

**TOWNSHIP OF SOUTH FRONTENAC
SPECIAL COUNCIL MEETING
AGENDA**



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

TIME: 5:00 PM,
DATE: Tuesday, November 23, 2021
PLACE: Electronic Participation/Council
Chambers.

1. Call to Order and Roll Call
 - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Introduction of Director of Public Services - Charles Croll
4. Approval of Agenda
 - a) Resolution
5. Scheduled Closed Session - not applicable
6. Delegations
 - a) **South Frontenac Museum Committee - Bellrock & Petworth Mills**
 - Wilma Kenny & John McDougall
 - b) **Volleyball Courts at Gerald Ball Memorial Park**
 - Dustin Garrett
 - c) **Emergency Services/Policing and Provincial Funding for hospital upgrades**
 - Shane Peters
7. Public Meeting - not applicable
8. Approval of Minutes - not applicable
9. Reports Requiring Action
 - a) **Southern Frontenac Community Services Funding Request** 3 - 22
 - On October 19, 2021, Staff brought forward a report recommending support for a requested financial contribution to Southern Frontenac Community Services' (SFCSC) Grace Centre expansion project. At that meeting, Council provided direction to bring forward draft terms of a contribution agreement along with options for the amount to be contributed.
This report outlines contribution options for Council's consideration along with key terms to be included in the contribution agreement.
 - b) **Insurance Renewal** 23 - 25
 - This report outlines the RFP process that was undertaken in 2021 for the renewal of insurance services and seeks Council approval in keeping insurance services with the current provider based on the

results of the competitive process along with the existing working relationship with the proponent.

- | | | |
|-----|---|---------|
| c) | Outcome of Interviews for Council Candidates | 26 - 27 |
| | <ul style="list-style-type: none"> • This report summarizes the recent interviews of candidates for the vacant seat on Council and seeks a decision on who will be appointed to fill that vacant seat. | |
| d) | Pre-Budget Approval Request - Preliminary Design Work (2022) | 28 - 34 |
| | <ul style="list-style-type: none"> • This report outlines the rationale for a request for pre-budget approval for pre-engineering work in support of projects identified in the short-term capital plan (2021-2025) | |
| e) | Award Tender for PS-2021-29 Fire and Rescue Station #8 | 35 - 46 |
| | <ul style="list-style-type: none"> • This report recommends the award of Tender PS-2021-29 to Bourgon Construction for the construction of the New Fire & Rescue Station #8 on Battersea Road between Battersea and Sunbury. | |
| 10. | <u>By-laws - not applicable</u> | |
| 11. | <u>Reports for Information - not applicable</u> | |
| 12. | <u>Information Items - not applicable</u> | |
| 13. | <u>Announcements/Statements by Councillors</u> | |
| 14. | <u>Question of Clarity (from the public on outcome of agenda items)</u> | |
| 15. | <u>Closed Session (if requested)</u> | |
| 16. | <u>Confirmatory By-law</u> | |
| a) | By-law 2021-69 | 47 |
| 17. | <u>Adjournment</u> | |
| a) | Resolution | |
| | Natural, Vibrant and Growing - A Progressive Rural Leader | |

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Chief Administrative Officer

Date of Meeting: November 18, 2021

Subject: Southern Frontenac Community Services Funding Request

Summary

On October 19, 2021, Staff brought forward a report recommending support for a requested financial contribution to Southern Frontenac Community Services' (SFCSC) Grace Centre expansion project. At that meeting, Council provided direction to bring forward draft terms of a contribution agreement along with options for the amount to be contributed.

This report outlines contribution options for Council's consideration along with key terms to be included in the contribution agreement.

Recommendation

That Council approve making a financial contribution to SFCSC's Grace Centre Expansion Project provided under option ___ of this staff report, to be funded from the Township's Working Fund reserve and,

That Council approve the recommended terms of a contribution agreement for financial support of SFCSC's Grace Centre Expansion Project; and,

That Council direct the Mayor and Clerk to execute any agreements or by-laws required to enter into the contribution agreement as outlined within this staff report.

Background

SFCSC is seeking a \$750,000 investment from the Township to help support the building costs for an expansion and upgrade to the Grace Centre in Sydenham.

In the letter requesting funding, SFCSC states that the upgrades will ensure South Frontenac's rural community has the resources in place to provide health, wellness and social support services to residents for years to come.

SFCSC has four main categories of community support services: 1) Senior's health supports, 2) food security, 3) family support services and, in cooperation with the Township and other partners, 4) Social and recreation activities for adults aged 55+.

The expansion to the Grace centre would involve a significant new addition totalling 3,360 square feet on 2 floors, and associated upgrades to existing facilities. The total project cost was initially estimated to be \$1.5 million, but SFCSC has updated that number to \$1.85 million through discussions with their design consultant and given current market factors

The request for Township funding now represents 41% of the total amount of the proposed expansion. According to SFCSC, other anticipated or confirmed sources of funding include:

Organization	Amount
South East Local Health Integration Network (LHIN), now Ontario Health	\$100,000
SFCSC Capital Reserve	\$100,000
SFCSC Food Bank	\$ 50,000
Fundraising Campaign (includes community campaign as well as Federal/provincial government requests)	\$850,000*
Township of South Frontenac Request	\$750,000
TOTAL	\$1,850,000

* Updated based on new project cost estimate

In the letter received September 7, 2021, SFCSC outlines the scope of the expansion and its purpose:

- Renovation of the food bank to comply with all Public Health guidelines including COVID-19 and future pandemic protocols
- Provide accessible washrooms for clients, volunteers, staff and visitors
- Hand and food washing stations
- Professional work areas for staff and volunteers
- Confidential meeting room
- Enhanced efficiencies for food handling and preparation
- Safe, accessible parking and building access
- Increased capacity of SFCSC to address the growing needs of the more than 8,000 seniors residing within our catch area (South Frontenac and rural Kingston)

At the October 19, 2021 meeting, Council supported providing some form of financial contribution to the project and directed that it should be funded from reserves. This report recommends terms of the contribution agreement and provides options for the amount to be funded based on the feedback received at the October 19, 2021 meeting.

Discussion/Analysis

Considerations

SFCSC provides services to approximately 1,200 unique individuals across 10 programs annually, most of whom are seniors who are residents of South Frontenac. The majority of services provided are not otherwise available without venturing outside of the Township. This makes SFCSC a key agency in our community in that it has a rural focus, is locally managed and provides direct, quantifiable benefits to a growing demographic.

A copy of the October 19th, 2021 staff report is attached to this report as it summarizes key considerations including:

- Other sources of funding
- Timing of the request coming forward to the Township
- The transition from LHINs to Ontario Health Teams (OHT) and the uncertainty of future funding models
- Recommendation that any contribution to this capital project should remain separate from the operating grants being provided by Council which SFCSC uses to maintain its current service levels
- The waiving of any development fees for the project, estimated at \$55,000 will be included in the contribution amount provided by the Township
- Encourage SFCSC's continued pursuit of other grants or major foundation contributions

Funding/Donations to Date

Since the last report was presented to Council, SFCSC has confirmed additional funding, as follows:

- \$100,000 from the Henderson Foundation
- \$20,000 to be allocated from Kinsmen Dream Home donation
- \$101,400 from Board Members and community donations

This \$221,400 along with the \$150,000 already committed from SFCSC reserves brings current fundraising to **\$371,400**. This does not include the anticipated OHT funding of \$100,000.

Further, SFCSC has recently applied for funding through the Federal Economic Development Agency for Southern Ontario and is awaiting a response to that application.

SFCSC has also confirmed that they have reached out to both the County of Frontenac and the City of Kingston to discuss their fundraising campaign for the Grace Centre Expansion Project; however, no additional commitments have been made at this time.

