

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



**Audio Broadcast to Township's Facebook Page  
<https://www.facebook.com/SouthFrontenacTwp>**

TIME: 7:00 PM,  
DATE: Tuesday, November 24, 2020  
PLACE: Council Chambers/Electronic  
Participation.

1. Call to Order and Roll Call
  - (a) Motion
2. Approval of Agenda
  - (a) Motion
3. Declaration of pecuniary interest and the general nature thereof
4. Scheduled Closed Session ( at the end of the agenda)
5. Public Meeting - not applicable
6. Delegations - not applicable
7. Reports Requiring Direction
  - (a) Non-Public Services - Capital Presentation 3 - 29
  - (b) 2021 Budget Support for Community COVID Impacts 30 - 31
8. Reports for Information - not applicable
9. Rise & Report from Committees of Council
  - (a) Cataraqui Region Conservation Authority
  - (b) Quinte Conservation Authority
  - (c) Rideau Valley Conservation Authority
10. Information Items
  - (a) Changes to the Conservation Authorities Act and Planning Act which affect Conservation Authorities 32 - 39
11. Notice of Motions
12. Announcements/Statements by Councillors
13. Question of Clarity (from the public on outcome of agenda items)

14. Closed Session

- (a) Motion - Move into Closed Session in accordance with Section 239(2)(d) labour relations or employee negotiations; **to receive a report regarding in-house winter control options.**
- (b) Labour Relations/Employee Negotiations - In House Winter Control Options
- (c) Motion - Move out of Closed Session

15. Adjournment

- (a) Motion



## REPORT TO COMMITTEE OF THE WHOLE TREASURY DEPARTMENT



**AGENDA DATE:** November 24<sup>th</sup>, 2020

**SUBJECT:** 2021 Capital Budget – non Public Services

### **RECOMMENDATION:**

That Council provides feedback on the draft capital budget – excluding Public Services items, for incorporation into the full budget to be tabled for Council consideration in January 2021.

### **BACKGROUND:**

Each year prior to tabling the complete budget for Council's consideration, draft Public Services and non-Public Services Capital budgets are presented separately for Council's review and feedback.

### **ANALYSIS/DISCUSSION:**

Attached is the draft capital budget document excluding Public Services projects. This initial version provides a listing of capital projects for Corporate Services, Protective Services (Fire, Building) and Planning. The remaining Public Services capital projects will be presented separately on December 8th.

The items presented are in line with the targeted annual capital budget as set out in the Township's 10 year, long range financial plan.

This draft capital budget represents the listing received from all department heads, vetted by the CAO and Treasurer, and incorporating input from the Township's strategic plan, committees and Council. Many items are driven by established replacement schedules which are funded by defined reserves (e.g. Fire Equipment Reserve). Similarly, capital projects within the Building department are funded from its established individual reserve as stipulated by legislation.

### Changes

The format of the 2021 Capital budget builds on changes made in 2018 to provide further information on multi-year projects. In the summary page attached to this report, the first two columns after the description and project number identify the years over which the project is anticipated to take place as well as the overall estimated project cost.

New for this year, individual capital detail sheets have been created for each project which provide additional information including:

- Project descriptions and rationale
- The type and cost of activities to be carried out as part of the project
- Funding sources
- Operational impacts, if any
- Total cost, current budget year (2021) cost, and project expenses to date
- Relationship to the Strategic Plan
- Whether projects are related to growth, asset renewal or service changes

The summary page provides the page number to the left of each project where that capital detail sheet can be found.

The attached short slide deck provides further information on this new process.



## REPORT TO COMMITTEE OF THE WHOLE TREASURY DEPARTMENT



Senior managers are available for any questions on the listed items.

Council is asked to provide direction at this time on whether any of the detailed capital items should be removed at this stage. A similar discussion will take place on December 8<sup>th</sup> for the remaining items incorporating Transportation, Solid Waste, Water, Recreation and Facilities.

Council's feedback on the draft capital budgets will be incorporated into the full budget document that is tabled in January.

### **RELATIONSHIP TO THE STRATEGIC PLAN:**

Changes to the Township's capital budgeting process support the following parts of the Township's Mission:

- Setting exemplary service and infrastructure standards that the community can be proud of;
- Managing our operations and assets in a financially sustainable manner;
- Engaging and collaborating with citizens and partners in an open and transparent manner;

It also aligns with the following Township values as set out in the Strategic Plan:

**Communication & Collaboration**

**Financial Sustainability**

**Public Service Excellence**

### **ATTACHMENTS:**

1. Capital budget process changes slide deck
2. 2021 Capital Budget Summary and Detail Sheets

### **Prepared by:**

Louise Fragnito  
Director of Corporate Services & Treasurer

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

Neil Carbone  
Chief Administrative Officer

# Changes to South Frontenac's Capital Budgeting

More Information for Council and the Community

# Capital Detail Sheets

- For 2021 individual capital detail sheets are being included for each capital project being proposed, for every department.
- Detail Sheets provide valuable information about a project's scope, rationale, duration, total cost, current cost and past expenses.
- New for 2021, all projects have been considered in terms of their relationship to Council's Strategic Plan and whether they are associated with the Township's Growth, Asset Renewal or a Service Level Change.

# Capital Detail Sheets Explained

This area identifies and describes the project and its scope and identifies a primary department and contact person for the project.

This area provides information on any operational budget impacts that will occur as a result of this capital project, if any.

This area shows the phases/types of expenses associated with the project, the years in which they will be proposed and/or were already approved, and how those costs are being funded.

**SOUTH FRONTENAC Capital Project Detail Sheet**

---

**Project Information**

<p><b>Project Name:</b> Verona Seniors Housing Master Plan</p> <p><b>Project Number:</b> 21-35</p> <p><b>Department:</b> CAO/Clerk</p> <p><b>Description:</b> Initial planning exercise for the Verona seniors affordable housing property and surrounding lands. Addresses high level land uses. Involves a degree of community consultation and other plan/document review by a planning consultant.</p> <p><b>Staff Contact:</b> Neil Carbone, CAO</p>	<p><b>Type of Project:</b> Plans/Studies</p> <p><b>Basis for Activity:</b> Growth Related</p> <p><b>Relationship to Strategic Plan:</b> Priority #4 - Be a catalyst for the creation of vibrant, complete communities</p> <p><b>Rationale:</b> A master plan is required to ensure that the seniors affordable housing development and related works in Verona are compatible with the surrounding lands and uses, including consideration of traffic patterns, ingress/egress, parking, pedestrian flows, trail connections, etc.</p>
---	--

---

**Project Finances**

<p><b>Operating Impacts:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Budget Year(s)</th> <th>Exp/(Rev)</th> <th>FTE</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 40px;">Explanation:</td> </tr> </tbody> </table>	Budget Year(s)	Exp/(Rev)	FTE	Explanation:			<p><b>Current (2021) Year Cost:</b> \$25,000</p> <p><b>Prior Expensed to Date:</b> \$0</p> <p><b>Total Project Cost:</b> \$25,000</p>
Budget Year(s)	Exp/(Rev)	FTE					
Explanation:							

---

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	-	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Design/Consulting	-	25,000	-	-	-	-
Funding Source(s)						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Reserves 1	-	-	-	-	-	-
Development Charges	-	25,000	-	-	-	-
Taxation	-	-	-	-	-	-

This area indicates the type of project, what factors are driving the need for the project, and how the project aligns with the Strategic Plan

This area shows the amount to be approved in the current budget, the estimated total cost when completed, and any amounts that have been expensed to the project to date.

Only the amounts under the current budget year column are being proposed for approval during the budget.

# Summary of 2021 non-Public Services Capital

- **20** non-PS capital projects are being proposed for 2021
- Fire Services typically makes up the largest number of non-PS capital projects resulting in greater numbers of capital *equipment* projects that are related to our *organizational capacity* priorities
- The charts below summarize the number of each project type, basis for their activity, and the number of projects related to each strategic plan priority.

Type of Project	# of Projects
Other Capital	3
Plans/Studies	4
Fleet	3
Equipment	10

Project Basis	# of Projects
Growth Related	5
Asset Renewal	5
Service Level Change	7
Other	3

Strategic Plan Priority	# of Projects
Priority 1: Regional Leadership	0
Priority 2: Growth/Environment	3
Priority 3: Organizational Capacity	14
Priority 4: Vibrant/Complete Communities	2
Not Applicable	1

**2021 South Frontenac Non-Public Services Capital Budget - DRAFT**

Page #	PROJECT NUMBER	PROJECT YEAR(S)	TOTAL PROJECT	2021 BUDGET	PROPOSED FINANCING			NOTES/DETAIL	
					TAX LEVY	RESERVES	OTHER		
<b>GENERAL GOVERNMENT</b>									
<b>Corporate Services</b>									
<b>New Projects</b>									
1	Council Chambers Furniture Upgrades	21-34	2021	7,500	7,500	7,500	-	-	Development Charges
2	Verona Master Plan	21-35	2021	25,000	25,000	-	25,000	-	
<b>Total - Corporate Services</b>				<b>32,500</b>	<b>32,500</b>	<b>7,500</b>	<b>25,000</b>	<b>-</b>	
<b>PROTECTIVE SERVICES</b>									
<b>Building</b>									
<b>New Projects</b>									
3	Building/Planning Software & Support	20-07	2020-2021	344,050	65,000	-	18,200	46,800	Building Reserve/ RED Funding
4	Large Format Scanner	21-15	2021	15,000	15,000	-	15,000	-	Building Reserve
<b>Sub-total</b>				<b>359,050</b>	<b>80,000</b>	<b>-</b>	<b>33,200</b>	<b>46,800</b>	
<b>Fire</b>									
<b>New Projects</b>									
8	Tanker - Station 4	21-02	2021	425,000	425,000	-	425,000	-	Fire Equipment Reserve
9	Rapid Response Unit x 5 -2021(2) & 2022(3)	21-03	2021	375,000	150,000	-	150,000	-	Fire Equipment Reserve
10	Mechanical/Support Vehicle	21-04	2021	80,000	80,000	-	80,000	-	Fire Equipment Reserve
11	Volunteer Recruitment (20)	21-05	2021	114,500	114,500	-	114,500	-	Working Funds
12	Handheld Radios (36)	21-06	2021	21,600	21,600	-	21,600	-	Working Funds
13	Extractor/Dryer - Station 4 Hartington	21-07	2021	55,000	55,000	-	55,000	-	Infrastructure
14	Bunker Gear Replacement (10)	21-08	2021	25,000	25,000	-	25,000	-	Fire Equipment Reserve
15	Hoses and Appliances	21-09	2021	18,000	18,000	-	18,000	-	Fire Equipment Reserve
16	Wildland Firefighting Suits (100)	21-10	2021	38,000	38,000	38,000	-	-	
17	Blowers (8)	21-11	2021	11,200	11,200	11,200	-	-	
18	Holley Tubes (8)	21-12	2021	6,800	6,800	6,800	-	-	
19	Accountability Equipment (2)	21-13	2021	5,000	5,000	5,000	-	-	
20	Ice Water Rescue Suits (6)	21-14	2021	5,700	5,700	5,700	-	-	
<b>Sub-total</b>				<b>1,180,800</b>	<b>955,800</b>	<b>66,700</b>	<b>889,100</b>	<b>-</b>	
<b>Total - Protection Services</b>				<b>1,539,850</b>	<b>1,035,800</b>	<b>66,700</b>	<b>922,300</b>	<b>46,800</b>	
<b>PLANNING</b>									
<b>New Projects</b>									
5	Official Plan	19-60	2019-2021	176,000	30,000	-	30,000	-	Federal Gas Tax
6	Development of Subdivision /Condo Standards	21-16	2021	15,000	15,000	-	15,000	-	Working Funds
7	Servicing Options Study	21-17	2021	100,000	100,000	-	100,000	-	Federal Gas Tax
<b>Total - Planning</b>				<b>291,000</b>	<b>145,000</b>	<b>-</b>	<b>145,000</b>	<b>-</b>	
<b>TOTALS</b>				<b>1,863,350</b>	<b>1,213,300</b>	<b>74,200</b>	<b>1,092,300</b>	<b>46,800</b>	

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Council Chambers Furniture Upgrades**

Type of Project: **Other Capital**

Project Number: **21-34**

Basis for Activity: **Other**

Department: **CAO/Clerk**

Relationship to Strategic Plan: **N/A**

Description: **New modular boardroom tables (staff/meetings)  
New ergonomic chairs x 4  
(4 x \$250, 4 x Tables \$1,750)**

Rationale: **Recognize growing use of Council Chambers as alternative meeting space due to size-related capacity issues of other spaces as a result of covid; provides flexible meeting/board table configuration and staff table configuration for Council meetings.**

Staff Contact: Neil Carbone, CAO

## Project Finances

Operating Impacts: Budget Year(s)      Exp/(Rev)      FTE

Explanation:

**Current (2021) Year Cost:** \$7,500  
**Prior Expensed to Date:** \$0  
**Total Project Cost:** \$7,500

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	7,500	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Reserves	-	-	-	-	-	-
User Fees	-	-	-	-	-	-
Taxation	-	7,500	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Verona Seniors Housing Master Plan**

Type of Project: **Plans/Studies**

Project Number: **21-35**

Basis for Activity: **Growth Related**

Department: **CAO/Clerk**

Relationship to Strategic Plan: **Priority #4 - Be a catalyst for the creation of vibrant, complete communities**

Description: Initial planning exercise for the Verona seniors affordable housing property and surrounding lands. Addresses high level land uses. Involves a degree of community consultation and other plan/document review by a planning consultant.

Rationale: A master plan is required to ensure that the seniors affordable housing development and related works in Verona are compatible with the surrounding lands and uses, including consideration of traffic patterns, ingress/egress, parking, pedestrian flows, trail connections, etc.

Staff Contact: Neil Carbone, CAO

## Project Finances

Operating Impacts: Budget Year(s)      Exp/(Rev)      FTE

Explanation:

Current (2021) Year Cost: \$25,000

Prior Expensed to Date: \$0

Total Project Cost: \$25,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	-	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Design/Consulting	-	25,000	-	-	-	-
	-	-	-	-	-	-
Funding Source(s)						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Reserves 1	-	-	-	-	-	-
Development Charges	-	25,000	-	-	-	-
Taxation	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Planning/Building Software & Support**

Type of Project: **Other Capital**

Project Number: **20-07**

Basis for Activity: **Service Level Change**

Department: **Development Services**

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

Description: Continuation of 2020 initiative; these 2021 costs include second year of Project Coordinator (2 year contract)

Rationale: Improves permitting timeframes and ease of communicating with builders and between planning and building staff to reduce timeframe required to get idea from concept to construction; 72% funding by two grant programs; bulk of project approved in 2020 and work underway.

Staff Contact: Claire Dodds, DIRECTOR DEVELOPMENT SERVICES

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

**2021 \$17,904**

Explanation: Annual licensing fees result from this software implementation; Project Coordinator position funded through capital, not operating; portion of annual licensing fees offset by Building fees.

Current (2021) Year Cost: \$65,000

Prior Expensed to Date: \$279,050

Total Project Cost: \$344,050

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	241,050	-	-	-	-	-
Design	-	-	-	-	-	-
Other	38,000	65,000	-	-	-	-
Consulting	-	-	-	-	-	-
	-	-	-	-	-	-
Funding Source(s)						
Government Funding	200,916	46,800	-	-	-	-
Donations	-	-	-	-	-	-
Building Reserve	78,134	18,200	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Large Format Scanner**

Type of Project: **Equipment**

Project Number: **21-15**

Basis for Activity: **Growth Related**

Department: **Development Services**

Relationship to Strategic Plan:

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

Description: Scanner that allows for scanning of larger plans/drawings, to digitize files as they are submitted with new applications + to digitize existing hard copy documents from multiple departments.

Rationale: Delivery of planning/building services becoming more electronic-based with a requirement to share documents digitally. Digital documents (e.g. Subdivision Plans, building permit drawings, etc.) speeds up the review and approval process and timelines; digitization also frees up storage space in multiple facilities where capacity is severely limited; contracting out this service on a one-time basis would be an equivalent cost.

Staff Contact: Claire Dodds, DIRECTOR DEVELOPMENT SERVICES

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

2021

Explanation:

Existing summer student hires would perform regular digitizing/uploading of files.

Current (2021) Year Cost: \$15,000

Prior Expensed to Date: \$0

Total Project Cost: \$15,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	15,000	-	-	-	-
Design	-	-	-	-	-	-
Other	-	-	-	-	-	-
Consulting	-	-	-	-	-	-
Funding Source(s)						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Building Reserve	-	15,000	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Official Plan**

Type of Project: **Plans/Studies**

Project Number: **19-60**

Basis for Activity: **Growth Related**

Department: **Development Services**

Relationship to Strategic Plan: **Priority #4 - Be a catalyst for the creation of vibrant, complete communities**

Description: Comprehensive policies and mapping document to guide growth and development in the Township in the coming years.

Rationale: Typically requires renewal every 5 years (last review was 2003); Provides a framework for growth and development in South Frontenac; precursor to Updated Zoning By-law; Required before delegated Subdivision/Condo approval authority can be sought from the County.

Staff Contact: Claire Dodds, DIRECTOR DEVELOPMENT SERVICES

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$30,000  
 Prior Expensed to Date: \$768  
 Total Project Cost: \$176,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	-	-	-	-	-
Design	-	-	-	-	-	-
Other	16,000	-	-	-	-	-
Consulting	130,000	30,000	-	-	-	-
	-	-	-	-	-	-
Funding Source(s)						
Federal Gas Tax	146,000	30,000	-	-	-	-
Donations	-	-	-	-	-	-
Reserves 1	-	-	-	-	-	-
User Fees	-	-	-	-	-	-
Development Charges	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Development of Subdivision/Condo Standards**

Type of Project: **Plans/Studies**

Project Number: **21-16**

Basis for Activity: **Growth Related**

Department: **Development Services**

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

Description: Establish engineering standards for subdivision and condominium development which can be provided to developers.

Rationale: Having subdivision/condo standards assists in articulating to developers our community's standards and expectations relative to the needs of both our urban and rural developments; ensures consistency/level playing field for developers; speeds up development review cycle.

