Township of South Frontenac
Council Meeting Agenda

TIME: 7:00 PM,
DATE: Tuesday, May 21, 2024
PLACE: Council Chambers/Virtual Via Zoom .

1. *Call to Order*

a) Resolution

That the Council meeting of May 21, 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

That the Public Meeting be called to Order.

b)	Notice of Collection	5 - 27
c)	Zoning By-law Amendment Application PL-ZBA-2024-0036, Marten and Jessica Anders, 3514 Buck Point Lane	28 - 34
d)	Zoning By-law Amendment Application PL-ZBA-2024-0043, Snider, 4617 Bedford Road, Sydenham	35 - 42

e) Resolution

That the Public Meeting be closed.

7. *Delegations*

8. *Briefings*

a)	Representatives from Safe Roads Engineering will be present to speak to Council regarding the reconstruction of Road 38 (MURTON ROAD TO KINGSTON ROAD)	43 - 72
b)	Representatives from J.L. Richards will be present to speak to Council regarding the Verona Housing Water and Wastewater Servicing Master Plan - Second Progress Update for Council.	73 - 107
c)	Brad Wright, Director, Development Services will be present to speak to Council regarding Communal Servicing Policy	108 - 127

Development.

9. *Approval of Minutes*

a) Resolution 128 - 134

That the Minutes of the May 7, 2024 meeting of Council be approved.

10. *Reports Requiring Action*

a) Proposed Re-Appointment – Municipal Representative (Central Area) – Cataraqui Source Protection Committee 135 - 139

That the Council of the Corporation of the Township of South Frontenac recommend that Niall Oddie, Senior Planner, City of Kingston be appointed as the Municipal Representative (Central Area) to the Cataraqui Source Protection Committee for a three-year term.

b) Verona Housing Water and Wastewater Master Plan Update 140 - 142

That Council direct staff to issue a Notice of Completion for the Verona Housing Water and Wastewater Servicing Master Plan; and

That the Verona Housing Water and Wastewater Servicing Mater Plan Report be placed on public record for the required 30-day comment period.

c) Community Grants 143 - 146

That Council approve nineteen (19) Community Grant applications as noted in Exhibit A totalling $47,573.

That a second intake with a due date of July 31, 2024, be conducted to utilise the unallocated funds for the community's benefit.

That Section 2 of the Community Grants Policy be amended to permit multiple applications in one intake from one applicant, provided they are for different streams.

That Schedule 1 of the Community Grants Policy be amended to permit decision making at the earliest possible.

That Schedule 1 of the Community Grants Policy be amended to remove the reference to a scoring system.

d) Rogers Communications Canada Inc. Cell Tower Proposal C8788 – 3195 Sunbury Road 147 - 167

That the Township of South Frontenac concur with the proposal by Rogers Communications Inc. to erect a wireless communication installation on lands known as 3195 Sunbury Road (PIN 36296-0608); and

That the proposal is compliant, with the requirements of ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems", and all obligations for the municipal and public consultation requirements have been met; and

That staff send a statement of concurrence to Rogers Communication Inc. and to Innovation, Science and Economic Development Canada.

11. *Advisory Committee Reports or Minutes*

12. *Reports Requiring Approval of By-laws*

a)	Zoning By-law Amendment Application PL-ZBA-2024-0043, Snider, 4617 Bedford Road, Sydenham	168 - 170

That By-law 2024-43 being a By-law to amend Zoning By-law No. 2003-75, as amended, to amend the zoning on lands known as Part 2 on Reference Plan 13R23084, Part of Lot 5, Concession 5, Loughborough District, be denied.

13. *Reports for Information*

a)	Proposed General Amendments to Zoning By-law	171 - 182
b)	Development Charges Background Study and By-law Update	183 - 185
c)	Town Hall Expansion Update	186 - 193

14. *Committee of the Whole*

15. *Tabling of Documents*

16. *Communications*

17. *Notice of Motions*

a)	Notice of Motion – By-law 2014-48 – A By-law for Licensing, Regulating and Governing Transient and Itinerant Traders, for Regulating Vending in Streets and for Regulating and Governing Refreshment Vehicles	194 - 195

That staff be directed to review By-law 2014-48, and report back to Council regarding whether the By-law is required to be updated.

18. *Rise and Report regarding County Council and External Boards*

a) County Council

19. *Announcements/Statements by Councillors*

20. *Closed Session (if requested)*

21. *Confirmatory By-law*

a)	Resolution	196

That By-Law 2024-44, 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 2024-44 be given third reading, signed and sealed.

22. *Adjournment*

a) Resolution

That the Council meeting of May 21, 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.

SOUTH FRONTENAC

Public Meeting

under the Planning Act

Applications for Zoning By-law Amendment
PL-ZBA-2024-0036
PL-ZBA-2024-0043

Tuesday, May 21, 2024

7:00 p.m. Council Meeting

Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment Applications PL-ZBA-2024-0036 and PL-ZBA-2024-0043.
- If a person or public body does not make oral or written submissions at this public meeting, or make written submissions to South Frontenac Township before any by-law is passed, the person or public body may not be added to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.
- If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Clerk by email care of planning@southfrontenac.net. This will also entitle you to be advised of an Ontario Land Tribunal appeal.
- Anyone may appeal the decision to the Ontario Land Tribunal. The appeal must be filed with the Clerk within 20 days of the notice of decision. The notice of appeal must set out the reasons for the appeal and be accompanied by the fee required by the Tribunal.

SOUTH FRONTENAC

Meeting Format

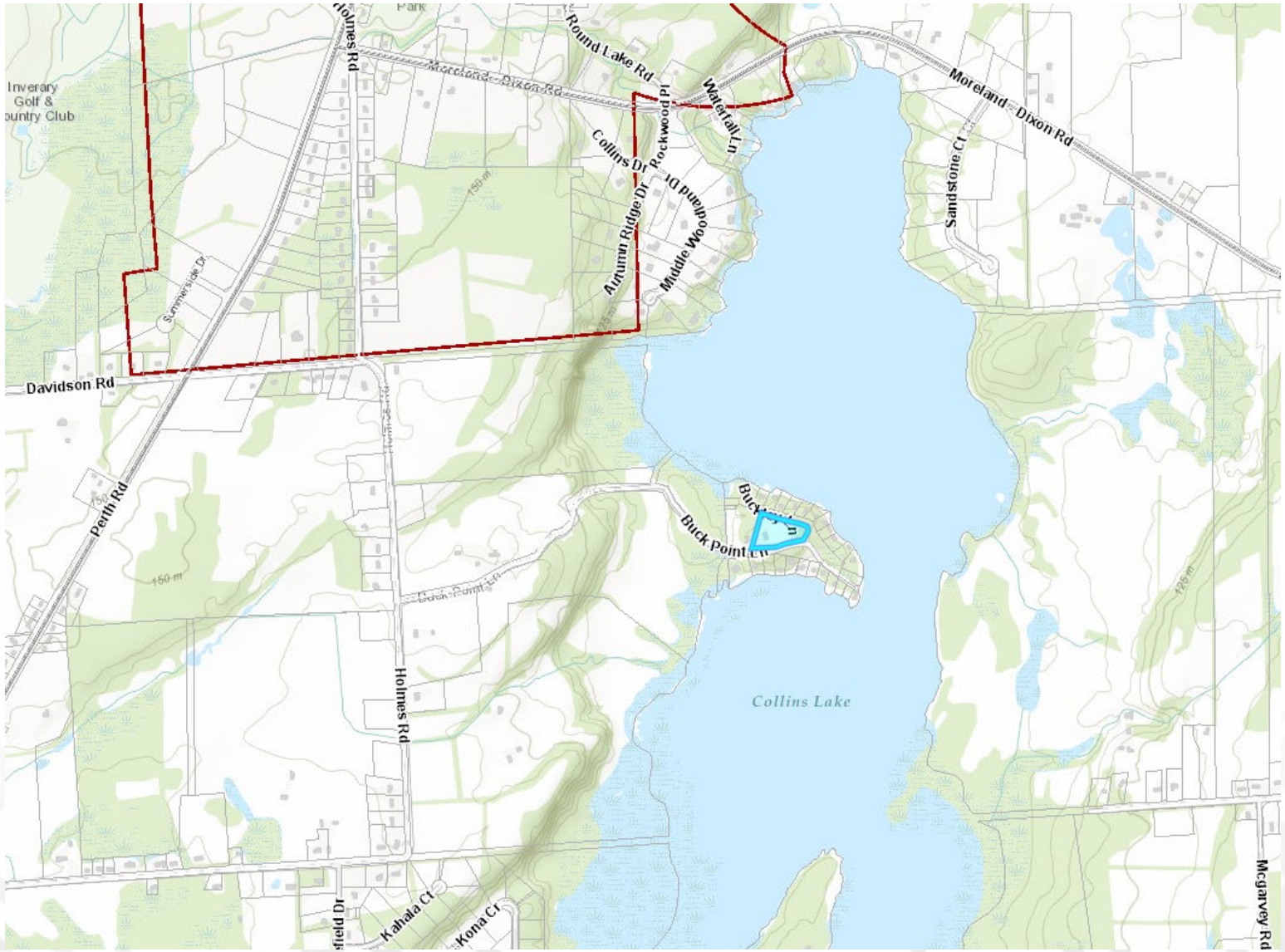
- Planner or Agent reviews proposal
- Public questions and comments
- Council questions and comments
- Close public meeting

PL-ZBA-2024-0036

Property Owner/Applicant: Marten and Jessica Anders

Property: 3514 Buck Point Lane

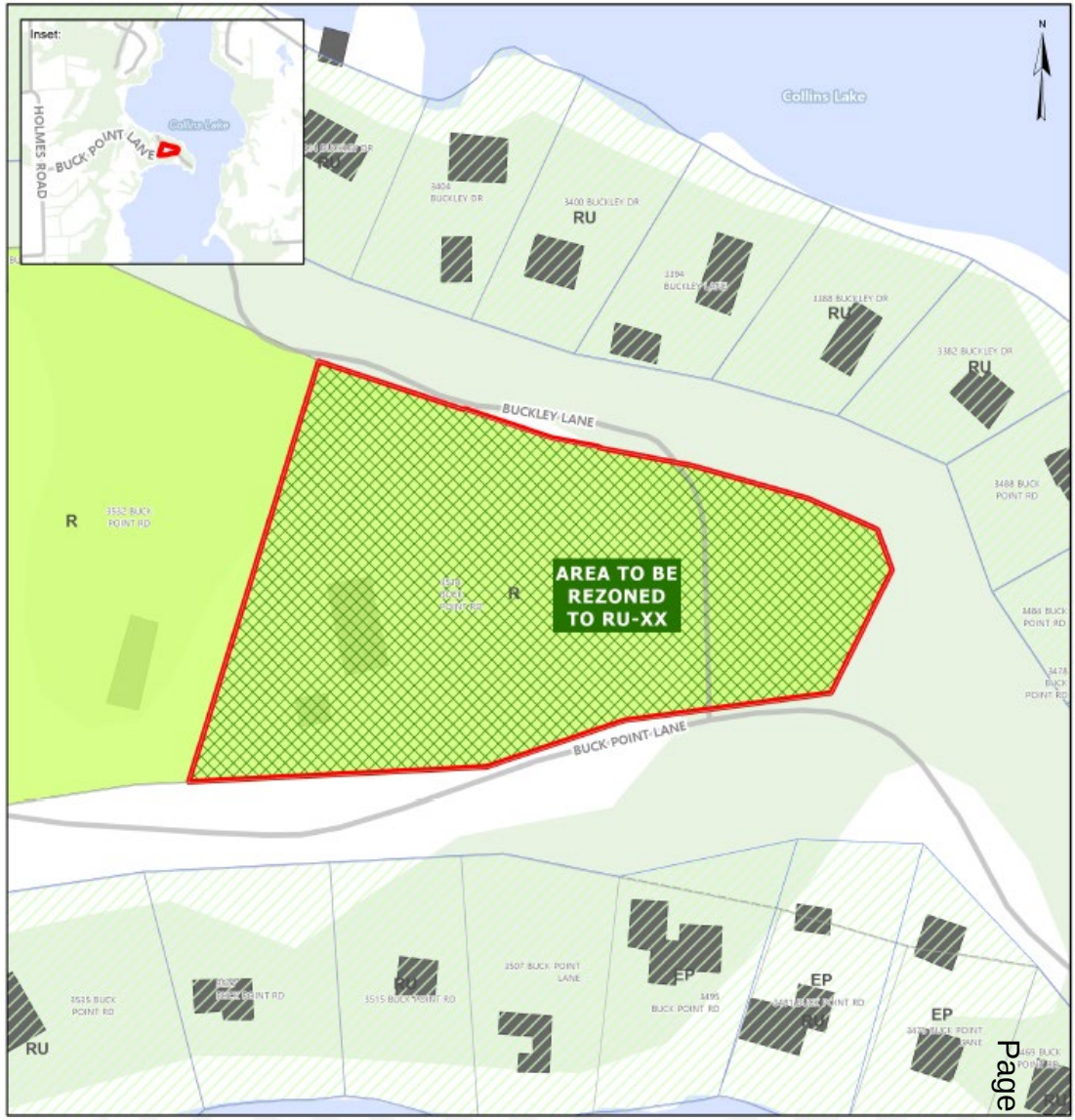
Location


Round Lake Rd
Moreland Dixon Rd
Waterfall Ln
Collins Dr
Rockwood Pl
Autumn Ridge Dr
Middle Woodland Dr
Sandstone Ct
Davidson Rd
Perth Rd
Holmes Rd
Buck Point Ln
Collins Lake
Kahala Ct
Kona Ct
Mcgarvey Rd
Inverary Golf & Country Club

Imagery

Proposal

- Permit limited rural land uses on property to permit small scale agriculture for personal/home industry use
- Designation – Rural
- Existing Zone – R
- Proposed Zone – RU-80
  - Special exception permits:
    - Dwelling
    - An apiary;
    - Hobby farm (10 hen maximum)
    - Home industry/home occupation
    - Accessory buildings/uses



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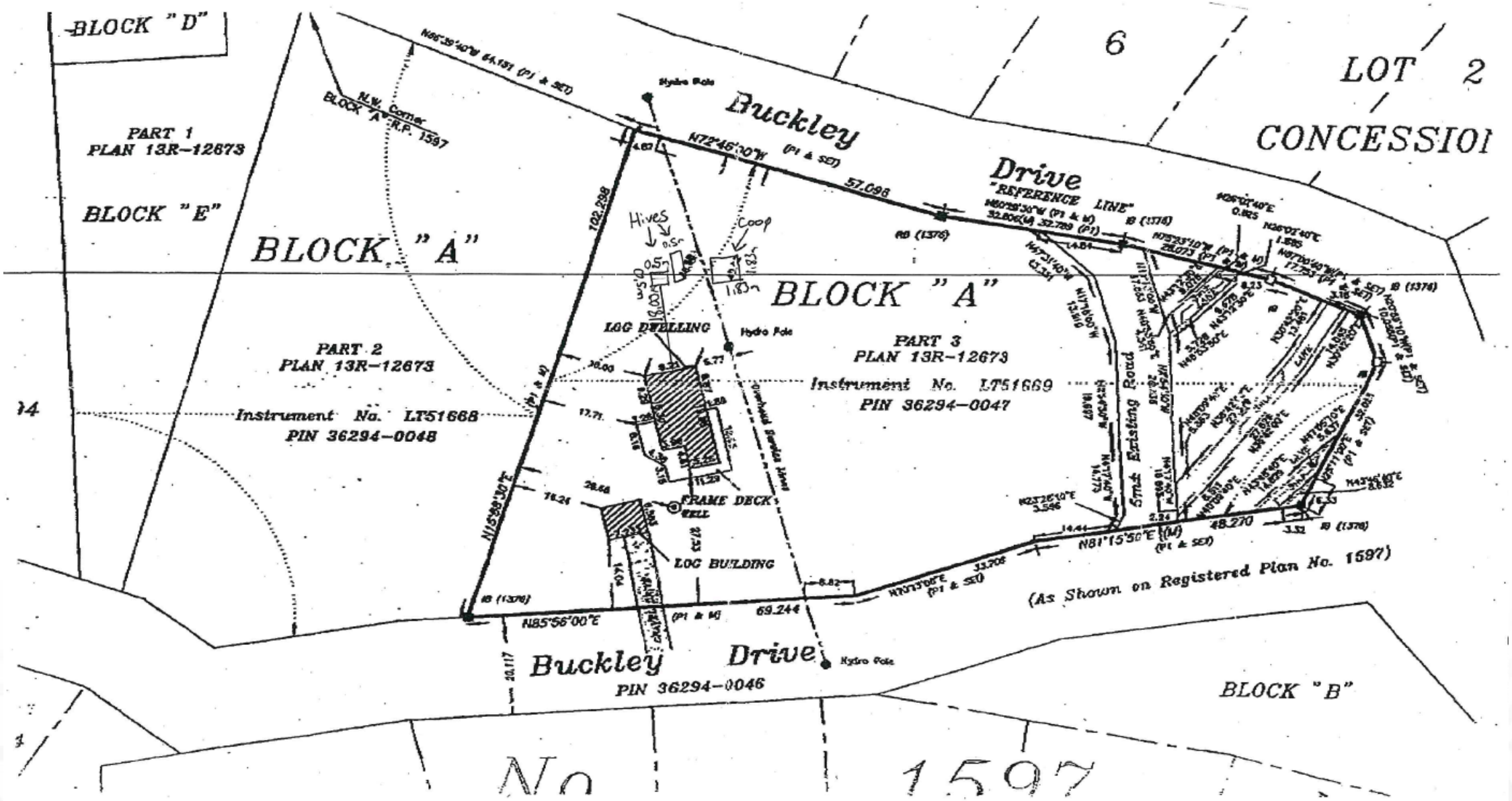


SOUTH FRONTENAC

Department and Public Comments

- **Building Services –** No objections
- **Cataraqui Conservation –** not circulated the zoning by-law amendment application due to the nature of the proposal
- **Public –** none received

Policy Framework

Provincial Policy Statement

Frontenac County Official Plan

Township of South Frontenac Official Plan

- Provides direction on agricultural uses on rural lands
- Home industries permitted as accessory to residential uses

Next Steps

- South Frontenac Council should receive comments from the public
- A report with a recommendation will be brought to a future Council meeting

Open Discussion

1. Applicant/Agent Remarks
2. Council Questions
3. Public Questions and Comments
4. Council Comments

If you are joining virtually and would like to speak:

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

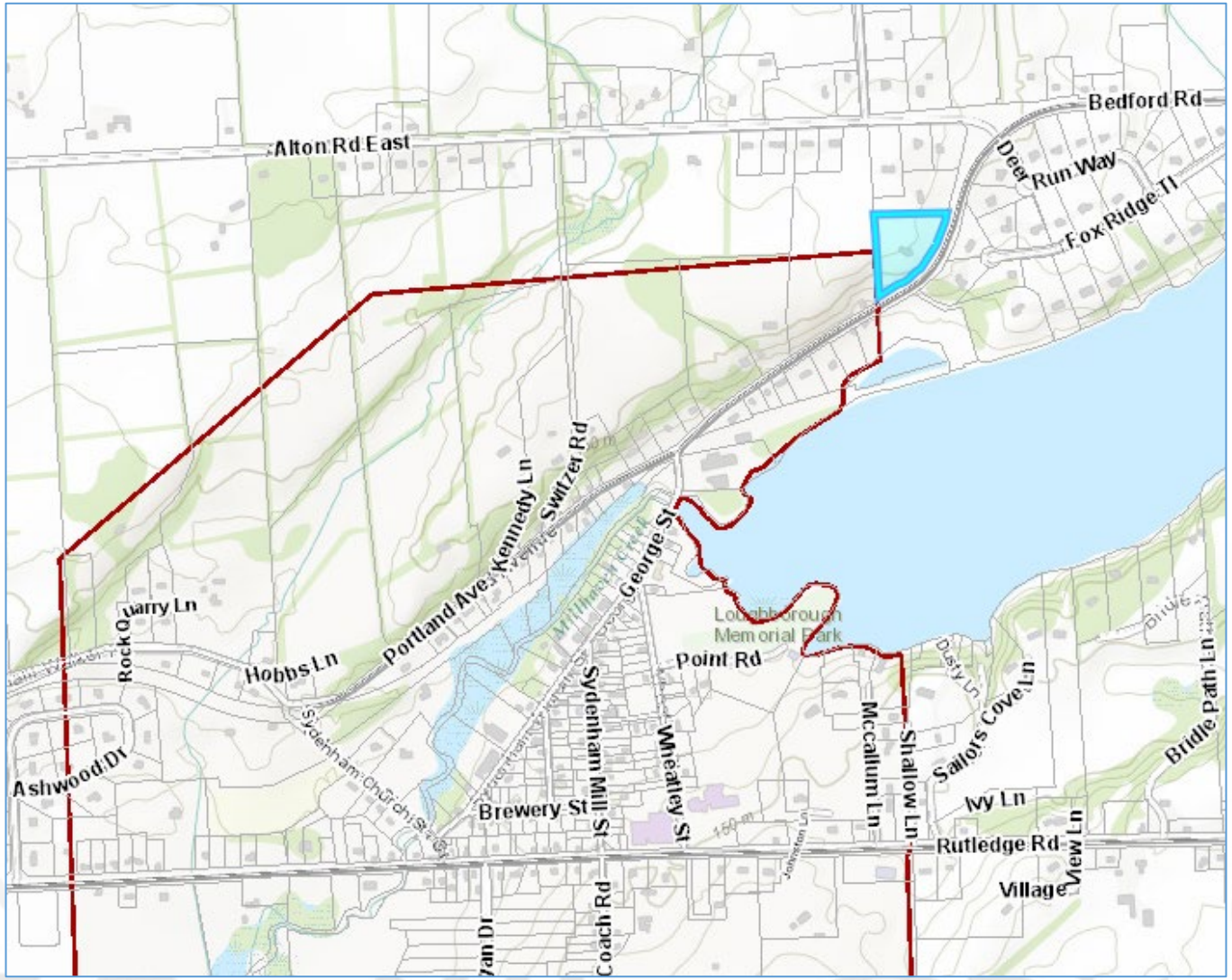
SOUTH FRONTENAC

PL-ZBA-2024-0043

Applicant/Property Owner: Lynn and Elaine Snider

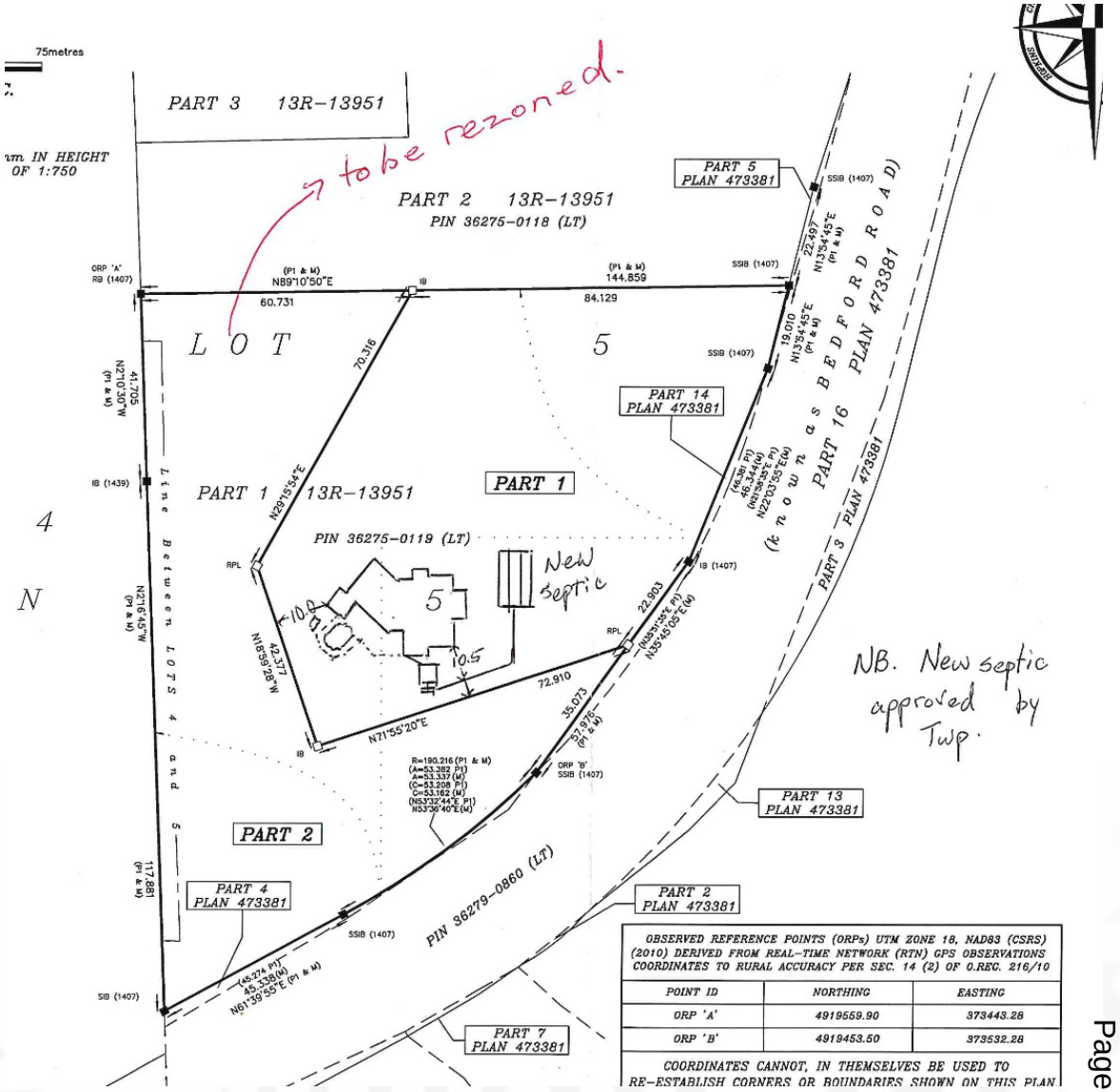
Property: 4617 Bedford Road

Location


Alton Rd East
Bedford Rd
Deer Run Way
Fox Ridge Tl
Switzer Rd
Kennedy Ln
Portland Ave
George St
Rock Quarry Ln
Hobbs Ln
Point Rd
Loughborough Memorial Park
Sydenham Mill St
Wheatley St
McCallum Ln
Shallow Ln
Sailors Cove Ln
Bridle Path Ln
Ivy Ln
Rutledge Rd
New Ln
Village
Brewery St
Coach Rd
Ashwood Dr

Proposal

- Residential lot approved by Committee of Adjustment in September 2023
- Minimum 0.7ha lot size
- Existing Zone – RU
- Proposed Zone – RU-81



Excerpt from Applicant's Sketch

Proposal

Department and Public Comments

- **Public Services**
  - An entrance would need to be located at southwest corner
- **Building Services**
  - Not supportive of proposed property line crossing mantle of existing sewage system
  - Sewage system was decommissioned and a new one installed in compliant location through a building permit
- **Public Comments**
  - None received to date

SOUTH FRONTENAC

Planning Analysis

- Provincial Policy Statement, County Official Plan and Township Official Plan allow rural lot creation
- Severed and retained parcels would have sufficient road frontage
- Severed parcel would have deficient lot area (0.7 ha instead of 0.8 ha)
- Council may consider the deficient lot area by changing the zone on the lot
- No hydrogeological assessment and terrain analysis required/prepared
- Municipal water cannot be extended to severed parcel
- Severed parcel would not satisfy requirements of section 51(24) of Planning Act or conform to Township Official Plan
- Narrow C-shaped lot with awkward development envelope, potential for neighbour conflicts
- Staff opinion that the consent does not represent good planning

SOUTH FRONTENAC

Next Steps

- South Frontenac Council should receive comments from the public
- Staff recommendation to make a decision tonight

Open Discussion

1. Applicant/Agent Remarks
2. Council Questions
3. Public Questions and Comments
4. Council Comments

If you are joining virtually and would like to speak:

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

SOUTH FRONTENAC

Adjourn Public Meeting

Township of South Frontenac

Staff Report

To: Council

From: Director, Development Services

Date of Meeting: May 21, 2024

Subject: Public Meeting for Zoning By-law Amendment Application PL-ZBA-2024-0036, Marten and Jessica Anders, 3514 Buck Point Lane

Report Number: 2023-089

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2024-0036 which applies to properties municipally known as 3514 Buck Point Lane. If approved, the zone on the subject lands would be changed from Residential (R) to Rural Special Exception 80 (RU-80).

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

Recommendation

This report is for information only.

Background

The purpose of the application is to change the zoning of the property from Residential (R) to Rural Special Exception 80 (RU-80) to permit an apiary, a hobby farm comprised of ten hens, and a home industry on the property in addition to the existing single-detached dwelling use. The effect of the proposed by-law is to allow a limited amount of rural land uses on the property that are desired by the landowner.

The proposed apiary is small in scale comprised of several hives occupying less than 1sqm on the property. The requested home industry is related to the proposed apiary use for the sale of products produced by the apiary. A 3.3sqm chicken coop is also proposed to permit a maximum of 10 hens on the property. As the structure housing the hens is less than 10sqm, MDS requirements would not apply to the structure.

The zoning by-law amendment is requested to permit all these uses on the property. Under the Planning Act, a public meeting is required to be held to receive comments from the public on the proposed rezoning.

Property Description

The subject property is a 1ha property located on Buck Point which is a peninsula of land that extends into Collins Lake. The perimeter of the peninsula is developed with waterfront residential properties and the subject property is located in the middle of peninsula.

The property was originally part of Block A in the St. Pierre subdivision that resulted in the development that is currently present on Buck Point. Block A was originally an open space block in the St. Pierre subdivision. The designation of the property was ultimately changed from open space to estate residential and the property was also rezoned to estate residential in the Township of Storrington Official Plan and Zoning By-law. Following this land use change Block A was then severed into the subject property and the abutting property to the west that is also zoned Residential (R). The subject property was then developed with the existing single-detached dwelling and detached garage.

The property is bounded by Buck Point Lane to the south and Buckley Lane to the north. The property is level and primarily manicured lawn with some treed areas.

Related Applications

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

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/104323/

Department and Agency Comments

The application was circulated to Building Services and Public Services who advised they did not have any comments or concerns.

Cataraqui Conservation advised that the property is outside their regulated area therefore they did not have any comments on the application.

Public Comments

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

Preliminary Planning Analysis

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

The Provincial Policy Statement 2020 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. The PPS provides direction on agricultural uses in prime agricultural areas and rural lands.

The County Official Plan establishes a framework for guiding land use changes by protecting and managing the natural environment, as well as directing and influencing growth patterns. It requires the Township to identify prime agricultural areas and to permit agricultural uses in these areas.

The Township Official Plan allows agricultural uses in the Agricultural and Rural designations. The Official Plan also contemplates permitted home industries where they are small in scale and compatible with residential uses. Zoning By-law No. 2003-75 implements the Official Plan by allowing agricultural uses and hobby farms in the Agricultural and Rural zones. A hobby farm is not listed as a permitted use under any of the other zones (e.g., Residential).

Section 5.41 of the Zoning By-law regulates the number of livestock permitted on smaller properties where a hobby farm is a permitted use (i.e. in the Agricultural and Rural zones). Livestock are not permitted on these properties if they are less than 3 acres in area. There is an exception for backyard chickens - a maximum of ten (10) hens are permitted on these properties if they are between 1 and 3 acres in size. An apiary is permitted in the RU zone.

Section 5.29 of the Zoning By-law regulates home industries and where they are permitted. Home industries permit the sale of goods that have been produced on site. Home industries are permitted in the A, RU, RW, UR1, and UR2 zones and are intended to be clearly secondary to the primary residential use of a property.

A detailed policy analysis will be provided in a subsequent report to Council following the public meeting. The report may include a by-law for consideration by Council. The content of a proposed by-law may be refined based on the detailed policy analysis and consideration for comments received at the public meeting.

Financial Implications

Not applicable.

Relationship to Strategic Plans

☒ Not applicable to this report.

☐ This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.

- Priority: 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

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

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

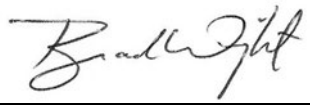
Attachments

Exhibit A – Draft By-law – PL-ZBA-2024-0036

Approvals

Prepared By: Tom Fehr, Planner

Submitted By:



Brad Wright, RPP, MCIP, Director of Development Services

Approved By:

Louise Fragnito, CPA CGA, Chief Administrative Officer

By-Law Number 2024-XX

BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LANDS FROM RESIDENTIAL (R) TO RURAL SPECIAL EXCEPTION (RU-80) ON LANDS DESCRIBED AS 3514 BUCK POINT LANE, ASSESSMENT ROLL NUMBER 1029-060-010-18600, PLAN 1597 PT BLK A, PLAN 13R12673 PART 3, DISTRICT OF STORRINGTON: MARTEN AND JESSICA ANDERS

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;

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;

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

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

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 Residential (R) to Rural Special Exception (RU-80) for the lands shown on Schedule “1”.

2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-80 (3514 Buck Point Lane, Assessment Roll Number 1029-060-010-18600, Plan 1597 PT BLK A, Plan 13R12673 Part 3, District of Storrington) immediately after the last Rural Special Exception section to read as follows:

   Notwithstanding any provisions of this by-law to the contrary on lands zoned RU-80 only the following uses shall be permitted.

   a single detached dwelling

   an apiary

   a hobby farm limited to a maximum of 10 hens

   accessory buildings or uses to the above uses

   a home occupation, in accordance with the provisions of Section 5.28 of this By-law

   a home industry, in accordance with the provisions of Section 5.29 of this By-law

   All other provisions of this by-law shall apply.

