

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



Online via Teleconference and Broadcast live to the South Frontenac's Facebook Page

<https://www.facebook.com/SouthFrontenacTwp>

TIME: 7:00 PM,
DATE: Tuesday, June 9, 2020
PLACE: Council Chambers/Electronic Participation.

1. Call to Order
- (a) **Roll Call**
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
- (a) **Recommendation:**
That the agenda for the June 9, 2020 Committee of the Whole meeting be approved.
4. Scheduled Closed Session - not applicable
5. ***Recess*** - not applicable
6. Public Meeting - not applicable
7. Delegations - not applicable
8. Reports Requiring Direction
- (a) **Ad Bag Delivery/Local Newspapers** 3 - 4

Recommendation:

That Committee of the Whole support staff working with Kingston This Week/Frontenac this Week to establish protocols that address those areas where newspapers (that include ad bags) are left alongside municipal ditches and road allowances, in the ways outlined in this report

- (b) **Arterial Road Winter Maintenance** 5 - 7

Recommendation:

That Committee of the Whole support a further one season contract extension with K. Mulrooney Trucking for arterial snow plow operations based on the pricing outlined in this report.

- (c) **Assumption of Responsibilities under Part 8 of the Ontario Building Code** 8 - 19

9. Reports for Information
- (a) **Status of Construction of Garbage Enclosure - Valleyview Estates - Morgan Drive** 20
10. Rise & Report from Committees of Council
- (a) **Cataraqui Region Conservation Authority**
- (b) **Quinte Conservation Authority**
- (c) **Rideau Valley Conservation Authority**
- (d) **South Frontenac Museum Committee**
11. Information Items
12. Notice of Motions
13. Announcements/Statements by Councillors
14. Question of Clarity (from the public on outcome of agenda items)
15. Closed Session
- (a) **Recommendation:**
That Committee of the Whole move into closed session as permitted by Section 239 of the Municipal Act, item (b) personal matters about an identifiable individual, including municipal or local board employees; and the impending requirement to provide inspections under Part 8 of the Building Code Act in 2021, (d) labour relations or employee negotiations; (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.
- (b) **Assumption of Responsibilities under Part 8 of the Ontario Building Code**
16. Rise and Report from Closed Session

Recommendation

That Committee support the assumption of Part 8 Building Code Inspection services from Kingston Frontenac Lennox & Addington Public Health (KFLAPH) no later than December 1, 2020.

That Committee support the creation of a Deputy Chief Building Official position and associated overhead costs within the Development Services Department to support the assumption of Part 8 service delivery.

17. Adjournment



REPORT TO COMMITTEE OF THE WHOLE CLERK'S DEPARTMENT



AGENDA DATE: June 9, 2020

SUBJECT: Ad Bag Delivery/Local Newspapers

RECOMMENDATION:

That Committee support staff working with Kingston This Week/Frontenac this Week to establish protocols that address those areas where newspapers (that include ad bags) are left alongside municipal ditches and road allowances, in the ways outlined in this report.

BACKGROUND:

Council continues to have concerns about the issue of ad bags included in door to door newspaper delivery that are not being picked up and are left alongside township road allowances and ditches.

At the March 10, 2020 Committee of the Whole, discussion occurred on a staff report regarding ad bags and direction was provided to staff as follows:

c) Ad Bags (included with newspaper distribution)

Deputy Mayor Sutherland spoke to the report prepared by the Clerk.

Staff were directed to bring back a report outlining options or other mechanisms there may be to address the ad bags and newspapers being left alongside township roads. It was suggested that staff look at how other municipalities are dealing with this issue or if there is the same issue in other municipalities.

ANALYSIS/DISCUSSION:

The Waste Management By-law 2005-98, Part VII, Clause 40 states that "No person shall throw, place or deposit waste, refuse, debris or garbage on private property or Municipal property, on any roadway within the boundaries of the Municipality or any property owned or operated by any such local board thereof within the authority of the owner or occupant of such property". If a littering problem exists which requires enforcement, this would be the basis on which to address the issue.

Following discussions with Lianne Ruttan, Frontenac Municipal Law Enforcement, it was recognized that there would be challenges enforcing the Waste Management By-law in this particular situation. The delivery person could very well have placed the newspaper/ad bag directly on private property, but there may be circumstances where someone not interested simply throws it into the ditch instead of calling to suspend the service or it may be moved by some other means. It would be very difficult and costly to impose fines on a case by case basis and have the required proof for court purposes. Further, in most cases ad bags are collected by property owners within a day of them being distributed.

In speaking with Jeff Lundy, Regional Distribution Supervisor for Eastern Ontario Communities for Post Media about this concern there are a couple of possible changes that he is proposing; however at the time of the writing of this report, he had not obtained approval for his recommendations.



REPORT TO COMMITTEE OF THE WHOLE CLERK'S DEPARTMENT



The first recommendation would be similar to what was proposed initially where the distribution in hamlets would no longer be done door to door but rather a community mailbox could be located for interested parties to pick a copy up themselves. The challenge with this is that these boxes do not hold enough papers that would normally be distributed to each household within a particular hamlet. There would still need to be time allowed for Post Media to obtain the boxes and for them to be put into locations that are central in each hamlet.

Second, wherever there is an existing mailbox, delivery staff have been directed to place the newspaper in a mailbox. It should also be recognized that when the papers are delivered on a particular day it appears as though there are many being left along the road allowance; however, it needs to be recognized that some residents are not at home to pick up the newspaper until later in the day.

Third, the township would include in the Final Tax Notice insert a message to all property owners regarding the discontinuation of service when they are not going to be at their residence or are not interested in receiving the ad bag. This messaging would also be promoted through our website and social media platforms. Some of the concerns about the newspapers/ad bags left along private lanes is that the delivery staff do not know whether or not there are full time or seasonal residents on township roads and lanes, and this is where they tend to build up.

Staff at "Frontenac This Week" are receptive to addressing this concern and indicated that residents who do not wish to receive the newspaper can contact the distribution office by calling at **544-5000 Ext 547147** and provide their civic number and street address to have it cancelled, or the service suspended.

Staff supports an approach whereby we work with Post Media to address the problem before taking additional action or enforcement. While there is the provision to impose fines under the Waste Management By-law, this would be a cumbersome and potentially ineffectual process given the cost of fines, court costs and the difficulty in providing suitable evidence.

Alternate approaches, including administrative penalties or a broader ban could be considered but are not recommended by staff at this time.

Staff is also mindful that the weekly circulation provides important information for residents who look forward to the traditional option of newspapers and advertising brochures for area businesses.

FINANCIAL/STAFFING IMPLICATIONS:

No significant costs are anticipated.

ATTACHMENTS:

None

Submitted by:

Angela Maddocks, Clerk

Approved by:

Neil Carbone
Chief Administrative Officer



**REPORT TO
COMMITTEE OF THE WHOLE
PUBLIC SERVICES DEPARTMENT**



AGENDA DATE: June 9, 2020

SUBJECT: Arterial Road Winter Maintenance

RECOMMENDATION:

That Committee of the Whole support a further one season contract extension with K. Mulrooney Trucking for arterial snow plow operations based on the pricing outlined in this report.

BACKGROUND:

K. Mulrooney Trucking has been snow plowing all arterial routes between 5 pm and 5 am and 24 hour per day coverage on Road 38 for the past 7 years. 2019 was an option year and due to the possibility of other service delivery options and given the recent tendering results in some nearby municipalities, Public Services chose not to issue a new Tender at this time.

K. Mulrooney Trucking has provided exceptional service to South Frontenac over the past 7 years so in addition to other options staff requested pricing from Mulrooney for the upcoming 2020/21 winter season.

ANALYSIS:

New Pricing

Below are the updated prices received from Mulrooney Trucking for 2020/21 and comparison to the 2019/20 winter season prices.

Route	2019/20 Prices	2020/21 Prices
503: Highway 38	\$149.95/hr	\$175/hr
504: Westport Road	\$149.95/hr	\$175/hr
506: Bedford Road	\$162.20/hr	\$200/hr
W130: Perth Road	\$157.10/hr	\$180/hr
W143: Sydenham Road	\$157.10/hr	\$180/hr
W429: Battersea Road	\$157.10/hr	\$180/hr

** HST is not included in the above prices

In addition to the hourly rates, a stand-by charge of \$500/week for each tandem snow plow would apply in 2020/21. This was not a cost incurred by the Township in previous years and would represent the largest increased cost in 2020/21, but it is typical practice in other winter maintenance contracts.



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Comparisons

The following table compares surrounding Municipalities' costs for 2020 Winter Control Operations:

Township	Stand By Cost	Rate
Rideau Lakes Township	\$100.00/day	\$6.00/km
Leeds & Grenville County	\$100.00/day	\$7.40/km
City of Kingston	\$500.00/week	\$240.00/hour
Lanark County	\$100.00/day	\$195.00/hour

The renewal rates with Mulrooney are very reasonable when compared with other winter plowing contracts in the region; however, these rates will still represent a significant increase from the previous contract. This can be most attribute to the addition of standby charges.

Budget Implications

The table below illustrates the difference between the current 2020 budget and the impact of the new rates on the late winter 2020 months and annualized for the 2021 season.

Arterial Routes	2020 Budget	Revised 2020 w/ New Rates (Nov-Dec)	2021 Estimate	Original 2020 vs revised 2020	Budget 2020 vs Estimate 2021
503	72,576	76,617	84,700	5.57%	16.71%
504	74,975	79,150	87,500	5.57%	16.71%
130	34,248	35,912	39,240	4.86%	14.58%
143	33,777	35,418	38,700	4.86%	14.58%
429	28,435	29,817	32,580	4.86%	14.58%
506	24,168	26,045	29,800	7.77%	23.30%
Standby	n/a	23,000	63,250	100.00%	100.00%
TOTALS	\$268,178	\$305,959	\$375,770	14.09%	40.12%

Despite the significant increase, it is staff's recommendation that a one season extension to K. Mulrooney Trucking is in the Townships best interest as it will allow for alternative service delivery options to be explored and the rates are very reasonable in the context of other winter plowing contracts in the region.



**REPORT TO
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FINANCIAL CONSIDERATIONS:

The revised rates would result in an increase of \$37,781 or 14.09% for contracted winter plowing in 2020. Staff is confident that sufficient funds can be found in the 2020 Operating Budget to cover this unexpected increase.

The implications of the rate increase and the annualized impact of standby charges will have a more substantial impact on the 2021 budget resulting in an increase of \$107,592 or 40.12% over the 2020 budget when the impact of pricing across all arterial routes is considered.

It should be noted that these estimates are associated with the arterial winter plowing routes ONLY and do not include village or other smaller non-arterial plowing contracts which will come forward to Council for consideration in the near future.

It is anticipated that the Township will experience increases in the pricing for those routes as well. As noted, staff is considering alternate options for contracted winter control alongside other in-house and alternate service delivery opportunities in Public Services in order to mitigate the cost increases being experienced by the industry.

Submitted/approved by:

Mark Segsworth, P. Eng.
Director, Public Services

Prepared by:

Brian Kirk CRS-I
Operations Supervisor

Approved by:

Neil Carbone,
Chief Administrative Officer



**REPORT TO
COMMITTEE OF THE WHOLE**

Office of the
Chief Administrative Officer



AGENDA DATE: June 9, 2020

SUBJECT: Assumption of Responsibilities under Part 8 of the Ontario Building Code

RECOMMENDATION:

That Committee support the assumption of Part 8 Building Code Inspection services from Kingston Frontenac Lennox & Addington Public Health (KFLAPH) no later than December 1, 2020.

That Committee support the creation of a Deputy Chief Building Official position and associated overhead costs within the Development Services Department to support the assumption of Part 8 service delivery.

(Recommendation to be addressed under Rise and Report after Closed Session)

BACKGROUND:

In January 2020 the Township and other Municipalities in the region were notified of KFLAPH's intention to cease providing sewage system inspections outlined in Part 8 of the Ontario Building Code Act.

The legislative oversight for these private sewage systems is found in the Ontario Building Code. Across the province, Part 8 components of the Ontario Building Code are typically administered by Municipal building officials along with the rest of the Code. KFLAPH is one of only four (4) health units in the Province that have voluntarily provided sewage system inspections under Part 8 of the Building Code.

This change is due in part to the Ministry of Health and Long-Term Care's *Public Health Modernization* program which has mandated cost savings and improved service delivery through consistency and equity of service delivery and the clarity of roles and responsibilities between the province, Public Health Ontario and local public health units.

At its regular meeting on March 3, 2020, Township Council passed the following motion directing staff to bring forward a recommendation regarding Part 8 inspections:

*Resolution No. 2020-6-06
Moved by Deputy Mayor Sutherland
Seconded by Councillor Barr*

Whereas KFL&A Public Health have provided notification of their intent to terminate the agreement to carry out the municipality's responsibility for sewage systems under the Ontario Building Code Act and attendant regulations effective January 1, 2021;

And whereas the Township of South Frontenac recognizes the importance of protecting the environment and the installation and monitoring of septic systems;



REPORT TO COMMITTEE OF THE WHOLE

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And whereas the Township of South Frontenac recognizes the requirement to provide this service;

And whereas the overarching priorities in the Township's Strategic Plan include 1) Promote and support growth that meets the community's needs while maintaining the integrity of the natural environment; 2) Ensure the organizational capacity to deliver cost-effective services in a changing world; and, 3) Position South Frontenac as a regional leader;

Be it resolved that the Council of the Township of South Frontenac request that staff provide a report that considers the Township's capacity to administer Part 8 of the Building Code (septic inspections) in-house, with consideration for associated costs, including training, physical space, data from KFL&A Public Health and other implications.

Carried

ANALYSIS/DISCUSSION:

South Frontenac's Share of Regional Part 8 Services

The Township has obtained KFLAPH's Part 8 inspection data for the past three (3) years including the number and type of permits issued, the hours allocated to Part 8 services and the fee revenue associated with each jurisdiction.

South Frontenac accounts for 67% of the total number of permits issued by KFLAPH across all municipalities in 2019 (191 of 285), and for approximately 30% of the total inspection hours (1,427 of 4,811).

In addition to the hours above, KFLAPH provides approximately 200-300 hours to South Frontenac for application review when Development Services processes consents, minor variances, subdivision/condominium and rezoning applications.

KFLAPH's allocation of courses/training, meetings and vacation time are also not included in the above numbers and amounts to an additional 300 hours annually for a total of 2,000+ inspector hours allocated to South Frontenac, not including administrative functions.

The KFLAPH data also points to an upwards trend in the number of permits, fee revenue and hours allocated to South Frontenac over the last three (3) years.

The fee revenues associated with South Frontenac's share of Part 8 permits and related services has been calculated as \$165,700 in 2017, \$174,250 in 2018, and \$176,950 in 2019, and is based on fixed fees over the three (3) year period.

Cost of In-House Delivery

Based on the 2,000+ hours being allocated to South Frontenac for Part 8 services, it would not be feasible to bring this service in-house without the addition of another Part 8-qualified position (1 FTE = 2,080 hours). This does not capture the administrative hours that KFLAPH is currently allocating to this service, nor does it accommodate any increased demands associated with growth trends.



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The cost for the Township to add a Part 8-qualified position (1.0 FTE) including wages/benefits, amortization of an additional vehicle, and overhead costs is between \$117,500 - \$135,000 annually.

The fee revenue associated with the Township's Part 8 Services in 2019 was \$176,950 based on 278 chargeable services including 191 permits.

This results in net proceeds from assuming Part 8 from KFLAPH estimated at between \$41,950 - \$59,450 annually.

Service Level Benefits

The Development Services Department has identified a number of benefits of bringing Part 8 inspections and related services in-house instead of contracting this service to another outside agency:

1. All inspectors would ideally perform Part 8 inspections for the files they are assigned, reducing wait times, processing delays and the requirement to liaise with outside agencies or conduct additional site visits;
2. Ensures the Township has all information and history related to a property instead of regularly having to request information from others;
3. Eliminates customer wait times for Part 8 reviews associated with circulating planning applications to an outside agency;
4. Integrates Part 8 reviews within the internal development review process, delivering one-stop service to customers within the Township.

Other Options

Staff also considered other options for contracting Part 8 services to an outside agency:

- Preliminary discussions have occurred with some of our neighbouring municipalities about a collective approach to delivery of Part 8 Services
- Rideau Valley Conservation Authority (RVCA) provides Part 8 inspection services to some municipalities and may be an option for the Township.

In these scenarios, the challenges associated with review timelines and process delays would likely continue. Further, the synergies and efficiencies that could be realised for South Frontenac in-house would be lost as would the allocation of net fee revenue to other Township building department needs.

Contracting out is most advantageous when an organization lacks the resources or expertise to deliver a service efficiently. However, the Township possesses two Part 8-qualified staff and the administrative capacity to support the service.

The Development Services Department is also in the process of implementing its *CityView* Land Management software which would further modernize the delivery of this service, beyond the capacity of most other service providers.

Labour Market Considerations



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Recruitment of certified building inspectors has become a challenge in Eastern Ontario. The Township's positions have only been filled after a market adjustment to the Collective Agreement wage rates for the unionized inspectors, and after the Township experienced considerable turnover in CBOs over the past five years.

Further, the market-adjusted rate for South Frontenac's unionized inspectors is below that of Loyalist Township, the City of Kingston and KFLAPH's current wages.

While staff is confident in the business case for assuming Part 8 services, our ability to attract an individual with the appropriate qualifications is a concern.

Succession Planning

Providing career paths to retain existing personnel and the need to secure a qualified, experienced CBO into the future are factors in determining how the Township might recruit for another 1.0 FTE Part 8-qualified position.

Regional Leadership and Service Delivery

The organizational capacity of our Building Department and our geography make South Frontenac ideally positioned to provide Part 8 services to others.

Subject to a business case, staff strongly supports the notion of providing this service to others; however, this added responsibility would create additional personnel management needs, possible satellite office oversight and emphasizes the importance of having qualified and experienced personnel in place to deliver the service to others.

Given the labour market issues noted above and the fact that other municipalities in the region also require this service, South Frontenac needs to determine in short order if it wants to be in a position to offer this service to others, and to resource itself accordingly.

Conclusion

Based on the business case and discussion above, staff is recommending that the Township assume Part 8 building services and position itself to be able to deliver the service to others in the near term.

This approach requires the addition of 1 x Part 8-qualified position at the onset in order to accommodate the local service demands.

Due to the market for qualified building inspectors, there is strong concern about our ability to recruit a sufficiently experienced individual. A 'green' inspector would not allow us to assume Part 8 services by the end of 2020 when KFLAPH relinquishes this responsibility.

Rather than risk an unsuccessful recruitment process and the strong potential that we would not be prepared to take on Part 8 services at the end of the year – and almost certainly not be in a position to assist our neighbours – staff is



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recommending the recruitment of an experienced, mid-level, Part 8-qualified building official position which would provide the following:

- Part 8 qualifications and experience out of the gate
- Support for current inspectors as they build Part 8 experience
- Ability to offer competitive compensation options
- Oversight capacity/experience for any future outside service delivery
- Succession planning and career paths for current personnel
- Improved departmental capacity for eventual assumption of delegated planning authority from the County

In most jurisdictions, this type of position would take the form of a Deputy Chief Building Official which would have the statutory responsibility of the CBO in his/her absence and which may have an element of formal supervisory responsibility while still being required to conduct inspections.

In this instance, another differentiator of this position would be its responsibility for the review and ability to comment on septic services to support approval of planning applications, which was a core service previously performed by KFLAPH.

This recommendation is intended for discussion in open session on June 9, 2020 prior to a final report coming forward to Council on June 16, 2020.

STRATEGIC PLAN ALIGNMENT:

This discussions in this report are aligned with the following aspects of the Strategic Plan:

Priority #1: ***Position South Frontenac as a Regional Leader***

Priority #2: ***Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment***

Priority #3: ***Ensure the organizational capacity to deliver cost-effective services in a changing world***

Mission

- Planning for the future, being proactive and having the capacity to adapt to change;
- Setting exemplary service and infrastructure standards that the community can be proud of;
- Managing our operations and assets in a financially sustainable manner;

Values

- Financial Sustainability
- Progressive and Flexible
- Public Service Excellence



REPORT TO COMMITTEE OF THE WHOLE

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FINANCIAL/STAFFING IMPLICATIONS:

Assuming part 8 services would result in the hiring of one new FTE Part 8-qualified positions at an annualized cost of between \$117,500 – and \$135,000 including wages, benefits and associated overhead.

The delivery of Part 8 building code inspections and related services is anticipated to generate \$176,950 in additional revenue annually based on the current KFLAPH fee schedule.

The building division is mandated to recoup all service delivery costs through its fees. The anticipated net proceeds from these additional fees (\$41,950 - \$59,450) would be transferred to the building reserve and used to fund future operating shortfalls or associated capital investments.

The change in service would require a comprehensive review and update of the Building Fees By-Law at a later date.

ATTACHMENTS:

1. Letter from KFLAPH (January 2020)
2. Pro Forma for in-house Part 8 service delivery
3. Projected Fees
4. KFLAPH current allocations per Municipality

Submitted by:

Neil Carbone
Chief Administrative Officer

Louise Fragnito
Director of Corporate Services & Treasurer

Claire Dodds, RPP MCIP
Director of Development Services

Tom Berriault, CBCO
Chief Building Official

Approved by:

Neil Carbone
Chief Administrative Officer



KFL&A
Public Health

Telephone: 613-549-1232, Ext. 1265

Email: Linda.Murray@kflaph.ca

January 30, 2020

VIA: Electronic Mail (ncarbone@southfrontenac.net)

Neil Carbone, CAO
Township of South Frontenac
4432 George St, Box 100
Sydenham, ON, K0H 2T0

Dear Mr. Carbone:

The Ministry of Health and Long-Term Care has initiated a program they refer to as *Public Health Modernization* and they have engaged Jim Pine to consult with local boards of health on how to best advance this provincial direction. Boards of Health are asked to focus on:

- 1) consistency and equity of service delivery of public health programs,
- 2) improved clarity and alignment of roles and responsibilities between the province, Public Health Ontario and local public health,
- 3) better and deeper relationships with primary care, and
- 4) improved public health delivery and the sustainability of the public health system.

In preparing for the consultation we have determined that KFL&A Public Health is one of only four of the 34 health units in Ontario that are voluntarily involved in handling sewage system inspections outlined in Part 8 of the Ontario Building Code Act. Given the Ministry of Health's direction we realize that we are in a difficult position and need to be proactive going forward.

The Ontario Public Health Programs (OPHS) identify the minimum expectations for public health programs and services to be delivered by a Board of Health. Legislative oversight for sewage systems is found in the Ontario Building Code, not the OPHS. As such, KFL&A Public Health will be better positioned to implement the province's modernization objectives if we focus on improving mandatory public health programs and services and disinvest of non-essential programs, including the Part 8 program. Part 8 is best aligned with the other sections of the Ontario Building Code which are currently delivered by municipalities. Our goals for disinvestment are the maximized provision of public health services to our area municipalities and allowing health opportunities for all residents.

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Kingston, Frontenac and Lennox & Addington Public Health

www.kflaph.ca

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Napanee	613-354-3357	Fax: 613-354-6267
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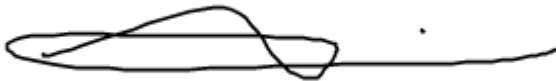
To ensure that our municipal partners have ample time to explore alternative service provision and that KFL&A Public Health can supply transitional aid, we are providing you with notification of our intent to terminate our agreement to carry out the municipality's responsibilities for sewage systems under the Ontario Building Code Act and attendant regulations effective January 1, 2021.

In order to support our municipal partners in this transition, KFL&A Public Health will:

- provide enforcement services and transitional aid to our area municipalities for the remainder of 2020 and will continue to be a resource for municipalities into the future, and
- offer our records, resources and equipment related to the delivery of the Part 8 program to municipalities at no charge.

Sarah Ryding, Manager, Environmental Health, will be in touch with you shortly to schedule a meeting to discuss the details of a transition plan. If you have any question or require any further clarification, please contact Ms. Ryding or the undersigned.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Linda Murray', with a long horizontal line extending to the right.

Linda Murray
Director, Corporate Services

Part 8 Inspections for South Frontenac - Pro Forma

Expenses (2020)

Wages & Benefits	FTE	Total	Total
Building Inspector (Range)	1	\$95,000	\$112,500
Total Wages & Benefits		\$95,000	\$112,500

Other			
Vehicle Amortization (6 yrs)		\$7,500	\$7,500
Legal		\$5,000	\$5,000
Overhead (Training, phone, supplies, etc.)		\$10,000	\$10,000
Total Other		\$22,500	\$22,500

Total Expenses		\$117,500	\$135,000
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Revenues (2020)

Fee Revenue			
All Fees		-\$176,950	-\$176,950
Total Fees		-\$176,950	-\$176,950
NET (Range)		-\$59,450	-\$41,950

Part 8 Inspections for South Frontenac - Pro Forma

2019 Permit Volumes

Location	HRS	Permits
Bedford	221	29
Storrington	424	56
Loughborough	455	62
Portland	328	44
TOTAL South Frontenac	1428	191
For all KFLAPH Part 8 work	4812	285
South Frontenac Share	30%	67%

Permits and Other Services	Fee	2017		2018		2019	
		#	Fees	#	Fees	#	Fees
Certificate of Approval (class 4-5)	\$950	116	\$110,200	115	\$109,250	126	\$119,700
Certificate of Approval (class 2-3)	\$950	0	\$0	0	\$0	0	\$0
Additional inspections	\$250	5	\$1,250	0	\$0	0	\$0
Septic tank replacement only	\$750	12	\$9,000	20	\$15,000	25	\$18,750
Class A (large)	\$1,050	2	\$2,100	0	\$0	0	\$0
Subdivision lots	\$500	1	\$500	5	\$2,500	0	\$0
Severance applications	\$500	30	\$15,000	47	\$23,500	16	\$8,000
Minor variances	\$450	9	\$4,050	11	\$4,950	11	\$4,950
Minor var with performance review	\$700	5	\$3,500	5	\$3,500	7	\$4,900
Garages, pools, decks	\$250	17	\$4,250	9	\$2,250	11	\$2,750
Renovation	\$250	17	\$4,250	23	\$5,750	22	\$5,500
Renewal	\$150	10	\$1,500	11	\$1,650	8	\$1,200
Septic file search	\$150	54	\$8,100	26	\$3,900	46	\$6,900
record search	\$150	0	\$0	0	\$0	0	\$0
Change of installer	\$500	4	\$2,000	4	\$2,000	4	\$2,000
Minor Variance with new system	\$1,150	0	\$0	0	\$0	2	\$2,300
TOTALS		282	\$165,700	276	\$174,250	278	\$176,950

Office site	Total PHI program hours (2019)	Total # applications (2019)
Napanee		
Greater Napanee	309	32
Loyalist	227.5	24
Stone Mills	456.5	49
Total	993	105
Cloyne		
Barrie	275.5	38
Clarendon Miller	181	25
Denbigh, Abinger, Ashby	100.5	13
Kennebec	230.5	28
Kaladar, Anglesea, Effingham	186.5	25
Total	974	129
Sharbot Lake		
Bedford	221	29
Hinchinbrooke	152	19
Olden	76	10
Oso	132.5	17
Palmerston	100.5	12
Total	682	87
Kingston		
Storrington	424	56
Loughborough	455	62
Portland	327.5	44
Kingston	326.5	42
Pittsburgh	400.5	51
Wolfe Island	154	20
Howe Island	75	10
Total	2162.5	285
2019 total PHI program hrs	4811.5	

Municipality	Total PHI program hours (2019)	Total # applications (2019)
City of Kingston	727	93
Addington Highlands	287	38
Loyalist	244	25
Central Frontenac	591	76
North Frontenac	557	75
South Frontenac	1427.5	193
Town of Greater Napanee	309	40
Stone Mills	456.5	59
Frontenac Islands	229	30
2019 total PHI program hrs	4811.5	

1820 hrs/yr (7hrs/day x 260 days/year) – 421 hrs (stats, vacation, sick, medica, meetings, professional development) – 500 hrs (breaks and admin) = 899 (EC 100%) or 675 (EC 75%).

At 100% effective capacity of an inspector = 5.5 (5.3 actual) PHIs to complete this work

At 75% effective capacity of an inspector = 7.0 (7.1 actual) PHIS to complete this work



REPORT TO COMMITTEE OF THE WHOLE DEVELOPMENT SERVICES DEPARTMENT



AGENDA DATE: June 9, 2020

SUBJECT: Status of Construction of Garbage Enclosure
Site Plan Control Application S-01-18-L

Location of Property: 118 Morgan Drive, Valleyview Estates Subdivision, Sydenham

This report is for information only.

BACKGROUND

- A site plan for RKR Landholdings Corp. (Rob Morgan) was approved at the April 16, 2019 meeting of Council.
- The site plan agreement was registered on title of the property on May 15, 2019.
- Securities in the amount of \$29,000 were paid to the municipality to ensure the Owner's obligations under the site plan agreement are completed.
- A building permit was issued on June 7, 2019 for the construction of a residential building containing six residential apartments. All six apartments are now occupied.
- No securities have been released; the works included in the site plan are not yet complete.

Status of Construction of Garbage Enclosure:

- A complaint was received from residents of Morgan Drive via a Councillor on May 5, 2020 that garbage bags had been placed at the street in front of the six-plex at 118 Morgan Drive and that garbage collection was a week away.
- The Director contacted the owner of the building on May 5, 2020. The owner immediately addressed the concern and removed the uncollected garbage bag.
- The Township provides regular household curbside waste collection to the six-plex.
- The site plan does not require garbage be collected by a commercial contractor and the Director of Public Services confirmed it was always the intent that the Township would collect garbage from the six-plex.
- The site plan includes a provision that a screened garbage enclosure be placed at the rear of the building; however, there is limited area in this location due to the large septic system that services the building.
- Due to the proximity to the septic system, the Site Plan Agreement stipulates that the placement of a garbage enclosure must be approved by the Township and Public Health.
- Since occupancy, the owner has required residents to store garbage in-unit or in a storage locker inside the building until garbage day.
- Staff have agreed to monitor how garbage is being handled on site for the next four months (June to September) in order to develop an appropriate plan for the site.
- Should there be an issue with garbage being placed outside prior to pick-up day, staff will require the construction of the garbage enclosure and will work with the developer and KFL&A Public Health to find a suitable location at the rear of the building.
- Given there is no requirement for Commercial collection at this location, staff will also consider the implications of adhering to the site plan agreement and whether or not an amendment to the agreement should be considered.
- Staff is also considering this issue in the context of our development standards for future multi-residential buildings.

Submitted by: Claire Dodds, MCIP, RPP, Director of Development Services

Approved by: Neil Carbone, CAO