



**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**

TIME: 7:00 PM,
DATE: Tuesday, May 1, 2018
PLACE: Council Chambers.

1. Call to Order
 - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session - n/a
5. Recess - n/a
6. Public Meeting -n/a
7. Delegations - n/a
8. Approval of Minutes
 - a) Council Meeting Minutes of April 17, 2018 4 - 11
9. Business Arising from the Minutes
 - a) Proposed Zoning Amendment for 2 Residential Lots - Concession V, Part of Lot 4: Morgan (See By-law 2018-28) 12 - 15
 - b) Proposed Zoning Amendment for Single Detached Dwelling at Collins Lake; Corcoran (See By-law 2018-29 and By-law 2018-30) 16 - 20
10. Reports Requiring Action
 - a) Proposed Road Allowance Closing between Lots 30 and 31, Concession X, Storrington: Campeau 21 - 25
 - b) Proposed Road Allowance Trade: Part of Lot 25, Concession XIV, Bedford: Spicer/Postma 26 - 30
 - c) Investment Update 31 - 32
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15.	<u>Notice of Motions</u>	
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17.	<u>Question of Clarity (from the public on outcome of agenda items)</u>	
18.	<u>Closed Session (if requested)</u>	
19.	<u>Confirmatory By-law</u>	
a)	By-law 2018-31	129
20.	<u>Adjournment</u>	

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Time: 7:00 PM

Location: Council Chambers



Meeting # 11

Present: Mayor Ron Vandewal, Pat Barr, Brad Barbeau, John McDougall, Alan Revill, Norm Roberts, Mark Schjerner, Ron Sleeth, Ross Sutherland

Staff: Wayne Orr, Chief Administrative Officer, Lindsay Mills, Planner, Mark Segsworth, Public Works Manager, Louise Fragnito, Treasurer, Angela Maddocks, Deputy Clerk.

1. Call to Order

a) Resolution

Resolution No. 2018-11-01

Moved by Councillor Revill

Seconded by Councillor Sutherland

THAT the Council meeting of April 17, 2018 be called to order at 7:00 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof

a) Councillor Sutherland declared a pecuniary interest with respect to Agenda Item 10 (b) concerning community grants.

3. Approval of Agenda

a) Resolution

Resolution No. 2018-11-02

Moved by Councillor Sutherland

Seconded by Councillor Revill

THAT Council approves the agenda as presented.

Carried

4. Scheduled Closed Session - n/a

5. Recess - n/a

6. Public Meeting

a) Resolution

Resolution No. 2018-11-03

Moved by Councillor Revill

Seconded by Councillor Sutherland

THAT a public meeting be held to discuss planning matters related to:

- Proposed Zoning Amendment - Concession VII, Part of Lot 33, Storrington
- Proposed Zoning Amendment Concession VI, Part of Lot 4, Loughborough

Carried

b) Proposed Zoning Amendment for Single Detached Dwelling at Collins Lake: Concession VII, Part of Lot 33, Storrington: Corcoran

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Lindsay Mills explained that the purpose of the application is to permit a single detached dwelling to be constructed that exceeds the maximum permitted lot coverage. The subject land is a waterfront lot on Collins Lake and is 1.2 acres in size and with 150 feet of waterfrontage. The existing zoning on this property is wrongly placed, as the property fronts on a fully maintained public road, the land should be zoned Waterfront Residential (RW). The shoreline of this area of Collins Lake is designated Environmental Protection and is identified as a provincially significant wetland. He noted the correspondence received from the CRCA that advised that the flood plain does not extend inland beyond the low bank at the shoreline and that the wetland and PSW designations are only confined to the shallow portion of the lake. They support the establishment of a minimum 30 metre setback from the water body subject to this being specified through a zoning amendment. He further explained that the zoning by-law requires that the principal building have a maximum lot coverage of only five percent. however the applicant is proposing to construct a principal dwelling with an attached garage that would have a footprint of 3080 square. The maximum permitted lot coverage (at 5%) is only 2641 square feet, 439 over the permitted coverage. A site plan will be required, and the new septic system and house will be further back from the water. He felt there was no need for an Environmental Impact Assessment as the Conservation Authority's initial comments were based on the property being vacant land and therefore didn't require the EIA.

Councillor Sutherland felt the proposal was good and an improvement however he noted that the Official Plan Sections 5.2.5 and 5.2.11 requiring an environmental impact study on lands within 120 metres of a provincially significant wetland. He felt this was relatively straightforward and inexpensive process and not optional. He recognized that while the applicant is hoping to replace a small cottage and moving it back, the new structure is substantially larger and an environmental impact assessment should be done.

Councillor Sleeth was familiar with the property and felt the proposal was a significant improvement. He felt the environmentally sensitive area was not on this property and therefore should not be required. The Conservation Authority is the body that would require the EIA and if they are supportive of not having one; why would Council require it to be done.

Councillor Schjerning questioned the requirement for the environmental impact assessment and how to proceed.

Lindsay Mills noted that the Planning Department defers the decision for an EIA to be done to the Conservation Authority, however he acknowledged that it would be up to Council to make this decision.

Councillor McDougall inquired about the distance from the provincially significant wetland. Mr. Mills noted that from the shoreline back there is a 120 metre buffer area.

Councillor Revill asked about the requirements of a preliminary environmental impact assessment.

Mayor Vandewal asked if the conservation authority had done a site visit as this would have provided clarity about the environmental assessment.

Helen Corcoran, the applicant, advised Council that an EIA had been done last week and should have been received by the Conservation Authority at this time.

There were no comments from the public.

- c) Proposed Zoning Amendment for Two Residential Lots in Concession VI, Part

of Lot 4, Loughborough: Morgan

Mr. Mills explained that the purpose of this application is to permit a proposed new residential lot and a retained lot to be created at a reduced lots size and road frontage in the village of Sydenham. The new lot would be 1.1.acres in size and would have 210 feet of frontage on Bedford Road with the retained lot having the same dimensions. The land technically has waterfrontage considering that it borders a remnant waterbody formed by the man-made berm for the rail line. As part of the consent process to create the new lot, the buildings are to be removed and a road widening taken to help accommodate the current improvements being done to Bedford road. Both lots would also be serviced by the municipal water system. From a planning perspective there are no concerns, there were no public comments received or any objections. A development agreement will be required.

Councillor Schjerning questioned the jog in the property line and if the pole can now be moved further back.

Mark Segsworth, Public Works Manager, indicated that he has talked to the owner and all will fit within the existing alignment of the rest of the poles.

There were no comments from the public.

d) Resolution

Resolution No. 2018-11-04
Moved by Councillor Sutherland
Seconded by Councillor Revill
THAT an opportunity having been provided, the public meeting be closed.

Carried

7. Delegations

a) Gord Mitchell, Public Health Inspector, KFLA Health Unit, re: Part 8 of the Ontario Building Code

Gord Mitchell reviewed the role of the KFLA Public Health team as the principal authority for Part 8 of the Ontario Building Code. His presentation included specific statistics for South Frontenac that included 117 permits for new sewage systems, 40 reviews of existing systems and 12 tank only replacements. Also provided were reviews and comments on 28 severances, 13 minor variances and a zoning by-law amendment. He commended South Frontenac for requiring health unit review of applications as this is not necessarily the practice of other municipalities. Mr. Mitchell circulated copies of "SepticSmart!" and the flowchart of "when to circulate to KFL&A Public Health for minor variances and zoning by-law amendments" and answered Council's questions about septic systems and mandatory inspections.

b) Andrew Girourard, Manager, Environmental Health Team, re: Public Health Inspectors - What do they inspect?

Mr. Girourard provided an update to Council on the environmental health program standards that include food safety, safe water, healthy environments, infectious and communicable disease prevention and control. Statistical information related to South Frontenac was reviewed.

Mayor Vandewal spoke to concerns from residents regarding challenges with completing applications and not having clarity on expectations as it is perceived that the rules change.

Mr. Girourard noted that some rules have changed based on new provincial

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regulations and acknowledged that there is some inconsistency in enforcement and this is a challenge they are working through.

Mayor Vandewal thanked both Mr. Mitchell and Mr. Girourardin for attending and providing informative presentations.

c) Annual Update - Waste Disposal Sites - Presented by Cambium

Stephanie Reeder spoke to the PowerPoint presentation included in the agenda package that provided an outline of the status of the active and closed waste disposal sites. Overall there is 20.3 years capacity left in township sites which does not include any site expansion considerations or a change to managing waste from Storrington District within South Frontenac.

Mayor Vandewal thanked her for the presentation and the good working relationship that exists with Cambium and the Ministry of the Environment and Climate Change.

8. Approval of Minutes

a) April 3, 2018 Council Meeting

b) April 10, 2018 Committee of the Whole Meeting

Resolution No. 2018-11-05

Moved by Councillor Sleeth

Seconded by Councillor Barbeau

THAT Council approves the minutes of the April 3, 2018 Council meeting and the April 10, 2018 Committee of the Whole meeting.

Carried

9. Business Arising from the Minutes

a) Delegated Authority (Lame Duck period)

See By-law 2018-23

b) Notice of Motion - Speed Limit of OPP Officers responding to calls

Resolution No. 2018-11-06

Moved by Councillor Sleeth

Seconded by Councillor Barbeau

THAT Council request the OPP Detachment Commander to appear before Council to answer questions about the speed at which officers drive while responding to calls within the Township and discuss solutions to problems raised.

Carried

c) Assessment Review Board Changes

See By-law 2018-24

d) Source Water Protection - Risk Management Services

Resolution No. 2018-11-07

Moved by Councillor Sleeth

Seconded by Councillor Barbeau

THAT Council receives for information the Planning Report dated March 27, 2018 regarding the selection of the firm 'Cambium Inc.' to undertake risk management services for the Township for the years 2018, 2019 and 2020.

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And that South Frontenac acknowledges the \$3,408.00 per year for the next three years for this service.

Carried

10. Reports Requiring Action

a) Road Closing Request from Peck and Frontenac Park

Council directed staff to proceed with the road closing request noting that there would not be a need to advertise.

b) 2018 Community Grants

Councillor Sutherland left the table and did not participate in the approval of the motion.

Resolution No. 2018-11-08

Moved by Councillor Sleeth

Seconded by Councillor Barbeau

THAT Council receive the listing of Community Grants awarded for information and further;

AND THAT Council support the recommendation of the Corporate Services Committee to carry forward any unallocated community grant budget to the next year to be added to the base allocation.

Carried

c) PW-RFQ1-2018- Request for Quote, Equipment & Materials

Mark Segsworth reported that some local firms had missed submitting prices. There will be a need to do business with vendors of record who did not submit prices on services.

Resolution No. 2018-11-09

Moved by Deputy Mayor Barr

Seconded by Councillor Roberts

THAT Council authorized the purchase of materials and culverts, the contracting of trades and the rental of equipment within set budgets as per the attachments to the 2018 Request for Quotes, Equipment and materials report dated April 17, 2018.

Carried

d) Compliance Audit Committee Appointment

Resolution No. 2018-11-10

Moved by Deputy Mayor Barr

Seconded by Councillor Roberts

THAT Council appoint Pat Player as the South Frontenac representative on the 2018-2022 Compliance Audit Committee and that she be compensated on a per meeting basis at the same rate as other volunteer committee members.

AND THAT the CAO, or in his absence the Deputy Clerk, shall be a non-voting member of the committee and shall serve to support the committee in carrying out its functions as they relate to applications in South Frontenac.

Carried

11. Committee Meeting Minutes

a) Portland District and Area Heritage Society meeting held April 4, 2018

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Councillor Sutherland questioned the status of the Desert Lake causeway.

- b) Corporate Services Committee meeting held February 13, 2018
- c) Public Services Committee meeting held March 23, 2018.

Resolution No. 2018-11-11
Moved by Deputy Mayor Barr
Seconded by Councillor Roberts
THAT Council receives for information the minutes of the following committee meetings:

- Portland District and Area Heritage society meeting held April 4, 2018
- Corporate Services Committee meeting held February 13, 2018
- Public Services Committee meeting held March 23, 2018

Carried

12. By-laws

- a) By-law 2018-22 - Road Closing

Resolution No. 2018-11-12
Moved by Councillor Roberts
Seconded by Deputy Mayor Barr
THAT the followings by-laws be given first and second reading:

- By-law 2018-22
- By-law 2018-23
- By-law 2018-24
- By-law 2018-25

Carried

Resolution No. 2018-11-13
Moved by Councillor Roberts
Seconded by Deputy Mayor Barr
THAT By-law 2018-22, being a by-law to stop-up, close and sell a portion of an unopened road allowance lying between Concession IX and X, in Part of Lot 20, Storrington District, be given third reading signed and sealed this 17 day of April 2018.

Carried

- b) By-law 2018-23 - Delegated Authority to CAO

Resolution No. 2018-11-14
Moved by Deputy Mayor Barr
Seconded by Councillor Roberts
THAT By-law 2018-23, being a by-law to delegate authority to the Chief Administrative Officer, be given third reading, signed and sealed.

Carried

- c) By-law 2018-24 - Delegate Authority for ARB Appeals

Resolution No. 2018-11-15
Moved by Deputy Mayor Barr
Seconded by Councillor Roberts
THAT By-law 2018-24, being a by-law to designate to the Treasurer, or designate, the power to act on behalf of the Township at settlement meetings and hearings for Assessment Review Board appeals, be given third reading, signed and sealed.

Carried

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d) By-law 2018-25 - Tax Levy

Resolution No. 2018-11-16

Moved by Councillor Schjerning

Seconded by Councillor McDougall

THAT By-law 2018-25, being a by-law to levy taxes in the Township of South Frontenac for the year 2018 be given third reading, signed and sealed.

Carried

13. Reports for Information

a) South Frontenac Committees - Compensation

b) Tender # PW-2018-09 - New Tire & Repair Program

c) Tender # PW-2018-11 - Gravel Supply Program

d) Accounts Payable and Payroll Listing

14. Information Items

a) Letter to Minister of Natural Resources and Forestry, re: Johnston Point Benefit Agreement

b) Ernie Hardeman, MPP Oxford, re: Private Members Bill - Authority over Landfill Sites

c) Around the Rideau - March/April 2018 Edition

d) Councillor Schjerning and Councillor Sutherland, re: Main Street Improvement Funding Proposals

e) 2017 Annual Report - Hazardous Waste Facility

15. Notice of Motions - n/a

16. Announcements/Statements by Councillors

17. Question of Clarity (from the public on outcome of agenda items) - n/a

18. Closed Session -n/a

19. Confirmatory By-law

a) By-law 2018-26

Resolution No. 2018-11-17

Moved by Councillor Schjerning

Seconded by Councillor McDougall

THAT By-law 2018-26, being a by-law to confirm generally previous actions of the Council of the Township of South Frontenac, be given first and second reading this 17 day of April 2018.

Carried

Resolution No. 2018-11-18

Moved by Councillor Schjerning

Seconded by Councillor McDougall

THAT By-law 2018-26, being a by-law to confirm generally previous actions of the Council of the Township of South Frontenac be given third reading, signed and sealed this 17 day of April, 2018.

Carried

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- 20. Adjournment
- a) Resolution

Resolution No. 2018-11-19
Moved by Councillor McDougall
Seconded by Councillor Schjerning
THAT the Council meeting of April 17, 2018 be adjourned at 9:30 p.m.

Carried

Ron Vandewal, Mayor

Wayne Orr, Chief Administrative Officer



REPORT TO COUNCIL PLANNING DEPARTMENT



AGENDA DATE: May 1, 2018 **REPORT DATE:** April 23, 2018

SUBJECT: Proposed Zoning Amendment for Two Residential Lots in Sydenham: Morgan

RECOMMENDATION:

It is recommended that By-law 2018-28 to rezone lands in Part of Lot 4, Concession V, District of Loughborough in the Village of Sydenham, to permit a new residential lot and retained lot to be created with a reduced lot size and road frontage, **be passed**.

BACKGROUND:

An application has been submitted, to amend the Township of South Frontenac Comprehensive Zoning By-law to permit a proposed new residential lot and a retained lot to be created at a reduced lot size and road frontage in the Village of Sydenham. The rezoning is a condition of consent application S-62-17-L to create the lot which would be 0.45 hectare (1.1 ac.) in size with 64 metres (210 ft.) of frontage on Bedford Road. The retained land would also be 0.45 hectare with 64 metres of road frontage. Attachment #1 shows the location of the subject land within the Village of Sydenham and Attachment #2 is an aerial photo showing the proposed new lot line creating the two parcels.

The rezoning came to a public meeting held on April 17, 2018. No comments or concerns were raised from members of the public. All agencies including KFL&A Public Health, the Cataraqui Region Conservation Authority and the Public Works Department commented favourably to the proposal.

ANALYSIS:

The land fronts on Bedford Road has waterfrontage on a remnant waterbody formed by the man-made berm for the rail line (now the Cataraqui Trail) - see Attachment #2. Also shown on the attachment is a dwelling and garage located on the property very close to the edge of the Bedford Road allowance. As part of the consent process to create the new lot, the buildings are to be removed and a road widening taken to help accommodate the current improvements being done to the road. Both lots would also be serviced by the municipal water system.

The Official Plan designates the subject land 'Settlement Areas' where it is Council's intention that the majority of new growth in the municipality will be directed. The standard minimum lot size specified in the Plan for new lot creation in Settlement Areas is two acres. However, the Plan states that, notwithstanding these standards, the lands designated Settlement Areas in the Village of Sydenham have been further designated as a Special Study Area that recognizes (in 2003) that the long term sewage disposal and potable water supply is not yet determined. Today though, the long term potable water supply matter has been resolved with the completion of the municipal water system in the village and the creation of new residential lots at one acre in size connected to the municipal water system can be justified. Two acre lots are required to maintain a safe separation between private septic systems and wells on adjoining properties. Because there would be no wells on the subject parcels this separation is not needed and lot size can be reduced.

With this OP justification, what remains is a zoning amendment to recognize the reduced lot sizes for the severed and retained lands and to recognize the road

frontages of 64 metres. By-law #2018-28 has been prepared that would zone the two parcels to Special Urban Residential-First Density Zone (UR1-19) to effect the above.

From a planning perspective, the proposal appears to meet the intent of the Official Plan in terms of the type of use and compatibility with surrounding residential uses and, as noted above, the one acre lot sizes for the severed and retained are supported provided they are serviced by the municipal water system. It should also be noted that, a development agreement is required to be entered into for both the severed and retained lands dealing with the Townships standard environmental policies within 30 metres of the waterbody and specifying that both lots must connect to the municipal water system. This was a condition of final approval of the consent application.

FINANCIAL/STAFFING IMPLICATIONS

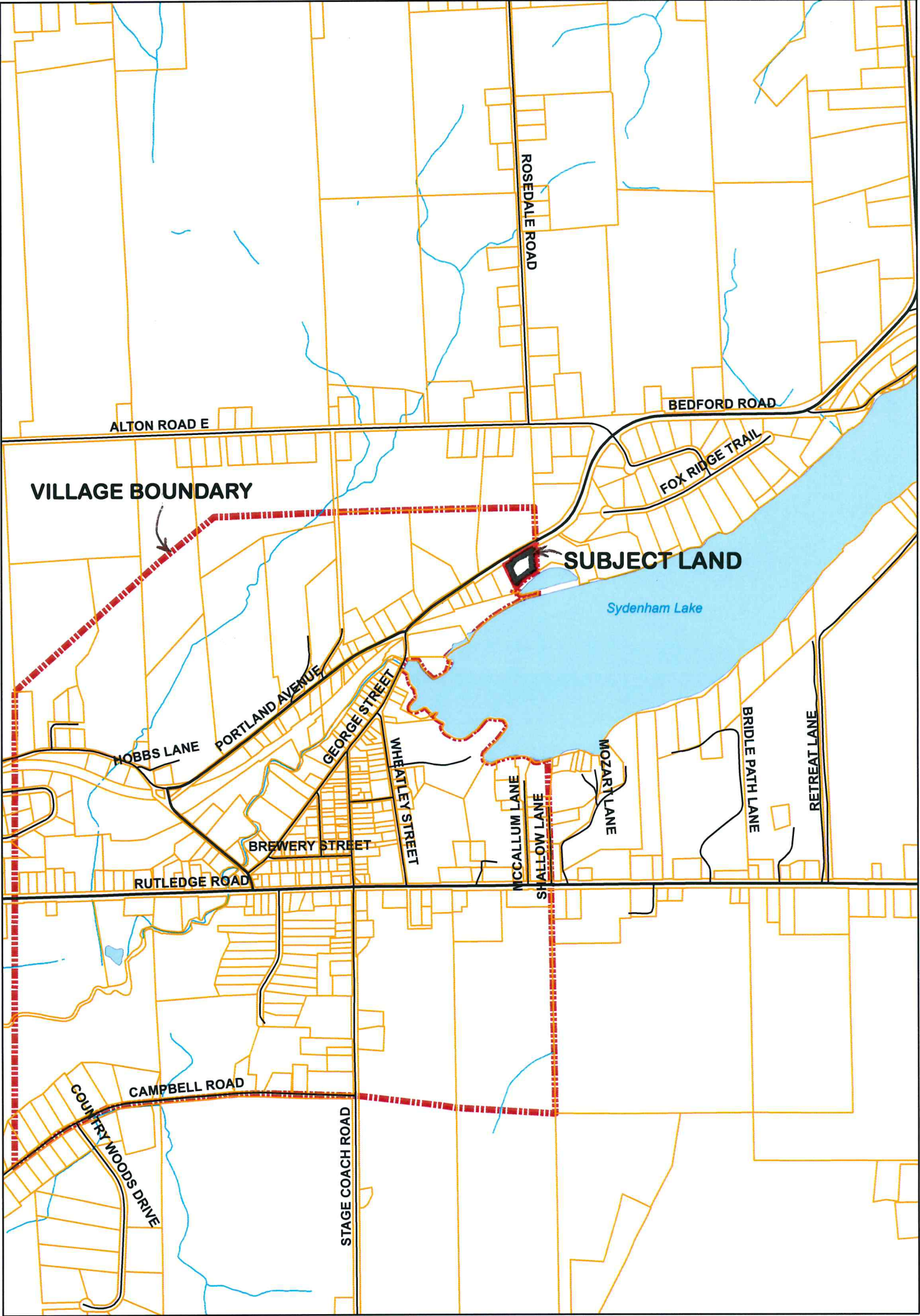
n/a

ATTACHMENTS

Attachment #1 – shows the location of the subject land.
Attachment #2 - is an aerial photo of the property showing the new lot line.

Approved by: Lindsay Mills Prepared/Submitted by: Lindsay Mills

ATTACHMENT #1



ATTACHMENT #2





REPORT TO COUNCIL PLANNING DEPARTMENT



AGENDA DATE: May 1, 2018 **REPORT DATE:** April 24, 2018

SUBJECT: Proposed Zoning Amendment for Single Detached Dwelling at Collins Lake: Corcoran

RECOMMENDATION:

It is recommended that By-law # 2018-29 to rezone lands in Part of Lot 33, Concession VII, District of Storrington, to permit development of a dwelling with greater than five percent lot coverage, and By-law # 2018-30 to authorize the Mayor and Clerk to enter into a site plan agreement, **be passed**.

BACKGROUND:

A rezoning application has been submitted to permit a single detached dwelling to be constructed that exceeds the maximum permitted lot coverage. The subject land is a waterfront lot at Collins Lake 0.5 hectares (1.2 ac.) in size and with 45.7 metres (150 ft.) of waterfrontage. Attachment #1 shows the location of the subject lot and Attachment #2 is a copy of a preliminary site plan showing the proposed dwelling location and configuration.

The application came before Council for a public meeting on April 17, 2018. No concerns or comments were received from the public but discussion centred on the need for a further preliminary Environmental Impact Statement. However, at the meeting the applicant advised Council that a consultant had already been hired to conduct this study and that the report was expected shortly.

ANALYSIS:

The lot was created by severance in 1991. It is relatively flat - sloping generally downward toward the lake and is dominated with mature tree growth. A relic unused cottage exists approximately 12 feet from the water's edge along with two sheds and a former outhouse structure. An old septic field is located approximately 82 feet from the lake as well. Attachment #3 is a drawing from the applicant depicting the location of the existing structures.

The Official Plan designates the subject land 'Rural' where waterfront residential development is permitted. The shoreline of this area of Collins Lake is also designated Environmental Protection and is identified as a Provincially Significant Wetland. A letter dated February 7, 2018 from the Cataraqui Region Conservation Authority (CRCA) advised that the flood plain does not extend inland beyond the low bank at the shoreline and that the wetland and PSW designations are confined only to the shallow portion of the lake (not on the subject land).

The land is zoned Limited Service Residential-Waterfront (RLSW) on Schedule "C" of the Comprehensive Zoning By-law. Council is advised that this zoning classification is wrongly placed on the property as it is meant to apply to properties fronting on a private lane where municipal services are limited. In fact, the land fronts on Lakefield Drive which is a fully maintained public road. The land should properly be zoned Waterfront Residential (RW).

In either of the above zoning categories, the zoning by-law requires the principal building to have a maximum lot coverage of only five percent. In addition, section 5.24.1 of the by-law allows accessory buildings to have a further maximum five percent lot coverage. Thus, the total permitted lot coverage including the principal and accessory buildings is ten percent. The applicant is proposing to construct a principal dwelling with an attached garage that would have a footprint of 3,080 ft.². However, the maximum permitted lot coverage (at

5%) is only 2,641 ft.². Thus, the proposed principal building would be 439 ft.² over the permitted coverage.

Given the above, the applicant is requesting that the principal building be allowed to have this footprint and in return the total coverage for all of the accessory buildings would be 439 ft.² less than normally permitted ie., **total permitted accessory building lot coverage would only be 2,202 ft.²**. As shown on Attachment #2, all development is proposed to be at least 106 feet from the highwater mark of the lake and the septic system would be approximately 160 feet from the lake.

The above mentioned environmental site evaluation report has now been completed and submitted. The report, dated April 23, 2018 prepared by Ecological Services, reviews the site conditions and provides a checklist of items of environmental concern. The report concludes that the proposed undertaking will have no negative impact on the natural heritage features or their ecological functions subject to mitigating measures and that, in fact, the cleaning of refuse and relocating of the structures further from the lake may have a modest net benefit to the site's natural heritage values.

The zoning amendment is tailored to specify the lot coverages noted above and to require a minimum 30 metre setback from the lake. It will also require that a site plan agreement be entered into to ensure that construction is as shown on Attachment #2 and to include the environmental report as a schedule. This will include all of the mitigating measures specified in the report.

From a planning perspective, the proposal appears to be consistent with the Official Plan and the zoning by-law to limit lot coverage on small waterfront parcels of land. Given that a total of ten percent lot coverage is permitted when both the principal and accessory buildings are considered, having a larger principal building and smaller accessory buildings would still amount to the same total coverage - meeting the intent of the policy. Additionally, the rezoning would correct the wrong RLSW zoning that presently applies to the parcel.

It is important to also consider that the existing cottage, out buildings and septic system that are presently located near the water's edge are proposed to be removed under this application. This should be seen as a very positive move in terms of achieving the objective of development that is well set back from the lake - consistent with the intent of the Official Plan. This would also be a requirement built into the site plan agreement.

FINANCIAL/STAFFING IMPLICATIONS

n/a

ATTACHMENTS

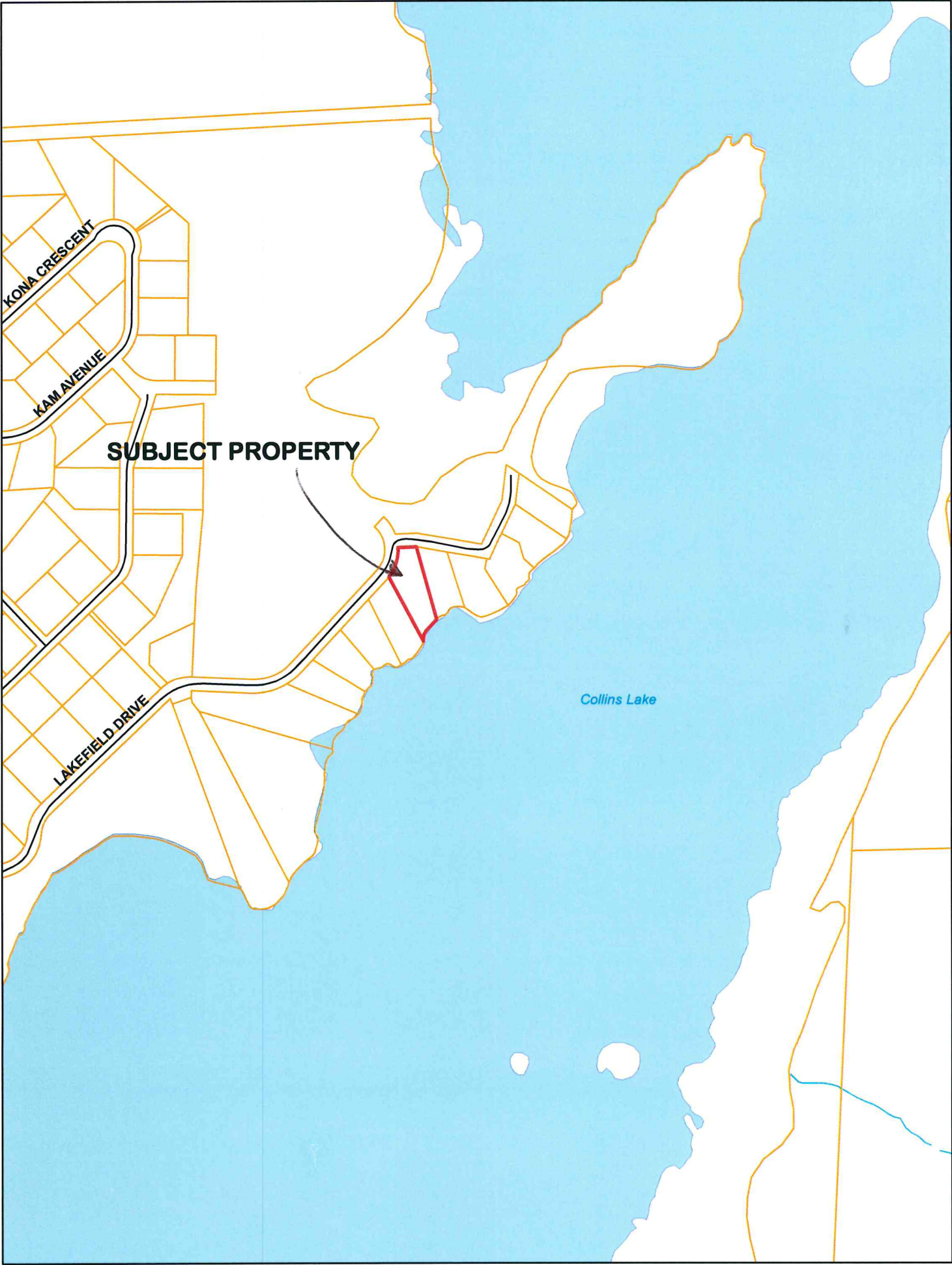
Attachment #1 – shows the location of the subject land.