DRAFT

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

Given First and Second Readings: Tuesday, XXXXXX, 2024

Given Third Reading and Passed: Tuesday, XXXXXX, 2024

_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor

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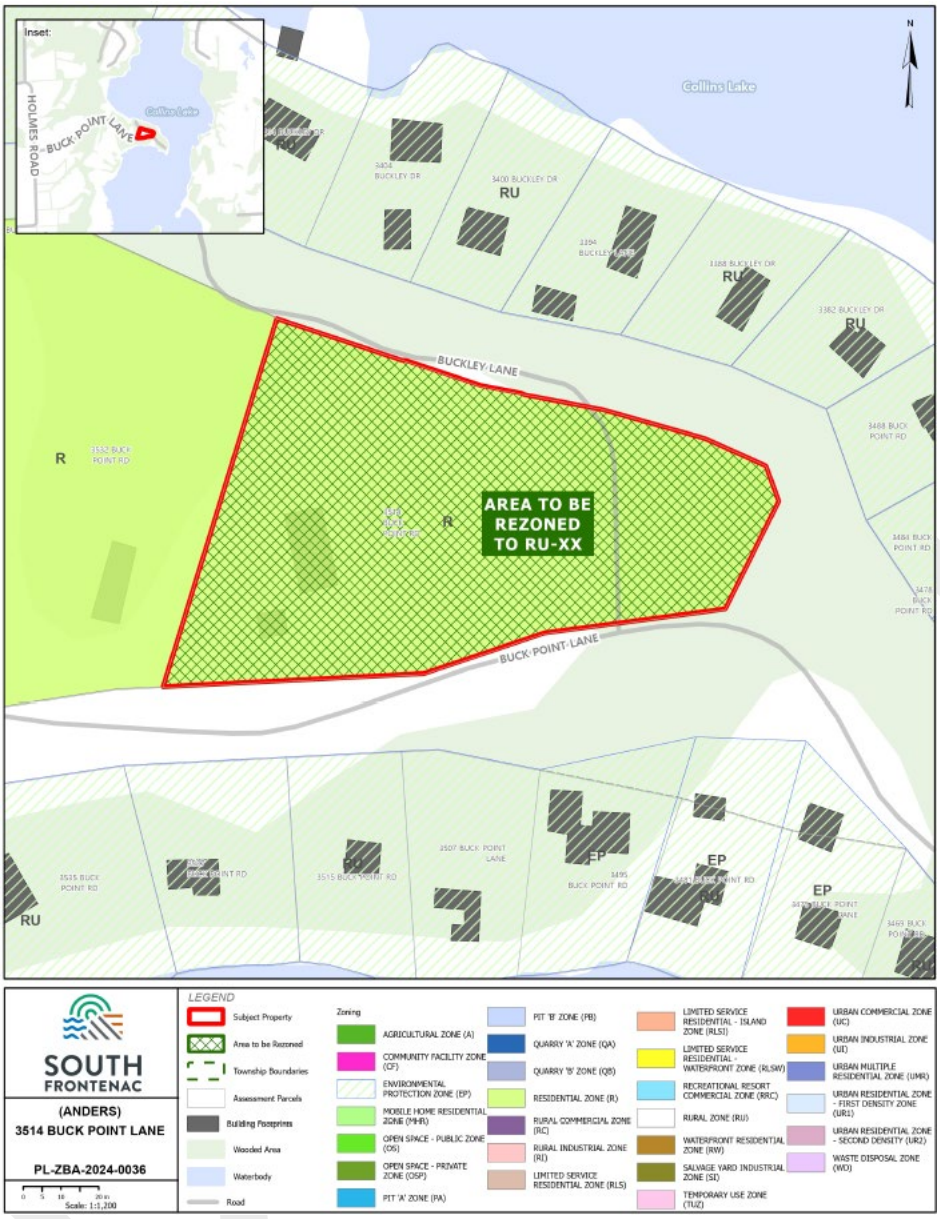
Schedule A of By-law 2024-XX



Passed this ___ day of _____, 2024

_____

Ron Vandewal, Mayor

_____

James Thompson, Clerk

Township of South Frontenac

Staff Report

To: Council

From: Director, Development Services

Date of Meeting: May 21, 2024

Subject: Zoning By-law Amendment Application PL-ZBA-2024-0043, Snider, 4617 Bedford Road, Sydenham

Report Number: 2024-087

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2024-0043 for 4617 Bedford Road. If approved, the zone on the subject lands would be changed from Rural (RU) to Rural – Special Provision (RU-81) to allow a reduced lot size of 0.7 hectares. This report also recommends that Council deny the application.

Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council make a decision during the Council meeting in which the public meeting is held, per the Procedural By-law as amended.

Recommendation

That By-law 2024-43 being a By-law to amend Zoning By-law No. 2003-75, as amended, to amend the zoning on lands known as Part 2 on Reference Plan 13R23084, Part of Lot 5, Concession 5, Loughborough District, be denied.

Background

The subject application is related to consent application PL-BDJ-2022-0155 for the creation of one new lot. The consent application was approved by the Committee of Adjustment on September 14, 2023. The purpose of the rezoning application is to implement a condition that requires the severed parcel to be rezoned. This change would permit the severed parcel to have a minimum 0.7 hectare (1.7 acre) lot area, whereas a minimum 0.8 hectare (2 acre) lot area is generally required.

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

The subject property is located off Bedford Road just outside the Sydenham Settlement Area. The property is 1.5 hectares in size and is triangular or pie slice shaped. The property contains a single detached dwelling, pool and sewage system that are in the centre of the property. The frontage of the property generally consists of a rock cut.

Application and Supporting Documents

The application and supporting documents can bee accessed through the Township's CivicWeb Document Center, https://southfrontenac.civicweb.net/filepro/documents/102996/

Department and Agency Comments

Public Services and Building Services were not circulated the rezoning application.

Public Services noted that there are adequate sight lines for an entrance for the severed parcel in their review of the consent application.

Building Services had not supported the consent application because the proposed property line would run through the mantle loading area of the sewage system for the dwelling on the retained parcel. The Committee of Adjustment required as a condition of approval that the sewage system on the retained parcel be decommissioned and a new sewage system installed through a permit obtained under the Ontario Building Code to the satisfaction of the Chief Building Official. The Owner fulfilled this condition.

Public Comments

No comments were received from the public on the rezoning application at the time of writing this report. An individual had raised concerns about access, sewage system location and source of potable water supply for the severed parcel through the consent application process.

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) allows growth and development to be directed to rural lands, including residential lot creation that is locally appropriate. The County Official Plan and the Township Official Plan also permit residential development in the Rural designation.

Section 5.7.4 of the Township Official Plan indicates that a maximum of three rural residential lots may be created by consent from a landholding provided that the new lots meet the General Consent Policies, as well as all other applicable policies. The subject property is eligible for severances under Section 5.7.4, as there have been no previous severances from the subject property since the adoption of the Township Official Plan.

The Committee of Adjustment approved consent application PL-BDJ-2022-0155. However, it was, and continues to be, the opinion of Planning staff that the severed parcel does not meet all applicable policies. The following discussion explains which applicable policies are satisfied and which are not.

Section 5.7.4 of the Township Official Plan requires the frontage, size and shape of any lot created for rural residential purposes through the severance approval process to be appropriate for the proposed use and to conform to the provisions of the zoning by-law.

Lot Frontage

The frontage of the severed parcel and the retained parcel would exceed the minimum 76 metres on a public road required by the Township Official Plan as well as by the Zoning By-law for properties in the RU zone.

Lot Size

Section 5.7.4 of the Township Official Plan states that the minimum lot area for lots shall not be less than 0.8 hectares (2 acres) when serviced by a private well and private sanitary sewage system. The land division policies (Section 7.1) echo the requirement for minimum lot areas. The RU zone requires a minimum 0.8 hectare (2 acre) lot area. The severed parcel would be 0.7 hectares in size, which is less than the minimum 0.8 hectares required by the Official Plan and by the Zoning By-law.

The Township Official Plan requires a minimum 0.8 hectare lot area to ensure adequate separation distances between wells and sewage systems so that groundwater quality is not impacted, to avoid an overdeveloped appearance, and to help ensure a reasonable separation between residential uses. Section 5.7.4 allows the Municipality to consider reductions to the minimum lot size requirement provided the overall intent of the Plan is maintained. This approval would come in the form of a zoning by-law amendment to permit the severed parcel to have a lesser lot area.

The Provincial D-5-4 Guidelines on Individual On-Site Sewage Systems and Water Quality Impact Risk Assessment specify that developments consisting of lots which average one hectare (with no lot being smaller than 0.8 hectares), may not require a detailed hydrogeological assessment, provided that it can be demonstrated that the area is not hydrogeologically sensitive. Based on this guidance, the Township Official Plan requires a minimum 0.8 hectare lot size for consent applications so that applicants do not need to complete this study. Lots less than 0.8 hectares in size are generally only considered through a plan of subdivision in which the lot areas are supported by a hydrogeological assessment and terrain analysis that demonstrates that there would be no adverse impacts to groundwater quality and quantity for the proposed lot and the existing development in the area. The severed parcel was created through a consent not a subdivision, therefore no study was required nor completed.

Private wells and sewage systems are the only servicing option outside of the Village of Sydenham. The subject property lies just outside Sydenham and the area serviced by the municipal water system. The PPS only allows the extension of partial services (e.g. municipal water and private sewage system) into rural areas to address failed individual on-site sewage and individual on-site water services for existing development. The severed

parcel would be new development. Therefore, the severed parcel cannot be connected to the municipal water system with the intention of supporting a smaller lot size.

Lot Shape

The *Planning Act* identifies criteria to be considered in the subdivision of land - this includes criteria to be considered for consent applications. One of the considerations is having regard to the dimension and shape of the proposed lots. Section 7.1(d) of the Township Official Plan states that consents should be granted which generally provide for a satisfactory geometric design of the severed and retained parcels. The dimension and shape of lots is important for several reasons including ease of measuring and maintaining property lines, avoiding or minimizing neighbour conflict, flexibility for siting and design of buildings, as well as providing usable space and privacy.

The proposed 0.7 hectare size of the severed parcel is close to 0.8 hectares. However, the existing dwelling (which would be on the retained parcel) is in the centre of the property, resulting in a severed parcel that would be a narrow C-shape. The dimensions and shape of the parcel would not be a satisfactory geometric design as required by Section 7.1(d) of the Official Plan. The lot configuration will would result in an awkward development envelope on the severed parcel. It is also likely to result in neighbour conflicts related to property boundaries and trespass (e.g. the owner of the retained parcel maintaining and using lawn that would actually be on the severed parcel).

Conclusion

Staff recommend that Council deny application PL-ZBA-2024-0043 as it would enable final approval of a consent application that does not conform to section 51(24) of the *Planning Act*, does not conform to the Township Official Plan, and does not represent good planning for the subject lands.

Financial Implications

Not applicable.

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

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

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

Attachments

Exhibit A – By-law 2024-43

Approvals

Prepared By: Christine Woods RPP, MCIP, Senior Planner

Submitted By:

Brad Wright, RPP, MCIP, Director of Development Services

Approved By:

Louise Fragnito, CPA CGA, Chief Administrative Officer

By-Law Number 2024-43

A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural – Special Provision (RU-81) on lands described as Part 2 on Reference Plan 13R23084, Part of Lot 5, Concession 5, District of Loughborough

---

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 “B” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-81) for lands shown on Schedule “1”.

2. That Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-81 (Part 2, Reference Plan 13R23084, Part of Lot 5, Concession 5, District of Loughborough) immediately after the last Rural – Special Provision section to read as follows:

   RU-81 (Part 2, Reference Plan 13R23084, Part of Lot 5, Concession 5, District of Loughborough)

   Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-81), the following provisions apply:

   - Lot Area (Minimum) 0.7 hectares (1.7 acres)

   All other provisions of this by-law shall apply.

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

Given First and Second Readings: Tuesday, May 21, 2024

Given Third Reading and Passed: Tuesday, May 21, 2024

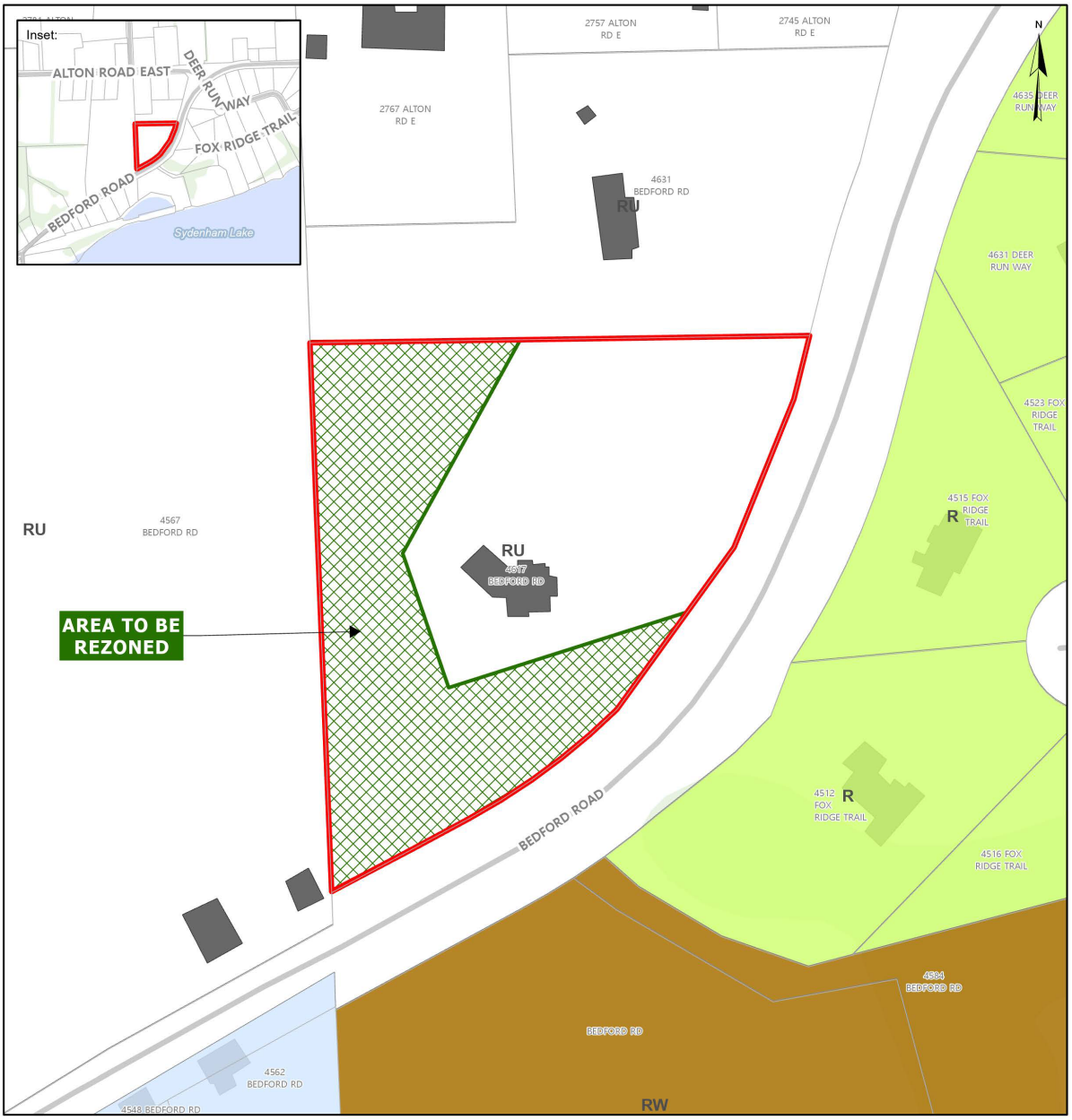
_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor

Schedule 1 of By-law 2024-43



SOUTH FRONTENAC

(SNIDER)
4617 BEDFORD ROAD

PL-ZBA-2024-0043

0 10 20 40 m
Scale: 1:1,500

LEGEND

- Subject Property
- Area to be Rezoned
- Township Boundaries
- Assessment Parcels
- Building Footprints
- Wooded Area
- Waterbody
- Road

Zoning

- AGRICULTURAL ZONE (A)
- COMMUNITY FACILITY ZONE (CF)
- ENVIRONMENTAL PROTECTION ZONE (EP)
- MOBILE HOME RESIDENTIAL ZONE (MHR)
- OPEN SPACE - PUBLIC ZONE (OS)
- OPEN SPACE - PRIVATE ZONE (OSP)
- PIT 'A' ZONE (PA)
- PIT 'B' ZONE (PB)
- QUARRY 'A' ZONE (QA)
- QUARRY 'B' ZONE (QB)
- RESIDENTIAL ZONE (R)
- RURAL COMMERCIAL ZONE (RC)
- RURAL INDUSTRIAL ZONE (RI)
- LIMITED SERVICE RESIDENTIAL ZONE (RLS)
- LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)
- LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)
- RECREATIONAL RESORT COMMERCIAL ZONE (RRC)
- RURAL ZONE (RU)
- WATERFRONT RESIDENTIAL ZONE (RW)
- SALVAGE YARD INDUSTRIAL ZONE (SI)
- TEMPORARY USE ZONE (TUZ)
- URBAN COMMERCIAL ZONE (UC)
- URBAN INDUSTRIAL ZONE (UI)
- URBAN MULTIPLE RESIDENTIAL ZONE (UMR)
- URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)
- URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)
- WASTE DISPOSAL ZONE (WD)

Produced by the County 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 Projection NAD 83 | Date: 2024-04-25

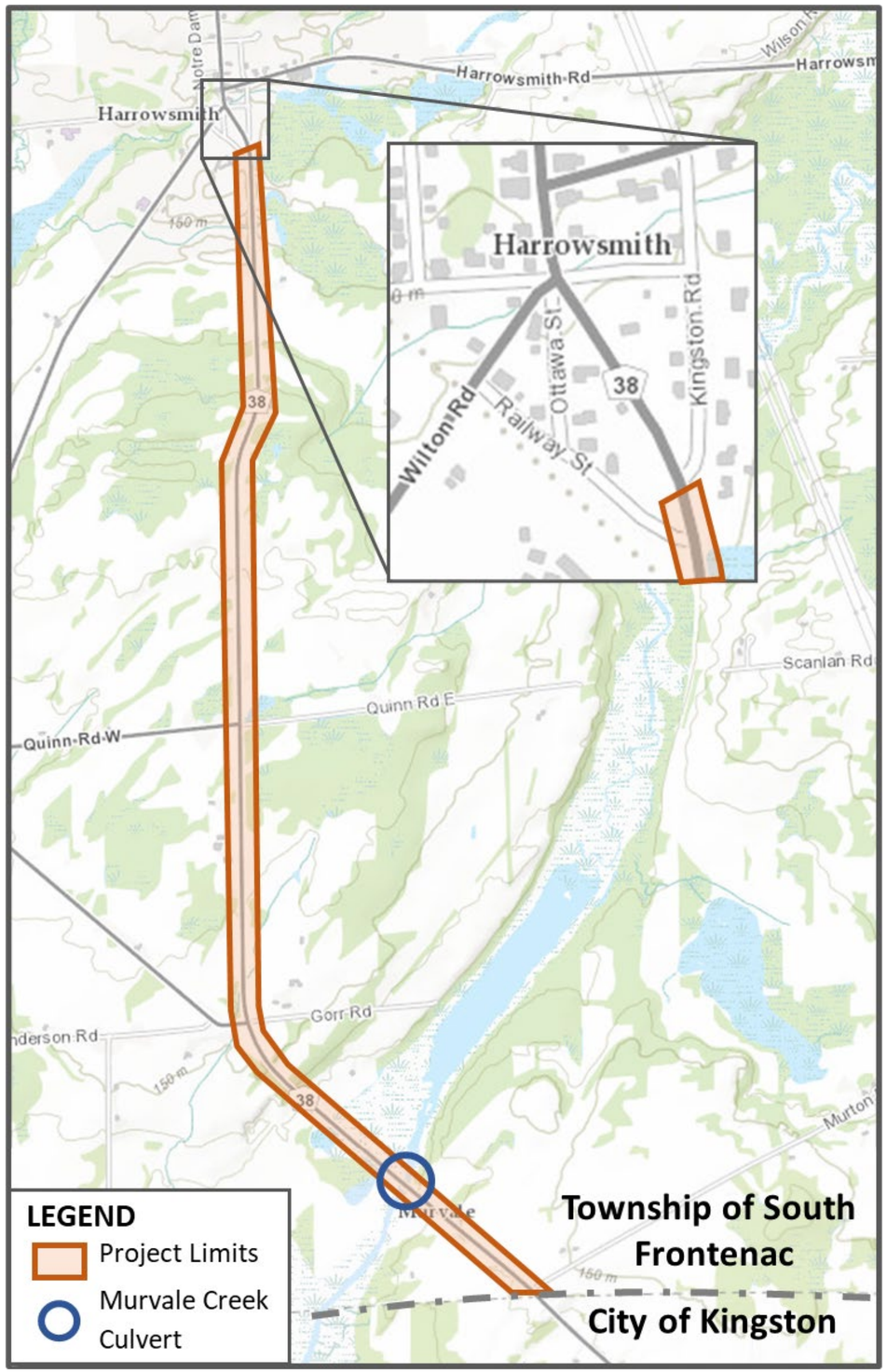
PRELIMINARY DESIGN SERVICES FOR THE RECONSTRUCTION OF ROAD 38 (MURTON ROAD TO KINGSTON ROAD)

PRESENTATION TO COUNCIL
MAY 21, 2024

PROJECT BACKGROUND

- Based on the 2022 Roads Needs Study, this portion of Road 38 has a Pavement Condition Index of 60/100 (Fair)
- Last paved in 1993 based on Township records
- Pavement design typically targets a 25-year service life
- Road surface is now in a state where full replacement is required
- Full pavement replacement generates opportunity to address operational concerns
- Council approved funding for Preliminary Design and Class Environmental Assessment Study for this project in 2023
- For more information, visit [Road 38 | EngageFrontenac.ca]

PROJECT AREA OVERVIEW



EXISTING ROAD 38
Murton Rd to Kingston Rd

- A primary north-south link
- Rural major arterial
- 5.8 kilometres
- 2-Lanes, 3.5 m wide
- Unpaved shoulders, 2.0 m wide
- PCI rating of 60 (2022)

EXISTING MURVALE CREEK CULVERT

- Located 0.7 km north of Murton Road
- Structural Plate Corrugated Steel Pipe
- 29.6 metres long, 3.66 metres dia.
- BCI rating of 60.27 (2021)
- Provincially Significant Wetland
- OSIM Structure/Navigable Crossing

PRELIMINARY ENGINEERING STUDIES & TASKS COMPLETED

- Municipal Class Environmental Assessment
- Topographic Survey & Legal Boundary Review
- Cultural Heritage Screening
- Natural Heritage Resources/Species at risk
- Stage 1 Archaeological Assessment
- Geotechnical Investigation
- Hydraulic/Hydrologic Investigation (Murvale Creek Culvert)
- Traffic Study – including intersection capacity southerly to Hwy 401
- Roadside Safety Assessment
- Utilities review

Municipal Class Environmental Assessment

- Project was initiated as a Schedule ‘B’ under the MCEA process
- Notice of Project Commencement was issued on October 12, 2023 (Frontenac News, Engage South Township website)
- Notice to 55 residents and businesses along the corridor were hand delivered on October 10th and October 16th
- Feedback was received from five residents
- Response received from Alderville First Nation
- Current stage of EA – technical studies have been completed, ready to proceed to public meeting to present findings
- Based on the expected scope of work, this project it would be considered exempt under the MCEA

Cultural Heritage Screening - Summary

- This was a desktop exercise
- Three (3) locations of interest were identified outside of the existing right-of-way
- Should all project impacts be limited to the existing right-of-way, no additional heritage assessment will be required
- Disturbance outside of the existing right-of-way may trigger the need for individual property Cultural Heritage Evaluation Reports and full Heritage Impact Assessment

Thank you to the team at Parslow Heritage Consultancy Inc. for helping us with this study

Natural Heritage & Species at Risk - Summary

- A desktop screening was conducted
- Any Vegetation clearing should occur outside the breeding bird season, between April 1st and August 31st
- No in-field fisheries investigations were completed, however may be required to support the detailed design
- No In-Field investigations were completed for species at risk, however investigations for breeding birds and trees will be required as part of the detailed design

Thank you to the team at Cambium Inc. for helping us with this study

Archaeological Assessment - Summary

- This was a desktop exercise
- Portions of the study area that have undergone previous disturbance are not recommended for further assessment
- Portions of the study area that are considered low and wet are not recommended for further assessment
- Area of Archaeological potential (undisturbed) has been identified from 265 m south of Quinn Road to 620 m south of Quinn Road (approx. 355 m in length) on east side of Rd 38
- Areas within 10 m of the Murvale Cemetery should be subject to mechanical topsoil removal supervised by a licensed archaeologist

Thank you to the team at Parslow Heritage Consultancy Inc. for helping us with this study

Geotechnical Investigation - Summary

- Thirteen (13) boreholes were drilled within the project limits
- Investigation scope was to support future pavement design:
  - Cross culvert bedding
  - Roadway subbase and asphalt pavement structure
  - Environmental sampling for excess soils management
- Murvale Creek Culvert foundation design considerations:
  - Capacity of underlaying soils
  - Dewatering considerations

Thank you to the team at Cambium Inc. for helping us with this study

Hydraulic Analysis - Summary

- A hydraulic analysis of Murvale Creek was executed to provide capacity recommendations for the culvert replacement design
- The analysis was performed to adhere to the MTO Drainage Management Manual (1997) and the MTO Highway Drainage Design Standards (Jan 2008)
- Existing structure conveys the 50-year storm event but does not satisfy all design criteria (1.0 m of freeboard required)
- Replacement of Murvale Creek Culvert is recommended as part of the Road 38 Reconstruction project

Thank you to the team at Resilient Consulting for helping us with this study

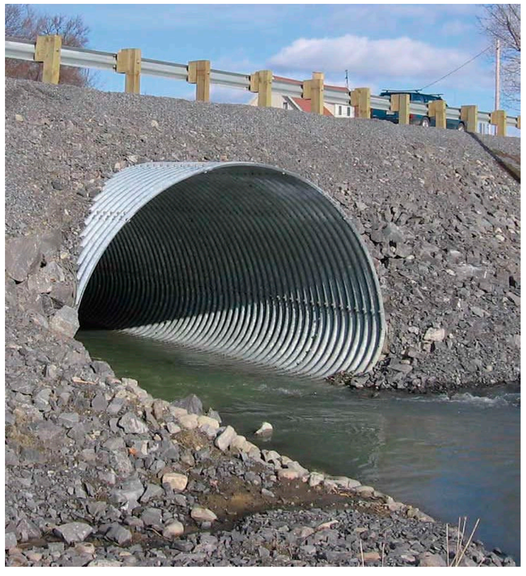
Murvale Creek Culvert

- Existing Structural Plate Corrugated Steel Pipe (SPCSP)
- 1.5m of fill over the culvert
- 2021 OSIM inspection provided an overall Bridge Condition Index (BCI) of 60.27
- Remaining service life less than new pavement service life
    - Recommend replacing as part of the Rd 38 reconstruction

Murvale Creek Culvert - Replacement Options

Structural Plate Corregated Steep Pipe

PRO's	CON's
reduced depth of sub-excavation	proper dewatering is critical for structure perfomance and is required for more construction operations
conflicts with overhead utilities can be avoided	high risk to long term structure performance if not installed correctly
Typically more cost effective under ideal conditions	Longer construction period



Concrete Box Culvert

PRO's	CON's
more effective hydraulic opening	greater depth of sub-excavation
structure's performance does not depend on compaction of bedding / backfill	presense of overhead utilities complicates the installation
more available concrete repair options	
dewatering not critical and required for fewer construction operations	
Shorter construction period	

Traffic Study - Summary

The following factors were considered as part of this study:

- Existing Conditions
- Traffic Growth
- Intersection Capacity Analysis (existing and future)
- Active Transportation
- Transit
- Sight Lines
- Passing Lanes
- Collision History
- Trail Crossings

Traffic Study – Methodology

- Methodology of traffic analysis based on industry best practices
- Existing traffic data obtained and assessed
- Traffic volumes were factored based on forecasted Population and Employment forecasts from the South Frontenac's and Kingston's Official Plans
- No background developments were included in the analysis based on discussions with Township Staff
- Traffic volumes were factored to 2033 and 2046 horizons
- Traffic was analyzed from Wilton Road to Highway 401 WB Ramps (McIvor Road)
- Traffic volumes were assessed using the Highways Capacity Manual V. 6 methodologies in Synchro software

Traffic Study – Volumes

- Road 38 has an AADT (Annual Average Daily Traffic) volume of 8,100
- Traffic data for project was collected in 2022 and 2023
- Road 38 generally serves commuter traffic, where traffic travels southbound in the AM peak and northbound in the PM peak
- Traffic analysis includes the following intersections:
  - Wilton Road
  - Quinn Road West/East
  - Yarker Road / Gorr Road
  - Murton Road
  - Orser Road
  - Unity Road
  - Burbrook Road
  - Cordukes Road
  - McIvor Road / Highway 401 WB Ramps

Traffic Study – Capacity Analysis

- Methodology of traffic analysis based on industry best practices
- Existing traffic data obtained and assessed
- Traffic volumes were grown based on forecasted Population and Employment forecasts from the South Frontenac's and Kingston's Official Plans
- No background developments were included in the analysis based on discussions with Township Staff
- Traffic volumes were factored to 2033 and 2046 horizons
- Traffic was analyzed from Wilton Road to Highway 401 WB Ramps (McIvor Road)
- Traffic volumes were assessed using the Highways Capacity Manual V. 6 methodologies in Synchro software

Traffic Study – Capacity Analysis

- Analysis conducted per the Highway's Capacity Manual 6th Edition & Synchro Software
- Two main criteria:
  - ➢ Level of Service (average delay per vehicle)
  - ➢ Volume to Capacity (v/c) Ratio

Table 1 Level of Service Delay Definitions

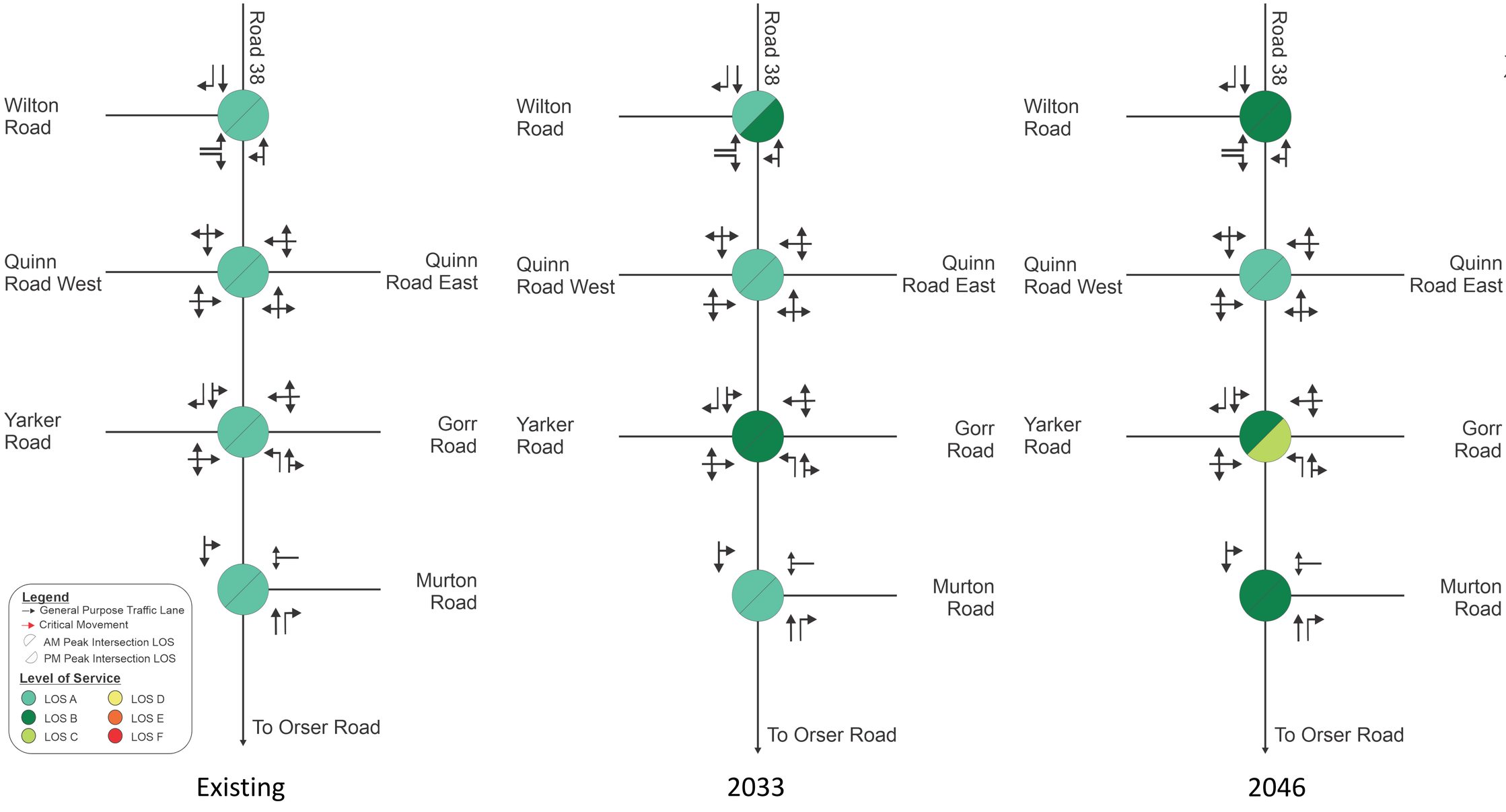
Level of Service	Signalized Intersections	Unsignalized Intersections
A	≤ 10 seconds	≤ 10 seconds
B	10 seconds – 20 seconds	10 seconds – 15 seconds
C	20 seconds – 35 seconds	15 seconds – 25 seconds
D	35 seconds – 55 seconds	25 seconds – 35 seconds
E	55 seconds – 80 seconds	35 seconds – 50 seconds
F	>80 seconds	>50 seconds

- Critical movements (level of service F and volume to capacity (v/c) ratio > 0.85) are identified for mitigation

Traffic Study – Capacity Analysis

Intersection	Movement	Existing Condition				2033 Horizon				2046Horizon			
		AM Peak		PM Peak		AM Peak		PM Peak		AM Peak		PM Peak	
		LOS	v/c	LOS	v/c	LOS	v/c	LOS	v/c	LOS	v/c	LOS	v/c
Wilton Road / Road 38 (Signalized)	Overall	A	0.4	A	0.48	A	0.44	A	0.53	B	0.49	B	0.6
Quinn Road / Road 38 (Unsignalized)	EB left-through-right	B	0.03	B	0.03	B	0.03	C	0.03	C	0.044	C	0.048
	WB left-through-right	C	0.01	C	0.01	C	0.01	C	0.01	C	0.018	C	0.013
	NB left-through-right	A	<0.01	A	<0.01	A	<0.01	A	<0.01	A	-	A	<0.01
	SB left-through-right	A	<0.01	A	<0.01	A	<0.01	A	<0.01	A	-	A	-
Yarker Road/Gorr Road / Road 38 (Unsignalized)	EB left-through-right	C	0.49	B	0.14	C	0.59	B	0.16	E	0.767	B	0.222
	WB left-through-right	C	<0.01	D	0.03	C	<0.01	E	0.04	C	<0.01	E	0.073
	NB left	A	0.05	A	0.16	A	0.05	A	0.18	A	0.067	A	0.212
	SB left-through	A	<0.01	A	<0.01	A	<0.01	A	<0.01	A	-	A	-
Murton Road / Road 38 (Unsignalized)	WB left	C	0.17	C	0.1	C	0.22	C	0.13	D	0.302	C	0.179
	SB through-left	A	<0.01	A	0.02	A	<0.01	A	0.02	A	<0.01	B	0.029

Traffic Study – Capacity Analysis



Traffic Study – Capacity Analysis

- In 2033:
  - Cordukes Road westbound approach expected to operate at LOS F during AM and PM peak periods
  - WB Off-Ramp right turn expected to operate over-capacity (over 900 vehicles per hour)
- Mitigation would be required to improve these movements

Traffic Study – Passing Lane Warrant

- Analysis conducted per the TAC Geometric Design Guide for Canadian Roads & using Highway Capacity Software (HCS2023)
- Two main criteria:
  - Percentage Time Following
  - Level of Service (Density)

Table 7 High-Speed Level of Service Definition

Level of Service	Followers Density (passenger cars / km / lane)
A	FD ≤ 1.2
B	1.2 < FD ≤ 2.5
C	2.5 < FD ≤ 5
D	5 < FD ≤ 7.5
E	7.5 < FD ≤ 99
F	FD > 99

- Recommended warrant if level of service is a **D** or with a percentage following of **70%** or greater

Traffic Study – Passing Analysis

Segment	Analysis Period	Analysis	Direction					
			Northbound			Southbound		
			Existing	2033	2046	Existing	2033	2046
Wilton Road to Quinn Road	AM Peak	Percent Following (%)	60.1%	62.4%	65.6%	36.7%	38.4%	41.3%
		Level of Service	C	C	D	A	A	B
			Northbound			Southbound		
			Existing	2033	2046	Existing	2033	2046
	PM Peak	Percent Following (%)	51.0%	53.2%	56.4%	64.2%	66.4%	69.7%
		Level of Service	B	C	C	D	D	E
			Northbound			Southbound		
			Existing	2033	2046	Existing	2033	2046
Quinn Road to Yaker Road/Gorr Road	AM Peak	Percent Following (%)	60.1%	62.6%	66.3%	33.1%	35.0%	38.0%
		Level of Service	C	C	D	A	A	A
			Northbound			Southbound		
			Existing	2033	2046	Existing	2033	2046
	PM Peak	Percent Following (%)	39.0%	41.4%	44.3%	60.6%	63.1%	66.8%
		Level of Service	A	A	B	C	C	D
			Northbound			Southbound		
			Existing	2033	2046	Existing	2033	2046
Yaker Road/Gorr Road to Murton Road	AM Peak	Percent Following (%)	57.1%	59.6%	63.8%	37.1%	39.2%	42.1%
		Level of Service	C	D	D	A	A	B
			Northbound			Southbound		
			Existing	2033	2046	Existing	2033	2046
	PM Peak	Percent Following (%)	33.4%	37.7%	41.4%	69.9%	72.4%	75.8%
		Level of Service	A	A	B	D	D	E

Traffic Study – Passing Lane Warrant cont.

