



Township of South Frontenac Council Meeting Agenda



TIME: 9:00 AM,
DATE: Tuesday, December 12, 2023
PLACE: Council Chambers/Virtual Via Zoom .

1. Call to Order
 - a) Resolution
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
 - a) Resolution
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Briefings
9. Approval of Minutes
 - a) Resolution 3 - 8
10. Reports Requiring Action
 - a) Township of South Frontenac - 2024 Draft Budget Deliberation 9 - 132
11. Advisory Committee Reports or Minutes
12. Reports Requiring Approval of By-laws
 - a) Appointment of Treasurer 133 -
136

That By-law 2023-98 being a By-law to appoint Louise Fragnito as Treasurer be given first and second reading; and

That By-law 2023-98 be given third reading, signed and sealed.
13. Reports for Information
14. Committee of the Whole
15. Information Items
16. Notice of Motions
17. Rise and Report regarding County Council and External Boards
18. Announcements/Statements by Councillors
19. Closed Session (if requested)
20. Confirmatory By-law

a) Resolution

137

21. Adjournment

a) Resolution

Natural, Vibrant and Growing - A Progressive Rural Leader

Minutes of Council
December, 5, 2023



Township of South Frontenac Council Meeting Minutes



Meeting #34

Time: 7:00 p.m.

Location: Council Chambers / virtual via Zoom

Present: Charlene Godfrey, Ray Leonard, Doug Morey, Steve Pegrum, Norm Roberts, Randy Ruttan, Ron Sleeth, Scott Trueman, Mayor Ron Vandewal

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Michelle Hannah - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Troy Dunlop, Manager of Engineering & Capital Projects, Christine Woods - Senior Planner (virtual), Jan Minaker - Manager of Human Resources

1 Call to Order

a) Resolution

Resolution No. 2023:34:01

Moved by Councillor Pegrum

Seconded by Councillor Ruttan

That the Council meeting of December 5, 2023 be called to order at 7:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a) There were none.

3 Approval of Agenda

a) Resolution

Resolution No. 2023:34:02

Moved by Councillor Leonard

Seconded by Councillor Trueman

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a) There was none.

5 Recess

a) There was none.

6 Public Meeting

a) There was none.

7 Delegations

Minutes of Council
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- a) Patricia Dawson and Hellen Hill were present to speak to Council regarding the proposed Alectra Energy Solutions, South Frontenac and Harrowsmith Energy Storage Projects.

8 Briefings

- a) Julie Gonyou and Chris Loreto from Strategic Corp spoke to Council regarding the proposed 2023-2026 Corporate Strategic Plan.

9 Approval of Minutes

- a) Resolution

Resolution No. 2023:34:03

Moved by Councillor Trueman

Seconded by Councillor Leonard

That the minutes of the November 21, 2023 Council meeting be approved.

Carried

10 Reports Requiring Action

- a) Strategic Plan

Resolution No. 2023:34:04

Moved by Councillor Godfrey

Seconded by Councillor Roberts

That Council approve the 2023-2026 Corporate Strategic Plan document, attached as Schedule A to this report; and

That Council direct staff to bring forward an implementation plan for the Strategic Plan in the first quarter of 2024.

Carried

- b) Request for Lane Name Change – Neill Lane to James Thomas Lane

Resolution No. 2023:34:05

Moved by Deputy Mayor Sleeth

Seconded by Councillor Ruttan

That Council direct staff to proceed with the advertising and notice requirements to rename Neill Lane.

Carried

- c) 2024 Meeting Schedule

Resolution No. 2023:34:06

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That notwithstanding By-law 2017-76, As Amended and By-law 2023-04, the following Council, Lake Ecosystem Advisory Committee and Recreation & Leisure Services Advisory Committee meeting dates be rescheduled as follows:

- February 22, Recreation & Leisure Services Advisory Committee meeting rescheduled to February 29;
- March 28, Lake Ecosystem Advisory Committee meeting rescheduled to March 21; and
- July 9, Council meeting rescheduled to July 16;
- December 26, Lake Ecosystem Advisory Committee meeting rescheduled to December 5; and

That the 2024 Council, advisory committees and legislated committees meeting schedule, attached as Exhibit A to the Report, be approved.

Carried

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- d) Support for Enabling Accessibility Fund – Mid Sized Projects Application for the Centennial Park Accessibility Upgrades Project

Resolution No. 2023:34:07

Moved by Councillor Godfrey

Seconded by Councillor Leonard

That Council support a grant application to the Employment and Social Development Canada Enabling Accessibility Fund – Mid Sized Projects for the Centennial Park Accessibility Upgrades Project; and

That authorization be given to the Mayor and the Clerk to sign a transfer payment agreement with Employment and Social Development Canada for the funding if the grant application is successful.

Carried

- e) IESO Municipal Support Resolution for Battery Energy Storage Systems

Resolution No. 2023:34:08

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That Council receive for information the Harrowsmith and South Frontenac Battery Energy Storage Phase II Project Request for Municipal Support Resolution report;

And further that, in principle, the Council of the Township of South Frontenac grant a Municipal Council Support Resolution for the proposed battery energy storage system bids located at 3891 Alton Road West, Harrowsmith and 3562 Trousdale Road, Hartington.

And further, that Council support for the proposals be contingent on further negotiations taking place between the Township and Alectra Convergent JV to provide final approval should their bid to the IESO be successful. These negotiations would include, but not limited to:

- A review of all applicable Municipal and Provincial by-laws and Standards as determined by the Municipality including site plan control by-law.
- Further public consultation to review community concerns.
- Impact of all stages of the project on Township infrastructure and resources.

Defeated - See Recorded Vote

- f)

(Recorded Vote - 2023:34:08)

Yeas: Councillor Godfrey, Councillor Pegrum, Councillor Sleeth, Councillor Trueman (4)

Nays: Councillor Leonard, Councillor Morey, Councillor Roberts, Councillor Ruttan, Mayor Vandewal (5)

Absent: (0)

Resolution No. 2023:34:09

Moved by Councillor Ruttan

Seconded by Deputy Mayor Sleeth

That the Council of the Township of South Frontenac does not grant a Municipal Council Support Resolution for the battery energy storage system bids proposed at 3891 Alton Road West, Harrowsmith and 3562 Trousdale Road, Hartington.

Carried - See Recorded Vote

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g)

(Recorded Vote - 2023:34:09)

Yays: Councillor Godfrey, Councillor Leonard, Councillor Morey, Councillor Roberts, Councillor Ruttan, Councillor Sleeth, Mayor Vandewal (7)

Nays: Councillor Pegrum, Councillor Trueman (2)

Absent: (0)

11 Advisory Committee Reports or Minutes

a)

There were none.

12 Reports Requiring Approval of By-laws

a) Zoning By-law Amendment Application - PL-ZBA-2023-0048, Bob's Lake Co-Operative (ZanderPlan), Bedford District

Resolution No. 2023:34:10

Moved by Councillor Morey

Seconded by Councillor Pegrum

That By-law 2023-96 being a By-law to amend Zoning By-law 2003-75, as amended, to amend the Limited Service Residential – Waterfront – Special Provision (RLSW-3) zone on lands described as Part of Lot 32, Concession 6 and Part of Lots 33 and 34, Concession 7, District of Bedford, be given first and second reading.

Carried

Resolution No. 2023:34:11

Moved by Councillor Godfrey

Seconded by Councillor Trueman

That By-law 2023-96 be given third reading, signed and sealed.

Carried

13 Reports for Information

a)

Joint Rural Transportation Study

b)

Fuel Management System

c)

Bellrock and Petworth Mill Projects

d)

Rural Economic Development Support

e)

Close Out Report – 2023 Private Lane Upgrade Assistance Program

14 Committee of the Whole

a)

There was none.

15 Information Items

a)

Correspondence received from Sydenham High School regarding the 150th reunion.

b)

Correspondence received from Boulton Septic regarding Utilities Kingston

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septage disposal rate increase.

- c) Additional Correspondence received regarding BESS Proposal (Distributed, December 5, 2023)
- d) Correspondence received from Alectra Inc. regarding South Frontenac and Harrowsmith Energy Storage Projects. (Distributed December 5, 2023)

16 Notice of Motions

- a) There were none.

17 Rise and Report regarding County Council and External Boards

- a) County Council

Councillor Leonard did not provide an update.

- b) Police Services Board

Councillor Leonard did not provide an update.

- c) Cataraqui Conservation

Deputy Mayor Sleeth advised that the Cataraqui Conservation Board continued the Strategic Plan discussions. He also noted that the General Manager, Katrina Furlanetto is leaving the organization.

Mayor Vandewal inquired about the status of permits and noted that he has received phone calls from residents regarding the speed in which permits are processed.

- d) Frontenac Community Arena Board

Councillor Roberts advised that the arena is running smoothly.

- e) Quinte Conservation

Councillor Roberts advised that the next meeting is December 21st where the budget approval will be on the table.

- f) Rideau Valley Conservation Authority

Councillor Godfrey advised that at their last meeting there were budget and BESS discussions. She noted that there will not be a meeting in December.

18 Announcements/Statements by Councillors

- a) There were none.

19 Closed Session (if requested)

- a) Resolution

Resolution No. 2023:34:12
Moved by Councillor Ruttan
Seconded by Councillor Morey

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That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:

- a) Approval of the November 7, 2023 Committee of the Whole "Closed Meeting" minutes.
- b) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- c) A proposed or pending acquisition or disposition of land by the municipality or local board - Sydenham Area.
- d) Personal matters about an identifiable individual, including municipal or local board employees.

Carried

- b) Resolution - That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

Resolution No. 2023:34:13

Moved by Deputy Mayor Sleeth

Seconded by Councillor Pegrum

That Council rise from the Committee of the Whole "Closed Meeting" without reporting.

Carried

20 Confirmatory By-law

- a) Resolution

Resolution No. 2023:34:14

Moved by Councillor Roberts

Seconded by Councillor Leonard

That By-law 2023-97, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. 2023:34:15

Moved by Councillor Godfrey

Seconded by Councillor Leonard

That By-law 2023-97, be given third reading, signed and sealed.

Carried

21 Adjournment

- a) Resolution

Resolution No. 2023:34:16

Moved by Councillor Morey

Seconded by Councillor Ruttan

That the Council meeting of December 5, 2023 be adjourned at 9:06 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk



**SOUTH
FRONTENAC**

2024 Budget Day Presentation

Special Council Meeting
December 12, 2024

Agenda

1. Property Tax Primer
2. 2024 Budget Background
3. Overall Financial Impact
4. Project and Program Highlights
5. Reserves and Obligatory Reserve Funds
6. Next Steps
7. Questions?

Property Tax Primer

Tax Bill is made up of 3 components:

- Township share set by Council
 - County Share set by County Council
 - Education Share set by the Province
-
- **We only have control over the Township share**

Property Tax Primer

$$\begin{aligned} & \text{Tax Bill} = \\ & \text{Township} + \text{County} + \text{Education Rates} \\ & \quad \times \\ & \quad \text{Property Assessment} \\ & \quad + \\ & \quad \text{Local Improvement Charge} \\ & \quad \text{(including Trailer Licence, Water Debenture)} \end{aligned}$$

Assessment values are set by MPAC

Property Tax Primer

SF to be raised by taxes = \$ Expenses - \$ Revenues

Township Rate = $\frac{\text{SF to be raised by taxes}}{\text{Total Weighted Assessment}}$

SF Share of Taxes = Township Rate X Property Assessment

Property Tax Primer

The Target increase has historically been a 2.0% increase on the Township share of the Tax bill

$$\% \text{ Target} = \frac{2024 \text{ SF Taxes} - 2023 \text{ SF Taxes}}{2023 \text{ SF Taxes}}$$

Property Tax Primer

- Due to the COVID-19 pandemic, the Ontario government postponed the 2020 Assessment Update. They have indicated that property assessments for the 2024 property tax years will continue to be based on the fully phased-in January 1, 2016 current values.
- There has been no announcement at this time by the province as to when reassessments will be completed. It is unknown if this base valuation date will be updated for 2025.
- MPAC continues to review properties during non-Assessment Update years as new homes are built, owners renovate, structures are demolished, and properties change use.

Property Taxes - Additional Resources

- [How Your Municipal Budget Works Video](#)
- [How will my property assessment impact my property taxes?](#)

Budget Background

- The [2024 Budget Schedule](#) was originally approved by Council on September 5, 2023.
- Budget Delegations were heard on November 7, 2023. One presentation was made by the [Frontenac Arch Biosphere Network](#).
- Also on November 7th, 2023 the [2024 Budget Direction](#) and the [2024 – 2033 Long Range Financial Plan](#) were presented.
- On November 21st, 2023, the 2024 proposed [Capital Budget](#) was presented. Included with the presentation was a [Project Summary](#) and the [Detailed Descriptions](#) of the proposed 2024 projects.
- November 21, 2023 the [Budget Survey Results](#) based on a public survey were released.

Budget Background

- This is the second budget for this term of Council.
- The annual budget operationalizes the Strategic Plan
- The budget should clearly show:
 - What the community values
 - What priorities are to be accomplished with an alignment to the strategic plan
 - Where the Township wants to be in the future

Budget Background

- The 2024 Budget, and carry over projects, address important ongoing priorities including:

Road and Bridge Infrastructure upgrades	Road Surface Treatment Program
Administration Office Construction	Facilities Upgrades and Repairs
Fleet Renewal	Recreation and Parks Improvements
Economic Development Strategy	Development Charge & Population Study
Changes in technology	Increased interest rates and increased cost of living
Continued increased demands for recreation programming and events	Labour supply and wage pressures

Budget Background

- The Budget Survey results indicated:
 - 70% of 564 responses preferred a reasonable increase to property taxes to maintain or enhance services.
 - Approximately 90% of responses indicated Roads and Fire Services were cited as most important day-to day operations.
 - 71% responded Roads capital projects as most important.
- The 2024 Budget Direction:
 - The 2024 Operational and Capital budgets being presented have been prepared focussing on priorities rather than tax rate. Consideration has been given to current market inflationary changes.
 - The 2024 budget aimed towards previous year's tax rates as a target, which has historically primarily has been 2%, with 2023 at 2.62%.
 - The budget also was prepared to improve cost recovery in planning and recreation programs.
- This budget conforms to Council's long range financial plan which considers the Township's ability to fund capital and operations over a 10-year period while observing strategic priorities and maintaining tax rate targets and reserve balances.
- And as always, it maintains a **strong financial position for the Township**

Budget Background

Items of Note:

- The Capital budget does NOT include carry-over projects (projects approved and funded in prior year budgets); however, work may continue those projects in 2024. A separate summary of carryovers will be provided to Council in March.
- Throughout the operating budget, you will see references to Transfer from Reserves and Transfer to Capital.
- Transfer from Reserves fund expenditures and are primarily driven from the Capital budget as identified. These can vary significantly year over year. These amounts are largely driven by annual capital requirements.
- Transfer to Capital is the way we move capital expenditures identified in the Capital Budget into the Operating Budget.



Overall Financial Impact

- Total proposed Budget Expenditures: \$44,559,632
 - Operating budget of \$26,792,892
 - Capital budget of \$17,766,740
- Represents 2.77% impact on average assessed property
- Taxes (Township share) of \$1,764.91 on average assessment of \$278,126
- Represents an annual increase of \$47.53/year over 2023

Overall Financial Impact continued

- Assessment growth of .99% which is lower than the growth from 2023 of 1.45% and the long-range financial plan forecast of 1.67% .
- The Consumer Price Index (CPI) leveled down to 3.1 in October 2023 compared to 6.8% in 2022, 3.4% in 2021 and of 0.7% in 2020. The increase in 2023 was a 40-year high.
- The continued impact of the cost of living increases experienced are seen throughout the 2024 Budget. Other expenses, where possible, have been flatlined from 2023 in order to achieve the 2.77% taxpayer impact.

Inflationary Impacts

Specific items that are affected by inflation in the proposed budget are:

- Corporate Insurance (Property and General Liability) – 4%
- Utilities (Heat, Hydro, Telephone) – 4%
- Fuel – 3%
- Wage and Benefits – 2%

Overall Financial Impact continued

Changes from 2023

Cost Savings

Service Area	Amount
Hartington Parking Lot	-\$8,000
One Time Software Costs	-\$11,500
Hardware Replacements	-\$22,050

Reduced Revenues

Service Area	Amount
Ontario Community Infrastructure Fund (OCIF)	\$159,062

Negative (-) amounts indicate a reduction of cost from the bottom line

Overall Financial Impact continued

Changes from 2023 – Increased Revenues

Service Area	Amount
OMPF Funding	-\$7,500
AMP Revenues	-\$15,500
Bank Interest and Investment Interest	-\$290,000
Planning Fees	-\$153,000

Negative (-) amounts indicate a reduction of cost from the bottom line

Overall Financial Impact continued

Changes from 2023 – Increased Costs

Service Area	Amount
Current Year Asset Investment Reserve (AIR) impact (1% of levy)	\$222,579
Capital Taxation Requisition	\$96,750
Insurance +4%	\$13,598
Conservation Authorities	\$56,778
Pavement Markings	\$110,000
Mowing Local Roads	\$30,000
Recycling Collection	\$28,552
Computer Maintenance Contracts	\$22,353
Staff Complement Annual Adjustments	\$364,099

Overall Financial Impact continued

Changes from 2023 – Enhanced Services

Service Area	Amount
Swim / Daycamps – Net Fees including adding McMullen Beach (-\$94,000) and Student Costs (\$94,000)	\$0
By-law Enforcement Contract	\$7,100
Parks – Tree Planting to replace dead Ash trees	\$20,000

Negative (-) amounts indicate a reduction of cost from the bottom line

Overall Financial Impact continued

Exclusions from 2024 Budget

Service Area	Amount
LEO – Public Services (May – Dec.)	\$51,111
Fire Prevention Officer – Contract Extension July – December	\$51,020
Arborist for Tree Removal	\$40,000
Tub Grinder Contract	\$34,000
Frontenac Arch Biosphere Request	\$17,000

Negative (-) amounts indicate a reduction of cost from the bottom line

Overall Financial Impact continued

Previously Capital Allocations – will now be provided under identified projects

Service Area	Amount
Sidewalks	\$50,000
Guiderails	\$50,000
Streetlights	\$30,000

Negative (-) amounts indicate a reduction of cost from the bottom line

Overall Financial Impact continued

Changes from 2023

Organizational Development Plan

Service Area	Amount
Public Services Reorganization Annualization	\$35,404
Development Services Reorganization Annualization	\$96,077
Human Resources Advisor (May-Dec) Remove P/T HR Assistant	\$57,599
Public Services PT LEO (Full Year - .75 FTE)	\$52,032
Public Services FT LEO Facilities (May – Dec)	\$51,111

Project and Program Highlights

- Continue Climate Change allocation of \$100,000
- Townhall Expansion Construction
- Continued Digital Modernization Project (Corporate Services and Development Services)
- Development Charges and Population Studies
- Transportation Master Plan
- Economic Development Strategy

Project and Program Highlights

(Continued)

- Bridge & Culverts Repairs
- Road 38 Detailed Design
- Storrington Roof and Parking Lot Upgrades
- Enhanced Swim and Day camp Program with new site at McMullen Park
- Centennial Park Facility upgrades
- Petworth Mill wall cap and repairs
- Parkette design at Petworth and Bellrock Mill



Reserves and Obligatory Reserve Funds

- Overall the Township will be drawing down on reserves and reserve funds in 2024, however this is for specific projects, not to reduce the tax rate.
 - 2023 Estimated year end balances are \$22.3 million
 - Contributions to Reserves from Taxation, Federal funding (CCBF), Building fees, Development Charges and Parkland will be \$10.5 million
 - Projects to be funded from Reserves and reserve funds total \$16 million
- The projected balance at the end of 2024 will be \$16.8 million

Next Steps

- Go over Budget Package pages for feedback or comments
- December 19th Council – Report to Amend/Adopt 2024 Budget

Questions?



Township of South Frontenac
2024 Capital Budget with Financing

Detailed Sheet page #	Project #	Project *	2024 Budget	Development Charges	Community Building Fund (formerly Federal Gas Tax)	Parkland	Working Funds	Asset Investment Reserve	Infrastructure	Facilities	Fire Equipment	Public Services Equipment	Building Equipment	Building	Landfill Closure	Climate Change Reserve	Sydenham Water Reserve	OPP Reserve	Wages-Fire Department (Stabilization)	Taxation	Other	Notes	
1	CORPORATE SERVICES																						
2	22-02	Gateway Signage (2022-2025 Project)	53,333				53,333																
3	23-12	Wayfinding Sign Fabrication and Installation (2022-2025 Project)	266,667				186,667														80,000	Red Grant Program - 186k *3 + 80k * 3 grant =	
4	24-01	Website Redesign	33,190				33,190																
5	24-03	Cloud Server	85,000				85,000																
6	24-04	Records Management	100,000				100,000																
7	24-05	14 Island Lake Dam Refurbishment	200,000				200,000																
		subtotal	738,190	0	0	0	658,190	0	0	0	0	0	0	0	0	0	0	0	0	0	80,000	0	
8	FIRE																						
9	24-11	Hoses and Appliances	18,000								18,000												
10	24-12	Electric Portable Fans	30,000								30,000												
11	24-13	Vehicle Replacement - Deputy Fire Chief	75,000								75,000												
12	24-14	Pumper Replacement	550,000								550,000												
13	24-15	Gas Detectors & Docking Stations	40,000								40,000												
14	24-16	Mobile Gear Racks - Station 5 & 7	18,000								18,000												
15	24-17	Specialized Equipment for Squads	20,000								20,000												
16	24-18	Radio Communications Study	10,000																		10,000		
		subtotal	761,000	0	0	0	0	0	0	0	751,000	0	0	0	0	0	0	0	0	10,000	0	761,000	
17	PUBLIC SERVICES																						
17	FLEET																						
18	24-21	Tandem Plow Truck	430,000									430,000											
19	24-22	Tandem Roller-Pro Truck	625,000									625,000											
20	24-23	Two (2) 1-Ton Trucks with plow and sander attachments	230,000									230,000											
21	24-24	1-Ton Truck with Dump Box and power lift	120,000									120,000											
22	24-25	Front Broom Attachment	40,000																		40,000		
23	24-26	AVL - Light Duty Installs	20,000																		20,000		
		subtotal	1,465,000	0	0	0	0	0	0	0	0	1,405,000	0	0	0	0	0	0	0	60,000	0	1,465,000	
24	ROADS INFRASTRUCTURE																						
25	21-R09	Arterial Reserve (Road 38 - Reserve Transfer)	2,450,000																		2,450,000		
26	24-31	Perth Road Reconstruction (at Loughborough Lake)	520,000		495,000			25,000														County FGT	
27	24-32	Microsurfacing - Bellrock Road	495,000					495,000															
28	24-33	Orser Road	157,500	157,500																			
29	24-34	Spooner Road	64,100	64,100																			
30	24-35	Bedford Road	1,432,000	500,000					530,648												401,352	OCIF	
31	24-36	Ormsbee Road	819,100		819,100																		
32	24-37	Greenfield Road	215,900		215,900																		
33	24-38	Kerr Road	161,500	161,500																			
34	24-39	Tom Watson Road	124,400	124,400																			
35	24-43	Devil Lake Road	346,600	346,600																			
36	24-40	Surface Treatment (LCB) Preservation	900,000					400,000													500,000	OCIF	
38	22-17	12th Con Bridge (B32) Repair	38,500					38,500															
39	24-44	Sydenham Lake Bridge and Dam	534,000					179,500	354,500														
40	24-45	Bracken Culvert (Yarker Road)	527,200	527,200																			
41	24-46	Long Swamp Bridge Study	35,000					35,000															
42	23-49	Transportation Master Plan	75,000	75,000																			
43	24-41	Pre-Engineering Roads 2025	75,000					75,000															
44	24-47	Road 38 Detailed Design	100,000	100,000																			
45	23-51	Pleasant Valley Municipal Drain	18,750																		18,750		
		subtotal	9,089,550	2,056,300	1,530,000	0	0	1,248,000	885,148	0	0	0	0	0	0	0	0	0	0	2,468,750	901,352	9,089,550	
46	SYDENHAM WATER																						
47	22-53	SCADA Software Upgrade	275,000																			201,658	ICIP Grant Funding
48	24-61	Sydenham Drinking Water System Upgrades	37,500																			37,500	
		subtotal	312,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	110,843	0	201,658
49	FACILITIES																						
50	24-02	Town Hall Expansion	3,500,000				485,000	2,765,000		250,000													
51	24-51	Storrington Centre Roof and Parking Lot Upgrades	435,000							435,000													
52	24-52	Bedford Garage Equipment Upgrades	48,500							48,500													
53	24-54	Keeley Patrol Yard Waste Oil Disposal	25,000							25,000													
54	24-55	Sydenham Point Accessible Washroom Upgrades	30,000							30,000													
55	24-56	Centennial Park New Accessible Washrooms Design and Build	30,000	30,000																			
56	24-57	Centennial Park Renovations to existing Canteen/Washrooms	150,000							150,000													
57	24-58	Harris Park Hall Flooring Replacement	29,000							29,000													
58	24-59	Glendower Hall Interior Design Plans	20,000	20,000																			
59	24-82	Station 5 Exterior Upgrades	15,000							15,000													
60	24-83	Station 4 Flooring	8,000							8,000													
		subtotal	4,290,500	50,000	0	0	485,000	2,765,000	0	990,500	0	0	0	0	0	0	0	0	0	0	0	4,290,500	
61	RECREATION																						
62	24-60	Sydenham Point Field Score clock Power	10,000			10,000																	
63	24-66	Centennial Park Walkway Connections	240,000	240,000																			
64	24-80	Centennial Park Courts and Electrical Improvements	49,000			49,000																	
65	24-67	McMullen Park - Parking Lot paving & storage bunker	46,000			46,000																	
66	24-75	McMullen Park Beach and Washroom Building Upgrades	16,000			16,000																	
67	24-68	Keeley/Bowes Diamond Upgrades	208,000	208,000																			
68	24-69	Glendower Court Basketball nets	11,000			11,000																	
69	24-70	Bellrock & Petworth Parkette Conceptual Design	15,000			15,000																	

**Township of South Frontenac
2024 Capital Budget with Financing**

Detailed Sheet page #	Project #	Project *	2024 Budget	Development Charges	Community Building Fund (formerly Federal Gas Tax)	Parkland	Working Funds	Asset Investment Reserve	Infrastructure	Facilities	Fire Equipment	Public Services Equipment	Building Equipment	Building	Landfill Closure	Climate Change Reserve	Sydenham Water Reserve	OPP Reserve	Wages-Fire Department (Stabilization)	Taxation	Other	Notes	
70	24-71	Petworth Mill wall cap and repairs	200,000			200,000																	
71	24-72	Shipyards Boat Ramp Rehabilitation	110,000			110,000																	
72	24-74	New Picnic Tables	10,000			10,000																	
		subtotal	915,000	448,000	0	467,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	915,000
73		DEVELOPMENT SERVICES																					
74	24-76	Economic Development Strategy	50,000				50,000																
75	24-77	Replacement Building Vehicle	50,000										50,000										
76	24-78	Development Charge Study and Population Study	95,000	95,000																			
		subtotal	195,000	95,000	0	0	50,000	0	0	0	0	0	50,000	0	0	0	0	0	0	0	0	0	195,000
		Total	17,766,740	2,649,300	1,530,000	467,000	1,193,190	4,013,000	885,148	990,500	751,000	1,405,000	50,000	-	-	-	110,843	-	-	2,538,750	1,183,010		17,766,740



Capital Project Detail Sheets

Corporate Services Projects

Project Information

Project Name: **Gateway Signage**

Type of Project: Other

Project Number: **22-02**

Basis for Activity: Growth Related

Department: 1210 - CAO

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Installation of gateway signage at Township border entry points.

Rationale: Gateway signs are important beacons where visitors and residents will easily recognize they are entering South Frontenac and what it represents. The use of updated gateway signage with South Frontenac's new brand will promote attention to the natural assets and opportunities the Township provides.

(Pre-approved in 2022)

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	220,000	113,333	53,333	53,334	0	0	0
Total		0	220,000	113,333	53,333	53,334	0	0	0
49650 - Reserve	Revenues / Funding Source	0	113,333	113,333	0	0	0	0	0
Total		0	113,333	113,333	0	0	0	0	0

Project Information

Project Name: **Wayfinding Sign Fabrication & Installation**

Type of Project: Other

Project Number: **23-12**

Basis for Activity: Other

Department: 1220 - Communications

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Wayfinding Signage Fabrication and Installation.
(Pre-approved in 2022)

Rationale: Wayfinding signage will be prepared and installed in critical locations that will provide a clear, consistent and highly navigable system that will inform and direct visitors and residents to local businesses, services, attractions and recreational amenities and assets. The signage will use the new branding that will provide continuity in linking tourism and economic development in the Township.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	800,000	266,666	266,667	266,667	0	0	0
Total		0	800,000	266,666	266,667	266,667	0	0	0
41500 - Grnts-Prov	Revenues / Funding Source	0	240,000	80,000	80,000	80,000	0	0	0
49650 - Reserve	Revenues / Funding Source	0	560,000	186,666	186,667	186,667	0	0	0
Total		0	800,000	266,666	266,667	266,667	0	0	0

Project Information

 Project Name: **Website Redesign**

Type of Project: Software & Support

 Project Number: **24-01**

Basis for Activity: Service Level Change

Department: 1220 - Communications

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Website Redesign

Rationale: Website requires updating due to new configurations in the software. The upgrade will improve search functions and accessibility as well as give a new look to the Township website.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55330 - Consultant	Expenses / Expenditure	0	33,190	0	33,190	0	0	0	0
Total		0	33,190	0	33,190	0	0	0	0

Project Information

 Project Name: **Cloud Server**

Type of Project: Software & Support

 Project Number: **24-03**

Basis for Activity: Other

Department: 1275 - Corporate Services

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Move all Township Data to Cloud Server from current equipment housed on-site.

Rationale: Improved Security of Data. Improved capacity for staff to access from any location which is especially important for upcoming administration building renovations.

Staff Contact: Shelley Stedall (sstedall)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	85,000	0	85,000	0	0	0	0
Total		0	85,000	0	85,000	0	0	0	0

Project Information

Project Name: **Records Management**

Type of Project: Other

Project Number: **24-04**

Basis for Activity: Service Level Change

Department: 1275 - Corporate Services

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Digitization and consistent organization of Township records. The project, which was started in 2022 will continue to complete digitization and organization with the use of one contract staff to the the end of 2024 who will be dedicated to the conversion of the records.

Rationale: Substantial efficiencies and cost savings are created through the digitization of records along with workflow improvements to our current finance and planning processes. Digital records provide easy access to information in a structured consistent format and will provide room for additional offices. Savings from staff time and storage space are estimated at \$82,401 yearly based on the 2020 service delivery review report.

Staff Contact: Shelley Stedall (sstedall)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
50100 - Wages	Expenses / Expenditure	0	100,000	0	100,000	0	0	0	0
Total		0	100,000	0	100,000	0	0	0	0

Project Information

 Project Name: **14 Island Lake Dam Refurbishment**

Type of Project: Other

 Project Number: **24-05**

Basis for Activity: Other

Department: 3000 - Overhead

Relationship to Strategic Plan: N/A

Description: 14 Island Lake Dam is located on the south side of 14 Island Lake and flows into Spring and Verona Lakes and crosses Hinchinbrooke Road. The last major rehabilitation took place in the 1950's. MNRF has been contact to cost share in project and advised that they were the regulator of the dam and not a funder as they do not own it.

Rationale: Funding of the 14 Island Dam refurbishment will safeguard it from further failure and risk of impact to surrounding lakes and Township assets.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	200,000	0	200,000	0	0	0	0
Total		0	200,000	0	200,000	0	0	0	0



Capital Project Detail Sheets

Fire and Rescue Projects

Project Information

 Project Name: **Hoses and Appliances**

Type of Project: Equipment

 Project Number: **24-11**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Replacement Hoses and Appliances

Rationale: Part of the SFFR Fleet and Equipment Asset Management Plan includes the annual replacement hoses and appliances for structural firefighting operations. Annual costs and investments are spread out to reduce significant one time costs.

Staff Contact: Alex Bennett (abennett)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	18,000	0	18,000	0	0	0	0
Total		0	18,000	0	18,000	0	0	0	0

Project Information

 Project Name: **Electric Portable Fans**

Type of Project: Equipment

 Project Number: **24-12**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: N/A

Description: Electric Portable Fans x 6

Rationale: To ensure electric portable fans are available in all pumpers.

Staff Contact: Alex Bennett (abennett)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	30,000	0	30,000	0	0	0	0
Total		0	30,000	0	30,000	0	0	0	0

Project Information

 Project Name: **Vehicle Replacement - Deputy Fire Chief**

Type of Project: Light Weight

 Project Number: **24-13**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Replacement of Deputy Fire Chief vehicle.

Rationale: As part of the SFFR Fleet and Equipment Asset Management Plan, this is replacing the existing Deputy Chief vehicle and converting it back to a pick up truck for better flexibility for day to day operational-support, logistics and incident response.

Staff Contact: Alex Bennett (abennett)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	75,000	0	75,000	0	0	0	0
Total		0	75,000	0	75,000	0	0	0	0

Project Information

 Project Name: **Pumper Replacement**

Type of Project: Heavy Weight

 Project Number: **24-14**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Pumper Replacement P371 - 2007 Pierce Pumper

Rationale: Existing pumper has identified deterioration of vehicle's frame that will not successfully pass scheduled 2024 safety inspection. Given the current build-time for new apparatus of approximately 600-700 days, staff request Council pre-approval for the immediate availability of stock pumper meeting requirements consistent with existing SFFR front-run pumping apparatus (P341, P351, P371, P381) as per NFPA 1901, Standard for Automotive Fire Apparatus.

Staff Contact: Alex Bennett (abennett)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	550,000	0	550,000	0	0	0	0
Total		0	550,000	0	550,000	0	0	0	0

Project Information

 Project Name: **Gas Detectors & Docking Stations**

Type of Project: Equipment

 Project Number: **24-15**

Basis for Activity: Other

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: A multi-gas detector is currently assigned to all front-run pumper vehicles as the primary response to residential fire and carbon monoxide (CO) alarms.

Rationale: The existing units require replacement due to age. The additional cost would be for (4) automates testing / docking station systems to be assigned to each Platoon Chief to coordinate regular service, bump testing, and recording.

Staff Contact: Alex Bennett (abennett)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	40,000	0	40,000	0	0	0	0
Total		0	40,000	0	40,000	0	0	0	0

Project Information

Project Name: **Mobile Gear Racks - Station 5 & 7**

Type of Project: Equipment

Project Number: **24-16**

Basis for Activity: Other

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Mobile Gear Racks - Station 5 & 7

Rationale: Station 5 and 7 do not currently have mobile gear racks and are using hooks off the wall. This provides updated racks similar to Station 6 and 8 for firefighter use.

Staff Contact: Alex Bennett (abennett)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	18,000	0	18,000	0	0	0	0
Total		0	18,000	0	18,000	0	0	0	0

Project Information

 Project Name: **Specialized Equipment for Squads**

Type of Project: Equipment

 Project Number: **24-17**

Basis for Activity: Other

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Defib & Oxygen bags and Rapid Intervention Team rehabilitation materials

Rationale: Equipment is currently only in Platoon Chief vehicle. This will ensure availability of resources evenly throughout Township by having a set on each of Squad, 341 and 381

Staff Contact: Alex Bennett (abennett)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	20,000	0	20,000	0	0	0	0
Total		0	20,000	0	20,000	0	0	0	0

Project Information

 Project Name: **Radio Communications Study**

Type of Project: Equipment

 Project Number: **24-18**

Basis for Activity: Other

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Joint Radio Communications Study for Fire and Public Services

Rationale: An operational deficiency has been identified in the ability to transmit radio communications in various geographical locations across the municipality creating additional risk to staff. A study to accurately identify these geographical locations via thermal mapping will help to gauge and correct deficiencies and provide clear and cost-effective means to increase effective operational communications.

Staff Contact: Alex Bennett (abennett)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	10,000	0	10,000	0	0	0	0
Total		0	10,000	0	10,000	0	0	0	0



Capital Project Detail Sheets

Fleet Projects

Project Information

 Project Name: **Tandem Plow Truck**

Type of Project: Equipment

 Project Number: **24-21**

Basis for Activity: Asset Renewal

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

 Description: Tandem plow truck replacement for unit 43 (Asset ID 33511).
(Pre-approved in 2022)

Rationale: Asset renewal in accordance with 15 year life cycle replacement schedule in the long range financial plan.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	430,000	0	430,000	0	0	0	0
Total		0	430,000	0	430,000	0	0	0	0

Project Information

Project Name: **Tandem Roller-Pro Truck**

Type of Project: Equipment

Project Number: **24-22**

Basis for Activity: Asset Renewal

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Tandem plow truck replacement with unit being converted to a Roller-Pro roll off truck for multi-use and will be equipped with a snow plow & sander, water/DLA tank, and float deck.

(Pre-approved November 7, 2023)

Rationale: Asset renewal in accordance with 15 year life cycle replacement schedule in the long range financial plan. Tilt n load trailer (Asset ID 23605) and 2600gal water tank (Asset ID 23805) are also being replaced as part of this project.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	625,000	0	625,000	0	0	0	0
Total		0	625,000	0	625,000	0	0	0	0

Project Information

Project Name: **Two (2) 1-Ton Trucks with plow and sander attachments**

Type of Project: Equipment

Project Number: **24-23**

Basis for Activity: Asset Renewal

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: 3/4 Ton truck replacements for unit 16-03 (Asset ID 33208) and unit 16-41 (Asset ID 33207).

Rationale: Asset renewal in accordance with 7 year life cycle replacement schedule in the long range financial plan.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	230,000	0	230,000	0	0	0	0
Total		0	230,000	0	230,000	0	0	0	0

Project Information

 Project Name: **1-Ton Truck with dump box and power lift**

Type of Project: Equipment

 Project Number: **24-24**

Basis for Activity: Growth Related

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

Description: Additional 1-Ton truck with dump box and power lift gate.

Rationale: Additional vehicle to the fleet to support growth in staff and operational requirements. Existing Perkins garbage body attachment will be replaced with a power lift gate as a more efficient and safe way to empty garbage cans.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	120,000	0	120,000	0	0	0	0
Total		0	120,000	0	120,000	0	0	0	0

Project Information

 Project Name: **Front Broom Attachment**

Type of Project: Equipment

 Project Number: **24-25**

Basis for Activity: Service Level Change

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Power broom attachment for the roadside tractor. Replacing existing loader mounted Sweepster power broom.

Rationale: Broom attachment to be used for spring sweeping and fall shouldering when the tractor is not mowing. Unit will increase utilization on the tractor and improve sweeping level of service in the rural areas.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	40,000	0	40,000	0	0	0	0
Total		0	40,000	0	40,000	0	0	0	0

Project Information

 Project Name: **AVL - Light Duty Installs**

Type of Project: Equipment

 Project Number: **24-26**

Basis for Activity: Service Level Change

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Automatic vehicle location system (AVL) installation in light duty vehicle fleet.

Rationale: Township switched AVL provider to Trackmatics in 2023 starting with the snow plows. This project will convert the light duty fleet to the new system.

Staff Contact: Kyle Bolton (kbolton)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	20,000	0	20,000	0	0	0	0
Total		0	20,000	0	20,000	0	0	0	0



Capital Project Detail Sheets

Roads Infrastructure Projects

Project Information

Project Name: **Arterial Reserve (Road 38)**

Type of Project: Arterial Roadway

Project Number: **21-R09**

Basis for Activity: Growth Related

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: Arterial reserve allocation for future funding of Road 38. Funds from 2024 budget will be transferred to the reserve for this project.

Rationale: Road 38 from the City boundary to Harrowsmith is currently in the long range financial plan under 2024 and 2025 with a cost estimate of 7.1 million.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
58030 - Reserves	Expenses / Expenditure	1,920,000	4,370,000	1,920,000	2,450,000	0	0	0	0
Total		1,920,000	4,370,000	1,920,000	2,450,000	0	0	0	0
40000 - Taxation	Revenues / Funding Source	1,920,000	1,920,000	1,920,000	0	0	0	0	0
Total		1,920,000	1,920,000	1,920,000	0	0	0	0	0

Project Information

Project Name: **Perth Road Reconstruction (at Loughborough Lake)**

Type of Project: Arterial Roadway

Project Number: **24-31**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 53875
Reconstruction of a 440m long section of Perth Road # 10 located immediately south of the Loughborough bridge and boat launch. Construction to include full depth reclamation, placement of new granulars, guide rails and new asphalt. Project will also incorporate geotechnical recommendations as appropriate to address ongoing settlement occurring on this section of highway.

Rationale: The reconstruction of this localized section of Perth Road has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. Road conditions are poor and unplanned maintenance demands will continue to be a concern for meeting service level requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	520,000	0	520,000	0	0	0	0
Total		0	520,000	0	520,000	0	0	0	0

Project Information

 Project Name: **Microsurfacing - Bellrock Road**

Type of Project: Arterial Roadway

 Project Number: **24-32**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 51920 & 52035
 Pavement Preservation - Double application of Microsurfacing Treatment
 Bellrock Road (#51920) - Bellrock Mill Street to Long Swamp Road - Existing paved shoulders. Total length of 2.1km
 Bellrock Road (#52035) - Long Swamp Road to Cross Road - Existing paved shoulders. Total length of 3.2km

Rationale: The rehabilitation of these road assets has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. Pavement preservation with micro surfacing treatments will extend service life of pavements by 6 to 8 years. Roadways were built in 2011 and 2012 and based on age factors and PCI ratings these roadways are ready for rehabilitation by micro surfacing.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	495,000	0	495,000	0	0	0	0
Total		0	495,000	0	495,000	0	0	0	0

Project Information

Project Name: **Orser Road**

Type of Project: Local Roadway

Project Number: **24-33**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 44905
Road Reconstruction - Double Surface Treatment (boundary road with City of Kingston)
Reconstruction of 2.4km of Orser Road from Stage Coach Road to west boundary limit. Construction to include full depth reclamation, placement of granular A materials and a double surface treatment (chip seal). Project will also include minor drainage improvements.

Rationale: The reconstruction of Orser Road has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. This boundary road has also been identified as a priority of the City of Kingston within their capital plans. Road was last constructed in 2009. surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service level requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	157,500	0	157,500	0	0	0	0
Total		0	157,500	0	157,500	0	0	0	0

Project Information

 Project Name: **Spooner Road**

Type of Project: Local Roadway

 Project Number: **24-34**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 45945
 Road Reconstruction - Double Surface Treatment (boundary road with City of Kingston)
 Reconstruction of 450m of Spooner Road from Leeman Road to Perth Road. Construction to include full depth reclamation, placement of granular A materials and a double surface treatment (chip seal). Project will also include minor drainage improvements.

Rationale: The reconstruction of this section of Spooner Road has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. This boundary road has also been identified as a priority of the City of Kingston within their capital plans. Road was last constructed in 1995. Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service level requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	64,100	0	64,100	0	0	0	0
Total		0	64,100	0	64,100	0	0	0	0

Project Information

 Project Name: **Bedford Road**

Type of Project: Arterial Roadway

 Project Number: **24-35**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 51690
 Road Construction - Double Surface Treatment
 Reconstruction of 3.6km section of Bedford Road from Desert Lake Road to 1.0km North of Salmon Lake Road.
 Construction to include full depth reclamation, placement of granular A materials, culverts, guiderail renewals and double surface treatment (chip seal). Project will also include roadside drainage improvements.

Rationale: The reconstruction of Bedford Road has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. Road was last constructed in 2007. Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service level requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	1,432,000	0	1,432,000	0	0	0	0
Total		0	1,432,000	0	1,432,000	0	0	0	0

Project Information

Project Name: **Ormsbee Road**

Type of Project: Local Roadway

Project Number: **24-36**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 44890
Road Reconstruction - Double Surface Treatment
Reconstruction of 2.65km section of Ormsbee Road from Millburn Road to east end. Construction to include full depth reclamation, placement of granular A materials, culvert renewals and double surface treatment (chip seal). Project will also include roadside drainage improvements.

Rationale: The reconstruction of Ormsbee Road has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. Road was last constructed in 1994 with a single surface treatment in 2014. Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service level requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
50100 - Wages	Expenses / Expenditure	0	99,400	0	99,400	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	198,000	0	198,000	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	396,000	0	396,000	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	125,700	0	125,700	0	0	0	0
Total		0	819,100	0	819,100	0	0	0	0

Project Information

Project Name: **Greenfield Road**

Type of Project: Local Roadway

Project Number: **24-37**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 42665
Road Reconstruction - Double Surface Treatment
Reconstruction of 0.8km section of Greenfield Road from 0.7km west of Perth Road to west end. Construction to include full depth reclamation, placement of granular A materials, culvert renewals, and double surface treatment (chip seal). Project to also include roadside drainage improvements.

Rationale: The reconstruction of a section of Greenfield Road has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. Road was last constructed in 2000. Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service level requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
50100 - Wages	Expenses / Expenditure	0	21,700	0	21,700	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	47,700	0	47,700	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	107,200	0	107,200	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	39,300	0	39,300	0	0	0	0
Total		0	215,900	0	215,900	0	0	0	0

Project Information

Project Name: **Kerr Road**

Type of Project: Local Roadway

Project Number: **24-38**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 43435
Road Reconstruction - Double Surface Treatment
Reconstruction of 0.6km section of Kerr Road from Petworth Road to north end of road. Construction to include full depth reclamation, placement of granular A materials, culvert renewals and double surface treatment (chip seal). Project will also include roadside drainage improvements.

Rationale: The reconstruction of Kerr Road has been identified as a priority road project for 2024 within the 5 year plan received by Council on May 2, 2023. Road was last constructed in 2003. Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service level requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
50100 - Wages	Expenses / Expenditure	0	18,100	0	18,100	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	29,000	0	29,000	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	79,200	0	79,200	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	35,200	0	35,200	0	0	0	0
Total		0	161,500	0	161,500	0	0	0	0

Project Information

Project Name: **Tom Watson Road**

Type of Project: Local Roadway

Project Number: **24-39**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 46240
Road Reconstruction - Double Surface Treatment
Reconstruction of 0.6km section of Tom Watson Road from
Watson Road to the west end. Construction to include full
depth reclamation, placement of granular A materials, culvert
renewals and double surface treatment (chip seal). Project will
also include roadside drainage improvements.

Rationale: The reconstruction of Tom Watson Road has been identified as a
priority road project for 2024 within the 5 year plan received by
Council on May 2, 2023. Road was last constructed in 2004.
Surface conditions are poor and unplanned maintenance
demands continue to be a concern for meeting service level
requirements.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
50100 - Wages	Expenses / Expenditure	0	15,400	0	15,400	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	26,200	0	26,200	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	54,800	0	54,800	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	28,000	0	28,000	0	0	0	0
Total		0	124,400	0	124,400	0	0	0	0

Project Information

Project Name: **Devil Lake Road - Gravel Road Program**

Type of Project: Local Roadway

Project Number: **24-43**

Basis for Activity: Service Level Change

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: 2024 Gravel Road Program - Devil Lake Road ASSETS # 41875 and 41890
Dedicated funding for improvements for a 6.6km section of Devil Lake Road from Centreville Road to West Devil Lake Lane. Construction to include extensive rock ditching, rock cut removal (roadside hazards), localized widenings (hills/corners) and re-gravelling (100mm) Granular M.

Rationale: The development of dedicated capital towards gravel road improvements is one of the key findings of the 2022 Road Needs Study. Investments in drainage improvements will improve road performance, customer service levels and reduced unplanned maintenance costs over time.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
50100 - Wages	Expenses / Expenditure	0	33,600	0	33,600	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	152,300	0	152,300	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	88,100	0	88,100	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	72,600	0	72,600	0	0	0	0
Total		0	346,600	0	346,600	0	0	0	0

Project Information

Project Name: **Surface Treatment (LCB) Preservation**

Type of Project: Local Roadway

Project Number: **24-40**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A


Description: Rehabilitation of approximately 22km of surface treated roadways with localized repairs and application of a final Low Class Bituminous (LCB) single surface treatment (chip seal). A priority list has been attached as a project document with additional details on forecasted roadways.

Rationale: The application of a single surface treatment (chip seal) is a key maintenance strategy for long term performance of the Township's road network of LCB roadways. Single surface treatments can add 5 to 7 years of added service life at a low cost and help manage unplanned maintenance expenses (potholes, cracking and edge break-up). The commitment to an annual LCB preservation plan is reflected in the 5 year plan received by Council on May 2, 2023.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
50100 - Wages	Expenses / Expenditure	0	5,000	0	5,000	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	79,500	0	79,500	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	808,000	0	808,000	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	7,500	0	7,500	0	0	0	0
Total		0	900,000	0	900,000	0	0	0	0



SOUTH FRONTENAC

TOWNSHIP OF SOUTH FRONTENAC - SURFACE TREATMENT PROGRAM

SURFACE TREATMENT - 2024 Preliminary Budget Overview

Public Services Department

2024 Single Surface Treatment Program - Preliminary List

Section ID	Street	From Street	To Street	Length (Km)	AADT	PCI
40810	Burnt Hills Road	Battersea Road	Osborne Lane	1.8	556	71
50875	Battersea Road	Bradden Lane	East End of Road	6.1	173	62
42010	Duff Road	Greenfield Road	4236 Duff Road	1.0	281	63
40930	Camden Portland Boundary Road	Yarker Road	Colebrook Road	2.9	711	79
46750	Wolfe Swamp Road	Bradford Road	Petworth Road	1.2	422	58
44440	Morrison Road	Wilmer Road	West End of Morrison Road	1.2	221	60
57785	Westport Road	Buck Bay Road	New Road	7.7	606	62
Total :				21.9		

* The above road list is preliminary. Each road section will undergo a final condition review in the spring

Project Information

 Project Name: **12th Concession Bridge (B32) Repair**

Type of Project: Bridge

 Project Number: **22-17**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: Repairs to 4m long bridge structure on Concession 12.

Rationale: Failure to address erosion and undermining of abutment could have major impacts on integrity of structure. Repairs are being advanced as part of 2021 OSIM inspection works underway in fall of 2021. BCI Score of 75 (2019)

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	5,749	75,000	40,000	35,000	0	0	0	0
55330 - Consultant	Expenses / Expenditure	0	13,500	10,000	3,500	0	0	0	0
Total		5,749	88,500	50,000	38,500	0	0	0	0
40000 - Taxation	Revenues / Funding Source	0	50,000	50,000	0	0	0	0	0
Total		0	50,000	50,000	0	0	0	0	0

Project Information

 Project Name: **Sydenham Lake Bridge and Dam**

Type of Project: Bridge

 Project Number: **24-44**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63080
 The Sydenham Lake Bridge / Dam Control structure crosses Millhaven Creek on George Street in the Village of Sydenham. The structure was originally built in 1978. Dam components and controls are owned and operated by the Cataraqui Region Conservation Authority. The CRCA and the Township are looking to do a joint rehabilitation contract. Repairs to the bridge include: waterproofing and new wear surface, sidewalk repairs, barrier wall (north side), railing upgrade and repair spalling concrete throughout. Repairs to the dam will focus on repair of cracks and spalling concrete.

Rationale: The Sydenham Lake Bridge / Dam was last inspected in 2021 and the bridge received a BCI rating of 71.2. The rehabilitation of the bridge has been identified as a priority within the 5 year plan presented to Council on May 2, 2023. The CRCA also has identified that rehabilitation of the dam is also a priority for the coming year.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	534,000	0	534,000	0	0	0	0
Total		0	534,000	0	534,000	0	0	0	0

Project Information

 Project Name: **Bracken Culvert (Yarker Road)**

Type of Project: Culvert

 Project Number: **24-45**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: Bracken Culvert (Yarker Road)
 ASSET # 63120
 The Bracken Culvert is located on Yarker Road approximately 0.5km west of Wilton Road. The structure is comprised of a 4.4m wide arch culvert approximately 21m in length. Records indicate the arch structure was installed in 1966.

Rationale: The structure was last assessed in 2021 and was assigned a BCI rating of 38.1 which is Very Poor. The replacement of this structure has been identified as a priority within the 5 year plan presented to Council on May 2, 2023.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	527,200	0	527,200	0	0	0	0
Total		0	527,200	0	527,200	0	0	0	0

Project Information

 Project Name: **Long Swamp Bridge Study**

Type of Project: Plans/Studies

 Project Number: **24-46**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: Long Swamp Bridge Study ASSET # 63350
 Completion of Municipal Class EA Study work for the Long Swamp Road Bridge (closed to traffic in 2020). Additional study work is required under the new MCEA regulation passed in March of 2023. The original 2015 MCEA Study was not concluded and a Notice of Completion was not filed with the Ministry of Environment.

Rationale: The Municipal Class EA Process was amended by the province in March of 2023 and bridge projects require additional screening work. A Cultural Heritage and Archaeological Screening Process is required as part of project review. A geotechnical report would also provide insight on the 2020 bridge failure and better inform project costs for the crossing.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	35,000	0	35,000	0	0	0	0
Total		0	35,000	0	35,000	0	0	0	0

Project Information

Project Name: **Transportation Master Plan**

Type of Project: Plans/Studies

Project Number: **23-49**

Basis for Activity: Growth Related

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

Description: Complete a Transportation Master Plan to determine transportation network needs (capacity) to support both current (existing) and future residential and commercial growth through the forecasted growth period of the new Official Plan. The TMP would also provide policy guidance and direction on Active Transportation needs.

Rationale: The Transportation Master Plan is identified as a strategic study within the Long Term Financial Plan and is intended to provide guidance for infrastructure planning for transportation systems to support the capacity needs within the study horizon of the Official Plan. The TMP also provides background study work to support the determination of Development Charge fees to help recover the costs of new infrastructure needs driven by growth. Extensive background traffic count work was carried out across the Township in the spring and summer of 2022 in anticipation of this study in 2024.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55330 - Consultant	Expenses / Expenditure	0	125,000	50,000	75,000	0	0	0	0
Total		0	125,000	50,000	75,000	0	0	0	0
49651 - Reserve - Obligatory	Revenues / Funding Source	0	50,000	50,000	0	0	0	0	0
Total		0	50,000	50,000	0	0	0	0	0

Project Information

Project Name: **Pre-Engineering Roads 2025**

Type of Project: Plans/Studies

Project Number: **24-41**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: Geotechnical investigations and field survey work to be initiated in 2024 in support of 2025 road construction projects shown within the 5 year plan received by Council on May 2, 2023. Includes the following:
 ASSET # 58015 Westport Road (Burrige Road to Wolfe Lake) - 2.5km
 ASSET # 41575 Craig Road (Road 38 to 3.75km North to boundary) - 3.75km
 ASSET # 42235 Florida Road (Henderson Road to 1.3km south of Henderson Road) - 1.3km

Rationale: The design process for road reconstruction projects requires a 2 to 3 year timeframe to address pre-engineering activities, topographic surveys, stakeholder engagement, drainage permits, utility relocation and property acquisition (where necessary). The endorsement of the 5 year plan will help refine pre-engineering allocations to be set year over year.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	75,000	0	75,000	0	0	0	0
Total		0	75,000	0	75,000	0	0	0	0

Project Information

 Project Name: **Road 38 Detailed Design**

Type of Project: Plans/Studies

 Project Number: **24-47**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Road 38 Reconstruction - preparation of Detailed Designs

Rationale: Preparation of Detailed Engineering Designs to inform the contract for Road 38 Reconstruction to commence in 2025.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	100,000	0	100,000	0	0	0	0
Total		0	100,000	0	100,000	0	0	0	0

Project Information

 Project Name: **Pleasant Valley Municipal Drain - Drainage Act Maintenance**

Type of Project: Plans/Studies

 Project Number: **23-51**

Basis for Activity: Other

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: Consulting fees for landowner consultation, tender preparations and contract administration as Drainage Superintendent for the Pleasant Valley Municipal Drain Maintenance work. Project also includes funding for the Township's levied drainage costs (as a benefitting property owner).

Rationale: The Pleasant Valley Municipal Drain which was constructed in 1985 has been determined to be in need of maintenance based on current reviews of the system against the original Engineer's report. Various vegetation removals, clean outs and channel obstructions are in need of removal. The rationale for the project was provided to Council in a presentation by Robinson Consultants on November 14th, 2023 along with the supporting Maintenance Report dated October 2023.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55330 - Consultant	Expenses / Expenditure	0	34,350	16,500	17,850	0	0	0	0
80000 - Capital Levy	Expenses / Expenditure	0	900	0	900	0	0	0	0
Total		0	35,250	16,500	18,750	0	0	0	0



Capital Project Detail Sheets

Sydenham Water Projects

Project Information

 Project Name: **SCADA and Programmable Logic Control Replacements**

Type of Project: Water Main

 Project Number: **22-53**

Basis for Activity: Other

Department: 4000 - Water Treatment

Relationship to Strategic Plan: N/A

Description: The scope of the project includes the purchase and installation of replacement of existing Supervisory Control, Alarms and Data Acquisition System (SCADA) and Programmable Logic Controller (PLC) System hardware at the Sydenham Water Treatment Plant on Point Road.

Rationale: The SCADA and Programmable Logic Controller systems at the water treatment plant provide 24/7 remote monitoring of operations and provide communications and automation for electrical and mechanical systems that support the water treatment process. These systems also include alarm systems that protect water quality and minimize the probability of water quality incidents, and system failures. The current systems are approaching redundancy and are in need of replacement. Eligible funds on this project are being provided by Province of Ontario (33.3%) and Government of Canada (40%) through the 2021 Intake of the Investing in Canada Infrastructure Program - Green Infrastructure Stream.

(Pre-approved in 2022)

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	33,636	275,000	0	275,000	0	0	0	0
Total		33,636	275,000	0	275,000	0	0	0	0

Project Information

Project Name: **Sydenham Drinking Water System**

Type of Project: Other

Project Number: **24-61**

Basis for Activity: Asset Renewal

Department: 4000 - Water Treatment

Relationship to Strategic Plan: N/A

Description: Upgrades to the Sydenham Drinking Water System in accordance with the long term capital plan forecast by Utilities Kingston. Projects for 2024 include:
Water Plant - Process Mechanical - Pump Assessments and Repairs - \$7,500
Water Plant - Health and Safety - Chemical drum lift improvements (ammonium sulfate/coagulant) - \$5,000
Water Distribution - Compliance/Monitoring - Replace two water sampling stations and add a new station on Morgan Drive - \$25,000

Rationale: All of the Capital Works activities are in support of operations, compliance and asset management needs for the Sydenham Drinking Water System.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	37,500	0	37,500	0	0	0	0
Total		0	37,500	0	37,500	0	0	0	0



Capital Project Detail Sheets

Facilities Projects

Project Information

 Project Name: **Town Hall Expansion**

Type of Project: Facilities

 Project Number: **24-02**

Basis for Activity: Growth Related

Department: 1200 - Administrative Facilities

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

Description: Expansion of George Street Administration Offices

Rationale: Current building space is at capacity and does not provide any space for future staff. Current building provides limited meeting space to meet with public. Expansion will provide more offices along with restructure reception points at both levels, public and staff washrooms, a large meeting space along with other smaller meeting spaces. The expansion also provides for a dedicated staff parking lot to improve the parking in current parking lot. Budget costs includes temporary relocation costs of staff during construction.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	3,500,000	0	3,500,000	0	0	0	0
Total		0	3,500,000	0	3,500,000	0	0	0	0

Project Information

 Project Name: **Storrington Centre Upgrades**

Type of Project: Facilities

 Project Number: **24-51**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: A. Replace Shingled Roof with Steel on Old Firehall portion. \$35,000
 B. Re-paving of parking lot that is in poor condition. Include additional gravel parking area on the south end of the parking lot. \$400,000

Rationale: Existing shingled roof is in poor condition and has been patched due to leaks. Replacing with new steel roof aligns with building condition assessment.

Existing front parking lot is in poor condition and re-paving would complete the front renewal now that the Storrington Centre is completed. The project includes paving the back parking lot now that the dome fabric replacement and new fuel tank system is completed. A paved asphalt surface in the back would allow for clean stockpiling of winter sand material into the dome.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	435,000	0	435,000	0	0	0	0
Total		0	435,000	0	435,000	0	0	0	0

Project Information

 Project Name: **Bedford Garage Equipment Upgrades**

Type of Project: Equipment

 Project Number: **24-52**

Basis for Activity: Other

Department: 3100 - Structures

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

 Description:

A. Replace heated pressure washer system B. Replacement of the Oil Separator

 Rationale:

The existing pressure washer requires has failed and requires replacement. The buildings oil and grit interceptor structure had deteriorated and is damaged beyond repair. The structure needs to be replaced to protect potential contaminants from entering the storm system.
--

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	40,000	0	40,000	0	0	0	0
80100 - Equipment	Expenses / Expenditure	0	8,500	0	8,500	0	0	0	0
Total		0	48,500	0	48,500	0	0	0	0

Project Information

 Project Name: **Keeley Patrol Yard Waste Oil Disposal**

Type of Project: Equipment

 Project Number: **24-54**

Basis for Activity: Asset Renewal

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

 Description: Installation of Waste Oil Disposal trough that pump to outside tank.
Relocation of waste oil tank.

Rationale: The fleet garage needs a proper set up to drain waste oil and filters from vehicles and equipment. Waste oil tank is outside and fluid is currently carted outside and pumped into the tank which can pose problems in the winter. Existing waste oil tank needs to be reviewed and potentially relocated for regulatory requirements.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	25,000	0	25,000	0	0	0	0
Total		0	25,000	0	25,000	0	0	0	0

Project Information

 Project Name: **Sydenham Point Accessible Washroom Upgrades**

Type of Project: Facilities

 Project Number: **24-55**

Basis for Activity: Service Level Change

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Complete Accessibility upgrades on Ball Diamond Washrooms

Rationale: The washroom building in Sydenham Point park will be upgraded to an accessible washroom to meet AODA and building codes. The para ramp had been previously installed at this location in preparation for future upgrades.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	30,000	0	30,000	0	0	0	0
Total		0	30,000	0	30,000	0	0	0	0

Project Information

 Project Name: **Centennial Park New Accessible Washrooms Design and Build**

Type of Project: Facilities

 Project Number: **24-56**

Basis for Activity: Growth Related

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

Description: Design Plans for a 'new' AODA compliant Washroom closer to Grand Pavilion. Budget for 2024 is design and construction is in 2025.

Rationale: Additional washrooms are required at Centennial Park as it is becoming the most frequented park in SFT and a destination location for many events. The use of the washrooms would be from attendees at the Pavilion and Soccer Fields where we are currently renting portable toilets. New washroom building would be separate from the existing building to increase the amount of washrooms and provide another location in the park.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	530,000	0	30,000	500,000	0	0	0
Total		0	530,000	0	30,000	500,000	0	0	0

Project Information

 Project Name: **Centennial Park Renovations to existing Canteen/Washrooms**

Type of Project: Facilities

 Project Number: **24-57**

Basis for Activity: Service Level Change

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

Description: Renovations to existing Canteen/Washrooms to install accessible washrooms that meet AODA/Universal design requirements.

Rationale: The 2023 budget had a project to design accessible washrooms for the existing washroom building in Centennial park. This project will renovate the existing washrooms and canteen space to install accessible washrooms that are AODA compliant.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	150,000	0	150,000	0	0	0	0
Total		0	150,000	0	150,000	0	0	0	0

Project Information

 Project Name: **Harris Park Hall Flooring Replacement**

Type of Project: Facilities

 Project Number: **24-58**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Flooring replacement in Harris Park Hall.

Rationale: The flooring is in poor condition beyond repair due to its age and water damage.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	29,000	0	29,000	0	0	0	0
Total		0	29,000	0	29,000	0	0	0	0

Project Information

 Project Name: **Glendower Hall Interior Design Plans**

Type of Project: Facilities

 Project Number: **24-59**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Design plans for interior renovations on the Glendower Hall building.

Rationale: Glendower Hall is identified as a recreation hub in the Rec master plan and is the next facility due for renovations & upgrades due to it's age and building condition assessment. Project would prepare design plans for a future renovation.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	20,000	0	20,000	0	0	0	0
Total		0	20,000	0	20,000	0	0	0	0

Project Information

 Project Name: **Station 5 Exterior Upgrades**

Type of Project: Facilities

 Project Number: **24-82**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Replace front of building exterior including exterior front metal cladding, replacement of front entrance door, and repainting eaves and fascia.

Rationale: Improve the exterior condition of the building including exterior wall replacement and painting of external metal to preserve useful life.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	15,000	0	15,000	0	0	0	0
Total		0	15,000	0	15,000	0	0	0	0

Project Information

 Project Name: **Station 4 Flooring**

Type of Project: Facilities

 Project Number: **24-83**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Replace flooring in Staff Area (20'x30')

Rationale: Current floor is over 20 years old and badly worn and requires replacement.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	8,000	0	8,000	0	0	0	0
Total		0	8,000	0	8,000	0	0	0	0



Capital Project Detail Sheets

Recreation Projects

Project Information

 Project Name: **Sydenham Point Field Scoreclock Power**

Type of Project: Park

 Project Number: **24-60**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Re-route the Sydenham Point Field Scoreclock electrical that is currently being fed by a building on private property and instead feed it from SFT asset.

Rationale: Electrical power for the score board and clock at the Point field is currently supplied from private property. Providing electricity to the board from our site would allow staff to troubleshoot and repair as required.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	10,000	0	10,000	0	0	0	0
Total		0	10,000	0	10,000	0	0	0	0

Project Information

 Project Name: **Centennial Park Walkway Connections**

Type of Project: Park

 Project Number: **24-66**

Basis for Activity: Growth Related

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Installation of hard surface walkways to connect all park amenities and provide AODA accessible access throughout the park.

Rationale: In 2023 accessible rubber playground surfaces were installed in the park but there isn't an accessible access to the playground from the parking lot. Project will install accessible hard surface walkways throughout the park to connect all amenities and improve walkability.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	240,000	0	240,000	0	0	0	0
80100 - Equipment	Expenses / Expenditure	0	0	0	0	0	0	0	0
80300 - Land Improvements	Expenses / Expenditure	0	0	0	0	0	0	0	0
Total		0	240,000	0	240,000	0	0	0	0

Project Information

 Project Name: **Centennial Park Courts and Electrical Improvements**

Type of Project: Park

 Project Number: **24-80**

Basis for Activity: Growth Related

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

 Description: Upgrade and improvements to the Centennial Park site:
 A. Installation of electrical receptacles throughout park
 B. Net sport Court alterations
 C. Installation of basketball system

 Rationale: Installation of electrical receptacles throughout the park required to support program and events in the park.
 Now that the McMullen tennis courts are completed the lines at the Centennial courts will be changed to pickle ball which will clean up the courts and increase the playing surface. Basketball net system will be installed on the courts which is consistent with the Gerald Ball court setup.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	49,000	0	49,000	0	0	0	0
Total		0	49,000	0	49,000	0	0	0	0

Project Information

 Project Name: **McMullen Park - Parking Lot paving & storage bunker**

Type of Project: Park

 Project Number: **24-67**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: McMullen Park court parking lot paving, barrier for basketball court, and storage bunker for sports equipment.

 Rationale: Project will pave the parking lot at the new McMullen courts and install a barrier to separate the parking lot from the basketball court.
A storage bunker will be installed to store the basketball and shuffle board equipment for the public to rent/use on the new courts.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	36,000	0	36,000	0	0	0	0
80100 - Equipment	Expenses / Expenditure	0	10,000	0	10,000	0	0	0	0
Total		0	46,000	0	46,000	0	0	0	0

Project Information

 Project Name: **McMullen Park Beach and Washroom Building Upgrades**

Type of Project: Park

 Project Number: **24-75**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: McMullen Park beach upgrades as permitted by Conservation Authority and upgrades to the existing building.

Rationale: Upgrades to the existing building at McMullen park are required to support operating a summer camp at this location. The beach was reviewed with the conservation authority in 2023 and a plan was developed for improvements in 2024.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	0	0	0	0	0	0	0
80115 - Building-Renovations	Expenses / Expenditure	0	10,000	0	10,000	0	0	0	0
80300 - Land Improvements	Expenses / Expenditure	0	6,000	0	6,000	0	0	0	0
Total		0	16,000	0	16,000	0	0	0	0

Project Information

 Project Name: **Keeley/Bowes Diamond Upgrades**

Type of Project: Park

 Project Number: **24-68**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

 Description:

A. Accessible Parking/Walkway/connectivity to all amenities
 B. Upgrade Backstop netting and posts or replace with extended fencing
 C. Bleacher Replacement (4)
 D. Player Bench Upgrades

 Rationale:

The Keeley/Bowes site currently has accessible washrooms and a playground with an accessible surface but does not have an accessible way to access the two amenities. Project would install paved accessible parking spots and hard surface walkways connecting the washrooms, diamonds, and playground.

The baseball diamonds at this facility are well used but the bleachers, benches, and backstop poles are in poor condition and require replacement.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	153,000	0	153,000	0	0	0	0
80100 - Equipment	Expenses / Expenditure	0	55,000	0	55,000	0	0	0	0
Total		0	208,000	0	208,000	0	0	0	0

Project Information

 Project Name: **Glendower Court Basketball nets**

Type of Project: Equipment

 Project Number: **24-69**

Basis for Activity: Service Level Change

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Installation of Basketball Systems on existing court.

Rationale: Glendower court was re-surfaced in 2023 and intended for multi-sports use. The old court layouts had basketball nets inside the court area that posed a risk to those playing racket sports. The new basketball nets will be installed outside the court and hang inside over the fence for use which is consistent with the layout installed at Gerald Ball court.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	11,000	0	11,000	0	0	0	0
Total		0	11,000	0	11,000	0	0	0	0

Project Information

 Project Name: **Bellrock & Petworth Parkette Conceptual Design**

Type of Project: Park

 Project Number: **24-70**

Basis for Activity: Other

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Conceptual designs for the Bellrock and Petworth Mill sites. Design will include conceptual options for parkettes with displays and information boards to be used to advance detailed design.

Rationale: Next step for the sites now that demolition is complete. Supported by the Recreation, Leisure and Parks Master Plan

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	15,000	0	15,000	0	0	0	0
Total		0	15,000	0	15,000	0	0	0	0

Project Information

 Project Name: **Petworth Mill wall cap and repairs**

Type of Project: Park

 Project Number: **24-71**

Basis for Activity: Other

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Installation of concrete cap on remaining south and west walls for preservation. Project include two repairs to the existing stone wall.

Rationale: Capping the walls is required to prevent water from damaging remaining wall sections.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	200,000	0	200,000	0	0	0	0
Total		0	200,000	0	200,000	0	0	0	0

Project Information

 Project Name: **Shipyards Boat Ramp Rehabilitation**

Type of Project: Land

 Project Number: **24-72**

Basis for Activity: Growth Related

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

Description: Rehabilitation of the Shipyards boat launch ramp.

Rationale: This boat launch is one of the busiest in SFT. The old metal grate launch failed in 2023 and trailer tires were getting caught on broken pieces of metal off the ramp. The ramp was removed in 2023 but could not be welded or repaired. Proposal is to replace with the concrete mat ramp system at this location which should have a long life expectancy and reduce liability and risk.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55290 - Contracted Services	Expenses / Expenditure	0	110,000	0	110,000	0	0	0	0
Total		0	110,000	0	110,000	0	0	0	0

Project Information

 Project Name: **New Picnic Tables**

Type of Project: Equipment

 Project Number: **24-74**

Basis for Activity: Growth Related

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

Description: Addition of 10 new picnic tables to our inventory.

Rationale: The township purchased 20 new picnic tables in 2023 and has approximately 30 in its inventory. The increase in events and programs and more people frequenting parks has increased the demand for tables at sites where there wasn't previously tables like sport courts. An additional 10 picnic tables would allow for permanent placement of tables at parks and facilities with enough remaining to support events.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
53310 - Materials	Expenses / Expenditure	0	10,000	0	10,000	0	0	0	0
Total		0	10,000	0	10,000	0	0	0	0



Capital Project Detail Sheets

Development Services Projects

Project Information

 Project Name: **Economic Development Strategic Plan**

Type of Project: Plans/Studies

 Project Number: **24-76**

Basis for Activity: Other

Department: 9800 - Development

Relationship to Strategic Plan: Priority #4 - Be a catalyst for the creation of vibrant, complete communities

Description: Economic Development Strategic Plan

Rationale: The purpose of the Economic Development Strategy is to provide a roadmap to strengthen the economic base of the Township. The strategy is expected to identify specific needs for South Frontenac related to small business support, agricultural and employment lands. The study will help identify the type of Community Improvement Plans that can be developed to improve agricultural, commercial and industrial investment in the Township.

Staff Contact: Brad Wright (bwright)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80100 - Equipment	Expenses / Expenditure	0	50,000	0	50,000	0	0	0	0
Total		0	50,000	0	50,000	0	0	0	0

Project Information

 Project Name: **Replacement Building Vehicle**

Type of Project: Light Weight

 Project Number: **24-77**

Basis for Activity: Asset Renewal

Department: 2605 - Building

Relationship to Strategic Plan: Priority #3 - Ensure the organizational capacity to deliver cost-effective services

Description: Replacement of 2015 GMC - Building Light Duty Vehicle.

Rationale: Part of the South Frontenac Asset Management Plan.

Vehicles are renewed every 9 years.

Staff Contact: Rebecca Roy (rroy)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
80105 - Fleet	Expenses / Expenditure	0	50,000	0	50,000	0	0	0	0
Total		0	50,000	0	50,000	0	0	0	0

Project Information

 Project Name: **Development Charge Study and Population Study**

Type of Project: Plans/Studies

 Project Number: **24-78**

Basis for Activity: Growth Related

Department: 9800 - Development

Relationship to Strategic Plan: Priority #2 - Promote and support growth that meets the community's needs

Description: Development Charges Study and By-law Update and Population Study

Rationale: The Township's Development Charges Study expires in 2024 and the updating of the by-law and the associated charges is required to meet new legislation as well as ensure charges meet the new services that is related to growth. Due to Growth in the Township, the Population Study completed in 2019 by Watson & Associates, the expected projections for population have been exceeded. A new study to help prepare for projects in the future is necessary to ensure proper planning.

Staff Contact: Brad Wright (bwright)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2024	2025	2026	2027	2028
55330 - Consultant	Expenses / Expenditure	0	95,000	0	95,000	0	0	0	0
Total		0	95,000	0	95,000	0	0	0	0

TOWNSHIP OF SOUTH FRONTENAC

2024 Draft Budget

Including:

- High Level Summary of Changes
- Summary
- Departmental Operating Budgets
- Capital Budget
- Reserve & Reserve Funds

Note:

The Capital Detailed Sheets are available on [Engage South Frontenac Website](#) and also on the Township's website from the December 12, 2023 Budget Day Agenda

For presentation:

Tuesday December 12, 2023
9:00 AM
Council Chambers

Hard copies distributed to Council on Tuesday, December 5, 2023

Please bring handout with you to Tuesday's session

TOWNSHIP OF SOUTH FRONTENAC

2024 Draft Budget

High Level Summary of Changes

Below is a high level summary of key changes from last year's budget excluding transfers to Reserves, transfers to Capital and inter-departmental transfers.

The listing below incorporates all items directed by Council, originally requested by staff and recommended by committees.

Notable Variances in presented budget		
Costs Savings		
Hartington Parking Lot - Reduced Monitoring	-8,000	
One Time Software Costs	-11,500	
Hardware Replacements	-22,055	-41,555
Reduced Revenues		
OCIF	159,062	159,062
Increased Revenues		
OMPF	-7,500	
AMP Revenues	-15,500	
Bank Interest and Investment Interest	-290,000	
Swim/Daycamp Fees *	-94,300	
Planning Fees	-153,000	-560,300
Increased Costs		
Capital Taxation Requisition	96,750	
Current Year Asset Investment Reserve Impact (1% of current year levy)	222,579	
Conservation Authorities	56,778	
Insurance (4% overall)	13,598	
Pavement Marking	110,000	
Mowing Local Roads	30,000	
Recycling Collection	28,552	
Computer Maintenance Contracts	22,353	
Staff Complement Annual Adjustments	364,099	944,709
Organizational Development Plan		
Assessment Growth = .99% or \$218,284		
Public Services Reorganization Annualization	35,404	
Development Services Reorganization Annualization	96,077	
Human Resources Advisor (May - Dec) Remove P/T HR Asst	57,599	
Public Services LEO Facilities (May - Dec)	51,111	240,191
Enhanced Services included in Budget		
McMullen Beach - Swim/Daycamps - Net Fees and Student Costs *	0	
Summer Students (Swim/Daycamp) *	95,500	
By-law Enforcement Contract	7,100	
Parks - Tree Planting to replace dead Ash trees	20,000	122,600
Enhanced Services / Positions not in Budget		
LEO - Public Services (May - Dec)	51,111	
Fire Prevention Officer - Contract extension July - Dec.	51,020	
Arborist for Tree Removal	40,000	
Tub Grinder Contract	34,000	
Frontenac Arch Biosphere Request	17,000	
Previously Capital Transfer to Reserve - will now be allocated to identified projects		
Sidewalks	50,000	
Guiderails	50,000	
Streetlights	30,000	
	323,131	
Total Increase to be raised by Taxation		864,707
Assessment Growth		0.99%
		219,780
Enhanced Services included in Budget - Self Funded or Funded from Reserves		
Building Inspector - Annualization	61,447	
Utilities Kingston Fees	35,131	
Compensation Review	35,000	131,578
Reduced Revenues included in Budget - Self Funded		
Sewage Permits No Longer Inspecting other Municipalities	135,000	135,000

Council Direction - No specific target - but focus on priorities. Staff kept in mind the historical

TOWNSHIP OF SOUTH FRONTENAC

2024 Draft Budget

High Level Summary of Changes

target of 2% along with known inflationary costs in the current economy.

The proposed budget meets an overall 2.77% increase in the average taxpayer impact.

This represents an overall \$864,707 overall Township levy increase.

Several expenses in comparing 2023 budget to forecasted 2024 expenses go beyond a 2% increase requiring changes to existing activities to meet this target.

The capital budget, which was presented on November 21, 2023, includes total projected costs of \$17,766,740 including a transfer to reserve for Road 38. The listing of projects including proposed funding is attached to this budget document.

TOWNSHIP OF SOUTH FRONTENAC 2024 Draft Budget

Summary of Revenue and Expense

	Actuals			2023-2024 Budget	
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
1. REVENUE					
2. Property Taxation- Supplementary & PIL	249,500	145,181	249,500	0	0.00%
3. User Charges	1,252,744	988,849	1,541,807	289,063	23.07%
4. Licenses, Permits and Rents	1,702,635	1,330,532	1,560,838	-141,797	-8.33%
5. Government Grants	3,185,516	2,802,164	3,315,611	130,095	4.08%
6. Grants from Other Municipalities	495,252	0	495,000	-252	-0.05%
7. Investment Income	359,000	928,665	649,000	290,000	80.78%
8. Penalties and interest on taxes	370,000	336,280	370,000	0	0.00%
9. Donations	0	38,851	6,725	6,725	
10. Other	82,000	166,907	63,000	-19,000	-23.17%
11. Transfers From Reserves/Reserve Funds	8,069,584	0	13,827,642	5,558,058	68.88%
12. TOTAL Revenue	15,766,231	6,737,429	22,079,123	6,312,892	40.04%
13. OPERATING EXPENSE					
14. <i>General Government</i>	6,404,592	5,334,078	10,334,822	3,930,230	61.37%
15. <i>Protection to Persons and Property</i>					
16. Fire	3,003,241	3,045,735	2,884,333	-118,908	-3.96%
17. Police	2,865,302	2,652,577	2,873,290	7,988	0.28%
18. Conservation Authorities	271,271	296,557	528,049	256,778	94.66%
19. Protective Inspections and Control	133,173	124,327	148,753	15,579	11.70%
20. Emergency Measures	2,750	47	3,500	750	27.27%
21. Building Department	1,431,660	969,394	1,343,983	-87,677	-6.12%
22. <i>Transportation Services</i>					
23. Roadway Maintenance	14,746,726	10,444,491	16,184,205	1,437,479	9.75%
24. Winter Control	2,369,180	1,885,528	2,361,009	-8,171	-0.34%
25. <i>Environmental Services</i>					
26. Water System	411,312	249,009	731,930	320,618	77.95%
27. Solid Waste Management	3,140,655	2,344,257	3,110,649	-30,007	-0.96%
28. <i>Parks, Recreation and Cemeteries</i>	1,659,707	2,482,002	3,032,146	1,372,439	82.69%
29. <i>Planning and Development</i>	967,858	748,614	1,022,964	55,106	5.69%
30. TOTAL Expense	37,407,428	30,576,616	44,559,632	7,152,205	19.12%
31. TO BE RAISED BY TAXATION	21,641,197	-	22,480,509	839,312	3.88%

IMPACT ON TAXPAYER:

**BASED ON AVERAGE PHASE-IN ASSESSMENT THE TOWNSHIP'S SHARE OF
THE TAX BILL ON A 278,126 PROPERTY WILL INCREASE 2.77% WHICH EQUALS \$47.53**

TOWNSHIP OF SOUTH FRONTENAC 2024 Draft Budget

General Government Detail

	Actuals		2023-2024 Budget		
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
1. GENERAL MUNICIPAL ACTIVITY					
2. Revenue					
3. Taxation - Supplementary & PIL	249,500	145,181	249,500	0	0.00%
4. Government Grants	1,602,000	1,602,000	1,609,500	7,500	0.47%
5. Investment Income	345,000	911,161	635,000	290,000	84.06%
6. Penalties and interest on taxes	370,000	336,280	370,000	0	0.00%
7. Other	0	70,906	0	0	0.00%
8. Transfer from Reserves	0	0	0	0	0.00%
9. Total Revenue	2,566,500	3,065,529	2,864,000	297,500	11.59%
10. Expense					
11. Operations	0	0	0	0	0.00%
12. Transfer to Reserves	3,045,336	3,037,621	3,267,916	222,579	7.31%
13. Total Expense	3,045,336	3,037,621	3,267,916	222,579	7.31%
14. TOTAL GENERAL MUNICIPAL ACTIVITY	478,836	-27,907	403,916	-74,921	-15.65%
15. COUNCIL					
16. Revenue					
17. Grants from Other Municipalities	0	0	0	0	0.00%
18. Transfer from Reserves	100,000	0	100,000	0	0.00%
19. Total Revenue	100,000	0	100,000	0	0.00%
20. Expense					
21. Remuneration	185,763	162,941	197,398	11,635	6.26%
22. Benefits	6,423	6,313	7,685	1,262	19.65%
23. Memberships, Training and Travel	26,000	19,403	25,900	-100	-0.38%
24. Communications	15,900	13,081	18,900	3,000	18.87%
25. Council Operations	130,555	20,372	134,693	4,138	3.17%
26. Grants * (see details bottom of next page)	229,109	200,948	229,109	0	0.00%
27. Transfer to Capital	0	320	0	0	0.00%
28. Transfer to Reserves	10,000	10,000	10,000	0	0.00%
29. Total Expense	603,750	433,379	623,685	19,935	3.30%
30. TOTAL COUNCIL	503,750	433,379	523,685	19,935	3.96%
31. ELECTIONS					
32. Revenue					
33. User Charges	0	-400	0	0	0.00%
34. Transfer from Reserves	0	0	0	0	0.00%
35. Total Revenue	0	-400	0	0	100.00%
36. Expense					
37. Remuneration	0	0	0	0	0.00%
38. Benefits	0	0	0	0	0.00%
39. Memberships, Training and Travel	0	0	0	0	0.00%
40. Communications	0	0	0	0	0.00%
41. Elections Operations	0	0	0	0	0.00%
42. Transfer to Reserves	25,000	25,000	25,000	0	0.00%
43. Total Expense	25,000	25,000	25,000	0	0.00%
44. TOTAL ELECTIONS	25,000	25,400	25,000	0	0.00%

TOWNSHIP OF SOUTH FRONTENAC 2024 Draft Budget

General Government Detail

	Actuals			2023-2024 Budget	
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
45. CORPORATE SERVICES					
46. Revenue					
47. User Charges	40,100	19,794	40,500	400	1.00%
48. Licenses, Permits and Rents	1,800	1,364	1,800	0	0.00%
49. Government Grants	0	0	80,000	80,000	100.00%
50. Other	3,000	8,906	3,000	0	0.00%
51. Transfer from Reserves	145,000	0	504,230	359,230	247.74%
52. Total Revenue	189,900	30,063	629,530	439,630	231.51%
53. Expense					
54. Remuneration	1,144,507	1,008,540	1,218,804	74,297	6.49%
55. Benefits	387,040	322,930	432,609	45,569	11.77%
56. Inter Departmental Transfer	0	0	0	0	0.00%
57. Memberships, Training and Travel	59,804	18,836	78,177	18,373	30.72%
58. Communications	54,678	50,759	56,178	1,500	2.74%
59. Professional and Consulting Fees	44,267	8,328	82,000	37,733	85.24%
60. Administrative Operations	225,652	239,155	204,057	-21,595	-9.57%
61. Transfer to Capital	145,000	458	538,190	393,190	271.17%
62. Total Expense	2,060,948	1,649,006	2,610,015	549,067	26.64%
63. TOTAL CORPORATE SERVICES	1,871,048	1,618,943	1,980,485	109,437	5.85%
64. ADMINISTRATIVE FACILITIES					
65. Revenue					
66. Facilities Revenue	223,135	166,402	224,375	1,240	0.56%
67. Government Grants	0	0	0	0	0.00%
68. Donations	0	0	0	0	0.00%
69. Transfer from Reserves	360,000	0	3,500,000	3,140,000	872.22%
70. Total Revenue	583,135	166,402	3,724,375	3,141,240	538.68%
71. Expense					
72. Remuneration	0	7,088	0	0	0.00%
73. Inter Departmental Transfer	1,291	2,971	1,291	0	0.00%
74. Professional and Consulting Fees	5,610	4,366	6,920	1,310	23.35%
75. Facilities Operating Costs	198,027	123,625	182,422	-15,605	-7.88%
76. Transfer to Capital	360,000	46,021	3,500,000	3,140,000	872.22%
77. Transfer to Reserves	104,631	5,000	117,574	12,943	12.37%
78. Total Expense	669,558	189,072	3,808,207	3,138,649	468.76%
79. TOTAL ADMINISTRATIVE FACILITIES	86,423	22,669	83,832	-2,592	-3.00%
80. Total General Government	2,965,057	2,072,484	3,016,917	51,860	1.75%

<u>Explanation of Significant Variances</u>	
Line 4	OMPF confirmed Funding
Line 5	Investment Bank Interest
Line 12	In year Asset Investment Reserve (AIR) contribution
Line 54/55	Human Resource Advisor/ Annualization of Deputy Clerk
Line 59	Compensation Review
Line 76	Administration Offices Construction

* Council - Grants to Organizations/Individuals (line 26)			
Private Lanes	100,000	Bradshaw School Visits	2,000
South Frontenac Community Services (SFCS)	20,200	Inverary Youth	1,650
Community Grants	35,000	High School - Graduation	500
Seniors & Law Enforcement Together (SALT)	7,500	Trails - Work in kind - CRCA	5,219
Lake Study Grants	30,000	Heritage Committee Grant	15,000
Non-Township Facilities (Verona Mini-Park/ Lion's Hall)	7,040	Miscellaneous	5,000
		Total	229,109

TOWNSHIP OF SOUTH FRONTENAC

2024 Draft Budget

Protection to Persons and Property Detail

	Actuals			2023-2024 Budget	
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
1. FIRE					
2. Revenue					
3. User Charges	56,000	19,999	55,750	-250	-0.45%
4. Grants from Other Municipalities	0	0	0	0	0.00%
5. Other	0	28,943	0	0	0.00%
6. Transfer from Reserves	950,500	0	865,021	-85,479	-8.99%
7. Total Revenue	1,006,500	48,942	920,771	-85,729	-8.52%
8. Expense					
9. Remuneration	749,790	576,377	811,005	61,215	8.16%
10. Benefits	143,306	130,078	173,720	30,414	21.22%
11. Memberships, Training and Travel	30,750	14,698	30,750	0	0.00%
12. Communications & Public Education	70,174	56,693	69,900	-274	-0.39%
13. Professional and Consulting Fees	6,250	3,196	6,250	0	0.00%
14. Fire Operations	336,329	367,710	347,458	11,129	3.31%
15. Transfer to Capital	1,005,500	1,246,553	784,000	-221,500	-22.03%
16. Transfer to Reserves	452,182	466,684	452,182	0	0.00%
17. Total Expense	2,794,281	2,861,989	2,675,265	-119,016	-4.26%
18. TOTAL FIRE	1,787,781	2,813,047	1,754,494	-33,287	-1.86%
19. FIRE FACILITIES					
20. Expense					
21. Facilities Operating Costs	198,280	173,286	198,608	328	0.17%
22. Total Expense	198,280	173,286	198,608	328	0.17%
23. TOTAL FIRE FACILITIES	198,280	173,286	198,608	328	0.17%
24. 911 SERVICE					
25. Expense					
26. 911 Operations	10,680	10,460	10,460	-220	-2.06%
27. Total Expense	10,680	10,460	10,460	-220	-2.06%
28. TOTAL 911 SERVICE	10,680	10,460	10,460	-220	-2.06%
29. TOTAL FIRE	1,996,741	2,996,793	1,963,562	-33,179	-1.66%

<u>Explanation of Significant Variances</u>	
Line 9/12	VFF Wage Adjustment/ FPO 6 Months
Line 14	Insurance, Vehicle Maintenance

TOWNSHIP OF SOUTH FRONTENAC 2024 Draft Budget

Protection to Persons and Property Detail		Actuals			2023-2024 Budget	
		2023 Budget	27-Nov-23	2024 Budget	Variance	
		\$	\$	\$	\$	%
1.	POLICE					
2.	Revenue					
3.	User Charges	8,000	15,469	8,000	0	0.00%
4.	Government Grants	9,300	0	9,300	0	0.00%
5.	Transfer from Reserves	0	0	0	0	0.00%
6.	Total Revenue	17,300	15,469	17,300	0	0.00%
7.	Expense					
8.	Remuneration	1,350	1,250	1,350	0	0.00%
9.	Memberships, Training and Travel	900	811	1,200	300	33.33%
10.	Communications	1,214	1,044	1,214	0	0.00%
11.	Police Operations	2,852,998	2,647,403	2,860,686	7,688	0.27%
12.	Total Expense	2,856,462	2,650,508	2,864,450	7,988	0.28%
13.	TOTAL POLICE	2,839,162	2,635,040	2,847,150	7,988	0.28%
14.	RIDE PROGRAM					
15.	Revenue					
16.	Government Grants	8,840	0	8,840	0	0.00%
17.	Total Revenue	8,840	0	8,840	0	0.00%
18.	Expense					
19.	Ride Operations	8,840	2,068	8,840	0	0.00%
20.	Total Expense	8,840	2,068	8,840	0	0.00%
21.	TOTAL RIDE PROGRAM	0	2,068	0	0	100.00%
22.	Total Police	2,839,162	2,637,108	2,847,150	7,988	0.28%
23.	CONSERVATION AUTHORITIES					
24.	Revenues					
25.	Transfer from Reserves	0	0	200,000	0	100.00%
26.	Total Revenue	0	0	200,000	0	100.00%
27.	Expense					
28.	Remuneration	2,000	1,900	2,000	0	0.00%
27.	Conservation Authority Transfers	269,271	294,657	326,049	56,778	21.09%
27.	Transfer to Capital	0	0	200,000	0	100.00%
27.	Total Expense	271,271	296,557	528,049	56,778	20.93%
28.	TOTAL CONSERVATION AUTHORITIES	271,271	296,557	328,049	56,778	20.93%

<u>Explanation of Significant Variances</u>	
Line 26	Conservation Authorities increases
	Cataraqui Region Conservation Authority \$8,985 or 5.61 increase
	Quinte Conservation \$47,009 or 57% increase, inc. \$6,173 14 Island Dam maintenance special levy
	Rideau Valley Conservation Authority \$784 or 2.93% increase

TOWNSHIP OF SOUTH FRONTENAC 2024 Draft Budget

		Actuals			2023-2024 Budget	
		2023 Budget	27-Nov-23	2024 Budget	Variance	
		\$	\$	\$	\$	%
Protection to Persons and Property Detail						
1.	PROTECTIVE INSPECTIONS AND CONTROL					
2.	Revenue					
3.	User Charges	10,500	29,700	24,000	13,500	128.57%
4.	Licenses, Permits and Rents	47,000	37,710	42,000	-5,000	-10.64%
5.	Government Grants	9,000	7,880	9,000	0	0.00%
6.	Other	0	0	0	0	0.00%
7.	Total Revenue	66,500	75,290	75,000	8,500	12.78%
8.	Expense					
9.	Inter Departmental Transfer	0	0	0	0	0.00%
10.	Memberships, Training and Travel	13,000	10,245	15,500	2,500	19.23%
11.	Communications	2,100	521	2,100	0	0.00%
12.	Professional and Consulting Fees	18,000	41,073	23,000	5,000	27.78%
13.	Protective Operations	100,073	72,488	108,153	8,079	8.07%
14.	Transfer to Reserves	0	0	0	0	0.00%
15.	Total Expense	133,173	124,327	148,753	15,579	11.70%
16.	TOTAL PROTECTIVE INSPECTIONS AND CONTROL	66,673	49,037	73,753	7,079	10.62%
EMERGENCY MANAGEMENT						
17.	EMERGENCY MANAGEMENT					
18.	Revenue					
19.	Transfer from Reserves	0	0	0	0	0.00%
20.	Total Revenue	0	0	0	0	100.00%
21.	Expense					
22.	Remuneration	500	0	500	0	0.00%
23.	Memberships, Training and Travel	250	0	1,000	750	300.00%
24.	Communications	1,500	47	1,000	-500	-33.33%
25.	Emg Management Operations	500	0	1,000	500	100.00%
26.	Total Expense	2,750	47	3,500	750	27.27%
27.	TOTAL EMERGENCY MANAGEMENT	2,750	47	3,500	750	27.27%

Explanation of Significant Variances	
Line 3	Administrative Monetary Penalties (AMP's)
Line 12	By-law Legal
Line 13	By-law Enforcement Contract

TOWNSHIP OF SOUTH FRONTENAC

2024 Draft Budget

	Actuals		2023-2024 Budget		
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
Protection to Persons and Property Detail					
1. BUILDING					
2. Revenue					
3. User Charges	19,500	7,801	19,500	0	0.00%
4. Licenses, Permits and Rents	1,315,600	1,052,209	1,181,183	-134,417	-10.22%
5. Government Grants	0	0	0	0	0.00%
6. Other	0	13,200	0	0	0.00%
7. Transfer from Reserves	45,000	0	90,600	45,600	101.33%
Total Revenue	1,380,100	1,073,209	1,291,283	-88,817	-6.44%
8. Expense					
9. Remuneration	739,343	601,103	788,377	49,034	6.63%
10. Benefits	277,557	209,640	273,614	-3,944	-1.42%
11. Inter Departmental Transfer	0	0	0	0	0.00%
12. Memberships, Training and Travel	31,300	27,294	31,300	0	0.00%
13. Communications	6,639	4,637	6,639	0	0.00%
14. Professional and Consulting Fees	10,000	3,618	10,000	0	0.00%
15. Building Operations	97,377	78,509	91,354	-6,023	-6.19%
16. Transfer to Capital	45,000	0	50,000	5,000	11.11%
17. Transfer to Reserves	172,884	40,000	40,000	-132,884	-76.86%
18. Total Expense	1,380,100	964,801	1,291,283	-88,817	-6.44%
19. TOTAL BUILDING	0	-108,408	0	0	-69.37%
20. CIVIC NUMBERS					
21. Revenue					
22. User Charges	10,000	5,150	10,000	0	0.00%
23. Total Revenue	10,000	5,150	10,000	0	0.00%
24. Expense					
25. Remuneration	0	2,401	0	0	0.00%
26. Benefits	0	0	0	0	0.00%
27. Civic Numbers Operations	51,560	2,192	52,700	1,140	2.21%
28. Total Expense	51,560	4,593	52,700	1,140	2.21%
29. TOTAL CIVIC NUMBERS	41,560	-557	42,700	1,140	2.74%
30. TOTAL BUILDING	41,560	-108,965	42,700	1,140	2.74%
31. Total Protection to Persons and Property Detail	5,218,157	5,870,577	5,258,713	40,556	0.78%

Explanation of Significant Variances

Line 4 Part 8 - NF/CF/FI - Contract ended 2023
 Line 9/10 New Building Inspector Annualization

**TOWNSHIP OF SOUTH FRONTENAC
2024 Draft Budget**

Transportation Services Detail

	Actuals			2023-2024 Budget	
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
1. ROADS					
2. Revenue					
3. User Charges	8,500	7,600	8,500	0	0.00%
4. Licenses, Permits and Rents	99,500	60,348	99,500	0	0.00%
5. Government Grants	1,060,414	883,678	901,352	-159,062	-15.00%
6. Grants from Other Municipalities	495,252	0	495,000	-252	-0.05%
7. Other	76,500	44,953	60,000	-16,500	-21.57%
8. Transfer from Reserve	5,690,684	0	6,702,948	1,012,264	17.79%
Total Revenue	7,430,850	996,579	8,267,300	836,450	11.26%
9. Expense					
10. Remuneration	1,634,293	1,601,700	1,724,297	90,004	5.51%
11. Benefits	606,923	803,994	637,485	30,562	5.04%
12. Inter Departmental Transfer	-779,726	-641,637	-799,178	-19,453	2.49%
13. Memberships, Training and Travel	43,070	45,131	39,464	-3,606	-8.37%
14. Communications	55,657	33,023	58,502	2,845	5.11%
15. Professional and Consulting Fees	33,070	15,700	38,542	5,472	16.55%
16. Roads Operations * (see details below)	3,011,589	2,626,321	3,252,925	241,336	8.01%
17. Transfer to Capital	9,541,850	5,276,754	10,628,050	1,086,200	11.38%
18. Transfer to Reserves	600,000	683,509	604,118	4,118	0.69%
19. Total Expense	14,746,726	10,444,493	16,184,205	1,437,479	9.75%
20. TOTAL ROADS	7,315,876	9,447,915	7,916,905	601,029	8.22%
21. WINTER CONTROL					
22. Expense					
23. Remuneration	516,309	288,215	567,561	51,252	9.93%
24. Benefits	184,381	0	199,706	15,325	8.31%
25. Inter Departmental Transfer	662,958	594,804	622,009	-40,949	-6.18%
26. Winter Control Operations	1,005,532	1,002,509	971,733	-33,799	-3.36%
27. Transfer to Capital	0	0	0	0	0.00%
28. Total Expense	2,369,180	1,885,528	2,361,009	-8,171	-0.34%
29. TOTAL WINTER CONTROL	2,369,180	1,885,528	2,361,009	-8,171	-0.34%
30. Total Transportation Services	9,685,056	11,333,443	10,277,914	592,858	6.12%

	YTD Actual			2023-2024 Budget	
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
31. *Roads Operations Breakdown (line 16)					
32. Maintenance - Structures	19,518	14,915	20,018	501	2.57%
33. Roadside Maintenance	416,993	292,081	497,356	80,363	19.27%
34. Hardtop Maintenance	459,873	418,321	471,855	11,982	2.61%
35. Loose Top Maintenance	326,442	322,118	334,071	7,629	2.34%
36. Safety Devices	338,165	389,508	478,419	140,254	41.48%
37. Street Lights	43,985	37,066	47,500	3,515	7.99%
38. Overhead	1,406,614	1,152,311	1,403,705	-2,909	-0.21%
39. TOTAL ROADS MAINTENANCE	3,011,589	2,626,321	3,252,925	241,335	8.01%

Explanation of Significant Variances

Line 5	OCIF Funding Confirmed and is was reduced by 15% - \$159,062
Line 8	CCBF (former Gas Tax) not yet confirmed
Line 10/11	PS Operations Additional PT and annualization of positions
Line 29	5 year average + 2%

TOWNSHIP OF SOUTH FRONTENAC 2024 Draft Budget

Environmental Services Detail		Actuals			2023-2024 Budget	
		2023 Budget	27-Nov-23	2024 Budget	Variance	
		\$	\$	\$	\$	%
1.	WATER SYSTEM					
2.	Revenue					
3.	User Charges	408,912	287,778	417,030	8,118	1.99%
4.	Licenses, Permits and Rents	2,400	2,200	2,400	0	0.00%
5.	Government Grants	0	11,385	201,657	201,657	100.00%
6.	Other	0	0	0	0	0.00%
7.	Transfer from Reserves	0	0	110,843	110,843	100.00%
8.	Total Revenue	411,312	301,363	731,930	320,618	77.95%
9.	Expense					
10.	Remuneration	0	0	0	0	0.00%
11.	Inter Departmental Transfer	704	0	704	0	0.00%
12.	Communications	5,450	2,949	5,600	150	2.75%
13.	Professional and Consulting Fees	158,569	174,051	193,700	35,131	22.15%
14.	Water System Operations	91,454	74,553	92,845	1,391	1.52%
15.	Transfer to Reserves	155,135	0	126,582	-28,553	-18.41%
16.	Transfer to Capital	0	-2,543	312,500	312,500	
17.	Total Expense	411,312	249,009	731,930	8,118	1.97%
18.	TOTAL WATER SYSTEM	0	-52,354	0	0	0.00%
19.	SOLID WASTE AND FACILITIES MANAGEMENT					
20.	Revenue					
21.	User Charges	401,382	284,490	420,377	18,995	4.73%
22.	Government Grants	487,962	246,991	487,962	0	0.00%
23.	Other	0	0	0	0	0.00%
24.	Transfer from Reserves	115,000	0	0	-115,000	-100.00%
25.	Total Revenue	1,004,344	531,481	908,339	-96,005	-9.56%
26.	Expense					
27.	Remuneration	375,660	378,335	396,163	20,503	5.46%
28.	Benefits	127,740	65,343	127,506	-234	-0.18%
29.	Inter Departmental Transfer	132,606	131,692	132,606	0	0.00%
30.	Memberships, Training and Travel	3,178	1,526	3,925	747	23.51%
31.	Communications	15,832	9,687	13,056	-2,776	-17.53%
32.	Professional and Consulting Fees	91,100	61,770	96,000	4,900	5.38%
33.	Solid Waste Management Operations	2,239,540	1,810,107	2,301,393	61,853	2.76%
34.	Transfer to Capital	115,000	-219,794	0	-115,000	-100.00%
35.	Transfer to Reserves	40,000	105,591	40,000	0	0.00%
36.	Total Expense	3,140,655	2,344,257	3,110,649	-30,007	-0.96%
37.	TOTAL SOLID WASTE MANAGEMENT	2,136,312	1,812,777	2,202,310	65,998	3.09%
38.	Total Environmental Services	2,136,312	1,760,423	2,202,310	65,998	3.09%

Explanation of Significant Variances

Line 5	Green Funding (ICIP) for SCADA
Line 13	Utilities Kingston Fees
Line 21	Tipping Fees/ Bagtag Revenue
Line 33	Garbage/Recycling contracts

TOWNSHIP OF SOUTH FRON 2024 Draft Budget

Parks, Recreation and Cemeteries Detail

	Actuals			2023-2024 Budget	
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
1. PARKS AND RECREATION PROGRAMS					
2. Revenue					
3. User Charges	71,650	143,546	165,950	94,300	131.61%
4. Government Grants	8,000	8,000	8,000	0	0.00%
5. Donations	0	28,851	6,725	6,725	100.00%
6. Other	2,500	0	0	-2,500	-100.00%
7. Transfers From Reserves/Reserve Funds	70,000	0	30,000	-40,000	-57.14%
8. Total Revenue	152,150	180,397	210,675	58,525	38.47%
9. Expense					
10. Remuneration	247,492	231,268	413,160	165,668	66.94%
11. Benefits	50,855	76,100	83,718	32,862	64.62%
12. Inter Departmental Transfer	2,582	131	2,582	0	0.00%
13. Memberships, Training and Travel	17,050	7,955	17,850	800	4.69%
14. Communications	27,600	27,602	29,785	2,185	7.92%
15. Professional and Consulting Fees	200	234	300	100	0.00%
16. Parks and Recreation Programs - Operations	157,926	184,939	180,661	22,735	14.40%
17. Grants	0	0	0	0	0.00%
18. Transfer to Capital	70,000	43,656	30,000	-40,000	-57.14%
19. Transfer to Reserves	0	7,715	0	0	0.00%
20. Total Expense	573,705	579,601	758,055	184,350	32.13%
21. TOTAL PARKS AND RECREATION PROGRAMS	421,555	399,204	547,380	125,825	29.85%
22. PARKS AND RECREATION FACILITIES					
23. BUILDINGS					
24. Revenue					
25. User Charges	1,000	0	1,000	0	0.00%
26. Licenses, Permits and Rents	13,200	10,015	9,310	-3,890	-29.47%
27. Government Grants	0	42,231	0	0	0.00%
28. Grants from Other Municipalities	0	0	0	0	0.00%
29. Donations/Contributions	0	0	0	0	100.00%
30. Transfer from Reserves	215,000	0	455,000	240,000	111.63%
31. Total Revenue	229,200	52,246	465,310	236,110	103.01%
32. Expense					
33. Remuneration	0	48,270	0	0	0.00%
34. Benefits	0	0	0	0	0.00%
35. Inter Departmental Transfer	9,504	15,582	9,504	0	0.00%
36. Communications	835	685	900	65	7.78%
37. Professional and Consulting Fees	5,090	3,054	8,365	3,275	64.34%
38. Building Operations	196,693	156,121	234,161	37,468	19.05%
39. Transfer to Capital	98,000	144,771	464,000	366,000	373.47%
40. Total Expense	310,123	368,482	716,931	406,808	131.18%
41. TOTAL BUILDINGS	80,923	316,236	251,621	170,698	210.94%

TOWNSHIP OF SOUTH FRON 2024 Draft Budget

Parks, Recreation and Cemeteries Detail

	Actuals			2023-2024 Budget	
	2023 Budget	27-Nov-23	2024 Budget	Variance	
	\$	\$	\$	\$	%
42. PARKS					
43. Revenue					
44. User Charges	2,000	2,946	3,000	1,000	50.00%
45. Licenses, Permits and Rents	0	284	270	270	100.00%
46. Government Grants	0	0	0	0	0.00%
47. Donations/Contributions	0	10,000	0	0	0.00%
48. Other	0	0	0	0	0.00%
49. Transfer from Reserves	148,500	0	1,124,000	975,500	656.90%
50. Total Revenue	150,500	13,231	1,127,270	976,770	649.02%
51. Expense					
52. Remuneration	11,000	50,856	843	-10,157	-92.33%
53. Benefits	0	308	323	323	100.00%
54. Inter Departmental Transfer	29,883	43,335	29,883	0	0.00%
55. Professional and Consulting Fees	4,285	1,637	5,500	1,215	28.35%
56. Parks Operations	149,896	126,165	193,016	43,120	28.77%
57. Transfer to Capital	368,500	1,088,448	1,115,000	746,500	202.58%
58. Total Expense	563,564	1,310,749	1,344,566	781,002	138.58%
59. TOTAL PARKS	413,064	1,297,519	217,296	-195,768	-47.39%
60. ARENA					
61. Revenue					
62. User Charges	0	0	0	0	0.00%
63. Transfer from Reserves	0	0	0	0	100.00%
64. Total Revenue	0	0	0	0	100.00%
65. Expense					
66. Remuneration	0	200	250	250	100.00%
67. Transfer to Others	141,381	141,381	140,985	-396	-0.28%
68. Transfer to Reserves	0	0	0	0	0.00%
69. Total Expense	141,381	141,581	141,235	-146	-0.10%
70. TOTAL ARENA	141,381	141,581	141,235	-146	-0.10%
71. TOTAL PARKS AND RECREATION FACILITIES	635,368	1,755,336	610,152	-25,216	-3.97%
72. TOTAL PARKS AND RECREATION	1,056,923	2,154,540	1,157,531	100,608	9.52%
73. CEMETERIES					
74. Revenue					
75. User Charges	40,200	18,308	40,200	0	0.00%
76. Investment Income	14,000	17,503	14,000	0	0.00%
77. Donations	0	0	0	0	100.00%
78. Transfer From Reserves	0	0	0	0	100.00%
79. Total Revenue	54,200	35,811	54,200	0	0.00%
80. Expense					
81. Cemetery Operations	70,934	81,589	71,360	426	0.60%
82. Transfer to Capital	0	0	0	0	100.00%
83. Transfer to Reserves	0	0	0	0	100.00%
84. Total Expense	70,934	81,589	71,360	426	0.60%
85. TOTAL CEMETERIES	16,734	45,778	17,160	426	2.54%
86. Total Parks, Recreation and Cemeteries	1,073,657	2,200,318	1,174,691	101,034	9.41%

Explanation of Significant Variances

Line 3	Swim/ Daycamp Program Fees
Line 10/11	Recreation Program Staffing/ LEO Facilities
Line 16	Swim /Day Camp and Events
Line 38	Recreation Facilities Maintenance and Insurance
Line 56	Parks Maintnance/ Tree Planting in Parks

TOWNSHIP OF SOUTH FRONTENAC 2024 Draft Budget

	Development Services				
	2023 Budget	Actuals		2023-2024 Budget	
			27-Nov-23	2024 Budget	Variance
	\$	\$	\$	\$	%
1.	Development Services				
2.	Revenue				
3.	User Charges	175,000	146,669	328,000	153,000 87.43%
4.	Government Grants	0	0	0	0 0.00%
5.	Grants from Other Municipalities	0	0	0	0 0.00%
6.	Transfer from Reserves	229,900	0	145,000	-84,900 -36.93%
7.	Total Revenue	404,900	146,669	473,000	68,100 16.82%
8.	Expense				
9.	Remuneration	448,925	376,967	530,011	81,086 18.06%
10.	Benefits	151,753	123,478	177,292	25,539 16.83%
11.	Inter Departmental Transfer	0	0	0	0 0.00%
12.	Memberships, Training and Travel	30,000	13,555	49,400	19,400 64.67%
13.	Communications	7,445	8,116	8,315	870 11.68%
14.	Professional and Consulting Fees	37,200	4,624	37,200	0 0.00%
15.	Operations	62,634	50,358	75,746	13,111 20.93%
16.	Transfer to Capital	229,900	171,515	145,000	-84,900 -36.93%
17.	Transfer to Reserves	0	0	0	0 0.00%
18.	Total Expense	967,858	748,614	1,022,964	55,106 5.69%
19.	TOTAL Planning and Development	562,958	601,945	549,964	-12,994 -2.31%

Explanation of Significant Variances

Line 3	Revised Planning Fees - 2023
Line 9-10	Annualized cost for Development Services Positions
Line 12	Committee of Adjustment Mileage
Line 15	Computer Replacements

Township of South Frontenac
2024 Capital Budget with Financing

Detailed Sheet page #	Project #	Project *	2024 Budget	Development Charges	Community Building Fund (formerly Federal Gas Tax)	Parkland	Working Funds	Asset Investment Reserve	Infrastructure	Facilities	Fire Equipment	Public Services Equipment	Building Equipment	Building	Landfill Closure	Climate Change Reserve	Sydenham Water Reserve	OPP Reserve	Wages-Fire Department (Stabilization)	Taxation	Other	Notes	
1	CORPORATE SERVICES																						
2	22-02	Gateway Signage (2022-2025 Project)	53,333				53,333																
3	23-12	Wayfinding Sign Fabrication and Installation (2022-2025 Project)	266,667				186,667														80,000	Red Grant Program - 186k *3 + 80k * 3 grant =	
4	24-01	Website Redesign	33,190				33,190																
5	24-03	Cloud Server	85,000				85,000																
6	24-04	Records Management	100,000				100,000																
7	24-05	14 Island Lake Dam Refurbishment	200,000				200,000																
		subtotal	738,190	0	0	0	658,190	0	0	0	0	0	0	0	0	0	0	0	0	0	80,000	0	
8	FIRE																						
9	24-11	Hoses and Appliances	18,000								18,000												
10	24-12	Electric Portable Fans	30,000								30,000												
11	24-13	Vehicle Replacement - Deputy Fire Chief	75,000								75,000												
12	24-14	Pumper Replacement	550,000								550,000												
13	24-15	Gas Detectors & Docking Stations	40,000								40,000												
14	24-16	Mobile Gear Racks - Station 5 & 7	18,000								18,000												
15	24-17	Specialized Equipment for Squads	20,000								20,000												
16	24-18	Radio Communications Study	10,000																	10,000			
		subtotal	761,000	0	0	0	0	0	0	0	751,000	0	0	0	0	0	0	0	0	10,000	0	761,000	
17	PUBLIC SERVICES																						
17	FLEET																						
18	24-21	Tandem Plow Truck	430,000									430,000											
19	24-22	Tandem Roller-Pro Truck	625,000									625,000											
20	24-23	Two (2) 1-Ton Trucks with plow and sander attachments	230,000									230,000											
21	24-24	1-Ton Truck with Dump Box and power lift	120,000									120,000											
22	24-25	Front Broom Attachment	40,000																	40,000			
23	24-26	AVL - Light Duty Installs	20,000																	20,000			
		subtotal	1,465,000	0	0	0	0	0	0	0	0	1,405,000	0	0	0	0	0	0	0	60,000	0	1,465,000	
24	ROADS INFRASTRUCTURE																						
25	21-R09	Arterial Reserve (Road 38 - Reserve Transfer)	2,450,000																	2,450,000			
26	24-31	Perth Road Reconstruction (at Loughborough Lake)	520,000		495,000			25,000														County FGT	
27	24-32	Microsurfacing - Bellrock Road	495,000					495,000															
28	24-33	Orser Road	157,500	157,500																			
29	24-34	Spooner Road	64,100	64,100																			
30	24-35	Bedford Road	1,432,000	500,000					530,648												401,352	OCIF	
31	24-36	Ormsbee Road	819,100		819,100																		
32	24-37	Greenfield Road	215,900		215,900																		
33	24-38	Kerr Road	161,500	161,500																			
34	24-39	Tom Watson Road	124,400	124,400																			
35	24-43	Devil Lake Road	346,600	346,600																			
36	24-40	Surface Treatment (LCB) Preservation	900,000					400,000													500,000	OCIF	
38	22-17	12th Con Bridge (B32) Repair	38,500					38,500															
39	24-44	Sydenham Lake Bridge and Dam	534,000					179,500	354,500														
40	24-45	Bracken Culvert (Yarker Road)	527,200	527,200																			
41	24-46	Long Swamp Bridge Study	35,000					35,000															
42	23-49	Transportation Master Plan	75,000	75,000																			
43	24-41	Pre-Engineering Roads 2025	75,000					75,000															
44	24-47	Road 38 Detailed Design	100,000	100,000																			
45	23-51	Pleasant Valley Municipal Drain	18,750																	18,750			
		subtotal	9,089,550	2,056,300	1,530,000	0	0	1,248,000	885,148	0	0	0	0	0	0	0	0	0	0	2,468,750	901,352	9,089,550	
46	SYDENHAM WATER																						
47	22-53	SCADA Software Upgrade	275,000																				
48	24-61	Sydenham Drinking Water System Upgrades	37,500																			201,658	ICIP Grant Funding
		subtotal	312,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	201,658	
49	FACILITIES																						
50	24-02	Town Hall Expansion	3,500,000				485,000	2,765,000		250,000													
51	24-51	Storrington Centre Roof and Parking Lot Upgrades	435,000							435,000													
52	24-52	Bedford Garage Equipment Upgrades	48,500							48,500													
53	24-54	Keeley Patrol Yard Waste Oil Disposal	25,000							25,000													
54	24-55	Sydenham Point Accessible Washroom Upgrades	30,000							30,000													
55	24-56	Centennial Park New Accessible Washrooms Design and Build	30,000	30,000																			
56	24-57	Centennial Park Renovations to existing Canteen/Washrooms	150,000							150,000													
57	24-58	Harris Park Hall Flooring Replacement	29,000							29,000													
58	24-59	Glendower Hall Interior Design Plans	20,000	20,000																			
59	24-82	Station 5 Exterior Upgrades	15,000							15,000													
60	24-83	Station 4 Flooring	8,000							8,000													
		subtotal	4,290,500	50,000	0	0	485,000	2,765,000	0	990,500	0	0	0	0	0	0	0	0	0	0	0	4,290,500	
61	RECREATION																						
62	24-60	Sydenham Point Field Score clock Power	10,000			10,000																	
63	24-66	Centennial Park Walkway Connections	240,000	240,000																			
64	24-80	Centennial Park Courts and Electrical Improvements	49,000			49,000																	
65	24-67	McMullen Park - Parking Lot paving & storage bunker	46,000			46,000																	
66	24-75	McMullen Park Beach and Washroom Building Upgrades	16,000			16,000																	
67	24-68	Keeley/Bowes Diamond Upgrades	208,000	208,000																			
68	24-69	Glendower Court Basketball nets	11,000			11,000																	
69	24-70	Bellrock & Petworth Parkette Conceptual Design	15,000			15,000																	

Detailed Sheet page #	Project #	Project *	2024 Budget	Development Charges	Community Building Fund (formerly Federal Gas Tax)	Parkland	Working Funds	Asset Investment Reserve	Infrastructure	Facilities	Fire Equipment	Public Services Equipment	Building Equipment	Building	Landfill Closure	Climate Change Reserve	Sydenham Water Reserve	OPP Reserve	Wages-Fire Department (Stabilization)	Taxation	Other	Notes	
70	24-71	Petworth Mill wall cap and repairs	200,000			200,000																	
71	24-72	Shipyards Boat Ramp Rehabilitation	110,000			110,000																	
72	24-74	New Picnic Tables	10,000			10,000																	
		subtotal	915,000	448,000	0	467,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	915,000
73		DEVELOPMENT SERVICES																					
74	24-76	Economic Development Strategy	50,000				50,000																
75	24-77	Replacement Building Vehicle	50,000										50,000										
76	24-78	Development Charge Study and Population Study	95,000	95,000																			
		subtotal	195,000	95,000	0	0	50,000	0	0	0	0	0	50,000	0	0	0	0	0	0	0	0	0	195,000
		Total	17,766,740	2,649,300	1,530,000	467,000	1,193,190	4,013,000	885,148	990,500	751,000	1,405,000	50,000	-	-	-	110,843	-	-	2,538,750	1,183,010		17,766,740

RESERVES & RESERVE FUNDS FORECAST - 2024 Draft Budget

	PROJECTED BALANCE	2024 Budgeted Expenditures		Contribution to Reserve in 2024 Budget		PROJECTED BALANCE
	END OF YEAR -2023	CAPITAL FUND	REVENUE FUND	TAXATION BDGTD	OTHER REVENUES	END OF YEAR -2024
RESERVES & RESERVE FUNDS FORECAST - 2024 Budget Final						
Fiscal						
Working Funds	2,590,558	1,193,190	146,040	473,320		1,724,648
COVID/ Safe Restart	209,515					209,515
Council - Accessibility	10,000			10,000		20,000
Equipment and Infrastructure						
General						
Asset Investment Reserve	1,789,772	4,013,000		2,329,595		106,367
Infrastructure	613,023	885,148		275,000		2,875
Climate Change	0					
Vertical						
Facilities/Property	888,121	990,500		195,000		92,621
Recreation	12,813					12,813
Rolling						
Capital - Building Department	26,741	50,000		40,000		16,741
Capital - Fire Department	547,546	751,000		452,182		248,728
Capital - Roads Department	857,633	1,405,000		604,118		56,751
Capital - Solid Waste Dept	51,000					51,000
Linear						
Cemetery Lot Addition	43,538					43,538
Roads - Const/Imp	1,920,000			2,450,000		4,370,000
Stabilization						
Wages-Fire Department	212,641		91,021			121,620
Building Department	1,824,955		40,000			1,784,955
Part 8 Septic	0					0
Policing Costs	740,880			112,574		853,454
Winter Control - Roads Dept.	819,847					819,847
Recycling	273,641					273,641
Planning	66,784					66,784
Revenue-Severance Appl.	20,000					20,000
Water Reserve Fund	1,562,158	110,843				1,451,315
Sub-total	15,086,165	9,398,681	277,061	6,941,789	0	12,352,212
OBLIGATORY RESERVE FUNDS						
5% Parkland	284,218	467,000			350,000	167,218
Development Charges	2,790,741	2,649,300			1,342,110	1,483,551
Environmental Enhancement	150,919					150,919
Community Building Fund (formerly Federal Gas Tax)	1,017,645	1,530,000			1,112,072	599,717
Subdivider Contributions	37,171					37,171
Ontario Community Infrastruct	796,527	1,697,879			901,352	0
Cannabis Legalization Fund-C	42,740					42,740
Sub-total	5,119,960	6,344,179	0	0	3,705,534	2,481,315
RESERVE FUNDS & TRUSTS						
Election	55,429			25,000		80,429
Highway #38 Reconstruction	927,391					927,391
Landfill Closure	379,797			40,000		419,797
Trusts						
Fire Donations	22,029					22,029
Portland Historical	28,001					28,001
Grant Memorial	27,526					27,526
OHRP	4,175					4,175
Cemetery - PC	565,671					565,671
Cemetery M. Burns Trust	25,000					25,000
Cemetery - Monument PC	77,758					77,758
Cemetery - Monument PC Inc	31,542					31,542
Sub-total	2,144,319	0	0	65,000	0	2,209,319
TOTAL	22,350,444	15,742,860	277,061	7,006,789	3,705,534	17,042,846

Township of South Frontenac Staff Report



To: Council

Prepared by: Office of the Chief Administrative Officer

Date of Meeting: December 12, 2023

Subject: **Appointment of Treasurer**

Summary

Staff recommend that Council approve By-law 2023-98 in order to appoint Louise Fragnito as Treasurer of the Corporation of the Township of South Frontenac.

Recommendation

1. **That** By-law 2023-98 being a By-law to appoint Louise Fragnito as Treasurer be given first and second reading.
2. **That** By-law 2023-98 be given third reading, signed and sealed.

Background

The [Municipal Act](#), 2021 states as follows:

“**286** (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418, if applicable; and

(g) complying with any requirements applicable to the treasurer under section 418.1. 2001, c. 25, s. 286 (1); 2017, c. 10, Sched. 1, s. 35.”

Discussion/Analysis

Due to the resignation of Shelley Stedall, Director of Corporate Services and Treasurer, staff recommend that Louise Fragnito, Chief Administrative Officer be appointed as Treasurer effective December 18, 2023.

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.

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township’s resilience to climate change.

Notice/Consultation

Not applicable

Attachments

By-law 2023-98 – A By-law to Appoint a Treasurer

Approvals

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-98**

A BY-LAW TO APPOINT A TREASURER

WHEREAS Section 286 (1) of the Municipal Act, 2001, as amended, provides that Council shall appoint a Treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418, if applicable; and
- (g) complying with any requirements applicable to the treasurer under section 418.1. 2001, c. 25, s. 286 (1); 2017, c. 10, Sched. 1, s. 35.

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

1. That Louise Fragnito is hereby appointed as Treasurer for the Corporation of the Township of South Frontenac effective December 18, 2023.
2. That By-law 2022-45 and all other by-laws, resolutions that are not consistent with or which are contrary to the provisions of this by-law are hereby repealed.
3. That this By-law shall come into force and take effect on December 18, 2023.

Dated at the Township of South Frontenac this 12 day of December, 2023.

Read a first and second time this 12 day of December, 2023.

Read a third time and finally passed this 12 day of December, 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-99**

**A BY-LAW TO CONFIRM GENERALLY ALL ACTIONS AND PROCEEDINGS OF
THE SPECIAL COUNCIL MEETING OF THE CORPORATION OF THE TOWNSHIP
OF SOUTH FRONTENAC ON DECEMBER 12, 2023**

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 December 12, 2023 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 December 12, 2023 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 December 5, 2023 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 12th day of December 2023.

Read a third time and finally passed this 12th day of December 2023.

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

Ron Vandewal, Mayor

James Thompson, Clerk