



**TOWNSHIP OF SOUTH FRONTENAC
COUNCIL MEETING
AGENDA**

TIME: 7:00 PM,
DATE: Tuesday, January 22, 2019
PLACE: Council Chambers.

1. Call to Order
- a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session - n/a
5. ***Recess*** - n/a
6. Delegations and/or Submissions for 2019 Budget
 - a) Julie Hunt, re: New Leaf Link - 2019 Budget
 - b) Will Waddell and Kari Cunningham on behalf of Bluewater Cottagers Association, re; Massassauga Road - 2019 Budget 4 - 5
 - c) Andy Adamson, Director and President, Portland District and Area Heritage Society, re: 2019 Budget 6 - 7
 - d) John Fuller, Stair Step Lane, Battersea, re: 2019 Budget and Tax Increase
 - e) Written submission from E.K. Rollins re: 2019 Budget - Sumac and Brush growth along Burnt Hills Road 8
 - f) Written submission from Mark and Jennifer Collier, re: 2019 Budget - Canoe/Kayak Ramp at Gilmour Point and Clean Up Week 9 - 11
 - g) Written submission from John McDougall, re: 2019 Budget - Seniors Housing 12 - 13
 - h) Written submissions from Inverary Youth Activities, re: Financial Support in 2019 Budget 14 - 16
 - i) Written submission from Land o'Lakes Traditional Music Hall of Fame, re: 2019 Budget 17 - 18
 - j) Written submission from Perth Road Crafters, re: 2019 Budget - request for repairs and maintenance on Harris Park Hall 19
 - k) Requests pending the joint meeting with Southern Frontenac Community Services

l)	Requests pending discussion with Frontenac Arch Biosphere	
7.	<u>Public Meeting - n/a</u>	
8.	<u>Approval of Minutes</u>	
a)	January 8, 2019 Council Meeting	20 - 24
b)	January 15, 2019 Committee of the Whole Meeting	25 - 28
9.	<u>Business Arising from the Minutes</u>	
a)	Authorization to issue Tenders prior to Budget approval	29
b)	CAO Recruitment Process and Mandate	30 - 31
c)	Committee of Adjustment - Terms of Reference	32 - 35
10.	<u>Reports Requiring Action</u>	
a)	Financial Software Update	36
b)	Mississippi-Rideau Source Protection Committee	37
c)	Noise Exemption request from Desert Lake Resort	38
d)	Council Appointments to Committee of Adjustment (See By-law 2019-04)	39
e)	Committee Appointments - Members of the Public (See By-law 2019-05)	40 - 57
11.	<u>Committee Meeting Minutes</u>	
a)	Bellrock Hall Committee meeting held October 9, 2018	58
b)	Bellrock Hall Committee meeting held November 21, 2018	59
c)	Public Services Committee meeting held October 11, 2018	60 - 62
12.	<u>By-laws</u>	
a)	By-law 2019-03 - Interim Tax Rate By-law	63 - 65
b)	By-law 2019-04 - Council Appointments to Committee of Adjustment	66 - 67
c)	By-law 2019-05 - Public Appointments to Various Committees	68 - 71
13.	<u>Reports for Information</u>	
a)	Accounts Payable and Payroll Listing	72 - 82

b)	Closed Meeting Investigation	83 - 95
c)	MPAC 2018 Year End Assessment Report and Summary of Assessment Changes	96 - 106
d)	Robert Charest, Trailer Committee Report - 4th Quarter Report - 2018	107
14.	<u>Information Items</u>	
a)	AMO Policy Update on Province's Regional Review	108 - 109
b)	Stephanie Paparella, Legislative Coordinator, City of Hamilton, re: Maintaining the Voters' List for Municipal Elections	110 - 113
c)	Wayne Myles, re: Council motion on the development review process	114
d)	Karin Steiner, re: Council motion on the development review process	115
e)	Evonne Potts, President, Battersea Loughborough Lake Association, re: Councillor Ruttan's comments on Johnston Point monitoring	116
f)	Evonne Potts, President, Battersea Loughborough Lake Association, re: Development Review motion referred to Development Services Committee	117
g)	Peter Hodson, re: Development Review process in Ontario	118
15.	<u>Notice of Motions</u>	
16.	<u>Announcements/Statements by Councillors</u>	
17.	<u>Question of Clarity (from the public on outcome of agenda items)</u>	
18.	<u>Closed Session (if requested)</u>	
19.	<u>Confirmatory By-law</u>	
a)	By-law 2019-06	119
20.	<u>Adjournment</u>	

Bluewater Cottagers' Association Inc.
238 Seapoint Lane
Westport, ON K0G 1X0
January 14, 2019

Wayne Orr, Chief Administrative Officer
Township of South Frontenac
P.O. Box 100,
Sydenham, Ontario K0H 2T0

Dear Mr. Orr:

We are writing on behalf of the residents and cottagers residing at the end of Massassauga Road in Bluewater Park. There are 50 domiciles located in this area, all paying property taxes to South Frontenac Township.

We are writing to complain about the deplorable condition of Massassauga Road, especially in the spring and fall months but generally year round.

At times the road is extremely dangerous to drive on, due to slippery muddy conditions. There is often three to four inches of mud covering the driving area and ruts deep enough to make steering almost impossible. For example mid-December this year, after a rain, the road was so slick with mud that a Blue Water Park resident, driving at a speed of 28 Km per hour, almost slid off the road and was forced to put his truck into four wheel drive just to get home.

Not being civil engineers and relying on the township's roads department for their expertise, we have heard every excuse possible but very little in the way of rectification of the poor condition of the road. We have heard that there was too much sand deposited during the winter plowing, not enough ditching, not graded properly etc. These may be valid excuses but still we are forced to drive on a very hazardous road.

Massassauga Road has been allowed to deteriorate over the past five or six years, with nothing but a monthly grading which seems to only dig up the loose soil and deposit it onto the driving surface so that the next rain turns the loose soil into a very treacherous slurry. The pot holes disappear for about a week and nothing was really accomplished.

The cost of repairing our vehicles is on the rise. Tie rods, struts, tires, ball joints, and wheel bearings are being replaced frequently, all these repairs stemming from grit, pot holes and sharp rocks being displaced by grading the road.

Page 2

We have driven on other South Frontenac roads and realize that they are in as bad a shape as Massassauga Road, so this is not an isolated problem. Maybe the grader drivers need training on how to properly grade a road, like leaving a crown in the middle of the road so that water runs off, of course there would have to be ditches to collect the water and ditches are also lacking. Massassauga Road needs some serious work, the road has to be built up again, gravel needs to be spread and ditches dug. The township has been using band aid solutions, trying to placate our complaints, but the road condition is getting worse and more dangerous every month.

In our humble opinion, the Massassauga Road requires immediate attention. The road should be graveled, but first the layer of silt and soil lying on top of the driving surface should be removed, so that the gravel isn't wasted as it sinks into the mire. Ditching should be under taken where needed, to keep the water off the road surface. The road grading seems to have simply pushed what little gravel there was on the road into the ditches, leaving blocked ditches and no gravel on the driving surface.

Bluewater Park has 50 tax paying properties; Sleepy Haven has at least 15. Surely our tax dollars warrant a safe road to drive on.

Within Bluewater Park our association maintains approximately 5 km of laneways (half the length of Massassauga Road), our yearly expenditures to maintain this road system is approximately \$5,500.00. Our collective tax payment over that same time period is approx. \$150,000.00. Over the last ten years the township has collected approximately 1.5 million dollars in taxes from our residents and in return our residents are left with a pot holed, slippery mess as the only access road to our properties. If we factor in the taxes paid by Sleepy Haven residents (15) and Taggart Lane (15) that would add another \$900,000.00 at least to the tax coffers. This adds up to over 2.4 million dollars over the last ten years. Surely some of these funds could have been used to pay for some gravel and ditching along Massassauga Road.

We submit this to council and request immediate action, please set aside funds in the budget to repair Massassauga Road, spring is coming and we will be up to our axels in mud again.

Sincerely,

Will Waddell and Kari Cunningham
On behalf of Bluewater Cottagers' Association
(613) 273 8012

PORTLAND DISTRICT AND AREA HERITAGE SOCIETY

5595 Road 38, Hartington, Ontario, K0H 1W0



January 8, 2019

Mr. Wayne Orr, CAO
Township of South Frontenac
Box 100
4432 George Street
Sydenham, Ontario
K0H 2T0

Subject: Request and Presentation for Heritage Items in 2019 Township Budget

Dear Mr. Orr:

We understand that South Frontenac Council has invited residents and associations to provide input for the 2019 Township budget.

The Portland District and Area Heritage Society, wishes to repeat our thanks to South Frontenac Township for its continued support of the South Frontenac Museum. The Township's assistance over the past year has included:

- Use of the Old Limestone Schoolhouse at 5595 Road 38, including electricity and heating;
- Maintenance of the Schoolhouse, including snow removal, repair of the furnace, repair of eaves troughs, repair of roof leak, etc.;
- Sharing the cost of and managing the installation of three new heritage windows;
- Funding a portion of a summer student to help with cataloging and other museum operations;
- Grant of \$2000 towards the purchase of professional software to catalog our artifacts;
- On-going administrative support, including management consultation, financial management, and web page maintenance.

We hope that the Society will continue to be perceived as adding value to the South Frontenac Community in return for this assistance.

In discussions over the past year with Society members, residents, Councilors, and professionals from other museums, the Society has identified the need to broaden the Museum's appeal and to clarify its mission and strategy. We believe that greater clarity in our identity, collections, programs, and communications would increase the number of visitors to the Museum, and would enhance the Museum's value to residents across all Districts in South Frontenac.

To accomplish this, the Society intends to begin the process of Strategic Planning during the 2019 calendar year, with completion in mid-2020. Activities would follow a typical Strategic Planning Methodology, and would include broad-based collection of input from residents of all four Districts, visitors, donors, Council members, Township managers, museum professionals, and other interested parties.



January 8, 2019

We have received some estimates of consulting costs (which range from \$8,000 up) to develop the Strategy, and will be contributing through volunteer hours, survey activities, and other operational activities.

The Portland District and Area Heritage Society is therefore requesting that the Township of South Frontenac provide a grant of \$3000 from the 2019 budget, which would be used towards this strategic planning process.

We would also welcome the opportunity to make a brief presentation to Council on this request at the January 22 Council Meeting.

Thank you again for your support of the South Frontenac Museum. Please contact me directly at 613-389-3619 or macduffapa@live.com if you wish to discuss any matter related to this request.

Sincerely,

A handwritten signature in black ink that reads "A. Adamson". The signature is written in a cursive, slightly slanted style.

Andy Adamson, President
Portland District and Area Heritage Society

Angela Maddocks

From: E.Rollins <e.rollins@xplornet.ca>
Sent: December 29, 2018 8:39 AM
To: Website Administrator
Subject: BUDGET 2019--BURNT HILLS

AS A LONG TIME RESIDENT OF STORRINGTON TWP RESIDING AT 1525 BURNT HILLS RD. I WOULD LIKE COUNCIL TO CONSIDER DEALING WITH THE GROWTH OF SUMACH AND BRUSH THAT HAS GROWN UP ALONG OUR ROADS. SOMEPLACES ON THE CURVES THE TREES ARE VERY CLOSE TO BRUSHING THE SIDES OF VEHICLES. I HAVE PREVIOUSLY MENTIONED THIS TO COUNCILOR RON SLEETH AND HOPED SOMETHING WOULD BE DONE IN 2018. A FEW OF OUR RESIDENTS HAVE EXPRESSED THIS CONCERN AS WELL,NAMELY THE WILLIAMS FAMILY. I ALSO WONDER WHY OUR ROAD WAS NOT REDUCED TO 60 KMH ALONG WITH ALL THE OTHERS. THE BURNT HILLS RD IS A VERY HEAVILY TRAVELLED ROAD. REDUCING FROM 80 TO 60 IS ONLY AS GOOD AS THE POLICE ENFORCEMENT TAKES ACTION. THANK YOU FOR ASKING FOR INPUT FOR THE COMING YEAR 2019.

**Mr. E.K. ROLLINS
1525 Burnt Hills
Battersea,Ont.**

Suggestions for the 2019 budget:

1 CANOE OR KAYAK RAMP AT GILMOUR POINT

Install a ramp to encourage residents and tourists to access the lake more easily for physical fitness. There are many models of kayaks available for fishermen. See attached photograph of a ramp installed at Howe Island. There are other ramps in the area, such as at Seeley's Bay and outside Gananoque on the 1000 Islands Parkway.

2 CLEAN UP WEEK

Have a yearly Clean-Up Week. Residents could put out large articles that are not suitable for garbage or recycle pick-up that other residents may like us. If after a week the article(s) are still at the curbside, then the Township can take the articles to the dump. Other municipalities offer this service that is popular.





Submission to the Township of South Frontenac Budget Process

Date: January 22, 2019
Issue: Seniors Housing
Submitted by: John McDougall

Dear Council and Staff of the Township of South Frontenac,

As you prepare to discuss the 2019 Budget and Term Priorities in detail, I am taking advantage of this opportunity to express my support for the continuation of the efforts that Council has made over the past eight years to provide our community with Seniors Housing.

The process started with a Request for Proposals for a County of Frontenac Seniors Community Housing Pilot Project Study in August of 2011. Consultants were hired and consultations in all four Townships took place in February 2012.

The results showed a pressing need for Seniors Housing throughout the Frontenacs and also examined the existing options, a detailed needs assessment, preferred options for each Township along with best location suggestions, a detailed financial assessment and potential funding sources.

Subsequently, County Council identified Seniors Housing as a priority and set aside one and a half million dollars to assist in the goal of building a housing unit in each of the Townships. At present, only the Township of Frontenac Islands has completed a project. Their business case was intended to be a model for the other Townships.

The County of Frontenac and the Townships continued to have representation to the City of Kingston, our housing service manager, through the Housing and Homelessness Committee.

Throughout the subsequent years, The Township of South Frontenac proceeded with the hiring of SHS Consulting and Re/fact Consulting to draft a Business Plan. They also consulted with the community, identified development opportunities, and identified options for locating the facilities. There was overwhelming support for seniors housing.

A South Frontenac Seniors Housing Task Force was established in 2017. County Funding was confirmed and a case was made for Affordable Housing Capital Funding from the Housing and Social Services Department.

On October 24, 2017, a high-level version of the original business plan was presented to Council based on 12 units – six funded with affordable rents and six with market rents.

In Feb. 2018, there was a site visit to a potential property that had been identified in closed session. On August 7, 2018, Council directed the Mayor and CAO to negotiate the purchase, with an upset value identified. The landowner requested a purchase price beyond the upset value and the election period did not allow for any follow-up with Council.

I am aware of the challenges that Council faces in setting your priorities, but it is clear that not only the City of Kingston but also the Government of Canada have identified Housing, including Seniors Housing, as a critical priority in their strategic planning.

This is a very brief summary of a long and complicated process, but I am convinced that this Seniors Housing project is a priority for our community and will probably need to be replicated throughout the Township in future years. Now is the time for Council to take action.

Thank you for this opportunity to contribute to your discussions. If I can be of any assistance, please contact me.

Yours most sincerely,

John McDougall,
1351 Bauder Lane,
Hartington, Ontario
K0H 1W0
613.374.2516
john.mcdougall@xplornet.ca

INVERARY YOUTH ACTIVITIES INC.

since 1975
P.O. Box 86
4010 Perth Road
Inverary, Ontario K0H 1X0

January 15, 2019

Attention: His Worship Mayor Ron Vandewal
Storrington Councillor Norm Roberts
Storrington Councillor Ron Sleeth
Members of Township of South Frontenac Council

First, Inverary Youth Activities wishes to thank the Township of South Frontenac Council for the support extended to our group on September 25, 2018. At that time we received a cheque in the amount of \$1,050.00 to off set our operating costs during the winter months. We also thank you for the \$600 received earlier from the "Grants to Organizations".

At the time of receiving this grant it was noted that further consideration for financial support for Inverary Youth Activities Group Inc. (Ken Garrett Memorial Park) would be explored and be brought back during the 2019 budget process.

We are asking Council for financial support in the amount of \$20,000 to \$30,000.

Our top priority is to improve our washroom facilities to be fully accessible for all.

Our present quote – (copy included) – to do washrooms is \$39,200.00 plus taxes.

Our bank account shows the year end bank balance of: \$ 3,441.23
(financial year end statement included)

However our Playground Account \$10,259.14 was "loaned" to the general account to meet expenses for 2018 and needs to be repaid.

Therefore our year end true bank balance is: $\$3441.23 - \$10,259.14 = (-\$ 6,817.91)$

We are committed to the park. The baseball registrations and field rentals generated this April will bring us back to a positive balance. The present balance will carry us until then.

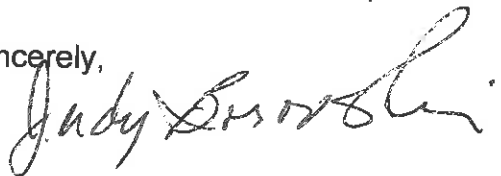
New lawnmower, new foul ball nets, repaired lighting on fields and regular expenses have all been achieved with no other loans except for the playground account and all invoices are paid in full.

We are presently exploring ideas for fundraising which may include a 2 day Jamboree and two new 2-day ball events. Plus our usual bottle returns and the canteen.

Our **necessity list**: accessible washrooms and a new/or repaired fryer in the canteen

Our **wish list**: new supports for "nearly new" donated basketball backboards, electrical wiring in canteen, addition to playground equipment with additional mulch needed.

Sincerely,



Judy Borovskis, Treasurer
Inverary Youth Activities Inc.

LETTER OF INTENT FORM

Section 1: Applicant Information					
NAME OF ORGANIZATION	Inverary Youth Activities Inc.				
FULL MAILING ADDRESS	P.O. Box 86 4010 Perth Road				
CITY	INVERARY	PROV.	ON	POSTAL CODE	K0H 1X0
APPLICATION CONTACT NAME & TITLE (PLEASE PRINT) WHO CAN BE CONTACTED BY COMMITTEE IN CASE OF QUESTIONS			Judy Borovskis, Treasurer/Chairperson, Playground Committee		
PHONE	613-353-1768	MOBILE		FAX	613-353-1768
EMAIL	borovskis@kingston.net			DATE	January 15, 2019

How long has your organization been in existence in South Frontenac?	Incorporated on December 19, 1975 #000311070 Non-profit corporation
--	--

Select the most appropriate of the following two options and fill in the fields below:	
<input type="checkbox"/>	OUR ORGANIZATION IS A CHARITY REGISTERED WITH CANADA REVENUE AGENCY.
	OUR CHARITABLE REGISTRATION NUMBER (FORMAT: 12345-6789 RR0001)
OR:	<input checked="" type="checkbox"/> OUR ORGANIZATION IS A NON FOR PROFIT ORGANIZATION

Names of signing officers:	Judy Borovskis - Treasurer Bill Cribbes – Signing Officer/Digital Accounting Darcy Garrett – Signing Officer
----------------------------	--

NAME OF PROJECT	Ken Garrett Park – Accessible Washrooms
AMOUNT REQUESTED	\$20,000 to \$30,000



The Land o' Lakes Traditional Music Hall of Fame

P.O. Box 370
Northbrook, Ontario, Canada
K0H 2G0
613-336-9633

Mayor Ron Vandewal & SF Councillors

Re- Grant of \$200.00

Jan, 03; 2019

Dear Sir; Once more thank you for bringing greetings at our 3rd Annual AGM in Verona . By way of introduction to your fellow councillors, the Land O'Lakes Traditional Music Hall of Fame catchment area was originally intended to mesh with the LOL Tourist Association member municipalities, but an ever changing boundary and the eventual demise of the Association led us to establish the tri-county boundary of Hastings, Frontenac and L&A counties. Our mandate is the preservation of the history, artifacts and heritage of traditional music (classic country, bluegrass, folk, and 50's/60's rock n'roll) within the tri-county area and the recognition and honour of those individuals, the event promoters, the song-writers, and entertainers/instrumentalists (living and deceased) . To date we have inducted sixteen individuals and recognized four octogenarians with lifetime achievement awards.

We offer an interactive website to enable on-line voting for our membership and information and current events for our membership and the public. We supply promotional brochures and are considering developing a self-sustaining annual magazine depicting the history and current happenings within the tri-county area.

We operate frugally on an annual \$2000.00 budget which includes our promotional brochures, website fees, awards (prestigious plaques) photography, and administrative expenses. Our revenues come from a nominal membership fee (\$5.00) advertising revenues, municipal grants and donations. We continue to operate in the black.

In 2019 we hope to continue to upgrade our website, develop our magazine and we are in the planning stages of developing video documentaries of a number of historical musical history such as the iconic Ompah Stomp, the Fiddlers Picnic at Marble Lake, the legendary Trent Valley Country Jamboree series 1 & 2 held at the historic Stirling Festival Theatre and the Cataraqui River Bluegrass Reunion held on the shores of the Cataraqui river, plus other events.

Our executive and Board of Directors meet monthly at the Lakeview Tavern in Erinsville, which is central to our regions and afford us a meeting room rent free. Our 2019, AGM is scheduled for Verona in early October 2019.

In conclusion, we would respectfully request your consideration for a grant of \$200.00 to assist us in providing our mandate. Should you require further information please contact the undersigned at 613-336-9633. Anticipating your favourable response,

Respectfully;

Robert (Bob) Taylor; President;

c.c. VP Bill White, VP, Dave Deacon, VP Albert St.Pierre, VP Jennifer Woodcock, Darci; file

Jamie Brash

From: carol donnelly <donnellyec@hotmail.com>
Sent: June-07-17 1:31 PM
To: Jamie Brash
Subject: Fw: Perth Road Village Craft Club Hall

..
Hi Jamie:

I thought it might be helpful for to have this new list of repairs and maintenance items still needed at the Hall, as follows:

The lock is stuck/jammed on the Door to the basement at bottom of stairs so that we can't get in.

The ceiling fan at the rear of the hall is wobbling at lot when its running and might be dangerous?

The electrical outlet (under the green wall hanging) is not working in the top

Hole in Kitchen ceiling over fridge and in one bathroom ceiling.

Basement stairwell never painted or stained.

Back doors never painted. Corner of hall is only area still showing original dark panelling, should be painted.

All windows need trim painted.

Walls could stand painting too.

Baseboard needed throughout Hall.

No smoke alarm at or near basement stairs.

Flower beds were planted with bushes which have now grown too large and they all need weeding. It would be nice to have the area between the deck stairs and ramp improved with a flower bed or sod.

Thank you for trying to get some of this work done.

