

**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**



TIME: 6:00 PM,
DATE: Tuesday, June 18, 2019
PLACE: Council Chambers.

1. Volunteer Recognition Award Presentations
 - a) Volunteer award recipients and their invited guest will meet for light refreshments prior to the actual awards presentation at 6:40 pm.

Recipients are: Alvin Wood & Rhonda Storning
2. Call to Order (regular meeting at 7:00 pm)
 - a) Resolution
3. Approval of Agenda
4. Declaration of pecuniary interest and the general nature thereof
5. Scheduled Closed Session (later in the agenda)
(See Agenda Item 19)
6. ***Recess*** - n/a
7. Delegations - n/a
8. Public Meeting
 - a) Resolution
 - b) Rezoning of Concession 8, Part Lot 11, Loughborough (Eel Bay Road) - Z-19-08 - S.Clark 4 - 20
9. Approval of Minutes
 - a) June 4, 2019 Council Meeting 21 - 28
 - b) June 11, 2019 Committee of the Whole Meeting 29 - 32
10. Business Arising from the Minutes
 - a) Notice of Motion - Sound Levels 33 - 35
 - b) Notice of Motion - Support for a OGRA ROMA Combined Conference 36 - 37
11. Reports Requiring Action
 - a) Asset Management Policy 38 - 44

b)	Bank Signing Authority - See By-law 2019-39	45 - 46
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e)	McCall Temporary Two Dwellings on One Lot Agreement	54 - 59
f)	Roads Requiring Permanent Repair	60 - 62
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12.	<u>Committee Meeting Minutes</u>	
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b)	Harrowsmith Beautification Committee meeting held May 1, 2019	133
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b)	By-law 2019-40 -McCall Temporary Two Dwellings on One Lot	139
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b)	Valleyview Estates Subdivision Agreement - Response to May 21, 2019 Delegation	155 - 158
15.	<u>Information Items</u>	
a)	Honourable Steve Clark, Minister of Municipal Affairs & Housing, re: Bill 108 - More Homes, More Choices and Development Charges Transition	159 - 162
16.	<u>Notice of Motions</u>	
17.	<u>Announcements/Statements by Councillors</u>	
18.	<u>Question of Clarity (from the public on outcome of agenda items)</u>	

19. Closed Session

- a) As permitted by the Municipal Act, Section 239.2, Council will move into closed session to discuss matters related to:
 - (b)personal matters about an identifiable individual, including municipal or local board employees;
 - (c)a proposed or pending acquisition or disposition of land by the municipality or local board;
- b) Personal matters about an identifiable individual
- c) Vesting of a failed Tax Sale Property
- d) Resolution

20. Rise and Report from Closed Session

21. Confirmatory By-law

- a) By-law 2019-41 163

22. Adjournment



Report to Council

Development Services - Planning



Public Meeting Report – Zoning Bylaw Amendment

Report Date: June 13, 2019

Application No: Z-19-08

Owner: S. Clark Homes Ltd.

Location of Property: Part Lot 11, Concession 8, Part 5 RP13R-15931, District of Loughborough, Township of South Frontenac, municipally known as Eel Bay Road

Purpose of Application: Rezone land from the Special Recreational Resort Commercial (RRC-26) Zone to the Special Waterfront Residential (RW-44) Zone to establish a single detached dwelling, a detached garage with loft and shed

Date of Public Meeting: June 18, 2019

Recommendation

It is recommended that South Frontenac Council receive comments from the public and pending comments received to direct staff to prepare a bylaw to rezone the subject property from Special Recreational Resort Commercial (RRC-26) Zone to the Special Waterfront Residential (RW-44) Zone to establish a single detached dwelling, a detached garage with loft for storage and shed.

Proposal

An application has been submitted to amend the Township of South Frontenac Comprehensive Zoning Bylaw 2003-75 to rezone the subject property owned by S. Clark Homes Ltd. for the subject Lands from Special Recreational Resort Commercial (RRC-26) Zone to the Special Waterfront Residential (RW-44) Zone.. The property consists of 1.3 acres (0.526 ha). The rezoning is required in order to establish a single detached dwelling consisting of 198 square metres (2131 sq ft) at 23.7 metres (77.8 ft) from the highwater mark, a proposed shed 8 ft by 12 ft to be located a minimum of 10 metres (32.8 ft) from the highwater mark of Sydenham Lake and a garage 30 ft by 30 ft with loft for storage to be permitted in the front yard, setback at 11.95 metres (39.2ft) from the front lot line with an increase of height to 8.84 metres (29 ft). The existing well at the northeast corner of the property will service the proposed residential dwelling.

Under the *Planning Act*, a public meeting is required to be held to receive comments from citizens on the proposed rezoning. With the information presented, planning staff are recommending that Council receive comments but defer passing a bylaw until a later Council meeting to allow staff to consider comments that may be received.

Background

The subject property has been operating as a resort commercial use with three rental cottages and a boat launch for many years. The subject property is located at Part Lot 11, Concession 8, Part 5 RP13R-15931, District of Loughborough, Township of South Frontenac, municipally known as Eel Bay Road. The lot is long and narrow and is elevated to the north and slopes southerly towards an existing marshland area which is identified as a Provincially Significant Wetland. It is located on the waterside of the intersection of Eel Bay Road and Charlie Green Road. The existing three cottages, which were very close to the top of bank and close to the high water mark, have been removed as well as the toilets and shower house. The septic tank will be removed in order to accommodate for a new septic system which has been approved by KFL&A Public Health Unit. The proposal also includes the removal and disposal of three derelict docks from the property. A new dock will be constructed from the walkway extending from the proposed house with a smaller dock to be constructed to the south where an existing gravel driveway is located. The current owner has been undertaking shoreline works including installing retaining walls on the property. This work has been undertaken with a permit from the Cataraqui Region Conservation Authority.

As the subject property is located within 120m of a provincially significant wetland, and a small portion of the subject property has been identified as including lands identified as Provincially Significant



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Wetland, an Environmental Impact Assessment was required to be prepared to evaluate the impact of the re-development proposal on the features and function of the wetland. In support of the rezoning application and the site plan application SP-03-19-L two Environmental Impact Assessments were prepared by Reginald Genge dated February 8, 2019 and April 29, 2019. The current proposed residential development is similar to the residential proposal discussed with Planning staff in February 2019. Under the Township's site plan control by-law, this property is subject to site plan control because of its proximity to a Provincially Significant Wetland. The site plan application is being processed concurrently with the rezoning application. The recommendations of the EIA's and the requirements of the Cataraqui Region Conservation Authority will be captured as conditions in the Site Plan Control Agreement for the development of the property.

The Environmental Impact Assessments conclude that the redevelopment of this site as proposed with the proposed setback distances will not have a negative environmental impact on the water quality of Eel Bay nor the wetland located near the southern portion of the property. No development is proposed within the wetland on the property. The proposal provides an opportunity to re-establish (re-naturalize) the shoreline vegetation that will both improve the habitat for wildlife species as well as provide stability and prevent erosion in the foreslope areas.

Historically more intensive uses have occurred on the property which include cottage rentals in the resort commercial use in the summer months and snowmobile and ice fishing activity in the winter months. The owner has indicated that they will be closing the existing boat ramp to the public which has been in operation for over 50 years. The proposed use for the development of a single detached dwelling with detached garage and shed will reduce the activity and disturbance at this property and will limit the impact of human activities on the provincially significant wetland.

Provincial Policy Statement (2014)

The 2014 Provincial Policy Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. When assessing rezoning applications on rural lands, planning authorities must comply with Section 1.1.5.1 of the PPS; this section requires application of relevant policy of Section 1: Building Healthy Communities, Section 2: Wise Use and Management of Resources, and Section 3: Protecting Public Health and Safety by the approval authority.

Section 1: Building Healthy Communities of the PPS promotes the building of strong, healthy communities and includes policies about avoiding development and land use patterns which may cause environmental or public health and safety concerns. Section 1.1.5.2 of the PPS permits limited residential development on rural lands including resource-based recreational uses and Section 1.1.5.4 promotes development that is compatible with the rural landscape and can be sustained by rural service levels. KFL&A Public Health have indicated that they have no objections to the zoning by-law amendment and that the permit for the sewage system has been issued.

Section 2: Wise Use and Management of Resources of the PPS contains policies that encourage the protection of natural heritage, water, agricultural, mineral and cultural heritage and archaeological resources for their economic, environmental and social benefits. The recommendations noted in the Environmental Impact Assessment will be included as conditions in the Site Plan Control Agreement which will satisfy the intent of the Provincial Policy Statement and protect the Natural Heritage Features. The site plan agreement will come to Council for consideration at a future meeting.

Section 3: Protecting Public Health and Safety directs development away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage. No natural or human-made hazards were identified on the subject property or neighbouring property that would impact public health and safety. Cataraqui Region Conservation staff were satisfied during the review of the zoning by-law amendment application as the application was presented as being consistent with section 3.1 of the PPS as with the removal of the existing rental cottages and moving development further away from the water and installing a new septic system will be an improvement over the former use of the property. Staff at the CRCA have determined that the dwelling and garage are greater than 15 metres from the flood plain and the proposed shed will be



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located beyond 6 metres from the flood plain for Sydenham Lake and as such are supportive of the zoning by-law amendment.

County of Frontenac Official Plan, 2016

The County of Frontenac Official Plan is a framework for guiding development in the County through the management and protection of the natural environment and by providing direction and influence on growth patterns. It is focused on the six themes of economic sustainability, growth management, community building, housing and social services, heritage and culture, and environmental sustainability.

Section 3.3 Rural Lands provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. The proposed residential development setback further from the waterfront will be an improvement to the property.

Township of South Frontenac Official Plan, 2003

The subject property is designated as Rural in the Township of South Frontenac Official Plan. Policies of the Rural designation speak to permitting development that is consistent with maintaining the Township's rural, natural heritage, and cultural landscape. Policies in the Environmental Sensitive Areas Section 5.2.7 (b)(ii)(3) Policies for Development and Site Alterations Adjacent to Lakes and Rivers indicates that a reduction from a setback may only be considered if it is not physically possible or environmentally desirable to meet the 30 metre setback requirement and that there will be no negative impacts to fish habitat or water quality. This portion of Sydenham Lake has been classified as provincially significant wetland (PSW) by the Ontario Ministry of Natural Resources and Forestry. Section 5.2.11 of the Official Plan indicates that an Environmental Impact Assessment will be required when considering any development or site alteration, including any planning amendments or variances within or adjacent to a Provincial Significant Wetland. Two Environmental Impact Assessments were submitted in support of the proposed development states that the redevelopment of the site with the proposed setback distances will not have an environmental impact on the water quality of Eel Bay, the adjacent waterfront or the provincially significant wetland.

Township of South Frontenac Zoning Bylaw

The subject property will be rezoned from the Special Recreational Resort Commercial (RRC-26) Zone to the Special Waterfront Residential (RW-44) Zone. The RW-44 Zone requires a minimum 10 metre setback for the shed and 23.7 metres for the single detached dwelling unit from the highwater mark or floodline of the waterbody (Sydenham Lake). The RW-44 Zone requires the minimum permitted setback to the front lot line of 11.95 metres for the detached garage. The setback to the highwater mark to Sydenham Lake will be reduced to 23.7 metres for the single detached dwelling unit and 10 metres for the shed from the required 30 metres. The detached garage will be increasing in height from the required 6 metres (19 ft.) to 8.84 metres (29 ft.).

As the subject property is a waterfront lot that fronts onto a publicly maintained road, the application of the zoning by-law definitions makes the lot line adjacent to Eel Bay Road the front lot line. Accessory structures, such as garages and shed are permitted in the interior side yard and the rear yard. For the subject property that would normally mean that the garage and shed would be required to be placed between the dwelling and the water.

Recognizing it is not desirable to place the garage on the waterside of the proposed dwelling, the zoning by-law amendment must recognize that the garage is permitted in the front yard and establishes a minimum setback of 11.95 metres from the front lot line along Eel Bay Road. The proposed location of the garage is outside the 30m setback from Sydenham Lake. It includes a provision to allow for an increase in height to 8.84m to permit storage space in a loft space in the garage. The proposed height is 2.84m higher than permitted as of right in the by-law. The zoning by-law definitions measure the height to the peak of the garage roof to average grade. While the proposed garage is higher than normally permitted it is located on a portion of the lot where due to topography and existing tree cover, will not create a significant visual impact from the waterfront. It is proposed in a location that is not overlooked by any other neighbours directly and does not cause any



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visual obstruction that would impact safety at the intersection of Eel Bay Road and Charlie Green Road.

While the setback for the proposed dwelling is within the 30m highwater mark of Sydenham Lake, it is recognized that the proposal to change the zoning on the property from the RRC-26 Zone to RW-44 Zone limits the number of structures and impact on the property. Under the RRC-26 zoning, three rental cabins could be reconstructed at the same setback from the water (cottage being 4.3m from the water's edge) without any planning approvals. The change from a resort commercial zoning to a residential waterfront zone will limit the activity on the subject property and reduce the environmental impact on the water and the provincially significant wetland.

The KFL&A Public Health Unit have approved a septic system to be accommodated at this location. Staff at the CRCA have indicated that they do not have any objections to the rezoning application based on their consideration for natural hazards, natural heritage and water quality and quantity protection policies. Staff recommend that the EIA recommendations be included as a condition of approval in the Site Plan Control Agreement.

Agency Analysis and Comments

Comments were received from KFL&A Public Health dated June 10, 2019 indicating that they have no objections to the zoning by-law amendment. Permit LO-7-19 has been issued for the sewage system.

The Cataraqui Region Conservation Authority provided comments, dated June 10, 2019, in review of the Zoning By-law Amendment Application Z-19-08 and Site Plan Control Application SP-03-19-L for S. Clark Homes Ltd. The applications were reviewed for Natural Hazards and have determined that the dwelling and garage are greater than 15 metres from the flood plain and the proposed shed will be beyond 6 metres from the flood plain for Sydenham Lake. The proposed development will be located outside of the erosion hazard limit. The property was reviewed for Water Quality and Natural Heritage. The CRCA recognize that the lot is constrained in meeting the 30 metre setback requirement. The EIS was submitted in support of the planning applications which provides background information in identifying the constraints of the property. Staff at the CRCA are satisfied that removing the existing rental cottages, moving development farther away from the water and installing a new septic system will be an improvement on the landscape. The CRCA have no objection to the planning applications and recommend that the EIA recommendations be included as a condition of approval. The owner will be required to apply for a permit under Ontario Regulation 148/06 at the building permit stage.

No additional comments were received in review of the rezoning application.

Public Comments

At the time of writing, no formal comments have been received from the public. The intent of the public meeting is to receive comments from the public.

Submitted by:

Trudy Gravel, CPT, AMCT, Planner, Township of South Frontenac

Approved by:

Claire Dodds, MCIP, RPP, Director of Development Services, Township of South Frontenac

Date of Site Visit: April 24, 2019

Attachments:

1. S. Clarke Zoning By-law Letter
2. Existing Conditions Site Sketch
3. Proposed Site Plan for Eel Bay Road
4. Environmental Impact Assessment (February 2019)
5. Environmental Impact Assessment (April 2019)
6. Draft Zoning By-law & Mapping

S. Clark Homes Ltd

1528 Sydenham Rd

Kingston, Ontario

K7L 4V4

Office; 613-384-1096 Fax; 613-384-1373

info@sclarkhomes.com

April 30, 2019

On behalf of Simon and Denise Clark;

Re; Application for Zoning By-Law Amendment – For the property known as; 2015 Eel Bay Rd. Perth Rd Eel Bay, Sydenham Lake.

Brief History of the Property

- 3 existing cabins close to the water' edge with 3 separate outbuildings containing showers, toilets, and storage.
- Seasonal rentals since approximately the 1960's.
- Pay per use private boat ramp.

Current Site Conditions

- All 3 cabins and outbuildings were in desperate need of repairs. All buildings have been demolished and removed from the property as per Demolition permits issued by the building department on April 26, 2019.
- Electrical was not to code and in poor condition.
- 2 existing/older septic beds will be decommissioned.
- 1 existing drilled well.
- All 3 kitchens within the cottages drained onto the ground underneath the cabins.
- Boat ramp has been closed permanently as of our taking possession of the property on December 31, 2018.

Our Proposal

- Remove the existing RRC-26 zoning and change to an RW zoning (specific.)
- Construct a new year round residence in the location shown on our site plan. Approximately 22M from high water.
- Construct a 30' x 30' separate garage in front with approximately 590sqft of finished space for use as guest quarters, within the roofline. This would be past the 100' set back, however we would require a 25' building height.
- Reduce the number of docks from the existing 3, down to 2.
- Waive the right to allow for a separate 300sqft sleeping cabin.
- Permanently close the existing boat ramp to the public.
- Construct a separate shed 8'x14' closest to the boat ramp for use as storage.

Page 1 of 2

We have heard recently that there has been quite a lot of public concern regarding the boat ramp access being closed off, as it has been used by area residents and out of area fisherman and boaters alike for over 50 years.

Typically this boat ramp is used year round.

In the winter it is heavily used by snowmobilers and for ice fishing (sometimes for fishing derby's). Spring time brings boaters and more fisherman to this ramp who de-winterize, repair and fuel their boats all summer long.

Every spring for opening bass and pike there are as many as 20 plus trucks and trailers left parked alongside the front of the property and alongside the boat ramp.

Most users do not pay the posted fee to use this private access and the property is left damaged and unrepaired every single spring.

Eliminating public use of this boat ramp will significantly improve the sensitive breeding areas of this shoreline and prevent constant erosion and damage to the sensitive marsh area south east of the access and will also bring a more peaceful environment for the entire area.

Summary

After considering several different options for the property and balancing the sensitive nature of this waterfront parcel we feel that our proposal to remove the existing cottage rental scenario along with the traffic brought on by the boat ramp, for our year round residence would significantly improve and preserve the shoreline and maintain the existing habitat for both marine and wildlife. In addition we feel our proposal would create a more serene environment for the neighboring homeowner's.

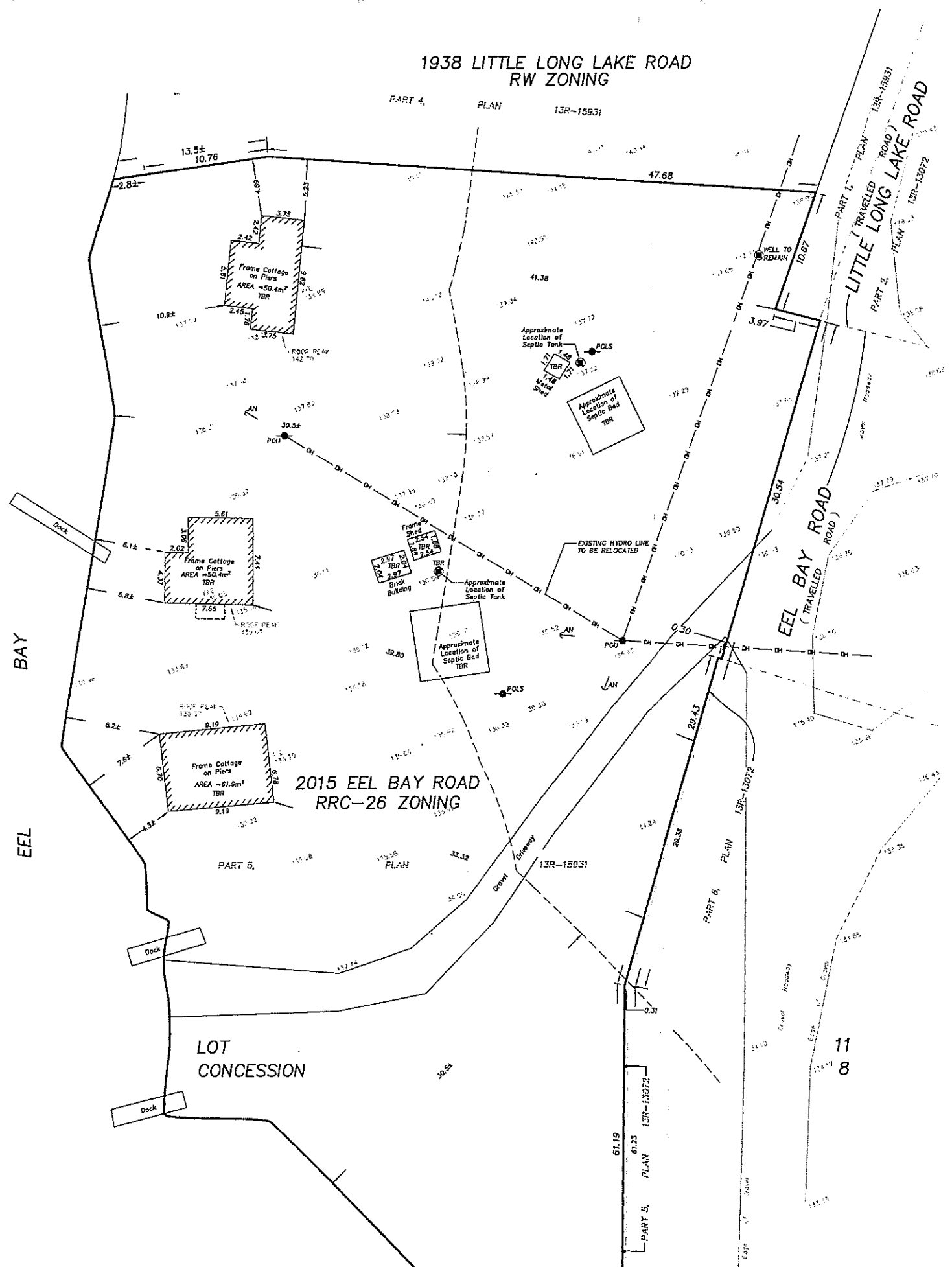
We are hopeful that this township agrees with our proposal.

Sincerely,

Simon Clark

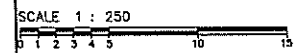
Denise Clark

The block contains two handwritten signatures in blue ink. The first signature, for Simon Clark, is a stylized, cursive 'S' followed by 'Clark'. The second signature, for Denise Clark, is a more complex cursive script, starting with a large 'D' and ending with 'Clark'.



** NOTE
ALL STRUCTURES AND DOCKS REMOVED
APRIL 25/19 PERMITS 19-066/067/068*

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SKETCH SHOWING
EXISTING BUILDING SITINGS OF
2015 EEL BAY ROAD
TOWNSHIP OF LOUGHBOROUGH
TOWNSHIP OF
SOUTH FRONTENAC
COUNTY OF FRONTENAC



- LEGEND**
- TBR DENOTES TO BE REMOVED
 - FFE DENOTES FINISHED FLOOR ELEVATION
 - AN DENOTES ANCHOR POINT
 - POU DENOTES UTILITY POLE
 - POLS DENOTES LIGHT STANDARD
 - OH DENOTES OVERHEAD WIRES
 - SPOT DENOTES SPOT ELEVATION

SITE STATISTICS	
ZONING	- RRC-26 (CURRENT)
LOT AREA	- 5449.7m ² ±
BUILDING AREA	- AS ABOVE
LOT COVERAGE	- 3.0% (EXISTING)
BUILDING HEIGHT	- AS SHOWN



CAUTION
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT
BE USED EXCEPT FOR THE PURPOSE INDICATED IN
THE TITLE BLOCK.
DISTANCE NOTES - METRIC
DISTANCES ARE IN METRES AND CAN BE CONVERTED TO FEET
BY DIVIDING BY 0.3048.

Ontario Lake Assessments Environmental Consulting
 3654 Stage Coach Road
 HARROWSMITH, Ontario
 K0H 1V0

April 29, 2019

Trudy Gravel, Planner
 Township of South Frontenac
 4432 George Street
 P.O. Box 100
 SYDENHAM, Ontario
 K0H 2T0

**REGARDS: EIA for Zoning By-law Amendment – Concession 8, Part Lot 11, Part 5;
 2015 Eel Bay Road – Loughborough District, South Frontenac Township;
 RP 13R15931 Proposed Redevelopment of former commercial cottage site to
Waterfront Residential – S. Clarke Homes**

Dear Trudy Gravel:

Regarding the above proposal, I have prepared previous comments, which are a matter of record dated February 8, 2019 and April 8, 2019 with respect to potential for environmental impacts as a result of development of this property. This amended proposal, as indicated in the sketch (Ivan Wallace O.L.S – April 26, 2018), shows the building envelope for a residence and detached garage, a new septic and a proposed shorefront remediation works in the form of a armor stone terraced retaining wall. This proposal is very close to the original concept as described in the February 8th correspondence above and therefore my comments around site conditions and recommendations remain much the same. No further site visit was conducted as a result of this amended proposal.

Recommendations:

1. Remove and dispose of two derelict docks from the north and south sides of boat launch location; maintain the boat launch location where it is then relocate the new aluminum frame dock from northerly on the shorefront to the boat launch site of the derelict dock.
2. A dock may be located centred on the shorefront but only if the foreslope area is stabilized with armor stone and with a pedestrian stairway to the dock. This will focus the waterfront activity to this already impacted location. Re-stabilize and re-naturalize the steep foreslope shoreline areas using armor stone and low shrubs (juniper bushes) and cedar trees as well as dogwood along the toe of the slope at the water's edge; ornamentals may also be used in combination with the above. This can be done in a manner that maintains a view from the proposed new residence while providing both stability to the slope as well as providing a naturalized shoreline appearance from the water. Re-naturalizing this foreslope area will also serve to promote the movement of wildlife along the lakefront.

....2

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3. All of the foreslope restoration work and dock location must be vetted through the Cataraqui Region Conservation Authority.
4. Re-naturalize the grass strip on the road side of the marsh area by planting native tree species such as a mixture of white cedar, white spruce and maples. This will help to deter human intrusions into the marsh area from the road and promote wildlife use of the wetland area. Spacing of these plantings should be at least 7-10m apart.
5. Maintain the existing natural vegetation and understory in the foreslope area at site of northernmost cottage.
6. No disturbance or intrusion into the marsh area from any side should be permitted.
7. During and after the construction period there should be no filling or false grading of excavated materials within the 30m setback from the lake or the wetland; the exception allowing for landscaping materials for the final grade next to the residence and for reclamation of the footprints of the three demolished cottages.

The redevelopment of this site as proposed with greater setback distances will not have an environmental impact on the water quality of Eel Bay nor on the wetland (marsh) located near the southern portion of the property. The proposal provides an opportunity to reestablish (re-naturalize) the shoreline vegetation that will both improve the habitat for wildlife species as well as provide stability and prevent erosion in the foreslope areas. Including the recommendations above as conditions of approval will satisfy the intent of the Provincial Policy Statement and protect the Natural Heritage Features.

If you have any questions please do not hesitate to give me a call.

Respectfully yours,

Reginald Genge B.Sc.
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 A. Schmidt (CRCA) aschmidt@crea.ca
 S. & D. Clarke - info@sclarkhomes.com



February 8, 2019

Trudy Gravel, Planner
Township of South Frontenac
4432 George Street
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**REGARDS: EIA for Zoning By-law Amendment – Concession 8, Part Lot 11, Part 5;
2015 Eel Bay Road – Loughborough District, South Frontenac Township;
RP 13R15931 Proposed Redevelopment of former commercial cottage site to
Waterfront Residential – S. Clarke Homes**

Dear Trudy Gravel:

A site visit was conducted to the above property on January 2, 2019. An application was not formally submitted as of the above date; there was no snow cover at this time, however and the site visit, although outside of the normal window to conduct an EIA, allowed for a determination of the degree of cultural impact of this small parcel and also the potential for impact as a result of this proposal. Twenty-nine photographs were recorded during the site visit. Surveyors were also on-site to stake out the 30m setback distance from the waterfront as well as the lot boundaries and other features.

Mr. Clarke, who accompanied me, explained that the proposal was to remove all the buildings and other amenities, these included three small rental cottages set very close to the top of bank and close to the high water mark as well as the toilets and shower house. The old septic tank would also be removed as part of the preparations for the redevelopment.

Observations:

- The Natural Heritage features of prominence are the lake (Eel Bay) and the marsh wetland at the south end of the lot.
- The lot is long and narrow, oriented in a north-south direction along the waterfront; the north half of the lot has a higher elevation than the southerly portion; the southerly portion (approximately 90m in length) is marshland bordered on the inland side by a 15m± wide maintained grass (lawn) strip. Fronting the marsh on the lake side is an aquatic macrophyte community extending from the outer edge of the marsh to 30m offshore; the marshland portion and the macrophyte bed together constitute important nursery fish habitat (acquired from a Sep. 3, 2015 Google earth Image).
- A brush pile has been deposited in the marsh area near to the boat launch site; this activity must be curtailed, although it could be argued that the brush pile may provide a basking site for gray rat snakes, a species at risk that is known to be present locally.

Genge to Gravel
February 6, 2019

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- A second macrophyte bed lays in front of the southernmost cottage from the high water mark to 10m offshore; it lays between the boat launch site and an area where an artificial sandy swimming site has been created between the two southern-most cottages.
- The site overall is heavily culturally impacted; there is no natural understory anywhere on the lot near to or around the rental cottages, most of the grounds are maintained as lawn.
- The foreslope area between the two southernmost cottages is experiencing erosion due to pedestrian traffic.
- The foreslope area in front of the northernmost cottage is largely natural and should remain undisturbed.
- All three of the rental cottages are located on the fore slope to the lake all within 10 metres of the water and too close to the top of bank.
- A boat ramp/launch site exists on the north side of the marsh; this has resulted in loss of fish habitat by way of destruction of the macrophyte community immediately in front of it.
- The marsh area is not identified on Schedule A to the OP as part of the Eel Bay Provincially Significant Wetland (PSW), however the marsh lays within 900 m (acquired from a Sep. 3, 2015 Google earth Image) of three wetland parcels that are included in the PSW and therefore this marsh will be frequented by many species common to the PSW parcels. The marsh habitat may provide important pike spawning opportunities during the spring-time high water period.

The Proposal:

1. Dismantle and remove all existing structures from the site, a total of 172± m² in area (1852 ft²± total area); inclusive of shower house and toilets.
2. Construct a new permanent residence plus detached garage with living space (311± m²), the main residence of which will intrude into the 30m setback requirement by 6.1 m± (20').
3. Construct a new septic system > 30m from the water.
4. Maintain the boat launch site as the main water access point but only for private use.
5. The proposal will require the removal of several mature trees including a cluster of cedars in order to accommodate the building envelope; the removal of these trees can be offset by the planting of a hedgerow between the marsh and the road and re-naturalization of the footprints of the former cottage sites.
6. All of the proposed new amenities including the septic system will be located in a backslope area as far from the waterfront as possible.

Discussion:

This lot is heavily culturally impacted at present; the buildings of which are all too close to and are located in the foreslope to the lake. While the proposed new development will increase the lot coverage (development density), all of the proposed new development will be located in the backslope area at a much greater distance from the waterfront and with surface flow at least

....3

Genge to Gravel
February 6, 2019

-3-

initially away from the lake. The proposed new septic system will also be located > 30m from the lake in the backslope area. The installation of a new septic system constructed to current standards can also be viewed as an environmental improvement and therefore more protective of the water quality in Eel Bay than what currently exists.

At present there are three docks in the water, two of which are located, one on each side of the boat ramp and both are in poor condition. A third aluminum frame dock is located northerly on the shoreline but is in a location that requires pedestrian access down the steep shorefront. There is already evidence of erosion down this slope as a result. This can be alleviated by removing the two derelict docks and relocating the aluminum frame dock next to the boat launch site.

The grassed (lawn area) between the wetland and the municipal road is now being used as a temporary storage site for round hay bales and saw logs for firewood. This area should be re-naturalized by planting a buffer hedge row of a mixture of native tree species like cedar, spruce and maple trees. This hedge row will discourage human access across the marsh to the lake during the winter; it will also complete the waterfront buffer.

Recommendations:

1. Remove and dispose of two derelict docks from the north and south sides of boat launch location, then relocate the new aluminum frame dock from northerly on the shorefront to the boat launch site of the derelict dock. This will focus all the waterfront activity to this already impacted location.
2. Re-naturalize the steep foreslope shoreline areas in front of and between the two southernmost cottages using low shrubs (juniper bushes) and cedar trees as well as dogwood along the toe of the slope at the water's edge; ornamentals may also be used in combination with the above. This can be done in a manner that maintains a view from the proposed new residence while providing both stability to the slope as well as providing a naturalized shoreline appearance from the water. Re-naturalizing this foreslope area will also serve to promote the movement of wildlife along the lakefront.
3. Re-naturalize the grass strip on the road side of the marsh area by planting a hedge row of native tree species such as a mixture of white cedar, white spruce and maples. This will help to deter human intrusions into the marsh area from the road and promote wildlife use of the wetland area.
4. Maintain the natural vegetation in the foreslope area at site of northernmost cottage.
5. Maintain the boat launch location where it is and use this site also as the main water activity access point.
6. No disturbance or intrusion into the marsh area from any side should be permitted.
7. During and after the construction period there should be no filling or false grading of excavated materials within the 30m setback from the lake; the exception allowing for landscaping materials for the final grade next to the residence and for reclamation of the foot prints of the three demolished cottages.

.... 4

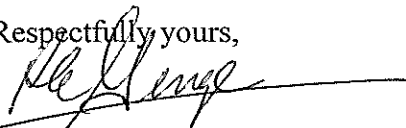
Genge to Gravel
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The redevelopment of this site as proposed with greater setback distances will not have an environmental impact on the water quality of Eel Bay nor on the wetland (marsh) located near the southern portion of the property. The proposal provides an opportunity to reestablish (re-naturalize) the shoreline vegetation that will both improve the habitat for wildlife species as well as provide stability and prevent erosion in the foreslope areas. Including the recommendations above as conditions of approval will satisfy the intent of the Provincial Policy Statement and protect the Natural Heritage Features.

If you have any questions please do not hesitate to give me a call.

Respectfully yours,



Reginald Genge B.Sc.
Ontario Lake Assessments – Environmental Consulting
3654 Stage Coach Road
RR# 3
HARROWSMITH, On.
K0H 1V0

rgenge@xplornet.ca
613-376-3863

Copy to:

Denise and Simon Clarke
S. Clarke Homes Ltd.
1528 Sydenham Road
KINGSTON, Ontario
K7L 4V4

Material reviewed for this application:

Google Earth Image September 3, 2015
29 photographs recorded on site
Application for Zoning By-Law Amendment dated January 30, 2019
Schedule A – to the OP for SFT
IBW- Site Plan Sketch - January 2019 (with added notations)
Survey with hedge row indicated
Kingston Drone Pros video December 18, 2018

Township of South Frontenac
By-Law Number 2019-XX

Being a by-law to amend By-Law Number 2003-75, as amended, to rezone land from the Special Recreational Resort Commercial (RRC-26) Zone to the Special Waterfront Residential (RW-44) Zone, Part Lot 11, Concession 8, Part 5 RP13R-15931, District of Loughborough, Township of South Frontenac: S. Clark Homes Ltd.

WHEREAS pursuant to the provisions of the Section 34 of the *Planning Act*, RSO 1990 as amended, the Council of a Municipality may enact by-laws regulating the use of land and the erection, location and use of buildings and structures thereon;

AND WHEREAS By-law 2003-75 being the Zoning By-law regulates the use of land and the erection, location and use of buildings and structures within the Township of South Frontenac;

AND WHEREAS the Council of the Corporation of the Township of South Frontenac considered all written and oral submissions received on this application, the effect of which helped Council make an informed decision;

NOW THEREFORE, the Council of the Corporation of the Township of South Frontenac by its Council, hereby enacts as follows:

1. THAT Schedule "B", to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from the Special Recreational Resort Commercial (RRC-26) Zone to the Special Waterfront Residential (RW-44) Zone for those lands shown on the attached map designated as Schedule "1".
2. THAT Zoning By-law Number 2003-75, as amended, is hereby further amended by adding a new section RW-44 (Part Lot 11, Concession 8, Part 5 RP13R-15931, District of Loughborough, municipally known as Eel Bay Road) to read as follows:

RW-44 (Part Lot 11, Concession 8, Part 5 RP13R-15931Loughborough District – S. Clark Homes Ltd.)

Notwithstanding the provisions of Section 8, or any other provision of this By-law to the contrary, on lands zoned the Special Waterfront Residential Zone (RW-44) Zone, the following provision applies:

- Zone regulations
- a. Setback to the highwater mark of Sydenham Lake (Minimum)
 - i) Single detached dwelling unit 23.7 metres (77.8 ft.)
 - ii) Shed (108 sq ft maximum) 10.0 metres (32.8ft.)
 - b. Structures permitted in the front yard (Minimum setback from front lot line):
 - i) Detached garage 11.95 metres (39.2ft.)
 - c. For Accessory Buildings Not Attached to the Principle Building
 - i) Building Height (Maximum) 8.84 metres (29 ft.)

All other provisions of this by-law shall apply.

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

Dated at the Township of South Frontenac
this 2nd day of July, 2019.

Read a first and second time this 2nd day of July, 2019.

Read a third time and finally passed this 2nd day of July, 2019.

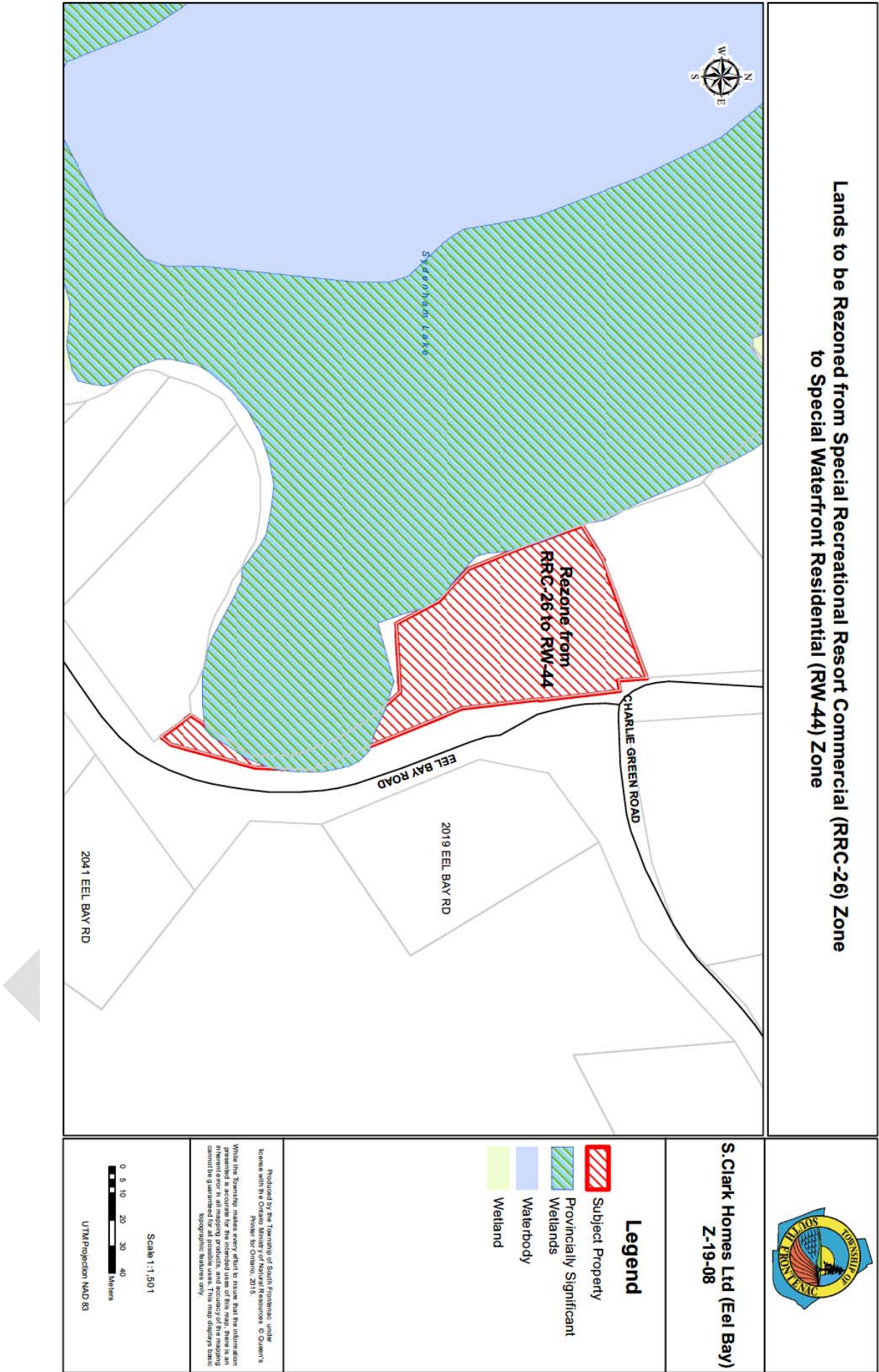
THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

Ron Vandewal, Mayor

Angela Maddocks, Clerk

DRAFT

Schedule 1



This is Schedule “1” to By-law No. 2019-XX

Passed this 2nd day of July, 2019

MAYOR_____

CLERK_____

Minutes of Council
June, 4, 2019

Time: 7:00 PM

Location: Council Chambers



Meeting # 16

Present: Mayor Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Norm Roberts, Randy Ruttan, Ron Sleeth, Ross Sutherland

Staff: Wayne Orr, Chief Administrative Officer, Claire Dodds, Director of Development Services, Mark Segsworth, Director of Public Services, Angela Maddocks, Clerk.