Contribution Amount Options

From the direction received at the October 19th, 2021 meeting, staff is providing three funding options:

A) Contribution of \$250,000

- Provide the full contribution amount as a one-time payment in 2021.

B) Contribution of \$500,000

- Provide 50% of the contribution amount upfront in 2021 and the remainder at the beginning of construction.

C) Contribution of \$750,000

- The receipt of additional funding from any other Municipal sources (County of Frontenac and City of Kingston) would reduce the Township's total financial commitment in keeping with the common practice of municipal contributions topping out at 50% of total project costs.
- Provide 1/3 of the contribution upfront in 2021, 1/3 at the beginning of construction and 1/3 at the finalization of construction.

Other Terms

The selected funding amount would be a commitment to the maximum contribution from the Township with any project cost overruns to be funded from other sources by SFCSC.

It has been confirmed with the Township's solicitor that any contribution could and would be structured as a forgivable 0% mortgage under the contribution agreement in order to provide the Township the ability to register on title specific terms in relation to the loss of community benefit that could result should SFCSC be dissolved or the local management/governance cease. As noted earlier, SFCSC would be required to maintain its independent legal status, facility ownership and local management and governance. Should those conditions be breached, the Township would have a mechanism for recouping the selected contribution.

Next Steps

With direction from Council at tonight's meeting, Staff would prepare a formal contribution agreement with assistance from the Township's solicitor, and any other documentation required for its execution, to be signed by the Mayor and Clerk.

Financial Implications

As per Council's direction at the October 19th, 2021 Council meeting, the selected contribution amount(s) would be funded from reserves. It is recommended that the contribution be funded from Working Funds which would not have an impact on operating budgets or other reserve balances which have been earmarked for specific items.

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: **4. Be a catalyst for the creation of vibrant, complete communities.**

Notice/Consultation

- David Townsend, Executive Director, SFCSC
- Tony Fleming, Cunningham Swan

SFCSC Executive Director, David Townsend has confirmed his board's willingness to enter into a contribution agreement in accordance with the terms outlined in this report.

Attachments

- Staff report, October 19, 2021 meeting

Approvals

Submitted/Approved By:



Louise Fragnito

Director of Corporate Services & Treasurer



Neil Carbone

Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Chief Administrative Officer

Date of Meeting: October 19, 2021

Subject: **Southern Frontenac Community Services Funding Request**

Summary

On September 7, 2021, Council received a formal request for \$750,000 from Southern Frontenac Community Services (SFCSC) to help fund the expansion of the Grace Centre in Sydenham.

This report outlines the factors that Council should take into account when considering this request, recommends that a financial contribution be provided in a way that supports the community's interests and is based on set principles and best practices, and seeks Council feedback before bringing forward options for the funding amount and terms of a contribution agreement.

Recommendation

That Council support making a financial contribution to SFCSC's Grace Centre Expansion Project; and,

That Council direct staff to bring forward draft terms of a contribution agreement for financial support of SFCSC's Grace Centre Expansion Project based on the principles outlined in this report and the feedback provided by Council at the October 19, 2021 meeting.

Background

SFCSC is seeking a \$750,000 investment from the Township to help support the building costs for an expansion and upgrade to the Grace Centre in Sydenham.

In the letter requesting funding, SFCSC states that the upgrades will ensure South Frontenac's rural community has the resources in place to provide health, wellness and social support services to residents for years to come.

SFCSC has four main categories of community support services: 1) Senior's health supports, 2) food security, 3) family support services and, in cooperation with the Township and other partners, 4) Social and recreation activities for adults aged 55+.

The expansion to the Grace centre would involve a significant new addition totalling 3,360 square feet on 2 floors, and associated upgrades to existing facilities. The total project costs are estimated by SFCSC to be \$1.5 million.

The request for Township funding represents 50% of the total amount of the proposed expansion. According to SFCSC, other anticipated or confirmed sources of funding include:

Organization	Amount
South East Local Health Integration Network (LHIN), now Ontario Health	\$100,000
SFCSC Capital Reserve	\$100,000
SFCSC Food Bank	\$ 50,000
Fundraising Campaign (includes community campaign as well as Federal/provincial government requests)	\$500,000
Township of South Frontenac Request	\$750,000
TOTAL	\$1,500,000

In the letter received September 7, 2021, SFCSC outlines the scope of the expansion and its purpose:

- Renovation of the food bank to comply with all Public Health guidelines including COVID-19 and future pandemic protocols
- Provide accessible washrooms for clients, volunteers, staff and visitors
- Hand and food washing stations
- Professional work areas for staff and volunteers
- Confidential meeting room
- Enhanced efficiencies for food handling and preparation
- Safe, accessible parking and building access
- Increased capacity of SFCSC to address the growing needs of the more than 8,000 seniors residing within our catch area (South Frontenac and rural Kingston)

This report outlines various factors and options that Council should take into account when considering this request, and recommends the structure of a financial contribution should Council wish to support the project.

Discussion/Analysis

Considerations

SFCSC provides services to approximately 1,200 unique individuals across 10 programs annually, most of whom are seniors who are residents of South Frontenac. The majority of services provided are not otherwise available without venturing outside of the Township. This makes SFCSC a key agency in our community in that it has a rural focus, is locally managed and provides direct, quantifiable benefits to a growing demographic.

Further, while other sources of funding may be identified for the proposed expansion, it is unlikely that senior levels of government – unless through a grant program – will, nor do they typically, provide funding for this sort of project. The \$100,000 contribution from the LHIN represents a standard maximum amount of capital funding for a project of this nature. This means that large donations must be secured elsewhere through foundations, grants, legacy donors, fundraising, municipalities or service managers. The Township would have an interest in ensuring that SFCSC identifies and applies for any funding that may be available through these other sources.

One of the keys to success of any major fundraising campaign is to instill confidence in the community that the goal of the campaign will be achieved. For this reason, campaigns will typically confirm as much as 60%-70% of total funding from major donors during what is called the “Quiet” phase of the campaign, prior to initiating any grass roots fundraising¹. Insofar as limited major donors may be available for this project, it is not unreasonable for the Township to be approached at this early phase to help confirm a critical amount of funding which would allow the grassroots portion of fundraising to begin.

With the transition of regional health care coordination from the LHINs to the new Ontario Health Teams (OHT), there is some uncertainty about future funding models for CSS organizations, and this could pose challenges or even prompt amalgamation or consolidation of these services at some point in the future. Should this occur, South Frontenac has an interest in SFCSC’s services continuing to be governed and managed locally and would want to ensure that any funding that is provided goes to support South Frontenac residents over the long term. From this perspective, investment in this key facility may reinforce the independence and viability of the organization and its local management and service delivery.

¹ <https://www.donorsearch.net/capital-campaign-timeline/>, <https://www.nonprofitpro.com/post/the-myth-of-a-silent-phase-in-capital-campaigns/>

Should Council elect to support the project, the Township would have an interest in ensuring the intended scope and purpose of the expansion are fulfilled. Further, the Township is in the very early stages of reviewing options for the expansion of its own administrative offices in Sydenham. While the timing of SFCSC's expansion may not align with eventual plans or the location of an office expansion, Council should at least be prepared to take advantage of any opportunities presented by the Grace Centre expansion given its proximity to other municipal properties on Stagecoach Road and its location close to downtown Sydenham.

There may be concerns regarding the precedent or expectation that would be created should the Township elect to support the project with a large financial contribution; however, Council ultimately reserves the right to select community initiatives that are worthy of funding (short of business bonusing which is prohibited under the Municipal Act), be it through its various grant programs or in the case of a major capital request as presented by SFCSC. This report seeks to provide some criteria by which to assess the request, similar to what is formally in place for other grant programs.

Lastly, long range financial planning for capital renewal is important for any organization; however, it is often difficult for a Not-for-Profit to build reserves for these purposes when their funding models are typically based on operating grants, donations and limited fee revenues. While it would be ideal to insist that such reserves be in place to fund major capital projects or repairs, this is unrealistic.

Best Municipal Practices

The Township reached out to its municipal peers for feedback on their approach to similar requests for capital funding support. From the ten (10) responses received, only the City of Cornwall has a policy in place that restricted its capital contributions to 10% of the total project costs. Others did not have a formal policy but stated that they dealt with those requests on an ad hoc basis, assessing the purpose of each and its benefit to the community. The majority of municipalities that responded indicated that they typically request matching funds (50%).

Recommended Principles for a Township Contribution Agreement

Should Council elect to support the project, staff would recommend a contribution agreement that incorporates the following terms in consideration of the community's interests:

1. Relate any contribution to best practices for securing an initial percentage during the Quiet phase of fundraising prior to launching the grass roots fundraising campaign.
2. Commit to a maximum contribution at the onset, with any project cost overruns needing to be funded from other sources.

3. Make the contribution contingent upon meeting the total fundraising target, following which the funding would be provided; alternatively, the funding could be provided on a matching basis to incentivize other donors.
4. Since current and future residents will be the primary beneficiaries of the project, the Township should fund the project at least in part through future revenues. In the short term, the contribution could be borrowed from reserves to avoid carrying costs, and then all or a portion repaid over a set term through a dedicated portion of the annual tax levy. Since this amount is unrelated to regular operations, the levy for repayment should be *in addition* to any other budget increase.
5. In order to provide some security from the loss of community benefit that could result should SFCSC be dissolved or the local management/governance cease, a financial contribution should be structured as a 0% forgivable loan and potentially registered as a lien or other instrument for a set time period, during which SFCSC would be required to maintain its independent legal status, facility ownership and local management and governance. Should those conditions be breached, the Township would have a mechanism for recouping all or a portion of public funds.
6. SFCSC has requested the Township also waive development fees for the project estimated at \$55,000. Staff recommends that any financial contribution be inclusive of those fees, in part because development fees cannot be waived per se, and funds must be transferred to Building Department operating revenues/reserves and Development Charge reserves in accordance with legislation.
7. While Council currently provides grants to SFCSC annually, these amounts should not be included in or reduced as a result of the Township making a significant capital contribution to the project. Current grants represent operating funding that SFCSC counts on to maintain its current service levels.
8. Council should encourage SFCSC's continued pursuit of other grants or major foundation contributions. Further, should Council consider providing the \$750,000 requested, the receipt of additional funding from any other *Municipal* sources could reduce the Township's total financial commitment in keeping with the common practice of municipal contributions topping out at 50% of total project costs. While additional major funding should be sought, some amount of community fundraising would be beneficial to instill a degree of community ownership of the project.
9. Staff has a limited basis on which to recommend a specific financial contribution. Instead, staff recommends that different amounts and the implications of various financing strategies be provided to Council in a subsequent report should Council wish to make a contribution.

Other Options

Council may be considering the provision of a low or 0% interest loan for the project as an alternative to a non-repayable grant/donation. This approach is likely not feasible for a Not-for-profit like SFCSC given its funding model and limited ability to service debt.

In discussion with SFCSC staff, and through review of their financial statements, the organization has already established a capital reserve to which any annual surplus is transferred. Though modest, any debt servicing requirements would likely inhibit SFCSC from contributing to that reserve, prompting operational trade-offs over time which could adversely affect service delivery. A loan would also create the need for ongoing administration, and loan forgiveness may be requested in the future.

Alternatively, Council may elect not to support the project. This or other approaches can be discussed by Council and the staff recommendation defeated or amended to reflect Council's intent.

Financial Implications

None at this time.

If the staff recommendation is approved, feedback from the October 19, 2021 meeting will be considered in bringing forward draft terms of a contribution agreement for an amount determined by Council or with options for the contribution amount and the implications of different financing strategies on the Township's reserves and/or future tax levy.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: **4. Be a catalyst for the creation of vibrant, complete communities.**

Notice/Consultation

- Eastern Ontario Treasurers Group
- David Townsend, Executive Director, SFCSC

Attachments

- SFCSC Funding Request Letter, July 30, 2021
- Letter of Support from FLA OHT, August 24, 2021
- Supplementary Letter from SFCSC, September 21, 2021

Approvals

Submitted/Approved By:



Louise Fragnito
Director of Corporate Services & Treasurer



Neil Carbone
Chief Administrative Officer

Mayor Ron Vandewal & CAO Neil Carbone
Township of South Frontenac
Sydenham, ON K0H 2T0

September 27, 2021

Delivered via e-mail.

Dear Mayor Vandewal and CAO Carbone;

This letter provides our commitment to the residents; especially seniors aged 60+ in South Frontenac, for the future direction of Southern Frontenac Community Services (SFCSC) programs, services and operations within the Township South Frontenac.

SFCSC envisions that all programs and services that are currently offered by SFCSC will continue to be provided throughout the Township of South Frontenac for the long-term and foreseeable future.

These programs and services include the following:

- Community Support Services (CSS) – Adult Day programs, Foot Care, Hot & Frozen Meals on Wheels, Transportation, Congregate Dining, Home Making, Home Maintenance, In-Home Respite and volunteer visiting Hospice supports.
- Grace Social Activity Centre (GSAC) – exercise programs, educational programs, Good Graces Café and any related seniors social programs such as book clubs, dance clubs, walking groups, amongst others.
- The Food Bank – ensuring residents of South Frontenac have ready access to perishable and non-perishable food items that help address food insecurity issues for our residents.

It is the intention of SFCSC to continue to explore integrations, especially back office sharing of services, such as accounting, Information Technology services, Human Resource Management and administration where the costs for these services could be reduced and where they are in the best interests of increasing direct client programs.

It is the intention of this agency to work with the Township of South Frontenac in the provision of additional services. It is the intention of SFCSC to host future activities or services on the land owned by SFCSC, which in turn would provide better access to health and social supports for the seniors resident here and throughout the Township of South Frontenac. This could include, for example, seniors housing or library services.

We want to thank the leaders in our Township for their ongoing support and willingness to provide supports for seniors that truly make living in South Frontenac a healthy and happy place to be.

Should you have any questions or suggestions on how we can continue to meet the needs of seniors and other residents in our Township, we would welcome those opportunities for increased dialogue.

Sincerely,



David Townsend
Executive Director



Greg Fisher
Chair, Board of Directors



Heather Rogers
Director of Operations

August 19, 2021

David Townsend
Executive Director
Southern Frontenac Community Services
PO Box 43
4295 Stagecoach Road Sydenham, ON K0H 2T0
Via email david.townsend@sfsc.ca

Dear David

Thank you for reaching out to the Frontenac Lennox and Addington Ontario Health Team (FLA-OHT) regarding your capital project to upgrade your facilities to meet the needs of the people you serve. The ability for the OHT to bring partners together to meet the needs of our community is foundational to our work.

As you know Ontario Health Teams are in their infancy in the province. I can confirm with you, that at the present time, and into the foreseeable future, there is no intention for the Ministry's OHT initiatives to have a direct effect on funding to partners.

Specifically, no changes to the funding arrangements currently in place between Southern Frontenac Community Support Services and the Ministry of Health are anticipated at this time.

Our efforts are focusing on team building and co-designing a system of care to meet the needs of our community both from the perspective of those who use the health and wellness services and from the partners who provide such services. Community care such as the services you provide are essential to the health home vision we are working collaboratively to create and implement. The FLA-OHT is very happy to support the project you are starting out on, and the role you are, and will continue to play in the FLA-OHT as we build together.

Please let me know how I can best support you.

Sincerely,



Dr. Kimberley Morrison MD CCFP FCFP
Executive Lead
Frontenac Lennox and Addington Ontario Health Team

July 30, 2021

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



Dear Mayor Vandewal and Councillors Barr, Leonard, Morey, Revill, Roberts, Ruttan, Sleeth and Sutherland;

Thank you for your time and consideration at the July 13, 2021 Township of South Frontenac Council Meeting.

Southern Frontenac Community Services Corp. (SFCSC) is seeking a \$750,000 investment from the Township of South Frontenac to help support the building costs for the expansion and upgrades to the Grace Centre that will ensure the Township of South Frontenac's rural community has the resources in place to provide health, wellness and social support services to residents for years to come.

Council is aware of the statistical data and trends that show the significant expected population growth in our Township and in particular the increase of residents who are seniors. Council is also aware of the changes in healthcare models and the move by the Ontario Ministry of Health to integrate providers and service support organizations to work together in ways that will improve patient/client outcomes and provide care close to home.

Further, data from the SFCSC 2020-21 fiscal year shows Council the thousands of residents who benefit from the health and social service support programs SFCSC offers. For example, 27,032 support services provided; 1,874 individuals served by the Food Bank; 17,730 hot and frozen Meals on Wheels delivered, representing a 75% increase in the number of seniors using this service; and 1,990 health and wellness check-in calls to isolated seniors.

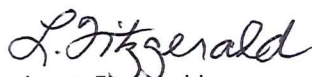
In order to continue to provide important community health, wellness and social support services, SFCSC's only option is to expand and upgrade our building facility. To do this, we need your support, both for this financial request and as a champion for our efforts when we move to launch a community fundraising campaign to meet our goal of \$1.5 million.

We welcome the opportunity to address additional questions/concerns and encourage Council members to come to the Grace Centre for a site tour so we can show you first hand the essential need for support of this project that will benefit the entire community of South Frontenac.

Sincerely,



David Townsend
Executive Director



Laura Fitzgerald
Fund Development & Communications Coordinator

CC
Neil Carbone
Chief Administrative Officer/Deputy Clerk
Township of South Frontenac

Greg Fisher
Chair, Board of Directors
Southern Frontenac Community Services

THE PROPOSAL

Southern Frontenac Community Services Corp. (SFCSC) is poised to kick-off its fundraising campaign which seeks to raise \$1.5 million to support the expansion and upgrades to the Grace Centre that will ensure our rural community has the resources in place to provide community health, wellness and social support services.

**SFCSC is seeking \$750,000 from the Township of South Frontenac
to help support the building costs associated with this project.**

BACKGROUND

SFCSC Programs & Services:

For 32-years, SFCSC has provided a full range of health and social support services to older adults and seniors, low-income households and those facing food security challenges throughout the Township of South Frontenac and rural Kingston (north of Hwy. 401).

SFCSC has four main categories of community support services – seniors' health supports, food security, family support services and in cooperation with the Township of South Frontenac, social and recreation activities for adults aged 55+.

- Adult Day Program - for frail seniors or those living with life-limiting illnesses such as dementia who need monitoring and/or assistance.
- Transportation Services - gets seniors to and from medical appointments, errands and social events.
- Telephone Reassurance Program – combats social isolation. Approx. 200 seniors receive regular phone calls from volunteers who check in on them, assist with real connections to other services as needed, or just to have a friendly chat.
- Food Security programs - hot and frozen Meals on Wheels, a high demand service that has gone from one day a week delivery to three days a week during the Covid-19 pandemic. Based on its success, plans are being explored to expand meal deliveries to five days a week.
- Food Bank is open to any resident of South Frontenac or rural Kingston. Similar to Meals on Wheels, our Food Bank continues to see a steady increase in the number of users.
- Family Service supports include homelessness prevention, referrals to other agencies, financial supports to help with rent or utility bills, annual income tax clinic, provision of backpacks/school supplies, winter coat drive, etc.
- Social and Recreation programs for ages 55+ - social interaction, weekly Good Graces Café, card and board games, a book club, fitness classes, education workshops, walking programs, pickleball and more.
- Foot Care clinics
- Homemaking and Home Maintenance Services
- Respite to caregivers so they can have peace of mind leaving the home knowing that their loved one is being well cared for in their absence.
- Hospice and Bereavement supports

Township of South Frontenac population and demographics:

According to the Watson and Associates report to the Township using data and projections from Statistics Canada, from 2016 - 2036 the population in the Township of South Frontenac will grow by 21.2%. Of that, the percentage of those aged 55 - 74 will grow by 15.57% and the 75+ age group will grow by 137.32%.

This means that based on records of service delivery and applying a medium growth scenario rate of 19.3%, SFCSC can expect that by the year 2036 to be providing community health and social services support programs and services to more than 1,500 South Frontenac residents aged 55+. We fully expect and are planning for a much higher demand for our services due to the 75+ age group growth.

THE BUSINESS OF HEALTHCARE

The right care in the right place at the right time. SFCSC does this.

Currently the system of administering healthcare is moving from a regional Local Health Integration Network or LHIN, to a model that targets smaller geographical areas called Ontario Health Teams or OHTs. This new system brings together health care providers and health service support organizations to work as one coordinated team to improve patient/client outcomes, lessen the burden on hospitals and provide care close to home. SFCSC is intricately involved in the Frontenac Lennox & Addington Ontario Health Team leadership.

From the Ontario Ministry of Health and Ministry of Long-Term Care website,
<https://health.gov.on.ca/en/pro/programs/connectedcare/oht/>

“Ontario Health Teams are being introduced to provide a new way of organizing and delivering care that is more connected to patients in their local communities. Under Ontario Health Teams, health care providers (including hospitals, doctors and home and community care providers) work as one coordinated team - no matter where they provide care.”

To meet the diverse needs of an aging population and growing numbers of people with chronic and increasingly complex conditions, the government is modifying its focus and some funding models will move from acute care to home and community care.

This paradigm shift in healthcare delivery further secures SFCSC as an important and long-term community resource for the Township of South Frontenac and gives confidence of appropriate operational funding in the years to come.

COMMUNITY BASED PARTNERSHIPS

SFCSC and the Township working together to assess health and wellness service needs through a community lens is essential for the creation of vibrant, complete communities.

The Township of South Frontenac and Southern Frontenac Community Services strategic priorities align. There is a shared commitment to support the needs and well-being of the community, to operate in ways that are respectful of the environment, and SFCSC wants to contribute to the Township’s leadership position by providing a community service hub as part of what makes the Township a vibrant community of choice for people to live in, visit and enjoy.

BUDGET

Cost estimate dated July 2021

New build is 1,680 square feet per floor for a total of 3,360 square feet.

CONSTRUCTION COSTS	
3,360 sq ft @ \$325 per sq ft.	\$1,092,000
Septic system replacement	95,000
Parking lot paving, soft and hard landscaping	100,000
TOTAL CONSTRUCTION COSTS	1,287,000
Permits and fees	48,000
Project Management – M. Sullivan & Son Ltd., CCDC 5B	75,000
Contingency 7.5%	90,000
TOTAL PROJECT COST	1,500,000

**some project costs, i.e. excavation will be donated in-kind*

Sources of Funding

Total Project Cost - \$1.5 million

Township of South Frontenac	\$ 750,000
South East Local Health Integration Network (Now Ontario Health)	100,000
SFCSC Capital Reserve Fund	100,000
SFCSC Food Bank	50,000
Fundraising (Capital Campaign)	500,000

to include federal/provincial gov't asks and community campaign



RESULTS

A building expansion adds 3,360 sq. feet to the facility and positions SFCSC to deliver sustainable community support services for years to come.

Benefits include:

- Food Bank renovations comply with all Public Health guidelines including Covid-19 and any future pandemic protocols
- Accessible washrooms for clients, volunteers, staff and visitors
- Professional work areas for staff and volunteers
- Hand and food washing stations
- Confidential meeting room that provides sufficient space for physically distancing
- Enhanced efficiencies for food handling and preparation – prepare, pack and distribute food hampers in one area that meets Public Health guidelines
- Renovated space will meet all legislated accessibility regulations and provide user-friendly work areas
- Safe, accessible parking and building access
- Increases the capacity of SFCSC to address and meet the growing needs of the more than 8,000 seniors residing within our catchment area (South Frontenac and rural Kingston).

CLOSING COMMENTS

SFCSC is seeking an investment of \$750,000 from the Township of South Frontenac to assist with the building expansion and upgrades. This demonstrates to our community Council's desire to ensure a wide breadth of health and social supports are delivered locally.

Contributing funds to SFCSC is a good investment for our rural community. SFCSC has an outstanding record of fiscal responsibility and only moves forward with projects when they are feasible and properly funded. SFCSC has managed to balance its budgets consistently for more than a decade, all while delivering a top-rate health and social support experience for residents of South Frontenac.

An improved community health and wellness resource will undoubtedly enable the Township of South Frontenac to entice more people to choose the area as their preferred residence and in doing so further contribute to the economy and overall quality of life for those living in the Township. We respectfully ask for your financial support to help SFCSC expand capacity and enhance community care in South Frontenac.

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Chief Administrative Officer

Date of Meeting: November 23, 2021

Subject: **Insurance RFP**

Summary

This report outlines the RFP process that was undertaken in 2021 for the renewal of insurance services and seeks Council approval in keeping insurance services with the current provider based on the results of the competitive process along with the existing working relationship with the proponent.

Recommendation

That Council approve the award of the Insurance Services RFP to Marsh Canada for the period of January 1st, 2022 to December 31st, 2024 with an option to renew for two (2) one-year extensions based on reasonable price adjustments and satisfactory service.

Background

In 2016, a joint insurance RFP was issued through the County for all lower tiers as well as the County. Through this process, the township engaged Jardine Lloyd Thompson Canada as its broker for a period of three (3) years with two (2), one-year renewals.

In 2020, Council supported a one (1) year extension to the end of 2021 with our current insurance provider due to the COVID-19 pandemic.

In late 2020, Jardine Lloyd Thompson Canada was purchased by Marsh Canada.

On Monday October 5th, 2021 a joint insurance RFP was issued through the Township of North Frontenac for all lower tiers except Frontenac islands but including the County. The RFP focused on coverage (including volunteer firefighters), services and premiums. Further, it was structured to try to obtain cost savings by jointly selecting one proponent across all municipalities but also provided for the submission of individual quotes per municipality from each provider.

The RFP closed on November 12th and proposals were reviewed on November 15th. Proposals were received from three (3) proponents: Marsh Canada (current provider), Intact and AON Risk Solutions. It was quickly established that each municipality would be selecting their own provider as the best pricing received by each municipality did not allow the same provider to be used.

Below is a summary of our current premiums (including the arena portion which is recovered) versus the proposals received:

Company	Premium (\$)	Rate Guarantee
Current Policy 2021:		
Marsh Canada	\$366,279	
Proposals:		
AON Canada *	\$395,021	N/A
Intact Public Entities*	\$424,722	18 months
Marsh Canada	\$385,514	18 months

*premium quoted does not include Cyber Risk insurance or facility user low risk coverage

Discussion/Analysis

The insurance market has seen significant cost increases over the last several years and it is anticipated that this will continue for at least a few more years. The results of the RFP are well within a range that was anticipated by staff.

Marsh Canada provided a complete bid along with the lowest cost. They are the Township's current provider and staff has a good working relationship with them.

It is staff's recommendation that the insurance services be awarded to Marsh Canada for the period of January 1st, 2022 to December 31st, 2024 with an option to renew for two (2) one-year extensions based on reasonable price adjustments and satisfactory service.

Financial Implications

The tendered amount will be reflected within the 2022 operating budget.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: N/A

Attachments

None.

Approvals

Submitted By:



Louise Fragnito
Director of Corporate Services and Treasurer

Approved By:



Neil Carbone
Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

Prepared by: Office of the Clerk

Date of Meeting: November 23, 2021

Subject: **Council Recruitment – Next Steps**

Summary

This report summarizes the recent interviews of candidates for the vacant seat on Council and seeks a decision on who will be appointed to fill that vacant seat.

Recommendation

That Council direct the Clerk to prepare a by-law appointing _____ to the vacant seat on Council for the remainder of this term; and

That this by-law be presented at the November 24, 2021 Special Council meeting.

Background

On November 18, 2021 Council interviewed two candidates for the vacant seat on Council. Charlene Godfrey (via Zoom) and John McDougall (in person) were both given the opportunity to respond to a series of six questions.

Discussion/Analysis

As noted in a previous report, prior to the Special Committee of the Whole meeting on November 23, 2021 at 7:00 pm regarding the new Official Plan, a Special Council meeting would be scheduled for Council to discuss the outcomes of the interview process as well as other agenda items.

Having received both candidates' application materials, and being given the opportunity to hear their responses to the interview questions, staff is now seeking Council's decision on who the successful candidate is to be appointed to Council.

Financial Implications

None.

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- Priority: Choose an item.
- Action Item (if applicable): N/A

Notice/Consultation

Not applicable.

Attachments

None.

Approvals

Submitted By:



Angela Maddocks
Clerk

Approved By:



Neil Carbone
Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: October 5, 2021

Subject: **Pre-Budget Approval Request – Preliminary Design Work (2022)**

Summary

This report outlines the rationale for a request for pre-budget approval for pre-engineering work in support of projects identified in the short-term capital plan (2021-2025).

Recommendation

That Council provide pre-budget approval in the amount of \$40,000 for pre-engineering work for several projects identified in the short-term capital works program; and

That the budget request for pre-engineering work be funded from the Asset Investment Reserve.

Background

In 2021, the Public Services Department experienced significant staffing turnover in key positions involved in the planning and delivery of roads and bridge projects. These vacancies also lead to additional resource challenges during a period of record growth in the local development sector. In total, an estimated 2,700 hours of staffing time was lost during this transition period and only recently, has been returned to previous service levels.

Each year the Department is tasked with the delivery of construction projects approved by Council through the Budget approval process. At the same time, the Department continues to gather data and information in support of other priorities identified within the asset management plan. This year, there have been unique challenges in advancing pre-engineering work for new projects and as such, alternative approaches to resourcing are now necessary to catch up.

Discussion/Analysis

The Public Services Department is currently looking to undertake surveying and geotechnical investigations for several key road projects that include: Westport Road (Wolfe

Lake to East Boundary), Lower Round Lake Road and Alton Road. These roadways represent a total length of 11.2km and were previously identified in the five (5) year plan presented to Council in December of 2020. Several other roadways, including Bellrock Road were also identified at that time and are already in various states of advanced engineering design.

With the onset of winter, there is a short window to complete the necessary topographic survey work on several of these corridors. There is also a need to obtain additional geotechnical information at strategic locations to ensure that failures are properly characterized and that new structural designs will achieve the intended service life for each class of road.

Council's endorsement of this advance funding is considered to be a key step towards recovering the Department's "bank" of shovel ready projects. The move will also support greater cost certainty towards near term financial planning.

Financial Implications

The Public Services Department is currently seeking an upset amount of \$40,000 to fund a several investigations to advance the planning on these key corridors during the winter months.

It should be noted that approval of this funding does not bind Township Council to construct these corridors in 2022; however, it will advance critical design work on roadways that are presently sources of frequent and costly unplanned work.

The requested funding would be allocated from the asset investment reserve and would have a negligible impact on the long range financial plan.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.
- Priority: Choose an item.
 - Action Item (if applicable): N/A

Notice/Consultation

- Director of Corporate Services & Treasurer
- Director of Public Services
- Acting Manager of Operations and Fleet
- Construction and Technical Services Technologist

Attachments

- 2021-2025 Capital Forecast & Staff Report

Approvals

Submitted By:

Reviewed By:



W. Troy Dunlop, C.E.T.
Manager of Technical Services and
Infrastructure

Charles Croll, MSc., C.E.T., PMP
Director of Public Services

Approved By:



Neil Carbone
Chief Administrative Officer



**REPORT TO
COMMITTEE OF THE WHOLE
TREASURY DEPARTMENT**



AGENDA DATE: December 8th, 2020
SUBJECT: 2021-2025 Capital Forecast

RECOMMENDATION:

This report is for information.

BACKGROUND:

On November 24th and December 1st, the non-Public Services Capital was presented and discussed for Council's consideration. At tonight's meeting, the Public Services Capital Budget is being presented. The tabled budget on December 15th will provide the consolidated 2021 capital budget; however, staff felt it was important to provide a longer term forecast of significant capital projects anticipated between 2021 and 2025.

DISCUSSION/ANALYSIS:

Although not exhaustive, the attached 2021-2025 Capital Forecast provides a listing of projects that have been identified through asset management schedules or through Council direction, are planned within this time period, and which promote the priorities and key initiatives within Council's strategic plan.

The list is provided for information as an overview and does not require any council decision or support. Future budgets and long range financial forecasts will provide further information and request direction or support for any items listed under 2022 to 2025.

Any items listed under 2021 correspond to what is being presented in the current capital budget.

ATTACHMENTS:

- Capital Forecast 2021-2025

Prepared by:

Louise Fragnito
Director of Corporate Services & Treasurer

Submitted/approved by:

Neil Carbone
Chief Administrative Officer

Capital Forecast 2021-2025

Project Name	Project ID	Project to date Actuals (Nov 9)	Project to date Budget	Budget						Total Budget
				2021	2022	2023	2024	2025		
Guiderail Upgrades	21-R07	-	-	50,000	50,000	50,000	50,000	50,000	250,000	
Streetslights	21-R08	-	-	30,000	30,000	30,000	30,000	30,000	150,000	
Arterial Reserve (Road 38)	21-R09	150,000	150,000	400,000	550,000	-	-	-	1,100,000	
Bellrock Road					665,000				665,000	
Re-designed Intersections						250,000			250,000	
Road 38						2,450,000	4,650,000		7,100,000	
Bedford Road						1,500,000			1,500,000	
Westport Road					1,000,000				1,000,000	
Westport Road Culvert					150,000				150,000	
Bedford Mills Bridge						500,000			500,000	
Opinicon Culvert					500,000				500,000	
Alton Road West					500,000	500,000			1,000,000	
Lower Round Lake Road					750,000				750,000	
Transportation Master Plan					50,000				50,000	
Township Facilities										
Keeley Road Garage - Communications Tower Relocation	19-29	-	50,000	100,000	-	-	-	-	-	150,000
Town Hall - Accessible Entrance Ramp & Front Step	20-27	-	125,000	175,000	-	-	-	-	-	300,000
New Firehall - replacing Station 8	21-01	-	-	2,000,000	20,000	-	-	-	-	2,020,000
Burridge Fire Hall - Siteworks	21-27	-	-	20,000	-	-	-	-	-	20,000
Portland Garage - Door Operators	21-28	-	-	20,000	-	-	-	-	-	20,000
OPP Building - HVAC/Garage Doors	21-29	-	-	27,000	-	-	-	-	-	27,000
Bedford Sand Dome	21-30	-	-	35,000	-	-	-	-	-	35,000
Bradshaw Fire Hall - Lighting Retrofit/ Interior Wall	21-31	-	-	15,000	-	-	-	-	-	15,000
Storrington Fire Hall - Lighting Retrofit	21-32	-	-	6,000	-	-	-	-	-	6,000
Admin Office Location Expansion Feasibility Study	21-33	-	-	20,000	-	-	-	-	-	20,000
Firehall - joint with OPP							4,000,000			4,000,000
Administrative Offices					500,000	2,000,000				2,500,000
Senior's Affordable Housing										-
Waste Management										
Waste Management Study										50,000
Landfill Optimization					50,000					50,000
Recreation										
Wilmer Park Pumphouse Repairs	19-49	-	6,000	10,000	-	-	-	-	-	16,000
Storrington Centre Upgrades	19-54	-	50,000	350,000	-	-	-	-	-	400,000
Playground Rubberized Surfaces	20-43	-	40,000	40,000	-	-	-	-	-	80,000
Bowes Park - Accessible Washrooms	20-44	-	1,500	75,000	-	-	-	-	-	76,500
Bowes/Centennial/Inventory/Point Ball Diamonds	20-45	-	10,000	25,000	-	-	-	-	-	35,000
McMullen Park Court	21-21	-	-	55,000	-	-	-	-	-	55,000
Battersea Park Court	21-22	-	-	33,000	-	-	-	-	-	33,000
Glendower Park Courts	21-23	-	-	60,000	-	-	-	-	-	60,000

Capital Forecast 2021-2025

Project Name	Project ID	Project to date Actuals (Nov 9)	Project to date Budget	Budget						Total Budget
				2021	2022	2023	2024	2025		
Boat Launch Upgrades-Deyos/Bunker Hill	21-24	-	-	30,000	-	-	-	-	-	30,000
Battersea Park Gates	21-25	-	-	10,000	-	-	-	-	-	10,000
Sunbury/Gerald Ball Park Bleachers	21-26	-	-	10,000	-	-	-	-	-	10,000
Planning										
Official Plan	19-60	768	146,000	30,000	-	-	-	-	-	176,000
Development of Subdivision /Condo Standards	21-16	-	-	15,000	-	-	-	-	-	15,000
Servicing Options Study	21-17	-	-	100,000	-	-	-	-	-	100,000
Development Charges Study							55,000			55,000
Arena										
Heat Exchanger/Brine Pump/Condenser Unit/Arena floor/boards replacement		-	336,625	1,343,750	-	-	-	-	-	1,680,375
Total		1,434,121	3,575,775	14,418,050	8,090,000	7,430,000	8,835,000	130,000		42,478,825

Township of South Frontenac Staff Report



To: Council

Prepared by: Public Services Department

Date of Meeting: November 23, 2021

Subject: **Award Tender for PS-2021-29 Fire and Rescue Station #8**

Summary

This report recommends the award of Tender PS-2021-29 to Bourgon Construction for the construction of the New Fire & Rescue Station #8 on Battersea Road between Battersea and Sunbury.

Recommendation

That Council award the contract, PS-2021-19 Fire and Rescue Station #8 to Bourgon Construction in the amount of \$3,302,767.00; and,

That \$100,000 of the unfunded design and construction costs associated with solar and air-source heat pump components be funded from Council's 2021 Climate Change Mitigation allocation; and,

That the remaining balance of \$1,283,546.58 including funding for the unbudgeted portion of construction costs, building/septic permits, facility chattels, architecture & project management fees, and the non-refundable portion of HST be funded from the Facilities Reserve.

Background

A Tender for a new Fire and Rescue Station #8 located on Battersea Road was released by Ron Awde Architect in late October. This Tender closed November 17th with a total of five (5) bids being received. The results were as follows:

Company	Bid amount (excluding HST)
Bourgon Construction	\$3,302,767.00
Jensen Building Ltd.	\$3,437,000.00
David J. Cupido Construction Ltd	\$3,590,000.00
Wemp & Smith Construction Ltd	\$3,860,538.00
Anglin Group Ltd.	\$3,652,600.00

Discussion/Analysis

Ron A. Awde has completed the evaluation of the tender submissions and their recommendation is to accept the low bid of Bourgon Construction. See the consulting Architect's letter and tender summary attached to this report for further information. The 2021 approved Capital Budget for Fire & Rescue Station #8 was \$2.2 million, which was based in part on the pricing received for the construction of Station #6 on Perth Road in 2018 (~\$2 million).

In discussion with the Township's consulting architect, the higher bids received for Station #8 reflect current inflationary pressures and a volatile construction market including material costs, labour and energy costs. A lesser part of the increase can be attributed to a higher cost for the solar voltaic system than was initially anticipated. As noted in the attached letter from the Township's consulting Architect, there was a 16.8% spread between all bids, and a 15% spread between the two compliant bids, which supports consideration of the low bid from Bourgon Construction.

It should be noted that the construction of the new Station 8 Fire Hall is due in part to the closure and consolidation of the old Station #9, and will result in the old Station 8 at the Storrington Centre being made available for Public Services use. The location of the station is intended to service anticipated growth including new subdivisions along Battersea Road.

The Tender stipulates completion by September of 2022.

Financial Implications

Staff is recommending funding of the unbudgeted costs from the Facilities Reserve. The need for additional funding will result in a reduced facility reserve balance in the short-term but will not adversely affect planned major capital works over the course of the current long range financial plan. A breakdown of total costs and funding sources is provided below:

Costs	Pre-HST	Non-rebatable HST	Total
Bourgon Construction	\$3,302,767	\$58,129	\$3,360,896
Building Permits	\$58,000	\$1,021	\$59,021
Chattels	\$50,000	\$880	\$50,880
AWDE Architect	\$110,800	\$1,950	\$112,750
SubTotal	\$3,521,567	\$61,980	\$3,583,547
Funding			
2021 Capital Budget			(\$2,200,000)
2021 Climate Funding			(\$100,000)
Total Unbudgeted			1,283,546.58

Relationship to Strategic Plans

Not applicable to this report.

This initiative is supported by the following priorities of the 2019-2022 Strategic Plan.

- **Priority: 2. Promote and support growth that meets the community's needs while maintaining the integrity of our natural environment.**
- **Priority: 3. Ensure the organizational capacity to deliver cost-effective services in a changing world.**
- Action Item: N/A

Notice/Consultation

- Ronald Awde Architect
- Louise Fragnito, Director of Corporate Services & Treasurer

Attachments

1. Station No. 8 Tender Report submitted by Ronald Awde Architect
2. Summary of Tender Results submitted by Ronald Awde Architect
3. Summary of Tender Allowances
4. Capital Detail Sheet 21-01 Fire Station 8

Approvals

Submitted By:



Jamie Brash
Manager of Facilities & Solid Waste

Approved By:



Neil Carbone
Chief Administrative Officer

R O N A L D
AWDE
A R C H I T E C T
1458 KING STREET
BETHANY • ONTARIO
L O A • I A O
705 • 277 • 9490

November 19, 2021

Mr. Jamie Brash, Facilities & Solid Waste Supervisor
Township of South Frontenac
4432 George Street
Sydenham, Ontario K0H 2T0

re: Township of South Frontenac - Fire & Rescue Station No. 8 - Tender Report

Dear Jamie,

We are pleased to provide an overview of the tender process and results for the above noted project.

A mandatory meeting, for General Contractors, was held on Tuesday, November 2, 2021 at the site. Those attending were eligible to submit tenders and included:

Anglin	Jumec Constr.
Bel-Con	Strong Bros.
Bourgon Constr.	Tolles Ltd.
Cupido Constr.	Ubcon Constr.
Daoust Constr.	Wemp & Smith
Jensen Building	

During the tender period, six addenda were issued in response to questions from the Contractors, requests for inclusion of products by various suppliers, etc.

The tender closed Wednesday, November 17, 2021 at 1:00:00 p.m. EST at the Township of South Frontenac offices with a public tender opening scheduled at 3:00:00 p.m. EST.

Tender Results Summary

Five Bids were submitted by:

- Anglin
- Bourgon Constr.
- Cupido Constr.
- Jensen Building
- Wemp & Smith

A summary table of the results is attached to this correspondence.

Acknowledgement of Addenda

All Bidders acknowledged Addenda Number One to Six.

Incomplete Tender Submissions

As a result of not submitting all parts of the forms as required, we believe three of the five Tenders would be incomplete and non-compliant.

It is assumed that with the range between the low price and their prices read out at the Tender opening that the Bidders who did not submit the mechanical and electrical appendix forms within 24 hours to the Municipality and the architect, elected to forfeit further consideration of their Tender.

We would note that Jensen Builders also did not submit their list of trades and suppliers with their Bid document, which we believe renders their Bid non-compliant since it may represent a material aspect of the Bid submission it could effectively allow a Bidder to continue pricing the work.

Tender Prices

There was a significant 20% variance in the base Stipulated Sums, although with adjustments for credits to commence work in March 2022 and the extras for the 40 Kw solar system, including storage, the variance between low and highest prices narrows slightly to 16.8%.

We believe this range is indicative of a continuing highly volatile construction market, including labour, every costs and supply of materials.

Of the two compliant bids, there is a 14% variance between the base Stipulated Sum shown on page one of the Tender Form and a 15% spread when the solar system costs are included. This is would still be considered to be a sizeable spread that suggests that the lowest priced Bid should receive the most serious consideration.

Bonds & Insurance

Both compliant Bidders submitted insurance and agreement to bond commitments as required.

Statutory Declaration

Both compliant Bidders submitted a completed statutory declaration as required.

Weeks to Complete

Bourgon acknowledged the completion of the work by end of September 2022 (43 weeks) and Cupido noted completion within 42 weeks.

List of Trades

Both compliant Bidders provided a completed list of trades and suppliers.

Tender Form - Mechanical & Electrical Appendices

All bidders named their mechanical and electrical sub-trades, but as noted, only two Bidders submitted the mechanical and electrical appendices as required within 24 hours.

Unit Rates

No Unit Rates were requested.

Alternate Prices

Bidders were required to submit an Alternate Price to enter into a contract as soon as possible, but to delay construction start on site until March 2022 with a completion by end of September 2022. Bidders were also required to provide an Alternate Price for a 10 Kw solar system in lieu of the 40 Kw specified.

Both compliant Bidders addressed these Alternate Price submission requests.

Itemized Prices

The requirement to include the Building Permit fee within the Stipulated Sum was deleted by Addendum Number Three. In lieu of this, the successful Bidder's price will be used as the basis for calculating the final Contract amount by Post Tender Addendum.

Separate Prices

A Separate Price was requested for the solar power system and is additional to the Stipulated Sum on page one of the Tender Form.

The Bid by Bourgon listed the highest price for the solar system, but we believe looking at the various submissions that some Bidders may have included more or less of the costs in their base Bid sum.

References

Bidders were required to submit references as part of their CCDC 11 submissions with the Tenders.

References were obtained for the two compliant Bidders.

For this process, as a starting point, we issued requests for references for the lowest five bidders, based on each having adequate experience with a new building project of this size or greater. References were not pursued for Bourgon because their tender submission was incomplete.

For each contractor we issued our standard reference check form (attached) and ranked the responses as follows:

Unacceptable	0 points
Below Average	1 point
Average	2 points
Above Average	3 points
Outstanding	4 points

All contractors scored average or above. It was not possible to obtain references for each staff person as project references did not always align with staffing proposed for this project. Generally, however, staff rankings provide a reasonable sense of the available resources for each bidder and the Municipality should request the staff with the most experience and highest ranking from the successful bidder.

Cost Summary

The price from the low compliant bidder, ***Bourgon Construction***, is comprised of:

Structural & General Trades	\$2,423,172	
Mechanical - Allen Mechanical	\$263,025	
Electrical - McClement Electrical	\$235,070	
Allowances	\$119,500	
Solar System	\$262,000	
<i>Total</i>	<i>\$3,302,767</i>	[40 Kw Solar]
Credit - 10 Kw solar in lieu of 40 Kw	(\$136,000)	
<i>Alternate Total</i>	<i>\$3,166,767</i>	[10 Kw Solar]

Recommendation

Based on pricing and references we would recommend that the bid of ***Bourgon Construction*** be accepted as the basis for the final Contract amount.

Permit Costs

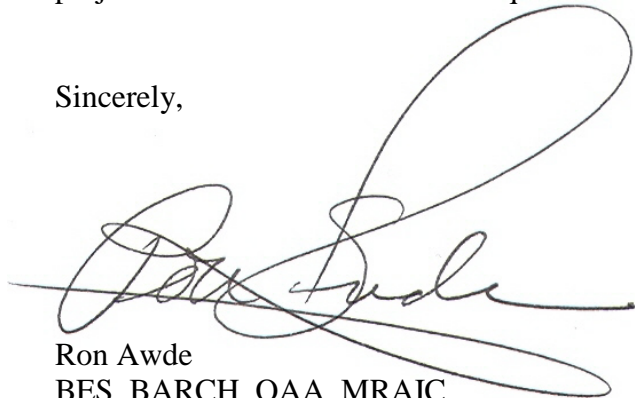
The permit costs will be additional to the base Contract amount as calculated by the Municipality. These will be added to the Construction Price based on the solar system size selected to arrive at a total Contract Price.

Acceptance

Upon written indication of acceptance by the Owner of the tender by ***Bourgon Construction***, we will prepare a CCDC2 Stipulated Sum contract for execution by the Owner and Contractor. In order to have the contractor mobilize immediately, we would recommend that the Township of South Frontenac issue a Letter of Intent.

We look forward to working with the Owner and the Contractor to realize a successful project. Please do not hesitate to request further clarification if necessary.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Awde', written over a large, loopy flourish that extends upwards and to the right.

Ron Awde
BES BARCH OAA MRAIC

RA/re

Township of South Frontenac - Fire Station 8 Battersea Road

Summary of Tender Results

Bidder	Stipulated Sum	Separate Price - 40kw solar	Add'm 3 - alternate price construction march 2022	Total Construction inc 40kW solar	Credit for 10kW Solar in lieu of 40 kW system	Alternate Total Construction Cost 10kW Solar	CCDC 11	Addenda	M&E Forms	Tender Form Complete	Ranking 3 References			Bonds and Insurance	Weeks to Complete	Notes
											Price x/80%	References X/20%	Total %			
Anglin	\$3,900,000	\$252,600	-\$500,000	\$3,652,600	-\$114,700	\$3,537,900	Y	1 to 6	N	No	n/a	n/a	n/a	Y	36	Did not submit M&E Appendices Forms
Bourgon	\$3,122,267	\$262,000	-\$81,500	\$3,302,767	-\$136,000	\$3,166,767	Y	1 to 6	Y	Yes	80	16.2	96.2	Y	43	
Cupido	\$3,567,000	\$85,000	-\$62,000	\$3,580,000	\$12,243	\$3,592,243	Y	1 to 6	Y	Yes	71	14	85	Y	42	Supplementary Electrical forms incomplete
Jensen	\$3,227,000	\$210,000	n/a	\$3,437,000	-\$120,000	\$3,317,000	Y	1 to 6	N	No	n/a	n/a	n/a	Y	40	Did not submit sub-trades and suppliers or alternate price with tender; Did not submit M&E Appendices Forms
Wemp Smith	\$3,600,000	\$240,538	\$20,000	\$3,860,538	-\$109,368	\$3,751,170	Y	1 to 6	N	No	n/a	n/a	n/a	Y	39	Did not submit M&E Appendices Forms

Awde 19/11/2021

DIVISION 1 GENERAL REQUIREMENTS - SECTION 01020
CASH ALLOWANCES

1. INSTRUCTIONS

- 1.1 All allowances shall be carried by the General Contractor and not by individual Sub-Contractors, except for allowances specified as unit prices.
- 1.2 The Owner reserves right to delete any or all of the allowances as quoted without claim for loss of profit or overhead by the Contractor.
- 1.3 Allowances will be deducted in whole or in part by Change Order.
- 1.4 Verification, in the form of invoices and other documentation as may be requested by the Owner and/or Consultant, will be required for approval of expenditures from Allowances.
- 1.5 **The Stipulated Contract sum must include the Contractor's overhead and profit for all cash allowances listed. Such amounts for items listed above shall be deducted from the Allowance amounts.**
- 1.6 Where cash allowances pertain to supply only, all installation costs must be included in Tender Price with such costs based on the full amount of the particular allowance.
- 1.7 The Owner reserves the right to call competitive bids for portions of the Work to be paid for out of any or all cash allowances. The relationship of the Contractor and other contractors performing portions of the work to be paid out of cash allowances shall be such as between the Contractor and any other Sub-Contractors.
- 1.8 Credit the Owner with unused portion of cash allowances in statement for final payment.
- 1.9 Unless otherwise directed by the owner, no change in the Contract Price will be considered until total cash allowance sum is depleted. The maximum charges for the Contractor's overhead and profit on authorized overrun of aggregate total amount of all specified cash allowances shall be 10%.

DIVISION 1 GENERAL REQUIREMENTS - SECTION 01020
CASH ALLOWANCES

2. AMOUNTS

2.1	Cash Amounts	
.1	Site Works in addition to any Work as described in the Drawings or Specifications:	\$12,500
.2	Divisions 2 to 9 - For items not otherwise noted in the Documents:	\$25,000
.3	Division 10 to 13 - Signage, Specialties and Hardware in addition to those shown in the Drawings and Specifications:	\$20,000
.4	Division 15 - Provision of Mechanical items other than those indicated in the Drawings and Specifications:	\$12,000
.5	Division 16 - Provision of additional light fixtures, receptacles, etc., other than those indicated in the Drawings and Specifications:	\$8,000
.6	Divisions 2 & 16 - Provision of wiring to roadway and signal light and signage to indicate vehicles leaving the station:	\$15,000
.7	Water Treatment System: For water system in addition to system described in the Drawings - Water Treatment System:	\$15,000
.8	Inspection and Testing:	\$12,000
	Total:	\$119,500

END OF SECTION

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2021-69**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF
THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH
FRONTENAC ON NOVEMBER 23, 2021**

Whereas Section 8 of the *Municipal Act*, S.O. 2001 c. 25 and amendments thereto provides that a municipality has the capacity, rights powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* of any other *Act*; and;

Whereas Subsection 2 of Section 11 of the *Municipal Act* S.O. 2001, c. 25 and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of the jurisdiction described in the Table to Subsection 2, subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act*, S.O 2001 c. 25 and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise, and

Whereas the Council of the Township of South Frontenac deems it expedient to confirm its actions and proceedings;

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL CORPORATION OF
THE TOWNSHIP OF SOUTH FRONTENAC, HEREBY ENACTS AS FOLLOWS:**

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on November 23, 2021 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac held November 23, 2021 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on November 23, 2021 except those taken by by-law and those required by bylaw to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
4. 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.
5. This By-law shall come into force and take effect on the date of its passage.

Read a first and second time this 23 day of November, 2021.

Read a third time and finally passed this 23 day of November, 2021.

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk