



Township of South Frontenac Council Meeting Agenda



TIME: 7:00 PM,
DATE: Tuesday, October 15, 2024
PLACE: 3910 Battersea Road/Virtual Via Zoom .

1. Call to Order

- a) Resolution

That the Council meeting of October 15, 2024 be called to order at ____ p.m.

2. Declaration of pecuniary interest and the general nature thereof

3. Approval of Agenda and Addendum

- a) Resolutions

5 - 7

That the agenda be amended to approve the addendum.

That the agenda be approved, as amended.

4. Scheduled Closed Session

5. Recess

6. Public Meeting

- a) Resolution - Public Meeting to Order

- b) Notice of Collection

- c) Public Meeting for Zoning By-law Amendment Application PL-ZBA-2024-0104, Donald Kohart, 15 Whiskey Point Lane

8 - 28

- d) Resolution - Close Public Meeting

7. Delegations

8. Briefings

- a) Representatives from Utilities Kingston will be present to speak to Council regarding Drinking Water Quality Management System: 2023 Management Review Report and Endorsement of Operational Plan.

- b) Representatives from StrategyCorp Inc. will be present to speak to Council regarding the Draft Corporate Climate Change Action Plan Community Survey.

29 - 34

9. Approval of Minutes

- a) Resolution

35 - 41

That the minutes of the October 1, 2024 Council meeting be approved.

10. Reports Requiring Action

- a) Drinking Water Quality Management System: 2023 Management Review Report and Endorsement of Operational Plan 42 - 91

That Council receive the Sydenham Drinking Water System Management Review Summary Report 2023, Management Review Meeting Minutes and Audit Report; and

That Council re-endorse the Operational Plan for the Sydenham Drinking Water System and authorize the Mayor and CAO to sign the Owner and Top Management Endorsement of the Operational Plan for Sydenham's Drinking Water Supply Systems document showing Council's endorsement of the plan.

- b) Request for Support regarding Community Emergency Preparedness Grant Application 92 - 94

That Council direct staff to submit a Community Emergency Preparedness Grant application related to the acquisition and installation of a 400-amp backup generator for the Storrington Centre, 3910 Battersea Road;

That Council authorize additional funding in the amount of \$35,000 from the Working Funds Reserve, conditional on the approval of the Community Emergency Preparedness Grant application; and

That the Mayor and Clerk be authorized to sign all relevant agreements should the application be successful.

- c) Community Grants 95 - 96

That Council approve the Community Grant application for capital funds in the amount of \$2,028 to Verona Lions Club.

- d) Rogers Communications Canada Inc. Cell Tower Proposal C8789 – 2114 Wellington Street 97 - 117

That the Township of South Frontenac concurs with the proposal by Rogers Communications Inc. to erect a wireless communication installation on lands known as 2114 Wellington Street (PIN 36288-0116); and

That the proposal is compliant, with the requirements of ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems", and all obligations for the municipal and public consultation requirements have been met; and

That staff send a statement of concurrence to Rogers Communication Inc. and to Innovation, Science and Economic Development Canada.

- e) Community Sport and Recreation Infrastructure Fund Application for the Centennial Park Project 118 - 121

That Council authorize the CAO to submit an application to the Community Sport and Recreation Infrastructure Fund for the Centennial Park projects totaling \$1,330,000; and

That Council authorize the Mayor and Clerk to execute all corresponding transfer payment agreements with the province should the application be successful.

- f) Endorsement - Pleasant Valley Municipal Drain Maintenance Project 122 -
150

That Council direct staff to advance with the final stages of planning and tendering for delivery of the Pleasant Valley Municipal Drain maintenance project in the fall of 2025; and

That staff be directed to prepare a future report outlining possible payment options to assist landowners with repayment of future Drainage Act assessments of \$3,000 or greater.

- g) Housing Enabling Core Services Grant Application 151 -
155

That Council endorse the Road 38 Reconstruction project as the priority for infrastructure funding under the provincial Housing Enabling Core Servicing program;

That Council authorize the CAO to submit an application to the Ministry of Infrastructure for the maximum eligible road and bridge project costs totalling \$7,909,880.69; and

That Council authorize the Mayor and Clerk to execute all corresponding transfer payment agreements with the province should the application be successful.

11. Advisory Committee Reports or Minutes

- a) Lake Ecosystem Advisory Committee 156

That Council approve the grant applications outlined in the Report to the Lake Ecosystem Advisory Committee dated September 26, 2024.

12. Reports Requiring Approval of By-laws

13. Reports for Information

- a) Public Services Quarterly Update 157 -
161

14. Committee of the Whole

15. Tabling of Documents

16. Communications

17. Notice of Motions

18. Rise and Report regarding County Council and External Boards

- a) County Council
b) Frontenac OPP Detachment Board
c) Cataraqui Conservation
d) Quinte Conservation
e) Rideau Valley Conservation Authority
f) Frontenac Community Arena Board

19. Announcements/Statements by Councillors

20. Closed Session (if requested)

21. Confirmatory By-law

a) Resolution

162

That By-law 2024-70, 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.

That By-law 2024-70, being the confirmatory by-law, be given third reading, signed and sealed.

22. Adjournment

a) Resolution

That the Council meeting of October 15, 2024 be adjourned at ____ p.m.

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Office of the Clerk
4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027

jthompson@southfrontenac.net

Addendum – October 15, 2024 Council Meeting

10. Reports Requiring Action

h) 2025 Motor Grader Replacement

That Council pre-approve 2025 capital project 25-23 for the replacement of a motor grader with a budget of \$600,000; and

That Council authorize the Public Services Department to pre-order one (1) motor grader for delivery in 2025 to be funded from the Public Services Equipment Reserve.

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: October 15, 2024

Subject: 2025 Motor Grader Replacement

Report Number: 2024-184

Summary

This report seeks pre-budget approval from Council to order the motor grader replacement scheduled for 2025.

Recommendation

That Council pre-approve 2025 capital project 25-23 for the replacement of a motor grader with a budget of \$600,000; and

That Council authorize the Public Services Department to pre-order one (1) motor grader for delivery in 2025 to be funded from the Public Services Equipment Reserve.

Background

The Township has two motor graders past or nearing replacement due to their 15 year life cycle in the long term financial plan. There have multiple breakdowns and repairs on these two units over the last two years and a motor grader replacement was scheduled for 2025 and will be included in the proposed 2025 capital budget.

2009 - 870 John Deere (Asset 23203) with 9,302 hours.

- Main brass gear cog for the turn table replaced in 2023
- Leaking rear differential repaired in 2023
- Electrical issues and front wiring harness repaired in 2024

2012 – 772G John Deere (Asset 23204) with 9,783 hours.

- New shims and spacers for turn table.
- Rear differential making loud noise. Took apart and cleaned it has temporary repair.
- Front drive motor seal replaced.

Discussion/Analysis

The 2012 772G motor grader is currently out of service and requires a new diesel particulate filter (DPF) and diesel oxidation catalyst (DOC) in the emissions system that is estimated to be up to \$25,000. Due to the cost of this repair and the risk of future costly

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repairs including a rear differential replacement (\$40,000) and full turn table replacement (\$15,000), the Director of Public Services is recommending this unit be replaced and sold.

The current lead time for the delivery of a motor grader is 27 weeks but quotes have shown that order placed now can have units available between January – March 2025. Having a replacement unit in service by spring is important for the gravel road grading, shoulder grading, and dust suppression operations after the winter thaw.

Financial Implications

The proposed 2025 budget includes capital project 25-23 with a budget of \$600,000 for the replacement of a motor grader. Sufficient funds exist within the Public Services Equipment Reserves for this replacement.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Choose an item.

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Manager of Operations & Fleet

Attachments

None.

Approvals

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer



**SOUTH
FRONTENAC**

Public Meeting

under the Planning Act

Applications for Zoning By-law Amendment
PL-ZBA-2024-0104

Tuesday, October 15, 2024

7:00 p.m. Council Meeting



**SOUTH
FRONTENAC**

Notice of Collection

Personal information, as defined by the *Municipal Freedom of Information and protection of Privacy Act (MFIPPA)*, including (but not limited to names, addresses, opinions and comments, is collected under the authority of the *Municipal Act, 2001, Planning Act* and in accordance with *MFIPPA*.

All personal information may form part of the meeting agendas and minutes, and therefore will be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the Township of South Frontenac.

Questions regarding the collection, use and disclosure of this personal information may be directed to the Township Clerk.

Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment Application PL-ZBA-2024-0104.
- If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Clerk by email care of planning@southfrontenac.net. This will also entitle you to be advised of an Ontario Land Tribunal appeal.
- Only a specified person or public body as defined in the Planning Act, or the registered owner of any land to which the by-law would apply, may appeal the decision to the Ontario Land Tribunal. They must have made an oral submission at the public meeting or a written submission to Council.
- The appeal must be filed with the Clerk within 20 days of the notice of decision. The notice of appeal must set out the reasons for the appeal and be accompanied by the fee required by the Tribunal.

Meeting Format

- Planner reviews proposal and delivers report
- Open discussion
 - Council questions
 - Public questions and comments
 - Council comments
- Close public meeting



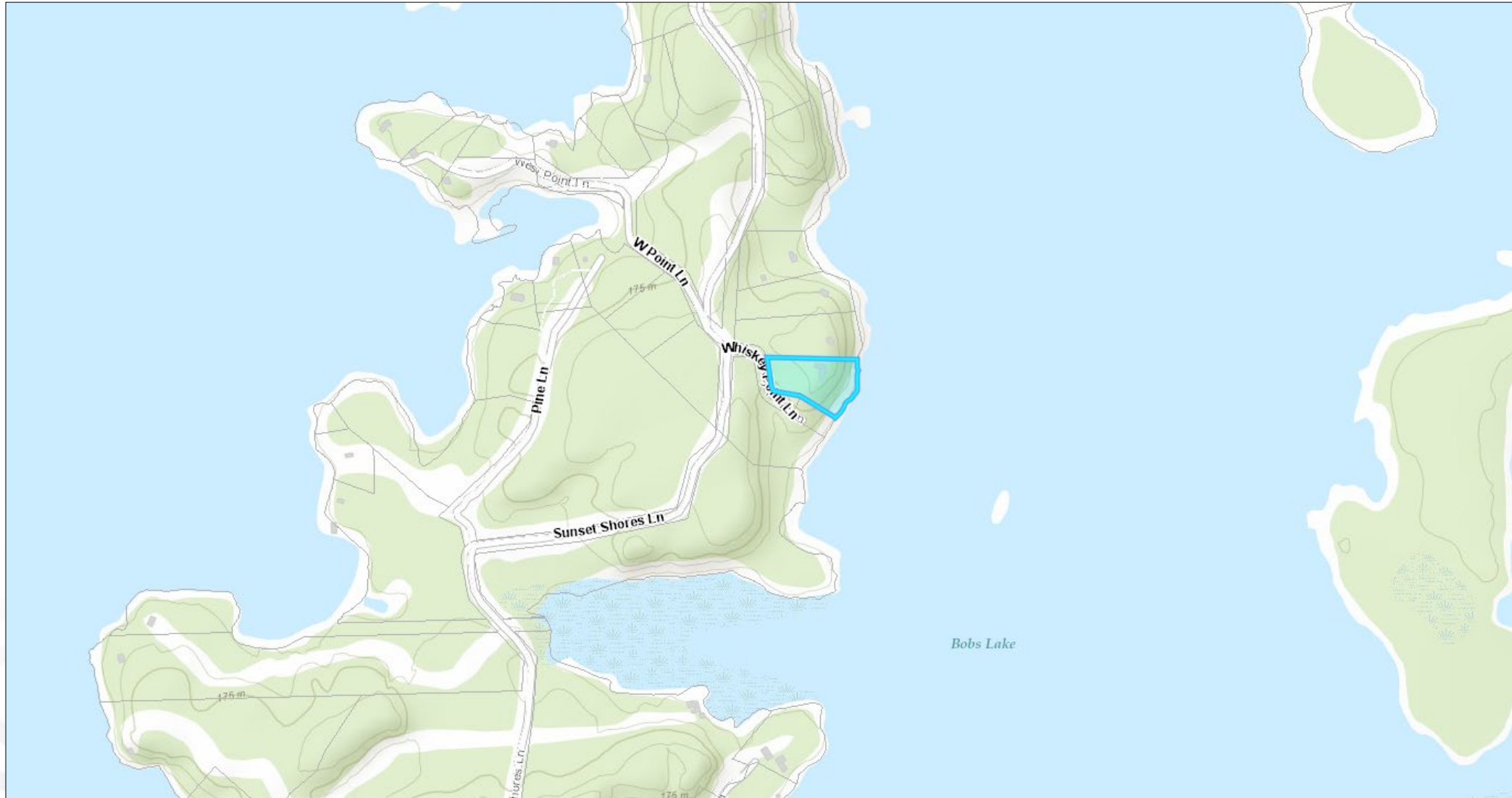
PL-ZBA-2024-0104

Property Owner/Agent: Donald Kohart

Property: 15 Whiskey Point Lane



Location



Neighborhood Zoning

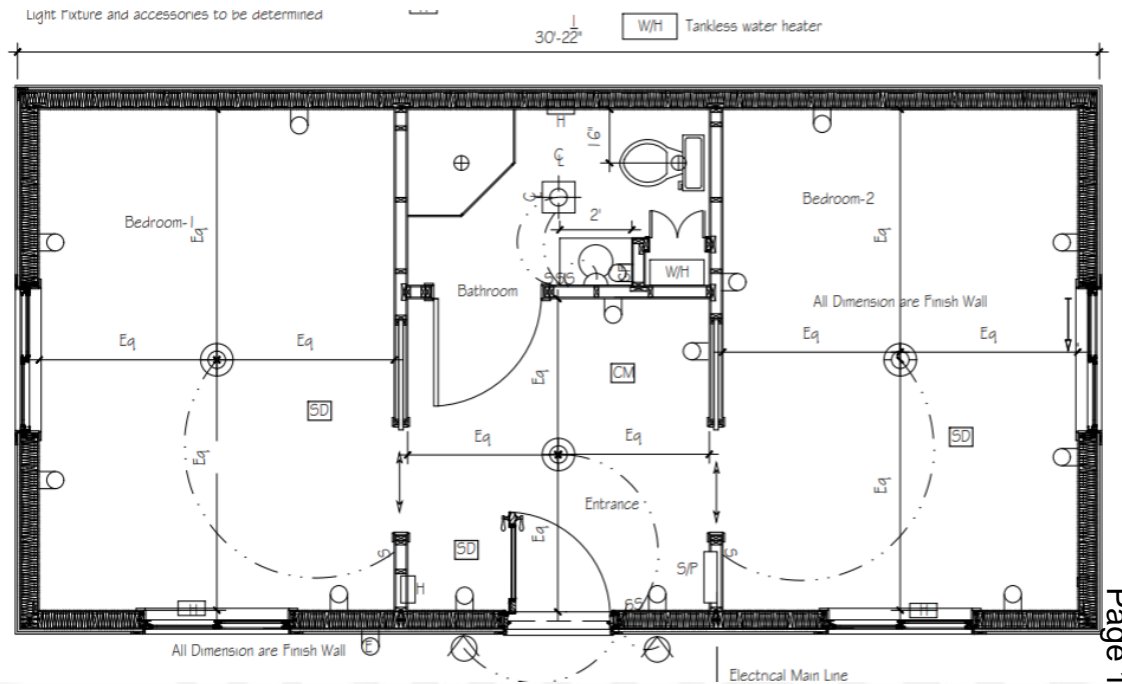
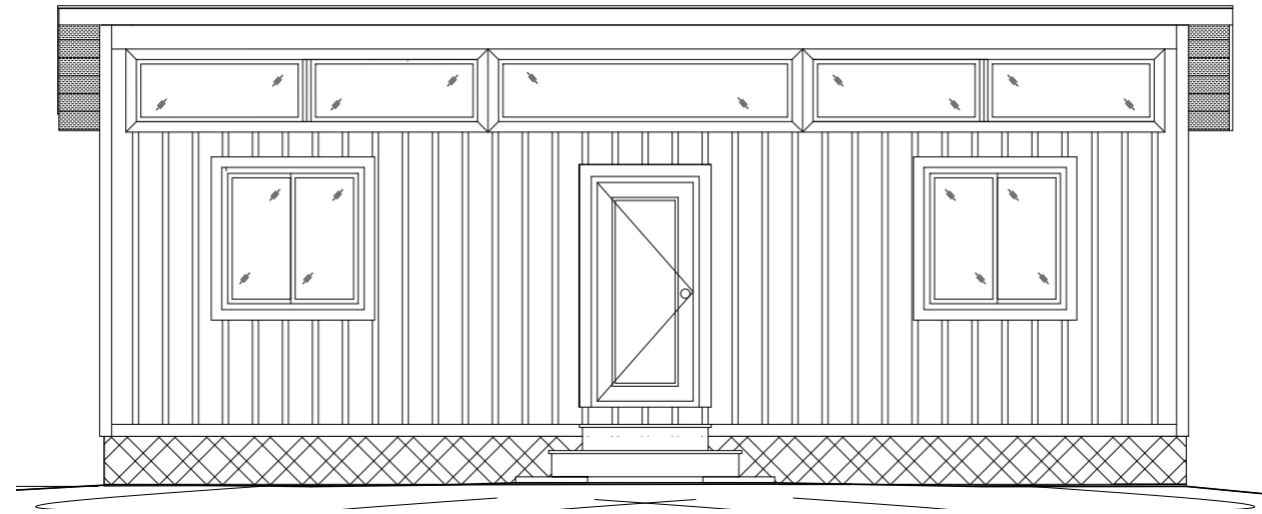


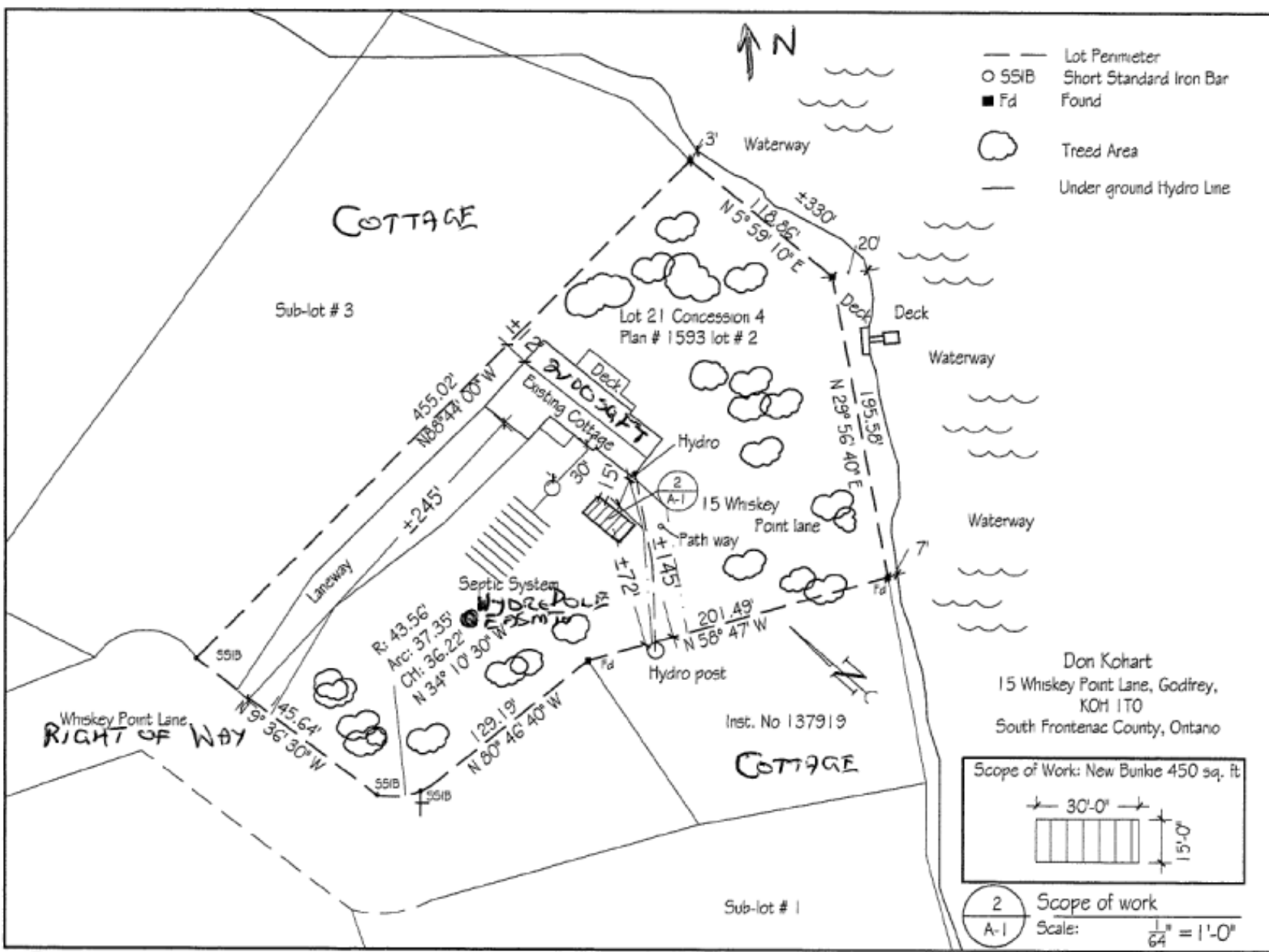
Aerial Imagery



Proposal

- Construct a sleeping cabin larger than 300sqft (maximum permitted size)
- Designation – Rural
- Existing Zone – RLSW
- Proposed Zone – RLSW-143
 - Would permit a 450sqft sleeping cabin





Notes Do not Scale
 Drawing All Measurement
 are in Imperial
 Unless Otherwise Specified
 All Lumber to be Dimensional
 lumber unless Specified

Don Kohart
 Cottage Project
 15 Whiskey Point Lane, Godfrey,
 K0H 1T0
 South Frontenac County, Ontario

PROJECT BY:
HUBBARD & CO.
 HERITAGE RESTORATION & CONSTRUCTION
 15 Spencer Street
 Box 209, Spencerville, Ontario
 K0L 1X0
 Tel: 615-698-2100
 www.hubbardandcompany.com

DRAWING TITLE
 Site Plan
 Dimension
 Details & Notes

DRAWING BY: _____ REVISION BY: _____

SCALE
 AS NOTED

DATE
 March 2024

SHEET NO.
 A-1

FILE NUMBER
 23-P-018

1 Site Plan
 A-1 Scale: 1/64" = 1'-0"

Scope of Work: New Bunker 450 sq. ft.

 2 Scope of work
 A-1 Scale: 1/64" = 1'-0"

Department and Public Comments

- **Rideau Valley Conservation Authority** – No objection to the application or approval of the Zoning Amendment Application
- **Ministry of Environment, Conservation, and Parks (MECP)** - The application was circulated to MECP as the property is located on Green Bay which is an at capacity highly sensitive lake trout lake. They have no objection to approval of the application.
- **Public** – none received



Planning Analysis

- Provincial Policy Statement, County Official Plan and Township Official Plan provide direction on protection of water resources and development new sensitive water features.
- Property is located on Green Bay which is a highly sensitive at capacity lake trout lake.
- Development on existing lots can be developed in accordance with the Environmentally Sensitive Area policies of the OP.
- A sleeping cabin is a permitted use in the RLSW zone.
- The proposed sleeping cabin meets all applicable setbacks and lot coverage.
- Layout of sleeping cabin has two bedrooms, a bathroom, and entry area. A bathroom is permitted in a sleeping cabin.
- The propose size of the sleeping cabin is the only provision requiring relief.

Next Steps

- South Frontenac Council should receive comments from the public
- Staff will bring a recommendation report to Council on this application at a future meeting which considers applicable policy and any public comments received



Open Discussion

1. Applicant/Agent Comments
2. Council Questions
3. Public Questions and Comments
4. Council Comments

If you are joining virtually and would like to speak:

- Use “Raise Hand” feature at the bottom of your screen.
- Dial*9 (star nine) for phone.
- Please wait to speak until you hear your name and your microphone has been unmuted.



Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: October 15, 2024

Subject: Public Meeting for Zoning By-law Amendment Application PL-ZBA-2024-0104, Donald Kohart, 15 Whiskey Point Lane

Report Number: 2024-178

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2024-0104 which applies to properties municipally known as 15 Whiskey Point Lane. If approved, the zone on the subject lands would be changed from Limited Service Residential - Waterfront (RLSW) to Limited Service Residential - Waterfront Special Exception (RLSW-143).

Consistent with Council's Procedural By-law, Council will receive comments from the public on the application through the public meeting. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.

Recommendation

This report is for information only.

Background

The purpose of the proposed zoning by-law amendment is to change the Limited Service Residential – Waterfront (RSLW) zone on the property to a Limited Service Residential – Waterfront – Special Exception (RLSW-143) zone. The effect of the by-law would be to allow a 41.8sqm (450sqft) sleeping cabin to be constructed on the property. The proposed sleeping cabin is larger than the current maximum 27.9sqm (300sqft) size of sleeping cabin that the Zoning By-law currently permits.

The zoning by-law amendment is requested to permit the proposed sleeping cabin on the property. Under the *Planning Act*, a public meeting is required to be held to receive comments from the public on the proposed rezoning.

Property Description

The subject property is accessed from Whiskey Point Lane which is a private lane located on the peninsula of land between Bobs Lake and Green Bay. The property is 0.95ha in area

with approximately 95m of frontage on Green Bay. The property is developed with a single detached dwelling.

The property has a gradual slope from the lane to the approximate mid point of the property after which the property slopes steeply towards the shoreline. The property is primarily treed with the exception of the area around the existing development. The existing dwelling on the property is set back more than 50m from the shoreline – the proposed sleeping cabin is to be located between the lane and the dwelling.

Related Applications

The property is not subject to any other applications under the *Planning Act*.

Application and Supporting Documents

The application and supporting documents can be accessed through the Township's CivicWeb Document Center: <https://southfrontenac.civicweb.net/filepro/documents/108034/>

Department and Agency Comments

The application was not circulated to Building Services or Public Services due to the nature of the application.

Rideau Valley Conservation Authority reviewed the application and advised that they have no objection to approval of the application.

The application was circulated to the Ministry of Environment, Conservation, and Parks as the property is located on Green Bay, an at capacity highly sensitive lake trout lake. They have reviewed the application and advise that they have no concerns or objections to approval of the application.

Public Comments

No comments were received from the public at the time of writing this report.

Preliminary Planning Analysis

The proposed zoning by-law amendment will need to be assessed against the applicable policies of the Provincial Policy Statement 2020, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75.

The Provincial Policy Statement 2020 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. The PPS also provides direction on the protection of water resources including the restriction of development and site alteration near sensitive surface water features.

The County Official Plan establishes a framework for guiding land use changes by protecting and managing the natural environment, as well as directing and influencing growth patterns.

The Township Official Plan contains policies that regarding development adjacent to waterbodies. Section 5.2.8 of the Official Plan speaks to Lake Trout Lakes. Green Bay is identified as a highly sensitive (at capacity) lake trout lake. Development that would impact these lakes is generally required to be set back a minimum of 300m from these types of lakes. However, the subject property is an existing lot of record, therefore it is subject to subsection 5.2.8.a.i which states that existing lots of record may be developed in accordance with the Environmentally Sensitive Area policies of the plan.

Section 5.2.7 Environmentally Sensitive Areas applies to all lands within 90 metres of the highwater mark of all lakes and rivers. The intent of the Official Plan is to ensure that all buildings and structures are set back a minimum of 30m from the highwater mark. Vegetation and the native soil mantle within the setback area should be disturbed as little as possible. These measures are intended to minimize environmental and visual lake impacts by reducing phosphorus inputs, preventing erosion and by maintaining a natural appearance of the shorelines.

Section 5.7.7 of the Official Plan contains policies addressing limited-service residential development within the Rural designation. Limited-service residential development is generally located in the Rural area of the Township on a body of water where the primary means of access is from a private road or a navigable waterway. The permitted uses in these areas are single detached dwellings and seasonal dwellings. A sleeping cabin is permitted as an accessory building to the existing residential use of the property.

The subject property is zoned RLSW in the Township Zoning By-law. A sleeping cabin is a permitted as an accessory building in the RLSW zone. The location of the proposed sleeping cabin complies with all required setbacks and lot coverage.

The Zoning By-law defines a sleeping cabin as follows:

"SLEEPING CABIN" shall mean an accessory and subordinate, single storey (with no basement), detached building or structure with a maximum footprint of 27.9 sq. metres (300 sq. ft.) designed as sleeping accommodation only, to permit the better or more convenient enjoyment of the principal residential dwelling and may contain plumbing or sanitary waste disposal systems provided such system is connected to the system accommodating the principal dwelling and approved by the local Health Unit. No kitchen facilities shall be included in a sleeping cabin. In no case shall the definition of a sleeping cabin be deemed to include premises for the temporary accommodation of members of the public for a fee.

The dimensions of the proposed sleeping cabin are 30ft x 15ft. The layout of the sleeping cabin is comprised of two bedrooms, one on either end, with a bathroom and entry area in the middle. The proposed sleeping cabin will not have a basement and will comply with the maximum permitted height. The proposed size of the sleeping cabin at 42.8sqm (450sqft) is the only aspect of the structure that does not comply with the Zoning By-law.

The owner understands they may need to replace or upgrade the septic system in order to accommodate the proposed sleeping cabin. The size and configuration of the proposed sleeping cabin is desired by the property owner to accommodate family and visitors they host at the property.

A detailed policy analysis will be provided in a subsequent report to Council following the public meeting. The report may include a by-law for consideration by Council. The content of a proposed by-law may be refined based on the detailed policy analysis and consideration for comments received at the public meeting.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.
 - Priority: Choose an item.
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Notice of the Statutory Public Meeting was given pursuant to the requirements of the Planning Act, 20 days in advance of the Public Meeting. This included notice given:

- by mail to every owner of land within 120 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies

Attachments

Exhibit A – Draft By-law

Approvals

Prepared By: Tom Fehr, RPP, MCIP, Planner

Submitted By:



Brad Wright, RPP, MCIP, AICP, Director of Development Services

Approved By:



Louise Fragnito, CPA CGA, Chief Administrative Officer

By-Law Number 2024-XX**BEING A BY-LAW TO AMEND BY-LAW 2003-75, AS AMENDED, TO REZONE LANDS FROM LIMITED SERVICE RESIDENTIAL - WATERFRONT (RLSW) TO LIMITED SERVICE RESIDENTIAL - WATERFRONT SPECIAL EXCEPTION (RLSW-143) ON LANDS DESCRIBED AS 15 WHISKEY POINT LANE, PLAN 1593 LOT 2, DISTRICT OF BEDFORD: DONALD KOHART**

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

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

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

And that there be no further notice pursuant to Section 34 (17) of the *Planning Act*;

Therefore be it resolved that the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. **THAT** Schedule "D" to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Limited Service Residential - Waterfront (RLSW) to Limited Service Residential - Waterfront Special Exception (RLSW-143) for the lands shown on Schedule "1".
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RLSW-143 (15 Whiskey Point Lane, Plan 1593 Lot 2, District of Bedford) immediately after the last Limited Service Residential - Waterfront Special Exception section to read as follows:

Notwithstanding any provisions of this by-law to the contrary, on lands zoned RLSW-143 the maximum permitted size of a sleeping cabin shall be 41.8 square metres (450 square feet).

All other provisions of this by-law shall apply.

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

Given First and Second Readings: Tuesday, XXXXXX, 2024

Given Third Reading and Passed: Tuesday, XXXXXX, 2024

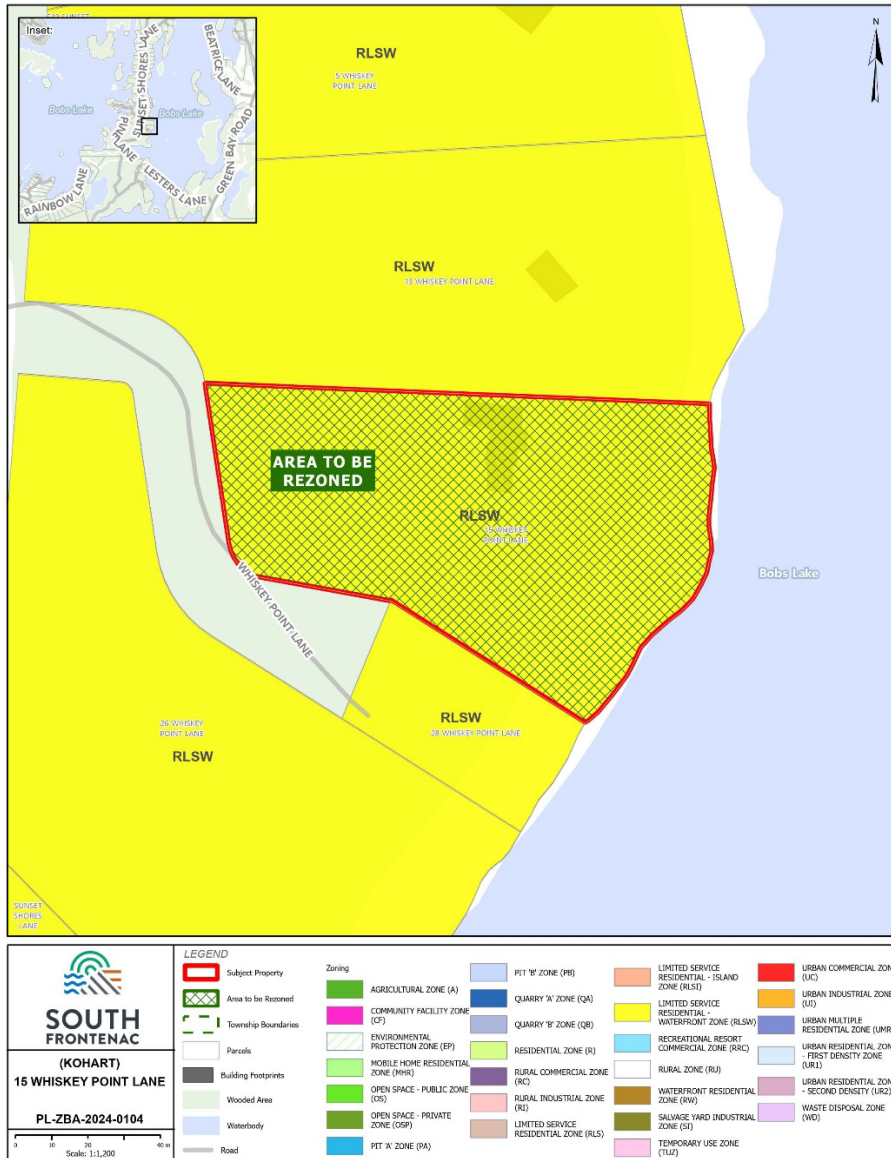
James Thompson, Clerk

Ron Vandewal, Mayor

DRAFT

Township of South Frontenac By-Law Number 2024-XX

Schedule 1 of By-law 2024-XX



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Memorandum | Corporate Climate Change Community Survey

To: Township of South Frontenac
From: StrategyCorp Inc.
Date: October 15, 2024
Re: Draft Corporate Climate Change Action Plan Community Survey

The Township of South Frontenac's Community Survey on Corporate Climate Change Actions

The Township of South Frontenac is developing a Corporate Climate Change Action Plan (CCAP) to guide our efforts in reducing greenhouse gas emissions from municipal operations. This survey aims to gather feedback from our residents and businesses to align our actions with community needs and to measure support for our climate initiatives.

Plan Focus:

The CCAP focuses on improving the Township's own facilities and operations. Key areas include:

- Reducing emissions in transportation and municipal buildings.
- Assessing risks and planning for climate impacts on our infrastructure and services.
- Enhancing our policies and actions to show our commitment to environmental stewardship.
- Showcase South Frontenac's dedication to climate resilience, enhancing well-being and sustainable development.

Survey Importance:

Your input is vital. The survey will take about 25 minutes and covers:

- Awareness and perceptions of our current climate efforts.
- Preferences for balancing climate change mitigation (reducing emissions) and adaptation (preparing for climate impacts).
- Priorities for actions within our corporate governance.

We value your input! Completing this survey will take approximately 25 minutes.

Survey Questions:

Awareness of CCAP Initiatives

The Township has been actively integrating climate considerations into our operations and decision making with initiatives such as upgrading public facilities with energy-efficient technologies and supporting the transition to electric vehicles.

How aware are you of the Township's climate change initiatives?

Initiative (note – this list is not exhaustive)	Not Aware	Slightly Aware	Moderately Aware	Very Aware
Sustainable Infrastructure and Energy Efficiency: <ul style="list-style-type: none"> We've upgraded lighting to save energy, added heat pumps, and renovated buildings like the new Fire Hall and Town Hall to make them more energy efficient. 				
Transportation and Fleet Management: <ul style="list-style-type: none"> We're switching some of our vehicles to hybrid options and have taken innovative changes such as the use of an electric ice resurfacer. We're also proposing to set up charging stations for electric vehicles around the Township to encourage their use. 				
Emergency Preparedness Planning: <ul style="list-style-type: none"> We've reviewed our emergency plans to bring increased awareness to climate-related events like wildfires and severe storms, to make our community safer and more resilient. 				
Integration of Climate Change in Decision-Making and Planning: <ul style="list-style-type: none"> We're making sure that climate change is considered in all our planning processes. Our Official Plan and council reports now include sections that address the impact of climate change. 				
Comprehensive Asset Management: <ul style="list-style-type: none"> We're creating a detailed plan for managing our facilities sustainably. This includes monitoring energy use to make our budgeting and upgrades more efficient. 				
Greenhouse Gas (GHG) Inventory and Forecasting: <ul style="list-style-type: none"> We're tracking our greenhouse gas emissions very closely to help us create specific strategies to reduce our environmental footprint. 				
Corporate Climate Change Action Plan: <ul style="list-style-type: none"> We're developing a thorough plan focused on our municipal operations to lessen our impact on the environment and enhance sustainability in everything we do. 				

Evaluating our Climate Efforts

How effective do you think our current actions and projects to fight climate change have been?

- Ineffective
- Somewhat ineffective
- Neutral
- Somewhat effective
- Effective

Would you like to share more details about why you rated the Township's efforts in this way?

- Yes: [open ended response]
- No (skip to next question)

Adaptation or Mitigation or Both

In South Frontenac, we're committed to tackling climate change by focusing on two main strategies: mitigation and adaptation. Here's what that means for us and our community:

- **Mitigation:** This means we take steps to reduce the gases that cause global warming. We're working on using less energy in our buildings, using less oil and gas, switching to renewable energy sources like solar or wind, and overall trying to reduce our environmental footprint.
- **Adaptation (or Resilience):** This involves making changes to deal with the effects of climate change that are already happening. For example, improving how we manage water, and making our roads and infrastructure stronger to cope with changing weather patterns.

These efforts help us manage what we can prevent and prepare for what we can't avoid. Considering the current and future impacts of climate change do you think the Township should:

Prioritize climate change mitigation, focusing on reducing greenhouse gas emissions?

OR

Prioritize adaptation, enhancing our resilience to the effects of climate change?

OR

Should there be a balanced focus on both mitigation and adaptation?

Please select the option that best reflects your view:

- Focus primarily on mitigation.
- Focus primarily on adaptation.
- Maintain a balanced focus on both mitigation and adaptation.
- Not sure/I need more information.

Community Priorities

As we keep working on our climate strategies, it's really important for us to know what matters most to you, the people who live here. This helps us make sure that what we do matches what you care about, especially in the areas we handle directly.

Please let us know how important each of the following actions is to you by rating them from 1 to 5. Use 1 for actions you think are not important at all, and 5 for actions you believe are very important.

Reducing Greenhouse Gas Emissions:

- **What we're doing:** We're adopting new methods and technologies to cut down the harmful gases our Township activities release into the air. For example, we've replacing old streetlights with energy-saving LED lights.
- Rate how important this is to you: 1-5

Increasing Energy Efficiency in Our Buildings:

- **What we're doing:** We're updating our buildings to use less energy without lowering service quality. For example, we're installing energy-efficient lights, and upgrading to more efficient heating and cooling systems.
- Rate how important this is to you: 1-5

Preserving Natural Areas:

- **What we're doing:** As part of the ongoing Official Plan Review, we are committed to enhancing and protecting our green spaces. This includes developing and implementing guidelines that ensure the responsible use of land.
- Rate how important this is to you: 1-5

Expanding Renewable Energy:

- **What we're doing:** We're increasing our use of renewable energy sources like solar power by installing solar panels to some of our buildings.
- Rate how important this is to you: 1-5

Making Our Fleet Greener:

- **What we're doing:** We're changing some of our vehicles to more fuel-efficient ones, including hybrids, to cut down on harmful emissions.
- Rate how important this is to you: 1-5

We Care About Being Green

The Township is working hard to make sure our development plans are environmentally friendly. This helps protect nature and makes life better for everyone in our community. Our projects like the new Fire Hall, which aims for zero extra energy use, and upgrades such as energy-saving lights, heat-efficient systems, and better public spaces are key parts of our plan to tackle climate change.

We Want to Know What You Think:

How much do you support our efforts to keep focusing on and investing in these green projects?

- Not supportive
- Slightly supportive
- Moderately supportive

- Very supportive
- Extremely supportive
- Prefer not to answer [skip to next question]

Thinking About Costs and Benefits

In South Frontenac, we're committed to tackling climate change in a way that is both environmentally and financially smart. We always think about the costs today and the benefits tomorrow when we plan our projects. This helps us make decisions that are good for our budget and our planet over the long haul.

We Want Your Opinion:

How important is it to you that we look at the whole life cost of what we buy or build—not just what it costs to get it started but what it will cost to run and eventually replace?

- Not important
- Slightly important
- Moderately important
- Very important
- Extremely important
- Prefer not to answer [skip to next question]

Keeping You Informed About Our Climate Efforts

Here in South Frontenac, we are committed to keeping everyone well-informed about our efforts to combat climate change. We want to make sure that information about our actions and progress is easy for all residents to access. Your feedback will help us figure out the best ways to keep you updated and involved.

We Want to Know:

How well do you think the Township does in sharing information about our climate actions and achievements?

- **Very poorly:** Rarely receive updates; mostly unaware of actions.
- **Poorly:** Occasionally informed but not enough to understand fully.
- **Adequately:** Generally aware and receive expected information.
- **Well:** Regularly updated and understand the actions well.
- **Very well:** Thoroughly informed and fully aware of all initiatives.

***How would you prefer to receive information about the Township's corporate climate change actions?
(Select all that apply)***

- Township website
- Public meetings
- Social media (Facebook, Twitter, etc.)
- Local news outlets (newspapers, radio)
- Email newsletters

- Other (please specify): [open-ended response]

Vision for the Corporate Climate Change Action Plan

The following statement is a draft vision for the Township's Corporate Climate Action Plan:

To sustain community well-being through climate responsive municipal services and infrastructure.

Do you agree with this vision for the Township's operations?

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Do you have any suggestions for improving this vision statement? Please share your thoughts.

- [open ended response]

Tell Us What You Think We Should Do

We're working hard to meet our climate goals, and we want to know what you think are the most effective actions we can take within our Township operations. Note: these include integration of such actions as: (i) integration of climate change in decision-making and planning; (ii) asset management planning; (iii) fleet planning; (iv) sustainable infrastructure; (v) energy efficient elements within municipal buildings, etc.

What areas should we focus on in our Township operations (note: municipal actions, not community actions) to really make a difference in fighting climate change?

- [open ended response]
- Prefer not to answer [skip to next question]

Thank You for Your Help!

Your opinions will guide our actions for a better environment. Thanks for helping us make our Township a greener and more sustainable place.

Minutes of Council
October, 1, 2024



Township of South Frontenac Council Meeting Minutes



Meeting

Time: 7:00 PM

Location: 3910 Battersea Road/Virtual Via Zoom

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

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Troy Dunlop - Manager of Engineering and Capital Projects, Tim Laprade - Manager of Recreation and Facilities, Amanda Pantrey - Program, Events & Education Coordinator

1 Call to Order

a) Resolution

Resolution No. 2024:17:01

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That the Council meeting of October 1, 2024 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 and Addendum

a) Resolution

Resolution No. 2024:17:02

Moved by Councillor Turcotte

Seconded by Councillor Sleeth

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

5 Recess

6 Public Meeting

a) Resolution

Resolution No. 2024:17:03

Moved by Councillor Ruttan

Seconded by Councillor Trueman

That the public meeting regarding RC-24-04 (Holmes) Unopened Road Allowance Closure and Purchase Request and proposed By-law to Establish Unopened Road Allowance Policies be called to order.

Carried

b) Notice of Collection

The Clerk spoke to the Notice of Collection.

c) RC-24-04 (Holmes) Unopened Road Allowance Closure and Purchase Request

The Clerk conducted a PowerPoint presentation regarding RC-24-04.

In response to a question from Councillor Sleeth regarding Parcel B as identified on Exhibit B on the Report, the Clerk clarified that an application regarding Parcel B would come before Council at a future meeting.

The Mayor afforded members of the public with an opportunity to provide comment.

Nancy Holmes, Applicant requested that the purchase price be adjusted to 1.50 per square foot.

The Mayor commented that he felt the existing fee framework should be respected.

d) Proposed By-law to Establish Unopened Road Allowance Policies

The Clerk provided an overview regarding the proposed fees associated with the proposed By-law to Establish Unopened Road Allowance Policies.

Members of Council and members of the public did not provide comment.

e) Resolution

Resolution No. 2024:17:04
Moved by Councillor Roberts
Seconded by Councillor Leonard
That the public meeting be closed.

Carried

7 Delegations

8 Briefings

a) Representatives from Sierra Planning and Management spoke to Council regarding the South Frontenac Recreation Service Fee & Facility Allocation Policy.

9 Approval of Minutes

a) Resolution

Resolution No. 2024:17:05
Moved by Councillor Trueman
Seconded by Councillor Sleeth
That the minutes of the September 10, 2024 Council meeting be approved.

Carried

10 Reports Requiring Action

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October, 1, 2024

a) Recreation Service Fee & Facility Allocation Policy

Resolution No. 2024:17:06

Moved by Councillor Leonard

Seconded by Councillor Turcotte

That Council approve the Recreation Service Fee & Facility Allocation Policy, attached to Report 2024-171 as Exhibit A; and

That Council in principle approve the Fee schedule contained on pages 11/12 of Report 2024-171 in order for a public meeting to be held, in accordance with By-law 2016-73.

Carried

b) Note: Councillor Roberts voted in opposition of the resolution.

c) Verona Housing – FCM Studies Grant

Resolution No. 2024:17:07

Moved by Deputy Mayor Morey

Seconded by Councillor Leonard

That Council support staff in moving forward with the FCM Studies grant application submission; and

That Council authorize the Clerk and Mayor to sign off on grant agreements for the FCM Studies grant, if successful.

Carried

d) Kingston Humane Society Contract

Resolution No. 2024:17:08

Moved by Councillor Ruttan

Seconded by Councillor Sleeth

That Council authorize the Mayor and Clerk to execute a five (5) year contract with the Kingston Humane Society for the provision of Animal Pound Services for a term commencing January 1, 2025 to December 31, 2029 based on a monthly all-inclusive fixed fee of \$1852.61; and

That increases shall be applied to the fixed monthly fee for each year of the contract from Year 2 through Year 5, adjusted annually in January, by the Consumer Price Core Index based on the prior year.

Carried

e) Tanker 351 – Tank Replacement

Resolution No. 2024:17:09

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the Director of Emergency Services / Fire Chief be authorized to spend up to \$100,000 funded from Fire equipment reserves to complete the required tank replacement on Tanker 351.

Carried

f) Designation of Activity Hubs

Resolution No. 2024:17:10

Moved by Councillor Sleeth

Seconded by Councillor Roberts

That Council designate the following facilities and parks as Townships activity hubs in accordance with the Recreation, Parks, and Leisure Master Plan:

Minutes of Council
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- Indoor activity hubs – Glendower Hall and the Storrington Centre.
- Outdoor activity hubs - McMullen Park, Centennial Park, The Point Park, and Gerald Ball Park.

Carried

g) Pavement Condition Assessment Updates

Resolution No. 2024:17:11

Moved by Councillor Trueman

Seconded by Councillor Leonard

That Council direct staff to proceed with a new project to update the pavement condition ratings for the Township's hard surfaced road network; and

That Council approve the budget request of \$25,000 for the pavement condition assessment project to be funded from Capital Project 24-34 surplus (Development Charges Reserve).

Carried

11 Advisory Committee Reports or Minutes

12 Reports Requiring Approval of By-laws

a) RC-24-01 (Caivan Properties Holding Corporation) Unopened Road Allowance Closure and Purchase Request

Resolution No. 2024:17:12

Moved by Councillor Sleeth

Seconded by Councillor Trueman

That By-law 2024-65, attached to the Report as Exhibit C, being a By-law to Stop up, close and sell a portion of Unopened Road Allowance, Part 1 on Plan 13R23213 and Part 6 on Plan 13R18972; Bedford, be given first and second reading.

Carried

Resolution No. 2024:17:13

Moved by Councillor Turcotte

Seconded by Councillor Roberts

That By-law 2024-65 be given third reading, signed and sealed.

Carried

b) Proposed By-law to Establish Unopened Road Allowance Policies

Resolution No. 2024:17:14

Moved by Councillor Leonard

Seconded by Councillor Pegrum

That By-law 2024-66, attached to the Report as Exhibit A, being a By-law to Establish Unopened Road Allowance Policies, be given first and second reading.

Carried

Resolution No. 2024:17:15

Moved by Deputy Mayor Morey

Seconded by Councillor Ruttan

That By-law 2024-67 be given third reading, signed and sealed.

Carried

Resolution No. 2024:17:16

Moved by Councillor Trueman

Seconded by Councillor Sleeth

That By-law 2024-67, attached to the Report as Exhibit B, being a By-law to Amend By-Law Number 2024-59, A By-Law to Establish Fees and Charges

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Collected by The Corporation of the Township of South Frontenac, as amended,
be given first and second reading.

Carried

Resolution No. 2024:17:17

Moved by Councillor Roberts

Seconded by Councillor Turcotte

That By-law 2024-66 be given third reading, signed and sealed.

Carried

- c) RC-24-04 (Holmes) Unopened Road Allowance Closure and Purchase Request, Public meeting and By-law

Resolution No. 2024:17:18

Moved by Councillor Sleeth

Seconded by Councillor Leonard

That By-law 2024-68 being a By-law to Stop up, close and sell a portion of Unopened Road Allowance, Part 4 Plan 13R19516; Loughborough, be given first and second reading.

Carried

Resolution No. 2024:17:19

Moved by Councillor Turcotte

Seconded by Councillor Ruttan

That By-law 2024-68 be given third reading, signed and sealed.

Carried

13 Reports for Information

- a) Award of Tender # PS-2024-17 – Perth Road Reconstruction
- b) Award of Tender # PS-2024-19 – South Frontenac Office Expansion
- c) Award of Tender # PS-2024-07 – 12th Concession Bridge Repair

14 Committee of the Whole

15 Tabling of Documents

- a) Correspondence received from Cataraqui Conservation, dated September 16, 2024 regarding Cataraqui Conservation full-service tree planting program.
- b) Correspondence received from Rob Flack, Minister of Agriculture, Food and Agribusiness, dated September 24, 2024 regarding Agricultural Workforce Equity and Diversity Initiative.

16 Communications

- a) Correspondence received from Courageous Companions, dated September 11, 2024 regarding Courageous K-9.

17 Notice of Motions

18 Rise and Report regarding County Council and External Boards

- a) Cataraqui Conservation

Councillor Sleeth noted that the General Manager will reach out to the Township regarding the 2025 Budget.

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b) Quinte Conservation

Councillor Roberts advised Council that a new storage shed has been completed and indicated that a resolution was approved regarding repairs to Bellrock Dam.

c) Rideau Valley Conservation Authority

Councillor Turcotte stated that Rideau Valley Conservation Authority has approved the 2025 meeting schedule. He noted that the Conservation Authority has commenced the 2025 Budget process and mentioned that the summer camps were completely full.

19 Announcements/Statements by Councillors

a)

The Mayor noted that the Battersea Pumpkin Festival is scheduled for October 5, 2024. He spoke to the success of the Hockey Day event.

20 Closed Session (if requested)

a) Resolution

Resolution No. 2024:17:20

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

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

1. Approval of September 10, 2024 Committee of the Whole "Closed Meeting" Minutes
2. A proposed or pending acquisition or disposition of land by the municipality or local board - Storrington District
3. A proposed or pending acquisition or disposition of land by the municipality or local board - Loughborough District

Carried

b) Note: Council recessed from 8:52 p.m. to 9:00 p.m.

c) Resolution

Resolution No. 2024:17:21

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That Council rise from the Committee of the Whole "Closed Meeting" and the Clerk report.

Carried

Resolution No. 2024:17:22

Moved by Councillor Ruttan

Seconded by Councillor Turcotte

That Council authorize and delegate to the Chief Administrative Officer the authority to action the direction received in closed session.

Carried

21 Confirmatory By-law

a) Resolution

Resolution No. 2024:17:23

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Moved by Councillor Ruttan
Seconded by Councillor Pegrum
That By-law 2024-69, 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. 2024:17:24
Moved by Councillor Sleeth
Seconded by Councillor Roberts
That By-law 2024-69, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

22 Adjournment

a) Resolution

Resolution No. 2024:17:25
Moved by Councillor Trueman
Seconded by Councillor Ruttan
That the Council meeting of October 1, 2024 be adjourned at 9:52 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: October 15, 2024

Subject: Drinking Water Quality Management System: 2023 Management Review Report and Endorsement of Operational Plan

Report Number: 2024-175

Summary

The purpose of this report is to recommend that Township Council receive the Top Management Report for 2023 and re-endorse the Operational Plan for the Sydenham Drinking Water System.

Recommendation

That Council receive the Sydenham Drinking Water System Management Review Summary Report 2023, Management Review Meeting Minutes and Audit Report; and

That Council re-endorse the Operational Plan for the Sydenham Drinking Water System and authorize the Mayor and CAO to sign the Owner and Top Management Endorsement of the Operational Plan for Sydenham's Drinking Water Supply Systems document showing Council's endorsement of the plan.

Background

South Frontenac Township, as the Owner of the Sydenham Drinking Water System, is required by the [Safe Drinking Water Act](#) to ensure that these systems are operated by an Accredited Operating Authority, Utilities Kingston.

In accordance with the [Drinking Water Quality Management Standard](#), one component is the annual Management Review. This addresses the continuing suitability, adequacy, and effectiveness of the Quality Management System. The Management Review was recently completed by the Operating Authority's identified Top Management. The report and meeting minutes are required to be provided to the Owner (Council), and as a best management practice it is recommended that the Owner re-endorse the Operational Plan and their commitment to the Quality Management System.

Background on Drinking Water Quality Management Standard

The [Drinking Water Quality Management Standard](#) (DWQMS) approved under section 21 of the [Safe Drinking Water Act](#) was developed in partnership between the Ministry of the Environment, Conservation and Parks (MECP) and Ontario's water sector, after Justice Dennis O'Connor's, Report of the Walkerton Inquiry 2002 recommended the adoption of quality management for municipal drinking water systems.

The DWQMS complements the legislative and regulatory framework by endorsing a proactive and preventive approach to assuring drinking water quality. This approach includes consideration of elements that are fundamental to ensuring the long-term sustainability of a Drinking Water System including management processes employed within the system; the maintenance of infrastructure used to supply drinking water, and identification of potential risks and risk mitigation strategies for items such as system security, water treatment, and distribution.

The DWQMS is based on a "plan, do, check and improve" methodology which is similar to that found in some international standards. "Plan" requirements of the standard typically specify policies and procedures that must be documented in the operational plans for the drinking water system. "Do" requirements specify the policies and procedures that must be implemented. "Check" and "Improve" requirements of the standard are reflected in requirements to conduct internal audits and management reviews. The MECP has developed a [pocket guide](#) that examines the requirements of the DWQMS, providing high level overview of what each of the requirements means in the context of a municipal residential drinking water system.

Most applicable to the recommendations in this report, the SDWA requires Owners and Operating Authorities of Municipal Residential Drinking Water Systems to have an accredited Operating Authority (Utilities Kingston). In order to become accredited, an Operating Authority must establish and maintain a Quality Management System (QMS). Minimum requirements for the QMS are specified in the Standard, the DWQMS.

Utilities Kingston has appointed a Quality Management Representative and Alternate Representative to administer the QMS by ensuring that processes and procedures needed for the system are established and maintained. Additionally, the QMS Representative reports to Top Management and the Owner on the performance of the QMS including any need for improvement, ensures that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the system, and promotes awareness of the QMS throughout the Operating Authority.

The Owner must in writing endorse the Operational Plan and receive relevant aspects of the QMS including the adequacy of infrastructure necessary to operate and maintain the system, summary of maintenance, rehabilitation, renewal programs, and sampling results. These are all included in the Management Report, provided as Exhibit A to this report.

Discussion/Analysis

Management Review Report and Endorsement of Operational Plan

Utilities Kingston, as the Operating Authority for the Sydenham Drinking Water Systems, is responsible for the implementation and ongoing maintenance of a Quality Management System (QMS) which meets the requirements of the Drinking Water Quality Management Standard (DWQMS). The accreditation of operating authorities is based on the successful implementation of a QMS.

In accordance with the DWQMS, one component is the annual Management Review, which addresses the continuing suitability, adequacy, and effectiveness of the QMS, including the results of the annual accreditation audit. This Management Review was recently completed by the Operating Authority's identified Top Management. The Top Management Summary report, meeting minutes and the annual accreditation report are contained in Exhibits A, B and C, respectively, to this report, and are required to be provided to the Owner.

No regulatory non-compliances, non-conformances or deficiencies were identified in the Management Review Summary report for the Sydenham Drinking Water System.

The DWQMS requires that an Operational Plan be maintained by the Operating Authority, endorsed by the Owner, and accepted by the Ministry of Environment, Conservation and Parks. The Operational Plan for the Sydenham Drinking Water Systems was last approved by Top Management and Endorsed by the System Owner in 2021. There were no changes made to the Operational Plan in 2023. The [Operational Plan](#) is available on the Utilities Kingston and Township websites and attached as Exhibit F to this report. It is recommended that the Owner re-endorse the Operational Plan and their commitment to the QMS.

Financial Implications

Not applicable to this report.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Choose an item.
 - Action Item (If Applicable):

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

- Utilities Kingston

Exhibits

Exhibit A – Sydenham Management Review Summary Report 2023

Exhibit B – Sydenham DWQMS Management Review Meeting Minutes

Exhibit C – Sydenham DWS Systems Audit Report

Exhibit D – W-P-01 Sydenham QMS Policy

Exhibit E – W-P-02 Sydenham QMS Owner and Top Management Commitment and Endorsement (intentionally left blank for re-endorsement)

Exhibit F – W-OP-01 Sydenham Operational Plan v.8.0

Approvals

Prepared By: W. Troy Dunlop, C.E.T., Manager of Engineering and Capital Projects

Submitted By:



Kyle Bolton, C.E.T., Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

Sydenham Management Review Summary Report 2023

INTRODUCTION

This report has been prepared for the system owner to provide a summary of information reviewed by Top Management to evaluate the continuing suitability, adequacy, and effectiveness of the Quality Management System (QMS) for the Sydenham Drinking Water System (DWS) as required by the Drinking Water Quality Management Standard (DWQMS).

INCIDENTS OF REGULATORY NON-COMPLIANCE

There were no incidents of regulatory non-compliance.

INCIDENTS OF ADVERSE DRINKING WATER TESTS

In total, 630 treated water and distribution system samples were collected for testing by an accredited laboratory. Three samples collected resulted in a notification of an indicator of adverse water quality. Notifications of Adverse Water Quality represent 0.16% of the total samples collected.

DEVIATIONS FROM CRITICAL CONTROL POINT LIMITS AND RESPONSE ACTIONS

There were 2 reported deviations from the critical control limits. Responses for these incidents were pursued appropriately and effectively through process adjustments or through flushing to restore the combined chlorine residual to above 1.00mg/l.

THE EFFECTIVENESS OF THE RISK ASSESSMENT PROCESS

The risk assessments outcomes for the Sydenham System were reviewed in Q4 and included potential hazardous events and associated hazards listed by the Ministry of the Environment, Conservation and Parks (MECP). The risk assessment outcomes are available on SharePoint. These risk assessments and associated outcomes have been identified as effective due to their ability to reduce risk, and consistently provide safe and reliable water services to our customers and community. The risk assessment outcomes are available on SharePoint. There were no new risks identified in this reporting period.

INTERNAL AND THIRD-PARTY AUDIT RESULTS

Internal Audit

Internal Audits were completed and covered all 21 elements of the DWQMS. No major or minor-nonconformance were identified.

External Audit

QMS documents and records were provided to SAI Global for the External System Audit. The external audit resulted in no non-conformances. A copy of the audit report has been attached to this report as an appendix.

RESULTS OF EMERGENCY RESPONSE TESTING

Emergency Response Testing

A communications outage tabletop training and testing scenario was conducted for this year's emergency response training and testing. Staff worked through the scenario with their supervisor to identify deficiencies and potential improvements to the Emergency Response and Recovery Procedures and other procedures and processes applicable to emergency situations.

Identified Possible Improvements

Annual emergency response training and testing involving the evaluation of emergency scenarios and identification of appropriate response actions and necessary reporting has demonstrated to be a very valuable element of the DWQMS. Operators continue to immediately demonstrate and identify all appropriate response actions and necessary reporting requirements during the tabletop scenario. Operators also recognize the importance of sharing and communicating information between Treatment Operations, System Operations, and Engineering Services.

Communication and working together as a team before and after an event further improve the assessment of potential emergency events and the response actions taken. No emergency response improvements were identified during this year's training exercise.

STATUS OF POSSIBLE IMPROVEMENTS FROM PREVIOUS TESTING

All improvements that were identified from the previous emergency response testing has been completed.

OPERATIONAL PERFORMANCE

The Sydenham water treatment plant operated by Utilities Kingston continued to perform well. Process inputs also remained relatively stable during the reporting year. Current and routine maintenance, rehabilitation, and renewal programs continue to be a priority.

Distribution system performance is typically measured by its ability to provide safe drinking water at adequate pressure and volume, and its efficiency in delivering that water with minimal loss. Aspects of distribution system performance, such as lost water, can have a major impact on the performance of treatment, pumping, and storage facilities.

System Inspection Rating

Sydenham Drinking Water System (DWS) – 100%

Percentage Of Microbiological (Total Coliform & E. Coli) Test Results Meeting Ontario's Drinking Water Quality Standards

Sydenham DWS – 100%

Percentage Of Chemical & Radiological Test Results Meeting Ontario's Drinking Water Quality Standards

Sydenham DWS 100%

RAW WATER SUPPLY AND DRINKING WATER QUALITY TRENDS

Raw water chemistry is continuously monitored as it can change quickly because of Sydenham Lake's composition of granite to the north and limestone to the south.

Growths of blue green algal blooms are increasing in Ontario's lakes and rivers. This is generating concern for changes in risk to the raw water supply and the potential of associated human health dangers caused by cyanobacteria that can be present in toxic blooms. Weekly testing of intake and treated water is being tested for Microcystin, the harmful toxin found in Blue-green algal blooms. Additional blue green algal refresher training is also by operators in advance of the typical June to October growing season.

FOLLOW-UP ON ACTION ITEMS FROM PREVIOUS MANAGEMENT REVIEWS

The following action items were identified during the previous management review:

- Determine who at South Frontenac can provide water loss information.
 - Completed Chris Leeman.

THE STATUS OF MANAGEMENT ACTION ITEMS IDENTIFIED BETWEEN REVIEWS

There have been no action items identified since the last Management Review.

CHANGES THAT COULD AFFECT THE QUALITY MANAGEMENT SYSTEM

There have been no changes to the MECP DWQMS 2.0.

Our strong documentation and reporting system allow us to evaluate the effectiveness and operational performance of the DWS as required by the standard. Our QMS also incorporates proactive and reactive approaches to ensure continual improvement of the system, ensuring that the QMS is not limited to fixing things as they fail. Although the Standard does not continually change, it does require continuous ongoing changes and monitoring of the system that include but not limited to documents, work process, organizational changes, initiatives, strategies, and information.

CONSUMER FEEDBACK

Water Quality Assurance Operators reported no water quality complaints or concerns.

THE RESOURCES NEEDED TO MAINTAIN THE QUALITY MANAGEMENT SYSTEM

There were no identified deficiencies during the management review. It was decided that current programs and resources are continued, no additional action items are required.

Top Management has made the necessary resources available to maintain and continually improve the QMS. To ensure the requirement continues to be met, it is recommended that current dedicated resources (QMS Representative and Alternate) be maintained, and that Top Management continues to make additional personnel available as requested for QMS activities such as risk assessments, maintenance and infrastructure reviews, document development, revision and review, training, and other activities identified as necessary to maintain and improve the QMS.

THE RESULTS OF THE INFRASTRUCTURE REVIEW

The annual Review and Provision of Infrastructure was completed by the Director of Water / Wastewater in the last quarter of the reporting Calendar year. The review confirmed that relevant and applicable information is regularly reviewed by personnel to evaluate the condition and capacity of the DWS and its components. No recommendations were identified by the Review and Provision of Infrastructure review.

MULTI-YEAR INFRASTRUCTURE PROGRAM

Existing infrastructure is reviewed based on criteria such as age, material, available condition assessments, and main break history.

From this review a priority list was compiled. Then, with consideration for each element's needs, level of priority, and the available budget, a master list of projects was developed, defining the infrastructure renewal plan. The following capital projects were completed in:

- Inspect and clean heater units.
- Consider having third party inspection/testing completed on monorail.
- Replace air blow offs.

OPERATIONAL PLAN CURRENCY, CONTENT AND UPDATES

The Operational Plan for the Sydenham Water System was last approved by Top Management and Endorsed by the System Owner in 2021. There were no changes made to the Operational Plan. Re-Endorsement will be sent out in 2024.

STAFF SUGGESTIONS

Suggestions received from individual personnel concerning the QMS have been focused on and resulted in improvements to the processes and forms used to record operational information and improvements to how information is accessed through SharePoint. Staff have made considerable suggestions to continue to further improve ease of use to SharePoint from mobile devices. Staff also provide suggestions for improvements through their participation in annual QMS Review Training and Emergency Response and Recovery Training and Testing. The majority of staff suggestions are made verbally to either Supervisors or Quality Management Coordinators. Staff suggestions that require a change to a document or form are recorded using the Document Change Request form with OFI, BMP, Corrective Action Request, and Preventative Action Request forms available as a formalized processes to capture other staff suggestions. Additionally, a Water Staff Suggestions List is available to encourage suggestions and feedback related to the day to day operations. The Water Staff Suggestions list received no entries this reporting year but continues to be made available to staff as a formal way to make suggestions.

PREVENTATIVE AND CORRECTIVE ACTION REQUESTS

Preventative Action Requests (PAR) are actions to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situations. Corrective Action Requests (CAR) are actions to eliminate the cause of a detected nonconformity of the QMS with the requirements of the DWQMS or other undesirable situations. Items are documented using the PAR & CAR List on SharePoint.

- Develop/implement a notification process for the SCADA department to notify treatment group of work taking place where a SCADA "launch" is required. Otherwise, the planned work and assessment form can be implemented with the SCADA department.
 - Completed - A "Scada Program Launch" tracking list was developed to keep track of and notify water treatment operators of changes to SCADA programming.

IDENTIFIED DEFICIENCIES, DECISIONS, AND ACTION ITEMS

There were no identified deficiencies during the management review.

It was decided that all other programs and resources are continued.

BEST MANAGEMENT PRACTICES AND OPPORTUNITIES FOR IMPROVEMENT

Best Management Practices (BMI) and Opportunities for Improvement (OFI) items are documented using the DWQMS Best Management Practices List on SharePoint. Implemented BMPs and OFIs are identified for items that assist the owner and operating authority of the DWS in the delivery of safe, high quality drinking water and in providing mechanisms to optimize efficiencies within the DWS and/or QMS and provide information to assist in future planning for the systems.

The following Best Management Practices and follow up details are provided below:

- DPD1P1 online pH analyzer - slow to calibrate and slow to react - recommend replacement by 3rd part contractor completing calibration services.
 - Completed.
- During annual 3rd party calibrations of the underground pocket colorimeters 2 units were retired due to software issues.
 - Completed.
- DWQMS Provincial Workshop. The workshop explains news and what's to come in the industry. Discussions on issues and best management practices, as well as Informative information on what auditors are expecting during the transition. Provided examples of best management practices and potential nonconformances, encouraged to use current practices already in place.
 - Completed.



**DRINKING WATER QUALITY MANAGEMENT SYSTEM
2024 MANAGEMENT REVIEW
SYDENHAM DRINKING WATER SYSTEM**

June 27, 2024

Reviewers: David Fell, Heather Roberts, Julie Runions, Chris Leeman, Kurt Clark, Carl Dooher, Philip Emon, James Patenaude, Alan Smith, Adam Long

The QMS Representative summarized and distributed the following information needed to complete the Management Review:

- Incidents of Regulatory Non-Compliance
- Incidents of Adverse Drinking Water Tests
- DWS Adverse Water Quality Test Results
- Deviations From Critical Control Point Limits and Response Actions
- The Effectiveness of the Risk Assessment Process
- Internal and Third-Party Audit Results
- Results of Emergency Response Testing
- Operational Performance
- Distribution System Performance and Maintenance
- Raw Water Supply and Drinking Water Quality Trends
- Follow-up on Action Items from Previous Management Reviews
- Changes That Could Affect the QMS, Ongoing System Improvements, and Consumer Feedback
- Resources Needed to Maintain the Quality Management System
- Results of the Infrastructure Review
- Multi-Year Infrastructure Program
- Operational Plan Currency, Content, and Updates
- Staff Suggestions
- Preventative and Corrective Action Requests
- Identified Deficiencies, Decisions, and Action Items from this Management Review
- Best Management Practices and Opportunities for Improvement.

Identified Action Items from This Management Review		
Action Item	Responsible Person	Follow Up
Top Management reviewed all information presented in the report(s). No action items were identified.	N/A	N/A

Audit Report

24 Month Surveillance Audit for

1425445 Ontario Limited (Operating as Utilities Kingston) Operating
Authority for the Corporation of the Township of South Frontenac
Owner

CMPY-165617

Audited Address: 4410 Point Road, Sydenham, Ontario K0H 2T0,
Canada

Start Date: October 05, 2023 End Date: October 05, 2023

Type of audit - Surveillance 1 Audit

Issue Date: October 06, 2023

Revision Level: 0



Audit Report

BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of 1425445 Ontario Limited (Operating as Utilities Kingston) Operating Authority for the Corporation of the Township of South Frontenac Owner beginning on October 05, 2023 and ending on October 05, 2023 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Certification:	Drinking Water Treatment & Distribution
Drinking Water System Owner:	Corporation of the Township of South Frontenac Owner
Operating Authority:	1425445 Ontario Limited (Operating as Utilities Kingston)
Owner:	Corporation of the Township of South Frontenac Owner
Population Services:	940
Activities:	Treatment & Distribution
Drinking Water Systems	Corporation of the Township of South Frontenac Owner
Total audit duration:	Person: 1 Day: 0.5 (0.25 Remote audit, 0.25 offsite)
Audit Team Member:	Team Leader Ragu Raghavan
Other Participants:	None

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category within 60 days for surveillance or re-certification audits, from the last day of the audit.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Report

Audit Type and Purpose

Surveillance Audit:

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- Intertek - SAI Global Accreditation Program Handbook

Audit Report

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the company since last audit include:

No significant changes.

Audit Report

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to Intertek - SAI Global review team.

Positive:

- Good colourful flowchart explaining the treatment scheme.
- Good support for the audit from the QMR.

Opportunities for Improvement:

- Good Risk assessment practices covering Cyber Security. Consider a clear reference to Cybersecurity records from the Risk Assessment procedure W-G-03 Risk Assessment Procedure.

Management System Documentation

The management systems operational plan was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Audit Report**Summary of Findings**

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms OFI
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	NANC
15. Infrastructure Maintenance, Rehabilitation & Renewal	NANC
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

Audit Report**PART D. Audit Observations, Findings and Comments**

DWQMS Reference:	1 Quality Management System
Client Reference:	Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 Associated procedures and records
Details: Conforms.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	Section 2 of Operational Plan, Quality Management System Policy W-P-04
Details: Conforms.	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	W-P-052 Owner and Top Management Endorsement of Op.Plan
Details: Conforms. The last endorsement was in President & CEO), Mayor Nov 2021	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	W-G-06 QMS Rep Acknowledgement of Responsibilities
Details: Conforms.	

DWQMS Reference:	5 Document and Record Control
Client Reference:	Sec 5- Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-01 Document Control Procedure W-G-02 Records Control Procedure
Details: Conforms.	

DWQMS Reference:	6 Drinking Water System
Client Reference:	Sec 6- Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021
Details: Conforms.	

DWQMS Reference	7 Risk Assessment
Client Reference:	Sec 7 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-03 Risk Assessment Procedure
Details: Conforms. Annual review of Risk Assessment completed in 16 Nov 2022, Risk assessment includes SCADA system Risk assessment from 2021. 36 month review planned for	

Audit Report

2023. Refer OFI

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Sec 8 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 2022 Risk Assessment Outcome Table
Details: Conforms. 2022 Risk Assessment Review Outcome summarised part of the system SCADA system Risk assessment from 2021- reviewed in 2022 in light of MECP's directive	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	Sec 9 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021
Details: Conforms.	

DWQMS Reference:	10 Competencies
Client Reference:	Sec 10 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021
Details: Conforms.	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	Sec 11 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-05 Personnel Coverage Procedure
Details: Conforms.	

DWQMS Reference:	12 Communications
Client Reference:	Sec 12 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-06 QMS Communications Procedure
Details: Conforms.	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Sec 13 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021
Details: Conforms. Essential Supplier and Services List W-L-06 reviewed. Sampled BOLs for hypo, Ammonium sulfate	

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	Sec 14 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021

Audit Report

Details: Not covered	
DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Sec 15 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-08 Infrastructure Maintenance Rehabilitation Renewal
Details: Not covered	
DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	Sec 16 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-09 SAMPLING, TESTING, AND MONITORING
Details: Conforms. Sampled Micro test results for Aug 2023 No issues observed. 2022 Annual Report ug	
DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	Sec 17 Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021
Details: Conforms. Calibration records for Flow meters, Turbidity, Residual Cl2 meters reviewed	
DWQMS Reference:	18 Emergency Management
Client Reference:	Sec 18 Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021
Details: Conforms. Emergency Response Training Scenario Outcome Table captures drills/training and associated follow up	
DWQMS Reference:	19 Internal Audits
Client Reference:	Sec 19 Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-11 Internal Audit Procedure
Details: Conforms. Reviewed records for 2022 and 2023 audits	
DWQMS Reference:	20 Management Review
Client Reference:	Sec 20 Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-12 Management Review Procedure
Details: Conforms. Changing from conventional annual Management Review meeting in 2021 to ongoing reviews in 2022 and 2023 so far.	
DWQMS Reference:	21 Continual Improvement

Audit Report

Client Reference:	Sec 21 - Operational Plan For the Sydenham Drinking Water Systems, W-OP-03, ver8, 5 Nov 2021 W-G-13 Preventative and Corrective Action Procedure
Details: Conforms. Many improvements e.g. Emergency Response Training Scenario Outcome Table captures drills/training and associated follow up	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - SAI Global.

This report was prepared by:

Ragu

Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - SAI Global
- Operating Authority
- Owner
- MOECC

Notes

Copies of this report distributed outside the organization must include all pages.



**DRINKING WATER
QUALITY MANAGEMENT SYSTEM
POLICIES**

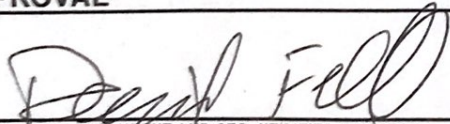
DOCUMENT: QUALITY MANAGEMENT SYSTEM POLICY FOR THE SYDENHAM DRINKING WATER SYSTEM	DOCUMENT NO: W-P-04
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Utilities Kingston is a community based corporation dedicated to the responsible management of safe and reliable integrated services. Our mission is to manage, operate and maintain community infrastructure to deliver safe, reliable services and a personal customer experience, guided by our values of safety, integrity, innovation and reliability. Our vision is to advance the unique multi-utility model to benefit our customers and build better communities.

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

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

APPROVAL

 _____ DAVID FELL, PRESIDENT AND CEO, UTILITIES KINGSTON	_____ DATE <i>May 24, 2022</i>
---	-----------------------------------

Document: Owner and Top Management Endorsement of The Operational Plan for the Sydenham Drinking Water System	Document No: W-P-05
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The Township of South Frontenac, the Owner, and Utilities Kingston, the Operating Authority, support the implementation, maintenance, and continual improvement of a Quality Management System for the Sydenham Drinking Water System as documented in the Sydenham Drinking Water System Operational Plan.

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

Endorsement

_____ Ron Vandewal Mayor, Township of South Frontenac	_____ Date
_____ Louise Fragnito Chief Administrative Officer, Township of South Frontenac	_____ Date
_____ Kyle Bolton Director of Public Services, Township of South Frontenac	_____ Date
_____ Troy Dunlop Manager of Engineering and Capital Projects	_____ Date
_____ David Fell President and CEO, Utilities Kingston	_____ Date
_____ Heather Roberts Director of Water & Wastewater Services, Utilities Kingston	_____ Date
_____ Julie Runions Director of Utilities Engineering, Utilities Kingston	_____ Date
_____ Philip Emon Acting Manager of Water & Wastewater Treatment, Utilities Kingston	_____ Date
_____ Chris Leeman Manager of Water & Wastewater System Operations, Utilities Kingston	_____ Date



<p>Document: Operational Plan for the Sydenham Drinking Water System</p>	<p>Document No: W-OP-03</p>
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Operational Plan

for the



SOUTH FRONTENAC

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

Approval

 Heather Roberts, Director, Water/Wastewater

 Date:

Document: Operational Plan for the Sydenham Drinking Water System	Document No: W-OP-03
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Utilities Kingston Drinking Water Quality Management System

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Definitions

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

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

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

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

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

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

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

Compliance – the fulfillment of a regulatory requirement.

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

Customer – the drinking water end user.

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

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

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

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

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

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

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

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

Utilities Kingston Drinking Water Quality Management System

Document: Operational Plan for the Sydenham Drinking Water System	Document No: W-OP-03
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Duty – an authorized task or decision regarding the drinking water system that is required to fulfill responsibilities identified in the Operational Plan and associated procedures.

DWQMS – Drinking Water Quality Management Standard.

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

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

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

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

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

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

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

MECP – Ministry of Environment, Conservation and Parks.

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

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

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

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

Owner – The Township of South Frontenac.

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

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

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

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

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

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

The Standard – the Drinking Water Quality Management Standard.

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1. Introduction to the Quality Management System

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

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

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

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

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

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

The Drinking Water Quality Management Standard is comprised of

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

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

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2. Quality Management System Policy

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

Quality Management System Policy for the Sydenham Drinking Water System

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

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

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

3. Commitment and Endorsement

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

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

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

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

4. Quality Management System Representatives

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

- ensuring that processes and procedures for the Drinking Water QMS are established and maintained,
- reporting to Top Management on the performance of the Drinking Water QMS and any need for improvement,
- promoting awareness of the Drinking Water QMS throughout the Operating Authority
- ensuring that current versions of documents required by the Drinking Water QMS are being used at all times,

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

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

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

5. Document and Records Control

5.1 Documents

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

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

5.2 Records

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

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

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6. Drinking Water System Description

6.1 General

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

6.2 Source Water Overview

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

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

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

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

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

6.2.1 Events

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

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

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

6.2.2 Threats

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

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

The potential for toxin producing cyanobacteria algae blooms is present in lakes with high phosphorus and nitrogen levels and warming water temperatures that can increase their frequency and size. As a result, a Harmful Algal Bloom monitoring, reporting, and sampling plan has been implemented.

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6.2.3 Intake Protection Zones

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

6.2.4 Operational Challenges

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

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

6.3 Multiple Barrier Approach

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

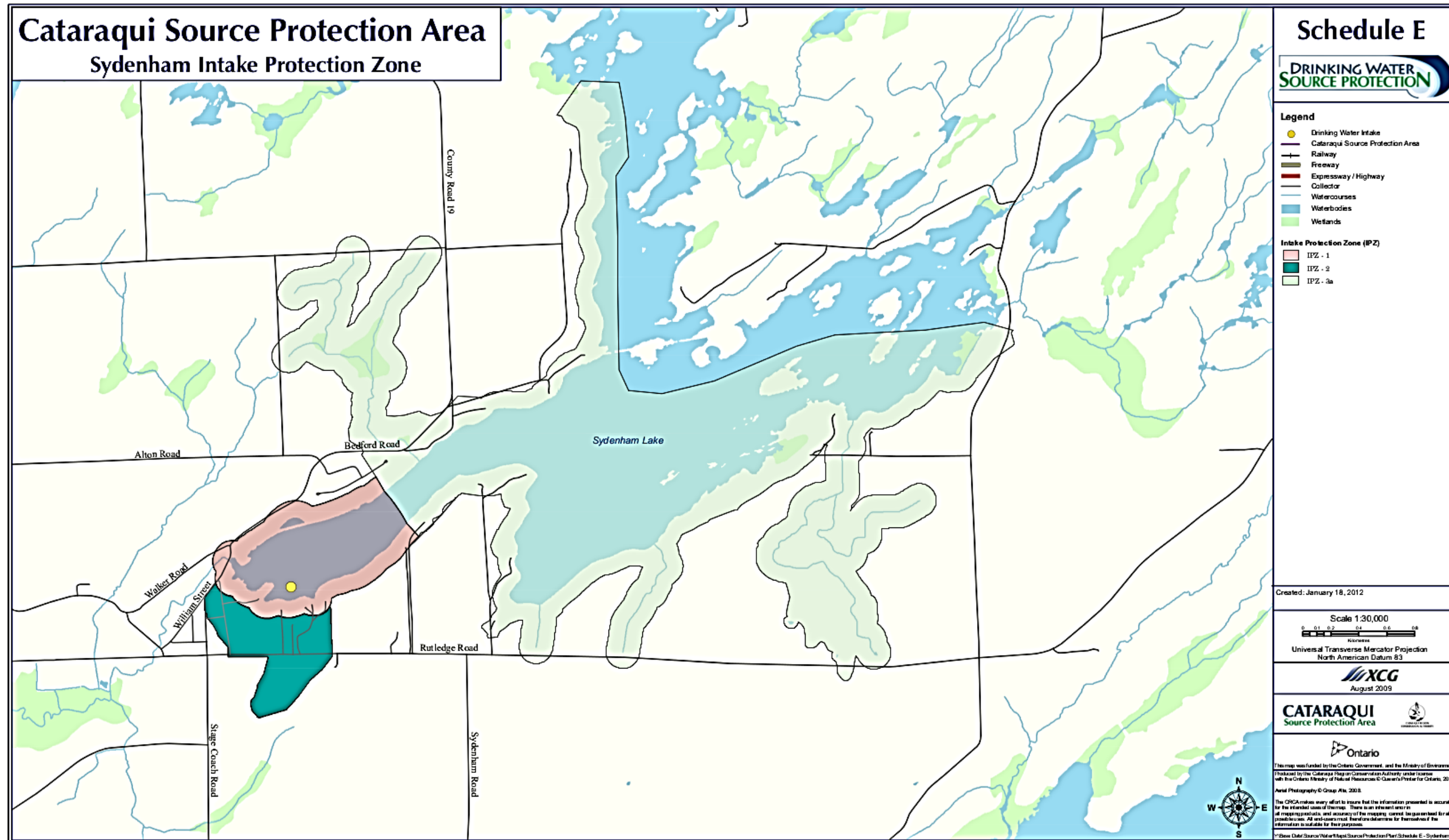
6.4 Critical Upstream and Downstream Processes

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

6.5 Connections to Other Drinking Water Systems

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

6.5.1 Figure 1 – Intake Protection Zones



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6.6 Water Treatment Facility

6.6.1 Sydenham Water Treatment Plant

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

6.6.1.1 Raw Water Source

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

6.6.1.2 Zebra Mussel Control

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

6.6.1.3 Screening

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

6.6.1.4 Low Lift Pumping

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

6.6.1.5 Pre-Chlorination

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

6.6.1.6 Coagulation / Flocculation

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

6.6.1.7 Filtration

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

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

6.6.1.8 GAC Contactors

During periods of high dissolved organic content in the source water, filter effluent water is directed to two pressure filtration tanks containing granular activated carbon (GAC). The GAC contactors assist

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in the removal of dissolved organics which react with chlorine to produce chlorination byproducts. The GAC contactors are periodically backwashed to remove the particulates they have collected.

6.6.1.9 Process Waste Management

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

6.6.1.10 Primary Disinfection

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

6.6.1.11 Secondary Disinfection

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

6.6.1.12 High Lift Pumping

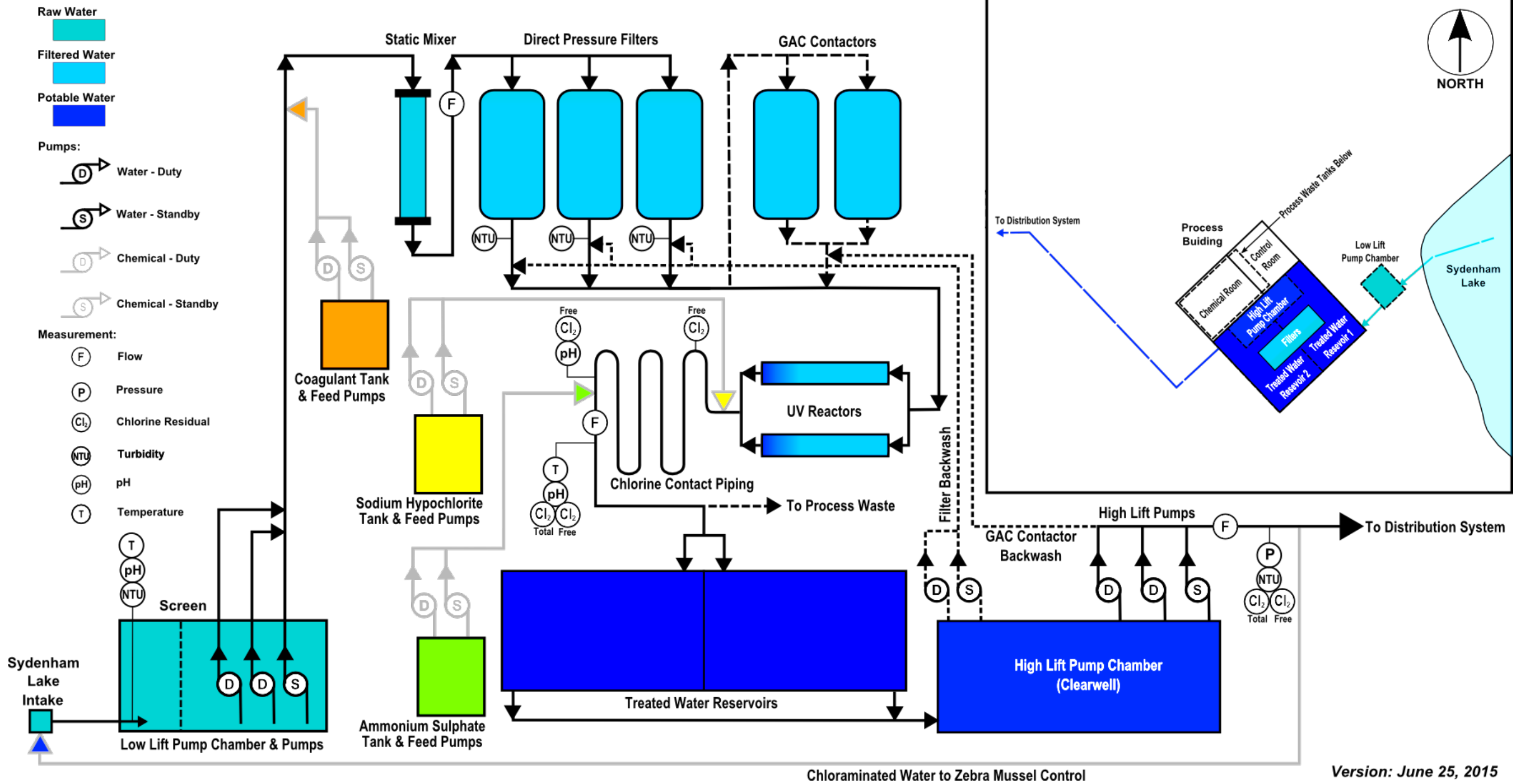
Water from the clearwell (high lift pump chamber) is pumped into the distribution system by three high lift pumps (two duty pumps and one standby pump). The flow rate of treated water pumped to the distribution system is continuously monitored.

6.6.1.13 Standby Equipment

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

Figure 2 – Sydenham Water Treatment Plant Process Flow Diagram

SYDENHAM WATER TREATMENT PLANT PROCESS FLOW



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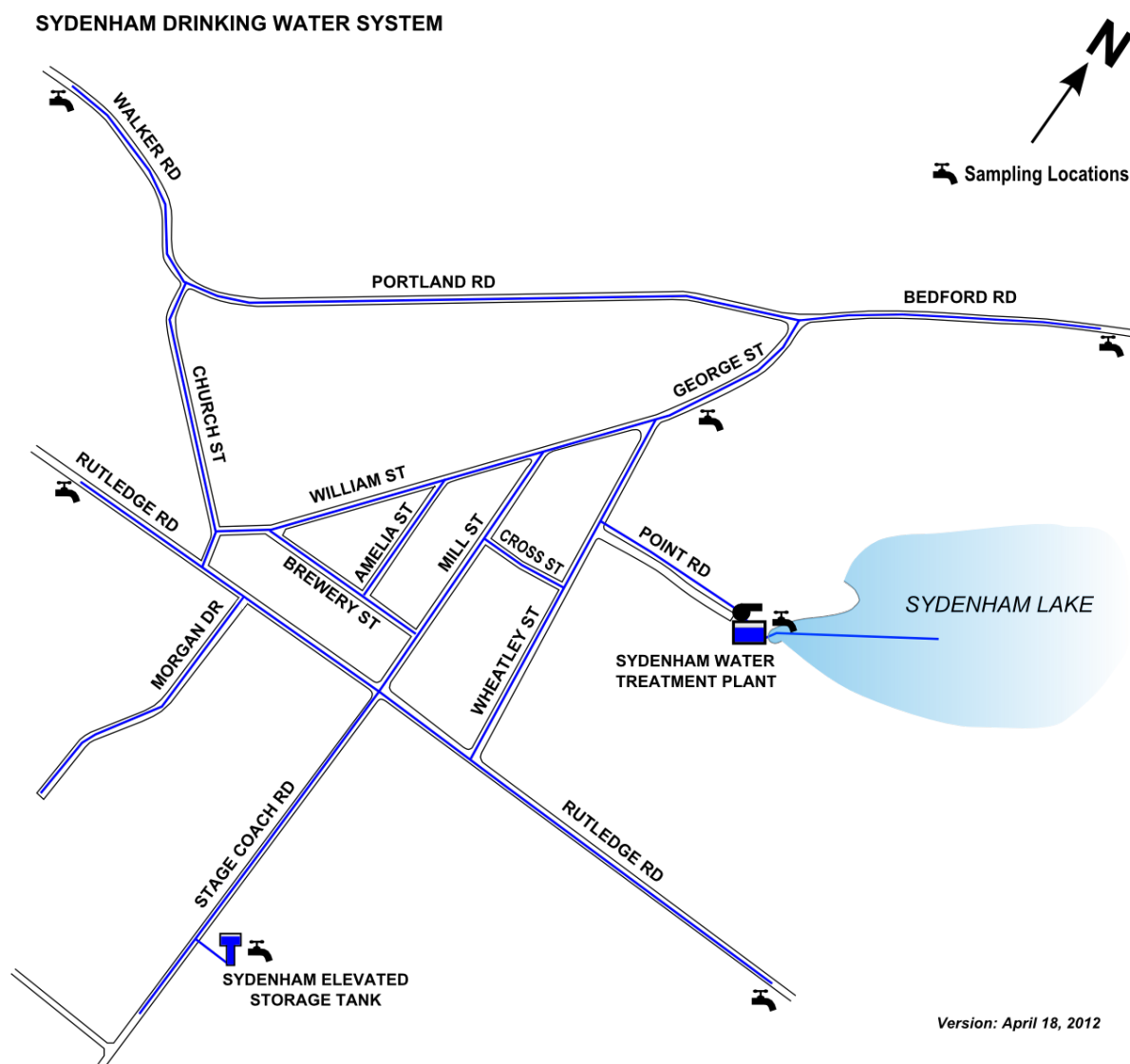
6.7 Distribution System

The Class 1 Sydenham Distribution System is comprised of approximately 6.8 km of polyvinyl chloride (PVC) water mains ranging in size from 150mm to 250mm. The distribution system also includes 1 elevated storage tank, 39 main line valves, and 50 fire hydrants and their associated isolation valves. Once all connections to the distribution system have been completed, the drinking water system will supply water to 285 customer connections.

6.7.1 The Sydenham Elevated Storage Tank

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

Figure 3 – Sydenham Drinking Water System Map



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7. Risk Assessment

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

8. Risk Assessment Outcomes

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

The risk assessment findings for the identified events are documented in W-L-11s Sydenham Risk Assessment Outcomes. Events/hazards are listed by event classification in descending order of controlled risk. The controlled risk value represents the relative risk of each event/hazard, considering the control measures in place and the response measures available, when compared to the range of values for all events/hazards assessed for the system.

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

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

8.1 Critical Control Limit Monitoring and Response

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

8.1.1 Coagulation Critical Control Limit

Raw water coagulation ensures proper suspended solids removal through floc formation and agglomeration. Correct floc formation is important for adequate filtration of raw water that has the potential for microbiological contamination. Duty and standby chemical metering pumps equipped with

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an automatic switchover system and flow sensing switches are used to deliver coagulant to the application point at the Sydenham Water Treatment Plant.

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

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

8.1.2 Filter Effluent Turbidity Critical Control Limit

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

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

The alarm set point of 0.3 NTU allows for operator response to elevated turbidity levels well before reaching the regulatory limit of 1.0 NTU and ensures only limited periods of turbidity levels above 0.3 NTU to meet the performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month.

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

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

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

8.1.3 Primary Disinfection Critical Control Limits

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

8.1.3.1 Ultraviolet Light Disinfection

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

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

8.1.3.2 Chemical Disinfection

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

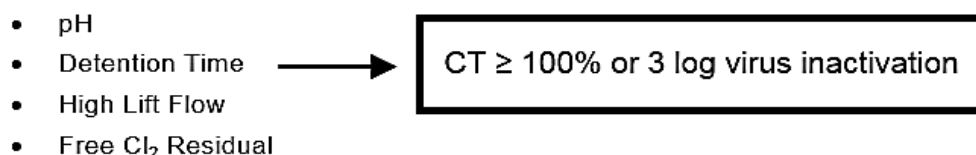
The following parameters together are used in determining the achieved disinfectant CT and are trended on SCADA programs and compared to the required CT to give a log removal achieved value.

- Temperature of the water prior to contact tank entry is monitored continuously with a temperature sensor. Temperature is a parameter that changes based on seasonal variations and cannot be controlled through operational process.
- pH is monitored continuously prior to contact tank entry locations with a pH probe. pH is a parameter that changes with variations in water quality on a seasonal basis.
- Flow Rate is monitored continuously. The rate of flow varies continually based on distribution system demand.
- Detention Time within the chlorine contact piping is calculated continuously through SCADA based on the flow rate.
- Free Chlorine Residual is monitored continuously using Cl₂ analyzers. Free residual varies slightly as dosages and chlorine demand of the water changes.

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

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



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

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

8.1.3.3 Critical Control Limits

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

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

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

8.1.3.4 Secondary Disinfection Critical Control Limit

Secondary disinfection ensures an adequate disinfectant residual within all areas of the distribution system. Chloramination is the method employed in the Sydenham Drinking Water System for the maintenance of secondary disinfection residuals. Following the free chlorine primary disinfection step, ammonium sulphate is added at an approximate 4:1 ratio (free chlorine to ammonia), to react with the free chlorine residual to form chloramines for secondary disinfection. Chlorine and ammonium sulphate dosage rates and the resulting Cl₂ residuals at the Sydenham Water Treatment Plant are monitored and adjusted to ensure that adequate combined Cl₂ residuals are maintained at the furthest points from the water treatment plant discharge. The ongoing effectiveness of chlorine and ammonium sulphate dosage rates is monitored through the collection and testing of distribution system samples described by the Sampling, Testing, and Monitoring Procedure – W-G-09.

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

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

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

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

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

9. Organizational Structure, Roles, Responsibilities, and Authorities

9.1 Organizational Structure and Roles

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

W-L-13s – Sydenham Organizational Structure, Roles, Responsibilities, Authorities, and Competencies provides a summary view of Utilities Kingston's organizational structure. Roles which are displayed in the chart within a blue coloured cell have duties and authorities which impact the safe and reliable supply of drinking water to the customer. The responsibilities, duties and authorities of these roles are described in detail.

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

9.2 Responsibilities

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

- The provision of a safe and secure supply of drinking water
- The identification, obtainment and provision of sufficient resources to ensure the continued safe and secure supply of drinking water
- Ensuring regulatory compliance with regard to drinking water system operations

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- Supporting the development, implementation, and continual improvement of a Quality Management System for the drinking water system

9.3 Duties and Authorities

W-L-13s – Sydenham Organizational Structure, Roles, Responsibilities, Authorities, and Competencies This section describes the duties and authorities of those persons or groups accountable for the safe and reliable supply of drinking water to the customer.

10. Competencies

This section describes the competencies, certification, and training requirements for personnel performing duties directly affecting drinking water quality by monitoring, maintaining, and adjusting drinking water system processes, directing changes and adjustments to drinking water system processes, or having duties related to the design, construction, and inspection of drinking water system infrastructure. W-L-13s – Sydenham Organizational Structure, Roles, Responsibilities, Authorities, and Competencies identifies the current required competencies, certification, and training for Utilities Kingston personnel charged with these duties as well as some specific desired competencies.

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

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

10.1 Meeting and Maintaining Competencies

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

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

Proof of training records are maintained in the personnel files maintained by Human Resources and information regarding training for all operators is tracked electronically in the City Of Kingston's Human Resources Management System (People Soft HRMS). Training information tracked by this system

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includes course/training descriptions, training providers, training scheduled and completed, total hours of training completed, and total hours of Director approved training completed.

11. Personnel Coverage

11.1 General

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

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

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

11.2 Treatment Group

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

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

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

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

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

11.3 Underground Infrastructure Group

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

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

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12. QMS Communications

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

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

13. Essential Supplies and Services

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

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

14. Review and Provision of Infrastructure

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

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

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

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

15. Infrastructure Maintenance, Rehabilitation, and Renewal

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

Maintenance activities may be either preventative in nature, planned maintenance, or reactive, unplanned maintenance. Planned maintenance includes activities such as flushing, valve inspection and maintenance, scheduled calibration of measurement and recording equipment, and routine inspection of equipment condition and operation during rounds at facilities. Unplanned maintenance includes activities such as broken water main and service leak repair, response to various equipment failures, and investigating customer complaints.

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

16. Sampling, Testing, and Monitoring

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

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

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

17. Measurement and Recording Equipment Calibration & Maintenance

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

18. Emergency Management

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

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

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

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apprised of the operational condition of the Sydenham Drinking Water System and the safety and security of the drinking water supplied by the system.

19. Internal Audits

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

20. Management Review

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

21. Continual Improvement of the Quality Management System

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

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Appendix A – Schedule “C” Subject System Description Form

Print Form

Schedule "C"

Subject System Description Form
Municipal Residential Drinking Water System

Owner of Municipal Residential Drinking Water System:¹

Name of Municipal Residential Drinking Water System:²

Subject Systems			
Name of Operational Subsystems (if Applicable) ³	Name of Operating Authority ⁵	DWS Number(s) ⁶	
<input checked="" type="checkbox"/> Check here if the Municipal Residential Drinking Water System is operated by one operating authority. Enter the name of the operating authority in adjacent column ⁴	1425445 Ontario Limited	260069290	
Operational Subsystem 1:			
Operational Subsystem 2:			
Operational Subsystem 3:			
Operational Subsystem 4:			

Add attachments if there are additional 'Operational Subsystems'

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

Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: October 15, 2024

Subject: Request for Support regarding Community Emergency Preparedness Grant Application

Report Number: 2024-177

Summary

The purpose of the Report is to provide Council with information regarding the Community Emergency Preparedness Grant and seek Council approval to submit a grant application to partially fund the installation of a backup generator at the Storrington Centre, 3910 Battersea Road.

Recommendation

That Council direct staff to submit a Community Emergency Preparedness Grant application related to the acquisition and installation of a 400-amp backup generator for the Storrington Centre, 3910 Battersea Road;

That Council authorize additional funding in the amount of \$35,000 from the Working Funds Reserve, conditional on the approval of the Community Emergency Preparedness Grant application; and

That the Mayor and Clerk be authorized to sign all relevant agreements should the application be successful.

Background

The Community Emergency Preparedness Grant (CEPG) is a grant program provided by the Government of Ontario to support emergency preparedness and response in Ontario. It will support Ontario's goal to help ensure Ontarians are safe, practiced and prepared before, during and after emergencies. It will help build capacity and enhance the resiliency of local governments, First Nations, and community groups in preparing for and responding to emergencies. The grant will provide funding to help communities and organizations purchase emergency supplies and equipment and provide services.

The grant of \$5,000 to \$50,000 per project is targeted at small- and medium-sized communities. It is a competitive application-based program with successful applicants demonstrating through their applications various considerations including need (emergency and occurrence), capacity (ability to complete the project and manage resources acquired through grant funding) and alignment with program objectives.

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

Discussion/Analysis

A new [Emergency Response Plan](#) for the Township of South Frontenac was enacted by Council on September 5, 2023. As outlined in the document, the aim of the Plan is to make provisions for the extraordinary arrangements and measures that may be required to safeguard property, the environment as well as health, safety and welfare of residents, businesses and visitors of the Township of South Frontenac when faced with an emergency.

While it is the recommendation of Emergency Management Ontario that all residents prepare a plan to account for a [72 hour](#) emergency situation, due to the increased prevalence of extreme weather, wildland fires, tornados and the associated risk of a prolonged infrastructure or power grid failure, it is reasonable to ensure that a proper plan is in place at the municipal level in the event that the Township of South Frontenac is required to conduct a limited, localized or large-scale evacuation.

The cost for the installation of a 400-amp backup generator at the Storrington Centre, 3910 Battersea Road is estimated to be \$85,000. However, funding available through the Community Emergency Preparedness Grant is capped at \$50,000 per application. As such, staff request that Council authorize additional funding necessary to complete the project in the amount of \$35,000 from the Working Funds Reserve, conditional on the approval of the Grant application.

Currently, four Township of South Frontenac municipal facilities are equipped with a back-up generator, however, the facilities do not have significant capacity to accommodate a large number of residents in an emergency. The Storrington Centre can accommodate up to 250 people. It is worthy to note that local institutions operated by school boards or community groups are also not equipped with back-up generators.

In order to improve the level of preparedness and resiliency to respond to an emergency in the Township of South Frontenac, staff seek direction from Council to submit an application for a Community Emergency Preparedness Grant as well as Council approval for additional funding to complete the project should the application be approved. To provide clarification, should the grant application not be successful, staff suggest that the project be tabled and reconsidered in the future.

Financial Implications

See above.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillar: People and Partnerships
- Action Item (If Applicable):

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

Kyle Bolton, Director, Public Services

Attachments

None.

Approvals

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council
From: Office of the Chief Administrative Officer
Date of Meeting: October 15, 2024
Subject: Community Grants
Report Number: 2024-181

Summary

This report seeks Council approval for one more grant under Intake 2.

Recommendation

That Council approve the Community Grant application for capital funds in the amount of \$2,028 to Verona Lions Club.

Background

Township established a Community Grants program to support and encourage community organizations and events that enrich the quality of life within the Township.

Applications are invited through the website and newspaper each year and assessed according to the policy approved by Council.

Discussion/Analysis

All applications were evaluated by the Chief Administrative Officer, the Treasurer, and the Financial Analyst to determine eligibility according to the Community Grants Policy. Where necessary, clarifications or additional information was sought from the applicants.

One grant application from Verona Lions Club is being brought forward for Council approval as it should have been found eligible in the intake II report.

Financial Implications

The 2024 budget approved by Council includes \$35,000 for community grants. Unused 2023 funds \$30,056 have been carried over, for a total of \$65,056 being available for allocation.

Funding Stream	# of Applications	\$ Approved
Capital	12	\$32,623
Operating	1	\$2,500
Sponsorship	7	\$14,950
TOTAL INTAKE 1	20	\$50,073
Recommended: Capital – Verona Lions Club	1	\$2,028
Sponsorship -previously approved	1	\$1,000
TOTAL INTAKE 2	2	\$3,028

The additional grant to the Verona Lions Club will increase the total allocated grant funding to \$53,101 if approved by Council. An amount of \$11,955 will automatically be carried over for 2025.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: People and Partnerships

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Director of Corporate Services & Treasurer, CAO

Approvals

Submitted By:

Kyle Griese

Kyle Griese, Financial Analyst

Approved By:

Louise Fragnito

Louise Fragnito, CPA CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Development Services

Date of Meeting: October 15, 2024

Subject: Rogers Communications Canada Inc. Cell Tower Proposal C8789 – 2114 Wellington Street

Report Number: 2024-179

Summary

Rogers Communication is proposing a new 90m guyed telecommunications tower in Battersea at 2114 Wellington Street. Rogers is requesting the Township pass a resolution concurring with the proposal to locate the telecommunications tower on this property and send a letter to Innovation, Science and Economic Development Canada (formerly Industry Canada) indicating whether the Township concurs with this proposal.

Recommendation

That the Township of South Frontenac concurs with the proposal by Rogers Communications Inc. to erect a wireless communication installation on lands known as 2114 Wellington Street (PIN 36288-0116); and

That the proposal is compliant, with the requirements of ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems", and all obligations for the municipal and public consultation requirements have been met; and

That staff send a statement of concurrence to Rogers Communication Inc. and to Innovation, Science and Economic Development Canada.

Background

Rogers Communication Inc. (Rogers) is proposing a new 90m guyed tower telecommunications facility and an ancillary equipment structure surrounded by chain link fencing, at 2114 Wellington Street. The tower site is to be accessed from Wellington Street.

The property location is bounded by Wellington Street to the south, unopened road allowances to the east and north, and a vacant property to the west. The property is located within the settlement area of Battersea and is zoned UR1. To the west of the property is the built-up area of Battersea. The property is entirely surrounded by lands zoned UR1. The proposed tower is permitted on the property as a public use.

The site location on the property is set back 351m from Wellington Street. The closest tower is approximately 6.3km from the proposed location - this is a 75m self-supported Bell tower that does not provide sufficient height for Rogers' purposes. The nearest Rogers tower is 6.8km from the proposed location. This new tower will provide improved coverage for local residents and the traveling public. The design of the tower is a 90m guyed tower which will have ample space to provide for future co-location opportunities.

Rogers Communication provided the Township with a Site Selection and Justification Report (Exhibit A), Site Survey (Exhibit B), and a Consultation Summary report (Exhibit C).

Cell tower licences are approved by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada). The provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings. However, as part of the approval process, a proponent is required to obtain a letter of concurrence from the municipality in which it is to be located.

A municipality may issue a Statement of Concurrence supporting the proposal; a Conditional Letter of Concurrence indicating support for the proposal if certain conditions are met, or a Letter of Non-concurrence if it does not support the proposal.

Discussion/Analysis

Rogers requires a resolution from the Township indicating support of its application and a statement of concurrence with the application as part of the Industry Canada (IESD) approval process of issuing a licence for the communication towers. If they do not receive the resolution and letter, Rogers can petition Industry Canada for a decision.

There has been strong public support for increased internet and cellular services in the Township over the last few years. Through the COVID pandemic, work at home and the need for business to shift to online highlighted this need. Increased internet and cellular coverage in the Township also improves safety and connectivity for residents and visitors to the Township. Increased internet and cellular communication also assist staff to deliver modern and efficient services throughout the Township.

While the Township is not the approval authority for communication towers, it does have an important role in indicating to IESD whether or not it supports the tower proposal.

Financial Implications

None. This project will be undertaken by Rogers at no expense to the Township.

Relationship to Strategic Plans

Not applicable to this report.

This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.

- Priority: Choose an item.
- Action Item (If Applicable): Insert Text

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

If a municipality does not have its own public consultation policy for communication towers, the IESD consultation process is used. South Frontenac Township does not have a Local Protocol for communication tower siting.

Rogers provided a Public Notification Package to the seven property owners within the required 338.1m radius of the proposed installation. The notice was issued by regular mail on August 26, 2024. The notice described the proposal and invited comments by mail, electronic mail, or phone before September 28, 2024.

A newspaper ad was also published in the August 29, 2024, edition of The Frontenac News notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

Rogers provided a consultation summary report advising that no public comments were received during the consultation process.

South Frontenac Staff

The following internal stakeholders were consulted in the development of this report:

- Troy Dunlop, Manager of Engineering and Capital Projects, Public Services
- Rebecca Roy, Chief Building Official
- Del Blakney, Fire Chief

No concerns were raised with the proposed tower from Township departments.

Conclusion

Township staff are supportive of the project as this location will provide maximum and internet coverage in the area.

Staff are satisfied that Rogers has complied with the consultation requirements of ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems".

Attachments

Exhibit A – Site Selection and Justification Report

Exhibit B – Site Survey

Exhibit C – Consultation Summary Report

Approvals

Prepared By: Tom Fehr, RPP, MCIP, Planner

Submitted By:



Brad Wright, RPP, MCIP, AICP, Director of Development Services

Approved By:



Louise Fragnito, Chief Administrative Officer



Site Selection/Justification Report – Wireless Communications Site

Prepared for: Township of South Frontenac

Rogers Site: C8789 Battersea Rd. & Burnt Hills Rd.

Introduction

Like many areas of the province, your community is experiencing a growing demand for wireless services. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available.

This document outlines the site selection process in accordance with the requirements of Innovation, Science and Economic Development Canada's (ISED) Spectrum Management and Telecommunications Policy, CPC-2-0-03, Issue 6 (CPC) updated July, 2022 and provides a description of the system to be installed at 2114 Wellington St., Battersea, Ontario.

Telecommunications is a powerful economic enabler that promotes home occupations, teleworking, telecommuting and improved community networking and information dissemination.

Background and Coverage Requirement

A wireless telecommunications facility is a puzzle piece in a very complex radio network, whether that site is situated in an urban, suburban or rural setting. Customer demand and sound engineering principles direct where sites are required to be located. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available. In order for a wireless network to be reliable, an operator must provide "seamless" coverage so that gaps in the network are avoided. Gaps create dropped calls and overall poor service to customers. Rogers is committed and mandated by its license to ensure the best coverage and service to the public and private sectors.

The proposed site will achieve the necessary engineering coverage objectives for our network. The location will provide much relied upon communication services in the area such as EMS Response, Police and Fire; improved wireless signal quality for the local residents, those traveling along the major roads, as well provide local subscribers with wireless network coverage and capacity for products and services such as iPhones, Smartphones, Tablets and wireless high speed internet in the surrounding area.

Rationale for New Telecommunication Infrastructure

In identifying a potential new tower location and design, Rogers examined the surrounding area, assessed the visibility of the structure and considered a possible structure design. Rogers evaluated the best location for a new facility using the following criteria:

a) Technical Requirements

The performance of a wireless network is dependent on the geographical location of its equipment, height of its antennas, line-of-sight requirement, the demand customers place on the network, as well as proximity to our users.

Please refer for the following page for an aerial outlining the site location (Figure 1).

Figure 1 – Aerial of the proposed location.



b) Coverage Objectives

Rogers' Network Planning and Engineering departments have determined that the placement of this site will provide a dramatic improvement in service for the area and will meet the coverage objectives.

c) Evaluation of Existing Structures

When a part of a network requires improvement, the first step is to evaluate existing structures that are located within the specific geographical area offering the required height and that may be available to support new equipment or to use for co-location.

During the site selection process for this proposed installation, Rogers determined that no other existing infrastructure opportunity was available in our target area that was suitable for our network. The closest antenna system is 6.3km from the proposed location, however it is a 75m self-support Bell self-support tower that does not offer sufficient height for Rogers' purposes.

The map below (Figure 2) illustrates the proposed location in relation to the other existing structures assessed.

Figure 2 – Existing structures map



d) Land-Use Considerations

Rogers' site selection process is a balanced exercise that must meet Rogers' network coverage objectives, respect local land-use constraints, listen to community concerns, while at the same time reflecting Rogers obligation to its customers to provide a high quality of service.

From a technical standpoint, the proposed site location is within the search radius and will provide optimal coverage to the desired area. The tower footprint will be using only a small fraction of the property owner's large lot. Access to the site will be from an existing entrance to the property from Wellington St., and will not disturb the land-owner's current use of the property or affect community traffic flow. The proposed site will be set-back from Wellington St. by 351m.

Proposed Facility Location and Site Details

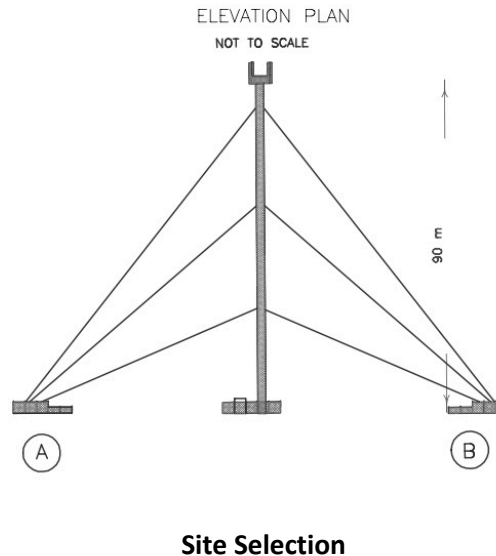
The site as proposed will be a 90m guyed tower installation.

Geographic coordinates: 44.433944-76.374771

All efforts have been made to minimize the number of cellular base station locations required throughout the targeted area and yet allow for a network design which can adequately provide wireless voice and data service to our existing and new customer base.

Please also refer below for a sample of the installation for your reference (Figure 4). An additional package of photo simulations is provided with this report. The viewscales simulate the view of the proposed installation from different locations. The process of simulating the proposed facility into the existing conditions of the viewscales was done by superimposing an image of the proposed structure on the photographs taken for those viewscales.

Figure 4 – Sample image of proposed installation



Rogers strives to be sympathetic to the surrounding land-use features and takes all reasonable steps required by local land use authority to mitigate concerns with respect to planning and environmental matters. It is important to note that the selection of a site for a telecommunication antenna support structure does not occur randomly.

Among the factors considered are:

1. expected usage patterns of service and proximity to users
2. local topography and building types
3. interaction with existing and future sites
4. line of sight requirements for high quality communications
5. opportunities to use existing structures
6. availability of a willing property owner
7. the industry's commitment to high service standards and customer satisfaction.

The following are some of the considerations used by Rogers/EORN in development of the proposal:

- The proposed site location is approximately 351m from Wellington St. and is set back significantly from adjacent residential properties.
- The design selected for this proposal is appropriate considering the area context and will best achieve our objectives, as well as provide for future co-location opportunities of other wireless service providers in an attempt to limit the number of structures in the area.

- The installation will have no impact on the watershed or the wells, water quality or any water systems. No chemicals, pesticides or herbicides that could potentially have an adverse effect on the water systems will be contained on our structure or the associated walk-in radio equipment cabinet.
- During construction, precautions will be taken to minimize any disruption to the current use of the site and to the surrounding residents. Once site is in-service, there will be no noise associated with the daily operation of the installation.

The site will occupy a compound area of approximately 9.5x7.5m, surrounded by 2.4m high chain link security fence. The compound also contains a walk-in equipment cabinet (WIC) containing radio equipment, backup battery power, maintenance tools, manuals and a first aid kit. The installation is equipped with a silent alarm system.

The site is designed to provide 3-sectored 700, 2100, MHz LTE and 5G services. It will also accommodate future TBD technologies.

Rogers considers this location and design ideal to provide superior coverage levels and service to Rogers' customers.

Municipal and Public Notification

Rogers has a strong history of consultation with municipalities and understands the importance of land-use protocols and transparency in consultation.

As the provisions of the *Ontario Planning Act* and other municipal by-laws and regulations do not apply to federal undertakings, wireless communication facilities are not required to obtain municipal permits. However, Section 4.1 of the CPC, states that the concerns and suggestions expressed by land-use authorities are important elements to be considered by proponents when installing or modifying antenna systems. ISED requires that consultation be undertaken with the appropriate land-use authorities to ensure those authorities are aware of significant structures within their boundaries and so that local land-use issues can be raised, while respecting the federal government's jurisdiction in the siting and operation of wireless voice and data systems.

The Township of South Frontenac has not developed its own protocol for establishing telecommunication facilities in the Township, therefore Rogers will follow ISED's Default Protocol.

The protocol outlines the land-use consultation process relevant to evaluating wireless communication installation proposals. In accordance with this policy, proponents must provide a notification package to the local public within a radius of 338.1m from the tower structure. A notice will also be provided to the Township of South Frontenac and the ISED regional office.

Concurrent to the mailing of a Public Consultation package, Rogers will also place a notice in a print edition of the Frontenac News.

Federal Requirements

In addition to the requirements for consultation with municipal authorities and the public, Rogers must also fulfill other important obligations, including the following:

Environmental Standards

ISED requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation, including the Impact Assessment Act (S.C. 2019, c. 28, s. 1).¹

Rogers attests that the radio antenna system described in this notification does not qualify as a Designated Project under the Impact Assessment Act and is excluded from environmental assessment under the Impact Assessment Act.

Transport Canada’s Aeronautical Obstruction Marking Requirements

Aerodrome safety is under the exclusive jurisdiction of NAV Canada and Transport Canada. An important obligation of Rogers’ installations is to comply with Transport Canada / NAV CANADA aeronautical safety requirements. Transport Canada performs an assessment of the proposal with respect to the potential hazard to air navigation and will notify Rogers of any painting and/or lighting requirements for the antenna system. Rogers has submitted the appropriate applications and expects this tower to require lighting. A large shield will be placed under the light to protect the surrounding ground area from light scatter. Rogers will notify the Township of the decision by Transport Canada once it is received.

Rogers Communications Inc. attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements. For additional detailed information, please consult Transport Canada².

Health Canada’s Safety Code 6 Compliance

Health Canada is responsible for research and investigation to determine and promulgate the health protection limits for Exposure to the RF electromagnetic energy. Accordingly, Health Canada has developed a guideline entitled “Limits of Human Exposure to Radiofrequency Electromagnetic Field in the Frequency Range from 3kHz to 300 GHz – Safety Code 6”.

The exposure limits specified in Safety Code 6 were established from the results of hundreds of studies over the past several decades where the effects of RF energy on biological organisms were examined. Radiocommunication, including technical aspects related to broadcasting, is under responsibility of the Ministry of Industry (Innovation, Science and Economic Development Canada), which has the power to establish standards, rules, policies and procedures. ISED, under this authority, has adopted Safety Code 6 for the protection of the general public. As such, ISED requires all proponents and operators to ensure that their installations and apparatus comply with the Safety Code 6 at all times.

Rogers Communications Inc. attests that the radio antenna system described in this notification package will at all times comply with Health Canada’s Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier co-locations and nearby installations within the local radio environment.

¹ <https://laws.justice.gc.ca/eng/acts/l-2.75/index.html>

² <https://tc.canada.ca/en/corporate-services/acts-regulations/list-regulations/canadian-aviation-regulations-sor-96-433/standards/standard-621-obstruction-marking-lighting-canadian-aviation-regulations-cars>

More information in the area of RF exposure and health is available on the Health Canada's website under Environmental and Workplace Health³ and Safety Code Health Canada's Radiofrequency Exposure Guidelines⁴.

Engineering Practices

Rogers attests that the radio antenna system as proposed for this site will be constructed in compliance with the National Building Code and The Canadian Standard Association and comply with good engineering practices including structural adequacy.

Innovation, Science and Economic Development Canada's Spectrum Management (ISED)

Please be advised that the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through ISED. For more information on ISED's public consultation guidelines including CPC-2-0-03⁵ contact your local ISED office at spectrumnod-spectredeno@ised-isde.gc.ca or at the below noted address:

Innovation, Science and Economic Development Canada Spectrum Management

Eastern Ontario District Office

2 Queen Street East, Sault Ste. Marie, ON, P6A 1Y3

Telephone: 1-855-465-6307

Fax: 705-941-4607

Email: spectrumnod-spectredeno@ised-isde.gc.ca

Web: https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf11435.html

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website⁶.

Public consultation obligations

Rogers Communications Inc. is committed to effective public consultation. The public will be invited to provide comments to Rogers about this proposal by mail, electronic mail or phone.

ISED's rules contain requirements for timely response to all questions, comments or concerns. We will acknowledge receipt of all communication within **14 days** and will provide a formal response to the Township and those members of the public who communicate to Rogers, within **60 days**. The members of the public who communicated with Rogers will then have **21 days** to review and reply to Rogers as a final response.

³<http://www.hc-sc.gc.ca/ewh-semt/radiation/cons/stations/index-eng.php>

⁴<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>

⁵<http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/sf08777e.html>

⁶<http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/home>

Proponent's Contact Information - Rogers Communications Inc.

Eric Belchamber, Wireless Site Specialist
Eric Belchamber & Associates
337 Autumnfield St., Kanata, ON, K2M 0J6
Telephone: (613) 220-5970
Email: eric.belchamber@rogers.com

Conclusion

Reliable wireless communication services are a key element of economic development across Canada. It facilitates the growth of local economies by providing easy access to information, and connectivity for residents and businesses alike.

The infrastructure proposed is suitable for the development over the long term and protects public health and safety and is a powerful economic enabler.

In response to this growing demand for wireless services, Rogers has worked to find the most suitable location for a new telecommunications structure in efforts to provide improved wireless services in the area to its residents, businesses and the traveling public.

In addition to meeting consumer needs, technological upgrades are also critical to ensuring the accessibility of emergency services such as fire, police and ambulance. Wireless communications products and services, used daily by police, EMS, firefighters and other first responders, are an integral part of Canada's safety infrastructure.

Rogers feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area. The proposed location is also situated and designed to have minimal impact on surrounding land uses.

Rogers looks forward to working with the Township of South Frontenac to provide improved wireless services to the community.

Should you have any further questions or comments, please feel free to contact me via email at eric.belchamber@rogers.com, or via phone at (613) 220-5970.

Sincerely,

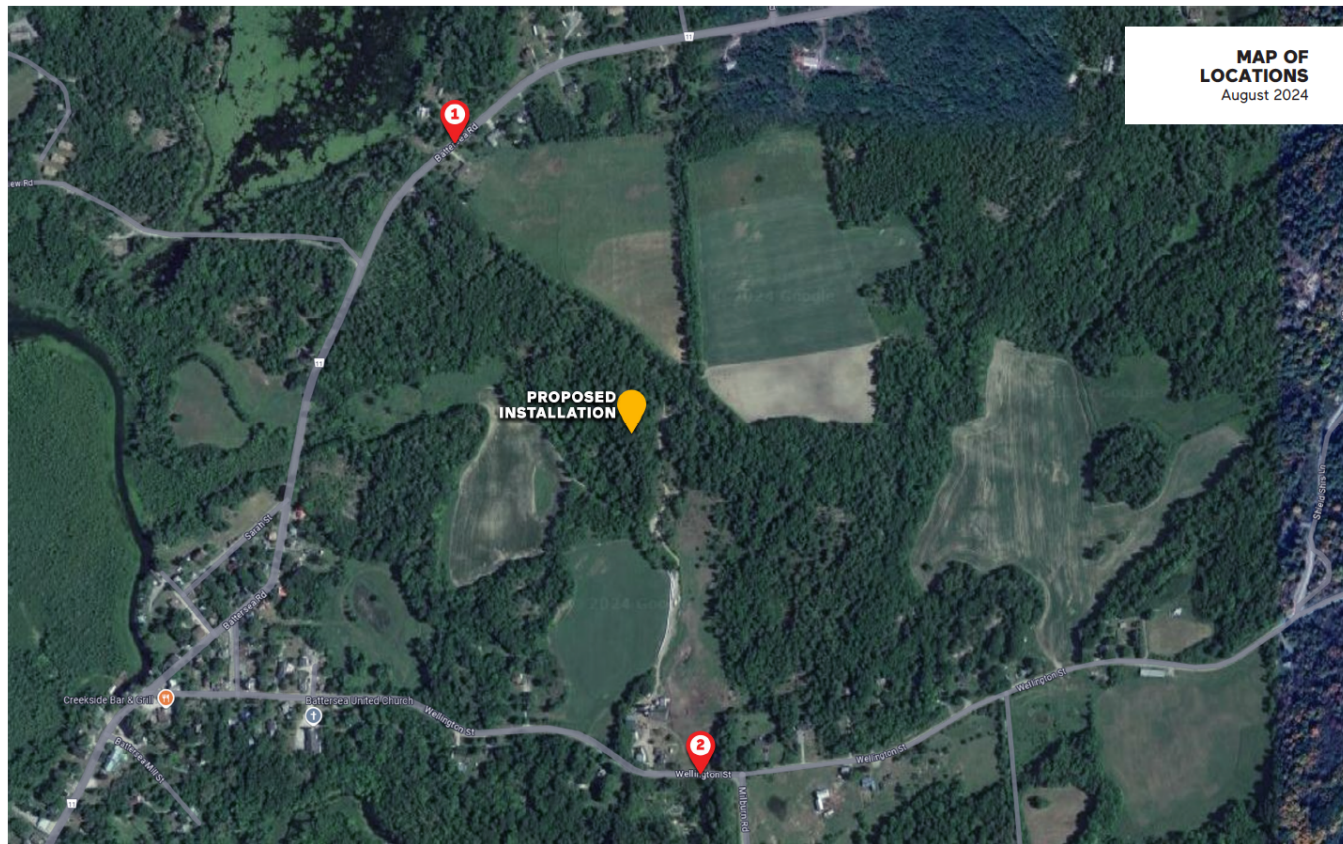
Eric Belchamber

APPENDIX 1

Public Consultation Package

*Attached separately

APPENDIX 3 Photo Simulations Package



C8789 BATTERSEA ROAD & BURNT HILLS ROAD



SIMULATION 1
August 2024

C8789 BATTERSEA ROAD & BURNT HILLS ROAD
APPROXIMATE DISTANCE BETWEEN THE PROPOSED INSTALLATION AND THE VIEWPOINT : 613 METRES



SIMULATION 2
August 2024

C8789 BATTERSEA ROAD & BURNT HILLS ROAD
APPROXIMATE DISTANCE BETWEEN THE PROPOSED INSTALLATION AND THE VIEWPOINT : 362 METRES



SITE PLAN
 PROPOSED
 TELECOMMUNICATION INSTALLATION
 2116 WELLINGTON STREET
**PART OF LOT 12
 CONCESSION 9**
 FORMERLY TOWNSHIP OF STORRINGTON
 TOWNSHIP OF SOUTH FRONTENAC
 COUNTY OF FRONTENAC

SCALE 1 : 750

ALEX MARTON LTD.
 ONTARIO LAND SURVEYORS

METRIC
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SCHEDULE

PART	LOT	CONCESSION	P.I.N.	AREA sq.m
1				2183
2	PART OF 12	9	36288-0116	4491
3				525
4				91

INTEGRATION NOTE
 BEARINGS SHOWN ARE GRID BEARINGS AND ARE DERIVED FROM OBSERVED REFERENCE POINTS (ORP'S) 1 AND 2 BY REAL TIME NETWORK OBSERVATIONS, UTM ZONE 18, NAD 83 (CSRS) (2010.0 EPOCH).
 DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999721.

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM GPS REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 18, NAD 83 (CSRS) (2010.0). COORDINATE VALUES ARE TO URBAN ACCURACY PER SECTION 14 (2) OF O. REG 216/10

POINT ID	NORTHING	EASTING
ORP 1	4920990.95	390585.06
ORP 2	4920931.81	390617.19

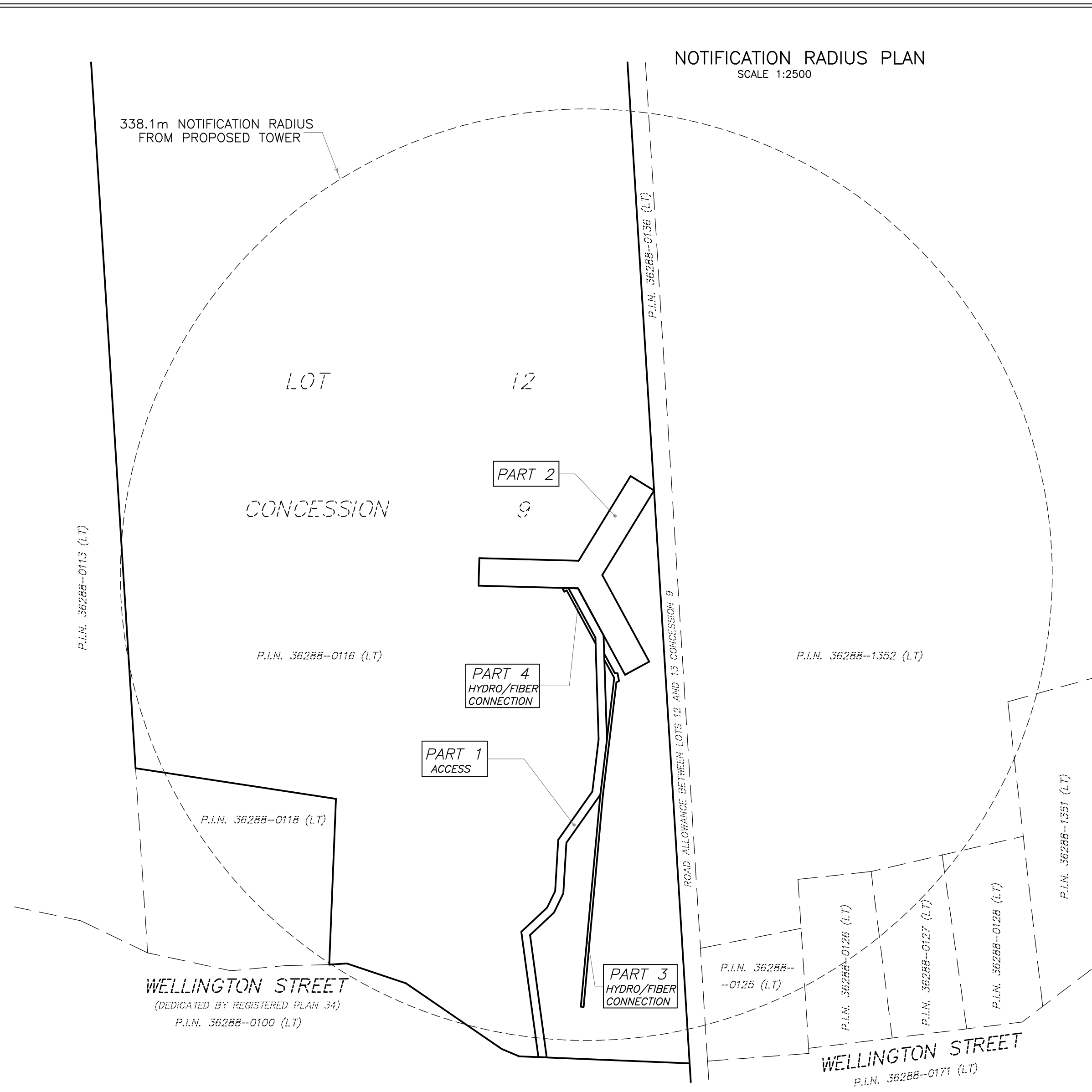
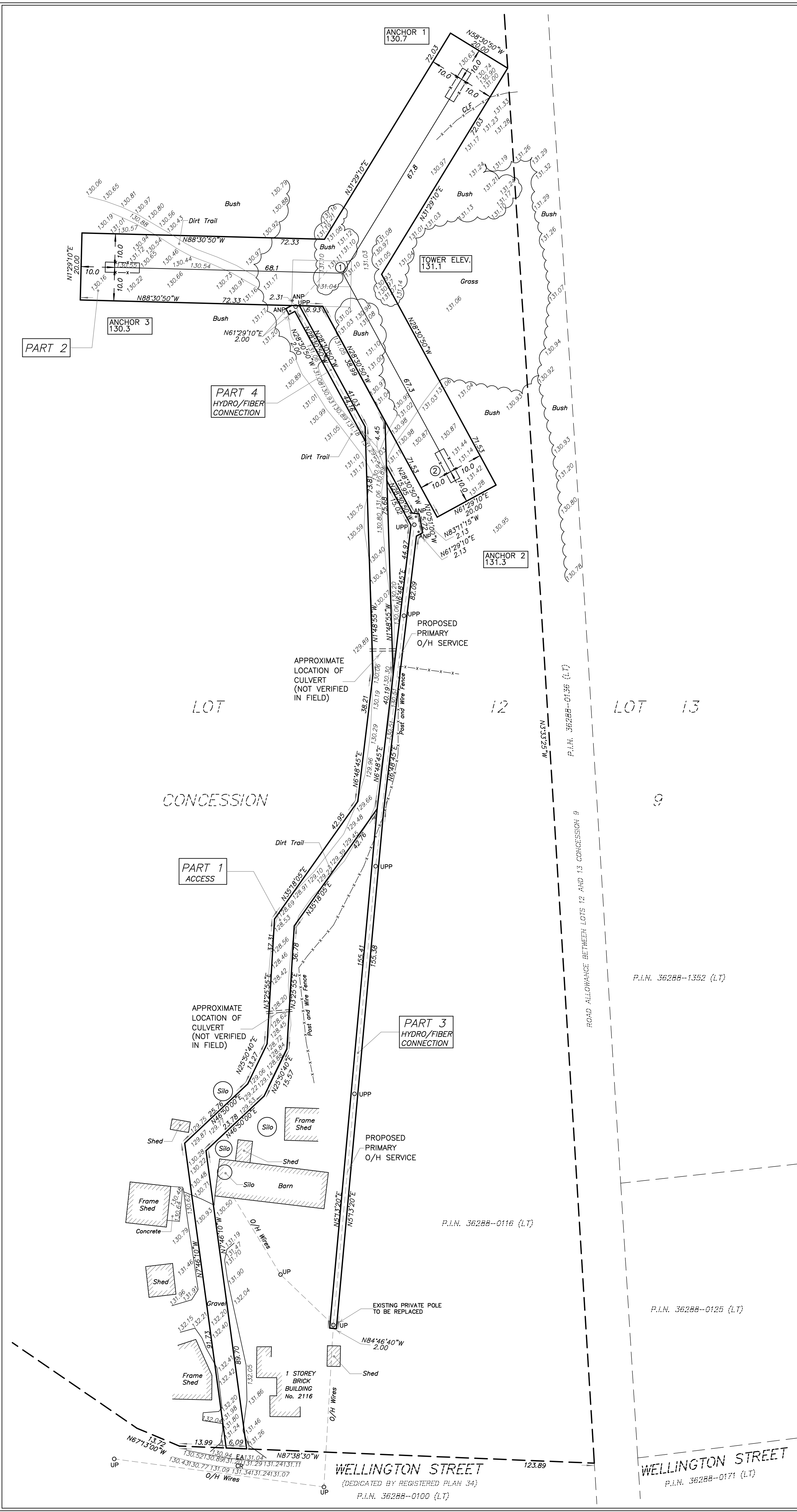
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ELEVATION NOTE
 ELEVATIONS SHOWN HEREON ARE GEODETIC AND ARE DERIVED FROM GPS OBSERVATIONS USING REAL TIME NETWORK OBSERVATIONS.

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THE SURVEY WAS COMPLETED ON THE 16TH DAY OF JULY, 2024.

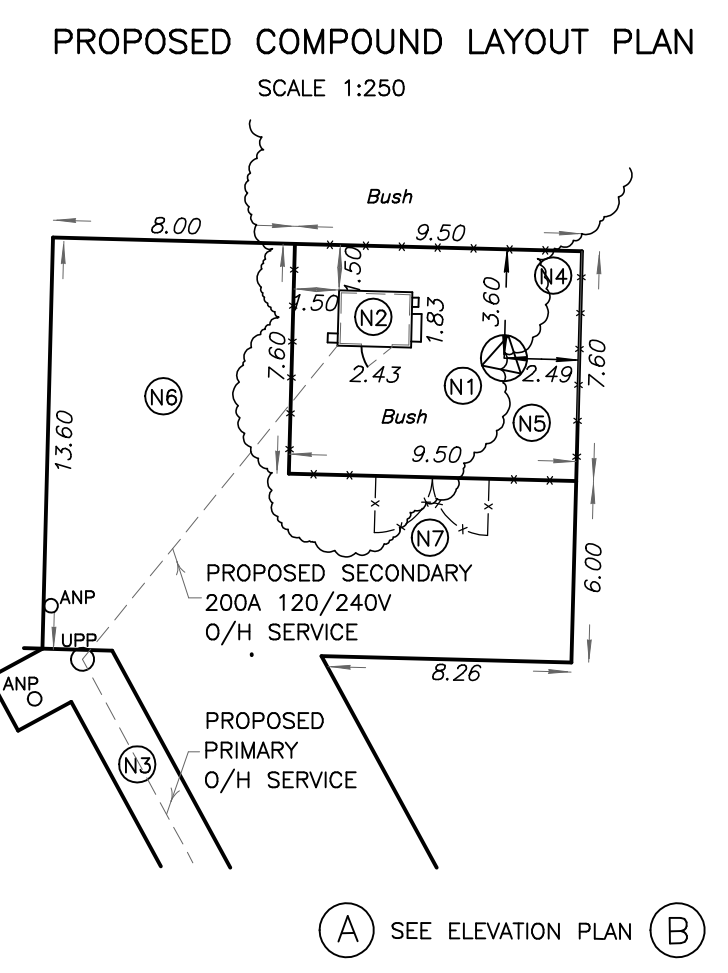
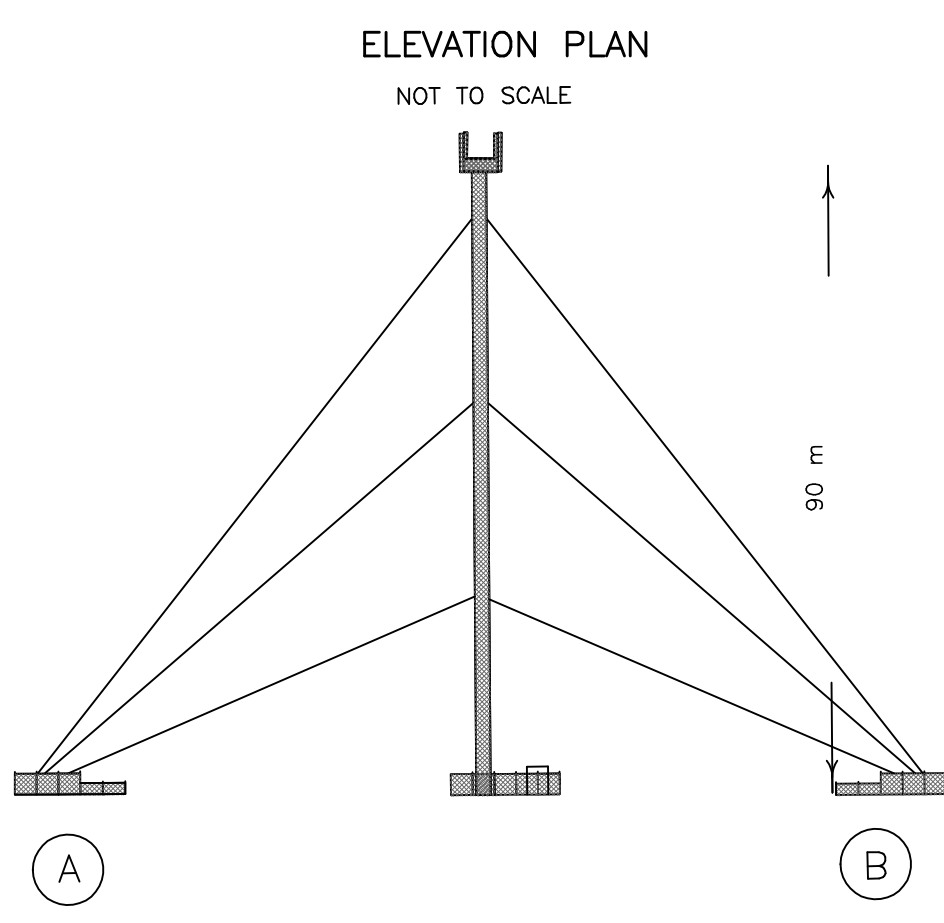
JULY 31, 2024
 DATE

 A. MARTON
 ONTARIO LAND SURVEYOR



SITE DATA

PROPERTY AREA	EXISTING	PROPOSED
AREA LEASED	±30.2ha	
ACCESS (PART 1)		2183 sq.m.
COMPOUND (PART 2)		4491 sq.m.
HYDRO/FIBER CONNECTION (PARTS 3 AND 4)		616 sq.m.
TOTAL		7290 sq.m.
UNITS		1 PROPOSED RADIO EQUIPMENT SHELTER 1 PROPOSED STEEL GUYED TOWER
HEIGHT OF TOWER		90m
SETBACKS		
PROPOSED STEEL GUYED TOWER		
FRONT (WELLINGTON STREET)		±351 m
SIDE (EAST)		±53 m
PROPOSED RADIO EQUIPMENT SHELTER		
FRONT (WELLINGTON STREET)		±352 m
SIDE (EAST)		±56 m



- NOTES**
- (N1) PROPOSED STEEL GUYED TOWER. PAINT COLOUR SUBJECT TO NAV CANADA REQUIREMENTS. ANTENNA NUMBER AND LOCATIONS TO BE DETERMINED. FOUNDATION DESIGN PENDING SOIL REPORT.
 - (N2) PROPOSED RADIO EQUIPMENT SHELTER ON REINFORCED CONCRETE SLAB.
 - (N3) HYDRO CONNECTION AND ROUTING TO BE DETERMINED BY QUALIFIED PERSONNEL IN CONSULTATION WITH LOCAL AUTHORITY.
 - (N4) PROPOSED 2.4 m HIGH CHAIN LINK SECURITY FENCE TOPPED WITH BARBED WIRE SURROUNDING THE COMPOUND.
 - (N5) REMOVE EXISTING TOPSOIL, PROOF ROLL SUBGRADE AND PLACE 300 mm GRANULAR A ACROSS COMPOUND AREA. MATCH INTO EXISTING GRADES ADJACENT TO THE COMPOUND. PROVIDE POSITIVE DRAINAGE AWAY FROM THE TOWER, SHELTERS AND HYDRO PAD TOWARDS THE NATURAL SLOPE OF THE SITE. REINSTATE ALL DISTURBED AREAS.
 - (N6) PROPOSED GRAVEL ACCESS WAY.
 - (N7) PROPOSED CHAIN LINK GATE.

- LEGEND**
- DENOTES SURVEY MONUMENT FOUND
 - SIB STANDARD IRON BAR
 - PIN PROPERTY IDENTIFIER NUMBER
 - CLF CHAIN LINK FENCE
 - UP UTILITY POLE
 - UPP PROPOSED UTILITY POLE
 - ANP PROPOSED ANCHOR
 - CR CENTERLINE
 - O/H OVERHEAD
 - EA EDGE OF ASPHALT
 - UPP PROPOSED UTILITY POLE
 - ANP PROPOSED ANCHOR

AMENDMENTS

No.	DESCRIPTION	DATE
1.	PART FOR HYDRO/FIBER CONNECTION REVISED	1.08.2024
2.	COMPOUND LAYOUT REVISED	8.08.2024

LATITUDE N44°26'02.2" 44.433944
 LONGITUDE W76°22'29.2" -76.374771
 ELEVATION 131.1

Rogers™

ALEX MARTON LIMITED
 ONTARIO LAND SURVEYORS
 180 APPLEWOOD CRESCENT, UNIT 8,
 CONCORD, ONTARIO, L4K 4H2
 PHONE: 905-879-9889 FAX: 905-879-0770
 E-MAIL: alex@amsurveying.ca
 WEBSITE: www.amsurveying.ca

PARTY CHIEF : H.G. FILE NAME: 2024-128(C8789).DWG
 DRAWN : Z.Y. PLOT SCALE: 1:750
 CHECKED : A.M. PROJECT NO: 2024-128

September 30th, 2024

The Township of South Frontenac
4432 George St. Box 100
Sydenham ON, K0H 2T0
Tel: (613) 376-3027

Attention: Tom Fehr, Development Services

Dear Mr. Fehr,

Re: Proposed Wireless Communication Site: C8789 Battersea Rd. & Burnt Hills Rd.

On behalf of Rogers Communication Inc. (“Rogers”), I would like to submit for your review and consideration a summary of the municipal and public consultation process for the purpose of issuing a statement of concurrence concerning a proposed wireless communication site to be located at 2114 Wellington St., Battersea.

Project Description & Proposed Location

Rogers is constantly improving and expanding its infrastructure to meet the ever-growing demand for high-quality reliable wireless voice and data services. The proposed site is needed to improve our wireless voice and data services in the community.

The proposed wireless communication installation consists of a 90m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound.

Municipal & Public Consultation Process

Rogers is regulated and licensed by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada) to provide inter-provincial wireless voice and data services. As a federal undertaking, Rogers is required by ISED to consult with land-use authorities in siting tower locations. The consultation process established under ISED’s authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the federal government’s exclusive jurisdiction in the siting and operation of wireless and data systems.

The provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings. Rogers is, however, required to follow established and documented wireless protocols or processes set forth by land-use authorities.

Rogers submitted an Application for an Antenna System to the Township of South Frontenac via email on August 21st, 2024 for a wireless communications installation to be located on Wellington St.

The Township of South Frontenac has not developed a protocol relevant for establishing telecommunication facilities in the Township and as a result, Rogers is following Innovation, Science and Economic Development (ISED) Canada's CPC-2-0-03 Default Protocol as it pertains to the public notification and consultation required for communication towers.

Rogers provided the attached Public Notification Package to the seven property owners within the required 338.1m radius of the proposed installation. The notice was issued by regular mail on August 26th, 2024. The notice described the proposal and invited comments by mail, electronic mail, or phone before September 28th, 2024.

A newspaper ad was also published in the August 29th, 2024 edition of The Frontenac News notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

No public comments were received during the consultation process.

Rogers has now fulfilled all circulation requirements under ISED's Default Protocol as they pertain to the proposed new communication site to be located at 2114 Wellington St.

Rogers has followed all the necessary steps in accordance with the Default Protocol's guidelines by:

- consulting with the land-use authority;
- advising the public of our proposal;
- addressing all reasonable and relevant concerns pertaining to our proposal; and
- keeping and producing all associated communications to ISED and the land-use authority.

Conclusion

Rogers takes concerns or suggestions expressed by the public as important elements to our proposal. As a result of the consultation process, no comments were received from the public.

Rogers feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area. The proposed site is also situated and designed to have minimal impact on surrounding land uses.

Request for Concurrence

Rogers has now fulfilled all the requirements under ISED's Default Protocol as they pertain to the proposed new telecommunications site.

In order to conclude this land-use consultation and meet ISED's requirements, Rogers Communications Inc. respectfully requests that our proposal be considered complete and that the Township of South Frontenac move forward with the assessment of the process Rogers has undertaken to date.

Rogers also requests that the Township of South Frontenac issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site.

Yours Truly,

Eric Belchamber, Site Acquisition Specialist
On behalf of Rogers Communications Inc., Network Implementation
(613) 220-5970

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: October 15, 2024

Subject: Community Sport and Recreation Infrastructure Fund Application for the Centennial Park Project

Report Number: 2024-182

Summary

The purpose of this report is to seek Council's approval to proceed with a grant application for the Community Sport and Recreation Infrastructure Fund for the current and planned Centennial Park projects.

Recommendation

That Council authorize the CAO to submit an application to the Community Sport and Recreation Infrastructure Fund for the Centennial Park projects totaling \$1,330,000; and

That Council authorize the Mayor and Clerk to execute all corresponding transfer payment agreements with the province should the application be successful.

Background

Funding Opportunity Background:

The Community Sport and Recreation Infrastructure Fund (CSRIF) was announced on April 18, 2024, by the Government of Ontario. The CSRIF provides funding to municipalities, Indigenous communities, non-profit organizations and (for new builds only) for-profit organizations through two program streams for projects that:

- repair or upgrade existing sport and recreation facilities (Stream 1)
- build new and transformative sport and recreation facilities (Stream 2)

The CSRIF is a cost-shared program launched as part of the 2024 Budget: Building a Better Ontario to:

- foster healthier and more active lifestyle for families
- make sport more accessible
- help more communities across the province host local, national and international sporting events and competition.

The Government of Ontario is investing up to \$200 million over 3 years to support Ontario's growing communities with new and revitalized sport and recreation facilities through the CSRIF.

The CSRIF is a cost sharing program, with applicants required to contribute 50% of total eligible project costs. All work must be completed within 24 months of receiving the funds.

Proposed Project Background:

Centennial Park is scheduled to undergo capital improvements over the next two years, including three approved projects that will be carried over from 2024.

Carry over projects include renovating the existing washroom building to enhance accessibility, paving the pathways throughout the park, and design work for a new community use building.

The proposed new capital projects include the construction of the new building on the north end of the park, rehabilitation of the large baseball diamond, a new accessible play structure and introduction of new recreation amenities.

Discussion/Analysis

Staff are recommending an application to Stream 1 of the CSRIF, which will support the repair or upgrade to existing sport and recreation facilities. There are several reasons why staff have identified Centennial Park for this fund, including:

- The facility is one of four designated Recreation Hub's in South Frontenac, and the CSRIF is designed to support recreation facilities specifically (opposed to cultural or social spaces like community halls).
- Centennial Park is one of the busiest parks in South Frontenac with the most sport bookings as it features the most sport amenities. However, some recreational amenities need major rehabilitation and there is community support for the introduction of new recreational amenities at that site, discussed in more detail below.
- The site is project ready with approved projects in the 2024 capital budget, design work already underway for future projects, and a completed site plan incorporating all existing and proposed amenities including the future building and electric vehicle chargers.
- The project is supported in the Recreation, Parks, and Leisure Master Plan, with several recommendations applicable to the project.

The project scope includes the rehabilitation of several existing assets at the park, as well as new construction.

- Accessible pathways – The pathway paving project was approved in the 2024 capital budget and will be carried over to be included in the application and completed in 2025.
- New community use building – The new building will feature year-round washrooms, a water bottle filling station, and a space for community use. It will be located at the north end of the park, near the grand pavilion, and will be fully accessible. The

proposed building has been incorporated into overall park design plans that have recently been completed. Design work for the new building was approved in the 2024 capital budget and will be completed in 2025 with construction planned for 2026. This new building will have the potential to host a fourth summer day camp location and additional year-round recreational programming. It will also support existing sports leagues, events, and the Frontenac Farmers Market with fully accessible, year-round public washrooms.

- Large/ lit baseball field rehabilitation – The large baseball field requires releveling and resurfacing to bring it up to a condition in which adult leagues will want to play on it again. Completing this work will increase the rental potential of the site and programming opportunities. This project is planned for 2025, with the diamond being brought back online for the 2026 season.
- Playground and new recreation amenities – Replace the remaining small swing set unit with an accessible play structure, rubberize the surface, and connect it via a pathway to the rest of the park. The project includes new recreation amenities to be introduced in 2025 and the playground to be completed in 2026.

By leveraging the CSRIF opportunity matched by a capital investment by the municipality, the Centennial Park Project aims to enhance the park's capacity to serve as a vibrant community hub and a premier destination for both residents and visitors. With a growing demand for sports and recreational amenities, evidenced by strong registration numbers from both minor and adult sports leagues and clubs, these improvements are timely and necessary. The planned upgrades will not only better accommodate existing groups but also attract new users, ensuring the park meets the evolving needs of the community.

Financial Implications

The total amount of all the projects for the application is \$1,330,000 which would require a total financial commitment from the Township of \$665,000. The financials for the grant application include approved projects from the 2024 capital budget and planned projects for 2025 and 2026 that will be included in the 2025 budget presentation.

Approved 2024 projects

24-56 – New accessible washroom and park building design \$30,000

24-66 – Walkway connections \$240,000

2025 Capital Projects

Baseball Diamond Rehabilitation \$250,000

Recreation Amenities \$10,000

2026 Capital Projects

New accessible washroom and park building \$700,000

Accessible Playground \$100,000

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan and the Recreation, Parks and Leisure Master Plan.
 - Strategic Plan Priority: Financial Sustainability
 - RPLMP: PK.1, PK.9, PK.14, F.5, F.6, F.12, F.23, & PE.3.

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

James Thompson, Clerk

Kyle Griese, Financial Analyst

Attachments

None.

Approvals

Prepared By: Amanda Pantrey, Recreation and Events Coordinator

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: October 15, 2024

Subject: Endorsement - Pleasant Valley Municipal Drain Maintenance Project

Report Number: 2024-176

Summary

The purpose of this report is to seek Council's endorsement to advance maintenance on the Pleasant Valley Municipal Drain as a fall 2025 project.

Recommendation

That Council direct staff to advance with the final stages of planning and tendering for delivery of the Pleasant Valley Municipal Drain maintenance project in the fall of 2025;

That staff be directed to prepare a future report outlining possible payment options to assist landowners with repayment of future Drainage Act assessments of \$3,000 or greater.

Background

On November 14th, 2023, Robinson Consultants attended a Council meeting to present details on the Pleasant Valley Municipal Drain along with the findings of the October 2023 Maintenance Report. The Drainage Engineer summarized the various defects found along the 6.3km long drain and provided an overview of the vegetation management needed at various locations along the corridor. The findings of the field surveys confirming the depths of sediment accumulation were also shared with Council that evening.

At the conclusion of the meeting, Robinson Consultants outlined the obligations of Council under the Drainage Act and recommended that a maintenance project be advanced to restore the drain to the original design condition from the 1985 Engineers Report. Council directed staff to proceed with the next phases of design for the project and requested that staff consult affected landowners within the assessment area of the municipal drain.

Discussion/Analysis

During the spring of 2024, Robinson Consultants advanced work on the design and permits for the proposed maintenance work. The team also carried out numerous detailed reviews of the parcel inventories within the assessment area of the drain. On July 18th, the Township launched the project page on the Engage Frontenac website and advanced promotion of the project on various social media platforms along with advertisements in the Frontenac News. A mail-out campaign was also carried out at that time to reach out affected property owners to bring awareness of the project and to highlight the scheduling for a future public meeting.

On August 15th, 2024, the Township hosted a public meeting for the Pleasant Valley Municipal Drain at the Harrowsmith Free Methodist Church. The meeting, which hosted 55 local residents, included a presentation on the Drainage Act and the history of the Pleasant Valley Municipal Drain. The presentation also highlighted the details on the maintenance activities currently recommended for the drain. The report has been attached as Exhibit A and can also be found on the Engage Frontenac website.

The public meeting includes a significant component of public education on Municipal Drains. Municipal Drains are typically maintained on a 20 to 30 year cycle and a lot of landowner changes can occur between maintenance cycles. Many of the lots change hands through property sales and in other cases many new owners will move into assessment areas as new properties are created. With this understanding, municipalities often need to inform landowners on the Drainage Act and the associated legal responsibilities that carry with the legislation.

During the meeting, numerous issues were raised during the Question and Answer period. Several of the key themes have been captured below:

- a) Hartington Subdivision – The Drainage Engineer reported that the Developer of the Hartington Subdivision was assessed a “buy in cost” of \$19,150 under Section 65 of the Act. It was furthermore outlined that this accounted for almost 22% of the overall project cost. This was further summarized on Slide 13 of the presentation.
- b) Drainage Upgrades – Numerous residents perceived that the drainage project was intended to improve capacity for development. The design team clarified that the maintenance work would be limited to restoring the drain to its original design profile identified in the 1985 Engineers Report.
- c) Individual Assessments – Many residents in attendance at the meeting wanted to understand what the individual drainage assessments would be for their properties. Robinson Consultants provided a very high overview of the range of assessments for the drain but clarified that individual assessments would not be communicated in a group forum. Residents were urged to approach team members and share personal contact information to allow those discussions to occur in the following days.

- d) Financial Impacts (Large Assessments) – Several attendees expressed concern on the potential impact of large drainage assessments. This was also communicated to be a key concern during a period of high inflation. Robinson Consultants responded to attendees by advising that only a small number of the 153 properties in the assessment area had estimates that were over \$1,000. It was further added that in many cases, many of the large assessments were for farms which may be eligible for a 1/3 grant from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).
- e) Debenture Options – During the meeting, staff heard concerns that some properties with large drainage assessments (over \$3,000) may need alternative options for repayment. For those impacted landowners, the Township will investigate available options such as a debenture which could allow for payments to be paid back with interest over a longer pay back period. Such payments would typically be collected in conjunction with property taxes.

Overall, the public engagement for the Pleasant Valley Municipal Drain project has been highly successful and there has been a high level of engagement on the project. Robinson Consultants has fielding communications from individual landowners within the affected area since the meeting.

Based on the current time of year, the design team believes that it would be premature to advance a fall maintenance project in 2024. It has therefore been recommended that the project be deferred to the fall of 2025. This deferral of the project will allow additional time for individual meetings with landowners along the drain. These meetings will otherwise provide a forum to discuss logistics for access and performance of the work within each property. The project could then be tendered in the early summer with delivery at the end of the crop season in 2025.

Staff are therefore recommending that Council endorse the Pleasant Valley Municipal Drain maintenance as a formal 2025 project. It is furthermore recommended that consideration be given to payment options to address those public concerns heard for select landowners with larger drainage assessments.

Financial Implications

The approved 2024 Budget included an allowance of \$18,750 to support the Pleasant Valley Municipal Drain maintenance project. A total of \$17,850 was allocated towards the costs for administration of the project and an additional \$900 was allocated as the Township's estimated allocation of costs as a landowner within the assessment area of the drain. All other costs for the maintenance project are otherwise recovered from landowners through the assessment process at the conclusion of the maintenance project.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.
- Priority: Choose an item.

- Action Item (If Applicable): Insert Text

Climate Considerations

Not applicable to this report.

Notice/Consultation

Robinson Consultants
Land Owners – Assessment Area

Attachments

Exhibit A – Pleasant Valley Drain Open House Presentation August 15, 2024

Approvals

Prepared By: W. Troy Dunlop, C.E.T., Manager of Engineering and Capital Projects

Submitted By:



Kyle Bolton, C.E.T., Director of Public Services

Approved By:



Louise Fragnito, CPA CGA, Chief Administrative Officer

PLEASANT VALLEY MUNICIPAL DRAIN MAINTENANCE / REPAIR

Presented by:

Lorne Franklin, L.E.T., C.E.T.,

Drainage Superintendent

Robinson Consultants Inc.

AGENDA

- Introduction
- Purpose of the Meeting
- Drainage Act Overview
- Landowner / Municipality - Rights & Responsibilities
- History of Pleasant Valley Municipal Drain
- Scope of Maintenance Work
- Maintenance Costs & Assessments
- Riparian Landowners:
 - a) Access requirements
 - b) Spoil Material
 - c) Crops
 - d) Brushing
 - e) Fencing
 - f) Cattle / Livestock
 - g) Tile Outlets

INTRODUCTION

- Robinson Consultants Inc. (RCI) is an engineering firm that has been appointed as the Drainage Superintendent for the Township of South Frontenac.
- The Drainage Superintendent is required to inspect drainage works established under the Drainage Act and report findings back to council.
- Where directed by Council, the Drainage Superintendent shall initiate and supervise maintenance.

PURPOSE OF MEETING

- Following an inspection of the existing Pleasant Valley Municipal Drain, the appointed Drainage Superintendent has recommended that maintenance be completed.
- The Council of the Township of South Frontenac has received details of the recommended maintenance requirements for consideration and looking for feedback from the impacted landowners in the watershed.
- The Township is preparing necessary background work, such as obtaining permits, in advance of any maintenance activities being completed.
- This meeting is a forum to provide details regarding the maintenance recommended to the landowners within the impacted watershed and to receive feedback or other helpful information.

DRAINAGE ACT OVERVIEW

- Provincial Statute unique to Ontario.
- Process that allows community of landowners to establish a legal and sufficient outlet for their surface water, by means of a defined drainage system (i.e., creation of a communal drainage system).
- Formally referred to as a “Petition Drains” or more commonly referred to as “Municipal Drains”.
- The municipality is responsible to administer maintenance of Municipal Drains on behalf of the associated watershed, should it be required.
- Landowners are responsible to report any maintenance concerns and to share costs of maintenance / repair.
- The proportion of maintenance costs are outlined in an adopted Engineer’s Report.

DRAINAGE ACT OVERVIEW

- What is a Municipal Drain?
 - Physically they can be open ditches, natural creeks/streams, or closed pipe or tile etc.
 - Legal existence under the Drainage Act and is adopted under municipal by-law.
 - It delegates a responsibility to the municipality to construct, maintain/repair, or otherwise administer under the Drainage Act



HISTORY OF PLEASANT VALLEY DRAIN

- Initiated by petition under Section 4 of the Drainage Act.
- Engineer's Report prepared by A.D. Revill Associates Ltd. (1985)
- Adopted under By-Law 85-13 by the former Township of Portland (now Township South Frontenac) on September 17th, 1985.
- Initially constructed in 1985
- Full maintenance completed in 1992 and partially maintained in 2012.

MUNICIPALITY

RIGHTS & RESPONSIBILITIES

- Responsible to construct, maintain, or repair the drainage system on behalf of landowners in the watershed
- Responsible to assess costs associated with construction, maintenance, or repair to landowners in the watershed
- Right to use the system to outlet surface water if they have property in the watershed (e.g. roads, ROW's, parks etc.)
- Responsible for sharing costs of construction and on-going maintenance/repairs
- Responsible to administer various provisions of the Drainage Act

LANDOWNER RIGHTS & RESPONSIBILITIES

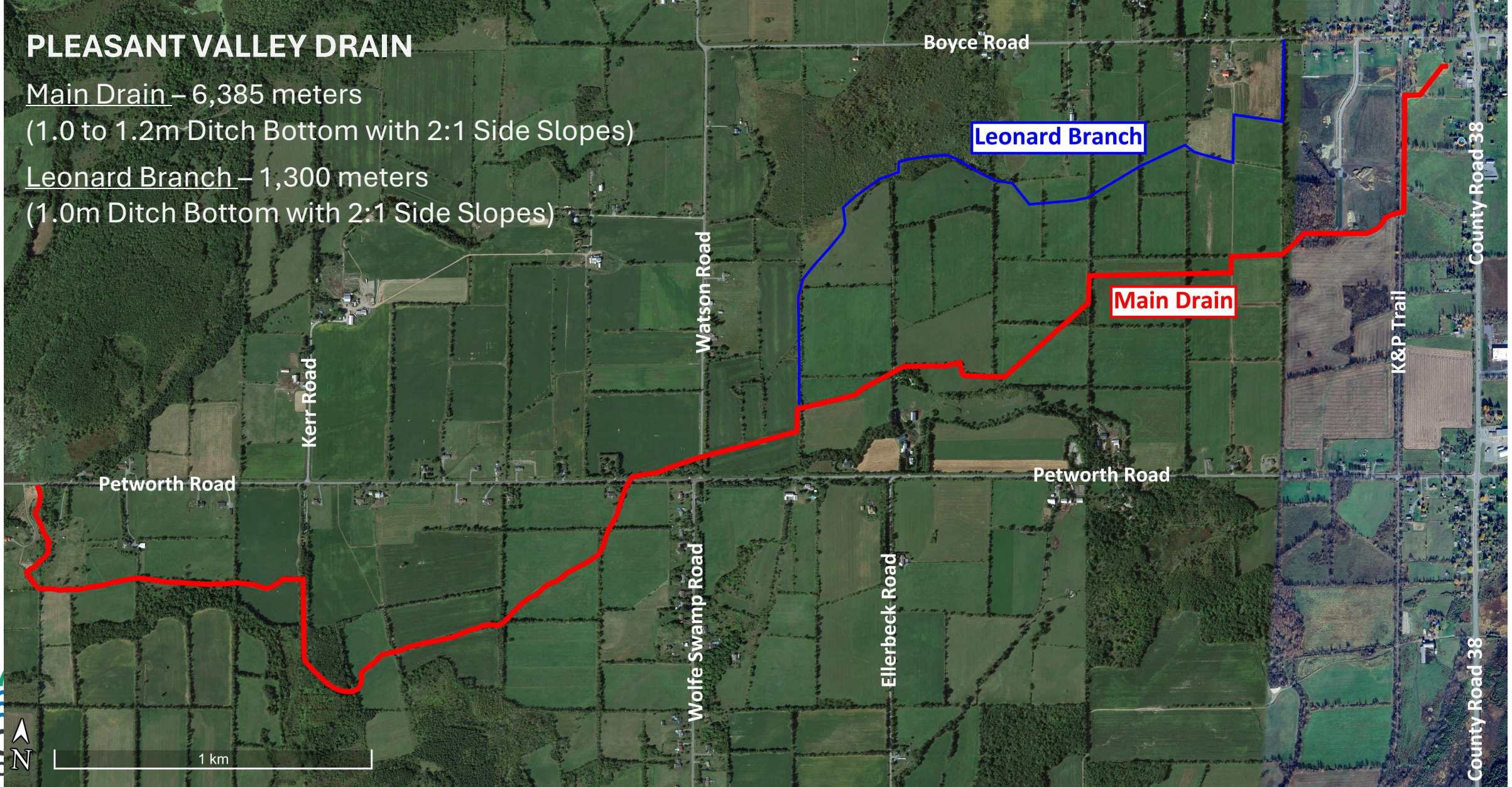
- Right to use the system to outlet surface water
- Right to request maintenance or improvements
- Responsible for sharing costs of construction and on-going maintenance/repairs
- Responsible to report any maintenance concerns to Drainage Superintendent

LOCATION OF PLEASANT VALLEY DRAIN

PLEASANT VALLEY DRAIN

Main Drain – 6,385 meters
(1.0 to 1.2m Ditch Bottom with 2:1 Side Slopes)

Leonard Branch – 1,300 meters
(1.0m Ditch Bottom with 2:1 Side Slopes)



SCOPE OF MAINTENANCE / REPAIR

- The Drainage Superintendent inspected the Pleasant Valley Drain in 2022.
- Recommendations of maintenance / repair were made to Council.
- Council directed Drainage Superintendent to complete consultation with the impacted landowners.
- Maintenance required on the “Main Drain” of the Pleasant Valley Drain.
- Consists of 6,385m of drain.
- No improvements proposed - maintenance under S.74 does accommodate deepening, widening, relocations, or any other major/minor improvements (S.4/S.78 process required where improvements are requested).

SCOPE OF MAINTENANCE / REPAIR

- **Necessary Maintenance/Repair Items:**
 - Vegetation Management (Clearing for Access)
 - Excavation of Sediment (Bottom-Cleanout)
 - Bank Repair / Stabilization
 - Beaver Dam Removal
 - Culvert Cleaning
 - Removal of Non-Conforming Culverts Causing Restrictions.
 - Removal of Other Obstructions (Fallen Trees / Debris)
 - Erosion & Sediment Control

MAINTENANCE COSTS & ASSESSMENTS

+ \$70,000 (Estimated Cost of Maintenance)
+ \$17,500 (Construction Contingency)
- \$19,150 (Hartington Subdivision Development Contribution – S.65)
= \$68,350 (Total Estimated Cost)

- If contingency is not used, estimated assessment will be reduced accordingly.

MAINTENANCE COSTS & ASSESSMENTS

- Costs to be assessed to landowners in the watershed in the proportions as outlined in the assessment schedules of the 1985 - S.4 Engineer's Report and the 2022 - S.65 Engineer's Report.
- Assessments to landowners required by the Drainage Act under S.74.
- Assessments have priority lien status (similar to property taxes).
- One time assessment, until otherwise maintained again.

GRANT ELIGIBILITY

- The Ontario Ministry of Agriculture, Foods and Rural Affairs (OMAFRA) outlines the policies and procedures with regard to the 1/3 grant available to properties determined to be “Agricultural Lands” under the Agricultural Drainage Infrastructure Program (ADIP).
- In general, to be eligible for a grant, the property must be eligible for the Farm Tax Class (FTC).
- Grants automatically applied for by municipality.
- Net assessments sent to landowners.

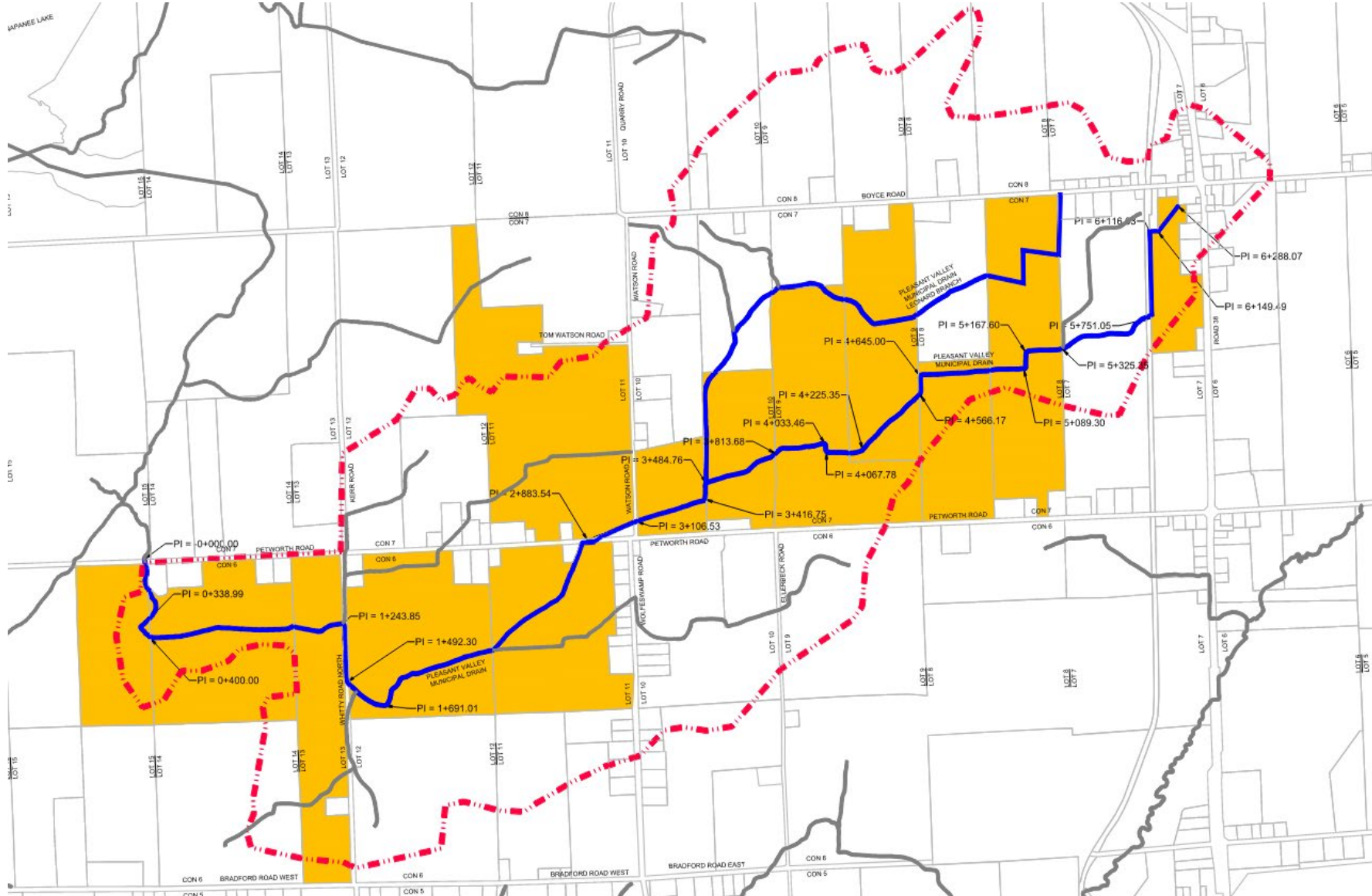
FARM TAX CLASS (FTC)

- To be eligible for the FTC a property must:
- Be assessed as farmland by the Municipal Property Assessment Corporation.
- Used as part of an ongoing farming operation generating at least \$7,000 in annual revenue.
- Hold a valid Farm Business Registration Number and be registered with AgriCorp.
- Have more than 50% Canadian ownership.

DRAINAGE SUPERINTENDENT COSTS

- Tendering, Contract Administration, and Inspection are considered to be the “duty of the Drainage Superintendent”.
- As per S.93(4) of the Drainage Act, Drainage Superintendent costs are assessed to the general funds of the municipality NOT added to the costs for maintenance and assessed to landowners.
- Provided that the officially appointed Drainage Superintendent does this work, OMAFRA provides a grant of 50% to the Municipality for these costs.

RIPARIAN LANDOWNERS (Lands Directly Adjacent to the Drain)



RIPARIAN LANDOWNERS

- **Access**

- Preference in access route or side of drain to work from

- **Spoil Material**

- To be spread beside the drain no greater than 150mm or 6”
- Responsibility of landowner to remove from site
- Stockpiling (agreement necessary and landowners responsibility)

- **Crops**

- Timing to reasonably avoid crop damage
- No compensation if crops are damaged for late harvest.

- **Culvert Requirements**

- Culverts impeding flow will be removed.
- Replacement dependent on landowner requirements and Engineers Report

RIPARIAN LANDOWNERS

- **Fencing**

- Fencing only to be dismantled where absolutely necessary for access
- To be reinstated to existing condition (new fencing will not be provided where old fencing currently exists)

- **Livestock**

- Landowners' responsibility to coordinate special livestock arrangements with the contractor.
- Preference is that livestock is barricaded away from the working area.

RIPARIAN LANDOWNERS

- **Tile Outlets**

- Landowner's responsible to clearly mark tiles with steel post or by other means.
- Unmarked Tiles that may be damaged are the landowner's responsibility to repair.
- Marked Tiles that are damage are the contractor's responsibility to repair.
- Where existing tile outlets are in disrepair, it is the landowner's responsibility

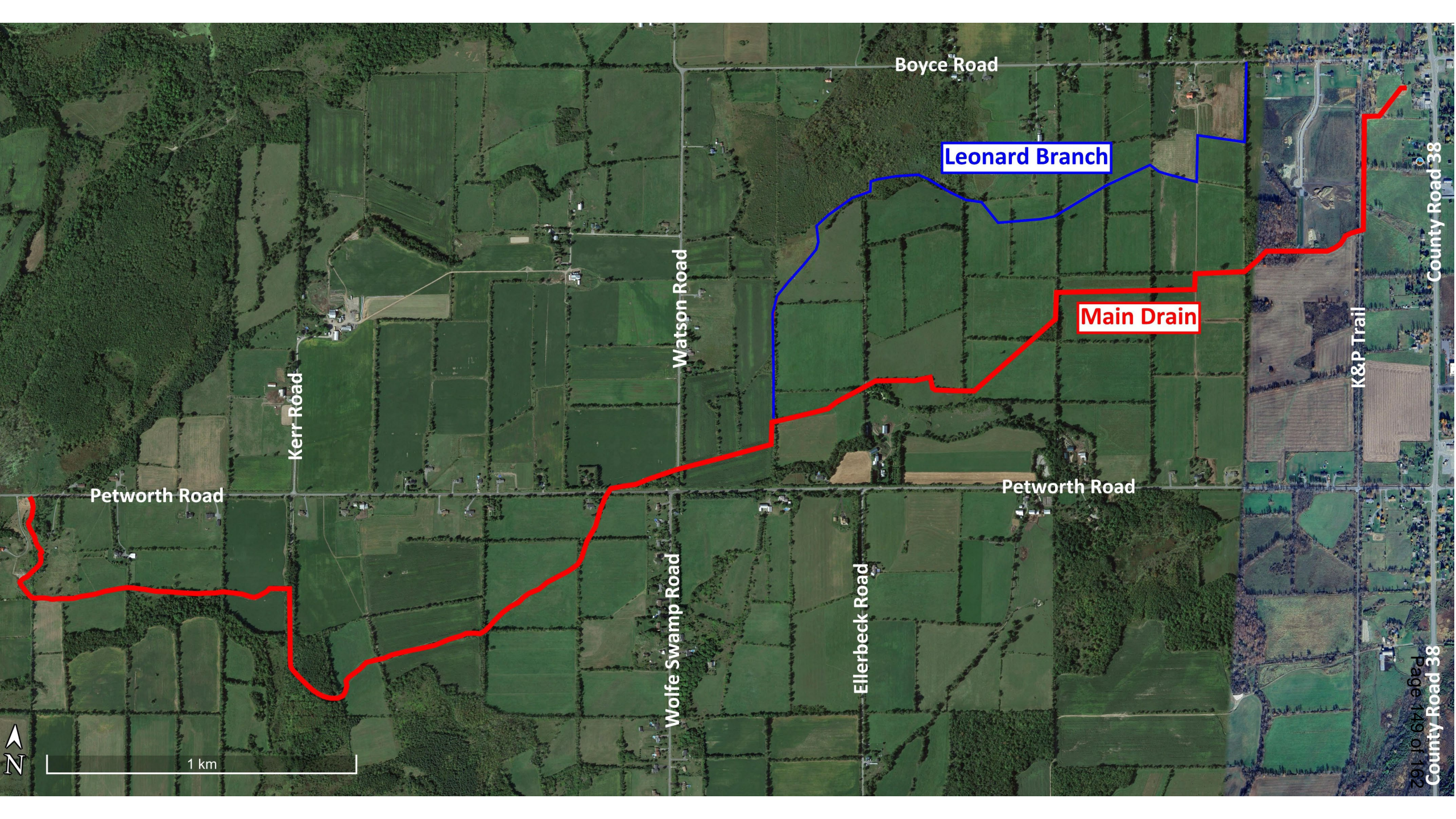
- **Brushing**

- Only completed where necessary for access or where vegetation impedes drainage system.

NEXT STEPS

1. The Drainage Superintendent will review the information received from this meeting and report back to Council
2. Council of the Township of South Frontenac will provide direction to the Drainage Superintendent on advancement of any future development.

QUESTIONS?



Boyce Road

Leonard Branch

Main Drain

County Road 38

K&P Trail

Petworth Road

Kerr Road

Petworth Road

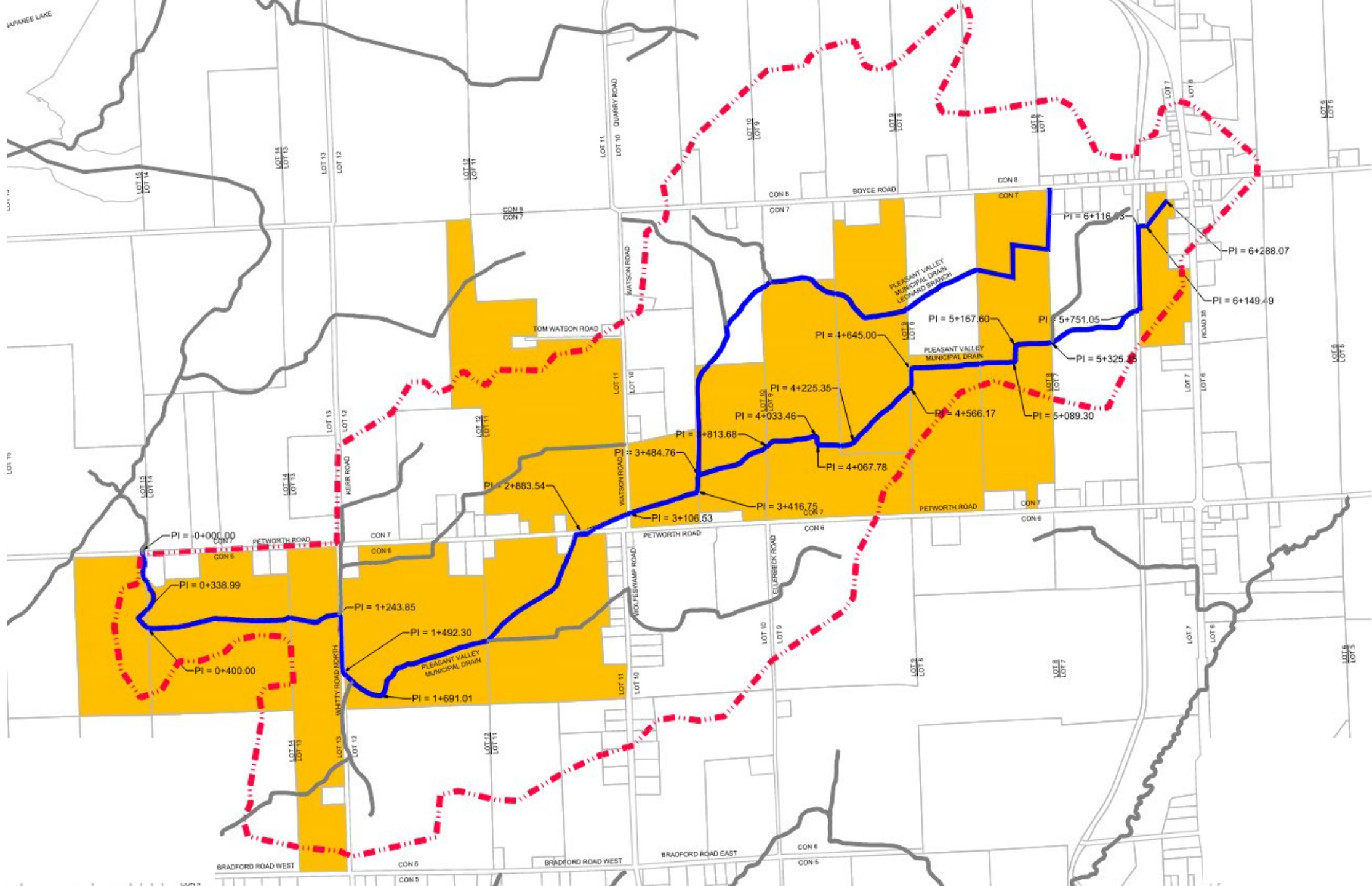
Watson Road

Wolfe Swamp Road

Ellerbeck Road



1 km



Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: October 15, 2024

Subject: Housing Enabling Core Services Grant Application

Report Number: 2024-180

Summary

The purpose of this report is to seek Council's endorsement of an application for infrastructure funding under the provincial Housing Enabling Core Servicing (HECS) grant program.

Recommendation

That Council endorse the Road 38 Reconstruction project as the priority for infrastructure funding under the provincial Housing Enabling Core Servicing program;

That Council authorize the CAO to submit an application to the Ministry of Infrastructure for the maximum eligible road and bridge project costs totalling \$7,909,880.69; and

That Council authorize the Mayor and Clerk to execute all corresponding transfer payment agreements with the province should the application be successful.

Background

On August 20th, 2024, the Province of Ontario announced the launch of the new \$400 million Housing Enabling Core Services stream of the \$1 billion Municipal Housing Infrastructure Program. The new infrastructure program aims to build, maintain, and repair core assets such as municipal roads, bridges and culverts that support the construction of new homes.

Eligible costs under the program may include environmental assessment (EA) studies, design engineering, materials, construction, project management and contingency costs (25%).

The program will fund a maximum of up to 50% (up to \$20 million) of eligible project costs with the municipality required to fund all remaining project costs, including any cost overruns or escalations. Eligible applicants may combine (i.e., stack) other federal and municipal funding (including development charges revenue) to fund the 50% minimum recipient contribution.

Projects should be informed by an applicant’s asset management plan (AMP). This means the proposed project was identified based on the plans prioritized lifecycle activities for the applicable asset category. If the project does not align with the priorities identified within an applicant’s asset management plan, a strong rationale must be provided in the application form.

All projects must start no later than September 30th, 2025. The project start can include pre-construction soft costs (i.e., design, planning, engineering, project management, etc.) or construction (i.e., shovels in the ground). Project soft costs can be retroactive to April 1, 2023. Construction must not start prior to project approval and Duty to Consult requirements have been met and communicated by the province. Projects must be completed by March 31, 2028.

Discussion/Analysis

In order to be eligible for funding, the municipality must have an approved asset management plan. Projects submitted under the program must also align with the community’s priorities as identified within the current asset management plan. If a project does not align with the priorities of the asset management plan, a strong rationale must be provided in the application.

When reviewing project eligibility locally, the road and culvert (OSIM structure) work planned for Road 38 in 2025 aligns well with the requirements of the Housing Enabling Core Servicing program. The Road 38 project recently completed the Municipal Class Environmental Assessment in September of 2024, and all public consultations, including indigenous groups has been completed. The project has also received a favourable endorsement from John Jordan, MPP Lanark-Frontenac-Kingston (refer to Exhibit A).

A summary of potential eligible costs has been outlined in Table 1 below:

Table 1 – Eligible Project Details

Item	Project Component (HECS)	Eligible Costs Excl. HST	Notes:
1.	Municipal Class Environmental Assessment / Preliminary Design	\$ 96,794.55	Eligible soft costs incurred after April 1, 2023. (Safe Roads Engineering)
2	Detailed Design	\$100,000.00	Estimate included in approved 2024 Capital Budget. Project # 23-56
3	Road 38 Reconstruction (Kingston Rd to Murton Road)	\$5,174,222.50	Asset # 54910 and small part of Asset # 55025. Currently forecasted for 2025 in Core AMP December 2023
4	Murvale OSIM Culvert Replacement	\$772,954.20	Asset # 63110. Currently forecasted for 2025 in Core AMP December 2023
5	Contract Administration	\$183,933.30	Estimate
6	Contingency	\$1,581,976.14	25% Contingency – (automatically applied under HECS application)
Total Eligible Cost		\$7,909,880.69	

Staff are currently recommending that Council endorse the Road 38 Reconstruction project as the candidate project for the Housing Enabling Core Servicing (HECS) grant program. The project planning is in an advance state of readiness and the project is expected to be shovel ready well ahead of the September 30th, 2025, deadline.

The CAO has been in communications with the County CAO in requesting that the County consider being a joint applicant in our application. Having the County as a joint applicant would further strengthen our application and would allow the use of County wide housing and population figures when filling in the application. A component of the application looks at the per household cost as well as future housing potential on a cost per household compared to the grant request. A joint applicant does need to provide a financial incentive. Staff's request was that the County consider their annual Canada Community-Building Fund transfer to the township as their contribution the project, approximately \$517,000, which will ensure there is no financial impact to the County in becoming a joint applicant. A report is being brought forward to County Council on October 16th.

Financial Implications

The total eligible cost of the project (pre contingency) is \$6,327,904.55. Once the grant application factors in the mandatory 25% contingency adjustment the total eligible project will be \$7,909,880.69. If the Township is successful under the HECS grant application, the province will fund a maximum of 50% of the eligible project expenses to a maximum of \$3,954,940.35. The remaining 50% of the eligible expenses would be funded by the municipality.

By the end of 2024, the Township will have dedicated Road 38 funds in reserves totalling \$5.4 million.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.
 - Priority: Choose an item.
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Financial Analyst
Construction Technologist

Attachments

Exhibit A – Letter of Support – John Jordan, MPP Lanark-Frontenac-Kingston

Approvals

Prepared By: W. Troy Dunlop, C.E.T., Manager of Engineering and Capital Projects

Submitted By:



Kyle Bolton, C.E.T., Director of Public Services

Approved By:



Louise Fragnito, CPA CGA, Chief Administrative Officer

JOHN JORDAN

MPP - Lanark-Frontenac-Kingston



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613-284-1630
john.jordan@pc.ola.org

The Honorable Kinga Surma
Minister of Infrastructure

Dear Minister,

Regarding South Frontenac Township's proposal for funding through the Housing-Enabling Core Servicing Stream.

I strongly support South Frontenac's submission to address upgrades to Road 38 from the City boundary to Harrowsmith. Road 38 is the main commuter artery from the City of Kingston right through to Sharbot Lake. As such, it is a critical piece of infrastructure in supporting South Frontenac's existing community and forecasted growth; including access to a newly proposed housing project in Verona slated to build 100 new homes. Road 38 at Harrowsmith provides connectivity to the North of South Frontenac Township but also provides eastern access to hamlets such as Sydenham, Inverary, and Sunbury; key hamlets in South Frontenac where the Official Plan is forecasting and directing development. Ease of access is high priority when commuters are living locally and working in the city whether full time or a remote/in person split. Giving consideration as well to the bigger picture for Infrastructure and Emergency Planning, Road 38 impacts the flow and density of traffic County wide connecting Kingston to South and then to Central and North Frontenac access. Although it is a critical main artery, Road 38 does not apply under the current connecting links funding structure. As young families and retirees continue to look for options for affordable housing, access to surrounding communities is imperative to offer alternative choices. The upgrading of Road 38 is key to successfully implementing South Frontenac's Official Plan for continued growth and prosperity in the future.

Respectfully,

John Jordan MPP Lanark-Frontenac-Kingston

John.jordan@pc.ola.org

Cc: Paul Calandra Ministry of Municipal affairs and Housing
Cc: Prabmeet Sarkaria Ministry of Transportation

REPORT TO LAKE ECOSYSTEM ADVISORY COMMITTEE

From: Ellie Prepas, Janet Brown, Justin Connidis
Lake Ecosystem Grant Subcommittee

Date: September 26, 2024

Subject: Lake Ecosystem Grant Applications

Background

The Township received two applications for Lake Ecosystem Grants before the August 8, 2024, deadline. The Lake Ecosystem Grant Subcommittee reviewed the applications against the approved evaluation criteria, and based on their merits, recommend that two projects be fully funded.

Project Summaries

North and South Otter Lake Association

This is a project partly in collaboration with Watersheds Canada. An assessment of the shoreline will be done by the Love Your Lake program which is part of Watersheds Canada. Work to restore sensitive habitats will be undertaken including damage from road work at the Salmon Lake Road culvert. Signs will be created to inform and educate about threats to water quality, shoreline health, natural habitats and indigenous plants and animals. Work/signs near the road will need to be done with guidance from Public Services. Volunteers will contribute 130 hours to the project.

The amount requested for the project is \$9,340.00.

Watersheds Canada

This is a project to implement the Natural Edge program and carry out 10 shoreline naturalization projects across South Frontenac. The project will restore 500 metres of shoreline and 1200 square metres of riparian habitat. 750 native plants, shrubs and wildflowers will be planted. 10 voluntary property owners who wish to naturalize their shorelines will be selected. Engaging and educating the community will be done through media, newsletters, social media and community presentations.

The amount requested for the project is \$10,000.00

Recommendation

It is recommended that the Lake Ecosystem Advisory Committee recommend to South Frontenac Council that they receive and approve the above grant applications.

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: Tuesday, October 15, 2024

Subject: Public Services Quarterly Update

Report Number: 2024-183

Summary

The purpose of this report is to provide Council with the Public Services Department third quarter update.

Recommendation

This Report is for information purposes only.

Background

The Public Services Department will be providing quarterly updates to Council on department items that pertain to Council initiatives, the strategic plan, and capital & operating projects.

Discussion/Analysis

The Public Services Department has closed out a lot of previous carryover projects this year and the majority of the 2024 commitments are approaching completion by the end of the year. A capital projects update is attached as Appendix A for information.

Engineering & Capital Projects

Public Services is in the process of wrapping up a major road investment program for 2024. The Township has completed over 51km of roadwork this season comprised of 11km of road reconstruction, 28km of pavement preservation, and additional 12km of preventative maintenance through crack sealing. The last remaining project is currently underway with highway repairs on Perth Road at Loughborough Lake. In total, the overall road investments will make up 8.6% of the Township's 606km of hard surfaced roads.

This year's construction program has also seen major investments in local bridges and large structures with investments at the Sydenham Lake Bridge/Dam (George Street), Bracken Culvert (Yarker Road), 12th Concession Bridge (Bedford) and Opinicon Road. The Opinicon Road culvert replacement was a very unique project locally. The project utilized trenchless pipe-ramming technologies to replace a 7.2m deep culvert which was 1.2m diameter and over 36m (120 feet) long. The pipe installation method eliminated the impact

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South Frontenac is a welcoming and thriving rural community.

of road closures and potential detours up to 60km long. The project also avoided the significant impacts that an open cut operation in an environmentally sensitive area.

Operations & Fleet

The DriveON program was successfully implemented in the Fleet garage and annual inspections are now being completed digitally by the mechanics. The inspections are taking more time to complete as measurements and pictures have to be uploaded on the tablet device for individual components.

Crews completed this summers in-house construction projects on Devil Lake Rd, Greenfield Rd, Kerr Rd, Ormsbee Rd, and Tom Watson Rd. Once complete staff moved into fall gravel road and shoulder grading operations.

Roadside mowing operations have been ongoing all summer with contracted services used to support on local roads as required. A fall cut has been completed on all arterial roads getting back to the property lines where possible. This process prevents vegetation from growing to state that requires brushing. The roadside brushing program will begin in Q4 with the rubber tire excavator with brusher attachment and roadside tractor with the boom flail attachment.

Recreation & Facilities

Day Camp and Swim Lesson Program

The Townships popular waterfront summer camp and swim lesson program returned once again this year with several changes and expansions to meet community demand. The program was offered at three sites this summer – The Point in Sydenham, Gilmour’s Point in Battersea, and McMullen Beach in Verona. The McMullen Beach site was reintroduced after several years without programming as demand for camp has been so high since coming out of the pandemic. There was a strong uptake from the community resulting in a full roster for every week of camp at every site. Participations levels were:

- Gilmour’s Point Beach site – 25 campers/ week.
- Sydenham Point Beach site – 30 campers/ week.
- McMullen Beach site – 25 campers from week one – week four. Capacity was increased on week five – week eight to 30 campers due to the success of the site and full complement of staff.

Swim staff recruitment had also vastly improved this year with a full complement of Swim Instructors and Waterfront Guards. Staff will be evaluating the staff recruitment program and will adjust or make recommendations for the 2025 budget cycle.

Event Planning Process

Staff have been researching and developing a new process for event hosting in South Frontenac. The aim of the project is to streamline the process for potential event hosts to recognize and understand the permissions, permits, and approvals required to host an event in the municipality. A full report will be presented to Council for information when the project is ready for review and comments.

Financial Implications

None.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
- Pillars: Municipal Service Excellence

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

Manager of Engineering & Capital Projects

Manager of Operations & Fleet

Manager of Recreation & Facilities

Recreation & Events Coordinator

Attachments

Exhibit A – 2024 Q3 Capital Update Sheet.

Approvals

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

2024 Capital Works Q3 Update - Public Services Department

PROJECT #	PROJECT NAME	STAFF CONTACT	AWARDED TO	FORECASTED COMPLETION	COMMENTS
FLEET					
23-71	Tandem Dump Truck/Plow	B. Kirk	RUSH Truck Centre	2024/2025	Canoe Procurement Group Contract. Ordered.
23-77	Snow Blower Attachment	B. Kirk	Hartington Equipment	Q4 2024	Equipment ordered.
24-21	Tandem Plow Truck	B. Kirk	RUSH Truck Centre	2024/2025	Canoe Procurement Group Contract. Ordered.
24-22	Tandem Roller Pro Truck	B. Kirk	RUSH Truck Centre	2024/2025	Canoe Procurement Group Contract. Ordered.
24-23	Two (2) 1-Ton Trucks for Plow and Sanding (PS-2024-03)	B. Kirk	Finch Chevrolet	COMPLETE Q2	Trucks received and in service.
24-23	Two (2) 1-Ton Sander Units	B. Kirk	Pats Auto Service	COMPLETE Q2	Attachments received.
24-24	3-Ton Truck with Dump Box and Power Lift (PS-2024-08)	B. Kirk	Petrie Ford Sales	COMPLETE Q2	Truck received and in service.
24-25	Front Broom Attachment	B. Kirk	Hartington Equipment	COMPLETE Q2	Attachment received and in service.
24-26	AVL - Light Duty Installs	K. Bolton	Trackmatics Inc	COMPLETE Q2	All fleet vehicles converted to new system.
ROADS INFRASTRUCTURE					
19-R05	Fish Creek Road Bridge	T. Dunlop	Ambashi /GGG	Q3 2025	RVCA Permits secured. Public Meeting to be scheduled. Winter Tender.
21-R08	Streetlights (includes 18-17/19-14/20-20) / Streetlight Program	T. Dunlop	Township Forces	Q4 2024	Reviewing Site Candidates (3 New Lights)
21-R09	Arterial Reserve (Road 38 Transfer)	T. Dunlop	N/A	Q4 2024	Transfer to Reserve at Year End
22-17	12th Con Bridge (B32) Repair	T. Dunlop	DW Building Restoration	COMPLETED Q4	Awarded to DW Building Restoration Services Inc. / Completed in October
22-18	Eagle Creek Culvert (B31) Design	T. Dunlop	HP Engineering	Q4 2025	Design complete. Permits required. Construction 2025
22-19	Opinicon Road Culvert (C12) (PS-2023-20)	T. Dunlop	Marathon Underground	COMPLETED Q4	Awarded to Marathon Underground Constructors Inc. / Completed in October
22-58	Buck Lake Accident	K. Bolton	Greer Galloway Group	Q4 2024	Council Direction Aug 13th. Design complete. Forecasted November Completion.
23-46A	Shale Road Culvert	T. Dunlop	Greer Galloway Group	Q4 2024	Design by Greer Galloway 2024. Permits needed CRCA/DFO. Construction 2026.
23-46B	Bracken Culvert (PS-2024-02)	T. Dunlop	Greer Galloway Group	COMPLETED Q3	Awarded to Crains Construction Ltd. Completed in September. Under Budget
23-46C	Claire Road Culvert	T. Dunlop	D M Wills	Q4 2024	Detailed Design - D. M Wills / Quinte Permit & DFO Review Underway
23-49	Transportation Master Plan	T. Dunlop	TBD	ON HOLD	Advancement of Master Plan pending wrap up of Township Official Plan
23-50A	Bedford Road - Double Surface Treatment	T. Dunlop	Crains Construction	COMPLETED Q3	Awarded to Crains Construction Ltd. Completed in September
23-50B	Greenfield Road - Double Surface Treatment	T. Dunlop	Township Forces	COMPLETED Q3	DST Tendered. In House Construction, Completed in August.
23-50C	Ormsbee Road - Double Surface Treatment	T. Dunlop	Township Forces	COMPLETED Q3	DST Tendered. In House Construction. Completed in September.
23-50D	Perth Road Reconstruction (Loughborough Lake)	T. Dunlop	Egis/GGG	Q4 2024	Awarded to Kiley Paving September 2024 - October Construction
23-51	Pleasant Valley Municipal Drain - Drainage Act Maintenance	T. Dunlop	Robinson Consulting	Q4 2025	Public Meeting Aug 15th / Council Report for Oct 15, 2024
23-52	Gravel Road Granular Renewal	T. Dunlop	Township Forces	Q3 2024	Burridge & Garrett completed
23-56	Road 38 Preliminary Design	T. Dunlop	Safe Roads Engineering	COMPLETED Q3	Report from Safe Roads Engineering Complete. Council approved Aug 13th
23-91	Notre Dame Sidewalk	T. Dunlop	Jewell Engineering	Q3 2024	Survey work completed. Landowner discussions underway. Geotechnical required.
23-92	Road 38 / Boyce Road Sidewalk	T. Dunlop	Jewell Engineering	Q1 2025	Survey work completed. Stormwater review complete. Referred to 2025 Budget
24-32	Microsurfacing - Bellrock Road (PS-2024-04)	T. Dunlop	The Miller Group	COMPLETED Q3	Awarded to the Miller Group. Completed in July.
24-33	Orser Road - Double Surface Treatment	T. Dunlop	City of Kingston	COMPLETED Q3	Boundary Road/City led contract. Completed in August. Under Budget
24-34	Spooner Road - Double Surface Treatment	T. Dunlop	City of Kingston	COMPLETED Q2	Boundary Road/City led contract. Completed in June. Under Budget
24-38	Kerr Road - Double Surface Treatment	T. Dunlop	Township Forces	COMPLETED Q3	DST Tendered. In House Construction, Completed in August
24-39	Tom Watson Road - Double Surface Treatment	T. Dunlop	Township Forces	COMPLETED Q3	DST Tendered. In House Construction, Completed in August
24-40	Surface Treatment (LCB) Preservation	T. Dunlop	Miller Paving Ltd.	COMPLETED Q3	Awarded to Miller Paving Ltd. / Completed in September
24-41	Pre-Engineering Roads 2025	T. Dunlop	Atkins Realis/Jewell	Q1 2025	Design work progressing. (Craig Rd and Florida Rd)
24-43	Devil Lake Road - Gravel Road Program	T. Dunlop	Township Forces	COMPLETED Q3	In House Construction, Commence June 10th. Completed in August
24-44	Sydenham Lake Bridge and Dam	T. Dunlop	HP Engineering	COMPLETED Q3	Awarded to Willis Kerr Contracting Ltd. Completed in July. Under Budget
24-46	Long Swamp Bridge Study	T. Dunlop	DM Wills	Q2 2025	Geotech advanced in September. Consultations with Quinte underway.
FACILITIES					
20-27	Town Hall - Accessible Entrance Ramp & Front Step	T. Laprade		Q3 2023	Deficiencies being managed as part of TH renovations
21-01	New Firehall - Replacing Station 8	T. Laprade	Bourgon Construction	COMPLETED Q3	Final deficiencies completed
23-08	Town Hall Expansion Design	K. Bolton	C&K Architects	COMPLETED Q3	Design complete and tender for construction closed August 2024.
23-08A	Town Hall Expansion Construction	K. Bolton	Wemp & Smith	Q3 2025	Awarded to Wemp & Smith. Forecasted July 2024 Completion.

23-08B	Town Hall Expansion Relocation	T. Laprade	Township Forces	COMPLETE Q3	Project Completed eith Township forces and contracted services.
23-60	Verona Medical Clinic - Construction 2nd floor accessible entrance	T. Laprade		Q4 2023	Project Cancelled
23-66	Building Condition Assessment Update	T. Laprade		Q4 2023	Project awarded to Accent Building Sciences and in progress
23-67	Fabric Roof Panels (3) - Keeley Road Sand/Salt Dome	T. Laprade	Barrett's Farm	Q4 2024	Work in progress.
24-51	Storrington Centre Upgrades - Replace Roof	T. Laprade			Completed
24-51	Storrington Centre Upgrades - Pave Parking Lot	T. Laprade	Greer Galloway	COMPLETED Q3	Robinson Exc./Kiley Paving - Completed September. Minor stormworks 2025.
24-52	Bedford Garage Equipment Upgrades (Heated Pressure Washer)	T. Laprade		COMPLETED Q2	Heated Pressure washer purchased and on site
24-52	Bedford Garage Equipment Upgrades (Oil/Water Separator System)	T. Laprade		Q3 2025	Need to hire consultant to design a system outside. Postponed to 2025.
24-54	Keeley Road Patrol Yard Waste Oil Disposal	T. Laprade		On Hold	Project on hold to re-evaluate needs of the fleet garage.
24-55	Sydenham Point Accessible Washroom Upgrades	T. Laprade			Working to get design specifications to meet AODA Standards
24-56	Centennial Park - New Accessible Washroom Design and Build	T. Laprade			Work on proposal has not commenced
24-57	Centennial Park - Renovations to Existing Canteen/Washrooms	T. Laprade			Specifications almost complete and will be tendered in the next two weeks
24-58	Harris Park Hall Flooring Replacement	T. Laprade			Project has been awarded and will take place late Summer
24-59	Glendower Hall Interior Design Plans	T. Laprade			Work on proposal has not commenced
24-82	Station 5 Exterior Upgrades	T. Laprade		Q4 2024	Scheduled for November.
24-83	Station 4 Flooring	T. Laprade		On Hold	Project on hold to re-evaluate FCA.
24-84	Demolish Piccadilly Sand/Salt Storage Facility	K. Bolton	Environmentall	COMPLETED Q2	Emergency demolition completed.
24-86	Stage Coach Demolition (Residential)	K. Bolton	Westendorp	Q4 2024	Awarded to Westendorp and work in progress.
24-87	Storrington Renovations Admin Offices	T. Laprade		Q3 2024	Contract awarded and scheduled to be completed in advance of the office relocation
	SYDENHAM WATER				
18-18	Water Hauling Station	T. Dunlop	Utilities Kingston	COMPLETE Q2	Station installed and open to Public April 15, 2024.
22-53	SCADA & PLC (2023-2024)	T. Dunlop	Utilities Kingston	Q4 2024	Materials received Q1 2024. Replacements at Water Plant scheduled Oct 2024.
22-54	Serpentine Piping (2024-2025)	T. Dunlop	TBD	Q2 2025	Project to be initiated in 2024. Deadline for completion March 2026.
24-61	Sydenham Drinking Water System Misc	T. Dunlop	Utilities Kingston	Q4 2024	Various activities at water plant and distribution system
	RECREATION				
19-54	Storrington Centre Upgrades	T. Laprade			Project completed
20-41	Davidson Beach - Access Road to swim area	T. Laprade	Township Forces / Ubcon	Q4 2024	Ubcon mobilized September / Forecasted completion in October.
22-38	McMullen - Verona Court Project	T. Laprade	Craine's/Wallen's	COMPLETE Q3	Project Completed Q3 2023
22-43	Consulting Fee - User Fee & Facility Allocation Policy	T. Laprade	Sierra Planning	Q4 2023	Study underway with report to Council in the Fall
22-44	Recreation Software	T. Laprade			Annual
23-80	Boat Launch/Water Access Review	T. Laprade		Q4 2023	Project Scope developed and awaiting quote
23-83	Glendower Heritage Garden	T. Laprade	J&J Landscape	Q3 2023	Completed
23-84	Storrington Centre Audio Equipment	T. Laprade		Q3 2023	Completed
23-86	Centennial Park Accessible Washrooms - Design work	T. Laprade		Q4 2023	Work on proposal has not commenced
23-103	Princess Anne Repairs	T. Laprade			Work completed in 2023 with potential further work to be completed in Fall 2024
23-105	McMullen Park Building Remediation	T. Laprade			Work complete
24-60	Sydenham Point Field Score clock Power	T. Laprade			Work contracted
24-66	Centennial Park Walkway Connections	T. Laprade	Jewell	Q4 2024	Accessible design to be completed July. Construction September/October
24-67	McMullen Park - Parking Lot Paving & Storage Bunker	T. Laprade	Morven Construction	COMPLETE Q2	Awarded to Morven Construction. Completed in June.
24-68	Keeley Bowes Diamond Upgrades (Accessibility)	T. Laprade	Greer Galloway/Kiley Paving	Q4 2024	In House Construction in September. Paving scheduled for October.
24-69	Glendower Court Basketball Nets	T. Laprade			Completed
24-70	Bellrock and Petworth Mill Parkette Designs	T. Laprade		Q4 2024	
24-71	Petworth Mill Wall Cap and Repairs	T. Laprade			
24-72	Shipyards Boat Ramp Rehabilitation	T. Laprade	TBD	Q4 2024	Draft tender underway. Design - Build proposal.
24-74	New Picnic Tables	T. Laprade			Completed
24-75	McMullen Park Beach and Washroom Building Upgrades	T. Laprade			Completed
24-80	Centennial Park Courts and Electrical Improvements	T. Laprade			Scheduled for July (Courts) and September/October (Electrical)
	MISCELLANEOUS				
22-02	Gateway Signage - 2022 - 2025	K. Bolton	Gorway Group Inc.	Q4 2024	Gorway Group Inc. / Forecasted completion in November
23-12	Wayfinding Sign Fabrication and Installation	K. Bolton	Gorway Group Inc.	Q2 2025	Wayfinding Installs by JJ Landscaping. Project will carry into 2025.
24-05	14 Island Lake Dam Refurbishment	K. Bolton	D. M. Wills	TBD	Awaiting resolution of Cost Sharing Agreement

By-Law Number 2024-70**A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on October 15, 2024**

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;

Therefore, be it resolved that the Council of the 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 October 15, 2024, 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 October 15, 2024, 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 October 15, 2024, 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.

Given First and Second Readings: Tuesday, October 15, 2024

Given Third Reading and Passed: Tuesday, October 15, 2024

James Thompson, Clerk

Ron Vandewal, Mayor