1. Call to Order

a) Resolution

Resolution No. 2019-16-01

Moved by Councillor Morey

Seconded by Deputy Mayor Sleeth

That the Council meeting of June 4, 2019 be called to order at 7:00 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof

a) Councillor Leonard declared a pecuniary interest with respect to agenda item 13 (a), the Accounts Payable and Payroll Listing.

3. Approval of Agenda

a) Minute of Silence

To acknowledge the 75th anniversary of D-Day (the invasion of Normandy on June 6, 1944) and the thousands of Canadian soldiers who lost their lives in combat, Mayor Vandewal requested that a moment of silence be held to remember how fortunate we are today as Canadians for their sacrifices. (The agenda was amended to allow for this).

b) Resolution

Resolution No. 2019-16-02

Moved by Councillor Morey

Seconded by Deputy Mayor Sleeth

That the agenda for the June 4, 2019 Council meeting be adopted as amended.

Carried

4. Scheduled Closed Session - n/a

5. ***Recess*** - n/a

6. Delegations

a) Tracy Zander, ZanderPlan Inc and Gavin Marshall, Magenta Waterfront Development Corp, re: Draft Plan Extension for Cranberry Cove and Johnston Point Developments

Gavin Marshall thanked Council for acknowledging D-Day with the minute of

silence as his father was at Juno Beach. He thanked Council for the opportunity to address his request for an extension to the Draft Plan Approval for Johnston Point and Cranberry Cove developments. He provided an overview of his background and upbringing and talked about the \$10 million investment in development projects his company has financed. He stated that he is aware of the unprecedented degree of scrutiny and analysis that the Johnston Point development has undergone and that he has a team of professionals to support the adherence to the draft plan approval if an extension is granted. Mr. Marshall stated that the Johnston Point Development has incorporated unique elements that are intended to elevate environmental standards to a whole new level, specifically the blanding turtle shelter between Units 8 and 9. He felt the most unique and progressive feature of the development is the requirement for the condominium corporation to adhere in perpetuity to the biological "owner's manual". A portion of the condo fees will be allocated to the Environmental Committee who will be responsible for ensuring that all of the environmental safeguards are maintained. He suggested that the Johnston Point development will attract residents who will embrace environmental controls and will want to build net-zero homes that minimize the carbon footprint. Mr. Marshall commended the professionalism and spirit of constructive collaboration demonstrated by township staff and he stated that he looks forward to working with the township to establish South Frontenac as the model for what a flourishing, environmentally sustainable 21st century community can look like.

Tracy Zander introduced herself as an independent planning consultant who has been working with Magenta Corporation for 5- 6 months. Noting the recent delay in the project there has not been sufficient time to satisfy the Draft Plan Approval conditions prior to the current deadline. She noted that more time is required to complete the conditions and register the agreement. She explained the challenges with respect to obtaining a copy of the Benefit Permit from the Ministry of Natural Resources. She recognized the need to implement the conditions properly and everyone is working hard to complete; there is motivation to get this done, understanding that the County issues the extension.

Deputy Mayor Sleeth asked why Magenta does not have the Benefit Permit that was issued six month ago. Tracy Zander responded that the Benefit Permit was issued to the former project manager and a "freedom of information" request has been filed with the Ministry of Natural Resources to obtain a copy. Mr. Marshall stated that he has requested a copy from MNRF but was instructed that they could not release to anyone but the applicant. A court order requires that Mr. Beach supply a copy within five days.

Councillor Revill asked why the township has not received a signed copy of the agreement from Magenta. Tracy Zander indicated that there is still some information to be filled in. Mr. Marshall stated that they were not given the file until March however he is committed to filling in the blanks and ensuring the deliverables outlined in the agreement.

Deputy Mayor Sleeth commented that the township had not been given the ability to view the property. Gavin Marshall stated that he was unaware of this and didn't know why the township had not been allowed previously, however he welcomed Council members to conduct a site visit as he felt it was in the best interest to have constructive collaboration with South Frontenac. Mayor Vandewal noted that he had recently attended the site.

Councillor Sutherland thanked Mr. Marshall for attending in his capacity as the major stakeholder in the Johnston Point development. He stated that originally he was opposed to Johnston Point but is okay with the Cranberry Cove DPA as is. Councillor Sutherland was concerned about the signing of the agreement as the developer (Magenta) has now had three months (since March) to provide

the township with a signed agreement and he felt it could be signed before the County meeting takes place. With respect to the benefit permit, Councillor Sutherland stated that work had been done on the property prior to the Benefit Permit and damage has already been done to the habitat. He felt that brush clearing within the 30 metre setback from the water was a clear statement of disregard for the environment. The bridge was started and significantly completed without a permit from either the township or the conservation authority. He felt this was totally unacceptable as those involved were professionals who know the rules and could only interpret this as being a deliberate attempt to build first and ask forgiveness later. With regard to the species at risk, Councillor Sutherland felt that Magenta had proceeded with work on the three lots and the condominium project without the necessary approvals from MNRF. He felt there needs to be a statement of commitment from Magenta that work should not have been started on the project before the benefit permit was issued, a commitment to respect the 30 meter water protection zone conditions, including a written commitment that it means no limbing and brushing except as permitted in the conditions, a commitment to apply for the bridge approval in the manner outlined in the conditions and respect the decision of the Township, a signing of the condominium agreement and the release of the benefit permit, all of this before any extension is given.

Mayor Vandewal noted that the purpose of the meeting was to forward comments and concerns to the County as the approval agency for the extension.

Tracy Zander felt there was not a problem with getting the agreement signed however she couldn't comment on prior work, she assured Council that an engineer has been engaged and stamped drawings will be obtained and there has been no further work done. She was on site last week with staff and the biologist, and there was some limbing done but no evidence of clearing trees. She assured Council that they will continue to try and get a copy of the benefit permit and recognized that this is part of the Draft Plan approval extension.

Councillor Ruttan felt there was a contradiction to the "gold standard" if no building permit was obtained for the construction of the bridge. He has personal reservations as a fair amount of work was done prior to the agreement being signed resulting in degradation of the environment and habitat. He questioned how the developer would hold this development to the gold standard.

Mr. Marshall stated that this is the fundamental issue as he has only had control since March and he had been unaware of the bridge and agreed that there should have been a permit, however, he is working with the Chief Building Official to ensure compliance. He explained that units 16, 17 and 18 are not part of the vacant lot condominium. He assured Council that he will adhere to the conditions as they are under a microscope, there is no room to cut corners. He felt the "environmental committee" is a unique feature to ensure environmental compliance. While no one can legislate human nature, the property owners will have commonality of environmental protection interests that don't exist in a common subdivision.

Councillor Ruttan responded by agreeing with the existence of a big microscope but since there had been non-compliance previously he has serious reservations about the extension.

Deputy Mayor Sleeth commented that there was a lot of taxpayers money spent on reports and studies and felt there was a lack of willingness to follow the regulations set out in the draft plan.

Gavin Marshall stated that as the major stakeholder, no one is more frustrated than he is. There are five pending sales and 2 residents on the severed lots.

Minutes of Council
June, 4, 2019

He felt there is a great plan with elevated standards and it is an exacting plan in which he feels will be something to be proud of.

Councillor Sutherland felt the wording had been very explicit in the Environmental Impact Study about no brush clearing within 30 metres of the waterbody. He felt there were numerous things that went beyond the EIS and that South Frontenac has been working very hard on protecting the shoreline.

Mayor Vandewal stated that Council has committed to supporting township staff and have confidence in their ability to handle the compliance aspect in a professional way. There has been approval given to have contracted services to assist with subdivision compliance.

b) Gary Beach, re: Draft Plan Extensions

Mr. Beach stated that he was only speaking in support of the extension to the Cranberry Cove Plan of Condominium Draft Plan approval. This is a 15 unit vacant land condominium and he asked that Council support the extension with no changes.

Deputy Mayor Sleeth stated that this was a totally different development from that of Johnston Point and it has been on the books for several years and worthy of an extension.

Councillor Ruttan asked about amendments to the Draft Plan Approval. Mr. Beach clarified that he is supportive of the Draft Plan approval as it is with no changes.

7. Public Meeting - n/a

8. Approval of Minutes

a) May 21, 2019 Council Meeting

Resolution No. 2019-16-03

Moved by Deputy Mayor Sleeth

Seconded by Councillor Morey

That the minutes of the May 21, 2019 Council meeting be approved.

Carried

9. Business Arising from the Minutes

a) Private Shooting Range - Cowboy Mounted Shooting

Resolution No. 2019-16-04

Moved by Deputy Mayor Sleeth

Seconded by Councillor Morey

That Council direct staff to issue a letter of "no objection" to the private shooting range proposed by Phillip Smith and Jamie Lloyd for the purpose of Cowboy Mounted Shooting, subject to both Phillip Smith and Jamie Lloyd entering into an agreement with the Township as outlined in the report of May 29, 2019.

And that the CAO be authorized to enter into such agreement on behalf of the Township with Phillip Smith and Jamie Lloyd.

Carried

b) Z-19-07-B - Rezone from RU to RW, Con 7, Part Lot 23 & 24 - Fanning

See By-law 2019-30

10. Reports Requiring Action

Minutes of Council
June, 4, 2019

a) South Frontenac Official Plan Review

Resolution No. 2019-16-05

Moved by Councillor Sutherland

Seconded by Councillor Roberts

That Council adopt the recommendation from the Development Services Committee and schedule the required Section 26 meeting under the Planning Act for August 6, 2019.

Carried

b) Application for Extension of Draft Plan Approval for the Johnston Point Plan of Condominium

Councillor Sutherland proposed a motion to defer as outlined below.
(Resolution 2019-16-06)

Councillor Roberts requested a recorded vote on the original motion/recommendation in the Director of Development Services report. Councillor Leonard and Mayor Vandewal voted in favour of the recommendation to extend the draft plan approval with Councillors Morey, Revill, Roberts, Ruttan, Sutherland and Deputy Mayor Sleeth voting against it.
(Resolution 2019-16-07)

Resolution No. 2019-16-06

Moved by Councillor Sutherland

Seconded by Councillor Ruttan

That this matter be deferred and that a Special Council meeting be held on June 11, 2019 to allow for the applicant/developer to address outstanding items such as the signing of the agreement and to obtain a copy of the benefit permit from the Ministry of Natural Resources.

Defeated

Resolution No. 2019-16-07

Moved by Councillor Roberts

Seconded by Councillor Leonard

That South Frontenac Council recommend the County of Frontenac extend draft plan approval for a period of one year for application 10CD-2014/001, subject to the conditions outlined by the OMB decision dated June 28, 2016 and direct the Clerk to forward this resolution to the County Clerk.

Defeated

c) Application for Extension of Draft Plan Approval for the Cranberry Cove Plan of Condominium

Resolution No. 2019-16-08

Moved by Councillor Sutherland

Seconded by Councillor Roberts

That South Frontenac Council recommend the County of Frontenac extend draft plan approval for a period of one year for application 10CD-2012/002, subject to the conditions approved by County Council on July 16, 2014 and direct the Clerk to forward this resolution to the County Clerk.

Carried

d) Application for Extension of Draft Plan Approval for the Ouellette Plan of Subdivision

Resolution No. 2019-16-09

Moved by Councillor Leonard

Seconded by Councillor Roberts

Minutes of Council
June, 4, 2019

That South Frontenac Council recommend the County of Frontenac extend draft plan approval for a period of one year for application 10T-2011/002, subject to the conditions approved by County Council on July 17, 2013 and direct the Clerk to forward this resolution to the County Clerk.

Carried

- e) Premier's Letter to Heads of Council - See Agenda Item 14 (d).

11. Committee Meeting Minutes

- a) Bellrock Hall Committee meeting held April 17, 2019
b) Development Services Committee meeting held April 29, 2019

Resolution No. 2019-16-10

Moved by Councillor Roberts

Seconded by Councillor Leonard

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

- Bellrock Hall Committee meeting held April 17, 2019
- Development Services Committee meeting held April 29, 2019

Carried

12. By-laws

- a) By-law 2019-30 - Rezone Concession 7, Part Lot 23 & 24, Bedford

Resolution No. 2019-16-11

Moved by Councillor Leonard

Seconded by Councillor Roberts

That By-law 2019-30, being a by-law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) Zone, Limited Services Residential (RLS) Zone and Limited Services Residential-Waterfront (RLSW) Zone to Waterfront Residential Zone (RW) Zone, Part Lot 23 & 24, Concession 7, District of Bedford, be given third reading, signed and sealed.

Carried

13. Reports for Information

- a) Accounts Payable and Payroll Listing
b) Tender #PW-2019-06 - 19,500 LB GVWR Truck
c) Tender #PW-2019-20 Structural Tunnel - Plate Liner Replacement of Burnt Hills Road Culvert
d) County of Frontenac - Notice of Decision with Respect to a Draft Plan of Vacant Land Condominium under Section 51 (37) of the Planning Act - Shield Shores
e) Annual meeting with Lake Association Representatives

While there are several meetings scheduled for August regarding input on the Official Plan and Strategic Plan, Council felt there was merit in continuing with the annual Lake Association meeting.

14. Information Items

- a) Joanne Glaser, Cornerstones Management Solutions, re: CAO Recruitment

Minutes of Council
June, 4, 2019

- b) Harold and Lynn Snider, re: Obstruction of Noise By-law 2001-66

Councillor Revill and Deputy Mayor Sleeth offered a strategy to address the noise complaint and will serve a notice of motion under agenda item 15, later in the meeting.

- c) Petrolia Town Council Resolution, re: Re-establishment of combined OGRA & ROMA Conference
- d) Honourable Doug Ford, Premier of Ontario, re: Getting Ontario back on track and addressing provincial deficit
- e) Town of Grimsby, re: Opposition to Bill 108
- f) Donna Campbell, Assistant to the Chair and General Manager, CRCA, re: Comments on Government of Ontario proposals (May 2019)
- g) Watson & Associates Economists Ltd, re: Submission to the Province with respect to Bill 108
- h) Township of Central Frontenac - Resolution for Regional Roads

15. Notice of Motions

- a) Councillor Revill served a notice of motion that Council engage a sound consultant to determine the extent of the noise with regard to Agenda Item 14 b).
- b) Councillor Sutherland served a notice of motion to support the Council resolution from the Town of Petrolia and the re-establishment of a combined OGRA and ROMA Conference.

16. Announcements/Statements by Councillors

- a) Mayor Vandewal noted the 75th Anniversary of D-Day ceremony to be held on June 5, 2019 at 1:00 pm at the Harrowsmith Intersection.
- b) Mayor Vandewal noted the generous donation of local pickle ball clubs who purchased two AED's. One is for Centennial Park in Harrowsmith and the other one for Gerald Ball Memorial Park in Sunbury.

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

- a) Matt Rennie referred to the outline of Johnston Point and questioned why only two of the original lots were shown.

Claire Dodds indicated that the third lot is not yet registered, therefore it does not show up on the parcel mapping.

18. Closed Session - n/a

19. Confirmatory By-law

- a) By-law 2019-38

Resolution No. 2019-16-12
Moved by Councillor Revill
Seconded by Councillor Ruttan

Minutes of Council
June, 4, 2019

That By-law 2019-38, being a by-law to confirm generally previous actions of the Council of the Township of South Frontenac, be given first and second reading this 4 day of June, 2019.

Carried

Resolution No. 2019-16-13

Moved by Councillor Ruttan

Seconded by Councillor Revill

That By-law 2019-38, 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 4 day of June, 2019.

Carried

20. Adjournment

a) Resolution

Resolution No. 2019-16-14

Moved by Councillor Revill

Seconded by Councillor Ruttan

That the Council meeting of June 4, 2019 be adjourned at 8:10 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk



Minutes of Committee of the Whole
June 11, 2019

Time: 7:00 PM

Location: Council Chambers

Present: Mayor Ron Vandewal, Ray Leonard, Doug Morey, Alan Revill, Pat Barr, Norm Roberts, Ron Sleeth, Ross Sutherland, Randy Ruttan.

Staff: Wayne Orr, Chief Administrative Officer, Louise Fragnito, Director of Corporate Services & Treasurer, Mark Segsworth, Director of Public Services, David Holliday, Technical Supervisor, Emily Caird, Executive Assistant.

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
 - a) There was one declaration of pecuniary interest made by Mayor Vandewal in relation to Agenda item 8.(e).
3. Approval of Agenda
 - a) The Agenda for the meeting of June 11, 2019 was adopted as presented.
4. Scheduled Closed Session - n/a
5. ***Recess*** - n/a
6. Public Meeting - n/a
7. Delegations
 - a) Asset Management Presentation - Louise Fragnito and David Holliday

The Mayor welcomed Louise Fragnito, Treasurer and Director of Corporate Services, and David Holliday - Technical Supervisor.

Louise Fragnito and David Holliday provided Council with a summary of what the Township has been doing in terms of Asset Management and what the municipality needs to do moving forward. Staff went on to give an overview of the Township's linear assets, properties, rolling stock equipment, and computer equipment/server. David Holliday reviewed the value of Township assets and the condition they are currently in. He noted that Public Services' approach centers around doing the right type of treatment at the right time, and keeping the good road good, as it is less costly to maintain than to rebuild.

Council inquired about the increase to the budget for road maintenance, and expressed concerns that other areas could suffer. Louise Fragnito explained that the baseline of the budget increases with growth and assessment.

8. Reports Requiring Direction
 - a) Strategic Policy for Asset Management

Council inquired if this topic would be revisited after the Strategic Plan, Growth Management Plan, and new Official plan have been redeveloped. Louise Fragnito noted that the policy itself will be updated to reflect any changes. She

Committee of the Whole
June 11, 2019

explained that the Strategic Plan in particular feeds into the municipality's long term financial plan.

Council was supportive of the presented Strategic Asset Management Policy being brought to the next meeting of Council for consideration.

b) Funding requiring direction

Council discussed the merit of using the Gas Tax funding to address road maintenance that is scheduled for 2021. Council agreed to provide direction after hearing the Director of Public Services report later on in the Agenda.

Council was supportive of putting the funds associated with Modernization and Cannabis Implementation into reserves as presented in the report from Corporate services.

Council was supportive of distributing the Main Street funding amount towards village signage as presented in the report from Corporate Services.

c) Roads Requiring Permanent Repair

Mark Segsworth spoke to the information in his report. He noted that climate change has had a huge impact, with the condition of some roads deteriorating faster than planned. He noted that the Public Services department has refined and prioritized the list of road construction projects.

The CAO explained that there were two options for funding being proposed. The first being the funds scheduled for 2021 to work on Murvale Boundary Rd, be taken from reserves now in order to move up construction. The amount used from reserves would then be removed from the 2021 budget. The second option is to leave the 2021 budget the way it is, and use the Federal Gas Tax top up to pay for the Murvale Boundary Rd project.

Council discussed the merit of these options and was supportive of using the Gas Tax Top up amount of \$576,916 to accelerate the reconstruction of Murvale Boundary Rd to 2019 with the condition the 2021 amount budgeted for road construction be initially reduced by \$576,916 with notation that the Murvale reconstruction project was accelerated to 2019 and paid for from the Federal Gas Tax Top up.

Council was supportive of the recommendation in relation to permanent repairs being undertaken with the savings from the Petworth Culvert Project, carryover from the Carrying Place Rd project, and a portion from the Devils Saddle Culvert project.

d) Restructuring of Recreation in South Frontenac

Tim Laprade provided an overview of his report and drew attention to the many discussions and facilitated sessions that had been held over the last year in relation to the restructuring of recreation services. He explained that a combination of this information, staff input, and research into industry standards led to the proposal of a functional structure for Recreation. Tim Laprade noted that district committee membership and interest is faltering in a few areas, and community engagement is lacking.

Council expressed a number of concerns with the presented proposal, but also saw value in many elements of the functional structure recommended by the Recreation Department. Council directed staff to bring a recommendation to

Committee of the Whole
June 11, 2019

the next meeting of Council, where the merits of this proposal would be further discussed.

e) Council Compensation - Amendment

Mayor Vandewal turned the Chair over to Deputy Mayor Sleeth, and then proceeded to excuse himself from the table.

Deputy Mayor Sleeth spoke to Mayor Vandewal's constant commitment to the municipality and active role he plays in attending as many local events and initiatives as possible.

Council was supportive of amending the Council Compensation framework to retroactively provide full day meeting compensation for the Mayor at the existing rate of \$150.00 per day.

9. Reports for Information - n/a

10. Rise & Report from Committees of Council

a) Cataraqui Region Conservation Authority

Councillor Revill explained that all Conservation Authorities are facing financial restrictions due to budget cuts from the Province. He noted that the Cataraqui Conservation Authority does not anticipate any funding to be reinstated at this point.

b) Quinte Conservation Authority

Councillor Roberts also drew attention to the recent cutbacks made to the Quinte Conservation authority's funding. He explained that the Board brought forward a recommendation to cover costs by charging it back to the Township. Councillor Roberts indicated that he voted against this proposal, and now the Board is looking for other options for funding.

c) Rideau Valley Conservation Authority

Councillor Barr reported that the recent Rideau Valley Watershed Tour has been postponed until June 27th at noon at the Baxter Centre. She encouraged anyone of interest to join her on the tour. She noted that there would be a fly fishing demo and a presentation on the various types of septic tanks.

11. Information Items

a) Gavin Marshall, Magenta Waterfront Development Corp

b) Meela Melnik-Proud, re: Application for Extension of Draft Plan Approval for the Johnston Point Plan of Condominium

c) Ontario Ministry of Natural Resources and Forestry - Survey to improve the Province's Resilience to Flooding

d) Evonne Potts (on behalf of the Board of Directors) Battersea Loughborough Lake Association, re: Draft Plan Approval Extension for Johnston Point

e) Warden Higgins, County of Frontenac, re: Johnston Point Draft Plan Extension

Committee of the Whole
June 11, 2019

- Input from Council on decision

12. Notice of Motions
13. Announcements/Statements by Councillors
- a) Deputy Mayor Sleeth inquired about Township staff installing a cement base at Inverary park for a bench that was donated by the Storrington Lions Club in 2018. Councillor Sleeth recommended that Council provide Public Works staff with authorization to install a cement base for a bench in Inverary Park, as it is not a Township owned facility. Council was in agreement and provided direction to staff to proceed.

Councillor Barr announced that she had recently attended the Ontario Association of Committees of Adjustment and Consent Authorities Conference and recommended it to any other Councillors that plan to sit on the Township's Committee of Adjustment in the future.

Deputy Mayor Sleeth thanked all the staff members present for their extremely professional presentations

14. Question of Clarity (from the public on outcome of agenda items) - n/a
15. Closed Session (if requested) - n/a
16. Adjournment
- a) The meeting was adjourned at 9:03 pm.



REPORT TO COUNCIL CLERKS DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Notice of Motion – Sound Levels

RECOMMENDATION

That Staff be directed to engage professional services to determine the noise levels heard at the Snider property.

BACKGROUND

Council's Procedural By-law 2017-76 establishes the process for Notice of Motion.

At the Council Meeting on June 4, 2019, Councillor Revill, in response to the letter from Harold and Lynn Snider served a notice of motion that Council engage professional services to determine noise levels heard at the Snider property believed to be originating from Ben Acres Kennels

A notice of motion requires a seconder at the next regular Council meeting. If seconded, the motion is debated and voted on.

Before Council makes a decision on this matter staff feel it is important to outline the following points:

On August 7, Council in Closed Session considered this matter. The Snider's were informed on August the 8th:

That following discussion **"Council directed staff to advise Bylaw Services not to pursue further complaints about Ben Acres Kennel unless there are substantial changes to the operations."**

That the Township would continue to monitor the situation. They were encouraged to forward to staff by email, details of incidents where they felt that the situation is unacceptable. It was suggested to them that copying members of Council on these emails was an option. They were also informed that sharing this information with neighbours who share similar concerns was okay.

They were asked that if they were aware of any significant change in operations that they should bring this specifically to staff's attention.

Staff committed to assess the situation and seek direction from Council as appropriate.

Since August 8, 2018 the Sniders have reported periods of barking, approximately one hour in duration, at either dog drop off (am) or dog pick up (pm) on the following dates:

August 27, Oct 2, Nov 12, 2018

May 18, 23, 26 and 29, 2019

No other complaints have come in during this period.

Barking dogs are regulated under two different Bylaws:

Our strength is our community.



REPORT TO COUNCIL
CLERKS DEPARTMENT



Bylaw 2001-66 – Dog Control Bylaw - Section 4.

- a) No person(s) shall permit a dog to become a public nuisance.
- b) A dog shall be considered a public nuisance if:
 - 1 . The dog persistently barks or howls and interferes with the normal enjoyment of another person’s property; or

And Bylaw 2015-41 – Noise Bylaw

- 2. No person shall emit, cause or permit the emission of noise resulting from an act listed herein, and which noise is clearly audible at a point of reception;
 - i) The keeping of any animal or bird
- Where the following definition applies;

- o) “point of reception” means any point on a premises where noise from other than those premises is received;

Council has the unilateral freedom to determine how, when and to what degree Bylaws shall be enforced.

In neither Bylaw is a decibel level referenced as a means to assess if the Bylaw has been breached. The thresholds established in the current Bylaws are both subjective and could be considered relatively low. In most cases this type of matter is resolved between neighbours, with occasional interaction of Bylaw Services. In the last three years this is the only barking dog dispute.

Council is cautioned that having noise levels established at the Snider’s property will not in itself resolve the issue. Regardless of the noise levels, Council will need to direct staff, further to the direction of August 7, 2018 to proceed with enforcing this Bylaw.

Based on several internet searches, the following is offered for Council’s consideration.

The “world record” noise level for 76 dogs barking in unison is 124dB, while the loudest single dog recorded is 113db

The impact of distance on noise is to reduce the decibels at the point of reception. Using an on line calculator assuming the noise level at the kennel is at a “world record” level and given the distance between the kennel and the Snider’s home (being approximately 800 feet) the decibel level heard at the home is approximately 76dB.

For comparison purposes the following abbreviated chart is provided

dB	example	Home and yard appliances	Workshop and Construction equipment
10	A pin drop		
30	A whisper		



REPORT TO COUNCIL
CLERKS DEPARTMENT



50	Light traffic	Refrigerator	
60	Conversational speech	Air conditioner	
70	Shower	Dishwasher	
75	Toilet flushing	Vacuum cleaner	
80	Alarm clock	Garbage disposal	
85	Passing a diesel truck	Snow blower	
90	Squeeze toy	Lawn mower	Arc welder
95	Inside a subway car	Food processor	Belt sander
110	Rock band		Jack hammer

For reference employees are required to wear hearing protection if they are going to be exposed to 85db for a period of 8 hours.

FINANCIAL IMPLICATIONS

It is estimated that the fees for this service would be in the range of \$1,500 - \$2,000, for a multiday survey arranged so that the Kennel operator is unaware of the schedule.

Prosecution costs would be estimated at \$3,500 - \$5,000

ATTACHMENTS

n/a

Submitted/approved by:

Wayne Orr, CAO



REPORT TO COUNCIL CLERKS DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Notice of Motion – Strategic Planning Process

RECOMMENDATION

That Council endorse the resolution passed by Petrolia Town Council regarding the re-establishment of an annual combined conference of the Ontario Good Roads Association (OGRA) and Rural Ontario Municipal Association (ROMA) and that a letter is sent to the ROMA Board of Directors and OGRA Board of Directors supporting the combined conference in the future.

BACKGROUND

Council's Procedural By-law 2017-76 establishes the process for Notice of Motion.

At the Council Meeting on June 4, 2019, Councillor Sutherland served a notice of motion that Council support the Town of Petrolia's resolution to re-establish the combined conference OGRA/ROMA.

A notice of motion requires a seconder at the next regular Council meeting. If seconded, the motion is debated and voted on.

ATTACHMENTS

Resolution from Town of Petrolia Council

Submitted/approved by:

Angela Maddocks
Clerk



**Petrolia Town Council
Resolution Form**

Date: May 13, 2019

Resolution #: C-32 - 05/13/2019

Moved By: Councillor Field

Seconded by:

Grant Purdy

WHEREAS on the May 13, 2019 regular council agenda, correspondence item 12 q) was received from the Ontario Good Roads Association;

AND WHEREAS as during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & ROMA;

AND WHEREAS as a past attendee of the combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort each February, not only financially for the municipality but also for availability for participation of members of Council and staff;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Petrolia support the original resolution passed at the OGRA AGM to re-establish a combined OGRA & ROMA conference;

AND FURTHERMORE that a letter be sent to the ROMA Board of Directors, outlining our support for a collaborative OGRA ROMA annual combined conference, and that this letter of support be circulated to the Ontario Municipalities, and the OGRA Board of Directors;

Carried	☒
Deferred	☐
Defeated	☐

Clerk's Signature:

[Signature]

Recorded Vote if called:

Council	Yea	Nay
Loosley, Brad		
Deighton, Wade		
Field, Joel		
O'Hara, Ross		
Purdy, Grant		
Souch, Marty		
Wellen, Donald		

Declaration of Conflict of Interest

_____, _____ declared their interest, abstained from the discussion and did not vote on the matter.



REPORT TO COUNCIL TREASURY DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Strategic Asset Management Policy

RECOMMENDATION:

That Council adopt the Strategic Asset Management Policy.

BACKGROUND:

Following presentation of the draft Strategic Asset Management Policy at the Committee of the Whole on June 11th, the policy is being brought forward for Council consideration.

ATTACHMENTS

Strategic Asset Management Policy

Submitted/approved/prepared by:

Louise Fragnito, Director of Corporate Services & Treasurer



Strategic Asset Management Policy

1.0 Purpose:

A strategic asset management policy formalizes the Township's commitment to asset management. The asset management activities are supported by the strategic goals and objectives of the Township. It is the guide for Council, management and staff for day to day activities as well as on-going decisions related to assets. This policy will support the Township in focusing its asset management measure on managing risks, addressing priorities, and meeting short and long-term needs within affordability.

2.0 Vision:

The Township's vision is to proactively manage its assets to best serve the Township's objectives, including:

- Prioritizing the need for existing and future assets to effectively deliver services to the community or stakeholders,
- Supporting sustainability and economic development, and
- Maintaining prudent financial planning and decision making.

3.0 Objectives:

The objectives of this policy are to:

- Provide a consistent framework for implementing asset management throughout the organization.
- Provide transparency and accountability in the decision-making processes which combine strategic plans, budgets, service levels and risks.

4.0 Strategic Alignment:

The direction to support and build vibrant communities as well as encouraging responsible growth requires alignment of the many initiatives underway in our organization at any given time in order for it to be achieved. This alignment is necessary to properly consider whether the level of service provided by our existing and planned assets supports the vision and direction of Council.

Asset management planning therefore will not occur in isolation from other municipal goals, plans, and policies. An integrated approach will be followed to develop a practical asset management plan that aligns with our strategic direction. The elements of our asset management planning approach keeps us mindful of the goals



described in our Strategic Plan, align with our growth management plan, our master plans, and our financial plans while respecting our borrowing policy.

All of the Township's plans rely to some extent on the physical assets owned by the Township and the commitment of staff to ensure their strategic use. This includes the long-term maintenance, repair, optimization and replacement of existing assets along with the acquisition of new assets to meet the evolving needs of the Township.

5.0 Stakeholder Engagement

The goal of the Township is to efficiently provide its various stakeholders with the municipal services they need aligned with meeting regulatory requirements while balancing available resources. To achieve this, the Township needs to understand the needs of current stakeholders, consider the needs of future generations, and incorporate these perspectives into the asset management plan. As an integral part of the asset management approach, the Township will:

- Provide opportunities for residents and other stakeholders served by the Township to provide input in asset management planning; and

Coordinate asset management planning with other municipalities who own related or connected assets.

6.0 Guiding Principles

The Township will choose practices that aim at reducing the lifecycle cost of asset ownership, while meeting agreed levels of service. Decisions are based on balancing service levels, risks and cost.

The Township will consider all the assets in a service context and take into account their interrelationships as opposed to optimizing individual assets in isolation.

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in municipalities in Ontario. The Township will strive to incorporate the following principles whenever possible into the day to day operation of the Township:

- **Forward looking:** The Township shall take a long-term view while considering demographic and economic trends in the region.
- **Budgeting and planning:** The Township shall take into account any applicable budgets or fiscal plans, including those adopted through Ontario legislation
- **Prioritizing:** The Township shall identify infrastructure priorities which will drive investment decisions.



- **Economic development:** The Township shall promote economic competitiveness, productivity, job creation, and training opportunities.
- **Transparency:** The Township shall base decisions on publicly shared information and make information available to the public
- **Consistency:** The Township shall ensure the continued provision of core public services
- **Environmentally conscious:** The Township shall endeavor to minimize the impact of infrastructure on the environment respecting and helping maintain ecological and biological diversity.
- **Health and safety:** The Township shall ensure the health and safety of workers involved in the construction and maintenance of infrastructure assets.
- **Community focused:** The Township shall promote community benefits including both social and economic, arising from infrastructure projects. These projects are aimed at improving the well-being of a community such as local job creation, improvement of public space within the community and promoting accessibility for persons with disabilities.
- **Innovation:** The Township shall endeavor to make use of innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.
- **Integration:** The Township shall strive to consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

7.0 Community Planning

Asset management planning will be aligned with the Township's Official Plan and the Provincial Policy Statement of the Planning Act. The asset management plan will reflect how the community is projected to change with respect to development. The combination of lifecycle analysis and financial sustainability principles will be the driver in the selection of community development or redevelopment that requires new assets, or existing asset enhancements. The projected changes should be documented to support the recommendations in the Asset Management Plan.

Cross-referencing the Township's Official Plan and the Asset Management Plan will ensure that development occurs within the Township's means through an understanding of current and future asset needs.



8.0 Climate Change

Climate change will be considered as part of the Township's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities.

9.0 Scope and Capitalization Thresholds

The service rendered by an asset will be a determining factor of whether or not to include it in the asset management plan. If the service delivery of an asset requires oversight by the Township it will then be included in the asset management plan. The capitalization threshold used to determine which assets are included in the asset management plan is therefore a guideline. This qualitative approach is unlike the quantitative and dollar value-based methodology prescribed in the tangible capital asset policy.

10.0 Financial Planning and Budgeting

The Township will integrate asset management planning into the annual capital budget, operating budget, and its long-term financial plan. The asset management plan will be used as a resource in order to:

Identify all potential revenues and costs (including operating, maintenance, replacement and decommissioning) associated with forthcoming infrastructure asset decisions;

Evaluate the need of each significant new capital asset, including considering the impact on future operating costs; and incorporate new revenue tools and alternative funding strategies where possible.

Department staff will reference the asset management plan for their area in order to look up forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps, and prioritize spending needs for the year to be budgeted for.

Finance staff will be involved in the asset management planning process to coordinate the information from the department staff in the preparation of the budget submission.

The department level budget submission prepared by each Senior Manager will be reviewed and evaluated by the CAO and Treasurer in the preparation of the Township's annual budget.



For the purposes of managing water assets, the water financial plan will be used as a basis for establishing user fees, and any applicable master plan will be referenced in order to ensure alignment with the budgeting process.

11.0 Governance and Continuous Improvement

The policy requires the commitment of key stakeholders to ensure the policy guides the development of a clear plan that can be implemented, reviewed and updated.

The Council is entrusted with the responsibility of overseeing, on behalf of citizens, a large range of services provided through a diverse portfolio of assets. Council, having stewardship responsibility, is the final decision maker on all matters related to asset management in the Township. The Council and senior management are committed to the success of asset management planning. The following details the responsibilities of the key stakeholders within the Township:

Council:

- Approve by resolution the asset management plan and its updates every five years;
- Conduct annual reviews of the management plan implementation progress on or before July 1st of every year, that includes:
 - o Progress on ongoing efforts to implement the asset management plans;
 - o Consideration of the Strategic Asset Management Policy;
 - o Any factors affecting the ability of the Township to implement its asset management plans;
 - o Consultation with senior management;
 - o A strategy to address these factors including the adoption of appropriate practices; and
 - o Support ongoing efforts to continuously improve and implement the asset management plans.

Executive Lead:

- Maintain compliance with the asset management policy and provincial asset management regulations. Champions and guides the asset management process.

Management Team:

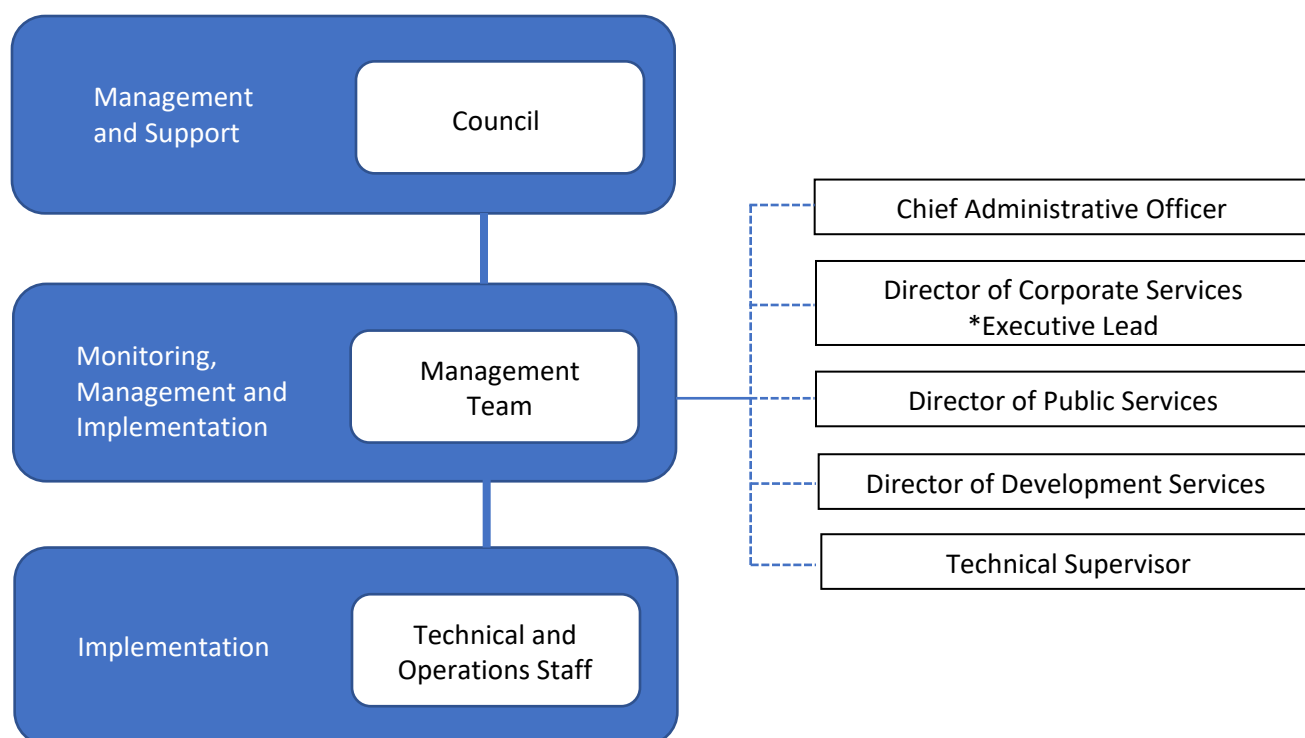
- Oversee asset management planning activities that fall within their service area and in support of others.



Implementation Team:

- Update asset management planning data such as condition and replacement costs

The governance structure is summarized in the diagram below:





REPORT TO COUNCIL TREASURY DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Banking Signing Authority

RECOMMENDATION:

That Council approve by-law 2019-39 Banking Signing Authority

BACKGROUND:

The Corporate Services Committee met on June 4 and recommended updating the signing authority bylaw as outlined below and directed that the bylaw go directly before Council for consideration.

Over the last year, changes have been required to our banking signing authorities due to staff changes. Currently, banking signing authorities are assigned based on the individual rather than a position. The attached by-law proposes to change this format to provide the authority as a signing officer based on the position held. Currently our banking signing authorities are assigned as follows:

- Ron Vandewal, Mayor
- Wayne, CAO/Deputy Clerk
- Louise Fragnito, Director of Corporate Services & Treasurer
- Tracey Pritchard, Acting Deputy Treasurer

In the past, prior to the CAO/Clerk position being split to create the Clerk position separately, the Planner/Deputy Clerk also was a signing officer.

All transactions whether electronic or by cheque require dual approval and currently, the CAO, Director of Corporate Services & Treasurer and the Deputy Treasurer are the three positions that cover the requirement of electronic transactions with dual approvals.

Under the attached by-law, banking signing authorities would be assigned to:

- Mayor
- CAO/Deputy Clerk
- Director of Corporate Services & Treasurer
- Deputy Treasurer
- Clerk

Electronic approvals would be assigned/set up to the positions of CAO, Director of Corporate Services & Treasurer, Deputy Treasurer and the Clerk.

Any transaction, whether by electronic or by cheque shall have at a minimum one of the following signing authorities:

- CAO/Deputy Clerk
- Director of Corporate Services & Treasurer
- Deputy Treasurer

Examples of typical transactions include:

- Accounts Payable electronic funds transfers and cheques
- Payroll direct deposit
- Bank transfers between Township accounts



REPORT TO COUNCIL TREASURY DEPARTMENT



The following types of payments processed through pre-authorized payment shall be excluded from requiring dual authorization:

- Utility payments such as Hydro One and Bell Canada
- Fixed leases such as photocopiers

Bank transfers between Township accounts, with supporting documentation, would only require a single authorization and will be processed by:

Director of Corporate Services & Treasurer
Deputy Treasurer

ATTACHMENTS

By-law 2019-39 Banking Signing Authority

Submitted/approved/prepared by:

Louise Fragnito, Director of Corporate Services & Treasurer



REPORT TO COUNCIL
TREASURY DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Credit card use policy

RECOMMENDATION:

That Council approve the Credit Card Use Policy and authorize the Director of Corporate Services & Treasurer to implement the changes.

BACKGROUND:

The Corporate Services Committee met on June 4 and recommended changes to the Credit Card Use policy as outlined and directed that the matter go directly before Council for consideration.

Currently, the CAO is the only Township employee that holds a Township credit card with a limit of \$15,000. In assessing current needs, the recommendation is to provide credit cards to the CAO along with Directors.

A draft policy is attached with provides the overall procedure for the management and use of credits cards. Within the policy, the following limits are recommended:

- | | |
|--|----------|
| • Chief Administrative Officer | \$7,500 |
| • Director of Corporate Services & Treasurer | \$7,500 |
| • Director of Public Services | \$10,000 |
| • Director of Development Services | \$7,500 |

Expanding the credit cards to Directors would shift the responsibility to the department that is responsible for the charges and would also streamline the review/reconciliation process for credit cards.

ATTACHMENTS

Credit card use policy

Submitted/approved/prepared by:

Louise Fragnito, Director of Corporate Services & Treasurer



Purpose

To establish a policy and procedure for the use of Township credit cards.

Policy Statement:

The Township issues credit cards to facilitate certain purchases such as authorized travel arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment, parts etc. The Township credit cards shall only be used for the purchase of goods and services for official business of Township of South Frontenac. Credit cards shall be used only in warranted circumstances.

Guidelines/Procedures:

1. Approval authority

A credit card shall only be issued to an employee by the Director of Corporate Services & Treasurer in accordance with this policy.

The personnel that may hold a Township credit card are:

- Chief Administrative Officer
- Director of Corporate Services & Treasurer
- Director of Public Services
- Director of Development Services

The listing of staff that have credit cards (including limits) shall be reviewed annually by the senior management team. Any recommended changes shall be brought forward to the Corporate Services Committee.

2. Authorized credit limit

The following authorized credit limits shall be assigned to Cardholders:

- | | |
|--|----------|
| • Chief Administrative Officer | \$7,500 |
| • Director of Corporate Services & Treasurer | \$7,500 |
| • Director of Public Services | \$10,000 |
| • Director of Development Services | \$7,500 |

3. Allowable Purchases/ Acceptable Use

The allowable purchase limits shall be as authorized by the Township's procurement policy and as approved in the Township's budgets.



Credit Card Use Policy Township of South Frontenac

Acceptable use of Township credit cards:

- Simplify travel arrangements
- Provide means of payment when invoicing from vendor cannot be facilitated including but not limited to, registration fees, internet purchases and one time vendors

Use of a credit card should not be used to avoid or bypass current purchasing or payment procedures. Prior to using a credit card with a vendor which the Township has not previously used, an attempt should be made to establish a credit arrangement with the vendor through Accounts Payable.

The following transactions are not permitted and shall be considered to be in contravention of this policy;

- Splitting total purchase cost, singly or between Cardholders to avoid transaction limits
- Personal purchases
- Non-Township use
- Cash advances, money orders or bank drafts

4. Responsibility of Credit Cardholders

- 4.1 An employee shall be required to enter into a Cardholders Agreement presented as Schedule A.
- 4.2 A credit card shall only be used by the employee to whom the card is issued. Any purchases required by a non-Cardholders will be facilitated by a Cardholder.
- 4.3 The employee issued the credit card is responsible for its protection and custody.
- 4.4 The employee using the credit card must keep valid receipts, assign general ledger account coding and provide a description of the purchase.
- 4.5 On a monthly basis, the Cardholder will be provided a statement of transactions. The statement must be reconciled by matching receipts and identifying any unknown transactions. The receipts, documentation and statement must be submitted to the Accounting Clerk by the 15th of each month.
- 4.6 Failure to provide documentation or notification of fraudulent or unknown charges is a breach of this policy.
- 4.7 In the event of disputed charges or if the Cardholder has any questions, the Cardholder should contact the credit card financial institution directly. The Cardholder must also advise to the Director of Corporate Services &



Credit Card Use Policy Township of South Frontenac

Treasurer.

- 4.8 Lost or stolen credit cards shall be immediately reported the card issuer and both the Director of Corporate Services & Treasurer and the Chief Administrative Officer.
- 4.9 An employee must immediately surrender the card upon termination of employment. The Township reserves the right to withhold the final payroll payout until the card is surrendered.

5. Non-Compliance

- 5.1 Violation of the policy may result in revocation of a credit card use privileges.
- 5.2 An employee found guilty of unauthorized use of a Township credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 5.3 An employee shall be required to reimburse the Township for all costs associated with improper use through direct payment and/or payroll deduction.

6. Internal Controls

- 6.1 The Director of Corporate Services & Treasurer is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned credit cards to personnel and generally for overseeing compliance with this policy.

ADOPTED BY COUNCIL _____



Credit Card Use Policy Township of South Frontenac

Schedule A

Credit Cardholders Agreement

Requirements for use of the Township Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of Township of South Frontenac.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Township of South Frontenac, as attached hereto.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Township for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. The Township will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the Cardholders agreement.

Credit Card Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

(Below, for Treasury Department Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____



REPORT TO COUNCIL
FIRE DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Request For Proposal FD-2019-01 – Mobile Water Supply Fire Apparatus – Station 3 (Verona) Tanker

RECOMMENDATION:

That Council authorize the purchase of a replacement Tanker Apparatus for \$391,844.18

And that a further \$16,844.18 be released from the Equipment Reserve for Fire.

BACKGROUND:

The Fire Department budgeted \$375,000 for a replacement Tanker Apparatus at Station 3 (Verona) in 2019. This tender was advertised on the internet, Biddingo.com and in the local paper. This tender closed on June 12, 2019 and one bid was received.

The results are as follows:

<u>Supplier</u>	<u>Total</u>
Fort Garry Fire Trucks	\$385,067.00 + HST

Factoring in the non-refundable HST, the total cost of equipment will be \$391,844.18.

The submission of the bidder has been evaluated and was found to be accurate and complete. The submitted specifications meet the requirements of the Fire Department operation to support our Water Shuttle Accreditation Program.

As a reference for consideration, a similar type Tanker Apparatus was purchased by the Township in 2012 and supplied by the same manufacturer. The cost of that unit was \$325,000 at that time. Factors such as Steel and Aluminum Tariffs, inflation, and overall increases to cost associated with large vehicle manufacturing have had a significant impact to the overall cost of purchasing Fire Department Apparatus. In recognizing these conditions, the specifications for this apparatus were scaled back significantly to offset some of these factors.

The specifications were examined in great detail and were set to achieve maximum efficiency, while still meeting the requirements for operational continuity. Many of the luxury items and nice to have items, were removed from the specifications for this truck. In many instances, requirements were taken back to basic components rather than upgraded options.

To offset the additional cost, Council should be aware that the Vehicles and Equipment Capital Replacement Plan has a suggested replacement of a Pumper at the former Station 9 at a cost of \$450,000. Since the closure of Station 9 was approved by Council, the need for this replacement vehicle no longer exists and those additional funds can be factored back into the overall allotment for this Capital planning.

FINANCIAL/STAFFING IMPLICATIONS:



REPORT TO COUNCIL
FIRE DEPARTMENT



An Amount of \$16,844.18 is required beyond the budgeted amount of \$375,000.

Sufficient funds exist within the reserve and will be offset by the elimination of the need for a Pumper at the former Station 9.

Submitted/approved by:

Prepared by:

Darcy Knott

Fire Chief / CEMC

Submitted/approved by:

Prepared by:



REPORT TO COUNCIL
DEVELOPMENT SERVICES
DEPARTMENT



AGENDA DATE: June 18, 2019
REPORT DATE: June 12, 2019
SUBJECT: Temporary Two Dwelling Agreement at 246 Pine Point Lane

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to enter into the Temporary Two Dwelling Agreement with Michael John and Maddalena McCall which will allow them to live temporarily in their existing house during the construction of a new dwelling on the same lot.

BACKGROUND:

There have been several circumstances where the Building Department have issued conditional permits to permit residents to construct a new dwelling and continue to live in the existing home on the property during construction. This situation is contemplated in the Building By-law for the Township, By-law 2014-26.

At the April 2, 2019 Council meeting, Council approved the use of a template agreement to be used in these circumstances. Staff have prepared an agreement (Attachment 2) for 246 Pine Point Lane consistent with the approved template for a two dwelling agreement.

The Building By-law, 2014-26, includes fees that a conditional building permit to construct a new dwelling can be obtained prior to the demolition of an existing dwelling from the Township where a temporary two dwelling agreement is in place.

The current fee for the preparation of this agreement is \$227.00, plus a refundable \$10,000.00 deposit. The applicants have already signed the agreement and will pay the fee to prepare the agreement and will provide the \$10,000 deposit prior to the issuance of a building permit.

FINANCIAL/STAFFING IMPLICATIONS:

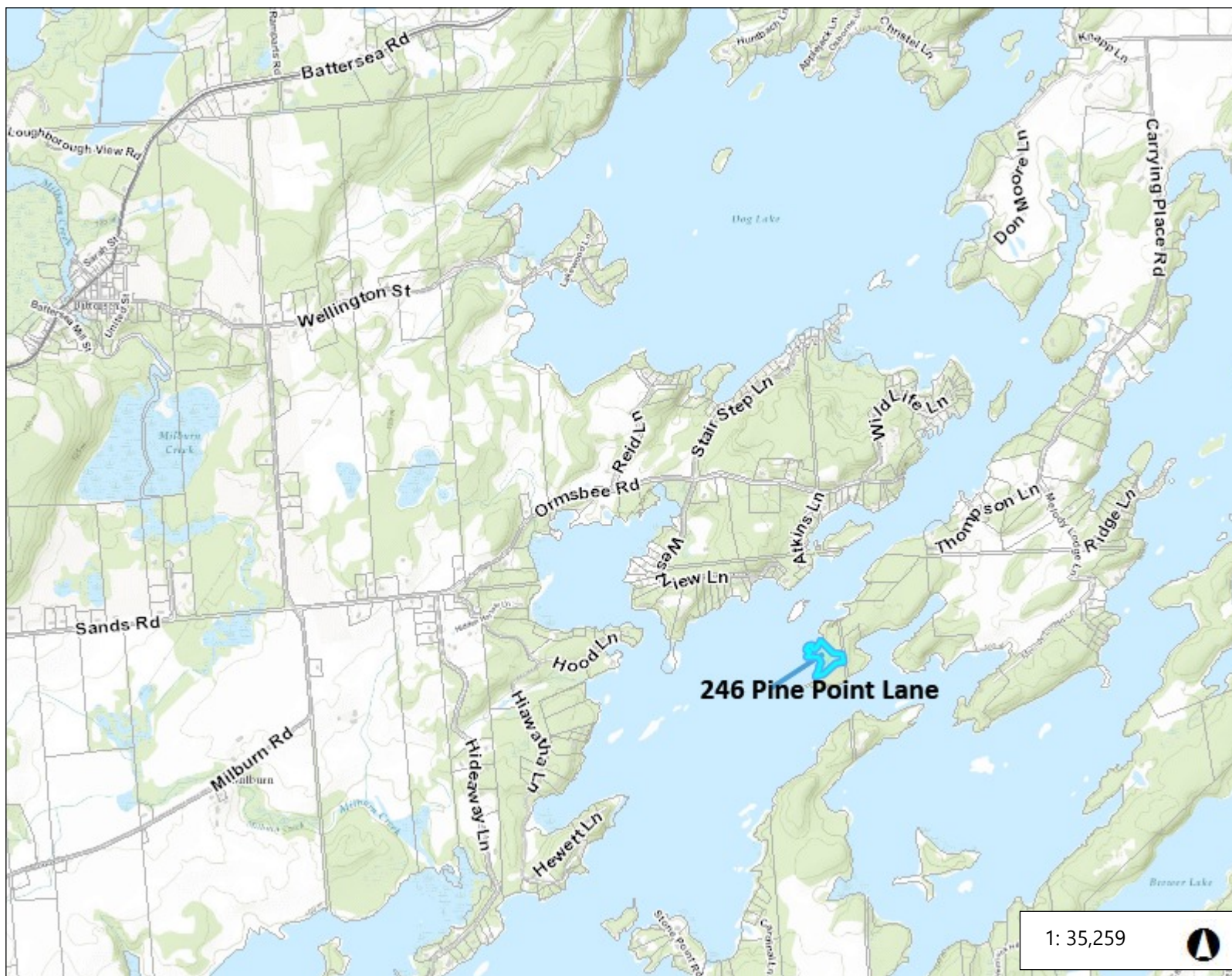
None

ATTACHMENTS:

- Attachment #1 – Location Map – 246 Pine Point Lane
- Attachment #2 – McCall: Temporary Two Dwelling Agreement

Prepared by:
Peggy Spafford – Building Administrative Assistant

Submitted/approved by:
Tom Berriault – Chief Building Official



Legend

- Road
 - Highway
 - Major Road
 - Secondary Road
 - Ferry Route
- Assessment Parcels
- Citations

1: 35,259



1.8 0 0.90 1.8 Kilometers

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

THIS AGREEMENT made this _____ day of _____, 2019.

BETWEEN: Michael John McCall and Maddalena McCall as Joint Tenants

hereinafter called the "Owner"

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

hereinafter called the "Municipality"

OF THE SECOND PART

WHEREAS the Owner is the registered owner of those lands and premises being 246 Pine Point Lane, Roll number 1029-070-060-25900 as more particularly described as PIN: 36296-0947, Part Lot 18, Con. 8, Parts 3 & 4 of 13R-20993 (the "Owner's Lands");

AND WHEREAS the Owner intends to commence construction of a residential dwelling on the Owner's Lands;

AND WHEREAS the Owner has applied for a building permit to construct a new single detached dwelling house on the Owner's Lands, which permit shall only be issued after this Agreement is executed and all securities provided;

AND WHEREAS Zoning By-law No. 2003-75 (the "Zoning By-law") does not permit more than one dwelling on a lot;

AND WHEREAS the Owner's Lands contains a dwelling as of the date of this Agreement (the "existing dwelling").

AND WHEREAS the Owner has requested permission to reside in the existing dwelling until such time as the new single detached dwelling house has been constructed and is available for its occupancy, and to immediately thereafter cease occupation of the existing dwelling and to demolish the existing dwelling;

AND WHEREAS the Municipality is willing to grant its permission on the condition that the Owner enters into this agreement on the terms set out herein;

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

1. The Owner shall be permitted to occupy the existing dwelling until the earlier of:
 - (a) On or before 30 JUNE 2020, or
 - (b) the date that is thirty (30) days following the date of occupancy of the new single detached dwelling.
2. Upon the occurrence of the first of the dates referred to in Clause 1 above, the Owner shall immediately cease all use of and forthwith thereafter cease occupation of the existing dwelling. Within 30 days of the first of the dates referred to in Clause 1 above, the Owner shall cause the existing dwelling to be

demolished in accordance with a demolition permit issued by the Municipality and shall dispose of the debris legally according to the waste disposal and recycling by-laws of the Municipality and all other applicable laws.

3. The Owner further agrees that it shall not permit any person to occupy the existing dwelling as a tenant at any time during the term of this Agreement. In the event that the Owner breaches this provision and allows a tenant to occupy the existing dwelling, the Owner acknowledges and agrees that it is the Owner's sole responsibility to comply with the *Residential Tenancies Act*, which includes at a minimum arranging for alternative accommodation for the tenant at the Owner's sole cost. At no time shall the occupancy of the existing dwelling by a tenant constitute a bar at law to the Municipality exercising its rights under this Agreement.
4. For greater certainty, the permission granted in this Agreement shall not and is not intended to establish any non-conforming rights to continue any residential use of the existing dwelling, nor to allow the existing dwelling to be used for any other use, whether or not such use might be permitted under the Zoning By-law.
5. As security for the Owner's obligation to cease occupation of the existing dwelling in accordance with this Agreement and thereafter demolish the existing dwelling, the Owner shall, upon entering into this Agreement, deposit with the Municipality the sum of ten thousand dollars (\$10,000) in cash or by certified cheque (the "Security Deposit").
6. After the Owner has ceased occupation of the existing dwelling and demolished said dwelling to the satisfaction of the Municipality, the Municipality shall forthwith return the Security Deposit, or the balance thereof remaining, to the Owner without interest and this Agreement shall be at an end and of no further force or effect.
7. As long as the Owner is not in default of its obligations under this Agreement, the Municipality shall take no action or initiate any proceedings against the Owner to enforce the requirements of the Zoning By-law.
8. In the event of default by the Owner of any of its obligations under this Agreement, and if such default is not remedied to the complete satisfaction of the Municipality within ten (10) days of written notice of such default, the Municipality shall be entitled to take such action and initiate such proceedings against the Owner as the Municipality deems necessary to ensure full compliance with the requirements of the Zoning By-law.
9. In addition to and without limiting any rights or remedies available at law to the Municipality to enforce the requirements of the Zoning By-law, the Owner further acknowledges and agrees that in the event of its default under this Agreement, and if such default is not remedied to the complete satisfaction of the municipality within ten (10) days of written notice of such default, the Municipality and its authorized agents and contractors shall have the right to enter onto the Owner's

Lands and demolish the existing dwelling at the Owner's full cost and expense. In the event that the Municipality exercises its rights under this Agreement to demolish the existing dwelling, the Municipality may draw on the Security Deposit to recover any costs expended, but the Municipality's damages shall not be limited to the Security Deposit held by it. The Owner agrees that it shall reimburse the Municipality for all costs incurred by the Municipality to enforce the terms of this Agreement, howsoever caused, and any such additional costs may be placed on the Tax Roll of the Owner's Lands and collected in the same manner as municipal taxes, or recovered in any manner available to the Municipality at law.

10. Without limiting the generality of any of the foregoing paragraphs, the Owner acknowledges and agrees that in the event it is in default of any provision of this Agreement the Municipality shall be entitled to plead this Agreement as an estoppel to any claim of the Owner that it has any legal entitlement to continue to occupy or otherwise use the existing dwelling. The Owner further acknowledges that damages are an inadequate remedy for a breach of this Agreement by the Owner and in that case the Municipality shall be entitled to injunctive relief, the Owner acknowledging and agreeing that the continued occupancy or use of the existing dwelling constitutes irreparable harm to the Municipality and its ability to enforce its Zoning By-law.
11. The Owner shall pay on a full indemnity basis all legal and other costs incurred by the Municipality in connection with the preparation, execution or enforcement of this Agreement.
12. Time shall be of the essence hereof in all respects; and the right of the Municipality to require strict performance by the Owners of any and all obligations imposed on them hereunder shall not be affected in any way by any previous waiver, forbearance or course of dealing.
13. If any provision of this Agreement shall be found or declared by a Court of competent jurisdiction to be invalid, unenforceable or ultra vires the Municipality, then such provision shall conclusively be deemed to be severable and the remainder of this Agreement, mutatis mutandis, shall be and remain in full force and effect.
14. Any amount owing by the Owner to the Municipality under the terms of this agreement shall be a debt and shall accrue interest at the rate of 1.25% per month (15% per annum) from the date on which the Municipality incurred costs and expenses to the date on which the amount owing is paid in full.
15. The Municipality shall have the right in addition to any other remedies available to it and without further notice to the Owner to use the Security Deposit to recover all costs and expenses incurred by and all amounts owing to the Municipality in accordance with this Agreement.
16. In this Agreement, unless the contrary intention appears, words importing only singular number or masculine gender shall include persons, parties or things of

the same kind than one and the feminine and neuter gender; and if there be more than one Owner, including any subsequent owners of the Land, the covenants of such Owner shall be joint and several.

17. This Agreement shall be governed according to the laws of Ontario.
18. This Agreement shall enure to the benefit of and be binding upon the personal representatives, successors and assigns of the parties.

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

SIGNED, SEALED AND DELIVERED
in the presence of:

THE CORPORATION OF THE TOWNSHIP OF
SOUTH FRONTENAC
Per:

Ron Vandewal, Mayor

Angela Maddocks, Clerk

We have the authority to bind the Corporation.

OWNER
Per:

Michael John McCall

OWNER
Per:

Maddalena McCall



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Roads Requiring Permanent Repair

RECOMMENDATION:

THAT permanent repairs to various road sections be undertaken in the amount of \$500,000 to be funded from savings in the Petworth Culvert project, from the approved carryover of Carrying Place Road and approximately \$100,000 from the Devils Saddle Culvert project;

AND THAT the Murvale Boundary Road reconstruction originally scheduled for 2021 be accelerated to 2019 with funding in the amount of \$576,916 allocated from the 2019 Federal Gas Tax Top up.

And that the 2021 amount budgeted for road construction be initially reduced by \$576,916 with notation that the Murvale reconstruction project was accelerated to 2019 and paid for from the Federal Gas Tax Top up.

BACKGROUND:

Following the report from the Treasurer seeking direction on one time funding and the discussions at the Committee of the Whole meeting on June 11, the above noted recommendation is brought forward for consideration.

A list of roads that have been impacted by the numerous freeze/thaw cycles this spring was presented to the Public Services Committee on May 16, 2019.

For the last few terms of Council our strategy for the linear Capital Budget has been to generally focus on preserving the good roads and reconstruct those that have reached the end of their useful life. Our overall condition rating on Township roads, without weighting arterial roads higher than local roads, is approximately 80/100 based on biennial inspections. However, as a result of these freezing and thawing cycles, it would seem that a lot of roads were deteriorating at a rate higher than anticipated. It must be emphasized that the roads appeared in worse shape earlier in the spring when the frost was still in the ground.

Staff have refined the initial list with consideration given to proposed year of construction and class of road. See Attachment 2.

All of these road sections are proposed to be excavated, replenished with compacted Granular A & B, drainage improvements where required and surface treated or asphalt.

The last 50m of hard top on First Lake Road is proposed to be pulverized to granular and hard topped at a later date.

We have been experiencing significant weather variations over the past several years. It appears as though the seasons have shifted a month from the norm. Sometimes Spring has started a month early and sometimes, like this year, a month later. These changes in climate require consideration during budget deliberations as to the financial impact on our infrastructure.



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



FINANCIAL CONSIDERATIONS:

The estimated costs of the proposed repairs are outlined on Attachment 2. Approximately \$500,000.00 is required for permanent repairs as identified.

The \$500,000.00 in permanent repairs can be funded from the expected savings in the Petworth Culvert of approximately \$200,000.00, from the carryover for Carrying Place Road of approximately \$200,000.00 and approximately \$100,000.00 from the Devils Saddle project.

Other than Murvale Road, this proposed work is expected to be outsourced.

In addition, Murvale Boundary Road is scheduled for reconstruction in 2021 at an estimated cost of \$600,000.00. Scanlan Road and Amey Road are under construction this year so there will be synergies to accelerate this project to this year as opposed to undertake sacrificial repairs. It is proposed that the 2021 Capital Budget will be reduced by this amount.

Likewise North Shore Road is scheduled beyond 2022 and it is suggested to accelerate this reconstruction to 2020 with funding from a deferment on Bellrock Road

ATTACHMENTS:

- Refined list

Submitted/approved by:

Mark Segsworth, P. Eng.
Public Service Director

ATTACHMENT 2

Road Name	Segment #	Length (m)	Width (m)	Area (m2)	Depth (m)	Volume (m3)	# of Truckloads (20 yds)	Truck Time (6 loads/day)	Days (2 trucks)	Truck Cost	Excavator Cost	Flaggers Cost	Granular B (t)	Granular B Cost	Granular A (t)	Granular A Cost	Asphalt	Surface Treatment	Total (Asphalt)	Total (Surface Treatment)
First Lake Road	1	100	7	700	0.6	420	16	3	1	\$ 1,927.80	\$1,445.85	\$ 428.40	630	\$11,340.00	231	\$ 4,620.00	~~\$ 8,585.50~~	~~\$ 3,500.00~~		\$ 4,620.00
																		\$ -	\$ -	\$ 4,620.00
Henderson Road	1	200	7	1400	0.6	840	32	5	3	\$ 3,855.60	\$2,891.70	\$ 856.80	1260	\$22,680.00	462	\$ 9,240.00	\$17,171.00	\$ 7,000.00		\$ 46,524.10
	2	50	7	350	0.6	210	8	1	1	~~\$ 963.90~~	~~\$ 722.93~~	~~\$ 214.20~~	315	~~\$ 5,670.00~~	115.5	~~\$ 2,310.00~~	~~\$ 4,292.75~~	~~\$ 1,750.00~~	\$14,173.78	
	3	50	7	350	0.6	210	8	1	1	~~\$ 963.90~~	~~\$ 722.93~~	~~\$ 214.20~~	315	~~\$ 5,670.00~~	115.5	~~\$ 2,310.00~~	~~\$ 4,292.75~~	~~\$ 1,750.00~~	\$14,173.78	
	4	50	7	350	0.6	210	8	1	1	~~\$ 963.90~~	~~\$ 722.93~~	~~\$ 214.20~~	315	~~\$ 5,670.00~~	115.5	~~\$ 2,310.00~~	~~\$ 4,292.75~~	~~\$ 1,750.00~~	\$14,173.78	
																				\$ 46,524.10
Holleford Road	1	100	7	700	0.6	420	16	3	1	\$ 1,927.80	\$1,445.85	\$ 428.40	630	\$11,340.00	231	\$ 4,620.00	\$ 8,585.50	\$ 3,500.00		\$ 23,262.05
	2	150	7	1050	0.6	630	24	4	2	\$ 2,891.70	\$2,168.78	\$ 642.60	945	\$17,010.00	346.5	\$ 6,930.00	\$12,878.25	\$ 5,250.00		\$ 34,893.08
																			\$ -	\$ 58,155.13
Latimer Road	1	200	7	1400	0.6	840	32	5	3	\$ 3,855.60	\$2,891.70	\$ 856.80	1260	\$22,680.00	462	\$ 9,240.00	\$17,171.00	\$ 7,000.00		\$ 46,524.10
	2	200	7	1400	0.6	840	32	5	3	\$ 3,855.60	\$2,891.70	\$ 856.80	1260	\$22,680.00	462	\$ 9,240.00	\$17,171.00	\$ 7,000.00		\$ 46,524.10
																			\$ -	\$ 93,048.20
Leveque Road	1	300	7	2100	0.6	1260	48	8	4	\$ 5,783.40	\$4,337.55	\$1,285.20	1890	\$34,020.00	693	\$ 13,860.00	\$25,756.50	\$ 10,500.00		\$ 69,786.15
																			\$ -	\$ 69,786.15
Loughborough Portland Boundary	1	50	7	350	0.6	210	8	1	1	\$ 963.90	\$ 722.93	\$ 214.20	315	\$ 5,670.00	115.5	\$ 2,310.00	\$ 4,292.75	\$ 1,750.00	\$14,173.78	
	2	50	7	350	0.6	210	8	1	1	\$ 963.90	\$ 722.93	\$ 214.20	315	\$ 5,670.00	115.5	\$ 2,310.00	\$ 4,292.75	\$ 1,750.00	\$14,173.78	
																			\$28,347.55	\$ -
Murvale Road	Propose to rebuild in 2019 for \$600,000 and fund from proposed 2021 Budget																			
Lower Round Lake Road	1	200	7	1400	0.6	840	32	5	3	\$ 3,855.60	\$ 2,891.70	\$ 856.80	1260	\$ 22,680.00	462	\$ 9,240.00	\$ 17,171.00	\$ 7,000.00		\$ 46,524.10
	2	50	7	350	0.6	210	8	1	1	\$ 963.90	\$ 722.93	\$ 214.20	315	\$ 5,670.00	115.5	\$ 2,310.00	\$ 4,292.75	\$ 1,750.00		\$ 11,631.03
																			\$ -	\$ 58,155.13
Northshore Road	Propose to accelerate to 2020 in place of Bellrock Road.																			
Quinn Road West	1	50	7	350	0.6	210	8	1	1	\$ 963.90	\$ 722.93	\$ 214.20	315	\$ 5,670.00	115.5	\$ 2,310.00	\$ 4,292.75	\$ 1,750.00	\$ 14,173.78	
	2	50	7	350	0.6	210	8	1	1	\$ 963.90	\$ 722.93	\$ 214.20	315	\$ 5,670.00	115.5	\$ 2,310.00	\$ 4,292.75	\$ 1,750.00	\$ 14,173.78	
																			\$ 28,347.55	\$ -
Wallace Road	1	250	7	1750	0.6	1050	40	7	3	\$ 4,819.50	\$ 3,614.63	\$ 1,071.00	1575	\$ 28,350.00	577.5	\$ 11,550.00	\$ 21,463.75	\$ 8,750.00		\$ 58,155.13
	2	50	7	350	0.6	210	8	1	1	\$ 963.90	\$ 722.93	\$ 214.20	315	\$ 5,670.00	115.5	\$ 2,310.00	\$ 4,292.75	\$ 1,750.00		\$ 11,631.03
																			\$ -	\$ 69,786.15
Grand Total																\$ 85,042.65	\$ 414,895.60			



STAFF REPORT RECREATION DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Recreation Committee Structure and Process

RECOMMENDATION

That Council strike a “Recreation and Leisure Facilities Committee” and a “Community Programming & Events Committee”

And that this structure be put in place for a trial period of 12 months from the date of committee appointments

And that staff be directed to actively advertise for committee appointments to these committees with a deadline of July 19th.

BACKGROUND

Further to the Council feedback provided at the June 11, 2019 Committee of the Whole meeting and subsequent conversations, the above cited recommendation is brought forward for passage.

The June 11th information report was prepared to provide Council information regarding the evolution of the Recreation Committee Structure and Process. The objective of this report/recommendation/proposal is to refine the committee structure and process to be focused only on key functions that require input gathered from high engagement with the local and broader community.

Currently the township operates with five recreation committees (four district, one central). Without the tremendous efforts of our community volunteers, many recreation programs, facilities and events would not be here today. Recreation and leisure in the township of South Frontenac has undergone many changes over the past years. With the increase in staff resources and the addition of new processes, the role of the Recreation Committee volunteers is shifting towards emphasis on engaging with the broader community to gain a better sense of trends and needs. The role of the community recreation volunteers is vital in supporting the work of Township staff and in providing Council with the information and rationale to make informed decisions.

As per the timeline, process and supporting documents presented in the June 11, 2019 Information report to the Committee of the Whole a great deal of consultation and research was conducted.

Key findings and reoccurring themes identified in the comments received from ‘all’ committee members along with the results of the facilitated session were as follows:

- Current model no longer meets the expanding needs of the community.
- Many tasks that have been historically done by volunteers are now being handled by staff. Maintenance, facility booking, direct programming, program promotion, rec guides, student recruitment, etc.
- Changing demographics & recreation trends mean we must look at a broader range of needs.
- Ensure engagement at the local level so that local perspectives are effectively represented



STAFF REPORT RECREATION DEPARTMENT



- It is important that the work of event committees such as Canada Day and the Pumpkin Festival can continue regardless of the structure
- The structure must continue to keep volunteers engaged and involved
- The roles of township staff, committee members and Council needs to be better clarified in order to support a refined process.
- Must improve how we engage the wider community to hear from all interests. This should be done through multiple mediums.
- Input to Council must be improved and come from committees on a more consistent basis. By reaching out to the broader community we should have a better sense of trends and needs that can be communicated to the entire council for decision or further direction.

Potential Recreation & Leisure Committee Structure:

Based on the results of the facilitated session it was clear that there is a difference in views in how recreation committees should be structured and the process that should be followed.

A Path Forward

In an effort to move the process forward, township staff met to review the results of the facilitated session and discuss a potential structure/process for the committee's consideration. Staff involved in this discussion including; Director of Public Services, Supervisor of Facilities, Supervisor of Recreation and Township Clerk. Through this discussion, extensive exploration into how other townships structure recreation committees and along with consideration into asset management planning, an alternative option was proposed.

The staff recommendation focuses more on 'functions' as opposed to historical Municipal geographic boundaries. The proposed structure is mindful of the importance of local input while having a broader perspective in order to enhance planning processes, outreach, needs assessment and communications. The composition of the committee will represent a broader range of groups, needs and interest. It will be better positioned to assist all areas in the community by contributing a wider range of perspectives and expertise. Rotating monthly committee meetings supported by additional 'community engagement activities' to gather input and ideas should result in greater district and community representation than we have with the current model.

Note: *Since amalgamation, many other municipalities have moved to a 'function' based model with additional support coming from municipal staff. Out of 75 Townships sampled only 4 continue to operate with a District Recreation Committee while 29 have no Recreation Committees at all and 42 operate via a function based format. The Townships sampled represented many diverse and unique townships from across Ontario. Even though they are individually unique, the majority have transitioned since amalgamation and share a common desire to embrace change that supports the development of recreation and leisure.*



STAFF REPORT
RECREATION DEPARTMENT



Structure by Function

Recreation and Leisure Facilities Committee	Community Programming & Events Committee
Purpose: This committee would be focused on indoor/outdoor facility/amenity maintenance needs and capital projects. Also provides supports for community programs and events. Outputs: • Conduit for community, sporting groups clubs and organizations • Supports facility usage/bookings • Provide input into annual facility operating and capital budgets from an asset management perspective prioritizing recreation based on needs and usage. • Meets to review and support capital projects • To provide residents support and guidance through the process required to successfully present ideas and needs to the township and Council. • To provide recommendations to Council	Purpose: This committee would be focused on engaging with the wider community through multiple mediums to ensure that we are meeting programming and event needs. Outputs: • Support current community programs/events and developed new initiatives. • Supports facility usage/bookings • Resource for township supported events • Guidance for community run events • Volunteer appreciation along with retention and recruitment • Supports the Community Grant Program • Provide input into annual recreation operating and capital budgets • Assist with gathering content for Community Services & Activity Guide • To provide residents support and guidance through the process required to successfully present ideas and needs to the township and Council. • To provide recommendations to Council

Benefits to Recommended Structure by Function

- Committee volunteers focused on community engagement and not so much in the day to day operations of recreation and leisure facilities/programs.
 - Increased engagement with the local district and broader South Frontenac community
- Community volunteers can apply for a committee that is based on their interests
- Committee will represents a broader range of groups, needs and interests
- Rotating meetings throughout the township
- Greater opportunity for individuals and community groups to engage with the township
- Decreased costs the township due to honorariums and mileage payments



STAFF REPORT
RECREATION DEPARTMENT



Note: There would not be a requirement for anyone that is on a Canada Day committee or Pumpkin Festival committee or other community event committee to sit on the programs/events committee. Only those that are nominated to the programs/events committee or are delegations to the programs/events committee would be on it. The programs/events committee would be a support committee to others (fireworks, health unit requirements, booking support, volunteer recruitment, etc)

FINANCIAL IMPLICATIONS

Annual cost to operate the 5 current Recreation Committees: \$12,000 avg
Estimated Annual Cost to operate the 2 proposed Recreation Committees: \$6000 est

ATTACHMENTS

- Draft Terms of Reference
- Draft Agenda Template

Submitted/approved by:

Mark Segsworth
Director of Public Services

Prepared by:

Tim Laprade
Arena / Recreation Supervisor

Functional Committee- Draft Terms of Reference

Committee Details/Terms of Reference

Composition:

- 8 Community Members (no more than 2 per district)
- 2 Councilors (rotated between Districts)
- Secretary: Executive Assistant
- Staff Support: Facilities Committee (Facility & Solid Waste Supervisor)
- Staff Support: Program Committee (Recreation & Leisure Supervisor)

Reporting Structure and Inputs Into Process: *(See Graph for reference)*

The committee reports regularly to council by means of

- distribution of minutes
- staff reports and recommendations
- quarterly presentations from committee

Inputs to committee

- Committee members, Council and Staff Resource can bring any requests for information or concerns to the committees
- Senior Management can bring any requests for information or concerns to the committees
- Community Groups/Orgs can bring any requests to committees through the established delegation process
- Committees actively engage Public and bring information back to committee

Committee Appointments and Term:

- Committee positions are advertised at the beginning of each council term via multiple forms of communication mediums
- Council appoints 2 Councilors and 8 community members from each District based on a call for nominations for a total of 10 members per Committee.
- The committee selects a Chair and Vice Chair annually at its first meeting of the calendar year.
- The Chair and Vice Chair positions must be community members from the committees
- Committee Chair may be removed only by a vote of a majority of the Committee.
- The Chair of the committee shall serve as Chair for a period of no more than two consecutive years.
- The Chair and Vice Chair position will rotate annually and not be the same person each year unless a new Chair is not selected,
- The Chair and Vice Chair positions must not be from the same District
- Members of the committee can only serve 4 years on the committee in a row before new members are appointed.
- Vacancies on the committee will be advertised and filled as soon as possible through the nomination process.

Meeting Frequency:

- The committees will meet routinely at a minimum of 4 times per year or at the call of the Chair
 - Committee meetings will be held at different locations via rotating schedule throughout the Township
- The Committees will also hold a minimum of 4 Public Engagement sessions per year as part of their role to capture interest and needs.
 - The two Committees can chose to take part in these sessions together or host them separately
 - Additional mediums to engage the Public will be used by Township Staff
- The Committees will present to Council a minimum of 2 times per year
- Quorum: A quorum is considered 50% plus 1 = 6 members

Meeting Agendas: (*refer to draft Agenda template*)

A standard Agenda template with reoccurring topics specific to the committee will be developed. The Executive Assistant will prepare the agenda in consultation with the Committee Chair along with request for additional items from the committee members.

- Minutes and agenda will be circulated 1 week prior to the meeting to the committee members

Decision Making:

- The committee follows Councils procedures for conducting meetings and making decisions as a group
- The committee will strive for consensus on all items, however if voting is necessary; all members of the committee shall have a vote, a simple majority will decide an issue, questions resulting in a tie vote will be defeated.
- The Committee Chair may seek direction from the Staff resource to assist with the decision making process.

Meeting Minutes:

- Written minutes of all meetings shall be prepared by the Executive Assistant
- Minutes will be provided to the committee for discussion and approval at the next committee meeting and distributed to Council after they have been passed by the committee.

Sub Committees:

- Existing Committees would continue to operate and work with Recreation Committees for additional support and guidance.
- Special Sub-committees may be established at the discretion of the support staff for a limited time and for a specific purpose. Sub-committees will report back to the next full committee meeting.

Meeting Attendance and Compensation:

- The committee Chair will sign off on attendance list and provide it to Executive Assistant of Staff Support Supervisor for authorization for remuneration.
- Committee and members of subcommittees of Council (excluding Councillors and staff) will be compensated \$31.84 per meeting AND 'this rate will be adjusted on a regular basis at the same increment as negotiated for the Township's bargaining unit.'
- Recording Secretaries on Subcommittees of Council will be compensated \$65 per meeting
- All members including Recording Secretaries on Subcommittees of Council are paid for their mileage to attend the committee meetings.

Delegations to Committees:

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

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

Recreation and Leisure Facilities Committee AGENDA

DATE/TIME:

PLACE: **To rotate around Township**

Call to Order

Updates

- Any maintenance or repair items to report
- Capital project updates
- Items for budget consideration (ongoing process)
- Report on any community engagement activities that have taken place
- Any urgent items to bring to Councils attention
- Any items to bring to the Community Programming & Events Committee

New Business

- New projects or initiatives of the committee (ie. Skate park Feasibility)
- Potential delegations to committee

Next Meeting: - TBD

Adjournment

Community Programming & Events Committee AGENDA

DATE/TIME:

PLACE: **To rotate around Township**

Call to Order

Updates

- Any Program or Event updates
- Items for budget consideration (ongoing process)
- Report on any community engagement activities that have taken place
- Any urgent items to bring to Councils attention
- Any items to bring to the Recreation and Leisure Facilities Committee

New Business

- Potential delegations to committee
- New projects or initiatives of the committee (ie. Volunteer recruitment and retention strategy, Event Planners Guide)

Next Meeting: - TBD

Adjournment



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Revised Operational Plan for the Sydenham Drinking Water System

RECOMMENDATION:

That the Council for the Township of South Frontenac receive the Operational Plan for the Sydenham Drinking Water System revised April 16, 2019 and authorize the Mayor and CAO to sign the endorsement of the plan.

BACKGROUND:

The following are excerpts from the report prepared by Jim Miller, Director Utilities Engineering, Treatment and Human Resources:

The Township of South Frontenac, as the Owner of the Sydenham Drinking Water Systems, is required by the Safe Drinking Water Act to ensure that these systems are operated by an Accredited Operating Authority.

As part of the accreditation process, the Drinking Water Quality Management Standard (DWQMS) requires that an Operational Plan be maintained by the Operating Authority, endorsed by the Owner, and accepted by the Ministry of Environment, Conservation and Parks. The Quality Management System (QMS) and Operational Plan have been in place since 2009 when the Township of South Frontenac and Utilities Kingston were among the first group of drinking water system owners and operating authorities to have their operational plan accepted and accreditation granted. It has been maintained and updated to remain current with system and organization changes, processes, procedures and DWQMS requirements.

