



TOWNSHIP OF SOUTH FRONTENAC
Committee of the Whole Meeting Agenda



TIME: 7:00 PM,
DATE: Tuesday, March 14, 2023
PLACE: Council Chamber/Virtual.

1. Call to Order and Roll Call
 - (a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
 - (a) Resolution
4. Scheduled Closed Session
5. Public Meeting
6. Delegations
 - (a) Mr. Tofflemire will be present to speak to Council regarding the Heritage Advisory Committee appointment process as well as Truth and Reconciliation.
 - (b) Representatives from the Frontenac Arch Biosphere Network will be present to speak to Council regarding projects occurring in the Township of South Frontenac as well as sustainability planning. 3 - 21
7. Reports Requiring Direction
 - (a) **2022 Capital Budget Summary & Cancellation of Projects** 22 - 30

Recommendation:

That Council approve the cancellation/closure of projects as listed in the staff report.

8. Reports for Information
 - (a) **2022 Statement of remuneration and expenses paid to Council Members** 31 - 32
 - The report provides a summary of 2022 Council remuneration and expenses paid by the Township, or any other body, while representing the Township as a member of Council.
 - (b) **Investment update to December 31, 2022** 33 - 35
 - This report provides a summary and update on Township Investments for 2022.
 - (c) **Public Services Department Quarterly Update** 36 - 38
 - The purpose of this report is to provide Council with the Public Services Department first quarter update.
9. Rise and Report regarding County Council and External Boards

- (a) County Council
- (b) Frontenac Community Arena Board
- (c) Police Services Board
- (d) Conservation Authority Boards
- 10. Information Items
- 11. Notice of Motions
- 12. Announcements/Statements by Councillors
- 13. Question of Clarity (from the public on outcome of agenda items)
- 14. Closed Session (if requested)
 - (a) Resolution: That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:
 - (b) Approval of the March 7, 2023 Committee of the Whole "Closed Meeting" Minutes
 - (c) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
 - (d) Resolution: That Council rise from the Committee of the Whole "Closed Meeting" without reporting.
- 15. Adjournment
 - (a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader



ABOUT FAB

Staff

5 Full time
26 Part time
76 Volunteers

In-kind donations

4,614 Volunteer Hours
\$3757 in supplies

Partnerships

7 municipalities
12 Conservation Groups
39 Collaborations

Physical Features

2,700 sq km of bio reserve & ecosystems
100km of rare granite habitat
60 Species at Risk
5 five great forest regions
2 major migratory paths

Frontenac Arch
Biosphere



WHAT WE DO FOR YOU

- **Environment**

We perform crucial Environmental Research and Conservation Mapping that can assist with your municipal planning, ensuring protection and conservation of important natural features

- **Youth Programming**

We offer Nature Camps and Forest School programs focused on connecting children with their natural environments and encouraging climate connections with the local environment

- **Community Sustainability**

We provide real-world strategies that municipalities can use to achieve their sustainability goals to make our communities better

- **Sustainable Tourism**

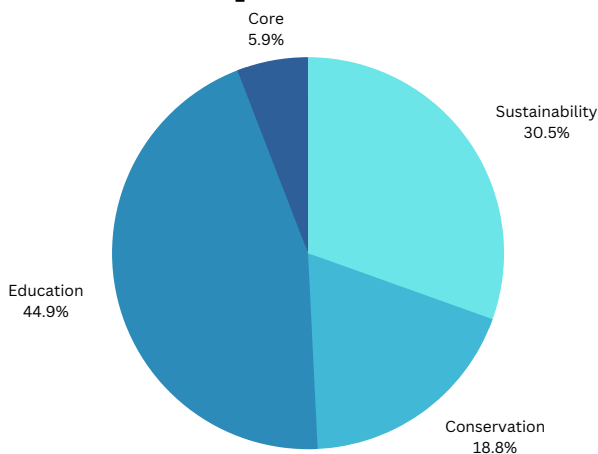
We bring a powerhouse of resources to any municipal sustainable tourism program, including trail monitoring and surveys

Located on the traditional lands of the Anishinaabe (Algonquin) and Haudenosaunee (Mohawk) First Nations, the biosphere extends from Gananoque to Rideau Lakes, and Sydenham to Westport and Rideau Lakes.



#FAB WAYS WE SUPPORT SOUTH FRONTENAC

FABN Expenses



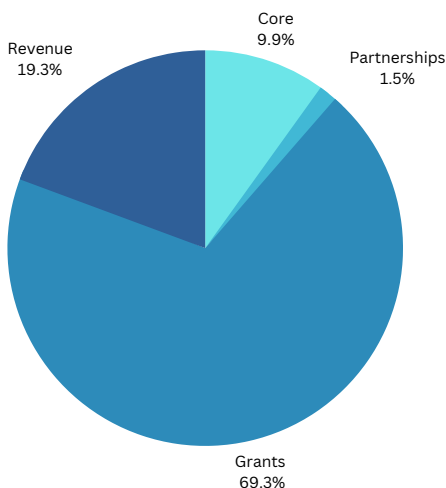
The Frontenac Arch Biosphere Network helps improve relationships between people and their environments. We do this through a variety of projects that have a direct impact on South Frontenac:

Nature Programming - Climate change education for local youth that results in real, tangible action plans that have direct impact on the community. Supports local youth and fosters future responsible land stewardship.

FAB Experiences - Our webinars and workshops benefit the local tourism industry and community, help businesses their sustainability pledges, support trails and the rapidly growing eco-tourism sector in our region.

Conservation - Our ecological mapping and Indigenous-led conservation projects help protect biodiversity and restore ecosystems in our natural spaces, facilitate collaboration among cutting edge experts and researchers.

FABN Income



How can FAB help South Frontenac?

Let us help you protect municipal parks and trail systems, contribute to provincial, national, and international biodiversity conservation targets, curb wildlife declines, and maintain healthy ecosystems. Your municipality's contributions to conservation will be recognized on national and international stages.

FABN offers support to municipalities that are willing to assess their conservation lands. We can bring conservation measures up to reporting standards and thereby enhance and strengthen your conservation work.

South Frontenac represents 24% of the population of FABN. We are asking for a contribution of \$22,900.

We hold ourselves accountable regarding stewardship, transparency, and financial responsibility. One of the most valued gifts our funders give us is their trust.

PROGRAM PARTICIPANTS 6,313	PEOPLE IMPACTED 84,000	FUNDING BROUGHT TO THE REGION \$1.1M
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FRONTENAC ARCH BIOSPHERE NETWORK

FRONTENAC ARCH BIOSPHERE

Presented by Julie Servant

The Frontenac Arch Biosphere Region is located on Haudenosaunee and Algonquin Anishinaabek territory. We acknowledge the past and present contribution of Indigenous relationships with this land.

In the spirit of truth and reconciliation, we also strive to recognize and work to remedy the injustices and Indigenous erasure resulting from colonization. We endorse the United Nations Declaration on the Rights of Indigenous Peoples and we strive to honour Indigenous kinship and relationship to the land, always with harmony.

We recognize that there are many languages spoken in the FAB Region, including French, English, Anishinaabemowin, and Kanien'kéha. We recognize the predominance of english in the region, and FABN will actively seek out opportunities to support language revitalization.

