



Township of South Frontenac Council Meeting Agenda



TIME: 7:00 PM,
DATE: Tuesday, March 11, 2025
PLACE: 3910 Battersea Road, Battersea.

1. Call to Order

- a) Resolution

That the Council meeting of March 11, 2025 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

6

That the agenda be amended to include the addendum.

That the agenda, as amended, be approved.

4. Scheduled Closed Session

5. Recess

6. Public Meeting

- a) Resolution

That the public meeting be called to order.

- b) Notice of Collection

7

- c) Application for Unopened Road Allowance Purchase - 1173 Narrows Lane 8 - 21

- d) Public Meeting for Zoning By-law Amendment Application PL-ZBA-2025-0001, Trousdale (P.A. Miller Surveying Ltd.), 1125, 1127 and 1137 Willy's Lane, Fourteen Island Lake 22 - 46

- e) Resolution

That the public meeting be closed.

7. Delegations

8. Briefings

- a) Heather Roberts, Utilities Kingston, will be present to speak to Council regarding the Sydenham Water Treatment Plant 2024 Annual Summary Report.

- b) Terry Gervais and Rick Arnel from the Loomex Group will be present 47 - 60

to speak to Council regarding the 2025 Fire Master Plan.

9. Approval of Minutes

- a) Resolution 61 - 64

That the minutes of the February 18, 2025 Council meeting be approved.

10. Reports Requiring Action

- a) Request for Extension of Approval – Shield Shores Draft Plan of Condominium 10CD-2016/001 65 - 86

That Council recommend the County of Frontenac extend draft plan approval for a period of two years for application 10CD-2016/001, subject to the conditions approved by the County of Frontenac on May 15, 2019, and direct the Clerk to forward this resolution to the County Clerk.

- b) Vesting of Failed Tax Sale Properties 87 - 98

That Council authorize the vesting of the properties listed under Attachment A of Report 2025-043;

That the properties listed under Attachment A be declared surplus to allow for next steps to be undertaken in the failed tax sale RFP process; and

That the vesting costs for the listed properties under Attachment A, based on the cost at the time the property is vested, be funded from the allowance for doubtful accounts.

- c) 2025 Frontenac Farmers Market Special Events 99 - 103

That Council designate the special events hosted by the Frontenac Farmers Market as Municipally Significant on May 9th, June 6th, July 11th, September 26th, and December 6th, 2025, from 3:00 pm – 7:00 pm at Centennial Park in Harrowsmith as required by the Alcohol & Gaming Commission of Ontario (AGCO) for a Special Occasion Permit (SOP) for the sale and service of alcohol at the events; and

That Council approve the sale and service of alcohol through the Kick & Push Brewery Catering Endorsement licence at the Frontenac Farmers Markets as per By-law 2003-90 on May 16th, June 20th and 27th, July 25th, August 1st, 15th, and 29th, September 12th, and October 10th and 31st, 2025, from 3:00 pm – 7:00 pm.

- d) 2025 Municipally Significant Event Designations for AGCO SOP 104 - 106

That Council move to designate the South Frontenac Summer Kickoff Music Festival on May 24th, 2025, from 1:30 pm – 9:30 pm at Centennial Park in Harrowsmith as municipally significant in support of the Alcohol and Gaming Commission of Ontario Special Events Permit Application; and

That Council move to designate the Open Farms Kickoff Event on September 5th, 2025, from 3:00 pm – 7:00 pm as municipally significant in support of the Alcohol and Gaming Commission of Ontario Special Events Permit Application.

- e) 2024 Sydenham Water Annual Summary Report 107 - 116

That Council receive the 2024 Annual Summary Report for the Sydenham Water Treatment Plant as required by the terms and conditions outlined in Schedule 22 of Ontario Regulation 170/03 for Drinking Water Systems.

11. Advisory Committee Reports or Minutes

a) Motion regarding Township of South Frontenac Events

WHEREAS South Frontenac staff have done an incredible job planning, coordinating and executing community events throughout the year that draw in residents from across South Frontenac and adjacent communities, and

WHEREAS these public events foster a greater sense of community engagement and involvement by all those who attend, volunteer and participate, and

WHEREAS the demographic of South Frontenac continues to grow with more people looking to connect with the community through a variety of public recreation event opportunities, and

WHEREAS these community events positively contribute to economic development in South Frontenac through visitor spending, job creation, business networking, and promoting South Frontenac as a tourism destination, and

WHEREAS planning and executing community events requires a significant amount of work for staff throughout the year including but not limited to fostering partnerships, coordinating volunteers, securing vendors, etc;

THEREFORE IT BE RESOLVED THAT the South Frontenac Recreation and Leisure Services Committee recommend to Council that staff be directed to review all events led by and scheduled in South Frontenac for 2025 to assess their effectiveness and determine if any new ones could be included, for example movies in park in Battersea, Sydenham and Harrowsmith, and

THAT the Recreation and Leisure Services staff report back to the next South Frontenac Recreation and Leisure Services Advisory Committee meeting with any event recommendations and resource impacts for the committee's consideration, and

THAT the report includes South Frontenac's annual event roster with an estimate on the ideal number of events the Township can do with the current staff resources and what, if any additional staff resources would be required for the Township to consider new events.

12. Reports Requiring Approval of By-laws

- | | | |
|----|------------------------------------------------------------------------|--------------|
| a) | RC-24-03 (Rahmel) Unopened Road Allowance Closure and Purchase Request | 117 -
122 |
|----|------------------------------------------------------------------------|--------------|

That By-law 2025-14 attached to the Report as Exhibit C, being a By-law to Stop up, close and sell a portion of Unopened Road Allowance, Part 1 Plan 13R23297, Storrington/Pittsburgh District, be given first and second reading; and

That By-law 2025-14 be given third reading, signed and sealed.

- | | | |
|----|---------------------------------------------------------------------------------------|--------------|
| b) | Zoning By-law Amendment Application PL-ZBA-2024-0131, McCaldon, 1015 Little Deer Lane | 123 -
130 |
|----|---------------------------------------------------------------------------------------|--------------|

That By-law 2025-15 being a By-law to amend the zoning on lands known as 1015 Little Deer Lane, Part Block 18, Plan 1938, Part of Lot 1, Concession 12, District of Portland, Township of South Frontenac, be given first and second reading; and

That By-law 2025-15 be given third reading, signed and sealed.

- | | | |
|----|------------------------------------------------------------------------------------------------------|-----|
| c) | RC-24-05 (Leverette) Unopened Road Allowance Closure and Purchase Request, Public meeting and By-law | 131 |
|----|------------------------------------------------------------------------------------------------------|-----|

That By-law 2025-16 being a By-law to Stop up, close and sell a portion of Unopened Road Allowance, Part 2 and Part 3 Plan 13R19516; Loughborough, be given first and second reading; and

That By-law 2025-16 be given third reading, signed and sealed.

- | | | |
|----|----------------------------------|--------------|
| d) | Appointment of Deputy Fire Chief | 132 -
134 |
|----|----------------------------------|--------------|

That By-law 2025-17 being a By-law to Appoint a Deputy Fire Chief, be given first and second reading; and

That By-law 2025-17 be given third reading, signed and sealed.

- | | | |
|----|--------------------------|--------------|
| e) | Appointment of Treasurer | 135 -
137 |
|----|--------------------------|--------------|

That By-law 2025-18 being a By-law to Appoint a Treasurer, be given first and second reading; and

That By-law 2025-18 be given third reading, signed and sealed.

13. Reports for Information

- | | | |
|----|---------------------------------------------------------------------|--------------|
| a) | 2024 Statement of remuneration and expenses paid to Council Members | 138 -
139 |
| b) | 2024 Development Charges Reporting | 140 -
142 |

14. Committee of the Whole

15. Tabling of Documents

16. Communications

17. Notice of Motions

18. Rise and Report regarding County Council and External Boards

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

19. Announcements/Statements by Councillors

20. Closed Session (if requested)

21. Confirmatory By-law

- | | | |
|----|------------|-----|
| a) | Resolution | 143 |
|----|------------|-----|

That By-law 2025-19, 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.

That By-law 2025-19, being the confirmatory by-law, be given third reading, signed and sealed.

22. Adjournment

a) Resolution

That the Council meeting of March 11, 2025 be adjourned at ____ p.m.

South Frontenac is a welcoming and thriving rural community



**SOUTH
FRONTENAC**

Office of the Clerk
4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027

jthompson@southfrontenac.net

Addendum – March 11, 2025 Council Meeting

20. Closed Session

- a) Personal matters about an identifiable individual, including municipal or local board employees.

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 and Planning Act and in accordance with MFIPPA.
- All personal information may form part of the meeting agendas and minutes, and therefore will be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the Township of South Frontenac.
- Questions regarding the collection, use and disclosure of this personal information may be directed to the Township Clerk.



Public Meeting

Application for Unopened Road Allowance Purchase

RC-24-05 (Leverette)

Tuesday, March 11, 2025 7:00 p.m

Council Meeting



**SOUTH
FRONTENAC**

RC-24-05

Applicant: John Leverette
Property: 1173 Narrows Lane



Location Map

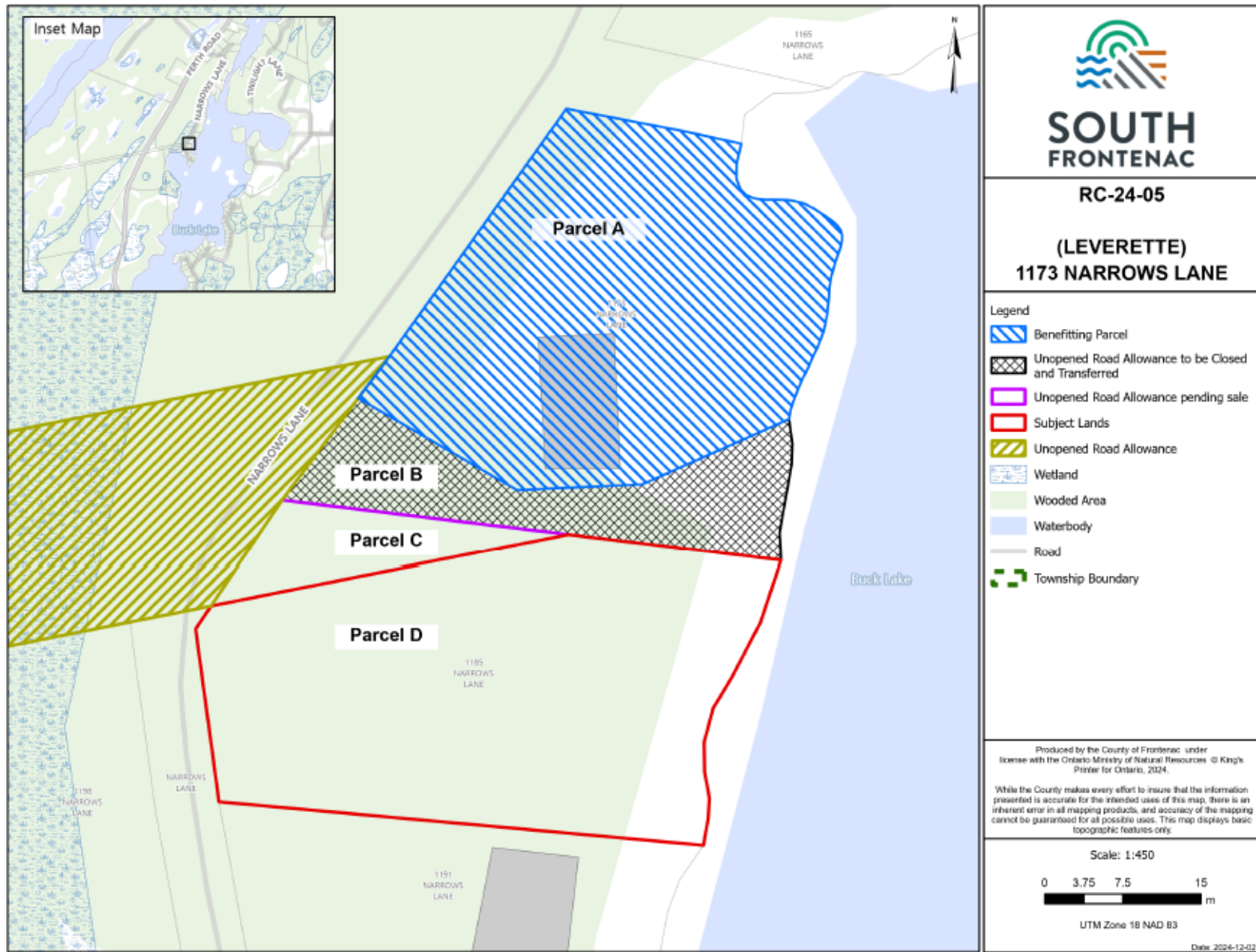


Photo of the Unopened Road Allowance in the approximate location of the boat from the lane back to the cottage in the background.





Photo of the approximate area of the Unopened Road Allowance between the cottages.

Department, Agency and Public Comments

- **Public Services** – were not circulated
- **CRCA** – were not circulated due to the nature of the file
- **Public comments** – none were received.
- Pending any public comments being received, the normal process for Unopened Road Allowance closure applications will be waived as approved by Council on December 17, 2024 under Report 2024-206 to have the by-law considered on the same agenda as the public meeting.

Questions and Comments

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



Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: March 11, 2025

Subject: RC-24-05 (Leverette) Unopened Road Allowance Closure and Purchase Request, Public meeting and By-law

Report Number: 2025-001

Summary

The purpose of the Report is to request the approval of Council regarding the closure and sale of a portion of Unopened Road Allowance, legally described as a Road Allowance between Concession 11 and 12, Part of Lot 22, Loughborough, Part 2 and Part 3 Plan 13R19516.

Recommendation

That By-law 2025-16 being a By-law to Stop up, close and sell a portion of Unopened Road Allowance, Part 2 and Part 3 Plan 13R19516; Loughborough, be given first and second reading; and

That By-law 2025-16 be given third reading, signed and sealed.

Background

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

The Township of South Frontenac [Notice By-Law](#) (By-law Number 2016-73) prescribes the manner in which notice is provided for applications requesting to stop up, close and transfer an unopened road allowance.

Discussion/Analysis

On September 23, 2024, the Clerk's Department received an application requesting to close and transfer a portion of the Unopened Road Allowance between Concessions 11 and 12, Part of Lot 22, Loughborough, Part 2 and Part 3 Plan 13R19516.

Staff brought this matter before Council for consideration at the [December 17, 2024](#) Council meeting. Council recommended that this matter proceed to the next step of the application process which is to hold a Public Meeting. Council also agreed to waive the normal

procedure, and as such, subject to comments received during the public meeting process, a by-law be brought forward for consideration by Council at the same meeting.

The Unopened Road Allowance is aligned from east to west between Perth Road and Buck Lake. In 2008, an application to close and transfer a portion of the Unopened Road Allowance to be added to 1173 Narrows Lane was received and presented to Council. Council agreed that the portions of unopened road allowance on which the cottage and holding tank were located should be closed and sold to the abutting property owner.

The Location Map attached to the Report as Exhibit "B" shows Parcels A, B, C and D for clarification. Parcel A is 1173 Narrows Lane, the benefitting lands of the 2008 application to close and purchase the Unopened Road Allowance and the benefitting lands to this current application. Parcel B is the Unopened Road Allowance that is requesting approval from Council to be closed and sold to be added to Parcel A. On October 1, 2024, Parcel C received approval from Council to close and sell to the benefitting lands located at Parcel D, 1185 Narrows Lane. That sale has been approved by Council and is pending completion. Exhibit "A" to the Report is survey 13R19516.

Through [Report 2024-162](#), Council approved the closure of Part 4 Plan 13R19516 to the benefitting lands located at 1185 Narrows Lane. It was during this process that the abutting landowner and current applicant inquired about closing and purchasing the remainder of the Unopened Road Allowance. A review of the satellite imagery on Frontenac Maps shows that the distance between the dwellings located on 1185 and 1173 Narrows Lane is just over 10 metres across which restricts the portion of the Unopened Road Allowance.

The survey from the 2008 application will suffice as a legal description, all of Parts 2 and 3 are being proposed to be closed and purchased. The current unopened road access between the two properties is already narrow and this closure and transfer will not create a situation which would further prohibit the public's already limited access.

It should be noted that the applicant submitted their application and paid the application fee and deposit in advance of By-Law 2024-66, A By-Law to Establish Unopened Road Allowance Policies taking effect and as such the application is being considered under the terms of the previous process.

The area of Parts 2 and 3 Plan 13R19516 is approximately 3,417.67 square feet. The lands are within 300 of a waterbody and therefore will have a purchase price of \$2.41 cents a square foot. The total purchase price will be \$8,200 plus HST (\$1,066) for a total of \$9,266.66.

Notice regarding the application was circulated in the Frontenac News and on the Township of South Frontenac website for four weeks, it was also posted on the property as per the Notice By-law.

There are no abutting properties to the portion of unopened road allowance requested to be purchased.

Public Services, the Conservation Authority and the Ministry of Natural Resources were not circulated due to the nature of the application.

Pending any comments received from the public, it is recommended that Council approved the By-law, attached to the Report as Exhibit C, to close and sell the Unopened Road Allowance lands shown as Part 4 on Reference Plan 13R19516.

Financial Implications

A deposit has been paid by the applicant to cover legal costs to transfer the lands.

The purchase price is noted above.

Relationship to Strategic Plan

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

Climate Considerations

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

Notice/Consultation

Notice regarding the application was circulated in the Frontenac News and on the Township of South Frontenac website for four weeks, it was also posted on the property as per the Notice By-law.

Attachments

Exhibit A – Survey

Exhibit B – Location Map

Exhibit C - By-law 2025-16

Approvals

Prepared By: Heather Woodland, Deputy Clerk

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer

SCHEDULE				
PART	LOT/PART	CON	PARCEL INST/PIN	REMARKS
1,3	ROAD ALLOWANCE BETWEEN CONCESSION 11 & 12		INST. No. FR117802 PIN 36282-0100(R)	BEING PART OF PIN 36282-0100(R)
2	22	11	INST. No. FR117802 PIN 36282-0100(R)	BEING PART OF PIN 36282-0100(R)
4	ROAD ALLOWANCE BETWEEN CONCESSION 11 & 12		INST. No. FR158371 PIN 36282-0246(R)	BEING PART OF PIN 36282-0246(R)
5	22	12	INST. No. FR117802 PIN 36282-0100(R)	BEING PART OF PIN 36282-0100(R)

1. REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

PLAN 13R 19516

RECEIVED AND DEPOSITED

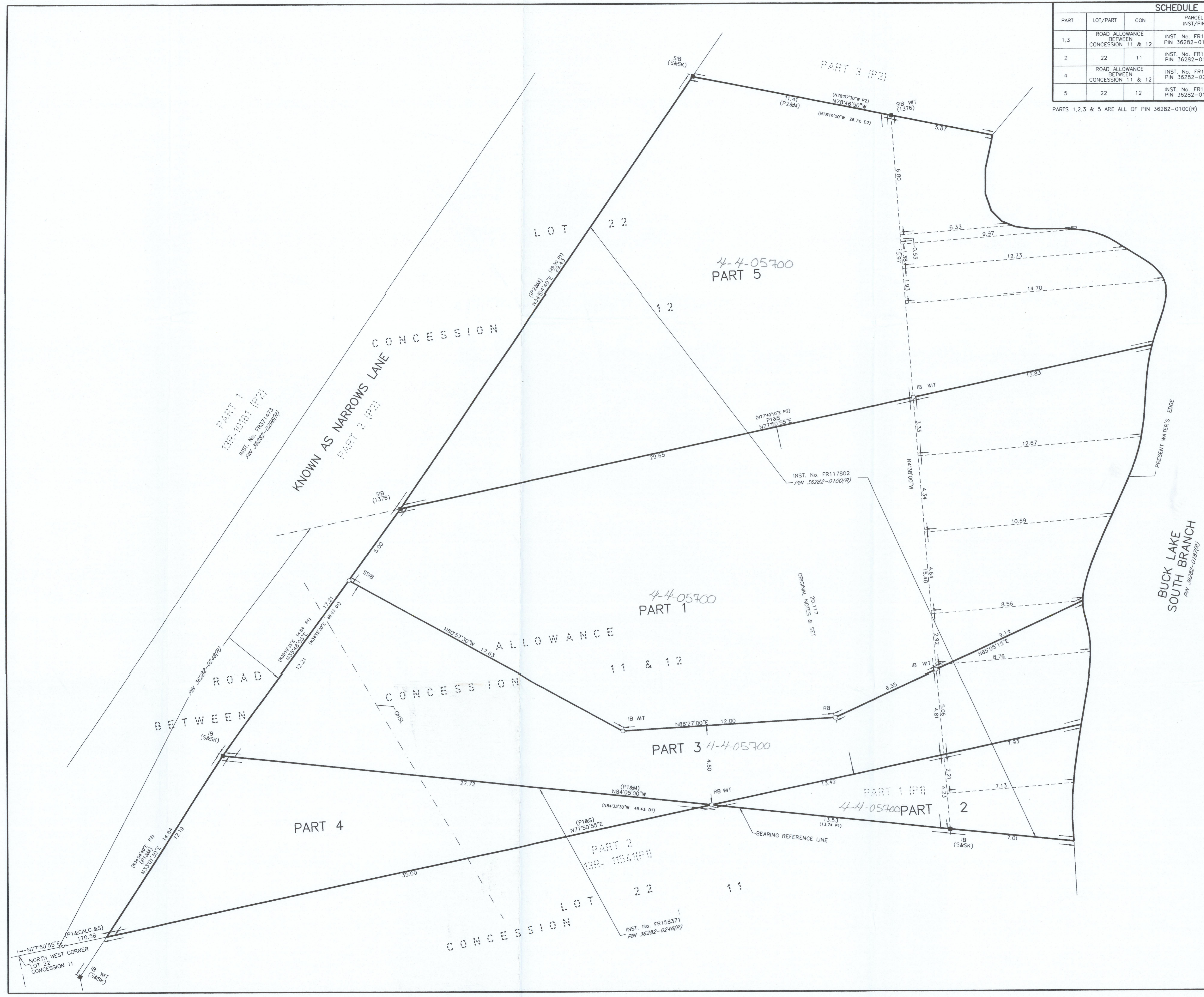
DATE: APRIL 9, 2009

DATE: April 9, 2009

Sandy Kirkham
LAND REGISTRAR FOR THE LAND TITLES DIVISION OF FRONTENAC No. 13

M. PETER ALLEN, O.L.S.

PARTS 1,2,3 & 5 ARE ALL OF PIN 36282-0100(R)



PLAN
SHOWING SURVEY OF
PART OF LOT 22
CONCESSION 11 &
PART OF LOT 22
CONCESSION 12 &
PART OF THE ROAD ALLOWANCE
BETWEEN CONCESSION 11 & 12
TOWNSHIP OF SOUTH FRONTENAC
(GEOGRAPHIC TOWNSHIP OF LOUGHBOROUGH)
COUNTY OF FRONTENAC
SCALE: 1:100

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

GRANGE W. ELLIOTT LTD.
2009

SURVEYOR'S CERTIFICATE:
I CERTIFY THAT:
1) THIS SURVEY AND PLAN ARE CORRECT
AND IN ACCORDANCE WITH THE SURVEYS ACT,
THE SURVEYORS ACT, THE REGISTRY ACT AND
THE REGULATIONS MADE UNDER THEM.
2) THE SURVEY WAS COMPLETED ON THE 31ST
DAY OF MARCH, 2009

GRANGE W. ELLIOTT LTD.
KINGSTON, ONTARIO
APRIL 9, 2009
DATE

M. PETER ALLEN
ONTARIO LAND SURVEYOR

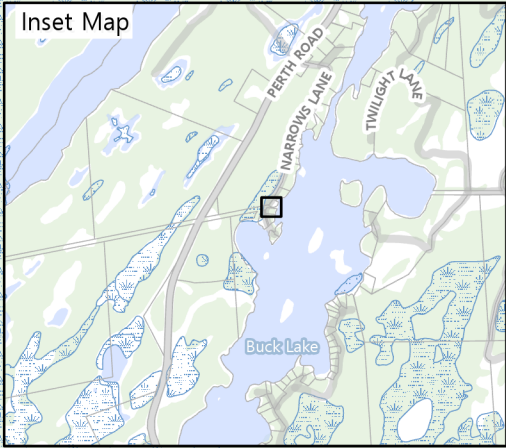
NOTE & LEGEND:
BEARINGS ARE ASTRONOMIC DERIVED FROM THE
SOUTHERLY LIMIT OF PART 1 (P1)
HAVING A BEARING OF N84°05'00\"/>

□	DENOTES	SURVEY MONUMENT PLANTED
■	SSIB/SIB	SURVEY MONUMENT FOUND
—	IB/IB	SHORT/STANDARD IRON BAR
—	SB	IRON BAR / ROUND
—	WIT	1/2" IRON BAR
—	RB	ROCK BAR
—	WIT	WITNESS
—	Calc.	CALCULATED
—	1407	M. PETER ALLEN, O.L.S.
—	1376	P.S. HOPKINS, O.L.S.
—	S&SK	SMITH & SMITH KINGSTON LTD.
—	S	SET
—	M	MEASURED
—	RP	REGISTERED PLAN No.
—	P1	PLAN 13R-11541
—	P2	PLAN 13R-10181
—	D1	INST. No. FR117802

APRIL 9, 2009/BC

GRANGE W. ELLIOTT LTD. O.L.S.
122 WELLINGTON STREET
KINGSTON, ONTARIO K7L 3C7
(613) 542-6469, 548-4949 OR(Fax) 542-3964
FILE: LO'H 11,12-22,22 | M13129RP

Inset Map



1165
NARROWS
LANE



**SOUTH
FRONTENAC**

RC-24-05

**(LEVERETTE)
1173 NARROWS LANE**

Parcel A

1173
NARROWS
LANE

Parcel B

Parcel C

Parcel D

1185
NARROWS
LANE



Buck Lake

NARROWS
LANE

1198
NARROWS
LANE

1191
NARROWS
LANE

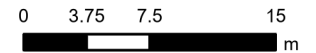
Legend

-  Benefitting Parcel
-  Unopened Road Allowance to be Closed and Transferred
-  Unopened Road Allowance pending sale
-  Subject Lands
-  Unopened Road Allowance
-  Wetland
-  Wooded Area
-  Waterbody
-  Road
-  Township Boundary

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

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

Scale: 1:450



UTM Zone 18 NAD 83

By-Law Number 2025-16**A By-Law to Stop up, Close and Sell a portion of Unopened Road Allowance, Part 2 and Part 3 Plan 13R19516; Loughborough; Leverette**

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

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

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

Whereas no objections have been received to the road closing:

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

1. **That** the portion of road allowance between Concessions 11 and 12, Part of Lot 22, Part 2 and Part 3 Plan 13R19516, in the Geographic Township of Loughborough, of South Frontenac (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands are hereby declared surplus to the needs of the Municipality.
3. **That** the Municipality shall convey its interest in Part 2 and Part 3, Plan 13R19516 to the applicant, John Leverette or as directed by them, provided that such direction must be as a lot addition to one or more of the abutting properties located in South Frontenac. For clarity, this closure shall not create a new lot of record for Part 2 and Part 3 but shall only enlarge existing landholdings owned by the applicant located within South Frontenac.
4. **That** the consideration for the conveyance of the Said Lands above shall be \$8,200 plus HST, plus all administration and legal costs to transfer Said Lands.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this By-law be registered in the appropriate Land Registry Office.
7. **That** this By-law shall come into force and take effect upon the registration of this By-law.