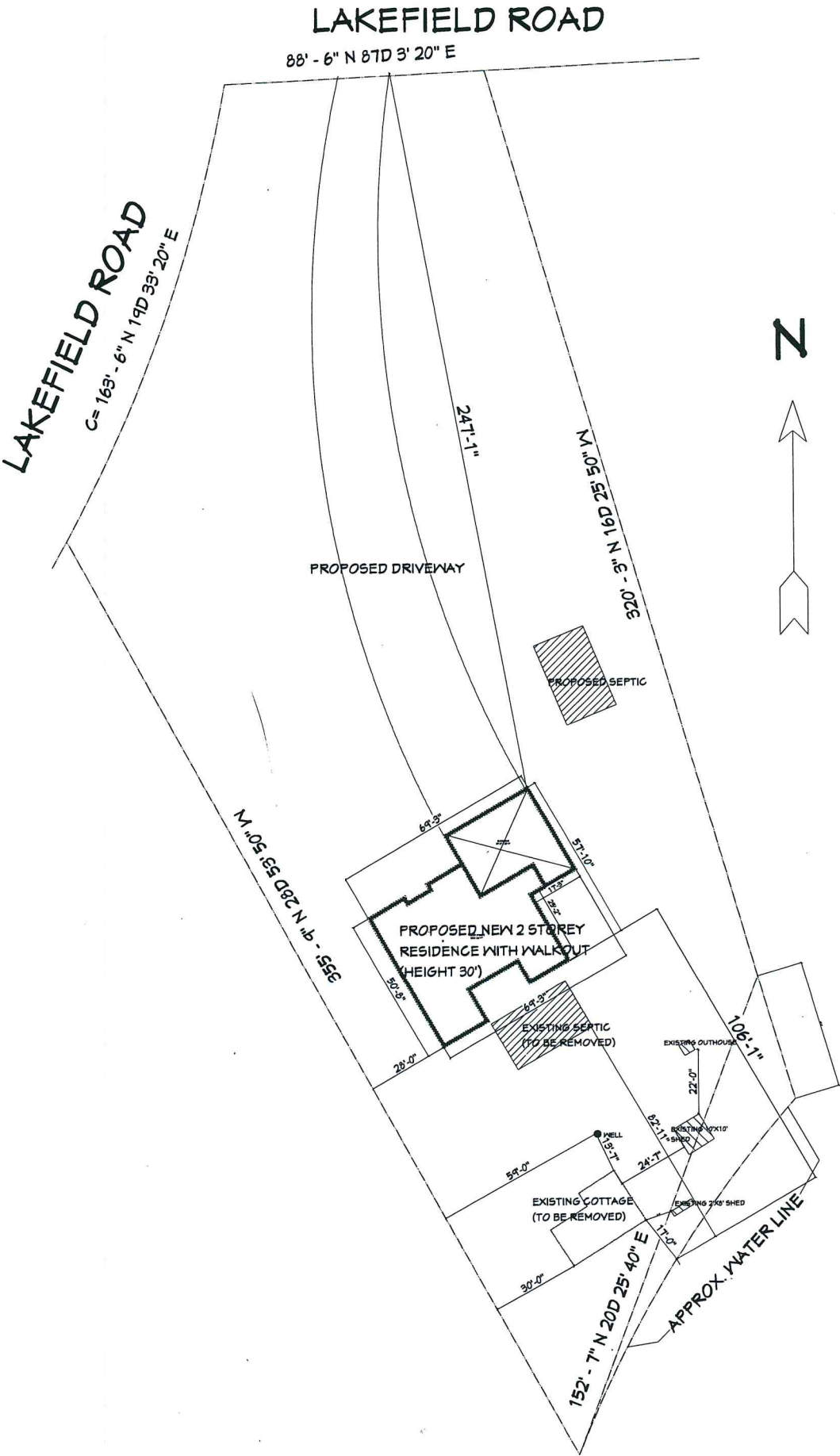
Attachment #2 - is a copy of a preliminary site plan for the dwelling.

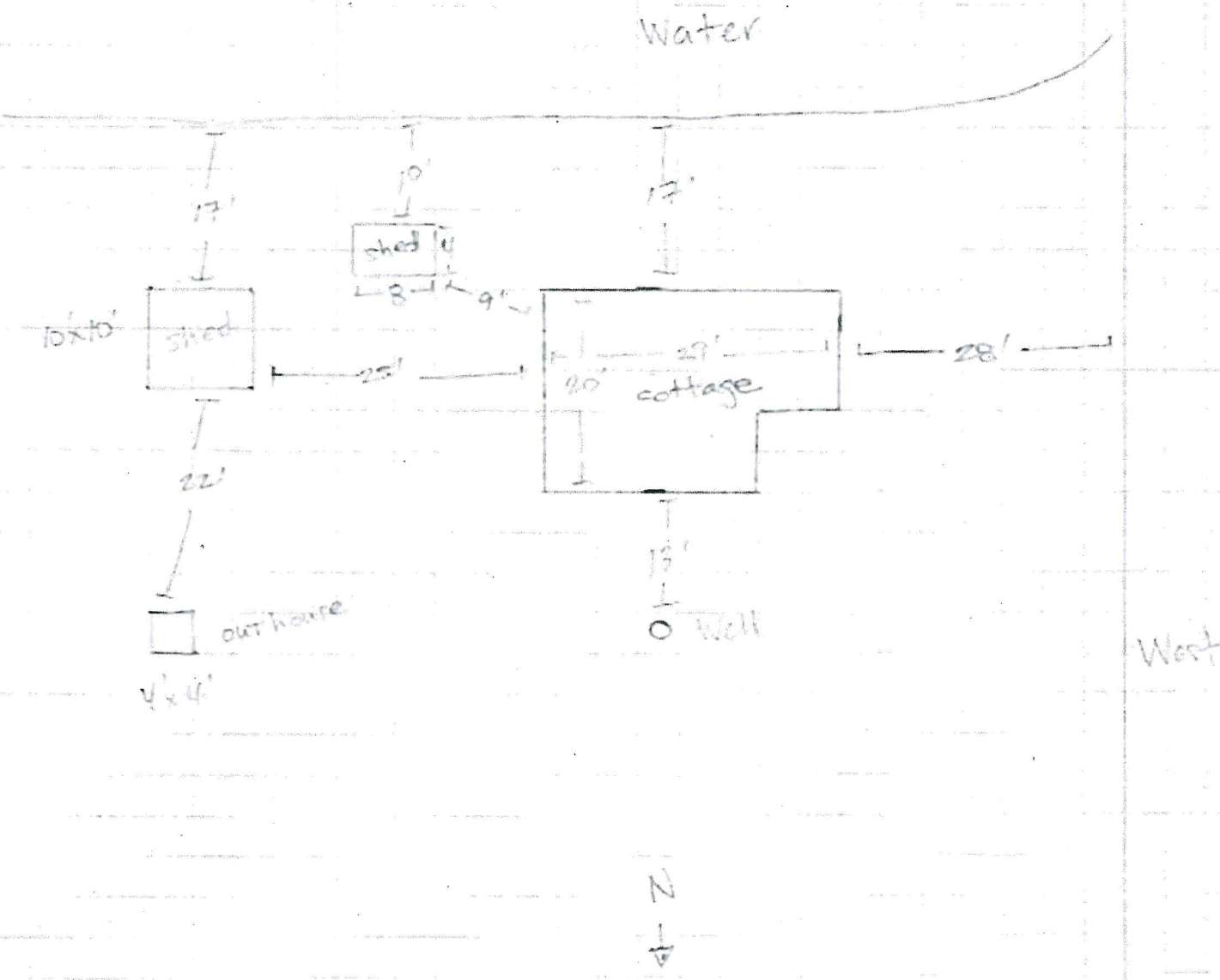
Attachment #3 - is a drawing from the applicant showing existing buildings.

Approved by: Lindsay Mills Prepared/Submitted by: Lindsay Mills

ATTACHMENT #1









REPORT TO COUNCIL PLANNING DEPARTMENT



AGENDA DATE: May 1, 2018 **REPORT DATE:** April 25, 2018

SUBJECT: Proposed Road Allowance Closing Between Lots 30 and 31,
Concession X, District of Storrington: Campeau

RECOMMENDATION:

It is recommended that Council receive the Planning Report dated April 25, 2018, and consider a request to close and transfer ownership of a portion of unopened road allowance in the District of Storrington.

BACKGROUND:

The purpose of this report is to provide the background information necessary to enable Council to consider the closing of part of an untravelled Township road allowance.

By letter dated April 17, 2018 property-owners abutting an unopened road allowance are requesting to know whether Council would agree to the closure and sale of the west half of the road allowance which runs beside their property. This road allowance is the extension of Beach Lane that travels to the waterfront of Cranberry Lake. Attachment #1 is a copy of the letter and Attachment #2 shows the location of the owner's property.

ANALYSIS:

The subject portion of road allowance is approximately 103 metres (338 ft.) long and is only 12 metres (40 ft.) wide. Considering that only the west half of the land (6 metres wide) is requested to be closed and transferred, its area is 1,236 metres² (0.3 ac.). The property-owners wish to add the land to their abutting vacant lot to accommodate a driveway into the property from the end of Beach Lane in hopes of making it more appealing to future buyers. Attachment #3 shows the road allowance with the portion to be closed and purchased highlighted in black.

Beach Lane extends from Burnt Hills road to give access to a number of waterfront lots on the lake. However, Council should note that, even though Beach Lane is labelled as a lane, it is actually on Township-owned land that extends right to the waterfront.

The road allowance itself near the waterfront is vacant and forested and has uneven topography. At the edge of the water the land is a vertical rock cliff approximately 30 feet high. It has been Council's policy to not close road allowances that lead to water because these areas constitute a means for the public to access waterbodies that are otherwise cut off to the public because of private land ownership.

In considering the request, Council might review the following information:

- Staff have visited the site and confirm that it is not physically possible to access the waterfront from the road allowance due to the extreme topography (cliff), thus Council could decide to close it since the public could not use it anyway.

- If Council chooses to close the portion of road allowance as requested because the public cannot physically access the waterfront, perhaps the whole width of the road allowance should be closed (ie., 12 metres wide) and not just the west half.
- There are five other unopened road allowances in this area that give public access to Cranberry Lake from Township-owned roads - one is to the north of the subject land off of Burnt Hills Road; three are to the south off of Carrying Place Road; and one is further south near Melody Lodge Lane.

Staff are seeking direction as to whether Council has any objections to the closure and transfer of this 6 metre wide unused portion of road allowance. Council policy related to the sale of closed Township roads would result in a total price of approximately \$14,340.00.

FINANCIAL/STAFFING IMPLICATIONS:

The Township would receive \$14,340.00 from the sale of the land.

ATTACHMENTS:

Attachment #1 – is a letter from the applicant.

Attachment #2 - shows the location of the owner's property.

Attachment #3 - is an aerial photo of the road allowance showing the area to be closed.

Approved by: Lindsay Mills Prepared/Submitted by: Lindsay Mills

Submitted/approved by: **Lindsay Mills**

Prepared by: **Lindsay Mills,**

ATTACHMENT #1

Lindsay Mills

From: Rob and Mar Campeau
Sent: April-17-18 10:57 AM
To: Lindsay Mills
Subject: Re: Township allowance

Hi Lindsay,

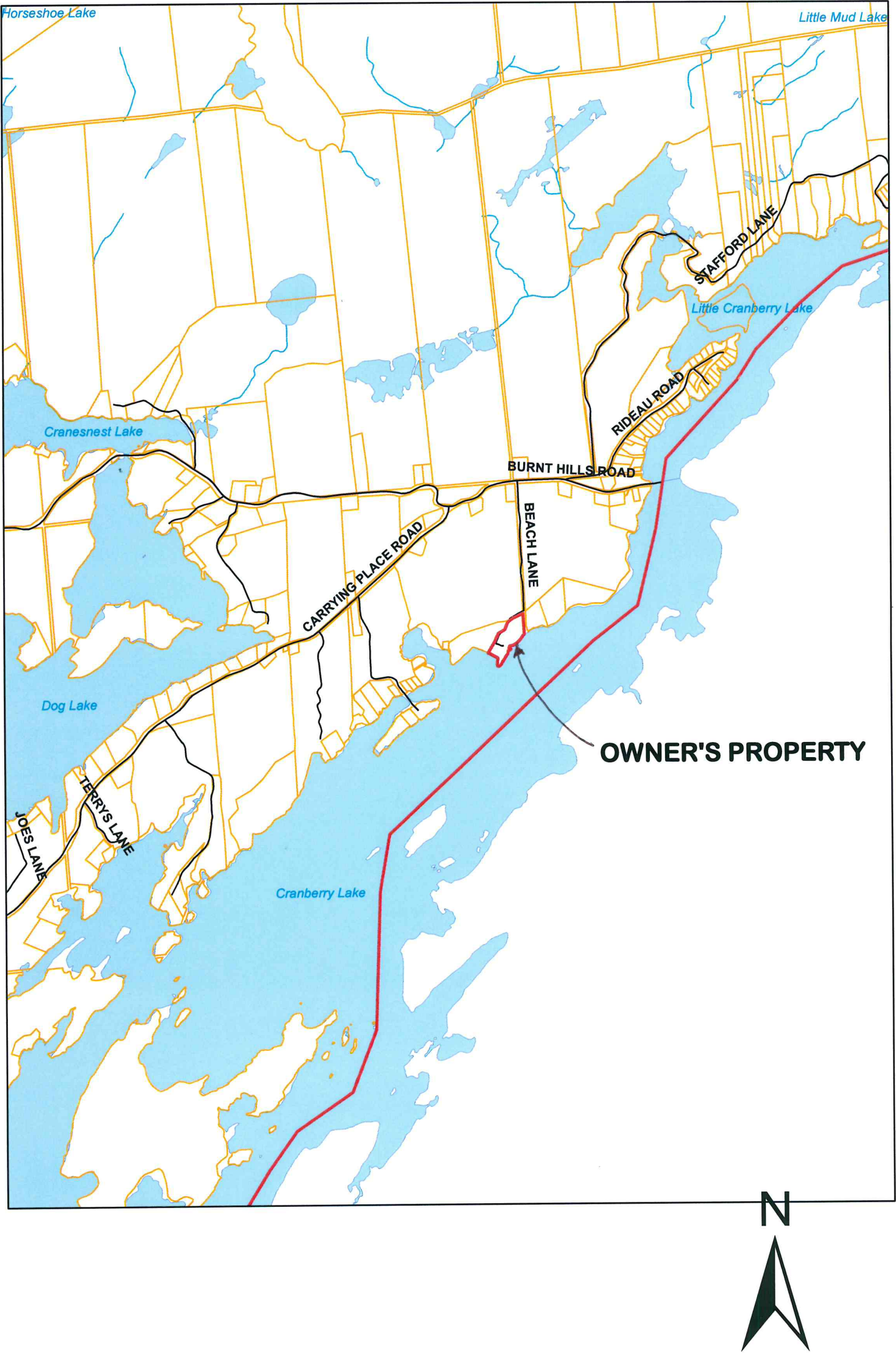
I would like to know this, in the event that our future buyers of the lot ask this question.

Could you please ask Council if they would consider selling the west half of the road allowance adjacent to our severed lot. There is no public access to the lake, as it's a high rock cliff down to the water. The water depth, where the rock meets the water, is about 6' deep.

Thank you.

Marlaine

ATTACHMENT #2





Attachment #3





REPORT TO COUNCIL PLANNING DEPARTMENT



AGENDA DATE: May 1, 2018 **REPORT DATE:** April 26, 2018

SUBJECT: Proposed Road Allowance Trade: Part of Lot 25, Concession XIV, District of Bedford: Spicer/Postma

RECOMMENDATION:

It is recommended that Council receive the Planning Report dated April 26, 2018, and consider a request to close and sell a portion of an unused road allowance and, in turn, purchase land for use as a road in the District of Bedford.

BACKGROUND:

The purpose of this report is to provide the background information necessary to enable Council to consider a trade of land that would accommodate proper access from Norman Lane onto Perth Road.

Property-owners (Mr. and Ms. Spicer) at the corner of Perth Road and Norman Lane have requested to know whether Council would agree to sell them a portion of a Township-owned road allowance that abuts their land. Attachment #1 hereto shows the location of the subject land and Attachment #2 shows the portion of road allowance that would be closed and added to the Spicer property.

This existing road allowance is land that was dedicated to the Township in the past as part of the Norman Subdivision, however, the municipality has not assumed the road nor maintained it. As seen on the attachments, the road allowance jogs near its entrance onto Perth Road. Apparently this was the expected alignment of the road at the time the subdivision was developed. In reality, the access onto Perth Road avoids this jog and travels straight onto the public road over private property as illustrated on the aerial photo on Attachment #3 - the portion to be purchased. The Spicers wish to purchase the unused jog portion of the road allowance to accommodate a proposed garage.

ANALYSIS:

As the parcel fabric attachments illustrate, if the road allowance is sold as requested, there would be no legal access into the Norman subdivision properties since the actual travelled portion is over private land.

However, this land is owned by John Postma who has agreed to transfer ownership to the Township to maintain the legal access onto Perth Road. Thus, a trade of land has been agreed to in principle. The Public Works Department agrees that this proposed perpendicular access arrangement onto the public road is ideal to establish proper sight lines and safe ingress and egress.

Staff are seeking direction as to whether Council has any objections to the closure and transfer of this 'jog' portion of the road allowance and the purchase of land for the new access. Council policy related to the sale of closed Township roads would result in a total price of \$3,146.00.

The process for this trade of land would be as follows:

- Spicers pay the municipality \$3,146.00 to purchase the 'jog' road allowance,
- The municipality pays Postma \$3,146.00 to buy the portion of his property for the new road alignment,
- Costs for surveying and registration are divided equally between Spicer and the municipality.

FINANCIAL/STAFFING IMPLICATIONS:

There would be costs to the Township to cover surveying and legal costs for registration.

ATTACHMENTS:

Attachment #1 - shows the location of the subject land.

Attachment #2 - shows the location of the subject road allowance to be closed.

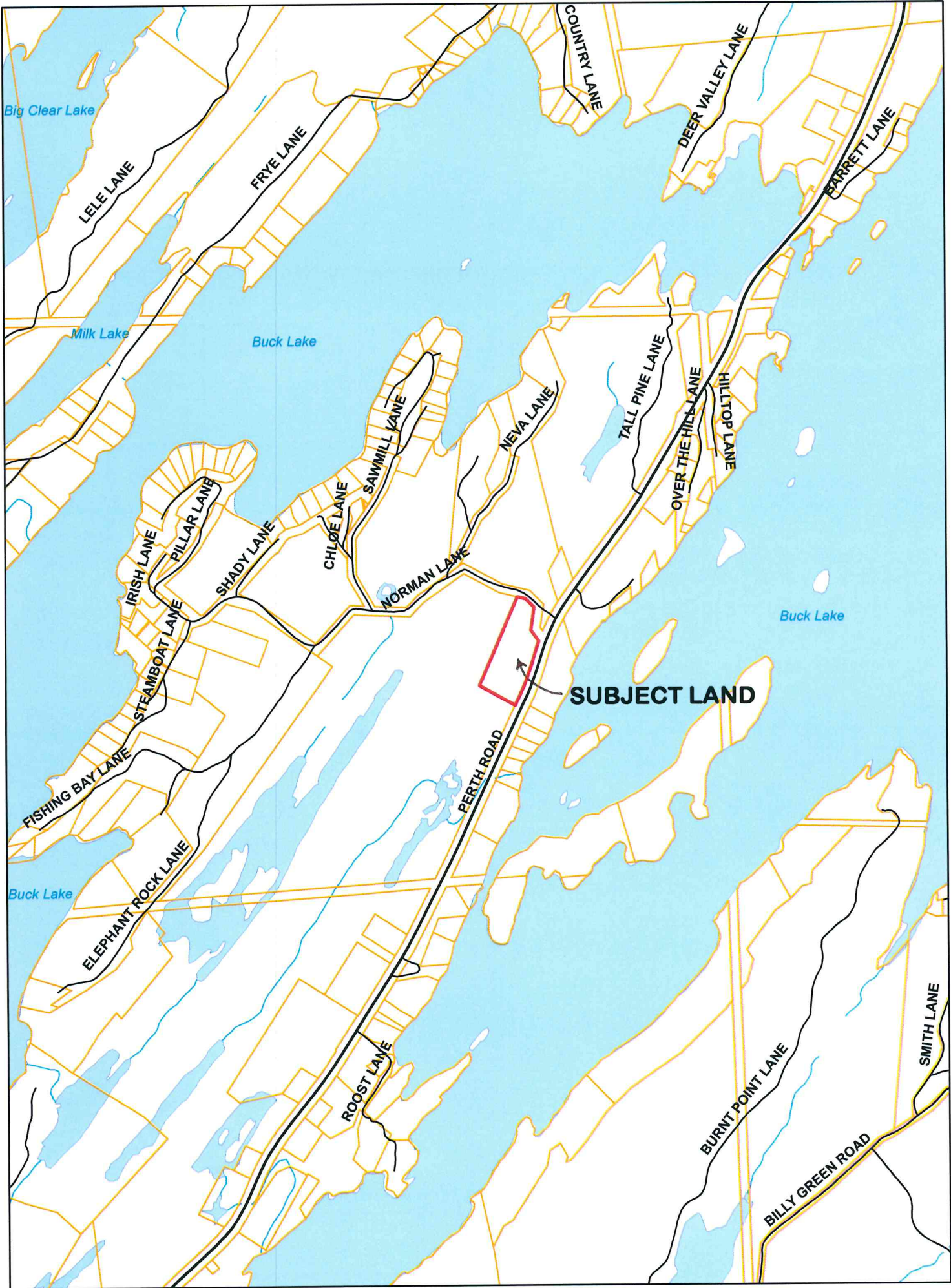
Attachment #3 - is an aerial photo showing the actual travelled route and portion to be purchased.

Approved by: Lindsay Mills Prepared/Submitted by: Lindsay Mills

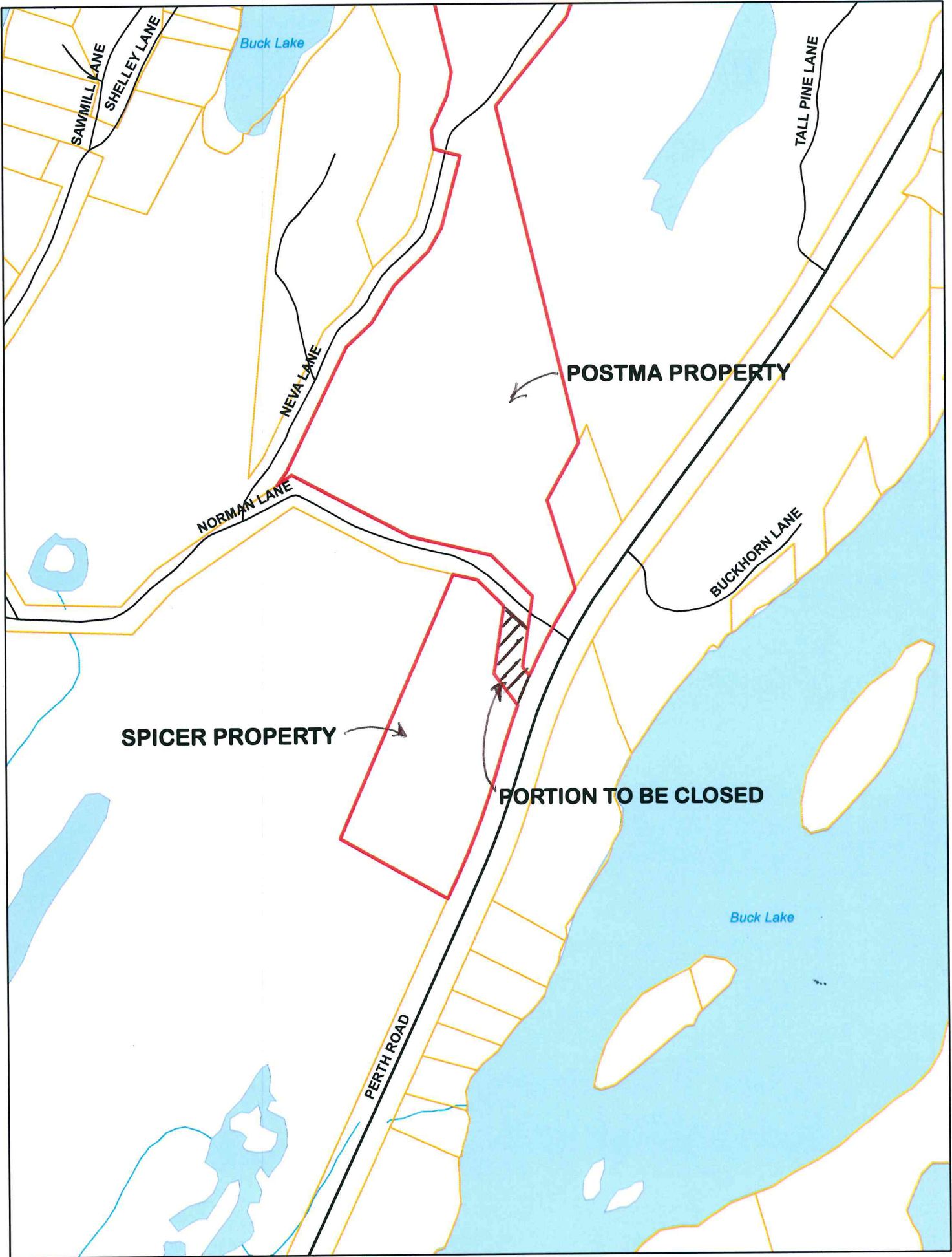
Submitted/approved by: **Lindsay Mills**

Prepared by: **Lindsay Mills,**

ATTACHMENT #1



ATTACHMENT #2



ATTACHMENT #3





REPORT TO COUNCIL
TREASURY DEPARTMENT



AGENDA DATE: May 1st, 2018

SUBJECT: Investment Update

RECOMMENDATION:

That Council direct staff to continue with the current investment strategy as directed at the January 16th Council meeting pending the assessment of alternatives once the contract for Advisory services has been awarded.

BACKGROUND:

At the January 16th Council meeting, Council’s recommendation was:

That Council adopt the Corporate Services Committee recommendation, that no changes be made to the Township’s current investment strategy and that an RFP for Advisory Services be issued in the first quarter of 2018

An RFP for investment services was issued on March 19th and closed on April 13th. Two firms were interviewed on Friday April 27th and it is anticipated that a report will be brought forward to Council by the end of May for the award of investment services. Subsequent to the award, staff will bring forward a report to Council with recommendations from the investment service provider.

Attached is an updated investment summary as of March 31st, 2018.

At the end of 2017, the net change in the investment value was \$124,726.60 compared to an estimated RBC interest calculation of \$85,208.76.

As of March 31st, 2018 the net change in investment value was \$83,579.56 compared to an estimated RBC interest calculation of \$110,773.96. The net change in our investments is now below the interest that would have been received if the funds would have been in our RBC bank account.

ATTACHMENTS:

Investment summary as of March 31st, 2018

Submitted/approved by:

Louise Fragnito

Prepared by:

Louise Fragnito

Investment Summary - as of March 31, 2018

	Initial Deposit Aug 3/2016	2016 Interest	2016 Market Value Adj	Redemption/ Purchase	2016 Net Change	Balance Dec 31/16	%
Bond	3,394,800.00	34,380.19	-47,321.87	0.00	-12,941.68	3,381,858.32	-0.38%
UCB	1,257,850.00	12,577.85	-47,612.51	0.00	-35,034.66	1,222,815.34	-2.79%
Equity	1,005,350.00	0.00	59,912.50	0.00	59,912.50	1,065,262.50	5.96%
Total	5,658,000.00	46,958.04	-35,021.88	0.00	11,936.16	5,669,936.16	0.21%

Royal Bank Interest Calculation	25,013.21
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	2017 YTD Interest	2017 YTD Market Value Adj	Redemption/ Purchase	2017 YTD Net Change	Balance Dec 31/17	%
Bond	78,593.54	-82,343.05	-334,393.06	-3,749.51	3,043,715.75	-0.11%
UCB	31,609.61	-5,731.51	-111,545.57	25,878.10	1,137,147.87	2.12%
Equity	862.34	106,146.87	-130,408.73	107,009.21	1,041,862.98	10.05%
HISA	0.00	0.00	560,000.00	0.00	560,000.00	0.00%
Total	111,065.49	18,072.31	-16,347.36	112,790.44	5,782,726.60	1.99%

Royal Bank Interest Calculation	60,195.55
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	Deposit Amended Dec 2017	2018 YTD Interest	2018 YTD Market Value Adj	Redemption/ Purchase	2018 YTD Net Change	Balance Mar 31/2018	%
Bond	3,060,000.00	16,085.88	-13,236.72	0.00	2,849.16	3,046,564.91	0.09%
UCB	1,146,250.00	6,496.20	-6,453.96	0.00	42.24	1,137,190.11	0.00%
Equity	893,750.00	0.00	-44,039.40	0.00	-44,039.40	997,823.58	-4.23%
HISA	560,000.00	2,000.96	0.00	0.00	2,000.96	562,000.96	0.36%
Total	5,660,000.00	24,583.04	-63,730.08	0.00	-39,147.04	5,743,579.56	-0.68%

Royal Bank Interest Calculation	25,565.20
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	LTD Interest	LTD Market Value Adj	Redemption/ Purchase	LTD Net Change	Balance Mar 31/2018	%
Bond	118,663.61	-132,098.70	0.00	-13,435.09	3,046,564.91	-0.44%
UCB	46,706.78	-55,766.67	0.00	-9,059.89	1,137,190.11	-0.79%
Equity	0.00	104,073.58	0.00	104,073.58	997,823.58	11.64%
HISA	2,000.96	0.00	0.00	2,000.96	562,000.96	0.36%
Total	167,371.35	-83,791.79	0.00	83,579.56	5,743,579.56	1.48%

Royal Bank Interest Calculation	110,773.96
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REPORT TO COUNCIL
TREASURY DEPARTMENT



AGENDA DATE: May 1st, 2018

SUBJECT: Budget reallocations

RECOMMENDATION:

THAT Council support the recommendations of the Acting Fire Chief and that \$14,900 from the Capital budget be transferred from the Decontamination tent and forceable entry door to the line for new fire hall equipment.

AND THAT \$10,775 from the capital under \$5,000 lines in the operating budget be reallocated towards bunker gear replacement.

BACKGROUND:

In the 2018 Capital budget, lines items were approved under Fire Services for a decontamination tent and a forceable entry door totalling \$14,900. Acting Fire Chief Terry Gervais has advised that these items are not needed and recommends that the budget funds be reallocated to the new fire hall. The funds would cover unexpected but necessary expenses for items such as bunker gear racking and a cell booster while leaving some funds to deal with other unexpected items to bring the new building up to operating status.

The Acting Fire Chief has also confirmed that after an audit of existing bunker gear, there are approximately 30 sets that are non-compliant. Under the 2018 operating budget, under the capital less than \$5,000 line, funds were allocated for a new generator at station 2, cooling chairs, as well as training dummies totalling \$10,775. Acting Fire Chief Terry Gervais has recommended that these funds be redirected towards the purchase of bunker gear to partially take care of the non-compliant gear and further that funds be allocated in the capital budget for future years to bring this gear under a replacement cycle using their 10 year shelf life.

ATTACHMENTS

None

Submitted/approved by:

Louise Fragnito

Prepared by:

Louise Fragnito



REPORT TO COUNCIL FIRE SERVICES



AGENDA DATE: May 1, 2018

SUBJECT: Report on the Status of the Fire Service

RECOMMENDATION:

THAT Council receives for information the report dated May 1, 2018 on the Status of the Fire Service

AND THAT the report is forwarded the Fire Chief Knott for consideration and action.

BACKGROUND:

After the retirement of Fire Chief Rick Cheesebrough, the Municipality contracted Terry Gervais to serve as the Acting Fire Chief until a new Fire Chief was hired.

Part of the duties assigned to the Acting Fire Chief was to also conduct an assessment on the operations of the Fire Service, review if the department is meeting its legislative requirements, develop a recruitment plan for the hiring of a new Fire Chief and provide Council with recommendations on a short-term plan for the department.

Council received an interim report on March 6th, 2018, that gave a high level view of the department in regards to Legislative Requirements, Department Operations, Records Management and the Fire Chief Recruiting Process.

Since the interim report, Fire Chief Darcy Knott has been hired, additional meetings have been held with the Deputy Chiefs, the Officers and Firefighters and more research and review have been completed on the operations of the department.

EXECUTIVE SUMMARY:

The Township of South Frontenac Fire & Rescue Services, under the leadership of a full-time Fire Chief and three Volunteer Deputy Chiefs, provides a very diverse level of service to the community. Overall, Council should be very proud of the Officers and Firefighters of the department for their dedication to the residents and visitors of the Municipality. Furthermore, over the years, Council has been supportive in both providing funding for equipment and some of the necessary tools for the Fire Chief to complete his responsibilities. Unfortunately, over time and due to greater demands for accountability, expanded legislation and more onus being put on Fire Departments, especially volunteer departments; what was done in the past will not work now, or in the future.

The current state of the department is not due to the actions of any particular group or persons; rather the Municipality is at the point where the demands are exceeding capacity. Demands include: an increased level of service required for and by the residents, a higher expectation for fiscal and administrative responsibility and meeting legislative compliance for the department.

It is important that Council understands that some of the issues with South Frontenac Fire & Rescue Services are not unique. In fact, many amalgamated or growing municipalities have had to go through similar processes. Because of this there is a tremendous opportunity to learn what has worked for other



REPORT TO COUNCIL FIRE SERVICES



Municipalities and apply the lessons learned to assist South Frontenac Fire & Rescue going forward.

Failing to change the departments operations, as current requirements change, opens the Municipality to unnecessary liability and although total liability reduction cannot be fully achieved, strategic plans must be completed to help minimize or mitigate the risks.

In order to provide a better level of cost effective service, while reducing liability, there has to be a strong fiscally responsible plan that sets short, medium and long term goals for the department. In addition a complete review of the Organization's Structure and resource allocation should be completed to ensure it meets both the current and future needs of the community.

The current status of the fire department can be summed up as, "the tail is wagging the dog" and "operating as four separate fire departments". Truly, the direction of the department is being driven more from the firefighters up than management down. There are a number of factors that have caused this to happen over the years including but not limited to, amalgamation, demographics and a lack of consistent, dedicated support for the Fire Chief.

DISCUSSION:

Legislative Requirements

The Fire Protection and Prevention Act, (FPPA) 1997 S.2 (1) includes the mandatory requirement for provision of fire prevention and public education. Subsection 2. (1) Municipal Responsibilities

Every municipality shall:

1. Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
2. Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

The Office of the Fire Marshal has determined that this requirement includes the following components:

- A simplified risk assessment
- A smoke alarm program
- Distribution of fire safety education materials, and,
- Participating in inspections upon complaint or when requested to assist with fire code compliance

In addition, in 2013 there were two new regulations made under the FPPA that mandate specific fire prevention activities:

- O.Reg.365/13: Mandatory Assessment of Complaints and Requests for Approval
- O.Reg.364/13: Mandatory Inspection – Fire Drill in Vulnerable Occupancy

A review of the department records has found that the department is meeting its minimal requirements under the FPPA in regards to both inspections upon complaint and request and the distribution of Fire Safety Material. However it is not fully meeting the obligations of having a sustainable Smoke/Co alarm

Our strength is our community.



REPORT TO COUNCIL FIRE SERVICES



program or having a current Simplified Risk Assessment completed. It is imperative that both of these mandatory legislative requirements be developed and completed in the short-term by the new Fire Chief.

Another important Legislative Requirement is the Occupational Health & Safety Act (OHSA) and the Ministry of Labor's Section 21's Guidance Notes. The department with the assistance of the Township's HR/Legislative Compliance Officer has made great strides towards meeting its requirements for workplace inspections and the Joint Health and Safety Committee. Regular meetings have been established that include all representatives from all stations within the department.

Areas of improvement that are required to meet the Health & Safety legislation and Guidance Notes include the development of policies and procedures regarding personal protective clothing, an air management program, fire ground safety, training for officers on being a competent supervisor and the Incident Management System.

The new Fire Chief should complete a review of the Section 21 Guidance Notes and other applicable firefighter safety regulations and create, update and enforce policies and procedures and develop training programs regarding firefighter safety. Furthermore, a better record keeping process must be developed that documents any training the firefighters receives to help reduce the potential liability for the Municipality.

Establishing and Regulating By-law

The Township of South Frontenac provides public education, fire investigations, fire protection and other emergency services to the residents and visitors of the Municipality. The Fire and Rescue department operates under the authority of By-law 2004-45, Continue and Regulate District Fire Departments in the Township of South Frontenac. This by-law identifies the general organization and operation of the department and responsibilities of staff and should be reviewed and updated on a regular basis to ensure it recognizes the current structure and services being provided by the department.

Both the community and the department have evolved since the last edition of the By-law and it must be updated to reflect what services the department now provides. In updating the by-law, consideration must be given to the current financial ability to provide the services, as well as the ability of the department to deliver these services safely. Council must realize that they cannot afford to provide all services when updating the By-Law.

Another issue identified when reviewing the current By-law was that it does not clearly identify what Core Services that Council has approved for the department to provide. The Fire Chief should make recommendations to Council on what Core and Specialized services should be provided based on a number of factors including affordability, the number of calls for service, the impact on the Volunteer Firefighters, cost of equipment, the amount of training required to certify the Volunteer Firefighter to the Provincial Standards and the possibility of sharing or obtaining the service from another source.

Organizational Structure

Currently the department is structured with one full-time Fire Chief, three Volunteer Deputy Chiefs, ten Officers and approximately ninety firefighters operating out of nine Stations. The Structure was originally developed at



REPORT TO COUNCIL

FIRE SERVICES



amalgamation and designed to mirror the previous municipalities and provide them some autonomy. While this was the proper concept to do when the department was first amalgamated it no longer provides the best possible organizational structure for the department as it does not break down the previous boundaries and a division still remains 20 years later. Furthermore, there is one area or district that does not have a Deputy Chief which leaves a communications gap and internal issues for those stations.

Fire Chief

The position of Fire Chief for the Township of South Frontenac is not unlike many other Fire Departments in the Province of Ontario. It is a very demanding job with responsibilities to the residents, Council, and the firefighters. Many times, the Fire Chief that works with volunteer or part-time firefighters and in smaller communities must work after hours and weekends because of the nature of the position. This not only puts an additional stress on the person filling this role but makes this person a “single point of failure” when they are absent due to vacation, illness or away for training.

In addition to these pressures, legislation like the FPPA and the OHSA does not treat smaller Municipalities any different than larger ones. However, the larger departments generally have a budget that allows for additional management staff to assist and share the duties of the Fire Chief. In most cases for smaller communities you cannot entirely eliminate the workload however; there are many Municipalities who have provided the Fire Chief with additional managerial support to help reduce it.

In addition to the need to consider additional management support, administrative support is also critical for not only assisting the Fire Chief to better manage the department but also to meet its legislative requirements. The addition of the new payroll position has made a difference, however there remains a tremendous amount of data collecting, inputting and reporting and it is not cost effective for the Fire Chief to fulfill these duties. Not only in many cases does it take the Fire Chief longer to complete these tasks, but it is another duty that takes them away from their other responsibilities of a higher priority.

Recruiting and retaining the right Fire Chief is expensive for the Municipality and sometimes this happens too frequently. Fire Chiefs leave and move to other Municipalities for various reasons but one of the major reasons is the perception of the lack of support from the Municipality when it comes to a “work life balance”. It is proven in order to provide the proper service for the residents; employees need to have time off free from responsibilities or the constant stress of having to manage the department while on holidays or away due to being sick.

Fire Prevention and Public Education

Currently for the department the Fire Prevention, Inspection and Investigations rest solely with the Fire Chief while Public Education is coordinated by one of the Volunteer Deputy Chiefs. Fire Prevention, Code enforcement and Public Education is mandated in the Province of Ontario and unfortunately due to lack of resources the department is falling short of its legislative mandate. Furthermore, preventing fires is a most cost effective approach to providing life safety in the community then fire suppression.

Training

The OHSA and the Fire Service Section 21 Guidance Notes require all



REPORT TO COUNCIL FIRE SERVICES



firefighters be trained to a competent level based on the task that they perform. In order to accomplish this in any department someone must be assigned and responsible for organizing training sessions for the volunteers as well as ensuring there is proper documentation to protect the Municipality from litigation.

The current structure for the Township of South Frontenac Fire & Rescue Service is that a Deputy Chief is assigned to chair a committee of officers and firefighters from the various stations to develop, guide and maintain the training program. The committee is also responsible for the organization of the recruit training program. Both of these tasks are very time consuming, and while the committee is completing the tasks required, they are doing this on a part-time basis which is not sustainable.

Additionally, as training requirements increase it will be difficult for the committee to meet the time commitments required to manage the program. It is imperative, in order to meet the legislative requirements that the duties be assigned to a dedicated position for developing, maintaining, and coordinating the department's program while ensuring that all future provincial certifications needs are met.

In the short-term the new Fire Chief should conduct a full Organizational Review that looks at the entire department in order to make recommendations to Council as to a new structure that better reflects the needs of the community while moving the department into one cohesive unit instead of four separate groups. The review should also look at the current staffing levels for full-time staff, Volunteer Deputy Chiefs, Officers and Firefighters to ensure that the complement for the department is appropriate and consistent. Finally, there needs to be a needs analysis done on Administrative Support for the department and how it is currently managed and how it should be managed in the future.

Operational Review and Resource Allocation

A high level overall review was conducted of both the stations, trucks and operations of the department. The review does indicate that there is the possibility that some stations could possibly be combined or better placed within the Municipality as well as the opportunity to relocate or reduce the number of vehicles within the stations.

The operations of the department have been the standard for many years and in many cases have not changed with the needs and circumstances of the Municipality. Everything from the station response areas to how the stations operate should be reviewed to ensure they are providing the best level of service for the community.

In the short to medium term the new Fire Chief should complete an operational review that includes but not limited to, response areas, resource allocations, station placement and how the department responds to different types of emergencies.

Volunteer Firefighter Remuneration

The Volunteer Firefighters are remunerated four times a year for activities they complete for the Municipality. There are clear standards set for things like emergency responses, in-service training or courses that the firefighter attends outside the Municipality, however there are many other services the firefighters complete that have no standards or consistency within the department.



REPORT TO COUNCIL FIRE SERVICES



“Additional Hours” for the department are when the firefighters would receive remuneration of extra time they spend for completing tasks for the department. These hours could be anything from legislative requirements to cleaning of the fire stations or vehicles. The submitting of time sheets for these hours was mainly controlled by the Volunteer Firefighters themselves and was signed off by the Fire Chief.

Previously the process for additional hours was that at the end of the quarterly payroll cycle the firefighters would submit their additional hours for the three months. In most cases the additional hours did not receive pre-approval from the Fire Chief or Deputy Chiefs, but were submitted based on the firefighter’s beliefs as to what was remunerated. There are fundamental problems with this approach which include; lack of accountability, inconsistency across the department and ensuring fiscal responsibility with in the department’s budget.

A new process was implemented for additional hours as of April 1st. 2018, that requires all additional hours to be approved by the Fire Chief or Deputy Chiefs, submitted at the time when the task was completed and signed by the Firefighter, Deputy Chief and Fire Chief. While this new process will ensure accountability for additional hours it still could lead to inconsistencies within the department.

In order to create a fair and more cost effective remuneration process for additional hours within the department a by-law should be developed by the Fire Chief with input from the Deputy Chiefs and Officers that would set out standards as to when a firefighter is remunerated for additional work they do for the department. By completing this process the firefighters would have a clear set of rules as to when they would be remunerated or not. This would also reduce the inconsistencies within the department.

Emergency Management Program

Municipalities are legislated under the Emergency Management and Civil Protection Act, R.S.O.1990, Chapter E.9, as amended 2009, to complete annual compliance report to the Province of Ontario that demonstrates the Municipality is compliant under the Act. In order to comply with this legislation each municipality must have a Community Emergency Management Coordinator (CEMC), complete annual training and exercises, provide public education, and complete a Hazard Identification Risk Assessment (HIRA).

The HIRA is the base for the development of the required Emergency Management Programs for the municipality. Once the HIRA has been completed then the public education, training, and exercises are all designed to meet the highest risks. These risks do not necessarily have to be large scale events such as floods, tornados or hurricanes, but could be smaller scale events like a wind storm, a snow storm, or power outages.

The review of the Emergency Management plan has identified that the current plan requires updating. Furthermore, after interviewing staff who work with the plan, it has been also shown that although the Municipality is submitting their compliance to the Province it is only meeting the minimum requirements.

The new Fire Chief as part of his role as the Community Emergency Management Coordinator should update and streamline the plan and ensure it reflects the Provincial Incident Management System.

Records Management



REPORT TO COUNCIL FIRE SERVICES



As was stated in the interim report the management of the records of the department is a cumbersome process or non-existent. A couple of the main challenges to the Records Management System are the lack of conductivity at the Fire Stations as well as access to computers.

Consideration and funding must be provided to ensure that Deputy Chiefs, Officers and Firefighters have access to computers in the stations in order to complete incident reports, training records and other modules within Firepro2 such as inventory.

Additionally, funding should be provided in order to provide a link between the Computer Aid Dispatch and the RMS. By completing this link it would significantly reduce the time the payroll clerk spends on entering in Incident Reports to the system.

Conclusion:

In closing, as was stated in the Interim Report, the review has shown that the Deputies, Officers and Firefighters are very dedicated to providing an excellent service to their communities; however as with any organization they need direction, guidance, support and accountability. Also there are times when the Municipality must financially invest into a department to avoid large and unforeseen costs (Cost Avoidance) that will in the end make the department stronger, more current and fiscally responsible for the taxpayer.

FINANCIAL/STAFFING IMPLICATIONS:

Final recommendations and action have not been costed at this time.

ATTACHMENTS:

None

Submitted/approved by:

Terry Gervais, Acting Fire Chief

Prepared by:

Terry Gervais, Acting Fire Chief



REPORT TO COUNCIL PUBLIC WORKS DEPARTMENT



AGENDA DATE: May 1, 2018

SUBJECT: Sydenham Water System

RECOMMENDATION:

That Council approve an amount of \$25,000.00 to be transferred from the Water Hauling Station Capital Budget to the Water Tower Capital Budget.

BACKGROUND:

The Sydenham Water System was discussed at the February 15, 2018 and March 22, 2018 Public Service Committee meetings.

ANALYSIS:

Water Tower:

Confirmation was received from the condition assessment report on the Sydenham Water Tower that the repairs and upgrades will cost \$40,000.00 + HST. In addition, a quotation was obtained to apply "SOUTH FRONTENAC" in 2 locations on the tower. The lump sum price is \$42,600.00 + HST. A request was made for a price to apply the Township name in only one location by the Public Service Committee. The price is \$32,769.00 + HST. No further action is recommended at this time.

Water Dispensing Station:

After discussions with Utilities Kingston Staff, we are recommending a water dispensing station that can accommodate a 20L handheld container or a 1000L cage like container. Initial cost estimates are in the \$40,000.00 range. Recommendations will be forth coming when more details have been finalized.

Water Meters:

Please see attached Protocol.

FINANCIAL IMPLICATIONS:

The approved 2018 Capital Budget for the Water Hauling Station is \$80,000.00. The approved Capital Budget for the Water Tower was \$20,000.00. The Public Services Committee has endorsed an amount of \$25,000.00 be transferred from the Water Hauling Station Capital Budget and added to the Water Tower Capital Budget.

ATTACHMENTS:

2018 Water Meter Replacement Protocol

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager.



Effective February 2018

2018 Water Meter Replacement Protocol

As outlined in the Sydenham Water Treatment Plant and Water Distribution System Services Proposal, Section 2.8 Utilities Kingston will supply all meters, labour and equipment required to Remove the existing water meters at the customer's premises and replace those with a new water meters. Utilities Kingston will be replacing approximately 100 meters starting on May 1, 2018. The following outlines the process for replacing meters.

- Meter replacements to take place during normal working hrs. Defined as 9am – 3pm.
- South Frontenac to make arrangements for 4-6 meter replacements on Tuesdays and Thursdays starting May 1, 2018.
- Utilities Kingston Serviceperson to report to South Frontenac offices on Tuesdays and Thursdays starting May 1, 2018 for a list of appointment locations and times (Earliest appointment is 9:00am).
- Utilities Kingston to provide the old meter and manual service order listing meter reads from old/new meters, meter serial numbers and service address for all replacements in an excel spreadsheet. The spreadsheet shall be provided to South Frontenac by noon on Monday mornings.

South Frontenac Contacts

Aaron Hatton: ahatton@southfrontenac.net or

Dave Holliday: dholliday@southfrontenac.net

Utilities Kingston Contacts

Carl Dooher: cdoohier@utilitieskingston.com or

Dave Nadon: dnadon@utilitieskingston.com



REPORT TO COUNCIL CLERK'S DEPARTMENT



AGENDA DATE: May 1, 2018

SUBJECT: Recommendations of Development Services Committee

RECOMMENDATION:

That Council adopt the recommendations of the Development Services Committee outlined in the report dated May 1, 2018 and that this be communicated with staff of the County of Frontenac and the CFDC.

BACKGROUND:

On April 3 Council considered and passed the following motion:

That a Township of South Frontenac Economic Strategy Committee of Councillors and staff be established to consider the three year recommendations and opportunities outlined in the 2017 County of Frontenac MDB INSIGHT STUDY. The Committee would report back to Council by May 1 with their recommended priority actions and activities. After agreement, Council can direct staff to consider these priorities in their long-term planning discussions with the County of Frontenac's Economic Development Staff.

The Development Services Committee met on April 16 to consider the report and the direction of Council.

In broad terms the Development Services Committee recommends that the Township commit to:

- Having the budgeted staffing resources in place to respond to development pressure and address recommendations;
- Reducing barriers, streamlining processes, developing supportive policies and updating the Official Plan following public engagement;
- Incorporating Economic Development into future Strategic Planning
- Continue to strengthen relationships with both the County and CFDC
- Developing relationships with businesses, identifying business needs and promoting local businesses

In light of Council Motion and following discussion of the "MDB Insight – County of Frontenac Accommodation review and Strategy for Growth" the Development Services Committee recommends the following priority actions and activities:

Critical Path #3 – Establish and invest in infrastructure, land use policies and improvement programs to ensure Frontenac is a competitive investment destination, including;

- 5) Connect with the County and work with local and regional planning and development departments to review land use policies in regards to potential accommodation opportunities.
- 6) Connect with the County and work with local and regional planning and development departments to develop resource guides that encourage existing accommodation operators and assist future investors in navigating permits, incentives programs and approval processes.
- 7) Connect with the County and work with local and regional planning and development departments to introduce an Accommodation Grant / Loan Program as part of community improvement plans.

Our strength is our community.



REPORT TO COUNCIL
CLERK'S DEPARTMENT



Recommendations for Best Bet Opportunities – Recommendations for all opportunities

- 1) Host workshops (in conjunction with the County and other Townships) to educate existing and potential owners on the opportunities associated with developing short term accommodations. Include a resource guide on how individuals can get started.
- 2) Expand, where applicable, the Community Improvement plan definition and programs to include short term and seasonal accommodations.
- 3) Leverage industry newsletters and websites to inform potential investors/entrepreneurs of available accommodation properties across the Frontenac region.

FINANCIAL/STAFFING IMPLICATIONS:

Staffing has been contemplated in the budget, while direct economic development initiatives have not. No budget has been established for updating the Official plan.

ATTACHMENTS:

- Motion and MDB Insight report

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr

March 20, 2018

Whereas the Township of South Frontenac's economic development activity over the next three years will for the most part be managed by the County of Frontenac through the 2017 MDB INSIGHT ACCOMMODATION REVIEW AND STRATEGY FOR GROWTH STUDY;

and

Whereas it is the responsibility of the Township of South Frontenac to direct the County staff in their initiatives on our behalf.

Motion:

Be it resolved that a Township of South Frontenac Economic Strategy Committee of councillors and staff be established to consider the three-year recommendations and opportunities outlined in the 2017 County of Frontenac MDB INSIGHT STUDY. The Committee would report back to Council by May 1 with their recommended priority actions and activities. After agreement, Council can then direct staff to consider these priorities in their long-term planning discussions with the County of Frontenac's Economic Development staff.



Township of South Frontenac

The following report is a short overview of the County of Frontenac Accommodation Review and Strategy for Growth. The report has specifically been generated to reflect South Frontenac's tourist profiles, current policy considerations, best bets and recommendations.

Tourist Profiles

Understanding what types of accommodations and activities desired by tourists is important to developing and supporting accommodations and the broader tourism sector in the region. The following figure shows that, overall, hotels and motels are the preferred accommodation choices for the tourists who visit the Frontenac region; only 'Nature Lovers' prefer campgrounds.

Figure 1: Profiles of Tourists who Visit the South Frontenac Region

Segment	Definition	Accommodation Choices
Tourist Profiles for those Visiting the South Frontenac Region		
Nature Lovers	Typically, this group is made up of families with children, with a passion for outdoor experiences. Travel is seen as an opportunity about exploring new places, off the beaten path. Typically they have a lower than average travel budget and are happy with the basics (i.e. camping), spending time with their families, and finding opportunities for family bonding and creating new family memories. Preferred activities include hiking, beaches, canoeing, parks and fishing. 42% rely on family and friends for travel tips. 78% use the internet to plan, including accommodation sites, online travel agencies and destination sites.	32% serviced campground/ trailer park 26% hotels 19% family/friends 11% unserviced campgrounds
Connected Explorers	Typically, this group is under 40 years old, both with and without children. This group is characterized as a confident and youthful and are an optimistic group with a need to travel and to expose themselves to new experiences as well as expand their horizons. Typically they look for a fully packed schedule of activities, using the internet to research, book, plan and share their travel experiences. Preferred activities include visiting museums, galleries, shopping, parks, landmarks, culinary, spa and beaches. They like to do what the locals are doing (e.g. events, restaurants, attractions). Often prefer accommodations that provide consistent internet connectivity.	57% hotel/boutique hotel 21% family/friends 14% motel 9% inn/bed and breakfast



Segment	Definition	Accommodation Choices
Additional Tourist Profiles for those visiting South Frontenac and Frontenac Islands		
Up and Coming Explorers	Typically, this group are young families, aged 18-34 with children and have diverse backgrounds, including visible minorities (45%) and immigrants (40%). This group is recently affluent and emerging into a new life phase that includes fresh experiences such as travel. Travel is seen as an opportunity to learn and explore as a nuclear family. Typically this group starts with tourist destinations nearby and visits areas typically considered to have core tourist attractions. Typically rely heavily on the internet to plan trips including accommodation websites and online travel agents. 57% visit attractions such as amusement parks/zoo/aquariums. 70% plan trips around the world's most famous sites. Often prefer accommodations that provide consistent internet connectivity.	■ 45% hotel/boutique hotel ■ 23% friends/family ■ 22% motels ■ 10% resorts
Sports Lovers	Typically, this groups is middle-aged men, aged 35-54. They are enthusiastic about sports and see themselves as more active than typical travellers, although, in reality, they look for rest and relaxation more than other groups. Typically, they are looking for organized sports and golf. 50% attend sporting events and 37% say it is their main reason to travel. 47% take part in sports while travelling. 16% played golf on their most recent trip. 38% rely on family friends for travel planning, 22% use their own experience, 15% use brochures and 11% use associations.	■ 55% hotel/boutique hotel ■ 19% family/friends ■ 11% motels ■ 7% resorts
Family Memory Builders	Typically, this group is made up of couples with young children, aged 35-54. They have built their lives around their children and are looking for tourism experiences that allow them to spend time as a family. 45% visited amusements parks, theme parks, zoos, aquariums. 54% went shopping and 42% visited a beach. 77% want to connect with family on vacation and create lasting memories as a family. Often prefer accommodations that provide consistent internet connectivity.	■ 51% hotel/boutique hotel ■ 27% family/friends ■ 13% motels ■ 8% resorts

Source: TNS, Reference Report- Accommodations in Ontario (2012), TNS, Tourist Segments (n.d.)



Current Policy Considerations

Official Plan Considerations

The following table highlights the key accommodation related policies found in the Township Official Plan.

Figure 2: Official Plan Policy Implications for Accommodation Development

South Frontenac Official Plan
Section 5.6.1 Residential Policies Allow For Bed and Breakfast Related Uses ▪ The uses permitted shall include single detached dwellings; semi-detached or duplex dwellings, multiple unit dwellings, single detached dwellings converted to multiple unit dwellings; group homes established in accordance with the provisions of Section 6.5, bed and breakfasts and home occupations. Section 5.6.3 Commercial Policies Allow For Roofed Accommodation Uses ▪ The uses permitted include those commercial establishments offering goods and services which serve the residents of the Settlement Areas or the market area as a whole such as retail commercial establishments, personal service shops, recreational uses, motels and hotels, tourist homes, and other. Section 5.7 Rural Designated Land Policies Limit Accommodation Development ▪ The predominant use of land in the Rural designation shall be for agricultural; aquaculture; open space; conservation; limited service residential; recreational; community facility and rurally oriented non-farm residential; group homes established in accordance with the provisions of Section 6.5; commercial and industrial and bed and breakfast and home occupation uses. ▪ Recreational and resort commercial uses shall include tent and trailer parks; resorts, including privately managed lodges; health spas; tourist accommodations such as cabins, motels and hotels; marinas. Bed and breakfast operations are not considered recreational and resort commercial uses but as a home occupation in accordance with the provision of the implementing zoning by-law. ▪ Highway commercial uses shall include; motels; hotels; taverns; restaurants; convenience retail stores and similar uses. Tent and trailer parks shall include seasonally operated parks for tents and recreational vehicles, not including mobile homes together with accessory facilities such as an accessory dwelling, docks, and convenience stores catering to the day-to-day needs of the visitors. The minimum lot area for tent and trailer parks shall be 4 ha (10 acres); the maximum number of campsites should be 50 in order to avoid excessive concentrations of development in waterfront areas. ▪ No campsite, building or structure except a marine facility for launching and/or servicing of boats or a water pumphouse is permitted within 50 metres (164 feet) of the high water mark of any water body. ▪ Motels, hotels, rental cabins or other roofed accommodation, including accessory facilities such as docks, eating establishments, and convenience stores shall have a minimum lot area of 2 ha (5

**South Frontenac Official Plan**

acres). The maximum density shall be one unit per 2,000 m² (¼ acre) to a maximum of 50 units, provided the appropriate authority will approve of the sewage disposal systems which are used.

Frontenac County Official Plan**Section 2.0 – Support Economic Sustainability Across the Region**

- This includes, but is not limited to, the development of golf courses, resorts, campgrounds, trailer parks, marinas, tourist accommodation facilities, museums, historical and scenic tours and heritage sites as elements of a successful tourism economy. The maintenance and use of lakes and rivers in Frontenac also play a significant role in providing opportunities for tourism and leisure activities.

To succeed, Frontenac County will need to work with its member municipalities, the Province, Frontenac Community Futures Development Corporation, City of Kingston, and various tourism agencies and organizations to promote tourism activity.

Section 3.3 - Rural Lands Provide Tourism Opportunities

- This includes the promotion of the tourism economy across the Frontenac region by ensuring suitable lands are available to satisfy demands for tourism and tourism related development. To encourage economic diversification in rural lands is to include a greater flexibility for on-farm activities, home-based businesses and agri-tourism, and new small scale industrial-type ventures that are connected to the farm economy such as milk processing, cheese factories and craft breweries.

Special Policies – Rural Waterfront Areas

- To permit shore land development that allows for sustainable growth of existing and new tourist developments and innovative and appropriately designed new residential developments.

Section 4.1 Trail Development and Scenic Routes as a Priority

- Frontenac County's location and scenic assets provide ample opportunities for creating scenic or heritage routes. These routes draw both local residents and tourists to the scenic areas of the County. Cycle tourism can benefit the economy of businesses across the Frontenac region.

Community Improvement Plan

The following table highlights the key accommodation related policies found in the Community Improvement Plan.

Figure 3: Community Improvement Plan Policies for North Frontenac

Program	Harrowsmith- CIP
Community Improvement Loan Program: Preferential financing for eligible projects, approved under the Grant Programs but excludes the Municipal Fees Grant Program.	An interest free loan to a maximum of \$7,500 amortized over five years is available to assist property owners in addition to the grant programs.



Program	Harrowsmith- CIP
Façade Improvement Program: Intended to improve the appearance of commercial and residential buildings in order to improve the overall aesthetics and character of the community.	A onetime grant of 50% to a maximum of \$2,000 for residential or \$3,500 for commercial of eligible project costs in order to improve exterior building features. Residential projects must front onto Road 38, Harrowsmith Road or Colebrook Road Commercial projects must be for properties zoned commercial.
Accessibility Enhancement: Encourage commercial property owners to retrofit entranceways and other access points to ensure facilities and commercial outlets are accessible to all members of the community.	A onetime grant of 50% to a maximum of \$3,500 of eligible project costs for projects that improve the commercial building stock within the CIP area. The intent of this program is complement the Façade Improvement Program noted above but specifically tailored to businesses.
Municipal Fees Grant Program: Intended to reduce the costs of development and/or rehabilitation of existing buildings that contribute to the quality of the community.	A onetime grant equal to the total application costs or \$2000, whichever is the lesser. Application fees must be for improvement projects for commercial or residential properties fronting onto Road 38, Harrowsmith Road or Colebrook Road
Commercial Space Conversion: Support new businesses looking to locate in the village core and also provides some funds to existing residential properties along Highway 96 for conversion into new businesses to increase the overall business activity within the village area.	Not Applicable
Other Community Specific Programs	
▪ South Frontenac Harrowsmith CIP- Commercial Building Improvement Grant: seeks to restore the existing building stock and relates to projects that are beyond basic Façade Improvement and are focused inside the commercial unit. A onetime grant of 50% to a maximum of \$3,500 of eligible project costs for projects that improve the commercial building stock within the CIP area. The intent of this program is complement the Façade Improvement Program noted above but specifically tailored to businesses.	

Best Bets

Based on the findings from the engagement and research phases, the following five opportunities were identified as 'best bet' areas that can support South Frontenac's tourism industry:

1. Bed and Breakfast Accommodations
2. Redevelopment of Existing Cottage Accommodations
3. Pod-Based Accommodations
4. Upscale Camping and Campground Accommodations
5. Niche Resort Accommodations



Recommendations

The following recommendations identify key goals for investment opportunities with regards to accommodation development. Each recommendation includes specific tactics, activities, and timeframes. However, more importantly, it sets a critical path for Township staff to follow.

#	Action	Timing (Years)			Budget Allocation
		0-1	1-2	3+	
Critical Path 1 – Establish and strengthen relationships required to pursue investment in the tourism and accommodation industry					
1	Connect with the County to set up a steering committee to provide direction on rolling out this strategy and act as the primary connection to accommodation development in the community.				Staff Time
2	Connect with the County how it can support its tourism industry, including accommodation operators.				Staff Time
3	Assist the County in creating a small network of committed local realtors.				Staff Time
Critical Path 2 – Pursue sophisticated marketing and sales tactics that will generate leads, turn them into prospects, and attract investment					
4	- Work with the County to distribute toolkits to encourage the development or redevelopment of accommodation properties. - Any future toolkit should identify the value proposition of the accommodation opportunity and the key criteria for success. - Promote and distribute the toolkits to existing operators and new investors, illustrating the investment that has been made towards the growth of these opportunities. - Customize resource contacts for each toolkit (specific to each municipality).				Provided with strategy Staff Time
Critical Path 3 – Establish and invest in infrastructure, land use policies and improvement programs to ensure Frontenac is a competitive investment destination					
5	Connect with the County and work with local and regional planning and development departments to review land-use policies in regards to potential accommodation opportunities.				Staff Time
6	Connect with the County and work with local and regional planning and development departments to develop resource guides that encourage existing accommodation operators and assist future investors in navigating permits, incentive programs and approval processes.				Staff Time



#	Action	Timing (Years)			Budget
7	Connect with the County and work with local and regional planning and development departments to introduce an Accommodation Grant/Loan Program as part of community improvement plans.				Staff Time

Recommendations for Best Bet Opportunities

#	Recommendation
Recommendations for all opportunities	
1	Host workshops (in conjunction with the County and other Townships) to educate existing and potential owners on the opportunities associated with developing short-term accommodations. Include a resource guide on how individuals can get started.
2	Expand, where applicable, the Community Improvement Plan definition and programs to include short-term and seasonal accommodations.
3	Leverage industry newsletters and websites to inform potential investors/entrepreneurs of available accommodation properties across the Frontenac region.
Opportunity One: Bed and Breakfast Accommodations	
4	Work with the Brand Ambassadors to include testimonials on the website and manuals which showcase traditional and unique bed and breakfast accommodation operators. Leverage testimonials to create a list that can be promoted and used in materials.
5	Propose policy amendments to local official plans to encourage (if applicable) (See Appendix A for examples): - The development of bed and breakfasts on a variety of land uses including rural farmland, rural areas, urban cores or downtowns - The recognition of bed and breakfasts as commercial establishments eliminating the need of a property landlord to be living on premise. - The introduction of restrictions on short-term rental units that operate in a secondary dwelling or a residential unit outside of the main dwelling. For example, an individual owning a residential unit or secondary dwelling should not be allowed to promote and rent a bedroom or living quarter for five or less days to a visitor unless they are a registered commercial operation.
Opportunity Two: Redevelopment of Existing Cottage Accommodations	
6	Frontenac CFDC's strategic plan has identified upgrades to tourism accommodations as a focus area for continued investment. Working with the CFDC, promote the services and workshops offered by the CFDC to existing cottage rental owners.
7	Remain firm on maintaining commercial zoning when under pressure from residential developers.
Opportunity Three: Pod-Based Accommodations	
8	Invest and encourage in the development of pod accommodations alongside K&P and Cataraqui trailheads to support a growing market. Investigate if funds for pod development are available from the Province's Tourism Development Fund as an element of its Cycling Tourism Plan.



#	Recommendation
9	Propose policy amendments to local Official Plans to include (if applicable): ▪ Pod-developments as a form of short-term rental ▪ Pod-developments to be an allowed use on properties adjacent to trailheads, existing campgrounds and in rural areas. ▪ Allow the placement of pods on community facility property such as churches, parks, and libraries
Opportunity Four: Upscale Camping and Campground Accommodations	
10	Work with existing campgrounds and the CFDC to encourage the introduction of signature upscale camping products and experiences into the Frontenac region.
Opportunity Five: Niche Resort Accommodations	
11	Develop a short list of farm-based assets that could support the development of farm stay experiences across the region.
12	Host workshops (in conjunction with the County and other Townships) to educate farmers, home owners and seasonal cottage/cabin owners on the opportunities associated with developing niche accommodations on their properties.



REPORT TO COUNCIL CLERK'S DEPARTMENT



AGENDA DATE: May 1, 2018

SUBJECT: Options for Planning Services

RECOMMENDATION:

THAT Council adopt Model 3 as outlined in the report dated May 1, 2018,
Options for Planning Services

AND THAT staff be directed to take the necessary steps to recruit and implement the identified model.