Regards

Carol Donnelly, Co-President
613-548-4000

Minutes of Council
January, 8, 2019

Time: 7:00 PM

Location: Council Chambers



Meeting # 1

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

Staff: Wayne Orr, Chief Administrative Officer, Mark Segsworth, Director of Public Services, David Holliday, Technical Supervisor, Louise Fragnito, Director of Corporate Services and Treasurer, Claire Dodds, Director of Development Services, Angela Maddocks, Clerk.

1. Call to Order

a) Resolution

Resolution No. 2019-01-01

Moved by Councillor Roberts

Seconded by Councillor Leonard

THAT the Council meeting of January 8, 2019 be called to order at 7:00 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof

a) There were no declarations.

3. Approval of Agenda

a) Resolution

Resolution No. 2019-01-02

Moved by Councillor Leonard

Seconded by Councillor Roberts

THAT the agenda be adopted as presented.

Carried

4. Scheduled Closed Session - not applicable

5. Recess - not applicable

6. Delegations - not applicable

7. Public Meeting - not applicable

8. Approval of Minutes

a) December 11, 2018 Committee of the Whole

Resolution No. 2019-01-03

Moved by Councillor Roberts

Seconded by Councillor Leonard

THAT the minutes of the December 11, 2018 Committee of the Whole meeting be approved.

Carried

b) December 11, 2018 Special Council

Resolution No. 2019-01-04
Moved by Councillor Barr
Seconded by Councillor Sutherland
THAT the minutes of the December 11, 2018 Special Council meeting be approved.

Carried

c) December 18, 2018 Council

Resolution No. 2019-01-05
Moved by Councillor Barr
Seconded by Councillor Sutherland
THAT the minutes of the December 18, 2018 Council meeting be approved.

Carried

9. Business Arising from the Minutes

a) Notice of Motion - Development Review

Resolution No. 2019-01-06
Moved by Councillor Sutherland
Seconded by Councillor Barr
Whereas the Province is “undertaking a fundamental review of all aspects of the development review process”, and

Whereas the approval process for the development on Johnson’s Point allowed 18 units of housing to be developed in the midst of a provincially significant wetland and a candidate area of natural and scientific interest on a lake that is already well developed, and

Whereas the Environmental Commissioner’s 2018 report found that the approval process did not give adequate attention to the resident’s concerns, and

Whereas the Environmental Commissions 2018 report also identified shortcomings in the ‘no negative impacts’ restriction on developments close to Provincially Significant Wetlands citing:

“For example, a subdivision that is built adjacent to a wetland may not cause immediate negative impacts, but eventually, the cumulative impacts from this expansion, such as road salting, fertilizer runoff, leaking fuels, wildlife predation from domestic cats and recreation overuse (e.g., from off road vehicles and mountain bikes), can severely degrade wetland functions”. (page 25)

And whereas the restrictions in the legislative mandate of the Conservation Authority and the Ministry of Natural Resources and Forestry benefit process for species-at-risk were able to provide, at best, marginal protection for the environment and species-at-risk on Johnson’s Point,

Therefore, be it resolved that South Frontenac Council express concerns that the current approval and regulatory process for development does not adequately protect our lakes and wetlands and does not take full account of the concerns of local communities,

And further that the Ministry be asked to ensure that our lakes and wetlands are protected and local communities are given full input in the development process,

And Further be it resolved that this motion be circulated to the Minister of Municipal Affairs, the premier of Ontario and the Leader of the Opposition.

Minutes of Council
January, 8, 2019

Resolution No. 2019-01-07

Moved by Councillor Revill

Seconded by Deputy Mayor Sleeth

THAT the motion be referred to the Development Services Committee for review.
Carried

b) Notice of Motion - Mandate of Conservation Authorities

Resolution No. 2019-01-08

Moved by Councillor Morey

Seconded by Deputy Mayor Sleeth

THAT Council direct staff to send correspondence to local conservation authorities to express concerns about the expansion of their roles and/or work outside their mandate and to seek clarification on the mandates roles of Conservation Authorities.

Resolution No. 2019-01-09

Moved by Deputy Mayor Sleeth

Seconded by Councillor Revill

THAT this be deferred until such time as Councillor Revill has the opportunity to discuss the concerns with the Cataraqui Region Conservation Authority and clarify their mandate.

Carried

c) Closing and Transfer of Ownership of Road Allowance - Concession 1 Pt Lot 18, Pt Lot 19

See By-law 2019-01

10. Reports Requiring Action

a) 2019 Capital Budget - Public Works (Report from Director of Corporate Services and Treasurer)

The report from the Director of Corporate Services provided the breakdown on the year(s) for each of the capital projects in the Public Works Capital Budget and the associated amounts for Council's consideration and direction.

b) 2019 Capital Budget Presentation by Public Services Department

David Holliday, Technical Supervisor and Mark Segsworth, Director of Public Services reviewed their presentation which divided budget requirements into transportation, water, environmental services, facility maintenance, recreation and linear assets and provided rationale for items that were questioned by Council.

Council requested further details on the proposed water hauling station with respect to a business plan that provides details on revenue and whether this project would be based on "cost recovery" for providing the service. Public Services staff were asked to provide details and options.

David Holliday noted concerns about the tandem tender purchase and the current shipping and delivery of sixteen months. There is a need to go ahead with this specific tender in order to ensure timely delivery to meet the departments need.

Council questioned the cost of the back up generator for the OPP station. It was noted that there are different requirements from the OPP based on the short term housing required for lock ups.

Mr. Holliday circulated a detailed presentation of the Public Services Department that provided Council with information on traffic, facilities, solid waste, recreation, plow maps, equipment, linear construction and tenders.

11. Committee Meeting Minutes - not applicable

12. By-laws

a) By-law 2019-01 - Road Closing - 4352 Holmes Road

Resolution No. 2019-01-10

Moved by Councillor Morey

Seconded by Deputy Mayor Sleeth

THAT By-law 2019-01 be given first and second reading.

Carried

Resolution No. 2019-01-11

Moved by Councillor Morey

Seconded by Deputy Mayor Sleeth

THAT By-law 2019-01, being a by-law to stop up close and sell a portion of an unopened road allowance that forms the boundary between Lots 18 and 19, Concession 1, District of Storrington, be given third reading, signed and sealed.

Carried

13. Reports for Information

a) 4th Quarter Building Activity Report for 2018

Councillor Sutherland noted the steady decline in permits issued and questioned what categories have changed since single family dwellings have increased over the four years reported.

b) Reclassification of Agricultural Lands

Council appreciated the update on the reclassification of agricultural lands, however there is no clarity on how the changes took place as land mapping from 20 years ago indicated the area in question was Prime Agricultural.

Claire Dodds, Director of Development Services provided clarification on OMAFRA classifications and noted that this will be looked at for conformity as part of the Official Plan review process.

This matter will be referred to the Development Services Committee.

c) Accounts Payable and Payroll Listing

14. Information Items

a) Formal notice of retirement from Chief Administrative Officer.

b) Allan and Partners, re: Audit Planning Letter for the Year Ending December 31, 2018

c) Vic Fedeli, Minister of Finance, re: 2019 Ontario Municipal Partnership Fund (OMPF)

Council will seek more information regarding this funding when Randy Hillier, MPP for Lanark-Frontenac-Kingston attends the Committee of the Whole meeting on February 12, 2019.

Minutes of Council
January, 8, 2019

15. Notice of Motions - n/a
16. Announcements/Statements by Councillors
 - a) Councillor Revill inquired about Committee of Adjustment training. The CAO confirmed that public appointments will be made on January 22, 2019 and that county-wide training has been scheduled.
 - b) Mayor Vandewal noted that the Sydenham Legion Branch 496 will be celebrating their 70th anniversary on January 19, 2019.
17. Question of Clarity (from the public on outcome of agenda items)
 - a) There were no questions of clarity.
18. Closed Session - n/a
19. Confirmatory By-law
 - a) By-law 2019-02

Resolution No. 2019-01-12

Moved by Councillor Revill

Seconded by Councillor Ruttan

THAT By-law 2019-02, 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 8 day of January 2019.

Carried

Resolution No. 2019-01-13

Moved by Councillor Ruttan

Seconded by Councillor Revill

THAT By-law 2019-02 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 8 day of January, 2019.

Carried

20. Adjournment
 - a) Resolution

Resolution No. 2019-01-14

Moved by Councillor Revill

Seconded by Councillor Ruttan

THAT the Council meeting of January 8, 2019 be adjourned at 8:45 p.m.

Carried

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Minutes of Committee of the Whole
January 15, 2019



Time: 6:00 pm

Location: Council Chambers

Meeting # 2

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

Staff: Wayne Orr, Chief Administrative Officer, Angela Maddocks, Clerk, Mark Segsworth, Director of Public Services, Louise Fragnito, Director of Corporate Service and Treasurer, Brian Kirk, Operations Supervisor

1. Call to Order
 - a) Mayor Vandewal called the meeting to order at 6:00 pm.
2. Declaration of pecuniary interest and the general nature thereof
 - a) There were no declarations of pecuniary interest reported.
3. Approval of Agenda
 - a) Councillor Sutherland moved a motion to amend Agenda Item 4 (c) and provide the "general topic" of the litigation. There was not a seconder for the motion.

The agenda was adopted as presented.

4. Scheduled Closed Session
 - a) Insurance Claims and Litigation Updates
 - b) Labour Relations
 - c) Business Arising from Litigation Matters
5. ***Recess - reconvene at 7:00 p.m. for Open Session
6. Public Meeting - n/a
7. Delegations
 - a) David Townsend, Executive Director, Southern Frontenac Community Services Corp, re: Senior Services Report

David Townsend, Executive Director and Susan Ward-Moser, Chair of South Frontenac Community Services Corporation presented statistics on overall population projections for seniors and a review of their service delivery projections. Their goal is to help as many area residents with the programs and services they need to stay healthy and house in our community however this continues to be an ongoing challenge. They are asking for a meeting with all of Council and their Board of Directors in hopes of developing a better partnership

Committee of the Whole
January 15, 2019

that will benefit all residents.

Council was receptive to coordinating a meeting. This will be organized through the CAO.

- b) Julie Servant, Executive Director, Frontenac Arch Biosphere Network, re: Benefits of having a UNESCO designated biosphere

Julie Servant, Executive Director and Helen Ann Judson, Co-Chair of the Frontenac Arch Biosphere Network reviewed the natural history of the Frontenac Arch Biosphere along with the vision and mission to improve relationships between people and their environments. They noted their new interactive website for public use. Council was asked to consider several options to help their network including partnering with the Biosphere, ongoing financial support, cross-committee participation, website linkage and project collaboration.

The CAO is to follow up.

8. Reports Requiring Direction

- a) Development Services - Committee of Adjustment - Terms of Reference

Council was generally supportive however the following comments were offered:

- There should be mention of imposing conditions to the approval of minor variances as well as consents.
- Under "Organization" and composition - rewording... "is composed of 4 public members and 4 members of Council"
- Duties and Responsibilities and the requirement for all members to conduct site visits. The practice has been that the district representatives conduct a visit the site for applications in their district and if they had concerns then the entire committee would also go. It would be extra mileage expense to have every member attend every site.

- b) Public Services - Tandem Dump Truck Replacement

Recognizing the challenge with delivery, Council provided approval for staff to issue a tender for a Tandem Dump Truck prior to the approval of the 2019 Budget. The truck is already within the scope of the budget based on the vehicle replacement schedule. The 30-60 day acceptance period for the tender also provides flexibility.

- c) Public Services - Keeping Pace with Growth & Expectations

Council requested that more information be provided as to the costs associated with the proposal for a night shift.

Comments from Council included the following:

- cost analysis is needed to recognize savings, hard to gauge without numbers
- what is the impact on the vehicle replacement schedule if equipment is utilized more, can the size of the fleet be reduced?
- is there a need for staffing increase? what will staff do if there is no snow?
- are we not already exceeding the winter maintenance standard on

Committee of the Whole
January 15, 2019

roads?

- impact of existing contractors for winter control

It was agreed that this merits further discussion at the upcoming Public Services Committee meeting.

d) Code of Conduct and Council Staff Relationship Policy

Council discussed concerns about the amount of \$300 as outlined in Section 7(2). It was also recognized that the document was crafted as a model for all four lower tier and the upper tier levels of governments in Frontenac County and that what is proposed has been drafted by Aird Berlis who have experience with this. There was a concern about the respecting of Council decisions while remaining honest and transparent to the public and freedom of speech for Council members. The CAO was directed to discuss the draft document at the upcoming meeting with County CAO's to review the concerns addressed.

There were concerns expressed about Item 5.1 of the Council and Staff Relationship policy and Council requesting information from staff directly as opposed to going through the CAO for information. The CAO indicated that this is the one area that is different for each township.

e) CAO Recruitment

Council provided direction to move forward with the recruitment process but requested more information on how the HR services would be provided. Three members of Council will be named to the committee on January 22, 2019.

9. Reports for Information - n/a

10. Rise & Report from Committees of Council

a) County Council

No updates, County Council will be meeting tomorrow.

b) Arena Board

No update, the Arena Board will be meeting tomorrow evening.

c) Police Services Board

No updates.

d) Portland Heritage

No updates.

11. Information Items - n/a

12. Notice of Motions - n/a

13. Announcements/Statements by Councillors

- a) Councillor Revill requested a report and/or listing of vendors that provides a breakdown on what has been paid. He felt this would be helpful to Council as part of the budget process.

Committee of the Whole
January 15, 2019

- b) On behalf of the Director of Development Services, the Clerk advised Council members of the upcoming training for Committee of Adjustment members on January 31, 2019 at 5:00 pm at the County offices. Invitations will be sent out by the end of the week for this training opportunity.

- 14. Question of Clarity (from the public on outcome of agenda items) - n/a
- 15. Closed Session - n/a
- 16. Adjournment
- a) The meeting was adjourned at 8:45 pm.



REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



AGENDA DATE: January 22, 2019

SUBJECT: Issuing of Tenders prior to 2019 Budget Approval

RECOMMENDATION:

That Council authorize staff to issue the following tenders prior to the approval of the 2019 Budget:

- Tandem Dump Truck replacement.
- 2019 Surface Treatment Program
- 2019 Microsurfacing Program
- 2019 Street Sweeping and Catch Basin Cleaning
- 2019 Crack Sealing Program
- 2019 Pavement Marking Program (combined- county wide)

BACKGROUND:

Further to the presentation of the Public Services 2019 Capital Budget presentation on January 8, 2019 and the report requiring direction at the January 15, 2019 Committee of the Whole meeting staff provided information regarding the challenge with the industry standard for delivery on tandem dump trucks. Council provided direction for staff to move forward with the tender process prior to the approval of the 2019 budget and this recommendation will formalize the authorization for staff to move forward with the tender.

At the January 18, 2019 Public Services Committee meeting the 2019 RFP and Tender Schedule with the Director of Public Services highlighting the time sensitive tenders from a department perspective. The following motion was approved:

Moved by Councillor Revill

Seconded by Councillor Morey

That the Public Services Committee recommend to Council the approval to issue the following tenders prior to 2019 Budget approval:

- 2019 Surface Treatment Program
- 2019 Microsurfacing Program
- 2019 Street Sweeping and Catch Basin Cleaning
- 2019 Crack Sealing Program
- 2019 Pavement Marking Program (combined- county wide) Carried.

FINANCIAL/STAFFING IMPLICATIONS:

An amount of \$330,000 has been included in the 2019 Capital budget for the replacement of a tandem dump truck.

All items are included in the proposed operating capital budget for 2019.

ATTACHMENTS:

n/a

Submitted/approved by:

Mark Segsworth, P.Eng
Director of Public Services



REPORT TO COUNCIL OFFICE OF C.A.O.



AGENDA DATE: January 22, 2019

SUBJECT: CAO Recruitment Committee and mandate

RECOMMENDATION:

THAT Council appoint:

Mayor Vandewal

Councillor _____ and

Councillor _____

as the CAO Recruitment Committee, to be supported by the current CAO and Executive Assistant;

THAT the Committee be directed to utilize **in house or outsourced** services to conduct a full and open recruitment, with the objective to have a new CAO on board by mid-July, 2019;

THAT all of Council be engaged in the final interviews;

THAT an allocation of up to: \$15,000 for outsourced consulting services, if selected and \$5,000 for advertising and recruitment expenses be funded from the Working Funds Reserve;

AND THAT, the Committee shall receive input and report back to Council in Closed Session on the progress of the recruitment process.

BACKGROUND:

The current CAO will retire at the end of July with the last date to be worked being Friday July 26, 2019.

Council considered a report on January 15 at the Committee of the Whole meeting and provided some direction and asked for details on how HR services could be provided.

Function:	Committee	Out Sourced	In House
RFP for services	n/a	n/a	X
Selection of Consultant	X	n/a	n/a
Review of Job Description, compensation and organizational structure	X	X	X
Posting and promotion of Job	n/a	X	X
Develop Interview Questions	X	X	X
Screening of Applicants	X	X	X
Conduct Interviews	X	X	X



REPORT TO COUNCIL OFFICE OF C.A.O.



Selection of candidates for full Council interviews	X	n/a	n/a
References of preferred candidate	n/a	X	X
Basis and conditions of job offer	X	n/a	n/a
Written job offer	n/a	X	X
Presentation of and Negotiation of offer	n/a	X	X
Appointment bylaw	n/a	n/a	X
Orientation	X	n/a	X with Directors and HR

There are two options for accessing Human Resources Services:

Outsourced

An external HR practitioner can be sourced who will have a clear level of independence from the municipality to support Council with the recruitment process. Depending on those responding to the RFP there may be a gap in municipal understanding. This individual would assist the CAO Recruitment Committee. This person will still need the insight of the current CAO for certain technical aspects. It is estimated that while less expensive than a full service recruitment firm a consultant may cost in the vicinity of \$15,000.

In House:

The current CAO is a HR Professional with over 30 years of recruitment experience including positions at the senior and executive level. While not able to offer “fresh eyes” to our municipality, the CAO has demonstrated a solid recruitment ability and a commitment to serving the best interests of the Township.

Alternatively Council could choose to proceed with accessing the services of a Recruitment Firm to solicit and find candidates for the role. This is estimated to cost in the vicinity of \$37,500.

FINANCIAL/STAFFING IMPLICATIONS:

To be finalized

ATTACHMENTS:

None

Submitted/approved by:

Wayne Orr, CAO

Prepared by:

Wayne Orr, CAO



REPORT TO COUNCIL DEVELOPMENT SERVICES DEPARTMENT



AGENDA DATE January 22, 2019

SUBJECT: Adoption of Committee of Adjustment Terms of Reference

RECOMMENDATION:

That Council adopt the Terms of Reference for the South Frontenac Committee Adjustment dated January 22, 2019.

BACKGROUND:

The Director of Development Services brought forward draft terms of reference to the Committee of the Whole meeting on January 15, 2019. Based on feedback from Council the attached version is now ready for adoption.

FINANCIAL/STAFFING IMPLICATIONS:

Both Council member and citizen members receive mileage and a per diem for attending meetings and site inspections.

ATTACHMENTS:

Attachment 1 – South Frontenac Terms of Reference for Committee of Adjustment dated January 22, 2109

Prepared/Submitted by: Claire Dodds, Director of Development Services

TERMS OF REFERENCE SOUTH FRONTENAC COMMITTEE OF ADJUSTMENT

This document shall constitute the terms of the reference for the Township of South Frontenac Committee of Adjustment.

Committee of Adjustment is a quasi-judicial body with authority delegated to it by the Township of South Frontenac, under the provisions of the Ontario Planning Act, to hold public hearings to make decisions on applications for:

- Minor variances and alterations in legal non-conforming uses
- Consents (severances)

OPERATION

The Committee of Adjustment considers and may authorize minor variances from the zoning by-law, review and permit extensions and enlargements to legal non-conforming uses and can grant consent for severances. These decisions are made considering the following:

1. Applications for Minor Variances where a requirement of a Zoning Bylaw cannot be met under Sections 44 and 45 of the *Planning Act*; consider the following “four tests”:
 - Whether the variance is minor;
 - Whether the variance is desirable for the appropriate development or use of the land;
 - Whether the general intent and purpose of the Zoning By-law is maintained; and
 - Whether the general intent and purpose of the Official Plan is maintained.
 - Committee may impose conditions to the approval of a minor variance.
2. Applications for permission, which deal with the enlargement or extension of a building or structure that is legally non-conforming or for a change in non-conforming use:
 - Extension of a non-conforming use does not need to comply with the four tests.
3. Applications for Consent to Sever a property or for any agreement, mortgage or lease that extends for more than 21 years under Section 53 of the *Planning Act*:
 - Must have regard to the same matters as for a Plan of Subdivision when considering an Application for Consent (s.51(24));
 - Committee may impose conditions to the approval of a severance.
4. Applications for Validation of Title and Power of Sale;
5. Having regard to Provincial Policy Statements (PPS), the County of Frontenac Official Plan and the South Frontenac Official Plan and Zoning By-law.
6. The Committee shall follow the Township of South Frontenac Procedural By-law (By-law 2017-76, being a By-law to Provide for Governing the Proceedings of the Council, the Conduct Of Members and the Calling of Meetings, or any subsequent Procedural By-law)

A ‘notice of the decision’ is circulated following the meeting and all Committee of Adjustment decisions made under the Planning Act are subject to appeal to the Local

TERMS OF REFERENCE SOUTH FRONTENAC COMMITTEE OF ADJUSTMENT

Planning Appeal Tribunal. The Committee must also satisfy requirements concerning notice, public hearings, notice of decisions and recording of proceedings.

HEARINGS

The goal of the Committee of Adjustment is to provide for and conduct a fair hearing by:

- Allowing anyone wishing to speak to an application an opportunity to do so.
- Giving due diligence to the consideration of each application.
- Openly having all discussions about each application and making all decisions in public at the hearing.
- Making rational decisions with appropriate, well-thought-out conditions.
- Clearly stating the reasons for their decisions.

MEETING SCHEDULE & LOCATION

- Committee of Adjustment public hearings are scheduled to be held once each month with the exception of January, unless directed by Council. Meetings will be held in the Township Council Chambers.

ORGANIZATION

Membership, Appointment, Term of Office, Quorum, Voting

- Committee of Adjustment is composed of 4 public members and 4 members of Council, each representing the four Districts in the Township.
- Committee Members elect a chair and vice-chair.
- Notwithstanding the South Frontenac Township Procedural By-law, consistent with the Planning Act, three members constitute a quorum for consent, minor variance, and legal nonconforming use applications. Section 44(5) of the Planning Act states "that where a Committee is composed of three members, two members constitute a quorum, and where a Committee is composed of more than three members, three members constitute a quorum."
- Voting is by simple majority on the application. A tie vote means the application is refused.

