



**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**

TIME: 6:00 PM,
DATE: Tuesday, July 3, 2018
PLACE: Council Chambers.

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. **Scheduled Closed Session**
 - a) Resolution - Move into Closed Session
 - b) Litigation - Solicitor to be present
 - c) Minutes of previous Closed Session
 - d) Property Acquisition
 - e) Resolution - Move out of Closed Session
5. ***Recess - reconvene at 7:00 p.m. for Open Session
6. Delegations - n/a
7. Public Meeting - n/a
8. Approval of Minutes
 - a) Minutes of June 19, 2018 Council Meeting 3 - 10
9. Business Arising from the Minutes - n/a
10. Reports Requiring Action
 - a) Financial Update on Harrowsmith Intersection 11 - 14
 - b) Investment Services (Resolution and By-law 2018-49) 15 - 21
 - c) Joint Integrity Commissioner (See By-law 2018-50) 22 - 26
 - d) Administration Offices 27
11. Committee Meeting Minutes
 - a) Police Services Board meeting held March 22, 2018 28 - 30
 - b) Portland District & Area Heritage Society meeting held June 21, 2018 31 - 34
12. By-laws

a)	By-law 2018-49 - Investment Policy	35 - 38
b)	By-law 2018-50 - Integrity Commissioner	39
13.	<u>Reports for Information</u>	
a)	Accounts Payable and Payroll Listing	40 - 51
b)	Fire Services - New Legislated Fire Regulations	52 - 57
c)	Fire Services Report - Naloxone	58 - 59
d)	Tender # FD-2018-01 - 2019 4 X 4 Mid-Size SUV	60
14.	<u>Information Items</u>	
a)	Update on MNRF attending Council re: Benefit Permits	61
b)	Philippe Archambault, re : Follow up concerns from June 19 Delegation	62
c)	Around the Rideau - May/June 2018 Edition	63 - 64
d)	Ontario East Municipal Conference 2018	65 - 66
15.	<u>Notice of Motions</u>	
16.	<u>Announcements/Statements by Councillors</u>	
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 2018-51	67
20.	<u>Adjournment</u>	

Minutes of Council
June, 19, 2018

Time: 5:00 PM

Location: Council Chambers



Meeting # 15

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

Staff: Wayne Orr, Chief Administrative Officer, Lindsay Mills, Planner, Mark Segsworth, Public Works Manager, Tim Laprade, Arena & Recreation Supervisor, Angela Maddocks, Deputy Clerk.

1. Call to Order

a) Resolution

Resolution No. 2018-15-01

Moved by Councillor McDougall

Seconded by Councillor Schjerning

THAT the Council meeting of June 19, 2018 be called to order at 5:00 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof

a) Councillor Barr declared a pecuniary interest with respect to Item 4(d) property acquisition and page 10 of Item 14 (a) Accounts Payable and Payroll Listing.

b) Mayor Vandewal declared a pecuniary interest with respect to page 10 of Agenda Item 14 (a) Accounts Payable and Payroll Listing.

3. Approval of Agenda

a) Resolution

Resolution No. 2018-15-02

Moved by Councillor Schjerning

Seconded by Councillor McDougall

THAT the agenda be approved as presented.

Carried

4. Scheduled Closed Session

a) Closed Session Items - Litigation, Property Acquisition and Approval of Minutes

Resolution No. 2018-15-03

Moved by Councillor McDougall

Seconded by Councillor Schjerning

THAT Council move into closed session to approve minutes of the June 5, 2018

Closed Session and to discuss litigation and property acquisition.

Carried

b) Minutes of June 5, 2018 Closed Session

c) Litigation

Minutes of Council
June, 19, 2018

- d) Property Acquisition
- e) Property Acquisition
- f) Move out of Closed Session

Resolution No. 2018-15-06
Moved by Councillor McDougall
Seconded by Councillor Schjerner
THAT Council move out of closed session.

Carried

- 5. ***Recess - for Volunteer Awards and to reconvene at 7:00 p.m. for Open Session
- 6. Presentation of Volunteer Recognition Awards
 - a) Volunteer Recognition Awards for 2017 were presented to Kim Deline, Mary Jo Dowker, Kerry Fox, Marilyn and Boyd Goodberry.
- 7. Rise & Report
 - a) Property Acquisition

Resolution No. 2018-15-07
Moved by Councillor Schjerner
Seconded by Councillor McDougall
THAT Council authorize staff to approach identified property owners for the acquisition of property adjacent to Green Bay Road for the purposes of road widening during upcoming construction;

AND THAT the Mayor and the Clerk be authorized to complete the purchase at a rate of approximately \$5000 per acres, plus legal fees;

AND THAT funding for this purchase come from within the approved budget for the Green Bay project.

Carried

- 8. Delegations
 - a) Chris Wilcox, Jevon Austin, Philippe Archambault, Dave Fish, re: Temporary Speed Humps

Jevon Austin shared his concern about road safety in the Silverwood Drive neighbourhood. He is looking for help in finding solutions for the ongoing problem of speeding and traffic safety. Residents are prepared to help raise funds for the purchase of speed humps.

Chris Wilcox wants his children to be safe. He has educated his children about road safety however he is still concerned about speeding and is open to suggestions for addressing his concerns.

Philippe Archambault noted the speed hump and the camera to show speed limits that were helpful. He recognized that there is a criteria approved by Council for speed humps. He is still looking for a solution and believes traffic calming measures could be considered.

Mayor Vandewal noted that there is statistics readily available from the Public Works Department on traffic counts and speeds of vehicles for this area. He noted that Council gave staff direction to deal with requests for installing temporary speed humps.

Minutes of Council
June, 19, 2018

Councillor Sutherland noted the policy for reduction of speed limits that can be found on the township website.

Councillor Schjerning asked about rotating the portable sign that shows the speed limit. Mark Segsworth noted the rotation will commence in July and will be moved around the entire township.

9. Public Meeting - n/a
10. Approval of Minutes
 - a) Council Meeting of June 15, 2018

Resolution No. 2018-15-08

Moved by Councillor McDougall

Seconded by Councillor Schjerning

THAT Council approve the minutes of the June 5, 2018 Council meeting.

Carried

11. Business Arising from the Minutes
 - a) Appointment of Building Inspector
See By-law 2018-37
 - b) Appointment of Bell Rock Community Group as Committee of Council
See By-law 2018-38
 - c) Zoning Amendment - Concession V, Part of Lot 6, Portland District: Kerr
See By-law 2018-39
 - d) Zoning Amendment - Concession XI, Part of Lot 19, Portland District: McPherson
See By-law 2018-40
 - e) Zoning Amendment - Concession III, Part of Lot 20, Storrington District: Fillion/Gibson
See By-law 2018-41
 - f) Zoning Amendment - Concession VIII, Part of Lot 15, Storrington District: Briscoe
See By-law 2018-42
12. Reports Requiring Action
 - a) Revised Road Closure By-laws
See By-laws 2018-44- to By-law 2018-47
 - b) County Gateway Signage

Resolution No. 2018-15-09
Moved by Councillor Barr
Seconded by Councillor Roberts

Minutes of Council
June, 19, 2018

THAT Council authorize the installation of County Gateway signage on Township owned road allowances

AND THAT Council acknowledge that existing Township Gateway Signage will be, in some locations, relocated at the expense of the County to allow for the County sign to be visible before the Township sign.

Carried

c) Desert Lake Causeway Culverts

Resolution No. 2018-15-10

Moved by Councillor Roberts

Seconded by Councillor Barr

THAT Council formally confirm that the culverts on Desert Lake Causeway be replaced with similar sized culverts subject to Conservation approvals.

Carried

13. Committee Meeting Minutes

a) South Frontenac Recreation Committee meeting held April 16, 2018

b) Bedford District Recreation Committee meeting held May 23, 2018

c) Portland District Recreation Committee meeting held May 22, 2018

Resolution No. 2018-15-11

Moved by Councillor Barr

Seconded by Councillor Roberts

THAT Council receives for information the minutes of the following committee meetings:

- South Frontenac Recreation Committee meeting held April 16, 2018
- Bedford District Recreation Committee meeting held May 23, 2018
- Portland District Recreation Committee meeting held May 22, 2018

Carried

14. By-laws

a) By-law 2018-37 - Appointment of Building Inspector

Resolution No. 2018-15-12

Moved by Councillor Barr

Seconded by Councillor Roberts

THAT the following by-laws be given first and second reading:

- By-law 2018-37
- By-law 2018-38
- By-law 2018-39
- By-law 2018-40
- By-law 2018-41
- By-law 2018-42
- By-law 2018-44
- By-law 2018-45
- By-law 2018-46
- By-law 2018-47

Carried

Resolution No. 2018-15-13

Moved by Councillor Barr

Seconded by Councillor Roberts

Minutes of Council
June, 19, 2018

THAT By-law 2018-37, being a by-law to appoint a Building Inspector, be given third reading, signed and sealed.

Carried

- b) By-law 2018-38 - Appoint Bell Rock Community Hall Committee as Committee of Council

Resolution No. 2018-15-14

Moved by Councillor Roberts

Seconded by Councillor Barr

THAT By-law 2018-38, being a by-law to appoint persons including Council members to various committees and associations, be given third reading, signed and sealed.

Carried

- c) By-law 2018-39 - Kerr Rezoning - Concession V, Part of Lot 6, Portland District

Resolution No. 2018-15-15

Moved by Councillor Roberts

Seconded by Councillor Barr

THAT By-law 2018-39, being a by-law to amend By-law 2003-75 as amended, to rezone lands from Rural Zone (RU) to Special Urban Commercial Zone (UC-29-H), Part Lot 6, Concession V, District of Portland, be given third reading, signed and sealed.

Carried

- d) By-law 2018-40 - McPherson Rezoning - Concession XI, Part of Lot 19, Portland District

Resolution No. 2018-15-16

Moved by Councillor Sleeth

Seconded by Councillor McDougall

THAT By-law 2018-40, being a by-law to amend By-law 2003-75, as amended, to rezone lands from Rural (RU) Zone to Special Waterfront Residential (RW-41) Zone, Part Lot 19, Concession XI, District of Portland, be given third reading, signed and sealed.

Carried

- e) By-law 2018-41 - Fillion/Gibson Rezoning - Concession III, Part of Lot 20, Storrington District

Resolution No. 2018-15-17

Moved by Councillor Sutherland

Seconded by Councillor Sleeth

THAT By-law 2018-41, being a by-law to amend By-law 2003-75, as amended, to rezone lands from Urban Residential-First Density Zone (UR-1) to Urban Commercial Zone (UC) Part Lot 20, Concession III, District of Storrington, be given third reading, signed and sealed.

Carried

- f) By-law 2018-42 - Briscoe Rezoning - Concession VIII, Part of Lot 15, Storrington District

Resolution No. 2018-15-18

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

THAT By-law 2018-42, being a by-law to amend By-law 2003-75 as amended, to rezone lands from Special Recreational Resort Commercial Zone (RRC-4) to

Minutes of Council
June, 19, 2018

Limited Service Residential-Waterfront Zone (RLSW), Part of Lot 15, Concession VIII, District of Storrington, be given third reading, signed and sealed.

Carried

- g) By-law 2018-44 - Road Closure - Concession XIII between Lots 6 and 7, Storrington District

Resolution No. 2018-15-19

Moved by Councillor Sutherland

Seconded by Councillor Sleeth

THAT By-law 2018-44, being a by-law to repeal By-law 2017-33, to stop up close and sell portions of an unopened road allowance between Lots 6 and 7, Concession XIII, Storrington District, be given third reading, signed and sealed.

Carried

- h) By-law 2018-45 - Road Closure - Concessions II and Concession III, Part of Lot 18, Bedford District

Resolution No. 2018-15-20

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

THAT By-law 2018-45, being a by-law to repeal By-law 2017-52, to stop up, close and sell portions of an unopened road allowance lying in part of Lot 18, between Concessions II and III, Bedford District, be given third reading, signed and sealed.

Carried

- i) By-law 2018-46 - Road Closure - Concession I between Lots 6 and 7, Loughborough

Resolution No. 2018-15-21

Moved by Councillor Sutherland

Seconded by Councillor Sleeth

THAT By-law 2018-46, being a by-law to repeal By-law 2017-75, to stop up, close and sell a portion of an unopened road allowance in Concession I, between lots 6 and 7, Loughborough District, be given third reading, signed and sealed.

Carried

- j) By-law 2018-47 - Road Closure - Concessions IX and X, Part of Lot 20, Storrington

Resolution No. 2018-15-22

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

THAT By-law 2018-47, being a by-law to repeal By-law 2018-22 and to stop up, close and sell a portion of an unopened road allowance lying between Concessions IX and X, in Part of Lot 20, Storrington District, be given third reading, signed and sealed.

Carried

15. Reports for Information

- a) Accounts Payable and Payroll Listing

- b) Councillor Revill - Report on Cooper Rezoning Application - Fairhaven Lane

Councillor Revill has talked to the Health Inspector who is willing to consider the application if water is diverted from the site, there is a fair bit of run off. He acknowledged that the Planning Department has recommended denial of this application however he felt the applicant should be given the opportunity to

Minutes of Council
June, 19, 2018

decide whether they wish to proceed with the water diversion as this would be a significant investment.

Councillor Barr agreed it should be left up to the applicant and give them an opportunity to consider a different septic system.

16. Information Items

- a) Letter from the Battersea Loughborough Lake Association, re; Johnston Point - Draft Condominium Agreement
- b) Letter from Alan Cohen, Lawyer for Gary Beach, re: Draft Plan of Condominium

17. Notice of Motions - n/a

18. Announcements/Statements by Councillors

- a) Mayor Vandewal congratulated Lindsay Mills on his upcoming retirement and extended best wishes on behalf of Council.
- b) Mayor Vandewal noted the Canada Day brochure distributed by Councillor Roberts for Storrington District.

He reminded Council of the grand opening of the Perth Road Fire Hall on June 23, 2018.

- c) Councillor Sleeth commended the Administrative Assistant in the Building Department on how she dealt with a difficult customer looking for an inspection.
- d) Upon Council's request, Mark Segsworth provided updates on the ongoing construction projects. He noted that the Bedford Road and Harrowsmith Intersection projects will not be completed by Canada Day due to difficulties with concrete contractors.

19. Question of Clarity (from the public on outcome of agenda items)

- a) Fran Willes sought clarification on agenda items 15 a) and 15 b) concerning Johnston Point.

Wayne Orr indicated that Council approved the Condominium Agreement on June 5 and have instructed that the registration be delayed until all other documents are ready for registration.

20. Closed Session - n/a

21. Confirmatory By-law

- a) By-law 2018-48

Resolution No. 2018-15-23

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

THAT By-law 2018-48, 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 19 day of June 2018.

Carried

Resolution No. 2018-15-24

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

Minutes of Council
June, 19, 2018

THAT By-law 2018-48, be given third reading, signed and sealed.

Carried

22. Adjournment

a) Resolution

Resolution No. 2018-15-25

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

THAT the Council meeting of June 19, 2018 be adjourned at 7:45 p.m.

Carried

Ron Vandewal, Mayor

Wayne Orr, Chief Administrative Officer



REPORT TO COUNCIL PUBLIC WORKS DEPARTMENT



AGENDA DATE: July 3, 2018

SUBJECT: Harrowsmith Intersection Financials

RECOMMENDATION:

That Council reallocate \$400,000 to fund the project overruns for the Harrowsmith Intersection by reallocating \$300,000 from the Green Bay Culvert Project and \$100,000 from the Sydenham Dam Project.

BACKGROUND:

The Harrowsmith Intersection project was initially designed by AECOM Engineering and awarded to Morven Construction in June of 2017. A budget of \$1,700,000 was approved by Council to be spent over 2016 and 2017.

Below is a high level summary of the project:

Year to date Expenditures	1,409,000
Remaining contract commitments	665,000
Allowance for landscaping	25,000
Anticipated staffing costs	1,000
TOTAL PROJECT COSTS	2,100,000

The \$400,000 funding shortfall is comprised of the following:

Morven contract awarded in excess of available budget	188,981
Change orders (see attachment) including non-rebatable HST	178,305
Allowance for landscaping	25,000
Remaining unbudgeted expenses including anticipated staffing costs	7,714
TOTAL Shortfall	400,000

The awarded contract amount was for \$1,388,981.00, including the non-rebatable HST. At the time of award, the total remaining budget for the project was \$1,200,000. It was anticipated by staff that additional money would be transferred from the Capacity budget line item of \$400,000 to cover the remainder plus any unforeseen expenses. However, in March 2018 the Capacity budget line was reallocated by Council to fund overages from 2017 leaving a \$367,286 funding gap for the Harrowsmith project.

Since the start of the project there have been many challenges with the project. These challenges are a result of a poor design from AECOM and additional items outside of the design contract including the removal of the house at the corner of Ottawa Street and Wilton Road. This despite staffs initial belief that the costs of



REPORT TO COUNCIL PUBLIC WORKS DEPARTMENT



the house could be absorbed within the approved budget. A detailed listing of extras to the contract is provided in Appendix A.

From the Appendix the items that pertain to poor design include the following:

- Item 1 - Resizing of the storm pipe under Road 38
- Item 2 - Retaining wall on Wilton Road
- Item 5 - drainage outlet on the Catholic School property
- Item 7 - Culvert extension at the retaining wall
- Item 8 – Retaining wall additional works
- Item 10 - UPS power supply
- Item 13 - Additional excavation
- Item 14 – Gravity wall at Inlet
- Item 15 – Road 38 removals and reinstatement

The above items account for \$143,050.20 inclusive of the non-rebatable HST.

Unaccountable items not listed include inaccurate grading, poor storm water design and conflicts between above ground and below ground works. Staff on site for both the Public Works Department and the contractor have worked diligently and efficiently to rectify these issues and minimize the impacts while also trying to complete the project in a timely manner. Examples of such changes include: grades being adjusted, storm sewers re-designed, retaining walls relocated and additional ones added. The timeline of the project has been greatly affected but the contractor has been both fair and understanding of the situation at hand.

The remaining items in Appendix A are a result of what the consultant could not have foreseen. These involve all works on the Catholic School Yard and the associated contaminated material encountered under Wilton Road. While on site staff had conversations with the School Board about site work needs that were funded largely by the School Board. Additional works not funded were in exchange for allowing road drainage to be redirected across their property down towards the river. This also resulted in additional drainage work being required in the adjacent field. Staff also worked with Environmental consultants and the MOECC to deal with the contaminated material, from the Ottawa St. property, properly while minimizing the financial impact to the overall project.

As a means of controlling costs, staff have removed the tree and garden planting item from the contract because the proposed trees and plantings are not suitable to the environment or require a great deal of maintenance. The intent is to review any additional landscaping needs once Morven has completed their contract.

All of the items combined, including deleted items from the contract to reduce the overall cost, amount to \$178,305.03 inclusive of the non-rebatable HST above the contract amount.

FINANCIAL/STAFFING IMPLICATIONS:

A shortfall of \$400,000 exists to complete the project. It is proposed that \$100,000 be funded from the Sydenham Dam project, and \$300,000 be funded from the Green Bay Culvert Project. This reallocation would leave \$289,247 for the Green Bay Bridge project (estimating \$10,000 for the approved land purchase) and would bring the Sydenham Dam project budget to \$50,000 given previous reallocations for the Rutledge/Harrowsmith Road resurfacing.



REPORT TO COUNCIL PUBLIC WORKS DEPARTMENT



Alternatively the Public Works Manager proposes that the costs incurred by the removal of the house at the corner of Wilton Road and Ottawa Street and the resulting environmental contamination removal be funded from Working Fund Reserves. This model would result in \$106,000 being funded from working fund reserves, \$50,000 from Sydenham Dam, and \$244,000 being funded from the Green Bay culvert.

ATTACHMENTS:

Appendix A – Approved Contract Extras

Submitted/approved by:

**Mark Segsworth, P. Eng.
Public Works Manager**

Prepared by:

**David Holliday, CET
Technical Supervisor**

TOWNSHIP OF SOUTH FRONTENAC



Harrowsmith Intersection PW-2017-22

Appendix A- Approved Contract Extras

ORIGINAL CONTRACT AMOUNT		\$ 1,363,059.59
Item #		Amount \$
1	*CREDIT* Installation of 70m x 1200mm RCP Storm Sewer instead of 1600mm RCP/ Installation of Jersey Barriers/ Tree Removal	\$ (2,259.16)
2	Retaining Wall/ General Contractor Overhead and Sub Contract Additions	\$ 72,749.94
3	Pup Catchbasin And Big O- St.Pats	\$ 3,950.61
4	Shoulder Widening and CB	\$ 8,970.39
5	Construct Flat Bottom Swale Along Easement (Farm Field)	\$ 2,085.30
6	a) St. Pats School- Repave N & S Parking Incl. RipRap	\$ 51,041.50
	b) *Credit* St. Pats School- Repave N & S Parking Incl. RipRap	\$ (51,041.50)
7	600mm CSP Extension @ Retaining Wall (Wilton Road)	\$ 693.00
8	Retaining Wall-Rip Rap, Swale and Shrub Removal	\$ 7,013.00
9	Rem/Rep. Panel St Pats & Ins. TWSI @ Robinson	\$ 2,410.00
10	UPS Power Supply Revisions	\$ 17,650.00
11	1200mm Wingwall credit, Field subdrain,Cold patch	\$ 10,368.15
12	Contamination Removal	\$ 34,198.68
13	Additional Excavation Ottawa/ Railway & Additional Sidewalk Slope on Wilton	\$ 15,529.98
14	Supply and Place Gravity Block Wall (1200mm Concrete pipe Inlet)	\$ 15,650.00
15	a) *CREDIT* Deletion of Milling	\$ (14,193.00)
	b) Additional Excavation Hwy 38 and Granular 'B' and 'A'	\$ 25,660.00
16	*CREDIT* Deletion of Landscaping Trees	\$ (25,255.75)
APPROVED CHANGE ORDERS AMOUNT TO DATE		\$ 175,221.14
REVISED CONTRACT AMOUNT TO DATE		\$ 1,538,280.73



REPORT TO COUNCIL TREASURY DEPARTMENT



AGENDA DATE: July 3rd, 2018

SUBJECT: Investment Services

RECOMMENDATION:

That Council approve by-law 2018-49 to replace Schedule A of By-law No. 2016-05 and that a revised operating procedure for investments also be approved.

BACKGROUND:

At the May 15th Council meeting, Council supported the recommendation to award the Investment Services contract to Johnson, Johnston and Macrae (JJM). The recommendation also spoke to a review of the Township's existing investment policy.

A copy of the Township's investment policy as well as the operating procedure was provided to JJM. JJM in consultation with staff recommend the attached revised policy and procedure. Below is a listing of the changes that were made:

Policy:

- Objectives, part c) Rate of Return, the last sentence has been updated to reflect that the target portfolio structure is approved by both the Treasurer and the CAO.
- Constraints, part b) Term of Investments, the period of the detailed cash flow forecast has been updated to up to two years to match the short-term investment timeline. Also the last sentence has been updated to reflect a medium to long-term forecast which covers a period of 3+ years.
- Constraints, part c) Direction of Investments:
 - The language was updated to include the use of investment services under any time horizon.
 - Based on current legislation, the LAS One Investment Program remains the only permitted method to invest in equities.
 - Further, under the use of investment services, the investment of funds will be on a discretionary basis meaning that the term structure and composition of portfolios provided will be used by JJM to manage investments funds based on these guidelines without needing to confirm every transaction being performed.
- Responsibilities, part a) Authority, a paragraph was added to provide for the periodic review of the interest rate outlook by the Treasurer and CAO with the investment manager and that both the Treasurer and CAO jointly approve the proposed term structure and composition for portfolios.

Operating Procedure for Investments:

- 2.1:
 - definition of short-term has been changed to provide for a cash flow forecast of up to two years
 - long-term has been updated to medium to long-term and provides for the financing strategy to be updated twice a year based on the long range financial plan and any updated information.
- 2.2: Updated to reflect that the investment of funds will be on a discretionary basis based on the term structure and portfolio approved by the Treasurer and CAO.
 - Both Short-term and long-term have been updated to reflect the use of investment services with JJM.



REPORT TO COUNCIL TREASURY DEPARTMENT



- Long term has been updated to reflect medium to long-term and that the use of equities is currently only available through the LAS One Investment Program
- The asset mix distribution has been updated to reflect the use of fixed income investment for both short and medium-term investments and for investments of a long-term nature (7+ years) both fixed income and equities would be used with a 70/30 allocation with the equity component being up to a maximum of 30%.

ATTACHMENTS

Operating Procedure for Investments

Schedule A to By-law 2018-49 –Investment Policy

Submitted/approved by:

Louise Fragnito

Prepared by:

Louise Fragnito

TOWNSHIP OF SOUTH FRONTENAC OPERATING PROCEDURE FOR INVESTMENTS

This document was prepared to provide for the management of investments.

1 Policy

The management of investments of the Municipality shall be carried out in accordance with the provisions of this operating procedure along with its investment policy.

2 INVESTMENT PROCEDURE

- 2.1 The Treasurer will determine when any surplus funds are available for investing by reviewing the status of bank accounts and future requirements.

Short-term: a cash flow forecast for **up to two years** shall be maintained and updated on a quarterly basis to determine short-term liquidity requirements.

Medium to Long-term: the financing strategy will be updated twice a year factoring forecasted operating and capital requirements in order to determine liquidity requirements.

- 2.2 The forecast will be reviewed by the CAO and Treasurer on a quarterly basis. **Investment of the funds will be on a discretionary basis. Term structure will be outlined in advance of investment of any funds and updated through regular communication between investment manager(s) and the Township Treasurer and CAO.**

Short-term: Available funds will be managed between bank accounts and short-term investments with institutions including the LAS One Investment Program **and the Johnson, Johnston & Macrae Investment Group – CIBC Wood Gundy.**

1-2 years: Fixed Income 100%

Medium to Long-term: Available funds will be managed by the LAS One Investment Program and the Johnson, Johnston & Macrae Investment Group – CIBC Wood Gundy. The expected length of the investment will provide for the type and mix of the investment products. **Equities will be managed by the LAS One Investment Program until otherwise permitted through another investment manager.**

3-7 years: Fixed Income 100%

7+ years: Fixed Income 70% (minimum) Equity 30% (maximum)

Copies of forecast along with the planned redemption or purchase of investments will be signed off by the Treasurer and CAO once reviewed and will be stored electronically for future reference.

- 2.3 **Despite the use of discretionary services**, any request for redemption or purchase of investments will be made via email or fax and requires the prior approval of both the CAO and Treasurer. The request submission will be made by the CAO or Treasurer and the document submitted must be signed by both the CAO and Treasurer.

A copy of the submission will be stored electronically. Further, the treasurer or CAO will ensure that the request has been processed as requested within 48 hours of its submission and that the appropriate bank and investment accounts were affected.

- 2.4 Transactions related to the purchase and redemption of investments will be journalized in the proper general ledger accounts within the month of the transaction occurring.

- 2.5 On a monthly basis, the investments accounts will be reviewed by the Treasurer.

Interest accrued on long-term investments will be journalized on a monthly basis in the general ledger and reflected in financial reports. Short-term investments will be journalized on a yearly basis and reflected in the year-end financial reports.

- 2.6 On a quarterly basis, the investment accounts will be reviewed by the Treasurer and CAO.

- 2.7 On a yearly basis, the investment portfolio will be reviewed and re-evaluated based on the stated objectives in the investment policy. As required, investments may be reallocated between accounts to maintain a proper ratio or mix of investments.

3 **REPORTING**

Although the Treasurer has a specific responsibility to prepare and provide an annual investment report to Council under O. Reg. 438/97, s.8 (1), reports to Council will be provided every 6 months. This report shall contain the following information:

- a statement about the performance of the portfolio of investments of the municipality during the period covered by the report
- a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total Investment of the municipality and a description of the change, if any, in the estimated proportion since the previous year's report
- a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality



By-law 2018-49 **Schedule A - Investment Policy**

Policy Statement

The Township of South Frontenac shall invest funds, not immediately required, to ensure the safety of principal and to maintain adequate liquidity to meet expected cash requirements while maximizing the rate of return and subject to complying with Ontario's Eligible Investments and Related Financial Agreements Regulation.

The Township has authority to invest funds under Section 418 of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*.

Purpose

This Policy provides guidance for the management of the Township's investment funds including restrictions and limitations, risk tolerance and investment objectives.

Application

This Policy applies to all investments made on behalf of the Township, including operating funds, reserve funds, capital funds and trust funds.

Policy Requirements

Objectives

The investment objectives for the Township, ranked in priority, are as follows:

a) Security of Principal

The primary objective of the Township's Investment Policy is to ensure the security of principal. To minimize the risk of loss, investments shall be subject to a minimum credit ratings and shall be diversified by maturity, type of investment and issuer, as follows:

Investment Ratings: Investments shall only be made in eligible securities with a minimum credit rating as outlined in the *Ontario Regulation 438/97, Eligible Investments and Related Financial Agreements*, as amended.

Term to Maturity of Investments: Investing activities should be reviewed on a regular basis as actual, revised and forecasted operating and capital plans are completed. Maturity dates should be staggered so that investment cash inflows occur throughout the year.

b) Liquidity Requirements

Liquidity is measured by the ease with which securities can be converted to cash to meet forecast spending. It is recognized that the various investments that are eligible under Ontario's Eligible Investments and Related Financial Agreements Regulation, possess different features and thus market prices will vary depending on market conditions as well as the particular

features of the type of investment.

To ensure adequate liquidity, the Township's investments shall be diversified by holding securities of various terms to maturity and by various types of investments and issuers and to the extent possible, the term of such investments shall match the forecasted requirements for such funds to meet expenditures.

c) Rate of Return

The Township's funds shall be invested to maximize the rate of return within acceptable risk levels while respecting the security of principal, legal constraints and the adequate liquidity needs of each investment portfolio.

Under normal circumstances, longer-term investments offer higher yields than shorter-term investments.

The composition of each portfolio, including its term to maturity and type of investments, shall be adjusted within the guidelines of this Policy to take advantage of market opportunities. Such changes shall be made with the periodic interest rate outlook and target portfolio structure approved by the Township Treasurer and CAO.

Constraints

The Township's investments are subject to the following regulatory and term constraints:

a) Regulatory Constraints

In accordance with Ontario's Eligible Investments and Related Financial Agreements Regulation (*Municipal Act, 2001, O. Reg 438/97 – as amended*), the Township is not authorized to invest in securities other than those listed in the Regulation.

b) Term of Investments

A detailed cash flow forecast for up to two years shall be maintained to determine short-term liquidity requirements. This forecast shall allow the Township to maximize the return on surplus funds invested and minimize borrowing temporarily for operational purposes.

Further, a medium to long-term forecast of 3+ years will be maintained factoring forecasted operating and capital requirements in order to determine liquidity requirements.

c) Direction of Investments

Available funds will be managed between bank accounts, the LAS One Investment Program and The Johnson, Johnston & Macrae Investment Group – CIBC Wood Gundy. Direct investment in equities will only be through the LAS One Investment Program until otherwise permitted by another investment manager.

Investment of the funds through The Johnson, Johnston & Macrae Investment Group – CIBC Wood Gundy will be on a discretionary basis which means that the term structure and composition of portfolios provided will be used by Johnson, Johnston & Macrae Investment Group – CIBC Wood Gundy to manage investments funds based on these guidelines without needing to confirm every transaction being performed. The term structure will be outlined in advance of investment of any funds and updated through regular communication between investment manager(s) and the Township Treasurer and CAO.

Responsibilities

a) Authority

The Township Treasurer and CAO are jointly responsible for the prudent investment of the Township's portfolio, its strategy and to ensure that all investments are made in accordance with this Policy and any legislated requirements.

The Township Treasurer and CAO, with input from investment manager(s), shall review periodically the interest rate outlook and both the Treasurer and CAO will jointly approve the proposed term structure and composition for the portfolios.

Investments shall be made with judgement and care. All reasonable steps shall be taken to ensure that the management of Township's investment portfolio is in accordance with this policy. The degree of care, diligence, skill, and prudence that a reasonable person would exercise in the administration of their own affairs must be exercised and in doing so shall attempt to maximize the investment earnings of the portfolio within the parameters of the objectives established within this policy.

b) Reporting

The Treasurer or designate has a specific responsibility to prepare and provide an annual investment report to Council. O. Reg. 438/97, s.8 (1). This report shall contain the following information:

- a statement about the performance of the portfolio of investments of the municipality during the period covered by the report
- a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in the estimated proportion since the previous year's report
- a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality

Monitoring/Contraventions

Failure to comply with this Policy may result in the Township holding investments which are not eligible investments as prescribed by provincial regulation.

Legislative and Administrative Authorities

Section 418 of the *Municipal Act*, 2 S.O. 2001, c.25 as amended
Ontario Regulation 438/97, Eligible Investments and Related Financial Agreements, as amended



**REPORT TO COUNCIL
CLERK'S DEPARTMENT**



AGENDA DATE: July 3, 2018

SUBJECT: Joint Integrity Commissioner

RECOMMENDATION:

That Council approve Bylaw 2018-50 to engage the services of and appoint an Integrity Commissioner.

BACKGROUND:

As Council is aware changes to the Municipal Act require each Council to appoint an Integrity Commissioner (IC), adopt a Code of Conduct and a Staff Council Relations policy, all by March 1, 2109. Council approved the five Frontenac municipalities working together to develop common policies and tendering for a joint IC.

The attached report from the County outlines the recent procurement process used for a joint IC. In all five firms submitted and 3 were interviewed.

Aird & Berlis LLP	Interviewed and recommended
Fasken Martineau DuMoulin LLP	Interviewed
Robert J. Swayze, Barrister	Interviewed
ADR Chambers Inc.	
Lewis & Gazarek	

It is the recommendation of staff to proceed with an agreement to engage the services of Aird Berlis on the passing of the by-law on a consulting basis to assist with the orientation of the new Council, the development of a common Council Code of Conduct, a Council-Staff Relations Policy, Integrity Commissioner Complaint Policy and any other policies/procedures, governing the ethical behavior of members of council and local boards. It is the intent that such tasks would be undertaken with Council well in advance of the March 1, 2019 deadline. The By-law proposes that Aird Berlis, led by John Mascarin be appointed as the County's Integrity Commissioner upon passage of the above deliverables but no later than March, 1, 2019

FINANCIAL/STAFFING IMPLICATIONS:

The 2019 Budget will include an initial allocation of \$10K for Integrity Commissioner Services. The County will be funding the development of the common polices.

The recommended proponent does not require a retainer fee, however services will there will be charged at an hourly rate plus any required travel/accommodation costs. The Township will be responsible for all costs associated with investigations in their local municipality. The Township is also required to provide indemnification for the IC for the duties provided.

ATTACHMENTS:

- County Report dated July 18, 2018

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr



Report 2018-0xx

Council Recommend Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: July 18, 2018

Re: **Office of the Chief Administrative Officer – Appointment of an Integrity Commissioner for the County of Frontenac**

Recommendation

Be It Resolved That Aird Berlis (Lead – John Mascarin) be appointed as the Integrity Commissioner for the County of Frontenac;

And Further That, the Clerk be directed to bring forward later in the meeting the necessary appointment by-law for Councils consideration;

And Further That, the Warden and Clerk be authorized to execute an agreement with Aird Berlis for the provision of services of an Integrity Commissioner;

And Further That, a copy of this report be circulated to all member municipalities in Frontenac County.

Background

Bill 68, Modernizing Ontario's Municipal Legislation Act, 2016 was introduced in the Legislature on November 16, 2016 and received Royal Assent on May 30, 2017. The legislation introduces changes to municipal governance, including amendments to the *Municipal Act, 2001* and the *Municipal Conflict of Interest Act*. A new subsection 223.3 (1.1) of the Act requires municipalities that have not appointed an Integrity Commissioner to make arrangements for all of the responsibilities listed in subsection 223.3 (1) to be provided by a Commissioner of another municipality. This new section comes into force March 1, 2019.

As a result, at its regular meeting held December 20, 2017, County Council passed the following resolution:

A review of the proposals was undertaken by the group in accordance with the evaluation criteria, including the Stage 2 Interview component with 3 of the submissions.

After the evaluation process was complete Aird Berlis was the proponent with the highest total score. The team will be led by John Mascarin, who brings a wealth of knowledge both from a legal and municipal perspective. The firm is located out of Toronto, with strong familiarity of the joint model for the delivery of Integrity Commissioner services. The proposal was clear, concise and the group is confident in the teams abilities based on experience and extensive knowledge on various topics. In addition, the informal complaints system approach versus immediate investigation is very desirable. Their proposal also provides for education and training for Council members, staff and the public on the Code of Conduct, various policies and the complaint process while instilling the values of accountability and transparency through the provision of an ethical framework with which to work from.

Bill 68 mandates that each municipality must retain an Integrity Commissioner on or before March 1, 2019. It is the recommendation of staff to proceed with an agreement with Aird Berlis on the passing of the by-law as a proactive approach to having the successful proponent in place to assist with the orientation of the new Council, the review/refresh of the Council Codes of Conduct, a Council-Staff Relations Policy, Integrity Commissioner Complaint Policy and any other policies/procedures, governing the ethical behavior of members of council and local boards. It is the intent that such tasks would be undertaken with Councils well in advance of the March 1, 2019 deadline. The By-law proposes that Aird Berlis, led by John Mascarin be appointed as the County's Integrity Commissioner upon passage of the above deliverables but no later than March, 1, 2019

Sustainability Implications

As noted in Directions for our Future, providing an equal and equitable level of service across the County is a priority and that government decision-making processes are clear, transparent, forward thinking and focused on the longer term. Proceeding with the appointment of an Integrity Commissioner supports open and transparent government and ensures the policies and mechanisms are in place to support a healthy work environment for Council, staff and members of the public.

Financial Implications

The 2019 County Governance Budget will propose the inclusion of \$10K for Integrity Commissioner services. \$5K of these funds have been earmarked to assist in the review and development of the necessary Codes and policies/procedures for the County and local municipalities. The recommended proponent does not require a retainer fee, however there will be ongoing budget needs for the costs of investigations, reports and information provided to members which will be charged at [\$rate] per hour plus any required travel/accommodation costs. Each local municipality would be responsible for all costs associated with investigations in their local municipality. It will be difficult to forecast annual costs given the unknown of how often the services of the Integrity

Commissioners will be used; however based on one previous investigation, an additional \$5K has been budgeted for consideration.

It is also being recommended that a reserve be set up for this purpose that could help offset higher than expected costs in any particular year. The County is also required to provide indemnification for the Integrity Commissioner for the duties provided to the County.

Organizations, Departments and Individuals Consulted and/or Affected

Cheryl Robson, Chief Administrative Officer, Township of North Frontenac

Cathy McMunn, Clerk/Administrator, Township of Central Frontenac

Wayne Orr, Chief Administrative Officer, Township of South Frontenac

Darlene Plumley, Chief Administrative Officer, Township of Frontenac Islands



REPORT TO COUNCIL CLERK'S DEPARTMENT



AGENDA DATE: July 3, 2018

SUBJECT: Administration Offices

RECOMMENDATION:

That Council provide direction on a potential new administration office.

BACKGROUND:

Council will recall that the County and Cataraqui Region Conservation Authority have been discussing a potential joint venture to address space issues that both organizations are facing. Mayor Vandewal sits on the accommodation review committee for the County and has recently met with the group to further explore this opportunity. Together the parties have agreed that if developed a new facility would need to be located within the "county", along one of the four main north/south corridors (Battersea Rd, Perth Road, Sydenham Rd or Road #38)

Council will recall that as part of the long term capital plan, staff have established a \$2.75 million placeholder for new administrative offices in 2022. Currently the Sydenham offices are at capacity and with the current decisions regarding planning, staff are in the process of shuffling offices and doubling up office space for the Deputy Clerk and new Executive Assistant. Staff have projected that given expanding service expectations and a growing community; 4 – 8 new positions could be needed over the next 4 years. All this serves to point out that the Township will be facing a space challenge in the foreseeable future.

During the recent discussions at the County level, Mayor Vandewal has introduced the concept, subject to Council endorsement, of a joint venture that could house all three parties. (County, CRCA and Township). Such a venture would offer economies of scale and potential efficiencies such as common council chambers, meeting space, washrooms, waiting room, lunchroom, as well as services such as reception, and IT. Obviously this list would need to be given further consideration if the concept is supported by Council.

Numerous options exist with regard to how such a project could be funded. Options include choices such as: all three parties renting space from a private developer who would build to suit, one partner building and renting to the other two, joint ownership through a condominium model, etc.

The timeline for such a venture is anticipated to take several years and if the concept is supported will be a decision of the new Council. At this time Council is being asked to provide direction on whether the concept is worth having South Frontenac participate in further discussions.

FINANCIAL/STAFFING IMPLICATIONS:

None at this time.

ATTACHMENTS:

- none

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr



South Frontenac Police Services Board Meeting

Date: March 22, 2018

Time: 9:00 a.m.

Location: Council Chambers, 4432 George St, Sydenham.

Board Members

Present: Ron Vandewal
Stephen Bach
David Herrington

Staff: Staff Sergeant Sharron Brown

Secretary: Wayne Orr

1. Call to Order

The Chair called the meeting to order at 9:00 a.m.

2. Introduction/Oath – David Herrington

Mr. Herrington was welcomed to the Board and swore the oath.

3. Attendance – Ron Vandewal, David Herrington, Stephen Bach, Staff Sergeant Sharron Brown, Wayne Orr

4. Declaration of Pecuniary Interest - nil

5. Approval of Agenda

Moved by Stephen Bach
That the agenda be approved.

Seconded by David Herrington
Carried.

6. Approval of Minutes

Staff Sergeant Brown pointed out that in item 9, second bullet of the regular meeting minutes, that the correct phrase is that “the detachment has been able to clear a number of occurrences”.

Moved by Stephen Bach
That the minutes of the November 16, 2017 regular meeting be approved (as amended) and the November 16, 2017 annual meeting minutes be approved.
Carried.

7. Presentations/Delegations – n/a

8. Correspondence

There were no comments on the correspondence items.

- Marc Bedard, Superintendent, Municipal Policing Bureau, re: 2018 Annual Billing Statements
- OAPSB zone 2 – Minutes of December 1, 2017 meeting
- Marie-France Lalonde, Minister of Community Safety & Correctional Services, re: response to Neil Fennell, Chair, OAPSB Zone 2 letter on Municipal Policing Billing



South Frontenac Police Services Board Meeting

- AMO Makes Submission on Policing - Bill 175 Safer Ontario Act

9. Financial

The annual year end RIDE submission has been made.

10. Detachment Commanders Report

Staff Sergeant Brown reviewed the fourth quarter and year to date results with the Board and oriented David Herrington on how to review the material. No significant trends are emerging. Overall calls for service were up slightly the overall year to date weighted hours of service were down. This reflects and increased number of calls for less complex cases.

Staffing transfers continue to impact the detachment. Often these are a result of seeking promotion, enhanced experience opportunities or location changes that improve family situations.

The efforts and resources committed to Community Street Crime unit are showing results.

Constable Roop Sandhu will be rotating out of the Community Support officer. The board expressed their appreciation for the excellent work he has done in the community and with the SALT program.

Annual Motor Vehicle Collision results were shared. Perth Road and Road 38 remain tied for the roads with the highest incidence for collisions. The next three roads with the highest number of collisions were Battersea Road, Bellrock Road and Rutledge Road.

- Feedback on Shooting Range (Township Public Meeting)

The attendance of an on duty officer and the act of speaking on behalf of the OPP should not have taken place at the Feb 6 Council meeting. An investigation was conducted and the issue was raised with SSB's supervisors. There have been consequences for this action that have been accepted by the officer. The officer has taken ownership for his actions which were clearly outside of his scope of work. He has offered to appear before Council to apologize, however the Board did not feel that this was necessary

- Community Safety and Well-Being Planning Framework

Staff Sergeant Brown briefed the Board on this proposed new requirement from the Province. The focus is having the municipality take the lead in having a multi sector group approach Community Safety and Wellbeing through the lenses of Social Development, Prevention, Risk Intervention and Incident response. The Association of Municipalities have raised concerns with this proposal in terms of smaller rural municipalities being able to meet the requirements.

11. Committee Reports – n/a

12. Other Business – n/a

13. Public Discussion – n/a

14. Date and Time of Next Meeting

The next meeting is scheduled for June 21, 2018 at 9:00 am.



South Frontenac Police Services Board Meeting

15. In-Camera – n/a

16. Adjournment

The meeting adjourned at 9:55 am.

Ron Vandewal, Chair

Wayne Orr, Secretary

Meeting:

- Annual General Meeting
- Held at Glendower Hall

In Attendance:

- | | | |
|-------------------|------------------|-------------------|
| • Alan Boyce | • Ian Mackay | • Nicole Van Camp |
| • Andy Adamson | • Irene Bauder | • Pat Barr |
| • Anne McDougall | • Jane Adamson | • Tim Laprade |
| • Barbara Stewart | • John McDougall | • Val Ruttan |
| • Doug Lovegrove | • Karen Stinson | • Vanessa Kennedy |
| • Don Gollogly | • Lynn Hutcheson | • Wilhelmine Card |

Minutes:

1. Welcome

Andy called the meeting to order at 10:05 AM.

2. Introductions

Andy welcomed everyone and introduced Tim Laprade from the Township and Vanessa Kennedy, the summer student intern working on Township publicity and helping with the museum.

The eighteen attendees introduced themselves.

3. Reports

(a) Windows – John McDougall

John acknowledged the great contribution of the membership over the last 10 years, to initiate the Museum, assemble the collection of artifacts, raise funds for the windows, and build the foundation for the Museum's next stage of growth.

The legacy members had raised funds to cover the six windows that were replaced several years ago plus another \$3,000 for the remaining three windows. This was to be matched by \$3,000 from the township for a total of \$6,000. Unfortunately, due to initial optimistic estimating and inflation since the funds were raised, the current quotes for the remaining three windows are in the neighbourhood of \$12,000. Consequently, the Executive is recommending that the Society contribute another \$3,000 for a total of \$6,000 towards replacing the remaining three windows. The Township has indicated that they would increase their contribution and match the Society's \$6,000, resulting in a total of \$12,000. This would cover the current quote.

This new proposed amount is included in the proposed 2018 Budget, to be voted on under a later item in the agenda for this meeting.

(b) Doors Open – Alan Boyce

Doors Open was a great success for the South Frontenac Museum. We had 29 visitors, from the local area, Kingston, Belleville area, as well as some visitors from the U.S. who stopped in while they were visiting nearby. Ed Asselstine brought his old car, a 1931 Ford Roadster Pickup, and spent time correcting some notes and dates on some of our artifacts. Also, a visitor brought in an artifact to donate and logged the story for our records. Finally, Craig Backay from the Frontenac News took notes for a story to appear in the next issue of that publication.

We will definitely try to participate in this event again next year.

(c) PastPerfect Software – Alan Boyce

Alan reported that we have begun to spend the funds set aside for the acquisition of the cataloging software and associated expenses. The software has been purchased, installed, and configured for our Museum. Approximately 30 artifacts, including some objects, Photographs, Archives, and Books have been cataloged. Some reports have been created and a few basic procedures have been worked out.

The docent Team Leads will be receiving an introductory tutorial after the AGM, and hands-on training will be offered to anyone interested in helping with the cataloging process. Our purchase also included three training videos which are available to any members willing to make the time investment.

On a related topic, Xplornet has agreed to provide Internet service at the Museum for one year, free of charge. We will allow Xplornet to put up a small sign acknowledging the donation and they will write about this along with their other activities in the community. After the first year both parties will review the situation and it may be extended.

(d) Docent Schedule – Jane Adamson

Jane thanked all volunteers and the Docent Team Captains (Jane on Mondays, Lynn H. on Wednesdays, and John McD. on Saturdays) for ensuring that we have hosts at the Museum during all of our open hours.

Members interested in serving as host to museum visitors are welcome to drop in during any hours when the Museum is open: Mondays, Wednesdays, and Saturdays from 1:00 pm to 4:00 pm.

(e) Oral History Workshop – Lynn Hutcheson

Lynn reported that we had 18 participants at the workshop. All attendees reported enjoying it and getting good insights into the process of interviewing people to collect local histories.

The Society is looking for a volunteer to coordinate an effort to collect oral histories from some of the senior residents of our Township. Please contact Secretary Alan Boyce if you are interested.

(f) Exhibits at Special Events – Doug Lovegrove

Doug reported on the initiative to have a Museum presence at three upcoming events in the Township.

Verona Car Show:	August 12, 9:00 to 3:00
Garlic Festival:	September 1, 9:00 to 2:00
Battersea PumpkinFest:	October 13, 10:00 to 4:00

Doug will be available to participate in two of these dates and will bring an exhibit from his military display. Doug indicated that the material on display includes

- 1) Artifacts on loan from third parties to the museum,
- 2) Artifacts on loan from Doug's personal collection, and
- 3) Artifacts that have been donated to the museum.

It is important that we maintain accurate records of the artifacts in each of these categories.

For the Car show, Linda Bates will be at the Lion's Hall from 9:00 to 3:00 on Saturday, August 11 for us to set up in the hall. We will need to bring two tables and an extension cord.

David Jefferies had also indicated that he would bring some material about his driving tours to view the architecture of the Township.

Doug and David will work out the details closer to the dates of each event.

4. Financial Report

Barb Stewart presented the Financial Report for December 31, 2017 as well as the Budget for 2018, including some of the expenditures to date in the year. It is noteworthy that we are dipping substantially into our reserve to cover the windows and the cataloging software, such that this year's Expenses are expected to exceed Income by over \$7,000. We are grateful to the Township for giving the Society a grant for \$2000 to help with the purchase of the cataloging system.

Motion: To approve the 2017 Financial Statements and 2018 Budget as presented.
Moved by: Barb Stewart
Seconded by: Doug Lovegrove
Vote: Passed

Copy of the Financial Report and Budget is distributed with these minutes. File name is "2018 Financial Statements V.06.pdf".

5. Board of Directors

Andy presented the nominees for Directors of the Society, with some clarifications:

- Andy Adamson, President
- Lynn Hutcheson, Vice President, Docent Team Captain (Wednesdays)
- Alan Boyce, Secretary
- Nicole Van Camp, Treasurer
- Jane Adamson, Docent Team Captain (Mondays)
- Ann McDougall, Membership Secretary
- David Jefferies, Township of South Frontenac Heritage Committee
- Irene Bauder, Past Secretary
- Barb Stewart, Past Treasurer
- Homer Card
- Wilhelmine Card
- Floyd Deyo
- Ian Mackay

Ex-Officio

- Tim Laprade, Township of South Frontenac Recreation Supervisor
- John McDougall, Township of South Frontenac Liaison, Docent Team Captain (Saturdays)

Motion: To approve the slate of nominees as presented here, as Directors of the Portland District and Area Heritage Society.
Moved by: Alan Boyce
Seconded by: Jane Adamson
Vote: Passed

Tim Laprade indicated that he is pleased to be the Township Staff resource in support of the Museum. He has a museum background from serving a year as curator of the MacLachlan Woodworking Museum.

Nicole Van Camp, whose day job is managing Nicole's Gifts in Verona, indicated that she was pleased to be working with the group and contributing to preserving our heritage.

6. The Bedford District Historical Research Centre – Gerald Stinson

Councilor Pat Barr introduced Gerald Stinson, leader of the Bedford District Historical Research Centre, based an office in the Glendower Hall.

Gerald provided an interesting overview of the work that the Research Centre does on family trees of local families. The Centre is open to visitors by appointment and members do their research on their own time and often from their own homes.

The Centre generally works with family members who have documented their family trees and then obtains a copy of the records for the Centre's files. Currently this material is stored on paper, and is cross referenced in a filing cabinet. Archival copies are kept on disc in the Vault at the Township Offices in Sydenham.

If someone suspects that they have family in the neighbourhood and was looking for information, the Centre would start by looking through the approximately 500 names currently in their records, and follow the cross references from there.

Gerald indicated that they had recently located a map of Bedford District (the historical Bedford Township) published by Pewton and Walling. This map dates from 1860 – 18 years before the 1878 atlas of the townships which is familiar to many attendees. Many changes can be observed by comparing the two maps.

In response to a question, Gerald indicated that the population of Bedford Township 150 years ago was approximately 2,000 people; today, only about 600 people live here.

Gerald indicated that the biggest challenge is keeping enough supporters to keep the Centre going. Some key people – such as June Quinn, who put in a huge amount of effort to bring the society to where it is today – have passed on. Others, such as Gerald, are primarily interested in doing the research, and are finding that running the Centre can add to the workload.

Alan Boyce thanked Gerald for his talk and the group adjourned for lunch. Jane Adamson and Lynn Hutcheson made the sandwiches, and Irene Bauder provided the sweets.

7. Another Reminder

The Society Pot Luck Dinner will be held on September 19 at Bellrock Hall. More details to follow.

8. Adjournment

Andy requested a motion to adjourn the meeting.

Motion: To adjourn the meeting.

Moved by: Alan Boyce

Seconded by: John McDougall

Chairman Andy adjourned the meeting at 11:45.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2018-49**

**A BY-LAW TO AMEND BY-LAW NUMBER 2016-05, AS AMENDED, TO
REPLACE SCHEDULE A**

WHEREAS, the Municipal Council of the Township of South Frontenac deems it expedient to amend by-law Number 2016-05 as amended, as it relates to the replacement of Schedule A.

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

1. **THAT** Schedule A be revoked and replaced with Schedule A dated July 3rd, 2018.
2. **THIS BY-LAW** shall come into force and take effect on July 3rd, 2018.

Dated at the Township of South Frontenac this 3rd day of July, 2018.

Read a first and second time this 3rd day of July, 2018.

Read a third time and finally passed this 3rd day of July, 2018.

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

Ron Vandewal, Mayor

Wayne Orr, Clerk-Administrator



By-law 2018-49 **Schedule A - Investment Policy**

Policy Statement

The Township of South Frontenac shall invest funds, not immediately required, to ensure the safety of principal and to maintain adequate liquidity to meet expected cash requirements while maximizing the rate of return and subject to complying with Ontario's Eligible Investments and Related Financial Agreements Regulation.

The Township has authority to invest funds under Section 418 of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*.

Purpose

This Policy provides guidance for the management of the Township's investment funds including restrictions and limitations, risk tolerance and investment objectives.

Application

This Policy applies to all investments made on behalf of the Township, including operating funds, reserve funds, capital funds and trust funds.

Policy Requirements

Objectives

The investment objectives for the Township, ranked in priority, are as follows:

a) Security of Principal

The primary objective of the Township's Investment Policy is to ensure the security of principal. To minimize the risk of loss, investments shall be subject to a minimum credit ratings and shall be diversified by maturity, type of investment and issuer, as follows:

Investment Ratings: Investments shall only be made in eligible securities with a minimum credit rating as outlined in the *Ontario Regulation 438/97, Eligible Investments and Related Financial Agreements*, as amended.

Term to Maturity of Investments: Investing activities should be reviewed on a regular basis as actual, revised and forecasted operating and capital plans are completed. Maturity dates should be staggered so that investment cash inflows occur throughout the year.

b) Liquidity Requirements

Liquidity is measured by the ease with which securities can be converted to cash to meet forecast spending. It is recognized that the various investments that are eligible under Ontario's Eligible Investments and Related Financial Agreements Regulation, possess different features and thus market prices will vary depending on market conditions as well as the particular

features of the type of investment.

To ensure adequate liquidity, the Township's investments shall be diversified by holding securities of various terms to maturity and by various types of investments and issuers and to the extent possible, the term of such investments shall match the forecasted requirements for such funds to meet expenditures.

c) Rate of Return

The Township's funds shall be invested to maximize the rate of return within acceptable risk levels while respecting the security of principal, legal constraints and the adequate liquidity needs of each investment portfolio.

Under normal circumstances, longer-term investments offer higher yields than shorter-term investments.

The composition of each portfolio, including its term to maturity and type of investments, shall be adjusted within the guidelines of this Policy to take advantage of market opportunities. Such changes shall be made with the periodic interest rate outlook and target portfolio structure approved by the Township Treasurer and CAO.

Constraints

The Township's investments are subject to the following regulatory and term constraints:

a) Regulatory Constraints

In accordance with Ontario's Eligible Investments and Related Financial Agreements Regulation (*Municipal Act, 2001, O. Reg 438/97 – as amended*), the Township is not authorized to invest in securities other than those listed in the Regulation.

b) Term of Investments

A detailed cash flow forecast for up to two years shall be maintained to determine short-term liquidity requirements. This forecast shall allow the Township to maximize the return on surplus funds invested and minimize borrowing temporarily for operational purposes.

Further, a medium to long-term forecast of 3+ years will be maintained factoring forecasted operating and capital requirements in order to determine liquidity requirements.

c) Direction of Investments

Available funds will be managed between bank accounts, the LAS One Investment Program and The Johnson, Johnston & Macrae Investment Group – CIBC Wood Gundy. Direct investment in equities will only be through the LAS One Investment Program until otherwise permitted by another investment manager.

Investment of the funds through The Johnson, Johnston & Macrae Investment Group – CIBC Wood Gundy will be on a discretionary basis which means that the term structure and composition of portfolios provided will be used by Johnson, Johnston & Macrae Investment Group – CIBC Wood Gundy to manage investments funds based on these guidelines without needing to confirm every transaction being performed. The term structure will be outlined in advance of investment of any funds and updated through regular communication between investment manager(s) and the Township Treasurer and CAO.

Responsibilities

a) Authority

The Township Treasurer and CAO are jointly responsible for the prudent investment of the Township's portfolio, its strategy and to ensure that all investments are made in accordance with this Policy and any legislated requirements.

The Township Treasurer and CAO, with input from investment manager(s), shall review periodically the interest rate outlook and both the Treasurer and CAO will jointly approve the proposed term structure and composition for the portfolios.

Investments shall be made with judgement and care. All reasonable steps shall be taken to ensure that the management of Township's investment portfolio is in accordance with this policy. The degree of care, diligence, skill, and prudence that a reasonable person would exercise in the administration of their own affairs must be exercised and in doing so shall attempt to maximize the investment earnings of the portfolio within the parameters of the objectives established within this policy.

b) Reporting

The Treasurer or designate has a specific responsibility to prepare and provide an annual investment report to Council. O. Reg. 438/97, s.8 (1). This report shall contain the following information:

- a statement about the performance of the portfolio of investments of the municipality during the period covered by the report
- a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in the estimated proportion since the previous year's report
- a statement by the treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality

Monitoring/Contraventions

Failure to comply with this Policy may result in the Township holding investments which are not eligible investments as prescribed by provincial regulation.

Legislative and Administrative Authorities

Section 418 of the *Municipal Act*, 2 S.O. 2001, c.25 as amended
Ontario Regulation 438/97, Eligible Investments and Related Financial Agreements, as amended

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2018-50**

**BEING A BY-LAW TO ENGAGE THE SERVICES OF AND APPOINT AN INTEGRITY
COMMISSIONER FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC**

Whereas, by March 1, 2019, the *Municipal Act*, requires all municipalities in Ontario to appoint an Integrity Commissioner whose powers and duties are out in the *Municipal Act, 2001*;

And Whereas, an Integrity Commissioner is responsible for performing in an independent manner the functions assigned by the municipality;

Now Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac enacts as follows:

That Aird Berlis through its lead John Mascarin be engaged to assist with the orientation of the new Council, the development of a common Council Code of Conduct, a Council-Staff Relations Policy, Integrity Commissioner Complaint Policy and any other policies/procedures, governing the ethical behavior of members of council and local boards.

And that such tasks be undertaken with Council well in advance of the March 1, 2019 deadline.

And that Aird Berlis, led by John Mascarin be appointed as the Township's Integrity Commissioner upon passage of the above deliverables but no later than March, 1, 2019

1. **That** upon appointment Aird Berlis will have all the functions, powers and duties of an integrity commissioner as set out in the *Municipal Act*, and in addition such functions, powers and duties as may be assigned by Council from time to time.
2. **That** the Township of South Frontenac hereby indemnifies and save harmless the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner for costs reasonably incurred in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a function, duty or authority under the *Municipal Act*, or a by-law passed thereunder, or an alleged neglect or default in the performance in good faith of the function, duty or authority.
3. **That** the Mayor and CAO be authorized to enter into an agreement with Aird Berlis for such services.
4. **That** should any sections of this by-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.
5. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 3rd day of July, 2018.

Read a Third Time, Signed, Sealed and Finally Passed this 3rd day of July, 2018.

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

Ron Vandewal, Mayor

Wayne Orr, Chief Administrative Officer



Payment Listing
For the period of June 20th, 2018 to July 3rd, 2018

Accounts Payable Payment Listing:

For the period of June 20th, 2018 to July 3rd, 2018 2,561,891.86

Payroll Payment Listing:

Pay Period #18-13 Pay date June 20th, 2018 93,215.69
For the period of June 3rd, 2018 to June 17th, 2018

Council Honorarium Pay date Jun 29, 2018 13,444.33

Total Payments \$ 2,668,551.88

RECOMMENDATION:

1. It is recommended that Council receive for information the listing of the Accounts Payable and Payroll for the period ending July 3rd, 2018 in the amount of
 \$ 2,668,551.88

Submitted by:

Mark Foster - Accounting Clerk

Approved by:

Stephanie Kuca - Deputy-Treasurer

**Township of South Frontenac
 CHEQUE DISTRIBUTION REPORT**

Ranges: From: To: Distribution Types Included:
Cheque Date: 2018-06-20 2018-07-03 PURCH, MISC

10 GG

0000 Gen

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009524	2018-07-03	52984	COUNTY OF FRONTENAC	FMIS- Q2	\$29,113.53
Total EFT000000009524					\$29,113.53
EFT000000009536	2018-07-03	67121	THE FRONTENAC NEWS	Ad-18/06/14	\$661.44
		67180		Ad-18/06/21	\$661.44
Total EFT000000009536					\$1,322.88
Total Gen					\$30,436.41

0020 TaxC

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009524	2018-07-03	52987	COUNTY OF FRONTENAC	Q2 Levy	\$1,482,887.25
Total EFT000000009524					\$1,482,887.25
Total TaxC					\$1,482,887.25

1000

Cheque	Date	Inv #	Vendor	Description	Amount
069528	2018-07-03	154576	ATKINSON HOME BUILDING CENTRE	36X 2Pk Fluor. Light Bulbs	\$402.60
Total 069528					\$402.60
069549	2018-07-03	18/05/30-30	SNIDER, PERCY	Grass Cutting	\$187.59
Total 069549					\$187.59
EFT000000009518	2018-07-03	5284	ASSELSTINE HARDWARE	Softener Salt	\$32.51
Total EFT000000009518					\$32.51
EFT000000009526	2018-07-03	2054879	CULLIGAN	Water	\$91.18
Total EFT000000009526					\$91.18
EFT000000009541	2018-07-03	2919	HUGHES CONSTRUCTION AND	Grass Cutting	\$72.95
Total EFT000000009541					\$72.95
EFT000000009557	2018-07-03	193832	LONDRY ALARMS	Replaced Batteries	\$86.50
Total EFT000000009557					\$86.50
Total					\$873.33

1100 Counc

Cheque	Date	Inv #	Vendor	Description	Amount
069525	2018-06-27	2018 BURSARY	VANDERSCHOOR, KAITLYN	2018 Bursary	\$500.00
Total 069525					\$500.00
069547	2018-07-03	CIP #2017-09	RUTTAN, GERALD	CIP #2017-09-4916 RD 38	\$3,500.00
Total 069547					\$3,500.00
069552	2018-07-03	4076	TROPHY HOUSE	Board+Engraved Plate	\$366.34
		4048		4X Plaques+ Brass Plate	\$232.27
Total 069552					\$598.61
EFT000000009585	2018-07-03	1095	TROUSDALE'S FOODLAND	Volunteer Event @ Council	\$337.66
Total EFT000000009585					\$337.66
Total Counc					\$4,936.27

1250 Clk

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009527	2018-07-03	151405	CUNNINGHAM SWAN CARTY	Disbursements	\$43.25
Total EFT000000009527					\$43.25
EFT000000009585	2018-07-03	2726	TROUSDALE'S FOODLAND	Coffee+Milk+Cream+Sugar	\$25.65
		3745		CAO Meeting Drinks+Snacks	\$13.59
		3809		CAO MTG- Sandwiches + Desserts	\$39.16
		1552		Cream	\$5.58
		1160		Coffee+Cream	\$18.71
		5831		Sweetner+Cream+Milk	\$17.89
Total EFT000000009585					\$120.58
Total Clk					\$163.83

1275 Fin

Cheque	Date	Inv #	Vendor	Description	Amount
069548	2018-07-03	8100456530	SHRED-IT INTERNATIONAL ULC	Shredding Services	\$436.25

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

Total 069548					\$436.25
EFT000000009515	2018-07-03			ALLAN & PARTNERS LLP IAA-SOUFRO-42530 2018 Final Audit Billing	\$8,700.48
Total EFT000000009515					\$8,700.48
EFT000000009519	2018-07-03			BAYRIDGE PRINTER PROS 22312 Toner	\$538.31
Total EFT000000009519					\$538.31
EFT000000009527	2018-07-03			CUNNINGHAM SWAN CARTY 151699 Audit- Legal Letter	\$159.85
Total EFT000000009527					\$159.85
EFT000000009542	2018-07-03			INDEPENDENT TELEPHONE SERVICES 43126 Mailbox 2327 B.M.	\$66.14
Total EFT000000009542					\$66.14
Total Fin					\$9,901.03
Total GG					\$1,529,198.12

20 PP&P

2100 Fire

Cheque	Date	Inv #	Vendor	Description	Amount
069531	2018-07-03		DALEX CANADA INC.	Washer + Drying Cabinet	\$31,764.38
Total 069531					\$31,764.38
069544	2018-07-03		PARADE OF PAINTS INC	Gal. of Paint	\$36.89
Total 069544					\$36.89
EFT000000009513	2018-07-03		ABELL PEST CONTROL INC.	18/05- Pest Control	\$37.72
		A1086459		18/05- Pest Control	\$44.46
		A1076597		18/05- Pest Control	\$46.50
Total EFT000000009513					\$128.68
EFT000000009514	2018-07-03		AJ STONE COMPANY LIMITED	Bracket Holders+ Backplates	\$2,015.77
Total EFT000000009514					\$2,015.77
EFT000000009525	2018-07-03		CROSSIRON TRUCK & EQUIPMENT	Service: Water in Cylinders	\$361.56
		W 393		Install Back up Camera	\$681.08
		W 375		Service:Right side tower light	\$384.94
Total EFT000000009525					\$1,427.58
EFT000000009526	2018-07-03		CULLIGAN	Water	\$33.09
Total EFT000000009526					\$33.09
EFT000000009529	2018-07-03		D.MARTIN WELDING & FABRICATING	Drill Holes for Washer	\$155.18
Total EFT000000009529					\$155.18
EFT000000009533	2018-07-03		FIRE SERVICE MANAGEMENT	Wash+Repair	\$269.07
Total EFT000000009533					\$269.07
EFT000000009537	2018-07-03		GORWAY	Door Signs	\$543.33
Total EFT000000009537					\$543.33
EFT000000009546	2018-07-03		KENWORTH ONTARIO - KINGSTON	Safety+Service	\$482.74
		KS22872		Safety+Service+Repairs	\$910.29
Total EFT000000009546					\$1,393.03
EFT000000009548	2018-07-03		KILEY PAVING	Payment Cert. #002	\$123,899.02
Total EFT000000009548					\$123,899.02
EFT000000009556	2018-07-03		LINDE CANADA LIMITED 15687	Oxygen	\$92.80
		58602116		Oxygen	\$392.20
Total EFT000000009556					\$485.00
EFT000000009565	2018-07-03		NOONAN, MIKE	Grass Cutting	\$275.00
Total EFT000000009565					\$275.00
EFT000000009570	2018-07-03		PAT ROGERS TOWING SERVICE	Stuck in Field	\$381.60
		B04373		Tow Weren Crest- Davison Dr.	\$167.90
Total EFT000000009570					\$549.50
EFT000000009581	2018-07-03		SWISH MAINTENANCE LIMITED	Cleaning Supplies	\$190.03
		K590346		Cleaning Supplies	\$227.43
Total EFT000000009581					\$417.46
EFT000000009583	2018-07-03		T. DONALDSON CONSTRUCTION	Replaced Front Steel Panels	\$1,984.32
Total EFT000000009583					\$1,984.32
EFT000000009584	2018-07-03		TRIM-LINE OF SOUTH EAST	13X Helmet Numbers	\$66.14
Total EFT000000009584					\$66.14
EFT000000009585	2018-07-03		TROUSDALE'S FOODLAND	Water	\$59.80
Total EFT000000009585					\$59.80
EFT000000009586	2018-07-03		TROUSDALE'S HOME HARDWARE	2X Straps with Buckles	\$20.33
		81209		Masonry Cut off Wheel	\$4.67
Total EFT000000009586					\$25.00
EFT000000009588	2018-07-03		TURRIS COMMUNICATIONS LTD	Battery+ Volume Knob	\$178.02
		TCL-199591			

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

TCL-199590 Flat Rate Repair- Radio-Beep

\$264.58
\$442.60
\$165,970.84

Total EFT000000009588

Total Fire

2110 Cvc#

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009576	2018-07-03	3061	SIGNS PLUS	2X Civic Blades	\$18.32
Total EFT000000009576					\$18.32
Total Cvc#					\$18.32

2605 Build

Cheque	Date	Inv #	Vendor	Description	Amount
069572	2018-07-03		SMITH CUSTOM HOMES & CONST. LTD	NSF FEE	\$48.00
Total 069572					\$48.00
EFT000000009520	2018-07-03	22985	BLACK DOG TIRE & LUBRICANTS	Install Spare	\$55.97
Total EFT000000009520					\$55.97
Total Build					\$103.97

2620 Anml Ctl

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009509	2018-06-29		FRONTENAC MUNICIPAL LAW	ANIMAL CONTROL 18/06	\$3,256.19
Total EFT000000009509					\$3,256.19
EFT000000009549	2018-07-03		KINGSTON HUMANE SOCIETY	SF_KHS POUND_18-5 18/05 Pound Services	-\$391.71
				SF_KHS POUND_18-5 18/05 Pound Services	-\$90.00
				SF_KHS POUND_18-5 18/05 Pound Services	\$24.00
				SF_KHS POUND_18-5 18/05 Pound Services	\$590.21
Total EFT000000009549					\$132.50
Total Anml Ctl					\$3,388.69

2625 Lvstck

Cheque	Date	Inv #	Vendor	Description	Amount
069536	2018-07-03		LEONARD, ROBERT	LIVESTOCK-18/04/16 Livestock-18/04/16	\$717.50
Total 069536					\$717.50
Total Lvstck					\$717.50

2640 Bylaw enf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009509	2018-06-29		FRONTENAC MUNICIPAL LAW	SF-P-2018-JUNE PARKING BYLAW 18/06	\$457.92
				SF-P-2018-JUNE PARKING BYLAW 18/06	\$634.98
Total EFT000000009509					\$1,092.90
Total Bylaw enf					\$1,092.90
Total PP&P					\$171,292.22

30 Trans

3000 PW OH

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009596	2018-07-03	331654	UPPER CANADA OFFICE SYSTEMS	18/06-18/08- Lease	\$302.23
Total EFT000000009596					\$302.23
Total PW OH					\$302.23

3005 RdAdmOH

Cheque	Date	Inv #	Vendor	Description	Amount
069548	2018-07-03	8100456530	SHRED-IT INTERNATIONAL ULC	Shredding Services	\$144.06
Total 069548					\$144.06
EFT000000009519	2018-07-03	22312	BAYRIDGE PRINTER PROS	Toner	\$111.94
Total EFT000000009519					\$111.94
EFT000000009564	2018-07-03		FRONTENAC COMMUNITY ARENA	SCRAP METAL Scrap Metal	\$300.60
Total EFT000000009564					\$300.60
Total RdAdmOH					\$556.60

3010

Cheque	Date	Inv #	Vendor	Description	Amount
069530	2018-07-03	325883	CARD FOREST PRODUCTS	Hoist Blocks	\$38.16
Total 069530					\$38.16
069540	2018-07-03	22758	MCCULLOUGH METALS LTD.	Metal	\$152.64
		23339		Metal	\$91.58

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

		23919	Metal	\$54.95
		23930	Metal	\$77.34
Total 069540				\$376.51
069541	2018-07-03		MOON, BRAD	
			INVISIBLE FENCE	\$254.40
Total 069541				\$254.40
069545	2018-07-03		PRECISION INDUSTRIES	
		5073474	2X 3" Cap with Arms	\$107.36
Total 069545				\$107.36
069549	2018-07-03		SNIDER, PERCY	
		18/06/06-32	Flagging	\$463.77
		18/06/07-33	Flagging	\$488.96
		18/06/13-05	Flagging	\$488.96
		18/06/14-06	Flagging	\$488.96
		18/06/14-01	Patching+Flagging	\$875.78
		18/06/13-50	Patching+Flagging	\$992.55
		18/06/12-49	Patching+Flagging	\$992.55
		18/06/11-48	Patching+Flagging	\$934.16
		18/06/08-47	Patching+Flagging	\$934.16
		18/06/12-04	Flagging	\$488.96
		18/06/11-03	Flagging	\$488.96
		18/06/08-02	Flagging	\$488.96
		18/06/05-46	Patching+Flagging	\$992.55
Total 069549				\$9,119.28
EFT000000009512	2018-07-03		BOULTON SEPTIC/LARMON'S	
		27466	Patching+Flagging	\$3,917.76
		27448	Hot Patching	\$3,805.82
Total EFT000000009512				\$7,723.58
EFT000000009513	2018-07-03		ABELL PEST CONTROL INC.	
		A1108737	Pest Control	\$66.71
Total EFT000000009513				\$66.71
EFT000000009520	2018-07-03		BLACK DOG TIRE & LUBRICANTS	
		22998	Tire Change	\$61.06
		23039	Tire Change	\$69.14
Total EFT000000009520				\$130.20
EFT000000009523	2018-07-03		COMPTON PROPANE SOLUTIONS	
		5236	Service+Electronic box	\$3,468.56
Total EFT000000009523				\$3,468.56
EFT000000009530	2018-07-03		DRAPER DOORS	
		12600	Added Tension to Spring+Lube	\$246.26
Total EFT000000009530				\$246.26
EFT000000009534	2018-07-03		FISH, DOROTHY	
		5980	Cleaning	\$390.00
Total EFT000000009534				\$390.00
EFT000000009538	2018-07-03		GREER GALLOWAY CONSULTING ENGINEERS	
		19235	Culverts+Causeway- Consult	\$1,526.39
		19223	Consulting Services	\$17,275.26
Total EFT000000009538				\$18,801.65
EFT000000009540	2018-07-03		HD SUPPLY CANADA, INC	
		INV108022149	Ratchet+Tie Down	\$41.60
Total EFT000000009540				\$41.60
EFT000000009544	2018-07-03		JOE JOHNSON EQUIPMENT INC.	
		P28411	Windshield	\$381.04
Total EFT000000009544				\$381.04
EFT000000009545	2018-07-03		KENT AUTOMOTIVE	
		9305888549	Bolts	\$55.16
Total EFT000000009545				\$55.16
EFT000000009547	2018-07-03		KEYSTONE BRIDGE MANAGEMENT CORP	
		1807	Design of Structure	\$9,848.54
Total EFT000000009547				\$9,848.54
EFT000000009552	2018-07-03		LEONARD FUELS	
		1058-896236	91.35L @1.1850	\$108.29
		1058-896362	77.00L @1.1850	\$91.28
		1058-896822	83.41L @1.2204	\$101.88
		1058-897936	10.40L @1.3265	\$13.83
		1058-898166	90.60L @1.2204	\$110.67
		1058-899715	105.52L @1.2204	\$128.90
		1058-900759	10.00L @1.3442	\$13.47
		1058-901185	98.00L @1.2027	\$117.95
		1058-901692	14.53L @1.2027	\$17.78
		1058-903467	14.53L @1.2027	\$125.45
		1058-904274	85.94L @1.2204	\$104.97
		1058-904589	86.65L @1.2204	\$105.84
		1058-891336	1100.5L @1.015	\$1,136.67
		1058-906244	85.27L @1.2204	\$104.15
		1058-906246	99.92L @1.2204	\$122.04
		1058-906259	10.01L @1.3619	\$13.68
		0363-906883	78.32L @1.2204	\$97.26
Total EFT000000009552				\$2,514.11
EFT000000009553	2018-07-03		LEONARD, ELIZABETH	
		18/06/29-14	Cleaning	\$375.00
Total EFT000000009553				\$375.00
EFT000000009554	2018-07-03		LESLIE M. HIGGINSON SURVEYING LTD.	
		2843	Surveying	\$27,714.34
Total EFT000000009554				\$27,714.34
EFT000000009559	2018-07-03		MCNICHOLS CONSTRUCTION LTD	
		18/06/08-WESTPORT RD	320 Cat Excavator+ Tri Axle	\$10,074.24
Total EFT000000009559				\$10,074.24
EFT000000009560	2018-07-03		MILLER PAVING LIMITED	
		AUM-102-19-0079	Micro-Surfacing	\$147,893.86
Total EFT000000009560				\$147,893.86

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

EFT000000009561	2018-07-03	INV0069088	MORRIS CHEMICALS INCORPORATED Calcium Chloride	\$4,574.97
Total EFT000000009561				\$4,574.97
EFT000000009562	2018-07-03	23662	MORVEN CONSTRUCTION LTD Harrowsmith Intersection	\$139,913.51
Total EFT000000009562				\$139,913.51
EFT000000009566	2018-07-03	992480	NORTRAX Service Call+6X Inserts	\$2,125.24
Total EFT000000009566				\$2,125.24
EFT000000009568	2018-07-03	5174121	ONTARIO HOSE SPECIALTIES LIMITED Hose	\$38.14
Total EFT000000009568				\$38.14
EFT000000009573	2018-07-03	11108	R. THURSTON TECHNOLOGIES Radio Repair	\$70.72
		11106	Install New Radio	\$343.87
Total EFT000000009573				\$414.59
EFT000000009580	2018-07-03	S-0054758	SWEET'S SAND & GRAVEL Gravel	\$9,920.06
		S-0054728	Gravel	\$139,954.09
		S-0054586	Gravel	\$2,909.76
		S-0054176	Water Truck	\$966.72
Total EFT000000009580				\$153,750.63
EFT000000009581	2018-07-03	K590273	SWISH MAINTENANCE LIMITED Bottles for Cleaning Supplies	\$14.35
Total EFT000000009581				\$14.35
EFT000000009582	2018-07-03	343413T	TALLMAN TRUCK CENTRE LIMITED 4X Filters	\$289.30
		343413T	4X Filters	\$289.30
Total EFT000000009582				\$578.60
EFT000000009585	2018-07-03	788.	TROUSDALE'S FOODLAND Water	\$29.94
		1914	Water	\$59.80
Total EFT000000009585				\$89.74
EFT000000009586	2018-07-03	82495	TROUSDALE'S HOME HARDWARE Batteries+ Rope	\$26.43
Total EFT000000009586				\$26.43
EFT000000009589	2018-07-03	332805	TW PATCHING Patching	\$1,282.18
Total EFT000000009589				\$1,282.18
EFT000000009592	2018-07-03	3513	WILLIAMS HOT MIX LTD 51.06 Tonnes HL3A @92	\$4,780.20
Total EFT000000009592				\$4,780.20
EFT000000009595	2018-07-03	23129992	WURTH CANADA LIMITED LED Light+Gloves	\$187.70
Total EFT000000009595				\$187.70
Total				\$547,396.84

3210 Brushing

Cheque	Date	Inv #	Vendor	Description	Amount
069534	2018-07-03	18/06/18	GIDDY, RYAN	Remove uprooted Ash	\$508.80
Total 069534					\$508.80
EFT000000009586	2018-07-03	82346	TROUSDALE'S HOME HARDWARE	29" Anvil Pruners	\$28.48
Total EFT000000009586					\$28.48
Total Brushing					\$537.28

3215 Drainage

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009517	2018-07-03	90685581	ARMTEC LIMITED PARTNERSHIP	Culverts	\$11,155.25
		90685581		Culverts	\$11,155.25
		90686156		Culvert	\$5,498.41
Total EFT000000009517					\$27,808.91
EFT000000009538	2018-07-03	19229	GREER GALLOWAY CONSULTING ENGINEERS	Culvert Analysis+Hydraulics	\$6,105.60
Total EFT000000009538					\$6,105.60
EFT000000009559	2018-07-03	18/06/14-HWY 38	MCNICHOLS CONSTRUCTION LTD	Cat Excavator+ Tri axle	\$16,729.34
Total EFT000000009559					\$16,729.34
EFT000000009567	2018-07-03	40849	O. BETTSCHEN	Gravel	\$1,010.44
Total EFT000000009567					\$1,010.44
Total Drainage					\$51,654.29

3310 Hardtop Patching

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009589	2018-07-03	332805	TW PATCHING	Patching	\$10,030.99
Total EFT000000009589					\$10,030.99
Total Hardtop Patching					\$10,030.99

3315 Sweeping

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009563	2018-07-03		MUNRO & SCULLION CONTRACTING INC		

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

	25190	Street Sweeping	\$10,107.88
	25190	Street Sweeping	\$10,107.87
Total EFT000000009563			\$20,215.75
Total Sweeping			\$20,215.75

3320 should maint

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009567	2018-07-03		O. BETTSCHEN		
		40849		Gravel	\$1,238.71
		40807		Gravel	\$869.72
Total EFT000000009567					\$2,108.43
EFT000000009580	2018-07-03		SWEET'S SAND & GRAVEL		
		S-0054519		Gravel	\$234.20
		S-0054520		Water Truck Rental	\$1,691.76
		S-0054706		Gravel	\$198.30
Total EFT000000009580					\$2,124.26
Total should maint					\$4,232.69

3405 Washout

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009567	2018-07-03		O. BETTSCHEN		
		40849		Gravel	\$198.64
		40722		Gravel	\$1,701.29
Total EFT000000009567					\$1,899.93
EFT000000009580	2018-07-03		SWEET'S SAND & GRAVEL		
		S-0054175		Gravel	\$361.74
		S-0054758		Gravel	\$1,209.86
		S-0054706		Gravel	\$466.07
Total EFT000000009580					\$2,037.67
Total Washout					\$3,937.60

3415 dust layer

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009561	2018-07-03		MORRIS CHEMICALS INCORPORATED		
		INV0069585		Calcium Chloride	\$4,630.93
		INV0069418		Calcium Chloride	\$2,513.37
		INV0069421		Calcium Chloride	\$2,535.44
		INV0069419		Calcium Chloride	\$2,506.18
		INV0069408		Calcium Chloride	\$4,588.44
		INV0069378		Calcium Chloride	\$4,568.11
		INV0069377		Calcium Chloride	\$4,603.74
		INV0069107		Calcium Chloride	\$4,603.74
		INV0069102		Calcium Chloride	\$4,419.38
		INV0069101		Calcium Chloride	\$4,586.84
		INV0069096		Calcium Chloride	\$4,600.32
		INV0069420		Calcium Chloride	\$2,871.97
		INV0069770		Calcium Chloride Sprayed	\$4,612.21
		INV0069796		Calcium Chloride Sprayed	\$4,608.78
Total EFT000000009561					\$56,249.45
Total dust layer					\$56,249.45

3425 Gradng & Grvl resurf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009580	2018-07-03		SWEET'S SAND & GRAVEL		
		S-0054519		Gravel	\$347.68
		S-0054706		Gravel	\$456.37
		S-0054176		Water Truck	\$1,160.06
		S-0054174		Grader+Water Truck	\$2,358.29
Total EFT000000009580					\$4,322.40
Total Gradng & Grvl resurf					\$4,322.40

3505 Snw Plwng

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009550	2018-07-03		K MULROONEY TRUCKING LIMITED		
		2018-22207		Snow Plowing	\$1,810.07
		2018-22208		Snow Plowing	\$2,742.43
		2018-22209		Snow Plowing	\$3,134.21
		2018-22210		Snow Plowing	\$2,585.72
		2018-22211		Snow Plowing	\$2,483.76
		2018-22213		Snow Plowing	\$4,936.38
		2018-22214		Snow Plowing	\$2,022.48
Total EFT000000009550					\$19,715.05
Total Snw Plwng					\$19,715.05

3615 Street signs

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009576	2018-07-03		SIGNS PLUS		
		3061		6X Street Signs	\$245.95
Total EFT000000009576					\$245.95
Total Street signs					\$245.95

3620 Reg signs

Cheque	Date	Inv #	Vendor	Description	Amount
--------	------	-------	--------	-------------	--------

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

EFT000000009586	2018-07-03		TROUSDALE'S HOME HARDWARE	4X4's for Signs	\$45.51
				215781	\$45.51
Total EFT000000009586					\$45.51
Total Reg signs					\$45.51

3650 Street Lights

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009574	2018-07-03		R.W. ELECTRIC		
				35019	\$1,081.86
				35020	\$1,247.22
Total EFT000000009574					\$2,329.08
Total Street Lights					\$2,329.08

3800 Crssng Guards

Cheque	Date	Inv #	Vendor	Description	Amount
069549	2018-07-03		SNIDER, PERCY		
				18/05-18	\$412.13
				18/05-23	\$457.92
				18/03-16	\$732.67
				18/02-15	\$824.26
				18/05-24	\$183.17
				18/04-17	\$824.26
Total 069549					\$3,434.41
EFT000000009510	2018-06-29		WILSON, CHRISTINA		
				18/06	\$600.00
				18/06	\$17.28
Total EFT000000009510					\$617.28
Total Crssng Guards					\$4,051.69

Total Trans

\$725,823.40

40 Env

5005 SW & Fac OH

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009594	2018-07-03		W.R. BRIGHTMAN & SON LIMITED		
				17555	\$86.50
Total EFT000000009594					\$86.50
Total SW & Fac OH					\$86.50

5105 Garb coll

Cheque	Date	Inv #	Vendor	Description	Amount
069524	2018-06-29		SNIDER, PERCY		
				18/06 DISPOSAL	\$11,649.51
				18/06 DISPOSAL	\$9,616.14
				DISPOSAL 18/06-FUEL	\$227.69
				DISPOSAL 18/06-FUEL	\$187.95
Total 069524					\$21,681.29
069539	2018-07-03		MADDOCKS ENGINEERING		
				22056	\$4,491.88
Total 069539					\$4,491.88
EFT000000009508	2018-06-29		BOULTON SEPTIC/LARMON'S		
				COLLECTION 18/06	\$11,900.29
				COLLECTION18/06-FUEL	\$232.58
Total EFT000000009508					\$12,132.87
EFT000000009529	2018-07-03		D.MARTIN WELDING & FABRICATING		
				8547	\$133.56
Total EFT000000009529					\$133.56
EFT000000009573	2018-07-03		R. THURSTON TECHNOLOGIES		
				11108	\$129.74
Total EFT000000009573					\$129.74
Total Garb coll					\$38,569.34

5110 Gab disp

Cheque	Date	Inv #	Vendor	Description	Amount
069532	2018-07-03		DIGIGRAPHICS		
				119	\$249.31
Total 069532					\$249.31
069549	2018-07-03		SNIDER, PERCY		
				18/06-44	\$152.64
Total 069549					\$152.64
EFT000000009506	2018-06-29		WHALEY, GEORGE		
				18/06 DISPOSAL	\$1,935.80
Total EFT000000009506					\$1,935.80
EFT000000009513	2018-07-03		ABELL PEST CONTROL INC.		
				A0730611	\$101.83
				5054961	\$58.81
				5054961	\$58.81
				A1108329	\$101.83
Total EFT000000009513					\$321.28
EFT000000009519	2018-07-03		BAYRIDGE PRINTER PROS		
				22312	\$86.50
Total EFT000000009519					\$86.50
EFT000000009531	2018-07-03		ENVIRO-GUARD PLUS INC.		
				91542	\$42.74

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

Total EFT000000009531					\$42.74
EFT000000009543	2018-07-03			JODY CAMPBELL'S SEPTIC SERVICE	
		11662		18/06 Portable Toilet Rental	\$117.02
		11662		18/06 Portable Toilet Rental	\$117.02
		11662		18/06 Portable Toilet Rental	\$117.02
Total EFT000000009543					\$351.06
Total Gab disp					\$3,139.33

5205 Recyc Coll

Cheque	Date	Inv #	Vendor	Description	Amount
069524	2018-06-29		SNIDER, PERCY		
				18/06 DISPOSAL	\$12,566.92
				18/06 DISPOSAL	\$10,958.23
				18/06 DISPOSAL	\$11,697.08
				DISPOSAL 18/06-FUEL	\$245.62
				DISPOSAL 18/06-FUEL	\$214.17
				DISPOSAL 18/06-FUEL	\$228.62
Total 069524					\$35,910.64
EFT000000009508	2018-06-29		BOULTON SEPTIC/LARMON'S		
				COLLECTION 18/06	\$10,236.80
				COLLECTION 18/06-FUEL	\$200.08
Total EFT000000009508					\$10,436.88
Total Recyc Coll					\$46,347.52

Total Env **\$88,142.69**

70 Cem

7000 Health

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000009507	2018-06-29		D G YOUNGE CONCRETE BURIAL VAULTS		
				SERVICES 18/06	\$875.14
Total EFT000000009507					\$875.14
EFT000000009541	2018-07-03		HUGHES CONSTRUCTION AND		
		2925		Grass Cutting	\$686.20
Total EFT000000009541					\$686.20
Total Health					\$1,561.34

Total Cem **\$1,561.34**

80 Rec

8000 Rec

Cheque	Date	Inv #	Vendor	Description	Amount
069527	2018-07-03		ACME SPORT & PROMOTIONS		
		114886		Custom Clothing	\$43.10
Total 069527					\$43.10
069533	2018-07-03		FISHER, DAVE		
				18/06/18- STORR REC	\$31.84
				18/05/28- STORR REC	\$31.84
Total 069533					\$63.68
069540	2018-07-03		MCCULLOUGH METALS LTD.		
		26110		Dock Bracket	\$35.62
Total 069540					\$35.62
069551	2018-07-03		SYDENHAM LAKE CANOE CLUB		
				2018 BALL DIAMOND AD	\$500.00
Total 069551					\$500.00
EFT000000009511	2018-06-29		LEONARD, ELIZABETH		
				18/06 MAINTENANCE	\$142.50
Total EFT000000009511					\$142.50
EFT000000009518	2018-07-03		ASSELSTINE HARDWARE		
		5291		Paint Brush	\$4.67
Total EFT000000009518					\$4.67
EFT000000009521	2018-07-03		CAMPBELL, ANNIE		
				18/06/18- STORR REC	\$31.84
				18/05/28- STORR REC	\$31.84
Total EFT000000009521					\$63.68
EFT000000009528	2018-07-03		DALTCO ELECTRIC & SUPPLY		
		1071658		Ground Plate Clamp	\$27.99
Total EFT000000009528					\$27.99
EFT000000009532	2018-07-03		EVERTEMP INC		
		32078		Service HVAC+HRV	\$1,556.63
Total EFT000000009532					\$1,556.63
EFT000000009535	2018-07-03		FOX, KEVIN		
				18/06/18- STORR REC	\$31.84
				18/05/28- STORR REC	\$31.84
Total EFT000000009535					\$63.68
EFT000000009539	2018-07-03		HARROWSMITH & DIST S & A CLUB		
				2018 CANADA DAY	\$1,000.00
Total EFT000000009539					\$1,000.00
EFT000000009541	2018-07-03		HUGHES CONSTRUCTION AND		
		2919		Grass Cutting	\$72.95
		2921		Grass Cutting	\$454.76
		2920		Grass Cutting	\$337.70
		2922		Grass Cutting	\$240.45
		2924		Grass Cutting	\$399.83
		2918		Grass Cutting	\$267.46
		2923		Grass Cutting	\$289.07

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

Total EFT000000009541					\$2,062.22
EFT000000009551	2018-07-03		KOT, JOHN		
		18/06/18-	STORR REC	18/06/18-	STORR REC
		18/05/28-	STORR REC	18/05/28-	STORR REC
					\$31.84
					\$31.84
Total EFT000000009551					\$63.68
EFT000000009555	2018-07-03		LIGHTING...FX INC.		
		60553		6X 120V Wall Packs	
					\$793.05
Total EFT000000009555					\$793.05
EFT000000009557	2018-07-03		LONDRY ALARMS		
		193832		Replaced Batteries	
					\$86.50
Total EFT000000009557					\$86.50
EFT000000009558	2018-07-03		MCKENNA'S LOCK & KEY		
		7915		Assa Twin Cylinder	
					\$198.43
Total EFT000000009558					\$198.43
EFT000000009569	2018-07-03		PANTREY, AMANDA		
		18/06/18-	STORR REC	18/06/18-	STORR REC
		18/05/28-	STORR REC	18/05/28-	STORR REC
					\$65.00
					\$65.00
Total EFT000000009569					\$130.00
EFT000000009571	2018-07-03		ROLLINS, ELLWOOD		
		18/06/18-	STORR REC	18/06/18-	STORR REC
					\$31.84
Total EFT000000009571					\$31.84
EFT000000009574	2018-07-03		R.W. ELECTRIC		
		35027		Repair Net+Install new section	
					\$2,228.03
Total EFT000000009574					\$2,228.03
EFT000000009575	2018-07-03		SELECT DOOR AND FRAME		
		33847		Washroom Signs	
					\$83.44
Total EFT000000009575					\$83.44
EFT000000009577	2018-07-03		SIMMONS PLUMBING & PUMP SERV.		
		5166		UV Bulb, Sleeve + Filter	
					\$224.89
Total EFT000000009577					\$224.89
EFT000000009578	2018-07-03		SMITH, ROBERTA		
		18/06/18-	STORR REC	18/06/18-	STORR REC
		18/05/28-	STORR REC	18/05/28-	STORR REC
					\$31.84
					\$31.84
Total EFT000000009578					\$63.68
EFT000000009580	2018-07-03		SWEET'S SAND & GRAVEL		
		S-0054175		Gravel	
					\$117.45
Total EFT000000009580					\$117.45
EFT000000009586	2018-07-03		TROUSDALE'S HOME HARDWARE		
		82542		Canadian Flag	
		82442		Primer	
		82244		Paint+ Supplies	
		82258		Line Marking Powder	
		82319		Links+Snaps	
					\$73.25
					\$40.69
					\$96.26
					\$54.92
					\$15.02
Total EFT000000009586					\$280.14
EFT000000009587	2018-07-03		TRUE ELECTRIC		
		6846		New Outlets+Wiring	
		6846		New Outlets+Wiring	
					\$5,223.08
					\$4,313.75
Total EFT000000009587					\$9,536.83
EFT000000009590	2018-07-03		UNITY SOD FARM LTD.		
		16821		Areation+Fertilizing	
		16822		Areation+Fertilizing	
		16825		Fertilizer	
		16824		Diamond Maintence	
		16820		Areation + Fertilizer	
					\$707.23
					\$437.57
					\$524.67
					\$864.96
					\$707.23
Total EFT000000009590					\$3,241.66
EFT000000009593	2018-07-03		WOOD, ALVIN		
		18/06/18-	STORR REC	18/06/18-	STORR REC
		18/05/28-	STORR REC	18/05/28-	STORR REC
					\$31.84
					\$31.84
Total EFT000000009593					\$63.68
EFT000000009594	2018-07-03		W.R. BRIGHTMAN & SON LIMITED		
		17555		6X Duplicate Keys	
					\$152.64
Total EFT000000009594					\$152.64
Total Rec					\$22,859.71

8020 Swim

Cheque	Date	Inv #	Vendor	Description	Amount
069527	2018-07-03		ACME SPORT & PROMOTIONS		
		114886		Custom Clothing	\$129.31
		114886		Custom Clothing	\$67.73
		114886		Custom Clothing	\$80.05
Total 069527					\$277.09
069535	2018-07-03		JET SIGNS		
		56573		A-Frame+ Insert	\$180.53
		56573		A-Frame+ Insert	\$270.79
Total 069535					\$451.32
EFT000000009586	2018-07-03		TROUSDALE'S HOME HARDWARE		
		82553		Cleaning Supplies	
					\$14.72
Total EFT000000009586					\$14.72
Total Swim					\$743.13

8025 Day Cmps

Cheque	Date	Inv #	Vendor	Description	Amount
069527	2018-07-03		ACME SPORT & PROMOTIONS		
		114886		Custom Clothing	\$129.31
		114886		Custom Clothing	\$67.73
		114886		Custom Clothing	\$80.05
		114886		Custom Clothing	\$18.48
Total 069527					\$295.57

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

069535	2018-07-03		JET SIGNS		
		56548		Plasicade + Insert	\$241.07
Total 069535					\$241.07
Total Day Cmps					\$536.64

8030 Cda Day

Cheque	Date	Inv #	Vendor	Description	Amount
069520	2018-06-21		GRUNDY, CAITLIN		
		2X CANADA POSTER		2X Canada Poster	\$100.00
Total 069520					\$100.00
069521	2018-06-21		WEDDEN, JESSICA		
		2116407		Performance-Bedford Pancake	\$225.00
Total 069521					\$225.00
069522	2018-06-21		CODE, JEFF		
		CANADA DAY 2018		Performance Canada Day-Sunbury	\$600.00
Total 069522					\$600.00
069523	2018-06-21		THE NOT SO AMATEUR AMATEURS		
		2018 CANADA DAY		2X Face Painters	\$140.00
Total 069523					\$140.00
069526	2018-07-03		3D TROPHIES		
		11743		40X Medallions	\$203.52
Total 069526					\$203.52
069543	2018-07-03		NOTHING BUT TEES		
		0230		Canada Day T-Shirts	\$1,200.00
Total 069543					\$1,200.00
EFT000000009516	2018-07-03		A PARTY CENTRE		
		56802		Tent+Table+Chairs	\$1,669.37
Total EFT000000009516					\$1,669.37
EFT000000009579	2018-07-03		SNIDER, MONICA		
		CANADA DAY 2018		Clown Services	\$160.00
Total EFT000000009579					\$160.00
EFT000000009593	2018-07-03		WOOD, ALVIN		
		STAPLES ORDER		Staples Order	\$424.34
Total EFT000000009593					\$424.34
Total Cda Day					\$4,722.23

8210 VCA

Cheque	Date	Inv #	Vendor	Description	Amount
069537	2018-07-03		LINGEN, DEBORAH		
		2018020		Mail Event Flyers	\$147.92
Total 069537					\$147.92
069538	2018-07-03		LINGEN, ERIC		
		2018021		Design Summer Event Flyers	\$150.00
Total 069538					\$150.00
069542	2018-07-03		MORTON, TABITHA		
		2018022		Roll of Stamps-Car Show	\$86.50
Total 069542					\$86.50
069553	2018-07-03		VERONA LIONS CLUB		
		18/08/05-VCA		Music in the Park	\$100.00
Total 069553					\$100.00
EFT000000009522	2018-07-03		COLEMAN, DONALD		
		2018025		VCA Meeting refreshments	\$38.66
Total EFT000000009522					\$38.66
Total VCA					\$523.08

8230 SF Rides

Cheque	Date	Inv #	Vendor	Description	Amount
069546	2018-07-03		RASBERRY, GARY		
		141		Music	\$350.00
Total 069546					\$350.00
Total SF Rides					\$350.00

8405 Ver&Dis Hist

Cheque	Date	Inv #	Vendor	Description	Amount
069529	2018-07-03		BOYCE, ALAN		
		PAST PERFECT		Museum Software	\$1,986.02
Total 069529					\$1,986.02
069550	2018-07-03		STEWART, BARBARA		
		18/06/19		Doors Open-Dessert Squares	\$35.98
		18/06/19		Doors Open-Iced Tea	\$8.69
		18/06/19		Doors Open- Cookies	\$7.99
		18/06/19		Flag for Pole	\$13.22
		18/06/19		Joyce Casement- Lunch Meeting	\$136.00
Total 069550					\$201.88
Total Ver&Dis Hist					\$2,187.90

Total Rec

\$31,922.69

90 Plan

9000 Plan

Cheque	Date	Inv #	Vendor	Description	Amount
069555	2018-07-03		548883 ONTARIO LIMITED		
		Z18/07- REFUND		Z18/07- REFUND BALANCE	-\$1,576.00

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

Total 069555					-\$1,576.00
069561	2018-07-03			FILLION JONATHAN	
		Z18/04- REFUND		Z18/04- REFUND BALANCE	-\$1,576.00
Total 069561					-\$1,576.00
069566	2018-07-03			KERR, EVERETT	
		Z18/06- REFUND		Z18/06- REFUND BALANCE	-\$1,676.00
Total 069566					-\$1,676.00
069568	2018-07-03			MCPHERSON, THERESA	
		Z18/05- REFUND		Z18/05- REFUND BALANCE	-\$1,476.00
Total 069568					-\$1,476.00
EFT000000009524	2018-07-03			COUNTY OF FRONTENAC	
		52991		Teranet	\$1,940.89
Total EFT000000009524					\$1,940.89
EFT000000009527	2018-07-03			CUNNINGHAM SWAN CARTY	
		151414		Concent Applications	\$152.64
		151413		Island Access Requirements	\$127.20
		151409		Lots of Subdiv. on Single Role	\$178.08
		150446		Planning-Disbursements	\$29.99
		150443		OP Amendments	\$152.64
		150441		Complaint	\$508.80
		150436		Property	\$116.11
		150434		Property	\$152.64
Total EFT000000009527					\$1,418.10
Total Plan					-\$2,945.01
Total Plan					-\$2,945.01

99

9999					
Cheque	Date	Inv #	Vendor	Description	Amount
069567	2018-07-03			KLEYNGELD-HOLE, DEBORAH	
		2018 TAX REFUND		2018 TAX REFUND	\$33.80
Total 069567					\$33.80
069575	2018-07-03			VAN BEERS MARGARET	
		CRADJ4787-1		Tax Refund	\$2,349.28
Total 069575					\$2,349.28
069576	2018-07-03			DJIAN DIMITRIJE	
		CRADJ5134-1		Tax refund	\$1,041.80
Total 069576					\$1,041.80
069577	2018-07-03			MCCARTNEY KATHERINE JANE	
		CRADJ5137-1		Tax Refund	\$571.56
Total 069577					\$571.56
069583	2018-07-03			DEYO, CAROLYN	
		2018 WATER REFUND		2018 Water Refund	\$208.68
Total 069583					\$208.68
EFT000000009550	2018-07-03			K MULROONEY TRUCKING LIMITED	
		2018-22414		Property Standards	\$586.02
Total EFT000000009550					\$586.02
EFT000000009572	2018-07-03			ROSEN ENERGY GROUP	
		623405		F 696.3L MKD @.9620	\$681.63
		623404		F 1143.0 L CLR @1.0950	\$1,273.62
		623403		F 1496.7 L GAS@1.0760	\$1,638.79
		623253		SUN-1106.8L CLR@1.0890	\$1,226.52
		623295		B 1358.5L CLR @1.108	\$1,531.71
		623296		B1457.3L MKD @.9750	\$1,445.88
		623293		P 166.6L MKD@ .975	\$165.30
		623292		P 387.4L CLR @1.108	\$436.79
		623289		F 1547.9L GAS @1.0930	\$1,721.63
		623294		B 142.7L GAS @1.0930	\$158.72
		623291		F 632.8L MKD @.9750	\$627.84
		623290		F 1329.04L CLR @1.1080	\$1,196.84
Total EFT000000009572					\$12,105.27
Total					\$16,896.41
Total					\$16,896.41
Total					\$2,561,891.86



REPORT TO COUNCIL FIRE SERVICES



AGENDA DATE: July 3, 2018

SUBJECT: New Legislated Fire Regulations (FPPA)

RECOMMENDATION:

That Council Receive this Report for Information.

BACKGROUND:

On March 6, 2018, Acting Fire Chief Gervais presented information regarding potential changes to the Fire Protection and Prevention Act which will have direct impact to the Fire Services provided for the Township of South Frontenac.

Acting Fire Chief Gervais provided feedback and comments to the AMO Policy Update Reports dated January 30, 2018 and February 20, 2018.

On March 9, 2018, a letter was sent to The Honourable Marie-France Lalonde, Minister of Community Safety and Correctional Services from the CAO of The Township of South Frontenac. This letter included comments on the Draft Fire Regulations.

The three draft regulations were as follows:

- i) Mandatory Firefighter Certification
- ii) Public Reports
- iii) Community Risk Assessments

Since that initial report and presentation, legislation changing the regulations in the FPPA has been passed and will come into effect in July 2019 and January 2020 respectively.

Council directed staff to comment further once the regulations were passed and that staff explore the potential impact of these changes on the service delivery of the Fire Department in The Township of South Frontenac.

1) MANDATORY TRAINING REQUIREMENTS

Overview:

This change will have significant impact to the fire service of the Township of South Frontenac. Like many in the Province of Ontario, South Frontenac Fire and Rescue did not fully adopt the NFPA Standards when the Province made the switch in 2013. As a result, our current training programs are out of date. We are currently training to various bits and pieces of training programs and each of the 9 stations is doing something different. A completely new training program needs to be developed, implemented, and managed.

A comprehensive training package needs to include the following to meet the legislated requirements moving forward.

- A standardized **Maintenance Training Program**. This program encompasses the weekly training done by volunteer firefighters. It needs to include and meet the 24 modules of NFPA 1001 Level I and II. This program will have a 3 year cycle which will allow personnel to complete the 24 modules on a circular basis. Upon completing all the modules,

Our strength is our community.



REPORT TO COUNCIL

FIRE SERVICES



firefighters will have the ability to complete the written and practical testing required for certification.

- **A *Specialized Module Training Program***. This program will meet the requirements of specialized training modules, outside of the regular firefighter modules of NFPA 1001 Level I & II. This program will correspond with the Establishing and Regulating By-Law for service as defined by Municipal Council. It will include subjects such as Auto Extrication, Marine Firefighting, Water/Ice Rescue, Medical Emergency Response, and Hazardous Materials Response. All of these modules are now required to have certified personnel performing these functions. These programs are typically 40 hour commitments and can be offered in various ways such as In House Training, attending the Ontario Fire College, or attending third party agencies offering programs that are certified. If In House Training is offered, instructors will need to become Certified Instructors for that discipline through Train-the-Trainer Courses offered through the Ontario Fire College. These are also typically 40 hour courses.
- **A *Driver Certification Training Program***. South Frontenac Fire and Rescue currently has an excellent Driver Training Program which is meeting the needs of the department and allows personnel to obtain their DZ Licenses to operate Fire Apparatus. The change in legislation will only affect our ability to allow personnel to operate the Pump Components of the trucks. NFPA 1002 is the Standard for Driver Operators and Pump Operators. This standard is achievable through a 40 course and is mandatory for any Driver/Operators hired after July 1, 2019. Currently, South Frontenac Fire and Rescue does not have any personnel certified Train-the-Trainers to deliver this course.
- **A *Recruit Training Program***. Any personnel hired after July 1, 2019 will require certification to the NFPA 1001 Level I (Exterior Firefighting) and Level II (Interior Firefighting). Firefighters will need to train under the guidance of either a Certified FF or a Firefighter Grandfathered for equivalency. If following the current model used for South Frontenac Fire and Rescue Recruit Programs of training 1 sessions per week and 2 complete weekends, it will take a newly hired Recruit Firefighter 2-3 years to complete the requirements of the certification. This will also include written and practical evaluations completed by the Province of Ontario Academic Standards and Evaluation (AS&E). Once completed the program and successfully passed the testing, only then will they be able to function in the role of Firefighter.

Current Status:

Currently 60% of the current firefighters of South Frontenac Fire and Rescue will be able to be granted equivalency to NFPA 1001 FF Level I & II. This will only capture personnel with 5 years' experience as of December 31, 2015.

The remaining personnel are not eligible to achieve equivalency through the Grandfathering process. The legislative changes do not force these personnel to become certified, although it would be preferable. It is the intention of the Fire Chief to capture the requirements of certification through the previously described Maintenance Training Program delivered over 3 years. Once personnel complete the requirements over this time period, they will have the option to challenge the written and practical assessments to become certified. This process will be supported by the Fire Chief and will have the intention to have all



REPORT TO COUNCIL FIRE SERVICES



members become certified. This will alleviate any gaps in certification and relieve any potential liability for the municipality.

Officers with 5 years' experience as an officer as of December 31, 2015 will also be Grandfathered with equivalency to NFPA 1021 Fire Officer Level I.

We currently have only 1 person meeting the eligibility to be grandfathered to NFPA 1031 Fire Inspector Level I. This member is a volunteer and is not available to meet the demands of a Fire Prevention/Fire Investigation required by the municipality. This role is currently being added to the workload of the Fire Chief and requires a significant amount of time and resources to meet the legislative requirements of requests for inspection, investigation, and compliance.

We currently have 10 personnel meeting the requirements to be grandfathered to NFPA 1041 Fire Instructor Level I. These members will be able to deliver only training programs to which they are certified or granted equivalency. Example: Being a trainer for Pumper Operations requires the Instructor be certified in Pumper Operations.

Impact:

If these training programs are not developed, implemented, and managed, the current core services provided by South Frontenac Fire and Rescue will need to be significantly reduced to avoid potential liability from our current operations.

This could include reducing our current ability to fight interior structural fires and reducing that capability to defensive exterior attack only. It could also include reducing our current ability to provide a Marine firefighting capability, Auto Extrication Operations, Water/Ice Rescue Operations and ability to meet our current Water Shuttle Accreditation moving forward in the future.

We also increase the risk of not providing adequate supervision as defined by the Occupational Health and Safety Act if we do not provide appropriate training to the Officers (Captains) of South Frontenac Fire and Rescue. The Township of South Frontenac, as the Employer, must provide adequate training to its supervisors as prescribed. This means that we must have an adequate Officer Development Training Program to support the function of our front line supervisors.

Summary:

Our current Training Program is spread out across the various stations and former townships. There are bits and pieces of training programs and various means of delivery which differ from station to station. A comprehensive and standard package needs to be developed and implemented. This package should encompass and be supported by the Establishing and Regulating By-Law for Fire Service delivery for the municipality. The current By-Law is out of date and not specific enough to set the direction of Council to provide fire service to the community.

The adoption of the NFPA Standards occurred in the Province of Ontario in 2014 and eliminated the previous Ontario Standardized Curriculum. This change was a result of Ontario becoming better aligned with the rest of North America.

South Frontenac Fire and Rescue did not fully evolve and implement these changes and we, like many in the Province, are behind in its implementation. Achieving compliance and developing a standardized training component to our



REPORT TO COUNCIL

FIRE SERVICES



services will require a large amount of resources, time, and financial commitment from the municipality.

The resources required to meet these legislative changes are not currently in place within the current structure of South Frontenac Fire and Rescue. Our current and past ways of supporting these functions has been by volunteer staff and are not consistent or standardized throughout the municipality. Creation of the identified training programs will take considerable time to develop. Currently, the responsibility rests with the Fire Chief and will require a significant amount of time to develop, implement and manage. This will not be achievable within the current timelines set by the Province of Ontario or sustainable moving forward with the current duties of the Fire Chief.

2) COMMUNITY RISK ASSESSMENTS

Overview:

This legislative change will require all municipalities to undertake a standardized risk assessment that will be used to inform the development of municipal fire protection services. The Community Risk Assessments are to be completed using only the data available to the fire chief/department. A full risk assessment must be conducted every five years, with monitoring and reviewing conducted annually. The first full Community Risk Assessment will need to be completed within the first 5 years of the legislation coming into effect July 1, 2019. Therefore, the first Community Risk Assessment will need to be developed and submitted by July 1, 2024. OFMEM is to provide a risk assessment guideline that includes a sample template for fire departments; flexibility to allow calculations to be done in-house. This template and guideline has not been completed by the OFMEM to date. Once the first Community Risk Assessment is completed and submitted, it will need to be review and amended annually based on any changes in the municipality.

Current Status:

This change in legislation aligns with the former requirement to complete Simplified Risk Assessments for the municipality. Currently, no records of any documented Simplified Risk Assessments have been located and therefore have not likely been completed by South Frontenac Fire and Rescue.

Impact:

This is a process that will need to be undertaken by the Fire Chief. It is mostly administrative in nature and will require a time commitment from the Fire Chief to complete the initial assessment and annually review the assessment once the first version has been submitted and approved by the OFMEM.

It is unclear, at this time, on the specific details of the time commitment required to meet this change in legislation. The Fire Chief will monitor correspondence from the OFMEM regarding this change and will act once the OFMEM has completed and rolled out there template and guideline.

Summary:

The Fire Chief believes this will be a positive change to legislation. This process will assist in identifying gaps in our current operations and identify gaps to assist in the process of strategic planning for South Frontenac Fire and Rescue

Our strength is our community.



REPORT TO COUNCIL FIRE SERVICES



This Regulation falls in line with the current requirements to conduct Simplified Risk Assessments. The previous requirement did not specify dates and the new Regulation is more specific. This change is achievable under the direction of the Fire Chiefs Office. It will require a significant amount of data to be analyzed and inputted.

Given the lack of records the Fire Chief will be starting with a blank slate to conduct and identify the Community Risk Assessments.

The Fire Chief believes this is an important function and will support the direction of services for the community. It will also support and align with the Emergency Management Functions performed by the Fire Chief.

The OFMEM will be supporting and developing reporting templates to support the development of these assessments. A five year buffer of time is available to complete the initial assessment. Once the initial assessment is conducted, an annual review will be required. This process will be a function of the Fire Chief and will require a reasonable amount of time and resources commitment by the Chief.

3) PUBLIC REPORTS

Overview:

This regulation was created to enhance the consistency of fire safety across the province, increase transparency and accountability, and ensure that fire protection services meet the unique needs of communities. It comes into effect January 1, 2020.

This report will include Alarm Dispatching Times, Turnout Times, Travel Times, Initiating Action/Intervention Times, and Total Response Times.

The reports will be made Public by the OFMEM and the Authority Having Jurisdiction (Fire Chief) will be required to produce an additional report to the Council of the Municipality regarding the same specifications.

The OFMEM will be developing standardized templates for completing this requirement. To date, these templates have not been developed.

Current Status:

Standard Incident Reporting (SIR) from the municipal fire department to the OFMEM has been in place for several years. Report data is transferred to the OFMEM quarterly and compiled each year by the OFMEM.

South Frontenac Fire and Rescue continues to capture our incident details through our FirePro Records Management System (RMS).

The Fire Chief will monitor correspondence from the OFMEM regarding these changes moving forward and will act accordingly once the templates and guidance is provided by the OFMEM.

Impact:

Publicly reporting the data related to our incidents will publically identify gaps in our service delivery. Specifically, it will highlight deficiencies in our response

Our strength is our community.



REPORT TO COUNCIL FIRE SERVICES



times and intervention times. Once this information is made public, Council will need to review and examine our current service delivery expectations and set criteria and benchmarking moving forward. Achieving these set benchmarks will be the responsibility of the Fire Chief to manage and report back to Council with any deficiencies and challenges related to meeting the expectations and criteria.

Once Council has set the required benchmarks and response capabilities for the municipality, resources such as increasing staffing levels may need to be reviewed and adjusted to meet the expectations.

The requirement for the Fire Chief to report the data to council will include recommendations to overcome challenges and gaps identified in the report. It will be the direction of Council that will decide what resources will be made available to overcome the gaps and challenges identified in the report.

This change in legislation will also require a significant time commitment from the Fire Chief. It will add to the existing workload of the Fire Chief and will continue to stretch the current time commitments of tasks already being undertaken by the Fire Chief.

Summary:

The requirement to Publically Report our incident data will highlight our current service capabilities and assist with setting direction moving forward for our future service delivery requirements and expectations. It will be a true act of transparency moving forward. It will allow the public to view our statistics and have a true sense of our capabilities. It will assist in setting the direction of the fire services moving forward.

FINANCIAL/STAFFING IMPLICATIONS:

Future staffing needs to address these statutory requirements will be forthcoming in future budgets.

ATTACHMENTS:

None

Submitted/approved by:

Wayne Orr, CAO

Prepared by:

Darcy Knott, Fire Chief



REPORT TO COUNCIL FIRE SERVICES



AGENDA DATE: July 3, 2018

SUBJECT: Naloxone

RECOMMENDATION:

That Council receives this report and update on the implementation for the delivery of Naloxone as part of the fire service medical response for information.

BACKGROUND:

In 2016 at least 2,800 Canadians died from opioid related causes. And the rate was expected to increase in 2017 to approximately 3,000. Ontario experienced approximately 865 deaths in 2016 which can be attributed to opioid-related toxicity.

The following drugs are classified as opioids: "Codeine, methadone, oxycodone, fentanyl, hydromorphone, heroin, morphine, other opioids (hydrocodone, meperidine, propoxyphene, pentazocine, anileridine, tramadol, buprenorphine, oxymorphone),

In 2015, over half of all opioid-related deaths involved a single opioid (58%) with the most common opioids involved being Fentanyl.

Symptoms of an opioid overdose include:

- Loss of consciousness
- Unresponsive to outside stimulus
- Awake, but unable to talk
- Breathing is very slow and shallow, erratic, or has stopped
- For lighter skinned people, the skin tone turns bluish purple, for darker skinned people, it turns grayish or ashen.
- Choking sounds, or a snore-like gurgling noise (sometimes called the "death rattle")
- Vomiting
- Body is very limp
- Face is very pale or clammy
- Fingernails and lips turn blue or purplish black
- Pulse (heartbeat) is slow, erratic, or not there at all.

Naloxone is a medication (antidote) used to block the effects of opioids. It works by removing the opioid from the opioid receptors and replacing it with Naloxone, allowing the individual to breathe and thereby reducing the effects of the opioids. Naloxone works within five minutes when sprayed into the nose. The effects of naloxone last about half an hour to an hour. Multiple doses may be required, as the duration of action of most opioids is greater than that of naloxone. Naloxone can be administered to a patient suffering an opioid overdose either intramuscular injection or intranasal.

SUMMARY:

An MOU has been signed between The Township of South Frontenac Fire Services and KFLA Public Health to provide Naloxone Kits to our frontline firefighters. Each kit will contain 2 doses of Naloxone. The first will be for our personnel in the event of an accidental exposure. The second will be for delivery to a patient if the signs and symptoms suggest a potential opioid overdose.



REPORT TO COUNCIL FIRE SERVICES



KFLA Public Health has delivered training related to the use and delivery of Naloxone to South Frontenac Fire and Rescue personnel. Procedures for delivery have been developed.

An order for the Naloxone Kits has been placed with KFLA Public Health and the kits are expected to be ready for use on the apparatus by the end of July 2018.

FINANCIAL/STAFFING IMPLICATIONS:

None

ATTACHMENTS:

None

Submitted/approved by:

Wayne Orr, CAO

Prepared by:

Darcy Knott, Fire Chief



**INFORMATION REPORT TO
COUNCIL**
Fire Services



AGENDA DATE: July 3, 2018

SUBJECT: Tender No. FD-2018-01 2019 4x4 Mid-Size SUV

RECOMMENDATION:

For information only

BACKGROUND:

The Fire Department budgeted for a replacement Truck for the Fire Chief in 2018. On June 5, 2018 Council approved a change in vehicle type to a Mid-Sized SUV to better meet the needs of the Fire Chief and be more fuel efficient than a Pick-Up Truck. Specifications for the change were presented and approved. A tender was sent out for a Mid-Size 4x4 SUV. This tender was advertised on the internet, and distributed to local vendors. This tender closed on June 27, 2018 and two bids were received.

The results, after taking into account the trade in value, in ascending order, are as follows:

<u>Supplier</u>	<u>Total (Incl. HST)</u>
Kingston Dodge <i>(Jeep Cherokee)</i>	\$32,522.53
Jim Thompson Chrysler <i>(Jeep Cherokee)</i>	\$35,685.17

The submission of the low bidder has been evaluated and was found to be accurate and complete. Kingston Dodge is a reputable supplier of vehicles who has provided a vehicle meeting the specifications and requirements of the Tender. Their submission is for One (1) 2019 Model Jeep Cherokee Trailhawk 4x4 in Firecracker Red.

For these reasons, and also because their tendered price was \$3,162.64 lower than the bid from Jim Thompson Chrysler, the Fire Department has awarded the tender, through delegated authority, to Kingston Dodge, for \$32,522.53 which includes HST.

FINANCIAL/STAFFING IMPLICATIONS:

An Amount of \$45,000.00 was approved in the 2018 Capital Budget for this purchase.

Sufficient budget remains for the required marking of the vehicle and emergency lighting.

Submitted/approved by:

Wayne Orr, CAO

Prepared by:

Darcy Knott, Fire Chief / CEMC

June 28, 2018

RE: MNRF and Explanation of Benefit Permits

Wayne/Angela,

Apologies, but we will have to postpone our MNRF attendance at the Council meeting again. The MNRF is under a new travel limitation as part of expenditure management measures, so Catherine and I will not be able to attend on July 3rd.

I will let you know if the travel limits change to enable us to attend.

Again, sorry about this.

Andy Baxter
Resources Operations Supervisor
Peterborough District - MNRF
T: 705-755-3304
C: 705-875-1946

From: Philippe Archambault [<mailto:philippe@philippearchambault.ca>]
Sent: June-20-18 7:59 AM
To: Mark Segsworth <msegsworth@southfrontenac.net>; Jevon Austin <jevonkeith@gmail.com>; laura_shorrock@hotmail.com
Cc: Wayne Orr <worr@southfrontenac.net>; dave fish <davidsafish@gmail.com>
Subject: COW Meeting yesterday

Good morning Mark,

Thank you for bringing the speed analysis yesterday at the COW. I am copying Jevon who will follow up with you this week.

Jevon, Chris and I have reviewed the data and it exactly demonstrates what we have been witnessing. Most cars, 50%+ are following the speed limit and the cars speeding at 2am are not too worrisome for us.

Our problem is when we see between 10 to 11am on Saturday morning 7 out of 19 cars going between 70 and 80 km/h...or a few evenings between 5pm and 8pm, a few cars driving above 90 to 100 km/h.... This is why we felt the speed bump worked because it catches those cars...

If one of our children was coming out of the drive on their bikes at that point that would be it.

I just wished that we had this data before our attendance to the COW last night our discussion would have been a little more informed.

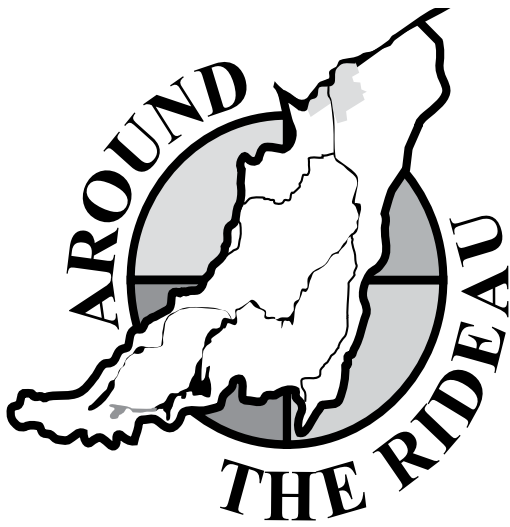
Wayne; could you please pass along our follow up concerns to council.

Kind Regards,

Cordialement,

Philippe Archambault - MBA

613-583-2135



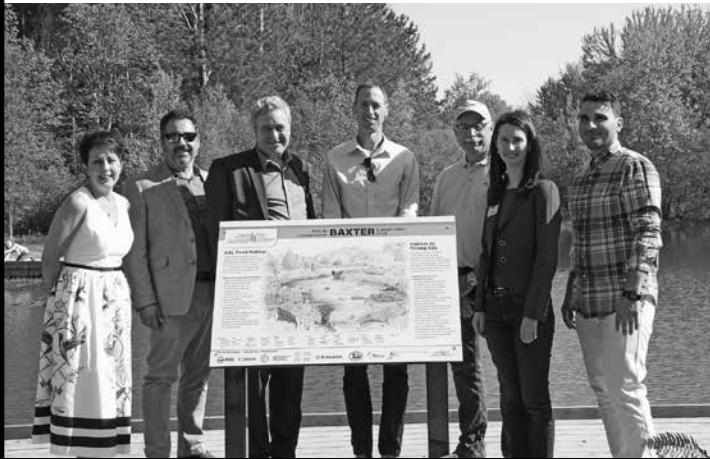
Around the Rideau

ENVIRONMENTAL INFORMATION FOR MUNICIPALITIES IN THE RIDEAU VALLEY

May/June 2018

Baxter Pond Restoration Celebrated

The sun was shining on Baxter Conservation Area as it celebrated the opening of its refreshed, rehabilitated ASL Pond on May 24. Funding partners, staff and over 60 guests gathered to enjoy the event. Baxter is visited by over 7,000 students annually, 5,000 of which visit the pond, ranging from kindergarten to university level. The pond is the perfect spot for them to learn about freshwater pond ecology. Highlighted features of the pond are new, underwater slopes that allow for more diverse plant growth, sunken trees and inverted tree root balls that provide habitat and safe rest areas for pond residents and a shiny new turtle basking platform, to name a few. New viewing platforms with interpretive signs have been installed. The restoration was made possible by ASL Agrodrain, the Canadian Armed Forces Fish and Game Club, Canon Canada, City of Ottawa, Don Maciver Memorial Fund, Kiwanis Club of Manotick, Ontario Federation of Anglers and Hunters Zone F, TD Friends of the Environment, along with the Rideau Valley Conservation Authority and Rideau Valley Conservation Foundation. DAN can tell you more at ext. 1124, dan.cooper@rvca.ca.



(Left to right) Jeanine Maciver (Don Maciver Memorial Fund), Michael Poliwoda (RVCF Executive Director), Adrian Smith (Manager TD Bank, Manotick), Ryan Polkinghorne (Project Manager Surface Water Engineering Support Services, City of Ottawa), Bill McShane (ASL Agrodrain President), Sommer Casgrain-Robertson (RVCA General Manager), Sandro Ricci (ASL Agrodrain Vice President of Business).



Kids learning about pond life on one of Baxter ASL Pond's new viewing platforms.

Open House — Nichols Creek Hazard Maps

RVCA has recently completed a hazard mapping study for Nichols Creek from Montague Boundary Road to the Jock River. The maps are available for public review at an open house on Tuesday, June 26. Hours are from 4:30 to 8:00 p.m. at the Rev. Gillissie Parish Hall, St. Phillip Catholic Church, 127 Burke Street in Richmond. These hazard maps, also called flood risk maps, are used by the City of Ottawa when updating its Official Plan and Zoning Schedules and in the review of development applications under the *Planning Act*. The RVCA also uses them in the administration of regulations made under *Ontario Regulation 174/06 — Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*. To learn more, visit www.rvca.ca/nichols-creek or contact MEGAN at development@rvca.ca or extension 1193.

Season Summary — Flood Forecasting & Warning

This spring has been relatively dry and has resulted in a subdued flood forecasting and warning season. Peak flow was reached on April 19 at 242.92 CMS (cubic metres per second) which is well below normal. 17 Watershed Conditions Statements (WCS) were issued beginning on January 12. This is in sharp contrast to 2017 when 31 Statements were issued and prolonged and significant flooding occurred in parts of the Rideau and Ottawa Rivers. Of the 17 WCS this season, four water safety messages were posted, eight flood outlook messages (two for the Ottawa River) indicating that a below average spring freshet was expected and one flood warning with five updates issued for Bobs and Christie Lakes. The lakes did reach flood level and a flood warning was issued on April 28. By May 15 the warning was terminated as levels returned to below flood thresholds. To learn more about RVCA's Flood Forecasting and Warning Program or to learn about this spring's water levels call PATRICK at ext. 1210 patrick.larson@rvca.ca.

Congratulations Eric!

Congratulations to RVCA Regulations Inspector Eric Kohlsmith who received the Industry Steward Award at the Ontario Onsite Wastewater Association's Annual Conference. Eric is being recognized for his exceptional work at promoting the onsite industry and providing onsite education to Ontario residents. Eric has been a Part 8 Building Official for RVCA since 2008 working in Tay Valley Township. Over the last 10 years he has administered a sewage system re-inspection program and is a member of the Ontario Building Officials Association (OBOA) Golden Triangle Chapter Part 8 Committee. Eric is also an instructor with the Ontario Rural Wastewater Centre delivering courses related to onsite sewage systems and was a member of the Technical Advisory Committee for the last round of proposed code changes for Part 8. TERRY can tell you more at terry.davidson@rvca.ca or ext. 1107.

Spring Tree Plant — Done!

Great news for the Rideau Valley — 275,000 native, healthy tree seedlings were planted this spring. These all count towards RVCA's goal of planting 6.5 million trees by 2020. Congratulations to Scott and his team for overseeing this program that improves watershed health. The new trees will increase forest cover, improve wildlife habitat, increase biodiversity, protect soil from erosion, improve water quality and so much more. Anyone with one+ acres of land who is willing to plant 500 or more trees can sign up for the program. Free site visits, forestry expertise, planting plans, site preparation and post planting visits and follow-up operations are all part of the service. And, landowners willing to plant over 2,000 trees are eligible for incentives that will keep costs as low as \$0.15 per tree! Call SCOTT at ext. 1175 or scott.danford@rvca.ca.



If you believe healthy families and healthy communities start with clean water and a healthy watershed, *give where you live* — donate to the Rideau Valley Conservation Foundation today so our work can continue! The funding you provide goes towards: conservation areas where you and your family can connect with



nature, outdoor education programs to teach the next generation the importance of the natural environment, improving water quality, planting trees to create new forests, cleaning local streams, naturalizing shorelines, removing harmful invasive species, protecting species at risk, restoring natural habitats, protecting conservation lands and so much more! Call MICHAEL at ext. 1184 or michael.poliwoda@rvca.ca.

Special Funding helps RVCA provide additional programs and services

Without special grants and funds, RVCA wouldn't be able to do all the work we do throughout the watershed. Our partners see the value in what we do and trust us to do it right. Here are just some of the amazing RVCA programs and their awesome funding partners!

Busing Costs Subsidized

Busing costs can sometimes be the barrier to whether or not a class can visit Foley Mountain Conservation Area and participate in their famous outdoor programs. But, thanks to the **Friends of Foley Mountain (FOFM)**, subsidies are available to help schools with busing costs for 2018. More funds are available this fall too! If parents and teachers know of schools that could use a hand with transportation costs give REBECCA a call at 613-273-3255 or rebecca.whitman@rvca.ca. To learn more about becoming a FOFM visit www.friendsoffoley.ca.

Super Summer Students

RVCA is pleased to welcome 17 fresh, new faces that swell RVCA ranks this summer. Thanks to the **Canada Summer Jobs** and the **Ministry of Natural Resources and Forestry Summer Experience Program** costs will be covered for student positions that include camp counselors/life guards, stewardship labourers, park technicians, water resource technicians and regulations assistants. Many of the students are from watershed communities including Barrhaven, Dunrobin, Kemptville, Lanark, North Gower, Perth, Richmond and Stittsville. If you see one of our students working out in your part of the watershed, be sure to say hello.

Hazard Mapping Receives Federal Funding

Hazard mapping for Mud Creek and Steven's Creek in Ottawa received special funding through the **National Disaster Mitigation Program**. Hazard mapping studies identify areas prone to flood risk, slope stability risk and wetland boundaries, as delineated by the Ministry of Natural Resources and Forestry. The maps are used by watershed municipalities when updating their Official Plans and zoning schedules that are used to review development applications under the *Planning Act*. Maps are also used by the RVCA for the administration and enforcement of regulations under the *Conservation Authorities Act*. BRIAN has details at brian.stratton@rvca.ca or ext. 1141.

Hydrogeological Geodatabase

The **City of Ottawa** and the RVCA have renewed their funding partnership to deliver the Ottawa Harvested Hydrogeological Information Geodatabase (OHHIG). Between the City and partner CAs, a wealth of groundwater information exists in various formats that has not been fully catalogued. As a result, the data could not be accessed, summarized, mapped or analysed together. Nonetheless, this critical information is needed to support decision-making related to development applications, policy and guidance development and source water protection initiatives, amongst other uses. To address this shortcoming, RVCA and the City of Ottawa partnered to design, build, populate and fully document a hydrogeological information geodatabase. Phase 2 of the project is expected to be completed mid-2019. For more information call CLAIRE at ext. 1217 or claire.milloy@rvca.ca.

Forest School Comes to Foley

Thanks to special seed money from **Friends of Foley Mountain**, RVCA staff have been busy developing a new Forest School Program for use at the Foley Mountain Conservation Area. Forest School is an innovative educational approach to outdoor play and learning that looks to encourage and inspire individuals of any age through positive outdoor experiences. **Country Roads Community Health Centre** have also been a supportive community partner by providing input and expertise.

Foley Mountain staff are currently hosting 12 free forest school morning programs thanks to special funding made possible by **Healthy Kids Community Challenge**. Both parents and children can experience nature hands-on as a family and connect personally with nature. Although theme-based, the outdoor learning experienced is directed by the participants under the watchful eye of experienced outdoor interpreters. The experience may start with a simple hike that leads to exploring rocks and trees, collecting supplies for an art project or building forts, climbing trees and much more! Program hours run from 10 to 11:30 a.m. Contact LEAH for full details at leah.roberts@rvca.ca or 613-273-3255.



Created by Freepik

Funding for Children to Experience the Outdoors

Baxter and Foley Mountain Conservation Areas will welcome some 2,400 additional children in 2019 thanks to special funding through the **Rideau Valley Conservation Foundation**, the **Ottawa Community Foundation** and **TD Friends of the Environment**. Subsidies are available to priority schools who need assistance covering program and busing costs — because everyone should have a chance to enjoy our interactive, curriculum-based programs. Teachers who are interested are invited to contact Baxter and Foley Mountain Conservation Areas directly or visit the RVCA website at www.rvca.ca to access the online application. ANDREA can tell you more 613-489-3592, andrea.wood@rvca.ca.



Thanks to special funding more kids can visit Baxter or Foley Mountain Conservation Areas. Here kids meet a pond resident at Baxter.



Around the Rideau



THANK YOU TO OUR GENEROUS SPONSORS!

Rideau Valley Conservation Authority

Box 599, 3889 Rideau Valley Drive
Manotick, ON K4M 1A5
613-692-3571 or 1-800-267-3504
www.rvca.ca
Follow us @ twitter.com/RideauValleyCA
Like us @ facebook.com

Around the Rideau is made possible thanks to our generous sponsors

Bell Baker, Barristers and Solicitors — 613-237-3444

Effectively providing quality legal services in Eastern Ontario for over 50 years

Bird Richard, Lawyers for Employers — 613-238-3772

www.lawyersforemployers.ca, Representing management in labour and employment law across Ontario

Ramada Ottawa on the Rideau — 613-288-3500

www.ramadaottawa.com, Offers 87 fully renovated rooms with balconies overlooking the Rideau River, banquet facilities, full service restaurant and outdoor pool. Pet friendly.

Angela Maddocks

From: OEMC Conference Planning Office <oemc@eventsmgt.com>
Sent: June-26-18 3:11 PM
To: Angela Maddocks
Subject: OEMC 2018: Register by July 15 and save \$125.00!



[REGISTER FOR OEMC TODAY AND SAVE \\$125.00!](#)

[THE ROOM BLOCK IS FILLING UP FAST! BOOK YOUR ROOM TODAY!](#)

Join us at the NAV CENTRE in Cornwall for the largest annual regional municipal and economic development conference east of Toronto on September 12-14, 2018! Registration for the Ontario East Municipal Conference is open! Register by **July 15** and get the early bird rate!

Opening Keynote



Lianne Davey, Expert on Building Effective Teams, Business Strategy Development & Building Leadership Effectiveness

Liane Davey creates powerful changes in top teams. The bestselling author of *You First: Inspire Your Team to Grow Up, Get Along, and Get Stuff Done*, Liane's mission is to radically transform the way people communicate, connect, and contribute, so they can achieve amazing things together. Her approach combines a keen expertise in strategy with her deep insight into group dynamics to increase the value organizations get from teamwork and collaboration.

Liane spent 17 years working in large consulting firms, and most recently was vice-president of Knightsbridge Leadership Solutions, where she was sought out by executives at some of North America's leading financial services, consumer goods, high tech, and healthcare organizations. She is a frequent contributor to Harvard Business Review online and the host of the popular Change Your Team blog. She is also the co-author of *Leadership Solutions*, released in 2007.

Liane has served on the executive of the Canadian Society for Industrial/Organizational Psychology and as an evaluator for the Psychologically Healthy Workplace Awards. She holds a Ph.D. in Industrial/ Organizational Psychology from the University of Waterloo.

Closing Keynote



Jeff York, co-CEO of Farm Boy

Born and raised in Ottawa, Jeff received an honours degree in Economics from Princeton University and achieved his Chartered Accountant Designation, while holding a position with Ward Mallette Chartered Accountants. Making the leap to retail, Jeff joined Giant Tiger Stores, where after a number of years in operational and management roles, assumed the presidency. In this capacity, Jeff helped grow the business from a regional discount chain with 250 million in sales, to 1.4 billion in sales nationally as the third largest discount chain in Canada. In 2009, Jeff joined Farm Boy with a mandate to expand the business. Under his leadership, the company has grown from a nine store chain in the Ottawa region to now 26 stores in Ottawa, Kingston, the GTA and Southwestern Ontario with further expansion plans underway.

[View the preliminary program online today!](#)

Please do not hesitate to contact the OEMC Conference Planning Office if you have any questions or concerns.

Warm Regards,



OEMC Conference Planning Office

oemc@eventsmgt.com | www.oemc.ca

Tel: 613-531-9210

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2018-51**

**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 July 3, 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 3 day of July, 2018.

Read a first and second time this 3 day of July, 2018.

Read a third time and finally passed this 3 day of July, 2018.

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

Ron Vandewal, Mayor

Wayne Orr, Chief Administrative Officer