Given First and Second Readings: Tuesday, March 11, 2025

Given Third Reading and Passed: Tuesday, March 11, 2025

James Thompson, Clerk

Ron Vandewal, Mayor



**SOUTH
FRONTENAC**

Public Meeting

under the Planning Act

Zoning By-law Amendment Application
PL-ZBA-2025-0001

Tuesday, March 11, 2025
7:00 p.m. Council Meeting

Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment Application PL-ZBA-2025-0001.
- If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Township Clerk by email care of planning@southfrontenac.net. This will also entitle you to be advised of an Ontario Land Tribunal appeal.
- Subsection 34(19) of the Planning Act defines the people and public bodies that may appeal the decision to the Ontario Land Tribunal.
- Appeals must be filed within 20 days of the notice of decision. They must be filed with the Clerk via the Ontario Land Tribunal's e-file service at <https://olt.gov.on.ca/e-file-service/>.

Meeting Format

1. Mayor introduces application
2. Planner or Agent presents application/reviews proposal
3. Applicant/agent permitted to address Council
4. Questions from Council
5. Members of the public permitted to address Council
6. Council discussion
7. Close meeting

How to Speak to an Application

- The Mayor will open the floor to public comments
- You will have five minutes to address Council
- In person
 - Raise your hand and wait for the Mayor to acknowledge you
 - Move to the table, turn on microphone, and clearly state your name for the record
- On Zoom
 - Click “Raise Hand” button to request to speak or dial *9 (star nine) when participating by telephone
 - The Mayor will acknowledge you, and the Meeting Host will unmute you
 - Once you are done speaking or Council has no further questions, the Meeting Host will mute your microphone

PL-ZBA-2025-0001

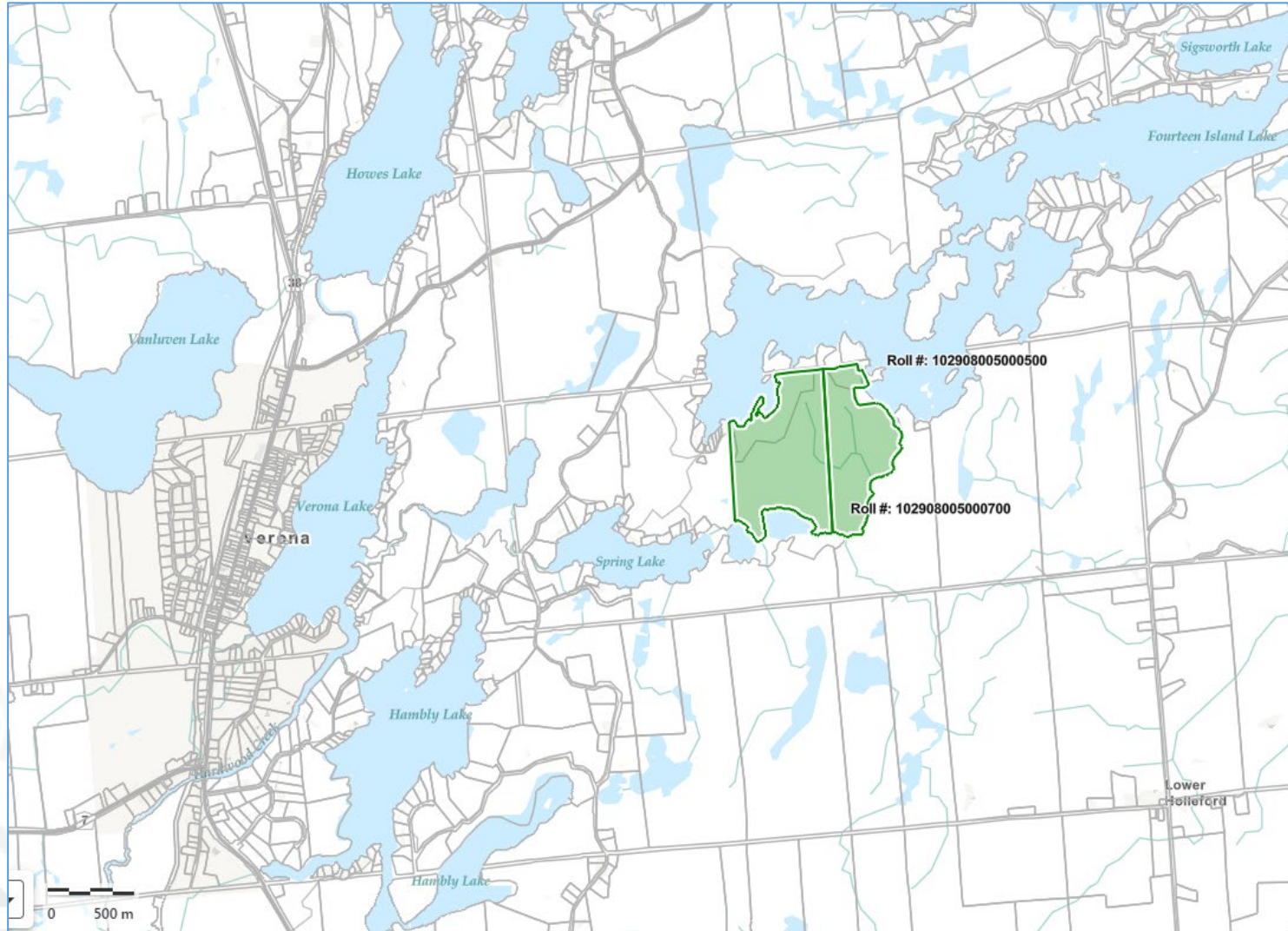
Applicant: Cathy Trousdale

Agent: P.A. Miller Surveying Ltd.

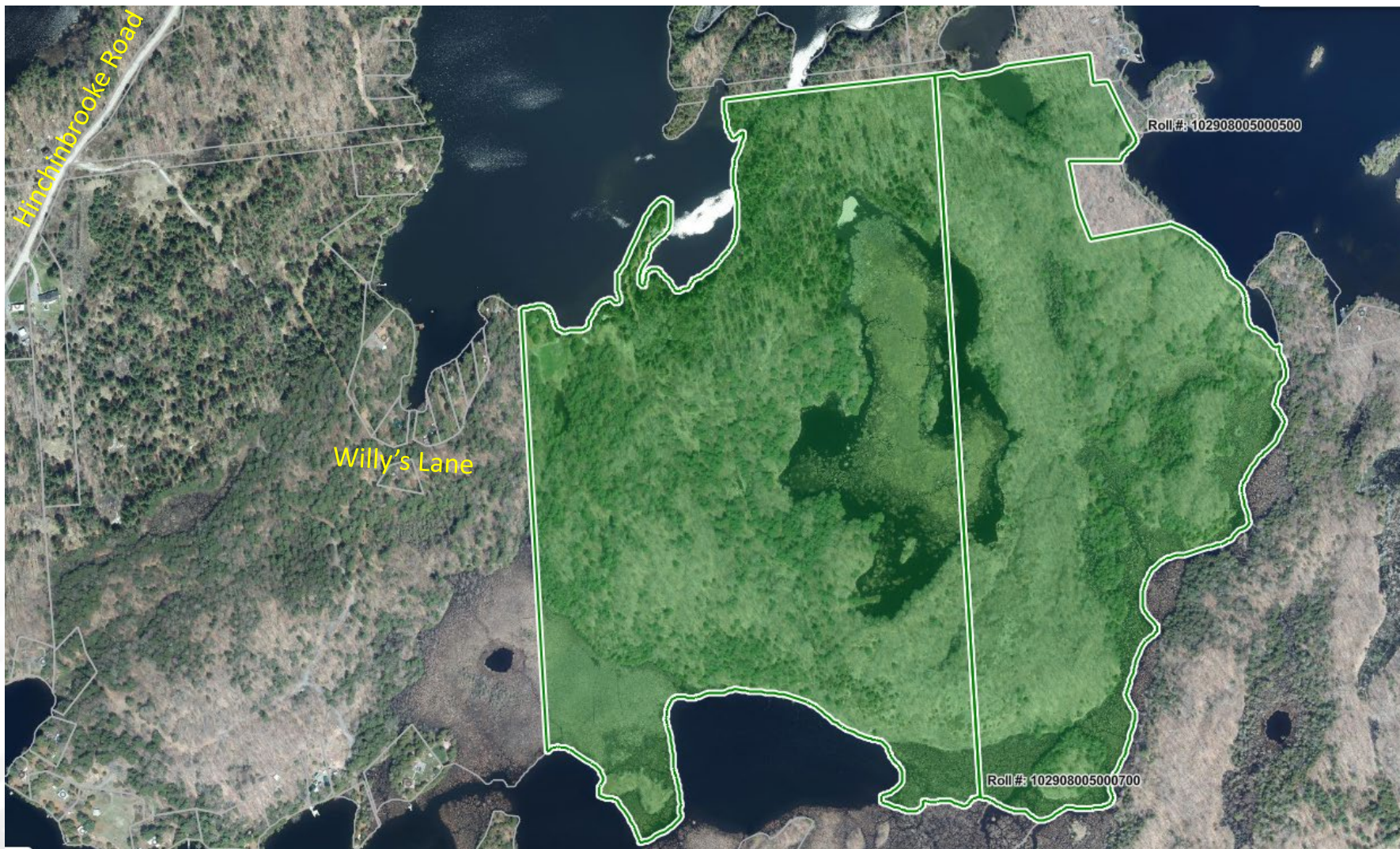
Property: 1125, 1127, 1137 Willy's Lane



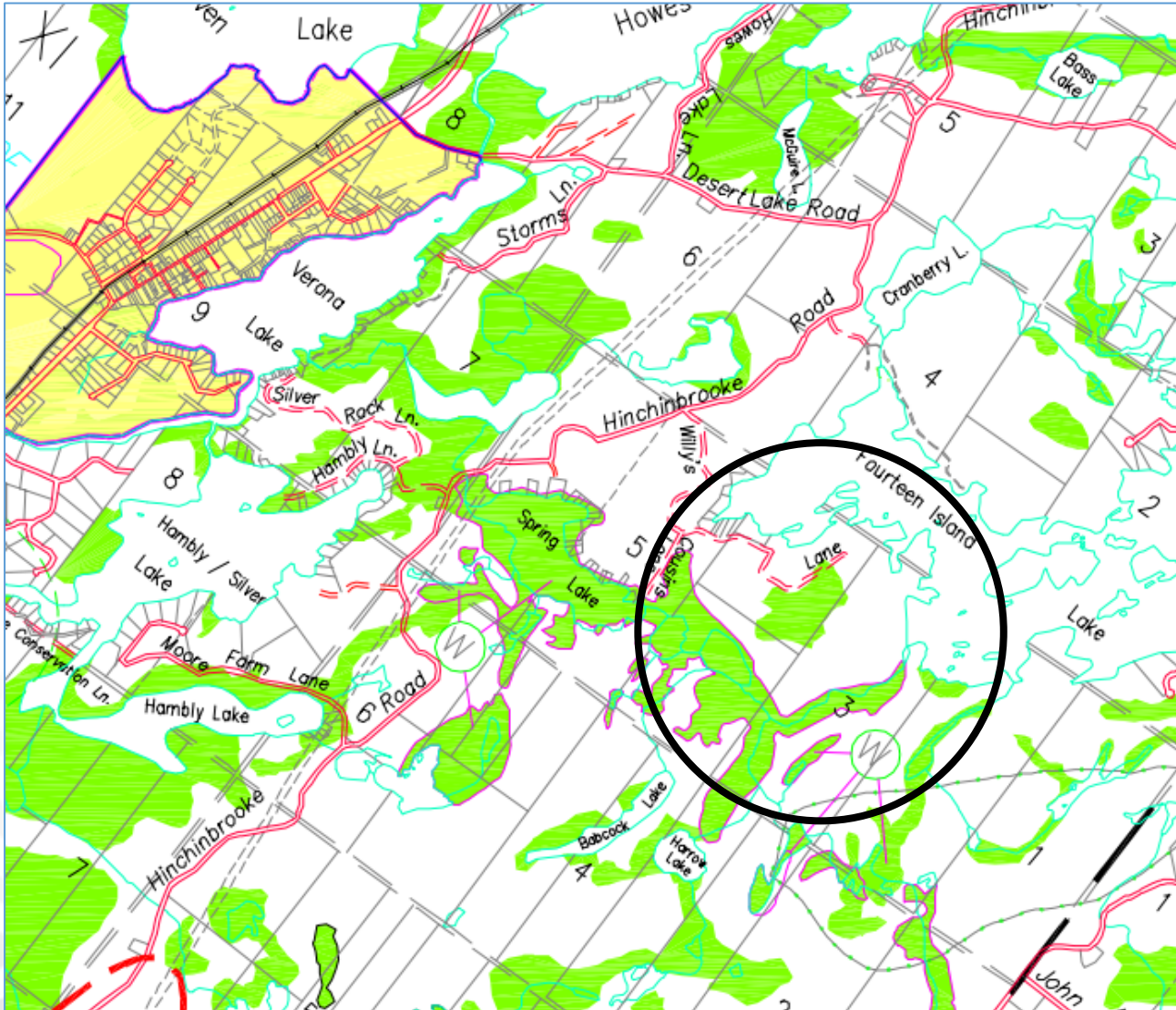
Location



Location

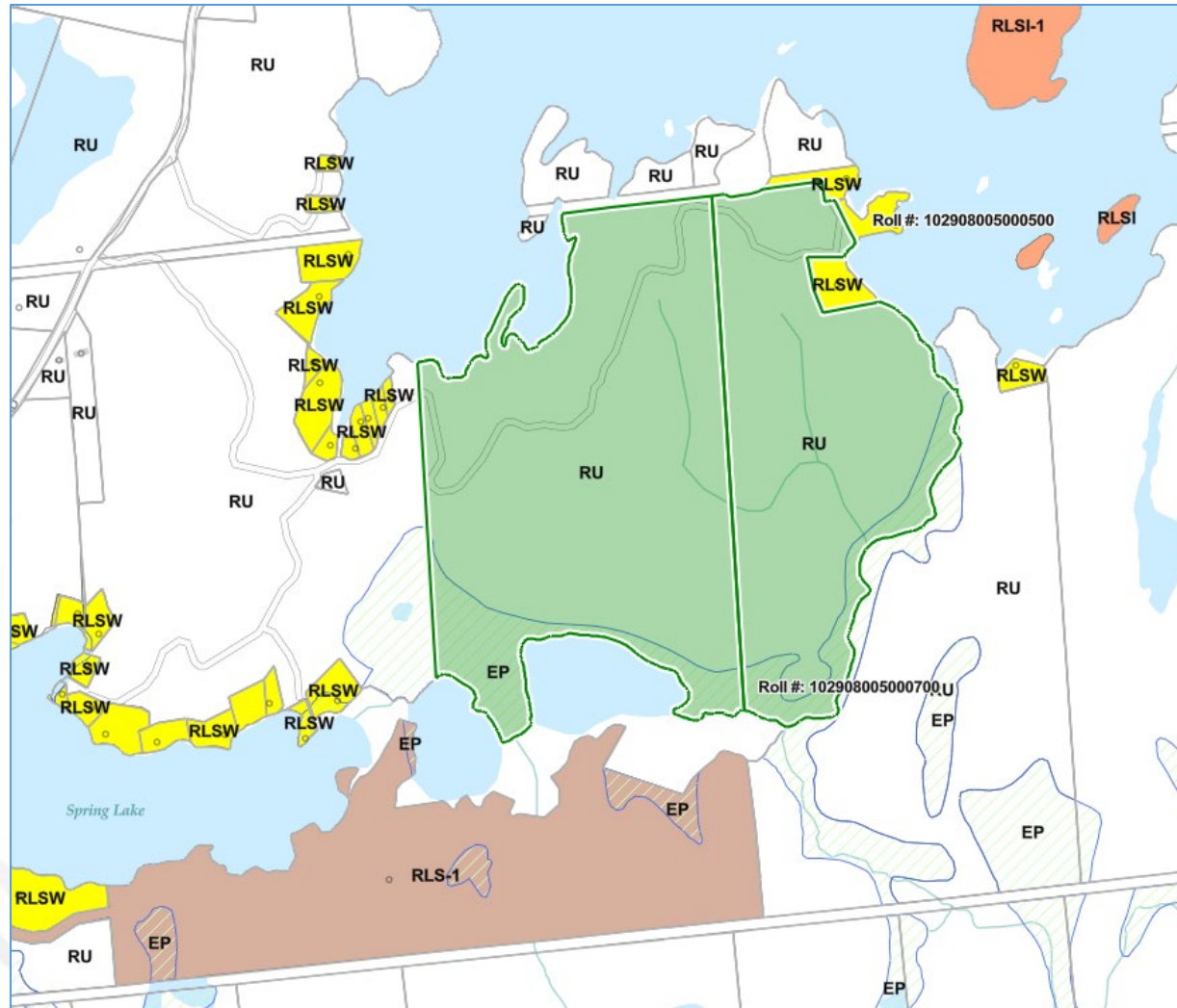


Official Plan Designations



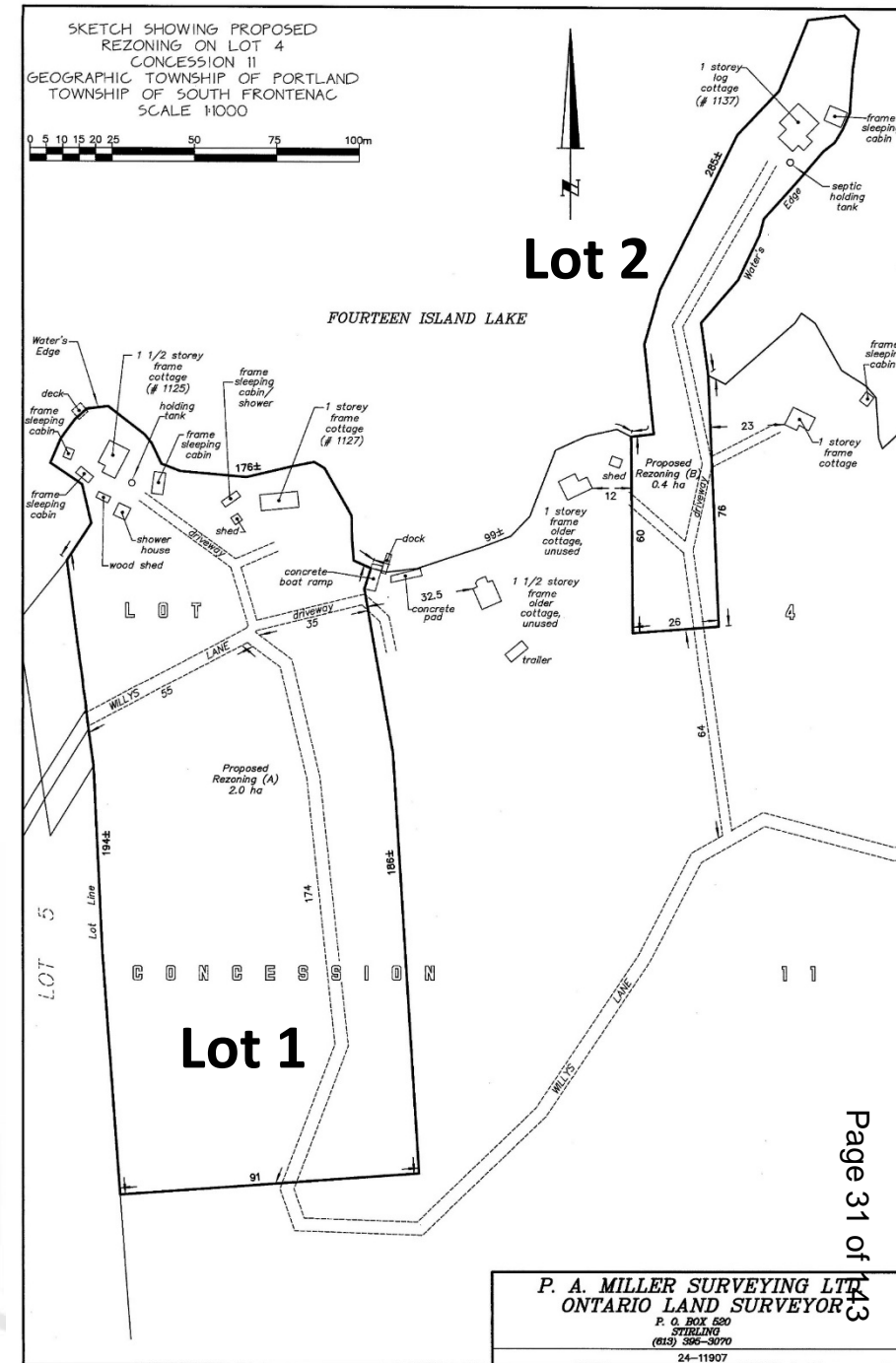
Black Circle = General Area of Property
White = Rural
Green = Environmental Protection

Neighbourhood Zoning



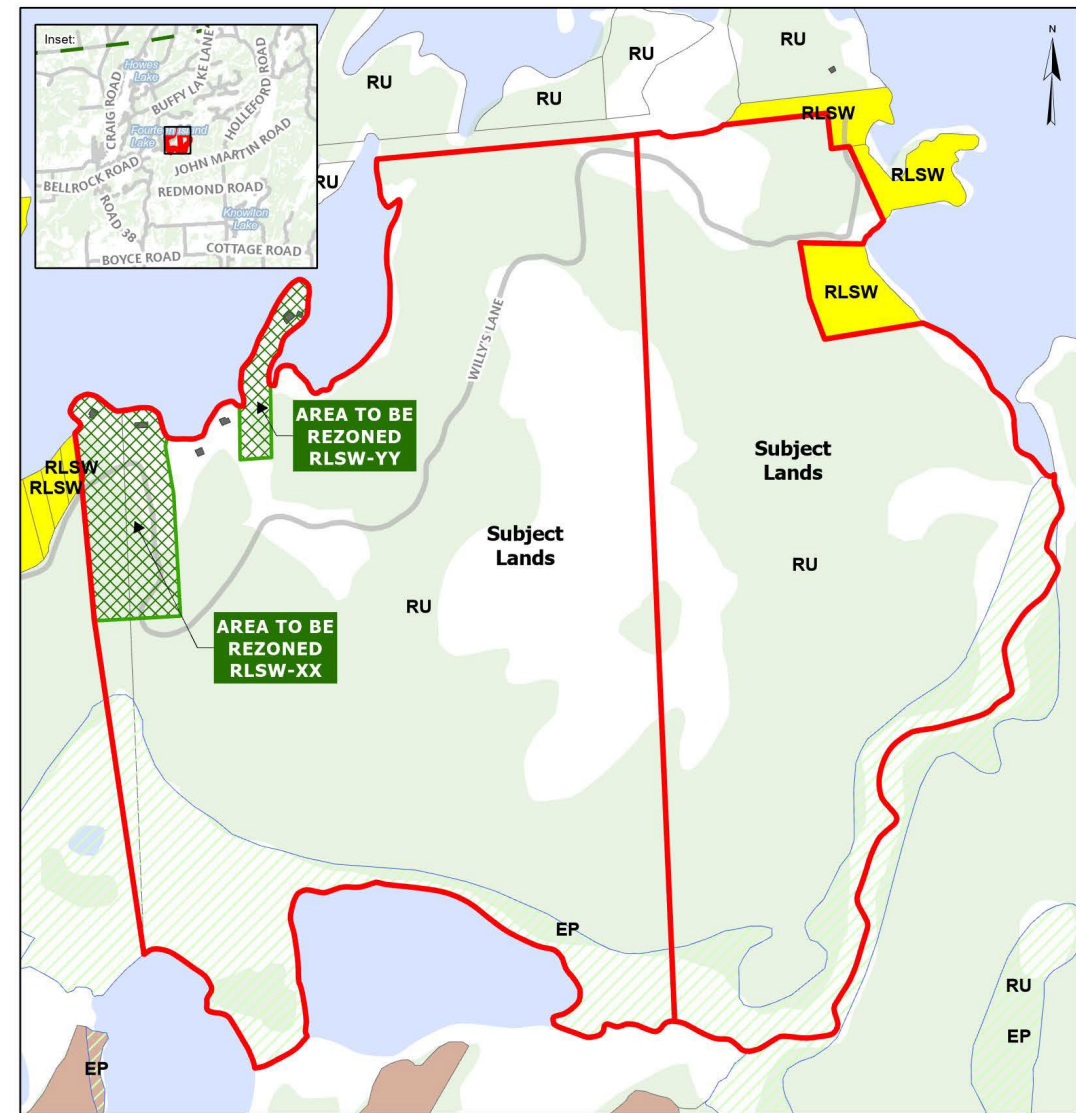
Proposal


- Lot 1 - Sever a 2.0ha (4.9 acre) waterfront lot with two cottages, four sleeping cabins and other accessory buildings
- Lot 2 - Sever a 0.4ha (1 acre) waterfront lot with one cottage, one sleeping cabin and other accessory buildings



Draft By-law

- RLSW-XX Zone (Lot 1)
 - Minimum 2.0ha lot area
 - Maximum two dwellings
 - Maximum two sleeping cabins per dwelling
- RLSW-YY Zone (Lot 2)
 - Minimum 0.4ha lot area





SOUTH FRONTENAC
(TROUSDALE)

1125, 1127, 1137 WILLY'S LANE

PL-ZBA-2025-0001

Scale: 1:5,500

LEGEND

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

Lot 1 – views from Willy’s Lane (looking north, south) and cottage at #1127



Lot 2 – view from “mainland” and cottage on peninsula



Department and Public Comments

- Quinte Conservation had no objection from natural hazard and regulatory perspective



Policy Highlights

- Rural designation permits limited service residential uses
- One dwelling per lot
- One sleeping cabin accessory to a dwelling on waterfront lots
- Minimum of 1.0ha (2.5 acre) in size
- Minimum 91m water frontage
- Minimum 76m frontage on a private road



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 permitted to address Council
2. Council Questions
3. Public Questions and Comments
4. Council Comments



Adjourn Public Meeting



Township of South Frontenac Staff Report



To: Council

From: Director, Development Services

Date of Meeting: March 11, 2025

Subject: Public Meeting for Zoning By-law Amendment Application PL-ZBA-2025-0001, Trousdale (P.A. Miller Surveying Ltd.), 1125, 1127 and 1137 Willy's Lane, Fourteen Island Lake

Report Number: 2025-037

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2025-0001 for a property on Willy's Lane on Fourteen Island Lake. If approved, the RU zoning on portions of the subject lands would be changed to RLSW special exception zones. The by-law would acknowledge that two proposed lots would be accessed by a private lane. It would also permit one of the lots to have two cottages and four sleeping cabins, and allow one of the lots to be one acre in size.

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 subject property is 220 acres on Fourteen Island Lake with access by Willy's Lane. The lands consist of forest and wetland. There are six cottages on this property. According to MPAC, these cottages were constructed between 1940 and 1965. All the buildings are set back less than 30m from the highwater mark of Fourteen Island Lake.

The Owner desires to sever two waterfront lots. Lot 1 would be 2.0ha (4.9 acres) and contain two of the cottages and their accessory buildings (including four sleeping cabins). These cottages are addressed 1125 and 1127 Willy's Lane. Lot 2 would be 0.4ha (1.0 acre) and contain one of the cottages and their accessory buildings (including one sleeping cabin). This cottage is addressed 1137 Willy's Lane.

Consent applications will be submitted if Council approves the zoning by-law amendment.

The draft by-law would change the zone in the area of proposed Lot 1 from RU to an RLSW-XX zone that would acknowledge that the waterfront lot would be accessed over a private lane. It would also acknowledge the existence of two cottages and four sleeping cabins. The draft by-law would change the zone in the area of proposed Lot 2 from RU to an RLSW-YY zone that would permit the lot to be a minimum of 0.4ha (1.0 acre) in size.

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

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/114028/>

Department and Agency Comments

This application did not meet the criteria for circulation to Public Services and Building Services.

Quinte Conservation indicated on February 15, 2025, that it had no objection to the rezoning application as presented. They noted that a permit under O. Reg. 41/24 would be required for any development and site alteration within 30m of floodplains and wetlands and within 45m of any watercourse.

Public Comments

No public comments were received before this report was finalized.

Discussion

The proposed zoning by-law amendment must be assessed against the applicable policies of the Provincial Planning Statement 2024, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75 as amended.

The property is designated Rural, except for wetlands, which are designated Environmental Protection. The property is zoned Rural (RU), except for the wetlands at the south end of the property, which are zoned Environmental Protection (EP). The proposed lots are far removed from all the wetlands.

The PPS and County Official Plan speak to permitting resource-based recreational uses, including recreational/seasonal dwellings, as well as residential development that are sensitive to the surroundings and where site conditions are suitable for the provision of appropriate sewage and water services.

The Township Official Plan permits a wide range of uses in the Rural designation including limited service residential uses. The type and amount of development on 'Rural' lands must

maintain the rural character, natural heritage, and cultural landscape in the Township. The Zoning By-law permits one dwelling per lot, and one sleeping cabin accessory to a dwelling on waterfront lots. Proposed Lot 1 would contain two existing dwellings and four existing sleeping cabins.

Section 5.7.7 of the Township Official Plan requires any lot created for limited service residential purposes to have a frontage, size and shape that is appropriate for the proposed use and that conforms to the Zoning By-law provisions. These policies require lots to be a minimum of 1.0ha (2.5 acre) in size with 91m water frontage and 76m frontage on a private road. The municipality may consider reductions to these requirements provided the overall intent of the Official Plan is maintained.

Proposed Lot 1 would be 2.0ha (4.9 acres) in size, exceeding minimum lot area requirements. It would have a minimum 91m water frontage, measured between side lot lines. The actual shoreline length would be 176m. The lot would not have frontage on a private lane, however, it is accessed by Willy's Lane and more than 200m of Willy's Lane runs through the it.

Proposed Lot 2 is on a long, narrow peninsula. It would be 0.4ha (1.0 acres) in size. It have 285m of shoreline, but only about 30m water frontage, measured between side lot lines. The lot would not have frontage on a private lane due to its distance from Willy's Lane, however it would have a right-of-way to the lane.

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 of comments received at the public meeting.

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

Climate Considerations

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

Notice/Consultation

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

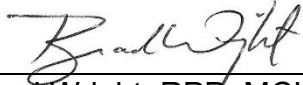
Attachments

Exhibit A – Draft By-law

Approvals

Prepared By: Christine Woods, RPP, MCIP, Manager of Planning

Submitted By:



Brad Wright, RPP, MCIP, AICP, PLE
Director of Development Services

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer

By-Law Number 2025-XX

A By-Law to amend By-law 2003-75, as amended, to rezone land from RU to Limited Service Residential – Waterfront – Special Provision (RLSW-XX) and Limited Service Residential – Waterfront – Special Provision (RLSW-YY) on portions of lands described as Part of Lots 3 and 4, Concession 11, District of Portland: Trousdale

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 “A” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Limited Service Residential – Waterfront – Special Provisions (RLSW-XX) and Limited Service Residential – Waterfront – Special Provisions (RLSW-YY) 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 RLSW-XX (1125 and 1127 Willy’s Lane, Part Lot 4, Concession XI, Portland District - Trousdale) immediately after the last Limited Service Residential – Waterfront – Special Provision section to read as follows:

RLSW-XX (1125 and 1127 Willy’s Lane, Part Lot 4, Concession XI, Portland District - Trousdale)

Notwithstanding the provisions of Section 10 or any other provision of this By-law to the contrary, on the lands zoned Special Limited Service Residential-Waterfront (RLSW-XX), the following provisions shall apply:

- Permitted Uses
 - Maximum of two (2) single detached or seasonal dwellings
 - Maximum of two (2) sleeping cabins per principal dwelling
- Lot Area (Minimum) 2.0 hectares (4.9 acres)

All other provisions of this by-law shall apply.

3. That Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RLSW-YY (1137 Willy's Lane, Part Lot 4, Concession XI, Portland District - Trousdale) immediately after the last Limited Service Residential – Waterfront – Special Provision section to read as follows:

RLSW-YY (1137 Willy's Lane, Part Lot 4, Concession XI, Portland District - Trousdale)

Notwithstanding the provisions of Section 10 or any other provision of this By-law to the contrary, on the lands zoned Special Limited Service Residential-Waterfront (RLSW-YY), the following provisions shall apply:

- Lot Area (Minimum) 0.4 hectares (1 acre)

All other provisions of this by-law shall apply.

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

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

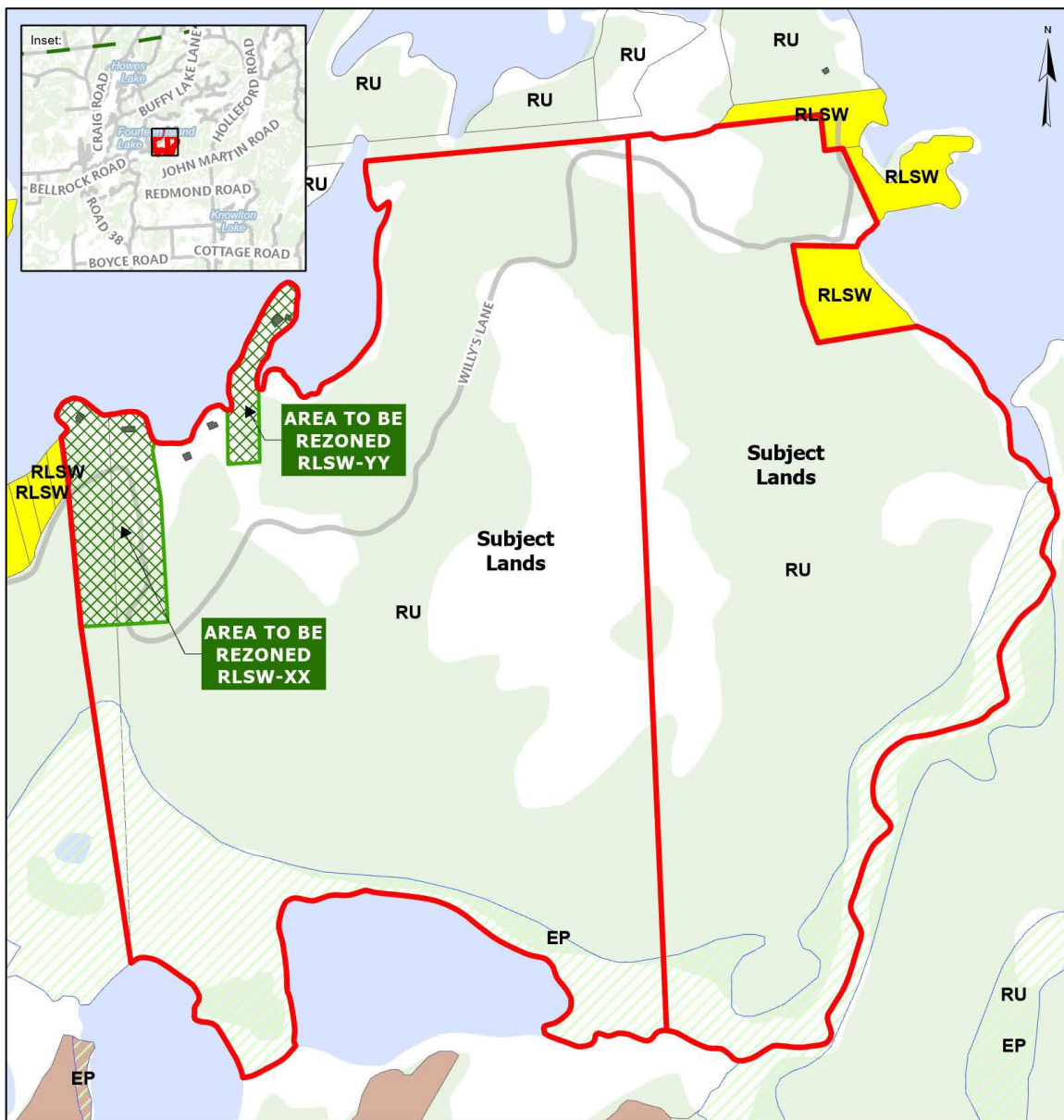
Given Third Reading and Passed: Click or tap to enter a date.

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac By-Law Number 2025-XX

Schedule 1 of By-law 2025-XX



1125, 1127, 1137 WILLY'S LANE

PL-ZBA-2025-0001

Scale: 1:5,500

LEGEND

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

Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025. 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: 27/02/2025



Township of South Frontenac

2025 Fire Master Plan: Project Overview

Image source: Township of South Frontenac Facebook page

Agenda

- | | |
|----|-------------------------------------------|
| 1. | Introduction: About Us |
| 2. | Fire Master Plan: Purpose and Development |
| 3. | Questions or Comments |

Introduction: About Us

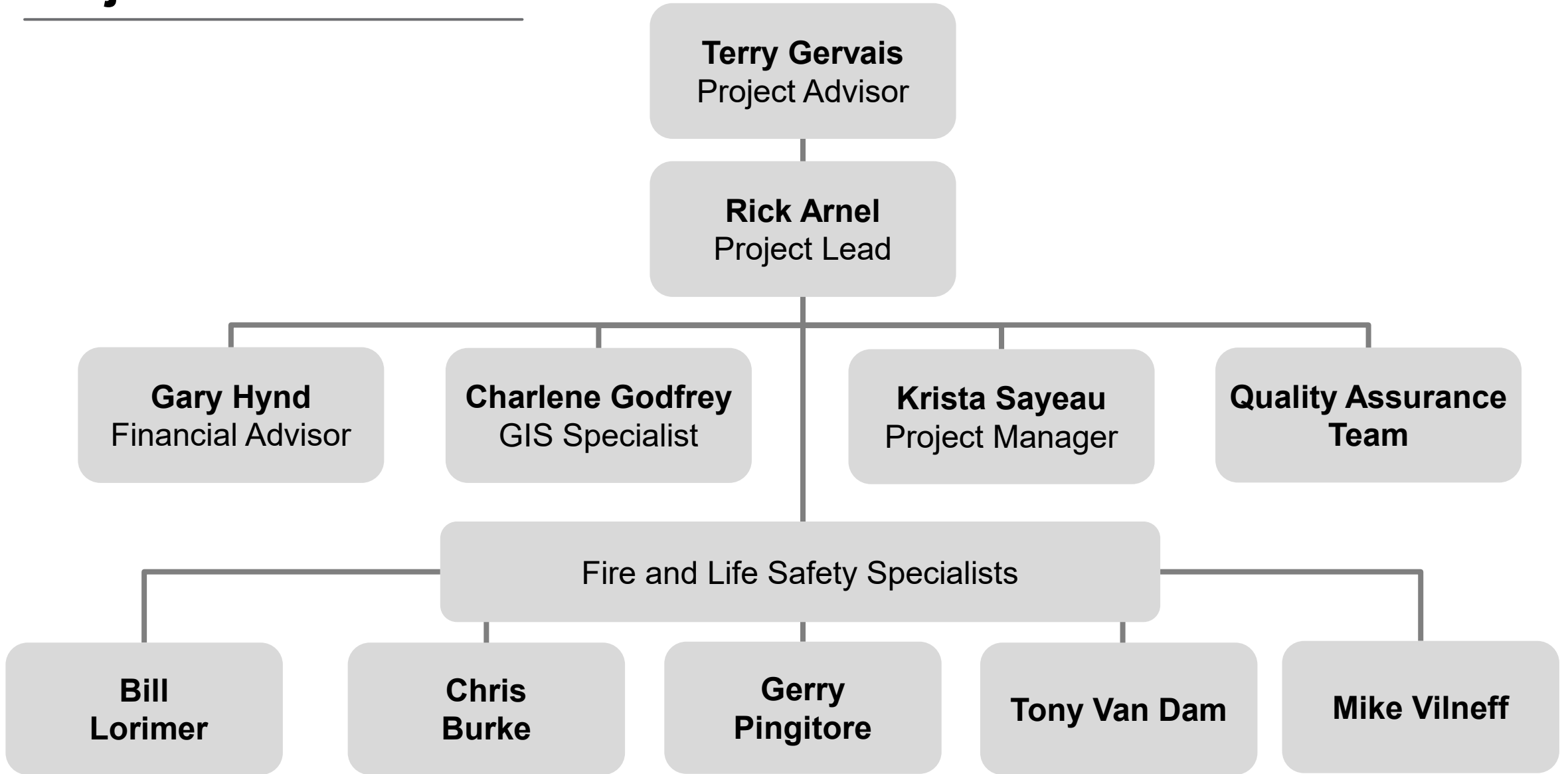


About Our Company

The Loomex Group is a North American group of companies that provides strategic, operational, and tactical services for clients across Canada and the United States.

Our goal is to inspire positive change and help make communities and organizations safer.

Project Team



Fire Master Plan: Purpose and Development

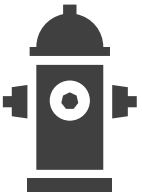
Purpose of a Fire Master Plan (“FMP”)



Help a community meet the requirements of the Fire Protection and Prevention Act and other legislation.



Provide a clear picture of a community’s current and anticipated fire protection needs.



Recommend strategies to protect lives and property by enhancing public education, code enforcement, and fire suppression services.



Provide information to guide administrative, operational, and budgetary decisions.

Approach and Methodology

Start-up Meeting



Stakeholder Engagement



Data Collection & Analysis



Draft & Final Report

Areas of Review

- Community Demographics
- Overview of the Fire Department
- Legislation and Standards
- Bylaws
- Fire Service Agreements
- Recruitment and Retention
- Departmental Communication
- Emergency Management
- Fire Prevention and Public Education
- Levels of Service
- Training
- Performance Standards and Response Statistics
- Fire Stations
- Water Supply
- Asset Management

Guiding Principle: The Three Lines of Defence

1. Public Education

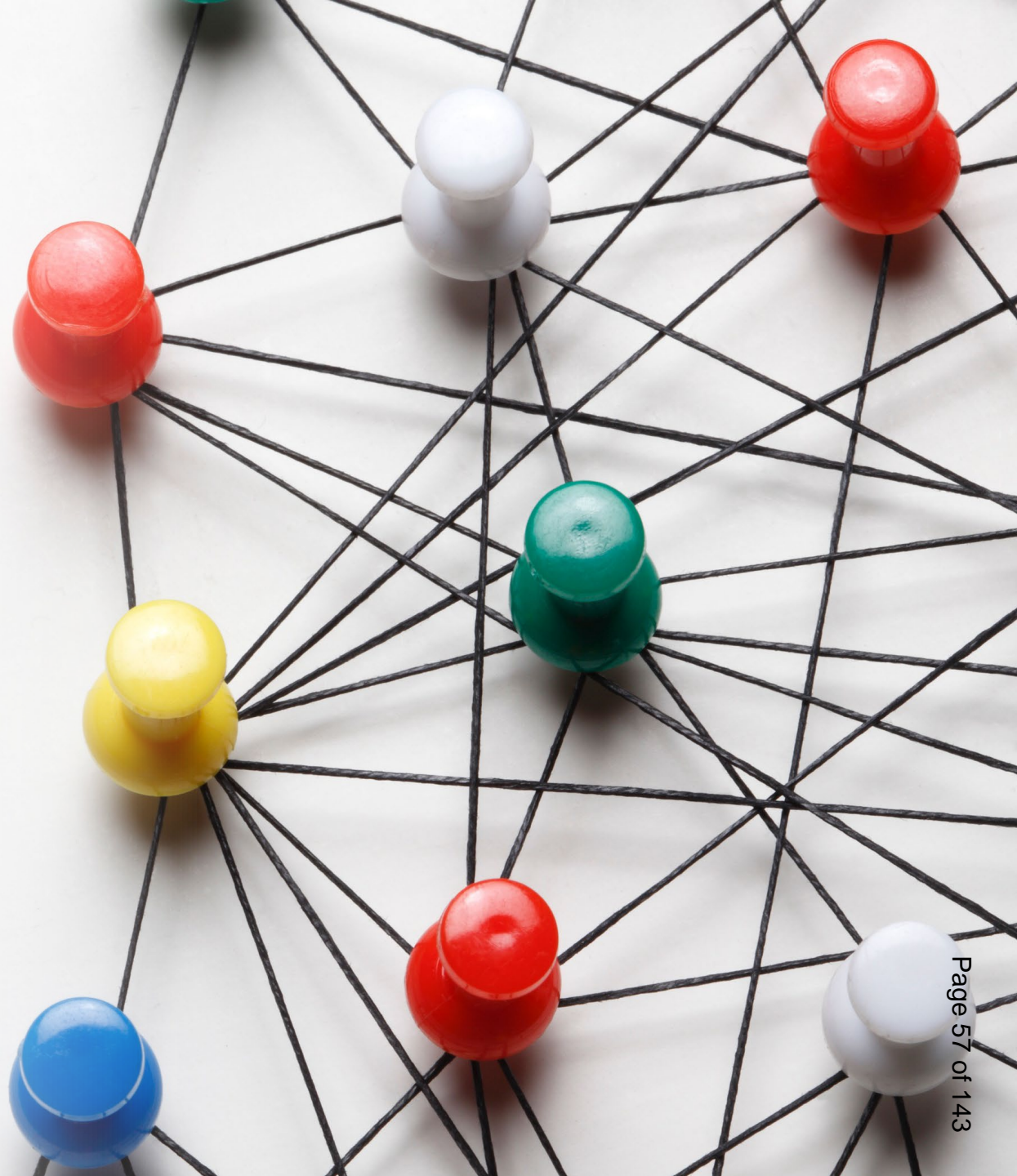
2. Code Enforcement

3. Fire Suppression

- The cost of performing fire suppression services is higher than the cost of delivering public education and code enforcement initiatives.
- By prioritizing fire prevention, a fire department can reduce the need for fire suppression.

Stakeholders

- Councillors
- Municipal staff
- Fire department staff
- Residents
- Businesses
- Municipal partners



Project Goals

- Identify and evaluate the current and anticipated fire protection needs in South Frontenac.
- Assess the fire protection services that South Frontenac currently receives.
- Provide strategies and identify resources that South Frontenac can use to manage its current and anticipated fire protection needs adequately and cost-effectively.
- Provide recommendations to help South Frontenac enhance its fire protection services.





**Questions or
Comments?**



Thank you!

Feel free to reach out to us
if you have any questions.



PHONE NUMBER

705-775-5022



EMAIL ADDRESS

info@loomex.ca



WEBSITE

www.loomex.ca



Minutes of Council
February, 18, 2025



Township of South Frontenac Council Meeting Minutes



Meeting #

Time: 7:00 PM

Location: 3910 Battersea Road, Battersea

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

Regrets: Mayor Ron Vandewal

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Heather Woodland - Deputy Clerk, Kyle Bolton - Director of Public Services, Troy Dunlop - Manager of Engineering and Capital Projects

1 Call to Order

a) Resolution

Resolution No. 2025-04-01

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That the Council meeting of February 18, 2025 be called to order at 7:00 p.m.

Carried

b) Council observed a moment of silence in remembrance of former Mayor Bill Lake, who passed away on February 14, 2025. Councillor Sleeth spoke in remembrance of former Mayor Lake.

2 Declaration of pecuniary interest and the general nature thereof

a) There were none.

3 Approval of Agenda and Addendum

a) Resolution

Resolution No. 2025-04-02

Moved by Councillor Turcotte

Seconded by Councillor Sleeth

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a) Not applicable.

5 Recess

a) Not applicable.

6 Public Meeting

a) Not applicable.

Minutes of Council
February, 18, 2025

7 Delegations

- a) Jim Pines was present and spoke to Council regarding municipal governance in relation to the Township of South Frontenac.

8 Briefings

- a) Kyle Bolton, Director of Public Works, provided a briefing to Council regarding Public Services departmental update.

9 Approval of Minutes

- a) Resolution

Resolution No. 2025-04-03

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That the minutes of the February 11, 2025 Council meeting be approved.

Carried

10 Reports Requiring Action

- a) Proposed Council Procedural By-law

Resolution No. 2025-04-04

Moved by Councillor Roberts

Seconded by Councillor Turcotte

That Council approve the draft Council Procedural By-law, attached to Report 2025-019 as Exhibit A, in principle, in order for a public meeting to be held in accordance with By-law 2016-73.

Carried

- b) Blue Box Transition – Material from non-eligible sources

Resolution No. 2025-04-05

Moved by Councillor Sleeth

Seconded by Councillor Trueman

That Council direct the Public Services department to proceed with recycle depots at the Loughborough and Portland landfill sites for the collection of recycle materials from non-eligible sources to be funded within the approved 2025 operating budget.

Carried

11 Advisory Committee Reports or Minutes

- a) There were none.

12 Reports Requiring Approval of By-laws

- a) Load Restriction Changes – Fish Creek Bridge (Bob's Lake Road)

Resolution No. 2025-04-06

Moved by Councillor Morey

Seconded by Councillor Leonard

That By-law 2025-12 being a By-law to Restrict the Weight of Vehicles Passing Over Fish Creek Bridge (Bob's Lake Road), be given first and second reading.

Carried

Resolution No. 2025-04-07

Minutes of Council
February, 18, 2025

Moved by Councillor Pegrum
Seconded by Councillor Roberts
That By-law 2025-12 be given third reading, signed, and sealed.

Carried

13 Reports for Information

- a) Award of Tender # PS-2025-01 – 2025 Surface Treatment Program

14 Committee of the Whole

- a) Not applicable.

15 Tabling of Documents

- a) There were none.

16 Communications

- a) There were none.

17 Notice of Motions

- a) There were none.

18 Rise and Report regarding County Council and External Boards

- a) Frontenac Community Arena Board - Councillor Roberts provided a brief update regarding the previous meeting and noted that there were no concerns.

19 Announcements/Statements by Councillors

- a) Councillor Sleeth commended the Public Works crew for their efforts related to winter storm maintenance.

Council recessed from 8:01 p.m. to 8:04 p.m.

20 Closed Session (if requested)

- a) Resolution

Resolution No. 2025-04-08

Moved by Councillor Trueman

Seconded by Councillor Morey

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

1. Labour relations or employee negotiations - operations.

Carried

- b) Labour relations or employee negotiations (operations)

- c) Resolution

Resolution No. 2025-04-09

Moved by Councillor Morey

Seconded by Councillor Trueman

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

Carried

Minutes of Council
February, 18, 2025

21 Confirmatory By-law

a) Resolution

Resolution No. 2025-04-10

Moved by Councillor Roberts

Seconded by Councillor Leonard

That By-law 2025-13, 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. 2025-04-11

Moved by Councillor Sleeth

Seconded by Councillor Turcotte

That By-law 2025-13, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

22 Adjournment

a) Resolution

Resolution No. 2025-04-12

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That the Council meeting of February 18, 2025 be adjourned at 8:36 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: March 11, 2025

Subject: Request for Extension of Approval – Shield Shores Draft Plan of Condominium 10CD-2016/001

Report Number: 2025-034

Summary

The developer of the Shield Shores Plan of Condominium has applied to the County of Frontenac for an extension to their draft plan approval which is set to lapse in April 2025. The County requests that Township Council provide a recommendation to County Council as part of their decision-making process on the request for an extension. This report recommends that Township Council support the extension of draft plan approval for a further period of two years.

Recommendation

That Council recommend the County of Frontenac extend draft plan approval for a period of two years for application 10CD-2016/001, subject to the conditions approved by the County of Frontenac on May 15, 2019, and direct the Clerk to forward this resolution to the County Clerk.

Background

The County of Frontenac is the approval authority for plans of subdivision and condominium. The Township received notice on March 3, 2025, that the County of Frontenac has received an application to extend draft plan approval for the Shield Shores Plan of Condominium (10CD – 2016/001). The County has requested input from Township Council on the requested extension, in the form of a resolution.

The original application for the Shield Shores Condominium was approved by the County of Frontenac on May 19, 2019. A two-year extension was granted in 2022. A further one-year extension was granted in 2024.

The draft plan is for the creation of eighteen (18) residential units, two private lanes and five (5) blocks. The Condominium is located outside of the Battersea settlement area and is accessed from Wellington Street.

Attachment 1 shows the location of the subject property on which the plan of condominium is proposed. Attachment 2 is the draft plan of condominium that shows the unit layout, the proposed lanes, and blocks.

Discussion

Reason for Draft Plan Extension

The County of Frontenac forwarded a copy of the application for draft plan approval dated February 25, 2025, from the developer, Barry Campbell, requesting an extension of draft approval (Attachment 4).

The application to extend draft plan approval for the Shield Shores Condominium lists the reasons for why an extension is requested. The application indicates that an application for final approval was submitted to the County in spring 2024, and that there was an unexpectedly long list of issues to be addressed. These issues required further environmental assessments and revised engineering drawings.

Mr. Campbell is actively working to fulfill the remaining conditions. However, it is unlikely that there is enough time for the required drawings and documentation to be reviewed and approved by the Township and external agencies before the expiry of the extension.

Review of Request for Draft Plan Extension

Township staff are supportive of the County providing a further two-year extension to draft plan approval to allow the developer and the Township the opportunity to fulfill the remaining conditions of draft plan approval.

The Provincial Planning Statement 2024, the County Official Plan and the Township Official Plan are all supportive of the creation a range and mix of housing types and permit the creation of rural residential lots that are in-keeping with the character of rural areas. Subject to fulfilling all draft plan conditions, Township staff are of the opinion that extending draft plan approval for the Shield Shores Condominium helps further the Township's goal to provide a supply of housing to market, while maintaining the integrity of our natural environment.

The developer has been actively working to fulfill conditions of draft plan approval. The below section outlines work completed by both the developer and the Township to date on a number of key conditions of draft plan approval:

- A draft condominium agreement was prepared by Township staff and reviewed by the developer. The majority of the conditions of draft plan approval will be completed through the condominium agreement.
- The Township's appraiser has undertaken an appraisal of the condominium for the purpose of calculating cash-in-lieu of parkland. Council received a report in this regard in April 2020 and set the cash-in-lieu value for Shield Shores Condominium at \$20,000. This money will be collected at the time the condominium agreement is signed and brought to Council for approval.

- Council passed By-law 2020-60 to approve the naming of two new private lanes and two existing rights-of-way to Shield Shores Lane, Glacier Lane, Bird Haven Lane and Briscoe Bay Lane at the November 3, 2020 Council meeting.
- The Zoning By-law amendment for the Shield Shores Plan of Condominium was approved by Council on August 11, 2020. This by-law took full force and effect on September 7, 2020. The residential units were zoned Residential Limited Service and Residential Limited Services Waterfront with a Holding zone. The lifting of the holding zone is conditional on the developer entering into a condominium agreement with the Township.
- The developer has been working towards constructing the private lanes and re-aligning the entrance of the private lane at the intersection of Wellington Street. These works will need to be reviewed and inspected by Township staff to determine if the private lanes have been constructed to Township standards.

Staff note there are several other conditions that need to be finalized in order to fulfill conditions including:

- Detailed Engineering Review –Stormwater Management, Grading, Erosion and Sediment Control, Servicing, Lighting
- Installation of on-site works such as Canada Post mailbox, garbage and recycling facilities

Next Steps

The resolution from Council will be forwarded to the County Clerk for consideration at the next County Council meeting where the application to extend draft plan approval for the Shield Shores Plan of Condominium will be considered.

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

Climate Considerations

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

Notice/Consultation

There are no requirements for public notification for an extension of draft plan approval under the *Planning Act*.

Attachments

1. Location Map
2. Draft Plan of Condominium
3. Conditions of Draft Plan Approval
4. Application for Draft Plan Extension – February 25, 2025

Approvals

Prepared By: Christine Woods, RPP, MCIP, Manager of Planning

Submitted By:

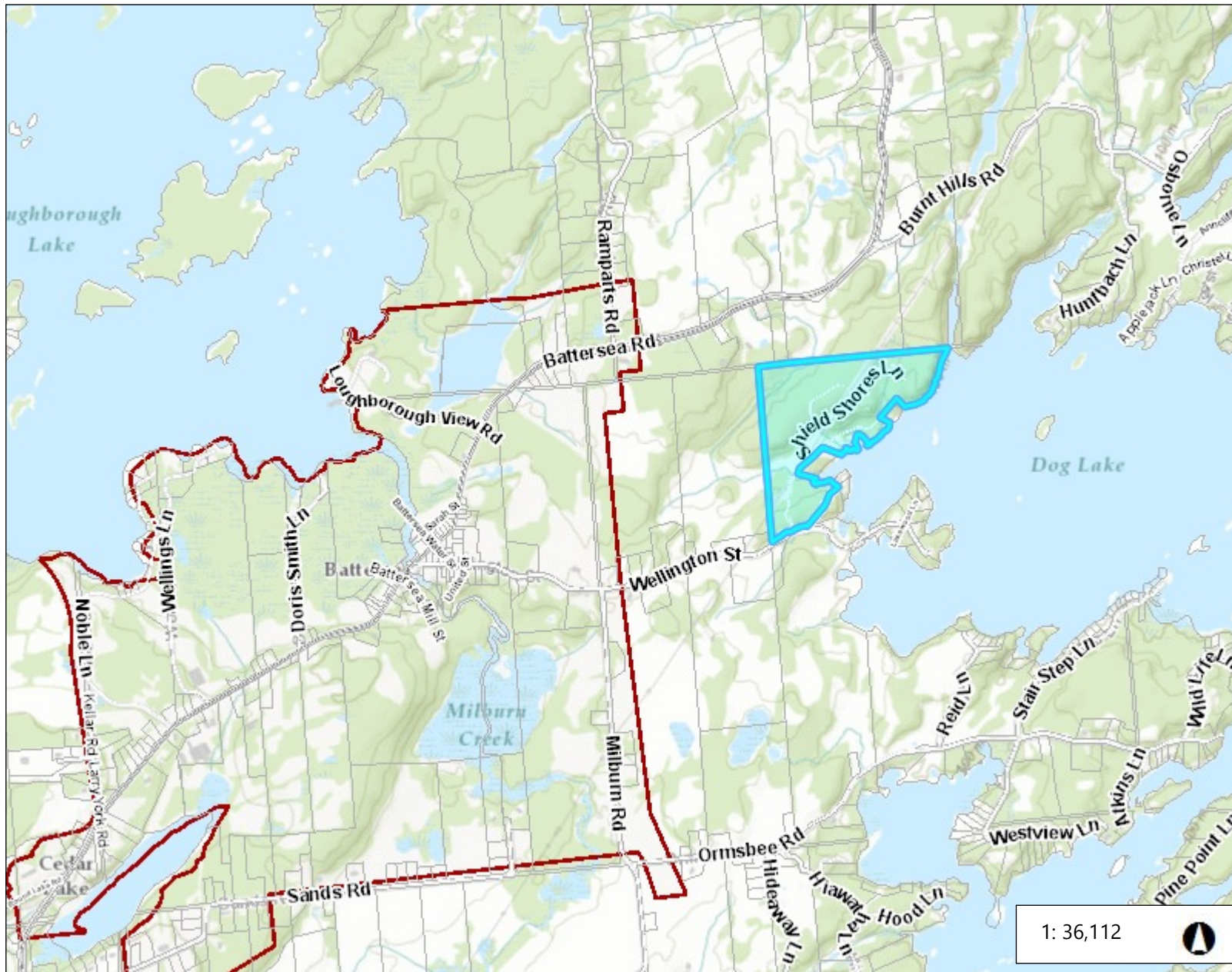


Brad Wright, RPP, MCIP, AICP, PLE
Director of Development Services


Approved By:

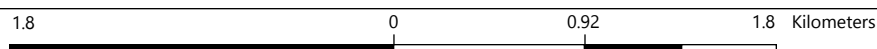


Lousie Fragnito, CGA, CPA
Chief Administrative Officer



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

1: 36,112 

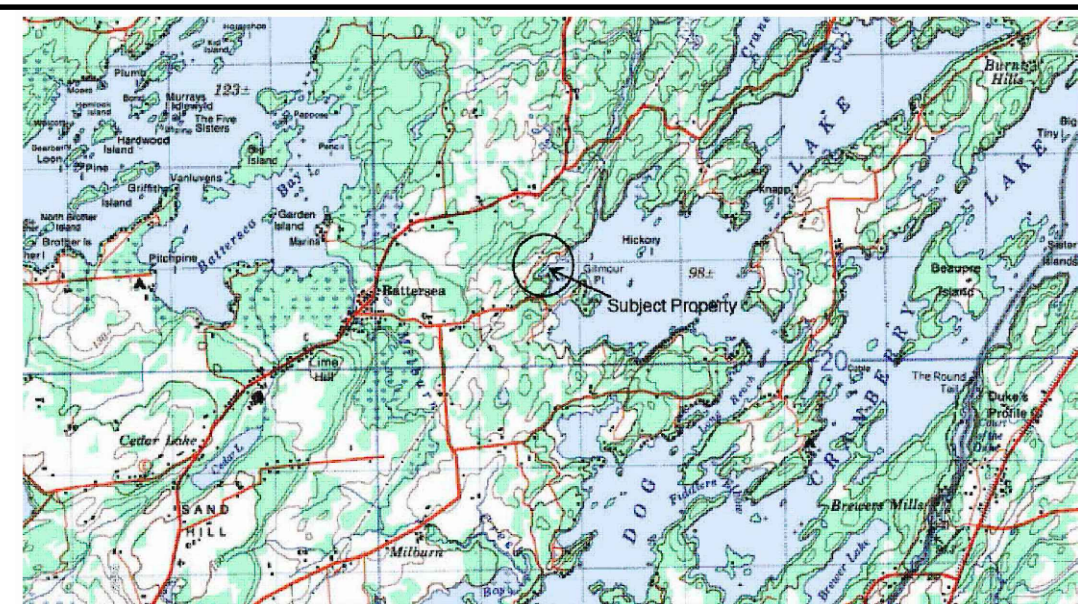


WGS_1984_Web_Mercator_Auxiliary_Sphere
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

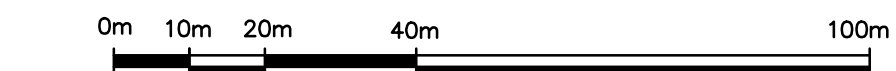
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes
Shield Shores Plan of Condominium



KEY PLAN NOT TO SCALE

DRAFT PLAN OF CONDOMINIUM
 PART OF LOTS 15, 16, AND 17
 CONCESSION 9
 TOWNSHIP OF SOUTH FRONTENAC
 (GEOGRAPHIC TOWNSHIP OF PITTSBURGH)
 (FORMER MUNICIPAL TOWNSHIP OF STORRINGTON)
 COUNTY OF FRONTENAC
 SCALE: 1:1000
 DATE: DECEMBER 10, 2018



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

- SECTION 51(17)
 PLANNING ACT - INFORMATION
- A) BOUNDARY OF LANDS TO BE SUBDIVIDED AS SHOWN ON DRAFT PLAN
 - B) EXISTING AND PROPOSED ROADWAYS AS SHOWN ON DRAFT PLAN
 - C) RELATIONSHIP TO ADJACENT LANDS AS SHOWN ON DRAFT PLAN AND KEY PLAN
 - D) LANDS TO BE USED FOR RESIDENTIAL PURPOSES
 - E) EXISTING USES OF ADJACENT LANDS AS SHOWN ON DRAFT PLAN
 - F) APPROXIMATE DIMENSIONS AND LAYOUT OF UNITS AS SHOWN ON DRAFT PLAN
 - G) NATURAL AND ARTIFICIAL FEATURES AS SHOWN ON DRAFT PLAN
 - H) PRIVATE WATER WELLS TO BE PROVIDED
 - I) SERVICES AVAILABLE INCLUDE HYDRO AND BELL
 - J) RESTRICTIONS AFFECTING THE LAND ARE SHOWN ON THE DRAFT PLAN

SITE DATA

Land Use	Number of lots	Number of units	Length	Area (ha.)	Percent (%)
RESIDENTIAL UNITS (1 to 18)	-	18	-	26.65	79.63%
COMMON ELEMENT (OPEN SPACE)	-	19-20, 21-22 & 25	-	3.73	11.16%
COMMON ELEMENT (ROADS)	-	23-24	-	3.07	9.19%
Total				33.46	100.00%

NOTE AND LEGEND

BEARINGS SHOWN HEREON ARE GRID BEARINGS DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 18, NAD83(CRS83)(1997.0)

- P1 DENOTES PLAN 13R-12703
- P2 DENOTES PLAN 13R-15776
- P3 DENOTES PLAN 13R-18473

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE CORRECTLY SHOWN.

DATE _____ LESLIE M. HIGGINSON
 ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE:

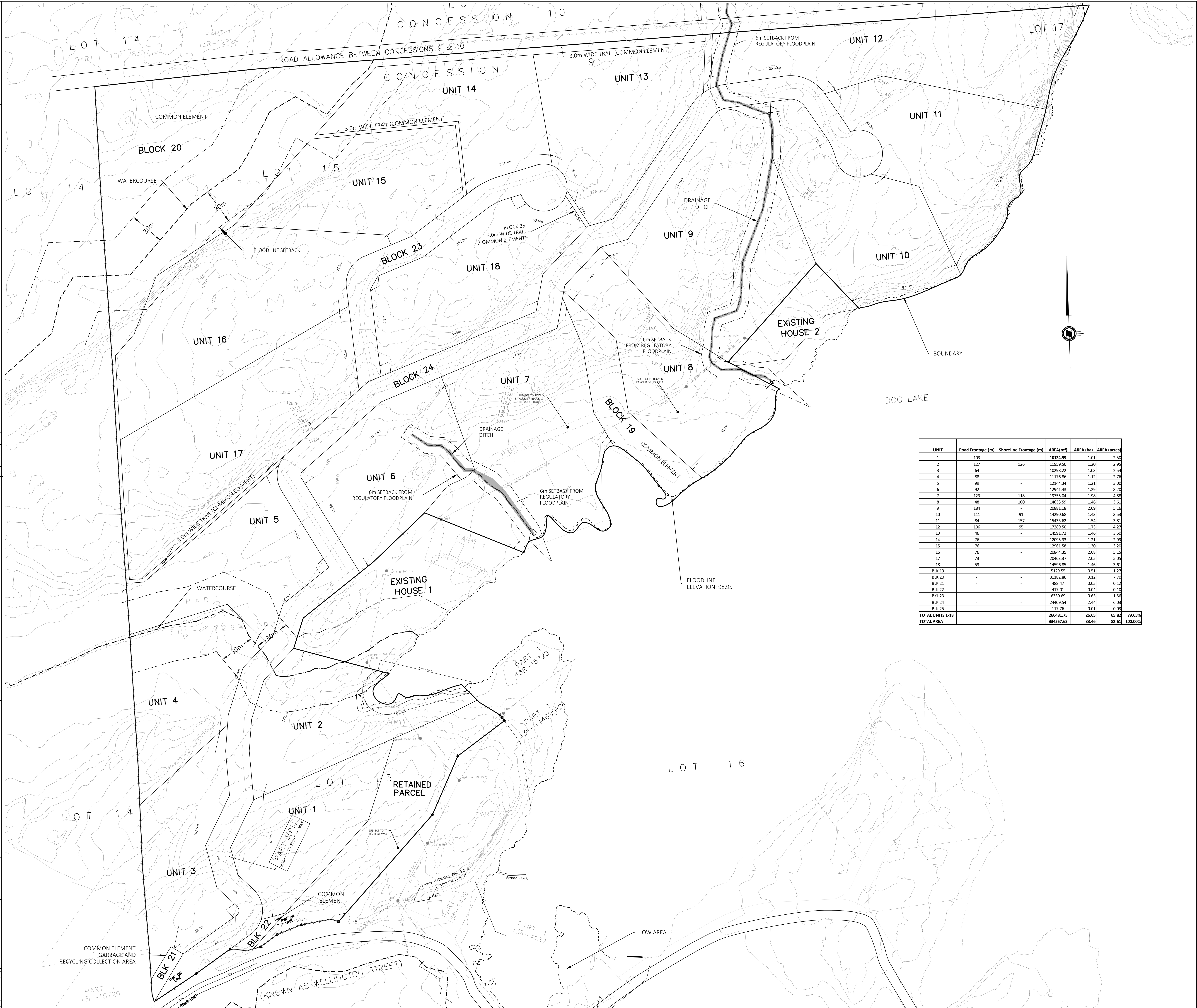
I, Barry Campbell, hereby authorize Josselyn Engineering to prepare and submit this plan to the County of Frontenac, for review and approval.

DATE _____ BARRY KEITH CAMPBELL

LESLIE M. HIGGINSON SURVEYING Ltd.
 1064 GARDINERS ROAD
 KINGSTON, ONTARIO, K7P 0G3
 (613) 389-7886 (FAX) 389-5578 or leslie@mhigginson.com

JE Josselyn Engineering Inc.
 1225 GARDINERS ROAD, #105
 KINGSTON, ONTARIO K7P 0G3
 TEL: 613-334-9878
 FAX: 613-334-9138
 E-MAIL: mjosselyn@josselyn.ca

No.	By	Date	Revision



UNIT	Road Frontage (m)	Shoreline Frontage (m)	AREA (m ²)	AREA (ha)	AREA (acres)
1	103	126	10124.59	1.01	2.50
2	127	126	11955.50	1.20	2.95
3	64	-	10298.22	1.03	2.54
4	88	-	11176.86	1.12	2.76
5	99	-	12144.34	1.21	3.00
6	92	-	12941.43	1.29	3.20
7	123	118	15955.04	1.58	4.88
8	48	100	14633.59	1.46	3.61
9	184	-	20881.18	2.09	5.18
10	111	91	14290.68	1.43	3.53
11	84	157	15433.62	1.54	3.81
12	106	95	17289.50	1.73	4.27
13	46	-	14591.72	1.46	3.60
14	76	-	12095.33	1.21	2.99
15	76	-	12961.58	1.30	3.25
16	76	-	20844.35	2.08	5.15
17	73	-	20463.37	2.05	5.05
18	53	-	14596.85	1.46	3.61
BLK 19	-	-	5129.55	0.51	1.27
BLK 20	-	-	31182.86	3.12	7.70
BLK 21	-	-	488.47	0.05	0.12
BLK 22	-	-	417.01	0.04	0.10
BLK 23	-	-	6330.69	0.63	1.54
BLK 24	-	-	24429.54	2.44	6.03
BLK 25	-	-	117.76	0.01	0.03
TOTAL UNITS 1-18			266481.75	26.65	65.82
TOTAL AREA			334557.63	33.46	82.61



**10CD-2016/001 (Shield Shores)
Plan of Vacant Land Condominium
Conditions of Draft Approval**

Date of Decision: May 15, 2019

Amended Conditions: N/A

Conditions of Draft Plan Approval

The conditions of approval for the draft plan of vacant land condominium are as follows:

1. That this approval applies to the Draft Plan of Vacant Land Condominium dated December 10, 2018, showing a total of 18 residential Units, 5 Blocks and two private lanes, prepared and certified by Leslie M. Higginson (surveyor).
2. That the Owner shall agree to enter into a condominium agreement with the Township of South Frontenac, to the satisfaction of the Township and to be registered on title of the subject land.
3. That the Owner shall agree in writing to satisfy all the requirements, financial or otherwise to the Township of South Frontenac concerning the provision/upgrade of roads, installation of services, drainage works, utilities and all other required works in accordance with the Township's Design Criteria and Guidelines. Further, that the development, construction and use of the lands in this condominium shall be in accordance with the following reports submitted with the application for draft approval, unless otherwise amended, modified, or directed in writing by the Township and as secured in the condominium agreement:
 - Fotenn Consultants Inc., Planning Report, Shield Shores Residential Development, February 25, 2016;
 - Mary Alice Snetsinger, Environmental Impact Statement for Campbell Property, January 10, 2016, technical addendum August 24, 2016;
 - Ecological Services, Gray Ratsnake Surveys, June 1, 2016;
 - Ecological Services, Shallow Waterbody Submission, April 4, 2018;
 - BluMetric Environmental, Hydrogeological Assessment and Terrain Analysis for Proposed Development of Con 9, Part Lots 15, 16 and 17, Dog Lake Township of South Frontenac, February 2016, technical response August 8, 2016 and May 4, 2017;
 - Josselyn Engineering Inc, Traffic Impact Assessment Report, Shield Shores Condominium, November 25, 2016, updated August 22, 2017;
 - Josselyn Engineering Inc. Analysis of Stormwater Management Requirements for Dog Lake Subdivision, February 4, 2016 and Analysis of Stormwater Management Requirements dated May 1, 2017; and
 - Adams Heritage, Archaeological Assessment (Stages 1 & 2), Dog Lake Ridge, May 12, 2015.
4. That the Owner shall reimburse the Township of South Frontenac and the County of Frontenac for all legal, engineering, planning, administrative expenses and permit

fees, including the cost of any peer review that the Township or the County may require in relation to the development and the fulfillment of conditions.

5. That the two proposed private lanes shown in the draft plan (Block 23 and Block 24) be designed and constructed, at a minimum, in accordance with Township Design Criteria and Standards and Private Lane Standards for new private lanes.
6. That the Owner agrees in writing that any easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
7. That 0.3 metre reserves be established along the boundaries of any blocks and units, other than the condominium road, which abut the Wellington Street road allowance to the satisfaction of the Township. Any 0.3 metre reserves shall be deeded to the Township for the purpose of controlling additional access to the plan of condominium.
8. That the Owner agrees that any dock at Block 19 be located at the open water end of the Block (i.e., southeast portion of the Block) and not in the narrow bay at the southwest side of the Block.
9. That the Owner shall agree in writing to install and power street lighting to the satisfaction of the Township and in accordance with Township Design Criteria and Guidelines.
10. That the Owner shall agree in writing to name the street in accordance with Township 9-1-1 Civic Addressing policy for the Township and shall install signage to the satisfaction of the Township and in accordance with Township Design Criteria and Standards.
11. That the Owner shall agree in writing to install garbage and recycling depot in a location to the satisfaction of the Township and in accordance to Township Design Criteria and Standards.
12. That the Owner shall agree to update and revise the traffic impact report entitled Josselyn Engineering Inc., Traffic Impact Assessment Report, Shield Shores Condominium, August 22, 2017 to the satisfaction of the Township and in accordance to Township Design Criteria and Standards.
13. That the Owner agrees in writing to pay cash-in-lieu of parkland in accordance with approved Township policies.

14. That the Owner agrees in writing that the Township may implement whatever measures it deems necessary to ensure orderly development of the plan of condominium, including but not limited to the requirement of separate condominium agreements, imposition of “h” holding zoning or 0.3 metre reserves.
15. That the Owner agrees to deposit with the Township, securities in the form of a letter of credit, representing 100% of the estimated cost of the works to be provided with respect to the condominium. The letter of credit shall be reduced, in accordance with the terms and conditions of the Condominium Agreement.
16. That the Owner agrees for the condominium agreement to contain a provision requiring the Owner to pay development charges, in place at the time of the issuance of the building permit, prior to the issuance of the building permit and to acknowledge and agree that the Township will not issue any building permit until the development charges have been paid in full.
17. That the Owner shall agree in writing to obtain permits or approvals as may be required from any federal, provincial, municipal or local authority and to file copies thereof with the Township.
18. That the Owner shall agree in writing that the natural soil and vegetation within the 30 metres setback area from Dog Lake is not to be disturbed and is to be left in its natural state as of the date of draft approval. The condominium agreement and condominium declaration include provisions that would require unit owners to provide protection of natural vegetation within the 30 metre setback area. This shall not prevent the establishment of a 1.5m wide (maximum) pathway to the lake or the removal of noxious weeds or invasive species.
19. That prior to final approval, the County of Frontenac is to be advised by the Township of South Frontenac that this proposed condominium conforms to the Zoning By-law in effect for the Township.
20. That the Owner shall agree in writing that a Canada Post Centralized Community Mail Boxes, be installed, if deemed necessary by Canada Post, at a location to the satisfaction of Canada Post and the Township.
21. That the following conditions from KFL&A Public Health, be addressed to the satisfaction of the Township and KFL&A Public Health:
 - (a) The site servicing plan showing the location of the house, well, sewage system envelopes (primary and alternate), taking into consideration site topography be

- prepared and provided to all future purchasers through the condominium declaration.
- (b) Primary and alternate sewage system locations be reserved and maintained solely for that purpose. No constructions of wells, homes, driveways, pools, garages or other structures is to take place in the primary or alternate area.
 - (c) Existing soil conditions will necessitate the importation of suitable fill for the installation of sewage systems, resulting in fully raised sewage systems. Some units will require additional fill or extensive site grading to deal with saturated conditions.
 - (d) Deviations from the locations on the updated site servicing plan may require the submission of an engineering report/design and terrain analysis supporting the proposed changes (including potential impact on adjoining properties).
22. That all requirements and recommendations specified in the hydrogeology report entitled BluMetric Environmental, Hydrogeological Assessment and Terrain Analysis for Proposed Development of Con 9, Part Lots 15, 16 and 17, Dog Lake Township of South Frontenac, February 2016 and all associated drawings be addressed to the satisfaction of the Township, KFL&A Public Health and Cataraqui Region Conservation Authority.
23. That any existing wells and/or septic systems that may be present on the site and which are not planned to be used as part of the condominium development be decommissioned as per applicable regulations.
24. That the recommendations of the environmental impact statement, entitled Mary Alice Snetsinger, Environmental Impact Statement for Campbell Property, January 10, 2016 be addressed to the satisfaction of the Township and Cataraqui Region Conservation Authority.
25. That a final detailed stormwater management plan be prepared by a qualified Professional Engineer and approved to the satisfaction of the Township and the Cataraqui Region Conservation Authority, and that appropriate text to implement its findings be included in the Condominium Agreement.
26. That a lot grading and drainage plan, and a sediment and erosion control plan be completed to the satisfaction of the Township and the Cataraqui Region Conservation Authority and be included in the Condominium agreement.
27. That the Condominium Agreement contain a provision that any proposed development (e.g. construction, filling, and site alteration) within 15 metres of the flood plain or top of bank of the watercourses and Dog Lake will require prior written

authorization from the Cataraqui Region Conservation Authority under Ontario Regulation 148/06 made pursuant to Section 28 of the Conservation Authorities Act.

28. All in-water and shoreline works, including but not limited to docks, including the joint use dock at Block 19, may only be constructed in accordance with applicable approvals issued by Parks Canada.
29. That the Owner agree in writing all recommendations of the archaeological report entitled Adams Heritage, Archaeological Assessment (Stages 1 & 2), Dog Lake Ridge, May 12, 2015 be implemented to the satisfaction of the Township.
30. That the Owner prepare a vegetative planting plan to the satisfaction of the Township and the Cataraqui Region Conservation Authority, the purpose of which is to enhance the natural vegetative buffer within 30 metres of the high water mark.
31. The Owner agree in writing for the condominium agreement to contain a clause providing that any purchaser be advised, and also that a notice be placed in the purchase and sale agreement, alerting a prospective purchasers that, in the event that human remains are discovered during construction or site development of a unit, the property owner shall immediately contact the OPP, the Ministry of Tourism, Culture and Sport and the Registrar or Deputy Registrar of the Cemeteries Unit of the Ministry of Consumer Services (or the applicable agencies at the time of final approval).
32. That Owner agree in writing that if, during the process of development, any archaeological resources or human remains of Aboriginal interest are encountered, the Algonquins of Ontario Consultation Office will be contacted immediately at:

Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101
Pembroke Ontario K8A 8R6
Telephone 613-735-3759
Fax 613-735-6307
E-mail: algonquins@tanakiwin.com
33. That Owner agree in writing that public utilities, including without limitation Bell Canada (or alternative provider for telecommunication and cable), Hydro One, etc. are adequate to service the proposed development and installed to the satisfaction of the Township.
34. That prior to Final Condominium Approval, the Owner shall submit a revised Plan, if required, to reflect any significant alterations caused from this Draft Plan Approval.

Where final engineering design(s) result in minor variations to the Plan (e.g. in the configuration of units, etc.), these may be reflected in the Final Plan subject to the satisfaction of the Township and the County.

35. That when requesting Final Approval from the County of Frontenac, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the units/blocks thereon conform to the frontage and area requirements of the zoning by-law.
36. That prior to Final Condominium Approval, the County of Frontenac shall be advised by the Township of South Frontenac that all Conditions of Draft Plan Approval requested by the Township have been satisfied; the clearance memorandum shall include a brief statement detailing how each Condition has been met.
37. That prior to Final Condominium Approval, the County is to be advised in writing by KFL&A Public Health of the method by which its conditions have been addressed.
38. That, prior to Final Condominium Approval, the County is to be advised in writing by the Cataraqui Region Conservation Authority of the method by which its conditions have been addressed.
39. That pursuant to section 51 (32) of the Planning Act, this Draft Plan Approval is granted for three years from the decision date. The Owner may request the County issue an extension of Draft Approval should that be needed. The County shall notify the Township of any request to extend Draft Approval.
40. Clearance Letters:
 - a. That prior to Final Subdivision Approval, the County of Frontenac shall be advised that all Conditions of Draft Plan Approval have been satisfied; the clearance memorandum shall include a brief statement detailing how each condition has been met and shall be prepared by the Planning Consultant.
 - b. That prior to Final Subdivision Approval, the County is to be advised in writing by the Township of South Frontenac of the method by which its conditions have been addressed.
 - c. That prior to Final Submission Approval, the County is to be advised in writing by KFL&A Public Health of the method by which its conditions have been addressed.
 - d. That prior to Final Subdivision Approval, the County is to be advised in writing by Rideau Waterway Development Review Team of the method by which its conditions have been addressed.

Notes of Draft Approval:

- This draft approval is for a period of three (3) years. The Owner is advised that they are to apply for any extension at least sixty (60) days prior to lapsing date or in accordance with the County of Frontenac Plan of Subdivision and Condominium Guidelines. This approval may be extended pursuant to Subsection 51(33) of the Planning Act, but no extension can be granted once the approval has lapsed.
- If final approval is not given to this plan within three (3) years of the draft approval date, and no extensions have been granted, draft approval will lapse under Section 51(32) of the Planning Act, R.S.O. 1990.
- It is the applicant's/owner's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Approval Authority, quoting file number 10CD-2016/001 (Shield Shores).
- All measurements in the final plans must be presented in metric units.
- Please note that an updated review of the plan, and revision of the conditions of approval, may be necessary if an extension is to be granted.
- Please consult the County of Frontenac Plan of Subdivision and Condominium Guidelines and Planning Department for submission requirements for final approval including number of copies required, requirements for review of the M-Plan, and, submission timelines.



Application for Extension or Revision to Draft Plan Approval for Plan of Subdivision or Condominium

2069 Battersea Road, Glenburnie, ON K0H 1S0
Phone: 613-548-9400 Ext. 351

Email: planning@frontenacounty.ca

For Office Use Only	
File Number:	Related File Number(s):
Date Received:	Concurrent Applications Filed:
Date Application Deemed Complete:	<input type="checkbox"/> Official Plan Amendment
Amount Paid (\$):	<input type="checkbox"/> Zoning By-Law Amendment

Note: Please review the County of Frontenac Guidelines for Plans of Subdivision and Condominium Applications prior to submission of an application for extension or revision to draft plan approval.

Print in black or blue ink, complete or () appropriate box(es).

1. Applicant Information		
1.1 Name of Owner(s) An owner's authorization is required if the applicant is not the owner. Attach additional pages if required.		
Name of Owner(s)	Home Phone Number	Business Phone
Shield Shores Inc	613 893 0393	613 893 0393
Address	Email Address	
47 Dundas St Kingston On K7L 1N4	barry5campbell@gmail.com	
1.2 Agent/Applicant Name of the person who is to be contacted about the application, if different than the owner. This may be a person or firm acting on behalf of the owner.		



Application for Extension or Revision to Draft Plan Approval

Name of Contact Person Barry Campbell	Contact Phone Number 613 893 0393	Business Phone
Address 47 Dundas St Kingston On K7L 1N4	Email Address barry5campbell@gmail.com	

1.3 Planning Consultant

Name of Planning Firm and Contact Fotenn Consultants/Brittany Mulhern	Contact Phone Number 613 542 5454 ext 232	Business Phone
Address The Woolen Mill, 4 Cataraqui St, Suite 315, Kingston On K7K 1Z7	Email Address mulhern@fotenn.com	

2. File Information

2.1 File Number(s)

County of Frontenac File Number: 10CD-2016/001	Township File Number: 10T-2016-001
-------------------------------------------------------	----------------------------------------------



Application for Extension or Revision to Draft Plan Approval

2.2 Draft Plan Information	
Common Name of Development: Shield Shores	
Number of Lots: 18	Number of Blocks: 7
Phases of Development (if applicable): n/a	
Phases of Development with Final Approval (if applicable):	
Phase: _____	Registered Plan Number: _____
Phase: _____	Registered Plan Number: _____
Phase: _____	Registered Plan Number: _____
2.2 Submissions	
<input type="checkbox"/> Fee Submitted <input type="checkbox"/> Copy of Plan Submitted	
2.3 History of Draft Plan Approval	
Date of Draft Plan Approval: May 15, 2019	Draft Plan Approval Lapsing Date: May 15, 2022, extended to April 17, 2025
Date of any previous extension(s) to Draft Plan Approval: April 20, 2022 and April 17, 2024	
2.4 Status	
Has any required Zoning By-law Amendment been enacted by Council?	x Yes <input type="checkbox"/> No
Have engineering plans been submitted for review?	x Yes <input type="checkbox"/> No
3. Extension of Draft Plan Approval (if applicable)	



Application for Extension or Revision to Draft Plan Approval

3.1 Reasons

List the reason(s) why conditions of draft approval have not been completed to date (attach additional page(s) if necessary):

1. An application for final approval was submitted by the planning consultant to the County in approximately May of 2024.
2. A response to the application was received in mid-August 2024. The response noted an unexpectedly long list of issues which the Conservation Authority and the Township of South Frontenac required to be addressed. Among the issues raised were some questions about land formations not previously noted as being of concern, identified as possibly being wetlands and waterways requiring substantial plan-altering setbacks.
3. To address the issues, it was necessary to re-engage an environmental consultant to do site visits. There has also been uncertainty about the issues raised requiring clarification from the Conservation Authority. The engineering drawings need to be revised after the consultant reported and the clarifications are obtained. These efforts have been diligently pursued, but all the people involved are busy and there has not been time to resolve things yet.
4. A meeting was held with the Conservation Authority earlier this month and it appears there is substantially more clarity about how to proceed now, but it is unlikely that the revisions, responses and the whole approval process can be completed before the draft plan approval lapses.

3.2 Additional Information

List any additional reason(s) why Council should consider extending the Draft Plan Approval (attach additional page(s) if necessary):



Application for Extension or Revision to Draft Plan Approval

4. Amendment to Draft Plan Approval (if applicable)

4.1 Type of amendment to draft plan approval requested

- Revision to Draft Plan Approval Mapping
- Copy of Redline Mapping Attached
- Revision to Conditions(s)

Please provide Condition Number (as listed in Notice of Decision) and a brief summary of requirement and the requested amendment. Attach additional page(s) if required.

Condition # _____

Condition Description: _____

Requested Amendment: _____



Application for Extension or Revision to Draft Plan Approval

Condition # _____

Condition Description: _____

Requested Amendment: _____

5. Affidavit or Sworn Declaration

I, Barry Campbell of the City of Kingston in the County of Frontenac

make oath and solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true and knowing that it is true of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

The responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fees) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.

Declared before me at the Township of South Frontenac in the County of Frontenac this 25th day of February, 2025.



Application for Extension or Revision to Draft Plan Approval

25 Febr 2025
(Month) (Year)

J. Amini
Commissioner of Oaths
Jannette Amini, a Commissioner,
etc., for Taking Oaths, Clerk,
Corporation of the County of
Frontenac.

[Signature]
Applicant

6. Authorizations

Authorization of Owner for Agent to Make the Application

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I, Barry Campbell, am the President of Shield Shores Inc who is the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I authorize Barry Campbell to make this application on the corporation.

February 19, 2025
Date

[Signature]
Signature of Owner

Authorization of Owner for Agent to Provide Personal Information

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

I, Barry Campbell, am President of Shield Shores Inc., the owner of the land that is the subject of this Application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize: Barry Campbell, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

February 19, 2025
Date

[Signature]
Signature of Owner

7. Consent of the Owner

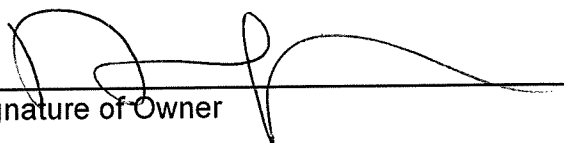
Consent of the Owner to the Use and Disclosure of Personal Information



Application for Extension or Revision to Draft Plan Approval

I, Barry Campbell am the President of Shield Shores Inc, owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

February 19, 2025
Date


Signature of Owner



Application for Extension or Revision to Draft Plan Approval

Agreement to Indemnify

The Owner/Applicant agrees to reimburse and indemnify the County of Frontenac (hereinafter referred to as the "County") of all fees and expenses incurred by the County to process the application for plan of subdivision or condominium, as the case may be, including any fees and expenses attributable to proceedings before the Local Planning Appeal Tribunal or any court or other administrative tribunal if necessary to defend the County's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the County, may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

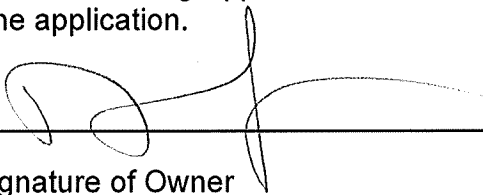
Attached to this application is a certified cheque or money order payable to the County in the amount representing payment of the application fee.

The Owner/Applicant further agrees to provide the County, upon request, a deposit against which the County may, from time to time charge against the deposit any fees and expenses incurred by the County in order to process the application. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the County with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

The Owner/Applicant further agrees that, upon request by the County from time to time, the Owner/Applicant shall make such additional deposits as the County considers necessary, and until such request has been complied with, the County will have no continuing obligation to process the application or attend or be represented at the Local Planning Appeal Tribunal or any court or other administrative proceeding in connection with the application.

Feb 24 / 25

Date


Signature of Owner

Notice of Collection – Personal information collected as a result of this application is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions and comments collected will be made available for public disclosure to members of the public, at a meeting, through requests, and through the website of the County of Frontenac. Questions regarding the collection, use, and disclosure of this personal information should be forwarded to the Manager of Legislative Services/Clerk.

Township of South Frontenac

Staff Report



To: Council

From: Director, Corporate Services & Treasurer

Date of Meeting: March 11, 2025

Subject: Vesting of Failed Tax Sale Properties

Report Number: 2025-043

Summary

This report recommends that Council vest failed tax sale properties listed under Attachment A and declare the properties surplus so they may be included in our next Failed Tax Sale RFP.

Recommendation

That Council authorize the vesting of the properties listed under Attachment A of Report 2025-043;

That the properties listed under Attachment A be declared surplus to allow for next steps to be undertaken in the failed tax sale RFP process; and

That the vesting costs for the listed properties under Attachment A, based on the cost at the time the property is vested, be funded from the allowance for doubtful accounts.

Background

In 2023, three separate Sale of Land by Public Tender were conducted by the Township on April 27, 2023; May 18, 2023; and June 1, 2023. No bids were received on the parcels in this report, which resulted in no successful purchaser. A list of the properties is included in Attachment A.

A municipality has 2 years to vest a property from the date of the failed tax sale, otherwise the tax sale proceedings expire and a new tax sale process would need to begin to sell the property.

The legislative deadline to vest the properties in this report range from April 27, 2025 to June 1, 2025.

Discussion/Analysis

Sale of Land by Public Tender

The Sale of Land by Public Tender processes (tax sale) is governed under the authority of the Municipal Act, 2001 (the Act) and Ontario Regulation 181/03 (Municipal Tax Sales

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Rules). Under legislation municipalities are empowered to utilize a Sale of Land by Public Tender processes (tax sale) for eligible properties to recover tax arrears on a property. A property is eligible for tax sale proceedings when the tax account has any part of two years or more taxes outstanding on January 1st of a given year.

All parcels in this report followed the legislative tax sale process. At the public tender no bids were received on any of the parcels listed in Attachment A. Mapping of each property is included in Attachment B.

Right to Vest

Where properties remain unsold after a tax sale, the Act provides that a municipality may re-advertise the unsold properties for sale a second time within two years of the original tax sale date. Typically, the Township would not re-advertise for tax sale when a property received no bids since incurring further costs on the parcel would only raise the minimum tender amount required. It is anticipated the increased cost would only further deter a successful sale while at the same time raising the expense to the Township.

Alternatively, the Act also provides for the ability of the Township to vest (take ownership) of the unsold properties or to write off the arrears owing on tax roll at which time the Township would offer the parcel through an RFP process. During the RFP process, the Township issues a public RFP and sends individual letters to adjoining property owners to make them aware of the availability of the abutting property. If the taxes have been written off, the property can be offered for sale without a minimum tender amount which might be more attractive to purchasers. Normally, the failed tax sales would go through an RFP process before the expiry of the 2-year period, however due to timing delays an RFP for failed tax sale has not taken place since the date these parcels failed in tax sale in 2023.

Each property listed in Attachment A was not successful at tax sale and can now be considered for vesting. If the municipality has not registered a Notice of Vesting or re-advertised within 2 years of the tax sale date, the tax arrears certificate is deemed to be cancelled and the tax sale process, and associated costs, would have to begin again.

Staff recommendation is for Council to exercise its powers under the Municipal Act (2001) and Ontario Regulation 181/03 to authorize vesting of the parcels to avoid the expiry of the two-year period. Vesting will also avoid further billing of taxes on these parcels. An updated title search will be executed prior to vesting any parcel in the name of the municipality.

Staff additionally recommend Council declare the parcels surplus whereby the parcels will then be included in our next Failed Tax sale RFP. Staff have already taken steps to assess whether there is Township interest in retaining any of the identified parcels for municipal use; there is not. It is staff's intent to proceed with a failed tax sale RFP by the end of 2025.

The net vesting cost to the Township for all properties listed in this report as of February 28, 2025, totals \$67,269.87. Funds exist in the allowance for doubtful accounts.

South Frontenac Tax Levy	\$14,343.72
Penalty	\$21,847.31
Tax Sale Costs	\$31,078.84
Total	\$67,269.87

This amount will change slightly due to accumulated penalty on account based on the timing of when the properties are vested, however the difference is expected to be minimal.

Financial Implications

Total write-off: \$75,556.78

Township portion: \$67,269.87

The Township cost for vesting would be funded from the allowance for doubtful accounts.

The remainder of the total write-off (county and education levies) will be charged back proportionately to the levying bodies.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Sustainable Long-Term Prosperity

Climate Considerations

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

Attachments

Attachment A – Listing of Tax Sale Properties

Attachment B – Maps of Properties

Approvals

Submitted By:



Stephanie Kuca, Interim Director of Finance

Approved By:



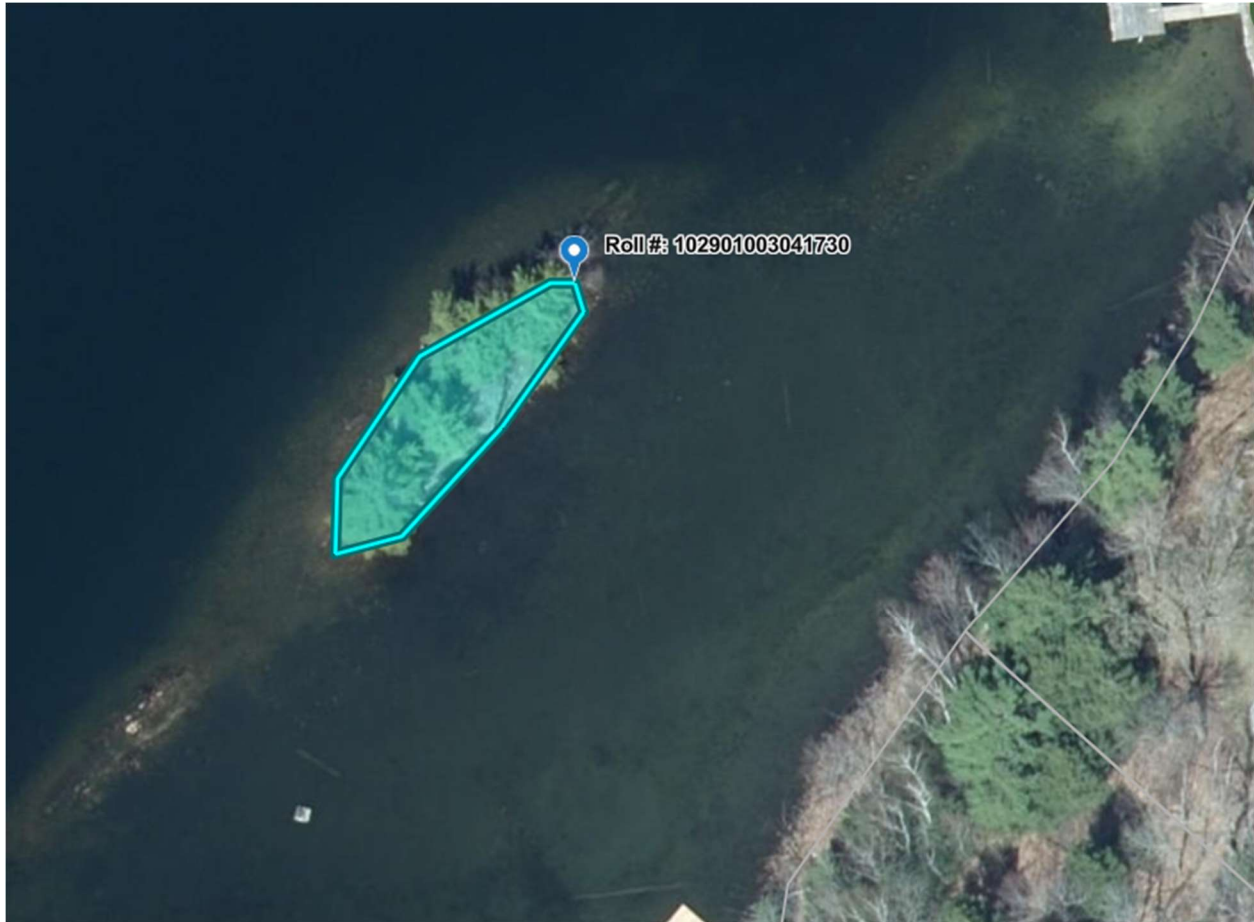
Louise Fragnito, Chief Administrative Officer

File Number	Arrears as of Feb 28 2025	Township Share	Public Land Sale Date	Property Description	Assessment Value	Original Public Land Sale Tender Minimum
21-04	11,549.62	10,139.21	May 18 2023	Roll No. 10 29 010 030 41730 0000; South Frontenac; PIN 36247-0128 (LT); PT LT 11 CON 14 BEDFORD PT 6, 13R11607, S/T FR702462; SOUTH FRONTENAC; File No. 21-04	According to the last returned assessment roll, the assessed value of the land is \$55,000	Minimum tender amount: \$9,489.11
21-07	13,570.17	11,584.23	May 18 2023	Roll No. 10 29 010 040 07015 0000; On Thirteen Island Lake; PIN 36252-0445 (LT); PT ISLAND IN LIMITS LT 1 CON 1 THIRTEEN ISLAND LAKE BEDFORD AS IN FR640176, S/T DEBTS IN FR640176, S/T BENEFICIARIES INTEREST IN FR640176; SOUTH FRONTENAC; File No. 21-07	According to the last returned assessment roll, the assessed value of the land is \$64,000	Minimum tender amount: \$10,844.35
21-31	12,985.46	11,139.14	May 18 2023	Roll No. 10 29 040 050 06505 0000; Marshall Lane; PIN 36252-0446 (LT); PT LT 1 CON 1 BEDFORD ABUTTING RDAL BTN TWP OF LOUGHBOROUGH AND TWP OF BEDFORD AND SURROUNDED BY THIRTEEN ISLAND LAKE; SOUTH FRONTENAC; File No. 21-31	According to the last returned assessment roll, the assessed value of the land is \$72,000	Minimum tender amount: \$10,259.86
21-46	13,680.94	11,163.49	June 1 2023	Roll No. 10 29 080 090 02650 0000; South Frontenac; PIN 36147-0239 (LT); LT 8 CON 10 PORTLAND E OF FR555128, S OF FR298775, N OF THE RDAL BTN CON 9 AND CON 10 AND W OF HAMBLY LAKE; SOUTH FRONTENAC EXCEPT FORFEITED MINING RIGHTS, IF ANY; File No. 21-46	According to the last returned assessment roll, the assessed value of the land is \$81,000	Minimum tender amount: \$12,172.69
21-27	5,434.20	5,329.43	May 18 2023	Roll No. 10 29 060 020 05950 0000; South Frontenac; PIN 36291-0302 (LT); LT 35 PL 24 EXCEPT FR266882 AND FR168310; SOUTH FRONTENAC; File No. 21-27	According to the last returned assessment roll, the assessed value of the land is \$3,600	Minimum tender amount: \$5,073.24
21-34	7,169.04	6,903.76	April 27 2023	Roll No. 10 29 050 040 61820 0000; Sydenham; PIN 36279-1264 (LT); PT LT 9 CON 7 LOUGHBOROUGH AS IN FR660105 ABUTTING FR357681; SOUTH FRONTENAC EXCEPT FORFEITED MINING RIGHTS, IF ANY; File No. 21-34	According to the last returned assessment roll, the assessed value of the land is \$11,200	Minimum tender amount: \$6,785.43
21-48	5,100.50	5,074.85	June 1 2023	Roll No. 10 29 040 020 06025 0000; Lavender Lane; PIN 36279-1279 (LT); PT LT 7 CON 6 LOUGHBOROUGH PT 4, 13R3811; S/T LON8422Y; SOUTH FRONTENAC; File No. 21-48	According to the last returned assessment roll, the assessed value of the land is \$1,000	Minimum tender amount: \$4,900.59
21-52	6,066.85	5,935.76	June 1 2023	Roll No. 10 29 060 020 07252 0000; South Frontenac; PIN 36294-0027 (LT); BLKS 10-11, PL 1837; STORRINGTON/LOUGHBOROUGH; File No. 21-52	According to the last returned assessment roll, the assessed value of the land is \$5,900	Minimum tender amount: \$5,805.19
	<u>75,556.78</u>	<u>67,269.87</u>				

Roll No. 10 29 010 030 41730 0000

File No. 21-04

Property Description: West of Tett Crescent. PIN 36247-0128 (LT); PT LT 11 CON 14 BEDFORD PT 6, 13R11607, S/T FR702462; SOUTH FRONTENAC



Roll No. 10 29 010 040 07015 0000

File No. 21-07

Property Description: On Thirteen Island Lake; PIN 36252-0445 (LT); PT ISLAND IN LIMITS LT 1 CON 1 THIRTEEN ISLAND LAKE BEDFORD AS IN FR640176, S/T DEBTS IN FR640176, S/T BENEFICIARIES INTEREST IN FR640176; SOUTH FRONTENAC



Roll No. 10 29 040 050 06505 0000

File No. 21-31

Property Description: Marshall Lane; PIN 36252-0446 (LT); PT LT 1 CON 1 BEDFORD ABUTTING RDAL
BTN TWP OF LOUGHBOROUGH AND TWP OF BEDFORD AND SURROUNDED BY THIRTEEN
ISLAND LAKE; SOUTH FRONTENAC;



Roll No. 10 29 080 090 02650 0000

File No. 21-46

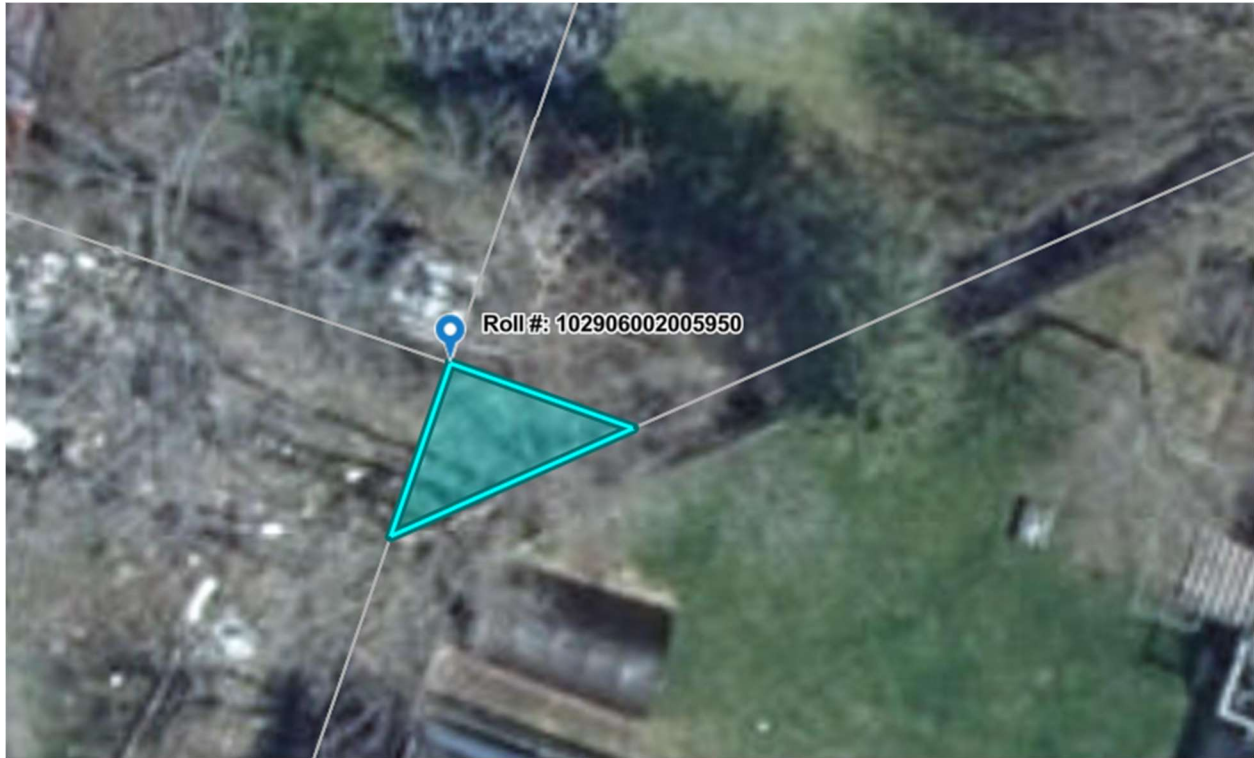
Property Description: PIN 36147-0239 (LT); LT 8 CON 10 PORTLAND E OF FR555128, S OF FR298775, N OF THE RDAL BTN CON 9 AND CON 10 AND W OF HAMBLY LAKE; SOUTH FRONTENAC EXCEPT FORFEITED MINING RIGHTS, IF ANY;



Roll No. 10 29 060 020 05950 0000

File No. 21-27

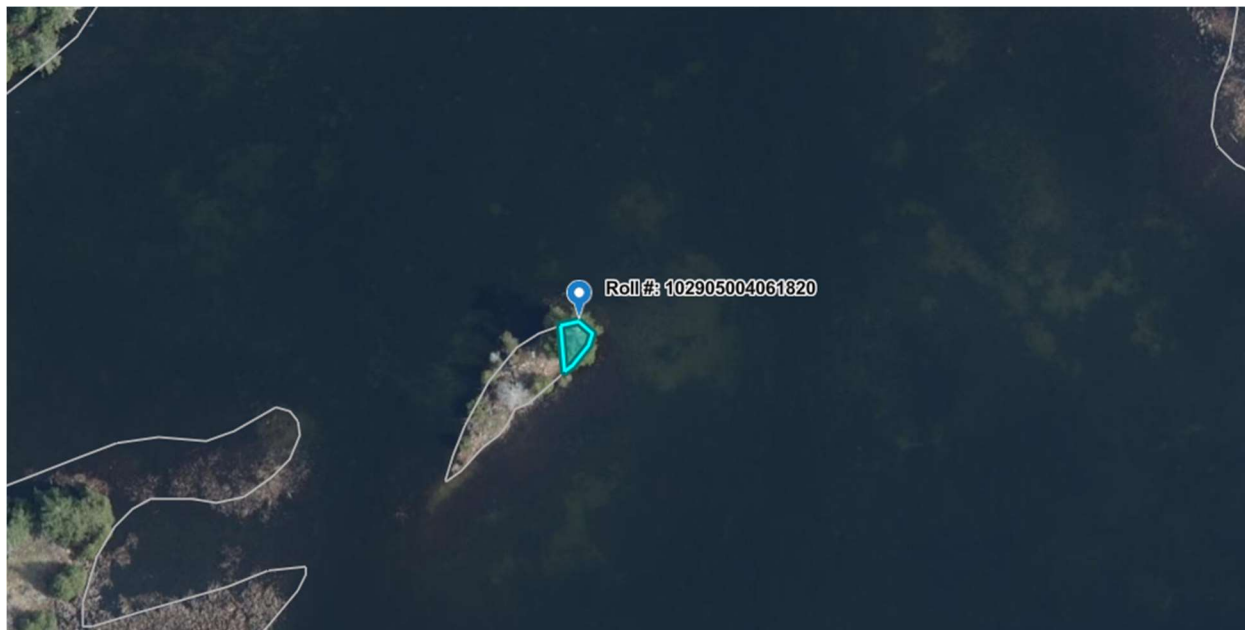
Property Description: Inverary; PIN 36291-0302 (LT); LT 35 PL 24 EXCEPT FR266882 AND FR168310;
SOUTH FRONTENAC



Roll No. 10 29 050 040 61820 0000

File No. 21-34

Property Description: Sydenham; PIN 36279-1264 (LT); PT LT 9 CON 7 LOUGHBOROUGH AS IN FR660105 ABUTTING FR357681; SOUTH FRONTENAC EXCEPT FORFEITED MINING RIGHTS, IF ANY;



Roll No. 10 29 040 020 06025 0000

File No. 21-48

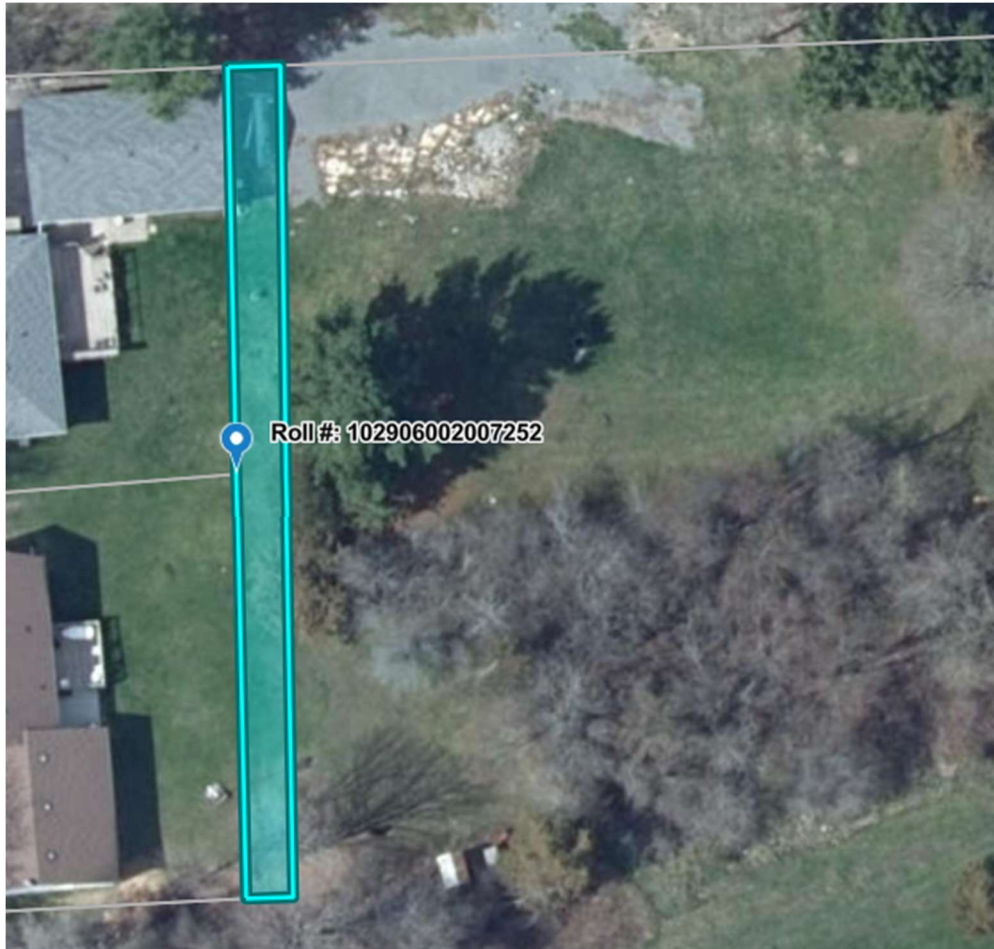
Property Description: Off Lavender Lane; PIN 36279-1279 (LT); PT LT 7 CON 6 LOUGHBOROUGH PT 4, 13R3811; S/T LON8422Y; SOUTH FRONTENAC



Roll No. 10 29 060 020 07252 0000

File No. 21-52

Property Description: PIN 36294-0027 (LT); BLKS 10-11, PL 1837;
STORRINGTON/LOUGHBOROUGH;



Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: March 11, 2025

Subject: 2025 Frontenac Farmers Market Special Events

Report Number: 2025-036

Summary

This report recommends that Council designate five special events hosted by the Frontenac Farmers Market as municipally significant in support of their AGCO SOP application.

This report also recommends that Council approve the sale and consumption of alcohol through the Kick & Push Brewery Catering Endorsement licence at the Frontenac Farmers Markets for a total of 10 additional 'pop-up' style special events throughout the market operating season.

Finally, this report is intended to inform Council of the Farmers Market's intentions to host vendors that sell locally made craft beer throughout the season under the manufacturers Temporary Extension Endorsement.

Recommendation

That Council designate the special events hosted by the Frontenac Farmers Market as Municipally Significant on May 9th, June 6th, July 11th, September 26th, and December 6th, 2025, from 3:00 pm – 7:00 pm at Centennial Park in Harrowsmith as required by the Alcohol & Gaming Commission of Ontario (AGCO) for a Special Occasion Permit (SOP) for the sale and service of alcohol at the events; AND

That Council approve the sale and service of alcohol through the Kick & Push Brewery Catering Endorsement licence at the Frontenac Farmers Markets as per bylaw 2003-90 on May 16th, June 20th and 27th, July 25th, August 1st, 15th, and 29th, September 12th, and October 10th and 31st, 2025, from 3:00 pm – 7:00 pm.

Background

The Frontenac Farmers Market is gearing up for their 2025 season which will once again take place at Centennial Park under the Grand Pavillion. The season is scheduled to start on May 9th and will wrap up on October 31st. The market will run weekly on Friday afternoons from 3:00 pm – 7:00 pm.

The Frontenac Farmers Market hosted several successful AGCO-licenced events in 2023 and 2024. As such, organizers are working to plan several licenced special events featuring

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beer gardens for the 2025 season under two different formats – A Special Occasion Permit, and a Catering Endorsement. As these events will have both the sale and service of alcohol, they will require Councils approval as per bylaw 2003-90. SOP events require a municipal significance designation through Council, but the events using the Catering Endorsement do not.

Relevant AGCO Rules and Regulations

A Special Occasion Permit allows for the sale and service of alcohol on special occasions and is required by law anytime alcohol is offered for sale and service anywhere other than in a liquor licenced establishment, except when a caterers or temporary extension endorsement is permitted. An SOP is intended for one-off, special events and can feature vendors that hold their Smart Serve Certification but are not manufacturers.

A Caterer's Endorsement allows breweries that hold a By-the-Glass Endorsement to sell and serve their products at catered events at locations away from the manufacturer's licensed premises. The sale and service of alcohol under a Caterer's Endorsement must be primarily aimed at promoting the licensee's product and either providing an enhanced tourist experience or fulfilling an educational purpose. A Caterer's Endorsement is limited to 10 days per event, but the days can be non-consecutive. Breweries must apply for a caterer's endorsement through the AGCO and provide the AGCO Registrar with the location and times of the events.

A Temporary Extension Endorsement allows licensed manufacturers to sell their eligible 100% Ontario wine, spirits or beer as a temporary extension of their retail store within a farmers' market. The manufacturers must apply for a temporary extension through the AGCO and provide the AGCO Registrar with advance notice of the location and dates of the sale of liquor at farmers markets.

Discussion/Analysis

Intent of the Farmers Market's Special Events

The special events and pop-up events will aim to promote the market as a destination for residents and visitors of South Frontenac. The goal of the beer garden is to create an atmosphere for networking and community connection, encouraging market attendees to stay for a longer period and engage with the vendors and activities, thereby increasing attendee spending and bolstering the economic benefits of the market. The events will also feature additional added-value elements such as face painting, fire pits, food vendors, live music, yard games, and more.

Organizers are working towards contracting local and regional based craft beer businesses to join the events, giving first right of refusal to Frontenac based businesses. The events will be an important cultural and economic development endeavor as it supports the hyperlocal food supply system and other small businesses.

Risk Mitigation

The Frontenac Farmers Market has indicated the following measures to mitigate potential risks for the beer garden:

- At least one designated security person on shift during the event.
- A menu of local, craft beer will be served. No hard liquor will be permitted.
- No outside alcohol will be permitted on-site.

As a part of the AGCO SOP permitting process, the event host must notify all local emergency services of the event. They must also have security (paid or volunteer) at the event to mitigate risks associated with alcohol consumption. All vendors serving alcohol must have their Ontario Smart Serve License and follow the provincial and federal regulations. All other conditions set by the AGCO will also be followed by the event host and vendors.

Financial Implications

None.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.
 - Priority: Community
 - RPLMP PE.3 – Where possible, develop new and move existing programs and events outdoors, in all seasons.
 - Strategic Plan Priority: Community

Climate Considerations

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

Notice/Consultation

Frontenac Farmers Market

Attachments

Exhibit A - 2025 Frontenac Farmers Market Special Events

Approvals

Prepared By: Amanda Pantrey, Recreation and Events Coordinator

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer



Public Services Department
2490 Keeley Road, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 4331
recsupport@southfrontenac.net

Recreation & Leisure Services

Exhibit A - 2025 Frontenac Farmers Market Special Events

Events Requiring Municipally Significant Event Designation for Special Occasion Permit Application

- May 9th, 2025, from 3:00 pm – 7:00 pm
- June 6th, 2025, from 3:00 pm – 7:00 pm
- July 11th, 2025, from 3:00 pm – 7:00 pm
- September 26th, 2025, from 3:00 pm – 7:00 pm
- December 6th, 2025, from 3:00 pm – 7:00 pm

Events Requiring Exemption to Bylaw 2003-90 to Permit Use of Catering Endorsement License for The Sale of Alcohol

- May 16th, 2025, from 3:00 pm – 7:00 pm
- June 20th, 2025, from 3:00 pm – 7:00 pm
- June 27th, 2025, from 3:00 pm – 7:00 pm
- July 25th, 2025, from 3:00 pm – 7:00 pm
- August 1st, 2025, from 3:00 pm – 7:00 pm
- August 15th, 2025, from 3:00 pm – 7:00 pm
- August 29th, 2025, from 3:00 pm – 7:00 pm
- September 12th, 2025, from 3:00 pm – 7:00 pm
- October 10th, 2025, from 3:00 pm – 7:00 pm
- October 31st, 2025, from 3:00 pm – 7:00 pm

Township of South Frontenac

Staff Report



To: Council

From: Director, Public Services

Date of Meeting: March 11, 2025

Subject: 2025 Municipally Significant Event Designations for AGCO SOP

Report Number: 2025-035

Summary

This report recommends that Council move to designate two South Frontenac events as municipally significant as required by the Alcohol and Gaming Commission of Ontario to obtain a Special Occasion Permit.

Recommendation

That Council move to designate the South Frontenac Summer Kickoff Music Festival on May 24th, 2025, from 1:30 pm – 9:30 pm at Centennial Park in Harrowsmith as municipally significant in support of the Alcohol and Gaming Commission of Ontario Special Events Permit Application; and

That Council move to designate the Open Farms Kickoff Event on September 5th, 2025, from 3:00 pm – 7:00 pm as municipally significant in support of the Alcohol and Gaming Commission of Ontario Special Events Permit Application.

Background

To obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario to sell and serve alcohol, public events must be designated as municipally significant in support of the application. South Frontenac typically hosts two events per calendar year in which a municipal significant designation is sought.

The third-ever Summer Kickoff Music Festival will be hosted on May 24th, 2025, from 2:00 pm – 9:00 pm at Centennial Park in Harrowsmith. This event will feature local craft beer, cider, wine, and liquor vendors.

Open Farms will take place from September 5th – 7th, 2025. The kickoff event has been scheduled for September 5th, from 3:00 pm – 7:00 pm, at the Frontenac Farmers Market in Centennial Park, Harrowsmith. The kickoff event will feature local craft beer vendors as an added value element to the event.

Discussion/Analysis

Summer Kickoff Music Festival

The Summer Kickoff Music Festival will feature live music, food trucks, a kids zone, and artisan vendor market, as well as local alcohol vendors. The event will be a true celebration

of local talent and artistry, bringing together masters of their craft in the music, food, and drink industries.

A main feature at the event will be the craft beer and cider garden. Staff have contracted local and regional based craft beer businesses to join the event. In order to secure the proper permits and approvals for the event, it must be designated as municipally significant.

The event is intended to appeal to a broad range of residents and will feature activities geared towards adults, such as the drink vendors, but also family friendly activities and a kid's zone to balance out the target audience. It will be a place for the community to gather and connect before families begin their busy summer.

Summer Kickoff Music Festival Risk Mitigation

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

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

Open Farms

Open Farms is a collaborative annual event lead by Frontenac County in partnership with South Frontenac Township and Tourism Kingston. The event celebrates farming and food in Frontenac and Kingston and aims to promote economic growth in the agricultural and tourism sectors in the region. The initiative is from September 5th – 7th, with opportunities for farms, markets, restaurants and more to educate consumers about small scale agriculture and eating locally sourced products. South Frontenac leads the organization of the kickoff event at the Frontenac Farmers Market which will include a ribbon cutting, live music, event promotion, and a craft beer garden.

Open Farms Risk Mitigation

The Recreation and Events Coordinator has indicated the following measures to mitigate potential risks for the beer garden:

- At least one designated security person on shift during the event.
- A menu of local, craft beer will be served. No hard liquor will be permitted.
- No outside alcohol will be permitted on-site.

As a part of the AGCO SOP permitting process, the event host must notify all local emergency services of the event. They must also have security (paid or volunteer) at the event to mitigate risks associated with alcohol consumption. All vendors serving alcohol must have their Ontario Smart Serve License and follow the provincial and federal regulations. All other conditions set by the AGCO will also be followed by the event host and vendors.

Financial Implications

None.

Relationship to Strategic Plans

Not applicable to this report.

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

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

Climate Considerations

Not applicable to this report.

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

Notice/Consultation

- Clerks Department
- Chief Building Official
- South Frontenac Fire and Rescue Service
- Frontenac Paramedic Services
- Ontario Provincial Police – Frontenac Detachment
- KFL&A Public Health
- Frontenac County
- Frontenac Farmers Market
- Tourism Kingston

Attachments

None.

Approvals

Prepared By: Amanda Pantrey, Recreation and Events Coordinator

Submitted By:



Kyle Bolton, Director of Public Works

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: March 11, 2025

Subject: 2024 Sydenham Water Annual Summary Report

Report Number: 2025-032

Summary

The purpose of this report is to recommend that Township Council receive the 2024 Sydenham Water Summary Report as required by the terms and conditions outlined in Schedule 22 of Ontario Regulation 170/03 for Drinking Water Systems.

Recommendation

That Council receive the 2024 Annual Summary Report for the Sydenham Water Treatment Plant as required by the terms and conditions outlined in Schedule 22 of Ontario Regulation 170/03 for Drinking Water Systems.

Background

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

The purpose of this covering report is to provide the Annual Water Summary Report attached as Exhibit A and information on compliance with the Drinking Water Works Permit (DWWP) and the Municipal Drinking Water Licence (MDWL).

The terms and conditions of the DWWP and MDWL are located under the “Compliance” section of the annual summary report. The report summarizes the activities of the licensed water system operations as they relate to the water quality parameters outline within the drinking water regulations. The report also summarizes specific instances of non-compliance and adverse water quality during the 2024 reporting period which are summarized below in this covering report.

Discussion/Analysis

There were no instances of non-compliance with the terms and conditions of the Drinking Water Works Permit (DWWP) or the Municipal Drinking Water Licence (MDWL) during the 2024 reporting period, and there were no events that required notification.

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

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

Utilities Kingston

Attachments

Exhibit A – Sydenham Water Treatment Plant 2024 Annual Summary Report

Approvals

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

Submitted By:



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

Approved By:



Louise Fragnito, Chief Administrative Officer



SYDENHAM WATER TREATMENT PLANT 2024 ANNUAL SUMMARY REPORT

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

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

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1 INTRODUCTION

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

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

2 NON COMPLIANCE

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

3 COMPLIANCE

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

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

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

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

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

Flow measuring devices for measuring the amount of water taken from Sydenham Lake, and the amount of water supplied to the distribution system are calibrated annually by a third party. Accuracy in these measurements ensures that treatment chemicals are precisely applied and that flows do not exceed the capacity at which the WTP is designed to be effective. These flows are recorded to

provide current and historical information, which is used for operational decision making, and to allow both the public and the Ministry of the Environment, Conservation and Parks (MECP) the ability to review WTP operations.

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

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

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

4 NOTIFICATIONS

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

4.1 EVENTS REQUIRING NOTIFICATIONS

There were no events within the Sydenham Water Treatment Plant that required notification during this reporting period.

5 QUANTITY OF WATER SUPPLIED

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

6 FLOW RATE EXCEEDANCES

There were no instances during this reporting period where daily total flows exceeded the maximum allowable flow rate of 1290 m³/day. Listed in Tables 1 and 2 following this report are the raw water flows (water taken from Sydenham Lake) for the Sydenham Water Treatment Plant.

7 TREATMENT CHEMICALS USED

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

Sodium Hypochlorite is dosed at the treatment plant at a rate which ensures that an adequate chlorine Contact Time (CT) value is maintained for the rate of flow. Average chlorine dosage for this treatment plant is approximately 4.50 mg/L. Ammonium Sulphate is added at an approximate rate of 3.5:1 ratio (chlorine/ammonia) to react with the free chlorine to form chloramines for secondary chlorination. Chloramine residuals are routinely measured in the distribution system, and dosages are adjusted as required to ensure the chloramine residual stays above the critical control limit of 1.00 mg/L. The critical control limit is chosen to ensure operators have ample time to respond and correct issues before the combined chlorine residual reaches the regulatory limit of 0.25 mg/L.

The average PACl dosage for this treatment plant is approximately 8.88 mg/L. This dosage is also adjusted to ensure efficiency in the coagulation process as various changes occur in the raw water. Changes are based on things such as filter head loss, pH, temperature, turbidity, and the aluminum residual in the treated water.

8 SUMMARY

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

It should be noted that on March 18th, 2024, the Permit to Take Water (PTTW) was renewed and is valid for a period of 10 years, to 2034. A PTTW is required to renew the MDWL issued for the Sydenham Drinking Water System.

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

9 FLOW

Raw and Treated flows are summarized in the tables below

UTILITIES KINGSTON – WATER TREATMENT – ANNUAL REPORT

DOCUMENT:
Sydenham Water Treatment Plant Annual Summary Report

Table 1 – Raw Water Flow Daily Totals (m3)

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	N/A	342	N/A	354	232	N/A	197	282	469	173	472	198
2	280	35	194	N/A	N/A	280	319	120	N/A	276	57	411
3	135	N/A	228	276	146	271	N/A	88	314	213	258	215
4	N/A	90	N/A	64	408	N/A	343	495	295	235	491	217
5	263	296	256	N/A	N/A	322	213	1	240	334	34	247
6	101	N/A	139	340	178	482	62	251	439	81	538	345
7	N/A	197	N/A	165	184	N/A	483	473	64	485	N/A	146
8	254	186	277	68	195	169	33	N/A	204	N/A	327	364
9	127	N/A	147	240	206	239	1	220	357	315	341	290
10	2	81	N/A	32	N/A	1	364	267	245	430	165	116
11	313	277	338	1	221	314	432	87	168	81	418	261
12	118	N/A	1	215	250	190	N/A	355	74	271	263	330
13	N/A	307	1	245	N/A	1	50	312	463	298	88	330
14	270	50	312	N/A	233	311	498	103	291	105	317	99
15	133	N/A	51	164	309	225	65	207	105	540	385	256
16	N/A	283	4	252	N/A	N/A	76	412	439	28	46	398
17	257	78	260	1	198	273	532	82	90	299	523	232
18	101	N/A	125	223	301	393	19	84	293	360	N/A	201
19	N/A	332	254	272	N/A	36	255	472	326	203	353	300
20	276	24	N/A	N/A	174	431	145	73	94	306	372	320
21	146	1	17	167	437	242	122	261	499	153	250	113
22	N/A	354	326	267	1	N/A	344	213	65	356	123	387
23	279	33	103	N/A	184	257	N/A	283	296	352	528	254
24	135	N/A	N/A	246	319	369	299	138	207	64	165	227
25	N/A	203	313	220	N/A	55	374	159	278	474	275	317
26	272	207	70	N/A	133	267	N/A	387	405	159	277	134
27	109	N/A	1	187	480	270	187	N/A	N/A	245	318	310
28	N/A	301	324	305	106	N/A	494	198	381	287	122	207
29	299	68	144	N/A	2	381	13	456	239	418	304	232
30	158	N/A	N/A	213	287	121	324	N/A	317	1	237	341
31	N/A	N/A	109	N/A	240	N/A	164	292	N/A	340	N/A	328
Total	4,028	3,745	3,994	4,517	5,424	5,900	6,408	6,771	7,657	7,882	8,047	8,126
Average	192	178	166	196	226	246	237	242	273	263	287	262
Min	2	1	1	1	1	1	1	1	64	1	34	99
Max	313	354	338	354	480	482	532	495	499	540	538	411

Permit To Take Water (m3/day)	1,290
Yearly Total (m3)	72,499
Yearly Average (m3)	231
Yearly Min (m3)	1
Yearly Max (m3)	540

DOCUMENT:
Sydenham Water Treatment Plant Annual Summary Report

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

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	N/A	442	N/A	407	411	N/A	426	432	427	459	453	449
2	444	404	453	N/A	N/A	430	401	419	N/A	411	403	407
3	434	N/A	442	433	442	442	N/A	435	449	422	440	443
4	N/A	464	N/A	408	428	N/A	433	400	412	441	453	406
5	444	405	457	N/A	N/A	441	416	54	425	427	435	456
6	446	N/A	418	426	424	442	417	448	431	437	460	418
7	N/A	450	N/A	433	415	19	444	417	395	446	87	421
8	438	432	445	405	441	143	374	N/A	431	3	437	407
9	435	N/A	406	435	438	433	317	410	421	448	423	447
10	321	433	N/A	432	N/A	316	435	420	429	437	433	406
11	443	416	434	388	447	425	449	416	412	403	410	467
12	443	N/A	399	460	407	411	1	416	445	470	411	409
13	N/A	433	420	410	N/A	355	449	426	428	441	438	442
14	456	391	436	N/A	446	417	432	397	416	426	438	405
15	385	N/A	405	428	405	402	402	426	416	427	405	436
16	N/A	453	423	433	N/A	N/A	476	414	436	402	442	409
17	459	409	422	384	443	424	421	394	392	449	407	439
18	380	N/A	399	442	432	446	390	428	420	418	N/A	405
19	N/A	442	433	449	N/A	436	433	430	405	406	428	455
20	455	404	N/A	N/A	438	400	399	404	450	421	443	444
21	435	379	383	430	437	399	444	425	421	445	453	442
22	N/A	446	428	414	368	1	424	428	405	463	411	448
23	443	378	406	99	441	400	9	425	445	428	413	455
24	441	N/A	N/A	433	446	443	424	421	406	444	407	406
25	N/A	444	429	411	N/A	400	427	436	432	409	414	376
26	451	429	386	1	428	462	N/A	400	441	414	406	370
27	384	N/A	404	427	437	435	400	N/A	N/A	406	432	439
28	N/A	447	445	439	428	N/A	426	402	424	464	407	408
29	443	404	434	N/A	400	421	383	434	426	462	430	467
30	435	N/A	N/A	442	435	394	434	N/A	465	430	408	408
31	N/A	N/A	444	N/A	433	N/A	410	443	N/A	447	N/A	434
Max	459	464	457	460	447	462	476	448	465	470	460	467

Permit To Take Water (m3/day)	1,334
Yearly Max (m3)	476

DOCUMENT:
Sydenham Water Treatment Plant Annual Summary Report

Table 3 – Treated Water Flow Daily Totals (m3)

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	N/A	329	N/A	334	207	N/A	199	284	373	125	412	192
2	272	18	215	N/A	N/A	270	293	75	N/A	264	11	380
3	67	N/A	162	305	136	237	N/A	87	286	186	262	207
4	N/A	85	N/A	16	371	N/A	346	431	266	241	417	188
5	266	273	253	N/A	N/A	323	175	N/A	194	282	9	264
6	64	N/A	125	320	201	418	57	212	339	77	514	274
7	N/A	169	N/A	144	140	N/A	445	415	43	422	N/A	147
8	280	149	278	54	172	165	8	N/A	205	N/A	329	332
9	62	N/A	114	217	15	203	N/A	197	308	294	293	288
10	N/A	76	N/A	7	N/A	N/A	340	15	246	391	159	89
11	315	264	316	N/A	217	325	361	77	118	55	369	259
12	54	N/A	N/A	232	234	145	N/A	318	57	285	258	291
13	N/A	296	N/A	214	N/A	N/A	66	275	450	240	66	315
14	281	19	305	N/A	229	318	427	106	220	83	321	85
15	94	1	28	161	282	175	45	162	109	527	356	262
16	N/A	300	25	219	N/A	N/A	68	361	393	3	34	366
17	258	43	228	N/A	199	275	514	60	62	316	505	244
18	87	N/A	108	209	257	331	N/A	90	319	289	N/A	166
19	N/A	309	213	227	N/A	31	285	445	267	199	356	313
20	253	15	N/A	N/A	161	419	92	297	72	284	322	273
21	108	N/A	N/A	164	403	192	108	252	444	112	254	119
22	N/A	347	320	250	N/A	N/A	296	177	55	348	100	379
23	272	12	87	N/A	181	250	N/A	277	290	303	492	N/A
24	98	N/A	N/A	246	282	329	283	96	164	55	148	200
25	N/A	186	342	194	N/A	22	321	157	277	458	286	292
26	284	173	21	N/A	124	252	N/A	334	330	148	247	121
27	82	N/A	N/A	184	421	217	206	N/A	N/A	230	312	304
28	N/A	300	303	268	73	N/A	419	168	378	288	103	190
29	276	39	94	N/A	N/A	385	N/A	399	205	309	292	225
30	113	N/A	N/A	222	283	8	313	N/A	303	N/A	216	316
31	N/A	N/A	102	N/A	201	N/A	137	276	N/A	356	N/A	320
Total	3,586	3,403	3,639	4,187	4,789	5,290	5,804	6,043	6,773	7,170	7,443	7,401
Average	179	162	182	199	218	240	242	224	242	247	266	247
Min	54	1	21	7	15	8	8	15	43	3	9	85
Max	315	347	342	334	421	419	514	445	450	527	514	380

Municipal Drinking Water Licence Max (m3/day)	1,290
Yearly Total	65,528
Yearly Average (m3)	221
Yearly Min (m3)	1
Yearly Max (m3)	527

Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: Tuesday, March 11, 2025

Subject: RC-24-03 (Rahmel) Unopened Road Allowance Closure and Purchase Request

Report Number: 2025-029

Summary

This Report is to request the approval of Council for the closure and sale of a portion of Unopened Road Allowance, legally described as a Road Allowance between Concession 6 and 7, Part 1 Plan 13R23297, Storrington/Pittsburgh District.

Recommendation

That By-law 2025-14 attached to the Report as Exhibit C, being a By-law to Stop up, close and sell a portion of Unopened Road Allowance, Part 1 Plan 13R23297, Storrington/Pittsburgh District, be given first and second reading; and

That By-law 2025-14 be given third reading, signed and sealed.

Background

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

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

Discussion/Analysis

In April 2024, staff received an application requesting the closing of an unopened road allowance lying between Concessions 6 and 7, District of Storrington/Pittsburgh. The benefitting lands are known as 3062 Washburn Road as outlined in the location map, attached to the Report as Exhibit A.

At the [June 18, 2024](#) Council meeting, Council approved in principle to close sections of the Unopened Road Allowance. The matter proceeded to a Public Meeting on [August 13, 2024](#) where members of Council and the public were afforded the opportunity to provide comments or concerns regarding the Road Allowance Closure. No comments were received.

The applicants engaged the services of an Ontario Land Surveyor to survey the parcel and determine the area of the parcel. The surveyor calculated the area of Part 1 Plan 13R23297 to be 1855.8 square metres (19975.6 square feet). The surveyor noted that there is an existing rail fence near the north limit of Part 1 as illustrated in the reference plan.

It is important to note that this file falls within the previous Unopened Road Allowance Closure Policy and at the time it was determined that the lands were calculated at a purchase price of \$0.21 per square foot. The purchase price for this portion of land is \$4,194.88 + HST of \$545.33 totalling \$4740.21.

Financial Implications

The applicants have paid the application fee, a deposit for legal costs incurred, and the costs of the survey.

The purchase price is noted above.

Relationship to Strategic Plan

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

Climate Considerations

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

Notice/Consultation

Notice occurred in accordance with By-law 2016-73.

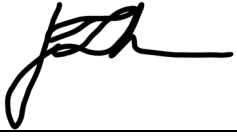
Attachments

- Exhibit A – Location Map
- Exhibit B – Survey
- Exhibit C – By-law 2025-14

Approvals

Prepared By: Heather Woodland, Deputy Clerk

Submitted By:

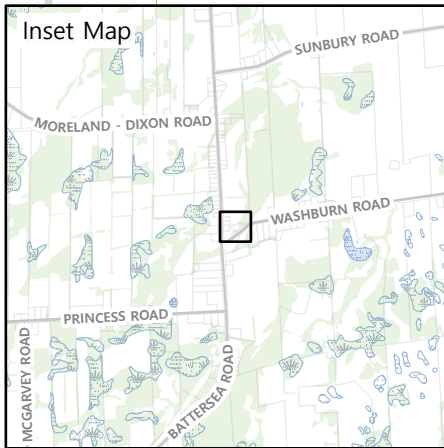


James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer














SOUTH FRONTENAC

**RC-24-03
(RAHMEL)**

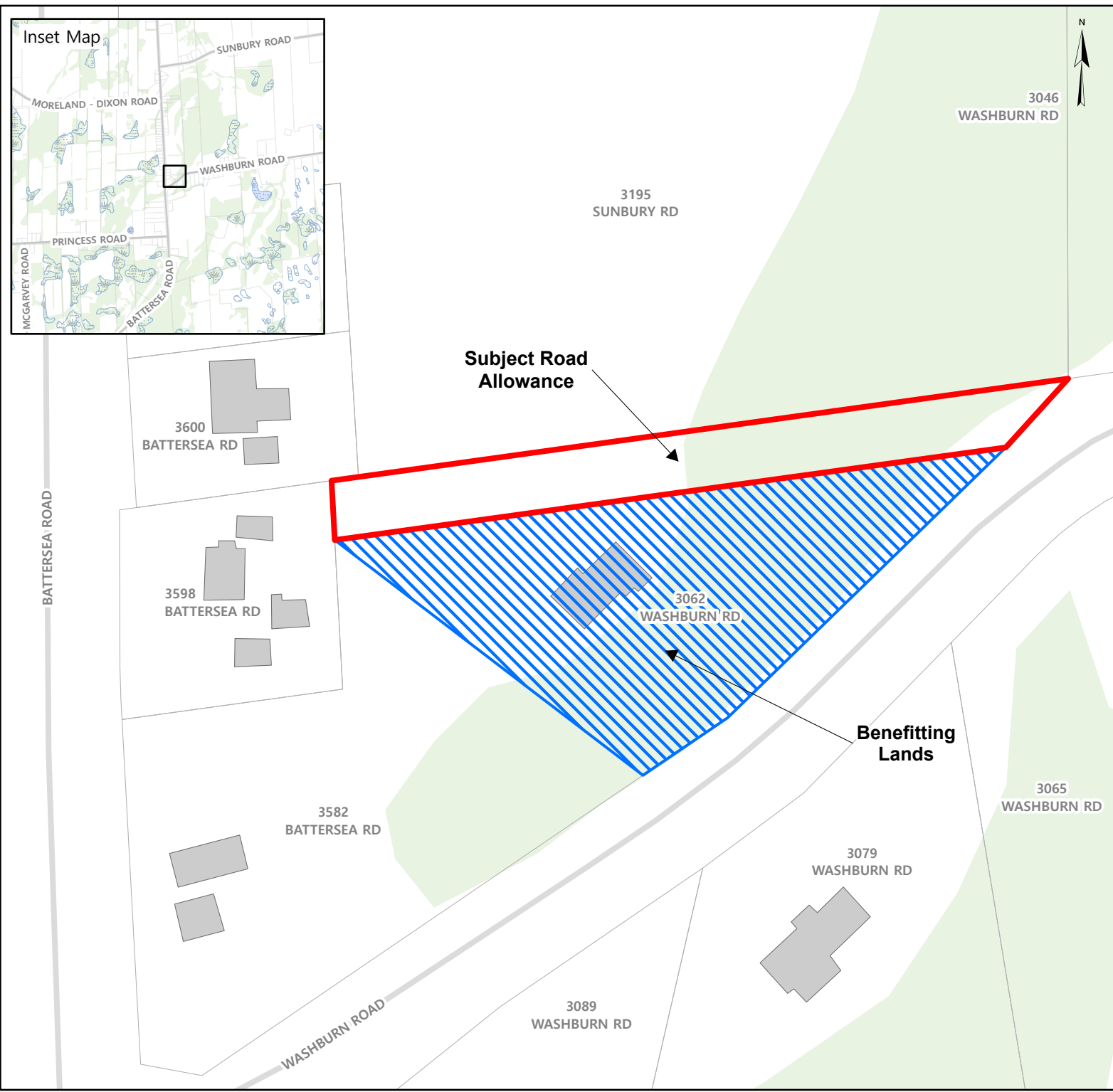
3062 WASHBURN ROAD

Legend

-  Subject Road Allowance
-  Benefitting Lands
-  Provincially Significant Wetland
-  Wetland
-  Wooded Area
-  Lake Trout Lake - At Capacity
-  Lake Trout Lake - Not at Capacity
-  Non-Lake Trout Lake - At Capacity
-  Waterbody
-  Township Boundary
-  Road

Subject Road Allowance

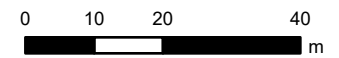
Benefitting Lands



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

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

Scale: 1:1,100



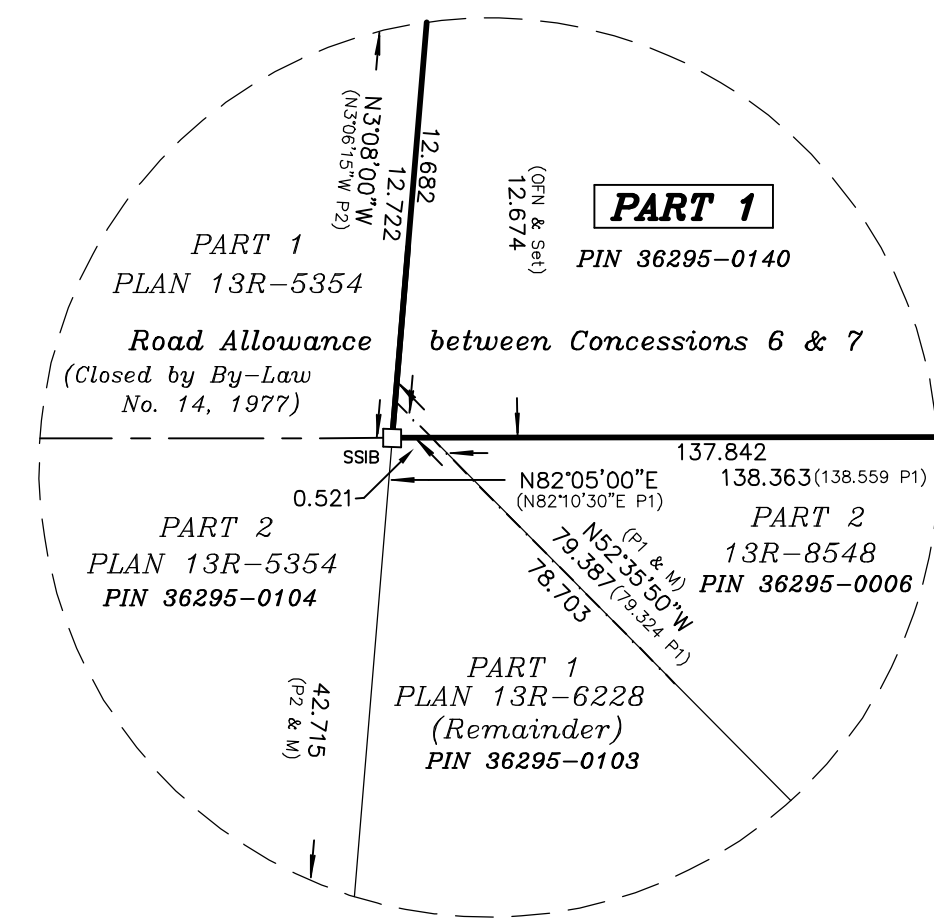
UTM Zone 18 NAD 83

PLAN of SURVEY of
 PART OF ROAD ALLOWANCE BETWEEN CONCESSIONS 6 & 7
 Geographic Township of Pittsburgh
 (Former Municipal Township of Storrington)
 TOWNSHIP OF SOUTH FRONTENAC
 COUNTY of FRONTENAC

SCALE=1:500
 0metres 0 10 20 30 40 50metres

HOPKINS CHITTY LAND SURVEYORS INC.
 -2024-

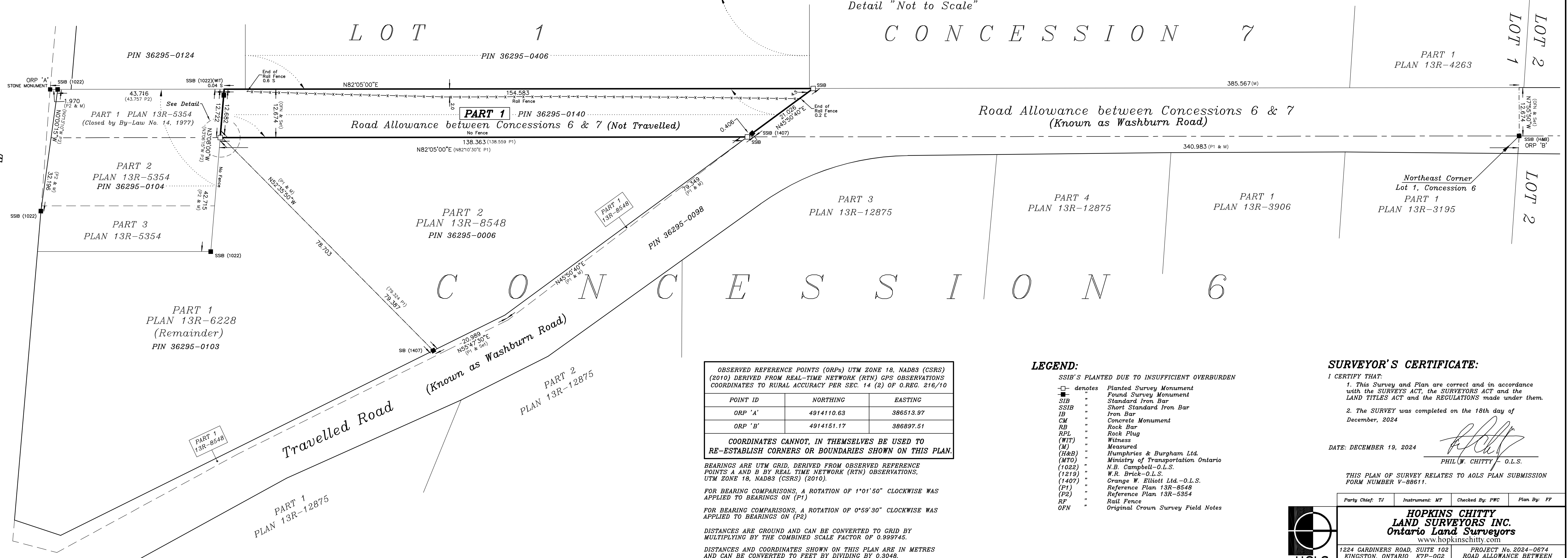
THE INTENDED PLOT SIZE OF THIS PLAN IS 457MM IN HEIGHT
 BY 914MM IN WIDTH WHEN PLOTTED AT A SCALE OF 1:500



SCHEDULE			
PART	LOT	CON	PIN No.
1	Part of Road Allowance between Concessions 6 & 7		All of 36295-0140

PLAN 13R-23297
 Received and deposited
 January 9th, 2025
 Mary Beth Ouellette
 Representative for the
 Land Registrar for the
 Land Titles Division of
 Frontenac (No.13)

Travelled Road No. 11



OBSERVED REFERENCE POINTS (ORPs) UTM ZONE 18, NAD83 (CSRS) (2010) DERIVED FROM REAL-TIME NETWORK (RTN) GPS OBSERVATIONS COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP 'A'	4914110.63	386513.97
ORP 'B'	4914151.17	386897.51

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

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 18, NAD83 (CSRS) (2010).

FOR BEARING COMPARISONS, A ROTATION OF 1°01'50" CLOCKWISE WAS APPLIED TO BEARINGS ON (P1)

FOR BEARING COMPARISONS, A ROTATION OF 0°59'30" CLOCKWISE WAS APPLIED TO BEARINGS ON (P2)

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999745.

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

LEGEND:

- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
- denotes Planted Survey Monument
- Found Survey Monument
- SIB Standard Iron Bar
- SSIB Short Standard Iron Bar
- IB Iron Bar
- CM Concrete Monument
- RB Rock Bar
- RPL Rock Plug
- (WIT) Witness
- (M) Measured
- (H&B) Humphries & Burgham Ltd.
- (MTO) Ministry of Transportation Ontario
- (1022) W.E. Campbell-O.L.S.
- (1219) W.R. Brick-O.L.S.
- (1407) Crange W. Elliott Ltd.-O.L.S.
- (P1) Reference Plan 13R-8548
- (P2) Reference Plan 13R-5354
- RF Rail Fence
- OFN Original Crown Survey Field Notes

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT and the LAND TITLES ACT and the REGULATIONS made under them.
- The SURVEY was completed on the 18th day of December, 2024.

DATE: DECEMBER 19, 2024

PHIL W. CHITTY - O.L.S.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-88611.

Party Chief: TJ	Instrument: MT	Checked By: FWC	Plan By: PF
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HOPKINS CHITTY LAND SURVEYORS INC.
 Ontario Land Surveyors
 www.hopkinschitty.com

1224 GARDINERS ROAD, SUITE 102
 KINGSTON, ONTARIO K7P-0G2
 Tel (613) 384-9286
 Fax (613) 384-3513

PROJECT No. 2024-0674
 ROAD ALLOWANCE BETWEEN
 CONCESSIONS 6 & 7
 TOWNSHIP OF STORRINGTON



By-Law Number 2025-14**A By-Law to Stop up, Close and Sell a portion of Unopened Road Allowance,
between Concession 6 and 7, Part 1 Plan 13R23297, Storrington/Pittsburgh
District**

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

Whereas pursuant to the Township of South Frontenac Notice By-law Number 2016-73, the Corporation of the Township of South Frontenac advertised the proposal to close portions of the said road allowance;

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

Whereas no objections have been received to the road closing:

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

1. **That** the portion of road allowance between Concession 6 and 7, Part 1 Plan 13R23297, in the Storrington/Pittsburgh District, of South Frontenac (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands are hereby declared surplus to the needs of the Municipality.
3. **That** the Municipality shall convey its interest in Part 1, Plan 13R23297 to the applicants, Berthold and Mary Rahmel or as directed by them, provided that such direction must be as a lot addition to one or more of the abutting properties located in South Frontenac. For clarity, this closure shall not create a new lot of record for Part 1 but shall only enlarge existing landholdings owned by the applicant located within South Frontenac.
4. The consideration for the conveyance of the Said Lands above shall be \$4194.88 plus HST, plus all administration and legal costs to transfer Said Lands.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this By-law be registered in the appropriate Land Registry Office.
7. **That** this By-law shall come into force and take effect upon the registration of this By-law.

Given First and Second Readings: Tuesday, March 11, 2025

Given Third Reading and Passed: Tuesday, March 11, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac Staff Report



To: Council

From: Director, Development Services

Date of Meeting: March 11, 2025

Subject: Zoning By-law Amendment Application PL-ZBA-2024-0131, McCaldon, 1015 Little Deer Lane

Report Number: 2025-033

Summary

This report recommends that Council pass a by-law to change the zone on the property municipally known as 1015 Little Deer Lane. The zoning on a portion of the subject lands would be replaced with a new RLSW-144 zone to specify a minimum lot area and to establish a reduced lot frontage. Also, the zoning on the remainder of the parcel would be changed to a Rural special exception zone (RU-83) that would restrict the permitted uses to conservation uses and a woodlot.

Recommendation

That By-law 2025-15 being a By-law to amend the zoning on lands known as 1015 Little Deer Lane, Part Block 18, Plan 1938, Part of Lot 1, Concession 12, District of Portland, Township of South Frontenac, be given first and second reading; and

That By-law 2025-15 be given third reading, signed and sealed.

Background

The subject property is located at the end of Little Deer Lane on Fourteen Island Lake. It is part of a block in a plan of subdivision. The lands consist of approximately 35 acres of rugged, forested terrain and large wetlands/ponds. The property is developed with a cottage.

The property is zoned RLSW-1. This site-specific residential zone requires the property to have a minimum 24.7 acre (10 hectare) lot area. It also places restrictions on building locations without written approval of the Napanee Regional Conservation Authority and the Ministry of Natural Resources.

The owners propose to sever 27 acres of the property for conservation purposes, and to retain 9 acres of waterfront with the cottage. This would resolve an ownership issue related to an estate. The Township is in receipt of a consent application. The application will not be processed unless Council approves the Zoning By-law amendment because the consent application currently does not comply with the Zoning By-law.

The proposed by-law would repeal the RLSW-1 zone, and replace it with a new RLSW-144 zone that would require a minimum 8 acre lot area and permit a 24 metre frontage on Little Deer Lane for the proposed waterfront lot. The by-law would change the zone on the remainder of the parcel to a Rural special exception zone (RU-83) that would require a minimum 26 acre lot area, restrict the permitted uses to conservation uses and a woodlot, and prohibit buildings.

Council held a public meeting under the *Planning Act* on February 13, 2025. No public written comments and oral submissions were received at the meeting.

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/100574/>

Department and Agency Comments

This application did not meet the criteria for circulation to Public Services and Building Services.

Quinte Conservation indicated on December 13, 2024, that it had no objection to the rezoning and consent applications as presented. They noted that a permit under O. Reg. 41/24 would be required for any development and site alteration within 30 metres of the 1:100-year flood plain of Fourteen Island Lake, and within 45 metres of the seasonal high-water mark/top of bank adjacent to the waterbody/wetlands.

Discussion/Analysis

The proposed zoning by-law amendment was assessed against the applicable policies of the Provincial Planning Statement 2024, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75 as amended.

The PPS and County Official Plan speak to permitting the management and use of resources on Rural lands, as well as resource-based recreational uses and development that are sensitive to the surroundings.

The upland portion of the subject property is designated Rural and the wetlands are designated Environmental Protection in the Township Official Plan. The Township Official Plan permits a wide range of uses in the Rural designation including conservation and limited service residential. The type and amount of development on 'Rural' lands must maintain the rural character, natural heritage, and cultural landscape in the Township. Environmental Protection designated lands are limited to uses such as conservation, wildlife management, passive recreation and private open space. Development and site alteration may only be permitted if it is demonstrated that there would be no negative impacts on the natural features or their ecological functions.

The property is in the RLSW-1 zone. This site-specific residential zone requires the property to have a minimum 24.7 acre (10 hectare) lot area. It also places restrictions on building locations without written approval of the Napanee Regional Conservation Authority and the Ministry of Natural Resources. This zone reflects zoning that was established in Portland Township By-law 90-37 when the cottage was originally proposed.

The proposed waterfront lot would contain the existing cottage. It would be 9 acres in area, which is greater than what is required by the Official Plan for new lot creation. The by-law will require a minimum 8 acre lot area to prohibit further land division. The specified lot area is one acre less than what is proposed to provide a margin of error when surveying the lands. The lot would have reduced frontage on Little Dear Lane because the lot is on a cul-de-sac at the end of the lane and due to the close proximity of the wetland. This maintains the overall intent of the Official Plan for frontage requirements, as required by section 5.7.4(ii)(a).

The proposed severed lot ("wetland lot") would be vacant and have a significant amount of frontage on the lane. The proposed by-law would restrict uses to conservation uses and a woodlot. Buildings would be excluded for two reasons. First, there does not appear to be a compliant building location. Second, because the property has frontage on a private lane. Section 6.12 of the Township Official Plan and section 5.25 of Zoning By-law 2003-75 do not permit a building permit to be issued for a property on a private lane unless the property is a lot of record and is in a limited service residential zone (i.e. RLS, RLSW or RLSI). The proposed zone is similar to a previous zone that applied to the property through Portland Township By-law 89-08, when the subdivision was created. It will maintain the intent of the original by-law, and of the current Official Plan.

Environmental Protection

The PPS states that natural features and areas shall be protected for the long term. The County Official Plan and the Township Official Plan, in accordance with the PPS also do not permit development and site alteration in and adjacent to several types of significant natural features and areas unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

The Township's Environmental Protection (EP) designation applies to the wetlands on the property. The Official Plan also references an Environmentally Sensitive overlay or sub-designation (section 5.2). This overlay identifies lands which should be developed in an environmentally sensitive manner and/or protected and preserved in the long term. Development may be permitted in these Environmentally Sensitive Areas in accordance with the underlying land use designation while having regard for the environmental policies of the Official Plan.

The boundaries of the EP designation serve as the basis for the implementing the Comprehensive Zoning By-law. The original Schedules of Zoning By-law No. 2003-75 identify an Environmental Sensitive Lands overlay that corresponds to the EP designation on the subject property. Section 5.37.1 of the Zoning By-law indicates that development

and site alteration may take place in these areas subject to an environmental impact assessment (EIA) and in accordance with the underlying zone requirements.

An EIA was not required in support of the application because the waterfront lot is developed, and no development is proposed on the wetland lot. In addition, the proposed amendment would restrict uses of the wetland lot to conservation uses and a woodlot, and prohibit buildings.

It is the opinion of staff that the proposed Zoning By-law amendment is consistent and conforms to the PPS 2024, the County of Frontenac Official Plan, and the South Frontenac Official Plan, and represents good planning for the subject property.

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

Climate Considerations

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

Notice/Consultation

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 2025-15

Approvals

Prepared By: Christine Woods, RPP, MCIP, Manager of Planning

Submitted By:



Brad Wright, RPP, MCIP, AICP, PLE
Director of Development Services

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer

By-Law Number 2025-15

A By-Law to amend By-law 2003-75, as amended, to repeal the RLSW-1 zone, and to rezone land from RLSW-1 to Limited Service Residential – Waterfront – Special Provision (RLSW-144) and Rural – Special Provision (RU-83) on portions of lands described as 1015 Little Deer Lane, Part Block 18, Plan 1938, Part of Lot 1, Concession 12, District of Portland: McCaldon

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 Section RLSW-1 (Part Lot 1, Concession XII, Block 18, Registered Plan 1938, Portland District – McCaldon) of Zoning By-law Number 2003-75, as amended, is hereby repealed.
2. That Schedule “A” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Limited Service Residential – Waterfront – Special (RLSW-1) to Limited Service Residential – Waterfront – Special Provisions (RLSW-144) and Rural – Special Provision (RU-83) for lands shown on Schedule “1”.
3. That Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RLSW-144 (Part Lot 1, Concession XII, Part of Block 18, Registered Plan 1938, Portland District - McCaldon) immediately after the last Limited Service Residential – Waterfront – Special Provision section to read as follows:

RLSW-144 (Part Lot 1, Concession XII, Part of Block 18, Registered Plan 1938, Portland District - McCaldon)

Notwithstanding the provisions of Section 10 or any other provision of this By-law to the contrary, on the lands zoned Special Limited Service Residential-Waterfront (RLSW-144), the following provisions shall apply:

- | | |
|----------------------------------------|------------------------|
| • Lot Area (Minimum) | 3.2 hectares (8 acres) |
| • Lot Frontage, Private Lane (Minimum) | 24 metres (78.7 ft.) |

All other provisions of this by-law shall apply.

4. That Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-83 (Part Lot 1, Concession XII, Part of Block 18, Registered Plan 1938, Portland District - McCaldon) immediately after the last Rural – Special Provision section to read as follows:

RU-83 (Part Lot 1, Concession XII, Part of Block 18, Registered Plan 1938, Portland District - McCaldon)

Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-83), the following provisions shall apply:

- Permitted Uses:
 - A conservation use, including reforestation and other activities connected with the conservation of soil or wildlife, excluding any buildings
 - A wood lot, excluding any buildings

- Lot Area (Minimum) 10.5 hectares (26 acres)

All other provisions of this by-law shall apply.

5. 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.

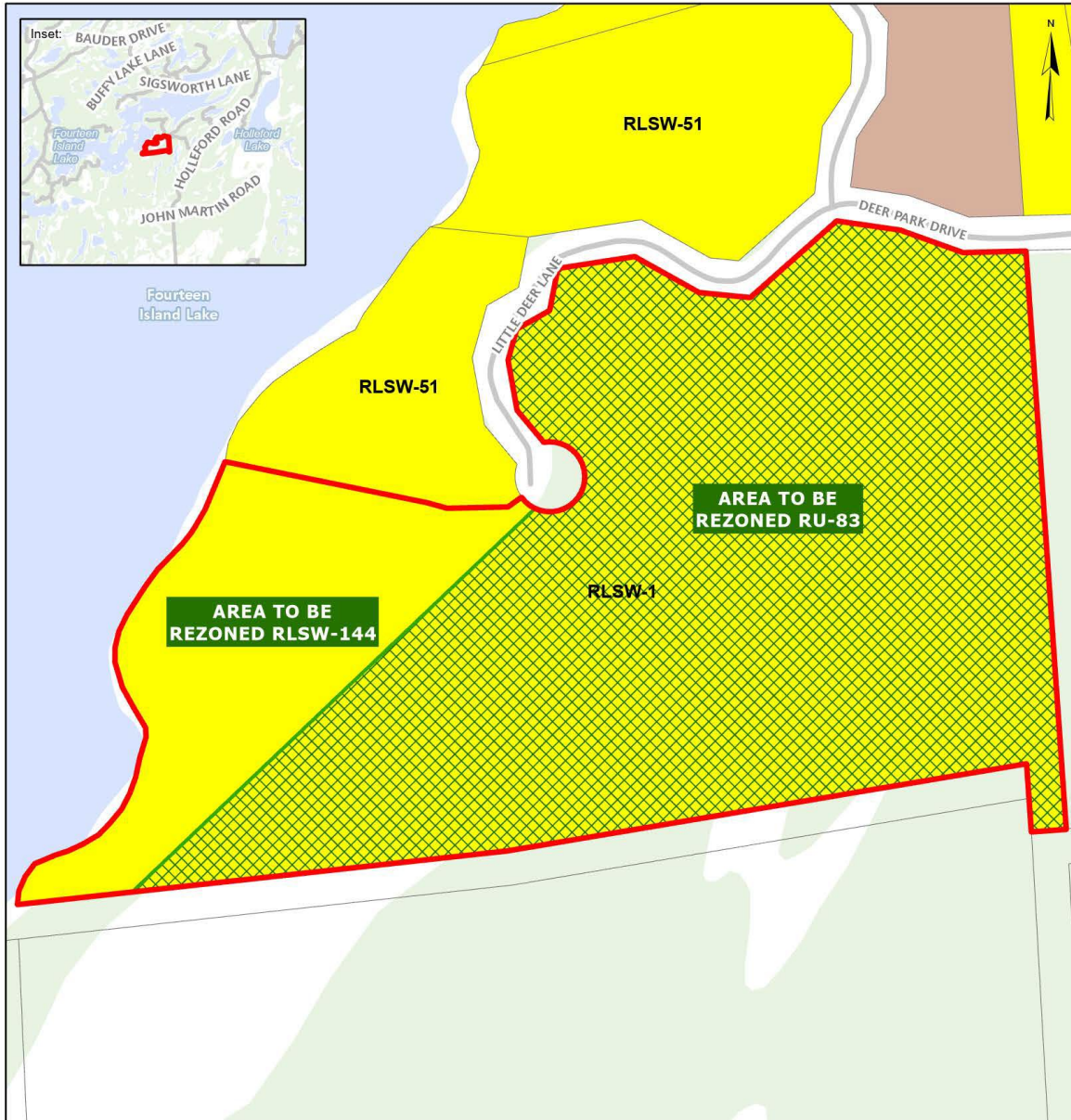
Given First and Second Readings: Tuesday, March 11, 2025

Given Third Reading and Passed: Tuesday, March 11, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule 1



<p>SOUTH FRONTENAC (MCCALDON) 1015 LITTLE DEER LANE PL-ZBA-2024-0131</p> <p>0 15 30 60 m Scale: 1:3,000</p>	<p>LEGEND</p> <p> Subject Property</p> <p> Area to be Rezoned</p> <p> Township Boundaries</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p> <p> Road</p>		<p>Zoning</p> <p> AGRICULTURAL ZONE (A)</p> <p> COMMUNITY FACILITY ZONE (CF)</p> <p> ENVIRONMENTAL PROTECTION ZONE (EP)</p> <p> MOBILE HOME RESIDENTIAL ZONE (MHR)</p> <p> OPEN SPACE - PUBLIC ZONE (OS)</p> <p> OPEN SPACE - PRIVATE ZONE (OSP)</p> <p> PIT 'A' ZONE (PA)</p>		<p> PIT 'B' ZONE (PB)</p> <p> QUARRY 'A' ZONE (QA)</p> <p> QUARRY 'B' ZONE (QB)</p> <p> RESIDENTIAL ZONE (R)</p> <p> RURAL COMMERCIAL ZONE (RC)</p> <p> RURAL INDUSTRIAL ZONE (RI)</p> <p> LIMITED SERVICE RESIDENTIAL ZONE (RLS)</p>		<p> LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)</p> <p> LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)</p> <p> RECREATIONAL RESORT COMMERCIAL ZONE (RRC)</p> <p> RURAL ZONE (RU)</p> <p> WATERFRONT RESIDENTIAL ZONE (RW)</p> <p> SALVAGE YARD INDUSTRIAL ZONE (SI)</p> <p> TUZ</p>		<p> URBAN COMMERCIAL ZONE (UC)</p> <p> URBAN INDUSTRIAL ZONE (UI)</p> <p> URBAN MULTIPLE RESIDENTIAL ZONE (UMR)</p> <p> URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)</p> <p> WASTE DISPOSAL ZONE (WD)</p>	
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Produced by the County Frontenac, under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025. 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: 13/02/2025

By-Law Number 2025-16**A By-Law to Stop up, Close and Sell a portion of Unopened Road Allowance, Part 2 and Part 3 Plan 13R19516; Loughborough; Leverette**

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

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

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

Whereas no objections have been received to the road closing:

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

1. **That** the portion of road allowance between Concessions 11 and 12, Part of Lot 22, Part 2 and Part 3 Plan 13R19516, in the Geographic Township of Loughborough, of South Frontenac (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands are hereby declared surplus to the needs of the Municipality.
3. **That** the Municipality shall convey its interest in Part 2 and Part 3, Plan 13R19516 to the applicant, John Leverette or as directed by them, provided that such direction must be as a lot addition to one or more of the abutting properties located in South Frontenac. For clarity, this closure shall not create a new lot of record for Part 2 and Part 3 but shall only enlarge existing landholdings owned by the applicant located within South Frontenac.
4. **That** the consideration for the conveyance of the Said Lands above shall be \$8,200 plus HST, plus all administration and legal costs to transfer Said Lands.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this By-law be registered in the appropriate Land Registry Office.
7. **That** this By-law shall come into force and take effect upon the registration of this By-law.

Given First and Second Readings: Tuesday, March 11, 2025

Given Third Reading and Passed: Tuesday, March 11, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: March 11, 2025

Subject: Appointment of Deputy Fire Chief

Report Number: 2025-040

Summary

The report provides for the appointment of a Deputy Fire Chief for the Township as well as Assistant to the Fire Marshall under the Fire Protection and Prevention Act.

Recommendation

That By-law 2025-17 being a By-law to Appoint a Deputy Fire Chief, be given first and second reading; and

That By-law 2025-17 be given third reading, signed and sealed.

Background

The *Fire Protection and Prevention Act*, 1997 states as follows:

“6 (1) If a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the fire department.

And further under 6(6), Delegation

“A fire chief may delegate his or her powers or duties under sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation.”

And in the absence of the Fire Chief would carry out the duties of the Fire Chief.

Discussion/Analysis

Due to the resignation of the Deputy Fire Chief, and after undertaking a recruitment process, staff recommend that Brad Smith be appointed as Deputy Fire Chief effective March 11, 2025.

Relationship to Strategic Plan

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

Climate Considerations

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

Attachments

Exhibit A – By-law 2025-17

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

By-Law Number 2025-17
A By-Law to Appoint a Deputy Fire Chief

Whereas Council deems it necessary to enact a by-law to provide for the appointment of an Deputy Fire Chief, who in the absence of the Fire Chief would carry out the duties of the Fire Chief;

AND WHEREAS section 11 (1) (c) of the Fire Protection and Prevention Act, 1997, RSO, as amended designates Assistant to the Fire Marshal as any member of a fire prevention bureau established by a municipality to have all the powers and duties of the Assistant to the Fire Marshal under that or any other act:

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

1. That Brad Smith is hereby appointed as Deputy Fire Chief for the Corporation of the Township of South Frontenac effective March 11, 2025.
2. That Brad Smith be added as Assistant to the Fire Marshal as described by the Fire Protection and Prevention Act, 1997, RSO.
3. That all other by-laws, resolutions that are not consistent with or which are contrary to the provisions of this by-law are hereby repealed.
4. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, March 11, 2025

Given Third Reading and Passed: Tuesday, March 11, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac Staff Report



To: Council
From: Office of the Chief Administrative Officer
Date of Meeting: March 11, 2025
Subject: Appointment of Treasurer
Report Number: 2025-039

Summary

This report provides for the appointment of the statutory position of Treasurer as required under the *Municipal Act*.

Recommendation

That By-law 2025-18 being a By-law to Appoint a Treasurer, be given first and second reading; and

That By-law 2025-18 be given third reading, signed and sealed.

Background

The [Municipal Act](#), 2021 states as follows:

“**286** (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418, if applicable; and
- (g) complying with any requirements applicable to the treasurer under section 418.1. 2001, c. 25, s. 286 (1); 2017, c. 10, Sched. 1, s. 35.”

Discussion/Analysis

Due to the recent resignation of the Director of Finance and Treasurer, and after undertaking a recruitment process, staff recommend that Stephanie Kuca be appointed as Treasurer effective March 11, 2025.

Relationship to Strategic Plan

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

Climate Considerations

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

Attachments

Exhibit A – By-law 2025-18

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

By-Law Number 2025-18
A By-Law to Appoint a Treasurer

Whereas Section 286 (1) of the Municipal Act, 2001, as amended, provides that Council shall appoint a Treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418, if applicable; and
- (g) complying with any requirements applicable to the treasurer under section 418.1. 2001, c. 25, s. 286 (1); 2017, c. 10, Sched. 1, s. 35.

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

1. That Stephanie Kuca is hereby appointed as Treasurer for the Corporation of the Township of South Frontenac effective March 11, 2025.
2. That all other by-laws, resolutions that are not consistent with or which are contrary to the provisions of this by-law are hereby repealed.
3. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, March 11, 2025

Given Third Reading and Passed: Tuesday, March 11, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac Staff Report



To: Council

From: Director, Finance & Treasurer

Date of Meeting: Tuesday, March 11, 2025

Subject: 2024 Statement of remuneration and expenses paid to Council Members

Report Number: 2025-038

Summary

This report provides a summary of 2024 Council remuneration and expenses paid by the Township, or any other body, while representing the Township as a member of Council.

Recommendation

This Report is for information purposes only.

Background

The Municipal Act, 284 (1), states that the treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement of remuneration and expenses paid in the previous year to “each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council”.

The Municipal Act also states that the statement will identify the by-law under which the remuneration or expenses were authorized to be paid and that, despite the Municipal Freedom of Information and Protection of Privacy Act, this statement is a public record. Remuneration is paid based on by-law 2007-15, “A By-Law to Provide for the Remuneration for Members of Council”. Council remuneration was reviewed and updated under resolution 2018-18-06, 2019-18-17 and 2023-21-15.

Discussion/Analysis

The breakdown of Remuneration and Expenses paid to Council Members for the year-ending December 31, 2024 is provided below. Payments under “Other” consist primarily of communication. The communication allowance is paid at the same time as the honorarium at a rate of \$100 per month.

NAME	MEETINGS	HONORARIUM	CONFERENCE PER DIEM	MILEAGE	OTHER	TOTAL
Ray Leonard	1,400.00	21,196.80	750.00	402.17	1,200.00	24,948.97
Douglas Morey	650.00	21,196.80	750.00	189.00	1,200.00	23,985.80
Steven Pegrum	2,850.00	17,585.52	1,500.00	3,416.00	1,200.00	26,551.52
Norman Roberts	3,905.00	17,585.52	750.00	3,798.80	1,200.00	27,239.32
Randy Ruttan	2,400.00	17,585.52	-	1,532.48	1,200.00	22,718.00
Ronald Sleeth	550.00	17,585.52	-	190.40	1,200.00	19,525.92
Scott Trueman	-	17,585.52	-	-	1,200.00	18,785.52
Adam Turcotte	1,610.00	16,120.06	-	250.60	1,100.00	19,080.66
Ronald Vandewal	1,225.00	37,491.48	1,750.00	4,130.00	1,200.00	45,796.48
	14,590.00	183,932.74	5,500.00	13,909.45	10,700.00	228,632.19

Relationship to Strategic Plan

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

Climate Considerations

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

Approvals

Submitted By:



Stephanie Kuca, Director of Finance

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Finance & Treasurer

Date of Meeting: Tuesday, March 11, 2025

Subject: 2024 Development Charges Reporting

Report Number: 2025-042

Summary

This report provides a status update on the 2024 Development Charges Reserve.

Recommendation

This Report is for information purposes only.

Background

Bill 73 (Smart Growth for our Communities Act, 2015) amendments to the Development Charges Act (DCA), 1997, came into force on January 1, 2016. The Ministry of Municipal Affairs and Housing (MMAH) states that the legislation aims to “help municipalities recover more costs for growth-related infrastructure and enhance transparency and accountability”. The changes include additional reporting to Council on the year-end development charges reserve.

Discussion/Analysis

The 2024 Development Charges Reserve had an opening balance of \$2,135,712.18 and closing balance of \$1,066,135.61.

Development charges revenue collected during the year were \$735,090.00 (residential \$611,276.64 and commercial/ industrial \$123,813.36).

Interest income was \$247,788.29 on the reserve, comprised of earnings of bank interest and investment interest income and market adjustments. The percentage allocation of these revenues is based on By-law 2024-53.

The following projects had expenses using Development Charges Reserves:

Project	Description	Development Charges
22-17	12th Con Bridge (B32) Repair	\$13,100.28
22-43	Consulting Fee - User Fee & Facility Allocation Policy	\$6,475.69
23-08	Town Hall Expansion	\$56,261.20
23-46B	Bracken Culvert	\$436,341.70

23-50A	Bedford Road	\$500,000.00
23-56	Road 38	\$76,485.10
24-33	Orser Road	\$137,418.32
24-34	Spooner Road	\$34,288.08
24-38	Kerr Road	\$148,026.11
24-39	Tom Watson Road	\$110,202.14
24-42	Pavement Condition Assessment Updates	\$1,994.50
24-43	Devil Lake Road	\$317,013.59
24-66	Centennial Park Walkway Connections	\$15,135.57
24-68	Keeley/Bowes Diamond Upgrades	\$155,615.35
24-78	Development Charge Study and Population Study	\$70,179.89
		\$2,078,537.52

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.

Notice/Consultation

Kyle Griese, Financial Analyst

Attachments

Attachment A – 2024 Development Charges Annual Report

Approvals

Submitted By:



Stephanie Kuca, Director of Finance

Approved By:



Louise Fragnito, Chief Administrative Officer

Development Charge Reserve Fund - 2024
Charges allocated per provisions of former & current by-laws

	Beginning Balance \$	Developer Contributions - Residential				Developer Contributions - Commercial & Industrial				Subtotal	Interest	Transfers to Projects	Closing Balance \$
		Jan - Jul 2024		Aug - Dec 2024		Jan - Jul 2024		Aug - Dec 2024					
			380,194.64		231,082.00		0.00		123,813.36				
General Government	\$19,192.00		\$0.00		\$0.00		\$0.00		\$0.00	\$19,192.00	\$1,830.89	-\$21,022.89	\$0.00
Fire Protection Services	-\$16,961.15	10.892%	\$41,410.80	7.774%	\$17,963.84	10.892%	\$0.00	8.161%	\$10,103.94	\$52,517.43	\$5,010.10		\$57,527.53
Parks and Recreation Services	\$202,858.14	10.562%	\$40,156.16	18.219%	\$42,101.64	10.562%	\$0.00	14.508%	\$17,962.56	\$303,078.50	\$28,913.31	-\$177,226.61	\$154,765.20
Growth Related Studies	-\$35,914.71	3.229%	\$12,276.48	7.525%	\$17,387.85	3.229%	\$0.00	7.902%	\$9,783.18	\$3,532.80	\$337.02	-\$105,418.20	-\$101,548.38
Waste Diversion	\$7,600.26		\$0.00	0.117%	\$270.00		\$0.00	0.130%	\$160.38	\$8,030.64	\$766.11		\$8,796.75
Services Related to a Highway	\$1,606,049.07	73.068%	\$277,800.62	62.634%	\$144,736.75	73.068%	\$0.00	65.674%	\$81,312.66	\$2,109,899.10	\$201,281.76	-\$1,774,869.82	\$536,311.04
Library	\$102,289.43	0.757%	\$2,878.07	1.254%	\$2,897.97	0.757%	\$0.00	1.036%	\$1,283.04	\$109,348.51	\$10,431.71		\$119,780.22
Policing Services Services	\$250,599.14	1.492%	\$5,672.51	2.477%	\$5,723.95	1.492%	\$0.00	2.591%	\$3,207.60	\$265,203.20	\$25,300.05		\$290,503.25
Sub-total	\$2,135,712.18	100.000%	\$380,194.64	100.000%	\$231,082.00	100.000%	\$0.00	100.000%	\$123,813.36	\$2,870,802.18	\$273,870.95	-\$2,078,537.52	\$1,066,135.61

Breakdown of asset(s) funded from Development Charges

Project	2024 Project Costs	Development Charges	OCIF	Other Reserves	Taxation
12th Con Bridge (B32) Repair	97,377.24	13,100.28		84,276.96	
Consulting Fee - User Fee & Facility Allocation Policy	6,475.69	6,475.69			
Town Hall Expansion	668,023.04	56,261.20		611,761.84	
Bracken Culvert	436,341.70	436,341.70			
Bedford Road	1,137,405.14	500,000.00	401,352.00	236,053.14	
Road 38	76,485.10	76,485.10			
Orser Road	137,418.32	137,418.32			
Spooner Road	34,288.08	34,288.08			
Kerr Road	148,026.11	148,026.11			
Tom Watson Road	110,202.14	110,202.14			
Pavement Condition Assessment Updates	1,994.50	1,994.50			
Devil Lake Road	317,013.59	317,013.59			
Centennial Park Walkway Connections	15,135.57	15,135.57			
Keeley/Bowes Diamond Upgrades	155,615.35	155,615.35			
Development Charge Study and Population Study	70,179.89	70,179.89			
		2,078,537.52			

By-Law Number 2025-19**A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on March 11, 2025**

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 March 11, 2025, be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac held March 11, 2025, be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on March 11, 2025, 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, March 11, 2025

Given Third Reading and Passed: Tuesday, March 11, 2025

James Thompson, Clerk

Ron Vandewal, Mayor