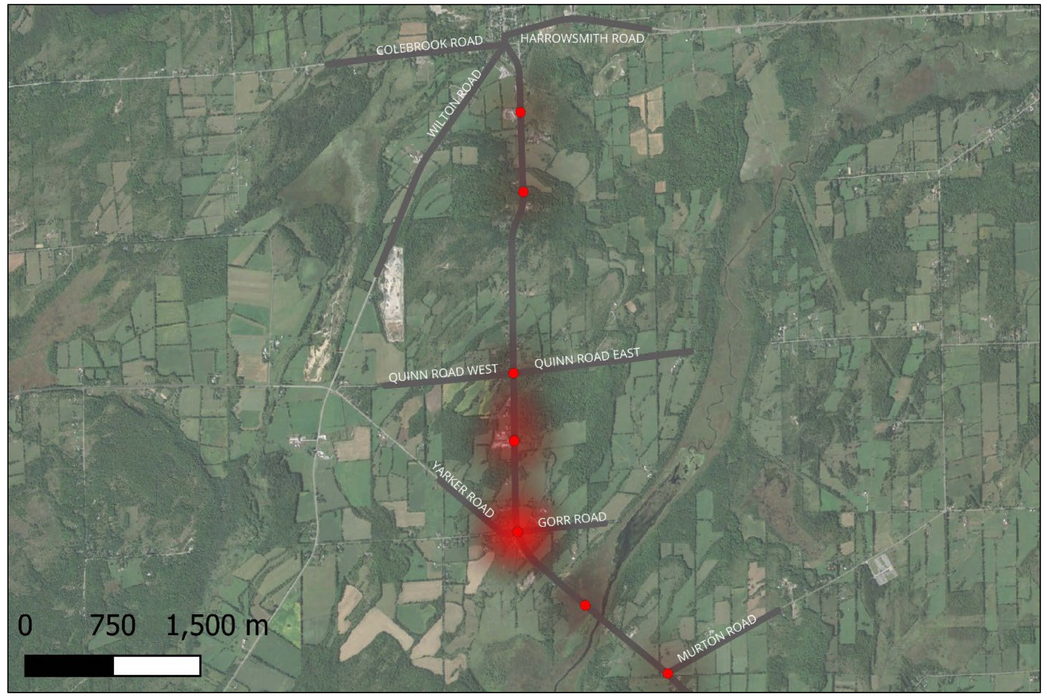
Summary of the Analysis findings:

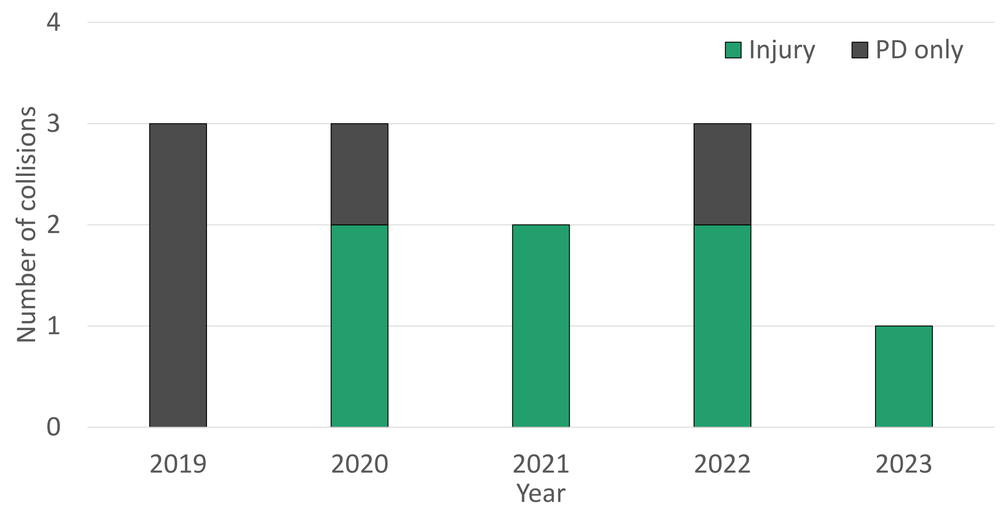
- The results of the passing analysis will change based on changes to upstream and downstream roadway geometry
- Changes in traffic patterns, including increases/decreases of telecommuting and / or increase in autonomous vehicle use, may also change the passing lane analysis results
- It is recommended that the passing analysis be conducted again, closer to the 2046 horizon when the pavement is likely to receive its next major surface rehabilitation

Traffic Study – Collision Summary

A collision analysis was completed with the EMS response data:

- There were a total of 12 collisions reported
- No fatal collisions
- 50% of the collisions were single motor vehicle (SMV)
- 4 collisions occurred at Yarker Rd/Gorr Road / Road 38 intersection
- No common element found pointing to specific causes





Traffic Study – City of Kingston Feedback

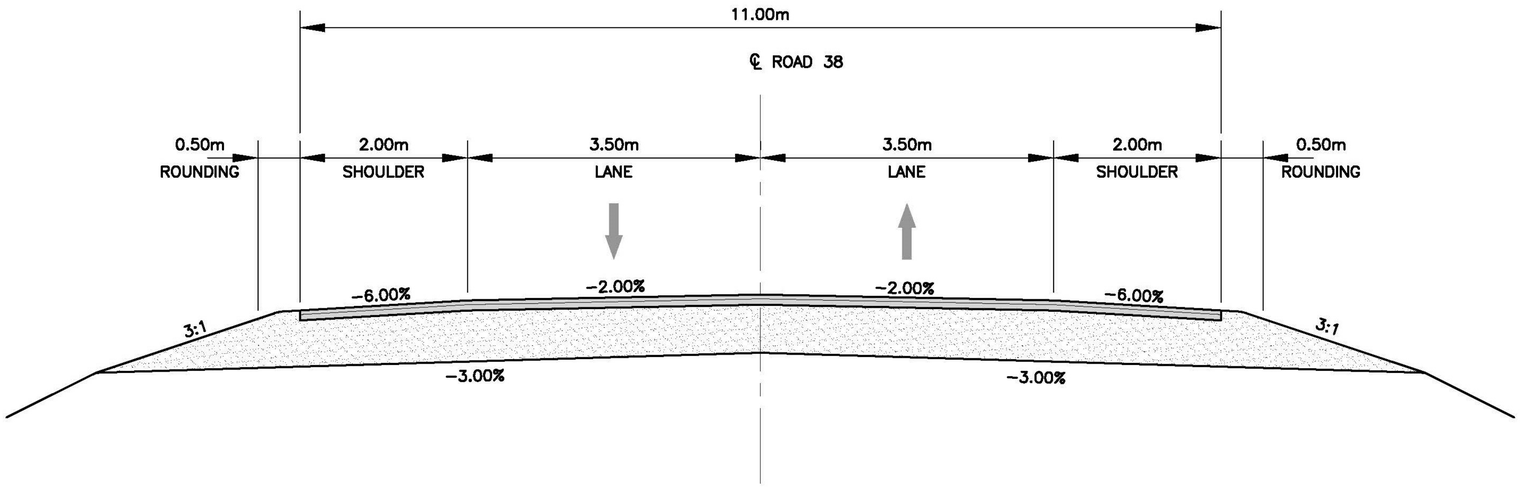
The City of Kingston completed a review of the Traffic Study and offered the following information:

- No current approved capital plans for road rehabilitation on Road 38 (city portion). Consideration for road rehabilitation have been identified in the 10-year capital forecast
- Official Plan and Transportation & Mobility Plan has been initiated with a completion date of June 2026.
- City has confirmed that there are no Active Transportation facilities along Rd 38 as part of the AT Master Plan
- Gardiners, Centennial and Creekford intersections under construction in 2024/2025
- The City will continue to include the Unity and Road 38 intersection as part of future traffic counts to ensure capacity levels are sufficient and timing adjustments are made, as necessary.
- City concurs that traffic operations in the study area generally operate at good/acceptable levels of service in the existing and future 2033 and 2046 horizons

ROAD 38 – Recommended Rehabilitation

The resulting recommendation from the Geotechnical Investigation was:

- Reclaim the existing asphalt into the existing base
- Apply 150 mm of granular ‘A’ leveling material
- Apply 70 mm of binder course asphalt pavement
- Apply 50 mm of surface course asphalt pavement
- Maintain existing lane and shoulder widths, pave the shoulders



ROAD 38 TYPICAL CROSS SECTION

Construction Cost Estimate

The estimated cost for this project can be broken down into two components:

1. Road reconstruction - $5.35M
    - Pulverize and pave with the addition of fully paved shoulders
    - Small culvert replacements
    - Guide rail upgrades
    - Includes 20% contingency, including 5% for Detailed Design
2. Murvale Creek Culvert replacement - $1.76M
    - Includes 20% contingency, including 5% for Detailed Design

Total estimate construction value = **$7.1M**

Municipal Class EA - Next Steps

- Project now considered Exempt based on findings from the assessments completed during this study
- Public Meeting not required for Exempt project
  - Recommended to proceed with Public Meeting given the significance of the project
  - Schedule a Public Information Session for late June
  - Once feedback received from Public Meeting, can proceed with staff recommendation for final design

QUESTIONS?

May 21, 2024

Verona Housing Water and Wastewater Servicing Master Plan Second Progress Update for Council

CANADA BEST MANAGED COMPANIES Platinum member

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

Background

Project Background

2020

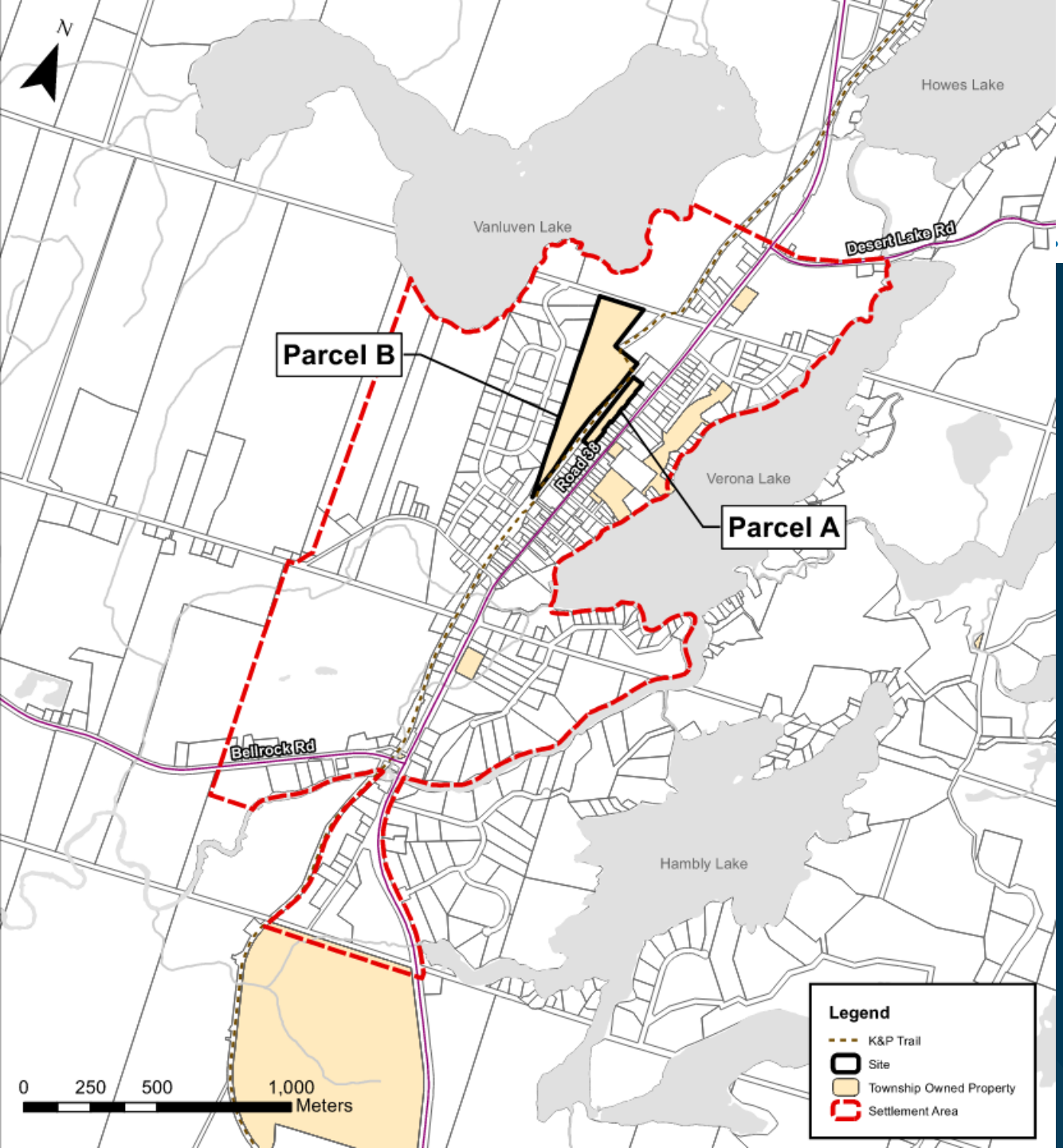
- The Township acquired two parcels of land in the Village of Verona (A and B) with frontage on Verona Street for a mixed-housing development project.

2021

- The Township Council supported the creation of a Master Plan for the affected lands. This culminated in the Verona Housing Master Plan (VHMP)

2022

- Council endorsed the VHMP. The Township retained J.L. Richards & Associates Limited (JLR) to undertake the Verona Housing Water and Wastewater Servicing Master Plan to evaluate various municipal water and wastewater infrastructure options to ensure the preferred solution(s) can service the mixed-housing development project within the Village.



Study Area Overview

Parcel A is located on the east side of Verona Street and is approximately 1.23 hectares (ha.)

- The parcel is undeveloped and treed, with telephone lines extending along the street frontage. It is divided by an easement for drainage infrastructure.

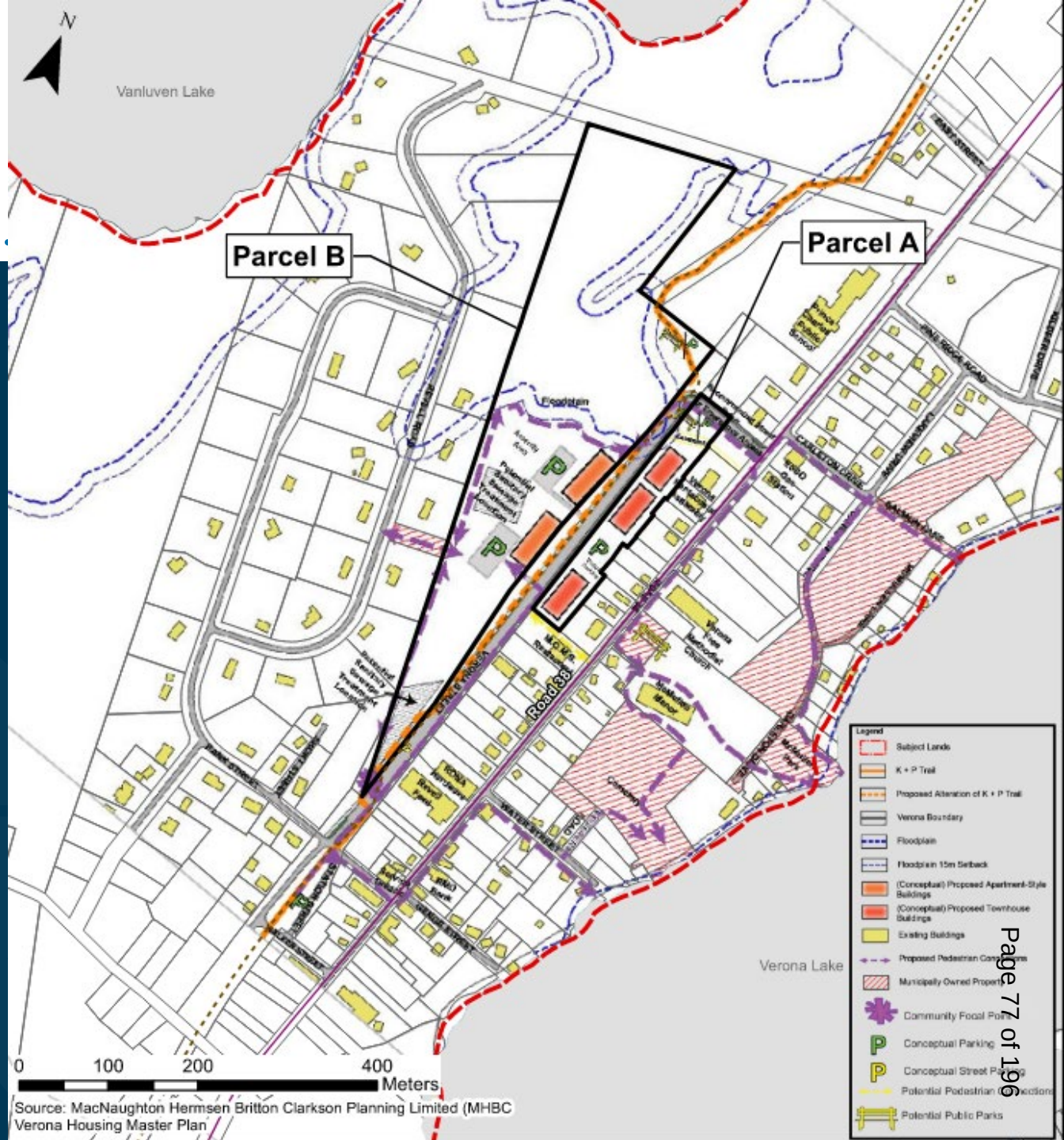
Parcel B is located on the west side of Verona Street and is approximately 8.95 ha..

- The parcel is undeveloped and treed, with its northerly portion constrained by floodplain/wetland features.

Verona Housing Master Plan

Site Design

by MacNaughton Hemsen Britton Clarkson Planning Ltd.



Municipal Class Environmental Assessment Master Plan Process

Class EA Process

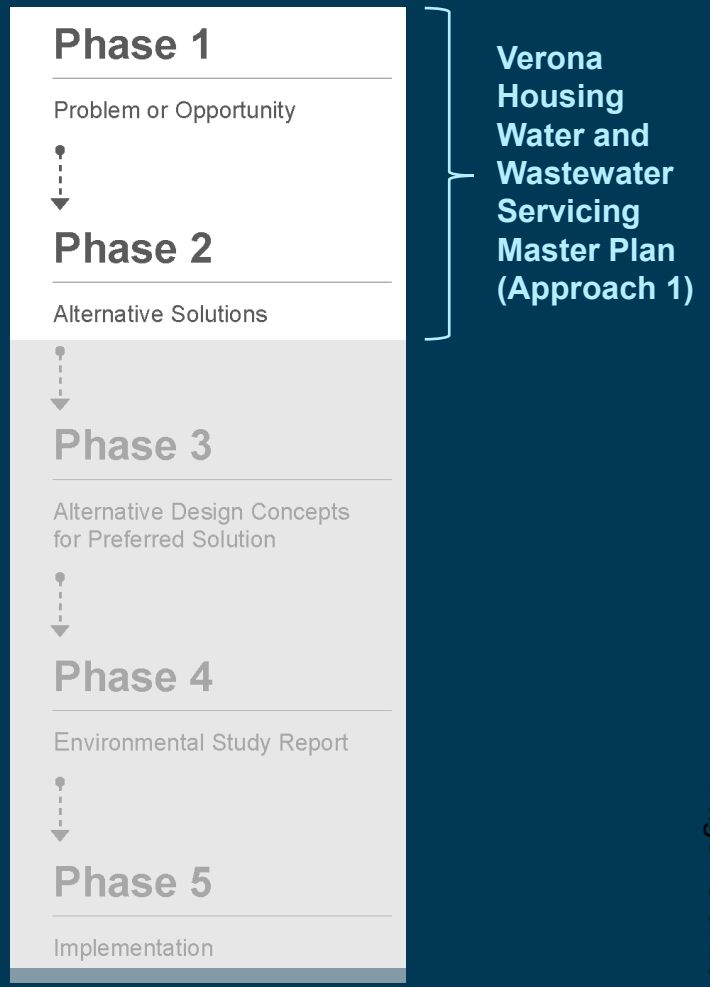
- The *Ontario Environmental Assessment (EA) Act*, R.S.O., 1990 requires that projects corresponding to municipal infrastructure projects, including roads, water, and wastewater projects follow an approved planning process set out in the Municipal Class EA document prepared by the Municipal Engineers Association (MEA).

Master Plan Process

- Master Plans are conducted under the framework of the MEA Class EA Process. They are a planning tool that identifies infrastructure and other requirements for the existing and future land use, through the application of environmental assessment principles. The current Master Plan is intended to satisfy Phases 1 and 2 of the Municipal Class EA process (i.e., *Approach 1*).

Master Plan Approach 1

- This approach concludes at the end of Phases 1 and 2. With this approach, the Master Plan is being completed at a broad level of assessment and may require further detailed assessment at the project-specific level.



Phase 1 Summary

Updated Servicing Requirements

Units	Original Service Population presented in PIC No.1	Updated Population Density (*NEW*)	Updated Service Population (*NEW*)	Updated Drinking Water Demand and Wastewater Generation (*NEW*)	
				Average Daily Flow	Max Daily Flow
58	175	2.8 people/unit	162	0.3 L/s	0.9 L/s
134	400	2 people/unit	268	0.6 L/s	1.5 L/s

- ☒ Restricted outdoor water use to reduce drinking water demand.
- ☒ Fire protection is not being provided through this drinking water system.

Problem/Opportunity Statement

The Township of South Frontenac plans to develop two municipally owned land parcels in the Village of Verona for mixed housing use. There is currently no municipal water and wastewater services in the Village, and existing services are provided through private well and septic beds.

The Township is developing an approach to the municipal water and wastewater services to allow the proposed development to move forward. In developing the preferred servicing solution, there is an opportunity to consider impacts to neighboring properties, impacts to natural and social environment, infrastructure spending, operation and maintenance effort, climate change, and growth opportunities.

Phase 1 Consultation

- Notice of Commencement issued February 14, 2023
- Notice of Public Information Centre (PIC) issued April 5, 2023

Distribution Method	Dates
Township website	March 27
Frontenac Newspaper	March 15, 22, 29, April 5 and 13
Social Media Notices	March 28, April 18
Engage South Frontenac website	March 27
Mailed to 83 Property Owners within 120 m of the site, and agency stakeholders	April 5
Digital sign at Township Office	April 11 to April 19

- Phase 1 PIC held April 19, 2023

Phase 1 Public Comments

Received public feedback from:

- One (1) email after the Notice of Commencement was delivered.
- Twenty-four (24) attendees of the April 2023 PIC.
- Four (4) completed PIC comment sheets.

Several comments not directly related to the water & wastewater Master Plan:

- Questions about the potential demographics of the housing.
- Concerns about the impacts of potential new residents on the community.
- Concerns related to McMullen Manor operated by Kingston and Frontenac Housing Corporation
- Concern about how the project was funded related to land acquisition.

Phase 1 Public Comments

Consultation Process

Some only learned of the PIC through word of mouth, despite advertising efforts.

Preferred a presentation with seating rather than the self-directed open house format.

Not all feedback and responses to questions were cohesive and clear.

Continue consultation with property owners.

“So far so good.”

Technical Aspects

Wanted more, simplified technical information.

Concerns about impacts on water quality and quantity in nearby lakes, aquifers, and residential wells.

Concerns about impacts from potential subsurface wastewater treatment and disposal system on nearby properties.

Want to be notified of on-site studies that may affect nearby properties.

Key Actions from Public Information Centre No.1

- ☑ Ensuring potentially proposed groundwater wells and subsurface wastewater treatment systems do not affect existing private groundwater wells.
- ☑ Ensuring potentially proposed groundwater wells and subsurface wastewater treatment systems are not affected by existing land uses.
- ☑ Compliance with source water protection regulations.
- ☑ Addressing all concerns raised by the public.

Phase 2 Summary

Studies and Assessments

Natural Heritage Study

Findings:

- Parcels are within 120 m of unevaluated wetland, Verona Lake, and Vanluven Lake.

Recommendations:

- Targeted field surveys to determine species at risk and habitat, including Blanding's Turtle and Gray Ratsnake survey, fish habitat survey within wetlands, and migratory bird nesting survey.

Groundwater Assessment

Findings:

- Existing well drilled on Parcel B supplied a minimum of 0.9 L/s
- Water quality meets the Ontario Drinking Water Quality Standards except hardness.

Recommendations:

- Additional field test required to establish well production rate and ensure private wells are not affected.

Surface Water Assessment

Findings:

- Village is located within Napanee River watershed and Camden sub-watershed.
- No flow or floodplain information available for Verona Lake.
- Anecdotal data was acquired through consultation.

Recommendations:

- Hydrogeological studies to acquire water flow & quantity information

Subsurface Wastewater Disposal

Findings:

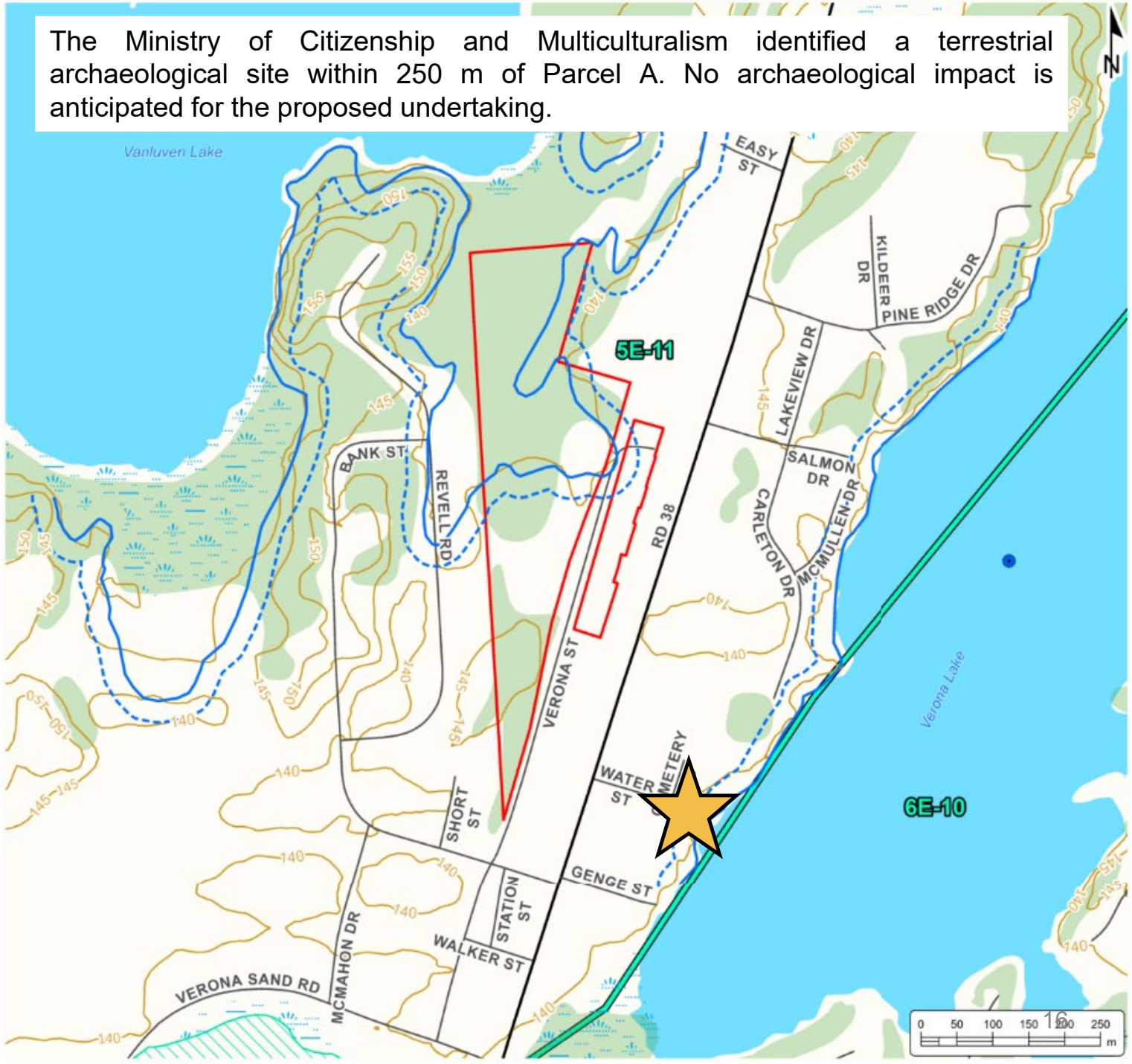
- Subsurface disposal is feasible on Parcel B, per the Ontario Building Code.
- Maximum feasible dispersal bed capacity is 1.2 L/s.

Recommendations:

- Treated wastewater effluent quality needs to meet Ministry of Environment, Conservation and Parks requirements.

- *This assessment was originally completed by Groundworks Engineering during the previous Verona Housing Master Plan.*

The Ministry of Citizenship and Multiculturalism identified a terrestrial archaeological site within 250 m of Parcel A. No archaeological impact is anticipated for the proposed undertaking.



VERONA HOUSING DEVELOPMENT
J.L. RICHARDS AND ASSOCIATES LTD
Verona, Ontario

LEGEND

- Aquatic Resource Survey Point
- Floodplain
- Floodplain Setback (30m)
- Major Road
- Minor Road
- Contour 5m Interval (Major)
- Contour 5m Interval (Minor)
- Wetland Unevaluated
- Provincially Significant Wetlands
- Wooded Area
- Waterbody - Warm
- Ecodistrict
- Site (approximate)

Notes:
- Features on map are Produced under License with the Ontario Ministry of Natural Resources and Forestry @King's Printer for Ontario, 2022
- Distances on this plan are in metres and can be converted to feet by dividing by 0.3048.
- Cambium Inc. makes every effort to ensure this map is free from errors but cannot be held responsible for any damages due to error or omissions. This map should not be used for navigation or legal purposes. It is intended for general reference use only.

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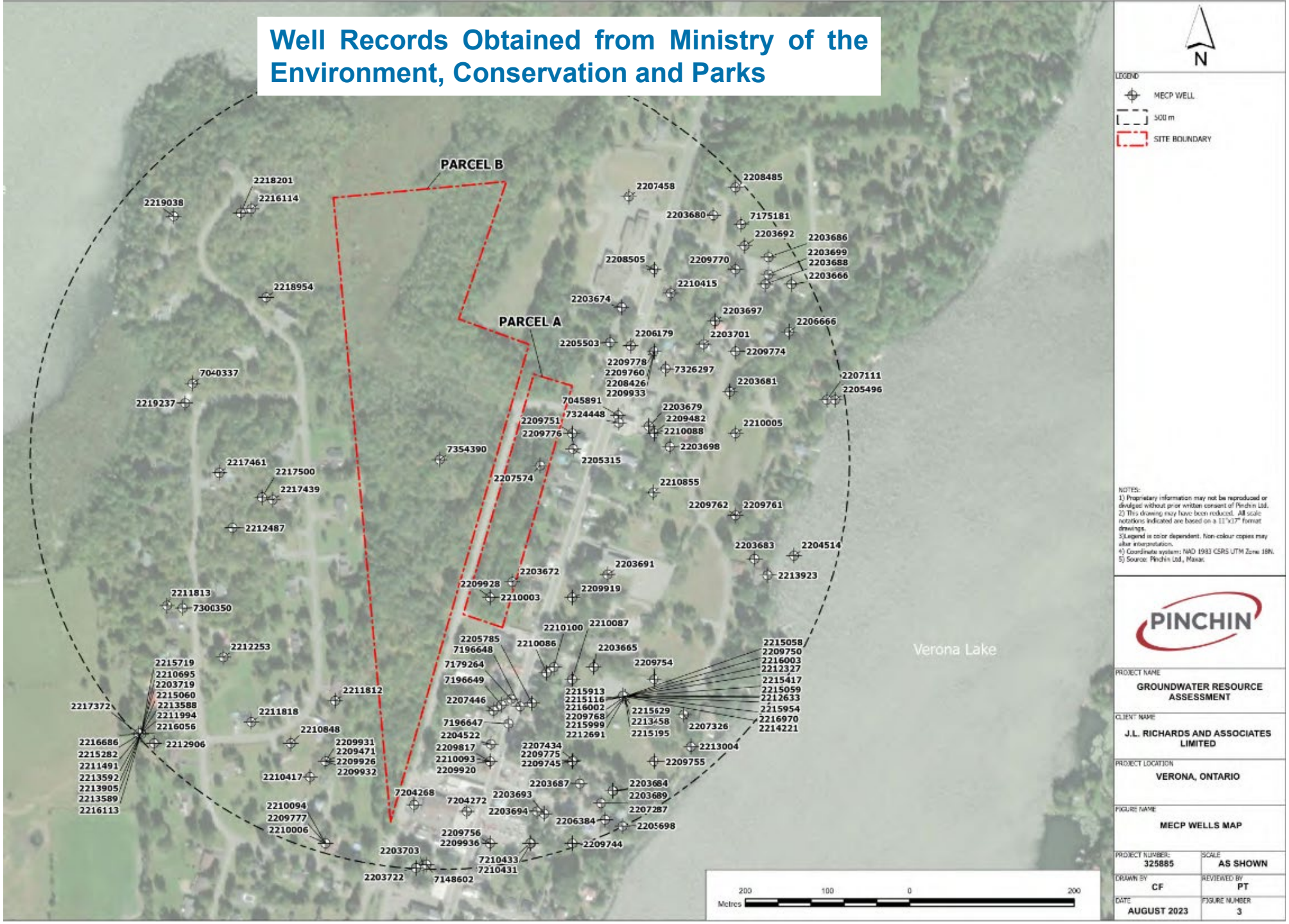
NATURAL HERITAGE CONSTRAINTS

Project No.: 16426-001	Date: July 2023
Scale: 1:7,500	Rev.:
Created by: MAT	Projection: NAD 1983 UTM Zone 18N
Checked by: MW	Figure: 1

Well Records Obtained from Ministry of the Environment, Conservation and Parks



Site Capacity Evaluation

Groundwater supply	☑ Feasible on Parcel B but requires an additional hydrogeological study.
Surface water supply	☑ Feasible from Verona Lake but requires an additional hydrogeological study.
Surface wastewater discharge	☑ Feasible into Verona Lake but requires additional studies.
Subsurface wastewater discharge	☑ Capacity limited to 1.2 L/s on Parcel B.

Revised Servicing Requirements from Master Plan Phase 1

Max Service Population	Drinking Water Demand and Wastewater Generation	
	Average Daily Flow	Max Daily Flow
209	0.4 L/s	1.2 L/s (Max Allowable Site Capacity)

The maximum number of residents that can be serviced is 209 people, due to the 1.2 L/s wastewater site capacity limit.
This is equivalent to 74 two-bedroom or 104 one- bedroom units, though the actual unit distribution can be mixed.
This is a lower unit count and population than what was projected by the original MHBC Verona Housing Master Plan.