QUALIFICATIONS

- An understanding of planning framework and planning instruments, including Township Official Plan, Zoning by-law and other by-laws for controlling development and planning policies in the Province of Ontario, including the Planning Act, policy statements, implementation guidelines and Provincial plans.
- Organized, available and committed to conduct site inspections of subject properties and attend all Committee meetings and training sessions.
- An objective and open mind in order to fully consider the evidence provided.
- An e-mail address in order to receive and respond to Committee communications and information, including hearing and application notices and agenda packages.

**TERMS OF REFERENCE
SOUTH FRONTENAC COMMITTEE OF ADJUSTMENT**

DUTIES AND RESPONSIBILITIES

Chair

- Presides at all Committee of Adjustment hearings and meetings and exercises authority and performs duties as required.
- Provides guidance and leadership to the committee in the completion of its mandate.
- Ensures that decorum is maintained at each hearing and meeting and that rules of procedure and conduct are observed.

Vice Chair

- Acts in the Chair's absence and assumes the roles and responsibilities of the Chair.

All Members

- Review applications sent to them in advance of the hearing.
- Visit the site of applications prior to the hearing.
- Attend Committee of Adjustment hearings, consider applicant, agency and public comments, make decisions in public regarding applications and sign the decisions.
- Contribute time, knowledge, skill and expertise to fulfill the Committee mandate.
- Are cognizant of any conflict of interest or perceived conflict in terms of issues that may serve to benefit them personally.
- Act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the Committee and to ensure that personal information is used solely for the processing of the application.

Administrative Support Staff

Secretary-Treasurer (non-voting position)

- Responsible for all Committee of Adjustment administrative duties.
- Review all applications for processing
- Distribute the agenda and public notice
- Record and circulate the minutes
- Issue decisions
- Follow up on any questions and/or concerns from the Committee members and public.

Planner (non-voting position)

- Act as subject matter expert and provide information to assist the Committee of Adjustment in reaching decision.
- Prepare reports outlining the consistence and conformity with relevant planning policies and provide a planning recommendation on each application to the Committee.

TERM

The public members shall be appointed to the Committee for a period of 4 years, coincident with the term of Council. Council members shall be appointed on an annual basis.

RENUMERATION

Members shall be compensated for the expense of visiting each site, and to attend the meetings. Remuneration shall be set by South Frontenac Township Council.



REPORT TO COUNCIL TREASURY DEPARTMENT



AGENDA DATE: January 22, 2019

SUBJECT: Financial software update

RECOMMENDATION:

That Council provide advance budget approval to proceed with the update of our current financial software at a cost of \$12,000.

BACKGROUND:

The Township has been using Microsoft Dynamics Great Plains as its financial software since 2012. The 2019 budget includes the cost of upgrading the software at a cost of \$12,000. The upgrade will allow the use of functionality that is currently not available under the installed version which directly impacts key processes and their efficiencies. Further our version of the software will no longer be supported by Microsoft as of December 2019.

One of the key improvements to the software directly impacts our March interim billing as well as the upload of assessment information which takes place immediately after the interim bills are issued in early March. In order to access the functionality, the software would need to be updated in early to mid-February with licensing and purchase by late January or early February.

This item was included in the Capital budget presentation to Council on December 18th, 2018 and is part of the final budget document tabled on January 15, 2019

FINANCIAL/STAFFING IMPLICATIONS:

A one-time capital budget of \$12,000 is within the 2019 budget and the upgrade will not impact the current operating costs of the software.

Submitted/approved/prepared by:

Louise Fragnito, Director of Corporate Services & Treasurer



REPORT TO COUNCIL CLERK'S DEPARTMENT



AGENDA DATE: January 22, 2019

SUBJECT: Mississippi-Rideau Source Protection Committee

RECOMMENDATION:

That the Council of the Township of South Frontenac endorse the nomination of the candidate who receives a majority of support within the No System Group of the Mississippi-Rideau Source Protection Program.

BACKGROUND:

The Mississippi-Rideau Source Protection Committee is undergoing a renewal in 2019 to ensure that it remains in compliance with the Ontario Regulation 288/07, the regulation that governs Source Protection Committees under the Ontario's Clean Water Act.

The following municipalities make up the "No System" group:

Addington Highlands, Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland, Drummond/North Elmsley, Elizabethtown-Kitley, Greater Madawaska, Lanark Highlands, Montague, North Dundas, North Frontenac, Rideau Lakes, South Frontenac, Tay Valley.

The current seat holder used to be a Councillor within Elizabethtown-Kitley but was not successful in their bid for re-election. The member does NOT have to be a member of Council to be a candidate for the appointment

As there is very little of South Frontenac that lies within this Source Water Protection area, staff recommends that we simply endorse the nomination of the candidate who receives the majority of support within the "No System" group as was the decision of Council in October 2007.

ATTACHMENTS:

Letter from Marika Livingston, Project Manager, Drinking Water Source Protection – Mississippi- Rideau.

Submitted/approved by:

Angela Maddocks, Clerk



REPORT TO COUNCIL CLERK'S DEPARTMENT



AGENDA DATE: January 22, 2019

SUBJECT: Noise Exemption request from Desert Lake Resort

RECOMMENDATION:

That Council grant an exemption to the Noise Bylaw to the Desert Lake Resort for tentative dates of June 29, July 13, August 3 and August 17, 2019 between the hours of 8:00 pm and 11:00 pm, for the purpose of amplified musical events subject to the dates being confirmed with the Township 3 weeks in advance.

BACKGROUND:

The owners of Desert Lake Resort have requested an exemption from the Noise By-law for the 2019 camping season for 4 events tentatively scheduled for June 29, July 13, August 3 and August 17 between the hours of 8:00 pm and 11:00 pm. The owners have noted their preference for an 8:00 pm start.

There was a change in ownership from 2017 to 2018. There had been some concerns expressed in 2017 from neighbouring property owners and the lake association at which time Council was left to consider the request from the resort owners. These events were monitored By-law Enforcement.

In 2018, Council provided an exemption to the Noise By-law for four events that included two holiday weekends and two other non-holiday weekends to permit amplified musical events between 8:00 pm and 11:00 pm. **There were no concerns filed with respect to these events.**

FINANCIAL/STAFFING IMPLICATIONS:

No significant costs are anticipated.

ATTACHMENTS:

None

Submitted/approved by:

Angela Maddocks, Clerk



REPORT TO COUNCIL CLERK'S DEPARTMENT



AGENDA DATE: January 22, 2019

SUBJECT: Council Appointments to Committee of Adjustment

RECOMMENDATION:

That Council pass Bylaw 2019-04, a by-law to appoint Council Members to the Committee of Adjustment for the year 2019.

BACKGROUND:

As part of the appointment process to various committees and boards, a by-law has been drafted to appoint District Councillors to the Committee of Adjustment for 2019.

Members of the public will be appointed to the Committee of Adjustment and other committees by By-law 2019-05 subject to Council approval.

FINANCIAL/STAFFING IMPLICATIONS:

No significant costs are anticipated.

ATTACHMENTS:

See By-law 2019-04 under Agenda Item 12 b)

Submitted/approved by:

Angela Maddocks, Clerk



REPORT TO COUNCIL CLERK'S DEPARTMENT



AGENDA DATE: January 22, 2019

SUBJECT: Committee Appointments

RECOMMENDATION:

That Council pass By-law 2019-05, a by-law to appoint individuals to various Committees and Boards.

BACKGROUND:

In December Council confirmed the appointment of Councillors to various committees and boards and directed staff to advertise for citizen appointments to various other committees.

Advertising for the citizen appointments was included in the weekly advertising banner, on the front page of the website and on Facebook and twitter with applications to be submitted to the Clerks Department with a deadline of January 16, 2019.

The selection of committee members rests solely with Council. Council is asked to confirm the appointments by by-law so that the various committees can be struck and work can begin.

Below is a summary of all positions to be filled and a brief summary of the applicant's background where applicable. The applications received for the Committee of Adjustment and Police Services are attached to the report for Council's review.

Please note that committees with an * beside do NOT receive an honorarium or mileage

Battersea Pumpkin Festival *

4 Year Term

Amanda Pantrey
Donna Wood
Heather Freeman
Jeff Day

Michelle Pantry
Peter Roos
Catherine Reynolds
Core Lee

Alvin Wood
Jason Westman
Doug Angle

Council Appointee – Ron Sleeth

Bellrock Community Hall Community *

4 Year Term

Terry Sauve
Celine Hayes

Gina Ritchie
Cynthia Chapman

Debbie Twiddy

Council Appointee – Ray Leonard

Committee of Adjustment

4 Citizen Appointees/1 Per District 4 Year Term

Bedford District

David Hahn

- Recent member of committee, former Councillor, familiar with OP and Zoning

Mike Nolan

- Full time resident since 2012, recently retired and lives on Tett Cres, career in Human Resources and Labour Relations, President of Tett Park Association



REPORT TO COUNCIL CLERK'S DEPARTMENT



Loughborough District

Michael Howe

- Sydenham resident since 1973, retired educator, on Loughborough Recreation since 1985 and member of South Frontenac Recreation since 2009, interested in work of Committee of Adjustment, looking for a new adventure

Fran Willes

- Master's Degree in Urban and Regional Planning, Bachelor of Arts, experience with and knowledge of the Ontario Planning Act, Township Official Plan and Planning By-laws, previous experience on Committee of Adjustment as Chair and as a member, knowledge of current planning issues facing South Frontenac

Portland District

Tom Bruce

- Full time educator with LDSB, active in community, candidate in 2018 Municipal election

Storrington District

Ken Gee

- Recent member of committee, experienced with OP, planning process, consent and minor variances.

Derek Barr

- Long-time resident and business owner, previous volunteer firefighter

Council Appointees – Alan Revill, Ray Leonard, Randy Ruttan, Norm Roberts

Community Caring *

4 Year Term

Cheryl Kellar
Karen White

Kathy Ward
Cheryl Preston

Council Appointee – Doug Morey

Fenceviewer

4 Year Term

Tasha Lloyd
Lianne Ruttan
Ken Gilpin

Harrowsmith Beautification Committee *

Minimum of 4 Citizens from Portland District - 4 Year Term

Brenda Crawford

- Recent member of committee, passionate about village improvements

Aimanda Dirksen

- Experience as former committee member

Pam Redden

- Long-time resident of Portland District with interest in community

Sean Irish

- Harrowsmith business owner with interest is committee



REPORT TO COUNCIL CLERK'S DEPARTMENT



Council Appointee – Ray Leonard

Heritage Committee **Minimum of 4 Citizens - 4 Year Term**

Wilma Kenny

- Chaired the committee, lifelong resident of Sydenham interested in history of township, created historical walking tour

David Jefferies

- Recent member of Heritage Committee, Architect and Planning career

Michael Gemmell

- Recent member on Heritage Committee with Master's Degree in Urban and Regional Planning with concentration on Heritage Planning, past member of City of Kingston Municipal Heritage Committee

Mark Millar

- Recent member on Heritage Committee with interest in local history and heritage buildings

Brad Barbeau

- Recent member on Heritage Committee, former Councillor , significant interest in heritage woodwork and restoring masonry

Stephanie Soto Gordon (new)

- Retired educator, fifth generation of her family to live in current home, passionate about protecting cultural heritage value

Council Appointee – Pat Barr

Joint Accessibility Advisory Committee **One Citizen Appointee
4 Year Term**

Neil Allen

Livestock Valuator **1 Citizen Appointee – 4 Year Term**

Joe Redden

Pound Keeper **1 Citizen Appointee - 4 Year Term**

Joe Redden

Police Services Board **1 Citizen Appointee – 4 Year Term**

Mike Nolan

- Full time resident since 2012, recently retired and lives on Tett Cres, career in Human Resources and Labour Relations, President of Tett Park Association

Edward Puszkur

- Retired Senior Canadian Military Officer and held numerous positions including Squadron Commanding Officer, Squadron Operations Officer and Detachment Commander

Council Appointee – Deputy Mayor Ron Sleeth

Portland and District Historical Society * **4 Year Term**

Andy Adamson
Alan Boyce
Floyd Deyo
Ann McDougall

Jane Adamson
Gerrit Buitenhuis
Lynne Hutcheson
John McDougall

Irene Bauder
Wilhelmine Card
Ian MacKay
Barbara Stewart



REPORT TO COUNCIL CLERK'S DEPARTMENT



Nicole Van Camp

Council Appointee – Doug Morey

South Frontenac Rides *

4 Year Term

Scott Gordon

Alastair Lamb

Robert Charest

Bob Clinton

Sue Clinton

Steve Tanner (new)

Michele Zigman

Peter Bedoukian (new)

David Linton (new)

Council Appointee – Ross Sutherland

Verona Community Association *

4 Year Term

Wayne Conway

Linda Bates

Rhonda Storing

Don Coleman

Debbie Lingen

Tabitha Morton

Ali Williams

Chet Babcock

Council Appointee – Doug Morey

Verona Medical Centre Committee *

4 Year Term

Jim Lansdell

Louise Day

Don Coleman

Wayne Conway

Karl Hansen

Linda Brown

Doug Lovegrove

Council Appointee – Ray Leonard

Pending the outcome of the facilitated session to review the roles and responsibilities of District Recreation Committee, further appointments to these committees will be brought forward to Council for approval.

FINANCIAL/STAFFING IMPLICATIONS:

No significant costs are anticipated.

ATTACHMENTS:

Copies of applications submitted for Committee of Adjustment and Police Services

Submitted/approved by:

Angela Maddocks, Clerk

Hahn letter expressing interest in Appointment to SF Committee of Adjustment

Dear Ms Maddocks,

I am interested in serving on the South Frontenac Committee of Adjustment for the upcoming term. I have lived in Bedford for almost 40 years. I have built my home here and established my farm here. I have grown to love our land and lakes. Our lakes in South Frontenac are among our most valuable assets. A large number of our residents live on our waterfronts and all in South Frontenac value our lakes. In Bedford, the vast majority of residential properties front on water. South Frontenac's most challenging planning decisions often relate to waterfront development. For a long time I have advocated for a careful balancing of the need for long term protection of the lakes' water and other environmental qualities with the interest of individuals who want to enjoy those qualities by living on the lakes.

As a former Councillor representing Bedford residents for 16 years, I have worked to support Official Plan policies that will ensure long-term environmental protections are in place. I have also served on the Committee of Adjustment/Land division committees to ensure that the rules in the OP are interpreted flexibly enough to ensure that residents and future residents can develop their properties in the best way while still meeting the intent of the OP policies.

I do have some professional background that helps me to play my role on the Committee of Adjustment. I have an academic background in geography and I served for several years on the provincial Environmental Assessment Advisory Committee advising the Minister of Environment on matters pertaining to environmental assessment of individual projects.

Thank you for considering my request,

Respectfully,

David

David Hahn

613-273-5545

9874 Canoe Lake Rd,

Godfrey, ON

K0H1T0

MICHAEL F. NOLAN, M.Sc.

102 Tett Cres.
RR#2, Westport,
Ontario, K0G 1X0

Cell: 416-317-4824
Home: 613-273-2487
Email: fournolans2003@yahoo.ca

PROFILE:

A result's orientated professional with senior labour, human resources, operations and maintenance management experience in resource, manufacturing, and logistics organizations. A customer focused individual with a comprehensive understanding of the P&L, union and non-union leadership styles, and the business impact of high efficiency teams in organizations. Utilizes strong communication and problem solving skills to motivate and achieve agreed upon goals. A respectful, committed, team player, and trusted co-leader who is resourceful and persistent.

WORK EXPERIENCE:Leadership

- Led the development of positive employee relations principals for Exel's businesses in Canada supporting the leadership of >7000 union and non-union employees.
- Supported the operations team in the design and implementation of the Oil Sands Syncrude, Shell and IOL Kearl, Technology Geodis and P&W HR solutions.
- Supported sector wide succession planning activities in order to develop future leaders across the full Canadian business spectrum.
- Supported a >10% improvement in employee engagement metrics 2009/2010 at one business unit and continued improvement in 2013 of % favourable in my Region to above 74%
- Led contract negotiations preparation for Exel Canadian business units and was chief spokesperson during a particularly difficult set of negotiations requiring significant business changes.
- Participated as a Member of the Board of Directors of two corporations and acted as the Secretary on one Board.
- Led UBE Automotive in the improvement of uptime, yield, and Total Recordable Rate (safety target) in 2005.
- Led the reduction in spending of all manufacturing departments in UBE Automotive to budget levels in 2005.
- Developed and maintained positive employee relations programs as a basis for union free organizations for the past twenty three years.
- Coach for line management in leadership skills, change management, and motivation.

- Led the development of the UBE Sarnia business culture by creating the design of the organization and implementing the mission, vision, values program during “Greenfield” site development.
- Led the foundry, machine shop, maintenance, and human resource and safety teams in the development of objectives and targets in 2005 and supported their work in driving to positive results.
- Led the development of the UBE Sarnia manufacturing culture based on 5S, TPM, and Lean Manufacturing principles.
- Led a number of problem solving efforts in the design and operation of the UBE organization utilizing the advanced skills obtained over the course of my career and through my Kepner Tregoe experience.

Human Resources Management

- Developed an innovative recruiting program focused on competencies, skills, team behaviours, and business orientation.
- Supported the development of an Internet based human resource practices web site creating a “one stop shop” approach for leaders in the organization.
- Developed and trained personnel on positive employee relations principles, human rights, affirmative action, health and safety, employment equity, pay equity, non-harassment and respect, diversity, and leadership development subjects.
- Developed UBE Sarnia’s HR policies and procedures, HR systems, payroll system, wage and benefit programs, safety system, and job description procedure from scratch with no parent organization to rely upon.
- Recruited 250 persons on a predetermined schedule and met the start-up times for plant development and operation.
- Led the implementation of a software support system to the training and development component of UBE Sarnia’s people systems in support of QS 9000/TS 16949 protocol.
- Developed an accident and sickness and absenteeism program, which supported ill employees and allowed for a 2005 absentee rate of less than 4% and a 2006 rate of less than 3%.
- Developed and implemented the transfer of a payroll and benefits system from an ADP format to Baan ERP software.
- Led the UBE Sarnia and Mobil Chemical sites in the development and fine tuning of the environmental and safety systems adhering to ISO 14000 and UBE Industry and Mobil Chemical standards.
- Participated on a HR team in the development of a high efficiency manufacturing organization based on lean principles with Mobil Chemical.
- Successfully led a number of HR units through transitional experiences such as acquisition, takeover, reorganization, and start-up.
- Provided senior HR expertise to the development of job descriptions and classifications utilizing different classification models including CWS.

EMPLOYMENT HISTORY:

- 2006 to 2018: **Exel Logistics, Division of Deutsche Post DHL, Toronto, Ontario**
Major 3PL organization managing logistics solutions across Canada
- **Director, Labour and HR Canada**
 - **Director, Associate Relations Canada**
 - **Director, Workforce Strategy Canada/North East U.S.**
- 2000 to 2006: **UBE Automotive North America Sarnia Plant, Inc., Sarnia, Ontario**
Green field site producing aluminium automotive parts
- **Secretary and Member of the Board of Directors**
 - **Human Resources/Operations/Maintenance Team Captain**
- 1998 to 2000: **Applied Extrusion Technologies, Terre Haute, Indiana**
Manufacturing and sales of polypropylene plastic packaging products
- **Human Resources Manager**
- 1987 to 1998 **Mobil Chemical Canada, Ltd., Belleville, Ontario**
Manufacturing and sales of Polypropylene and Polyethylene plastic packaging products
- **Member of the Board of Directors**
 - **Human Resources Manager**
- 1983 to 1987 **Alfa-Laval Limited/A-L Stainless Inc., Peterborough Ontario**
- **Personnel Manager**
- 1980 to 1983 **Westclox Canada Ltd., Peterborough, Ontario**
- **Supervisor Personnel and Data Processing**
- 1977 to 1980 **Rio Algom Mines Ltd./Atlas Steels**
- **Personnel Assistant**

EDUCATION/PROFESSIONAL DEVELOPMENT:

Indiana State University, Terre Haute, Indiana, Graduate Master of Science Degree, Human Resources Development, 2005.
Queens University, Kingston, Ontario, Industrial Relations Centre, Labour Relations Foundations Program, 2008.
Human Resource and the Law – AMA, U.S. State and Federal Regulations 1999.
Positive Management Leadership – PML Associates 1998.
Management Development and Diversity – Mobil Chemical 1996.
Managing Change/Organizational Effectiveness – AMA 1992.
Problem Solving and Decision Making – Kepner Tregoe 1990.
St. Lawrence College, Kingston, Ontario, Graduate Diploma Human Resources Management, 1977.

MEMBERSHIPS:

Past Member of the Human Resource Professional Association of Ontario

Past Chairman of the Peterborough Industrial Training Committee

Past executive member of the Industrial Accident Prevention Association

Past executive member of Junior Achievement of Belleville

Past member of the Belleville Chamber of Commerce Training Committee

November-16-12

Full tDear elected Council,

I, Tom Bruce of South Frontenac Township, Portland District, would like to be considered for a position on the Committee of Adjustments.

I am an active community member. I currently hold a Director's seat on the Harrowsmith Social and Athletics club, I coach youth baseball, and I volunteer with both the Verona Lions Club and the Verona Community Association during annual events.

As you may know, I ran in the past Municipal election. I had a respectable vote count and just narrowly lost my bid to become a Municipal Councillor for Portland District . In my opinion, this demonstrates that a fair majority of Portland voters know who I am and feel that I would represent their interests fairly.

I feel that I have many skills and attributes that would make me an attractive candidate for a position on the Committee of Adjustments. First, I am very confident with all forms of technology including platforms such as Office 365 (including Microsoft Excel), and Google share programs such as Google Docs, Google Forms and Google Sheets. Leveraging my strong communication skills, I will be able to listen to public concerns and formulate an articulate response using digital platforms or oral dialogue. As a team player, I will work with my colleagues and members of the community to find common goals and work toward positive solutions. I am also very responsible, demonstrating a high level of prudence in my professional career and volunteer appointments. I am a very punctual person, and always arrive to engagements polished, prepared and focused.

For the past four years, I have been employed as a full-time educator with the Limestone District School Board. For 10 years prior, I was a soldier in the Canadian Armed Forces. During my tenure in the military, I received an abundance of training and had many experiences that have moulded me into a hardworking, dedicated, and goal-oriented person. I was very proud to serve my country, and now I would like the opportunity to serve my community.

I believe that my experiences and personal attributes make me an attractive candidate for a position on the Committee of Adjustments.

For your consideration and approval.

Sincerely,



FRANCES MARY WILLES, B.A., M.PL.

**2527 Rutledge Road
Sydenham, Ontario, Canada
KOH 2T0**

Township of South Frontenac,
Sydenham, Ontario, KOH 2T0.

January 15, 2019.

ATTENTION: Angela Maddocks, Clerk.

Dear Ms. Maddocks:

Re: Appointment to The Committee of Adjustment/
Land Division Committee.

Please accept this letter as my Application and brief Resume for consideration by the Select Committee to consider Appointment to The Committee of Adjustment/Land Division Committee.

My qualifications and experience are as follows:

EDUCATION:

- Bachelor of Arts (Queen's University) (B.A.).
- Masters Degree in Urban and Regional Planning (Queen's University) (M.PL.).
- Qualified Legal Assistant (many years). Acquired knowledge of Provincial and National *Statutes* including Ontario Planning and Municipal *Acts*.

EXPERIENCE:

- Experience with and knowledge of the *Ontario Planning Act*, South Frontenac Township Official Plan, and Planning By-laws.
- Committee of Adjustment experience as both Chair and Member (where the Planning Act and Municipal By-laws were applied).
- Familiar with South Frontenac Township Council, and its municipal departments.

- Knowledge of the inter-relationship between the Municipal and Frontenac County Planning Departments.
- Knowledge of the current planning issues facing South Frontenac Township.

If you require any further information concerning my qualifications and experience, please advise.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Frances M. Willes".

(Mrs.) Frances M. Willes.

ADDRESS: POST OFFICE BOX 55 - SYDENHAM - ONTARIO, CANADA, KOH 2T0
E-MAIL: moonriver.corners@icloud.com TELEPHONE: (613) 376-3723

Mayor Ron Vandewal
Township of South Frontenac

Mayor Vandewal I am putting forward my name to be a member of the Committee of Adjustment for the 2018-2022 term of Council.

Community Engagement:

Have lived in Sydenham since 1973.

In January 1985, I joined the then Loughborough Township Parks and Recreation as a Community Volunteer. I have been a member of this committee from 1985 to present.

I have been a member of the South Frontenac Recreation Committee from 2009 to present.

I have chaired the Canada Day at the Point from 2009 to present.

I have had an interest in the work of the Committee of Adjustment since 2007. After more than 30 years working in the area of recreation, I am interested a new adventure.

Thank you for your consideration.

Michael R. Howe



January 3, 2019

1027 Heron Lane,
Inverary, Ontario
K0H1X0

RE: Committee Appointments

Angela Maddocks - Clerk, Township of South Frontenac ,

I wish to reapply to serve on the Committee of Adjustment for Storrington District for the next term of office. I have served on this committee for the last four years and wish to continue. I feel my previous experience on the committee is an asset as I am familiar with the Official Plan , the planning process and consent and minor variances. I feel I have been a good representative on the previous committee and hope to continue to represent the citizens of South Frontenac.

Yours sincerely,

A handwritten signature in cursive script that reads "Ken Gee".

Ken Gee

Township of South Frontenac
Box 100
4432 George Street
Sydenham, ON
K0H 2T0

Attention: South Frontenac Council Members

Good evening Councillors,

Kindly accept this letter, and my attached resume for consideration for one of the **Committee of Adjustment** positions you are recruiting for.

Firstly, I have been a South Frontenac resident for the majority of my life. I presently own residential property in Inverary and Harrowsmith. Furthermore, I also own and operate a business in the village of Inverary.

As you can see from my resume, I was a Volunteer Firefighter for South Frontenac for almost 15 years, where I proved to be a valuable, caring and level headed contributor to our community.

I have a huge interest in the growth and development opportunities available to our community members, and am very excited at the potential to become a member of this Committee.

I am a calm and rational individual who is able to see both sides of situations presented to me. I am methodical in my thoughts and do not make rash or hasty decisions. I respect confidentiality. I am able to remain impartial and make decisions based on the greater good.

I welcome the opportunity to sit amongst my neighbours and represent our township in a positive manner.

Thank you for considering my qualifications and interest.

Respectfully,

Derrek Barr

DERREK BARR

4145 Perth Road
Inverary, ON K0H 1X0
613-217-1459
derrek.barr@gmail.com

Education

University of Guelph
Kemptville Campus
Agriculture and Heavy Equipment Mechanic
1998

Employment History

Service Shop, Rentals & Towing
Inverary, ON
613-353-2626

Owner/Operator - 2015 – Present

Duties and Responsibilities

Service Shop

- Supervise staff and oversee repairs
- Perform routine maintenance as well as complex repairs on equipment
- Scheduling work to be completed and assigning to technician
- Ensuring all parts are ordered and received in a timely manner
- Complete all invoicing
- Maintain social media accounts related to business

Rentals

- Maintaining rental equipment in like-new condition for rental to public
- Advertising
- Complete all invoicing

Towing

- Responding in a timely manner to all towing calls
- Provide excellent customer service and follow-through for customers in a highly stressed situation
- Complete all invoicing

Ron Mahon Equipment Ltd.
Inverary, ON
613-353-2626

Managing Director 2013-2015
Sales Manager 2011-2013
Service Department Manager 2004-2011
Heavy Equipment Mechanic 1995-2004
Parts Department Manager 1993-1995
General Labourer 1986-1993

Duties and Responsibilities

Performed all daily business operations of a Massey Ferguson Dealership
Responsible for all day to day financial operations
Hired, trained and evaluated all staff
Managed all Sales aspects, including but not limited to: Advertising, Marketing, Pricing, Negotiations & Training
Managed, lead and directed the operations in Service Department
Scheduled technicians to manage and undertake appointments
Ensured and provided clean work environment for technicians
Delivered quality services to customers on time
Ensured long term business growth by maintaining quality standards in service operations
Provided training (including fork lift operation) and arranged educational upgrade opportunities for service personnel
Planned, strategized and scheduled service projects including all aspects of warranty related services
Completed all projects on time and within the budgetary limits
Implemented all safety guidelines and procedures
Delivered total customer satisfaction through effective services and handled all customer concerns and complaints
Prepared and finalized all work orders and invoicing
Submitted and verified weekly payroll
Prepared monthly department productivity reports
Reviewed applications and interviewed potential personnel
Troubleshoot challenges with repairs and advised technicians how to proceed
Ordered parts and handled returns
Maintained excellent working relationship with all other departments
Performed all maintenance and upkeep on DeLaval milking equipment, washers and coolers

Community Service

South Frontenac Fire Rescue
1996 to 2010
Volunteer Firefighter & Trainer Facilitator

Certified in First Aid, CPR and Defib

Resumé of Edward Puszkur

For

South Frontenac Police Services Board.

I retired as a Senior Canadian Military Officer. As such, I have held numerous positions in which I was a supervisor of various numbers of personnel from 4 up to 250. On a number of occasions, I have held the position of Squadron Commanding Officer (CEO equivalent), Squadron Operations Officer (COO equivalent), and Detachment Commander. Within these positions, I was required to direct the day-to-day and long-term operations of the organization as well as ensuring that the unit maintained the appropriate operational standards as defined by my superiors. I managed a central staff of officers to ensure that the long and short-term goals of the squadron were achieved with the appropriate allocation of squadron resources, including personnel, equipment and finances. These positions also involved the gathering and analysis of data to determine the effectiveness of the organization and to help determine the allocation of resources in the future. Subsequently, there was the requirement for verbal and written presentation of this data to many senior levels of management, including numerous levels of the federal government. These positions also required daily dealings with all levels of personnel within the organization

I also have extensive Program Management experience, background and qualifications, both in the Canadian Military as well as US Space Command. I have managed integrated teams of up to 25 technical professionals and managers, in addition to contractors and support staff, with budgets up to \$500M. My tasks as the Programme Manager (PM) involved: identifying and establishing the requirements based on the customer's needs; translating these requirements into engineering specifications; drafting and issuing Requests for Proposals; drafting the evaluation process; evaluating the responses; determining the schedule, costs and milestones; selection of the vendor; allocating tasks and responsibilities; monitoring the day-to-day progress; risk mitigation; setting goals; and the overall well-being of the team.

While in the Canadian Military, I have helped to organize and participated in community functions such as local and major international airshows; e.g., Shearwater Air Show, Scottish International Air Show, as well as smaller local community functions. I have had some limited opportunities to work with the US Secret Service, the RCMP and the Canadian Military Police, as well as assisting in the coordination of Search and Rescue operations on the East Coast of Canada. On occasion, I have also been required to liaise with the local media. Throughout my military career, I have developed my skills in being a very organized, efficient, and thorough officer. I appreciate your consideration, and look forward to hearing from you.

BELLROCK HALL MEETING: Oct 9, 2018

Present: John McDougall, Terry Sauve, Celine Hayes, Debbie Twiddy , Gina Ritchie, Cynthia Chapman.

Treasurer: Income Euchre \$91.51 3 rentals \$240 (yoga, 2 private), donations: \$321.05 concert, \$330.25.

Expenses Sept-Early Oct: Hydro \$58.61, Assorted supplies \$159.55, lawn care: \$200 for the season; Water test \$59.90, taxes \$440, insurance—not deducted yet, (perhaps part of the rebate for overpayment).

Balance: petty cash: \$1226.94 bank \$5981.61

Decision about winter hall opening: Celine has put out several enquiries about insulating the area under the floor: awaiting answers.

No summary of the total annual expenses versus income available to assess practicality of keeping hall open in winter. Several members of the board are of the opinion the operating costs will be less this winter than they were last winter if we get the insulation in place. Board has voted to keep it open, assuming that the insulation can be installed in time.

UPCOMING EVENTS to plan:

Hallowe'en party: Date Oct 31 (Wed.) committe members will organise. Publicity to be handled by Cynthia Debbie to send her the mailing lists.

The Mess (Sandy Dodds) fundraising event: They are too busy this year; perhaps in the spring. Date to be decided. Celine is the contact person for this

Authors' night: Hoping to have Steve Manders, Diane Creber, Mick Hefferon, maybe Alyce Gorter come. Celine to contact authors and organise a date. Debbie to provide her with contact info for Steve Manders and Alyce Gorter.

Calendar: We now have around 11 or 12 local sponsors, totalling nearly \$500 in sponsorships. Cost of printing \$900 so our cost per calendar is about \$4 each. Proposed to sell them at \$10 each or 2 for \$15. Using UPS to print them. Printing can be started next week.

Banking and insurance with the township: We need to contact Louise Fragnito and arrange a meeting. Celine and Cynthia are going to talk to her about setting these up. Debbie to send her contact info again. Also ask about a rebate for the liability portion of our insurance costs since our official status began June 28, 2018.

Playground equipment/tree removal—township: Tree will be removed by Stan in exchange for the firewood in it: playground equipment will be assessed by Tim Laprade from the township and a report or plan of action will be sent to Bellrock hall email address.

Upcoming bookings: Sword classes Tues nights Oct 2—Nov 20 Girl Guides Oct 12, 13. Nature Conservancy Oct 14; Crimson R. Dec 9; Dec 16 private function; May 24—26 (2019)Sparks;.

Water testing : done Sep 27, 2018. Next due Nov 27, 2018.

Food Bank donations: We have 5 full boxes since September.

***Next meeting date: NOV 13 6:30 pm.** *Will have to be at someone's place as the sword school is still using the hall.

Hall Meeting ,Nov 21, 2018 Bellrock

Present: Celine Hayes, Gina Ritchie, Cynthia Chapman, Terry Sauve

Treasurer's Report: Oct. to Nov Income: \$245 rental, Euchre \$36.00 Total income: 281.00 Sponsorship for the calander \$505.00

Expenses: Check cashed: Township \$1000; Insurance \$181.30 propane 142.15 (cash)

Total Expenses: 1323.45

BALANCE: _\$1637.79 petty cash; \$4550.32 (bank account)

passed by Cynthia and Terry.

Minutes (Oct 6)

Meeting with township (Cynthia and Celine) went well. Were advised the township will take over distributing the payment of insurance and power. We have actually been covered for liability by the township since June 19th. Terry will notify our current insurance company of this asap and see if we can get a rebate, find out the reduction in rates from now on. Gina will continue to pay propane and property tax as before. Cynthia and Celine were shown the paper-work that needs to be filled out in order for the township to issue a cheque. Also learned that requests must be submitted 1st week of month and will be available for pick up on the 3rd week of the month.

Discovered that the hall is being charged for residential taxes instead of business. Celine will investigate this to see if we should change this.

Celine and Cynthia will submit money from sponsorship of the calendar to the township in order for them to issue receipts.

Reviewed calendar and everyone liked it, printing should be complete by the end of the week.

Winterizing the hall: Terry is still working on getting the hall insulated.

Water testing: Terry will be testing the water

Plowing: Cynthia will call township (Mark Sigsworth) to see if they would do this for us.

Food drive to be held Nov. 24, 10 - 12

Terry is arranging for the Hall to have new lights installed free of charge.

We already have request for 9 tickets to be held at the door by for Crimson River guests.

Upcoming rentals:

birthday party Sat. 24 nov. and more from Dylan Chapman

Also the sword class: Robert is planning on renting again in the new year.

EVENT ORGANISING MEETING: December 4 6:30

NEXT MEETING: Dec 4, 6:30 pm.

Township of South Frontenac
Public Services Committee
October 11, 2018

Time: 8:30 AM
Location: Council Chambers



Present: Ron Sleeth, Chairman, Mayor Ron Vandewal, John McDougall, Mark Schjerning

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

1. Call to Order

Chairman Sleeth called the meeting to order at 8:30 am.

2. Declaration of pecuniary interest and the general nature thereof - n/a

3. Approval of Minutes

a) September 13, 2018

Resolution No. 2018-PSC-10/11-01

Moved by Councillor Schjerning

Seconded by Councillor McDougall

THAT the minutes of the September 13, 2018 meeting be approved.

Carried

4. Business Arising from the Minutes

a) Solid Waste

A demonstration for a baler for bale and boat wrap is scheduled for November 2, 2018 from 1:00 pm to 3:00 pm at the Household Hazardous Waste Depot. This demo has been communicated to the Frontenac Federation of Agriculture, Township of Rideau Lakes and the Township of Leeds and Thousand Islands.

There was discussion about the existing pile of wrap at the HHW site. The baler requires clean non-contaminated material therefore there will be a lot of sorting required to recycle the pile. The boat wrap and bale wrap would also have to be separated.

The Committee was supportive of moving forward with the bale wrap program and will assess the interest based on the attendance on November 2.

Mark Segsworth indicated that he will be including this as part of waste diversion strategies for Council orientation in November.

b) Traffic & Speed

There will be reports coming to the November 6 Council meeting regarding Clearwater Road, Arthur Road and Wellington Street.

The committee discussed the ongoing challenges with adequate signage for speed limits and ensuring proper signage is in place as per by-laws.

Minutes of Council
October, 11, 2018

Mark Segsworth reported that as a result of traffic counts on Notre Dame Street the volume increased after the new intersection opened. There is not a way to determine which direction the volume increased. There haven't been any complaints received regarding this increase.

c) Committee Initiatives

Printed updates were not available. The Public Works Manager provided a verbal update on some of the projects.

With respect to Councillor Shjerner's request as to the status of sign inspections, the Public Works Manager reported that pricing has been requested from Advantage Plus, the company who provided the initial proposal.

Staff have organized public meetings for upcoming projects including Buck Lake, Desert Lake Causeway and Sunbury Road and drainage improvements which have provided valuable input and public engagement in these projects.

5. New Business

a) Millhaven Creek - cleaning of culvert etc

This item brought forward as a request from Councillor Barbeau needs some clarification. The cleaning of the culvert for drainage purposes can be addressed in the meantime.

b) 2018 Capital Budget Update

The Public Works Manager indicated that he would be presenting a report at the November 6 Council meeting. There are unprocessed invoices that need to be updated for accurate numbers.

c) Adopt A Road

There has been interest shown for this program however the legal and liability issues from a township perspective are not known.

Mark Segsworth felt there could be more focus on the Pitch In Week in April for roadside cleanup. He indicated that he could make a presentation to council if there is real interest in this program.

d) Commercial Entrance on Perth Road

Mark Segsworth has received a request for a commercial entrance onto a residential property along Perth Road.

The Committee was not supportive of permitting this request for an additional entrance.

e) Storrington Lions Club Benches

The Storrington Lions Club has purchased benches to be installed in Storrington District parks and have requested assistance from the Public Works Department to help with the installation.

The Committee was supportive of having Public Works staff assisting with the installation.

f) Garbage Truck

Minutes of Council
October, 11, 2018

The Committee discussed the tendering for a new garbage truck approved by Council on October 2. The life cycle of the new truck is estimated to be 7 to 10 years and when the contracts are up for re-tender the lifespan or age of contractors vehicles should be specified.

The cost for in-house work such as garbage pick up and roadside mowing versus contract work was questioned and should there be an overall service review to determine cost effectiveness.

6. Next Meeting

- a) The next meeting will be scheduled when the 2018-2022 Council term commences.

7. Adjournment:

- a) The meeting was adjourned at 9:50 am.

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-03**

A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY; PAYMENT OF TAXES; TO PROVIDE FOR PENALTY AND INTEREST OF 1.25% ON TAX ARREARS PER MONTH

WHEREAS Section 317(1) and (2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that:

1. The Council of a local municipality, before the adoption of the estimates for the year under section 290 of the *Municipal Act, 2001*, may pass a by-law levying amounts on the assessment of the property in the local municipality rateable for local municipality purposes.
2. A by-law for levying amounts under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in December of the previous year if it provides that it does not come into force until a specified day in the following year.

AND WHEREAS sub-section 317(3) of the *Municipal Act, 2001*, contains the following additional rules:

1. The amounts levied on a property shall not exceed the prescribed percentage, or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

AND WHEREAS sub-section 317(5) of the *Municipal Act, 2001*, contains the following additional rule:

1. The amounts may be levied on assessment added to the tax roll for the current year that was not on the assessment roll upon which the amounts are levied.

AND WHEREAS Section 342 (1)(a) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws providing for the payment of taxes in one amount or by installments and the date or dates in the year for which the taxes are imposed on which the taxes or installments are due.

AND WHEREAS Section 345(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any installment by the due date.

AND WHEREAS sub-sections 345(2) and (3) of the *Municipal Act, 2001*, contains the following additional rules:

1. A percentage charge, not to exceed 1 ¼ per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as the by-law specifies.
2. Interest charges, not to exceed 1 ¼ per cent each month of the amount of taxes due and unpaid, may be imposed for the non-payment of taxes in the manner

specified in the by-law but interest may not start to accrue before the first day of default.

AND WHEREAS Section 346(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws to provide for the payment of taxes by any person into a financial institution to the credit of the treasurer of the municipality and, in that case, the person making the payment shall be entitled to be issued a receipt by the institution for the amount paid.

AND WHEREAS Council deems it expedient to pass a by-law for such purposes.

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

1. For all property classes, that an interim tax levy hereby be imposed and levied in the amount of 35% of the total annualized taxes for municipal and school purposes levied on the property in the previous year.
2. For the purposes of calculating the total amount of taxes for the prior year under paragraph 1, the following rules shall also apply:
 - a. Taxes for municipal and school purposes levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, shall have an amount added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
 - b. In the event that assessment has been added to the tax roll for the current year that was not on the assessment roll in the prior year, the related properties shall have an interim levy imposed and collected.
3. The said interim tax levy shall become due and payable on the 29th day of March 2019.
4. On all taxes of the interim tax levy which are in default on the first day of default, a penalty of 1.25% shall be added and thereafter a penalty of 1.25% per month (15% per annum) shall be added on the first day of each and every month in which the default continues.
5. On all other taxes in default on January 1st, 2019, interest shall be added at the rate of 1.25% per month (15% per annum) or fraction thereof.
6. Penalties and interest on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
7. The collector shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the treasurer in writing to send the bill to another address, in which case it shall be sent to that address.
8. The taxes are payable at the following:
 - a) Township of South Frontenac municipal offices located at:
4432 George Street, Sydenham, Ontario
 - b) At any financial institution or payment processor having payment arrangements with the Township of South Frontenac.
 - c) By filing an application for voluntary pre-authorized payment for automatic debit of installment from bank account, in accordance with the Township's standard practice.

- d) By credit card through a third party processor. The link is available on the Township website www.southfrontenac.net and can be found under living here/property taxes/how to pay
 - e) By payment through Virtual Municipal office. The site can be accessed through <https://vmo.southfrontenac.net:1080/vch/>
9. The Treasurer is hereby empowered to accept partial payments from time to time on account of taxes due and shall credit such payment first on account of the interest and percentage charges, if any, added to such taxes and shall credit the remainder of such payment against that part of the taxes that has been in arrears for the greatest period of time but no such payment shall be received after a tax arrears certificate has been registered under section 378 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.
10. This by-law shall come into force and take effect on the day of passing.

Dated at the Township of South Frontenac this 22nd day of January, 2019.

Read a first and second time this 22nd day of January, 2019.

Read a third time and finally passed this 22nd day of January, 2019.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-04**

**A BY-LAW TO APPOINT COUNCIL MEMBERS TO COMMITTEE OF
ADJUSTMENT FOR THE YEAR 2019.**

WHEREAS the Council of the Township of South Frontenac appoints a number of individuals to carry out various duties in the Municipality and constitute different boards and committees; and,

WHEREAS it is expedient to consolidate these appointments in order to provide a consistent list of these appointees,

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

THAT:

- 1) Persons, as set out on Schedule "A" attached hereto, are hereby appointed to carry out various duties in the municipality and serve on the certain Committee and Boards for the term as set out opposite their names on Schedule "A".
- 2) Schedule "A" of this by-law may be amended by resolution of Council.
- 3) This by-law shall come into force and take effect on the date of its final passing.

Dated at The Township of South Frontenac this 22 day of January 2019.

Read a first and second time this 22 day of January 2019.

Read a third time and finally passed this 22 day of January 2019.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

**TOWNSHIP OF SOUTH FRONTENAC
SCHEDULE "A"
TO BY-LAW NO. 2019-04
COMMITTEE APPOINTMENTS FOR 2019**

NAME	TERM EXPIRES
<u>COMMITTEE OF ADJUSTMENT</u>	
Bedford District	
Alan Revill	December 31, 2019
Loughborough District	
Randy Ruttan	December 31, 2019
Portland District	
Ray Leonard	December 31, 2019
Storrington District	
Norm Roberts	December 31, 2019

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-05**

**A BY-LAW TO APPOINT PERSONS, TO VARIOUS BOARDS, COMMITTEES
AND ROLES FOR THE TERM 2018-2022.**

WHEREAS the Council of the Township of South Frontenac appoints a number of individuals to carry out various duties in the Municipality and constitute different boards and committees; and,

WHEREAS it is expedient to consolidate these appointments in order to provide a consistent list of these appointees,

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

THAT:

- 1) Persons, as set out on Schedule "A" attached hereto, are hereby appointed to carry out various duties in the municipality and serve on the certain Committee and Boards for the term as set out opposite their names on Schedule "A".
- 2) Schedule "A" of this by-law may be amended by resolution of Council.
- 3) This by-law shall come into force and take effect on the date of its final passing.

Dated at The Township of South Frontenac this 22 day of January 2019.

Read a first and second time this 22 day of January 2019.

Read a third time and finally passed this 22 day of January 2019.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

**TOWNSHIP OF SOUTH FRONTENAC
SCHEDULE "A"
TO BY-LAW NO. 2019-05
COMMITTEE APPOINTMENTS FOR 2018-2022**

NAME	TERM EXPIRES
<u>BATTERSEA PUMPKIN FESTIVAL COMMITTEE</u>	
Amanda Pantrey	December 31, 2022
Michelle Pantrey	December 31, 2022
Alvin Wood	December 31, 2022
Donna Wood	December 31, 2022
Peter Roos	December 31, 2022
Jason Westman	December 31, 2022
Heather Freeman	December 31, 2022
Catherine Reynolds	December 31, 2022
Doug Angle	December 31, 2022
Jeff Day	December 31, 2022
Core Lee	December 31, 2022
<u>BELLROCK COMMUNITY HALL COMMITTEE</u>	
Terry Sauve	December 31, 2022
Gina Ritchie	December 31, 2022
Debbie Twiddy	December 31, 2022
Celine Hayes	December 31, 2022
Cynthia Chapman	December 31, 2022
<u>COMMITTEE OF ADJUSTMENT</u>	
Bedford District	
	Check One
David Hahn	<input type="checkbox"/>
Mike Nolan	<input type="checkbox"/>
Portland District	
Tom Bruce	December 31, 2022
Loughborough District	
	Check One
Mike Howe	<input type="checkbox"/>
Frances Willes	<input type="checkbox"/>
Storrington District	
	Check One
Ken Gee	<input type="checkbox"/>
Derek Barr	<input type="checkbox"/>
<u>FENCEVIEWERS</u>	
Lianne Ruttan	December 31, 2022
Ken Gilpin	December 31, 2022
Tasha Lloyd	December 31, 2022
<u>HARROWSMITH BEAUTIFICATION COMMITTEE</u>	
Brenda Crawford	December 31, 2022
Pam Redden	December 31, 2022

VERONA COMMUNITY ASSOCIATION COMMITTEE

Wayne Conway	December 31, 2022
Linda Bates	December 31, 2022
Rhonda Storing	December 31, 2022
Don Coleman	December 31, 2022
Debbie Lingen	December 31, 2022
Ali Williams	December 31, 2022
Chet Babcock	December 31, 2022
Tabitha Morton	December 31, 2022

VERONA MEDICAL CENTRE COMMITTEE

Jim Lansdell	December 31, 2022
Louise Day	December 31, 2022
Don Coleman	December 31, 2022
Wayne Conway	December 31, 2022
Karl Hansen	December 31, 2022
Linda Brown	December 31, 2022
Doug Lovegrove	December 31, 2022



Payment Listing
For the period of January 9th, 2019 to January 22nd, 2019

Accounts Payable Payment Listing: 516,520.02
For the period of January 9th, 2019 to January 22nd, 2019

Payroll Payment Listing:

Pay Period #19-02 Pay date January 16th, 2019 95,240.32
 For the period of December 30th, 2018 to January 12th , 2019

Total Payments \$ 611,760.34

RECOMMENDATION:

1. It is recommended that Council receive for information the listing of the Accounts Payable and Payroll for the period ending January 22nd, 2019 in the amount of
 \$ 611,760.34

Submitted by:

Mark Foster - Accounting Clerk

Approved by:

Stephanie Kuca - Deputy-Treasurer

**Township of South Frontenac
 CHEQUE DISTRIBUTION REPORT**

Ranges: From: To: Distribution Types Included:
Cheque Date: 2019-01-09 2019-01-22 PURCH, MISC

10 GG

0000 Gen

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010650	2019-01-22	68892	THE FRONTENAC NEWS	Ads- Multiple Dates	\$12,389.83
Total EFT000000010650					\$12,389.83
Total Gen					\$12,389.83

1000

Cheque	Date	Inv #	Vendor	Description	Amount
070026	2019-01-22	18/12/28-13	SNIDER, PERCY	Snow Plowing	\$763.20
Total 070026					\$763.20
EFT000000010630	2019-01-22	5909	ASSELSTINE HARDWARE	Softener Salt	\$24.39
Total EFT000000010630					\$24.39
EFT000000010641	2019-01-22	38868TH	CULLIGAN	Water	\$41.42
Total EFT000000010641					\$41.42
EFT000000010658	2019-01-22	2018-2615	KINGSTON PLATE & WINDOW GLASS	Front Doors	\$4,680.96
Total EFT000000010658					\$4,680.96
EFT000000010661	2019-01-22	196221	LONDRY ALARMS	Added Codes	\$40.70
Total EFT000000010661					\$40.70
EFT000000010668	2019-01-22	18/12-OFFICE	R&D NELSON GENERAL MAINTENANCE	18/11+18/12 General Maint.	\$1,434.82
		18/12-OFFICE		18/11+18/12 General Maint.	\$344.46
Total EFT000000010668					\$1,779.28
EFT000000010673	2019-01-22	5369	SIMMONS PLUMBING & PUMP SERV.	Repair Upstairs Toilets	\$76.32
Total EFT000000010673					\$76.32
EFT000000010675	2019-01-22	1203	SPECIALIZED ONSITE SERVICES	Water Samples	\$1,147.85
Total EFT000000010675					\$1,147.85
EFT000000010676	2019-01-22	22822347	SUPERIOR PROPANE INC.	2296.9L @ .51	\$1,192.04
Total EFT000000010676					\$1,192.04
Total					\$9,746.16

1100 Counc

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010629	2019-01-22	MEM006338	ASSOC OF MUNICIPALITIES OF ONT	2019 Membership	\$6,795.60
Total EFT000000010629					\$6,795.60
EFT000000010662	2019-01-22	MC004747	MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO	2019 Employee Contribution	\$272.46
Total EFT000000010662					\$272.46
Total Counc					\$7,068.06

1250 Clk

Cheque	Date	Inv #	Vendor	Description	Amount
070027	2019-01-22	2019 WORKSHOP	TOWN OF CARLETON PLACE	2019 Request for Info-Workshop	\$280.00
Total 070027					\$280.00
EFT000000010642	2019-01-22	155418	CUNNINGHAM SWAN CARTY	Legal Fees-Employment	\$172.17
Total EFT000000010642					\$172.17
EFT000000010679	2019-01-22	6545	TROUSDALE'S FOODLAND	Cream	\$2.99
		6989.		Milk+Cream	\$13.21
		7386		Coffee+Sugar+ Cream	\$45.95
		3020		Treat+Greet Food	\$173.01
		8		Sugar+ Cream	\$12.67
Total EFT000000010679					\$247.83
EFT000000010685	2019-01-22	45315	VERSUS BUSINESS FORMS & LABELS	10kXWindow Envelopes	\$667.75
Total EFT000000010685					\$667.75
Total Clk					\$1,367.75

1275 Fin

Cheque	Date	Inv #	Vendor	Description	Amount
070018	2019-01-22	AG5363	G-FORCE MARKETING	4X Roll Binders	\$595.60
Total 070018					\$595.60
070022	2019-01-22	2019*1058	OMTRA	2019 Membership L.F.	\$223.87
		2019*1159		2019 Membership S.K.	\$223.87

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

Total 070022					\$447.74
070025	2019-01-22	8100626103	SHRED-IT INTERNATIONAL ULC	18/12-Shredding Services	\$75.20
Total 070025					\$75.20
EFT000000010642	2019-01-22	155289	CUNNINGHAM SWAN CARTY	Road Allow. Trsrfr	\$677.18
Total EFT000000010642					\$677.18
EFT000000010644	2019-01-22	223517	DIAMOND SOFTWARE INC	Employee Time Entry- Subscript	\$574.09
Total EFT000000010644					\$574.09
Total Fin					\$2,369.81

1300 Elec

Cheque	Date	Inv #	Vendor	Description	Amount
070024	2019-01-22		REVILL, ALAN		
		2018 REFUND OF NOM		2018 Refund of Nom	\$100.00
Total 070024					\$100.00
070028	2019-01-22		VANDEWAL, RON		
		2018 REFUND OF NOM		2018 Refund of Nom	\$200.00
Total 070028					\$200.00
Total Elec					\$300.00

Total GG

\$33,241.61

20 PP&P

2100 Fire

Cheque	Date	Inv #	Vendor	Description	Amount
070016	2019-01-22		CURTIS, JOHN		
		2018-1-SF		Mediation	\$890.40
Total 070016					\$890.40
070026	2019-01-22		SNIDER, PERCY		
		18/12/24-11		Snow Plowing	\$763.20
		18/12/28-12		Snow Plowing	\$1,068.48
		18/12/26-08		Snow Plowing	\$457.92
		18/12/13-47		Maple Lane-Shovel	\$564.77
		18/12/24-07		Snow Plowing	\$305.28
		18/12/28-10		Snow Plowing	\$101.76
Total 070026					\$3,261.41
EFT000000010625	2019-01-22		BOULTON SEPTIC/LARMON'S		
		28997		Holding Tank Pumped	\$244.22
Total EFT000000010625					\$244.22
EFT000000010626	2019-01-22		ABELL PEST CONTROL INC.		
		A1454655		18/12- Pest Control	\$48.61
		A1423794		18/12- Pest Control	\$39.40
Total EFT000000010626					\$88.01
EFT000000010627	2019-01-22		AJ STONE COMPANY LIMITED		
		143667		Helmet+ Decals	\$359.75
Total EFT000000010627					\$359.75
EFT000000010633	2019-01-22		BELL MOBILITY (RADIO DIVISION)		
		1-248502		19/01 Site Rental	\$328.00
Total EFT000000010633					\$328.00
EFT000000010645	2019-01-22		ENVIRONMENTALL CONTRACTING SERV		
		19122018-5		18-29 Demo of Mod. Building	\$6,273.50
Total EFT000000010645					\$6,273.50
EFT000000010646	2019-01-22		FIRE SERVICE MANAGEMENT		
		439812		Wash+ Repair	\$278.72
		439791		Wash+ Repair	\$196.62
Total EFT000000010646					\$475.34
EFT000000010647	2019-01-22		FIRE MARSHAL'S PUBLIC FIRE		
		IN153563		6X Books	\$485.83
		IN004836		2019 Membership	\$100.00
Total EFT000000010647					\$585.83
EFT000000010656	2019-01-22		KENWORTH ONTARIO - KINGSTON		
		KS24263		New Battery	\$378.28
		KS24160		Alternator+ Batteries	\$1,914.56
		KS24124		Repair Brakes+ Back Up Alarm	\$1,327.71
Total EFT000000010656					\$3,620.55
EFT000000010657	2019-01-22		KINGSTON DODGE CHRYSLER LTD		
		470115		Paint	\$18.93
Total EFT000000010657					\$18.93
EFT000000010659	2019-01-22		LEONARD FUELS		
		3935-895670		60.1L @.964	\$58.95
		3935-960433		397.4L @.888	\$359.11
Total EFT000000010659					\$418.06
EFT000000010660	2019-01-22		LEONARD, ELIZABETH		
		18/12/13-26		Cleaning	\$60.00
Total EFT000000010660					\$60.00
EFT000000010663	2019-01-22		ONTARIO ASSOCIATION OF FIRE CHIEFS		
		4198		2019 Membership	\$259.49
Total EFT000000010663					\$259.49
EFT000000010665	2019-01-22		PAT ROGERS TOWING SERVICE		
		D00662-2		Error Correction Inv. D00662	\$50.88
Total EFT000000010665					\$50.88
EFT000000010669	2019-01-22		RICOH CANADA INC.		
		SCO92236529		18/12 Copier Usage+ Rental	\$199.18
Total EFT000000010669					\$199.18
EFT000000010671	2019-01-22		R. THURSTON TECHNOLOGIES		

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

	11268		19/01-19/03 Site Rental		\$381.60
	11269		50X Pagers		\$24,880.32
Total EFT000000010671					\$25,261.92
EFT000000010673	2019-01-22		SIMMONS PLUMBING & PUMP SERV.		
		5371	Drain Water		\$159.76
Total EFT000000010673					\$159.76
EFT000000010676	2019-01-22		SUPERIOR PROPANE INC.		
		22802606	Water Samples		\$642.96
		22693977	2157.4L @.51		\$1,119.64
Total EFT000000010676					\$1,762.60
EFT000000010679	2019-01-22		TROUSDALE'S FOODLAND		
		4077	Water		\$15.96
		6857.	Water		\$62.25
Total EFT000000010679					\$78.21
EFT000000010680	2019-01-22		TROUSDALE'S HOME HARDWARE		
		85808	Smoke Detector+Extinguisher		\$99.18
		88906	Central Vac Tubes		\$50.48
Total EFT000000010680					\$149.66
EFT000000010682	2019-01-22		TURRIS COMMUNICATIONS LTD		
		TCL-210040	Pager Repair		\$264.58
		TCL-210553	Battery		\$27.35
Total EFT000000010682					\$291.93
EFT000000010683	2019-01-22		TW PATCHING		
		991601	Snow Plowing		\$1,373.76
Total EFT000000010683					\$1,373.76
EFT000000010687	2019-01-22		WESTPORT HOME HARDWARE		
		306014	Cable Ties+2xClearance Markers		\$27.44
		310440	Screws		\$2.64
Total EFT000000010687					\$30.08
Total Fire					\$46,241.47

2110 Cvc#

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010672	2019-01-22		SIGNS PLUS		
		3106		4X Civic	\$36.63
Total EFT000000010672					\$36.63
Total Cvc#					\$36.63

2400 Police

Cheque	Date	Inv #	Vendor	Description	Amount
070021	2019-01-22		MINISTER OF FINANCE-POLICE SERVICES		
		111212181049092		18/12 Policing Services	\$240,419.00
Total 070021					\$240,419.00
EFT000000010664	2019-01-22		ONTARIO ASSOCIATION OF POLICE		
		2019 MEMBERSHIP		2019 Membership	\$75.00
Total EFT000000010664					\$75.00
Total Police					\$240,494.00

2410 Ride Program

Cheque	Date	Inv #	Vendor	Description	Amount
070021	2019-01-22		MINISTER OF FINANCE-POLICE SERVICES		
		110301191132033		3 OFF X 4HRS	\$848.16
Total 070021					\$848.16
Total Ride Program					\$848.16

2605 Build

Cheque	Date	Inv #	Vendor	Description	Amount
070019	2019-01-22		KC SPENCER & ASSOCIATES		
		19/01/10		WSIB Certification- Part 1	\$503.71
Total 070019					\$503.71
070020	2019-01-22		LAND OF LAKES CHAPTER OBOA		
		2019 MEMBERSHIP		2019 Membership	\$80.00
Total 070020					\$80.00
070035	2019-01-22		SMITH CUSTOM HOMES & CONST. LTD		
		NSF FEE		NSF FEE	\$48.00
Total 070035					\$48.00
070037	2019-01-22		WEBSTER, VICTORIA		
		2018 REFUND OF FEES		S57-18-S REFUND	\$85.00
		2018 REFUND OF FEES		MV-25-18-8 REFUND	\$85.00
Total 070037					\$170.00
EFT000000010651	2019-01-22		GRAND & TOY LIMITED		
		N207761		Elastics	\$4.28
		N207762		Elastics	\$4.47
Total EFT000000010651					\$8.75
EFT000000010680	2019-01-22		TROUSDALE'S HOME HARDWARE		
		88984		2X Snow Brushes	\$7.10
Total EFT000000010680					\$7.10
Total Build					\$817.56

2640 Bylaw enf

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010691	2019-01-22		FRONTENAC MUNICIPAL LAW		
		SF-B-2018-NOVEMBER		18/11 Bylaw Enforcement	\$222.24
		SF-B-2018-NOVEMBER		18/11 Bylaw Enforcement	\$389.23

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

SF-B-2018-DECEMBER	18/12 Bylaw Enforcement	\$169.33
SF-B-2018-DECEMBER	18/12 Bylaw Enforcement	\$435.02

Total EFT000000010691	\$1,215.82
Total Bylaw enf	\$1,215.82

Total PP&P	\$289,653.64
-----------------------	---------------------

30 Trans

3000 PW OH

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010628	2019-01-22		ALLIANCE WIRELESS COMMUNICATIONS		
		C14258-0119		Answering Service	\$308.53
Total EFT000000010628					\$308.53
EFT000000010651	2019-01-22		GRAND & TOY LIMITED		
		N207789		Office Supplies	\$103.72
		N234782		Office Supplies	\$66.55
Total EFT000000010651					\$170.27
EFT000000010667	2019-01-22		PUROLATOR INC.		
		440063056		Shipping	\$150.32
Total EFT000000010667					\$150.32
EFT000000010669	2019-01-22		RICOH CANADA INC.		
		SCO92236529		18/12 Copier Usage+ Rental	\$199.18
Total EFT000000010669					\$199.18
EFT000000010679	2019-01-22		TROUSDALE'S FOODLAND		
		2927		Lunch Food	\$70.17
		277		Coffee+Whitener	\$36.00
		3141		Breakfast Food	\$158.34
		9879		Pot Pie Meal	\$115.85
Total EFT000000010679					\$380.36
Total PW OH					\$1,208.66

3005 RdAdmOH

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010631	2019-01-22		ASSOCIATION OF ONTARIO ROAD		
		312		2019 Certification	\$157.73
Total EFT000000010631					\$157.73
EFT000000010633	2019-01-22		BELL MOBILITY (RADIO DIVISION)		
		1-248502		19/01 Site Rental	\$295.38
Total EFT000000010633					\$295.38
EFT000000010678	2019-01-22		TENAQUIP LIMITED		
		12006865-00		Heel Cleats	\$573.61
Total EFT000000010678					\$573.61
Total RdAdmOH					\$1,026.72

3010

Cheque	Date	Inv #	Vendor	Description	Amount
070015	2019-01-22		ATKINSON HOME BUILDING CENTRE		
		187511		Stakes	\$96.67
		187891		Pine Casing	\$66.31
Total 070015					\$162.98
070019	2019-01-22		KC SPENCER & ASSOCIATES		
		19/01/10		WSIB Certification- Part 1	\$503.71
Total 070019					\$503.71
070026	2019-01-22		SNIDER, PERCY		
		18/12-04		Garbage	\$127.20
Total 070026					\$127.20
EFT000000010626	2019-01-22		ABELL PEST CONTROL INC.		
		A1450857		Pest Control	\$69.72
Total EFT000000010626					\$69.72
EFT000000010637	2019-01-22		CANADIAN TIRE		
		135501		4.5" Diamond Blade	\$30.50
Total EFT000000010637					\$30.50
EFT000000010639	2019-01-22		CINTAS		
		884219225		Uniform	\$7.98
		884219225		Cleaning Supplies	\$50.39
		884219224		Uniform	\$13.77
		884219224		Cleaning Supplies	\$139.34
Total EFT000000010639					\$211.48
EFT000000010648	2019-01-22		FISH, DOROTHY		
		5992		Cleaning	\$390.00
Total EFT000000010648					\$390.00
EFT000000010651	2019-01-22		GRAND & TOY LIMITED		
		N236693		File Cabinet+ File Bars	\$406.49
Total EFT000000010651					\$406.49
EFT000000010655	2019-01-22		K+S WINDSOR SALT LTD		
		5300407921		Winter Salt	\$6,971.52
Total EFT000000010655					\$6,971.52
EFT000000010659	2019-01-22		LEONARD FUELS		
		1056-959852		83.9L @.9726	\$81.33
		1056-961480		LUBES	\$77.81
		1058-903646		1148.6L @.953	\$1,113.88
		1058-958168		95.00L @1.0434	\$98.94
		1058-959438		100.46L @1.008	\$101.00
		1058-960340		110.10L @.9726	\$106.75
		1058-961773		65.21L @.9726	\$63.21
		1058-961775		57.32L @.9726	\$55.56

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

1058-961987			98.60L @.9549	\$93.80
1058-962142			83.89L @.9283	\$77.54
1058-962622			58.09L @1.0168	\$58.93
1058-962804			85.91L @1.0168	\$87.14
1058-964186			75.00L @.9814	\$73.37
1058-964357			80.35L @.9814	\$78.61
1058-964770			88.08L @.9637	\$84.58
1058-965271			54.01L @.9637	\$51.85
1058-965309			84.39L @.9637	\$81.03
1058-966026			66.30L @.9283	\$61.27
1058-966306			54.41L @.9195	\$49.79
1058-966660			73.61L @.9195	\$67.38
0363-967981			Lubes	\$155.60
0363-968285			87.59L @.8841	\$77.02
1058-964149			1130.2L @.974	\$1,120.18
1058-971688			778.0L@.845	\$668.98
1058-968742			523.4L @.882	\$469.76
1058-967956			87.92L @.8841	\$77.31
1058-968112			83.89L @.8841	\$75.53
1058-968793			88.51L @.9460	\$83.39
1058-969094			66.50L @.9460	\$62.66
1058-969326			96.90L @.9460	\$91.30
1058-970170			57.19L @.8841	\$50.29
1058-970603			81.16L @.8841	\$71.37
1058-971303			78.82L @.8752	\$68.60
1058-971755			85.00L @.8752	\$73.97
1058-972310			90.94L @.8752	\$79.14
1058-976762			81.93L @.9460	\$77.20
1058-973345			92.16L @.8841	\$81.04
1058-973485			Lubes	\$188.78
1058-973951			47.66L @.9195	\$43.63
1058-974510			88.44L @.9195	\$80.95
1058-974915			83.20L @.8841	\$73.16
1058-975503			73.40L @.8841	\$64.53
1058-975177			80.53L @.8841	\$70.81
1058-976212			89.85L @.8841	\$79.01
Total EFT000000010659				\$6,547.98
EFT000000010660	2019-01-22		LEONARD, ELIZABETH	
		18/12/29-27	Cleaning	\$300.00
Total EFT000000010660				\$300.00
EFT000000010668	2019-01-22		R&D NELSON GENERAL MAINTENANCE	
		18/12-G,B,P	18/11+18/12 General Maint.	\$109.90
		18/12-G,B,P	18/11+18/12 General Maint.	\$128.22
		18/12-G,B,P	18/11+18/12 General Maint.	\$34.73
		18/12-G,B,P	18/11+18/12 General Maint.	\$34.73
		18/12-OFFICE	File Room Clean	\$76.32
Total EFT000000010668				\$383.90
EFT000000010673	2019-01-22		SIMMONS PLUMBING & PUMP SERV.	
		5378	Replace Sewage Pump	\$798.31
Total EFT000000010673				\$798.31
EFT000000010677	2019-01-22		SWISH MAINTENANCE LIMITED	
		K603399	5X Floor Squeegees	\$188.71
Total EFT000000010677				\$188.71
EFT000000010679	2019-01-22		TROUSDALE'S FOODLAND	
		1827	Water	\$47.88
		5752	Water	\$24.95
		5752	Water	\$24.95
		6503	Water	\$79.80
		5343	Coffee+Cream	\$28.97
		7724	Water	\$335.16
		9758	Water	\$2.99
		4722	5X Breakfast Sausage	\$27.45
Total EFT000000010679				\$572.15
EFT000000010680	2019-01-22		TROUSDALE'S HOME HARDWARE	
		219732	2X Spray Paint	\$17.69
		219726	Wood Filler+Putty Knife	\$11.17
		219727	Sanding Sponge	\$5.08
		219774	30X 2" Number Stickers	\$39.38
		88781	3X Shovel	\$48.81
		88905	2X Keys	\$6.09
		88850	Screws+Primer	\$37.12
		220066	Caulk+ Trim	\$30.90
		88980	Hose Nozzle	\$11.69
		89046	Extension Cord	\$53.92
Total EFT000000010680				\$261.85
EFT000000010684	2019-01-22		UCF/MCKEOWN & WOOD FUELS	
		803446	225.6L @.855	\$196.29
		803445	2050.30L @.8550	\$1,783.86
		787042	3269.4L @.99	\$3,293.67
Total EFT000000010684				\$5,273.82
EFT000000010686	2019-01-22		WASTE CONNECTIONS OF CANADA	
		7150-0000241837	Dump+Exchange	\$604.69
Total EFT000000010686				\$604.69
EFT000000010689	2019-01-22		WHITE'S WEARPARTS LTD	
		128336	Plow Parts	\$84.26
		128336	Plow Parts	\$543.40
Total EFT000000010689				\$627.66
Total				\$24,432.67

3310 Hardtop Patching

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

**Township of South Frontenac
 CHEQUE DISTRIBUTION REPORT**

070026	2019-01-22		SNIDER, PERCY		
		18/12/07-46		Patching	\$992.55
		18/12/10-50		Patching	\$1,205.60
		18/12/11-48		Patching	\$992.55
		18/12/12-49		Patching	\$537.04
		18/12/14-02		Patching	\$525.47
		18/12/13-01		Patching	\$875.78
		18/12/14-06		Patching	\$583.85
		18/11/05-28		Patching	\$934.16

Total 070026 **\$6,647.00**

EFT000000010625	2019-01-22		BOULTON SEPTIC/LARMON'S		
		29020		Patching	\$3,190.18
		29018		Patching	\$2,518.56

Total EFT000000010625 **\$5,708.74**

EFT000000010690	2019-01-22		WILLIAMS HOT MIX LTD		
		3909		4.41MT HL3	\$421.83

Total EFT000000010690 **\$421.83**

Total Hardtop Patching **\$12,777.57**

3320 should maint

Cheque	Date	Inv #	Vendor	Description	Amount
070026	2019-01-22		SNIDER, PERCY		
		18/12/13-42		Back Hoe Rental	\$380.07

Total 070026 **\$380.07**

Total should maint **\$380.07**

3505 Snw Plwng

Cheque	Date	Inv #	Vendor	Description	Amount
070026	2019-01-22		SNIDER, PERCY		
		18/12/14-41		Snow Plowing	\$905.66
		18/12/11-44		Snow Plowing	\$318.51
		18/12/11-43		Snow Plowing	\$146.53
		18/12/11-45		Snow Plowing	\$195.38
		18/12/21-09		Snow Plowing	\$905.66
		18/12/22-10		Snow Plowing	\$905.66
		18/12/24-11-2		Snow Plowing	\$905.66
		18/12/12-26		Snow Plowing	\$905.66
		18/12/28-13-2		Snow Plowing	\$905.66
		18/12/28-17		Snow Plowing	\$184.19
		18/12/22-14		Snow Plowing	\$184.19
		18/12/24-15		Snow Plowing	\$184.19
		18/12/26-16		Snow Plowing	\$184.19
		18/12/21-18		Snow Plowing	\$318.51
		18/12/21-19		Snow Plowing	\$146.53
		18/12/21-20		Snow Plowing	\$195.38
		18/12/28-45		Snow Plowing	\$93.62
		18/12/28-45		Snow Plowing	\$40.70
		18/12/26-24		Snow Plowing	\$318.51
		18/12/26-26		Snow Plowing	\$195.38
		18/12/26-25		Snow Plowing	\$146.53
		18/12/24-21		Snow Plowing	\$318.51
		18/12/24-22		Snow Plowing	\$146.53
		18/12/24-23		Snow Plowing	\$195.38
		18/12/29-31		Snow Plowing	\$146.53
		18/12/29-30		Snow Plowing	\$318.51
		18/12/29-40		Snow Plowing	\$905.66
		18/12/28-28		Snow Plowing	\$146.53
		18/12/28-29		Snow Plowing	\$195.38
		18/12/28-27		Snow Plowing	\$318.51
		18/12/29-32		Snow Plowing	\$195.38
		19/01/03-10		Snow Plowing	\$318.51
		19/01/03-11		Snow Plowing	\$146.53
		19/01/03-12		Snow Plowing	\$195.38
		19/01/01-09		Snow Plowing	\$195.38
		19/01/01-08		Snow Plowing	\$146.53
		19/01/01-07		Snow Plowing	\$318.51
		19/01/03-39		Snow Plowing	\$184.19
		19/01/01-38		Snow Plowing	\$184.19
		19/01/03-03		Snow Plowing	\$93.62
		19/01/01-41		Snow Plowing	\$905.66
		19/01/03-42		Snow Plowing	\$905.66
		18/12/05-43		Snow Plowing	\$318.51
		18/12/05-44		Snow Plowing	\$146.53
		18/12/05-45		Snow Plowing	\$195.38

Total 070026 **\$15,427.80**

EFT000000010625	2019-01-22		BOULTON SEPTIC/LARMON'S		
		29021		Snow Plowing	\$2,849.28
		29022		Snow Plowing	\$2,442.24
		29025		Snow Plowing	\$366.34

Total EFT000000010625 **\$5,657.86**

EFT000000010689	2019-01-22		WHITE'S WEARPARTS LTD		
		128336		Plow Parts	\$42.13
		128336		Plow Parts	\$543.40
		128336		Plow Parts	\$770.83

Total EFT000000010689 **\$1,356.36**

Total Snw Plwng **\$22,442.02**

3506 Snow Clearing Sidewalks

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

**Township of South Frontenac
 CHEQUE DISTRIBUTION REPORT**

070026	2019-01-22		SNIDER, PERCY		
		18/12/27-41		Snow Plowing	\$101.76
		18/12/27-41		Snow Plowing	\$93.62
		18/12/27-42		Snow Plowing	\$203.52
		18/12/27-42		Snow Plowing	\$69.20
		18/12/27-43		Snow Plowing	\$193.34
		18/12/27-43		Snow Plowing	\$101.76
		18/12/23-33		Snow Plowing	\$101.76
		18/12/23-33		Snow Plowing	\$93.62
		18/12/23-34		Snow Plowing	\$101.76
		18/12/23-34		Snow Plowing	\$93.62
		18/12/23-35		Snow Plowing	\$69.20
		18/12/23-35		Snow Plowing	\$203.52
		18/12/23-36		Snow Plowing	\$193.34
		18/12/23-36		Snow Plowing	\$101.76
		18/12/28-44		Snow Plowing	\$193.34
		18/12/28-44		Snow Plowing	\$101.76
		18/12/28-44		Snow Plowing	\$183.17
		18/12/28-44		Snow Plowing	\$183.17
		18/12/28-45		Snow Plowing	\$101.76
		18/12/28-45		Snow Plowing	\$40.70
		18/12/28-46		Snow Plowing	\$203.52
		18/12/28-46		Snow Plowing	\$69.20
		18/12/28-46		Snow Plowing	\$61.06
		18/12/28-46		Snow Plowing	\$61.06
		18/12/24-39		Snow Plowing	\$193.34
		18/12/24-39		Snow Plowing	\$101.76
		18/12/24-38		Snow Plowing	\$203.52
		18/12/24-38		Snow Plowing	\$69.20
		18/12/24-37		Snow Plowing	\$101.76
		18/12/24-37		Snow Plowing	\$93.62
		18/12/24-39-2		Snow Plowing	\$101.76
		18/11/21-21		Snow Plowing	\$193.34
		18/11/21-21		Snow Plowing	\$101.76
		19/01/03-13		Snow Plowing	\$193.34
		19/01/03-01		Snow Plowing	\$101.76
		19/01/03-03		Snow Plowing	\$101.76
		19/01/03-04		Snow Plowing	\$203.52
		19/01/03-04		Snow Plowing	\$69.20
		19/01/03-05		Snow Plowing	\$193.34
		19/01/03-05		Snow Plowing	\$101.76

Total 070026 **\$5,045.26**

EFT000000010625	2019-01-22		BOULTON SEPTIC/LARMON'S		
		29024		Snow Plowing	\$712.32
		29024		Snow Plowing	\$712.32

Total EFT000000010625 **\$1,424.64**

Total Snow Clearing Sidewalks **\$6,469.90**

3515 Stock Snd&Slt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010652	2019-01-22		HARTINGTON EQUIPMENT LIMITED		
		INV-635		19/01-19/02 Loader Rental	\$4,477.44

Total EFT000000010652 **\$4,477.44**

EFT000000010655	2019-01-22		K+S WINDSOR SALT LTD		
		5300413372		Winter Salt	\$6,878.90
		5300413260		Winter Salt	\$7,171.32
		5300410242		Winter Salt	\$11,094.33
		5300410369		Winter Salt	\$10,955.39
		5300414831		Winter Salt	\$3,234.67

Total EFT000000010655 **\$39,334.61**

Total Stock Snd&Slt **\$43,812.05**

3601 Barricds & Sfty Matls

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010666	2019-01-22		PERFECT SOLUTIONS		
		11473		18X Gloves	\$126.04

Total EFT000000010666 **\$126.04**

EFT000000010680	2019-01-22		TROUSDALE'S HOME HARDWARE		
		89008		Plywood+Lumber for Barricades	\$179.08

Total EFT000000010680 **\$179.08**

Total Barricds & Sfty Matls **\$305.12**

3615 Street signs

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010634	2019-01-22		BMR MANUFACTURING INC.		
		360314		24X Arrow Signs	\$445.77

Total EFT000000010634 **\$445.77**

EFT000000010672	2019-01-22		SIGNS PLUS		
		3106		6X Street +50 Yds	\$1,402.05
		3107		Street Sign	\$42.68

Total EFT000000010672 **\$1,444.73**

EFT000000010680	2019-01-22		TROUSDALE'S HOME HARDWARE		
		89160		Lumber+ Corner Braces	\$103.16

Total EFT000000010680 **\$103.16**

Total Street signs **\$1,993.66**

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

3625 RR cross mnt

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010636	2019-01-22	11107503	CANADIAN PACIFIC RAILWAY	18/12 Flasher Contract	\$744.00
Total EFT000000010636					\$744.00
Total RR cross mnt					\$744.00

3650 Street Lights

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010681	2019-01-22	6873	TRUE ELECTRIC	New Light at Battersea Church	\$800.66
Total EFT000000010681					\$800.66
Total Street Lights					\$800.66

3800 Crssng Guards

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010640	2019-01-22	84720	COMMISSIONAIRES SECURITY SOLUTIONS	Crossing Guards	\$1,135.91
		84489		Crossing Guards	\$1,022.31
Total EFT000000010640					\$2,158.22
Total Crssng Guards					\$2,158.22

Total Trans

\$118,551.32

40 Env

4110 Water Treat

Cheque	Date	Inv #	Vendor	Description	Amount
070017	2019-01-22	FNS/TSF/02/18	FRANK N. SMITH, PH.D., P.ENG.	Consulting-Steel pipe	\$203.52
Total 070017					\$203.52
EFT000000010632	2019-01-22	N6027631-18/12	BELL CANADA-WATER TOWER PHONE LINE	18/11 Telephone	\$84.71
Total EFT000000010632					\$84.71
EFT000000010642	2019-01-22	155301	CUNNINGHAM SWAN CARTY	Legal Fees	\$21,777.15
Total EFT000000010642					\$21,777.15
Total Water Treat					\$22,065.38

5105 Garb coll

Cheque	Date	Inv #	Vendor	Description	Amount
070026	2019-01-22	18/12/20-08	SNIDER, PERCY	Garbage Truck Rental	\$2,175.12
		18/12/27-35		Garbage Truck Rental	\$1,335.60
		18/12/31-36		Garbage Truck Rental	\$1,526.40
		19/01/03-37		Garbage Truck Rental	\$992.16
Total 070026					\$6,029.28
EFT000000010680	2019-01-22	88502	TROUSDALE'S HOME HARDWARE	Lumber	\$62.85
Total EFT000000010680					\$62.85
Total Garb coll					\$6,092.13

5110 Gab disp

Cheque	Date	Inv #	Vendor	Description	Amount
070026	2019-01-22	18/12/20-07	SNIDER, PERCY	Portland Dump/Dozer	\$1,383.94
		18/12/21-05		Portland Dump/Waste	\$534.24
		18/12-03		18/12-Bin Rental	\$152.64
		19/01/02-33		Portland Dump/Waste	\$178.08
Total 070026					\$2,248.90
EFT000000010626	2019-01-22	A1498580	ABELL PEST CONTROL INC.	19/01 Pest Control	\$106.40
Total EFT000000010626					\$106.40
EFT000000010654	2019-01-22	13007	JODY CAMPBELL'S SEPTIC SERVICE	19/01 Portable Toilet Rental	\$117.02
		13007		19/01 Portable Toilet Rental	\$117.02
		13007		19/01 Portable Toilet Rental	\$117.02
Total EFT000000010654					\$351.06
EFT000000010686	2019-01-22	7150-0000241837	WASTE CONNECTIONS OF CANADA	Dump+Exchange	\$651.98
Total EFT000000010686					\$651.98
EFT000000010688	2019-01-22	812360	WHALEY, GEORGE	18/12 Landfill Services	\$4,248.48
Total EFT000000010688					\$4,248.48
Total Gab disp					\$7,606.82

5210 Rec Disp/Prc

Cheque	Date	Inv #	Vendor	Description	Amount
070026	2019-01-22	19/01/02-34	SNIDER, PERCY	Portland Recycle	\$534.24
Total 070026					\$534.24

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

Total Rec Disp/Prc **\$534.24**

5305 HHW

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010635	2019-01-22	20180243	BRENDAR ENVIRONMENTAL INC.	18/09-HHW Services	\$8,945.90
Total EFT000000010635					\$8,945.90
Total HHW					\$8,945.90

Total Env **\$45,244.47**

80 Rec

8000 Rec

Cheque	Date	Inv #	Vendor	Description	Amount
070026	2019-01-22	18/12/28-09	SNIDER, PERCY	Snow Plowing	\$81.41
Total 070026					\$81.41
EFT000000010625	2019-01-22	29033	BOULTON SEPTIC/LARMON'S	Snow Plowing	\$407.04
Total EFT000000010625					\$407.04
EFT000000010630	2019-01-22	5894	ASSELSTINE HARDWARE	Ice Melter	\$26.44
Total EFT000000010630					\$26.44
EFT000000010661	2019-01-22	196346	LONDRY ALARMS	18/01 Monthly Monitor+Rental	\$28.49
		196346		18/01 Monthly Monitor+Rental	\$28.49
Total EFT000000010661					\$56.98
EFT000000010668	2019-01-22	18/12-G,B,P	R&D NELSON GENERAL MAINTENANCE	18/11+18/12 General Maint.	\$366.34
		18/12-G,B,P		18/11+18/12 General Maint.	\$34.73
		18/12-LIB		18/11+18/12 General Maint.	\$1,053.22
		18/12-LIB		18/11+18/12 General Maint.	\$176.47
Total EFT000000010668					\$1,630.76
EFT000000010673	2019-01-22	5370	SIMMONS PLUMBING & PUMP SERV.	Repair Toilet	\$147.04
Total EFT000000010673					\$147.04
EFT000000010674	2019-01-22	18/12/21-41	SLEETH, SARAH	Cleaning	\$490.00
		18/12/25-42		Cleaning	\$225.00
Total EFT000000010674					\$715.00
EFT000000010677	2019-01-22	K603247	SWISH MAINTENANCE LIMITED	Cleaning Supplies	\$129.29
Total EFT000000010677					\$129.29
Total Rec					\$3,193.96

8036 Family Day

Cheque	Date	Inv #	Vendor	Description	Amount
070031	2019-01-22	1175	WHITE'S RIDES INC.	Horse Drawn Wagon Ride	\$559.68
Total 070031					\$559.68
Total Family Day					\$559.68

8205 Pumpkinfest

Cheque	Date	Inv #	Vendor	Description	Amount
070023	2019-01-22	2018 PUMPKINFEST	PATCHWORKS COMMITTEE	2018 Pumpkinfest	\$1,259.52
Total 070023					\$1,259.52
Total Pumpkinfest					\$1,259.52

8210 VCA

Cheque	Date	Inv #	Vendor	Description	Amount
070029	2019-01-22	819-VCA	VERONA FOODLAND	Chocolate + Candies	\$38.60
Total 070029					\$38.60
070030	2019-01-22	2019-VCA STORAGE	VERONA LIONS CLUB	Garden Shed Storage	\$90.06
Total 070030					\$90.06
Total VCA					\$128.66

Total Rec **\$5,141.82**

90 Plan

9000 Plan

Cheque	Date	Inv #	Vendor	Description	Amount
070034	2019-01-22	Z-18-17 REFUND	RJM CLASSIC HOMES & COTTAGES	Z-18-17	-\$663.00
Total 070034					-\$663.00
070037	2019-01-22	2018 REFUND OF FEES	WEBSTER, VICTORIA	S57-18-S REFUND	\$662.00
		2018 REFUND OF FEES		MV-25-18-8 REFUND	\$732.00
		2018 REFUND OF FEES		S57-18-S+ MV-25-18-8 REFUND	\$5,636.00
Total 070037					\$7,030.00

Township of South Frontenac CHEQUE DISTRIBUTION REPORT

EFT000000010638	2019-01-22		CDW CANADA INC		
		QMG7737		PDF Software	\$154.37
		QPW5103		PDF Software	\$213.82
Total EFT000000010638					\$368.19
EFT000000010642	2019-01-22		CUNNINGHAM SWAN CARTY		
		155291		Legal Advice-Ded.+ Assumption	\$150.10
		155292		Legal Advice-Ded.+ Assumption	\$152.64
		153904		Legal Fees- Septic issues	\$763.20
		154228		Legal Fees-Forced Roads	\$127.20
Total EFT000000010642					\$1,193.14
EFT000000010643	2019-01-22		D2 WIRELESS - TELUS AUTHORIZED DEALER		
		BUSKIIN5015		Galazy A5- T.G.	\$290.01
Total EFT000000010643					\$290.01
EFT000000010653	2019-01-22		INDEPENDENT TELEPHONE SERVICES		
		43725		Mailbox 2221 T.G.	\$86.50
Total EFT000000010653					\$86.50
Total Plan					\$8,304.84
Total Plan					\$8,304.84

99

9999

Cheque	Date	Inv #	Vendor	Description	Amount
EFT000000010670	2019-01-22		ROSEN ENERGY GROUP		
		629047		B 293.4L GAS@.8235	\$245.86
		629044		F 372.2L MKD @.8080	\$306.03
		629043		F 2114.7L CLR @.9360	\$2,014.20
		629053		SUN 1900.5L CLR @.9360	\$1,810.18
		629048		B 959.4L CLR @.9360	\$913.80
		629045		P 1843.4L CLR@.9360	\$1,755.79
		629046		P 639.1L MKD@.8080	\$525.48
		629042		F 1801.8L GAS@.8235	\$1,509.89
		628758		F 1900.1L GAS @.8166	\$1,578.93
		628759		F 2894.2L CLR @.9400	\$2,768.43
		628760		F 2894.2L CLR @.9400	\$423.50
		628761		B 581.4L GAS @.8166	\$483.13
		628763		B 560.7L MKD @.8337	\$475.69
		628762		B 1642.87L CLR @.9400	\$1,571.41
Total EFT000000010670					\$16,382.32
Total					\$16,382.32
Total					\$16,382.32
Total					\$516,520.02



REPORT TO COUNCIL OFFICE OF C.A.O.



AGENDA DATE: January 22, 2019

SUBJECT: Closed Meeting Investigation

RECOMMENDATION:

For Information

BACKGROUND:

The Township received a request for a Closed Meeting Investigation on August 8, 2018, regarding a CLOSED meeting held on August 7, 2018. The request was forwarded from the Clerk's office to LAS the Township's delegated Closed Meeting Investigator.

The report from the investigator was received by email the evening of Jan 16, 2019 and is attached.

The conclusion of the investigation is reprinted below with staff highlights:

Based on the evidence and the interviews, it is our conclusion that the matter deliberated at the Closed Sessions of Township Council fell within at least one, and likely two, of the exceptions in Section 239 of the Municipal Act for which a closed meeting may be held.

Further, the fact that no words were added in the title of the item on the meeting agendas to augment the Municipal Act exception to the open meeting provision, or that Council did not report out in the minutes, does not render the meeting or the outcome of the meeting improper or illegal.

Although none of the meetings under review were improper or illegal, we have found that Council could have been more open and transparent in discussing some of the elements of the matter under consideration, without undermining the litigation and should consider amending its practice in future to do so wherever possible.

An important point to acknowledge is taken from the foot notes:

Subject to any restrictions that the solicitor has advocated with respect to public disclosure.

Council may find it interesting and worth noting that on July 3 2018, Council went into closed session to discuss "litigation – solicitor to be present".

The OPEN session minutes of the July 3 meeting were adopted by a motion made by Deputy Mayor Revill and seconded by Councillor Sutherland. These minutes found on page 12 of the August 7, 2018 agenda package publicly disclose in item 4b) that Council was in Closed Session on July 3 for "Litigation – Sydenham Water Treatment Plant"

On page 8 of the investigators report he acknowledges that the Clerk must use some discretion when preparing the resolutions to go into closed session and "That discretion involves a tension between inadvertently disclosing too much and disclosing too little." Staff have and will continue to provide recommendations that are based on the best interests of the Township and based on legal advice where obtained.



REPORT TO COUNCIL OFFICE OF C.A.O.



It is Council that ultimately decides the final wording of and passes the resolution to proceed to Closed Session. A member of Council may make motion to amend a resolution to include more information, subject to receiving a seconder and passage of the amendment.

Based on the investigators report, staff will be making some changes to the wording of closed meeting resolutions to better reflect the provisions from the Act and ensuring that there are resolutions to report out in open session that reiterate that a matter was dealt with in closed session and that direction was given.