Staff Contact: Claire Dodds, DIRECTOR DEVELOPMENT SERVICES

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$15,000  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$15,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	-	-	-	-	-
Design	-	-	-	-	-	-
Other	-	-	-	-	-	-
Consulting	-	15,000	-	-	-	-
Funding Source(s)						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Reserves 1	-	-	-	-	-	-
Working Funds	-	15,000	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Servicing Options Study**

Type of Project: **Plans/Studies**

Project Number: **21-17**

Basis for Activity: **Growth Related**

Department: **Development Services**

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

Study will assess where and under what circumstances additional piped municipal water/sewer services would be suitable.

Rationale: Private/communal servicing may not always be the most cost-effective or flexible servicing approach for desired forms/scales of development. Plus, recent changes to provincial policy re: partial servicing requires consideration of servicing options beyond private/communal. Servicing options are critical to supporting growth and development.

Staff Contact: Claire Dodds, DIRECTOR DEVELOPMENT SERVICES

## Project Finances

Operating Impacts:      Budget Year(s)      Exp/(Rev)      FTE

Explanation:

Current (2021) Year Cost:      \$100,000  
 Prior Expensed to Date:      \$0  
 Total Project Cost:      \$100,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	-	-	-	-	-
Design	-	-	-	-	-	-
Other	-	-	-	-	-	-
Consulting	-	100,000	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Reserves 1	-	-	-	-	-	-
Federal Gas Tax	-	100,000	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Station 4 Tanker**

Type of Project: **Fleet**

Project Number: **21-02**

Basis for Activity: **Asset Renewal**

Department: **SFFR**

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

Description: 2500 gal tanker with pump;  
Will result in sale of existing 1500 gal tanker through GovDeals  
(Revenue allocated back into Fire Fleet reserve)

Rationale: Scheduled replacement as part of fleet asset mgmt plan;  
Typical one year delivery after commitment to purchase;  
Will assist with upcoming 2022 Water Shuttle Accreditation.  
Improved capacity - 2500 gal vs current 1500 gal.

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$425,000

Prior Expensed to Date: \$0

Total Project Cost: \$425,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	425,000	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Fire Equipment Reserve	-	425,000	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Rapid Response Unit (3/4 Ton Pickups) x 5**      Type of Project: **Fleet**

Project Number: **21-03**      Basis for Activity: **Service Level Change**

Department: **SFFR**      Relationship to Strategic Plan: **Priority #3 - Ensure the organizational capacity to deliver cost-effective services in a changing world**

Description: **5 x 3/4 pickup trucks outfitted with enclosed rear cap with rollout tray; Acquisition over two (2) years; Allows for equipment/PPE/clothing isolation; Disposal of 3 x squads over 2 years (est. proceeds of \$75,000 back to Fire Equipment Reserve)**

Rationale: **Newly supported asset management plan (Council Sept 2020); conversion of squads to rapid response units for improved access, efficiency and reduced replacement cost; Improved medical call response; Supports MOL 'clean cab' directive.**

Staff Contact: **Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF**

## Project Finances

Operating Impacts:	Budget Year(s)	Exp/(Rev)	FTE
	<b>2021</b>		
<b>Explanation:</b>	<b>Reduced maintenance cost for pumpers (fewer responses); reduced maintenance on pickups over squads; fuel savings</b>		

**Current (2021) Year Cost:** \$150,000  
**Prior Expensed to Date:** \$0  
**Total Project Cost:** \$375,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	150,000	225,000	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Fire Equipment Reserve	-	150,000	225,000	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Mechanical/Support Vehicle**

Type of Project: **Fleet**

Project Number: **21-04**

Basis for Activity: **Service Level Change**

Department: **SFFR**

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

Description: To be located at Station 6;  
Transit-style van unit; internal stand-up work bench provides on-site testing of equipment

Rationale: Newly supported asset management plan (Council Sept 2020); conversion of squads to RR Units and new Mechanical/Support vehicle; consolidates certain squad uses; eliminates transportation and staff costs

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts:	Budget Year(s)	Exp/(Rev)	FTE
	2021	\$1,500	

Explanation: New vehicle creates added maintenance costs

Current (2021) Year Cost: \$80,000

Prior Expensed to Date: \$0

Total Project Cost: \$80,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	80,000	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Fire Equipment Reserve	-	80,000	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Volunteer Firefighter Recruitment x 20**

Type of Project: **Other Capital**

Project Number: **21-05**

Basis for Activity: **Other**

Department: **SFFR**

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

Description: Covers all recruitment costs including: Bunker Gear / Helmets / Gloves / Balaclava / Pager / Boots / Uniform / SCBA Mask / OFMEM Certification, testing, training; Training program delivered in-house; increased cost from initial Long Range Plan estimate of \$85,000 (equipment cost inflation)

Rationale: Anticipated in Long Range Financial Plan; Fire Underwriters recommend SFFR VFF complement 25 VFFs per station (~200); Current force of ~108; bi-annual recruitment campaign intended to bolster ranks and replace retirees/resignations

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts:	Budget Year(s)	Exp/(Rev)	FTE
	2022	\$46,000	
Explanation:	Average annual VFF pay of \$4,600 x net complement increase of 10 VFFs in 2022 onwards		

Current (2021) Year Cost: \$114,500  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$114,500

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	-	-	-	-	-
Design	-	-	-	-	-	-
Training	-	14,000	-	-	-	-
Equipment	-	100,500	-	-	-	-
	-	-	-	-	-	-
Funding Source(s)						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Working Funds Reserve	-	114,500	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Handheld Radios x 36**

Type of Project: **Equipment**

Project Number: **21-06**

Basis for Activity: **Asset Renewal**

Department: **SFFR**

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

Description: \$600/unit; Will work along with new in-vehicle repeaters for improved communications

Rationale: All 8 Stations have insufficient # of functioning radios; Essential to on-scene communications and health & safety of SFFR personnel; Allows for continued use of current analogue technology w/o need for digital upgrade at high cost

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$21,600

Prior Expensed to Date: \$0

Total Project Cost: \$21,600

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	21,600	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Taxation	-	21,600	-	-	-	-
Reserves 1	-	-	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Extractor/Dryer - Station 4 Hartington**

Type of Project: **Equipment**

Project Number: **21-07**

Basis for Activity: **Other**

Department: **SFFR**

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

Description: Provides cleaning/drying of VFF bunker gear; removes harmful exposures; Includes cost of units and installation

Rationale: Only current unit is at Station 6 / MOL is focusing on Firefighter Cancer Prevention; Allows SFFR to meet 2nd extraction cleaning standard set by NFPA; Improved geographic coverage for cleaning; H&S of SFFR Personnel

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$55,000  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$55,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	55,000	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Infrastructure Reserve	-	55,000	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Bunker Gear Replacement x 10 suits**

Type of Project: **Equipment**

Project Number: **21-08**

Basis for Activity: **Asset Renewal**

Department: **SFFR**

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

Description: 10 replacement suits for VFFs

Rationale: Part of annual replacement schedule / 10 year lifespan as per NFPA 1851

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s)      Exp/(Rev)      FTE

Explanation:

Current (2021) Year Cost: \$25,000  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$25,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	25,000	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Fire Equipment Reserve	-	25,000	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Hoses and Appliances**

Type of Project: **Equipment**

Project Number: **21-09**

Basis for Activity: **Asset Renewal**

Department: **SFFR**

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

Description: Hose replacements of various types (400'/pumper of 1.5")(800' of 2.5")(adapters/nozzles, couplings, etc.)

Rationale: Annual and ongoing replacement cycle

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s)      Exp/(Rev)      FTE

Explanation:

Current (2021) Year Cost: \$18,000  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$18,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	18,000	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Fire Equipment Reserve	-	18,000	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Wildland Firefighting Suits x 100**

Type of Project: **Equipment**

Project Number: **21-10**

Basis for Activity: **Service Level Change**

Department: **SFFR**

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

Description: Wildland suits consist of fire-rated nomex coveralls; \$380/suit

Rationale: Reduce wear and cleaning requirements on Bunker Gear at wildland incidents; Reduce heat exhaustion of firefighters; H&S of SFFR personnel

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$38,000  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$38,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	38,000	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Taxation	-	38,000	-	-	-	-
Reserves 1	-	-	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Blowers x 8**

Type of Project: **Equipment**

Project Number: **21-11**

Basis for Activity: **Service Level Change**

Department: **SFFR**

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

Description: \$1,400/unit  
one unit per station

Rationale: Quick and easy technique for wildland fires / reduces the need for additional hose deployment

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$11,200  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$11,200

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	11,200	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Taxation	-	11,200	-	-	-	-
Reserves 1	-	-	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Holley Tubes x 8**

Type of Project: **Equipment**

Project Number: **21-12**

Basis for Activity: **Service Level Change**

Department: **SFFR**

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

Description: **6.5' long 8" diametre tube with 1.5" inlet to transfer water between portatanks (at water shuttle sites); \$850/unit**

Rationale: **Maximizes use of tankers during incidents; Improves efficiency and setup time for Water Shuttle Accreditation**

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$6,800  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$6,800

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	6,800	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Taxation	-	6,800	-	-	-	-
Reserves 1	-	-	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Accountability Equipment x 2 Units**

Type of Project: **Equipment**

Project Number: **21-13**

Basis for Activity: **Service Level Change**

Department: **SFFR**

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

Description: Accountability board system operated by accountability officer (reporting to Incident commander on-site); \$2,500/unit; allows for tracking of all responding personnel on-site

Rationale: Improve on scene accountability of firefighting personnel; health & safety measure; reduces liability exposure

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$5,000  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$5,000

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	5,000	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Taxation	-	5,000	-	-	-	-
Reserves 1	-	-	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-

# SOUTH FRONTENAC Capital Project Detail Sheet



## Project Information

Project Name: **Ice Water Rescue Suits x 6**

Type of Project: **Equipment**

Project Number: **21-14**

Basis for Activity: **Asset Renewal**

Department: **SFFR**

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

Description: \$950/suit; insulated wet suits for ice water rescues; worn by responding VFFs; not assigned to individual VFFs

Rationale: Continual need for replacement of suits that leak and are past expiry date. Cheaper to purchase new than to repair.

Staff Contact: Darcy Knott, DIRECTOR EMERGENCY SERVICES/CEMC FIRE CHIEF

## Project Finances

Operating Impacts: Budget Year(s) Exp/(Rev) FTE

Explanation:

Current (2021) Year Cost: \$5,700  
 Prior Expensed to Date: \$0  
 Total Project Cost: \$5,700

Phase(s)	Prior Approved	2021	2022	2023	2024	2025
Purchase	-	5,700	-	-	-	-
Design	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Funding Source(s)</b>						
Government Funding	-	-	-	-	-	-
Taxation	-	5,700	-	-	-	-
Reserves 1	-	-	-	-	-	-
User Fees	-	-	-	-	-	-
Debenture/Loan	-	-	-	-	-	-



## REPORT TO COMMITTEE OF THE WHOLE

Office of the  
Chief Administrative Officer



**AGENDA DATE:** November 24<sup>th</sup>, 2020

**SUBJECT:** 2021 Budget Support for Community COVID Impacts

### RECOMMENDATION:

That Committee of the Whole support the inclusion of \$250,000 in the 2021 operating budget funded from the Township's working reserve, to be directed to residents and businesses which have been negatively impacted by the COVID-19 pandemic, via local social services and business support agencies, through programs to be determined at a later date.

### BACKGROUND:

At the November 10 Committee of the Whole meeting staff presented Council with recommendations regarding high level direction and priorities to be included in the 2021 budget.

At the meeting Council expressed the desire to provide some focused support to those in the community who have been negatively impacted by the COVID-19 pandemic.

### ANALYSIS/DISCUSSION:

In order to provide focused support to those in need without adversely affecting Township service levels, staff is proposing that a one-time amount of \$250,000, representing a little more than 1% of the Township's annual tax levy, be allocated to this COVID-19 support initiative and funded from the Township's working reserve.

This one-time amount would have a negligible effect on current and future year service delivery and can be accommodated without significant changes to the 10-year long range financial plan.

#### Allocation

In order to target those most in need of support due to the pandemic, staff recommends that the funding be distributed through a variety of program streams, delivered by outside social services and related agencies with established reputations, client lists, and protocols for distributing funding on the basis of need.

Staff has had preliminary conversations with a number of organizations and there is interest in finding strategic ways to allocate funding in order to meet Council's objectives, either through existing or modified programs. Those organizations include:

- South Frontenac Community Services
- Kingston & Area Community Foundation
- Frontenac Community Futures Development Corporation (CFDC)

While most funding would be directed towards resident needs, Frontenac CFDC would be approached to allocate a portion of the funding to small businesses in the community that have been negatively impacted by the pandemic.

Staff also recommends allocating a portion of the funding to a special stream of the Township's Community Grant Program that would grant funds to Not-for-Profits based on proposals for programs or services aimed at resident COVID-19 relief.



## REPORT TO COMMITTEE OF THE WHOLE

Office of the  
Chief Administrative Officer



Funding would only be directed to residents or businesses within South Frontenac, and all agencies would be required to report back to Council on the allocation of funding including the number of residents or businesses served and the outcomes.

While existing programs may mean little if any additional overhead costs for agencies, new programs may require a portion of funding be allocated to administrative costs. Staff would only support allocations where the majority of funding makes its way directly to residents.

If supported by Committee of the Whole, staff will include the allocation in the 2021 Operating Budget for approval by Council in January 2021, and will continue working with agencies to develop more concrete plans for the distribution of funds.

A final plan for the distribution of funds including the scope of a new Community Grants Stream, will also come back to Council for approval.

### **RELATIONSHIP TO THE STRATEGIC PLAN:**

Allocation of COVID-19 support funding in the 2021 budget supports *Priority #4: Be a catalyst for the creation of vibrant, complete communities.*

### **FINANCIAL/STAFFING IMPLICATIONS:**

The one-time allocation of \$250,000 would be funded from the Township's working reserve, having a negligible impact on our Long Range Financial Plan and no impact on service delivery.

### **ATTACHMENTS:**

1. None

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

Neil Carbone  
Chief Administrative Officer



## Backgrounder

# Concerns About Changes to the *Conservation Authorities Act* and *Planning Act* Which Affect Conservation Authorities

November 11, 2020

The Province has introduced a number of changes to the *Conservation Authorities Act* and the *Planning Act* that significantly either limit and completely change the role of conservation authorities to protect Ontario's environment and ensure people and property are safe from natural hazards. The changes risk watering down or limiting the conservation authorities' ability to ensure a watershed-based approach to development and to overall protection of Ontario's environment.

### Highlights of Key Changes:

- remove and/or significantly hinder the conservation authorities' role in regulating development, permit and planning application appeal process and engaging in review and appeal of municipal planning applications
- allow the Minister make decisions on permit appeals and issue permits without watershed data and expertise from the conservation authorities
- redirect the fiduciary role (Duty of Members) for municipally appointed CA Board members. They are being told to make decisions in the best interest of the municipalities and not the conservation authority.

### Conservation Authority Transparency and Accountability

There are a number of changes which appear administrative in nature which we acknowledge will address concerns around conservation authorities' transparency and accountability. CA Administrative By-Laws were completed by the December 2018 legislated deadline and should already address these concerns including making key documents publicly available; including meeting agendas, meeting minutes, and annual audits.

### Conservation Ontario Concerns

#### **Ontario's environment will be at risk.**

**Provincial changes to both the *Conservation Authorities Act* and the *Planning Act* risk watering down or losing the conservation authorities' science-based watershed approach which currently protects Ontario's environment.**

- Conservation authorities are important agencies who help protect Ontario's environment. Their science-based watershed information helps to steer development to appropriate places where it will not harm the environment or create risks to people.
- CAs bring the watershed science and information to the various tables where development and growth are being reviewed and discussed.
- Provincial changes limit the conservation authorities' ability to provide input to municipal planning applications and to permit decisions and appeals.

- The conservation authority watershed model has served Ontario well and is relied upon by many levels of government, businesses and residents to protect the environment from upstream to downstream.
- Conservation authorities undertake watershed-scale monitoring, data collection management and modelling; watershed-scale studies, plans, assessments and strategies; and watershed-wide actions including stewardship, communication, outreach and education activities that protect our environment on a watershed basis.

**Provincial changes will actually create more costs, delays and red tape around permit and planning applications and appeals.**

- There are new appeal processes which will significantly slow down the permitting process creating delays and more red tape.
- If applicants are not satisfied with decisions made by the Hearing Boards (CA Board of Directors and/or Executive), then applicants can now appeal directly to the Minister who can make his or her own decision and even issue a permit.
- Alternatively, or in addition, the applicant can appeal a decision of the conservation authority to the Local Planning Appeal Tribunal (LPAT).
- These changes could add as many as almost 200 days to the application process.

**Changes made by the Province to the conservation authorities' role in not being allowed to independently appeal decisions made around permits and municipal planning applications will put more people and infrastructure at risk of flooding and other natural hazards and add additional stressors to Ontario's biodiversity.**

- Conservation authorities' regulatory role is not always a popular one but it is very important. Being able to participate in appeals processes ensures that the watershed lens is being applied to planning and land use decisions and that people and their property are protected from natural hazards such as flooding.
- Changes have been made to the conservation authorities' role in the permit appeal process. They are no longer allowed to appeal these decisions independently.
- Without our ability to look at development applications on a watershed basis, we run the risk of the plan review process being piecemealed and ultimately the potential to exasperate risks associated with natural hazards and for cumulative negative environmental impacts.

**The Province has removed the responsibility for municipally appointed CA Board members to represent the interests of the Conservation Authority.**

- The Province has changed the 'Duty to Members' section of the CAA to have municipal representatives on CA Boards actually act in the interests of their own municipality rather than the conservation authority's interests.
- It contradicts the fiduciary duty of board members of any organization to represent the best interests of the corporation they are overseeing. It puts an individual municipal interest above the conservation authority interests.

- This change undermines the ability of the CA Board to address the broader environmental/resource management issues facing our watersheds today. It limits discourse on these issues and consideration of programs and services that address watershed-wide issues that span municipal boundaries is paramount in a time of increasing climate change.

For more information:

Kim Gavine, General Manager, Conservation Ontario  
Cell: 905-251-3268 | [kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca)  
Conservationontario.ca

## **Proposed Resolution for Municipalities**

**WHEREAS** the Province has introduced Bill 229, *Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act*; and

**WHEREAS** municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected; and

**WHEREAS** changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process; and

**WHEREAS** municipalities require a longer transition time to put in place agreements with conservation authorities for non-mandatory programs; and

**WHEREAS** municipalities of the Mississippi River watershed value and rely on the natural habitats and water resources within our jurisdiction for the economic health and well-being of residents and our communities; and

**WHEREAS** we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development, undertaking watershed scale studies and planning, and engaging in reviews of applications submitted under the *Planning Act*.

### **THEREFORE, BE IT RESOLVED:**

1. THAT the Province of Ontario delay enactment of clauses affecting municipal concerns
2. THAT the Province of Ontario provide a longer transition period up to December 2022 for non-mandatory programs to enable coordination of CA-municipal budget processes
3. THAT the Province respect the current conservation authority/municipal relationships
4. AND THAT the Province of Ontario work with conservation authorities to address concerns by repealing and/or amending changes to the *Conservation Authorities Act* and the *Planning Act*.

**Proposed Amendments to the *Conservation Authorities Act & Planning Act* through Bill 229**

Description of Key Amendments	Potential Implications
<p><b>Board of Directors</b></p> <ul style="list-style-type: none"> <li>• Board members must be municipal councillors               <ul style="list-style-type: none"> <li>○ Currently, municipalities have the choice to appoint a member of council or a resident of the municipality to be their CA member.</li> </ul> </li> <li>• The Minister may appoint an additional member to a CA Board to represent the agricultural sector.               <ul style="list-style-type: none"> <li>○ This is a new provision</li> </ul> </li> <li>• Members cannot serve as chair or vice-chair for more than two consecutive years.               <ul style="list-style-type: none"> <li>○ Currently, municipally-appointed CA Boards set term limits through an Administrative Bylaw. MVCA holds annual elections.</li> </ul> </li> <li>• Board members must “...act honestly and in good faith and shall generally act on behalf of their respective municipalities.”               <ul style="list-style-type: none"> <li>○ This section had originally been amended to say members “shall act honestly and in good faith with a view to furthering the objects of the authority”.</li> </ul> </li> <li>• Through regulation, the province could require CAs to establish one or more advisory boards and could prescribe the composition, functions, powers, duties, activities and procedures of these advisory boards.               <ul style="list-style-type: none"> <li>○ Currently, municipally-appointed CA Boards determine whether or not to establish advisory boards and their composition, functions, powers, duties, activities and procedures through an Administrative Bylaw.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Potential municipal concern.</b> Municipalities will no longer be able to appoint a member of the public as their CA member which could strain the capacity of some municipal councils, especially large municipalities with multiple members. Also, the use of the term “municipal councillor” rather than “municipally elected official” may exclude Mayors.</li> <li>• <b>Potential municipal concern.</b> It is unknown if an agricultural representative would have the same voting privileges as a municipal member, be entitled to serve as chair or vice-chair or have a levy vote. It is understood that candidates would likely apply through the Public Appointments Secretariat.</li> <li>• <b>Potential municipal concern.</b> Municipal councillor interest and availability to fill the role of chair and vice-chair is unknown. It could be challenging to have to rotate this role every two years, particularly immediately following elections given the learning curve for new members to the organization. A focus on succession planning would be more beneficial.</li> <li>• <b>Significant concern.</b> The amendment requiring members to act on behalf of their respective municipalities contradicts the fiduciary duty of a Board Member to represent the best interests of the corporation they are overseeing. It also puts an individual municipal interest above the broader watershed interests which contradicts the purpose of the Act and <b>conservation authorities</b>.</li> <li>• <b>Potential municipal concern.</b> Like municipalities, CA Boards make decisions about advisory boards based on the needs of their programs, organization and watershed which varies across the province. Some advisory boards may also be established on an ad hoc basis to address a specific project, issue or need.</li> </ul>

## Programs and Services

- CAs must provide mandatory programs and services related to:
  - The risk of natural hazards (e.g. flooding, erosion)
  - The conservation and management of lands owned by the CA (e.g. conservation areas)
  - Duties under the Clean Water Act (drinking water source protection).
- CAs may also enter into agreements with municipalities to provide programs and services on their behalf (e.g. septic approval, septic re-inspection, land management).
  - Through regulation, the province could prescribe program standards and requirements, or prescribe or limit the types of programs a CA can provide to a municipality
- CAs may also provide other programs and services as it determines are advisable to further the conservation, restoration, development and management of natural resources.
  - CAs must now enter into agreements with participating municipalities for any such programs that are supported by municipal levy
  - Each CA must prepare a transition plan for entering into these agreements and MECP has indicated that this change should be implemented in 2022 budgets (meaning all agreements would have to be prepared, reviewed and signed by next summer).
  - Through regulation, the province could prescribe program standards and requirements, or prescribe or limit the types of programs a CA can provide.

Municipalities establish CAs so they can work together to deliver programs and services tailored to the needs of their shared watershed and the capacity of their local tax base. For 70 years, these municipal partnerships have collaborated to deliver effective programs and services including mandatory responsibilities related to natural hazards as well as programs and services that further the conservation, restoration, management and development of natural resources (stated purpose of the Act).

- **Potential municipal concern.** Currently, CAs are free to enter into agreements with member municipalities to provide any program or service on their behalf. CAs typically offer programs and services to municipalities that leverage capacity or specialized skills or knowledge within the CA. This achieves efficiencies and cost-savings. If the province limits what programs CAs can provide, municipalities would lose access to expertise within the CAs and have to find other service providers or develop capacity themselves, creating duplication. Municipalities form, govern and fund CAs, so these program decisions should be made by municipally-appointed CA Boards, not the province. MVCA operates under several such MOUs today.
- **Potential municipal concern / significant concern.** Currently, municipally-appointed CA Boards make decisions about what programs and services a CA will deliver to further the purpose of the Act. Typically, decisions are science-based, creating programs whose outcomes will protect people from natural hazards and improve the condition of the local watershed. These programs are often support by some municipal funding as they benefit the watershed as a whole. Requiring agreements with municipalities for all such programs will be administratively burdensome for both CAs and municipalities and could lead to inconsistent program delivery across the watershed if not all municipalities agree. This will undermine the success of the programs and have potential impacts on municipalities downstream. This is counter to the purpose of the Act which is watershed-scale decision making.
- **Potential municipal concern.** MECP has indicated that program changes would be implemented in 2022 budgets which means agreements with municipalities would have to be finalized by mid summer 2021. This does not provide municipalities and CAs with sufficient time to implement these changes as MECP had suggested a period of 18 months last year.

<p><b>Budgets, Fees and Levies</b></p> <ul style="list-style-type: none"> <li>• Through regulation, the province could govern the apportionment of a CA's capital costs</li> <li>• Through regulation, the province could govern the apportionment of a CA's operating expenses, the amount that municipalities are required to pay, and restrict and prohibit certain types of operating expenses</li> <li>• The Minister could make a regulation respecting the amount of any fee a CA charges, including the manner in which the fee is calculated</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Significant municipal concern.</b> Currently, municipally-appointed CA Boards set operating and capital budgets and fee schedules. Budgets are transparent showing how projects and programs will be funded. Draft budgets are circulated each year to all member municipalities for consultation, including the apportionment of capital and operating costs to municipalities.</li> </ul> <p>Since municipalities provide CAs with their largest chunk of funding (an average of 50%) and the province provides CAs with 2 to 4 percent of their funding, decisions regard budgets, cost apportionment, levies and fees should be made locally.</p> <p>The Act also requires CAs to undertake an annual financial audit and provide audited financial statements to member municipalities and the Province and to post them publicly to ensure accountability and transparency.</p>
<p><b>Appeal of permit application fees (s. 21.2)</b></p> <p>Creation of a new process to appeal Section 28 permit application fees to the Local Planning Appeal Tribunal.</p> <p>The authority must decide a reconsideration of a fee within 30 days. A decision or non-decision is appealable to LPAT.</p>	<ul style="list-style-type: none"> <li>• <b>Some concern.</b> It is currently best practice for conservation authorities to grant applicants the opportunity to have their fees reconsidered. The appeal of permit fees to LPAT has the potential to undermine CA Board direction regarding cost recovery and divert both financial and staff resources away from the primary work of the conservation authority.</li> </ul>
<p><b>Ministerial Review of Permit Decisions</b></p> <p>Subsection 28.1 (8) of the Act currently allows a person who applied to a conservation authority for a permit under subsection 28.1 (1) to appeal that decision to the Minister if the authority has refused the permit or issued it subject to conditions.</p> <p>Subsection 28.1 (8) is repealed and replaced with provisions that allow the applicant to choose to seek a review of the authority's decision by the Minister or, if the Minister does not conduct such a review, to appeal the decision to the Local Planning Appeal Tribunal within 90 days after the decision is made. Furthermore, if the authority fails to make a decision with respect to an application within 120 days after the application is submitted, the applicant may appeal the application directly to the Tribunal.</p>	<ul style="list-style-type: none"> <li>• <b>Significant concern.</b> These amendments provide two pathways for an applicant to appeal a decision of an Authority to deny a permit or the conditions on a permit. One is to ask the Minister to review the decision; the other is to appeal directly to the Local Planning Appeal Tribunal. Appeals brought through these processes will create additional workload for the Authority and increase the amount of time that a permit appeal process takes.</li> </ul> <p>New guidelines will need to be created to support the Minister and the LPAT in their decision-making processes. There is no reference to a complete application being submitted prior to the 120 day "clock" starting.</p>

<p><b>Minister’s Order Re. S. 28 Permit</b></p> <p>New section 28.1.1 of the Act allows the Minister to order a conservation authority not to issue a permit to engage in an activity that, without the permit, would be prohibited under section 28 of the Act. After making such an order the Minister may issue the permit instead of the conservation authority.</p>	<ul style="list-style-type: none"> <li>• <b>Significant concern.</b> These powers appear to be similar to a Minister Zoning Order provided for under the Planning Act. Should the Minister decide to use these powers it appears that the CA may be required to ensure compliance with the Minister’s permit.</li> </ul>
<p><b>Cancellation of Permits</b></p> <p>Section 28.3 of the Act is amended to allow a decision of a conservation authority to cancel a permit or to make another decision under subsection 28.3 (5) to be appealed by the permit holder to the Local Planning Appeal Tribunal.</p>	<ul style="list-style-type: none"> <li>• <b>Potential concern.</b> Some conservation authorities use the cancellation of a permit as part of their compliance approach; the ability to appeal to the LPAT will add 90 days to the process prior to a LPAT hearing taking place. This may render the tool ineffective if the permit holder decides to appeal.</li> </ul>
<p><b>Stop (work) Order</b></p> <p>Section 30.4 of the Act is repealed. This yet to be proclaimed section would have given conservation authorities the power to issue stop orders to persons carrying on activities that could contravene or are contravening the Act.</p>	<ul style="list-style-type: none"> <li>• <b>Significant concern.</b> This is an important enforcement tool that conservation authorities have been requesting for years.</li> </ul> <p>CAs will continue to rely on costly and unreliable injunctions.</p>
<p><b>Local Planning Appeal Tribunal</b></p> <p>All reference to the Mining and Lands Commissioner has been replaced with the Local Planning Appeal Tribunal (LPAT).</p>	<ul style="list-style-type: none"> <li>• <b>Some concern.</b> The LPAT lacks the specialized knowledge that the MLT has regarding S. 28 applications.</li> </ul> <p>There is also a significant backlog of cases at the LPAT.</p>
<p><b>Planning Act – Exclusion of CAs as Public Body</b></p> <p>Subsection 1(2) of the <i>Planning Act</i> is amended to remove Conservation Authorities as a public body under the legislation.</p> <p>Conservation authorities will no longer be able to independently appeal or become a party to an appeal as a public body at the LPAT.</p>	<ul style="list-style-type: none"> <li>• <b>Significant concern.</b> There is lack of clarity on the implications of this amendment.</li> </ul> <p>The intent of the amendment is to remove conservation authority ability to appeal to LPAT any Planning Act decisions as a public body or to become a party to an appeal.</p> <p>Conservation authorities will instead be required to operate through the provincial one window approach, with comments and appeals coordinated through MMAH. The one window planning system is typically enacted for the review of Official Plans and Official Plan Amendments.</p> <p>It is expected that conservation authorities will retain the ability to appeal a decision that adversely affects land that it owns.</p>