BACKGROUND:

On Friday April 20, heartfelt congratulations were extended to Lindsay Mills on his decision to retire as of June 29. Mr. Mills has been with the Township since February 2003 and has offered professional planning opinions as the Planner and Deputy Clerk. Currently Planning Services, has a full time Planner/Deputy Clerk and a Planning Assistant, supported in part by the Building Secretary

In August 2016 Council approved the hiring of a Manager of Development Services to coordinate and lead Planning, Building, Economic Development and Bylaw Services. At the time, Council's mandate for the Manager was to prepare the Township to be ready to seek delegated authority from the County for the approval of subdivisions and plans of condominium. With the exception of a brief period, the Township has been unable to successfully recruit this position. The current posting has only solicited one unqualified applicant.

In November 2017 Angela Maddocks was promoted to the role of Deputy Clerk, with Mr. Mills still maintaining all clerk functions associated with the Planning Act.

On March 20, 2018 Council entered into an Agreement with the County of Frontenac and the other lower tier municipalities for shared planning services, should the Township choose to participate.

When any staff members departs, it is a natural time to evaluate the structure and role and make recommendations on how to best move forward. The following models have been considered:

MODEL 1 – Purchase Services

Council could choose to purchase Planning Services from the County, in accordance with the Shared Services Agreement. This would meet the needs for professional planning services and the Planning Assistant would continue to serve in the intake role and to support Committee of Adjustment. There would be a need for increased capacity for the clerk functions associated with the Planning Act. As a result the current Deputy Clerk, Ms. Maddocks would assume the clerk components of the Planning Act. She would be named Clerk and staff would then recruit an Executive Assistant to carry out the non-clerk functions she performs and this position would also have capacity to support the CAO and Fire Chief.

This model will not lead towards South Frontenac assuming responsibility for the approval of subdivisions or plans of condominium. This model also reduces the independent role that South Frontenac currently maintains with regard to planning opinion. If planning services are to be delivered by the County, then the



REPORT TO COUNCIL CLERK'S DEPARTMENT



need for a Director of Development Services is minimized, although a champion and a plan to integrate and improve the client experience as well as building an economic development presence is still needed.

MODEL 2 – Replace Planner / Deputy Clerk

Council could choose to direct staff to recruit a replacement for the existing role of Planner/Deputy Clerk. This would meet the needs for professional planning services, although the added responsibilities of Deputy Clerk for planning services may be a draw back in recruitment. It should be noted that the Planning Act actually directs formal communication with the public, the applicant and the Local Planning Appeal Tribunal or LPAT (formerly the OMB) through the Clerk. In most municipalities the Clerk's office provides this service. As a result of our current staffing model the Planner's available time to focus on planning opinion is reduced by the time allocated to the clerk function.

With a Planner/Deputy Clerk on board service can continue on the same basis. Provided the Township can recruit a Director, plans for assuming delegated authority from the County can continue. Alternatively Council could ask that the recruitment for a Director be put off pending an assessment of the situation, following a period for the new Planner/Deputy Clerk to become established in their role.

MODEL 3 – Recruit a Planner

Council could choose to separate the role of Planner /Deputy Clerk and direct staff to recruit a Planner. This would meet the needs for professional planning services. The clerk component of the role could be assigned to the Deputy Clerk, who would then be named Clerk. The role of Executive Assistant would be filled and this role would assume the non-clerk duties that Ms. Maddocks is still performing as well as offering support to the CAO and Fire Chief.

This model would marginally expand the time available for the Planner to focus on planning opinions, meet the statutory role of the Clerk, and fully support the CAO and Fire Chief.

With a Planner and a Clerk on board there is the opportunity for improvements in the service provided. Provided the Township can recruit a Director, plans for assuming delegated authority from the County can proceed. Alternatively Council could ask that the recruitment for a Director be put off pending an assessment of the situation, following a period for the new Planner to become established in their role.

MODEL 4 – Contracted Private Services

As a planned temporary measure or in the default where staff can't be hired in time, contract with a private consultant for professional planning advice. In order to be cost effective this would require the deputy clerk functions to be done in house.

MODEL 5 – Reorganization of Planning

As an alternative, Council could reopen the entire model for delivering services. This could include roles for a Senior Planner, Junior Planner and Planning Assistant, while eliminating the role of the Director of Development Services. This would expand the amount of time available for front line delivery of planning services, without the coordination and oversight of a comprehensive



REPORT TO COUNCIL
CLERK’S DEPARTMENT



development perspective. The Deputy Clerk function could be determined. If maintained within the Senior Planners role, there would not be any capacity for the supporting the Fire Department.

Director of Development Services

The position of Director of Development Services (initially Manager) has been posted 5 times at a cost of approximately \$1500 each time. Only once was the Township able to find a suitable candidate. Council is asked to consider whether they are prepared to pay for the services of a recruitment consultant to facilitate this hiring. The ball park for the industry is a fee of between 18% and 25% of the annual salary. No budget is set aside specifically for this, however the vacant position has generated 25% savings so far this year.

FINANCIAL/STAFFING IMPLICATIONS:

	Budgeted or Unbudgeted				
	MODEL 1	MODEL 2	MODEL 3	MODEL 4	MODEL 5
Contract Services	✗	n/a	n/a	✗	n/a
Director	n/a	✓	✓	n/a	n/a
Planner/Deputy Clerk	n/a	✓	✓	n/a	✓
Deputy Clerk to Clerk	✓	n/a	✓	✓	TBD
Junior Planner	n/a	n/a	n/a	n/a	✗
Planning Assistant	✓	✓	✓	✓	✓
Executive Assistant including Fire Support	✓	n/a	✓	✓	TBD

ATTACHMENTS:

None

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr



REPORT TO COUNCIL
CLERK’S DEPARTMENT



AGENDA DATE: May 1, 2018

SUBJECT: Land Purchase

RECOMMENDATION:

That Council pass Bylaw 2018-27, to authorize the Mayor and CAO to execute the agreement to purchase the boat launch area referred to as the Shipyards and additional land for parking.

BACKGROUND:

As part of the 2018 budget Council set aside funds for the purchase of the boat launch in Storrington commonly known as the “Old Shipyards”. An agreement to purchase has been reached based on the direction of Council subject to the passage of a bylaw authorizing the purchase.

The purchase includes the area used as a public boat launch plus an area of approximately 150 feet by 60 feet for parking. The deal includes the Township installing approximately 60m of fencing along the South West boarder and all legal and surveying costs.

Upon passage, surveying will be done and the closing date is 60 days after that.

FINANCIAL/STAFFING IMPLICATIONS:

2018 budget allocation is \$35,000

ATTACHMENTS:

Bylaw 2018-27

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr



REPORT TO COUNCIL CLERK'S DEPARTMENT



AGENDA DATE: May 1, 2018

SUBJECT: Heritage Committee Terms of Reference

RECOMMENDATION:

That Council adopt the Draft Changes to the Heritage Committee Terms of Reference dated March 26, 2018.

BACKGROUND:

Council established the South Frontenac Heritage Committee and set an initial set of terms of reference. Over the course of the committee's first two meetings the group have reviewed and commented on the initial Terms of Reference.

The Committee recommended changes as highlighted in the attached Draft. Most changes are self-explanatory however two changes may need clarification.

- The phrase "cultural heritage value or interest" is recommended to be broadened to more accurately reflect the role of the Committee. The suggested wording is "architectural and / or cultural heritage value or interest". This has been highlighted the first time as an example but it has been changed throughout the document.
- *The Committee may only consider applications for the designation of properties under Part IV of the Ontario Heritage Act which have the support of the property owner "or as requested by the Council".*

This addition is proposed to provide Council with the ability to take steps to preserve a building that it has assessed as potentially having architectural or cultural heritage that has been slated for demolition. With Council's direction the Committee can take steps to move the property through the required process. Without this change, Council would have effectively barred itself from taking any action.

FINANCIAL/STAFFING IMPLICATIONS:

n/a

ATTACHMENTS:

DRAFT Changes – March 26, 2018

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr

South Frontenac Heritage Committee (SFHC) TERMS OF REFERENCE

PURPOSE

- To advise and assist Council on matters relating to Part IV (conservation of properties of **architectural and / or cultural heritage value or interest**) and Part V (identification of a potential Heritage Conservation District) of the Ontario Heritage Act. Specifically, a Heritage Committee would be engaged:
 - during the heritage designation process for individual properties and for districts;
 - on applications to alter heritage designated properties;
 - on applications to demolish or remove heritage designated properties;
 - on applications to repeal designation by-law of a heritage designated property.
- To identify properties and features which have architectural and / or cultural heritage value or interests.
- To assist with the registration of properties which have been identified as having architectural and / or cultural heritage value or interests.
- To assist and advise Council on the research, education/training, promotion and celebration of the heritage of South Frontenac and the area's rural traditions and values.
- To initiate programs such as interpretive plaques showcasing heritage locations and features, historical walking tours, Doors Open events and similar celebrations of heritage which contribute to the overall sense of place and appeal of South Frontenac as a place to live and visit.
- To explore financial assistance programs related to the conservation of heritage properties and features.
- To assist and advise Council on changes to Official Plan policies and Zoning By-law regulations related to heritage matters.
- To assist and advise Council on proposals for adaptive reuse of properties and features having architectural and / or cultural heritage value or interests.
- To facilitate and assist with communication with local and regional heritage interests and the exchange of ideas and expertise through cooperation, partnership and consultation.
- To prepare an Annual Work Plan and Budget estimates for Council's consideration.
- To carry out other assigned duties and responsibilities identified by Council related to heritage matters.

Reporting Structure

- The committee reports regularly to the Development Services Committee through the **Director** of Development Services by means of distribution of minutes and periodic reports and recommendations.

Composition

- Committee positions are advertised at the beginning of each council term or as vacancies occur.
- Council shall appoint one councilor and a minimum of 4 members of the public. The Committee shall have a maximum size of 9 members, including the Council representative but not including the Mayor who shall sit on the Committee as an ex officio, voting member. The Director of Development Services shall sit on the committee as staff resource and a non-voting member.
- The committee selects a Chair and Vice Chair annually at its first meeting of the calendar year.
- The Chair and Vice Chair positions must be community members.
- Vacancies on the Heritage Committee will be advertised and filled as soon as possible.
- In appointing committee members, Council will seek individuals who have one or more of the following skills sets:
 - a demonstrated interest in heritage conservation and an ability to work with Council;
 - an understanding of heritage conservation approaches;
 - a knowledge of historical research;
 - a knowledge of heritage construction trades;
 - an expertise in architectural history;
 - a knowledge of land use planning;
 - an understanding of municipal procedures; and,
 - other related skills.
- The term of office for members of the committee shall be as per the Township's Procedural Bylaw
- The Director of Development Services will be responsible for screening applicants for the Heritage Committee and making recommendations to Council on the best candidates.

Meeting Frequency

- The committee will meet routinely at a minimum of 6 times per year or at the call of the Chair.
- Quorum: A quorum is considered a majority of the voting members.
- Meetings are held in Council Chamber's or at a location as arranged by the Chair.
- All meetings of the Heritage Committee shall be open to the public.

Decision Making/Authority

- The committee follows Council's procedures for conducting meetings and making decisions as a group.
- The Municipal Conflict of Interest Act applies to the all members of the committee.
- The committee will strive for consensus on all items, however if voting is necessary; all members of the committee shall have a vote, a simple majority will decide an issue, questions resulting in a tie vote will be defeated.

- The Committee Chair may seek direction from the Director of Development Services or Senior Staff to assist with the decision making process.
- The Committee is to operate within the bounds of these terms of reference and the approved work plan and budget set by Council.
- The Committee may identify properties and features determined as having architectural and / or cultural heritage value or interests to be included on an inventory of properties of architectural and / or cultural heritage value or interest without the consent of the property owner. The inventory is different from the full designation under Part IV of the Ontario Heritage Act.
- The Committee may only consider applications for the designation of properties under Part IV of the Ontario Heritage Act which have the support of the property owner **or as requested by Council**

Meeting Agendas

- The Director of Development Services, or designate, will prepare an agenda in consultation with Heritage Committee Chair based on previous agenda items, **the draft minutes**, Township/Council priorities and input from the Committee members.
- **Agendas will be published electronically and distributed by email generally three business days before the meeting. Agendas and reports will be available on screen at the meeting.**

Meeting Minutes

- Written minutes of all meetings shall be prepared by the Director of Development Services using the Township's standard minute template.
- Minutes will be provided to the committee for discussion and approval at the next committee meeting and distributed to Council after they have been passed by the committee.

Sub Committees

- Sub-committees for South Frontenac Heritage Committee may be established, as necessary, for a limited time and for a specific purpose. Sub-committees will report back to the next full committee meeting.

Meeting Attendance & Compensation

- The Committee Chair will sign off on attendance list and provide it to the Director of Development Services for authorization for remuneration.
- Committee and subcommittee members (excluding councilors and staff) will be compensated in accordance with Township policies
- All members are paid for their mileage to attend the Heritage Committee meetings.

Delegations to Committees

Delegations by groups or individuals may be made to the committee and will follow the following process;

- Delegations will be received by the Committee and will be limited to a maximum ten minute presentation, unless otherwise approved by the Committee, and are considered in the following order:
 - Those persons the Committee has requested to appear
 - Citizens, organizations or their representatives who have notified the Chair or Director of Development Services in advance of the Agenda being set with their desire to appear. The Chair or Director of Development Services may request that the delegation presentation be moved to a different meeting date if the meeting agenda is full.

Communication between the Committee and Township

- The Committee Chair will communicate directly to the Director of Development Services who will bring any requests for information or concerns to the appropriate Township staff.
- The Director of Development Services will:
 - attend each Heritage Committee meeting and will invite other Township Staff if required;
 - bring matters of importance to the attention of the Heritage Committee;
 - share information of importance with the Heritage Committee;
 - make recommendations to Heritage Committee based on Township Staff direction; and
 - advise the Committee of any Council direction.

Budget Process

The development of the Heritage Committee budget will be a joint effort between the Committee and Township Staff along with direction from Council. The Heritage Committee Budget will be based on an annual work plan prepared by the Committee and approved by Council.

Note: Council makes the final decision on Budget items submitted

Review

- The committee at the first meeting of each year will review these terms of reference.
- Recommendations for change will be forwarded to Council for approval.



South Frontenac Recreation Committee Minutes

Date: January 15, 2018

Time: 7:00 pm

Place: Council Chambers

Attendance: Chair Pam Morey, Councillor Pat Barr, Councillor John McDougall, Councillor Norm Roberts, Councillor Mark Schjerning, Linda Bates, Donna Brown, Kevin Fox, Mike Howe, Alvin Wood.

Regrets: Wolfe Erlichman, Tracy Holland

Staff: Tim Laprade, Arena & Recreation Supervisor, Angela Maddocks, Deputy Clerk

1. Call to Order

The Chair called the meeting to order at 7:00 p.m.

2. Approval of Minutes

Moved by Kevin Fox

Seconded by Linda Bates

That the minutes of the December 18, 2017 meeting be approved.

Carried.

3. Business Arising from the Minutes

Linda Bates reported that the cost for the Canada 150th aerial photo is \$20.00. Scott Gilham from the School Board has provided a blanket approval for the use of the photo in the Recreation Guide and other advertising. Tim Laprade has the original photo on a CD. The schools requested approval for using the photo as a fundraiser and the committee agreed that given their assistance in organizing the project there was no problem the schools doing so.

4. New Business

a. Selection of Chair and Vice-Chair

Tim Laprade opened the floor to nominations for these positions.

Nominations for Chair

Pam Morey was nominated by John McDougall and Mike Howe seconded the nomination. The nomination was accepted.

Donna Brown was nominated by Pam Morey and Alvin Wood seconded the nomination. The nomination was declined.

Nominations for Vice-Chair

Donna Brown was nominated by Kevin Fox and Alvin Wood seconded the nomination. The nomination was accepted.

Moved by Linda Bates

Seconded by Norm Roberts

That the nominations be closed.

Carried.

b. Terms of Reference Review

Tim Laprade introduced an exercise to help frame the discussions around the review of the terms of reference. Each member answered the following questions:

- 1) Why do you choose to sit on a district committee?
- 2) What do you feel is the role or responsibility of your district committee?
- 3) What groups are represented on your district committee?

The following questions/comments were discussed:

- Is the committee achieving the items outlined in the “purpose”?
- Redundant items – maintenance of facilities
- What is SFRC’s role in the volunteer recognition award process?
- Are we missing other individuals from community groups to be acknowledged for volunteering?
- Should SFRC be nominating individuals in SF for other Ontario awards? Should there be a sub-committee for this purpose?
- The role of the district committee – is there still a purpose/need for one? The request for a dog park was used as an example. Requests were made to the district committee but the process was circumvented and another request went right to Council.
- Composition of SFRC – is there a need for four Councillors on the committee given there is more support staff now.
- If supporting recreational programs and facilities eventually comes out of the tax revenue it was felt the need for the four Council members becomes even more important. There will be increased expectation for recreational programming and activities in the future.
- What does recreation mean? There is a broader interpretation for recreation than there once was.
- Should there be a quarterly presentation to Council on behalf of SFRC for better communication between the committee and Council?
- The committee was encouraged to continue to identify needs along with a rational to help Council make informed decisions.

5. Updates

a. 2018 Recreation Guide

- The proof for the Recreation Guide will be available shortly.

b. Time Capsule Project

- Tim Laprade noted the email from Amanda Pantrey indicating that items for the time capsule are still being accepted

c. District Committee Updates

Storrington

- Elections took place at their last meeting. John Kot will be the alternate if Kevin Fox or Alvin Wood are unable to attend a SFRC meeting.

Loughborough

- Mike Howe reported that Canada Day planning is underway.

Portland

- The committee hasn’t met yet in 2018.

Bedford

- Donna Brown has been re-appointed as Chair. While one member has left the committee, there are two new members on Bedford Recreation.

6. Other Business:

- Pam Morey notified the committee of a free “Dementia” seminar offered by the Alzheimer’s Society to be held on January 24 at 7:00 pm at the S & A Hall in Harrowsmith.
- Pat Barr noted that the Bedford Historical Society will be hosting an “Open House” on February 24.
- Tim Laprade reminded the committee of the Family Day event on February 19 at the arena. Volunteers are needed.

7. Chair to sign off on meeting attendance

8. Next Meeting: Monday, March 19, 2018 at 7:00 p.m.

9. **Adjournment:**
Moved by Linda Bates
That the meeting be adjourned at 8:35 p.m.

Seconded by Kevin Fox
Carried.

Recording Secretary: Angela Maddocks

Minutes
2018 Lakes and Trails Planning Meeting
Tuesday, January 23, 7pm
Community Room, Sydenham Library

Present: Robert, Fran, Helen, Wilma, Ross, Bob, Denis

Meeting called to order at 1905.

A financial summary of last year's festival was presented. We start this year with \$1,600. It was noted that numerous volunteers paid for expenses but did not submit receipts. Thank you for the generous support. Everyone is encouraged to make a donation and obtain a tax receipt and submit all expenses related to the Festival.

It was agreed to circulate a contact list of those most active in the organizing.

The following proposals were suggested for this year's paddling activities:

- There will be a marked off area in the water to keep learner boats close to shore
- Boats will be signed in and out
- There will be a life guard on shore
- There will be no organized paddle up the lake. Rather a meeting place will be established for people to meet and go for a paddle together
- Bob will arrange a meeting with Frontenac Outfitters, Ross and Helen to talk about their involvement this year
- If Frontenac outfitters wants to be involved we will supply at least one volunteer to help them out.
- The Canoe Club may bring their dock over and attach it to the beach
- The Limestone Boat and Paddling club is going to help out.

The following proposals were considered for the walking history our:

- One more guide will be added
- More signs will be on the route
- A volunteer will be at the gate to The Point Park to direct people on their way

The following recommendations were made for biking:

- The 42 k Around the Lake bike will start at 9:30. It may be possible to time this route if cyclists want.
- The 36 Kilometer route will start at 10am and the 21 K route at 10:30.
- A five K bike for families out and back on the Cataraqui trail to Botting Road will start at 11.
- The skills course will be run as two or three activity contests with leader boards and prizes in each age category.
- A bike decorating activity will be considered as part of the skills course.

- A repair and training station is needed and we will talk with the bike shop in Harrowsmith.

Rose will not be able to organize the food this year due to a travel commitment. Thank you Rose for all your help last year. She has made some recommendations that are being followed up. It was agreed to keep food free again for participants.

There was a long discussion on what kind of booths would be invited. There was consensus that we should again invite activity-naturalist oriented non-profit groups, as we did last year. Invite the bee keeper association and the woodlot association. The issue of allowing for-sale food booths, artisans and businesses were put on hold until the next meeting.

It was agreed to price having live entertainment both at the Point in the morning and in downtown Sydenham in the afternoon with out door patios serving drinks in the afternoon. The idea will be discussed with local businesses and be brought back to the next meeting.

It was agreed to begin fundraising among local businesses. Rather than offering a booth space for larger donors it was agreed to find ways to better advertise their support for the event.

It was agreed to have a “greeter” at the gates to the Point Park.

As well as our general advertising we will try some advertising by activity: eg: Bike Around the lake as part of the lakes and trails Festival ad to cycling organizations. A separate Facebook page will be set up. Wilma will investigate getting an article in The Scoop and on the FAB listing. Robert will post the event on some cycling web sites.

NEXT MEETING: Wednesday February 28, 7pm. Township Hall.

Minutes
Lakes and Trails Meeting
February 28, 2018

Present: Ross, Robert, Matt, Wilma, Steve, Fran

Regrets: Bob, sue, Denis, Nancy, Christine, Mark, Peter, Helen.

The three main activity areas, cycling, boating and walking, were reviewed. All are proceeding well in their planning for this summer. Cycling will add a specific family cycle of about 5k and a skills competition with prizes by age group. Frontenac Outfitters will be attending again with their boats. The Sydenham Canoe Club will provide lifeguards, support boats and organize group paddles. Historical interpreters are signing up for the walk.

A budget of \$5,000 dollars was reviewed and approved as a working draft. Donations are needed. They are tax deductible and go directly to running the event. Letters have been sent out to businesses and individuals are being asked. Please make a donation if you can.

Barb MacLean has agreed to help plan the food, she has a friend who can help on the day and Denis and Nancy will also help organize on July 14. A long discussion was held on whether to have a traditional BBQ or cold cut sandwiches. Either way it was agreed to have salads. The preference was for hot dogs and Hamburg's. Ross will talk with Barb about budget.

It was agreed to give out hats with logo to all people who actually participate in an activity. Applications will be made for funding. Ross will determine a complete price.

All supported having music on the Point in the morning over lunch and music at Mill and George Street in the afternoon. Matt and Wilma will investigate performers. Jason Silver is also helping.

It was agreed to run the "Name the Logo" contest again. But have prizes and mount on a large (4x8) board. Matt will look into the back board.

A discussion took place on volunteers for parking and general assistance. Ross will draw up a list of needed volunteers. If you are able to help on July 14, please send a note.

Advertising will include some Facebook ads in Smith falls, Napanee, Carleton Place, Kingston and Ottawa. There will also be a poster for those communities. The postal walk will be done again, though a comparison price check with Frontenac news will be done.

Dave Linton is organizing a Catarqui Canoe Club outing centered on the Festival. Steve will work with the Velo club. The library has agreed to bring their large lawn games and the Reptile Club will be coming out again. Wilma will talk to Fire and Rescue about their burning house. The other organizations at last years event are being invited, plus the local lake associations and Lions Club. Wilma will ask the historical society.

The next meeting will be on Thursday April 5 at 7pm. See you all then.

Minutes
Lakes and Trail Festival Planning Meeting
Thursday, April 5, 7pm
Township Hall, Sydenham

Present: Ross, Barb, Matt, Denis, Nancy, Wilma, Sue, Mark

Regrets: Robert, Bob, Alastair, Scott, Zack, Steve, Fran

The committee was Updates on the Festivals Core activities:

Cycling. SF rides is recommending that the Skill competition have three events: A paper toss from a bike maneuvering around a course, a slow bike challenge and a zig zag course to stay between eh lines. The last one would be geared to younger riders. The competition would take place by age groups with prizes in each group. A "leader board" would be maintained through the morning.

SF Rides, through the township, has also purchased, with a govnerment grant, 200 bike bells and lights to be installed as part of a safe cycling program. They will be available at the Festival.

Boating: It was agreed that there will be a roped off area for practicing with the boats that would have a life guard and safety boat. People wishing a longer paddle would be directed to either the Cataraqui Canoe Club, which is running a trip on Sydenham lake that day, or to w meet up area to find other participants to go with.

The historic walk is proceeding as planned.

A discussion took place on whether to have a more traditional BBQ or to go with trays of hot food, like lasagna or pulled pork, and salads. It was agreed to pursue the latter. Barb volunteered to put together a specific proposal for the next meeting. Ross will see if there is a working oven in the canteen at the ball diamond. Trousdale's General Store is going to provide the ice cream.

Most booths have either contacted us or are being contacted about participating in this year's festival. So far everyone is excited. If anyone knows of other groups that are non-profit, and outdoor oriented who might like to be represented please pass along their names.

The Harrowsmith S+A Club has been approached about using their tables and chairs for the Festival.

It was agreed o approach Gary Raspberry as the first choice for a children's singer, followed by Doug Barr. Ross will make the approach. Matt has approached a local band for the afternoon and follow up a lead on a sound system.

A grant application has been put in for the hats. There has been enough fundraising to cover the minimum costs needs to put on the festival, that is food, advertising, and signs. A second grant will be put into pay the bands. More fundraising is needs, please make a donation or pass on the name of a business you think might be interested.

At the next meeting we will go over preliminary layout, time table and lists of equipment needed and volunteers required.

Next meeting: Wednesday, May 2, 7pm in the community room of the library.

Minutes
South Frontenac Rides
Monday, February 12, 7pm
Council chambers

Present: Bob, Allister, Steve, Ross (recording), Scott (chair), Michelle

Regrets: Robert, Sue, Fran

Meeting called to order at 7:05

An update was given on the 2018 Lakes and Trails Festival. Planning has started. There is a good committee working on the event. It is hoped that we will be able to have live music on Mill and George Street in the afternoon.

Round the Lake Bike event will be organized by SF Rides. We discussed options and it was agreed to have the long group start at 9:30 the 30 K route start at 10 and the 20 K route start at 10:30. Each group should have a lead and sweep. There will also be a family ride, about 5 k starting at 11:00.

It was decided to not have separate advertising for the cycling event, though we will extend our advertising to cycling groups and shops in Perth, Smiths Falls, Carleton Place, Napanee and Ottawa.

The Cycle skills course will be replaced by a Cycle Skills Competition, focusing on two or three events that will be competitive with a leader board by age group and prizes. It could be held in the Tennis court, with the leader board being placed amid the main Festival activities.

Scott will contact Yellow Bikes and see if they can attend this year and stress the importance of having them show up if they commit.

A discussion took place on having other events, like group rides. It was agreed that if anyone wants to advertise they are going riding and looking for partners to post on the face book page the length of the ride, time and place and anyone can come and join if they like.

Scott will talk with Mark about the installation of the bike racks and the repair stations. A discussion was had on the cycling infrastructure grant the Township received. It will be used for the Bedford Road reconstruction bike lane. It was felt that part of this money could be used to install the bike racks. Scott will also raise this with Mark.

It was agreed that we would make a report to Council on the activities of the Committee since inception. Pointing out the link between our cycling plan and the grant and the success in raising the profile of cycling the community and our work with High School. Scott will set up the deputation.

Bob gave a report on the Trail head at Verona for the committees' information. A discussion on signage followed. Robert could not attend the meeting because he is at Cat Trail a meeting on signs. Bob will follow-up with Richard Allen at the county on their plans for K+P signs.

Next meeting, March 29, The Library Community Room, 7 pm.

Minutes
 South Frontenac Rides
 Monday, April 16, 7pm
 Township Hall

- 1) Meeting called to order at 7:00
- 2) Scott reported on his delegation to Council and the support from Council for the committees activities and the success Council has had using the Share the Road report to gain an 82,000 dollar grant for cycling infrastructure. Scott reported that it has not yet been decided how to use that money.
- 3) A discussion was had on the upcoming Lakes and Trails Festival. Minutes attached.
 - a. The Skills competition will involve three events - Paper boy, Slow Bike and Zig Zag. There will be a leader board for overall performance and one for younger riders. Prizes will be given out.
 - b. Round the Lake Bike, we reviewed possible leads and sweeps and **still need a couple of more volunteers.**
 - c. Scott will be talking with Yellow Bikes about attending the Festival. We have 200 bells and lights to be installed as part of a safe cycling program. This is more than we will need for the Lakes and Trails Festival. If you know of an event or occasion where we could install the bells and lights please come forward.
- 4) Scott is working with Public Works on locations for the racks.
- 5) Robert reported that the meetings on signage have been unsuccessful. The K+P are going ahead with their program and the CRCA is working on a strategy without a clear time line. Robert was thanked for his efforts to get better signage on the trails.
- 6) It was decided that as well as the Lakes and Trails Festival SF Rides will try and organize a group ride some Saturday in August up the Cat Trail to the Opinicon for lunch and then back. Scott will bring forward a specific suggestion to the next meeting.
- 7) No further news on the Verona trail head.
- 8) It was passed that SF Rides donate 500 dollars to this years Lakes and Trails Festival. The donation we authorized last year was not needed. The motion carried.
- 9) Next meeting – Monday June 4, 7pm Township hall.

Loughborough District Parks and Recreation Canada Day Sub-Committee

Feb 15, 2018 – 7 p.m.

Attendance: Chair Mike Howe, Laura Hackett, Joe Saunders, Jason Silver, Carol Sparling, Bill Arthur, Kerry Arthur, Karol Willis

Regrets: Darlene LaBarre, John Trousdale

Report from the Committee

Fireworks Report

- Fireworks have been ordered through the township and the program will remain the same as last year.

Flyers/Advertisements/Website

- No additional news to report at this time.

Volunteers

- Sam Kemp will round up student volunteers through student council at SHS. Carol Willis will meet with Sam to discuss further.
- Jason Silver will add to the website that the committee is looking for additional volunteers and Laura Hackett will make note on the Facebook page.
- Garry Hay agreed to organize the morning volunteers and set up.

Fundraising/Finances

- Chair Mike Howe applied for the Heritage Grant again this year.
- Names of individuals and businesses that donate to Canada Day are to be sent to Jason Silver to be posted on the website.

Vendors

- There will be no set fee for the vendors this year but they can donate towards the event.
- Eco Farm, Hanna's Pies and pierogies will be available at Canada Day.

Parade

- John Trousdale has offered to organize the parade again this year.

Activities

- Chair Mike Howe will contact Joanne Deline to confirm the pony rides for this year and will ask Janet Knights if she can run the cookie decorating table again.
- Chair Mike Howe will ask Joanne Barr if she will be on the committee again. If not, a volunteer will be needed to organize and run face painting.
- The committee discussed alternatives to holding a petting zoo.

Food

- The Scouts and Councillor Mark Schjerner will be operating the canteen again this year.

Music

- Charlie King has been confirmed to provide the sound system equipment.
- Red Rose Express is confirmed for this year.
- Dark Horse may not be able to play as they are dealing with health issues.
- There will be an "Open Mic" held again this year as well as music from SHS.
- Chair Mike Howe is open to suggestions for other bands to contact. Joe Saunders will contact Texas Tuxedo and see if they are interested in playing at the event. Joe will also contact the Fiddlers to ask them if they are interested in playing between 3-5 p.m.
- Loughborough Public School may be approached about singing the national anthem. Jason Silver suggested that a choir would be nice as well.

Miscellaneous

- The committee briefly discussed options for a stage. Collins' Trucking typically provides a stage but is not able to confirm until last minute. Carol Sparling will speak with the Verona Lions Club again about possibly using their portable stage.
- There are a lot of leftover glow sticks and flags that can be handed out again this year.

Next Meeting: Wednesday, April 18, 2018 (Council Chambers)

Adjournment: 8:00 p.m.

Recording Secretary: Sarah Vandewal

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2018-27**

A BY-LAW TO PURCHASE PROPERTY BEING PART OF LOT 15-16, CONCESSION 9, MUNICIPALLY KNOWN AS 1863 WELLINGTON ST, PLUS AN EXPANSION OF APPROXIMATELY 60 FT BY 150 FT IN THE DISTRICT OF STORRINGTON, TOWNSHIP OF SOUTH FRONTENAC

WHEREAS the Township of South Frontenac wishes to purchase property for the purpose of acquiring the boat launch area commonly knowns as the “Shipyards” and expand the area for parking,

AND WHEREAS the Township of South Frontenac entered into discussions to purchase property from William and Sharon Freeman,

AND WHEREAS an agreement has been reached with the Freeman’s for the purchase of the property,

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

- 1. That the Council of the township of South Frontenac agrees to purchase lands described as Part of Lot 15-16, Concession 9, Storrington, municipally known as 1863 Welling St, plus an expansion of approximately 60ft by 150ft in the District of Storrington, Township of South Frontenac in accordance with direction received in Closed Session: and
- 2. That the Mayor and the Chief Administrative Officer- Clerk are authorized to sign the necessary documents to complete the transaction on behalf of the Township.

Date at the Township of South Frontenac this 1st day of May, 2018.

Read a first and second time this 1st day of May, 2018.

Read a third time and finally passed this 1st day of May, 2018.

**CORPORATION OF THE
TOWNHSIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Wayne Orr, Chief Administrator Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW NUMBER 2018- 28**

BEING A BY-LAW TO AMEND BY-LAW NUMBER 2003-75, AS AMENDED, TO REZONE LANDS FROM WATERFRONT RESIDENTIAL (RW) TO SPECIAL URBAN RESIDENTIAL-FIRST DENSITY (UR1-19); PART LOT 4, CONCESSION V, DISTRICT OF LOUGHBOROUGH: MORGAN

WHEREAS, the Municipal Council of the Township of South Frontenac deems it expedient to amend By-law Number 2003-75 as amended, as it relates to a parcel of land located in Part of Lot 4, Concession V, District of Loughborough,

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. **THAT** Schedule 'F' to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Waterfront Residential (RW) to Special Urban Residential-First Density (UR1-19) for those lands shown on the attached map designated as Schedule "1".

2. **THAT** a new section UR1-19 (Part Lot 4 Concession V, Loughborough District - Morgan) be added immediately following section UR1-18 (Part Lot 7, Concession VIII, Storrington District- Howlett), to read as follows:

UR1-19 (Part Lot 4, Concession V, Loughborough District – Morgan)
Notwithstanding the provisions of section 14.3.1 or any other provision of this By-law to the contrary, on the lands zoned Special Urban Residential-First Density (UR1-19), the following provisions apply:

ZONE REGULATIONS

For Single Detached Dwelling

- Lot Area (Minimum)..... 4,046 m.² (1 ac.)
- Lot Frontage (Minimum).....64 metres (210 ft.)

For any Building or Structure

- Setback from Highwater Mark or Floodline of a Waterbody (Minimum).....30 metres (98.4 ft.)

All other provisions of this By-law shall apply.

3. **THIS BY-LAW** shall come into force in accordance with section 34 of the Planning Act, 1990, either on the date of passage or as otherwise provided by section 34.

Dated at the Township of South Frontenac this first day of May, 2018.

Read a first and second time this first day of May, 2018.

Read a third time and finally passed this first day of May, 2018.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Wayne Orr, Clerk-Administrator

TOWNSHIP OF SOUTH FRONTENAC

SCHEDULE '1' TO
BY-LAW NO. 2018-28

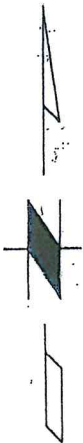
 AREA REZONED FROM 'RW' TO 'UR1-19'



THIS IS SCHEDULE "1" TO BY-LAW NO. 2018-28
PASSED THIS 1ST DAY OF MAY, 2018.

MAYOR _____

CLERK _____



TOWNSHIP OF SOUTH FRONTENAC
BY-LAW NUMBER 2018-29

BEING A BY-LAW TO AMEND BY-LAW NUMBER 2003-75, AS AMENDED, TO REZONE LANDS FROM LIMITED SERVICE RESIDENTIAL-WATERFRONT (RLSW) ZONE TO SPECIAL WATERFRONT RESIDENTIAL (RW-40) ZONE; PART LOT 33, CONCESSION VII, DISTRICT OF STORRINGTON: CORCORAN

WHEREAS, the Municipal Council of the Township of South Frontenac deems it expedient to amend By-law Number 2003-75 as amended, as it relates to a parcel of land located in Part of Lot 33, Concession VII, District of Storrington,

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. THAT Schedule 'C' to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Limited Service Residential-Waterfront (RLSW) Zone to Special Waterfront Residential (RW-40) Zone for those lands shown on the attached map designated as Schedule "1".
2. THAT a new section RW-40 (Part Lot 33 Concession VII, Storrington District - Corcoran) be added immediately following section RW-39 (Part Lot 11, Concession VI, Loughborough District- Quintal), to read as follows:

RW-40 (Part Lot 33, Concession VII, Storrington District – Corcoran)

Notwithstanding the provisions of section 8.3.1 or any other provision of this By-law to the contrary, on the lands zoned Special Waterfront Residential (RW-40), the following provisions apply:

ZONE REGULATIONS

For Single Detached Dwelling

- Size of Footprint (Maximum).....3,080 ft.²

For Accessory Buildings Not Attached to the Principal Building

- Total Footprint of All Structures (Maximum).....2,202 ft.²

All other provisions of this By-law shall apply.

3. THAT the uses permitted in the RW-40 zone are subject to a site plan agreement to be entered into between the owner and the municipality and registered on the title of the property, specifying locations of all buildings and structures; well and septic system; requiring that all structures existing within the 30 metre setback from the lake on the day of passage of this by-law be removed prior to any building permit being issued for new development; and that use of the land be in accordance with the Environmental Site Evaluation report dated April 23, 2018 from Ecological Services.
4. THIS BY-LAW shall come into force in accordance with sections 34 and 41 of the Planning Act, 1990, either on the date of passage or as otherwise provided by sections 34 and 41.

Dated at the Township of South Frontenac this first day of May, 2018.

Read a first and second time this first day of May, 2018.

Read a third time and finally passed this first day of May, 2018.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

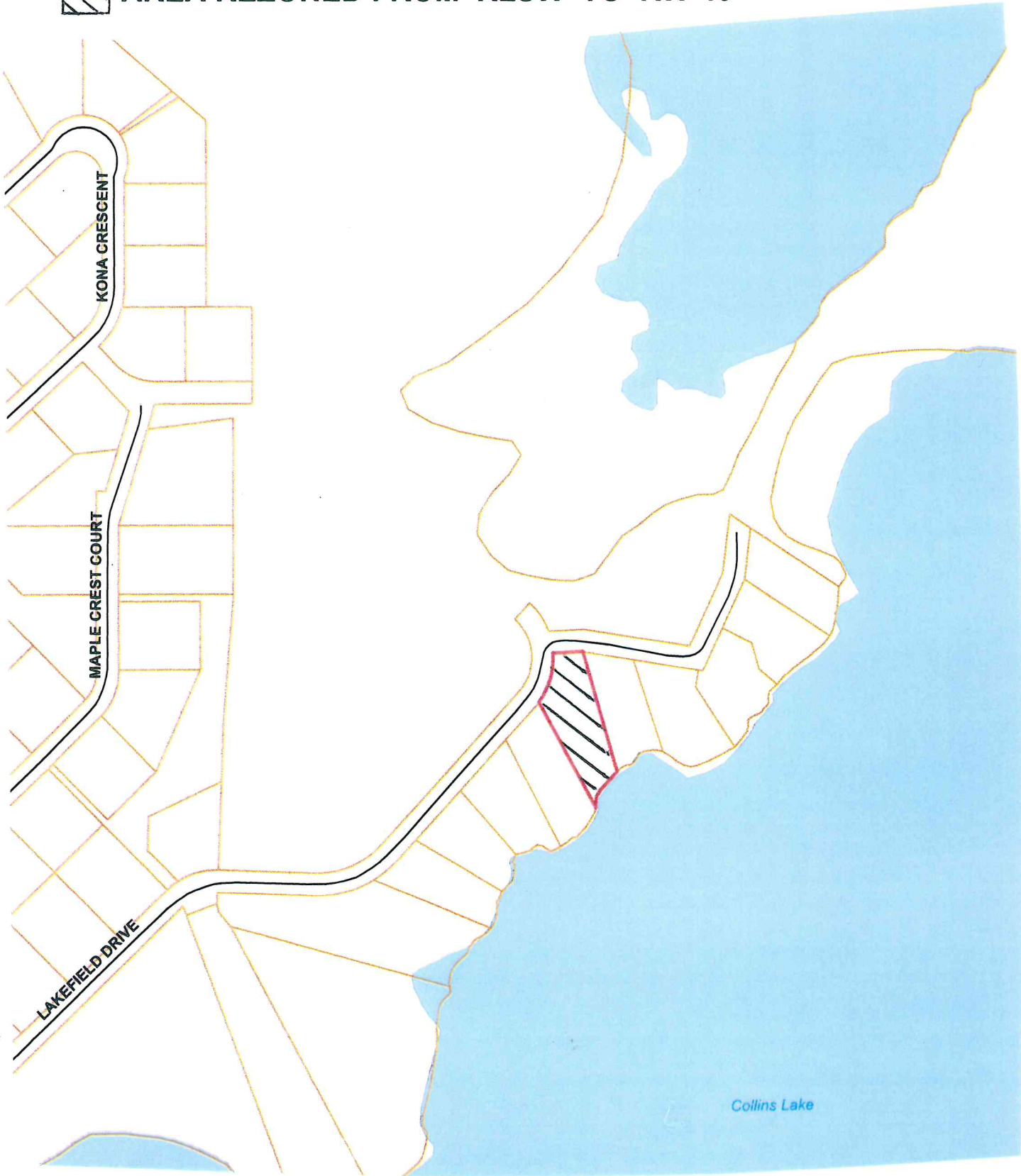
Ron Vandewal, Mayor

Wayne Orr, Clerk-Administrator

TOWNSHIP OF SOUTH FRONTENAC

SCHEDULE '1' TO
BY-LAW NO. 2018-29

 AREA REZONED FROM 'RLSW' TO 'RW-40'



THIS IS SCHEDULE "1" TO BY-LAW NO. 2018-29
PASSED THIS 1ST DAY OF MAY, 2018.

MAYOR _____

CLERK _____



TOWNSHIP OF SOUTH FRONTENAC

BY-LAW NUMBER 2018-30

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO
EXECUTE A SITE PLAN AGREEMENT BETWEEN THE CORPORATION OF
THE TOWNSHIP OF SOUTH FRONTENAC AND HELENA CORCORAN & JOY
BENN.**

WHEREAS a Site Plan Agreement has been prepared to the satisfaction of the Township of South Frontenac and the Owners;

AND WHEREAS the Owners have signed the Site Plan Agreement:

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. **THAT** the Mayor and the Clerk are hereby authorized to execute a Site Plan Agreement between the Corporation of the Township of South Frontenac and Helena Corcoran & Joy Benn, a copy of which is attached hereto forming part of this by-law.
2. **THAT** this By-law and Agreement shall be registered on title of the properties described as Part 2, Plan 13R-10429; Part of Lot 33, Concession VII, Storrington District, Township of South Frontenac.
3. **THIS BY-LAW** shall come into force and effect in accordance with section 41 of the Planning Act 1990, either upon the date of passage or as otherwise provided by the said section 41.

Dated at the Township of South Frontenac this first day of May, 2018.

Read a first and second time this first day of May, 2018.

Read a third time and finally passed this first day May, 2018.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Wayne Orr, Clerk-Administrator

SITE PLAN AGREEMENT made this day
of May, 2018
between

HELENE CORCORAN & JOY BENN

Hereinafter called the “Owner”

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

Hereinafter called the “Municipality”

OF THE SECOND PART

WHEREAS the Owner is the registered owner in fee simple of certain lands located in the Township of South Frontenac (the “Owner’s Lands”);

AND WHEREAS the Council of the Municipality granted its approval to a zoning by-law amendment that would permit new construction to be over the normally permitted lot coverage on the land more particularly described in Schedule “A”;

AND WHEREAS it was a condition of the Council’s approval that the Owner of the lands enter into this agreement with the Municipality on the terms set out;

AND WHEREAS the Municipality is authorized to enter into this agreement and register it against the title to the severed lands, pursuant to section 41 of the Planning Act;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the parties agree each with the other as follows:

1. The following schedules are attached to, and form part of, this agreement and no new building or structure or other facility shall be erected, altered or placed on the said land except in accordance with the attached schedules which consist of:
 - A. Legal Description of Lands
 - B. Site Plan
 - C. Environmental Report
2. The Owner covenants that the Owner is the Owner in fee simple of the Owner's lands described on Schedule "A" attached hereto.
3. The Owner shall perform all the work for the construction of a new dwelling with attached garage a maximum footprint of 3,080 square feet in accordance with Schedule "B" attached hereto and in accordance with the provisions of Special Waterfront Residential Zone (RW-40).
4. The Owner shall remove the existing structures located within the 30 metre setback from the lake prior to construction of the new dwelling.
5. The Owner covenants and agrees with the Municipality as follows:
 - 5.1 Special Requirements
 - 5.1.1 That any onshore or in-water works (e.g. dredging, installation of a dock) will require a permit from the Cataraqui Region Conservation Authority.
 - 5.1.2 That any development, including any septic systems must be located a minimum of 30 metres from the highwater mark of Collins Lake and as shown on Schedule "B" attached hereto.

Environmental Protection

- 5.1.3 That a building permit will not be issued for new development on the lands until the owner/applicant has received a permit from Kingston, Frontenac, Lennox & Addington Public Health.
 - 5.1.4 That all roof and site run-off be directed to sites away from the lake, to allow for natural treatment and infiltration to take place.
 - 5.1.5 That erosion control measures (e.g use of straw bales) be used during any construction and remain in place until any ground cover disturbed during construction has been re-established. Ground cover will be re-established as soon as possible upon completion of construction.
 - 5.1.6 That the property be managed prior to, during and following all development of the lands in a manner whereby the natural soil and vegetation is maintained within the water setback area (minimum 98.4 feet/30 metres), except as approved by the Township of South Frontenac, and that minimizes the potential for soil erosion and the subsequent deposition of sediments and pollutants in lake, creek, wetlands. If the natural vegetation had been disturbed and removed prior to the development of the lot, natural vegetation cover shall be restored within the water setback (minimum 98.4 feet/30 metres) area. There shall be no clear-cutting or construction of roadways within the setback area.
 - 5.1.7 That any excavated materials, garbage, or debris created by development on the lands shall be taken to an area well removed from the lake.
 - 5.1.8 Development must be in accordance with the conditions of the Environmental Site Evaluation report, dated April 23, 2018 prepared by Ecological Services and attached hereto as Schedule "C".
6. This Agreement shall be registered against the title to the Lands, and the Municipality shall be entitled to enforce its provisions against the Owner

and, in respect of the obligations affecting the Lands, against any or all subsequent owners of the Lands.

7. If the Owner fails or refuses for any reason to comply with any requirements of this agreement, the Owner shall be in default and the Municipality may, on seven (7) days notice, require the Owner to remedy the default, failing which the Municipality may, without further notice and without prejudice to any other rights and remedies available to it, do such things and perform such work as is necessary to rectify the default.
8. Any account rendered by the Municipality for work done shall be paid by the Owner within thirty (30) days of the day of billing, and, if the Owner fails to pay, interest shall be charged on the amount outstanding at the rate of one and a quarter percent (1.25%) per month (15% per annum) on the first day of each calendar month following the date the account was due. Any payments received on accounts rendered shall be applied first to any outstanding interest, which may have accrued, and the balance shall be applied to reduce the principal amount outstanding.
9. If the Municipality incurs any expense arising out of the terms of this Agreement, the Municipality may recover the amount in like manner as municipal taxes or by action, pursuant to Section 326 of the Municipal Act.
10. All costs necessary to fulfill any condition of this agreement, and all costs incurred by the Municipality in connection with the preparation, execution, registration or enforcement of this Agreement shall be paid by the Owner.
11. This Agreement shall enure to the benefit of and be binding upon the personal representatives, successors and assigns of the parties.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first written above.

SIGNED, SEALED AND DELIVERED
In the presence of:

WITNESS

WITNESS

OWNER

OWNER

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**
Per:

RON VANDEWAL – MAYOR

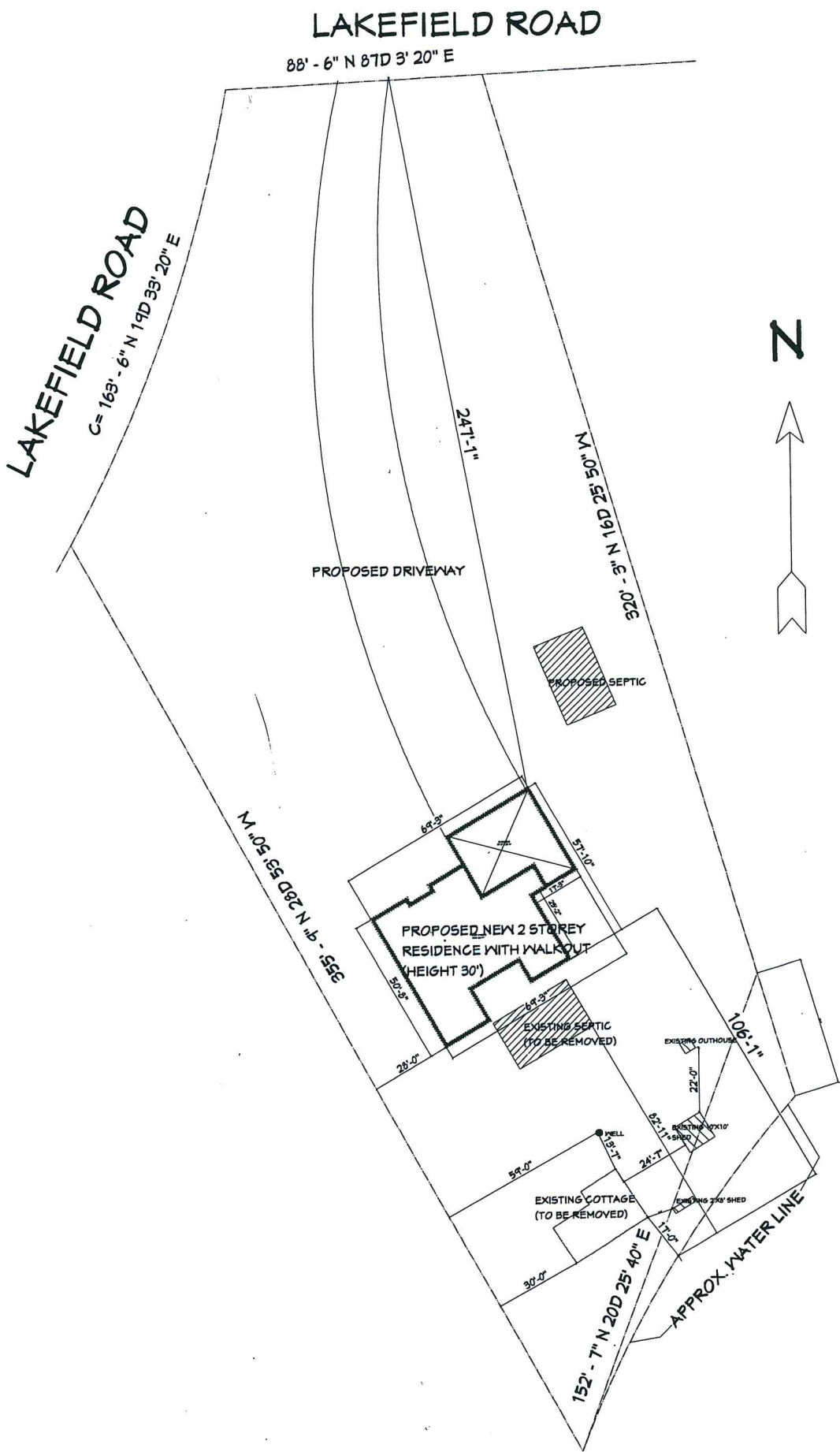
WAYNE ORR – CLERK

**SCHEDULE “A”
LEGAL DESCRIPTION**

THE LANDS

Concession VII, Part Lot 33, District of Storrington, Township of South Frontenac, Part 2
on Plan 13R- 10429

SCHEDULE "B"
SITE PLAN



SCHEDULE “C”
ENVIRONMENTAL REPORT

	Ecological Services R.R. #1, 3803 Sydenham Road Elginburg, Ontario K0H 1M0 Phone: (613) 376-6916 E-mail: mail@ecologicalservices.ca
ENVIRONMENTAL SITE EVALUATION	
Municipality: Township of South Frontenac (District of Storrington)	
Lots:	Concession:
Municipal Address: 2713 Lakefield Drive	
Site District: 6E-10	
Landowner: Joy Benn	
Planning Application Reference:	
Description of Application: The applicant is proposing to remove the derelict building and other structures that currently sit less than 10 m from the shoreline and develop the property (a lot of approximately 0.5 ha) with a single-family residence that will be set back at least 30 m from the shoreline, with a septic system set further back, installed behind the house in order to minimize impact. The stated intent is to maintain a natural shoreline. The applicant also proposes to remove the substantial amounts of garbage and cast-off building materials that are scattered throughout the property, and to attempt to remove the invasive, non-native European Buckthorn shrub that is spread throughout the lot.	
Site Description: The subject property is located at 2713 Lakefield Drive, on the west site of Collins Lake (Attachment 1). We visited the site on April 11, 2018 and again on April 22, 2018. The property has been partially cleared in the past, possibly in association with the abandoned cottage and outbuildings sitting close (less than 10 m) to the shoreline (Attachment 2); most of the shoreline area of the property is grass-covered lawn, with scattered trees. The back (north end) of the lot has some tree cover, primarily White Cedar, with undergrowth species characteristic of cultural disturbance, e.g., European Buckthorn. The shoreline is rocky, more characteristically lacustrine than wetland, with some evidence of past fish nesting occurring at the edge of the lake. There also appears to be the remains of a crib dock, as evidenced by a distinct pile of uniform sized rocks extending out from shore. Remnant garbage and cast-off building materials are scattered throughout the entire lot (including cans, bottles, toys, scaffolding, and lumber) and on the bottom of the nearshore area of the lake (including car tires and building materials). The applicant has expressed a desire to clean up the garbage left behind by previous owners. The property is bounded on both sides by other single-residence properties. A. Ecological Land Classification The ELC type Dry – Fresh White Cedar Coniferous Forest Type (FOC2-2) covers the back of the lot. There are several deciduous tree species in addition to the cedar dominant, including White Ash, Black Cherry, and Hop-hornbeam. The front of the site (i.e. the nearshore area) is cultural in nature: on the west side a Mineral Cultural Meadow Ecosite (CUM1) with scattered White Cedar, Black Cherry, and Manitoba Maple trees	

around the existing building and on the east side a Mineral Cultural Woodland Ecosite (CUW1) containing small outbuildings. Several garden-escape species constitute much of the ground cover at the front of the site.	
B. Slope The entire site is fairly level.	
C. Surface Water Quality and Quantity Collins Lake appears to have good water quality. A nearby station in the provincial Lake Partner's Program has recorded a phosphorous level of 15.5 µg/L in 2016. This corresponds with mesotrophic (medium nutrient) levels. A eutrophic or nutrient-rich lake is one that has high levels of phosphorous (35 to 100 µg/L), based on current Canadian standards (CCME 2004). Another sampling station at the north end of Collins Lake recorded a similar phosphorous level in 2016. However, it should be noted that these data consist of a single sample day each.	
D. Setback Requirements The landowner is proposing a development setback of at least 30 m and the maintenance of natural vegetation cover between the building and the water. The septic system associated with the development will be set back further, behind the house. It is our opinion that this is an acceptable setback, and that the natural vegetation within the setback will act to protect the natural heritage features and functions found in the area.	
Is the Proposed Development:	
A. In a Provincially Significant Wetland or Coastal Wetland?	Yes ☐ ☒ No
Adjacent to a Provincially Significant Wetland or Coastal Wetland? The Collins Creek Wetland Complex is adjacent to the property, as much of Collins Lake is considered to be part of the PSW. It is our opinion that removing a close dwelling and setting new construction at least 30 m back from the water, with the associated septic being even further removed, will provide a net gain to Collins Lake and its PSW. And the maintenance of a shoreline with nautural vegetation, as is intended by the landowner, will provide sufficient protection.	Yes ☒ ☐ No
B. In a Regionally Significant Wetland?	Yes ☐ ☒ No
Adjacent to a Regionally Significant Wetland?	Yes ☐ ☒ No
C. In/adjacent to an Unevaluated Wetland? According to the Natural Heritage Information Centre mapping, there is an unevaluated wetland on the subject property. However, from visiting the site we did not find the ecology to be consistent with a wetland-type site. The White Cedar woodland on this property is an upland type, with characteristic upland plants, e.g. <i>Solidago sp.</i> , and there were no ephemeral pools or standing water present, which would be expected during the spring melt when the site was visited. The designation of an unevaluated wetland was likely a mapping error.	Yes ☐ ☒ No
D. In an Area of Natural and Scientific Interest?	Yes ☐ ☒ No
Adjacent to an Area of Natural and Scientific Interest? The closest ANSI is Collins Lake Upland Forest, located approximately	Yes ☐ ☒ No

645 m away, on the far side of Collins Lake.	
E. In the habitat of Species at Risk? We observed no Species at Risk during our visit to the property, and its cultural nature does not make it a strong candidate for providing SAR habitat. We assessed the site for the possible habitat of some SAR not reported to be associated with the site but known to exist in the region. We looked for (Endangered) Butternut trees but found none. Many species of bats in Ontario are Species at Risk, and will roost in cavity trees during the warm season. A copse of several White Cedar trees on the edge of the property within 30 m of the shoreline was observed to contain two trees with woodpecker-produced cavities. These trees were surrounded by lawn and separated by about 30 m of open ground from the treed portion of the property, located further north. The presence of cavity trees is not unusual as they are found within all woodlands in the region, but they still need to be considered in the context of bat maternity and roosting. However, we consider this to be a low probability for these two trees because the cavities are not high up on the trees, the trees are not large, and they are not within a woodland (see OMNRF Regional Operations Division 2015). Furthermore, there was a lack of cavities in the rest of the 0.5 ha property, and the OMNRF notes that a site would need cavity/snag concentrations greater than 10 trees per hectare to have a high potential for bat maternity use. The applicant has been made aware of the trees, and it should be noted that they are not within the proposed building envelope, and therefore do not need to be removed. As there is a dilapidated building on site, the potential for Barn Swallow (Threatened) nesting was considered, because they will use old structures as nesting locations. We could see no evidence of nesting from previous seasons around the eaves of the cottage and the building is sealed from outside access. It is our opinion that any Species at Risk in this area would most likely be associated with Collins Lake. Given the low density of the proposed development and the proposed protection of the vegetative state of the shoreline, there is unlikely to be any impact to Species at Risk.	Yes ☐ ☒ No
Adjacent to habitat of Species at Risk? The Natural Heritage Information Center (NHIC) database reported the potential for two Species at Risk (American Eel and Least Bittern) in the 1-km² UTM block encompassing the subject property (18UQ8312); we also checked the database for the surrounding UTM blocks, which listed sightings of three additional Species at Risk (Piping Plover, Eastern Meadowlark, and Gray Ratsnake – Frontenac Axis population).	Yes ☒ ☐ No

American Eel (<i>Anguilla rostrata</i>). This fish is designated as Endangered under Ontario’s <i>Endangered Species Act (ESA)</i> and as Threatened by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC). A migratory species of the Sargasso Sea and inland eastern North American rivers, in Ontario, it is found in the Lake Ontario Watershed, the St. Lawrence River Watershed, and the Ottawa River Watershed. NHIC did not provide the date the species was last observed in the UTM block, but Collins Lake does not fall within the known post-2000 or post-1980 ranges of the American Eel, only within the historical range (MacGregor et al. 2013). The Cataraqui Region Conservation Authority (2017) does not list the American Eel as a known species in Collins Lake. This suggests that presence is unlikely, but if present this species would be associated with the lake, adjacent to the subject property. The proposed 30 m setback and maintenance of natural vegetation within that setback would provide suitable protection. Least Bittern (<i>Ixobrychus exilis</i>) This bird is designated as Threatened under the <i>Species at Risk Act</i> of Canada (<i>SARA</i>), the <i>ESA</i>, and by COSEWIC. Least Bitterns are found in a variety of wetland habitats, with a preference for cattail marshes. They require permanent emergent wetland vegetation to carry out their life cycle, and this is not present offshore of the subject property. As well, the Collins Lake population is known to have been greatly reduced or eliminated due to habitat reduction (Weir 2008). The NHIC observation dates from 1904 and requires no further consideration. Piping Plover (<i>Charadrius melodus</i>) Piping Plovers are designated an Endangered species under both the <i>SARA</i>, the <i>ESA</i>, and by COSEWIC. They require sand beaches/dunes to carry out their life cycle, and the only known location where nesting has recently been observed in the region is in North Beach Provincial Park, within Prince Edward County. The NHIC observation dates from 1903 and requires no further consideration. Eastern Meadowlark (<i>Sturnella magna</i>) Eastern Meadowlarks are designated as a Threatened species under both the <i>SARA</i> and the <i>ESA</i>. This grassland bird breeds primarily in moderately tall grasslands, such as pastures and hayfields, but also in other open areas. The most recent Eastern Meadowlark observation was in 2001, but this was likely in the open fields in some of the adjacent UTM blocks to 18UQ8312. There is not enough open land on the subject property to be suitable habitat for this species. Gray Ratsnake (<i>Pantherophis spiloides</i>) (Frontenac Axis population) The Frontenac Axis population of this snake is listed as Threatened	
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under the <i>SARA</i>, the <i>ESA</i>, and by COSEWIC. This species uses mosaic habitats, moving between forests and forest edges. Females use rotten logs or compost piles to deposit eggs. Adult Gray Ratsnakes have high fidelity to their home ranges, particularly with respect to overwintering sites. Characteristic hibernacula occur in rock outcrops with subterranean geologic formations on south-facing slopes. The property does not contain indicative habitat features for Gray Ratsnake use; the terrain is essentially flat providing no hibernation potential, the treed part of the site is fairly scrubby, there are no unaltered forest-edge mosaics on the property (i.e. all ‘edges’ to tree cover are at roads or cleared land), and there are no suitable nesting sites. The observation in NHIC was from 2011, so the snakes are active in the region, but while the species may be moving through the area, the property itself is not important Gray Ratsnake habitat. We did not find suitable habitat on the subject property for any of the Species at Risk mentioned above, and it is our opinion that the proposed development will have no impact on these species or their habitat.	
F. In significant wildlife habitat?	Yes ☐ ☒ No
Adjacent to significant wildlife habitat? Without undertaking a detailed assessment, we consider it probable that Collins Lake would support significant wildlife habitat (SWH). There is potential for significance through the provision of habitats of seasonal concentrations of animals, specialized habitat for wildlife, habitat of species of conservation concern, and animal movement corridors (OMNR 2010). However, the small size and disturbed nature of the subject property itself make it an unlikely candidate for SWH. Our review of the NHIC database found the listing of one species of conservation concern in the UTM block containing the subject property and one in an adjacent UTM block, discussed below. Broad Beech Fern (<i>Phegopteris hexagonoptera</i>) This fern is designated as a species of Special Concern under both the <i>SARA</i>, the <i>ESA</i>, and by COSEWIC. This fern grows in rich soils in deciduous forest such as Maple-Beech forests, which are not present on the subject property. Olney’s Grimmia Moss (<i>Grimmia olneyi</i>) The NHIC observation dates from 1868 and requires no further consideration. It seems most likely that SWH in this area would be associated with the lake and associated wetland patches adjacent to the property. Given the considerations outlined above (low density of the proposed development and the maintenance of the natural vegetation), it is our	Yes ☒ ☐ No

opinion that there will be no impact to SWH.	
G. Within 120 m of a waterbody? The majority of the lot is within 120 m of Collins Lake.	Yes ☒ No ☐
H. In fish habitat?	Yes ☐ No ☒
Adjacent to fish habitat? Collins Lake supports a wide variety of fish species (e.g. Largemouth and Smallmouth Bass, Northern Pike, etc.). We assessed the nearshore area for fish habitat. The water depth directly offshore is approximately 1 m deep. It takes about 3 m of horizontal travel for the water depth to reach more than 2 m in most locations. The bottom substrate is firm and rocky, which suggests that emergent vegetation growth would be minimal, and remnant aquatic vegetation (possibly <i>Sparganium</i>) was only evident in one location offshore. Due to the substrate type, it is unlikely that fish nesting would be prevalent on this shoreline, although two possible remnant fish nests from 2017 were observed. As there is no direct in-water work planned for the demolition of the outbuildings and the derelict cottage, or for the construction of the new buildings and septic system greater than 30 m away from fish habitat, we do not anticipate any impacts to fish habitat. Nevertheless, we do recommend the placement of a sedimentation barrier (e.g., a silt screen) between the lake and any construction or demolition activities. With the maintenance of the natural vegetative state within the setback, it is our opinion that the presence of a single-family residence at least 30 m from the lake will have no impact on fish or fish habitat.	Yes ☒ No ☐
I. In or Adjacent to Highly or Moderately Sensitive Lake Trout Lake?	Yes ☐ No ☒
J. In a significant woodland? We found that the tree cover on site was consistent with historically cultural land use, and successional growth. There are no large areas of undisturbed woodland connected with the property.	Yes ☐ No ☒
Adjacent to a significant woodland? By land, the closest woodland connecting across a large area is over 1 km southwest of the property (or closer to 400 m if you include a narrow strip of trees running through light development). And across the lake, the Collins Lake Upland Forest ANSI is approximately 645 m away, as stated previously.	Yes ☐ No ☒
K. In a significant valleyland?	Yes ☐ No ☒
Adjacent to a significant valleyland?	Yes ☐ No ☒
In our opinion, is a more detailed Environmental Impact Statement (EIS) required to demonstrate the appropriateness of the proposed development? Yes ☐ No ☒	
If yes, which natural feature(s) should the assessment focus on?	
Recommendations for Mitigation:	

1. All development should be set back a minimum distance of 30 m from the high water level. We recommend that the intervening land should be maintained in a natural vegetative state, and that there be no disturbance to the vegetation cover or the soil mantle. This recommendation is not intended to prevent use of the shoreline. For example, a walking trail (up to 3 m in width) to the waterfront is reasonable. Removal of any tree or shrub that is diseased or non-native/invasive or poses a hazard to health or property is acceptable (although removal of trees should occur in fall or winter, if possible, to be consistent with the Migratory Birds Convention Act). New plantings near the shoreline, if desired, should be trees and shrubs native to Ontario.
2. The septic system should be further removed from the high water line than the associated residence.
3. We additionally recommend that the demolition of the existing building occur as soon as possible, and that it be checked for nesting birds prior to the demolition.
4. We recommend that a sedimentation barrier (e.g., a silt screen) be placed between the lake and any construction or demolition activities.
5. The landowner (or any subsequent purchaser) should be made aware that a permit will be required from the Cataraqui Region Conservation Authority prior to undertaking any work in or adjacent to the water, including a floating dock.

Environmental Impact Statement: It is our opinion that the proposed undertaking will have no negative impact on the natural heritage features or on their ecological functions, and that the proposal is consistent with the intent of the Provincial Policy Statement. In fact, cleaning the refuse from the site and relocating the structures further from the lake may have a modest net benefit to the site's natural heritage values.	Yes ☒ No ☐
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Is monitoring recommended?	Yes ☐ No ☒
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Contacts, References & Literature Cited:

Canadian Council of Ministers of the Environment. 2004. Canadian Water Quality Guidelines for the Protection of Aquatic Life: Phosphorus: Canadian Guidance Framework for the Management of Freshwater Systems. In: Canadian Environmental Quality Guidelines, 2004, Canadian Council of Ministers of the Environment, Winnipeg. 6 pp.

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<http://www.gisapplication.lrc.gov.on.ca/mamnh/Index.html?site=MNR_NHLUPS_NaturalHeritage&viewer=NaturalHeritage&locale=en-US> (accessed April 13, 2018).

Ontario Lake Partner Program. 2016. Web site maintained by the Ontario Ministry of the Environment and Climate Change, with total phosphorous and water clarity records. <<https://www.ontario.ca/data/ontario-lake-partner>> (accessed April 13, 2018).

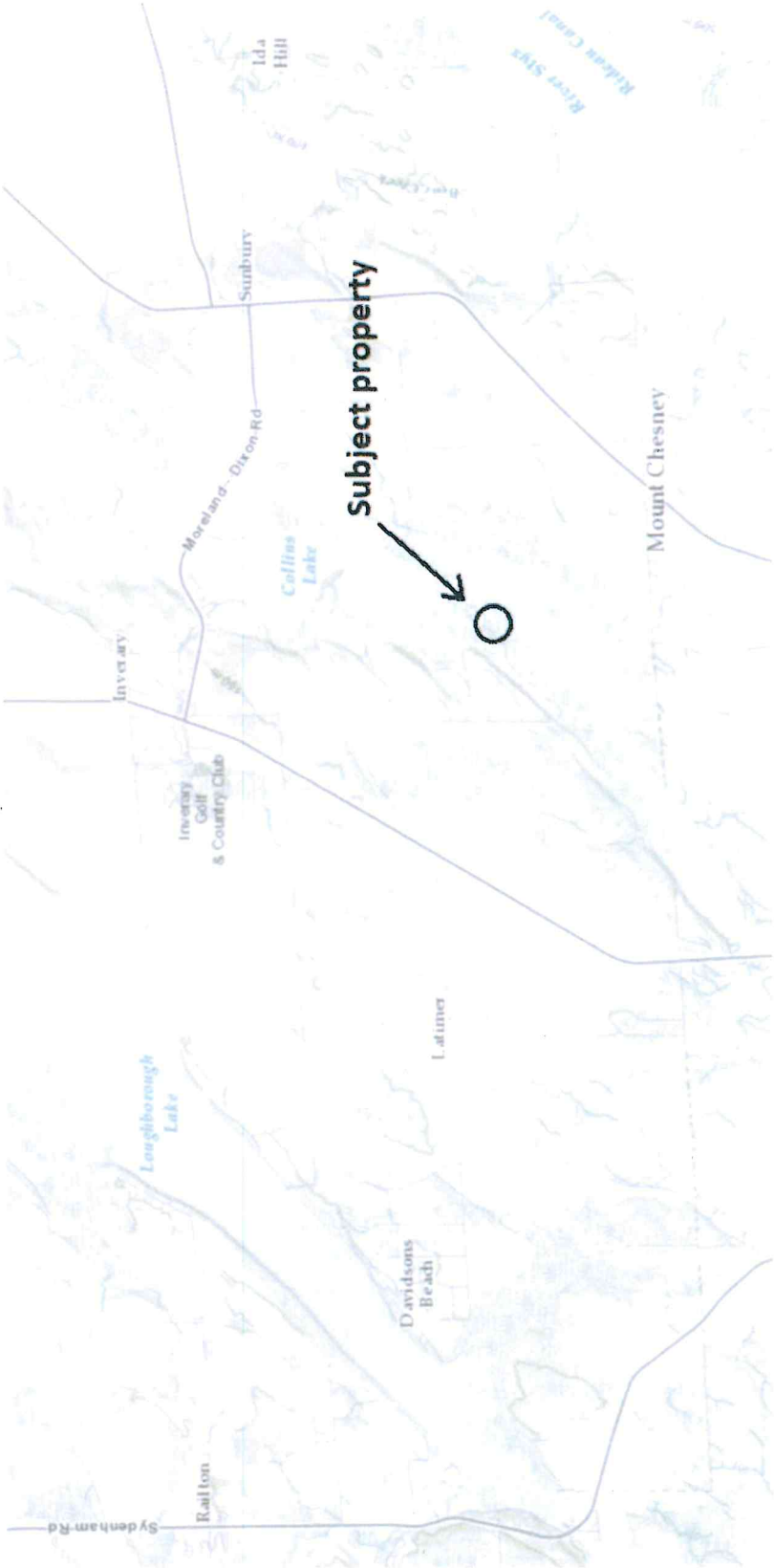
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Ontario Ministry of Natural Resources and Forestry (OMNRF) Regional Operations Division. 2015. Technical Note: Species at Risk (SAR) Bats. June 2015.

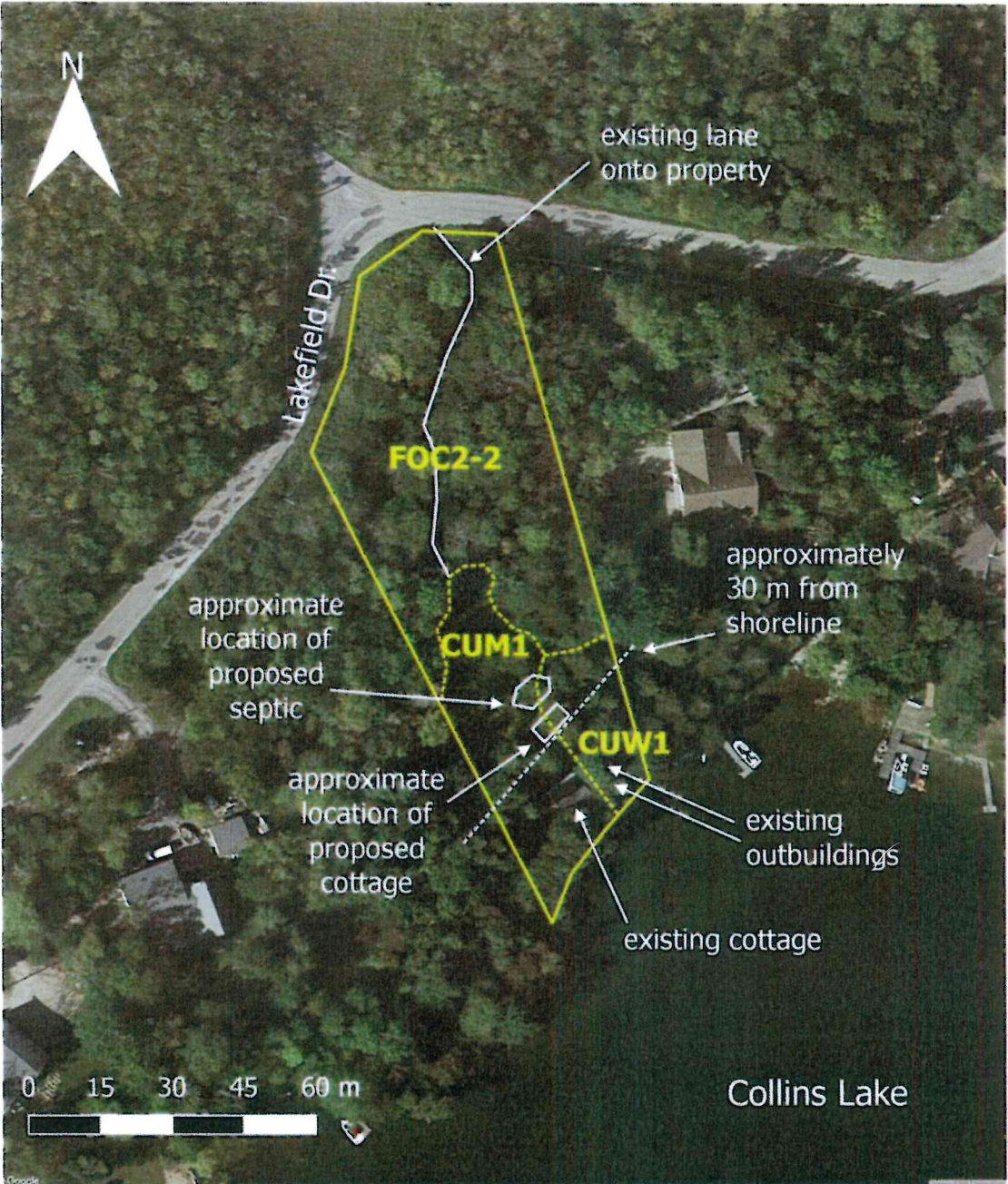
Provincial Policy Statement. 2014. Issued under Section 3 of the Planning Act. Province of Ontario. 50 pp.

Weir, R.D. 2008. Birds of the Kingston Region. Second Edition. Quarry Press Inc, Kingston, Ontario.

Environmental Site Evaluation Completed By: Megan Snetsinger
Date of Site Inspection: April 11, 2018 and April 22, 2018
Date of Report: April 23, 2018
Signature: 



Attachment 1. Section of Storrington District in the County of Frontenac from the Frontenac County interactive mapping viewer. The approximate location of the subject property is noted.



Attachment 2. Satellite image of the subject property (approximate lot outlined in yellow), showing existing and proposed features, as well as the division of ELC types (broken yellow lines). The broken white line indicates an approximate setback of 30 m from the shoreline. Base image from Google Earth.

Attachment 3. Site photographs, taken on site April 11, 2018.



Photo 1.
The White Cedar forest at the north end of the property. Note the garbage, typical of this site.



Photo 2.
Looking across the Cultural Meadow toward Collins Lake, to the southeast. The measuring tape shows the distance of 30 m to the shoreline. Note that the existing cottage falls within that 30 m.



Photo 3.
Looking across the Cultural Meadow to the northwest, from the edge of the lake. Note the existing cottage and the stake marking the property line.



Photo 4.
View along the shoreline of the property at Collins Lake. Note the rocky quality of the shoreline and the proximity of the existing cottage and other structure to the lake.



REPORT TO COUNCIL
BUILDING DEPARTMENT

AGENDA DATE: May 1st, 2018
SUBJECT: 1st Quarter Building Activity Report for 2018

Summary of Report:

The following report details Quarterly Construction Values from 2015 to present, as well as types of construction that have occurred and Building Permits that have been issued and closed in 2018.

Quarterly Construction Values for all projects:

	2015		2016		2017		2018	
	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED
January-March	\$2,186,155.00	35	\$2,156,402.00	29	\$2,077,900.00	48	\$2,990,962.00	57
April-June	\$7,808,788.00	145	\$11,785,550.00	155	\$12,728,150.00	148		
July-September	\$9,082,797.00	148	\$8,757,931.00	148	\$11,499,769.00	129		
October-December	\$7,816,256.00	123	\$6,622,100.00	89	\$5,650,400.00	93		
Totals	\$26,893,996.00	451	\$29,321,983.00	421	\$31,956,219.00	418	\$2,990,962.00	57

Quarterly Construction Values for Single Family Dwellings:

	2015		2016		2017		2018	
	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED	CONSTRUCTION VALUE	PERMITS ISSUED
January-March	\$1,223,000.00	5	\$1,425,400.00	5	\$1,010,000.00	4	\$900,000.00	2
April-June	\$4,501,870.00	19	\$8,569,875.00	30	\$8,108,000.00	28		
July-September	\$4,701,000.00	16	\$5,095,876.00	20	\$7,169,000.00	25		
October-December	\$4,694,000.00	15	\$3,999,000.00	15	\$3,290,500.00	13		
Totals	\$15,119,870.00	55	\$19,090,151.00	70	\$19,577,500.00	70	\$900,000.00	2

Building Permits Issued:

Type of Construction	JAN-MAR	APR-JUNE	JULY-SEPT	OCT-DEC	YTD
Single Family Dwellings	2				2
Seasonal Dwellings	2				2
Additions & Renovations	15				15
Garage, Accessory Bldg, Decks	13				13
Woodstove/Pellet/Chimney	8				8
Pool enclosure	5				5
Agricultural Buildings	1				1
New ICI/Multi-Res Bldgs.	3				3
Reno/Addtions to ICI/Multi-Res Bldgs.	3				3
Demolitions	3				3
Other (Towers, Signs, Solar Panels)	2				2
TOTAL PERMITS	57	0	0	0	57

Building Permits Closed:

Type of Construction	JAN-MAR	APR-JUN	JUL-SEPT	OCT-DEC	YTD
Single Family Dwellings	9				9
Seasonal Dwellings	1				1
Additions/Renovations	12				12
Garage, Accessory Bldg, Decks	12				12
Demolitions	4				4
Other (Pools, Woodstoves etc.)	16				16
TOTALS	54	0	0	0	54

Prepared by:
Peggy Spafford
Administrative Assistant – Building Department

Submitted/Approved by:
Tom Berriault
Chief Building Official



INFORMATION REPORT CLERKS DEPARTMENT



AGENDA DATE: May 1, 2018

SUBJECT: Cancellation - Committee of the Whole Meetings – May 8 & June 12

RECOMMENDATION:

For information only.

BACKGROUND:

There are no forthcoming reports for the May 8, 2018 Committee of the Whole meeting.

The Chief Administrative Officer and Deputy Clerk will be attending the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) Annual Conference from June 10 to June 13, 2018 in the Town of the Blue Mountains and will not be available for the June 12, 2018 Committee of the Whole meeting.

Therefore both the May 8 and June 12 Committee of the Whole meetings will be cancelled.

FINANCIAL/STAFFING IMPLICATIONS: n/a

ATTACHMENT: n/a

Submitted/approved by:

Angela Maddocks
Deputy Clerk



REPORT TO COUNCIL
TREASURY DEPARTMENT



AGENDA DATE: May 1st, 2018

SUBJECT: Year to date financials to March 31st

RECOMMENDATION:

This report is for information.

BACKGROUND:

Attached are the year to date financials to March 31st with a comparison to year to date budget as well as a column which reflects the total 2018 budget.

Year to date revenues totalling \$8,597,888 are \$572,952 under budget while year to date expenses \$7,609,805 are \$1,625,893 under budget for a net year to date surplus of \$1,052,940. The variances for both revenues and expenses are primarily due to timing.

Conservation authorities are over budget \$4,403 due to a levy from Quinte conservation that is higher than budgeted.

Providing this statement assures council that the direction given from the 2018 budget is being carried out. Managers are receiving detailed financial reports on a monthly basis.

ATTACHMENTS

None

Submitted/approved by:

Louise Fragnito

Prepared by:

Louise Fragnito

	2018 Year Budget	2018 YTD Budget	2018 YTD Actuals	YTD Actual vs YTD Budget Variance
REVENUE				
Property Taxation	19,316,721	6,724,152	6,534,790	(189,362)
User Charges	1,073,879	254,595	157,074	(97,520)
Licenses, Permits and Rents	719,826	217,494	139,151	(78,344)
Government Grants	2,094,620	548,342	510,357	(37,986)
Grants from Other Municipalities	503,940	0	0	0
Investment Income	260,000	65,000	(12,164)	(77,164)
Penalties and Interest on taxes	365,000	91,250	78,561	(12,689)
Donations	6,500	0	2,267	2,267
Transfer from Reserves/Reserve Funds	8,170,616	1,270,008	1,187,854	(82,154)
Total Revenues	32,511,102	9,170,841	8,597,888	(572,952)

OPERATING EXPENSE

General Government	4,240,431	2,673,949	2,452,079	(221,870)
Protection to Persons and Property				
Fire	3,472,072	1,813,936	1,632,820	(181,116)
Police	3,037,857	759,464	740,442	(19,023)
Conservation Authorities	224,931	155,914	160,318	4,403
Protective Inspections and Control	114,211	30,575	17,274	(13,301)
Emergency Measures	1,750	437	73	(364)
Building Department	592,518	154,945	76,303	(78,643)
Transportation Services				
Roadway Maintenance	4,187,474	781,152	445,670	(335,482)
Capital Projects	9,339,302	523,768	309,185	(214,583)
Winter Control	1,993,375	1,196,025	964,044	(231,981)
Environmental Services				
Water System	529,431	203,417	60,259	(143,158)
Solid Waste Management	2,714,958	650,492	521,470	(129,022)
Parks, Recreation and Cemeteries	1,656,258	197,519	180,046	(17,473)
Planning and Development	406,534	94,103	49,824	(44,279)
Total Expenses	32,511,101	9,235,698	7,609,805	(1,625,893)
TOTAL	0	64,857	(988,083)	(1,052,940)



Payment Listing
For the period of April 18, 2018 to May 1, 2018

Accounts Payable Payment Listing:

For the period of April 18, 2018 to May 1, 2018	2,614,953.34
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Payroll Payment Listing:

Pay Period #98	Pay date April 25, 2018	86,055.36
	For the period of April 8, 2018 to April 21, 2018	
Council Honorarium	Pay date April 30, 2018	12,434.18

Total Payments

\$ 2,713,442.88

RECOMMENDATION:

1. It is recommended that Council receive for information the listing of the Accounts Payable and Payroll for the period ending May 1, 2018 in the amount of
- \$ 2,713,442.88

Submitted/approved by:
Louise Fragnito - Treasurer

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

Ranges: From: To: Distribution Types Included:
Cheque Date: 08/04/2018 01/05/2018 PURCH, MISC

10 GG

0000 Gen

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009077	17/04/2018	51852	COUNTY OF FRONTENAC	Antivirus Endpoints	\$856.57
Total EFT000000009077					\$856.57
EFT000000009081	17/04/2018	RI-736517	DIAMOND SOFTWARE INC	2018 Maintence& Support	\$27,882.25
Total EFT000000009081					\$27,882.25
EFT000000009086	17/04/2018	66515	THE FRONTENAC NEWS	Ad-18/03/29	\$661.44
Total EFT000000009086					\$661.44
EFT000000009143	01/05/2018	52115	COUNTY OF FRONTENAC	FMIS- Q1 2018	\$29,113.53
Total EFT000000009143					\$29,113.53
EFT000000009153	01/05/2018	66640	THE FRONTENAC NEWS	Ad-18/04/19	\$661.44
Total EFT000000009153					\$661.44
Total Gen					\$59,175.23

0020 TaxC

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009077	17/04/2018	52097	COUNTY OF FRONTENAC	2018 1st Quarter Levy	\$1,363,534.25
Total EFT000000009077					\$1,363,534.25
Total TaxC					\$1,363,534.25

1000

Cheque	Date	Inv #	Vendor	Description	Amount
069333	17/04/2018	18/02/11-19-2	SNIDER, PERCY	Snow Plowing	\$610.56
Total 069333					\$610.56
069362	01/05/2018	18/03/15-27-2 18/04/16-38	SNIDER, PERCY	Snow Plowing Snow Plowing	\$228.96 \$76.32
Total 069362					\$305.28
EFT000000009078	17/04/2018	535TH 1038608	CULLIGAN	Water 18/04 Water Cooler Rental	\$101.02 \$10.12
Total EFT000000009078					\$111.14
EFT000000009092	17/04/2018	203937	HAVEN HOME ENTERPRISE INC	Supply+Install 3X Filters	\$189.27
Total EFT000000009092					\$189.27
EFT000000009101	17/04/2018	0279-857692	LEONARD FUELS	506.2L @.881	\$453.80
Total EFT000000009101					\$453.80
EFT000000009111	17/04/2018	19398747	SUPERIOR PROPANE INC.	2114.1L @.9324	\$1,816.04
Total EFT000000009111					\$1,816.04
EFT000000009118	17/04/2018	16312	UNITY SOD FARM LTD.	Snow Plowing	\$1,099.01
Total EFT000000009118					\$1,099.01
EFT000000009122	17/04/2018	53538 53538	XCG CONSULTANTS LTD.	Quarterly Water Sampling Quarterly Water Sampling	\$113.00 \$101.76
Total EFT000000009122					\$214.76
EFT000000009145	01/05/2018	1043857 2007686	CULLIGAN	Water Water	\$1.02 \$47.52
Total EFT000000009145					\$48.54
EFT000000009148	01/05/2018	2059	DEDICATED ENVIRONMENTAL SERVICES INC	3 New,2 Repair+1 Aban. Wells	\$3,848.58
Total EFT000000009148					\$3,848.58
EFT000000009169	01/05/2018	193003	LONDRY ALARMS	Add Alarm User code. G.Y.	\$40.70
Total EFT000000009169					\$40.70
EFT000000009198	01/05/2018	80109	TROUSDALE'S HOME HARDWARE	Council Chambers LED Bulbs	\$23.39
Total EFT000000009198					\$23.39
Total					\$8,761.07

1100 Counc

Cheque	Date	Inv #	Vendor	Description	Amount
069325	17/04/2018	20171205	FRONTENAC CFDC	Study Food Producers	\$10,000.00
Total 069325					\$10,000.00
069335	17/04/2018	E67082	TERRYBERRY	Years of Service Pins	\$386.01
Total 069335					\$386.01
069338	17/04/2018	208549	W.I. VILLAGER LTD	Emp. Rec. Jacket-Sample	\$141.45

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Total 069338					\$141.45
069357	01/05/2018		NEW LEAF LINK		
		2018 COMMUNITY GRANT	2018 Community Grant		\$2,000.00
Total 069357					\$2,000.00
069364	01/05/2018		STORRINGTON LIONS CLUB		
		2018 COMMUNITY GRANT	2018 Community Grant		\$2,000.00
Total 069364					\$2,000.00
069365	01/05/2018		SYDENHAM LAKE CANOE CLUB		
		2018 COMMUNITY GRANT	2018 Community Grant		\$943.13
Total 069365					\$943.13
069366	01/05/2018		SYDENHAM & DISTRICT LIONS CLUB		
		2018 COMMUNITY GRANT	2018 Community Grant		\$2,000.00
Total 069366					\$2,000.00
Total Counc					\$17,470.59

1250 Clk

Cheque	Date	Inv #	Vendor	Description	Amount
069328	17/04/2018		MUNICIPAL WORLD INC		
		12882		2018 Ontario's Municipal Act	\$77.49
Total 069328					\$77.49
069353	01/05/2018		HICKEY & HICKEY		
		18/04/19		Legal -L. Lake Holiday Park	\$2,329.90
Total 069353					\$2,329.90
EFT000000009068	17/04/2018		BAYRIDGE PRINTER PROS		
		22067		Black Toner	\$60.04
Total EFT000000009068					\$60.04
EFT000000009113	17/04/2018		TROUSDALE'S FOODLAND		
		9973		Cream	\$5.02
		8139		Coffee+Sugar+Cream	\$21.35
		9192		Coffee	\$19.29
		3101		Coffee+Sweetner+Milk+Cream	\$30.33
Total EFT000000009113					\$75.99
EFT000000009146	01/05/2018		CUNNINGHAM SWAN CARTY		
		150483		Employment Matters	\$1,030.51
Total EFT000000009146					\$1,030.51
EFT000000009197	01/05/2018		TROUSDALE'S FOODLAND		
		4565		Cream	\$8.07
		2366		All Purpose Cloths+Donuts	\$12.09
		351		B-Day Cakes	\$14.39
		1212		Coffee+Tea+Milk+Cream	\$24.15
		987		Coffee+Cream	\$20.68
Total EFT000000009197					\$79.38
Total Clk					\$3,653.31

1275 Fin

Cheque	Date	Inv #	Vendor	Description	Amount
069323	17/04/2018		APPLIED GEOLOGICS INC		
		STHFT-1803B		2018 AGL Subscription	\$508.80
		STHFT-1803A		Cartelite Subscript.	\$853.15
Total 069323					\$1,361.95
069361	01/05/2018		SHRED-IT INTERNATIONAL ULC		
		8100408923		Shredding Services	\$72.27
Total 069361					\$72.27
EFT000000009081	17/04/2018		DIAMOND SOFTWARE INC		
		PS-338344		VCH and eSend Implementation	\$2,180.25
Total EFT000000009081					\$2,180.25
EFT000000009094	17/04/2018		INDEPENDENT TELEPHONE SERVICES		
		42899		Mailbox 2600-Museum	\$66.14
Total EFT000000009094					\$66.14
EFT000000009113	17/04/2018		TROUSDALE'S FOODLAND		
		2370		Foam Plates+Pop	\$16.22
Total EFT000000009113					\$16.22
EFT000000009134	01/05/2018		BAYRIDGE PRINTER PROS		
		22138		LaserJet M402/M426-Black Toner	\$238.63
Total EFT000000009134					\$238.63
Total Fin					\$3,935.46

1300 Elec

Cheque	Date	Inv #	Vendor	Description	Amount
069349	01/05/2018		DATA FIX		
		7422		Voter List Management Services	\$3,307.20
Total 069349					\$3,307.20
Total Elec					\$3,307.20

Total GG

\$1,459,837.11

20 PP&P

2100 Fire

Cheque	Date	Inv #	Vendor	Description	Amount
069329	17/04/2018		ORMSBEE'S MERCANTILE		
		99487		Fire-Dinner	\$104.95
Total 069329					\$104.95
069333	17/04/2018		SNIDER, PERCY		
		18/02/11-21		Snow Plowing	\$915.84
		18/03/14-11		Snow Plowing	\$1,236.38
		18/02/21-18		Snow Plowing	\$305.28
		18/02/04-20		Snow Plowing	\$152.64

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		18/02/21-23	Snow Plowing	\$101.76
		18/02/11-15	Snow Plowing	\$305.28
Total 069333				\$3,017.18
069334	17/04/2018		SUNBELT RENTALS INC.	
		70532098-0001	Fence Rental	\$676.70
		70532098-0002	Fence Rental	\$676.70
Total 069334				\$1,353.40
069346	01/05/2018		BELL MOBILITY (RADIO DIVISION)	
		1-244580	18/04- site rental	\$295.38
Total 069346				\$295.38
069348	01/05/2018		CAR DREAMS SUPPLIES INC.	
		10796	Clean Trucks+ Chamois	\$630.91
Total 069348				\$630.91
069359	01/05/2018		ORSER SEPTIC	
		18/04/18-15	Pump Gutter	\$203.52
Total 069359				\$203.52
069362	01/05/2018		SNIDER, PERCY	
		18/03/15-26-2	Snow Plowing	\$203.52
		18/03/15-28	Snow Plowing	\$457.92
		18/03/14-29	Snow Plowing	\$305.28
		18/04/15-31	Snow Plowing	\$101.76
		18/04/15-37	Snow Plowing	\$152.64
		18/04/16-36	Snow Plowing	\$152.64
		18/04/16-35	Snow Plowing	\$152.64
		18/04/15-33	Snow Plowing	\$152.64
		18/04/15-32	Snow Plowing	\$101.76
		18/04/16-34	Snow Plowing	\$101.76
Total 069362				\$1,882.56
069367	01/05/2018		THOMSON REUTERS CANADA	
		3392259	30XEvidence Notebook+20X Cases	\$350.80
Total 069367				\$350.80
069368	01/05/2018		TROY LIFE & FIRE SAFETY LTD.	
		1695004	Fire Extinguishers+ Signs	\$455.13
Total 069368				\$455.13
EFT000000009063	17/04/2018		BOULTON SEPTIC/LARMON'S	
		26859	Snow Plowing	\$127.20
Total EFT000000009063				\$127.20
EFT000000009065	17/04/2018		ABELL PEST CONTROL INC.	
		A0952014	18/03 Pest Control	\$37.72
		A0964993	18/03 Pest Control	\$46.50
		A0952545	18/03 Pest Control	\$44.46
Total EFT000000009065				\$128.68
EFT000000009066	17/04/2018		AJ STONE COMPANY LIMITED	
		138366	APR Filter adapter Assy kit	\$158.80
		138441	Glove	\$154.72
		138583	150' Kevlar Ropes+Carabiners	\$611.68
Total EFT000000009066				\$925.20
EFT000000009074	17/04/2018		CANADIAN TIRE	
		132231	Tape Dispenser+Tape	\$35.09
Total EFT000000009074				\$35.09
EFT000000009084	17/04/2018		FIRE SERVICE MANAGEMENT	
		438267	Wash+Repair	\$460.52
		438335	Wash+Repair	\$790.53
Total EFT000000009084				\$1,251.05
EFT000000009087	17/04/2018		GERVAIS CONSULTING	
		SF#18-03	18/03-Acting Fire Chief	\$464.75
		SF#18-03	18/03-Acting Fire Chief	\$3,750.00
Total EFT000000009087				\$4,214.75
EFT000000009094	17/04/2018		INDEPENDENT TELEPHONE SERVICES	
		42860	Supplied+Installed Cables	\$623.28
Total EFT000000009094				\$623.28
EFT000000009095	17/04/2018		JARDINE LLOYD THOMPSON CANADA	
		52598	Insurance for New Firehall #6	\$1,006.78
Total EFT000000009095				\$1,006.78
EFT000000009098	17/04/2018		KENWORTH ONTARIO - KINGSTON	
		KS22137	Batteries going dead	\$300.31
Total EFT000000009098				\$300.31
EFT000000009102	17/04/2018		LEONARD, ELIZABETH	
		18/03/15-05	Cleaning	\$60.00
Total EFT000000009102				\$60.00
EFT000000009103	17/04/2018		LINDE CANADA LIMITED 15687	
		58221596	Oxygen	\$381.60
Total EFT000000009103				\$381.60
EFT000000009107	17/04/2018		PUROLATOR INC.	
		437079484	Ship to Office of the Fire	\$34.47
Total EFT000000009107				\$34.47
EFT000000009108	17/04/2018		ROSEN ENERGY GROUP	
		621246	SYD 768.4L GAS @1.133	\$885.92
		620693	SYD 101.8L GAS @1.1080	\$114.77
Total EFT000000009108				\$1,000.69
EFT000000009109	17/04/2018		R. THURSTON TECHNOLOGIES	
		11082	18/04-18/06 Tower Site Rental	\$381.60
Total EFT000000009109				\$381.60
EFT000000009111	17/04/2018		SUPERIOR PROPANE INC.	
		19475394	4778L @.445	\$2,312.90
Total EFT000000009111				\$2,312.90
EFT000000009115	17/04/2018		TURRIS COMMUNICATIONS LTD	
		TCL-196810	Radio Battery	\$89.45
		TCL-195834	Radio Charger	\$61.06
		TCL-195635	Radio Service+Battery	\$172.93
Total EFT000000009115				\$323.44
EFT000000009116	17/04/2018		TW PATCHING	

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		390707	Snow Plowing	\$1,099.01
Total EFT000000009116				\$1,099.01
EFT000000009129	01/05/2018		BOULTON SEPTIC/LARMON'S	
		26860	Snow Plowing	\$183.17
		26861	Snow Plowing	\$254.40
		26963	Snow Plowing	\$284.93
		26959	Snow Plowing	\$101.76
		26960	Snow Plowing	\$183.17
		26962	Snow Plowing	\$203.52
		26903	Snow Plowing	\$427.39
		26904	Snow Plowing	\$305.28
		26961	Snow Plowing	\$203.52
Total EFT000000009129				\$2,147.14
EFT000000009133	01/05/2018		BATTLEFIELD EQUIPMENT RENTALS	
		24215485	Stihl Moto Mix	\$121.50
		24215710	Moto Mix Stihl	\$121.50
Total EFT000000009133				\$243.00
EFT000000009134	01/05/2018		BAYRIDGE PRINTER PROS	
		22138	LaserJet M402/M426-Black Toner	\$238.63
Total EFT000000009134				\$238.63
EFT000000009136	01/05/2018		BLACK DOG TIRE & LUBRICANTS	
		19433	Trueseal Tube	\$25.44
Total EFT000000009136				\$25.44
EFT000000009140	01/05/2018		CDW CANADA INC	
		MJQ3167	HP LJ Pro Printer	\$395.55
Total EFT000000009140				\$395.55
EFT000000009144	01/05/2018		CROSSIRON TRUCK & EQUIPMENT	
		W 267	Lights Out	\$144.92
		W 268	Mode Door Actuator Gear	\$438.82
		W 266	Install Portable Pump	\$651.36
Total EFT000000009144				\$1,235.10
EFT000000009150	01/05/2018		DRAPER DOORS	
		12385	Service Call-Long Stem Rollers	\$983.00
Total EFT000000009150				\$983.00
EFT000000009152	01/05/2018		FIRE SERVICE MANAGEMENT	
		438429	Wash+Repair	\$460.79
Total EFT000000009152				\$460.79
EFT000000009158	01/05/2018		INDEPENDENT TELEPHONE SERVICES	
		42952	Supply+Install network cable	\$1,268.95
Total EFT000000009158				\$1,268.95
EFT000000009166	01/05/2018		LEONARD FUELS	
		3935-874678	199.4L @.903	\$183.24
		3935-879268	400.1L @.954	\$388.42
		4896-871998	541.4L @.907	\$499.70
		4896-878865	512.5L @.953	\$497.00
		2706-875508	438.7L @.896	\$400.00
		1687-871999	800.0L @.907	\$738.37
		1687-878866	503.3L @.953	\$488.08
		1060-864586	482.4L @.910	\$446.71
		0647-876540	818.6L @.941	\$783.86
Total EFT000000009166				\$4,425.38
EFT000000009170	01/05/2018		M&L SUPPLY, FIRE & SAFETY	
		149820	20X 28" Pack-A-Cone 5pack	\$3,936.62
Total EFT000000009170				\$3,936.62
EFT000000009171	01/05/2018		MAGNACHARGE BATTERY CORP	
		K77966	12V Battery	\$114.07
Total EFT000000009171				\$114.07
EFT000000009173	01/05/2018		MICHELIN NORTH AMERICA CANADA INC	
		DA0006461401	4X Tires	\$926.21
Total EFT000000009173				\$926.21
EFT000000009175	01/05/2018		NORTHWAY HARDWARE	
		16525	Socket Set + Hammer	\$16.27
Total EFT000000009175				\$16.27
EFT000000009185	01/05/2018		R. THURSTON TECHNOLOGIES	
		11069	2X Radio Batteries+ Repairs	\$289.83
Total EFT000000009185				\$289.83
EFT000000009187	01/05/2018		SELECT DOOR AND FRAME	
		32786	Door Installations	\$1,237.21
Total EFT000000009187				\$1,237.21
EFT000000009188	01/05/2018		SIGNS PLUS	
		3033	Signs	\$45.79
Total EFT000000009188				\$45.79
EFT000000009189	01/05/2018		SIMMONS PLUMBING & PUMP SERV.	
		5056	Leak+plugged toilet	\$117.02
Total EFT000000009189				\$117.02
EFT000000009191	01/05/2018		SUPERIOR PROPANE INC.	
		19569045	770.8L Propane-Split	\$393.26
		19492734	811.6 L Propane	\$413.01
Total EFT000000009191				\$806.27
EFT000000009199	01/05/2018		TRUE ELECTRIC	
		6837	Screw Roof+Install LED Light	\$548.64
Total EFT000000009199				\$548.64
Total Fire				\$41,960.79

2105 Pub Ed

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009198	01/05/2018		TROUSDALE'S HOME HARDWARE		
		79925		Smoke Detectors+Hardware	\$129.21
Total EFT000000009198					\$129.21
Total Pub Ed					\$129.21

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

2110 Cvc#

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009070	17/04/2018	357675	BMR MANUFACTURING INC.	Posts	\$1,300.49
Total EFT000000009070					\$1,300.49
Total Cvc#					\$1,300.49

2400 Police

Cheque	Date	Inv #	Vendor	Description	Amount
069356	01/05/2018	14170418092	MINISTER OF FINANCE-POLICE SERVICES	18/04 Police Services	\$253,900.00
Total 069356					\$253,900.00
Total Police					\$253,900.00

2515 Rid Vly

Cheque	Date	Inv #	Vendor	Description	Amount
069330	17/04/2018	42827	RIDEAU VALLEY CONSERVATION AUTHORITY	2018 Levy	\$23,295.94
Total 069330					\$23,295.94
Total Rid Vly					\$23,295.94

2605 Build

Cheque	Date	Inv #	Vendor	Description	Amount
069351	01/05/2018	81102	GIFFEN LLP LAWYERS	Insurance Deductible	\$2,245.82
Total 069351					\$2,245.82
EFT000000009094	17/04/2018	42895	INDEPENDENT TELEPHONE SERVICES	Mailbox 2233-B.H,	\$66.14
Total EFT000000009094					\$66.14
EFT000000009106	17/04/2018	104855	PRINTFUSION INC.	B.H. Business Cards	\$46.81
Total EFT000000009106					\$46.81
EFT000000009198	01/05/2018	214489	TROUSDALE'S HOME HARDWARE	Rubber Tape	\$12.20
Total EFT000000009198					\$12.20
Total Build					\$2,370.97

2620 Anml Ctl

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009127	30/04/2018	SF-AC-2018-APRIL	FRONTENAC MUNICIPAL LAW	ANIMAL CONTROL 18/04	\$3,256.19
Total EFT000000009127					\$3,256.19
EFT000000009163	01/05/2018	SF_KHS POUND_18-3	KINGSTON HUMANE SOCIETY	18/03 Pound Services	-\$45.00
					\$16.00
					\$1,552.97
Total EFT000000009163					\$1,523.97
Total Anml Ctl					\$4,780.16

2625 Lvstck

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009184	01/05/2018	18/04/19-49	REDDEN, JOSEPH	Livestock-Leonard	\$50.00
					\$6.93
					\$4.77
Total EFT000000009184					\$61.70
Total Lvstck					\$61.70

2640 Bylaw enf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009127	30/04/2018	SF-P-2018-APRIL	FRONTENAC MUNICIPAL LAW	PARKING BYLAW 18/04	\$457.92
					\$634.98
Total EFT000000009127					\$1,092.90
Total Bylaw enf					\$1,092.90
Total PP&P					\$328,892.16

30 Trans

3000 PW OH

Cheque	Date	Inv #	Vendor	Description	Amount
069323	17/04/2018	STHFT-1803B	APPLIED GEOLOGICS INC	2018 AGL Subscription	\$2,035.20
					\$3,412.62
Total 069323					\$5,447.82
069370	01/05/2018	1999-058 ENT REFUND	BOWES, JOE	1999-058 ENT REFUND	-\$259.49
Total 069370					-\$259.49
EFT000000009067	17/04/2018	C14258-0418	ALLIANCE WIRELESS COMMUNICATIONS	Answering Service	\$260.93
Total EFT000000009067					\$260.93
EFT000000009197	01/05/2018		TROUSDALE'S FOODLAND		

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		1195		Food for PW Managers meeting	\$66.89
Total EFT000000009197					\$66.89
Total PW OH					\$5,516.15
3005 RdAdmOH					
Cheque	Date	Inv #	Vendor	Description	Amount
069332	17/04/2018		SKILLPATH SEMINARS		
		11700217		Excelling-Manager Sem. D.H.	\$304.26
Total 069332					\$304.26
069346	01/05/2018		BELL MOBILITY (RADIO DIVISION)		
		1-244580		18/04- site rental	\$295.38
Total 069346					\$295.38
069355	01/05/2018		LOCKERBIE, JOEL		
		18/04 PLACEMENT		18/04 Placement through SLC	\$1,000.00
Total 069355					\$1,000.00
069372	01/05/2018		GRICE, LIANNA		
		18/04-PLACEMENT		18/04 Placement through SLC	\$1,000.00
Total 069372					\$1,000.00
EFT000000009158	01/05/2018		INDEPENDENT TELEPHONE SERVICES		
		42980		VM Boxes 4331+2327	\$66.14
Total EFT000000009158					\$66.14
EFT000000009182	01/05/2018		PRO-TECH TRAINING SERVICES INC.		
		121		Propane+Chainsaw Courses	\$7,082.50
		132		Book 7/Traffic Control	\$264.58
Total EFT000000009182					\$7,347.08
EFT000000009183	01/05/2018		PUROLATOR INC.		
		437595095		Shipment to CFS-North York	\$34.47
Total EFT000000009183					\$34.47
Total RdAdmOH					\$10,047.33
3010					
Cheque	Date	Inv #	Vendor	Description	Amount
069322	17/04/2018		A-1 LOCKSMITHS		
		325847		Keys+ Locks	\$758.52
Total 069322					\$758.52
069333	17/04/2018		SNIDER, PERCY		
		18/03-01		Garbage	\$127.20
Total 069333					\$127.20
069347	01/05/2018		CARD FOREST PRODUCTS		
		444295		Float Repair	\$38.16
Total 069347					\$38.16
069350	01/05/2018		FASTENAL CANADA LTD		
		ONKIN87858		Bolt+Washer+Towels	\$22.74
Total 069350					\$22.74
069352	01/05/2018		GROENEVELD LUBRICATION SOLUTIONS		
		020/40111748		Hand Filler Pump	\$747.55
Total 069352					\$747.55
069358	01/05/2018		ONTARIO AGGREGATE RESOURCES		
		18-177858		2017 Licence	\$200.00
Total 069358					\$200.00
069360	01/05/2018		REEL COH INC		
		FC009156		PM inspection	\$549.50
Total 069360					\$549.50
069362	01/05/2018		SNIDER, PERCY		
		18/03-14		Garbage	\$127.20
Total 069362					\$127.20
069369	01/05/2018		VALLEY BLADES LIMITED		
		198942		6X Tire Chains	\$2,427.73
Total 069369					\$2,427.73
EFT000000009064	17/04/2018		1718782 ONTARIO LTD		
		2049		Generator Draw #1	\$41,464.66
Total EFT000000009064					\$41,464.66
EFT000000009065	17/04/2018		ABELL PEST CONTROL INC.		
		A0951470		Pest Control	\$66.71
Total EFT000000009065					\$66.71
EFT000000009069	17/04/2018		BLACK DOG TIRE & LUBRICANTS		
		17648		Primex Mega Trax	\$374.23
		18323		4X 10 Hole Hub Pilot-Steel	\$1,314.74
		18323		6X 10 Hole Hub Pilot-Steel	\$328.68
		18323		6X 10 Hole Hub Pilot-Steel	\$328.68
		18248		2X Tires	\$166.48
		17642		Flat Repair	\$74.28
		17973		10 Hole Hub Pilot- Steel	\$677.72
		17968		Change to Borrowed Rims	\$28.49
		18421		Tire Change	\$101.76
		18421		Tire Change+ Hub	\$534.18
Total EFT000000009069					\$3,929.24
EFT000000009075	17/04/2018		CINTAS		
		884143091		Cleaning Supplies	\$167.39
		884143091		Uniform	\$25.29
		884145062		Uniform	\$13.21
		884145062		Cleaning Supplies	\$29.36
		884143081		Uniform	\$13.21
		884143081		Cleaning Supplies	\$22.80
		884145073		Uniform	\$25.30
		884145073		Cleaning Supplies	\$90.46
		884137158		Uniform	\$25.30
		884137158		Cleaning Supplies	\$90.46
		884139112		Uniform	\$13.21
		884139112		Cleaning Supplies	\$41.12

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		884139123	Uniform	\$25.30
		884139123	Cleaning Supplies	\$99.62
		884141111	Uniform	\$25.30
		884141111	Cleaning Supplies	\$90.52
		884141102	Uniform	\$13.21
		884141102	Cleaning Supplies	\$22.80
				\$833.86
Total EFT000000009075				
EFT000000009082	17/04/2018			
		12224	DRAPER DOORS	
			Service Call: Belt off	\$203.52
Total EFT000000009082				\$203.52
EFT000000009085	17/04/2018			
		5974	FISH, DOROTHY	
			Cleaning	\$390.00
Total EFT000000009085				\$390.00
EFT000000009088	17/04/2018			
		46358	GIN-COR INDUSTRIES INC	
			Speed Sensor	\$199.48
Total EFT000000009088				\$199.48
EFT000000009089	17/04/2018			
		M194558	GRAND & TOY LIMITED	
			Corkboard+Pens+Pushpins	\$160.76
Total EFT000000009089				\$160.76
EFT000000009090	17/04/2018			
		18898	GREER GALLOWAY CONSULTING ENGINEERS	
			Consulting Services	\$1,541.36
Total EFT000000009090				\$1,541.36
EFT000000009091	17/04/2018			
		IV51312	HARTINGTON EQUIPMENT LIMITED	
			2X Hyd Fittings-Press. Wash.	\$17.60
Total EFT000000009091				\$17.60
EFT000000009093	17/04/2018			
		INV107863778	HD SUPPLY CANADA, INC	
			Ratchet+Tie Down+Drill Bit	\$113.07
Total EFT000000009093				\$113.07
EFT000000009094	17/04/2018			
		42925	INDEPENDENT TELEPHONE SERVICES	
			Data cable run	\$654.57
Total EFT000000009094				\$654.57
EFT000000009097	17/04/2018			
			KENT AUTOMOTIVE	
		9305643613	Nuts+Screws+Hose Clamps	\$136.19
		9305643612	4X 43 Series Fittings	\$110.11
Total EFT000000009097				\$246.30
EFT000000009098	17/04/2018			
		KS22036	KENWORTH ONTARIO - KINGSTON	
			No Power	\$1,204.16
Total EFT000000009098				\$1,204.16
EFT000000009101	17/04/2018			
			LEONARD FUELS	
		4185-864776	715.7L @.93	\$677.31
		60268C	Cleaning	\$211.91
		3160-869287	274.8L @.913	\$255.31
		3160-865321	232.4L @.941	\$222.54
		3160-60971C	Clean+Service	\$211.91
		0646-862260	512.5L @.94	\$490.23
		0646-60978C	Broken Gauge on Skid tank	\$128.13
		0646-869128	1000.5l @.930	\$946.85
		1058-60973C	Clean+Service	\$211.91
Total EFT000000009101				\$3,356.10
EFT000000009102	17/04/2018			
			LEONARD, ELIZABETH	
		18/03/30-06	Cleaning	\$375.00
Total EFT000000009102				\$375.00
EFT000000009105	17/04/2018			
		137563	PAT'S RADIATOR SERVICE LTD.	
			Radiator Recored	\$2,732.42
Total EFT000000009105				\$2,732.42
EFT000000009113	17/04/2018			
		6910	TROUSDALE'S FOODLAND	
		6112	Coffee+Whitener+Sugar	\$21.96
		6112	Water	\$20.23
			Water	\$20.22
Total EFT000000009113				\$62.41
EFT000000009114	17/04/2018			
			TROUSDALE'S HOME HARDWARE	
		79507	Door Set+Sweep- Tim's Door	\$38.65
		79523	Trim+Nails	\$8.32
		79525	Felt Pads	\$3.55
		79570	Lighters	\$14.23
		213884	Goo Gone+Silicon	\$13.00
		79185	Drywall+Trim	\$36.18
Total EFT000000009114				\$113.93
EFT000000009119	17/04/2018			
		738634	UCF/MCKEOWN & WOOD FUELS	
			Snow Plowing	\$2,063.15
Total EFT000000009119				\$2,063.15
EFT000000009131	01/05/2018			
		68158903	AIR LIQUIDE CANADA INC.	
		68038394	Oxygen	\$31.55
			Oxygen	\$28.49
Total EFT000000009131				\$60.04
EFT000000009132	01/05/2018			
		5068	ASSELSTINE HARDWARE	
			Gas Can	\$14.24
Total EFT000000009132				\$14.24
EFT000000009133	01/05/2018			
		24215741	BATTLEFIELD EQUIPMENT RENTALS	
		24215157	2X Rake+2X Shovel	\$42.64
			Scissor Lift	\$357.12
Total EFT000000009133				\$399.76
EFT000000009135	01/05/2018			
		16097379	BENSON TRUCK & TRAILER	
		16097384	Spring+Leaf Spring	\$1,104.08
			Assorted Parts	\$4,269.24
Total EFT000000009135				\$5,373.32
EFT000000009138	01/05/2018			
		1716-003	BRICAZA CORPORATION	
			Progress Payment #3	\$218,250.10
Total EFT000000009138				\$218,250.10
EFT000000009141	01/05/2018			
			CINTAS	
		884148998	Uniform	\$25.30
		884148998	Cleaning Supplies	\$90.52

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		884148989	Uniform	\$13.21
		884148989	Cleaning Supplies	\$22.80
		884113564	Uniform	\$13.21
		884113564	Cleaning Supplies	\$29.36
		884127236	Uniform	\$13.21
		884127236	Cleaning Supplies	\$22.80
		884131228	Uniform	\$13.21
		884131228	Cleaning Supplies	\$41.12
		884137147	Uniform	\$13.21
		884137147	Cleaning Supplies	\$29.36
		884147004	Uniform	\$13.21
		884147004	Cleaning Supplies	\$41.12
		884147015	Uniform	\$25.30
		884147015	Cleaning Supplies	\$204.22
				\$611.16
Total EFT000000009141				
EFT000000009142	01/05/2018		CLEAN ONTARIO	
		57351	Hose	\$358.19
Total EFT000000009142				\$358.19
EFT000000009144	01/05/2018		CROSSIRON TRUCK & EQUIPMENT	
		W 272	Throttle+Actuator	\$1,527.51
Total EFT000000009144				\$1,527.51
EFT000000009149	01/05/2018		D.MARTIN WELDING & FABRICATING	
		8408	Mount Reese Hitch	\$1,062.37
Total EFT000000009149				\$1,062.37
EFT000000009151	01/05/2018		FFS DISTRIBUTORS INC	
		1111251	Card Reader+Profuel Software	\$8,904.00
Total EFT000000009151				\$8,904.00
EFT000000009154	01/05/2018		GANANOQUE CHEVROLET BUICK GMC	
		260718	Replace Ball Joints+Tie Rod	\$618.60
		25992	2018 Chev. 2500 Silverado	\$58,282.02
		25992-2	Licencing	\$261.00
Total EFT000000009154				\$59,161.62
EFT000000009155	01/05/2018		GRAND & TOY LIMITED	
		M320722	5XRecord Book+Legal Pouch+Pens	\$49.52
Total EFT000000009155				\$49.52
EFT000000009156	01/05/2018		GROUNDWORK ENGINEERING LTD	
		1869	Design+ Grain Size Testing	\$2,692.16
Total EFT000000009156				\$2,692.16
EFT000000009157	01/05/2018		HARTINGTON EQUIPMENT LIMITED	
		IV51465	Hyd Fitting	\$8.90
		IV51411	Pivot Pin	\$48.47
Total EFT000000009157				\$57.37
EFT000000009160	01/05/2018		JOE JOHNSON EQUIPMENT INC.	
		P27691	High Pressure-Part	\$427.37
Total EFT000000009160				\$427.37
EFT000000009162	01/05/2018		KENT AUTOMOTIVE	
		9305678751	Swivfield Attach+Nuts, Fuses,	\$820.09
		9305689371	43 Series Fittings	\$736.22
		9305692870	Male Field Attach	\$124.02
		930569411	Swivfield Attach	\$168.54
Total EFT000000009162				\$1,848.87
EFT000000009164	01/05/2018		K MULROONEY TRUCKING LIMITED	
		2017-21322-HB	MDixon Culvert Draw #1-HB	\$10,482.86
Total EFT000000009164				\$10,482.86
EFT000000009166	01/05/2018		LEONARD FUELS	
		3160-874679	120.6L @.903	\$110.82
		3160-879269	313.9L @.954	\$304.73
		1058-876543	588.3L @.896	\$536.40
		1058-876592	109.01L @1.0965	\$119.42
		1058-876832	94.68L @ 1.0965	\$103.72
		1058-877585	10.00L @ 1.2381	\$12.39
		1058-877766	69.41L @1.0965	\$76.03
		1058-878291	71.65@ 1.0788	\$78.66
		1058-878734	98.00L @1.0788	\$105.59
		1058-879153	73.00L @1.0788	\$78.66
		1058-880032	62.58L @1.0788	\$67.43
		1058-880389	61.66L @1.0611	\$65.33
		1058-880581	63.00L @1.0611	\$66.74
		1058-881239	115.00L @1.0611	\$121.83
		1058-882925	82.00L @1.153	\$90.56
		1058-884985	70.00L @1.1053	\$77.31
		1058-885645	59.90L @1.1053	\$66.15
		1058-885427	86.60L @1.1053	\$97.39
Total EFT000000009166				\$2,179.16
EFT000000009168	01/05/2018		LINDE CANADA LIMITED 15687	
		58223639	Gases	\$278.07
Total EFT000000009168				\$278.07
EFT000000009174	01/05/2018		MORVEN CONSTRUCTION LTD	
		23277	Harrowsmith Intersection	\$112,260.49
Total EFT000000009174				\$112,260.49
EFT000000009175	01/05/2018		NORTHWAY HARDWARE	
		16525	Socket Set + Hammer	\$40.69
Total EFT000000009175				\$40.69
EFT000000009177	01/05/2018		ONTARIO HOSE SPECIALTIES LIMITED	
		5169362	JIC Adapters	\$27.19
		5169560	10' Vac Tank Truck Hose	\$65.06
Total EFT000000009177				\$92.25
EFT000000009179	01/05/2018		PAT'S RADIATOR SERVICE LTD.	
		137692	Broom	\$825.72
		137602	Big Plow Box	\$6,212.55
		137463	Wide out cutting edge	\$588.17
		137463	Wide out cutting edge	\$588.17
		1360226	Viberator	\$512.36

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		136653	Blade+Deflector+Kits	\$22,405.52
Total EFT000000009179				\$31,132.49
EFT000000009180	01/05/2018		PETRIE FORD	
		250287	5X Filters+ Air Filter	\$413.31
		250379	Oil+Black Gloves	\$114.36
Total EFT000000009180				\$527.67
EFT000000009181	01/05/2018		PRINCESS AUTO	
		208554	Assorted Tools	\$147.85
Total EFT000000009181				\$147.85
EFT000000009182	01/05/2018		PRO-TECH TRAINING SERVICES INC.	
		132	Book 7/Traffic Control	\$3,836.35
Total EFT000000009182				\$3,836.35
EFT000000009190	01/05/2018		SPECIALIZED ONSITE SERVICES	
		980	Lab Costs	\$864.96
Total EFT000000009190				\$864.96
EFT000000009192	01/05/2018		SURGENOR TRUCK CENTRE	
		168134KP	Shock ABS	\$77.83
Total EFT000000009192				\$77.83
EFT000000009195	01/05/2018		TALLMAN TRUCK CENTRE LIMITED	
		436194	Replaced U-Joint	\$653.34
		341348T	KT BSHG KI	\$82.13
Total EFT000000009195				\$735.47
EFT000000009196	01/05/2018		TOWN AND COUNTRY AUTO SUPPLY	
		6083-485954	Economy Courtesy Lamp	\$4.38
		6083-483374	Ball Joint+Boot+ Tie Rood	\$84.17
		6083-483222	3X Oil Filters+3X Bulbs	\$47.11
		6083-483222	Bulb	\$11.18
		6083-485695	Amber Rotating Beacon	\$127.20
		6083-485577	2X Liq Wrench	\$37.14
		6083-485577	2X Liq Wrench	\$37.14
		6083-484957	1X Dpl Csp 102 Flat Black	\$13.98
		6083-484957	5X Dpl Csp 102 Flat Black	\$69.91
		6083-484447	Oil Filter	\$7.44
Total EFT000000009196				\$439.65
EFT000000009197	01/05/2018		TROUSDALE'S FOODLAND	
		2286	Coffee+Whitener+Water	\$52.95
		7344	Facial Tissues+Detergent	\$14.02
		6256	Water	\$39.92
		6257	Coffee+Cream	\$12.78
Total EFT000000009197				\$119.67
EFT000000009198	01/05/2018		TROUSDALE'S HOME HARDWARE	
		79637	Conduit	\$5.08
		79937	24X Bolts	\$29.06
		79924	ABS Elbow+Bolts+Funnel	\$58.22
		79509	Nozzle	\$45.79
		302574	Painting Supplies	\$49.16
		80047	Sanding Block+ Primer	\$35.09
		80038	Paint- Keeley Office	\$60.01
Total EFT000000009198				\$282.41
EFT000000009201	01/05/2018		UNITED RENTALS OF CANADA INC	
		144575905-014	Fence	\$276.79
Total EFT000000009201				\$276.79
EFT000000009202	01/05/2018		UNIVERSAL SUPPLY GROUP	
		173-188307	2X LED Spot	\$38.64
		173-188307	2X LED Spot	\$38.65
		173-184024	2X LED Spot	\$81.34
		173-184093	STRB BCN+BCN LNS FTS	\$224.77
Total EFT000000009202				\$383.40
EFT000000009203	01/05/2018		UCF/MCKEOWN & WOOD FUELS	
		741938	1782.5L @.9460	\$1,715.93
		745510	2064.0L @.9580	\$2,012.11
Total EFT000000009203				\$3,728.04
EFT000000009204	01/05/2018		VERONA HARDWARE LIMITED	
		101000416	Batties+Febreze+Protectant	\$40.25
Total EFT000000009204				\$40.25
EFT000000009205	01/05/2018		WASTE CONNECTIONS OF CANADA	
		7150-0000234476	Dump+Exchange +Construction	\$419.82
Total EFT000000009205				\$419.82
EFT000000009206	01/05/2018		WHITE'S WEARPARTS LTD	
		126791	Parts	\$695.22
Total EFT000000009206				\$695.22
EFT000000009207	01/05/2018		WURTH CANADA LIMITED	
		23024467	Assorted Parts	\$150.62
Total EFT000000009207				\$150.62
Total				\$534,716.51

3210 Brushing

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009100	17/04/2018		L.D. POWER SPORTS		
		38829		Custom made Chain	\$50.88
Total EFT000000009100					\$50.88
EFT000000009112	17/04/2018		SWEET'S SAND & GRAVEL		
		S-0053381		Float Rental	\$549.50
Total EFT000000009112					\$549.50
EFT000000009133	01/05/2018		BATTLEFIELD EQUIPMENT RENTALS		
		24215058		Engine Oil+Safety Glasses	\$108.80
Total EFT000000009133					\$108.80
EFT000000009165	01/05/2018		L.D. POWER SPORTS		
		38999		Chain+Oil+File	\$59.90
Total EFT000000009165					\$59.90

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

Total Brushing \$769.08

3310 Hardtop Patching

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009176	01/05/2018	40530	O. BETTSCHEN	Cold Patch	\$2,920.92
Total EFT000000009176					\$2,920.92
Total Hardtop Patching					\$2,920.92

3315 Sweeping

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009160	01/05/2018	P27700 P27700	JOE JOHNSON EQUIPMENT INC.	Wire+Poly Trail Wire+Poly Trail	\$1,900.23 \$1,900.22
Total EFT000000009160					\$3,800.45
Total Sweeping					\$3,800.45

3320 should maint

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009193	01/05/2018	S-0053526	SWEET'S SAND & GRAVEL	Gravel	\$601.97
Total EFT000000009193					\$601.97
Total should maint					\$601.97

3425 Gradng & Grvl resurf

Cheque	Date	Inv #	Vendor	Description	Amount
069362	01/05/2018	18/03/28-15	SNIDER, PERCY	Grade Little long Lake	\$228.96
Total 069362					\$228.96
EFT000000009199	01/05/2018	6838	TRUE ELECTRIC	Repairs to Service Shales Road	\$1,438.28
Total EFT000000009199					\$1,438.28
Total Gradng & Grvl resurf					\$1,667.24

3505 Snw Plwng

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009063	17/04/2018	26834 26837 26833	BOULTON SEPTIC/LARMON'S	Snow Plowing Snow Plowing Snow Plowing	\$1,831.68 \$407.04 \$1,068.48
Total EFT000000009063					\$3,307.20
EFT000000009099	17/04/2018	2018-21915	K MULROONEY TRUCKING LIMITED	Snow Plowing	\$1,005.59
Total EFT000000009099					\$1,005.59
EFT000000009164	01/05/2018	2018-21916 2018-21917 2018-22023 2018-21992 2018-22020 2018-22022 2018-22018 2018-21990 2018-21991 2018-22021 2018-22019 2018-22024	K MULROONEY TRUCKING LIMITED	Snow Plowing Snow Plowing Snow Plowing Snow Plowing Snow Plowing Snow Plowing Snow Plowing Snow Plowing Snow Plowing Snow Plowing Snow Plowing Snow Plowing	\$2,011.18 \$3,016.78 \$8,227.30 \$1,645.46 \$5,563.22 \$9,685.77 \$6,581.84 \$620.94 \$747.94 \$3,725.64 \$6,973.61 \$2,426.98
Total EFT000000009164					\$51,226.66
EFT000000009172	01/05/2018	18/03-ROUTE 11 18/03-ROUTE 12	MCNICHOLS CONSTRUCTION LTD	Snow Plow Snow Plow	\$3,052.80 \$1,322.88
Total EFT000000009172					\$4,375.68
Total Snw Plwng					\$59,915.13

3506 Snow Clearing Sidewalks

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009063	17/04/2018	26836 26836	BOULTON SEPTIC/LARMON'S	Snow Plowing Snow Plowing	\$712.32 \$712.32
Total EFT000000009063					\$1,424.64
Total Snow Clearing Sidewalks					\$1,424.64

3515 Stock Snd&Slt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009157	01/05/2018	7789	HARTINGTON EQUIPMENT LIMITED	Loader Rental 18/03-18/04	\$4,477.44
Total EFT000000009157					\$4,477.44
EFT000000009161	01/05/2018	5300373417 5300374209 5300374880	K+S WINDSOR SALT LTD	Winter Salt Winter Salt Winter Salt	\$3,379.95 \$3,256.46 \$3,482.87
Total EFT000000009161					\$10,119.28
Total Stock Snd&Slt					\$14,596.72

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

3525 Snw Remvl

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009129	01/05/2018	26689	BOULTON SEPTIC/LARMON'S	Flagging	\$60.29
Total EFT000000009129					\$60.29
Total Snw Remvl					\$60.29

3601 Barricds & Sfty Matls

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009133	01/05/2018	24215486 24215741	BATTLEFIELD EQUIPMENT RENTALS	Leather Gloves 12X Safety Glasses	\$60.81 \$24.42
Total EFT000000009133					\$85.23
Total Barricds & Sfty Matls					\$85.23

3615 Street signs

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009188	01/05/2018	3033	SIGNS PLUS	Signs	\$174.82
Total EFT000000009188					\$174.82
Total Street signs					\$174.82

3620 Reg signs

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009070	17/04/2018	357675	BMR MANUFACTURING INC.	Posts	\$1,969.56
Total EFT000000009070					\$1,969.56
Total Reg signs					\$1,969.56

3625 RR cross mnt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009073	17/04/2018	11100083	CANADIAN PACIFIC RAILWAY	18/03 Flasher Contract	\$744.00
Total EFT000000009073					\$744.00
Total RR cross mnt					\$744.00

3630 Gd ps/rl mnt

Cheque	Date	Inv #	Vendor	Description	Amount
069362	01/05/2018	18/04/11-23 18/04/12-24	SNIDER, PERCY	Flagging Flagging	\$186.73 \$148.96
Total 069362					\$335.69
Total Gd ps/rl mnt					\$335.69

3640 Warning Sgns

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009070	17/04/2018	357675	BMR MANUFACTURING INC.	Posts	\$1,969.56
Total EFT000000009070					\$1,969.56
Total Warning Sgns					\$1,969.56

3650 Street Lights

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009186	01/05/2018	34772	R.W. ELECTRIC	18/03 Street Light Repair	\$285.18
Total EFT000000009186					\$285.18
Total Street Lights					\$285.18

3800 Crssng Guards

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009128	30/04/2018	18/04 18/04	WILSON, CHRISTINA	CROSSING GUARD 18/04 CROSSING GUARD 18/04	\$540.00 \$15.55
Total EFT000000009128					\$555.55
Total Crssng Guards					\$555.55

Total Trans

\$642,156.02

40 Env

4110 Water Treat

Cheque	Date	Inv #	Vendor	Description	Amount
069324	17/04/2018	7631-18/03	BELL CANADA-WATER TOWER PHONE LINE	18/03 Telephone	\$77.11
Total 069324					\$77.11
Total Water Treat					\$77.11

5005 SW & Fac OH

Cheque	Date	Inv #	Vendor	Description	Amount
069322	17/04/2018		A-1 LOCKSMITHS		

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		325847	Keys+ Locks	\$158.13
Total 069322				\$158.13
EFT000000009072	17/04/2018		CAMBIUM INC.	
		2017-22668	MOECC Meeting- Kingston	\$1,168.20
		2017-22669	MOECC Meeting- Kingston	\$1,168.20
Total EFT000000009072				\$2,336.40
EFT000000009167	01/05/2018		LIGHTING...FX INC.	
		60459	Lighting	\$12,404.37
		60469	6X LED Flat Panels+ 2X Sensors	\$1,090.36
Total EFT000000009167				\$13,494.73
Total SW & Fac OH				\$15,989.26

5105 Garb coll

Cheque	Date	Inv #	Vendor	Description	Amount
069345	30/04/2018		SNIDER, PERCY		
		18/04 DISPOSAL		18/04 DISPOSAL	\$11,649.51
		18/04 DISPOSAL		18/04 DISPOSAL	\$9,616.14
		DISPOSAL 18/04-FUEL		DISPOSAL 18/04 Fuel Adj	\$140.63
		DISPOSAL 18/04-FUEL		DISPOSAL 18/04 Fuel Adj	\$116.09
Total 069345					\$21,522.37
069362	01/05/2018		SNIDER, PERCY		
		18/04/09-20		Garbage Truck Rental	\$419.76
Total 069362					\$419.76
EFT000000009069	17/04/2018		BLACK DOG TIRE & LUBRICANTS		
		18346		Service Call: Tire Change	\$78.35
Total EFT000000009069					\$78.35
EFT000000009126	30/04/2018		BOULTON SEPTIC/LARMON'S		
		COLLECTION 18/04		COLLECTION 18/04	\$11,900.29
		COLLECTION18/04-FUEL		COLLECTION 18/04- Fuel Adj.	\$143.65
Total EFT000000009126					\$12,043.94
EFT000000009173	01/05/2018		MICHELIN NORTH AMERICA CANADA INC		
		DA000646877		1 Tire	\$445.02
Total EFT000000009173					\$445.02
EFT000000009178	01/05/2018		PAT ROGERS TOWING SERVICE		
		B03909		Tow-Alternator Issue	\$274.75
Total EFT000000009178					\$274.75
EFT000000009196	01/05/2018		TOWN AND COUNTRY AUTO SUPPLY		
		6083-485080		Reman Alternator	\$275.60
Total EFT000000009196					\$275.60
Total Garb coll					\$35,059.79

5110 Gab disp

Cheque	Date	Inv #	Vendor	Description	Amount
069333	17/04/2018		SNIDER, PERCY		
		18/03/22-12		Portland Recycle	\$534.24
		18/03/20-08		Portland Dump/Dozer	\$895.49
		18/03/20-07		Portland Dump/Waste	\$712.32
		18/03/05-06		Portland Dump/Dozer	\$407.04
		18/03/02-04		Portland Dump/Waste	\$534.24
		18/03/06-05		Portland Dump/Waste	\$356.16
		18/03-02		Bin Rental	\$152.64
		18/03/01-49		Portland Dump/Dozer	\$814.08
Total 069333					\$4,406.21
069362	01/05/2018		SNIDER, PERCY		
		18/03-15		Bin Rental	\$152.64
		18/03/29-13		Portland Dump Waste	\$890.40
		18/04/19-27		Portland Dump Waste	\$534.24
		18/04/10-18		Portland Dump/Waste	\$712.32
		18/04/03-16		Portland Dump/Waste	\$356.16
		18/04/05-17		Portland Dump/Dozer	\$895.49
		18/04/12-19		Portland Dump/Dozer	\$1,913.09
Total 069362					\$5,454.34
EFT000000009065	17/04/2018		ABELL PEST CONTROL INC.		
		2054021		Pest Control	\$58.81
Total EFT000000009065					\$58.81
EFT000000009083	17/04/2018		ENVIRO-GUARD PLUS INC.		
		90766		18/03 Pest Control	\$42.74
		90495		18/02 Pest Control	\$42.74
Total EFT000000009083					\$85.48
EFT000000009120	17/04/2018		WHALEY, GEORGE		
		812351		18/03 Landfill Maintenance	\$3,691.85
Total EFT000000009120					\$3,691.85
EFT000000009124	30/04/2018		WHALEY, GEORGE		
		18/04 DISPOSAL		18/04 DISPOSAL	\$1,935.80
Total EFT000000009124					\$1,935.80
EFT000000009130	01/05/2018		ABELL PEST CONTROL INC.		
		A1022267		18/04 Pest Control	\$101.83
Total EFT000000009130					\$101.83
EFT000000009139	01/05/2018		CAMBIUM INC.		
		2017-23148		Report	\$2,808.58
		2017-23151		Report	\$2,655.94
		2017-23150		Report+Develop Trigger Mech.	\$3,561.60
		2017-23147		Report	\$2,961.22
		2017-23149		Report	\$2,808.58
		2017-23146		Report	\$2,961.22
Total EFT000000009139					\$17,757.14
EFT000000009159	01/05/2018		JODY CAMPBELL'S SEPTIC SERVICE		
		11312		Portable Toilet Rental	\$117.02
		11312		Portable Toilet Rental	\$117.02
		11312		Portable Toilet Rental	\$117.02

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

Total EFT000000009159					\$351.06
EFT000000009166	01/05/2018		LEONARD FUELS		
		1058-879463		21.48L @1.2204	\$26.67
		1058-883897		115.00L @1.0611	\$20.98
Total EFT000000009166					\$47.65
EFT000000009198	01/05/2018		TROUSDALE'S HOME HARDWARE		
		79828		Hinge Pin	\$58.97
Total EFT000000009198					\$58.97
EFT000000009205	01/05/2018		WASTE CONNECTIONS OF CANADA		
		7150-0000234476		Dump+Exchange +Construction	\$572.88
		647-0000024070		30.34MT ICI+Construction Waste	\$2,777.42
		647-0000024037		73.81MT ICI+RESI Waste	\$7,263.60
Total EFT000000009205					\$10,613.90
Total Gab disp					\$44,563.04

5205 Recyc Coll

Cheque	Date	Inv #	Vendor	Description	Amount
069345	30/04/2018		SNIDER, PERCY		
		18/04 DISPOSAL		18/04 DISPOSAL	\$12,566.92
		18/04 DISPOSAL		18/04 DISPOSAL	\$10,958.23
		18/04 DISPOSAL		18/04 DISPOSAL	\$11,697.08
		DISPOSAL 18/04-FUEL		DISPOSAL 18/04 Fuel Adj	\$151.70
		DISPOSAL 18/04-FUEL		DISPOSAL 18/04 Fuel Adj	\$132.29
		DISPOSAL 18/04-FUEL		DISPOSAL 18/04 Fuel Adj	\$141.20
Total 069345					\$35,647.42
EFT000000009126	30/04/2018		BOULTON SEPTIC/LARMON'S		
		COLLECTION 18/04		COLLECTION 18/04	\$10,236.80
		COLLECTION18/04-FUEL		COLLECTION 18/04- Fuel Adj.	\$123.58
Total EFT000000009126					\$10,360.38
Total Recyc Coll					\$46,007.80

5210 Rec Disp/Prc

Cheque	Date	Inv #	Vendor	Description	Amount
069333	17/04/2018		SNIDER, PERCY		
		18/03/22-11		Greenbay Recycle	\$330.72
		18/03/22-10		Salem Recycle	\$534.24
Total 069333					\$864.96
Total Rec Disp/Prc					\$864.96

5305 HHW

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009137	01/05/2018		BRENDAR ENVIRONMENTAL INC.		
		20180050		18/03 HHW Services	\$4,622.15
Total EFT000000009137					\$4,622.15
Total HHW					\$4,622.15

Total Env

\$147,184.11

70 Cem

7000 Health

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009080	17/04/2018		D G YOUNGE CONCRETE BURIAL VAULTS		
		1876		18/03 Cemetary Services	\$529.15
		1876		18/03 Cemetary Services	\$1,058.30
Total EFT000000009080					\$1,587.45
EFT000000009125	30/04/2018		D G YOUNGE CONCRETE BURIAL VAULTS		
		SERVICES 18/04		SERVICES 18/04	\$875.14
Total EFT000000009125					\$875.14
Total Health					\$2,462.59

Total Cem

\$2,462.59

80 Rec

8000 Rec

Cheque	Date	Inv #	Vendor	Description	Amount
069333	17/04/2018		SNIDER, PERCY		
		18/02/11-19-2		Snow Plowing	\$610.56
		18/02/11-24-2		Snow Plowing	\$407.04
Total 069333					\$1,017.60
069362	01/05/2018		SNIDER, PERCY		
		18/03/15-27-2		Snow Plowing	\$228.96
		18/03/15-25-2		Snow Plowing	\$162.82
		18/04/16-38		Snow Plowing	\$76.32
		18/04/15-30		Snow Plowing	\$81.41
Total 069362					\$549.51
EFT000000009063	17/04/2018		BOULTON SEPTIC/LARMON'S		
		26859		Snow Plowing	\$127.20
Total EFT000000009063					\$127.20
EFT000000009101	17/04/2018		LEONARD FUELS		
		1361-858328		577.1L @.941	\$552.62
		1361-60976C		Service+Clean	\$211.91
		0838-869219		721.0L @.930	\$682.33
		0838-864838		303L @.941	\$290.14
Total EFT000000009101					\$1,737.00
EFT000000009104	17/04/2018		PATHFIVE		
		RI-736683		Stripe Credit Card Processing	\$3,561.60

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Total EFT000000009104					\$3,561.60
EFT000000009110	17/04/2018		SLEETH, SARAH		
		18/03/23-32		Cleaning	\$560.00
		18/03/23-32		Bookings	\$40.00
		18/03/23-32		Extra Cleaning	\$45.00
Total EFT000000009110					\$645.00
EFT000000009114	17/04/2018		TROUSDALE'S HOME HARDWARE		
		214039		Keys+Ring	\$8.11
Total EFT000000009114					\$8.11
EFT000000009121	17/04/2018		WOOD, ALVIN		
		18/03/20-STAPLES		4X 6ft Tables	\$272.47
Total EFT000000009121					\$272.47
EFT000000009122	17/04/2018		XCG CONSULTANTS LTD.		
		53538		Quarterly Water Sampling	\$101.76
		53538		Quarterly Water Sampling	\$113.00
		53538		Quarterly Water Sampling	\$113.00
		53538		Quarterly Water Sampling	\$113.00
Total EFT000000009122					\$440.76
EFT000000009123	30/04/2018		LEONARD, ELIZABETH		
		18/04 MAINTENANCE		18/04 MAINTENANCE	\$142.50
Total EFT000000009123					\$142.50
EFT000000009129	01/05/2018		BOULTON SEPTIC/LARMON'S		
		26959		Snow Plowing	\$101.76
Total EFT000000009129					\$101.76
EFT000000009166	01/05/2018		LEONARD FUELS		
		0838-876542		202.6L @ .896	\$184.72
		0838-880241		311.0L @ .941	\$297.80
		1361-869218		495.0L @ .903	\$454.86
Total EFT000000009166					\$937.38
EFT000000009175	01/05/2018		NORTHWAY HARDWARE		
		16526		Hasp+Padlock	\$13.93
Total EFT000000009175					\$13.93
EFT000000009194	01/05/2018		SWISH MAINTENANCE LIMITED		
		K587329		Garbage Bags+Handle+Broom head	\$119.16
Total EFT000000009194					\$119.16
EFT000000009198	01/05/2018		TROUSDALE'S HOME HARDWARE		
		80162		Cable Ties	\$7.09
Total EFT000000009198					\$7.09
Total Rec					\$9,681.07

8025 Day Cmps

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009197	01/05/2018		TROUSDALE'S FOODLAND		
		80		Water+Strawberries	\$11.57
		3386		Fruit Snacks+Strawberries	\$15.71
Total EFT000000009197					\$27.28
Total Day Cmps					\$27.28

8030 Cda Day

Cheque	Date	Inv #	Vendor	Description	Amount
069354	01/05/2018		HOWE, MIKE		
		18/03-29-WEBBSITE		Canada Day Website	\$197.68
Total 069354					\$197.68
Total Cda Day					\$197.68

8037 Her Cmte

Cheque	Date	Inv #	Vendor	Description	Amount
069339	17/04/2018		GEMMELL, MICHAEL		
		18/03/26-HERITAGE		18/03/26-Heritage	\$31.84
		18/03/26-HERITAGE		18/03/26-Heritage	\$27.06
Total 069339					\$58.90
069340	17/04/2018		JEFFERIES, DAVID		
		18/03/26-HERITAGE		18/03/26-Heritage	\$31.84
		18/03/26-HERITAGE		18/03/26-Heritage	\$14.30
Total 069340					\$46.14
069342	17/04/2018		MILLAR, MARK		
		18/03/26-HERITAGE		18/03/26-Heritage	\$31.84
		18/03/26-HERITAGE		18/03/26-Heritage	\$1.76
Total 069342					\$33.60
EFT000000009071	17/04/2018		CAIRD, LINDA		
		18/03/26-HERITAGE		18/03/26-Heritage	\$31.84
		18/03/26-HERITAGE		18/03/26-Heritage	\$8.80
Total EFT000000009071					\$40.64
EFT000000009096	17/04/2018		KENNY, WILMA		
		18/03/26-HERITAGE		18/03/26-Heritage	\$28.67
Total EFT000000009096					\$28.67
Total Her Cmte					\$207.95

8210 VCA

Cheque	Date	Inv #	Vendor	Description	Amount
069336	17/04/2018		VERONA FOODLAND		
		3475-VCA		Drinks for Car Show Meeting	\$17.51
Total 069336					\$17.51
069337	17/04/2018		VERONA/HARTINGTON SOFTBALL ASSOCIATION		
		2018008		Donation-Softball Association	\$500.00
Total 069337					\$500.00
EFT000000009076	17/04/2018		CONWAY, WAYNE		

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		2018006	Gift for Anneli Myliymake		\$30.00
Total EFT000000009076					\$30.00
Total VCA					\$547.51
8230 SF Rides					
Cheque	Date	Inv #	Vendor	Description	Amount
069326	17/04/2018	7593	FRONTENAC CYCLE & SPORT		
			200 Bells	\$795.07	
Total 069326					\$795.07
069331	17/04/2018	2017-402	SHARE THE ROAD CYCLING COALITION		
			200X Bike Light Sets	\$741.93	
Total 069331					\$741.93
Total SF Rides					\$1,537.00
8240 Comm Caring					
Cheque	Date	Inv #	Vendor	Description	Amount
069327	17/04/2018	2018-014	HARROWSMITH BUSINESS CENTRE		
			2017 Financial Statements	\$305.28	
Total 069327					\$305.28
Total Comm Caring					\$305.28
Total Rec					\$12,503.77
99					
9999					
Cheque	Date	Inv #	Vendor	Description	Amount
069343	17/04/2018	CRADJ5043-1	CURTIS JAMES GREGORY		
			070060247000000	\$859.13	
Total 069343					\$859.13
069344	17/04/2018	CRADJ5051-1	LATIMER DUSTIN DONALD WAYNE		
			Tax Refund from 040 020 05900	\$459.99	
Total 069344					\$459.99
EFT000000009108	17/04/2018		ROSEN ENERGY GROUP		
		620619	SUN 1638.2L CLR @1.0210	\$1,702.04	
		620992	F 1751.5L GAS @1.0480	\$1,867.87	
		620748	B 675.5L CLR @1.0530	\$723.82	
		620743	F 2900.6L GAS @1.0495	\$3,097.76	
		620746	P 2200.8L CLR @1.0530	\$2,358.23	
		620747	P 515.6L MKD @.9200	\$482.70	
		620744	F485.1 L CLR @1.0530	\$519.80	
		620745	F 806.6L MKD @.9200	\$755.13	
		620599	B 723.3L GAS @1.0495	\$772.46	
		621305	B 965.9L GAS @1.0500	\$1,032.05	
		621307	B 1721.3L MKD@.9056	\$1,586.25	
		621302	F 1438.6L MKD @.9056	\$1,325.73	
		621301	F 737.5 L CLR @ 1.0386	\$779.45	
		621308	SUN 400.2L CLR @1.0386	\$422.96	
		621303	P 788.5L CLR @1.0386	\$833.34	
		621304	P 283.8L MKD @.9056	\$261.53	
		621300	F 1944.2L GAS@1.0500	\$2,077.34	
Total EFT000000009108					\$20,598.46
Total					\$21,917.58
Total					\$21,917.58
Total					\$2,614,953.34



INFORMATION REPORT TO COUNCIL

PUBLIC WORKS DEPARTMENT



AGENDA DATE: May 1, 2018

SUBJECT: Public Works Public Events in May

RECOMMENDATION:

For information only.

BACKGROUND:

Success By 6 Open House

The United Way Success By 6 Open House is scheduled for Thursday, May 10 from 5:00 pm – 8:00 pm at the Keeley Road Patrol Yard, 2490 Keeley Road. Participating agencies are South Frontenac Fire and Rescue, Frontenac County Paramedic Services, Frontenac Detachment OPP and South Frontenac Public Waste.

There will be vehicles and equipment displays from the four agencies and also a Barbeque in support of the United Way.

Desert Lake Causeway Rehabilitation Public Information Session

Also in May is a scheduled Public Information Session on the proposed design for the Desert Lake Causeway Rehabilitation. This session will be held on Monday, May 14 from 6:00 pm - 8:00 pm at the Waterway Inn of the Desert Lake Family Resort.

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager



INFORMATION REPORT TO COUNCIL

PUBLIC WORKS



AGENDA DATE: May 1, 2018

SUBJECT: 2018 Roadside Weed Spraying

RECOMMENDATION:

For information only.

BACKGROUND:

In 2017, the Township tendered for roadside weed spraying and Wagar & Corput Weed Control Inc. were the successful bidder. The Contractor successfully spot sprayed, with Clearview, all reported areas of wild parsnip sightings from staff and the public. Efforts are made to personally notify the beekeepers in the vicinity of spraying so that they can cover their hives prior to the spraying.

For the upcoming season, we will again be using the services of Wagar & Corput Weed Control Ltd. for the application of Clearview to control wild parsnip along roadsides within the Township. We also intend to spray along guiderails and post and cable locations with a mixture of Credit Extreme and Arsenal Powerline Herbicide which will control all weed growth for the entire summer season.

We will once again be responding to reported cases of wild parsnip from staff and South Frontenac residents throughout the season.

We are also seeking permission from MOECC to advertise in the local paper, prior to and during spraying season, rather than posting signage at each location.

A more formalized Vegetation Management Plan that is based on that which was developed for Lanark County is intended to be presented to the Public Services Committee in August.

FINANCIAL CONSIDERATIONS:

Sufficient funds exist in the 2018 Operating budget.

ATTACHMENT: Proposed Draft Advertisement

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager

Prepared by:

Jamie Brash, Supervisor
Solid Waste/Facilities



**TOWNSHIP OF SOUTH FRONTENAC
Public Works Department**

4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 3350 or 1-800-559-5862
jbrash@southfrontenac.net



Public Notice – Pesticide Use

Wagar and Corput Weed Control Inc. & Township of South Frontenac intend to control weeds along guiderails, posts and roadsides within the Township of South Frontenac.

The Contractor will be using Clearview (PCP#29752) Active ingredients Metsulfuron-methyl and Aminopyralid (present as potassium salt), Gateway Adjuvant (PCP#31470) active ingredient Paraffinic Oil and Alkoxylated alcohol non-ionic surfactants, Credit Xtreme (PCP#29888) active ingredients Glysophate (present as isopropylamine salt and glysophosate-potassium), Arsenal Powerline Herbicide (PCP#30203) active ingredient, Imazapyr (present as the isopropylamine salt) under the Pest Control Product Act (Canada).

Commencing June 11, 2018 (weather permitting) and concluding on September 11, 2018.

For more information:

Wagar & Corput Weed Control Inc. (Cornwall) 613 938-2117 or Jamie Brash, Supervisor, Township of South Frontenac at 613 376-3027 X 3350. Collect calls will be accepted from individuals calling long distance.

For additional information please visit our website at www.southfrontenac.net

17 April 2018

CAO - TOWNSHIP OF SOUTH FRONTENAC

TRAIL COMMITTEE MEMBER REPORT – APRIL 2018

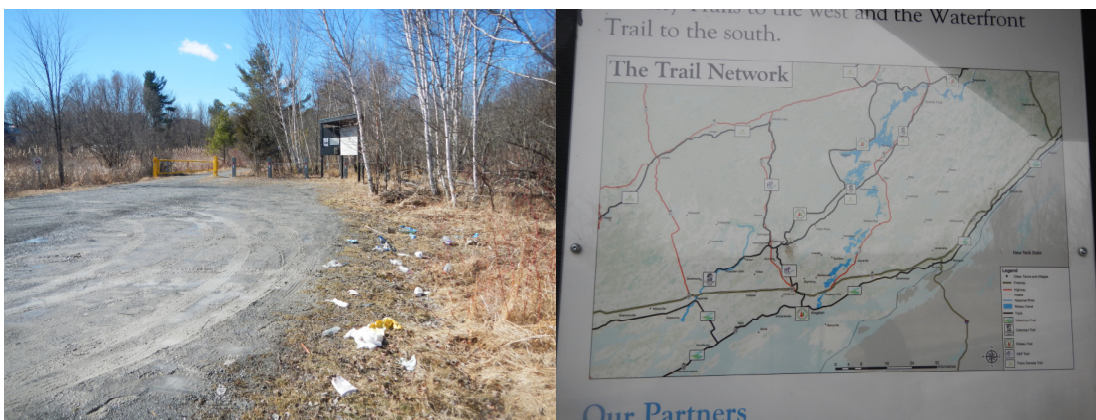
This is my thirteen quarterly report covering the period of January to March 2018 with the Cataraqui Trail Management Board. There were two meetings (22 feb 18 and 22 mar 18), which I attended.

Wishes for 2018 Update.

1. New signage within South Frontenac Cataraqui trail will unlikely appears this year. However, I hope the K&P signage will be updated.
2. I will be looking to get a volunteer cycling shirt for myself.
3. I still like to have garbage cans at Hwy 38 and Perth Road parking lots.
4. I still wish for one large map sign at Georges St showing the combined Cataraqui, K&P and Rideau trails. There is a small one in Harrowsmith.
5. The intersection at Bedford/Georges St/Cataraqui trail will likely much improved.
6. Grant money may cover some improvement for cycling within Sydenham.

The need of garbage cans is apparent especially at the Perth Road parking lot (see below). Both parking lots are busy and I do try to inspect and clean them each week. Luckily garbage is not a big issue elsewhere on the trail except at some roadway crossings.

The Trail Network Map in Harrowsmith needs updating (see below): the Rideau Trail section east of Maple Road is incorrect/outdated. My hope is to have also a similar but larger map at Bedford Rd intersection showing some South Frontenac Rides.



Cat Trail Perth Rd Parking Lot Apr 2018 The Trail Network Map at Hwy 38

Robert Charest
SF Trail Committee Member
613-353-3083



TOWNSHIP OF SOUTH FRONTENAC

4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 2225 or 1-800-559-5862
worr@southfrontenac.net



April 13, 2018

360778 Ontario Limited
Loughborough Lake Holiday Park
c/o Del Vezeau
PO Box 313
Sydenham ON
K0H 2T0

VIA REGISTERED MAIL

Dear Sir:

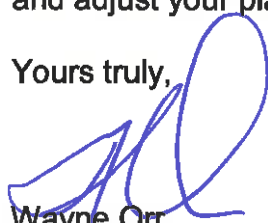
It has come to the attention of the Township that you are actively promoting to the public through your website, The Canadian Guitar Festival to be held July 27-29, 2018 at Loughborough Lake Holiday Park.

The Township is clear in its understanding that the decision of the Superior Court of Justice dated February 27, 2018 has declared that events such as music concerts and weddings open to the general public held at your Park, contravene Bylaw 2003-75.

Furthermore the ruling goes on to state that should you contravene the bylaw or fail to abide by the declaration made by Justice Hurley, the Township will be at liberty to bring another application for injunction or seek a contempt order.

You are encouraged to seek independent legal advice on the implications of the ruling and adjust your plans and actions accordingly.

Yours truly,


Wayne Orr
Chief Administrative Officer



FRONTENAC

County of Frontenac

2069 Battersea Rd.
Glenburnie, ON K0H 1S0

T: 613.548.9400

F: 613.548.8460

frontenaccounty.ca

20 April 2018

Township of South Frontenac
4432 George Street
Sydenham, ON
K0H 2T0

Attention: Angela Maddocks. Deputy Clerk

Dear Ms. Maddocks;

Re: Frontenac County Council Meeting – April 18, 2018 – Motions, Notice of Which has been Given – Reopening of the Collins Bay and Joyceville Prison Farms Motion of Support to include Dairy Cows

Please be advised that the Council of the County of Frontenac at its regular meeting held April 18, 2018 passed the following resolution, being Motions, Notice of Which has been Given, clause a):

Motions, Notice of Which has Been Given

a) Reopening of the Collins Bay and Joyceville Prison Farms Motion of Support to include Dairy Cows

Motion #: 75-18 Moved By: Deputy Warden Doyle
Seconded By: Councillor Nossal

Whereas the County of Frontenac shares a common border with the City of Kingston and is primarily a rural municipality with agriculture as its heritage; and,

Whereas a number of Frontenac County residents have been involved in the efforts not to close the Kingston prison farms and lobbied diligently to have them reopened, including the return of dairy cattle to the Collins Bay site; and,

Whereas skilled workers are needed for all forms of dairy production and processing, and corrections staff and inmates at the Collins Bay Facility already have experience working with the dairy cows from the Prison farm herd;

Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac supports the reopening of the Kingston Prison Farms;



And Further That the County of Frontenac respectfully request that dairy cattle be included in the initial phase of this project;

And Further That the a copy of this resolution be sent to the Honourable Ralph Goodale, Minister of Public Safety and Emergency Preparedness, Mark Gerretsen, M.P. Kingston and the Islands, Scott Reid, M.P. Lanark-Frontenac-Kingston, and the County of Frontenac's member municipalities.

Carried

I trust that you will find this in order, however, should you have any questions or concerns, please do not hesitate to contact me at 613-548-9400, ext. 302 or via email at jamini@frontenacounty.ca.

Yours truly,



Jannette Amini, CMO
Manager of Legislative Services/Clerk

Cc County file



April 23, 2018,

Dear Warden Higgins and Frontenac County Councillors.

Your response to the motion from South Frontenac Council concerning possible violations of the Conditions of Approval for the Johnson's Point development ignored the motion's request asking for an "investigation of a possible violation of the Conditions of Approval for the Johnson's Point development". As the mover the motion, that request was also the explicit intent of the motion.

The motion did not ask Frontenac Council to re-write, or appeal, the Conditions of Approval, only to fulfill its obligation to ensure that the Conditions, enacted by the Ontario Municipal Board and supported by the County, are met for the development to proceed. For some reason the legal opinion cited in the motion passed by County Council, argued that it was not possible to change the Conditions of Approval, an issue unrelated to the motion.

Second, the County's lawyer assertion that the County's only role is only to ensure that the Condition of Approval on species at risk is met, is incorrect. The County is the final approval authority for the Johnson's Point development and will have to consider whether the developer has fulfilled all of its obligations.

Rather than spend money on extraneous legal opinions it would be more useful to spend that money ensuring that serious concerns about the development are being investigated.

The possible violation that the County was asked to investigate relates to Condition 6(iv) and 6(v) of the OMB ruling PL150246:

iv.... all living trees greater than 4 inches diameter at breast height within 40 m of any water body shall not be removed, with the exception of trees knocked over naturally;

v..... all vegetation, with the exception of invasive species, shall be retained and maintained in their natural state within 30 m of all water bodies;

There is no request to change these Conditions only to ensure that they are being adhered to prior to approving the development.

It is important to note that these conditions go above and beyond the normal environmental conditions put in place by the Township and the Cataraqui Region Conservation Authority. The stricter requirements are due to the highly sensitive nature of this development in a Provincially Significant Wetland and a candidate Area of Natural and Scientific Interest. These tighter restrictions were agreed to by the developer, in part, because an extra lot, an increase from 14 lots to 15 lots, was agreed to by the Township and the County.

The CRCA letter circulated to Council also did not address the main concern. Mr. Schmidt's letter is clear that the CRCA is not a "regulatory" approval with the OMB agreement and that compliance "rests with the principal approval authority", in this case Frontenac County Council. The April 18th letter also recognizes that the CRCA has no jurisdiction over the removal of vegetation, the issue of concern raised by South Frontenac Council. The issue is: has any vegetation of any size other than invasive species been cut down?

The public can rightly be cynical of governing institutions when rules and regulations developed to protect a public good, like the environment, after much public consultation, are not adequately enforced. This may be the situation on Johnson's Point. This is the concern that Frontenac County Council is being asked to address.

I would like to ask you to reconsider your actions on Johnson's Point and respond to the concerns in the motion from South Frontenac Council. It would also be respectful to include concerned members of the public in the investigation of alleged violations.

Thank you for your attention to this matter. I look forward to your further deliberations.

Your sincerely,

Ross Sutherland, South Frontenac Councillor, Loughborough District.

From: Griffin, Trevor (MNR) [<mailto:trevor.griffin@ontario.ca>]
Sent: April-25-18 5:32 PM
To: Angela Maddocks <amaddocks@southfrontenac.net>; Wayne Orr <worr@southfrontenac.net>
Cc: Baxter, Andy (MNR) <andy.baxter@ontario.ca>; Warren, Catherine (MNR) <Catherine.Warren@ontario.ca>; beachmg@xplornet.com; jgallivan@frontenacounty.ca
Subject: Attn: Wayne Orr re: Johnston Point ESA Permit Application

Mr. Wayne Orr
 Chief Administrative Officer and Clerk
 Township of South Frontenac
 c/o amaddocks@southfrontenac.net

Dear Mr. Orr:

Thank you for writing to the Minister of Natural Resources and Forestry to express the Township of South Frontenac's interest in the proposed Johnston Point development and the associated proposed *Endangered Species Act* (ESA) Overall Benefit Permit. I am pleased to respond on behalf of the Minister.

I understand that my staff were scheduled to discuss the ESA permitting process with your Council but had to cancel due to health reasons. I assure you that we are fully committed to explaining the ESA permitting process to Council.

Ministry staff can speak about the permitting process in detail, but they cannot speak about information related to specific projects or individuals where that information is protected under Ontario's *Freedom of Information and Protection of Privacy Act*. If your Council would like to discuss the details of the proposed Johnston Point development, I encourage you to contact the project proponent directly. The ESA permitting process is proponent driven and as a result the proponent is best positioned to speak to the details of how they propose to meet the legal tests required to obtain a permit.

Please contact Andy Baxter, Resources Operations Supervisor, Peterborough District Office, at (705) 755-3304 or andy.baxter@ontario.ca to further discuss a mutually agreeable date for the presentation.

Thank you again for writing and I trust the upcoming ESA permitting presentation will be helpful to your Council.

Sincerely,

Trevor Griffin
 District Manager, Peterborough

Ministry of Natural Resources and Forestry,
 300 Water St. 1st Floor, South
 Peterborough, ON K9J 3C7
 Tel: 705-755-3363
 Fax: 705-755-3125
 Email: trevor.griffin@ontario.ca

As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2018-31**

**A BY-LAW TO CONFIRM GENERALLY PREVIOUS ACTIONS OF THE
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH
FRONTENAC.**

THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

- 1. The actions of the Council of the Corporation of the Township of South Frontenac at its Council Meeting of May 1, 2018 be confirmed.
- 2. Execution by the Mayor and the Clerk-Administrator of all Deeds, Instruments and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal to any such Deed, Instruments or other Documents is hereby authorized and confirmed.
- 3. This By-law shall come into force and take effect on the date of its passage.

Dated at the Township of South Frontenac this 1 day of May, 2018.

Read a first and second time this 1 day of May, 2018.

Read a third time and finally passed this 1 day of May, 2018.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

Wayne Orr, Chief Administrative Officer