

**TOWNSHIP OF SOUTH FRONTENAC  
COUNCIL MEETING  
AGENDA**



**Audio Broadcast to the Township's Facebook Page  
<https://www.facebook.com/SouthFrontenacTwp>**

TIME: 7:00 PM,  
DATE: Tuesday, March 2, 2021  
PLACE: Electronic Participation.

1. Call to Order/Roll Call
  - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
  - a) Resolution
4. Rise & Report from Closed Session (Special Committee of the Whole at 6:45 pm)
  - a) LPAT Settlement - Consent Files S-34-19-S and S-35-19-S
5. Delegations
  - a) Julie Runions, Manager of Water and Wastewater Treatment Operations, Utilities Kingston, (presenting) re: 2020 Summary Report on the Sydenham Water Treatment Plant 3 - 24
    - Heather Roberts, Director of Water and Wastewater Services
    - Phil Emon, Supervisor of Water and Wastewater Operations
  - b) Bruno Albano, Verona Lions Club, re: COVID 19 Relief Fund 25 - 27
6. Public Meeting - not applicable
7. Approval of Minutes
  - a) January 12, 2021 Council meeting 28 - 38
8. Business Arising from the Minutes - not applicable
9. Reports Requiring Action
  - a) COVID Relief Program 39 - 41
  - b) Municipal Modernization Program - Funding Allocation 42 - 43
  - c) PS-2021-02 Tri Axle Dump Truck Tender 44 - 45

- d) Temporary Road Closures - Delegated Authority 46
  
- 10. Committee Meeting Minutes
- a) Public Services Committee meeting held January 21, 2021 47 - 50
  
- 11. By-laws - not applicable
- 12. Reports for Information - not applicable
- 13. Information Items
- a) Robert Tremblay, President, AMCTO, re: Professional Municipal Training 51 - 52
  
- 14. Notice of Motions
- 15. Announcements/Statements by Councillors
- 16. Question of Clarity (from the public on outcome of agenda items)
- 17. Closed Session (if requested)
- 18. Confirmatory By-law
- a) By-law 2021-09 53
  
- 19. Adjournment
- a) Resolution



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# **ANNUAL SUMMARY REPORT**

## **2020**

### **SYDENHAM**

### **WATER TREATMENT PLANT**

WATERWORKS NUMBER: 260069290

#### **Reporting Period**

**January 1, 2020 – December 31, 2020**

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



## **ANNUAL SUMMARY REPORT 2020**

### **SYDENHAM WATER TREATMENT PLANT**

WATERWORKS NUMBER: 260069290

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

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

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

There were no incidences of non-compliance during this reporting period.

#### **Compliance with the Terms and Conditions of the DWWP and MDWL**

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



Quality management systems (QMS), contingency plans and operations manuals are established and are located in the appropriate facilities and available to appropriate staff. A QMS for the Township of South Frontenac's drinking water supply systems has been developed and implemented by Utilities Kingston management and staff to ensure the continued safety and security of the community's drinking water by meeting or exceeding the requirements of all relevant legislation and regulations, and the Drinking Water Quality Management Standard (DWQMS).

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

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

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

Water quality analyzers that monitor parameters such as chlorine residual and turbidity of critical process streams and of the water directed to the distribution system are alarm equipped and are maintained in accordance with the manufacturer's recommendations as well as the conditions of the DWWP and MDWL.

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



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

### **Notifications of Adverse Water Quality Results**

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

### **Summary of the Quantity of Water Supplied During the Reporting Period**

Listed in Table 3 following this report are the treated water flows for the Sydenham Water Treatment Plant for the year 2020. The typical Canadian average water usage per person is 220 litres per person per day (source: Stats Canada 2017). Once all services to the water distribution system are completed, an accurate calculation of water usage per person for the village of Sydenham can be calculated.

### **Summary of Flow Rate Exceedances**

There were no instances during this reporting period where daily total flows exceeded the maximum allowable flow rate of 1290 m<sup>3</sup>/d. Listed in Tables 1 & 2 following this report are the raw water flows (water taken from Sydenham Lake) for the Sydenham Water Treatment Plant for the year 2020.



## Summary of Treatment Chemicals Used

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

Sodium Hypochlorite is dosed at the treatment plant at a rate which ensures that an adequate chlorine Contact Time (CT) value is maintained for the rate of flow. Average chlorine dosages for this treatment plant are approximately 3.75 mg/l. Ammonium Sulphate is added at an approximate rate of 3.5:1 ratio (chlorine/ammonia) to react with the free chlorine to form chloramines for secondary chlorination. An adequate chloramines residual is maintained at those points in the distribution system that are farthest from the point of entry of treated water to the system. Residuals are routinely measured in the distribution system and the treatment plant chlorine dosages are adjusted as required to meet the distribution system target residuals and the required CT values.

Typically, XL1900 (Polyaluminum Chloride) dosages for this treatment plant were in the range of 15 – 22 mg/l. This dosage is also adjusted to ensure efficiency in the coagulation process as various changes occur in the raw water. Changes are based on things such as filter head loss, pH, temperature, turbidity, and the aluminum residual in the treated water.

## Summary

The Sydenham Water treatment Plant supplied water to residents of Sydenham at rates which allowed adequate treatment while not exceeding permitted flows. Water of good quality which is safe to drink was produced by the treatment plant during this reporting period. Further information is available for this system and is included in the annual reports which can be accessed from the Utilities Kingston Website at [www.utilitieskingston.com](http://www.utilitieskingston.com) or is available at the Township of South Frontenac offices. For further information about this report or any questions regarding accessibility contact Megan Lockwood at [mlockwood@utilitieskingston.com](mailto:mlockwood@utilitieskingston.com) , or call 613-546-1181 Ext 2 2 9 1.



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Sydenham Water Treatment Plant - Raw Water Flows 2020  
 Cubic meters per day

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1		133	422	232			433	214		3		225
2				63		286		364	293	290	242	350
3	304	232			287	371	78		288	451	271	
4	311	276	292	209	265		455	217		98	2	267
5		2	313	273	240	63	429	250		3	270	253
6						449	41	1	276	254	291	
7	287	145	142			106	191	188	404	256	139	
8	286	489	389	321	334		424	483		156	119	298
9		155		295	277	244	242	92	317		2	446
10	188	188				224	279		426	289	185	
11	332	166	262				234	245		478	486	
12		272	269	246	296	306		489		25	116	298
13		34	1	292	285	202	273	98	340			315
14	293		207				327		264	245	282	
15	382	256	370	3	270	408		275		426	212	212
16		305		268	175	408	323	481	224		1	501
17	289	98		278			197	100	489			311
18	62	201	255			280			7	252	316	
19		325	322	111	247	313	277	310		489	418	213
20	209			229	477		270	485	273	64	8	234
21	280				71	288		2	407	318		
22	1	203	289			465	300			165	284	242
23		408	242	325	252	126	324	238	7	224	263	251
24	306			256	330	291		486	219	94		
25	275		319	5		149	230	83	486		278	174
26		267	159	239	206		440	251	203	271	224	442
27		331		343	430	273	248	320		425		
28	307					416	179		280	228	233	
29	276	99	252	256			308		475		214	228
30			361	115	234	286	386	318		278		319
31	257				212			358		218		
Total	4,645	4,486	4,866	4,359	4,888	5,954	6,888	6,348	5,678	6,000	4,856	5,579
Avg. Day Production	258	214	270	218	272	284	287	265	299	240	211	294
Average	258	218	270	218	158	198	222	205	189	194	162	180
Min	1	2	1	3								
Max	382	489	422	343	477	465	455	489	489	489	486	501

**PTTW Amount**      **1,290 m<sup>3</sup>/day**      **Yearly Average**      **206**  
**Average Day Production**      **259**      **Yearly Total**      **64,547**  
**Yearly Min**  
**Yearly Max**      **501**



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Sydenham Water Treatment Plant - Peak (Raw) Flows 2020  
 Litres per minute

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1		406	410	430			442	429		409		434
2				409		525		425	432	420	454	474
3	473	451			476	526	453		424	438	470	
4	419	412	482	452	508		453	424		400	402	420
5		456	459	443	424	476	531	491		403	412	423
6						435	434	415	441	418	424	
7	457	485	444			429	506	535	416	433	414	
8	413	387	452	446	466		647	493		426	410	428
9		482		523	407	459	483	415	443		414	425
10	454	469				437	421		420	425	424	
11	424	453	456				422	444		468	421	
12		527	417	447	461	474		436		345	410	419
13		446	370	429	411	422	422	431	425			457
14	452		473				420		409	408	436	
15	432	468	536	438	452	426		461		410	434	464
16		474		484	428	429	424	435	435		375	474
17	429	469		420			415	425	418			422
18	416	460	435			505			346	426	428	
19		405	520	439	465	458	497	454		426	414	436
20	458			434	476		422	439	440	406	419	424
21	445				419	464		339	416	414		
22	421	475	475			449	422			420	423	427
23		409	431	463	461	432	434	431	384	416	440	412
24	482			427	524	425		416	422	419		
25	440		448	424		439	495	392	449		434	433
26		469	433	438	513		490	427	422	421	417	477
27		538		469	525	466	433	432		415		
28	468					706	457		479	417	427	
29	485	456	458	436			421		462		428	429
30			437	413	452	456	510	448		421		422
31	451				436			432		419		
Max	485	538	536	523	525	706	647	535	479	468	470	477

*PTTW Amount* **1,344 litres/ minu**  
*or* **1,290 m<sup>3</sup>/day**

**Yearly Average**  
**Average Day Production**  
**Yearly Min**  
**Yearly Max** **706**



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Sydenham Water Treatment Plant - **Treated Water Flows** 2020  
 Cubic meters per day

