



**Township of South Frontenac
Council Meeting Agenda**



TIME: 7:00 PM,
DATE: Thursday, January 30, 2025
PLACE: 3910 Battersea Road/Virtual Via Zoom .

1. Call to Order

- a) Resolution

That the Council meeting of January 30, 2025 be called to order at ____ p.m.

2. Declaration of pecuniary interest and the general nature thereof

3. Approval of Agenda and Addendum

- a) Resolution

That the agenda be approved, as presented.

4. Scheduled Closed Session

5. Presentation

- a) Fire Department Q3/4 and 2024 Summary Report 4 - 5

6. Recess

7. Public Meeting

- a) Resolution

That the public meeting be called to order.

- b) Notice of Collection

- c) Summer Program Registration Fees and Model 6 - 25

- d) Resolution

That the public meeting be closed.

8. Delegations

9. Briefings

10. Approval of Minutes

- a) Resolution 26 - 31

That the minutes of the January 14, 2025 Council meeting be approved.

11. Reports Requiring Action

- a) Fire House Subs Grant 32 - 33

That Council support staff in moving forward with the Fire House Subs grant application submission, and;

That Council authorize the Clerk and Mayor to sign off on a grant agreement for the Fire House Subs grant, if successful.

- b) Tanker 351 – Tank Replacement 34 - 35

That Council authorize moving forward with the quote received from PMC Welding and Fabrications with an upset limit of \$100,000 funded from Fire equipment reserves.

- c) Landfill Compactor 36 - 43

That Council authorize the Public Services Department to purchase a CAT 816F landfill compactor from Marcel Equipment Ltd at a cost of \$325,632.00.

- d) Agility Association of Canada, All Ontario Regional Championship – Noise and Camping Bylaw Exemptions 44 - 48

That Council authorize the Manager of Recreation and Facilities to enter into an agreement with The Agility Connection to host the Agility Association of Canada (AAC) All Ontario Regional Championship on May 30, 31 and June 1st, 2025 at Centennial Park in Harrowsmith;

That as per Sections 5. i. g) and h) of the Noise By-law, use of generators in relation to the event be permitted; and

That Council provide a one-time exemption to permit camping in Centennial Park for the sole purpose of use for the competitor's trailers during the Ontario Regional Championship Agility Competition as requested.

- e) Award of RFP # PS-P01-2024 – Design Services for Upgrades to Sydenham Water Treatment Plant 49 - 52

That Council award RFP # PS-P01-2024 Professional Services for Upgrades to Sydenham Water Treatment Plant to J. L. Richards & Associates for the successful bid of \$125,048.79 (net of rebatable HST).

12. Advisory Committee Reports or Minutes

13. Reports Requiring Approval of By-laws

- a) Summer Program Registration Fees and Model 53 - 54

That By-law 2025-2, attached to Report Number 2025-006 as Exhibit B, being a By-law to Amend By-Law Number 2024-77, 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; and

That By-law 2025-2 be given third reading, signed and sealed.

14. Reports for Information

- a) Fire Department Q3/4 and 2024 Summary Report 55 - 59

- b) Public Services Delegated Authority Report 60 - 61

15. Committee of the Whole

16. Tabling of Documents

- a) Documents received from David Ellingwood, General Manager, Cataraqui Region Conservation Authority, dated January 15, 2025 regarding the Municipal Apportionment and the agenda for the Annual General Meeting. 62 - 67

17. Communications18. Notice of Motions19. Rise and Report regarding County Council and External Boards

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

20. Announcements/Statements by Councillors21. Closed Session (if requested)22. Confirmatory By-law

- a) Resolution 68

That By-law 2025-3, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

That By-law 2025-3, being the confirmatory by-law, be given third reading, signed and sealed.

23. Adjournment

- a) Resolution

That the Council meeting of January 30, 2025 be adjourned at ____ p.m.

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Township of South Frontenac

Staff Report



To: Council

From: Director of Emergency Services & Fire Chief

Date of Meeting: Thursday, January 30, 2025

Subject: Fire Department Service Metal Presentations

Report Number: 2025-14

Summary

The Report provides a summary of South Frontenac fire service personnel receiving long service metals from the Provincial and Federal governments.

Recommendation

This Report is for information purposes.

Background

Provided by the Governor General of Canada, the Fire Services Exemplary Service Medal created on August 29, 1985, honours members of a recognized Canadian fire service who have completed 20 years of service, ten years of which have been served in the performance of duties involving potential risks, and were employed on or after the date of creation of the Medal. Recognized fire services include Canadian fire departments, fire marshals' offices, fire commissioners' offices and the Canadian Forces fire services. Exemplary service is characterized by good conduct, industry and efficiency.

The Provincial Fire Services Long Service Medal was first awarded in 1971. It is awarded for 25 years of service as a full-time or volunteer firefighter with a fire department in the province of Ontario. Additionally, a companion pin is awarded to the spouse or partner of a firefighter receiving their 25 year provincial service metal.

Discussion/Analysis

The following active and retired members are receiving Provincial and Federal Long Service Metals and ribbons.

Bill Jones	30-, 35-, 40- and 45-years Provincial
Howard Williams	30 years Provincial and 30 years Federal
Mark Dermott	30-, 35 years Provincial and 30 years Federal

Bradley Greenslade	30-, 35 years Provincial and 25-year companion PIN and 20-, 30 years Federal
Don Leiske	25 years Provincial and 25-year companion PIN
Chris Howland	20 Years Federal
Stan Ritchie	20 Years Federal
Mark Thibeault	20 Years Federal
Raymond Smith	20 Years Federal
Deb Andrews	20 Years Federal
Alen Merritt	20 Years Federal

Not all personnel who are entitled to metals are represented in this award ceremony. It will be a priority of the Fire Chief in 2025 to ensure that applications are submitted to bring all members of South Frontenac Fire and Rescue to current acknowledgement status.

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: People and Partnerships

Climate Considerations

- Not applicable to this report.

Approvals

Submitted By:



Delbert Blakney
Director of Emergency Services / Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer



**SOUTH
FRONTENAC**

Public Meeting

By-law to Establish Summer Program Registration
Fees and Model

Thursday, January 30, 2025

7:00 p.m. Council Meeting

Public Meeting Statement

- The purpose of this public meeting is to hear comments on the Proposed By-law to Establish Summer Program Registration Fees and Model



Meeting Format

1. Mayor introduces project
2. Staff presents overview project
3. Questions from Council
4. Members of the public permitted to address Council
5. Council discussion
6. 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
 - Clearly state your name for the record. Once you are done speaking or Council has no further questions, the Meeting Host will mute your microphone



Process undertaken to date

- Initiated based on comments received from the Recreation and Leisure Services Advisory Committee
- Review of Summer Program structure and fees. Compared operating budget against the revenue of the day camps to create a fee schedule that ensures the programs sustainability
- Completed a review of registration trends, feedback from parents/ guardians
- Summer Registration fees are in line with the Township's strategic priorities and approach to User Fees

Program Goals

- Achieve a sustainable funding model by 2027
- Establish a funding model that recognizes the tax base subsidy
- Establish a registration model that recognizes the tax base subsidy.



Outcomes of Funding Model

Differential pricing:

- Non-resident rate at full cost recovery fee with no subsidization.
- Resident rate 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%.

Outcomes of Registration Model

Resident and non-resident specific spaces:

- Sydenham 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 wait-list for non-residents, the spaces will be filled by non-residents from a first come, first served off the wait-list.

Monetary penalties for withdrawals:

- A withdrawal schedule includes an advanced notice fee, late notice fee, and in-session cancellation fee. The fees are detailed in Exhibit B.

Supporting Documents

- Appendix “B” provides details on the proposed fees associated with Summer Program Registrations



Next Steps

- South Frontenac Council should receive comments from the public
- The recommendation report will be presented at tonight's Council meeting



Open Discussion

1. Council Questions
2. Public Questions and Comments
3. Council Comments



Adjourn Public Meeting



Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: January 30, 2025

Subject: Summer Program Registration Fees and Model

Report Number: 2025-006

Summary

This report is to host a Public Meeting on the proposed Summer Program Registration Fees that was endorsed by Council on December 17, 2024 and recommends approval of the proposed By-law to establish the new Summer Program Fees attached to the report as Exhibit A to be implemented for the 2025 registration period.

Recommendation

That By-law 2025-2, attached to Report Number 2025-006 as Exhibit B, being a By-law to Amend By-Law Number 2024-77, 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; and

That By-law 2025-2 be given third reading, signed and sealed.

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.’

At the December 17th, 2024, Council meeting, Council endorsed the Summer Program Fee Schedule outlined in Exhibit B in order to advance a public meeting to held in accordance with By-law 2016-73.

Resolution No. 2024-22-11

Moved by Councillor Sleeth

Seconded by Councillor Roberts

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.

Carried

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

Summer Program Fee Schedule attached as Exhibit A.

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

- Recreation and Events Coordinator
- Clerk and Community Emergency Management Coordinator

Attachments

Exhibit A – Summer Program Fee Schedule

Exhibit B– By-law 2025-2 - A By-law to Amend By-Law Number 2024-77, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, As Amended

Approvals

Prepared By: Tim Laprade, Manager of Recreation & Facilities

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer



Public Services
 2490 Keeley Road
 Sydenham ON, K0H 2T0
 613-376-3027
recsupport@southfrontenac.net

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				



Public Services
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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.

By-Law Number 2025-2

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

Whereas the Council of The Corporation of the Township of South Frontenac enacted By-Law Number 2024-59, A Bylaw to Establish Fees and Charges to be Collected by The Corporation of the Township of South Frontenac, as amended;

Whereas the Council of the Township of South Frontenac considers it necessary and desirable to amend By-law 2024-59, as amended;

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. Schedule “E” of By-law 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, as amended, is hereby further amended to include the following:

Description								Effective Date
								February 1, 2025
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	
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.		

2. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Thursday, January 30, 2025

Given Third Reading and Passed: Thursday, January 30, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

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January, 14, 2025



**Township of South Frontenac
Council Meeting Minutes**



Meeting #2025-01

Time: 6:00 PM

Location: 3910 Battersea Road/Virtual Via Zoom

Present: Ray Leonard, Doug Morey (arrived at 6:52 p.m.), Steve Pegrum, Norm Roberts, Randy Ruttan, Scott Trueman (Virtual), Adam Turcotte, Mayor Ron Vandewal

Absent: Ron Sleeth

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, Troy Dunlop - Manager of Engineering and Capital Projects

1 Call to Order

a) Resolution

Resolution No. 2025-01-01

Moved by Councillor Ruttan

Seconded by Councillor Leonard

That the Council meeting of January 14, 2025 be called to order at 6:00 p.m.

Carried

2 Declaration of pecuniary interest and the general nature thereof

a) There were none.

3 Approval of Agenda and Addendum

a) Resolution

Resolution No. 2025-01-02

Moved by Councillor Roberts

Seconded by Councillor Turcotte

That the agenda be approved, as presented.

Carried

4 Scheduled Closed Session

a) Resolution

Resolution No. 2025-01-03

Moved by Councillor Pegrum

Seconded by Councillor Turcotte

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 - Verona Housing Project.

Carried

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b) Resolution

Resolution No. 2025-01-04

Moved by Councillor Turcotte

Seconded by Councillor Leonard

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

Carried

5 Recess

a) Council recessed at 6:55 p.m. and resumed at 7:00 p.m.

6 Deputy Mayor - Oath of Office

a)

b) Deputy Mayor Ruttan undertook the Declaration of Office.

7 Public Meeting

a) There was none.

8 Delegations

a) There were none.

9 Briefings

a) There were none.

10 Approval of Minutes

a) Resolution

Resolution No. 2025-01-05

Moved by Councillor Roberts

Seconded by Councillor Pegrum

That the minutes of the December 13, 2024 and the December 17, 2024 Council meetings be approved.

Carried

11 Reports Requiring Action

a) Appointment of Members of Council to Committee of Adjustment

Resolution No. 2025-01-06

Moved by Deputy Mayor Ruttan

Seconded by Councillor Pegrum

That the following members of Council be appointed to the Committee of Adjustment for a term concluding December 31, 2025:

1. Bedford District Councillor Pegrum;
2. Portland District Councillor Leonard;
3. Loughborough District Councillor Trueman; and
4. Storrington District Councillor Roberts.

Carried

b) Firesmart Communities Transfer Payment Program

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Resolution No. 2025-01-07

Moved by Councillor Leonard

Seconded by Councillor Morey

That Council authorize the Mayor and Clerk to sign off on a grant agreement for the Ontario Fire Smart Communities Program.

Carried

12 Advisory Committee Reports or Minutes

a) There were none.

13 Reports Requiring Approval of By-laws

a) There were none.

14 Reports for Information

a) There were none.

15 Committee of the Whole

a) Not applicable.

16 Tabling of Documents

a) Documents received from Marissa Grondin dated December 17, 2024 regarding the Rideau Valley Conservation Authority 2025 draft budget.

17 Communications

a) There were none.

18 Notice of Motions

a) There were none.