FINANCIAL/STAFFING IMPLICATIONS:

ATTACHMENTS:

Report form Closed Meeting Investigator

Submitted/approved by:

Wayne Orr, CAO

Prepared by:

Wayne Orr, CAO

**REPORT TO
THE COUNCIL OF THE TOWNSHIP OF SOUTH FRONTENAC
REGARDING THE INVESTIGATION OF THE CLOSED MEETING OF THE
COUNCIL OF THE TOWNSHIP OF SOUTH FRONTENAC
HELD ON AUGUST 7, 2018**

Complaint

The Township of South Frontenac (“Township”) received a complaint about an in-camera portion (“closed session”) of a meeting of Township Council held on August 7, 2018.

The essence of the complaint is the subject matter of one of the items under consideration at the closed session was not, in its entirety, a proper one for deliberation in a closed session. The complainant alleges that the public should have been better informed, in a general way, about the nature of the closed session item. More specifically, the complainant alleges that Council discussed several issues during its deliberation of the in-camera item and that some of those issues ought to have been disclosed in public session.

The complainant alleges that Township Council has discussed the item in closed sessions in previous meetings and that the public ought to have been better informed about the nature and, to a certain extent, the content of Council’s deliberations or information about the matter. A review of prior meetings was requested by the complainant.

The complaint was sent to the offices of Amberley Gavel Ltd. for investigation.

Jurisdiction

The Township appointed Local Authority Services (LAS) as its closed meeting Investigator pursuant to section 239.2 of the *Municipal Act, 2001*¹, as amended (“Municipal Act”). LAS has delegated its powers and duties to Amberley Gavel Ltd. to undertake the investigation and report to the Council of the Township of South Frontenac.

¹ Municipal Act, 2001, SO 2001, c 25, <<http://canlii.ca/t/534v1>> retrieved on 2018-08-23.

Background

(1) The Municipal Act

Section 239 of the Municipal Act provides that all meetings of a municipal council, local board or a committee of either of them shall be open to the public. This requirement is one of the elements of transparent local government. The section sets forth exceptions to this open meeting rule. It lists the reasons for which a meeting, or a portion of a meeting, may be closed to the public. Two of those reasons in Section 239(2) are:

...

- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

...

Section 239 also requires that before a council, local board or committee moves into a closed meeting, it shall pass a resolution at a public meeting indicating that there is to be a closed meeting. The resolution must include the general nature of the matter(s) to be deliberated at the closed meeting.

Subsections 239 (5) & (6) limit the actions that may be taken by the council, local board or committee at the closed session. Votes may only be taken at a closed meeting for procedural matters, or giving direction or instructions to staff or persons retained by the municipality such as a lawyer or planner. It provides as follows:

Open meeting

- (5) Subject to subsection (6), a meeting shall not be closed to the public during the taking of a vote. 2001, c. 25, s. 239 (5).

Exception

- (6) Despite section 244, a meeting may be closed to the public during a vote if,
 - (a) subsection (2) or (3) permits or requires the meeting to be closed to the public; and
 - (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board. 2001, c. 25, s. 239 (6).

Section 239.1 provides that any person can ask for an investigation into whether a council, local board or committee of either of them has breached the open meeting requirements of the Municipal Act or its own procedural by-law.

Investigation

The complainant, CAO, and Deputy Clerk were interviewed during the investigation. Documents provided by the Township and reviewed included agendas, reports, minutes, the Township's Procedure and Notice By-laws, and applicable legislation.

An investigation under Section 239.1 of the Municipal Act is confined to assessing whether the council, local board or committee of either complied with the open meetings provision of the Municipal Act or its own procedural by-law. It is not open to the investigator to determine if the responsible body made the right decision with respect to the substantive matter at issue in the complaint.

In addition, an investigator is bound by the rules of confidentiality as stipulated in Section 239.2(5).

Once the investigation is completed, if the investigator "is of the opinion that the meeting or part of the meeting that was the subject-matter of the investigation appears to have been closed to the public contrary to Section 239 or to a procedure by-law under Section 238(2), the investigator shall report his or her opinion and the reasons for it to the municipality or local board, as the case may be, and may make such recommendations as he or she thinks fit" (section 239.2(10)).

Facts and Evidence

(1) The Township's Procedure By-law

Section 238 of the Municipal Act requires that every municipality and local board pass a procedure by-law. Section 238 reads in part as follows:

- (2) Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.
- (2.1) The procedure by-law shall provide for public notice of meetings.

The Township has a Procedure By-law that governs the calling, place, and proceedings of meetings, as well as public notice of meetings.²

The Procedure By-law provides for closed meetings of Council and its Committees, and requires that, prior to moving in-camera, Council or Committees of Council pass a motion in public session stating:

- i. the fact of the holding of the closed meeting;
- ii. the general nature of the matter to be considered at the closed meeting.³

² *The Corporation of the Township of South Frontenac, By-law 2017-76, Being a By-law to Provide for the Governing of the Council, the Conduct of Members and the Calling of Meetings* ("Procedure By-law").

³ *ibid*, s.2 h). The Procedure By-law also stipulates other policies relating to closed meetings. Those policies are not relevant or at issue in this complaint.

(2) Agendas for the Meeting of Council on August 7, 2018

The Agenda for the Council Meeting of August 7, 2018 indicated that Council was expected to move into closed session to consider several matters, none of which is the subject of this complaint.

(3) Minutes for the Open and Closed Sessions of the Council Meeting of August 7, 2018

The Minutes record that Council went into Closed Session to “approve minutes of the July 3, 2018 Closed Session and to discuss matters about an identifiable individual and property acquisition”. It did not report out on any of these matters.

The Minutes for the Closed Session indicate that Council discussed a previous item, involving the subject matter at issue in the complaint, although it was not separately listed on the agenda for discussion. It was referenced in the July 3, 2018 Minutes which were under consideration for approval at this meeting.

Council noted that it had previously provided direction to its solicitor and was waiting for a reply.

(4) Agenda for the Meeting of Council on July 3, 2018

The Agenda for the Council Meeting of July 3, 2018 indicated that Council would move into closed session to consider “Litigation – Solicitor to be present”.

(5) Minutes for the Open and Closed Sessions of the Council Meeting of July 3, 2018

The Minutes record that Council resolved into Closed Session to “discuss litigation”, among other matters. That litigation is related to the subject matter in the complaint. The public minutes posted on the Township’s website indicate that the Litigation was with respect to the Sydenham Water Treatment Plant. There was no reporting out from the Closed Session about the matter.

The Minutes for the Closed Session indicate that Council discussed various aspects of the subject matter and provided the solicitor with direction with respect to the litigation process and strategy.

(6) Agendas for the Meeting of Council on June 19, 2018

The Agenda for the Council Meeting of June 19, 2018 indicated that Council would move into closed session to consider Litigation – Solicitor to be present”.

(7) Minutes for the Open and Closed Sessions of the Council Meeting of June 19,

2018

The Minutes record that Council went into Closed Session to “discuss litigation”, among other matters. That litigation related to the subject matter of the complaint under investigation.

The Minutes for the Closed Session indicated that, since the solicitor was unable to be present, the CAO provided Council with information with respect to the ongoing litigation. Council deferred further discussion until the solicitor was present.

(8) Other Proceedings

Council was updated in Closed Session at other meetings that occurred in 2012, 2014, 2015, and 2016.

(9) Testimony

The CAO indicated that the matter was listed simply as “litigation” in order not to create any public concern over the issues engaged in the litigation.

The CAO also indicated that a Member of Council had questioned the fact that the public was not made more aware of some of the aspects of the matter. As directed by Council, the CAO was in the midst of soliciting an opinion from the Township’s solicitor.

Findings

Essentially, the complaint deals with two issues:

- (1) Was the item a matter for which a meeting of Council could be closed to the public in accordance with the Municipal Act?
- (2) Did the Agendas and resolutions for the Council Meetings give sufficient information such that the public would know the general nature of the matter to be discussed at the closed session(s) as required by the Municipal Act?

(1) A Matter for Which the Meeting Could Be Closed

During the course of the investigation, Amberley was advised about the substance of the discussion at the closed meetings and reviewed the in-camera notes from the closed meeting.

It would be improper, however, for Amberley to discuss in this report the substance of the closed meeting discussions, since disclosure would offend the principle of confidentiality that closed meetings protect.

In addition, disclosure would allow complainants and other third parties to receive information through a closed meeting investigation that they would otherwise not be

privity to; that is not the function of a closed meeting investigation. That is not to say that the complainant in this instance was attempting to do that, but rather that the possibility could be contemplated in other instances.

Having reviewed the content of the discussions and the minutes of the closed meetings, we are satisfied that the matter was covered either by litigation privilege or by solicitor/client privilege.

Litigation privilege is engaged in s.239(2)(e) when a closed meeting matter deals with litigation or potential litigation, including matters before an administrative tribunal. Solicitor/client privilege is engaged in s.239(2)(f) when a closed meeting matter deals with advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Since the matter under discussion at the time of the closed meetings likely straddled both privileges, it might be useful to explain the nature of the two privileges.

The Supreme Court of Canada recently considered the nature of the litigation privilege and solicitor/client privilege in *Blank v. Canada (Minister of Justice)*⁴:

“The solicitor-client privilege has been firmly entrenched for centuries. It recognizes that the justice system depends for its vitality on full, free and frank communication between those who need legal advice and those who are best able to provide it. Society has entrusted to lawyers the task of advancing their clients’ cases with the skill and expertise available only to those who are trained in the law. They alone can discharge these duties effectively, but only if those who depend on them for counsel may consult with them in confidence. The resulting confidential relationship between solicitor and client is a necessary and essential condition of the effective administration of justice.

Litigation privilege, on the other hand, is not directed at, still less, restricted to, communications between solicitor and client. It contemplates, as well, communications between a solicitor and third parties or, in the case of an unrepresented litigant, between the litigant and third parties. Its object is to ensure the efficacy of the adversarial process and not to promote the solicitor-client relationship. And to achieve this purpose, parties to litigation, represented or not, must be left to prepare their contending positions in private, without adversarial interference and without fear of premature disclosure.”⁵

Both litigation privilege and solicitor/client privilege are invoked whether or not the communication is in written or oral form.

It is also worth noting that litigation privilege begins when litigation is contemplated and continues throughout the litigation process, including any appeal processes. The privilege expires at the end of the litigation. Solicitor/client privilege, on the other hand, survives even after the termination of the solicitor and client relationship.

⁴ [2006] 2 S.C.R. 319, 2006 SCC 39 (“Blank”).

⁵ *ibid.* at paras. 28-29.

The matter at issue in this particular complaint involves ongoing litigation between the Township and several defendants. The Township has contracted with external legal counsel to represent the Township in the litigation (“Township Solicitor”), and the CAO works closely with the Township Solicitor to provide regular updates to Township Council. These updates include recommending legal strategies and approaches in the actual litigation process (e.g. such as potential settlement, mediation, or proceeding to trial).

Thus, any communication that the Township’s Solicitor would have with Township Council respecting the matter would be covered by litigation privilege.

Communication would include both written communication and oral communication.

Given the fact that the litigation does not end until decisions are rendered by the court and all appeals, if any, are exhausted, Council’s processes must be set up to allow Council, as a party in the litigation, to discuss their positions and strategies in private and “without fear of premature disclosure”. For those reasons, Council conducts its deliberations in closed session. Meetings are not closed just to exclude the public from the process. Meetings are closed to ensure that the opposing party is not privy to Council’s deliberations on its positions and strategies.

It is also normal when Council is discussing legal strategies and positions (whether the Township is involved in litigation or if litigation is pending), the Township Solicitor would be called upon to provide recommendations or advice to Council. Those communications would be subject to solicitor/client privilege.

Council must be able to confide in the Township Solicitor on all legal matters and to have “full, free, and frank discussions” without being concerned about whether the communication between the Township Solicitor and the Council, as client, is going to be revealed in a public forum.

That is the purpose of solicitor/client privilege and is the reason why Council is permitted to go into closed session to deal with a matter involving solicitor/client privilege.

While it is true that the court process is open and public (unless ordered by the court otherwise), it is not a place where the client and his/her solicitor discuss in open forum their strategies, positions, and tactics. It is the stage where those strategies and positions are played out. It is the place where the opposing party tries to figure out the other side’s strategies and positions to counteract them. The opposing party is not given a backstage pass to the strategy session (a closed meeting) as that would defeat the purpose of the adversarial system of litigation.

Without divulging the substance of the deliberations and discussions at the closed meetings, for reasons outlined above, we are satisfied that the content of the closed meetings involved matters covered by both litigation privilege and solicitor/client

privilege. Hence, the matter was one for which the meetings could properly be closed under s. 239(e) or s.239(f) of the Municipal Act.

(2) The General Nature of the Matter to be Discussed

As stated earlier, the Municipal Act requires that before a council, local board or committee move into a closed meeting, it shall pass a resolution at a public meeting indicating that there is to be a closed meeting. The resolution also must include the general nature of the matter(s) to be deliberated at the closed meeting.

The Municipal Act cites the exceptions for which a meeting may be closed to the public. However, it does not provide guidance as to what language to use to convey “the general nature of the matter(s) to be deliberated at the closed meeting”, other than by necessary reference to one of the exception criteria found in s. 239(2) of the Act.

Thus, the Clerk of a municipality, who is usually the individual charged with preparing the agenda, often must use some discretion when preparing the subsection 239(4) draft resolution that is required to be passed before holding a closed meeting. That discretion involves a tension between inadvertently disclosing too much and disclosing too little.⁶

The Municipal Act contemplates that the public resolution provides the transparency to the public of the fact of the intent to hold the closed meeting and the general nature of the matter to be considered. In the interest of disclosing enough information in the resolution, staff might prepare it such that the public knows *the essence* of the item under consideration without disclosing *the potential substance* of the ensuing deliberations.

How does council (or a local board or committee) satisfy the requirement in subsection 239(4) to state the general nature of the matter to be considered at a closed meeting?

There are circumstances when it would not be appropriate for the municipality to divulge any greater information than a subject matter listed in subsection 239(2). For example, if the senior administrator needs to inform council about an employee’s misconduct, it would be inappropriate for council to pass a resolution identifying the particular individual at issue in the matter.

However, if more information can be provided to the public in the resolution required by subsection 239(4) then it should be provided. This was the situation in the *Farber v. City of Kingston* case before the Ontario Court of Appeal. The Court ruled that additional disclosure may be appropriate in circumstances where it can do so in a way that **“maximizes the information available to the public while not undermining the**

⁶ Although the Clerk, or secretary to the meeting, usually sets the agenda and its contents, it is up to Council to approve or reject the agenda content. Council, the local board, or the committee of either of them ultimately has the authority to decide to proceed into closed session and it – and not the Clerk or the secretary – is ultimately accountable for the decision to proceed into closed session.

reason for excluding the public”.⁷ (The bolding is ours).

The agenda for several of the Council meetings indicated that Council would be moving into closed session. However, the agenda refers only to a generic reason (e.g. to “discuss litigation”), rather than a specific reference to the section and subsection of the Municipal Act.

In this instance, the agenda should have stated that the nature of the item was “litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board”, an allowable exception to the statutory provision that all meetings should be open to the public. The agenda should also cite the reason for moving into closed session, not just the applicable reference to the Municipal Act.

For greater openness and transparency, the in-camera matter could have been titled:

Closed Session dealing with litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, under s.239(2)(e) of the Municipal Act, respecting the Sydenham Water Treatment Plant.

That title would have provided for greater clarity on what was being considered in closed session, without divulging the substance of the legal strategy or advice being discussed.

Although it would have been appropriate to provide more information about the nature of the matter in this case, the fact that the municipality did not does not render the meeting invalid.

Further, as outlined in the previous section of this report, the subject matter discussed at the closed meetings was of a nature that the meeting could be closed in accordance with the Municipal Act.

(3) Bifurcating Closed Meeting Discussions

However, it is our opinion that some of the discussion could have, and should have, been held in open session so that the public could fully understand why Council was a party to or about to be a party to litigation. There were several facts underlying the legal claims which could have been made public.

Just because a portion of a discussion might be about matters for which a meeting can and should be closed, a council or committee should not close the whole meeting to the public on the issue. The body should also question whether the discussion, or part of it, can be held in an open meeting format to foster the aims of openness, accountability, and transparency.

The matter should be bifurcated such that the issues that can be discussed in public are discussed in open session. This will depend on the nature of the matter.

⁷ See *Farber V. Kingston (City)* (2007), 279 D.L.R. (4th) 409 (Ont. C.A.), at para. 21.

Council, its local boards, and committees should be reminded that the exceptions to the open meetings rule in the Municipal Act are discretionary. A council, local board, or committee of either, should always err on the side of openness and transparency when determining whether to exercise its discretion to consider a matter in closed session. In this case, it would have fostered the twin goals of openness and transparency had some of the discussion about the matter taken place in a public forum⁸ and then reported out in the publicly available minutes of the meeting.

(4) Reporting Out at the Open Council Meeting

Council properly moved, seconded, and carried a motion to rise with report from the in-camera portion of the meetings under review. However, it appears that Council did not specifically report out about the closed meeting.

The Best Practice procedure would have been that the chair of the meeting report out in the public session that the body (i.e. municipality, local board, or committee of either of them) met in closed session, that it dealt with an in-camera matter (i.e. a matter dealing with litigation or potential litigation, including matters before administrative tribunals, affecting the municipality, under s.239(2)(e) of the Municipal Act, respecting the Sydenham Water Treatment Plant), and that Council directed staff (or, in this case, the solicitor) to take certain actions. Those actions do not have to be specified if they ought to remain confidential as part of the litigation strategy or advice.

The lack of reporting out is, however, a procedural irregularity that does not affect the validity of the meetings under review.

Conclusion

Based on the evidence and the interviews, it is our conclusion that the matter deliberated at the Closed Sessions of Township Council fell within at least one, and likely two, of the exceptions in Section 239 of the Municipal Act for which a closed meeting may be held.

Further, the fact that no words were added in the title of the item on the meeting agendas to augment the Municipal Act exception to the open meeting provision, or that Council did not report out in the minutes, does not render the meeting or the outcome of the meeting improper or illegal.

Although none of the meetings under review were improper or illegal, we have found that Council could have been more open and transparent in discussing some of the elements of the matter under consideration, without undermining the litigation and should consider amending its practice in future to do so wherever possible.

⁸ Subject to any restrictions that the solicitor has advocated with respect to public disclosure.

Public Report

We received full co-operation from the complainant, CAO, and Deputy Clerk and we thank them.

This report is forwarded to the Council of the Township of South Frontenac. The Municipal Act provides that this report be made public. It is suggested that the report be included on the agenda of the next regular meeting of Council or at a special meeting called for the purpose of receiving this report prior to the next regular meeting.

Closed Meeting Investigator

AMBERLEY GAVEL LTD.

Per: *Nigel Bellchamber*



2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Table of Contents

About MPAC	3
The Property Assessment Cycle in Ontario	4
Purpose of this Report	4
2018 Highlights	5
Maintaining Your Annual Assessment Roll	5
New Assessment	5
Requests for Reconsideration and Appeals	6
Service Level Agreement (SLA)	7
Looking Ahead to the Next Assessment Update	8
Conclusion	9



About MPAC

MPAC stands for Municipal Property Assessment Corporation, and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

MPAC is responsible for assessing more than 5 million properties in Ontario, of all types (residential, business and farms), representing \$2.78 trillion in property value. We take property assessment seriously because it's the part we play in helping to make the communities we all live in stronger.



Learn more at:



mpac.ca

Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- **Changes to property ownership**
- **Changes to state and condition of a property**
- **Updates to the assessed value and classification**
 - New construction, demolitions and consolidations
 - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the electronic **Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

Attached to this report are two municipal-level assessment snapshots:

1. Assessment Change Summary

Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

2. Assessment Base Distribution

Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for
assessing and
classifying more than

5 MILLION

properties in Ontario

Representing

\$2.78T

in property value

We delivered
more than

800,000

Property
Assessment
Notices

2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- Building permits
- Vacancy applications
- Tax applications
- Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

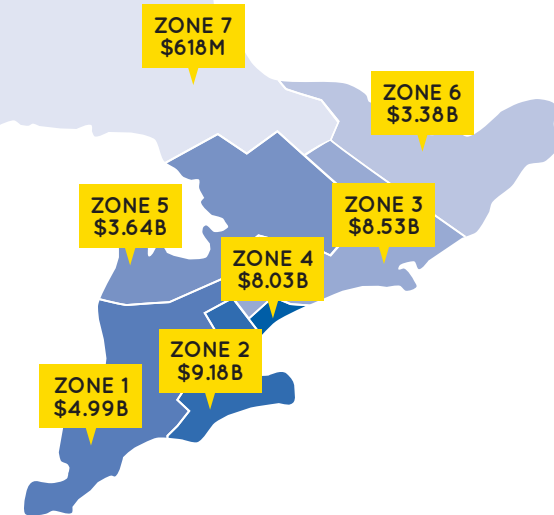
New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

2018 NEW ASSESSMENT BY ZONE



We delivered more than **\$38 billion** in new assessment to municipalities across the province

From January 1 to October 31, 2018,
MPAC completed a total of 27,917
Requests for Reconsideration

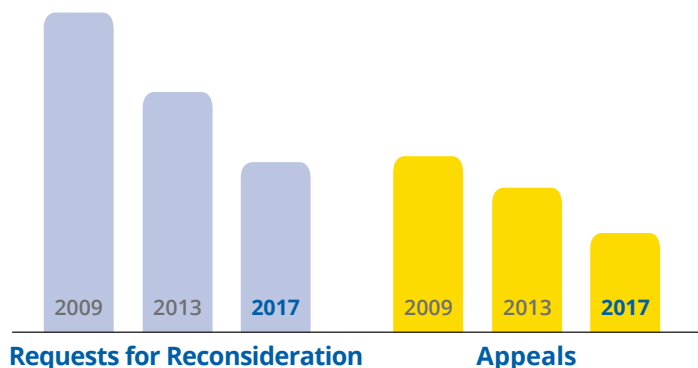
Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

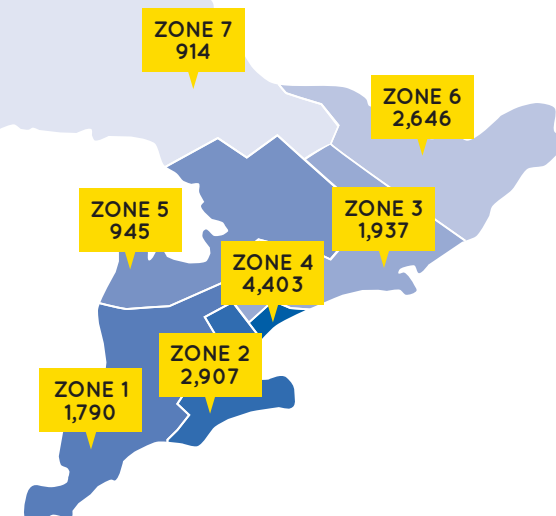
We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a steady decrease in the number of RfRs and appeals since 2009

Service Level Agreement (SLA)

The service levels in the SLA represent the most important MPAC deliverables as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met
96%
of all service levels



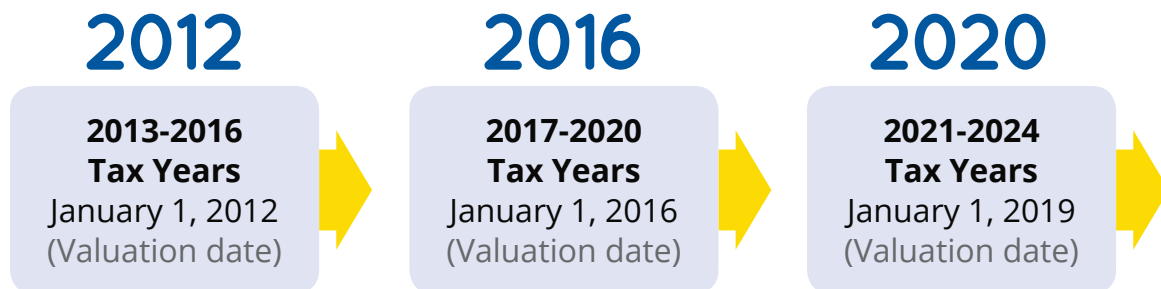
Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.