Drinking Water Source Protection

Groundwater Source

- **Wellhead protection areas (WHPA)** are zones around a municipal well where land use activities can affect the water quality
- **WHPA-A:** 100 m radius around the wellhead.
- **WHPA-B:** water and any pollution can reach the well within 2 years.
- **WHPA-C:** water and any pollution can reach the well within 2 to 5 years.
- **WHPA-D:** water and any pollution can reach the well within 5 to 25 years.
- **WHPA-E:** where groundwater is under the direct influence of surface water.

Surface Water Source (e.g., Verona Lake)

- **Intake protection zones (IPZ)** are the area of land and water surrounding the intake pipe that may be vulnerable to contamination.
- **IPZ-1:** one kilometer upstream and 120 m onto the shore.
- **IPZ-2:** on and offshore areas where flowing water and any pollution would reach the intake pipe within two hours.
- **IPZ-3:** total contributing area to the intake. The zone does not extend more than 120 m inland unless a transport pathway exists.

The *Clean Water Act* prescribes 21 different activities that may be considered drinking water threats. These "prescribed drinking water threats" will require risk management under the Source Water Protection Plan and includes the following :

- Septic systems and holding tanks; home heating oil tanks; private wells;
- Handling and storage of fuel, dense non-aqueous phase liquids and organic solvents;
- Road salt application;
- Fertilizer and pesticide storage and handling;
- Snow storage; etc.

Climate Change and Quinte Conservation Input

The **Ministry of the Environment, Conservation and Parks** expects Class Environmental Assessments to consider climate change.

Quinte Conservation has developed a Climate Change Strategy that summarizes climate change impacts, and mitigation strategies.

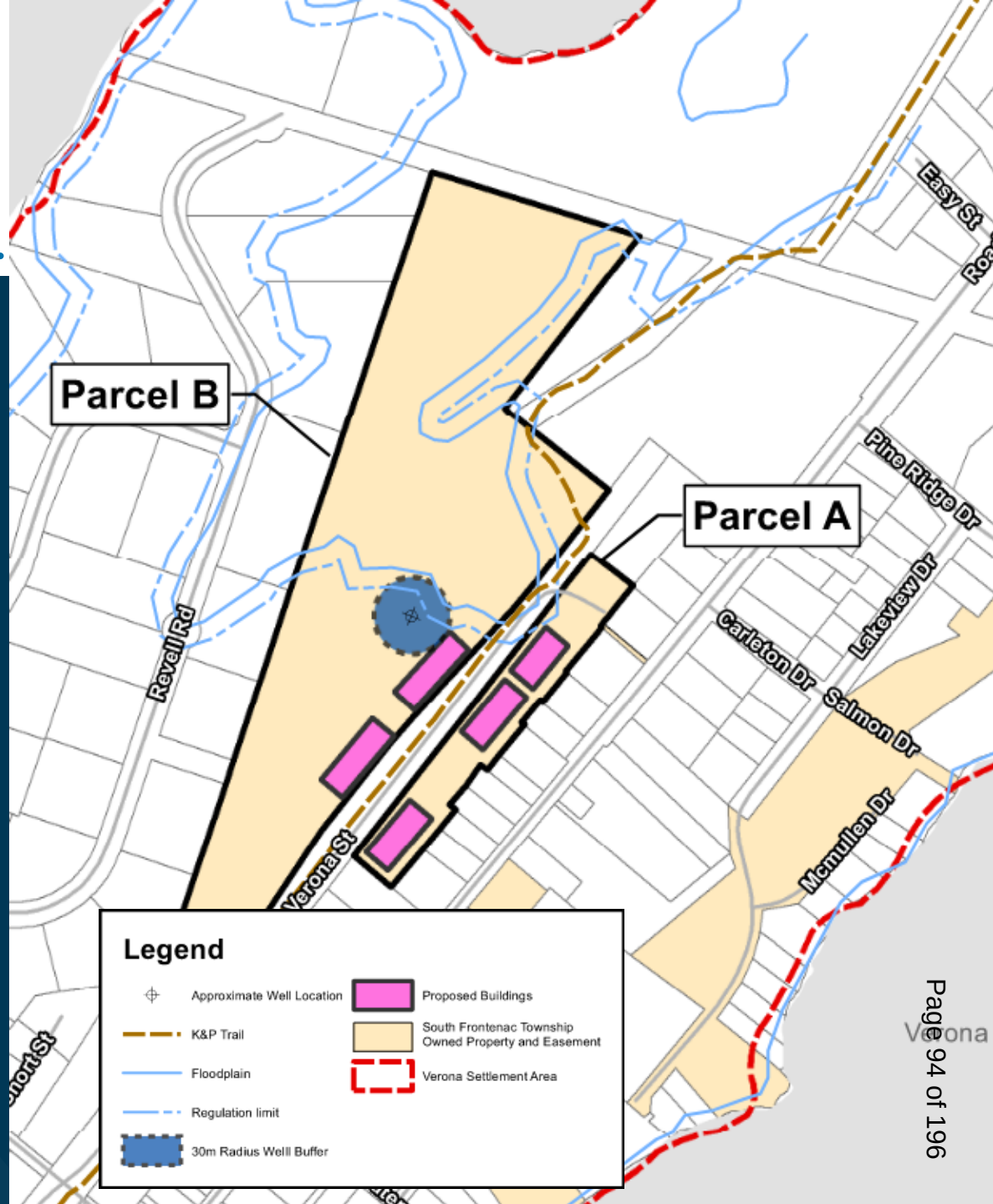
- Verona's groundwater has a low vulnerability to drought, but residents are highly reliant on groundwater for drinking water.
- Deep wells with high yield are less susceptible than shallow wells of low yield.
- Precipitation will remain relatively stable in the Quinte Region, but higher temperatures will increase evapotranspiration rates by 10% in the next 30 years.

Drilling a municipal groundwater well within the floodplain should be avoided but is permissible if it is the only feasible solution.

Floodplain information in this area is currently being updated.

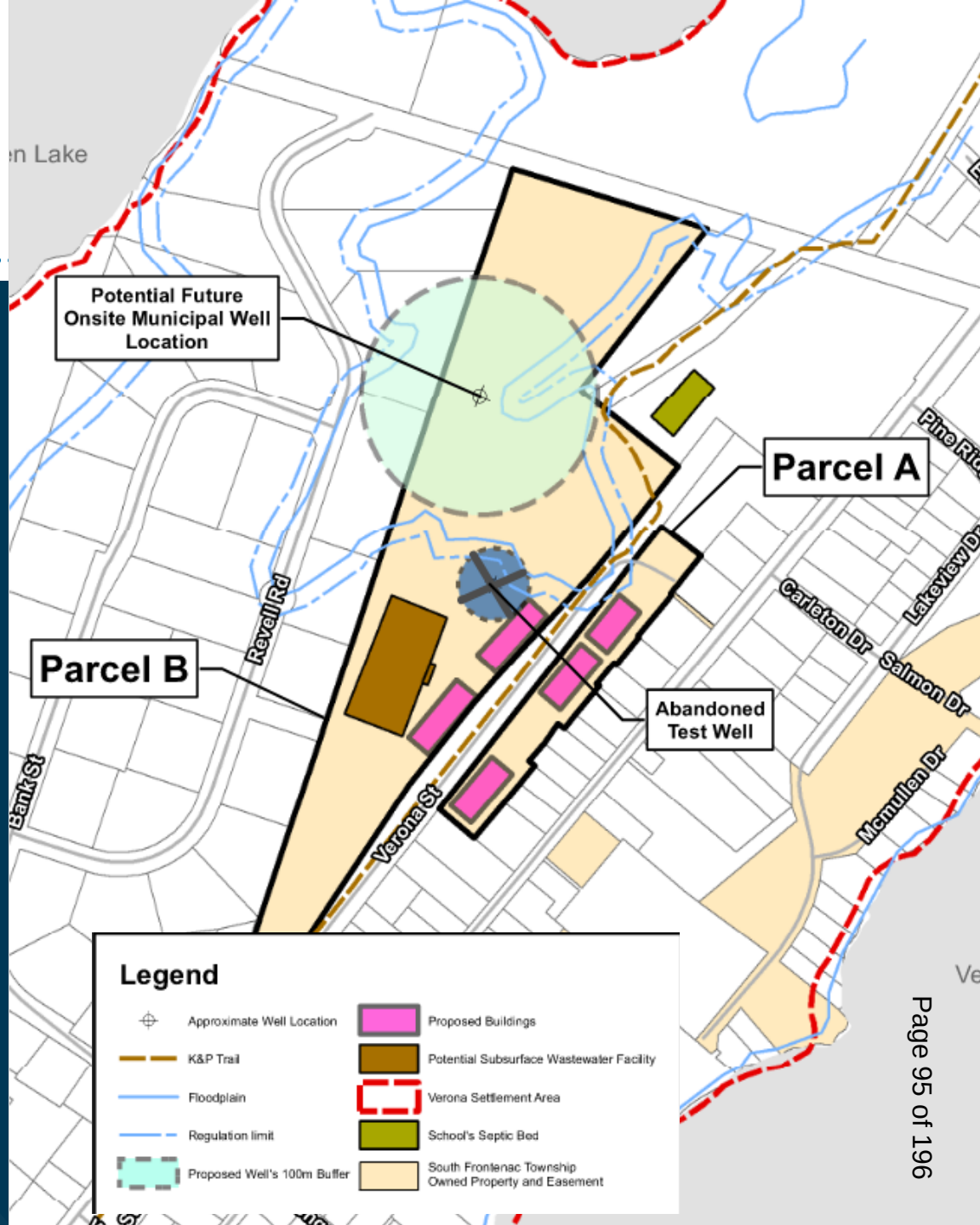
Option 1: Do Nothing / Status Quo

- Maintaining existing conditions.
- Do not provide municipal servicing to the Verona Housing Development project.
- This option is included in evaluations as the basis for comparison.



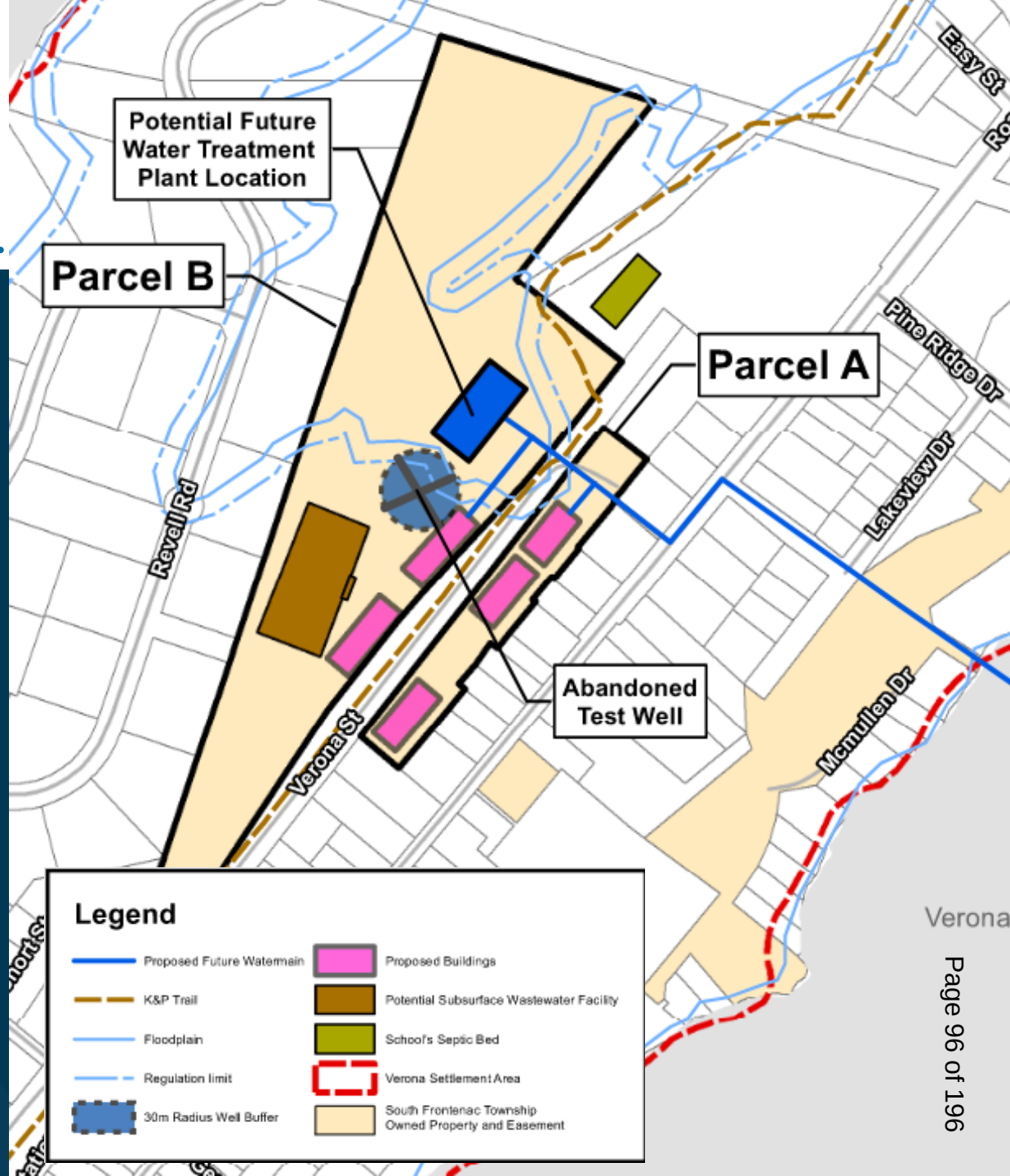
Option 2: Onsite Groundwater Well & Onsite Large Subsurface Sewage Disposal System

- New groundwater well on Parcel B with the required treatment system and distribution to Parcels A and B.
- New large subsurface sewage disposal system on Parcel B with the required treatment system.
- Abandon the onsite test well due to proximity to proposed subsurface disposal system.



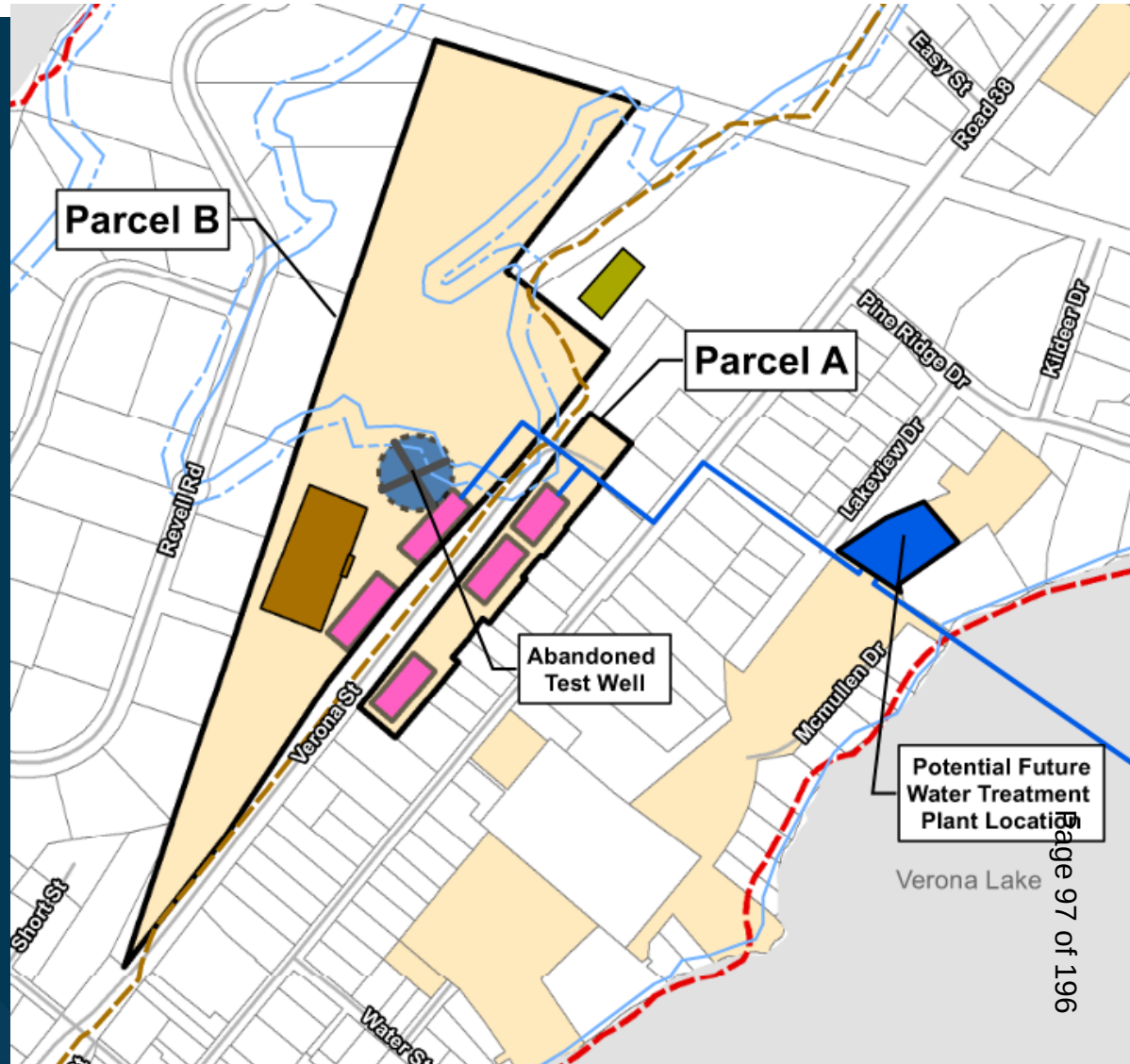
Option 3: Onsite Surface Water Treatment & Onsite Large Subsurface Sewage Disposal System

- Taking water from Verona Lake, bringing raw water to Parcel B through a raw water line connection, treating on the site and distributing to both Parcels A and B.
- New easement at the end of Verona Street for the new watermain.
- New large subsurface sewage disposal system on Parcel B with the required treatment system.
- Abandon onsite test well.



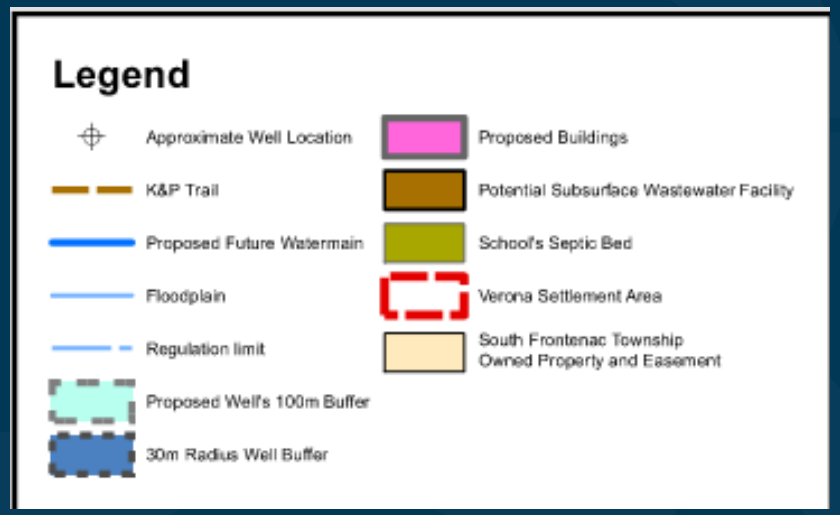
Option 4: Offsite Surface Water Treatment & Onsite Large Subsurface Sewage Disposal System

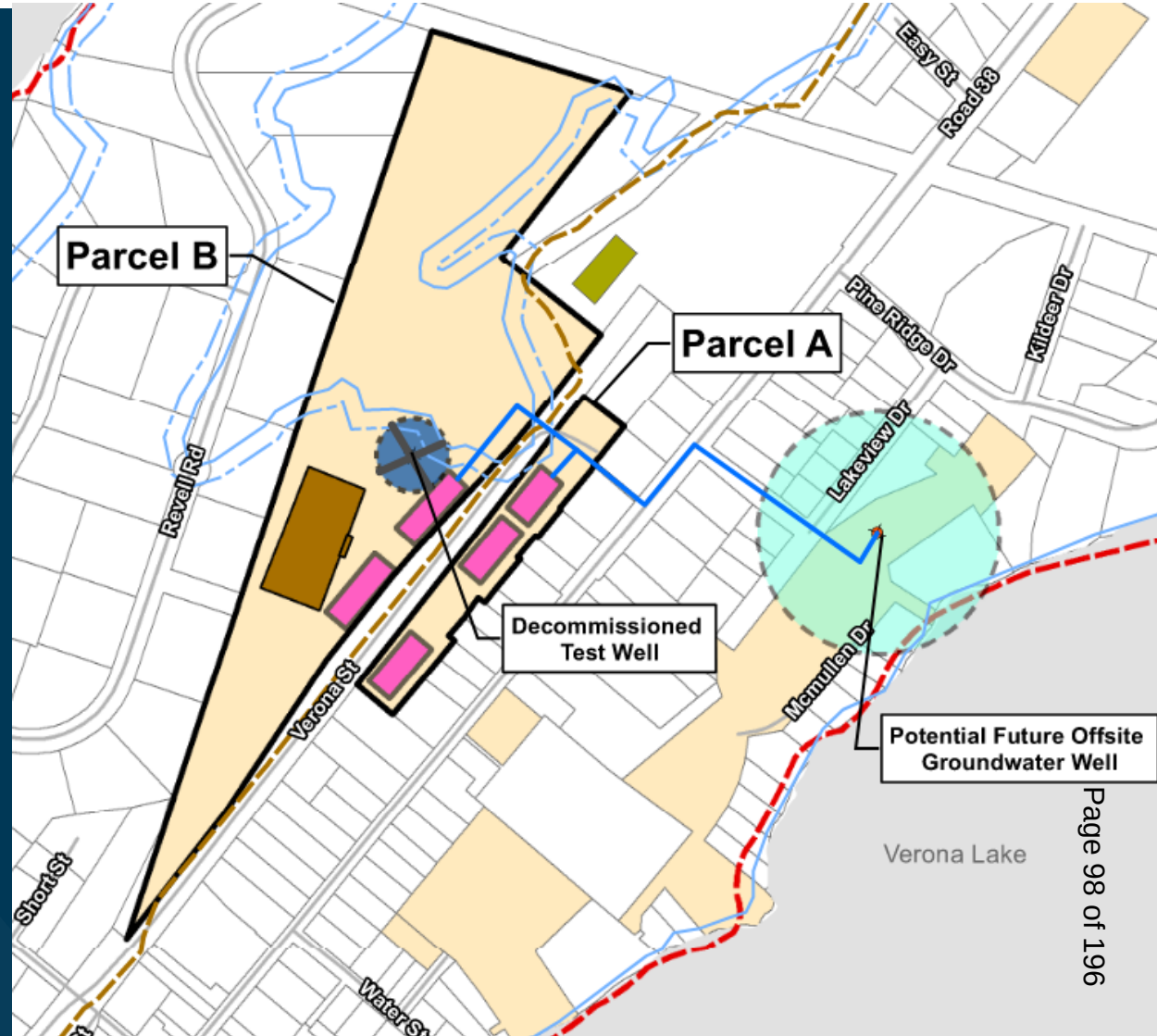
- Taking raw water from Verona Lake, treating it at a new water treatment facility on municipality land adjacent to Verona Lake. Distributing treated water to Parcel A and B.
- New subsurface sewage disposal system on Parcel B with the required treatment system.
- Abandon onsite test well.



Option 5: Offsite Groundwater Well & Onsite Large Subsurface Sewage Disposal System

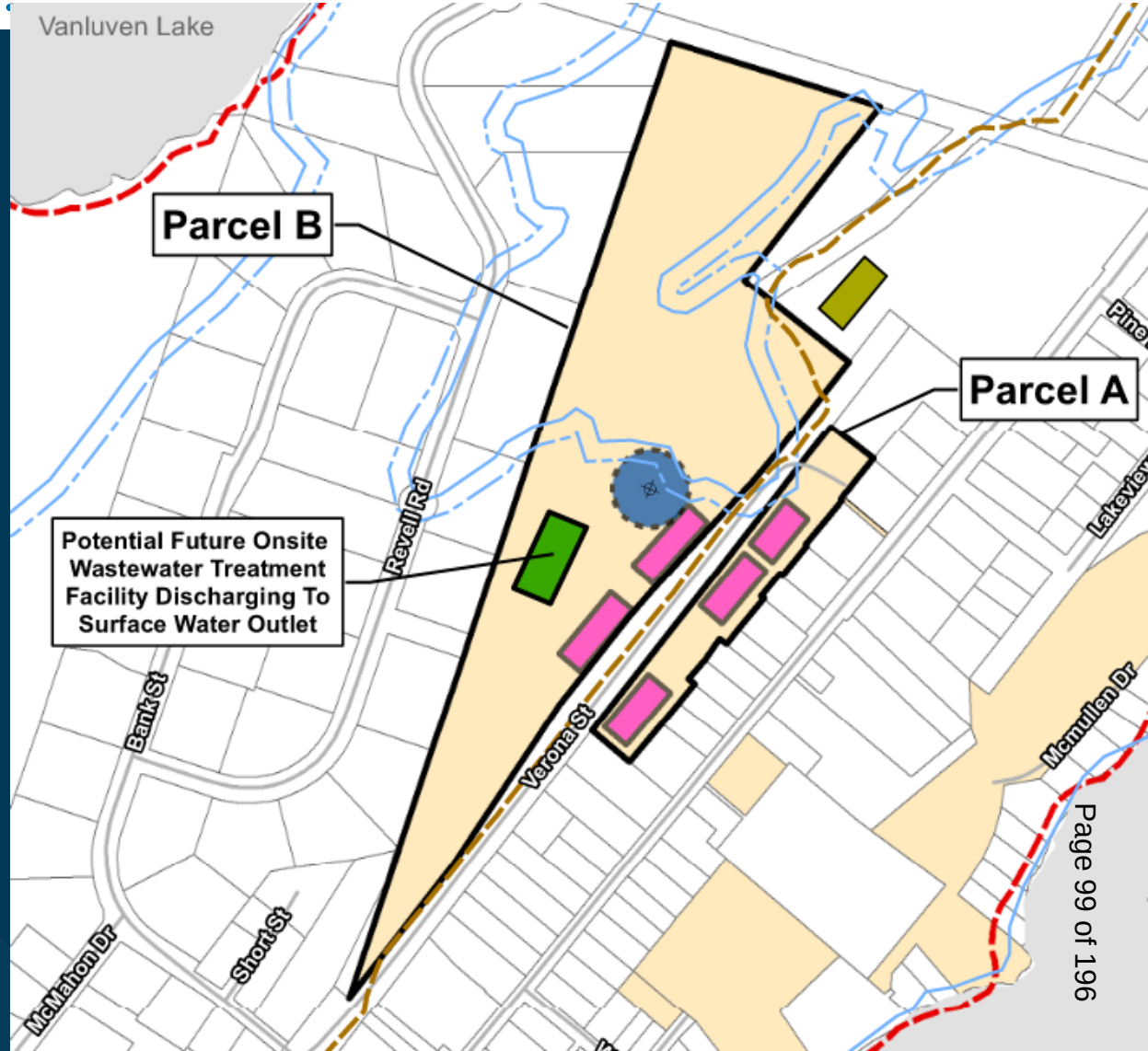
- New groundwater well(s) off site on municipally owned land. Bring treated water to Parcels A and B through a watermain.
- New subsurface sewage disposal system on Parcel B with the required treatment system.
- Abandon onsite test well.





Option 6: Onsite Groundwater Well & Wastewater Treatment Discharging to an Approved Surface Water Outlet

- Establishing or reusing groundwater well(s) on Parcel B with the required treatment system.
- Installing a wastewater treatment facility on Parcel B and discharging treated effluent to an approved surface water outlet.



Initial Screening of Servicing Options

	Option	Screening Result
1	Do Nothing / Status Quo	× Does not meet future servicing requirements. **Not carried forward.**
2	Onsite Groundwater Well and Onsite Large Subsurface Sewage Disposal System	✓ Feasible option. **Carried forward.**
3	Onsite Surface Water Treatment and Onsite Large Subsurface Sewage Disposal System	✓ Feasible option. **Carried forward.**
4	Offsite Surface Water Treatment and Onsite Large Subsurface Sewage Disposal System	✓ Feasible option. **Carried forward.**
5	Offsite Groundwater Well and Onsite Large Subsurface Sewage Disposal System	× Does not meet future water supply requirements due to groundwater quantity restrictions in that area. **Not carried forward.**
6	Onsite Groundwater Well and Wastewater Treatment Discharging to an Approved Surface Water Outlet	✓ Feasible option. **Carried forward.**

Detailed Evaluation Method

Major Criteria	Description
Natural Environment	Impacts on natural features, water, and wildlife.
Climate Change Resiliency	Mitigation of impacts on climate change and resiliency to impacts of change.
Social, Cultural and Heritage Environment	Impacts on the social environment, including archaeological, cultural, and built heritage resources as well as planning.
Technical Feasibility	Constructability, maintaining or enhancing water quality, reliability and security of drinking water system, climate change adaptation and resiliency, and approvals framework of the option.
Financial Considerations	Financial costs incurred by the option.

Impact Level	Color	Relative Impact
Strong Positive Impact	Green	Preferred
Minor Impact	Yellow	Less Preferred
Strong Negative Impact	Red	Least Preferred

Detailed Evaluation of Options

	Option 2: Onsite Groundwater Well and Onsite Large Subsurface Sewage Disposal System	Option 3: Onsite Surface Water Treatment and Onsite Large Subsurface Sewage Disposal System	Option 4: Offsite Surface Water Treatment and Onsite Large Subsurface Sewage Disposal System	Option 6: Onsite Groundwater Well and Wastewater Treatment Discharging to an Approved Surface Water Outlet
Natural Environment	Preferred	Least Preferred	Least Preferred	Least Preferred
Climate Change Resiliency	Preferred	Least Preferred	Least Preferred	Less Preferred
Social, Cultural and Heritage Environment	Preferred	Less Preferred	Least Preferred	Least Preferred
Technical Feasibility	Preferred	Less Preferred	Less Preferred	Least Preferred
Financial Considerations	Preferred	Less Preferred	Less Preferred	Least Preferred
Overall Evaluation	**Preferred**	**Less Preferred**	**Less Preferred**	**Least Preferred**

Main Drivers of Evaluation

- Ability to support proposed development
- Vulnerability to climate change and security of drinking water supply
- Impacts from construction of a new well, dispersal bed, lake water intake and effluent pipe
- Impacts from newly established wellhead protection areas (WHPA) or intake protection zones (IPZ)
- Complexity and requirement for level of treatment
- Balanced capital, operation and maintenance costs

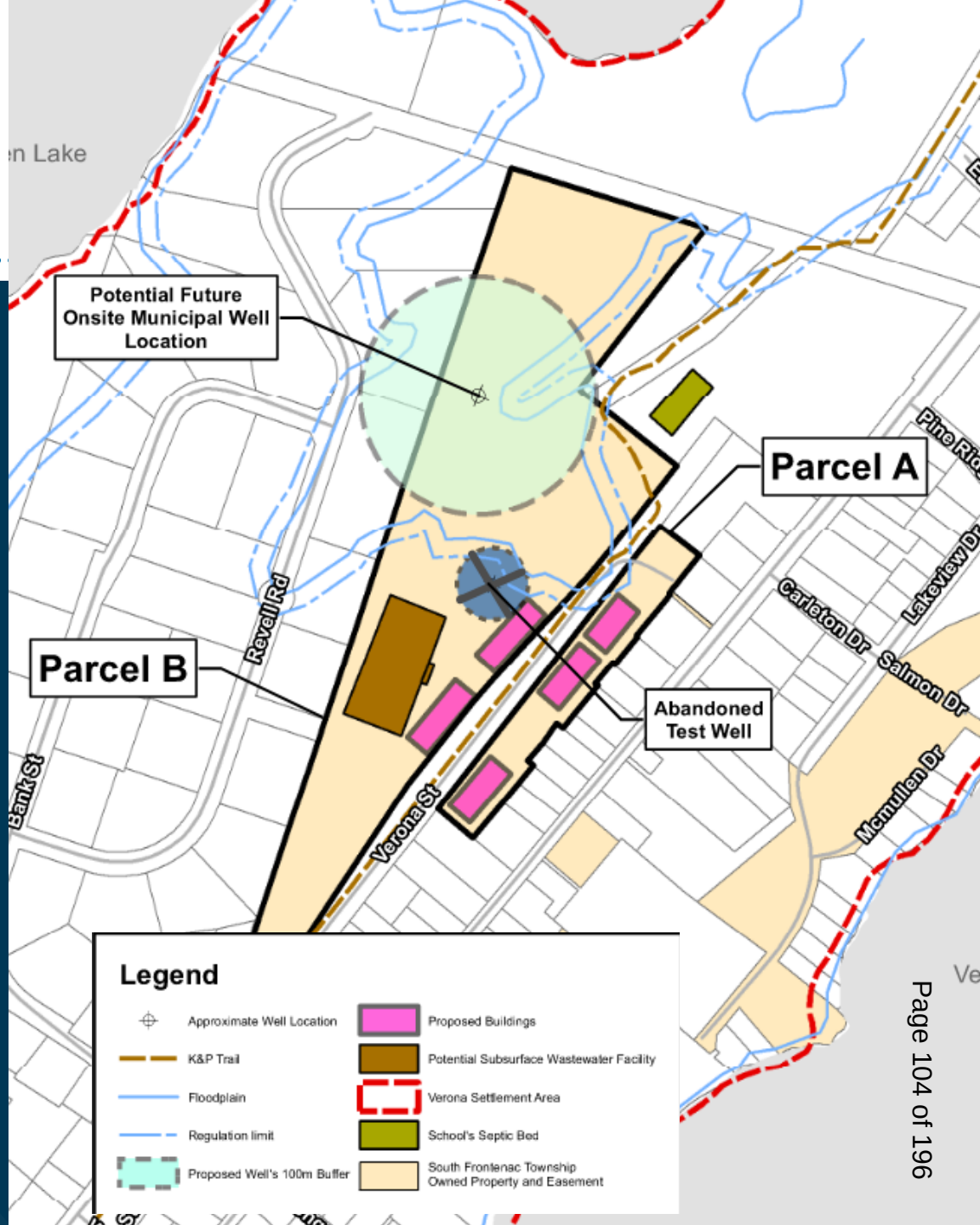
Proposed Recommended Solution

Option 2: Onsite Groundwater Well & Onsite Large Subsurface Sewage Disposal System

- New groundwater well, with pump and treatment
- New equalization storage
- New wastewater treatment facility to meet provincial regulations
- New subsurface dispersal bed
- Supporting infrastructure (ex. watermains, sewers)
- Abandoning the existing well

Opinion of Probable Construction Cost

$4.1 million (2024 Dollar Value)



Phase 2 Public Consultation

Avenues of feedback

- Attendees of PIC No. 2 in March 2024.
- One (1) email after the Notice of PIC No. 2 was delivered.
- One (1) email after PIC No. 2
- Two (2) completed comment sheets submitted at PIC No. 2.

Comments were generally positive and in support of Option 2

Technical concerns related to this Water & Wastewater Master Plan:

- Requested simplified technical information
- Impacts on water quality, quantity in nearby lakes and acquifer
- Impacts from potential subsurface wastewater treatment & disposal system
- Notification of on-site studies

Next Steps

Issue Notice of Completion (May 2024)

Place Master Plan on public record for 30 days. (June 2024)

Once the finalized Master Plan is issued, JLR's work per the RFP is complete. The Master Plan will be valid for 10 years. (June 2034)

The Township may proceed with studies needed to support the preferred solution:

Class EAs for New Water Supply, Treatment, Distribution and Subsurface Sewage Disposal System	Hydrogeological Study	Geotechnical Study	Natural Heritage Surveys

Recommendations

- THAT Council direct staff to issue a Notice of Completion for the Verona Housing Water and Wastewater Servicing Master Plan.

- AND THAT the Verona Housing Water and Wastewater Servicing Master Plan report be placed on public record for the required 30-day comment period.

Communal Servicing Policy Development

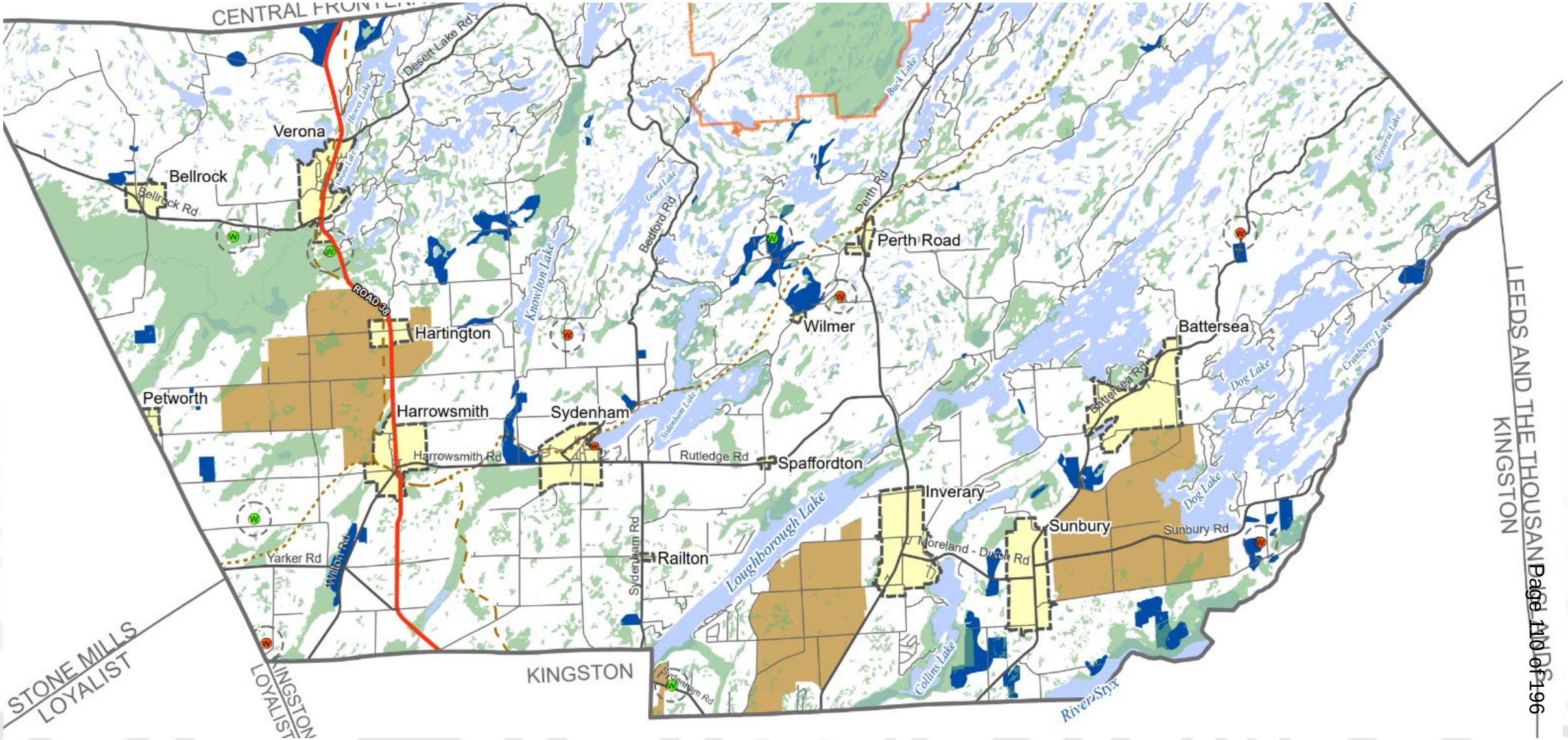
Tuesday, May 21, 2024

7:00 p.m. Council Meeting

Introduction

- At the beginning of the Official Plan review process, communal servicing was only a concept.
- With the establishment of the Municipal Services Corporation, communal servicing is now a reality.
- There is a need for the Township to develop communal servicing policy as it relates to where to direct growth supported by communal servicing, and the type, scale, density, and uses that could be permitted.
- County staff are supportive of the Township developing policies as it will assist the other County Townships with promoting development supported by communal services.
- Township staff has developed policy that is least directive to most directive and is looking for feedback from Council before proceeding with a public meeting.
- Growth management and communal servicing is one of the most important pillars of the Official Plan, and it is important for Council and staff to collaborate on policy direction.
- At the end of this presentation, staff will ask Council for feedback.

Historic Communities, Limited Municipal Services



On-site well and septic

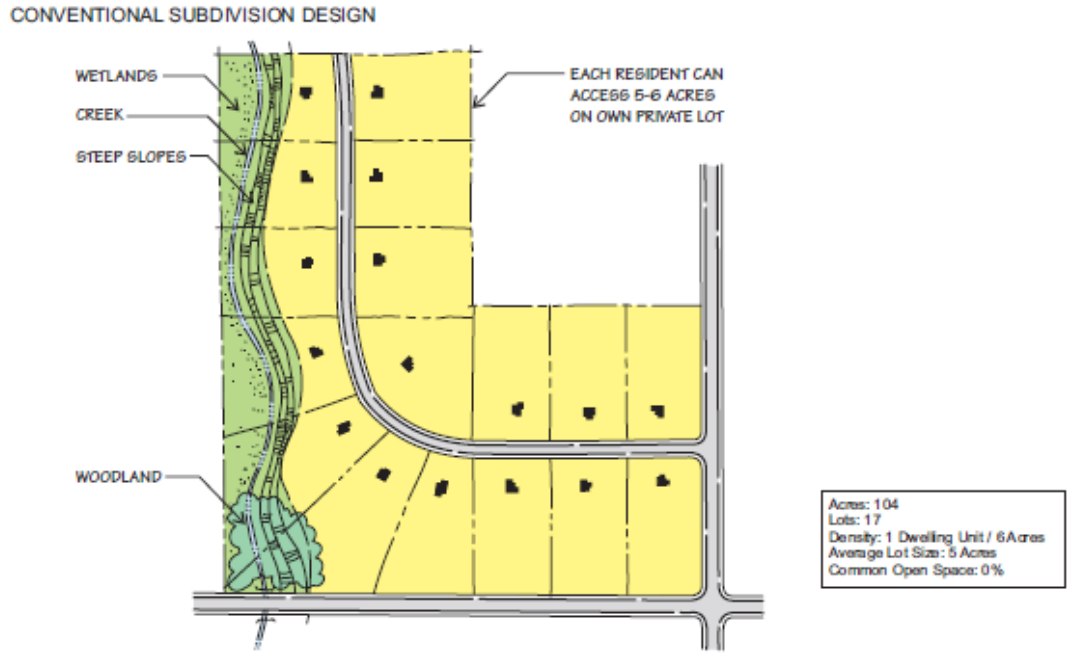
- The smallest lot size permitted is 2 acres whether in the rural area or settlement areas.
- MOE Guideline which stipulates that lots with on-site septic should be no less than 2 acres.
- Part 8 of the Ontario Building Code which discusses the requirements for on-site sewage treatment.
- Could go below the 2-acre minimum by requiring more advanced on-site sewage treatment but then the municipality would be chasing people due to monitoring requirements and enforcement if there were any issues.
- The Township has fractured bedrock or shallow soils over bedrock making nitrate leaching a concern.

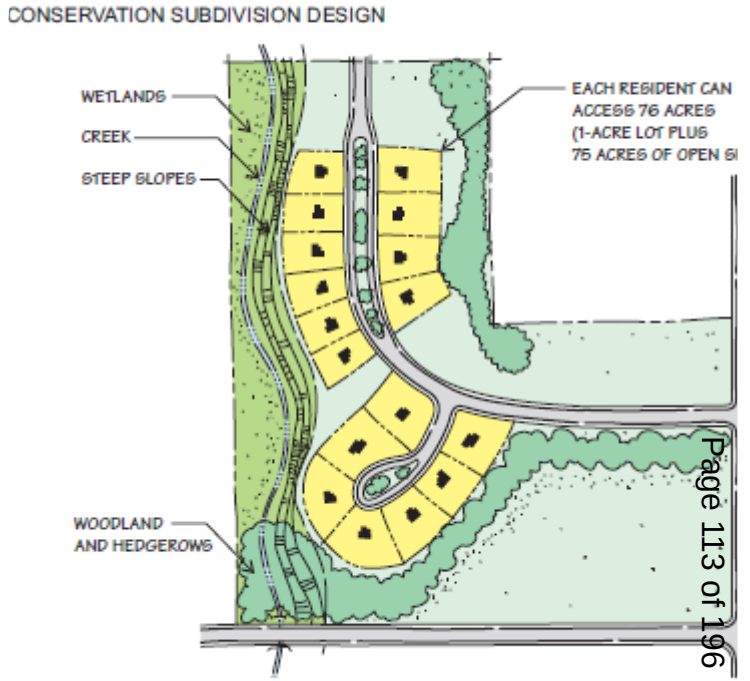
Municipal Communal Servicing

- The solution we are working towards is municipal communal services.
- With decentralized municipal water and wastewater servicing could permit smaller lots (0.25-0.75 acres) as part of planned development.
- Municipal Services Corporation has been established.
- Verona Housing project is moving along (first project to be supported by municipal communal services).
- Planning staff drafting Official Plan policy about where development supported by municipal communal servicing should be located, and what scale, density, and uses should be permitted.

Subdivision Conservation Design

- Subdivision conservation design are density neutral, cluster housing on a smaller portion of the land area to reduce impacts on the natural environment and rural character.
- Uses municipal communal servicing to help preserve the community's rural character and natural resources while accommodating a reasonable degree of growth and development.
- Conservation design is a flexible approach to laying out rural subdivisions which maximizes the amount of open space preservation without sacrificing the total number of lots created.
- It is a "density-neutral" approach, meaning that it allows the same number of lots to be created as would be produced in a conventional layout.





Subdivision Conservation Design

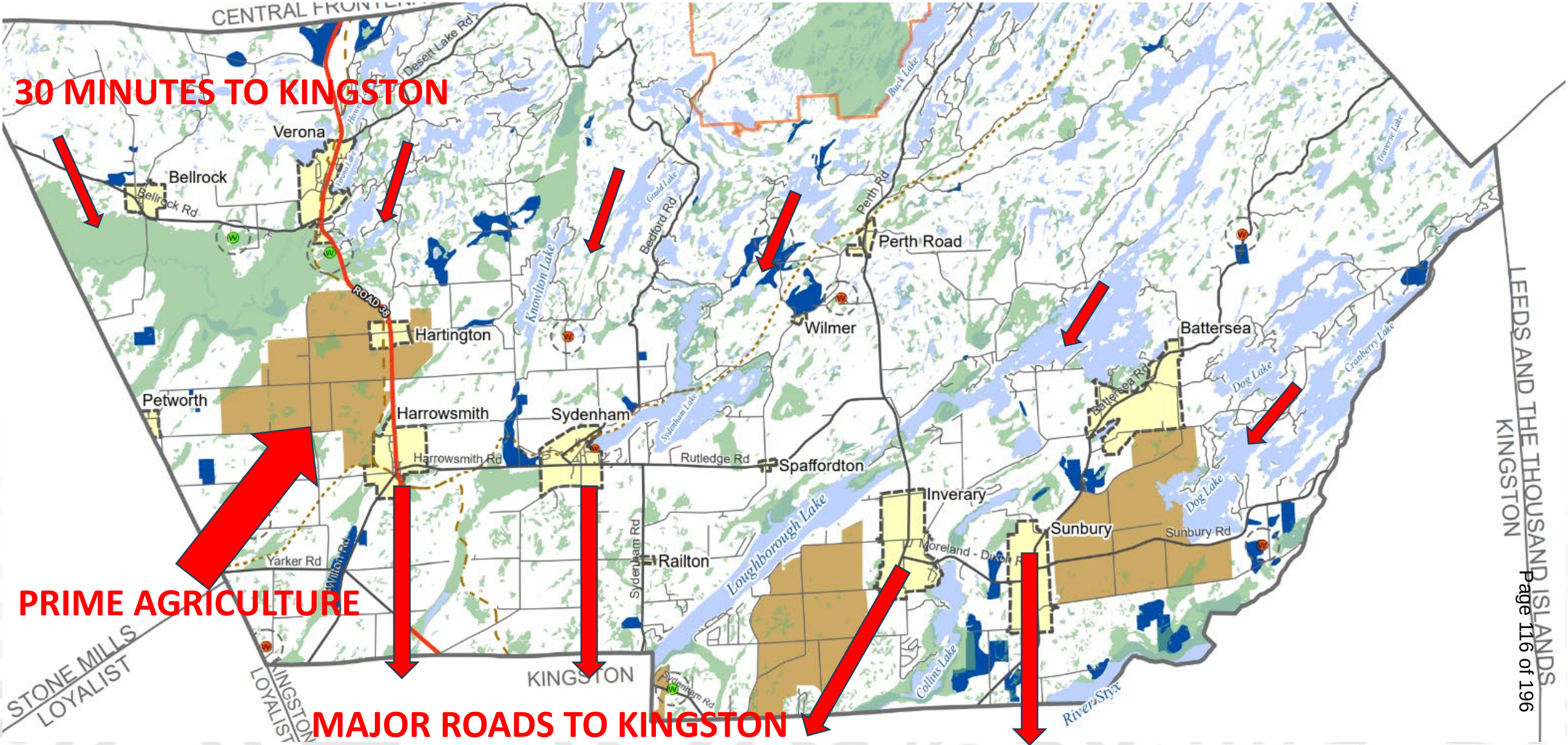
Conventional

Conservation

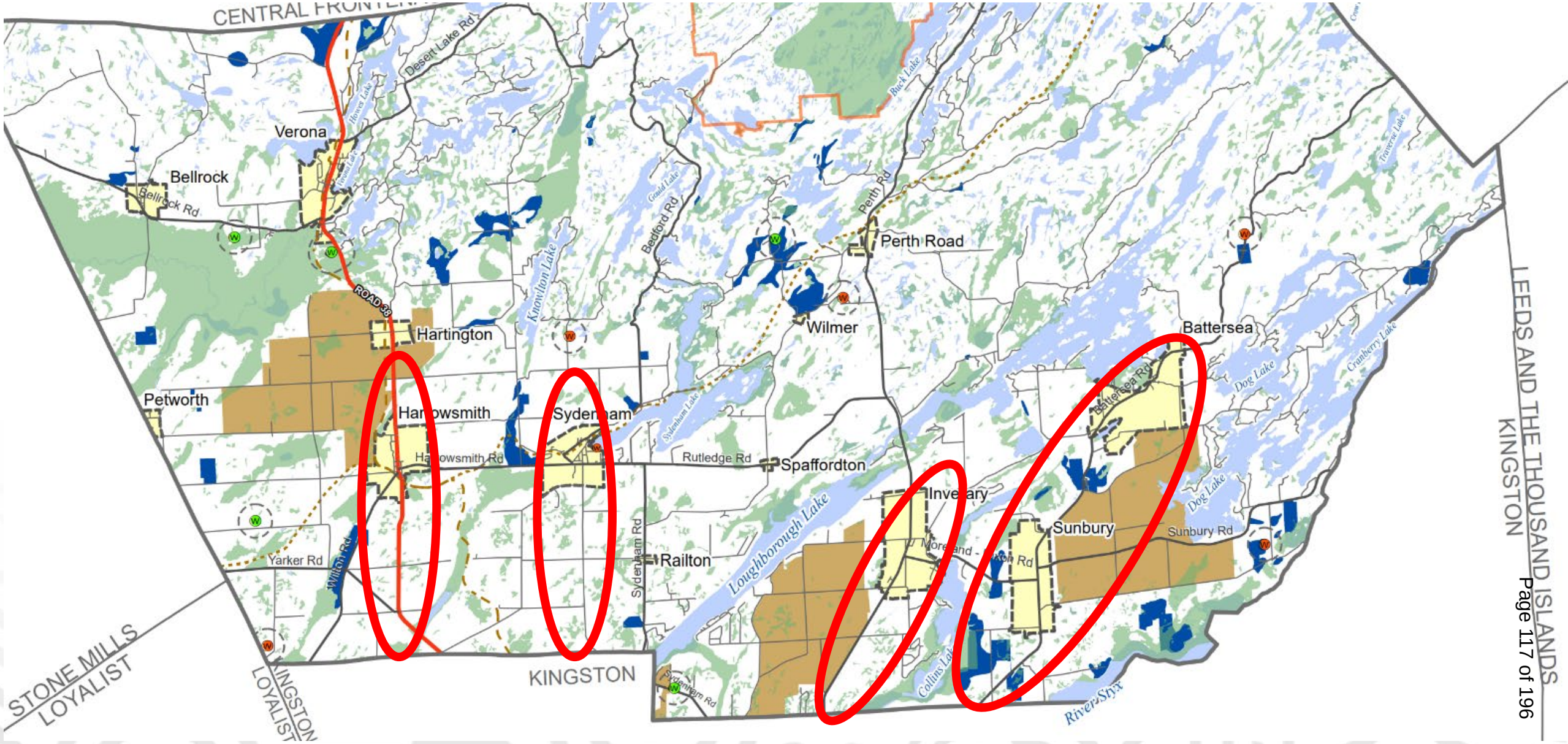
Subdivision Conservation Design

- Conservation subdivisions can reduce the infrastructure costs of new developments, in terms of both capital and operating costs.
- Shorter length of streets that must be maintained, saving on winter snow plowing, periodic repairs, and resurfacing.
- Retaining local natural features can also reduce costs associated with grading, drainage, and related “improvements” typically required in a new subdivision.

Commuter Shed - 30 minutes to Kingston



Potential Growth Areas



Policy Options

1. Permit low- and high-density communal servicing development and subdivisions with individual on-site well and septic in rural areas and Settlement Areas.
2. Permit only low density (subdivision conservation design) communal servicing development in rural areas, and high-density communal servicing development in Settlement Areas. Continue to permit subdivisions with individual on-site well and septic in rural areas.
3. Permit low- and high-density communal servicing in/near Settlement Areas.
4. Permit low- and high-density communal servicing in Settlement Areas only.
5. Permit low- and high-density communal servicing in Sydenham only.

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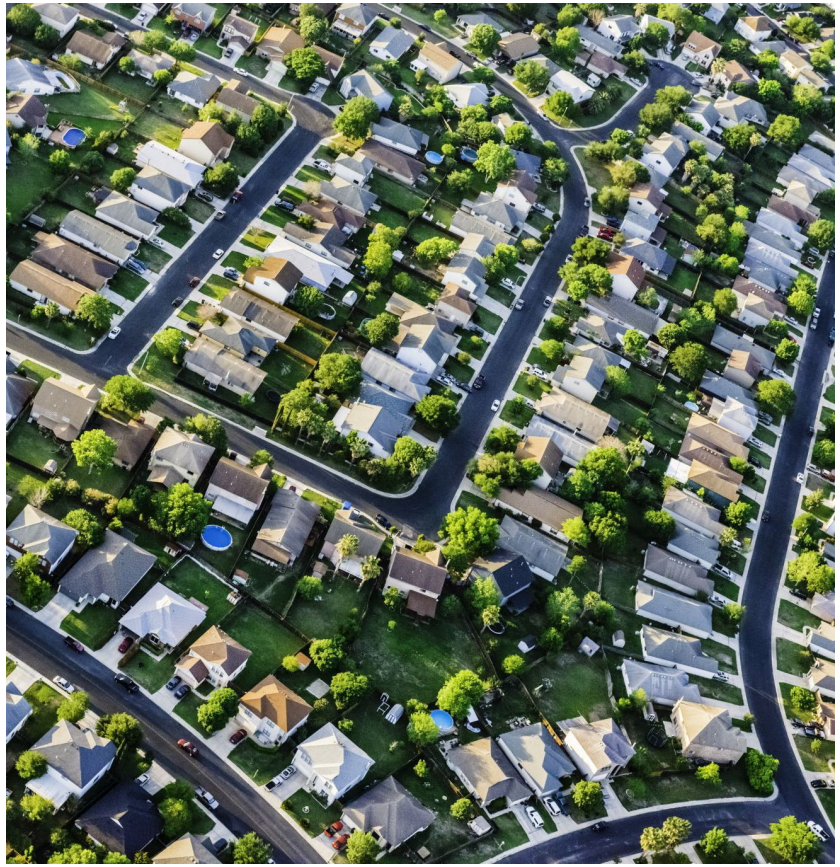


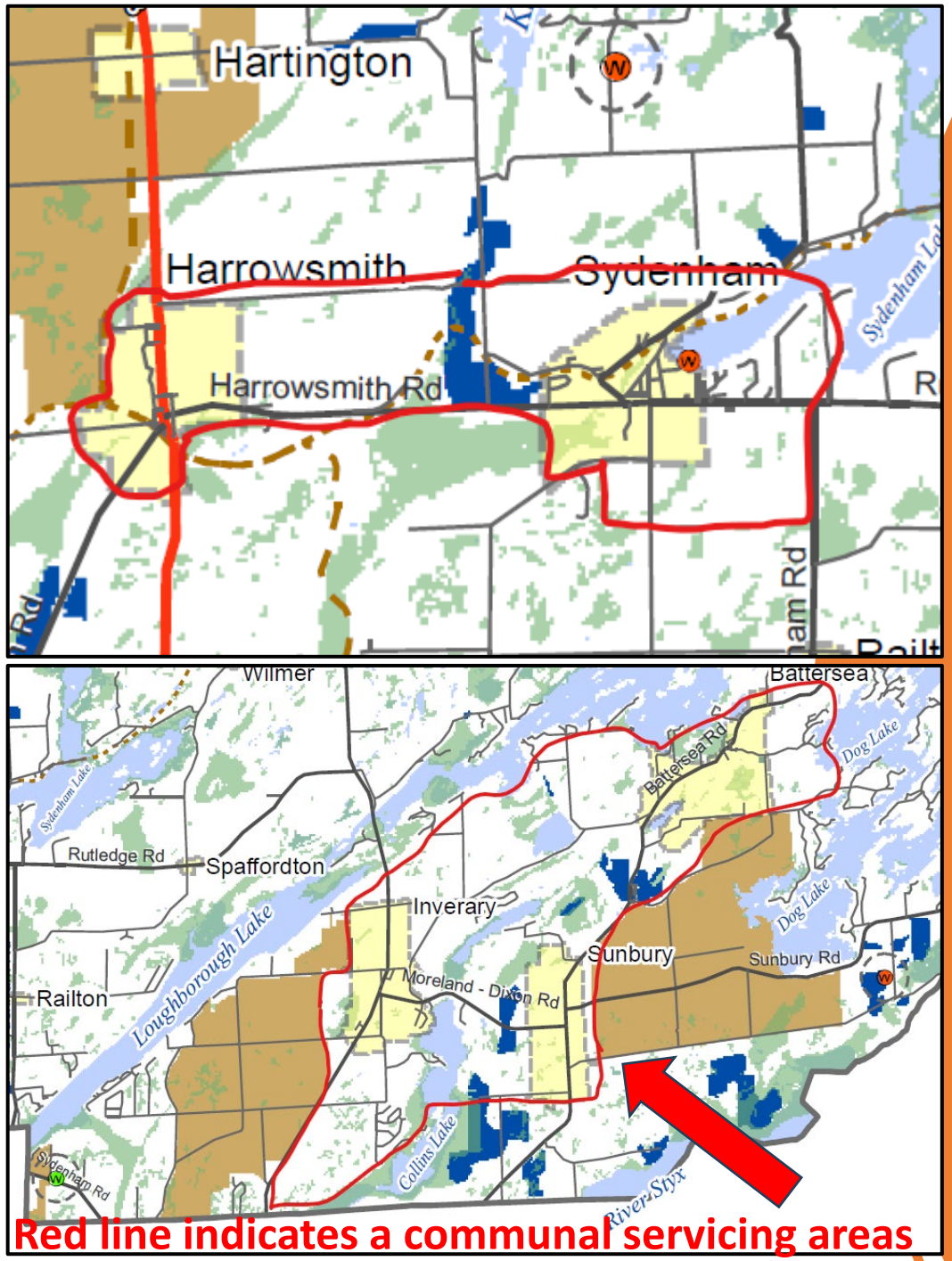
Least Directive Policy

Policy Option 1:
Permit low- and high-density communal servicing development in rural areas and Settlement Areas

- Continue to permit estate lots with individual on-site well and septic.
- Promote low density (subdivision conservation design) utilizing municipal communal servicing.
- Permit single detached dwellings, duplexes, triplexes, and additional dwelling units in rural areas.
- Permit high density development (townhouses, apartments) in rural areas and in Settlement Areas.

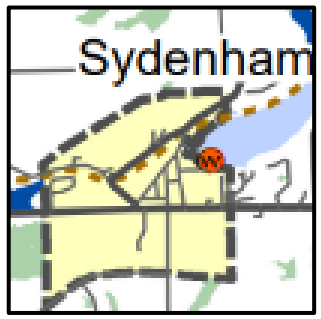
Policy Option 2: Only low-density communal servicing in rural area

- Continue to permit estate lots with individual on-site well and septic.
- Promote low density (subdivision conservation design) utilizing municipal communal servicing.
- Permit single detached dwellings, duplexes, triplexes, and additional dwelling units in rural areas.
- **Do not permit high density development (townhouses, apartments) in rural areas.**



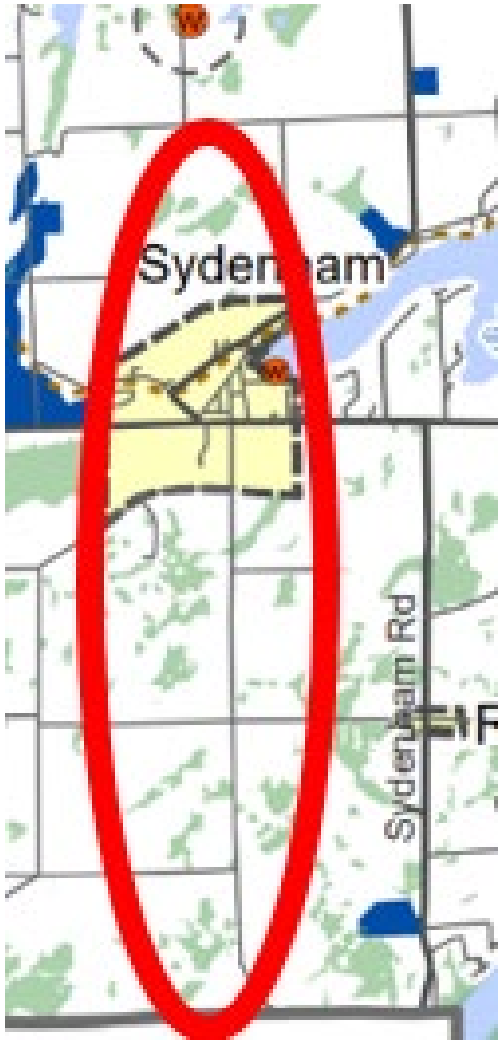
Policy Option 3: Permit low- and high-density communal servicing in and near Settlement Areas

- Communal servicing development directed in or near settlement areas where services and amenities are available to support the development (fire services, garbage collection, schools, grocery stores, etc.).
- The intent is to support higher density, multi-unit dwelling as well as mixed use developments near existing services.
- Trying to strike a balance between allowing communal servicing only in settlement areas versus allowing communal servicing across entire Township.



Policy Option 4: Permit low- and high-density communal servicing in Settlement Areas only

- Unknown groundwater quality and quantity
- Provincial policy directs growth to settlement areas but assumes full municipal servicing



Most Directive Policy

Policy Option 5: Permit low- and high-density communal servicing in Sydenham only

- Capacity at Water Treatment Plant only allows for 50 additional houses
- Potential investment in water treatment plant to increase to 150-200 houses
- Unknown groundwater quality and quantity

How to initiate development with communal servicing?

Unknown where water is located to support high density development.

Private developer led. Scale, density, uses are dictated by water quality and quantity by hydrogeologist and peer review.

Municipal led groundwater studies in and around settlement areas as part of a secondary plan to inform how development can proceed.

Conclusion

- Staff are recommending Policy Option 3 to provide direction and flexibility for development supported by communal servicing.
- Staff are proposing that only low-density communal servicing be permitted in rural areas (subdivision conservation design).
- High-density communal servicing development to be directed to settlement areas and the circled area around the two settlement areas shown under Option 3.
- Additional groundwater studies would be considered at a future date with Council support and a budget allocated to secondary plan studies.
- Groundwater studies could be used to support settlement area boundary expansions.

Next Steps

- Staff will advertise a date for an Official Plan Open House to discuss communal servicing policy – June or July.
- Staff will consider public comments and bring a recommendation report to Council and final draft of the Official Plan in August or September.

Questions for Council

- Do you want to see townhouses and apartments in the rural areas?
- What is the highest density you want to see in Settlement Areas?
- Would you support conservation design subdivisions instead of conventional estate lot subdivisions?
- What type of housing is most needed in the community?
- Where should growth be directed?

Minutes of Council
May, 7, 2024

Township of South Frontenac
Council Meeting Minutes

Meeting # 10

Time:7:00 p.m.
Location: Council Chambers / virtually via Zoom

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

Absent: Randy Ruttan

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Arundhati Mohile - Director of Corporate Services, Troy Dunlop - Manager of of Engineering and Capital Projects, Christine Woods - Senior Planner

1 Call to Order

a) Resolution

Resolution No. 2024:10:01
Moved by Councillor Roberts
Seconded by Councillor Morey
That the Council meeting of May 7, 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 and Addendum

a) Resolution

Resolution No. 2024:10:02
Moved by Councillor Turcotte
Seconded by Councillor Morey
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

Minutes of Council
May, 7, 2024

a) Resolution - Public Meeting to Order

Resolution No. 2024:10:03
Moved by Councillor Sleeth
Seconded by Deputy Mayor Leonard
That the Public Meeting be called to order.

Carried

b) Notice of Collection

Michelle Hannah - Deputy Clerk provided an overview of the Notice of Collection.

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

Michelle Hannah - Deputy Clerk provided an overview of the PowerPoint Presentation.

Members of Council did not provide comment.

Mayor Vandewal provided an opportunity for the public to speak.

Members of the public did not provide comment.

d) Resolution - Close Public Meeting

Resolution No. 2024:10:04
Moved by Councillor Trueman
Seconded by Councillor Pegrum
That the Public Meeting be closed.

Carried

7 Delegations

a) Mark Compton was present to speak to Council regarding the By-law 2014-48.

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

8 Briefings

a)

There were none.

9 Approval of Minutes

a) Resolution

Resolution No. 2024:10:05
Moved by Councillor Trueman
Seconded by Councillor Turcotte
That the minutes of the April 9th, 2024 Council meeting be approved, and

That the minutes of the April 16th Council meeting be approved.

Carried

10 Reports Requiring Action

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

Resolution No. 2024:10:06
Moved by Councillor Morey
Seconded by Councillor Roberts
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.

Carried

b) Piccadilly Sand Dome Demolition

Resolution No. 2024:10:07
Moved by Councillor Pegrum
Seconded by Councillor Trueman
That Council accept the bid of $25,171 from Environmentall 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).

Carried

c) Meeting Audio-Visual System Upgrade

Resolution No. 2024:10:08
Moved by Deputy Leonard
Seconded by Councillor Sleeth
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.

Carried

d) PSAB Presentation of the 2024 Budget

Resolution No. 2024:10:09
Moved by Councillor Pegrum
Seconded by Councillor Morey
That Council approve the 2024 PSAB budget attached to Report Number 2024-074 as Exhibit A.

Carried

e) Municipal Significant Event Designation for AGCO SOP

Resolution No. 2024:10:10
Moved by Councillor Trueman
Seconded by Councillor Trucotte
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.

Carried

f) Automatic Aid Agreement with Central Frontenac

Resolution No. 2024:10:11
Moved by Deputy Mayor Leonard
Seconded by Councillor Morey
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.

Deferred (See Motion to Defer which Carried)

Resolution No. 2024:10:12
Moved by Councillor Roberts
Seconded by Councillor Sleeth
That Council defer further consideration of Report 2024-81 in order for the Director of Emergency Services to report back to Council with additional data.

Carried

11 Advisory Committee Reports or Minutes

a)

There were none.

12 Reports Requiring Approval of By-laws

a) Appointment of Municipal Law Enforcement Officer

Resolution No. 2024:10:13
Moved by Councillor Sleeth
Seconded by Councillor Roberts
That By-law 2024-39 being a By-law to appoint a Municipal Law Enforcement Officer be given first and second reading.

Carried

Resolution No. 2024:10:14
Moved by Councillor Pegrum
Seconded by Councillor Roberts
That By-law 2024-39 be given third reading, signed and sealed.

Carried

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

Resolution No. 2024:10:15
Moved by Councillor Turcotte
Seconded by Councillor Trueman
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.

Carried

Resolution No. 2024:10:16
Moved by Councillor Morey
Seconded by Deputy Mayor Leonard
That By-law 2024-40 be given third reading, signed and sealed.

Carried

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

Resolution No. 2024:10:17
Moved by Councillor Sleeth
Seconded by Councillor Roberts

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.

Carried

Resolution No. 2024:10:18
Moved by Councillor Sleeth
Seconded by Councillor Pegrum
That By-law 2024-41 be given third reading, signed and sealed.

Carried

13 Reports for Information

a) Purchase of Land reporting

b) Delegated Authority for Fleet Purchases

c) Award of Tender # PS-2024-09 Bedford Road Reconstruction

d) Award of Tender # PS-2024-02 Sydenham Lake Bridge and Dam

e) Public Services Department Quarterly Update

14 Committee of the Whole

a)

There was none.

15 Tabling of Documents

a)

There were none.

16 Communications

a)

There was none.

17 Notice of Motions

a)

Councillor Trueman submitted a notice of motion requesting that staff review By-law 2014-48 and report back to Council regarding whether updates to the By-law are required.

18 Rise and Report regarding County Council and External Boards

a) County Council

Deputy Mayor Leonard advised Council that Frontenac County staff have completed their move into the new administrative building. He noted that Frontenac County has retained a new CAO.

b) Police Services Board

Councillor Pegrum shared that the new *Community Safety and Policing Act*, 2019 is in force. He stated that members are currently conducting training. He mentioned that the date of the inaugural meeting has not been set.

c) Cataraqui Conservation

Councillor Sleeth advised that Cataraqui Conservation has appointed their new CAO.

d) Rideau Valley Conservation Authority

Councillor Turcotte provided an update regarding the activities of the Source Protection Committee.

19 Announcements/Statements by Councillors

a)

Councillor Sleeth requested that the Township phone answering service be updated to include the fire ban status.

Councillor Trueman shared that he attended the Pancake Breakfast in Perth Road Village and was pleased to see younger volunteers participating.

Councillor Turcotte provided information about a meeting held regarding milfoil weed and invasive species put together by a private resident and held at Glendower Hall. He stated that the meeting included speakers sharing their knowledge about invasive species, drone mapping and control of invasive species.

Mayor Vandewal indicated that the Touch the Truck Event is scheduled for May 8, 2024 from 4:00 - 7:00 p.m.

20 Closed Session (if requested)

a) Resolution

Resolution No. 2024:10:19
Moved by Councillor Turcotte
Seconded by Councillor Trueman
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.

Carried

b) Resolution

Resolution No. 2024:10:20
Moved by Councillor Morey
Seconded by Deputy Mayor Leonard
That Council rise from the Committee of the Whole “Closed Meeting” without reporting.

Carried

21 Confirmatory By-law

a) Resolution

Resolution No. 2024:10:21
Moved by Councillor Pegrum
Seconded by Councillor Trueman
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.

Carried

Resolution No. 2024:10:22
Moved by Councillor Trueman
Seconded by Councillor Turcotte
That By-Law 2024-42 be given third reading, signed and sealed.

Carried

22 Adjournment

a) Resolution

Resolution No. 2024:10:23
Moved by Councillor Morey
Seconded by Deputy Mayor Leonard
That the Council meeting of May 7, 2024 adjourn at 8:29 p.m.

Carried

Ron Vandewal, Mayor James Thompson, Clerk

Township of South Frontenac

Staff Report

To: Council

From: Office of the Clerk

Date of Meeting: May 21, 2024

Subject: Proposed Re-Appointment – Municipal Representative (Central Area) – Cataraqui Source Protection Committee

Report Number: 2024-088

Summary

The purpose of the Report is to provide Council with background information and recommend approval of the re-appointment of the Municipal Representative (Central Area) to the Cataraqui Source Protection Committee.

Recommendation

That the Council of the Corporation of the Township of South Frontenac recommend that Niall Oddie, Senior Planner, City of Kingston be appointed as the Municipal Representative (Central Area) to the Cataraqui Source Protection Committee for a three-year term.

Background

The Source Protection Authority is responsible for appointing and maintaining the Source Protection Committee, which guides the development of drinking water source protection technical studies and policies for our area. Established in 2007, the Source Protection Committee successfully completed its initial mandate with the approval of the Cataraqui Source Protection Plan (2014), submission of annual implementation reports, and development of a workplan to determine areas for additional efforts. The Committee is now working on finalizing the section 36 updates under the *Clean Water Act* and ensure successful ongoing implementation of the Source Protection Plan.

Discussion/Analysis

Further information regarding this matter is outlined in the correspondence received from Kelsey (Guerette) Leblanc, Coordinator, Source Protection, attached to the Report as Exhibit A.

Financial Implications

Not applicable.

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.

Attachments

Exhibit A – Invitation for Expression of Interest Municipal Representative (Central Area) – Cataraqui Source Protection Committee

Approvals

Submitted By:

James Thompson, Clerk

Approved By:

Louise Fragnito, Chief Administrative Officer

DRINKING WATER SOURCE PROTECTION
Our Actions Matter

May 6, 2024 AA-015-24

To: Municipal CAOs and Clerks
Cataraqui Source Protection Area – Central Area

RE: Invitation for Expression of Interest
Municipal Representative (Central Area) – Cataraqui Source Protection Committee

This letter seeks input from municipalities in the Cataraqui Source Protection Area regarding the renewal of the central area municipal representative on the Cataraqui Source Protection Committee (SP Committee).

The SP Authority is composed of the Cataraqui Region Conservation Authority (Cataraqui Conservation) Full Authority Board plus a representative from the Township of Frontenac Islands. The SP Authority is responsible for appointing and maintaining the SP Committee, which guides the development of drinking water source protection technical studies and policies for our area. Established in 2007, the SP Committee successfully completed its initial mandate with the approval of the Cataraqui Source Protection Plan (2014), submission of annual implementation reports, and development of a workplan to determine areas for additional efforts. The Committee is now working on finalizing the section 36 updates under the *Clean Water Act* and ensure successful ongoing implementation of the Source Protection Plan.

In accordance with the Ontario *Clean Water Act*, municipalities are represented by one-third of the voting members on the SPC. The municipal 'seat' can be represented by council members or other persons that represent municipal interests such as municipal employees. The nominee must live, work and/or own or rent land in the Cataraqui Source Protection Area; they can not be a Cataraqui Conservation employee or Board member.

In 2007, it was agreed that the municipal representatives would be drawn from eastern, central, western, and area at large for a total of four (4) representatives who represents the interests of all the municipalities.

Per the attached chart, incumbents are prepared to continue representing the eastern, western, central areas as well as the area at large. The current representative for the central area has expressed interest in continuing on the SP Committee and renewing his term.

We have the following specific questions for consideration:

For municipalities in the central nomination area:

(1) Please indicate whether there is support for Mr. Niall Oddie, serving as your area representative for another three-year term by June 28th, 2024 through council resolution.

(2) Alternatively, please indicate whether there is a nominee for consideration who is eligible to serve as the central area representative and identify their name, address and contact information by June 28th, 2024 through council resolution.

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

Respectfully yours,

Kelsey (Guerette) Leblanc
Coordinator, Source Protection

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

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

Appointments to the Cataraqui Source Protection Committee at 2024 - Municipal Sector [1]

Area	Municipalities	Candidate	Notes
Eastern Area	Township of Athens City of Brockville Township of Elizabethtown-Kitley Township of Front of Yonge Town of Gananoque Township of Leeds and the Thousand Islands Township of Rideau Lakes	Steve Allen, Lyn[2]	Steven Allen is the Supervisor of Engineering with the City of Brockville. Steven Allen has served on the Committee since 2019.
Central Area	Township of Frontenac Islands City of Kingston Township of South Frontenac	Niall Oddie, Kingston[2]	Niall Oddie is a Senior Planner with the City of Kingston. He has served on the Committee since 2022.
Western Area	Town of Greater Napanee Loyalist Township	Luke MacDonald Loyalist[2]	Luke MacDonald is the Engineering and Environment Manager with Loyalist Township. He has served on the Committee since 2023.
Area at Large	This member represents the interests of all municipalities in the Cataraqui Source Protection Area.	Kristie Kelly Greater Napanee[2]	Kristie Kelly is the Director of Environmental Services and served on the Committee since 2023.

[1] All appointments are subject to confirmation by the members of the Cataraqui Source Protection Authority.

[2] Incumbent member on the Cataraqui Source Protection Committee.

Township of South Frontenac
Staff Report

To:	**Council**
From:	**Director, Public Services**
Date of Meeting:	**May 21, 2024**
Subject:	**Verona Housing Water and Wastewater Master Plan Update**
Report Number:	**2024-096**

Summary

The purpose of this report is to seek approval from Council to issue the Notice of Completion for the Verona Housing Water and Wastewater Servicing Master Plan and to place the project report on public record for the required 30-day notice period.

Recommendation

That Council direct staff to issue a Notice of Completion for the Verona Housing Water and Wastewater Servicing Master Plan; and

That the Verona Housing Water and Wastewater Servicing Mater Plan Report be placed on public record for the required 30-day comment period

Background

On December 6, 2022, Township Council awarded RFP # PS-P02-2022 to J. L. Richards and Associates (JLR) for the completion of the Verona Housing Water and Wastewater Master Plan. This follow up study was initiated based on the key recommendations of the approved Verona Housing Master Plan by MHBC Planning Ltd. The key focus of the study was to determine the preferred communal servicing options for water and wastewater though the Municipal Class EA – Master Plan process.

J L Richards project team has been actively working on the study over the last year and a half and has completed several milestones including:

- Initiation of Public and Stakeholder Notifications
- Natural Heritage Study (Cambium) and Groundwater Assessment (Pinchin)
- Public Information Meeting # 1 – Verona Lions Hall (April 19th, 2023)
- Progress Update No. 1 to Council (November 14, 2023), and
- Public Information Meeting # 2 – Verona Lions Hall (March 27, 2024)

Discussion/Analysis

On May 21st, 2024, J. L. Richards and Associates presented its second progress update for the Verona Housing Water and Wastewater Master Plan. This report provided an outline of the water and wastewater alternatives presented to the public along with the screening activities carried out to arrive at a recommended solution. The recommended solution for servicing the lands was presented as Option # 2 which includes an onsite groundwater well and an onsite subsurface sewage disposal system.

The Township has not received any major objections to the recommended alternative, and JLR is therefore recommending that the Township proceed to issue a Notice of Completion and to place the Master Plan on public record for 30 days. Once the Master Plan is finalized, the recommendations of the master plan will be valid for 10 years. The Township may proceed with the remaining studies needed to support the preferred solution including the applicable Class EAs for new water supply, water treatment, water distribution, and subsurface sewage disposal.

Financial Implications

Not applicable to this report.

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

J L Richards & Associates

Attachments

None

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, CPA CGA Chief Administrative Officer

Township of South Frontenac
Staff Report

To:	**Council**
From:	**Director, Corporate Services & Treasurer**
Date of Meeting:	**May 21, 2024**
Subject:	**Community Grants**
Report Number:	**2024-094**

Summary

This report provides Council with a summary of the Community Grant applications received and seeks approval for the proposed funding allocations.

Recommendation

That Council approve nineteen (19) Community Grant applications as noted in Exhibit A totalling $47,573.

That a second intake with a due date of July 31, 2024, be conducted to utilise the unallocated funds for the community's benefit.

That Section 2 of the Community Grants Policy be amended to permit multiple applications in one intake from one applicant, provided they are for different streams.

That Schedule 1 of the Community Grants Policy be amended to permit decision making at the earliest possible.

That Schedule 1 of the Community Grants Policy be amended to remove the reference to a scoring system.

Background

Township established a Community Grants program to support and encourage community organizations and events that enrich the quality of life within the Township.

Applications are invited through the website and newspaper each year and assessed according to the policy approved by Council.

Discussion/Analysis

Twenty-one (21) applications were received this year and evaluated by the Chief Administrative Officer, the Treasurer, and the Financial Analyst to determine eligibility according to the Community Grants Policy. Where necessary, clarifications or additional information was sought from the applicants.

Nineteen (19) proposals were found eligible and are recommended grant funding subject to all terms and conditions of the policy being met and a grant agreement signed, prior to any release of funds.

Updates to the Policy

The policy states that *an applicant can only qualify for funding once per year per stream. However, different streams may be applied to in subsequent intakes*. Staff are recommending that the language be amended to *different streams may be applied to in the same intake.* This will enable community organisations to apply earlier in the year under multiple streams and undertake projects or events sooner. Evaluation panel will give due weightage to the fact that there maybe more than one grant being flowed to the same organization and balance it with the rest of the applications.

Staff recommend that the sentence *Grant decisions are anticipated to be announced by mid-May* be replaced with *Grant decisions are anticipated to be announced as soon as possible after application close date.*

Lastly, staff recommend that the sentence *A pre-determined scoring system will be used by the Township prior to beginning a review process* be deleted. Given the diversity of requests, it is not practical to evaluate them all with the same scoring system. Criteria for the various funding streams are already listed under each and will be used to determine eligibility.

Financial Implications

The 2024 budget approved by Council includes $35,000 for community grants. Unused 2023 funds $ 30,056 have been carried over, resulting in a total of $65,056 being available for allocation.

The evaluation panel recommends approval of $47,573 to 19 applicants, as detailed in Exhibit A.

Funding Stream	# of Applications	$ Recommended
Capital	12	$32,623
Operating	1	$2,500
Sponsorship	6	$12,450
TOTAL	19	$47,573

Unallocated funds are being proposed to be made available to the community through a second intake where applications will close July 31st, 2024.

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: People and Partnerships
- 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

Organizations where applications needed clarifications or additional information.

Financial Analyst, Director of Public Services, Manager of Recreation and Facilities

Attachments

Exhibit A – Summary of Applications and funding recommendations.

Approvals

Submitted By:

Arundhati Mohile, CPA CMA,

Director of Corporate Services & Treasurer

Approved By:

Louise Fragnito, Chief Administrative

Officer

Exhibit A to 2024-094 Community Grant Applications Summary

Eligible Stream	Organization	Purpose	Eligible & Recommended
Capital	Battersea United Church	Replacement of Exterior Front Doors	$5,000
Capital	Frontenac 4-H Association	Popup Tent with 4-H Graphics	$600
Sponsorship	Frontenac County Plowmen's Association	Frontenac County Plowing Match	$2,000
Operating	Frontenac Farmers Market	Frontenac Farmers Market 2024 Growth	$2,500
Sponsorship	Gather	A Culinary Experience in Frontenac County	$2,500
Capital	Golden Links Hall - Independent Order of Odd Fellows & Rebekahs	Hall Building Maintenance	$5,000
Capital	Inverary Youth Activities Inc., Ken Garrett Memorial Park	ConnectKen Wi-Fi in the Park	$1,664
Sponsorship	Loughborough Firefighters Association	Santa Claus Parade	$2,000
Capital	New Leaf Link (NeLL)	Marketing in the Community (Canopy & Laminator)	$983
Capital	Princess Elizabeth Rebekah Lodge #358	Mobility Assistive Equipment	$5,000
Capital	Royal Canadian Legion BR 496	Accessibility for Seniors (Main floor)	$5,000
Capital	Sydenham Lake Canoe Club (SLCC)	Activity / Lunch Tables & Benches	$746
Capital	South Frontenac Stocksport Club	Plates 4 Youth Stocks	$1,250
Sponsorship	Southern Frontenac Community Services	Grace Centre Expansion Grand Opening Celebration	$2,500
Sponsorship	Storrington Lions Club	Breakfast with Santa	$1,850
Capital	Storrington Lions Club #2	Insulation of Community Hall	$5,000
Capital	Sydenham Women's Institute	Event Signage	$1,130
Sponsorship	The Friends of Frontenac Park	Frontenac Christmas Bird Count 10-Year Anniversary	$1,600
Capital	Verona Free Methodist Church	Gas Stove & Speciality Toilet	$1,250
			$47,573

Township of South Frontenac

Staff Report

To: Council

From: Director, Development Services

Date of Meeting: May 21, 2024

Subject: Rogers Communications Canada Inc. Cell Tower Proposal C8788 – 3195 Sunbury Road

Report Number: 2023-091

Summary

Rogers Communication is proposing a new 90m guyed telecommunications tower in Sunbury at 3195 Sunbury Road. Rogers is requesting the Township pass a resolution concurring with the proposal to locate the telecommunications tower on this property and send a letter to Innovation, Science and Economic Development Canada (formerly Industry Canada) indicating whether the Township concurs with this proposal.

Recommendation

That the Township of South Frontenac concur with the proposal by Rogers Communications Inc. to erect a wireless communication installation on lands known as 3195 Sunbury Road (PIN 36296-0608); and

That the proposal is compliant, with the requirements of ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems", and all obligations for the municipal and public consultation requirements have been met; and

That staff send a statement of concurrence to Rogers Communication Inc. and to Innovation, Science and Economic Development Canada.

Background

Rogers Communication Inc. (Rogers) is proposing a new 90m guyed tower telecommunications facility and an ancillary equipment structure surrounded by chain link fencing, at 3195 Sunbury Road. The tower site is to be accessed from Battersea Road.

The property location is bounded by Sunbury Road to the south and Battersea Road to the north and west. The property is located within the settlement area of Sunbury and is zoned UR1. To the east of the property are agricultural lands. The property is adjacent to the Township Fire Hall and Storrington Centre on Battersea Road. Lands zoned UR1 abut the property to the north, west, and south.

The site location is proposed on the middle portion of the property that is elevated. The closest tower is approximately 3.1km from the proposed location, however this is a 75m self-supported Bell tower that does not provide sufficient height for Rogers' purposes. The nearest Rogers tower is 10.2km from the proposed location. This new tower will provide improved coverage for local residents and the traveling public. The design of the tower is a 90m guyed tower which will have ample space to provide for future co-location opportunities.

Rogers Communication provided the Township with a Site Selection and Justification Report (Exhibit A), Site Survey (Exhibit B), and a Consultation Summary report (Exhibit C).

Cell tower licences are approved by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada). The provisions of the *Planning Act* and other municipal by-laws and regulations do not apply to federal undertakings. However, as part of the approval process, a proponent is required to obtain a letter of concurrence from the municipality in which it is to be located.

A municipality may issue a Statement of Concurrence supporting the proposal; a Conditional Letter of Concurrence indicating support for the proposal if certain conditions are met, or a Letter of Non-concurrence if it does not support the proposal.

Discussion/Analysis

Rogers requires a resolution from the Township indicating support of its application and a statement of concurrence with the application as part of the Industry Canada (IESD) approval process of issuing a licence for the communication towers. If they do not receive the resolution and letter, Rogers can petition Industry Canada for a decision.

There has been strong public support for increased internet and cellular services in the Township over the last few years. Through the COVID pandemic, work at home and the need for business to shift to online highlighted this need. Increased internet and cellular coverage in the Township also improves safety and connectivity for residents and visitors to the Township. Increased internet and cellular communication also assists staff to deliver modern and efficient services throughout the Township.

While the Township is not the approval authority for communication towers, it does have an important role in indicating to IESD whether or not it supports the tower proposal.

Financial Implications

None. This project will be undertaken by Rogers at no expense to the Township.

Relationship to Strategic Plans

☒ Not applicable to this report.

☐ This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.

- Priority: 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

If a municipality does not have its own public consultation policy for communication towers, the IESD consultation process is used. South Frontenac Township does not have a Local Protocol for communication tower siting.

Rogers provided a Public Notification Package to the nine property owners within the required 342.5m radius of the proposed installation. The notice was issued by regular mail on March 22, 2024. The notice described the proposal and invited comments by mail, electronic mail, or phone before April 27, 2024.

A newspaper ad was also published in the March 28, 2024, edition of The Frontenac News notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

Rogers provided a consultation summary report advising that no public comments were received during the consultation process.

South Frontenac Staff

The following internal stakeholders were consulted in the development of this report:

- Troy Dunlop, Manager of Engineering and Capital Projects, Public Services
- Rebecca Roy, Chief Building Official
- Del Blakney, Fire Chief

Staff noted that an entrance permit will be required for the access is from Battersea Road. Public Services advised that they do not have concerns with the proposed entrance location.

Conclusion

Township staff are supportive of the project as this location will provide maximum internet coverage in the area. This project assists with EORN's goal of increasing critical communication services to Eastern Ontario.

Staff are satisfied that Rogers has complied with the consultation requirements of ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems".

Attachments

Exhibit A – Site Selection and Justification Report

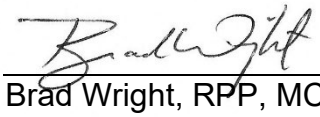
Exhibit B – Site Survey

Exhibit C – Consultation Summary Report

Approvals

Prepared By: Tom Fehr, Planner

Submitted By:



Brad Wright, RPP, MCIP, Director of Development Services

Approved By:

Louise Fragnito, CPA CGA, Chief Administrative Officer

Site Selection/Justification Report – Wireless Communications Site

Prepared for: Township of South Frontenac

Rogers Site: C8788 Moreland-Dixon Rd. & South Frontenac Rd. 12

Rogers Communications Inc. | 8200 Dixie Road | Brampton ON L6T 0C1
Christian Lee | Municipal Relations | (613) 799-9900

Introduction

Like many areas of the province, your community is experiencing a growing demand for wireless services. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available.

This document outlines the site selection process in accordance with the requirements of Innovation, Science and Economic Development Canada's (ISED) Spectrum Management and Telecommunications Policy, CPC-2-0-03, Issue 6 (CPC) updated July, 2022 and provides a description of the system to be installed east of Battersea Rd., north of Sunbury Rd.

Telecommunications is a powerful economic enabler that promotes home occupations, teleworking, telecommuting and improved community networking and information dissemination. This site is part of the EORN Cell Gap Project.

Background and Coverage Requirement

A wireless telecommunications facility is a puzzle piece in a very complex radio network, whether that site is situated in an urban, suburban or rural setting. Customer demand and sound engineering principles direct where sites are required to be located. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available. In order for a wireless network to be reliable, an operator must provide "seamless" coverage so that gaps in the network are avoided. Gaps create dropped calls and overall poor service to customers. Rogers is committed and mandated by its license to ensure the best coverage and service to the public and private sectors.

The proposed site will achieve the necessary engineering coverage objectives for our network. The location will provide much relied upon communication services in the area such as EMS Response, Police and Fire; improved wireless signal quality for the local residents, those traveling along the major roads, as well provide local subscribers with wireless network coverage and capacity for products and services such as iPhones, Smartphones, Tablets and wireless high speed internet in the surrounding area.

Rationale for New Telecommunication Infrastructure

In identifying a potential new tower location and design, Rogers examined the surrounding area, assessed the visibility of the structure and considered a possible structure design. Rogers evaluated the best location for a new facility using the following criteria:

a) **Technical Requirements**

The performance of a wireless network is dependent on the geographical location of its equipment, height of its antennas, line-of-sight requirement, the demand customers place on the network, as well as proximity to our users.

Please refer for the following page for an aerial outlining the site location (Figure 1).

Figure 1 – Aerial of the proposed location.

b) **Coverage Objectives**

Rogers' Network Planning and Engineering departments have determined that the placement of this site will provide a dramatic improvement in service for the area and will meet the coverage objectives.

c) **Evaluation of Existing Structures**

When a part of a network requires improvement, the first step is to evaluate existing structures that are located within the specific geographical area offering the required height and that may be available to support new equipment or to use for co-location.

During the site selection process for this proposed installation, Rogers determined that no other existing infrastructure opportunity was available in our target area that was suitable for our network. The closest antenna system is ~3.1km from the proposed location, however it is a 75m self-support Bell Tower that does not offer sufficient height for Rogers' purposes.

The map below (Figure 2) illustrates the proposed location in relation to the other existing structures assessed. Please also refer to the table provided below for site location and associated height – (Figure 3).

Figure 2 – Existing structures map

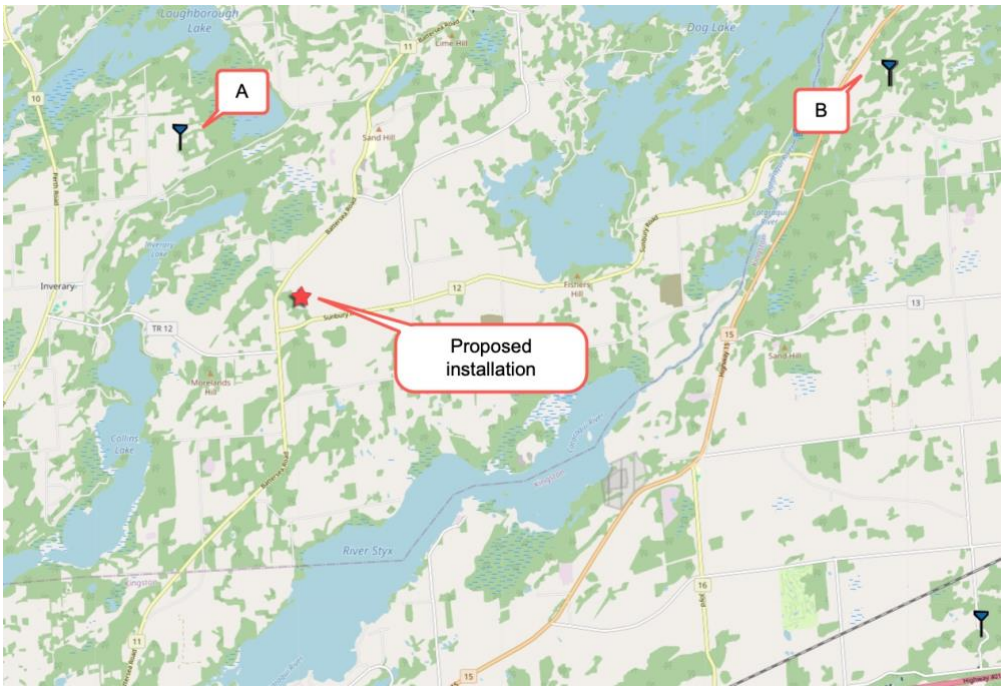


Figure 3 – Existing structures table

Existing Structure	Carrier	Height	Distance	Design	Reason for Unsuitability
A	Bell	75m	3.1km	Self-Support	Insufficient height, too far from search area
B	Rogers	100m	10.2km	Guyed Tower	Existing Rogers tower

d) **Land-Use Considerations**

Rogers' site selection process is a balanced exercise that must meet Rogers' network coverage objectives, respect local land-use constraints, listen to community concerns, while at the same time reflecting Rogers obligation to its customers to provide a high quality of service.

From a technical standpoint, the proposed site location is within the search radius and will provide optimal coverage to the desired area. The tower footprint will be using only a small fraction of the property owner's large lot. Access to the site will be from a new entrance to the property from Battersea Rd., and will not disturb the land-owner's current use of the property or affect community traffic flow. The proposed site will be set-back from Battersea Rd. by ~237m.

Proposed Facility Location and Site Details

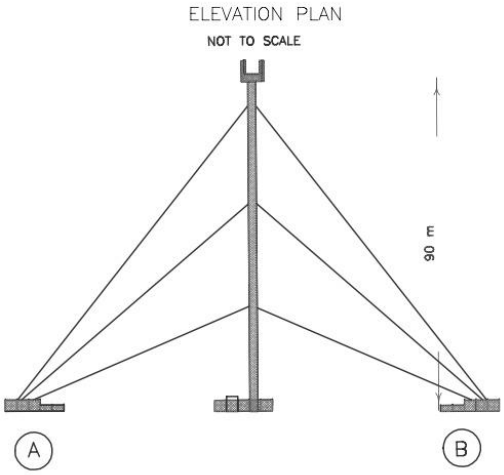
The site as proposed will be a 90m guyed tower installation.

Geographic coordinates: 44°23'11.27"N, 76°25'21.76"W

All efforts have been made to minimize the number of cellular base station locations required throughout the targeted area and yet allow for a network design which can adequately provide wireless voice and data service to our existing and new customer base.

Please also refer below for a sample of the installation for your reference (Figure 4) . An additional package of photo simulations is provided with this report. The viewscapes simulate the view of the proposed installation from different locations. The process of simulating the proposed facility into the existing conditions of the viewscapes was done by superimposing an image of the proposed structure on the photographs taken for those viewscapes.

Figure 4 – Sample image of proposed installation



Site Selection

Rogers strives to be sympathetic to the surrounding land-use features and takes all reasonable steps required by local land use authority to mitigate concerns with respect to planning and environmental matters. It is important to note that the selection of a site for a telecommunication antenna support structure does not occur randomly.

Among the factors considered are:

1. expected usage patterns of service and proximity to users
2. local topography and building types
3. interaction with existing and future sites
4. line of sight requirements for high quality communications
5. opportunities to use existing structures
6. availability of a willing property owner
7. the industry's commitment to high service standards and customer satisfaction.

The following are some of the considerations used by Rogers/EORN in development of the proposal:

- The proposed site location is approximately 237m from the edge of the asphalt of Battersea Rd.
- The design selected for this proposal is appropriate considering the area context and will best achieve our objectives, as well as provide for future co-location opportunities of other wireless service providers in an attempt to limit the number of structures in the area.
- The installation will have no impact on the watershed or the wells, water quality or any water systems. No chemicals, pesticides or herbicides that could potentially have an adverse effect on the water systems will be contained on our structure or the associated walk-in radio equipment cabinet.
- During construction, precautions will be taken to minimize any disruption to the current use of the site and to the surrounding residents. Once site is in-service, there will be no noise associated with the daily operation of the installation.

The site will occupy a compound area of approximately 9.5x7.5m, surrounded by 2.4m high chain link security fence. The compound also contains a walk-in equipment cabinet (WIC) containing radio equipment, backup battery power, maintenance tools, manuals and a first aid kit. The installation is equipped with a silent alarm system.

The site is designed to provide 3-sectored 700, 2100, MHz LTE and 5G services. It will also accommodate future TBD technologies.

Rogers considers this location and design ideal to provide superior coverage levels and service to Rogers' customers.

Municipal and Public Notification

Rogers has a strong history of consultation with municipalities and understands the importance of land-use protocols and transparency in consultation.

As the provisions of the *Ontario Planning Act* and other municipal by-laws and regulations do not apply to federal undertakings, wireless communication facilities are not required to obtain municipal permits. However, Section 4.1 of the CPC, states that the concerns and suggestions expressed by land-use authorities are important elements to be considered by proponents when installing or modifying antenna systems. ISED requires that consultation be undertaken with the appropriate land-use authorities to ensure those authorities are aware of significant structures within their boundaries and so that local land-use issues can be raised, while respecting the federal government's jurisdiction in the siting and operation of wireless voice and data systems.

The Township of South Frontenac has not developed its own protocol for establishing telecommunication facilities in the Township, therefore Rogers will follow ISED's Default Protocol.

The protocol outlines the land-use consultation process relevant to evaluating wireless communication installation proposals. In accordance with this policy, proponents must provide a notification package to the local public within a radius of 342.5m from the tower structure. A notice will also be provided to the Township of South Frontenac and the ISED regional office.

Concurrent to the mailing of a Public Consultation package, Rogers will also place a notice in a print edition of Frontenac News.

Federal Requirements

In addition to the requirements for consultation with municipal authorities and the public, Rogers must also fulfill other important obligations, including the following:

Environmental Standards

ISED requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation, including the Impact Assessment Act (S.C. 2019, c. 28, s. 1).[1]

Rogers attests that the radio antenna system described in this notification does not qualify as a Designated Project under the Impact Assessment Act and is excluded from environmental assessment under the Impact Assessment Act.

Transport Canada's Aeronautical Obstruction Marking Requirements

Aerodrome safety is under the exclusive jurisdiction of NAV Canada and Transport Canada. An important obligation of Rogers' installations is to comply with Transport Canada / NAV CANADA aeronautical safety requirements. Transport Canada performs an assessment of the proposal with respect to the potential hazard to air navigation and will notify Rogers of any painting and/or lighting requirements for the antenna system. Rogers has submitted the appropriate applications and expects this tower to require lighting. A large shield will be placed under the light to protect the surrounding ground area from light scatter. Rogers will notify the Township of the decision by Transport Canada once it is received.

Rogers Communications Inc. attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements. For additional detailed information, please consult Transport Canada[2].

Health Canada's Safety Code 6 Compliance

Health Canada is responsible for research and investigation to determine and promulgate the health protection limits for Exposure to the RF electromagnetic energy. Accordingly, Health Canada has developed a guideline entitled "Limits of Human Exposure to Radiofrequency Electromagnetic Field in the Frequency Range from 3kHz to 300 GHz – Safety Code 6".

The exposure limits specified in Safety Code 6 were established from the results of hundreds of studies over the past several decades where the effects of RF energy on biological organisms were examined. Radiocommunication, including technical aspects related to broadcasting, is under responsibility of the Ministry of Industry (Innovation, Science and Economic Development Canada), which has the power to establish standards, rules, policies and procedures. ISED, under this authority, has adopted Safety Code 6 for the

[1] https://laws.justice.gc.ca/eng/acts/I-2.75/index.html

[2] https://tc.canada.ca/en/corporate-services/acts-regulations/list-regulations/canadian-aviation-regulations-sor-96-433/standards/standard-621-obstruction-marking-lighting-canadian-aviation-regulations-cars

protection of the general public. As such, ISED requires all proponents and operators to ensure that their installations and apparatus comply with the Safety Code 6 at all times.

Rogers Communications Inc. attests that the radio antenna system described in this notification package will at all times comply with Health Canada's Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier co-locations and nearby installations within the local radio environment.

More information in the area of RF exposure and health is available on the Health Canada's website under Environmental and Workplace Health[3] and Safety Code Health Canada's Radiofrequency Exposure Guidelines[4].

Engineering Practices

Rogers attests that the radio antenna system as proposed for this site will be constructed in compliance with the National Building Code and The Canadian Standard Association and comply with good engineering practices including structural adequacy.

Innovation, Science and Economic Development Canada's Spectrum Management (ISED)

Please be advised that the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through ISED. For more information on ISED's public consultation guidelines including CPC-2-0-03[5] contact your local ISED office at spectrumenod-spectredeno@ised-isde.gc.ca or at the below noted address:

Innovation, Science and Economic Development Canada
Spectrum Management
Eastern Ontario District Office
2 Queen Street East, Sault Ste. Marie, ON, P6A 1Y3
Telephone: 1-855-465-6307
Fax: 705-941-4607
Email: spectrumenod-spectredeno@ised-isde.gc.ca
Web: https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf11435.html

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website[6].

[3] http://www.hc-sc.gc.ca/ewh- semt/radiation/cons/stations/index-eng.php\

[4] https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html

[5] http://www.ic.gc.ca/epic/site/smt- gst.nsf/en/sf08777e.html

[6] http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/home

Public consultation obligations

Rogers Communications Inc. is committed to effective public consultation. The public will be invited to provide comments to Rogers about this proposal by mail, electronic mail or phone.

ISED's rules contain requirements for timely response to all questions, comments or concerns. We will acknowledge receipt of all communication within ***14 days*** and will provide a formal response to the Township and those members of the public who communicate to Rogers, within ***60 days***. The members of the public who communicated with Rogers will then have ***21 days*** to review and reply to Rogers as a final response.

Proponent's Contact Information - Rogers Communications Inc.

Christian Lee, Wireless Site Specialist
Eric Belchamber & Associates
337 Autumnfield St., Kanata, ON, K2M 0J6
Telephone: (613) 799-9900
Email: christian.lee@rogers.com

Conclusion

Reliable wireless communication services are a key element of economic development across Canada. It facilitates the growth of local economies by providing easy access to information, and connectivity for residents and businesses alike.

The infrastructure proposed is suitable for the development over the long term and protects public health and safety and is a powerful economic enabler.

In response to this growing demand for wireless services, Rogers has worked to find the most suitable location for a new telecommunications structure in efforts to provide improved wireless services in the area to its residents, businesses and the traveling public.

In addition to meeting consumer needs, technological upgrades are also critical to ensuring the accessibility of emergency services such as fire, police and ambulance. Wireless communications products and services, used daily by police, EMS, firefighters and other first responders, are an integral part of Canada's safety infrastructure.

Rogers feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area. The proposed location is also situated and designed to have minimal impact on surrounding land uses.

Rogers looks forward to working with the Township of South Frontenac to provide improved wireless services to the community.

Should you have any further questions or comments, please feel free to contact me via email at christian.lee@rogers.com, or via phone at (613) 799-9900.

Sincerely,

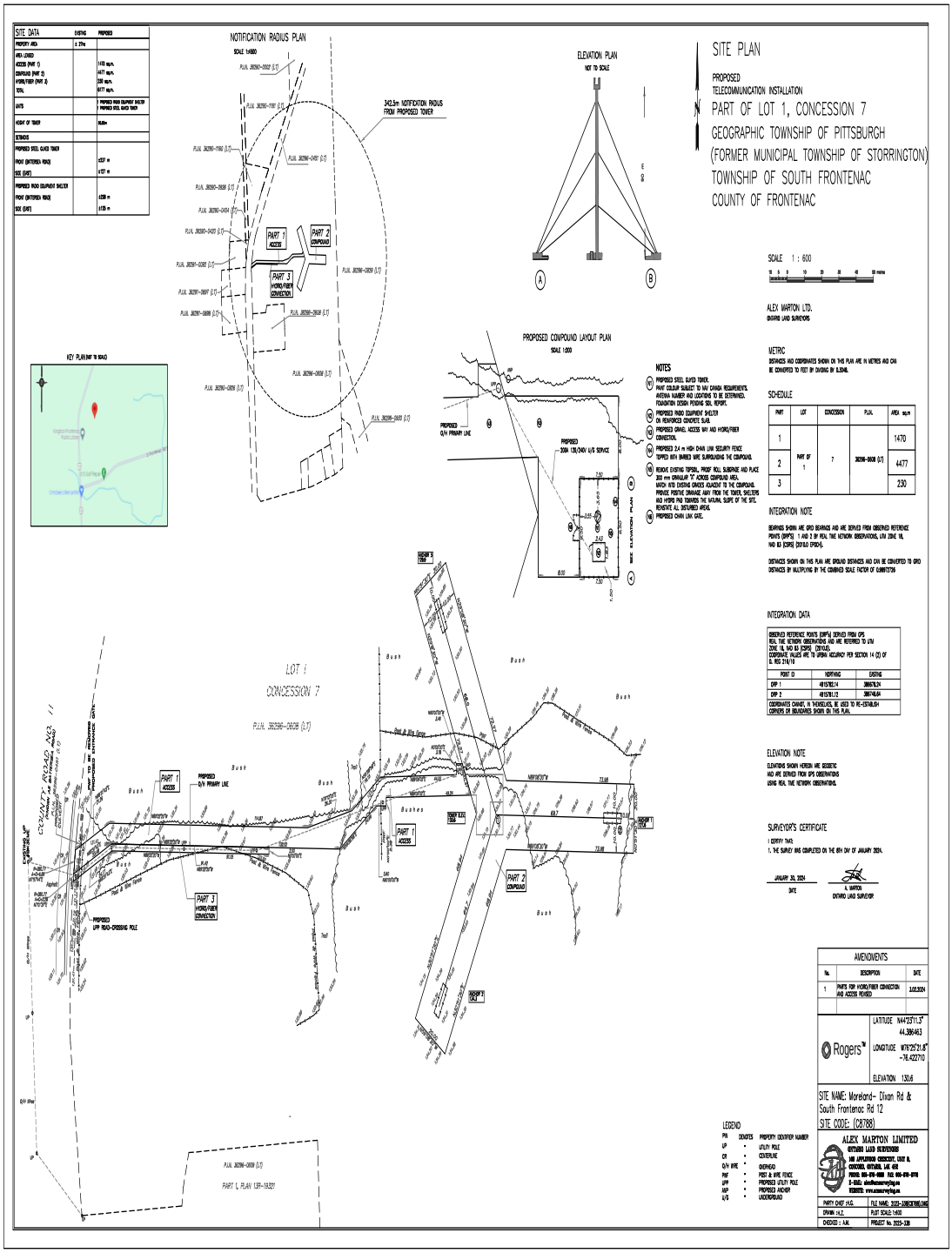
Christian Lee

APPENDIX 1

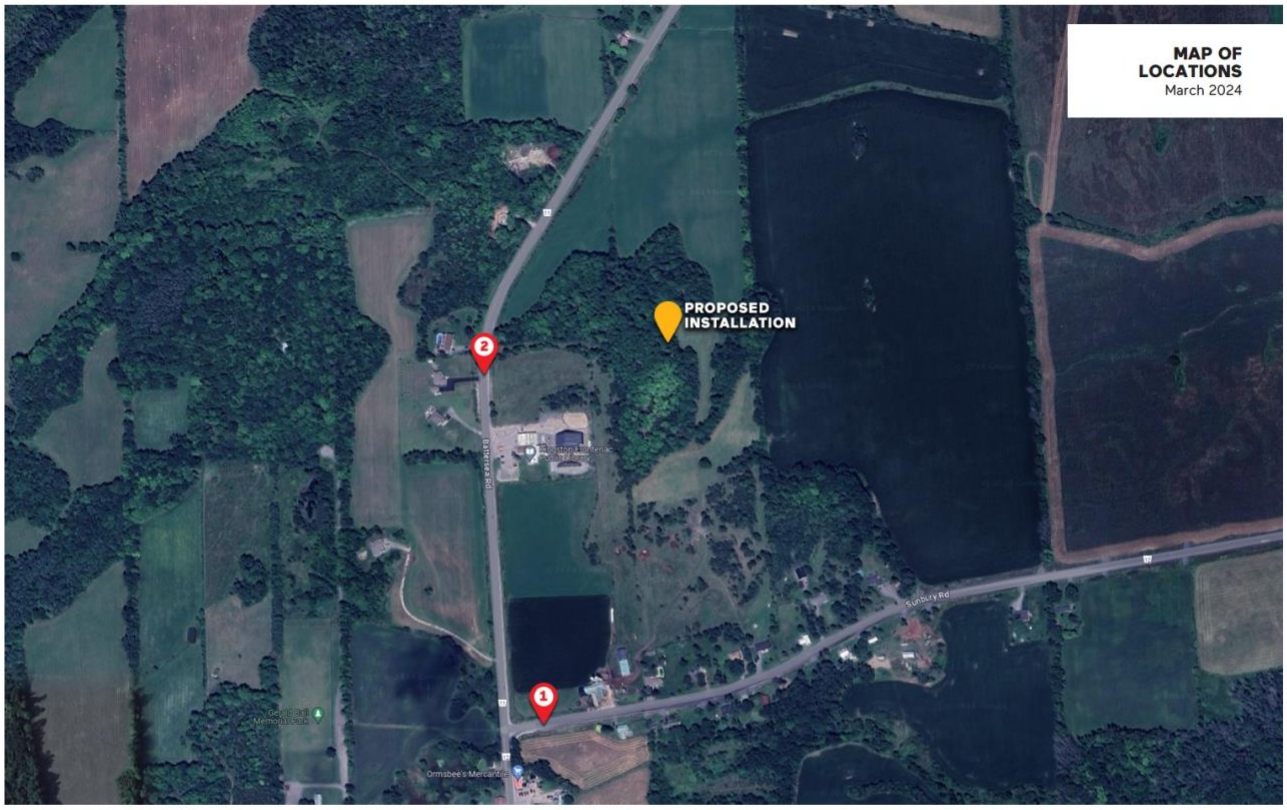
Public Consultation Package

*Attached separately

APPENDIX 2 - Site Survey



APPENDIX 3
Photo Simulations Package



C8788 MORELAND - DIXON RD & SOUTH FRONTENAC RD 12

ROGERS

Simulations by **Futil.** www.futildesign.com

ROGERS

C8788 MORELAND - DIXON RD & SOUTH FRONTENAC RD 12
APPROXIMATE DISTANCE BETWEEN THE PROPOSED INSTALLATION AND THE VIEWPOINT : 560 METRES

* This illustration is a visual simulation. The end result, upon construction of this telecommunications tower, could differ from the illustration.

ROGERS
Simulations by **Futil.** www.futildesign.com

C8788 MORELAND - DIXON RD & SOUTH FRONTENAC RD 12
APPROXIMATE DISTANCE BETWEEN THE PROPOSED INSTALLATION AND THE VIEWPOINT : 257 METRES

* This illustration is a visual simulation. The end result, upon construction of this telecommunications tower, could differ from the illustration.

ROGERS
Simulations by **Futil.** www.futildesign.com

ROGERS

SITE PLAN

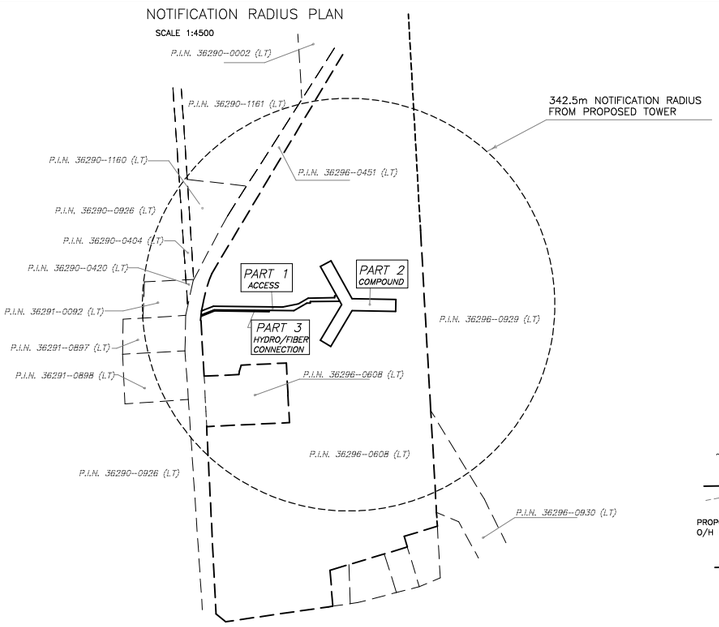
PROPOSED
TELECOMMUNICATION INSTALLATION

PART OF LOT 1, CONCESSION 7
GEOGRAPHIC TOWNSHIP OF PITTSBURGH
(FORMER MUNICIPAL TOWNSHIP OF STORRINGTON)
TOWNSHIP OF SOUTH FRONTENAC
COUNTY OF FRONTENAC

SITE DATA	EXISTING	PROPOSED
PROPERTY AREA	± 27ha	
AREA LEASED ACCESS (PART 1) COMPOUND (PART 2) HYDRO/FIBER (PART 3) TOTAL		 1470 sq.m. 4477 sq.m. 230 sq.m. 6177 sq.m.
UNITS		1 PROPOSED RADIO EQUIPMENT SHELTER 1 PROPOSED STEEL GUYED TOWER
HEIGHT OF TOWER		90.00m
SETBACKS		
PROPOSED STEEL GUYED TOWER FRONT (BATTERSEA ROAD) SIDE (EAST)		 ±237 m ±127 m
PROPOSED RADIO EQUIPMENT SHELTER FRONT (BATTERSEA ROAD) SIDE (EAST)		 ±228 m ±125 m

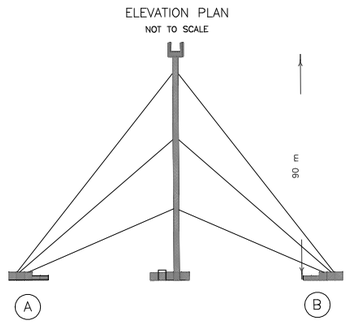
NOTIFICATION RADIUS PLAN

SCALE 1:4500



ELEVATION PLAN

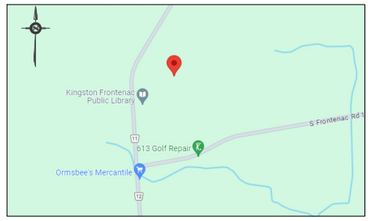
NOT TO SCALE



SCALE 1 : 600

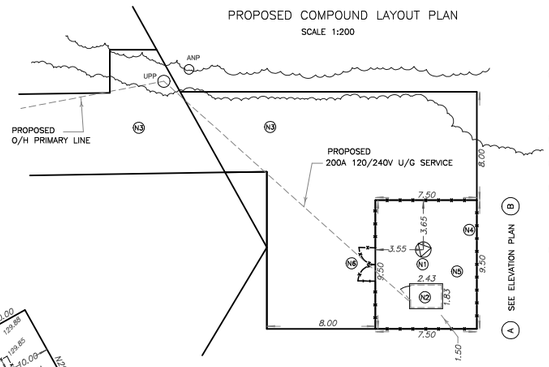
10 5 0 10 20 30 40 50 metres

KEY PLAN (NOT TO SCALE)



PROPOSED COMPOUND LAYOUT PLAN

SCALE 1:200



NOTES

(N1) PROPOSED STEEL GUYED TOWER.
PAINT COLOUR SUBJECT TO NAV CANADA REQUIREMENTS.
ANTENNA NUMBER AND LOCATIONS TO BE DETERMINED.
FOUNDATION DESIGN PENDING SOIL REPORT.

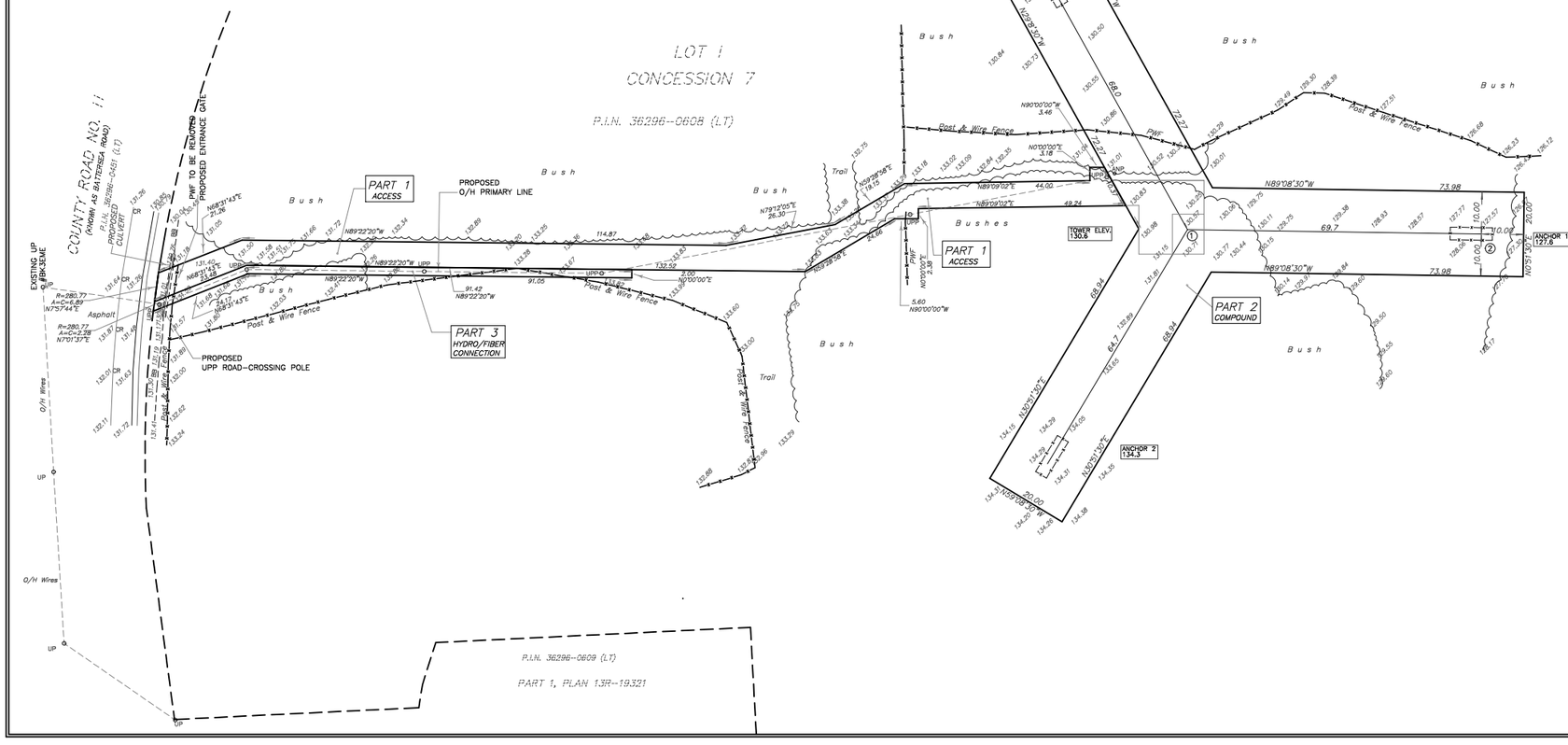
(N2) PROPOSED RADIO EQUIPMENT SHELTER ON REINFORCED CONCRETE SLAB.

(N3) PROPOSED GRAVEL ACCESS WAY AND HYDRO/FIBER CONNECTION.

(N4) PROPOSED 2.4 m HIGH CHAIN LINK SECURITY FENCE TOPPED WITH BARBED WIRE SURROUNDING THE COMPOUND.

(N5) REMOVE EXISTING TOPSOIL, PROOF ROLL SUBGRADE AND PLACE 300 mm GRANULAR "A" ACROSS COMPOUND AREA. MATCH INTO EXISTING GRADES ADJACENT TO THE COMPOUND. PROVIDE POSITIVE DRAINAGE AWAY FROM THE TOWER, SHELTERS AND HYDRO PAD TOWARDS THE NATURAL SLOPE OF THE SITE. REINSTATE ALL DISTURBED AREAS.

(N6) PROPOSED CHAIN LINK GATE.



LEGEND

PIN	DENOTES	PROPERTY IDENTIFIER NUMBER
UP	•	UTILITY POLE
CR	•	CENTERLINE
O/H WIRE	•	OVERHEAD
PWF	•	POST & WIRE FENCE
UPP	•	PROPOSED UTILITY POLE
ANP	•	PROPOSED ANCHOR
U/G	•	UNDERGROUND

ALEX MARTON LTD.
ONTARIO LAND SURVEYORS

METRIC

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

SCHEDULE

PART	LOT	CONCESSION	P.I.N.	AREA sq.m
1	PART OF 1	7	36296-0608 (LT)	1470
2				4477
3				230

INTEGRATION NOTE

BEARINGS SHOWN ARE GRID BEARINGS AND ARE DERIVED FROM OBSERVED REFERENCE POINTS (ORP'S) 1 AND 2 BY REAL TIME NETWORK OBSERVATIONS, UTM ZONE 18, NAD 83 (CSRS) (2010.0 EPOCH).

DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99972726

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORP's) DERIVED FROM GPS REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 18, NAD 83 (CSRS) (2010.0). COORDINATE VALUES ARE TO URBAN ACCURACY PER SECTION 14 (2) OF O. REG 216/10

POINT ID	NORTHING	EASTING
ORP 1	4915782.14	386678.24
ORP 2	4915781.12	386746.64

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

ELEVATION NOTE

ELEVATIONS SHOWN HEREON ARE GEODETIC AND ARE DERIVED FROM GPS OBSERVATIONS USING REAL TIME NETWORK OBSERVATIONS.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THE SURVEY WAS COMPLETED ON THE 8TH DAY OF JANUARY 2024.

JANUARY 30, 2024
DATE

A. MARTON
ONTARIO LAND SURVEYOR

AMENDMENTS		
No.	DESCRIPTION	DATE
1	PARTS FOR HYDRO/FIBER CONNECTION AND ACCESS REVISED	3.02.2024

Rogers™

LATITUDE N44°23'11.3" 44.386463
LONGITUDE W76°25'21.8" -76.422710
ELEVATION 130.6

SITE NAME: Moreland– Dixon Rd & South Frontenac Rd 12
SITE CODE: (C8788)

ALEX MARTON LIMITED
ONTARIO LAND SURVEYORS
160 APPLEWOOD CRESCENT, UNIT 8,
CONCORD, ONTARIO, L4K 4H2
PHONE: 905-879-9889 FAX: 905-879-0770
E-MAIL: alex@amsurveying.ca
WEBSITE: www.amsurveying.ca

PARTY CHIEF : H.G.	FILE NAME: 2023-338(C8788).DWG
DRAWN : H.Z.	PLOT SCALE: 1:600
CHECKED : A.M.	PROJECT No. 2023-338

April 28th, 2024

The Township of South Frontenac
4432 George St. Box 100
Sydenham ON, K0H 2T0
Tel: (613) 376-3027

Attention: Tom Fehr, Development Services

Dear Mr. Fehr,

Re: Proposed Wireless Communication Site: C8788 Moreland-Dixon Rd. & South Frontenac Rd. 12

On behalf of Rogers Communication Inc. ("Rogers"), I would like to submit for your review and consideration a summary of the municipal and public consultation process for the purpose of issuing a statement of concurrence concerning a proposed wireless communication site to be located east of Battersea Rd., north of Sunbury Rd.

Project Description & Proposed Location

Rogers is constantly improving and expanding its infrastructure to meet the ever-growing demand for high-quality reliable wireless voice and data services. The proposed site is needed to improve our wireless voice and data services in the community and to meet the objectives of the EORN Cell-Gap Project.

The proposed wireless communication installation consists of a 90m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound.

Municipal & Public Consultation Process

Rogers is regulated and licensed by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada) to provide inter-provincial wireless voice and data services. As a federal undertaking, Rogers is required by ISED to consult with land-use authorities in siting tower locations. The consultation process established under ISED's authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the federal government's exclusive jurisdiction in the siting and operation of wireless and data systems.

The provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings. Rogers is, however, required to follow established and documented wireless protocols or processes set forth by land-use authorities.

Rogers submitted an Application for an Antenna System to the Township of South Frontenac via email on March 21st, 2024 for a wireless communications installation to be located on east of Battersea Rd.

The Township of South Frontenac has not developed a protocol relevant for establishing telecommunication facilities in the Township and as a result, Rogers is following Innovation, Science and Economic Development (ISED) Canada's CPC-2-0-03 Default Protocol as it pertains to the public notification and consultation required for communication towers.

Rogers provided the attached Public Notification Package to the eight property owners within the required 342.5m radius of the proposed installation. The notice was issued by regular mail on March 22nd, 2024. The notice described the proposal and invited comments by mail, electronic mail, or phone before April 27th, 2024.

A newspaper ad was also published in the March 28th, 2024 edition of The Frontenac News notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

No public comments were received during the consultation process.

Rogers has now fulfilled all circulation requirements under ISED's Default Protocol as they pertain to the proposed new communication site to be located on a property east of Battersea Rd., north of Sunbury Rd.

Rogers has followed all the necessary steps in accordance with the Default Protocol's guidelines by:

- consulting with the land-use authority;
- advising the public of our proposal;
- addressing all reasonable and relevant concerns pertaining to our proposal; and
- keeping and producing all associated communications to ISED and the land-use authority.

Conclusion

Rogers takes concerns or suggestions expressed by the public as important elements to our proposal. As a result of the consultation process, no comments were received from the public.

Rogers feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area. The proposed site is also situated and designed to have minimal impact on surrounding land uses.

Request for Concurrence

Rogers has now fulfilled all the requirements under ISED's Default Protocol as they pertain to the proposed new telecommunications site.

In order to conclude this land-use consultation and meet ISED's requirements, Rogers Communications Inc. respectfully requests that our proposal be considered complete and that the Township of South Frontenac move forward with the assessment of the process Rogers has undertaken to date.

Rogers also requests that the Township of South Frontenac issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site.

Yours Truly,

Christian Lee, Site Acquisition Specialist
On behalf of Rogers Communications Inc., Network Implementation
(613) 799-9900

By-Law Number 2024-43

A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural – Special Provision (RU-81) on lands described as Part 2 on Reference Plan 13R23084, Part of Lot 5, Concession 5, District of Loughborough

---

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 “B” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-81) for lands shown on Schedule “1”.

2. That Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-81 (Part 2, Reference Plan 13R23084, Part of Lot 5, Concession 5, District of Loughborough) immediately after the last Rural – Special Provision section to read as follows:

   RU-81 (Part 2, Reference Plan 13R23084, Part of Lot 5, Concession 5, District of Loughborough)

   Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-81), the following provisions apply:

   - Lot Area (Minimum) 0.7 hectares (1.7 acres)

   All other provisions of this by-law shall apply.

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

Given First and Second Readings: Tuesday, May 21, 2024

Given Third Reading and Passed: Tuesday, May 21, 2024

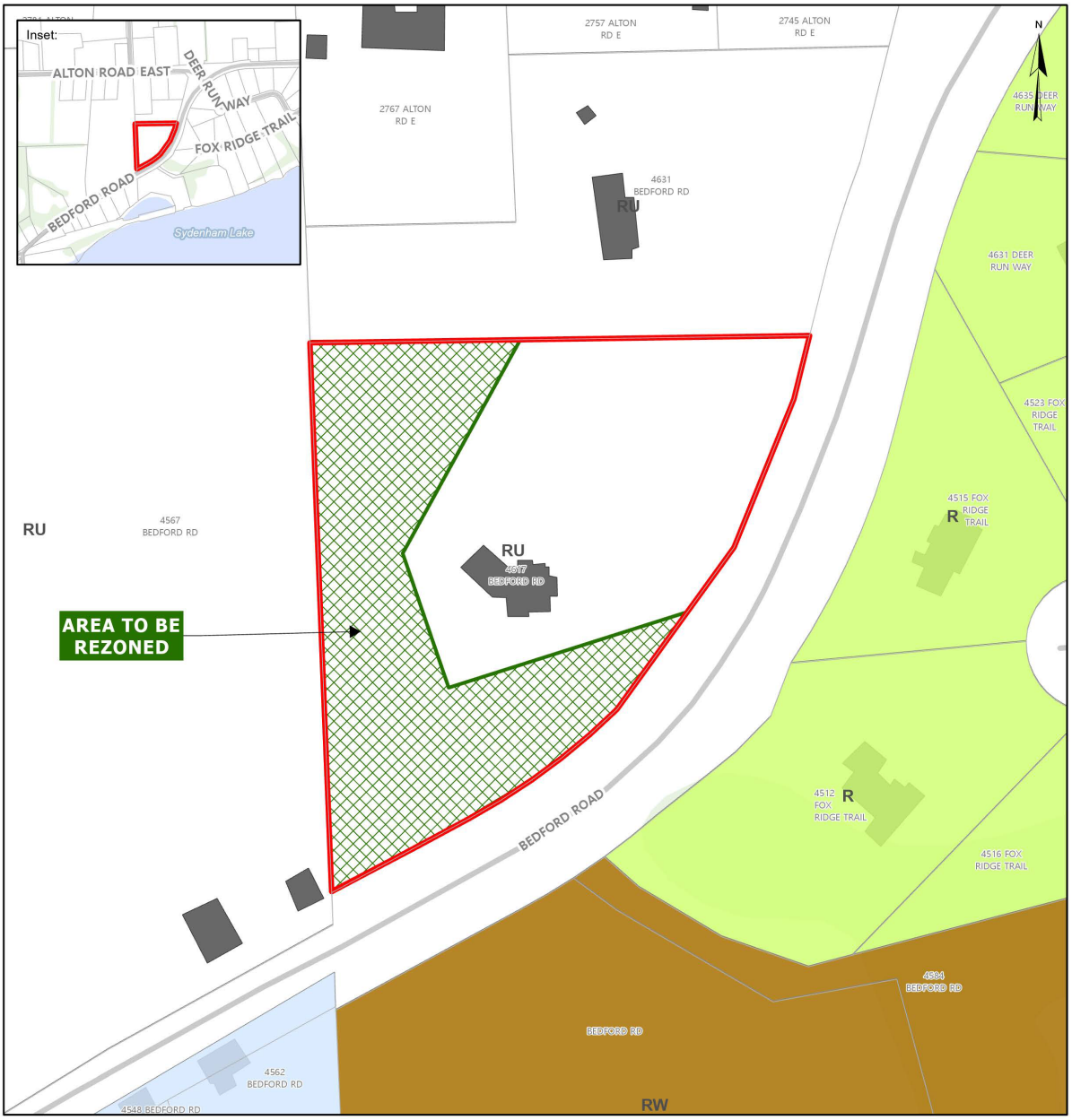
_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor

Schedule 1 of By-law 2024-43



SOUTH FRONTENAC

(SNIDER)
4617 BEDFORD ROAD

PL-ZBA-2024-0043

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Scale: 1:1,500

LEGEND

- Subject Property
- Area to be Rezoned
- Township Boundaries
- Assessment Parcels
- Building Footprints
- Wooded Area
- Waterbody
- Road

Zoning

- AGRICULTURAL ZONE (A)
- COMMUNITY FACILITY ZONE (CF)
- ENVIRONMENTAL PROTECTION ZONE (EP)
- MOBILE HOME RESIDENTIAL ZONE (MHR)
- OPEN SPACE - PUBLIC ZONE (OS)
- OPEN SPACE - PRIVATE ZONE (OSP)
- PIT 'A' ZONE (PA)
- PIT 'B' ZONE (PB)
- QUARRY 'A' ZONE (QA)
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- RURAL INDUSTRIAL ZONE (RI)
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- LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)
- LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)
- RECREATIONAL RESORT COMMERCIAL ZONE (RRC)
- RURAL ZONE (RU)
- WATERFRONT RESIDENTIAL ZONE (RW)
- SALVAGE YARD INDUSTRIAL ZONE (SI)
- TEMPORARY USE ZONE (TUZ)
- URBAN COMMERCIAL ZONE (UC)
- URBAN INDUSTRIAL ZONE (UI)
- URBAN MULTIPLE RESIDENTIAL ZONE (UMR)
- URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)
- URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)
- WASTE DISPOSAL ZONE (WD)

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UTM Projection NAD 83 | Date: 2024-04-25

Township of South Frontenac

Staff Report

To: Council

From: Director, Development Services

Date of Meeting: May 21, 2024

Subject: Proposed General Amendments to Zoning By-law

Report Number: 2024-090

Summary

This report provides Council with information about Township-initiated proposed amendments to Zoning By-law No. 2003-75, as amended. The proposed amendments relate to administrative errors, penalties for contravening the zoning by-law, additional dwelling units, site-specific holding symbols, and a holding symbol on a private property to address archaeology matters.

Recommendation

For information only.

Background/Discussion

Township staff are proposing a Township-initiated amendment to Zoning By-law No. 2003-75, as amended, to address matters that have arisen over the past year. The proposed amendments relate to administrative errors, penalties for contravening the zoning by-law, additional dwelling units, site-specific holding symbols, and a holding symbol on a private property to address archaeology matters.

Administration of Zoning By-law

Planning Services regularly prepares a consolidated version of the Zoning By-law that includes all amending by-laws passed by Council. The consolidated version is for convenience of reference only. Sometimes, technical information on the schedules needs to be updated. Also, a variety of numbering, grammatical and typographical errors are found from time to time.

It is proposed to add a section to the Zoning By-law authorizing the Director of Development Services or their designate to make editorial revisions to the Zoning By-law without the need for an amendment in a manner that does not change the intent of a provision or affect the zoning of lands.

Violations and Penalties

The *Planning Act* includes a penalty for contraventions of a zoning by-law. A person may be liable for fines of up to $25,000 on a first conviction, and for fines up to $10,000 a day on subsequent convictions. Fines are doubled for corporations. Courts can also make orders prohibiting the continuation or repetition of an offence. Proceeds of fines are paid to the Municipality.

Zoning By-law No. 2003-75, as amended, includes a provision that speaks to violations and penalties in general terms. The Township Clerk requested that the fines specified in the *Planning Act* be added to the Zoning By-law to draw attention to seriousness of contravening the by-law. It is the opinion of the Township's solicitor that this addition could be beneficial for enforcement matters.

Additional Dwelling Units

On September 19, 2023, Council passed By-law 2023-74 to amend Zoning By-law No. 2003-75 to permit additional dwelling unit in the Township. This By-law took effect in January 2024.

The By-law established a Township-wide holding overlay for additional dwelling units. The intent was that this holding overlay would exclude the area connected to the Sydenham municipal water service. The intent was documented in the September 19, 2023 staff report. It came to the attention of staff that the Schedule to By-law 2023-74 (now Schedule "I" in the Zoning By-law) excluded all lands within the Sydenham Settlement Area boundary instead of the Sydenham water service area from the holding overlay.

The implication of this error is that 5 properties on the water service are subject to the holding provision, and about 55 properties that should be subject to the holding provision are not.

It is proposed to amend Schedule I to ensure that all lands outside the Sydenham water service area are subject to the holding overlay for additional dwelling units, as intended by Council when it passed By-law 2023-74.

Property owners that may be directly impacted by this proposed amendment will be notified of the public meeting by mail.

Site-Specific Holding Symbols

A holding symbol is a zoning tool, authorized through section 36 of the *Planning Act*. A holding symbol is used to put limits on development of land, until certain conditions are met. Holding symbols are applied for a number of reasons. For example, the need for an environmental impact study or archaeological study to assess impact of a proposed development, the need to demonstrate that there is adequate potable water for a development, and the need to enter into an agreement with the Municipality (such as a subdivision agreement).

In the Township, holding symbols are often associated with site-specific zoning, and so the conditions that need to be met are outlined in the site-specific zone (e.g. RLS-10-H). However, there have been a few instances where holding symbols are not associated with site-specific zoning and there is nowhere to record them in the Zoning By-law (e.g. RU-H).

It is proposed to add a section to the Zoning By-law where site-specific and area-specific holding symbols can be recorded going forward. This will make it easier for people to find out what conditions need to be met to remove the holding symbol on any given property.

It is proposed that the first holding symbol to be added to this section is the one that was placed on a property on Bedford Road through By-law 2023-53.

Holding Symbol to Address Archaeology Matters

6082 Cemetery Road abuts the Verona Cemetery, and a portion of the cemetery property cuts into the private property. A burial site was discovered on the property in September 2021. The Ministry of Citizenship and Multiculturalism became responsible for the site and required the Owner to conduct an archaeological assessment. An archaeological assessment was completed in 2022, and the Registrar made their declaration in December 2022. The human remains were disinterred from the site and reinterred in the Verona Cemetery.

The property continues to have high archaeological potential. There must be no alteration, excavation, disturbance, interference with, destruction, removal or modification of the land or the soil situated within the subject lands by any person other than by prior agreement with the Ministry of Citizenship and Multiculturalism. Alterations and soil disturbance to an archaeological site prior to meeting requirements of the *Ontario Heritage Act* is an offence subject to penalty.

The Ministry required the Township to commit to ensuring that no further development occurs on the property without first conserving archaeological resources for this property. This includes protecting an identified archaeological site, requiring archaeological assessment prior to development anywhere else within the property, and requiring archaeological assessment to identify any burials.

It is proposed that this be accomplished by undertaking the process of placing a holding symbol on the zone of the property. The draft by-law is based on preliminary feedback from the Ministry.

The property owner and the Ministry of Citizenship and Multiculturalism will be notified of the public meeting.

Public Meeting

The purpose of this report is to provide information about the proposed amendments to Township Council in advance of a public meeting. The statutory public meeting required by the *Planning Act* will be scheduled for June 18, 2024. Staff will provide a brief presentation about the proposed amendments at the public meeting. After the presentation, staff will address questions from Council, as well as members of the public.

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

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.

Climate Considerations

☒ Not applicable to this report.

Notice/Consultation

Notice of the Statutory Public Meeting to be held on June 18, 2024, will be given pursuant to the requirements of the Planning Act, 20 days in advance of the Public Meeting. This will include notice given:

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

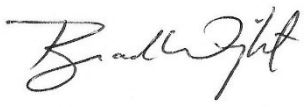
Attachments

Exhibit A – Draft General Zoning By-law Amendment

Approvals

Prepared By: Christine Woods RPP, MCIP, Senior Planner

Submitted By:



Brad Wright, RPP, MCIP, Director of Development Services

Approved By:

Louise Fragnito, CPA, CGA, Chief Administrative Officer

By-Law Number 2024-XX

A Township-initiated By-Law to amend By-law 2003-75, as amended, to effect a number of changes related to additional dwelling units, a holding symbol on a private property to address archaeology matters, administrative errors, and penalties for contravening the zoning by-law

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

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

Whereas the Council of the Corporation of the Township of South Frontenac deems it expedient to amend By-law No. 2003-75 as amended, to undertake general amendments to amend additional dwelling unit provisions, add a holding symbol to a private property to address archaeological matters, add provisions related to administrative errors, and to add provisions related to penalties for contravening the By-law; 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 Section 4 – Administration, subsection 4.4 Inspection of Land or Buildings is amended by deleting the text “Chief Building Official” and replacing this text with “Director of Development Services” so that it reads as follows:

   4.4 Inspection of Land or Buildings

   Where the Director of Development Services has reason to believe that any person has used land or used a building or structure contrary to this By-law, he/she, or an employee of the Township authorized by him/her, may at any reasonable hour, enter and inspect the land, building or structure.

2. That Section 4 – Administration, subsection 4.5 Violations and Penalties is amended by deleting the text of the subsection and replacing it with the following text:

   4.5.1 Every person who contravenes any of the provisions of this by-law and, if the person is a corporation, every director or officer of the corporation who knowingly concurs in the contravention, is guilty of an offence and on conviction is liable:

   a. on a first conviction, to a fine of not more than $25,000.00; and

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b. on a subsequent conviction, to a fine of not more than $10,000.00 for each day or part thereof upon which the contravention has continued after the day on which the person was first convicted.

4.5.2 Where the person convicted of a breach of any of the provisions of this by-law is a corporation, the penalty that may be imposed is:

a. on a first conviction, a fine of not more than $50,000.00; and

b. on a subsequent conviction a fine of not more than $25,000.00 for each day or part thereof upon which the contravention has continued after the day on which the corporation was first convicted, and not as set out in subsection 4.5.1.

4.5.3 Where a conviction of a breach of any of the provisions of this by-law has been entered, in addition to any other remedy or any penalty provided by law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.

3. That Section 4 – Administration is further amended by adding the following new subsection and text:

4.8 Technical Revisions

Revisions may be made to this By-law without the need for a Zoning By-law amendment in the following cases:

4.8.1 Correction of numbering, cross-referencing, grammar, punctuation or typographical errors or revisions to format in a manner that does not change the intent of a provision.

4.8.2 Adding or revising technical information on maps or schedules that does not affect the zoning of lands including, but not limited to, matters such as updating and correcting infrastructure information, keys, legends, or title blocks.

4.8.3 Changes to formatting, appendices, footnotes, headings, indices, marginal notes, tables of contents, illustrations, historical or reference information, page numbering, footers, and headers, which do not form a part of this By-law and are editorially inserted for convenience of reference only.

4.8.4 Amendments are not necessary for the purpose of preparing a Zoning By-law consolidation of amendments.

4. That Schedule “I” to Zoning By-law Number 2003-75 as amended, is hereby amended by applying the holding overlay to all lands outside the Sydenham Water Service Area as shown on Schedule “1”.

5. That Section 5 – General Provisions, Subsection 5.4 Holding Overlays and Zones, is hereby further amended by:

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a. Deleting subsection 5.4.2.

b. Adding a new Section 5.4.3 as follows:

5.4.3 Where the symbol “H” appears on a zoning map as a prefix to any Zone symbol, the lands have been placed in a ‘Holding Zone’ and Holding Zone provisions as set out in Section 33 of this By-Law apply.

6. That a new Section 33 Holding (-H) Zones be added to the By-law as follows:

SECTION 33 – HOLDING ZONES (-H)

33.1 Where the symbol “H” appears on a zoning map as a prefix to any Zone symbol, the lands have been placed in a ‘Holding Zone’ pursuant to Section 36 of the *Planning Act*. County may pass a By-Law pursuant to Section 36 of the *Planning Act* to remove the Holding (H) Symbol, thereby placing the lands in the Zone indicated by the Zone symbol.

33.2 PERMITTED USES

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

- Uses that legally existed on the date of the passing of this By-law
- A model home in accordance with Section 5.48

33.3 SPECIAL PROVISIONS

{reserved}

7. That Schedule “B” to Zoning By-law Number 2003-75 as amended, is hereby amended by adding a “1” to the holding symbol (-H) on the RU zone on the lands shown on Schedule “2”.

8. That the text from By-law 2023-53 be added to Section 33 as follows:

Holding Symbol H1

The Holding Symbol -H1 applying to lands zoned Rural (RU) may be removed to permit development only after an Environmental Impact Assessment and Archaeological Assessment are prepared to the satisfaction of the Township.

9. That Schedule “E” to Zoning By-law Number 2003-75 as amended, is hereby amended by adding a holding symbol (-H2) on the UR1 zone on the lands shown on Schedule “3”.

10. That the following holding symbol provision be added to Section 33:

Holding Symbol H2

The Holding Symbol -H2 applying to lands zoned Urban Residential – First Density (UR1) may be removed to permit development and/or site alteration only after an archaeological assessment of the property has been completed by a licensed archaeologist in compliance with the 2011

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Standards and Guidelines for Consultant Archeologists and a report has been entered into the Ontario Public Register of Archaeological Reports with a recommendation of one of the following:

i. No archaeological site of cultural heritage value or interest has been identified and no further archeological assessment is required for all or that part of the property;
ii. Any identified archeological site is of no further cultural heritage value or interest and no further archaeological assessment is required for all or part of the property;
iii. Any identified archaeological site of further cultural heritage value or interest is conserved and protected in a manner as detailed in the archaeological assessment.

For the purpose of Holding Symbol -H2, the following definitions shall apply:

Archaeological resources: includes artifacts, archaeological sites, marine archaeological sites, as defined under the *Ontario Heritage Act*. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act*.

Areas of archaeological potential: means areas with the likelihood to contain archaeological resources. Criteria to identify archaeological potential are established by the Province. The *Ontario Heritage Act* requires archaeological potential to be confirmed by a licensed archaeologist.

Conserved: means the identification, protection, management, and use of archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This shall be achieved by the implementation of recommendations set out in an archaeological assessment that has been reviewed by the Ministry and entered into the Ontario Public Register of Archaeological Reports. Archaeological Assessments and requests to deposit must meet the requirements of the *Ontario Heritage Act*.

Cultural heritage value or interest: means for the purposes of the *Ontario Heritage Act* and its regulations, archaeological resources that possess cultural heritage value or interest are protected as archaeological sites under Section 48 of the Act. Where analysis of documented artifacts and physical features at a given location meets the criteria stated in the Standards and Guidelines, that location is protected as an archaeological site and further archaeological assessment may be required.

Site Alteration: means activities, such as grading, excavation and the placement of fill that would have the potential to compromise archaeological resources and/or the ability to conduct an archaeological assessment.

11. This By-law shall come into force in accordance with Section 34 and Section 36 of the *Planning Act,* 1990, as amended, either upon the date of passage or as otherwise provided by said Section 34 and Section 36.

Given First and Second Readings: Click or tap to enter a date.

Given Third Reading and Passed: Click or tap to enter a date.

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_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor

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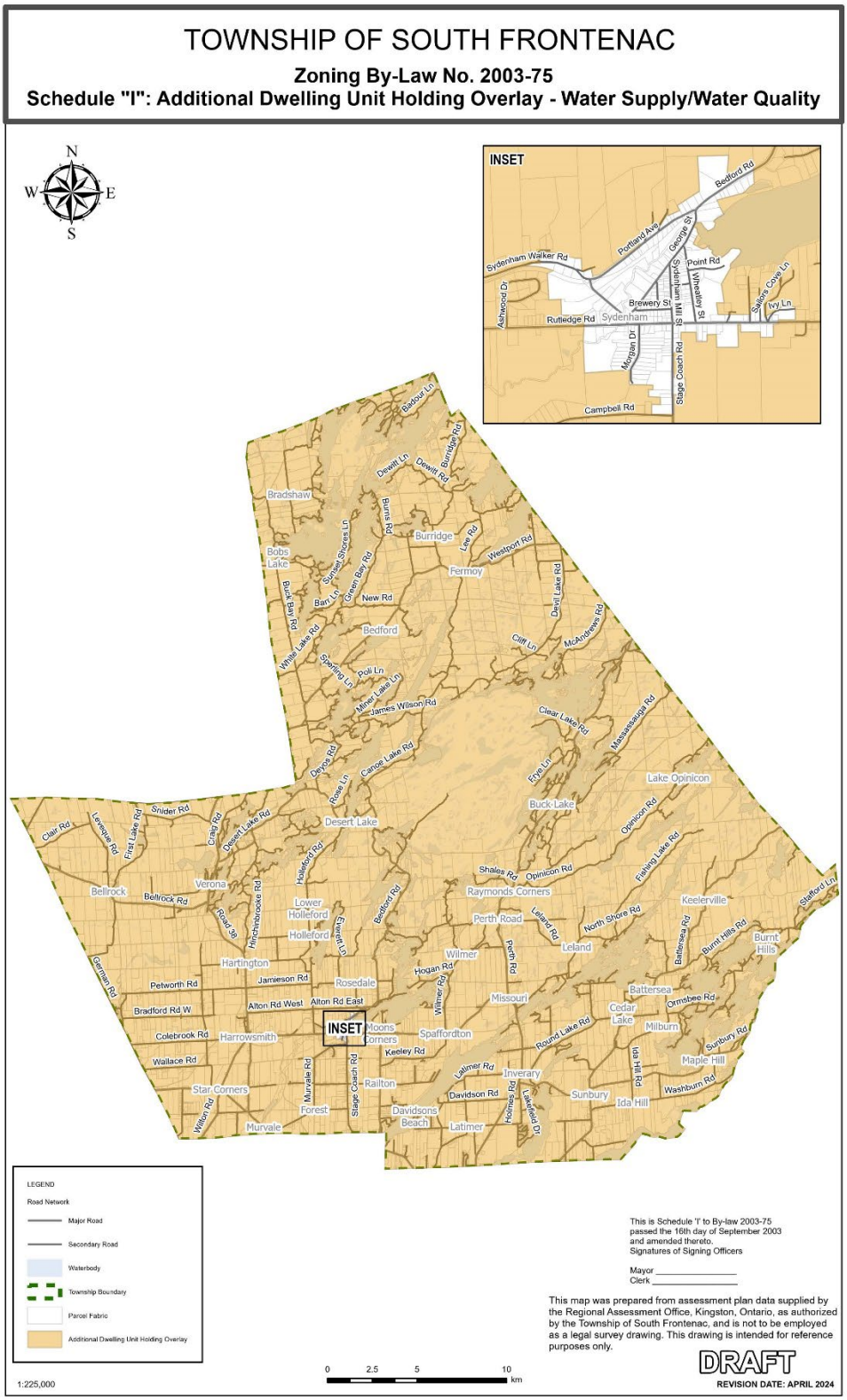
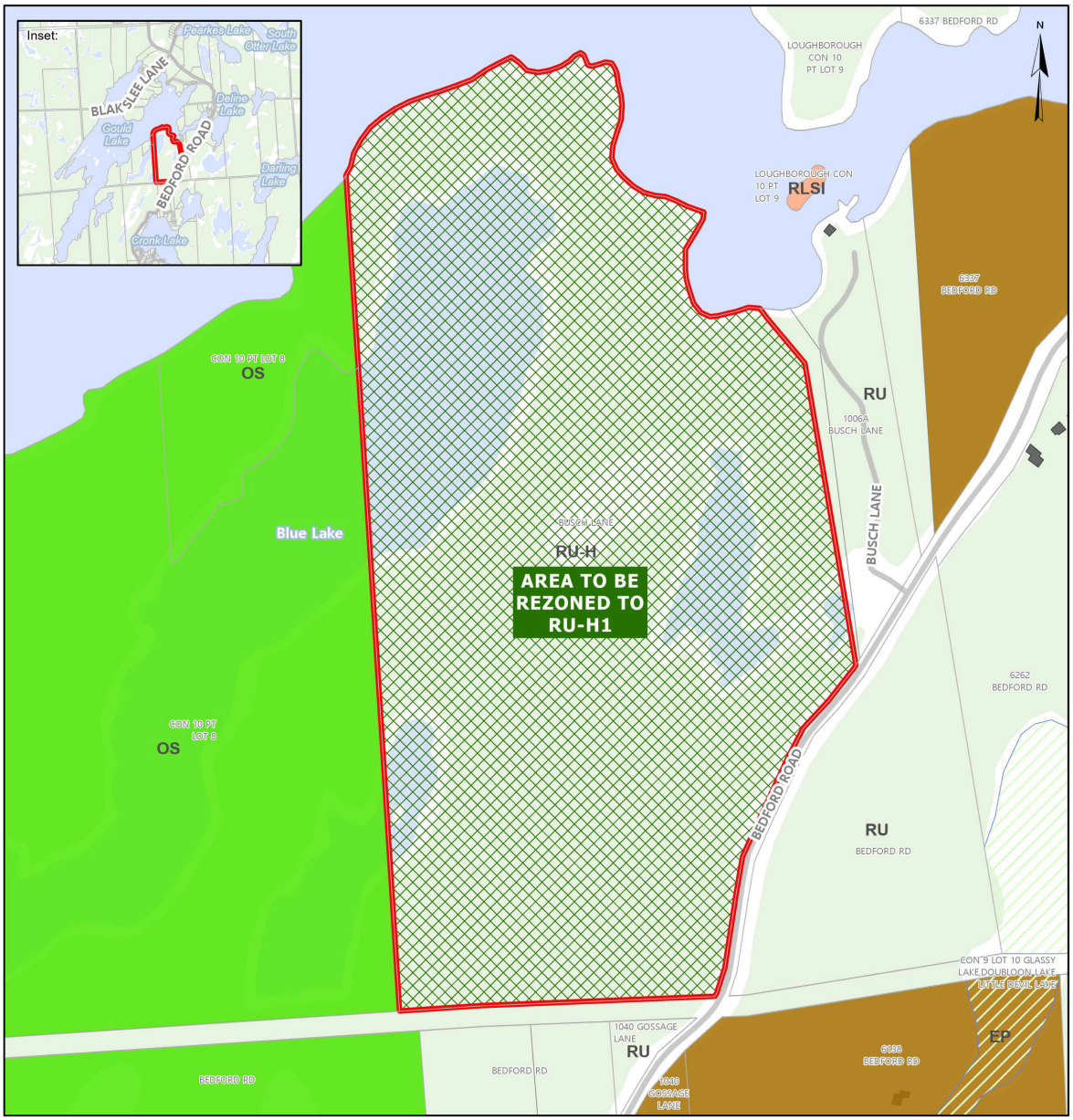
Schedule 1 of By-law 2024-XX



Schedule 2 of By-law 2024-XX



SOUTH FRONTENAC

BUSCH LANE

PL-ZBA-2024-0028

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Scale: 1:5,000

LEGEND

- Subject Property
- Area to be Rezoned
- Township Boundaries
- Building Footprints
- Wooded Area
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- Road

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- WASTE DISPOSAL ZONE (WD)
- Parcels

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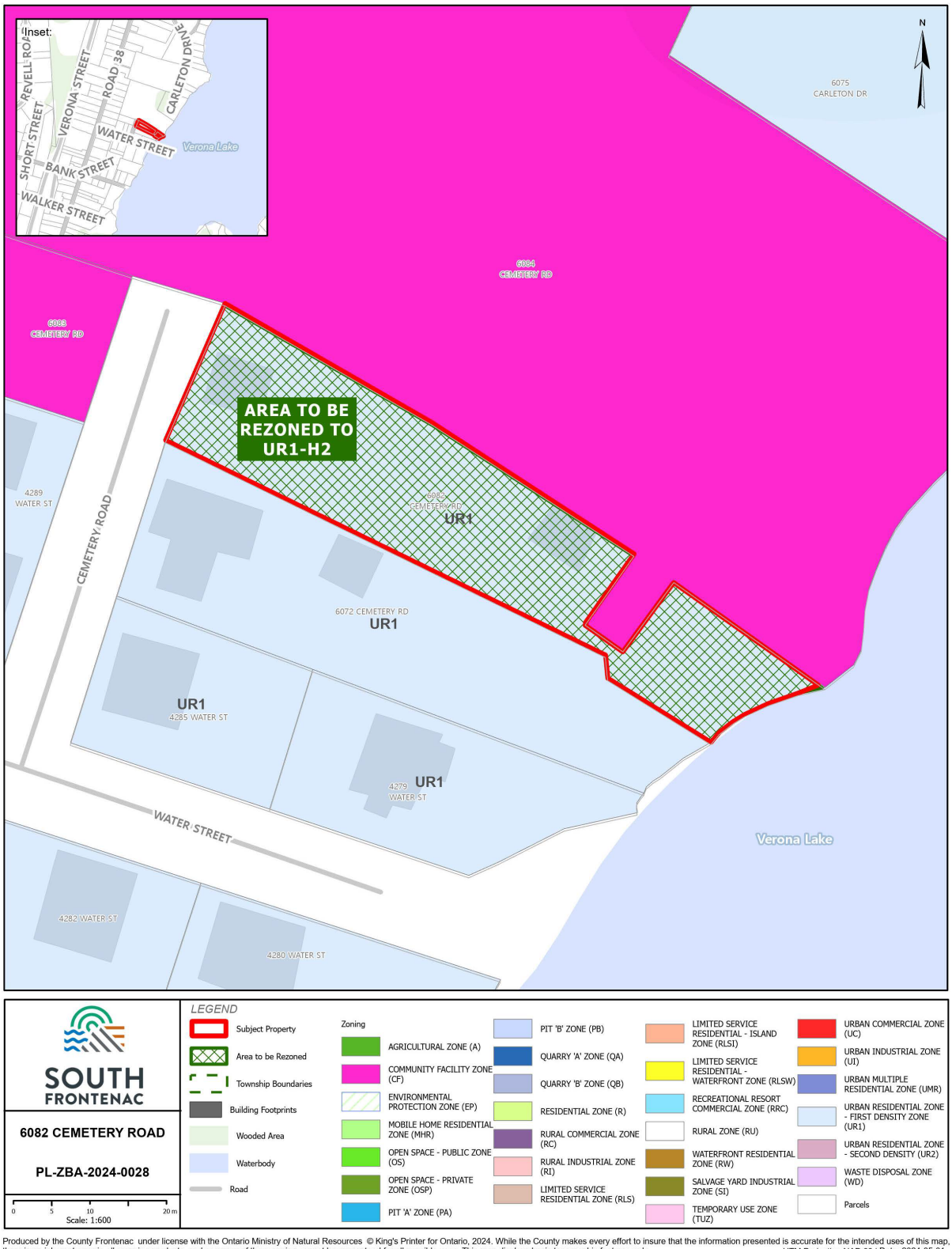
UTM Projection NAD 83 | Date: 2024-05-01

Schedule 3 of By-law 2024-XX



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UTM Projection NAD 83 | Date: 2024-05-01

Township of South Frontenac
Staff Report

To:	**Council**
From:	**Director, Development Services**
Date of Meeting:	**Tuesday, May 21, 2024**
Subject:	**Development Charges Background Study and By-law Update**
Report Number:	**2024-092**

Summary

The Township's current Development Charges By-law 2019-48 will expire on August 6, 2024. To continue to impose development charges, the Township will need to adopt a new Development Charges By-law prior to this date. A Development Charges Background Study and By-law update are currently in process and this report provides an update to Council regarding project timelines.

Recommendation

This Report is for information purposes only.

Background

The *Development Charges Act,* 1997, governs the collection of Development Charges (DC). The intent of DCs is to ensure that infrastructure costs arising from increasing population and employment are funded by new development that benefits from the introduction of the new services (user-pays approach). DCs have been established to ensure that these costs are not borne by existing residents and businesses through property taxes or water/sewer rates. The project includes development of a Growth Analysis Study update, Development Charges Background Study, a statutory public meeting, and Council consideration of a Development Charges By-law.

Discussion/Analysis

Development Charges Background Study

In April 2024, the Township initiated a Development Charges Background Study process as required by the *Development Charges Act* before passing a new Development Charges by-law. The Development Charges Background Study was released publicly on May 16, 2024, and is required to include:

- A forecast of the amount, type, and location of future development;
- The average service levels provided by the Township over the 15-year period immediately preceding the preparation of the background study;
- Capital cost calculations for each eligible development charge related service;

- An examination of the long-term capital and operating costs for infrastructure required to service the forecasted development; and
- An asset management plan to demonstrate that all assets included in the study are financially sustainable over the full life cycle.

Legislation requires a full background study be prepared to justify development charges fees which includes population and growth projections. The background study is required to be released and available for 60 days before Council considers the new by-law.

The DC Background Study was made available online at the Township's website on May 16, 2024, and copies will be also available at the Clerk's Office and the Development Services Department. The background study will be promoted using the Township's social media accounts.

Statutory Public Meeting

Staff is proposing June 18, 2024, as the date to hold a statutory Public Meeting of Council under Section 12 of the *Development Charges Act.* The public meeting will be advertised in the Frontenac News in advance of the meeting. The purpose of the June 18th statutory public meeting is to give the public an opportunity to ask questions, provide comments, and make representations on the 2024 DC Background Study and the proposed By-law. The public will also be invited to provide comments in writing.

The Township's consultant will attend and present the DC background study and draft by-law(s) at the statutory public meeting. This will include presenting to council an overview of the draft findings, including draft calculated DC charges and proposed policy changes.

Growth Analysis Study Update

The Growth Forecast Update Report will form a key input to a comprehensive and defensible D.C. background study update. The Growth Forecast Update Report will contain a 30-year demographic analysis and forecast of population, household, and employment growth for the Township of South Frontenac from 2021 to 2051 (in five-year intervals). This growth update is needed to ensure that recent changes in growth patterns experienced by the Township are contemplated in a new forecast to 2051. A separate information report and presentation to Council will be provided regarding the findings from the Growth Analysis Study update.

Proposed Project Timelines

The following are key dates for the Development Charges Background Study and By-law:

- May 16, 2024 –Release Background Study & Draft By-law to public
- June 18, 2024 –Statutory Public Meeting
- July 16, 2024 –Council Consideration of By-law

Financial Implications

The DC background Study and by-law update is funded by the Development Charges reserve fund.

Financial recommendations resulting from the study will be brought to Council with the by-law for consideration.

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: Sustainable Long-Term Prosperity

Climate Considerations

☒ Not applicable to this report.

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

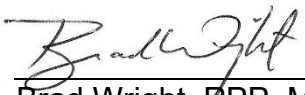
Notice/Consultation

Director of Corporate Services

CAO

Approvals

Submitted By:



Brad Wright, RPP, MCIP, Director of Development Services

Approved By:

Louise Fragnito, CPA CGA, Administrative Officer

Township of South Frontenac

Staff Report

To: Council

From: Director, Public Services

Date of Meeting: Tuesday, May 21, 2024

Subject: Town Hall Expansion Update

Report Number: 2024-095

Summary

The purpose of this report is to provide Council an update on the Town Hall administrative office expansion project.

Recommendation

This Report is for information purposes only.

Background

In 2022, a feasibility study was completed to provide options for expanding the Township's administrative offices located at 4432 George Street including the expansion of the existing building along with alternatives. On March 7, 2023 Council supported the option to expand the existing space and approved the design and preparation of construction drawings.

On July 18, 2023 Council approved the detailed design for the Town Hall expansion project to Colbourne & Kembel Architects Inc.

Discussion/Analysis

The Town Hall expansion design kicked off by completing a functional program with each department to determine current and future staffing, workstations, and meeting room requirements. The conceptual drawings from the feasibility study were updated with this information and have since been advanced to the 66% drawing package. Floor plans and 3D renderings of the outside elevations can be found in Exhibit A and B attached to this report. Key highlights of the design are:

<u>Office Expansion</u>

- Additional 4,475 ft2 of floor space (approximately 2,239 ft2 per floor)
- Additional 10 workstations for a total of 42 workstations and 35 offices
- Additional three washrooms for a total of seven
- Additional three meeting rooms including one for Council closed session meetings
- Additional 23 parking spaces including a separate staff parking lot in the back

Accessibility items

- Accessible lift between floors
- Barrier free counter heights at both reception areas
- Barrier free entrance to the basement floor
- Barrier free washroom on both floors
- Universal washroom on the main floor

The construction drawings are scheduled to be completed by the end of May and next steps will be to publicly tender for a contractor in June with an award of contract in July. The plan is for the building to be completely vacant during construction and construction is anticipated to take 12 months to complete. Staff will begin relocating mid July and there will be communication to the public regarding the office closure and temporary municipal office locations. The August 8th committee of adjustment and August 13th Council meetings will be the last meetings held in Council Chambers. Starting in September all meetings will be held at the Storrington Centre.

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: Sustainable Long-Term Prosperity

Climate Considerations

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

Attachments

Exhibit A – Floor Plans
Exhibit B – 3D Renderings

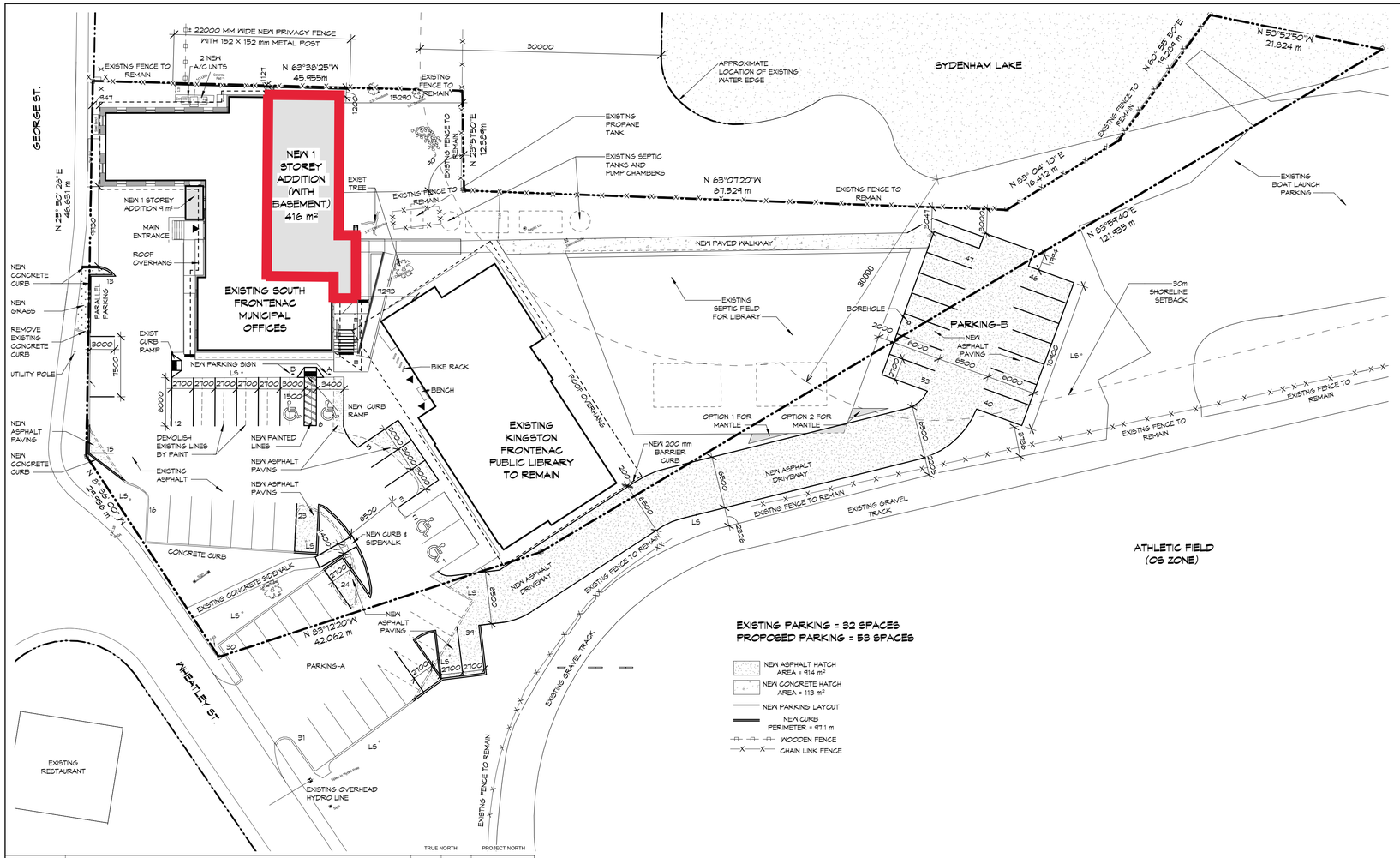
Approvals

Submitted By:

Kyle Bolton, Director of Public Services

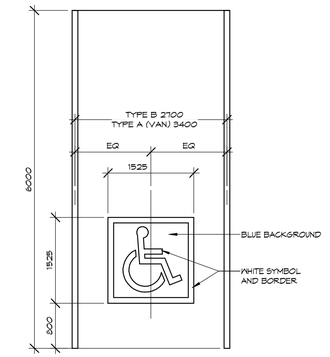
Approved By:

Louise Fragnito, CPA CGA, Chief Administrative Officer



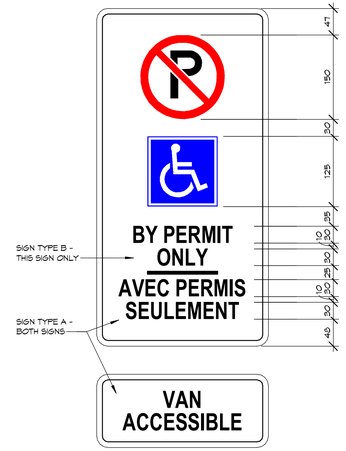
1 PROPOSED SITE PLAN

SCALE: 1 : 300 (0m 6m 12m 18m 24m 30m)



2 BARRIER FREE PARKING DETAIL

SCALE: 1 : 50 (0m 1m 2m 3m 4m 5m)



3 BARRIER FREE PARKING SIGNS

SCALE: 1 : 5 (0m 0.1m 0.2m 0.3m 0.4m 0.5m)

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DRAWINGS MUST NOT BE SCALED. VERIFY DIMENSIONS ON SITE

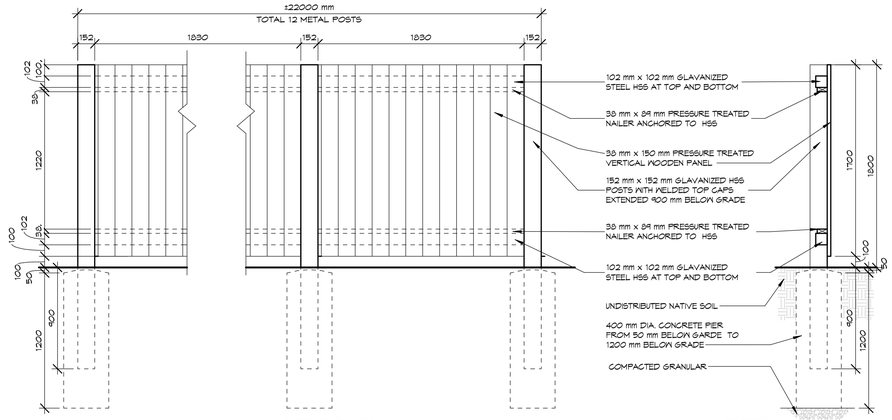
SITE STATISTICS

TOWNSHIP OF SOUTH FRONTENAC COMPREHENSIVE ZONING BY-LAW BY-LAW NO. 2003-75

DESCRIPTION	REQ'D/PERMITTED	PROVIDED	REMARKS
ZONING	CF - COMMUNITY FACILITY	CF - COMMUNITY FACILITY	COMPLIES
LOT AREA	8000 m² (MIN)	9362 m²	COMPLIES
FRONTAGE	76 m (MIN)	76.6 m	COMPLIES
FRONT YARD	10 m (MIN)	9.5 m	EXISTING
REAR YARD	15 m (MIN)	15.3 m	COMPLIES
SIDE YARD	7.5 m	1.06 m (EXISTING) + 1.2 m (NEW)	EXISTING
HEIGHT OF BUILDING	15 m MAXIMUM	8.8 m	COMPLIES
GROSS AREA OF ADDITION	-	416 m²	
LOT COVERAGE	40% (MAX)	1184 m² (22%)	COMPLIES
PARKING SPACES:	EXISTING: 32 SPACES NEW FOR ADDITION REQUIRED: 1/ 23 m² GFA = 18 SPACES TOTAL: 50 REQUIRED	53 SPACES	COMPLIES (A PORTION ON ADJACENT OWNERS SITE)

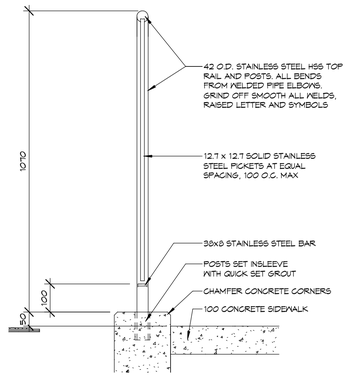
ONTARIO BUILDING CODE

MAJOR OCCUPANCY(S)	D		
BUILDING AREA (m2)	EXISTING BUILDING: 473 m²	NEW: 202 m²	TOTAL: 675 m²
GROSS AREA (m2)	EXISTING BUILDING: 814 m²	NEW: 416 m²	TOTAL: 1230 m²
NUMBER OF STOREYS	ABOVE GRADE: 1	BELOW GRADE: 1	
NUMBER OF STREETS/ACCESS ROUTES	2		
BUILDING CLASSIFICATION	GROUP D, UP TO 2 STOREYS, NON SPRINKLERED AND COMBUSTIBLE (3.2.2.53.)		



5 FENCING DETAIL

SCALE: 1 : 25 (0m 1m 2m 3m 4m 5m)



6 SIDEWALK GUARD DETAIL

SCALE: 1 : 10 (0m 0.2m 0.4m 0.6m 0.8m 1m)

No.	BY	REVISIONS/SUBMISSIONS	DATE
2	TC	REVISED AS PER COMMENTS	23/12/13
1	TC	ISSUED FOR CLIENT REVIEW	23/09/29

COLBOURNE & KEMBEL, ARCHITECTS INC.
1340 ARLINGTON PARK PLACE
KINGSTON, ONTARIO K7M 8M8
TEL 613-384-2240
info@ckai.ca www.ckai.ca

PROJECT
South Frontenac Office Expansion

4432 George St, Sydenham, ON

DRAWING
SITE PLAN

SCALE
As Indicated

PROFESSIONAL SEAL

NOT FOR PERMIT OR CONSTRUCTION WITHOUT SEAL AND ISSUED NOTE

DRAWN	DATE
JM	OCT 2023
CHECKED	PRINTED
TC	24-03-27
REVIEWED	DRAWING No.
TC	101
PROJECT No.	
23032	

New 1st floor area

NEW ADDITION (SHOWN DASHED)

ROOF OF EXISTING ADJACENT BUILDING ABOVE NEW ENTRANCE CANOPY

ROOF BELOW

ROOF BELOW

Corporate Services

Finance & Treasury

COPY N.I.C.

COPY 127

CORRIDOR 121

FILES 116

STORAGE 115

MAIL STORAGE

STORAGE

CORRIDOR 111

MEETING 104

W/R 105

W/R 106

UNIVERSAL W/R 107

WAITING 110

RECEPTION 109

MECH 137

COPY

CORRIDOR 101

STAFF ROOM 103

BF W/R 102

DN

VEST 100

STAIR 1 135

DN

STORAGE 136

MEETING 133

CORRIDOR 138

NEW ADDITION (SHOWN DASHED)

1 1ST FLOOR PLAN - PROPOSED

SCALE: 1 : 50

0m 1m 2m 3m 4m 5m

NOTES:

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No.	BY	REVISIONS/SUBMISSIONS	DATE

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info@ckal.ca www.ckal.ca

PROJECT
South Frontenac Office Expansion

4432 George St, Sydenham, ON

DRAWING
PROPOSED 1ST FLOOR

SCALE
1 : 50

PROFESSIONAL SEAL

NOT FOR PERMIT OR CONSTRUCTION WITHOUT SEAL AND ISSUED NOTE

DRAWN	DATE
Author	OCT 2023
CHECKED	PRINTED
Checker	05/07/24
REVIEWED	DRAWING No.
Designer	A2
PROJECT No.	
23032	

New basement floor area

1 BASEMENT FLOOR PLAN - PROPOSED

SCALE: 1 : 50 (0m 1m 2m 3m 4m 5m)

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No.	BY	REVISIONS/SUBMISSIONS	DATE

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1340 ARLINGTON PARK PLACE
KINGSTON, ONTARIO K7M 8M8
TEL: 613-384-2240
info@ck8.ca www.ck8.ca

PROJECT
South Frontenac Office Expansion

4432 George St, Sydenham, ON

DRAWING
PROPOSED BASEMENT PLAN

SCALE
1 : 50

PROFESSIONAL SEAL	DRAWN	DATE
	Author	OCT 2023
	CHECKED: Checker	PRINTED: 05/07/24
	REVIEWED: Designer	DRAWING No.
NOT FOR PERMIT OR CONSTRUCTION WITHOUT SEAL AND ISSUED NOTE	PROJECT No. 23032	A1

Front Entrance Elevation

Basement Entrance Elevation

Rear Elevation

Township of South Frontenac
Staff Report

To:	**Council**
From:	**Office of the Clerk**
Date of Meeting:	**May 21, 2024**
Subject:	**Notice of Motion – By-law 2014-48 – A By-law for Licensing, Regulating and Governing Transient and Itinerant Traders, for Regulating Vending in Streets and for Regulating and Governing Refreshment Vehicles**
Report Number:	**2024-093**

Summary

At the May 7, 2024 Council meeting, Councillor Trueman submitted a Notice of Motion requesting that staff report back to Council following the review of By-law 2014-48.

Recommendation

That staff be directed to review By-law 2014-48, and report back to Council regarding whether the By-law is required to be updated.

Background

At the May 7, 2024 Council meeting, Mark Compton spoke to Council as a delegation regarding By-law 2014-48. Subsequently, Councillor Trueman submitted a Notice of Motion requesting that staff review By-law 2014-48 and report back to Council regarding whether the By-law is required to be updated.

Discussion/Analysis

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

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

Financial Implications

Not applicable.

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

Not applicable.

Attachments

Not applicable.

Approvals

Submitted By:

James Thompson, Clerk

Approved By:

Louise Fragnito, Chief Administrative Officer

By-Law Number 2024-44

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 21, 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 21, 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 21, 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 21, 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 21, 2024

Given Third Reading and Passed: Tuesday, May 21, 2024

_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor