

**TOWNSHIP OF SOUTH FRONTENAC
COMMITTEE OF THE WHOLE MEETING
AGENDA**

TIME: 7:00 PM,
DATE: Tuesday, September 13, 2016
PLACE: Council Chambers.

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Scheduled Closed Session - n/a
4. ***Recess *** - n/a
5. Delegations
 - (a) Sharron Brown, Staff Sergeant, Frontenac OPP Detachment, re: OPP Crime Stats 3 - 7
6. Reports Requiring Action
 - (a) Rick Chesebrough, Fire Chief, re: Fire Bans 8
 - (b) Lindsay Mills, Planner, re: Proposed Revisions to the Tariff of Fees for Planning Related Applications 9 - 12
 - (c) Louise Fragnito, Treasurer, re: Financial Long Range Plan and Budget Direction 13 - 17
 - (d) Mark Segsworth, Public Works Manager, re: Capital Investment Strategy 18 - 26
 - (e) Wayne Orr, Chief Administrative Officer, re: Application for the Ontario 150 Community Capital Program 27 - 28
 - (f) Wayne Orr, Chief Administrative Officer, re: Offsite Meeting Agenda 29
7. Reports for Information
 - (a) Louise Fragnito, Treasurer, re: Investment Update 30 - 32
8. Rise & Report
 - (a) County Council
 - (b) Arena Board
 - (c) Police Services Board
9. Information Items
 - (a) Patricia Enright, Chief Librarian/CEO, Kingston Frontenac Public Library, re: Proclamation for Public Library Month in October 33

(b) Around the Rideau Newsletter - September/October Issue

34 - 35

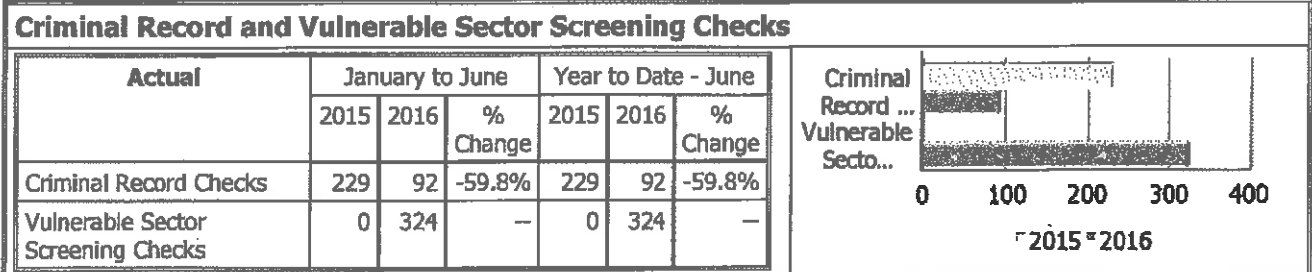
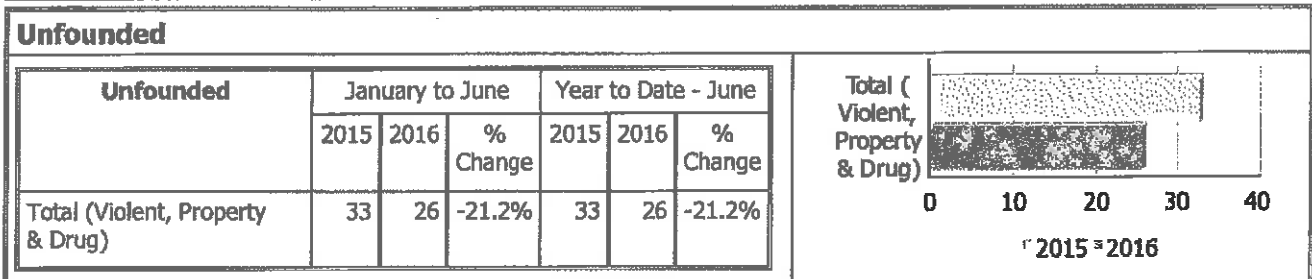
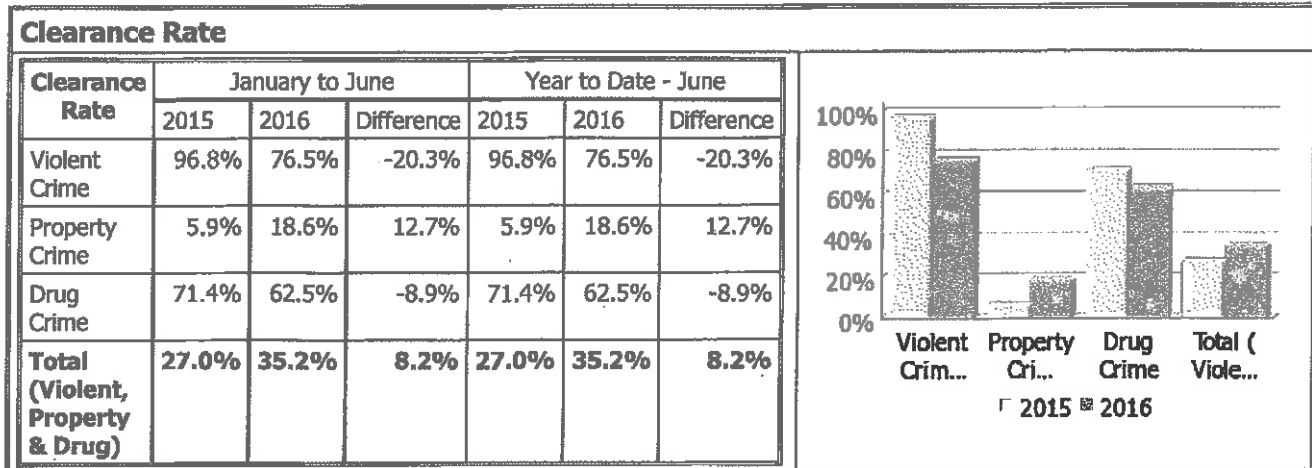
10. Notice of Motions

11. Announcements

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

13. Closed Session (if requested)

14. Adjournment



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 3R - FRONTENAC

Location code(s): 3R00 - FRONTENAC

Area code(s): 3002 - South Frontenac

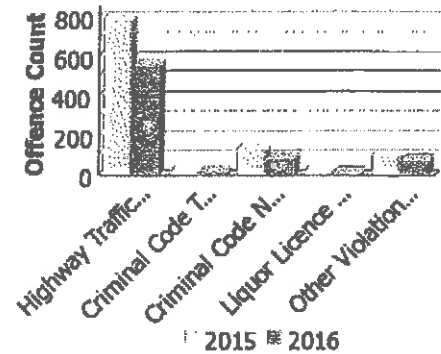
Data source date:
2016/09/10

Report Generated by:
Brown, Sharron

Report Generated on:
Sep 12, 2016 1:17:26 PM
PP-CSC-Operational Planning-4300

**Police Services Board Report for South Frontenac
Integrated Court Offence Network
January to June - 2016**

Criminal Code and Provincial Statute Charges Laid						
Offence Count	January to June			Year to Date - June		
	2015	2016	% Change	2015	2016	% Change
Highway Traffic Act	789	561	-28.9%	789	561	-28.9%
Criminal Code Traffic	23	19	-17.4%	23	19	-17.4%
Criminal Code Non-Traffic	129	87	-32.6%	129	87	-32.6%
Liquor Licence Act	21	14	-33.3%	21	14	-33.3%
Other Violations	91	77	-15.4%	91	77	-15.4%
All Violations	1,053	758	-28.0%	1,053	758	-28.0%



Integrated Court Offence Network data is updated on a monthly basis: Data could be as much as a month and a half behind.

Data Utilized

- Ministry of Attorney General, Integrated Court Offence Network
- Integrated Court Offence Network Charge Business Intelligence Cube

Detachment: 3R - FRONTENAC

Location code(s): 3R00 - FRONTENAC

Data source date:
Aug 10, 2016 8:34:32 PM

Report Generated by:
Brown, Sharron

Report Generated on:
Sep 12, 2016 10:53:14 AM
PP-CSC-Operational Planning-4300

South Frontenac Police Services Board Report
Motor Vehicle Collisions
April - June 2016

Month	Fatal	Personal Injury	Property Damage	Total
April	0	2	8	10
May	0	3	14	17
June	1	4	22	27
	1	9	44	54

Top 5 Location of Collisions for all MVC's

Twp Road	Jan	Feb	Mar	Apr	May	Jun	Total	# of PI's
Perth Rd	8	8	3	3	4	6	32	5
Rd 38	5	2	3	1	4	5	20	2
Rutledge Rd	3	3	1	1	1	0	9	2
Battersea Rd	3	1	1	1	0	0	6	0
Bellrock	3	2	0	0	0	1	6	0
Total	22	16	8	6	9	12	73	9

South Frontenac Police Services Board Report
Motor Vehicle Collisions
April - June 2016

2015

Twp Road	July	August	September	October	November	December	Total	# of PI's
Twp Rd 38	4	6	5	4	6	3	28	4
Perth Rd	2	2	2	4	2	4	16	3
Battersea Rd	2	4	2	1	3	1	13	4
Rutledge Rd	3	3	1	0	1	0	8	1
Burnt Hills Rd	1	1	2	0	1	1	6	0
Desert Lake Rd	2	4	0	0	0	0	6	0
Total	12	16	12	9	13	9	77	12



STAFF REPORT FIRE DEPARTMENT

PREPARED FOR COUNCIL: Sept 08, 2016

AGENDA DATE: Sept 13, 2016

SUBJECT:

Fire Bans

BACKGROUND:

At the recent Council meeting on September 6, 2016 council raised the question on the criteria for putting a fire ban on.

While there has been no exact science or policy for putting fire bans on, the following has been a process we have used in determining when a level 1 ban and total fire ban has been put in place.

- Current weather conditions and forecasts
- Emergency responses
- Discussions with KFL& A Chiefs
- Discussions with MNR
- Discussions with Frontenac Park

Decisions also include the fact that South Frontenac has a number of trailer parks, campgrounds and seasonal visitors which must be considered and balanced with the greater public safety.

The burning by-law was changed in 2004 and has been updated on a regular basis, since the changes have been made we have seen a substantial reduction in wild fires and burn complaints. This year we responded to 2 wild fires and 4 burn complaints after the fire ban was put on, prior to the ban there was no emergency responses.

It is also important to know, that while South Frontenac places a total fire ban on, there is no requirement for Frontenac Park to place a total ban on, they are operated and governed by the province of Ontario.

ANALYSIS:

The last fire ban prior to this year was 2012, given the changes to our by-law, the public education and the criteria we are using, I feel this has been extremely effective and has maintained the safety of the residences and visitors.

FINANCIAL / STAFFING IMPLICATIONS:

There will be no staffing implications.

RECOMMENDATION:

That we continue to use the current criteria for placing fire bans on

Submitted/approved by:

Rick Chesebrough
Fire Chief, CEMC, CFEI

Prepared By:

Rick Chesebrough
Fire Chief, CEMC, CFEI

STAFF REPORT

Township of South Frontenac
Prepared for Committee of the Whole
Agenda Date: September 13, 2016

Planning Department

Report Date: September 8, 2016

Subject: Proposed Revisions to the Tariff of Fees for Planning-Related Applications

Summary of the Recommendation:

The recommendation is that the Committee receive for information the report dated September 8, 2016 from the Planning Department regarding new fees for Planning applications.

Purpose of the Report:

The purpose of this report is to bring to the Committee a review of the present fee structure for applications to the Planning Department and to propose a new fee structure. Attached is a chart listing the planning fees from six neighbouring municipalities for comparison.

Background:

On June 7, 2005 Council passed By-law #2005-55 being a by-law to prescribe a tariff of fees for the processing of applications with respect to Planning matters. The by-law established the following fees:

<u>APPLICATION</u>	<u>FEE</u>	<u>DEPOSIT</u>
Amendment to Zoning By-law ^{1,2}	\$1000.00	\$1000.00
Amendment to Official Plan ^{1,2}	\$1000.00	\$2000.00
Consent ¹	\$600.00	
Minor Variance ¹	\$650.00	
Site Plan Agreement ¹	\$200.00	

¹ The application fees noted above are non-refundable and are used to cover the Township of South Frontenac's on-going costs to process the application.

^{1,2} The deposit for Official Plan Amendments and Zoning By-law Amendments are partially refundable and are used to ensure that funds are available to cover the Township of South Frontenac's planning, engineering and legal consulting costs relating to each application.

Subsequently, in 2014, an additional charge of \$82.00 was added to the fees for consents and minor variances. This was to cover the costs of the Building Department's work in commenting on these applications. Thus, these fees are now:

- Consent - \$682.00
- Minor Variance - \$732.00

Discussion

The above indicates that Planning Fees (to the Planning Department) have not increased since 2005. However, in that time period KFL&A Public Health and all three conservation authorities have substantially increased their fees to comment on consents and minor variances in our Township. Also, neighbouring municipalities have increased their processing fees. Attached to this report is a review of planning fees charged in six neighbouring municipalities.

It is also important to know that there are other Planning-related fees that are not on the above list. These are:

- Site plan applications \$200.00 fee;
- Road closings.....\$3,000.00 deposit and \$550.00 fee.

Furthermore, there are applications processed and documents prepared by Planning for which there is no charge at all. These are:

- processing of Plans of Subdivision and Plans of Condominium – circulated to the Township by the County for comment and with a request to hold a public meeting.
- preparation of Development Agreements to be registered on the title of every waterfront lot as a condition of consent or minor variance approval.
- Advertising and preparing reports from removal of a Holding “H” symbol from a zone.

In consideration of the above, there appears to be justification for ‘upping’ some of the planning application fees and to establish additional fees as follows:

**NEW PLANNING FEE STRUCTURE
(new fee in bold type)**

<u>APPLICATION</u>	<u>FEE</u>	<u>New Fee</u>	<u>DEPOSIT</u>
- Amendment to Zoning By-law	\$1,000.00	\$1,500.00	\$1000.00
- Amendment to Official Plan	\$,1000.00	\$1,500.00	\$2000.00
- Consent ¹	\$682.00	\$800.00	
- Minor Variance ¹	\$732.00	\$732.00 (no change)	
- Site Plan Agreement ¹	\$200.00	Residential \$300.00	
		Commercial/Industrial/Institutional up to 4000 ft.² \$1,000.00	
		Commercial/Industrial/Institutional over 4000 ft.² \$1,800.00	
- Plans of Subdivision/Condominium	\$0.00	\$2,000.00	\$2,000.00
- Prepare of development agreement	\$0.00	\$150.00	
- Removal of Holding "H" symbol	\$0.00	\$200.00	

Road Closings

In addition to the above, there should be a change to the fees for road closings. Under the present scenario, an applicant will approach the Planning Department with a request to close a road allowance. Planning takes the request to Committee of the Whole for discussion and the Committee may give approval in principle. Whether the Committee agrees in principle or not, there is no charge for this initial discussion with the Committee. If the Committee does agree then the application is submitted along with a \$3000.00 deposit to cover advertising

costs. In the end the Township keeps \$550.00 (\$350.00 for the advertising and \$200.00 for Planning) and returns the rest of the deposit to the applicant.

Under this present process, much of the work and research to bring the matter to Committee and Council is done in the initial report to the Committee., ie Planning reviews all the information, often performs a site check, advises the Roads Department and prepares a report – all of this at no cost to the applicant Accordingly, there should be an initial charge to bring the proposal to the Committee for approval in principle. This fee is proposed to be \$200.00. Also the deposit amount should be reduced to \$1000.00 and the Planning fee at the end should stay at \$200.00 Thus, the breakdown would be as follows:

FEES FOR ROAD CLOSING APPLICATIONS

<u>APPLICATION</u>	<u>FEE</u>	<u>DEPOSIT</u>
- Initial report brought to CofW	\$200.00	
- Application fee	\$550.00	\$1000.00

Note again that the \$550.00 covers the actual cost of advertising (\$350.00) and Planning's fee (\$200.00). Thus, the total fee to the Planning Department would be \$400.00.

Recommendation:

It is recommended that the Committee receive the Planning Report dated September 8, 2016 for consideration.

attachment

PlanningFeesReporttoCofW2016

Township Planning Fees

Municipality	Planning Application				
	CONSENT	MINOR VARIANCE	RE-ZONING	OP AMENDMENT	SITE PLAN
Rideau Lakes	\$755	\$838	\$1,381	\$2,319	\$944 to \$722
Stone Mills	\$800 (deposit of \$500)	\$800	\$1,200	\$3,000	\$1,000
Loyalist	\$1000 (\$200 engineer fee)	\$1,000	\$800 (\$1300 for application, \$1000 for document prep, \$200 for engineer, \$900 to remove "h")	\$1400 for app, \$1300 for doc prep, \$200 eng fee	<4000sqft=\$1700 4100-10000 sqft=\$2300 >10000=\$2800 (\$1500 deposit)
Gananoque	\$500	Class I - \$500 Class II - \$1500 Class III - \$1700	Class I - \$500 Class II - \$1500 Class III - \$1700	\$1,500	Class I - \$500 Class II - \$1500 Class III - \$1700
Elizabethtown-Kitley	\$400 if twnshp \$800 if county	600	\$2100 deposit	\$2100 deposit	\$700 - eng on top of that
			\$3,150		
Brighton	\$1,000	\$850	\$12000 or \$500 (for H removal)	\$3000 + \$1000 refundable deposit	Major - \$2500 - \$1500 Minor (+ \$1000 refundable deposit)



STAFF REPORT TREASURY DEPARTMENT

Prepared for Council: September 7th, 2016

Agenda Date: September 13th, 2016

SUBJECT:

2017 Budget Direction

RECOMMENDATION:

THAT Council provide staff with direction in preparation for the preliminary 2017 capital and operating budgets

ANALYSIS:

A long-range financial plan was developed in 2015 for the first time. The plan has been updated in 2016 with its main focus on forecasting the implications of current decisions into future years.

In prior year's, the overall percentage change impact on the total tax bill has ranged significantly as is reflected in the table below:

Year	Net tax supported budget	% change in budget	Overall % change in total tax bill
2010	\$ 10,306,754		
2011	10,922,712	5.98%	-4.85%
2012	12,170,752	11.43%	-0.13%
2013	12,911,265	6.08%	0.97%
2014	14,508,296	12.37%	2.91%
2015	15,501,789	6.85%	0.66%
2016	16,534,642	6.66%	0.65%

In the last four years, council's direction was set at 2.0% on the impact of the Township's share of the tax bill on the average phased-in property. However the overall percentage change in the total tax bill was significantly reduced in the last two years by both the County and Education portions.

From the long range financial plan that was developed, the following assumptions were included:

- Phase-in assessment has been estimated at 2.0% in 2017 to 2026 (Previous version provided for 4-4.5%)
- Assessment growth has been projected at 1.75%
- Operating expenses primarily use a cost of living allowance of 2% for all items except:
 - Insurance: 5.0%
 - Utilities/communications: 4.0%
 - Fuel: 3.0%
- Anticipated service demands have been addressed by including additional staffing positions – one non-union and one unionized for the years 2017 to 2021 and one unionized for the years 2022 to 2026

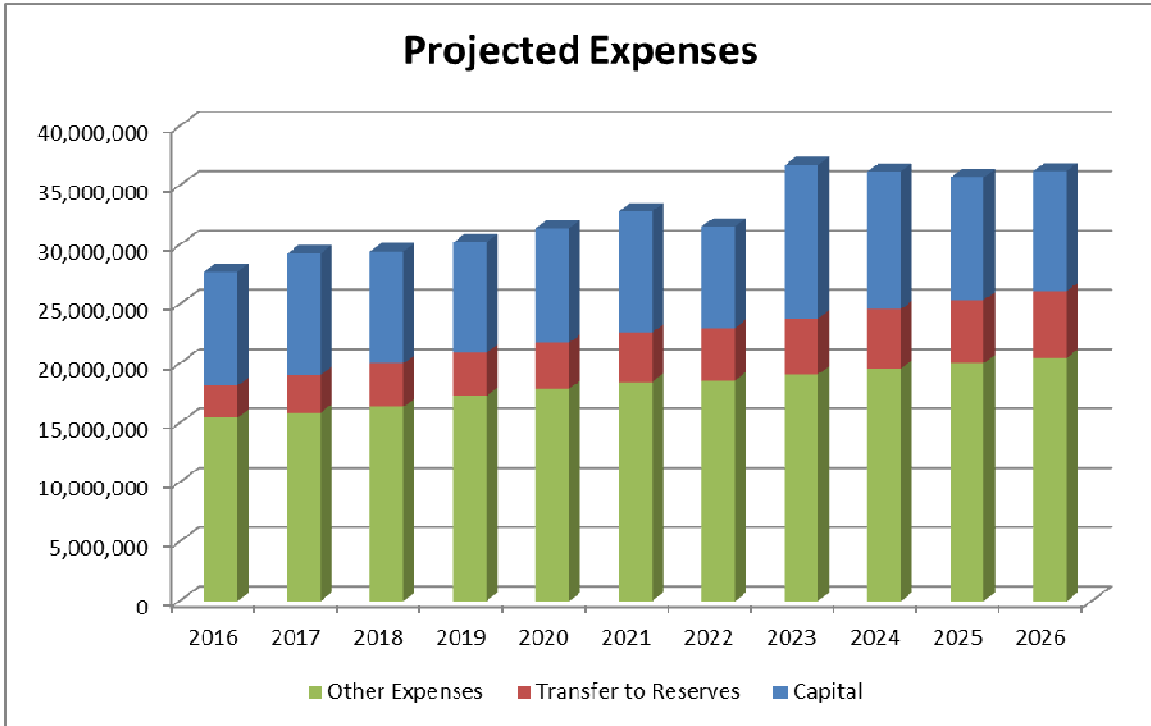
- Known challenges or changes include:
 - Increased staffing costs (wages and benefits)
 - Continued pressures on maintaining existing infrastructures and service levels

- Capital expenses:
 - Although current capital plans are in “today” dollars, a 2% inflation factor has been applied from 2017 to 2026
 - Roads construction costs, including bridges, are based on the schedule provided by Public Works which incorporates a 5% increase per year including inflation or an additional \$3.2 million over 10 years.
 - A base investment has been allocated for facilities and parks of \$500,000 and \$100,000 respectively, per year. The condition assessment on facilities is to be completed in 2016 and will enable the update of the asset management plan and a more accurate projection of needs.
 - The plan also includes enhancements:
 - Anticipated upgrades to the OPP station over 2017 and 2018 totalling \$500,000
 - New fire halls every 3 years beginning in 2020 with a value of \$2.25 million as well as an additional \$750,000 in 2017 for the Perth Road fire hall
 - Keeley Road improvements in 2019 with a value of \$1.5 million
 - Administrative offices in 2022 with a value of \$2.75 million
 - Fire, Public Works and Building vehicle costs are based on the current 25 year plan with the addition of a tandem every 3 years beginning in 2017
 - Scales for the Loughborough landfill are projected in 2018 for \$150,000
 - Landfill closure costs are included for Loughborough and Salem in 2023 and 2024 respectively
 - Communications infrastructure funds were allocated in 2016 for an amount of \$300,000 and further funds have been allocated from 2017 to 2020 at \$750,000 per year.
 - The plan includes continued transfers from the County of Federal Gas Tax Funds
 - SCBA equipment replacement was identified as a need in 2016 with \$40,000 being set aside to reserves. The plan incorporates setting aside an additional \$560,000 over 2017 and 2018 for the replacement of the equipment in 2018.
 - Any borrowing is assumed to be offset by including repayment costs within the existing capital forecast and reallocating or deferring other projects where necessary.

- Reserves:
 - Transfers to the Public Works equipment replacement reserve increases to \$750,000 in 2018 to 2026
 - Other reserve transfers are maintained at existing levels

- Revenues:
 - It is anticipated that OMPF funding will remain stable.
 - OCIF base funding is anticipated to increase by twice the amount received in 2016 to \$218,438 for 2017 and to continue to increase for the next 2 years.
 - Investment income is expected to increase by approximately \$125,000 per year
 - Federal Gas Tax is expected to increase by approximately \$25,000
 - 2017 is the last year of funding from the City for arterial roads
 - Overall township revenues are primarily driven from taxation

Projected expenses:



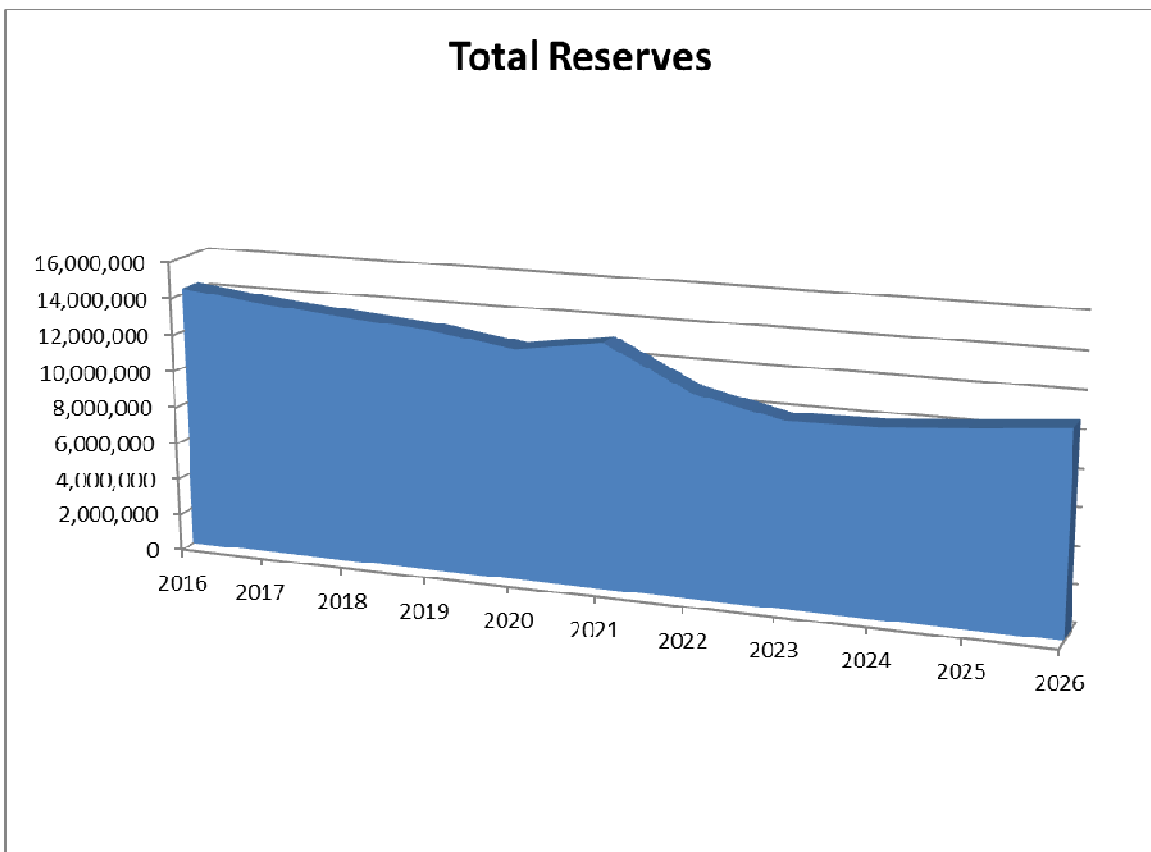
Overall projected expenses over the 10 years grow steadily by inflation and significant changes are driven by various capital projects.

The main change in the transfer to reserves is the impact of the Asset Investment reserve.

Scenario 1 – maintaining 2% taxpayer impact on phase-in assessment

As reflected in the graph below, maintaining the taxpayer impact based on phase-in assessment at 2 % will require funding from our existing reserves bringing their overall balance just under 11 million by 2026.

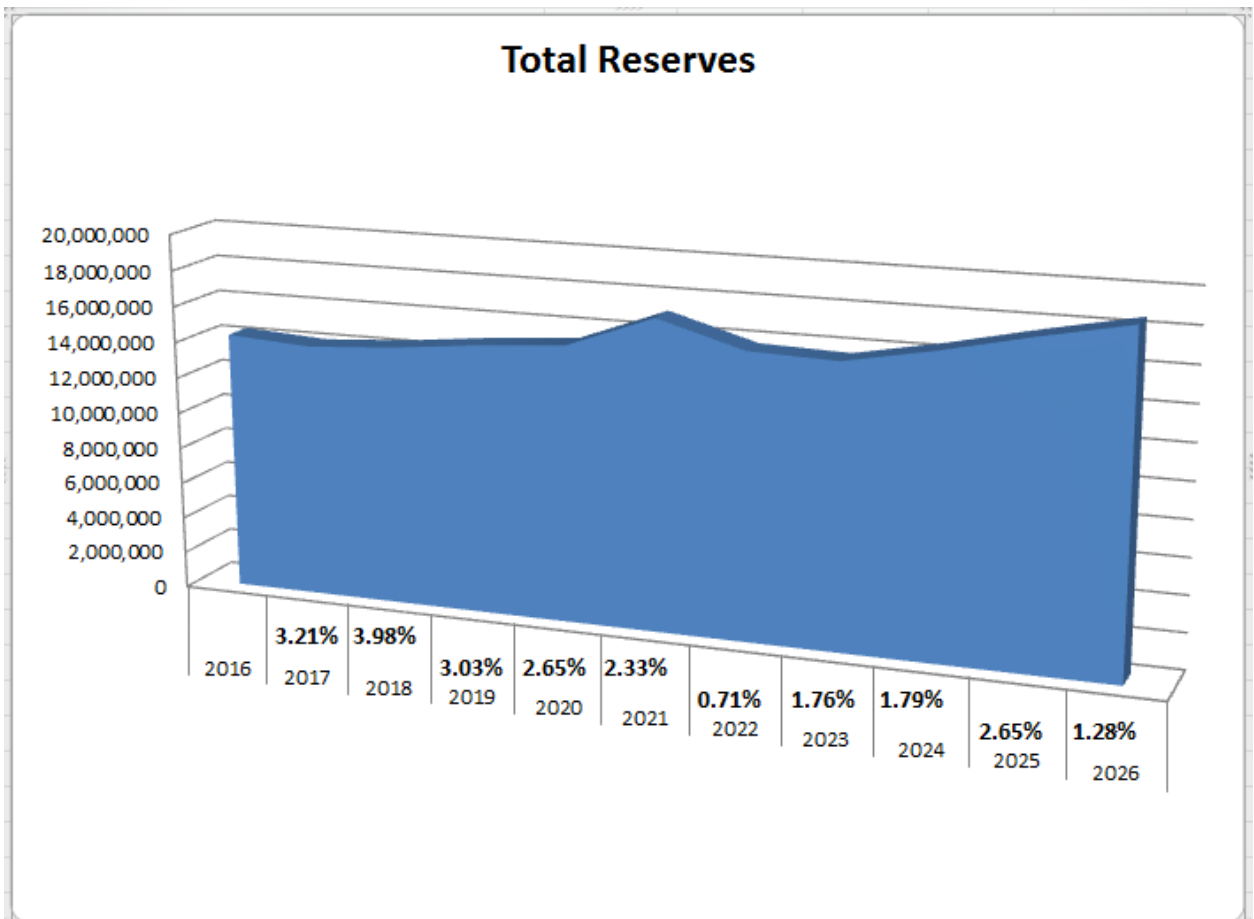
This means that budget direction of 2% is insufficient to meet anticipated operating and capital expenses without depleting reserves by \$4 million over 10 years.



Scenario 2 – maintaining 10 year average reserve balance to 2015 ending balance with variable taxpayer impact

At the end of 2015 total reserves totalled just over 15 million. This scenario maintains this value as an average over the 10 year period. In the graph, noted above each year, is the related tax payer impact based on phased-in assessment. The value varies from 0.71 to 3.98% with an average impact of 2.2%. Reserves by 2026 are just over 18 million.

This means that to meet anticipated operating and capital expenses, while maintaining an average of \$15 million in reserves, budget direction would need to fluctuate.

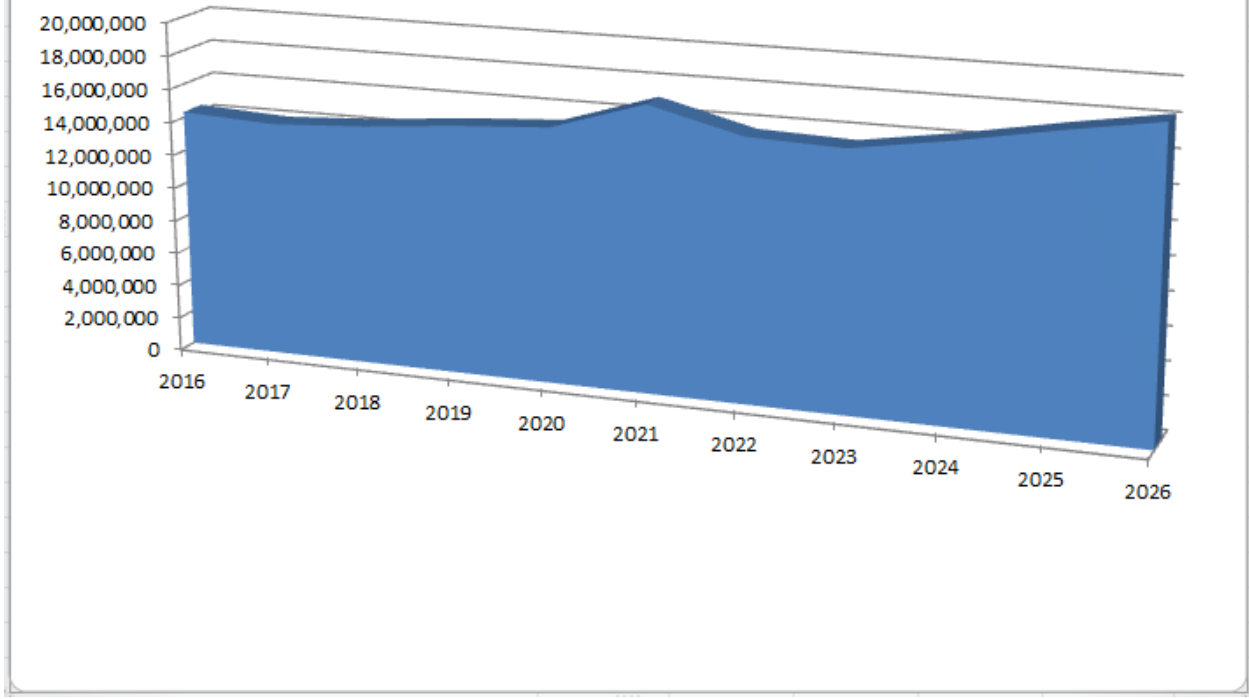


Scenario 3 – maintaining 10 year average reserve balance to 2015 ending balance and smoothing out taxpayer impact to 2.2%

At the end of 2015 total reserves total just over 15 million. This scenario maintains this value as an average over the 10 year period. The main difference is that the funding fluctuations from reserves have been smoothed out to have each year balance to the average taxpayer impact of 2.2%. Reserves by 2026 are just over 18 million.

This means that to meet anticipated operating and capital expenses while maintaining an average balance of \$15 million in reserves, budget direction would need to be 2.2%

Total Reserves



Submitted/approved by:
Louise Fagnito, Treasurer

Prepared by:
Louise Fagnito, Treasurer



STAFF REPORT PUBLIC WORKS DEPARTMENT

PREPARED FOR COW: September 9, 2016

AGENDA DATE: September 13, 2016

SUBJECT:

Capital Investment Strategy

BACKGROUND:

After several unsuccessful attempts to secure grant money for the reconstruction of Sunbury Road it was suggested by the Public Services Committee to investigate borrowing to finance this project.

ANALYSIS:

A presentation was made at the August 26, 2016 Public Services Committee regarding a Capital Investment Strategy to borrow money for the financing of both Sunbury Road and Westport Road.

These two arterial roads are both to a large extent, constructed to a tar and chip standard. These roads should be upgraded to Hot Mix Asphalt to support their current use and traffic volumes.

FINANCIAL/STAFFING IMPLICATIONS:

As presented in the attachments.

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager

Attachments: Capital Investment Strategy Presentation

Construction Year

Year		<u>2015</u>
Expense	\$	5,000,000.00
Adjusted Expense	\$	5,000,000.00
Arterial	\$	1,500,000.00
Bridges	\$	750,000.00
Preservation	\$	750,000.00
Village/ Local	\$	1,500,000.00
Upgrades	\$	500,000.00

Multi Year Construction Budget with Allocation Breakdown with 5% Increase (Inclusive of Inflation)- August 11-2016

	1	2	3	4	5	6	7	8	9	10
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Total Original Base Expense	5,512,500	5,788,125	6,077,531	6,381,408	6,700,478	7,035,502	7,387,277	7,756,641	8,144,473	8,551,697
Total Adjusted Base Expense	5,512,500	5,454,125	5,343,434	5,659,345	5,992,047	6,338,666	6,701,981	7,083,281	7,482,256	7,901,486
Arterial additional Debt repayment	5,000,000	6,000,000 334,000	734,097	722,063	708,431	696,836	685,296	673,360	662,217	650,211
Total Capital	10,512,500	11,788,125	6,077,531	6,381,408	6,700,478	7,035,502	7,387,277	7,756,641	8,144,473	8,551,697
	11	12	13	14	15	16	17	18	19	20
	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
	8,979,282	9,428,246	9,899,658	10,394,641	10,914,373	11,460,092	12,033,096	12,634,751	13,266,489	13,929,813
	8,979,282	9,428,246	9,899,658	10,394,641	10,914,373	11,460,092	12,033,096	12,634,751	13,266,489	13,929,813
	3,591,713	3,771,298	3,959,863	4,157,856	4,365,749	4,584,037	4,813,238	5,053,900	5,306,595	5,571,925
	8,342,272	8,802,918	9,285,773	9,792,072	10,324,038	10,882,597	11,467,358	12,080,751	12,724,425	13,399,376
	637,010	625,328	613,885	602,569	590,335	577,495	565,738	554,000	542,064	530,437
	8,979,282	9,428,246	9,899,658	10,394,641	10,914,373	11,460,092	12,033,096	12,634,751	13,266,489	13,929,813


Multi Year Construction Budget with Allocation Breakdown with 5% Increase (Inclusive of Inflation)- Aug 25, 2016

Construction Year		1	2	3	4	5	6	7	8	9	10	
Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Expense	\$ 5,000,000.00	\$ 5,350,000.00	\$ 5,512,500.00	\$ 5,788,125.00	\$ 6,077,531.25	\$ 6,381,407.81	\$ 6,700,478.20	\$ 7,035,502.11	\$ 7,387,277.22	\$ 7,756,641.08	\$ 8,144,473.13	\$ 8,551,696.79
Adjusted Expense	\$ 5,000,000.00	\$ 5,350,000.00	\$ 10,512,500.00	\$ 11,454,125.00	\$ 5,343,434.26	\$ 5,659,344.81	\$ 5,992,047.20	\$ 6,338,666.11	\$ 6,701,981.22	\$ 7,083,281.08	\$ 7,482,256.13	\$ 7,901,485.79
Arterial	\$ 1,500,000.00	\$ 775,000.00	\$ 6,653,750.00	\$ 7,402,437.50	\$ 1,089,162.38	\$ 1,192,359.34	\$ 1,301,712.46	\$ 1,413,814.63	\$ 1,530,887.17	\$ 1,653,632.32	\$ 1,781,124.94	\$ 1,915,298.04
Bridges	\$ 750,000.00	\$ 1,350,000.00	\$ 826,875.00	\$ 868,218.75	\$ 911,629.69	\$ 957,211.17	\$ 1,005,071.73	\$ 1,055,325.32	\$ 1,108,091.58	\$ 1,163,496.16	\$ 1,221,670.97	\$ 1,282,754.52
Preservation	\$ 750,000.00	\$ 700,000.00	\$ 826,875.00	\$ 868,218.75	\$ 911,629.69	\$ 957,211.17	\$ 1,005,071.73	\$ 1,055,325.32	\$ 1,108,091.58	\$ 1,163,496.16	\$ 1,221,670.97	\$ 1,282,754.52
Village/ Local	\$ 1,500,000.00	\$ 1,975,000.00	\$ 1,653,750.00	\$ 1,736,437.50	\$ 1,823,259.38	\$ 1,914,422.34	\$ 2,010,143.46	\$ 2,110,650.63	\$ 2,216,183.17	\$ 2,326,992.32	\$ 2,443,341.94	\$ 2,565,509.04
Upgrades	\$ 500,000.00	\$ 550,000.00	\$ 551,250.00	\$ 578,812.50	\$ 607,753.13	\$ 638,140.78	\$ 670,047.82	\$ 703,550.21	\$ 738,727.72	\$ 775,664.11	\$ 814,447.31	\$ 855,169.68

Debt Repayment \$ 334,000.00 \$ 734,097.00 \$ 722,063.00 \$ 708,431.00 \$ 696,836.00 \$ 685,296.00 \$ 673,360.00 \$ 662,217.00 \$ 650,211.00

Construction Year	11	12	13	14	15	16	17	18	19	20	
Year	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	Sum of 2016 to 2036
Expense	\$ 8,979,281.63	\$ 9,428,245.71	\$ 9,899,658.00	\$ 10,394,640.90	\$ 10,914,372.94	\$ 11,460,091.59	\$ 12,033,096.17	\$ 12,634,750.98	\$ 13,266,488.53	\$ 13,929,812.95	
Adjusted Expense	\$ 8,342,271.63	\$ 8,802,917.71	\$ 9,285,773.00	\$ 9,792,071.90	\$ 10,324,037.94	\$ 10,882,596.59	\$ 11,467,358.17	\$ 12,080,750.98	\$ 12,724,424.53	\$ 13,399,375.95	\$ 191,920,700.00
Arterial	\$ 2,056,774.49	\$ 2,203,145.71	\$ 2,356,012.40	\$ 2,515,823.27	\$ 2,683,976.88	\$ 2,860,532.48	\$ 3,044,190.85	\$ 3,236,425.29	\$ 3,437,882.56	\$ 3,648,506.89	\$ 56,252,449.60
Bridges	\$ 1,346,892.24	\$ 1,414,236.86	\$ 1,484,948.70	\$ 1,559,196.13	\$ 1,637,155.94	\$ 1,719,013.74	\$ 1,804,964.43	\$ 1,895,212.65	\$ 1,989,973.28	\$ 2,089,471.94	\$ 29,441,410.80
Preservation	\$ 1,346,892.24	\$ 1,414,236.86	\$ 1,484,948.70	\$ 1,559,196.13	\$ 1,637,155.94	\$ 1,719,013.74	\$ 1,804,964.43	\$ 1,895,212.65	\$ 1,989,973.28	\$ 2,089,471.94	\$ 28,791,410.80
Village/ Local	\$ 2,693,784.49	\$ 2,828,473.71	\$ 2,969,897.40	\$ 3,118,392.27	\$ 3,274,311.88	\$ 3,438,027.48	\$ 3,609,928.85	\$ 3,790,425.29	\$ 3,979,946.56	\$ 4,178,943.89	\$ 58,157,821.60
Upgrades	\$ 897,928.16	\$ 942,824.57	\$ 989,965.80	\$ 1,039,464.09	\$ 1,091,437.29	\$ 1,146,009.16	\$ 1,203,309.62	\$ 1,263,475.10	\$ 1,326,648.85	\$ 1,392,981.30	\$ 19,277,607.20

Debt Repayment \$ 637,010.00 \$ 625,328.00 \$ 613,885.00 \$ 602,569.00 \$ 590,335.00 \$ 577,495.00 \$ 565,738.00 \$ 554,000.00 \$ 542,064.00 \$ 530,437.00

Capital Budget						
YEAR 3 - 2017						
Arterial Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Sunbury Road</i>	All	Battersea Road to Boundary	10000	Rehabilitation	\$5,000,000.00
	<i>Harrowsmith Phase 2</i>	All	Road 38 and Wilton	TBD	Reconstruction	\$1,000,000.00
	<i>Intersection Improvements</i>	TBD	TBD	TBD	Reconstruction	\$700,000.00
	<i>Various Roads</i>	TBD	TBD	TBD	Steel Beam Guiderail	\$50,000.00
					SUB-TOTAL	\$6,750,000.00
Bridges	BRIDGE NAME	STRUCTURE NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Devil Lake Road Culvert</i>	Cul 9	South of Centreville Road		Replace	\$50,000.00
	<i>Green Bay Road Culvert</i>	Str. #28	0.2km North of White Lake Road		Replace	\$600,000.00
	<i>Moreland Dixon Culvert</i>	Cul 2	At Rockwood Estates		Replace	\$150,000.00
	<i>Bridge Replacement Study/Design</i>	Str. 25, 27, 8	Buck Bay, Bunker Hill, Sydenham Dam		Engineering	\$50,000.00
					SUB-TOTAL	\$850,000.00
Preservation	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Various Roads</i>	TBD	TBD	TBD	Hard Surface Preservation	\$800,000.00
					SUB-TOTAL	\$800,000.00
Village	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Bedford Road</i>	51000	Sydenham Dam to Alton Road	1000	Rehabilitation	\$1,000,000.00
					SUB-TOTAL	\$1,000,000.00
Local Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Buck Bay Road</i>	40720	0.3km North of Westport Road to White Lake Road	1700	Rehabilitation	\$300,000.00
	<i>York Road</i>	46780	End to Bellrock Road	1300	Rehabilitation	\$200,000.00
					SUB-TOTAL	\$500,000.00
Local Upgrades	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Bradshaw Road</i>	40645	Steele Road to End	1900	Double Surface Treatment	\$250,000.00
	<i>Deer Creek Drive</i>	41785	Phase 1 Section	400	Hotmix Overlay	\$50,000.00
	<i>Devil Lake Road</i>	41875 & 41890	West Devil Lake Lane to Centreville Rd	6450	Major Rural Upgrade	\$200,000.00
	<i>Fawn Brook Drive</i>	42105	Phase 1 Section	400	Hotmix Overlay	\$50,000.00
	<i>Spooner Road</i>	45940	End to Leeman Road	300	Hotmix Overlay	\$50,000.00
					SUB-TOTAL	\$600,000.00
					TOTAL	\$10,500,000.00

Capital Budget

YEAR 4 - 2018



Capital Budget						
YEAR 4 - 2018						
Arterial Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Westport Road</i>	Various	Central Frontenac Twp to Rideau Lakes Twp	21500	Upgrade to Hotmix	\$6,000,000.00
	<i>Perth Road</i>	53875	O'Neill Lane to Loughborough Lake Bridge	500	Rehabilitation	\$200,000.00
	<i>Road 38</i>	55370	Marsh Area at Portland WDS	300	Rehabilitation	\$200,000.00
	<i>Wilton Road</i>	58705	Yarker Road to Road 38	3300	Hotmix Overlay	\$450,000.00
	<i>Yarker Road</i>	58935	Wilton Road to Road 38	2050	Hotmix Overlay	\$320,000.00
	<i>Various Roads</i>	TBD	TBD	TBD	Steel Beam Guiderail	\$50,000.00
					SUB-TOTAL	\$7,220,000.00
Bridges	BRIDGE NAME	STRUCTURE NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Petworth Culvert</i>	Str. #35	0.1km West of Wolf Swamp Road		Replace	\$250,000.00
	<i>Buck Bay Road Bridge</i>	Str. #27	0.2km North of Westport Road		Replace	\$370,000.00
	<i>Sydenham Dam Bridge</i>	Str. #8	George Street		Replace Barrier, Sidewalk, Surface	\$250,000.00
					SUB-TOTAL	\$870,000.00
Preservation	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Various Roads</i>	TBD	TBD	TBD	Hard Surface Preservation	\$800,000.00
					SUB-TOTAL	\$800,000.00
Village	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Bedford Road</i>	51000	Sydenham Dam to Alton Road	1000	Rehabilitation	\$500,000.00
					SUB-TOTAL	\$500,000.00
Local Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Bradshaw Road</i>	40615 & 40630	Road 38 to Steele Road	2150	Hotmix Overlay	\$375,000.00
	<i>Keeley Road</i>	40615 & 40630	Patrol Yard Easterly 2500m	2500	Rehabilitation	\$325,000.00
	<i>Randy Clark Road</i>	45340	Battersea Road to End	2200	Rehabilitation	\$375,000.00
	<i>Petworth Road</i>	45055	Kerr Road to 38	3550	Rehabilitation	\$475,000.00
					SUB-TOTAL	\$1,175,000.00
Local Upgrades	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Devil Lake Road</i>	41875 & 41890	West Devil Lake Lane to Centreville Rd	6450	Major Rural Upgrade	\$550,000.00
					SUB-TOTAL	\$550,000.00
Debt Repayment						ESTIMATED COST
						\$340,000.00
					SUB-TOTAL	\$340,000.00
					TOTAL	\$11,455,000.00

Capital Budget

YEAR 5 - 2019



Capital Budget						
YEAR 5 - 2019						
Arterial Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Bedford Road</i>	51690	1.2km North of Salmon Lk Rd to Canoe Lk Rd	3400	Rehabilitation	\$1,000,000.00
					SUB-TOTAL	\$1,000,000.00
Bridges	BRIDGE NAME	STRUCTURE NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Bunker Hill Bridge</i>	Str. #25	0.2km South of Westport Road		Replace	\$400,000.00
	<i>North Shore Culvert</i>	Cul5	0.2km East of Hewlett Packard Road		Replace	\$300,000.00
	<i>Bridge Replacement Study/Design</i>	Str. 23, Cul8	Bedford Mills, Hinchbrook Culvert		Engineering	\$50,000.00
					SUB-TOTAL	\$750,000.00
Preservation	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Various Roads</i>	TBD	TBD	TBD	Hard Surface Preservation	\$900,000.00
					SUB-TOTAL	\$900,000.00
Village	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Perth Road</i>	53760	Inverary Urban Section	700	Rehabilitation	\$700,000.00
					SUB-TOTAL	\$700,000.00
Local Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Arena Boundary Road</i>	40180	Frontenac Arena to Piccadilly Road	500	Rehabilitation	\$90,000.00
	<i>Hinchbrook Road</i>	42910	Moore Farm Lane to Desert Lake Rd	4400	Rehabilitation	\$600,000.00
	<i>Latimer Road</i>	43735	Davidson Road to Inverary	2900	Rehabilitation	\$400,000.00
	<i>Salmon Lake Road</i>	45640	Bedford Road to Frontenac Park	2100	Rehabilitation	\$300,000.00
					SUB-TOTAL	\$1,390,000.00
Local Upgrades	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Devil Lake Road</i>	41875 & 41890	West Devil Lake Lane to Centreville Rd	6450	Double Surface Treatment	
	<i>Green Bay Road</i>	42610	Bobs Lake Rd to White Lake Rd	5400	Major Rural Upgrade	
					SUB-TOTAL	\$600,000.00
Debt Repayment						ESTIMATED COST
						\$735,000.00
					SUB-TOTAL	\$735,000.00
					TOTAL	\$6,075,000.00

Capital Budget

YEAR 6 - 2020



Capital Budget						
YEAR 6 - 2020						
Arterial Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Desert Lake Road</i>	52495	Road 38 to High Falls Road	2950	Rehabilitation	\$600,000.00
	<i>Bedford Road</i>	51115	Alton Road to Ski Hill	3850	Hot-Mix Upgrade	\$1,000,000.00
					SUB-TOTAL	\$1,600,000.00
Bridges	BRIDGE NAME	STRUCTURE NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Bedford Mills</i>	Str. #23	Bedford Mills Road		Repair/Replace	\$300,000.00
	<i>Hinchenbrooke Road Culvert</i>	Cul 8	0.4km North of Desert Lake Road		Replace	\$300,000.00
	<i>Bridge Replacement Study/Design</i>	Str. 4, 20, 30	Buck Lake, Devil Lake, Fish Creek		Engineering	\$50,000.00
					SUB-TOTAL	\$650,000.00
Preservation	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Various Roads</i>	TBD	TBD	TBD	Hard Surface Preservation	\$850,000.00
					SUB-TOTAL	\$850,000.00
Village	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Perth Road</i>	53760	Inverary Urban Section	700	Rehabilitation	\$700,000.00
					SUB-TOTAL	\$700,000.00
Local Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	Davidson Road	41695	Latimer to Holmes	1000	Rehabilitation	\$150,000.00
	<i>Florida Road</i>	42235	City Limits to Hernderson Road	1300	Rehabilitation	\$200,000.00
	<i>Henderson Road</i>	42760	Wilton Road to Yarker Road	1600	Rehabilitation	\$250,000.00
	<i>Holmes Road</i>	43095+43105	Heska to Davidson	2500	Rehabilitation	\$400,000.00
	<i>Trousdale Road</i>	46270	Hinchenbrooke Road to Holleford Road	1700	Rehabilitation	\$250,000.00
					SUB-TOTAL	\$1,250,000.00
Local Upgrades	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Green Bay Road</i>	42610	Bobs Lake Rd to White Lake Rd	5400	Double Surface Treatment	\$600,000.00
					SUB-TOTAL	\$600,000.00
Debt Repayment						ESTIMATED COST
						\$725,000.00
					SUB-TOTAL	\$725,000.00
					TOTAL	\$6,375,000.00

Capital Budget

YEAR 7 - 2021



Capital Budget						
YEAR 7 - 2021						
Arterial Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Battersea Road</i>	50625+50675+50750	Burnt Hills Road Northerly 4.5km	4500	Rehabilitation	\$1,200,000.00
	<i>Bellrock Road</i>	52150	0.6km East of Cross Road to Road 38	1300	Rehabilitation	\$500,000.00
					SUB-TOTAL	\$1,700,000.00
Bridges	BRIDGE NAME	STRUCTURE NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Fish Creek Bridge</i>	Str. #30	0.2km North of Buck Bay Road		Replace	\$700,000.00
	<i>Shales Road Culvert</i>	Str. #41	2.5km West of Perth Road		Replace	\$250,000.00
	<i>Bridge Replacement Study/Design</i>	Str. 4, 20, 23	Buck Lake, Devil Lake, Bedford Mills		Engineering	\$50,000.00
					SUB-TOTAL	\$1,000,000.00
Preservation	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Various Roads</i>	TBD	TBD	TBD	Hard Surface Preservation	\$800,000.00
					SUB-TOTAL	\$800,000.00
Village	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Battersea Road</i>	50125	Sunbury Village	700	Rehabilitation	\$500,000.00
					SUB-TOTAL	\$500,000.00
Local Roads	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Centennial Park Road</i>	41215	Notre Dame Street to 38	1000	Rehabilitation	\$300,000.00
	<i>Round Lake Road</i>	Various	Latimer Road to Battersea Road	6500	Rehabilitation	\$1,000,000.00
					SUB-TOTAL	\$1,300,000.00
Local Upgrades	ROAD NAME	SECTION NUMBER	SECTION DESCRIPTION	ESTIMATED LENGTH (m)	RECOMMENDED CONSTRUCTION	ESTIMATED COST
	<i>Bunker Hill Road</i>	40765	James Wilson Rd to Westport Road	2600	Major Rural Upgrade	
	<i>Deyos Road</i>	41935 & 41950	Desert Lake Rd to James Wilson Rd	3600	Major Rural Upgrade	
					SUB-TOTAL	\$700,000.00
Debt Repayment						ESTIMATED COST
						\$708,000.00
					SUB-TOTAL	\$708,000.00
					TOTAL	\$6,708,000.00



STAFF REPORT RECREATION DEPARTMENT

Prepared for Council: September 2, 2016

Agenda Date: September 13, 2016

SUBJECT:

Application for the Ontario 150 Community Capital Program

RECOMMENDATION:

THAT Council approve \$77,500 in 2017 to come from the Parkland Reserve fund for projects identified, conditional on support from the Ontario 150 Community Capital Program.

BACKGROUND:

On July 6, 2016, the Minister for Tourism, Culture and Sport, Eleanor McMahon formally announced funding through the *Ontario 150* program to support municipalities, community organizations and Indigenous groups through the Community Capital Program fund to renovate, repair and retrofit existing community and cultural infrastructure to increase access, improve safety and maximize community use.

At the August 2nd Council meeting staff presented an information report indicating that Township staff met to discuss submitting an application as part of the '*Community Capital Program*' to support previously identified projects that would fit the funding criteria. Due to application submission requiring a quick turnaround, staff recommended that submitting a grant to support previous plans for the upgrades to the Point that would include:

- Upgrades to the washrooms/change rooms and bunker to increase functionality and meet accessibility requirements (\$90,000 est)
- Replacement of the Cenotaph fencing (NOTE: this is not being included now as it is currently underway)
- Installation of a Play Structure to replace the old swings that were removed a few years ago as they no longer met the CSA regulations. (\$20,000 est)
- Work on the old tennis courts to convert to a multi-use sport pad (\$30,000 est)
- Paving an accessible pathway (new item added as part of grant) (\$15,000 est)

At the August 22nd South Frontenac Recreation Committee meeting Staff provided the committee with the same information as in the Council report including the rationale for work being suggested.

The requirement for this work has been driven by the Accessibility for Ontarians with Disabilities Act/ Built Environment Standards guiding us to make changes to meet accessibility requirements and by the Canadian Safety Council standards for Playground Equipment to meet safety guidelines.

The work being proposed will provide an opportunity to improve and enhance the Community's ability to lead a more active lifestyle. It will help overcome the challenge of access in creating a space that is more accessibility for all to participate in and enjoy the Point Park. The need for the work has been demonstrated and supported through the results of the recreation and leisure survey. The Point Park is one of the most used assets in the Township.

The estimated project cost are as follows.

Total Project Cost: \$155,000

Grant Request: \$77,500 (50% of total project costs)

Parkland Reserve Funding Request: \$77,500

Submitted/approved by:
Wayne Orr

Prepared by:
Tim Laprade, Arena/Recreation Supervisor

Jamie Brash, Facilities Supervisors



STAFF REPORT CLERKS DEPARTMENT

PREPARED FOR COUNCIL: September 9, 2016

AGENDA DATE: September 13, 2016

SUBJECT:

Offsite Meeting Agenda

RECOMMENDATION:

Open

BACKGROUND:

At the September 6th Council meeting, Councillor Sleeth referred to an off-site meeting he had suggested some time ago. Council was receptive to the idea and requested the Chief Administrative Officer to prepare an agenda.

From the Committee of the Whole meeting held on May 4, 2016 it was evident that there is not enough clarity on the strategic plan, and the need to develop an implementation plan.

This could be the sole focus of the offsite session, or Council could choose to include additional items.

Submitted by:

Wayne Orr, CAO

Prepared by:

**Angela Maddocks
Executive Assistant**



STAFF REPORT TREASURY DEPARTMENT

Prepared for Council: August 31st, 2016

Agenda Date: September 13th, 2016

SUBJECT:

Investment Update

RECOMMENDATION:

This report is for information.

BACKGROUND:

In February 2016, Council passed by-law 2016-05, to adopt a Municipal investment policy.

In July 2016, the CAO and Treasurer entered into an agreement with LAS under the One Investment Program as provided for under the investment policy for long-term investments.

Existing investments under RBC totalling \$456,000 were due for renewal in July 2016. These were redeemed and deposit into the Township's general bank account.

An operating procedure has been developed which will be followed in the management of investments. A copy is attached for your information.

The CAO and Treasurer reviewed a financial forecast which focused on long-term commitments and provided direction to the One Investment Program and invested \$5,658,000 on August 3, 2016 under the program through a balanced mix of portfolios. The portfolio mix was in accordance to the operating procedure which specifies

Long-term: Available funds will be managed within the LAS One Investment Program. The expected length of the investment will provide for the type and mix of the investment products.

3-5 yrs	Bond	70%	UCB	20%	Equity	10%
6-10 yrs	Bond	60%	UCB	25%	Equity	15%
Invested		1,515,000		631,250		378,750
10+ yrs	Bond	60%	UCB	20%	Equity	20%
Invested		1,879,800		626,600		626,600

Investment will be reviewed monthly by the treasurer and the accrued interest on long-term investments will be reflected in monthly and quarterly financial reports.

The CAO and treasurer will review the financial forecast and existing investments on a quarterly basis.

Reporting to Council will be provided every six months including a statement about the performance of the portfolio of investments

ATTACHMENT

Investment Operation Procedure.

**Submitted/approved by:
Louise Fragnito, Treasurer**

**Prepared by:
Louise Fragnito, Treasurer**

**TOWNSHIP OF SOUTH FRONTENAC
OPERATING PROCEDURE FOR INVESTMENTS**

This document was prepared to provide for the management of investments.

1 Policy

The management of investments of the Municipality shall be carried out in accordance with the provisions of this operating procedure along with its investment policy.

2 INVESTMENT PROCEDURE

2.1 The Treasurer will determine when any surplus funds are available for investing by reviewing the status of bank accounts and future requirements.

Short-term: a cash flow forecast for up to one year shall be maintained and updated on a quarterly basis to determine short-term liquidity requirements.

Long-term: the long-range financial plan will be updated twice a year factoring forecasted operating and capital requirements in order to determine long-term liquidity.

2.2 The forecast will be reviewed by the CAO and Treasurer on a quarterly basis. The Treasurer and CAO will jointly make the decision on the purchase and sale of investment products.

Short-term: Available funds will be managed between bank accounts and short-term investments with institutions including the LAS One Investment Program. Rates will be obtained from LAS One Investment Program as well as two of the major Canadian chartered banks, at a minimum. Other reputable investment firms may also be considered.

Long-term: Available funds will be managed within the LAS One Investment Program. The expected length of the investment will provide for the type and mix of the investment products.

3-5 years:	Bond	70%	UCB	20%	Equity	10%
6-10 years:	Bond	60%	UCB	25%	Equity	15%
10+ years:	Bond	60%	UCB	20%	Equity	20%

Copies of forecast along with the planned redemption or purchase of investments will be signed off by the Treasurer and CAO once reviewed and will be stored electronically for future reference.

2.3 Any request for redemption or purchase of investments will be made via email or fax and requires the prior approval of both the CAO and Treasurer. The request submission will be made by the CAO or Treasurer and the document submitted must be signed by both the CAO and Treasurer.

A copy of the submission will be stored electronically. Further, the treasurer or CAO will ensure that the request has been processed as requested within 48 hours of its submission and that the appropriate bank and investment accounts were affected.

2.4 Transactions related to the purchase and redemption of investments will be journalized in the proper general ledger accounts within the month of the transaction occurring.

2.5 On a monthly basis, the investments accounts will be reviewed by the Treasurer.

Interest accrued on long-term investments will be journalized on a monthly basis in the general ledger and reflected in financial reports. Short-term investments will be journalized on a yearly basis and reflected in the year-end financial reports.

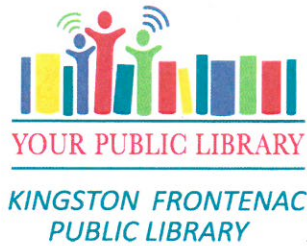
2.6 On a quarterly basis, the investment accounts will be reviewed by the Treasurer and CAO.

2.7 On a yearly basis, the investment portfolio will be review and re-evaluated based on the stated objectives in the investment policy. As required, investments may be reallocated between accounts to maintain a proper ratio or mix of investments.

3 **REPORTING**

Although the Treasurer has a specific responsibility to prepare and provide an annual investment report to Council under O. Reg. 438/97, s.8 (1), reports to Council will be provided every 6 months. This report shall contain the following information:

- a statement about the performance of the portfolio of investments of the municipality during the period covered by the report
- a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in the estimated proportion since the previous year's report
- a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality



September 1, 2016

Township of South Frontenac
P.O. Box 100
Sydenham ON K0H 2T0

The Kingston Frontenac Public Library is asking the Township of South Frontenac to proclaim the month of October 2016 as Public Library Month 2016. During this month, libraries and library partners across Canada raise awareness of the valuable role libraries play in Canadians' lives. In Ontario, we celebrate our public libraries during Ontario Public Library Week (OPLW) October 16 to 22, 2016.

The draft wording of the proclamation is as follows:

PROCLAMATION

Public Library Month - October 2016, and
Ontario Public Library Week – October 16-22, 2016
A visit will get you thinking.

WHEREAS the public library offers access to information; and

WHEREAS the public library supports personal growth, economic renewal and quality of life; and

WHEREAS we recognize that the board and staff of the Kingston Frontenac Public Library provide a vital service to our community

THEREFORE I HEREBY PROCLAIM the month of October 2016 to be Public Library Month, and I encourage every person to use the public library this month and throughout the year.

Yours sincerely,



Patricia Enright
Chief Librarian/CEO



Around the Rideau

Environmental Information For Municipalities In The Rideau Valley

FIFTY YEARS OF CONSERVATION IN THE RIDEAU VALLEY

September/October 2016

New Wetland Restoration Project at **Black Rapids**

This September the National Capital Commission (NCC) and RVCA have begun restoring a wetland in the headwaters of Black Rapids Creek, in the Nation's Greenbelt. The wetland is located near Woodroffe Avenue, north of Fallowfield Road. The existing shallow wetland (3,444 m²) will be more than doubled (7,000 m²) in size. A new channel will be excavated to reconnect a small isolated wetland to the headwater tributary of Black Rapids Creek. Habitat features will be installed creating more diverse habitats that will result in increased species diversity. Various depths and slopes will be used to encourage plant diversity. Inverted root wads, sweeper trees and basking logs will be used to provide basking areas for turtles, shelter for waterfowl rearing their young and reproductive areas for amphibians and aquatic insects. Work is expected to be completed by October 2016.

Project Benefits

- Improved water quality for Black Rapids Creek and ultimately the Rideau River
- Altered elevations creates more diverse aquatic vegetation
- Provides new and enhanced refuge areas for aquatic and terrestrial wildlife
- Creates quiet areas for waterfowl and shorebirds to feed and rear young
- Increased biodiversity of aquatic/terrestrial plants, fish and wildlife
- Installed wood structures (trees, stumps and large branches) creates enhanced habitat
- new functional spawning, nursery, rearing and feeding habitat for fish



For more information contact JENNIFER at ext. 1108 or jennifer.lamoureux@rvca.ca.
www.rvca.ca/black_rapids



It's Working!

Conservation and aquatic habitat creation is working well at the Jock River Fish Habitat Embayment Creation Project! On August 22, while sampling for fish at the embayment, RVCA staff netted a Blanding's turtle! These turtles are considered a *Species at Risk* (threatened). It's great news that one visited the embayment. Blanding's turtles are medium-sized and can be recognized by their bright yellow chin and throat with a domed, smooth black carapace with irregular tan or yellow flecking. The biggest threat to this turtle is habitat loss. They prefer wetlands, shallow lakes and ponds with clean water and mucky bottoms. After his "photo op" the turtle was released back into the water where he was found. For more, contact JENNIFER at ext. 1108 or jennifer.lamoureux@rvca.ca.



Planning for Spring Tree Planting

It's hard to believe that now is the time to think about spring tree planting but it's time to get your "seedlings in a row." If you have a minimum of one acre of suitable land and are interested in planting at least 500 trees, RVCA can help! We offer a full service program with customized planting plans, free on-site technical advice, site preparation, ordering, handling and planting of trees and everything needed to "green up" your property. Subsidies are available! Seedlings are 15 cents per tree. Contact SCOTT at ext. 1175 or scott.danford@rvca.ca.

Exodus at RVCA

This year's batch of hard-working students has migrated from RVCA to the hallowed halls of academia! This talented group loaned us their hard work and skills this summer (with the help of some federal and provincial funding). We know they return to school with valuable work experience under their belts! Thank you and best of luck in the coming school year! Contact ROSIE at rosie.maclean@rvca.ca or ext. 1145 for more.

Headwater Workshop

On November 7, 2016 the *Headwater Drainage Feature Guideline Implementation: Practitioners Experiences — Eastern Ontario* workshop will be held at the Hilton Garden Inn Ottawa Airport, 2400 Alert Road, Ottawa. The workshop will update participants on routine headwater management decisions, policy development and update on work done since the 2011 workshop. Talks by experts from Conservation Authorities, the City of Ottawa and the private sector will highlight local success stories. You can contact MICHELLE at ext. 1177 or headwaters@rvca.ca. To register or learn more visit www.rvca.ca/headwater.

CA Act Review RVCA Board of Directors Endorses Conservation Ontario's Submission

In 2015, the Province of Ontario initiated a review of the *Conservation Authorities Act*. The Act addresses the roles, responsibilities and governance of Conservation Authorities in resource management and environmental protection. In 2016, the Ministry of Natural Resources and Forestry released their suggested

priorities for renewal of the *CA Act*, *Conserving Our Future, Proposed Priorities for Renewal*. This paper is based on feedback received from 2015 Stakeholder Engagement sessions. Conservation Ontario has developed and posted a collective submission which the RVCA Board of Directors supports. Conservation Ontario's collective position focuses on five themes:

1. Confirm an integrated watershed management approach and the current broad mandate of Conservation Authorities as watershed management agencies. A new Purpose Statement and Preamble are recommended to be included in the *CA Act* for clarity.

2. Establish a formalized provincial multi-ministry body to clarify a broader integrated watershed management approach through an eventual Integrated Watershed Management Provincial Policy.
3. Modernize governance and accountability provisions within the *CA Act* in order to ensure more consistency across Conservation Authorities while strengthening oversight and accountability.
4. Establish a cost shared, multi-ministry sustainable funding model for any provincially mandated programs best delivered with an integrated watershed management approach on a watershed basis. Investing in Conservation Authority programs and services which protect water, build ecosystem resilience and provides green spaces prevents costly expenditures for flood damages, business disruptions and health care.
5. Establish a multi-stakeholder table to regularly address client service issues; and update and deliver provincial process and technical policies and guidelines to facilitate consistency. Conservation Authorities will streamline and improve client service delivery standards for planning and permitting practices within current capacity. Additional provincial support will facilitate that ability.

For more information contact SOMMER at ext. 1214 or sommer.casgrain-robertson@rvca.ca or visit: conservationontario.ca.

RVCA@Tree Fest Ottawa

RVCA will be at the Tree Fest Ottawa fall tree festival. Join us as we participate in and host three Tree Fest events taking place this year at Brewer Park Pond.

- September 10 **Opening Day**, Open House on the Brewer Pond Restoration Project (10:30 to 11:30 a.m.)
- October 1 **Ecology Day**, Workshop on the Ecology of Brewer Pond (10:00 to noon)
- October 15 **Flowering Rush Removal** with RVCA and City Stream Watch (10:00 a.m. to 2 p.m. — register to help through citystreamwatch@rvca.ca)

For full details on these and other Tree Fest events, visit www.treefestottawa.org.

Fast Foliage This Fall!

Environment Canada reports that after the hot, dry summer the trees may not hold onto their fall foliage for very long. Long-term forecasts say that the weather will be good for watching the autumn display but it won't last as long as in previous years. So, take a Sunday drive to Foley Mountain — stop in for a hike or just a short stroll to enjoy the view from the infamous Spy Rock. REBECCA can keep you updated about peak colours at rebecca.whitman@rvca.ca, 613-273-3255 or at Foley's Facebook page. You can check out how the fall colours are progressing at www.ontarioparks.com/fallcolour.

ty·po /'tɪpə/

noun informal — a typographical error

In July/August's *Around the Rideau* article, *23,000 Trees Take Root!* — actually **230,000** trees took root! A few more trees planted than the title suggested. Our apologies to the hard working Forestry staff and to you, our readers, for the error.

Outdoor Education Naturally!

Part of maintaining a healthy watershed involves teaching the next generation about the natural world and providing them with opportunities to connect with nature. Outdoor environmental education programs are offered at both Baxter and Foley Mountain Conservation Areas for a variety of student audiences. These programs support creativity and problem solving, enhance cognitive abilities, improve performance, increase physical activity, improve social relations, reduce stress and improve health overall. Outdoor education also gives students a better attitude about the environment. And, not only is it good for the kids, it's great for teachers too and there are studies to back that up. Let's get that classroom out to Baxter or Foley Conservation Area. You can book class "green time":

- **Baxter** — ANDREA at 613-489-3592 or visit www.rvca.ca/careas/baxter
- **Foley** — REBECCA at 613-273-3255 or visit www.rvca.ca/careas/foley



The Rideau Watershed has benefited from 29,000+ hours of TLC from volunteers investing their hard work in watershed health. These dedicated groups and individuals are the true watershed heroes!

Thank you to all our volunteers and partners who have gone the extra mile to make the Rideau Valley a healthy and more resilient place to live, work and play. Contact DIANE for more info at ext. 1126 or diane.downey@rvca.ca.



Around the Rideau

Rideau Valley Conservation Authority

Box 599, 3889 Rideau Valley Drive
Manotick, ON K4M 1A5
613-692-3571 or 1-800-267-3504
www.rvca.ca

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