Generally, the deeper the well, the better the yields and greater the recommended pumping rates.

Regarding on-site water services, the Provincial Guideline D-5-5 Private Wells: Water Supply Assessment explains how to calculate the minimum pumping test rate and well yield required for a particular development based on a peak demand rate for each person and the likely number of persons (based on number of bedrooms plus one) per well. The Owner provided a copy of a well pump test from a well and water treatment professional that included a professional opinion that the well can produce 13 gallons per minute (59 litres per minute). The pumping rate is greater than that required by the provincial guideline (i.e. 6.5 gallons per minute (30 litres per minute) based on 3.75 litres per minute per person multiplied by 8), which suggests that the existing well can produce an adequate volume of water for the three dwelling units. The pump test also showed that water levels in the well recover quickly.

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

Housing Density

The property is in Inverary settlement area, surrounded by residential properties. There are multi-unit dwellings in Inverary. The existing farm building on the property is proposed to be demolished. The single detached dwelling and accessory building are proposed to be constructed at grade (e.g. slab-on-grade, no steps), making them accessible to a large segment of the population. As indicated by the applicant, the buildings have been designed to look like a typical residential lot with a single detached dwelling and detached accessory garage.

The third dwelling unit is proposed to be located within a proposed accessory building to the dwelling on the property. This accessory building is located to the rear of the property, and will be visually screened from most properties along Moreland-Dixon Road by the proposed dwelling. It would be visually screened from the property to the west by the treed fence line. This accessory building exceeds all the applicable UR1 minimum setbacks from property lines. The accessory building would be 7.4 metres in height, which exceeds the maximum 6 metre building height permitted for accessory buildings in the UR1 zone. The additional height is requested to accommodate a higher ceiling and taller doors in the garage portion of the building. The building would be the same height as the single detached dwelling.

School Capacity

Members of the public were concerned that this proposal, and future similar proposals, would impact the local public school which is thought to be at capacity. Staff note that all school boards are notified of applications for zoning by-law amendment, as well as other application types (e.g., official plan amendment, plans of subdivision). School boards use this information to forecast student enrollment and school needs, including planning for school expansions and new schools.

Overall, the proposal would be compatible with the surrounding land uses.

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

Financial Implications

Not applicable.

Township of South Frontenac

Staff Report - PL-ZBA-2023-0013, Ireland, Part 1, 13R22753, 0 Moreland-Dixon Road

Relationship to Strategic Plans

Not applicable to this report.

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

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

Climate Considerations

Not applicable to this report.

Notice/Consultation

Council held a virtual public meeting under the *Planning Act* on February 14, 2023.

Attachments

1. By-law 2023-24

Approvals

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

Submitted By:



Brad Wright

Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-24**

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LAND FROM URBAN RESIDENTIAL – FIRST DENSITY (UR1) TO URBAN RESIDENTIAL – FIRST DENSITY – SPECIAL PROVISION (UR1-24) ON LANDS DESCRIBED AS PART 1 REFERENCE PLAN 13R22753, PART LOT 20, CONCESSION 2, DISTRICT OF STORRINGTON; IRELAND

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

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

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

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

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

1. **THAT** Schedules “C” and “G” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Urban Residential – First Density (UR1) to Urban Residential – First Density – Special Provision (UR1-24) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section UR1-24 (Part 1, Reference Plan 13R22753, Part Lot 20, Concession 2, District of Storrington – Ireland) immediately after the last Urban Residential – First Density – Special Provision section to read as follows:

UR1-24 (Part 1, Reference Plan 13R22753, Part Lot 20, Concession 2, District of Storrington – Ireland)

Notwithstanding the provisions of Section 14 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (UR1-24), the following provisions apply:

- *A single detached dwelling is permitted to contain two dwelling units.*
- *A third dwelling unit in an accessory building shall be permitted.*
- *A third dwelling unit shall mean an accessory building which contains one or more habitable rooms designed and occupied as an independent dwelling in which living, kitchen, and bathroom facilities are provided, and which is located on the same lot as a single detached dwelling.*
- *The single detached dwelling and the third dwelling unit in an accessory building shall be established in close proximity to each other and shall be accessed by a shared driveway and be serviced by a shared sewage system and/or well.*
- *Accessory Building Height (maximum) 7.4 Metres (24.1 ft.)*

All other provisions of this by-law shall apply.

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

Dated at the Township of South Frontenac this 21st day of March, 2023.

Read a first and second time this 21st day of March, 2023.

Read a third time and finally passed this 21st day of March, 2023.