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1		85	319	237			333	186				217
2				25		268		295	257	244	229	225
3	271	229			228	275	86		175	340	187	
4	235	199	275	207	202		374	200		51		223
5			220	170	137	64	290	180			245	192
6						373	12		228	222	224	
7	265	95	147			58	172	191	316	225	142	
8	223	405	256	304	297		329	361		91	82	274
9		66		233	206	228	168	45	259			314
10	195	140				181	257		295	249	173	
11	249	103	234				169	245		390	409	
12		223	213	230	266	300		390			81	271
13				207	205	127	250	47	322			235
14	264		198				246		179	220	273	
15	303	199	262		249	303		243		322	142	181
16		156		242	115	331	297	373	207			383
17	269			208			155	59	339			218
18	39	140	237			292				196	294	
19		252	242	112	237	227	237	252		404	351	200
20	182			229	390		216	335	240			153
21	214				37	266			277	311		
22		192	253			405	273			76	289	194
23		324	174	298	246	83	248	212		213	187	155
24	294			179	277	270		394	171	52		
25	220		308			68	196	54	354		286	147
26		239	72	229	192		347	225	120	251	152	284
27		236		217	367	288	249	214		353		
28	274					189	59		248	161	227	
29	274	99	240	238			289		296		139	214
30			272	59	228	265	309	300		261		250
31	247				174			207		149		
Total	4,018	3,283	3,922	3,624	4,053	4,861	5,561	5,008	4,283	4,781	4,112	4,330
Avg. Day Production	236	182	231	201	225	231	232	228	252	228	216	228
Average	236	188	231	201	131	162	179	162	143	154	137	140
Min	39	66	72	25								
Max	303	405	319	304	390	405	374	394	354	404	409	383
							<b>Yearly Average</b>	<b>172</b>				
							<b>Average Day Production</b>	<b>225</b>		<b>Yearly Total</b>	<b>51,836</b>	
							<b>Yearly Min</b>					
							<b>Yearly Max</b>	<b>409</b>				
<b>CoA Amount</b>		<b>1,290 m<sup>3</sup>/day</b>										



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## 2020 ANNUAL REPORT ON DRINKING WATER QUALITY

JANUARY 1 TO DECEMBER.31 2020

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### SYDENHAM WATER TREATMENT PLANT

*Drinking Water System Number:* 260069290

*Drinking Water System Owner:* Township of South Frontenac

*Drinking Water System Category:* Large Municipal Residential

### Drinking Water Quality

Utilities Kingston is proud to present this annual report on drinking water quality. This report has been prepared in accordance to Section 11 of Ontario Regulation 170 03. Regulation 170 03 sets requirements for public waterworks with regard to sampling and testing, levels of treatment, licensing of staff, and notification of authorities and the public about water quality. Free copies of this report prepared in accordance to Schedule 22 of Ontario Regulation 170 03, are available by public request at any City of Kingston offices, at our water plant locations and at [www.utilitieskingston.com](http://www.utilitieskingston.com). Free copies of the Summary Report are available upon request. Notices of availability are generally made through the local newspapers and radio. Further information on the Drinking Water Regulations can be found on the Ministry of the Environment Conservation and Parks (MECP) web site at [www.ontario.ca/page/drinkingwater](http://www.ontario.ca/page/drinkingwater). For further information about this report or any questions regarding accessibility contact Megan Lockwood at [mlockwood@utilitieskingston.com](mailto:mlockwood@utilitieskingston.com) , or call 613-546-1181 Ext 2 2 9 1

### Inside This Report

1. Plant Description and Treatment Process
2. Monetary expenses incurred during this reporting period
3. Notifications Submitted in accordance to the Safe Drinking Water Act
4. Definitions and Terms
5. Process Diagram
6. Water Quality Test Results



# Utilities Kingston

## 1. Plant Description & Treatment Processes

### Raw Water Source.

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

### Zebra Mussel Control.

Pre-chlorination takes place at the mouth of the intake. This protects the intake from becoming encrusted with zebra mussels, which would restrict the flow of water through the intake.

### Screening.

Two stationary screens located in the low lift pumping well remove any large debris such as weeds, fish, etc.

### Low Lift Pumps.

These pumps lift the water from lake level to the main treatment building. There are three submersible pumps each with a capacity of 7.8 l/sec which pump the water into the main building for treatment.

### Chemical Feed System

XL1900 (Polyaluminum Chloride) is added to the water as it enters the process building just prior to passing through the in-line mixer. The particles in the water will collide with the PACl particles as the water flows in a spiral motion through the mixer, and then join together to form larger particles called floc.

### Filters.

Three pressure filtration tanks containing a ceramic filtration media remove the floc

formed from the addition of PACl and the particles present in the water. Water flows through the filters into two baffled clean water reservoirs called clear wells.

### Backwash.

Filters are washed to remove the particulates they have collected over the previous 24 hrs. Clean water from the clear well is pumped backwards through the filter, and the filter is agitated by air scouring the filter media to break up any large particles.

### Process Waste Management

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

### GAC Contactors

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

### Primary Disinfection

Primary disinfection of the filtered water is achieved via UV light and free chlorine residual. 2 UV reactors (duty/standby) each using 12 low pressure high output lamps, provide the UV light disinfection. Free chlorine disinfection follows the UV process with the use of two chemical metering pumps



# Utilities Kingston

(duty/standby) which provide sodium hypochlorite to an application point downstream of the UV reactors at the entrance to the detention piping.

### **Secondary Disinfection**

Secondary disinfection is the maintenance of a disinfectant residual throughout the distribution system which is achieved with chloramines. Following the free chlorine disinfection process, ammonium sulphate is added with the use of two chemical metering pumps (duty/standby), at an approximate rate of 3.5:1 ratio (chlorine/ammonia), to react with the free chlorine residual to form chloramines. The application dosages of sodium hypochlorite and ammonium sulphate is adjusted to produce a sufficient in plant combined chlorine residual to ensure that minimum residuals are maintained in the distribution system.

### **Clear Wells.**

Two baffled clear wells, each with a volume of 115 m<sup>3</sup>, provide storage of filtered water and allow for a sufficient amount of chlorine contact time with the water to ensure proper disinfection.

### **High Lift Pumps.**

Three high lift pumps move treated water from the clear wells into the distribution system.

### **Standby Equipment.**

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

### **Elevated Tank.**

The elevated tank has a storage capacity of 1019 m<sup>3</sup> and provides pressure to the distribution system.

### **Distribution System.**

There are approximately 6363 meters of water mains, and 47 fire hydrants in the system. Once all connections to the distribution system have been completed, the drinking water system will supply water to 274 customer connections.

## **2. Monetary expenses incurred during this reporting period**

Under Section 11 of Ontario Reg. 170/03, a description of any major expenses incurred during this reporting period must be included in the annual report. The major expenses for this drinking water system are listed below.

- Raw water flow control system upgrades
- UV reactor service work
- Replacement of UV reactor bulb and quartz sleeve.
- Rebuild of discharge actuator on high lift pump #1
- Replacement of process piping at the GAC contactors



# Utilities Kingston

### 3. Notifications submitted in accordance to the Safe Drinking Water Act

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

There were no events within the Sydenham Water Treatment Plant which required notification during this reporting period.

### 4. Definition & Terms

**TCU** - True Colour Units

**mg** - milligram

**N/A** - Not Applicable

**N/D** - Non -Detectable

**NTU** - Nephelometric Turbidity Units - A measure of the amount of particles in water.

**mg/l** - Milligrams per litre. This is a measure of the concentration of a parameter in water, also called parts per million (ppm).

**µg/L** - Micrograms per litre, also called parts per billion.

**ng/l** - Nanograms per litre, parts per trillion.

**Parameter**-A substance that we sample and analyze for in the water.

**AO** - Aesthetic objective. AOs are not health related, but may affect the taste, odour, colour or clarity of the water

**OG** - Operational guideline. Set to ensure efficient treatment and distribution of water.

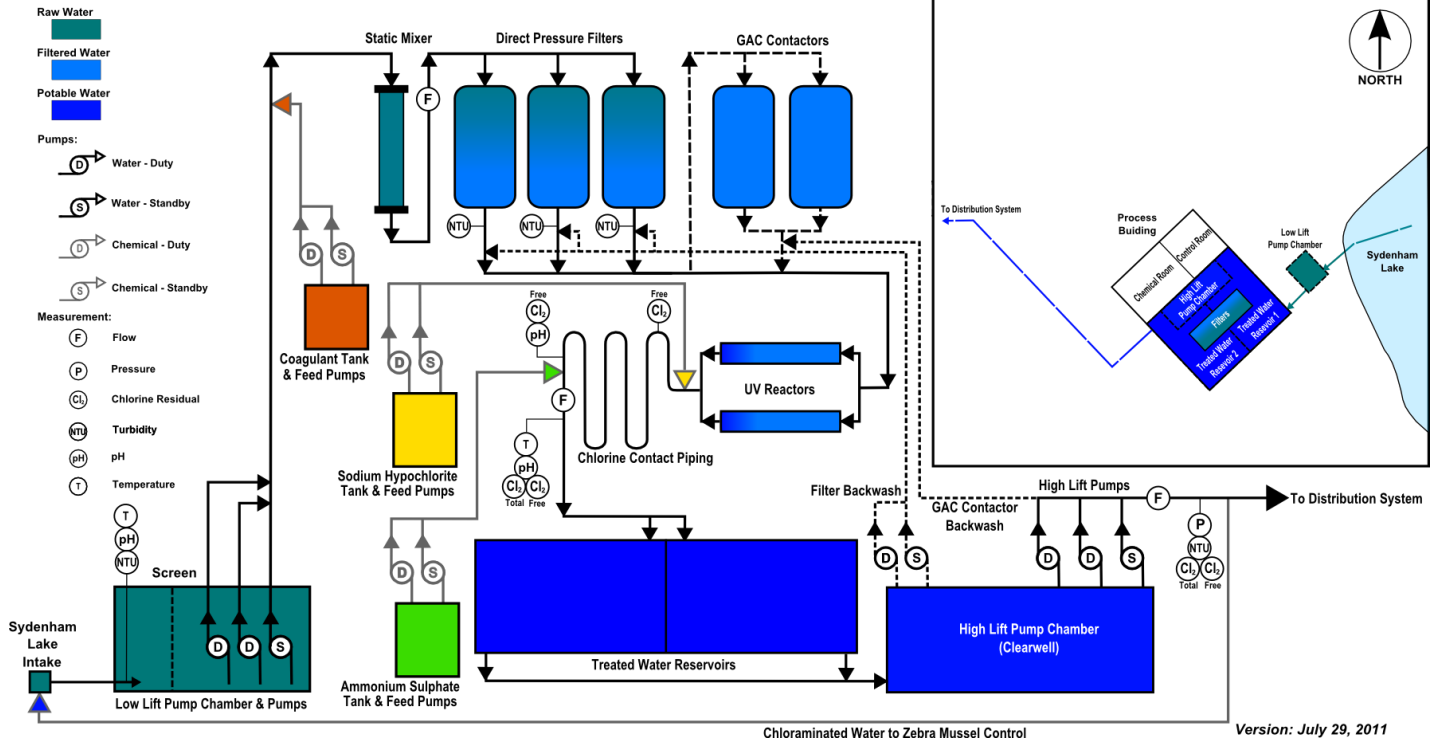
**MAC - Maximum Acceptable Concentration.** This is a health-related drinking water standard established for contaminants having known or suspected adverse health effects when above a certain concentration. The length of time the MAC can be exceeded without injury to health will depend on the nature and concentration of the parameter.



# Utilities Kingston

## 5. Flow Diagram

SYDENHAM WATER TREATMENT PLANT PROCESS FLOW





# Utilities Kingston

## 6. Water Quality Test Results

### Microbiological testing done under regulation 170 03, during this reporting period

	MAC (E. Coli & Total Coliforms)	Number of Samples	Range of E. Coli or Fecal Results (min # - max #)	Range of Total Coliform Results (min # - max #)	Number of HPC Samples	Range of HPC Results (min # - max #)
Raw	N/A	52	0 - 12	1 – >200	0	
Treated	*	52	0	0	52	<10 – 200
Distribution System	*	108	0	0	58	<10 – 30

*\*Indicator of adverse water quality if detected*

### Operational testing done under schedule 7, 8 or 9 of regulation 170/03 during this reporting period

Parameter	MAC	Number of Samples	Range of Results (min # - max #)	Results Average	Unit of Measure	Parameter Description
Turbidity Raw Water	N/A	Continuous	0.13 – 3.48*	N/A	NTU	Turbidity is a measure of particles in water.
Turbidity Treated Water	N/A	Continuous	0.015 – 0.277*	N/A	NTU	Turbidity is a measure of particles in water.
Combined Chlorine Residual Treated Water	See parameter description	Continuous	1.58 – 2.72*	N/A	mg/l	Recommended level of at least 1.00 mg/l in distribution system to maintain microbiological quality. 0.25 mg/l minimum.
Turbidity Filter#1	1.0 NTU for >15 min.	Continuous	0.016 – 1.01**	0.10	NTU	Turbidity is a measure of particles in water.
Turbidity Filter#2	1.0 NTU for	Continuous	0.012 – 0.99**	0.09	NTU	Turbidity is a measure of



# Utilities Kingston

Parameter	MAC	Number of Samples	Range of Results (min # - max #)	Results Average	Unit of Measure	Parameter Description
	>15 min.					particles in water.
Turbidity Filter#3	1.0 NTU for >15 min.	Continuous	0.015 – 0.84**	0.08	NTU	Turbidity is a measure of particles in water.
Chloramines Residual Distribution System	See parameter description	Continuous	0.44 – 2.53	N/A	mg/l	Recommended level of at least 1.0 mg/l combined chlorine in distribution system to maintain microbiological quality. 0.25 mg/l combined chlorine minimum.

\* Note: For these parameters the range of results is determined through in house lab testing.

\*\* Note: The regulatory limit for filter turbidity is 1.0 NTU for greater than 15 minutes. Filter #1 reached a turbidity of greater than 1.0 NTU for less than one minute.

### Additional testing and sampling carried out in accordance with the requirements of the DWWP or MDWL

Sample Location	MAC	Parameter	Number of Samples	Results Average	Unit of Measure	Parameter Description
Backwash Wastewater Effluent	15	Total Suspended Solids	12	5	mg/l	A measure of the particulates collected in the filtration process.



### Summary of Raw water parameters tested during this reporting period

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
Microcystin	1.5	25	<0.15 – 0.68	µg/L	Yes	Naturally occurring (released from blooms of blue-green algae)

### Summary of treated water Schedule 23 inorganic parameters tested during this reporting period

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
Antimony	0.006	1	<0.0001	mg/l	No	Discharge from petroleum refineries; fire retardants; ceramics; electronics; solder
Arsenic	0.025	1	0.0001	mg/l	No	Naturally occurring in surface waters / mine drainage
Barium	1.0	1	0.050	mg/l	No	Erosion of natural deposits. Discharge from metal refineries, oil drilling wastes.
Boron	5.0	1	0.026	mg/l	No	Erosion of natural deposits, industrial waste effluents.
Cadmium	0.005	1	< 0.000015	mg/l	No	Industrial discharge
Chromium	0.05	1	<0.002	mg/l	No	Industrial residues
Mercury	0.001	1	<0.00002	mg/l	No	Erosion of natural deposits, industrial discharges.
Selenium	0.01	1	< 0.001	mg/l	No	Discharge from refineries,



# Utilities Kingston

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
						mines, chemical manufacture
Uranium	0.02	1	< 0.00005	mg/l	No	Erosion of natural deposits.

### Summary of treated water Schedule 24 organic parameters tested during this reporting period

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
Alachlor	5	1	<0.3	µg/L	No	Agricultural herbicide
Atrazine + N-dealkylated metabolites	5	1	<0.5	µg/L	No	Agricultural herbicide
Azinphos-methyl	20	1	<1	µg/L	No	Insecticide
Benzene	5	1	<0.5	µg/L	No	Discharge from plastics manufacturing, leaking fuel tanks
Benzo(a)pyrene	0.01	1	<0.005	µg/L	No	Formed from the incomplete burning of organic matter.
Bromoxynil	5	1	<0.5	µg/L	No	Agricultural herbicide
Carbaryl	90	1	<3	µg/L	No	Agricultural/Forestry/ Household insecticide
Carbofuran	90	1	<1	µg/L	No	Agricultural insecticide
Carbon Tetrachloride	5	1	<0.2	µg/L	No	Discharge from chemical and industrial activities
Chlorpyrifos	90	1	<0.5	µg/L	No	Agricultural/ Household insecticide



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Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
Diazinon	20	1	<1	µg/L	No	Agricultural/ Livestock Operation/ Residential insecticide
Dicamba	120	1	<10	µg/L	No	Agricultural herbicide
1,2-Dichlorobenzene	200	1	<0.5	µg/L	No	Discharge from industrial chemical factories
1,4-Dichlorobenzene	5	1	<0.5	µg/L	No	Discharge from industrial chemical factories
1,2-Dichloroethane	5	1	<0.5	µg/L	No	Discharge from industrial chemical factories
1,1-Dichloroethylene (vinylidene chloride)	14	1	<0.5	µg/L	No	Discharge from industrial chemical factories
Dichloromethane	50	1	<5	µg/L	No	Discharge from pharmaceutical and chemical factories
2-4 Dichlorophenol	900	1	<0.2	µg/L	No	Industrial contamination/ reaction with chlorine
2,4-Dichlorophenoxy acetic acid (2,4-D)	100	1	<10	µg/L	No	Agricultural/ Residential herbicide
Diclofop-methyl	9	1	<0.9	µg/L	No	Agricultural herbicide
Dimethoate	20	1	<1	µg/L	No	Agricultural/ Livestock Operation/ Forestry insecticide
Diquat	70	1	<5	µg/L	No	Agricultural/ Aquatic herbicide
Diuron	150	1	<5	µg/L	No	Agricultural/ Industrial/ herbicide
Glyphosate	280	1	<25	µg/L	No	Agricultural/Forestry/ Household herbicide



# Utilities Kingston

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
Malathion	190	1	<5	µg/L	No	Fruit & Vegetable / pest control insecticide
2-methyl-4-chlorophenoxyacetic acid (MCPA)	0.1	1	< 0.010	mg/L	No	Leaching and/or runoff from agricultural and other uses
Metolachlor	50	1	<3	µg/L	No	Agricultural herbicide
Metribuzin	80	1	<3	µg/L	No	Agricultural herbicide
Monochlorobenzene	80	1	<0.5	µg/L	No	Discharge from industrial and agricultural chemical factories and dry cleaning facilities
Paraquat	10	1	<1	µg/L	No	Agricultural/ Aquatic herbicide
Pentachlorophenol	60	1	<0.2	µg/L	No	Pesticide/ wood preservative residue
Phorate	2	1	<0.3	µg/L	No	Agricultural insecticide
Picloram	190	1	<15	µg/L	No	Industrial herbicide
Polychlorinated Biphenyls(PCB)	3	1	<0.05	µg/L	No	Residue from various industrial uses
Prometryne	1	1	<0.1	µg/L	No	Agricultural herbicide
Simazine	10	1	<0.5	µg/L	No	Agricultural herbicide or its residue
Terbufos	1	1	<0.5	µg/L	No	Agricultural insecticide
Tetrachloroethylene	30	1	<0.5	µg/L	No	Leaching from PVC pipes; discharge from factories, dry cleaners and auto shops (metal degreaser)
2,3,4,6-Tetrachlorophenol	100	1	<0.2	µg/L	No	Wood preservative



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Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
Triallate	230	1	<10	µg/L	No	Agricultural herbicide
Trichloroethylene	5	1	<0.5	µg/L	No	Discharge from metal degreasing sites and other factories
2,4,6-Trichlorophenol	5	1	<0.2	µg/L	No	Pesticide manufacturing
Trifluralin	45	1	<0.5	µg/L	No	Agricultural herbicide
Vinyl Chloride	2	1	<0.2	µg/L	No	Leaching from PVC pipes; discharge from plastics factories

### Summary of other regulatory treated water parameters tested during this reporting period

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
Fluoride	1.5	1	<0.1	mg/l	No	Naturally occurring.
Nitrite	1	4	<0.1	mg/l	No	A natural component of water at this level.
Nitrate	10	4	<0.1 – 0.2	mg/l	No	Runoff from fertilizer use, erosion of natural deposits
Sodium	20	1	9.6	mg/l	No	Occurs naturally in the earth's crust.  *Notification is required every 60 months if greater than 20 mg/l.



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## Summary of additional treated water parameters tested during this reporting period

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	MAC Exceedance	Parameter Description
Microcystin	1.5	25	<0.15 – <0.15	µg/L	No	Naturally occurring (released from blooms of blue-green algae)

## Summary of regulatory distribution drinking water parameters tested during this reporting period

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	Exceedance	Parameter Description
Alkalinity (as CaCO <sub>3</sub> )	N/A	9	99-110	mg/l	No	A measure of the resistance of the water to the effects of acids. Expressed as calcium carbonate.
Total Haloacetic acids	0.08 (Annual avg.)	8	0.0146-0.02	mg/L	No	By-product of drinking water disinfection with chlorine. Based on a running annual average
pH	6.5–8.5 OG	1	7.70		No	An indicator of the acidity of water.
Total Trihalomethanes	100 (Annual avg.)	4	20-22	µg/L	No	By-product of chlorination. * The MAC for THMs of 100 µg/L is based on a running annual average.
Lead	N/A	8	0.00014- 0.00307	Mg/L	No	Internal corrosion of household plumbing, erosion of natural deposits.



# Utilities Kingston

### Summary of raw water testing analyzed by in house laboratory during this reporting period

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	Exceedance	Parameter Description
UV Transmittance	N/A	105	62.6 – 91.3	%	No	UV transmittance is a measure of the percentage of transmittance of UV light

### Summary of treated water testing analyzed by in house laboratory during this reporting period

Parameter	MAC	Number of Samples	Results Range	Unit of Measure	Exceedance	Parameter Description
Aluminum	0.1	112	0.003 – 0.16	mg/l	Yes	May be naturally present or a residual from the coagulation process.
Free Ammonia	N/A	108	0.1 – 0.31	mg/l	No	Residual from the addition of Ammonium Sulphate for the secondary disinfection process
Monochloramines	3.0	108	1.42 – 2.44	mg/L.	No	Chloramines are produced when ammonia is added to chlorinated water during the disinfection process.
UV Transmittance	N/A	103	84.9 – 100	%	No	UV transmittance is a measure of the percentage of transmittance of UV light

### Questions from the Verona Lions delegation about the Covid 19 Relief Fund

- Grant limits of \$5000.00
- Consideration for organizations unable to access other funding programs
- Split between business and not for profit/community streams
- Seed money for future events
- Two grant streams for not for profit /community groups

## 'Lions Club of Verona Inc. Income Summary 01/01/2019 to 31/12/2019

		'Revenue	'Expense
'40100	'Canteen -Sun breakfast	1004.00	
'40300	'Cash Over & Shorts	0.03	
'42100	'Bar Receipts	22390.69	
'42200	'Hall Rentals	13314.00	
'42210	'Hall Rent Refunds	-180.00	
'42500	'Ball Field Rentals	100.00	
'43010	'Victoria Dy Wkend Toll Road Re	6046.90	
'43020	'Victoria Dy Wkend Toll Road Ex	-464.59	
'43040	'Games Night - Revenue	615.35	
'43050	'Games Night - Expenses	-432.77	
'43090	'Verona Vendors Market	1062.00	
'43091	'Verona Vendors Market expens	-75.51	
'43092	'Verona Vendors Canteen Rever	1208.15	
'43093	'Verona Vendors Canteen Exper	-361.82	
'43110	'Day of Service (Expenses)	-147.39	
'43131	'garlic gate	4603.50	
'43132	'canteen	1450.70	
'43134	'garlic fest drinks	284.00	
'43135	'Garlic fest bar	60.00	
'43136	'train/mini golf garlic fest	174.25	
'43137	'Garlic Fest vendors	3825.00	
'43141	'Garlic Festival advertising	-95.09	
'43142	'Canteen	-699.50	
'43144	'drinks	-184.12	
'43146	'parking,security	-300.00	
'43147	'other garlic fest expenses	-200.00	
'43160	'Fish Fry - Revenue	6109.60	
'43170	'Fish Fry - Expenses	-3107.16	
'43190	'ATV Run (Revenue)	2520.00	
'43200	'ATV Run(Expenses)	-1972.64	
'43310	'Ice Cream Truck( Revenue)	298.50	
'43320	'Ice Cream Truck( Expense)	-91.35	
'43330	'Paint night (revenue)	1110.00	
'43340	'Paint night ( Expense)	-235.00	
'46900	'Donations - General	100.00	
'47000	'Interest Earned	700.83	
'50100	'Canteen sunday breakfast		878.66
'50340	'Security		311.88
'52100	'Alcohol Beverages		9176.36
'52110	'Soft Drinks, Mixes, Ice etc.		696.97
'52120	'Cups & Relates Supplies		229.46
'52130	'Repairs to Equipment		352.56
'52140	'Licenses		673.00
'53100	'Labour - Cleaning		1750.00
'53110	'Labour - Grounds Etc		1957.53
'53220	'Utilities - Propane		4233.78
'53230	'Utilities - Electricity (Hall)		5041.04
'53240	'Utilities - Electricity (Ballfield)		490.09
'53260	'Taxes - Hall & Ball Field		3162.92
'53270	'Taxes - Mini Park		320.62
'53300	'Mtce. - Hall Equipment		1159.50
'53310	'Mtce. - Ballfield & Grounds		1380.93
'53390	'Hall Operating Supplies		3006.59
'53400	'Telephone		1882.16
'53410	'Fire & Liability Insurance		5851.44
'53420	'Snow Removal & Pest Control		701.72
'53430	'Advertising (General)		420.37
'53450	'Interest & Bank Charges		360.78
'55950	'New Equipment-Hall & Ball Field		79.09
'58100	'Conference & Convention		252.00
'58120	'Administrative Operating Supplies		71.18
'59510	'Local People & Organizations		3858.89
'59520	'Regional/Prov/Nat Organizations		1200.00
'59530	'Lions Sponsored Programs		800.00
		58430.56	50299.52

'REVENUE minus EXPENSE  
'Generated On: 28/02/2021

8131.04

**Lions Club of Verona Inc.****Source Fund Income Summary 01/01/2020 to 31/12/2020**

Acco...	Account Name	Revenue	Expense
<b>Activities</b>			
40100	Canteen -Sun breakfast	493.00	
42100	Bar Receipts	12,197.06	
42200	Hall Rentals	893.00	
42210	Hall Rent Refunds	-175.00	
43040	Games Night - Revenue	120.00	
43050	Games Night - Expenses	-688.05	
43130	Garlic Festival - Revenue	225.92	
43131	garlic gate	3,800.25	
43137	Garlic Fest vendors	1,575.00	
43141	Garlic Festival advertising	-283.88	
43144	drinks	-63.65	
43146	parking,security	-570.07	
43160	Fish Fry - Revenue	5,320.00	
43170	fFish Fry - Expenses	-2,443.19	
43200	ATV Run(Expenses)	-76.82	
47530	Community Donations	100.00	
48141	debit fees	-5.52	
50100	Canteen sunday breakfast		393.93
52100	Alcohol Beverages		4,783.67
52110	Soft Drinks, Mixes, Ice etc.		120.79
52130	Repairs to Equipment		702.30
53100	Labour - Cleaning		125.00
53220	Utilities - Propane		3,569.01
53230	Utilities - Electricity (Hall)		4,150.94
53240	Utilities - Electricity (Ballfield)		338.94
53260	Taxes - Hall & Ball Field		3,200.29
53270	Taxes - Mini Park		335.10
53300	Mtce. - Hall Equipment		1,023.78
53390	Hall Operating Supplies		1,653.02
53400	Telephone		2,013.04
53410	Fire & Liability Insurance		5,936.76
53420	Snow Removal & Pest Control		757.10
53430	Advertising (General)		944.23
53450	Interest & Bank Charges		19.90
55950	New Equipment-Hall & Ball Field		135.57
58100	Conference & Convention		888.00
59510	Local People & Organizations		2,653.57
		20,418.05	33,744.94
<b>REVENUE minus EXPENSE</b>		<b>-13,326.89</b>	

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Time: 7:00 PM

Location: Electronic Participation



## Meeting # 2

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

**Present via Electronic Participation:** Pat Barr

**Staff Present in Council Chambers:** Neil Carbone, Chief Administrative Officer, Claire Dodds - Director of Development Services, Mark Segsworth - Director of Public Services, Louise Fragnito - Director of Corporate Services and Treasurer, Angela Maddocks - Clerk.

**Staff Present via Electronic Participation:** Darcy Knott - Director of Fire and Emergency Services, Christine Woods - Planner.

1. Call to Order/Roll Call
  - a) Resolution

The Clerk conducted the roll call as outlined in the attendance listed above.

Resolution No. 2021-2-01

Moved by Councillor Barr

Seconded by Councillor Sutherland

That the Council meeting of January 12, 2021 be called to order at 7:02 p.m.

Carried

2. Declaration of pecuniary interest and the general nature thereof
  - a) Councillor Ruttan declared a pecuniary interest with respect to Agenda Item 8 d) and left the Council Chambers during this portion of the meeting.

3. Approval of Agenda
  - a) Resolution

An addition to the agenda, Item 11 e) was added after the first version of the agenda was published.

Resolution No. 2021-2-02

Moved by Councillor Ruttan

Seconded by Councillor Revill

That the agenda for the January 12, 2021 Council meeting be adopted as amended.

Carried

4. Rise and Report from Special Committee of the Whole
  - a) Resolutions - LPAT Appeals (File #'s S-34-19-S and S-35-19-S, MV-34-20-B) and WTC Broadband Support Opportunity

Resolution No. 2021-2-03

Moved by Councillor Morey

Seconded by Councillor Sleeth

That the Township of South Frontenac support the WTC's application to the Universal Broadband Fund Rapid Response Stream for expansion of Fibre to the Home (FTTH) and Fixed Wireless 50/10 broadband service to additional homes in South Frontenac;

And that no financial commitment be made at this time.

Carried

Resolution No. 2021-2-04

Moved by Councillor Sleeth

Seconded by Councillor Morey

That Council direct their solicitor not to defend the Committee of Adjustment's decisions in the LPAT appeals of consent applications S-34-19-S and S-35-19-S, and instead seek a settlement on the basis that both consents would be approved by LPAT;

And that the Township solicitor be directed to defend the Committee of Adjustment's decision on the LPAT appeal regarding Minor Variance MV-34-20-B.

Carried

5. Scheduled Closed Session - not applicable
6. \*\*\*Recess\*\*\* - not applicable
7. Delegations - 2021 Budget
  - a) South Frontenac Museum Association - John McDougall & Bob Brown, re: 1) Budget allocation for preservation, landscaping & signage of publicly owned buildings of historical significance, 2) Save the Bellrock & Petworth Mill Projects

John McDougall and Bob Brown from the South Frontenac Museum Committee requested that funding be included in the 2021 budget for preservation, landscaping and signage of publicly owned buildings of historical significance in the township with specific focus on stabilization of the stonework at Petworth Mill and clearance of unnecessary brush and trees. Eventually they would like to see a small picnic area established for the public.

- b) Mary Rae - 14 Island Lake Association

Mary Rae, President of the 14 Island Lake and Mink Lakes Association attended "virtually" to request that funding be included in the 2021 budget. The funding request was for a \$5000 capital contribution to the necessary construction project and \$10,000 of "in-kind" services to provide access to the dam from Willy's Lane as it is in fair to poor condition based on the assessment made by the Quinte Conservation Authority.

- c) Julie Servant, Executive Director - Frontenac Arch Biosphere Network

Julie Servant, Executive Director of the Frontenac Arch Biosphere Network requested that Council consider including funding in the amount of \$5200.00 as South Frontenac's share to continue community relationship building, program development and new project initiatives. This amount is based on a per-capital contribution of the total requirement.

- d) Steve Lapp - Budget Allocation for Climate Change Adaptation & Mitigation

Steve Lapp had no budget request but rather commended Council for their consideration towards climate adaptation and mitigation that is included in the 2021 budget in the amount of \$100,000.00.

e) Donna Garland, Fermoy Hall Committee - 2021 Budget Submission

Donna Garland, representing the Fermoy Hall Committee requested that budget consideration be given towards establishing a broadband /internet service hub at Fermoy Hall with part of the funding to be used to complete the renovations for seasonal occupancy. She presented a three year approach to delivering on the internet service hub at this location.

8. Public Meeting

a) Resolution & Public Meeting Statement

The Clerk provided direction on obtaining decisions made with respect to the applications being heard as well as the process for appealing any decision.

Resolution No. 2021-2-05

Moved by Councillor Morey

Seconded by Councillor Sleeth

That a public meeting be held to allow for input in to planning applications related to the following:

- Road Closing Application RC-20-01 - Christel Lane - 2290998 Ontario Inc
- Road Closing Application RC-20-02 - Concession 2 & 3, Lot 17 - Beam
- Zoning By-law Amendment Application Z-20-14 - 1024 Hidden Valley Lane
- Zoning By-law Amendment Application Z-20-15 - Mowoods Lane

Carried

b) Road Closing Application - RC-20-01 - Concessions 9 & 10, Lot 20, Christel Lane, 2290998 Ontario Inc (Storrington)

Claire Dodds, Director of Development Services, provided an overview of this road closing application that will apportion the road allowance to a number of property owners, between Concession 9 and 10, Part Lot 20 on Christel Lane. The original proposal made by the applicant was presented to Council on July 14, 2020, however Council chose to defer the request due to the concern that this transfer may result in the creation of stranded portions of Township road allowance. Council recommended that adjacent property owners be contacted about purchasing a portion of the road allowance to explore whether the transfer of the road allowance can be addressed in a joint fashion and a rational division of the road allowance be achieved. Ms. Dodds reviewed the proposed allocation of all six parts of the road allocation, this particular applicant is associated with Parts 4 and 5.

Councillor Sleeth commented that this will benefit all of the land owners and will clean up some of the issues where there are buildings constructed on part of the road allowance.

Bob Volpe was connected virtually but had no comments.

Susan Keefe was connected virtually but had no comments.

c) Road Closing Application RC-20-02 - Concessions 2 & 3, Lot 17, Beam (Bedford)

Claire Dodds, Director of Development Services reviewed the application to

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close a portion of the road allowance between Concession 2 and 3, Lot 17. This road allowance runs from north to south across the peninsula on Bob's Lake. Previously other portions of the road allowance have been stopped up closed and transferred to abutting properties which has resulted in some jutting in and out of the remaining road allowance. There is a steep slope towards the lake on the subject property and the applicants have been traversing these lands for number of years. This closure would help to provide some reasonable access to the waterfront. There would still be a small piece of the road allowance that would be left and staff have been in conversation with the applicant about including this piece if no other abutting owners are interested. The area in question is primarily a wooded/scrub brush land.

Councillor Revill was familiar with the site and indicated that he had no problem with the request to close this portion of the road allowance.

Mayor Vandewal asked if this would be closing off the whole road allowance. Claire Dodds confirmed that it would only be closing the southern portion.

Councillor Sutherland requested clarity on the stranded piece. Claire Dodds noted that the applicant only wishes to have the portion that extends to the most northerly portion and parallel to their property but that it could be configured at an angle if that was the direction of Council.

Mayor Vandewal noted the township policy that generally we do not close road allowances leading to water and asked for clarity from Councillor Revill if he had any concerns about closing this particular portion.

Councillor Revill was not concerned about selling this portion however encouraged Council to consider developing a broader policy on how the township could develop sections of unopened road allowances going forward. He noted that no one from the public would have ever found this particular piece of unopened road allowance.

Councillor Sutherland had the same concern about this particular property and met with two property owners who have some type of arrangement to use an existing boat ramp where there is a good access to the lake. He felt this property (road allowance) was not easily accessible.

Blair Leeman was connected virtually and did not express any objection, he noted that the mapping provided clarity to him on this application.

Mr. Beam, the applicant was on the line but had no comments, he appreciated the presentation made by staff.

d) Rezoning Application Z-20-14 - 1024 Hidden Valley Lane, (Loughborough)  
Ruttan

Councillor Ruttan left the Council Chambers at this time.

Christine Woods, Planner provided the background to this application for rezoning. She explained that the subject property is 29 hectares (72 acres) in area with frontage on Hidden Valley Road and on Buck Lake. Hidden Valley Lane runs through the property providing access to the uses on the property as well as to approximately thirty waterfront properties.

The lands consist of swamp interspersed with forested rocky knolls. The property has frontage on Buck Lake in four locations, three of which are swamps. The fourth location is connected with Hidden Valley Park, which is a tourist establishment consisting of ten trailer sites. The lands associated with the tourist establishment are zoned Recreational Resort Commercial – Special

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Provision (RRC-57).

In addition to the tourist establishment, the property contains two dwellings and two accessory detached garages. The dwellings and accessory detached garages are located at the south end of the property, on the east (non-waterfront) side of Hidden Valley Lane and opposite the tourist establishment. These buildings are located on lands that are zoned Rural (RU).

Ms. Woods noted that Scott Meskis who resides at 1071 Shadow Lane) indicated that he has no objection to recognizing the two existing houses on the property. However, he does not want more development on the property as the neighbourhood and Buck Lake are overdeveloped. He suggested that the zoning include wording that would not allow more development on the property, and to not allow replacement houses in different locations on the property.

This application is consistent with the direction of the Provincial Policy Statement and consistent with the County Official Plan. The Township Official Plan does not provide specific direction on how many dwellings or dwelling units on a property and therefore Planning staff look at the PPs for direction.

Ms. Woods noted that typically, it is preferred that the multiple dwellings or dwelling units on a property be serviced by one well and septic system and be accessed from the one driveway. In this situation, it is acknowledged that the topography and the location of the existing buildings and structures preclude the dwellings sharing a septic system. Staff support the proposal to construct a separate driveway farther to the north off the private lane for the cottage given the intensity of activity at this location. This location includes the driveway for the house and cottage, the entrance to the tourist establishment, and a secondary private lane. The wording of the proposed by-law would require the dwellings to share a well, septic system or driveway, in order to maintain the intent of the amendment to legally recognize the two existing dwellings and to not facilitate redevelopment of one or both of the dwellings in other locations on the property.

Mayor Vandewal questioned the terminology of house and cottage as both had been referenced in the report. Ms. Woods confirmed that this does not change anything with respect to the rezoning.

Suzanne Ruttan was in attendance virtually, but did not have any comments.

Councillor Ruttan returned to the Council Chambers at this time.

e) Rezoning Application - Z-20-15 - Davidson Road at Mowoods Lane, Brice (Storrington)

Christine Woods provided an over view of the subject property that is 10 hectares (24.64 acres) in area, has frontage on Davidson Road but is accessed by Mowoods Lane. The property also has frontage on the West Basin of Loughborough Lake. Approximately half the property consists of an old farm field that slopes gently from Davidson Road towards the northwest. The other half of the property consists of a predominately cedar forest. The lands within approximately 45 metres of the shoreline consist of a high, steep slope. The shoreline consists of an approximately 2 metre high vertical limestone cliff.

There has been extensive site alteration and tree clearing on the property within 100 metres of the shoreline, in anticipation of development. A portion of the shoreline is developed with a boat slip. The boat slip was permitted by Cataraqui Conservation under Ontario Regulation 148/06. The proposed dwelling is proposed to be located 45 metres from the high water mark, at the

top of the high, steep slope.

The subject property is part of a block in the Loughborough Shores Plan of Subdivision. At the time the subdivision was developed, an Open Space zone with special provisions was established on the block in order to prohibit development until such time as a source of potable water was identified to the satisfaction of the municipality. This requirement relates to the findings of the hydrogeological assessments for the subdivision. The hydrogeological assessments identified non-potable water on the subject lands. The block is also subject to a drainage easement in favour of the Municipality. The easement and an associated agreement are registered on title.

The Owner has requested a zoning by-law amendment to change the Open Space – Private – Special Provision (OSP-5) zone on the subject lands to Limited Service Residential – Waterfront – Special Provision to facilitate the construction of a single detached dwelling on the property. The RLSW zone is applicable to residential properties that have frontage on a private lane, or are accessed via a private lane, and have frontage on a navigable waterway. While the subject property has frontage on Davidson Road, the applicant intends to use Mowoods Lane for access. The special provision is requested to require a dwelling to be located at least 45 metres from the highwater mark of Loughborough Lake, and a sewage system to be located at least 90 metres from the highwater mark. The setbacks, which are greater than the minimum 30 metre setback required in the Zoning By-law, are proposed to minimize the impact of a dwelling and septic system on the water quality of the lake. The West Basin of Loughborough Lake is an at-capacity lake trout lake.

A planning justification report, hydrogeological study and terrain analysis, an environmental site evaluation, as well as a drainage brief were submitted in support of the application. Ms. Woods provided a review of the supporting studies associated with this application with specific focus on the environmental site evaluation requirements. The hydrogeological study and the terrain analysis have been forwarded to the township's peer review consultants and these results will be shared with Council.

Ms. Woods indicated that an email had been received from Phil and Francois Bates earlier in the day about water quantity and quality. She noted that she is not qualified to speak to the potential impact on existing wells. He questioned the access to a small road that runs along the south-western edge of the lot that links Davidson Road with end of Four Seasons Drive. Ms. Woods confirmed that this small road has always been a private road and remains as is. In response to the Bates questions regarding speed control, Ms. Woods noted that the answers to these questions are general questions that can be answered by Public Services and do not affect the application specifically and she will follow up later. The hydrogeological study (to be peer reviewed) has indicated that the well is capable of providing an adequate supply of water, at least 4.5 gallons per minute that is required for new lots created.

Councillor Revill asked if the request for native landscaping restoration is a reflection of an over zealous site preparations and questioned how this would be protected through the site plan control especially since this lake is a lake trout sensitive lake. Ms. Woods explained that this requirement is a result of the clearing already done on this property therefore sediment control requirements and re-vegetation will take place over time.

Councillor Morey noted the original challenge of finding potable water in this area and wondered how they managed to find it now - had fracking been undertaken? He also noted that there is a plan of subdivision on this subject land and wondered what this might mean for the development of this particular parcel, should this be zoned Limited Service Residential Waterfront.

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Ms. Woods explained that it had been proposed to be part of a subdivision however the hydrogeological assessments done at that time indicated that a large band of non-potable water existed. Some of it was related to quantity and some of it was related to quality - high in sodium, therefore a subdivision was not created. A residential well was drilled outside of that band with suitable quality and quantity characteristics. This property had had three residential lots severed from it in the past along Davidson Road so there is no opportunity to create more lots through the consent process.

Mayor Vandewal inquired about the clear cutting and when it had been done and whether a bank stability slope study will be required. Ms. Woods indicated that CRCA will advise staff on whether this will be required. With respect to drainage, Mayor Vandewal asked if they will have to create ponds, or will the drainage go directly to the lake. Ms. Woods indicated that there is a swale and a storm water pond in the easement and the pond has approval from the Ministry of the Environment. Mayor Vandewal suggested that a drainage study be done at the developers expense. Ms. Woods indicated that the applicant constructed a road and boat slip on the swale and redirected to the creek and so they are proposing to move the swale on the downstream side of the pond so that it will access the lake and not go to the boat slip. The design work has been done and reviewed by a consulting engineer.

Mayor Vandewal thought that if a lot had lake access a well was not required. He was very concerned about the drainage and all the work that has been done prior to the application being made. Councillor Sleeth concurred with the Mayor in that the developer should incur the costs for drainage.

Mike Keene agreed that this is a complicated application and there is no question that the applicant will be bearing the costs associated with changes to the drainage. With respect to the removal of vegetation, Mr. Keene felt that a lot of the work was done when the boat slip was constructed under the conservation authority permit. The site plan control will address all of the concerns identified.

Kathy Doak indicated she had no problems with the application.

Philip Bates indicated he looked forward to the two remaining answers to his questions.

f) Resolution - Close Public Meeting

Resolution No. 2021-2-06

Moved by Councillor Sleeth

Seconded by Councillor Morey

That having provided an opportunity for input, the public meeting be closed.

Carried

9. Approval of Minutes

a) November 17, 2020 Council Meeting

b) November 24, 2020 Special Council Meeting (6:45 pm)

c) November 24, 2020 Committee of the Whole

d) November 24, 2020 - Special Council Meeting (9:00 pm)

Resolution No. 2021-2-07

Moved by Councillor Ruttan

Seconded by Councillor Revill

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That the minutes of the following November 2020 meetings be approved:

- November 17, 2020 Council
- November 24, 2020 Special Council (6:45 pm)
- November 24, 2020 Committee of the Whole
- November 24, 2020 Special Council (9:00 pm)

Carried

- e) December 1, 2020 - Council Meeting
- f) December 8, 2020 Committee of the Whole
- g) December 15, 2020 Council Meeting

Resolution No. 2021-2-08

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

That the minutes of the following December meetings be approved:

- December 1, 2020 Council
- December 8, 2020 Committee of the Whole
- December 15, 2020 Council

Carried

- 10. Business Arising from the Minutes - not applicable
- 11. Reports Requiring Action
  - a) Declare Land Surplus: Property at Craig and Mustard Roads - Addendum to October 2020 Report

Resolution No. 2021-2-09

Moved by Councillor Morey

Seconded by Deputy Mayor Leonard

That Council declare the parcel of real property, identified as PT LT 8 CON 14 PORTLAND PT 1, 13R11450; SOUTH FRONTENAC (PIN 36149-0291, Roll Number 102908005026700) surplus to the needs of the Township for the purpose of divestiture.

Carried

- b) Application for Extension of Draft Plan Approval - Ouellette Plan of Subdivision - 10CD-2011/002

Resolution No. 2021-2-10

Moved by Councillor Ruttan

Seconded by Councillor Revill

That South Frontenac Council has no objection to the County of Frontenac extending draft plan approval for a period of one year for application 10T-2011/002, subject to the conditions approved by County Council on July 17, 2013 and direct the Clerk to forward this resolution to the County Clerk.

Carried

- c) Application for Extension of Draft Plan Approval - Cranberry Cove Plan of Condominium - 10CD-2012/002

Claire Dodds, Director of Development Services reported that since the writing of this report that the County of Frontenac has issued final approval on January 8, 2021.

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- d) Application for Extension of Draft Plan Approval - Johnston Point Plan of Condominium - 10CD-2014/001

Resolution No. 2021-2-11

Moved by Councillor Roberts

Seconded by Deputy Mayor Leonard

That South Frontenac Council has no objection to the County of Frontenac extending draft plan approval for application 10CD-2014/001 for a short period of time in order to allow the remaining outstanding administrative items to be completed on this application, and to direct the Clerk to forward this resolution to the County Clerk.

(Withdrawn)

Resolution No. 2021-2-12

Moved by Councillor Revill

Seconded by \_\_\_\_\_

That this resolution be deferred.

Resolution No. 2021-2-13

Moved by Councillor Revill

Seconded by Councillor Ruttan

That Council provide no comment on County File 10CD-2014/001.

Carried

- e) Vaccination roll out for Long Term Care Home Employees

This item was added to the agenda after it was originally published. Council agreed to approve the agenda as amended and to include this report and resolution in this meeting.

Resolution No. 2021-2-14

Moved by Councillor Morey

Seconded by Councillor Sleeth

That the Township of South Frontenac requests that Kingston Health Sciences Centre (KHSC) and KFL&A Public Health work with local municipalities to implement local options for the delivery of vaccinations to front line workers and the community; and,

That the Township of South Frontenac express its sincere thanks to KHSC and KFL&A Public Health for their leadership on the delivery of COVID-19 vaccinations in the region and pledge support for the program.

Carried

12. Committee Meeting Minutes - none
13. By-laws - none
14. Reports for Information
  - a) Growth Projections 2016 to 2046
15. Information Items
  - a) Closed Meeting Investigation Report
  - b) Rideau Valley Conservation Authority - 2021 Proposed Budget and Levy

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16. Notice of Motions - not applicable
17. Announcements/Statements by Councillors - none
18. Question of Clarity (from the public on outcome of agenda items)
  - a) For those individuals still connected virtually, no one indicated that they had any questions of clarity.

19. Closed Session

- a) In accordance with Section 239.2 (b) of the Municipal Act, Council will move into closed session to discuss personal matters about identifiable individuals, including municipal or local board employees **related to the Township's organizational structure.** (Verbal Report)

Resolution No. 2021-2-15

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That Council move into Closed Session in accordance with Section 239.2 (b) of the Municipal Act, to discuss personal matters about identifiable individuals, including municipal or local board employees related to the Township's organizational structure.

Carried

- b) Personal Matters about Identifiable Individuals/Organizational Structure
- c) Resolution

Resolution No. 2021-2-16

Moved by Deputy Mayor Leonard

Seconded by Councillor Sleeth

That Council move out of closed session.

Carried

20. Confirmatory By-law

- a) By-law 2021-01

Resolution No. 2021-2-17

Moved by Councillor Sleeth

Seconded by Councillor Morey

That By-law 2021-01, 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 12 day of January 2021.

Carried

Resolution No. 2021-2-18

Moved by Councillor Sutherland

Seconded by Councillor Roberts

That By-law 2021-01, being the confirmatory by-law, be given third reading, signed and sealed this 12 day of January 2021.

Carried

21. Adjournment

- a) Resolution

Resolution No. 2021-2-19

Moved by Councillor Ruttan

Seconded by Councillor Sleeth

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That the Council meeting of January 12, 2021 be adjourned at 10:22 p.m.

Carried

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Ron Vandewal, Mayor

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Angela Maddocks, Clerk



## REPORT TO COUNCIL

### Office of the Chief Administrative Officer



**AGENDA DATE:** March 2, 2021

**SUBJECT:** COVID-19 Relief Program

#### **RECOMMENDATION:**

That Council approve the allocation of \$250,000 to a COVID-19 Relief Grant Program as outlined in this report.

#### **BACKGROUND:**

During budget direction discussions at the November 10<sup>th</sup> Committee of the Whole Meeting, Council directed staff to bring forward a plan for providing targeted financial relief and support to residents affected by the COVID-19 pandemic.

At the November 24<sup>th</sup> Committee of the Whole meeting staff provided a report and recommendation to budget \$250,000 in the 2021 budget for those COVID-19 relief funding. Committee passed the following motion at that meeting:

*Moved by Councillor Ruttan  
Seconded by Councillor Revill*

*That the Committee of the Whole support the inclusion of \$250,000 in the 2021 operating budget funded from the Township's working reserve, to be directed to residents and businesses which have been negatively impacted by the COVID-19 pandemic, via local social services and business support agencies, through programs to be determined at a later date.*

On January 26<sup>th</sup>, 2021, Council passed the 2021 Operating and Capital budgets including the allocation of \$250,000 for COVID-19 relief efforts with the understanding that recommendations for specific funding allocations and eligibility criteria would be forthcoming for approval.

This report presents staff recommendations for the structure of the Program.

#### **ANALYSIS/DISCUSSION:**

Staff consulted with a number of community groups and regional partners in the design of the proposed COVID Relief Funding Program. Most notably, the difference between relief and recovery intentions was discussed as was the availability of funding through a variety of existing programs at the Federal, Provincial and Charitable sectors.

For these reasons, and due to the challenges inherent with income-tested or other assessments of individual need, staff is recommending the funding be directed to business *recovery* activities through partner agencies (CFDC), and to community groups who deliver important services in the community. A small amount is also recommended for the purchase and provision of PPE to families to encourage proper hygiene and safety, and will be allocated to specific programs that support the community's most vulnerable.



## REPORT TO COUNCIL

### Office of the Chief Administrative Officer



#### Consultation

The following groups were consulted in developing this program:

- City of Kingston
- Community Foundation for Kingston and Area
- Southern Frontenac Community Services
- Frontenac Community Futures Development Corporation
- Various community Not-for-profits and informal community groups

#### Existing Funding Supports

As noted, below is a list of just some of the existing financial support programs that target individuals and businesses.

- Ontario Small Business Support Grant
- Ontario Main Street Relief Grant: PPE Support
- Property Tax & Energy Rebates
- Canada Emergency Response Benefit (CERB)
- Canada Emergency Commercial Rent Assistance (CECRA)
- Canada Emergency Business Account (CEBA) loans
- Canadian Federal Wage Subsidies

#### Program Allocation

In order to target those most in need of support without duplicating funding programs that are already in place, staff recommends that the funding be distributed through three overarching program streams.

#### ***Small Business Supports – Allocation of \$100,000***

1. PPE Reimbursement – maximum of \$500 per business
2. Extended existing small business e-commerce, social media presence and marketing programs through Frontenac CFDC – allocation TBD
3. Pivot/modernization funding for small capital items, software or other hard costs; administered through CFDC – maximum of \$2,500 per business
4. Other training or retraining support to assist in addressing market changes not otherwise covered by CFDC Programs – maximum of \$1,000 per business

#### ***Support for Not-For-Profits and Community Groups – Allocation of \$125,000***

5. Social Recovery Stream – seed funding for new events aimed at rebuilding community, health & wellness through activities and programs or to offset the increased costs of offering existing programs due to pandemic restriction and related distancing or material requirements – maximum of \$5,000 per group
6. Support for Operating/Fundraising Losses or deficits in order to maintain important community groups – maximum of \$5,000 per organization

The funding for community groups would be administered through separate streams of the Township's existing Community Grants Program. The degree to which the organization operates/benefits South Frontenac will be an important criteria, as will



## REPORT TO COUNCIL

### Office of the Chief Administrative Officer



proof of financial impact due to COVID-19. Financial statements will be requested and applicants must identify if they have accessed other funding sources.

#### ***Program Funding – Allocation of \$25,000***

7. Personal Protective Equipment (PPE) for families – allocation of \$10,000 towards purchase of PPE for distribution through Southern Frontenac Community Services.
8. TBD program allocation (example: meal programs, seniors assistance) – allocation of \$10,000 to enhance or expand the delivery of these programs for the benefit of resident most in need as a result of the pandemic (food security, health and safety, mental wellness, etc.)

#### Timeline

If approved by Council, staff would finalize remaining details with partner organizations and would launch the application window for the new Community Grants streams by late March, with the intent of distributing funding by May.

A final slate of recommended grants would come before Council for approval in May.

#### **RELATIONSHIP TO THE STRATEGIC PLAN:**

Allocation of funding for COVID-19 relief supports *Priority #4: Be a catalyst for the creation of vibrant, complete communities.*

#### **FINANCIAL/STAFFING IMPLICATIONS:**

The one-time allocation of \$250,000 has been included in the 2021 Operating Budget and is being funded from the Township's working reserve, having a negligible impact on the Township's Long Range Financial Plan and no impact on service delivery.

#### **ATTACHMENTS:**

- None

#### **Submitted/approved by:**

Neil Carbone  
Chief Administrative Officer



## REPORT TO COUNCIL TREASURY DEPARTMENT



**AGENDA DATE:** March 2<sup>nd</sup>, 2021

**SUBJECT:** Municipal Modernization Fund

### **RECOMMENDATION:**

That Council support the staff recommendation for the allocation of the remaining Municipal Modernization Funds received in the amount of \$506,213, through a reserve reallocation in the amount of \$356,213 for existing capital projects as itemized in this report as well as \$150,000 allocated towards a future roads need study for both paved and gravel Township roads.

### **BACKGROUND:**

In March of 2019, the province issued one-time funding to Ontario's small and rural municipalities to modernize and improve how services are provided to their communities. The Township's allocation was \$517,129.

A report was brought forward to Council in June 2019 with a recommendation from the Corporate Services Committee to set aside the funds in reserve and to wait for possible changes coming through the province.

A second phase of the modernization fund, in late 2019, offered grants to municipalities for targeted projects. The Township's application for this stream was for the joint service delivery review in partnership with the other Frontenac municipalities. The Township received \$150,000 in funding with the remaining project costs being shared equally by the five Frontenac municipalities. The Township's share of the project, \$10,916.27 was funded from the unconditional modernization grant received in 2019.

A new intake for Municipal Modernization Funding is now available with expressions of interest to be submitted by March 15<sup>th</sup>, 2021.

One of the requirements to be eligible to submit an expression of interest is that the unconditional Modernization grant from early 2019 be spent or *allocated*. In order to meet eligibility requirements, staff is recommending reserve reallocations and a tentative Roads Needs Study or as the *allocated* uses of these funds.

### **ANALYSIS/DSICUSSION:**

#### Reserve reallocations

The projects listed below are existing 2020 and 2021 approved capital projects whose nature meet the funding requirement to modernize and improve Township services and processes. Staff recommends changing the original reserve allocation to fund these projects from the modernization fund.



## REPORT TO COUNCIL TREASURY DEPARTMENT



Year	Project	Total Project	Township Share	Reserve
2020	Council Chamber Projectors	\$7,517	\$7,517	Working Funds
2020	Budgeting Software	\$50,000	\$50,000	Working Funds
2020	Branding	\$25,000	\$25,000	Working Funds
2020/21	Building/Planning Software	\$344,050	\$49,554	Building Reserve
2021	Large Format Scanner	\$15,000	\$15,000	Building Reserve
2021	Servicing Options Study	\$100,000	\$75,000	Federal Gas Tax
2021	New Firehall	\$2,200,000	\$134,142	Facilities
	<b>Total</b>	<b>\$2,741,567</b>	<b>\$356,213</b>	

### Roads Needs Study

Through recent conversations with other Frontenac CAO's, interest was shown in possibly undertaking a joint roads needs study which would include both paved and gravel roads.

Staff is recommending a preliminary allocation of \$150,000 from the modernization fund to this project which would provide the full inspection of all Township roads along with a workflow for the maintenance of gravel roads similar to what the Township has in place for paved roads under its current asset management plan. This would greatly assist in completion of the gravel roads asset management assessment requested by Council during the 2021 budget discussions.

The recommendation to allocate the \$150,000 at this point would not constitute a spending approval, only satisfy the requirements for the modernization program. Additional information and recommendations for this project would come before council for approval once further details are known.

### **ATTACHMENTS:**

None

### **Prepared by:**

Louise Fragnito  
Director of Corporate Services & Treasurer

### **Submitted/approved by:**

Neil Carbone  
Chief Administrative Officer



## REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



**AGENDA DATE:** March 2, 2021

**SUBJECT:** Award Tender No. PS-2021-02, Tri-Axle Dump Truck

### **RECOMMENDATION:**

That Council accept the bid of Rush Truck Centres of Canada and Viking Cives in the amount of \$344,916.10 (HST Included) for a Tri-Axle Dump Truck and plow equipment.

### **BACKGROUND:**

In January of this year, Council approved its 2021 Operating and Capital budgets, which included the creation of a new in-house arterial roads winter control program.

As part of this program, the Public Services Department budgeted for One (1) Tri-Axle Dump Truck. A tender was advertised on the internet, and in the local paper. This tender closed on February 24, 2021 and two bids were received. Rush Truck Centres of Canada bid the same amount for the cab and chassis, however the snow plow kit was bid separately by two suppliers.

The results are as follows:

<b>Supplier</b>	<b>Equipment</b>	<b>Total</b> <i>(Inc. Non-rebatable HST)</i>
Rush Truck Centres of Canada/ELP Snow Plow Equipment	Cab and Chassis and Snow Plow Kit	\$335,267.56
Rush Truck Centres of Canada/Viking Cives	Cab and Chassis and Snow Plow Kit	\$344,916.10
Kenworth	Submitted letter only; were unable to meet specifications	

### **ANALYSIS/DISCUSSION:**

Although the snow plow kit price is lower from ELP, the equipment did not meet all specifications.

The Township will also benefit from standardized parts and maintenance due to the numerous other pieces of Viking equipment that the Public Services Department already possesses.

The submission of Rush Truck Centres of Canada (Formerly Tallman Truck Centre) has been evaluated and was found to be accurate and complete. Rush Truck Centres of Canada is a reputable supplier of trucks who has provided equipment to the Township in the past. Their submission is for One (1) 2022 Model International HV613 complete with snow plow equipment.



## REPORT TO COUNCIL PUBLIC SERVICES DEPARTMENT



The Public Services Department is recommending that this tender be awarded to Rush Truck Centres of Canada/Viking Cives.

### **FINANCIAL/STAFFING IMPLICATIONS:**

An amount of \$400,000.00 was approved in the 2021 Capital Budget for this purchase. The total tendered cost for this purchase, inclusive of all HST, is \$344,916.10.

### **Prepared by:**

Brian Kirk, CRS-I  
Operations Supervisor

### **Approved by:**

Neil Carbone  
Chief Administrative Officer



## REPORT TO COUNCIL CLERKS DEPARTMENT



**AGENDA DATE:** March 2, 2021

**SUBJECT:** Temporary Road Closures – Delegated Authority

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### **RECOMMENDATION**

That Council repeal By-law 2011-75 (a by-law to delegate authority to approve the temporary closure of boat ramps and roads to the Director of Public Services) and temporarily delegate the authority to the Operations Supervisor until such time as a Director of Public Services is in place.

### **BACKGROUND**

Council passed By-law 2011-75, being a by law to delegate authority to the Director of Public Services, to approve temporary boat ramp and road closures pursuant to Sections 8, 9 and 10 and 23.1 of the Municipal Act, 2001, as amended, and in accordance with By-law 2007-81.

### **ANALYSIS/DISCUSSION:**

Due to the current vacancy in the Public Services Department it is deemed appropriate to delegate the authority for temporary closures of roads and boat ramps to the Operations Supervisor as soon as possible, but on a temporary basis to ensure continuity of operations.

### **ATTACHMENTS:**

N/A

### **Prepared by:**

Angela Maddocks  
Clerk

### **Submitted/approved by:**

Neil Carbone  
Chief Administrative Officer

Minutes of Public Services  
January, 21, 2021

Time: 8:30 AM

Location: Council Chambers



**Present in Council Chambers:** Ron Sleeth, Chairman, Mayor Ron Vandewal, Alan Revill

**Staff Present in Council Chambers:** Mark Segsworth - Director of Public Services, Angela Maddocks - Clerk, Neil Carbone - Chief Administrative Officer

**Others Present in Council Chambers:** Ray Leonard, Ross Sutherland

1. Call to Order/Roll Call

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

The Clerk conducted the roll call as outlined in the attendance noted above.

2. Declaration of pecuniary interest and the general nature thereof

a) There were no declarations reported.

3. Delegations (Electronic/Virtual)

a) Scott Crawford/Heather Stickley - Upgrades to Leveque Road - Action Required

Heather Stickley connected virtually with the Committee and reviewed the concerns expressed in the email included in the agenda. Residents of Leveque Road are looking for an alternative short term solution to the grading that is done when the weather conditions for the road are not conducive to it. They suggested a light gravel coverage would be a better short term solution. When the grading takes place the result is having an unstable and loose road surface. When grading is done during wet conditions, it results in a soupy, muddy state which provides no traction.

Mayor Vandewal explained that there does need to be some type of schedule going forward for improving gravel roads similar to what is done for other roads. The 2021 budget has already been set and it does not include Leveque Road.

Councillor Revill supported the plan to look at gravel road improvements and a schedule for upgrading. He felt it fair to note that it is when the vehicle count gets to 200 vehicles that this triggers the need for improvements and upgrades.

Mark Segsworth noted that his department will try and project a date for Leveque Road residents. There have been two gravel roads upgraded in the last three years that were upgraded to a hardtop and this is due to demands for improvements elsewhere. It is difficult to give a date but Public Services will make an effort to do so.

Heather Stickley commented that if residents of Leveque Road at least had a date or year in mind that improvements will be made then they will have some peace of mind that their issues are being taken seriously. She questioned the assessment of traffic counts and she felt the traffic count has increased due to people working from home.

Mark Segsworth indicated that gravel roads were only included in the traffic counts in the last five to six years as it was a special unit that does not get perforated by traffic. The traffic count on any road is based on the average annual daily traffic and Leveque Road was counted on for a three day average. The count on Leveque Road was 59 when taken.

Heather Stickley felt that the traffic count shouldn't be the only factor but things like safety should also be considered.

Mayor Vandewal noted that there are 140 gravel roads that encompass 200 kilometres in the township. There is substantial work to be done to improve gravel roads.

Chairman Sleeth thanked Ms. Stickley for joining the meeting and for her presentation.

b) Frye Road - Concerns about gravel road conditions

Residents from Frye Road provided an email outlining their concerns about the gravel road conditions.

Mark Segsworth acknowledged that the freeze and thaw cycles we've experienced over the past several years have affected all road conditions especially gravel roads. Frye Road and Frye Lane do have a lot of traffic and there have been some drainage work done recently to help with this. Water and poor drainage result in pot holes and this is a continual challenge.

Councillor Revill agreed that there is one area on Frye Road that has a rock shelf which makes it difficult for proper drainage. He drove to Frye Road to assess and recognized it is an ongoing issue.

4. Approval of Minutes

a) November 19, 2020

Resolution No. 2021- PSC-01/21-01

Moved by Councillor Revill

Seconded by Mayor Vandewal

That the minutes of the November 19,2020 meeting be approved.

Carried

5. Business Arising from the Minutes

a) Speed Limits - Continued work with Frontenac OPP

Mark Segsworth reported that quarterly meetings are held with the OPP Frontenac Detachment to discuss a number of issues. He noted that part of the OPP Strategic Plan is to reduce collision causes and enhance driver attention. Mr. Segsworth indicated that while speed continues to be a major concern, work is being done to address issues that are in common. He will provide a report on the initiatives outlined through the quarterly meetings at the February Public Services Committee meeting.

The CAO sought clarity on what the committee and Council's expectations were with regard to speed limits and speeding as they had anticipated a report

Mayor Vandewal indicated that he had understood that the township was going to utilize the electronic speed sign around the township. He noted that receipt of emails regarding speeding concerns has decreased from his perspective.

Chairman Sleeth felt that the plan that the Director and the OPP have put in place is on the right path.

b) Action Tracking - Committee Initiatives

Progress on outstanding items will be included in the February 2021 agenda.

6. New Business

a) Traffic Counts - Local Gravel Roads 2012-2019

This data was included to assist with the discussion regarding Leveque Road above and provide some perspective based on the summers annual daily traffic data for all gravel roads.

Mr. Segsworth felt that when a comparison is made between now and ten years ago there is evidence to prove there's been much work done. He agreed there is still much more to do with respect to gravel roads but felt the public should be aware of the progress.

b) Blue Box Collection at Communal Private Lane Collection Depots

Mr. Segsworth provided a "standard" model of a recycling cubby built on site at the Keeley Road complex. There are several private lanes where this type of model does not exist.

Councillor Revill inquired about the cost associated with this model however the exact dollar amount has not yet been determined. Mr. Segsworth suggested that the lane association's share would be somewhere between \$700 and \$800 based on a 50/50 cost share. This model is considered multi unit residential recycling and the problem with maintenance of these is not unique to South Frontenac.

Councillor Revill distributed pictures from a Bedford District communal collection site (Maple Grove) that is not working well. He noted that he assisted in cleaning up the bins and sorting items as residents are not doing so. The communal bin is one of the original models and those not being utilized properly by being divided up properly. There was evidence of contaminated recycling in the pictures provided. There has been apparent miscommunication between the residents and the contractor. He agreed that this area would need multiple units of the proposed standard model. He suggested that there needs to be some type of "enforcement" and he felt the township is responsible to a certain degree in addressing this concern which is not unique to the Maple Grove area.

Mayor Vandewal asked if there was space available in this area to create a good level area to utilize these models. He felt the pictures demonstrate that this is not a township responsibility but inconsistency in how its being utilized. We could not expect township contractor to clean this site up. He felt these private lanes are no different than private driveways on main township roads, it is the owner who needs to take responsibility for the recycling put out.

Councillor Revill agreed it is not the contractors responsibility but it is a matter of enforcement and continues to be a problem. He felt the opportunity was missed in 2020 to educate residents on the expectations.

Mayor Vandewal felt it was difficult for by-law enforcement to police these as recycling is not identifiable in the same manner as garbage.

Councillor Revill suggested some type of surveillance could be used. and that

Minutes of Public Services  
January, 21, 2021

perhaps these standardized cubby's make the most sense. He felt there was space available to enhance the recycling program at the end of this lane. There is an ongoing challenge with wildlife interference if there is any type of debris left behind.

Mark Segsworth suggested that there is room to the west of the existing location to place gravel and widen the collection area. There is an "out of sight out of mind" challenge with very few taking responsibility to maintain these collection areas. The Meredith Lane group is a good example of a well maintained site.

The Committee discussed a different cost share model or the opportunity for others to build their own structure with some financial assistance from the municipality.

Resolution No. 2021- PSC-01/21-02

Moved by Councillor Revill

Seconded by Mayor Vandewal

That the Public Services Committee recommend to Council that staff be directed to provide a report that gives options on recycling centers/cubbies with a cost sharing or subsidy model to address communal blue box collection on private lanes.

Carried

c) Climate Change affecting gravel roads

The Committee discussed the freeze/thaw is now the new "normal" and there is a need to adjust road maintenance accordingly.

7. Next Meeting: February 18, 2021

8. Adjournment:

a) Motion

Resolution No. 2021- PSC-01/21-03

Moved by Councillor Revill

Seconded by Mayor Vandewal

That the meeting be adjourned at 9:20 am.

Carried

**From:** [AMCTO President](#)  
**To:** [Angela Maddocks](#)  
**Subject:** An Open Letter to Ontario Municipal Councils  
**Date:** February 18, 2021 8:24:16 AM

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Dear Angela Maddocks,

We would appreciate your support in sharing the below open letter and for this letter to be included on your municipal council agenda:

February 18, 2021



### **AN OPEN LETTER TO ONTARIO MUNICIPAL COUNCILS**

Dear Council,

As a vital municipal association with membership roots that reach deep into each and every part of Ontario, we know the challenges you have faced in continuing to provide essential municipal services within your community during the COVID-19 pandemic.

As elected officials, we know that you recognize the contribution made by your municipal staff, many of whom are members of AMCTO. Municipal professionals across this entire province have been at the forefront of service delivery, applying their knowledge and skills to innovate processes and procedures to meet the evolving needs of residents and businesses.

One key point that is often overlooked in this pandemic is that many municipal staff were prepared to act and innovate **BECAUSE** of the professional municipal training and development they receive from organizations like AMCTO. The leadership skills, education and technical training prepare your staff in getting ahead of immediate community needs, reacting and responding to new challenges brought on by COVID-19. This unique and sought-after skillset has allowed your staff to provide council with options and solutions for keeping your municipality running.

In these challenging financial times, there will be temptation to divert operational funding away from staff training budgets. Now more than ever, it is crucial that municipalities continue to invest in your most valuable resource – your staff.

In addition to increased levels of employee retention, engagement and empowerment,

investments in staff professional development strengthens your council's ability to provide reliable, effective and efficient services to your community, both today and in the future. The question is no longer "if" you innovate but "when". Innovation comes with knowledge, training, and exposing municipal staff to new opportunities to grow and develop professionally.

On behalf of AMCTO and its over 2,200 members, please accept my heartfelt thank you for your service during these difficult times. As "Municipal Experts", AMCTO will continue to be at your service to help you and your staff meet the needs of your community.

Sincerely,



Robert Tremblay, MPA, CMO, AOMC  
President  
AMCTO

CC: Graydon Smith, President, AMO

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**Robert Tremblay, MPA, CMO, AOMC**  
President



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**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2021-09**

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

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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 special Council Meeting of March 2, 2021 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 2 day of March, 2021.

Read a first and second time this 2 day of March, 2021.

Read a third time and finally passed this 2 day of March, 2021.

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

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**Ron Vandewal, Mayor**

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**Angela Maddocks, Clerk**