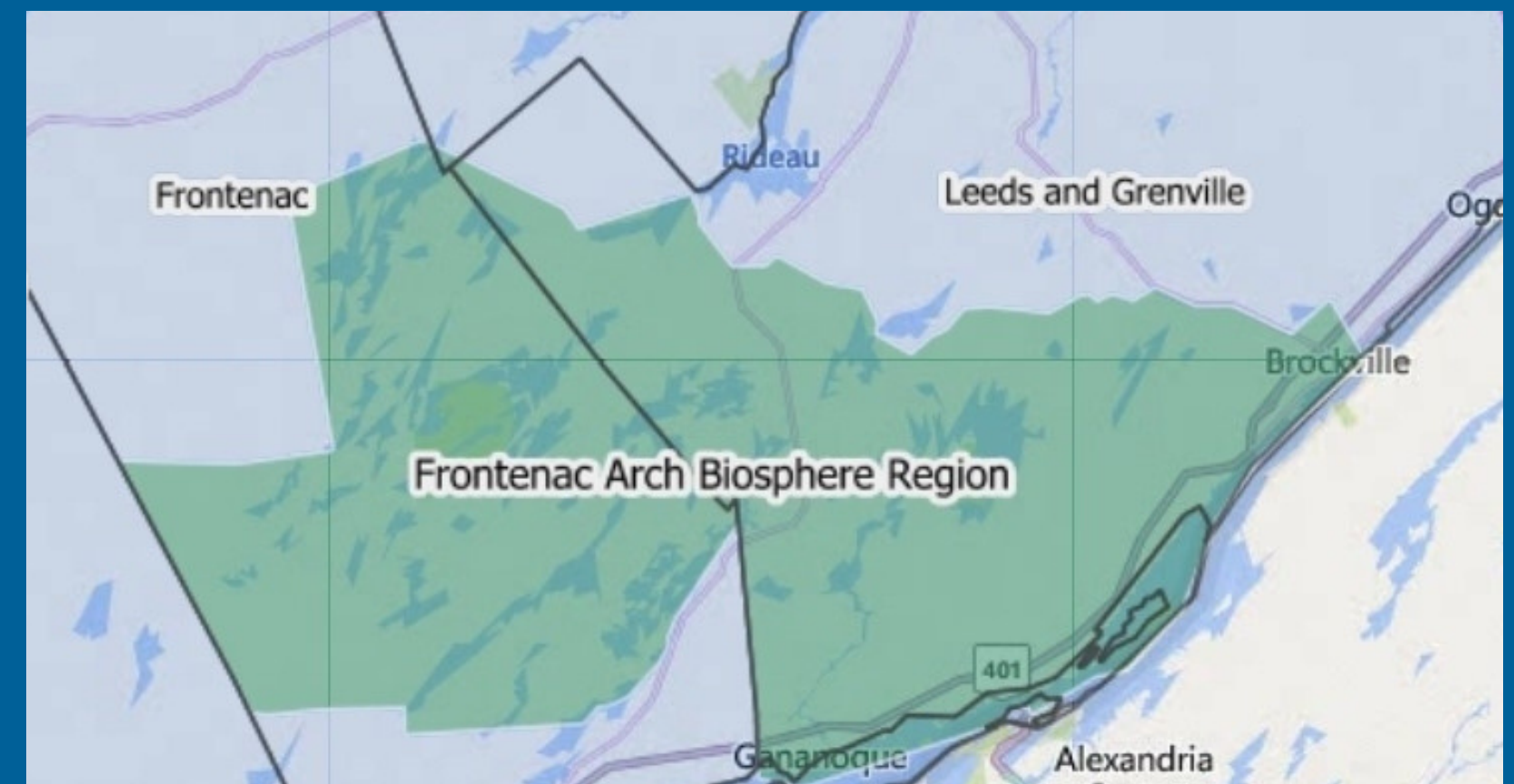


FRONTENAC ARCH BIOSPHERE NETWORK

WHAT IS A BIOSPHERE RESERVE?

"Biosphere Reserves" are UNESCO designations for special places.

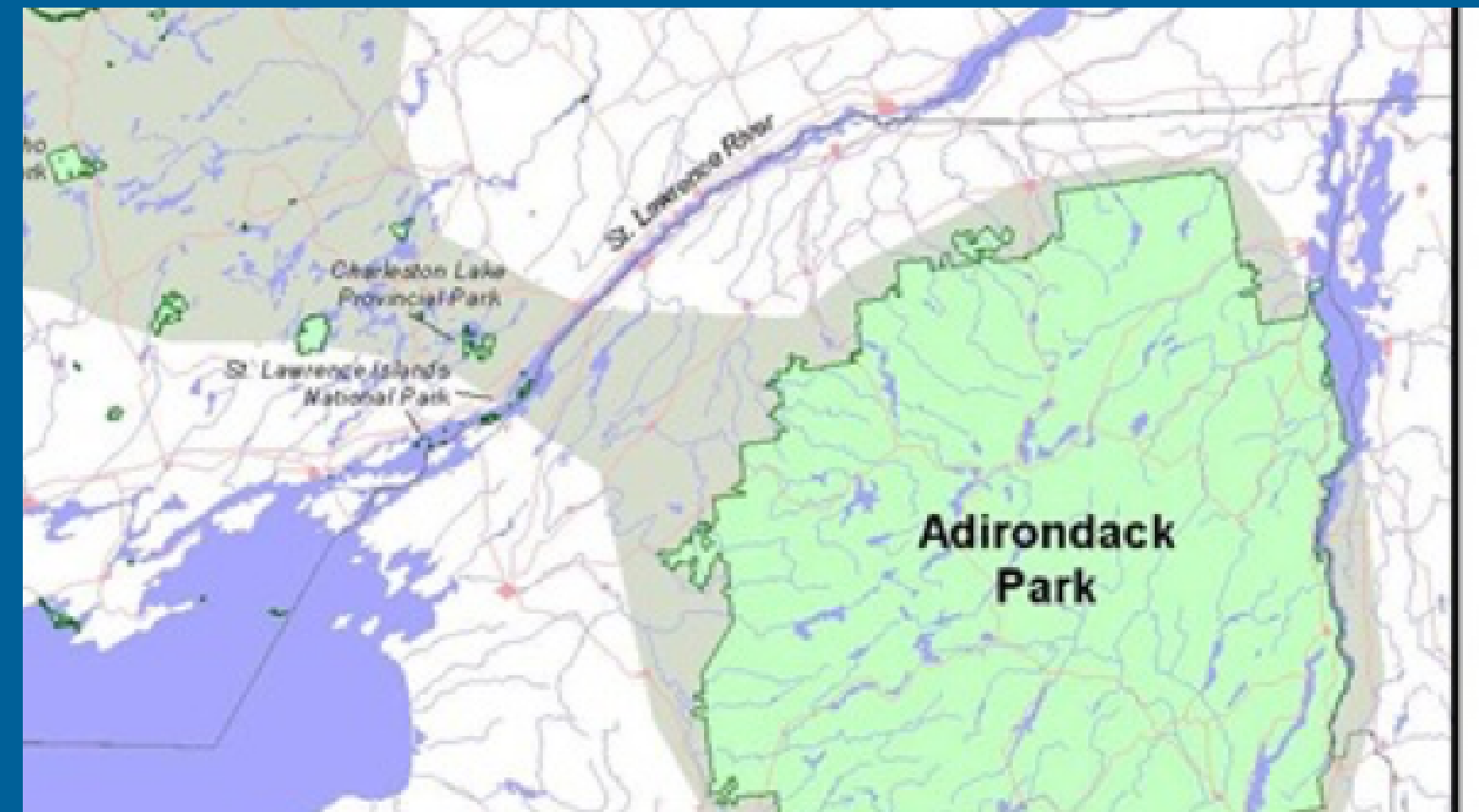
- Nominated by the community
- Worldwide there are over 700 in 134 countries.
- 19 in Canada and 4 in Ontario, all in the Great Lakes basin.



FRONTENAC ARCH BIOSPHERE NETWORK

WHAT IS A BIOSPHERE RESERVE?

"Biosphere Regions" are ecologically unique areas that act as learning places for sustainable development --- **It all starts with the rocks!**



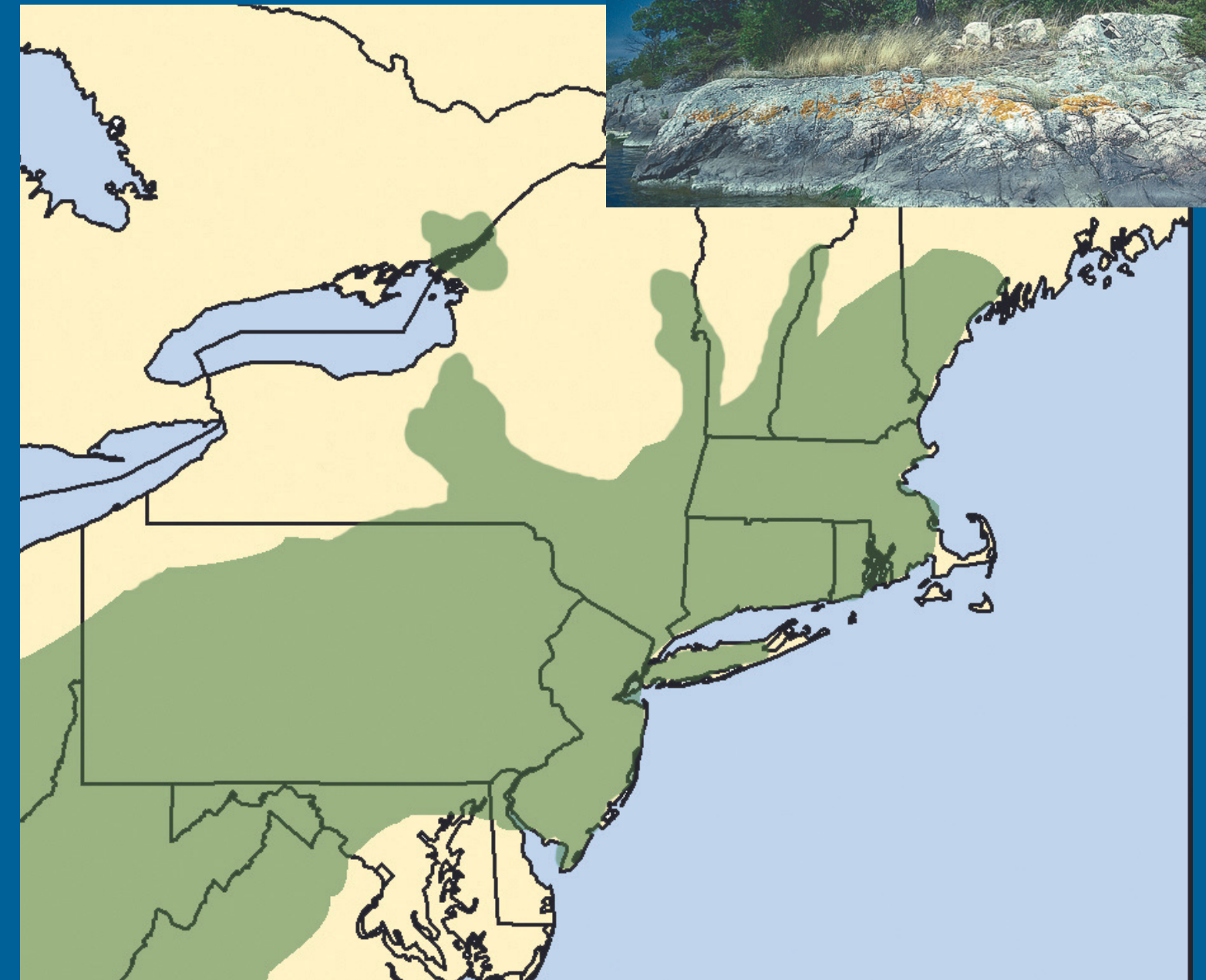
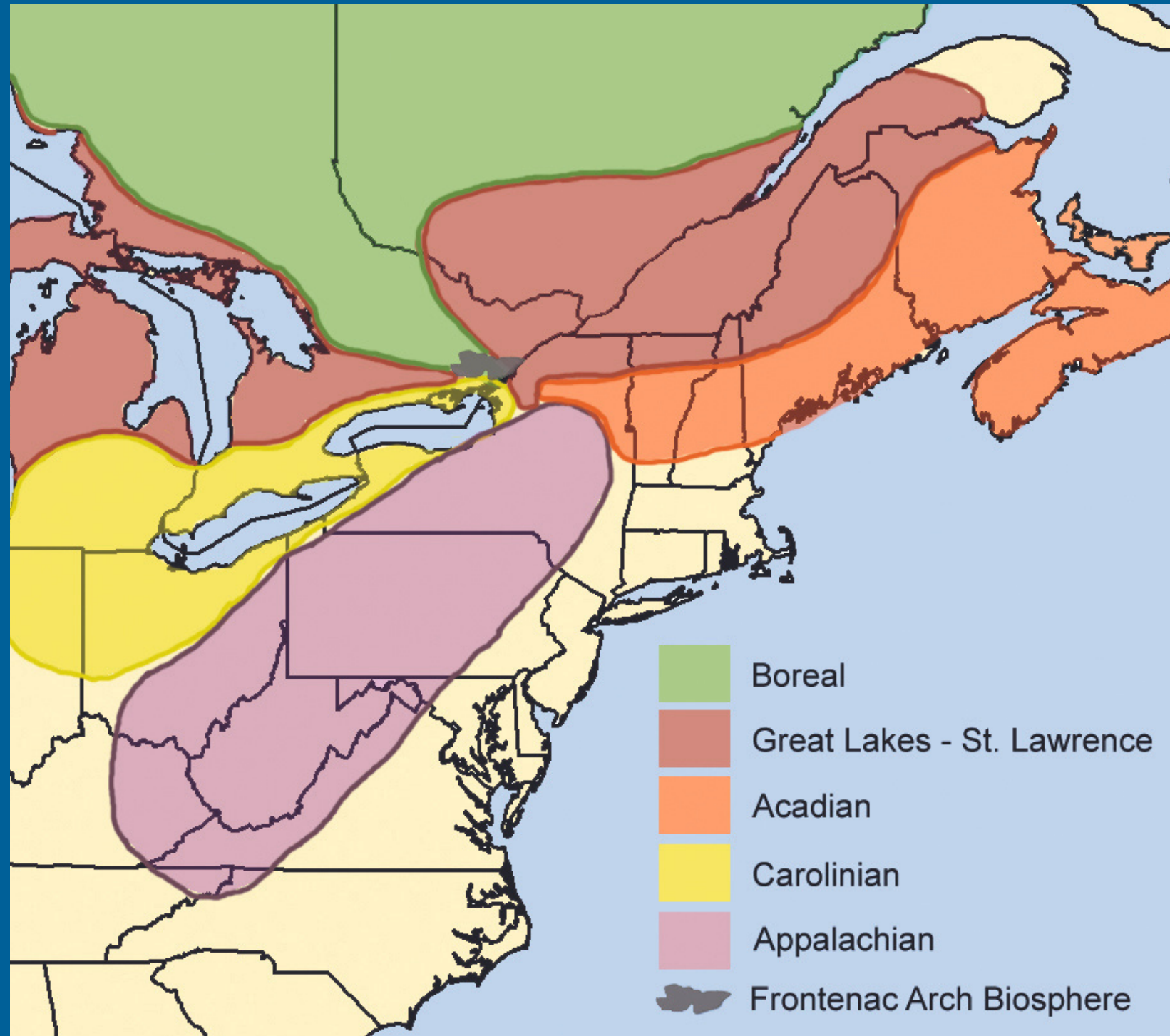
FRONTENAC ARCH BIOSPHERE NETWORK



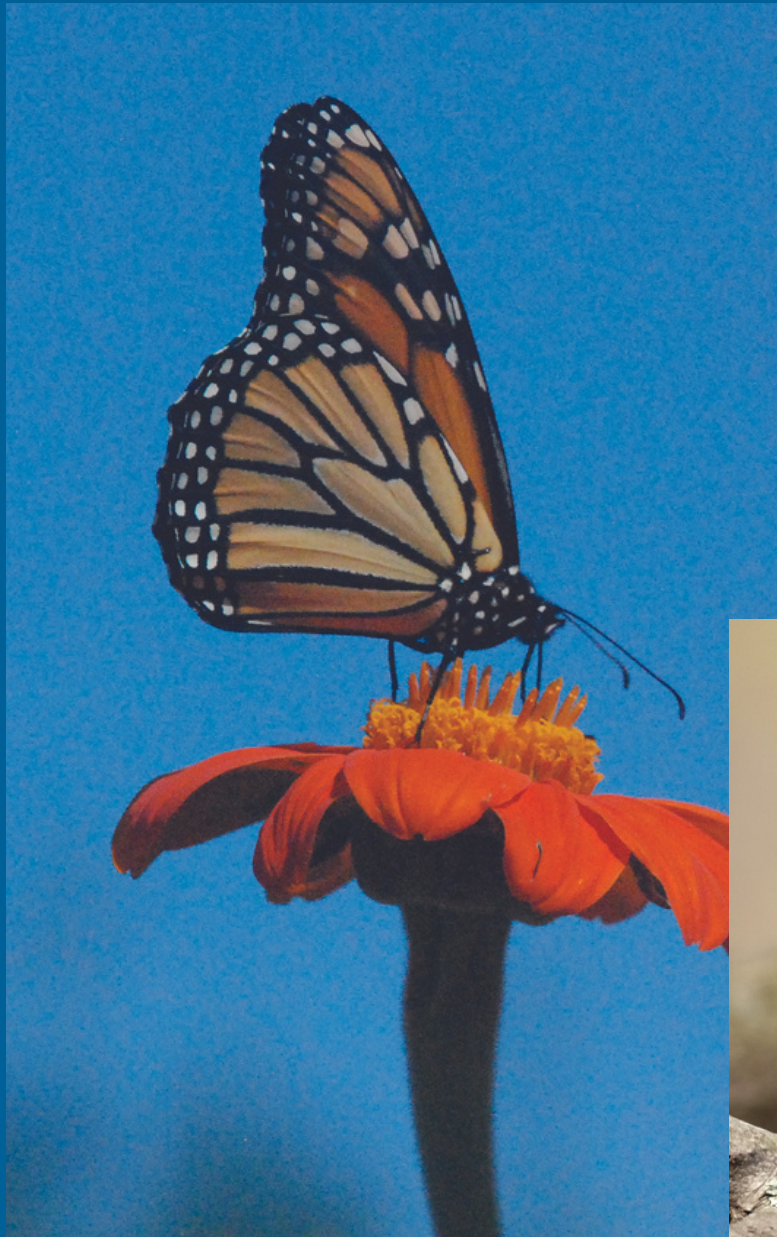
Photo by Simon Lunn

- 221,000 ha in area
- 220 named lakes and numerous unnamed water bodies
- 2 major rivers (the Cataraqui and Gananoque rivers)
- Four different tertiary watersheds (Cataraqui, Rideau, Napanee, and Upper St. Lawrence)

FRONTENAC ARCH BIOSPHERE NETWORK



FRONTENAC ARCH BIOSPHERE NETWORK



FRONTENAC ARCH BIOSPHERE NETWORK

IT IS FOR ALL OF US!

Biospheres are not just about plants and animals, they are about people too!

- population
- 9 municipalities
- 3 National and Provincial Parks
- Long history of human settlement and use



FRONTENAC ARCH BIOSPHERE NETWORK

FABN PROGRAMS - NATURE CAMP

Biospheres are about people too!

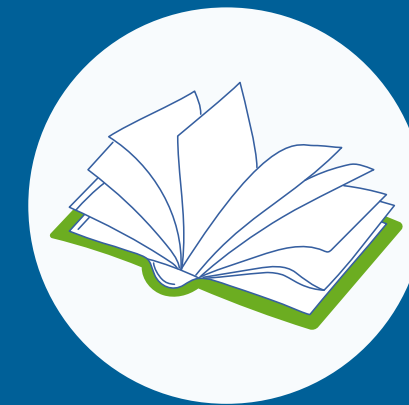
- Nature Camp summer day program
- PA Days and March Break camps
- Forest School
- CBC4Kids
- Revenue generated supports the next year



FRONTENAC ARCH BIOSPHERE NETWORK

FABN PROGRAMS - STORYWALK

"We make connections with things we've seen in nature and also look around us more to see things that are in the story."



Literacy



Exercise



Learning about the environment



Connection to nature

FRONTENAC ARCH BIOSPHERE NETWORK

FABN PROGRAMS - YOUTH CLIMATE ACTION SUMMIT



FRONTENAC ARCH BIOSPHERE NETWORK

FABN PROGRAMS -SUSTAINABLE TOURISM

Biospheres are about people too!

- Promote Sustainable Tourism
- Help small businesses on their sustainability journey
- Promote Indigenous Tourism
- Promote Trails, Cultural, and Heritage sites



FAB EXPERIENCES

FRONTENAC ARCH BIOSPHERE NETWORK

FABN PROGRAMS - CONSERVATION

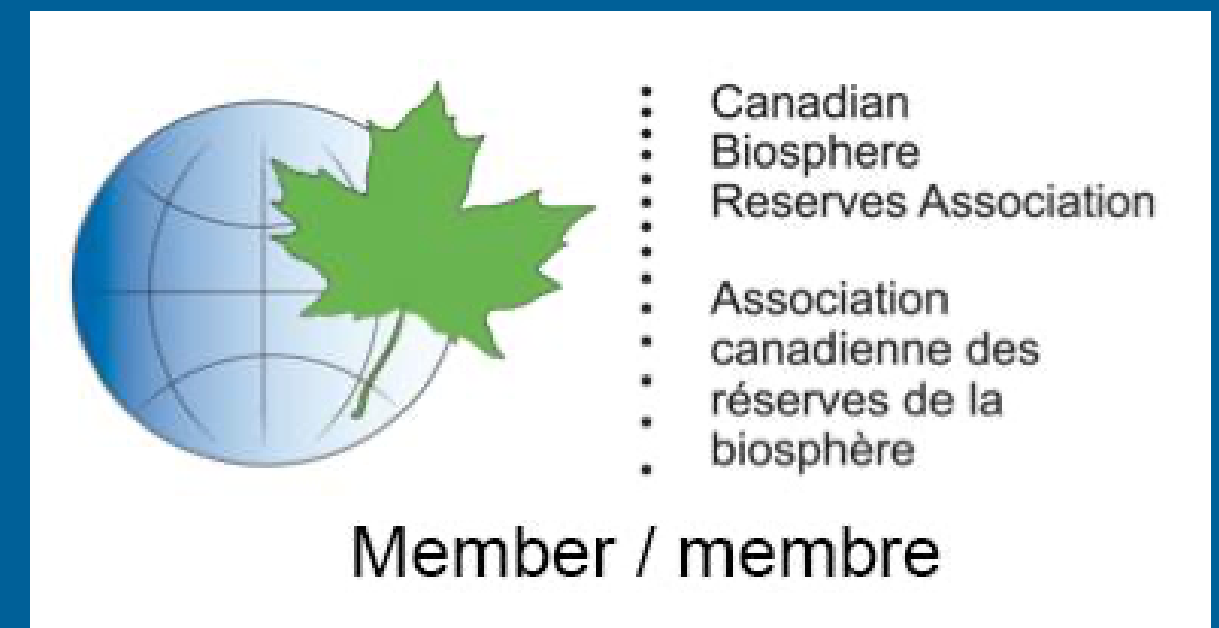
National program to support conservation initiatives in Canadian Biospheres.

INTERNATIONALLY

Contribute to international conservation targets:
25% conserved lands by 2025
30% conserved lands by 2030

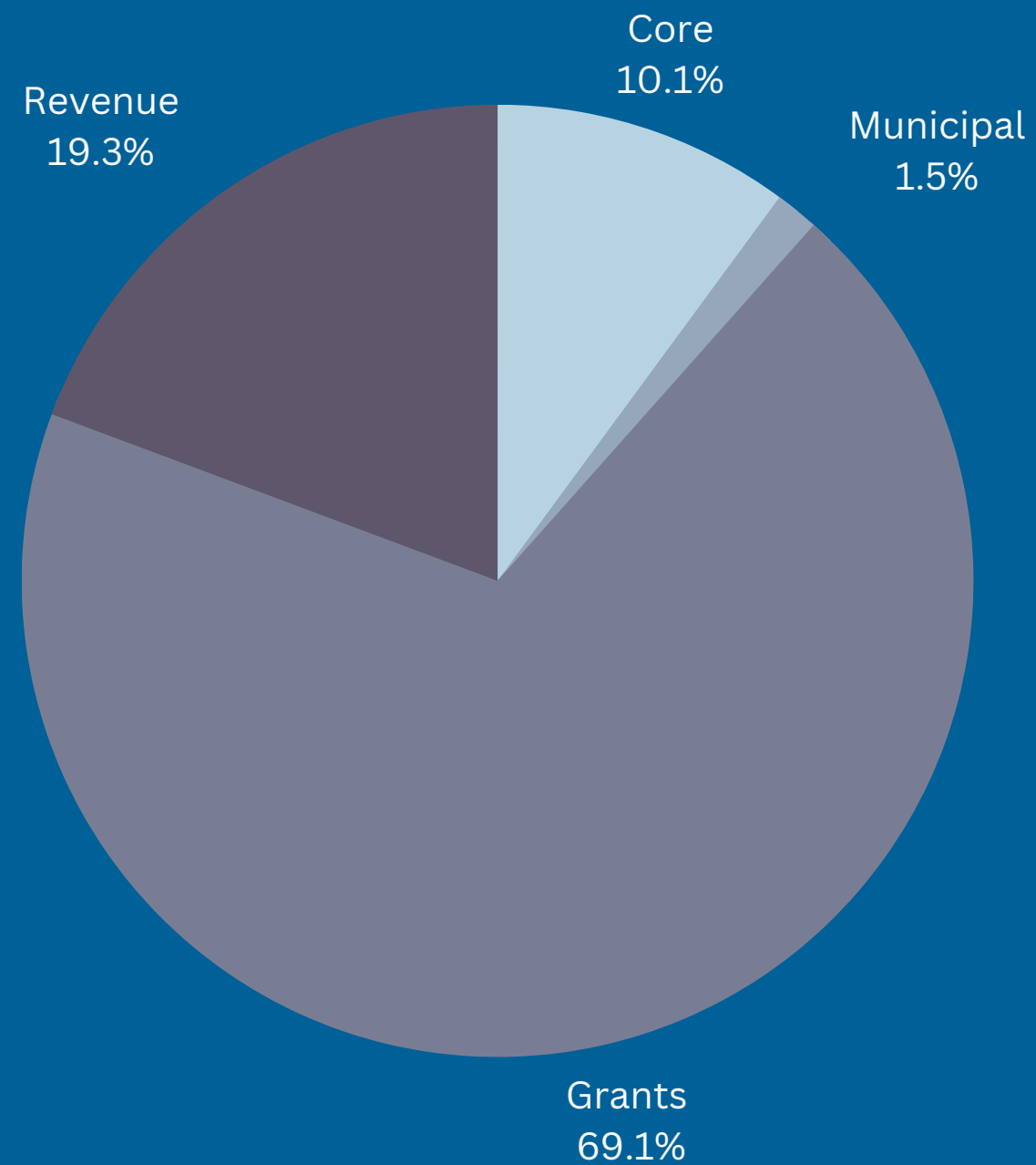
LOCALLY

- Contribute to landscape level conservation
- Maps to make more informed land management decisions
- conserve cultural and natural basis of our local economy

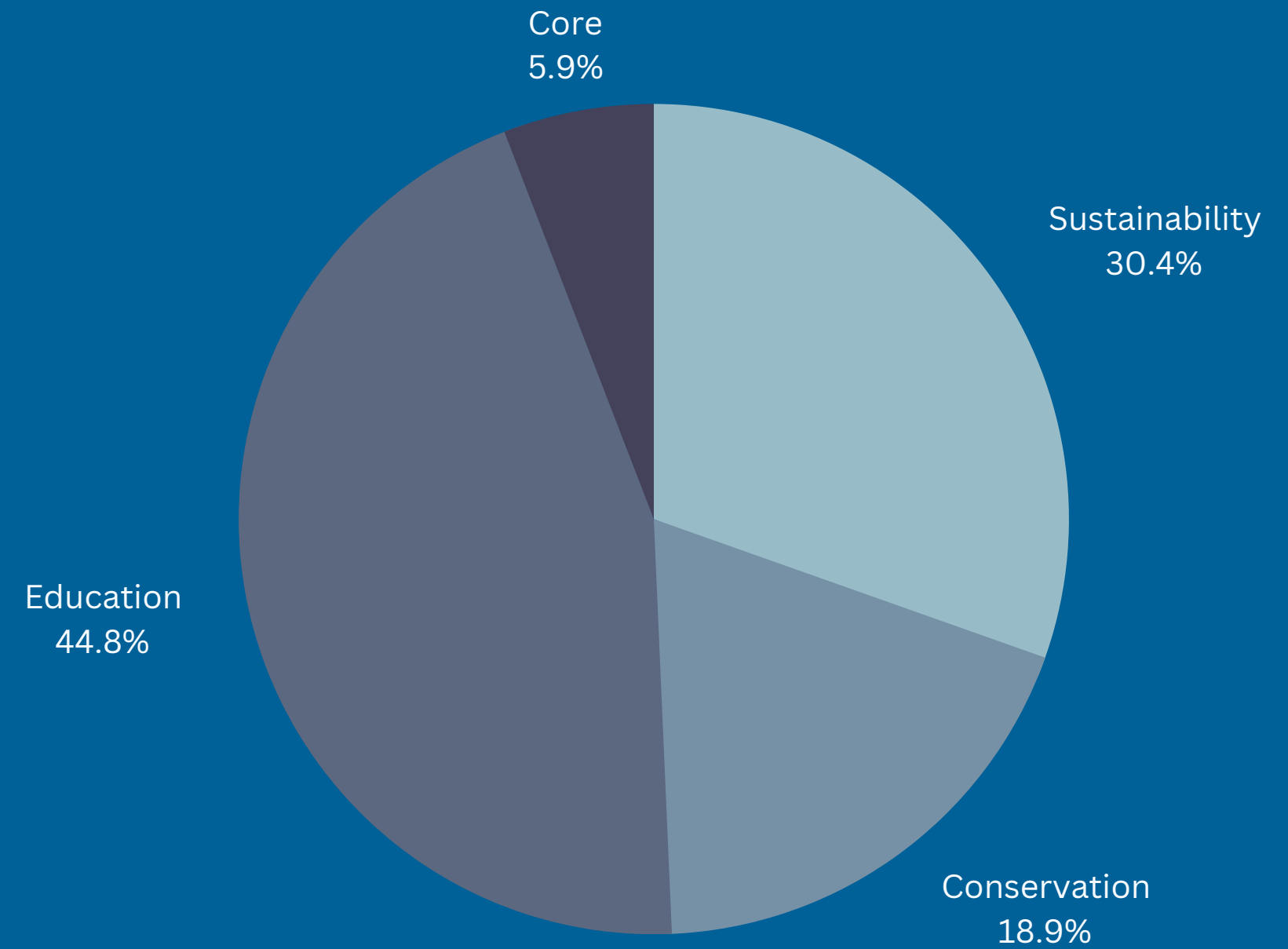


Budget 2022

Income

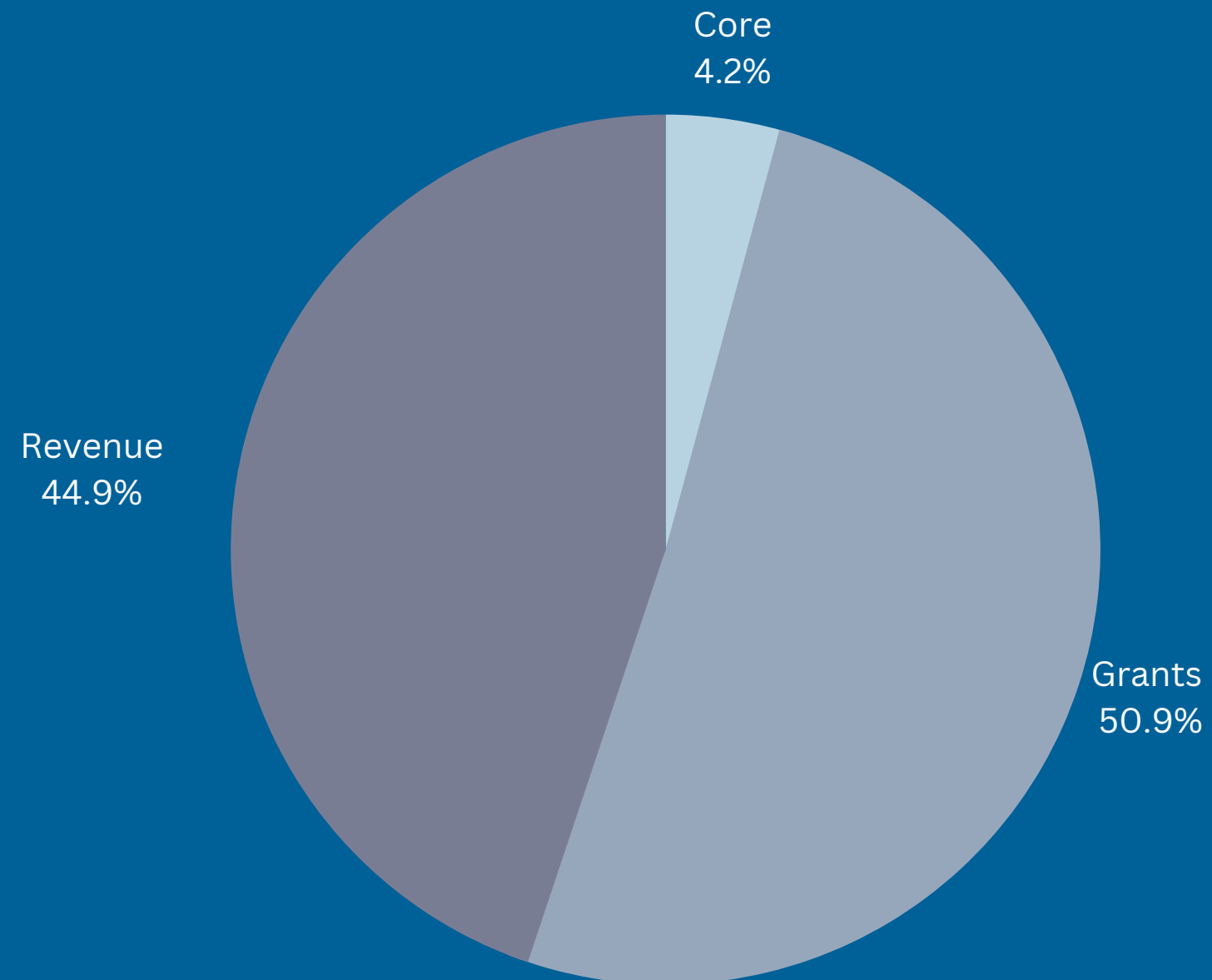


Expenses

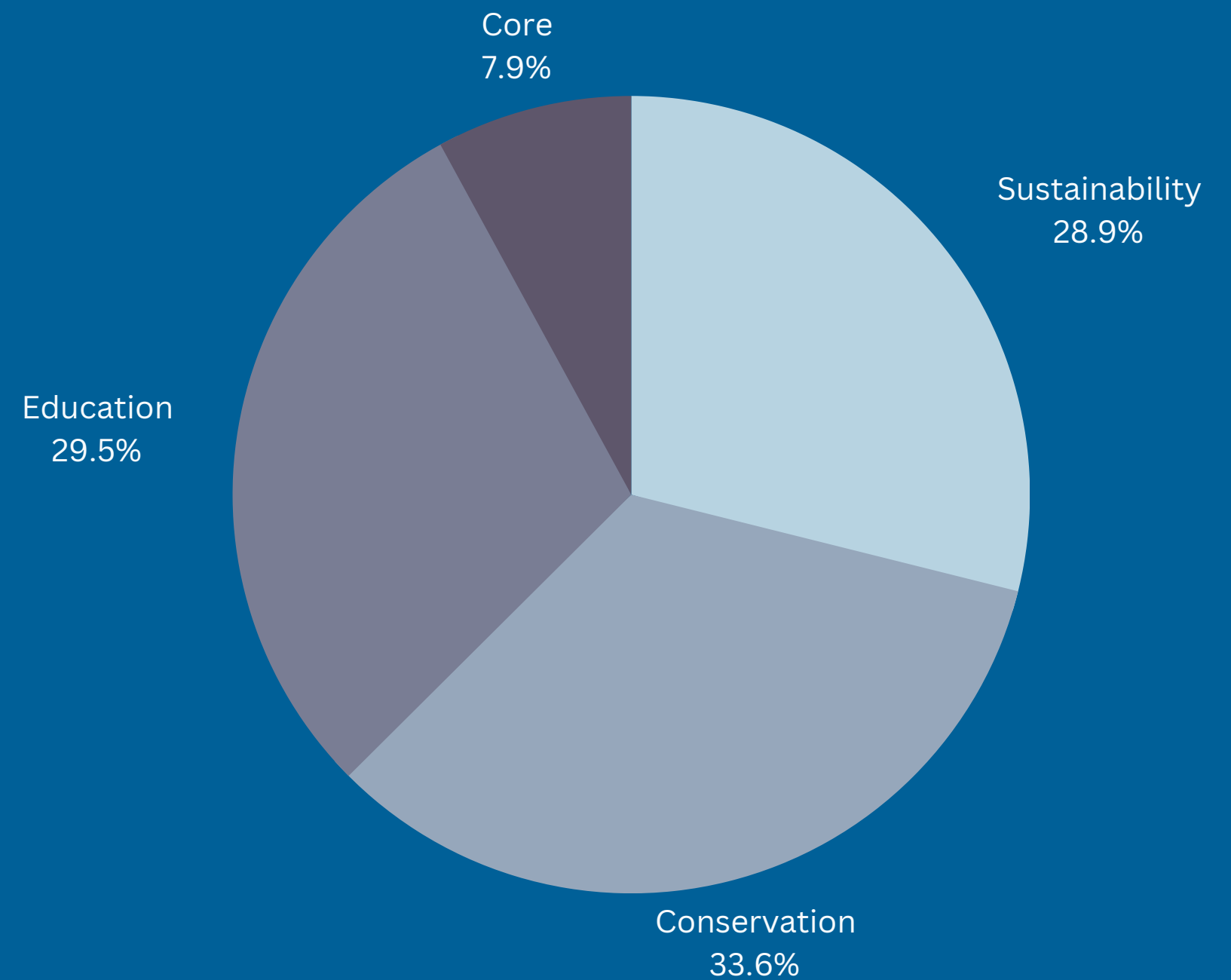


Budget 2023

Income



Expenses



QUESTIONS?

Thank you for listening

www.fabn.ca

info@fabn.ca

Facebook: [@FrontenacArchBiosphere](https://www.facebook.com/FFrontenacArchBiosphere)

Township of South Frontenac Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: March 14, 2023

Subject: 2022 Capital Budget Summary & Cancellation of Projects

Summary

This report provides a financial summary of the 2022 Capital Budget as well as projected year end project statuses. Based on this information, select projects are requested to be cancelled/closed.

Recommendation

That Council approve the cancellation/closure of projects as listed in the staff report.

Background

Attached is the 2022 Capital budget listing of all projects including any prior year carryovers. The report provides updated actuals to December 31st, 2022 and any budget variances.

A year-end status column is also included to provide an update on the project and whether it is anticipated to be completed or carried over, or in some circumstances, proposed to be cancelled. This status is based on the physical work being completed regardless of the timing of receiving invoices on the project.

Discussion/Analysis

Below is the listing of projects identified to be cancelled from the 2022 budget year including prior year carryovers.

Project #	Project Name	Budget Amount	Budget Remaining 2022	Cancellation Reason
19-R13	Perth Road Intersection	\$50,000	\$38,242	Project to be reassessed
20-R07	Perth Road at Buck Lake - Design	\$50,000	\$42,994	Project to be reassessed

Township of South Frontenac
Staff Report - 2022 Capital Budget Summary & Cancellation of Projects

Project #	Project Name	Budget Amount	Budget Remaining 2022	Cancellation Reason
20-23	Mechanical, instrumentation and electrical upgrades	\$50,000	\$50,000	Utilities Kingston alternative in long range plan.
20-25	Green Bay WDS - Additional Monitoring Wells	\$20,000	\$20,000	Project to be reassessed
22-37	Inverary Cemetery Fencing	\$10,000	\$10,000	Project to be reassessed
22-31	Deferred Linear Capital Works	\$167,825	\$167,825	Not identified with a specific project.

Financial Implications

The total unspent budget amount of the requested projects to be cancelled/closed is \$329,061.

Funding for these projects were funded from the following reserves:

- ➔ 19-R13 – Working Funds Reserve - \$38,242
- ➔ 20-R07 – Working Funds Reserve - \$42,994
- ➔ 20-23 – Water Reserve - \$50,000
- ➔ 20-25 – Infrastructure Reserve - \$20,000
- ➔ 22-37 – Infrastructure Reserve - \$10,000
- ➔ 22-31 – Asset Investment Reserve - \$167,825

The unused funds will remain in the respective reserves.

On the attached Capital Budget Update report, the following were results of each of the various Departmental Capital works projects that were completed:

Department	Unspent Capital Funds from Completed Projects – TO REMAIN IN RESPECTIVE RESERVES	Balance to be funded from Reserve	Reserve to Fund additional costs
Corporate Services		\$13,941	Working Fund
Protective Services - Building		\$3,129	Building Fund
Protective Services - Fire	\$27,335		
Transportation – Fleet	\$94,536		
Transportation – Linear Infrastructure	\$493,043		
Corporate - Facilities	\$31,194		

Department	Unspent Capital Funds from Completed Projects – TO REMAIN IN RESPECTIVE RESERVES	Balance to be funded from Reserve	Reserve to Fund additional costs
Environmental Services - Water	\$3,548		
Recreation	\$34,710		

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
 - Priority: Choose an item.

Attachments

- 2022 Capital Budget Update

Approvals

Prepared By:
Kyle Griese, Financial Analyst

Submitted By:



Shelley Stedall, AMCT
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
			(REVISED WITH CARRYOVERS)	TO Dec 31, 2022		
GENERAL GOVERNMENT						
Corporate Services						
Carryovers						
Server Upgrade	19-04	48,000	46,819	51,233	4,415	Completed
Asset Management Software & Document Update	19-06	72,500	50,479	0	-50,479	Carryover
Budgeting software incl reporting, self serve and metrics	20-02	50,000	5,830	0	-5,830	Carryover
Council Chambers Furniture Upgrades	21-35	25,000	25,000	26,335	1,335	Completed
Verona Master Plan	21-36	25,000	2,111	10,302	8,191	Completed
Gateway Signage	22-02	60,000	60,000	0	-60,000	Carryover
Electronic Portable Sign	22-03	10,000	10,000	0	-10,000	Carryover
LiDar Imagery	22-04	16,000	16,000	0	-16,000	Carryover
Digital Modernization & Workflow Improvements	22-05	75,000	75,000	60,697	-14,303	Carryover
Senior & Affordable Housing - Project Design & Management	22-06	175,000	175,000	0	-175,000	Carryover
Payroll Digitization	22-47	50,000	50,000	7,132	-42,868	Carryover
Wayfinding Strategy & Signage	22-59	85,000	85,000	17,304	-67,696	Carryover
Total - Corporate Services		691,500	601,238	173,003	- 428,236	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
PROTECTIVE SERVICES						
Building						
Carryovers						
Building/Planning Software & Support	20-07	354,617	0	3,129	3,129	Completed
Sub-total		354,617	0	3,129	3,129	
Fire						
Carryovers						
Firehall Study	19-12	46,428	46,428	46,428	0	Completed
Tanker - Station 4	21-02	432,477	432,477	432,299	-178	Completed
Rapid Response Unit x 5 -2021(2) & 2022(3)	21-03	375,000	373,286	333,365	-39,922	Carryover
Extractor/Dryer - Station 4 Hartington	21-07	55,000	9,454	2,071	-7,383	Completed
Wildland Firefighting Suits (100)	21-10	38,000	38,000	33,010	-4,990	Completed
16ft 40HP Aluminum - Marine Unit	22-07	75,000	75,000	0	-75,000	Carryover
Bunker Gear - 10 Sets	22-08	25,000	25,000	24,467	-533	Completed
Hoses & Appliances	22-09	18,000	18,000	10,827	-7,173	Completed
Hydraulic Pump - Extrication Tools - Replacement	22-10	8,000	8,000	6,223	-1,777	Completed
x4 Floater Pumps - Wildland FF	22-11	19,200	19,200	18,760	-440	Completed
x4 Thermal Imaging Camera	22-12	18,000	18,000	16,269	-1,731	Completed
Station 8 Compressor - SCBA Bottle Filling Station	22-13	35,000	35,000	34,393	-607	Completed
x2 Electric / Battery Blower Fans	22-14	13,000	13,000	10,476	-2,524	Completed
Volunteer Recruitment (24)	23-01	137,000	137,000	3,637	-133,363	Carryover
Tanker Replacement (2024)	23-02	575,000	575,000	0	-575,000	Carryover
Sub-total		1,870,105	1,822,846	972,226	-850,620	
Total - Protection Services		2,224,722	1,822,846	975,355	-847,491	
TRANSPORTATION DEPARTMENT						
Carryovers						
Tandem Dump Truck	21-18	300,000	300,000	158,374	-141,626	Carryover
Half Ton Truck	21-19	40,000	40,000	0	-40,000	Carryover
Tractors - Mowers x 2 (for 2022 delivery)	21-35A	460,000	460,000	454,664	-5,336	Completed
Tri-axle	21-36A	400,000	400,000	159,371	-240,629	Carryover
Preorder Two Tandems (2023 delivery)	22-01	600,000	600,000	302,687	-297,313	Carryover
Half Ton Truck	22-15	42,500	42,500	0	-42,500	Carryover
3/4 Ton Truck	22-16	69,000	69,000	0	-69,000	Carryover
2 Ton Truck	22-45	120,000	120,000	30,801	-89,199	Completed
Subtotal		2,031,500	2,031,500	1,105,897	-925,603	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
Linear Asset Construction Schedule						
Perth Road Intersection	19-R13	50,000	38,242	0	-38,242	Cancelled
Buck Bay Road Bridge	20-R01	818,900	818,900	688,754	-130,146	Carryover
Fish Creek Road Bridge	19-R05	1,550,000	1,502,297	7,008	-1,495,288	Carryover
Hinchinbrooke Road North Culvert	20-R05	202,678	1,018	1,018	0	Completed
Perth Road at Buck Lake - Design	20-R07	50,000	49,562	6,569	-42,994	Cancelled
Stars Corner/Yarker Road and Wilton Road Intersection	17-R02/20-R10	705,800	59,343	37,065	-22,278	Completed
Carrying Place Road	18-R14	1,392,470	16,000	16,000	0	Completed
Bunker Hill/Deyos Road/Bunker Hill Road Bridge	18-R15/20-R03/20-R02	1,432,113	193,686	253,580	59,894	Completed
Hinchinbrooke Road	20-R04	1,862,025	110,150	323,793	213,643	Completed
Hinchinbrooke Emergency Repairs	21-R10	249,000	176,371	163,198	-13,173	Completed
Battersea Road	21-R01	3,584,675	3,553,610	163,120	-3,390,489	Carryover
North Shore Road Culvert	21-R03	379,400	361,141	307,391	-53,750	Completed
Battersea - New Sidewalks	21-R06	100,000	100,000	4,620	-95,380	Carryover
Guiderail Upgrades	21-R07	100,000	66,307	57,332	-8,976	Completed
Streetlights (includes 18-17/19-14/20-20)	21-R08	370,000	113,184	15,231	-97,953	Carryover
Arterial Reserve (Road 38)	21-R09	1,650,000	550,000	550,000	0	Completed
12th Con Bridge (B32) Repair	22-17	50,000	50,000	0	-50,000	Carryover
Eagle Creek Culvert (B31) Design	22-18	50,000	50,000	17,261	-32,739	Carryover
Opinicon Road Culvert (C12) Design	22-19	50,000	50,000	16,839	-33,161	Carryover
Burego Lane Culverts (B6) Replacement	22-20	78,000	78,000	6,487	-71,513	Carryover
Culvert Replacement - Westport Rd Culvert (Burrige)	22-21	22,500	22,500	24,216	1,716	Completed
Culvert Replacement - Westport Rd Culvert (Burts Creek)	22-22	150,000	150,000	131,159	-18,841	Completed
Culvert Replacement - Bellrock Rd Culvert (East of Church)	22-23	22,500	22,500	52,936	30,436	Completed
Microsurfacing - Perth Road	22-24	350,000	350,000	316,597	-33,403	Completed
Bellrock Rd Reconstruction	22-25	970,000	970,000	781,089	-188,911	Completed
Westport Road Reconstruction	22-26	1,000,000	1,000,000	772,783	-227,217	Completed
Hard Surfacing Preservation	22-27	742,813	742,813	651,582	-91,232	Completed
Lower Round Lake Rd Reconstruction	22-28	822,000	822,000	782,500	-39,500	Completed
Alton Road West (Design - Local Rds)	22-29	27,000	27,000	13,254	-13,746	Carryover
Intersection Traffic Counts	22-30	18,500	18,500	17,275	-1,225	Completed
Deferred Linear Capital Works	22-31	167,825	167,825	0	-167,825	Cancelled
Roads Needs Study	22-50	150,000	150,000	49,773	-100,227	Completed
Buck Lake Accident	22-58	0	0	14,016	14,016	Carryover
Subtotal		19,168,199	12,380,948	6,242,445	-6,138,503	
Total		21,199,699	14,412,448	7,348,343	-7,064,105	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
TOWNSHIP FACILITIES MANAGEMENT						
Carryovers						
Energy Retrofits	18-23	75,000	10,036	9,695	-341	Completed
Town Hall - Main Floor washroom upgrades	19-34	5,000	5,000	2,870	-2,130	Completed
Sydenham - Station 5 - Front Eavesthrough/ asbestos tile removal and replacement	19-40	8,500	8,500	6,243	-2,257	Completed
Verona Medical Clinic - Design 2nd floor accessible entrance	20-29	5,000	5,000	2,404	-2,596	Completed
Keeley Road Garage - Communications Tower Relocation & Emergency Repairs	19-29	250,000	79,135	98,403	19,267	Completed
Town Hall - Accessible Entrance Ramp & Front Step	20-27	300,000	298,735	233,119	-65,617	Carryover
New Firehall - replacing Station 8	21-01	3,583,547	3,466,917	2,686,609	-780,308	Carryover
Burrige Fire Hall - Siteworks	21-27	20,000	20,000	2,196	-17,804	Completed
Portland Garage - Door Operators	21-28	20,000	20,000	11,347	-8,653	Completed
OPP Building - HVAC/Garage Doors	21-29	27,000	27,000	29,567	2,567	Completed
Bedford Sand Dome	21-30	63,000	63,000	61,624	-1,376	Completed
Bradshaw Fire Hall - Lighting Retrofit/ Interior Wall	21-31	15,000	9,738	0	-9,738	Completed
Storrington Fire Hall - Lighting Retrofit	21-32	6,000	2,046	1,847	-200	Completed
Admin Office Location Expansion Feasibility Study	21-33	68,528	68,528	34,263	-34,266	Carryover
Petworth Mill Improvements*	21-37	70,000	69,247	6,530	-62,717	Carryover
Bellrock Mill Improvements	22-35	70,000	65,003	6,707	-58,296	Carryover
New Monitoring Wells & Land / Water Rights Purchase	22-32	150,000	150,000	42,529	-107,471	Carryover
Storrington Yard - Fabric Replacement on Sand Dome	22-33	35,000	35,000	10,972	-24,028	Carryover
Princess Anne Bldg - Oil Tank Replacement	22-34	5,000	5,000	3,548	-1,452	Completed
New Docks - Battersea Village	22-36	20,000	20,000	4,715	-15,285	Carryover
Inverary Cemetery Fencing	22-37	10,000	10,000	0	-10,000	Cancelled
Portable Soccer Nets	22-48	12,600	12,600	11,341	-1,259	Completed
Cen SW Fence Repairs	22-49	18,000	18,000	15,717	-2,283	Completed
Fabric Roof Panel - Keeley Road Sand/Salt Dome	22-51	35,000	35,000	32,060	-2,940	Completed
Total		4,872,175	4,503,486	3,314,305	-1,189,182	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
SYDENHAM WATER						
Carryovers						
Water Hauling Station & Mill Pond Drinking Station	18-18	95,000	13,708	0	-13,708	Carryover
Mechanical, instrumentation and electrical upgrades	20-23	50,000	50,000	0	-50,000	Cancelled
Pneumatic Actuated Valves	22-52	20,000	20,000	16,452	-3,548	Completed
SCADA & PLC	22-53	275,000	275,000	0	-275,000	Carryover
Serpentine Piping	22-54	700,000	700,000	0	-700,000	Carryover
Total		1,140,000	1,058,708	16,452	-1,042,256	
ENVIRONMENTAL SERVICES						
Carryovers						
Green Bay WDS - Additional Monitoring Wells	20-25	20,000	20,000	0.0	-20,000	Cancelled
Sub-total		20,000	20,000.00	0.00	-20,000.00	
Total		1,160,000	1,078,708	16,452	-1,062,256	

2022 South Frontenac Capital Budget with Carryovers

	Project	TOTAL	2022	2022		
	Number	PROJECT	BUDGET	ACTUALS	VARIANCE	Cancel / Carryover / Complete
RECREATION						
Carryovers						
Davidson Beach - Access Road to swim area	20-41	50,000	50,000	0	-50,000	Carryover
Boat Launch Upgrades - Shipyards	20-46	25,000	8,272	0	-8,272	Completed
Recreation Master Plan	20-47	58,545	700	6,289	5,589	Completed
Wilmer Park Pumphouse Repairs	19-49	46,000	43,176	45,159	1,983	Completed
Storrington Centre Upgrades	19-54	822,309	773,836	670,571	-103,265	Carryover
Playground Rubberized Surfaces	20-43	80,000	64,741	49,272	-15,469	Completed
Bowes Park - Accessible Washrooms	20-44	50,000	47,380	47,880	500	Completed
Bowes/Centennial/Inverary/Point Ball Diamonds	20-45	35,000	23,803	4,761	-19,041	Completed
Battersea Park Gates	21-25	10,000	10,000	0	-10,000	Carryover
McMullen - Verona Court Project	22-38	350,000	350,000	4,729	-345,271	Carryover
Centennial Multipurpose Facility Two Cover / Roof	22-39	364,878	364,878	90,173	-274,705	Carryover
Consulting Fee - User Fee & Facility Allocation Policy	22-43	25,000	25,000	0	-25,000	Carryover
Recreation Software	22-44	25,000	25,000	16,208	-8,792	Carryover
Total - Recreation		1,941,732	1,786,785	935,042	-851,742	
DEVELOPMENT SERVICES - PLANNING						
Carryovers						
Official Plan	19-60	176,000	93,508.36	54,060.15	-39,448	Carryover
Development of Subdivision /Condo Standards	21-16	15,000	15,000.00	0.00	-15,000	Carryover
Servicing Options Study	21-17	100,000	100,000.00	0.00	-100,000	Carryover
Napanee River Lakes Study Updated Floodplain Mapping	22-60	79,900	79,900.00	0.00	-79,900	Carryover
Total - Planning		370,900	288,408	54,060	-234,348	
TOTALS		32,460,728	24,493,920	12,816,560	-11,677,360	

Township of South Frontenac Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: March 14, 2023

Subject: **2022 Statement of remuneration and expenses paid to Council Members**

Summary

The report provides a summary of 2022 Council remuneration and expenses paid by the Township, or any other body, while representing the Township as a member of Council.

Recommendation

This report is for information.

Background

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

The Municipal Act also states that the statement will identify the by-law under which the remuneration or expenses were authorized to be paid and that, despite the Municipal Freedom of Information and Protection of Privacy Act, this statement is a public record.

Remuneration is paid based on by-law 2007-15, “A By-Law to Provide for the Remuneration for Members of Council”. Council remuneration was reviewed and updated under resolution 2018-18-06 and 2019-18-17.

Discussion/Analysis

The breakdown of Remuneration and Expenses paid to Council Members for the Year Ended December 31, 2022 is provided below. Payments under “Other” consist primarily of communication and travel expenses. The communication allowance is paid at the same time as the honorarium at a rate of \$100 per month. Per diems and mileage paid by the Conservation Authorities are included in the amounts below.

Township of South Frontenac

Staff Report - 2022 Statement of remuneration and expenses paid to Council Members

NAME	TOTAL	MEETINGS	HONORARIUM	CONFERENCE PER DIEM	MILEAGE	OTHER
Charlene Godfrey	2,270.92		2,020.92			250.00
Ray Leonard	22,598.64	1,550.00	19,638.42		210.22	1,200.00
John McDougall	17,331.34	1,750.00	14,146.44	300.00	474.90	1,050.00
Doug Morey	22,148.31	3,200.00	16,167.36	750.00	730.95	1,300.00
Steve Pegrum	2,726.62	250.00	2,020.92		205.70	250.00
Al Reville	24,440.83	2,500.00	17,038.99		1,537.80	3,364.04
Norm Roberts	21,328.17	2,978.00	16,167.36		1,612.97	1,300.00
Randy Ruttan	19,483.36	1,500.00	16,167.36		616.00	1,200.00
Ron Sleeth	19,962.37	1,350.00	16,745.87		566.50	1,300.00
Ross Sutherland	18,426.59	2,750.00	14,146.44		480.15	1,050.00
Scott Trueman	2,170.92		2,020.92			150.00
Ron Vandewal	41,277.44	300.00	36,035.64	750.00	2,791.80	1,400.00
	214,165.51	18,128.00	172,316.64	1,800.00	9,226.99	13,814.04

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: Choose an item.

Approvals

Submitted By:



Shelley Stedall, AMCT

Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA

Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Corporate Services Department

Date of Meeting: March 14, 2023

Subject: Investment update to December 31, 2022

Summary

This report provides a summary and update on Township Investments for 2022.

Recommendation

This report is for information.

Background

Legislative Requirements

Ontario Regulation 373/11 requires a municipality to report to Council at least annually if it has invested in securities prescribed under the Regulation. The main requirements of the annual report are outlined below:

- A statement of performance of the portfolio in the period covered in the report
- Details of the proportion of total investments held in the municipality's own securities
- A statement by the Treasurer that investments made were consistent with the Township's investment policy.

Under the Township's policy, we have established reporting to Council twice a year.

Investment Policy

The Township's Investment Policy specifies the types of investments the Township can make to achieve the optimal utilization of cash resources while balancing the need to maintain liquidity and reduce risk. The basic objectives of the investment policy are, in order of priority, as follows:

- a) Security of principal;
- b) Liquidity requirements;
- c) Rate of return;

Discussion/Analysis

To December 31st, the net change in the Township investment value for 2022 was accumulated to \$590,190.59.

Overall, from December 31, 2021 to December 31, 2022, the market value of the investments is down. The potential interest that could have been earned at the Bank, based on interest rates increase, could have been higher in the short term. However, over the longer term, during which the Township invests, it is anticipated that the investment earnings will increase as most of the investments are within guaranteed products. When the funds are required to pay for future expenditures, both the equity investment and the bond investments are expected to be higher than the initial investments as reflected in the life to date summary.

The attached report shows a market loss on investments, but this is not a realized loss. As long as the bonds are held until maturity, 2.0-3.6% interest will be earned, at a minimum.

Our year-end reports from CIBC and One Fund confirms that our investments remain consistent with our investment policy and municipal investment regulations.

Relationship to Strategic Plans

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

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

Attachments

Investment summary 2022

Approvals

Prepared By:

Kyle Griese, Financial Analyst

Submitted By:



Shelley Stedall, AMCT
Director of Corporate Services & Treasurer

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

Township of South Frontenac
Year End Investment Report
To December 31, 2022

Year 2022 only										
	Deposit Amended Jan-19	Deposit Amended May-20	Deposit Amended Jun-21	Deposit Amended Aug-22	Interest	Market Value Adj	Redemption/ Purchase	Net Change	Balance Dec 31/2022	%
Equity	893,750.00	893,750.00	893,750.00	893,750.00	0.00	-122,055.78	0.00	-122,055.78	1,415,462.05	-13.66%
HISA	5,000,000.00	0.00	0.00	0.00	16.32	0.00	0.00	16.32	797.83	0.00%
JJM	4,764,250.00	14,044,700.00	13,135,471.49	13,127,906.29	448,949.31	-585,231.11	-7,565.20	-143,847.00	13,195,587.00	-1.04%
Total	10,658,000.00	14,938,450.00	14,029,221.49	14,021,656.29	448,965.63	-707,286.89	-7,565.20	-265,886.46	14,611,846.88	-1.84%
Net of Deposit/Purchase									- 258,321.26	

Life- to-date August 2016 to December 31 2022										
	Deposit Amended Jan-19	Deposit Amended May-20	Deposit Amended Jun-21	Deposit Amended Aug-22	Interest	Market Value Adj	Redemption/ Purchase	Net Change	Balance Dec 31/2022	%
Bond	0.00	0.00	0.00	0.00	135,171.03	-156,868.89	-3,373,102.14	-3,394,800.00	0.00	-0.64%
UCB	0.00	0.00	0.00	0.00	53,121.56	-71,706.82	-1,239,264.74	-1,257,850.00	0.00	-1.48%
Equity	893,750.00	893,750.00	893,750.00	893,750.00	862.34	539,658.44	-130,408.73	410,112.05	1,415,462.05	60.48%
HISA	5,000,000.00	0.00	0.00	0.00	162,132.46	0.00	-161,334.63	797.83	797.83	0.00%
JJM	4,764,250.00	13,764,250.00	13,135,471.49	13,127,906.29	1,002,511.78	-544,597.00	12,737,672.22	13,195,587.00	13,195,587.00	3.49%
Total	10,658,000.00	14,658,000.00	14,029,221.49	14,021,656.29	1,353,799.17	-233,514.27	8,752,454.65	9,872,739.55	14,611,846.88	7.99%
Net of Deposit/Purchase									590,190.59	

Township of South Frontenac Staff Report



To: Committee of the Whole

Prepared by: Public Services Department

Date of Meeting: March 14, 2023

Subject: **Public Services Department Quarterly Update**

Summary

The purpose of this report is to provide Council with the Public Services Department first quarter update.

Recommendation

This report is for information only.

Background

The Public Services Department will be providing quarterly updates to Council on department items that pertain to Council initiatives, the strategic plan and capital & operating projects.

Discussion/Analysis

Engineering & Capital Projects

- The department is working on the five-year capital plan for hard surfaces and is scheduled to present the plan at the May 2nd Council meeting. The plan will include asphalt and surface treated roads and OSIM structures (Bridges and culverts larger than 3m).

A newly created capital gravel roads program has been created for the 2023 season and there was a resolution from the February 14th roads needs study report to develop a five-year plan for gravel roads. The 2023 gravel roads program will be finalized for the May 2nd Council meeting, and we will use this year's performance to develop the five year plan. The five-year gravel roads plan will be finalized by fall 2023.

- Winter construction on Battersea Road (Burnt Hills Road to Bradden Road) is well underway and works are progressing well despite the heavy snowfalls. Site operations have been focused on blasting, rock removals, entrance culverts and

construction of the new road re-alignment at 6429 Battersea Road. Rock excavation, which is one of the more costly components of the work is nearing 90% completion. The overall project is advancing within budget, on schedule, and works are being regularly inspected by the design consultant (Greer Galloway Group).

Operations & Fleet

- As of the March 5th snowfall event, Public Services has had the snowplows out 48 days and snow removal has been done four times this winter season. We had a two week stretch in February that presented some challenges on the gravel roads due to rain and mild temperatures creating ice and drainage problems. The seasonal load restrictions (half loads) are in place on the local roads until April 30th but may be lifted earlier depending on weather and road conditions.
- The department is developing a roadside mowing plan to be implemented this spring. The plan will establish a level of service for the roadside mowing operation that will now be done inhouse with the two new tractors. The plan will establish routes based on road classification, width of cut, and number of passes per year. The plan will be reviewed at the end of the season to determine how much mowing can be done per season with two tractors, identify challenges, and budget for 2024.
- With the 2023 budget approved on March 7, 2023, the light duty vehicle procurements will be a priority this month for Fleet. There are carryover vehicles from the 2021 and 2022 budgets that will be bundled with the 2023 approved units to help attract competitive bids. There are three SUVs, three ½ Tons, and two ¾ Tons to tender and hybrid options will be considered for the SUVs.

Recreation & Facilities

- The inaugural Snow Social event held on January 21, 2023 was a huge success with an estimated 800-1,000 people in attendance. The event had strong community and business contributions with six local organizations participating in the event and eight local businesses that sponsored the event financially. The vendors market hosted 19 local vendors and the high pedestrian traffic around the local businesses indicates a strong economic benefit from the event. Community feedback has been extremely positive with several calls to make this an annual event.
- The annual Family Day event at the Frontenac Community Area was held on February 20, 2023. It appeared to be one of the busiest Family Day events to date with an estimated 700 people attending. The event included participation from four local organizations and groups but it was noted that getting enough volunteers to staff all the stations was a challenge. The community feedback was extremely positive from the event but parking was identified as an issue as there were cars parked on Arena Boundary Rd.

The success of both the Snow Social and Family Day events is dependant on the weather and they could be impacted in the future if the weather doesn't cooperate. Volunteer recruitment was an issue for both events and will need to be addressed for future events to ensure Township events can be efficiently and safely.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.

Climate Considerations

- Not applicable to this report.

Notice/Consultation

- Brian Kirk, Manager of Operations & Fleet
- Tim Laprade, Manager of Recreation & Facilities
- Troy Dunlop, Manager of Engineering & Capital Projects

Attachments

None.

Approvals

Submitted By:



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

Approved By:



Louise Fragnito, CPA, CGA
 Chief Administrative Officer