Conclusion

At the core of our new **2017-2020 Strategic Plan** is the theme “Valuing What Matters Most.” For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **[Municipal and Stakeholder Relations team](#)** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.



APPENDIX 1

Assessment Change Summary by Property Class Township of South Frontenac

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2018 Phased-in CVA	2019 Phased-in CVA	Percent Change 2018 to 2019
R Residential	3,259,415,054	3,162,099,284	3,210,757,175	1.5%
M Multi-Residential	5,681,900	5,194,425	5,438,163	4.7%
C Commercial	24,678,400	23,477,800	24,078,100	2.6%
G Parking Lot	43,000	38,750	40,875	5.5%
X Commercial (New Construction)	6,019,600	5,752,584	5,886,092	2.3%
I Industrial	2,074,600	1,844,851	1,959,726	6.2%
J Industrial (New Construction)	2,193,100	2,177,362	2,185,231	0.4%
F Farm	112,314,853	84,359,772	98,337,307	16.6%
T Managed Forests	11,406,000	10,611,745	11,008,875	3.7%
(PIL) R Residential	2,702,700	2,587,188	2,644,944	2.2%
(PIL) C Commercial	4,837,700	4,589,682	4,713,691	2.7%
(PIL) I Industrial	57,000	56,551	56,775	0.4%
(PIL) H Landfill	109,900	79,100	94,500	19.5%
E Exempt	60,134,400	58,587,009	59,360,705	1.3%
TOTAL	3,491,668,207	3,361,456,103	3,426,562,159	1.9%

APPENDIX 2

Assessment Base Distribution Summary by Property Class Township of South Frontenac

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA	2019 Phased-in CVA	Percentage of Total 2019 CVA
R Residential	3,259,415,054	93.3%	3,162,099,284	94.1%	3,210,757,175	93.7%
M Multi-Residential	5,681,900	0.2%	5,194,425	0.2%	5,438,163	0.2%
C Commercial	24,678,400	0.7%	23,477,800	0.7%	24,078,100	0.7%
G Parking Lot	43,000	0.0%	38,750	0.0%	40,875	0.0%
X Commercial (New Construction)	6,019,600	0.2%	5,752,584	0.2%	5,886,092	0.2%
I Industrial	2,074,600	0.1%	1,844,851	0.1%	1,959,726	0.1%
J Industrial (New Construction)	2,193,100	0.1%	2,177,362	0.1%	2,185,231	0.1%
F Farm	112,314,853	3.2%	84,359,772	2.5%	98,337,307	2.9%
T Managed Forests	11,406,000	0.3%	10,611,745	0.3%	11,008,875	0.3%
(PIL) R Residential	2,702,700	0.1%	2,587,188	0.1%	2,644,944	0.1%
(PIL) C Commercial	4,837,700	0.1%	4,589,682	0.1%	4,713,691	0.1%
(PIL) I Industrial	57,000	0.0%	56,551	0.0%	56,775	0.0%
(PIL) H Landfill	109,900	0.0%	79,100	0.0%	94,500	0.0%
E Exempt	60,134,400	1.7%	58,587,009	1.7%	59,360,705	1.7%
TOTAL	3,491,668,207	100%	3,361,456,103	100%	3,426,562,159	100%

15 January 2019

CAO - TOWNSHIP OF SOUTH FRONTENAC

TRAIL COMMITTEE MEMBER REPORT – JANUARY 2019

This is my sixteenth and last quarterly report covering the period from October to December 2018 with the Cataraqui Trail Management Board. I attended two meetings on 25 October and 23 November 18.

Change of governance. CRCA is proposing to change the subject committee to a Friend group such as Lemoine Point and Mac Johnson. It will not significantly change the role of the board as maintenance work and other projects/events will continue as in the past, less major projects and budgeting. The proposal will further be discussed at this year next meeting. The board and I favor and endorse this change.

Cycling the Trail – 2000km. On 12 November 18, I reached a milestone for 2018 by having cycled more than 2,000km on the trail, mainly within South Frontenac and on my “maintenance bike”. This bike has no suspension so I can feel all the bumps and holes while carrying my tools (handsaw, rake, clipper and shovel). Plus wearing my AMBASSADOR cycling shirt, I distribute information booklets and maps to inform visitors that I meet.

Looking for facilities. Because the high trail usage in the Perth Road-Harrowsmith section, I hope that more facilities will be added on and near the trail along with a better surface. Families and seniors are common users on the trail around/near Sydenham but the trail bed is not very inviting and easy to walk on. There are few benches but no rest areas with picnic tables or shelters.

Committee member. My term ended in 2018 and I would like to thank the council and all the staff that helped me along the way. I am grateful to the SF Work department for all the help and assistance they provided me all these years. I will still be patrolling the trail and provide the constant summer maintenance required for my 17km section. This will be done in addition to my commitment to the SF Rides and the Rideau Trail 13km section maintenance within South Frontenac.

Hope to see you on this Great Trail next summer.

Robert Charest
SF Trail Committee Member
613-353-3083

Angela Maddocks

From: AMO Communications <communicate@amo.on.ca>
Sent: January 15, 2019 1:53 PM
To: Angela Maddocks
Subject: AMO Policy Update - Province's "Regional Review" to be Limited

January 15, 2019

Province's "Regional Review" to be Limited

The Minister of Municipal Affairs and Housing, the Honourable Steve Clark, [announced](#) today that this review is limited to nine (9) upper tiers and their constituent lower tiers in:

- Waterloo Region
- Niagara Region
- Halton Region
- Peel Region
- York Region
- Durham Region
- Oxford County
- Simcoe County
- Muskoka District

The focus is to be on governance/decision-making and service delivery. The Province has appointed two advisors who are to provide advice/recommendations back to the province this summer. They are:

- Michael Fenn – a former Ontario Deputy Minister, previous municipal chief administrator in several Ontario cities, and founding CEO of Metrolinx.
- Ken Seiling – former Chair of Waterloo Region who held that position since 1985 and prior as a councillor and Mayor in Woolwich.

Each jurisdiction is to receive information on the consultation. Last August, the Minister began informal discussions, wishing to hear from people about how this system of governance is working recognizing it was established in the 1970s.

AMO will monitor the review process, which needs to be open and transparent. It is important that during the review process, the work of the affected municipal governments is not destabilized.

While this review does not include any other municipal jurisdictions or structures, and AMO is not involved in the specific reviews, it will keep an eye on any potential sector wide implications that the advisors' recommendations may have for service delivery generally.

AMO Contacts:

Pat Vanini, Executive Director, pvanini@amo.on.ca, 416-471-9856 ext. 316.

Monika Turner, Director of Policy, mturner@amo.on.ca, 416-471-9856 ext. 318.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

OPT-OUT: If you wish to opt-out of email communications from AMO, please click [here](#).





City of Hamilton
 Hamilton City Hall
 71 Main Street West, 1st Floor
 Hamilton, Ontario
 Canada L8P 4Y5
 www.hamilton.ca

Stephanie Paparella
 Legislative Coordinator
 Office of the City Clerk
 Phone (905) 546-2424 Ext. 3993
 Fax # (905) 546-2095
 stephanie.paparella@hamilton.ca

January 3, 2019

Doug Brewer
 Director of Policy
 Ministry of Municipal Affairs
 777 Bay Street, 17th Floor
 Toronto, ON
 M5G 2E5

Minister's Chief of Staff
 Ministry of Finance
 Frost Building South, 7th Floor
 7 Queen's Park Crescent
 Toronto, ON
 M7A 1Y7

Carla Y. Nell
 Vice President, Municipal and Stakeholder
 Relations
 Municipal Property Assessment Corporation
 1340 Pickering Parkway, Suite 101
 Pickering, ON
 L1V 0C4

Angela Morgan, CMO, AOMC
 President
 AMCTO
 2680 Skymark Avenue
 Mississauga, ON
 L4W 5L6

Stéphane Perrault
 Chief Electoral Officer of Canada
 Elections Canada
 30 Victoria Street
 Gatineau, Quebec
 K1A 0M6

Greg Essensa
 Chief Electoral Office of Ontario
 Elections Ontario
 51 Rolark Drive
 Toronto ON
 M1R 3B1

Please be advised that Hamilton City Council at its meeting of December 19, 2018, approved Item 7.3, which reads as follows:

7.3 Maintaining the Voters' List for Municipal Elections

WHEREAS, concerns over the quality of the Municipal Voters List is not a new phenomenon;

WHEREAS, in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a Voters List Position Paper and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

WHEREAS, the Preliminary List of Electors, which forms the Voters' List in Ontario, is supplied by data from the Municipal Property Assessment Corporation (MPAC);

WHEREAS, despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current

Maintaining the Voters' List for Municipal Elections
Page 2 of 4

process and the Voters' List continues to be flawed with data inaccuracies and outdated information; and,

WHEREAS, a transformational solution to the way that the Voters' List is created and managed is required;

THEREFORE, BE IT RESOLVED:

- (a) That the Council of the City of Hamilton supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC, Elections Canada and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;
- (b) That Council requests an update be provided from this Voters' List Working Group on the transformational solutions being discussed;
- (c) That representatives from MPAC be invited to a future General Issues Committee meeting to hear the City of Hamilton's concerns (attached hereto) and advise the City on what steps MPAC will be taking in the future;
- (d) That a letter of concerns respecting the Voter's List for Municipal Elections and a request for investigation be forwarded to the Ombudsman's Office; and,
- (e) That a copy of this motion, respecting the Voter's List for Municipal Elections be circulated to all municipalities and the Association of Municipalities of Ontario (AMO).

On behalf of Hamilton City Council, we thank you for your consideration respecting this very important matter and look forward to your response.

Sincerely,



Stephanie Paparella
Legislative Coordinator
Office of the City Clerk

Copied:

Paul Dube, Ombudsman of Ontario
Jamie McGarvey, President, Association of Municipalities of Ontario
All Ontario Municipalities

Maintaining the Voters' List for Municipal Elections

Page 3 of 4

The City of Hamilton is looking to the Working Group to find resolutions that would include, but not be limited to, the following matters that were encountered during the 2018 municipal election process:

- (a) Neighbours on the same Voter Notification Cards (VNC);
- (b) Polling locations not matching the address;
- (c) Incorrect mailing addresses;
- (d) Electors showing up at an address who had never lived there;
- (e) Addresses outside of the polling subdivision;
- (f) Incorrect names on the VNCs;
- (g) Entire buildings missed;
- (h) Completed the EL15 last Election and still not on the Voters' List;
- (i) No units listed in buildings; and,
- (j) Electors who had lived at their residence for many years not receiving a VNC.

The responsibility of adding the Applications to Amend, Correct and Delete forms has now been downloaded from MPAC to the municipalities. In the case of the City of Hamilton, it required the inputting of over 27,000 applications into the Datafix program; with the legislated deadline for inputting these applications being 30 days from Election Day, which became a very labour intensive and time-consuming task.

Forms that could not be inserted into the Datafix program within the 30-day deadline, were not accepted by MPAC; leaving some of the elector submitted corrections undone and to remain incorrect for the next election.

MPAC has agreed to keep the Voter Look Up program available all year round rather than just in an election year; leaving the obligation of improving the Voters List with the elector and the municipalities.

It was suggested that a campaign be commenced by preparing a drop off card for every household in the city (each municipality would manage their own). This card could include all aspects of adding, correcting and deleting information from the Voters' List. It should also include how to deal with situational voters such as borders, tenants, family members and students.

After the drop off program has concluded, and in conjunction with the appropriate communications strategy, municipalities should continue, on a quarterly basis, to remind electors to check the Voter Look Up program on their respective municipalities website to ensure their information is correct.

In an election year, this program could be expanded to a monthly basis and include radio and print advertisements to reinforce to the elector that the responsibility of ensuring they are correctly included on the voters list on Election Day is their own.

Maintaining the Voters' List for Municipal Elections
Page 4 of 4

Municipalities continue to pay for and use an inaccurate, outdated product (voters list). Unless there is a proactive strategy in place for the preparation of a much more accurate voters list for all municipalities, the same issues will most likely occur in 2022.

Angela Maddocks

From: noreply@esolutionsgroup.ca on behalf of wayneamyles@gmail.com
Sent: January 11, 2019 10:51 AM
To: Website Administrator
Subject: Motion re review of the development review process

To the Mayor and Council

On January 8, a motion was presented to Council that would:

“express concerns that the current approval and regulatory process for development does not adequately protect our lakes and wetlands and does not take full account of the concerns of local communities,

And further that the Ministry be asked to ensure that our lakes and wetlands are protected and local communities are given full input in the development process.”

I am concerned that this motion was delayed being put into effect by referring it to committee. As a resident of the Buck Lake community I wish stronger protection for our lake environment than a revised review process might offer.

I support this motion being put into effect and would request that the Mayor and Council bring this motion back to Council and support sending it to the provincial government.

Sincerely

Wayne Myles

Origin: <http://www.southfrontenac.net/en/index.asp>

This email was sent to you by Wayne Myles<wayneamyles@gmail.com> through <http://www.southfrontenac.net/>.

Further to Council Resolution 2019-01-06 Councillor Sutherland's notice of motion that was referred to the Development Services Committee

-----Original Message-----

From: noreply@esolutionsgroup.ca [mailto:noreply@esolutionsgroup.ca] On Behalf Of krnstnr@gmail.com

Sent: January 12, 2019 12:20 PM

To: Website Administrator

Subject: Development and Lake Protection

I would like to see this motion brought back to Council to gather community input before sending it to the provincial government.

Origin: http://www.southfrontenac.net/en/things-to-do/recreation-guide.asp?_mid_=13103

This email was sent to you by Karin Steiner <krnstnr@gmail.com> through <http://www.southfrontenac.net/>.

January 11, 2019

Dear Mayor and Councillors,

We, the directors of the Battersea Loughborough Lake Association, would like to thank Councillor Ruttan for asking during the Tuesday January 8, 2019 Council meeting, the questions, "Who monitors and enforces anything that comes forward when there are things that are passed, such as Johnston Point? Is that our responsibility? And if so, who does it, and how do we enforce it?"

These are questions that our concerned members have been asking the Township for years.

Our questions have never been fully answered and neither were Councillor Ruttan's. What we do know and what everyone agrees to be true is that, with the sole exception of the developer, NO one, not the Township, the County, the CRCA or the MNRF is monitoring ongoing site activities or enforcing the conditions of draft plan at Johnston Point. The Township, County, CRCA and MNRF have all publicly acknowledged that they are either unwilling or unable to monitor the development or enforce the conditions of draft plan approval.

An attempt to address this complete lack of oversight occurred over seven months ago at the June 5, 2018 Council meeting when Tony Fleming, the Township's lawyer, advised Township Council to endorse the developer's Condo Agreement which had been presented for signature that evening. Councillors who were hesitant to endorse the Agreement were repeatedly encouraged by Mr. Fleming that, with an approved endorsement, the development would finally be able to be monitored.

The development, however, remains unmonitored and conditions of draft plan are unenforced because, while the Township signed the document in good faith and with the understanding that monitoring would immediately commence, the developer has yet to sign back the Agreement. Without a signed back document, Township claims that they are unable to enter the property. Therefore, with the exception of the developer now having an approved Condo Agreement to present to prospective purchasers, nothing has changed, and unmonitored site activities are ongoing to this day.

We had asked that Township not sign the Condo Agreement. We received no reply.

In fact, we have never received a reply to any of our letters to the Township, nor have we ever been kept informed of any news or developments with respect to Johnston Point despite an October 2016 motion passed by Township Council resolving "*that any proposed trade-off be discussed with the Battersea Loughborough Lake Association and Council before it is finalized*".

We are concerned that the vast majority of Council has provided little to no attention to our Lake Association members' legitimate concerns. We appreciate Councillor Ruttan's efforts to question this development which continues unabated in one of Ontario's most valuable and environmentally sensitive areas.

Evonne Potts
President
On Behalf of the
Battersea Loughborough Lake Association

January 11, 2019

Dear Mayor and Councillors,

We, the directors of the Battersea Loughborough Lake Association, would like to thank Councillors Sutherland, Ruttan and Morey for voting in support of Councillor Sutherland's January 8, 2019 motion that, if passed, would:

“express concerns that the current approval and regulatory process for development does not adequately protect our lakes and wetlands and does not take full account of the concerns of local communities,

And further that the Ministry be asked to ensure that our lakes and wetlands are protected and local communities are given full input in the development process”.

We also wish to express our frustration that Council chose to refer this motion to the Development Services Committee, a committee which does not even meet until the end of February and therefore won't be reporting back to Council until March at the very earliest.

Considering just some of the serious oversights with the Johnston Point development, we had hoped that Council would welcome the opportunity to adopt a motion that would **"express concerns that the current approval and regulatory process for development does not adequately protect our lakes and wetlands"**. A few of these oversights include:

- the developer claimed no live species at risk were on Johnston Point, but at least six species at risk have now been proven to live there;
- the developer overlooked the fact that the area is an ANSI (Area of Natural and Scientific Interest);
- the developer claimed that there will be no negative impact but then applied for a permit to kill, harm or harass species at risk and/or damage or destroy their habitat;
- claims by the Township, County, CRCA and MNRF that they are unable to monitor activities on site, or enforce the conditions of draft plan;

Also,

We felt certain that Council would welcome the opportunity to adopt a motion that finally acknowledges **"that the current approval and regulatory process.....does not take full account of the concerns of local communities"** considering that it has only been through the actions of local residents that the failings of all levels of government to protect Johnston Point were exposed. Some of these actions included:

- residents pressured Council to peer review the developer's Environmental Impact Statement incorrect claims;
- residents privately paid for independent studies that proved the existence of species at risk Johnston Point;
- residents drew the ANSI designation to the attention of Township;
- residents inquired, verified and documented the incapability of the Township, County, CRCA and MNRF to monitor activities on site and/or enforce the conditions of draft plan;
- residents reported violations of shoreline clearing, vegetation removal and tree limbing.
- residents presented evidence of living species at risk on site to the MNRF which prompted the requirement of the Overall Benefit Permit, thereby proving that there will be negative impact to Johnston Point.

How is it that after all that has gone wrong with Johnston Point, this Council would then delay a motion that simply asks the Ministry **"to ensure that our lakes and wetlands are protected and local communities are given full input in the development process"**?

To us, it is unbelievable that the majority of this Council continues to sit silently and ignore the concerns of local residents and defer what should have been a simple and overwhelmingly unanimous vote of support.

Time is of the essence as the province of Ontario's review is now getting underway. By March it may be too late for our resident's voices to be heard. We ask that the Mayor and Council immediately bring this motion back to Council and fully support sending it to the provincial government.

Respectfully,

Evonne Potts
President
On behalf of the
Battersea Loughborough Lake Association

Mayor Ron Vandewal and Council
Township of South Frontenac

Re: The Ontario Provincial Government's announcement of a fundamental review of all aspects of the development review process in Ontario

I am very concerned that any proposed changes to the Development Review process must include:

1. Strong controls on developments that affect Ontario's lakes, rivers and wetlands. Such controls should be equivalent to, or more protective, than those currently in place.
2. A transfer of decision-making authority for new development to local Township Councils. The County should not be able to over-ride the concerns and authority of the Townships.

When we built a cottage on Desert Lake (South Frontenac), we were required to incorporate 30 m setbacks to protect shorelines and the appearance of the lake for other users. A building permit was issued contingent on a minimum shoreline length of 350 feet and an approved state-of-the-art septic system. We willingly abided by these requirements because we recognized their role in protecting lake values that had attracted us to invest in the first place. Development controls on lake fronts must be maintained and applied consistently by the Township to ensure that lake values are sustained well into the future to benefit all Township residents.

I am not against development in Ontario. Our population and economy are growing rapidly and affect virtually all Ontario communities. There is no doubt that some of this development will benefit S. Frontenac. However, Ontario's current controls on development are inadequate. The impacts of poor planning are dramatic in the 401-axis between Oshawa and Waterloo, and along the Queen Elizabeth way to Niagara Falls. The region is notable for the waste of land dominated by gigantic one-story factories and warehouses, huge expanses of tarmac parking lots, sprawling residential development, and dangerously-congested 4 to 6-lane arterial roads. Along highways, much of the protected 'green belt' is blighted by a mish-mash of poorly managed light industries, strip malls and rural housing sprawl.

Is this the future for South Frontenac?

It is a scenario that is highly likely if the final decision on proposed developments rests at the County level. Despite opposition by the Township, we see 'suburbanization' of rural and lakefront property, wasteful land-use for rural condominium developments, and a lack of consistent protection for sensitive features such as lake shores and wetlands. While developers provide token protection to sensitive lands adjacent to new housing, there is no control of subsequent recreational and home maintenance activities that destroy such habitats.

I strongly encourage the South Frontenac council to demand the final say over proposed developments, and to only approve development that reflects the values, concerns, and interests of local residents. The Township must push the Province to strengthen and sustain the existing planning tools to protect sensitive areas. As our Council, you must also demand that the Township of South Frontenac be given the tools and authority to protect our rapidly diminishing supply of recreational, agricultural and rural lands. Our future depends on development that is sustainable and that contributes a high quality of life for all residents.

Yours sincerely

Peter V. Hodson
1205, 185 Ontario St
Kingston, ON K7L 2Y7
613 544 6809

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2019-06**

**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 January 22, 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 22 day of January, 2019.

Read a first and second time this 22 day of January, 2019.

Read a third time and finally passed this 22 day of January, 2019.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk