



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

TIME: 4:30 PM,  
DATE: Tuesday, February 12, 2019  
PLACE: Council Chambers.

1. Meeting with Southern Frontenac Community Services Corporation
  - (a) Anticipated one hour meeting with light refreshments to be included.
2. Call to Order - Regular Meeting - 6:00 pm
3. Declaration of pecuniary interest and the general nature thereof
4. Approval of Agenda
5. Scheduled Closed Session
  - (a) Items to be discussed in Closed Session as per Section 239 (2) of the Municipal Act include:
    - a proposed or pending acquisition or disposition of land by the municipality or local board; Potential Land Purchase for Seniors Housing
    - labour relations or employee negotiations; Collective Bargaining Mandate
  - (b) Property Acquisition - Land Purchase for Seniors Housing
  - (c) Labour Relations - Collective Bargaining Mandate - Report to be tabled at meeting
6. \*\*\*Recess - reconvene at 7:00 p.m. for Open Session
7. Public Meeting - n/a
8. Delegations
  - (a) Randy Hillier, MPP, Lanark-Frontenac-Kingston
9. Reports Requiring Direction
  - (a) Draft Tree Canopy By-law 3 - 6
  - (b) Pregnancy & Parental Leave for Council 7 - 9
  - (c) Seniors Housing Update 10 - 16
  - (d) Budget Revisions 17 - 18
10. Reports for Information
  - (a) Council Remuneration and Expenses 19 - 20

- (b) Development Charges Reporting 21 - 22
  
- 11. Rise & Report from Committees of Council
  - (a) Cataraqui Region Conservation Authority
  - (b) Quinte Conservation Authority
  - (c) Rideau Valley Conservation Authority
  - (d) Portland District and Area Heritage Society
  
- 12. Information Items
  - (a) Lisa Munday, Manager, Chronic Disease Prevention, KFLA Public Health. re: Appointment of Erick Hayes to South Frontenac Rides. 23
  
- 13. Notice of Motions
  
- 14. Announcements/Statements by Councillors
  
- 15. Question of Clarity (from the public on outcome of agenda items)
  
- 16. Closed Session (if requested)
  
- 17. Adjournment



## REPORT TO COUNCIL DEVELOPMENT SERVICES DEPARTMENT



**AGENDA DATE:** February 12, 2019

**REPORT DATE:** February 6, 2019

**SUBJECT:** Tree Canopy and Natural Vegetation Policy

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**RECOMMENDATION:**

THAT Council receive this report for information and direct the Director of Development Services to bring back the Tree Canopy and Natural Vegetative Policy By-law to the February 19, 2019 Council meeting.

**BACKGROUND:**

Bill 68 *Modernizing Ontario's Municipal Legislation Act, 2016* received Royal Assent on May 30, 2017. The bill amended section 270 (1) of the Municipal Act 2001 requiring all municipalities adopt and maintain a policy with respect to the manner in which municipalities will protect and enhance the tree canopy and natural vegetation in the municipality. Municipalities are required to adopt a Tree Canopy and Natural Vegetation policy by March 1, 2019.

The Township of South Frontenac addresses the protection of natural heritage features such as woodlands and shoreline areas through the policies of the Official Plan. The South Frontenac Zoning By-law 2003-75 establishes that a 30 metre vegetative buffer should be maintained for waterfront properties and limits lot coverage on rural and waterfront properties. In considering development applications, Committee of Adjustment and Council consider the impact of development on the natural vegetation. Through conditions of planning approvals, tree canopy and natural vegetation are often required to be maintained or enhanced.

The proposed Tree Canopy and Natural Vegetation policy makes reference to the Official Plan and Zoning By-law in effect in the Township. It encourages property owners throughout the Township to maintain and enhance existing tree cover and natural vegetation. It also recognizes the harvesting of wood as a source of fuel and building material are part of a rural way of life and are permitted to continue.

The draft Tree Canopy and Natural Vegetative Policy is attached for consideration.

**FINANCIAL/STAFFING IMPLICATIONS:**

None.

**ATTACHMENTS:**

Attachment 1: Draft Tree Canopy and Natural Vegetation Policy

**Submitted/approved by:** Wayne Orr, CAO & Deputy-Clerk

**Prepared by:** Claire Dodds, Director of Development Services

## Schedule “A” to By-law # 2019-XX

### Tree Canopy and Natural Vegetation Policy

#### 1. Purpose

Section 270 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that a municipality shall adopt and maintain a policy with respect to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.

This Policy applies to public and private lands, excluding Crown lands in the Township.

South Frontenac’s Official Plan recognizes the environmental and economic value of forests and woodlands within the Township.

Within forested, woodland areas, and shorelines, tree canopy and natural vegetation protects habitat; prevents erosion, siltation and nutrient migration; maintains rural character and appearance; and minimizes the visual impact of development.

Forests and woodlands provide sustainable resources to support a rural way of life, including providing wood for heating fuel and building materials.

#### 2. Definitions

“**Invasive Tree and Plant Species**” shall mean tree and plant species known or suspected of being invasive to natural areas. Invasive trees and plants are those that have been planted outside their native habitat and are known to easily become introduced in an area, reproduce quickly and crowd out native species.

“**Natural Vegetation**” shall mean plant life that grows naturally in the area (a non-invasive species)

“**Tree Canopy**” shall mean the coverage tree crowns have on a parcel of land

“**Natural Vegetation Buffer**” is an area of natural vegetation as defined in the South Frontenac Zoning By-law.

#### 3. Benefits of a Tree Canopy

A summary of the benefits of trees in the landscape include:

- A mature tree canopy creates shade which lowers energy consumption for a community;
- Improves the aesthetics of properties;
- Reduces air pollution;
- Increases property value;
- Provides shelter and food sources for wildlife; and
- Prevents erosion, especially along slopes.

#### 4. South Frontenac Wooded Area

South Frontenac Township has a substantial land area covered by trees and natural vegetation. The area covered in trees and natural vegetation in the Township will be monitored as information becomes available from the Ministry of Natural Resources.

#### 5. Maintaining the Tree Canopy and Natural Vegetation

The preservation and enhancement of tree canopy along streets and roads is encouraged by Council, except where removal is necessary because of disease, damage or to ensure public health and safety. Residents are encouraged to maintain the existing tree canopy and natural vegetation.

If trees or vegetation are removed for development, consideration should be given to replacing the trees and/or vegetation in an alternate location or upon completion of the development.

Nothing in this policy limits rural residents from being able to cut wood for fuel or building supplies, nor limit the forest industry from harvesting trees. Sustainable forest management practices are encouraged.

#### **6. Shoreline Vegetation**

Vegetated areas adjacent to watercourses, lakes, rivers and wetlands are known as natural vegetation buffers. Shoreline vegetation should be maintained in accordance with the provisions established in the South Frontenac Zoning By-law.

Maximum clearing for waterfront access should be in accordance with the Township's Zoning By-law provisions and conditions of development approvals.

#### **7. Where to Plant**

Consideration should be given to where trees and vegetation are planted. Prior to planting a tree, property lines, utilities (i.e. power lines) should be considered. The location of a tree should take into account the future size of the tree as it relates to a building's foundation and roof.

#### **8. What to Plant**

Consideration should be given to the types of trees and plants being planted. Natural vegetation is recommended when planting trees and plants. South Frontenac Site Plan Control guidelines provide recommendations for a range of natural vegetation that is encouraged to be planted in the Township. Invasive tree and plant species should not be planted on property within the Township of South Frontenac.

**9. Replanting**

Consideration should be given to contacting the applicable Conservation Authority and/or the Ministry of Natural Resources for assistance with replanting plans and/or programs. Also, consideration should be given to retaining an arborist or licenced forester.

**10. Maintaining the Tree Canopy and Natural Vegetation on Township Owned Property**

The Township will strive to maintain natural vegetation by using good forestry practices on Township owned property without limiting public safety.

**11. Review**

This policy shall be reviewed concurrently with the review of the South Frontenac Official Plan.

Disclaimer: This Policy does not take priority over any other By-law, Resolution, Policy or Agreement of the Township of South Frontenac.



## REPORT TO COUNCIL OFFICE OF THE C.A.O.



**AGENDA DATE:** February 12<sup>th</sup>, 2019

**SUBJECT:** Policy - Pregnancy and/or Parental Leaves for Members of Council

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**RECOMMENDATION:**

OPEN

**BACKGROUND:**

Recent amendments to municipal legislation outlined in Bill 68 received Royal Assent May 30, 2017, which included an amendment regarding pregnancy and parental leave that needs to be in place by March 1<sup>st</sup>, 2019.

Section 259 of the Act provides that a Member's seat becomes vacant if the Member is absent from Council meetings for three successive months without being authorized to do so by a Council resolution. Section 259 of the Municipal Act, 2001 now includes the following exception to the rules for when a Council member's seat becomes vacant:

*(1.1) Clause (1) (c) does not apply to vacate the office of a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.*

This policy provides guidance on how the Township of South Frontenac would address a Member of Council's pregnancy or parental leave in a manner that respects the Member's statutory role as an elected representative. This policy would only be applicable to Members of Council in accordance with Section 270 of the Municipal Act, 2001.

Council is asked to provide direction and/or comment before the attached policy is brought forward on February 19<sup>th</sup>, 2019 for adoption.

**FINANCIAL/STAFFING IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

1. COUNCIL POLICY – Pregnancy and/or Parental Leaves for Members of Council

**Prepared/Submitted by:** Wayne Orr – Chief Administrative Officer



## COUNCIL POLICY

### TOWNSHIP OF SOUTH FRONTENAC



**APPROVAL DATE:**

**SUBJECT:** Pregnancy and/or Parental Leaves for Members of Council

**POLICY STATEMENT:**

The Township of South Frontenac recognizes a Member of Council's right to take leave for the Members' pregnancy, the birth of the Member's child, or the adoption of a child by the Member in accordance with the Municipal Act, 2001.

**PURPOSE:**

This policy provides guidance on how the Township of South Frontenac addresses a Member of Council's pregnancy or parental leave in a manner that respects the Member's statutory role as an elected representative. This policy is only applicable to Members of Council in accordance with Section 270 of the Municipal Act, 2001.

**DEFINITIONS:**

Pregnancy and/or Parental Leave is defined as an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child, or the adoption of a child by the Member in accordance with Section 259 (1.1) of the Municipal Action, 2001.

**PROCEDURES:**

Township of South Frontenac Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of their constituents.
2. A Member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of the Pregnancy and/or Parental Leave.
3. The Member is entitled to continue to receive communication from the Township (Council packages, email, meeting invitations, etc.), as if the Member were not on Leave, in accordance with the wishes of the Member.
4. A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at Council any time during their leave.
5. A Member of Council on Pregnancy and/or Parental Leave shall continue to be paid and continue to have expenses paid in accordance with any Council expense policy.

Where a Member of Council will be absent due to Pregnancy and/or Parental Leave, the Member shall provide written notice to Township Clerk outlining the expected duration of leave including a potential start date and return date.

It is understood that under emergency circumstances, a Member may not be able to submit the appropriate notice before the Leave commences. Each Member shall nonetheless endeavor to provide the appropriate notice in advance of any Leave or as soon as possible after commencing the Pregnancy and or Parental Leave. The Township Clerk will provide the Mayor/Designate with a copy of any written notice.

Council may make temporary appointments to fill any vacancies of the Member to Committees, Boards, Projects Teams, or any other meetings or activities of the Member.



# COUNCIL POLICY

## TOWNSHIP OF SOUTH FRONTENAC



Notwithstanding, at any point in time during a Member's Pregnancy and/or Parental Leave, the Member can provide advance written notice to the Township Clerk of their intent to return from leave and lift any of the Council-approved temporary appointments.

### **EXCLUSIONS:**

This policy does not apply to Township Staff, Members of Local Boards/Committee, or the South Frontenac Police Services Board.

**Approved By Motion:** \_\_\_\_\_



## REPORT TO COUNCIL OFFICE OF C.A.O.



**AGENDA DATE:** February 12, 2019

**SUBJECT:** Seniors Housing Background

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**RECOMMENDATION:**

OPEN

**BACKGROUND:**

For new members of Council the attached two reports from 2017 provide a fairly comprehensive summary on the status of Seniors Housing in South Frontenac.

In addition to these reports a Closed Session report speaks to property acquisition for Senior's Housing.

Initially discussion focused on establishing a project in Sydenham, Verona or Inverary as these communities had a number of services to offer within walking distance. In the early stages a partnership with South Frontenac Community Services for a project at the Grace site was explored. Just recently SFCS has indicated that they have been in discussion with a private developer who may have an interest in reopening the discussions on a project at the Grace site as a Private Public Partnership. This has not been explored at this point.

**FINANCIAL/STAFFING IMPLICATIONS:**

The CAO work plan for the remaining six months of employment does not include significant time allocation for this initiative.

**ATTACHMENTS:**

- Nov 16, 2017
- Nov 27, 2017

**Submitted/approved by:**

Wayne Orr, CAO

**Prepared by:**

Wayne Orr, CAO



# REPORT TO COUNCIL CLERKS DEPARTMENT



**AGENDA DATE:** November 16, 2017

## SUBJECT

Seniors Housing – Special Meeting.

## RECOMMENDATION

For direction.

## BACKGROUND

The City of Kingston has indicated that they have funding to support seniors housing and will need final approvals by December 2018 and a shovel in the ground by March 2019. They are anxious to take a report their Council on whether South Frontenac is committed to proceeding with a project.

When presented with a report in October, South Frontenac Council felt that they needed dedicated time to consider and debate the merits of moving forward. With a municipal election in 2018 this creates a tight time frame to move forward.

Two models were developed for South Frontenac. The Assisted Model was based on 12 units: six units funded that offer affordable rents and six units not funded offered at market rents. Alternatively a 12 unit Market Model was also developed. The Business Plan is included with this agenda package. It is important to note that two of the assumptions used in this report are known to have changed; namely donated land and the use of municipal water.

A high level version of the **Assisted Model** is presented below as well as a revised plan based on some of the known changes.

	ORIGINAL	REVISED
<b>COSTS</b>		
Construction costs	2,922,636	2,922,636
Land purchase (estimate?)	0	100,000
<b>SUB TOTAL</b>	<b>2,922,636</b>	<b>3,022,636</b>
<b>CONTRIBUTIONS</b>		
Fee waivers	103,889	103,889
County funds	350,000	337,500
City funds	900,000	853,290
Other equity (Township?)	350,000	409,210
Land equity		100,000
HST rebate	218,350	218,350
<b>SUB TOTAL</b>	<b>1,922,239</b>	<b>2,022,239</b>
<b>Mortgage</b>	<b>1,000,397</b>	<b>1,000,397</b>

In the case of the Revised Assisted Model the mortgage is \$1,000,397 and the municipal contribution is to \$613,099

The 12 unit model is based on six market units contributing to the overall revenue of the complex as well as it is formulated on the assumption of municipal water with no allowance for on-site servicing. Staff have arbitrarily incorporated a land purchase once Southern Frontenac Community Services Corporation withdrew from the initiative, however no allocation has been incorporated to address water.



## REPORT TO COUNCIL CLERKS DEPARTMENT



A high level version of the **Market Model** is presented below as well as a revised plan based on some of the known changes.

	ORIGINAL	REVISED
<b>COSTS</b>		
Construction costs	2,935,900	2,935,900
Land purchase (estimate?)	0	100,000
<b>SUB TOTAL</b>	<b>2,935,900</b>	<b>3,035,900</b>
<b>CONTRIBUTIONS</b>		
Fee waivers	103,889	103,889
County funds	350,000	337,500
City funds		
Other equity (Township?)	1,095,000	1,108,426
Land equity		100,000
HST rebate	219,277	218,350
<b>SUB TOTAL</b>	<b>1,768,165</b>	<b>2,022,239</b>
<b>Mortgage</b>	<b>1,167,735</b>	<b>1,167,735</b>

In the case of the Revised Market model the mortgage changes to \$1,167,735 and the municipal contribution climbs to \$1,312,315. Once again assumptions have been made about land and no allocation to address water.

The Frontenac Islands Seniors Housing project is about to officially open. It is based on 5 units, market rent, no property management fees (i.e. staff managed). A copy of its business model is attached to this agenda.

The question has been raised that if Council invests in the project, is there any way that the building and tenant list will end up being administered by the City (i.e. McMullen Manor) and South Frontenac will lose the ability to keep the facility both seniors based and SF resident based.

The following is taken from the response received from Sheldon Laidman:

*Affordable units funded under the Provincial IAH and SIF programs are not tied to the Social Housing Centralized Waiting List administered by the City. Affordable housing proponents are responsible for all tenant selection processes and maintaining a wait list should they choose to do so. The only restrictions on tenancy is that tenants' incomes must be below the maximum income limits as established by the service manager (the City). Currently the maximum income limits are as follows:*

- Bachelor                   \$26,000
- One Bedroom           \$33,000
- Two Bedroom           \$40,000

*This is the only obligation of the service agreement; the project will have to ensure all tenants at the time of rental are making less than these incomes. All other tenant selection will simply follow your Board's adopted policy and normal rental practices required under the Residential Tenancies Act. The only thing you mentioned that concerns me at all is the mention of South Frontenac residents only. Again, the City will not be involved in tenant selection or a wait list administration and we don't get involved in RTA issues or enforcement but you do have to follow the RTA just like any landlord and I would recommend that Council seek their own legal advice on that issue as my understanding is that would be illegal and contrary to the RTA to pick tenants by place of residency.*

Our strength is our community.



## REPORT TO COUNCIL CLERKS DEPARTMENT



In the absence of intervening Provincial Legislation (as was the case with McMullen Manor) there should be no concern about the City Manager taking over the allocation of units.

The consultants have been contacted to confirm that the approach staff have taken with the high level revisions is valid. They have submitted a quote of \$3,500 to revise and update our business model given the change in direction and a further \$1,500 to develop the submission to the City, should Council wish to proceed with their services.

Alternatives exist to the use of the consultants. In a meeting with Mary Lynn Cousins Brame of Kingston and Frontenac Housing Corporation she expressed her organization's willingness to assist and/or partner with the Township at all levels of the project should Council decide to proceed. The KFHC has in house expertise in developing business models, project costing, construction, project management, property management and legal services. Their mission, vision and values supports community partnerships. While they currently manage over 1500 units, they have the ability to develop and operate our units under our terms through a contractual arrangement with the Township as owner.

KFHC has provided insight into the current wait lists for the Geared to Income housing in Verona. As of November 9 they have a wait list of 83 for the 29 units in McMullen Manor. Of that 83 only 7 currently live in South Frontenac and only 5 are seniors (>60). Back in January 2014 similar stats revealed a wait list of 27 with only 3 on the wait list who were >65. Regardless of age only 1 South Frontenac Resident was on the list.

While this data is not the same as it would be for affordable housing it does provide some concrete numbers to work with.

The questions that Council needs to grapple with are:

- Is Council confident that a needs exists for seniors housing?
- Does the Township wish to be involved in the provision of affordable seniors housing?
- Does Council wish to be involved in market driven seniors housing?
- Is Council prepared to invest a minimum of \$613,099 (land, fee waivers and other equity) for the provision of 6 affordable housing units? Council is advised that land costs have not been assessed nor have consultant's fees.

If Council is prepared to commit to the project, then staff recommend that the township explore fully a partnership with KFHC who are able to offer a full service approach to housing to bring back a revised business case for Council's consideration. Alternatively our existing consultants would be reengaged to update the model, and work with staff to bring the project forward to the Service Manager.

Fundamental to this project succeeding is finding suitable land for a project of this size.

The City has recently reached out to find out Council direction on this project as they need to take reports to their Council to allocated funds.

### **FINANCIAL and STAFFING CONSIDERATIONS**

As outlined. Neither the long range financial plan nor the 2018 capital budget contemplate these expenditures.



## REPORT TO COUNCIL CLERKS DEPARTMENT



### **ATTACHMENTS**

- South Frontenac Model
- Frontenac Islands Model
- Proposal from SHS
- Waiting list analysis

### **Submitted/approved by:**

Wayne Orr, CAO



## REPORT TO COUNCIL CLERKS DEPARTMENT



**AGENDA DATE:** November 27, 2017

**SUBJECT:** Seniors Housing – initial commitment

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### RECOMMENDATION

That Council commit to pursuing a Seniors Housing Project which includes a municipal investment and direct staff to explore a partnership with Kingston Frontenac Housing Corporation and explore potential sites.

### BACKGROUND

At a special meeting of Committee of the Whole on Monday November 20, Council received a report from staff which highlighted the two models that were developed for South Frontenac, the financial contribution required and the associated deadlines from the City of Kingston if South Frontenac commits to moving forward with a Seniors Housing project.

Additional information was available regarding the Marysville project and its current costs.

The questions that Council was asked to consider were:

- Is Council confident that a needs exists for seniors housing?
- Does the Township wish to be involved in the provision of affordable seniors housing?
- Does Council wish to be involved in market driven seniors housing?
- Is Council prepared to invest a minimum of \$613,099 (land, fee waivers and other equity) for the provision of 6 affordable housing units? Council is advised that land costs have not been assessed nor have consultant's fees.

Concerns expressed by Council included:

- Land availability
- Ensuring water quantity and quality
- Site selection: Sydenham and Verona are considered to be more suitable locations due to the access to services, however consideration will also be given to Inverary.
- Can South Frontenac residents be given preference to units?
- Who will be the "property manager"?

Based on the details in the initial study regarding Loughborough Housing statistics and the newest information from Kingston Frontenac Housing Corporation (KFHC), Council was comfortable with the current and future need for housing and felt that Council has a role to play in supporting affordable units even if it requires market units to help support the business model. No reluctance was expressed with regard to offering financial support to the project.

The opportunity to partner with KFHC was seen as a benefit worth exploring.

### FINANCIAL and STAFFING CONSIDERATIONS

To be determined



# REPORT TO COUNCIL CLERKS DEPARTMENT



## **ATTACHMENTS**

- none

### **Submitted/approved by:**

Wayne Orr, CAO



## REPORT TO COUNCIL TREASURY DEPARTMENT



**AGENDA DATE:** February 12, 2019

**SUBJECT:** 2019 revised budget

**RECOMMENDATION:**

That Council provide any further direction before the Budget is brought forward February 19 for adoption

**BACKGROUND:**

At the January 26<sup>th</sup> Committee of the Whole meeting, the draft 2019 budget was reviewed. From this meeting direction was received on both the operating and capital budgets. Below is a summary of the changes from the January 26<sup>th</sup> presentation:

Summary of Changes			
<b><u>Capital Budget</u></b>	<b>January 26th presentation</b>		<b>9,502,360</b>
<b>Changes:</b>			
Add Storrington Centre- heat exchanger replacement		8,000	
Remove Outdoor movie screen equipment		-20,000	<b>-12,000</b>
<b>Adjusted Capital Budget</b>			<b>9,490,360</b>
Firefighter recruitment financing	Tax Levy	-40,000	
	Working Funds	40,000	<b>0</b>
			<b>9,490,360</b>
<b>Additional items on HOLD - Council approval required for next steps:</b>			
-Old Boy at Perth Road - New Commuter Parking lot - removed but funds held for Township turnaround report			
-Storrington Centre - Fuel System - Gas, Clear and Coloured for PW & Fire- need, frequency of use, alternatives and cost savings			
-Hartington Fuel System - Addition of gas for PW & Fire -- need, frequency of use, alternatives and cost savings			
-Keeley Road Garage- Office/washroom/lunchroom upgrades - plans and basis for cost estimate clarified			
-Keeley Road Garage - Communications tower relocation- not supported if only benefit is convenience of grass cutting - report on benefits and if need for space occupied by current tower			
-OPP station generator - further discussion on requirements raised by OPP to take place			
-Centennial Dog Park - Amenities - benches, walkway & signage - breakdown of costs. Council supportive of walkway but community should be funding all other amenities			
-Gilmour Point - Washrooms - plans and cost estimate to be brought forward for Council adoption			



## REPORT TO COUNCIL TREASURY DEPARTMENT



<b><u>Operating Budget</u></b>		January 26th presentation	19,741,688
<b>Changes:</b>			
Council Grants - Add New Leaf Link (and \$4,000 in 2020)		2,000	
Council Grants - Add Museum grant		3,000	
Council Grants - Reduce Miscellaneous		-5,000	
Council Grants - Add to Community Grants		20,000	
Additional contracted Brushing		20,000	<b>40,000</b>
<b>Adjusted Operating Budget</b>			<b>19,781,688</b>
Capital -Firefighter recruitment financing	Tax Levy offset		-40,000
<b>Adjusted 2019 Budget</b>			<b>19,741,688</b>

The revised budget maintains Council's direction of 2.0% impact on the average phased-in property.

Through the budget discussions, Council added \$20,000 for additional community grants and \$20,000 for additional contracted brushing and staff was asked for alternatives for funding these two initiatives. Typically, operating budget items are not funded from reserves, unless as a one-time adjustment, as they create a future year impact to the tax levy. The summary above switches the Capital – Firefighter recruitment financing by increasing the funding from working funds by \$40,000 and reducing the tax levy by \$40,000 which provides the capacity to offset the \$40,000 increase in the operating budget and keeping the tax impact to 2.0%. Alternatives to this financing would be to directly fund the operating budget change from Working Funds or not fund it from reserve and increase the taxation impact which would bring the percentage impact to 2.21% or an increase of \$34.21 on the average phase-in assessment property.

From the minutes of the January 26<sup>th</sup> meeting, Treasury can provide answers to the following questions:

- Staff was asked to confirm the dollar value of brushing budgeted to be done by staff: Below provides a summary of the 2017 to 2019 budget as well as actuals for 2017 and 2018 (draft).

	2017	2018	2019
<b>Budget</b>	44,318	47,529	57,755
<b>Actuals</b>	40,385	69,717	NA

- Staff were asked the amount spent on maintenance (excludes tires and fuel) for Public Works half ton vehicles. Looking strictly at maintenance cost including mandatory commercial safety standards, the yearly average from 2014 to 2018 was \$13,326 and includes 9 Public Works half ton vehicles or \$1,481 per vehicle. These maintenance costs factor both in-house and contracted services.

### **Submitted/approved/prepared by:**

Louise Fragnito, Director of Corporate Services & Treasurer



## REPORT TO COUNCIL TREASURY DEPARTMENT



**AGENDA DATE:** February 12, 2019

**SUBJECT:** 2018 Statement of remuneration and expenses paid to Council members

**RECOMMENDATION:**

This report is for information 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 on 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 2014-01-6 which impacts payments processed for 2018.

The breakdown of Remuneration and Expenses paid to Council Members for the Year Ended December 31, 2018 is provided below. Payments under “Other” consist primarily of communication and travel expenses. The communication allowance is paid at the same time as the honorarium at a rate of \$50 per month.

<b>Brad Barbeau</b>		<b>Patricia Barr</b>	
Meetings	2,250.00	Meetings	1,610.00
Honorarium	11,656.37	Honorarium	13,639.04
Conference Per Diem	0.00	Conference Per Diem	750.00
Mileage	276.10	Mileage	1,852.40
Other	550.00	Other	927.40
<b>Total</b>	<b>14,732.47</b>	<b>Total</b>	<b>18,778.84</b>

<b>Ray Leonard</b>		<b>John McDougall</b>	
Meetings	50.00	Meetings	1,700.00
Honorarium	1,059.67	Honorarium	11,656.37
Conference Per Diem	0.00	Conference Per Diem	0.00
Mileage	10.78	Mileage	796.95
Other	50.00	Other	550.00
<b>Total</b>	<b>1,170.45</b>	<b>Total</b>	<b>14,703.32</b>

<b>Doug Morey</b>		<b>Al Revill</b>	
Meetings	0.00	Meetings	2,750.00
Honorarium	1,059.67	Honorarium	13,823.64
Conference Per Diem	0.00	Conference Per Diem	1,000.00
Mileage	0.00	Mileage	1,854.60
Other	50.00	Other	2,239.33
<b>Total</b>	<b>1,109.67</b>	<b>Total</b>	<b>21,667.57</b>



## REPORT TO COUNCIL TREASURY DEPARTMENT



<b>Norman Roberts</b>		<b>Randy Ruttan</b>	
Meetings	780.00	Meetings	0.00
Honorarium	12,716.04	Honorarium	1,059.67
Conference Per Diem	300.00	Conference Per Diem	0.00
Mileage	982.70	Mileage	0.00
Other	1,097.30	Other	50.00
<b>Total</b>	<b>15,876.04</b>	<b>Total</b>	<b>1,109.67</b>

<b>Mark Schjerning</b>		<b>Ron Sleeth</b>	
Meetings	250.00	Meetings	1,300.00
Honorarium	11,656.37	Honorarium	12,900.64
Conference Per Diem	1,000.00	Conference Per Diem	0.00
Mileage	46.75	Mileage	739.75
Other	779.25	Other	600.00
<b>Total</b>	<b>13,732.37</b>	<b>Total</b>	<b>15,540.39</b>

<b>Ross Sutherland</b>		<b>Ron Vandewal</b>	
Meetings	3,450.00	Meetings	0.00
Honorarium	12,716.04	Honorarium	29,392.32
Conference Per Diem	750.00	Conference Per Diem	0.00
Mileage	2,339.70	Mileage	2,355.10
Other	2,052.98	Other	600.00
<b>Total</b>	<b>21,308.72</b>	<b>Total</b>	<b>32,327.42</b>

**Submitted/approved/prepared by:**

Louise Fragnito, Director of Corporate Services & Treasurer



## REPORT TO COUNCIL TREASURY DEPARTMENT



**AGENDA DATE:** February 12, 2019

**SUBJECT:** 2018 Development Charges Reporting

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**RECOMMENDATION:**

This report is for information

**BACKGROUND:**

As a result of 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 incorporate several requirements including additional reporting to Council in relation to the year-end development charges reserve.

Attached is the 2018 Development Charges reporting which meets the legislated reporting requirements.

The 2018 development charges reserves had an opening balance of \$2,393,528.11. Revenues from residential development charges were \$432,512.00 and commercial/industrial revenues were \$52,079.94. The percentage allocation of these revenues is based on by-law 2014-54. This by-law was passed in September of 2014 and sets out the fees and allocation breakdown for 5 years based on a study by Ainley & Associates. Interest of \$24,792.04 was allocated to the reserve and \$490,212.00 was spent on Capital projects bringing the year-end balance to 2,412,700.09.

The Capital projects where Development charges were allocated were:

Harrowsmith intersection	\$ 300,000
Perth Road Fire Hall	\$ 190,212

**ATTACHMENTS:**

2018 Development Charges Reporting

**Submitted/approved/prepared by:**

Louise Fragnito, Director of Corporate Services & Treasurer

**SOUTH FRONTENAC TOWNSHIP  
DECEMBER 31 2018**

**Development Charge Reserve Fund - 2018  
allocated per provisions of former & current by-laws**

	<i>BALANCE AT BEGINNING OF YEAR</i>	<i>New By-Law Developer Contributions %</i>	<i>Commercial &amp; Industrial Developer Contributions %</i>	<i>Subtotal</i>	<i>Interest</i>	<i>Transfers to Revenue &amp; Capital Fund</i>	<i>BALANCE AT END OF YEAR</i>		
		<b>432,512.00</b>	<b>52,079.94</b>		<b>24,792.04</b>	<b>-490,212.00</b>			
General Government	28,536.23	2.160%	9,342.27	2.28%	1,187.43	39,065.93	336.51	39,402.44	
Fire Services	154,319.32	8.100%	35,033.47	8.810%	4,588.24	193,941.03	1,670.60	-190,212.00	5,399.63
Recreation	208,384.39	1.400%	6,055.17		0.00	214,439.56	1,847.18	216,286.74	
Landfill	6,491.90					6,491.90	55.92	6,547.82	
Public Works-Roads, Bridges and Equipment	1,817,320.38	82.020%	354,746.34	83.550%	43,512.79	2,215,579.51	19,084.94	-300,000.00	1,934,664.45
Library	60,409.12	0.780%	3,373.59		0.00	63,782.71	549.42	64,332.13	
Police	118,066.77	5.540%	23,961.16	5.360%	2,791.48	144,819.41	1,247.47	146,066.88	
Sub-total	2,393,528.11	100.000%	432,512.00	100.000%	52,079.94	2,878,120.05	24,792.04	-490,212.00	2,412,700.09

**Breakdown of asset(s) funder from Development Charges**

	<b>2018 Project Cost</b>	<b>Development Charges</b>	<b>FGT</b>	<b>OCIF Grant</b>	<b>Reserves</b>	<b>Taxation</b>
Harrowsmith Road	1,329,448	300,000	795,599	0	0	233,849
Fire Station 6	699,115	190,212	250,000	0	258,903	0



February 7, 2019

Township of South Frontenac  
P.O. Box 100  
4432 George St.,  
Sydenham, ON  
K0H 2T0

Attention: Wayne Orr, Chief Administrative Officer

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Dear Mr. Orr,

Congratulations to The Council of the Township of South Frontenac on the continuation of the "South Frontenac Rides" committee. As requested, I would like to appoint Erin Hayes to continue working on this committee. Erin is a skilled Public Health Promoter on the Chronic Disease Prevention Team at KFL&A Public Health. She can continue to provide the "South Frontenac Rides" committee with expertise and direction for the promotion of a healthy active lifestyle.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Munday", with a large, stylized flourish at the end.

Lisa Munday  
Manager, Chronic Disease Prevention

CC: R. Sutherland