



**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**

TIME: 7:00 PM,
DATE: Tuesday, March 6, 2018
PLACE: Council Chambers.

1. Call to Order
 - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session - n/a
5. ***Recess - reconvene at 7:00 p.m. for Open Session- n/a
6. Public Meeting - n/a
7. Delegations
 - a) Kevin Riley, Utilities Kingston, re: 2017 Annual Report for Sydenham Drinking Water System 3 - 11
 - b) Richard Allen, Manager of Economic Development, County of Frontenac, re: Update on Economic Development 12 - 30
 - c) Terry Gervais, Acting Fire Chief, re: Interim Report on Status of Fire Services 31 - 43
8. Approval of Minutes
 - a) February 20, 2018 Council Meeting 44 - 48
9. Business Arising from the Minutes
 - a) OMB Costs 49
10. Reports Requiring Action
 - a) Mark Segsworth, Public Works Manager, re: Tender # PW-2018-01 - Tandem Dump Truck 50 - 51
 - b) Mark Segsworth, Public Works Manager, re: Tender # PW-2018-12 - Accessible Entrance & Upgrade to Steps at Glendower Hall 52
 - c) Wayne Orr, Chief Administrative Officer, re: 2017 Draft Financials 53 - 58
 - d) Wayne Orr, Chief Administrative Officer, re: Comments on Proposed Fire Regulations 59 - 71

e)	Angela Maddocks, Deputy Clerk, re: Prince Charles Public School - Playground Equipment	72 - 73
11.	<u>Committee Meeting Minutes - n/a</u>	
12.	<u>By-laws - n/a</u>	
13.	<u>Reports for Information</u>	
a)	Tender # PW-2018-08 - Storrington Centre Renovations	74
b)	Tender # PW-2018-10 for Fire Hall Site Works	75 - 76
c)	Status of Fire Services - Interim Report	77 - 79
d)	Council Remuneration	80 - 88
e)	Accounts Payable and Payroll Listing	89 - 97
f)	Annual Repayment Limited in respect to Long-Term Debt & Financial Obligations	98 - 100
g)	2017 Development Charges Reporting	101 - 102
14.	<u>Information Items</u>	
a)	Joel Locklin Manager, Infrastructure Renewal Programs, re: OCIF Top Up Application Component - 2017 Intake	103 - 104
b)	Ministry of Community Safety & Correctional Services, re: Provincial Appointee to South Frontenac Police Services Board	105
c)	Jannette Amini, Manager of Legislative Services/Clerk, re: McFadden Subdivision - Approval of Revised Draft Conditions	106 - 107
d)	Court Decision - Township of South Frontenac and 360778 Ontario Inc (Loughborough Lake Holiday Park)	108 - 119
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 2018-16	120
20.	<u>Adjournment</u>	



Utilities
Kingston

ANNUAL SUMMARY REPORT

2017

SYDENHAM

WATER TREATMENT PLANT

WATERWORKS NUMBER: 260069290

Reporting Period

January 1, 2017 – December 31, 2017

Submitted by:
Jim Keech, Professional Engineer
President & C.E.O.



ANNUAL SUMMARY REPORT 2017

SYDENHAM WATER TREATMENT PLANT

WATERWORKS NUMBER: 260069290

This annual summary report has been prepared as required under Ontario Regulation 170 03 of the Safe Drinking Water Act to acknowledge compliance with the terms and conditions of the Drinking Water Works Permit (DWWP) and Municipal Drinking Water Licence (MDWL) issued for the Sydenham Water Treatment Plant, to comment on any incidents of non-compliance during the reporting period, to summarize the quantities of the water supplied and to compare the summaries to the rated capacity and flow rates approved in the system's permits and approvals during the reporting period.

This report is specific to the Sydenham Water Treatment Plant (WTP) located at Point Rd. in Sydenham, and its associated distribution system which serves Sydenham's municipal water customers in the village of Sydenham. The WTP and its associated distribution system are owned by the Township of South Frontenac, with Utilities Kingston acting as the operating authority.

Non-Compliance with Terms and Conditions of the DWWP and MDWL

As per requirements for distribution sampling at least 9 TC and E.coli samples were taken each month and 1 sample was taken each week. Samples must be taken at least 5 days and not more than 10 days from the previous week's samples however on 3 occasions in 2017 samples were found to have been collected 4 days from the previous week's sample.

The following is an excerpt from the MOECC inspection:

Action(s) Required:

The Compliance Technician has provided a written statement on December 21, 2017 indicating that distribution microbiological sampling schedule will be modified to ensure compliance with the required sampling schedule. No further action is required at this time.



Compliance with the Terms and Conditions of the DWWP and MDWL

The Treatment Group of Utilities Kingston, for the Township of South Frontenac, operates and maintains the Sydenham Water Treatment Plant (WTP) and complies with the terms and conditions of the Drinking Water Works Permit (DWWP) and Municipal Drinking Water Licence (MDWL) issued for the WTP. The Underground Infrastructure Department and the Treatment Group of Utilities Kingston operate and maintain the associated distribution system and storage facilities. Staffing is maintained at levels to ensure adequate numbers of trained and licensed personnel are available for proper operations during emergency or upset conditions, vacation/sick relief, or to deal with equipment breakdown.

Quality management systems, contingency plans and operations manuals are established and are located in the appropriate facilities and available to appropriate staff.

A quality management system (QMS) for the Township of South Frontenac's drinking water supply systems has been developed and implemented by Utilities Kingston management and staff to ensure the continued safety and security of the community's drinking water by meeting or exceeding the requirements of all relevant legislation and regulations, and the Drinking Water Quality Management Standard.

Operations manuals include information necessary for the day to day operations and maintenance of the WTP and distribution system as well as information that may not be regularly used but that might be required to be accessed quickly for various purposes. Contingency plans include information that may be required for proper operation of the WTP or distribution system during emergency or upset conditions, and contain items such as emergency plans and contact lists, alternate materials supply sources and notification lists.

The operations strategy of Utilities Kingston includes: ensuring that permits and approvals are in place, that efficient maintenance and operations ensures the quality of water supplied to its customers meets or exceeds the minimum requirements as set out in the Safe Drinking Water act, and that permissible flow rates are not exceeded. The Township of South Frontenac, as a means of source water protection, considers the impact of decisions made within its authority on the drinking water supply source for the WTP.

Flow measuring devices for measuring the amount of water taken from Sydenham Lake, and the amount of water supplied to the distribution system are calibrated annually by a third party. Accuracy in these measurements ensures that treatment chemicals are precisely applied and that flows do not exceed the capacity at which the WTP is designed to be effective. These flows are recorded to provide current and historical information which is used for operational decision making, and to allow both the public and the Ministry of the Environment and Climate Change (MOECC) the ability to review WTP operations.

Water quality analyzers that monitor parameters such as chlorine residual and turbidity of critical process streams and of the water directed to the distribution system are alarm



equipped and are maintained in accordance with the manufacturer's recommendations as well as the conditions of the DWWP and MDWL.

Water sampling is conducted to the minimum requirements of schedule 13 of Ontario Regulation 170 03 of the Safe Drinking water Act. Raw water sampling is conducted to give operational staff information required to determine the level of treatment to make the water potable. In-plant process stream samples provide monitoring of treatment processes. Treated and distribution system sampling provides information regarding the quality of water delivered to customers. All of these samples are analyzed by either licensed staff or by laboratories accredited by the Standards Council of Canada through the Canadian Association for Environmental Analytical Laboratories.

All sampling information, annual reports, and all other documentation required by the DWWP, DWML and regulations are available for public viewing on the Utilities Kingston website as well as at the Utilities Kingston and Township of South Frontenac offices. Residents of the village of Sydenham are encouraged to review this information, the availability of which is advertised through various local media.

Notifications of Adverse Water Quality Results

Under Ontario Regulation 170 03, notifications are required for any instances where a sample result indicates that a parameter used to measure water quality exceeds a Maximum Acceptable Concentration (MAC). Once a notification is received from a laboratory, corrective action as dictated by the regulations is initiated in an effort to confirm the initial result. If confirmed, further action may be recommended by the Medical Officer of Health. If not confirmed, sampling will typically return to the normal schedule or depending on the parameter, Utilities Kingston may choose to increase the sampling frequency to more closely monitor the parameter for a period of time.

There were NO incidents which required notification during this reporting period.

Summary of the Quantity of Water Supplied During the Reporting Period

Listed in Table 3 following this report are the treated water flows for the Sydenham Water Treatment Plant for the year 2017. The typical Canadian average water usage per person is 250 – 350 litres per day (source: Environment Canada). Once all services to the water



distribution system are completed, an accurate calculation of water usage per person for the village of Sydenham can be calculated.

Summary of Flow Rate Exceedances

There were no instances during this reporting period where daily total flows exceeded the maximum allowable flow rate of 1290 m³/d. Listed in Tables 1 & 2 following this report are the raw water flows (water taken from Sydenham Lake) for the Sydenham Water Treatment Plant for the year 2017.

Summary of Treatment Chemicals Used

There are three treatment chemicals in use at this treatment plant. Sodium Hypochlorite is used for primary disinfection, XL1900 (Polyaluminum Chloride) used as the coagulant and Ammonium Sulphate combined with Sodium Hypochlorite to form chloramines for secondary chlorination for the WTP.

Sodium Hypochlorite is dosed at the treatment plant at a rate which ensures that an adequate chlorine Contact Time (CT) value is maintained for the rate of flow. Average chlorine dosages for this treatment plant are approximately 4.50 mg/l. Ammonium Sulphate is added at an approximate rate of 4:1 ratio (chlorine/ammonia) to react with the free chlorine to form chloramines for secondary chlorination. An adequate chloramines residual is maintained at those points in the distribution system that are farthest from the point of entry of treated water to the system. Residuals are routinely measured in the distribution system and the treatment plant chlorine dosages are adjusted as required to meet the distribution system target residuals and the required CT values.

Typically XL1900 (Polyaluminum Chloride) dosages for this treatment plant were in the range of 6 – 12 mg/l. This dosage is also adjusted to ensure efficiency in the coagulation process as various changes occur in the raw water. Changes are based on things such as filter head loss, pH, temperature, turbidity, and the aluminum residual in the treated water.

Summary



The Sydenham Water treatment Plant supplied water to residents of Sydenham at rates which allowed adequate treatment while not exceeding permitted flows. Water of good quality which is safe to drink was produced by the treatment plant during this reporting period. Further information is available for this system and is included in the annual reports which can be accessed from the Utilities Kingston Website at www.utilitieskingston.com or is available at the Township of South Frontenac offices. For further information about this report or any questions regarding accessibility contact James Patenaude at jpatenaude@utilitieskingston.com , or call 613-546-1181 Ext 2 5 2 5



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Sydenham Water Treatment Plant - **Raw Water Flows** 2017
Cubic meters per day

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	14	241	545	518	431	340				89	225	233
2	281	320	360	84	121	210	271	72	220		416	
3	518	518	307	306	517		186	494	303	238		
4	174	206	352	519	122	240	2	54		291		232
5	286	242	298	234	355	253	251		34		259	296
6	518	518	439	437	310		277		489		269	
7	45	404	197	542		332		346	4	74		
8	347	65	518	494	206	217	82	353		473	194	
9	526	518	405	46	171	85	452		109		266	262
10	154	323	74	518	4	460			394	228		246
11	310	289	504	518	338	23		340		260		
12	518	534	495	440	96	239	294	310	2	180	285	9
13	170	107		122		226	345		280	254	260	316
14	294	306	356	517	216			1	285	23		217
15	554	518	518	518	189	336		306				
16	518	519	444	14	52	351	295	374		1	287	55
17	72	24	226	447	365		274	330	291	338	198	433
18	335	378	518	518	3		16	47	328	281	308	
19	518	538	20	514		331	230				10	13
20	48	220	359	91	330	336	288	363				290
21	311	273	518	350	262			314	344	228	308	179
22	521	452	406	527		188			353	404	146	
23	198	510	476	576	279	305	311	301				69
24	286		138	550	333		170	151		2	317	447
25	530	391	294	402					295	324	63	
26	174	518	518	518	228	331	207	367	405	269		
27	261	310	519	40	114	179	378	107		2	284	288
28	518	240	142	391				10	3	190	130	149
29	179		363	518	333	319		240	244	284		
30	322		464	518	100	185	326	335	387	1	251	123
31	518		413		8		195	80		1		372
Total	10,018	9,482	11,186	11,787	5,483	5,486	4,850	5,295	4,770	4,435	4,476	4,229
Avg. Day Production	323	351	373	393	219	261	243	241	251	193	236	223
Average	323	339	361	393	177	183	156	171	159	143	149	136
Min	14			14								
Max	554	538	545	576	517	460	452	494	489	473	416	447
Yearly Average							224					
PTTW Amount		1,290 m ³ /day			Average Day Production			285	Yearly Total		81,497	
Yearly Min												
Yearly Max							576					



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Sydenham Water Treatment Plant - Peak (Raw) Flows 2017
Litres per minute

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	361	449	495	443	447	486				440	487	402
2	456	470	455	436	447	444	450	475	477		400	
3	459	451	458	464	442		419	413	210	478		
4	468	445	449	445	439	467	458	354		389		557
5	454	448	451	478	468	445	452		476		468	461
6	451	451	444	459	443		424		410		399	
7	441	446	445	493		464		471	341	489		
8	474	473	448	507	463	455	454	422		404	481	
9	480	456	453	470	451	477	427		485		401	473
10	107	457	447	447	497	453			417	483		450
11	474	468	454	441	497	441		475		506		
12	446	514	453	467	444	462	457	447	472	402	472	468
13	444	451		448		479	429		457	447	398	477
14	493	461	473	450	478			323	411	362		400
15	489	453	464	451	434	455		559				
16	448	450	462	364	479	439	461	466		467	480	477
17	425	371	447	457	442		422	468	537	474	400	397
18	482	469	479	453	466		465	447	411	445	457	
19	453	483	371	532		461	458				345	473
20	433	503	472	435	487	472	415	466				421
21	458	457	455	467	437			426	483	526	455	461
22	525	446	455	492		473			419	451	467	
23	507	457	459	506	472	427	485	475				445
24	476		414	506	439		413	412		450	446	430
25	499	463	462	453					472	484	356	
26	459	455	467	475	491	462	489	478	407	401		
27	477	442	480	444	437	425	441	441		470	470	482
28	454	448	451	457				468	464	476	395	391
29	446		452	449	470	453		475	484	399		
30	457		508	461	441	418	467	457	495	477	474	495
31	542		471		490		462	413		456		396
Max	542	514	508	532	497	486	489	559	537	526	487	557
Yearly Average												
Average Day Production												
Yearly Min												
Yearly Max												
559												
PTTW Amount												
1,344 litres/ minu												
or												
1,290 m ³ /day												



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Sydenham Water Treatment Plant - **Treated Water Flows** 2017
Cubic meters per day

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1		174	440	445	324	318				40	226	182
2	286	319	294	73	124	150	258	85	204		341	
3	464	473	313	320	496		145	472	263	231		
4	132	139	295	500	80	236		3		220		236
5	263	247	291	152	357	174	252		58		256	257
6	472	470	378	390	241		196		16		218	
7	9	324	193	496		330		349		86		
8	351	77	496	359	215	131	86	278		371	190	
9	493	488	363	62	126	90	356		111		12	283
10	58	240	55	481		369			333	200		175
11	315	284	455	478	347			317		243		
12	497	474	416	360	33	237	264	219		110	286	
13	109	32		145		117	284		274	230	211	336
14	307	314	349	467	236				217	2		162
15	501	466	471	450	136	266		246				
16	444	419	350		67	238	286	290			288	62
17	28		209	443	317		222	230	281	313	173	383
18	341	374	481	449				55	243	244	246	
19	479	494		476		320	224					
20		120	356	49	294	210	224	302				318
21	313	297	500	348	215			255	342	231	304	99
22	490	418	305	488		162			286	322	95	
23	105	423	408	529	272	257	307	311				81
24	285		94	480	274		123	77			313	394
25	494	396	299	325					12	309	38	
26	82	483	472	473	216	327	216	375	18	206		
27	270	156	447	15	87	118	313	46			287	275
28	494	228	96	391						200	92	125
29	102		340	489	336	325		228	248	212		
30	319		457	480	45	121	366	294	281		261	119
31	455		356				96	36				330
Total	8,958	8,329	9,979	10,613	4,838	4,496	4,218	4,468	3,187	3,770	3,837	3,817
Avg. Day Production	309	320	344	366	220	225	234	223	199	209	213	225
Average Min	289	297	322	354	156	150	136	144	106	122	128	123
Max	501	494	500	529	496	369	366	472	342	371	341	394
Yearly Average							194					
Average Day Production							269					
									Yearly Total		70,510	
MDWL Amount		1,290 m ³ /day					Yearly Min					
							Yearly Max		529			

Economic Development

[#InFrontenac](#)

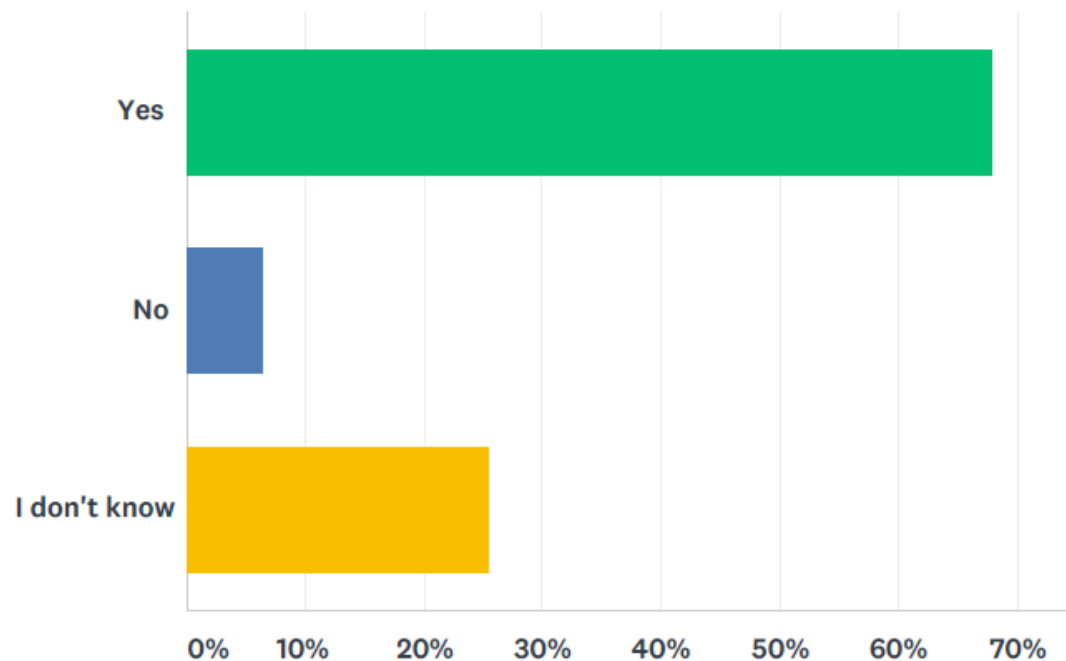
Frontenac Ambassadors

- 121 Ambassadors
- Our local business network
- Hosted 2 Meetups (Sharbot Lake & Battersea)



Frontenac Ambassador Satisfaction

Has the program positively impacted your business?



Frontenac Ambassador Satisfaction

Has the program facilitated new relationships for you and your business?

Yes, with other businesses in the region	53.19%
Yes, with new customers	42.55%
Yes, with organizations that support my business	19.15%
No	17.02%
I don't know	8.51%

Frontenac Ambassador 2018 Initiatives

- Success Stories
- Visitor Attraction Strategy
- Shop Local Campaign
- Connect Businesses to Resources for Success
- Improve Municipal-Business relations



#InFrontenac Brand Success

Getting attention....



eric_birdsofontario • [Follow](#)

eric_birdsofontario Can't wait for hiking weather #infrontenac
@frontenacprovincialpark
marcusaurelius003 Same



49 likes

FEBRUARY 15

Add a comment...



FRONTENAC

#InFrontenac Brand Success

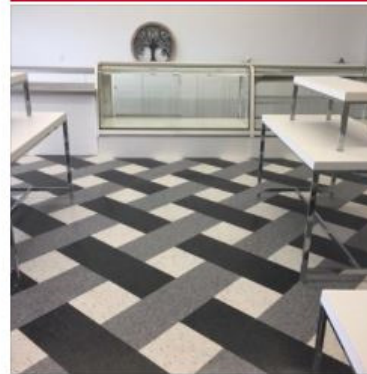
Businesses hire, promote and collaborate via social media and hashtags

We are really excited for our second location The Cookery to be opening within the next three weeks, which means that we have positions that need to get filled. We are looking to fill full and part time positions both days and night shifts 5:30AM- 9PM. If you are looking for a happy place to work, that will work around your schedule please drop off your resume to Lavallee's Inverary Store. #cantwaittomeetyou #hiring #inFrontenac #cookery

Facebook or in Messenger to

JOIN THE TEAM —

We're hiring!



Like

Comment

Share



Katherine Howes and 42 others

Chronological

28 Shares

View all 8 comments



FRONTENAC

#InFrontenac Brand Success

New Ambassadors continue to be welcomed and shared across the community

Francis and Jessica have a big family themselves and they love capturing candid moments during fun events, and at their studio in Harrowsmith. Check out their portfolio and get a feel for their style at www.paradisephotography.me, and please share this post to spread the word about our newest Frontenac Ambassador!



1,995 people reached

Boost Post

Like

Comment

Share

Richard Allen, Pauline Proulx Steve Smart and 32 others

Top Comments

29 Shares

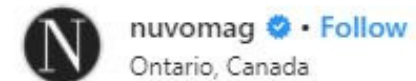
1 Comment



FRONTENAC

#InFrontenac Brand Success

Tourism and (free) Print Media



nuvomag Cozy up for an intimate wilderness getaway with Ontario's eco-friendly @Cabinscape. Read the story now; link in bio.

nuvomag #ontario #cabinscape #infrontenac #tinycabin #tinyhome #offgrid #tinyhouse #tinyhousemovement #exploreon #discoveron #cabinlove #cabindiaries #smallspacedesign #cabinfolk #keepitwild #offthegrid

cabinscape Thanks so much for the



144 likes

FEBRUARY 14

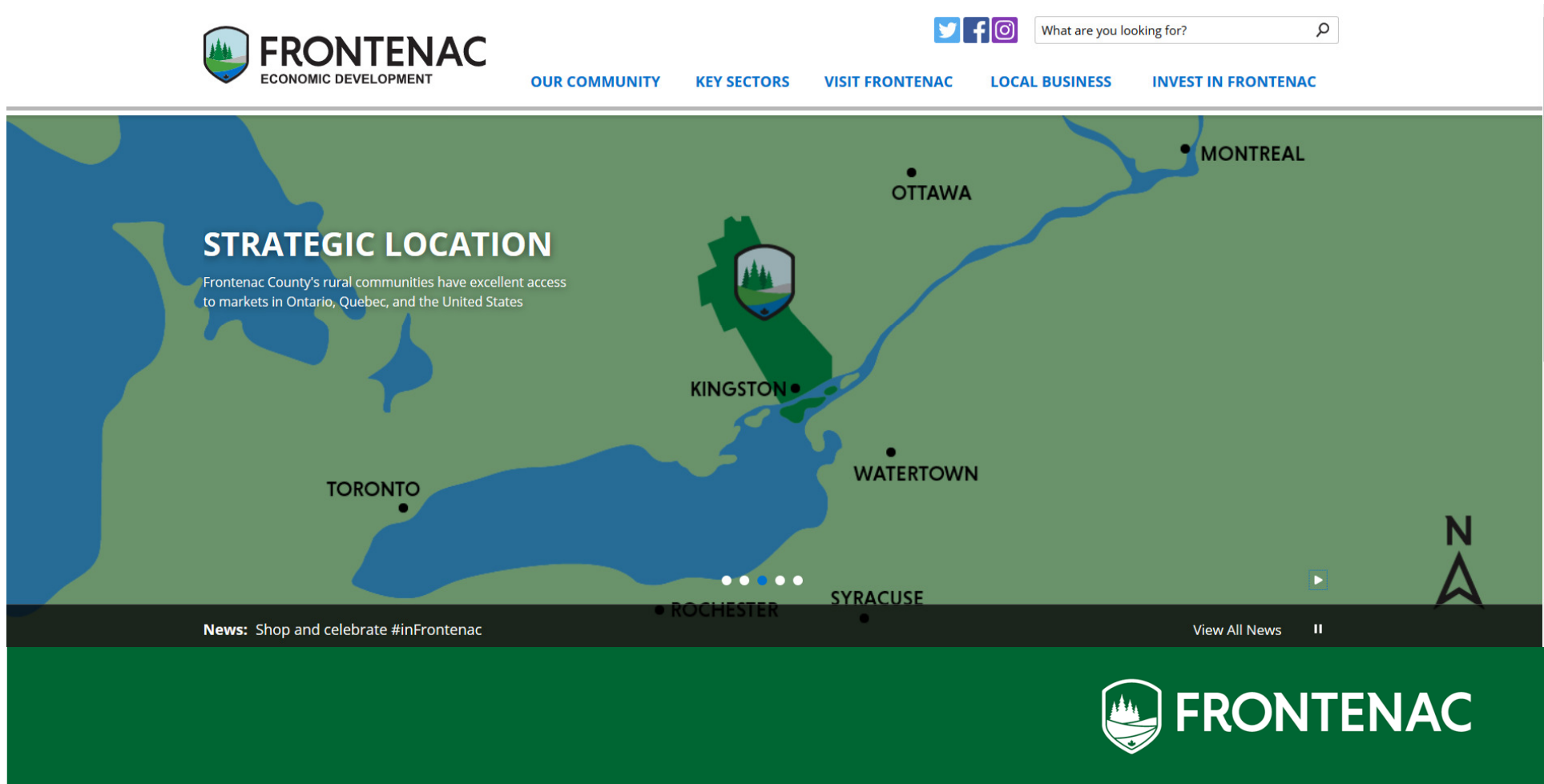
Add a comment...



FRONTENAC

Economic Development Website

- www.infrontenac.ca
- Shift to Content-Based Strategy – Success Stories
- Business Directory – Township Filters, Search Optimization
- Available Land & Buildings



Slide 10

AV1

Townfolio?

Alison Vandervelde, 28/02/2018

Tourism

- Land O'Lakes Tourist Association closing shop (December 2017)
- Regional Marketing & Visitor Attraction identified as a Frontenac Ambassador priority
- Accommodation Study approved by County Council (July 2017)
- Integrated Tourism with EcDev website: www.visitfrontenac.ca



Slide 11

AV2

We have a much better understanding of RTO operations = more opportunities for our local businesses

Alison Vandervelde, 28/02/2018

Local Food & Agriculture

- Collaborating with Frontenac CFDC on research and leadership in sector
- “Buy Local” campaigns to take place in 2018 **#Spend10**
- Two stakeholder meetings in February to discuss local food supply chain
- Planning under way for “Farms in Frontenac” open barns event in 2018



Canada Royal Milk (Feihe International)

- Development on schedule to begin production mid-2019
- Foundations, sewer, water installations completed 2017
- Major (upward) construction to begin March/April 2018
- Support your local Goat Dairy producers



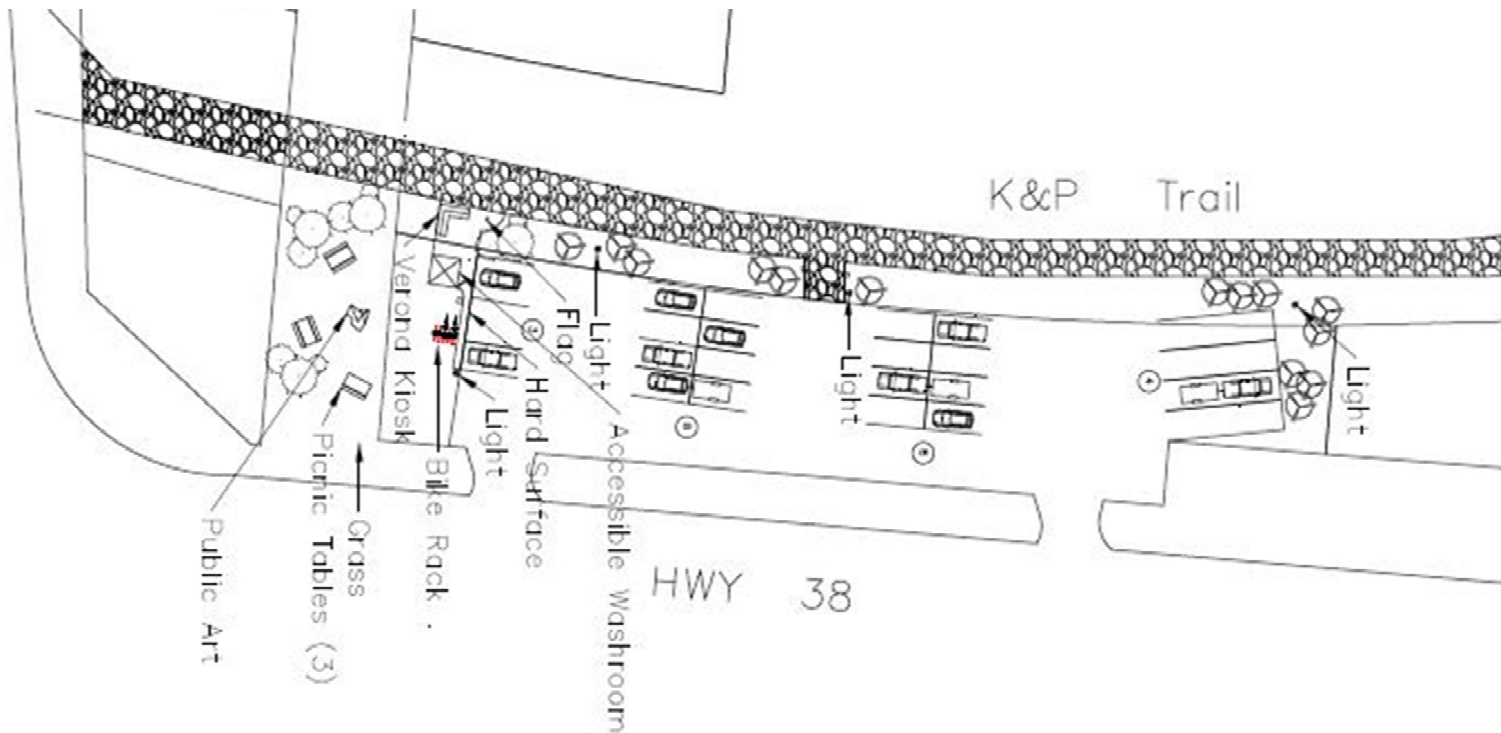
K&P Trail

- 3 km of trail remain for development between Tichborne and Sharbot Lake
- Wayfinding and Accessibility signage to be installed in 2018
- Advice, collaboration and support from Township Public Works helpful
- Eastern Ontario Trails Alliance responsible for maintenance of trail in Spring, Summer, Fall



K&P Trailhead - Verona

- Great engagement: 100 at Open House, 250 responses
- Parking, shelter, washrooms, wayfinding signage among most requested amenities
- Seeking partnership with Verona Community Association for site maintenance
- Gaining input on draft design from Public Works, Accessibility Committee, etc



Public Works Collaboration

- Input for Gateway Signage & Signage System
- Municipal Commuter Cycling Program
- Trail Development & Maintenance



Contact Us



Richard Allen

Manager of Economic Development

rallen@frontenacounty.ca

(613) 548-9400 ext. 330

Alison Vandervelde

Community Development Officer

avandervelde@frontenacounty.ca

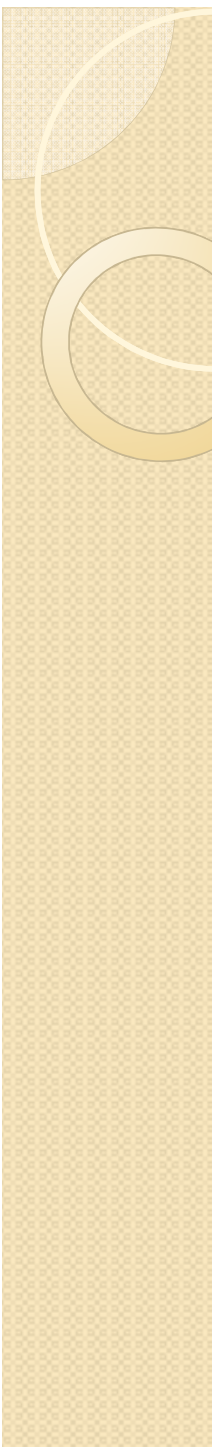
(613) 548-9400 ext. 331



Township of South Frontenac Council Report

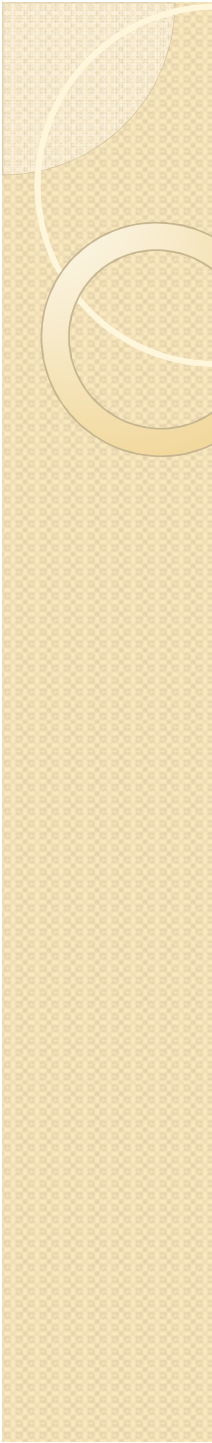
Fire and Rescue Departmental Review Interim Report

Submitted by:
Acting Fire Chief Terry Gervais
March 6th, 2018



Background

- Terry Gervais hired to be Acting Fire Chief
- Assigned to the Acting Fire Chief is to conduct an assessment of the operations of the Fire Service



Meetings

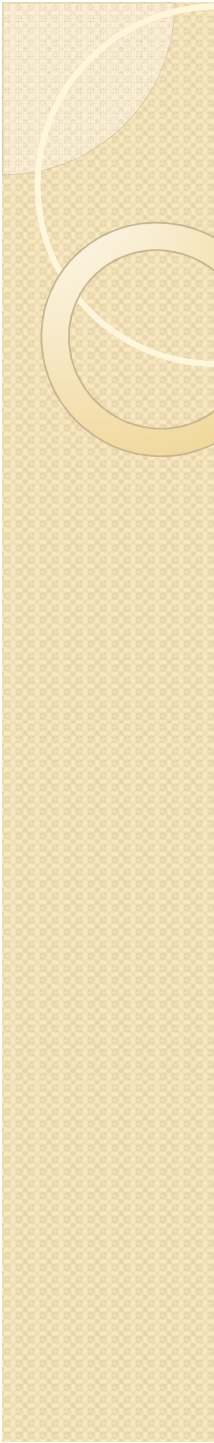
To date meetings or interviews have been conducted with the following:

- CAO
- Treasurer
- Town Staff
- Deputy Chiefs
- Officers
- Individual Firefighters
- Area Fire Chiefs

The Department



- Dedicated Group of Chiefs, Officers and Firefighters
- Committee to doing what they believe is right for their community
- Willness to move ahead towards one cohesive department

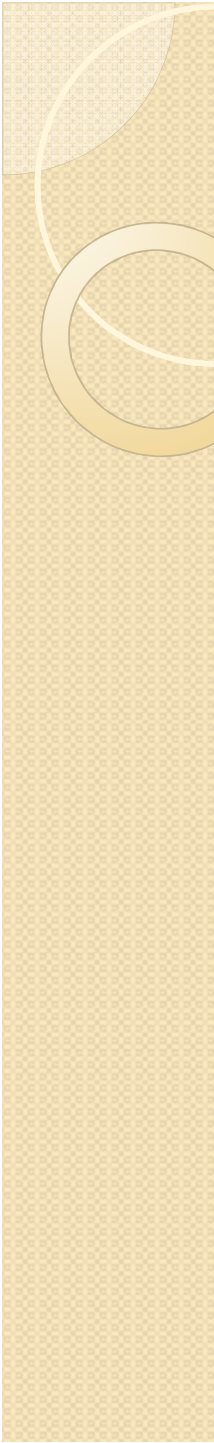


Legislative Requirements

- Legislative Requirements review is not completed yet
- Driver Training Program up to date
- Ontario Fire Marshal reporting up to date

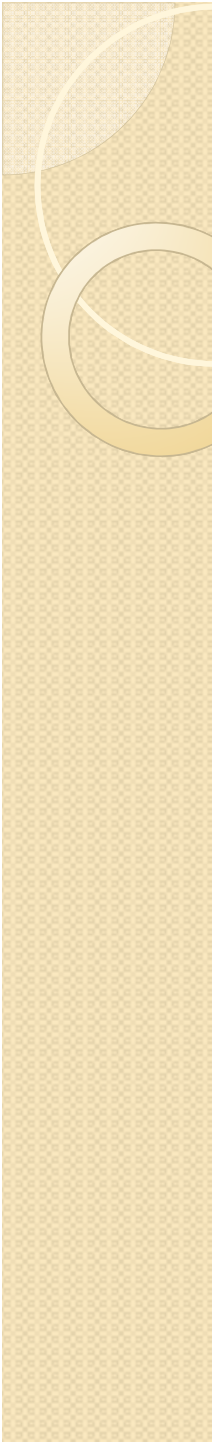
Interim Initiative

- *Meeting schedule with Joint Health & Safety Committee to review any outstanding issues*



Department Operations

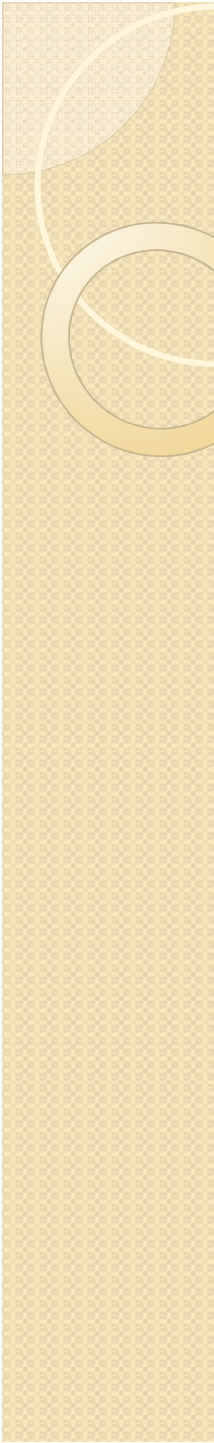
- Currently operating in 4 distinct silos
- Appears to be a lack of clear defined chain of command and lines of authority
- Members or Associations acting on their own initiatives



Department Operations

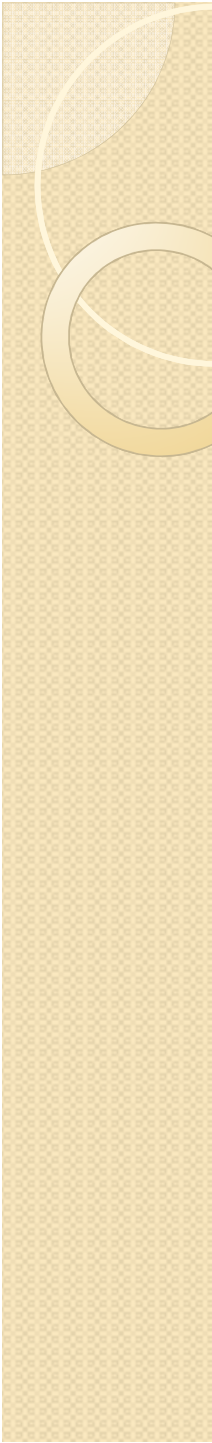
Interim Initiative

- *Several Meetings held with Deputies to increase communications*
- *Deputy Chiefs assigned portfolios that are department wide*
- *New Lines of Authority and Chain of Command established or reaffirmed.*
- *Officer meeting held to inform them of the changes.*



Records Management

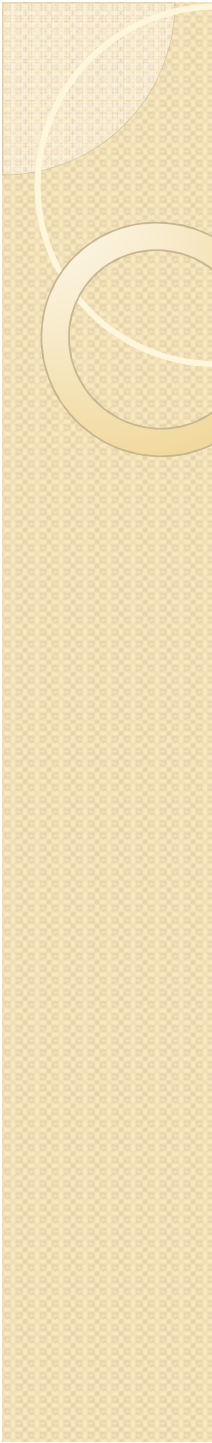
- Files are kept in both Hard Copy and Electronic
- Filing is located in a number of locations
- Records being kept by firefighters in charge of programs
- Records Management System (FirePro) is underutilized.



Records Management

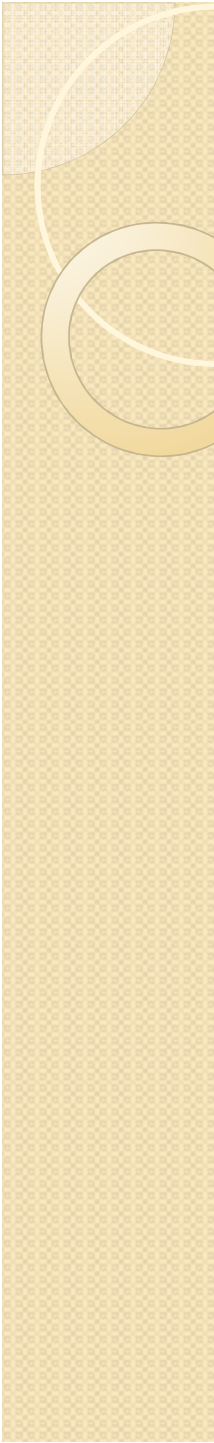
Interim Initiative

- Working with Township staff to begin the process of merging hard copy files with the Corporate filing system
- Training on FirePro RMS has been initiated
- Working with IT on Conductivity for stations



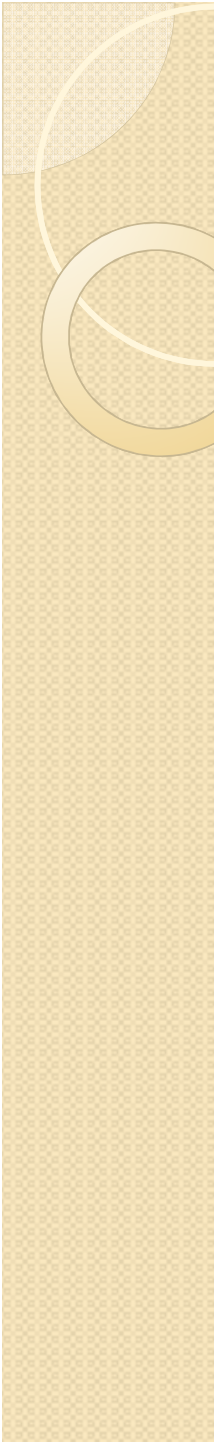
Fire Chief Recruitment Process

- Position Posted February 9th, 2018
- Posting Closed March 2nd, 2018
- Interviews March 12th & 13th, 2018
- 2nd Interviews to be scheduled if required
- Approval of New Chief May 1st, 2018



Fire Chief Requirements

- Should be experienced in all applicable legislation
- Should be experience with managing volunteer firefighters
- Have strong management and administrative skills



Next Steps

- Strengths, Weakness, Opportunities and Threat Analysis with Officers and Firefighters
- Final Report presented to Council May 1st, 2018

Questions



Minutes of Council
February, 20, 2018

Time: 6:00 PM

Location: Council Chambers



Meeting # 5

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

Staff: Wayne Orr, Chief Administrative Officer, Mark Segsworth, Public Works Manager, Angela Maddocks, Deputy Clerk.

1. Call to Order

a) Resolution

Resolution No. 2018-05-01

Moved by Councillor Revill

Seconded by Councillor Sutherland

THAT the Council meeting of February 20, 2018 be called to order at 6:00 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof

a) There were no declarations.

3. Approval of Agenda

a) Resolution

Resolution No. 2018-05-02

Moved by Councillor Sutherland

Seconded by Councillor Revill

THAT the agenda for the February 20, 2018 Council meeting be approved.

Carried

4. Scheduled Closed Session

a) Resolution - Move to Closed Session

Resolution No. 2018-05-03

Moved by Councillor Revill

Seconded by Councillor Sutherland

THAT Council move into closed session to approve minutes of previous meetings and to discuss litigation.

Carried

b) Minutes of previous Closed Sessions

c) Litigation

d) Resolution

Resolution No. 2018-05-05

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

Minutes of Council
February, 20, 2018

THAT Council move out of closed session.

Carried

5. ***Recess - reconvene at 7:00 p.m. for Open Session

6. Rise & Report

a) Ontario Municipal Board Decision on Case No. PL160674

A recorded vote was requested by Councillor Schjerning. Councillors Barbeau, Barr, McDougall and Revill voted in favour with the remaining Council members voting against thereby defeating the motion.

Resolution No. 2018-05-06

Moved by Councillor Barbeau

Seconded by Councillor Revill

THAT the Council of the Township of South Frontenac hereby appeal the Ontario Municipal Board decision on Case No. PL160674 dated February 8, 2018 provided that the County of Frontenac pays all costs associated with the said appeal.

Defeated

7. Public Meeting - n/a

8. Delegations -n/a

9. Approval of Minutes

a) February 6, 2018 Council Meeting

Resolution No. 2018-05-07

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

THAT Council approves the minutes of the February 6, 2018 Council meeting and the February 13, 2018 Committee of the Whole meeting.

Carried

b) February 13, 2018 Committee of the Whole Meeting

10. Business Arising from the Minutes

a) Approval of Noise Exemption for Desert Lake Resort

Resolution No. 2018-05-08

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

THAT Council grant an exemption to the Noise Bylaw to the Desert Lake Resort for: 4 events, to occur one evening on each of 2 Holiday weekends and 2 other non-holiday weekends in 2018 between the hours of 7:30 pm and 10:30 pm, for the purpose of amplified musical events subject to the dates being confirmed with the Township 3 weeks in advance. The campground owner is advised that failure to comply with the restrictions may impact approval for the following year.

Carried

b) Notice of Motion - Invasive Species

Resolution No. 2018-05-09

Moved by Councillor Sutherland

Seconded by Councillor Revill

Minutes of Council
February, 20, 2018

Whereas a recent seminar at the CRCA led by the Ontario Invasive Plants Council argued that the most important action a municipality can take on invasive species is to have a strategy,

Therefore, be it resolved that South Frontenac Public Works Department draft an Invasive Plant Management Strategy that is targeted, strategic and fiscally responsible. As well as a general approach the strategy will consider concrete actions that include, but are not limited to:

- which species are of most concern,
- prioritization of areas for action,
- the use of public education,
- the implementation of protocols on equipment cleaning for both Township equipment, contractors, other organizations and the public,
- contact with the OFAH for their protocols on a “hit squad” to control hog weed,
- replanting heavily infested areas, and
- the use of some summer staff as Invasive Species Technicians, and

Further be it resolved that if the Public Works Department does not have sufficient staff to develop the strategy in a timely manner, that they come back to Council with a proposal to contract the development of an Invasive Plant Management Strategy.

Carried

11. Reports Requiring Action

a) Speed Limit Reduction on Rutledge Road

See By-law 2018-14

b) Tender No. PW-2018-06 - 3/4 Ton Dump Box Attachment

Resolution No. 2018-05-10

Moved by Councillor Sleeth

Seconded by Councillor Sutherland

THAT Council approves the bid of Joe Johnson Equipment for the supply of Option B Dump Body in the amount of \$31,802.72, including all applicable taxes.

Carried

12. Committee Meeting Minutes

a) Public Services Committee meeting held December 14, 2017

b) Corporate Services Committee meeting held January 9, 2018

Resolution No. 2018-05-11

Moved by Councillor McDougall

Seconded by Councillor Schjerning

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

- Corporate Services Committee meeting held January 9, 2018
- Public Services Committee meeting held December 14, 2017

Carried

13. By-laws

a) By-law 2018-14 - Speed Limit reduction on portion of Rutledge Rd

Resolution No. 2018-05-12

Moved by Councillor Schjerning

Seconded by Councillor McDougall

THAT By-law 2018-14, be given first and second reading.

Carried

Resolution No. 2018-05-13

Moved by Councillor McDougall

Seconded by Councillor Schjerning

THAT By-law 2018-14, being a by-law to amend By-law 2000-01, as amended, to reduce the speed limit on a portion of Rutledge Road, be given third reading, signed and sealed.

Carried

14. Reports for Information

a) Cancellation of March 13, 2018 Committee of the Whole

b) Update on Social Media

c) OMB Ruling - By-law 2016-36

Councillor Sutherland asked if the amount could be broken down into the costs associated with the appeal.

Councillor Schjerning questioned the process of moving forward given the ruling and its implications.

Staff were directed to develop a fact sheet that identifies a consistent approach and message for residents.

d) Accounts Payable and Payroll Listing

15. Information Items

a) John Bonner, re: Desert Lake Resort Noise Exemption

b) Greg & Paige Mills, re: Desert Lake Resort Noise By-law Exemption

c) Gene Montgomery, re: Shooting Range at 3350 Scanlan Rd

d) Beverly Montgomery, re: Shooting Range

e) Martin & Kathy Thomas, re: Reasons to Refuse Shooting Range

f) Steve Saunders, re: Withdrawal of Request for Letter of No Objection - Private Shooting Range

16. Notice of Motions - n/a

17. Announcements/Statements by Councillors

a) Councillor Revill provided an update on highlights of the FCM Conference noting the broader scope and high quality of speakers specifically.

b) Councillor Sleeth asked for an update on the Benacres kennel issue.

c) Councillor Schjerning expressed thanks to the recreation and public works staff for a well organized and well attended Family Day at the arena.

Mayor Vandewal was impressed with the politeness of the children and the appreciative comments for the Family Day event.

Minutes of Council
February, 20, 2018

- d) Councillor Barr reminded Council of the Bedford Historical Open House on February 24 at 10:30 am at Glendower Hall.

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

19. Closed Session - n/a

20. Confirmatory By-law

a) By-law 2018-15

Resolution No. 2018-05-14

Moved by Councillor Schjerning

Seconded by Councillor McDougall

THAT By-law 2018-15, being a by-law to confirm generally previous actions of the Council of the Corporation of the Township of South Frontenac, be given first and second reading this 20 day of February, 2018.

Carried

Resolution No. 2018-05-15

Moved by Councillor Roberts

Seconded by Deputy Mayor Barr

THAT By-law 2018-15, being a by-law to confirm generally previous actions of the Council of the Township of South Frontenac, be given third reading, signed and sealed this 20 day of February 2018.

Carried

21. Adjournment

a) Resolution

Resolution No. 2018-05-16

Moved by Deputy Mayor Barr

Seconded by Councillor Roberts

THAT the Council meeting of February 20, 2018 be adjourned at 7:30 p.m.

Carried

Ron Vandewal, Mayor

Wayne Orr, Chief Administrative Officer



REPORT TO COUNCIL
CLERK’S DEPARTMENT



AGENDA DATE: March 6, 2018

SUBJECT: OMB Costs

RECOMMENDATION:

For Information

BACKGROUND:

In a report dated February 20, Council was informed of the total costs associated with this matter. Over 2016 and 2017 this equalled \$41,567 in legal services and \$4,897 for other contracted services bringing the total to \$46,464.

Staff have been asked to further break these numbers down:

Preparation for and actual hearing (April / May)	\$20,109
Witness preparation and attendance (April / May)	\$ 4,897
Advice to staff, Council and preparation for initial hearing date (2016 / March 2017)	<u>\$21,458</u>
TOTAL	\$46,464

Staff time is difficult to estimate. Including passage of the Bylaw, the matter came before Council / Committee of the Whole in open session seven times. Each with a report prepared and presented. The hearing was two full days of staff time plus preparation time. Time spent addressing inquiries and discussions with the public and members of Council is not tracked.

FINANCIAL/STAFFING IMPLICATIONS:

n/a

ATTACHMENTS:

None

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr



REPORT TO COUNCIL
PUBLIC WORKS DEPARTMENT



AGENDA DATE: March 6th, 2018

SUBJECT: Tender No. PW-2018-01 for Tandem Dump Truck

RECOMMENDATION:

That Council approve the submission from Tallman Truck Centre, for Tender PW-2018-01, tandem dump truck complete with Snowplow Equipment, in the amount of \$264,575.42, including HST. This price includes the base submission of \$257,474.50 and the alternative snowplow controller for an additional \$7,100.92.

BACKGROUND:

The Public Works Department budgeted for One (1) 2019 Tandem Dump Truck and a tender was sent out. This tender was advertised on the internet, and in the local paper. This tender closed on February 14, 2018 and three bids were received.

The results, in ascending order, are as follows:

<u>Supplier</u>	<u>Total (Incl. HST)</u>
Tallman Truck Centre <i>International</i>	\$257,474.50
Surgenor Truck Group <i>Mack</i>	\$260,031.00
Surgenor Truck Group <i>Volvo</i>	\$260,819.82

The price submitted this year from all vendors reflects the fact that the Municipality is utilizing an existing dump box from a truck that was sold last year. This box was purchased several years ago for roughly \$30,000 as the existing box that was on the truck previously was in poor shape. This box was determined to still be in good shape and thus was retained.

It should also be noted that historically the Municipality referenced a single vendor solely as the controller system in Tandem Dump Trucks for snowplow equipment operations. Other vendors have indicated interest in quoting their controllers that would provide the same functionality. We received bids for a controller operated through on-board compressed air system in addition to the traditional hydraulic systems. Although this air system is cheaper, it is less than ideal for our application as moisture can form in the lines, causing the controller to malfunction. We evaluated other hydraulic systems and recommend the Cirus controller system complete with Sauer Danfoss Joystick control and valves. The cost of this system is an additional \$7,100.92, inclusive of HST.

The submission of the lowest bidder, Tallman Truck Centre, has been evaluated for completeness and accuracy. Tallman Truck Centre is a reputable supplier of trucks who has provided equipment to the Township in the past. Their submission is for One (1) 2019 International HV613 Tandem.

For these reasons, and also because their price was \$2,556.50 lower than the bid from Surgenor Truck Group, the Public Works Department recommends that council approve the submission from Tallman Truck Centre, for Tender PW-



REPORT TO COUNCIL
PUBLIC WORKS DEPARTMENT



2018-01, tandem dump truck complete with Snowplow Equipment, in the amount of \$264,575.42, including HST

FINANCIAL/STAFFING IMPLICATIONS:

An amount of \$250,000.00 was approved in the 2018 Capital Budget for this purchase. The cost of the tandem dump truck, complete with the alternate controller system, inclusive of the Non-Rebatable HST amounts to \$238,258.36.

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager

Prepared by:

David Holliday
Area Supervisor



REPORT TO COUNCIL
PUBLIC WORKS



AGENDA DATE: March 6, 2018

SUBJECT: PW-2018-12 – Accessible Entrance and Upgrade to Steps;
Glendower Hall

RECOMMENDATION

That Council accept the bid from Ubcon Construction in the amount of \$73, 563.00, including HST, for the accessibility upgrades to the entrance and steps at Glendower Hall and that the budget shortfall be funded from the Parkland Reserve Fund.

BACKGROUND

After tendering this project in December, 2017, it was decided to re-tender in the spring as to avoid costs associated with heating the concrete during the winter months. Tender PR-2018-12 closed February 28, 2018 for the Installation of an Accessible Entrance and Upgrades to Steps at the Glendower Hall. Six (6) bids were received and are listed below.

CONTRACTOR	Price Including HST
Ubcon Construction	\$ 73,563.00
Skelly General Contracting	\$ 76,840.00
Kepler Bell Contracting	\$ 82,987.20
Anglin Group	\$ 86,897.00
Donaldson Construction	\$ 108,480.00
Wemp & Smith Construction	\$ 128,820.00

Ubcon Construction is a reputable contractor and currently provides services to the Township. It should be noted that the low bid is more than \$10,000 less than the low bid received in December, 2017.

FINANCIAL IMPLICATIONS

In the 2016 Capital Budget \$40,000.00 was approved for this project. Engineering design costs of \$1,882.56 have since been spent, leaving a remaining budget of \$38,117.44. After consulting with the Treasurer, the Parkland Reserve Fund holds sufficient funds to complete this project.

The Townships cost, factoring in the non-rebatable portion of the HST is \$66,245.76.

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager

Prepared by:

Jamie Brash
Supervisor, Facilities/Solid Waste



REPORT TO COUNCIL
TREASURY DEPARTMENT



AGENDA DATE: March 6th, 2018
SUBJECT: 2017 Draft Financials

RECOMMENDATION:

THAT \$92,536 resulting from capital overages in roads construction be charged to the unallocated 2017 capacity line.

AND THAT the remaining balance of \$106,633 of the 2017 unallocated capacity line be reallocated to the roadway maintenance operating line, which will result in an overall Township operating surplus of \$5,965.

BACKGROUND:

Attached are the year to date financials to December 31st with a comparison to the total 2017 budget. This includes the majority of the anticipated year end adjusting entries to be presented for audit. The financials have been separated under two reports to reflect operating versus capital.

The combined overall operating budget ends with a deficit of \$100,668.

Further background on some budget lines include:

- Fire was over budget a net of 26,529. Expenditures were above budget by 44,322 primarily driven by fuel costs and equipment maintenance, however revenues were greater than anticipated as a result of higher than budgeted insurance billings.
- The ministry was late in processing Policing year end reconciliations for 2015 and 2016, resulting in a 28,953 charge that was offset by a transfer from the policing wage stabilization reserve.
- Under Conservation Authorities, the levy from Quinte Conservation was over budget as was previously reported in the quarterly financials to Council.
- Building Department was under budget as a result of significant staffing shortages, however the balance is transferred to the building stabilization reserve.
- Roadway maintenance was over budget by 222,172 as broken down in the chart below.

Activity	Budget Variance
Overhead/Safety & Signage/Road Patrol/Street Lights/Crossing Guards	-197,132
Patrol Yards	24,368
Structures	50,345
Roadside Maintenance	95,484
Hardtop Maintenance	47,295
Loosetop Maintenance	201,812
Total	222,172

The Public Works Manager reports that staff are trying to balance and respond to the challenge of Global Climate Change. In 2017 the Township



REPORT TO COUNCIL TREASURY DEPARTMENT



experienced 3 - One in one hundred year rainfall events that drove costs significantly higher than budgeted with washouts and the resulting work generated. It is recommended that these issues be the subject of more in-depth discussions at a later date.

It is acknowledged by Public Works staff that they have to do a better job of keeping Council updated on unexpected changes and the budgetary impacts. One approach may be to review financials with the Public Works Services Committee at seasonal intervals. Public Works staff note that they expressed concerns that the reductions implemented to reduce the Draft 2017 Budget would create the potential for budget overruns

- Under transportation, a line called reserve transfers has been added to separate it from roadway maintenance. This line reflects unbudgeted transfers to reserves related to the trade-in/sale of equipment.
- Winter Control Expenses are over budget by \$426,158. Winter Control is budgeted on a 5 year rolling average and has a dedicated reserve to smooth out yearly fluctuations. A transaction of 420,503 has been processed on this reserve bringing its remaining balance at the end of 2017 to zero. Approximately 300,000 of the overage can be attributed to winter sand and salt with purchases 48% higher than prior year as well as the 5 year average. Public Works staff have confirmed that minimal stock remained at the end of the year.
- Solid Waste Management looks over budget by 164,463 which is driven from KARC expenses, truck rentals for garbage pickup as well as the export of garbage. However, under revenues; we also received additional revenues from KARC which partially offset the expenses. Further we also received additional provincial funding for recycling compared to what had been budgeted. Both additional revenues total 171,000, leaving a net surplus of \$6,537
- Parks, Recreation and Cemeteries is over budget however, the majority of the variance can be attributed to the Point and has been funded as per Council approval. Cemeteries were \$26,946 under budget.
- Planning and Development are over budget due to legal expenses as previously reported.

Capital expenditures were predominately under budget except for road construction which was over budget by \$92,536.

The roads construction budget currently has an unallocated capacity line with a remaining value \$199,169 which was initially planned to be carried over to 2018. It is now recommended that this budget line be expended in 2017 to fund the roads construction overage of \$92,536 and that the remaining \$106,663 be reallocated to fund the overall operating deficit. Alternatively Council could choose to keep the \$106,663 in reserves and direct that the equivalent of \$106,663 in services and construction be cut from the 2018 budget to make up the shortfall.

In either case, staff will be made aware that these funds will not be available in 2018. Any anticipated adjustment to the scope of work being carried out or any expenditures beyond approved budgets will be brought forward to Council for approval.

An amount of \$4,522,011 is being carried over to the 2018 Capital budget with a surplus of \$130,735 remaining for 2017. The expenses from this surplus were primarily funded from various reserves and these funds will remain within their original reserves.



REPORT TO COUNCIL
TREASURY DEPARTMENT



ATTACHMENTS:

Draft 2017 Operating financials
Draft 2017 Capital financials

Approved by:

Wayne Orr

Prepared by:

Louise Fragnito

TOWNSHIP OF SOUTH FRONTENAC
For the Twelve Months Ending December-31-17

	2017 Year Budget	2017 YTD Actuals	YTD Actual vs YTD Budget Variance
<u>REVENUE</u>	OPERATING		
Property Taxation	18,774,258	18,733,239	(41,019)
User Charges	1,031,169	1,163,050	131,881
Licenses, Permits and Rents	705,577	836,902	131,325
Government Grants	1,654,600	1,796,750	142,150
Grants from Other Municipalities	14,000	11,824	(2,176)
Investment Income	251,000	246,974	(4,026)
Penalties and Interest on taxes	360,000	380,932	20,932
Donations	5,500	21,249	15,749
Other	2,065	68,809	66,744
Transfer from Reserves/Reserve Funds	178,660	89,241	(89,419)
Transfer from Winter Control Reserve	0	420,503	420,503
Total Revenues	22,976,828	23,769,473	792,645

OPERATING EXPENSE

General Government	3,695,647	3,614,759	(80,888)
Protection to Persons and Property			
Fire	1,382,940	1,427,261	44,322
Police	3,022,718	3,005,625	(17,093)
Police prior year reconciliations	0	28,953	28,953
Conservation Authorities	220,392	234,463	14,071
Protective Inspections and Control	116,367	94,808	(21,559)
Emergency Measures	1,951	630	(1,321)
Building Department	500,256	344,479	(155,776)
Building - Year end Transfer to Reserve	0	176,928	176,928
Transportation Services			
Roadway Maintenance	3,983,319	4,205,491	222,172
Reserve transfer - Trade in Revenue		15,266	15,266
Capital Projects	0	0	0
Winter Control	1,912,992	2,339,150	426,158
Environmental Services			
Water System	236,620	230,407	(6,213)
Water - Year end Transfer to Reserve	135,222	141,435	6,213
Solid Waste Management	2,283,978	2,448,441	164,463
Parks, Recreation and Cemeteries	761,862	798,623	36,761
Planning and Development	422,171	463,026	40,855
Total Expenses	18,676,433	19,569,746	893,313
TOTAL	(4,300,395)	(4,199,727)	100,668

2017 CAPITAL BUDGET

	ACTUAL EXPENDITURE	BUDGETED EXPENDITURE	VARIANCE	COMMENTS
GENERAL GOVERNMENT				
Corporate Services				
Carried Forward from 2016				
Asset Management customizations/document update	0	10,000	-10,000	Carryover 2018
New Projects				
Great Plains - Customer Self Serve Module / e-send	26,112	40,000	-13,888	Carryover 2018
Total	26,112	50,000	-23,888	
PROTECTIVE SERVICES				
Building				
Carried Forward from 2016				
Pick up Truck/SUV (replacing 2007)	28,354	35,000	-6,646	
Sub-total	28,354	35,000	-6,646	
Fire				
Carried Forward from 2016				
Replacement extrication equipment - Station 4	0	35,000	-35,000	Carryover 2018
1/2 ton truck - Replace 2003-Unit 27	45,074	45,000	74	
New Projects				
New-Commercial bunker gear washer/dryer-Station 8	0	35,000	-35,000	Carryover 2018
New Recruits - Pagers/Gear X 30	59,085	60,000	-915	
Thermal Imaging Camera		7,000	-7,000	Carryover 2018
Pumper Replacement - 1991 GMC		350,000	-350,000	Carryover 2018
Sub-total	104,159	532,000	-427,841	
Total	132,513	567,000	-434,487	
TRANSPORTATION DEPARTMENT				
Carried Forward from 2015				
Keeley- Paint Booth Conversion to service bay	3,341	2,454	887	
Salt Shed doors	8,566	10,000	-1,434	
Carried Forward from 2016				
* Radio Communication (Fire and PW)		300,000	-300,000	Carryover 2018
++ Street Lights - New LED Installation		6,886	-6,886	Carryover 2018
Bedford Patrol Yard Improvements		16,000	-16,000	
Picadilly Patrol Yard Decommissioning	9,820	10,000	-180	
Storrington Salt Storage & Site works	106,707	89,684	17,023	
Keeley Patrol yard - Generator replacement		60,000	-60,000	Carryover 2018
Linear Asset Construction		630,405	-630,405	Carryover 2018
New Projects				
Bedford Patrol yard - Fire Seperation		5,000	-5,000	
Keeley Patrol yard - Garage Door replacements	21,141	30,000	-8,859	
Keeley Patrol yard - Front power gate	3,388	35,000	-31,612	Carryover 2018
Keeley Admin - Finalize renovations		35,000	-35,000	Carryover 2018
Portland Yard - New Overhead doors & operators	13,814	15,000	-1,186	
Half ton - 4 X 4 - Replace FT-51	36,247	35,000	1,247	
3/4 ton 4 X 4 with Plow/Sander-replace FT-02	58,545	60,000	-1,455	
Bulldozer - replace FT-92 and BT-92		120,000	-120,000	
Wood Chipper - replace FT-85	64,866	60,000	4,866	
Truck Scanner		7,500	-7,500	
Box Paver for Tandem		6,000	-6,000	
Inverary Intersection - Traffic Signals - Back up solar	9,667	12,000	-2,333	
++ Tett Park Streetlight(s)	864	10,000	-9,136	Carryover 2018
Linear Asset Construction-Villages/Local Roads/Arterial Roads	3,465,774	5,300,831	-1,835,057	Carryover 2018
Linear Construction - Capacity	0	199,169	-199,169	Reallocated to operating & capital
Total	3,802,739	7,055,929	-3,253,190	
SYDENHAM WATER				
Water Tower		20,000	-20,000	Carryover 2018
Total	0	20,000	-20,000	
ENVIRONMENTAL SERVICES				
Sanitation-Disposal				
Attendant Building	18,724	20,000	-1,276	
Establish Transfer Station	0	25,000	-25,000	Carryover 2018
Sub-total	18,724	45,000	-26,276	
Total	18,724	65,000	-46,276	

2017 CAPITAL BUDGET

	ACTUAL EXPENDITURE	BUDGETED EXPENDITURE	VARIANCE	COMMENTS
TOWNSHIP FACILITIES MANAGEMENT				
Carried Forward from 2013				
Asbestos Assessment	29,521	43,875	-14,354	
Building Condition Assessment	33,734	40,266	-6,532	
Energy Audit	458	32,500	-32,042	Carryover 2018
Carried Forward from 2014				
OPP Building -Garage Floor Drains		20,000	-20,000	Carryover 2018
New Hall-Perth Rd- Station 6 (Land/ Architect)	118,233	118,233	0	
Bradshaw- Station 1 paving - per study		8,000	-8,000	Carryover 2018
Wash Curtains (Stn 5 & 8)	6,016	12,000	-5,984	Carryover 2018
Verona-Station 3 repairs as per study	5,000	5,000	0	
Carried Forward from 2015				
Facilty Signage		17,786	-17,786	Carryover 2018
New Hall - Perth Road-Station 6	966,534	1,491,363	-524,829	Carryover 2018
Carried Forward from 2016				
Paving - Station 7		10,000	-10,000	Carryover 2018
New Projects				
Verona Medical - Lighting and Flooring upgrade	5,563	5,000	563	
OPP - suppression system	61,382	61,382	0	
Windows/insulation - Station 5	25,000	25,000	0	
Total	1,251,441	1,890,405	-638,964	
RECREATION				
Carried Forward from 2013				
Recreation buildings - re-keying		11,000	-11,000	Carryover 2018
Carried Forward from 2015				
Museum - Window Replacement		8,000	-8,000	
Carried Forward from 2016				
# Storrington Centre - Roof top unit guards/sliding partion wall/new kitchen shuttle door/covered walkway	11,041	20,000	-8,959	Carryover 2018
* Fermoy Hall - Building upgrades, well, paint insulation, septic system	3,094	30,000	-26,906	Carryover 2018
* Glendower Hall - Front Step Replacement	1,883	40,000	-38,117	Carryover 2018
Centennial Park - Upper Ball Diamond Repair		19,000	-19,000	
Sydenham Library - rear deck	10,888	10,000	888	
Boat Launch upgrades (Buck Lake & Knowlton)	48,678	57,074	-8,396	
New Projects				
# Storrington Centre - accessible washrooms, update septic, parking lot improvements, retrofitting, kitchen update, space reconfiguration	0	333,333	-333,333	Carryover 2018
Point Park- accessible pathway, washroom & building upgrades, reconstruct tennis court for multi-use, replace play structure	174,534	155,000	19,534	Carryover 2018
Wilmer Ball Park - Repair Retaining Wall	2,168	10,000	-7,832	
Wilmer Ball Park - Install New Fence	305	5,000	-4,695	
Wash/Changerooms		20,000	-20,000	Carryover 2018
Battersea Ball Park - New Playground Equipment	28,488	30,000	-1,512	
Tett Park - Swing Set Replacement	3,047	5,000	-1,953	
Centennial Park - Portable Soccer Nets	8,053	6,500	1,553	
Township boat docks	10,954	10,000	954	
Museum - Furnace		4,293	-4,293	
Total	303,133	774,200	-471,067	
TOTALS				
	5,534,662	10,402,534	-4,867,872	
++ Require follow up report/plan to Council re: streetlight new installation & Tett Park (upset limit 10,000 for one light)				
# Canada 150 application not successful - scope of work still to be approved by Council				
* 2016 Project on hold pending follow up report to, and approval from Council				



REPORT TO COUNCIL
CLERK’S DEPARTMENT



AGENDA DATE: March 6, 2018

SUBJECT: Comments on proposed Fire Regulations

RECOMMENDATION:

THAT Council direct staff to comment on the three DRAFT regulations under the Fire Protection and Prevention Act;

AND THAT such comment reflect the comments and concerns raised by Acting Fire Chief Gervais as outlined in his response to the following:

- 1) Mandatory Certification and Training for Firefighters
- 2) Community Risk Assessments by Municipalities and
- 3) Public Reporting Fire Regulation

BACKGROUND:

AMO circulated a MEMO on January 30 and a Policy Update on February 20 with regard to three proposed regulations as it relates to the Fire Service.

Acting Fire Chief Terry Gervais has reviewed and commented on both documents. His comments can be found in the two attachments. Note sections that are boxed and in RED.

The Acting Fire Chief will be in attendance on March 6 to address questions from Council.

Comments are due on the Regulation as outlined in the AMO papers by March 11 and 18 respectively.

FINANCIAL/STAFFING IMPLICATIONS:

n/a

ATTACHMENTS:

None

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr

AMO MEMO

January 30, 2018

Draft MCSCS Regulations on Mandatory Certification and Training for Firefighters and Community Risk Assessments by Municipalities- Briefing Note

ISSUE:

On January 25, 2018, The Ministry of Community Safety and Correctional Services (MCSCS) released draft regulations under the Fire Protection and Prevention Act (FPPA) regarding:

- 1) Mandatory Certification and Training for Firefighters; and
- 2) Community Risk Assessments by Municipalities.

Responses to these draft regulations are due March 11, 2018.

The draft regulation on Public Reporting on Fire Responses by Municipalities has not been shared for review or consultation. We understand that it is to be released shortly and will also be due March 11, 2018.

This briefing note has been prepared to assist AMO members in the development of their municipal responses to the draft MCSCS fire regulations. Please work with your Fire Chief and fire services to develop a comprehensive response for your municipality.

BACKGROUND:

WHAT:

- In January 2017, the MCSCS established an advisory Fire Safety Technical Table (the Table) as part of a mandate commitment to provide recommendations to modernize fire service delivery.
- The Table consists of MCSCS and Ontario Fire Marshal (OFM) executive and staff, the Ontario Professional Fire Fighters Association, the Toronto Fire Fighters Association, the Ontario Fire Chiefs Association (OAFC), Fire Chiefs from full-time, composite and volunteer services, Toronto Fire Services, and for the municipal government perspective- an AMO staff member and a lower tier CAO representative.
- The Table was established to review new and emerging challenges in fire safety with a view to identifying opportunities to enhance delivery in Ontario, such as:
 - Firefighter training and professionalism (e.g., identification of specialized knowledge requirements and core competencies);
 - Public education and prevention measures, including community risk assessments;

- Provincial standards for fire services, such as fire service dispatch; and
 - Public reporting of fire service data.
- It must be emphasized that the Table has only been advisory. MCSCS, as informed by the Table, will develop recommendations for the MCSCS Minister's final approval.
- Municipal governments under the FPPA are required to:

Municipal responsibilities

2. (1) Every municipality shall,

(a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and

(b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Methods of providing services

(2) In discharging its responsibilities under subsection (1), a municipality shall,

(a) appoint a community fire safety officer or a community fire safety team; **or**

(b) establish a fire department

WHY:

- The Fire Safety Technical Table was established to address public safety and firefighter safety gaps identified by the Coroner's Inquests over the last several years.
- The Table has had active discussions on modernizing fire standards for firefighters' training and certification, community risk assessment, and public reporting on fire responses.
- Third party training for technical rescues, such as the tragic ice-training incident in SW Ontario that was the subject of a 2017 Coroner's inquest, is not addressed in these draft regulations.
- There appears to be a past informal agreement made around 2012 between MCSCS, OFM, the OAFC, and fire services that Ontario would use the National Fire Protection Association (NFPA) standards going forward. Neither AMO nor its members were part of this discussion or decision.
- The National Fire Protection Association is a United States trade association, with some international members, that creates and maintains private, copyrighted standards and codes for usage and adoption by local governments.
- One of the most notable features about NFPA's code development process is that it is open and consensus-based. That means anybody can participate in the

development of these important documents. More than 9,000 volunteer committee members with a wide range of professional expertise periodically review all NFPA codes and standards.

THE REGULATIONS:

1. The draft Mandatory Certification and Training for Firefighters and Other Persons Providing Fire Protection Services includes:

- Every municipality, and in unorganized areas where the Province is responsible for certification and training, must make sure that its fire service is responsible for compliance.

Fundamentally this is a good approach. The fire service over the last 50 years has went through a number of different types of programs that ranged from really no standards to the province of Ontario Standards to what we have now with NFPA. The problem with the old provincial standard is just that it was just for the province of Ontario. The rest of North American, other then maybe one other province was on NFPA. By adopting a recognized standard that was North American wide allowed departments the ability to have firefighters train in other provinces or even on-line. The issue with this was the OFMEM still kept their control and made changes or additions to some of the standards and in many cases you can only be certified with their approved test. Not recognizing tests from other provinces or the states makes it tough for departments to look at other areas to complete the certifications. My opinion we should recognize any NFPA certification from anywhere in North America.

- Mandatory certification is to occur for those firefighters who are performing the fire protection service: fire suppression exterior and interior attack (if provided), pump operations, fire suppression supervision, fire public education, fire prevention, fire instruction, fire dispatch, fire investigation, technical rescue, and hazardous materials to respective NFPA standards.

This certification is pretty much what we would have to do but of course not all of them are applicable. We do not do technical rescue, haz mat or dispatch. Fire Suppression, pump operations & fire public education are what the majority of our firefighters would need. Our Officers would also be expected to have fire supervision and fire instruction. As far as Fire Prevention and Fire Investigations go that would be the Chief for the most part or a separate FTE or maybe contract it out.

- Existing firefighters can be grandfathered if they can demonstrate that they have met the standard by an alternate/previous means. Grandfathering requirements are outlined in a Fire Marshal guideline (link is below). Fire chiefs are responsible for

ensuring that their Firefighters have achieved the standard by courses/exams or alternate means.

From what I found out we did grandfather everyone to NFPA Firefighter Level 1, and applicable officers were grandfathered to Instructor 1 and/or Fire Officer Level 2. This is not too bad. At the time we probably could have completed Firefighter Level 2, and maybe even Fire Supervision. The grandfathering this time might be a little more stringent then the last which means for the Chief to sign off, he will have to make sure that they have all the proper documentation which I'm not sure we have. We might be able to develop challenge type of testing to ensure the Municipality is protected if we sign someone off. The problem for South Frontenac is this is unachievable with just a Chief. As well once South Frontenac did grandfather the firefighters we didn't start switching our training program over to the NFPA for the most part so we are behind.

- It is proposed that these standards are to be achieved by January 1, 2019 except for the following that come into force on January 1, 2020 – fire inspection, fire instruction, fire dispatch, fire investigation, hazardous materials, and technical rescue.

The timelines are just not doable. What this really means is that we would have from April to December to complete this. This is not realistic. In Quebec when they brought in the firefighter standards I believe that the window was 5 years to achieve. While it might not take five years, it is reasonable to think it can be done. This program for South Frontenac will be a complete change in the way you do business. As you know currently every area is doing something different with no accountability or direction including our recruit program. There is a lot of work to be done and it will take virtually a couple of years. Just re-vamping the new recruit program is a 6 month to a 1 year program.

- Fire dispatch certification currently is only for fire services who do dispatch themselves. It does not include 3rd party dispatch at this time.

Not applicable for us.

- The OFM is updating its educational offerings and approach so that all required courses and exams can be accessed online 24/7 in 2018 free of charge. Practical exams will still need to be done in person under the direction of a certified fire instructor in each area of competence.

Not trying to be cynical but this is typical OFMEM. It is in the process of updating to on-line. They have history of implementing programs but not providing the support for them to departments. Once again if the timeline was the end of the year and this does not get up and running to the middle of the summer it would leave only 6 months for us to have access to that. The other issue is that on-line training is good but it is not for everyone and presently we do not have enough good conductivity at the stations.

Analysis:

- Although a complete gap analysis of firefighters who meet the NFPA standards and/or can be grandfathered was requested throughout this exercise and MCSCS surveys were attempted, the full impact of the mandatory training and certification regulation will not be known until the regulation is consulted on and/or goes into force.
- We understand that under the proposed mandatory training and certification regulation, the minimum certification/training requirements for five categories will be for new hires only as of January 1, 2019 (for Suppression Firefighters (external/interior); Pump Operators; Fire Officers; and Fire Educators).
- The draft regulation requires only those firefighters, in the five categories noted above, hired after January 1, 2019 to be certified. However, there is concern that municipal governments will still have a significant risk of potential liability if they simply follow the proposed regulatory approach being suggested – grandfather those that can be and make sure that any new hires are certified at the specific NFPA level.
 - The magnitude of the number of fire service staff who will be able to be grandfathered is unknown.
 - If municipal fire services do not make sure that everyone is certified to the new mandatory standard for all categories of fire operations, there remains a great liability risk if anything unfortunate occurs.
 - Stated more clearly, no municipality is likely to want to state in a Coroner's inquest or legal suit that a firefighter was not certified to the standard despite the provisions in the regulation without indemnification from the province.
 - This is a Catch-22 for municipal fire services. Municipalities essentially will need to make sure everyone is trained and certificated to the certification standard for all firefighters in the service despite the go-forward approach in the regulation.
 - Although there is protection from personal liability and indemnification provisions in the FPPA (see s. 74, 75, 76), it is only for those working in fire services (municipal or provincial) and not for municipal corporations.
- It will be helpful to municipal fire services that the Fire College curriculum and testing will all be online for 2018 free of charge.
- That said, municipalities will still have unfunded staff costs for those who need to take the training and for the required testing to achieve certification. This will result in staff time costs for these required training hours. Municipalities may not have provided for the now needed training costs in their 2018 budget.
- We understand that MCSCS will consider if there is provincial funding available for implementation of this regulation, once final, however no decisions have been made to date.

- It has been said at the Table that there has been significant training over the years to these standards so this should reduce the risk exposure. This needs to be validated.
- It should be noted that not all these proposed standards can be grandfathered – only those identified in the January 2014 OFM communique can be grandfathered.
- Fire inspectors, Fire instructors, Fire Investigators, Technical Rescue, Fire Dispatchers and Hazardous Materials Personnel cannot be grandfathered. So as per the draft regulation, those currently employed or appointed in fire departments must all be certified by January 1, 2020.
- In rural and northern Ontario, there are many other non-fire services that provide fire dispatch services for the fire services (e.g. consolidated fire dispatch that does many departments' dispatch, police dispatch, answering services, taxi dispatch). The full extent of different types of fire dispatch and where it occurs is not known at this time by MCSCS or OFM.
- Only fire services that do their own dispatch will be captured by this draft regulation; however, MCSCS is looking to include other fire dispatch service providers in a future regulation. Properly trained fire dispatchers is a critical area of public safety that will be pursued by the Province as inquests have, or will, identify this as a current vulnerability for the public.
- During this draft regulation consultation, **municipal fire services will need to identify clearly how achievable the mandatory certification will be for all identified positions and the additional training costs that will be necessary. The value of any additional training (number of staff per position, training time needed and associated costs) should be outlined in your response.**

2. The draft Community Risk Assessment by Municipalities includes:

- The process to identify, analyze, evaluate and prioritize public safety risks to inform the municipal decision-making on the provision of fire protection services, fire safety education and fire prevention programs as required by the FPPA.
- This risk assessment must be done within five years of the regulation coming into force and at then each year thereafter.
- The draft regulation outlines the mandatory profiles of community attributes that must be considered in the development of the risk assessment.
- A copy of the Community Risk Assessment must done in the form as set out by the OFM and be filed with them once completed.

Analysis:

- The Table did work well to get the draft Community Risk Assessment regulation as balanced and flexible as possible – and that the assessment is focused on the needs and circumstances of each community.
- We understand that this standardization is similar to the voluntary simplified risk assessment from the OFM that municipalities have been using to date.
- We understand that the OFM will be providing support and assistance for small rural and northern municipalities in completing these Community Risk Assessments.
- As municipal councils have up to five years to implement this regulation, a change in the date of the regulation coming into force does not need to be requested.

Overall this does not look too bad and should be achievable. It is really something that should be done anyways. It is now mandatory to do a Simplified Risk Assessment so this is an extension of this. There would however be a time commitment for the new Fire Chief.

COMMENTARY:

- The nature of the magnitude of how many firefighters need to be trained, certified and/or grandfathered is not known by the OFM.
- The full nature of the risk or financial exposure for municipal governments and their fire services is not known at this time from these draft FPPA regulations.
- To date, no additional provincial funding has been offered by the Province to help manage the costs of mandatory training and certification.
- There is no commitment from MCSCS/provincial government to provide municipal governments with protection from litigation as part of the entire package surrounding these regulations as discussed by the Table as a quid pro quo for mandatory certification. The Province of Quebec government provided this protection to local governments in a similar mandatory training and certification situation.
- Municipal governments will have the on-going pressure to determine the level and nature of fire services in their communities through these regulations. The level of fire services is a local decision under the FPPA (s. 2(1), 2(2)) as only fire safety education and fire prevention programs that must be provided by each municipal government.
- 2018 is a municipal election year. As consistent with prudent planning and municipal election legislation, all municipal councils need to assume that as of July 2018 they may have a Lame Duck period. Given this and that the proposed draft regulation is to come into force by January 1, 2019, there may not be enough time before July 2018 or at the initial council meeting on or after December 1st, 2018, to make decisions (e.g. training funding) to ensure full implementation of the Mandatory Training and Certification regulation. For this reason, a later effective date is needed.

Suggested Recommendations for Municipal Responses:

- That the provincial government provides liability indemnification for all municipal governments who comply with these new regulations at least 12 months before the training and certification regulation comes into force.
 - If they do not provide this liability indemnification, it will be necessary for the province to provide the new funding that would be required to train and certify all firefighters to achieve the standards before the mandatory training and certification regulation comes into force.
- Municipal fire services will need to identify clearly how achievable the mandatory certification will be and the additional training costs that will be necessary. The value of any additional training (both time and costs) should be outlined in your response.
 - If the province does not provide liability indemnification, MCSCS should make the required training funding available to municipal fire services for all the identified NFPA professional qualifications at least at least 12 months before the training and certification regulation comes into force
 - If the province does provide liability indemnification to accompany these regulations, the province should provide sufficient funding to municipalities to cover the new training and certification costs for those designated positions at least at least 12 months before the training and certification regulation comes into force for those positions.
 - If sufficient provincial funding is not provided to municipal governments, the province will be knowingly creating a new unfunded mandate on municipalities.
- That the Mandatory Training and Certification regulation not come into force until at least July 1, 2019, preferably January 1, 2020, to allow municipal councils and their fire services to make all the necessary training funding decisions. It will also enable the provincial government to provide the necessary funding for training and liability indemnification 12 months prior to the regulations coming into force.

Overall the exposure for the Municipality is financial, logistics and the burden on the Volunteer Firefighters. Financially there is everything from the costs of study material in the form of books at \$50.00 per person (not everyone can do on-line), the cost of upgrading the internet infrastructure in the Fire Stations, but most importantly the cost of running the program. For the Township this means another Full Time Equivalent (FTE) that for the most part, at first would just get this program together. There is no doubt the FTE would do other things but I think they would be committed to solely re-doing the program including the recruit program for some time. Of course there is a cost for the volunteer's firefighters as well. Some of the time could be allocated to regular training nights however there would be additional time for training of instructors, practical testing etc. If this is spread out over 5 years this would have an impact on the budget however

might not be as bad. However if this was expected in a year or two a quick look would add double or triple costs to the budget. The unforeseen cost in all of this is the viability of keeping the volunteer firefighter. If we don't allow time to complete this, we will lose good people because they just don't have the time. In addition the new recruits will be asked to commit more time before we even give them a pager. Funding from the province is essential to accomplish this as well. Grant money earmark for NFPA training is something that they should be providing for this.

From my perspective South Frontenac should be against the standard for firefighters however our issue is the timelines and the financial cost. This issue was started in 2012 and unfortunately many departments including South Frontenac didn't get on it fully back then, rather they just did what they had to versus planning for the future. Fire Departments all knew this was coming. Notwithstanding that this is a large task and the AMO paper is right I wouldn't want to be the Municipality who doesn't get on board. It is doable but not on the current budget or the timelines the Ministry wants.

AMO Policy Update

February 20, 2018

Public Reporting Fire Regulation Posted for Municipal Comments

On February 16th the Ministry of Community Safety and Correctional Services (MCSCS) released the proposed Public Reporting for Fire Department Response Times Regulation under the *Fire Protection and Prevention Act, 1997* (FPPA).

With this latest posting, MCSCS is looking for comments on this draft regulation in addition to the other proposed two regulations that were posted for comment on January 30, 2018:

- Mandatory Training and Certification for Firefighters; and
- Community Risk Assessments.

The deadline for the January 30 postings is March 11, while comments on the draft Public Reporting regulation are due on March 18, 2018. We encourage all municipal councils with fire services to work with your Fire Chief and fire services to develop a comprehensive response for your municipality on all three regulations.

What does the Public Reporting Regulation say?

- As of January 1, 2020, public reporting on fire responses will be required according to a series of reporting criteria, depending on the type of fire service the department provides (e.g. full-time/"non-volunteer", composite or volunteer).
- The proposed reporting standards are based on the National Fire Protection Association (NFPA), a United States trade association, with some international members, that creates and maintains private, copyrighted standards and codes for usage and adoption by local governments.
- The NFPA 1710 standard is for full-time fire services and the NFPA 1720 standard is for volunteer fire services. Composite fire services by their nature will need to use both standards in separate zones under the service where appropriate.
- Response time calculations for each fire department will be supplied by the Office of the Fire Marshal and Emergency Management, unless departments have sufficient resources to do the calculations internally.
- Fire departments will have to submit their public report to the Fire Marshal within six (6) months after receiving their calculation.
- Before it is submitted to the Fire Marshal, the fire department will be required to give the public report to their local municipal council, or each municipality in the group of municipalities if fire protection services are provided.

It is suggested that municipal responses to the draft Public Reporting regulation focus on:

Fundamentally if passed this will take out of the hands of Council the ability to set their own levels of service based on local needs and circumstances. NFPA 1720 certainly is a great guide for review when setting the levels of service, however it is US based and if you look at the makeup of the committee there are 22 primary members on the committee with only 1 representative from Canada who is from the Canadian Volunteer Fire Service Association which has very few, if any members in Ontario. There is also no member from a Council or Municipal government or the Ontario Association of Fire Chiefs that is a sitting member on the committee.

Even if you could meet the standard it has a large financial price tag to it as well in order to meet the standard. The response standards talks about setting times and number of on-scene personnel. What happens if you can't meet these standards?

The timelines again are very tight to even try and look at implementing this standard. Unlike the training standard there has not been any talk about using this as a standard in the province other than as a reference. Therefore we as a department have not been preparing for this. In addition, who is going to collect and analyze the data and develop recruitment and training programs in an effort to meet the standard? I think in your case the Fire Chief has enough on his plate.

As with the training standards it is not a bad thing to have a council approved level of service standard set for your community based on the needs, circumstances and ability to pay. But that should be Council's decision.

It is not clear on what would happen if the municipal council disagrees or raises concerns with the fire department's public report on response times. This raises concerns with principles of good governance and accountability as the draft regulation has the fire department providing the public report to the Fire Marshal directly.

- It is not clear on what would happen if the municipal council disagrees or raises concerns with the fire department's public report on response times. This raises concerns with principles of good governance and accountability as the draft regulation has the fire department providing the public report to the Fire Marshal directly.
- It is problematic that a municipal council does not appear have a decision-making role in the proposed reporting process.
- There is concern on how the proposed regulation is drafted with respect to composite fire services:
 - As currently written, if a first emergency response unit doesn't have a volunteer firefighter on it, the standard for the reporting would be for a full-time service (1710).
 - However a composite service may have the second, third and other units responding to the event to be composed of volunteers.

- This could have the effect of having those zones where it is primarily volunteers but with some full-time firefighters being categorized as a full-time service for reporting which may not reflect the reality of the fire service and its composition.
- It is critically important that this draft regulation does not establish service levels that are not required by the 1720 standard for a volunteer fire service or that zone of a composite fire services that is primarily volunteer:
 - The 1720 volunteer standard does not set out a defined numerical performance level.
 - The 1720 standard is locally determined depending on the population, densities and distances to cover.
 - Specifically the Schedule 2(1) 1 should not require a 90%, or any other defined performance level as response times depends on the population, densities and distances to cover.

As you can see, there are significant fiscal, risk management, timing and technical aspects that require local consideration and comment. Stay tuned for AMO's comments on these three draft regulations in early March.

To assist AMO members in the development of their municipal responses to the draft MCSCS fire regulations, refer to our January 30th AMO Briefing Note on Draft Regulations for an analysis of what the previously released two draft regulations may mean to your local governments.

We appreciate the efforts of local governments to respond, as it is important that the province receives a full set of consultation responses that reflect the diversity of Ontario's municipalities.

Note for Clarification on Grandfathering: MCSCS recently advised that the opportunity to grandfather existing firefighters to NFPA standards will not be open to everyone if the regulations are approved, but rather only to those who were provided the opportunity previously (in 2014), and chose to not certify at that time as it was not mandatory. This is a shift from the previously understood position, so it is recommended that municipalities include a request for a more open approach to grandfathering all in responding to the draft mandatory certification regulation.



REPORT TO COUNCIL CLERKS DEPARTMENT



AGENDA DATE: March 6, 2018

SUBJECT: Prince Charles Public School – Playground Equipment

RECOMMENDATION

That Council donate \$1000.00 to Prince Charles Public School for their fundraising campaign to enhance their outdoor playground equipment fund.

BACKGROUND

Council has received funding requests for new playground equipment at Loughborough Public School, Harrowsmith Public, School and Perth Road Public School and donated \$1000.00 to each of their fundraising campaign for new playground equipment.

The attached correspondence has been received from Alison Williams, School Advisory Chair, at Prince Charles Public School with a request for financial assistance to help with their fundraising efforts for enhance their outdoor playground equipment fund.

ATTACHMENTS

Correspondence from Alison Williams, School Advisory Chair, Prince Charles Public School

Submitted/approved by:

Angela Maddocks
Deputy Clerk



Peter Mouncey, Principal
April Ianni, Office Coordinator
Suzanne Ruttan, Trustee
<http://princecharles.limestone.on.ca>

Box 100, 6875 Hwy 38,
Verona, Ontario
K0H 2W0
(613) 374-2003

Prince Charles Public School

https://twitter.com/PrCharles_LDSSB



February 26, 2018

Mayor Ron Vandewal
Township of South Frontenac
4432 George St.
Sydenham, ON
K0H 2T0

Dear Mayor Vandewal and the Township of South Frontenac Council,

My name is Alison Williams, and I am the SAC Chair at Prince Charles Public School in Verona. The Parent Council has been working diligently on our outdoor playground equipment fund for over two years now. We have been raising funds through as many fundraising means as possible. As you are aware, funds provided by the Limestone District School Board and the province do not include playground replacements, so we have been raising the funds 100% by the school community.

At this time, we would like to approach and ask the Township of South Frontenac if they would consider helping and supporting our student body in the form of a donation to help us enhance our outdoor equipment fund. Any contribution would be appreciated.

On behalf of Prince Charles Public School and the deserving student body, I wish to thank you in advance for considering our request. Please do not hesitate to contact us at ali32_kiwi@hotmail.com or at the school at 613-374-2003 if you have any questions or require additional information.

Sincerely,

Alison Williams
Prince Charles Public School
School Advisory Chair



INFORMATION REPORT TO
COUNCIL

PUBLIC WORKS



AGENDA DATE: March 6, 2018

SUBJECT: PW-2018-08 – Storrington Centre Renovations

RECOMMENDATION

For information only

BACKGROUND

Tender PR-2018-08 closed February 28, 2018 for the renovations at the Storrington Centre. Four (4) bids were received and are listed below. The Anglin Group are currently completing construction of the new Fire Hall on Perth Road.

CONTRACTOR	Price excluding HST
The Anglin Group	\$ 201,069.00
David J. Cupido Construction	\$208,000.00
Robert J. Bourgon & Associates	\$ 241,640.75
Wemp & Smith Construction	\$ 259,000.00
Prices do not include HST	

Through delegated authority, The Anglin Groups’ bid has been accepted to complete the Storrington Centre Renovations.

FINANCIAL IMPLICATIONS

There is an approved amount of \$333,000 in the 2018 Capital Budget for renovations at the Storrington Centre.

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager

Prepared by:

Jamie Brash
Supervisor, Facilities/Solid Waste



INFORMATION REPORT TO
COUNCIL
PUBLIC WORKS DEPARTMENT



AGENDA DATE: March 6th, 2018

SUBJECT: Tender No. PW-2018-10 for Fire Hall Site Works

RECOMMENDATION:

For information only

BACKGROUND:

The Public Works Department budgeted for Site Works at the new Fire Hall No.6 in Perth Road Village and a tender was sent out. This tender was advertised on the internet, and in the local paper. This tender closed on February 28, 2018 and twelve bids were received.

The results, in ascending order, are as follows:

<u>Supplier</u>	<u>Total (Incl. HST)</u>
Kiley Paving Ltd.	\$197,625.70
Bricaza Corporation	\$198,463.03
Anglin Group Ltd.	\$220,436.23
O. Bettschen Construction Ltd.	\$224,985.54
Crains Construction Ltd.	\$227,826.08
Dig'N Dirt Ltd.	\$236,333.82
Aarde Construction Ltd.	\$242,975.05
Wemp and Smith Construction Ltd.	\$257,848.08
K. Mulrooney Trucking Ltd.	\$282,348.05
Dedicated Construction and Excavation	\$289,224.60
Morven Construction Ltd.	\$335,856.45
CSL Group Ltd.	\$427,488.89

The submission of the low bidder has been evaluated and was found to be accurate and complete. Kiley Paving Ltd. is a reputable contractor who has provided site works and paving services to the Township in the past.

For these reasons, and also because their tendered price was \$837.33 lower than the bid from Bricaza Corporation, the Public Works Department has awarded the tender, through delegated authority, to Kiley Paving Ltd., for \$197,625.70, including HST.

FINANCIAL/STAFFING IMPLICATIONS:

An Amount of \$250,000.00 was approved in the 2018 Capital Budget for the site works at the new Fire Hall No.6 in Perth Road Village. For this tender, with the



INFORMATION REPORT TO
COUNCIL
PUBLIC WORKS DEPARTMENT



Non-Rebataable HST component included, the townships cost will be \$177,968.06.

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Works Manager

Prepared by:

David Holliday
Area Supervisor



REPORT TO COUNCIL FIRE SERVICES



AGENDA DATE: March 6th, 2018

SUBJECT: Status of Fire Service Interim Report

RECOMMENDATION:

That Council Receive this Report for Information.

BACKGROUND:

With the Retirement of Fire Chief Rick Chesebrough the Municipality has contracted Terry Gervais to serve as the Acting Fire Chief in the interim until a new Fire Chief can be hired.

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

Meetings with the following have been conducted to date:

- CAO
- Treasurer
- Deputy Fire Chiefs
- Captains
- Firefighters on Station Training Nights
- Health & Safety Committee
- Township Staff
- Area Fire Chiefs
- Individual Firefighters upon Request

Future Meeting are planned with:

- Firefighters
- Ontario Fire Marshall & Emergency Management Field Officer

In addition to the meetings with staff, a tour of the Municipality and Stations has been completed and a review has been begun on current and past files.

DISCUSSION:

Legislative Requirements

A full review of all Legislative requirements has not yet been completed, however at a first look it appears that things like reporting to the Office of the Fire Marshal and Emergency Management are being completed on time as well as compliance with the Driver Training Program.

A closer look into the training records, inspection reports and Health & Safety compliance must be completed before recommendations can be made to Council.

Interim Initiative

A meeting has been scheduled with the Station's Health and Safety Committee's to review the structure of the committee as well as any outstanding issues.

Our strength is our community.



REPORT TO COUNCIL FIRE SERVICES



Department Operations

The initial review of the department has shown that it is operating in 4 distinct silos or operations. There are a number of reasons why this is happening, however two of the main ones are; an organizational structure based on previous pre-amalgamation boundaries and the demographics of the Municipalities.

Other issues include the lack of clear lines of authority, following the chain of command and individual members or the Associations taking on initiatives on their own that may or may not have been approved, or fit within the department goals and objectives.

Training is another area that has to date been very fragmented with no clear direction from management as to setting common standards to meet the applicable legislation.

Interim Initiative

Several meetings have been held with the Deputies to begin the discussions on how to increase communications throughout the entire department. In addition direction has been provided to the Deputies to begin making decisions based on the needs of the whole department versus their individual areas.

The Deputy Chiefs have been assigned portfolios that they are responsible for department wide. Some portfolios require committees to assist the Deputies and they are to include firefighters from all stations or areas of the department.

A meeting has been held with the Officers to begin the process of opening up communications among the Officers. Additionally, they have been informed of the new portfolios of the Deputy Chiefs and how the Chain of Command will work on a go forward basis for the department.

Records Management

The management of the department's records is a cumbersome process or non-existent. Hard copy filing is located in a number of locations including being kept with the Officers or Firefighters themselves. Electronic files are the same. There are many instances where files for inventory or training are being kept by the person in charge of the program. While it is positive that records are being kept they must be stored on the Municipality's server to ensure retention and assess is proper.

The Municipality has a Records Management System (RMS) that is being used by the Fire Service, Treasury and Building Departments. For the Fire Service access to the program is limited to the Fire Chief and a couple of members. While the lack of training is one of the reasons for this one another bigger issue is conductivity at the Fire Stations and access to a computers.

Interim Initiative

For electronic filing a number of initiatives are taking place including providing training for staff who require access to the program, working with IT to review the RMS program and conductivity requirements and getting immediate access to those required to use the program.

For hard copy filing; personnel and applicable departmental records are being moved to the Township Office to be corporately filed.



REPORT TO COUNCIL FIRE SERVICES



Fire Chief Recruitment Process

The recruitment of a new Fire Chief process was developed in conjunction with the CAO and the HR/Legislative Compliance Officer. The posting date for the new Fire Chief was February 9th, 2018, with a closing date of March 2nd, 2018. Initial interviews are scheduled on March 12th and 13th and 2nd interviews will be scheduled as required. It is the expectation to have a new Fire Chief approved and in place by May 1st, 2018.

With the initial assessment of the requirements of the Municipality and the department it is recommended that the New Fire Chief be experienced and educated on applicable legislation including the Fire Protection and Prevention Act, the Ontario Health and Safety Act, the management of a Volunteer Fire Service and have a strong administrative skill set.

While it is imperative that the new Fire Chief has a good understanding of firefighting strategy and tactics and be able to support the Deputies, Officers and Firefighters on the scene it is more important to have someone who can do the administrative side of the position.

Today’s Fire Service requires Fire Chiefs to spend the majority of their time meeting the needs of the Province, the community, the Municipality and the firefighters. As well they are tasked with ensuring the department is meeting the Fire Protection and Prevention Act, other applicable Legislation and Health & Safety requirements.

Conclusion

The preliminary review of the department has shown that the Deputies, Officers and Firefighters are very dedicated to providing excellent service to their communities; however as with any organization they need direction, guidance, support and accountability. Additionally, barriers must be broke down that will move the department ahead as one cohesive unit that provide the appropriate level of service to all residents of the Municipality.

The final report for Council will provide more in-depth details into all areas of the Fire Department, including making initial recommendations to Council on the organization structure, staffing levels, resource deployment and the overall operations.

FINANCIAL/STAFFING IMPLICATIONS:

None at this time

ATTACHMENTS:

None

Submitted/approved by:

Terry Gervais, Acting Fire Chief

Prepared by:

Terry Gervais, Acting Fire Chief



REPORT TO COUNCIL
TREASURY DEPARTMENT



AGENDA DATE: March 6th, 2018

SUBJECT: 2017 Statement of Remuneration and Expenses Paid to Council Members

RECOMMENDATION:

This report is for information only

BACKGROUND:

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

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

Remuneration is paid based on by-law 2007-15, “A By-Law to Provide for the Remuneration for Members of Council”. Council remuneration was reviewed and updated under resolution 2014-01-6 (Council report attached)

The breakdown of Remuneration and Expenses paid to Council Members for the Year Ended December 31, 2017 is provided below. Payments under “Other” consist primarily of communication and travel expenses. The communication allowance is paid at the same time as the honorarium at a rate of \$50 per month.

Brad Barbeau		Patricia Barr	
Meetings	1,050.00	Meetings	2,500.00
Honorarium	11,662.43	Honorarium	12,647.66
Conference Per Diem	0.00	Conference Per Diem	1,000.00
Mileage	108.90	Mileage	1,541.10
Other	561.34	Other	725.43
Total	13,382.67	Total	18,414.19
John McDougall		Alan Revill	
Meetings	3,650.00	Meetings	4,150.00
Honorarium	12,466.68	Honorarium	13,666.68
Conference Per Diem	750.00	Conference Per Diem	750.00
Mileage	1,778.15	Mileage	3,053.05
Other	778.38	Other	794.79
Total	19,423.21	Total	22,414.52
Norman Roberts		Mark Schjerning	
Meetings	2,375.00	Meetings	350.00
Honorarium	14,457.46	Honorarium	12,466.68
Conference Per Diem	1,000.00	Conference Per Diem	0.00
Mileage	1,367.90	Mileage	36.85
Other	1,154.52	Other	600.00
Total	20,354.88	Total	13,453.53



REPORT TO COUNCIL
TREASURY DEPARTMENT



Ron Sleeth		Ross Sutherland	
Meetings	1,750.00	Meetings	1,650.00
Honorarium	12,466.68	Honorarium	12,466.68
Conference Per Diem	0.00	Conference Per Diem	500.00
Mileage	800.25	Mileage	1,216.60
Other	600.00	Other	600.00
Total	15,616.93	Total	16,433.28

Ron Vandewal	
Meetings	0.00
Honorarium	27,990.19
Conference Per Diem	2,200.00
Mileage	2,783.55
Other	1,595.17
Total	34,568.91

In a report to Council in May 2017 (copy attached), the Federal budget, at that time, was proposing a change to how Council Compensation is taxed. This proposal has been passed and Council remuneration as of 2019 will be fully taxable. Currently, 1/3 of the compensation is tax exempt.

The chart below represents the 2018 compensation along with the 1/3 tax exemption.

Position	Annual Salary	1/3 Exemption
Mayor	29,932	9,796
Deputy Mayor	14,931	4,977
Councillor	12,716	4,238

ATTACHMENTS:

2014-01-6 Council Compensation Review Approved Recommendations
2017 Staff Report -Council remuneration tax exemption change

Submitted/approved by:

Louise Fragnito

Prepared by:

Louise Fragnito



STAFF REPORT
CLERKS DEPARTMENT

PREPARED FOR COUNCIL: **December 20, 2013**

AGENDA DATE: **January 7, 2014**

SUBJECT:

Remuneration for Next Council

BACKGROUND:

The last time that Council set the base honorarium paid to members of Council was 2007. At that time the base was established and future increases were tied to the percentage adjustments that were negotiated under the collective agreement.

The 2013 base honorarium is:

- Mayor \$19,422.51
- Deputy Mayor \$13,656.23
- Councillor \$11,630.25

By-law 2007-15 also set the half day meeting rate at \$50 and full day meeting rate at \$150. These rates have not been adjusted since. There is a detailed listing of examples on what qualifies and what doesn't qualify as a meeting.

Council directed the CAO and Treasurer to form a Citizen led working group to research evaluate and make recommendations on the method and level of Council compensation for Council members elected in 2014. Supported by the Chief Administrative Officer and the Treasurer this working group was to provide direction on relative comparators, review survey data, compare the scope of the roles and responsibilities and develop and present recommendations for Council's consideration.

A three member group was recruited, with representatives from Bedford and Loughborough, representing both private and public experience with expertise in Human Resources and Senior Management.

The group was provided with background information on the current compensation of Council, the policies around meetings and conferences as well as the 2012 overall compensation levels.

The committee considered various comparator groups.

One grouping considered was neighbours with whom South Frontenac shares a border excluding the City of Kingston. This included:

• Central Frontenac • Tay Valley • Leeds and Thousand Islands	• Stone Mills • Rideau Lakes • Loyalist
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The second grouping was the municipalities recommended by McDowell and Associates that were accepted by Council as the 2012 Pay Equity Comparators for non-union staff. This included:



STAFF REPORT
CLERKS DEPARTMENT

• Mississippi Mills • Trent Hills • South Stormont • North Grenville • Loyalist	• Leeds and thousand Islands • Elizabethtown-Kitley • Smith-Ennismore-Lakefield • Springwater
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While comparators with a population between 10,000 and 20,000 were seen as appropriate this was narrowed down to the 5 municipalities that were larger than South Frontenac and the 5 smaller. This group included:

• Kenora • Russell • West Nipissing • North Grenville • St. Clair	• Pelham • Loyalist • Bracebridge • Petawawa • Port Hope
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It is worth noting that Loyalist Township falls within each of the three comparator groups. It is both a neighbour, close in size and an adopted pay equity comparator. The primary differences lie in the lack of seasonal population, the diversification of the tax base and the expanded services offered. North Grenville falls within two of the comparator groups. It is both close in size and is an adopted pay equity comparator.

In developing the survey the committee recommended that base line information be obtained on the following factors:

• Population • Households • Size of Council • Operating budget • Roll based assessment	• Percentage of assessment that is residential • Significance of seasonal population • Services offered including water, sewage, garbage, independent police
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In addition compensation data was obtained including:

• Annual compensation for Mayor, Deputy Mayor and Councillor • Group benefits	• Mileage polices • Meeting fees • Conference per diems
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Overall twenty one (21) unique municipalities were identified as potential comparators and each was sent a survey. After following up, responses were received from 15.

After reviewing the survey responses and the appropriateness and reasonableness of the various comparators, the committee determined that the pay equity comparators be used as the basis for it's recommendation.

The pay equity comparators were adopted by Council for the non-union staff group based on the recommendations of McDowell and Associates. In their report they stated:

- Market comparators were selected having regard to the following criteria:
- Municipalities of comparable size (population/household);
 - Municipalities with similar employment markets (geographic location);
 - Municipalities providing equivalent scope, or "like" services;
 - Municipalities with similar population/households with urban/rural mix; and
 - Municipalities with similar seasonal influx.



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CLERKS DEPARTMENT

A summary of the survey results for the comparator group is attached.

ANALYSIS:

From the majority of survey responses received, members of Council generally do not receive additional compensation for attendance at committee meetings therefore the committee recommends that the structure of the Mayor’s compensation be changed to an all-encompassing honorarium with no provision for additional meeting expenses.

It is recommended that the current honorarium for the Mayor be increased from \$19,422.51 to \$28,816 including meeting fees to match the average honorarium of the pay equity comparators. In our analysis we have estimated meeting fees based on 2012 at \$3,600. This brings the Mayor’s projected remuneration to \$23,023 for 2013. See attached breakdown of remuneration and expenses for 2012 for the Mayor, Deputy Mayor and Councillors. The proposed change represents an increase of \$5,793 (~25%). In an effort to be fiscally responsible this increase is to be phased in over a four year period representing approximately 6% increase per year as follows:

Effective	Dec 1, 2014	\$24,471.25
	Dec 1, 2015	\$25,919.50
	Dec 1, 2016	\$27,367.75
	Dec 1, 2017	\$28,816.00

In South Frontenac there is no defined role for the Deputy Mayor beyond serving as a Councillor and chairing Council meetings in the Mayor’s absence. Other responsibilities are upon request of the Mayor and are currently compensated as additional meetings. With this limited role the committee recommends that the current honorarium and structure of the Deputy Mayor’s compensation remains unchanged at \$13,656.23 plus meeting fees. When considering the 2012 meeting fees of \$3,600 in addition to the 2013 honorarium this equals a projected remuneration of \$17,256 for 2013. The annual honorarium is above a Councillor and the meeting fees provides flexible compensation relative to the frequency of additional work associated with attendance on behalf of the Mayor

The average honorarium for a Councillor in the pay equity comparator group is \$15,843 with no meeting fees. The average annual remuneration for a South Frontenac Councillor based on the 2013 honorarium plus the average meeting fees for the 7 Councillors in 2012 is \$15,887. The committee recommends that the current honorarium and structure for Councillor compensation remain unchanged at \$11,630.25 plus meeting fees. This continues to offer flexible compensation for Councillors who more actively participate on committees. The attached breakdown of Councillor’s compensation reflects Councillor meeting fees for 2012. These meeting fees added to 2013 honorarium reflect compensation ranging from \$14,230 to \$17,880 based on the number of meetings attended.

Pay equity comparators generally provide additional compensation to members of Council for attendance at full day conferences in addition to covering travel and accommodation. The committee recommends that honorariums for attendance at Conferences continue to be paid as per the existing policy for all members of Council.

In order to avoid lagging behind and creating a greater gap to be addressed in the future and to be respectful of Council yet reflecting a commitment to township staff it is recommended that the method of adjusting the annual honorarium remains tied to the percentage change negotiated for unionized employee



STAFF REPORT
CLERKS DEPARTMENT

RECOMMENDATION:

1. The structure of the Mayor’s compensation is changed to an all-encompassing annual honorarium with no provision for additional meeting fees.
2. The Mayor’s annual honorarium to be set at \$28,816. However in an effort to be fiscally responsible this is to be phased in as follows:

Effective	Dec 1, 2014	\$24,471.25
	Dec 1, 2015	\$25,919.50
	Dec 1, 2016	\$27,367.75
	Dec 1, 2017	\$28,816.00
3. The structure of the Deputy Mayor’s compensation remains an annual honorarium plus meeting fees.
4. The Deputy Mayor’s annual honorarium remains at \$13,656.
5. The structure of a Councillor’s compensation remains an annual honorarium plus meeting fees.
6. A Councillors annual honorarium remains at \$11,630.
7. The meeting fees remain unchanged at \$50 for a half day meeting and \$150 for a full day meeting.
8. That an honorarium for attendance at Conferences continues to be paid as per the existing policy for all members of Council.
9. The method of adjusting the annual honorarium remains tied to the percentage change negotiated for unionized employee.

Submitted/approved by:

Prepared by:

Christine Bell
Lois Burrows
Sandy Cameron

Wayne Orr, CAO



STAFF REPORT
CLERKS DEPARTMENT

Council Compensation Results:						
				<u>Honorarium</u>		<u>1/2 day -</u>
<u>Region/County/District</u>	<u>Municipality</u>	<u>Pop.</u>	<u>Honorarium</u> <u>Mayor</u>	<u>Deputy</u> <u>Mayor</u>	<u>Honorarium</u> <u>Councillor</u>	<u>Full day</u> <u>mtgs</u>
LEEDS & GRENVILLE COUNTY	LEEDS & THOUSAND ISLANDS	8743	18,132	16,516	13,854	0/0
LANARK COUNTY	MISSISSIPPI MILLS	11279	31,226		15,130	0/0
NORTHUMBERLAND COUNTY	TRENT HILLS	11739	29,805	16,299	13,692	0/0
STORMONT, DUNDAS & GLENGAIRIE	SOUTH STORMONT	11920	29300	16500	14000	100
LEEDS & GRENVILLE COUNTY	NORTH GRENVILLE	14500	29,843		17,906	0/0
LENNOX AND ADDINGTON	LOYALIST	15629	28,935	20,111	15,641	0/0
PETERBOROUGH COUNTY	SMITH-ENNISMORE-LAKEFIELD	17413	30,258	19,515	16,515	75/150
SIMCOE COUNTY	SPRINGWATER	18679	33,026	25,219	20,004	0/0
FRONTENAC COUNTY	TOWNSHIP OF SOUTH FRONTENAC	14807	19,423	13,656	11,630	50/150
sample size of 8 of 9	AVERAGE of PAY EQUITY	13,738	28,816	19,027	15,843	
	2012 Honorarium + meeting fees ¹		22,623	16,975	15,648	
	2013 Honorarium + projected meeting fees ²		23,023	17,256	15,887	
NO DATA FROM:						
Leeds and Grenville County	Elizabethtown-Kitley	9631				
	¹ Mayor and Deputy Mayor taken from attached 2012 breakdown of remuneration, Councillor amount equals honorarium + average of meeting fees for 7 Councillors					
	² Mayor amount equals 2013 honorarium + 2012 meeting fees, Deputy Mayor amount equals 2013 honorarium + 2012 Deputy Mayor meeting fees, Councillor amount equals 2013 honorarium + 2012 average of meeting fees for 7 Councillors					



STAFF REPORT
CLERKS DEPARTMENT

Prepared for Council: April 15th, 2013

Agenda Date: April 23rd, 2013

SUBJECT:

Revised Statement of Remuneration and Expenses Paid to Council Members

BACKGROUND:

On March 26th, a statement of remuneration and expenses paid to Council members was presented for information.

ANALYSIS:

The statement of remuneration and expenses paid to Council members for the Year Ended December 31, 2012 has been revised below to adjust amounts presented in the “Other incl fax line/supplies” category.

Gary Davison		John McDougall	
Meetings	3,600.00	Meetings	3,600.00
Honorarium	19,023.03	Honorarium	13,375.35
Conference Per Diem	2,950.00	Conference Per Diem	950.00
Mileage	2,637.90	Mileage	2,264.70
Other incl fax line/supplies	1,320.54	Other incl fax line/supplies	255.73
Allan McPhail		Cam Naish	
Meetings	5,550.00	Meetings	2,600.00
Honorarium	11,391.03	Honorarium	11,391.03
Conference Per Diem	450.00	Conference Per Diem	0.00
Mileage	1,331.00	Mileage	899.80
Other incl fax line/supplies	-	Other incl fax line/supplies	-
William Robinson		Del Stowe	
Meetings	3,350.00	Meetings	3,300.00
Honorarium	11,391.03	Honorarium	11,391.03
Conference Per Diem	1,450.00	Conference Per Diem	1,000.00
Mileage	991.65	Mileage	3,520.16
Other incl fax line/supplies	317.91	Other incl fax line/supplies	652.13
Mark Tinlin		Ron Vandewal	
Meetings	5,450.00	Meetings	6,250.00
Honorarium	11,391.03	Honorarium	11,391.03
Conference Per Diem	2,200.00	Conference Per Diem	1,450.00
Mileage	7,182.90	Mileage	1,893.65
Other incl fax line/supplies	1,266.05	Other incl fax line/supplies	998.55
Larry York			
Meetings	3,300.00		
Honorarium	11,391.03		
Conference Per Diem	450.00		
Mileage	2,447.50		
Other incl fax line/supplies	103.90		

RECOMMENDATION:

This report is for information only.

Submitted/approved by:

Louise Fragnito, Treasurer

Prepared by:

Louise Fragnito, Treasurer



REPORT TO COUNCIL
Treasury Department



AGENDA DATE: May 16, 2017

SUBJECT
Council remuneration tax exemption change

RECOMMENDATION
This report is for information only.

BACKGROUND
On March 22, 2017, the Federal budget proposes changes to the non-taxable portion of Council Compensation. Currently, 1/3 of Council compensation is tax exempt, as of 2019, this tax exemption would be removed and Council compensation would be fully taxable.

Below is the excerpt from the Federal Budget explaining the change:

Providing Greater Consistency

Budget 2017 also makes changes to improve consistency in the treatment of similar kinds of income and the consistency of tax measures with other priorities of the Government and current economic conditions.

Employee Benefits and Allowances

In today's workforce, many Canadians receive benefits—such as a daily food allowance or transit fare—which are counted as taxable income. Yet certain tax measures allow some individuals to pay less than their fair share of taxes on such benefits. These measures are unfair and they lack a strong policy rationale. To improve consistency, Budget 2017 proposes to:

- Remove the tax exemptions for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders. This exemption is only available to certain provincial, territorial and municipal office holders, and provides an advantage that other Canadians do not enjoy.

The chart below represents the 2017 compensation along with the 1/3 tax exemption.

Position	Annual Salary	1/3 Exemption
Mayor	27,915	9,304
Deputy Mayor	14,638	4,879
Councillor	12,467	4,155

This change has not yet been finalized through the Federal Budget approval process.

ATTACHMENTS
None

Submitted/approved by:
Louise Fragnito, Treasurer

Prepared by:
Louise Fragnito, Treasurer



Payment Listing
For the period of February 21, 2018 to March 6, 2018

Accounts Payable Payment Listing:

For the period of February 21, 2018 to March 6, 2018 827,868.03

Payroll Payment Listing:

Pay Period #5 Pay date February 28, 2018 80,817.43
For the period of February 11, 2018 to February 24, 2018

Council Honorarium Pay date February 28, 2018 15,934.24
For the period of February 1, 2018 to February 28, 2018

Total Payments

\$ 924,619.70

RECOMMENDATION:

1. It is recommended that Council receive for information the listing of the Accounts Payable and Payroll for the period ending March 6, 2018 in the amount of \$ 924,619.70

Submitted/approved by:
Stephanie Kuca - Deputy Treasurer

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Ranges: From: To:

Cheque Date: 2018-02-21 2018-03-06

Distribution Types Included:
PURCH, MISC

10 GG

0000 Gen

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008896	2018-03-06	66240	THE FRONTENAC NEWS	Ad-18/02/22	\$661.44
Total EFT000000008896					\$661.44
Total Gen					\$661.44

1000

Cheque	Date	Inv #	Vendor	Description	Amount
069272	2018-03-06	18/02/06	KIDD ELECTRICAL & CONTRACTING	Install 2X4 LED Fixture	\$152.64
Total 069272					\$152.64
069279	2018-03-06	18/01/01-48 18/01/13-02-2 18/01/31-10	SNIDER, PERCY	Snow Plowing Snow Plowing Snow Plowing	\$152.64 \$610.56 \$457.92
Total 069279					\$1,221.12
EFT000000008905	2018-03-06	2018-228	KINGSTON PLATE & WINDOW GLASS	Panic Bar, Lever +Storm Handle	\$1,215.01
Total EFT000000008905					\$1,215.01
EFT000000008910	2018-03-06	192245	LONDRY ALARMS	Add codes 34+35	\$40.70
Total EFT000000008910					\$40.70
EFT000000008922	2018-03-06	19036676	SUPERIOR PROPANE INC.	Propane	\$1,783.22
Total EFT000000008922					\$1,783.22
EFT000000008926	2018-03-06	6827	TRUE ELECTRIC	Tree Triming	\$101.76
Total EFT000000008926					\$101.76
Total					\$4,514.45

1100 Counc

Cheque	Date	Inv #	Vendor	Description	Amount
069278	2018-03-06	18/02/12	THE ROYAL CANADIAN LEGION	Ad-Military Serv. Recog. Book	\$306.18
Total 069278					\$306.18
Total Counc					\$306.18

1250 Clk

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008882	2018-03-06	21934	BAYRIDGE PRINTER PROS	Toner	\$103.79
Total EFT000000008882					\$103.79
EFT000000008913	2018-03-06	104358	PRINTFUSION INC.	March 2018 Newsletters	\$1,247.64
Total EFT000000008913					\$1,247.64
EFT000000008924	2018-03-06	3673 8693 8574	TROUSDALE'S FOODLAND	Coffee+ Cream Food-Chief Retirement Cream	\$20.13 \$67.77 \$2.69
Total EFT000000008924					\$90.59
Total Clk					\$1,442.02

1275 Fin

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008930	2018-03-06	43891	VERSUS BUSINESS FORMS & LABELS	Tax Bill Envelopes	\$3,764.10
Total EFT000000008930					\$3,764.10
Total Fin					\$3,764.10

1300 Elec

Cheque	Date	Inv #	Vendor	Description	Amount
069268	2018-03-06	7352	DATA FIX	Voter List Management Services	\$4,070.40
Total 069268					\$4,070.40
Total Elec					\$4,070.40

Total GG

\$14,758.59

20 PP&P

2100 Fire

Cheque	Date	Inv #	Vendor	Description	Amount
069272	2018-03-06	18/02/06	KIDD ELECTRICAL & CONTRACTING	LED wall pack	\$447.74
Total 069272					\$447.74

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

069277	2018-03-06		RECEIVER GENERAL RADIO LICENCES		
		20180043864	2018 Radio Licence Renewal		\$451.00
		20180043166	2018 Radio Licence Renewal		\$73.84
		20180043755	2018 Radio Licence Renewal		\$5,147.44
Total 069277					\$5,672.28
069279	2018-03-06		SNIDER, PERCY		
		18/01/24-46	Snow Plowing		\$407.04
		18/01/08-16-2	Snow Plowing		\$305.28
		18/01/15-25	Snow Plowing		\$101.76
		18/01/31-14	Snow Plowing		\$203.52
		18/01/16-33	Snow Plowing		\$915.84
		18/01/31-12	Snow Plowing		\$305.28
		18/01/01-50	Snow Plowing		\$152.64
		18/01/16-32	Snow Plowing		\$915.84
		18/01/31-09	Snow Plowing		\$305.28
		18/01/03-14	Snow Plowing		\$203.52
		18/01/13-42	Snow Plowing		\$305.28
		18/01/15-27	Snow Plowing		\$101.76
		18/01/24-11	Snow Plowing		\$305.28
		18/01/31-01	Snow Plowing		\$305.28
Total 069279					\$4,833.60
EFT000000008878	2018-03-06		BOULTON SEPTIC/LARMON'S		
		26543	Snow Plowing		\$610.56
		26325	Snow Plowing		\$101.76
Total EFT000000008878					\$712.32
EFT000000008880	2018-03-06		ANGLIN GROUP LTD		
		1807	Progress Draw #6		\$223,610.55
Total EFT000000008880					\$223,610.55
EFT000000008883	2018-03-06		BFP INC		
		1991	Extinguishers refilled		\$222.45
Total EFT000000008883					\$222.45
EFT000000008884	2018-03-06		BOWES CARPENTRY		
		150215B	Door+Frame btw Office+equip		\$1,545.73
		070218B	Closet around Electrical Panel		\$897.52
		070218B	Closet around Electrical Panel		\$897.52
Total EFT000000008884					\$3,340.77
EFT000000008898	2018-03-06		IMPACT PROPERTY SOLUTIONS		
		18059	Replace light fixture		\$251.95
Total EFT000000008898					\$251.95
EFT000000008902	2018-03-06		KENWORTH ONTARIO - KINGSTON		
		KS22006	Safety+ Service		\$474.60
		KS21954	Loose connection-Lights		\$193.41
		KS21955	Safety+Service+Air Leak		\$651.87
		KS21990	Air Leak		\$370.93
Total EFT000000008902					\$1,690.81
EFT000000008908	2018-03-06		LEONARD FUELS		
		3935-856638	384.3L @.934		\$365.25
		3935-860322	530.0 L @.947		\$510.74
		1057-860720	65.34 L @1.1407		\$74.51
		1057-866977	40.04L @1.0611		\$42.42
		1057-855560	471.7l @.947		\$454.56
		1057-864839	415.0 l @.954		\$402.88
		1057-859947	481.8 L @.950		\$465.76
		1057-858353	513.1L @.938		\$489.77
		1057-862223	500.0L @.939		\$477.76
Total EFT000000008908					\$3,283.65
EFT000000008917	2018-03-06		SELECT DOOR AND FRAME		
		32445	Welded Frame+Thrubolt		\$373.46
Total EFT000000008917					\$373.46
EFT000000008922	2018-03-06		SUPERIOR PROPANE INC.		
		18988435	Propane		\$721.17
Total EFT000000008922					\$721.17
EFT000000008925	2018-03-06		TROUSDALE'S HOME HARDWARE		
		78717	Flag pole rope		\$36.02
		78072	Foam+Plywood+Lumber		\$169.63
		78730	Lightbulbs		\$25.42
Total EFT000000008925					\$231.07
EFT000000008927	2018-03-06		UNITY SOD FARM LTD.		
		16296	Snow Plow		\$864.96
		16300	Murvale Creek		\$1,037.95
Total EFT000000008927					\$1,902.91
Total Fire					\$247,294.73

2110 Cvc#

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008918	2018-03-06		SIGNS PLUS		
		3023		11X Civic Signs	\$100.74
		3025		Civic Blade	\$9.16
Total EFT000000008918					\$109.90
Total Cvc#					\$109.90

2400 Police

Cheque	Date	Inv #	Vendor	Description	Amount
069274	2018-03-06		MINISTER OF FINANCE-POLICE SERVICES		
		14090218105		18/02 Policing Services	\$252,857.64
Total 069274					\$252,857.64
Total Police					\$252,857.64

2605 Build

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008897	2018-03-06		GRAND & TOY LIMITED		
		M095658		Yellow Paper	\$13.49
Total EFT000000008897					\$13.49
EFT000000008899	2018-03-06		INDEPENDENT TELEPHONE SERVICES		
		42710		Voicemail Boxes 2228+2233	\$66.14
Total EFT000000008899					\$66.14
Total Build					\$79.63

2620 Anml Ctl

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008876	2018-02-28		FRONTENAC MUNICIPAL LAW		
		SF-AC-2018-FEBRUARY		ANIMAL CONTROL 18/02	\$3,256.19
Total EFT000000008876					\$3,256.19
EFT000000008904	2018-03-06		KINGSTON HUMANE SOCIETY		
		SF_KHS POUND_18-1		18/01 Pound Services	\$136.58
Total EFT000000008904					\$136.58
Total Anml Ctl					\$3,392.77

2640 Bylaw enf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT0000000008876	2018-02-28		FRONTENAC MUNICIPAL LAW		
		SF-P-2018-FEBRUARY		PARKING BYLAW 18/02	\$457.92
		SF-P-2018-FEBRUARY		PARKING BYLAW 18/02	\$634.98
Total EFT0000000008876					\$1,092.90
Total Bylaw enf					\$1,092.90
Total PP&P					\$504,827.57

30 Trans

3000 PW OH

Cheque	Date	Inv #	Vendor	Description	Amount
069281	2018-03-06		TROPHY HOUSE		
		3209		Presentation Plaque R.L	\$50.88
Total 069281					\$50.88
EFT000000008909	2018-03-06		LOCAL AUTHORITY SERVICES LTD.		
		EPT001267		2018 Energy Planning Tool	\$254.40
Total EFT000000008909					\$254.40
Total PW OH					\$305.28

3010

Cheque	Date	Inv #	Vendor	Description	Amount
069265	2018-03-06		ATKINSON HOME	BUILDING CENTRE	
		138334		Baseboard, moulding etc.	\$169.09
		138838		Electrical Plug	\$8.13
Total 069265					\$177.22
EFT000000008879	2018-03-06		ABELL PEST CONTROL INC.		
		A0895151		Pest Control	\$66.71
Total EFT000000008879					\$66.71
EFT000000008888	2018-03-06		CINTAS		
		884131239		Uniform	\$27.68
		884131239		Cleaning supplies	\$90.73
		884133231		Cleaning Supplies	\$22.80
		884133231		Uniform	\$13.21
		884133240		Uniform	\$25.30
		884133240		Cleaning Supplies	\$127.80
Total EFT000000008888					\$307.52
EFT000000008893	2018-03-06		DRAPER DOORS		
		12093		New Push Button+ Repair Door#1	\$727.58
Total EFT000000008893					\$727.58
EFT000000008897	2018-03-06		GRAND & TOY LIMITED		
		M082481		Office Supplies	\$203.05
Total EFT000000008897					\$203.05
EFT000000008898	2018-03-06		IMPACT PROPERTY SOLUTIONS		
		18059		Replace light fixture	\$251.96
Total EFT000000008898					\$251.96
EFT000000008903	2018-03-06		KILEY PAVING		
		17-3301-HB		PAVEMENT REHABILITATION -HBACK	\$13,356.35
		17-3401R-HB		RAP and Rejuvenator	\$2,743.06
		17-3401R-HB		RAP and Rejuvenator	\$8,229.20
Total EFT000000008903					\$24,328.61
EFT000000008908	2018-03-06		LEONARD FUELS		
		0646-857591		757.2L @.950	\$731.99
		0363-860984		Lubes	\$22.56
		1056-865213		Lubes	\$950.44
		1058-858354		871.9l @.948	\$841.11
		1058-861924		932.7L @.948	\$899.76
		1058-853698		1357.8L @.947	\$1,308.47
		1058-864427		87L @1.0611	\$92.17
		1058-857085		87.01L @1.0611	\$92.17
		1058-857466		86.6L @1.0965	\$94.87
		1058-857758		45L @1.0965	\$49.29
		1058-857871		Lubes	\$188.78

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		1058-858068	76 L @1.0965	\$83.26
		1058-858129	77.01 L @ 1.0965	\$84.36
		858899	62.70L @1.0965	\$68.69
		1058-859554	87.50 L @1.0965	\$95.85
		1058-859899	77.51 L @1.0965	\$84.91
		1058-860369	50.85 L @1.0965	\$55.70
		1058-860625	Lubes	\$318.41
		1058-860971	106.55L @1.0965	\$116.72
		1058-861082	99.00 L @1.0965	\$108.44
		1058-861270	87.00 L @ 1.0965	\$95.32
		1058-862075	86.00 L @1.0965	\$94.21
		1058-862609	104.51 L@1.0611	\$110.73
		1058-862830	Lubes	\$24.47
		1058-862992	66.72 L @1.0611	\$70.69
		1058-864204	83.30 L @1.0611	\$88.24
		1058-864293	85.07 L @1.0611	\$90.12
		1058-85458	85.07L @1.0611	\$90.12
		1058-865660	80.00 L @1.0611	\$84.76
		1058-864915	62.66 L @1.0611	\$66.39
		1058-866475	95.00 L @1.0611	\$100.64
		1058-866927	74.80 L @1.0611	\$79.24
		1058-867364	57.01 L @1.0876	\$61.93
		4185-857592	515.5 L @.939	\$492.58
Total EFT000000008908				\$7,837.39

EFT000000008916	2018-03-06	75624068	SAFETY-KLEEN CANADA, INC.	16G Parts Washer-Solvent	\$427.70
Total EFT000000008916					\$427.70
EFT000000008923	2018-03-06	K584236	SWISH MAINTENANCE LIMITED	Garbage Bags	\$30.53
Total EFT000000008923					\$30.53
EFT000000008924	2018-03-06		TROUSDALE'S FOODLAND		
		9790		Water	\$23.94
		882		Water	\$79.80
Total EFT000000008924					\$103.74
EFT000000008926	2018-03-06	6833	TRUE ELECTRIC	Electrical Work at PW office	\$1,232.58
Total EFT000000008926					\$1,232.58
EFT000000008928	2018-03-06		UCF/MCKEOWN & WOOD FUELS		
		731723		2078.60 L @.936	\$1,979.80
		730973		1448.50 L @.922	\$1,359.02
Total EFT000000008928					\$3,338.82
EFT000000008929	2018-03-06	36412	VERONA HARDWARE LIMITED	Shovels+ Bolts + Cloth	\$43.51
Total EFT000000008929					\$43.51
Total					\$39,076.92

3210 Brushing

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008881	2018-03-06	24214392	BATTLEFIELD EQUIPMENT RENTALS	Switch Shaft+ triigger	\$27.63
Total EFT000000008881					\$27.63
Total Brushing					\$27.63

3310 Hardtop Patching

Cheque	Date	Inv #	Vendor	Description	Amount
069265	2018-03-06	139363	ATKINSON HOME BUILDING CENTRE	Lumber	\$64.92
Total 069265					\$64.92
069273	2018-03-06	25909	MCCULLOUGH METALS LTD.	Sheet metal for cold mix boxes	\$35.62
Total 069273					\$35.62
EFT000000008925	2018-03-06		TROUSDALE'S HOME HARDWARE		
		78906		Parts for Patching Boxes	\$34.14
		78891		Bolts for Patching Boxes	\$19.28
Total EFT000000008925					\$53.42
Total Hardtop Patching					\$153.96

3505 Snw Plwng

Cheque	Date	Inv #	Vendor	Description	Amount
069279	2018-03-06		SNIDER, PERCY		
		18/02/20-41		Snow Plowing	\$905.66
		18/02/21-43		Snow Plowing	\$184.19
		18/02/10-23		Snow Plowing	\$184.19
		18/02/11-24		Snow Plowing	\$184.19
		18/02/12-25		Snow Plowing	\$184.19
		18/02/13-26		Snow Plowing	\$184.19
		18/02/15-27		Snow Plowing	\$184.19
		18/02/15-22		Snow Plowing	\$905.66
		18/02/10-18		Snow Plowing	\$905.66
		18/02/11-19		Snow Plowing	\$905.66
		18/02/12-20		Snow Plowing	\$905.66
		18/02/13-21		Snow Plowing	\$905.66
		18/02/12-15		Snow Plowing	\$203.52
		18/02/15-16		Snow Plowing	\$162.82
		18/02/11-14		Snow Plowing	\$203.52
		18/02/05-43		Snow Plowing	\$905.66
		18/02/21-44		Snow Plowing	\$318.51
		18/02/21-45		Snow Plowing	\$195.38

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		18/02/21-46	Snow Plowing	\$146.53
		18/02/13-37	Snow Plowing	\$318.51
		18/02/13-39	Snow Plowing	\$195.38
		18/02/12-34	Snow Plowing	\$318.51
		18/02/12-35	Snow Plowing	\$195.38
		18/02/12-36	Snow Plowing	\$146.53
		18/02/11-31	Snow Plowing	\$318.51
		18/02/11-32	Snow Plowing	\$195.38
		18/02/11-33	Snow Plowing	\$146.53
		18/02/10-28	Snow Plowing	\$318.51
		18/02/10-29	Snow Plowing	\$195.38
		18/02/10-30	Snow Plowing	\$146.53
		18/02/13-40	Snow Plowing	\$146.53
Total 069279				\$11,316.72
EFT000000008906	2018-03-06	K MULROONEY TRUCKING LIMITED		
		2018-21913	Snow Plowing	\$6,310.14
		2018-21907	Snow Plowing	\$9,951.11
		2018-21908	Snow Plowing	\$11,283.15
		2018-21909	Snow Plowing	\$9,637.69
		2018-21910	Snow Plowing	\$6,830.34
		2018-21911	Snow Plowing	\$19,969.89
		2018-21912	Snow Plowing	\$17,726.08
Total EFT000000008906				\$81,708.40
Total Snw Plwng				\$93,025.12

3506 Snow Clearing Sidewalks

Cheque	Date	Inv #	Vendor	Description	Amount
069279	2018-03-06		SNIDER, PERCY		
		18/02/11-50		Snow Plowing	\$101.76
		18/02/11-50		Snow Plowing	\$93.62
		18/02/11-01		Snow Plowing	\$101.76
		18/02/11-01		Snow Plowing	\$69.20
		18/02/12-02		Snow Plowing	\$284.93
		18/02/12-02		Snow Plowing	\$203.52
		18/02/12-03		Snow Plowing	\$203.52
		18/02/12-03		Snow Plowing	\$187.24
		18/02/12-04		Snow Plowing	\$203.52
		18/02/12-04		Snow Plowing	\$138.39
		18/02/14-05		Snow Plowing	\$142.46
		18/02/14-05		Snow Plowing	\$101.76
		18/02/14-06		Snow Plowing	\$101.76
		18/02/14-06		Snow Plowing	\$93.62
		18/02/14-07		Snow Plowing	\$101.76
		18/02/14-07		Snow Plowing	\$69.20
		18/02/09-43		Snow Plowing	\$142.46
		18/02/09-43		Snow Plowing	\$101.76
		18/02/09-44		Snow Plowing	\$101.76
		18/02/09-44		Snow Plowing	\$93.62
		18/02/09-45		Snow Plowing	\$101.76
		18/02/09-45		Snow Plowing	\$69.20
		18/02/10-46		Snow Plowing	\$142.46
		18/02/10-46		Snow Plowing	\$101.76
		18/02/10-47		Snow Plowing	\$101.76
		18/02/10-47		Snow Plowing	\$93.62
		18/02/10-48		Snow Plowing	\$101.76
		18/02/10-48		Snow Plowing	\$69.20
		18/02/11-49		Snow Plowing	\$142.46
		18/02/11-49		Snow Plowing	\$101.76
Total 069279					\$3,663.36
Total Snow Clearing Sidewalks					\$3,663.36

3515 Stock Snd&Slt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008901	2018-03-06		K+S WINDSOR SALT LTD		
		5300362309		Winter Salt	\$6,877.13
		5300362259		Winter Salt	\$6,856.56
		5300363281		Winter Salt	\$7,061.46
		5300363388		Winter Salt	\$6,754.52
Total EFT000000008901					\$27,549.67
Total Stock Snd&Slt					\$27,549.67

3615 Street signs

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008918	2018-03-06		SIGNS PLUS		
		3025		Street Signs	\$167.65
Total EFT000000008918					\$167.65
Total Street signs					\$167.65

3625 RR cross mnt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008887	2018-03-06		CANADIAN PACIFIC RAILWAY		
		11099368		18/02 Flasher Contract	\$744.00
Total EFT000000008887					\$744.00
Total RR cross mnt					\$744.00

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

3650 Street Lights

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008915	2018-03-06	34609	R.W. ELECTRIC	Street Light Work	\$692.27
Total EFT000000008915					\$692.27
EFT000000008926	2018-03-06	6828	TRUE ELECTRIC	Repair Street Light	\$409.99
Total EFT000000008926					\$409.99
Total Street Lights					\$1,102.26

3800 Crssng Guards

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008877	2018-02-28	18/02 18/02	WILSON, CHRISTINA	CROSSING GUARD 18/02 CROSSING GUARD 18/02	\$540.00 \$15.55
Total EFT000000008877					\$555.55
Total Crssng Guards					\$555.55

Total Trans \$166,371.40

40 Env

4110 Water Treat

Cheque	Date	Inv #	Vendor	Description	Amount
069270	2018-03-06	FNS/TSF/01/18	FRANK N. SMITH, PH.D., P.ENG.	Pipe Inspection @ WTP	\$1,170.24
Total 069270					\$1,170.24
EFT000000008891	2018-03-06	149583	CUNNINGHAM SWAN CARTY	Water Treatment Plant work	\$16,981.33
Total EFT000000008891					\$16,981.33
Total Water Treat					\$18,151.57

5005 SW & Fac OH

Cheque	Date	Inv #	Vendor	Description	Amount
069276	2018-03-06	13089	OHE CONSULTANTS	Building Condition Assessment	\$6,746.76
Total 069276					\$6,746.76
EFT000000008885	2018-03-06	2017-22703	CAMBIUM INC.	Closure Cost Projections	\$1,485.70
Total EFT000000008885					\$1,485.70
EFT000000008889	2018-03-06	3022918	COLLINS SAFETY INC.	Overalls, Jacks, shirt, Pants	\$395.01
Total EFT000000008889					\$395.01
Total SW & Fac OH					\$8,627.47

5105 Garb coll

Cheque	Date	Inv #	Vendor	Description	Amount
069263	2018-02-28	18/02 DISPOSAL 18/02 DISPOSAL DISPOSAL 18/02-FUEL DISPOSAL 18/02-FUEL	SNIDER, PERCY	18/02 DISPOSAL 18/02 DISPOSAL DISPOSAL 18/01 Fuel Adj DISPOSAL 18/01 Fuel Adj	\$11,649.51 \$9,616.14 \$168.53 \$139.11
Total 069263					\$21,573.29
EFT000000008875	2018-02-28	COLLECTION 18/02 COLLECTION18/02-FUEL	BOULTON SEPTIC/LARMON'S	COLLECTION 18/02 COLLECTION 18/02- Fuel Adj.	\$11,900.29 \$172.17
Total EFT000000008875					\$12,072.46
EFT000000008930	2018-03-06	43829	VERSUS BUSINESS FORMS & LABELS	Garbage Tags	\$7,879.28
Total EFT000000008930					\$7,879.28
Total Garb coll					\$41,525.03

5110 Gab disp

Cheque	Date	Inv #	Vendor	Description	Amount
069279	2018-03-06	18/02/22-46 18/02-47 18/02/15-45	SNIDER, PERCY	Portland Dump/Dozer 17/01+17/02 Bin Rental Portland Dump/Waste	\$325.63 \$381.60 \$356.16
Total 069279					\$1,063.39
EFT000000008873	2018-02-28	18/02 DISPOSAL	WHALEY, GEORGE	18/02 DISPOSAL	\$1,935.80
Total EFT000000008873					\$1,935.80
EFT000000008879	2018-03-06	01053709	ABELL PEST CONTROL INC.	Pest Control	\$58.81
Total EFT000000008879					\$58.81
EFT000000008894	2018-03-06	90225	ENVIRO-GUARD PLUS INC.	18/01 Monthly Pest Control	\$42.74
Total EFT000000008894					\$42.74
EFT000000008900	2018-03-06	11008 11008 11008	JODY CAMPBELL'S SEPTIC SERVICE	Toilet Rental Toilet Rental Toilet Rental	\$117.02 \$117.02 \$117.02
Total EFT000000008900					\$351.06

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

EFT000000008931	2018-03-06	WASTE CONNECTIONS OF CANADA			
		647-0000023873	85.05MT ICI+RESI Waste	\$8,372.67	
		647-0000023902	7.87MT Construction	\$827.30	
Total EFT000000008931				\$9,199.97	
Total Gab disp				\$12,651.77	
5205 Recyc Coll					
Cheque	Date	Inv #	Vendor	Description	Amount
069263	2018-02-28		SNIDER, PERCY		
		18/02 DISPOSAL		18/02 DISPOSAL	\$12,566.92
		18/02 DISPOSAL		18/02 DISPOSAL	\$10,958.23
		18/02 DISPOSAL		18/02 DISPOSAL	\$11,697.08
		DISPOSAL 18/02-FUEL		DISPOSAL 18/01 Fuel Adj	\$181.81
		DISPOSAL 18/02-FUEL		DISPOSAL 18/01 Fuel Adj	\$158.53
		DISPOSAL 18/02-FUEL		DISPOSAL 18/01 Fuel Adj	\$169.23
Total 069263				\$35,731.80	
EFT000000008875	2018-02-28		BOULTON SEPTIC/LARMON'S		
		COLLECTION 18/02		COLLECTION 18/02	\$10,236.80
		COLLECTION18/02-FUEL		COLLECTION 18/02- Fuel Adj.	\$148.10
Total EFT000000008875				\$10,384.90	
Total Recyc Coll				\$46,116.70	
5210 Rec Disp/Prc					
Cheque	Date	Inv #	Vendor	Description	Amount
069279	2018-03-06		SNIDER, PERCY		
		18/02/21-48		Bradshaw Recycle	\$330.72
Total 069279				\$330.72	
Total Rec Disp/Prc				\$330.72	
Total Env					\$127,403.26
70 Cem					
7000 Health					
Cheque	Date	Inv #	Vendor	Description	Amount
069261	2018-02-22		BEREAVEMENT AUTHORITY OF ONTARIO		
		2017 FEES		2017 FEES	\$137.00
		2017 FEES		2017 FEES	\$341.00
		2017 FEES		2017 FEES	\$293.00
Total 069261				\$771.00	
EFT000000008874	2018-02-28		D G YOUNGE CONCRETE BURIAL VAULTS		
		SERVICES 18/02		SERVICES 18/02	\$875.14
Total EFT000000008874				\$875.14	
Total Health				\$1,646.14	
Total Cem					\$1,646.14
80 Rec					
8000 Rec					
Cheque	Date	Inv #	Vendor	Description	Amount
069269	2018-03-06		FISHER, DAVE		
		18/02/26-STORR REC		18/02/26-STORR REC	\$31.84
Total 069269				\$31.84	
069271	2018-03-06		GROUNDWORK ENGINEERING LTD		
		1835		Storrington Septic System	\$1,648.51
Total 069271				\$1,648.51	
069272	2018-03-06		KIDD ELECTRICAL & CONTRACTING		
		18/02/06		Bathroom Lighting Repair	\$386.69
Total 069272				\$386.69	
069279	2018-03-06		SNIDER, PERCY		
		18/01/15-26		Snow Plowing	\$81.41
		18/01/18-41		Snow Plowing	\$244.22
		18/01/31-16		Snow Plowing	\$325.63
		18/01/08-18		Snow Plowing	\$244.22
		18/01/24-22		Snow Plowing	\$244.22
Total 069279				\$1,139.70	
EFT000000008872	2018-02-28		LEONARD, ELIZABETH		
		18/02		18/02 MAINTENANCE	\$142.50
Total EFT000000008872				\$142.50	
EFT000000008884	2018-03-06		BOWES CARPENTRY		
		150218A		Drywall+ paint-water damage	\$398.90
Total EFT000000008884				\$398.90	
EFT000000008886	2018-03-06		CAMPBELL, ANNIE		
		18/02/26-STORR REC		18/02/26-STORR REC	\$31.84
Total EFT000000008886				\$31.84	
EFT000000008895	2018-03-06		FOX, KEVIN		
		18/02/26-STORR REC		18/02/26-STORR REC	\$31.84
Total EFT000000008895				\$31.84	
EFT000000008907	2018-03-06		KOT, JOHN		
		18/02/26-STORR REC		18/02/26-STORR REC	\$31.84
Total EFT000000008907				\$31.84	
EFT000000008912	2018-03-06		PANTREY, AMANDA		
		18/02/26-STORR REC		18/02/26-STORR REC	\$65.00
Total EFT000000008912				\$65.00	
EFT000000008914	2018-03-06		ROLLINS, ELLWOOD		

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

		18/02/26-STORR REC	18/02/26-STORR REC	\$31.84
Total EFT000000008914				\$31.84
EFT000000008915	2018-03-06	34544	R.W. ELECTRIC	
			10' Streetlight-arm/riser/wire	\$1,200.77
Total EFT000000008915				\$1,200.77
EFT000000008919	2018-03-06		SLEETH, SARAH	
		18/02/23-31	Cleaning	\$560.00
		18/02/23-31	Bookings	\$40.00
		18/02/23-31	Cleaning	\$60.00
Total EFT000000008919				\$660.00
EFT000000008920	2018-03-06		SMITH, ROBERTA	
		18/02/26-STORR REC	18/02/26-STORR REC	\$31.84
Total EFT000000008920				\$31.84
EFT000000008923	2018-03-06		SWISH MAINTENANCE LIMITED	
		K581934	Cleaning Supplies	\$41.42
		K584302	Cleaning Supplies	\$43.45
Total EFT000000008923				\$84.87
EFT000000008924	2018-03-06		TROUSDALE'S FOODLAND	
		9616	Water	\$40.43
Total EFT000000008924				\$40.43
EFT000000008932	2018-03-06		WOOD, ALVIN	
		18/02/26-STORR REC	18/02/26-STORR REC	\$31.84
Total EFT000000008932				\$31.84
Total Rec				\$5,990.25

8036 Family Day

Cheque	Date	Inv #	Vendor	Description	Amount
069266	2018-03-06		BOULANGERIE LANTHIER BAKERY		
		20060564		Hot Dogs and Hamburgers	\$198.40
Total 069266					\$198.40
EFT000000008911	2018-03-06		FRONTENAC COMMUNITY ARENA		
		FAMILY DAY		Assorted Family Day Supplies	\$1,636.29
Total EFT000000008911					\$1,636.29
Total Family Day					\$1,834.69

8210 VCA

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000008890	2018-03-06		CONWAY, WAYNE		
		2018003		Xplornet- Internet for Sign	\$35.60
Total EFT000000008890					\$35.60
Total VCA					\$35.60

8240 Comm Caring

Cheque	Date	Inv #	Vendor	Description	Amount
069264	2018-03-06		AMHS-KFLA- VERONA RURAL OUTREACH PROGRAM		
		18/02/27		Donation	\$900.53
Total 069264					\$900.53
069267	2018-03-06		CHESTERTON,WANDA		
		DONATION		Fire Emergency Bellrock Family	\$100.00
Total 069267					\$100.00
069275	2018-03-06		NEW LEAF LINKS		
		18/02/27		Donation	\$2,000.00
Total 069275					\$2,000.00
069280	2018-03-06		SOUTH FRONTENAC FOOD BANK		
		18/02/27		Donation	\$1,000.00
Total 069280					\$1,000.00
EFT000000008921	2018-03-06		SOUTHERN FRONTENAC COMMUNITY		
		18/02/27		Donation	\$1,000.00
Total EFT000000008921					\$1,000.00
Total Comm Caring					\$5,000.53
Total Rec					\$12,861.07
Total					\$827,868.03



REPORT TO COUNCIL
TREASURY DEPARTMENT



AGENDA DATE: March 6, 2018

SUBJECT: Annual Repayment Limit in respect to long-term debt and financial obligations

RECOMMENDATION:

This report is for information only

BACKGROUND:

On a yearly basis, the Ministry of Municipal Affairs and Housing reports on the Township’s Annual Repayment Limit (ARL) in respect to long-term debt and financial obligations. The ARL is based on 25% of the Township’s net own source revenues reported in the Financial Information Return (FIR).

As per our reserve policy, the Township’s preference for funding capital projects is to save for large projects to avoid debt financing where practical.

For the year 2018, the Township’s ARL is \$5,162,940. This is based on 25% of the net own source revenues reported in our 2016 FIR.

As an example, borrowing at a rate of 5%, the ARL would allow the Township to undertake long-term borrowing over 20 years in the amount of \$64,341,644.

In 2016, the Township’s ARL was \$4,838,416. Using the similar example of borrowing at a rate of 5% over 20 years, this ARL would have allowed to undertake borrowing of \$60,284,893.

ATTACHMENTS:

MMAH 2018 Annual Repayment Limit

Submitted/approved by:

Louise Fragnito

Prepared by:

Louise Fragnito

2018 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	46619	FIR CLEAN FLAG:	Accepted Clean
MUNID:	10013		
MUNICIPALITY:	South Frontenac Tp		
UPPER TIER:	Frontenac BM		
REPAYMENT LIMIT:		\$	5,162,940

The repayment limit has been calculated based on data contained in the 2016 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2016 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2018

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	64,341,644
(a)	15 years @ 5% p.a.	\$	53,589,552
(a)	10 years @ 5% p.a.	\$	39,866,854
(a)	5 years @ 5% p.a.	\$	22,352,828
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	54,696,260
(a)	15 years @ 7% p.a.	\$	47,023,614
(a)	10 years @ 7% p.a.	\$	36,262,330
(a)	5 years @ 7% p.a.	\$	21,169,073

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

Page 100 of 120

MUNICIPALITY: **South Frontenac Tp** MMAH CODE: **46619**

		1
		\$
Debt Charges for the Current Year		
0210	Principal (SLC 74 3099 01)	17,443
0220	Interest (SLC 74 3099 02)	18,606
0299	Subtotal	36,049
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	36,049
		1
		\$
Amounts Recovered from Unconsolidated Entities		
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	117
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	117
9920	Net Debt Charges	35,932
		1
		\$
1610	Total Revenues (Sale of Hydro Utilities Removed) (SLC 10 9910 01)	24,673,849
Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	117
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)	1,809,796
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	0
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	730,316
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	663,715
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	-14,800
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	239,688
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	195,004
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	254,525
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2299	Subtotal	3,878,244
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	Net Revenues	20,795,488
2620	25% of Net Revenues	5,198,872
9930	ESTIMATED ANNUAL REPAYMENT LIMIT	5,162,940
		(25% of Net Revenues less Net Debt Charges)

* SLC denotes Schedule, Line Column.



REPORT TO COUNCIL
TREASURY DEPARTMENT



AGENDA DATE: March 6th, 2018
SUBJECT: 2017 Development Charges Reporting

RECOMMENDATION:

This report is for information only

BACKGROUND:

Bill 73 (Smart Growth for our Communities Act, 2015) amendments to the Development Charges Act (DCA), 1997 came into force on January 1, 2016. The Ministry of Municipal Affairs and Housing (MMAH) states that the legislation aims to “help municipalities recover more costs for growth-related infrastructure and enhance transparency and accountability”. The recent changes incorporate several new requirements including additional reporting to Council in relation to the year-end development charges reserve.

Attached is the 2017 Development Charges reporting which meets the legislated reporting requirements.

The 2017 development charges reserves had an opening balance of \$2,270,455.58. Revenues from residential development charges were \$415,828.80 and commercial/industrial revenues were \$47,840.60. The percentage allocation of these revenues is based on by-law 2014-54. This by-law was passed in September of 2014 and sets out the fees and allocation breakdown for 5 years based on a study by Ainley & Associates. Interest of \$27,684.97 was allocated to the reserve and \$368,281.84 was spent on Capital projects bringing the year-end balance to 2,393,528.11.

The Capital projects where Development charges were allocated were:

Harrowsmith intersection	\$ 200,000
Perth Road Fire Hall	\$ 168,282

ATTACHMENTS:

2017 Development Charges Reporting

Submitted/approved by:	Prepared by:
Louise Fragnito	Louise Fragnito

Development Charge Reserve Fund - 2017
allocated per provisions of former & current by-laws

	<i>BALANCE AT BEGINNING OF YEAR</i>	<i>New By-Law Developer Contributions %</i>	<i>Commercial & Industrial Developer Contributions %</i>	<i>Subtotal</i>	<i>Interest</i>	<i>Transfers to Revenue & Capital Fund</i>	<i>BALANCE AT END OF YEAR</i>		
			<i>415,828.80</i>	<i>47,840.60</i>	<i>27,684.97</i>	<i>-368,281.84</i>			
General Government	18,177.51	2.160%	8,981.90	2.28%	1,090.77	28,250.18	286.05	28,536.23	
Fire Services	281,470.45	8.100%	33,682.13	8.810%	4,214.76	319,367.34	3,233.82	-168,281.84	154,319.32
Recreation	200,473.90	1.400%	5,821.60		0.00	206,295.50	2,088.89		208,384.39
Landfill	6,426.82					6,426.82	65.08		6,491.90
Public Works-Roads, Bridges and Equipment	1,616,064.73	82.020%	341,062.78	83.550%	39,970.82	1,997,098.33	20,222.05	-200,000.00	1,817,320.38
Library	56,560.11	0.780%	3,243.46		0.00	59,803.57	605.55		60,409.12
Police	91,282.06	5.540%	23,036.92	5.360%	2,564.26	116,883.24	1,183.53		118,066.77
Sub-total	2,270,455.58	100.000%	415,828.79	100.000%	47,840.61	2,734,124.98	27,684.97	-368,281.84	2,393,528.11

Breakdown of asset(s) funder from Development Charges

	2017 Project Cost	Development Charges	FGT	OCIF Grant	Reserves	Taxation
Harrowsmith Road	677,469	200,000	467,672	0	0	9,797
Fire Station 6	1,084,767	168,282	238,486	0	678,000	0

**Ministry of Agriculture,
Food and Rural Affairs**

**Ministère de l'Agriculture, de
l'Alimentation et
des Affaires rurales**

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Fax: 519 826-3398

4^e étage
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Télééc. : 519 826-3398



Rural Programs Branch

February 15, 2018

Our File: OCIF AC4-4246

Mark Segsworth, Public Works Manager
Township of South Frontenac
PO Box 100, 4432 George Street
Sydenham, Ontario
K0H 2T0
msegsworth@southfrontenac.net

Dear Mark Segsworth,

Re: Ontario Community Infrastructure Fund (OCIF) Top-Up Application Component – 2017 Intake

Thank you for your application under the 2017 OCIF Top-up Application Component.

I am writing to inform you that the selection process for the 2017 OCIF Top-Up Application Component intake is now complete. Applications were reviewed and assessed based on the criteria outlined in the program guidelines. Following a detailed review of the application and supporting materials you submitted, the Sydenham Village Transportation Enhancement project was unfortunately not selected for funding. The ministry received hundreds of applications, and at this time, demand for the program exceeds available funding. While this project was not selected for funding under this intake, your municipality will be receiving \$1,325,393 in formula-based funding from 2018 to 2020 to put towards important local infrastructure projects.

We used an evidence-based approach and relied on the advice of a multi-ministry review team in the assessment process. Projects were assessed primarily on health and safety criticality, as well as demonstrated financial need and completeness of asset management plans.

Staff are available to provide additional details on your project's assessment, including a summary of how your project was assessed and areas of focus that may strengthen future applications. Should you have any questions, please do not hesitate to contact your Project Analyst, Stephen Hamblin, via email Stephen.Hamblin@ontario.ca or by calling (519) 826-3471 or 1-877-424-1300.



Good Things
Grow in Ontario
À bonne terre,
bons produits



- 2 -

Ontario is committed to helping small, rural and northern communities address critical infrastructure challenges. This commitment includes increasing the formula-based funding under OCIF to \$200 million per year by 2019 and making approximately \$100 million per year available for annual application intakes.

The 2018 OCIF Top-up Application Component intake is expected to launch this spring. We will be in contact with eligible applicants prior to the launch to provide application submission information.

Thank you for your interest in the OCIF Top-up Application Component.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Locklin', is positioned above the printed name.

Joel Locklin
Manager, Infrastructure Renewal Programs



**Executive Council of Ontario
Order in Council**

On the recommendation of the undersigned, the Lieutenant Governor of Ontario, by and with the advice and concurrence of the Executive Council of Ontario, orders that:

**Conseil exécutif de l'Ontario
Décret**

Sur la recommandation de la personne soussignée, la lieutenante-gouverneure de l'Ontario, sur l'avis et avec le consentement du Conseil exécutif de l'Ontario, décrète ce qui suit:

PURSUANT TO section 27 of the *Police Services Act*, as amended, David Alfred Herrington be appointed as a part-time member of the Township of South Frontenac Police Services Board to serve at the pleasure of the Lieutenant Governor in Council for a period not to exceed two years from the date this Order in Council is made.

EN VERTU DE l'article 27 de la *Loi sur les services policiers*, dans sa version modifiée, David Alfred Herrington est nommé, à titre amovible, membre à temps partiel de la Commission des services policiers du canton de South Frontenac pour une période maximale de deux ans prenant effet le jour de la prise du présent décret.

A handwritten signature in dark ink, likely belonging to the Minister of Community Safety and Correctional Services.

Recommended: Minister of Community Safety and Correctional Services

Recommandé par: Ministre de la Sécurité communautaire et des Services correctionnels

A handwritten signature in dark ink, likely belonging to the Chair of Cabinet.

Concurred: Chair of Cabinet

Appuyé par: Le président/la présidente du Conseil des ministres,

Approved and Ordered:
Approuvé et décrété le:

FEB 21 2018

A handwritten signature in dark ink, likely belonging to the Lieutenant Governor.

**Lieutenant Governor
La lieutenante-gouverneure**

frontenacounty.ca

And Whereas the County of Frontenac received revised South Frontenac Township draft plan conditions for Plan of Subdivision 10T-2017/001 in correspondence dated December 14, 2017, with a request for a road widening to be incorporated into the County's draft plan conditions, deletion of Township condition #13 requiring direct access to the Cataraqui Trail, and change to Township condition #14 to reduce the setback to the two westernmost wetlands.

Therefore Be It Resolved That the Council of the County of Frontenac approve a minor revision to the County Draft Conditions of Approval for 10T-2017/001 for the inclusion of "condition 14. General conditions E." for a road widening along McFadden Road;

And Further That the Council of the County of Frontenac does not change County "condition 5. Access B. of County Draft Conditions of Approval for 10T-2017/

And Further That the Council of the County of Frontenac approve the removal condition 5. Access C. (easement) of County Draft Conditions of Approval for 10T-2017/001 providing direct access to the Cataraqui Trail;

And Further That the Council of the County of Frontenac support the change of Township Condition #14 for the reduced setback of the two westernmost wetlands to reflect "condition 9. Environment B." of the County Draft Conditions of Approval for 10T-2017/001;

And Further That Council directs staff to forward a copy of the resolution to the Township of South Frontenac and the applicant.

Carried

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

Yours truly,


Jannette Amini, CMO
Manager of Legislative Services/Clerk

Cc Joe Gallivan, Director of Planning and Economic Development
Lindsay Mills, Planner/Deputy Clerk
County file



CITATION: The Corporation of the Township of South Frontenac and 360788 Ontario Ltd.,
2018 ONSC 1344
COURT FILE NO.: CV-17-149-00
DATE: 2018/02/27

ONTARIO
SUPERIOR COURT OF JUSTICE

BETWEEN:	)	
	)	
THE CORPORATION OF THE	)	
TOWNSHIP OF SOUTH FRONTENAC	)	J. Michael Hickey, for the Applicant
	)	
Applicant	)	
	)	
– and –	)	
	)	Del Vezeau, agent for the Respondent
	)	
360778 ONTARIO LTD. o/a	)	
LOUGHBOROUGH LAKE HOLIDAY	)	
PARK	)	
	)	
Respondent	)	
	)	
	)	
	)	HEARD at Kingston: January 24, 2018

HURLEY, J.

REASONS FOR DECISION

Nature of the Application

[1] The applicant is seeking :

- (i) a declaration that the respondent's use of its property for events such as music concerts and weddings open to the general public contravenes zoning by-law 2003 – 75; and
- (ii) an order restraining the respondent from using or permitting the use of its property other than in compliance with the zoning by-law.

[2] The application was commenced April 5, 2017. On the first scheduled hearing date of October 20, 2017, I granted an adjournment of the hearing to January 24, 2018 to permit the respondent to deliver responding material and for the parties to conduct cross- examinations on any affidavits that were filed.

[3] The respondent did not file any material nor were there cross- examinations.

[4] On January 24, 2018 I granted leave to the respondent to be represented by one of its principals, Del Vezeau. Following submissions by the parties, I reserved my decision.

[5] In these reasons, I will refer to the applicant as “South Frontenac” and the respondent as “360778 Ontario”.

The Facts

[6] 360778 Ontario owns property at 3060 Sydenham Road, Elginburg where it operates a campground known as Loughborough Lake Holiday Park. Under zoning by-law 2003-75, the southern portion of the property is located within the “Rural Zone” (“RU Zone”) and the northern portion of the property, which consists of approximately 41 acres, is zoned “Special Recreational Resort Commercial 8” (“RRC – 8 Zone”). The campground is located within this latter zone and has frontage on Loughborough Lake. 360778 Ontario has operated the campground for many years.

[7] Beginning in 2012, an adjacent landowner, Maureen Belch, started to complain about 360778 Ontario holding weddings and music concerts at the property which she believed were not permitted under the by-law. Her main complaint was about the noise created by these events.

[8] In 2006, 360778 Ontario had applied to South Frontenac for an exemption from its noise by-law in order to hold a weekend event known as the “Canadian Guitar Festival” at the campground. This exemption was granted and the event became an annual one. Each year, 360778 Ontario would apply for an exemption and it would be granted.

[9] In 2009, 360778 Ontario applied for and received a building permit to construct a large structure near the campground on that part of the property zoned RRC-8 which was approximately 892m² in size. The stated purpose of this building was “storage facility/public assembly”.

[10] After this structure was built, 360778 Ontario began to hold events, such as weddings and music concerts, open to the general public. Although it continued to seek an annual exemption from the noise by-law for the Canadian Guitar Festival, 360778 Ontario did not seek permission from South Frontenac to hold these other events, either under the noise by-law or the zoning by-law.

[11] It was these additional events that prompted Ms. Belch’s complaint in 2012. Over the next four years, she continued to complain to South Frontenac after 360778 Ontario held such an event. They were not often; there were 12 events over this period of time that South Frontenac did not permit.

[12] After a concert in in September 2015, South Frontenac laid a charge under the noise by-law against 360778 Ontario. This charge was withdrawn in November 2016 because witnesses declined to testify at trial.

[13] South Frontenac advised 360778 Ontario to apply for a rezoning of the property to permit it to hold these events but it declined to do so. Council approved a resolution at a meeting on October 4, 2016 to commence this legal proceeding against 360778 Ontario.

[14] In addition to evidence about the events themselves, South Frontenac also adduced evidence that 360778 Ontario has advertised the use of the property and specifically the structure, for weddings and concerts. In some of the advertising, it has referred to the availability of accommodation at the campground for people who attend the weddings or concerts.

The Zoning By-law

[15] Zoning by-law 2003 – 75 was passed September 16, 2003. Robert Hilson owned the campground at the time. He appealed a number of the provisions to the Ontario Municipal Board. By a decision dated November 19, 2004 the Board amended the RRC – 8 Zone to increase the number of permitted campsites from 65 to 91 and the trailer sites from 11 to 12.

[16] The relevant provisions of the by-law are:

SECTION 3-DEFINITIONS

...

“RECREATIONAL USE” shall mean the use of land for parks, playgrounds, tennis courts, lawn bowling greens, indoor and outdoor skating rinks, athletic fields, golf courses, picnic areas, swimming pools, riding clubs, day camps, community centres, snow skiing and all similar uses, together with necessary and accessory buildings and structures, but does not include an arcade, a track for the racing of animals, motor vehicles, snowmobiles or motorcycles.

...

“TOURIST ESTABLISHMENT” shall mean an operation that provides sleeping accommodation for the travelling public or sleeping accommodation for the use of the public engaging in recreational activities and includes the services and facilities in connection with which sleeping accommodation is provided, and without limiting the generality of the term, also includes a cabin establishment and a housekeeping cottage but does not include:

1. a camp operated by a charitable corporation approved under the Charitable Institutions Act;
2. a summer camp within the meaning of the regulations under The Health Protection and Promotion Act; or
3. a club owned by its members and operated without profit or gain.

...

“USE, ACCESSORY” shall mean a use customarily incidental and subordinate to the principal use or building located on the same lot.

SECTION 18-RRC-RECREATIONAL RESORT COMMERCIAL ZONE

18.1 Within a RRC – Recreational Resort Commercial Zone, no person shall use any land, erect, alter, enlarge, use or maintain any building or structure for any use other than as permitted in this section and also such use, building or structure shall be in accordance with the regulations contained or referred to in this section.

18.2 Permitted Uses

- a marina, including a boat sales and service establishment and the sale of parts and petroleum products incidental thereto,
- a travel trailer park,
- a tourist establishment use, including hotels, lodges, tourist home,
- a gift shop,
- an eating establishment,
- a convenience retail store,
- a miniature golf course, driving range or other similar recreational oriented use,
- a public or private park,
- a resort, including a health spa,

- one dwelling or dwelling unit as an accessory use for the owner or operator of the principal uses listed above, in accordance with the provisions of Section 5.19,
- accessory buildings or uses to the above principal uses.

RRC – 8 (Lot 13, Concession VII, Storrington District – Loughborough Lake Holiday Park)

Notwithstanding any provision of this by-law to the contrary, on the lands zoned Special Recreational Resort Commercial (RRC – 8), only the following uses are permitted and the following special provisions shall apply:

i) Permitted Uses

- a tourist establishment consisting of 91 trailer/camp sites;
- accessory buildings and structures to the above uses.

ii) Zone Provisions

No building or structure other than a marine facility and 12 serviced trailer sites shall be permitted within 30 m (98.4 feet) of the high water mark of Loughborough Lake. Replacement of these trailers within the 30 metre setback shall only be permitted provided there is no increase in their size, footprint, height or gross floor area and provided they are no closer to the high water mark.

All other provisions of this bylaw shall apply.

Positions of the Parties

[17] South Frontenac submits that the zoning by-law does not permit 360778 Ontario to use the property for events such as weddings or concerts that are open to the public. It acknowledges that certain functions could be held at the property, including a wedding, but they must be connected to a person already using the campground. Put another way, the property cannot be used for the predominant purpose of a public function that might have an incidental connection to the

campground because one or more of the guests rents a camp or trailer site while attending the function.

[18] It is entitled to injunctive relief because section 440 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides this as a statutory remedy and, due to the public interest in the enforcement of the law, an injunction to restrain future breaches is appropriate. There is a residual discretion not to grant this relief but that should only be exercised in exceptional circumstances and the burden of proving such circumstances is on 360778 Ontario.

[19] Because no responding materials were filed by it, and Mr. Vezeau is a layperson, the legal position of 360778 Ontario is not as clearly defined, other than Mr. Vezeau contends that it has not breached the by-law because the use of the property for weddings and concerts open to the public is not a prohibited use or, alternatively, is an accessory use permitted by the by-law.

[20] Mr. Vezeau made submissions about the popularity of these events and implied that there are only a few disgruntled residents opposed to them. However, as I pointed out to him at the hearing, neither of these considerations are legally relevant to either the interpretation of the by-law or the remedy that should be granted.

The Law

[21] In interpreting the by-law, I must take into account the words used, the intent of the municipal council and the purpose and scheme of the by-law as a whole: *Berjawi v. Ottawa (City)*, 2011 ONSC 236 at para. 14.

[22] The modern approach to statutory interpretation is equally applicable to zoning by-laws:

As this Court has reiterated on numerous occasions, "today there is only one principle or approach, namely, the words of an Act are to be read in their entire context and in their grammatical and ordinary sense harmoniously with the scheme of the Act, the object of the Act and the intention of Parliament... The fact that a municipal by-law is in issue rather than a statute does not alter the approach to be followed in applying the modern principles of interpretation. [*Montréal (City) v. 2952 – 1366 Québec Inc.*, 2005 SCC 62 (CanLII) at para. 9-10.]

[23] As stated by Robins, J.A. in *Re 1121472 Ontario Inc. and the Corporation of the City of Toronto* [1998] 160 D.L.R. (4th) 83 (C.A.) at para. 18, "the by-law must be applied in a common sense way on a case-by-case basis".

[24] If the property owner is claiming that its use fell within a permitted "accessory use", it has the burden of proving this: *Hutchison v. Corporation of Norfolk County*, 2018 ONSC 181 (CanLII) at para. 32. I agree with Justice Gordon's conclusion at para. 40 of that case that the accessory use must be:

- i) naturally and normally incidental to the principal use;
- ii) subordinate to the principal use;
- iii) exclusively devoted to the principal use; and
- iv) located on the same lot as the principal use

This is also consistent with the definition of "accessory use" in by-law 2003-75.

[25] Section 440 of the *Municipal Act, 2001*, provides:

If any by-law of the municipality or by-law of the local board of the municipality under this or any other act is contravened, in addition to any other remedy and any penalty imposed by the by-law, the contravention may be restrained by application at the instance of a taxpayer or the municipality or local board.

[26] If the municipality proves a continuing breach of the bylaw, an injunction will ordinarily be granted. In *Toronto (City) v. 1291547 Ontario Inc.* 2000 O.J. No. 2974, Mr. Justice Cullity stated at para. 28:

Even where activities are found to be in breach of a by-law, it does not automatically follow that a permanent restraining order will be granted; see for example, *IPCF Properties Inc. v. Sevendon Holdings Ltd.* [1993], 19 M.P.L. R. (2nd) 2010 (Ont. Gen. Div.) at p 223. However, in deciding whether to make the order, the public interest that the law should be obeyed is of the utmost importance. Thus, in *Attorney – General. v. Harris* [1961] 1 Q.B. 74 (C.A.) at pp. 94 – 95, Pierce L.J. stated:

Where, as in the present case, deliberate and still continuing breaches of the law have been proved, the court will in the exercise of its discretion normally grant an injunction, unless after hearing both sides it comes to the conclusion that the matter is too trivial to warrant it, or that injustice will be caused by it, or that there some other good reason for refusing to enforce the general right of the public to have its laws obeyed.

See also *Allied Properties v. 1064249 Ontario Inc.*, 2016 ONSC 6665 (CanLII) at paras. 4-7 and *New Tecumseth (Town) v. Dallard*, 2017 ONSC 2853 (CanLII) at paras. 56- 58.

[27] However, it remains a discretionary remedy: *Weatherall and Betzner v Lennox*, 1949 CanLII 293 (ON CA).

Analysis

[28] The definition of “Tourist Establishment” is broad enough to permit activities such as weddings and musical performances if they are directly connected to the operation of the campground. However, I find that the same events, if open to, or aimed at, the general public are not a permitted use of the property under the by-law.

[29] The word “campground” is not used in the by-law but that is what 360778 Ontario has historically operated at the property. The definition of “Tourist Establishment” is consistent with this historical use; it is focused on “sleeping accommodation” for the public that is either travelling

or engaging in recreational activities at the property. Recreational activities would not normally include weddings or concerts and the definition of “recreational use” in the by-law does not identify these as permitted uses.

[30] Although the weddings and concerts have been sporadic events to date, it would be inevitable, if they grew in popularity, that a major, if not predominant use, of the property would become that of a wedding destination or concert venue. The campground would devolve into an incidental use, serving those members of the public who decide to stay temporarily at the property either immediately before or after the public function ends.

[31] As a result, I am prepared to make the requested declaration.

[32] I do not believe that an injunction in the terms sought by the applicant is appropriate at this stage. The impugned functions have been irregular and there is no allegation that 360778 Ontario has failed to comply with the by-law in any other way.

[33] South Frontenac has supported the Canadian Guitar Festival and it appears that the neighbouring landowners, including Ms. Belch, do not object to it. If I was to grant the injunction requested by South Frontenac, this event could no longer take place. The municipality is free to decline an exemption under the noise by-law for it but I do not want to, in effect, tie its hands by issuing a permanent injunction at this time.

[34] This does not mean that an injunction would not be granted should 360778 Ontario contravene the by-law in the future or fail to abide by the declaration I have made. If that happens, South Frontenac will be at liberty to bring another application or seek a contempt order.

Conclusion

[35] The application is granted in part. A declaration in the terms set out in paragraph 1(a) of the notice of application will issue. The claim for an injunction is denied.

[36] If the parties cannot agree on the issue of costs, South Frontenac is to deliver its written submissions, not to exceed two pages, within 15 days of the release of this decision. 360778 Ontario has 10 days in which to serve and file written submissions in reply, also not to exceed two pages.



Hurley, J.

Released: February 27, 2018

CITATION: The Corporation of the Township of South Frontenac and 360788 Ontario Ltd.,
2018 ONSC 1344
COURT FILE NO.: CV-17-149-00

ONTARIO

SUPERIOR COURT OF JUSTICE

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF
SOUTH FRONTENAC

Applicant

– and –

360778 ONTARIO LTD. o/a LOUGHBOROUGH
LAKE HOLIDAY PARK

Respondent

REASONS FOR JUDGMENT

Hurley, J.

Released: February 27, 2018

TOWNSHIP OF SOUTH FRONTENAC

BY-LAW 2018-16

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 March 6, 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 6th day of March, 2018.

Read a first and second time this 6th day of March, 2018.

Read a third time and finally passed this 6th day of March, 2018.

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

Ron Vandewal, Mayor

Wayne Orr, Chief Administrative Officer