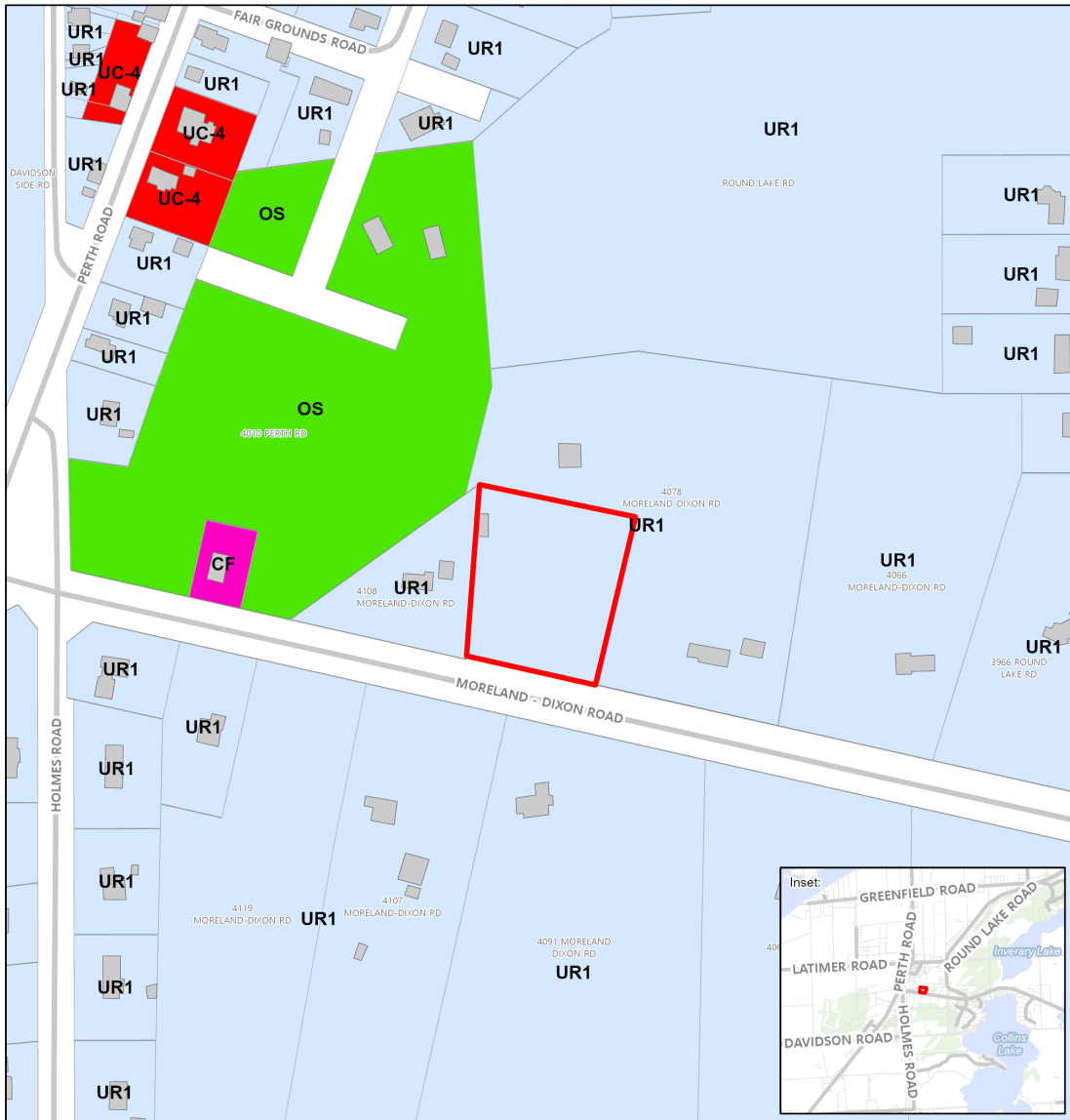
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

James Thompson, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2023-24



<p>SOUTH FRONTENAC (IRELAND)</p> <p>MORELAND-DIXON ROAD PL-ZBA-2023-0013</p> <p>Scale: 1:3,000</p>	<p>LEGEND</p>					
	<p> Subject Lands</p> <p> Parcels</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p> <p> Road</p> <p> AGRICULTURAL ZONE (A)</p>	<p> COMMUNITY FACILITY ZONE (CF)</p> <p> ENVIRONMENTAL PROTECTION ZONE (EP)</p> <p> MOBILE HOME RESIDENTIAL ZONE (MHR)</p> <p> OPEN SPACE - PUBLIC ZONE (OS)</p> <p> OPEN SPACE - PRIVATE ZONE (OSP)</p> <p> PIT 'A' ZONE (PA)</p> <p> PIT 'B' ZONE (PB)</p>	<p> QUARRY 'A' ZONE (QA)</p> <p> QUARRY 'B' ZONE (QB)</p> <p> RESIDENTIAL ZONE (R)</p> <p> RURAL COMMERCIAL ZONE (RC)</p> <p> RURAL INDUSTRIAL ZONE (RI)</p> <p> LIMITED SERVICE RESIDENTIAL ZONE (RLS)</p> <p> LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)</p>	<p> LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)</p> <p> RECREATIONAL RESORT COMMERCIAL ZONE (RRC)</p> <p> RURAL ZONE (RU)</p> <p> WATERFRONT RESIDENTIAL ZONE (RW)</p> <p> SALVAGE YARD INDUSTRIAL ZONE (SI)</p> <p> TEMPORARY USE ZONE (TUZ)</p> <p> URBAN COMMERCIAL ZONE (UC)</p>	<p> URBAN INDUSTRIAL ZONE (UI)</p> <p> URBAN MULTIPLE RESIDENTIAL ZONE (UMR)</p> <p> URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)</p> <p> WASTE DISPOSAL ZONE (WD)</p>	<p> URBAN RESIDENTIAL ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)</p> <p> WASTE DISPOSAL ZONE (WD)</p>

Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2022. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only. UTM Projection: NAD 83 | Date: 2023-01-25

Passed this 21st day of March, 2023

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac Staff Report



To: Council

Prepared by: Development Services Department

Date of Meeting: March 21, 2023

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

Summary

This report provides Council with information about a Township-initiated Official Plan Amendment and Zoning By-law Amendment. The proposed amendments would define what is an additional dwelling unit, where they are permitted and under what circumstances. The Zoning By-law Amendment would also include general amendments to the Zoning By-law Administrator, model homes, seasonal dwellings, and accessory building location.

Recommendation

This report is for information only.

Background

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

This amendment to the Planning Act does not directly impact the Township as we do not currently provide both municipal water and sewer services. However, the Township Official Plan must still conform to the Frontenac County Official Plan, which requires policies to permit additional residential units. Permitting additional residential units on private services supports the accommodation of a mix of housing options and of potential affordable housing in the Township.

Over the last few years, Council approved several applications from residents who requested permission to have additional dwelling units on their properties. Development Services staff heard Council and the public raise concerns about small lot areas and impacts to wells. They have also asked for standards that could be applied consistently to all requests. These standards are required now, as the number of requests is expected to increase. As a result, staff has initiated the process to consider official plan and zoning by-law amendments to permit additional dwelling units Township-wide.

Draft Official Plan Amendment

The purpose of the Official Plan Amendment is to make changes to the current Township's Official Plan to allow additional dwelling units (for example, secondary suite, garden suite, basement apartment) in conformity with the Frontenac County Official Plan. The draft amendment will add policies to define what is an additional dwelling unit, where they are permitted and under what circumstances. The draft policies build on those in the draft Official Plan.

In summary, the draft policies will permit additional dwelling units (ADUs) in houses that are the principal permitted use on properties in the Agricultural, Settlement Area and Rural designations provided that several criteria are satisfied. These criteria include compliance with the Zoning By-law, demonstration that the lot has an adequate supply of potable water and sufficient area for the required sewage system, and prohibition on lands within 90 metres of a waterbody. Please see the attached wording for the list of proposed criteria. The draft policies will also require a hydrogeological study and terrain analysis prepared in support of a plan of subdivision or condominium to account for ADUs.

Draft Zoning By-law Amendment - ADUs

The purpose of the proposed Zoning By-law Amendment is to make changes to Zoning By-law No. 2003-75 to implement the proposed Official Plan Amendment on ADUs. The effect will be to specify where ADUs are permitted and under what circumstances.

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

The purpose of the hydrogeological study is to determine that the groundwater quality and quantity is sufficient for the additional dwelling unit and will not adversely impact the water supply of adjacent lots and the principal dwelling. This study would be required regardless of the size of the property, recognizing that there are areas of the Township that have experienced groundwater constraints. The scope (level of detail) of the study could be

adjusted for a given circumstance if appropriate. It is estimated that a hydrogeological study costs around \$4,500.

Such a study would need to be peer reviewed for the Township, as we do not have a hydrogeologist on staff. County staff have indicated that it may be possible to use their peer review hydrogeologist for this purpose. Peer review services fees are expected to cost approximately \$500.

If Council is supportive of the proposed holding overlay approach, staff will engage a hydrogeologist to prepare a terms of reference for the hydrogeological study so that this reference document is ready for use once a zoning by-law amendment is passed.

Lifting a holding symbol currently requires an application for zoning by-law amendment and Council passing a by-law. With Council support, staff would recommend that Council delegate authority to lift holding symbols to the Director of Development Services through by-law. Delegated authority is a tool that Council enabled through the adoption of Official Plan Amendment No. 24 on January 10, 2023, and that was approved by County Council in February.

The proposed amendment would also address matters such as parking requirements, proximity of detached ADUs to the principal dwelling, and standards for an access pathway to an ADU. See the attached wording for all the proposed provisions.

Minor variances for accessory building height are a common request to the Committee of Adjustment. Typically, it is associated with a larger building footprint which necessitates a higher roof line or it is associated with a loft or second storey for storage to minimize building footprint. The Committee granted 29 variances for accessory building height between 2020 and 2023. The building heights ranged from 6.4 metres to 9.4 metres.

It is proposed to increase the maximum building height for an accessory building from 6 metres (19.7 feet) to 8 metres (26.2 feet). Increasing the maximum building height would facilitate an ADU over a detached garage without triggering the need for a minor variance thereby streamlining the approval process.

Draft Zoning By-law Amendment - Other

The proposed Zoning By-law Amendment includes other changes to the By-law. These changes are proposed based on staff experience implementing the Zoning By-law, and on specific circumstances that have arisen.

1. Change the title of the Zoning By-law Administrator from the Chief Building Official to the Director of Development Services.

Council recently approved (in principle) the creation of a new staff position to perform zoning compliance reviews in support of the building permit application process. This service would be provided through Planning Services, which specializes in zoning

interpretation. It is proposed that the administration of the Zoning By-law be shifted to the Director of Development Services, who can then designate the role to a Senior Planner or Planner. This will allow the Chief Building Official to focus on Ontario Building Code interpretation.

2. Add provisions about model homes.

Developers of subdivisions are requesting model home agreements in order to construct a house that would temporarily be used as an office, show room or sales centre to promote the sale of lots in draft approved plans of subdivision. The Township's solicitor confirmed that unless the zoning by-law permits a model home no building permit can be issued to construct a model home, with or without an agreement. This is because a model home is not a dwelling for the purpose of the Ontario Building Code.

The proposed amendment would define "model home" and add zoning standards for where and when they are permitted, and how many could be permitted in a plan of subdivision or condominium.

3. Add seasonal dwelling as a permitted use in the Rural zone.

The Township contains a significant number of large rural landholdings, including many which have waterfrontage. These properties are zoned Rural (RU). The RU zone permits a single detached dwelling but not a seasonal dwelling. Staff regularly receive inquiries from individuals who want to construct a seasonal dwelling for a variety of reasons. For example, if it is a waterfront property, and/or there is no access to the electrical grid due to remote location. Some have noted that the Ontario Building Code requirement of an HRV and a high efficiency heating system for a year-round dwelling would translate into an electrical load that is difficult to meet with renewable energy sources.

In the Official Plan, both a single detached dwelling and a seasonal dwelling are permitted on lands in the Rural designation. In the Zoning By-law, staff note that a seasonal dwelling is a permitted use in the Waterfront Residential (RW) and Limited Service Residential (RLSW, RLSI) zones that apply to waterfront residential properties, as well as the RLS zone that apply to non-waterfront properties on private lanes. Permitting a seasonal dwelling on RU zoned lands would allow the desired seasonal and recreational usage of properties while still maintaining the form of low-density residential development that is permitted in the RU zone.

The proposed amendment would permit a seasonal dwelling in the RU zone.

4. Remove the requirement for accessory detached buildings to be located behind the principal building on a property in certain zones and to instead add a minimum front yard for accessory detached buildings in those zones.

Minor variances to locate an accessory building in the front yard of a principal building are a common request to the Committee of Adjustment. Typically, the request is associated with a large property where the principal building is well setback from the front lot line. The Committee granted 34 variances for accessory buildings in the front yard between 2020 and 2023. The setbacks to the front lot line ranged from 20 to 1200 metres.

The proposed amendment would delete the requirement for accessory detached buildings to be located behind the principal building on a property except in the Urban Residential zones and the Residential zone. The proposed amendment would add a standard setback for accessory buildings that is consistent with the required minimum front yard of principal buildings. For example, the principal building and accessory buildings in the RU zone would all need to be setback a minimum of 20 metres from the front lot line. Specifying a front yard setback would recognize the significant variation in front yard depths in rural areas across the Township. The current provision would continue to apply in settlement areas and subdivisions where building densities tend to be greater and building setbacks lesser.

Public Meeting

The purpose of this report is to provide information about the proposed amendments to Township Council in advance of a public meeting. The statutory public meeting required by the *Planning Act* is scheduled for April 4, 2023. Staff will provide a brief presentation about the proposed amendments at the public meeting. After the presentation, staff will address questions from Council, as well as members of the public.

Subject to any concerns being raised now by Council or at the public meeting, staff will be making a recommendation to Council regarding the Official Plan Amendment and Zoning By-law Amendment at subsequent meetings.

Financial Implications

Not applicable.

Relationship to Strategic Plans

Not applicable to this report.

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

- Priority: 2. Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment. and 4. Be a catalyst for the creation of vibrant, complete communities.
- Action Item (if applicable): N/A

Township of South Frontenac

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

Climate Considerations

Not applicable to this report.

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

Notice/Consultation

Notice of the Statutory Public Meeting to be held on April 4, 2023, was given pursuant to the requirements of the Planning Act, 20 days in advance of the Public Meeting. This included notice given:

- By publishing a notice in Frontenac News
- by posting on the Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies


Attachments

1. Draft Official Plan Amendment
2. Draft Zoning By-law Amendment
3. Draft Zoning By-law Schedule – Holding Overlay for Additional Dwelling Units

Approvals

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

Submitted By:



Brad Wright

Director of Development Services

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

Township of South Frontenac
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Draft Official Plan Amendment - Additional Dwelling Units

The purpose of the proposed Official Plan Amendment is to make changes to the current Township's Official Plan to allow additional dwelling units (for example, secondary suite, garden suite, basement apartment) in conformity with the Frontenac County Official Plan. The amendment will add policies to define what is an additional dwelling unit, where they are permitted and under what circumstances.

A. Add new Section 6.28 Additional Dwelling Units:

6.28 Additional Dwelling Units

6.28.1 Additional dwelling units (ADUs) are self-contained residential units with their own kitchen, bathroom facilities, and sleeping areas within dwellings or within structures accessory to a dwelling. ADUs are also known as accessory apartments, basement apartments, or in-law suites. ADUs are encouraged as a means of providing a diversity of housing options in the Township.

6.28.2 ADUs are permitted on lands where a single detached dwelling, semi-detached dwelling, or townhouse is the permitted principal use in the Agricultural, Settlement Area and Rural designations, provided that:

- a) The ADU and the lot comply with all applicable provisions of the Zoning By-law;
- b) It is demonstrated that the lot has an adequate supply of potable water and sufficient land area for the required sewage system to the satisfaction of the Township;
- c) The ADU is located within the principal dwelling unit or a detached accessory structure;
- d) The ADU is designed and located in such a manner to avoid adverse impacts on the residential character of the property and the surrounding neighbourhood;
- e) The ADU is not a stand-alone unit capable of being severed;
- f) A detached ADU shall be located in proximity to the principal dwelling unit;
- g) The ADU is not larger than the principal dwelling unit and is limited in size;

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- h) Parking for the ADU is provided in accordance with the provisions of the Zoning By-law;
- i) The ADU is addressed in accordance with the Township's civic addressing by-law;
- j) The lot has direct access from a year-round maintained publicly owned road, or a private road within an approved plan of condominium, or a private lane that has been constructed to Township standards and that is maintained year-round. For a private lane, the Township will require documentation demonstrating how year-round maintenance is provided;
- k) The lands are not located within 90 metres of the highwater mark of a waterbody;
- l) The lands are not located within 300 metres of a highly sensitive (at-capacity) lake trout lake; and
- m) The lands are not located in a floodplain.

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

B. Add policy to Section 7.2 General Policies for Plans of Subdivision:

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

C. Add policy to Section 7.3 General Policies for Plans of Condominium:

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

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Draft Zoning By-law Amendment

The purpose of the proposed Zoning By-law Amendment is to make changes to Zoning By-law No. 2003-75 to implement the proposed Official Plan Amendment on additional dwelling units (file PL-OPA-2023-0030). The effect will be to specify where additional dwelling units are permitted and under what circumstances. It will also establish a Township-wide holding overlay for additional dwelling units. The proposed By-law will require a hydrogeological study before a lot is removed from the Holding Overlay and a building permit issued for an additional dwelling unit. The proposed By-law would also increase the maximum building height for an accessory building with the intent to facilitate an additional dwelling unit over a detached garage.

The proposed Zoning By-law Amendment would also include general amendments to:

- (1) change the title of the Zoning By-law administrator, in order to shift this role to Planning Services through the Director of Development Services;
- (2) add provisions about model homes, in order to permit model homes prior to subdivision registration;
- (3) add seasonal dwelling as a permitted use in the Rural zone, acknowledging that there are large rural landholdings in the Township that can only practically be used on a seasonal basis due to remote location or lack of hydro services; and
- (4) remove the requirement for accessory detached buildings to be located behind the principal building on a property in certain zones and to instead add a minimum front yard for accessory detached buildings in those zones, in order to have a standard setback for accessory buildings in recognition of the significant variation in front yard depths across the Township.

A. Regarding Zoning Administration:

1. Delete and Replace Section 4.1:

~~This By-law shall be administered by a person appointed by the Council of the Township of South Frontenac as the Chief Building Official.~~

Add "This By-law shall be administered and enforced by the Director of Development Services or their designate."

B. Regarding Model Homes:

1. Add the following definition to Section 3 Definitions:

"Model Home shall mean a single detached house, semi-detached house or townhouse used temporarily for the purpose of an office and/or show room and/or sales centre to promote the sale of residential units within a draft approved plan of

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subdivision under the Planning Act or a description under the Condominium Act, 1998 proposed for registration.”

2. Delete and Replace Section 5.4 Holding Zones:

~~Where any zone symbol as shown on the attached schedules is followed by the symbol "H", this signifies that only existing uses are permitted and no person shall use the land for any new use or erect, alter or enlarge any building or structure on said lands until such time as the holding symbol has been removed by the Township in accordance with the provisions of the Planning Act.~~

Add new text:

“5.4.1 Holding Overlays are created by identifying specific lands on Schedules A to H and “#” of this By-law and have the effect of restricting the development or use of a lot or building in accordance with the corresponding provisions until this By-law has been amended to remove the lot from the Holding Overlay in accordance with Section 36 of the Planning Act.

5.4.2 A lot that is subject to a Holding Symbol (-H) may only be developed for the following purposes until such time as the Holding Symbol is removed:

5.4.2.1 Uses that legally existed on the date of the passing of this By-law;

5.4.2.2 A model home in accordance with Section 5.48.”

3. Amend Section 5.25 Frontage on a Street:

Add the following phrase to the end of Section 5.25.1 “or to Model Home(s) where a Model Home Agreement has been executed by the owner and the Township on a lot prior to registration of the plan of subdivision subject to the regulations of Section 5.48” so that it reads:

5.25.1 No person shall erect any building or structure in any zone unless the lot upon which such building or structure is to be erected fronts upon a street. For the purposes of this By-law a street does not include an unopened road allowance, a private lane, a right-of-way or an un-assumed road on a Registered Plan which has been deemed not to be a Registered Plan under the Planning Act. The above provisions shall not apply to prohibit the erection of any building on a lot on a registered plan of subdivision where a subdivision agreement has been entered into but the streets will not be assumed until the end of the maintenance period, **or to Model Home(s) where a Model Home Agreement has been executed by the owner and**

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the Township on a lot prior to registration of the plan of subdivision subject to the regulations of Section 5.48.

4. Add new Section 5.48 Model Homes:

“Where a Model Home Agreement or a Subdivision Agreement permitting the construction of model homes has been executed by the owner and the Township, more than one single detached dwelling, semi-detached dwelling or townhouse may be constructed on a lot prior to registration of the plan of subdivision under the Planning Act or a description under the Condominium Act, 1998, subject to the following provisions:

5.48.1 The use must be permitted in the underlying Zone in which the single detached dwelling, semi-detached dwelling or townhouse is to be located;

5.48.2 The model home must not be occupied as a dwelling unit prior to the date of the registration of the subdivision plan or condominium plan;

5.48.3 The maximum number of model homes within one plan of subdivision under the Planning Act or a description under the Condominium Act, 1998 proposed for registration is equal to 10% of the total number of lots intended for single detached house, semi-detached house or townhouse purposes within the plan or description for registration, to a maximum of 10 model homes;

5.48.4 The model home must comply with all other provisions of this By-law, as though constructed on the lot within the registered plan of subdivision under the Planning Act or the description under the Condominium Act, 1998; and

5.48.5 The model home must comply with all applicable terms and conditions of the Model Home Agreement or Subdivision Agreement or Condominium Agreement, as applicable.”

C. Regarding Seasonal Dwellings:

1. Add Seasonal Dwelling as a permitted use to Section 7.2 Permitted Uses in the Rural Zone.

D. Regarding Accessory Buildings:

1. Amend Section 5.24.2 as follows:

5.24.2 ~~Except as otherwise may be specified in this by-law,~~ **In an Urban Residential zone and a Residential zone**, any accessory building which is

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not part of the main building shall be erected to the rear of the projected front or exterior side wall of the main building. Where accessory buildings are located behind the main buildings, they shall be located in accordance with the provisions of the particular zone.

2. Amend Section 5.24.3 as follows:

5.24.3 No person shall use an accessory building for human habitation except where a dwelling is permitted as an accessory building, **or where an additional dwelling unit is permitted by this By-law.**

Accessory buildings and structures are permitted to be used as general living areas, including but not limited to an amenity area, study, den, living room, recreational space, studio, home office or home occupation. For clarity, an accessory building used as a general living area is not considered a bedroom.

3. Delete Section 5.24.6:

~~5.24.6 The minimum distance between any building on a lot including accessory buildings and principal buildings shall be 3.0 metres (9.8 ft.) and in no case shall any overhang, eaves or gutter project into this required minimum area which shall be clear of any obstruction from the ground to the sky.~~

4. Add to all zones except the Urban Residential zones and the Residential zone:

To all zones except the Urban Residential zones and the Residential zone, add a minimum front yard for accessory buildings and structures that is the same as the minimum front yard for the principal building.

Section 6 Agricultural Zone

6.3.3 For Accessory Buildings Not Attached to the Principal Building

Add: Front Yard (Minimum) 20 Metres (65.6 ft.)

Section 7 Rural Zone

7.3.2 For Single Detached Residential Uses

Add: Front Yard (Minimum) for Accessory Buildings 20 Metres (65.6 ft.)

Section 8 Waterfront Residential Zone

8.3.2 For Accessory Buildings Not Attached To The Principal Building

Add: Front Yard (Minimum) 20 Metres (65.6 ft.)

Section 9 Limited Service Residential zone

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9.3.2 For Accessory Buildings Not Attached To The Principal Building

Add: **Front Yard (Minimum) 20 Metres (65.6 ft.)**

Section 10 Limited Service Residential – Waterfront Zone

10.3.2 For Accessory Buildings Not Attached To The Principal Building

Add: **Front Yard (Minimum) 30 metres (98.4 ft.)**

Section 11 Limited Service Residential – Island Zone

11.3.2 For Accessory Buildings Not Attached To The Principal Building

Add: **Front Yard (Minimum) 30 metres (98.4 ft.)**

Section 17 Rural Commercial Zone

17.3.2 For Accessory Buildings Not Attached To The Principal Building

Add: **Front Yard (Minimum) 8 Metres (26.2 ft.)**

Section 18 Recreational Resort Commercial Zone

18.3.2 For Accessory Buildings Not Attached To The Principal Building

Add: **Front Yard (Minimum) 8 Metres (26.2 ft.)**

Section 19 Urban Commercial Zone

19.3.3 For Accessory Buildings Not Attached To The Principal Building

Add: **Front Yard (Minimum) 6 Metres (19.7 ft.)**

Section 21 Rural Industrial Zone

21.3.2 For Accessory Buildings Not Attached To The Principal Building

Add: **Front Yard (Minimum) 8 Metres (26.2 ft.)**

Section 29 Community Facility Zone

29.3.2 For Accessory Buildings Not Attached To The Principal Building

Add: **Front Yard (Minimum) 10 Metres (32.8 ft.)**

5. Additions to all zones that permit accessory buildings and structures to residential land uses:

To all zones that permit accessory buildings and structures to residential land uses, amend the maximum building height from 6 metres (19.7 feet) to 8 metres (26.2 feet):

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Section 7 Rural Zone

7.3.2 For Single Detached Residential Uses

Delete and replace: Building Height for Accessory Buildings (**Maximum**) ~~6 Metres (19.7 ft.)~~ **8 Metres (26.2 ft.)**

Section 8 Waterfront Residential Zone

8.3.2 For Accessory Buildings Not Attached to the Principal Building

Delete and replace: Building Height (Maximum) ~~6 Metres (19.7 ft.)~~ **8 Metres (26.2 ft.)**

Section 9 Limited Service Residential Zone

9.3.2 For Accessory Buildings Not Attached to the Principal Building

Delete and replace: Building Height (Maximum) ~~6 Metres (19.7 ft.)~~ **8 Metres (26.2 ft.)**

Section 10 Limited Service Residential – Waterfront Zone

10.3.2 For Accessory Buildings Not Attached to the Principal Building

Delete and replace: Building Height (Maximum) ~~6 Metres (19.7 ft.)~~ **8 Metres (26.2 ft.)**

Section 12 Residential Zone

12.3.2 For Accessory Buildings Not Attached to the Principal Building

Delete and replace: **Building** Height (Maximum) ~~6 Metres (19.7 ft.)~~ **8 Metres (26.2 ft.)**

Section 14 Urban Residential – First Density Zone

14.3.2 For Accessory Buildings Not Attached to the Principal Building

Delete and replace: Building Height (Maximum) ~~6 Metres (19.7 ft.)~~ **8 Metres (26.2 ft.)**

Section 15 Urban Residential – Second Density Zone

15.3.4 For Accessory Buildings Not Attached to the Principal Building

Delete and replace: Building Height (Maximum) ~~6 Metres (19.7 ft.)~~ **8 Metres (26.2 ft.)**

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E. Regarding Additional Dwelling Units:

1. Add the following definition to Section 3 Definitions:
 Additional Dwelling Unit shall mean a dwelling unit, which is accessory to a principal dwelling, and is located on the same lot as the principal dwelling.
2. Add the following sentence to the end of the definition of Dwelling, Semi-detached:
 “The addition of an additional dwelling unit to a semi-detached dwelling does not change a semi-detached dwelling into any other type of building.”
3. Add the following sentence to the end of the definition of Dwelling, Single detached:
 “The addition of an additional dwelling unit to a single detached dwelling does not change a single detached dwelling into any other type of building.”
4. Add the following provision to Section 5.30 Offstreet Parking Provision:
 5.30.1.1 (a) one (1) space for each additional dwelling unit
5. Add the following text to 5.30.2.1:
 5.30.2.1 Each parking space must have a width of not less than 2.7 metres (8.9 ft.) and a length of not less than 6 metres (19.7 ft.) and must be readily accessible at all times and arranged in such a manner to provide access and manoeuvring space for the parking and removal of a motor vehicle without the necessity of moving any other motor vehicle, except that this shall not apply in the case of a single detached dwelling, **a semi-detached dwelling or an additional dwelling unit.**
6. Add new Section 5.49 Additional Dwelling Units:
 5.49.1 Additional dwelling units must comply with this Subsection and all other applicable provisions of this By-law.
 5.49.2 Location of Additional Dwelling Units
 Additional dwelling units are only permitted as an accessory use to the following principal buildings, if such building is listed as a permitted use in the applicable Zone:
 - a. Single detached dwelling; or
 - b. Semi-detached dwelling.
 5.49.3 Additional dwelling units are prohibited:
 - a. On lands that are located in a floodplain;

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- b. On lands within 90 metres of the highwater mark of a waterbody;
- c. On lands within 300 metres of the highwater mark of a highly sensitive (at-capacity) lake trout lake; or
- d. On a lot containing two or more principal dwelling units, a garden suite or a boarding house.

5.49.4 In accordance with section 5.4, a Holding Overlay has been established in the area identified as “Additional Dwelling Unit Holding Overlay – Water Supply/Water Quality” on Schedule “#”. The Holding Overlay on Schedule “#” applies to the development of one or more additional dwelling units. Prior to the removal of any lot from a Holding Overlay and the issuance of a building permit for an additional dwelling unit, the following conditions must be satisfied:

5.49.4.1 A Hydrogeological Study is to be completed to the satisfaction of the Township from an independent qualified professional (P.Eng.) or geoscientist (P.Geo). to determine that the groundwater quality and quantity is sufficient for the additional dwelling unit and will not adversely impact the water supply of adjacent lots and the principal dwelling. The Hydrogeological Study must be completed in accordance with the Township’s Standard for Hydrogeological Assessments. Adjustments to the requirements of a full hydrogeological study to demonstrate the suitability of private water supply may be considered by the Township. The Hydrogeological Study must also assess sewage system impact and demonstrate that:

- a. The area of development is not hydrogeologically sensitive; and
- b. The private sewage system is isolated from the receiving aquifer, or the impact of the principal dwelling plus the additional dwelling unit is less than 10 milligrams per litre nitrate-nitrogen at the property boundary.

5.49.4.2 Approval of the private sewage system must be obtained from the applicable approval authority.

5.49.5 General Provisions for Additional Dwelling Units

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

5.49.5.1 A maximum of two additional dwelling units are permitted per lot.

5.49.5.2 Where two additional dwelling units are located on one lot:

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- a. A maximum of one additional dwelling unit may be attached to or located within the principal building; and
 - b. A maximum of one detached additional dwelling unit is permitted; or
 - c. A maximum of two additional dwelling units may be attached to or located within the principal building if no accessory building contains any dwelling units.
- 5.49.5.3 For the purpose of establishing a detached additional dwelling unit, the existing dwelling unit is considered the principal dwelling.
- 5.49.5.4 Additional dwelling units must be connected to municipal or private water and sewage services to the satisfaction of the Township.
- 5.49.5.5 The maximum gross floor area of an additional dwelling unit shall be less than or equal to the gross floor area of the principal dwelling.
- 5.49.5.6 Where an additional dwelling unit is in a detached accessory building, the additional dwelling unit must be located within 40 metres of the principal dwelling.
- 5.49.5.7 The additional dwelling unit shall share the driveway entrance to the lot with the primary dwelling.
- 5.49.5.8 Parking shall be provided in accordance with Section 5.30 of this By-law.
- 5.49.5.9 Where an additional dwelling unit is attached to or located within the primary dwelling, the additional dwelling unit must have a separate exterior entrance located at the side, rear or front of the primary dwelling. A separate entrance may also be provided through a joint entrance vestibule within the principal dwelling.
- 5.49.5.10 The exterior entrance to an additional dwelling unit that is within a principal dwelling and is located at the side or rear of the principal dwelling, and the exterior entrance of an additional dwelling unit in a detached accessory building, shall be accessed by a minimum 1.2 metre wide unobstructed pathway provided from the front of the principal dwelling building or the front lot line. For the purposes of this Section, a pathway is defined as a hard surface treated pathway that is separately delineated from the driveway and provides pedestrian access. Unobstructed means no obstructions to a height of up to 2.3 metres. This provision shall not prevent the establishment of a gate to access the rear yard.

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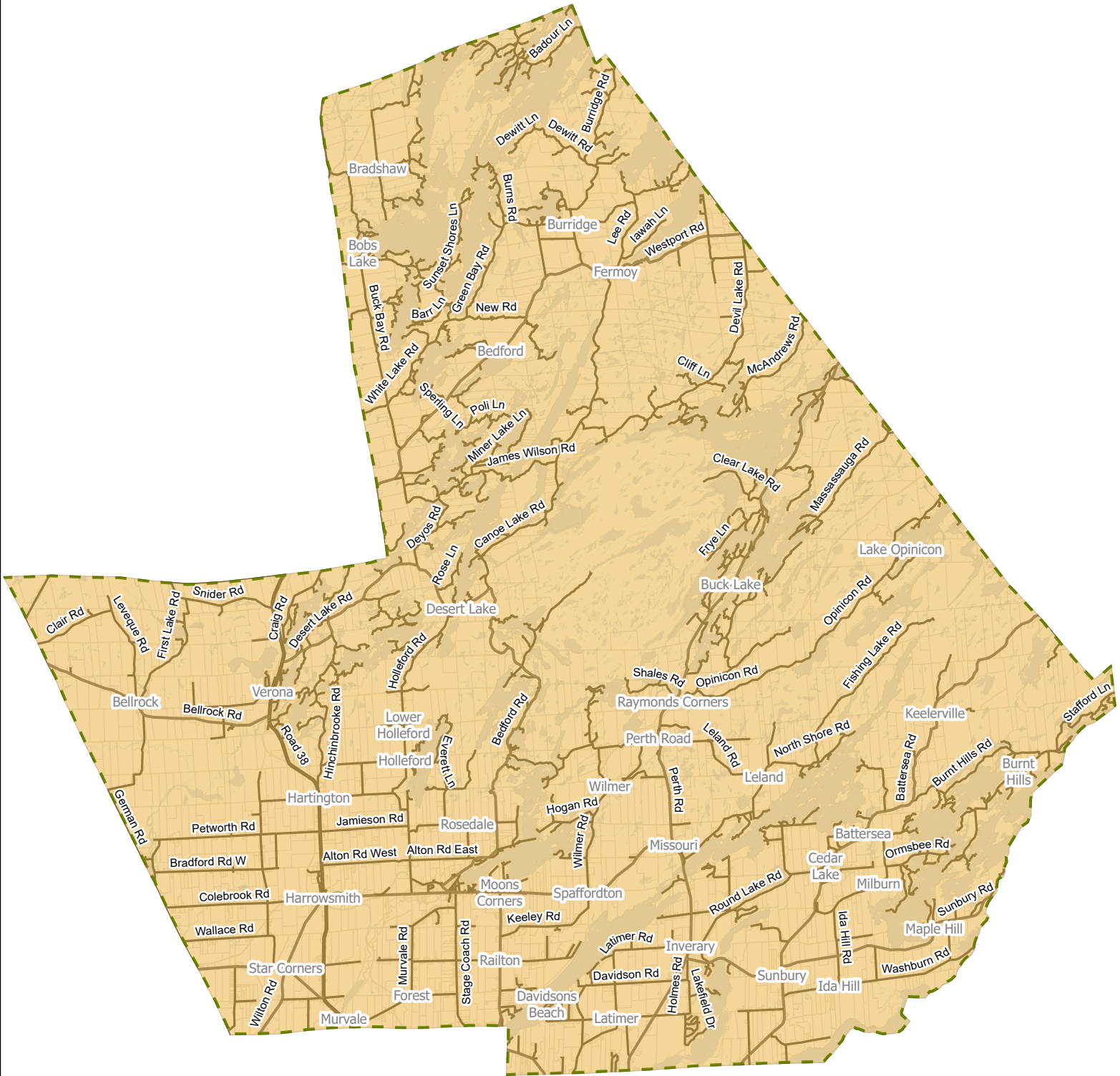
5.49.6 Additional dwelling units are exempt from provisions that:

- a. Establish the maximum number of dwelling units on a lot; and
- b. Establish the minimum lot area per dwelling unit on a lot.

TOWNSHIP OF SOUTH FRONTENAC

Zoning By-Law No. 2003-75

Schedule "#": Additional Dwelling Unit Holding Overlay - Water Supply/Water Quality



LEGEND

- Road Network
 - Highway
 - Major Road
 - Secondary Road
- Waterbody
- Township Boundary
- Parcel Fabric
- Additional Dwelling Unit Holding Overlay

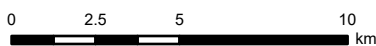
This is Schedule # to By-law 2003-75 passed the 16th day of September 2003 and amended thereto.
Signatures of Signing Officers

Mayor _____
Clerk _____

This map was prepared from assessment plan data supplied by the Regional Assessment Office, Kingston, Ontario, as authorized by the Township of South Frontenac, and is not to be employed as a legal survey drawing. This drawing is intended for reference purposes only.

DRAFT

REVISION DATE: MARCH 2023



**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-25**

**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 MARCH 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 March 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 March 21, 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 March 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 March 2023.

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

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

Ron Vandewal, Mayor

James Thompson, Clerk