



Township of South Frontenac Council Meeting Agenda



TIME: 6:00 PM,
DATE: Tuesday, December 17, 2024
PLACE: 3910 Battersea Road/Virtual Via Zoom .

1. Call to Order
 - a) That the Council meeting of December 17, 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) That the agenda be approved, as presented.
4. Scheduled Closed Session
 - a) That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following item:
 1. *A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - Compensation*
 - b) *A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - Compensation*
 - c) That Council rise from the Committee of the Whole "Closed Meeting" without reporting.
5. Recess
6. Public Meeting
 - a) That the public meeting regarding PL-ZBA-2024-0127 be called to order.
 - b) Notice of Collection
 - c) Public Meeting: Zoning By-law Amendment Application PL-ZBA-2024-0127, Rosnak, 102903002094800 and 102903002094802, Bob's Lake, Bedford District 4 - 25
 - d) That the public meeting be closed.
7. Delegations
8. Briefings
9. Approval of Minutes
 - a) That the minutes of the December 3, 2024 Council meeting be approved. 26 - 30
10. Reports Requiring Action
 - a) Unopened Road Allowance Closure Request RC-24-05 31 - 35

That Council direct staff to proceed with the process of closing, selling and transferring the portion of Unopened Road Allowance shown as Part 2 and Part 3 of Plan 13R19516; and

That Council waive the normal process to consider an Unopened Road Allowance closure application to allow the By-law to be considered on the same agenda as the public meeting.

- b) Summer Program Registration Fees and Model 36 - 42

That Council endorse the Summer Program Fee Schedule outlined in Exhibit A of Report Number 2024-210 in order to advance a public meeting to held in accordance with By-law 2016-73.

- c) Contract Extension - Verona Housing Communal Servicing EA Study 43 - 52

That Council accept the proposal from J. L. Richards & Associates dated October 30th, 2024, for an upset limit of \$348,485 plus HST;

That Council authorize the execution of a contract extension with J. L. Richards & Associates for the next phases of the Municipal Class Environmental Assessment for water and wastewater solutions for the Verona Housing Project.

- d) Request for relief from cash-in-lieu of parkland requirements for consent application PL-BDJ-2024-0032 53 - 59

- e) 2025 Budget Approval 60 - 147

That Council approve the 2025 draft budget provided under Exhibit A of Report 2024-212.

11. Advisory Committee Reports or Minutes

12. Reports Requiring Approval of By-laws

- a) Zoning By-law Amendment Application PL-ZBA-2024-0127, Rosnak, 148 -
102903002094800 and 102903002094802, Bob's Lake, Bedford 149
District

That By-law 2024-80 to amend the zoning on lands with Assessment Roll Numbers 102903002094800 and 102903002094802, Part of Lot 36, Concession 8 and Part of Lot 36, Concession 9, District of Bedford, Township of South Frontenac be given first and second reading; and

That By-law 2024-80 be given third reading, signed and sealed.

13. Reports for Information

- a) 2024 Year to Date Financial Report 150 -
157

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) Cataraqui Conservation
- c) Quinte Conservation
- d) Frontenac Community Arena Board

19. Announcements/Statements by Councillors

20. Closed Session (if requested)

21. Confirmatory By-law

- a) That By-law 2024-81, 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.

158

That By-law 2024-81, being the confirmatory by-law, be given third reading, signed and sealed.

22. Adjournment

- a) That the Council meeting of December 17, 2024 be adjourned at ____ p.m.

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**SOUTH
FRONTENAC**

Public Meeting

under the Planning Act

Zoning By-law Amendment Application
PL-ZBA-2024-0127

Tuesday, December 17, 2024
7:00 p.m. Council Meeting

Notice of Collection

- Personal information is collected to gather feedback and communicate with interested parties about applications.
- This information is collected under the authority of the *Planning Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- With the exception of e-mail addresses and telephone numbers, all information and comments will become part of the public record and will appear on the Township's website.
- Meetings are broadcast live over the internet for the public to view. Your voice will be heard in the broadcast if you speak at the meeting. Broadcasts are archived and continue to be publicly available.
- Questions regarding the collection, use and disclosure of this personal information should 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-2024-0127.
- If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Township Clerk by email care of planning@southfrontenac.net. This will also entitle you to be advised of an Ontario Land Tribunal appeal.
- Subsection 34(19) of the Planning Act defines the people and public bodies that may appeal the decision to the Ontario Land Tribunal.
- Appeals must be filed within 20 days of the notice of decision. They must be filed with the Clerk via the Ontario Land Tribunal's e-file service at <https://olt.gov.on.ca/e-file-service/>.

Meeting Format

1. Mayor introduces application
2. Staff presents application/reviews proposal
3. Applicant/agent permitted to address Council
4. Questions from Council
5. Members of the public permitted to address Council
6. Council discussion
7. Close meeting



How to Speak to an Application

- The Mayor will open the floor to public comments
- You will have five minutes to address Council
- In person
 - Raise your hand and wait for the Mayor to acknowledge you
 - Move to the table, turn on microphone, and clearly state your name for the record
- On Zoom
 - Click “Raise Hand” button to request to speak or dial *9 (star nine) when participating by telephone
 - The Mayor will acknowledge you, and the Meeting Host will unmute you
 - Once you are done speaking or Council has no further questions, the Meeting Host will mute your microphone

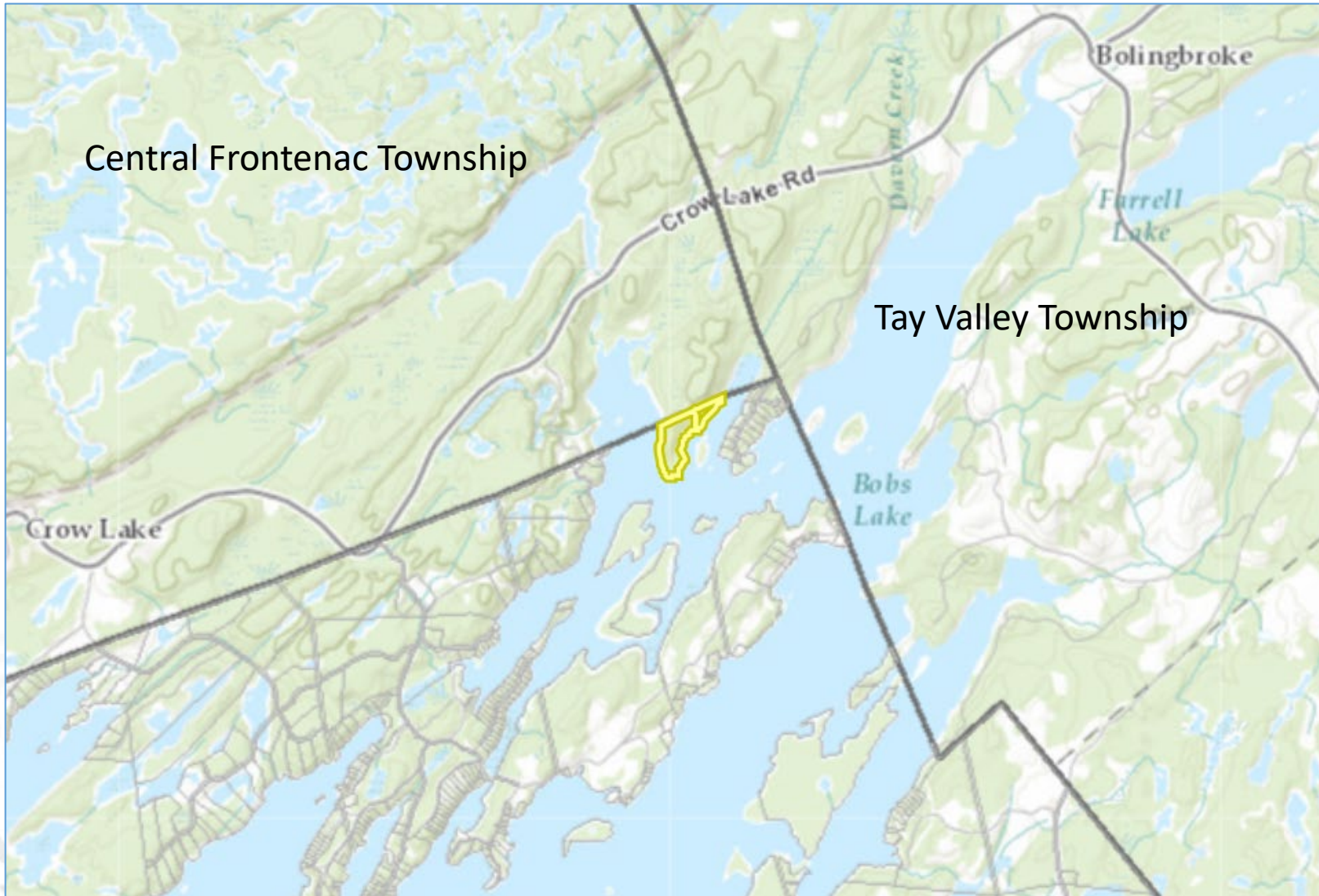
PL-ZBA-2024-0127

Applicant: Brad and Shannon Rosnak

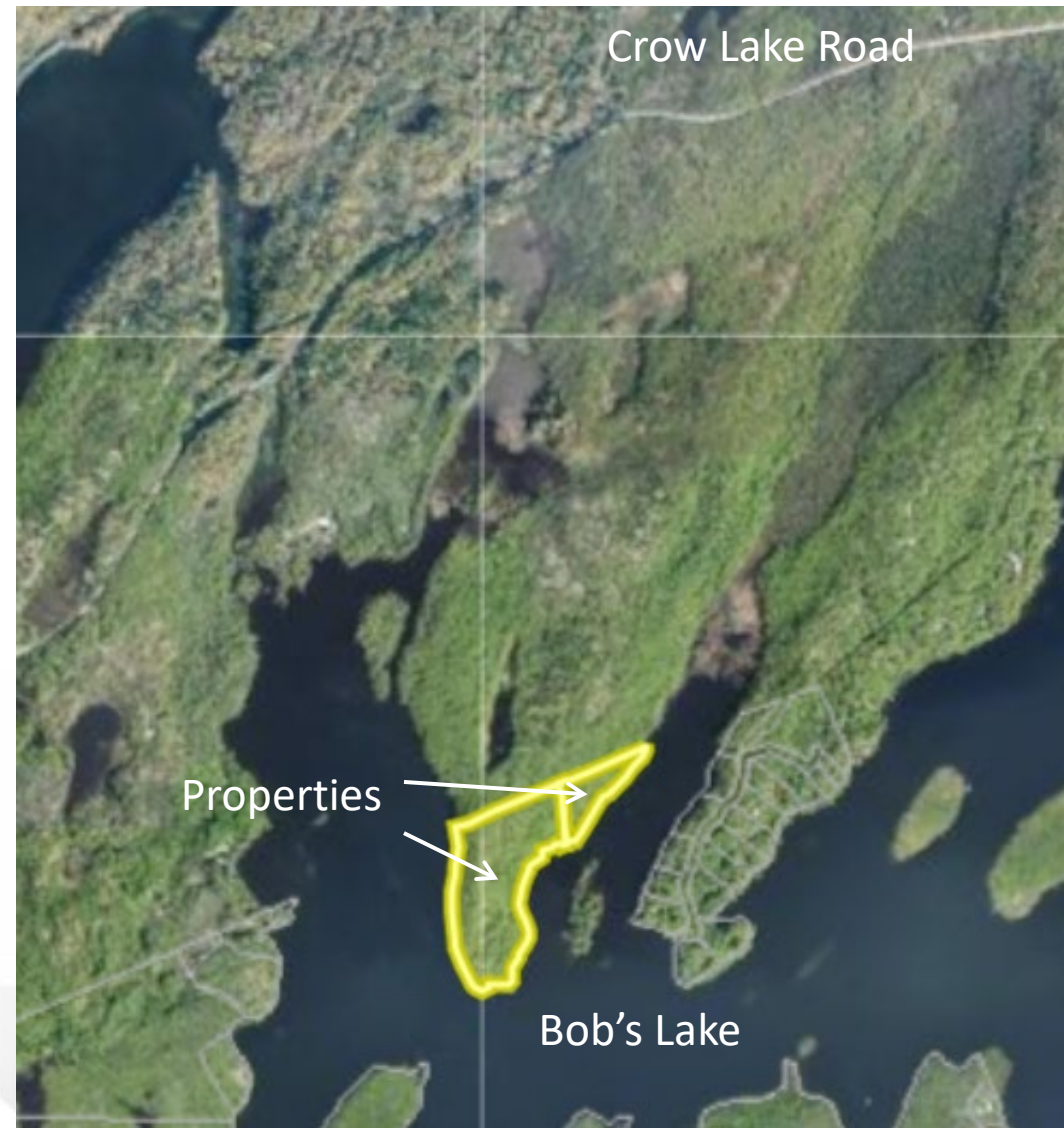
Properties: 102903002094800 and 102903002094802, Bob's Lake



Location

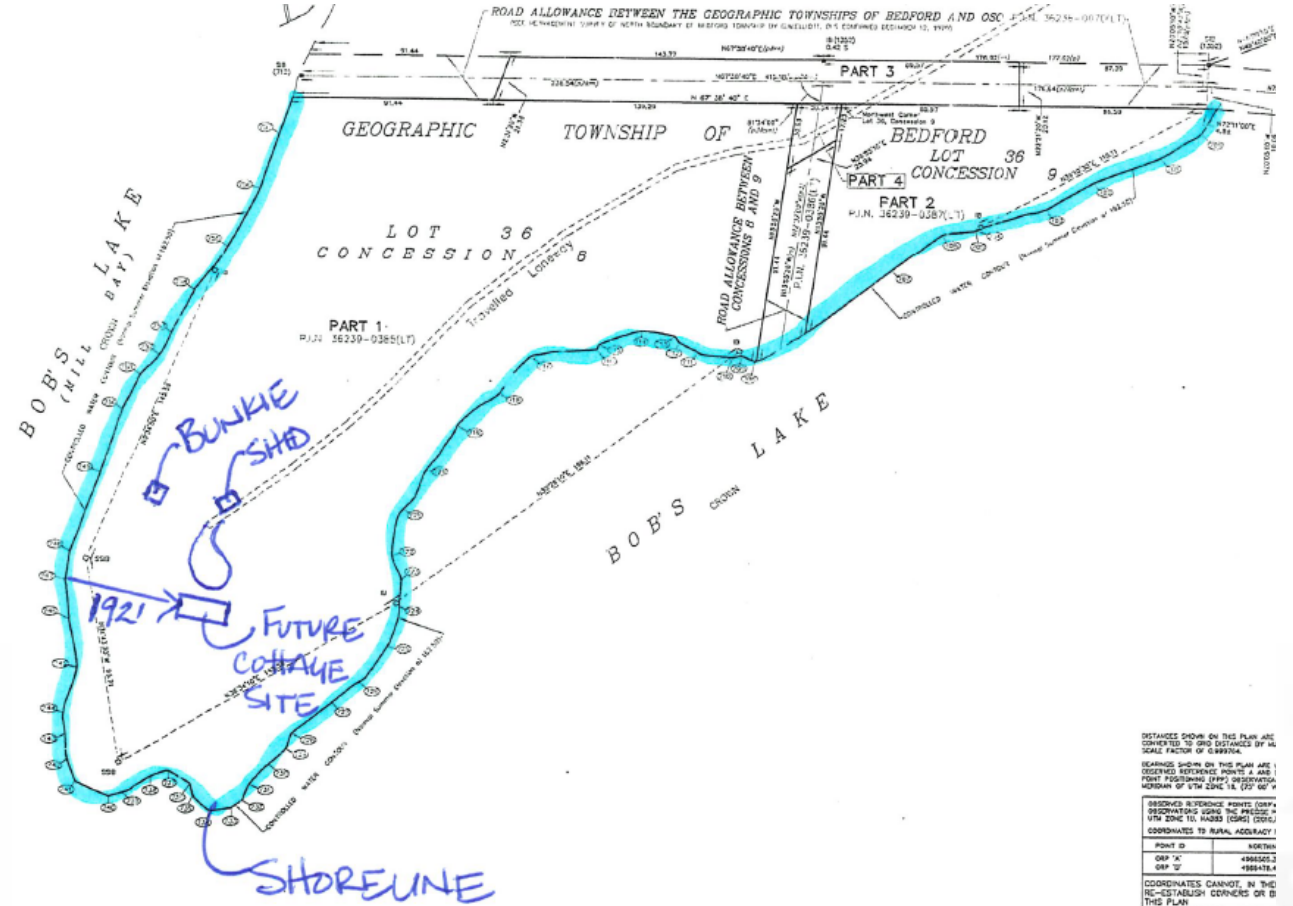


Location



Proposal

- Designation – Rural
- Existing Zone – RU
- Proposed Zone – RLSW
- To allow building permits to be issued for the properties





Eastern Property





Western Property

Agency Comments

- Rideau Valley Conservation Authority – no objection



Planning Analysis

- Official Plan and Zoning By-law do not allow a building permit to be issued for a property on a private lane unless it is zoned limited service residential
- Two large rural waterfront properties with legal access over right-of-way from Crow Lake Road
- Development agreement on title re: private lane policies
- Can be developed in compliance with RLSW zone and General Provisions including 30m setback from lake

Next Steps

- South Frontenac Council should receive comments from the public
- Staff recommendation to make a decision tonight if no concerns raised



Open Discussion

1. Applicant/agent permitted to address Council
2. Council Questions
3. Public Questions and Comments
4. Council Comments



Adjourn Public Meeting



Township of South Frontenac Staff Report



To: Council

From: Director, Development Services

Date of Meeting: December 17, 2024

Subject: Zoning By-law Amendment Application PL-ZBA-2024-0127, Rosnak, 102903002094800 and 102903002094802, Bob's Lake, Bedford District

Report Number: 2024-207

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2024-0127 for the properties with Assessment Roll Numbers 102903002094800 and 102903002094802 on Bob's Lake. If approved, the zone on the subject lands would change from Rural (RU) to Limited Service Residential – Waterfront (RLSW). This would allow building permits to be issued for the properties.

Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as amended by By-law 2023-44. This planning matter is considered technical in nature. Specifically, it is appropriate to rezone waterfront lands for which it has been demonstrated that there is legal access over a private lane.

Recommendation

THAT By-law 2024-80 to amend the zoning on lands with Assessment Roll Numbers 102903002094800 and 102903002094802, Part of Lot 36, Concession 8 and Part of Lot 36, Concession 9, District of Bedford, Township of South Frontenac be given first and second reading; and

That By-law 2024-80 be given third reading, signed and sealed.

Background

The application can be accessed through the Township's CivicWeb Document Center, <https://southfrontenac.civicweb.net/filepro/documents/109467/>

The purpose of the proposed by-law is to change the zone on the subject properties from Rural (RU) to Limited Service Residential - Waterfront (RLSW). A building permit can only be issued for a lot with frontage on a private lane and/or navigable waterway if the lot is in a

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limited service residential zone. The effect of the by-law would be to allow a building permit to be issued for each property.

Under the *Planning Act*, a public meeting is required to be held to receive comments from the public on the proposed rezoning.

The subject properties are located on a peninsula on Bob's Lake south of Crow Lake Road. Council may recall that two unopened road allowances abutting these properties were closed and sold in 2023 (file RC-21-08). The properties are accessible via a right-of-way from Crow Lake Road over another property owned by the applicants in the Township of Central Frontenac (files PL-BDJ-2023-0097 and B-37-23-OS).

The eastern property is triangular-shaped with approximately 3.5 acres in area and approximately 250 metres frontage on Bob's Lake. The right-of-way follows an existing driveway in the northwest corner of this property, as far from the lake as possible. The topography is a forested, moderate to gentle slope from the right-of-way to the lake. There are no immediate plans to develop this property.

The western property is approximately 13.7 acres in area. It has approximately 230 metres of water frontage measured from side lot line to side lot line, and approximately 760 metres measured around the point. The topography is a high, forested ridge, except where the land levels out at the southeast point.

The applicants propose to locate a cottage and sewage system on the southeast point, more than 30 metres from the highwater mark of the lake. There is a trailer, a shed, an outhouse and a sleeping cabin on the property. The trailer would be removed from the property following construction of the cottage. The sleeping cabin will need to be moved so that it is at least 30 metres from the lake.

Department and Agency Comments

Rideau Valley Conservation Authority had no objection to the approval of the application.

Public Comments

No comments were received at the time this report was written.

Planning Analysis

The proposed zoning by-law amendment was assessed against the applicable policies of the Provincial Planning Statement 2024, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75 as amended.

The PPS and County Official Plan permit resource-based recreational uses (e.g. seasonal dwellings) on Rural lands.

The Township Official Plan suggests that the type and amount of development on 'Rural' lands must maintain the rural character, natural heritage, and cultural landscape in the Township. The Official Plan permits limited service residential development in the form of single detached dwellings and seasonal dwellings on waterfront properties accessed from a private road.

The subject properties are currently zoned Rural, which allows a variety of uses and buildings. However, section 6.12 of the Township Official Plan and section 5.25 of Zoning By-law No. 2003-75 do not permit a building permit to be issued for a property on a private lane unless the property is in a limited service residential zone (i.e. RLS, RLSW or RLSI).

The properties are lots of record that have been in existence since the original lot and concession survey. The Official Plan and Zoning By-law acknowledge this situation by allowing a lot of record to be rezoned for residential development. The purpose of the requirement for a rezoning is to acknowledge that the property is accessed from a private lane, and to consider the condition of the lane before permitting development. Both properties are subject to development agreements that acknowledge the Township's policies regarding private lanes, per a condition of approval of application PL-BDJ-2023-0097. The agreements include acknowledgement that the Township does not maintain the private lane nor provide municipal services, and an indemnity against loss, damage or injury due to the owner's failure to maintain the lane. The consent approval also required the portion of the right-of-way in South Frontenac to be constructed to the Township's private lane standards.

Staff are satisfied that both properties could be developed in compliance with the RLSW zone and general provision requirements of the Zoning By-law, including achieving a minimum 30 metre setback from the highwater mark of Bob's Lake.

Conclusion

It is the opinion of staff that the proposed zoning by-law amendment is consistent and conforms to the Provincial Planning Statement 2024, the County of Frontenac Official Plan, and the South Frontenac Official Plan, and represents good planning for the subject property.

Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as Amended by By-law 2023-44, as the planning matter is technical in nature. Specifically, it is appropriate to rezone waterfront lands for which it has been demonstrated that there is legal access over a private lane.

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: Choose an item.

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 posting on the Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies

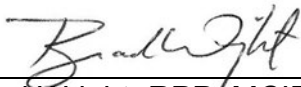
Attachments

Exhibit A. By-law 2024-79

Approvals

Prepared By: Christine Woods, RPP, MCIP, Manager of Planning

Submitted By:



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

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer

By-Law Number 2024-80

A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Limited Service Residential – Waterfront (RLSW) on lands with Assessment Roll Numbers 102903002094800 and 102903002094802, and further described as Part of Lot 36, Concession 8 and Part of Lot 36, Concession 9, District of Bedford

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; and

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; and

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

Whereas 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 Rural (RU) to Limited Service Residential – Waterfront (RLSW) for lands shown on Schedule “1”.
2. 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.

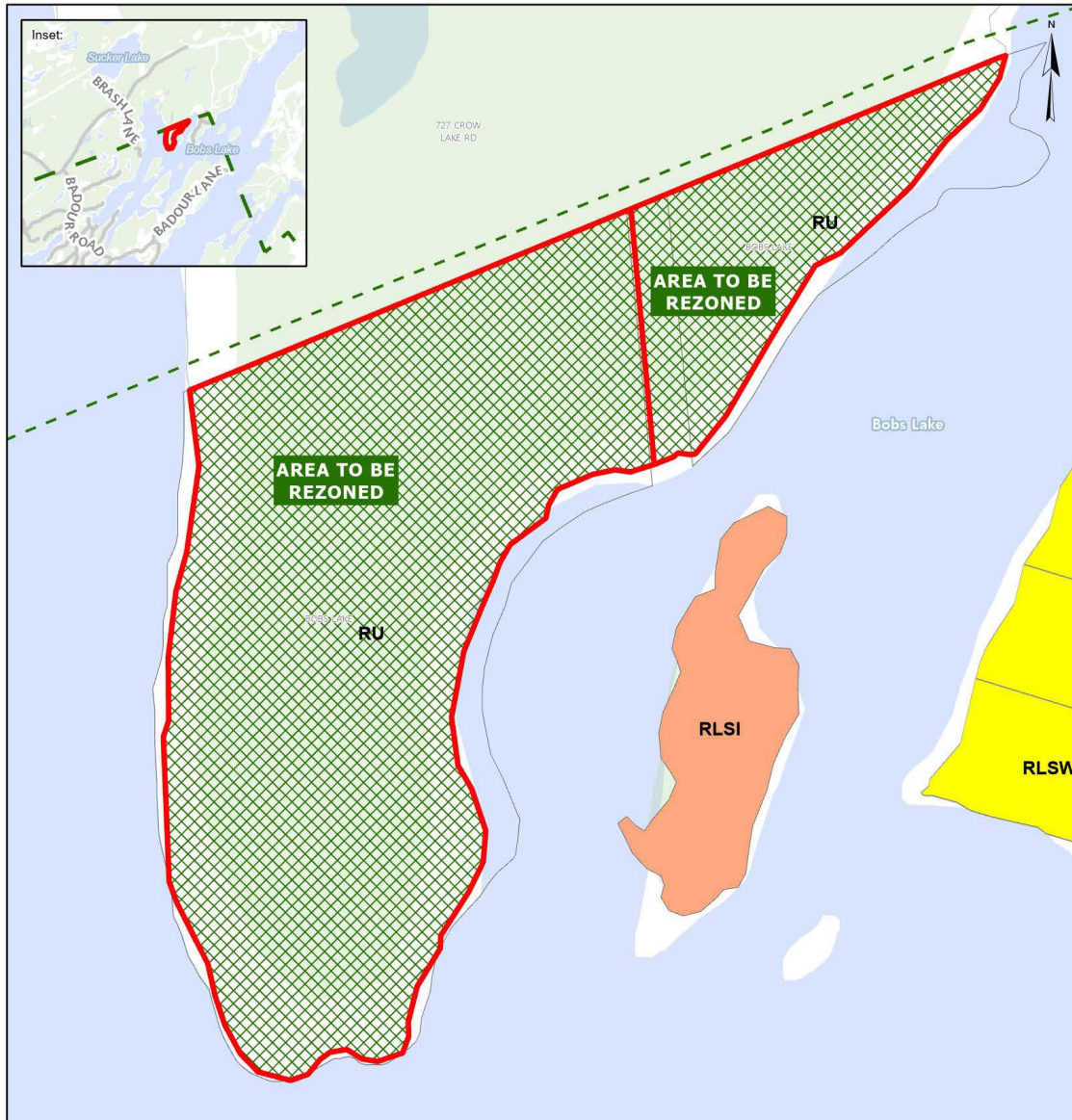
Given First and Second Readings: Tuesday, December 17, 2024

Given Third Reading and Passed: Tuesday, December 17, 2024

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule 1 of By-law 2024-80



<p>SOUTH FRONTENAC</p> <p>(ROSTNAK) BOBS LAKE PL-ZBA-2024-0127</p> <p>0 15 30 60 m Scale: 1:2,500</p>	<p>LEGEND</p> <p> Subject Property</p> <p> Area to be Rezoned</p> <p> Township Boundaries</p> <p> Parcels</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p> <p> Road</p>		<p>Zoning</p> <p> AGRICULTURAL ZONE (A)</p> <p> COMMUNITY FACILITY ZONE (CF)</p> <p> ENVIRONMENTAL PROTECTION ZONE (EP)</p> <p> MOBILE HOME RESIDENTIAL ZONE (MHR)</p> <p> OPEN SPACE - PUBLIC ZONE (OS)</p> <p> OPEN SPACE - PRIVATE ZONE (OSP)</p> <p> PIT 'A' ZONE (PA)</p> <p> PIT 'B' ZONE (PB)</p> <p> QUARRY 'A' ZONE (QA)</p> <p> QUARRY 'B' ZONE (QB)</p> <p> RESIDENTIAL ZONE (R)</p> <p> RURAL COMMERCIAL ZONE (RC)</p> <p> RURAL INDUSTRIAL ZONE (RI)</p> <p> LIMITED SERVICE RESIDENTIAL ZONE (RLS)</p> <p> LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)</p> <p> LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)</p> <p> RECREATIONAL RESORT COMMERCIAL ZONE (RRC)</p> <p> RURAL ZONE (RU)</p> <p> WATERFRONT RESIDENTIAL ZONE (RW)</p> <p> SALVAGE YARD INDUSTRIAL ZONE (SI)</p> <p> TUZ</p>		<p> URBAN COMMERCIAL ZONE (UC)</p> <p> URBAN INDUSTRIAL ZONE (UI)</p> <p> URBAN MULTIPLE RESIDENTIAL ZONE (UMR)</p> <p> URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)</p> <p> WASTE DISPOSAL ZONE (WD)</p>	
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Produced by the County Frontenac, under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2024. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only. UTM Projection NAD 83 | Date: 2024-11-18

Minutes of Council
December, 3, 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, Heather Woodland - Deputy Clerk, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Tim Laprade - Manager of Recreation and Facilities, Amanda Pantrey, Recreation and Events Coordinator, Ronnie Joslin - Construction Technologist, Stephanie Kuca - Deputy Treasurer

1 Call to Order

a) Resolution

Resolution No. 2024-20-01

Moved by Councillor Trueman

Seconded by Councillor Sleeth

That the Council meeting of December 3, 2024 be called to order at 7:02 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. 2024-20-02

Moved by Councillor Turcotte

Seconded by Councillor Leonard

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a)

There was none.

5 Recess

6 Public Meeting

a)

Not applicable.

7 Delegations

a)

Minutes of Council
December, 3, 2024

There were none.

8 Briefings

- a) Laurie Hubert from KPMG was present and spoke to the 2023 Audited Financial Statements.
- b) Louise Fragnito, Chief Administrative Officer was present and spoke to Council regarding the 2025 Capital Budget Overview.

9 Approval of Minutes

- a) Resolution

Resolution No. 2024-20-03

Moved by Councillor Ruttan

Seconded by Deputy Mayor Morey

That the minutes of the November 19, 2024 Council meeting be approved.

Carried

10 Reports Requiring Action

- a) 2023 Audited Financial Statements

Resolution No. 2024-20-04

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That Council receive the 2023 Audited Financial Statements attached as Exhibit A to Report Number 2024-205.

Carried

- b) Disposition of Surplus Land

Resolution No. 2024-20-05

Moved by Councillor Sleeth

Seconded by Councillor Turcotte

That staff be directed to dispose and transfer the surplus land described as Roll Number 102904002030450, PT LT 10 CON 13 LOUGHBOROUGH AS IN FR156156; SOUTH FRONTENAC to the Land Conservancy for Kingston, Frontenac, Lennox & Addington subject to the following conditions:

1. That the boundary of the property be properly defined to prevent trespassing on neighbouring properties;

2. That the agreement stipulate that the Land Conservancy for Kingston, Frontenac, Lennox & Addington Conservancy agrees that the property would remain in the Conservancy's ownership, and in the future should it become necessary to transfer the ownership, the property would be transferred to another conservation minded group consistent with clause 9 of the Conservancy's articles of continuance; and

3. That the Land Conservancy for Kingston, Frontenac, Lennox & Addington Conservancy be responsible for all legal fees associated with the land transfer; and

4. That the Land Conservancy for Kingston, Frontenac, Lennox & Addington Conservancy be responsible for the cost of a survey done by an Ontario Land Surveyor, as required.

Carried as Amended - See Motion to Amend which Carried

Minutes of Council
December, 3, 2024

Resolution No. 2024-20-06

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That the recommendation of Councillor Sleeth and Councillor Turcotte regarding Disposition of Surplus Land be amended by including Clause 4 which reads as follows:

"4. That the Land Conservancy for Kingston, Frontenac, Lennox & Addington Conservancy be responsible for the cost of a survey done by an Ontario Land Surveyor, as required."

Carried

c) Verona Housing – Architectural Services

Resolution No. 2024-20-07

Moved by Councillor Roberts

Seconded by Councillor Leonard

That Council support awarding the Verona Housing Architectural Services in the amount of \$698,200 + HST to RAW Design.

Carried

d) Verona Housing – CHIF Grant

Resolution No. 2024-20-08

Moved by Deputy Mayor Morey

Seconded by Councillor Ruttan

That Council support staff in moving forward with the CHIF grant application submission, and;

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

Carried

e) Contract Extension – Environmental Monitoring and Reporting

Resolution No. 2024-20-09

Moved by Councillor Leonard

Seconded by Councillor Trueman

That Council approve a three-year extension to the Environmental Monitoring and Reporting contract with Cambium ending on April 30th, 2027; and

That the terms and conditions governing the Environmental Monitoring and Reporting contract be subject to the details outlined in the proposal attached as Exhibit A of Report Number 2024-200.

Carried

11 Advisory Committee Reports or Minutes

a)

There were none.

12 Reports Requiring Approval of By-laws

a) Proposed By-law to Establish Recreation Service Fees

Resolution No. 2024-20-10

Moved by Councillor Pegrum

Seconded by Councillor Turcotte

That the Recreation Service Fee & Facility Allocation Policy be approved as provided in Exhibit G of Report Number 2024-201.

Carried

Resolution No. 2024-20-11

Moved by Councillor Pegrum

Seconded by Councillor Deputy Mayor Morey

That By-law 2024-77, attached to the Report Number 2024-201 as Exhibit A, being a By-law to Amend By-Law Number 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, as amended, be given first and second reading.

Carried

Resolution No. 2024-20-12

Moved by Councillor Turcotte

Seconded by Councillor Leonard

That By-Law 2024-77 be given third reading, signed and sealed.

Carried

b) Councillor Roberts and Councillor Sleeth were recorded as opposed to the approval of By-law 2024-77.

c) Council consented to a correction to By-law 2024-77, "Rectangular Fields and Baseball Diamonds", Category 3, Tournament hourly rate (7am - 7pm) New Users fee to \$65 and Phase in fee to \$22.10, and Tournament hourly rate (7pm-11pm) New Users fee to \$75 and Phase in fee to \$25.50 respectively.

13 Reports for Information

a) There were none.

14 Committee of the Whole

a) Not applicable.

15 Tabling of Documents

a) There were none.

16 Communications

a) Correspondence received from Rachael Mather, Public Health Dietitian, KFL&A Public Health, regarding the 2024 Cost of Healthy Eating Report.

17 Notice of Motions

a) There were none.

18 Rise and Report regarding County Council and External Boards

a) County Council

Councillor Leonard provided an update regarding the election of the new Warden and Deputy Warden and the approved budget.

b) Rideau Valley Conservation Authority

Minutes of Council
December, 3, 2024

Councillor Turcotte provided an update regarding recent appointments, draft budget and strategic documents that were received at the previous meeting.

19 Announcements/Statements by Councillors

- a) Councillor Trueman congratulated the organizers on a successful Community Sydenham and District Lions Club Tree Lighting event which took place on Friday November 29, 2024 and the Sydenham Santa Claus Parade which occurred on Saturday November 30, 2024.

20 Closed Session (if requested)

21 Confirmatory By-law

- a) Resolution

Resolution No. 2024-20-13
Moved by Councillor Roberts
Seconded by Deputy Mayor Morey

That By-law 2024-78, 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. 2024-20-14
Moved by Councillor Ruttan
Seconded by Councillor Sleeth

That By-law 2024-78, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

22 Adjournment

- a) Resolution

Resolution No. 2024-20-15
Moved by Councillor Turcotte
Seconded by Councillor Roberts

That the Council meeting of December 3, 2024 be adjourned at 8:16 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: Office of the Clerk

Date of Meeting: December 17, 2024

Subject: Unopened Road Allowance Closure Request RC-24-05

Report Number: 2024-206

Summary

An application has been received by staff requesting the closure and sale of a portion of Unopened Road Allowance between Concession 11 and Concession 12, Part Lot 22, Loughborough, shown as Part 2 and Part 3 on Plan 13R19516.

Recommendation

That Council direct staff to proceed with the process of closing, selling and transferring the portion of Unopened Road Allowance shown as Part 2 and Part 3 of Plan 13R19516; and

That Council waive the normal process to consider an Unopened Road Allowance closure application to allow the By-law to be considered on the same agenda as the public meeting.

Background

The *Municipal Act*, 2001, allows Council to consider the stopping up, closing and transferring of lands that are surplus to the needs of the municipality.

The Township Notice By-Law, 2016-73 prescribes the manner in which notice is provided for applications requesting to stop up, close and transfer an unopened road allowance.

Discussion/Analysis

Staff have received an application requesting the closing of an Unopened Road Allowance lying between Concession 11 and Concession 12, Lot 22, District of Loughborough. The benefitting lands are a waterfront property on Buck Lake near the end of Narrows Lane, municipally addressed as 1173 Narrows Lane.

The Unopened Road Allowance is aligned from east to west between Perth Road and Buck Lake. In 2008, an application to close and transfer a portion of the Unopened Road Allowance to be added to 1173 was received and presented to Council. Council agreed that the portions of unopened road allowance on which the cottage and holding tank were located should be closed and sold to the abutting property owner.

The Location Map attached to the Report as Exhibit “A” shows Parcels A, B, C and D for clarification. Parcel A is 1173 Narrows Lane, the benefitting lands of the 2008 application to close and purchase the Unopened Road Allowance and the benefitting lands to this current application. Parcel B is the Unopened Road Allowance that is requesting approval from Council to be closed and sold to be added to Parcel A. On October 1, 2024, Parcel C received approval from Council to close and sell to the benefitting lands located at Parcel D, 1185 Narrows Lane. That sale has been approved by Council and is pending completion. Exhibit “B” to the Report is survey 13R19516.

Through [Report 2024-162](#), Council approved the closure of Part 4 Plan 13R19516 to the benefitting lands located at 1185 Narrows Lane. It was through this process that the abutting landowner and current applicant inquired about closing and purchasing the remainder of the Unopened Road Allowance. A review of the satellite imagery on Frontenac Maps shows that the distance between the dwellings located on 1185 and 1173 Narrows Lane are just over 10 metres across which restricts the portion of the Unopened Road Allowance.

The survey from the 2008 application will suffice as a legal description, all of Parts 2 and 3 are being proposed to be closed and purchased. The current unopened road access between the two properties is already narrow and this closure and transfer will not create a situation which would further prohibit the public’s already limited access.

It should be noted that the applicant submitted their application and paid the application fee and deposit in advance of By-Law 2024-66 A By-Law to Establish Unopened Road Allowance Policies taking effect and is being considered under the terms of the previous process.

The area of Parts 2 and 3 Plan 13R19516 is approximately 3,417.67 square feet. The lands are within 300 of a waterbody and therefore will have a purchase price of \$2.41 cents a square foot. The total purchase price will be \$8,200 plus HST (\$1,066) for a total of \$9,266.66.

The application details will be circulated in accordance with the Township Notice By-law and to Public Services and Development Services staff if Council is amendable to moving forward with the public meeting stage of the application process.

Financial Implications

The applicant has paid the application fee and a deposit for legal costs incurred.

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): 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

Public Notice requirements are set out in [By-Law Number 2024-66](#), A By-Law to Establish Unopened Road Allowance Policies.

Attachments

- Exhibit A – Location Map
- Exhibit B – Survey 13R19516

Approvals

Prepared By: Heather Woodland, Deputy Clerk

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer













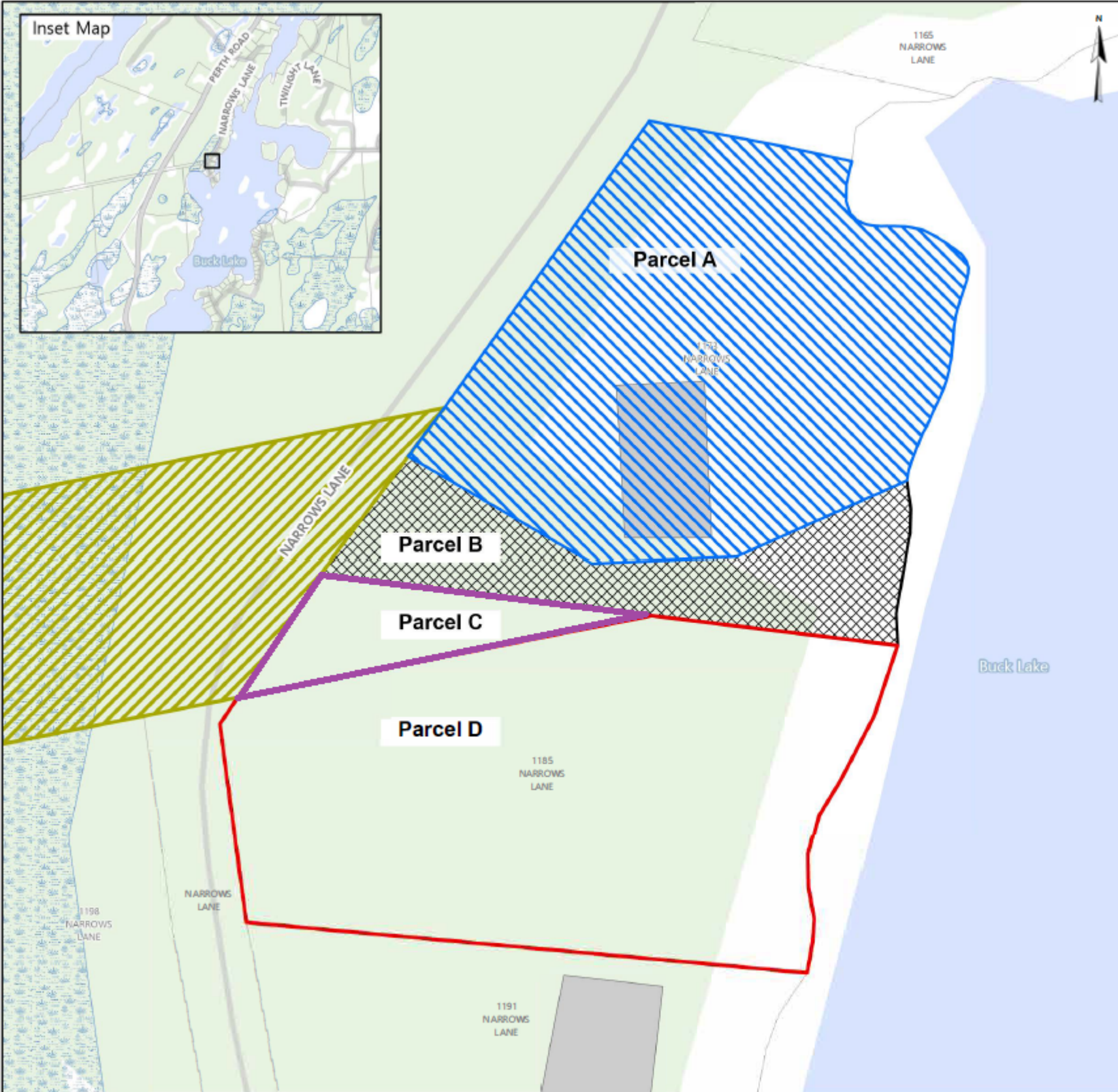
SOUTH FRONTENAC

RC-24-05

(LEVERETTE)
1173 NARROWS LANE

Legend

-  Benefiting Parcel
-  Unopened Road Allowance to be Closed and Transferred
-  Unopened Road Allowance pending sale
-  Subject Lands
-  Unopened Road Allowance
-  Wetland
-  Wooded Area
-  Waterbody
-  Road
-  Township Boundary



Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2024.

While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.



UTM Zone 18 NAD 83

SCHEDULE				
PART	LOT/PART	CON	PARCEL INST/PIN	REMARKS
1,3	ROAD ALLOWANCE BETWEEN CONCESSION 11 & 12		INST. No. FR117802 PIN 36282-0100(R)	BEING PART OF PIN 36282-0100(R)
2	22	11	INST. No. FR117802 PIN 36282-0100(R)	BEING PART OF PIN 36282-0100(R)
4	ROAD ALLOWANCE BETWEEN CONCESSION 11 & 12		INST. No. FR158371 PIN 36282-0246(R)	BEING PART OF PIN 36282-0246(R)
5	22	12	INST. No. FR117802 PIN 36282-0100(R)	BEING PART OF PIN 36282-0100(R)

1. I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

PLAN 13R 19516

RECEIVED AND DEPOSITED

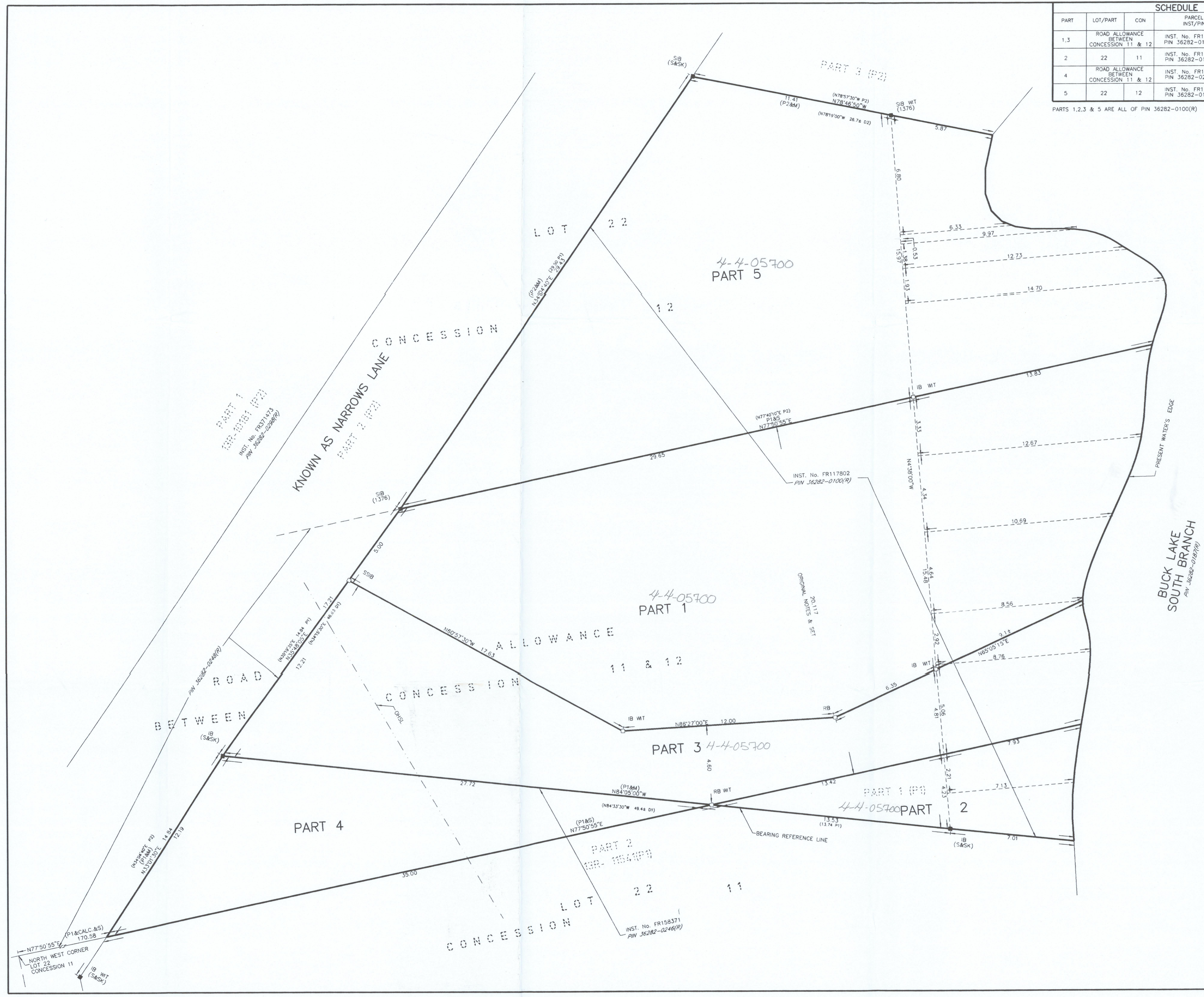
DATE: April 9, 2009

DATE: April 9, 2009

Sandy Kirkham
LAND REGISTRAR FOR THE LAND TITLES DIVISION OF FRONTENAC No. 13

M. PETER ALLEN, O.L.S.

PARTS 1,2,3 & 5 ARE ALL OF PIN 36282-0100(R)



PLAN SHOWING SURVEY OF

PART OF LOT 22 CONCESSION 11 & PART OF LOT 22 CONCESSION 12 & PART OF THE ROAD ALLOWANCE BETWEEN CONCESSION 11 & 12

TOWNSHIP OF SOUTH FRONTENAC (GEOGRAPHIC TOWNSHIP OF LOUGHBOROUGH)

COUNTY OF FRONTENAC

SCALE: 1:100

9m 4 3 2 1 0 5 metres

METRIC

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

GRANGE W. ELLIOTT LTD. 2009

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE REGISTRY ACT AND THE REGULATIONS MADE UNDER THEM.

2) THE SURVEY WAS COMPLETED ON THE 31ST DAY OF MARCH, 2009

GRANGE W. ELLIOTT LTD. KINGSTON, ONTARIO

APRIL 9, 2009

DATE

M. PETER ALLEN, O.L.S. ONTARIO LAND SURVEYOR

NOTE & LEGEND:

BEARINGS ARE ASTRONOMIC DERIVED FROM THE SOUTHERLY LIMIT OF PART 1 (P1) HAVING A BEARING OF N84°05'00"W AS SHOWN HEREON.

DENOTES	SURVEY MONUMENT PLANTED
■	SURVEY MONUMENT FOUND
SSIB/SIB	SHORT/STANDARD IRON BAR
IB/IB ^o	IRON BAR / ROUND
SB	1/2" IRON BAR
RB	ROCK BAR
WIT	WITNESS
Calc.	CALCULATED
1407	M. PETER ALLEN, O.L.S.
1376	P.S. HOPKINS, O.L.S.
S&SK	SMITH & SMITH KINGSTON LTD.
S	SET
M	MEASURED
RP	REGISTERED PLAN No.
P1	PLAN 13R-11541
P2	PLAN 13R-10181
D1	INST. No. FR117802

APRIL 9, 2009/BC

GRANGE W. ELLIOTT LTD. O.L.S.
122 WELLINGTON STREET
KINGSTON, ONTARIO K7L 3C7
(613) 542-6469, 548-4949 OR(Fax) 542-3964
FILE: LO'H 11,12-22,22 | M13129RP

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: December 17, 2024

Subject: Summer Program Registration Fees and Model

Report Number: 2024-210

Summary

This report seeks Councils endorsement of the proposed Summer Program Registration Fees and Model and to proceed with a public meeting to update the fee schedule in accordance with By-law 2016-73.

Recommendation

That Council endorse the Summer Program Fee Schedule outlined in Exhibit A in order to advance a public meeting to held in accordance with By-law 2016-73.

Background

The municipality's Summer Programs continue to see high demand, as demonstrated by the registration trends since the return to programming in 2022 after a two-year hiatus due to the pandemic. The demand prompted the reopening of McMullen Beach camp for the 2024 season, offering an additional 280-day camp spaces. Despite the increase in supply, demand outpaced spaces. The Day Camp program filled up at all three sites shortly after registration opened, with most weeks experiencing waitlists.

The township's summer program fee structure has not been reviewed in several years. As such, staff have reviewed the operating budget against the revenue of the day camps to create a fee schedule that ensures the programs sustainability.

Discussion/Analysis

At the May 25th, 2023, Recreation and Leisure Services Advisory Committee meeting, committee members inquired about standards and practices for other municipal program registration formats, specifically for residents and non-residents. [Staff reported back with findings at the August 24th, 2023, meeting.](#)

At the November 28th, 2024, Recreation and Leisure Services Advisory Committee meeting, staff [presented a report recommending changes to the Summer Program Registration Fees and Model](#) in response to the continued demand for camp. The recommended changes are

also in recognition of the current lack of a sustainable funding model with built-in fee increases to keep up with inflation. The committee made the following motion:

Moved by Councillor Roberts

Seconded by Shane Peters

‘That the Recreation and Leisure Services Advisory Committee support the proposed changes to the summer program registration model outlined in Report Number 2024-013; and

That the Recreation and Leisure Services Advisory Committee support the proposed changes to the summer program funding model outlined in Report Number 2024-013.’

Research and setting program delivery goals

After reviewing registration trends, receiving several comments from parents/ guardians, and with inquiries and past direction from this committee, staff developed several program goals:

1. Achieve a sustainable funding model by 2027.
2. Establish a funding model that recognizes the tax base subsidy.
3. Establish a registration model that recognizes the tax base subsidy.
4. Ensure opportunities for camp are more evenly distributed and give more kids a chance to go to camp.

Staff researched several municipal recreation program registration formats, policies, and benchmarking for setting program fees. This research resulted in several options that were considered and weighed against feasibility and the community context. Following the consideration, staff are recommending several changes to the funding and registration models:

Recommended changes to the funding model to achieve goals 1 and 2:

Programs are currently funded through a registration fee that is subsidized through the recreation operating budget. The funding model has not had a thorough review in several years. Staff have reviewed the operating budget and have developed a cost recovery forecast that aligns with the proposed changes to the registration format and that is sustainable for program development while recognizing the tax base subsidy.

- Differential pricing:
 - The non-resident rate should be a full cost recovery fee with no subsidization.
 - The resident rate should be reduced to reflect the tax base subsidy. Staff are proposing a 20% subsidized rate from the cost recovery fee.
- Phased-in price increase to achieve cost recovery:
 - Over 2025, 2026 and 2027, non-resident registration rates will increase by \$23.31/ year, then rounded to the nearest \$5 increment to reach full cost

recovery. Resident rates will increase by \$9.82/ year, then rounded to the nearest \$5 increment to reach full cost recovery, less 20%.

Recommended changes to the registration model to achieve goals 3 and 4:

- Resident and non-resident specific spaces:
 - The Point and McMullen – 20 out of 35 spaces to be held initially for residents.
 - Gilmour Point – 15 out of 25 spaces to be held initially for residents.
 - Resident spaces will be held for one month. If after one month the spaces are not filled and there is a waitlist for non-residents, the spaces will be filled by non-residents from a first come, first served off the waitlist.
- Monetary penalties for withdrawals – Staff will be working with the Treasury Department to establish a refund process that aligns with relevant municipal legislation. The proposed withdrawal schedule includes an advanced notice fee, late notice fee, and in-session cancellation fee. The fees are detailed in Exhibit A.

Note that staff also initially recommended and investigated the possibility of having a cap for the number of weeks a participant can register for camp, but the registration software does not have that functionality. Upon further investigation, staff were alerted to the fact that parents could create multiple profiles for the same child and register them in more programs, rendering the policy ineffective.

Financial Implications

See Exhibit A – Proposed Summer Program Fee Schedule.

Relationship to Strategic Plans

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

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, Recreation and Facilities
- Director of Corporate Services and Treasurer
- Deputy Treasurer
- Financial Analyst

Attachments

Exhibit A – Proposed Summer Program Fee Schedule

Exhibit B – Rec Committee Motion – Summer Program Registration and Fees Model

Approvals

Prepared By: Amanda Pantrey, Recreation and Events Coordinator

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer



Recreation and Leisure Services

Exhibit A – Proposed Summer Program Fee Schedule

- Over 2025, 2026 and 2027, Day Camp registration fees for non-resident rates will increase by \$23.31/ year, then rounded to the nearest \$5 increment to reach full cost recovery. Resident rates will increase by \$9.82/ year, then rounded to the nearest \$5 increment to reach full cost recovery, less 20% in recognition of the tax base subsidy.
- Swim lessons, before-care, after-care, and the shuttle bus service will be subject to an annual 4% increase, rounded to the nearest dollar. These services will be subject to equal pricing for residents and non-residents.
- From 2028 and beyond, an automatic 4% registration fee increase will be implemented to account for inflation and to align with the Recreation Facility Fee Rental Schedule.
- Weeks with holidays will be reduced by 20% for all program registration fees.

Proposed fee schedule:

Rates for Programs with Differential Pricing for Residents and Non-Residents								
	2025 Resident	2025 Non-Resident	2026 Resident	2026 Non-Resident	2027 Resident	2027 Non-Resident	2028 Resident	2028 Non-Resident
Day Camp	\$160	\$175	\$170	\$195	\$180	\$220	\$185	\$225
Rates for Programs with Equal Pricing for Residents and Non-Residents								
	2025 Rate	2026 Rate	2027 Rate	2028 Rate				
Swim Lessons	\$68	\$70	\$73	\$76				
Before Care	\$16	\$16	\$17	\$18				
After Care	\$16	\$16	\$17	\$18				
Shuttle Bus	\$31	\$32	\$34	\$35				



**SOUTH
FRONTENAC**

Public Services
2490 Keeley Road
Sydenham ON, K0H 2T0
613-376-3027

recsupport@southfrontenac.net

Recreation and Leisure Services

Proposed program withdrawal fees:

Fee name	Fee description	Fee amount
Advanced notice cancellation fee	Cancellation and withdrawal of participant with more than one week prior to the start date.	Full refund, less an \$15 administrative fee.
Late notice cancellation fee	Cancellation and withdrawal of a participant within the week of the program start date.	50% refund of program registration rate, less an \$15 administrative fee.
In-session cancellation fee	Cancellation and withdrawal of a participant during the program session.	No refund will be provided.

In exceptional circumstances, staff reserve the right to apply the advanced notice cancellation fee for late notice or in-session cancellations.

www.southfrontenac.net

A welcoming and thriving rural community.



**SOUTH
FRONTENAC**

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

hwoodland@southfrontenac.net

Memo: Summer Program Registration and Fees Model

At the Township of South Frontenac, Recreation and Leisure Services Advisory Committee meeting held on November 28, 2024, the following resolution was approved:

Resolution No. 2024:04:05

Moved by Councillor Roberts

Seconded by Shane Peters

That the Recreation and Leisure Services Advisory Committee support the proposed changes to the summer program registration model outlined in Report Number 2024-013; and

That the Recreation and Leisure Services Advisory Committee support the proposed changes to the summer program funding model outlined in Report Number 2024-013.

Should you require further information please do not hesitate to contact me.

Heather Woodland

Deputy Clerk

Township of South Frontenac

p: +613-376-3027

e: hwoodland@southfrontenac.net

a: 4432 George St., Box 100, Sydenham, ON

www.southfrontenac.net



Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: December 17, 2024

Subject: Contract Extension - Verona Housing Communal Servicing EA Study

Report Number: 2024-209

Summary

The purpose of this report is to obtain Council approval to extend the consulting services contract with J. L. Richards & Associates for the next phase of the Municipal Class EA for water and wastewater servicing the Verona Housing project.

Recommendation

That Council accept the proposal from J. L. Richards & Associates dated October 30th, 2024, for an upset limit of \$348,485 plus HST;

That Council authorize the execution of a contract extension with J. L. Richards & Associates for the next phases of the Municipal Class Environmental Assessment for water and wastewater solutions for the Verona Housing Project.

Background

On December 6th, 2022, Council awarded Request for Proposal # PS -P02-2022 to J. L. Richards & Associates for the Verona Housing Communal Servicing Options Study for the amount of \$86,081.99 plus HST. The study awarded at that time was carried out using the Master Plan approach (phases 1 and 2) of the Municipal Class Environmental Assessment (MCEA) process. An outline of the MCEA process has been attached to this report as Exhibit A.

On May 21st, 2024, Council received the Master Plan findings along with the summary of consultation efforts involving the public, agencies, and other key stakeholders. The report findings were accepted, and Council provided staff direction to place the final report on public record for the required 30-day comment period. A copy of Report 2024-096 has been attached as Exhibit B for reference.

On June 27th, 2024, the Notice of Completion for the Master Plan was advertised and placed on the mandatory 30-day public viewing period. Upon conclusion of the notice

period, only one set of written comments were received. On June 26th, 2024, the Ministry of Citizenship and Multiculturalism (MCM) provided written comments regarding archaeological resources, built heritage resources and cultural heritage resources. J. L. Richards team responded to MCM with recommended language changes and the final report was subsequently accepted on September 12th, 2024.

Discussion/Analysis

Over the last two years, staff have been working closely with J. L. Richards & Associates on advancing the mandatory study work for communal servicing to support the Verona housing project. Now that the Master Plan phase has been officially completed the Township may now advance the individual EA projects for water and wastewater as prescribed under the Ontario Environmental Assessment Act.

Earlier this fall, the Township requested J. L. Richards to prepare a formal proposal to advance the Schedule C Class EA for water servicing and the corresponding Schedule B Class EA for wastewater servicing. Terms and conditions contained within the existing services contract otherwise allowed for the opportunity for an extension of contract subject to mutually agreed rates and/or fixed costs.

On October 30th, the Township received a detailed proposal and workplan for the next phases of the MCEA which examine alternative designs for the preferred solution and compile all findings into a final Environmental Study Report (refer to Exhibit A). Key details and deliverables in this next phase of the project are outlined below:

a) Core Study Activities

- Project management including communication plans, monthly reporting, and invoicing
- Undertaking all public consultation activities needed for the Municipal Class EA including preparation and issuance of project notices
- Coordination with Township-retained natural heritage specialist on findings
- Coordination of all field review work for archaeological, built heritage and cultural heritage resources
- Organizing and participating in meetings with key stakeholders and regulatory bodies, including MECP, Conservation Authority and First Nation Groups, to discuss project details, address concerns, and ensure compliance with relevant regulations

b) Wastewater Investigations (Sub-Consultant Cambium)

- Coordination of on-site wastewater investigations to assess the site suitability for natural attenuation and dispersal of wastewater
- Identification and assessment of native soils, position of shallow water table and surficial slopes across the site
- Assessment will include background review, drilling program (10 boreholes), soils analysis, groundwater sampling and testing, conceptual sewage system design and water resources assessment
- Conceptual design will be created based on the wastewater strength, volume, site topography, horizontal site clearances and receiving subsurface soil conditions

c) Water Supply Investigations (Sub-Consultant Cambium)

- Coordination of a water supply assessment which will include the installation of a new test well within the development area and will include hydraulic testing of this well and associated aquifer to characterize of on-site groundwater resources
- Investigation will confirm the areal extent of the aquifer, potability and general geochemistry of the water supplies
- Well survey and door to door well reconnaissance will be conducted with adjacent well users within proximity to the site
- Hydraulic pump tests will be carried out including a 72-hour pumping test to determine maximum well yield. Information obtained from these investigations may be used to support delineate wellhead protection areas (WHPA) however delineation of the WHPA is not included within the scope
- Raw water characterization including all parameters required by the Ministry's Procedure D-5-5, including comparisons to the Ontario Drinking Water Quality Standard
- Complete a water supply assessment report which will determine the properties of the supply aquifer (well yield, transmissivity, hydraulic conductivity etc.)
- Results of the hydrogeological study will be communicated directly to residents and comments will be addressed as necessary

d) Schedule C Class EA – New Municipal Drinking Water System

- Review and integrate findings from archaeological, built heritage, and natural heritage reports
- Coordinate with equipment suppliers to obtain quotes, supporting the design and cost estimation process
- Develop a detailed inventory of natural, social, technical, and economic impacts and identify positive and negative impacts of alternative design solutions along with mitigation measures
- Develop and evaluate conceptual designs for groundwater supply and treatment systems including site layout options, establishing evaluation criteria, and analyzing the impacts and costs of each design option
- Hold meetings with the Township to review key milestones, reports, and presentations.
- Incorporate all findings and the evaluation process into a draft Phase 3 report
- Hold a combined Public information Centers (PIC), and address public comments during the review period
- Prepare Environmental Study Report (ESR) and allow for 30-day public review.
- Present the final report to Council.

- e) Schedule B Class EA – New Wastewater Treatment System – Subsurface Dispersal
- Review the built heritage, and natural heritage study reports
 - Develop conceptual designs for the wastewater treatment and subsurface disposal systems, create site layout options, establishing evaluation criteria, and analyzing the impacts and costs of each design option
 - Coordinate with equipment suppliers to obtain quotes for treatment systems
 - Develop a detailed inventory of natural, social, technical, and economic impacts and identify positive and negative impacts of alternative design solutions along with mitigation measures. Evaluate and select the preferred design solution
 - Hold meetings with the Township to review key milestones, reports, and presentations.
 - Incorporate all findings and the evaluation process into a Phase 2 report
 - Hold a combined Public information Centers (PIC), and address public comments during the review period
 - Prepare Phase 2 Report (ESR) allowing for Township and public review.
 - Present the final report to Council.

The J. L. Richards & Associates proposal includes the core team from the Master Plan assignment and introduces new hydrogeological / geotechnical support from Cambium and archaeological and heritage planning support from LHC. The overall assignment will include approximately 2,200 hours of technical work and is forecasted to take 15 months to complete with conclusion in the spring of 2026.

It is important to note that the technical reports completed under these project EA's will help support future permit applications for Permits to Take Water, Environmental Compliance Approvals, and applications for Municipal Drinking Water Licence. The work prescribed in this proposal, does not however, include the source water protection work such as mapping vulnerable areas, identifying vulnerability scores, and mapping impervious areas and land use activities. The future groundwater modelling work for source water may only proceed after the hydrogeological pump testing has confirmed the size of the influence area of the new wellhead. Once this study milestone has been completed, a future and subsequent proposal will be required to initiate parallel source water protection studies to support a Section 34 Amendment of the Quinte Source Water Protection Plan. Discussions with specialists in the source water protection field have indicated that these additional investigations could range anywhere from \$150,000 to \$200,000.

The Frontenac Municipal Services Corporation has previously identified concerns with the Ministry of Environment on the integration issues between the Environmental Assessment Act and Source Water Protection Amendments as these studies are led by different agencies. J. L. Richard's team and corporate experience with municipal drinking water systems is expected to help navigate these key integration challenges.

Financial Implications

The Master Plan report which concluded in May of this year identified that the preferred water and wastewater treatment alternatives carry an estimate of \$4.1 million (2024 Dollar Value). The engineering, permits, and approvals portion of these costs break out to an estimate of approximately \$600,000. Both of these figures represent Class D estimates and a such may vary by as much as +/- 30%. The greatest financial risks on the servicing project will relate to the future groundwater modelling work in support of source water protection. The costs and scope of this phase of work will inevitably be impacted by the scale of the yet unknown wellhead capture area.

The proposal from J. L. Richards and Associates totalling \$348,485 plus HST remains consistent with the original project forecasting and the next phase of the EA will help bring further certainty in the scope and cost of the overall project. The engineering costs included in this phase of the study will be funded by existing budget dollars under project 22-06 and existing grants such as the County of Frontenac seniors housing. It is therefore staff's recommendation that the proposal be accepted.

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

J. L. Richards & Associates
2B Developments Inc.

Attachments

Exhibit A – Municipal Class EA Planning and Design Process
Exhibit B – Report # 2024-096 Verona Housing Water and Wastewater Master Plan Update

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

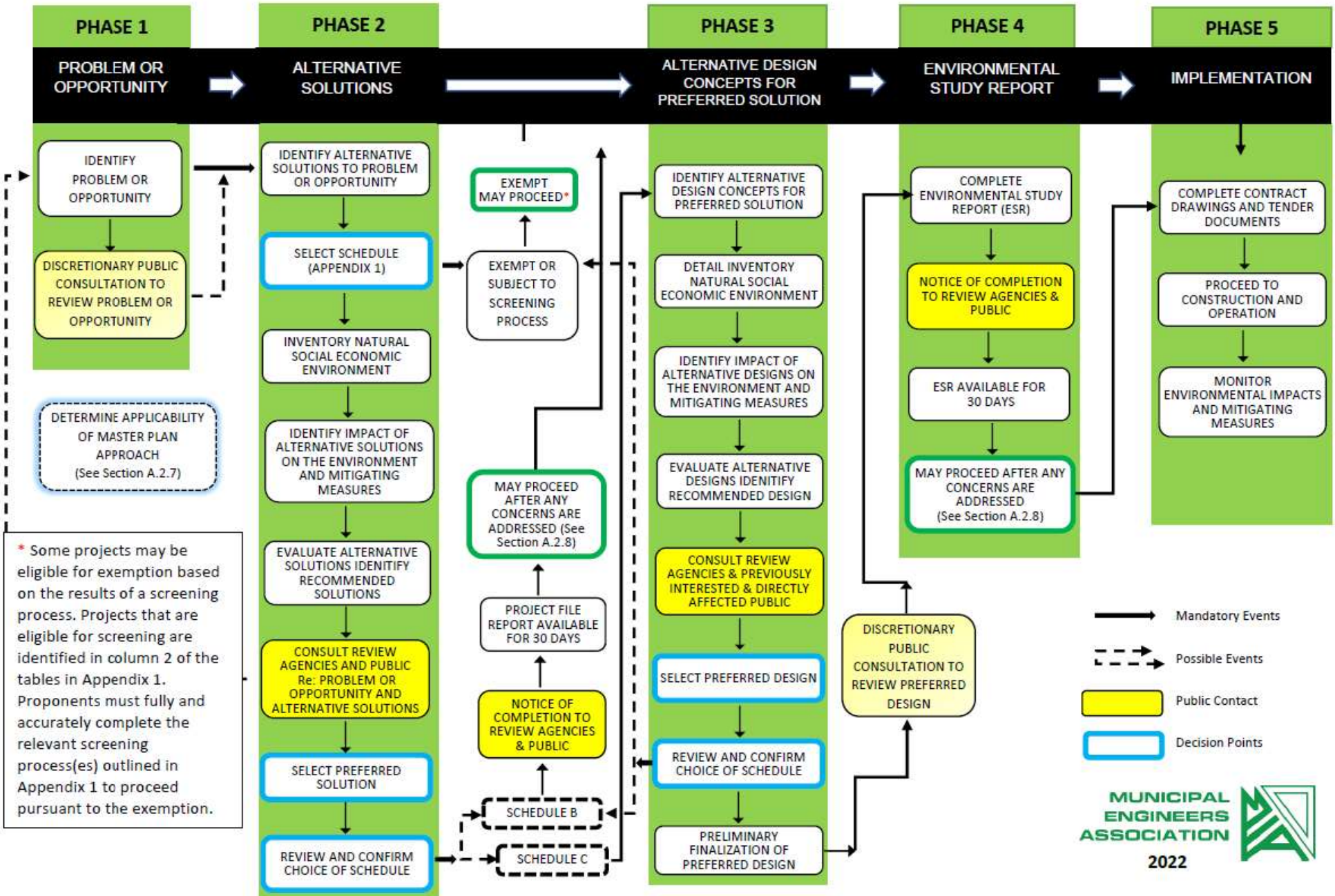
Approved By:



Louise Fragnito, CPA CGA, Chief Administrative Officer

EXHIBIT A.2. MUNICIPAL CLASS EA PLANNING AND DESIGN PROCESS

NOTE: This flow chart is to be read in conjunction with Part A of the MCEA



Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: May 21, 2024

Subject: Verona Housing Water and Wastewater Master Plan Update

Report Number: 2024-096

Summary

The purpose of this report is to seek approval from Council to issue the Notice of Completion for the Verona Housing Water and Wastewater Servicing Master Plan and to place the project report on public record for the required 30-day notice period.

Recommendation

That Council direct staff to issue a Notice of Completion for the Verona Housing Water and Wastewater Servicing Master Plan; and

That the Verona Housing Water and Wastewater Servicing Mater Plan Report be placed on public record for the required 30-day comment period

Background

On December 6, 2022, Township Council awarded RFP # PS-P02-2022 to J. L. Richards and Associates (JLR) for the completion of the Verona Housing Water and Wastewater Master Plan. This follow up study was initiated based on the key recommendations of the approved Verona Housing Master Plan by MHBC Planning Ltd. The key focus of the study was to determine the preferred communal servicing options for water and wastewater through the Municipal Class EA – Master Plan process.

J L Richards project team has been actively working on the study over the last year and a half and has completed several milestones including:

- Initiation of Public and Stakeholder Notifications
- Natural Heritage Study (Cambium) and Groundwater Assessment (Pinchin)
- Public Information Meeting # 1 – Verona Lions Hall (April 19th, 2023)
- Progress Update No. 1 to Council (November 14, 2023), and
- Public Information Meeting # 2 – Verona Lions Hall (March 27, 2024)

Discussion/Analysis

On May 21st, 2024, J. L. Richards and Associates presented its second progress update for the Verona Housing Water and Wastewater Master Plan. This report provided an outline of the water and wastewater alternatives presented to the public along with the screening activities carried out to arrive at a recommended solution. The recommended solution for servicing the lands was presented as Option # 2 which includes an onsite groundwater well and an onsite subsurface sewage disposal system.

The Township has not received any major objections to the recommended alternative, and JLR is therefore recommending that the Township proceed to issue a Notice of Completion and to place the Master Plan on public record for 30 days. Once the Master Plan is finalized, the recommendations of the master plan will be valid for 10 years. The Township may proceed with the remaining studies needed to support the preferred solution including the applicable Class EAs for new water supply, water treatment, water distribution, and subsurface sewage disposal.

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): 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

J L Richards & Associates

Attachments

None

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

Township of South Frontenac Staff Report



To: Council

From: Director, Development Services

Date of Meeting: December 17, 2024

Subject: Request for relief from cash-in-lieu of parkland requirements for consent application PL-BDJ-2024-0032

Report Number: 2024-208

Summary

The applicants for consent application PL-BDJ-2024-0032 are requesting that Council waive the requirement to pay 5% cash-in-lieu of parkland conveyance that is typically a condition of approval of consent applications, per By-law 2023-104. The consent application is seeking to separate two parcels that had previously been merged on title.

Recommendation

That Council consider the following options as it relates to the Request for relief from cash-in-lieu of parkland requirements for consent application PL-BDJ-2024-0032:

Option 1:

That Council approve the cash-in-lieu of Parkland relief request on consent application PL-BDJ-2024-0032.

Option 2:

That Council decline the cash-in-lieu of Parkland relief request on consent application PL-BDJ-2024-0032.

Background

The property is located at 984 Leland Road, east of Perth Road Village. It is comprised of two lots that inadvertently merged on title. Consent application PL-BDJ-2024-0032 is requesting consent to create a rural lot which would have the effect of separating the merged parcels.

The severed parcel, which is vacant, would be approximately 76ha in area with 480m of frontage on Leland Road. The retained lot would be approximately 40ha in area with 100m of frontage on Leland Road and 150m of frontage on Dean Smith Road. It is developed with a single detached dwelling that contains a secondary dwelling unit, as well as an additional dwelling unit in a separate structure. See severance map on Exhibit A.

The subject property is primarily designated Rural with some parts designated Environmental Protection in the Township Official Plan. The EP designation corresponds to wetlands on the property. The severed parcel is zoned Rural and the retained parcel is zoned RU-62 in the Township Zoning Bylaw.

Township staff are supportive of the consent application and are in a position to process the application through the delegated approval process. However, the applicants raised concerns with the recommended 5% cash-in-lieu of parkland payment that is a standard condition for new lot creation.

The applicants state that until 2023 they had been receiving two tax bills for the property, which was how the issue of the properties being merged was discovered. The applicant's position (outlined in Exhibit B) is that as the application is seeking to separate two parcels that had previously merged, they are requesting Council to waive the 5% cash-in-lieu of parkland payment.

Township staff requested that the applicants confirm the date on which the parcels would have merged. The applicant's solicitor confirmed that the parcels would have merged as a result of the sale of land that occurred on May 5, 1989 (Exhibit C). The parcels would have merged as of this date.

The requirement for cash-in-lieu of parkland for consent applications is determined through By-law 2023-104 which is passed under the authority of the *Planning Act*. The by-law states that the Township may require up to 5% of the land for consent applications or cash-in-lieu thereof. The by-law also details how the value of the land is to be determined in situations where cash-in-lieu of parkland is requested.

For large rural lots such as this the valuation of lots can vary significantly. Township staff have seen valuations range from \$5000 per acre to \$15,000 per acre for large rural parcels. Based on the size of the severed lands, this would result in a potential cash-in-lieu payment ranging from \$46,000 to \$140,000.

The Director of Development Services cannot waive the requirement for the cash-in-lieu of parkland payment through the delegated authority process. The Committee of Adjustment also cannot waive the requirement.

Discussion

Township staff reviewed the matter and determined that the request should be brought to Council for a determination. The language of the *Planning Act* and By-law 2023-104 states that Council *may* require the dedication of land or cash-in-lieu, therefore it is discretionary in nature. This condition is typically applied as a standard condition of approval. This allows the Township to acquire parkland, or cash-in-lieu, to allow the creation of new parks or investment in existing park facilities that is needed to provide park amenities for new development.

The Official Plan contains policies that speak to requiring parkland, or cash-in-lieu thereof. One of the objectives of the Official Plan is to provide sufficient park, recreational and sport facilities by receiving the maximum parkland dedication permitted under the *Planning Act* (Section 4.9.(a)(i)).

Under the General Consent policies of Section 7.1, the Official Plan states that the Township is entitled to a dedication of land for park purposes as a condition on any division of land. Cash-in-lieu of land may be requested by the Municipality in situations where there is a public park in the area which is adequate for existing and future population. Cash-in-lieu may also be requested where the amount of land involved is small and therefore unsuitable for park development. Where lands are dedicated for park purposes, the Municipality will accept only those lands suitable for park use.

The applicant's position is that as the application is to separate previously merged parcels that their application should not be subject to this condition.

Staff note that based on the information provided by the applicant's solicitor that the parcel has been legally merged for 35 years and the merger predated the adoption of the current Township Official Plan. Therefore, the Official Plan policies referenced above have been in effect since the properties were merged.

Financial Implications

The Township would not collect the payment of 5% cash-in-lieu of parkland should Council waive the requirement.

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

Not applicable.

Attachments

Exhibit A – Severance Map

Exhibit B – Applicant Request

Exhibit C – Solicitor Confirmation

Approvals

Prepared By: Tom Fehr, RPP MCIP, Planner

Submitted By:



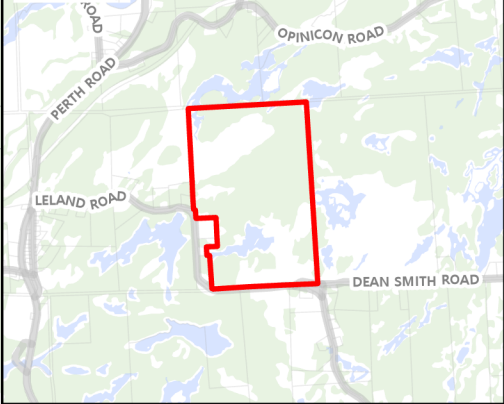
Brad Wright, RPP, MCIP, AICP, PLE
Director of Development Services

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer

Inset Map














SOUTH FRONTENAC

**PL-BDJ-2024-0032
(GREEN) (KENNEDY)**

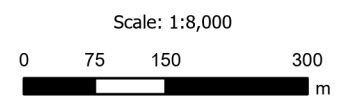
984 LELAND ROAD

Legend

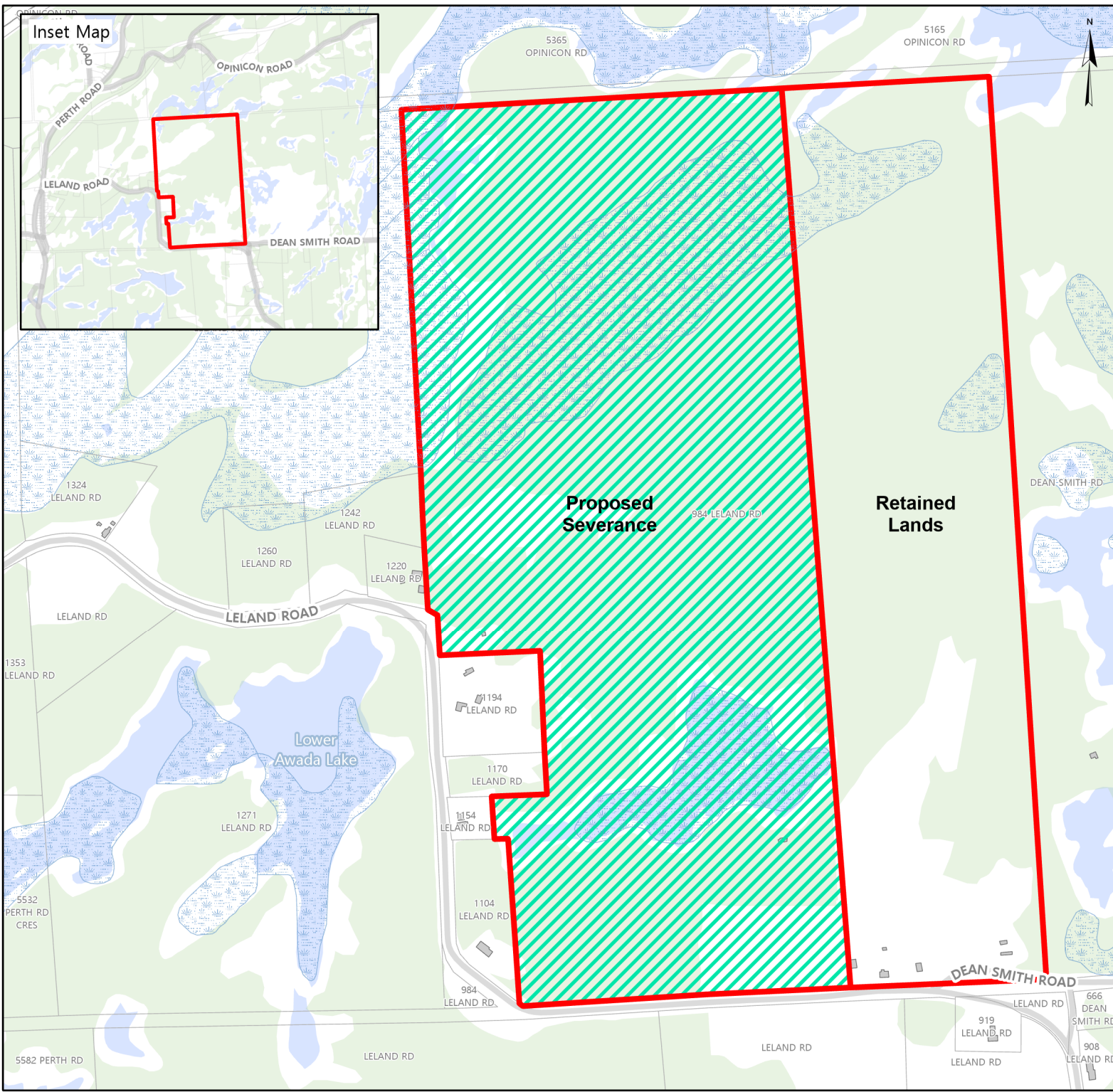
-  Subject Property
-  Proposed Severance
-  Provincially Significant Wetland
-  Wetland
-  Wooded Area
-  Lake Trout Lake - At Capacity
-  Lake Trout Lake - Not at Capacity
-  Non-Lake Trout Lake - At Capacity
-  Waterbody
-  Road
-  Township Boundary

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2024.

While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.



UTM Zone 18 NAD 83



August 20, 2024

Dear South Frontenac Township Council:

My father, Clifford Green, purchased 984 Leland Road in Perth Road in 1965. He and his brother purchased an adjoining property with a house in 1975. The address for this property is 1206 Leland Road. In 1989 his brother's name was removed from the deed. The lawyer who closed this transaction failed to tell my father that if he owned 2 properties adjoining one another and the deeds read in the same name they would merge on title.

We severed a lot from 1206 Leland Road around 1999 and again around 2019 and completed the applications with the Township showing all information for the size and location of this property and were never corrected about the information on the applications. We assumed they were separate properties and continued getting separate tax bills on both properties.

In 2022 we received permission from the Township to add a secondary residence to my parent's home at 984 Leland Road and once again the information on the application pertained to a 100 acre parcel of land and was never corrected on this information.

At the beginning of 2023 my mother mentioned to me that she did not receive the tax bill for 1206 Leland Road. After many telephone calls to the Township and our Lawyer it was brought to our attention that 984 Leland Road and 1206 Leland Road were one property.

We are now in the process of applying for a severance to split these properties back to the way they were which as you can imagine is quite costly for the survey alone. This property is family owned and we have no intention of selling the property. We are a very close family and have a long list of family members who live within 5km and this will continue. We are a family of hunters and enjoy the large parcel of land we have to use. One of the conditions of severance is paying the Township in lieu of parkland 5% of the value of the parcel to be severed.

We feel this is a unique situation and given the expenses we have already incurred to put these 2 properties back to the way they were in 1989 we are asking that this fee be waived. We have no intention on selling the property and don't feel there is any change in the use of the property and don't feel this fee is warranted.

We appreciate your consideration,

Diane Kennedy

Clifford Green

Tarnowecky Law

Professional Corporation
623 FORTUNE CRESCENT, UNIT 320
KINGSTON, ONTARIO K7P 0L5
e-mail address: yuri@yurilaw.ca
Website: www.tarnoweckylaw.com

TELEPHONE (613) 384-2354
FACSIMILE (613) 384-8904

August 20, 2024

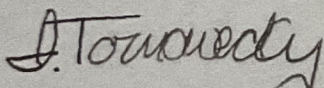
Mr. Brandon Green, Ms. Logan Green, Mr. Clifford Green and Ms. Geraldine Green
984 Leland Road
Perth Road, Ontario
K0H 2L0

Dear Mr. Green, Ms. Green, Mr. Green and Ms. Green:

Re: Your first mortgage to Kawartha Credit Union Limited
984 Leland Road, Perth Road
My File No.: 2022-2222

Further to our email correspondence on the above noted property, I confirm that as noted on the pin page attached, a transfer was registered on May 5, 1989 from David Floyd Green to Clifford Green and the parcels of land would have been deemed to have merged when the second parcel of land was acquired in the same name as the first.

Yours very truly,



Ivanna Nina Tarnowecky
IT:mv

Township of South Frontenac

Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: December 17, 2024

Subject: 2025 Budget Approval

Report Number: 2024-212

Summary

The report brings forward the 2025 Budget for Council Approval.

Recommendation

That Council approve the 2025 draft budget provided under attachment A of Report 2024-212.

Background

At the December 14th Special Council Meeting, the draft 2025 Budget was presented and discussed.

Discussion/Analysis

No changes or amendments were provided during the budget deliberation and Council provided direction to bring forward the 2025 Budget as presented for approval.

Financial Implications

The 2025 Budget provides for a tax requisition of \$23,753,588 with an overall taxpayer impact of 4.41% on the average assessment of \$278,126.

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: Sustainable Long-Term Prosperity

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.

Attachments

Attachment A – 2025 Draft Budget

Attachment B – 2025 Budget – Capital Summary with detailed sheets

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

TOWNSHIP OF SOUTH FRONTENAC

2025 Budget

Including:

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

Note:

The Capital Detailed Sheets are available on [Engage South Frontenac Website](#) and also on the Township's website from the December 3, 2024 Agenda

As presented with amendments made on:

Friday December 13, 2023
9:00 AM
Storrington Centre

TOWNSHIP OF SOUTH FRONTENAC

2025 Budget

High Level Summary of Changes

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

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

Notable Variances in presented budget		
Costs Savings		
Capital Tax Requisition	-509,550	
Winter Control (5 year average + 2%)	-125,700	-635,250
Reduced Revenues		
Planning Revenues	23,000	
Swim/Daycamp Fees	24,900	
OCIF	135,203	183,103
Increased Revenues		
OMPF	-95,700	-95,700
Increased Costs		
OPP Billing	51,611	
Conservation Authorities	23,600	
Insurance (10% overall)	58,172	
Arena	68,000	
Landfill Export	31,100	
Current Year Asset Investment Reserve Impact (2% of current year levy)	465,757	
Catch Basins-CCTV/Cleaning	13,500	
Pavement Marking	11,500	
Increased Reserve Transfer - Public Services Fleet	130,200	
Increased Reserve Transfer - Fire Fleet	59,044	
Gravel Roads - Calcium	43,008	
Audit Fees	7,950	
Computer Maintenance Contracts	82,825	
Staff Complement Annual Adjustments	488,642	
Fire - Fleet Maintenance	57,250	
Other	83,401	1,675,560

Organizational Development Plan		
Assessment Growth =1.23% or \$287,611		
Human Resources Advisor Annualization	28,800	
Public Services LEO Facilities Annualization	25,556	
Asset Management Coordinator (July - Dec)	49,508	
Public Services LEO - PT to FT (May - Dec)	1,738	105,602

Enhanced Services included in Budget		
Catch Basins - Consulting - Consolidated Linear Infrastructure ECA changes	20,000	
Drainage - Add One Week to Drainage Plan	20,000	
Lakes and Trails Festival	6,000	46,000

Capital Projects Deferred - not in Budget		
Road 38/Boyce Road Sidewalk and Storm Sewers	873,000	
Harris Park - Playground Rehabilitation/Accessibility Upgrades	104,000	
Centennial Park Upgrades - Tree Planting	20,000	
	997,000	

Total Increase to be raised by Taxation	1,279,315
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Assessment Growth	1.23%	287,611
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Reduced Revenues included in Budget - Self Funded		
Sewage/Building Permits Forecast	70,583	70,583

Council Direction - No specific target - but focus on priorities and affordability.

The proposed budget meets an overall 4.41% increase in the average taxpayer impact. This represents an overall \$1,279,315 overall Township levy increase. Several expenses in comparing 2024 budget to forecasted 2025 expenses go beyond current inflation

The capital budget, which was presented on December 3, 2024, includes total projected costs of \$16,013,341. The listing of projects including proposed funding is attached to this budget document.

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

Summary of Revenue and Expense

	Actuals			2024-2025 Budget	
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
1. REVENUE					
2. Property Taxation- Supplementary & PIL	249,500	22,733,465	249,200	-300	-0.12%
3. User Charges	1,541,807	1,209,576	1,492,873	-48,934	-3.17%
4. Licenses, Permits and Rents	1,562,338	1,227,289	1,516,416	-45,922	-2.94%
5. Government Grants	3,315,611	2,663,446	3,528,628	213,017	6.42%
6. Grants from Other Municipalities	495,000	0	562,137	67,137	13.56%
7. Investment Income	649,000	567,917	649,000	0	0.00%
8. Penalties and interest on taxes	370,000	377,541	380,000	10,000	2.70%
9. Donations	6,725	57,045	10,000	3,275	
10. Other	67,400	233,716	100,200	32,800	48.66%
11. Transfers From Reserves/Reserve Funds	13,827,642	313,578	12,211,918	-1,415,724	-10.24%
12. TOTAL Revenue	22,085,023	29,383,573	20,700,372	-1,384,651	-6.27%
13. OPERATING EXPENSE					
14. <i>General Government</i>	10,334,761	7,744,171	8,111,999	-2,222,762	-21.51%
15. <i>Protection to Persons and Property</i>					
16. Fire	2,884,333	2,372,629	3,385,879	501,546	17.39%
17. Police	2,873,290	2,604,287	2,972,947	99,657	3.47%
18. Conservation Authorities	521,876	320,327	345,029	-176,847	-33.89%
19. Protective Inspections and Control	148,753	121,818	161,299	12,547	8.43%
20. Emergency Measures	3,500	33	4,000	500	14.29%
21. Building Department	1,343,983	1,119,843	1,362,436	18,453	1.37%
22. <i>Transportation Services</i>					
23. Roadway Maintenance	16,184,205	15,354,257	18,268,112	2,083,906	12.88%
24. Winter Control	2,361,009	1,487,288	2,235,275	-125,734	-5.33%
25. <i>Environmental Services</i>					
26. Water System	731,930	316,667	1,193,211	461,280	63.02%
27. Solid Waste Management	3,110,649	2,894,037	3,137,736	27,087	0.87%
28. <i>Parks, Recreation and Cemeteries</i>	3,038,045	2,409,806	2,351,275	-686,770	-22.61%
29. <i>Planning and Development</i>	1,022,964	807,053	924,763	-98,200	-9.60%
30. TOTAL Expense	44,559,297	37,552,215	44,453,961	-105,337	-0.24%
31. TO BE RAISED BY TAXATION	22,474,274	-	23,753,588	1,279,315	5.69%

IMPACT ON TAXPAYER:

**BASED ON AVERAGE PHASE-IN ASSESSMENT THE TOWNSHIP'S SHARE OF
THE TAX BILL ON A 278,126 PROPERTY WILL INCREASE 4.41% WHICH EQUALS \$77.74**

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

	Actuals			2024-2025 Budget	
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
1. GENERAL MUNICIPAL ACTIVITY					
2. Revenue					
3. Taxation - Supplementary & PIL	249,500	22,733,465	249,200	-300	-0.12%
4. Government Grants	1,609,500	1,609,500	1,705,200	95,700	5.95%
5. Investment Income	625,000	499,079	625,000	0	0.00%
6. Penalties and interest on taxes	370,000	377,541	380,000	10,000	2.70%
7. Other	0	19,840	25,000	0	100.00%
8. Transfer from Reserves	0	0	0	0	0.00%
9. Total Revenue	2,854,000	25,239,425	2,984,400	105,400	4.57%
10. Expense					
11. Operations	0	22,559	0	0	0.00%
12. Transfer to Reserves	3,267,854	3,267,915	3,733,611	465,757	14.25%
13. Total Expense	3,267,854	3,290,474	3,733,611	465,757	14.25%
14. TOTAL GENERAL MUNICIPAL ACTIVITY	413,854	-21,948,951	749,211	335,357	81.03%
15. COUNCIL					
16. Revenue					
17. Grants from Other Municipalities	0	0	0	0	0.00%
18. Transfer from Reserves	100,000	315,349	15,000	-85,000	-85.00%
19. Total Revenue	100,000	315,349	15,000	-85,000	-85.00%
20. Expense					
21. Remuneration	197,398	181,731	203,106	5,708	2.89%
22. Benefits	7,685	7,098	8,421	736	9.57%
23. Memberships, Training and Travel	25,900	20,809	26,600	700	2.70%
24. Communications	18,900	13,388	18,900	0	0.00%
25. Council Operations	134,693	19,827	31,340	-103,352	-76.73%
26. Grants * (see details bottom of next page)	229,109	463,622	244,109	15,000	6.55%
27. Transfer to Capital	0	100,000	0	0	0.00%
28. Transfer to Reserves	10,000	10,000	10,000	0	0.00%
29. Total Expense	623,685	816,475	542,476	-81,209	-13.02%
30. TOTAL COUNCIL	523,685	501,126	527,476	3,791	0.72%
31. ELECTIONS					
32. Revenue					
33. User Charges	0	0	0	0	0.00%
34. Transfer from Reserves	0	0	0	0	0.00%
35. Total Revenue	0	0	0	0	100.00%
36. Expense					
37. Remuneration	0	0	0	0	0.00%
38. Benefits	0	0	0	0	0.00%
39. Memberships, Training and Travel	0	0	0	0	0.00%
40. Communications	0	0	0	0	0.00%
41. Elections Operations	0	0	0	0	0.00%
42. Transfer to Reserves	25,000	25,000	25,000	0	0.00%
43. Total Expense	25,000	25,000	25,000	0	0.00%
44. TOTAL ELECTIONS	25,000	25,000	25,000	0	0.00%

TOWNSHIP OF SOUTH FRONTENAC

2025 Draft Budget

General Government Detail

	Actuals			2024-2025 Budget	
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
45. CORPORATE SERVICES					
46. Revenue					
47. User Charges	40,500	29,987	43,300	2,800	6.91%
48. Licenses, Permits and Rents	1,800	1,146	1,600	-200	-11.11%
49. Government Grants	80,000	28,641	80,000	0	0.00%
50. Other	3,000	31,540	3,000	0	0.00%
51. Transfer from Reserves	504,230	0	394,438	-109,792	-21.77%
52. Total Revenue	629,530	91,314	522,338	-107,192	-17.03%
53. Expense					
54. Remuneration	1,218,804	1,047,143	1,412,270	193,466	15.87%
55. Benefits	432,609	354,658	482,672	50,063	11.57%
56. Inter Departmental Transfer	0	0	0	0	0.00%
57. Memberships, Training and Travel	78,177	21,459	103,093	24,916	31.87%
58. Communications	56,178	58,709	47,600	-8,578	-15.27%
59. Professional and Consulting Fees	42,000	61,706	53,450	11,450	27.26%
60. Administrative Operations	204,057	338,744	266,062	62,005	30.39%
61. Transfer to Capital	538,190	337,848	420,001	-118,189	-21.96%
62. Total Expense	2,570,015	2,220,267	2,785,148	215,133	8.37%
63. TOTAL CORPORATE SERVICES	1,940,485	2,128,952	2,262,810	322,325	16.61%
64. ADMINISTRATIVE FACILITIES					
65. Revenue					
66. Facilities Revenue	224,375	231,238	255,706	31,331	13.96%
67. Government Grants	0	0	225,000	225,000	100.00%
68. Donations	0	0	0	0	0.00%
69. Transfer from Reserves	3,500,000	0	175,000	-3,325,000	-95.00%
70. Total Revenue	3,724,375	231,238	430,706	-3,293,669	-88.44%
71. Expense					
72. Remuneration	0	7,080	0	0	0.00%
73. Inter Departmental Transfer	1,291	1,658	2,414	1,123	87.04%
74. Professional and Consulting Fees	6,920	2,949	8,220	1,300	18.79%
75. Facilities Operating Costs	182,422	1,023,968	217,436	35,015	19.19%
76. Transfer to Capital	3,540,000	351,299	683,393	-2,856,607	-80.70%
77. Transfer to Reserves	117,574	5,000	114,301	-3,273	-2.78%
78. Total Expense	3,848,207	1,391,955	1,025,764	-2,822,442	-73.34%
79. TOTAL ADMINISTRATIVE FACILITIES	123,832	1,160,717	595,058	471,227	380.54%
80. Total General Government	3,026,856	-18,133,155	4,159,555	1,132,699	37.42%

Explanation of Significant Variances	
Line 4	OMPF confirmed Funding
Line 12	In year Asset Investment Reserve (AIR) contribution
Line 54/55	Annualization of Human Resource Advisor, Records Analyst, Band changes
Line 59	Audit Fees
Line 60	Computer Maintenance Contracts
Line 66/75	New Campbell Road/Stage Coach properties

* Council - Grants to Organizations/Individuals (line 26)			
Private Lanes	100,000	Bradshaw School Visits	2,000
South Frontenac Community Services (SFCS)	20,200	Inverary Youth	1,650
Community Grants	35,000	High School - Graduation	500
Seniors & Law Enforcement Together (SALT)	7,500	Trails - Work in kind - CRCA	5,219
Lake Study Grants	30,000	Heritage Committee Grant (15k prior year carryover)	30,000
Non-Township Facilities (Verona Mini-Park/ Lion's Hall)	7,040	Miscellaneous	5,000
	Total		244,109

TOWNSHIP OF SOUTH FRONTENAC

2025 Draft Budget

Protection to Persons and Property Detail

	Actuals			2024-2025 Budget	
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
1. FIRE					
2. Revenue					
3. User Charges	55,750	23,955	48,600	-7,150	-12.83%
4. Grants from Other Municipalities	0	0	0	0	0.00%
5. Other	0	37,363	0	0	0.00%
6. Transfer from Reserves	865,021	0	1,053,240	188,219	21.76%
7. Total Revenue	920,771	61,318	1,101,840	181,069	19.66%
8. Expense					
9. Remuneration	811,005	837,206	842,397	31,392	3.87%
10. Benefits	173,720	137,153	163,231	-10,490	-6.04%
11. Memberships, Training and Travel	30,750	11,515	31,250	500	1.63%
12. Communications & Public Education	69,900	62,043	68,650	-1,250	-1.79%
13. Professional and Consulting Fees	6,250	5,586	5,250	-1,000	-16.00%
14. Fire Operations	347,458	362,455	446,669	99,210	28.55%
15. Transfer to Capital	784,000	284,025	1,106,740	322,740	41.17%
16. Transfer to Reserves	452,182	489,545	511,226	59,044	13.06%
17. Total Expense	2,675,265	2,189,527	3,175,412	500,147	18.70%
18. TOTAL FIRE	1,754,494	2,128,209	2,073,572	319,078	18.19%
19. FIRE FACILITIES					
20. Expense					
21. Facilities Operating Costs	198,608	172,641	199,967	1,359	0.68%
22. Total Expense	198,608	172,641	199,967	1,359	0.68%
23. TOTAL FIRE FACILITIES	198,608	172,641	199,967	1,359	0.68%
24. 911 SERVICE					
25. Expense					
26. 911 Operations	10,460	10,460	10,500	40	0.38%
27. Total Expense	10,460	10,460	10,500	40	0.38%
28. TOTAL 911 SERVICE	10,460	10,460	10,500	40	0.38%
29. TOTAL FIRE	1,963,562	2,311,311	2,284,039	320,477	16.32%

<u>Explanation of Significant Variances</u>	
Line 9/12	VFF Wage Adjustment
Line 14	Insurance, Vehicle Maintenance, Fuel, Computer Maintenance Contracts

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

	Actuals		2024-2025 Budget		
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
1. POLICE					
2. Revenue					
3. User Charges	8,000	10,825	10,000	2,000	25.00%
4. Government Grants	9,300	2,165	8,000	-1,300	-13.98%
5. Investment Income	10,000	26,914	10,000	0	0.00%
5. Transfer from Reserves	0	0	50,000	50,000	100.00%
6. Total Revenue	27,300	39,903	78,000	50,700	185.71%
7. Expense					
8. Remuneration	1,350	600	1,600	250	18.52%
9. Memberships, Training and Travel	1,200	792	2,550	1,350	112.50%
10. Communications	1,214	847	1,500	286	23.57%
11. Police Operations	2,860,686	2,601,128	2,962,297	101,611	3.55%
12. Total Expense	2,864,450	2,603,368	2,967,947	103,497	3.61%
13. TOTAL POLICE	2,837,150	2,563,464	2,889,947	52,797	1.86%
14. RIDE PROGRAM					
15. Revenue					
16. Government Grants	8,840	7,661	5,000	-3,840	-43.44%
17. Total Revenue	8,840	7,661	5,000	-3,840	-43.44%
18. Expense					
19. Ride Operations	8,840	919	5,000	-3,840	-43.44%
20. Total Expense	8,840	919	5,000	-3,840	-43.44%
21. TOTAL RIDE PROGRAM	0	-6,742	0	0	100.00%
22. Total Police	2,837,150	2,556,723	2,889,947	52,797	1.86%
23. CONSERVATION AUTHORITIES					
24. Revenues					
25. Transfer from Reserves	200,000	0	0	0	-100.00%
26. Total Revenue	200,000	0	0	0	-100.00%
27. Expense					
28. Remuneration	2,000	450	1,500	-500	-25.00%
29. Conservation Authority Transfers	319,876	319,877	343,529	23,653	7.39%
30. Transfer to Capital	200,000	0	0	0	-100.00%
31. Total Expense	521,876	320,327	345,029	23,153	4.44%
32. TOTAL CONSERVATION AUTHORITIES	321,876	320,327	345,029	23,153	7.19%

Explanation of Significant Variances

Line 11	OPP Policing
Line 29	Conservation Authorities increases
	Cataraqui Region Conservation Authority \$9,225 or 5.45% increase
	Quinte Conservation \$13,418 or 10.9% increase.
	Rideau Valley Conservation Authority \$1,010 or 3.66% increase

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

Protection to Persons and Property Detail		Actuals			2024-2025 Budget	
	2024 Budget	22-Nov-24	2025 Budget	Variance		
	\$	\$	\$	\$	%	
1. PROTECTIVE INSPECTIONS AND CONTROL						
2. Revenue						
3. User Charges	24,000	27,549	32,000	8,000	33.33%	
4. Licenses, Permits and Rents	42,000	33,575	34,000	-8,000	-19.05%	
5. Government Grants	9,000	14,837	9,000	0	0.00%	
6. Other	0	0	0	0	0.00%	
7. Total Revenue	75,000	75,961	75,000	0	0.00%	
8. Expense						
9. Inter Departmental Transfer	0	0	0	0	0.00%	
10. Memberships, Training and Travel	15,500	10,083	20,500	5,000	32.26%	
11. Communications	2,100	447	2,100	0	0.00%	
12. Professional and Consulting Fees	23,000	25,974	23,000	0	0.00%	
13. Protective Operations	108,153	85,314	115,699	7,547	6.98%	
14. Transfer to Reserves	0	0	0	0	0.00%	
15. Total Expense	148,753	121,818	161,299	12,547	8.43%	
16. TOTAL PROTECTIVE INSPECTIONS AND CONTROL	73,753	45,857	86,299	12,547	17.01%	
17. EMERGENCY MANAGEMENT						
18. Revenue						
19. Transfer from Reserves	0	0	0	0	0.00%	
20. Total Revenue	0	0	0	0	100.00%	
21. Expense						
22. Remuneration	500	33	500	0	0.00%	
23. Memberships, Training and Travel	1,000	0	1,000	0	0.00%	
24. Communications	1,000	0	1,500	500	50.00%	
25. Emg Management Operations	1,000	0	1,000	0	0.00%	
26. Total Expense	3,500	33	4,000	500	14.29%	
27. TOTAL EMERGENCY MANAGEMENT	3,500	33	4,000	500	14.29%	

Explanation of Significant Variances

Line 10	By-law Mileage
Line 13	By-law Enforcement Contract/ Humane Society Services

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

	Actuals		2024-2025 Budget		
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
1. BUILDING					
2. Revenue					
3. User Charges	19,500	25,611	19,500	0	0.00%
4. Licenses, Permits and Rents	1,181,183	895,737	1,110,600	-70,583	-5.98%
5. Government Grants	0	0	0	0	0.00%
5. Investment Income	0	30,133	0	0	0.00%
6. Other	0	3,600	0	0	0.00%
7. Transfer from Reserves	90,600	0	177,736	87,136	96.18%
Total Revenue	1,291,283	955,080	1,307,836	16,553	1.28%
8. Expense					
9. Remuneration	788,377	633,275	819,359	30,982	3.93%
10. Benefits	273,614	208,389	274,078	464	0.17%
11. Inter Departmental Transfer	0	0	0	0	0.00%
12. Memberships, Training and Travel	31,300	19,276	33,200	1,900	6.07%
13. Communications	6,639	4,026	6,100	-539	-8.12%
14. Professional and Consulting Fees	10,000	10,777	10,000	0	0.00%
15. Building Operations	91,354	111,801	125,100	33,746	36.94%
16. Transfer to Capital	50,000	83,753	0	-50,000	-100.00%
17. Transfer to Reserves	40,000	40,000	40,000	0	0.00%
18. Total Expense	1,291,283	1,111,296	1,307,836	16,553	1.28%
19. TOTAL BUILDING	0	156,216	0	0	-35.45%
20. CIVIC NUMBERS					
21. Revenue					
22. User Charges	10,000	5,762	6,500	-3,500	-35.00%
23. Total Revenue	10,000	5,762	6,500	-3,500	-35.00%
24. Expense					
25. Remuneration	0	5,440	0	0	0.00%
26. Benefits	0	0	0	0	0.00%
27. Civic Numbers Operations	52,700	3,107	54,600	1,900	3.61%
28. Total Expense	52,700	8,547	54,600	1,900	3.61%
29. TOTAL CIVIC NUMBERS	42,700	2,785	48,100	5,400	12.65%
30. TOTAL BUILDING	42,700	159,001	48,100	5,400	12.65%
31. Total Protection to Persons and Property Detail	5,242,540	5,393,251	5,657,414	414,874	7.91%

Explanation of Significant Variances

Line 4	Part 8 -& Building Permit Fees
Line 9/10	Annualization Deputy CBO
Line 15	Banking Service Charges, Vehicle Maintenance, Insurance, Computer Maintenance Contracts

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

Transportation Services Detail

	Actuals			2024-2025 Budget	
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
1. ROADS					
2. Revenue					
3. User Charges	8,500	4,550	8,500	0	0.00%
4. Licenses, Permits and Rents	99,500	52,029	99,500	0	0.00%
5. Government Grants	901,352	751,127	766,149	-135,203	-15.00%
6. Grants from Other Municipalities	495,000	0	562,137	67,137	13.56%
7. Other	60,000	141,373	67,800	7,800	13.00%
8. Transfer from Reserve	6,702,948	-1,771	9,139,314	2,436,366	36.35%
Total Revenue	8,267,300	947,308	10,643,400	2,376,100	28.74%
9. Expense					
10. Remuneration	1,724,297	1,780,111	1,940,376	216,079	12.53%
11. Benefits	637,485	872,308	679,221	41,736	6.55%
12. Inter Departmental Transfer	-799,178	-65,002	-840,446	-41,268	5.16%
13. Memberships, Training and Travel	39,464	42,991	39,919	455	1.15%
14. Communications	58,502	42,703	59,492	990	1.69%
15. Professional and Consulting Fees	58,542	30,058	78,692	20,150	34.42%
16. Roads Operations * (see details below)	3,232,925	2,714,947	3,400,757	167,832	5.19%
17. Transfer to Capital	10,628,050	9,504,220	12,210,100	1,582,050	14.89%
18. Transfer to Reserves	604,118	431,924	700,000	95,882	15.87%
19. Total Expense	16,184,205	15,354,259	18,268,112	2,083,906	12.88%
20. TOTAL ROADS	7,916,905	14,406,951	7,624,712	-292,194	-3.69%
21. WINTER CONTROL					
22. Expense					
23. Remuneration	567,561	331,148	578,896	11,335	2.00%
24. Benefits	199,706	0	205,928	6,221	3.12%
25. Inter Departmental Transfer	622,009	329,830	634,669	12,660	2.04%
26. Winter Control Operations	971,733	826,310	815,783	-155,951	-16.05%
27. Transfer to Capital	0	0	0	0	0.00%
28. Total Expense	2,361,009	1,487,288	2,235,275	-125,734	-5.33%
29. TOTAL WINTER CONTROL	2,361,009	1,487,288	2,235,275	-125,734	-5.33%
30. Total Transportation Services	10,277,914	15,894,239	9,859,987	-417,928	-4.07%

31. *Roads Operations Breakdown (line 16)	YTD Actual			2024-2025 Budget	
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
32. Maintenance - Structures	20,018	59,556	30,000	9,982	49.86%
33. Roadside Maintenance	492,073	562,840	540,506	48,433	9.84%
34. Hardtop Maintenance	471,855	403,817	482,320	10,465	2.22%
35. Loose Top Maintenance	334,071	359,507	377,079	43,008	12.87%
36. Safety Devices	478,419	394,880	498,271	19,852	4.15%
37. Street Lights	47,500	25,148	49,500	2,000	4.21%
38. Overhead	1,388,988	909,201	1,423,082	34,094	2.45%
39. TOTAL ROADS MAINTENANCE	3,232,925	2,714,947	3,400,757	167,832	5.19%

Explanation of Significant Variances

Line 5	OCIF Funding Confirmed and is was reduced by 15% - \$135,203
Line 6	County CCBF (former Gas Tax) - confirmed
Line 10/11	LEO PT to FT, Asset Management Coordinator, Reallocation of positions
Line 15	Catch Basin Consulting - ECA changes
Line 29	5 year average + 2%
Line 33	Catch Basin Maintenance and Drainage
Line 35	Calcium contract

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

Environmental Services Detail		Actuals			2024-2025 Budget	
		2024 Budget	22-Nov-24	2025 Budget	Variance	
		\$	\$	\$	\$	%
1.	WATER SYSTEM					
2.	Revenue					
3.	User Charges	417,030	324,904	425,311	8,280	1.99%
4.	Licenses, Permits and Rents	2,400	2,000	2,400	0	0.00%
5.	Government Grants	201,657	18,064	513,310	311,653	154.55%
6.	Other	0	0	0	0	0.00%
7.	Transfer from Reserves	110,843	0	252,190	141,347	127.52%
8.	Total Revenue	731,930	344,968	1,193,211	461,280	63.02%
9.	Expense					
10.	Remuneration	0	0	0	0	0.00%
11.	Inter Departmental Transfer	704	0	207	-497	-70.66%
12.	Communications	5,600	3,277	6,500	900	16.07%
13.	Professional and Consulting Fees	193,700	172,144	239,900	46,200	23.85%
14.	Water System Operations	92,845	68,734	93,000	156	0.17%
15.	Transfer to Reserves	126,582	0	88,104	-38,478	-30.40%
16.	Transfer to Capital	312,500	72,511	765,500	-312,500	
17.	Total Expense	731,930	316,667	1,193,211	8,280	1.13%
18.	TOTAL WATER SYSTEM	0	-28,301	0	0	0.00%
19.	SOLID WASTE AND FACILITIES MANAGEMENT					
20.	Revenue					
21.	User Charges	420,377	316,075	374,033	-46,344	-11.02%
22.	Government Grants	487,962	218,755	210,969	-276,993	-56.77%
23.	Other	0	0	0	0	0.00%
24.	Transfer from Reserves	0	0	415,000	415,000	100.00%
25.	Total Revenue	908,339	534,830	1,000,002	91,663	10.09%
26.	Expense					
27.	Remuneration	396,163	388,236	266,569	-129,594	-32.71%
28.	Benefits	127,506	62,571	105,991	-21,514	-16.87%
29.	Inter Departmental Transfer	132,606	165,942	153,897	21,292	16.06%
30.	Memberships, Training and Travel	3,925	1,617	3,975	50	1.27%
31.	Communications	13,056	7,309	12,982	-74	-0.57%
32.	Professional and Consulting Fees	96,000	80,313	94,505	-1,495	-1.56%
33.	Solid Waste Management Operations	2,301,393	2,031,476	1,938,235	-363,158	-15.78%
34.	Transfer to Capital	0	5,088	415,000	415,000	100.00%
35.	Transfer to Reserves	40,000	151,484	146,582	106,582	266.45%
36.	Total Expense	3,110,649	2,894,037	3,137,736	27,087	0.87%
37.	TOTAL SOLID WASTE MANAGEMENT	2,202,310	2,359,207	2,137,734	-64,575	-2.93%
38.	Total Environmental Services	2,202,310	2,330,906	2,137,734	-64,575	-2.93%

Explanation of Significant Variances

Line 5	Green Funding (ICIP) for Serpentine Piping
Line 13	Utilities Kingston Fees
Line 27/28	Reallocation of Wages/positions to Facilities
Line 22/33/35	Blue Box Changes

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

Parks, Recreation and Cemeteries Detail

	Actuals			2024-2025 Budget	
	2024 Budget	22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
1. PARKS AND RECREATION PROGRAMS					
2. Revenue					
3. User Charges	165,950	207,761	143,600	-22,350	-13.47%
4. Government Grants	8,000	12,696	6,000	-2,000	-25.00%
5. Donations	6,725	40,995	5,000	-1,725	-25.65%
6. Other	0	0	0	0	0.00%
7. Transfers From Reserves/Reserve Funds	30,000	0	60,000	30,000	100.00%
8. Total Revenue	210,675	261,452	214,600	3,925	1.86%
9. Expense					
10. Remuneration	413,160	302,894	440,511	27,352	6.62%
11. Benefits	83,718	84,127	91,151	7,433	8.88%
12. Inter Departmental Transfer	2,582	529	248	-2,334	-90.40%
13. Memberships, Training and Travel	17,850	10,431	16,950	-900	-5.04%
14. Communications	29,785	25,410	29,025	-760	-2.55%
15. Professional and Consulting Fees	300	0	300	0	0.00%
16. Parks and Recreation Programs - Operations	180,661	285,671	198,190	17,529	9.70%
17. Grants	0	0	0	0	0.00%
18. Transfer to Capital	30,000	60,943	60,000	30,000	100.00%
19. Transfer to Reserves	0	0	0	0	0.00%
20. Total Expense	758,055	770,004	836,375	78,320	10.33%
21. TOTAL PARKS AND RECREATION PROGRAMS	547,380	508,553	621,775	74,395	13.59%
22. PARKS AND RECREATION FACILITIES					
23. BUILDINGS					
24. Revenue					
25. User Charges	1,000	1,590	0	-1,000	-100.00%
26. Licenses, Permits and Rents	10,810	11,196	12,310	1,500	13.88%
27. Government Grants	0	0	0	0	0.00%
28. Grants from Other Municipalities	0	0	0	0	0.00%
29. Donations/Contributions	0	50	5,000	5,000	100.00%
6. Other	4,400	0	4,400	0	0.00%
30. Transfer from Reserves	455,000	0	0	-455,000	-100.00%
31. Total Revenue	471,210	12,836	21,710	-449,500	-95.39%
32. Expense					
33. Remuneration	0	52,110	0	0	0.00%
34. Benefits	0	0	0	0	0.00%
35. Inter Departmental Transfer	9,504	17,616	12,687	3,183	33.49%
36. Communications	900	1,129	1,700	800	88.89%
37. Professional and Consulting Fees	8,365	0	5,000	-3,365	-40.23%
38. Building Operations	226,161	189,253	203,392	-22,769	-10.07%
39. Transfer to Capital	464,000	461,665	206,000	-258,000	-55.60%
40. Total Expense	708,931	721,773	428,779	-280,152	-39.52%
41. TOTAL BUILDINGS	237,721	708,937	407,069	169,348	71.24%

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

Parks, Recreation and Cemeteries Detail		Actuals			2024-2025 Budget	
		2024 Budget	22-Nov-24	2025 Budget	Variance	
		\$	\$	\$	\$	%
42.	PARKS					
43.	Revenue					
44.	User Charges	3,000	5,031	5,000	2,000	66.67%
45.	Licenses, Permits and Rents	270	368	300	30	11.11%
46.	Government Grants	0	0	0	0	0.00%
47.	Donations/Contributions	0	16,000	0	0	0.00%
48.	Other	0	0	0	0	0.00%
49.	Transfer from Reserves	1,124,000	0	455,000	-669,000	-59.52%
50.	Total Revenue	1,127,270	21,400	460,300	-666,970	-59.17%
51.	Expense					
52.	Remuneration	843	115,823	56,669	55,826	6619.61%
53.	Benefits	323	963	6,883	6,560	2028.02%
54.	Inter Departmental Transfer	29,883	70,139	35,011	5,128	17.16%
55.	Professional and Consulting Fees	5,500	0	3,200	-2,300	-41.82%
56.	Parks Operations	206,916	145,506	194,965	-11,950	-5.78%
57.	Transfer to Capital	1,115,000	350,538	495,000	-620,000	-55.61%
58.	Total Expense	1,358,466	682,968	791,729	-566,737	-41.72%
59.	TOTAL PARKS	231,196	661,568	331,429	100,233	43.35%
60.	ARENA					
61.	Revenue					
62.	User Charges	0	0	0	0	0.00%
63.	Transfer from Reserves	0	0	0	0	100.00%
64.	Total Revenue	0	0	0	0	100.00%
65.	Expense					
66.	Remuneration	250	400	0	-250	-100.00%
67.	Transfer to Others	140,985	156,587	209,144	68,159	48.35%
68.	Transfer to Reserves	0	0	0	0	0.00%
69.	Total Expense	141,235	156,987	209,144	67,909	48.08%
70.	TOTAL ARENA	141,235	156,987	209,144	67,909	48.08%
71.	TOTAL PARKS AND RECREATION FACILITIES	610,151	1,527,493	947,642	337,491	55.31%
72.	TOTAL PARKS AND RECREATION	1,157,531	2,036,045	1,569,417	411,886	35.58%
73.	CEMETERIES					
74.	Revenue					
75.	User Charges	40,200	26,251	71,530	31,330	77.94%
76.	Investment Income	14,000	11,791	14,000	0	0.00%
77.	Donations	0	0	0	0	100.00%
78.	Transfer From Reserves	0	0	0	0	100.00%
79.	Total Revenue	54,200	38,042	85,530	31,330	57.80%
80.	Expense					
81.	Cemetery Operations	71,360	78,073	85,249	13,889	19.46%
82.	Transfer to Capital	0	0	0	0	100.00%
83.	Transfer to Reserves	0	0	0	0	100.00%
84.	Total Expense	71,360	78,073	85,249	13,889	19.46%
85.	TOTAL CEMETERIES	17,160	40,031	-281	-17,441	-101.64%
86.	Total Parks, Recreation and Cemeteries	1,174,691	2,076,077	1,569,135	394,444	33.58%

Explanation of Significant Variances

Line 3	Swim/ Daycamp Program Fees
Line 10/11	Annualize LEO-Facilities
Line 16	Lakes and Trails, Music Festival, Canada Day, Insurance
Line 52/53	Reallocation of Positions
Line 67	Arena preliminary budget
Line 75/81	Forecasted Fee adjustment/Interment cost contract increase

TOWNSHIP OF SOUTH FRONTENAC 2025 Draft Budget

	Development Services			2024-2025 Budget	
	2024 Budget	Actuals 22-Nov-24	2025 Budget	Variance	
	\$	\$	\$	\$	%
1.	Development Services				
2.	Revenue				
3.	User Charges	328,000	199,727	305,000	-23,000 -7.01%
4.	Government Grants	0	0	0	0 0.00%
5.	Grants from Other Municipalities	0	0	0	0 0.00%
6.	Transfer from Reserves	145,000	0	25,000	-120,000 -82.76%
7.	Total Revenue	473,000	199,727	330,000	-143,000 -30.23%
8.	Expense				
9.	Remuneration	530,011	452,491	558,421	28,410 5.36%
10.	Benefits	177,292	147,465	182,353	5,061 2.85%
11.	Inter Departmental Transfer	0	0	0	0 0.00%
12.	Memberships, Training and Travel	49,400	12,705	40,400	-9,000 -18.22%
13.	Communications	8,315	7,892	8,750	435 5.23%
14.	Professional and Consulting Fees	37,200	52,267	37,200	0 0.00%
15.	Operations	75,746	50,678	72,639	-3,106 -4.10%
16.	Transfer to Capital	145,000	83,555	25,000	-120,000 -82.76%
17.	Transfer to Reserves	0	0	0	0 0.00%
18.	Total Expense	1,022,964	807,053	924,763	-98,200 -9.60%
19.	TOTAL Planning and Development	549,964	607,326	594,763	44,800 8.15%

Explanation of Significant Variances

Line 3	Adjusted Forecasted Planning Fees
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**Township of South Frontenac
2025 Capital Budget with Financing**

Detailed Sheet page #	Project #	Project *	2025 Pre-Approved	Previous Year Budget Approved towards Project	2025 Budget	2026 Budget	Development Charges	Community Building Fund (formerly Federal Gas Tax)	Parkland	Working Funds	Asset Investment Reserve	Infrastructure	Arterial	Road 38
CORPORATE SERVICES														
1	22-02	Gateway Signage (2022-2025 Project)	Yes	166,666	53,334					53,334				
2	23-12	Wayfinding Sign Fabrication and Installation (2022-2025 Project)	Yes	533,334	266,667					186,667				
3	22-06	Verona Housing - Design and studies		175,000	100,000							100,000		
TOTAL CORPORATE SERVICES				875,000	420,001	0	0	0	0	240,001	0	100,000		
FIRE														
4	25-11	Hoses and Appliances			20,000	20,000								
5	25-12	ATV w Trailer replacement x 2			50,000									
6	25-14	Rapid Response Unit Replacement x 2			180,000									
7	25-16	Wildland Truck Replacement			90,000									
8	25-18	Fire Chief Vehicle Replacement			75,000									
9	25-90	Marine 361 Equipment			22,000									
10	25-91	Bunker Gear Replacement x 8			38,240									
11	25-92	Mobile Gear Racks x 3			21,000									
12	25-93	Drone - new			10,500									
13	25-94	Dry-Hydrant Replacement			35,000							35,000		
14	25-95	Paid on Call Firefighter Recruitment (up to 30)	Yes		280,000					280,000				
TOTAL FIRE				0	821,740	20,000	0	0	0	280,000	0	35,000	0	0
PUBLIC SERVICES														
FLEET														
15	25-21	Three (3) 1/2 Ton Trucks Replacement			210,000									
16	25-23	Grader Replacement			600,000									
17	25-24	Wheel Loader Replacement			340,000									
18	25-25	Tools and Equipment for Service Vehicle			15,000									
19	25-26	Diagnostic tool for vehicles and heavy equipment			10,000									
20	25-27	Towable gravel compactor			40,000							40,000		
subtotal - Fleet				0	1,215,000	0	0	0	0	0	0	40,000	0	0
ROADS INFRASTRUCTURE														
21	23-92	*Road 38/Boyce Road Sidewalk and Storm Sewers		14,800	873,000									
22	22-18	Eagle Creek Bridge (B31) Reconstruction		50,000	1,053,500			275,000			778,500			
23	23-46A	Shale Road Culvert		20,000	22,000									
24	23-51	Pleasant Valley Municipal Drain - Drainage Act Maintenance		35,250	7,800									
25	23-56	Road 38 Design and Construction (Kingston Rd to Murton Road)		220,000	4,315,000	1,485,000	500,000						2,190,368	1,062,495
26	24-41A	Craig Road		54,900	1,095,000		600,000							
27	24-41B	Westport Road		10,800	1,351,700		300,000				285,551			
28	24-41C	Florida Road		9,300	291,100									
29	25-31	Surface Treatment (LCB) Preservation			950,000						950,000			
30	25-32	Pre-Engineering Roads 2026			136,400						136,400			
31	25-33	Gravel Road Reconstruction Program 2025			340,000									
32	25-34	Murvale Creek Culvert			831,000	625,000							831,000	
33	25-35	Buck Bay Road - Unnamed Bridge Repair			49,000									
34	25-36	Buck Lake Culvert (OSIM) Design			35,000	17,000								
35	25-37	Detailed Assessment Petworth Bridge			19,500									
36	25-38	Detailed Assessment Opinicon Bridge			14,000									
37	25-39	Pre-Engineering Bridges 2026			50,000									
38	25-40	Arterial Road Culvert Replacement Program			250,000									
subtotal - Roads Infrastructure				415,050	10,811,000	2,127,000	1,400,000	275,000	0	0	2,150,451	0	3,021,368	1,062,495
SYDENHAM WATER														

* Deferred Project

**Township of South Frontenac
2025 Capital Budget with Financing**

Detailed Sheet page #	Project #	Project *	2025 Pre-Approved	Previous Year Budget Approved towards Project	2025 Budget	Facilities	Fire Equipment	Public Services Equipment	Landfill Closure	Sydenham Water Reserve	Taxation	Other	Notes
CORPORATE SERVICES													
1	22-02	Gateway Signage (2022-2025 Project)	Yes	166,666	53,334								
2	23-12	Wayfinding Sign Fabrication and Installation (2022-2025 Project)	Yes	533,334	266,667							80,000	Red Grant Program - 80k per year 2023-2025
3	22-06	Verona Housing - Design and studies		175,000	100,000								
TOTAL CORPORATE SERVICES				875,000	420,001	0	0	0	0	0	0	80,000	
FIRE													
4	25-11	Hoses and Appliances			20,000		20,000						
5	25-12	ATV w Trailer replacement x 2			50,000		50,000						
6	25-14	Rapid Response Unit Replacement x 2			180,000		180,000						
7	25-16	Wildland Truck Replacement			90,000		90,000				22,000		
8	25-18	Fire Chief Vehicle Replacement			75,000		75,000						
9	25-90	Marine 361 Equipment			22,000								
10	25-91	Bunker Gear Replacement x 8			38,240		38,240						
11	25-92	Mobile Gear Racks x 3			21,000						21,000		
12	25-93	Drone - new			10,500						10,500		
13	25-94	Dry-Hydrant Replacement			35,000								
14	25-95	Paid on Call Firefighter Recruitment (up to 30)	Yes		280,000								
TOTAL FIRE				0	821,740	0	453,240	0	0	0	53,500	0	
PUBLIC SERVICES													
FLEET													
15	25-21	Three (3) 1/2 Ton Trucks Replacement			210,000			210,000					
16	25-23	Grader Replacement			600,000			600,000					
17	25-24	Wheel Loader Replacement			340,000			340,000					
18	25-25	Tools and Equipment for Service Vehicle			15,000						15,000		
19	25-26	Diagnostic tool for vehicles and heavy equipment			10,000						10,000		
20	25-27	Towable gravel compactor			40,000								
subtotal - Fleet				0	1,215,000	0	0	1,150,000	0	0	25,000	0	
ROADS INFRASTRUCTURE													
21	23-92	*Road 38/Boyce Road Sidewalk and Storm Sewers		14,800	873,000								
22	22-18	Eagle Creek Bridge (B31) Reconstruction		50,000	1,053,500								
23	23-46A	Shale Road Culvert		20,000	22,000						22,000		
24	23-51	Pleasant Valley Municipal Drain - Drainage Act Maintenance		35,250	7,800							7,800	
25	23-56	Road 38 Design and Construction (Kingston Rd to Murton Road)		220,000	4,315,000							562,137	County-FGT
26	24-41A	Craig Road		54,900	1,095,000						495,000		
27	24-41B	Westport Road		10,800	1,351,700							766,149	OCIF
28	24-41C	Florida Road		9,300	291,100						291,100		
29	25-31	Surface Treatment (LCB) Preservation			950,000								
30	25-32	Pre-Engineering Roads 2026			136,400								
31	25-33	Gravel Road Reconstruction Program 2025			340,000						340,000		
32	25-34	Murvale Creek Culvert			831,000								
33	25-35	Buck Bay Road - Unnamed Bridge Repair			49,000						49,000		
34	25-36	Buck Lake Culvert (OSIM) Design			35,000						35,000		
35	25-37	Detailed Assessment Petworth Bridge			19,500						19,500		
36	25-38	Detailed Assessment Opinicon Bridge			14,000						14,000		
37	25-39	Pre-Engineering Bridges 2026			50,000						50,000		
38	25-40	Arterial Road Culvert Replacement Program			250,000						250,000		
subtotal - Roads Infrastructure				415,050	10,811,000	0	0	0	0	0	1,565,600	1,336,086	
SYDENHAM WATER													

**Township of South Frontenac
2025 Capital Budget with Financing**

Detailed Sheet page #	Project #	Project *	2025 Pre-Approved	Previous Year Budget Approved towards Project	2025 Budget	2026 Budget	Development Charges	Community Building Fund (formerly Federal Gas Tax)	Parkland	Working Funds	Asset Investment Reserve	Infrastructure	Arterial	Road 38
39	22-54	Replace Serpentine Piping	Yes		700,000									
40	25-61	Sydenham Drinking Water System - Treatment			58,500									
41	25-62	Sydenham Drinking Water System - Storage			7,000									
		subtotal - Sydenham Water		0	765,500	0	0	0	0	0	0	0	0	0
		SOLID WASTE												
42	25-86	Loughborough WDS - New Waste Transfer Facilities			65,000									
43	25-87	Landfill Compactor - Used			350,000						350,000			
		subtotal - Solid Waste		0	415,000	0	0	0	0	0	350,000	0	0	0
		FACILITIES												
44	23-08	Townhall Expansion - Furniture		3,825,000	50,000									
45	25-50	Station 7 - Washroom - Cinderella Toilet and shower			20,000									
46	25-51	Joint Fire Hall & OPP Station-Design			250,000	150,000	250,000							
47	25-52	Bedford Garage Site Works			64,100	95,000								
48	25-54	Station 2- Burridge - Exterior Upgrades			15,000									
49	25-56	Keeley Garage Pressure Washer			20,000									
50	25-57	Portland Garage Steel Roof Replacement			60,000									
51	25-58	Storrington Garage Oil/Grit Seperator			40,000									
52	25-59	Townhall - Charging Stations			350,000					125,000				
53	25-60	Cenotaph landscaping - Sydenham			60,000									
		subtotal - Facilities		3,825,000	929,100	245,000	250,000	0	0	125,000	0	0	0	0
		RECREATION												
54	24-55	Sydenham Point Accessible Washroom Upgrades		30,000	20,000									
55	24-56	Centennial Park - New Accessible Washrooms Design and Build		30,000	150,000	550,000	150,000							
56	24-68	Keeley/Bowes Diamond Upgrades		208,000	37,000				37,000					
57	24-70	Bellrock & Petworth Parkette Conceptual Design		15,000	15,000									
58	24-72	Shipyards Boat Ramp Rehabilitation		110,000	25,000									
59	25-55	Battersea Ball Park Pavillion			95,000									
60	25-66	Centennial Park - Baseball Diamond Rehabilitation			250,000									
61	25-67	*Harris Park - Playground Rehabilitation and Accessibility Upgrades			104,000									
62	25-69	Bleachers - 7 sets - Gerald Ball (2), Point Park(3), Inverary(2)			91,000									
63	25-70	Centennial Park Upgrades (Tree Planting \$20,000 deferred to 2026)			18,000	20,000			18,000					
		subtotal - Recreation		393,000	701,000	570,000	150,000	0	55,000	0	0	0	0	0
		TOTAL PUBLIC SERVICES		4,633,050	14,836,600	2,942,000	1,800,000	275,000	55,000	125,000	2,500,451	40,000	3,021,368	1,062,495
		DEVELOPMENT SERVICES												
64	25-78	Collins / Glenvale Creek flood hazard mapping project - CRCA joint project			25,000					25,000				
		TOTAL DEVELOPMENT SERVICES		0	25,000	0	0	0	0	25,000	0	0	0	0
		Total		5,508,050	16,103,341	2,962,000	1,800,000	275,000	55,000	670,001	2,500,451	175,000	3,021,368	1,062,495

* Deferred Projects

**Township of South Frontenac
2025 Capital Budget with Financing**

Detailed Sheet page #	Project #	Project *	2025 Pre-Approved	Previous Year Budget Approved towards Project	2025 Budget	Facilities	Fire Equipment	Public Services Equipment	Landfill Closure	Sydenham Water Reserve	Taxation	Other	Notes
39	22-54	Replace Serpentine Piping	Yes		700,000					186,690		513,310	Green Funding 73.33%
40	25-61	Sydenham Drinking Water System - Treatment			58,500					58,500			
41	25-62	Sydenham Drinking Water System - Storage			7,000					7,000			
		subtotal - Sydenham Water		0	765,500	0	0	0	0	252,190	0	513,310	
		SOLID WASTE											
42	25-86	Loughborough WDS - New Waste Transfer Facilities			65,000				65,000				
43	25-87	Landfill Compactor - Used			350,000								
		subtotal - Solid Waste		0	415,000	0	0	0	65,000	0	0	0	
		FACILITIES											
44	23-08	Townhall Expansion - Furniture		3,825,000	50,000	50,000							
45	25-50	Station 7 - Washroom - Cinderella Toilet and shower			20,000	20,000							
46	25-51	Joint Fire Hall & OPP Station-Design			250,000								
47	25-52	Bedford Garage Site Works			64,100						64,100		
48	25-54	Station 2- Burridge - Exterior Upgrades			15,000	15,000							
49	25-56	Keeley Garage Pressure Washer			20,000						20,000		
50	25-57	Portland Garage Steel Roof Replacement			60,000						60,000		
51	25-58	Storrington Garage Oil/Grit Seperator			40,000	40,000							
52	25-59	Townhall - Charging Stations			350,000							225,000	ChargeON funding \$225,000, ZEVIP \$90,000 pending
53	25-60	Cenotaph landscaping - Sydenham			60,000	60,000							
		subtotal - Facilities		3,825,000	929,100	185,000	0	0	0	0	144,100	225,000	
		RECREATION											
54	24-55	Sydenham Point Accessible Washroom Upgrades		30,000	20,000						20,000		
55	24-56	Centennial Park - New Accessible Washrooms Design and Build		30,000	150,000								
56	24-68	Keeley/Bowes Diamond Upgrades		208,000	37,000								
57	24-70	Bellrock & Petworth Parkette Conceptual Design		15,000	15,000						15,000		
58	24-72	Shipyards Boat Ramp Rehabilitation		110,000	25,000						25,000		
59	25-55	Battersea Ball Park Pavillion			95,000						90,000	5,000	Fundraising \$5,000
60	25-66	Centennial Park - Baseball Diamond Rehabilitation			250,000	250,000							Applied for grant 50% funding
61	25-67	*Harris Park - Playground Rehabilitation and Accessibility Upgrades			104,000								
62	25-69	Bleachers - 7 sets - Gerald Ball (2), Point Park(3), Inverary(2)			91,000						91,000		
63	25-70	Centennial Park Upgrades (Tree Planting \$20,000 deferred to 2026)			18,000								
		subtotal - Recreation		393,000	701,000	250,000	0	0	0	0	241,000	5,000	
		TOTAL PUBLIC SERVICES		4,633,050	14,836,600	435,000	0	1,150,000	65,000	252,190	1,975,700	2,079,396	
		DEVELOPMENT SERVICES											
64	25-78	Collins / Glenvale Creek flood hazard mapping project - CRCA joint project			25,000								
		TOTAL DEVELOPMENT SERVICES		0	25,000	0	0	0	0	0	0	0	
		Total		5,508,050	16,103,341	435,000	453,240	1,150,000	65,000	252,190	2,029,200	2,159,396	

RESERVES & RESERVE FUNDS FORECAST - 2025 Budget

	PROJECTED BALANCE	2025 Budgeted Expenditures		Contribution to Reserve in 2025 Budget		PROJECTED BALANCE
	END OF YEAR - 2024	CAPITAL FUND	REVENUE FUND	TAXATION BDGTD	OTHER REVENUES	END OF YEAR - 2025
Fiscal						
Working Funds	573,739	670,001	69,437	373,320		207,621
COVID/ Safe Restart	219,515					219,515
Equipment and Infrastructure						
General						
Asset Investment Reserve	541,051	2,500,451		2,794,341		834,941
Infrastructure	4,101	175,000		275,000		104,101
Climate Change	23,877			100,000		123,877
Vertical						
Facilities/Property	439,579	435,000		344,329		348,908
Recreation	3,026					3,026
Rolling						
Capital - Building Department	29,650			40,000		69,650
Capital - Fire Department	191,917	453,240		511,226		249,903
Capital - Roads Department	472,181	1,150,000		700,000		22,181
Linear						
Cemetery Lot Addition	43,538					43,538
Arterial	4,370,000	3,021,368		250,000		1,598,632
Stabilization						
Wages-Fire Department	34,976					34,976
Building Department	1,844,550		177,736			1,666,814
Policing Costs	848,773		50,000			798,773
Winter Control - Roads Dept.	866,337					866,337
Recycling	273,641			106,582		380,223
Planning	66,784					66,784
Revenue-Severance Appl.	20,000					20,000
Water Reserve Fund	1,707,902	252,190		88,104		1,543,816
<i>Sub-total</i>	<i>12,475,138</i>	<i>8,657,250</i>	<i>297,173</i>	<i>5,582,902</i>	<i>0</i>	<i>9,203,617</i>
OBLIGATORY RESERVE FUNDS						
5% Parkland	-46,132	55,000		150,000		48,868
Development Charges	668,025	1,800,000		1,355,266		223,291
Environmental Enhancement	150,919					150,919
Community Building Fund (formerly Federal Gas Tax)	-363,832	837,137		1,223,297		22,328
Subdivider Contributions	37,171					37,171
Cannabis Legalization Fund-OCLIF	46,294					46,294
<i>Sub-total</i>	<i>453,244</i>	<i>2,692,137</i>	<i>0</i>	<i>2,728,563</i>	<i>0</i>	<i>528,870</i>
RESERVE FUNDS & TRUSTS						
Election	84,450			25,000		109,450
Highway #38 Reconstruction	1,062,495	1,062,495				0
Landfill Closure	434,548	65,000		40,000		409,548
Trusts						
Fire Donations	23,239					23,239
Portland Historical	40,584					40,584
Grant Memorial	28,975					28,975
OHRP	4,175					4,175
Cemetery - PC	602,205					602,205
Cemetery M. Burns Trust	25,000					25,000
Cemetery - Monument PC	82,758					82,758
Cemetery - Monument PC Inc	36,335					36,335
<i>Sub-total</i>	<i>2,424,764</i>	<i>1,127,495</i>	<i>0</i>	<i>65,000</i>	<i>0</i>	<i>1,362,269</i>
TOTAL	15,353,146	12,476,882	297,173	8,376,465	0	11,094,756

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

Detailed Sheet page #	Project #	Project *	2025 Pre-Approved	Previous Year Budget Approved towards Project	2025 Budget	2026 Budget	Notes
		CORPORATE SERVICES					
1	22-02	Gateway Signage (2022-2025 Project)	Yes	166,666	53,334		
2	23-12	Wayfinding Sign Fabrication and Installation (2022-2025 Project)	Yes	533,334	266,667		Red Grant Program - 80k per year 2023-2025
3	22-06	Verona Housing - Design and studies		175,000	100,000		
		TOTAL CORPORATE SERVICES		875,000	420,001	0	
		FIRE					
4	25-11	Hoses and Appliances			20,000	20,000	
5	25-12	ATV w Trailer replacement x 2			50,000		
6	25-14	Rapid Response Unit Replacement x 2			180,000		
7	25-16	Wildland Truck Replacement			90,000		
8	25-18	Fire Chief Vehicle Replacement			75,000		
9	25-90	Marine 361 Equipment			22,000		
10	25-91	Bunker Gear Replacement x 8			38,240		
11	25-92	Mobile Gear Racks x 3			21,000		
12	25-93	Drone - new			10,500		
13	25-94	Dry-Hydrant Replacement			35,000		
14	25-95	Paid on Call Firefighter Recruitment (up to 30)	Yes		280,000		
		TOTAL FIRE		0	821,740	20,000	0
		PUBLIC SERVICES					
		FLEET					
15	25-21	Three (3) 1/2 Ton Trucks Replacement			210,000		
16	25-23	Grader Replacement			600,000		
17	25-24	Wheel Loader Replacement			340,000		
18	25-25	Tools and Equipment for Service Vehicle			15,000		
19	25-26	Diagnostic tool for vehicles and heavy equipment			10,000		
20	25-27	Towable gravel compactor			40,000		
		subtotal - Fleet		0	1,215,000	0	0
		ROADS INFRASTRUCTURE					
21	23-92	*Road 38/Boyce Road Sidewalk and Storm Sewers		14,800	873,000		
22	22-18	Eagle Creek Bridge (B31) Reconstruction		50,000	1,053,500		
23	23-46A	Shale Road Culvert		20,000	22,000		
24	23-51	Pleasant Valley Municipal Drain - Drainage Act Maintenance		35,250	7,800		
25	23-56	Road 38 Design and Construction (Kingston Rd to Murton Road)		220,000	4,315,000	1,485,000	
26	24-41A	Craig Road		54,900	1,095,000		
27	24-41B	Westport Road		10,800	1,351,700		
28	24-41C	Florida Road		9,300	291,100		
29	25-31	Surface Treatment (LCB) Preservation			950,000		
30	25-32	Pre-Engineering Roads 2026			136,400		
31	25-33	Gravel Road Reconstruction Program 2025			340,000		
32	25-34	Murvale Creek Culvert			831,000	625,000	
33	25-35	Buck Bay Road - Unnamed Bridge Repair			49,000		
34	25-36	Buck Lake Culvert (OSIM) Design			35,000	17,000	
35	25-37	Detailed Assessment Petworth Bridge			19,500		
36	25-38	Detailed Assessment Opinicon Bridge			14,000		
37	25-39	Pre-Engineering Bridges 2026			50,000		
38	25-40	Arterial Road Culvert Replacement Program			250,000		

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

Detailed Sheet page #	Project #	Project *	2025 Pre-Approved	Previous Year Budget Approved towards Project	2025 Budget	2026 Budget	Notes
		subtotal - Roads Infrastructure		415,050	10,811,000	2,127,000	0
		SYDENHAM WATER					
39	22-54	Replace Serpentine Piping	Yes		700,000		Green Funding 73.33%
40	25-61	Sydenham Drinking Water System - Treatment			58,500		
41	25-62	Sydenham Drinking Water System - Storage			7,000		
		subtotal - Sydenham Water		0	765,500	0	0
		SOLID WASTE					
42	25-86	Loughborough WDS - New Waste Transfer Facilities			65,000		
43	25-87	Landfill Compactor - Used			350,000		
		subtotal - Solid Waste		0	415,000	0	0
		FACILITIES					
44	23-08	Townhall Expansion - Furniture		3,825,000	50,000		
45	25-50	Station 7 - Washroom - Cinderella Toilet and shower			20,000		
46	25-51	Joint Fire Hall & OPP Station-Design			250,000	150,000	
47	25-52	Bedford Garage Site Works			64,100	95,000	
48	25-54	Station 2- Burrigde - Exterior Upgrades			15,000		
49	25-56	Keeley Garage Pressure Washer			20,000		
50	25-57	Portland Garage Steel Roof Replacement			60,000		
51	25-58	Storrington Garage Oil/Grit Seperator			40,000		
52	25-59	Townhall - Charging Stations			350,000		ChargeON funding \$225,000, ZEVIP \$90,000 pending
53	25-60	Cenotaph landscaping - Sydenham			60,000		
		subtotal - Facilities		3,825,000	929,100	245,000	0
		RECREATION					
54	24-55	Sydenham Point Accessible Washroom Upgrades		30,000	20,000		
55	24-56	Centennial Park - New Accessible Washrooms Design and Build		30,000	150,000	550,000	
56	24-68	Keeley/Bowes Diamond Upgrades		208,000	37,000		
57	24-70	Bellrock & Petworth Parkette Conceptual Design		15,000	15,000		
58	24-72	Shipyards Boat Ramp Rehabilitation		110,000	25,000		
59	25-55	Battersea Ball Park Pavillion			95,000		Fundraising \$5,000
60	25-66	Centennial Park - Baseball Diamond Rehabilitation			250,000		Applied for grant 50% funding
61	25-67	*Harris Park - Playground Rehabilitation and Accessibility Upgrades			104,000		
62	25-69	Bleachers - 7 sets - Gerald Ball (2), Point Park(3), Inverary(2)			91,000		
63	25-70	Centennial Park Upgrades (Tree planting \$20,000 deferred to 2026)			18,000	20,000	
		subtotal - Recreation		393,000	701,000	570,000	0
		TOTAL PUBLIC SERVICES		4,633,050	14,836,600	2,942,000	0
		DEVELOPMENT SERVICES					
64	25-78	Collins / Glenvale Creek flood hazard mapping project - CRCA joint project			25,000		
		TOTAL DEVELOPMENT SERVICES		0	25,000	0	0
		Total		5,508,050	16,103,341	2,962,000	0

Capital Project Detail Sheet

Project Information

 Project Name: **Gateway Signage**

Type of Project: Other

 Project Number: **22-02**

Basis for Activity: Growth Related

Department: 1210 - CAO

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

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

Rationale: Gateway signs are important beacons where visitors and residents will easily recognize they are entering South Frontenac and what it represents.

(Pre-approved in 2022)

The use of updated gateway signage with South Frontenac's new brand will promote attention to the natural assets and opportunities the Township provides.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	12,703	220,000	166,666	53,334	0	0	0	0
Total		12,703	220,000	166,666	53,334	0	0	0	0

Project Information

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

Type of Project: Other

 Project Number: **23-12**

Basis for Activity: Other

Department: 1220 - Communications

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

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

Rationale: Wayfinding signage will be prepared and installed in critical locations that will provide a clear, consistent and highly navigable system that will inform and direct visitors and residents to local businesses, services, attractions and recreational amenities and assets.

The signage will use the new branding that will provide continuity in linking tourism and economic development in the Township.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
53310 - Materials	Expenses / Expenditure	97,658	0	0	0	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	800,000	533,333	266,667	0	0	0	0
Total		97,658	800,000	533,333	266,667	0	0	0	0
41500 - Grnts-Prov	Revenues / Funding Source	0	0	0	0	0	0	0	0
49650 - Reserve	Revenues / Funding Source	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0

Capital Project Detail Sheet

Project Information

Project Name: **Seniors & Affordable Housing - Project Design & Management Consultant**

Type of Project: Other

Project Number: **22-06**

Basis for Activity: Service Level Change

Department: 1210 - CAO

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

Description: Continue to advance work on the Verona Housing including architectural plans, zoning changes, public communication and other items in parallel to the servicing project.

Rationale: Continue to work in parallel with the servicing project for the Verona site.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55330 - Consultant	Expenses / Expenditure	65,139	275,000	175,000	100,000	0	0	0	0
Total		65,139	275,000	175,000	100,000	0	0	0	0

Project Information

 Project Name: **Hoses and Appliances**

Type of Project: Equipment

 Project Number: **25-11**

Basis for Activity: Other

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Replacement Hoses and Appliances

Rationale: Part of the SFFR Fleet and Equipment Asset Management Plan includes the annual replacement hoses and appliances for structural firefighting operations.

Annual costs and investments are spread out to reduce significant one time costs.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	100,000	0	20,000	20,000	20,000	20,000	20,000
Total		0	100,000	0	20,000	20,000	20,000	20,000	20,000

Capital Project Detail Sheet

Project Information

 Project Name: **Replacement of Two (2) ATV's and Trailers**

Type of Project: Light Weight

 Project Number: **25-12**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

 Description: Replace existing 2003 Yamaha 400cc ATV and Trailer.
 Replace existing 2007 Can Am 500 ATV and Trailer.

Rationale: Ensure the organizational capacity to deliver cost-effective service with reliable equipment.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	50,000	0	50,000	0	0	0	0
Total		0	50,000	0	50,000	0	0	0	0

Capital Project Detail Sheet

Project Information

 Project Name: **Replacement of Two (2) Rapid Response Units**

Type of Project: Light Weight

 Project Number: **25-14**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Replacement of two (2) rapid response units, Unit U351 -2015 and Unit U381 -2011 pick up trucks.

Rationale: Scheduled replacement based on lifecycle.

The existing vehicle (U351) will become a platoon chief vehicle replacing the 2002 pick-up truck (PC304).

The existing vehicle (U381) will become a second platoon chief for the north end of the township (PC304A).

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	180,000	0	180,000	0	0	0	0
Total		0	180,000	0	180,000	0	0	0	0

Project Information

 Project Name: **Wildland Truck Replacement**

Type of Project: Light Weight

 Project Number: **25-16**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: 2003 3/4 Ton Pick-up Truck (U342)used for wildland firefighting. It also pulls an enclosed trailer and ATV with wildland firefighting equipment and rescue equipment for Frontenac Park.

Rationale: Long term plan is to have this truck replace the rapid response unit at station 6 is 2031 and replace the wildland truck with the mini pumper from station 1.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	90,000	0	90,000	0	0	0	0
Total		0	90,000	0	90,000	0	0	0	0

Capital Project Detail Sheet

Project Information

 Project Name: **Replacement of Fire Chief vehicle.**

Type of Project: Light Weight

 Project Number: **25-18**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Replacement of Fire Chief vehicle.

Rationale: Provide a vehicle that is suitable for transportation of equipment and that can transport contaminated hose and bunker gear.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	75,000	0	75,000	0	0	0	0
Total		0	75,000	0	75,000	0	0	0	0

Capital Project Detail Sheet

Project Information

 Project Name: **Marine 361 Equipment**

Type of Project: Equipment

 Project Number: **25-90**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Replace aging equipment and standardize the fire boats for consistency.

 Rationale: Goal is to standardize equipment by vehicle/asset type.
 Ensure the two main fire boats have the same equipment for immediate response to north and south areas of township.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	22,000	0	22,000	0	0	0	0
Total		0	22,000	0	22,000	0	0	0	0

Project Information

 Project Name: **Bunker Gear Replacement - 8 Suits**

Type of Project: Equipment

 Project Number: **25-91**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: Annual Bunker Gear Replacement - 8 Suits.

Rationale: Annual replacement and renewal ensures SFFR is meeting the requirements of NFPA 1851 for 10 year lifespan of Structural Firefighting Bunker Gear.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	38,240	0	38,240	0	0	0	0
Total		0	38,240	0	38,240	0	0	0	0

Capital Project Detail Sheet

Project Information

 Project Name: **Mobile Gear Racks**

Type of Project: Equipment

 Project Number: **25-92**

Basis for Activity: Other

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Mobile Gear Racks for stations 2, 3, 4.

Rationale: Station 2, 3 and 4 currently are using hooks off the wall.

This provides updated racks similar to Station 1, 5, 6, 7 & 8 for firefighter use.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	21,000	0	21,000	0	0	0	0
Total		0	21,000	0	21,000	0	0	0	0

Capital Project Detail Sheet

Project Information

 Project Name: **Drone**

Type of Project: Equipment

 Project Number: **25-93**

Basis for Activity: Service Level Change

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Drone for Squad 381.

Rationale: Provide a drone on each squad as currently only one available for the entire township.

Goal is to standardize squad equipment for immediate response to north and south areas of township.

Staff Contact: Del Blakney (dblakney)

Project Finances

Expense Type	Operating Impact Description	FTE	2025	2026	2027	2028	2029
80100 - Equipment	Annual Batteries and Service	0.00	0	100	100	100	100

Description		Actuals		Budget					
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	10,500	0	10,500	0	0	0	0
Total		0	10,500	0	10,500	0	0	0	0

Project Information

 Project Name: **Dry-Hydrant Replacement**

Type of Project: Other

 Project Number: **25-94**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Replacement of dry hydrant as current one is not operational.

Rationale: Dry hydrants provide quick efficient access to high volumes of water to support the filling of tankers for firefighting.

Dry hydrants are important assets needed to maintain our water tanker shuttle accreditation and provide residents and business with the best possible rural fire insurance rates.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80300 - Land Improvements	Expenses / Expenditure	0	35,000	0	35,000	0	0	0	0
Total		0	35,000	0	35,000	0	0	0	0

Project Information

 Project Name: **Paid on call Fire Fighter Recruitment (30)**

Type of Project: Other

 Project Number: **25-95**

Basis for Activity: Asset Renewal

Department: 2100 - Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Recruitment for up to (30) Paid on Call Firefighters for South Frontenac Fire & Rescue (SFFR)

Rationale: Currently level of service is set at 110 (firefighters, captains, platoon chiefs). Currently we have 96 of which 14 persons attend less than 20% of the time and 4 are on a leave. Minimum commitment for employment is 33%.

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80500 - Non-PSAB	Expenses / Expenditure	0	280,000	0	280,000	0	0	0	0
Total		0	280,000	0	280,000	0	0	0	0

Project Information

 Project Name: **Three (3) 1/2 Ton Trucks**

Type of Project: Equipment

 Project Number: **25-21**

Basis for Activity: Asset Renewal

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: Three (3) 1/2 Ton truck replacements for units:

Rationale: Asset renewal in accordance with 9 year life cycle replacement schedule in long term financial plan.

16-34 (Asset ID 33110)

16-09 (Asset ID 33111)

17-51 (Asset ID 33112).

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	210,000	0	210,000	0	0	0	0
Total		0	210,000	0	210,000	0	0	0	0

Capital Project Detail Sheet

Project Information

 Project Name: **Grader Replacement**

Type of Project: Equipment

 Project Number: **25-23**

Basis for Activity: Asset Renewal

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: Replacement for unit FG24 (Asset ID 23204) 2012 772 John Deere Grader.

Rationale: Asset renewal in accordance with the long range financial plan.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	600,000	0	600,000	0	0	0	0
Total		0	600,000	0	600,000	0	0	0	0

Project Information

 Project Name: **Wheel Loader Replacement**

Type of Project: Equipment

 Project Number: **25-24**

Basis for Activity: Asset Renewal

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: Replacement for unit FT94 (Asset ID 23401) 2006 CAT 930 loader.

Rationale: Asset renewal in accordance with 18 year life cycle replacement schedule in long range financial plan.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	340,000	0	340,000	0	0	0	0
Total		0	340,000	0	340,000	0	0	0	0

Project Information

 Project Name: **Tools and Equipment for Service Vehicle**

Type of Project: Equipment

 Project Number: **25-25**

Basis for Activity: Service Level Change

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Tools and equipment required for mechanics service vehicle.

Rationale: The vehicle requires a permanent set of tools to improve efficiency of roadside repairs and limit downtime.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	15,000	0	15,000	0	0	0	0
Total		0	15,000	0	15,000	0	0	0	0

Project Information

 Project Name: **Diagnostic tool for vehicles and heavy equipment**

Type of Project: Equipment

 Project Number: **25-26**

Basis for Activity: Service Level Change

Department: 3000 - Overhead

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Universal diagnostic tool for reading engine control module codes on vehicles and heavy equipment.

Rationale: New vehicles and equipment have more complex electronic systems that we currently can't diagnose.

Tool will allow mechanics to efficiently diagnose and limit the amount of vehicles sent out for repair.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80105 - Fleet	Expenses / Expenditure	0	10,000	0	10,000	0	0	0	0
Total		0	10,000	0	10,000	0	0	0	0

Capital Project Detail Sheet

Project Information

 Project Name: **Towable gravel compactor**

Type of Project: Auxiliary Attachment

 Project Number: **25-27**

Basis for Activity: Service Level Change

Department: 3200 - Roadside Maintenance

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Towable gravel compactor attachment for the motor grader.

Rationale: Attachment for the grader to improve the process on the gravel roads and shoulders.

Staff Contact: Brian Kirk (bkirk)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	40,000	0	40,000	0	0	0	0
Total		0	40,000	0	40,000	0	0	0	0

Project Information

Project Name: **Road 38/Boyce Road Sidewalk and Storm Sewers**

Type of Project: Roadside

Project Number: **23-92**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: Removal and replacement of sidewalk facilities in Hartington Village on Road 38 (100m), Holleford Road (100m) and Boyce Road (200m).

Addition of sidewalk extension on Boyce Road (165m) to Bittersweet Drive (Hartington Subdivision)

Removal, replacement and upgrade of existing storm sewers (185m) within area of sidewalk upgrades.

Addition of new water quality treatment as required under the Township's Environmental Compliance Approval.

Rationale: On September 5th, 2023 Township Council approved funding in the amount of \$14,800 to advance detailed designs for the replacement of sidewalks on Boyce Road and Road 38 along with design work for sidewalk extensions to (Bittersweet Drive) Hartington Subdivision.

All of the existing sidewalks in Hartington are currently rated poor and do not meet AODA standards for minimum width. In order to expedite the sidewalk replacements - extensive storm sewer work will be required in the village including numerous storm crossings on Boyce Road.

Many of the drainage systems in Hartington were constructed in the 70's and are operating well beyond their useful service life.

Stormwater treatment will also have to be incorporated into the project to be compliant under the Township's Consolidated Linear ECA approval from the Ministry.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	5,434	858,800	14,800	844,000	0	0	0	0
55330 - Consultant	Expenses / Expenditure	4,477	29,000	0	29,000	0	0	0	0
Total		9,911	887,800	14,800	873,000	0	0	0	0

Project Information

Project Name: **Eagle Creek Bridge (B31) Reconstruction**

Type of Project: Bridge

Project Number: **22-18**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63290 (OSIM Structure)

The Eagle Creek bridge an OSIM structure located on Bob's Lake Road approximately 2.2km north of Buck Bay Road.

The rigid frame concrete structure has a span of 5.4m and a deck width of 3.9m

The structure will be removed and replaced with a new 2 lane bridge structure complete with upgraded traffic approaches and roadside barrier systems.

Rationale: The reconstruction of the Eagle Creek Bridge has been identified as a priority bridge project for 2025 within the 5 year plan received by Council on May 2, 2023.

The bridge is believed to have been constructed in the mid 1940's.

The structure was last inspected in 2023 and has a Bridge Condition Index rating of 36.1 (very poor).

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	998,900	0	998,900	0	0	0	0
55330 - Consultant	Expenses / Expenditure	17,261	104,600	50,000	54,600	0	0	0	0
Total		17,261	1,103,500	50,000	1,053,500	0	0	0	0

Project Information

Project Name: **Shale Road Culvert**

Type of Project: Bridge

Project Number: **23-46A**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63360 (OSIM Structure)

The Shales Road Culvert is an OSIM structure located on Shales Road approximately 2.5km west of Perth Road. The structure is a rigid frame structure with an open bottom that has a span of 3m and is approximately 5.5m long.

The non-navigable structure is will be rehabilitated or replaced with a new structure with updated roadside barrier systems. Design work was advanced in 2023/2024 and additional road widenings are currently being explored.

Design work for OSIM bridge and culvert structures originally planned for 2024 and currently forecasted to be replaced in 2026.

An allowance has been added to the original project in 2025 to support necessary legal surveys and road widenings to support the advancement of the project.

Rationale: The reconstruction of the Shales Road Culvert has been identified as a priority project for replacement in 2024 within the 5 year plan received by Council on May 2, 2023 however the project was deferred in part due to funding pressures from the Wilmer Culvert failure and additional investigations needed at the crossing.

The Shales Road OSIM Structure is believed to have been constructed in 1955. The structure was last inspected in 2023 and has a Bridge Condition Index rating of 33.37 (Very Poor).

Additional road widenings will be necessary to facilitate the project recommendations.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	15,925	0	0	0	0	0	0	0
55330 - Consultant	Expenses / Expenditure	4,732	27,000	20,000	7,000	0	0	0	0
80200 - Land	Expenses / Expenditure	0	15,000	0	15,000	0	0	0	0
Total		20,657	42,000	20,000	22,000	0	0	0	0

Project Information

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

Type of Project: Plans/Studies

Project Number: **23-51**

Basis for Activity: Other

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: Consulting fees for landowner consultation, tender preparations and contract administration as Drainage Superintendent for the Pleasant Valley Municipal Drain Maintenance work.

Project also includes funding for the Township's levied drainage costs (as a benefitting property owner).

Original 2023 estimates for funding have been re-adjusted to reflect a fall 2025 project following outcomes of public consultation in August 2024.

Rationale: The Pleasant Valley Municipal Drain which was constructed in 1985 has been determined to be in need of maintenance based on current reviews of the system against the original Engineer's report.

Various vegetation removals, clean outs and channel obstructions are in need of removal.

The rationale for the project was provided to Council in a presentation by Robinson Consultants on November 14th, 2023 along with the supporting Maintenance Report dated October 2023.

Project will be scheduled in Fall of 2025 as a result of outcomes from Public Consultation carried out in August 2024.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	1,424	26,550	18,750	7,800	0	0	0	0
55330 - Consultant	Expenses / Expenditure	15,957	16,500	16,500	0	0	0	0	0
Total		17,380	43,050	35,250	7,800	0	0	0	0

Project Information

Project Name: **Road 38 Design and Construction (Kingston Rd to Murton Road)**

Type of Project: Arterial Roadway

Project Number: **23-56**

Basis for Activity: Asset Renewal

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: Asset # 54910

Project will include the detailed design and reconstruction of approximately 5.8km of Road 38 from Kingston Road to Murton Road.

Recommended design will include full depth reconstruction of the roadway complete with two lanes and two paved shoulders (11.0m width) and shoulder roundings.

Work on the corridor will be phased over 2025 and 2026.

Additional related works at Murvale Creek can be found under project # 25-34.

Rationale: The reconstruction of Road 38 has been identified as a priority road project for 2025 within the 5 year plan received by Council on May 2, 2023.

Council accepted the recommendations of the Preliminary Design and provided staff direction to advance the Detailed Design Phase on August 13th, 2024.

This section of Road 38 was last constructed in 1993. Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service levels.

Current AADT is 9,205 vehicles per year.

PCI rating of 60 (Fair) in 2022.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
53310 - Materials	Expenses / Expenditure	145	0	0	0	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	82,226	250,000	100,000	75,000	75,000	0	0	0
55330 - Consultant	Expenses / Expenditure	16,127	5,770,000	120,000	4,240,000	1,410,000	0	0	0
Total		98,498	6,020,000	220,000	4,315,000	1,485,000	0	0	0

Project Information

 Project Name: **Craig Road**

Type of Project: Local Roadway

 Project Number: **24-41A**

Basis for Activity: Asset Renewal

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: ASSET # 41575

Road Reconstruction - Double Surface Treatment

Reconstruction of 3.75km section of Craig Road from Road 38 northerly to the Township boundary.

Construction to include full depth reclamation, placement of granular A materials, culvert renewals and double surface treatment (chip seal).

Project will also include select tree removals, roadside rock excavation and drainage improvements.

Rationale: The reconstruction of Craig Road has been identified as a priority road project for 2025 within the 5 year plan received by Council on May 2, 2023.

Road was last constructed in 2004.

Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service levels.

Current AADT is 325 vehicles per year.

PCI rating of 23 (very poor) in 2022.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	1,095,900	54,900	1,041,000	0	0	0	0
55330 - Consultant	Expenses / Expenditure	0	54,000	0	54,000	0	0	0	0
Total		0	1,149,900	54,900	1,095,000	0	0	0	0

Project Information

Project Name: **Westport Road**

Type of Project: Arterial Roadway

Project Number: **24-41B**

Basis for Activity: Asset Renewal

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: ASSET # 57900 and 58015

Road Reconstruction - Double Surface Treatment

Reconstruction of 4.0km section of Westport Road from Garret Road to Devil Lake.

Construction to include full depth reclamation, placement of granular A materials, 2 major culvert crossings, culvert renewals, guide rail replacements and double surface treatment (chip seal).

Project will also include roadside drainage improvements.

Rationale: The reconstruction of Westport Road has been identified as a priority road project for 2025 within the 5 year plan received by Council on May 2, 2023.

Sections of road were last constructed in 2000 and 2008.

Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service levels.

Current AADT is 371 & 750 vehicles per year.

PCI rating of 54 and 53 (Poor) in 2022.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
50100 - Wages	Expenses / Expenditure	0	50,200	0	50,200	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	419,000	0	419,000	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	803,800	10,800	793,000	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	89,500	0	89,500	0	0	0	0
Total		0	1,362,500	10,800	1,351,700	0	0	0	0

Project Information

Project Name: **Florida Road**

Type of Project: Local Roadway

Project Number: **24-41C**

Basis for Activity: Asset Renewal

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: ASSET # 49375
 Road Reconstruction - Double Surface Treatment
 Reconstruction of 1.3km section of Florida Road from Henderson Road to the Township boundary.
 Construction to include full depth reclamation, placement of granular A materials, culvert renewals and double surface treatment (chip seal).
 Project will also include roadside drainage improvements.

Rationale: The reconstruction of Florida Road has been identified as a priority road project for 2025 within the 5 year plan received by Council on May 2, 2023.
 This is the same horizon year that the City of Kingston will be doing their section.
 Florida Road was last constructed in 2007.
 Surface conditions are poor and unplanned maintenance demands continue to be a concern for meeting service levels.
 Current AADT is 243 vehicles per year.
 PCI rating of 33 (very poor) in 2022.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
50100 - Wages	Expenses / Expenditure	0	29,200	0	29,200	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	70,000	0	70,000	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	169,300	9,300	160,000	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	31,900	0	31,900	0	0	0	0
Total		0	300,400	9,300	291,100	0	0	0	0

Project Information

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

Type of Project: Local Roadway

Project Number: **25-31**

Basis for Activity: Asset Renewal

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: Rehabilitation of approximately TBD km of surface treated roadways with localized repairs and application of a final Low Class Bituminous (LCB) single surface treatment (chip seal).

Rationale: The application of a single surface treatment (chip seal) is a key maintenance strategy for long term performance of the Township's road network of LCB roadways.

A priority list has been attached as a project document with additional details on forecasted roadways.

Single surface treatments can add 5 to 7 years of added service life at a low cost and help manage unplanned maintenance expenses (potholes, cracking and edge break-up).

The commitment to an annual LCB preservation plan is reflected in the 5 year plan received by Council on May 2, 2023.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
50100 - Wages	Expenses / Expenditure	0	47,500	0	47,500	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	47,500	0	47,500	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	807,500	0	807,500	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	47,500	0	47,500	0	0	0	0
Total		0	950,000	0	950,000	0	0	0	0



**SOUTH
FRONTENAC**

TOWNSHIP OF SOUTH FRONTENAC

Surface Treatment (LCB) Preservation

Public Services Department

Surface Treatment (LCB) Preservation - 2025 Preliminary Road List

Section ID	Street	From Street	To Street	Length (Km)	AADT	PCI**
45340	Randy Clark Road	West End of Road	Battersea Road	2.2	201	82
46420	Washburn Road	2562 Washburn Road	Factory Road	1.3	792	80
43600/43585	Lakefield Drive	1.30km South of Holmes Road	To End of Road	1.3	643	77
41230/41245	Centreville Road	Devil Lake Road	To Rideau Boundary	0.8	226	70
41905	Devil Lake Road	Centreville Road	Westport Road	1.7	243	65
40615/40630	Bradshaw Road	Road 38	Steele Road	2.2	393	74
42640	Green Bay Road	Burns Road	Burridge Road	2.9	199	65
57900	Westport Road	New Road	Garrett Road	1.9	371	55
46735	Wolfe Lake Road*	Westport Road	North End of Road	2.2	257	77
45985	Stage Coach Road	Railton Road	Campbell Road	2.2	1184	73
44800/44815	Opinicon Road	Perth Road 10	7.70km East of Perth Road 10 at Petworth Bridge	7.7	550	73
51575	Bedford Road	Salmon Lake Road	1.00km North of Salmon Lake Road	1.2	220	77
41335	Clark Road	McConnell Road	East End of Road	0.9	125	82
Total :				28.4		

* Boundary road to be completed with Rideau Lakes Township

**2022 PCI Data

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

Project Information

Project Name: **Pre-Engineering Roads 2026**

Type of Project: Plans/Studies

Project Number: **25-32**

Basis for Activity: Asset Renewal

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: Geotechnical investigations and field survey work to be initiated in 2025 in support of 2026 road construction projects shown within the 5 year plan received by Council on May 2, 2023. Includes the following:

Rationale: The design process for road reconstruction projects requires a 1 to 2 year timeframe to address pre-engineering activities, topographic surveys, stakeholder engagement, drainage permits, utility relocation and property acquisition (where necessary).

ASSET # 56520 Rutledge Road (2.2km east of Sydenham Road to Perth Road 10) - 5.85km.

The endorsement of the 5 year plan helps refine pre-engineering allocations to be set year over year.

ASSET # 46360 Walker Street (Verona Street to Road 38) - 100m.

ASSET # 42025 Easy Street (Road 38 to West End of Road) - 100m.

ASSET # 52495 Desert Lake Road (Road 38 to 0.15km West of High Falls Road) - 2.95km.

ASSET # 45595 Round Lake Road (4.1km East of Latimer Road to Battersea Road) - 2.2km.

ASSET # 43975 - Loughborough Portland Boundary Road (Harrowsmith Road to Alton Road) - 1.4km.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	136,400	0	136,400	0	0	0	0
Total		0	136,400	0	136,400	0	0	0	0

Project Information

Project Name: **Gravel Road Reconstruction Program 2025**

Type of Project: Local Roadway

Project Number: **25-33**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 42175 First Lake Road (1.7km North of Bellrock Mill Street to Snider Road) - 3.7km.

ASSET # 46585 White Lake Road (Glenford Lane to 2 km east of Glenford Lane) - 2.0km.

Reconstruction to include extensive rock ditching, rock cut removal (roadside hazards), localized widenings (hills/corners) and placement of new gravel wear surface (100mm) Granular A.

Rationale: The development of dedicated capital towards gravel road improvements is one of the key findings of the 2022 Road Needs Study.

Investments in drainage improvements will improve road performance, customer service levels and reduced unplanned maintenance costs over time.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals		Budget					
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
50100 - Wages	Expenses / Expenditure	0	29,925	0	29,925	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	133,950	0	133,950	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	111,430	0	111,430	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	64,695	0	64,695	0	0	0	0
Total		0	340,000	0	340,000	0	0	0	0

Project Information

Project Name: **Murvale Creek Culvert (B12) Reconstruction**

Type of Project: Bridge

Project Number: **25-34**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63110 (OSIM Structure)

The Murvale Creek Culvert is an OSIM structure located on Road 38 just 0.7km north of Murton Road.

The structure is a 3.66m diameter Structural Plate Corrugated Steel Pipe (SPCSP) that is approximately 30m long .

The navigable structure is located within a Provincially Significant Westland and will be removed and replaced with a new structure with updated roadside barrier systems.

The configuration of the new structure will be confirmed through Detailed Design in consultation with Quinte Conservation and Transport Canada.

Rationale: The reconstruction of the Murvale Creek Culvert has been identified as a priority project for 2025 within the 5 year plan received by Council on May 2, 2023.

The OSIM Structure is believed to have been constructed in the 1980's and last rehabilitated in the 1990's.

The structure was last inspected in 2023 and has a Bridge Condition Index rating of 60.2 (Fair).

It is currently recommended that the structure be completed with the Road 38 reconstruction from Kingston Road to Murton Road.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	1,400,000	0	800,000	600,000	0	0	0
55330 - Consultant	Expenses / Expenditure	0	56,000	0	31,000	25,000	0	0	0
Total		0	1,456,000	0	831,000	625,000	0	0	0

Project Information

 Project Name: **Buck Bay Road - Unnamed Bridge Repair**

Type of Project: Bridge

 Project Number: **25-35**

Basis for Activity: Other

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63460 (OSIM Structure)

Rationale: The OSIM Structure was damaged as part of an unreported collision in 2024 and requires significant concrete repairs on the deck and abutment wall.

The Buck Bay Road Unnamed Bridge is located on Buck Bay Road approximately 1.5km north of White Lake Road.

The bridge structure was built in 1965 and is a rigid frame concrete structure with vertical legs that has a span of 3.8m and a width of 5.1m.

The structure was last inspected in 2023 and has a Bridge Condition Index rating of 32.1 (Very Poor).

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	44,000	0	44,000	0	0	0	0
55330 - Consultant	Expenses / Expenditure	0	5,000	0	5,000	0	0	0	0
Total		0	49,000	0	49,000	0	0	0	0

Project Information

 Project Name: **Buck Lake Culvert (OSIM) Design**

Type of Project: Bridge

 Project Number: **25-36**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63040 (OSIM Structure)

Rationale:

The Buck Lake Culvert is an OSIM structure located on Perth Road approximately 7.8km north of Opinicon Road at Buck Lake.

The reconstruction of the Buck Lake Culvert has been identified as a priority project for replacement in 2027 within the 5 year plan received by Council on May 2, 2023.

The structure is a 3.2m diameter Structural Plate Corrugated Steel Pipe (SPCSP) that is approximately 17.2m long.

The OSIM Structure is believed to have been constructed in 1970.

The navigable structure is located within the Buck Lake Causeway and will be rehabilitated or replaced with a new structure with updated roadside barrier systems.

The structure was last inspected in 2023 and has a Bridge Condition Index rating of 49.35 (Poor).

It is recommended that designs and consultations for this crossing move forward 2 years in advance of project delivery due to the social impacts (lake access), Federal approvals (Fisheries/Transport Canada) and possible detour considerations.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55330 - Consultant	Expenses / Expenditure	0	52,000	0	35,000	17,000	0	0	0
Total		0	52,000	0	35,000	17,000	0	0	0

Project Information

 Project Name: **Detailed Assessment Petworth Bridge**

Type of Project: Bridge

 Project Number: **25-37**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63561 (OSIM Structure)

The Petworth Bridge is an OSIM structure located on Petworth Road approximately 100m west of Camden Portland Boundary Road.

The single lane steel truss bridge is 4.2m wide and 23.3m long.

The OSIM Structure is believed to have been constructed in 1920 and last rehabilitated in 2013.

Ownership of the bridge was transferred from the County of Lennox & Addington to South Frontenac in 2014 (Bylaw 2014-30).

Rationale: The structure was last inspected in 2023 and was assigned a Bridge Condition Index rating of 75.2 (Good).

The OSIM Inspection completed in 2023 has recommended that a more detailed investigation of all existing steel elements be carried out within 1 to 5 years.

Completion of this detailed survey in 2025 will provide greater understanding of the future rehabilitation scope and cost.

The Petworth Bridge has been identified as a priority project for rehabilitation in 2027 within the 5 year plan received by Council on May 2, 2023.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55330 - Consultant	Expenses / Expenditure	0	19,500	0	19,500	0	0	0	0
Total		0	19,500	0	19,500	0	0	0	0

Project Information

 Project Name: **Detailed Assessment Opinicon Bridge**

Type of Project: Bridge

 Project Number: **25-38**

Basis for Activity: Other

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63440 (OSIM Structure)

The Opinicon Lake Bridge is an OSIM structure located on Opinicon Road approximately 7.6km east of Perth Road.

The bridge is comprised of steel I-beams and a concrete deck.

Bridge deck is 5.7m wide and 12.0m long. The OSIM Structure is believed to have been constructed in 1928 and the superstructure was replaced in 2002.

Rationale: The structure was last inspected in 2023 and was assigned a Bridge Condition Index rating of 56.79 (Poor).

The OSIM Inspection completed in 2023 has recommended that a more detailed structural investigation be carried out on the deck and original abutments be carried out within 1 to 5 years.

Completion of this detailed survey in 2025 will provide greater understanding of the scope of future rehabilitation and anticipated cost.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55330 - Consultant	Expenses / Expenditure	0	14,000	0	14,000	0	0	0	0
Total		0	14,000	0	14,000	0	0	0	0

Project Information

Project Name: **Pre-Engineering for Bridges 2026**

Type of Project: Plans/Studies

Project Number: **25-39**

Basis for Activity: Asset Renewal

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: ASSET # 63190

The Bedford Mills Bridge is located on Perth Road approximately 0.3km north of Massassauga Road.

The structure is a T-Beam bridge with a span of 9.9m and an overall bridge length of 19.1m.

The structure was originally built in 1962 and records indicate the last rehabilitation was in 1997.

Rationale: The Bedford Mills Bridge was last inspected in 2023 and the bridge received a BCI rating of 63.26 (Fair).

The rehabilitation of the bridge has been identified as a priority for 2026 within the 5 year plan presented to Council on May 2, 2023.

Work on the structure will be focused on the rehabilitation and repair of key concrete components of the structure such as the deck, curbs, barrier walls, wing walls, abutments, T-Beams, and soffits.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55330 - Consultant	Expenses / Expenditure	0	50,000	0	50,000	0	0	0	0
Total		0	50,000	0	50,000	0	0	0	0

Project Information

 Project Name: **Arterial Road Culvert Replacement Program**

Type of Project: Culvert

 Project Number: **25-40**

Basis for Activity: Service Level Change

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: The arterial road culvert replacement program targets the renewal of cross culvert assets on the Township's major roadways that have bear a poor or very poor condition condition rating.

Rationale: Public Services launched a cross culvert assessment program using internal technical staff in the spring of 2024.

The program has been developed as part of the continued investments in Asset Management planning.

Records indicate that there has not been a similar broad based program carried out since 2018.

Currently, 490 detailed assessments have been completed using a risk based approach focusing on the major road groups.

Data collection indicates that 37% (57 of 153) of the arterial road crossings inventoried to date are in poor or very poor condition.

The new program will target approximately 10 crossings per year.

The 2025 focus will be directed to Perth Road (north of Rutledge) in the initial year.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	250,000	0	250,000	0	0	0	0
Total		0	250,000	0	250,000	0	0	0	0

Project Information

 Project Name: **Replace Serpentine Piping**

Type of Project: Other

 Project Number: **22-54**

Basis for Activity: Other

Department: 4000 - Water Treatment

Relationship to Strategic Plan: N/A

Description: Replacement of Serpentine Piping at the Sydenham Water Treatment Plant - Investing in Canada Infrastructure Green Stream Project which provides 73.33% funding.

Rationale: Stainless steel piping used to achieve chlorine contact time for disinfection in the water treatment process is failing.

Deadline of March 31, 2026.

Piping systems in place continue to experience failures (leaks) at welded connections.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	600,000	0	600,000	0	0	0	0
55330 - Consultant	Expenses / Expenditure	0	100,000	0	100,000	0	0	0	0
Total		0	700,000	0	700,000	0	0	0	0

Project Information

Project Name: **Sydenham Drinking Water System - Treatment**

Type of Project: Other

Project Number: **25-61**

Basis for Activity: Asset Renewal

Department: 4000 - Water Treatment

Relationship to Strategic Plan: N/A

Description: Upgrades to the Sydenham Drinking Water Water Treatment in accordance with capital plan forecast by Utilities Kingston.

Projects for 2025 include:

Replace exterior door to chemical room with roll-up door for drum handling - \$15,000.

Replace Ultra Violet Light Bulbs (24 lamps) - \$15,000.

Rebuild and refurbish High Lift Pump # 3, Low Lift Pump and Backwash Pump - \$22,500.

Inspection and assessment of Water Plant Intake - Sydenham Lake - \$6,000.

Rationale: All of the Capital Works activities are in support of operations, compliance, and asset management needs for the Sydenham Drinking Water System. Projects are identified in the updated 10 year capital forecast from Utilities Kingston and/or the 2023 Core Asset Management Plan.

Replace exterior door to chemical room - for chemical drum handling - Health and Safety Item.

Replace Ultra Violet Light Bulbs (24 lamps) - Change every 12,000 hours - Supports Water Treatment Process / Water Quality Compliance.

Rebuild pumps - extend pump life, efficiency and reliability - Asset Management.

Inspection and assessment of Water Plant Intake - Sydenham Lake -Assess on 3 to 5 year cycle. - Asset Management.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
53310 - Materials	Expenses / Expenditure	0	0	0	0	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	6,000	0	6,000	0	0	0	0
80100 - Equipment	Expenses / Expenditure	0	37,500	0	37,500	0	0	0	0
80115 - Building-Renovations	Expenses / Expenditure	0	15,000	0	15,000	0	0	0	0
Total		0	58,500	0	58,500	0	0	0	0

Project Information

 Project Name: **Sydenham Drinking Water System - Storage**

Type of Project: Other

 Project Number: **25-62**

Basis for Activity: Asset Renewal

Department: 4000 - Water Treatment

Relationship to Strategic Plan: N/A

Description: Upgrades to the Sydenham Drinking Water System in accordance with the long term capital plan forecast by Utilities Kingston.

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

Projects for 2025 include:

Water Storage - Process Mechanical (Analyzers x 2) - \$7,000.

Projects are identified in the 10 year capital forecast from Utilities Kingston.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	7,000	0	7,000	0	0	0	0
Total		0	7,000	0	7,000	0	0	0	0

Project Information

 Project Name: **Loughborough WDS - New Waste Transfer Facilities**

Type of Project: Facilities

 Project Number: **25-86**

Basis for Activity: Service Level Change

Department: 3000 - Overhead

Relationship to Strategic Plan: N/A

Description: Site alterations at the Loughborough Waste Disposal site to support service level change to implement new waste transfer operations.

Rationale: On August 13th, 2024, Council provided direction to staff to apply to the MECP for ECA approval to move the waste site into full waste transfer operations.

This direction was provided with the understanding that Phase 2A was nearing capacity heading into 2024.

Phase 2B landfilling activities are currently on hold pending review from the Ministry on active groundwater and surface water monitoring programs.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
53310 - Materials	Expenses / Expenditure	0	35,000	0	35,000	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	30,000	0	30,000	0	0	0	0
Total		0	65,000	0	65,000	0	0	0	0

Project Information

 Project Name: **Landfill Compactor**

Type of Project: Equipment

 Project Number: **25-87**

Basis for Activity: Service Level Change

Department: 5100 - Garbage

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: Used landfill compactor for the waste disposal sites.

Rationale: Investment to increase compaction of curbside waste in the landfills to maximize remaining capacity.

Staff Contact: Kyle Bolton (kbolton)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	350,000	0	350,000	0	0	0	0
Total		0	350,000	0	350,000	0	0	0	0

Project Information

 Project Name: **Town Hall Expansion Design and Construction**

Type of Project: Facilities

 Project Number: **23-08**

Basis for Activity: Growth Related

Department: 1210 - CAO

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

 Description: Design and construction for Townhall renovation.
2025 budget addition for chattels/furniture - \$50,000

Rationale: Provide additional space required for administrative staff and updated facilities by integrating existing and new facilities.

Staff Contact: Louise Fragnito (lfragnito)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
53310 - Materials	Expenses / Expenditure	0	50,000	0	50,000	0	0	0	0
80115 - Building-Renovations	Expenses / Expenditure	182,748	3,825,000	3,825,000	0	0	0	0	0
Total		182,748	3,875,000	3,825,000	50,000	0	0	0	0

Project Information

 Project Name: **Station 7- Washrooms - Cinderella Toilet and Shower**

Type of Project: Facilities

 Project Number: **25-50**

Basis for Activity: Other

Department: 2100 - Fire

Relationship to Strategic Plan: N/A

Description: Creation of washroom with Cinderella toilet and shower for Station 7. There are currently no washrooms available in the building.

Rationale: Provide indoor facilities

Staff Contact: Del Blakney (dblakney)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80115 - Building-Renovations	Expenses / Expenditure	0	20,000	0	20,000	0	0	0	0
Total		0	20,000	0	20,000	0	0	0	0

Project Information

 Project Name: **Joint Fire Hall & OPP Station**

Type of Project: Facilities

 Project Number: **25-51**

Basis for Activity: Asset Renewal

Department: 1200 - Administrative Facilities

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: Architectural design for new joint Fire Hall and OPP station on Road 38.

Rationale: Next Fire Hall asset renewal in the long range financial plan. Existing OPP facility does not meet the current or future needs for the department.

Staff Contact: Kyle Bolton (kbolton)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80110 - Building-New	Expenses / Expenditure	0	400,000	0	250,000	150,000	0	0	0
Total		0	400,000	0	250,000	150,000	0	0	0

Project Information

 Project Name: **Bedford Garage Site Works**

Type of Project: Facilities

 Project Number: **25-52**

Basis for Activity: Asset Renewal

Department: 3010- PS

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: Multi-year site works project for the Bedford Garage.

Scope includes the installation of a water service and parking lot drainage work in 2025 and planning for asphalt paving in 2026.

Rationale: The site is currently supplied water from the Glendower Hall and required a dedicated water source for that property.

The site is low and requires drainage improvements in advance of a new paved parking lot proposed for 2026.

The storm water drainage work will be done in conjunction with the installation of a new oil & grit separator (previously approved project 24-52).

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
50100 - Wages	Expenses / Expenditure	0	6,800	0	6,800	0	0	0	0
53310 - Materials	Expenses / Expenditure	0	10,000	0	10,000	0	0	0	0
55290 - Contracted Services	Expenses / Expenditure	0	128,000	0	33,000	95,000	0	0	0
55330 - Consultant	Expenses / Expenditure	0	5,000	0	5,000	0	0	0	0
58001 - Internal Equipment	Expenses / Expenditure	0	9,300	0	9,300	0	0	0	0
Total		0	159,100	0	64,100	95,000	0	0	0

Project Information

 Project Name: **Station 2 Burrige Exterior Upgrades**

Type of Project: Facilities

 Project Number: **25-54**

Basis for Activity: Asset Renewal

Department: 2100 Fire

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

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

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

Add additional lighting off building to illuminate parking area.

Provide increased lighting to support safer use of parking areas.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80115 - Building-Renovations	Expenses / Expenditure	0	15,000	0	15,000	0	0	0	0
Total		0	15,000	0	15,000	0	0	0	0

Capital Project Detail Sheet

Project Information

 Project Name: **Keeley Garage Pressure Washer**

Type of Project: Equipment

 Project Number: **25-56**

Basis for Activity: Other

Department: 3010 - PS

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Keeley Garage Pressure Washer System.

Rationale: Existing pressure washer system due for replacement.

The unit has frequent issues/repairs due to its age and amount of use.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	20,000	0	20,000	0	0	0	0
Total		0	20,000	0	20,000	0	0	0	0

Project Information

 Project Name: **Portland garage Steel Roof Replacement**

Type of Project: Facilities

 Project Number: **25-57**

Basis for Activity: Asset Renewal

Department: 3010 -PS

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Steel roof replacement on Portland Garage main building.

Rationale: Existing roof leaks and requires replacement as per current Facility Condition Assessment.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80115 - Building-Renovations	Expenses / Expenditure	0	60,000	0	60,000	0	0	0	0
Total		0	60,000	0	60,000	0	0	0	0

Project Information

 Project Name: **Storrington Garage Oil/Grit Separator**

Type of Project: Facilities

 Project Number: **25-58**

Basis for Activity: Asset Renewal

Department: 3010 - PS

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Oil & Grit separator for the Storrington Garage.

 Rationale:

During the 2024 Storrington Centre site works project it was determined there was no existing oil & grit separator for the garage floor drains.

The parking lot work design installed new storm sewer that will now require treatment.

A new oil & grit separator on the main storm sewer to control the garage floor drains and parking lot storm water is the preferred option.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80115 - Building-Renovations	Expenses / Expenditure	0	40,000	0	40,000	0	0	0	0
Total		0	40,000	0	40,000	0	0	0	0

Project Information

Project Name: **Town Hall - Public EV Charging Stations (2)**

Type of Project: Facilities

Project Number: **25-59**

Basis for Activity: Other

Department: 1200 - Administrative Facilities

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: For the purchase and installation of Two (2) Level 3 fast charger port(s) 100 - 199 kW for South Frontenac Township Office and Public Library.

On January 16, 2024 Council approved applying for grant funding through ChargeON and ZEVIP for Public EV Charging Stations with the Township contribution being \$35,000.

The Township received funding approval from ChargeON for Town Hall in the amount of \$225,000. The ZEVIP funding request for \$90,000 remains pending.

Rationale: Provide EV charging stations in the community.

Staff Contact: Kyle Bolton (kbolton)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	350,000	0	350,000	0	0	0	0
Total		0	350,000	0	350,000	0	0	0	0

Project Information

 Project Name: **Cenotaph landscaping - Sydenham**

Type of Project: Land

 Project Number: **25-60**

Basis for Activity: Other

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #3 - People and Partnerships

Description: Request received from the Sydenham Legion for walkway upgrade, replace flag pole, cut down side hill around the monument.

Rationale: Requested improvement will make accessing the monument easier along with improving the visual appeal of the monument area. The legion will be responsible to update the monument.

Staff Contact: Kyle Bolton (kbolton)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80500 - Non-PSAB	Expenses / Expenditure	0	60,000	0	60,000	0	0	0	0
Total		0	60,000	0	60,000	0	0	0	0

Project Information

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

Type of Project: Facilities

Project Number: **24-55**

Basis for Activity: Service Level Change

Department: 8000 - Parks & Recreation

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

Description: Complete Accessibility upgrades on Ball Diamond Washrooms.

Increase in budget to reflect actual costs, building permits and results of Facility Condition Assessment.

Rationale: The washroom building in Sydenham Point park will be upgraded to an accessible washroom to meet AODA and building codes.

The para ramp had been previously installed at this location in preparation for future upgrades.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80115 - Building-Renovations	Expenses / Expenditure	0	50,000	30,000	20,000	0	0	0	0
Total		0	50,000	30,000	20,000	0	0	0	0

Project Information

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

Type of Project: Facilities

 Project Number: **24-56**

Basis for Activity: Growth Related

Department: 8000 - Parks & Recreation

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

Description: New Centennial Park Accessible Washroom and Park Building.

Rationale: Additional washrooms are required at Centennial Park as it is becoming the most frequented park in SFT and a destination location for many events.

AODA compliant Washroom closer to Grand Pavilion.

The use of the washrooms would be from attendees at the Pavilion and Soccer Fields where we are currently renting portable toilets.

New washroom building would be separate from the existing building to increase the amount of washrooms and provide another location in the park.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80110 - Building-New	Expenses / Expenditure	0	730,000	30,000	150,000	550,000	0	0	0
Total		0	730,000	30,000	150,000	550,000	0	0	0

Project Information

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

Type of Project: Park

 Project Number: **24-68**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

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

Description: Baseball diamond backstop and fence replacement.

Upgrade Backstop netting and posts or replace with extended fencing (Carry over to 2025)

Replacement of diamond Fencing (new for 2025)

Rationale: The baseball diamonds at this facility are well used but the backstop poles/netting and the diamond fencing are in poor condition and require replacement.

The backstops are a netting material and the posts are leaning out of plumb. New backstop would be all fencing which would reduce maintenance on the nets.

A 2024 project to pave hard surface walkways, replace bleachers, and replace one of the backstops was approved but upon further investigation into the backstop the fence work was put on hold to reconsider both backstops and fencing due to their condition.

2025 funds to replace the remaining fencing would update both diamonds and complete the entire project.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	37,000	0	37,000	0	0	0	0
80115 - Building-Renovations	Expenses / Expenditure	63,121	208,000	208,000	0	0	0	0	0
Total		63,121	245,000	208,000	37,000	0	0	0	0

Project Information

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

Type of Project: Park

 Project Number: **24-70**

Basis for Activity: Other

Department: 8000 - Parks & Recreation

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

Description: Detailed design for Mill sites.

Rationale: Advancement of detailed design based on conceptual drawings and public consultation to be completed in 2025.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80300 - Land Improvements	Expenses / Expenditure	0	30,000	15,000	15,000	0	0	0	0
Total		0	30,000	15,000	15,000	0	0	0	0

Project Information

 Project Name: **Shipyards Boat Ramp Rehabilitation**

Type of Project: Land

 Project Number: **24-72**

Basis for Activity: Growth Related

Department: 8000 - Parks & Recreation

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

Description: Rehabilitation of the Shipyards boat launch ramp.

Increase in budget to reflect actual costs, conservation and Federal permits and results of Boat launch Condition Assessment

Rationale: This boat launch is one of the busiest in SFT. The old metal grate launch failed in 2023 and trailer tires were getting caught on broken pieces of metal off the ramp.

The ramp was removed in 2023 but could not be welded or repaired.

Proposal is to replace with the concrete mat ramp system at this location which should have a long life expectancy and reduce liability and risk.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80300 - Land Improvements	Expenses / Expenditure	0	135,000	110,000	25,000	0	0	0	0
Total		0	135,000	110,000	25,000	0	0	0	0

Project Information

 Project Name: **Battersea Ball Park Pavilion**

Type of Project: Facilities

 Project Number: **25-55**

Basis for Activity: Growth Related

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Construction of a pavilion to support current user groups, including minor ball, lob ball, and the Battersea Pumpkin Festival.

This will be a bookable space and available for community use on a drop-in basis.

Rationale: The project has been identified by community members as a desired amenity at the park.

The project will use the remaining funds of the Battersea Playground Revitalization community fundraising initiative that took place in 2017, of which there is approximately \$5,000.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80110 - Building-New	Expenses / Expenditure	0	95,000	0	95,000	0	0	0	0
Total		0	95,000	0	95,000	0	0	0	0
46100 - Fundraising	Revenues / Funding Source	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0

Capital Project Detail Sheet

Project Information

Project Name: **Centennial Park baseball diamond rehabilitation**

Type of Project: Park

Project Number: **25-66**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Centennial Park Large Diamond rehabilitation including grading, new fencing, and backstop.

Rationale: The Centennial Park Large Diamond is in much need of rehabilitation.

The outfield is no longer playable for Youth and Adult Ball due to the fact that it drops off on the first base line side.

Frontenac Minor Ball has requested to have this diamond brought up to a playable standard in order to use the diamond for Youth and Adult Ball.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80300 - Land Improvements	Expenses / Expenditure	0	250,000	0	250,000	0	0	0	0
Total		0	250,000	0	250,000	0	0	0	0

Capital Project Detail Sheet

Project Information

Project Name: **Harris Park Playground rehabilitation and accessibility upgrades**

Type of Project: Park

Project Number: **25-67**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Playground rehabilitation including replacement of play structure and upgrading play surface to a rubberized pad.

Rationale: Playground due for asset renewal and upgrade to current standards.

In order to meet A.O.D.A Built Environment standards we need to schedule the annual replacement of playground surfaces with the approved rubber material and play structure needs to be replaced as per playground safety standards.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	104,000	0	104,000	0	0	0	0
Total		0	104,000	0	104,000	0	0	0	0

Capital Project Detail Sheet

Project Information

Project Name: **Bleacher replacements**

Type of Project: Park

Project Number: **25-69**

Basis for Activity: Asset Renewal

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Bleacher replacements at the following locations in the annual bleacher replacement program:

Rationale: Older bleachers have become a hazard and also don't meet the Building Code requirements.

Gerald Ball Park Soccer field x2.

The new bleachers have a much longer life expectancy and meet the Building Code Requirements.

Sydenham Point Park Diamond x3.

Inverary Ball Diamond x2.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80115 - Building-Renovations	Expenses / Expenditure	0	91,000	0	91,000	0	0	0	0
Total		0	91,000	0	91,000	0	0	0	0

Project Information

 Project Name: **Centennial Park Upgrades**

Type of Project: Equipment

 Project Number: **25-70**

Basis for Activity: Service Level Change

Department: 8000 - Parks & Recreation

Relationship to Strategic Plan: Priority #2 - Municipal Service Excellence

Description: Purchase of two concrete bunkers to be used as storage sheds for both Baseball and Soccer at Centennial park (\$8,000).

Creation of new disc golf recreation course (\$10,000).

Tree planting program (\$20,000).

Rationale: The current storage in the Canteen is being reduced to support the construction of an accessible washroom, therefore Baseball and Soccer will require storage elsewhere at the park.

The concrete bunkers are pre-cast and do not require a building permit. They will be located in closer proximity to the fields, thus being more accessible.

New disc golf recreation amenity for Centennial park due to strong community interest.

Over the past few years over 30 trees have had to be removed from Centennial Park as they were a risk to patrons given their condition.

The cause was from the health of the tree being compromised due to the Emerald Ash Borer.

This replacement also supports the Townships plans for Climate Action.

Staff Contact: Tim Laprade (tlaprade)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
80100 - Equipment	Expenses / Expenditure	0	8,000	0	8,000	0	0	0	0
80300 - Land Improvements	Expenses / Expenditure	0	30,000	0	30,000	0	0	0	0
Total		0	38,000	0	38,000	0	0	0	0

Project Information

 Project Name: **Collins / Glenvale Creek flood hazard mapping project**

Type of Project: Other

 Project Number: **25-78**

Basis for Activity: Other

Department: 9800 - Development

Relationship to Strategic Plan: Priority #1 - Sustainable Long-Term Prosperity

Description: Collaborative study (City of Kingston, Frontenac County, and CRCA) to provide updated flood hazard mapping. The last flood hazard mapping in this area was in 1981.

Rationale: This project has been initiated and funding requested by CRCA. The Conservation Authority would provide overall project management. Flood hazard mapping identifies areas at risk of flooding and assists with guiding new development away from these areas.

Total Budget \$213,500. 50% provincial Grant. Remainder: 22% City of Kingston, 12% CRCA, 11% SF, 6% County

Staff Contact: Brad Wright (bwright)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	0	25,000	0	25,000	0	0	0	0
Total		0	25,000	0	25,000	0	0	0	0

By-Law Number 2024-80

A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Limited Service Residential – Waterfront (RLSW) on lands with Assessment Roll Numbers 102903002094800 and 102903002094802, and further described as Part of Lot 36, Concession 8 and Part of Lot 36, Concession 9, District of Bedford

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; and

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; and

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

Whereas 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 Rural (RU) to Limited Service Residential – Waterfront (RLSW) for lands shown on Schedule “1”.
2. 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.

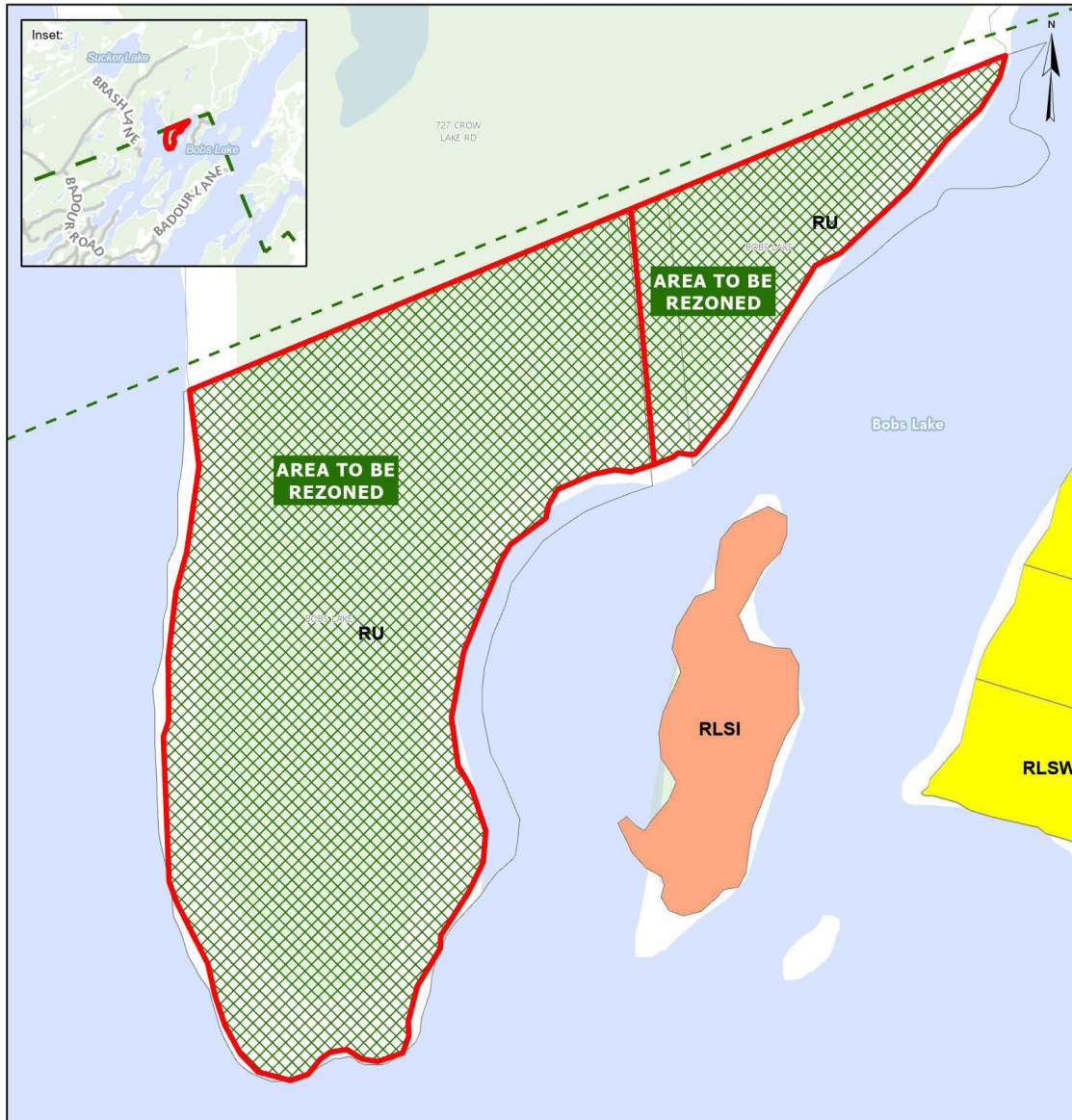
Given First and Second Readings: Tuesday, December 17, 2024

Given Third Reading and Passed: Tuesday, December 17, 2024

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule 1 of By-law 2024-80



<p>SOUTH FRONTENAC</p> <p>(ROSTNAK) BOBS LAKE PL-ZBA-2024-0127</p> <p>0 15 30 60 m Scale: 1:2,500</p>	<p>LEGEND</p> <p> Subject Property</p> <p> Area to be Rezoned</p> <p> Township Boundaries</p> <p> Parcels</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p> <p> Road</p>		<p>Zoning</p> <p> AGRICULTURAL ZONE (A)</p> <p> COMMUNITY FACILITY ZONE (CF)</p> <p> ENVIRONMENTAL PROTECTION ZONE (EP)</p> <p> MOBILE HOME RESIDENTIAL ZONE (MHR)</p> <p> OPEN SPACE - PUBLIC ZONE (OS)</p> <p> OPEN SPACE - PRIVATE ZONE (OSP)</p> <p> PIT 'A' ZONE (PA)</p> <p> PIT 'B' ZONE (PB)</p> <p> QUARRY 'A' ZONE (QA)</p> <p> QUARRY 'B' ZONE (QB)</p> <p> RESIDENTIAL ZONE (R)</p> <p> RURAL COMMERCIAL ZONE (RC)</p> <p> RURAL INDUSTRIAL ZONE (RI)</p> <p> LIMITED SERVICE RESIDENTIAL ZONE (RLS)</p>		<p> LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)</p> <p> LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)</p> <p> RECREATIONAL RESORT COMMERCIAL ZONE (RRC)</p> <p> RURAL ZONE (RU)</p> <p> WATERFRONT RESIDENTIAL ZONE (RW)</p> <p> SALVAGE YARD INDUSTRIAL ZONE (SI)</p> <p> TUZ</p>		<p> URBAN COMMERCIAL ZONE (UC)</p> <p> URBAN INDUSTRIAL ZONE (UI)</p> <p> URBAN MULTIPLE RESIDENTIAL ZONE (UMR)</p> <p> URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)</p> <p> WASTE DISPOSAL ZONE (WD)</p>	
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Township of South Frontenac Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: December 17, 2024

Subject: 2024 Year to Date Financial Report

Report Number: 2024-211

Summary

The report provides a summary of the year-to-date financials up to Nov 30, 2024, with a comparison to the year-to-date 2024 budget.

Recommendation

This Report is for information purposes only.

Background

Appendix A is a summary of the year-to-date capital financial expenses in comparison to the 2024 budget as of Dec 10, 2024.

Appendix B is a summary of the year-to-date operating financials, showing revenues and expenses in comparison to the total 2024 budget as of Nov 30, 2024.

Discussion/Analysis

Some of the variances within the Revenues can be attributed to:

- User Charges and Government Grant revenues show that they are lower than expected at this time, however this is related to timing as to when the revenues are realized.
- Licences, Permits and Rents are lower than expected due to fewer permit applications than anticipated as well as related to timing as to when revenues are realized.

Some of the variances within the Operating Expenses can be attributed to:

- Fire – expenses are higher than expected due vehicle maintenance costs as well as the South Frontenac Fire & Rescue revised compensation implementation.
- Roadway Maintenance – expenses are higher than expected due to pending reallocation of costs to Winter Control and Capital Projects.
- Parks, Recreation, and Cemeteries – expenses appear higher than expected as Committees of Council expenses must be separated from the total and higher cemeteries expenses due to new interment/maintenance contract.

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

Financial Implications

It is anticipated that the Township of South Frontenac net revenue and expenditures will be within the 2024 budget overall. Staff continue to monitor the financial status of all operational and capital budgets on an ongoing basis.

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: Choose an item.

Climate Considerations

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

Notice/Consultation

N/A

Attachments

Appendix A - Council - Financial - Capital to Dec 10, 2024

Appendix B - Council - Financial - Operating to Nov 30, 2024

Approvals

Prepared By: Kyle Griese, Financial Analyst

Submitted By:

Approved By:



Louise Fragnito, Chief Administrative Officer

**Township of South Frontenac
2024 Capital Budget Update**

Project	Description	Total Project	2024 Original Budget ((REVISED WITH Previous Year CARRYOVERS))	2024 Actuals Dec 10, 2024	Variance
	CORPORATE SERVICES				
19-06	Asset Management Software & Document Update	22,021	-	-	-
20-02	Budgeting software incl reporting, self serve and metrics	50,000	5,830	-	5,830
22-04	LiDar Imagery	16,000	10,276	-	10,276
22-05	Digital Modernization & Workflow Improvement	157,680	79,615	-	79,615
22-06	Senior & Affordable Housing - Project Design & Management	175,000	175,000	85,038	89,962
22-47	Payroll Digitization	80,460	33,600	2,290	31,310
23-03	Climate Change Adaption / Mitigation Strategy	59,123	59,123	62,045	- 2,922
23-10	Audio Visual System - Council Chambers and Backup	84,000	84,000	68,613	15,387
22-02	Gateway Signage -2022 - 2025	220,000	166,666	12,703	153,963
23-12	Wayfinding Sign Fabrication and Installation - 2023 - 2025	800,000	533,334	140,886	392,448
23-94	Stage Coach Road Property	525,000	515,000	534,298	- 19,298
24-01	Website Redesign	33,190	33,190	20,421	12,769
24-03	Cloud Server	85,000	85,000	88,785	- 3,785
24-04	Records Management	100,000	100,000	62,140	37,860
24-05	14 Island Lake Dam Refurbishment	200,000	200,000	100,000	100,000
24-85	Road 38 - Hartington Property	350,000	350,000	366,269	- 16,269
	subtotal	2,957,473	2,430,633	1,543,487	887,147
	FIRE				
22-07	16ft 40HP Aluminum - Marine Unit	75,000	75,000	55,051	19,949
23-01	VFF Recruitment	137,000	11,245	3,534	7,711
23-22	Community Risk Assessment / Master Fire Plan	55,000	55,000	-	55,000
23-23	Hose and Appliances	20,000	1,470	3,097	- 1,627
23-24	Bunker Gear Replacement	25,000	6,325	8,928	- 2,603
23-25	Ice Water Rescue Equipment Renewal	54,000	54,000	-	54,000
24-14	Pumper Replacement	559,675	-	8,279	- 8,279
24-11	Hoses and Appliances	18,000	18,000	16,445	1,555
24-12	Electric Portable Fans	30,000	30,000	28,411	1,589
24-13	Vehicle Replacement - Deputy Fire Chief	75,000	75,000	70,940	4,060
24-15	Gas Detectors & Docking Stations	40,000	40,000	31,142	8,858
24-16	Mobile Gear Racks - Station 5 & 7	18,000	18,000	18,844	- 844

**Township of South Frontenac
2024 Capital Budget Update**

Project	Description	Total Project	2024 Original Budget ((REVISED WITH Previous Year CARRYOVERS))	2024 Actuals Dec 10, 2024	Variance
24-17	Specialized Equipment for Squads	20,000	20,000	13,062	6,938
24-18	Radio Communications Study	10,000	10,000	-	10,000
24-19	Tanker 351 Replacement	100,000	100,000	-	100,000
	subtotal	1,236,675	514,040	257,732	256,308
	PUBLIC SERVICES				
	FLEET				
23-71	Tandem Dump Truck/Plow	430,000	430,000	223,389	206,611
23-77	Snow Blower Attachment	40,000	40,000	-	40,000
24-21	Tandem Plow Truck	430,000	430,000	223,389	206,611
24-22	Tandem Roller-Pro Truck	615,000	615,000	213,310	401,690
24-23	Two (2) 1-Ton Trucks with plow and sander attachments	230,000	230,000	152,334	77,666
24-24	1-Ton Truck with Dump Box and power lift	120,000	120,000	125,531	- 5,531
24-25	Front Broom Attachment	40,000	40,000	40,583	- 583
24-26	AVL - Light Duty Installs	20,000	20,000	17,248	2,752
	subtotal	1,925,000	1,925,000	995,785	929,215
	ROADS INFRASTRUCTURE				
19-R05	Fish Creek Road Bridge	1,550,000	1,476,377	35,472	1,440,905
23-91	Notre Dame Sidewalk Design	29,500	26,810	10,623	16,187
23-92	Road 38/Boyce Road Sidewalk Design	14,800	13,331	8,442	4,889
21-R08	Streetlights (includes 18-17/19-14/20-20) / Streetlight Program	190,000	121,545	-	121,545
22-17	12th Con Bridge (B32) Repair	88,500	84,277	97,377	- 13,100
22-18	Eagle Creek Culvert (B31) Design	50,000	32,739	-	32,739
22-19	Opinicon Road Culvert (C12)	859,300	829,212	805,757	23,455
22-58	Buck Lake Accident	106,687	106,687	24,336	82,351
23-46A	Shale Road Culvert Design	20,000	4,075	4,732	- 657
23-46B	Bracken Culvert	549,200	528,543	432,287	96,256
23-46C	Claire Road Culvert Design	18,000	12,658	12,194	464
23-49	Transportation Master Plan	125,000	125,000	-	125,000
23-50A	Bedford Road	1,453,600	1,440,951	1,137,405	303,546
23-50B	Greenfield Road	219,100	216,505	138,243	78,262
23-50C	Ormsbee Road	828,800	825,371	630,514	194,857

**Township of South Frontenac
2024 Capital Budget Update**

Project	Description	Total Project	2024 Original Budget ((REVISED WITH Previous Year CARRYOVERS))	2024 Actuals Dec 10, 2024	Variance
23-50D	Perth Road	530,500	525,259	411,955	113,304
23-51	Pleasant Valley Municipal Drain - Drainage Act Maintenance	35,250	30,664	15,329	15,335
23-52	Gravel Road Granular Renewal	300,000	50,504	50,503	0
23-56	Road 38 Preliminary Design	220,000	149,785	52,179	97,606
21-R09	Arterial Reserve (Road 38 - Reserve Transfer)	2,450,000	2,450,000	2,450,000	-
24-32	Microsurfacing - Bellrock Road	495,000	495,000	512,496	- 17,496
24-33	Orser Road	157,500	157,500	137,418	20,082
24-34	Spooner Road	39,100	39,100	34,288	4,812
24-38	Kerr Road	161,500	161,500	143,142	18,358
24-39	Tom Watson Road	124,400	124,400	104,664	19,736
24-43	Devil Lake Road	346,600	346,600	306,450	40,150
24-40	Surface Treatment (LCB) Preservation	900,000	900,000	841,733	58,267
24-44	Sydenham Lake Bridge and Dam	534,000	534,000	418,950	115,050
24-46	Long Swamp Bridge Study	35,000	35,000	-	35,000
24-41A	Craig Road	54,900	54,900	26,356	28,544
24-41B	Westport Road	10,800	10,800	11,010	- 210
24-41C	Florida Road	9,300	9,300	7,123	2,177
24-42	Pavement Condition Assessment Updates	25,000	25,000	-	25,000
	subtotal	12,531,337	11,943,392	8,860,980	3,082,412
	FACILITIES				
20-27	Town Hall - Accessible Entrance Ramp & Front Step	300,000	65,617	0	65,617
23-08	Town Hall Expansion Feasibility, Design, Construction	3,893,528	3,750,367	516,154	3,234,213
21-01	New Firehall - Replacing Station 8	3,583,547	13,404	17,875	- 4,471
23-67	Fabric Roof Panels (3) - Keeley Road Sand/Salt Dome	80,000	31,558	45,634	- 14,076
23-60	Verona Medical Clinic - Construction 2nd floor accessible entrance	30,000	30,000	0	30,000
23-66	Building Condition Assessment Update	120,479	120,479	48,972	71,507
24-51	Storrington Centre Roof and Parking Lot Upgrades	435,000	435,000	400,957	34,043
24-52	Bedford Garage Equipment Upgrades	48,500	48,500	9,414	39,086
24-54	Keeley Patrol Yard Waste Oil Disposal	25,000	25,000	0	25,000
24-55	Sydenham Point Accessible Washroom Upgrades	30,000	30,000	0	30,000
24-56	Centennial Park New Accessible Washrooms Design and Build	30,000	30,000	0	30,000

**Township of South Frontenac
2024 Capital Budget Update**

Project	Description	Total Project	2024 Original Budget (REVISIED WITH Previous Year CARRYOVERS))	2024 Actuals Dec 10, 2024	Variance
24-57	Centennial Park Renovations to existing Canteen/Washrooms	150,000	150,000	19,141	130,859
24-58	Harris Park Hall Flooring Replacement	29,000	29,000	16,176	12,824
24-59	Glendower Hall Interior Design Plans	20,000	20,000	0	20,000
24-82	Station 5 Exterior Upgrades	15,000	15,000	0	15,000
24-83	Station 4 Flooring	8,000	8,000	0	8,000
24-84	Demo Pic Sand/Salt Storage Facility	30,000	30,000	27,054	2,946
24-86	Stage Coach Demolition	100,000	100,000	59,080	40,920
24-87	Storrington Renovations Admin Offices	40,000	40,000	47,486	- 7,486
24-89	Green Bay Waste Disposal Site	16,500	16,500	0	16,500
	subtotal	8,984,554	4,988,425	1,207,942	3,780,482
	SYDENHAM WATER				
18-18	Water Hauling Station & Mill Pond Drinking Station	95,000	10,210	5,220	4,990
22-53	SCADA & PLC (2023-2024)	275,000	206,418	65,642	140,776
22-54	Serpentine Piping (2024-2025)	700,000	700,000	-	700,000
24-61	Sydenham Drinking Water System Upgrades	37,500	37,500	1,649	35,851
	subtotal	1,107,500	954,128	72,511	881,617
	RECREATION				
20-41	Davidson Beach - Access Road to swim area	50,000	50,000	-	50,000
19-54	Storrington Centre Upgrades	822,309	39,759	-	39,759
22-38	McMullen - Verona Court Project	486,323	6,009	2,155	3,854
22-43	Consulting Fee - User Fee & Facility Allocation Policy	49,720	4,235	6,476	- 2,240
22-44	Recreation Software	39,554	16,184	5,495	10,689
23-80	Boat Launch/Water Access Review	25,000	25,000	4,845	20,155
23-83	Glendower Heritage Garden	20,000	9,843	1,517	8,326
23-84	Storrington Centre Audio Equipment	19,119	-	2,748	- 2,748
23-86	Centennial Park Accessible Washrooms - Design work	5,000	5,000	2,798	2,202
23-103	Princess Anne Repairs	15,000	8,152	-	8,152
24-60	Sydenham Point Field Score clock Power	10,000	10,000	13,306	- 3,306
24-66	Centennial Park Walkway Connections	240,000	240,000	15,136	224,864
24-80	Centennial Park Courts and Electrical Improvements	49,000	49,000	9,066	39,934
24-67	McMullen Park - Parking Lot paving & storage bunker	56,758	56,758	64,869	- 8,111

**Township of South Frontenac
2024 Capital Budget Update**

Project	Description	Total Project	2024 Original Budget ((REVISED WITH Previous Year CARRYOVERS))	2024 Actuals Dec 10, 2024	Variance
24-75	McMullen Park Beach and Washroom Building Upgrades	46,242	41,078	41,926	- 849
24-68	Keeley/Bowes Diamond Upgrades	208,000	208,000	155,615	52,385
24-69	Glendower Court Basketball nets	11,000	11,000	9,066	1,934
24-70	Bellrock & Petworth Parkette Conceptual Design	15,000	15,000	-	15,000
24-71	Petworth Mill wall cap and repairs	200,000	200,000	-	200,000
24-72	Shipyards Boat Ramp Rehabilitation	110,000	110,000	-	110,000
24-74	New Picnic Tables	10,000	10,000	6,251	3,749
	subtotal	2,488,024	1,115,018	341,270	773,748
	DEVELOPMENT SERVICES				
19-60	Official Plan	176,000	6,580	311	6,269
21-16	Development of Subdivision / Condo Standards	15,000	15,000	-	15,000
21-17	Servicing Options Study (Verona)	100,000	16,127	3,920	12,207
22-60	Napanee River Lakes Study Updated Floodplain Mapping	79,900	19,975	-	19,975
23-04	New Building Vehicle	45,000	45,000	41,876	3,124
23-90	New Building Vehicle	65,000	65,000	41,876	23,124
23-06	Zoning Bylaw Update	125,000	125,000	-	125,000
23-07	Community Planning Permit System	25,000	25,000	9,143	15,857
24-76	Economic Development Strategy	50,000	50,000	-	50,000
24-77	Replacement Building Vehicle	50,000	50,000	-	50,000
24-78	Development Charge Study and Population Study	95,000	95,000	70,180	24,820
	subtotal	825,900	512,682	167,307	345,375
	Total	32,056,464	24,383,318	13,447,014	10,936,305

TOWNSHIP OF SOUTH FRONTENAC
For the Eleven Months Ending November 30, 2024

	2024	2024	YTD Actual
	Year	YTD	vs
	Budget	Actuals	Budget Variance
REVENUE			
Property Taxation	22,723,775	22,733,465	9,690
User Charges	1,612,492	1,274,210	(338,282)
Licenses, Permits and Rents	1,563,678	1,235,659	(328,020)
Government Grants	2,132,602	1,864,201	(268,401)
Investment Income	649,000	650,872	1,872
Penalties and Interest on taxes	370,000	377,158	7,158
Donations	2,100	27,595	25,495
Other	0	53,867	53,867
Transfer from Reserves/Reserve Funds	277,661	313,578	35,917
Total Revenues	29,331,308	28,530,607	(800,702)
OPERATING EXPENSE			
General Government	6,296,571	5,983,833	(312,738)
Protection to Persons and Property			
Fire	2,100,333	2,101,488	1,156
Police	2,873,290	2,604,287	(269,003)
Conservation Authorities	321,876	320,327	(1,549)
Protective Inspections and Control	148,753	130,509	(18,244)
Emergency Measures	3,500	33	(3,467)
Building Department	1,293,983	1,074,832	(219,151)
Transportation Services			
Roadway Maintenance	5,556,155	5,955,064	398,909
Winter Control	2,361,009	1,494,055	(866,954)
Environmental Services			
Water System	419,430	245,274	(174,157)
Solid Waste Management	3,110,649	3,077,880	(32,769)
Parks, Recreation and Cemeteries	1,429,046	1,614,546	185,500
Planning and Development	877,964	752,560	(125,404)
Total Expenses	26,792,558	25,354,687	(1,437,871)
TOTAL	(2,538,750)	(3,175,919)	(637,169)

By-Law Number 2024-81**A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on December 17, 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 December 17, 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 December 17, 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 December 17, 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, December 17, 2024

Given Third Reading and Passed: Tuesday, December 17, 2024

James Thompson, Clerk

Ron Vandewal, Mayor