19 Rise and Report regarding County Council and External Boards

a) Quinte Conservation

Councillor Roberts noted that the Quinte Conservation budget was passed at the December, 2024 meeting and the next meeting will take place in February, 2025.

b) Frontenac Community Arena Board

Councillor Roberts stated that there were no concerns and that the Arena is running smoothly.

20 Announcements/Statements by Councillors

a) There were none.

21 Closed Session (if requested)

a) Resolution

Resolution No. 2025-01-08

Moved by Councillor Turcotte

Seconded by Councillor Leonard

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

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1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - A proposed or pending acquisition or disposition of land by the municipality or local board - Loughborough District
2. Labour relations or employee negotiations
3. Approval of the November 19, 2024 and December 17, 2024 Committee of the Whole "Closed Meeting" Minutes.

Carried

b) Resolution

Resolution No. 2025-01-09

Moved by Councillor Roberts

Seconded by Councillor Pegrum

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

Carried

Resolution No. 2025-01-10

Moved by Councillor Turcotte

Seconded by Councillor Leonard

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

Carried

22 Confirmatory By-law

a) Resolution

Resolution No. 2025-01-11

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That By-law 2025-1, 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. 2025-01-12

Moved by Councillor Pegrum

Seconded by Councillor Roberts

That By-law 2025-1, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

23 Adjournment

a) Resolution

Resolution No. 2025-01-13

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the Council meeting of January 14, 2025 be adjourned at 7:51 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

Minutes of Council
January, 14, 2025

South Frontenac is a welcoming and thriving rural community



Declaration of Office
Section 232 of the *Municipal Act*, 2001

I, Randy Ruttan having been appointed to the office of Deputy Mayor for the municipality of the Township of South Frontenac do solemnly promise and declare that:

I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.

I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.

I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.

I will be faithful and bear true allegiance to His Majesty King Charles the third.

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as made under oath.

Declared before me)

At the Township of South Frontenac)

.....)

.....)

On the 14 day of January, 2025.)

Randy Ruttan, Declarant

James Thompson

Commissioner for Taking Oaths

James C. Thompson, a Commissioner, for taking Oaths, Clerk, The Corporation of the Township of South Frontenac, Section 1 (2) (1), R.S.O. 1990 c.C17.

Township of South Frontenac Staff Report



To: Council

From: Director of Emergency Services & Fire Chief

Date of Meeting: January 30, 2025

Subject: Fire House Subs Grant

Report Number: 2025-13

Summary

The report seeks Council approval to move forward with a grant application to Fire House Subs for the purchase of a side-by-side utility vehicle for wildland firefighting operations.

Recommendation

That Council support staff in moving forward with the Fire House Subs grant application submission, and;

That Council authorize the Clerk and Mayor to sign off on a grant agreement for the Fire House Subs grant, if successful.

Background

Firehouse Subs Public Safety Foundation of Canada is dedicated to improving the lifesaving capabilities of first responders and public safety organizations in communities served by Firehouse Subs by providing funding, resources and support. Currently applications are being accepted until February 14th.

Discussion/Analysis

South Frontenac Fire and Rescue has the addition of two side-by-side utility vehicles currently in the long-range fleet plan at a cost of \$55,000 each planned for 2026. Currently, any use of side-by-side vehicles relies on borrowing a unit through mutual aid.

The Ministry of Natural Resources (MNR) predicts a 40% increase in wildfires over the next 14 years and 44% of the Township is within the MNR's high risk wildfire zone.

The addition of a side-by-side utility vehicle would provide for its use for wildland firefighting as well as remote medical/rescue calls.

The application to Firehouse Subs would be for one side-by-side utility vehicle with a value of \$55,000.

Financial Implications

The grant funding amount being requested would cover the full cost of the side-by-side utility vehicle in the amount of \$55,000. If unsuccessful, the project would not move forward.

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: People and Partnerships

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

Platoon Chiefs

Neighbouring Fire Departments

Attachments

None

Approvals

Submitted By:



Delbert Blakney
Director of Emergency Services / Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council
From: Director of Emergency Services / Fire Chief
Date of Meeting: January 30, 2025
Subject: Tanker 351 – Tank Replacement
Report Number: 2025-12

Summary

This Report is to provide an update from the October 1st 2024 report to council 2024-168 regarding a deficient water tank identified on a tanker truck and to make a recommendation to replace that tank at an approximate expense of \$100,000 funded from equipment reserves.

Recommendation

That Council authorize moving forward with the quote received from PMC Welding and Fabrications with an upset limit of \$100,000 funded from Fire equipment reserves.

Background

Tanker 351 based out of the Sydenham station has a significant leak in the 2,500-gallon water tank. This truck was taken out of service in November of 2024 as leaking water on the road would create hazardous icy conditions on roadways.

Discussion/Analysis

Tanker 351 is a 2012 Kenworth Truck Model T370. The manufacture of the body and tank were Seagrave (Almonte Fire trucks), who are no longer in operation.

The tank was inspected by Iron Trade Works Inc. (ITW) is a vendor of record as a certified emergency vehicle technician.

To rectify the tank issues, ITW recommended that the aluminum tank be removed and replaced with a poly tank. Most poly tanks come with a lifetime manufacturer's warranty which will allow the tanker to reach its full life cycle. While an initial estimate of \$100,000 was provided the poly tank manufacturer has since shut down operations. Iron Trade Works is now unable to provide a quotation to replace the tank.

We've reached out to Fort Garry Fire Trucks and Rush Truck Centres who have decline the opportunity to provide a quotation to replace the tank.

Dependable Fire Trucks assessed the tank in September and provided an estimate \$200,000 to \$300,000 to replace the tank which would take approximately 8 months.

We reached out to a local company PMC Welding and Fabrications in Bath Ontario who have experience with significant manufacturing and repair welding. They have provided an estimate of \$98,760 for material and labour to replace the tank with a reinforced stainless steel tank. The project is scheduled to take 3 to 6 weeks to complete, and work can commence immediately. The quotation is based on the project taking six weeks. A one year warranty would be included in the award of work.

Financial Implications

Expenditure of up to \$100,000 funded from the Fire equipment reserve.

Relationship to Strategic Plan

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

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Contractors listed in Report.

Platoon Chief, Jason Riddel

Approvals

Submitted By:



Delbert Blakney, Director of Emergency Services / Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council
From: Director, Public Services
Date of Meeting: January 30, 2025
Subject: Landfill Compactor
Report Number: 2025-008

Summary

The purpose of this report is to seek authorization for the purchase of a used landfill compactor.

Recommendation

That Council authorize the Public Services Department to purchase a CAT 816F landfill compactor from Marcel Equipment Ltd at a cost of \$325,632.00.

Background

The 2025 capital budget includes project 25-87 for the purchase of a used landfill compactor with a budget of \$350,000.

Landfill compactors are a unique piece of equipment used for a very specific purpose and because of this there are very few options on the market.

Discussion/Analysis

Last year, Central Frontenac purchased a landfill compactor from Marcel Equipment, an Ontario based company that specializes in reconditioned used landfill equipment. Marcel Equipment was contacted for a quote and provided pricing on a 2002 CAT 816F that had completed the refurbishment process and was available for delivery. A condition report on the unit is included as Exhibit A.

The following references were provided by Marcel Equipment for Townships that had purchased refurbished CAT 816F machines:

- Township of Central Frontenac
- Municipality of Centre Hastings
- Municipality Marmora & Lake
- Brudenell, Lyndoch and Raglan Township

After searching the used equipment market and researching the refurbishing process of Marcel Equipment, staff are recommending the purchase of this unit due to its availability and it's within budget.

Financial Implications

Project Number	Description	Budget
25-87	Landfill Compactor - Used	\$350,000

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
 - Action Item (If Applicable):

Climate Considerations

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

Attachments

- Exhibit A – Condition Report
- Exhibit B - Pictures

Approvals

Prepared By: Brian Kirk, Manager of Operations & Fleet

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

Exhibit A – Condition Report

CAT 816F (2002) UNIT # C6526

MACHINE HOURS: 13015



Repair / Condition Report

The following was completed by Marcel Equipment:

Upon arrival to our yard, all covers & guards were removed & machine was power washed

Visual & operational inspections were completed

Engine oil filter cut open & checked for contaminants - clean

Transmission filter was cut open & checked - clean

Hydraulic filter was cut open & checked - clean

All suction screens & magnets were checked - clean

Checked both differentials - oil levels good & oils clean

Changed all oils

Changed coolant

Checked brake system - good

Description

- CAT 3306 DITA Engine
- Block Heater
- Solid Core Radiator
- Powershift Transmission
- Cab (ROPS) w/ A/C
- No Spin Front & Rear Differentials
- CAT Straight Landfill Blade
- Front & Rear Striker Bars
- CAT Plus Compaction Wheels
- Axle Seal Guards
- Lights, Wipers, Heater
- Mirrors
- AM/FM Radio
- Rated at 235 HP
- Weight 50,150 LBS

Checked parking brake - good
Checked articulation - good

Verified the following pressures to ensure within OEM spec;

Transmission pump
Transmission lube
Torque inlet/outlet
Steering
Pilot
Implement
Accumulator
Engine oil
Fuel
Boost
Stall speed & full stall
Installed **NEW** engine thermostat
Installed **REBUILT** fuel injectors
Installed **REBUILT** turbo
Installed **NEW** exhaust manifold

Due to oil pan leaking, we took the opportunity to;

Installed **NEW** crankshaft bearings
Installed **NEW** rod bearings
Installed **NEW** thrust bearings
Inspected engine oil pump
Installed **NEW** steering pins & bearings
Resealed steering cylinders
Installed **NEW** blade lift cylinder yoke bushing
Installed **NEW** blade lift cylinder trunnion bushings
Re-chromed lift cylinder rod & resealed cylinder
Installed **NEW** fuel cap
Installed **NEW** fuel level sender
Cleaned & serviced complete HVAC system
Serviced a/c system
Reconditioned cab

Checked all gauges, controls, switches & lights
Installed **NEW** monitor in cab
Installed **NEW** back-up alarm
Serviced electrical bay
Installed **NEW** fan & a/c belts
Replaced required lines, hoses & tubes
Completed all required miscellaneous repairs
Checked all grease lines & greased unit
Tested & serviced batteries & connections
All mechanical & cosmetic repairs have been completed
Complete machine has been sandblasted, primed, painted & new decals applied.







W059

W059

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: January 30, 2025

Subject: Agility Association of Canada, All Ontario Regional Championship
– Noise and Camping Bylaw Exemptions

Report Number: 2025-007

Summary

This report recommends that Council approve a bylaw exemption to permit overnight camping for members of the Agility Association of Canada during the All-Ontario Regional Championship being hosted at Centennial Park in Harrowsmith.

Recommendation

That Council authorize the Manager of Recreation and Facilities to enter into an agreement with The Agility Connection to host the Agility Association of Canada (AAC) All Ontario Regional Championship on May 30, 31 and June 1st, 2025 at Centennial Park in Harrowsmith;

That as per Sections 5. i. g) and h) of the Noise By-law, use of generators in relation to the event be permitted; and

That Council provide a one-time exemption to permit camping in Centennial Park for the sole purpose of use for the competitor's trailers during the Ontario Regional Championship Agility Competition as requested.

Background

The Agility Association of Canada is a national organization that promotes and regulates dog agility competitions across the country.

The All-Ontario Regional Championship is an annual event, and the organizers are anticipating 225 entries in 2025 from all over Ontario. The Agility Association of Canada (AAC) All Ontario Regional Championship will be held on May 30, 31 and June 1st.

Discussion/Analysis

This event will be hosted by The Agility Connection. The Agility Connection is owned by Christine Mandy and will have the support of Wendy Beard as co-chair for this event.

The park is being requested from Thursday, May 29th and the plan to be finished clean up by Monday, June 2nd at noon.

Exhibit A attached is a letter from the organizers outlining important information on event logistics; attendance figures, camping details, waste management, references, etc.

The organizers are aware that fires and dumping of grey water are prohibited and that camping will only take place in the identified area located in the Northwest parking area. The organizers have requested a noise by-law exemption in order to run a generator on occasion for the event and trailers but the generator would not run all night.

Public Services staff will meet with the organizers on site to discuss the logistics of the event in order to confirm what is being proposed.

Once the request has been approved, the Organizers will obtain a liability certificate of insurance from TAC's insurance agent, Shaw Insurance, Kingston.

Financial Implications

The group will pay the required park and amenity booking fees as per the approved rate guide along with a cleanup deposit.

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.

Climate Considerations

- Not applicable to this report.

Notice/Consultation

- Recreation and Events Coordinator
- Manager, Recreation and Facilities
- Clerk and Community Emergency Management Coordinator

Attachments

Exhibit A – Letter from event organizer

Approvals

Prepared By: Tim Laprade, Manager of Recreation and Facilities

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer



The Agility Connection
1080 Basswood Place
Kingston, Ontario K7P 1K6

January 9, 2025

Eve Hussey
Clerical Assistant
Public Services Department
Township of South Frontenac
2490 Keeley Road
Box 100
Sydenham, Ontario K0H 2T0

bookings@southfrontenac.net

Good Evening Eve:

As per your email of today's date, this letter is to outline important information regarding hosting the Agility Association of Canada (AAC) All Ontario Regional Championship on May 30, 31 and June 1st. We would need to set up on Thursday, May 29th and we plan to be finished clean up by Monday, June 2nd at noon.

This event will be hosted by The Agility Connection. The Agility Connection is owned by myself. Wendy Beard and I will be co-chairing this event.

To provide you with some background information.

Agility is a dog sport that I have been involved with since 2001. The Agility Connection, hosted 3 AAC sanctioned trials at Lake Ontario Park annually from 2007 to 2019 and has been hosting 3 annual AAC sanctioned trials at Big Sky Dog Centre on Florida Road from 2021 to present. Additionally, Wendy and I Co-Chaired the 2023 and 2024 AAC National Agility Championship in Maxville, Ontario. Nationals is an annual event that attracts dogs from coast to coast. In 2023 we had 324 entries and in 2024 we had 532 entries. I served as Vice President on the Board of the AAC from 2018 to 2022 and have resumed that position as of January 1st. Wendy served as the AAC Ontario Regional Director and the President of the AAC for multiple terms. All this to say, we are both very committed to the AAC, to its competitors and to the growth of the sport in general.

The All Ontario Regional Championship is an annual event. We are anticipating 225 entries in 2025 from all over Ontario.

The following will provide you with some information to explain what we would require to host this event and to address your questions. We wish to assure you that we take great pride in our agility competitions leaving the venue as clean as when we arrive.

- We need three level fields that are each 100 x 110 ft.
- We rent construction fencing for each field.
- We need to provide each of these fields with a power source for electronic timing.
- The scoring team (2 people) need a place with power to input the scores throughout the event. This can be done out of a trailer or tent.
- Room is required for crating all the four-legged competitors outdoors. Competitors provide their own shade tents.
- Dogs are not permitted off leash except in a designated warm-up area and while competing.
- Competitors are required to pick up after their dogs. Any violation would result in dismissal.
- If a dog soils inside the competition area, we clean up immediately with water and a product to eliminate any odour.
- Room is required for vendors.
- Parking is required for competitors and volunteers.
- Camping (even dry camping) is required. Campers would be required to arrange to have their trailers pumped out or take their trailers to a dumping station.
- We plan to rent porta potties and wash stations and have the porta potties serviced each day.
- We plan to hire over night security.
- In addition to the use of the gazebo, we plan to rent a large tent.
- We would be responsible for the site clean up.
- We would assume responsibility for remediation/costs of any damage caused by the event.
- We are happy to provide references upon your request and answer any further questions you may have. Please advise as to the number and nature of the references if you require them.

Regards,

Christine Mandy and Wendy Beard
Co-Chairs, 2025 AAC All Ontario Regionals

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: January 30, 2025

Subject: Award of RFP # PS-P01-2024 – Design Services for Upgrades to Sydenham Water Treatment Plant

Report Number: 2025-005

Summary

This report provides a summary of the Request for Proposal # PS-P01-2024 evaluation and recommends the award of contract for professional design services for the Upgrades to Sydenham Water Treatment Plant (serpentine piping).

Recommendation

That Council award RFP # PS-P01-2024 Professional Services for Upgrades to Sydenham Water Treatment Plant to J. L. Richards & Associates for the successful bid of \$125,048.79 (net of rebatable HST).

Background

In July of 2021, the Township submitted grant applications under the Investing in Canada Infrastructure Program (ICIP) – Green Stream for several capital improvements at the Sydenham water treatment plant. The projects submitted for grant consideration included:

- a) replacement of pneumatic actuated valves
- b) replacement of the programmable logic controller (PLC) and supervisory control and data acquisition (SCADA) instrumentation
- c) replacement of the chlorine contact (serpentine) piping.

The total estimate of all three projects was \$995,000 of which 73.33% would be eligible for grant funding.

In April of 2022, the Township received notice from the Ministry of Infrastructure that the ICIP grant was successful and that all eligible projects were to be completed on or before March 31, 2026. The pneumatic valve replacement project was completed in 2022, and the PLC/SCADA replacement project was completed in 2024. The last remaining project to be completed under the grant is the replacement of the chlorine contact (serpentine) piping. This piping forms part of the primary disinfection systems for the water treatment plant and

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has been prone to both ongoing and new sources of leaks throughout the 90m long section of stainless steel piping.

Discussion/Analysis

On November 14th, 2024, the Township released Request for Proposal # PS-P01-2024 to obtain professional design services in support of the replacement of the chlorine contact (serpentine) piping system. Key activities and deliverables in the RFP assignment include:

- a) Collection and review of background information relating to the water treatment plant and processes
- b) Implementation of a stakeholder engagement plan
- c) Identifying the problem or opportunity statement
- d) Identification and evaluation of alternative solutions
- e) Recommendation of the preferred construction option
- f) Securing permits and approvals from regulatory agencies; and
- g) Preparation of the final designs and tender documents.

Terms within the original RFP request indicated that project design support a fall/winter construction project tender with successful delivery on or before March 31, 2026.

On December 20th, 2024, the Request for Proposal submission period closed with only one submission received for the project. The sole submission received was subject to a detailed review and scored according to a 100-point merit system using the following criteria:

- Experience and Team Qualifications 20 points
- Understanding of Objectives 10 points
- Quality of Approach 15 points
- Proposed Work Plan / Level of Effort 15 points
- Financial Proposal 40 points

A summary of the evaluations and financial results are included in the table below:

Rank	Company	Score (Max 100)	Total Bid (Net rebatable HST)
1	J. L. Richards & Associates	98	\$125,048.79

J. L. Richards & Associates presented a strong and detailed proposal (technical/financial) and provided a comprehensive workplan that answered all the deliverables of the RFP.

Key highlights of the J. L. Richards proposal included:

- Project led by Kingston Office
- Project Team – 8 staff and two sub consultants – Hopkins Chitty (survey/legal), Cambium (geotechnical)

- Project Manager – Susan Shi, M. Eng., P. Eng. – over 10 years experience, significant experience in water and wastewater and, project management including work on the recent Verona Water and Wastewater Master Plan
- Proven team experience working with approval agencies and both federal and provincial government authorities
- Submission included details on three viable options for replacement of the serpentine piping system for further evaluation

The award of RFP # PS-P01-2024 exceeds the threshold for delegated authority limit of \$50,000 and as such the contract must be awarded through resolution of Council. Staff are recommending that the proposal from J. L. Richards & Associates be accepted.

Financial Implications

The original grant applications under the ICIP Green Stream program in 2021 included an estimate of \$100,000 toward the design of the serpentine piping replacements. This estimate included an additional 10% contingency allowance totalling \$110,000. The current bid proposal of \$125,048.79 from J. L. Richards & Associates exceeds the original design estimate however the \$15,048.79 increase will be fully offset by forecasted savings of \$122,500 from the completion of the first two ICIP Green Stream projects.

Approximately \$91,698.28 (73.33%) of the J L Richards & Associates assignment will be funded by federal and provincial grants with the remaining \$33,350.51 (26.67%) funded by the water reserve fund. Funding in the amount of \$700,000 has been included for the serpentine piping replacement project (#22-54) in the 2025 budget.

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
 - Action Item – Assess and provide affordable and reliable services that are aligned with our community’s needs.

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Utilities Kingston

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

By-Law Number 2025-2

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

Whereas the Council of The Corporation of the Township of South Frontenac enacted By-Law Number 2024-59, A Bylaw to Establish Fees and Charges to be Collected by The Corporation of the Township of South Frontenac, as amended;

Whereas the Council of the Township of South Frontenac considers it necessary and desirable to amend By-law 2024-59, as amended;

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

- 1. Schedule “E” of By-law 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, as amended, is hereby further amended to include the following:

Description								Effective Date
								February 1, 2025
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	
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.		

2. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Thursday, January 30, 2025

Given Third Reading and Passed: Thursday, January 30, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac Staff Report



To: Council
From: Director of Emergency Services & Fire Chief
Date of Meeting: Thursday, January 30, 2025
Subject: Fire Department Q3/4 and 2024 Summary Report
Report Number: 2025-11

Summary

The Report provides a high-level overview of responses and fire department activities during the fourth quarter of 2024 and a summary of 2024.

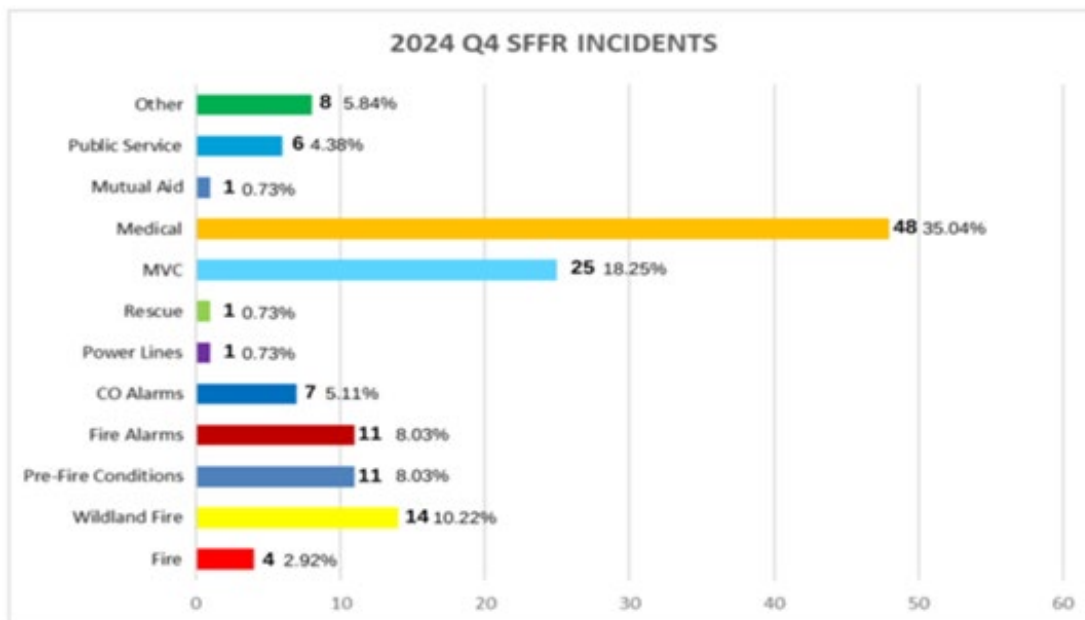
Recommendation

This Report is for information purposes.

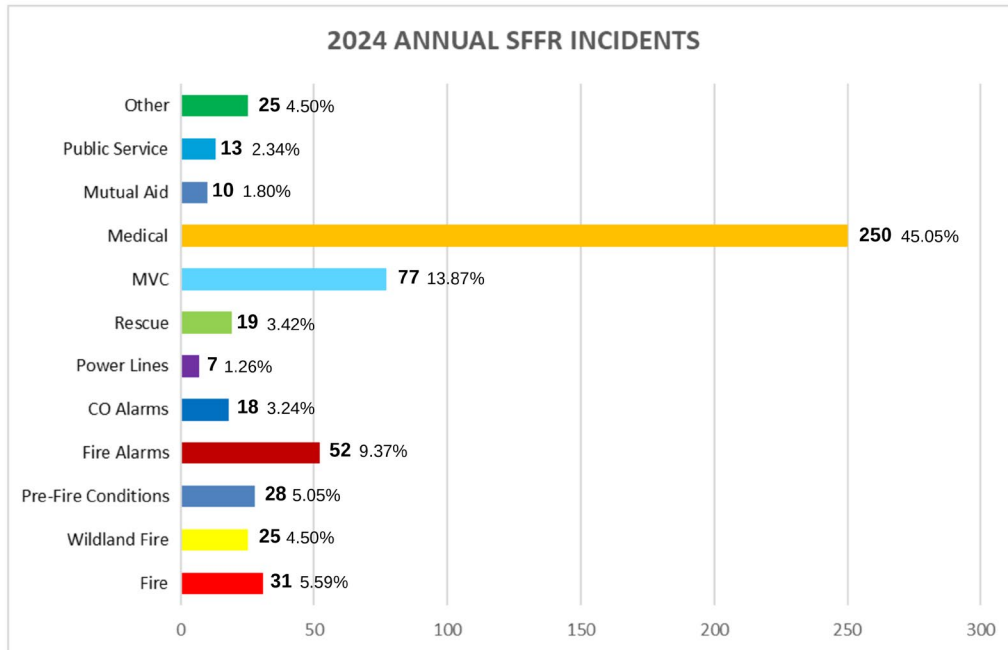
Discussion/Analysis

During the fourth quarter of 2024, South Frontenac Fire and Rescue responded to 137 incidents. Of the 137 incidents, 48 of the incidents were related to medical response calls 35%.

The following table illustrates the number of incidents per type of incident along with their percentages:



Following is an annual summary of responses for 2024. South Frontenac Fire and Rescue responded to 555 incidents in 2024 which is an 11% increase compared to 2023. Of the 555 incidents, 250 of the incidents were related to medical response calls or 45%.



The following table provides additional context and comparison regarding the quarterly number of incidents occurring between 2017 and 2024.

	2017	2018	2019	2020	2021	2022	2023	2024
Response Quarter 1: Jan 1 - Mar 31	104	96	93	112	101	93	106	131
Response Quarter 2: Apr 1 - Jun 30	123	135	128	142	123	167	130	131
Response Quarter 3: July 1 - Sept 30	99	154	155	140	89	134	133	156
Response Quarter 4: Oct 1 – December 31	103	118	132	98	132	126	132	137
Total	429	503	508	492	445	520	501	555

3rd Quarter 2024

2024 six personnel completed the NFPA 1521 Incident Safety Officer program.

South Frontenac Fire and Rescue participated in 9 public education or community public relation events listed below:

July 1, 2024	Canada Day South Frontenac	Multiple Locations
July 13, 2024	Lakes & Trails	The Point Park
July 19, 2024	Dog Days of Summer	Centennial Park
August 3, 2024	Frontenac Frolic	Glendower Hall
September 8, 2024	Plow Match	Tait Farm
September 14, 2024	Verona Car Show	Verona Lions Hall
September 21, 2024	Early ON Parent Expo	Verona Lions Hall
September 26, 2024	Grade 9 Day	Sydenham High School/ The Point Park
September 28, 2024	Hockey Day in Frontenac	Frontenac Community Arena

In September of 2024 our Deputy Chief resigned to pursue an opportunity with a neighbouring municipality.

4th Quarter 2024

South Frontenac Fire and Rescue participated in 6 community public relation events listed below:

October 5, 2024	Battersea Pumpkin Festival	Battersea
October 8, 2024	Fire Prevention Week Station Open Houses	Stations 2, 4, 5 and 8
October 11, 2024	Bob's Lake Association Walleye Release	Bob's Lake
November 27, 2024	Sydenham Santa Clause Parade	Sydenham
December	Burridge Santa Clause Parade	Burridge
December	Battersea Santa Clause Parade	Battersea

2024 Department Priorities

- Community Risk Assessment: Comprehensive review of community public safety needs
- Implementation of Firefighter Advisory Committee, Health & Safety Committee and team meetings.
- Strategic Planning for replacement of Fire Stations and Fleet 2024 – 2025
- Policy Development: Develop Policies, Standard Operating Procedures and Operating Guidelines
- Review of Establishing & Regulating by-law, By-law updates and creation of a Master Fire Plan.
- Legislative Compliance.

2024 Department Accomplishments

- Health & Safety Committee – Implemented
- Firefighter Advisory Committee – Implemented and communication improvements implemented.
- Revised Pay Structure – Implemented
- Station Inspections – Completed and actions items created
- Standardization – Vehicles, Squads, Medical Bags, Station Supplies – Ongoing
- Filing and Digitization – Completed
- Purge old fleet – Completed
- Community Risk Assessment – Completed
- New Marine Unit – Outfitted, staff trained and in service at Bradshaw Station.
- Mandatory Certification – We continue to certify our personnel as prescribed in their job descriptions. This is a result of O. Reg 343/22
- Staff SharePoint Page – We've gone paperless for incident reports, training records, inspection records. Created a central area for training lessons and key documents.
- Long Term Fleet & Equipment Plan – Developed a 25-year plan.

2025 Department Priorities

- Replace Deputy Fire Chief and Recruit Firefighters
- Complete Master Fire Plan
- Assessment of improvements to Two-way Radio Communications
- Develop Standard Operating Procedures
- Continued standardization of Vehicles and Equipment

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- Fire Prevention and Code Enforcement
 - Continued Public Education
 - Continued Mandatory Certification
 - Assess further Cancer Prevention measures
 - Improvements to Driver Training Program
 - Propose and present information on a Burn Permit System

Relationship to Strategic Plan

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

Climate Considerations

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

Notice/Consultation

Platoon Chiefs

Lee Gour, Fire Administration

Approvals

Submitted By:



Delbert Blakney
Director of Emergency Services / Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: January 30, 2025

Subject: Public Services Delegated Authority Report

Report Number: 2025-009

Summary

This report provides information on Public Services projects awarded under delegated authority.

Recommendation

This Report is for information purposes only.

Background

Delegated authority reporting to Council in accordance with the Township's purchasing policy.

Discussion/Analysis

Capital Project 22-02 – Gateway Signage

Supply and install of gateway signage contracted to Gorway Signs for \$206,237.66. Procurement by public tender PS-2024-13 with three submissions received.

Capital Project 24-51 – Storrington Centre Parking Lot Paving

Hot mix paving of the Storrington Centre parking lot was contracted to Kiley Paving Ltd for \$161,539.52. Procurement by public tender PS-2024-16 with five submissions received.

Capital Project 24-57 – Centennial Canteen & Washroom Renovation

Construction services for the renovations to the existing Centennial Park building contracted to Jeffery G Wallans Construction Ltd for \$70,112.64. Procurement by public tender PS-2024-22 with nine submissions received.

Capital Project 25-23 – Motor Grader

Motor Grader and towable compactor purchased from Toromont CAT for \$634,917.78. Procurement by group purchasing organization LAS Canoe with two vendors quoted. LAS contract #011723.

Financial Implications

Project #	Project	Budget	Contract Value
22-02	Gateway Signage	\$220,000	\$206,237.66
24-51	Storrington Centre Parking Lot	\$435,000	\$161,539.52
24-57	Centennial Canteen Reno	\$150,000	\$70,112.64
24-23 25-27	Motor Grader Towable Compactor	\$600,000 \$ 40,000	\$634,917.78

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.
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Manager of Engineering & Capital Projects
Manager of Operations & Fleet
Manager of Recreation & Facilities

Approvals

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer



January 15, 2025

AA-001-25

Via e-mail

Mr. James Thompson, Clerk
Township of South Frontenac
 4432 George Street, P.O. Box 100
 Sydenham, ON K0H 2T0

Dear Mr. Thompson,

Re: Cataraqi Conservation Municipal Apportionment - 2025

Cataraqi Conservation has adopted its budget for the year 2025 and apportioned to all its participating municipalities, by resolution, costs for administration, maintenance and capital projects, in accordance with the Conservation Authorities Act of Ontario.

As required by the Act, you are hereby notified that the apportioned cost to your municipality is noted below:

Your municipality has decided to make payment of Cataraqi Conservation's apportionment in two parts:

Installment	Amount	Due*
1 st	\$89,188.61	February 28, 2025
2 nd	\$89,188.60	June 30, 2025
Total	\$178,377.21	

* Accounts received after the due date will be subject to an interest charge.

Additional information on Cataraqi Conservation's 2025 Budget and Forecast is available on our website <https://cataraquiconservation.ca/pages/budget>.

Thank you in advance for your attention to this matter. Should there be related questions, please contact Cheryl Rider, Supervisor, Finance at 613-546-4228 ext. 225 or crider@crca.ca.

Yours truly,

(original signed by)

David Ellingwood,
 General Manager

Cc: Louise Fragnito, CAO
 Arundhati Mohile, Director of Corporate Services & Treasurer
 Stephanie Kuca, Deputy Treasurer
 Ron Sleeth, Cataraqi Conservation Municipal Representative
 Scott Trueman, Cataraqi Conservation Municipal Representative



Full Authority Board Meeting Agenda - AGM

Date: Wednesday, January 29, 2025

Time: 6:45 p.m.

Location: Hybrid Meeting
In-Person Cataraqui Conservation Administration Office Boardroom
2069 Battersea Road, Glenburnie and virtually through Microsoft
Teams

1. Roll Call and Introductions

2. Adoption of Agenda

A. **That** the agenda **Be Adopted** as circulated.

3. Declaration of Conflict of Interest

4. Remarks from Outgoing Chair (Report IR-007-25)

B. **That** Report IR-007-25, Remarks from Outgoing Chair, **Be Received**.

5. Remarks from General Manager (IR-008-25)

C. **That** Report IR-008-25, Remarks from the General Manager, **Be Received**.

6. Election of Chair and Vice Chair

The Chair is turned over to the General Manager, for the purpose of the election of the 2025 Chair and Vice Chair.

- D. **That** _____ **Be Nominated** for the position of Chair of Cataraqi Conservation Full Authority Board for 2025; and,

That nominations **Be Closed**.

- E. **That** _____ **Be Nominated** for the position of Vice Chair of Cataraqi Conservation Full Authority Board for 2025; and,

That nominations **Be Closed**.

- F. **That** _____ and _____ **Be Confirmed** as Chair and Vice Chair, respectively, of Cataraqi Conservation Full Authority Board for 2025.

7. Delegation / Presentation

- 7.1. Recognition of Cataraqi Conservation Staff Years of Service

➤ Presentation – Cataraqi Conservation Chair

8. Approval of Previous Minutes

- 8.1. [Minutes of the Cataraqi Conservation Full Authority Board Meeting of December 4, 2024](#)

- G. **That** the minutes of the Cataraqi Conservation Full Authority Board Meeting of December 4, 2024, **Be Approved**.

9. Business Arising

10. Items for Consideration

10.1. [Cataraqui Conservation Appointments \(report IR-009-25\)](#)

H. **That** report IR-009-25, Cataraqui Conservation Appointments, **Be Received**; and,

That the appointment of members to Cataraqui Conservation's Standing and Ad Hoc Committees **Be Accepted**, as presented; and,

That appointment of a member for 2025 as Liaison to the Cataraqui Source Protection Committee, **Be Approved**, as presented; and,

That the Cataraqui Conservation Chair as voting delegate, Vice Chair, as first alternate, and General Manager or designate as second alternate, **Be Appointed**, to Conservation Ontario for 2025.

10.2. [Statutory Administrative Approvals \(report IR-010-25\)](#)

I. **That** report IR-010-25, Statutory Administrative Approvals, **Be Received**; and,

That Cataraqui Conservation Full Authority Board **Re-Affirm** for 2025 the Health and Safety Policy Statement; and,

That Cataraqui Conservation Full Authority Board **Re-Affirm** for 2025 the Workplace Violence and Harassment Policy.

10.3. [General Manager's Monthly Progress Report – January 2025 \(report IR-011-25\)](#)

➤ Verbal Update – David Ellingwood, General Manager

J. **That** Report IR-011-25, General Manager's Monthly Progress Report – January 2025, **Be Received**.

10.4. [Kingston Regional Biosolids and Biogas Facility Update \(January 2025\) \(report IR-012-25\)](#)

K. **That** Report IR-012-25, Kingston Regional Biosolids and Biogas Facility Update (January 2025), **Be Received**.

10.5. [Proposed Capital Project - Collins / Glenvale Creek Flood Plain Mapping Update \(PR 00388\) \(report IR-013-25\)](#)

L. **That** Report IR-013-25, Proposed Capital Project - Collins / Glenvale Creek Flood Plain Mapping Update (PR 00388), **Be Received**; and,

That Project PR 00388 – Collins / Glenvale Creek Flood Plain Mapping Update, **Be Created**.

10.6. [Maple Leaves Forever Program \(report IR-014-25\)](#)

M. **That** Report IR-014-25, Maple Leaves Forever Program, **Be Received**; and,

That Cataraqui Conservation **recognizes** the importance of the Native Maple tree, Canada's arboreal emblem; and,

That Cataraqui Conservation **commits** to always plant Native Maples whenever a maple is called for in any Cataraqui Conservation planting projects.

10.7. [Administration By-Law - Amendments \(report IR-015-25\)](#)

N. **That** Report IR-015-25, Administration By-Law - Amendments, **Be Received**; and,

That Revision 6 of Cataraqui Conservation By-Law No.1 (Administration By-Law), **Be Adopted**.

11. Minutes (Friends and Foundation)

There were none.

12. Committee Reports

12.1. [Report from Facilities Ad Hoc Committee Meeting of January 15, 2025 \(Report IR-016-25\)](#)

O. **That** report IR-016-25, Report from Facilities Ad Hoc Committee Meeting of January 15, 2025, **Be Approved**.

13. Announcements or Inquiries / Information13.1. [Report on Communications \(report IR-017-25\)](#)

P. **That** report IR-017-25, Report on Communications, **Be Received**.

14. Motions / Notice of Motion**15. In Camera Session**

Q. **That** the Cataraqui Conservation Full Authority Board move **In Camera**.

15.1. Confidential Report – In Camera Minutes of December 4, 2024 (report IR-018-25)

15.2. Confidential Report – Property Matter (report IR-019-25)

15.3. Confidential Report – Property Matter (report IR-020-25)

15.4. Confidential Report – Report from Personnel Committee meeting of January 16, 2025 (report IR-021-25)

R. **That** the Cataraqui Conservation Full Authority Board move out of **In Camera** and report.

16. Return to Open Session

S. **That** the Cataraqui Conservation Full Authority Board **Approve** items as discussed at the **In Camera** session on January 29, 2025.

17. Adjournment

By-Law Number 2025-3

A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on January 30, 2025

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 January 30, 2025, 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 January 30, 2025, 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 January 30, 2025, 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: Thursday, January 30, 2025

Given Third Reading and Passed: Thursday, January 30, 2025

James Thompson, Clerk

Ron Vandewal, Mayor