



Township of South Frontenac Council Meeting Agenda



TIME: 7:00 PM,
DATE: Tuesday, May 7, 2024
PLACE: Council Chambers/Virtual Via Zoom .

1. Call to Order

- a) Resolution

That the Council meeting of May 7, 2024 be called to order at ____ p.m.

2. Declaration of pecuniary interest and the general nature thereof

3. Approval of Agenda and Addendum

- a) Resolution

That the agenda be approved, as presented.

4. Scheduled Closed Session

5. Recess

6. Public Meeting

- a) Resolution - Public Meeting to Order

- b) Notice of Collection 5

- c) Unopened Road Allowance Application RC-24-02 (Fleming) 6 - 22

- d) Resolution - Close Public Meeting

7. Delegations

- a) Mark Compton will be present to speak to Council regarding the [By-law 2014-48](#).

- b) Jeremy Campbell, Totopoca Films Inc. will be present to speak to Council regarding a proposed fundraiser (concert) for the Sydenham High School Integrated Arts & Entrepreneurship courses. 23 - 43

8. Briefings

9. Approval of Minutes

- a) Resolution

- b) That the Minutes of the April 9, 2024 and April 16, 2024 meetings of Council be approved. 44 - 56

10. Reports Requiring Action

- a) Award of RFP PS-P02-2024 – Facility Condition Assessment 57 - 60

That Council award RFP PS-P02-2024 Professional Services for Facility Condition Assessments to Accent Building Services for the successful bid of \$120,331.20; and

That Council approve a budget increase of \$50,331.20 to be funded from capital project 19-06.

- b) Piccadilly Sand Dome Demolition 61 - 63

That Council accept the bid of \$25,171 from Environmental Contracting Services for RFQ PS-2024-09 for the demolition of sand dome and salt sheds; and

That Council approve a budget of \$30,000 for this project to be funded from postponed capital project 23-60 (Facilities Reserve).

- c) Meeting Audio-Visual System Upgrade 64 - 68

That Council authorize the Clerk's Department to enter into an agreement with SOLOTECH for the purchase of a hybrid audio-visual system (Option 1) with an upset limit of \$84,000; and

That the additional funds, of up to \$54,000, required for the above listed purchase be funded from the Working funds reserves.

- d) PSAB Presentation of the 2024 Budget 69 - 72

That Council approve the 2024 PSAB budget attached to Report Number 2024-074 as Exhibit A.

- e) Municipal Significant Event Designation for AGCO SOP 73 - 75

That Council move to designate the South Frontenac Summer Kickoff Music Festival on May 25th, 2024, from 3:30 pm – 10:00 pm at Centennial Park in Harrowsmith as municipally significant in support of the Alcohol & Gaming Commission of Ontario Special Events Permit Application.

- f) Automatic Aid Agreement with Central Frontenac 76 - 86

That Council enter into the automatic aid agreement with Central Frontenac, attached to the Report as Exhibit A for the provision of fire protection services in specific areas of each municipality.

11. Advisory Committee Reports or Minutes

12. Reports Requiring Approval of By-laws

- a) Appointment of Municipal Law Enforcement Officer 87 - 89

That By-law 2024-39 being a By-law to appoint a Municipal Law Enforcement Officer be given first and second reading; and

That By-law 2024-39 be given third reading, signed and sealed.

- b) Unopened Road Allowance Application RC-24-02 (Fleming) 90

That By-law 2024-40 being a By-law to stop up close and transfer a portion of road allowance, Part 1, Plan 13R22980, be given first and second reading; and

That By-law 2024-40 be given third reading, signed and sealed.

- | | | |
|----|--|-------------|
| c) | Zoning By-law Amendment Application PL-ZBA-2024-0003, K. Mulrooney Trucking Limited, Battersea Road at Frontenac Road, 102906003011315 | 91 - 101 |
|----|--|-------------|

That By-law 2024-41 being a By-law to amend the zoning on lands with roll number 102906003011315, Part of Lot 38, Concession 7, District of Storrington, Township of South Frontenac, be given first and second reading; and

That By-law 2024-41 be given third reading, signed and sealed.

13. Reports for Information

- | | | |
|----|---|--------------|
| a) | Purchase of Land reporting | 102 - 103 |
| b) | Delegated Authority for Fleet Purchases | 104 - 107 |
| c) | Award of Tender # PS-2024-09 Bedford Road Reconstruction | 108 - 112 |
| d) | Award of Tender # PS-2024-02 Sydenham Lake Bridge and Dam | 113 - 116 |
| e) | Public Services Department Quarterly Update | 117 - 119 |

14. Committee of the Whole

15. Tabling of Documents

16. Communications

17. Notice of Motions

18. Rise and Report regarding County Council and External Boards

- | | |
|----|--------------------------------------|
| a) | County Council |
| b) | Police Services Board |
| c) | Cataraqui Conservation |
| d) | Quinte Conservation |
| e) | Rideau Valley Conservation Authority |
| f) | Frontenac Community Arena Board |

19. Announcements/Statements by Councillors

20. Closed Session (if requested)

- | | |
|----|------------|
| a) | Resolution |
|----|------------|

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

- | | |
|----|---|
| a) | Approval of March 19, 2024 and April 2, 2024, Committee of the Whole, Closed Meeting Minutes; and |
| b) | Personal matters about an identifiable individual, including municipal or local board employees. |

- b) Approval of March 19, 2024 and April 2, 2024, 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.

21. Confirmatory By-law

- a) Resolution 120

That By-Law 2024-42, being a By-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading; and

That By-Law 2024-42 be given third reading, signed and sealed.

22. Adjournment

- a) Resolution

That the Council meeting of May 7, 2024 adjourn at ___ p.m.

South Frontenac is a welcoming and thriving rural community

Notice of Collection

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

Public Meeting

Application for Unopened Road Allowance Purchase

RC-24-02 (Fleming)

Tuesday, May 7, 2024 7:00 p.m

Council Meeting



**SOUTH
FRONTENAC**

Agenda

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



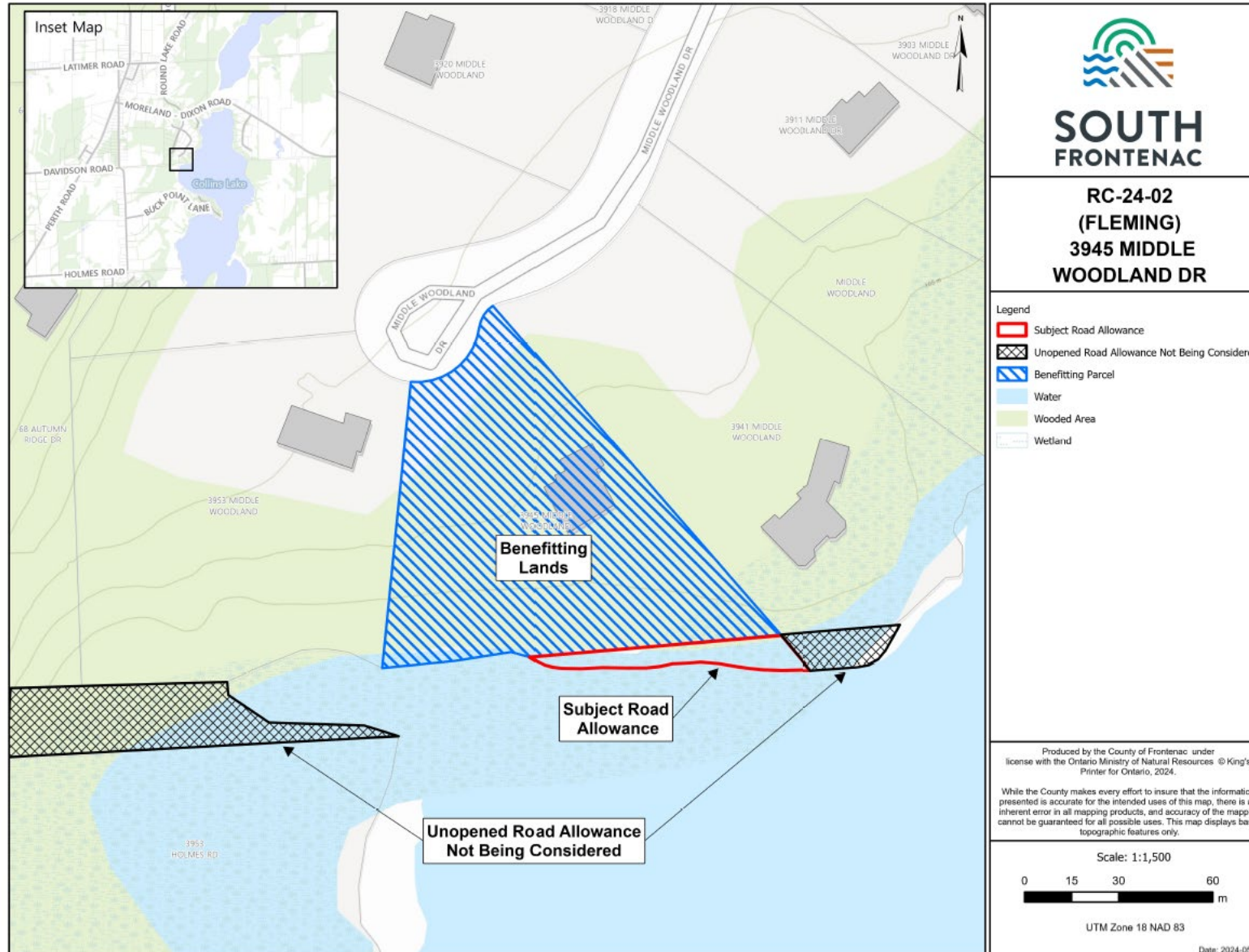
RC-24-02

Applicant: James & Linda Fleming

Property: 3945 Middle Woodland Drive, Inverary



Location Map



PLAN of SURVEY of
 PART of the ROAD ALLOWANCE BETWEEN
 CONCESSIONS 1 & 2
 Geographic Township of Loughborough
 (Former Municipal Township of Storrington)
 TOWNSHIP of SOUTH FRONTENAC
 COUNTY of FRONTENAC
 SCALE - 1:400



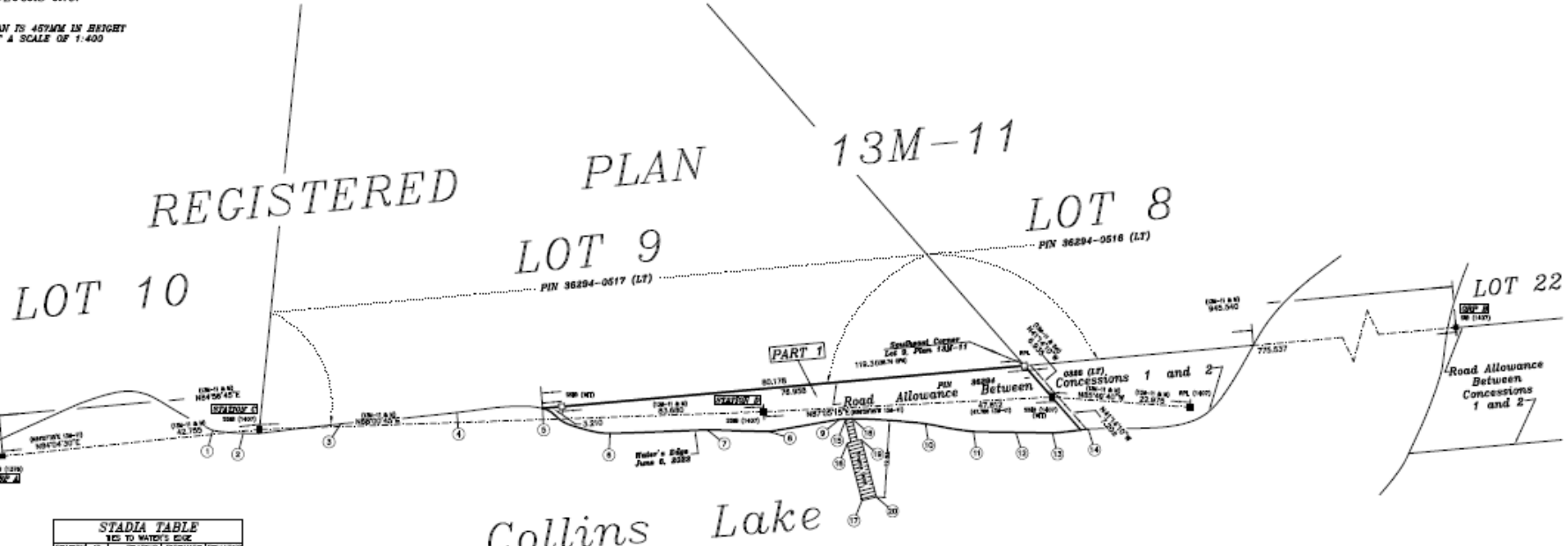
HOPKINS CHITTY LAND SURVEYORS INC.
 -2023-

THE INTENDED PLOT SIZE OF THIS PLAN IS 457MM IN HEIGHT
 BY 914MM IN WIDTH WHEN PLOTTED AT A SCALE OF 1:400



| SCHEDULE | | |
|----------|--|------------|
| PART | LOCATION | PIN No. |
| 1 | Part of the Road Allowance between Concessions 1 and 2 | 36294-0326 |

PLAN 13R-22980
 Received and deposited
 September 14th, 2023
 Lucy Wang
 Representative for the
 Land Registrar for the
 Land Titles Division of
 Frontenac (No.13)



OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM GPS OBSERVATIONS USING PRECISE POINT POSITIONING (PPP) SERVICE, IGM 2011 18, XNAD83 (CSRS) (2015) COORDINATES TO NEAREST CENTIMETER PER SEC. 14(4) OF O.R.S. 216/19

| POINT ID | NORTHING | EASTING |
|----------|------------|-----------|
| ORP A | 4914788.68 | 364231.77 |
| ORP B | 4914811.06 | 364233.42 |

COORDINATES CALCULATED BY THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

BEARINGS ARE FROM GRID DERIVED FROM MULTIPLE READINGS OF THE ELECTRONIC (GPS) OBSERVATIONS FROM SURVEYING A TO B. IGM 2011 18 (70° WEST LONGITUDE) XNAD83 (CSRS) (2015)

FOR BEARING COMPARISONS, A ROTATION OF 0°00'00" CLOCKWISE WAS APPLIED TO BEARINGS OF REGISTERED PLAN 13M-11

BEARINGS ARE CORRECTED AND CAN BE CONTINUED TO GRID BY MULTIPLYING BY THE CORRECTED MAGNETIC FACTOR OF 0.859768

BEARINGS AND COORDINATE POINTS OF THIS PLAN ARE IN METERS AND CAN BE CONTINUED TO FEET BY DIVIDING BY 0.3048

- LEGEND:**
- ORP'S PLANNED SITE TO DISCREPANCY OVERLAYS
 - C- - Closed Survey Measurement
 - F- - Fenced Survey Measurement
 - S- - Standard Iron Bar
 - S- - Short Standard Iron Bar
 - I- - Iron Bar
 - I- - Iron Bar (found)
 - R- - Rock (Old)
 - W- - Witness
 - P- - Peter S. Hopkins - O.L.S.
 - G- - George R. Elliot Ltd - O.L.S.
 - O/S- - Original Field Notes of Crown Survey by C. Jenkins O.L.S. and filed as 253 S.M.

SURVEYOR'S CERTIFICATE:

1. THE SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2. THE SURVEY WAS COMPLETED ON THE 2nd DAY OF August, 2023.

DATE: AUGUST 4, 2023

[Signature]
 PETER S. HOPKINS - O.L.S.

STADIA TABLE
 TO WATER'S EDGE

| STATION | ID | BEARING | DISTANCE | REMARKS |
|---------|----|-------------|----------|--------------|
| 1 | 1 | 184°56'42"E | 37.74 | |
| 2 | 2 | 270°30'30"W | 3.26 | |
| 3 | 3 | 185°14'30"W | 13.54 | |
| 4 | 4 | 185°10'30"E | 33.66 | |
| 5 | 5 | 185°14'30"E | 41.34 | |
| 6 | 6 | 309°21'30"E | 56.16 | |
| 7 | 7 | 309°26'30"E | 74.36 | Water's Edge |
| 8 | 8 | 328°46'30"E | 84.52 | |
| 9 | 9 | 185°10'30"E | 96.32 | |
| 10 | 10 | 185°10'30"E | 110.44 | |
| 11 | 11 | 225°16'30"E | 116.46 | |
| 12 | 12 | 309°16'30"E | 125.14 | |
| 13 | 13 | 328°44'30"E | 131.56 | |
| 14 | 14 | 185°10'30"E | 137.14 | |
| 15 | 15 | 185°07'30"E | 27.12 | |
| 16 | 16 | 185°07'30"E | 97.14 | |
| 17 | 17 | 185°17'30"E | 106.62 | Prone |
| 18 | 18 | 185°07'30"E | 96.32 | Edge |
| 19 | 19 | 328°00'30"E | 96.62 | |
| 20 | 20 | 328°12'30"E | 104.64 | |

Party Check: Instrument: Checked By: Plan No:

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

FORM CARRIED OVER FROM PREVIOUS PLAN
 20230914, ONTARIO 23P-056
 3rd FLOOR, 264-2005
 Box 8153, 264-2005

PROJECT No. 2023-2980
 P.A. REFERRED CASE 1 & 2
 TOWNSHIP OF STORRINGTON





Photos of the shoreline



Photo of the waterfront and dock

Department, Agency and Public Comments

- **Public Services** – not circulated
- **RVCA** – no comments received
- **Public comments** – none received
- No requests to purchase other portions of the road allowance have been received



Staff Recommendation

Pending any comments received by the public, staff are recommending approval of a by-law to stop up, close and transfer the unopened road allowance shown as Part 1 on Plan 13R22980.



Questions and Comments

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



Close Public Meeting for RC-24-02



Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: May 7, 2024

Subject: Unopened Road Allowance Application RC-24-02 (Fleming)

Report Number: 2024-073

Summary

This report is to provide information to Council with respect to the proposed closure and sale of a portion of unopened road allowance, legally described as Part of the Road Allowance Between Concessions 1 and 2, Storrington, Part 1 on Plan 13R22980.

Recommendation

That By-law 2024-40 being a By-law to stop up close and transfer a portion of road allowance, Part 1, Plan 13R22980, be given first and second reading; and

That By-law 2024-40 be given third reading, signed and sealed.

Background

The *Municipal Act, 2001*, allows Council to consider the stopping up, closing and transferring of lands that are surplus to the needs of the municipality.

The Township Notice By-Law, 2016-73 prescribes the manner in which notice is provided for applications requesting to stop up, close and transfer an unopened road allowance.

Discussion/Analysis

On February 13, 2024, the Clerk's Department received an application requesting to close and transfer a portion of unopened road allowance known as Part of the Road Allowance Between Concessions 1 and 2, Part 1 on Plan 13R22980; Storrington, survey 13R22980. The Plan of Survey is attached to the Report as Exhibit A.

Staff brought this matter before Council for consideration at the [March 19, 2024](#), Council meeting. Council recommended that this matter proceed to the next step of the application process which is to hold a Public Meeting. Subject to the comments received during the public process, a by-law be brought forward for consideration by Council.

The road allowance lands are located along the shore of Collins Lake and abut 3945 Middle Woodland Drive, the benefitting property. The benefitting property is developed with a home and attached garage, landscaping and a dock at the water's edge. A majority of both

the road allowance lands and benefitting lands are naturally vegetated with mature trees and underbrush. Photographs are attached to the Public Meeting PowerPoint Presentation for reference and a location map is attached to the Report as Exhibit B for reference.

The subject parcel of road allowance is separated from the mainland portion of the unopened road allowance by Colins Lake. There will be a small piece of road allowance to the east that will not be transferred to the benefitting lands. It does not make sense to ask the benefitting lands to receive it as it is essentially part of the abutting lands waterfront / front yard. Additionally, the property owner to which it abuts has not indicated that they wish to purchase the portion of land. As this is already an abandoned piece of unopen road allowance, staff do not have any concerns with leaving the small piece abandoned.

Staff conducted a site visit of the property on April 8, 2024.

There has been no correspondence from the public related to this matter.

Public Services staff were not circulated the application due to the nature of the unopened road allowance.

Cataraqui Conservation Authority was circulated the application, and comments have not been received.

It was determined by the Ontario Land Surveyor that the parcel of land is 587 square metres or 6,318.42 square feet. The parcel is within 300 feet of the water and will therefore have a purchase price of \$2.41 per square foot. The purchase price for the parcel of land will be \$15,227.39 + HST (\$1,979.56) for a total of \$17,206.95.

Financial Implications

The applicant has paid a deposit of \$3,000 for legal fees incurred by the municipality, to be drawn down from as invoiced.

The applicant has paid for the completion of a survey.

The purchase price will be due following the passing of the by-law.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillars: Choose an item.
- Action Item (If Applicable): Insert Text

Climate Considerations

Not applicable to this report.

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

Notice/Consultation

Public notice was provided in accordance with Notice By-law 2016-73.

Cataraqui Conservation Authority was circulated.

Attachments

Exhibit A – Survey 13R22980.

Exhibit B – Location Map.

Exhibit C - By-law 2024-40

Approvals

Prepared By: Michelle Hannah, Deputy Clerk

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer

PLAN of SURVEY of
**PART of the ROAD ALLOWANCE BETWEEN
 CONCESSIONS 1 & 2**
 Geographic Township of Loughborough
 (Former Municipal Township of Storrington)
TOWNSHIP of SOUTH FRONTENAC
 COUNTY of FRONTENAC

SCALE = 1:400
 10metres 0 10 20 30 40metres

HOPKINS CHITTY LAND SURVEYORS INC.
 -2023-

THE INTENDED PLOT SIZE OF THIS PLAN IS 457MM IN HEIGHT
 BY 914MM IN WIDTH WHEN PLOTTED AT A SCALE OF 1:400



| SCHEDULE | | |
|----------|--|--------------------|
| PART | LOCATION | PIN No. |
| 1 | Part of the Road Allowance between Concessions 1 and 2 | Part of 36294-0326 |

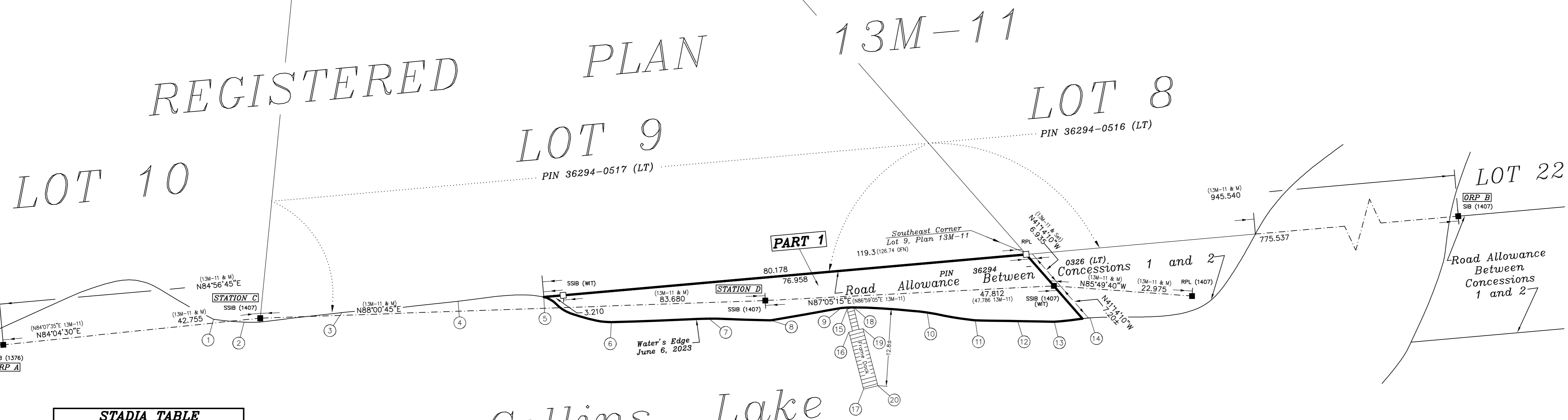
PLAN 13R-22980

Received and deposited

September 14th, 2023

Lucy Wang

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



OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM GPS OBSERVATIONS USING PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 18, NAD83 (CSRS) (2010)
 COORDINATES TO RURAL ACCURACY PER SEC. 14(2) OF O.REG. 216/10

| POINT ID | NORTHING | EASTING |
|----------|------------|-----------|
| ORP A | 4914728.68 | 383291.77 |
| ORP B | 4914811.96 | 384233.40 |

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

BEARINGS ARE UTM GRID, DERIVED FROM MULTIPLE REAL TIME KINEMATIC (GPS) OBSERVATIONS FROM MONUMENT "A" TO "B", UTM ZONE 18 (75° WEST LONGITUDE) NAD83 (CSRS) (2010)
 FOR BEARING COMPARISONS, A ROTATION OF 0°55'05" CLOCKWISE WAS APPLIED TO BEARINGS ON REGISTERED PLAN 13M-11
 DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99975478.
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

- LEGEND:**
- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
 - denotes Planted Survey Monument
 - Found Survey Monument
 - SIB Standard Iron Bar
 - SSIB Short Standard Iron Bar
 - IB Iron Bar
 - IB# Iron Bar (round)
 - RPL Rock Plug
 - (WT) Witness
 - (1376) Peter S. Hopkins-O.L.S.
 - (1407) Grange W. Elliott Ltd.-O.L.S.
 - OPN Original Field Notes of Crown Survey by C. Rankin D.L.S. and filed as FNB 508

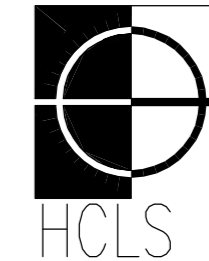
SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:
 1. This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT, THE LAND TITLES ACT and the REGULATIONS made under them.
 2. The SURVEY was completed on the 3rd day of August, 2023.

DATE: AUGUST 4, 2023
 PHIL W. CHITTY-O.L.S.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-53665

| | | | |
|-----------------|----------------|-----------------|-------------|
| Party Chief: TJ | Instrument: MT | Checked By: PWC | Plan By: RH |
|-----------------|----------------|-----------------|-------------|



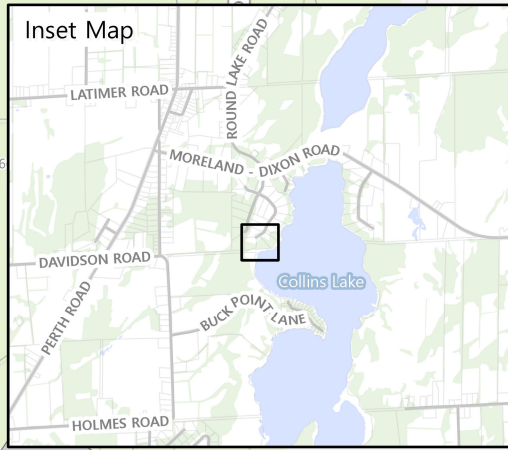
**HOPKINS CHITTY
 LAND SURVEYORS INC.**
 Ontario Land Surveyors
 www.hopkinschitty.com
 1224 GARDINERS ROAD, SUITE 102
 KINGSTON, ONTARIO K7P-0G2
 Tel (613) 384-9266
 Fax (613) 384-3513
 PROJECT No. 2023-0302
 R/A BETWEEN CONS 1 & 2
 TOWNSHIP OF STORRINGTON

STADIA TABLE
 TIES TO WATER'S EDGE

| STATION | ID | BEARING | DISTANCE | REMARKS |
|---------|----|-------------|----------|--------------|
| 1 | | S88°44'30"W | 7.7± | |
| 2 | | S76°08'30"W | 2.8± | |
| 3 | | N86°04'30"E | 13.5± | |
| 4 | | N85°08'30"E | 32.8± | |
| 5 | | N85°44'30"E | 47.1± | |
| 6 | | S89°21'30"E | 58.1± | |
| 7 | | S89°56'30"E | 74.3± | Water's Edge |
| 8 | | S89°46'00"E | 84.5± | |
| 9 | | N89°00'30"E | 96.2± | |
| 10 | | N89°31'30"E | 110.4± | |
| 11 | | S89°49'30"E | 118.4± | |
| 12 | | S89°46'30"E | 125.4± | |
| 13 | | S89°44'30"E | 131.5± | |
| 14 | | N89°59'00"E | 137.4± | |
| 15 | | N89°07'30"E | 97.1± | |
| 16 | | S88°38'30"E | 97.4± | Frame |
| 17 | | S83°17'00"E | 100.6± | Dock |
| 18 | | N88°57'30"E | 98.3± | |
| 19 | | S89°00'30"E | 99.8± | |
| 20 | | S83°45'00"E | 102.9± | |

PART 1
 PLAN 13R-1784
 LOT 21
 CONCESSION 1







Inset Map

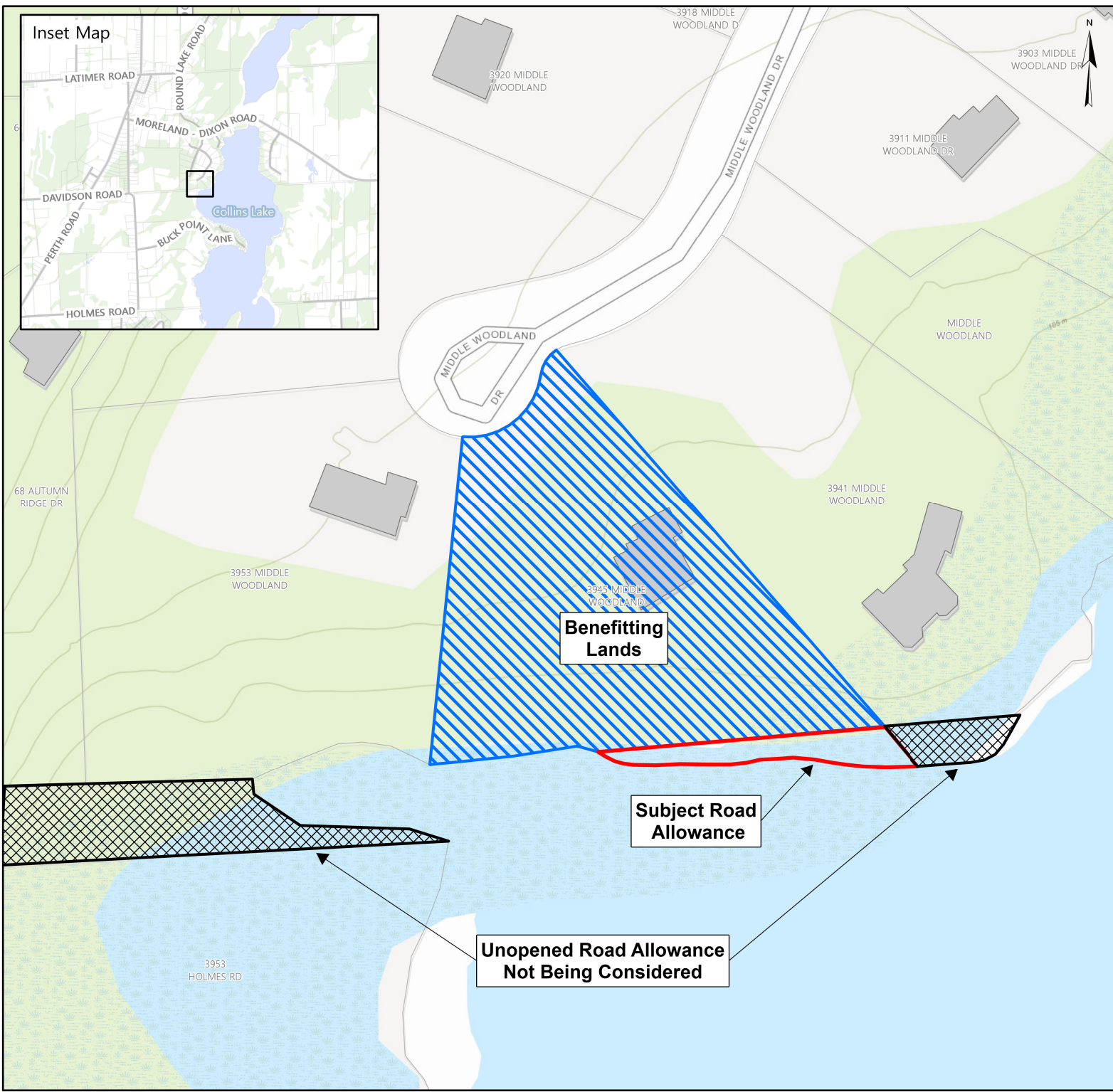


SOUTH FRONTENAC

RC-24-02 (FLEMING) 3945 MIDDLE WOODLAND DR

Legend

-  Subject Road Allowance
-  Unopened Road Allowance Not Being Considered
-  Benefiting Parcel
-  Water
-  Wooded Area
-  Wetland



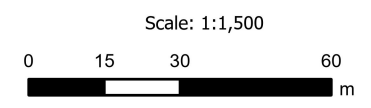
Benefiting Lands

Subject Road Allowance

Unopened Road Allowance Not Being Considered

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2024.

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



UTM Zone 18 NAD 83

By-Law Number 2024-40**A By-Law to Stop up, Close and Sell a portion of unopen road allowance, Part 1 Plan 13R22980; Storrington; Fleming**

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

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

Whereas the said road allowance is not used as a publicly travelled road; and

Whereas no objections have been received to the closing of the unopened road allowance.

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

1. **That** the portion of road allowance between Concessions 1 and 2, Part 1 Plan 13R22980, in the Geographic Township of Loughborough, Former Municipal Township of Storrington; Township of South Frontenac, County of Frontenac (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands are hereby declared surplus to the Municipalities' needs.
3. **That** the Municipality shall convey its interest in Part 1, Plan 13R22980 to the applicants, James and Linda Fleming or as directed by them, provided that such direction must be as a lot addition to one or more of the abutting properties located in South Frontenac. For clarity, this closure shall not create a new lot of record for Part 1 but shall only enlarge existing landholdings owned by the applicant located within South Frontenac.
4. The consideration for the conveyance of the Said Lands above shall be \$15,227.39 plus HST, plus all administration and legal costs to transfer Said Lands.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this by-law be registered in the appropriate Land Registry Office.
7. This By-law shall come into force and take effect upon the registration of this By-law.

Given First and Second Readings: Tuesday, May 7, 2024

Given Third Reading and Passed: Tuesday, May 7, 2024

James Thompson, Clerk

Ron Vandewal, Mayor

GET 2^{THE} POINT

PRESENTATION FOR



GET 2^{THE} POINT

CASE STUDY FOR AN ANNUAL EVENT
BENEFITTING THE ENTIRE COMMUNITY

GET 2^{THE} POINT

THE EVENT – OPEN AIR MUSIC CONCERT

- 1 Weekend / 1 Large Stage / 1 Location
- 3 Powerful performances by Multiple Artists (option for 2nd Day for Local Acts)
- Goal of 5,000 attendees (grounds can support up to 25,000 @ 1.2 people per sq m)
- LLBO Licensed Event
- Mentoring of SHS Students
- Artisan Row promoting local Artists creativity
- Upgrading of Township Infrastructure

GET 2^{THE} POINT

THE SHOWRUNNER/PROMOTER

JEREMY CAMPBELL, DGC

- Award Winning Producer
- SHS Alumnus - Instrumental in developing the Video Production course Former member of the Canadian Ski Patrol System
- Worked under Michael Laing on logistical team for Woodstock 1999
- Production Manager for Prince Harry, DOME and the BBC for INVICTUS GAMES 2017 (shut down core areas of Toronto in a secure fashion for 1-week during peak Tourist Season). Worked along side the top Intelligence consortiums on the planet and delivered an issue-free global event)
- Production Manager with the Directors Guild of Canada (Fatman with Mel Gibson, Coroner for CBC, Orphan Black Echoes for AMC)
- Produced videos for bands such as City & Colour (Dallas Green), PUP, Majid Jordan and more!
- Avid sailor and Senior Member of Ashbridges Bay Yacht Club in Toronto
- JHSC Level 2 under Ministry of Labour – advocate for building and running safe work environments
- Proven Motivator and Team Leader – Giving People Confidence and Empowerment to chart their own success



GET 2^{THE} POINT

THE VENUE – POINT PARK

- Under-utilized property
- Existing base-infrastructure
- Natural Tiered ‘amphitheatre’ land contours
- Safe Capacity for up to 25,000 attendees
- Ease of ingress and egress for people, production and traffic
- Safely control and manage a medium scaled event
- Model can be scaled into annual event which will benefit entire community on multiple levels
- Potential Revenue Generator injecting \$100,000’s directly into ongoing improvement of Township parks and facilities



GET2^{THE}POINT



GET2^{THE}POINT

THE VENUE - TRANSFORMATION



Think “BIG” – It CAN be achieved – and everyone will benefit!

GET 2^{THE} POINT



GET 2^{THE} POINT

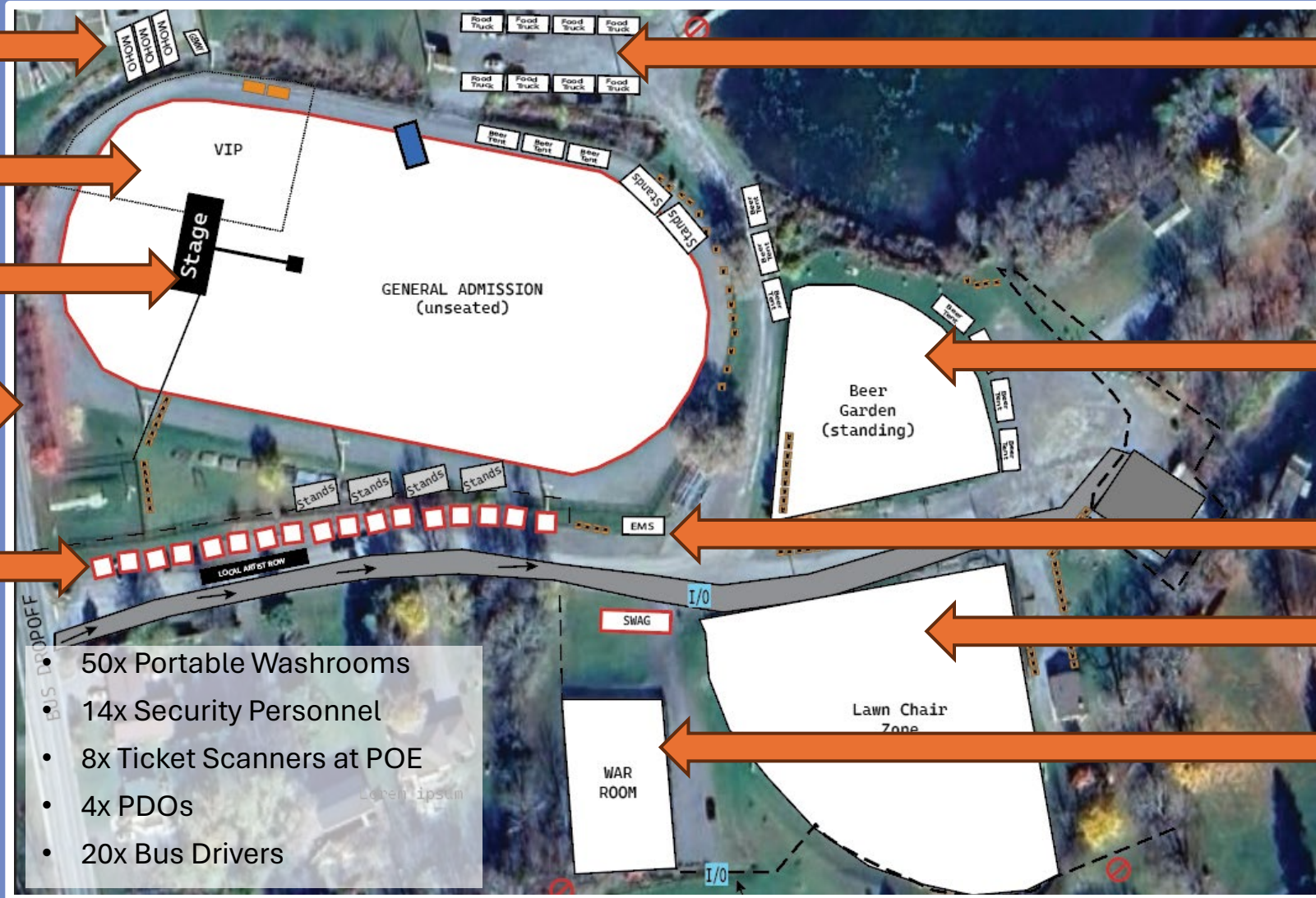
Performer Village

VIP Area

Stage

Bus Parking

Artisan Row & Venue Entry



Food Trucks

Beer Gardens

EMS

Overflow Block if exceed 10k tix

Volunteer Lounge

- 50x Portable Washrooms
- 14x Security Personnel
- 8x Ticket Scanners at POE
- 4x PDOs
- 20x Bus Drivers

GET 2^{THE} POINT

ARTISAN ROW

- FREE to Approved Artists
- 10-20x 10x10' Pop Ups provided at no cost by The Event
- Tables/Chairs to be provided by each Artist / No Power
- All Event Attendees to walk down Artistan Row prior to Entry
- Managed by Students of SHS Entrepreneurship Business Class
- Open to ALL public 12:00-18:00



GET 2^{THE} POINT

**9-Hours of Powerful Positive
Music by Three Amazing Artists
Blues • Country • Rock • Pop**

GET 2^{THE} POINT

POWERFUL PERFORMANCES BY...

Artist lineup at time of preparing presentation. Verbal interest from all has been received though actual artist lineup may change pending availability once project is given the Green Light.



MADISON GALLOWAY



CHANTAL KREVIAZUK

4x JUNO NOMINEE

3x JUNO WINNER



KELSI MAYNE

GET 2^{THE} POINT

TICKET PRICE: \$50.00-75.00 (plus ticket company fee)

Unlike many events of this nature that charge between \$100-300 per ticket – our goal is to hit maximum numbers by keeping ticket pricing low and not extorting the concert goers. The ultimate goal here is to prove that SYDENHAM is a VENUE and the Township can capitalize on this model year after year.

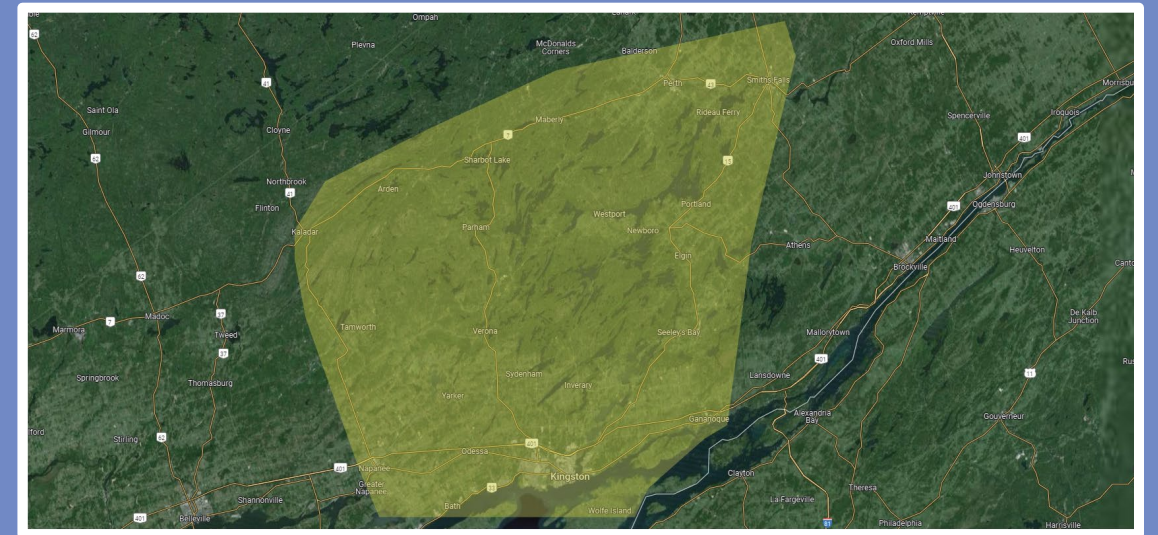
Ticket price includes:

- Based on access to 1-Day Event with Musical Artists listed
- Covers cost of busing from different satellite parking areas / pickup/drop-off areas

GET2THEPOINT

CATCHMENT AREA

- Internal Marketing efforts focusing on extended local catchment area spanning from Frontenac County (26k), City of Kingston (172k), Loyalist (18k), Lennox & Addington (45k), and Leeds & Grenville (72k).
- Performing Artists' outreach will have a much larger impact - spanning from Toronto to Ottawa and beyond.
- Online Branding & Marketing Initiatives are already in place to build online following through numerous social media platforms under one unified brand 'GET2THEPOINT' ('gettothepoint' also secured, but not to be utilized due to possible negative ramifications with mispronunciation)



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CONCERNS

- **Noise:** Some ambient noise will be heard on the Lake and immediately in the vicinity of the venue. Noise by-laws to be abided by.
- **Traffic:** Conversations have started with Ontario Provincial Police for Road Closures and ITC. At this point we are looking at shutting down Wheatley Street (local traffic allowed) or and temporarily converting it to 1-way traffic.
- **Parking:** The Show is currently in negotiations with LDSB and local land owners for a large array of parking options.
- **Shuttling:** The Show is in discussions with Bus Companies to provide shuttle services. There is no cost to the Ticket Holder for this.
- **Security:** Commissionaires, a bonded company, will provide security services for the Event.
- **Field Damage:** Precautions are in place to prevent damage to the Sports Field and Track.
- **Alcohol:** The event will be licensed.
- **Environmental:** Event will be no more or less disruptive to wildlife than a baseball tournament. Osprey nesting season is completed by intended date(s). Complete site cleanup will be included.

GET 2^{THE} POINT

Projections

- Y1: \$30,000-\$45,000 in real money injections
- Y2: \$40,000-\$100,000 in real money injections
- Y3: \$100,000-\$200,000 in real money injections
- Y4: \$100,000-\$250,000 in real money injections

***All figures are preliminary estimates. None of the above includes public spending at local merchants within the Community

GET 2^{THE} POINT

GIVING BACK (based on estimate of 5,000 ticket sales)

- Goal: Donate \$2,500 (est.) to South Frontenac Community Services Corp 'Food Bank'
- Goal: Donate \$2,500 (est.) to New Leaf Link
- Goal: Donate \$15,000 (est.) towards Purchase of 1x Galvanized Steel Elevated Bleachers
If 10,000 Ticket Sales are achieved, a total of 2x 33x20' 10-Tier Bleachers will be purchased and donated (total approximate value \$70,000). Ultimate Goal is by end of Y2 or Y3 of Operations, new Bleachers will adorn the perimeter of the Football Field at no cost to tax-payers.
- Goal: Donate \$25,000 (est.) to benefit SHS Innovative Arts for construction of an audio studio)
- Goal: Mentor students of the Innovative Arts and Entrepreneurship Courses
- Goal: Provide an outlet for local Artisans to showcase their goods along entry of venue but outside of 'Controlled Area'. 10x10 Pop-up Tents provided free of charge to Local Artists

GET 2^{THE} POINT

THE ASK

- Permits: Request support with Provincial Ministry of Labour permit application
- Location: Provide Grounds at no cost to The Show / Required +2D prior and +1D post event
- Closures: Wheatley Street on the day / Boat Ramp on the day
- LLBO: Support The Show's application for obtaining a provincial LLBO Event Permit
- Public Space: Point Road, Sydenham Football Field, Sydenham Baseball Diamonds, Boat Ramp, Ken Garrett Memorial Park (Inverary), Centennial Park (Harrowsmith)
- By-Laws: Suspend parking by-laws the night of the Event
- Shuttles: The Show will incur the cost of shuttles buses and drivers
- Water: Provide Water Station for hydration purposes, free to the public
- Washrooms: No requirements. The Show will provide 50 Portable Washrooms and Wash Stations strategically placed
- Electrical: Minor Electrical requirements. The Show will utilize a proper generator for Power requirements
- Waste: The Show will look after 'Waste' and deposit into central location. Request of township to take responsibility of removal of bins from The Venue upon show completion
- Point Person: Provide 'Show Runner' an internal resource to field questions/concerns
- Exclusivity 5-year exclusivity on entertainment and sporting events for the Location (outside of school and private events)

GET 2^{THE} POINT

MILESTONES

- May 7th: Present to Township of South Frontenac
- May 14th: Verbal Commitment Required from the Township
- May 16th: Marketing Outreach Commences
- May 20th: Ticket Presales Commence (Limited First Block)
- May 20th: File Permit Application with Ministry of Labour
- May 27th: Safety & Evacuation Plan submitted
- June 3rd: Ticket Sales Commence
- July 18th: Event Load In
- July 20th: MAIN EVENT
- July 21st: Local Talent Showcase
- July 29th: Post-Mortem

GET 2^{THE} POINT

QUESTIONS & COMMENTS

GET 2^{THE} POINT

2024

SYDENHAM, ONTARIO



**CHANTAL
KREVIAZUK**



KELSI MAYNE

SATURDAY AUG 10, 2024 1pm-11pm

**POINT PARK
SYDENHAM ONTARIO**



MADISON GALLOWAY

MADISON GALLOWAY

**All Ages | Beer Gardens | Food Trucks | Artisan Row
Limited Quantity of Tickets Available**

for tickets, scan the code
or visit www.GET2THEPOINT2024.ca

no outside food or drink | no atv access | lawnchairs only for lawnchair section



**SOUTH
FRONTENAC**

QR Code

GET 2^{THE} POINT

Thank You for your Consideration

Minutes of Council
April, 9, 2024



Township of South Frontenac Council Meeting Minutes



Meeting # 08

Time: 7:00 p.m.

Location: Council Chambers / Virtual Via Zoom

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

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Kyle Bolton - Director of Public Services, Troy Dunlop - Manager of Engineering & Capital Projects, Christine Woods - Senior Planner, Tom Fehr - Planner.

1 Call to Order

a) Resolution

Resolution No. 2024:08:01

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the Council meeting of April 9, 2024 be called to order at 7:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a) Councillor Morey declared a pecuniary interest in relation to item 19 a) of the April 2, 2024 Council meeting agenda regarding the acquisition or disposition of land - Portland District.

3 Approval of Agenda

a) Resolution

Resolution No. 2024:08:02

Moved by Councillor Sleeth

Seconded by Councillor Roberts

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a) There was none.

5 Recess

a) There was none.

6 Public Meeting

a) Resolution - Public Meeting to Order

Resolution No. 2024:08:03

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Moved by Councillor Morey
Seconded by Councillor Turcotte
That the Public Meeting regarding Unopened Road Allowance Application RC-24-01 be called to order.

Carried

b) Notice of Collection

Michelle Hannah, Deputy Clerk provided an overview of the Notice of Collection and the reason for the Public Meeting.

c) Caivan Unopened Road Allowance Closure Application – Public Meeting

- This Report provided Council with information about Road Closing Application RC-24-01 to close and transfer a portion of unopened road allowance between Lots 30 & 31, Concession 8, District of Bedford.

Michelle Hannah, Deputy Clerk provided an overview of the PowerPoint Presentation and staff Report.

Mayor Vandewal reminded everyone that the Public Meeting was only in relation to the Unopened Road Allowance Closure Application.

Councillor Pegrum inquired about the re-alignment of Campground Lane in relation to the Unopened Road Allowance. Michelle Hannah shared that in the absence of a survey the exact location of the road allowance and the encroachment over it cannot be determined for certain and clarified that it is approximately the same area. Michelle Hannah noted that there is now less of an encroachment as the lane is a direct line across instead of as it is shown on the mapping.

Councillor Pegrum inquired what the process should have been for the encroachment. Michelle Hannah spoke to the right of way which has existed historically and stated that closing the road allowance is one way to address the issue. She indicated that the other option would be to enter into a licence agreement which is a less permanent solution but would allow the road allowance to be altered and developed.

Councillor Pegrum inquired about resolving the encroachment and the pros and cons of each option. Michelle Hannah advised that it is dependent on the lands, and the pros and cons of selling road allowances is that the Township is no longer the owner of the land. She explained that this is a historical matter where the lane travels over the unopened road allowance and the Township would typically not ask the applicant to rectify the situation. She clarified that now that the application has come forward and the Township is aware of the situation steps are being taken to rectify the situation. She elaborated that one of a licence agreement is that it is not a permanent solution as each subsequent owner must seek a new licence agreement.

In response to a question from Councillor Trueman, Michelle Hannah advised that all road allowances in the Township are under the ownership of the Municipality unless they have been closed and transferred.

Councillor Trueman sought clarification in regard to portion "D". Michelle Hannah advised that portion D does lead from a road to the water and noted that that Council voted to not proceed with closing portion "D" of the unopened road allowance. Michelle Hannah also spoke to other water access options in the area.

Councillor Ruttan sought clarification regarding the portions of road allowance

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that are still being considered. Michelle Hannah advised that the grey portion, portion "C" is being considered still, portion "D" the portion in purple is not being considered.

Councillor Ruttan noted that he has reservations in relation to portion "C".

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

John Loubser spoke to public assets and Council's determination of the best use of the assets. He also spoke to a court order that is binding on the Ontario Land Tribunal in regards to an unopened road allowance that was sought to be closed. John Loubser encouraged council to provide a solution that provides access to the lands, protects the interests of the public, protects the environment and provide the public compensation for unlawfully using public lands. He added that compensating the public could include not selling portion C of unopened road allowance, he also noted the landlocked piece should be transferred to the township to compensate the public for unlawfully using public lands and in exchange for being allowed to enter into a Licence Agreement to continue the use of the unopened road allowance and the entrance at Burrige Road. He also recommended Portion C and the landlocked parcel be merged and re-zoned to Open Space.

Linda Thomas asked the Township to protect the public interest and noted that the unopened road allowance portion "A" may be needed as a road in the future to re-direct the traffic on Lackey Lane. Linda Thomas questioned if the map and the road are in the right location as presented in the presentation and spoke to the legal right of way. She included her opinion of the design of a road and informed Council that she wrote everything in a letter and sent it to them. She noted that the environmental study speaks to the protection of the eastern whippoorwill and that clearing the trees on the road allowance was disturbing to the species. She advised that past behaviour of the developer cannot go unaddressed and she is worried about the shoreline around portion "C" if it were to be sold, and it should be kept for public use.

Peter Nykorchuk noted that he and his wife support the points raised by the two previous speakers. They are also happy to hear that portion D was denied by Council. Peter Nykorchuk added that they are not in support of closing road allowance a or b as they could be a future road for the public to use, he noted that closing the road allowances would not serve the public interest.

John Harvey spoke to supporting everything that had already been raised by previous speakers and added that he believes there is confusion of where the lane formerly crossed the road allowance, and where it does now.

Barb & Jamie Rupert referenced the letter they have submitted and added that they concur with all of the former issues brought up. She noted that the crossing of the lane is in a new location. She mentioned that the unopened road allowance is a shared right of way. Jamie Rupert added that when it hits the boundary between Tay Valley and South Frontenac, the shared concession reaches the lake. Would like it to be maintained for Public Services if needed down the road and would rather see a Licence Agreement. Agrees that the portion C should be kept and would like to see some land donated to the Township.

Sheldon Betts inquired why a survey was not required and noted that maybe one should be done and it should have been done when they re-built the road.

Mayor Vandewal clarified that a member of the public can only speak to the matter once in accordance with the Procedural By-law.

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Mayor Vandewal noted that he does not find public compensation appropriate, these things happen a lot, for example the cottage built on the road allowance in Tay Valley.

Councillor Pegrum inquired why the process wasn't followed and what is the recourse.

Troy Dunlop, Manager of Engineering and Capital Projects shared that Public Services Staff became aware of the situation in October of 2022 and within days reached out to the proponent and met on site and provided an entrance permit application. He explained that the property owner was instructed to meet with the Planning Department. He noted that the proponent did everything that was asked of them in a timely fashion. He stated that while there are remedies that can take place, staff did not feel that was necessary.

Harold Yule spoke to the intersection of Lackey Lane.

d) Resolution - Close Public Meeting

Resolution No. 2024:08:04

Moved by Councillor Ruttan

Seconded by Councillor Sleeth

That the Public Meeting regarding Road Allowance Closure RC-24-01 be closed.
Carried

e) Resolution - Public Meeting to Order

Resolution No. 2024:08:05

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That the Public Meeting under the Planning Act be called to order.

Carried

f) Notice of Collection

g) Zoning By-law Amendment Application PL-ZBA-2024-0024, Hineman (The Boulevard Group), Roll Number 102908001015910, Portland District

- This report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2024-0024 for a property on Wilton Road with Assessment Roll Number 102908001015910. If approved, the zone on the subject lands would be changed from Rural (RU) to Rural – Special Exception 78 (RU-78).
- Council reviewed the proposal and invited public input at the statutory public meeting. Staff recommended that Council pass a by-law during the Council meeting in which the public meeting was held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature in that it permits development on an existing lot of record notwithstanding setback requirements from pits and quarries that came into effect after the lot was created.

Michelle Hannah clarified that the Notice of Collection that was read for the previous meeting applies to this meeting as well and reviewed the Public Meeting Statement.

Tom Fehr, Planner provided an overview of the planning report to Council.

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

Jason Sands, Agent for the matter noted that he submitted a land use

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compatibility assessment and in accordance with that assessment, they believe it constitutes good land use planning.

- h) Zoning By-law Amendment Application PL-ZBA-2024-0027, Iawah Christian Ministries (Mark Snider), 304 Iawah Lane, Bedford District
- This report provided Council with information about Zoning By-law Amendment Application PL-ZBA-2024-0027 for 304 Iawah Lane. If approved, the zone on a portion of the subject lands would change from Open Space – Private – Special Provision (OPS-9) to Limited Service Residential – Waterfront – Special Provision (RLSW-141).
 - Council reviewed the proposal and invited public input at the statutory public meeting. Staff recommended that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature (i.e. it fulfills a condition of consent approval).

Christine Woods, Senior Planner Delivered the planning report to Council.

Councillor Trueman inquired if it is up to the Ministry of Environment to determine if species at risk are living on the build zones or if they get involved at all. Christine Woods replied that the study that was completed determined the species at risk are on the slope and not on the plateau which is the determined area for development.

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

Members of the public did not provide comment.

- i) Resolution - Close Public Meeting

Resolution No. 2024:08:06
Moved by Councillor Ruttan
Seconded by Councillor Turcotte
That the Public Meeting under the Planning Act be closed.

Carried

7 Delegations

- a) There were none.

8 Briefings

- a) Stephanie Reeder and Gary Muloin from Cambium were present to speak to Council regarding Township of South Frontenac Waste Disposal Sites (Annual Update 2023).

Mayor Vandewal withdrew from the meeting at 8:25 p.m. Deputy Mayor Leonard assumed the role of Chair.

9 Approval of Minutes

- a) Resolution

Resolution No. 2024:08:07

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Moved by Councillor Roberts
Seconded by Councillor Morey
That the Minutes of the April 2, 2024 Council meeting be approved.

Carried

10 Reports Requiring Action

a) 2023 Annual Report for Municipal Waste Disposal Sites

Resolution No. 2024:08:08
Moved by Councillor Pegrum
Seconded by Councillor Ruttan
That Council receive the 2023 Annual Update for Township of South Frontenac Waste Disposal Sites presentation from Cambium Consulting and Engineering.

Carried

11 Advisory Committee Reports or Minutes

a) There were none.

12 Reports Requiring Approval of By-laws

a) 2024 Final Tax Rate by-law

Resolution No. 2024:08:09
Moved by Councillor Morey
Seconded by Councillor Sleeth
That By-law 2024-30 being a By-law to levy taxes for the year 2024, be given first and second reading.

Carried

Resolution No. 2024:08:10
Moved by Councillor Turcotte
Seconded by Councillor Trueman
That By-law 2024-30 be given third reading, signed and sealed.

Carried

b) Zoning By-law Amendment Application PL-ZBA-2024-0024, Hineman (The Boulevard Group), Roll Number 102908001015910, Portland District

Resolution No. 2024:08:11
Moved by Councillor Morey
Seconded by Councillor Ruttan
That By-law 2024-31 being a By-law to amend By-law 2003-75, as amended, to rezone land from the Rural (RU) zone to Rural – Special Exception 78 (RU-78) on lands described as a Part 1 Plan 13R7331, Part Lots 8 and 9 Concession 3, District of Portland, be given first and second reading.

Carried

Resolution No. 2024:08:12
Moved by Councillor Roberts
Seconded by Councillor Pegrum
That By-law 2024-31 be given third reading, signed and sealed.

Carried

c) Zoning By-law Amendment Application PL-ZBA-2024-0027, Iawah Christian Ministries (Mark Snider), 304 Iawah Lane, Bedford District

Resolution No. 2024:08:13

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Moved by Councillor Sleeth
Seconded by Councillor Roberts
That By-law 2024-32 to amend the zoning on lands known as 304 Iawah Lane, Parts 1, 2 and 3 on Plan 13R-22949, Part of Lots 21 and 22, Concession 10, District of Bedford, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2024:08:14
Moved by Councillor Turcotte
Seconded by Councillor Pegrum
That By-law 2024-32 be given third reading, signed and sealed.

Carried

13 Reports for Information

a) Award of Tender # PS-2024-02 Bracken Culvert Replacement

14 Committee of the Whole

a) There was none.

15 Information Items

a) There were none.

16 Notice of Motions

a) There were none.

17 Rise and Report regarding County Council and External Boards

a) There were none.

18 Announcements/Statements by Councillors

a) There were none.

19 Closed Session (if requested)

a) There was none.

20 Confirmatory By-law

a) Resolution

Resolution No. 2024:08:15
Moved by Councillor Roberts
Seconded by Councillor Morey
That By-Law 2024-33, being a By-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2024:08:16

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Moved by Councillor Sleeth
Seconded by Councillor Trueman
That By-Law 2024-33 be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2024:08:17
Moved by Councillor Turcotte
Seconded by Councillor Pegrum
That the Council meeting of April 9, 2024 adjourn at 8:44 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

Minutes of Council
April, 16, 2024



Township of South Frontenac Council Meeting Minutes



Meeting # 09

Time: 7:00 p.m.

Location: Council Chambers / virtual via Zoom

Present: Ray Leonard, Steve Pegrum, Norm Roberts, Randy Ruttan, Ron Sleeth, Scott Trueman, Adam Turcotte, Mayor Ron Vandewal

Absent: Doug Morey

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Christine Woods - Senior Planner, Noah Perron - Planner

1 Call to Order

a) *Resolution*

Resolution No. 2024:09:01

Moved by Councillor Roberts

Seconded by Councillor Turcotte

That the Council meeting of April 16, 2024 be called to order at 7:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a)

There were none.

3 Approval of Agenda

a) *Resolution*

Resolution No. 2024:09:02

Moved by Councillor Ruttan

Seconded by Councillor Sleeth

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a)

There was none.

5 Recess

a)

There was none.

6 Public Meeting

a) Resolution - Public Meeting to Order

Minutes of Council
April, 16, 2024

Resolution No. 2024:09:03
Moved by Deputy Mayor Leonard
Seconded by Councillor Trueman
That the Public Meeting be called to order.

Carried

b) Notice of Collection

Michelle Hannah, Deputy Clerk reviewed the Notice of Collection, Public Meeting Statement and Format of the Meeting.

c) Zoning By-law Amendment Application PL-ZBA-2024-0014, Deroche, 1048 Shallow Lane, Loughborough District

Noah Perron, Planner delivered his report to Council.

Neither members of Council or members of the public provided comment.

d) Zoning By-law Amendment Application PL-ZBA-2024-0033, 2628100 Ontario Inc. (Fotenn), 3862 Battersea Road, Storrington District

Mike Keene, agent for the file delivered his planning report to Council.

Christine Woods, Senior Planner delivered her planning analysis to Council.

Councillor Trueman inquired about the additional dwelling unit (ADUs) determination on lots within the subdivision and if the purchasers of the lands will know if they can or cannot have ADUs. Christine Woods described the hydrogeological study process and how it relates to lifting the H Symbol in place in relation to Additional Dwelling Units. Michael Keene advised that each lot will be identified whether it is able to have an additional dwelling unit through the sale documentation.

Councillor Sleeth inquired about the lot sizes in the subdivision. Michael Keene noted that the smallest lot is 1.5 acres but the largest is approximately 7 acres.

Mayor Vandewal inquired about the correlation to lot size and ADU sizes. Michael Keene advised that the sizes of ADUs are limited to what the Zoning By-law permits.

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

Adam Pilszak, 3334 Moreland-Dixon Road spoke regarding the community concerns and local issues. He added that he is concerned that the aquifers in the area might not be able to support the development. He also noted that he is concerned about the reduced road frontage on some of the lots and the drainage in the area.

Adam Pilszak noted that there should not be a deviation from the two acre lot minimum.

Mayor Vandewal reminded everyone that the subdivision has already been approved and the Zoning By-Law Amendment currently before council is a condition of the approval.

e) Zoning By-law Amendment Application PL-ZBA-2024-0034, Pinteá (Fotenn), 102901002017103, Bradshaw Road, Bedford District

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Elysia Ackroyd of Fotenn Planning + Design delivered her planning report as the Agent for this matter.

Christine Woods delivered her planning analysis and recommendation.

Neither members of Council or members of the public provided comment.

f) Resolution - Close Public Meeting

Resolution No. 2024:09:04

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That the Public meeting under the *Planning Act* be closed.

Carried

7 Delegations

a) There were none.

8 Briefings

a) There were none.

9 Approval of Minutes

a) There were none.

10 Reports Requiring Action

a) There were none.

11 Advisory Committee Reports or Minutes

a) There were none.

12 Reports Requiring Approval of By-laws

a) Zoning By-law Amendment Application PL-ZBA-2024-0014, Deroche, 1048 Shallow Lane, Loughborough District

Resolution No. 2024:09:05

Moved by Councillor Turcotte

Seconded by Councillor Ruttan

That By-law 2024-34 being a By-law to amend By-law 2003-75, as amended, to rezone lands from Limited Service Residential - Waterfront (RLSW) zone to Limited Service Residential – Special Provision (RLS-16) zone and Limited Service Residential – Waterfront – Special Provision (RLSW-142) zone on lands civically addressed as 1048 Shallow Lane, be given first and second reading.

Carried

Resolution No. 2024:09:06

Moved by Councillor Sleeth

Seconded by Deputy Mayor Leonard

That By-law 2024-34 be given third reading, signed and sealed.

Carried

Minutes of Council
April, 16, 2024

- b) Zoning By-law Amendment Application PL-ZBA-2024-0033, 2628100 Ontario Inc. (Fotenn), 3862 Battersea Road, Storrington District

Resolution No. 2024:09:07

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That By-law 2024-35 and By-law 2024-36 to amend the zoning on lands municipally known as 3863 Battersea Road, Part of Lots 25 and 26, Concession 2, District of Storrington, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2024:09:08

Moved by Councillor Roberts

Seconded by Councillor Turcotte

That By-law 2024-35 and By-law 2024-36 be given third reading, signed and sealed.

Carried

- c) Zoning By-law Amendment Application PL-ZBA-2024-0034, Pinteá (Fotenn), 102901002017103, Bradshaw Road, Bedford District

Resolution No. 2024:09:09

Moved by Councillor Ruttan

Seconded by Councillor Sleeth

That By-law 2024-37 to amend the zoning on lands with Assessment Roll Number 102901002017103, Part of Lot 27, Concession 2, District of Bedford, Township of South Frontenac be given first and second reading.

Carried

Resolution No. 2024:09:10

Moved by Deputy Mayor Leonard

Seconded by Councillor Trueman

That By-law 2024-37 be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) 4th Quarter 2023 – Building Services Report

- b) Q4 Planning Services Report

14 Committee of the Whole

- a) There was none.

15 Information Items

- a) There were none.

16 Notice of Motions

- a) There were none.

17 Rise and Report regarding County Council and External Boards

- a) There were none.

Minutes of Council
April, 16, 2024

18 Announcements/Statements by Councillors

a) Mayor Vandewal spoke to Volunteer Week and thanked the volunteers in the community.

Mayor Vandewal noted that the water filling station at Railton Road is now open for public use.

19 Closed Session (if requested)

a) There was none.

20 Confirmatory By-law

a) Resolution

Resolution No. 2024:09:11
Moved by Councillor Pegrum
Seconded by Councillor Roberts
That By-Law 2024-38, being a By-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2024:09:12
Moved by Councillor Turcotte
Seconded by Councillor Ruttan
That By-Law 2024-38 be given third reading, signed and sealed.

Carried

21 Adjournment

a) Resolution

Resolution No. 2024:09:13
Moved by Councillor Roberts
Seconded by Councillor Sleeth
That the Council meeting of April 16, 2024 adjourn at 7:47 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: May 7, 2024

Subject: Award of RFP PS-P02-2024 – Facility Condition Assessment

Report Number: 2024-076

Summary

This report provides a summary of the Request for Proposal (RFP) PS-P02-2024 procurement and recommends the award of a contract for professional services to complete facility condition assessments to Accent Building Services who was the highest ranking proponent.

Recommendation

That Council award RFP PS-P02-2024 Professional Services for Facility Condition Assessments to Accent Building Services for the successful bid of \$120,331.20; and

That Council approve a budget increase of \$50,331.20 to be funded from capital project 19-06.

Background

The Township owns and manages a diverse portfolio of facilities that provide various services to the community. Facility assets include administration offices, libraries, museums, operations facilities, emergency services facilities, cemeteries, recreation centers, and park facilities.

The Township requires professional services to complete a portfolio of assessments on these municipally owned facilities. The results of these assessments are intended to provide the Township with a clear understanding of the current assets, ensure the municipality is properly forecasting future work, and securing adequate funding for both capital and operating needs. The information supplied under this assignment is a critical step towards updating the corporate Asset Management Plan and meeting the legislated requirements for non-core asset reporting under Ontario Regulation 588/17.

The last Facility Condition Assessment for the Township was completed in 2017 and since then most of the recommended capital maintenance and improvement projects have been completed. As part of the 2024 Budget Council had approved a project to complete an update to the previous facility condition assessment with a budget of \$70,000.

On February 29th, 2024, the Township released Request for Proposal # PS-P02-2024 to procure professional services for facility condition assessments. The scope of the project has increased since the original budget was approved and now includes requirements for the asset management plan update.

Key activities and deliverables in the assignment include:

- a) Assessment of 76 structures/facilities.
- b) Assess all building systems, components, and elements in accordance with ASTM E1557-09 (2020) Standard Classification for Building Elements and Related Sitework – UNIFORMAT II.
- c) Identify condition of facilities, individual components, and deficiencies.
- d) Identify life cycle plans and recommend preventative maintenance, repairs, and capital improvements over a twenty five year forecast period.
- e) Provide data in a format that will be used for asset management.

Terms within the original Request for Proposal state that the facility condition assessments are to be completed on or before October 31st, 2024.

Discussion/Analysis

On March 27th, 2024, nine Request for Proposal submissions were received for RFP # PS-P02-2024. All of these submissions were subject to detailed review and scored according to a 100 point merit based point system with the following criteria:

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

A breakout of the individual scoring and financial results are included in the table below:

| Rank | Company | Score (Max 100) | Total Bid (Net rebatable HST) |
|-------------|---------------------------------|------------------------|--------------------------------------|
| 1 | Accent Building Services | 87 | \$120,331.20 |
| 2 | ROTH IAMS | 86 | \$182,618.50 |
| 3 | OHE Consultants | 81 | \$146,737.92 |
| 4 | ART Engineering | 80 | \$88,897.54 |
| 5 | CION | 76 | \$163,548.67 |
| | | | |

| | | | |
|---|---------------------------|----|--------------|
| 6 | EGIS | 61 | \$226,782.34 |
| 7 | BOLD ENGINEERING | 59 | \$106,695.36 |
| 8 | NADINE INTERNATIONAL INC. | 52 | \$290,255.14 |
| 9 | WSP | 31 | \$225,072.77 |

Accent Building Services is the highest ranking proponent based on the evaluation and have provided a level of effort that includes 1,456 hours to this project with 964 of those hours dedicated to field assessments. They are a reputable company that specializes in this type of consulting service and the proposal demonstrated a sound understanding of the scope. References provided have been contacted and displayed experience with municipal facility condition assessments.

It is therefore recommended RFP # PS-P02-2024 be awarded to Accent Building Services for the amount of \$120,331.20 net HST rebate. The amount exceeds the RFP delegated authority limit of \$50,000 and as such the contract must be awarded through resolution of Council.

Financial Implications

Capital project 23-66 Building Condition Assessment had an approved budget of \$70,000. With the increased scope due to the asset management plan requirements the total cost is \$120,331.20 net HST rebate. It is recommended that the difference be funded from carry over project 19-06 Asset Management Software & Document Update as a portion of this project will be to support the second phase of the asset management plan update.

| ACTIVITY | COST (\$) |
|--|-----------------|
| Accent Building Services (Submission net HST rebate) | \$ 120,331.20 |
| 23-66 Building Condition Assessment (Budget) | \$70,000 |
| 19-06 Asset Management Software & Document Update (remaining budget) | \$ 50,479.14 |
| Estimated Surplus | \$147.94 |

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillar: Sustainable Long-Term Prosperity

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

Director of Corporate Services and Treasurer

Attachments

None.

Approvals

Prepared By: Tim Laprade, Manager of Recreation and Facilities

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: May 7, 2024

Subject: Piccadilly Sand Dome Demolition

Report Number: 2024-075

Summary

Purpose of this report is to seek Council approval to proceed with the demolition of the sand dome and salt sheds at the Piccadilly Yard located at 7635 Road 38.

Recommendation

That Council accept the bid of \$25,171 from Environmental Contracting Services for RFQ PS-2024-09 for the demolition of sand dome and salt sheds; and

That Council approve a budget of \$30,000 for this project to be funded from postponed capital project 23-60 (Facilities Reserve).

Background

In January 2024 the old MTO sand dome at the Piccadilly yard at 7635 Road 38 collapsed. The sand dome and two salt sheds on this property were in poor condition and not used for winter maintenance operations. As the sand dome now needs to be demolished and disposed of off site of as an unforeseen project it is recommended that the two salt sheds be removed at the same time as they are in the same condition.

A designated substance survey was completed on all the structures on the property to determine if there were any hazardous materials and appropriate disposal sites.

Discussion/Analysis

Request for quotation RFQ PS-2024-09 was issued for demolition services and the results of the quotations are listed as follows:

| Supplier | Total (Including Net HST Rebate) |
|---|-------------------------------------|
| Environmental Contracting Services | \$ 25,171.00 |
| Westendorp Demolition & Disposal | \$ 29,886.91 |

Environmentall is a reputable demolition contractor in the Kingston area and has the experience and resources to perform the work. It is therefore recommended that Environmentall be awarded the contract for the demolition of the sand dome and salt sheds at the Piccadilly Yard.

Financial Implications

This project was unplanned and will required a budget of \$30,000 based on the summary below:

| ACTIVITY | COST (\$) |
|---|--------------------|
| Environmentall Contracting Services (low bid Net HST) | \$ 25,171.00 |
| Designated Substance Survey | \$ 1,829.00 |
| Contingency Allowance | \$ 3,000.00 |
| Project Cost (Inc. Non-Refundable HST) | \$30,000.00 |

It is recommended that this project be funded from capital project 23-60 Verona Medical Clinic second floor ramp that has been postponed and carried a budget of \$60,000. Staff have been in contact with the medical clinic and it has been determined that this project was not their request nor a priority for the clinic at this time. It is proposed that capital project 23-60 be postponed until there is a requirement from the clinic to use that space.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Choose an item.
 - Action Item (If Applicable): Insert Text

Climate Considerations

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

Notice/Consultation

Manager of Recreation and Facilities

Attachments

None.

Approvals

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council
From: Office of the Clerk
Date of Meeting: May 7, 2024
Subject: Meeting Audio-Visual System Upgrade
Report Number: 2024-083

Summary

The purpose of the Report is to provide Council with background information necessary for consideration of the award of capital project number 23-10, regarding an updated audio-visual system primarily for use during Council meetings and for Township of South Frontenac hosted off-site meetings or open houses etc.

Recommendation

That Council authorize the Clerk's Department to enter into an agreement with SOLOTECH for the purchase of a hybrid audio-visual system (Option 1) with an upset limit of \$84,000; and

That the additional funds, of up to \$54,000, required for the above listed purchase be funded from the Working funds reserves.

Background

Capital project number 23-10, Audio Visual System – Council Chamber and Backup formed part of the approved 2023 Capital Budget. A copy of the Capital Project Detail Sheet is attached to the Report as Exhibit A.

The purpose of the project is to upgrade the audio-visual equipment in the Council Chamber in order to provide improved sound quality and mobility to allow for the use of wireless equipment at select off-site meetings hosted by the Township. The project rationale as outlined in the Capital Project Detail Sheet noted that the current audio system in the Council Chamber is outdated in general and does not allow portability to other meeting rooms or off-site locations. An approved expenditure for Capital project number 23-10 was set at \$30,000.

Discussion/Analysis

In general terms, staff believe that there is a need to improve the audio-visual equipment in Council Chamber as the existing audio system does not adequately meet expected standards. Additionally, given that Council and committee meetings will now be

permanently broadcast online, there is a need to visually capture meeting proceedings to provide greater accountability and transparency. As such, the various audio-visual systems outlined in the Report include one camera which will be utilized to visually capture and broadcast the meeting.

Over the course of the last few months, the Clerk and Chief Administrative Officer have overseen a procurement process regarding the upgrade of audio-visual meeting equipment.

During this process, consideration was given to numerous proposals submitted by several vendors. The following viable options are being presented to Council for consideration:

Option 1 – Hybrid Audio-Visual System (Preferred Option):

Cost: Approximately \$84,000.00

As outlined above, at the onset of the process, it was anticipated that the existing audio-visual equipment in the Council Chamber would be replaced with an upgraded system. Additionally, significant consideration was given to the viability of acquiring a separate standalone mobile system to be utilized by the Township of South Frontenac during certain off-site meetings. For the purpose of this matter, examples of off-site meetings include open houses/information sessions hosted by the Township of South Frontenac or Council/committee meetings held in alternate venues.

After review of initial proposals, the scope of the project was revised to give consideration to a singular hybrid system capable of functioning in both the Council Chamber and at an off-site location when required.

The strength of the hybrid system is as follows:

- One set of microphones (and associated technology) which will be utilized in both the Council Chamber and an off-site location.
- One set of speakers permanently and one camera permanently installed in the Council Chamber. (Existing projects and screens to continue to be utilized)
- One “mobile” set of speakers, one camera, projector and screen to be utilized at alternate locations.

In general terms, the hybrid system is a cost-effective solution which will serve as an upgrade to the existing audio-visual system in the Council Chamber and provides the flexibility to fulfill the audio-visual needs of the Township of South Frontenac for off-site meetings. It is anticipated that the “mobile” system would be utilized moving forward at formal municipal events held at the Verona Lions Club or Storrington Centre. While additional information will be provided at a later date, it is anticipated that the “mobile” system would also be used by Council during the upcoming renovation of the Town Hall.

Option 2 – Upgrade existing Council Chamber Audio-Visual System:

Cost: \$59,714.56

Option 2 is based on only replacing the existing equipment in the Council Chamber with an updated audio-visual system. As outlined above, the existing projectors and screens would continue to be utilized in this scenario.

This proposal does not include a mobile system. As such, if Council opted to proceed with Option 2 there would likely be a need for Council meetings to be held at the County of Frontenac Council Chamber or similar venue during the reconstruction of the Town Hall. Similarly, it is worthy to note that it is estimated that it would cost approximately fifteen to twenty thousand dollars to rent the necessary audio-visual equipment to host Council meetings in an alternate location within the Township of South Frontenac during the renovation of the Town Hall.

Option 3 – Permanent Council Chamber Audio-Visual System and Standalone Mobile Audio-Visual System

Cost: \$139,814.00

Option 3 is based on the initial scope of the project which proposed purchasing two separate standalone audio-visual systems. In this proposal, one system would be permanently installed in the Council Chamber. As outlined above, the existing projectors and screens would continue to be utilized in this scenario.

The second independent “mobile” system would be utilized by the Township of South Frontenac at certain off-site meetings. The mobile system in this scenario would include mobile speakers, one camera, microphones and a projector and screen.

Conclusion

Given the need to upgrade the existing equipment, the likely need of holding Council and committee meetings in an alternate location during the renovation of the Town Hall and desire to have a mobile system to utilize at various Township of South Frontenac events, staff recommend that Council approve the acquisition of the hybrid audio-visual system, outlined in Option 1.

Financial Implications

Pricing was obtained through the OECM procurement process. OECM is a public sector collaborative sourcing partner who contract innovate, reputable supplies to offer a comprehensive choice of quality products and services to generate significant savings. Additionally, utilizing the OECM procurement process meets all legislative and procurement requirements.

The cost for the new audio-visual meeting equipment will have an upset limit of \$84,000. Capital project number 23-10 has a budget of \$30,000 and the additional \$54,000 is to be funded from the Working Funds Reserve.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillar: Municipal Service Excellence
- Action Item (If Applicable): Insert Text

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

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

Exhibit A – Capital Project Detail Sheet

Approvals

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer

Project Information

 Project Name: **Audio Visual System - Council Chambers and Backup**

Type of Project: Equipment

 Project Number: **23-10**

Basis for Activity: Asset Renewal

Department: 1275 - Corporate Services

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

Description: Audio Visual Equipment in Council Chambers to be upgraded for improved sound quality and mobility by use of wireless equipment. Backup equipment for offsite locations or in case of any equipment failures.

Rationale: Current sound system in Council chambers is outdated and hard wired, which does not allow portability to other meeting rooms or offsite locations. Improved technology will improve sound quality. Second system will allow offsite meetings as well as meeting in Council Chambers and also provide equipment for backup in case of equipment failures.

Staff Contact: Shelley Stedall (sstedall)

Project Finances

| Description | | Actuals | Budget | | | | | | |
|-------------------|------------------------|--------------------------|---------------|----------------|---------------|----------|----------|----------|----------|
| | | Expensed to Current Year | Total Project | Prior Approved | 2023 | 2024 | 2025 | 2026 | 2027 |
| 53310 - Materials | Expenses / Expenditure | 0 | 30,000 | 0 | 30,000 | 0 | 0 | 0 | 0 |
| Total | | 0 | 30,000 | 0 | 30,000 | 0 | 0 | 0 | 0 |

Township of South Frontenac Staff Report



To: Council
From: Director, Corporate Services & Treasurer
Date of Meeting: May 7, 2024
Subject: PSAB Presentation of the 2024 Budget
Report Number: 2024-074

Summary

This report requests adoption of the PSAB version of the 2024 Budget which is a presentation on a full accrual basis.

Recommendation

That Council approve the 2024 PSAB budget attached to Report Number 2024-074 as Exhibit A.

Background

On July 31st, 2009, Regulation 284/09 titled “Budget Matters – Expenses” introduced the requirement for Public Sector Accounting Board (PSAB) adjustments to be reported.

The regulation allows municipalities to continue to budget as usual but requires the disclosure and adoption of PSAB adjustments to reflect it under the full accrual basis.

Discussion/Analysis

Council approved the combined 2024 Capital and Operating budgets requiring \$22,474,274 to be raised by taxation on December 19, 2023. Appendix 1 provides for the adjustments to present the budget under PSAB in summary format.

The PSAB budget reflects amortization, and the investment in tangible capital assets (TCA). For the 2024 budget, the investment in TCA (capital) stands at \$11.1 million with amortization being \$8.7 million. It is important to note that the Township is investing in its assets at a slightly faster rate than its rate of amortization. However, it is also important to note that amortization is based on historical costs whereas the purchase of assets is based on current or replacement prices.

The landfill obligation is based on the remaining life of our landfills and the estimated closure and post closure costs in our consultant, Cambium’s report. Although this obligation

is presented as an unfunded obligation, the Township has a dedicated reserve fund for Landfill Closure with a transfer of \$40,000 being contributed yearly which at the end of 2024 is estimated to be at a value of \$419,797.

Financial Implications

Overall, the 2024 PSAB budget presents a net change of \$4,348,633 which stems primarily from the use of reserve funds towards capital projects. This change represents the budgeted net change in the value of our assets for financial statement presentation purposes and has no funding requirement.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Sustainable Long-Term Prosperity
 - Action Item (If Applicable): Insert Text

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

Exhibit A – 2024 Budget – PSAB presentation

Approvals

Prepared By: Name, Title

Submitted By:



Arundhati Mohile, Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, Chief Administrative Officer

TOWNSHIP OF SOUTH FRONTENAC**2024 Final Budget****PSAB Presentation**

| | 2023 Budget | 2024 Budget |
|--|--------------------|--------------------|
| | \$ | \$ |
| <u>REVENUE</u> | | |
| TOTAL Revenue - including to be raised by Taxation | 37,407,428 | 44,553,398 |
| Less: Transfer from Reserves | 8,069,584 | 13,827,642 |
| Adjusted Revenues | 29,337,844 | 30,725,756 |
| <u>OPERATING EXPENSE</u> | | |
| TOTAL Expenses | 37,407,428 | 44,553,398 |
| Add: Amortization | 8,477,826 | 8,781,492 |
| Less: <i>Change</i> in Landfill Obligation | - | - |
| Less: Transfer to Reserves* | 7,082,840 | 7,133,310 |
| Less: Transfer to Tangible Capital Assets | 10,262,750 | 11,127,190 |
| Adjusted Expenses | 28,539,664 | 35,074,389 |
| Net Surplus | 798,180 | (4,348,633) |
| <i>Accumulated Surplus, beginning of year</i> | <i>118,950,280</i> | <i>119,748,460</i> |
| Net PSAB Adjustments | 798,180 | (4,348,633) |
| <i>Accumulated Surplus, end of year</i> | <i>119,748,460</i> | <i>115,399,826</i> |
| Schedule of Accumulated Surplus | | |
| Tangible Capital Assets | 102,108,546 | 104,454,244 |
| Reserves & Reserve Funds | 22,305,589 | 15,611,257 |
| UFCO Water Growth Component | (350,563) | (350,563) |
| UFCO Landfill | (4,315,112) | (4,315,113) |
| Accumulated Surplus | 119,748,460 | 115,399,826 |

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: Tuesday, May 7, 2024

Subject: Municipal Significant Event Designation for AGCO SOP

Report Number: 2023-077

Summary

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

Recommendation

That Council move to designate the South Frontenac Summer Kickoff Music Festival on May 25th, 2024, from 3:30 pm – 10:00 pm at Centennial Park in Harrowsmith as municipally significant in support of the Alcohol & Gaming Commission of Ontario Special Events Permit Application.

Background

The second-ever South Frontenac Summer Kickoff Music Festival has been scheduled for May 25th, 2024, from 3:30 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 cider 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 cider garden. Staff have contracted local and regional based craft beer businesses to join the event. In order to secure the proper permits and approvals for the 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 cider 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.

To mitigate risk for the event, staff have contracted the Frontenac Ontario Provincial Police to attend the event with uniformed officers and a patrol car for event security. As well, Frontenac Paramedic Services have been contracted for medical emergency services.

As a per of the AGCO SOP permitting process, the event coordinator has notified all local emergency services and relevant agencies of the event. All vendors contracted for the event that are serving alcohol must have their Ontario Smart Serve License and follow the provincial and federal regulations. All other conditions set by the AGCO will also be followed by the event coordinator.

Financial Implications

None.

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following guiding principles of the 2023-2026 Strategic Plan.

- Priority: Community
- RRLMP: Program and Events Recommendations 3 and 8.

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

- Clerks 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

Prepared By: Amanda Pantrey, Recreation & Events Coordinator

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director of Emergency Services/Fire Chief

Date of Meeting: Tuesday, May 7, 2024

Subject: Automatic Aid Agreement with Central Frontenac

Report Number: 2024-81

Summary

The purpose of the Report is to provide Council with background information necessary for consideration of establishing an Automatic Aid Agreement with the Township of Central Frontenac Fire Department.

Recommendation

That Council enter into the automatic aid agreement with Central Frontenac, attached to the Report as Exhibit A for the provision of fire protection services in specific areas of each municipality.

Background

Due to geographical distances and conditions, it is sometimes advantageous for Fire Departments to immediately require assistance from the Fire Department of a neighbouring municipality at the same time that the alarm is forwarded to the Fire Department within whose jurisdiction the incident occurred. The Automatic Aid Program is created to provide vital fire protection services which will ultimately improve the level of public safety for the residents. Automatic Aid is intended to be used on a day-to-day basis in order to meet the following objectives:

- a. Ensure the closest fire station immediately responds to an emergency, irrespective of existing municipal boundaries;
- b. Assemble an adequate fire attack crew. This crew may be made up of personnel and equipment from two or more Fire Stations; and
- c. Provide equipment and personnel, particularly at the boundaries of municipalities, where protection may be otherwise limited.

Discussion/Analysis

Fire Departments in Frontenac County are dispatched through dispatch atoms. Each municipality contains a number of dispatch atoms. A dispatch atom is a geographic area in which response levels are pre-programmed into an automatic dispatch system to assign the

closest and most appropriate resources by incident type. The agreement outlined in Exhibit A deals specifically with South Frontenac fire dispatch atoms 102, 103 and 304 pictured under Exhibit B. These atoms are serviced by South Frontenac Fire Station 1 (Bradshaw) that has a total of 6 personnel and South Frontenac Fire Station 2 that has a total of 5 personnel. Currently Station 3 (Verona) with 10 personnel is required to be dispatched to all emergencies within the affected atoms to ensure an adequate level of personnel on scene to mitigate the emergency. Central Frontenac Parham Fire Station with a staff of 20 personnel can respond quicker than Station 3 and with significantly more personnel.

Additionally, the agreement further addresses Central Frontenac fire dispatch atom 601 where there is limited staff and no pumper truck at the Piccadilly Fire Station which is staffed with a unit for medical responses. South Frontenac Fire Station 3 is in close proximity to the Central Frontenac border and can respond quicker within the first 8 km of Central Frontenac fire atom 601.

Therefore an automatic aid agreement ensures the closest fire stations immediately respond to an emergency, irrespective of existing municipal boundaries and assemble an adequate fire attack crew.

This automatic aid agreement gives each municipality an immediate response improvement with increased protection for residents within the affected areas. The agreement will be reviewed annually at which time response data, risk, staffing levels and response times will be reviewed.

Financial Implications

The financial impact is minimal and within the normal operating budget given the anticipated low number of response for each municipality to the affected areas.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillars: Municipal Service Excellence - improve the efficiency and effectiveness of our operations.
- Pillars: People and Partnerships – partner with key stakeholders.

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

- *Chief Administrative Officer*
- *Deputy Fire Chief, Fire & Emergency Services*
- *Platoon Chiefs (4), Fire & Emergency Services*
- *Fire Chief Chris McDonough, Central Frontenac Fire & Emergency Services*

Attachments

Exhibit A – Automatic Aid Agreement

Approvals

Submitted By:



Del Blakney, Director of Emergency Services/Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer

Automatic Aid Agreement

This Agreement made in duplicate this _____ day of _____, 2024,

Between

The Corporation of The Township of Central Frontenac

(Hereinafter called the "Central Frontenac")

Of the First Part

and

The Corporation of The Township of South Frontenac

(Hereinafter called the "South Frontenac")

Of the Second Part

Whereas Section 2 (6) of the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997, authorizes a municipality to enter automatic aid agreements with other municipalities to provide and/or receive fire protection services;

And Whereas both Central Frontenac and South Frontenac operate fire protection services and manages assets suitable to meet municipal responsibilities required by the Fire Protection Act, through a fire department situated within Central Frontenac and South Frontenac;

And Whereas both Central Frontenac and South Frontenac are prepared to make available fire protection services to each other, in their respective areas;

Now Therefore in consideration of the mutual covenants, conditions, considerations and payments herein contained, Central Frontenac and South Frontenac mutually agree as follows:

1. Introduction

Due to geographical distances and conditions, it is sometimes advantageous for Fire Departments to immediately require assistance from another Fire Department at the same time that the alarm is forwarded to the Fire Department within whose jurisdiction the incident occurred. The Automatic Aid Program is created to provide vital fire protection services which will ultimately improve the level of public safety for the residents. Automatic Aid is intended to be used on a day-to-day basis in order to meet the following objectives:

- a. Ensure the closest fire station immediately responds to an emergency, irrespective of existing municipal boundaries;
- b. Assemble an adequate fire attack crew. This crew may be made up of personnel and equipment from two or more Fire Stations;

- c. Provide equipment and personnel, particularly at the boundaries of municipalities, where protection may be otherwise limited.
- d. Receive special services not provided by the municipality from another Fire Department.

2. Definitions:

In this Agreement, unless the context otherwise requires,

- a. “**Designate**” means a person who, in the absence of the *Fire Chief*, has the same powers and authority as the Fire Chief.
- b. “**Fire Area**” means the defined areas as outlined in Schedule “A” within the geographic boundaries of Central Frontenac and South Frontenac.
- c. “**Fire Chief**” means the Chief of either participating Fire Department.
- d. “**Fire Department**” means the Fire Department of both parties participating in this Agreement.
- e. “**Home Fire Department**” means the Fire Department established by the municipality where the occurrence is.
- f. “**Fire Protection**” means and includes Fire Suppression of Structural Fires including Exposure Fires.
- g. “**Occurrence**” means an emergency response or request to respond to an emergency.
- h. “**CFFR**” means Central Frontenac Fire & Rescue.
- i. “**NFFD**” means South Frontenac Fire & Rescue.
- j. “**Ice Rescue**” means a person fallen through ice or is on ice and requires rescue.

3. Fire Area

The geographic area within which Central Frontenac and South Frontenac will supply *fire protection services* in accordance with this Agreement is defined in Schedule "A".

4. Fire Protection Services

South Frontenac will supply Fire Protection Services for responses to Structure Fires, Wildfires, Ice Water Rescue and Tiered Medical Response to all the properties and residents situated within the *Fire Area* upon request as follows:

- a. Fire apparatus and personnel will respond to occurrences in the Fire Area in a like manner as if the response were in South Frontenac;
- b. Should the first on scene Fire Chief or Designate require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, to an occurrence in the Fire Area, such assistance may be summoned by that Fire Chief or Designate from either municipality;
- c. The Fire Chief or Designate receiving a request for assistance may refuse to supply the resources requested if response personnel, apparatus or equipment are required in Home Fire Department area, or elsewhere, under the provisions of existing Mutual Aid Agreements or for another Occurrence within either Central Frontenac or South Frontenac;

- d. The Fire Chief or Designate may order the return of such personnel, apparatus or equipment that is responding to or is at the scene of an Occurrence in the Fire Area. In such cases the Fire Chief or Designate may summon assistance in accordance with Section 4. (b).

Central Frontenac will supply Fire Protection Services for responses to Structure Fires, Wildfires, Ice Water Rescue and Tiered Medical Response to all the properties and residents situated within the *Fire Area* upon request as follows:

- a. Fire apparatus and personnel will respond to occurrences in the Fire Area in a like manner as if the response were in Central Frontenac;
- b. Should the first on scene Fire Chief or Designate require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, to an occurrence in the Fire Area, such assistance may be summoned by that Fire Chief or Designate from either municipality;
- c. The Fire Chief or Designate receiving a request for assistance may refuse to supply the resources requested if response personnel, apparatus or equipment are required in Home Fire Department area, or elsewhere, under the provisions of existing Mutual Aid Agreements or for another Occurrence within either Central Frontenac or South Frontenac;
- d. The Fire Chief or Designate may order the return of such personnel, apparatus or equipment that is responding to or is at the scene of an Occurrence in the Fire Area. In such cases the Fire Chief or Designate may summon assistance in accordance with Section 4. (b).

5. Municipal Responsibility

- a. Each party to this Agreement is responsible for providing appropriate training to its Fire Department pursuant to each Municipality's Fire Departments Training Standards and shall maintain records of training.
- b. Each party to this Agreement is responsible for ensuring their equipment and apparatus are maintained to the minimum provincial and/or national standards used in the Ontario Fire Service such as *Occupational Health & Safety Act*, *Canadian General Standards Board*, Ministry of Transportation, Ministry of Labour Section 21, the National Fire Protection Association, and maintain records of maintenance.

6. Incident Command

- a. The first arriving Fire Department will assume Incident Command and begin fire ground command functions. When the Home Fire Department arrives, a ranking Officer will contact the Incident Commander directly and, if it is decided that a transfer of command would benefit the situation or is desired by the parties, the Home Fire Department will assume command. The Incident Commander being relieved will provide a briefing to the Officer assuming command indicating situation status, assignment and tactical needs. Once the briefing has been conducted, confirmation of Incident Command transfer will be broadcasted over the radio to alert all fire ground personnel.
- b. In such an event, the first arriving Fire Department may release its personnel, apparatus and equipment from the scene within the Fire Area, upon agreement with Incident Command.

7. Liability

- a. Each party to this Agreement shall assume liability solely for their own Fire Department for any injury or damage sustained by personnel, apparatus, or equipment of the Fire Department while engaged in the provision of Fire Protection Services in the Fire Area.
- b. Each party to this Agreement shall assume liability for the actions or lack thereof taken by their own Fire Department and its members while engaged in the provision of Fire Protection Services in the Fire Area.
- c. Each party to this Agreement shall indemnify and hold the other harmless from and against all actions, suits, claims and demands which may be brought against or made upon the other and from all loss, costs, charges and expenses including legal costs ("Claims"), which may be incurred by the other party in consequence of the provision of Fire Protection Services to the Fire Area related to the action or inaction of that party.

8. Insurance

- a. Property Insurance: Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Automatic Aid Fire Protection Services pursuant to this Agreement not less than the full replacement cost.
- b. General Liability Insurance: General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than \$25,000,000. This policy shall be endorsed to include cross-liability, contractual liability and personal injury.
- c. Medical Malpractice Insurance: Medical Malpractice coverage with a limit of not less than \$25,000,000. The coverage can be provided as a stand-alone policy or included in the coverage afforded by the General Liability Policy reference above.
- d. Non-owned Automobile Coverage: Non-owned Automobile coverage with a limit of not less than \$25,000,000 and shall include contractual non-owned coverage.
- e. Automobile Liability Insurance: Automobile Liability Policy covering third party property damage and bodily injury liability and all statutory coverages as may be required by Applicable Laws arising out of any licensed vehicle operating in connection with the Agreement with limits not less than \$25,000,000
- f. Environmental Coverage: Environmental Liability Policy in an amount of not less than \$3,000,000 per occurrence, against claims for bodily injury, including sickness, disease, shock, mental anguish, mental injury as well as injury to or physical damage to tangible property including loss of use of tangible property, or the prevention, control, repair, cleanup or restoration of environmental impairments of lands, the atmosphere or any water course or body of water on a sudden and accidental basis and gradual release. The policy will be renewed for three (3) years after contract termination. Should the policy be non-renewed, 90 days' notice of nonrenewal must be provided and the (Assisted Municipality) has the right to request that an extended reporting period be purchased at the (Assisting Municipality's) sole expense.
- g. All policies of insurance shall:
 - a. Be underwritten by an insurer licensed to conduct business in the Province of Ontario.

- b. Include a provision for Thirty (30) days' notice of cancellation except for Automobile insurance shall which shall provide fifteen (15) day notice of cancellation.
- h. Primary Coverage: The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.
- i. Certificate of Insurance: The proponent's shall provide a Certificate of Insurance evidencing coverage in force at least ten (10) days prior to contract commencement.

9. Payment

- a. Each party to this Agreement shall retain their respective rights as the Home Fire Department to be responsible for all fees, fines, charges, and bills that are assessed or collected from properties and owners for incidents occurring within their jurisdiction.
- b. Each party to this Agreement shall be solely responsible for the wages, benefits and other payments to their respective Fire Department employees and volunteers responding to any Fire Protection Services rendered under this Agreement.
- c. Each party to this Agreement shall also retain their respective rights as the Home Fire Department in regards to invoicing the Ministry of Transportation for the appropriate fees for services provided on provincial highways in the defined Fire Area.
- d. There are no fees to be charged between municipalities as part of this automatic aid agreement.

10. Termination and Amendments

- a. This Agreement shall remain in force until December 31, 2024, at which point it will be reviewed for renewal.
- b. Either party may terminate this Agreement at any time by providing the other party with (30) day's written notice of their intent to terminate.
- c. This Agreement may be amended at any time by the mutual written consent of both parties.

11. Notice

- a. Notices and communications shall be in writing and shall be delivered by email, postage-prepaid mail, personal delivery or fax, and shall be addressed to the parties, respectively, as set out below, or as either Party later designates to the other by Notice:

To Central Frontenac:

Township of Central Frontenac
 Attention Fire Chief
 1084 Elizabeth Street
 Sharbot Lake, ON
 K0H 2P0
 Tel: 613-279-2935
 Email: jriddell@centalfrontenac.com

To South Frontenac:

Township of South Frontenac
 Attention Fire Chief
 4432 George Street, PO Box 100
 Sydenham, Ontario
 K0H 2T0
 Tel: 613-376-3027 ext. 2234
 Email: firechief@southfrontenac.net

12. Severability

- a. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in force and effect mutatis mutandis.
- b. The parties hereto agree that they shall pass all necessary By-laws to give full force and effect to this Agreement.

In Witness Whereof the said Corporations have hereunto affixed their corporate seals duly attested by the hands of their proper officers.

The Corporation of the Township of Central Frontenac

Francis Smith
Mayor

Cathy MacMunn
Clerk Administrator

The Corporation of the Township of South Frontenac

Ron Vandewal
Mayor

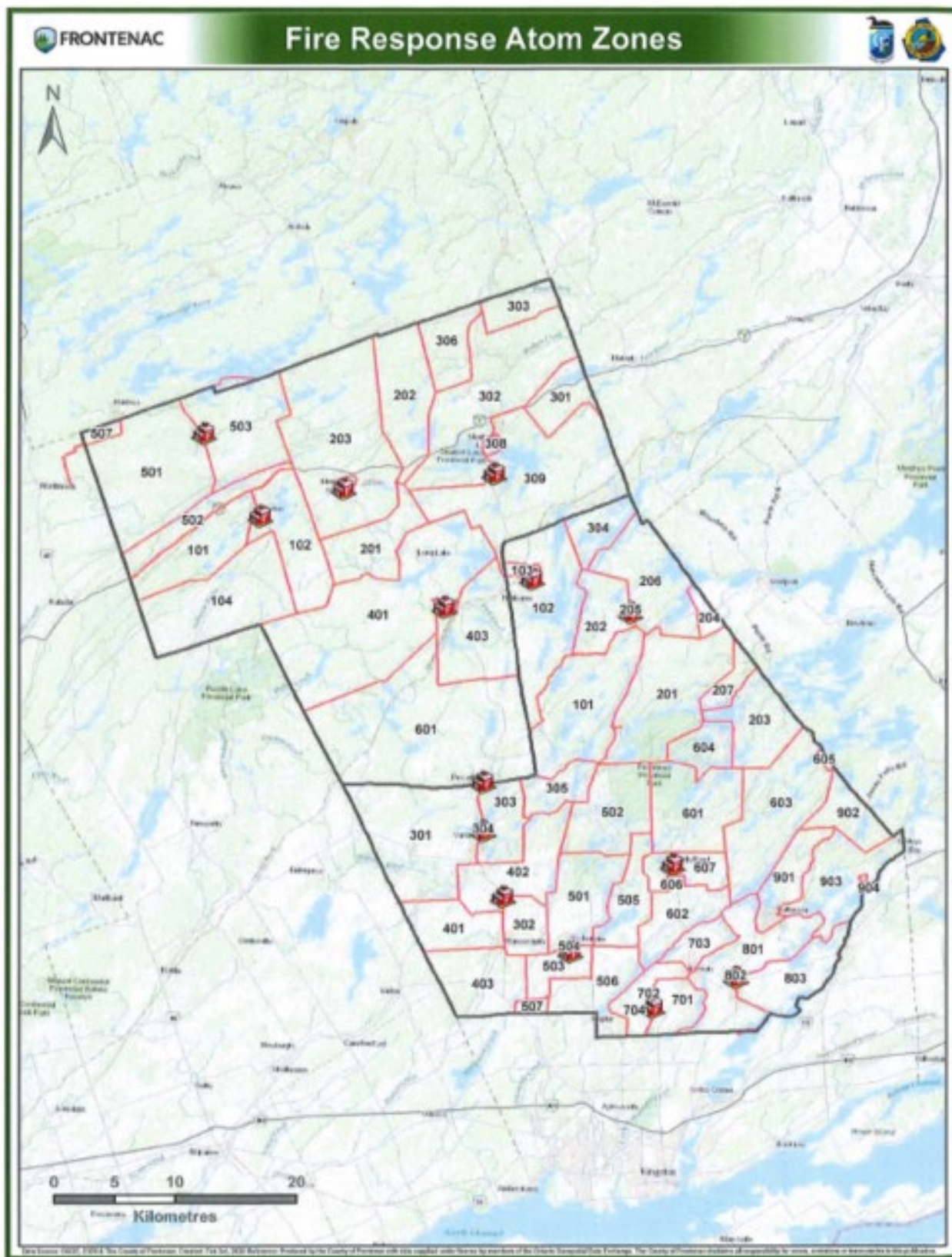
James Thompson
Clerk

Schedule “A”

The Corporation of the Township of South Frontenac will provide Fire Protection Services under Automatic Aid to the areas of the Township of Central Frontenac atom 601 from boundary to White Lake Road and cover all roads south as identified in the map in schedule “B”.

The Corporation of the Township of Central Frontenac will provide Fire Protection Services under Automatic Aid to the areas of the Township of South Frontenac atoms 102, 103, 304 as defined in the map in Schedule “B”.

Schedule "B"



Township of South Frontenac Staff Report



To: Council
From: Office of the Clerk
Date of Meeting: May 7, 2024
Subject: Appointment of Municipal Law Enforcement Officer
Report Number: 2024-082

Summary

This report seeks to appoint Michelle Hannah, Deputy Clerk as a Municipal Law Enforcement Officer.

Recommendation

That By-law 2024-39 being a By-law to appoint a Municipal Law Enforcement Officer be given first and second reading; and

That By-law 2024-39 be given third reading, signed and sealed.

Background

Section 55(1) of the *Community Safety and Policing Act*, S.O. 2019 permits municipal councils to appoint persons to enforce the by-laws of the municipality.

Discussion/Analysis

Staff recommend that Michelle Hannah be appointed as a municipal law enforcement officer for the Township of South Frontenac in order to support her role in assisting in investigations as necessary. Frontenac Municipal Law Enforcement will remain responsible for the day-to-day by-law enforcement services in the municipality.

Financial Implications

None.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
- Pillars: Municipal Service Excellence

- Action Item (If Applicable):

Climate Considerations

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

Notice/Consultation

Not applicable.

Attachments

Exhibit A – By-law 2024-39 – Appoint a Municipal Law Enforcement Officer.

Approvals

Prepared By: Michelle Hannah, Deputy Clerk

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer

By-Law Number 2024-39

A By-Law to Appoint a Municipal Law Enforcement Officer for the Township of South Frontenac

Whereas Section 55 (1) of the *Community Safety and Policing Act, 2019* permits municipal councils to persons to enforce the by-laws of the municipality; and

Whereas the Council of the Township of South Frontenac deems it expedient to appoint municipal law enforcement officers to enforce the by-laws of the municipality;

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

1. That Michelle Hannah be appointed as a Municipal Law Enforcement Officer for the Township of South Frontenac.
2. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, May 7, 2024

Given Third Reading and Passed: Tuesday, May 7, 2024

James Thompson, Clerk

Ron Vandewal, Mayor

By-Law Number 2024-40**A By-Law to Stop up, Close and Sell a portion of unopen road allowance, Part 1 Plan 13R22980; Storrington; Fleming**

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

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

Whereas the said road allowance is not used as a publicly travelled road; and

Whereas no objections have been received to the closing of the unopened road allowance.

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

1. **That** the portion of road allowance between Concessions 1 and 2, Part 1 Plan 13R22980, in the Geographic Township of Loughborough, Former Municipal Township of Storrington; Township of South Frontenac, County of Frontenac (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands are hereby declared surplus to the Municipalities' needs.
3. **That** the Municipality shall convey its interest in Part 1, Plan 13R22980 to the applicants, James and Linda Fleming or as directed by them, provided that such direction must be as a lot addition to one or more of the abutting properties located in South Frontenac. For clarity, this closure shall not create a new lot of record for Part 1 but shall only enlarge existing landholdings owned by the applicant located within South Frontenac.
4. The consideration for the conveyance of the Said Lands above shall be \$15,227.39 plus HST, plus all administration and legal costs to transfer Said Lands.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this by-law be registered in the appropriate Land Registry Office.
7. This By-law shall come into force and take effect upon the registration of this By-law.

Given First and Second Readings: Tuesday, May 7, 2024

Given Third Reading and Passed: Tuesday, May 7, 2024

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: May 7, 2024

Subject: Zoning By-law Amendment Application PL-ZBA-2024-0003, K. Mulrooney Trucking Limited, Battersea Road at Frontenac Road, 102906003011315

Report Number: 2024-084

Summary

This report recommends that Council pass a by-law to change the zone on the property at the southeast corner of Battersea Road and Frontenac Road with roll number 102906003011315. The zone would be changed from Rural (RU) and Rural Industrial (RI) to two Rural Industrial Special Provision zones (RI-11 and RI-12). The RI-11 and RI-12 zones would establish lists of permitted uses for different areas of the property, require buffering adjacent to residential uses, and define some of the uses.

Recommendation

That By-law 2024-41 being a By-law to amend the zoning on lands with roll number 102906003011315, Part of Lot 38, Concession 7, District of Storrington, Township of South Frontenac, be given first and second reading; and

That By-law 2024-41 be given third reading, signed and sealed.

Background

The purpose of the application is to change the zone on the property from Rural (RU) and Rural Industrial (RI) to a Rural Industrial Special Provision zone. The effect would be to permit a variety of light industrial uses (e.g. manufacturing, processing, or warehousing; workshop; assembly operation; contractor's yard). Approximately one hectare (15%) of the property is currently zoned for Rural Industrial uses. The draft by-law for consideration by Council was revised by the applicant's agent based on Council and public feedback and staff review.

The property is also subject to two consent applications for residential lots (Application Numbers S-09-20-S and S-15-20-S). The owner intends to change these consent applications to be industrial lots if the zone on the property is changed to a Rural Industrial Special Provision zone. Another consent application may also be submitted, such that there could eventually be four rural industrial lots ranging in size from 2.7 to 6.7 acres.

The subject property is located at the southeast corner of Battersea Road and Frontenac Road. The subject property is in a neighbourhood with industrial uses to the west, mineral aggregate quarries to the east, and residential uses to the south and north. There are also agricultural lands in the immediate area.

The subject property is approximately 7.6 hectares (19 acres) in size. It has 260 metres of frontage on Battersea Road and 320 metres of frontage on Frontenac Road. The lands are generally level, with a gentle slope from north to south. A hydro corridor runs on a diagonal through the property. Five acres of the property accessed from Frontenac Road is currently leased to a business, Nidus 3D. The northern half of the property was used for other industrial uses before Nidus 3D came on the property. There are two storage buildings on the property.

Application and Supporting Documents

The application and supporting documents can be accessed through the Township's CivicWeb Document Center, <https://southfrontenac.civicweb.net/filepro/documents/90083/>

Planning Justification Report

A Planning Justification Report (Mills Planning Consultants, January 12, 2024) was submitted in support of the application. The report assessed the appropriateness of the proposed zoning by-law amendment in the context of the surrounding area as well as its conformity with the applicable policy and regulatory framework. A follow up letter (Mills Planning Consultants, April 19, 2024) was submitted to outline their discussions with adjacent residents and to provide a revised draft by-law. The draft by-law was then further revised.

Department and Agency Comments

Public Services had no concerns with the proposal to change land uses on the property. They noted that Frontenac Road is a half-load road. The road may need to be upgraded if any proposed uses rely on recurring heavy truck traffic. They noted that traffic impact and stormwater management would be reviewed at the site plan control stage once the intended use of the property is known.

Public Comments

Council held a public meeting under the *Planning Act* on March 19, 2024. Oral and/or written comments were received from three members of the public. Council also spoke to the application.

The meeting recording can be accessed through the Township's Facebook page, <https://www.facebook.com/SouthFrontenacTwp/videos/council-meeting/1095808158356686> Written comments can be accessed through the Township's CivicWeb Document Center, <https://southfrontenac.civicweb.net/filepro/documents/90083/>

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

The following is a high level summary of the comments received from the public.

1. There is a need for housing before businesses
2. The property has only been used for an industrial use for two years
3. There will be wildlife, stream and noise implications
4. There are concerns about potential groundwater contamination
5. Buffer zones are needed between the uses and houses
6. The hydro lines may impact development of the property and push it closer to the houses
7. This will negatively impact property values

Following the public meeting, the Township received letters of support from the Manager of Economic Development for Frontenac County and from the Executive Director of Frontenac Business Services. They highlighted that this proposal aligns with the County and Frontenac Business Services objectives to promote economic vitality, attract new investments, and support the growth and sustainability of local businesses. It will also create employment opportunities for Township residents.

They identified that the availability of land zoned for industrial and commercial use is becoming a limiting factor in their ability to attract and retain businesses. There are business owners interested to start or relocate their business to the Township but cannot find suitable locations. They also suggested that it is important to support economic development opportunities offered by the private sector since there is currently no municipal strategy to ensure a reasonable stock of industrial or commercial properties available for development (e.g. no designated employment areas, municipal business parks).

Discussion/Analysis

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

The Provincial Policy Statement 2020 (PPS) states that healthy, integrated, and viable rural areas should be supported by promoting diversification of the economic base and employment opportunities through goods and services, including value-added products (section 1.1.4). At the same time development needs to be compatible with the rural landscape as well as with surrounding sensitive land uses, such as residential properties. Development must also be sustainable on rural service levels (section 1.1.5.4).

The County of Frontenac Official Plan, consistent with the PPS, promotes ways to enhance local employment opportunities in strategic locations such as settlement areas and along major transportation routes (section 3.1.1).

The Township of South Frontenac Official Plan recognizes that it is necessary for certain industrial uses to be located in the rural setting, and these industrial uses provide employment opportunities for residents. The Official Plan permits industrial uses which pose no threat of pollution to air, land or water, and which will not have a deleterious impact on adjacent land uses.

The Township has many residents, but it lacks industrial and commercial zoned properties for businesses. There is a demand for lots for both existing, growing businesses and for new business opportunities. The original severance applications were for residential lots, however, it was the opinion of staff that residential lots would not be compatible with the existing industrial uses on the property and across the road. For this reason, the severance applications have not moved forward.

Section 5.7.6 of the Official Plan specifies the development criteria for rural industrial uses. The criteria and how the proposal meets them are outlined below.

- a) *Industrial uses shall occur on lots of an appropriate size, generally 1 hectare (2.5 acres) or larger.*

The subject property is approximately 7.6 hectares (19 acres) in size. This lot size is appropriate for a variety of industrial uses. If the property were to be further divided into smaller lots, those lots would need to be at least 1 hectare (2.5 acres) or larger. A sketch included with the application suggests there is potential for four rural industrial lots ranging in size from 2.7 acres to 6.7 acres. The final lot sizes would impact the type of industrial uses that might be established. For example, smaller lot sizes will result in small scale uses.

- b) *Industrial uses shall be encouraged to locate on arterial or collector roads. Consideration may be given to the use of other public roads where Council is satisfied that no suitable alternate location is available. In all cases, it shall be demonstrated that the proposed use will not create a traffic hazard, that the impact of the proposed use on adjacent land uses will be minimal and that the public road is of suitable quality to accept traffic generated by the new industrial development.*

The subject property is located at the southeast corner of Battersea Road and Frontenac Road. It is less than 10 minutes from Highway 401. The subject property is in a neighbourhood with industrial uses to the west, mineral aggregate quarries to the east, and residential uses to the south and north. There are also agricultural lands in the immediate area. The property has frontage on Battersea Road which is an arterial road. It also has frontage on Frontenac Road. Frontenac Road is a local road that is subject to half-load restrictions in the spring. This means that depending on the ultimate use of the property, the road may need to be upgraded through the site plan control process.

Industrial uses are subject to site plan control per By-law 2022-58. Site plan control is used by the Township to regulate how a property is developed in compliance with the Zoning By-law and applicable provincial guidelines. For example, where would the building and parking be on the property, where would storage areas be, and what type of buffers are needed along property lines. The application(s) for site plan control for the subject property would need to be supported by a variety of technical studies. One of these is a traffic impact study to evaluate if the road needs to be upgraded, if turning lanes are required, if traffic lights are required, etc.

- c) *No industrial use shall be permitted which creates an adverse impact on adjacent land uses as a result of the emission of contaminants into or onto the air, water or land. Adjacent uses shall be adequately protected from industrial emissions in accordance with and subject to the regulations and requirements of the Ministry of the Environment and Council. Where deemed necessary, a report(s) shall be prepared by a professional engineer(s), biologist or other qualified professional(s) indicating the anticipated impact of the proposed operation on the environment, including air and water pollution, noise, changes in the water table, changes in surface drainage both on and off the site and the effectiveness of the proposed ameliorative measures.*

The application(s) for site plan control for the subject property will need to be supported by a variety of technical studies. The following studies relate to the adverse impacts described in the policy:

- a. A D-6 assessment to evaluate compatibility with houses.
- b. An acoustic assessment report to identify sources of noise and recommend how to limit noise impact.
- c. A stormwater management report to demonstrate how runoff from the property will be managed and controlled, for example, so that properties, the road and the stream do not flood and erode.
- d. A hydrogeological assessment and terrain analysis might be needed depending on the nature of the use that is proposed. This study looks at if there is enough groundwater for the use, and that it would not negatively impact neighbouring wells. It also looks at the impact of a sewage system on groundwater.

An environmental impact study that looks at wildlife and ecosystem will not likely be required because there are no provincially significant natural features on or beside the property.

The Rural Industrial (RI) zone permits a wide range of industrial uses. The draft by-law includes two zones with refined lists of permitted uses that can be compatible with nearby residential uses. The southern portion of the property would have fewer uses permitted. The refined lists of potential permitted uses include mostly “dry” uses in response to concerns received about groundwater contamination. Dry industrial uses are those where the only water required is for domestic purposes to meet the needs of employees and/or visitors (e.g. kitchen and washroom facilities). The list of uses for the southern portion of the property also excludes uses that may have greater potential to contaminate groundwater and surface water.

It appears that the majority of the proposed uses may be considered Class I industrial facilities under the Provincial D-Series Guidelines. Class I industrial facilities are “a place of business for a small scale, self contained plant or building which produces/stores a product which is contained in a package and has low probability of fugitive emissions. Outputs are infrequent, and could be point source or fugitive emissions for any of the following: noise, odour, dust and/or vibration. There are daytime operations only, with infrequent movement of products and/or heavy

trucks and no outside storage.” (Guideline D-6 Compatibility Between Industrial Facilities and Sensitive Land Uses).

The future owners will be required to establish vegetated buffering to visually screen the future development of the subject properties from adjacent residential properties through the site plan control process.

The Provincial D-Series Guidelines require a minimum 20 metre setback between Class I industrial facilities and sensitive uses. In accordance with this guideline for Class I industrial facilities, the RI zone requires a minimum 22 interior side yard and/or rear yard abutting a residential zone or use. This 22 metre area must be maintained in an open space condition with no open storage of goods or materials. This means that there could be no buildings or storage within 22 metres of the residential properties to the south. This area could be used in other ways, for example, for a sewage system, parking, and dealing with stormwater runoff. The RI zone also requires buffer planting strips. There would need to be a buffer strip at least 3 metres wide on their side of the property line. The buffer strip could include a berm, a fence and/or a continuous hedgerow of trees or shrubs.

The hydro lines on the property are a “no-go” area. No buildings and no storage can be placed under the hydro lines or within a certain distance of them. A driveway could pass under the hydro lines to access the land on the other side of the hydro lines. The RI zone requirements would also apply on the east side of the hydro lines.

- d) *Adequate off-street parking and loading facilities shall be provided. Access points to parking areas shall be limited in number and designed in such a manner so as to minimize the danger to vehicular and pedestrian traffic.*

The Zoning By-law specifies how many off-street parking spaces and loading spaces are required for industrial uses. The number of spaces needed varies depending on the use and gross floor area of buildings. Site plan control will be used to regulate off-street parking and loading spaces based on the proposed development.

- e) *Adequate buffering and setbacks shall be provided between industrial uses and adjacent uses and roadways. Such buffers may include the provision of grass strips, screening and the planting of trees and shrubs and the location of a berm or fence.*

As indicated above, the Rural Industrial (RI) zone in the Zoning By-law requires a minimum 22 metre interior side yard and/or rear yard abutting a residential use, and requires buffer planting strips. The proposed by-law would require buffers not only where there are houses across the road, but also where houses are on abutting properties (e.g. south of the subject property). Additional setbacks or buffers could be required based on the D-6 assessment and acoustic assessment report. Site plan control will be used to regulate buffers based on the proposed development and study recommendations.

Conclusion

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

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
- Pillars: Choose an item.
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Council held a public meeting under the *Planning Act* on March 19, 2024. Notice of the Statutory Public Meeting was given pursuant to the requirements of the *Planning Act*, twenty (20) days in advance of the Public Meeting. Individuals who participated in the public meeting, or provided written correspondence, were notified when the application was being brought back to Council for consideration.

Attachments

Exhibit A – By-law 2024-41

Approvals

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

Submitted By:



Brad Wright, RPP, MCIP, Director of Development Services

Approved By:



Lousie Fragnito, Chief Administrative Officer

By-Law Number 2024-41**A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) and Rural Industrial (RI) to Rural Industrial – Special Provision (RI-11 and RI-12) on lands described as Part of Lot 38, Concession 7, District of Storrington**

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

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

Therefore be it resolved that the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. That Schedule “C” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) and Rural Industrial (RI) to Rural Industrial – Special Provisions (RI-11 and RI-12) 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 RI-11 (Part Lot 38, Concession 7, District of Storrington) immediately after the last Rural Industrial – Special Provision section to read as follows:

RI-11 (Part Lot 38, Concession 7, District of Storrington)

Notwithstanding the provisions of Section 20 or any other provision of this By-law to the contrary, the lands zoned Special Rural Industrial (RI-11) shall be used in accordance with the following:

Permitted Uses

- any manufacturing, processing, or warehousing undertaking including storage warehousing, within an enclosed building only,
- any workshop for the repair, processing, or treatment of small goods and wares, and any other service industries,
- any yard for the open or concealed storage of goods or materials,
- any business or professional office,
- a contractor's yard,
- a welding shop,
- a bulk storage yard,
- a motor vehicle repair garage,
- a seed and feed mill,
- a merchandising service shop,

- a machine shop,
- an assembly operation,
- a building supply outlet,
- a factory outlet,
- a research facility,
- accessory buildings or uses to the above uses including a bank, a cafeteria and a retail outlet for the purpose of selling goods manufactured, stored and/or assembled on the premises.

Zone Provisions

- An accessory retail outlet for the purpose of selling goods manufactured, stored and/or assembled on the premises, shall be part of the principal building, and shall occupy a maximum 25% of the gross floor area of the principal building.
- The provisions of Section 20.3.3 shall also apply to lands abutting a residential zone or a residential use.

Definitions

For the purpose of the RI-11 zone:

“Manufacturing, processing or warehousing” shall mean the manufacturing from previously prepared materials or finished parts or finished products, or factory or assembly-line processes that involve manufacturing, processing, assembling or packaging of finished parts or products made from previously prepared materials.

“Automobile repair garage” shall mean an establishment for the servicing, maintenance and repair of motor vehicles and for the retail sale of products related thereto.

All other provisions of this by-law shall apply.

3. That Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RI-12 (Part Lot 38, Concession 7, District of Storrington) immediately after the Rural Industrial – Special Provision RI-11 section to read as follows:

RI-12 (Part Lot 38, Concession 7, District of Storrington)

Notwithstanding the provisions of Section 20 or any other provision of this By-law to the contrary, the lands zoned Special Rural Industrial (RI-12) shall be used in accordance with the following:

Permitted Uses

- any workshop for the repair, processing, or treatment of small goods and wares, and any other service industries,
- any yard for the concealed storage of goods or materials,
- any business or professional office,
- a welding shop,
- a merchandising service shop,
- a factory outlet,
- a research facility,
- accessory buildings or uses to the above uses including a bank, a cafeteria and a retail outlet for the purpose of selling goods manufactured, stored and/or assembled on the premises.

Zone Provisions

- An accessory retail outlet for the purpose of selling goods stored and/or assembled on the premises, shall be part of the principal building, and shall occupy a maximum 25% of the gross floor area of the principal building.
- The provisions of Section 20.3.3 shall also apply to lands abutting a residential zone or a residential use.

All other provisions of this by-law shall apply.

4. 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.

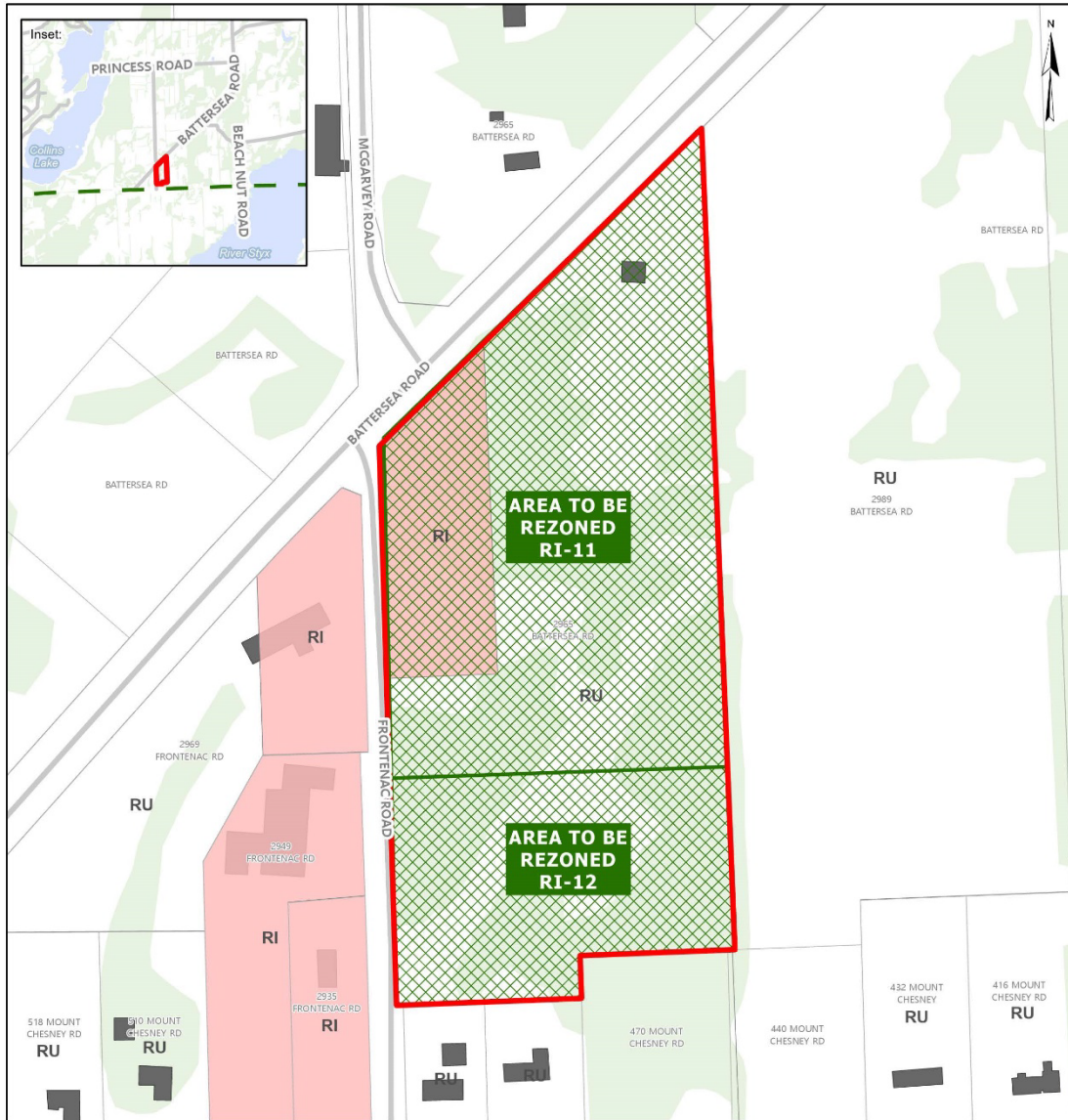
Given First and Second Readings: Tuesday, May 7, 2024

Given Third Reading and Passed: Tuesday, May 7, 2024

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule 1 of By-law 2024-41



| | | | | | |
|--|--|---|---|---|--|
| <p>SOUTH FRONTENAC</p> <p>(K. MULROONEY TRUCKING LTD.) 2965 BATTERSEA ROAD PL-ZBA-2024-0003</p> <p>0 25 50 100 m Scale: 1:3,000</p> | <p>LEGEND</p> | | | | |
| | <p> Subject Property</p> <p> Area to be Rezoned</p> <p> Parcels</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p> <p> Road</p> | <p>Zoning</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> |

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: 2024-04-23

Township of South Frontenac Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: Tuesday, May 7, 2024

Subject: Purchase of Land reporting

Report Number: 2024-086

Summary

This report provides information on a property purchased from authorization to negotiate received by Council during Committee of the Whole "Closed Meetings".

Recommendation

This Report is for information purposes only.

Background

During the first quarter of 2024, the CAO received in closed session the authorization from Council to negotiate the tentative purchase of property. This report provides information of the finalized transaction in 2024 from this authorization.

Discussion/Analysis

The following property transaction was finalized in April 2024 from authorization received from Council in closed session for the CAO to negotiate a property acquisition.

| Date | Sale/Purchase | Property Location | Amount | Funding |
|----------------|---------------|-----------------------|-----------|---------------|
| April 15, 2024 | Purchase | 4265 Stage Coach Road | \$525,000 | Working Funds |

Financial Implications

Funding for the purchase of the Stage Coach Road property was funded from the Working Funds Reserve.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

-
- Pillars: Choose an item.
 - Action Item (If Applicable): Insert Text

Climate Considerations

Not applicable to this report.

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Fire & Emergency Services Department

Date of Meeting: Tuesday, May 7, 2024

Subject: Delegated Authority for Fleet Purchases

Report Number: 2024-80

Summary

This report provides information on fleet projects awarded under delegated authority.

Recommendation

This Report is for information only.

Background

This report provides delegated authority reporting to Council in accordance with the Township's purchasing policy. The following information is being provided in relation to the Municipal Service Excellence Pillar of the Strategic Plan which states that the Township shall be transparent in our operations and look to continuously improve the efficiency, effectiveness, and accessibility of our services and operations.

Discussion/Analysis

Capital Project 23-07 16 Foot Aluminum Boat; Marine Unit (M311):

This project was carried over from the previous year. In February 2024, the Township released a tender for procurement of (1) 16-foot 40 Horsepower Aluminum boat for assignment to the Fire Department marine unit on Biddingo and advertised on the Township's website.

In response, (2) bids were received, and the project was awarded to the lowest bidder; *Connor Industries Parry Sound, ON* for (1) 16-foot Aluminum Marine Unit for a sub-total of **\$39,950.00**.

| Vendor Bid Details | | Availability | Unit Price (sub-total) |
|--|-----------------|---------------------|-------------------------------|
| Connor Industries | Parry Sound, ON | 28 weeks | \$39,950.00 |
| <i>Description: 16-foot Aluminum Marine Unit</i> | | | |
| Bad River Boats | Sudbury, ON | 10 weeks | \$48,225.95 |
| <i>Description: 16-foot Aluminum Marine Unit</i> | | | |

The project had a budget of \$75,000.

Upon completion, the marine unit will be outfitted with applicable safety, radio and communications equipment. The new marine unit will be based at Station No. 1 (Bradshaw).

Capital Project 24-13 Vehicle Replacement; Deputy Fire Chief (DC302):

Upon approval of the 2024 capital budget, a tender was issued for the purchase of a (1) half-ton crew cab 4x4 pick-up truck. Upon receipt of (4) bids, the tender was awarded to lowest bidder; *Petrie Ford, Kingston, Ontario* for (1) *2023 Ford F150 XLT* for a sub-total of **\$61,475.00** with immediate availability.

| Vendor Bid Details | Availability | Unit Price (sub-total) |
|---|---------------------|-------------------------------|
| Petrie Ford Kingston, ON <i>Description: 2023 Ford F150 XLT 4x4 crew-cab</i> | Immediate | \$61,475.00 |
| Smiths Falls Ford Smiths Falls, ON <i>Description: 2023 Ford F150 XLT 4x4 crew-cab</i> | Immediate | \$61,763.00 |
| Petrie Ford Kingston, ON <i>Description: 2024 Ford F150 XLT 4x4 crew-cab</i> | 12-20 Weeks | \$62,796.00 |
| Town & Country Chrysler Smiths Falls, ON <i>Description: 2023 RAM 1500 BH 4x4 crew-cab</i> | Immediate | \$65,913.00 |

The project had a budget of \$75,000.

Upon receipt, the vehicle has been outfitted for emergency services use with radio communications, emergency lights/siren and decaling with Township branding while remaining under budget. The new vehicle has greater ability to fulfil day to day operational needs, training requirements and logistical capabilities.

Capital Project 23-14 Pumper Replacement (P371):

In November 2023, *Interim Director of Emergency Services/ Fire Chief, Alex Bennett* reported to Council that immediate action was required regarding the 2006 Peirce cab-over style chassis that was assigned as “Pumper 371” at Station No. 7 in Inverary due to the deterioration of the apparatus frame rails. Upon review of several options, Council approved via pre-budget approval the immediate replacement of P371.

Due to the significant cost inflation in the industry and the reduced lifespan of the current apparatus discussions amongst fire service management were held to review the chassis style currently used for a front-line pumping apparatus. Following the review, a unanimous decision was reached to utilize a commercial-style chassis which would result in an approximate savings of \$400,000.00 with no changes to the level of service provided by a front-line pumping apparatus. Council approved a pre-budget approval on November 21st, 2023 which allowed for the procurement and purchase of a 2024 *Dependable Emergency Vehicles* (Brampton, ON) Pumping Apparatus on a Freightliner chassis for \$550,000.00 that was funded from Fire Equipment Reserve. The procurement process used both the group

purchasing to receive quotes to meet all procurement requirements along with a hybrid with individual quotes from manufacturers.



2024 DEV Freightliner Chassis Fire Pumper (commercial style); seating 5 personnel.

Upon receipt, Station No. 7 personnel received immediate training and familiarity with the new apparatus which was placed into service on December 22, 2023. The change of chassis-style has been met with support from personnel as well as operational success.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Priority 3 Ensure the organizational capacity to deliver cost-effective services in a changing world. 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

- Chief Administrative Officer
- Director of Corporate Services/Treasurer
- Platoon Chiefs

Approvals

Prepared By: Alex Bennett, Deputy Fire Chief

Submitted By:



Del Blakney, Director of Emergency Services / Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: May 7, 2024

Subject: Award of Tender # PS-2024-09 Bedford Road Reconstruction

Report Number: 2024-078

Summary

The purpose of this report is to provide background on the budget and award of contract for the Bedford Road Reconstruction under delegated authority of the Procurement By-law.

Recommendation

The report is for information only.

Background

In December of 2023, Council approved the 2024 Budget which included the reconstruction of approximately 3.6km of Bedford Road from Desert Lake Road to 1.0km north of Salmon Lake Road (Exhibit A). This project includes full depth reclamation of the existing road surface, placement of granular 'A', culverts, guiderail replacement and double surface treatment (chip seal). The reconstruction work falls under the category of "Exempt" project under the Municipal Class Environmental Assessment process and is otherwise considered pre-approved under the Ontario Environmental Assessment Act.

The design for this project was completed by the Greer Galloway Group in early 2024 and involves some construction challenges that include: limited staging areas, proximity to water courses, environmental protection, and traffic control (AADT of 147). Terms of the contract require that all work be completed on or before September 27th, 2024.

Discussion/Analysis

On March 7th, 2024, the Township released tender PS-2024-09 Bedford Road Reconstruction on Biddingo and advertised on the Township's website. On April 3rd, 2024, the tender closed with a total of four (4) tender submissions received.

The results of the tender bids are listed as follows:

| Supplier | Total (Including Net HST Rebate) |
|---------------------------------|--|
| Crains' Construction Ltd | \$ 990,837.12 |
| K. Mulrooney Trucking Ltd | \$ 1,037,419.45 |
| Len Corcoran Excavating Ltd | \$ 1,386,530.88 |
| Dig'n Dirt Ltd | \$ 1,425,189.24 |

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

Staff completed a detailed review of the Crains Construction Ltd. bid submission and found their tender bid to be balanced. Crains Construction Ltd. has successfully completed numerous contracts locally over the last several years and has the experience and resources necessary to perform the work. This project has been awarded to Crains Construction Ltd. under delegated authority granted within the Procurement By-law.

Financial Implications

The 2024 Budget allowance for the overall project is \$ 1,432,000. A detailed breakdown of the revised project budget is provided below:

| ACTIVITY | COST (\$) |
|--|------------------------|
| Design/Tender Preparations/Permits | \$ 38,915.00 |
| Crains' Construction Ltd (low bid Net HST) | \$ 990,837.12 |
| Contract Administration / Quality Assurance Testing /Inspection/ As-built Drawings | \$ 47,013.12 |
| Contingency Allowance (10% of construction items) | \$ 103,785.02 |
| Revised Project Cost (Inc. Non-Refundable HST) | \$ 1,180,550.26 |
| Approved Budget (2024) | \$ 1,432,000.00 |
| • 24-35 Bedford Road Reconstruction | |
| Estimated (Surplus) | \$ 251,449.74 |

Once the overall project costs are considered, the project is forecasted to have a net surplus of \$251,449.74 or 17.5% of the budget amount. This project is within the approved budget and therefore falls within delegated authority for award of contract.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Choose an item.
 - Action Item (If Applicable):

Climate Considerations

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

When you examine the full lifecycle of any hard surfaced roadways the reconstructive stage will require the greatest energy demand and will generate the greatest construction cost. The overall effort to strip or pulverize a hard surfaced roadway, import new raw aggregate materials, and place new emulsified asphalt products requires significant labour, equipment, and material resources. This activity also contributes to greenhouse gas emissions through heavy equipment use, aggregate extraction/production, oil demand/refinement and, asphalt production. As part of any climate adaptation strategy the Township must access and utilize available tools to extend the service life of its' roadway assets and therefore collectively reduce the impact of emissions generated by traditional reconstructions.

The Bedford Road Reconstruction project is currently beyond the stage of rehabilitation at this time and a reconstruction effort is therefore unavoidable at this point. Design approaches used on the project will continue to follow best practices by limiting the volume of spoil materials hauled off site. The project will also utilize geotextiles in select areas of the road design to manage sub-grade conditions and otherwise reduce the demand for excessive volumes of new aggregate materials.

Notice/Consultation

- Greer Galloway Group
- Cataraqui Region Conservation Authority
- Director of Corporate Services
- Construction Technologist

Attachments

Exhibit A – Budget Sheet Project # 24-35 Bedford Road Reconstruction

Approvals

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

Submitted By:



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

Approved By:



Louise Fragnito, Chief Administrative Officer

Capital Project Detail Sheet

Project Information

Project Name: **Bedford Road**

Type of Project: Arterial Roadway

Project Number: **24-35**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 51690
 Road Construction - Double Surface Treatment
 Reconstruction of 3.6km section of Bedford Road from Desert Lake Road to 1.0km North of Salmon Lake Road.
 Construction to include full depth reclamation, placement of granular A materials, culverts, guiderail renewals and double surface treatment (chip seal). Project will also include roadside drainage improvements.

Rationale: The reconstruction of Bedford Road has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. Road was last constructed in 2007. Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service level requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

| Description | | Actuals | Budget | | | | | | |
|-----------------------------|------------------------|--------------------------|------------------|----------------|------------------|----------|----------|----------|----------|
| | | Expensed to Current Year | Total Project | Prior Approved | 2024 | 2025 | 2026 | 2027 | 2028 |
| 55290 - Contracted Services | Expenses / Expenditure | 0 | 1,432,000 | 0 | 1,432,000 | 0 | 0 | 0 | 0 |
| Total | | 0 | 1,432,000 | 0 | 1,432,000 | 0 | 0 | 0 | 0 |

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: May 7, 2024

Subject: Award of Tender # PS-2024-02 Sydenham Lake Bridge and Dam

Report Number: 2024-079

Summary

The purpose of this report is to provide background on the budget and award of contract for the Sydenham Lake Bridge and Dam Rehabilitation under delegated authority of the Procurement By-law.

Recommendation

The report is for information only.

Background

In December of 2023, Council approved the 2024 Budget which included the rehabilitation of the Sydenham Lake Bridge located on George Street in the Village of Sydenham (Exhibit A). This structure was originally built in 1978. Dam components and controls are owned and operated by the Cataraqui Region Conservation Authority (CRCA). The CRCA and the Township are carrying out a joint rehabilitation project to reduce costs and take advantage of economies of scale. The Sydenham Lake Bridge / Dam was last inspected in 2023 and included a Bridge Condition Index rating of 71.2 (out of 100).

The design for this project was completed by H P Engineering and includes the following: waterproofing of the bridge deck, new asphalt wear surface, sidewalk repairs, barrier wall (west side), railing upgrades and repairs of spalling concrete throughout. Repairs to the dam will focus on repair of cracks and areas of spalling concrete. Terms of the contract require that all work be completed on or before September 30, 2024.

Discussion/Analysis

On February 28th, 2024, the Township released tender PS-2024-02 for the Sydenham Lake Bridge and Dam Rehabilitation on Bidding and advertised on the Township's website. On March 27th, 2024, the tender closed with a total of ten (10) tender submissions received. One of the bids was incomplete and therefore disqualified.

The results of the tender bids are listed as follows:

| Supplier | Total (Including Net HST Rebate) |
|--------------------------------------|--|
| Willis Kerr Contracting Ltd. | \$ 411,630.90 |
| Hugo MB Contracting Inc. | \$ 416,839.49 |
| Trilith Contracting Inc. | \$ 439,300.97 |
| Clearwater Structures Inc. | \$ 478,172.78 |
| GIP Paving Inc. | \$ 500,969.06 |
| Ross and Anglin Ltd. | \$ 508,008.31 |
| H. R. Doornekamp Construction Ltd. | \$ 572,827.90 |
| Strong Bros General Contracting Ltd. | \$ 690,060.00 |
| GMP Contracting | \$ 701,592.57 |

All the remaining nine (9) tenders were found to be complete and in compliance with the requirements of the procurement bylaw.

Staff completed a detailed review of the Willis Kerr Contracting Ltd. bid submission and found their tender bid to be balanced. Willis Kerr Contracting Ltd. has successfully completed other contracts locally over the last several years and has the experience and resources necessary to perform the work. This project has been awarded to Willis Kerr Contracting Ltd. under delegated authority granted within the Procurement By-law.

Financial Implications

The 2024 Budget allowance for the overall project is \$ 534,000. The CRCA has also allocated an additional \$34,965 for their portions of work included in the tender. A detailed breakdown of the revised project budget is provided below:

| ACTIVITY | COST (\$) |
|--|----------------------|
| Willis Kerr Contracting Ltd (low bid Net HST) | \$ 411,630.90 |
| Contract Administration / Quality Assurance Testing /Inspection/ As-built Drawings | \$ 28,500.00 |
| Contingency Allowance (10% of construction items) | \$ 44,013.09 |
| Revised Project Cost (Inc. Non-Refundable HST) | \$ 484,143.99 |
| Approved Budget (2023/2024) | |
| • 24-44 Sydenham Lake Bridge and Dam - \$ 534,000 | \$ 568,965.00 |
| • Cataraqui Region Conservation Authority - \$ 34,965 | |
| Estimated (Surplus) | \$ 84,821.01 |

Once the overall project costs are considered, the project is forecasted to have a net surplus of \$ 84,821.01 or 14.9% of the budget amount. This project is within the approved budget and therefore falls within delegated authority for award of contract.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
- Pillar: Choose an item.
 - Action Item (If Applicable):

Climate Considerations

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

Notice/Consultation

- H P Engineering
- Cataraqui Region Conservation Authority
- Director of Corporate Services
- Construction Technologist

Attachments

Exhibit A – Budget Sheet Project # 24-44 Sydenham Lake Bridge and Dam

Approvals

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

Submitted By:



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

Approved By:



Louise Fragnito, Chief Administrative Officer

Capital Project Detail Sheet

Project Information

Project Name: **Sydenham Lake Bridge and Dam**

Type of Project: Bridge

Project Number: **24-44**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63080
 The Sydenham Lake Bridge / Dam Control structure crosses Millhaven Creek on George Street in the Village of Sydenham. The structure was originally built in 1978. Dam components and controls are owned and operated by the Cataraqui Region Conservation Authority. The CRCA and the Township are looking to do a joint rehabilitation contract. Repairs to the bridge include: waterproofing and new wear surface, sidewalk repairs, barrier wall (north side), railing upgrade and repair spalling concrete throughout. Repairs to the dam will focus on repair of cracks and spalling concrete.

Rationale: The Sydenham Lake Bridge / Dam was last inspected in 2021 and the bridge received a BCI rating of 71.2. The rehabilitation of the bridge has been identified as a priority within the 5 year plan presented to Council on May 2, 2023. The CRCA also has identified that rehabilitation of the dam is also a priority for the coming year.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

| Description | | Actuals | Budget | | | | | | |
|-----------------------------|------------------------|--------------------------|----------------|----------------|----------------|----------|----------|----------|----------|
| | | Expensed to Current Year | Total Project | Prior Approved | 2024 | 2025 | 2026 | 2027 | 2028 |
| 55290 - Contracted Services | Expenses / Expenditure | 0 | 534,000 | 0 | 534,000 | 0 | 0 | 0 | 0 |
| Total | | 0 | 534,000 | 0 | 534,000 | 0 | 0 | 0 | 0 |

Township of South Frontenac Staff Report



To: Council
From: Director, Public Services
Date of Meeting: Tuesday, May 7, 2024
Subject: Public Services Department Quarterly Update
Report Number: 2023-085

Summary

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

Recommendation

This Report is for information purposes only.

Background

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

Discussion/Analysis

Engineering & Capital Projects

Thanks to Council approving the 2024 budget in December last year, the Public Services Department was able to take advantage of getting tenders out to market in January. The early procurements have produced results with multiple submissions and competitive pricing as reported in the delegated authority information reports. Twenty three contracts have been awarded as of the end of April.

- Capital – 11 Contracts awarded valued at \$5,300,000
- Operations – 10 contracts awarded valued at \$730,000
- Fleet – 2 Contracts awarded valued at \$300,000

Operations and Fleet

The winter season wrapped up early this year but Public Services still had snowplows out 46 days which is comparable to an average winter. The noticeable savings were in snow removals as it was only completed twice this year compared to four times the previous season and salt usage was down 1,500MT.

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

Staff have transitioned from the winter season to spring maintenance and are actively working on gravel road grading, shoulder grading, and pothole patching. Calcium chloride for dust suppression is booked and scheduled for the month of May.

The fleet tenders for the two 1-Ton truck & plow replacements and additional 3-Ton dump truck with power lift gate were awarded in February and all three units have been delivered and available for use this summer.

Recreation & Facilities

Summer Day Camp registration opened as scheduled on March 25th, 2024 at 9:00am and as anticipated The Point Day Camp was sold out by noon and Gilmour's Point Day Camp sold out by the end of the day. At the time of writing this report, McMullen Day Camp is nearly full, with only two spots left for week one and seven spots left for week two. There is still a wait list for both The Point and Gilmour's Point camps with the highest number at 31 campers waitlisted for week seven at The Point. These waitlist numbers are drastically lower than last year's program with some weeks having waitlists as high as 52 campers. These numbers suggest that reintroducing McMullen Camp has had a positive impact on increasing service levels to meet community need. On top of core Day Camp hours, the before and after care program and shuttle bus transportation options are offered again this year to help families with summer childcare logistics. Registration for the shuttle bus has also been fairly strong and all weeks have participants registered for the bus for both the McMullen and Gilmour bound buses.

Swim staff recruitment efforts have also been relatively successful for this season. We are on year three of an anticipated five-year recruitment recovery period since coming out of the pandemic. Recreation Staff are confident with swim staffing levels and the Swim Lesson program registration is set to open as scheduled on May 13th for all three sites. Many thanks to the Human Resources Manager and placement students.

The Snow Social, Family Day, and Recreation & Leisure Services Fair events were hosted in the first quarter of 2024 and all events were well attended. Staff are investigating the possibility of expanding the fair to include private recreational businesses and trade vendors to the Recreation & Leisure Services Fair event next year to appeal to a broader audience and draw more visitors in.

Estimated event attendance:

- Snow Social – 900 people
- Family Day – 600-700 people
- Rec & Leisure Fair – 100 visitors and 25 groups promoting their activities & services

Staff would like to extend sincere appreciation to the volunteers who make these events a success for the community.

Financial Implications

None.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Choose an item.
 - Action Item (If Applicable): Insert Text

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

Recreation & Events Coordinator
Manager of Engineering & Capital Projects
Manager of Operations & Fleet
Manager of Recreation & Facilities

Attachments

None.

Approvals

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

By-Law Number 2024-42**A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on May 7, 2024**

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;

Therefore, be it resolved that the Council of the 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 May 7, 2024, 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 May 7, 2024, 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 May 7, 2024, 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.

Given First and Second Readings: Tuesday, May 7, 2024

Given Third Reading and Passed: Tuesday, May 7, 2024

James Thompson, Clerk

Ron Vandewal, Mayor