The Operational Plan was last endorsed by the Township of South Frontenac and Utilities Kingston in 2016. Recent updates were made to the operational plan to ensure conformance with the current version – DWQMS 2.0. As result of the updated changes made, Council's endorsement of the updated Operational Plan is now required.

Utilities Kingston, as the Operating Authority for the Sydenham Drinking Water Systems, is responsible for the implementation and ongoing maintenance of a Quality Management System (QMS) which meets the requirements of the Drinking Water Quality Management Standard (DWQMS). The accreditation of operating authorities is based on the verification by a third-party accreditation body that an operating authority has a QMS in place that meets the requirements of DWQMS.

Since 2009, the Operational Plan has been updated with the last changes endorsed by Council in 2016. These updates to the Operational Plan also reflect conformance with DWQMS 2.0. and are as follows:

- Administrative updates to language,
- Updated the Quality Management System Policy, (Section 2.),
- Updated Organizational Structure, Roles Responsibilities, and Authorities (Section 9.1 Figure 4 and Section 9.3.2.),



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



- Updated infrastructure related risk assessment outcomes as information to be included in the review and provision of infrastructure (Section 14),
- Added reference to the long term capital plan in the Infrastructure Maintenance, Rehabilitation and Renewal Activities (Section 15.),
- Added considerations of best management practices including those published by the MECP in the management review process (Section 20) and;
- Added Preventative Actions and Best Management Practices to Continual Improvement (Section 21).

FINANCIAL CONSIDERATIONS:

None at this time.

ATTACHMENTS:

Operational Plan for the Sydenham Drinking Water System

Submitted/approved by:

Mark Segsworth P. Eng.
Director, Public Services



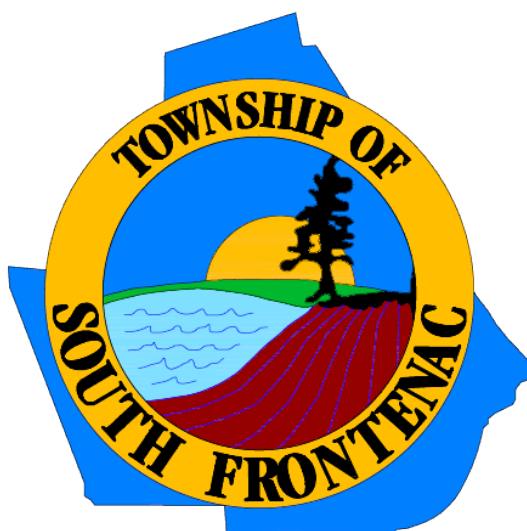
Drinking Water Quality Management System

Document:
Operational Plan for the Sydenham Drinking Water System

Document No:
W-OP-03

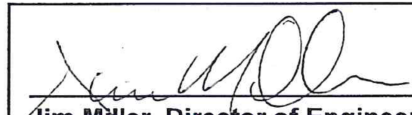
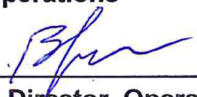
Operational Plan

for the
Sydenham Drinking Water System



Prepared by Utilities Kingston
(1425445 Ontario Limited)
for
The Township of South Frontenac

Approval

 _____ Jim Miller, Director of Engineering, Human Resources and Treatment Operations	_____ 2/5/19 Date
 _____ Brad Joyce, Director, Operations	_____ May 2 2019 Date

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Definitions

Accredited Operating Authority – a person or entity that is given responsibility by the owner for the management, operation, maintenance or alteration of a drinking water system and has been accredited after demonstrating conformance to the requirements of the Drinking Water Quality Management Standard to the satisfaction of the accreditation body authorized by the Ministry of Environment.

Action Item - a deficiency of the QMS identified through management review which requires corrective action.

Annually - A period of one year beginning and ending with the dates conventionally accepted as marking the beginning and end of a year (January 1st to December 31st).

Audit – a systematic and documented verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of the Drinking Water Quality Management Standard.

Authority – official permission or approval to carry out tasks and make decisions regarding the drinking water system.

Calendar Year - A period of one year beginning and ending with the dates conventionally accepted as marking the beginning and end of a year (January 1st to December 31st).

Competence – the combination of observable and measurable knowledge, skills and abilities which are required for a person to carry out assigned duties.

Compliance – the fulfillment of a regulatory requirement.

Conformance – the fulfillment of a Drinking Water Quality Management Standard requirement

Customer – the drinking water end user.

Control Measure – includes any processes, physical steps, or other contingencies that have been put in place to prevent or reduce a hazard.

Control Point (CP) – a step in the drinking water system process where primary control is applied to prevent or reduce the likely occurrence of a hazardous event with associated drinking water health hazards.

Corrective Action – 1) action to eliminate the cause of a detected non-conformity with the Drinking Water Quality Management Standard, Quality Management System, or other undesirable situations
2) action taken in response to reported adverse water quality identified under Schedule 16 of Ontario Regulation 170/03 to immediately restore proper drinking water disinfection or treatment including any actions taken as directed by the Medical Officer of Health.

Critical Control Limit (CCL) – the point at which a critical control point response procedure is initiated.

Critical Control Point (CCP) – an essential step in the drinking water system process where primary control measures can be applied and the results measured to ensure the safety of drinking water delivered to the customer by preventing or eliminating a drinking water health hazard or reducing the hazard to an acceptable level.

Document – information recorded or stored by means of any device which is revised to remain current. For the Drinking Water Quality Management System they include policies, operational plans, procedures, GIS/network drawings, legislation, regulations, and standards, but not records. (See Records).

Drinking Water Emergency – a situation or service interruption that may result in the loss of the ability to maintain a supply of safe drinking water to consumers.

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Drinking Water System – the system of connected works, excluding plumbing, which is established for the purpose of providing users of the system with drinking water.

Duty – an authorized task or decision regarding the drinking water system that is required to fulfill responsibilities identified in the Operational Plan and associated procedures.

DWQMS – Drinking Water Quality Management Standard.

Emergency – a situation which requires immediate action to protect and preserve the health, safety and welfare of persons and to limit or prevent damage and destruction of property, infrastructure and the environment.

Emergency Response – the effort to mitigate the impact of an emergency on customers.

Hazard – a source of danger or a property that may cause drinking water to be unsafe for human consumption. The hazard may be biological, chemical, physical or radiological in nature.

Hazardous Event – an incident or situation that can lead to the presence of a hazard.

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware and software, and supporting services, such as transportation or communication.

Major Drinking Water Emergency – an emergency which is adversely affecting or will adversely affect the supply of safe drinking water to a significant portion of the system or to critical facilities such as hospitals, nursing homes and medical clinics.

Minimum Critical Control Point (Minimum CCP) – an essential step in the drinking water system process where control measures must be applied to meet minimum treatment requirements for primary and secondary disinfection as outlined in the Procedure for Disinfection of Water in Ontario.

MECP – Ministry of Environment, Conservation and Parks.

Monitoring – checks or systems that are available to detect hazards or the potential for hazards

Non-compliance – the failure to fulfill a regulatory requirement.

Non-conformance – the failure to fulfill a Drinking Water Quality Management Standard or quality management system requirement.

Operating Authority – Utilities Kingston, as authorized by the owner to undertake the management, operation, maintenance or alteration of the drinking water system.

Owner – The Township of South Frontenac.

Potential Major Drinking Water Emergency – an emergency with the potential to adversely affect the supply of safe drinking water to a significant portion of the system or to critical facilities such as hospitals, nursing homes and medical clinics.

Preventative Action – Action to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation).

Quality Management System (QMS) – a system to establish policy and objectives, achieve those objectives, and direct and control an organization with regard to quality.

Record – information recorded or stored by means of any device which provides proof of activities performed and results achieved. For the Drinking Water Quality Management System they include log books, laboratory test results, water quality data, system performance data, completed operation and maintenance forms, photographs, audio/video recordings, and “As Built”/record drawings.

Responsibility – an overarching requirement, identified in the Operational Plan, for which persons having duties and authorities impacting the safe and reliable supply of drinking water to the customer are held accountable.

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Role – a management or staff position within Utilities Kingston for which responsibilities, duties, and authorities have been identified.

The Standard – the Drinking Water Quality Management Standard.

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1. Introduction to the Quality Management System

This document is the Drinking Water Quality Management System Operational Plan for the Sydenham Drinking Water System. It has been developed in response to legislated requirements resulting from recommendations contained within the Report of the Walkerton Inquiry.

In Part Two, Report of the Walkerton Inquiry, Justice Dennis R. O'Connor recommended that municipal water providers adopt a "quality management" approach for the operation of drinking water systems in Ontario. Also recommended by Justice O'Connor was the development of a quality management standard specific to drinking water systems and the accreditation of operating agencies based on the implementation of quality management systems conforming to that standard. These recommendations have been mandated through the Safe Drinking Water Act.

The Safe Drinking Water Act requires the owner of a municipal residential drinking water system to ensure that the system is operated by an Accredited Operating Authority. To become accredited, an Operating Authority must establish and maintain a Quality Management System, documented in an Operational Plan, which meets the requirements of the Drinking Water Quality Management Standard for Ontario.

The Ministry of Environment, with assistance from water industry stakeholders, has developed the Drinking Water Quality Management Standard specifically to meet the needs of municipal residential drinking water systems in Ontario. The Drinking Water Quality Management Standard contains elements of both the International Organization for Standardization's ISO 9001 quality management system standard and the Hazard Analysis and Critical Control Point (HACCP) standard.

The Standard specifies minimum requirements to facilitate an Operating Authority's ability to consistently produce and deliver drinking water that meets legislative, regulatory and owner requirements, and to enhance consumer protection through the effective application and continual improvement of a Quality Management System.

The process to develop, implement and maintain the Quality Management System required by the Drinking Water Quality Management Standard is divided into three steps; PLAN/DO, CHECK, and IMPROVE. These steps are cyclic which enables the continuous evolution and improvement of the Quality Management System.

The Drinking Water Quality Management Standard is comprised of twenty one elements; eighteen PLAN/DO elements, two CHECK elements, and one IMPROVE element. PLAN/DO elements deal with the development and implementation of an Operational Plan; CHECK elements deal with reviewing the effectiveness of the Quality Management System through internal audits and management reviews; and the IMPROVE element requires an Operating Authority to strive to continually improve its Quality Management System through the use of corrective and preventative actions in addition to the review and consideration to applicable best management practices published by the Ministry of the Environment, Conservation and Parks.. Each of the numbered sections in this document corresponds to a required element in the Standard.

As the Operating Authority for the Sydenham Drinking Water System, owned by the Township of South Frontenac, Utilities Kingston has developed this Operational Plan to meet the requirements of the Drinking Water Quality Management Standard and to ensure the continued safe and reliable supply of drinking water to the community through the efficient and effective use of resources.

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2. Quality Management System Policy

The Quality Management System Policy for the Sydenham Drinking Water System – W-P-04 has been reviewed and approved by Top Management.

Quality Management System Policy for the Sydenham Drinking Water System

Utilities Kingston is a community based corporation dedicated to the responsible management of safe and reliable integrated services. Our mission is to manage, operate and maintain community infrastructure to deliver safe, reliable services and a personal customer experience, guided by our values of safety, integrity, innovation and reliability. Our vision is to advance the unique multi-utility model to benefit our customers and build better communities.

Utilities Kingston, acting as the Operating Authority for the Sydenham Drinking Water System, owned by the Township of South Frontenac, is committed to providing a safe and reliable supply of drinking water to our customers.

Through the development, implementation, maintenance, and continual improvement of a Quality Management System, the management and staff of Utilities Kingston will ensure the continued safety and security of the drinking water supply by meeting or exceeding the requirements of all relevant legislation and regulations, and the Drinking Water Quality Management Standard.

3. Commitment and Endorsement

This Operational Plan has been endorsed by Utilities Kingston Top Management and the Township of South Frontenac. The Owner and Top Management Endorsement of the Operational Plan for the Sydenham Drinking Water System – W-P-05 has been signed by the Township of South Frontenac's representatives and Utilities Kingston Top Management.

Owner and Top Management Endorsement of Operational Plan for the Sydenham Drinking Water System

The Township of South Frontenac, the Owner, and Utilities Kingston, the Operating Authority, support the implementation, maintenance, and continual improvement of a Quality Management System for the Sydenham Drinking Water System as documented in the Sydenham Drinking Water System Operational Plan.

This endorsement of the Operational Plan by the Owner's representatives and by the Operating Authority's top management acknowledges their commitment to fulfill the responsibilities, duties, and authorities as defined in the Operational Plan, the Drinking Water Quality Management Standard, and the Safe Drinking Water Act.

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4. Quality Management System Representatives

A Quality Management System Representative(s) and an alternate are appointed and authorized by Top Management to administer the Drinking Water Quality Management System. The responsibilities of the QMS Representatives are:

- ensuring that processes and procedures for the Drinking Water QMS are established and maintained,
- reporting to Top Management on the performance of the Drinking Water QMS and any need for improvement,
- promoting awareness of the Drinking Water QMS throughout the Operating Authority
- ensuring that current versions of documents required by the Drinking Water QMS are being used at all times,
- at least annually, reviewing the Drinking Water QMS policies to ensure that they remain current and appropriate for the QMS and the subject system, and recommending any required changes to the QMS policies to Top Management for approval,
- ensuring that the Operational Plans and associated procedures are reviewed at least annually to verify that they remain consistent with current legislation, regulations, and operational conditions and processes,
- ensuring that new and revised QMS controlled documents are reviewed by personnel most familiar with the affected processes prior to recommending approval,
- review and recommend approval of revisions to the Operational Plan and associated procedures to the Director of Engineering, Human Resources and Treatment Operations, and the Director, Operations,
- ensuring that annual internal audits are completed as described in this operational plan,
- preparing an annual report which includes all information required for annual Management Reviews of the Drinking Water QMS
- external audit liaison

The Alternate QMS Representative provides assistance to meet these responsibilities and performs all duties of the QMS Representatives should the QMS Representatives be unavailable.

The designated QMS Representative(s) and Alternate QMS Representative have acknowledged their responsibilities, duties, and authorities as described in this Operational Plan by signing the Quality Management System Representative for the Sydenham Drinking Water System Acknowledgement of Responsibilities – W-P-06.

5. Document and Records Control

5.1 Documents

Documents provide the foundation for the development and ongoing maintenance of the quality management system. They include QMS policies, operational plans, procedures, GIS/network drawings, legislation, regulations, standards, and records. Documents other than records must be revised to reflect current legislation, regulations, and operational conditions and processes. Consistent control ensures that documents remain current and accurate, and are available and accessible for use when and where required.

The Document Control Procedure – W-G-01 describes the methods used to control the creation, approval, distribution, and revision of internal and external documents related to the Drinking Water QMS.

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5.2 Records

Records are documents which provide proof of activities performed and results achieved. Unlike other documents which must be revised to reflect current conditions, records provide historical evidence and must not be changed. They include log books, laboratory test results, water quality data, system performance data, completed operation and maintenance forms, photographs, audio/video recordings, and "As Built"/record drawings.

The Records Control Procedure – W-G-02 describes the methods used to ensure that records are sufficiently maintained to demonstrate compliance with legislative, regulatory, and Drinking Water Quality Management Standard requirements, Drinking Water QMS requirements and to provide historical information that is accessible for operational and planning purposes.

6. Drinking Water System Description

6.1 General

The Sydenham Drinking Water System, owned by the Township of South Frontenac and operated by Utilities Kingston, provides safe drinking water to the Village of Sydenham. The system is comprised of a Class 2 water treatment plant supplying water to a Class 1 distribution system which includes one elevated storage tank.

6.2 Source Water Overview

The source of water treated by this water treatment facility is Sydenham Lake. The intake is located 128m east of the treatment plant, at approximately 6m of water depth.

The tributary water sources to Sydenham Lake are granite based to the north and limestone based to the south, resulting in a unique raw water chemistry for treatment.

The raw water drawn from this location is slightly elevated in dissolved solids, organic carbon and alkalinity. The water is slightly basic and marginally hard with an average hardness of 134 mg/l as CaCo₃. Seasonal changes and wind direction can greatly affect raw water turbidities which can range from 0.3 to 10 NTU.

Seasonal raw water temperature fluctuations are significant. Raw water temperatures at the Sydenham Water Treatment Plant have ranged from as low as 1 degree Celsius in the winter months to as high as 22 degrees Celsius in the summer months.

Chemical, physical and bacteriological raw water quality data indicates a raw water source of good quality.

6.2.1 Events

Seasonal changes in raw water quality during the spring thaw can cause an increase in organic loading within Sydenham Lake. This event typically referred to as the spring runoff, can last a few days or even weeks depending on weather and temperature.

Summer and fall water quality can also fluctuate due to algae growth, wind direction and strength, and recreational traffic resulting in elevated water turbidities. Operators must be prepared to make appropriate process adjustments to treat the elevated turbidities during these events.

Changes in water temperature will also impact treatment process performance (coagulation and disinfection). Optimal treatment requires timely adjustments to treatment chemical dosages in response to temperature fluctuations.

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6.2.2 Threats

Sydenham Lake is subject to seasonal recreation traffic and indirect discharges from agricultural runoff which are potential sources of contamination. While the risk of source water contamination is ever present the immediate risk of contamination of the drinking water system as a result is considered to be minimal due to the following factors:

- Ongoing monitoring of raw water quality
- Continuously monitored water treatment processes

6.2.3 Intake Protection Zones

The Cataraqui Source Protection Plan has identified Intake Protection Zones for the Sydenham Water Treatment Plant. An intake protection zone (IPZ) shows where surface water is coming from to supply a municipal intake at a water treatment plant and how fast it is travelling toward the intake. The size and shape of each zone represents either a set distance around the intake, or the length of time water that could be carrying a contaminant would take to reach the intake over land or water: IPZ 1 is a set area, generally a one-kilometre radius around the intake; IPZ 2 is defined by the movement of water and is sized to encompass a two-hour time of travel for a contaminant to reach the intake; IPZ 3 is an area of special interest. For the Sydenham intake, IPZ 3 is defined based on the lakes and streams that contribute water to the intake. The Intake Protection Zones are shown in Figure 1 – Intake Protection Zones.

6.2.4 Operational Challenges

Raw water drawn from Sydenham Lake is generally low in bacteriological contamination and turbidity. During seasonal turbidity and temperature fluctuations as well as during spring runoff, operational changes are required to maintain optimal coagulant dosages to ensure adequate turbidity removal while also maintaining filter performance and minimizing aluminum residual carryover.

Operational challenges during seasonal events may require deviations from normal operations. With these seasonal events, the operator may be required to increase the frequency and/or duration of filter backwashes to reduce filter clogging.

6.3 Multiple Barrier Approach

A multiple barrier approach to preventing drinking water contamination is employed by Utilities Kingston to ensure that drinking water supplied by the system is both safe and of high quality. Barriers employed within the supply system include source water treatment by chemically assisted filtration, primary disinfection through UV light application and chlorination, secondary disinfection through chloramination, continuous monitoring and automated control of treatment processes and distribution system facilities, and the utilization of system redundancies and standby equipment.

6.4 Critical Upstream and Downstream Processes

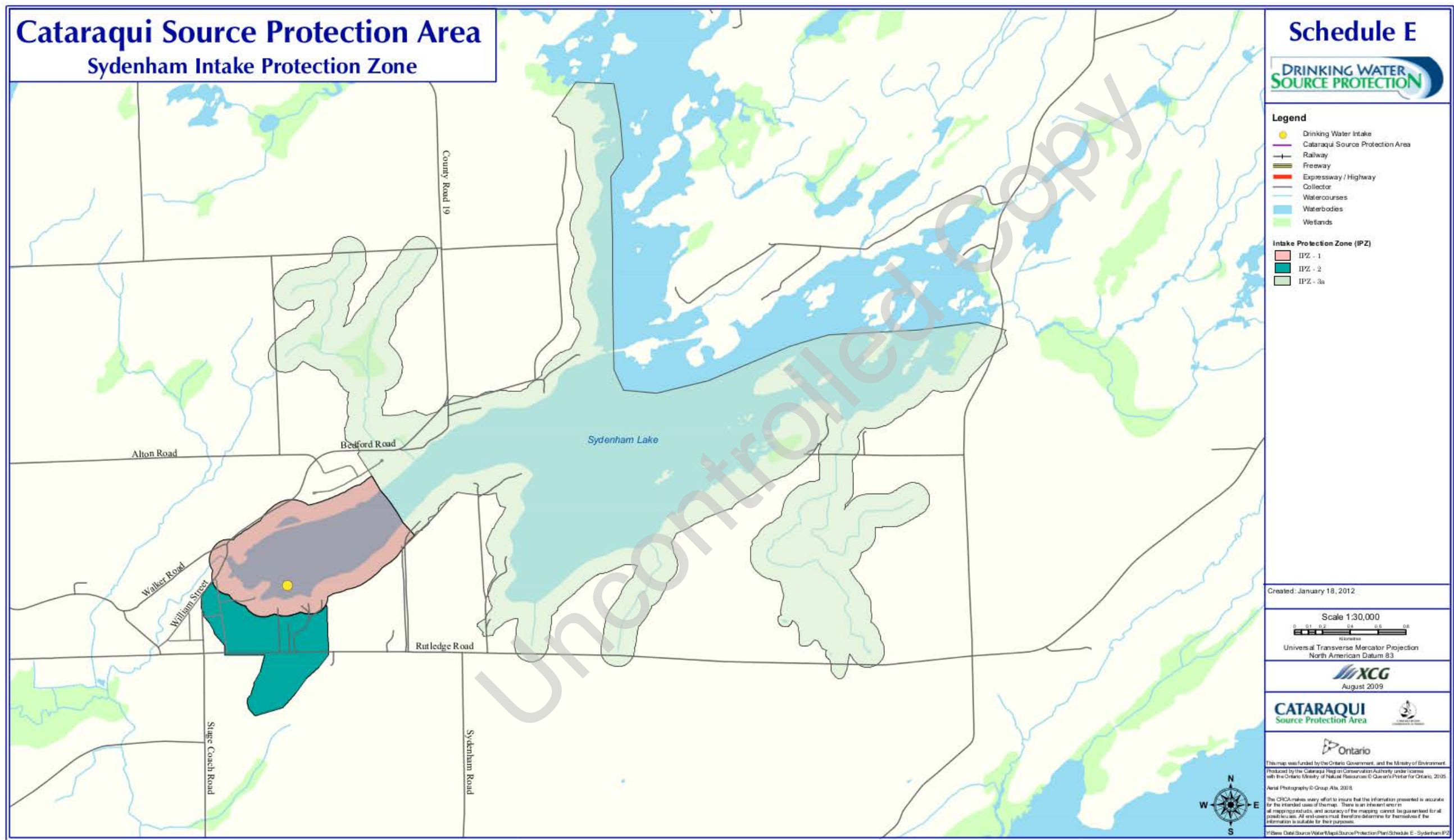
Utilities Kingston does not currently rely upon any critical processes upstream or downstream of the Sydenham Drinking Water System to ensure the provision of safe drinking water.

6.5 Connections to Other Drinking Water Systems

The Sydenham Drinking Water System is not connected to any other drinking water system.

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6.5.1 Figure 1 – Intake Protection Zones



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6.6 Water Treatment Facility

6.6.1 Sydenham Water Treatment Plant

Drinking water is supplied to the distribution system by the Sydenham Water Treatment Plant which is a Class 2 water treatment facility with a rated capacity of 1,290m³/day. The water treatment plant is located at 4410 Point Road. Figure 2 – Sydenham Water Treatment Plant Process Flow Diagram provides a graphic representation of the water treatment process.

6.6.1.1 Raw Water Source

The source of water treated by this water treatment facility is Sydenham Lake. The intake is located 128m east of the treatment plant, at approximately 6m of water depth. Water flows by gravity from the lake through a 400mm intake pipe to the low lift pumping well.

6.6.1.2 Zebra Mussel Control

Chloraminated (treated) water is conveyed through a 25mm polyethylene tube installed inside the intake pipe and injected through a diffuser at the raw water intake for zebra mussel control.

6.6.1.3 Screening

Two stationary screens located in the low lift pumping well remove objects such as weeds, fish, sticks, and other debris from the water.

6.6.1.4 Low Lift Pumping

Three submersible low lift pumps (two duty pumps and one standby pump) lift water from the low lift pumping well to the process building through the low lift discharge header. The flow rate of raw water pumped through the low lift discharge header is continuously monitored

6.6.1.5 Pre-Chlorination

While not typically practiced, a Sodium Hypochlorite application point in the low lift discharge header allows for pre-filtration disinfection.

6.6.1.6 Coagulation / Flocculation

A liquid coagulant, Polyaluminum Chloride (PACl), is added to the raw water in the low lift discharge header as it enters the process building just prior to passing through the in-line static mixer. PACl promotes flocculation (the clumping together of very fine particles and their subsequent grouping to form larger particles). The formation of these 'floc' masses improves the plant's filtration process. Water flows through the static mixer in a spiral motion ensuring proper mixing of the PACl with the water for effective flocculation.

6.6.1.7 Filtration

Water flows from the static mixer to three pressure filtration tanks containing a ceramic filtration media. The filters remove particulate impurities from the water. Water flows through the filters into two baffled contact tanks.

Filters are backwashed at a minimum of every 48 hours to remove the particulates they have collected. Clean water from the clear well (high lift pump chamber) is pumped backwards through the filters, and the filters are agitated by air scouring the filter media to break up any large particles.

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6.6.1.8 GAC Contactors

During periods of high dissolved organic content in the source water, filter effluent water is directed to two pressure filtration tanks containing granular activated carbon (GAC). The GAC contactors assist in the removal of dissolved organics which react with chlorine to produce chlorination byproducts. The GAC contactors are periodically backwashed to remove the particulates they have collected.

6.6.1.9 Process Waste Management

Effluent water from the backwash process is directed to a backwash storage tank for further settling. The supernatant (the clear water at the top of the tank after settling) is directed back to Sydenham Lake and the settled sludge is mechanically removed and sent for further treatment.

6.6.1.10 Primary Disinfection

Primary disinfection of the filtered water is achieved via UV light and free chlorine residual. 2 UV reactors (duty/standby) each using 12 low pressure high output lamps, provide the UV light disinfection. Free chlorine disinfection follows the UV process with the use of two chemical metering pumps (duty/standby) which provide sodium hypochlorite to an application point downstream of the UV reactors at the entrance to the detention piping. Diversion to waste valves, located upstream of the treated water reservoirs, operate automatically to divert water to the process waste tanks at process start up and whenever residual or log removal targets are not met.

6.6.1.11 Secondary Disinfection

Secondary disinfection is the maintenance of a disinfectant residual throughout the distribution system which is achieved with chloramines. Following the free chlorine disinfection process, ammonium sulphate is added with the use of two chemical metering pumps (duty/standby), at an approximate rate of 4:1 ratio (chlorine/ammonia), to react with the free chlorine residual to form chloramines. The application dosages of sodium hypochlorite and ammonium sulphate is adjusted to produce a sufficient in plant combined chlorine residual to ensure that minimum residuals are maintained in the distribution system.

6.6.1.12 High Lift Pumping

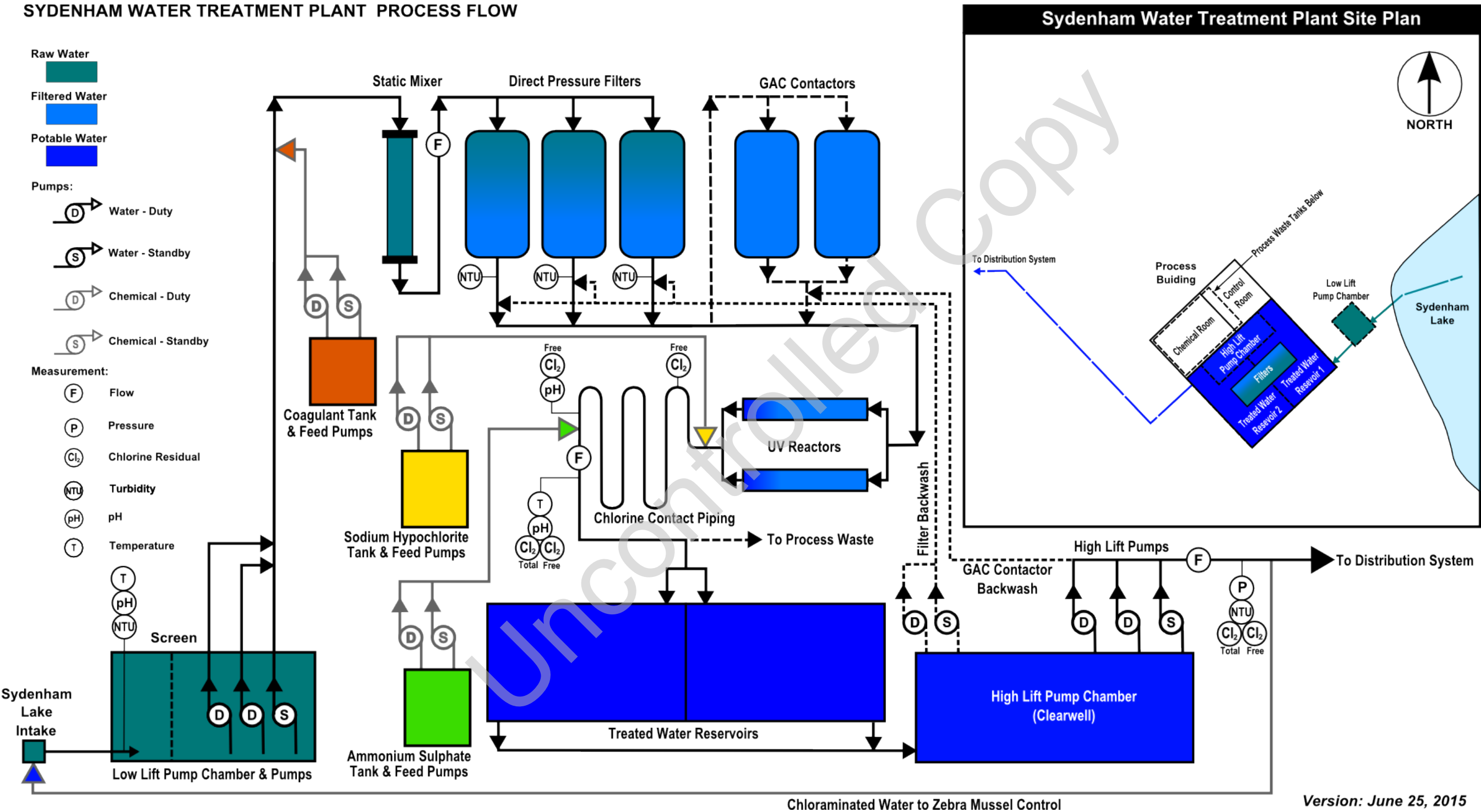
Water from the clearwell (high lift pump chamber) is pumped into the distribution system by three high lift pumps (two duty pumps and one standby pump). The flow rate of treated water pumped to the distribution system is continuously monitored.

6.6.1.13 Standby Equipment

A 130 kW standby diesel generator provides electricity to the water plant during power interruptions. The generator and standby equipment is tested regularly to ensure proper operation when required.

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Figure 2 – Sydenham Water Treatment Plant Process Flow Diagram



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6.7 Distribution System

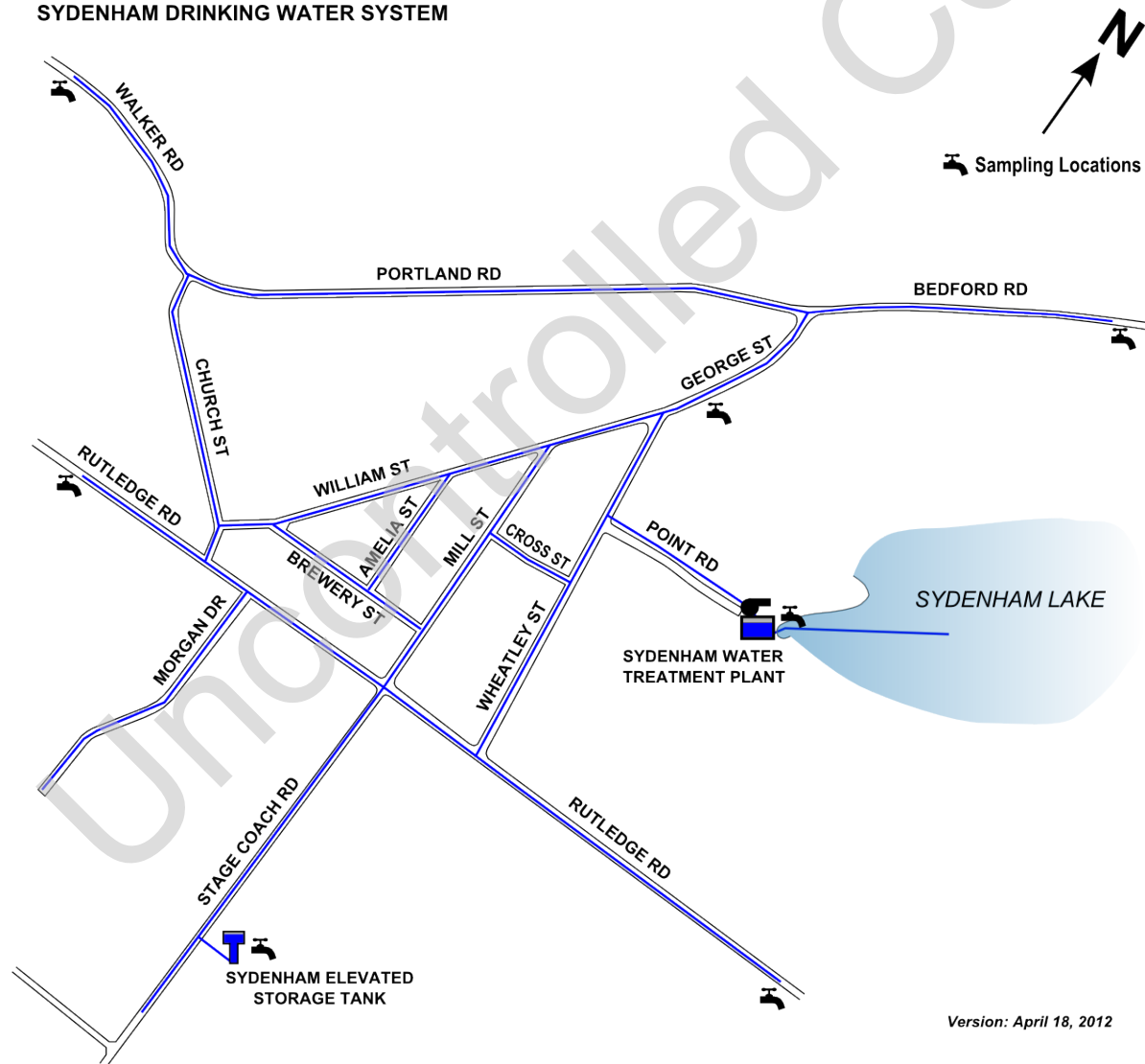
The Class 1 Sydenham Distribution System is comprised of approximately 6.8 km of polyvinyl chloride (PVC) water mains ranging in size from 150mm to 250mm. The distribution system also includes 1 elevated storage tank, 39 main line valves, and 50 fire hydrants and their associated isolation valves.

The Sydenham Elevated Storage Tank is located at 4252 Stage Coach Road. The tank has a storage capacity of 1,019m³. The tank provides storage and system pressure stabilization for the distribution system. During normal system operation, the water level in the tank provides the primary control of pump operations at the Sydenham Water Treatment Plant.

Once all connections to the distribution system have been completed, the drinking water system will supply water to 285 customer connections.

Figure 3 – Sydenham Drinking Water System Map

SYDENHAM DRINKING WATER SYSTEM



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7. Risk Assessment

Utilities Kingston has developed the Risk Assessment Procedure – W-G-03 to ensure that potential hazardous events and the resulting drinking water health hazards are identified and that appropriate monitoring, control, and response measures are developed to mitigate the risks associated with the hazards. This is achieved through a process of identifying potential hazardous events and associated drinking water health hazards. Assessing the risks associated with those hazards by assigning values for probability, consequence and detectability. Identifying and assessing existing control and response measures, identifying Critical Control Points, establishing Critical Control Limits, and ensuring that monitoring and response processes and procedures are in place to respond to deviations from those limits. Potential risks and hazardous events identified for deliberation by the MECP must also be considered while completing a risk assessment. The results of the risk assessments are documented in the following section.

8. Risk Assessment Outcomes

The identification of hazardous events, associated drinking water health hazards, and the assessment of the associated risks for the Sydenham Drinking Water System is completed on a three year cycle. The risk assessment team included experienced drinking water operators and front line supervisors.

Each event/hazard combination has been classified in the following categories:

- **Event Classification** – Events have been classified as either controlled or uncontrolled based on the availability of primary control measures to prevent or reduce the probability of the hazardous event. Each event is further classified as high, moderate, or low risk according to the risk value found during the assessment, the assigned consequence value, and the controlled risk value.
- **Controlled Risk Classification** – The controlled risk for each event/hazard has been classified as high, moderate, or low based on the risk level after considering the available control and response measures and the potential consequence of the event.
- **Control Point Classification** – Control Points and Critical Control Points (CCP) are identified based on whether the process step is required by the Procedure for the Disinfection of Drinking Water in Ontario (Minimum CCP), is essential for the delivery of safe drinking water, primary control of the event can be applied, and the results of that control are measurable.
- The risk assessment findings for the identified events are documented in Table 1 – Sydenham Drinking Water System Risk Assessments. Events/hazards are listed by event classification in descending order of controlled risk found through the risk assessment process.

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8.1 Table 1 - Sydenham Drinking Water System Risk Assessments

Sydenham Drinking Water Risk Assessment Summary Table																
High Risk Threshold Value: 6.563					Listed By Event Classification And Controlled Risk Classification In Descending Order Of Assessed Controlled Risk											
Facility	Process Step	Hazardous Event	Hazard	Primary Control	Secondary Control	Response	Response Procedures	Probability	Consequence	Detectability	Risk Value	Control Value	Controlled Risk	CLASSIFICATION		
														Event Classification	Controlled Risk	Control Point Classification
Sydenham WTP	Raw Water Source	Algae Bloom	Potential for toxin producing cyanobacteria - Biological-chemical contamination of drinking water	Not Available	Screens, filters, chemically assisted filtration and disinfection of water, sampling and monitoring	Increased specific sampling, process adjustments	W-E-04 Contaminated Raw Water Procedure	3	4	3	10	-2	8	HIGH RISK UNCONTROLLED HAZARDOUS EVENT	HIGH CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Raw Water Source	Chemical Spill	Chemical contamination of raw water	Not Available	Not Available	Shut down raw water intake, increased raw water sampling, water use restrictions and public notification	W-E-04 Contaminated Raw Water Procedure, W-E-05 Spill Response Procedure, W-E-01 Emergency Response and Recovery Procedure	1	4	4	9	-1	8	HIGH RISK UNCONTROLLED HAZARDOUS EVENT	HIGH CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Automated Process Control	Process Alarms Dialer Failure	Reduced or lost process control – possible ineffective water treatment or low system pressure - Contamination of drinking water	Not available	Process interlocks, 24 hour remote monitoring	Visually monitor processes through SCADA, repair	WT-05-01S Alarms Sydenham WTP Operation and Maintenance	2	3	3	8	-2	6	HIGH RISK UNCONTROLLED HAZARDOUS EVENT	MODERATE CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	General	Electrical Power Outage	Loss of treated water supply, reduced or lost system pressure - Contamination of drinking water	Not available	Auto switch over to backup power	Ensure operation of backup generator, increased monitoring	WT-06-07 Sydenham WTP Backup Generator	4	3	1	8	-2	6	HIGH RISK UNCONTROLLED HAZARDOUS EVENT	MODERATE CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Low Lift Pumping	Discharge Header Breakage	Reduced-lost raw water flow	Not Available	Flow alarms	Isolate broken header, public notification(water use restrictions), repair broken pipe	WT-06-02 Sydenham WTP Low Lift Pumps, W-E-01 Emergency Response and Recovery Procedure	2	4	1	7	-2	5	HIGH RISK UNCONTROLLED HAZARDOUS EVENT	MODERATE CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Automated Process Control	Filter Process Controller Failure	Loss of drinking water flow to distribution system, reduction or loss of distribution system pressure - Contamination of drinking water	Not available	Auto shut down of plant, alarms	Manual operation of plant	W-E-01 Emergency Response and Recovery Procedure, Failure operation sections of SOPs specific to equipment requiring manual operation	2	4	1	7	-2	5	HIGH RISK UNCONTROLLED HAZARDOUS EVENT	MODERATE CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT

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														Event Classification	Controlled Risk	Control Point Classification
Sydenham Distribution System	Mains	Main Break – Header From Water Treatment Plant	Reduced or lost flow of drinking water to distribution system, reduction or loss of distribution system pressure - Contamination of drinking water	Not available	Low pressure alarm, Positive system pressure maintenance through elevated storage. Secondary disinfection.	Isolate and repair per SOP, possible public notification and water use restrictions *Maintenance of positive system pressure until repair operations require complete isolation, and then through system storage.	WD-02-03 Mains Break Repair, W-E-01 Emergency Response and Recovery Procedure	1	5	1	7	-2	5	HIGH RISK UNCONTROLLED HAZARDOUS EVENT	MODERATE CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Coagulant System	Loss of Coagulant Dosing - Line Breakage or Blockage	Ineffective chemically assisted filtration. Biological contamination of drinking water	System Maintenance - Routine inspection and flushing of lines	Alarms, monitoring	Switch to standby line or set up temporary line, repair	WT-06-03 Sydenham WTP Coagulant System, W-CC-07 Sydenham Coagulation Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	2	4	4	10	-3	7	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	HIGH CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	General	Unavailability of Staff	Increased response time to hazardous event	Call out protocol for shift coverage, standby operators	24 hour monitoring by shift operator at King St WTP, use of contractor as required	Follow protocols, use of shift operator, contractor where required	W-G-05 Personnel Coverage Procedure	2	4	4	10	-3	7	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	HIGH CONTROLLED RISK	CRITICAL CONTROL POINT
Sydenham WTP	Treated Water Reservoirs and HL Pump Chamber	Spill	Contamination of water	Elevated covers, proper material handling	Regular inspection during rounds, redundant reservoir tanks	Inspect, isolate and drain chamber if contamination suspected	W-E-05 Spill Response Procedure, W-E-01 Emergency Response and Recovery Procedure	1	4	4	9	-3	6	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham Distribution System	Valves	Valve Failure Closed – Header main from WTP	Lost flow of drinking water to distribution system, reduction or loss of distribution system pressure - Contamination of drinking water	Valve inspection and maintenance	Minimal storage capacity to maintain system pressure.	Isolate and repair, water use restrictions and public notification, possible use of overland from plant PRV to hydrant.	Valve Op SOP, WD-03-02 Valves Troubleshooting and Repair, W-E-01 Emergency Response and Recovery Procedure	1	4	4	9	-3	6	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT

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														Event Classification	Controlled Risk	Control Point Classification
Sydenham Distribution System	Valves	Valve Failure Closed - Header main to-from elevated storage	Loss of distribution system storage capacity, possible insufficient flow to distribution system during periods of extreme high demand resulting in reduced distribution system pressure - Contamination of drinking water	Valve inspection and maintenance	Automated redundant control of plant through system pressure	Operate plant on system pressure, install pressure relief valves as required, isolate and repair valve , possible water use restrictions	WD-03-02 Valves Troubleshooting and Repair, W-E-01 Emergency Response and Recovery Procedure	1	4	4	9	-3	6	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham Distribution System	General	Low Demand	Reduced distribution system storage levels, possible insufficient flow to distribution system during extended periods of extreme high demand resulting in reduced distribution system pressure - Contamination of drinking water	Reduced chlorine residuals at extremities of system - Biological contamination of drinking water	Scheduled Flushing	Adjustment of combined chlorine residual from WTP to maintain required residual in system, increased flushing	WD-01-01 General Flushing, WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response	3	3	3	9	-3	6	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham Distribution System	General	Unavailability of Staff	Increased response time to hazardous event	Standby operators, call out process	Use of personnel from other departments and contractors	Follow standby and call out protocol, use of personnel from other departments and contractors as required	W-G-05 Personnel Coverage Procedure	1	4	4	9	-3	6	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham Distribution System	General	Vandalism - Tampering	Damage to facilities and equipment - Contamination of drinking water	Fences, gates, locks	Alarms, regular inspection	Investigate and rectify any found problem	WT-01-03S General Sydenham WTP Alarms Monitoring and Response, procedures specific to equipment or facility affected.	2	4	3	9	-3	6	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham Distribution System	Elevated Storage Tank	Structural Failure	Loss of distribution system storage capacity, possible insufficient flow to distribution system during periods of extreme high demand resulting in reduced distribution system pressure - Contamination of drinking water	Coatings, cathodic protection	Tank inspections	Isolate, drain, repair, operate plant on system pressure	WS-02-01S Water Storage Facilities Sydenham Elevated Tank Operation and Maintenance, WS-02-02S Water Storage Facilities Sydenham Elevated Tank Isolation	1	5	3	9	-3	6	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT

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Sydenham WTP	Automated Process Control	Turbidimeter Failure	Reduced or lost process control – possible ineffective water treatment - Contamination of drinking water	Sampling, calibration and maintenance	Alarms, process interlock	Increased sampling and monitoring, manual process adjustments, repair/replace/recalibrate	WT-05-02 Instrumentation Operation and Maintenance, WT-06-04 Sydenham WTP Filters and Backwash System, W-CC-08 Sydenham Filter Effluent Turbidity Critical Control Limit Response	2	4	2	8	-3	5	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	General	Vandalism - Tampering	Damage to process equipment - Contamination of drinking water	Locks, lighting	Alarms	Response to alarm - investigate, call police	WT-01-03S General Sydenham WTP Alarms Monitoring and Response	1	5	2	8	-3	5	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham Distribution System	Secondary Disinfection	Loss of combined chlorine residual	Loss of secondary disinfection - Bacteriological contamination of drinking water	Chloramination at WTP	Analyzer alarms, sampling, residual flushing	Ensure proper operation of chloramination equipment, flushing, resample, possible notification	WD-01-01 General Flushing, WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response	1	4	3	8	-3	5	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Automated Process Control	Chlorine Analyzer Failure	Reduced or lost process control – possible ineffective water treatment - Contamination of drinking water	Sampling, calibration and maintenance	Alarms	Increased sampling and monitoring, manual process adjustments, repair/replace/recalibrate	WT-05-02 Instrumentation Operation and Maintenance, WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-09 Sydenham Primary Disinfection Critical Control Limit Response, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response	3	3	2	8	-4	4	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Low Lift Pump Chamber	Spill From-At Diesel Tank	Chemical contamination of raw water	Spill Containment Structure	Inspection during rounds	Containment of spill, shut down low lift pumps, clean and repair	W-E-05 Spill Response Procedure, WT-05-09 Fuel Storage Tanks Operation and Maintenance, W-E-01 Emergency Response and Recovery Procedure	1	4	2	7	-3	4	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT

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Sydenham WTP	Automated Process Control	Flow Meter Failure	Reduced or lost process control – possible ineffective water treatment - Contamination of drinking water	Annual calibration and maintenance	Alarms	Increased sampling and monitoring, manual process adjustments	WT-05-02 Instrumentation Operation and Maintenance, WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	1	4	2	7	-3	4	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Automated Process Control	Plant Process Controller Failure	Loss of drinking water flow to distribution system, reduction or loss of distribution system pressure - Contamination of drinking water	Not available	Alarms	Manual operation of plant	W-E-01 Emergency Response and Recovery Procedure, Failure operation sections of SOPs specific to equipment requiring manual operation	2	4	1	7	-3	4	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham WTP	Filters	Valve Failure	Reduced or lost water flow	Inspection and maintenance of valves	Alarms, redundant filters	Manually operate valve, isolate and repair	WT-05-05 Valves Gates and Actuators Operation and Maintenance, WT-06-04 Sydenham WTP Filters and Backwash System	2	3	3	8	-5	3	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Disinfection System	Loss of Chlorination - Chemical Pump Failure	Insufficient free chlorine available to produce required combined chlorine residual to maintain secondary disinfection - Biological contamination of drinking water	Automated redundancy, automated control and monitoring , maintenance	Alarms	Ensure operation of backup, repair failed chemical pump	WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	3	4	1	8	-5	3	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Disinfection System	Loss of Chlorination - Chemical Pump Failure	Ineffective primary disinfection. Biological contamination of drinking water	Automated redundancy, automated control and monitoring , maintenance	Alarms	Ensure operation of backup, repair failed chemical pump	WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	3	4	1	8	-5	3	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT

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														Event Classification	Controlled Risk	Control Point Classification
Sydenham WTP	Disinfection System	UV Reactor Failure	Ineffective primary disinfection. Biological contamination of drinking water	Routine inspection and maintenance	Alarms, automated shut down of failed unit, automated redundancy	Confirm operation of standby unit, investigate and repair	WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-09 Sydenham Primary Disinfection Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	3	4	1	8	-5	3	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Disinfection System	Loss of Chlorination - Line Breakage-Blockage	Insufficient free chlorine available to produce required combined chlorine residual to maintain secondary disinfection - Biological contamination of drinking water	Routine inspection and maintenance	Alarms, plant shut down on low free chlorine residual	Shut down process, repair or install temp feed	WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-09 Sydenham Primary Disinfection Critical Control Limit Response, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	2	4	1	7	-4	3	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Disinfection System	Loss of Chlorination - Line Breakage-Blockage	Ineffective primary disinfection - Biological contamination of drinking water	Routine inspection and maintenance	Alarms, plant shut down on low free chlorine residual	Shut down process, repair or install temp feed	WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-09 Sydenham Primary Disinfection Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	2	4	1	7	-4	3	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Coagulant System	Loss of Coagulant Dosing - Chemical Pump Failure	Ineffective chemically assisted filtration. Biological contamination of drinking water	Maintenance, redundant pumps, auto pump switch over	Alarms, monitoring	Ensure operation of backup, repair failed pump	WT-06-03 Sydenham WTP Coagulant System, W-CC-07 Sydenham Coagulation Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	2	4	1	7	-5	2	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT

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														Event Classification	Controlled Risk	Control Point Classification
Sydenham WTP	Filters	Filter Turbidity Breakthrough	Ineffective chemically assisted filtration. Biological contamination of drinking water	Not Available	Alarms, redundant filters	Backwash, automated monitoring and control, maintenance	WT-06-04 Sydenham WTP Filters and Backwash System, W-CC-08 Sydenham Filter Effluent Turbidity Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	1	4	1	6	-5	1	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Filters	Filter Underdrain Failure	Reduced backwash capacity and flow. Breakthrough. Biological contamination of drinking water	Routine monitoring	Alarms, redundant filters	Isolate filter and repair	WT-06-04 Sydenham WTP Filters and Backwash System, W-CC-08 Sydenham Filter Effluent Turbidity Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	1	4	1	6	-5	1	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	General	Treatment Chemical Storage Tank Failure	Ineffective water treatment - contamination of drinking water	Regular Inspection during rounds	Level alarms, redundant tanks, auto switch over	Contain and clean up spill, ensure operation of backup equipment, repair	W-E-05 Spill Response Procedure, procedures specific to the affected chemical system	1	1	2	4	-3	1	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Disinfection System	Loss of Chloramination - Line Breakage-Blockage - (NH4)2SO4	Insufficient combined chlorine residual to maintain secondary disinfection - Biological contamination of drinking water	Routine inspection and maintenance	Alarm (residual)	Repair or install temp line	WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	1	2	1	4	-4	0	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Filters	Backwash Pump Failure	Loss of ability to backwash filters – possible turbidity breakthrough-loss of filtration	Pump Inspection and Maintenance	Redundant pump, redundant power supply, alarms	Use of backup pump, backup generator, repair	WT-06-04 Sydenham WTP Filters and Backwash System, W-CC-08 Sydenham Filter Effluent Turbidity Critical Control Limit Response	1	2	1	4	-5	-1	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT

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														Event Classification	Controlled Risk	Control Point Classification
Sydenham WTP	Disinfection System	Loss of Chloramination - Chemical Pump Failure - (NH4)2SO4	Insufficient combined chlorine residual to maintain secondary disinfection - Biological contamination of drinking water	Automated redundancy, automated control and monitoring , maintenance	Alarm	Ensure operation of backup, repair failed chemical pump	WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response, W-E-01 Emergency Response and Recovery Procedure	1	2	1	4	-5	-1	HIGH RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	GAC Contactors	Valve Failure	Reduced or lost water flow	Inspection and maintenance	Alarms	Manual operation of valve, isolate and repair	WT-06-04 Sydenham WTP Filters, GAC Contactors, and Backwash System, WT-05-05 Valves Gates and Actuators Operation and Maintenance	3	2	3	8	-3	5	MODERATE RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham Distribution System	Valves	Valve Failure Closed – Local Main	Creation of dead ends until repair is completed possible reduced chlorine residuals at dead ends - Bacteriological contamination of drinking water	Valve inspection and maintenance	Maintenance of secondary disinfection through flushing	Isolate and repair, increased flushing and monitoring of chlorine residuals for affected main	WD-03-02 Valves Troubleshooting and Repair	1	2	4	7	-3	4	MODERATE RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham Distribution System	Elevated Storage Tank	Isolation Valve Failure - Closed	Loss of distribution system storage capacity, possible insufficient flow to distribution system during periods of extreme high demand resulting in reduced distribution system pressure - Contamination of drinking water	Valve Inspection and Maintenance	Visually detectable during rounds	Operate plant on system pressure, install pressure relief valves as required, isolate and repair valve , possible water use restrictions	WS-02-01S Water Storage Facilities Sydenham Elevated Tank Operation and Maintenance, WT-05-05 Valves Gates and Actuators Operation and Maintenance	1	2	4	7	-3	4	MODERATE RISK CONTROLLABLE HAZARDOUS EVENT	MODERATE CONTROLLED RISK	CONTROL POINT
Sydenham WTP	Raw Water Source	Biological Spill	Biological contamination of raw water	Not Available	Chemically assisted filtration and disinfection of water, sampling and monitoring, alarms	Process adjustments, increased sampling, possible need to close intake, and public notifications	W-E-04 Contaminated Raw Water Procedure, W-E-05 Spill Response Procedure, W-E-01 Emergency Response and Recovery Procedure	1	2	3	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT

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Sydenham WTP	Intake and Screens	Intake Damage-Blockage by Debris	Reduced or lost raw water flow	Not Available	Flow alarms, inspection of intake	Pumping and process adjustments, possible by-pass pumping from lake to low lift well, remove blockage or repair damage	WT-06-01 Sydenham WTP Intake and Screens, W-E-01 Emergency Response and Recovery Procedure	1	3	2	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Intake and Screens	Intake Pipe Collapse-Breakage	Reduced or lost raw water flow	Not Available	Flow alarms, inspection of intake	Pumping and process adjustments, possible by-pass pumping from lake to low lift well, remove blockage or repair damage	WT-06-01 Sydenham WTP Intake and Screens, W-E-01 Emergency Response and Recovery Procedure	1	3	2	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Low Lift Pumping	Total Loss of Pumping - Local Electrical-Control	Loss of raw water flow to plant	Not Available	Alarms	Investigate and repair. Use of portable generation equipment and-or manual pump control if required	WT-06-02 Sydenham WTP Low Lift Pumps	1	4	1	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	High Lift Pumping	Discharge Header Breakage	Reduced or lost flow of drinking water to distribution system, reduction or loss of distribution system pressure - Contamination of drinking water	Not available	Alarms, maintenance of system pressure through elevated storage	Isolate broken header, public notification(water use restrictions), repair broken pipe	WT-06-06 Sydenham WTP High Lift Pumps, W-E-01 Emergency Response and Recovery Procedure	1	4	1	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	High Lift Pumping	Total Loss of Highlift Pumping - Localized Electrical-Control	Loss of drinking water flow to distribution system, reduction or loss of distribution system pressure - Contamination of drinking water	Not available	Alarms	Investigate and repair. Use of portable generation equipment and manual pump control if required.	WT-06-06 Sydenham WTP High Lift Pumps	1	4	1	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Automated Process Control	Elevated Tank Communications Failure	Reduced or lost process control – low system pressure - Contamination of drinking water	Not available	Alarms (Com Fail, Residual, Level)	Manual operation, Increased process monitoring through SCADA, investigate and repair	WT-06-06 Sydenham WTP High Lift Pumps, WS-02-01S Water Storage Facilities Sydenham Elevated Tank Operation and Maintenance	3	2	1	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT

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Sydenham Distribution System	Mains	Main Break – Header to-from elevated storage	Increased demand, loss of system pressure maintenance and stabilization provided by hydraulic head, reduction or loss of distribution system pressure, loss of distribution system storage capacity - Contamination of drinking water	Not available	Low tower alarm, Positive system pressure maintenance through plant pumping. Secondary disinfection.	Isolate and repair per SOP, possible public notification and water use restrictions	WS-02-02S Water Storage Facilities Sydenham Elevated Tank Isolation, WD-02-03 Mains Break Repair, W-E-01 Emergency Response and Recovery Procedure	1	4	1	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham Distribution System	Mains	Main Break – Local	Increased demand, localized reduction or loss of distribution system pressure - Contamination of drinking water	Not available	Positive system pressure maintenance . Secondary disinfection.	Isolate and repair per SOP, possible public notification and water use restrictions	WD-02-03 Mains Break Repair, W-E-01 Emergency Response and Recovery Procedure	1	2	3	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham Distribution System	Elevated Storage Tank	Check Valve Failure	Possible reduced mixing and/or turnover of water in tower – Reduced free chlorine residual of stored water	Not available	Visually detectable during rounds	Planned repair	WS-02-01S Water Storage Facilities Sydenham Elevated Tank Operation and Maintenance, WS-02-02S Water Storage Facilities Sydenham Elevated Tank Isolation	1	1	4	6	-2	4	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Raw Water Source	Algae Bloom	Screen and filter clogging - Reduced or lost raw water flow	Not Available	Inspection and maintenance of screens. Flow alarms.	Screen cleaning, increased filter backwash frequency and duration	WT-06-01 Sydenham WTP Intake and Screens, WT-06-04 Sydenham WTP Filters and Backwash System	3	1	1	5	-2	3	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Static Mixer	Failure-Blockage	Reduced or lost flow	Not Available	Flow alarm	Remove and repair	0	2	2	1	5	-2	3	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Disinfection System	Contact Piping Pressure Sustaining Valve Failure	Ineffective control of disinfection process	Nat Available	Alarms (other parameters)	Repair	WT-06-05 Sydenham WTP Disinfection Strategy and Systems, W-CC-10 Sydenham Secondary Disinfection Critical Control Limit Response	1	1	3	5	-2	3	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	UNCONTROLLED HAZARDOUS EVENT OCCURS AT A MINIMUM CRITICAL CONTROL POINT

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Sydenham WTP	Low Lift Pump Chamber	Frazzle Ice	Reduced or lost raw water flow	Not Available	Inspection and maintenance of screens. Flow alarms	Agitate water in well, ice removal, screen cleaning	WT-06-01 Sydenham WTP Intake and Screens	1	1	2	4	-2	2	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	NOT A CONTROL POINT FOR THIS EVENT
Sydenham WTP	Filters	Filter to Waste Valve Failure	Ineffective chemically assisted filtration. Biological contamination of drinking water	Not Available	Alarms, redundant filters	Manually operate valve, isolate and repair	WT-05-05 Valves Gates and Actuators Operation and Maintenance, WT-06-04 Sydenham WTP Filters and Backwash System, W-CC-08 Sydenham Filter Effluent Turbidity Critical Control Limit Response	1	2	1	4	-2	2	LOW RISK UNCONTROLLED HAZARDOUS EVENT	LOW CONTROLLED RISK	UNCONTROLLED HAZARDOUS EVENT OCCURS AT A MINIMUM CRITICAL CONTROL POINT
Sydenham WTP	Intake and Screens	Zebra Mussel Colonization	Reduced or lost raw water flow	Zebra mussel control system	Flow alarms, inspection of intake	Pumping and process adjustments, possible by-pass pumping from lake to low lift well, remove blockage	WT-06-01 Sydenham WTP Intake and Screens	1	1	3	5	-3	2	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT
Sydenham WTP	Automated Process Control	Air Compressor Failure - Pneumatic Valves	Loss of process control	Inspection and maintenance	Alarms (other processes)	Use of portable compressor, repair-replace	WT-05-05 Valves Gates and Actuators Operation and Maintenance	1	2	2	5	-3	2	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT
Sydenham WTP	Low Lift Pumping	Flow Control Valve Failure	Reduced raw water flow	Inspection and maintenance of valves	Alarms	Manual operation of valve, repair	WT-05-05 Valves Gates and Actuators Operation and Maintenance, WT-06-02 Sydenham WTP Low Lift Pumps	3	1	1	5	-4	1	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT
Sydenham WTP	GAC Contactors	Underdrain Failure	Adverse effect to downstream processes - Ineffective disinfection	Inspection and maintenance	Alarms, , real time detection and response at downstream processes	Isolate and repair	WT-06-04 Sydenham WTP Filters, GAC Contactors, and Backwash System, W-CC-09 Sydenham Primary Disinfection Critical Control Limit Response	1	2	2	5	-4	1	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT

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														Event Classification	Controlled Risk	Control Point Classification
Sydenham Distribution System	General	High Demand	Reduced distribution system storage levels, possible insufficient flow to distribution system during extended periods of extreme high demand resulting in reduced distribution system pressure - Contamination of drinking water	Leak detection, metering	Alarms, leak repairs	Leak detection, leak repair, operational changes, possible water use restrictions and public notice	WT-06-06 Sydenham WTP High Lift Pumps, WD-01-03 General Leak Survey, WD-02-03 Mains Break Repair, other procedures specific to the situation	1	2	1	4	-3	1	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT
Sydenham WTP	Intake and Screens	Screen Blockage-Failure	Reduced or lost raw water flow	Inspection and maintenance of screen, regular cleaning	Flow alarms	Shut down low lift pumps, clean-repair screen	WT-06-01 Sydenham WTP Intake and Screens	1	1	2	4	-4	0	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT
Sydenham WTP	Low Lift Pumping	Single Pump Failure	Reduced raw water pumping capacity	Inspection and maintenance of pumps	Automated redundant pumps, Alarms	Confirm operation of standby pump, repair	WT-06-02 Sydenham WTP Low Lift Pumps	2	1	1	4	-5	-1	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT
Sydenham WTP	High Lift Pumping	Pump Discharge Valve Failure	Reduced or lost flow of drinking water to distribution system, reduction or loss of distribution system pressure - Contamination of drinking water	Inspection and Maintenance of Valves	Automated Redundancy (multiple pumps), manual control, alarms	Manually operate valve, use alternate pump, isolate and repair	WT-05-05 Valves Gates and Actuators Operation and Maintenance , WT-06-06 Sydenham WTP High Lift Pumps	2	1	1	4	-5	-1	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT
Sydenham WTP	Low Lift Pumping	Pressure Relief Valve Failure	Reduced raw water flow	Inspection and maintenance of valves	Alarms	Manual operation of valve, repair	WT-05-05 Valves Gates and Actuators Operation and Maintenance, WT-06-02 Sydenham WTP Low Lift Pumps	1	1	1	3	-4	-1	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT
Sydenham WTP	High Lift Pumping	Single Pump Failure	Reduced drinking water pumping capacity	Inspection and Maintenance of Pumps	Automated Redundancy (multiple pumps), alarms	Isolate and repair pump	WT-06-06 Sydenham WTP High Lift Pumps	1	1	1	3	-5	-2	LOW RISK CONTROLLABLE HAZARDOUS EVENT	LOW CONTROLLED RISK	CONTROL POINT

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8.2 Critical Control Limit Monitoring and Response

As a result of the risk assessment results, the following Critical Control Limits have been identified and associated response procedures developed for the Sydenham Drinking Water System with the assistance of qualified Utilities Kingston Drinking Water Operators. Each section identifies the Critical Control Limit and describes how the measured parameters are monitored and the considerations and rationale used to determine the limit. The Critical Control Limit Response Procedures referenced describe the response and reporting requirements for measured parameter.

8.2.1 Coagulation Critical Control Limit

Raw water coagulation ensures proper suspended solids removal through floc formation and agglomeration. Correct floc formation is important for adequate filtration of raw water that has the potential for microbiological contamination. Duty and standby chemical metering pumps equipped with an automatic switchover system and flow sensing switches are used to deliver coagulant to the application point at the Sydenham Water Treatment Plant.

The Procedure for Disinfection of Drinking Water in Ontario requires that a chemical coagulant be used at all times when a treatment plant that uses conventional or direct filtration is in operation. The dosing of coagulant is directly monitored by confirmation of equipment functionality through the SCADA system, which generates an alarm should a coagulant pump fail. The Critical Control Limit for Coagulation is the generation of a coagulant pump failure alarm. Prompt investigation of this alarm condition is required to ensure the continued dosing of coagulant. The Sydenham Drinking Water System Coagulation Critical Control Limit Response Procedure – W-CC-07 describes the response to a coagulant pump failure alarm.

The effectiveness of coagulant dosing is monitored through the continuous measurement of filter effluent turbidities. Filter effluent turbidities are monitored on a continuous basis to ensure filter effluent quality meets the regulatory requirements for drinking water. Filter effluent turbidity alarms may indicate a problem associated with the coagulation process. The investigation of coagulant dosages and coagulation equipment operation is included as part of the Sydenham Drinking Water System Filter Effluent Turbidity Critical Control Limit Response Procedure W-CC-08.

8.2.2 Filter Effluent Turbidity Critical Control Limit

Filtration processes provide for the removal of suspended solids and floc particles that are created through coagulant addition. The Sydenham Water Treatment Plant uses three pressure filtration tanks containing a ceramic filtration media to remove suspended solids from the water prior to the primary disinfection process. Filtration performance is monitored continuously through filter effluent turbidimeters installed on each filter effluent line. Trending through SCADA systems allows for operator interpretation and alarm response capability.

Regulatory limits on filter effluent turbidities have two specific values of concern. Schedule 16 of Ontario Regulation 170/03 specifies that filter effluent turbidity exceeding 1.0 NTU for longer than 15 consecutive minutes is an adverse condition and must be reported as such. The Procedure for the Disinfection of Water in Ontario specifies that the filtration process must meet the performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month in order to claim the facility specific log removal credits used in disinfection CT calculations.

The alarm set point of 0.3 NTU allows for operator response to elevated turbidity levels well before reaching the regulatory limit of 1.0 NTU and ensures only limited periods of turbidity levels above 0.3

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NTU to meet the performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month.

Operators at the King Street and Point Pleasant Water Treatment Plants, in the City of Kingston, have the ability to remotely initiate a filter backwash through the SCADA system. Continuous operator coverage at the King Street Water Treatment Plant and the availability of standby operators ensures a very timely response to an alarm and initiation of the corrective action process.

With consideration of these factors, a critical control limit of 0.3 NTU for no longer than 30 minutes, can be established. This limit allows for short term filter effluent turbidity spikes above 0.3 NTU, due to operational conditions, which do not pose a threat and enables the identification of more persistent or severe operational conditions which could adversely affect drinking water quality.

The Sydenham Drinking Water System Filter Effluent Critical Control Limit Response Procedure – W-CC-08 describes the response to a filter effluent turbidity alarm and possible exceedance of the critical control limit.

8.2.3 Primary Disinfection Critical Control Limits

The use of ultraviolet light exposure and chlorination for primary disinfection ensures adequate inactivation of pathogens potentially present in the source water that have not been removed by filtration. As a direct filtration plant, the Sydenham Water Treatment Plant is credited with 2 log removal for *Giardia* and *Cryptosporidium*, and with 1 log removal for viruses. Removal rates required for surface water plants are 2 log for *Cryptosporidium*, 3 log for *Giardia*, and 4 log for viruses. This leaves requirements for disinfection at 1 log removal for *Giardia* and 3 log removal for viruses.

8.2.3.1 Ultraviolet Light Disinfection

The disinfection through ultraviolet light is accomplished by exposing filtered water flowing through either of two installed UV reactors with a minimum 40 mJ/cm² dose of UV light at a filtered water ultraviolet light transmittance (UVT) of at least 75%. The UV reactors have been validated to inactivate protozoa and bacteria (fulfilling the remaining requirement for 1 log removal of *Giardia*) at the dosage noted above. Therefore, only the regulated requirement for chemical disinfection for viruses remains.

The UV dose is monitored continuously. At less than a 40 mJ/cm² dose the process is automatically shut down and an alarm is generated. Filtered water grab samples are routinely collected to ensure a UVT of at least 75%.

8.2.3.2 Chemical Disinfection

The remaining 3 log inactivation of viruses is accomplished through the application of chlorine using sodium hypochlorite delivery pumps.

The following parameters together are used in determining the achieved disinfectant CT and are trended on SCADA programs and compared to the required CT to give a log removal achieved value.

- Temperature of the water prior to contact tank entry is monitored continuously with a temperature sensor. Temperature is a parameter that changes based on seasonal variations and cannot be controlled through operational process.
- pH is monitored continuously prior to contact tank entry locations with a pH probe. pH is a parameter that changes with variations in water quality on a seasonal basis.

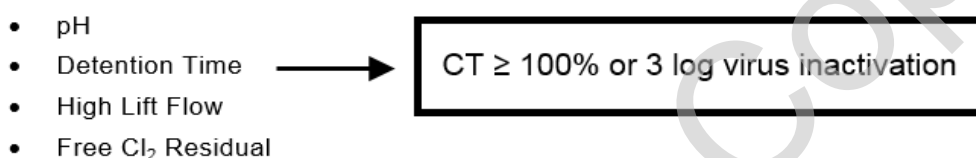
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- Flow Rate is monitored continuously. The rate of flow varies continually based on distribution system demand.
- Detention Time within the chlorine contact piping is calculated continuously through SCADA based on the flow rate.
- Free Chlorine Residual is monitored continuously using Cl_2 analyzers. Free residual varies slightly as dosages and chlorine demand of the water changes.

Achieved CT must be at least 100% of the required CT, which varies with water quality, to ensure that the required 3 log inactivation of viruses is achieved.

Achieved CT must be at least 100% of the required CT, which varies with water quality.



All of these parameters vary on an instantaneous basis. If one or any combination of these parameters indicates that the resulting achieved CT value may reach less than 100% of the required CT, proper corrective actions must be implemented. Alarm set points for the monitored parameters are set at levels which indicate conditions, outside of normal operational variance, with the potential to negatively affect the disinfection process and allow sufficient time for operators to adjust controllable variables or restart disrupted processes to ensure that drinking water quality is not adversely affected.

Operators at the King Street and Point Pleasant Water Treatment Plants have the ability to remotely adjust system processes through the SCADA system. Continuous operator coverage at the King Street Water Treatment Plant and the availability of standby operators ensures a very timely response to an alarm and initiation of the corrective action process.

8.2.3.3 Critical Control Limits

The critical control limits must be established at a levels which allow sufficient time for operators to identify and respond to events or conditions which are having an unfavorable effect on the disinfection processes to ensure effective disinfection is maintained and adverse water quality is avoided. With consideration of these factors, the following critical control limits for primary disinfection have been established.

- No less than 3.5 log inactivation of viruses
- No less than 150% of the required CT (manual calculation)
- UV lamp fail alarm
- No less than 75% filtered water UVT

The Sydenham Drinking Water System Primary Disinfection Critical Control Limit Response Procedure – W-CC-09 describes the response to measured parameter alarms and possible exceedance of the critical control limit.

8.2.3.4 Secondary Disinfection Critical Control Limit

Secondary disinfection ensures an adequate disinfectant residual within all areas of the distribution system. Chloramination is the method employed in the Sydenham Drinking Water System for the

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maintenance of secondary disinfection residuals. Following the free chlorine primary disinfection step, ammonium sulphate is added at an approximate 4:1 ratio (free chlorine to ammonia), to react with the free chlorine residual to form chloramines for secondary disinfection. Chlorine and ammonium sulphate dosage rates and the resulting Cl_2 residuals at the Sydenham Water Treatment Plant are monitored and adjusted to ensure that adequate combined Cl_2 residuals are maintained at the furthest points from the water treatment plant discharge. The ongoing effectiveness of chlorine and ammonium sulphate dosage rates is monitored through the collection and testing of distribution system samples described by the Sampling, Testing, and Monitoring Procedure – W-G-09.

Secondary disinfection is monitored continuously through Cl_2 residual analyzers installed at the Sydenham Elevated Storage Tank and confirmed through distribution system grab samples collected on a regular basis. SCADA programs allow for the measurement, control, trending and alarming of distribution system Cl_2 residual values.

Alarm set points for Cl_2 residuals at the water treatment plant and elevated storage tank are set at levels which indicate conditions, outside of normal operational variance, with the potential to negatively affect secondary disinfection effectiveness and allow sufficient time for operators to carry out flushing, adjust chlorine and ammonium sulphate dosages, or restart disrupted processes to ensure that drinking water safety is not adversely affected.

Operators at the King Street and Point Pleasant Water Treatment Plants have the ability to remotely monitor and/or adjust system processes through SCADA. Continuous operator coverage at the King Street Water Treatment Plant and the availability of standby operators ensures a very timely response to an alarm and initiation of the corrective action process.

With consideration of these factors, the critical control limit for distribution system combined Cl_2 residual can be established at no less than 1.00mg/L. This level allows sufficient time for operators to undertake corrective action to ensure that adverse water quality is avoided.

The Sydenham Drinking Water System Secondary Disinfection Critical Control Limit Response Procedure – W-CC-10 describes the response to measured parameter alarms and possible exceedance of the critical control limit.

9. Organizational Structure, Roles, Responsibilities, and Authorities

9.1 Organizational Structure and Roles

The City of Kingston is the sole shareholder of the Ontario Business Corporation 1425445 Ontario Limited, operating as Utilities Kingston. Utilities Kingston currently provides five different utility services to its customers; water, wastewater, electric, natural gas, and a fibre optic network.

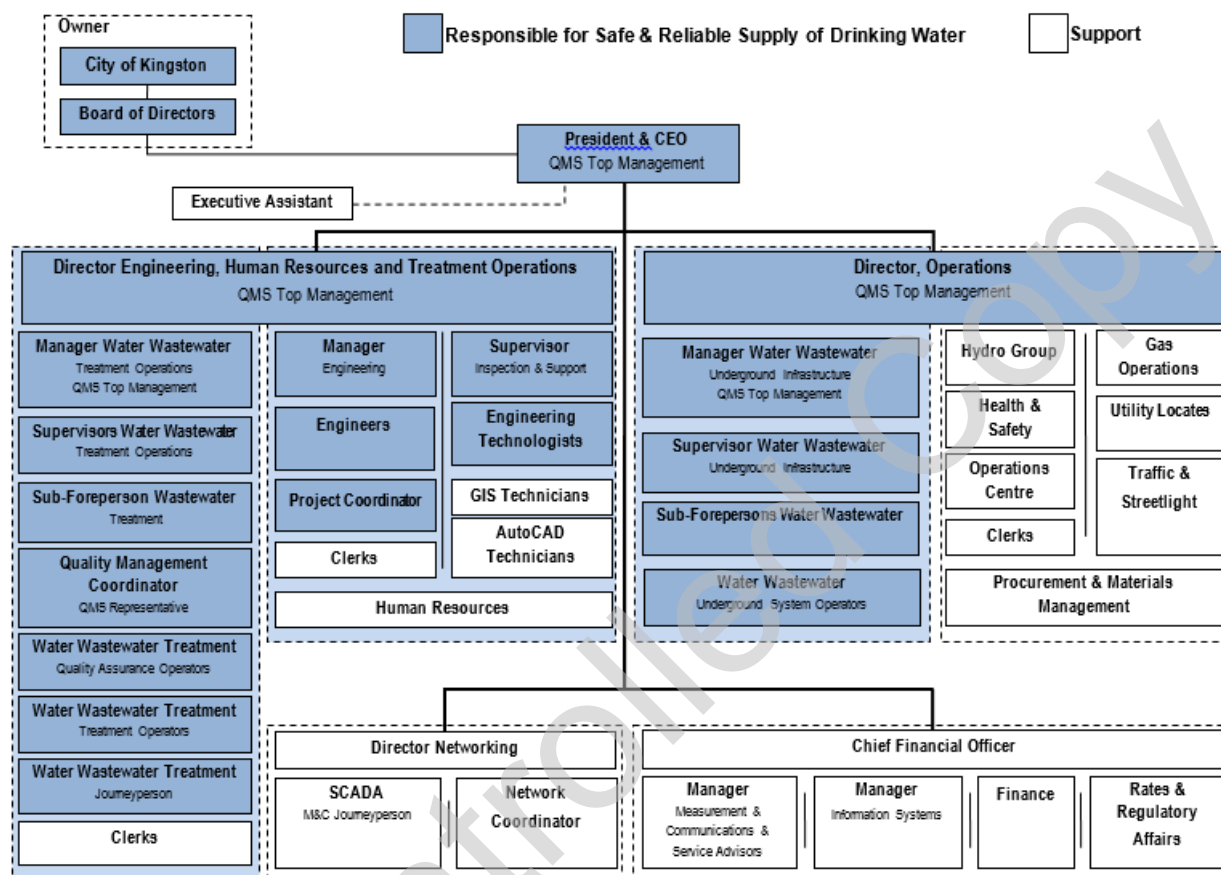
Figure 4 – Organizational Chart provides a summary view of Utilities Kingston's organizational structure. Roles which are displayed in the chart within a blue coloured cell have duties and authorities which impact the safe and reliable supply of drinking water to the customer. The responsibilities, duties and authorities of these roles are described in detail.

Roles and groups which are displayed in the chart within an uncoloured cell do not have duties and authorities which directly impact the safe and reliable supply of drinking water although they may provide services which support the activities of those accountable for the safe and reliable supply of drinking water to the customer.

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9.1.1 Figure 4 – Organizational Chart



9.2 Responsibilities

There are four overarching responsibilities under this Operational Plan for which persons having duties and authorities impacting the safe and reliable supply of drinking water to the customer must be held accountable. Those responsibilities are:

- The provision of a safe and secure supply of drinking water
- The identification, obtainment and provision of sufficient resources to ensure the continued safe and secure supply of drinking water
- Ensuring regulatory compliance with regard to drinking water system operations
- Supporting the development, implementation, and continual improvement of a Quality Management System for the drinking water system

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9.3 Duties and Authorities

This section describes the duties and authorities of those persons or groups accountable for the safe and reliable supply of drinking water to the customer.

9.3.1 Systems Owner

9.3.1.1 Township of South Frontenac

Township of South Frontenac Duties and Authorities
• Ensure that the municipal drinking water system is operated by an Accredited Operating Authority • Endorse the Drinking Water QMS Operational Plan with each new council and submit the plan to the MECP • Submit applications for a Municipal Drinking Water License and Drinking Water Works Permit to the MECP • Review the Drinking Water QMS Management Review documentation provided by the Operating Authority • Approval and enforcement of drinking water related by-laws • Approve operating and capital budgets, utility rates, and fees • Approve proposed long term plans to ensure that resources will be available to allow the drinking water system to meet future demands

9.3.2 Utilities Kingston

9.3.2.1 Board of Directors

Board of Directors Duties and Authorities
• Ensure that qualified, competent, and responsible Top Management personnel are in place to manage the drinking water system • Approve corporate policies, goals, strategies, directives, etc.

Top Management

Top Management Duties and Authorities
• Approve the Drinking Water QMS Policy • Endorse the Drinking Water QMS Operational Plan • Obtain and provide sufficient resources to maintain and continually improve the Drinking Water QMS • Appoint and authorize a QMS Representative and an alternate • Complete annual Management Reviews as described in the Management Review Procedure • Communicate with the Owner, regulatory agencies, and the public with regard to drinking water system issues and the Drinking Water QMS • Identify and communicate to the Owner any need for additional resources required to ensure the continued provision of a safe and secure supply of drinking water

President and CEO (See also Board of Directors and Top Management)

President and CEO Duties and Authorities
• Oversee corporate operations and provide direction to the management team with regard to operations within the parameters established through legislation, regulation, and corporate policies, goals, strategies, directives, etc. • Establish corporate policies, goals, strategies, directives, etc. • Ensure that qualified, competent, and responsible Directors are in place to manage the drinking water system • Designate the Overall Responsible Operator (ORO) • Provide direction to Directors with regard to planning to ensure that Utilities Kingston and the drinking

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President and CEO Duties and Authorities

water systems meet future demands

- Review annual financial statements, establish budgetary goals and identify budgetary constraints
- Provide direction to Directors with regard to the preparation of budgets within budgetary goals and constraints
- Review and approve budget submissions
- Submit proposed Utilities Kingston budgets for approval

Director – Utilities Engineering, Human Resources and Treatment Operations

(See also Top Management)

Director – Utilities Engineering, Human Resources and Treatment Duties and Authorities

- Oversee activities and projects undertaken by the Utilities Engineering Group
- Ensure that qualified, competent, and responsible Managers, Supervisors, Engineers, Engineering Technologists, and other personnel are in place to carry out engineering services associated with the drinking water systems
- Provide direction to Managers with regard to the delivery of drinking water system engineering services that meet or exceed the requirements of all relevant legislation, regulations, standards, and Utilities Kingston policies and procedures
- Provide direction to Managers with regard to the provision of technical advice and assistance to the Water and Wastewater Operations Group
- Provide direction to Managers regarding the allocation of available personnel and resources to best satisfy engineering requirements for the drinking water system
- Review new and amended legislation, regulations, and standards to identify changes to Utilities Kingston processes, procedures, and standards required to maintain compliance with regard to drinking water system design and construction
- Provide direction to Managers regarding the development and implementation of improved Utilities Kingston processes, procedures, and standards
- Designate the ORO(s)
- Ensure that qualified, competent, and responsible Managers, Supervisors, Sub-Forepersons, Operators, and other personnel are in place to operate and maintain the drinking water system
- Provide direction to Managers and Supervisors with regard to operation and maintenance of the system which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Provide direction to Managers and Supervisors regarding the allocation of available personnel and resources and assignment of work to best satisfy legislative, operational, and maintenance requirements
- Review new and amended legislation and regulations and identify, develop and implement changes to processes and procedures required to maintain compliance
- Evaluate and ensure adequacy, safety, and efficiency of current system and work processes and procedures
- Provide direction to Managers and Supervisors regarding the development and implementation of improved system and work processes and procedures
- Review and approve proposed changes to system and work processes and procedures
- Review and approve QMS Operational Plans, General, Emergency and Critical Control Limit Procedures.
- Review, provide comment on, and approve capital improvement, reconstruction and refurbishment proposals
- Identify and communicate to Utilities Engineering any need for major capital improvement, reconstruction and/or refurbishment for design and completion or for technical assistance
- Approve and carry out the procurement of third party services, supplies and equipment
- Approve payment for goods and services
- Prepare operating and capital budget submissions

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Manager – Treatment Group (See also Top Management)

Manager – Treatment Group Duties and Authorities
• Manage drinking water treatment, pumping, and storage facilities operations and maintenance • Designate the ORO(s) • Provide direction to Supervisors, Sub-Forepersons and Operators who oversee the operation and maintenance of the systems which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures • Provide direction to Supervisors and Sub-Forepersons who oversee the allocation of available personnel and resources and assignment of work to best satisfy legislative, operational, and maintenance requirements • Review new and amended legislation and regulations and identify, develop and implement changes to processes and procedures required to maintain compliance • Evaluate and ensure adequacy, safety, and efficiency of current system and work processes and procedures • Develop and implement improved system and work processes and procedures • Review and provide comment on capital improvement, reconstruction and refurbishment proposals • Review studies and long term plans and identify resources that will be required to meet future demands • Identify and communicate to the Director any need for additional resources required to ensure the continued provision of a safe and secure supply of drinking water to the community • Communicate with the Owner, regulatory agencies, and the public with regard to water system issues • Approve and carry out the procurement of third party services, supplies and equipment • Approve payment for goods and services • Assist with the preparation of operating and capital budget submissions

Supervisors – Treatment Operations (See Also Operator – Treatment Group)

Supervisors – Treatment Operations Duties and Authorities
• Oversee the day to day operation, maintenance and quality assurances of drinking water treatment, pumping, and storage facilities as an Operator In Charge or as the Overall Responsible Operator (ORO) as assigned • Oversee drinking water treatment, pumping, and storage facilities maintenance as an Operator In Charge or as the Overall Responsible Operator (ORO) as assigned • Liaise with other Supervisors to ensure the coordination of operations with repair and maintenance work. • Allocate available personnel and resources to best satisfy legislative, operational, and maintenance requirements • Assign, coordinate, and supervise work of Treatment Operations personnel • Provide direction, information and guidance to staff with regard to operation and maintenance of the systems which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures • Ensure the ongoing maintenance and improvement of the Drinking Water QMS • Review and approve QMS Standard Operating Procedures • Evaluate and monitor the adequacy, safety, and efficiency of current system and work processes and procedures and make recommendations for and assist with the development and implementation of improved processes and procedures • Review new and amended legislation and regulations and identify and assist in the development and implementation of changes to processes and procedures required to maintain compliance • Identify and Communicate to the Manager(s) and Director(s) any need for additional resources required to ensure the continued provision of a safe and secure supply of drinking water to the community • Communicate with the Owner, regulatory agencies, and the public with regard to water system issues • Review and provide comment on capital improvement, reconstruction and refurbishment proposals • Review studies and long term plans and identify resources that will be required to meet future demands • Approve and carry out the procurement of third party services, supplies and equipment

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Supervisors – Treatment Operations Duties and Authorities

- Approve payment for goods and services
- Assist with the preparation of operating and capital budget submissions

Sub-Foreperson – Treatment (See Also Operator – Treatment Group)**Sub-Foreperson – Treatment Operations Duties and Authorities**

- Oversee drinking water treatment systems operations and maintenance as an Operator In Charge ,or as the Overall Responsible Operator (ORO) as assigned
- Provide direction to Operators with regard to operation and maintenance of the systems which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Assign, coordinate, and supervise work of Operators and/or Journeyperson - Water/Wastewater
- Review new and amended legislation and regulations and identify and assist in the development and implementation of changes to processes and procedures required to maintain compliance
- Assist in the development and implementation of improved system and work processes and procedures
- Review and provide comment on proposed changes to system and work processes and procedures
- Review and provide comment on capital improvement, reconstruction and refurbishment proposals
- Communicate with the Owner, regulatory agencies, and the public with regard to drinking water system issues

Quality Management Coordinator**Quality Management Coordinator Duties and Authorities**

- Ensure the ongoing maintenance and improvement of the Drinking Water QMS as the QMS Representative by fulfilling the responsibilities, duties, and authorities described by the Quality Management Representative Acknowledgement of Responsibilities
- Evaluate the adequacy, safety, and efficiency of current system and work processes and procedures and make recommendations for and assist with the development and implementation of improved processes and procedures
- Develop and maintain department SharePoint site to provide staff with required tools and documents to complete QMS related activities.
- Provide information and guidance to staff with regard to Utilities Kingston policies, procedures, lists and forms which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Review new and amended legislation and regulations to identify and assist with the development and implementation of changes to processes and procedures required to maintain compliance
- Review studies and long term plans and identify resources that will be required to meet future demands
- Identify and Communicate to the Top Management any need for additional resources required to ensure the continued provision of a safe and secure supply of drinking water to the community Communicate with the Owner, regulatory agencies, and the public with regard to water system issues

Quality Assurance Operator – Drinking Water (See also Operator – Treatment Group)**Quality Assurance Operator (Drinking Water) Duties and Authorities**

- Ensure the continued effectiveness of drinking water sampling, testing and monitoring programs and that legislated reporting requirements for drinking water quality are met
- Provide advice and direction to Operators with regard to operation and maintenance of the systems to maintain drinking water safety and quality
- Respond to and investigate drinking water quality complaints and provide information and advice to customers
- Communicate with the Owner, regulatory agencies, and the public with regard to water quality issues
- Assist in the development and implementation of improved system and work processes and procedures, particularly those related to monitoring, sampling, and reporting
- Review new and amended legislation and regulations and identify and assist in the development and implementation of changes to work and/or system processes and procedures required to maintain compliance
- Review and provide comment on proposed changes to system and work processes and procedures

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Program Coordinator – Water or Wastewater**Program Coordinator (Cross Connection Control) Duties and Authorities**

- Ensure the continued effectiveness of the Cross Connection Control Program through the provision of survey and testing notices to property owners, the review of cross connection surveys and backflow preventer test reports, and the maintenance and review of related databases
- Provide advice and direction to property owners and managers and certified testers with regard to meeting the requirements of the Cross Connection Control Program and related regulations, bylaws, and standards
- Communicate with the System Owner, property owners, certified testers, regulatory agencies, and the public with regard to the Cross Connection Control Program
- Liaise with municipal building officials to ensure that required permits are obtained and inspections completed for backflow preventer installations
- Test and maintain backflow preventers installed at facilities under the operating authority
- Assist in the development and implementation of improved system and work processes and procedures, particularly those related to the Cross Connection Control Program
- Review new and amended legislation and regulations and identify and assist in the development and implementation of changes to work and/or system processes and procedures required to maintain compliance
- Review and provide comment on proposed changes to system and work processes and procedures

Operator - Treatment Group**Operator – Treatment Group Duties and Authorities**

- Oversee drinking water treatment systems operations and maintenance as an Operator In Charge
- Carry out operation and maintenance duties in a manner that meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Monitor and adjust treatment processes and facilities operation and distribution storage and pumping facilities operation to maximize reliability and efficiency and to ensure compliance with established critical control limits and applicable legislation, regulations, and standards
- Collect samples and perform routine laboratory analyses and complete proper delivery of samples to an accredited laboratory for testing
- Inspect and carry out routine maintenance of facilities equipment including pumps, chemical feed pumps, sample pumps, motors, drives, screens, filters, tanks, etc.
- Carry out calibration checks of online analyzers
- Record operating activities in the applicable log books and forms
- Report incidents of regulatory non-compliance to the Director, Managers, Supervisors, and Water Quality Assurance Operator, and regulatory authorities
- Report incidents of deviations from critical control limits to the Director, Managers, Supervisors, and Water Quality Assurance Operator
- Take appropriate corrective actions to address incidents of non-compliance and deviations from critical control limits
- Procure supplies, materials, and third party services as authorized by the Supervisor or Manager
- Coordinate and inspect work being completed by third parties
- Obtain and keep current the licenses and certifications required for the position held and the duties performed
- Attend required training
- Review QMS Operational Plans and Procedures, and Standard Operating Procedures to ensure familiarity with current operational conditions and processes, and operator duties and authorities
- Review QMS Operational Plans and Procedures, and Standard Operating Procedures to ensure that they remain consistent with current legislation, regulations, and operational conditions and processes as assigned
- Identify and propose improvements to operational plans, QMS procedures, standard operating procedures, and work and system processes
- Identify and communicate to the Supervisor or Manager any requirement for improvement, reconstruction, replacement or refurbishment of facilities, infrastructure, and equipment
- Review and provide comment on capital improvement, reconstruction and refurbishment proposals

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Journeyperson Water - Treatment Group**Journeyperson Water – Treatment Group Duties and Authorities**

- Maintain and repair mechanical/electrical equipment in compliance with applicable regulations, codes, and procedures
- Review and provide comment on capital improvement, reconstruction and refurbishment proposals
- Review QMS Operational Plans and Procedures, and Standard Operating Procedures to ensure familiarity with current operational conditions and processes

Director – Operations (See also Top Management)**Director – Operations Duties and Authorities**

- Designate the ORO(s)
- Ensure that qualified, competent, and responsible Managers, Supervisors, Sub-Forepersons, Operators, and other personnel are in place to operate and maintain the drinking water system
- Provide direction to Managers and Supervisors with regard to operation and maintenance of the system which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Provide direction to Managers and Supervisors regarding the allocation of available personnel and resources and assignment of work to best satisfy legislative, operational, and maintenance requirements
- Review new and amended legislation and regulations and identify, develop and implement changes to processes and procedures required to maintain compliance
- Evaluate and ensure adequacy, safety, and efficiency of current system and work processes and procedures
- Provide direction to Managers and Supervisors regarding the development and implementation of improved system and work processes and procedures
- Review and approve proposed changes to system and work processes and procedures
- Review and approve QMS Operational Plans, General, Emergency and Critical Control Limit Procedures
- Review, provide comment on, and approve capital improvement, reconstruction and refurbishment proposals
- Identify and communicate to Utilities Engineering any need for major capital improvement, reconstruction and/or refurbishment for design and completion or for technical assistance
- Approve and carry out the procurement of third party services, supplies and equipment
- Approve payment for goods and services
- Prepare operating and capital budget submissions

Manager – Underground Infrastructure (See also Top Management)**Manager – Underground Infrastructure Group Duties and Authorities**

- Manage drinking water distribution systems operations and maintenance
- Designate the ORO(s)
- Provide direction to Supervisors, Sub-Forepersons and Operators, who oversee the operation and maintenance of the systems which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Provide direction to Supervisors and Sub-Forepersons who oversee the allocation of available personnel and resources and assignment of work to best satisfy legislative, operational, and maintenance requirements
- Review new and amended legislation and regulations and identify, develop and implement changes to processes and procedures required to maintain compliance
- Evaluate and ensure adequacy, safety, and efficiency of current system and work processes and procedures
- Develop and implement improved system and work processes and procedures
- Review and provide comment on capital improvement, reconstruction and refurbishment proposals
- Review studies and long term plans and identify resources that will be required to meet future demands
- Identify and communicate to the Directors any need for additional resources required to ensure the continued provision of a safe and secure supply of drinking water to the community

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Manager – Underground Infrastructure Group Duties and Authorities

- Communicate with the Owner, regulatory agencies, and the public with regard to water system issues
- Approve and carry out the procurement of third party services, supplies and equipment
- Approve payment for goods and services
- Assist with the preparation of operating and capital budget submissions

Supervisor – Underground Infrastructure (See also Operator – Underground Infrastructure)**Supervisor – Underground Infrastructure Group Duties and Authorities**

- Oversee drinking water systems operations and maintenance
- Oversee drinking water distribution systems operations and maintenance as an Operator In Charge, or as the Overall Responsible Operator (ORO) as assigned
- Provide direction to Sub-Forepersons and Operators with regard to operation and maintenance of the systems which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Allocate available personnel and resources to best satisfy legislative, operational, and maintenance requirements
- Assign, coordinate, and supervise work of Underground Infrastructure personnel
- Liaise with the Supervisors of Treatment Operations to ensure the coordination of repair and maintenance work with operations.
- Review new and amended legislation and regulations and identify and assist in the development and implementation of changes to processes and procedures required to maintain compliance
- Monitor the adequacy, safety, and efficiency of current system and work processes and procedures and make recommendations for and assist in the development and implementation of improved processes and procedures
- Review and provide comment on capital improvement, reconstruction and refurbishment proposals
- Review studies and long term plans and identify resources that will be required to meet future demands
- Review and approve QMS Standard Operating Procedures
- Identify and Communicate to the Manager any need for additional resources required to ensure the continued provision of a safe and secure supply of drinking water to the community
- Communicate with the Owner, regulatory agencies, and the public with regard to water system issues
- Approve and carry out the procurement of third party services, supplies and equipment
- Assist with the preparation of operating and capital budget submissions

Sub-Foreperson - Underground Infrastructure (See also Operator – Underground)**Sub-Foreperson – Underground Infrastructure Group Duties and Authorities**

- Oversee drinking water distribution systems operations and maintenance as an Operator In Charge, or as the Overall Responsible Operator (ORO) as assigned
- Provide direction to Operators with regard to operation and maintenance of the systems which meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Assign, coordinate, and supervise work of Operators
- Review new and amended legislation and regulations and identify and assist in the development and implementation of changes to processes and procedures required to maintain compliance
- Assist in the development and implementation of improved system and work processes and procedures
- Review and provide comment on proposed changes to system and work processes and procedures
- Review and provide comment on capital improvement, reconstruction and refurbishment proposals
- Communicate with the Owner, regulatory agencies, and the public with regard to water system issues

Operator - Underground Infrastructure Group**Operator – Underground Infrastructure Group Duties and Authorities**

- Oversee drinking water distribution systems operations and maintenance as an Operator In Charge
- Complete operation and maintenance duties in a manner that meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Inspect, maintain, and repair distribution system piping and appurtenances including fire hydrants, valves, check valves, air release valves, etc.

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Operator – Underground Infrastructure Group Duties and Authorities

- Carry out isolation and re-commissioning of distribution system mains, storage facilities, and booster/pumping stations as required for inspection, maintenance, and repair
- Collect samples and complete on site testing (Cl₂, pH) and ensure proper storage and delivery of samples to an accredited laboratory for testing
- Operate system valves for testing and commissioning of new water mains completed by others including inspecting the test records for and the installation of backflow prevention devices, verifying hydrostatic and bacteriological test results, inspecting final connection(s), verifying valve states, flushing, flow testing, and sampling
- Report operating activities to the Operations Centre for entry into the Water Distribution System Log Book
- Record operating activities on the appropriate forms
- Report incidents of regulatory non-compliance to the Director, Managers, Supervisors, and Water Quality Assurance Operator, and regulatory authorities
- Report incidents of deviations from critical control limits to the Director, Managers, Supervisors, and Water Quality Assurance Operator
- Take appropriate corrective actions to address incidents of non-compliance and deviations from critical control limits
- Procure supplies, materials, and third party services as authorized by the Supervisor or Manager
- Coordinate and inspect work being completed by third parties
- Obtain and keep current the licenses and certifications required for the position held and the duties performed
- Attend required training
- Review QMS Operational Plans and Procedures, and Standard Operating Procedures to ensure familiarity with current operational conditions and processes, and operator duties and authorities.
- Identify and propose improvements to operational plans, QMS procedures, standard operating procedures, and work and system processes
- Review QMS Operational Plans and Procedures, and Standard Operating Procedures to ensure that they remain consistent with current legislation, regulations, and operational conditions and processes as assigned
- Identify and communicate to the Supervisor or Manager any requirement for improvement, reconstruction, replacement or refurbishment of facilities, infrastructure, and equipment

Manager – Engineering**Manager – Utilities Engineering Duties and Authorities**

- Oversee day to day activities for projects undertaken by the Utilities Engineering Group
- Provide direction to Engineers with regard to the delivery of drinking water system engineering services that meet or exceed the requirements of all relevant legislation, regulations, standards, and Utilities Kingston policies and procedures
- Provide direction to Engineers with regard to the provision of technical advice and assistance to the Water and Wastewater Operations Group
- Allocate available personnel and resources to best satisfy engineering requirements for the water system
- Assign, coordinate, and supervise work of Engineers
- Liaise with the Supervisor of Inspection and Support to ensure project milestones are properly supported for the timely delivery of services
- Review new and amended legislation, regulations, and standards to identify, develop, and implement changes to Utilities Kingston processes, procedures, and standards required to maintain compliance with regard to drinking water system design and construction
- Identify and Communicate to the Director of Utilities Engineering, Human Resources and Treatment Operations, any need for additional resources required to meet future demands and ensure the

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Manager – Utilities Engineering Duties and Authorities

- continued safe and secure supply of drinking water to the community
- Communicate with the Owner, regulatory agencies, and the public with regard to drinking water system issues related to planning, design, and construction
- Approve and carry out the procurement of third party services, supplies and equipment
- Approve payment for goods and services
- Assist with the preparation of operating and capital budget submissions

Engineer

Engineer Duties and Authorities

- Undertake and oversee the design, inspection and completion of drinking water system capital projects as assigned
- Liaise with the Supervisor of Inspection and Support and assigned inspection personnel to ensure project milestones are properly supported for the timely delivery of services
- Provide technical advice and assistance to the Water and Wastewater Operations Group
- Undertake and oversee the completion of studies and long term planning as assigned
- Undertake and oversee the development and implementation of Utilities Kingston design, construction and material standards as assigned
- Review new and amended legislation, regulations, and standards to ensure that projects are designed and completed in compliance with current requirements
- Identify and Communicate to the Manager of Engineering any need for additional resources required to meet future demands and ensure the continued safe and secure supply of drinking water to the community
- Communicate with the Owner, regulatory agencies, and the public with regard to drinking water system issues as required for the successful design and completion of projects
- Approve and carry out the procurement of third party services, supplies and equipment
- Assist with the preparation of operating and capital budget submissions

Supervisor – Inspection and Support

Supervisor – Inspection and Support Duties and Authorities

- Oversee day to day activities for projects undertaken by the Utilities Engineering Group
- Provide direction to Engineering Technologists with regard to the design, inspection and completion of drinking water system capital projects that meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Allocate available personnel and resources to best satisfy legislative, operational, and project requirements
- Assign, coordinate, and supervise work of Engineering Technologists
- Liaise with the Manager of Engineering and Engineers to ensure project milestones are properly supported for the timely delivery of services
- Review new and amended legislation, regulations, and standards to identify, develop, and implement changes to Utilities Kingston processes, procedures, and standards required to maintain compliance with regard to drinking water system design and construction
- Identify and Communicate to the Director of Utilities Engineering any need for additional resources required to meet future demands and ensure the continued safe and secure supply of drinking water to the community
- Approve and carry out the procurement of third party services, supplies and equipment

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Supervisor – Inspection and Support Duties and Authorities

- Approve payment for goods and services
- Assist with the preparation of operating and capital budget submissions

Engineering Technologist**Engineering Technologist Duties and Authorities**

- Undertake the design, coordination and inspection of work for drinking water system capital projects that meets or exceeds the requirements of all relevant legislation and regulations, and Utilities Kingston policies and procedures
- Coordinate and oversee drinking water distribution system operations required for the completion of a capital project as an Operator In Charge
- Collect samples and complete on site testing (Cl₂, pH) and ensure proper storage and delivery of samples to an accredited laboratory for testing
- Operate system valves for testing and commissioning of drinking water system capital projects completed by others including inspecting the test records for and the installation of backflow prevention devices, verifying hydrostatic and bacteriological test results, verifying valve states, flushing, flow testing, and sampling
- Report operating activities to the Operations Centre for entry into the Distribution System Log Book
- Record operating activities on the appropriate forms
- Report incidents of regulatory non-compliance to the applicable Directors, Managers and Supervisors and to the Water Quality Assurance Operator, and regulatory authorities
- Report incidents of deviations from critical control limits to the applicable Directors, Managers and Supervisors and to the Water Quality Assurance Operator
- Take appropriate corrective actions to address incidents of non-compliance and deviations from critical control limits
- Ensure documents are updated to reflect changes to infrastructure resulting from drinking water system capital projects
- Obtain and keep current licenses and certifications required for the position held and the duties performed
- Attend required training
- Review QMS Operational Plans and Procedures, and Standard Operating Procedures to ensure familiarity with current operational conditions and processes, and operator duties and authorities.
- Identify and propose improvements to operational plans, QMS procedures, standard operating procedures, work and system processes, etc...
- Identify and communicate to the Supervisor of Inspection and Support any need for additional resources required to ensure the continued provision of a safe and secure supply of drinking water

10. Competencies

This section describes the competencies, certification, and training requirements for personnel performing duties directly affecting drinking water quality by monitoring, maintaining, and adjusting drinking water system processes, directing changes and adjustments to drinking water system processes, or having duties related to the design, construction, and inspection of drinking water system infrastructure. Table 3 in section 10.2 identifies the current required competencies, certification, and training for Utilities Kingston personnel charged with these duties as well as some specific desired competencies.

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The required drinking water certifications for the Director(s), and Manager(s), are not identified by the table; desired certifications are identified. Utilities Kingston does ensure that sufficient certifications are held and maintained by management personnel to ensure effective oversight of drinking water system operation that meets regulatory requirements.

- **Competency level 1** indicates that a basic technical proficiency and/or basic knowledge and understanding of a skill or subject area are required. Level 1 competency can be obtained through a combination of education, theoretical and practical instruction, and participation in specialty courses and workshops.
- **Competency level 2** indicates that a good technical proficiency and working knowledge and understanding of a skill or subject area are required. Level 2 competency can be obtained through a combination of education, theoretical and practical instruction, participation in specialty workshops and courses, and work experience.
- **Competency level 3** indicates that an advanced technical proficiency and theoretical and working knowledge and understanding of a particular skill or subject area are required. Level 3 competencies can be achieved through various combinations of education in engineering, science, or other related fields, directly related training, extensive work experience, and regular participation at specialty workshops and courses.

10.1 Meeting and Maintaining Competencies

The Operator Training Procedure – W-G-04 describes how Drinking Water Operators are provided with sufficient training to comply with legislated requirements and to meet and maintain the competency and certification requirements identified in this Operational Plan.

Utilities Kingston encourages Operators to attain competencies and certifications above the minimum requirements. Operators that have met the required competencies and certifications are given the opportunity to receive Competency Enhancement Training as described in the Operator Training Program. These training opportunities are provided to allow Operators to acquire enhanced knowledge and skills and to assist in meeting the education requirements for upgrading Drinking Water Operator Certificates beyond the required levels identified.

Proof of training records are maintained in the personnel files maintained by Human Resources and information regarding training for all operators is tracked electronically in the City Of Kingston's Human Resources Management System (People Soft HRMS). Training information tracked by this system includes course/training descriptions, training providers, training scheduled and completed, total hours of training completed, and total hours of Director approved training completed.

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10.1.1 Table 3 - Competencies, Certification, and Training

Education Training, experience, and certifications may be substituted for education requirements SS – Secondary School PS – Post Secondary UN – University Licence / Designation E – Electrician M – Millwright / Industrial Mechanic CET – Certified Engineering Technologist PEng – Professional Engineer * – Within 5 years of hire ** – May be used in lieu of water treatment certification -- – Not identified Competency Level 1 – Basic technical proficiency and/or knowledge and understanding 2 – Good knowledge, understanding, and technical proficiency 3 – Advanced knowledge, understanding, and technical proficiency	Required Competencies, Certification, and Training																												Desired Competencies, Certification, and Training														
	Experience, Certification, and Training									General Knowledge and Skills										Technical Knowledge and Skills																							
	Education	Years Experience (related field)	Technical License / Designation	Water Treatment Certification (Class)	Water Quality Analyst	Water Distribution Certification (Class)	Driver's License (Class)	RBD 0 – 8 Ton Certification	Core and Competency Maintenance Training	Supervisory Skills	Verbal Communication Skills	Written Communication Skills	Research Skills	Long Term Planning	Budget Preparation / Analysis	Contract Management	Scheduling / Work Planning	Record Keeping	Occupational Health & Safety Act & Regulations	Safe Drinking Water Act & Regulations	Operation and Maintenance Standards & Procedures	Construction Standards & Procedures	Emergency Preparedness Procedures	Computer Literacy – Office Suite	Computer Literacy – CAD	Computer Literacy – SCADA	Treatment Unit Processes	Distribution System Processes	Troubleshooting - Process	Maintenance – Mechanical Infrastructure	Maintenance – Electrical Instrumentation / Controls	Maintenance – Other Equipment	Lab Procedures and Techniques	Sampling Procedures and Techniques	Read and Understand Detailed Design Drawings	Education	Technical License / Designation	Water Treatment Certification (Class)	Water Quality Analyst	Water Distribution Certification (Class)	Driver's License (Class)	Competency Enhancement Training	
ORO - Treatment	-	-	-	III	-	-	G	-	✓	2	2	2	2	-	-	-	1	2	2	3	2	2	2	2	1	2	2	2	1	1	1	1	1	1	2	-	-	III	-	-	G	✓	
ORO – Distribution	-	-	-	-	-	IV	G	-	✓	2	2	2	2	-	-	-	1	2	2	3	2	2	2	2	1	-	1	2	1	1	1	1	1	1	2	-	-	-	-	IV	G	✓	
Director – Operations	UN	-	-	-	-	-	G	-	-	3	3	3	3	3	3	2	2	3	3	3	1	3	3	3	1	-	2	2	-	-	-	-	-	-	2	UN	-	-	-	-	-	-	-
Director – Utilities Engineering, Human Resources and Treatment Operations	UN	10	-	-	-	-	G	-	-	3	3	3	3	3	3	2	2	3	3	3	1	3	3	3	1	-	2	2	-	-	-	-	-	-	2	UN	-	-	-	-	-	-	-
Manager – W & WW Treatment Operations	PS	5	-	-	-	-	G	-	✓	3	3	3	3	3	2	2	2	3	3	3	3	2	3	3	1	2	3	2	1	1	1	1	1	1	2	PS	CET	IV	-	-	-	-	✓
Manager – Underground Infrastructure	PS	5	-	-	-	-	G	-	✓	3	3	3	3	3	2	2	2	3	3	3	3	2	3	3	1	1	2	3	1	1	1	1	1	1	2	PS	CET	-	-	IV	-	✓	
Manager – Engineering	UN	5	-	-	-	-	G	-	-	3	3	3	3	3	2	3	2	3	3	3	2	3	3	3	1	2	2	2	1	1	1	1	1	3	UN	PEng	-	-	-	-	-	-	
Supervisor – Inspection and Support	PS	5	-	-	-	-	G	-	-	3	3	3	3	2	2	3	3	3	3	3	2	3	3	3	3	-	1	1	2	-	-	-	1	1	3	PS	CET	-	-	-	-	-	-
Supervisor – Water and Wastewater Treatment Operations	PS	5	-	III	-	-	G	-	✓	3	3	3	3	2	1	2	3	3	3	3	3	2	3	2	1	2	3	2	3	2	2	2	2	3	3	PS	CET	IV	-	-	-	✓	
Supervisor – Underground Infrastructure	SS	5	-	-	-	IV	G	-	✓	3	3	3	3	2	1	2	3	3	3	3	3	3	2	1	1	1	3	3	3	1	2	1	1	1	3	SS	CET	-	-	IV	-	✓	
Quality Management Coordinator	PS	5	-	-	-	-	G	-	✓	2	3	3	3	2	1	1	2	3	3	3	2	1	3	3	1	1	1	1	1	1	1	1	1	1	1	PS	-	II	-	II	-	✓	
Engineer	UN	-	PEng	-	-	-	G	-	-	2	3	3	3	3	2	3	2	3	3	3	3	3	2	3	3	1	3	3	2	1	1	1	1	1	3	UN	PEng	-	-	-	-	-	-
Sub-Foreperson – Water Treatment	PS	5	-	III	-	-	G	-	✓	2	2	2	2	1	-	1	2	2	3	3	3	2	2	2	1	2	3	2	3	2	2	2	2	3	3	2	PS	CET	IV	-	-	-	✓
Sub-Foreperson – Underground System Operator	SS	5	-	-	-	III	DZ	✓	✓	2	2	2	2	1	-	1	2	2	3	2	3	3	2	1	-	1	3	3	3	1	2	1	1	2	SS	-	-	-	IV	-	✓		
Quality Assurance Operator – Water or Wastewater	PS	5	-	III	✓**	-	G	-	✓	2	2	2	2	1	-	-	1	3	2	3	2	1	2	2	1	2	3	2	3	1	1	1	3	3	2	PS	CET	IV	-	-	-	✓	
Program Coordinator – Cross Connection	PS	-	-	-	-	-	G	-	✓	2	3	3	3	2	1	1	2	3	3	3	2	1	3	3	1	1	1	1	1	1	1	1	1	1	1	PS	-	-	-	-	-	✓	
Water Treatment Operator	PS	-	-	II*	-	-	G	-	✓	1	2	2	2	-	-	-	1	2	2	2	2	1	2	2	1	2	3	2	2	2	2	2	3	3	2	PS	-	IV	-	-	DZ	✓	
Journeyperson – Water Wastewater Treatment	SS	5	E/M	-	-	-	G	-	✓	1	2	2	2	-	-	-	1	2	2	2	2	2	2	1	2	3	2	3	2	3	2	2	2	3	SS	-	IV	-	-	DZ	✓		
Underground System Operator	SS	-	-	-	-	II*	DZ	✓	✓	1	2	2	1	-	-	-	1	2	2	2	2	2	2	1	1	-	1	2	2	2	1	2	1	1	2	SS	-	-	-	IV	-	✓	
Engineering Technologist	PS	2	-	-	-	I	G	-	✓	1	2	2	1	1	-	2	2	3	3	3	2	3	2	3	3	-	2	2	1	-	-	-	1	1	3	PS	CET	-	-	-	-	✓	

Document: Operational Plan For the Sydenham Drinking Water Systems	Document No: W-OP-01
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Document:	Document No:
Operational Plan For the Sydenham Drinking Water System	W-OP-03

11. Personnel Coverage

11.1 General

The Personnel Coverage Procedure – W-G-05 describes how Utilities Kingston ensures that sufficient personnel are available to provide a safe and reliable supply of drinking water to the customer. The procedure deals primarily with the processes and protocols used to ensure that sufficient qualified and competent Water Treatment and Water Distribution System Operators are available and that Overall Responsible Operators and Operators in Charge are designated.

Utilities Kingston employs certified operators to operate and maintain the Sydenham Drinking Water System. All personnel employed within Utilities Kingston Water Operations, in a role identified in the Competencies Table, must meet the minimum competency and certification requirements described in the table.

The Director of Engineering, Human Resources and Treatment Operations, Director, Operations, Manager of Water and Wastewater Treatment Operations, Manager of Water and Wastewater Underground Infrastructure, Water and Wastewater Treatment Supervisors and the Water and Wastewater Underground Infrastructure Supervisor form the management team responsible for coordinating and directing the activities of workers employed within the Water and Wastewater Operations Group under the terms and conditions of a collective agreement between Utilities Kingston and the International Brotherhood of Electrical Workers.

11.2 Treatment Group

Operators within the Treatment Group are certified as Water Treatment Operators.

The operation of the Sydenham Water Treatment Plant is continuously monitored through a Supervisory Control and Data Acquisition (SCADA) system. The SCADA system allows for remote monitoring and operation of the treatment and pumping processes from the King Street or Point Pleasant Water Treatment Plants located in the City of Kingston. A shift Operator is on duty at all times at the King Street Water Treatment Plant. Local process control is available through the SCADA panel at the Sydenham Water Treatment Plant. Treatment Operators and Journeypersons perform regular rounds and routine maintenance at the plant.

Alarm conditions are forwarded to operators via pagers and cell phones. Under normal operating conditions, this system allows operators to perform duties away from the treatment plant.

Operator coverage for weekday off hours, weekends, and holidays is ensured through the use of 24 hour Operator coverage at the King Street Water Treatment Plant and standby and call out rotation schedules.

The Underground Infrastructure Group provides assistance in instances where specific knowledge, skills, or equipment is an asset.

11.3 Underground Infrastructure Group

Operators within the Underground Infrastructure Group are certified as both Water Distribution and Wastewater Collection Operators. Assistance is available from the Treatment Group in those instances where specific knowledge, skills, or equipment is an asset.

The Underground Infrastructure Group's base of operations is at the Utilities Kingston Service Centre located at 91 Lappan's Lane in the City of Kingston. Regular working hours are from 7:30am to 4:00pm, Monday through Friday. Operator coverage for weekday off hours, weekends, and holidays is ensured through the use of standby and call out rotation schedules.

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12. QMS Communications

The QMS Communications Procedure – W-G-06 describes how relevant aspects of the Drinking Water QMS are communicated to and between Utilities Kingston Top Management, System Owners, Utilities Kingston personnel, the public, and providers of essential supplies and services.

Utilities Kingston Top Management communicates with the Owner with regard to drinking water system issues and the Drinking Water QMS through reports to the Chief Administrative Officer and Council.

13. Essential Supplies and Services

Documentation of applicable licensing, certification and accreditation ensures quality in the supplies and services employed by Utilities Kingston in the maintenance of infrastructure, and in the processes required to provide drinking water to our customers. Specifically, Utilities Kingston requires suppliers of treatment chemicals and other materials coming into contact with drinking water to provide current documentation that those products have undergone testing and have met the AWWA and ANSI standards (NSF/60, NSF/61), and CAEAL accreditation for those providing laboratory testing services. In addition to this, Utilities Kingston may also require other licensing, accreditation, certification and verification documentation as noted in its policies and procedures.

The Essential Supplies and Services List – W-L-06 identifies those supplies and services considered essential to the continued supply of safe drinking water to the customer and the primary and alternate suppliers.

14. Review and Provision of Infrastructure

Regular evaluation and review of the condition and capacity of drinking water systems and their components is required to ensure the continued provision of safe drinking water to the customer.

At least annually and as described by the Sydenham Drinking Water System Review and Provision of Infrastructure Procedure – W-G-07S, an evaluation of drinking water system infrastructure condition and capacity through the review of available information including relevant outcomes of the risk assessment is completed to identify any needed rehabilitation, renewal and improvement of existing infrastructure and provision of new infrastructure, prioritize those identified needs, and make recommendations to the system Owner based on the prioritized needs.

Recommendations made to the Owner must include the need for any:

- New infrastructure required due to regulatory, growth, or maintenance requirements
- Improvements to existing infrastructure required due to regulatory, growth, or maintenance requirements
- Rehabilitation and renewal of existing infrastructure based on condition assessments and maintenance requirements

15. Infrastructure Maintenance, Rehabilitation, and Renewal

The ongoing maintenance, rehabilitation, and renewal of drinking water systems and their components is required to ensure the continued provision of safe drinking water to the customer.

Maintenance activities may be either preventative in nature, planned maintenance, or reactive, unplanned maintenance. Planned maintenance includes activities such flushing, valve inspection and maintenance, scheduled calibration of measurement and recording equipment, and routine inspection of equipment condition and operation during rounds at facilities. Unplanned maintenance

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includes activities such as broken water main and service leak repair, response to various equipment failures, and investigating customer complaints.

Maintenance activities, whether planned or unplanned, are recorded in facility and system log books, work orders, service orders, and other applicable reports and forms. At least annually, and as described by the Infrastructure Maintenance Rehabilitation Renewal Procedure – W-G-08, these records including facility condition assessments, and the long term capital plan are reviewed to identify trends that could indicate the need for infrastructure rehabilitation or renewal.

16. Sampling, Testing, and Monitoring

Measuring and recording the various parameters used in process control and in the application of treatment chemicals and the sampling and testing of drinking water from various system locations is essential to the provision of quality drinking water to the customers of Utilities Kingston. This is a standalone system and no relevant sampling upstream of the system's raw water intake is undertaken.

The sampling, testing, and monitoring completed for the Sydenham Drinking Water System meets regulatory requirements.

The Sampling, Testing, and Monitoring Procedure – W-G-09 describes the sampling, testing and monitoring activities undertaken by Utilities Kingston to ensure optimal drinking water treatment process control and the safety of the drinking water provided to our customers.

17. Measurement and Recording Equipment Calibration & Maintenance

Accuracy in measuring and recording the various parameters used in process control and in the application of treatment chemicals is essential to the provision of quality drinking water to the customers of Utilities Kingston. The Measurement and Recording Equipment Calibration and Maintenance Procedure – W-G-10 describes when and how the calibration of equipment used to make and record measurements critical to the operation of the drinking water system is completed and documented to ensure process efficiency and accuracy, and to meet and maintain regulatory requirements and internal water goals.

18. Emergency Management

The term 'Emergency' is typically used to describe a situation which requires immediate action to protect and preserve the health, safety and welfare of persons and limit or prevent damage and destruction of property, infrastructure and the environment. Drinking water emergencies are those situations that may result in the loss of the ability to maintain a supply of safe drinking water to the users of the drinking water system. A potential major drinking water emergency has the potential to adversely affect the supply of safe drinking water to a significant portion of the system or to critical facilities such as hospitals, nursing homes and medical clinics. A major drinking water emergency is adversely affecting or will adversely affect the supply of safe drinking water to a significant portion of the system or to critical facilities.

The Emergency Response and Recovery Procedure – W-E-01 describes the general response and recovery processes to be followed when dealing with a drinking water emergency and evaluating the effectiveness of completed response and recovery operations. The procedure also identifies the requirements for and the processes used to identify potential future drinking water emergencies, develop contingencies to respond to potential emergencies, and evaluate the effectiveness of those contingencies.

Utilities Kingston Drinking Water Quality Management System

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The Township of South Frontenac's Emergency Response Plan identifies the members of the Community Control Group and outlines each member's responsibilities. Specific to drinking water, the Public Works Manager and the Medical Officer of Health are responsible for ensuring the safety of drinking water. During a declared emergency, Utilities Kingston will keep the Community Control Group apprised of the operational condition of the Sydenham Drinking Water System and the safety and security of the drinking water supplied by the system.

19. Internal Audits

Internal audits are conducted to evaluate conformity of the Quality Management System with the requirements of the Drinking Water Quality Management Standard. Internal audits must be completed at least once a calendar year. The Internal Audit Procedure – W-G-11 describes how internal audits are completed for each of the drinking water systems operated by Utilities Kingston.

20. Management Review

At least once a calendar year a management review committee is required to review the performance of the Drinking Water QMS and identify any deficiencies which require corrective action. The review is intended to ensure the continuing suitability, adequacy and effectiveness of the Drinking Water QMS. The Management Review Procedure – W-G-12 describes how the review is to be completed and the results communicated. Best management practices published by the Ministry of Conservation and Parks will also be reviewed and considered during the Management Review.

21. Continual Improvement of the Quality Management System

Utilities Kingston will strive to continually improve the Quality Management System through the use of preventative actions to eliminate the cause of potential non-conformities and through corrective actions undertaken to address non-conformances identified through internal audits, and management reviews, and by implementing improvements identified and suggested by staff and management including best management practices.

Utilities Kingston Drinking Water Quality Management System

Document:

Operational Plan For the Sydenham Drinking Water System

Document No:

W-OP-03

Appendix A – Schedule “C” Subject System Description Form

Print Form

Schedule "C"

Subject System Description Form
Municipal Residential Drinking Water SystemOwner of Municipal Residential Drinking Water System:¹

Township of South Frontenac

Name of Municipal Residential Drinking Water System:²

Sydenham Drinking Water System

Subject Systems

Name of Operational Subsystems (if Applicable) ³	Name of Operating Authority ⁵	DWS Number(s) ⁶
☒ Check here if the Municipal Residential Drinking Water System is operated by one operating authority. Enter the name of the operating authority in adjacent column ⁴	1425445 Ontario Limited	260069290
Operational Subsystem 1:		
Operational Subsystem 2:		
Operational Subsystem 3:		
Operational Subsystem 4:		

Add attachments if there are additional 'Operational Subsystems'

Contact Information ⁷			
Name	Title	Phone Number	e-mail address
Jim Miller	Director, Water and Wastewater Treatment Operations	613-546-1181 X 2475	j.miller@utilitieskingston.com
Julie Runions	Manager, Water and Wastewater Treatment Operations	613-546-1182 X2172	j.runions@utilitieskingston.com



REPORT TO COUNCIL
CLERK’S DEPARTMENT



AGENDA DATE: June 18, 2019

SUBJECT: Council Compensation - Amendment

RECOMMENDATION:

THAT Council amend the Council Compensation framework, effective January 1, 2019, to provide full day meeting compensation for the Mayor at the existing rate of \$150.00 per day.

BACKGROUND:

At the Committee of the Whole meeting on June 11, Council directed staff to bring this matter forward for Council consideration.

On September 4, 2018, following a review conducted by the Citizen Advisory Committee, Council passed the following motion:

THAT Council adopt the following recommendations of the Citizen Advisory Committee:

1. Effective January 1, 2019, Council Compensation be set at:

Mayor	\$33,621
Deputy Mayor	\$19,561
Councillor	\$15,084

2. That the Mayor receive no additional honorarium for meetings
3. That the meeting fees for the Deputy Mayor and Councillors continue to be compensated at \$50.00 per meeting or \$150 for a full day meeting
4. That an honorarium for attendance at Conferences continue to be paid as per the existing policy for all members of Council
5. That the monthly allowance for communication costs be increased to \$100
6. That future adjustments (beyond January 1, 2019) be tied to the percentage change negotiated for unionized employees.

On May 14, the Mayor asked Council to consider an amendment to the Council Compensation Framework to provide full day meeting compensation for the Mayor at the established rate of \$150.

The Mayor cited that there are several times throughout the year where he is expected to give up a full day to attend or participate in meetings for which he does not feel he is adequately paid for and yet Councillors in attendance receive full day compensation. The Mayor went on to say that he had no problems with not being paid incrementally for his attendance at meetings such as CSC, PSC or DSC as he has a choice if wishes to attend.



REPORT TO COUNCIL
CLERK'S DEPARTMENT



Examples the Mayor feels are not adequately compensated for include meetings such as: Annual Emergency Management Training and Exercise, Saturday Budget Session, First Round of CAO interviews, Full Day Orientation sessions, Bus tours, etc.

For reference the earnings for 2018 are reproduced for your information.

Brad Barbeau		Patricia Barr	
Meetings	2,250.00	Meetings	1,610.00
Honorarium	11,656.37	Honorarium	13,639.04
Conference Per Diem	0.00	Conference Per Diem	750.00
Mileage	276.10	Mileage	1,852.40
Other	550.00	Other	927.40
Total	14,732.47	Total	18,778.84
Ray Leonard		John McDougall	
Meetings	50.00	Meetings	1,700.00
Honorarium	1,059.67	Honorarium	11,656.37
Conference Per Diem	0.00	Conference Per Diem	0.00
Mileage	10.78	Mileage	796.95
Other	50.00	Other	550.00
Total	1,170.45	Total	14,703.32
Doug Morey		Al Revill	
Meetings	0.00	Meetings	2,750.00
Honorarium	1,059.67	Honorarium	15,023.64
Conference Per Diem	0.00	Conference Per Diem	1,000.00
Mileage	0.00	Mileage	1,854.60
Other	50.00	Other	2,239.33
Total	1,109.67	Total	22,867.57
Norman Roberts		Randy Ruttan	
Meetings	780.00	Meetings	0.00
Honorarium	12,716.04	Honorarium	1,059.67
Conference Per Diem	300.00	Conference Per Diem	0.00
Mileage	982.70	Mileage	0.00
Other	1,097.30	Other	50.00
Total	15,876.04	Total	1,109.67
Mark Schjerning		Ron Sleeth	
Meetings	250.00	Meetings	1,300.00
Honorarium	11,656.37	Honorarium	12,900.64
Conference Per Diem	1,000.00	Conference Per Diem	0.00
Mileage	46.75	Mileage	739.75
Other	779.25	Other	600.00
Total	13,732.37	Total	15,540.39
Ross Sutherland		Ron Vandewal	
Meetings	3,450.00	Meetings	0.00
Honorarium	12,716.04	Honorarium	29,392.32
Conference Per Diem	750.00	Conference Per Diem	0.00
Mileage	2,339.70	Mileage	2,355.10
Other	2,052.98	Other	600.00
Total	21,308.72	Total	32,327.42



REPORT TO COUNCIL
CLERK’S DEPARTMENT



FINANCIAL/STAFFING IMPLICATIONS:

If approved, the change in compensation would have an estimated annual impact of \$900 (6X\$150).

ATTACHMENTS:

Submitted/approved by:

Wayne Orr

Prepared by:

Wayne Orr

Minutes of Corporate Services
April, 30, 2019

Time: 8:30 AM

Location: Council Chambers



Present: Norm Roberts, Chair, Councillor Pat Barr, Councillor Ray Leonard, Mayor Ron Vandewal

Staff: Wayne Orr, Chief Administrative Officer, Louise Fragnito, Director of Corporate Services and Treasurer, Angela Maddocks, Clerk, Darcy Knott, Fire Chief

1. Call to Order
 - a) Chairman Roberts called the meeting to order at 8:30 am.
2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations.
3. Approval of Minutes
 - a) March 12, 2019

Resolution No. 2019-CSC-04/30-01

Moved by Councillor Leonard

Seconded by Mayor Vandewal

That the minutes of the March 12, 2019 Corporate Services meeting be approved.

Carried

4. Business Arising from the Minutes
 - a) 2019 Community Grants

The revised Community Grants Policy was reviewed by the Committee with Louise Fragnito, Director of Corporate Services and Treasurer, explaining the summary of the grant applications and the recommendations from a staff perspective. The committee voiced concerns about the "in the community" intent of the policy and felt some of the applicants did not meet the criteria.

Resolution No. 2019-CSC-04/30-02

Moved by Mayor Vandewal

Seconded by Councillor Barr

That the Corporate Services Committee recommends to Council that the Queen's Biological application and the Wintergreen Studios application not be supported through the Community Grants program and that the funding be reallocated to Sydenham Women's Institute, Sydenham and District Lions Club and the Portland and District Heritage Society to reflect the amounts requested in each of their applications.

Carried

- b) Banking RFP Update

This is anticipated for June in conjunction with the other Frontenac townships.

- c) Staffing Update

Louise Fragnito reported that Jillian McCormick is settling into her role as HR/Legislative Compliance Officer and that April 30 is the last day for Sherry

Minutes of Corporate Services
April, 30, 2019

Corneil.

d) Cemetery Contract

The Treasurer and CAO have signed the contract that reflects a 4% increase overall for the next four years.

5. New Business

a) Retirement/Auxiliary Firefighter Policy and Job Description

Fire Chief Knott was in attendance and reviewed his report, noting that mandatory retirement age for fire suppression personnel is not unique to South Frontenac. Four surrounding municipalities have implemented age 60 as the mandatory retirement age to reduce the risk of their suppression staff and the corporations. If implemented, the policy was impact 4 South Frontenac Fire and Rescue volunteer firefighters as of January 1, 2020.

There was concerns expressed by the committee about leaving the policy "open ended" with no restriction on the age to remain in the auxiliary role. Wayne Orr noted that this is not permitted under the Human Rights Code.

Resolution No. 2019-CSC-04/30-03

Moved by Councillor Barr

Seconded by Councillor Leonard

That the Corporate Services Committee recommend to Council the approval of the SFFR Retirement/Auxiliary Firefighter Policy and Job Description.

Carried

6. Other Business:

a) Wayne Orr reported that CUPE Local 4368 has informally accepted the new collective agreement.

b) Mayor Vandewal commented on the increased use of the volunteer firefighters for medical assist calls. There have been proposed changes to paramedic services that may impact South Frontenac Fire and Rescue responding to medical assist calls.

Fire Chief Knott will be monitoring this as part of the tiered medical response agreement and will bring to Council's attention if there is an impact on the Fire Services budget.

c) Councillor Leonard inquired about CPR and First Aid training for members of Council.

Wayne Orr indicated that we have not typically done this in the past however this could be incorporated with staff training.

7. Next Meeting: May 14, 2019

8. Adjournment:

a) Resolution

Resolution No. 2019-CSC-04/30-04

Moved by Councillor Leonard

Seconded by Councillor Barr

That the meeting be adjourned at 9:20 am.

Carried

HARROWSMITH BEAUTIFICATION COMMITTEE MEETING

MINUTES

WEDNESDAY MAY 1, 2019

1. Meeting called to order 7:04 pm by Brenda Crawford, Seconded by Brenda Taylor
2. Present: Brenda Crawford, Sean Irish, Brenda Taylor, Ray Leonard and Pam Redden. Regrets Aimanda Dirksen.
3. Minutes of Previous Meeting approved no errors or omissions.
4. Business Arising from Minutes.
 - a. April 27 Fundraising Dance was a huge success.
5. New Business
 - a. All members of committee agreed that funds from future fundraising dances will be split evenly between Golden Links Hall and Harrowsmith Beautification Committee.
 - b. Thank you cards will be sent to businesses that donated food for fundraising dance.
 - c. Mark Segsworth, Ray Leonard and Brenda Crawford had a walk about on April 30 in the village regarding projects.
 - d. Brenda Crawford to contact Glen McNichols regarding donation of river rock for poppy sculptures.
 - e. Ray Leonard to speak with Tom in Building Department, regarding gazebos size, permits, etc.
 - f. Discussion to purchase flowers from Silver's in Sydenham for planters. Moved by Brenda Taylor and Seconded by Pam Redden, all in agreement.

Adjourn: Moved by Brenda Taylor and Seconded by Ray Leonard meeting adjourned at 7:45pm.

Next Meeting: Wednesday June 5, 2019 7:00pm Golden Links Hall

Minutes of Heritage Committee
May, 2, 2019



Time: 6:30 PM

Location: Council Chambers

Heritage Committee

Present: Wilma Kenny, Chair, Brad Barbeau, Michael Gemmell, David Jefferies, Mark Millar, Stephanie Soto Gordon, Councillor Pat Barr

Staff: Claire Dodds, Director of Development Services, Emily Caird, Executive Assistant

1. Call to Order

Claire Dodds called the meeting to order at 6:33 pm.

She then welcomed the Committee and then proceeded to introduce herself, and new recording Secretary, Emily Caird. Claire Dodds then called for nominations for Chair and Vice Chair.

David Jefferies nominated Wilma Kenny for the position of Committee Chair. Michael Gemmell seconded this nomination. Wilma Kenny graciously accepted the nomination. Carried.

The Chair, Wilma Kenny, nominated Michael Gemmell as Vice Chair. Councillor Barr seconded the nomination. Michael Gemmell then accepted the nomination. Carried.

2. Declaration of pecuniary interest and the general nature thereof

- a) There were no declarations of pecuniary interest.

3. Approval of Minutes

- a) November 26, 2018

Resolution No. 2019-Heritage-05/02-1

Moved by Brad Barbeau

Seconded by David Jefferies

THAT the minutes of the meeting held on November 26, 2018 be adopted as presented.

Carried

4. Business Arising from the Minutes – n/a

5. New Business

- a) Review of Heritage Committee Terms of Reference
- b) Establishing Priorities - Facilitated discussion on priorities setting for the South Frontenac Heritage Committee

The Committee discussed the topic of informational resources for the public to access. David Jefferies noted that he had spoken with several architects in the industry who have compiled a list of experts in the heritage restoration area. Stephanie Soto Gordon and Michael Gemmell both stated that they had reached out to the City of Kingston, who shared their list as well. Stephanie

Minutes of Heritage Committee
May, 2, 2019

Soto Gordon noted that she had discovered several local service providers as well that would be good to add to a list of our own.

The Chair turned the floor over to Claire Dodds.

Claire Dodds then led the Committee in a brain storming exercise about priorities for the 2019 year. The Committee compiled the following topics as areas of importance:

- Doors Open - Focus on how to organize a South Frontenac Doors Open Event in 2020.
- Develop Building Inventory - Create data base of interesting buildings & places of historical significance.
- General Promotion of the Committee - Introduction of the committee and purpose. Building trust with the public is key.
- Designation Process - Establish steps and documentation required for designating a heritage property in the Township. Brad Barbeau & Stephanie Soto Gordon confirmed they are willing to be test subjects.
- Build Resource Library - For both the Committee & the public. The Committee discussed finding a location at Town Hall that could house information for the public or Committee to access.
- Communicating with Council - Ensure that the Committee is fulfilling it's legislative functions, as well as contributing to the new Official Plan.

The Committee determined that they would start the data base creation by each gathering information on the places of worship within their districts. This information would be shared at the next Committee meeting in June.

6. Upcoming Heritage Events

- a) Re-Imagining Places of Faith Workshop - June 1, 2019 9:00 am to 4:00 pm
- b) Ontario Heritage Conference 2019 - <https://www.ontarioheritageconference.ca>

7. Heritage Resources

- a) Ontario Heritage Toolkit - http://www.mtc.gov.on.ca/en/heritage/heritage_toolkit.shtml
- b) Ontario Heritage Trust - <https://www.heritagetrust.on.ca>
- c) Autumn 2018 Heritage Matters - <http://fliphtml5.com/qnqes/wtfm>
- d) Community Heritage Ontario - <https://www.communityheritageontario.ca>

8. Information Items

New Business

- a) Dan Petoran, Acting Director, Central Production and Verification Services Branch, Ministry of Government and Consumer Services, re: Municipal Heritage Committees - Letter of Authority

Minutes of Heritage Committee
May, 2, 2019

Claire Dodds gave an overview of the letter. She explained that should any of the Committee members wish to access the described resources, they would be required to provide a copy of this letter.

b) New Business

David Jefferies gave an update of the ongoing projects with the South Frontenac Museum and the Portland and District Heritage Society. He drew attention to the Portland My Home book and the high resolution photos within it. David Jefferies noted that the Museum is looking for more photos and the stories behind them. They are in the process of cataloging their inventory and hoping to add more.

David Jefferies also noted that the museum is deficient in local Indigenous histories and is looking to obtain any information, oral histories, and artifacts possible.

Claire Dodds suggested that the Committee add an update from the Museum board to the meeting agenda as a standing item. This will allow for a summary to be presented at each meeting in order to keep the Committee up to date and informed on current projects and goals.

9. Next Meeting: to be determined

- a) Typically have met the fourth Monday every 2 months - meeting cycle to be determined.

The Committee discussed the merits of meeting monthly. The next Heritage Committee meeting was scheduled for June 6th, 2019 at 6:30 pm in Council Chambers.

10. Adjournment:

- a) Resolution

Resolution No. 2019-Heritage-05/02-2

Moved by Michael Gemmell

Seconded by Mark Millar

THAT the Heritage Committee meeting of May 2, 2019 be adjourned at 8:38 pm.

Carried

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-39**

**A BY-LAW TO PROVIDE FOR THE APPOINTMENT OF BANKING
SIGNING AUTHORITIES**

WHEREAS section 11(2) of the *Municipal Act, 2001*, c. 25 as amended, provides a municipality with authority to pass by-laws regarding the financial management of the municipality;

AND WHEREAS section 23.1 of the *Municipal Act, 2001*, authorizes the municipality to delegate its powers and duties under the *Municipal Act, 2001*, subject to certain requirements;

AND WHEREAS the Corporation of the Township of South Frontenac requires that in addition to the Treasurer, certain other employees of the Township be designated to sign cheques, authorize electronic funds transfers and other banking transactions in order to ensure efficient processing of funds;

AND WHEREAS section 287 of the *Municipal Act, 2001*, authorizes the municipality to provide that the signatures may be mechanically or electronically reproduced;

NOW THEREFORE the Council of the Corporation of the Township of South Frontenac enacts as follows:

1. THAT the authorized banking signing officers on behalf of the Corporation are:
 - (i) the Mayor
 - (ii) the Chief Administrative Officer/ Deputy Clerk
 - (iii) the Director of Corporate Services & Treasurer
 - (iv) the Deputy Treasurer
 - (v) the Clerk
2. THAT payments whether electronic or by cheque must be authorized by two (2) banking signing officers with, at a minimum, authorization from one of the following officers:
 - (i) the Chief Administrative Officer/ Deputy Clerk
 - (ii) the Director of Corporate Services & Treasurer
 - (iii) the Deputy Treasurer
3. That utilities and fixed lease providers where payments are processed through pre-authorized payment be excluded from the requirement of two (2) signing officers.
4. That bank transfers between Township bank accounts with supporting documentation only require a single approval and be processed by:
 - (i) the Director of Corporate Services & Treasurer, or
 - (ii) the Deputy Treasurer
5. This by-law shall come into force and take effect on the day of passing.

Dated at the Township of South Frontenac this June 18, 2019.

Read a first and second time this June 18, 2019.

Read a third time and finally passed this June 18, 2019.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-40**

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO EXECUTE A
TEMPORARY TWO DWELLING AGREEMENT BETWEEN THE CORPORATION OF
THE TOWNSHIP OF SOUTH FRONTENAC AND MCCALL**

WHEREAS an agreement has been prepared to the satisfaction of the Township of South Frontenac and the proponent for the temporary use of property described as Part Lot 18, Concession 8, Parts 3 & 4 of 13R20993, District of Storrington, Township of South Frontenac (PIN 36296-0947).

AND WHEREAS the Municipal Act 2003, as amended, permits a municipality to pass a by-law to enter into an agreement as the municipality considers appropriate;

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

1. THAT the Mayor and the Clerk are hereby authorized to execute a Temporary Use Agreement between the Corporation of the Township of South Frontenac and Michael John and Maddalena McCall, a copy of which is attached hereto and forms part of this by-law.
2. THIS By-law shall come into force and effect in accordance with section 10 of the Municipal Act, 2001 as amended, either upon the date of passage or as otherwise provided by the said section 10.

Dated at the Township of South Frontenac this 18th day of June 2019.

Read and first and second time this 18 day of June 2019.

Read a third time and finally passed this 18 day of June 2019.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk



Payment Listing
For the period of June 5, 2019 to June 18, 2019

Accounts Payable Payment Listing: 2,413,554.85
For the period of June 5, 2019 to June 18, 2019

Payroll Payment Listing:

Pay Period #19-12	Pay date June 5, 2019	102,872.82
	For the period of May 19, 2019 to June 1, 2019	

Total Payments	\$ 2,516,427.67
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RECOMMENDATION:
1. It is recommended that Council receive for information the listing of the Accounts Payable and Payroll for the period ending June 18, 2019 in the amount of
\$ 2,516,427.67

Submitted by:
Mark Foster - Accounting Clerk

Approved by:
Tracey Pritchard - Acting Deputy Treasurer

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Ranges: From: To: Distribution Types Included:

Cheque Date: 2019-06-05 2019-06-18 PURCH, MISC

10 GG

0000 Gen

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011446	2019-06-18		COUNTY OF FRONTENAC		
		56181		Enterprise License Agreement	\$3,688.80
		56182		Teranet	\$1,747.83
		55943		Q1 FMIS+ GIS Services	\$28,652.76
Total EFT000000011446					\$34,089.39
EFT000000011459	2019-06-18		THE FRONTENAC NEWS		
		69988		Ad- May 2,9,16,23,30	\$3,307.20
Total EFT000000011459					\$3,307.20
Total Gen					\$37,396.59

0020 TaxC

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011446	2019-06-18		COUNTY OF FRONTENAC		
		56173		Q2 Levy	\$1,571,045.75
Total EFT000000011446					\$1,571,045.75
Total TaxC					\$1,571,045.75

1000

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011406	2019-06-05		CULLIGAN		
		15911TI		Water	\$31.56
Total EFT000000011406					\$31.56
EFT000000011409	2019-06-05		J & J LANDSCAPING		
		2019038		Grass Cutting	\$21.88
Total EFT000000011409					\$21.88
EFT000000011417	2019-06-05		TOTAL POWER LTD		
		SALES0073684		Generator Maintenace	\$557.64
Total EFT000000011417					\$557.64
EFT000000011420	2019-06-18		1000 ISLANDS CUTTING EDGE LAWN CARE		
		1155		Grass Cutting	\$203.52
Total EFT000000011420					\$203.52
EFT000000011427	2019-06-18		ARMSTRONG MONITORING		
		INV60805		Calibration of Exhaust Sensor	\$376.51
Total EFT000000011427					\$376.51
EFT000000011430	2019-06-18		BAY ELECTRIC		
		13742		Fix Joint+ Cover Juction Box	\$129.74
Total EFT000000011430					\$129.74
EFT000000011449	2019-06-18		CULLIGAN		
		2579622		Water Cooler Rental	\$10.12
		417TI		Water	\$52.56
		23098TI		Water	\$121.56
Total EFT000000011449					\$184.24
EFT000000011451	2019-06-18		DAY, LOUISE		
		19/06/03-FLOWERS		Flowers	\$188.77
Total EFT000000011451					\$188.77
EFT000000011462	2019-06-18		HAVEN HOME ENTERPRISE INC		
		258910		Remove+Replace Fan Assembly	\$1,683.11
Total EFT000000011462					\$1,683.11
EFT000000011465	2019-06-18		J & J LANDSCAPING		
		2019117		Grass Cutting	\$21.88
		2019058		Grass Cutting	\$21.88
		2019093		Grass Cutting	\$21.88
Total EFT000000011465					\$65.64
Total					\$3,442.61

1100 Counc

Cheque	Date	Inv #	Vendor	Description	Amount
070262	2019-06-18		DOBING, CORA		
		2019 BURSARY		Township Bursary	\$500.00
Total 070262					\$500.00
070263	2019-06-18		DUNHAM CONSTRUCTION & TRANSPORTATION		
		803		Clarendon Cental P.S. Bus	\$269.66
Total 070263					\$269.66
070280	2019-06-18		INVERARY YOUTH ACTIVITIES INC.		
		2019 DONATION		2019 Donation	\$600.00
Total 070280					\$600.00
Total Counc					\$1,369.66

1250 Clik

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011418	2019-06-05		TROUSDALE'S FOODLAND		
		3987		Coffee+Cream	\$24.47
		5024		Coffee+Cream+Milk	\$35.14
Total EFT000000011418					\$59.61
EFT000000011495	2019-06-18		TROUSDALE'S FOODLAND		

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		8000	Coffee+Cleaner+Sugar+Cream	\$49.90
		7818.	Coffee+Air Fresh+Sugar+Cream	\$54.42
		9925	Milk+Cream	\$10.27
		10066	Cream	\$2.99
Total EFT000000011495				\$117.58
EFT000000011496	2019-06-18		TROUSDALE'S HOME HARDWARE	
		93357	Knives+Cutting Board	\$39.62
Total EFT000000011496				\$39.62
Total Clk				\$216.81
1275 Fin				
Cheque	Date	Inv #	Vendor	Amount
070264	2019-06-18		ERGOCENTRIC SEATING SYSTEMS	
		683174	Chair V.L.	\$920.42
Total 070264				\$920.42
070270	2019-06-18		SHRED-IT INTERNATIONAL ULC	
		8100748813	19/05 Shredding Services	\$75.20
Total 070270				\$75.20
EFT000000011425	2019-06-18		ALLAN & PARTNERS LLP	
		IAA-SOUFRO-45154	2018 Final Audit Billing	\$8,904.00
Total EFT000000011425				\$8,904.00
EFT000000011431	2019-06-18		BAYRIDGE PRINTER PROS	
		23383	Service Printer T.P.	\$525.08
Total EFT000000011431				\$525.08
EFT000000011439	2019-06-18		CDW CANADA INC	
		SKM0399	HDMI Adapter	\$20.92
Total EFT000000011439				\$20.92
EFT000000011450	2019-06-18		CUNNINGHAM SWAN CARTY	
		157576	Legal Advice	\$336.48
Total EFT000000011450				\$336.48
EFT000000011452	2019-06-18		DIAMOND SOFTWARE INC	
		239335	HRIS	\$109.39
		238227	HRIS	\$546.96
Total EFT000000011452				\$656.35
EFT000000011464	2019-06-18		INDEPENDENT TELEPHONE SERVICES	
		44099	Mailbox 2347 T.P.	\$86.50
Total EFT000000011464				\$86.50
EFT000000011502	2019-06-18		VERSUS BUSINESS FORMS & LABELS	
		45984	11000X Final Tax Bills	\$756.36
		46074	6000X Tax Bill Envelopes	\$2,499.88
Total EFT000000011502				\$3,256.24
Total Fin				\$14,781.19
Total GG				\$1,628,252.61

20 PP&P

2100 Fire

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011401	2019-06-05		ABELL PEST CONTROL INC.		
		A2177300		19/05 Pest Control	\$46.45
Total EFT000000011401					\$46.45
EFT000000011409	2019-06-05		J & J LANDSCAPING		
		2019040		Grass Cutting	\$28.75
		2019046		Grass Cutting	\$28.49
		2019051		Grass Cutting	\$25.44
		2019048		Grass Cutting	\$36.63
Total EFT000000011409					\$119.31
EFT000000011414	2019-06-05		SUPERIOR PROPANE INC.		
		24991613		966.7L @.51	\$552.33
Total EFT000000011414					\$552.33
EFT000000011418	2019-06-05		TROUSDALE'S FOODLAND		
		8842		Water	\$19.76
Total EFT000000011418					\$19.76
EFT000000011420	2019-06-18		1000 ISLANDS CUTTING EDGE LAWN CARE		
		1155		Grass Cutting	\$457.92
		1155		Grass Cutting	\$152.64
		1155		Grass Cutting	\$152.64
Total EFT000000011420					\$763.20
EFT000000011433	2019-06-18		BELL MOBILITY (RADIO DIVISION)		
		1-250693		19/05- Site Rental	\$328.00
Total EFT000000011433					\$328.00
EFT000000011438	2019-06-18		CARLETON UNIFORMS INC.		
		92347		Freight	\$15.26
Total EFT000000011438					\$15.26
EFT000000011465	2019-06-18		J & J LANDSCAPING		
		2019110		Grass Cutting	\$25.44
		2019108		Grass Cutting	\$36.63
		2019106		Grass Cutting	\$28.49
		2019103		Grass Cutting	\$28.75
		2019070		Grass Cutting	\$25.44
		2019066		Grass Cutting	\$28.49
		2019068		Grass Cutting	\$36.63
		2019063		Grass Cutting	\$28.75
		2019081		Grass Cutting	\$28.75
		2019084		Grass Cutting	\$28.49
		2019086		Grass Cutting	\$36.63
		2019087		Grass Cutting	\$25.44

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Total EFT000000011465					\$357.93
EFT000000011466	2019-06-18	14178	JODY CAMPBELL'S SEPTIC SERVICE		
			Portable Toilet Rental		\$101.76
Total EFT000000011466					\$101.76
EFT000000011470	2019-06-18	19/05/16-36	LEONARD, ELIZABETH		
			Cleaning		\$60.00
Total EFT000000011470					\$60.00
EFT000000011487	2019-06-18	SCO92413645	RICOH CANADA INC.		
			19/05 Copier Usage+ Rental		\$124.56
Total EFT000000011487					\$124.56
EFT000000011491	2019-06-18	K612985	SWISH MAINTENANCE LIMITED		
			Toilet Paper		\$33.52
Total EFT000000011491					\$33.52
Total Fire					\$2,522.08

2110 Cvc#

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011413	2019-06-05	3102	SIGNS PLUS	3X Civic Blades	\$27.41
Total EFT000000011413					\$27.41
Total Cvc#					\$27.41

2400 Police

Cheque	Date	Inv #	Vendor	Description	Amount
070268	2019-06-18	111305191249093	MINISTER OF FINANCE-POLICE SERVICES	19/05 Policing Services	\$250,492.00
Total 070268					\$250,492.00
Total Police					\$250,492.00

2505 CRCA

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011447	2019-06-18	AA-008-19	CATARAQUI REGION CONSERVATION	2019 Levy 2nd Installment	\$68,320.05
Total EFT000000011447					\$68,320.05
Total CRCA					\$68,320.05

2605 Build

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011422	2019-06-18	1088779	4 OFFICE AUTOMATION LTD	19/06-19/08 Lease+ Overage	\$1,086.58
Total EFT000000011422					\$1,086.58
Total Build					\$1,086.58

2625 Lvstck

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011486	2019-06-18	956261	REDDEN, JOSEPH	Livestock- England	\$50.00
		956261		Livestock- England	\$41.61
		956261		Livestock- England	\$40.81
Total EFT000000011486					\$132.42
Total Lvstck					\$132.42

Total PP&P

\$322,580.54

30 Trans

3000 PW OH

Cheque	Date	Inv #	Vendor	Description	Amount
070259	2019-06-18	TIRE DAMAGE	BABCOCK, PATRICK	Tire Damage-Ins Claim	\$1,212.47
Total 070259					\$1,212.47
EFT000000011426	2019-06-18	C14258-0619	ALLIANCE WIRELESS COMMUNICATIONS	19/06 Answering Services	\$228.37
Total EFT000000011426					\$228.37
EFT000000011436	2019-06-18	1819-1809	BUSINESS INTERIORS(ONTARIO)INC	Chair- Less Deposit	\$337.53
Total EFT000000011436					\$337.53
EFT000000011487	2019-06-18	SCO92413645	RICOH CANADA INC.	19/05 Copier Usage+ Rental	\$148.87
Total EFT000000011487					\$148.87
Total PW OH					\$1,927.24

3005 RdAdmOH

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011433	2019-06-18	1-250693	BELL MOBILITY (RADIO DIVISION)	19/05- Site Rental	\$295.38
Total EFT000000011433					\$295.38
Total RdAdmOH					\$295.38

3010

Cheque	Date	Inv #	Vendor	Description	Amount
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Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

070252	2019-06-05		HUGHES DOWNEY ARCHITECTS	
		19-08-01	Consulting Services	\$549.50
Total 070252				\$549.50
070254	2019-06-05		STRYKER CA LP	
		30670936	AED Machine+Cabinet	\$1,923.87
Total 070254				\$1,923.87
070257	2019-06-18		1023618 ONT INC	
		13765	Repair Sand Building	\$653.04
		13765B	Repair Sand Building	\$1,419.55
Total 070257				\$2,072.59
070258	2019-06-18		ATKINSON HOME BUILDING CENTRE	
		207136	100X Stakes	\$71.23
Total 070258				\$71.23
070266	2019-06-18		KINGSTON AUTO GLASS	
		21376	Windshield	\$407.04
Total 070266				\$407.04
070272	2019-06-18		SNIDER, PERCY	
		19/05-29	19/05 Garbage	\$127.20
Total 070272				\$127.20
EFT000000011404	2019-06-05		CINTAS	
		884258985	Uniforms	\$16.85
		884258985	Cleaning Supplies	\$118.96
		884258986	Uniforms	\$10.16
		884258986	Cleaning Supplies	\$32.37
Total EFT000000011404				\$178.34
EFT000000011408	2019-06-05		DEDICATED ENVIRONMENTAL SERVICES INC	
		3111	Vacuum Oil/Water Seperator	\$1,310.35
		3111	Vacuum Oil/Water Seperator	\$1,310.35
		3111	Vacuum Oil/Water Seperator	\$1,310.35
		3111	Vacuum Oil/Water Seperator	\$1,310.35
		3111	Vacuum Oil/Water Seperator	\$1,310.35
Total EFT000000011408				\$6,551.75
EFT000000011421	2019-06-18		BOULTON SEPTIC/LARMON'S	
		29810	Flagging	\$2,027.06
		29861	Flagging	\$2,048.43
Total EFT000000011421				\$4,075.49
EFT000000011428	2019-06-18		ASSELSTINE HARDWARE	
		6238	ABS Cement	\$6.90
Total EFT000000011428				\$6.90
EFT000000011429	2019-06-18		BATTLEFIELD EQUIPMENT RENTALS	
		24228410	Orange Paint	\$133.60
		24228410	Show Towels	\$8.49
		24228460	Roller Rental	\$2,091.68
Total EFT000000011429				\$2,233.77
EFT000000011434	2019-06-18		BLACK DOG TIRE & LUBRICANTS	
		33236	Tire Change+ 2X Tires	\$863.23
		32617	Tire Change	\$36.63
Total EFT000000011434				\$899.86
EFT000000011437	2019-06-18		CAR DREAMS SUPPLIES INC.	
		11656	4X Hose Ends+ Wash Away	\$178.08
Total EFT000000011437				\$178.08
EFT000000011440	2019-06-18		CINTAS	
		884262723	Uniform	\$10.16
		884262723	Cleaning Supplies	\$32.37
		884262722	Uniform	\$16.85
		884262722	Cleaning Supplies	\$118.96
		884260868	Uniform	\$16.85
		884260868	Cleaning Supplies	\$201.53
		884260869	Uniform	\$10.16
		884260869	Cleaning Supplies	\$42.67
Total EFT000000011440				\$449.55
EFT000000011448	2019-06-18		CROSSIRON TRUCK & EQUIPMENT	
		W 1192	Repair Tail Gate	\$3,377.98
		W 1040	Coolant Leak	\$292.74
		W 1170	Exhaust Leak	\$967.65
		W 902	New Injector	\$2,708.10
		W 999	Repair Power Divider	\$5,081.16
		W 1025	Intermittent Crank	\$206.06
Total EFT000000011448				\$12,633.69
EFT000000011453	2019-06-18		D.MARTIN WELDING & FABRICATING	
		9118	Repair Grader Fender	\$61.06
Total EFT000000011453				\$61.06
EFT000000011454	2019-06-18		D.M. WILLS ASSOCIATES LIMITED	
		14174	Consulting Services	\$12,974.40
Total EFT000000011454				\$12,974.40
EFT000000011457	2019-06-18		HUBB CAP	
		1017018	9X Woven Geotextile Fabric	\$4,945.08
Total EFT000000011457				\$4,945.08
EFT000000011458	2019-06-18		FISH, DOROTHY	
		6002	Cleaning	\$320.00
Total EFT000000011458				\$320.00
EFT000000011460	2019-06-18		GANANOQUE CHEVROLET BUICK GMC	
		335202	Tube	\$32.51
Total EFT000000011460				\$32.51
EFT000000011461	2019-06-18		GILBERT & SON CONSTRUCTION INC.	
		770	Truck Rental	\$5,657.86
Total EFT000000011461				\$5,657.86
EFT000000011466	2019-06-18		JODY CAMPBELL'S SEPTIC SERVICE	
		14060	Portable Toilet Rental	\$122.11
Total EFT000000011466				\$122.11

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

EFT000000011467	2019-06-18			JOE JOHNSON EQUIPMENT INC.	
		P30795		Trackless Parts	\$1,557.11
Total EFT000000011467					\$1,557.11
EFT000000011468	2019-06-18			KENT AUTOMOTIVE	
		9306734017		Assorted Parts	\$235.73
Total EFT000000011468					\$235.73
EFT000000011470	2019-06-18			LEONARD, ELIZABETH	
		19/05/31-37		Cleaning	\$375.00
Total EFT000000011470					\$375.00
EFT000000011473	2019-06-18			MCNICHOLS CONSTRUCTION LTD	
		19/05/30		320 Cat Excavator+Triaxle Dump	\$1,411.92
Total EFT000000011473					\$1,411.92
EFT000000011474	2019-06-18			MICHELIN NORTH AMERICA CANADA INC	
		DA0007098482		Tire	\$630.12
Total EFT000000011474					\$630.12
EFT000000011476	2019-06-18			NORTRAX	
		1216687		Service Call-Mold Board Moving	\$675.58
Total EFT000000011476					\$675.58
EFT000000011478	2019-06-18			ONTARIO HOSE SPECIALTIES LIMITED	
		5191151		Pressure Washer Parts	\$397.14
		5191164		Pressure Washer Parts	\$160.29
Total EFT000000011478					\$557.43
EFT000000011479	2019-06-18			PAT'S RADIATOR SERVICE LTD.	
		142541		Broom Bristols	\$983.69
Total EFT000000011479					\$983.69
EFT000000011480	2019-06-18			PETRIE FORD	
		272442		Trans.Fluid+AntiFreeze	\$60.52
		272442		Coolant	\$87.32
Total EFT000000011480					\$147.84
EFT000000011481	2019-06-18			PREMIER TRUCK GROUP	
		864133524		Element + Filters	\$279.42
Total EFT000000011481					\$279.42
EFT000000011483	2019-06-18			PRO-TECH TRAINING SERVICES INC.	
		581		6X Fuel Safety Course	\$457.92
		592		28X Working at Heights Course	\$3,704.06
		580		6X Grounds Maint. Training	\$793.73
Total EFT000000011483					\$4,955.71
EFT000000011490	2019-06-18			SWEET'S SAND & GRAVEL	
		S-0059077		Gravel	\$16,108.04
Total EFT000000011490					\$16,108.04
EFT000000011492	2019-06-18			RUSH TRUCK CENTRES	
		352128KI		Wiper Assembly	\$548.33
Total EFT000000011492					\$548.33
EFT000000011493	2019-06-18			TOROMONT INDUSTRIES LTD.	
		PS040666061		Battery	\$615.18
		WO040657027		Shaft binding+Batt.Corrosion	\$626.84
Total EFT000000011493					\$1,242.02
EFT000000011494	2019-06-18			TOWN AND COUNTRY AUTO SUPPLY	
		6083-548087		Absorbent+Spark Plug	\$189.17
		6083-545957		Oil	\$83.36
		6083-547520		Refrigerant	\$290.01
		6083-547999		Steering Fluid+Oil Filter	\$18.72
		6083-547999		Steering Fluid+Oil Filter	\$6.40
Total EFT000000011494					\$587.66
EFT000000011495	2019-06-18			TROUSDALE'S FOODLAND	
		6841.		Water	\$24.95
		7220		Cream	\$5.98
Total EFT000000011495					\$30.93
EFT000000011496	2019-06-18			TROUSDALE'S HOME HARDWARE	
		93053		Key	\$3.04
		603940		ABS Parts	\$3.04
		93031		ABS Parts+Pipe	\$44.45
		92815		Weed Barrier	\$51.87
		90085		4X Shovels+ 2X Hex Bolts	\$71.16
Total EFT000000011496					\$173.56
EFT000000011497	2019-06-18			TRUE ELECTRIC	
		6887		Electrical Work	\$3,194.39
Total EFT000000011497					\$3,194.39
EFT000000011499	2019-06-18			UNIVERSAL SUPPLY GROUP	
		173-235342		Air Cylinder	\$138.38
		511-301696		Brake Pads+10X Miniature Lamp	\$163.76
Total EFT000000011499					\$302.14
EFT000000011501	2019-06-18			VERONA HARDWARE LIMITED	
		102006403		Rubber Boots+ Mosquito Net	\$33.56
Total EFT000000011501					\$33.56
EFT000000011503	2019-06-18			WASTE CONNECTIONS OF CANADA	
		7150-0000328680		Dump+ Exchange	\$646.68
Total EFT000000011503					\$646.68
Total					\$91,148.74

3105 Structures

Cheque	Date	Inv #	Vendor	Description	Amount
070272	2019-06-18		SNIDER, PERCY		
		19/04/12-37		Sweeping	\$1,694.30
		19/04/23-38		Sweeping	\$1,302.53
		19/04/24-39		Sweeping	\$1,628.16
Total 070272					\$4,624.99
EFT000000011453	2019-06-18		D.MARTIN WELDING & FABRICATING		
		9135		Weld Expansion Joint	\$389.23

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Total EFT000000011453

Total Structures

\$389.23

\$5,014.22

3201 Villg Beau

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011453	2019-06-18	9142	D.MARTIN WELDING & FABRICATING	Garbage Can Lids	\$495.95
Total EFT000000011453					\$495.95
Total Villg Beau					\$495.95

3210 Brushing

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011421	2019-06-18	29463A	BOULTON SEPTIC/LARMON'S	Brushing	\$1,834.73
Total EFT000000011421					\$1,834.73
EFT000000011469	2019-06-18	43636	L.D. POWER SPORTS	2X Chains	\$44.77
Total EFT000000011469					\$44.77
Total Brushing					\$1,879.50

3215 Drainage

Cheque	Date	Inv #	Vendor	Description	Amount
070272	2019-06-18	19/05/21-17 19/06/05-47 19/06/06-48	SNIDER, PERCY	Flagging Flagging Flagging	\$239.27 \$488.96 \$463.77
Total 070272					\$1,192.00
EFT000000011442	2019-06-18	209942 211656	COCO PROPERTIES CORP	Gravel Gravel	\$499.90 \$380.33
Total EFT000000011442					\$880.23
EFT000000011473	2019-06-18	19/05/30	MCNICHOLS CONSTRUCTION LTD	320 Cat Excavator+Triaxle Dump	\$20,530.08
Total EFT000000011473					\$20,530.08
Total Drainage					\$22,602.31

3220 Ctc,Cb>r

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011463	2019-06-18	5153	HUGHSON FENCING & GUIDERAIL	Clean out Catch Basins	\$16,549.23
Total EFT000000011463					\$16,549.23
Total Ctc,Cb>r					\$16,549.23

3310 Hardtop Patching

Cheque	Date	Inv #	Vendor	Description	Amount
070253	2019-06-05	19/05/16-15 19/05/09-09 19/05/13-10 19/05/13-11 19/05/15-12 19/05/15-13 19/05/16-14	SNIDER, PERCY	Patching Patching Patching Patching Patching Patching Patching	\$1,050.93 \$992.55 \$759.01 \$467.08 \$992.55 \$1,050.93 \$992.55
Total 070253					\$6,305.60
070272	2019-06-18	19/05/22-25 19/05/22-24 19/05/21-23 19/05/21-22 19/05/17-21 19/05/17-20 19/05/23-26 19/05/23-27 19/05/24-37 19/05/24-38 19/05/27-39 19/05/29-42 19/05/30-43 19/05/27-40 19/05/29-41 19/05/30-49 19/05/31-50 19/06/03-01 19/06/04-02 19/06/06-03	SNIDER, PERCY	Patching Patching	\$1,050.93 \$934.16 \$992.55 \$1,050.93 \$934.16 \$934.16 \$817.39 \$1,050.93 \$934.16 \$1,109.32 \$934.16 \$992.55 \$992.55 \$1,167.70 \$1,050.93 \$992.55 \$992.55 \$467.08 \$992.55 \$1,050.93
Total 070272					\$19,442.24
EFT000000011400	2019-06-05	29455 29699 29456 29950	BOULTON SEPTIC/LARMON'S	Patching Flagging Patching Patching	\$2,686.46 \$1,520.29 \$839.52 \$2,686.46
Total EFT000000011400					\$7,732.73
EFT000000011410	2019-06-05	11531	PERFECT SOLUTIONS	6X Shovels+4X Rakes	\$268.94
Total EFT000000011410					\$268.94

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

EFT000000011421	2019-06-18		BOULTON SEPTIC/LARMON'S		
		29777	Patching		\$6,063.88
		29811	Patching		\$2,833.00
		29860	Patching		\$3,777.33
		29898	Patching		\$4,013.41
Total EFT000000011421					\$16,687.62
EFT000000011496	2019-06-18		TROUSDALE'S HOME HARDWARE		
		89159	100lbs of Propane		\$85.57
Total EFT000000011496					\$85.57
EFT000000011498	2019-06-18		TW PATCHING		
		988313	Patching		\$9,527.28
Total EFT000000011498					\$9,527.28
EFT000000011506	2019-06-18		WILLIAMS HOT MIX LTD		
		3913	55.52 MT Hot Mix		\$5,649.71
		3922	78.79 MT Hot Mix		\$7,837.35
		3929	71.83 MT Hot Mix		\$7,258.04
		3935	73.37 MT Hot Mix		\$7,365.26
Total EFT000000011506					\$28,110.36
Total Hardtop Patching					\$88,160.34

3315 Sweeping

Cheque	Date	Inv #	Vendor	Description	Amount
070272	2019-06-18		SNIDER, PERCY		
		19/05/22-46	Sweeping		\$419.76
Total 070272					\$419.76
EFT000000011463	2019-06-18		HUGHSON FENCING & GUIDERAIL		
		5153	Sweeping		\$7,050.37
		5153	Sweeping		\$19,479.69
Total EFT000000011463					\$26,530.06
Total Sweeping					\$26,949.82

3320 should maint

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011415	2019-06-05		SWEET'S SAND & GRAVEL		
		S-0058699	Gravel		\$1,324.61
Total EFT000000011415					\$1,324.61
EFT000000011429	2019-06-18		BATTLEFIELD EQUIPMENT RENTALS		
		24228410	Trimmer Line		\$152.64
		24228460	Roller Rental		\$2,091.68
Total EFT000000011429					\$2,244.32
EFT000000011490	2019-06-18		SWEET'S SAND & GRAVEL		
		S-0058989	Water Truck Rental		\$2,900.17
		S-0059079	Water Truck Rental		\$2,078.45
Total EFT000000011490					\$4,978.62
Total should maint					\$8,547.55

3405 Washout

Cheque	Date	Inv #	Vendor	Description	Amount
070267	2019-06-18		LAFARGE CANADA INC		
		710581126	Gabion Stone		\$337.43
Total 070267					\$337.43
EFT000000011415	2019-06-05		SWEET'S SAND & GRAVEL		
		S-0058699	Gravel		\$5,370.35
Total EFT000000011415					\$5,370.35
EFT000000011442	2019-06-18		COCO PROPERTIES CORP		
		209942	Gravel		\$941.83
		213229	Gravel		\$951.67
		196142	Gravel		\$1,142.30
		211656	Gravel		\$800.45
		210813	Gravel		\$659.93
Total EFT000000011442					\$4,496.18
EFT000000011490	2019-06-18		SWEET'S SAND & GRAVEL		
		S-0058962	Gravel		\$4,351.68
		S-0059078	Gravel		\$3,309.06
		S-0058965	Gravel		\$7,353.25
		S-0059077	Gravel		\$863.26
Total EFT000000011490					\$15,877.25
Total Washout					\$26,081.21

3415 dust layer

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011475	2019-06-18		MORRIS CHEMICALS INCORPORATED		
		INV0073619	Liquid Calcium Chloride		\$4,738.58
		INV0073620	Liquid Calcium Chloride		\$4,761.28
Total EFT000000011475					\$9,499.86
Total dust layer					\$9,499.86

3425 Gradng & Grvl resurf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011442	2019-06-18		COCO PROPERTIES CORP		
		196142	Gravel		\$734.71
		198748	Gravel		\$1,460.43
Total EFT000000011442					\$2,195.14
EFT000000011490	2019-06-18		SWEET'S SAND & GRAVEL		

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CHEQUE DISTRIBUTION REPORT

	S-0058965	Gravel	\$215.81
Total EFT000000011490			\$215.81
EFT000000011505	2019-06-18	WHITE'S WEARPARTS LTD	
	129506	4X Grader Blade	\$600.33
Total EFT000000011505			\$600.33
Total Gradng & Grvl resurf			\$3,011.28

3502 Winter Prop Damage

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011416	2019-06-05	3831	SYDENHAM LANDSCAPE PRODUCTS	6X Bags of Topsoil	\$24.76
Total EFT000000011416					\$24.76
Total Winter Prop Damage					\$24.76

3601 Barricds & Sfty Matls

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011410	2019-06-05	11531	PERFECT SOLUTIONS	Safety Wear	\$313.06
Total EFT000000011410					\$313.06
EFT000000011429	2019-06-18	24227986	BATTLEFIELD EQUIPMENT RENTALS	20X Cones+6X Stop/Slow Paddles	\$922.44
Total EFT000000011429					\$922.44
EFT000000011443	2019-06-18	235299	COLLINS SAFETY INC.	Safety Gear	\$610.15
Total EFT000000011443					\$610.15
EFT000000011469	2019-06-18	43663	L.D. POWER SPORTS	Sleeve+Blade	\$45.72
Total EFT000000011469					\$45.72
Total Barricds & Sfty Matls					\$1,891.37

3615 Street signs

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011413	2019-06-05	3102	SIGNS PLUS	Road Sign	\$27.47
		3102		Re Letter "Alton Rd"	\$25.44
Total EFT000000011413					\$52.91
EFT000000011435	2019-06-18	361301	BMR MANUFACTURING INC.	"Inverary" Sign	\$161.57
		361300		"Carleton Drive" Sign	\$90.64
Total EFT000000011435					\$252.21
EFT000000011468	2019-06-18	9306767231	KENT AUTOMOTIVE	Nuts+Screws	\$127.99
Total EFT000000011468					\$127.99
Total Street signs					\$433.11

3620 Reg signs

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011435	2019-06-18	361306	BMR MANUFACTURING INC.	6X Road Work+6X Flagman Signs	\$987.78
Total EFT000000011435					\$987.78
EFT000000011468	2019-06-18	9306734016	KENT AUTOMOTIVE	Screws+Nuts+Washers	\$103.15
Total EFT000000011468					\$103.15
Total Reg signs					\$1,090.93

3625 RR cross mnt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011403	2019-06-05	11111513	CANADIAN PACIFIC RAILWAY	19/05 Flasher Contract	\$744.00
Total EFT000000011403					\$744.00
Total RR cross mnt					\$744.00

3630 Gd ps/rl mnt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011429	2019-06-18	24227986	BATTLEFIELD EQUIPMENT RENTALS	Engine Oil	\$61.17
Total EFT000000011429					\$61.17
EFT000000011463	2019-06-18	5157	HUGHSON FENCING & GUIDERAIL	Repair Guide Rail	\$5,851.20
Total EFT000000011463					\$5,851.20
Total Gd ps/rl mnt					\$5,912.37

3638 Locates

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011477	2019-06-18	201900672	ONTARIO ONE CALL	19/05 Notifications	\$119.16
Total EFT000000011477					\$119.16
Total Locates					\$119.16

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

3640 Warning Sgns

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011435	2019-06-18	361386 361299 361302	BMR MANUFACTURING INC.	10X "Share The Road" Signs 100X U Posts+ 50X Hardware 2X "Slippery When Wet"	\$352.26 \$4,018.50 \$157.68 \$4,528.44
Total EFT000000011435					\$4,528.44
Total Warning Sgns					\$4,528.44

3800 Crssng Guards

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011405	2019-06-05	86829	COMMISSIONAIRES SECURITY SOLUTIONS	Crossing Guards	\$1,111.99
Total EFT000000011405					\$1,111.99
EFT000000011444	2019-06-18	87082	COMMISSIONAIRES SECURITY SOLUTIONS	Crossing Guards	\$908.72
Total EFT000000011444					\$908.72
Total Crssng Guards					\$2,020.71
Total Trans					\$318,927.48

40 Env

4105 Water Dist

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011441	2019-06-18	5646	CITY OF KINGSTON	Q1 Meter Replacement Program	\$478.27
Total EFT000000011441					\$478.27
Total Water Dist					\$478.27

4110 Water Treat

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011432	2019-06-18	N6027631-19/05	BELL CANADA-WATER TOWER PHONE LINE	19/05- Telephone	\$84.71
Total EFT000000011432					\$84.71
EFT000000011441	2019-06-18	5648 5645 5647	CITY OF KINGSTON	Q1 General Admin Q1 Meter Reading Q1- Plant Management	\$1,549.30 \$197.21 \$31,935.33 \$33,681.84
Total EFT000000011441					\$33,681.84
Total Water Treat					\$33,766.55

5005 SW & Fac OH

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011436	2019-06-18	1819-1809	BUSINESS INTERIORS(ONTARIO)INC	Chair- Less Deposit	\$337.53
Total EFT000000011436					\$337.53
Total SW & Fac OH					\$337.53

5105 Garb coll

Cheque	Date	Inv #	Vendor	Description	Amount
070253	2019-06-05	19/05/07-46 19/05/15-07	SNIDER, PERCY	Clean Up Garbage Garbage Clean Up	\$101.76 \$152.64 \$254.40
Total 070253					\$254.40
070272	2019-06-18	19/05/29-33 19/05/22-19	SNIDER, PERCY	Garbage Clean Up Garbage Clean Up	\$101.76 \$152.64 \$254.40
Total 070272					\$254.40
EFT000000011496	2019-06-18	90046	TROUSDALE'S HOME HARDWARE	Yard Bags+ Garbage Bags	\$52.39
Total EFT000000011496					\$52.39
Total Garb coll					\$561.19

5110 Gab disp

Cheque	Date	Inv #	Vendor	Description	Amount
070253	2019-06-05	19/05/09-44 19/05/08-45 19/05/16-03 19/05/15-08	SNIDER, PERCY	Portland Dump/Waste Portland Dump/Dozer Portland Dump/Waste Portland Dump/Dozer	\$1,246.56 \$1,383.94 \$712.32 \$407.04 \$3,749.86
Total 070253					\$3,749.86
070261	2019-06-18	744	DIGIGRAPHICS	30X NCR Receipt Books	\$393.05
Total 070261					\$393.05
070272	2019-06-18	19/05/28-36 19/05/21-16 19/06/03-44 19/06/05-45 19/05-28 19/05/30-30	SNIDER, PERCY	Portland Dump/Dozer Portland Dump/ Waste Portland Dump/ Waste Portland Dump/ Dozer 19/05 Bin Rental Portland Dump/ Waste	\$732.67 \$356.16 \$356.16 \$651.26 \$152.64 \$890.40

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

		19/05/25-35	Portland Dump/ Dozer	\$325.63
		19/05/22-34	Portland Dump/ Dozer	\$732.67
Total 070272				\$4,197.59
EFT000000011401	2019-06-05		ABELL PEST CONTROL INC.	
		4058320	19/05 Pest Control	\$58.81
		4058320	19/05 Pest Control	\$58.81
		4058320	19/05 Pest Control	\$58.81
Total EFT000000011401				\$176.43
EFT000000011419	2019-06-05		TROUSDALE'S HOME HARDWARE	
		222269	Insect Repellent	\$20.33
Total EFT000000011419				\$20.33
EFT000000011423	2019-06-18		ABELL PEST CONTROL INC.	
		A2194233	19/06 Pest Control	\$106.40
Total EFT000000011423				\$106.40
EFT000000011431	2019-06-18		BAYRIDGE PRINTER PROS	
		23400	Black Toner	\$90.57
Total EFT000000011431				\$90.57
EFT000000011442	2019-06-18		COCO PROPERTIES CORP	
		198748	Gravel	\$321.66
Total EFT000000011442				\$321.66
EFT000000011456	2019-06-18		ENVIRO-GUARD PLUS INC.	
		94756	19/05 Pest Control	\$44.77
Total EFT000000011456				\$44.77
EFT000000011466	2019-06-18		JODY CAMPBELL'S SEPTIC SERVICE	
		14177	Portable Toilet Rental	\$117.02
		14177	Portable Toilet Rental	\$117.02
		14177	Portable Toilet Rental	\$117.02
		14177	Portable Toilet Rental	\$117.02
Total EFT000000011466				\$468.08
EFT000000011473	2019-06-18		MCNICHOLS CONSTRUCTION LTD	
		19/06/05-SALEM	Back Hoe	\$407.04
Total EFT000000011473				\$407.04
EFT000000011503	2019-06-18		WASTE CONNECTIONS OF CANADA	
		7150-0000328680	Dump+ Exchange	\$2,796.42
		647-0000025504	62.36MT ICI + Const. Waste	\$6,519.19
		647-0000025463	93.19MT ICI+ Resi Waste	\$9,201.90
Total EFT000000011503				\$18,517.51
EFT000000011504	2019-06-18		WHALEY, GEORGE	
		812365	19/05 Landfill Maint.	\$4,970.98
Total EFT000000011504				\$4,970.98
Total Gab disp				\$33,464.27

5200 Recyc

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011482	2019-06-18		PRINTFUSION INC.		
		109432		Non Compliance Notices	\$373.20
Total EFT000000011482					\$373.20
Total Recyc					\$373.20

5205 Recyc Coll

Cheque	Date	Inv #	Vendor	Description	Amount
070253	2019-06-05		SNIDER, PERCY		
		19/05/17-06		Garbage Clean Up	\$254.40
Total 070253					\$254.40
Total Recyc Coll					\$254.40

5210 Rec Disp/Prc

Cheque	Date	Inv #	Vendor	Description	Amount
070253	2019-06-05		SNIDER, PERCY		
		19/05/10-05		Salem Recycle	\$1,399.20
		19/05/10-04		Portland Recycle	\$534.24
Total 070253					\$1,933.44
070272	2019-06-18		SNIDER, PERCY		
		19/05/27-31		Portland Recycle	\$534.24
Total 070272					\$534.24
EFT000000011441	2019-06-18		CITY OF KINGSTON		
		4985		Q1 Solid Waste	-\$36,500.00
		4985		Q1 Solid Waste	\$45,607.14
		4985		Q1 Solid Waste	\$5,250.00
		4985		Q1 Solid Waste	\$7,000.00
Total EFT000000011441					\$21,357.14
Total Rec Disp/Prc					\$23,824.82

5305 HHW

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011402	2019-06-05		BRENDAR ENVIRONMENTAL INC.		
		20190082		19/04 HHW Services	\$3,655.84
Total EFT000000011402					\$3,655.84
Total HHW					\$3,655.84

Total Env					\$96,716.07
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70 Cem

Township of South Frontenac
CHEQUE DISTRIBUTION REPORT

7000 Health

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011409	2019-06-05	2019049	J & J LANDSCAPING	Grass Cutting	\$24.93
		2019052		Grass Cutting	\$45.79
		2019047		Grass Cutting	\$274.75
Total EFT000000011409					\$345.47
EFT000000011420	2019-06-18	1155	1000 ISLANDS CUTTING EDGE LAWN CARE	Grass Cutting	\$407.04
		1155		Grass Cutting	\$1,297.44
		1155		Grass Cutting	\$356.16
		1155		Grass Cutting	\$356.16
		1155		Grass Cutting	\$381.60
		1155		Grass Cutting	\$1,526.40
Total EFT000000011420					\$4,324.80
EFT000000011465	2019-06-18	2019118	J & J LANDSCAPING	Grass Cutting	\$45.79
		2019109		Grass Cutting	\$24.93
		2019107		Grass Cutting	\$274.75
		2019067		Grass Cutting	\$274.75
		2019069		Grass Cutting	\$24.93
		2019073		Grass Cutting	\$45.79
		2019097		Grass Cutting	\$45.79
		2019096		Grass Cutting	\$24.93
		2019085		Grass Cutting	\$274.75
Total EFT000000011465					\$1,036.41
Total Health					\$5,706.68
Total Cem					\$5,706.68

80 Rec

8000 Rec

Cheque	Date	Inv #	Vendor	Description	Amount
070251	2019-06-05	107173	BG MARINE & SMALL ENGINES INC.	Lawn Mower	\$655.33
Total 070251					\$655.33
070254	2019-06-05	30670936	STRYKER CA LP	AED Machine+Cabinet	\$1,923.87
		30670936		AED Machine+Cabinet	\$1,923.86
Total 070254					\$3,847.73
070258	2019-06-18	209020	ATKINSON HOME BUILDING CENTRE	Dock Pin+Clip	\$20.33
Total 070258					\$20.33
070272	2019-06-18	19/05/22-34	SNIDER, PERCY	12X Garbage Cans	\$122.11
Total 070272					\$122.11
EFT000000011409	2019-06-05	2019050	J & J LANDSCAPING	Grass Cutting	\$235.57
		2019043		Grass Cutting	\$20.35
		2019037		Grass Cutting	\$81.41
		2019044		Grass Cutting	\$87.51
		2019045		Grass Cutting	\$131.78
		2019031		Grass Cutting	\$81.41
		2019033		Grass Cutting	\$122.11
		2019035		Grass Cutting	\$75.30
		2019038		Grass Cutting	\$21.88
		2019032		Grass Cutting	\$35.62
		2019039		Grass Cutting	\$64.11
		2019036		Grass Cutting	\$30.53
		2019042		Grass Cutting	\$213.70
		2019042-2		Grass Cutting	\$91.58
Total EFT000000011409					\$1,292.86
EFT000000011411	2019-06-05	36470	R.W. ELECTRIC	Repair Net+ Install Pole Wrap	\$1,009.97
Total EFT000000011411					\$1,009.97
EFT000000011412	2019-06-05	37509	SELECT DOOR AND FRAME	Locks+Keys	\$495.00
Total EFT000000011412					\$495.00
EFT000000011420	2019-06-18	1155	1000 ISLANDS CUTTING EDGE LAWN CARE	Grass Cutting	\$1,170.24
		1155		Grass Cutting	\$178.08
		1155		Grass Cutting	\$1,043.04
		1155		Grass Cutting	\$152.64
		1155		Grass Cutting	\$305.28
Total EFT000000011420					\$2,849.28
EFT000000011424	2019-06-18	4200010368	ACTIVE NETWORK LTD	Max Galaxy	\$5,706.19
Total EFT000000011424					\$5,706.19
EFT000000011453	2019-06-18	9142	D.MARTIN WELDING & FABRICATING	Garbage Can Lids	\$495.96
		9142		Garbage Can Lids	\$495.96
Total EFT000000011453					\$991.92
EFT000000011465	2019-06-18	2019100	J & J LANDSCAPING	Grass Cutting	\$81.41
		2019099		Grass Cutting	\$35.62
		2019101		Grass Cutting	\$20.35
		2019102		Grass Cutting	\$64.11
		2019104		Grass Cutting	\$87.51

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		2019105	Grass Cutting	\$131.78
		2019112	Grass Cutting	\$122.11
		2019111	Grass Cutting	\$81.41
		2019113	Grass Cutting	\$30.53
		2019114	Grass Cutting	\$235.57
		2019115	Grass Cutting	\$91.58
		2019116	Grass Cutting	\$213.70
		2019117	Grass Cutting	\$21.88
		2019119	Grass Cutting	\$75.30
		2019072	Grass Cutting	\$75.30
		2019071	Grass Cutting	\$235.57
		2019055	Grass Cutting	\$122.11
		2019053	Grass Cutting	\$81.41
		2019065	Grass Cutting	\$131.78
		2019064	Grass Cutting	\$87.51
		2019062	Grass Cutting	\$64.11
		2019060	Grass Cutting	\$91.58
		2019061	Grass Cutting	\$20.35
		2019057	Grass Cutting	\$81.41
		2019058	Grass Cutting	\$21.88
		2019056	Grass Cutting	\$30.53
		2019059	Grass Cutting	\$213.70
		2019054	Grass Cutting	\$35.62
		2019098	Grass Cutting	\$75.30
		2019095	Grass Cutting	\$235.57
		2019094	Grass Cutting	\$20.35
		2019093	Grass Cutting	\$21.88
		2019091	Grass Cutting	\$213.70
		2019092	Grass Cutting	\$91.58
		2019089	Grass Cutting	\$122.11
		2019090	Grass Cutting	\$30.53
		2019078	Grass Cutting	\$35.62
		2019079	Grass Cutting	\$81.41
		2019080	Grass Cutting	\$64.11
		2019082	Grass Cutting	\$87.51
		2019083	Grass Cutting	\$131.78
		2019088	Grass Cutting	\$81.41
Total EFT000000011465				\$3,878.58
EFT000000011466	2019-06-18		JODY CAMPBELL'S SEPTIC SERVICE	
		14179	Portable Toilet Rental	\$101.76
		14180	Portable Toilet Rental	\$101.76
		14181	Portable Toilet Rental	\$101.76
		14182	Portable Toilet Rental	\$101.76
Total EFT000000011466				\$407.04
EFT000000011473	2019-06-18		MCNICHOLS CONSTRUCTION LTD	
		19/05/23-GLENDOWER	2X Tandem Loads of Pea Stone	\$753.02
		19/05/31-GLENDOWER	8 Yards Top Soil	\$295.10
Total EFT000000011473				\$1,048.12
EFT000000011489	2019-06-18		SLEETH, SARAH	
		19/05/24-47	Cleaning	\$420.00
Total EFT000000011489				\$420.00
EFT000000011491	2019-06-18		SWISH MAINTENANCE LIMITED	
		K612853	Garbage Bags	\$63.09
Total EFT000000011491				\$63.09
EFT000000011496	2019-06-18		TROUSDALE'S HOME HARDWARE	
		92955	Lumber for Sandbox	\$46.18
		93042	Line Marking Powder	\$38.65
		506436	Bug Jacket+ Rake	\$43.18
		92787	Bug Repellent	\$10.17
		92847	Head Bug Net	\$12.19
		92923	Wasp killer	\$9.15
		93322	Lumber for Docks	\$21.56
		93322	Lumber for Docks	\$10.78
		93322	Lumber for Docks	\$10.77
		506212	Bleach	\$40.69
		91201	2XPlywood+ 12 X Shelf Brackets	\$136.22
		603612	Interior Door	\$110.92
		91873	Silicone Sealant	\$15.23
		93335	Rivets+ Washers	\$6.81
		93341	Chain	\$328.18
Total EFT000000011496				\$840.68
EFT000000011507	2019-06-18		WOOD, ALVIN	
		19/06- PICKLEBALL	Pickleball Net	\$118.30
		19/06- PICKLEBALL	Pickleball Net	-\$118.30
Total EFT000000011507				\$0.00
Total Rec				\$23,648.23
8020 Swim				
Cheque	Date	Inv #	Vendor	Description
EFT000000011471	2019-06-18		LIFESAVING SOCIETY	
		S028588		2019 Affiliation Fee
Total EFT000000011471				\$100.00
EFT000000011496	2019-06-18		TROUSDALE'S HOME HARDWARE	
		93370		Lumber for Clubhouse
Total EFT000000011496				\$127.18
Total Swim				\$127.18
Total Swim				\$227.18
8210 VCA				
Cheque	Date	Inv #	Vendor	Description
070258	2019-06-18		ATKINSON HOME BUILDING CENTRE	

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

		207315-VCA	Mini Golf Repairs	\$91.18
Total 070258				\$91.18
070269	2019-06-18	MORTON, TABITHA		
		2019014	Staples- Car Show Expenditures	\$228.48
Total 070269				\$228.48
070273	2019-06-18	SUMMER FUN GUIDE		
		W-2019-3956-VCA	Festival Promo	\$100.74
Total 070273				\$100.74
070274	2019-06-18	BRUYNS, RON		
		2019015	Staples- Car Show Expenditures	\$100.00
Total 070274				\$100.00
EFT000000011428	2019-06-18	ASSELSTINE HARDWARE		
		6230-VCA	Hardware for Kiosk Sign	\$10.17
		6286-VCA	Hardware for Kiosk Sign	\$10.13
		6291-VCA	2X Canadian Flags+ Grommets	\$34.57
Total EFT000000011428				\$54.87
EFT000000011445	2019-06-18	CONWAY, WAYNE		
		2019023	Carpet for Mini-Golf	\$40.68
Total EFT000000011445				\$40.68
EFT000000011455	2019-06-18	EDGEWATER PROPERTY AND HOME MAINTENANCE		
		2019018	Trim around Village Sign	\$97.69
Total EFT000000011455				\$97.69
EFT000000011472	2019-06-18	MAGLIN SITE FURNITURE INC		
		29684-VCA	2X Park Bench	\$2,373.04
Total EFT000000011472				\$2,373.04
EFT000000011500	2019-06-18	UTG DIGITAL MEDIA		
		INV-1855-VCA	Repairs to Electonic Sign	\$763.20
Total EFT000000011500				\$763.20
Total VCA				\$3,849.88

8250 HSMITH BEAUT. COMM.

Cheque	Date	Inv #	Vendor	Description	Amount
070260	2019-06-18		CRAWFORD, BRENDA		
		19/05/28-BENCH		Park Bench	\$79.14
Total 070260					\$79.14
070271	2019-06-18		SILVERBROOK LANDSCAPE & GARDEN		
		19/06/03-22		5X Planters	\$102.78
Total 070271					\$102.78
Total HSMITH BEAUT. COMM.					\$181.92
Total Rec					\$27,907.21

90 Plan

9800 Dev Serv

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000011450	2019-06-18		CUNNINGHAM SWAN CARTY		
		157450		Legal Advice	\$529.83
Total EFT000000011450					\$529.83
EFT000000011484	2019-06-18		PUROLATOR INC.		
		441088389		Shipping	\$34.80
Total EFT000000011484					\$34.80
Total Dev Serv					\$564.63
Total Plan					\$564.63

99

9999

Cheque	Date	Inv #	Vendor	Description	Amount
070255	2019-06-05		LAWSON ROBERT BLAIR		
		CRADJ5526-1		TAX REFUND	\$2,386.83
Total 070255					\$2,386.83
070276	2019-06-18		CRANDALL IAN EDWARD		
		CRADJ5530-1		Tax Refund	\$341.85
Total 070276					\$341.85
070277	2019-06-18		GELINEAU BERNARD		
		CRADJ5537-1		Tax Refund	\$80.49
Total 070277					\$80.49
070278	2019-06-18		ALEXANDER MAURICE M		
		CRADJ5542-1		Tax Refund	\$122.00
		CRADJ5543-1		Tax Refund	\$544.29
Total 070278					\$666.29
070279	2019-06-18		MCLAREN MARY ELIZABETH		
		CRADJ5545-1		Tax Refund	\$187.10
Total 070279					\$187.10
EFT000000011485	2019-06-18		REALTAX INC		
		71811		Tax Registration	\$435.05
		71682		Final Notices	\$395.50
Total EFT000000011485					\$830.55
EFT000000011488	2019-06-18		ROSEN ENERGY GROUP		
		634695		B 1767.8L CLR @1.0227	\$1,839.75
		634696		B 1787.9L MKD @.9157	\$1,665.99
		634694		B 922.1L GAS @ 1.0642	\$998.57
		634693		F 1416.6L MKD @.9157	\$1,320.01
		634692		F 1203.5L CLR @1.0227	\$1,252.48
		634691		F 1227.9L GAS @1.0642	\$1,329.72

Township of South Frontenac

CHEQUE DISTRIBUTION REPORT

Total EFT000000011488

Total

Total

Total



REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT



AGENDA DATE: June 18, 2019

REPORT DATE: June 13, 2019

SUBJECT: Response to May 21, 2019 Delegation,
Norm Massie & Steven Fox,
Re: Valleyview Estates Subdivision Agreement between RKR
Landholdings Corporation and the Township of South Frontenac

RECOMMENDATION:

THAT Council receive this report for information.

BACKGROUND:

At the May 21, 2019 Council meeting, Council received a deputation from two residents of Valleyview Estates Subdivision, Mr. Norm Massie and Mr. Steven Fox. The purpose of the delegation was to draw Council's attention to matters that they have identified as undone or have not been completed by the owner and to request the enforcement of works that have not been completed or maintained as described and agreed upon in the subdivision agreement.

Works identified by Mr. Massie and Mr. Fox as not being completed include:

- Swales between properties from the house to the roadway as part of lot grading and drainage plan;
- Some driveways have driveways that are unpaved;
- Sodding of the front yard from the front wall of the house to the front property line;
- Rear yard swales have not been sodded;
- Trees have not been planted in accordance with the tree planting plan;
- Stormwater management system has not been maintained & culverts are blocked;
- Dangerous drop off from the sidewalk near mailboxes; and
- Construction refuse not removed from some properties.

Mr. Massie and Mr. Fox identified that no purchaser of a home in Valleyview Estates had ever been made aware of the subdivision agreement and the agreement had not been made know to their lawyers when searching title.

It was also identified that residents have spent their own time and money dealing with grading issues, paving their own driveways and paying for their own seeding/sodding.

Mr. Massie and Mr. Fox also have requested that Council notify residents when the Municipal Engineer is prepared to deliver the Final Certificate of Approval so that the residents are involved in ensuring the works have been completed as described.

Response

Subdivision Agreement

The Township solicitor completed the registration of the subdivision agreement between the Township and RKR Landholdings Corporation for Valleyview Estates on July 31, 2012. The agreement was registered on all lots and blocks within the subdivision (Lots 1-20 and Blocks 21- 24). The Township undertakes to register the



REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT



subdivision agreement on title of the lands to make the agreement publically available to current and subsequent owners.

The Township is not responsible for the searches that are completed by an individual's lawyer at the time of purchase or how the clauses of such an agreement get incorporated into a purchase and sale agreement. The Township's responsibility is to register the agreement so it can be accessed by the individual who is completing the title search at the time of purchase. This registration of the agreement occurred in 2012 prior to the sale or transfer of any lots in the subdivision.

The subdivision agreement not only establishes obligations for Works that must be completed by RKR Landholdings, but it also obligates future owners.

The subdivision agreement includes the definition of "Owner" includes:

Includes an individual, a partnership, a corporation, an association, a joint venture, a co-tenant, a trustee, or any agent or contractor carrying out any works for the Owner, and all subsequent owners of all or part of the Lands and wherever the singular is used it shall be construed to include the plural;"

The agreement is drafted such that the "Owner" is RKR Holdings until such time as the lot is sold, the purchaser then becomes the "Owner" for the purposes of the subdivision for most, but not necessarily all obligations under the agreement.

Where the subdivision agreement identifies obligations for Works that the Township has taken securities, as listed in Schedule B of the agreement, remain direct obligations of RKR Landholdings. Street trees are a good example of this. The Township collected securities for landscaping and as such, RKR Landholdings has the obligation and remains responsible for tree planting in the subdivision. This responsibility does not transfer to the Owner of an individual lot.

Driveways & Seeding/Sodding

Section 76d of the agreement speaks to a \$3000 deposit begin collected prior to the issuance of a building permit to ensure among other things:

- that the grading of the yards, the sodding of front yard between the front wall of the house and the front lot line, and the seeding or sodding of all yards;
- the paving of the driveway as required by the agreement; and
- delivery of a lot grading certificate.

These items are to be completed prior to the Township releasing the deposit.

Based on a review of the property and building files, it appears that the \$3000 deposit was not collected by staff on the first 2 lots that were developed in Valleyview Estates. More recently three lots had the deposit released when the lot grading certificate was accepted by the Township and the sodding/seeding was completed, but prior to the paving of driveways.

Regardless of whether the Township has retained the deposit for paving of the driveways or not, the subdivision agreement obligates the paving of the driveways.

Section 79 of the agreement states:

"If any yards remain unseeded or ungraded, or if a lot grading certificate has not been delivered, or if a driveway has not been paved eighteen (18) months from the date on which the building permit was issued, the Municipality may, on at least thirty (30) days



REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT



prior written notice to the applicant and the registered owner of the lot or block take such action as it deems necessary to complete the work or remedy any defective work, and the applicant and registered owner of the land shall be jointly and severally liable for all costs incurred by the Municipality which the Municipality may, in addition to any other remedies available to it, deduct all or a portion of said costs from the deposit provided"

Securities for the paving of driveways and sodding/seeding of yards were not collected as part of the overall subdivision Works. The matter of who pays for the paving of the driveways and sodding/seeding of yards is an issue between the developer and the purchaser. Often the payment for these types of matters are dealt with in the purchase and sale agreement at the time of purchase of the lot. The Township is not a party to purchase and sale agreements.

The Township's concern through the subdivision agreement is that the paving of the driveways and the sodding/seeding of yards is completed.

Clause 79 establishes that the applicant [for the building permit] and the registered owner are jointly and severally liable for the costs if the Township elects to do the works [paving driveways, seeding yards, etc.].

At the direction of Council, staff could provide written notice to the applicant [of the original building permit] and the registered owner (which would be the current owner) requiring the driveways be paved on the lots where driveways are not yet paved within a certain timeframe. If the applicant and registered owner did not complete the work within the stipulated timeframe, at Council's direction, the Township could undertake the work and charge back the costs.

If the Township was to complete the paving of driveways on behalf of the applicant and registered owner, clause 54 of the subdivision agreement gives Township the right to complete the works at the cost and expense of the Owner together with a management fee of twenty per cent (20%) of the labour and material value.

It is staff's opinion that the paving of driveways and any outstanding seeding/sodding is a matter that is best addressed between the developer and property owners to come to an agreement to complete the outstanding site work without direct involvement from the Township.

Lot Grading and Drainage

Lot grading certificates have been provided to the Township for review on the majority of lots in Valleyview. Lot grading certificates are prepared by a qualified Ontario Land Surveyor or Engineer for review by the Municipal Engineer (or other such person acting in that capacity) indicating that the Lot Grading and Drainage Plans have been substantially complied with.

The Director of Public Services indicated that there has been some challenges with grading of individual lots as the subdivision developed, and that individual issues have been dealt with prior to the Township acceptance of the lot grading and drainage certificates. In some instances changes from the original grading plan have needed to occur in order to address lot specific challenges. For example, in some instances swales along lot lines have been modified and replaced with swales, retaining walls have been installed on some lots and fill has been placed on other lots to rectify the grade in the front yard relative to the sidewalk. Three lots remain undeveloped and site specific grading has not yet occurred on these lots.



REPORT TO COUNCIL

DEVELOPMENT SERVICES DEPARTMENT



It is noted that there are three properties on which the deposit was collected where the lot grading and drainage certificate has not yet been provided to the Township. Outstanding issues regarding swales and drainage on these lots will be required to be addressed prior to the acceptance of the lot grading and drainage certificate by the Township and refund of the deposit. Two other lots (Lot 20 & 21) are under development in the subdivision. Lot grading will be addressed on these lots as development on these lots proceed.

Outstanding Works that are the Responsibility of RKR Landholdings

The following RKR Landholdings are responsible for completing the following works prior to the issuance of a final certificate of approval for the assumption of Works:

- Grading and sodding along the edge of the sidewalk between Rutledge Road and the communal mailboxes. This area needs to be properly graded to address undercutting of the sidewalk and the sidewalk drop off;
- Tree planting is required in accordance with the landscape plan;
- The ditches and culverts need to be cleaned out prior to the assumption of the stormwater management pond and the stormwater management system (culverts and ditches);

These items have been identified and communicated to RKR Landholdings as outstanding matters that must be addressed prior to the Township assuming the Works. RKR Landholdings is working towards addressing these deficiencies.

Works that are listed in Schedule B "Estimate of Cost to Complete" are the responsibility of RKR Landholdings to complete.

Public Services and Development Services staff will continue to work with RKR Landholdings to review deficiencies and ensure the completion of the developer's responsibilities as outlined in the subdivision agreement prior to the assumption of Works by the Township.

Final Certificate of Approval

Through the subdivision agreement, the authority to issue the final certificate of approval is a delegated function to the Municipal Engineer. It is not a public process, but rather a technical review.

Through the application for the final certificate of approval process, the Municipal Engineer identifies any outstanding deficiencies based on inspections prior to the assumption of the Works (road, ditches and stormwater management pond).

OTHERS CONSULTED:

A site visit of Valleyview Estates was completed by the Director of Development Services, the Director of Public Services and the Area Technical Supervisor on June 6, 2019. The Director of Public Services, the Area Technical Supervisor and the Township Solicitor were consulted prior to the preparation of this report.

FINANCIAL/STAFFING IMPLICATIONS: None

ATTACHMENTS: None

Submitted/approved by: Wayne Orr, CAO & Deputy-Clerk

Prepared by: Claire Dodds, MCIP, RPP, Director of Development Services

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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Toronto ON M5G 2E5
Tel.: 416 585-6500

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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Tél. : 416 585-6500



19-3375

June 7, 2019

Dear Head of Council:

On May 2, 2019, I was pleased to release More Homes, More Choice, our government's action plan to tackle Ontario's housing crisis. As you know, this plan is supported by Bill 108, which includes changes to the Planning Act to simplify how municipalities collect funds for community benefits like parks and daycares. Following the introduction of the bill, some municipalities have raised questions about the proposed community benefits authority, and I am pleased to share more information about our government's intent today.

I would like to begin by emphasizing that one of our goals in establishing the new community benefits approach is to maintain municipal revenues. For emphasis, our goal is that municipalities would recover similar revenue from community benefits charges to what they have collected from development charges for discounted services, density bonusing and parkland dedication. While we want to make charges for community benefits more predictable, our intention has never been to reduce the funds available for community benefits and municipalities should not need to choose between parks and other facilities.

We are currently procuring expert advice to ensure that the community benefits framework will achieve these priority objectives. But we also want to hear the important perspectives of the municipal sector. This spring we will start our initial consultation seeking municipal input on the methodology for establishing a formula for a community benefits charge. The formula will be tied to the value of land that is ready for development. Based on the feedback from that consultation, we will again seek your input on a proposed formula before the regulations are finalized.

Municipalities will also have an opportunity to comment on other matters related to community benefits, including the timing of transition to this authority, reporting and types of development that would be exempted from community benefits through regulatory postings this Spring. We will take all feedback into consideration and ensure that there is enough time for municipalities to transition to the new community benefits authority and continue to be able to fund these important benefits.

-2-

As a former mayor and CAO, I understand how important it is that municipalities have the resources and tools available to support and build complete communities. I also firmly believe that local residents in growing communities should have a say in how those resources are used. This does not generally happen in today's section 37 negotiations, and we need to take the politics out of planning. Residents living in growing communities need to have an opportunity to share their thoughts, so we are proposing they would have a role in the development of their municipality's community benefits strategy.

We will be consulting with municipalities on the best way to replace the current system with an approach that puts people and communities first. Our proposed community benefits charge and the methodology that underpins it will maintain the principle of growth paying for growth. Libraries will be built. Parkland will be created. Community centres will be opened. As part of Bill 108, we said we would consult with municipalities on this new approach and that's exactly what we plan to do.

We also intend to post proposed directions for other regulatory changes related to the Development Charges Act and the Planning Act on the Environmental Registry this Spring/Summer. Further, we will also convene a teleconference to share this information with all interested municipalities in the near future. We look forward to your participation and suggestions on those proposed directions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Clark', with a stylized, flowing script.

Steve Clark
Minister

Development Charges Transition Question and Answer

Q For municipalities that currently levy development charges (DCs) for soft services, what transition provisions are in place if they wish to collect for these services under the community benefits authority?

A Related to the proposed new community benefits charge authority, subsection 2(4) of the DCA is proposed to be amended so that development charges could only be imposed for 'hard services' (i.e., the services for which there is currently no 10% deduction in capital costs in calculating a development charge and waste diversion services). This change will necessarily come into force at the same time as all other changes related to the proposed new community benefits charge authority. However, for municipalities that currently levy DCs for soft services and wish to collect for these services through community benefits charges, transition provisions are proposed in Bill 108.

Existing DC by-laws expiring on or after May 2, 2019

DC by-laws that would otherwise expire on or after May 2, 2019 would remain in force in relation to soft services until the earlier of:

- The day that the DC by-law is repealed by the municipality,
- The day the municipality passes a community benefits charge by-law under the Planning Act, or
- A date that is prescribed in regulation.

Existing DC by-laws expiring after the prescribed date

DC by-laws that would have expired after the prescribed date, would instead expire in relation to soft services on the earlier of:

- The day the municipality passes a community benefits charge by-law, or
- A date that is prescribed in regulation.

Therefore, the bill would not impact the ability of a municipality to establish development charges for soft services until the proposed community benefits charge regime was in effect and would not impact the ability of a municipality to collect development charges for soft services until it passed a community benefits charge by-law or reached the prescribed date. For municipalities with development charge by-laws that would expire before the proposed community benefits charge regime was in effect, it would be for them to determine whether to rely on the proposed transitional extension of by-laws in relation to soft services or prepare a new background study and a new by-law dealing with soft services. In making this determination, they would be aware that the proposed

Ministry of Municipal Affairs and Housing

transitional provisions would provide for a new by-law to be of no force in relation to soft services upon the transition to the community benefits regime.

The transition provisions are not proposed to apply to the current list of fully recoverable services (hard services) or waste diversion services. However, the potential extension of development charge by-laws expiring before the prescribed date would apply to by-laws in relation to ambulance services, which were also added as a fully recoverable service.

Any new DC by-laws passed after proposed amendment to subsection 2(4) of the Development Charges Act, 1997 (DCA) under Bill 108 come into effect would only be able to establish a charge for current hard services and waste diversion (proposed as a fully recoverable service under Bill 108), because soft services would no longer be recoverable under the DCA but instead through the Community Benefit authority.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-41**

**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 June 18, 2019 be confirmed.
- 2. Execution by the Mayor and the Clerk 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 18 day of June, 2019.

Read a first and second time this 18 day of June, 2019.

Read a third time and finally passed this 18 day of June, 2019.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk