Township of South Frontenac
Council Meeting Agenda

TIME: 6:45 PM,
DATE: Tuesday, February 3, 2026
PLACE: Council Chambers/Virtual Via Zoom .

1. *Meeting to Order*

a) Resolution

That the Council meeting of February 3, 2026 be called to order at ___ p.m.

2. *Roll Call*

3. *Approval of Agenda (and Addendum)*

a) Resolution 6 - 10

1. That the agenda be amended to include the addendum.
2. That the agenda as amended be approved.

4. *Disclosure of Pecuniary Interest*

5. *Committee of the Whole "Closed Session"*

a) Resolution

That Council resolve itself into Committee of the Whole "Closed Meeting" to consider the following items:
(a) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
(b) Approval of the November 18, 2025 Committee of the Whole "Closed Meeting" minutes.

b) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

c) Approval of the November 18, 2025 Committee of the Whole "Closed Meeting" minutes.

d) Resolution

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

6. *Recess (If Required)*

7. *Ceremonial Presentations*

8. *Public Meeting*

9. *Delegations*

10. *Briefings*

11. *Reports from Administration*

a) Community Risk Assessment 11 - 179

That Council receive the Community Risk Assessment as presented in Report 2026-011.

b) Election Sign By-law 180 - 195

That Council approve the proposed Election Sign By-law and associated administrative amendments to By-law Number 2000-01;

That By-law Number 2026-05, attached to Report Number 2026-012 as Exhibit A, being "A By-Law to Regulate Election Signs in the Township of South Frontenac" and By-law Number 2026-06, attached to Report Number 2026-012 as Exhibit B, being "A By-law to Amend By-law Number 2000-01 be given first and second reading;

That By-law 2026-05 and By-law 2026-06 be presented to Council for third reading.

c) Assume and Dedicate Lands as Public Highway – Hinchinbrooke Road 196 - 199

That Council approve By-law 2026-03 to dedicate land as public highway;

That By-law 2026-03, attached to Report Number 2026-004, as Exhibit A, being a By-law to Assume as Common and Public Highway Certain Lands in the Township of South Frontenac, Pursuant to Section 31(6) of the Municipal Act, 2001, be given first and second reading; and

That By-law 2026-03 be presented to Council for third reading.

d) 2026 Interim Tax Levy 200 - 204

That By-law 2026-04 being a By-law to establish interim property taxes for 2026, be given first and second reading; and

That By-law 2026-04 be given third reading, signed and sealed.

e) Award of RFP PS-P03-2025 - Centennial Park Renovation Design 205 - 211

That Council award PS-P03-2025 Centennial Park Renovation Design and Administrative Services to IN Engineering & Planning for the successful bid of $94,865.76 (including non-rebatable HST).

12. *Reports from Advisory Committees*

13. *Information Reports*

a) Bulk Water Station Update 212 - 214

b) Road 38 Reconstruction – Phase 1 Update 215 - 226

c) Award of Tender # PS-2025-10 – Sydenham Water Treatment Plant Upgrades 227 - 235

14. *Committee of the Whole*

15. *Communications*

16. *Tabling of Documents*

17. *New Business*

a) Proposed Motion regarding Location of April 7, 2026 Council Meeting

Moved by Mayor Vandewal
Seconded by Councillor Leonard

That notwithstanding Section 4.7. of By-law Number 2025-21 (Council Procedure By-law) that the April 7, 2026 Council meeting be held at the Verona Lions Hall, 4505 Sand Road to accommodate a statutory public meeting held in accordance with the Planning Act (Hartington Subdivision Phase 2).

18. *Notice of Motion*

a) Proposed Motion regarding proposed Alto Southern Corridor

Moved by Mayor Vandewal
Seconded by

Whereas Alto, a federal crown corporation, whose role is to establish a high-speed rail (HSR) network between Toronto and Quebec City has recently released possible route options with one coming through the Township of South Frontenac;
Whereas Alto has stated that the proposed southern corridor, in agricultural and resort areas with higher population density, simplifies construction and operations; and
Whereas South Frontenac takes pride in its rural character, the protection of environmentally sensitive areas, its agricultural lands and its many natural features including the UNESCO-designated Frontenac Arch Biosphere;
Therefore Be It Resolved That with the limited information and consultation that has been provided to date, the Council of the Township of South Frontenac will not support the proposed southern corridor going through its Township;
That Council formally supports that a better suitable corridor and proposed stop would be within the boundaries of the City of Kingston which is the regional urban centre, economic hub as well as the transportation node for southeastern Ontario; and
That staff be directed that this motion be sent to the Hon. Steve Mackinnon, Federal Minister of Transportation, The Honourable Mark Carney, Prime Minister of Canada, MP Mark Gerretsen, MP Scott Reid, Honourable Doug Ford, Premier of Ontario, MPP John Jordan, Mark Imbleau, the President of Alto, Mayor Bryan Paterson, City of Kingston and neighbouring municipalities within the proposed HSR corridors.

b) Proposed Motion regarding Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project — 236 - 237

Moved by Councillor Leonard
Seconded by

That the Council of the Township of South Frontenac extend their support to City of Kingston Council Resolution Number 2026-32; Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project which reads as follows:

> *"Whereas the Kingston Health Sciences Centre (KHSC) is the largest acute care and cancer centre in Southeastern Ontario, serving more than 500,000 residents across a broad regional catchment area including Lennox & Addington, Frontenac, Hastings, Prince Edward County, Leeds & Grenville, and more; and*
> *Whereas KHSC's primary hospital site Kingston General Hospital (KGH) is operating in an aged, constrained facility, with critical infrastructure that no longer meets modern health-care standards for patient safety, accessibility, and clinical innovation; and*
> *Whereas the proposed KHSC redevelopment project, including a major rebuild of KGH and the Cancer Centre of Eastern Ontario, will strengthen regional access to emergency services, surgical care, maternal and pediatric care, cancer care, and specialized programs that local hospitals rely on; and*

Whereas ensuring the Province of Ontario prioritizes and funds the KHSC rebuild will provide significant benefits to all municipalities in the region, reducing service backlogs, improving patient care, and supporting equitable health-care outcomes; and

Whereas the City of Kingston is continually advocating with the province for the KHSC rebuild and within our capacity helping them on land potential in the city's west end; and

Whereas a unified regional voice is essential to demonstrate to the provincial government the urgency and broad community support for investment in modern, resilient, and future-ready hospital infrastructure in Southeastern Ontario; and

Whereas the province is currently consulting Ontarians about their 2026 budget priorities and this is a time for Kingston and neighbouring communities to express their continued support for this project to have it included in their budget;

Therefore Be It Resolved That Kingston City Council formally requests the support of neighbouring and partner municipalities across Southeastern Ontario in advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project; and

That Kingston City Council request supporting municipalities to write a motion of support to be sent to the Honourable Doug Ford, M.P.P., Premier of Ontario, the Honourable Sylvia Jones, M.P.P, Minister of Health, the Honourable Kinga Surma, M.P.P., Minister of Infrastructure, Deborah Richardson, Deputy Minister of Health, Michelle E. DiEmanuele, Ontario Secretary of the Cabinet, Ted Hsu, M.P.P., Kingston and the Islands, John Jordan, M.P.P., Lanark-Frontenac-Kingston, Ric Bresee, M.P.P., Hastings-Lennox and Addington and Steve Clark, M.P.P., Leeds-Grenville-Thousands Islands and Rideau Lakes, urging immediate advancement of the KHSC rebuild in the provincial capital plan; and

That a copy of this motion be shared with the following municipal governments: Loyalist, South Frontenac, Greater Napanee, Frontenac Islands, Gananoque, Leeds & the Thousand Islands, Belleville, Quinte West, Prince Edward County, Brockville, Prescott, Smiths Falls, North Grenville and any other municipalities that rely on KHSC for specialized care."

19. <u>*Approval of Minutes*</u>

a) Resolution 238 - 245

That the minutes of the January 13, 2026 Council meeting and the January 22, 2026 Special Council meeting be approved.

20. <u>*Approval of By-laws*</u>

a) Resolution

That By-laws Numbers (1) through (4) be given third reading.

b) Summary of By-laws:
1) By-law 2026-05 - A By-Law to Regulate Election Signs in the Township of South Frontenac
2) By-law 2026-06 - A By-Law To Amend By-Law 2000-01, "A By-law to regulate the use of and traffic, parking and stopping on highways and bridges under the jurisdiction of the council of the Corporation of the Township of South of Frontenac, pursuant to the Municipal Act, R.S.O. 1990, Chapter M.45, as amended"
3) By-law 2026-03 - A By-Law to Assume as Common and Public Highway Certain Lands in the Township of South Frontenac, Pursuant to Section 31(6) of the Municipal Act, 2001
4) By-law 2026-04 - A By-Law to provide for an Interim Tax Levy; Payment of taxes; To provide for penalty and interest of 1.25% on

tax arrears per month

21. *Committee of the Whole "Closed Session"*

22. *Confirmation By-law*

a) Resolution 246

That By-law 2026-07, 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; and

That By-law 2026-07, being the confirmatory by-law, be given third reading, signed and sealed.

23. *Date of Next Meeting*

a) The next Council meeting is scheduled for February 10, 2026 at 7:00 p.m.

24. *Adjournment*

a) Resolution

Office of the Clerk
4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027
jthompson@southfrontenac.net

Addendum – February 3, 2026 Council Meeting

That the agenda be amended as follows:

> "That the agenda be amended to give consideration to Business Item 18. a. regarding Proposed Motion regarding proposed Alto Southern Corridor prior to consideration of Business Item 11. a."

15. Communications

a) Received from Darcy Pickard, dated January 30, 2026, regarding the Proposed Motion with respect to the proposed Alto Southern Corridor route.

b) Received from Tracy Bertrim, dated February 2, 2026, regarding the Proposed Motion with respect to the proposed Alto Southern Corridor route.

c) Received from the Save South Frontenac Committee, dated February 2, 2026, regarding the Proposed Motion with respect to the proposed Alto Southern Corridor route.

Outlook

Request for In-person meeting with ALTO

From Darcy Pickard <[redacted]>
Date Fri 1/30/2026 9:48 AM
To James Thompson <jthompson@southfrontenac.net>

Dear Council,

I appreciate the formal position that the council has prepared regarding ALTO. I hope that there is actually the opportunity to influence the route down to the 401, that is not clear from currently available public information.

My question to council is: Can you please make a formal request to ALTO for an in person meeting for the communities on the Southern route (BEFORE March 29th, 26). I made this request directly to ALTO and have been told no. I believe that the council will have more influence on this very reasonable request.

The current situation is that there are 6 meetings at 3 venues in the Northern route and ZERO meetings along the Southern route. This is unfair and will bias the public input.

This is against ALTO's engagement principles (https://www.altotrain.ca/en/public_engagement_1) to be: accountable, collaborative and inclusive, open and responsive, locally focused, trust and transparency, and respectful,

There is no good argument against providing us with a public meeting.

Thank you,
Darcy

In-person Public Open House Events:

- Perth – Wednesday, March 4: 11:00 to 15:00 & 17:00 to 21:00 @ Lions Club
- Madoc - Thursday, March 5: 11:00 to 15:00 & 17:00 to 21:00 @ Madoc Township Recreation Centre
- Stirling – Wednesday, March 25: 11:00 to 15:00 & 17:00 to 21:00 @ Stirling and District Lions Club

From: Tracy Bertrim <[redacted]>
Sent: February 2, 2026 2:02 PM
To: Website Administrator <admin@southfrontenac.net>
Subject: Opposed to Alto train through south frontenac

I am writing to make my voice heard that zi oppose the Alto southern routes. Protection of land and wildlife!!!,NO ALTO ON THE SOUTHERN ROUTE!!!!

Tracy Bertrim

[redacted], Battersea, ON K0H 1H0, Canada

February 2, 2026

Dear Mayor and Members of South Frontenac Council,

On behalf of the Save South Frontenac Committee, we would like to thank you for your time, leadership, and continued service to our community. We appreciate the opportunity to share our concerns and trust that Council will give them thoughtful consideration.

Save South Frontenac is a citizen-led committee of 25 local residents who have come together in response to the proposed “southern route” of the Alto High Speed Rail project. Our group represents a broad cross-section of the community, including rural landowners, farmers, families, and long-time residents who are deeply invested in the future of this Township. In addition, our public Facebook group, which has been operational for less than two weeks, has grown to over 1,000 members and continues to expand, reflecting the significant level of interest and concern among residents. Our committee was born out of another Facebook group, *Alto Train Southern Route Discussion Forum*, created by committee member Gord Boulton, which now boasts a membership of over 3,000 people.

Our opposition to the proposed southern route is rooted in several key issues. These include potential environmental impacts on sensitive ecosystems and waterways, including the Frontenac Arch Biosphere; the loss and fragmentation of productive farmland; and the broader effects on South Frontenac’s rural character and way of life. Many residents are also alarmed by the prospect of land expropriation and the long-term uncertainty this creates for families and agricultural operations. Equally concerning is the perceived lack of transparency, timely information, and meaningful public consultation by Alto to date regarding the southern route, which has left many residents feeling excluded from decisions that could permanently alter their community and has created significant confusion, anxiety, and fear.

Therefore, we humbly request that the South Frontenac Council supports Mayor Vandewal’s motion to oppose Alto’s high-speed project in the southern corridor.

We recognize the complexity of large-scale infrastructure projects, and the role Council plays in balancing regional, provincial, and local interests. Our intention is not to create conflict, but to ensure that the voices of South Frontenac residents are heard, respected, and meaningfully considered before any decisions are made that could have irreversible consequences for our Township.

Thank you again for your consideration and for your continued commitment to representing the interests of South Frontenac residents. We look forward to your leadership on this important issue.

Respectfully,
The Save South Frontenac Committee

Township of South Frontenac
Staff Report

To: **Council**

From: **Director of Emergency Services & Fire Chief**

Date of Meeting: **Tuesday, February 3, 2026**

Subject: **Community Risk Assessment**

Report Number: **2026-011**

Summary

The purpose of this report is to provide Council the findings of the completed Community Risk Assessment. The completed Community Risk Assessment achieves legislative compliance and provides information for the assessment of strengths, weaknesses, and opportunities to enhance life and property conservation within the Township of South Frontenac.

Recommendation

That Council receive the Community Risk Assessment as presented in Report 2026-011.

Background

The Community Risk Assessment was conducted by South Frontenac Township Emergency Services in accordance with the Office of The Fire Marshal and Emergency Management (OFMEM), Regulation 378/18, that came into effect July 1, 2019. Part of this regulation requires that a new Community Risk Assessment (CRA) be completed every five years. The completion of the CRA allows Council to assess decisions and inform the Master Fire Plan. The CRA reflects information and data up to December 31, 2024.

Discussion/Analysis

Identifying and prioritizing fire and life safety risks provides a baseline to produce a plan to prevent and mitigate such events from occurring, where possible. It is this assessment that also guides Council in identifying the levels of service to be provided in relation to public fire safety education, Fire Code inspections and enforcement, and emergency response in preventing and mitigating the events identified.

The CRA has been reviewed and built upon for the development of a Master Fire Plan (MFP) for the Township of South Frontenac. Information arising from the CRA will be used in the MFP and will be presented, at a later date, to Council for consideration.

Financial Implications

There are no financial implications.

Notice/Consultation

All SFFR Personnel

Louise Fragnitor, CAO

James Thompson, Clerk

Frontenac County, GIS Services

City of Kingston, Dispatch Services

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.

Attachments

Exhibit A – Community Risk Assessment Presentation

Exhibit B – Community Risk Assessment

Approvals

Prepared/Submitted By:

Del Blakney, Director of Emergency Services / Fire Chief

Approved By:

Louise Fragnito, Chief Administrative Officer

South Frontenac Fire & Rescue

Community Risk Assessment

Introduction

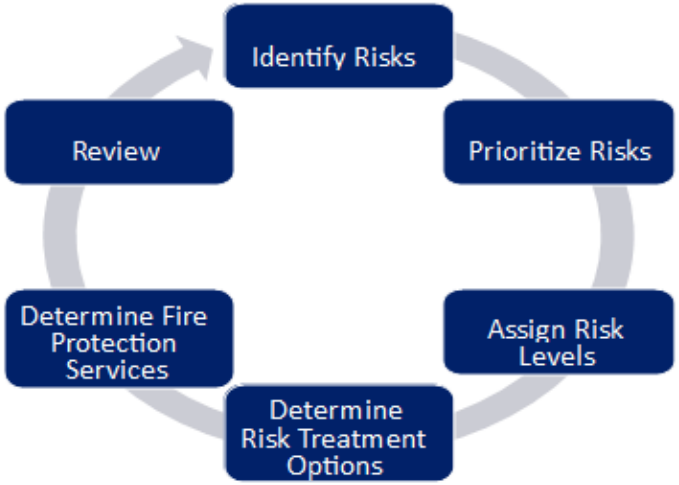
The Community Risk Assessment was conducted by South Frontenac Township Emergency Services in accordance with the Office of The Fire Marshal and Emergency Management (OFMEM), Regulation 378/18, that came into effect July 1, 2019.

Part of this regulation requires that a new Community Risk Assessment (CRA) be completed every five years.

The completion of the CRA allows Council to assess decisions and inform the Master Fire Plan.

Community Risk Assessment

The following flow chart sets out the steps that must be taken to formulate a complete community risk assessment that allows informed decisions about the provision of fire services.



Identifying and prioritizing fire and life safety risks will provide a baseline to produce a plan to prevent and mitigate such events from occurring.

It is this assessment that also informs the levels of service to be provided in relation to public fire safety education, Fire Code inspections and enforcement, and emergency response in preventing and mitigating the events identified.

Risk Assessment Profiles

The Community Risk Assessment profile is based on 10 profiles.

1. Geographic	• The physical features of the community
2. Building Stock	• Types, numbers, uses and ages of various buildings within the community
3. Critical Infrastucture	• Interconnected facilities/services that meet vital human needs, sustain economy, protect public safety/security
4. Demographics	• Population composition: size & dispersion, age, gender, cultural background, socio-economic, education
5. Hazard	• Natural hazards, hazards caused by humans and technological hazards
6. Public Safety	• The agencies and organizations within the community that may respond to certain types of incidents
7. Communtiy Services	• Community agencies, organizations, associations that can provide services to support the fire department
8. Economic	• Sectors affecting the community that are critical to its financial sustainability
9. Past Loss and Event History	• Analysis of community's past emergency response experience & comparison to provincial fire loss statistics
10. Treatment options for the Top Risks	• Outlines the top risks, issues and concerns and their preferred treatment options

The evidence and analysis of these profiles guide the development of a community plan to treat the associated public safety risk.

Examples of Our Risks

- 302 Water access only properties, unable to reach in the winter.
- 8,283 residences where fires can occur. Currently there are no formal public education programs such as fire safety presentations to schools and community groups to prevent fires and teach about the importance of smoke alarms / life safety.
- 141 Open mines with no rescue capabilities or agreements in place to provide this service.
- 1,379 farms, 44,000 acres of farming generating $15 million in annual revenues and no fire prevention awareness programs.
- Low day time staffing capabilities reducing effective response.
- Over 200 occupancies that should be inspected for Fire Code compliance and pre-planning for emergency response.

Treatment Risks

There are four different levels of treatment risks.

Avoid Risk

- Implementation of programs to prevent fires or emergencies from occurring.

Mitigate Risk

- Programs and initiatives implemented to reduce the probability and/or consequences of a fire or emergency.

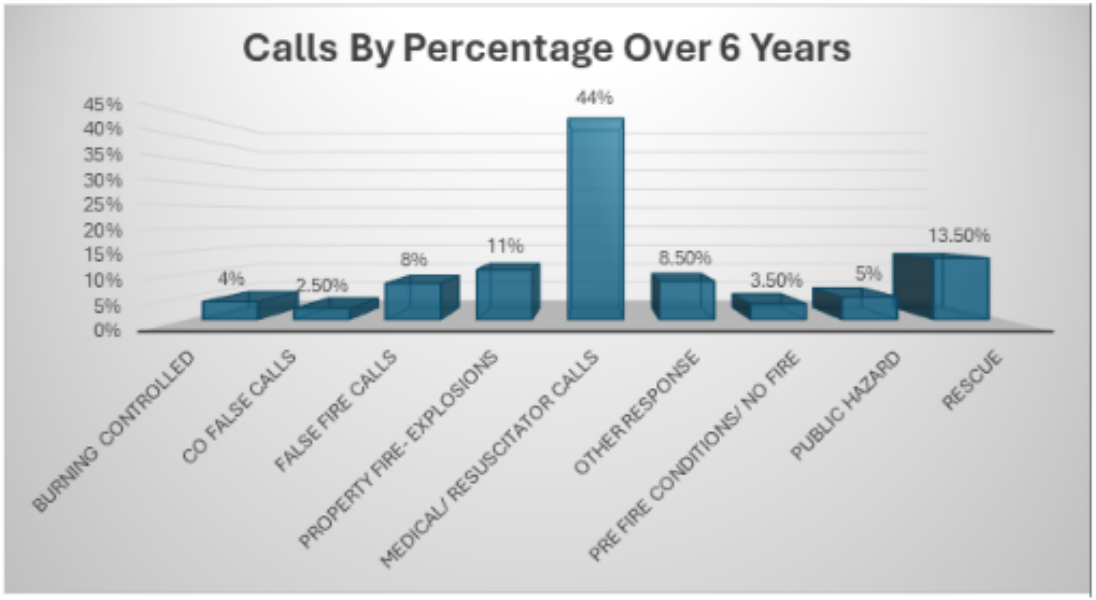
Accept Risk

- After identifying and prioritizing a risk, it is determined that there are no specific programs or initiatives to be implemented to address the risk.

Transfer Risk

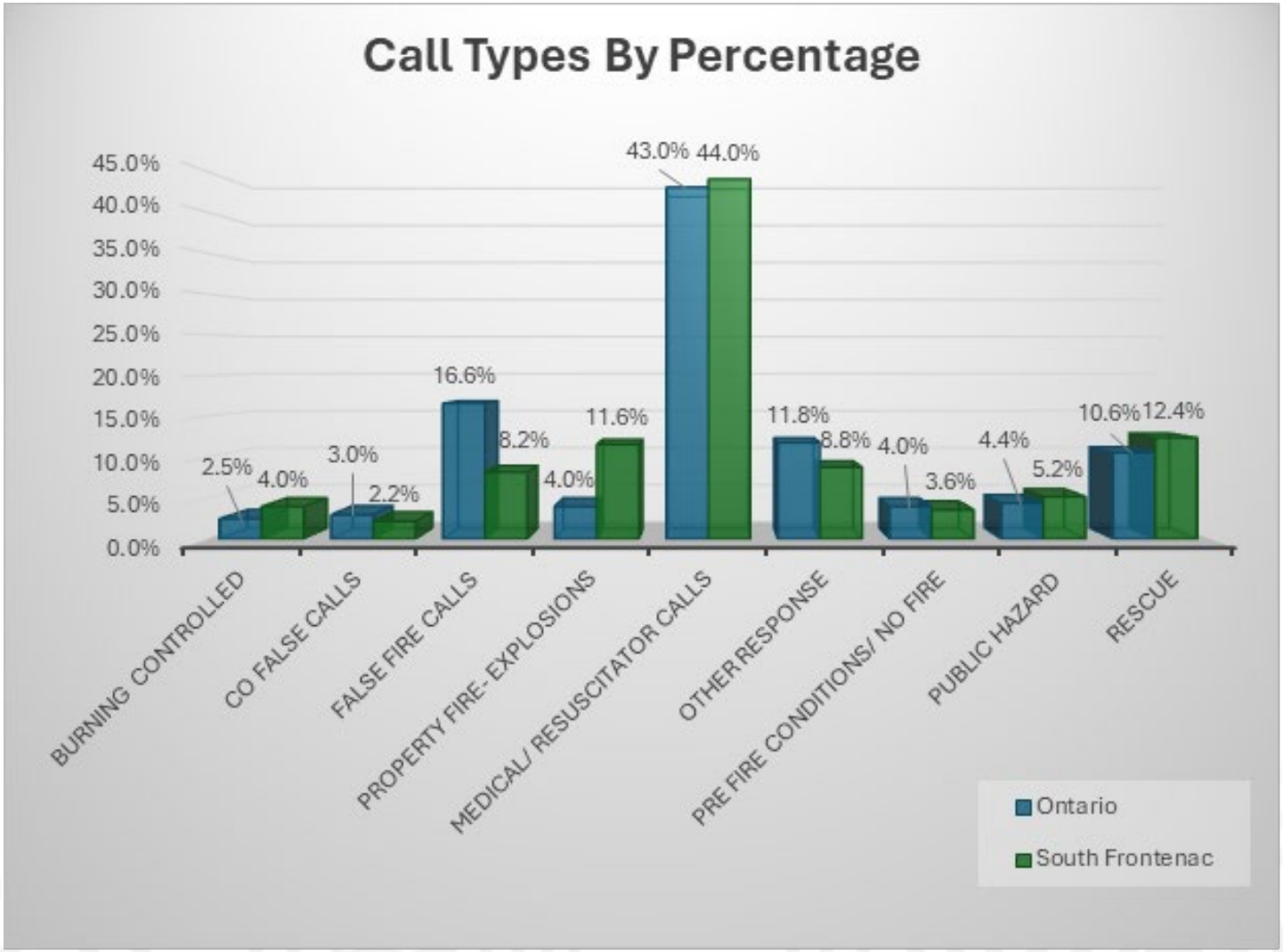
- The fire department has chosen to transfer the impact and/or management of the risk to another organization or body or outside agency.

Structure Fire Statistics from 2018-2023

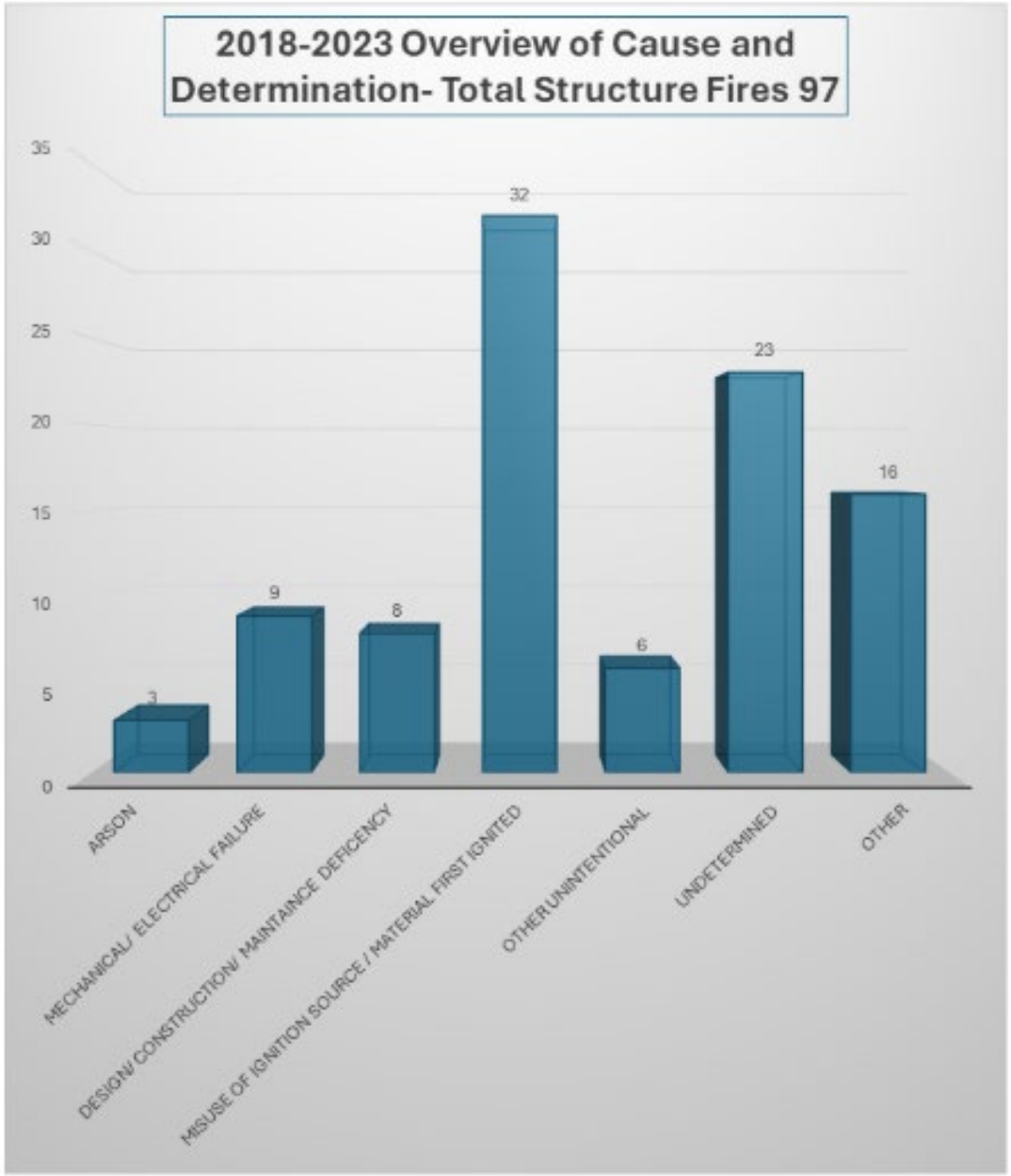


2018-2023 Totals	
Total Number of Structure Fires	97
Total Number of Vehicle Fires	63
Total Number of Firefighter Injuries	0
Total Number of Firefighter Deaths	0
Total Number of Civilian Injuries	0
Total Number of Civilian Deaths	2
Total Dollar Loss Structure Fires	$14,121,900
Total Dollar Loss Vehicle Fires	$906,050

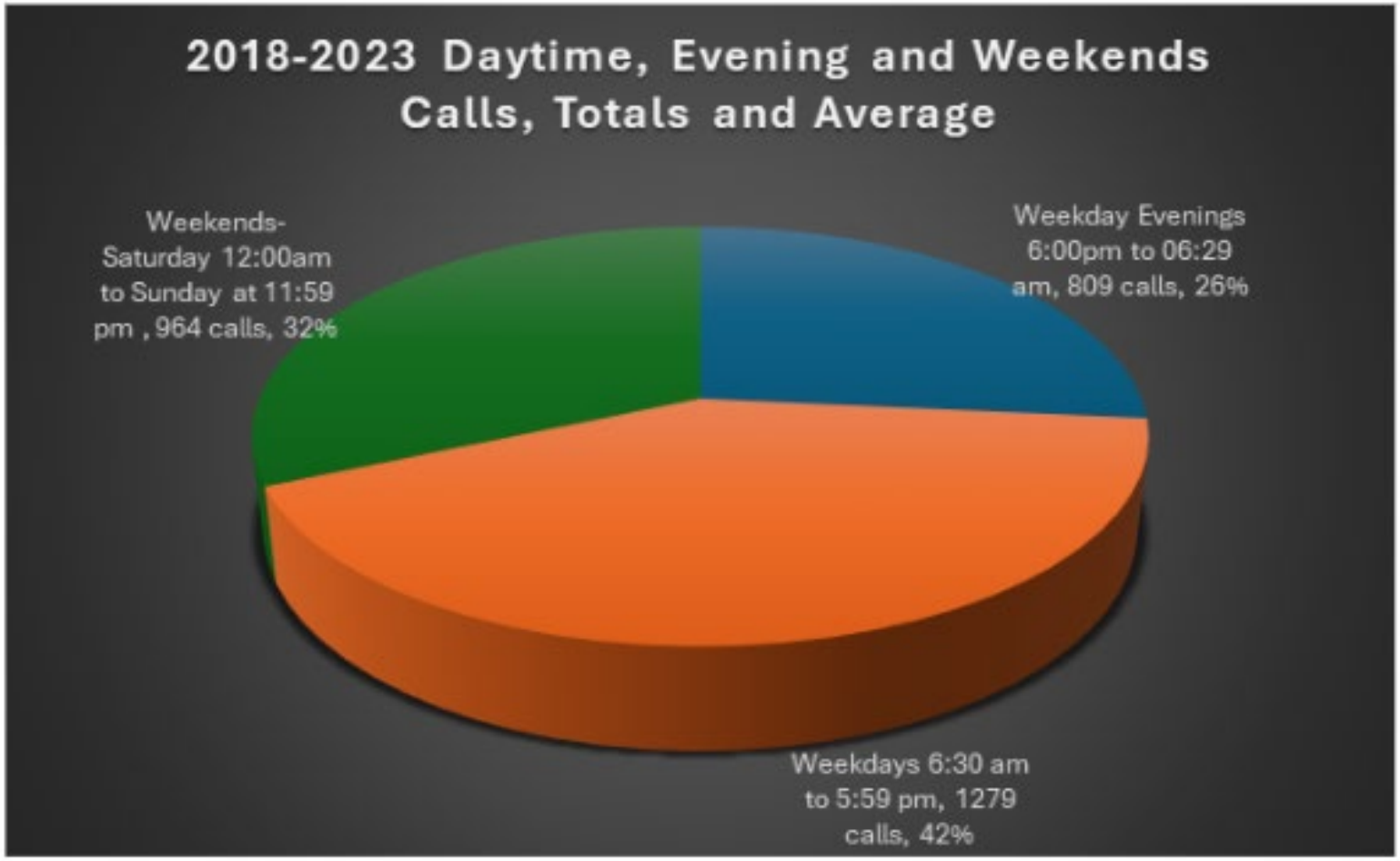
South Frontenac Compared to Ontario Statistic Averages from 2018-2023



Cause and Determination



All Responses by Time of Day



Determining Level of Risk - Probability

Table 1: Probability Levels

Description	Specifics
Rare	• May occur in exceptional circumstances • No incidents in past 15 years
Unlikely	• Could occur at some time, especially if circumstances change • 5 to 15 years since last incident
Possible	• Might occur under current circumstances • 1 incident in the past 5 years
Likely	• Will probably occur at some time under current circumstances • Multiple or recurring incidents in the past 5 years
Almost certain	• Expected to occur in most circumstances unless circumstances change • Multiple or recurring incidents in the past year

Determining Consequence

CONSEQUENCE

The consequence of a fire or emergency is the potential losses or negative outcomes associated with the event. The application of professional judgment and reviews of past occurrences are important methods used for determining consequence levels. Estimating the consequence level of an incident or event should involve an evaluation of four components:

Life Safety: Injuries or loss of life due to occupant and firefighter exposure to life threatening fire or other situations.

Property Loss: Monetary losses relating to private and public buildings, property content, irreplaceable assets, significant historic/symbolic landmarks and critical infrastructure.

Economic Impact: Monetary losses associated with property income, business closures, a downturn in tourism and/or tax assessment value, and employment layoffs.

Environmental Impact: Harm to human and non-human (i.e. wildlife, fish and vegetation) species of life and a general decline in quality of life within the community due to air/water/soil contamination as a result of the incident and response activities.

The consequence of an event can be categorized into five levels based on severity.

Determining Level of Risk - Consequence

Table 2: Consequence Levels

Description	Specifics
Insignificant	• No life safety issue • Limited valued or no property loss • No impact to local economy, and/or • No effect on general living conditions
Minor	• Potential risk to life safety of occupants • Minor property loss • Minimal disruption to business activity, and/or • Minimal impact on general living conditions
Moderate	• Threat to life safety of occupants • Moderate property loss • Poses threat to small local businesses, and/or • Could pose a threat to the quality of the environment
Major	• Potential for a large loss of life • Would result in significant property damage • Significant threat to large businesses, local economy and tourism, and/or • Impact to the environment would result in a short term, partial evacuation of local residents and businesses
Catastrophic	• Significant loss of life • Multiple property damage to a significant portion of the municipality • Long-term disruption of businesses, local employment, and tourism, and/or • Environmental damage that would result in long-term evacuation of local residents

Risk Summary

Risk Level Matrix

Probability	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
LIKELY	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
POSSIBLE	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
UNLIKELY	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
RARE	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk

Consequence

Treatment Options for The Top Risks

When assessing and identifying treatment options, once risk levels have been assigned, fire departments can determine how best to treat each risk, and the resources required to do so.

Avoid The Risk

Avoiding the risk means implementing programs and initiatives to prevent a fire or emergency from happening.

For example, public fire safety education initiatives aim to change people's behaviors so that fires may be prevented, and people react appropriately when fires occur.

Mitigate the Risk

Mitigating the risk means implementing programs and initiatives to reduce the probability and/or consequence of a fire or emergency. For example, a routine Fire Code inspection and enforcement program to ensure Fire Code compliance helps to reduce the probability and consequence of a fire.

- A pre-planning program involving fire suppression crews allows the fire department to gain knowledge about specific buildings in the community and their contents, fuel load, fire protection systems, etc. This information can be provided to the fire inspection staff who can ensure the building is compliant with the Fire Code. It can also assist suppression crews to plan fire suppression operations should a fire occur in a building. These activities can reduce the probability and consequence of a fire.

Accept the Risk

Accepting the risk means that after identifying and prioritizing a risk, the fire department determines that no specific programs or initiatives will be implemented to address this risk. In this treatment option, the fire department accepts that the potential risk might happen and will respond if it occurs.

For example, typically fire departments do not implement programs to prevent motor vehicle collisions. It is generally accepted that collisions will happen and that the fire department will respond when they do. Similarly, environmental hazards (e.g., ice storms) and medical calls cannot be prevented by a fire department program or initiative, yet fire departments typically respond when these emergencies occur.

When accepting risks, fire departments should consider their capacity (i.e., equipment, personnel, training, etc.) to respond.

Transfer the Risk

Transferring the risk means the fire department transfers the impact and/or management of the risk to another organization or body.

Contracting public fire safety education, Fire Code inspection and enforcement, or emergency response services to a neighbouring municipality or another organization are examples of transferring the management of risks to another body.

A community may enter into a fire protection agreement with a neighbouring community with respect to any, or all, of the Three Lines of Defence.

Setting the Type and Level of Fire Protection Services

When setting the type and level of fire protection services, all Three Lines of Defence should be considered in terms of the impact each will have on the probability or consequence of the identified risks.

Once fire departments have determined the preferred treatment option for each risk, they can plan and implement activities that address those risks.

Things to consider include the fire department's current resources, staffing levels, training, equipment, and authority versus those that may be required to implement the preferred treatment options.

Three Lines of Defence

Within the Province of Ontario, the delivery of fire protection services is guided by the Fire Protection and Prevention Act, including the strategic optimization of the three lines of defence, which include:

Line one:	**Public Education and Prevention**
Line two:	**Fire safety standards and code enforcement**
Line three:	**Emergency response.**

We understand that if we enhance our first two lines of defence, there will be less reliance on the third line of defence.

Summary

The completed Community Risk Assessment achieves legislative compliance and provides information for the assessment of strengths, weakness, and opportunities to enhance life and property conservation within the Township of South Frontenac.

The Community Risk Assessment was reviewed and built upon for the Development of a Master Fire Plan (MFP) for the Township of South Frontenac.

Information arising from the CRA is captured in the MFP and will be presented, at a later date, to Council for consideration.

Questions ??

Community Risk Assessment

South Frontenac Fire and Rescue

Community Risk Assessment

South Frontenac Fire and Rescue

Fire Chief

Delbert Blakney

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1. Executive Summary

South Frontenac Township Emergency Services Department conducted a Community Risk Assessment (CRA) for South Frontenac Township, examining public safety risks from a Fire Services perspective. For the purposes of the CRA, a community is a Township or City.

The CRA process followed the Ontario Fire Marshall and Emergency Management (OFMEM) Guidelines. The Fire Chief, Deputy Fire Chief, and Fire Department Officers assisted in the process by providing vital information to determine risks for the Township. Captain Andrew Watson filled the role of project manager for the data collection portion of this project.

The CRA is a living document that must remain current, updated as circumstances change and reviewed annually, at a minimum, to stay compliant with the regulation.

The following is a list of considerations used to develop the CRA as it relates to South Frontenac Township:

- South Frontenac's approximate population is 20,200 with 21.5% of the population aged 65 and over.
- The land area of South Frontenac is 948.05 square kilometres, and the population density is 21.3 people per square kilometre. There are 24 bridges and approximately 802 KM of roadways which South Frontenac manages.
- South Frontenac amalgamated in 1998 combining 4 former districts.
- South Frontenac is home of 2,222 bodies of water, 7 schools and 23 places of worship.
- South Frontenac's building stock is a mixture of residential housing with single-family dwellings, multi-resident buildings, farmland, commercial and industrial areas. There are 5,208 Single family dwellings and 1,379 farm properties, of which 106 that have non-residential structures and 365 have residential structures. There are 52 buildings classified as industrial.
- A rail line runs through the northern portion of the Township.
- Forty-four percent of our geographical area is in the Forest Fire Management area regulated by the Ministry of Natural Resources.
- A review of past incidents and dollar loss for the last six years.
- A review of inspections for the past 5 years.

The first step in conducting the CRA was to identify the hazards and risks to the Township using community profiles. The community profiles included: geography, building stock, demographics, hazards, public safety response entities, critical infrastructure, community services, economics and past emergency responses and loss history.

The final stage of the process was the development of a risk treatment plan for each identified risk that included recommended strategies and actions to avoid, mitigate, share, or transfer the risk or to determine its acceptance.

The chart found in the Risk Summary section results from the assessment and outlines the top risks, issues and concerns in South Frontenac and their preferred treatment options which are identified in Section 4, worksheet 10. Details are included for events such as:

- Extreme weather events
- Ice and water rescues and marine vessel fires offshore
- Human health emergencies
- Structure fires

South Frontenac Fire and Rescue's primary response goals are safety to health and life; save lives; reduce suffering; protect public health; protect critical infrastructure; protect property; protect the environment; reduce economic and social losses.

This is achieved by Public Education, Inspection & Code Enforcement, and Emergency Response.

In the past 6 years, 2018-2023, South Frontenac Fire and Rescue responded to a total of 3,052 emergency responses.

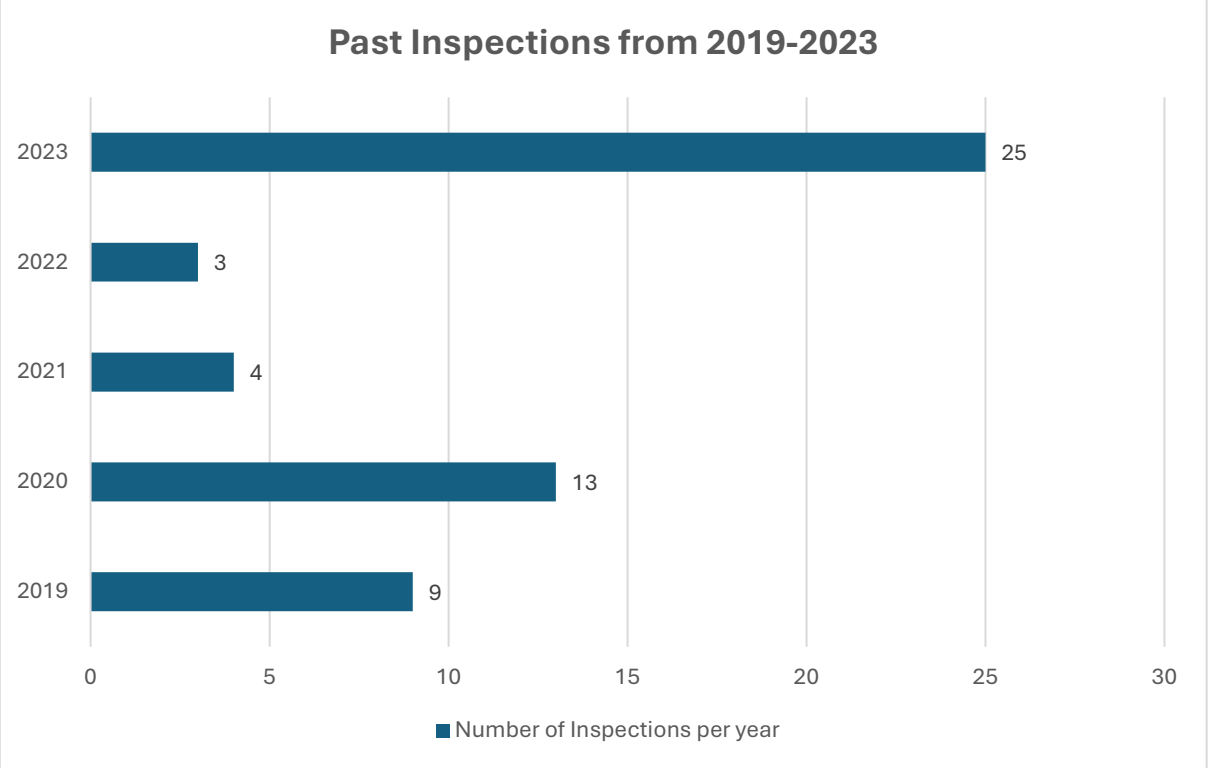
The following charts illustrate in percentage and totals, the top 4 responses across The Township of responsibility and inspection activities:

Medical Emergencies
43.8% 1336 responses

Rescues (Motor Vehicle Collision, Etc)
13.1% 399 responses

Property Fire / Explosions
11.3% 344 responses

Other Responses
8.4% 255 responses



2.0 Introduction

The Community Risk Assessment was conducted by South Frontenac Township Emergency Services in accordance with the Office of The Fire Marshal and Emergency Management (OFMEM), Regulation 378/18, that came into effect July 1, 2019.

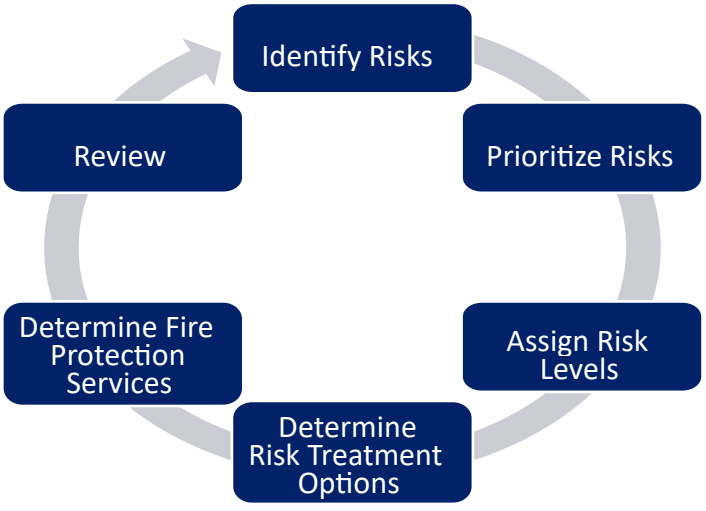
Part of this regulation requires that a new Community Risk Assessment (CRA) be completed every five years.

The completion of a CRA allows Council and its fire service to assess decisions and inform the Master Fire Plan.

Risk is the measure of the probability and possibility of an event occurring that will have adverse effects on the community including the health, property, organization, environment, and/or community.

Community Risk Assessment

The following flow chart sets out the steps that must be taken to formulate a complete community risk assessment that allows informed decisions about the provision of fire services.



Identifying and prioritizing fire and life safety risks will provide a baseline to produce a plan to prevent and mitigate such events from occurring, where possible. It is this assessment that also guides Council in identifying the levels of service to be provided in relation to public fire safety education, Fire Code inspections and enforcement, and emergency response in preventing and mitigating the events identified.

Ontario's 1997 Fire Protection and Prevention Act first established a framework for fire protection services that balance the three lines of defence which are:

Public Education and Prevention

Fire Safety Standards and Code Enforcement

Emergency Response (Suppression).

Disclaimer. All locations of incidents indicated on maps are approximate to protect the confidentiality of persons affected by emergency responses.

Risk Assessment Profiles

The Community Risk Assessment profile is based on 10 profiles.

1. Geographic	• The physical features of the community
2. Building Stock	• Types, numbers, uses and ages of various buildings within the community
3. Critical Infrastucture	• Interconnected facilities/services that meet vital human needs, sustain economy, protect public safety/security
4. Demographics	• Population composition: size & dispersion, age, gender, cultural background, socio-economic, education
5. Hazard	• Natural hazards, hazards caused by humans and technological hazards
6. Public Safety	• The agencies and organizations within the community that may respond to certain types of incidents
7. Communtiy Services	• Community agencies, organizations, associations that can provide services to support the fire department
8. Economic	• Sectors affecting the community that are critical to its financial sustainability
9. Past Loss and Event History	• Analysis of community's past emergency response experience & comparison to provincial fire loss statistics
10. Treatment options for the Top Risks	• Outlines the top risks, issues and concerns and their preferred treatment options

The evidence and analysis of these profiles guide the development of a community plan to treat the associated public safety risk. The data worksheets for each profile can be found in Section 4 of this document.

Treatment Risks

There are four different levels of treatment risks.

Avoid Risk

- Implementation of programs to prevent fires or emergencies from occurring.

Mitigate Risk

- Programs and initiatives implemented to reduce the probability and/or consequences of a fire or emergency.

Accept Risk

- After identifying and prioritizing a risk, it is determined that there are no specific programs or initiatives to be implemented to address the risk.

Transfer Risk

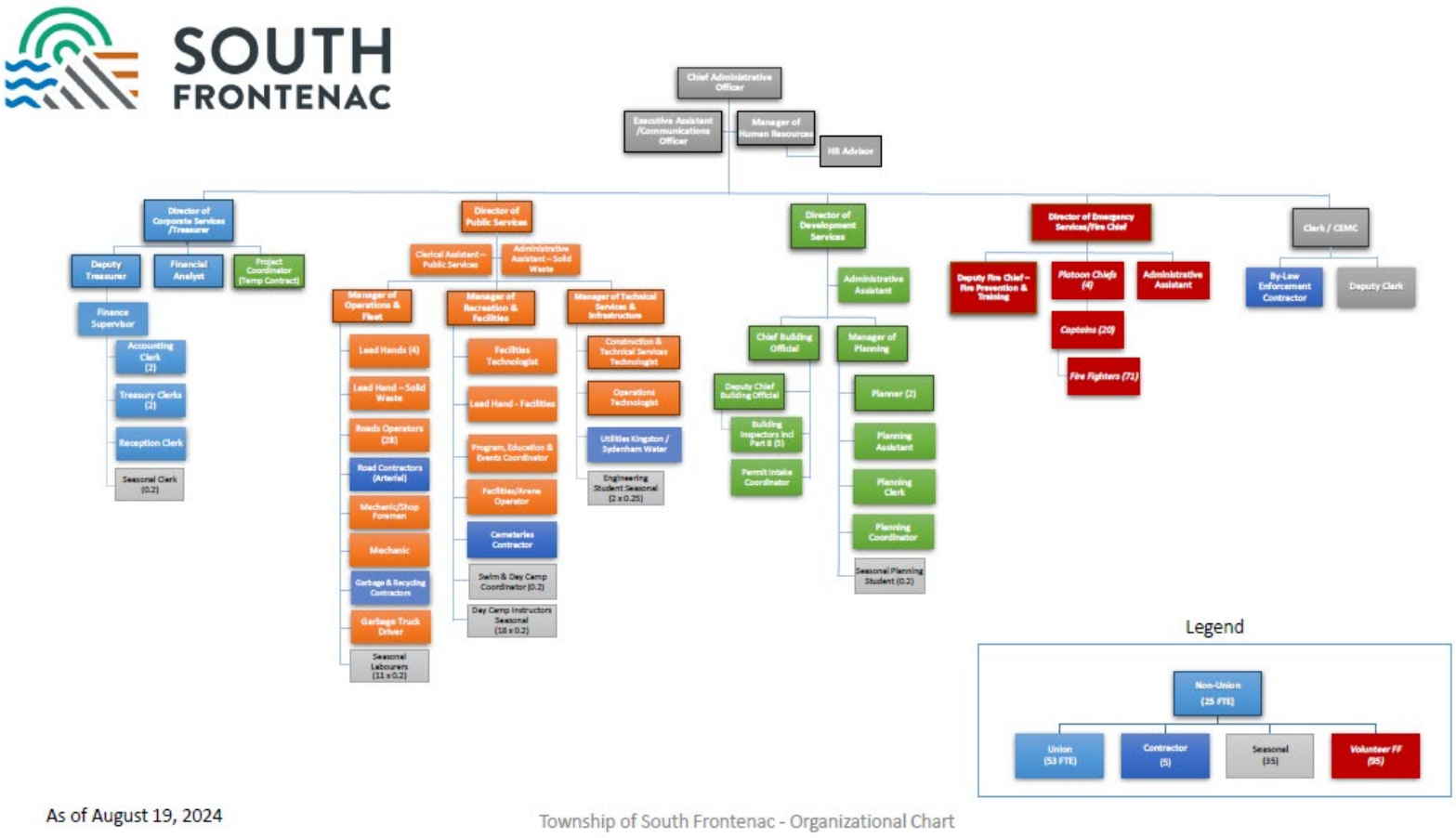
- The fire department has chosen to transfer the impact and/or management of the risk to another organization or body or outside agency.

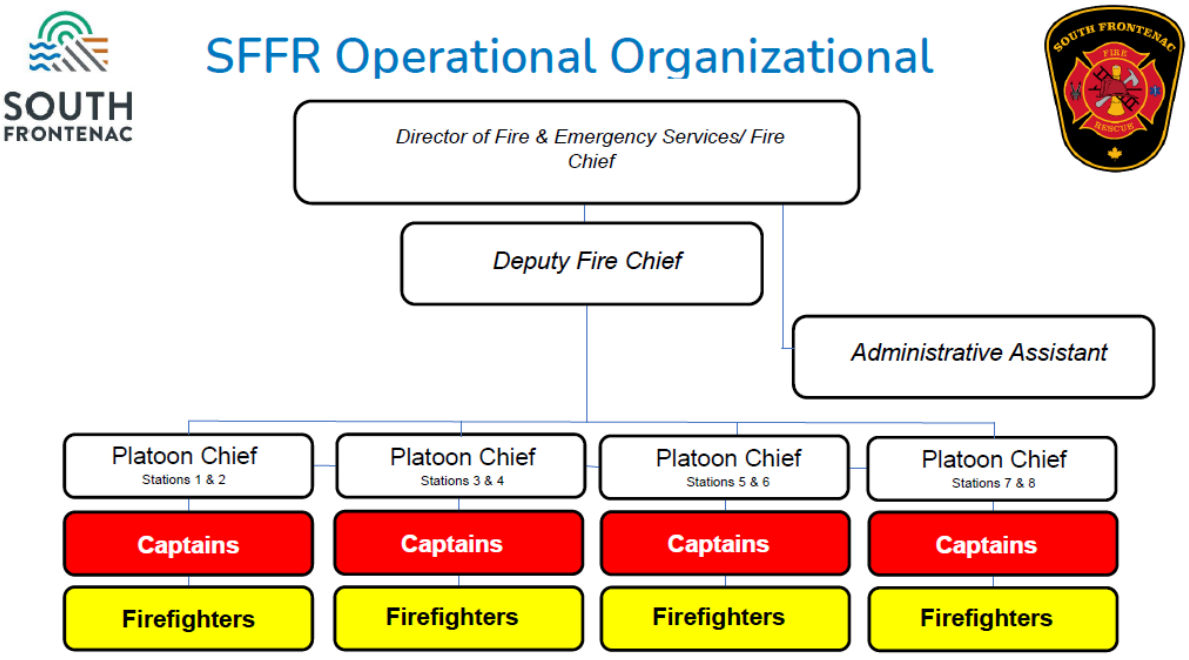
Review

Fire departments should maintain documentation required by O. Reg 378/18. This documentation should include:

- Changes to any of the Risk Assessment Profiles.
- Changes to assigned risk levels or fire protection services that occur because of the review.
- Any other information the fire department deems appropriate to the review or any resultant changes to fire protection services.

If it is found upon completion of the review within the 12-month period that no changes are required to any of the profiles or fire protection services, then a review could consist of documentation that reflects these findings.


SOUTH FRONTENAC
Chief Administrative Officer
Executive Assistant /Communications Officer
Manager of Human Resources
HR Advisor
Director of Corporate Services /Treasurer
Deputy Treasurer
Financial Analyst
Project Coordinator (Temp Contract)
Finance Supervisor
Accounting Clerk (2)
Treasury Clerks (2)
Reception Clerk
Seasonal Clerk (0.2)
Director of Public Services
Clerical Assistant – Public Services
Administrative Assistant – Solid Waste
Manager of Operations & Fleet
Lead Hands (4)
Lead Hand – Solid Waste
Roads Operators (28)
Road Contractors (Arterial)
Mechanic/Shop Foreman
Mechanic
Garbage & Recycling Contractors
Garbage Truck Driver
Seasonal Labourers (11 x 0.2)
Manager of Recreation & Facilities
Facilities Technologist
Lead Hand - Facilities
Program, Education & Events Coordinator
Facilities/Arena Operator
Cemeteries Contractor
Swim & Day Camp Coordinator (0.2)
Day Camp Instructors Seasonal (18 x 0.2)
Manager of Technical Services & Infrastructure
Construction & Technical Services Technologist
Operations Technologist
Utilities Kingston / Sydenham Water
Engineering Student Seasonal (2 x 0.25)
Director of Development Services
Administrative Assistant
Chief Building Official
Deputy Chief Building Official
Building Inspectors Incl Part 8 (3)
Permit Intake Coordinator
Manager of Planning
Planner (2)
Planning Assistant
Planning Clerk
Planning Coordinator
Seasonal Planning Student (0.2)
Director of Emergency Services/Fire Chief
Deputy Fire Chief – Fire Prevention & Training
Platoon Chiefs (4)
Captains (20)
Fire Fighters (71)
Administrative Assistant
Clerk / CEMC
By-Law Enforcement Contractor
Deputy Clerk
Legend
Non-Union (25 FTE)
Union (53 FTE)
Contractor (5)
Seasonal (35)
Volunteer FF (95)
As of August 19, 2024
Township of South Frontenac - Organizational Chart


SOUTH FRONTENAC
SFFR Operational Organizational
SOUTH FRONTENAC FIRE RESCUE
Director of Fire & Emergency Services/ Fire Chief
Deputy Fire Chief
Administrative Assistant
Platoon Chief Stations 1 & 2
Platoon Chief Stations 3 & 4
Platoon Chief Stations 5 & 6
Platoon Chief Stations 7 & 8
Captains
Captains
Captains
Captains
Firefighters
Firefighters
Firefighters
Firefighters

3. Risk Summary

The following summary outlines the top risks to life safety and property along with the suggested means of reducing or mitigating the risks. The Fire Chief will use the Preferred Treatment Options to put forward ideas and strategies to address the risks, including public education and Fire Code enforcement, within the level of fire service provision. It is The Corporation of the Township of South Frontenac Council that will set the level of service. These decisions will form the basis of the Corporation of the Township of South Frontenac community risk mitigation strategies.

A thorough review coupled with sound strategic planning will reap successes in the form of fewer fires, reduced fire-related injuries and death, lower dollar property loss through ongoing fire prevention initiatives, early warning detection systems, proactive inspections, and/or public education.

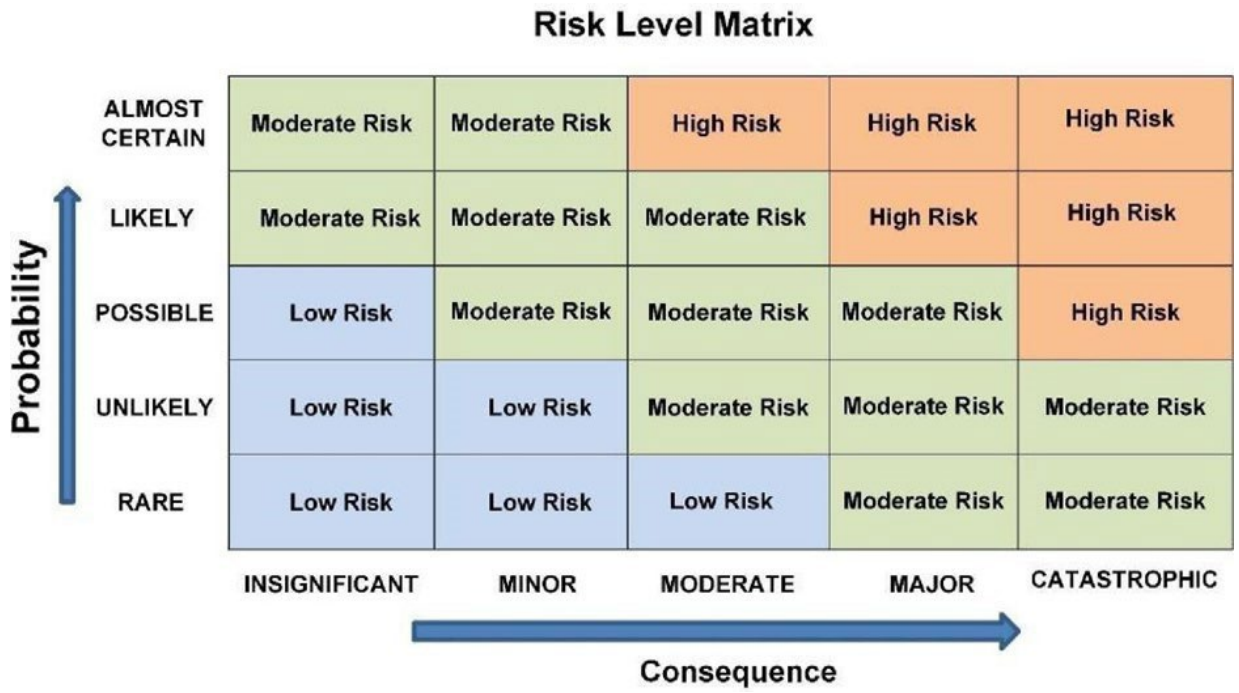
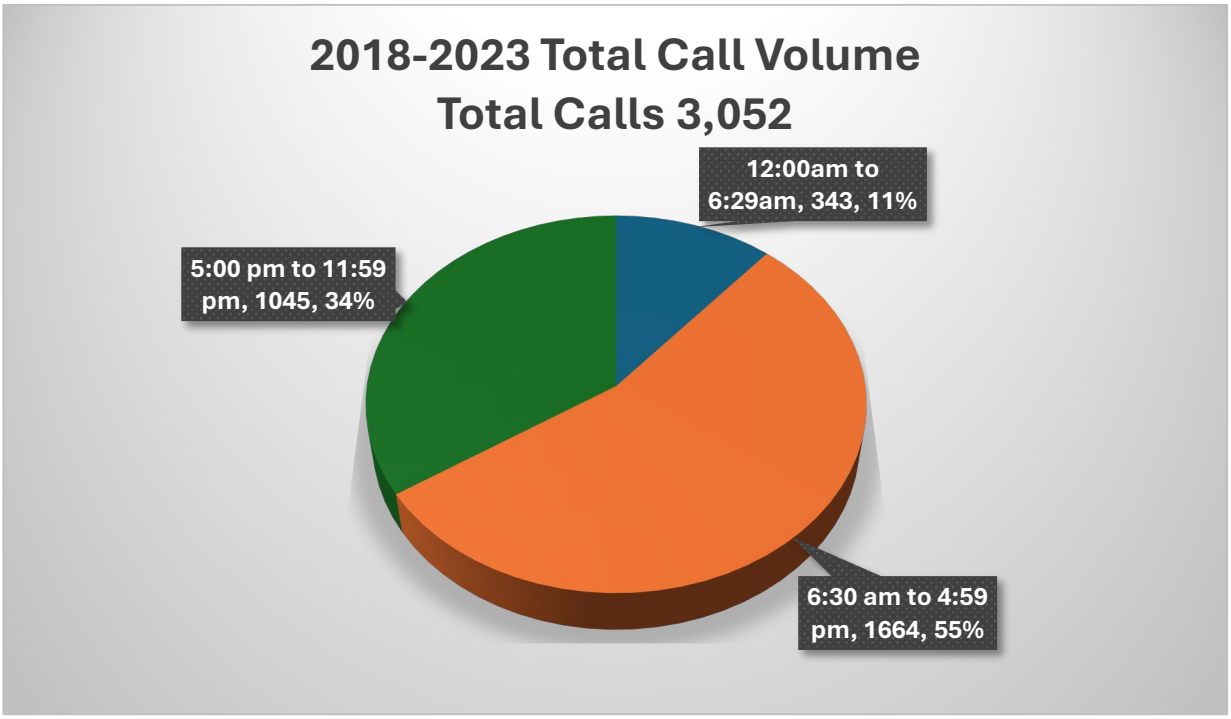


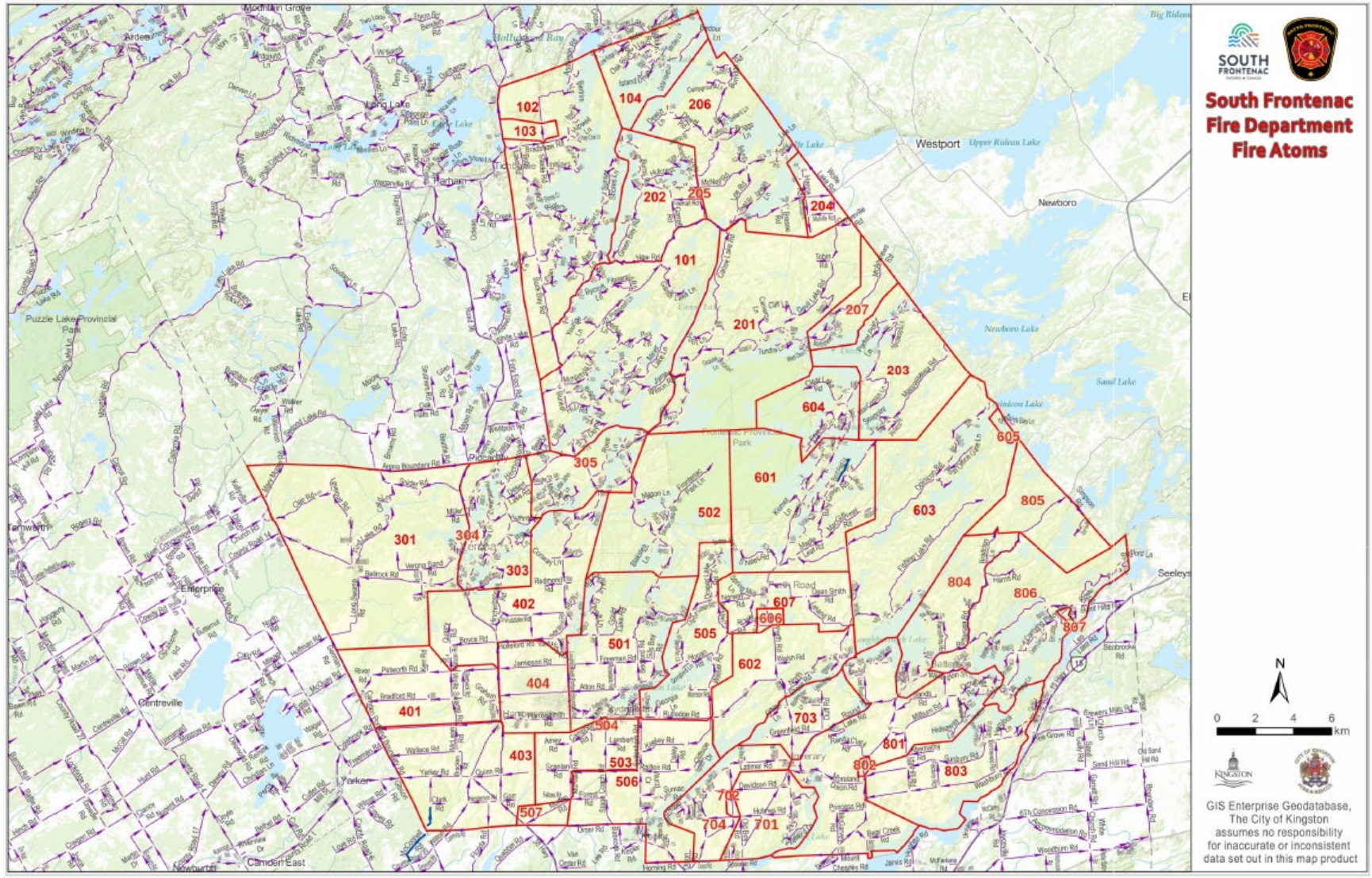
Table 1. Risk Summary



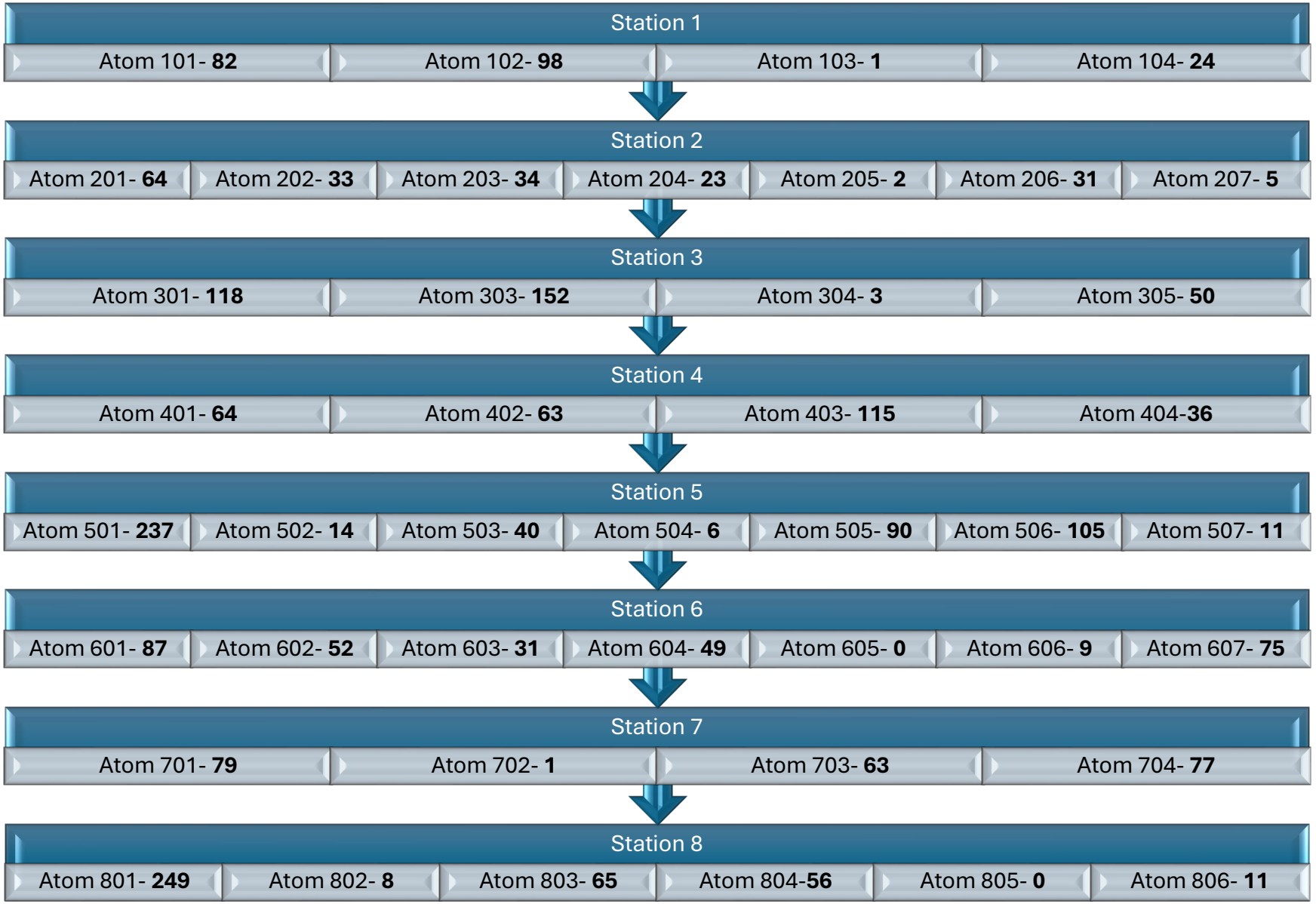
Summary

- South Frontenac Fire and Rescue has responded to a total of 3,052 incidents between 2018-2023. This works out to an average of 508.7 responses per year, 42.4 responses per month, 9.8 responses per week, and 1.4 responses per day.
- During the 2018 to 2023 period, 11% of calls, 343, were between the time of 12:00am to 6:29am.
- From the hours of 6:30am to 4:59pm had the largest call volume with 1,664 calls at 55%.
- From 5pm to 11:59pm there were 1,045 calls which made up 34% of call volume.
- For a further break down of call volume, see section 9 in this report.

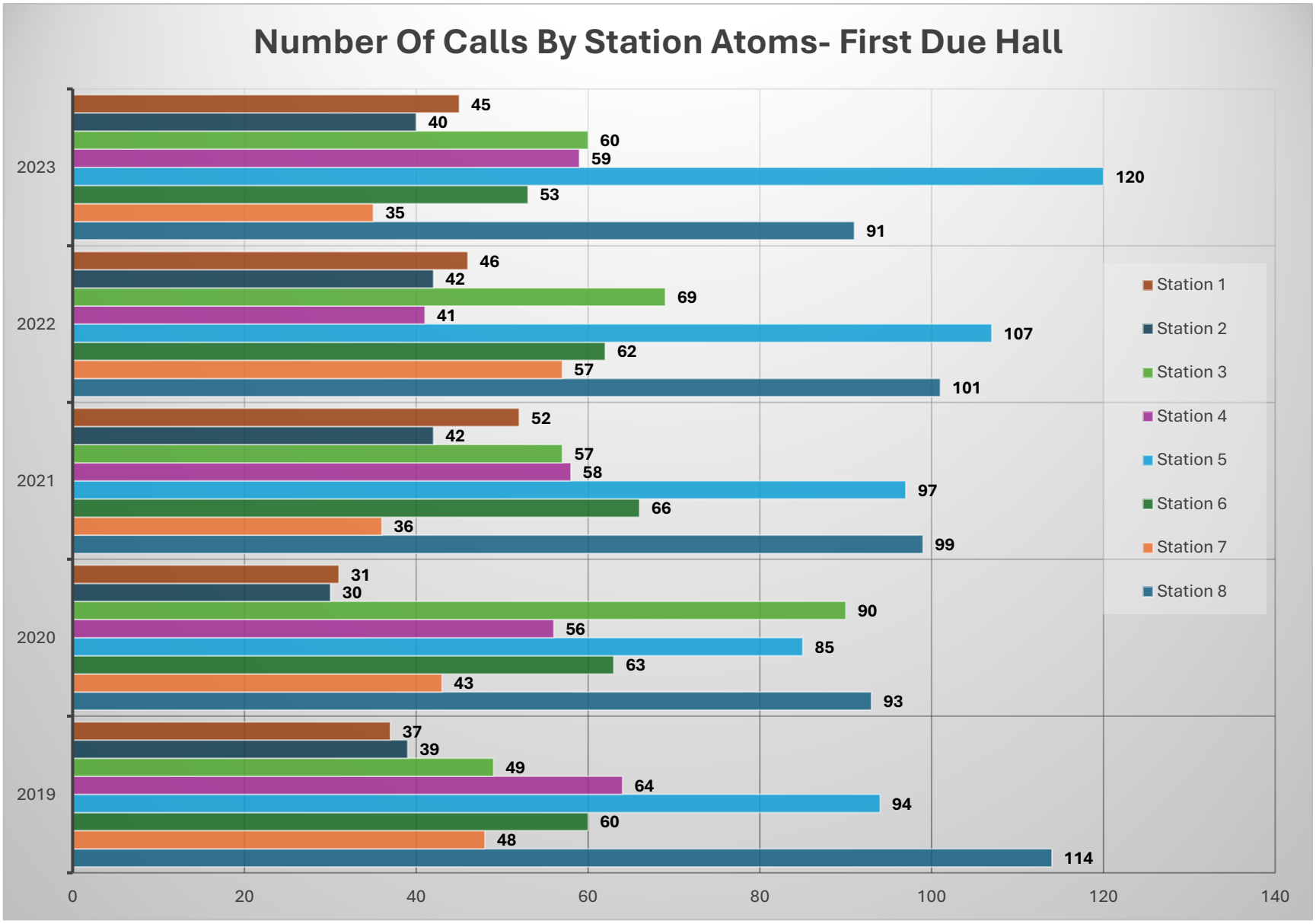
Dispatch Atoms Data



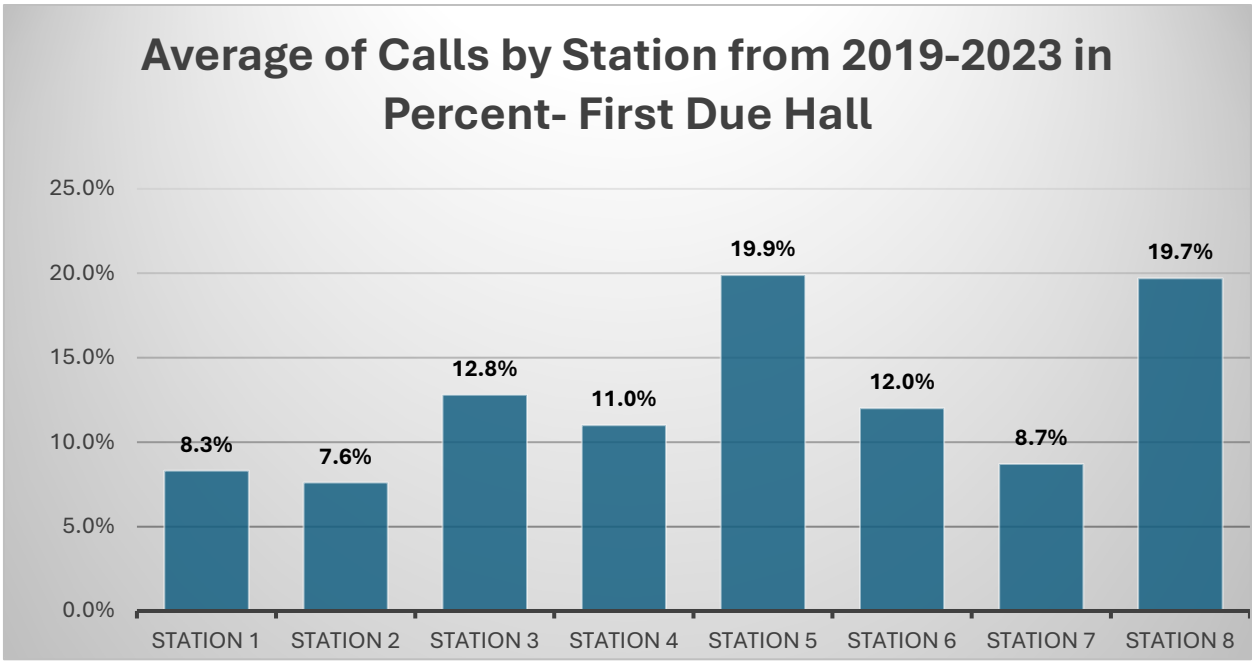
The municipality is divided into 44 dispatch atoms. Criteria have been built for response requirements by incident type within each atom.



The above data only reflects the number of calls per atom for years 2019-2023 excluding mutual aid calls. Year 2018 data was unavailable at time of report.



Note- The above data does not include 2018 due to data availability. First due refers to the closet available station.



Note- The above data does not include 2018 due to data availability

Summary

First Due Station description- When a call comes into a dispatch center, the dispatchers use a system to determine which station is closest to the emergency. This is referred to as the first due station. In South Frontenac, all responses are comprised of the first due station and the second closest station

Atom description- Fire Departments in Frontenac County are dispatched through dispatch atoms. South Frontenac has 44 dispatch atoms. A dispatch atom is a geographic area in which response levels are pre-programmed into an automatic dispatch system to assign the closest and most appropriate resources by incident type.

The above data was collected by dispatch atoms as first in due halls. Station 2 has the lowest volume as first in due hall with 7.6%, or 38.6 responses. Station 5 has the highest average of being first in due hall by response atoms with 19.9%, which in turn is the equivalent of 100.6 calls per year on average as first in due hall.

The top 5 atoms for first due are as follows-

1. Atom 801 with 249
2. Atom 501 with 237
3. Atom 303 with 152
4. Atom 301 with 118
5. Atom 806 with 117

Atoms 605 and 805 have had zero incidents within the atom.

Note: The following features are not identified in the order of their level of risk.

Risk	Facts and Concerns
Bodies of Water *Ice rescue, water rescue, shore-based rescue, swift water rescue*	**Lake counts for South Frontenac** • South Frontenac has 2,222 waterbodies that are fully within the Township, and 2,188 are classified as a lake. • A total of 2,280 waterbodies including ones that are partially within the Township, and 2,232 of which are classified as a lake. • South Frontenac Fire and Rescue provides both shore-based & water/ice rescue responses as per NFPA Standard 1006. • South Frontenac Fire and Rescue has developed response protocols for water / ice rescue responses. • South Frontenac Fire and Rescue responds to marine vessel fires, offshore. • South Frontenac Fire and Rescue currently does not provide swift water rescues. • Mandatory certification requirements come into effect in July 2026.
South Frontenac Fire and Rescue *New developments will bring an increase in population and building stock with more demand on emergency services.*	**The Corporation of South Frontenac Township will see considerable growth in the coming years.** • Under the current Growth Forecast Update, the Township of South Frontenac is forecasted to increase by 6,500 permanent residents, 3,100 permanent occupied households, and 700 jobs over the forecast period for the next 30 years.

Technical Rescues *Trench/ Confined Space/ High & Low Angle/ Vehicle Entrapment*	**South Frontenac Fire and Rescue does not perform technical rescues such as confined space, trench, or low and high angle. The Department attends motor vehicle collisions (MVCs) and performs auto extrications.** • Currently there are no agreements in place to mitigate such incidents. • South Frontenac Fire and Rescue does respond to farm equipment extrication. • Fire and emergency services also respond to wildland search and rescues within the Township, and Frontenac Park although this level of service has not been authorized as a level of service through the establishing and regulating by-law at this time, limiting. our ability to source appropriate equipment and train staff adequately.
Extreme Weather Events *Freezing rain / Ice & snowstorms / Severe windstorms & microbursts / Extreme temperatures (heat & cold)*	**All Weather Events – early warning notification** • Historical extreme weather events occur in our region. • Environment Canada issues warning via media. • News media messages sent out via TV, radio & social media. • South Frontenac Township sends out messaging via website alerts, social media platforms, PSA and news releases.
Structure Fires	**The priority of Fire and Emergency Services is a safe community. The three lines of defense in order of priority are public fire safety education, fire safety standards and enforcement and emergency response.** • Currently there are no formal public education programs. A formal public education program is

Structure Fires cont.	required including public fire safety presentations to schools and community groups, smoke alarm awareness campaign and regular social media. A formal public education program should be developed. • Currently structural firefighter training occurs in neighbouring communities. This requires our personnel and apparatus to leave the municipality to conduct training requirements and limits the amount of training that can be completed. • Currently there is no open-air fire burn permit system. Implementing a fire burn permit system would increase prevention and education regarding responsible burning and aid in getting the burn ban status messaging out faster and to protect our wildland unban interface. • Current inspection and enforcement activities are based on complaints and requests. A regular fire inspection program is recommended to reduce the risk of fires. • Implement a rural and long driveway identification program.
Energy Supply *Pipelines, storage terminals, electricity, natural gas & oil facilities*	• Currently there are no pipelines or fuel storage terminals within the Township. There is electrical distribution across the municipality. Continue with our response protocols, Standard Operating Guidelines & Tiered Response Agreements within our scope of operations.
Human Health Emergencies *South Frontenac Fire and Rescue Emergency Services*	• Currently South Frontenac provides emergency response under a Tiered Medical Agreement with the County of Frontenac. This agreement should be reviewed to identify opportunities to recover cost and reduce the number of annual responses.

Office of the Fire Marshal

The Office of the Fire Marshal (OFM) and the municipality are separate organizations, one being a provincial entity and one being a municipal entity. Both organizations support each other in the provision of fire protection services. The Fire Protection and Prevention Act, 1997 (FPPA) and related regulations establishes the powers and duties of the Fire Marshal across the Province of Ontario. The FPPA further defines the responsibilities of the governing body when a fire department is established locally.

The OFM provides oversight and when necessary, monitors compliance to ensure municipal fire services in Ontario deliver the appropriate levels of fire prevention and protection according to the needs and circumstances of the community.

The Office of the Fire Marshal provides the following support to municipal fire services:

- Training oversight and certification for firefighters and other fire department personnel
- Seminars and materials on understanding legislated obligations
- Programs, resources and guidelines on fire department management, firefighter safety, risk analysis, fire prevention, public education, volunteer recruitment, master fire planning and fire protection
- Professional development seminars
- Media relations tools and public service announcements
- Information on product recalls and warnings
- News relevant to their profession including peer activities
- Recognition of service (medal programs)

The OFM provides fire departments and Governing Bodies with advice and assistance. For example:

- Providing the municipal fire service with an OFM Fire Protection Adviser offering advice on fire protection services and other fire safety matters.
- Providing engineering and technical staff assistance regarding the application of the FPPA on technical matters.
- Assisting the municipal fire service should a building closure be required and providing technical guidance in writing the Order to Close and related correspondence when fire and life safety is at issue.

Other OFM responsibilities:

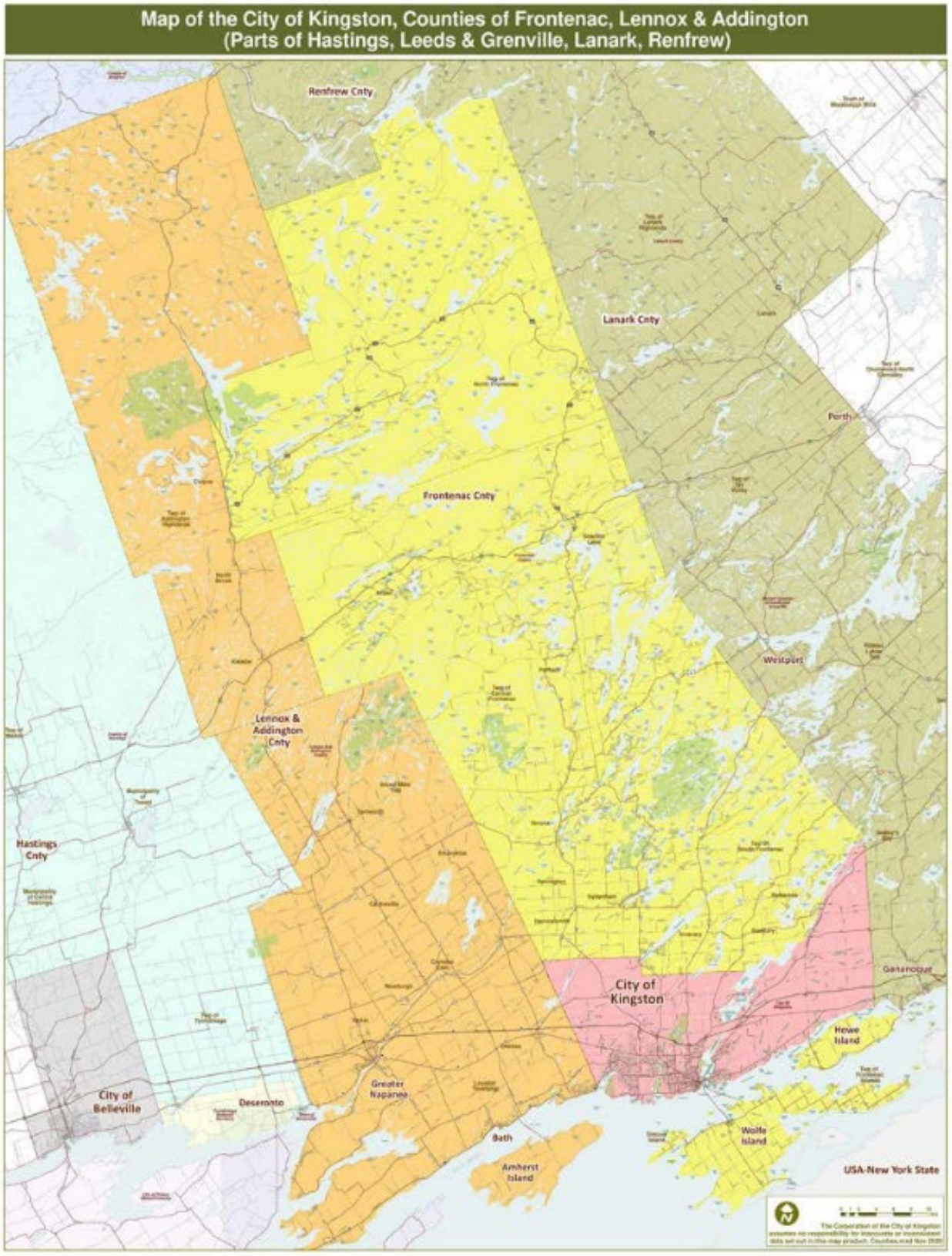
- Administering the FPPA, the Fire Code, and provincial emergency systems such as province wide mutual aid that involves neighbouring fire services
- Conducting fire investigations
- Maintaining fire-related statistics
- Applying research to support fire services

Kingston, Frontenac, Lennox and Addington (KFL&A) County Mutual Aid Plan

The requirement to maintain a fire service Mutual Aid Plan and coordinate the activities within the plan is the responsibility of the Provincially appointed Fire Coordinator. The authorization to participate in this plan is referenced through the municipal establishing and regulating By-Law. The relevant response assignments and plan details are contained within the Office of the Fire Marshal Mutual Aid Plan for KFL&A.

The following map identifies the secondary service boundary for Kingston Fire & Rescue's participation in the Kingston, Frontenac, Lennox and Addington Mutual Aid Plan.

South Frontenac borders 6 neighbouring municipalities. Our Mutual Aid agreement area covers our borders with City of Kingston, Stone Mills and Central Frontenac. Currently there are no mutual aid agreements with Tay Valley, Rideau Lakes or Leeds 1000 Islands which should be considered.

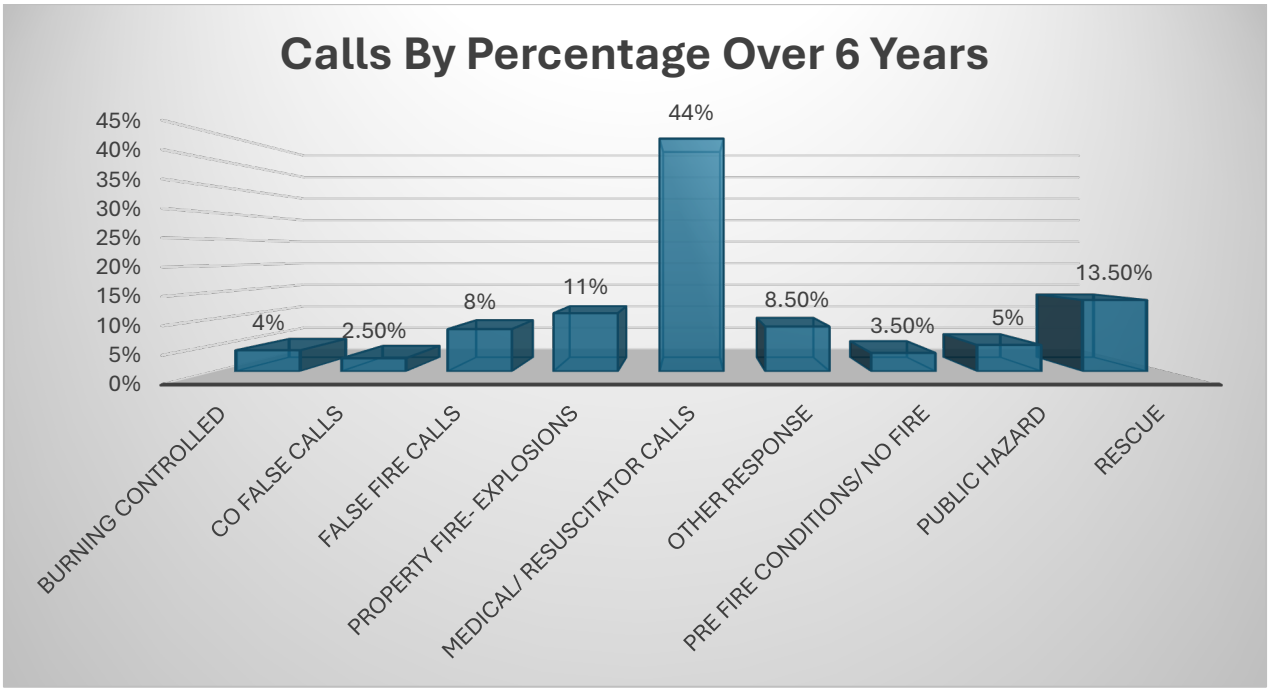

Map of the City of Kingston, Counties of Frontenac, Lennox & Addington
(Parts of Hastings, Leeds & Grenville, Lanark, Renfrew)
Renfrew Cnty
Lanark Cnty
Frontenac Cnty
Lennox & Addington Cnty
Hastings Cnty
City of Kingston
Greater Napanee
City of Belleville
Deseronto
Bath
Amherst Island
Howe Island
Wolfe Island
Gananoque
Perth
Westport
USA-New York State

Automatic Aid

South Frontenac has a reciprocal automatic aid agreement to provide services for areas within Central Frontenac for fires only. The rationale for the agreement is that each Agency's resources can more effectively reach parts of the other's area quicker due to hall proximity and personnel.

Automatic Aid means the dispatch centre automatically dispatches the closes fire station or resource. Mutual Aid requires the requesting fire department to contact the Mutual Aid Coordinator to request additional resources which can create time delays.

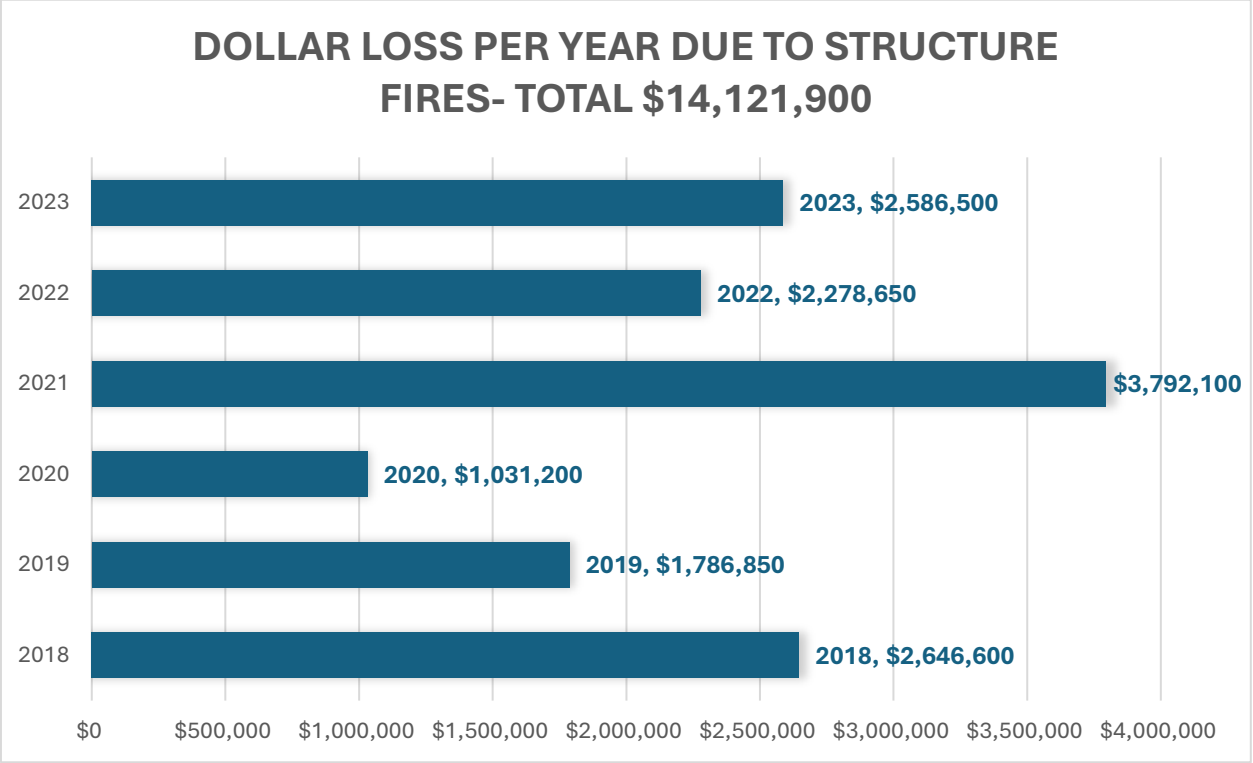
SOUTH FRONTENAC STATISTIC CALLS BY PERCENTAGE AND TOTALS FROM 2018-2023

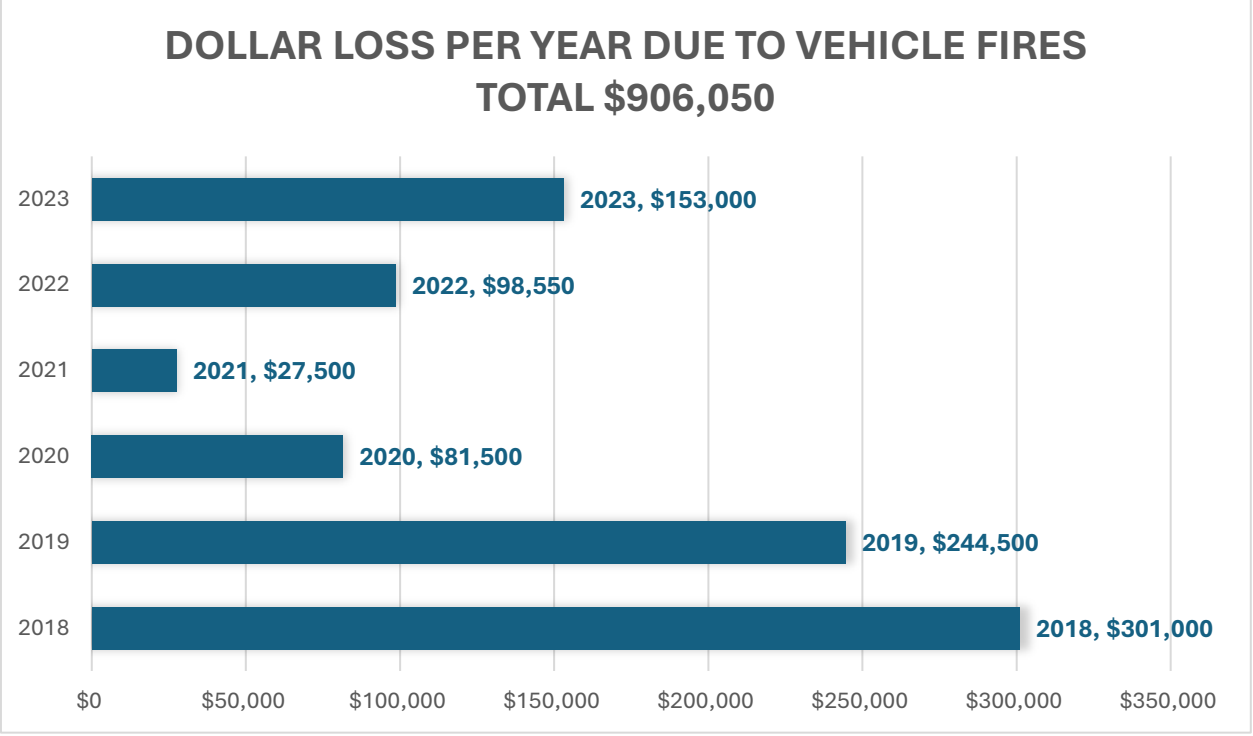


2018-2023 Totals

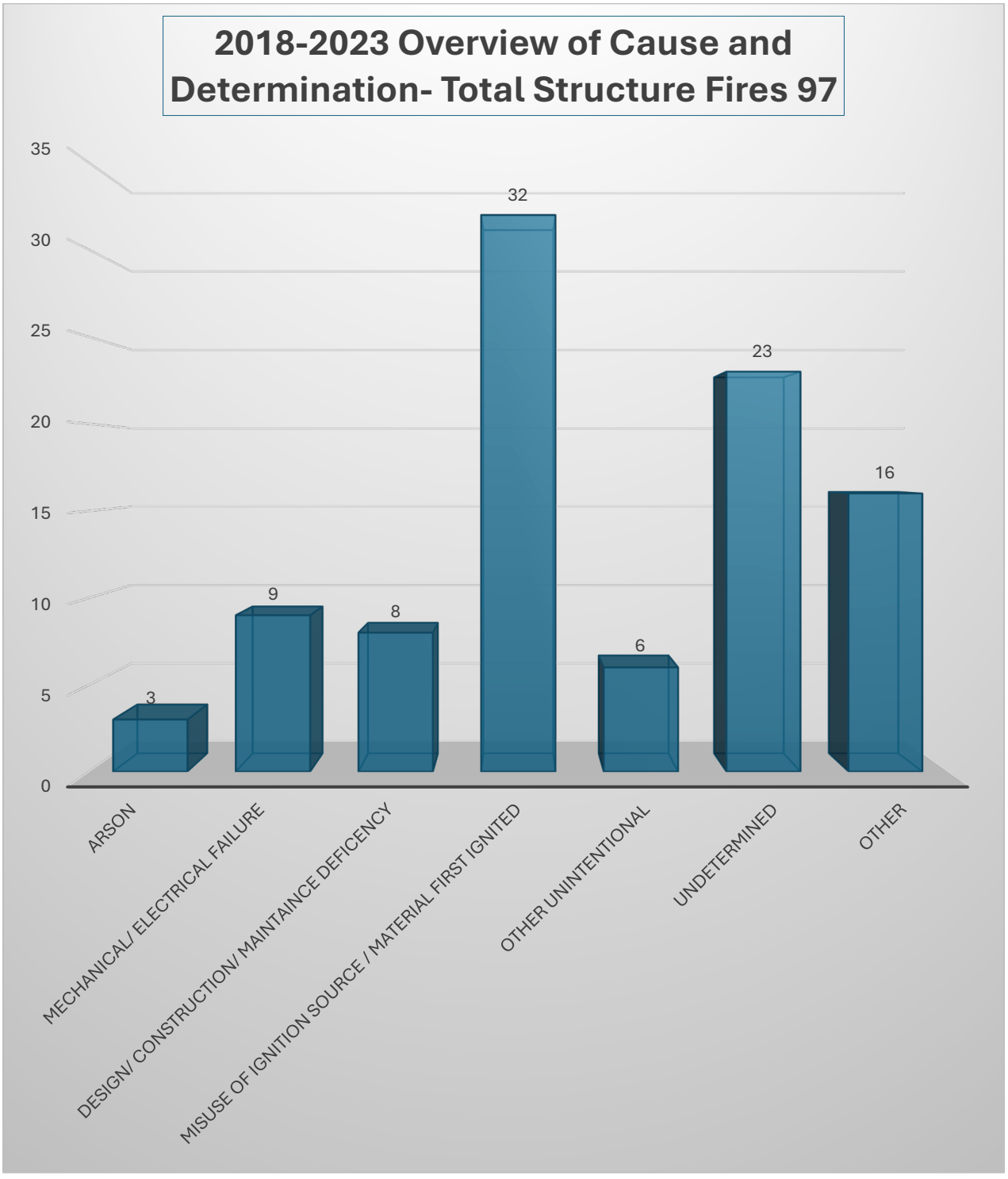
Total Number of Structure Fires	**97**
Total Number of Vehicle Fires	**63**
Total Number of Firefighter Injuries	**0**
Total Number of Firefighter Deaths	**0**
Total Number of Civilian Injuries	**0**
Total Number of Civilian Deaths	**2**
Total Dollar Loss Structure Fires	**$14,121,900**
Total Dollar Loss Vehicle Fires	**$906,050**

South Frontenac Fire Statistics 2018-2023

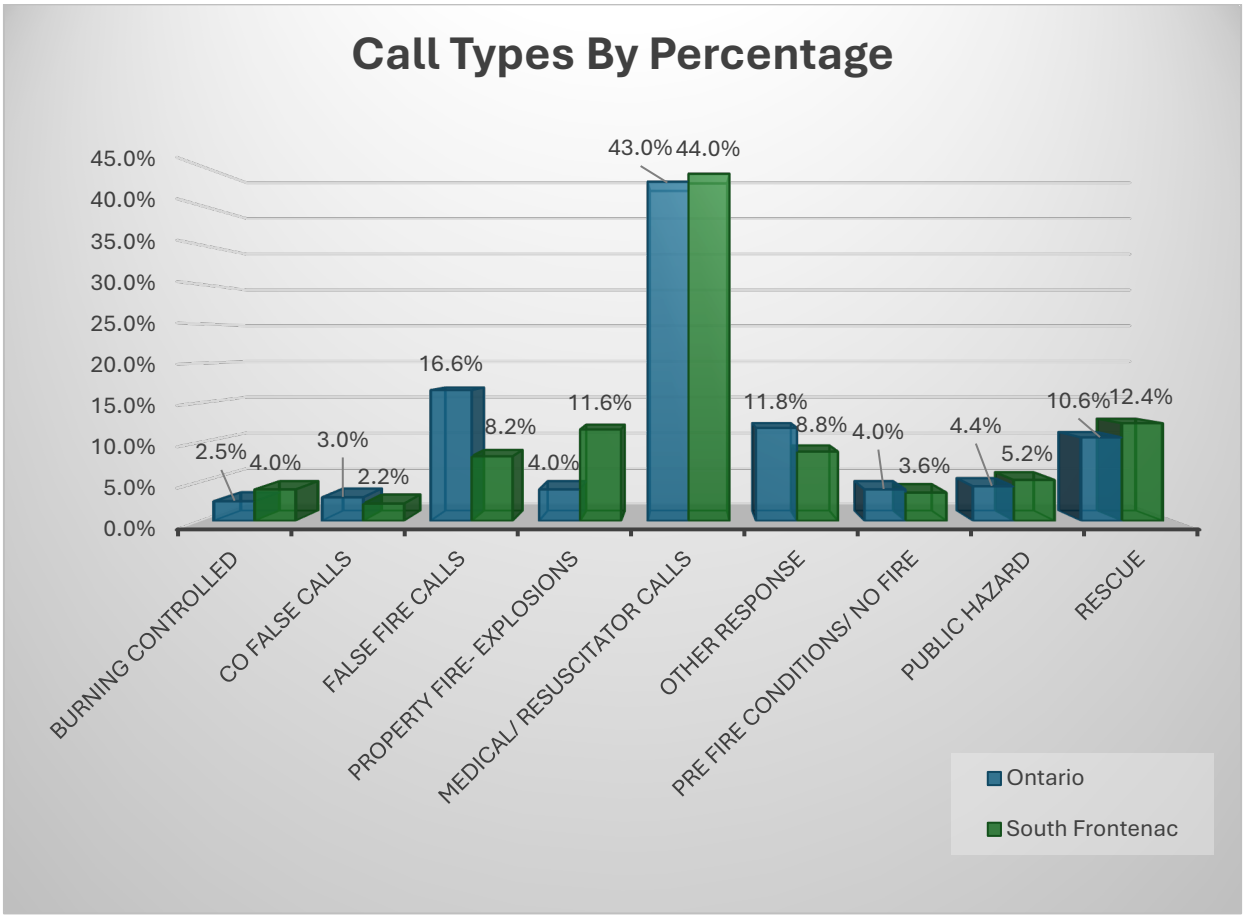




SOUTH FRONTENAC STATISTICS TOTAL FOR CAUSE AND DETERMINATION



SOUTH FRONTENAC COMPARED TO ONTARIO STATISTICS AVERAGES FROM 2018-2022



*2023 data was not available by the OFM at time of report, this chart only reflects data from 2018-2022 for both the province and South Frontenac.

Summary

During the period of 2018-2023, 44% of fire calls have been medical calls in nature. The next highest was rescues (motor vehicle collisions, water rescue, search and or rescue for persons) which accounted for 13.1%. The least amount of call volume is Carbon Monoxide false alarms at 2.5%. South Frontenac Fire and Rescue responded to a total of 97 structure fires for an average of 16 structure fires per year. South Frontenac residents have incurred $14,121,900 in financial losses for an average of $2,353,650 per year. Two of these losses have been substantial, a large multi-unit apartment building and a gas station with a subsidiary residential occupancy. During the same period, a total of 68 vehicle fires resulted in a lost of $906,050 for and average annual lost of $151,000. The most common cause of structure fires is due to misuse of ignition source/ materials first ignited at 33%. South Frontenac has had 2 civilian deaths due to fires in the past 6 years.

Description of South Frontenac Fire and Rescue's Programs and Services

The Administration Team, which consist of the Fire Chief, Deputy Fire Chief and an Administrative Assistant are all located at 5855 Perth Road, Fire station 6. The Administration Team supports the fire department and serves to ensure the complexity and mission of the Township is adequately managed.

Administration is responsible for ensuring oversight and transparency for all fire protection services by supporting the provision of fire protection services; managing the capital and operating budgets; managing external agreements; recruitment of personnel in collaboration with Human Resources, and workplace safety. The organizational documents, forms, standard operating procedures, guidelines, operational manuals and external agreements are reviewed and updated by Administration in support of all department programs and services.

Emergency Management Division

The Authority Having Jurisdiction's (AHJ) Office of Emergency Management operates through the AHJ's appointed Community Emergency Management Coordinator (CEMC). The CEMC works with a variety of internal and external stakeholders to assist in preparing for, responding to, recovering from, and mitigating large scale multi-agency emergencies requiring planned coordination. Threats to the community are assessed and determined through a Hazard Identification and Risk Assessment (HIRA). The HIRA is reviewed annually through the Emergency Management Program Committee and all potential risks in the Authority Having Jurisdiction's area are organized in four categories:

- Human Health Emergency
- Natural Disasters
- Technological Disasters
- Human Caused

A municipal compliance report is prepared annually and submitted to the Office of the Fire Marshal and Emergency Management. The report includes any supporting documentation demonstrating compliance to the Emergency Management and Civil Protection Act and its Regulations.

The AHJ's Emergency Management Program and Plan are established and adopted by Council. The Township conducts training and exercises with persons who have been assigned roles and responsibilities under the Emergency Response Plan. Continuity of Operations Plan for critical services and infrastructure is maintained annually as a requirement of the AHJ. The training is intended to ensure preparedness for those assigned with responsibilities during an emergency.

Training and Fire Prevention

South Frontenac Fire and Rescue training is managed by the Deputy Fire Chief. The Deputy Fire Chief creates and develops training material in accordance with the NFPA standards. This includes some high-risk, low frequency training evolutions such as live fire and ice water rescue. The department trains every Tuesday evening from 7:00 pm to 9:30 pm on a wide range of topics. The last Tuesday of every month is hall maintenance in which the crews inspect and test equipment and facilities to ensure apparatus and equipment are in working order.

Fire prevention and code enforcement is currently provided by the Fire Chief who is an Assistant to the Fire Marshal under the Fire Prevention and Protection Act (FPPA). The Chief inspects concerns that are brought forward by South Frontenac Fire and Rescue crews and request or complaint inspections from the public. The Fire Chief also does plans examination for major buildings within our township working in conjunction with the building department. Currently there is no formal inspection program.

Fire Investigations

The Fire Chief and Deputy Fire Chief are both responsible for doing fire cause determination in accordance with the standard, NFPA 1033. Under certain conditions directed by the Office of the Fire Marshal, a Provincially appointed investigator will be assigned to perform the fire cause determination which includes fatal fires, serious injury, arson, explosions and significant financial loss. Currently 4 additional members of the fire department have been certified to assist with fire investigations.

Public Education and Community Engagement

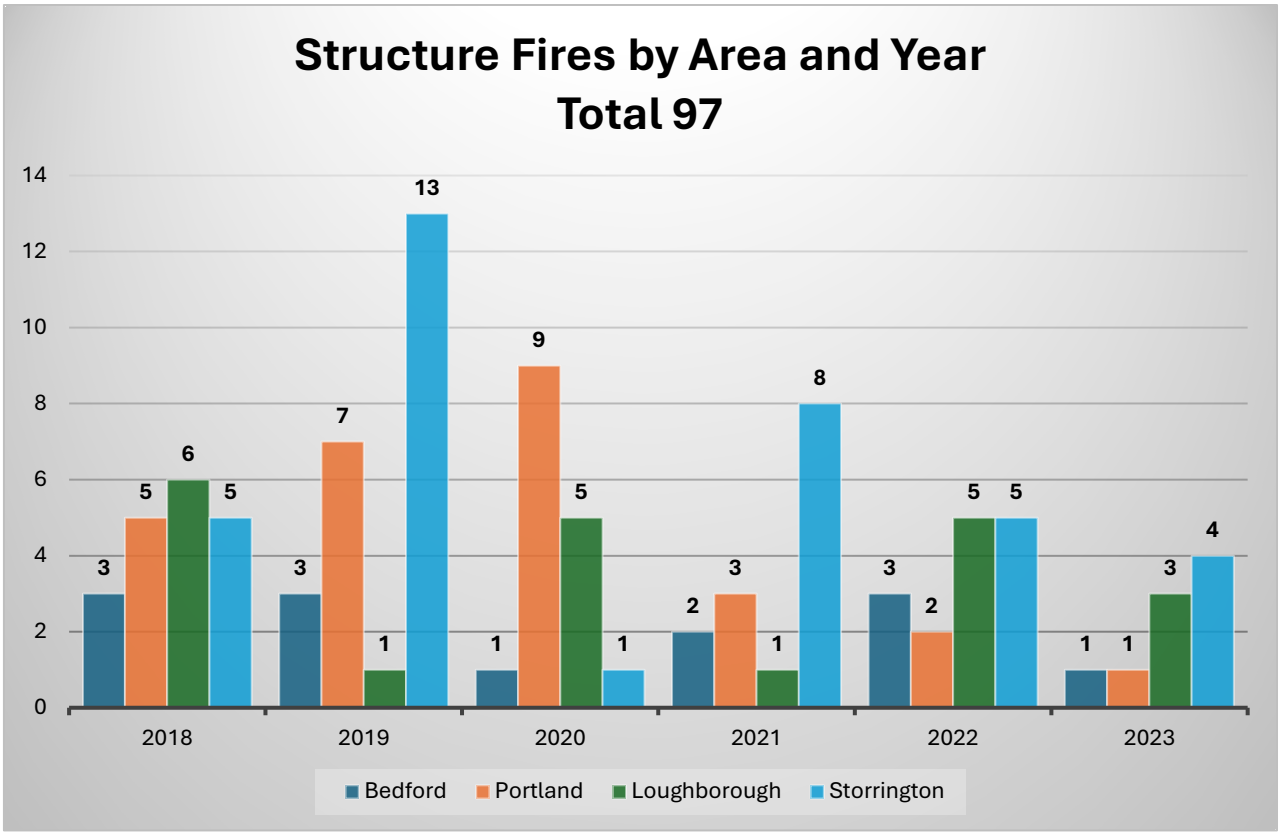
All public education requests go through the Fire Chief for approval. Informal public education activities and public relations events are assigned to the firefighters for delivery. Once the Fire Chief has approved a Public Education activity, the Administrative Assistant reaches out to all South Frontenac Fire and Rescue crew for involvement. Our topics range from fire and life safety, fire extinguisher training, kitchen safety, smoke and carbon monoxide alarms awareness, etc. Most of the events attended are requests from the public or Township to participate in such as Music in the Park and the Frontenac Frolic. South Frontenac is also an active member of the KFL&A Fire Prevention Committee where we collaborate as a group and share ideas for fire prevention activities and share resources.

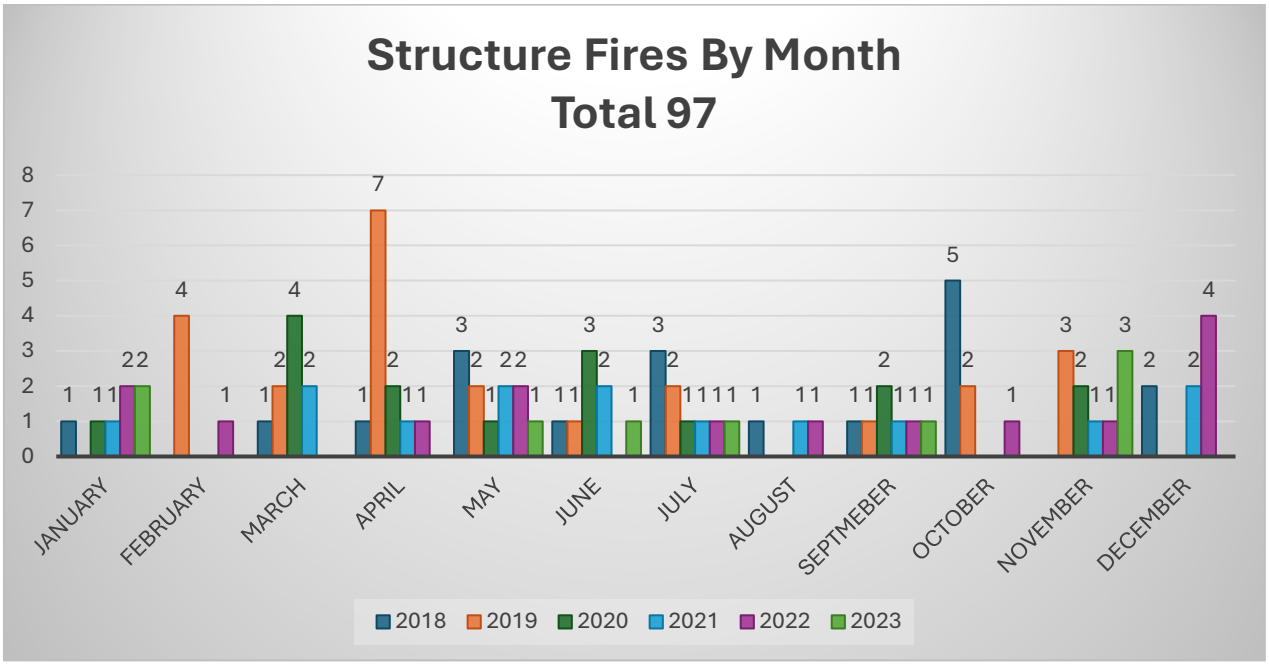
Fire Suppression Division

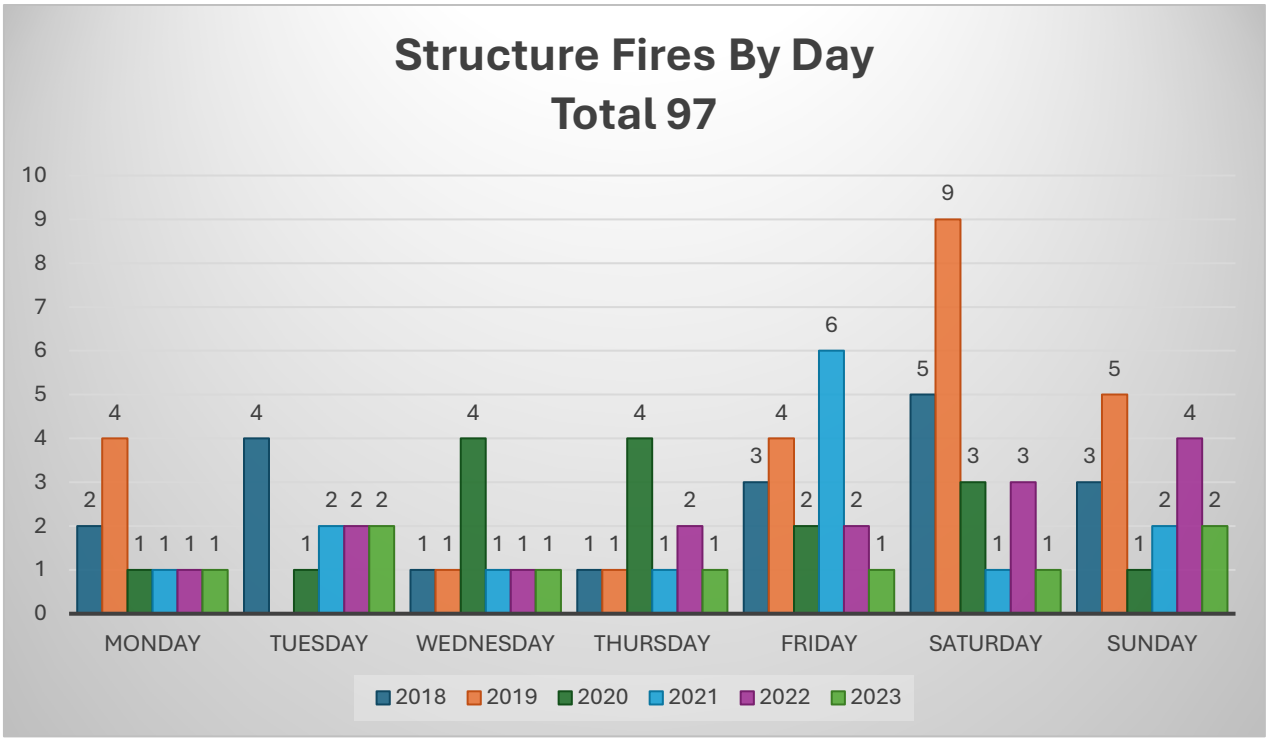
As of December 2024, South Frontenac fire suppression was made up of 1 full-time Fire Chief, 1 full-time Deputy Fire Chief, 4 paid on-call Platoon Chiefs, 20 paid on-call Captains and 71 paid on-call Firefighters for a total of 97 personnel. The Fire Chief and Deputy Fire Chief can be contacted after hours and respond to major incidents as required. All South Frontenac Fire and Rescue personnel respond receiving a page or by using "Who's Responding" (phone app) for all incidents.

Roster Assignment per Station (excluding the Fire Chief and Deputy Chief, personnel on leave are included)

Station 1	**1 Platoon Chief**	**2 Captains**	**4 Firefighters**	**Total of 7**
Station 2		**1 Captain**	**4 Firefighters**	**Total of 5**
Station 3	**1 Platoon Chief**	**2 Captains**	**8 Firefighters**	**Total of 11**
Station 4		**2 Captains**	**17 Firefighters**	**Total of 19**
Station 5		**4 Captains**	**13 Firefighters**	**Total of 17**
Station 6	**1 Platoon Chief**	**3 Captains**	**6 Firefighters**	**Total of 10**
Station 7	**1 Platoon Chief**	**3 Captains**	**8 Firefighters**	**Total of 13**
Station 8		**3 Captains**	**11 Firefighters**	**Total of 13**
Total	**4 Platoon Chiefs**	**20 Captains**	**71 Firefighters**	**Total of 95**


Structure Fires by Area and Year
Total 97
14
12
10
8
6
4
2
0
2018
2019
2020
2021
2022
2023
Bedford
Portland
Loughborough
Storrington


Structure Fires By Month
Total 97
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTMEBER
OCTOBER
NOVEMBER
DECEMBER
2018
2019
2020
2021
2022
2023



Summary for Structure fires

- Total Number of structure fires for the past 6 years is 97.
- Top 2 months for structure fires are April and May.
- Slowest month for structure fires is August with only 3 in the last 6 years.
- Top 2 days for structure fires are Saturday and Friday.
- 47% of structure fires are between 6:30 a.m. and 4:59 p.m.
- Storrington district had the most structure fires with 36.
- For more details, see worksheet 9 of this report.

Technical Rescue

South Frontenac is trained in motor vehicle extrication, ice and water rescues as well as NFPA 1072 Hazmat Awareness and Operations. For other responses such as high angle or trench rescue, South Frontenac has relied on Kingston Fire and Rescue to respond and take lead on the rescue. South Frontenac Fire and Rescue will assist. Kingston has advised that this level of service is not covered under the Mutual Aid Agreement and South Frontenac has been requested to enter into a formal agreement. The financial impact of entering into such an agreement is undetermined at the time of this report.

Emergency Tiered Medical Response

South Frontenac Fire and Rescue provide emergency medical response to the following medical emergencies.

1. Vital Signs Absent (VSA)
2. Unconscious Patient
3. Airway Obstruction
4. Absence of Breathing
5. Motor Vehicle Collisions
6. All other high priority calls when the ambulance response is greater than 15 minutes and when there is a clear response time advantage for South Frontenac Fire and Rescue to respond.

The tiered response program service is recognized as an effective method of coordinating between Frontenac County and the municipality to provide rapid first response assistance to South Frontenac residents in the timeliest manner possible. This is operationalized by sending the closest 2 halls to an incident while responding in the “Rapid Response Units” (pick up trucks) with a minimum staffing of 2, unless it’s deemed a rescue in nature. The overall intent is to activate a timely response and provide patient care prior to the arrival of Frontenac County Paramedic Service (FPS). After the arrival of FPS, the South Frontenac Fire and Rescue will continue to provide support and medical care as directed by FPS. All fire personnel are trained to a level 1 basic life support first aid, airway management, oxygen therapy and defibrillation training for cardiac emergencies. From 2018- 2023, 43.3% of the total call volume were medical calls in nature.

Note- For a further break down of medical incidents, see worksheet 9 of this report.

Marine Operations

South Frontenac Fire and Rescue has a total of 3 boats as of July 2024. The main boat is located at station 6, secondary boat is located at station 1 and a small inflatable boat is located at station 2. For marine fires, island fires or any other emergencies that are only assessable by water, these boats are our means of transportation and rescue apparatus. Currently there are no means to protect over 300 water access only island seasonal residences when lakes are frozen.

Hazardous Materials

South Frontenac Fire and Rescue have the potential to respond to a wide variety of situations that could result in hazardous materials spills and/or releases with a known or unknown substance. This release could be due to a transportation accident, an unplanned chemical reaction, explosions, or other similar events. The Fire Department organizes and trains responders to safely secure the areas around the spill and establish safe working zones for all involved. Department activities will contain the hazardous materials incident and take direct mitigating activities where necessary to reduce any further migrations of the release that could impact life, property, or the environment. South Frontenac Fire and Rescue has trained to the NFPA 1072 Standard for Hazardous Materials and Weapons of Mass Destruction at the awareness and operations level. However, we do not perform or provide technical rescues during hazardous material incidents.

Awareness Level Personnel- Personnel who, in the course of their normal duties, could encounter an emergency involving hazardous materials/weapons of mass destruction (WMD) and who are expected to recognize the presence of the hazardous materials/WMD, protect themselves, call for trained personnel, and secure the scene.

Operations Level Responders- Persons who respond to hazardous materials/weapons of mass destruction (WMD) incidents for the purpose of implementing or supporting actions to protect nearby persons, the environment, or property from the effects of the release.

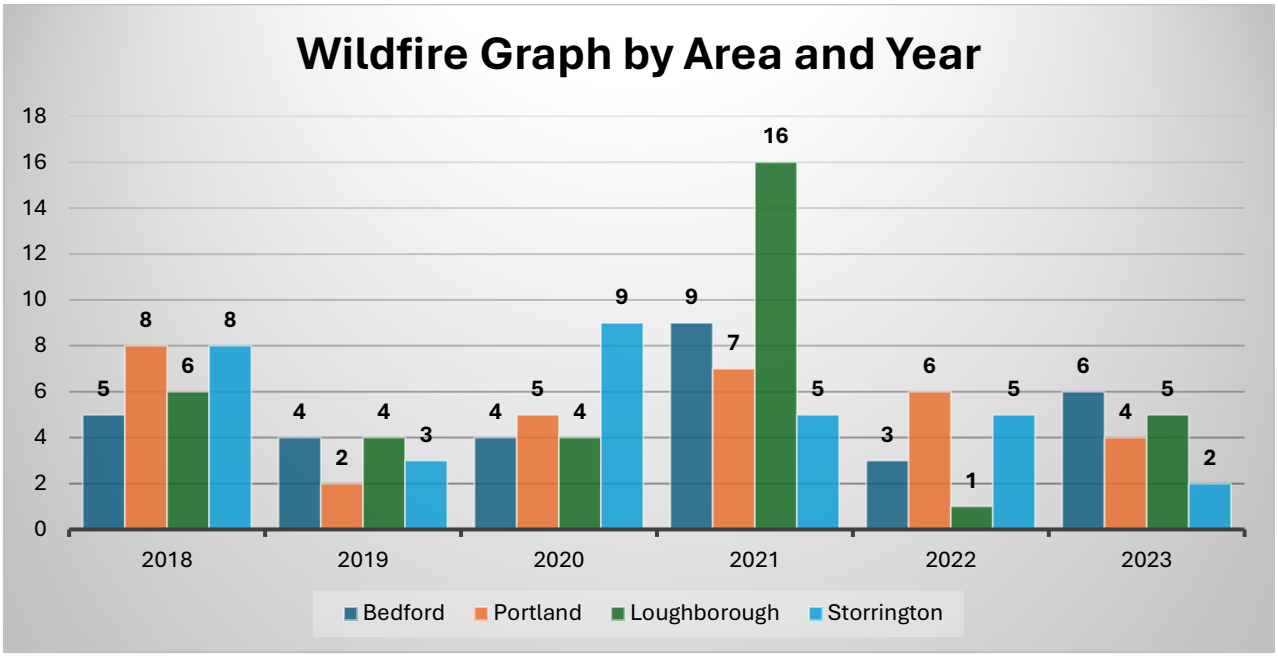
Technician Level Responders- Responders operating at the technician level are highly specialized Hazardous Materials personnel who take an offensive-action role when responding to known or suspected releases of hazardous materials.

The overall goal of the hazardous materials response is to protect life and property and reduce further harm to the environment by taking specific action to stop further release of the product and to contain the release in order that actions can be taken to safely recover and clean up the area to a pre-release state. Hazardous Materials represent less than 1% of the overall incidents in 2018-2023. Previously Kingston Fire and Rescue responded to any significant hazardous material responses beyond our capabilities. Kingston has advised that this level of service is not covered under the Mutual Aid agreement and South Frontenac has been requested to enter into a formal agreement. The financial impact of entering into such an agreement is undetermined at the time of this report.

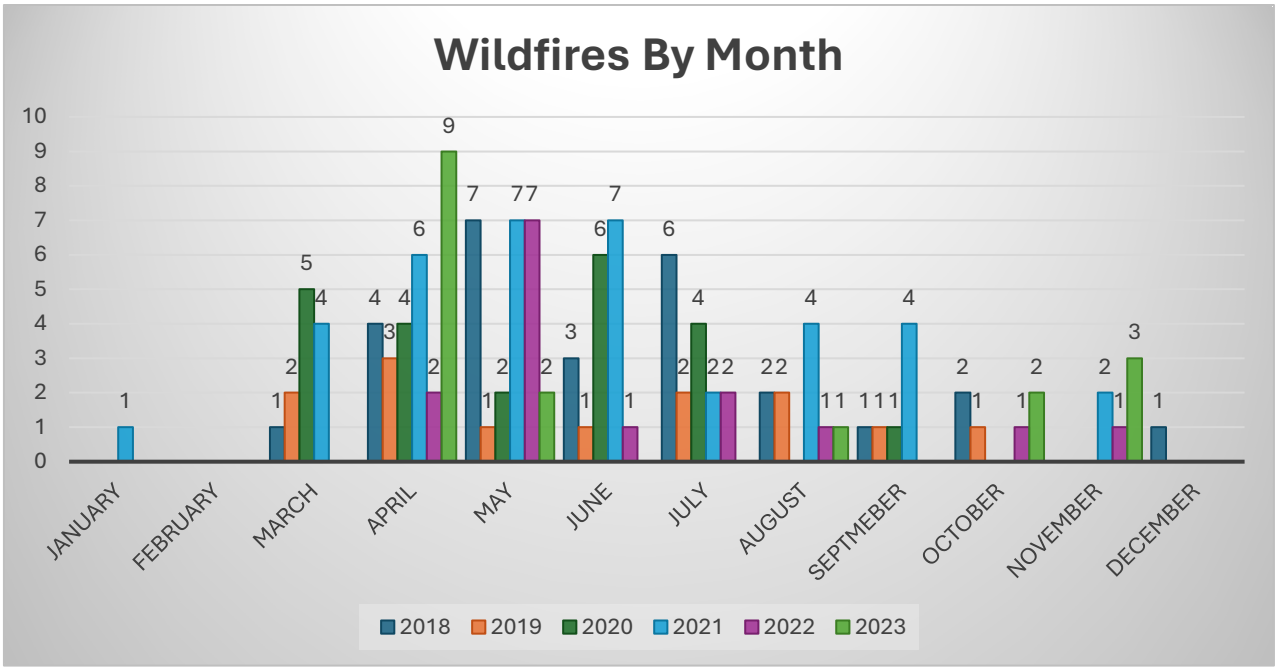
In South Frontenac, shipments on Canadian Pacific Kansas City railway Company (CPKC, formerly Canadian Pacific Railway) comprise 36.1% dangerous goods, with the remaining 63.9% made up of various other products.

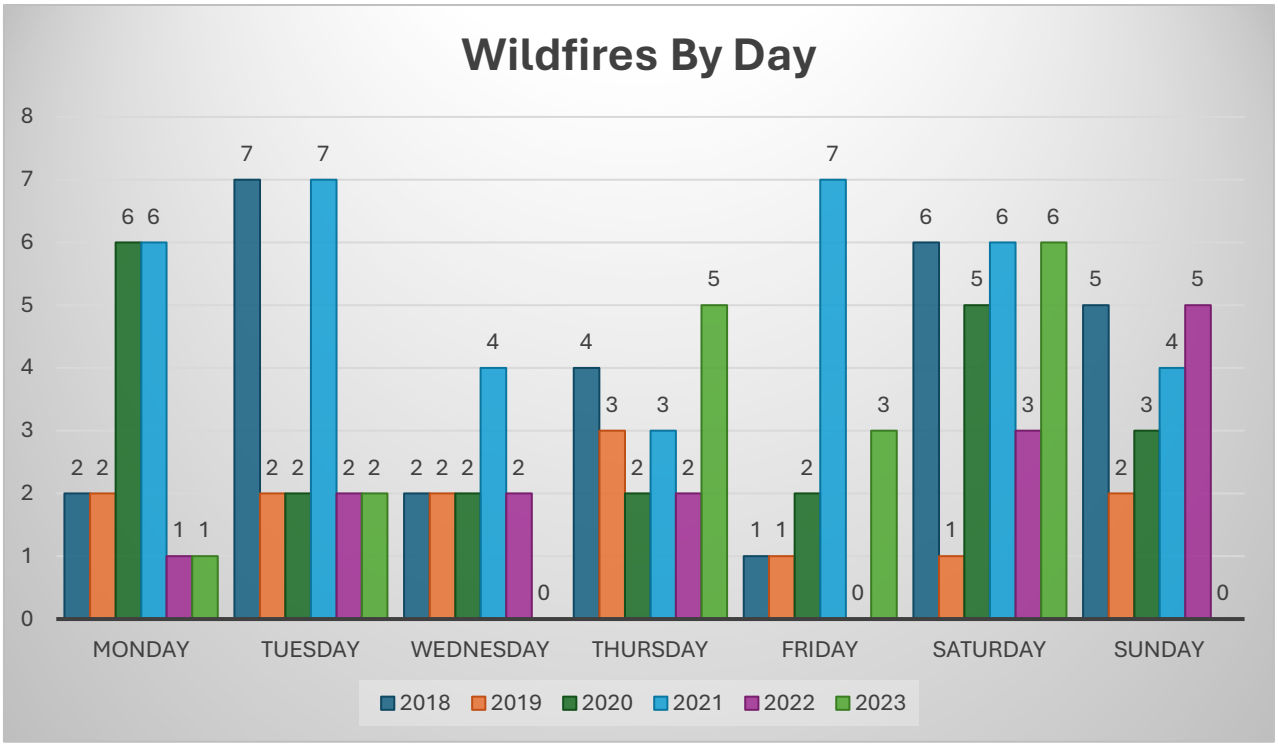
Wildland Firefighting

South Frontenac Fire and Rescue firefighters are trained in response to ground control operations and extinguishment at wildland fires. Rapid response units are available for responses and are specifically equipped for grass and brush fires within South Frontenac. Station 4 also has a 1 Ton truck, with water tank and large enclosed trailer which houses an ATV, bush buggy and additional wildland gear which can be dispatched specifically for wildland incidents. A second ATV is located at station 2. The department is trained to the standard of SP103. The municipalities by-law, NO.2012-68 is the most current by-law for regulating open air burning.



The department often relies on neighbouring municipalities for the use of side-by-side all terrain vehicles which are highly effective in wildland firefighting operations.


Wildfires By Month
10
9
8
7
6
5
4
3
2
1
0
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTMEBER
OCTOBER
NOVEMBER
DECEMBER
2018
2019
2020
2021
2022
2023



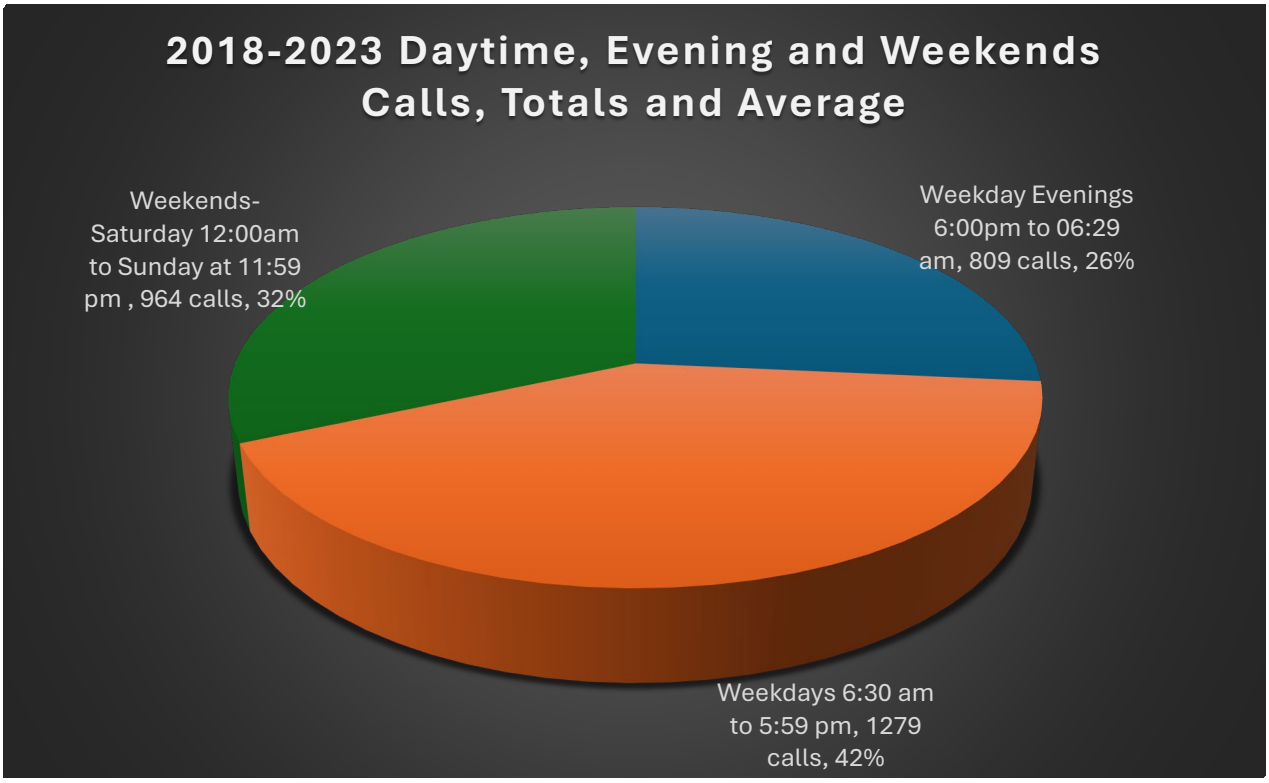
Summary for all Wildfire data

- Top 2 months for wildfires are April and May
- Slowest month for wildfires is February with 0 in the last 6 years
- Top 2 days for wildfires are Saturday and Tuesday
- 80% of wildfires are between 630 am and 4:59 pm
- Loughborough has the highest call volume over the 6 years with 6 wildfire calls per year on average.
- For more details, see worksheet 9 of this report

Staff, Apparatus and Equipment Deployment

For all calls within the municipality, 2 halls are dispatched through the Kingston Fire and Rescue communications centre. Upon receiving the call, and type of call, the Fire Chief, Deputy Fire Chief or any of the Platoon Chiefs may ask for additional resources they determine are necessary. For most daytime calls during the week, 3 or 4 stations are required to achieve an effective workforce.

Once on scene, calls can be upgraded or downgraded depending on many circumstances. The Incident Commander of the active incident is responsible for initiating the accountability system at an emergency incident. An Accountability Officer is appointed and is responsible for the accountability of all personnel within the established incident zones, conducting Personnel Accountability Reports (PAR), and keeping record of all activity during the incident.



Summary

The above data shows that 42% of all calls are during the weekdays from 6:30am to 5:59pm. Next was weekends calls from Saturday at 12am until Sunday at 11:59pm at 32%. The remainder was weekday evenings from 6pm until 6:29am at 29%.

Summary of availability of personnel of employees

Sixty-five percent, or 62 personnel, who work for South Frontenac Fire and Rescue, have jobs with different employers during normal weekday working hours, making them unavailable for most incidents. Thirty percent, or 28 personnel, are shift workers and have some daytime availability to respond to incidents. The remaining five percent, or 5 personnel, including the Fire Chief and Deputy Fire Chief, have regular daytime availability.

Water Supply

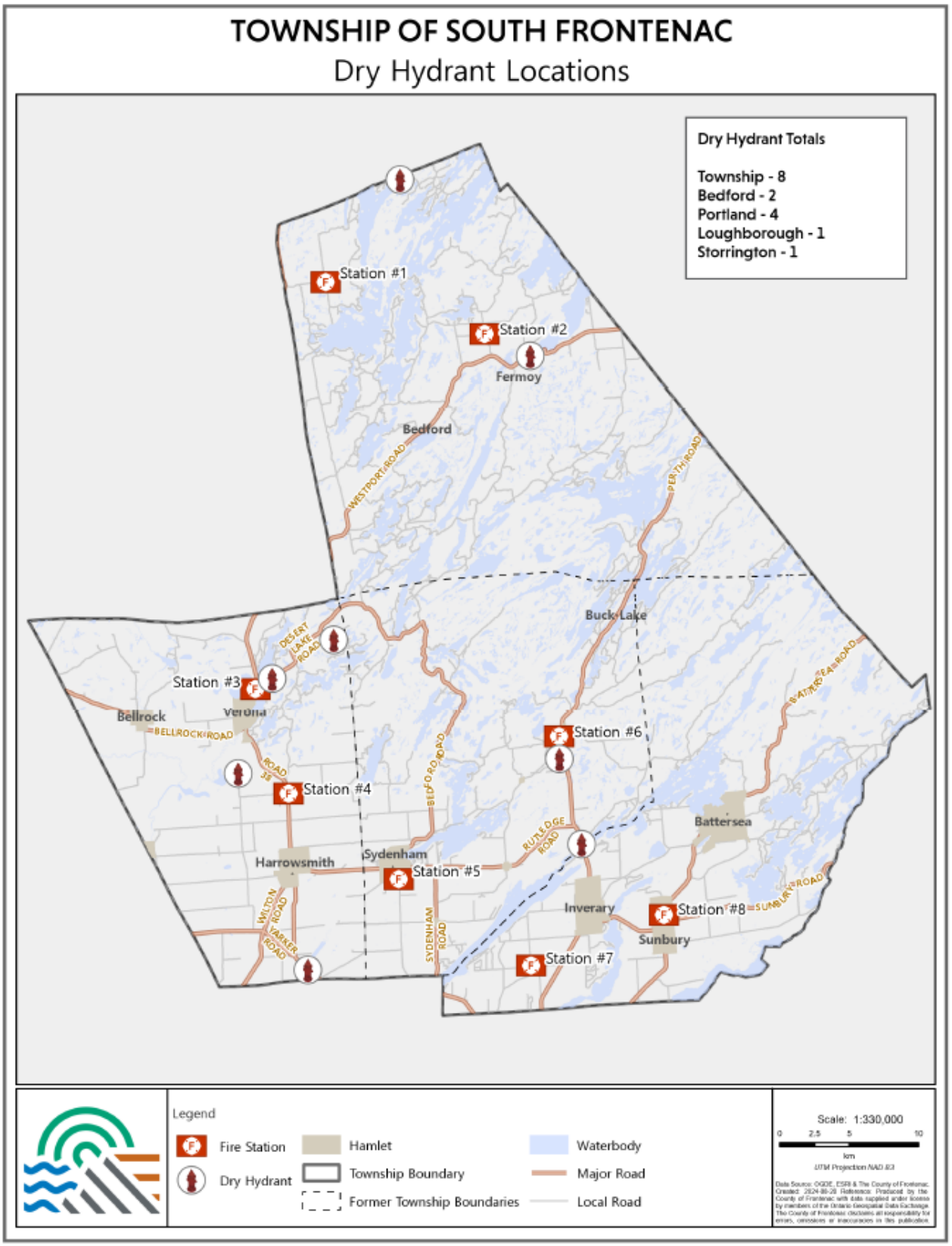
South Frontenac covers 948.05 km². South Frontenac has 8 dry hydrant locations throughout the municipality:

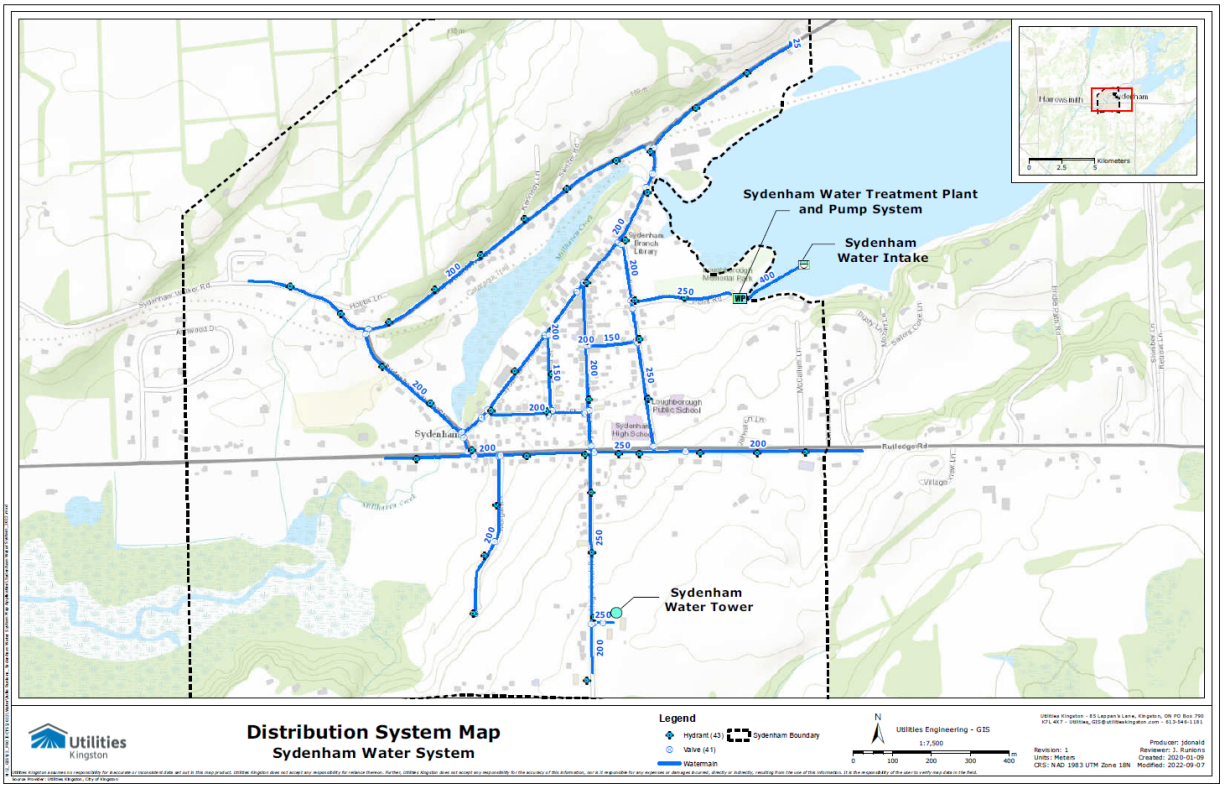
1. 3793 Road 38 (Murvale Creek, Harrowsmith)
2. Quarry Road (end of Quarry Road, Hartington)
3. Desert Lake Road (Bridge in-between Rock Lake and Howes Lake, Verona)
4. Meredith Lane (off Bauder Road, off Desert Lake Road, Verona)
5. Westport Road (Wolfe Lake, Burridge)
6. Fire Access Road (South of Station 6, not maintained, Perth Road)
7. 4737 Perth Road- (Loughborough Lake Bridge, Perth Road)
8. Oak Bluff Rd (by crow lake, north end)

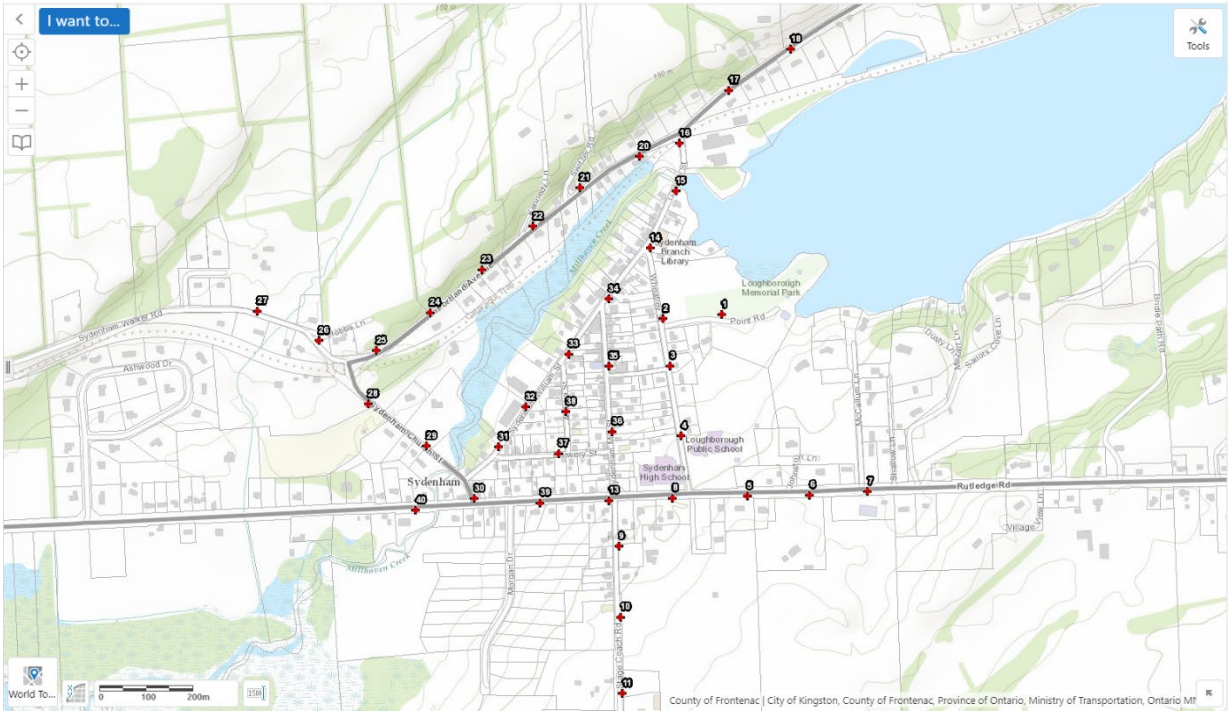
The municipality also has a drinking water system with 43 dry-barrel hydrants. All hydrants are rated by colour which is determined by how much water it can flow in gallons per minute (GMP). Every hydrant in Sydenham has the highest rating possible which is blue at 1,500+ GPM except for 2. The other 2 hydrants are green which can flow 1,000 - 1,499 GPM.

Fire hydrant classifications

Class	Colour code	Rated flow US gal/min @ 20psi	L/s @ 70kPa
AA+ *	Blue	Greater than 2999	Greater than 189
AA	Blue	Greater than 1499	Greater than 95
A	Green	1000 to 1499	63 to 95
B	Orange	500 to 999	32 to 63
C	Red	Less than 500	Less than 32


TOWNSHIP OF SOUTH FRONTENAC
Dry Hydrant Locations
Dry Hydrant Totals
Township - 8
Bedford - 2
Portland - 4
Loughborough - 1
Storrington - 1
Station #1
Station #2
Fermoy
Bedford
Buck Lake
Station #3
Bellrock
Verona
Station #4
Station #6
Harrowsmith
Sydenham
Station #5
Battersea
Inverary
Station #8
Sunbury
Station #7
Legend
Fire Station
Dry Hydrant
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:330,000


Sydenham Water Treatment Plant and Pump System
Sydenham Water Intake
Sydenham Water Tower
Utilities Kingston
Distribution System Map
Sydenham Water System
Legend
Hydrant (43)
Valve (41)
Watermain
Sydenham Boundary
Utilities Engineering - GIS
1:7,500


I want to...
Tools
Sydenham
Rutledge Rd
Loughborough Public School
Sydenham High School
Sydenham Branch Library
Loughborough Memorial Park
Point Rd
Ashwood Dr
Millhaven Creek
County of Frontenac | City of Kingston, County of Frontenac, Province of Ontario, Ministry of Transportation, Ontario MT

Summary

A tanker shuttle accreditation was completed with the Fire Underwriters Survey in July 2022. South Frontenac Fire and Rescue performed the water shuttle accreditation test and successfully passed the residential and industrial certification by flowing water at a rate of 804 IGPM (3,655 LPM). This certification provides residents with a substantial discount on their fire insurance if they live within 5 km of a fire station, excluding Stations 1 and 2 due to their location. The certification will expire in July 2027.

The development of a formal plan is required to strategically locate and maintain dry hydrants.

Fire Station No.1- 11 Steele Road

Fire Station No.2- 237 Burridge Road

Station No.3- 6930 Road 38

Station No.4- 4808 Holleford Road

Station No.5- 4233 Stagecoach Road

Station No.6- 5855 Perth Road

Station No.7- 3516 Latimer Road

Station No.8- 4490 Battersea Road

Breakdown of Trucks and Specialized Equipment by Hall

Station 1

- 2018 Mimi Pumper (300gallons), 2004 Tanker 1000 gallons, 2021 3/4 ton pick up, 2024 boat (marine 311).

Station 2

- 2006 Pumper (1000 gallons), 2002 Tanker (1000 gallons) 2021 3/4ton pick up, 2007 ATV, Zodiac boat with motor, small utility trailer.

Station 3

- 2003 Pumper (1000 gallons), 2020 Tanker (3500 gallons), 2022 half ton pick up.

Station 4

- 2011 pumper (1000 gallons), 2021 Tanker (3000 gallons), 2018 half ton pick up, 2011 Squad, 2003 1-ton pick (wildland), 2003 enclosed trailer, ATV, mobile air filling trailer, bunker gear washing machine and dryer.

Station 5

- 2009 Pumper (500 Gallons), 2010 Tanker (2500 gallons), 2015 3/4ton pick up,

Station 6

- 2006 Pumper (1000 gallons), 2023 Tanker (3000 gallons), 2021 3/4ton pick up, 2001 Fire boat (Marine 361), bunker gear washer and dryer,

Station 7

- 2023 Pumper (1000 gallons), 2012 Tanker (2500 gallons), 2021 3/4ton Pick up,

Station 8

- 2013 Pumper (1000 gallons), 2013 tanker (2500 gallons), 2015 Squad, 2011 3/4ton pick up, bunker gear washer and dryer.

Summary

Stations 1, 2, 3, and 7 have inadequate overhead doors to safely park the apparatus. The department is awaiting completion of the Townships Facility Condition Assessment Report and Master Fire Plan to assist in formalizing a fire station relocation/ replacement plan

Program Goals and Objectives

The department has plans to complete a Master Fire Plan in 2026 for the purpose of developing a strategic plan. The strategic plan will assist the department in determining value-added, cost-effective fire protection services that meet the needs and circumstances of the community.

Goals of the Master Fire Plan include:

1. **Improve Community Engagement Opportunities**

Track and increase the frequency of community outreach and focus public education programming on the areas of concern as identified within the community risk assessment.

2. **Community Outreach**

Establish a paid-on-call firefighter recruitment outreach to all community members, while communicating the departments mission, vision and values to improve retention and engagement of responders.

3. **Annual Performance Reporting**

Preparing and presenting the Departments' annual performance report to Council.

4. **Response Time and Station Location Study**

Review performance for incremental changes in system performance that impact response times and optimize response capacity and performance.

5. **Lifecycle Replacement – Physical Resources**

Establish an annual formal process for the planning, replacement and acquisition of physical resources.

6. **Review of Strengths, Weakness and Opportunities.**

Identify and prioritize areas for operational effectiveness.

Apparatus Response by Call Type

Residential Structure Fires	
Apparatus	Critical Tasks
Pumper 1	Size up, Fire Attack, Search and Rescue, Forcible Entry, Command
Pumper 2	Relay pumper, suppression support, search and rescue, water supply support, accountability
Pumper 3	Water supply
Pumper 4	Station coverage
Tanker 1	Nurse tanker
Tanker 2	Water shuttle truck
Tanker 3	Water shuttle truck
Tanker 4	Water shuttle truck
Unit 1	On scene support
Unit 2	On scene support
Unit 3	On scene support
Unit 4	On scene support
Squad 1	Self-contained breathing apparatus bottles, Rapid Intervention Team equipment, main accountability boards, rehabilitation, Decontamination
Chief Officers	Assume command, Incident safety officer, logistics, Incident action plan development and execution, assignment of tasks, incident management, have other halls respond for station coverage.
Notes	Possible additional apparatus could be required and or mutual aid from requested upon a working structure fire, portable air filling station, on scene lighting unit may be required.

Wildfires	
Apparatus	Critical Tasks
Pumper 1	Size up, Fire Attack, Search and Rescue, Forcible Entry, Command
Pumper 2	Relay pumper, suppression support, search and rescue, water supply support, accountability
Tanker 1	Nurse tanker,
Tanker 2	Water shuttle truck
Unit 1	On scene support
Unit 2	On scene support
Wildland Unit	On scene support
ATV and Trailer	On scene support
Squad 1	Additional equipment, rehabilitation, main accountability boards, drone
Chief Officers	Assume command, Incident safety officer, logistics, Incident action plan development and execution, assignment of task, incident management
Notes	Possible additional apparatus could be required (pumper, tanker, squad for main accountability board, ATV's, etc.) and or mutual aid from requested upon a working wildland fire

Low Risk Fires (passenger vehicles, burn complaints, electrical poles, ETC)	
Apparatus	Critical Tasks
Pumper 1	Size up, Fire Attack, Primary search, Exposures, Command
Pumper 2	Relay pumper, suppression support, water supply support, accountability
Tanker 1	Nurse tanker
Tanker 2	Water shuttle truck support
Unit 1	On scene support
Unit 2	On scene support
Officers	Assume command, Incident safety officer, logistics, Incident action plan development and execution, assignment of task, incident management
Notes	Possible additional apparatus could be required and or mutual aid if requested upon size up of scene.

Emergency Medical Response	
Apparatus	Critical Tasks
Unit 1	Command of scene, patient care- Minimum 2- maximum 4 personnel
Unit 2	On scene support
Notes	Possible additional apparatus could be required and or mutual aid if requested upon size up of scene.

Activated Alarms	
Apparatus	Critical Tasks
Pumper 1	Size up, Investigation of alarm (air monitoring), Exposures, Command
Pumper 2	Investigation support, accountability,
Tanker 1	Water shuttle truck support
Tanker 2	Water shuttle truck support
Unit 1	On scene support
Unit 2	On scene support
Officers	Assume command, Incident safety officer, logistics, use of IMS,
Notes	Possible additional apparatus could be required and or mutual aid if requested upon size up of scene

Motor Vehicle Collisions	
Apparatus	Critical Tasks
Pumper 1	Size up, setting hot and cold zones, Extrication, Exposures, Command
Pumper 2	On scene support, accountability, traffic control
Tanker 1	Nurse tanker if required, road blocking vehicle
Tanker 2	Nurse tanker if required, road blocking vehicle
Unit 1	On scene support
Unit 2	On scene support
Officers	Assume command, Incident safety officer, logistics, Incident action plan development and execution, assignment of task, incident management
Notes	Possible additional apparatus (squads) could be required and or mutual aid if requested upon size up of scene.

Public Assist	
Apparatus	Critical Tasks
Pumper 1	Size up, Exposures, Command, investigation of assist type,
Pumper 2	Investigation support, accountability,
Tanker 1	Water shuttle truck support
Tanker 2	Water shuttle truck support
Unit 1	On scene support
Unit 2	On scene support
Officers	Assume command, Incident safety officer, logistics, use of IMS,
Notes	Possible additional apparatus could be required and or mutual aid if requested upon size up of scene

Ice / Water Rescue Calls	
Apparatus	Critical Tasks
Unit 1	On scene support initial responders.
Unit 2	On scene support
Marine Unit	Water access / rescue
Pumper 1	Transport of personnel
Squad	Ice and water equipment, main accountability board
Chief Officers	Assume command, Incident safety officer, logistics, use of IMS
Notes	Possible additional apparatus could be required and or mutual aid if requested upon size up of scene

PROFILE WORKSHEETS

4. Profile Worksheets

The following tables represent the compilation of an in-depth analysis of the risks identified during the completion of the Risk Assessment Profiles Worksheets. Each worksheet contains the related risks and associated information that were identified. Within each profile, the recommended level of treatment and the suggested means of handling the risks have been included (where applicable).

This information will enable the formulation of the community risk mitigation strategies.

PRIORITISING RISKS

The Risk Assessment Profiles allow fire departments to identify the features and characteristics of their community that may impact fire and life safety risks. Once risks have been identified they should be prioritized. This section discusses how risks can be prioritized based on the probability of the risk happening and the consequence if the risk occurs. **Table 1: Probability Levels** and **Table 2: Consequence Levels on the following pages** can be used to help determine the probability and consequence of each risk identified on the worksheets. The probability and consequence of each risk can then be noted in the appropriate columns on the relevant worksheets in this section and Appendix A.

Risk is defined as a measure of the probability and consequence of an adverse effect to health, property, organization, environment, or community as a result of an event, activity or operation.

PROBABILITY

The probability or likelihood of a fire or emergency within a community is often estimated based on the frequency of previous experiences. A review of past events involves considering relevant historical fire loss data, learning from the experiences of other communities, and consulting members of the community with extensive historical knowledge. Professional judgment based on experience should also be exercised in combination with historical information to estimate probability levels. The probability of an event can be categorized into five levels of likelihood detailed in Table 1.

Table 1: Probability Levels

Description	Specifics
Rare	• May occur in exceptional circumstances • No incidents in past 15 years
Unlikely	• Could occur at some time, especially if circumstances change • 5 to 15 years since last incident
Possible	• Might occur under current circumstances • 1 incident in the past 5 years
Likely	• Will probably occur at some time under current circumstances • Multiple or recurring incidents in the past 5 years
Almost certain	• Expected to occur in most circumstances unless circumstances change • Multiple or recurring incidents in the past year

CONSEQUENCE

The consequence of a fire or emergency is the potential losses or negative outcomes associated with the event. The application of professional judgment and reviews of past occurrences are important methods used for determining consequence levels. Estimating the consequence level of an incident or event should involve an evaluation of four components:

Life Safety: Injuries or loss of life due to occupant and firefighter exposure to life threatening fire or other situations.

Property Loss: Monetary losses relating to private and public buildings, property content, irreplaceable assets, significant historic/symbolic landmarks and critical infrastructure.

Economic Impact: Monetary losses associated with property income, business closures, a downturn in tourism and/or tax assessment value, and employment layoffs.

Environmental Impact: Harm to human and non-human (i.e. wildlife, fish and vegetation) species of life and a general decline in quality of life within the community due to air/water/soil contamination as a result of the incident and response activities.

The consequence of an event can be categorized into five levels based on severity.

Table 2: Consequence Levels

Description	Specifics
Insignificant	• No life safety issue • Limited valued or no property loss • No impact to local economy, and/or • No effect on general living conditions
Minor	• Potential risk to life safety of occupants • Minor property loss • Minimal disruption to business activity, and/or • Minimal impact on general living conditions
Moderate	• Threat to life safety of occupants • Moderate property loss • Poses threat to small local businesses, and/or • Could pose a threat to the quality of the environment
Major	• Potential for a large loss of life • Would result in significant property damage • Significant threat to large businesses, local economy and tourism, and/or • Impact to the environment would result in a short term, partial evacuation of local residents and businesses
Catastrophic	• Significant loss of life • Multiple property damage to a significant portion of the municipality • Long-term disruption of businesses, local employment, and tourism, and/or • Environmental damage that would result in long-term evacuation of local residents

ASSIGNING RISK LEVEL

Assigning a risk level assists fire departments in prioritizing risks, which helps to determine how to address or treat each risk. The **Risk Level Matrix** in this section can assist fire departments to determine risk levels based on the probability and consequence levels of each identified risk. Risks can be assigned as low risk, moderate risk, or high risk. The risk levels for each risk can be noted in the **Assigned Risk Level** column on the relevant worksheets in Section 5 and Appendix A.

The matrix below can be used to determine the assigned risk level. Plot the assigned probability and consequence levels on the relevant worksheets to assign a risk level for each identified risk.

Risk Level Matrix

Probability	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	Moderate Risk	Moderate Risk	High Risk	High Risk	High Risk
LIKELY	Moderate Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
POSSIBLE	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk	High Risk
UNLIKELY	Low Risk	Low Risk	Moderate Risk	Moderate Risk	Moderate Risk
RARE	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk

Consequence

RISK TREATMENT OPTIONS

Once risk levels have been assigned, fire departments can determine how best to treat each risk, and the resources required to do so.

Options for treating risks are described in detail in Worksheet 10.

Worksheet 1 Geographic Profile

South Frontenac Township is located in central eastern Ontario, Canada. It is located within Frontenac County, which is comprised of South, Central and North Frontenac. South Frontenac amalgamated in 1998 from the former townships of Bedford, Loughborough, Portland, and Storrington.

South Frontenac is located on the ancestral lands of the Algonquin, Anishinaabe, and the Haudenosaunee peoples. For millennia, Indigenous peoples hunted and gathered on these lands, navigating the lakes, rivers and streams as a means of travel.

European settlers were attracted to South Frontenac with the vision of building a new life in Canada's frontier, just north of the nation's first capital, Kingston. Between 1810 and 1830, land was sold at bargain prices to immigrants by the government of Upper Canada, many who came from the United Kingdom. In addition to farming, mining and lumber, local businesses, such as cheese factories began to emerge.

In 1871, the Kingston and Pembroke Railway was incorporated to build a railway to support the lumber and mining industries with stations built in Murvale, Harrowsmith, Hartington, and Verona. The line was abandoned in the 1950s and the K&P Rail Trail is now a bustling, active multi-use trail.

The primary centres of settlement in South Frontenac are Battersea, Harrowsmith, Hartington, Inverary, Sydenham and Verona. Smaller communities include Bedford Mills, Bradshaw, Fermoy, Holleford, Latimer, Perth Road, Railton, Salem, and Sunbury to name a few.

Today, more than 20,000 people call South Frontenac home. Our residents and visitors enjoy a relaxed, rural lifestyle with endless opportunities to explore the natural beauty of our area. Many artisans, local agriculture producers and small businesses have chosen South Frontenac for their business so they can work where they play.

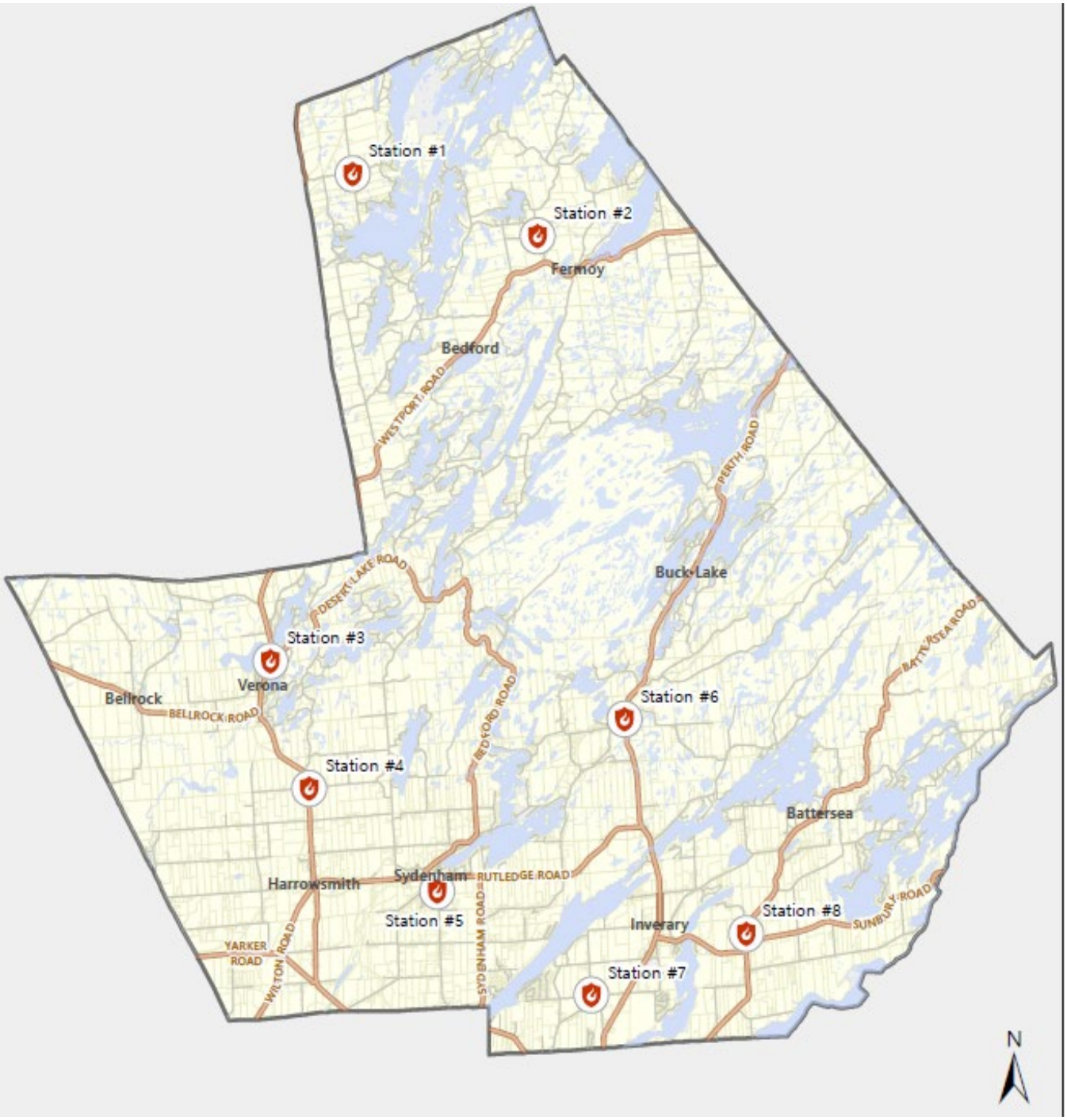
GEOGRAPHIC PROFILE RISKS

Note: The following features are not identified in the order of their level of risk.

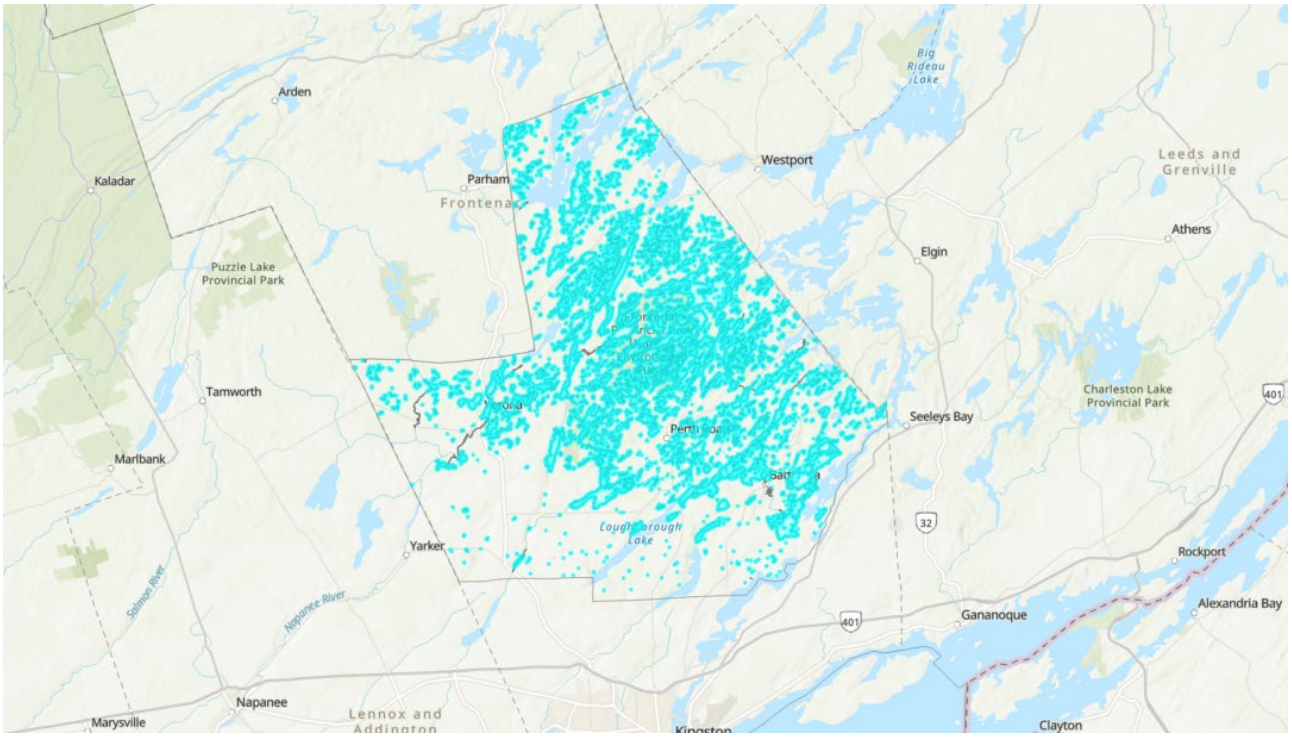
Geographical features in the community that influence fire protection services are listed in the table below.

Geographic Profile Risks	
Geographic Feature	Potential Impact on the Delivery of Fire Protection Services
Multiple Bodies of Water	• Impacts training, equipment for response activities • Impacts response times/travel time to calls • Recreational/tourist activities impact public fire safety education and Fire Code inspections and enforcement activities
Waterways	• Impacts training, equipment for response activities • Impacts response times/travel time to calls • Impacts response protocols
Railway Tracks	• Impacts station location • Impacts response protocols • Impacts response times/travel time to calls • Impacts training, equipment for response activities
Highways / Roadways	• Impacts training, equipment for response activities • Impacts response times/travel time to calls • Impacts response protocols • Impacts station location
Provincial Park	• Impacts training, equipment for response activities • Impacts response times/travel time to calls • Impacts response protocols for remote response areas
Recreational Trails	• Impacts training, equipment for response activities • Impacts response times/travel time to calls • Impacts response protocols for remote response areas
Wildland Urban Interfaces	• Impacts training, equipment for response activities • Impacts response times/travel time to calls • Impacts response protocols for remote response areas
Quarry / Open Pits / Mines	• Impacts training, equipment for response activities • Impacts response times/travel time to calls • Impacts response protocols for remote response areas

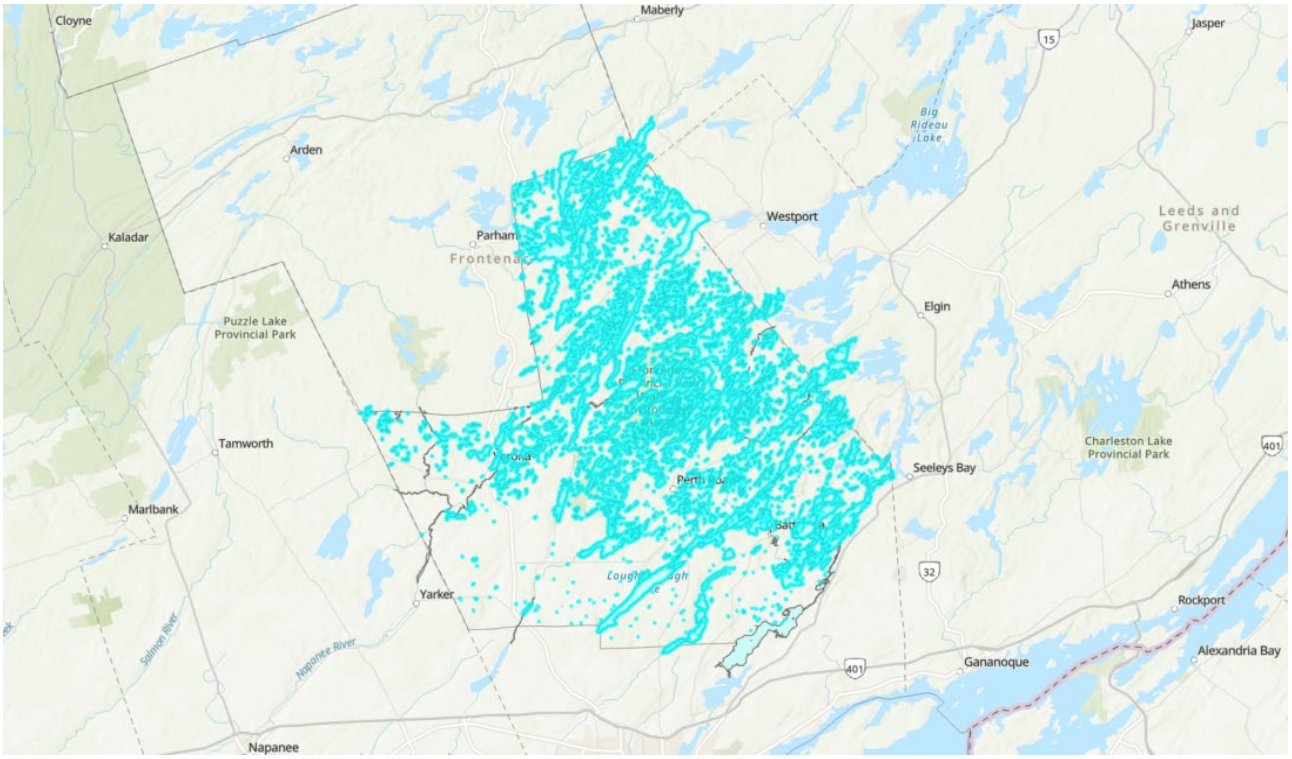
Note: The information on this worksheet should be considered in conjunction with the information on all other worksheets, and not in isolation. Worksheet 10 allows fire departments to consider all information on all worksheets together to make decisions about the provision of fire protection services in their municipality / community.



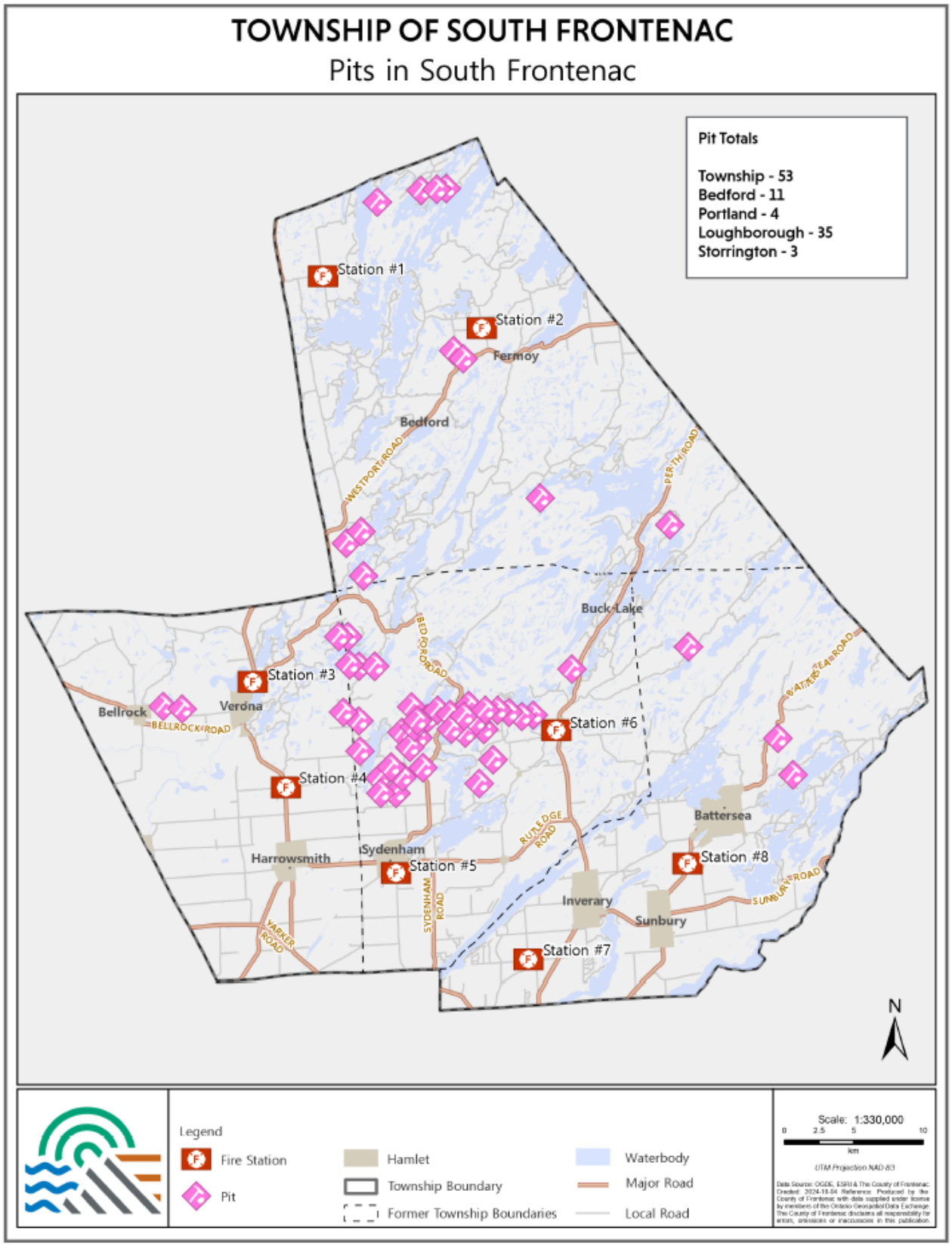
South Frontenac Township Fire Hall Locations

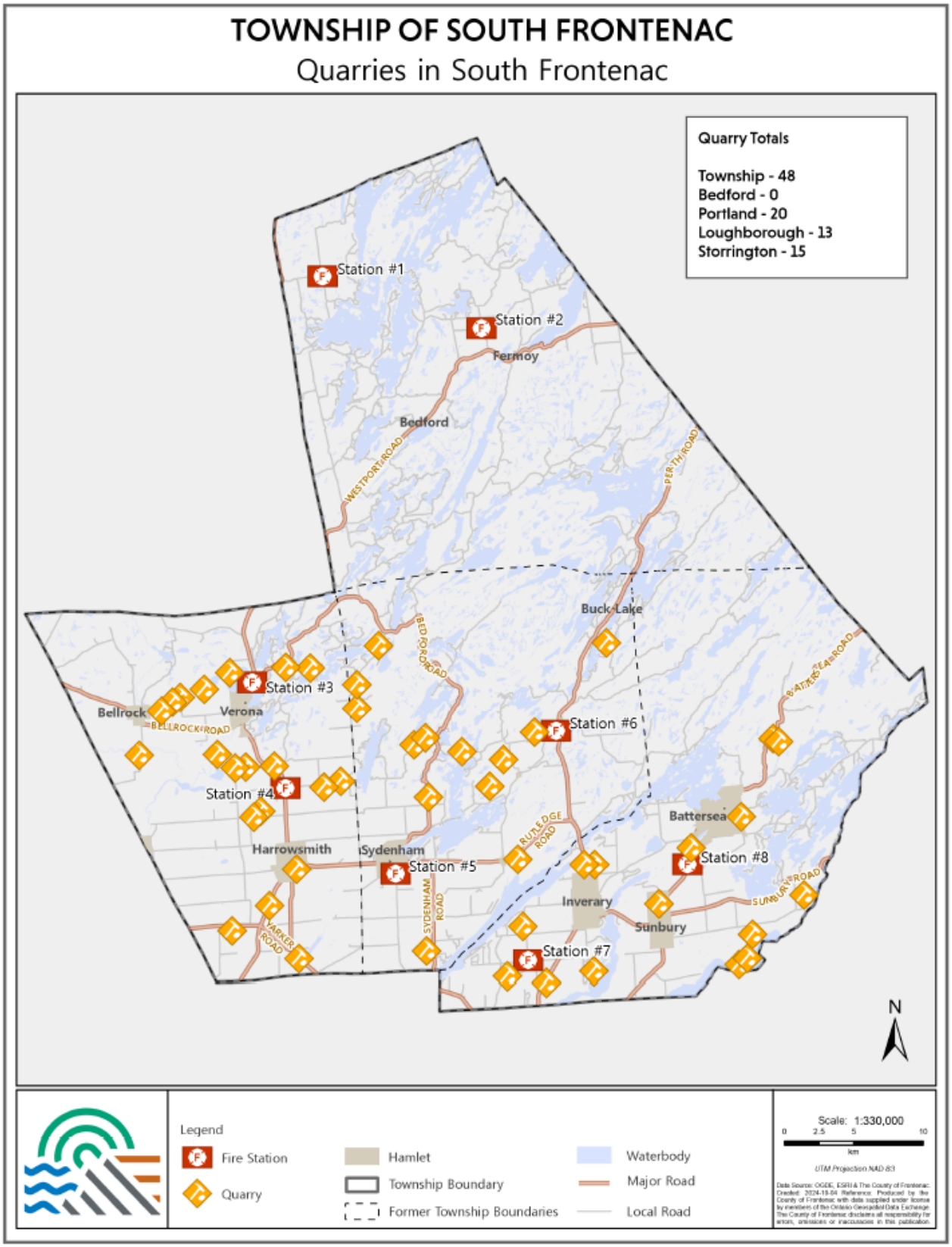


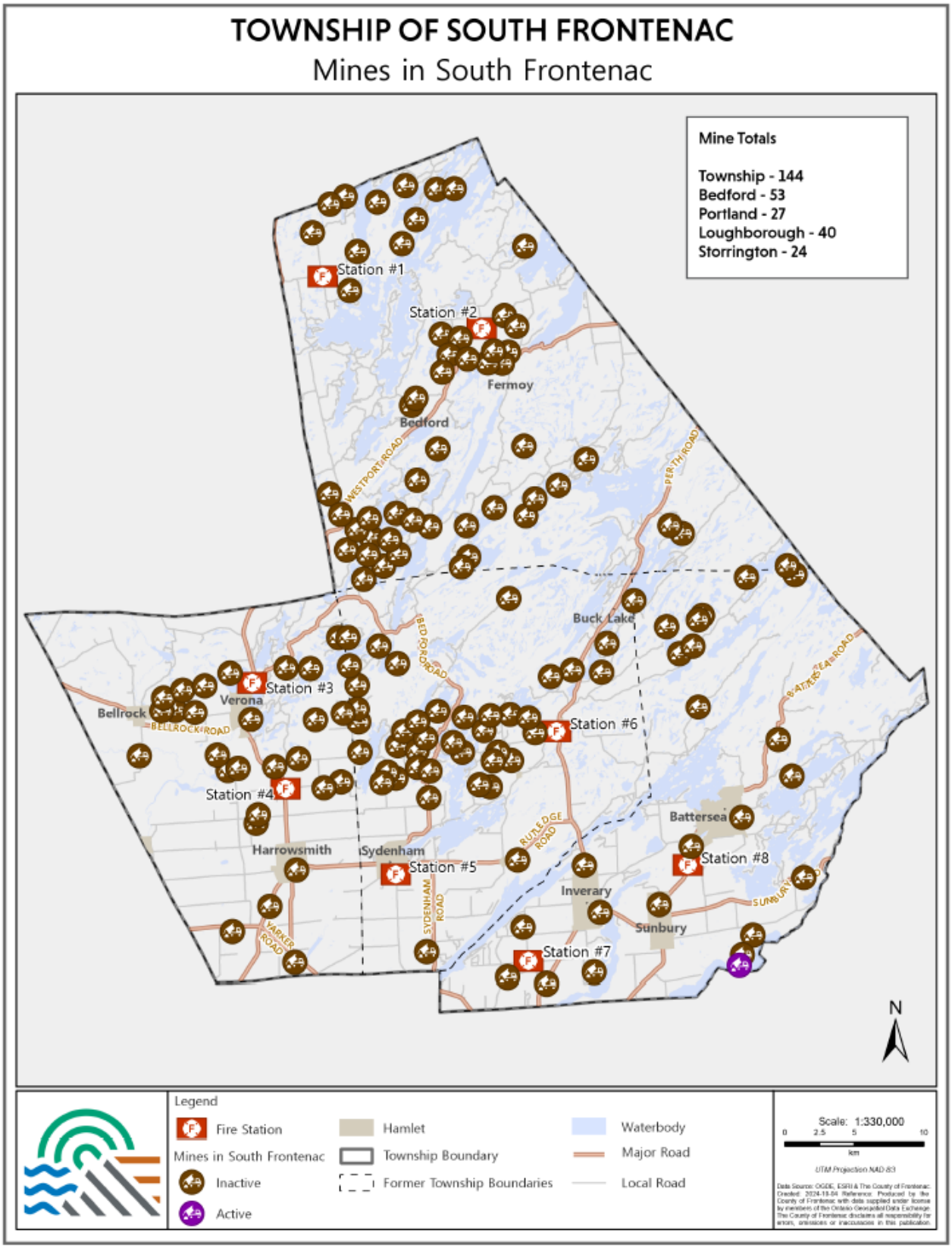
2,222 waterbodies are fully within the Township, and 2,188 are classified as a lake



2,280 waterbodies including those that are partially within (extend beyond) South Frontenac, 2,232 of which are classified as a lake


TOWNSHIP OF SOUTH FRONTENAC
Pits in South Frontenac
Pit Totals
Township - 53
Bedford - 11
Portland - 4
Loughborough - 35
Storrington - 3
Station #1
Station #2
Fermoy
Bedford
WESTPORT ROAD
PERTH ROAD
Buck Lake
BED ROAD
Station #3
Bellrock
Verona
BELLROCK ROAD
Station #6
BATTERSEA ROAD
Station #4
Battersea
RUTLEDGE ROAD
Harrowsmith
Sydenham
Station #5
Station #8
SUNBURY ROAD
Inverary
Sunbury
SYDENHAM ROAD
YARKER ROAD
Station #7
N
Legend
Fire Station
Pit
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:330,000
0 2.5 5 10
km
UTM Projection NAD 83


TOWNSHIP OF SOUTH FRONTENAC
Quarries in South Frontenac
Quarry Totals
Township - 48
Bedford - 0
Portland - 20
Loughborough - 13
Storrington - 15
Station #1
Station #2
Fermoy
Bedford
WESTPORT ROAD
PERTH ROAD
Buck Lake
BEDFORD ROAD
Station #3
Bellrock
Verona
BELLROCK ROAD
Station #6
BATH ROAD
Station #4
Battersea
Harrowsmith
Sydenham
Station #5
RUTLEDGE ROAD
Station #8
SUNBURY ROAD
Inverary
Sunbury
SYDENHAM ROAD
HARKER ROAD
Station #7
N
Legend
Fire Station
Quarry
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:330,000
0 2.5 5 10
km
UTM Projection NAD 83


TOWNSHIP OF SOUTH FRONTENAC
Mines in South Frontenac
Mine Totals
Township - 144
Bedford - 53
Portland - 27
Loughborough - 40
Storrington - 24
Station #1
Station #2
Station #3
Station #4
Station #5
Station #6
Station #7
Station #8
Fermoy
Bedford
Verona
Bellrock
Buck Lake
Harrowsmith
Sydenham
Battersea
Inverary
Sunbury
WESTPORT ROAD
PERTH ROAD
BELLROCK ROAD
BEDFORD ROAD
BATH ROAD
RUTLEDGE ROAD
SYDENHAM ROAD
HARKER ROAD
SUNBURY ROAD
N
Legend
Fire Station
Mines in South Frontenac
Inactive
Active
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:330,000
0 2.5 5 10
km
UTM Projection NAD 83

Summary

- Geographic features significantly impact the effectiveness and efficiency of fire protection service.
- Waterways are important from a risk perspective, in part, due to the recreational activities that take place in these settings and the natural hazards that they present, which could require specialized technical rescue emergency responses. The municipality is surrounded by several waterbodies.
- With a high number of quarries, open pits, and abandoned mines in the municipality, additional training and equipment is required and or an automatic aid agreement.
- The Municipal Road network is comprised of Municipal, and private roads. The Township does not have any major Provincial roadways, but our rural roads do lead into and connect many hamlets. Due to the nature of the road network, there is an increased opportunity for accidents to occur when larger vehicles are delivering to local businesses or to homeowners with goods and/or hazardous materials such as gasoline, propane and oil.
- Conservation areas and provincial parks are typically included in the assessment of community risk due to the activities that take place within them which may require specialized rescue services. Conservation areas and provincial park landforms covering a large area, with few internal roadways, also have the potential to impact emergency response times, as they may require emergency vehicles to travel longer distances around them.
- 44% of South Frontenac are in the Wildland Interface. Properties are in either the Crown Protected Area (CPA) or Municipal Protected Area (MPA) and are responded to by either the Ministry of Natural Resources & Forestry (MNRF) or South Frontenac Fire Department.
- Each geographic profile has an impact on training, equipment and response times.

Worksheet 2 Building Stock Profile

The building stock profile assessment should consider the characteristics of the buildings in the community. This can include the use of the buildings, density, age, construction, and height and area. This information will assist fire departments to identify the issues/concerns that will impact the delivery of fire protection services.

The Fire Department should develop a means of reviewing each structure within their community in which they conduct inspections. It would be a monumental task to review every structure within a community and list them individually within this document. Prior to developing this database, decisions should be made in advance as to which occupancy classification(s) the Department will focus on, based on the history of fires in those occupancies.

Fire departments are encouraged to consider the potential fire related risks associated with different building occupancy types and building uses. This includes consideration of each occupancy classification's prevalence within a community and the presence of fire and life safety systems and equipment. The Ontario Building Code (OBC) categorizes buildings by major occupancy classification:

- Group A – Assembly
- Group B – Care or Detention
- Group C – Residential
- Group D – Business and Personal Services
- Group E – Mercantile
- Group F – Industrial

The items listed in the Issues/Concerns column in Worksheet 2 are issues for consideration and are not specific to any single building. The items listed could be used as a method of identifying areas of concern within a particular occupancy.

It is this data that is used in conjunction with other information from other related Worksheets that will assist in the development of the Community Risk Reduction Plan for the municipality.

ASSIGNING PROBABILITY, CONSEQUENCE AND RISK LEVELS

The Probability and Consequence Tables and Risk Matrix diagram at the beginning of Section 5: Profile Worksheets will assist in determining the appropriate levels for building stock.

Building Stock Profile Risks

Building Stock Profile Risks List the building stock/occupancy types in your community and the fire and other emergency issues/concerns for each. Assign probability, consequence and risk levels to each.						
Occupancy Classification		**Identify # of buildings of each type**	**Issues/Concerns** (i.e. age of buildings; use of buildings; building density, height and area; historic and culturally significant buildings; etc.)	**Probability** (refer to Table 1 for suggested probability levels)	**Consequence** (refer to Table 2 for suggested consequence levels)	**Assigned Risk Level** (refer to the Risk Level Matrix for suggested risk levels)
Group A	Assembly (50)	7 Schools	Six Public Schools & One Secondary School / not sprinklered; extremely large gatherings of people continuous September thru June each year; many diverse uses (e.g., classroom learning, house & intramural sports in gym, special event gatherings).	Possible	Moderate	Low risk
		20 Places of worship without clergy resients	Various Faith Churches / not sprinklered; large gatherings of people throughout the year; many diverse uses (e.g., masses, weddings, funerals, special event gatherings)	Rare	Minor	Low Risk
		3 Places of worship with clergy residence	Various Faith Churches / not sprinklered; large gatherings of people throughout the year; many diverse uses (e.g., masses, weddings, funerals, special event gatherings). On site sleeping.	Rare	Minor	Low Risk
		7 Assembly halls, community halls	Not sprinklered; moderate gatherings of people throughout the year; many diverse uses (e.g., fitness classes, meeting room rentals, senior's special events, pre-school, children, youth & adult classes.	Rare	Moderate	Moderate
		7 clubs - private, fraternal	Not sprinklered; large gatherings of people throughout the year; main use for social gatherings.	Rare	Minor	Low Risk
		1 Funeral	Not sprinklered; gatherings of people throughout the year.	Rare	Minor	Low Risk
		5 other- recreation sports club, non-commerial sports complext, libraries	Not sprinklered; large gatherings of people throughout the year; many diverse uses (e.g., hockey games, public & lessoned skating, & party room rentals).	Unlikely	Moderate	Moderate

Group B	Detention Occupancies	1 Police Station	Sprinklered contains jail cells.	Unlikely	Moderate	Moderate
	Care and Treatment / Care	3	Care & Treatment Centers; unregulated, low occupancy, all ambulatory residents; residents that may suffer from cognitive	Rare	Moderate	Low risk
Group C	Single Family[3]	5227 (384 being residents on a farm)	Older homes; is there smoke alarm compliance; combustible insulation; wooden I-beams & trusses notorious for rapid fire spread & early catastrophic failure.	Almost certain	Major	High risk
	Multi-unit Residential[3]	78	Not sprinklered; predominately older construction.	Almost certain	Moderate	High risk
	Hotel/Motel	1	Transient population not familiar with the building's safety features (i.e emergency exits, location of pull station, not familiar with location of fire	Rare	Minor	Low Risk
	Mobile Homes & Trailers	45	High combustibility due to construction materials	Almost certain	Major	High risk
	Seasonal Dwellings	2932		Almost certain	Moderate	High risk
	Mixed Use	52		Almost certain	Moderate	High risk
	Other	3 convents		Rare	Minor	Low Risk
Groups D & E	Business & Personal Service / Mercantile	81 (3 being marina's)	Commercial cooking systems & flammable materials; proximity to both residential & community adjoining units, homes.	Rare	Minor	Low risk
Group F	Industrial	52	Presence of inknown fuels and chemicals.	Likely	Major	Moderate
Other	Occupancies not classified in OBC such as farm buildings.	1379 (106 which inculde a farm building)	Agricultural Structures (various); housing of livestock; storage of machinery; production of agricor products.	Likely	Minor	Moderate risk

Note: The information on this worksheet should be considered in conjunction with the information on all other worksheets, and not in isolation. Worksheet 10 allows fire departments to consider all of the information on all worksheets together in order to make decisions about the provision of fire protection services in their municipality/community.

[3] In cases where there are multiple buildings of the same type of classification where the use of lightweight construction is known or expected, it is acceptable to include the total number of buildings related to the category, such as "single family", from data obtained and make a general statement of the following type: "*The Fire Department / Municipality considers the presence of lightweight construction to be possible*".

Worksheet 3 Critical Infrastructure Profile

In today's interconnected world, critical infrastructure serves as the backbone of communities, supporting essential services and enhancing quality of life. This assessment aims to evaluate the risks associated with critical infrastructure within our community, focusing on key sectors such as transportation, energy, water supply, and communications. By identifying vulnerabilities and potential threats—ranging from natural disasters to human-made incidents—we can better understand how these risks impact the safety and resilience of our community. This assessment will provide a framework for prioritizing risk mitigation strategies, fostering collaboration among stakeholders, and ultimately ensuring that our infrastructure can withstand and recover from disruptive events. In doing so, we aim to enhance community preparedness, protect public welfare, and sustain economic stability for current and future generations.

NOTE: The following features are not identified in the order of their level of risk.

CRITICAL INFRASTRUCTURE PROFILE RISKS

Critical Infrastructure Profile Risk	
Identified Critical Infrastructure	**Facts / Concerns**
Electricity Distribution / Hydro One	Hydro lines go down / loss of electricity can affect dispatch, communication equipment & food distribution centers. Many agricultural operations relay heavily on steady electricity.
Telecommunications	Telephone lines, cell & pager towers, radio towers & Internet go down / communications compromised for both 911 service & dispatching & Emergency Services operations.
Water Treatment Plant	Loss of potable water; limited or no water supply for firefighting & township residents. Contaminated water in our potable water distribution system.
Sanitary Sewage Collection System(s) / Pumping Stations	Sewage back up in homes; environmental / waterway contamination.

Identified Critical Infrastructure	Facts / Concerns
Fire Service	Availability or response personnel, radio communication coverage deficiencies, aging apparatus and equipment.
Policing Service	Availability of response personnel.
Paramedic Service	Availability of response personnel.
Food Distribution / Grocery Store	Loss of power; equipment failure; supply loss to community could impact residents basic living conditions (food & water).
Fuel Distribution / Gas Stations	Loss of power; equipment failure; supply loss to community could impact mobility; environmental hazards, spills, highly flammable petroleum products .
Post Office	Equipment failure / limited personnel; mail delivery stoppage / delay(s) in delivering essential mail (cheques, etc.).
Banks& Trust Companies	Loss of power; equipment failure; service disruptions to residents.
Health Care	Loss of power; equipment failure; service disruptions to residents.
Highways / Roadways / Railways / Bridges	Extreme weather conditions / accidents could impact the operation of the roadway/railway; commuting & freight distribution service disruptions; environmental disasters; etc.
Snow Removal Services / Township and Road Maintenance	Equipment failure, limited personnel or extreme snow fall conditions could impact highway & roadway access for traffic including all emergency response vehicles.
Transit – School Buses	Extreme weather conditions / equipment failure; Limited personnel could impact service.
Municipal Government	Loss of Power; equipment failure; limited personnel could impact service to community.

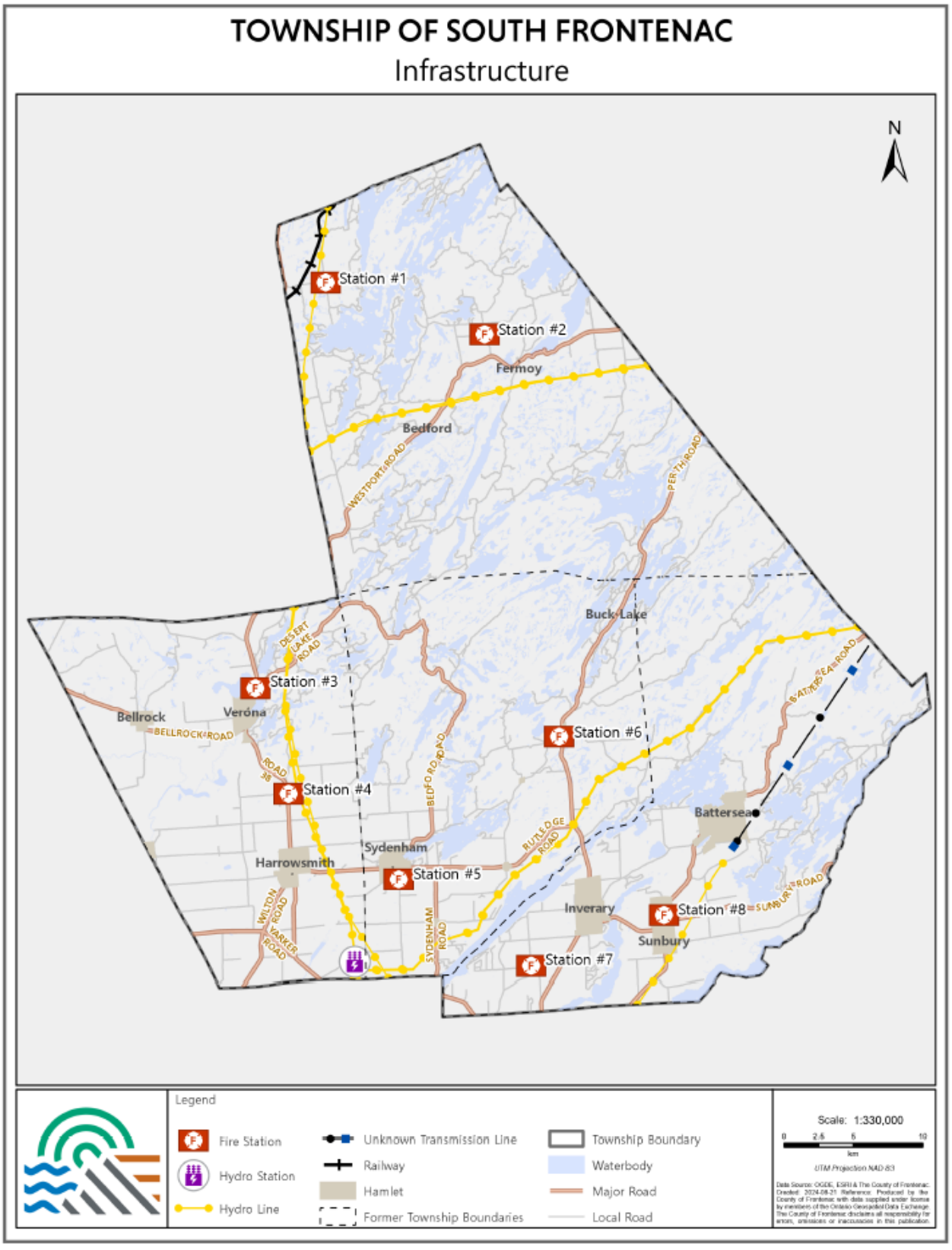
Identified Critical Infrastructure	Facts / Concerns
Emergency Operations & Evacuation Centers / Shelters	Loss of Power; equipment failure could impact heating, lights, etc. / limited personnel could impact operations.
Other- Schools / Places of Worship / Vet / Funeral Homes / Social Services / Frontenac Park	Loss of power; equipment failure; service disruptions to residents.

Note: The information on this worksheet should be considered in conjunction with the information on all other worksheets, and not in isolation. Worksheet 10 allows fire departments to consider all information on all worksheets together to make decisions about the provision of fire protection services in their municipality / community.

Summary

- South Frontenac's Critical Infrastructure map is on the following page
- The main risk includes communications, water treatment plant, roadways and hydro lines

Go


TOWNSHIP OF SOUTH FRONTENAC
Infrastructure
N
Station #1
Station #2
Fermoy
Bedford
Buck Lake
Station #3
Verona
Bellrock
Station #4
Station #6
Battersea
Sydenham
Harrowsmith
Station #5
Inverary
Station #8
Sunbury
Station #7
Legend
Fire Station
Hydro Station
Hydro Line
Unknown Transmission Line
Railway
Hamlet
Former Township Boundaries
Township Boundary
Waterbody
Major Road
Local Road
Scale: 1:330,000

Worksheet 4a Demographic Profile

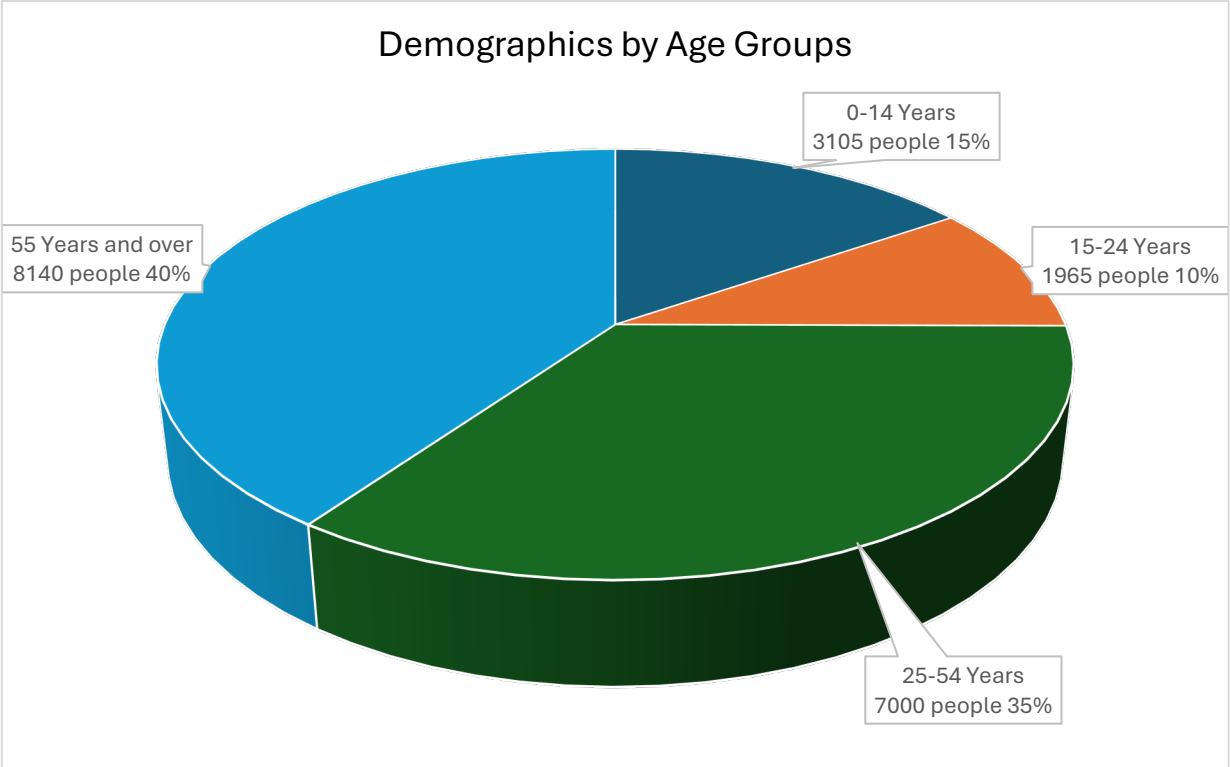
Understanding the demographic profile of a community is crucial for effective risk assessment and management. This demographic analysis provides insights into the population's characteristics, including age, ethnicity, socioeconomic status and education levels. By examining these factors, we can identify vulnerable groups that may be disproportionately affected by risks such as natural disasters, public health emergencies, or economic disruptions. This assessment will highlight the community's strengths and challenges, enabling stakeholders to tailor strategies that enhance resilience and ensure equitable access to resources and support. Ultimately, a comprehensive demographic profile serves as a foundational tool for informed decision-making, fostering a safer and more resilient community for all its members.

The following population distribution chart can assist with identifying high-risk or vulnerable demographic groups in your community.

Source Statistics Canada 2021

Demographics Number by Age		
Ages Of Population	Number of people	Percentage of Total Population
0-4	905	4.5%
5-9	1,065	5.3%
10-14	1,135	5.6%
15-19	1,095	5.4%
20-24	870	4.3%
25-29	825	4.1%
30-34	985	4.9%
35-39	1,185	5.8%
40-44	1,115	5.5%
45-49	1,255	6.2%
50-54	1,635	8.1%
55-59	1,935	9.6%
60-64	1,835	9.1%
65-69	1,635	8.1%
70-74	1,265	6.3%
75-79	740	3.7%
80-84	450	2.2%
85 and over	250	1.3%
Total Population	20,180	100%

Demographic profile characteristics include age, culture, education, socioeconomics, transient populations, or other unique population characteristics in the community.

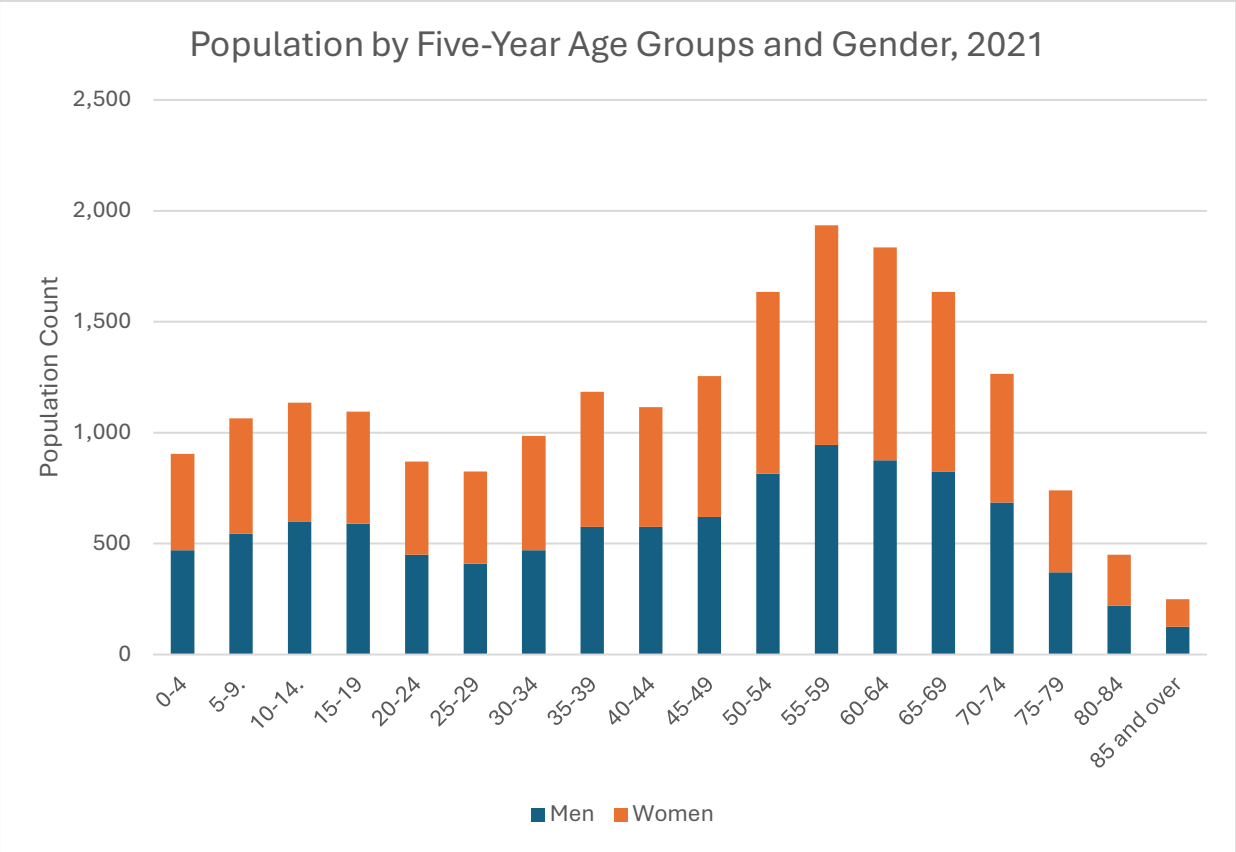


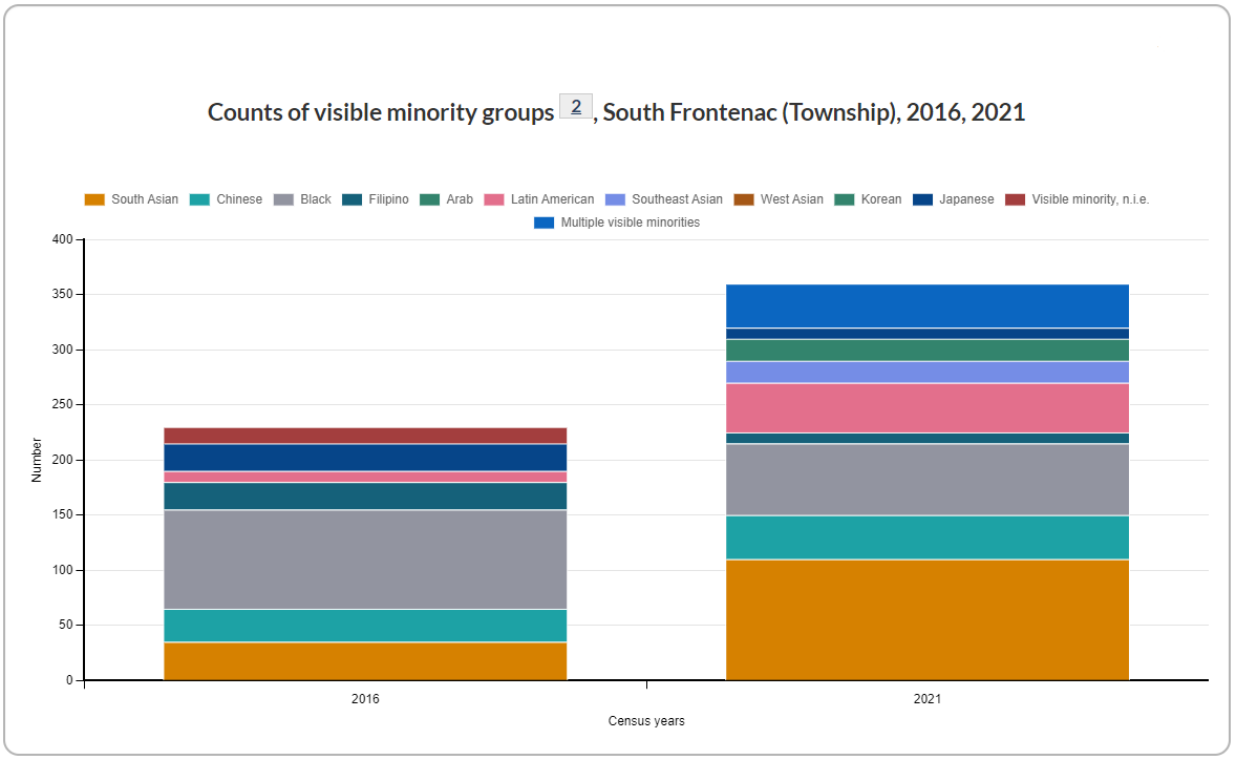
Note Random rounding – To ensure confidentiality, Statistics Canada randomly rounds values, including the totals, up or down to a multiple of '5' or '10'.

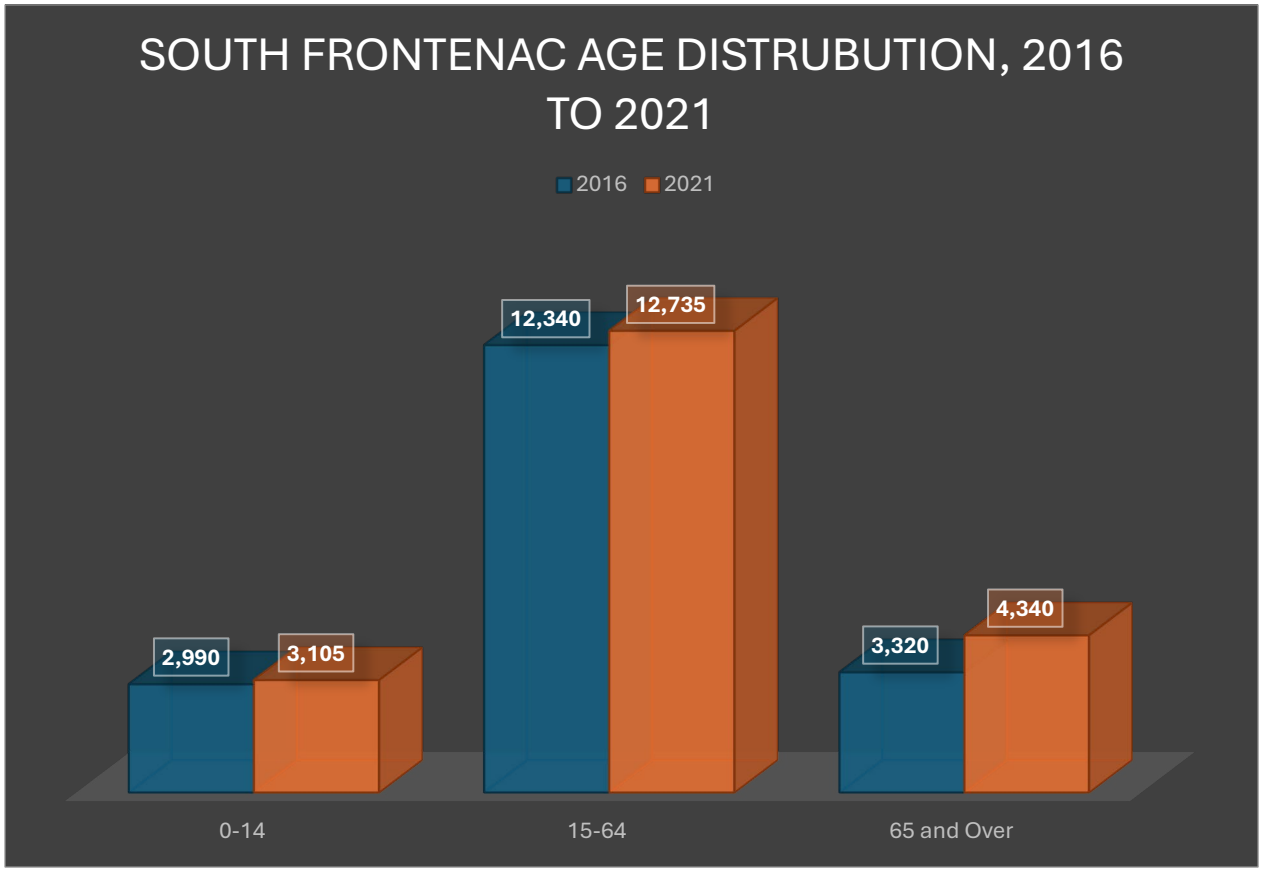
STATISTICS CANADA

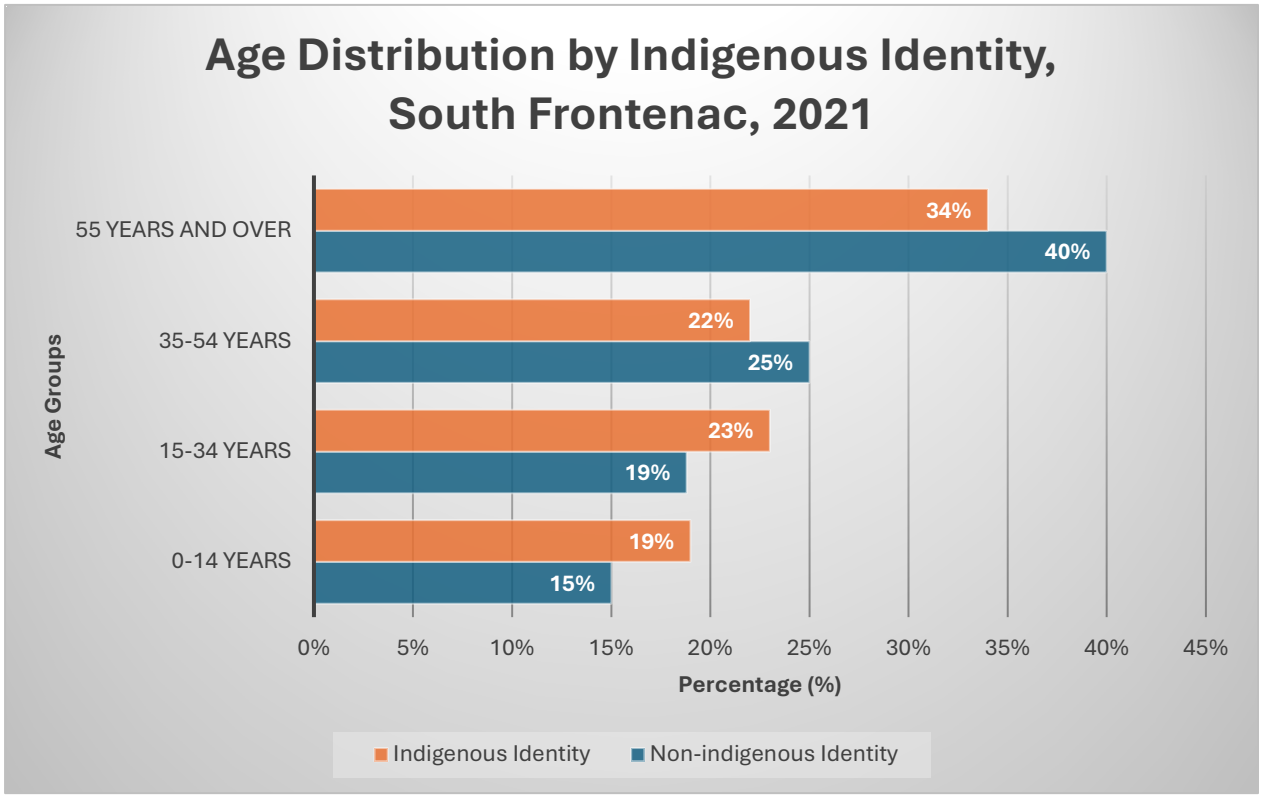
The charts below from Statistics Canada are based on the data from the 2021 census and help illustrate the following demographic profiles in the township:

- Age groups and gender
- Visible minority group counts
- Age distribution and increase from 2016 to 2021
- Age distribution by indigenous identity within the township.


Population by Five-Year Age Groups and Gender, 2021
Population Count
2,500
2,000
1,500
1,000
500
0
0-4
5-9
10-14
15-19
20-24
25-29
30-34
35-39
40-44
45-49
50-54
55-59
60-64
65-69
70-74
75-79
80-84
85 and over
Men
Women


Counts of visible minority groups 2, South Frontenac (Township), 2016, 2021
South Asian
Chinese
Black
Filipino
Arab
Latin American
Southeast Asian
West Asian
Korean
Japanese
Visible minority, n.i.e.
Multiple visible minorities
Number
400
350
300
250
200
150
100
50
0
2016
2021
Census years


SOUTH FRONTENAC AGE DISTRUBUTION, 2016 TO 2021
2016
2021
2,990
3,105
12,340
12,735
3,320
4,340
0-14
15-64
65 and Over


Age Distribution by Indigenous Identity, South Frontenac, 2021
55 YEARS AND OVER
35-54 YEARS
15-34 YEARS
0-14 YEARS
34%
40%
22%
25%
23%
19%
19%
15%
Age Groups
0%
5%
10%
15%
20%
25%
30%
35%
40%
45%
Percentage (%)
Indigenous Identity
Non-indigenous Identity

INFOGRAPHICS OF STATISTICS CANADA- 2021 CENSUS DATA

Area	• Land area 948.05 km^2 • Population density 19.2/km^2
Growth	• 2016 population- 18,646 • In 2021, the enumerated population of South Frontenac, was 20,200, which represents a change of 8.3% from 2016. This compares to the provincial average of 5.8% and the national average of 5.2%. • Anticipated population by 2051- 26,700
Private Dwellings	• 2016- 7,186 private homes • In 2021, there were 7,937 private dwellings occupied in South Frontenac (Township), which represent a change of 10.5% from 2016.
Children	• In 2021, 3,105 children aged 0 to 14 were enumerated in South Frontenac, representing respectively 15.4% of the total population. The nations average was 16.3% in 2021
Working Age	• The working age population (15 to 64) represented 63.1% of the total population. In comparison, for Canada, the national figure is 64.8% in 2021.
Seniors	• In 2021, 4,340 persons aged 65 and over were enumerated in South Frontenac, representing respectively 21.5% of the total population. The proportion of seniors in Canada was 19.0% in 2021.

Immigrant Status	• According to the 2021 Census, 1,180 people, that is, 5.9% of the population, were foreign-born (immigrants), 18,945 (94.1%) were Canadian-born (non-immigrants) and 10 (0.0%) were non-permanent residents.
Recent Immigrants	• Among immigrants in 2021, 25 came between 2016 and 2021. These recent immigrants made up 2.1% of the immigrant population.
Ethnic or Cultural Orgins	• In 2021, the most frequently reported ethnic or cultural origin was English, with about 6,475 persons representing 32.1% of the total population. The second origin was Irish, with about 6,110 persons representing 30.3% of the total population. The third origin was Scottish, with about 5,295 persons representing 26.3% of the total population.
Visible Minorities	• In 2021, the largest racialized group was South Asian, with about 110 persons representing 0.5% of the total population. The second group was Black, with about 65 persons representing 0.3% of the total population. The third group was Latin American, with about 45 persons representing 0.2% of the total population.

Younger Indigenous	• In general, the Indigenous population in South Frontenac is younger than the non-Indigenous population with an overall average age of the Indigenous population was 40 years, compared with 44.6 years for the non-Indigenous population. • The average age was 38.3 years for First Nations people; it was 42 years for Métis
Indigenous Children	• Indigenous children aged 14 and under represented 19.3% of the total Indigenous population, while non-Indigenous children aged 14 and under accounted for 15.3% of the non-Indigenous population.
Higher Education	• In 2021, 21.4% of people aged 25 to 64 in South Frontenac had a bachelor's degree or higher, compared to 36.8% in Ontario and 32.9% in Canada.
Youth Education	• Among youth aged 18 to 24 in South Frontenac (Township), 41.6% were attending postsecondary school, compared to 51.5% in Ontario and 50.2% in Canada overall.

Worksheet 4b Demographic Profile

The following is a list of demographic groups of concern in the community and the fire and other emergency issues/concerns relating to each group.

NOTE: The following features are not identified in the order of their level of risk.

Demographic Profile Risks	
Identified Demographic Infrastructure	Facts / Concerns
General population	• Population continues to grow as more subdivisions and permanent + seasonal dwellings are built. • Population growth estimation of approximately 2600+ new residents between 2023 and 2036. • Increased population will result in an increase in fire call volume. • People may live in unsafe secondary suits or trailers.
Senior population	• The Township's population base is anticipated to steadily age. Most notably, the percentage of the population in the 75+ age group (older seniors) is forecast to triple over the next 30 years, increasing from 7% in 2021 to 21% in 2051 • Some of the seniors will have mobility & cognitive / behavioural issues that may require constant care. • May lack knowledge of escape routes due to mental confusion. • Low number of seniors receiving assistance/care from personal support worker organizations. • Outdated, incorrectly installed or absent residential alarms due to mobility restrictions. • Increase in medical related responses.
Visible Minority population	• Language barriers. • Cultural traditions that present fire safety concerns. • May lack knowledge on fire safety matters and fire escape plan. • Outdated or absent residential alarms.

Identified Demographic Infrastructure	Facts / Concerns
Schools	• It takes time and resources to verify that schools conduct fire drills and can carry out the duties listed in their fire safety plans. • It takes time and resources to deliver education about fire and life safety. • On-site visits to schools are needed to identify hazards and determine risk levels.
Transient and seasonal population	• It takes time and resources to ensure that all seasonal residents receive fire safety education. • It may be more difficult to access some seasonal residents as they may be in remote access areas. • South Frontenac has an annual influx of seasonal residents/tourists during the summer. • An increase in residents leads to an increased traffic volume. • During the summer months, the population, due to seasonal residents increases by approximately 9,100 persons.

Note: The information on this worksheet should be considered in conjunction with the information on all other worksheets, and not in isolation. Worksheet 10 allows fire departments to consider all the information on all worksheets together to make decisions about the provision of fire protection services in their municipality/community

Summary

- South Frontenac has an aging population with 40% over the age of 55
- The municipality experiences a large increase in population for seasonal and transient during the summer months
- Specific Public Education plans should be developed to target specific at-risk groups.

Worksheet 5 Hazard Profile

The hazard profile for South Frontenac is a critical component of the community risk assessment, aimed at identifying and evaluating the potential threats that could impact the safety and well-being of its residents. This profile explores various hazards, including natural disasters such as floods, severe storms, and wildfires, as well as human-made risks like industrial incidents and infrastructure failures. By examining the frequency, severity, and geographic distribution of these hazards, we can gain a clearer understanding of the vulnerabilities faced by the community. This assessment will serve as a foundation for developing targeted mitigation strategies and emergency response plans, ultimately enhancing South Frontenac's resilience and capacity to protect its residents from potential dangers.

Worksheet 6 Public Safety Response Profile

This profile examines key factors influencing public safety in our region, including internal and existing safety services. By analyzing these elements, we aim to identify potential risks and opportunities for improvement, ensuring that residents and visitors alike enjoy a safe environment. Public safety is a collaborative effort involving local authorities, emergency services, and community members. This profile serves as a foundation for informed decision-making, strategic planning, and the development of effective safety initiatives tailored to the needs of South Frontenac.

PUBLIC SAFETY RESPONSE PROFILE RISKS

The following is a list of public safety response agencies in our community and the incidents they respond to including and issues or concerns.

Note: The information on this worksheet should be considered in conjunction with the information on all other worksheets, and not in isolation. Worksheet 10 allows fire departments to consider all information on all worksheets together to make decisions about the provision of fire protection services in their municipality / community.

Public Safety Response Profile Risks

Identified Public Safety Response Agency	Incident Types Response	Role at Incident	Facts / Concerns
Ontario Provincial Police	• Motor Vehicle Collisions on network of roads, streets, highways • Fire scenes • Acts of crime, violence & terrorism • Emergency Response Plan initiation • Search & rescue (land & water)	• Scene control, traffic control, investigations • Establish perimeters • Provide marine support • Canine services • Coordinate CRCC / search & rescue	Delayed response times due to coverage area
Paramedics	• All Types of medical calls • Fire stand-by	• Take control on arrival & provide direction in treatment of injured / sick •Triage patients at mass casualty incident •Transport casualties to hospital	Limited resources and increasing demand.
South Frontenac Fire and Rescue	• Responds to all types of emergencies • Works with multiple agencies	• Scene safety • Implement an incident action plan • Mitigate the situation	• Response could be delayed due to available personnel

Identified Public Safety Response Agency	Incident Types Response	Role at Incident	Facts / Concerns
Office of the Fire Marshal	• Fires •Explosions • Large-scale emergencies	• Investigate explosions and fires that meet the FPPA's criteria. • Assist police with investigations. • Provide advice during large-scale emergencies (if needed). • Provide limited equipment for large-scale emergencies.	• Delayed response times
CN Police	• Rail line emergencies (jurisdiction is 500m surrounding rail line system)	•Scene control, investigations •Establish perimeters	•Resource availability at time of request
Outside/Neighbouring Fire Departments	• Automatic or Mutual Aid Incidents • Respond to structure fires with tanker support in specified areas	• Support role to requesting Fire Department • Fire suppression • Provide staff & equipment as requested	•Resource availability at time of request
Ministry of Natural Resources and Forestry	• Response for wildfires within the MNRF fire zone	• Fire suppression •Provide staff and equipment as requested	•Resource availability at time of request •Cost
Royal Canadian Air Force (JRCC)	• All air & marine incidents involving Search & Rescue • Rescues in remote areas	• Coordinating the Search & Rescue response to air & marine incidents • Work collaboratively with other agencies to support emergency services	•Resource availability at time of request •Time delays to deploy

Identified Public Safety Response Agency	Incident Types Response	Role at Incident	Facts / Concerns
Ministry of Environment	•Hazardous materials incidents • Hazardous spills	• Order cleans up efforts at incidents • Assist with controlling spills and the release of substances	None
Ministry of Labour	•Section 21 health and safety •Occupational health and safety infractions.	• Inspect and investigate applicable workplace violations	None
Telecommunication	• Wires down / damaged lines	• Repair damaged lines and systems	Lengthy outages
Hydro One	• Fires • Electrical fires within transformers • Downed power lines	• Repair damaged lines and systems • Restore electrical services • Ensure area is safe of electrical hazards at incidents	• Lengthy outages are possible • Delayed response times are possible
Electrical Safety Authority (ESA)	• Electrical incidents and fires	• Conducts investigations • Provide licensing and training • Enforce electrical code	None
Red Cross	• Health emergencies • Other medical responses • Provide relief at disasters	• Respond to incidents when activated by the municipality • Provide medical supplies or personnel as requested	None

Summary

- The public safety response profile has identified 15 different response agencies.
- Many agencies currently serve many municipalities, and their resources or personnel may be allocated to other municipalities at any given time.
- Due to the nature of some types of agencies, the response time could be significantly delayed.

Worksheet 7 Community Services Profile

In this profile, we will explore key services across various sectors, including health, education, social services, recreation, and public safety. By examining the current landscape of community services, we can identify strengths, gaps, and opportunities for enhancement. This profile serves as a valuable resource for understanding the array of services available and how they contribute to building a supportive, inclusive, and thriving environment for all.

COMMUNITY SERVICES PROFILE RISKS

Community Service Profile Risks		
Community Service Agencies	Types of Assistance Available	Issues / Concerns
Canadian Red Cross	Temporary shelter, clothing, food following an incident	None
Salvation Army	Client choice pantry, emergency and disaster response, emergency assistance & homelessness prevention fund.	None
United Way	Funds various community programs	None
Service Clubs (Lions Hall, Royal Canadian Legion, Harrowsmith S&A)	May have resources to offer funding, physical labour, and facilities.	Availability of resources at time of request
Places of Worship (23)	Places of worship can offer services such as food, shelter and facilities for people during and after an incident.	Limited numbers of volunteers are possible, delayed response times are possible
Schools (7)	Possible use as evacuation spaces or triage staging.	Gaining access after hours
Municipal Halls and Community Centres	These building are large assembly occupancies that can serve as evacuation spaces. All used for warming / cooling centres.	None

Community Service Agencies	Types of Assistance Available	Facts / Concerns
Southern Frontenac Community Services	Hospice / Palliative support, Transportation services, adult day programs, foot care, in home service, meals on wheels, foodbank, social activities / programs, volunteer opportunities	Availability of resources at time of request. Effected by inclement weather
Health Emergencies	KFL&A Public Health provides vulnerable persons with access to public education.	None
(KFL&A Public Health)	KFL&A Public Health also provides advice and services for firefighters who were exposed to contaminants during a response.	None
Sydenham Women's Institute	Community group	Community engagement / education opportunities.
Rapid Relief Team	Provide meals for firefighters for significate events	Requires 10 hours notice
Victim Services	A 24/7 agency that provides immediate, confidential crisis intervention services, practical assistance, information, referrals, and emotional support to persons affected by crime, tragedy and/or disaster	None
KFL&A Fire Prevention Committee	Community based Fire Prevention committee	None
South Frontenac Seniors and Law Enforcement Together (SALT)	Educational opportunities	Community engagement / education opportunities.
Rural Frontenac Community Services	Offering a wide range of services in our community to serve the interests and needs of residents throughout the Frontenac County	None
Loughborough Christmas & Emergency Relief Fund	Provide up to $1,000 of emergency funds for residents who have had a fire	Not township wide

Community Service Agencies	Types of Assistance Available	Facts / Concerns
Frontenac County Plowmans Association	Educational opportunities	Community engagement / education opportunities.
Frontenac Sports Clubs (20+)	Educational opportunities	Community engagement / education opportunities.
Verona Community Association	Educational opportunities	Community engagement / education opportunities.
Frontenac 4-H Association	Educational opportunities	Community engagement / education opportunities.
Bellrock Hall Community Association	Educational opportunities	Community engagement / education opportunities.
South Frontenac Museum Association	Educational opportunities	Community engagement / education opportunities.
Frontenac Society of Model Engineers	Educational opportunities	Community engagement / education opportunities.
Scouts Canada	Educational opportunities	Community engagement / education opportunities.
Girl Guides of Canada	Educational opportunities	Community engagement / education opportunities.
Harrowsmith Odd Fellows and Rebekahs	Educational opportunities	Community engagement / education opportunities.

Community Service Agencies	Types of Assistance Available	Facts / Concerns
Verona Community Association	Educational opportunities	Community engagement / education opportunities.
Royal Canadian Army Cadets	Educational opportunities	Community engagement / education opportunities.
Storrington Retirees Association	Educational opportunities	Community engagement / education opportunities.
Transportation Companies	South Frontenac has an agreement with Kingston's public transit for emergencies for mass transportation.	Availability of resources at time of request
Addictions & Mental Health Services (KFL&A)	Mental health assistance to person (s) requiring services	Availability of resources at time of request
Boots on the ground	Mental Health- peer support for first responders	None
Lake Associations (18)	Can be used to get safety messaging out to mass groups regarding Fire and Life Safety	Community engagement / education opportunities.
Lane Associations (70)	Can be used to get safety messaging out to mass groups regarding Fire and Life Safety	Community engagement / education opportunities.

Note: The information on this worksheet should be considered in conjunction with the information on all other worksheets, and not in isolation. Worksheet 10 allows fire departments to consider all information on all worksheets together to make decisions about the provision of fire protection services in their municipality / community.

Summary

- South Frontenac has many groups for support but also a lot of potential educational opportunities
- Utilizing lake associations and lane associations for public education can be extremely beneficial.

Worksheet 8 Economic Profile

Understanding the economic environment is essential for informed decision-making and strategic planning. This profile serves as a vital tool for community leaders, businesses, and residents alike. By examining various economic indicators, the municipality can better understand the strengths and challenges facing the community.

ECONOMIC PROFILE RISKS

Economic Profile Risks				
Identified Occupancy	Key Risk	Probability	Consequence	Assigned Risk Level
Vulnerable Occupancies	Fire	Possible	Minor	Moderate
Vulnerable Occupancies	Weather Event	Possible	Moderate	Moderate
Sand and Gravel Quarries	Accident	Possible	Minor	Moderate
Schools	Fire	Possible	Major	Moderate
Schools	Weather Event	Possible	Moderate	Moderate
Schools	Power Outage	Likely	Moderate	Moderate
Schools	Potable Water Emergency	Unlikely	Moderate	Moderate
Schools	Influenza Outbreak	Possible	Moderate	Moderate
Fuel Distributors	Fire	Possible	Moderate	Moderate
Fuel Distributors	Weather Event	Possible	Moderate	Moderate
Hardware Stores	Fire	Possible	Moderate	Moderate
Hardware Stores	Weather Event	Possible	Moderate	Moderate
Grocery Stores	Fire	Possible	Major	Moderate
Grocery Stores	Weather event	Possible	Minor	Moderate
Grocery Stores	Power Outage	Possible	Major	High
Automotive Garages	Fire	Possible	Minor	Moderate
Marina's	Fire	Possible	Minor	Moderate
Marina's	Weather Event	Possible	Minor	Moderate
Car Dealership	Fire	Possible	Moderate	Moderate
Senior Living Buildings	Fire	Possible	Moderate	Moderate
Senior Living Buildings	Weather Event	Possible	Moderate	Moderate

Identified Occupancy	Key Risk	Probability	Consequence	Assigned Risk Level
Senior Living Buildings	Power Outage	Possible	Moderate	Moderate
Farms	Fire	Possible	Moderate	Moderate
Farms	Weather Event	Possible	Moderate	Moderate
Farms	Power Outage	Possible	Moderate	Moderate
Restaurants	Fire	Possible	Moderate	Moderate
Restaurants	Weather Event	Possible	Minor	Moderate
Restaurants	Power Outage	Likely	Moderate	Moderate
Small Business's	Fire	Possible	Moderate	Moderate
Small Business's	Weather Event	Possible	Minor	Moderate
Hazardous Drop Off Depot	Fire	Possible	Minor	Moderate
Campgrounds	Fire	Possible	Minor	Low
Campgrounds	Weather Event	Possible	Insignificant	Low
Frontenac Park	Fire	Likely	Moderate	Moderate
Frontenac Park	Weather Event	Possible	Minor	Moderate
Frontenac Park	Lost Person (s)	Likely	Moderate	Moderate
Group Homes	Fire	Possible	Moderate	Moderate
Group Homes	Weather Event	Possible	Moderate	Moderate
Group Homes	Power Outage	Possible	Moderate	Moderate
Municipal Landfills	Fire	Possible	Insignificant	Low
Municipal Operations	Fire	Possible	Major	Moderate
Municipal Operations	Weather Event	Possible	Major	Moderate
Municipal Operations	Power Outage	Likely	Moderate	Low
Municipal Operations	Flooding	Likely	Major	High
Municipal Operations	Wildland Fires	Likely	Major	High
Municipal Operations	Road Closure of Long Duration	Possible	Moderate	Low
Municipal Arena	Power Outage	Possible	Insignificant	Low
Municipal Arena	Weather Event	Possible	Moderate	Moderate
Municipality	Hazardous Material Incident	Possible	Moderate	Moderate

NOTE: The following features are not identified in the order of their level of risk.

[1] Refer to Table 1 at the beginning of the profile sheets for suggested probability levels.

[2] Refer to Table 2 at the beginning of the profile sheets for suggested consequence levels.

[3] Refer to Risk Level Matrix for suggested risk levels

Note: The information on this worksheet should be considered in conjunction with the information on all other worksheets, and not in isolation. Worksheet 10 allows fire departments to consider all information on all worksheets together to make decisions about the provision of fire protection services in their municipality / community.

Summary

Understanding the economic environment assist in prioritizing pre-planning initiatives, inspection and enforcement and public education in a strategic manner to reduce the risk.

Worksheet 9 Past Loss & Event History Profile

By analyzing past incidents, ranging from natural disasters to public safety events, the municipality can better understand vulnerabilities and resilience factors within the community. This historical perspective not only highlights the types of risks South Frontenac faces but also helps assess the effectiveness of previous responses and recovery efforts. Understanding the past is essential for building a safer future. This profile serves as a foundational resource for community leaders, emergency services, and residents, guiding the development of proactive measures to mitigate risks and enhance overall preparedness.

FIRES BY PROPERTY CLASSIFICATION

Causes of Fire
Arson
Design / construction / maintenance deficiency
Mechanical or electrical failure
Misuse of ignition source or materials first ignited
Other unintentional
Undetermined
Exposure fire

MUNICIPAL FIRE LOSSES, DEATHS, INJURIES & CAUSES

The table above can be used in conjunction with the annual statistical information on the following three pages.

Municipal Fire Losses, Deaths, Injuries &Causes						
Year 1 2018						
Occupancy Classification		Number of Fires	Loss Total	Number of Injuries	Number of Deaths	Causes
Group A	Assembly	0	$0	0	0	N/A
Group B	Detention	0	$0	0	0	N/A
	Care & Treatment / Care	0	$0	0	0	N/A
Group C Residential	Single Family	11	$1,490,600	0	1	• Design/ Construction/ Maintenance Deficiency (**1**) • Mechanical/ Electrical Failure (**1**) • Misuse of Ignition Source (**4**) • Other Unintentional (**1**) • Undetermined (**1**) • Other (**3**)
	Multi-Unit Residential	0	$0	0	0	N/A
	Hotel / Motel	0	$0	0	0	N/A
	Mobile Homes & Trailers	4	$375,000	0	0	• Mechanical/ Electrical Failure (**1**) • Undetermined (**3**)
	Other	2	$254,000	0	0	• Mechanical/ Electrical Failure (**1**) • Misuse of Ignition Source (**1**)
Groups D & E	Business & Personal Services / /Mercantile	0	$0	0	0	N/A
Group F	Industrial	0	$0	0	0	N/A
Other		2	$226,000	0	0	• Mechanical/ Electrical Failure (**1**) •Misuse of Ignition Source (**1**)
Totals		**20**	**$2,345,600**	**0**	**1**	

Municipal Fire Losses, Deaths, Injuries &Causes Year 2 2019						
Occupancy Classification		Number of Fires	Loss Total	Number of Injuries	Number of Deaths	Causes
Group A	Assembly	0	$0	0	0	N/A
Group B	Detention	0	$0	0	0	N/A
	Care & Treatment / Care	0	$0	0	0	N/A
Group C Residential	Single Family	15	$1,191,100	0	0	• Design/ Construction/ Maintenance Deficiency (**4**) • Misuse of Ignition Source (**4**) • Other Unintentional (**2**) • Other (**5**)
	Multi-Unit Residential	0	$0	0	0	N/A
	Hotel / Motel	0	$0	0	0	N/A
	Mobile Homes & Trailers	1	$220,000	0	0	• Undetermined (**1**)
	Other	3	$95,000	0	0	• Undetermined (**3**)
Groups D & E	Business & Personal Services / /Mercantile	0	$0	0	0	N/A
Group F	Industrial	0	$0	0	0	N/A
Other		5	$36,250	0	0	• Misuse of Ignition Source (**3**) •Other Unintentional (**1**) • Undetermined (**1**)
Totals		**24**	**$1,542,350**	**0**	**0**	

Municipal Fire Losses, Deaths, Injuries &Causes						
Year 3 2020						
Occupancy Classification		Number of Fires	Loss Total	Number of Injuries	Number of Deaths	Causes
Group A	Assembly	0	$0	0	0	N/A
Group B	Detention	0	$0	0	0	N/A
	Care & Treatment / Care	0	$0	0	0	N/A
Group C Residential	Single Family	12	$693,750	0	0	• Arson (**1**) • Design/ Construction/ Maintenance Deficiency (**1**) • Misuse of Ignition Source (**5**) • Undetermined (**2**) • Other (**3**)
	Multi-Unit Residential	1	$225,000	0	0	• Undetermined (**1**)
	Hotel / Motel	0	$0	0	0	N/A
	Mobile Homes & Trailers	1	$27,500	0	0	• Misuse of Ignition Source (**1**)
	Other	0	$0	0	0	N/A
Groups D & E	Business & Personal Services / /Mercantile	0	$0	0	0	N/A
Group F	Industrial	0	$0	0	0	N/A
Other		2	$3,200	0	0	• Undetermined (**2**)
Totals		**16**	**$949,450**	**0**	**0**	

Municipal Fire Losses, Deaths, Injuries &Causes Year 4 2021						
Occupancy Classification		Number of Fires	Loss Total	Number of Injuries	Number of Deaths	Causes
Group A	Assembly	0	$0	0	0	N/A
Group B	Detention	0	$0	0	0	N/A
	Care & Treatment / Care	0	$0	0	0	N/A
Group C Residential	Single Family	5	$929,250	0	0	• Design/ Construction/ Maintenance Deficiency (**1**) • Misuse of Ignition Source (**3**) • Other (**1**)
	Multi-Unit Residential	1	$2,780,000	0	0	• Other Unintentional (**1**)
	Hotel / Motel	0	$0	0	0	N/A
	Mobile Homes & Trailers	0	$0	0	0	N/A
	Other	1	$250	0	0	• Misuse of Ignition Source (**1**)
Groups D & E	Business & Personal Services / /Mercantile	2	$3,600	0	0	• Arson (**2**)
Group F	Industrial	1	$27,500	0	0	• Other Unintentional (**1**)
Other		4	$24,000	0	0	•Misuse of Ignition Source (**3**) • Undetermined (**1**)
Totals		**14**	**$3,764,600**	**0**	**0**	

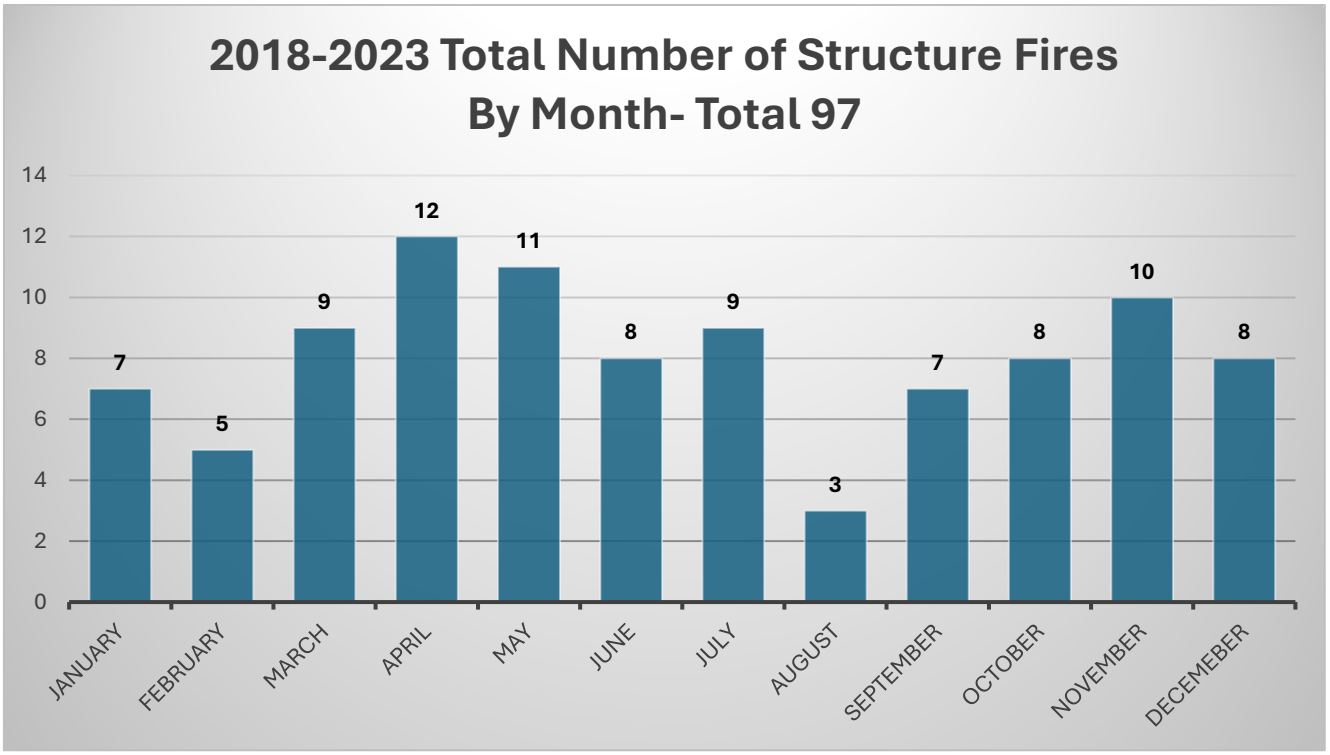
Municipal Fire Losses, Deaths, Injuries &Causes						
Year 5 2022						
Occupancy Classification		Number of Fires	Loss Total	Number of Injuries	Number of Deaths	Causes
Group A	Assembly	0	$0	0	0	N/A
Group B	Detention	0	$0	0	0	N/A
	Care & Treatment / Care	0	$0	0	0	N/A
Group C Residential	Single Family	9	$1,764,600	0	0	• Mechanical/ Electrical Failure (**3**) • Misuse of Ignition Source (**3**) • Other (**3**)
	Multi-Unit Residential	0	$0	0	0	N/A
	Hotel / Motel	0	$0	0	0	N/A
	Mobile Homes & Trailers	2	$300,000	0	0	• Undetermined (**2**)
	Other	1	$11,500	0	0	• Undetermined (**1**)
Groups D & E	Business & Personal Services / /Mercantile	1	$12,500	0	0	• Undetermined (**1**)
Group F	Industrial	0	$0	0	0	N/A
Other		2	$91,500	0	0	• Mechanical/ Electrical Failure (**1**) •Undetermined (**1**)
Totals		**15**	**$2,180,100**	**0**	**0**	

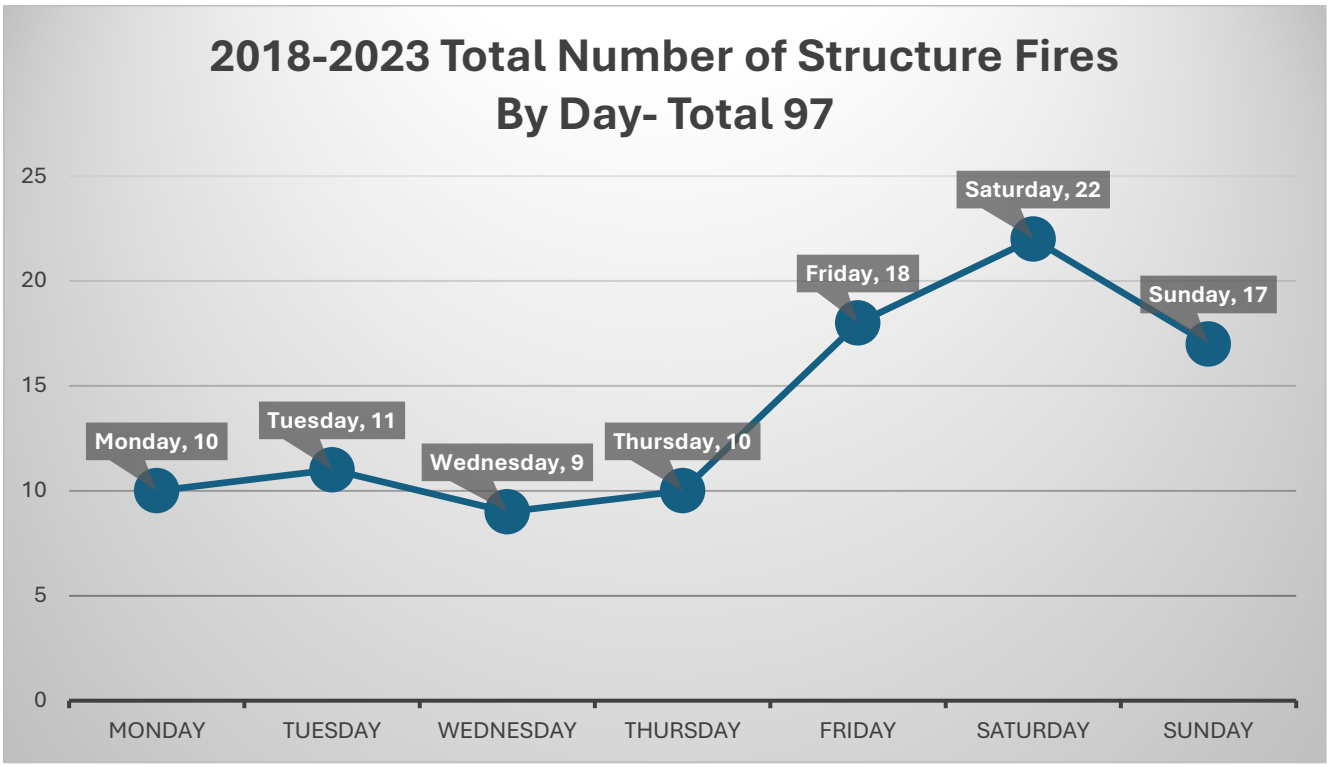
Municipal Fire Losses, Deaths, Injuries &Causes Year 6 2023						
Occupancy Classification		Number of Fires	Loss Total	Number of Injuries	Number of Deaths	Causes
Group A	Assembly	0	$0	0	0	N/A
Group B	Detention	0	$0	0	0	N/A
	Care & Treatment / Care	0	$0	0	0	N/A
Group C Residential	Single Family	4	$2,122,000	0	0	• Design/ Construction/ Maintenance Deficiency (**1**) • Mechanical/ Electrical Failure (**1**) • Misuse of Ignition Source (**1**) • Other (**1**)
	Multi-Unit Residential	0	$0	0	0	N/A
	Hotel / Motel	0	$0	0	0	N/A
	Mobile Homes & Trailers	0	$0	0	0	N/A
	Other	0	$0	0	0	N/A
Groups D & E	Business & Personal Services / /Mercantile	4	$310,500	0	0	• Misuse of Ignition Source (**2**) • Undetermined (**2**)
Group F	Industrial	0	$0	0	0	N/A
Other		1	$1,000	0	0	• Undetermined (**1**)
Totals		**9**	**$2,433,500**	**0**	**0**	

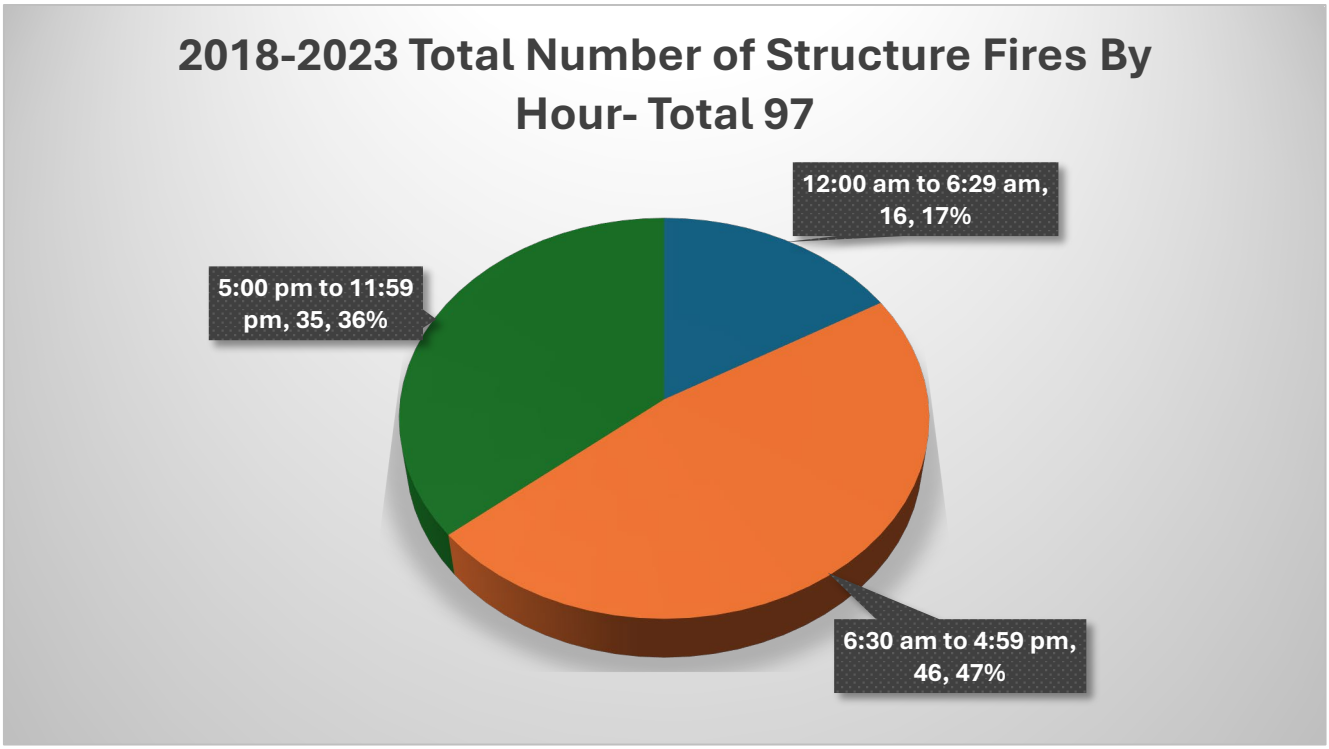
Fire Causes							
	2018	**2019**	**2020**	**2021**	**2022**	**2023**	**Total**
Arson			1	2			**3**
Design/Construction/Maintenance Deficiency	1	4	1	1		1	**8**
Mechanical/Electrical Failure	4				4	1	**9**
Misuse of Ignition Source	7	7	6	7	3	3	**33**
Other Unintentional	1	3		2			**6**
Undetermined	4	5	5	1	5	3	**23**
Other	3	5	3	1	3	1	**16**
Grand Total							**98**

Summary

Several fires are caused by misuse of ignition sources such as careless disposal of wood stove ashes. Another cause is maintenance deficiencies which is primarily failure to maintain home wood heating systems. Education programs will help to reduce the number and severity of fires.

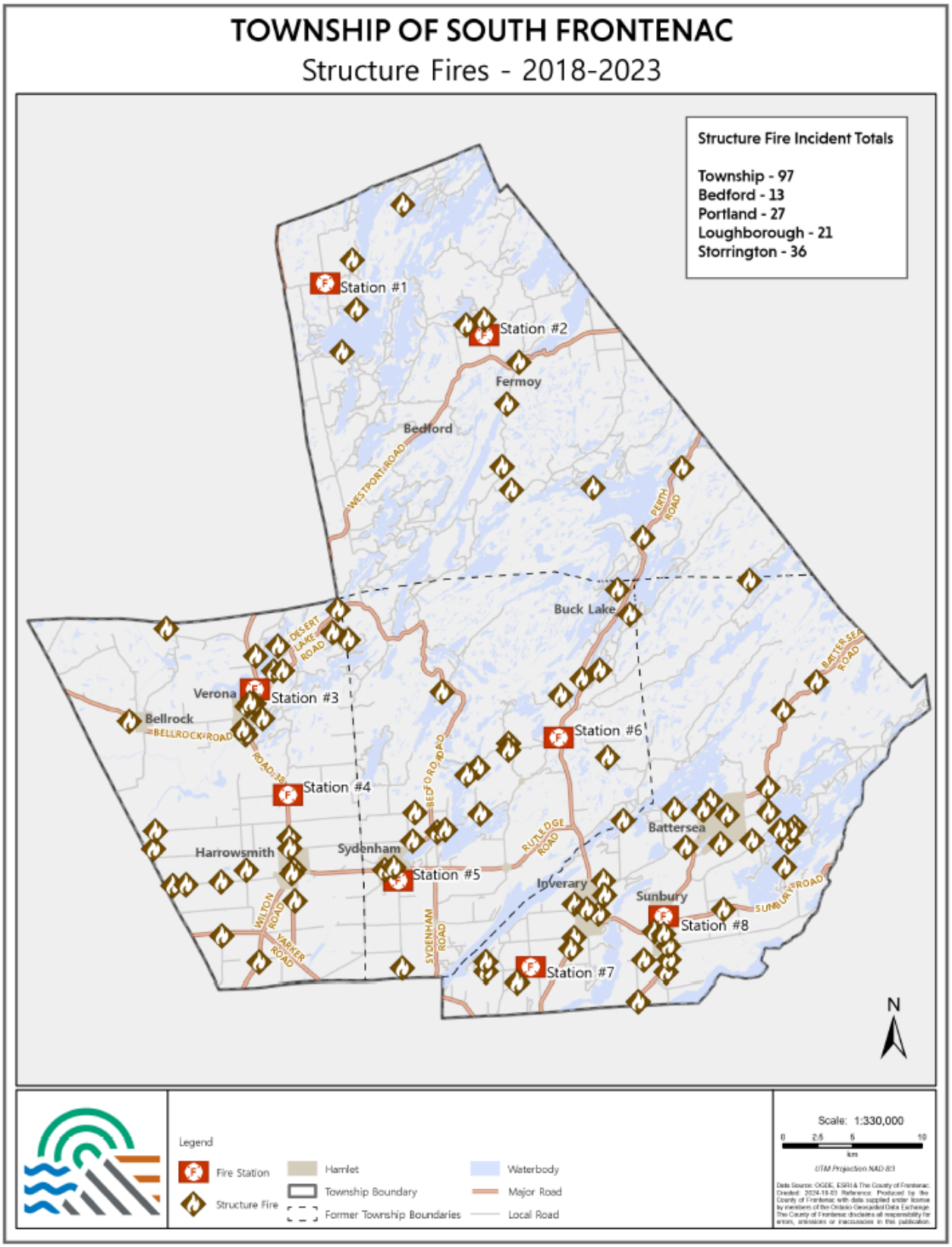

2018-2023 Total Number of Structure Fires
By Month- Total 97
14
12
10
8
6
4
2
0
7
5
9
12
11
8
9
3
7
8
10
8
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMEBER

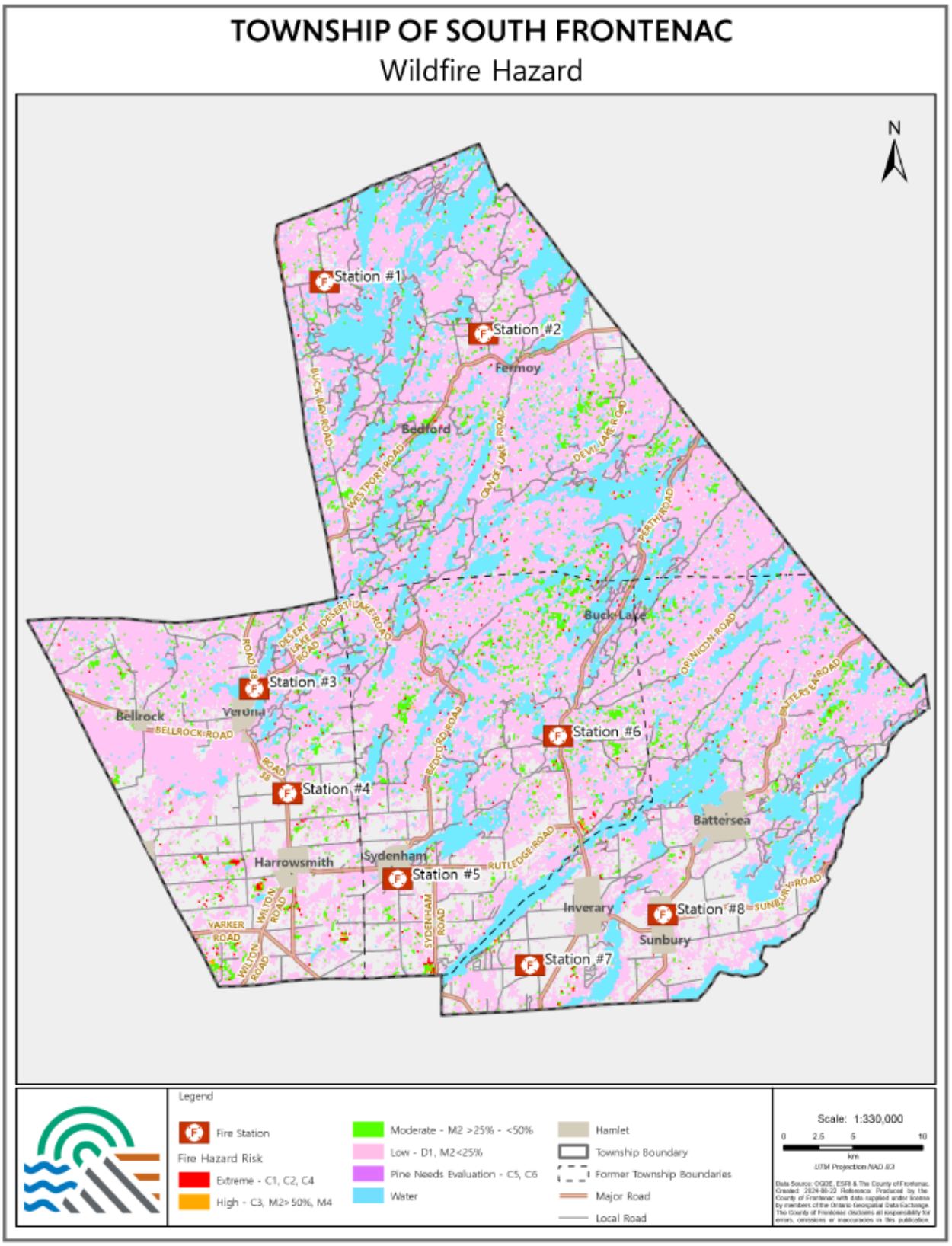

2018-2023 Total Number of Structure Fires
By Day- Total 97
25
20
15
10
5
0
Monday, 10
Tuesday, 11
Wednesday, 9
Thursday, 10
Friday, 18
Saturday, 22
Sunday, 17
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
SUNDAY

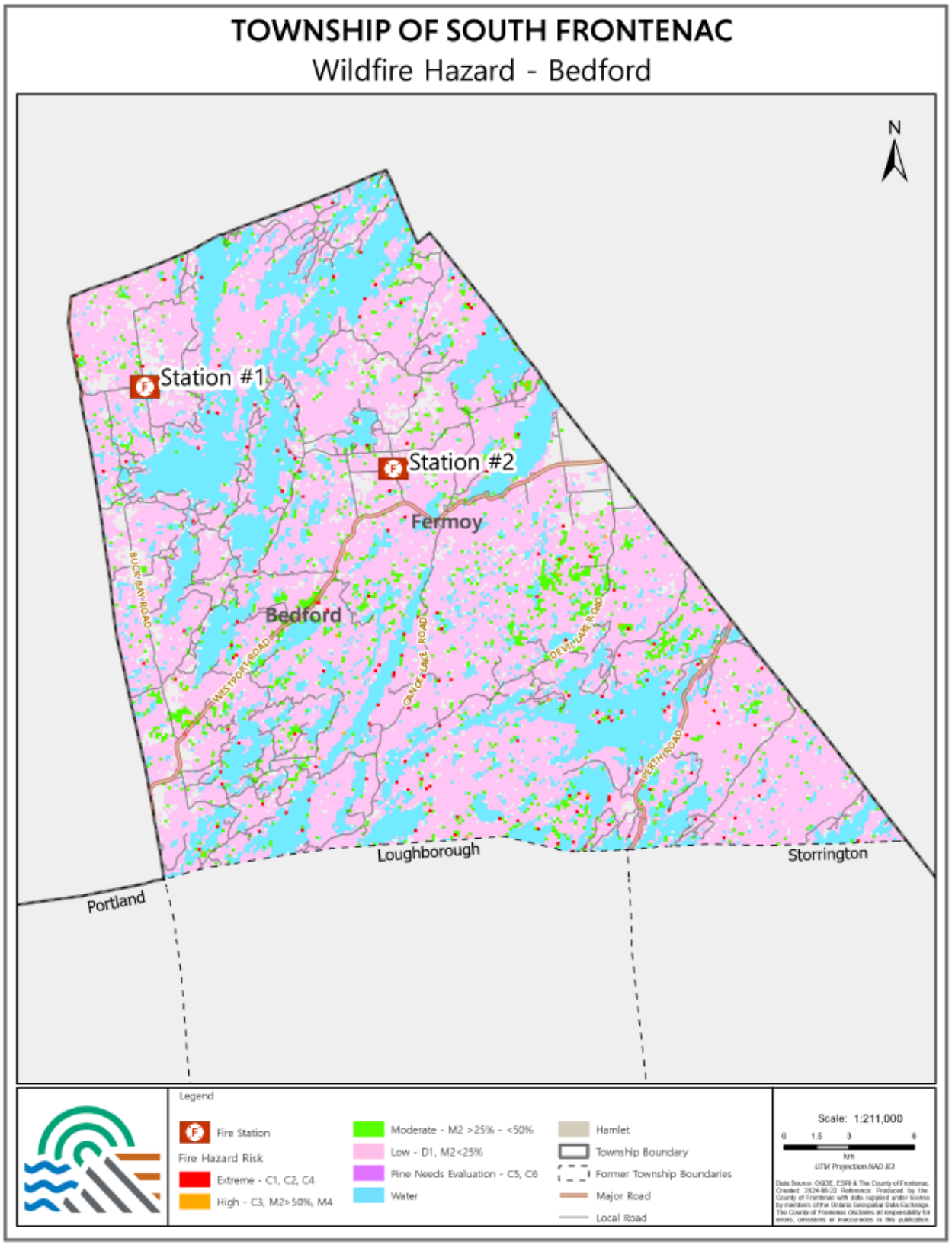


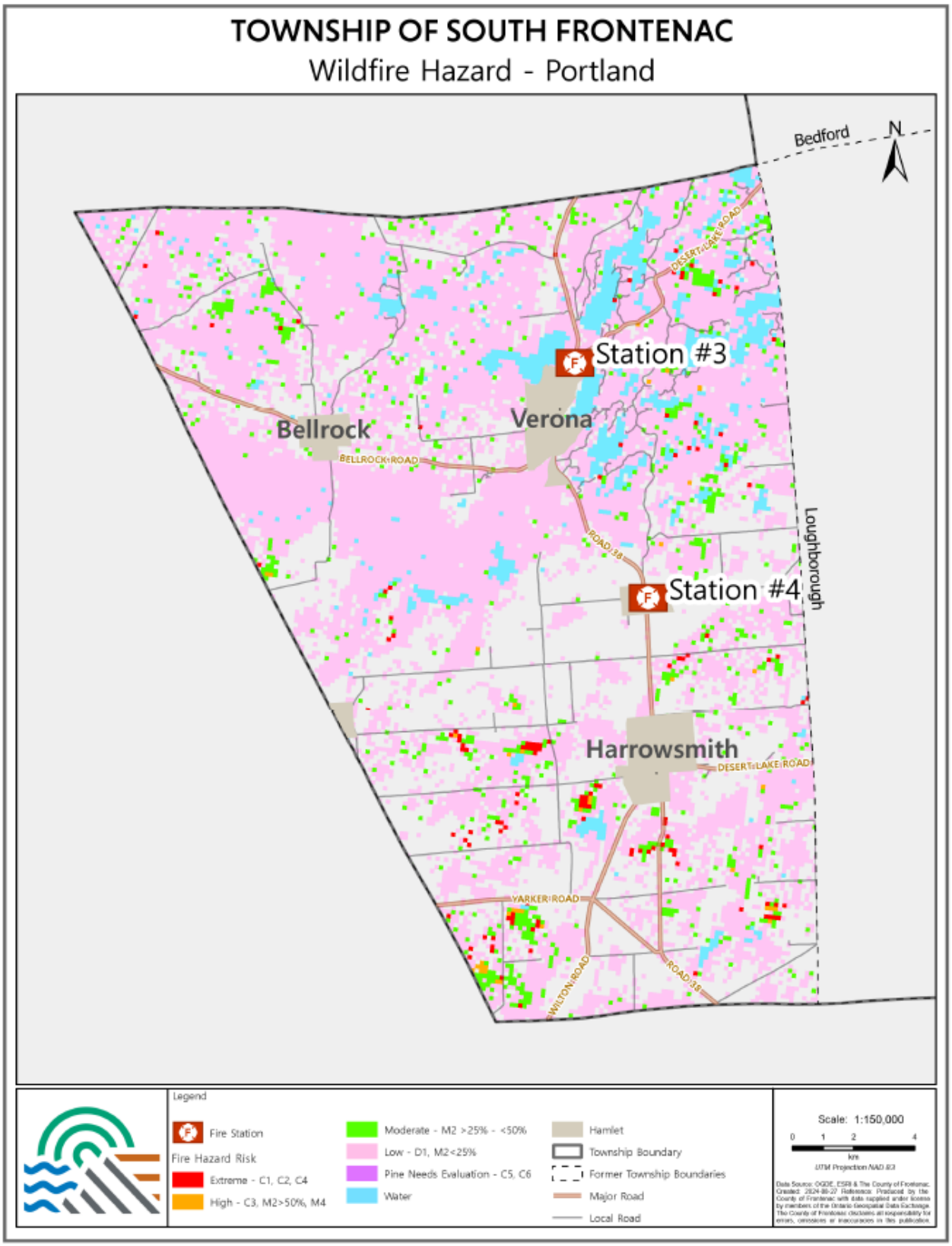
Summary for all Structure fire data

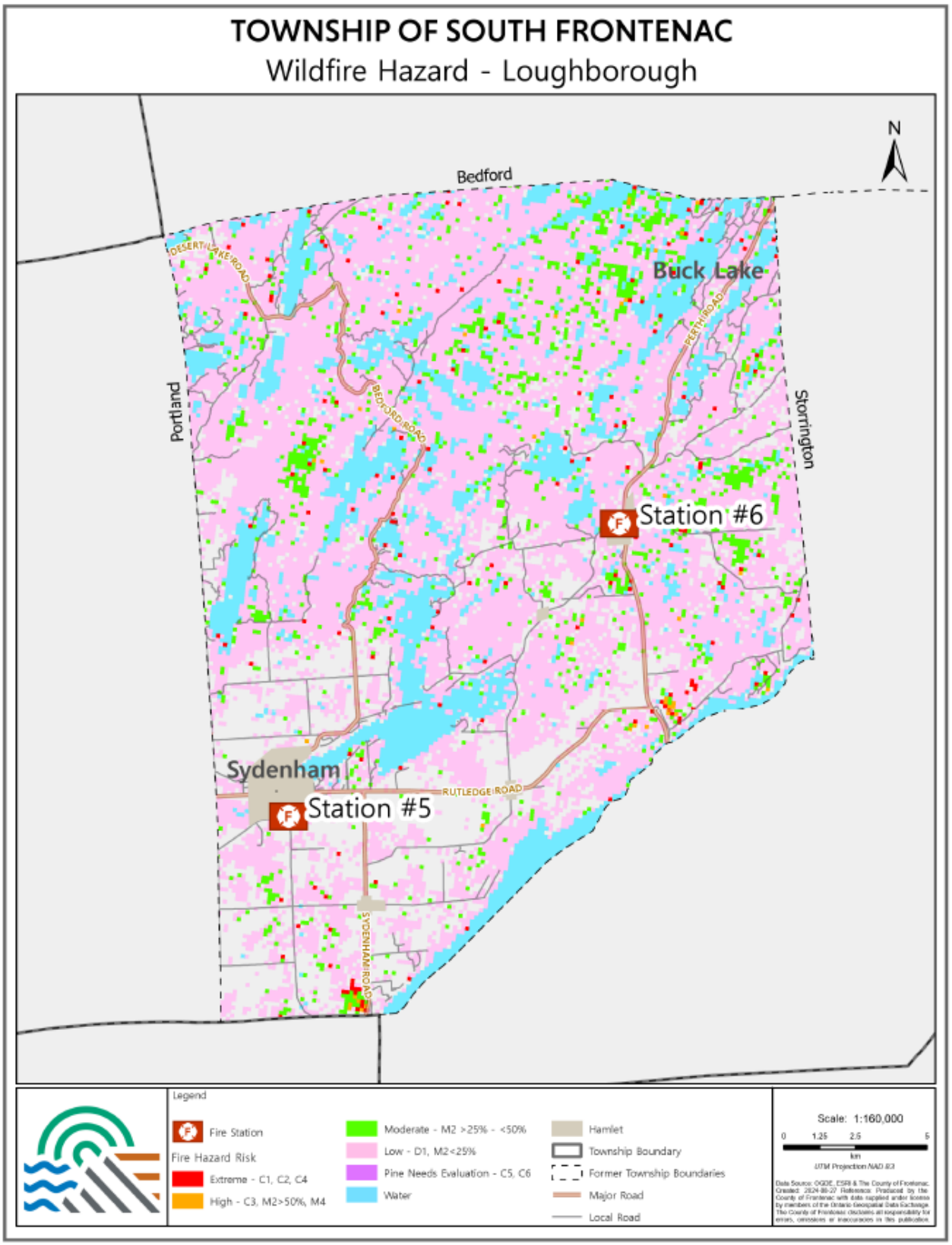
- Total Number of structure fires for the past 6 years is 97.
- Top 2 months for structure fires are April and May
- Slowest month for structure fires is August with only 3 in the last 6 years
- Top 2 days for structure fires are Saturday and Friday
- 47% of structure fires are between 6:30 am and 4:59 pm
- Storrington district had the most structure fires with 36

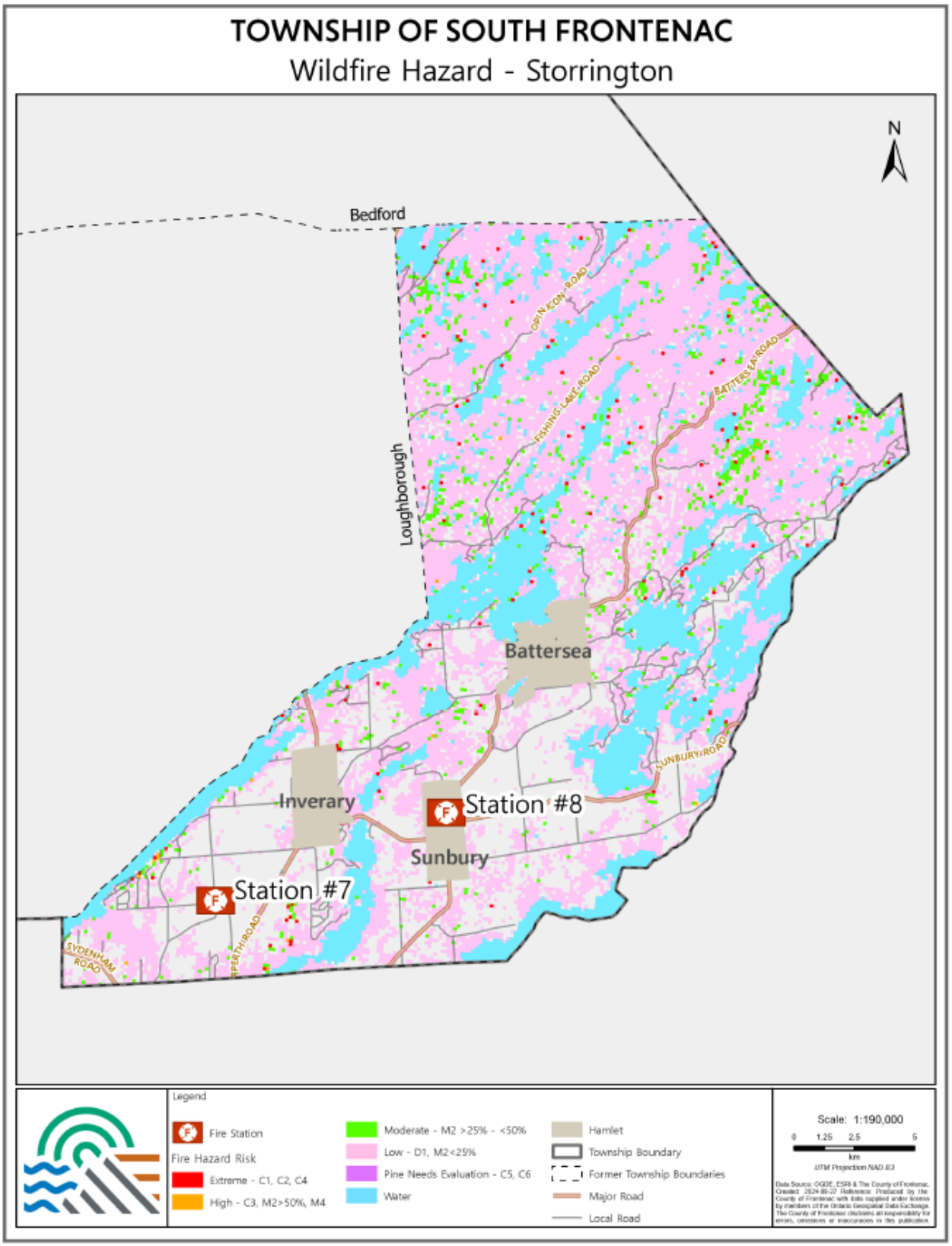

TOWNSHIP OF SOUTH FRONTENAC
Structure Fires - 2018-2023
Structure Fire Incident Totals
Township - 97
Bedford - 13
Portland - 27
Loughborough - 21
Storrington - 36
Station #1
Station #2
Fermoy
Bedford
WESTPORT ROAD
PERTH ROAD
Buck Lake
DESERT LAKE ROAD
Verona
Station #3
Bellrock
BELLROCK ROAD
ROAD 38
Station #4
BEDFORD ROAD
Station #6
BATTERSEA ROAD
Harrowsmith
Sydenham
Station #5
RUTLEDGE ROAD
Battersea
Inverary
Sunbury
Station #8
SUNBURY ROAD
MILTON ROAD
YARKER ROAD
SYDENHAM ROAD
Station #7
N
Legend
Fire Station
Structure Fire
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:330,000
0 2.5 5 10
km
UTM Projection NAD 83

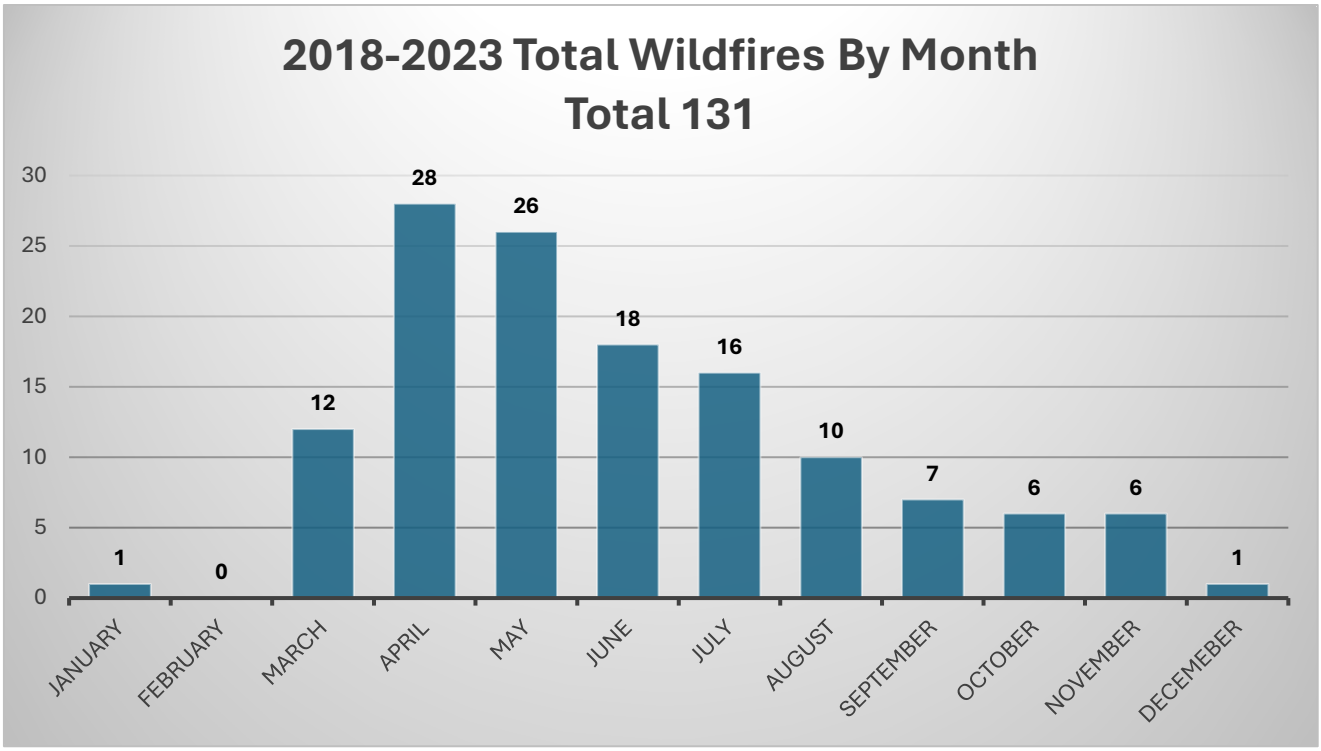

TOWNSHIP OF SOUTH FRONTENAC
Wildfire Hazard
N
Station #1
Station #2
Station #3
Station #4
Station #5
Station #6
Station #7
Station #8
Fermoy
Bedford
Buck Lake
Verona
Bellrock
Harrowsmith
Sydenham
Battersea
Inverary
Sunbury
BELLROCK ROAD
RUTLEDGE ROAD
Legend
Fire Station
Fire Hazard Risk
Extreme - C1, C2, C4
High - C3, M2>50%, M4
Moderate - M2 >25% - <50%
Low - D1, M2<25%
Pine Needs Evaluation - C5, C6
Water
Hamlet
Township Boundary
Former Township Boundaries
Major Road
Local Road
Scale: 1:330,000
0 2.5 5 10
km

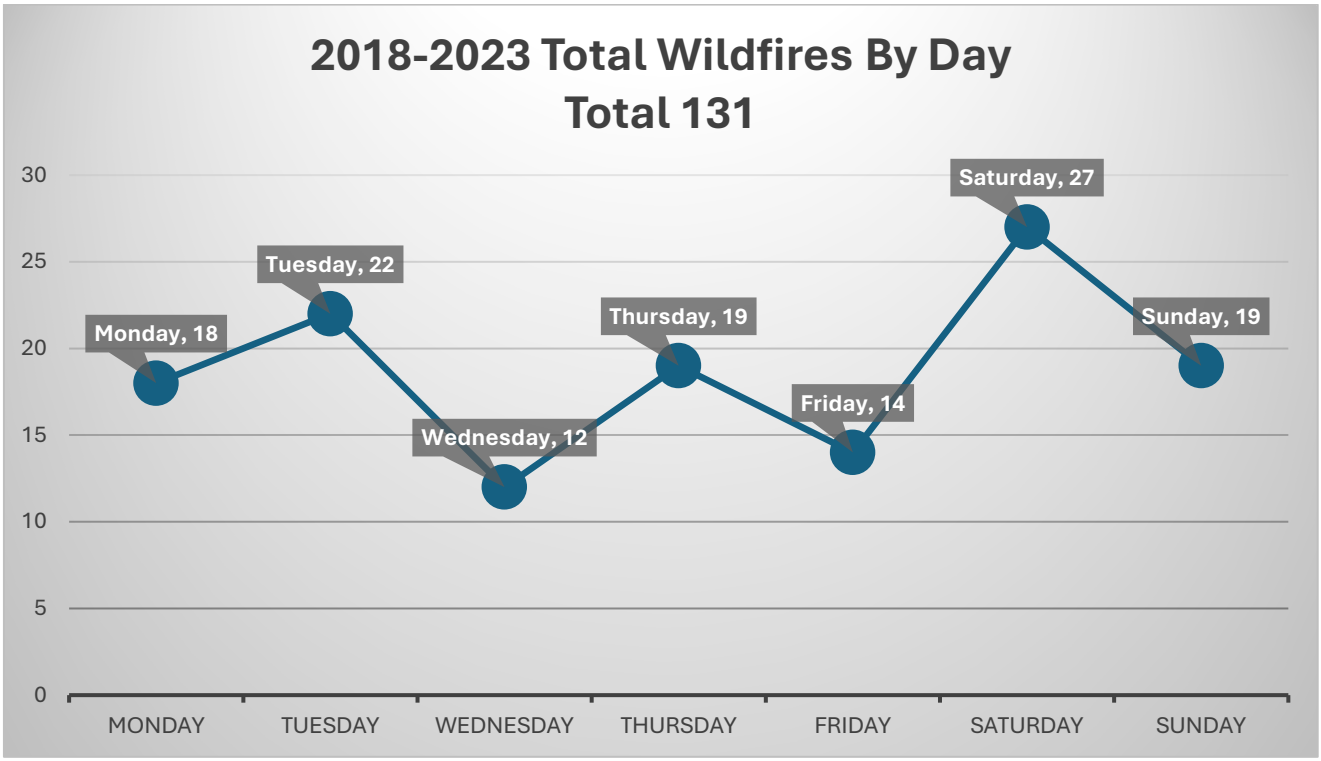

TOWNSHIP OF SOUTH FRONTENAC
Wildfire Hazard - Bedford
N
Station #1
Station #2
Fermoy
Bedford
Loughborough
Storrington
Portland
BUCK BAY ROAD
WESTPORT ROAD
CHARLESS LAKE ROAD
DEVILLE LAKE ROAD
REPETH ROAD
Legend
Fire Station
Fire Hazard Risk
Extreme - C1, C2, C4
High - C3, M2>50%, M4
Moderate - M2 >25% - <50%
Low - D1, M2<25%
Pine Needs Evaluation - C5, C6
Water
Hamlet
Township Boundary
Former Township Boundaries
Major Road
Local Road
Scale: 1:211,000
0 1.5 3 6
km
UTM Projection NAD 83

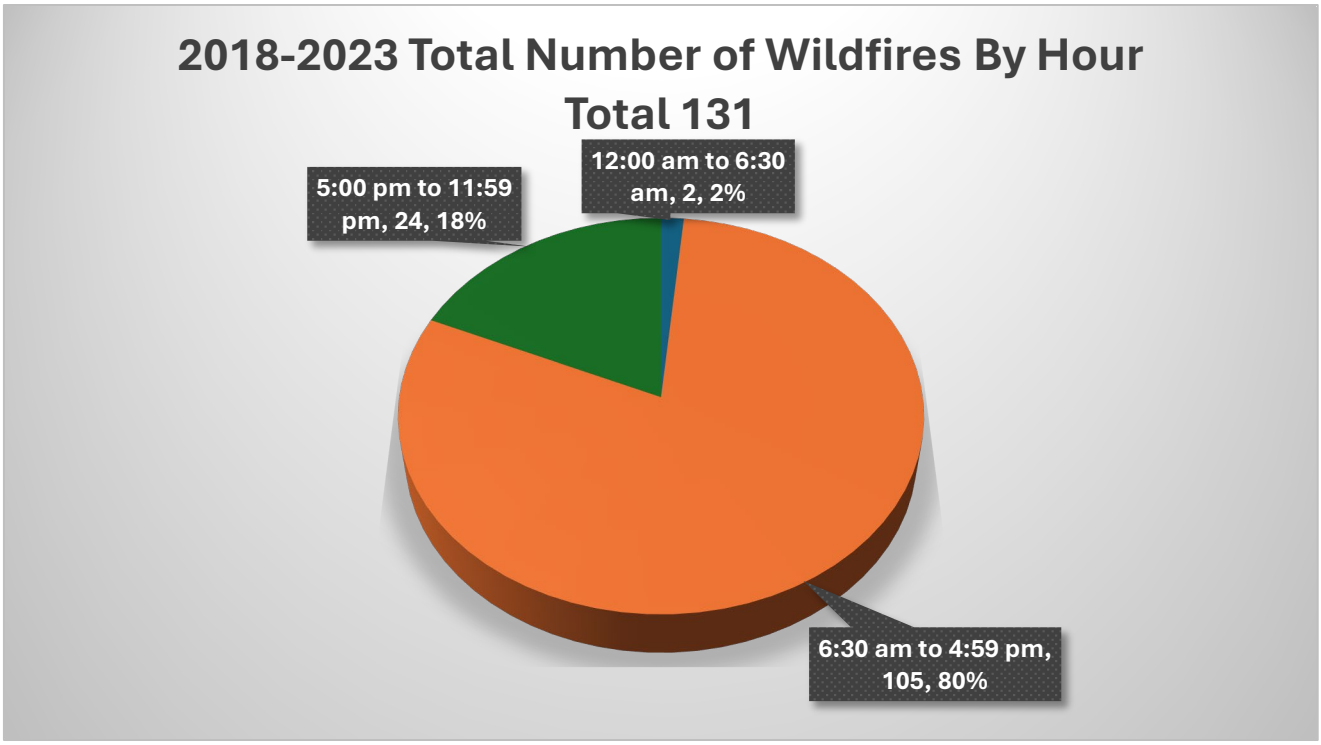

TOWNSHIP OF SOUTH FRONTENAC
Wildfire Hazard - Portland
Bedford
N
Station #3
Verona
Bellrock
BELLROCK ROAD
DESERT LAKE ROAD
ROAD 38
Station #4
Loughborough
Harrowsmith
DESERT LAKE ROAD
YARKER ROAD
HAMILTON ROAD
ROAD 38
Legend
Fire Station
Fire Hazard Risk
Extreme - C1, C2, C4
High - C3, M2>50%, M4
Moderate - M2 >25% - <50%
Low - D1, M2<25%
Pine Needs Evaluation - C5, C6
Water
Hamlet
Township Boundary
Former Township Boundaries
Major Road
Local Road
Scale: 1:150,000
0 1 2 4
kms
UTM Projection NAD 83


TOWNSHIP OF SOUTH FRONTENAC
Wildfire Hazard - Loughborough
N
Bedford
Buck Lake
Portland
Storrington
Station #6
Sydenham
Station #5
RUTLEDGE ROAD
BEDFORD ROAD
PERTH ROAD
SYDENHAM ROAD
Legend
Fire Station
Fire Hazard Risk
Extreme - C1, C2, C4
High - C3, M2>50%, M4
Moderate - M2 >25% - <50%
Low - D1, M2<25%
Pine Needs Evaluation - C5, C6
Water
Hamlet
Township Boundary
Former Township Boundaries
Major Road
Local Road
Scale: 1:160,000
0 1.25 2.5 5
km


TOWNSHIP OF SOUTH FRONTENAC
Wildfire Hazard - Storrington
N
Bedford
Loughborough
GRENVILLE ROAD
FISHING LAKE ROAD
BATTERSEA ROAD
Battersea
Inverary
Station #8
Sunbury
SUNBURY ROAD
Station #7
SYDENHAM ROAD
PERTH ROAD
Legend
Fire Station
Fire Hazard Risk
Extreme - C1, C2, C4
High - C3, M2>50%, M4
Moderate - M2 >25% - <50%
Low - D1, M2<25%
Pine Needs Evaluation - C5, C6
Water
Hamlet
Township Boundary
Former Township Boundaries
Major Road
Local Road
Scale: 1:190,000
0 1.25 2.5 5
km

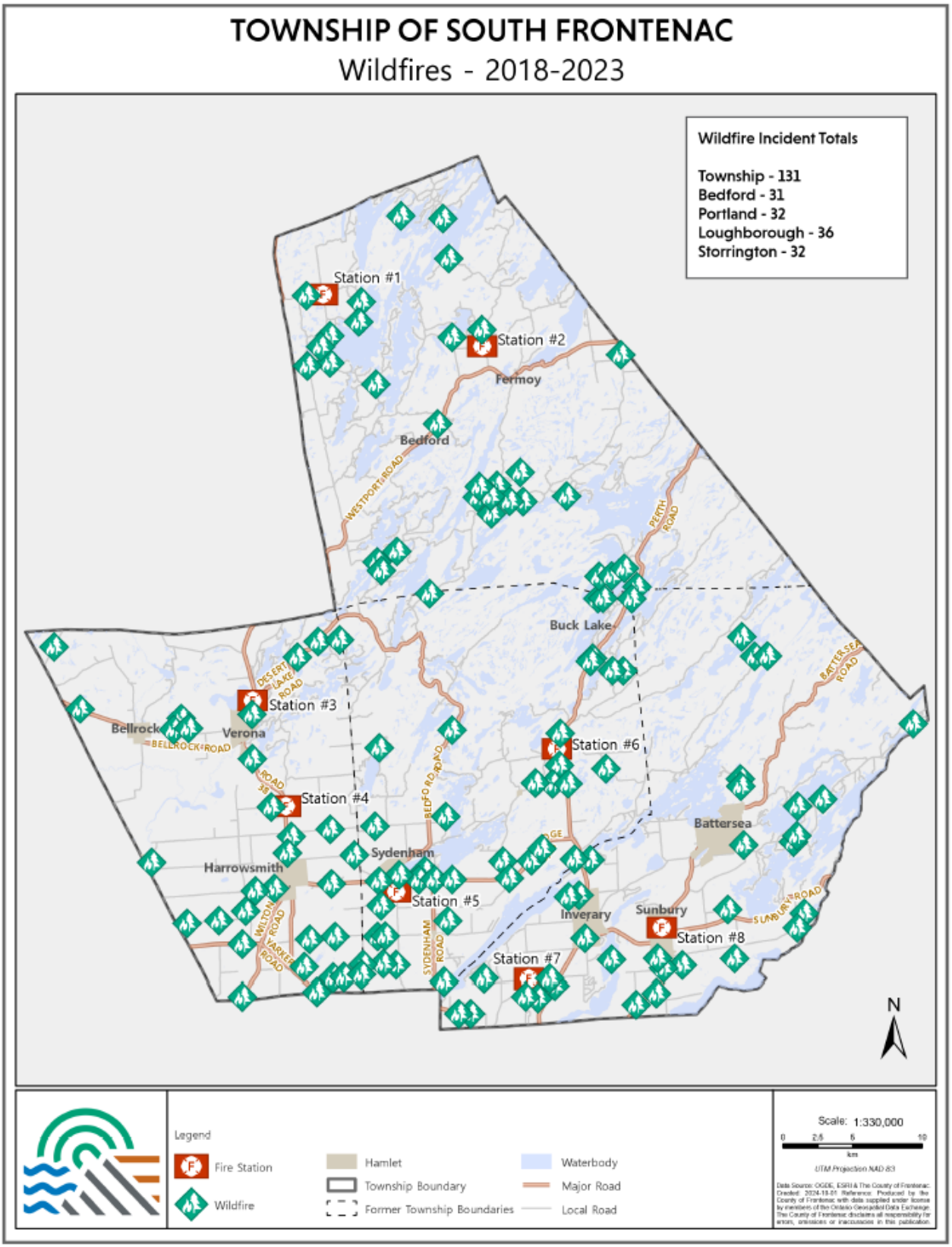

2018-2023 Total Wildfires By Month
Total 131
30
25
20
15
10
5
0
1
0
12
28
26
18
16
10
7
6
6
1
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMEBER


2018-2023 Total Wildfires By Day
Total 131
30
25
20
15
10
5
0
Monday, 18
Tuesday, 22
Wednesday, 12
Thursday, 19
Friday, 14
Saturday, 27
Sunday, 19
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
SUNDAY

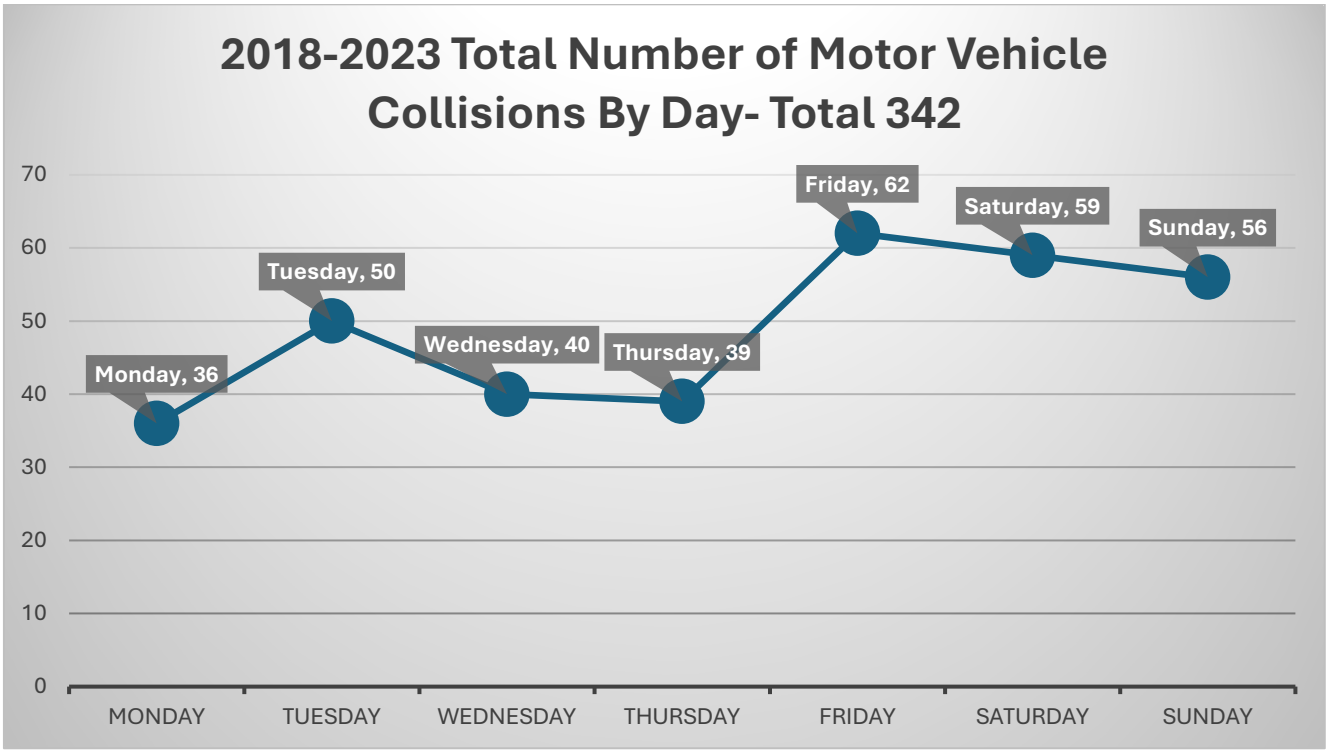


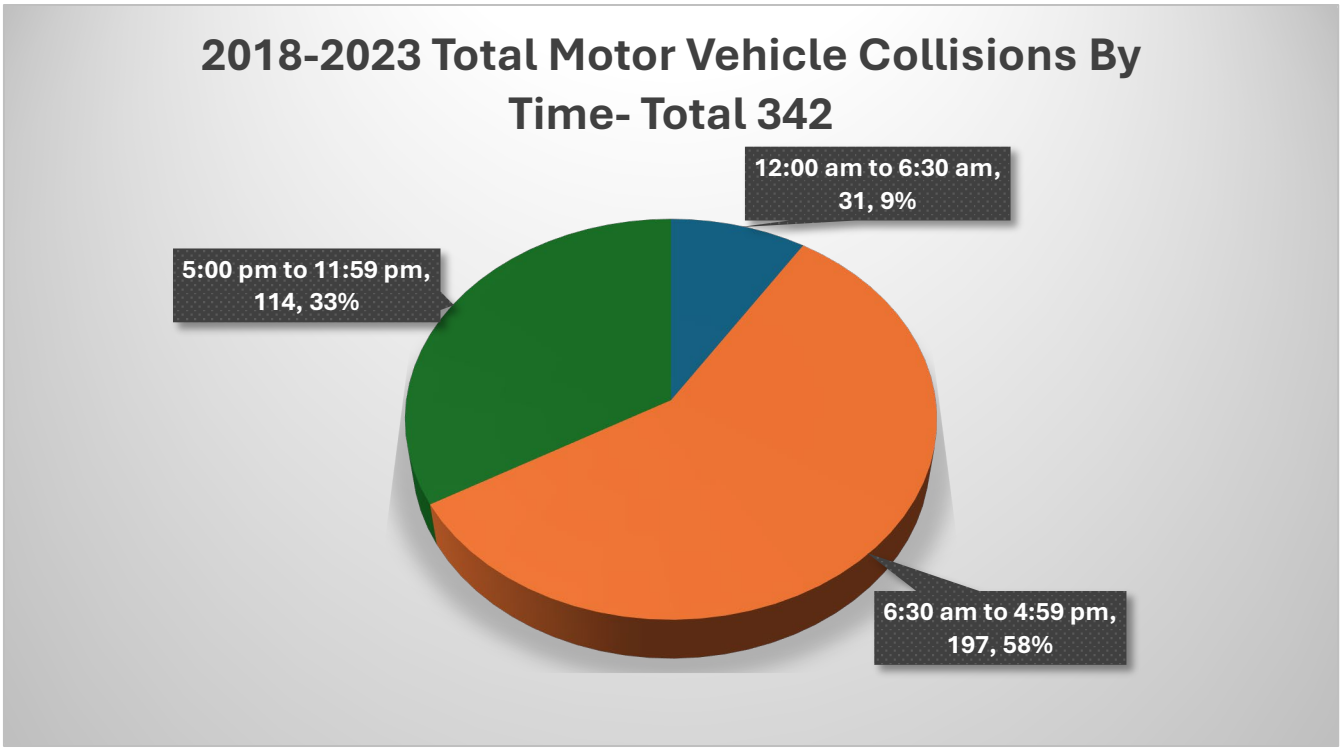
Summary for all Wildfire Data

- For the years of 2018-2023, there have been a total of 131 wildfire responses.
- Top 2 months for wildfires fires are April and May
- Slowest month for wildfires is February with 0 in the last 6 years
- Top 2 days for wildfires are Saturday and Tuesday
- 80% of wildfires are between 6:30 am and 4:59 pm
- Loughborough has had the most wildfires incidents with 36
- South Frontenac has had a total of 17 island fires in the past 6 years. An average of just under 3 per year


TOWNSHIP OF SOUTH FRONTENAC
Wildfires - 2018-2023
Wildfire Incident Totals
Township - 131
Bedford - 31
Portland - 32
Loughborough - 36
Storrington - 32
Station #1
Station #2
Fermoy
Bedford
Buck Lake
Station #3
Bellrock
Verona
Station #4
Station #6
Harrowsmith
Sydenham
Station #5
Battersea
Inverary
Sunbury
Station #8
Station #7
N
Legend
Fire Station
Wildfire
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:330,000

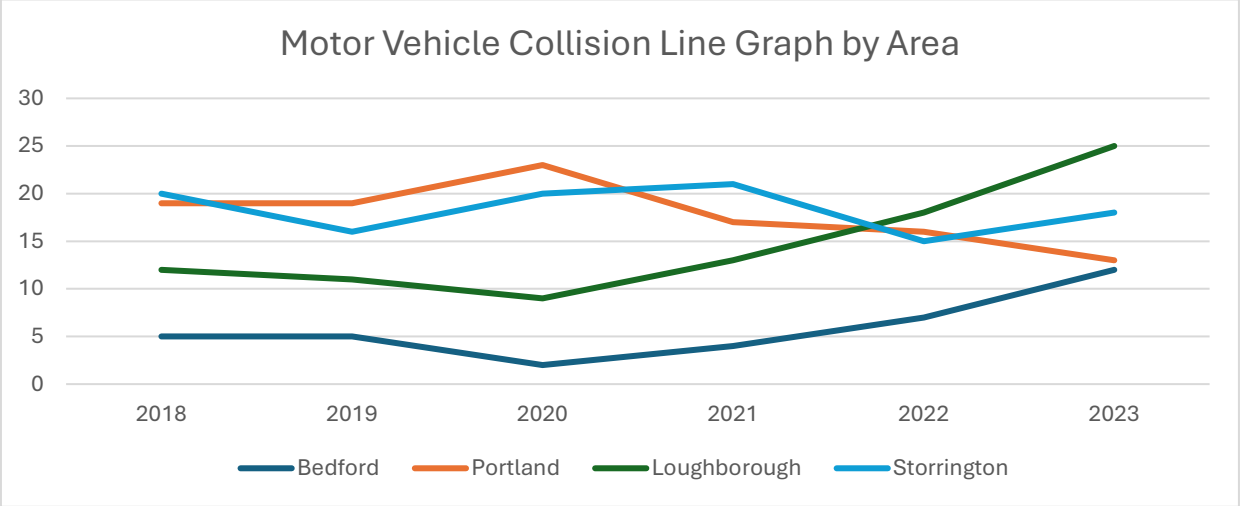
Motor Vehicle Collision Data

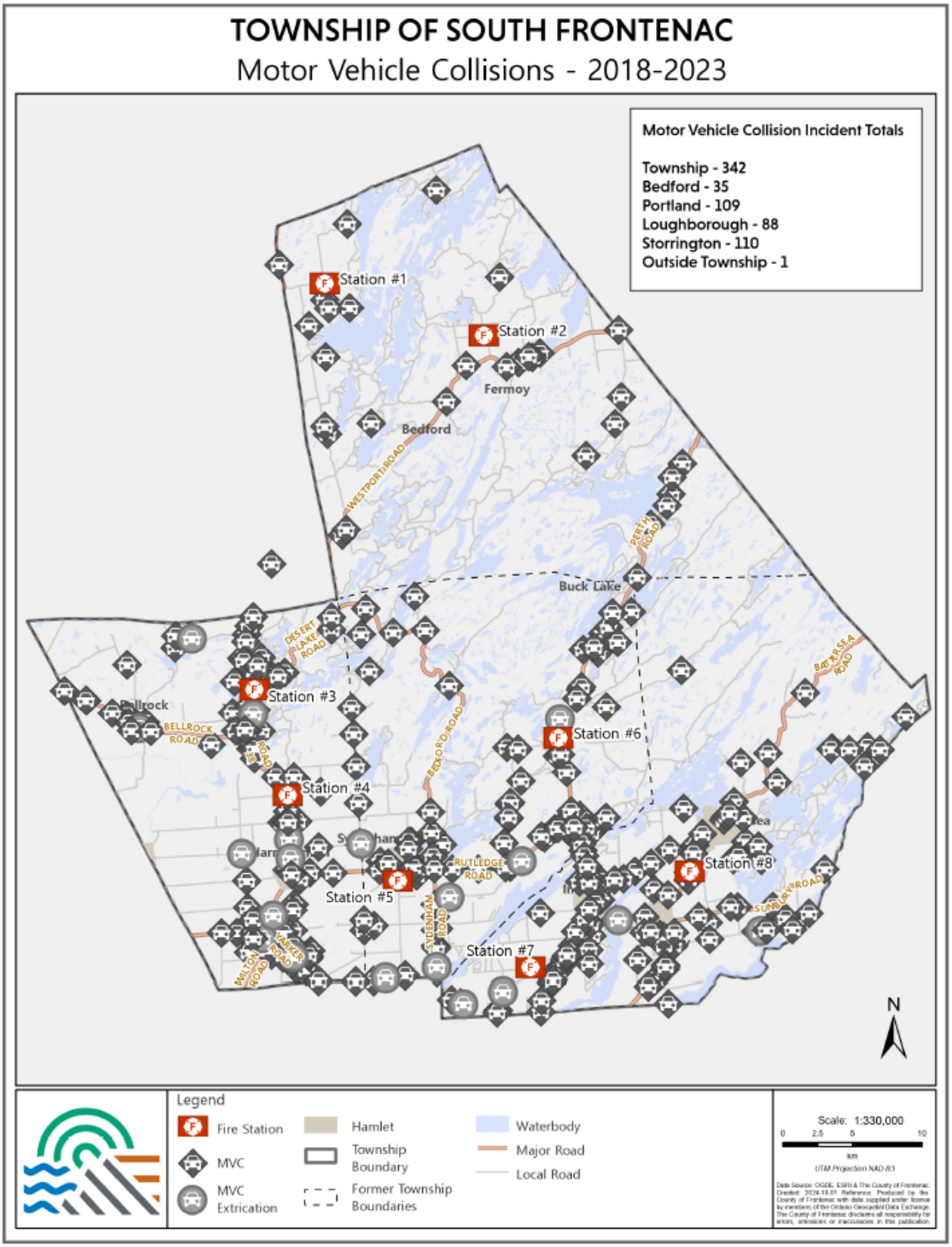


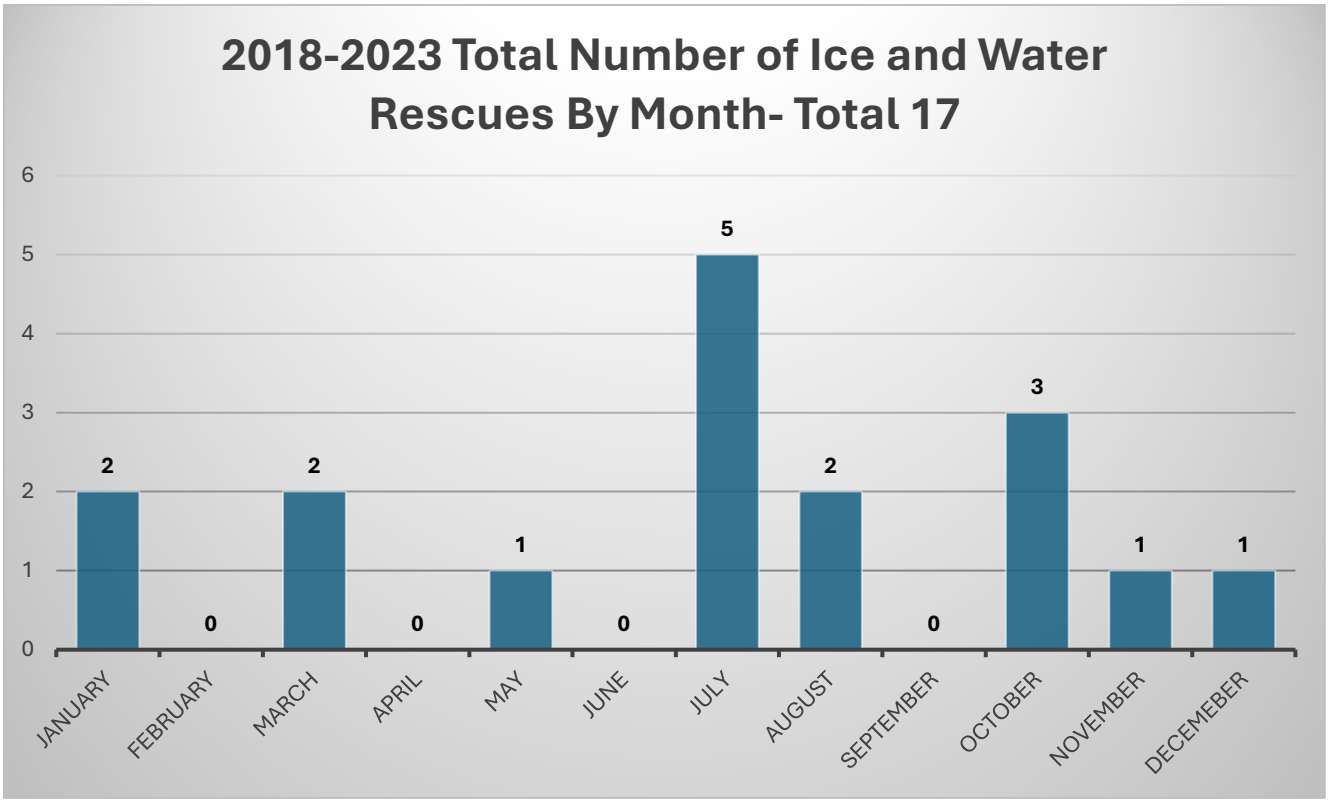


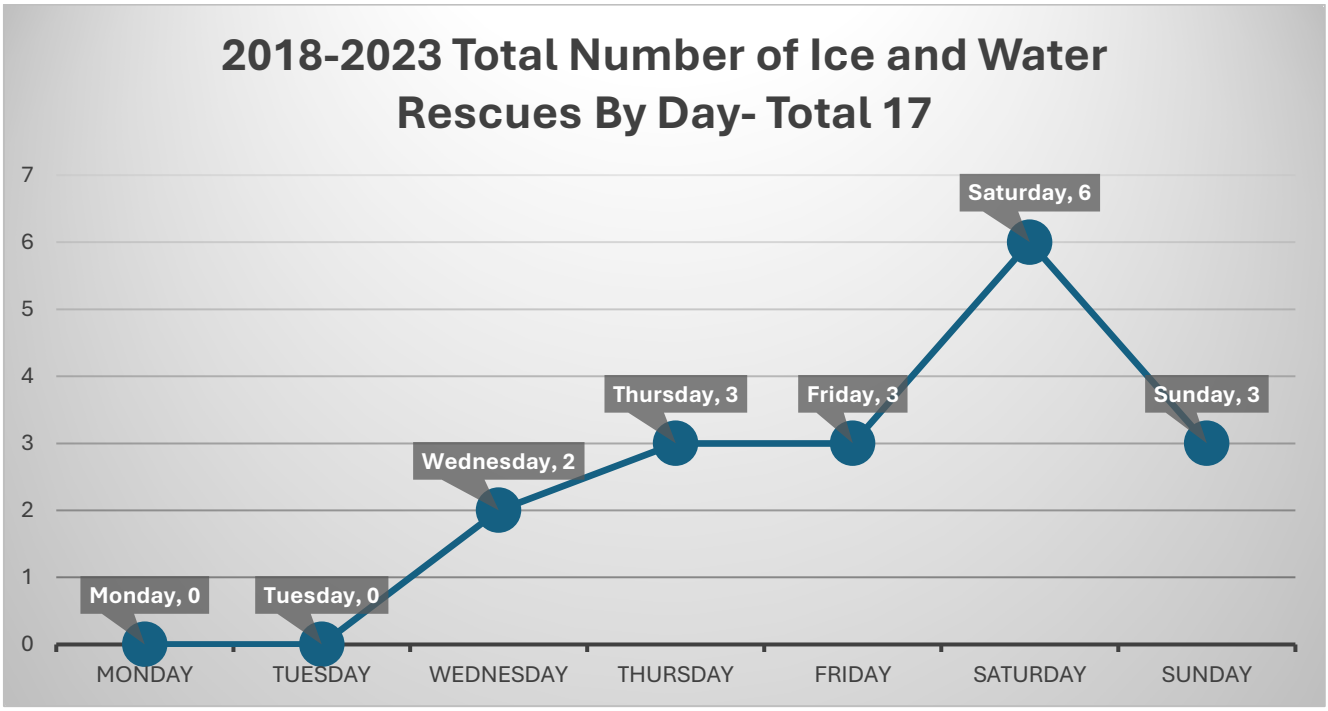
Summary for 2018-2023 Motor Vehicle Collision Calls

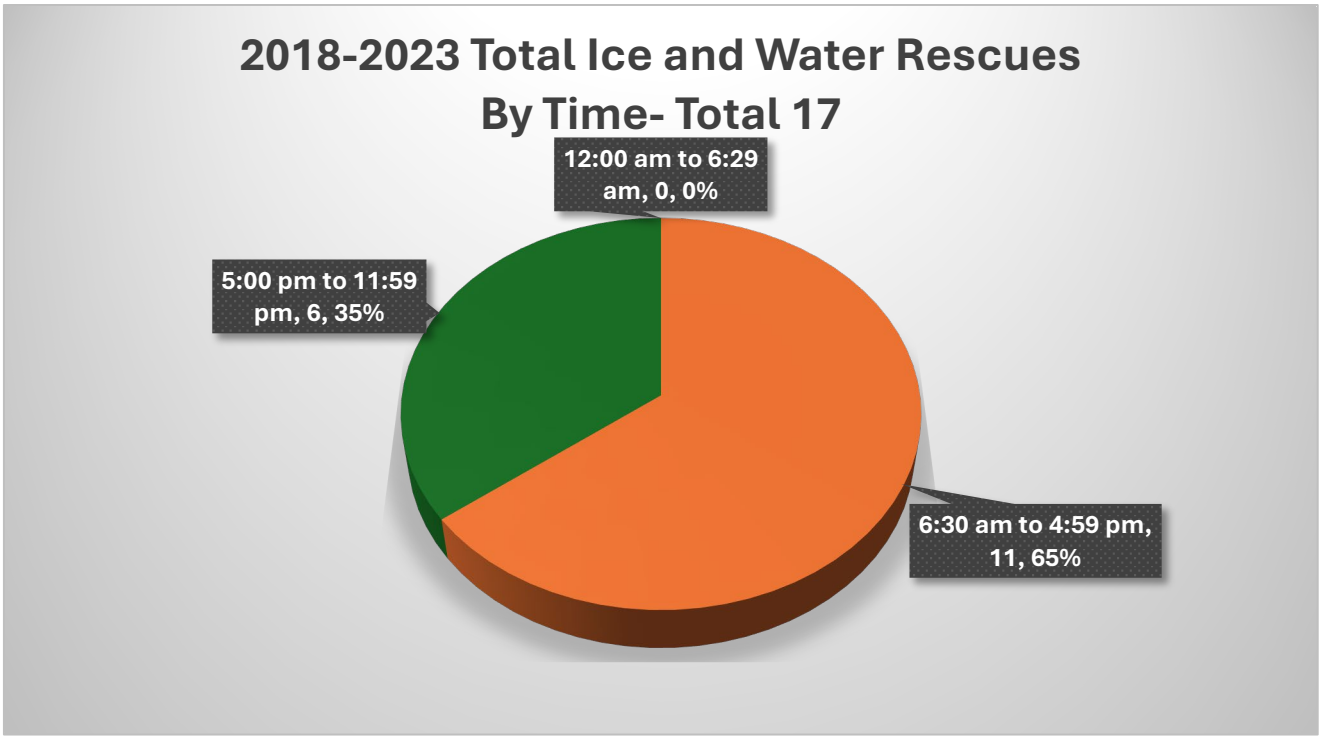
- South Frontenac has run a total of 342 calls in 6 years. This amounts to approximately a motor vehicle collision every 1.1 per week within the municipality. Storrington responded to 110 motor vehicle collisions.
- Out of the 342 calls, extrication was documented 19 times.
- Most motor vehicle collisions occurred in the month of August while February had the fewest
- Friday was the busiest for days while Monday had the least
- 58% of motor vehicle collisions were between 6:30 and 4:59




TOWNSHIP OF SOUTH FRONTENAC
Motor Vehicle Collisions - 2018-2023
Motor Vehicle Collision Incident Totals
Township - 342
Bedford - 35
Portland - 109
Loughborough - 88
Storrington - 110
Outside Township - 1
Station #1
Station #2
Station #3
Station #4
Station #5
Station #6
Station #7
Station #8
Fermoy
Bedford
Buck Lake
Bellrock
WESTPORT ROAD
DESERT LAKE ROAD
BELLROCK ROAD
BEDFORD ROAD
PERTH ROAD
BATH ROAD
RUTLEDGE ROAD
SYDENHAM ROAD
WILTON ROAD
WALKER ROAD
SUNBURY ROAD
N
Legend
Fire Station
MVC
MVC Extrication
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:330,000
0 2.5 5 10
km
UTM Projection NAD 83

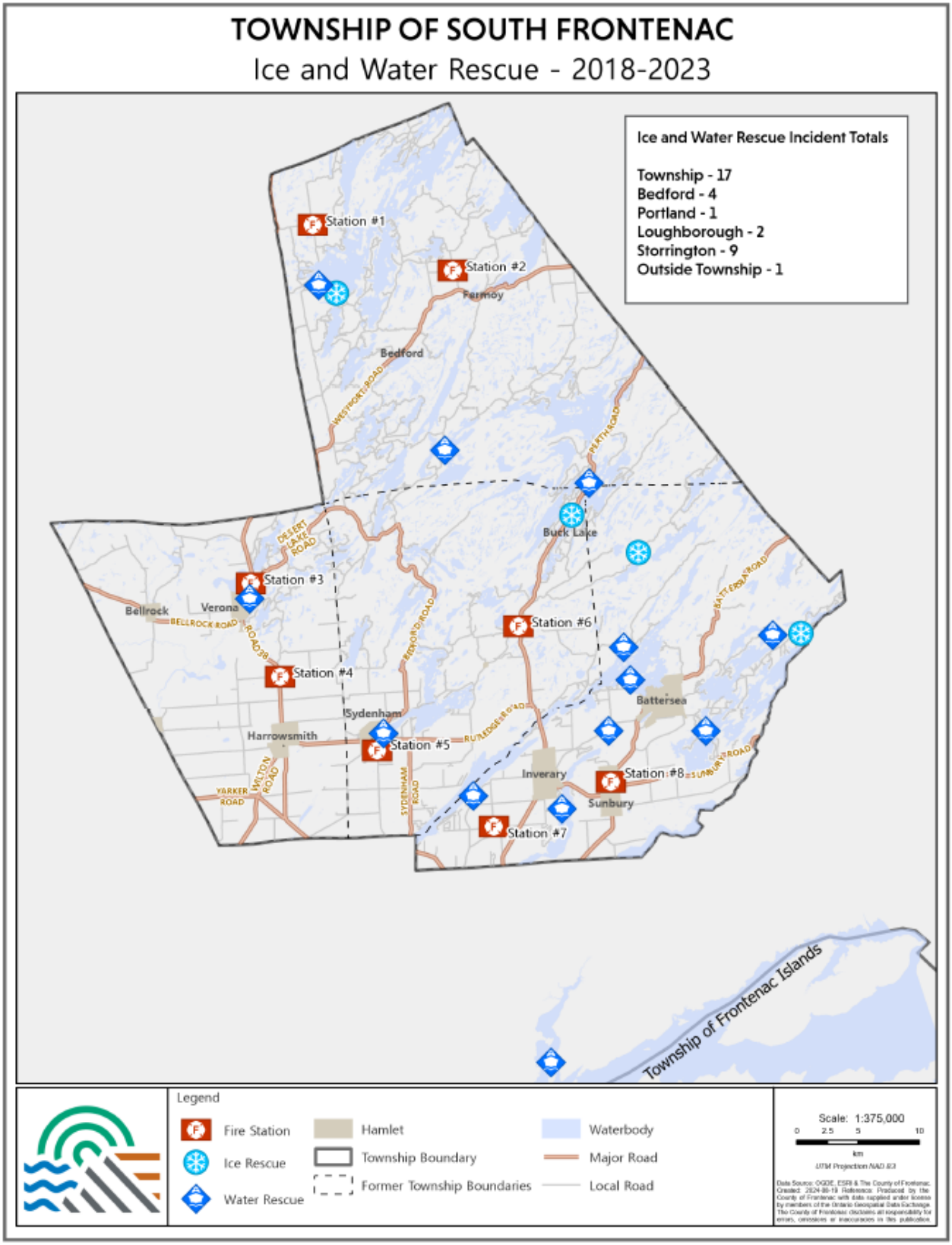

2018-2023 Total Number of Ice and Water Rescues By Month- Total 17
6
5
4
3
2
1
0
2
0
2
0
1
0
5
2
0
3
1
1
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMEBER

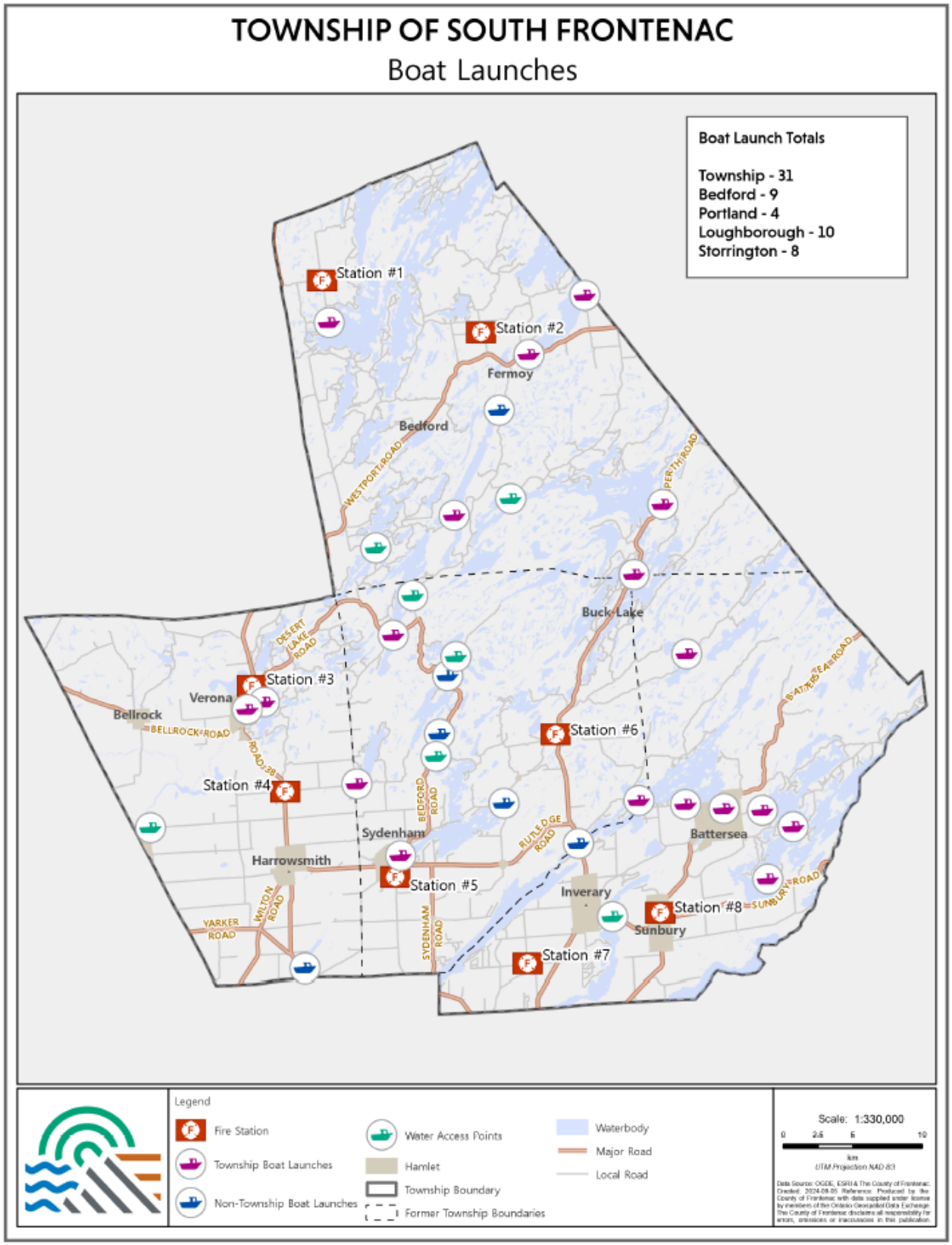

2018-2023 Total Number of Ice and Water Rescues By Day- Total 17
7
6
5
4
3
2
1
0
Monday, 0
Tuesday, 0
Wednesday, 2
Thursday, 3
Friday, 3
Saturday, 6
Sunday, 3
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
SUNDAY



Summary of Ice and Water Calls from 2018-2023

- There have been a total of 17 ice and water calls.
- 4 of these incidents have been ice rescue calls while the other 13 have been water rescue calls
- July has been the busiest while February, April, May, June and September have had zero calls within the timeline
- Most calls have occurred on Saturday, while there have been zero on Monday or Tuesday
- 65% of ice and water calls are during the time of 6:30 am and 4:59 pm

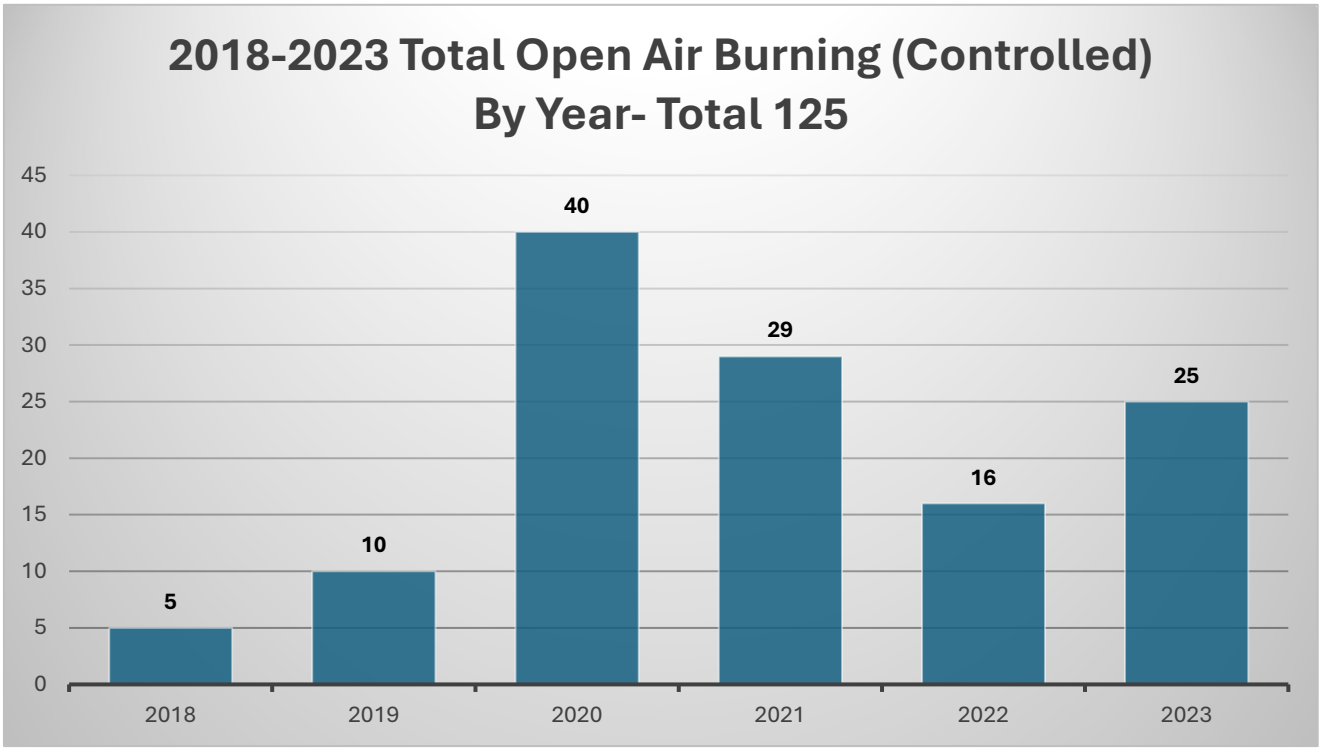

TOWNSHIP OF SOUTH FRONTENAC
Ice and Water Rescue - 2018-2023
Ice and Water Rescue Incident Totals
Township - 17
Bedford - 4
Portland - 1
Loughborough - 2
Storrington - 9
Outside Township - 1
Station #1
Station #2
Station #3
Station #4
Station #5
Station #6
Station #7
Station #8
Fermoy
Bedford
Buck Lake
Bellrock
Verona
Sydenham
Harrowsmith
Battersea
Inverary
Sunbury
Township of Frontenac Islands
Legend
Fire Station
Ice Rescue
Water Rescue
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:375,000

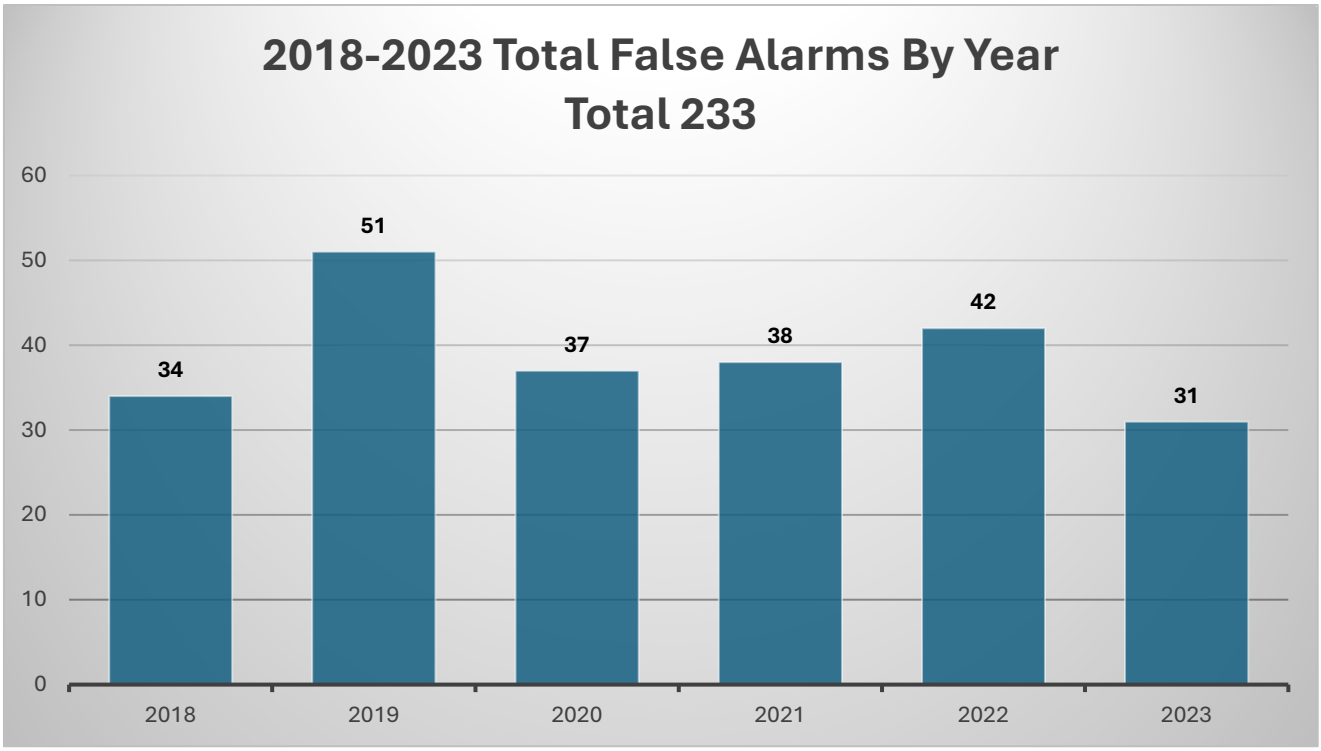

TOWNSHIP OF SOUTH FRONTENAC
Boat Launches
Boat Launch Totals
Township - 31
Bedford - 9
Portland - 4
Loughborough - 10
Storrington - 8
Station #1
Station #2
Fermoy
Bedford
Station #3
Verona
Bellrock
Station #4
Sydenham
Harrowsmith
Station #5
Station #6
Buck Lake
Battersea
Inverary
Station #8
Sunbury
Station #7
Legend
Fire Station
Township Boat Launches
Non-Township Boat Launches
Water Access Points
Hamlet
Township Boundary
Former Township Boundaries
Waterbody
Major Road
Local Road
Scale: 1:330,000

PAST LOSS AND EVENT HISTORY PROFILE – NON-FIRE EMERGENCY CALLS

The following data is regarding non-fire call data and will assist in determining the requirement for equipment, training, resources, etc. The fire department is required to respond to non-fire emergency calls which include burning (controlled), carbon monoxide false alarms, false fire calls, medical calls, and other non-emergency calls.

Non-Fire Calls Data





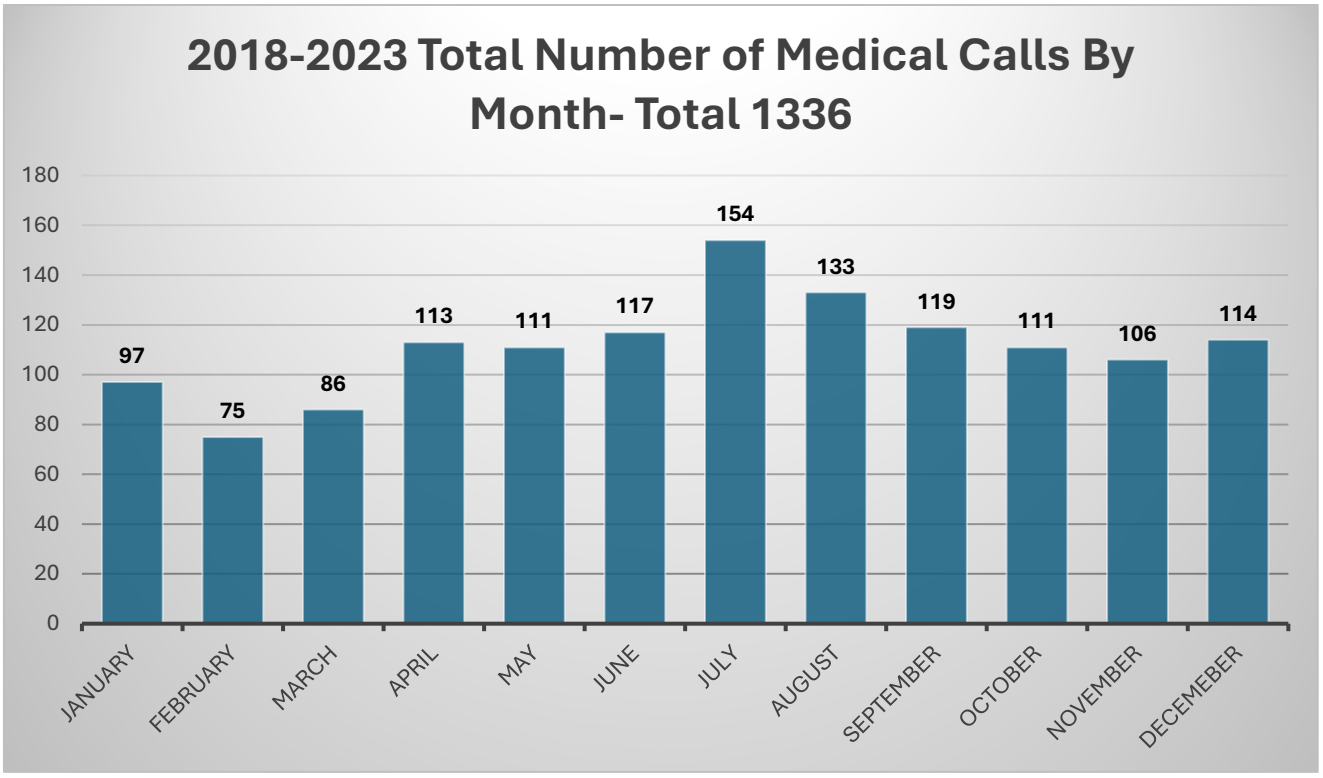
Summary for Open air burning and false alarm calls

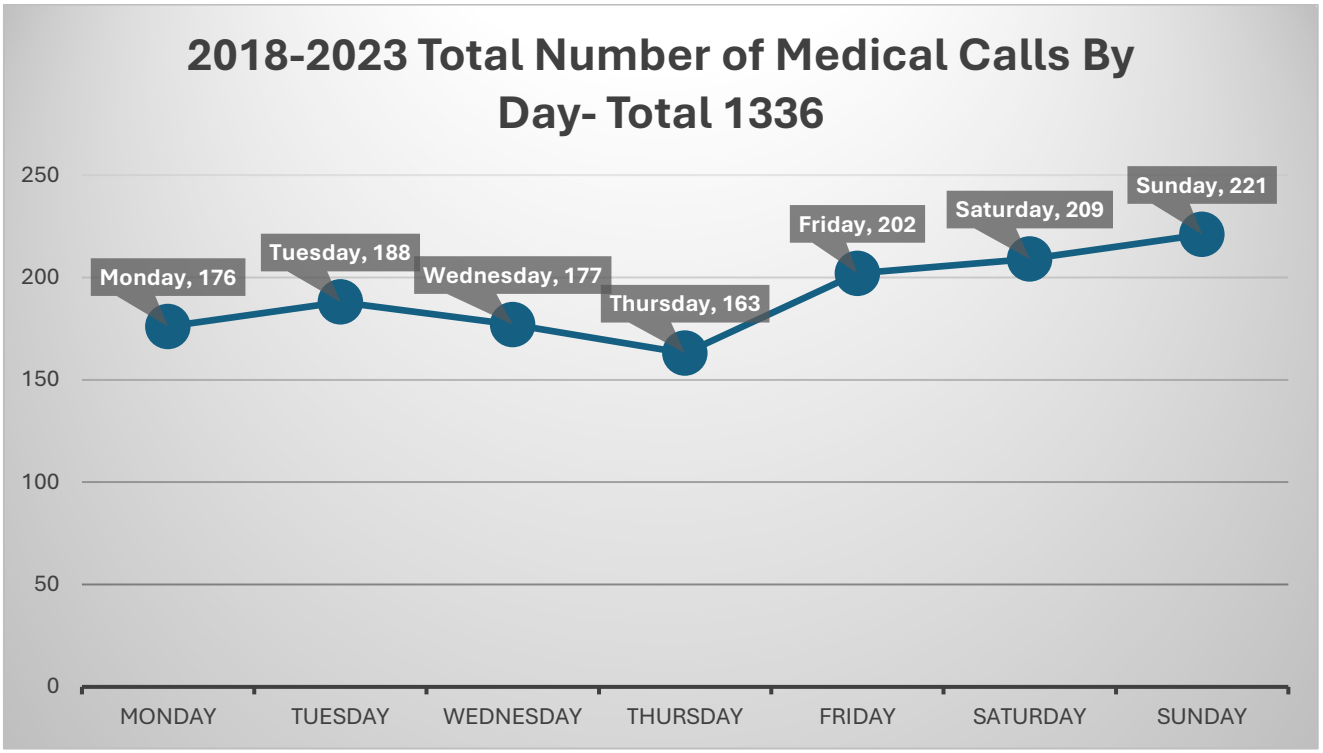
In 2020 with the start of the Covid 19 pandemic, the department saw a huge rise in open air burning calls due to more people being at home. On average the department runs 21 open air burning calls per year.

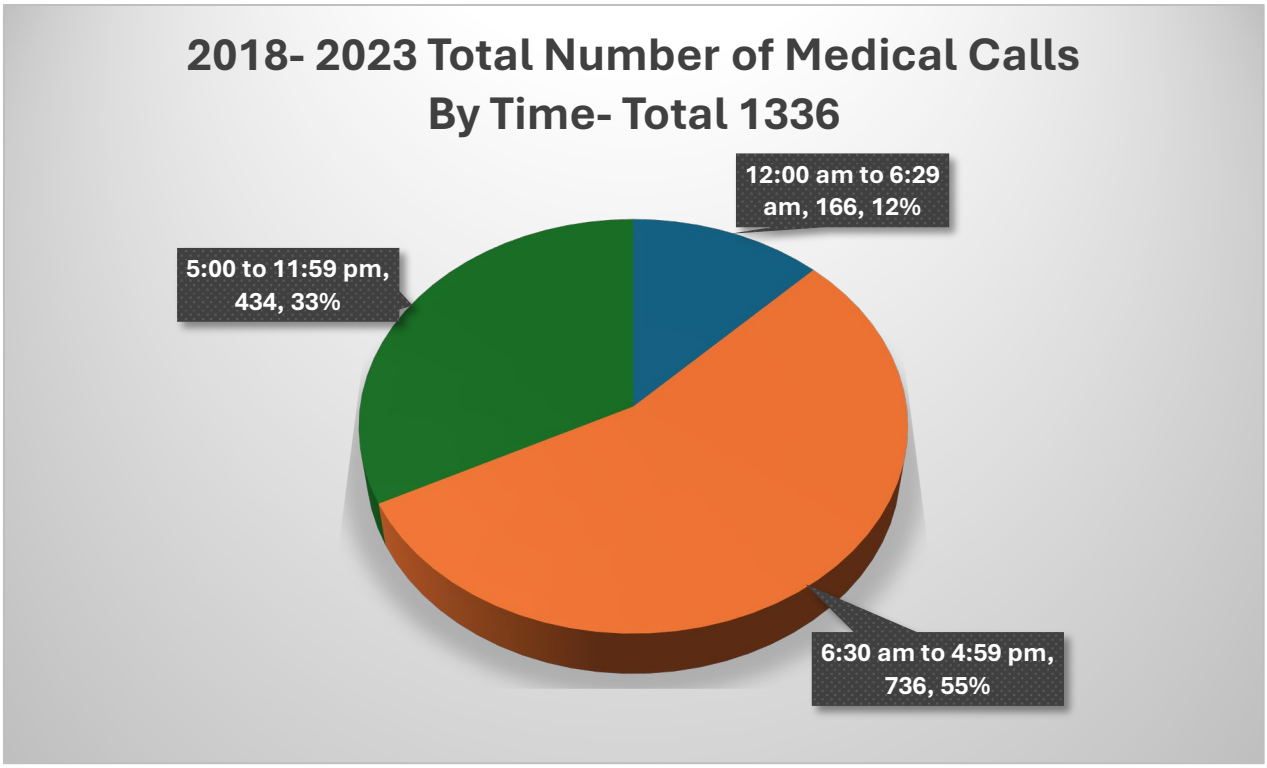
False alarm calls for the fire department is consistent overall with the highest in 2019 at 51, and the least being 2023 with 31. On average, the fire department runs 39 false alarm calls per year.

Non-Fire Emergency Calls

	Year 1-2018	Year 1-2018	Year 2 - 2019	Year 2 - 2019	Year 3 - 2020	Year 3 - 2020	Year 4 - 2021	Year 4 - 2021	Year 5 - 2022	Year 5 - 2022	Year 6 - 2023	Year 6 - 2023
Call Type	**Total Calls**	**% of calls**	**Total Calls**	**% of calls**	**Total Calls**	**% of calls**	**Total Calls**	**% of calls**	**Total Calls**	**% of calls**	**Total Calls**	**% of calls**
Burning (controlled)	4	1%	12	2%	40	8%	29	6%	16	3%	25	5%
CO False Calls	13	3%	9	2%	10	2%	8	2%	11	2%	17	4%
False Fire Calls	34	7%	50	10%	36	8%	38	8%	42	8%	31	7%
Medical / Resuscitator Calls	233	46%	239	47%	188	39%	200	40%	252	48%	224	45%
Other Response	62	12%	43	8%	32	7%	54	11%	30	6%	34	7%
Pre-Fire Conditions / No Fire	14	3%	11	2%	27	6%	19	4%	15	3%	24	4%
Public Hazard	22	4%	22	4%	20	4%	25	5%	49	9%	22	4%
Rescue	63	12%	65	12%	65	14%	61	12%	65	12%	78	14%
Totals	**449**	**88%**	**457**	**87%**	**416**	**88%**	**434**	**88%**	**479**	**91%**	**457**	**90%**


2018-2023 Total Number of Medical Calls By Month- Total 1336
180
160
140
120
100
80
60
40
20
0
97
75
86
113
111
117
154
133
119
111
106
114
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMEBER


2018-2023 Total Number of Medical Calls By Day- Total 1336
250
200
150
100
50
0
Monday, 176
Tuesday, 188
Wednesday, 177
Thursday, 163
Friday, 202
Saturday, 209
Sunday, 221
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
SUNDAY



Summary for 2018-2023 Medical Calls Data

- South Frontenac has had a total of 1336 medical related calls between 2018-2023
- Most medical calls occurred in the month of July and February had the fewest
- Sunday was the busiest day and Thursday the slowest
- 55% of medical calls occurred during 6:30 am to 4:59 pm
- The average for medical calls is 4.3 per week and 18.6 per month
- During the years of 2019-2023, South Frontenac Fire and Rescue responded to 113 vital sign absent (VSA) incidents, and 210 unconscious persons

Worksheet 10 Treatment Options for The Top Risks

When assessing and identifying treatment options, once risk levels have been assigned, fire departments can determine how best to treat each risk, and the resources required to do so.

TREATMENT OPTIONS

AVOID THE RISK

Avoiding the risk means implementing programs and initiatives to prevent a fire or emergency from happening.

For example, public fire safety education initiatives aim to change people's behaviours so that fires may be prevented, and people react appropriately when fires occur.

MITIGATE THE RISK

Mitigating the risk means implementing programs and initiatives to reduce the probability and/or consequence of a fire or emergency. For example, a routine Fire Code inspection and enforcement program to ensure Fire Code compliance helps to reduce the probability and consequence of a fire.

A pre-planning program involving fire suppression crews allows the fire department to gain knowledge about specific buildings in the community and their contents, fuel load, fire protection systems, etc. This information can be provided to the fire inspection staff who can ensure the building is compliant with the Fire Code. It can also assist suppression crews to plan fire suppression operations should a fire occur in a building. These activities can reduce the probability and consequence of a fire.

ACCEPT THE RISK

Accepting the risk means that after identifying and prioritizing a risk, the fire department determines that no specific programs or initiatives will be implemented to address this risk. In this treatment option, the fire department accepts that the potential risk might happen and will respond if it occurs.

For example, typically fire departments do not implement programs to prevent motor vehicle collisions. It is generally accepted, however, that collisions will happen and that the fire department will respond when they do. Similarly, environmental hazards (e.g., ice storms) and medical calls cannot be prevented by a fire department program or initiative, yet fire departments typically respond when these emergencies occur.

When accepting risks, fire departments should consider their capacity (i.e., equipment, personnel, training, etc.) to respond.

TRANSFER THE RISK

Transferring the risk means the fire department transfers the impact and/or management of the risk to another organization or body. Contracting public fire safety education, Fire Code inspection and enforcement, or emergency response services to a neighbouring municipality or another organization are examples of transferring the management of risks to another body. A community may enter into a fire protection agreement with a neighbouring community with respect to any, or all, of the Three Lines of Defence.

SETTING THE TYPE AND LEVEL OF FIRE PROTECTION SERVICES

When setting the type and level of fire protection services, all Three Lines of Defence should be considered in terms of the impact each will have on the probability or consequence of the identified risks. Once fire departments have determined the preferred treatment option for each risk, they can plan and implement activities that address those risks. Things to consider include the fire department's current resources, staffing levels, training, equipment, and authority versus those that may be required to implement the preferred treatment options.

After considering these issues, the preferred treatment option (avoid, mitigate, accept, or transfer the risk) can be noted in the *Preferred Treatment Option* column of worksheet 10.

Fire departments should also ensure that operational policies and SOGs address the levels of service and activities required to address each risk. This includes setting goals and objectives and determining resources, training, equipment, activities, and programs required across each of the Three Lines of Defence.

The process of making informed decisions about the provision of fire protection services should include careful consideration of the following:

- Implementation of public fire safety education, Fire Code inspections and enforcement, and emergency response activities that are appropriate to address the causes, behaviours, or issues associated with identified risks.
- Capabilities and capacity of the fire department (e.g., financial, and staffing resources, training, equipment, authority, etc.) that may be required to implement preferred treatment options.
- Strategic partners with common interests, available resources, or skill sets that could assist in addressing risks using the applicable risk assessment profiles.
- Establishment & Regulation of By-laws, operational policies, and standard operating guidelines that reflect the fire protection services to be provided to address the identified risks.
- Establishment of goals and objectives, strategies, timelines, and evaluation for the proposed fire protection services to be provided.
- Communication with municipal council and the public to outline the types and levels of fire protection services that will be provided.

TREATMENT OPTIONS FOR THE TOP RISKS

Treatment Options for The Top Risks

Profile - Risk	Top Risk- Issue / Concern	Recommended Treatment Options
GEOGRAPHIC PROFILE		
Multiple Bodies of Water	Water and Ice Rescues Boat Fires Island Fires	Accept Risk - Maintain ice & water rescue program.
Highways / Roadways	The extensive rural road network results in accidents due to careless driving, weather conditions, or contact with wildlife.	Accept Risk – Maintain and update extrication rescue training & road safety protocols on an ongoing basis. Update replacement plan for rescue equipment.
Provincial Park / Recreational Trails	The park and trails result in search and rescue and interior wildfires including islands. Currently search and rescue is a service provided however not endorsed by Council.	Avoid and Mitigate Risk – Promote public education at entrances to trails and park. Update the Establishing and Regulating by-law to allow for equipment and training for specialized search and rescue.
Dry Hydrants	Dry Hydrants are used to source water during fires. Currently the township has 8 dry hydrants, and additional dry hydrants would improve water supply and insurance rates.	Mitigate Risk - Work with Fire Underwriters Survey to develop a long-term plan for strategic placement of dry fire hydrants to increase firefighting capacity and improve insurance rating for citizens.
Water Access only Properties	The municipality has 300 water access only properties that may not be reachable in the winter months.	Mitigate Risk – Look for opportunities to access an all-season transportation method capable of accessing all properties year round.
Open Mines	Currently the municipality has 141 mines and no rescue capabilities.	Mitigate Risk – Develop an inspection program to promote against unauthorized access. Explore opportunities to enter into automatic aid agreements with the City of Kingston to provide technical rescue response.
Rural Long Laneways	The municipality has several long laneways that make firefighting a challenge due to limited access.	Mitigate Risk - A long laneway program to be developed and implemented to identify long laneways and assist fire services in planning water supply for firefighting operations.
BUILDING STOCK		
50 Assembly Buildings	Fire Inspection and enforcement. Currently the municipality does not have a formal inspection program.	Mitigate Risk – Develop an inspection program to achieve minimal compliance with NFPA 1730 Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigations and Public Education Operations.
5227 Residential Homes 2932 Season Properties 78 Multi-unit Residential 1 Motel 45 Mobile Homes	Fire Lack of smoke and carbon monoxide alarms, and home escape plans.	Avoid and Mitigate Risk – Develop public education on preventative maintenance due to design/construction/maintenance deficiencies, mechanical/electrical fires, and

52 Mixed-Use	Currently the municipality does not have a formal public education program.	misuse of ignition source/materials first ignited.
81 Industrial/Commercial Buildings	Fires Currently the municipality does not have a formal inspection program.	Avoid and Mitigate Risk – Develop an inspection program to achieve minimal compliance with NFPA 1730 Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigations and Public Education Operations.
1379 Farms	Fire Currently the municipality does not have a formal public education program.	Avoid and Mitigate Risk – Develop public education on preventative maintenance due to design/construction/maintenance deficiencies, mechanical/electrical fires, and misuse of ignition source/materials first ignited.
DEMOGRAPHIC PROFILE		
Seniors' population	Fire Seniors are considered to represent one of the highest fire risk groups across the province based on residential fire death rate.	Avoid and Mitigate Risk – Develop public education opportunities at association meetings, community groups and during fire prevention week.
School Children	Fire Children are considered to represent the second highest fire risk group across the province based on residential fire death rate.	Avoid and Mitigate Risk – Develop public education opportunities at schools providing education programming defined in the Ontario school curriculum and NFPA 1730 Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigations and Public Education Operations.
Transient and seasonal population	Fire South Frontenac has an annual influx of seasonal residents/tourists during the summer. An increase in residents leads to an increased traffic accidents, fires, and medical emergencies.	Avoid and Mitigate Risk – Develop public education opportunities through tax inserts, presentations to cottage/lake associations and community groups, and increase safety messaging through electronic road signs.
HAZARDS PROFILE		
Wildland Fires	Fire Potential loss of lives, structures, and crops.	Mitigate and Transfer – Develop a wildland firefighting mitigation plan. Use of MNR Forestry Firefighting Division when incidents exceed our capabilities.
Snowstorms	Historical extreme weather events in our region each year. Potential for road closures and people becoming isolated.	Accept Risk – Although these cannot be avoided, they can, in most cases, be predicted, which will allow for public awareness through media releases. Promote the need for families to prepare for 72-hours of self preservation.
Tornado	Power interruptions/disruptions in communications, delay access, fires.	Accept Risk – Although these cannot be avoided, they can, in most cases, be

		predicted, which will allow for public awareness through media releases. Promote the need for families to prepare for 72-hours of self preservation.
Technical Rescue	SFFR currently does not provide technical rescue for low and high angle rope rescue, confined space rescue, and trench rescue.	Mitigate Risk – Explore opportunities to enter into automatic aid agreements with the City of Kingston to provide technical rescue incident response. Explore feasibility of a low angle rope rescue.
Farm Rescue	SFFR does perform farm equipment entrapment rescue however requires a formal training program.	Mitigate Risk – Develop a farm rescue training program.
PUBLIC SAFETY PROFILE		
Daytime staffing capabilities.	Staffing levels are often low during the day resulting in multiple station and mutual aid responses.	Mitigate Risk – Review staffing challenges and opportunities as part of the Master Fire Plan project.
Mutual Aid and Auto Aid Agreements	Currently there is a mutual aid response agreement with KFLA fire departments and an automatic aid agreement with Central Frontenac.	Mitigate Risk - Review the opportunity for Mutual Aid or Auto Aid agreements with neighbouring municipalities where neighbouring departments may have a quicker response time to service residents of South Frontenac.
CRITICAL INFRASTRCTURE PROFILE		
Telecommunications / Infrastructure Failure	Loss of land and cell phone coverage. Loss of radio broadcasting systems and internet.	Accept Risk – Although these cannot be avoided, they can, in most cases, be predicted, which will allow for public awareness through media releases. Promote the need for families to prepare for 72-hours of self preservation.
Two-way radio communications.	The radio communication towers (2) have older equipment increasing the risk of loss of coverage	Mitigate Risk – Assess opportunities for replacement or upgrade of existing communications equipment
Human health emergencies- Pandemic	Delayed responses due to demands for assistance.	Accept Risk – Work with local service authorities in relation to public education initiatives and communications.
Power Outage	Accept Risk – Loss of power will adversely affect all forms of daily life. Business, schools, industries, residents, municipal government, and emergency services all rely heavily on power.	Accept and Mitigate Risk – Equip key municipal facilities with emergency power. Work with community groups to develop mitigation strategies during extended outages for citizens who rely on power for oxygen and farmers who require power for operations.
Hazardous Materials - Transportation Incident	Currently firefighters are trained to HAZMAT awareness level to establish perimeters around incidents.	Mitigate Risk – Explore opportunities to enter into automatic aid agreements with the City of Kingston to provide operations level HAZMAT incident response.

5. Public Education Programs

Currently, no formal public education program has been introduced in South Frontenac. Ideally South Frontenac Fire would educate the public on fire prevention and life safety through public education and community engagement programs.

Activities would include seasonal fire prevention messaging and Agency activities designed to target specific behaviours that may lead to injury or death by fire.

A public education program should be developed prioritizing the analyzed fire losses using historical response data, occupancy types and demographic information provided in this assessment. The applicable trends would be used to form part of the fire prevention program planned fire loss reduction goals.

PRE-SCHOOL FIRE SAFETY PROGRAM / DAYCARE VISITS

South Frontenac Firefighters attend daycares upon request so the young youngest community members may meet the firefighters and learn about community helpers & basic fire survival skills.

SCHOOL FIRE SAFETY PROGRAM

Currently firefighters attend schools upon request and provide a meet and greet however there is not a formal educational component following NFPA Standards for School Education and the Ontario school curriculum. A consistent, measurable school fire safety program is recommended.

TAPP-C PROGRAM

The TAPP-C Program addresses juvenile fire setting in children ages two to seventeen. It is a collaborative program working towards eliminating dangerous fire setting behaviours. Currently only the Chief is trained to work with police, school boards and mental health services for juvenile fire starters.

SMOKE ALARM PROGRAM

Formal smoke and carbon monoxide alarm programs are required as the minimum level of service to residents as mandated in the Fire Protection and Prevention Act. Our current program consists of providing a smoke or CO alarm when we attend a residence and there is not a functional alarm present.

MUTUAL AID FIRE PREVENTION COMMITTEE

South Frontenac Fire & Rescue participates in the KFLA Fire Prevention Committee in collaboration with fire prevention staff from ten area fire departments.

FIRE PREVENTION WEEK

As part of Fire Prevention Week, SFFR shares information on social medial and invites the public to attend an open house at some of the fire stations.

STATION TOURS

Currently there is not a format for station tours.

PUBLIC RELATIONS EVENTS

South Frontenac Fire department attends numerous events throughout the community to interact with the public and distribute fire prevention materials. In 2023, SFFR attended over 40 events. This ranges from Fire prevention Week to car shows and social events.

6. Community Risk Reduction Planning

Once the Community Risk Assessment is completed and all risks identified, then begins the process of developing a Community Risk Reduction Plan (CRRP). When properly applied, the CRRP coordinates emergency operations with prevention and mitigation efforts throughout the community and at the fire station level. Involvement of the personnel in the fire stations is critical for both gathering local risk data and performing activities necessary to implement the CRRP.

Aside from the main benefits to the community, a CRRP can contribute positive impacts on the fire department. The CRRP improves firefighters and emergency responder safety and occupational health, along with reducing line-of-duty deaths.

In addition to firefighter safety, there are several other reasons why departments should begin the process of developing a CRRP.

These reasons include:

- The presence of new and emerging hazards.
- Declining budgets among fire departments and local governments – thereby better allocation of resources.
- Rapidly changing community demographics.
- Engagement of members of the community.
- Remaining underserved high-risk residents.
- Avoiding the potential ramifications of hazards that were ignored or not fully addressed.
- Better defining the fire department’s purpose and value within the community, beyond just fighting fires.

A CRRP is not just for fire prevention to be responsible; it is to include all members of the fire department participation. There are six steps in the development of a CRRP, two steps of which were identified and completed with the CRA (Identifying Risks and Prioritizing Risks).

SIX STEPS OF CRRP

1 2 Identification and Prioritization

Upon the completion of the CRA, in which the various community risks were identified and the priorities determined, the results should all have been documented for use in the remaining planning process. The document does not need to be complex or complicated, but in clear and concise format that enables the reader to understand the risks and those that should have the highest priority.
During this process consider the following:

- Why and how the risk occurs and, in some cases, when.
- Who, does the risk affect the most and why?
- How is the community and the fire department affected by the risk?
- What about this risk ranks it higher than others?

3 Develop Mitigation Strategies & Tactics

This requires input with a variety of individuals involved, including those most affected by the risk. Stakeholder involvement is paramount and should always be included in some of the decision-making processes. It will necessitate decisions to determine what tactics and strategies will be necessary to prevent and/or mitigate those risks with the highest priority.

During the development of the plan, there are five elements that should be included:

- ***Education***: Determining the appropriate type and mix of educational messaging necessary to inform the public and effect behavioural change. More encompassing education through different mediums of social media.
- ***Enforcement***: Identifying whether stronger enforcement is necessary or if newer codes and standards need adoption. Notification of the public on successful convictions through the justice system.
- ***Engineering*** – Determine whether there are engineering or technological solutions to address the identified risk(s).
- ***Emergency Response*** – Changes to the emergency response protocols, SOGs, SOPs, and policies to better meet a specific risk or need. This may require additional resources such as stations, apparatus, equipment, staffing, and/or enhanced levels of training.
- ***Economic Incentive*** – Identifying whether financial incentives will improve compliance or help increase awareness of community needs.

4 Prepare the CRRP

Once the risks are identified and prioritized, and strategies and tactics determined for prevention and mitigation, it will be necessary to develop a written plan.

5 Implementation of the CRRP

The implementation of the completed CRRP usually involves several steps. The process should include timelines, which can be quick and focused or slow and methodical. The implementation may rely on the fire department, community partners, or a combination of both.

6 Monitor the Progress, Evaluate Your Findings & Modify the CRRP

The final step involves monitoring and evaluating the effectiveness of the plan and adjusting as necessary. This will enable the organization to determine if they are achieving their desired goals and/or if the plan is having an impact. Ongoing monitoring allows for plan modifications in a timely manner.

The CRRP is a gateway to the reinvention of the fire service culture. It requires buy in from Council along with visionary, strong leadership to champion needed change and to navigate the process. By having a successful CRRP will bring additional resources to the effort through partnerships within the fire department as well as the community it serves. The community- based approach increases public safety because of the collective work within the community to understand, assess, and provide inclusive solutions to community safety issues.

END OF CRA REPORT

Township of South Frontenac
Staff Report

To:	**Council**
From:	**Office of the Clerk**
Date of Meeting:	**February 3, 2026**
Subject:	**Election Sign By-law**
Report Number:	**2026-012**

Summary

The purpose of the Report is to provide Council with background information necessary for the consideration of the proposed Election Sign By-law, attached to the Report as Exhibit A.

Recommendation

That Council approve the proposed Election Sign By-law and associated administrative amendments to By-law Number 2000-01;

That By-law Number 2026-05, attached to Report Number 2026-012 as Exhibit A, being "A By-Law to Regulate Election Signs in the Township of South Frontenac" and By-law Number 2026-06, attached to Report Number 2026-012 as Exhibit B, being "A By-law to Amend By-law Number 2000-01 be given first and second reading;

That By-law 2026-05 ad By-law 2026-06 be presented to Council for third reading.

Background

Election signs within the Township of South Frontenac are currently governed by By-law Number 2000-01, A By-law to regulate the use of and traffic, parking and stopping on highways and bridges under the jurisdiction of the council of the Corporation of the Township of South of Frontenac, pursuant to the Municipal Act, R.S.O. 1990, Chapter M.45, as amended.

By-law Number 2000-01 briefly references election signs as follows:

> "5.2. Free temporary signs may be erected without permission or fee under the following conditions:
>
> (a) Such signs include:
>
> … -election signs, placed for, or on behalf of, a candidate or political party;…"and

8.c.3. Free temporary signs may be erected without permission or fee under the following conditions:

(i) Free temporary signs include:

… Election signs, placed for, or on behalf of, a candidate or political party;

Notwithstanding the foregoing, the placement of elections signs is prohibited on Township highways if they block driver sight distances or otherwise create a safety hazard as determined by the Township Superintendent."

Discussion/Analysis

During routine analysis of existing by-laws and policies, staff identified that By-law Number 2000-01 requires update. During very initial discussions regarding the modernization of By-law Number 2000-01, it has been suggested that the various elements governed via By-law Number 2000-01 should be administered moving forward by several standalone, subject specific by-laws. Additionally, it can be argued that it is difficult for both candidates and members of the public to navigate the existing By-law to find election sign regulations. As such, staff recommend that election sign regulations be removed from By-law Number 2000-01 and the proposed Election Sign By-law, attached to the Report as Exhibit A, be approved by Council.

The proposed Election Sign By-law is intended to apply to municipal elections, provincial and federal elections, as well as third-party advertisers. It will maintain the integrity of the voting process by treating both electors and candidates in a fair and consistent fashion. Further, the proposed By-law seeks to limit safety hazards and maintain the visual character of the community.

The implementation of the proposed By-law would lead to greater accountability and would improve By-law provisions to be administered and enforced should contravention occur.

Financial Implications

None.

Relationship to Strategic Plan

☐ Not applicable to this report.

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

- Pillar: 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

Township Solicitor

Attachments

Exhibit A – By-Law Number 2026-05 A By-Law to Regulate Election Signs in the Township of South Frontenac

Exhibit B – By-law Number 2026-06 A By-law to Amend By-law Number 2000-01

Approvals

Submitted By:

James Thompson, Clerk

Approved By:

Louise Fragnito, Chief Administrative Officer

By-Law Number 2026-05

A By-Law to Regulate Election Signs in the Township of South Frontenac

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Whereas subsection 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by By-law; and

Whereas subsection 11 (3), paragraph 7 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes the Corporation of the Township of South Frontenac to pass By-laws respecting signs; and

Whereas section 23.2 of the *Municipal Act, 2001,* S.O. 2001, c. 25, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers; and

Whereas subsection 63 (1) of the *Municipal Act, 2001,* S.O. 2001, c. 25, as amended, provides that a By-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing any object placed or standing on or near a highway; and

Whereas section 425 of the *Municipal Act, 2001,* S.O. 2001, c. 25, as amended, establishes that any person who contravenes any By-law of The Corporation of the Township of South Frontenac is guilty of an offence; and

Whereas section 429 of the *Municipal Act, 2001,* S.O. 2001, c. 25, as amended, provides that a municipality may establish a system of fines for offences under a By-Law of the municipality passed under that Act; and

Whereas section 445 of the *Municipal Act, 2001,* S.O. 2001, c. 25, as amended, provides that a municipality may make an order requiring a person who has contravened a By-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention; and

Whereas the Council of The Corporation of the Township of South Frontenac is of the opinion that the legislative powers under this By-law shall be delegated to the Township Clerk, or their designate; and

Whereas The Corporation of the Township of South Frontenac deems it expedient to pass a By-law to regulate the placement of election signs for federal, provincial and municipal elections and by-elections;

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

1. Application of this By-law

1.1 This By-law applies to all Election Signs Placed within the Township of South Frontenac.

2. Short Title of this By-law

2.1 The short title of this By-law is the “Election Sign By-law”.

3. Administration of this By-law

3.1 The administration of this By-law is hereby delegated to the Township Clerk or their designate.

4. Interpretation of this By-law

4.1 General

In this By-law, the definitions and interpretations set out shall apply, unless unusual circumstances require otherwise as determined by the Township, and any words not specifically defined in this By-law shall carry their dictionary definition.

4.2 Singular and Plural Words and Genders

In this By-law, unless otherwise specifically indicated:

- Words used in the singular number include the plural and vice versa;
- Word variations, for example, Place, Placed, Placement and Placing shall have a similar meaning.

5. Definitions

5.1 With the exception of clause and sub-clause headings, defined terms in this By-law have the first letter capitalized. Words that are defined in sub-clause 5.2 below but appear within this By-law without the first letter capitalized shall have their ordinary and plain dictionary meaning.

5.2 In this By-law the following terms shall have the meaning indicated:

"Act" means the *Municipal Act, 2001,* S.O. 2001, c. 25, as amended.

"Advance Voting Day" means one or more days, held not more than thirty (30) days before Voting Day**,** that are designated by the Township Clerk or relevant official as defined in the Canada Elections Act and the Elections Act (Ontario) for electors to cast ballots prior to Voting Day.

"Billboard Election Sign" means an outdoor sign erected and maintained by a Person engaged in the sale or rental of the space on the Billboard Election Sign to a Candidate or Registered Third Party for the purposes of advertising, promoting, opposing or taking a position with respect to any Candidate or political party, or influencing electors to vote for or against an issue associated with a Candidate or political party, or influencing electors to vote for or against any Candidate or any question, law or by-law submitted to the electors.

"Boulevard" means the portion of a Street which is not used as a Sidewalk, driveway access, Travelled Roadway, shoulder, Median Strip or Traffic Island.

"By-Election" means any Election other than a regular Election in the case of a municipal Election or a general Election in the case of a provincial or federal Election.

"Campaign Office" means a building or structure, or part of a building or structure, used by a Candidate or an agent of a Candidate or by a Registered Third Party or an agent of a Registered Third Party as part of an Election campaign and where a Candidate's or Registered Third Party's campaign staff is normally present and the public may enter to obtain information regarding the Candidate or Registered Third Party.

"Campaign Office Election Sign" means any sign Placed on a Campaign Office which only displays the name of a Candidate in a municipal Election, or the name of a Candidate and / or the name and / or logo of a political party in a federal or provincial Election, or the name of a Registered Third Party in a municipal Election, and the location of a Candidate's or Registered Third Party's Campaign Office, and contains no other message.

"Canada Elections Act" means the federal statute cited as the *Canada Elections Act*, S. C. 2000, c.9, as amended.

"Candidate" means a person who has been nominated to run in a municipal, provincial or federal Election, and shall be deemed to include a Registered Third Party seeking to influence electors to vote for or against any Candidate or any question or by-law submitted to the electors under section 8 of the Municipal Elections Act, 1996.

"Township" means The Corporation of the Township of South Frontenac.

"Township Clerk" means the Clerk of the Township of South Frontenac or a person designated by them for the purpose of this By-law.

"Election" means a general federal or provincial Election or a regular municipal Election and any question or by-law submitted to the electors and includes an Election to a Local Board or commission.

"Election Act" means the provincial statute cited as the *Election Act*, R. S. O. 1990, c.E.6, as amended.

"Election Sign" means any image, words, sign, picture, device, notice or visual medium, or any combination thereof, including, without limitation, any poster, placard, bulletin and banner which:

(i) advertises, promotes, opposes or takes a position with respect to any Candidate or political party in a federal, provincial or municipal Election or By-Election, including an Election of a Local Board or commission; or

(ii) is intended to influence electors to vote for or against an issue associated with a Candidate or political party in a federal, provincial or municipal Election or By-Election; or

(iii) is intended to influence electors to vote for or against any Candidate or any question, law or by-law submitted to the electors under the *Canada Elections Act,* the *Election Act* (Ontario), or section 8 of the *Municipal Elections Act, 1996*.

For the purposes of clarification, an Election Sign does not include any Election campaign literature (e.g. pamphlets and brochures) but does include a Billboard Election Sign, Campaign Office Election Sign, Third Party Advertisement and Vehicle Election Sign.

"Electoral District" means the geographic area represented by a member of a municipal council or a school board.

"Local Board" means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof.

"Median Strip" means that portion of a Street so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by means of a physical barrier or a raised or depressed paved or unpaved separation area that is not intended to allow crossing vehicular movement and includes a central island in a roundabout, cul-de-sac or similar arrangement.

"Municipal Elections Act, 1996" means the provincial statute cited as the *Municipal Elections Act, 1996*, S. O. 1996, c.32, as amended.

“Nomination Day” for a regular municipal Election means the deadline to file a nomination with the Township Clerk under the Municipal Elections Act, 1996, as amended, In the case of a municipal By-Election, the Township Clerk shall fix the date of Nomination Day in accordance with the provisions of sub-section 65 (4) 1. of the Municipal Elections Act, 1996.

“Person” means, but is not limited to, an individual, business, firm, corporation, unincorporated business, trade union, partnership, or association, and includes a Registered Third Party.

“Place” means to attach, install, erect, build, construct, reconstruct, move, display or affix. Placed, Placement and Placing shall have a similar meaning.

“Public Property” means property owned by or under the control of the Township, any of its agencies, Local Boards or commissions, including highways and Streets, and shall be deemed to include public utilities facilities, regardless of whether the Public Utility Poles are owned by or under the control of the Township and shall also be deemed to include, benches, municipal garbage containers or other structures located on a Street regardless of whether the shelters, containers or structures are owned by the Township. Property owned by the Township and leased to another Person shall not be deemed to be Public Property.

“Public Utility Pole” means a pole owned or controlled by an entity which provides a municipal or public utility service..

“Registered Third Party” or **“Third Party Advertiser”** means one of the following whose notice of registration has been certified by the Township Clerk pursuant to section 88.6 of the Municipal Elections Act, 1996:

(a) An individual who is normally a resident in Ontario; or

(b) A corporation that carries on business in Ontario; or

(c) A Trade Union that holds bargaining rights for employees in Ontario.

“Sidewalk” means that portion of a Street with a surface that is improved and designed or ordinarily used for the use of pedestrians and shall include a multi-use path.

“Sight Triangle” means the triangular space formed by the Travelled Roadways of the Streets abutting a corner lot and a line drawn from a point in one Travelled Roadway to a point in the other Travelled Roadway, each such point being 5.0 m (16.5 ft.) from the point of intersection of the Travelled Roadways (measured along the curb lines or edge of pavement). Where the two Travelled Roadways do not intersect at a point, the point of intersection of the Travelled Roadways shall be deemed to be the intersection of the projection of the curb lines or edge of pavement.

“Street” means the allowance for a public road and includes the travelled and untraveled portions of the Street, including the Median Strips, Traffic Islands, shoulders, Boulevards and Sidewalks.

"Third Party Advertisement" means a sign or advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a Candidate in a municipal Election or an Election of a Local Board or commission, or intended to influence persons to vote for or against any Candidate or any question or by-law submitted to the electors under section 8 of the Municipal Elections Act, 1996, and which has been Placed without the authorization, direction or involvement of a Candidate.

"Trade Union" means a Trade Union as defined in the federal *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

"Traffic Island" means a small, raised area in the middle of a Street that provides a safe place for pedestrians to stand and marks a division between two or more opposing streams of traffic.

"Travelled Roadway" means that portion of a Street that is designed or ordinarily used for vehicular traffic and delineated by the curb line or the edge of pavement.

"Vehicle Election Sign" means any form of Election Sign displayed in or on a vehicle, including a vehicle wrap.

"Voting Day" means the day on which the final vote is to be taken in an Election or By-Election.

"Voting Place" means the location(s) where electors cast their ballots as approved by the federal, provincial, or municipal Election officials and includes the entire property and all the boundaries associated with it, including any abutting Streets, when such Voting Place is located within a public or private premises and shall also include the common elements when the Voting Place is located within a private premises.

"Writ of Election" means the date as defined in the *Canada Elections Act* and the *Elections Act* (Ontario).

6. Candidate or Registered Third Party Responsible for Election Signs

6.1 The Candidate or the Registered Third Party, as the case may be, to whom an Election Sign relates shall be responsible for the Placing, removal and maintenance of the Election Sign and shall ensure that all requirements of this By-law are met.

7. General Provisions

7.1 No Person shall Place or permit to be Placed an Election Sign within the limits of the Township, except in accordance with this By-law and all applicable legislation.

7.2 This By-law shall not apply to signs Placed by the Township or the provincial or federal governments to provide information concerning an Election or By-Election or any part of an Election or By-Election process.

7.3 No Person shall Place or permit to be Placed an Election Sign on Public Property including a Street, save and except a Boulevard, provided that an Election Sign on a Boulevard is placed 1.5. metres from the improved section of street allowance and site triangles are not impacted.

7.4 No Person shall Place or permit to be Placed an Election Sign on any object or structure that is located within the limits of a Street allowance, including, but not limited to: a Public Utility Pole; a light standard; a traffic control sign or signal; a guardrail or other form of traffic safety structure or facility; a bus shelter; a community mailbox; a bridge; a trestle; a hydrant; a fence; or a tree.

7.5 For a municipal Election, no Person shall Place or permit to be Placed an Election Sign outside of the boundaries of the Electoral District(s) where the Candidate is running for office.

7.6 No Person shall Place or permit to be Placed an Election Sign on, in, or within 50.0 m (164 ft.) of a Voting Place or a place where the administration of Election processes are conducted on Advance Voting Day or Voting Day.

7.7 No Person shall Place or permit to be Placed an Election Sign on private property without permission or consent of the owner or occupant of the property.

7.8 No Person shall pull down or remove an Election Sign without the consent of the Candidate or Registered Third Party to whom the Election Sign relates or the owner or occupant of the property on which the Election Sign was Placed, except as otherwise provided for by this By-law.

7.9 No Person shall deface or willfully cause damage to an Election Sign.

7.10 No Candidate or Third Party Advertiser, as the case may be, to whom an Election Sign relates shall permit an Election Sign to be left in a state of disrepair.

7.11 No Person shall Place or permit to be Placed an Election Sign on private property that:

7.11.1 is illuminated, has flashing lights, or rotating parts;

7.11.2 measures more than 1.0 m (3.25 ft.) by 2.0 m (6.5 ft.) and has a height that is more than 2.15 m (7.0 ft.) above the ground;

7.11.3 obstructs, impedes or interferes with any fire escape, fire exit door, window, skylight, flue, air intake or exhaust, or any means of access by a firefighter to any part of a building or fire hydrant;

7.11.4 impedes, hinders or prevents parking by vehicles on private lands;

7.11.5 impedes or obstructs the passage of pedestrians where they are reasonably expected to walk;

7.11.6 interferes with the safe operation of vehicular traffic or the safety of pedestrians, including the visibility of warning devices and traffic signals; and

7.11.7 impedes or obstructs Township maintenance operations.

7.12 Sub-clauses 7.11.1 and 7.11.2 of this By-law shall not apply to Campaign Office Election Signs, Billboard Election Signs or specified Vehicle Election Signs (i.e. vehicle wrap).

7.13 Except for a sign Placed pursuant to sub-clause 7.2 of this By-law, no Person shall Place or permit to be Placed on any Election Sign a logo, trademark, crest or official mark, in whole or in part, owned or licensed by the Township.

8. No Sign Permit, No Permit Fee

8.1 Notwithstanding any other By-law of the Township to the contrary, no fee shall be charged by the Township and no permit shall be required in order to Place an Election Sign in accordance with this By-law.

9. Timing for the Placement and Removal of Election Signs

Placement of Election Signs

9.1 No Person shall Place or permit to be Placed any Election Sign for a federal or provincial Election or By-Election prior to the day the Writ of Election is issued.

9.2 No Person shall Place or permit to be Placed any Election Sign for a municipal Election or By-Election until a Candidate has filed their nomination papers to the satisfaction of the Township Clerk and paid the required filing fee.

9.3 Campaign Office Election Signs may be Placed once a Candidate has filed their nomination papers to the satisfaction of the Township Clerk and paid the required filing fee or a Registered Third Party has registered to the satisfaction of the Township Clerk.

Removal of Election Signs

9.4 All Election Signs shall be removed within ninety-six (96) hours of the day on which the Election or By-Election is held.

9.5 Where an Election Sign has been Placed on private property, it is the responsibility of the owner or occupant of the property to ensure that the Election Sign(s) is removed within the required time frame.

10. Election Signs Not Permitted Abutting Cemeteries

10.1 No Person shall Place or permit to be Placed an Election Sign on a cemetery or on any property that is abutting a cemetery.

11. Special Provisions for Vehicle Election Signs

11.1 No Person shall Place or permit to be Placed a Vehicle Election Sign except in accordance with the provisions of this By-law.

11.2 No Vehicle Election Sign shall be Placed on Public Property (other than a Street).

11.3 Notwithstanding sub-clause 11.2 of this By-law, a Vehicle Election Sign may be Placed by a Candidate or Registered Third Party on or in a vehicle while such vehicle is in use on any Street in the Township in accordance with all applicable laws and by-laws.

11.4 On Advance Voting Day and Voting Day, no Person shall Place or permit to be Placed a Vehicle Election Sign on a Voting Place or a place where the administration of Election processes are conducted or within 50.0 m (164.0 ft.) of a Voting Place or a place where the administration of Election processes are conducted.

12. Special Provisions for Campaign Office Election Signs

12.1 Campaign Office Election Signs may be Placed once a Candidate has filed their nomination papers with the Township Clerk and paid the required filing fee or a Registered Third Party has registered with the Township Clerk.

12.2 Campaign Office Election Signs Placed pursuant to sub-clause 12.1 of this By-law shall only display:

(a) the name of a Candidate in a municipal Election or By-Election; or

(b) the name of a Candidate and the name and / or logo of a political party in a federal or provincial Election or By-Election; or

(c) the name of a Registered Third Party in a municipal Election or By-Election; and

(d) the location of a Candidate’s or Registered Third Party’s Campaign Office;

and shall contain no other message.

12.3 A Candidate or Registered Third Party shall designate only one building or part thereof in the Township as the Campaign Office where the Election Signs are to be Placed and must advise the Township Clerk, in writing, of the address of the Campaign Office prior to Placing any Campaign Office Election Signs pursuant to sub-clause 12.1 of this By-law.

12.4 Other Election Signs may be Placed on the Campaign Office property in accordance with sub-clauses 9.1 and 9.2 and Clause 14 of this By-law and all other applicable regulations respecting Election Signs.

13. Special Provisions for Third Party Advertisements

13.1 A Third Party Advertiser must be registered to the satisfaction of the Township Clerk prior to Placing any Election Signs.

13.2 Third Party Advertisements shall contain valid and up-to-date contact information, including the name of the Registered Third Party, the municipality where the Registered Third Party is registered, and a telephone number, mailing address or e-mail address at which the Registered Third Party may be contacted, in order to identify at least one individual responsible for the Placing of the Third Party Advertisements including any Election Sign(s).

14. Election Signs on Private Property

14.1 The Placement of Election Signs on Private Property shall be subject to Section 7. And Section 9. of this By-law.

14.2 No more than two (2) Election Signs per Candidate or Registered Third Party shall be Placed on each Street frontage of a residential property.

14.3 No more than two (2) Election Signs per Candidate or Registered Third Party shall be Placed on each Street frontage of a non-residential property.

14.4 In accordance with section 88.2 of the *Municipal Elections Act, 1996*, as amended, owners or tenants in an apartment building, condominium building, non-profit housing co-operative or a gated community may Place Election Signs on the premises that they own or lease subject to any reasonable restrictions on the size or type of Election Sign that may be established by the landlord, property manager, co-operative or condominium corporation.

14.5 Election Signs Placed on private property shall not interfere with the safe operation of motor vehicular traffic, cyclists and the safety of pedestrians, and shall not obstruct visibility or sightlines.

14.6 No Person shall Place or permit to be Placed an Election Sign on private property that overhangs a public Sidewalk or that is near a public Sidewalk in any manner that may interfere with or obstruct the normal flow of pedestrian traffic.

15. Removal of Unlawful Election Signs

15.1 Where an Election Sign has been Placed in contravention of any provision of this By-law, a Provincial Offences Officer, Municipal Law Enforcement Officer, or any other individual designated by the Township Clerk may cause the Election Sign to be removed immediately without notice or compensation and / or take any further action as provided within this By-law.

15.2 Election Signs that pose any risk to the health and safety of pedestrians, cyclists or motorists shall be removed without notice or compensation.

15.3 On Advance Voting Day and Voting Day, unlawful Election Signs may be removed without notice or compensation by a Provincial Offences Officer or any other individual designated by the Township Clerk.

15.4 Any Election Sign that has been removed by the Township and stored for more than thirty (30) days may be destroyed or otherwise disposed of by the Township without notice and without compensation.

15.5 A Provincial Offences Officer, Municipal Law Enforcement Officer, or any other individual designated by the Township Clerk may remove and impound any vehicle that is parked or left contrary to Section 11.4. of this By-law. These actions shall be at the expense of the owner of the vehicle.

16. Offence and Penalty Provisions

16.1 Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine of not more than Ten Thousand Dollars ($10,000) for a first offence and not more than Twenty-Five Thousand Dollars ($25,000) for any subsequent offence.

16.2 If this By-law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

16.3 No Person shall prevent, hinder or interfere or attempt to prevent, hinder or interfere with a Provincial Offences Officer or any other individual designated by the Township Clerk in the exercise of a power or the performance of a duty under this By-law.

17. Liability for Damages

17.1 The provisions of this By-law shall not be construed as relieving or limiting the responsibility or liability of any Person Placing or owning any Election Sign for personal injury or property damage resulting from the Placing of such Election Sign or resulting from the negligence or willful acts of such Person, or his or her agents or employees, in the construction, Placing, maintenance, repair or removal of such Election Sign.

18. Conflict

18.1 If a provision of this By-law is in conflict with a provision of any applicable act, regulation or other by-law, the provision that establishes the higher or more restrictive standard shall apply.

19. Severability Clause

19.1 If a court of competent jurisdiction declares any provision, or any part of a provision of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every other provision of this By-law shall continue in full force and effect unless the court makes an order to the contrary.

20. Effective Date

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

Given First and Second Readings: Tuesday, February 3, 2026

Given Third Reading and Passed: Tuesday, February 3, 2026

_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor

By-Law Number 2026-06

A By-Law To Amend By-Law 2000-01, "A By-law to regulate the use of and traffic, parking and stopping on highways and bridges under the jurisdiction of the council of the Corporation of the Township of South of Frontenac, pursuant to the Municipal Act, R.S.O. 1990, Chapter M.45, as amended"

Whereas Council desires to update By-law 2000-01, As Amended;

Now Therefore the Corporation of the Township of South Frontenac hereby enacts as follows:

1. By-Law 2001-01, " A By-law to regulate the use of and traffic, parking and stopping on highways and bridges under the jurisdiction of the council of the Corporation of the Township of South of Frontenac, pursuant to the Municipal Act, R.S.O. 1990, Chapter M.45, as amended" is hereby amended as follows:

   That the following phrase outlined in Section 5.(2).(a) be deleted in its entirety:

   "-election signs, placed for, or on behalf of, a candidate or political party;"; and

   That Section 8.(c).(i).(3) be deleted in its entirety.

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

Given First and Second Readings: Tuesday, February 3, 2026

Given Third Reading and Passed: Tuesday, February 3, 2026

_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor

Township of South Frontenac
Staff Report

To:	**Council**
From:	**Office of the Clerk**
Date of Meeting:	**February 3, 2026**
Subject:	**Assume and Dedicate Lands as Public Highway – Hinchinbrooke Road**
Report Number:	**2026-004**

Summary

This report is to request that Council approve a by-law to assume and dedicate land as a public highway as a result of road improvements completed to realign the intersection at Desert Lake Road.

Recommendation

That Council approve By-law 2026-03 to dedicate land as public highway;

That By-law 2026-03, attached to Report Number 2026-004, as Exhibit A, being a By-law to Assume as Common and Public Highway Certain Lands in the Township of South Frontenac, Pursuant to Section 31(6) of the Municipal Act, 2001, be given first and second reading; and

That By-law 2026-03 be presented to Council for third reading.

Discussion/Analysis

In September 2025, Council received Report 2025-124 which provided information regarding the land transfers that resulted from the project to realign Hinchinbrooke Road at the intersection of Desert Lake Road. At that meeting, Council approved a by-law to stop up, close, and convey land to the adjoining landowners. This by-law has now been registered and the property transfers have been completed.

Pursuant to Section 31(6) of the Municipal Act, 2001, a by-law is required to assume and dedicate the land transferred by the landowners to the Township of South Frontenac as a public highway. This land can be seen as Part 1 and Parts 3 through 6 as shown on Exhibit B.

Financial Implications

Not applicable.

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.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Manager of Engineering and Capital Projects

Attachments

Exhibit A – By-law 2026-03

Exhibit B – Survey Plan 13R-23130

Approvals

Prepared By: Heather Woodland, Deputy Clerk

Submitted By:

James Thompson, Clerk

Approved By:

Louise Fragnito, Chief Administrative Officer

By-Law Number 2026-03

A By-Law to Assume as Common and Public Highway Certain Lands in the Township of South Frontenac, Pursuant to Section 31(6) of the Municipal Act, 2001

Whereas certain lands in the Township of South Frontenac were deeded to the Township of South Frontenac for the purpose of dedicating them to public use as common and public highways;

Whereas Council wishes to enact a by-law for the purpose of dedicating and assuming the lands as part of the public highways to be maintained by the municipality;

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

Those lands herein described are dedicated and assumed as common and public highways.

1. Part Lot 5, Concession 12, Being Parts 3, 4, 5 and 6, Plan 13R23130, Portland, South Frontenac

2. Part Lot 5, Concession 12, Being Part 1, Plan 13R23130, Portland, South Frontenac.

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

Given First and Second Readings: Tuesday, February 3, 2026

Given Third Reading and Passed: Tuesday, February 3, 2026

_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor

SCHEDULE			
PART	LOT	CON.	PART of PIN No.
1	Part of 5	12	36148-0068 (LT)
2			36148-0073 (LT)
3			36148-0066 (LT)
4			
5			
6			

PLAN 13R-23130

Received and deposited

April 12th, 2024

Elizabeth Borrow

Representative for the Land Registrar for the Land Titles Division of Frontenac (No.13)

NOTE A:
EXISTING FENCE CORNER ACCEPTED AS BEST EVIDENCE OF SOUTHEAST CORNER OF PIN 36148-0068. MEASURED 64.97 (64.01 D1) TO FOUND SSIB (OU) AT NORTHEAST CORNER OF PART 1 AND 73.3 (73.46 D1) TO FENCE CORNER AT SOUTHWEST CORNER OF PIN 36148-0068. THE EAST LIMIT OF PART 1 REPRESENTS THE BEST EVIDENCE OF THE FORMER POSITION OF THE WEST LIMIT OF THE TRAVELLED HINCHINBROOKE ROAD.

NOTE B:
PART LIMIT ESTABLISHED 10.06m FROM THE CENTRELINE OF EXISTING TRAVELLED ROAD.

PLAN of SURVEY of
PART of LOT 5, CONCESSION 12
Geographic Township of Portland
TOWNSHIP of SOUTH FRONTENAC
COUNTY of FRONTENAC

SCALE = 1:750

15metres 0 15 30 45 60 75metres

HOPKINS CHITTY LAND SURVEYORS INC.
-2024-

THE INTENDED PLOT SIZE OF THIS PLAN IS 1422MM IN HEIGHT BY 457MM IN WIDTH WHEN PLOTTED AT A SCALE OF 1:750

OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM GPS OBSERVATIONS USING PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 18, NAD83 (CSRS) (2010)
COORDINATES TO RURAL ACCURACY PER SEC. 14(2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP A	4928173.43	367719.37
ORP B	4928156.85	367803.37

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

BEARINGS ARE UTM GRID, DERIVED FROM MULTIPLE REAL TIME KINEMATIC (GPS) OBSERVATIONS FROM MONUMENT "A" TO "B", UTM ZONE 18 (75° WEST LONGITUDE) NAD83 (CSRS) (2010)

FOR BEARING COMPARISONS, A ROTATION OF 1°09'40" CLOCKWISE WAS APPLIED TO BEARINGS ON 13R-9889

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99979752

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

LEGEND:
SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN

□	denotes	Planted Survey Monument
■	"	Found Survey Monument
SIB	"	Standard Iron Bar
SSIB	"	Short Standard Iron Bar
IB	"	Iron Bar
IBø	"	Iron Bar (round)
RB	"	Rock Bar
RPL	"	Rock Plug
(WIT)	"	Witness
(M)	"	Measured
CC	"	Cut Cross
(OU)	"	Origin Unknown
(HP)	"	Hydro Pole
(1352)	"	Brian W. Kerr-O.L.S.
(1407)	"	Grange W. Elliott Ltd.-O.L.S.
(PWF)	"	Post & Wire Fence
(FN1)	"	Field Notes by Ray Hunter dated July, 1975
(D1)	"	Instrument No. FR171094

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

1. This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT, THE LAND TITLES ACT and the REGULATIONS made under them.

2. The SURVEY was completed on the 22nd day of January, 2024.

DATE: FEBRUARY 13, 2024

PHIL W. CHITTY-O.L.S.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-61898

Party Chief: TJ | Instrument: MT | Checked By: PWC | Plan By: RH

HCLS
HOPKINS CHITTY LAND SURVEYORS INC.
Ontario Land Surveyors
www.hopkinschitty.com

1224 GARDINERS ROAD, SUITE 102
KINGSTON, ONTARIO K7P-0G2
Tel (613) 384-9266
Fax (613) 384-3513

PROJECT No. 2022-0741
LOT 5, CONCESSION 12
TOWNSHIP OF PORTLAND

Township of South Frontenac

Staff Report

To: Council

From: Director of Finance & Treasurer

Date of Meeting: February 3, 2026

Subject: 2026 Interim Tax Levy

Report Number: 2026-009

Summary

This report and the attached by-law provide the Township the ability to levy interim property tax amounts to properties within the Township and provides for penalties to be charged on outstanding arrears.

Recommendation

That By-law 2026-04 being a By-law to establish interim property taxes for 2026, be given first and second reading; and

That By-law 2026-04 be given third reading, signed and sealed.

Background

Under Section 290 of the *Municipal Act, 2001*, S.O. 2001, the Council of a local municipality, before having adopted its final tax rate for the year, can pass a by-law to levy interim amounts on the assessment of properties in the local municipality.

Discussion/Analysis

The attached by-law provides for the interim billing of 35% of the prior year's tax levy with a due date of Tuesday, March 31, 2026. Further, the by-law provides for penalties to be charged the 1st of each month on outstanding arrears at a rate of 1.25%.

These amounts are consistent with the provisions of the Municipal Act and are the same rates and timing as in previous years.

Financial Implications

Approval of the interim tax bylaw is required for the Township to levy 35% of the prior year's tax levy. The final billing in June will incorporate the 2026 tax rate driven from the finalized 2026 budget.

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

Not Applicable

Attachments

Exhibit A – By-law 2026-04

Approvals

Submitted By:

Stephanie Kuca, Director of Finance & Treasurer

Approved By:

Louise Fragnito, Chief Administrative Officer

By-Law Number 2026-04

A By-Law to provide for an Interim Tax Levy; Payment of taxes; To provide for penalty and interest of 1.25% on tax arrears per month

Whereas Section 317(1) and (2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that:

1. The Council of a local municipality, before the adoption of the estimates for the year under section 290 of the *Municipal Act, 2001*, may pass a by-law levying amounts on the assessment of the property in the local municipality rateable for local municipality purposes.
2. A by-law for levying amounts under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year.

Whereas sub-section 317(3) of the *Municipal Act, 2001*, contains the following additional rules:

1. The amounts levied on a property shall not exceed the prescribed percentage, or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

Whereas sub-section 317(5) of the *Municipal Act, 2001*, contains the following additional rule:

1. The amounts may be levied on assessment added to the tax roll for the current year that was not on the assessment roll upon which the amounts are levied.

Whereas Section 342 (1)(a) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws providing for the payment of taxes in one amount or by installments and the date or dates in the year for which the taxes are imposed on which the taxes or installments are due.

Whereas Section 345(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any installment by the due date.

Whereas sub-sections 345(2) and (3) of the *Municipal Act, 2001*, contains the following additional rules:

1. A percentage charge, not to exceed 1 ¼ per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as the by-law specifies.

2. Interest charges, not to exceed 1 ¼ per cent each month of the amount of taxes due and unpaid, may be imposed for the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default.

Whereas Section 346(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may pass by-laws to provide for the payment of taxes by any person into a financial institution to the credit of the treasurer of the municipality and, in that case, the person making the payment shall be entitled to be issued a receipt by the institution for the amount paid.

Whereas Council deems it expedient to pass a by-law for such purposes; and

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

1. For all property classes, that an interim tax levy hereby be imposed and levied in the amount of 35% of the total annualized taxes for municipal and school purposes levied on the property in the previous year.

2. For the purposes of calculating the total amount of taxes for the prior year under paragraph 1, the following rules shall also apply:

    a. Taxes for municipal and school purposes levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, shall have an amount added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

    b. In the event that assessment has been added to the tax roll for the current year that was not on the assessment roll in the prior year, the related properties shall have an interim levy imposed and collected.

3. The said interim tax levy shall become due and payable on the 31st day of March 2026.

4. On all taxes of the interim tax levy which are in default on the first day of default, a penalty of 1.25% shall be added and thereafter a penalty of 1.25% per month (15% per annum) shall be added on the first day of each and every month in which the default continues.

5. On all other taxes in default on January 1st, 2026, interest shall be added at the rate of 1.25% per month (15% per annum) or fraction thereof.

6. Penalties and interest on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.

7. The collector shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the treasurer in writing to send the bill to another address, in which case it shall be sent to that address.

8. The taxes are payable at the following:

a) Township of South Frontenac municipal offices located at:

4432 George Street, Sydenham, Ontario, K0H 2T0

b) At any financial institution or payment processor having payment arrangements with the Township of South Frontenac.

c) By filing an application for voluntary pre-authorized payment for automatic debit of installment from bank account, in accordance with the Township's standard practice.

d) By credit card through a third party processor. The link is available on the Township website www.southfrontenac.net and can be found under living here/property taxes/how to pay

e) By payment through Virtual Municipal office. The site can be accessed through https://vmo.southfrontenac.net:1080/vch/

f) By mail at PO Box 100, 4432 George Street, Sydenham, Ontario, K0H 2T0

9. The Treasurer is hereby empowered to accept partial payments from time to time on account of taxes due and shall credit such payment first on account of the interest and percentage charges, if any, added to such taxes and shall credit the remainder of such payment against that part of the taxes that has been in arrears for the greatest period of time but no such payment shall be received after a tax arrears certificate has been registered under section 378 of the *Municipal Act, 2001,* S.O. 2001, c.25, as amended.

10. This by-law shall come into force and take effect on the day of passing.

Given First and Second Readings: Tuesday, February 3, 2026

Given Third Reading and Passed: Tuesday, February 3, 2026

_____

James Thompson, Clerk

_____

Ron Vandewal, Mayor

Township of South Frontenac

Staff Report

To: Council

From: Director, Public Services

Date of Meeting: February 3, 2026

Subject: Award of RFP PS-P03-2025 - Centennial Park Renovation Design

Report Number: 2026-016

Summary

This report summarizes the Request for Proposal (RFP) PS-P03-2025 and recommends the award of contract for professional services to complete the Centennial Park Renovation Design to IN Engineering & Planning, the highest-ranking proponent.

Recommendation

That Council award PS-P03-2025 Centennial Park Renovation Design and Administrative Services to IN Engineering & Planning for the successful bid of $94,865.76 (including non-rebatable HST).

Background

As part of the 2025–2026 budget process, Council supported a grant application and capital funding to rehabilitate the park and enhance amenities, ensuring the space is inclusive for all residents. The details of the project scope and grant can be found in report 2024-182.

The Township was successful in securing a grant of up to $665,000 from the Community Sport and Recreation Infrastructure Fund (CSRIF). This grant will cover 50% of the total project costs, with the Township's portion already approved through the Capital Budget. The project is scheduled to take place from Summer 2025 through Spring 2027. Grant funds will support several upgrades and new amenities, including:

- Accessible pathways connecting all park amenities
- A new year-round, fully accessible community use facility, modeled after the Gilmour Point Building, including support for the Community Outdoor Rink under the Grand Pavilion
- Creation of a Disc Golf Course
- Rehabilitation of the large baseball diamond, including complete infield and outfield improvements to address safety, improve drainage, and extend asset lifespan
- Installation of an accessible/inclusive play structure
- Accessible and designated parking

To support this multi-year project, the Township requires professional services for design and administrative support.

On December 16th, 2025, the Township issued RFP PS-P03-2025 to procure these professional services. The scope of work for the successful proponent includes:

- Developing detailed designs and working drawings for park improvements and additions
- Preparing tender packages
- Providing contract administration services throughout the project

These services will provide the Township with clear, actionable plans for the proposed renovations and additions to Centennial Park.

Discussion/Analysis

On January 21st, 2026, Five Request for Proposal submissions were received for RFP # PS-P03-2025. All of these submissions were subject to detailed review and scored according to a 100-point merit based point system with the following criteria:

- Experience and Team Qualifications 10 points
- Understanding of Objectives 10 points
- Quality of Approach 15 points
- Proposed Work Plan / Level of Effort 15 points
- Financial Proposal 50 points

A breakout of the individual scoring and financial results are included in the table below:

Rank	Company	Score (Max 100)	Total Bid (Net of rebatable HST)
1	IN Engineering & Planning	93	$94,865.76
2	Acadia Engineering	89	$91,864.55
3	Greer Galloway	69	$162,996.62
4	Wentworth Landscapes	53	$182,507.58
N/A	Northern Lights Landscape Architects	—	$108,388.44

Northern Lights Landscape Architects did not meet the minimum threshold requirement of the evaluation criteria and was not ranked.

IN Engineering & Planning was the highest-ranking proponent based on the evaluation and has proposed a level of effort totaling 528 hours for this project. They are a reputable firm with expertise in civil engineering and architectural services, and their proposal demonstrated a clear and thorough understanding of the project scope. References were provided and confirmed the firm's experience in managing municipal projects of similar scale and complexity.

It is therefore recommended that RFP # PS-P03-2025 be awarded to IN Engineering & Planning in the amount of $94,865.76, net of HST rebate. As this amount exceeds the RFP delegated authority limit of $50,000, Council approval through resolution is required to award the contract.

Financial Implications

The Centennial Park projects has an approved combined budget of $1,330,000 (capital projects 24-56, 24-66, 25-66, & 26-79) and there are sufficient funds to award this phase of the project.

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.

Notice/Consultation

Facilities Technologist

Attachments

Exhibit A – Council Report 2024-182

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

Township of South Frontenac
Staff Report

To:	**Council**
From:	**Director, Public Services**
Date of Meeting:	**October 15, 2024**
Subject:	**Community Sport and Recreation Infrastructure Fund Application for the Centennial Park Project**
Report Number:	**2024-182**

Summary

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

Recommendation

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

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

Background

Funding Opportunity Background:

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

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

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

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

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

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

Proposed Project Background:

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

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

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

Discussion/Analysis

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

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

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

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

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

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

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

Financial Implications

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

<u>Approved 2024 projects</u>

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

24-66 – Walkway connections $240,000

<u>2025 Capital Projects</u>

Baseball Diamond Rehabilitation $250,000

Recreation Amenities $10,000

<u>2026 Capital Projects</u>

New accessible washroom and park building $700,000

Accessible Playground $100,000

Relationship to Strategic Plans

☐ Not applicable to this report.

☒ This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan and the Recreation, Parks and Leisure Master Plan.

- Strategic Plan Priority: Financial Sustainability
- RPLMP: PK.1, PK.9, PK.14, F.5, F.6, F.12, F.23, & PE.3.

Climate Considerations

☐ Not applicable to this report.

☒ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

James Thompson, Clerk

Kyle Griese, Financial Analyst

Attachments

None.

Approvals

Prepared By: Amanda Pantrey, Recreation and Events Coordinator

Submitted By:

Kyle Bolton, Director of Public Services

Approved By:

Louise Fragnito, Chief Administrative Officer

Township of South Frontenac

Staff Report

To: Council

From: Director, Public Services

Date of Meeting: February 3, 2026

Subject: Bulk Water Station Update

Report Number: 2026-008

Summary

The purpose of this report is to provide an update on the Bulk Water Station operations at 4252 Stagecoach Road for the period ending December 31st, 2025.

Recommendation

The report is for information only.

Background

On April 15th, 2024, the Township commissioned its new bulk water fill station at 4252 Stagecoach Road and opened the facility for public use. The new medium scale bulk water station was designed to support residents, businesses and farmers who want potable water in containers that are typically 1,000 litres or less.

Users on the system set up accounts with the Public Service Department and purchase a FOB device that has pre-loaded credits for purchasing water at the site. These FOB devices can be re-loaded with additional credits that are purchased from the Township's offices at 2490 Keeley Road.

By-Law 2023-55 which was passed on June 20th, 2023, set the rates for the purchase of new FOBs at $25 and the corresponding bulk water rate of $2.25 per cubic meter.

Discussion/Analysis

The bulk water station has been in service since April 15th of 2024. The statistics relating to the station usage is provided below for the 2024 and 2025 years of operation. Refer to Table 1 for additional details:

Table 1 – Bulk Water Station Statistics 2024/2025

Operational Period	New Users	Number of Individual Transactions	Bulk Water Purchased at Site (Actual)	Revenues (FOB Sales and Credits)
Apr 15 - Dec 31, 2024	54	678	$ 1,447.84	$ 2,787.00
2025 (Full Year)	138	3,385	$ 7,921.12	$ 11,060.79

During 2025, the Township saw a significant growth in new user accounts for the fill station and sales of new FOB's began to take off in July. Precipitation levels in the area were generally low in the summer of 2025 and low water conditions ultimately triggered the declaration of a Level 3 Low Water Condition by the Cataraqui Region Conservation Authority on September 4th, 2025. A review of the growth in accounts and the uptick in water usage in late summer would suggest that drought conditions did result in increased use of the bulk water station. Of interest is that the volume of water taken at the station in the month of September was more than half of the volume of water sold over the entire 12-month period. Please see Table 2 for further details on station use over time.

Table 2 – Bulk Water Station Use vs Low Water Level Status (2025)

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
*CRCA Low Water Condition Status	1	1	1	1	1	1	1	1	3	3	2	1
New Users	3	1	2	3	4	8	28	30	24	27	4	4
Bulk Water Purchased (m3)	56	55	36	57	117	193	391	730	1860	875	168	94

*Note: Conservation Authorities have three levels of Low Water status where the normal streamflow condition is Level 1 and severe drought conditions are expressed as Level 3.

Overall, the bulk water station has been well received by the rural community and operational concerns have been limited. Township staff did experience some challenges with the turnaround times to re-stock programmed FOB devices however those issues have since been resolved through Utilities Kingston and the third-party supplier.

Financial Implications

The Township of South Frontenac previously set the rates for the new bulk water station back in June of 2023 well ahead of the station opening in April of 2024.

Once Public Services has received all of the final invoices and operational expenses for 2025, staff will be advancing another bulk water rate review. This review will also be looking at the 2026 rates from other comparator municipalities such as Belleville, Kingston, Loyalist and Greater Napanee.

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: Financial Sustainability – Assess and provide affordable and reliable services that are aligned with our community's needs.

Climate Considerations

☒ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

The bulk water station operations in 2025 provided a critical service to rural water users that were seeking alternative water supplies for domestic water and water for agriculture and livestock. The peak use of the station during the Level 3 drought condition specifically demonstrated that the service provided critical support to local residents. These types of infrastructure investments support Council's actions to adapt to the impacts of climate change by making our community more resilient.

Notice/Consultation

- Utilities Kingston
- Director of Corporate Services / Treasurer
- Financial Analyst

Approvals

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

Submitted By:

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

Approved By:

Louise Fragnito, Chief Administrative Officer

Township of South Frontenac
Staff Report

To: **Council**

From: **Director, Public Services**

Date of Meeting: **February 3, 2026**

Subject: **Road 38 Reconstruction – Phase 1 Update**

Report Number: **2026-010**

Summary

The purpose of this report is to provide Council with an update on construction activities for Phase 1 of the Road 38 Reconstruction project.

Recommendation

The report is for information only.

Background

In December 2024, Council approved the 2025 Budget which included the reconstruction of a 5.8km section of Road 38 from Murton Road to Kingston Road. This project includes full depth processing of the existing surface, granular "A" placement, hot mix asphalt paving of 3.5m driving lanes, shoulder paving, and culvert replacements. The work program also included the planned replacement of the Murvale Creek culvert located 0.7km north of Murton Road. The overall project carried an approved budget of $7,476,000.

The detailed design for the project was finalized in the fall of 2024 and the municipality issued a public tender in February of 2025. Terms and conditions included in the bid package identified that the project could be constructed in phases over two years. A seasonal shut down provision was included in the contract that prohibits work after the last Friday in November through to the first Monday of April in the following year. Under the terms of the contract, all works were to be completed on or before September 26, 2026. On February 27th, 2025, the bidding process for tender # PS-2025-02 concluded. Six bids were received and G. Williams Paving Ltd. had the lowest qualifying bid of $6,159,718.78 including HST.

On May 20th, 2025, Township staff brought forward report # 2025-072 to Council regarding the details of award of contract and provided an outline of the approved budget, forecasted expenditures and the net surplus. A copy of the staff report has been included for reference in Exhibit A.

On June 10th, 2025, Township staff brought forward Report # 2025-093 to Council which provided recommendation to reallocate $768,350 from the Road 38 project to fund various

unplanned roadworks in 2025. At the conclusion of the meeting, Council approved the budget changes to support a total of 4.4km of road repairs on Henderson Road, Latimer Road, and Long Swamp Road. The corresponding budget changes reduced the approved budget for the Road 38 Reconstruction project from $7,476,000 to $6,707,650.

Discussion/Analysis

In May 2025, G. Williams Paving mobilized their crews to the site and commenced work on the initial phase of the project. Road construction activities were advanced in the north part of the jobsite during the summer and fall of 2025. Crews completed the placement of final lift of asphalt in the fall ahead of the prescribed November seasonal shutdown. In total, 4.0km of the 5.8km highway project length was completed in 2025 on the stretch between Yarker Road and Kingston Road.

During the month of July, the contractor mobilized a second crew to advance preparation work on the Murvale Creek culvert replacement. Environmental permits for the project had indicated that all in-water work at the crossing must be carried out after the associated fisheries window of July 15th. Work prescribed under the contract for the Murvale creek work included:

a) Establishing staging, equipment, and laydown areas
b) Installation of environmental protection systems (silt and sediment controls)
c) Temporary removal and protection of overhead utilities and hazards
d) Design and construction of a new 1500mm temporary bypass pipe (2yr return)
e) Design and construction of the worker protection and dewatering system;
f) Staged replacement of the existing 3.66m SPCSP pipe; and
g) Establishing single lane traffic controls and roadside protection systems

In August 2025, the contractor set up single lane traffic controls and completed the installation of the 1500mm bypass culvert. Work also advanced on the installation of the sheet piling for the construction of the protection and dewatering system on the west side of the roadway. Sheet piling installations continued over several weeks until late August when the contractor encountered refusals between 4m and 6m in the centerline of the road (Refer to Exhibit B for detail). The Contractor and its structural designers concluded that sheet piles were making contact with a lower level of timber reinforcement. Of interest is that six boreholes had been advanced at the culvert crossing during the pre-engineering phase however no evidence of timber supports had been documented at the depths or locations noted.

During the month of September, the Township and the contractor held several meetings and discussions to review design modifications, costs, and schedule changes. Once forecasted schedule changes were made available, staff discussed associated risks and made the decision to direct the contractor to demobilize on October 3rd, 2025 to meet the seasonal shut down provision.

The Public Services Department has been working with the Greer Galloway Group to finalize the Phase 1 contract payments to support year end and has been forecasting budget expenditures leading into Phase 2. A summary of the financial details to date can

be found in the Financial Section below. It should be noted that the overall project cost has been increased by approximately $80,000 over the original project forecast of $6,518,813.10 issued at the time of award. Discussions will continue on the Murvale culvert replacement over the next 6 to 8 weeks and alternate proposals are expected to be brought back to Council for further discussion.

Financial Implications

Staff have completed a review of all of the finances on the Phase 1 construction completed and have summarized the updated projections for the project below. It should be noted that the Phase 1 actuals already cover various expenditures for the Murvale crossing including: the installation of the temporary bypass pipe, utility relocations, purchase of the 3990 CSP pipe, and associated protection / dewatering materials.

ACTIVITY	COST ($)
Design/Tender Preparations/Permits (actuals)	$ 173,025.02
Phase 1 Engineering and Construction (actuals)	$ 4,447,197.90
Phase 2 Engineering and Construction (forecast)	$ 2,087,427.08
Contingency Allowance (10%)	$ 576,889.83
Revised Project Cost (Inc. Non-Refundable HST)	**$ 6,598,733.40**
Revised Project Budget (Report # 2025-093)	**$ 6,707,650.00**
Forecasted Net (as of Jan 25/26)	**$ 108,916.60**

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: Financial Sustainability – Assess and provide affordable and reliable services that are aligned with our community's needs.

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

- Greer Galloway Group, a division of Jp2g Consultants Inc.
- Director of Corporate Services / Treasurer
- Financial Analyst

Attachments

Exhibit A – Report # 2025-072 Award of Tender # PS-2025 Road 38 Reconstruction
Exhibit B – Murvale Culvert Protection System

Approvals

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

Submitted By:

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

Approved By:

Louise Fragnito, Chief Administrative Officer

Township of South Frontenac

Staff Report

To: Council

From: Director, Public Services

Date of Meeting: May 20, 2025

Subject: Award of Tender # PS-2025-02 Road 38 Reconstruction

Report Number: 2025-072

Summary

The purpose of this report is to provide background on the budget and award of contract for the Road 38 Reconstruction under delegated authority of the Procurement By-law.

Recommendation

The report is for information only.

Background

In December of 2024, Council approved the 2025 Budget which included the reconstruction of a 5.8km section of Road 38 from Murton Road to Kingston Road. This project includes full depth processing of the existing surface, granular "A" placement, hot mix asphalt paving of 3.5m driving lanes, shoulder paving and culvert replacements. The work program also includes the replacement of the Murvale Creek Culvert which is a large 3.66m structural plate corrugated steel pipe located 0.7km north of Murton Road. The Road 38 Reconstruction project is an exempt project under the Municipal Class Environmental Assessment process and is otherwise considered pre-approved under the provisions of the Ontario Environmental Assessment Act.

The detailed design for this project was finalized in the spring of 2025 and considers various construction challenges that include proximity to watercourses, environmental protection, and high traffic volumes. Terms of the contract require that all work be completed on or before September 26, 2026.

Discussion/Analysis

On February 27th, 2025, the Township released a tender for the Road 38 Reconstruction project on Biddingo and advertised on the Township's website. On March 27th, 2025, the tender closed with a total of six (6) tender submissions received.

The results of the tender bids are listed as follows:

Supplier	Total (Including Net HST Rebate)
G. Williams Paving Ltd.	**$ 5,547,017.55**
K Mulrooney Trucking Ltd.	$ 6,131,883.95
R. W. Tomlinson Ltd.	$ 6,498,707.53
GIP Paving Inc.	$ 7,066,214.40
Fidelity Engineering and Construction Inc.	$ 7,281,945.60
Len Corcoran Excavating Ltd.	$ 7,539,976.80

Staff completed a detailed review of the bid submission from G. Williams Paving Ltd. and found their tender bid to be balanced. Reference checks for the company have also confirmed that they have completed similar contracts in neighbouring municipalities and their firm has the experience and resources necessary to perform the work.

This project has been awarded to G. Williams Paving Ltd. under delegated authority granted within the Procurement By-law.

Financial Implications

The approved budget for capital project 23-56 is $7,476,000. A detailed breakdown of the overall project budget is provided below:

ACTIVITY	COST ($)
Design/Tender Preparations/Permits	$ 173,025.02
G. Williams Paving Ltd. Bid (low bid Net HST)	$ 5,547,017.55
Contract Administration, QA/QC Testing, Inspection, and As-built Drawings (4%)	$ 221,880.70
Contingency Allowance (10%))	$ 576,889.83
Revised Project Cost (Inc. Non-Refundable HST)	**$ 6,518,813.10**
Approved Budget (2023 to 2025) • Road 38 Design and Construction $6,020,000 • Murvale Creek Culvert Reconstruction $1,456,000	**$ 7,476,000.00**
Forecasted Net (Surplus)	**$ 957,186.90**

Once the overall project costs are considered, the project is forecasted to have a net surplus of $957,186.90 or 12.8% of the budget amount. This project is within the approved budget and therefore falls within delegated authority for award of contract.

Relationship to Strategic Plan

☒ Not applicable to this report.

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

- Pillar: Choose an item.
- Action Item (If Applicable):

Climate Considerations

☒ Not applicable to this report.

☐ This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

- Director of Finance & Treasurer
- Greer Galloway Group, a Division of JP2G

Attachments

Exhibit A Budget Sheet 23-56 – Road 38 Design and Construction
Exhibit B Budget Sheet 25-34 – Murvale Creek Culvert Reconstruction

Approvals

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

Submitted By:

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

Approved By:

Louise Fragnito, Chief Administrative Officer

Capital Project Detail Sheet

Project Information

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

Project Number: **23-56**

Department: 3300 - Hardtop

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.

Staff Contact: Troy Dunlop (tdunlop)

Type of Project: Arterial Roadway

Basis for Activity: Asset Renewal

Relationship to Strategic Plan: N/A

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.

Project Finances

		Actuals	Budget						
Description		**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***

Capital Project Detail Sheet

Project Information

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

Project Number: **25-34**

Department: 3100 - Structures

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.

Staff Contact: Troy Dunlop (tdunlop)

Type of Project: Bridge

Basis for Activity: Asset Renewal

Relationship to Strategic Plan: N/A

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.

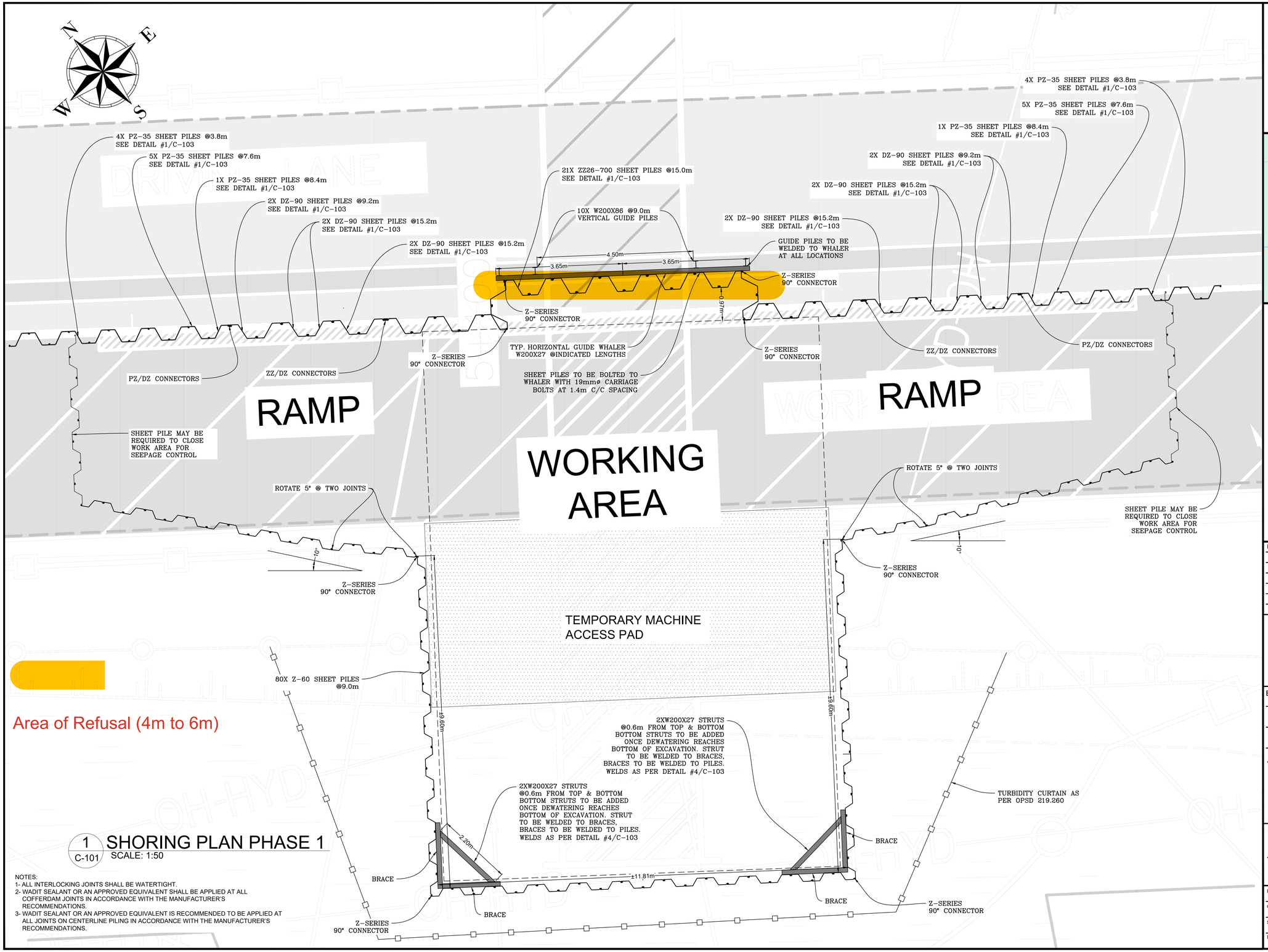
The OSIM Structure is believed to have been constructed in the 1980's and last rehabilitated in the 1990's.

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.

Project Finances

		Actuals	Budget						
Description		**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***



1 C-101 SHORING PLAN PHASE 1
SCALE: 1:50

NOTES:
1- ALL INTERLOCKING JOINTS SHALL BE WATERTIGHT.
2- WADIT SEALANT OR AN APPROVED EQUIVALENT SHALL BE APPLIED AT ALL COFFERDAM JOINTS IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
3- WADIT SEALANT OR AN APPROVED EQUIVALENT IS RECOMMENDED TO BE APPLIED AT ALL JOINTS ON CENTERLINE PILING IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.

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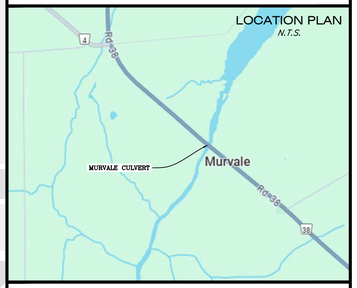

REVISIONS

No.	Description	Date
01	ISSUED FOR APPROVAL	2025/07/22
02	REVISED AS PER REVIEW COMMENTS	2025/07/24

LICENSED PROFESSIONAL ENGINEER
V. BANERJEE
100199255
2025-07-24
PROVINCE OF ONTARIO

BENCHMARK:

No.	DESCRIPTION	ELEVATION
##.	XXX	XXX.XX

LICENSED PROFESSIONAL ENGINEER
24 Jul 2025
M. H. BURGER
PROVINCE OF ONTARIO

Client / Land Owner:
DOORNEKAMP CONSTRUCTION LTD.

Project:
MURVALE CULVERT SHORING
MURVALE ONTARIO
Drawing Title:
SHORING PLAN PHASE 1

Drawn by: AB
Checked By: MB
Scale: 24"x36" 1:50
Date: JULY 24, 2025

Project Number: GW-25028
Drawing Number: C-101
SHEET 1 of 3

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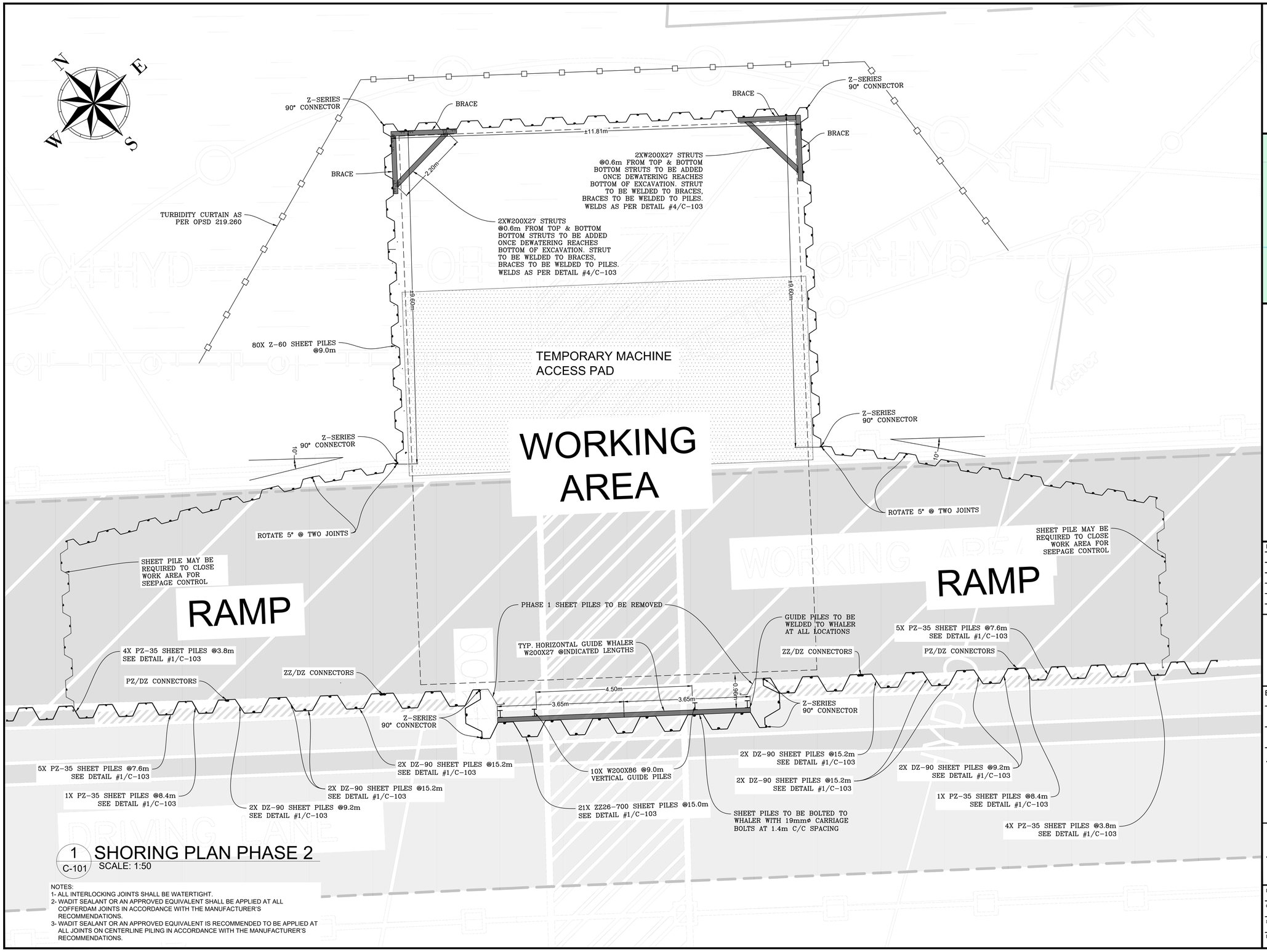

1 C-101 SHORING PLAN PHASE 2
SCALE: 1:50

NOTES:
1- ALL INTERLOCKING JOINTS SHALL BE WATERTIGHT.
2- WADIT SEALANT OR AN APPROVED EQUIVALENT SHALL BE APPLIED AT ALL COFFERDAM JOINTS IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
3- WADIT SEALANT OR AN APPROVED EQUIVALENT IS RECOMMENDED TO BE APPLIED AT ALL JOINTS ON CENTERLINE PILING IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.

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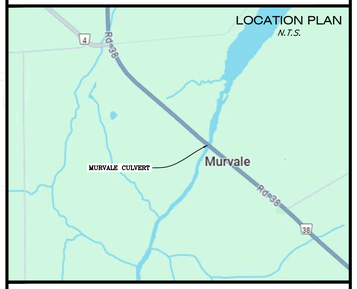

REVISIONS

No.	Description	Date
01	ISSUED FOR APPROVAL	2025/07/22
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LICENSED PROFESSIONAL ENGINEER
V. BANERJEE
100199255
2025-07-24
PROVINCE OF ONTARIO

BENCHMARK:

No.	DESCRIPTION	ELEVATION
##.	XXX	XXX.XX

LICENSED PROFESSIONAL ENGINEER
M. H. BURGER
PROVINCE OF ONTARIO

Client / Land Owner:
DOORNEKAMP CONSTRUCTION LTD.

Project:
MURVALE CULVERT SHORING
MURVALE ONTARIO

Drawing Title:
SHORING PLAN

Drawn by: AB
Checked By: MB
Scale: 24"x36" 1:50
Date: JULY 24, 2025

Project Number: GW-25028
Drawing Number: C-102
SHEET 2 of 3

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NOTES:

1.0 GENERAL:

1.01 SUBMITTALS
- A. PROVIDE QUALIFICATIONS OF PROPOSED SHEET PILE INSTALLER
- B. CONTRACTOR SHALL PROVIDE INFORMATION FROM THE MANUFACTURER THAT INDICATES THE SHEET PILING MEETS OR EXCEEDS THE SPECIFICATIONS LISTED IN THIS SECTION.

2.0 PRODUCTS:

2.01 GENERAL
- A. ALL SHEET PILING SHALL BE NEW AND UNSPLICED MATERIAL THROUGHOUT, UNLESS OTHERWISE REVIEWED AND ACCEPTED BY THE ENGINEER.
- B. STEEL SHEET PILES AND SPECIAL FABRICATED SHAPES SHALL BE OF A DESIGN THAT ENSURES CONTINUOUS INTERLOCK THROUGHOUT THE ENTIRE LENGTH WHEN IN PLACE.

2.02 MATERIALS
- A. STEEL SHEET PILING SHALL MEET THE REQUIREMENTS OF ASTM A855, (GRADE 50 - 345 MPa).
- B. STEEL CORNERS, TEES, WYES, AND CROSSES SHALL MEET THE REQUIREMENTS OF ASTM A855.
- C. STEEL SHEET PILES REQUIRED FOR THE PROJECT SHALL BE THE TYPE AND WEIGHT SHOWN ON THE DRAWINGS.
- D. THE INTERLOCKS BETWEEN STEEL SHEET PILE SECTIONS SHALL BE CONFIGURED SUCH THAT THE AVERAGE WIDTH OF THE ANGULAR SPACE BETWEEN ALL CONTACT POINTS OF THE INTERLOCKS SHALL BE A MAXIMUM OF 3.2mm.
- E. STEEL SHEET PILES AND INTERLOCKS SHALL NOT HAVE EXCESSIVE KINKS, CAMBER OR TWIST THAT WOULD PREVENT THE PILE FROM REASONABLY FREE SLIDING TO GRADE.

3.0 EXECUTION

3.01 EXAMINATION
- A. DO NOT BEGIN SHEET PILE INSTALLATION UNTIL AFTER THE EARTHWORK AREA WHERE THE PILES ARE TO BE DRIVEN HAS BEEN COMPLETED TO THE EXTENT THAT THE GRADE ELEVATION IS AT NO MORE THAT 300mm ABOVE OR BELOW THE TOP OF THE PILING ELEVATION AS INDICATED ON THE DRAWING.

3.02 PREPARATION
- A. TEMPORARY PAD TO BE CONSTRUCTED OF BLASTED ROCK PLACED ON TERRAFIX 270R OR EQUIVALENT GEOTEXTILE.
- B. ANY FILL ALONG THE ALIGNMENT OF THE SHEET PILE MUST BE IN PLACE TO SUB-GRADE ELEVATIONS AND COMPACTED PRIOR TO DRIVING THE SHEET PILE.

3.03 INSTALLATION
- A. GENERAL:
  - 1. REFUSAL DEPTH:
    - A. STEEL SHEET PILING SHALL BE DRIVEN TO THE DEPTHS SHOWN ON THE DRAWING.
    - B. IF THE INDICATED DEPTH CANNOT BE ACHIEVED, CONTRACTOR SHALL CONTACT THE ENGINEER.
- B. STEEL PILING DRIVING:
  1. PARTIAL STEEL SHEET PILING SHALL BE ASSEMBLED BEFORE DRIVING. WELDS TO BE INSPECTED BY CERTIFIED INSPECTOR PRIOR TO INSTALL OF SHEET PILES. SHEET PILES TO BE DRIVEN INDIVIDUALLY. CONTRACTOR TO KEEP THE PILES ALIGNED CORRECTLY AND MINIMIZE THE DANGER OF BREAKING THE INTERLOCK BETWEEN THE SHEETS.
  2. STEEL SHEET PILING SHALL BE DRIVEN TO FORM A TIGHT BULKHEAD.
  3. A DRIVING HEAD SHALL BE USED AND ANY PILING WHICH IS DAMAGED IN DRIVING OR WHICH HAS BROKEN INTERLOCKS BETWEEN SECTIONS SHALL BE PULLED AND REPLACED AT CONTRACTOR'S EXPENSE.
  4. THE PILING SHALL BE DRIVEN WITHIN OPSS 539 TOLERANCES FOR LEVEL TWO (2) PERFORMANCE LEVEL.
- C. CONTRACTOR SHALL BRACE AND/OR PROVIDE SOIL GRADING AS NECESSARY DURING CONSTRUCTION OPERATIONS IN ORDER TO PROVIDE LATERAL STABILITY FOR THE SHEET PILE WALL. THE SHEET PILE WALL HAS BEEN DESIGNED FOR THE SOIL GRADES OF THE FINAL CONFIGURATION DENOTED ON THE DRAWING ONLY. OTHER TEMPORARY CONFIGURATIONS DURING THE CONSTRUCTION PERIOD SHALL NOT BE ALLOWED.
- D. CARE SHALL BE TAKEN DURING DRIVING TO KEEP FROM CAUSING DEFORMATIONS OF THE TOP OF THE PILES, SPLITTING OF SECTION, OR BREAKING OF THE INTERLOCK BETWEEN SECTIONS. CARE SHALL ALSO BE TAKEN DURING DRIVING TO PREVENT AND CORRECT ANY TENDENCY OF STEEL SHEET PILES TO TWIST OR GET OUT OF PLUMB.
- F. FOR SHEET PILES DRIVEN INTO THE NATIVE SOILS, PRE-DRILLED SOILS, OR EXCAVATED SOILS A VIBRATORY DRIVER MAY BE USED AS LONG AS THE REQUIRED DEPTH IS OBTAINED.

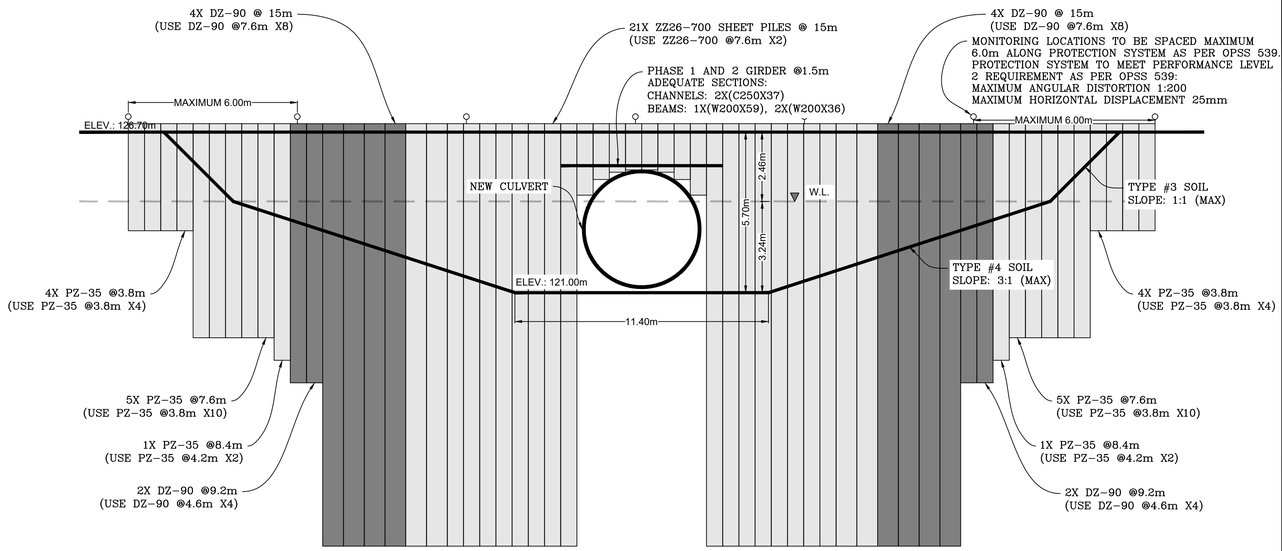
3.04 REMOVALS
- A. ALL COFFERDAM SHEET PILES TO BE REMOVED AT END OF EACH PHASE.
- B. CENTERLINE SHEET PILES, GUIDE PILES, AND WHALERS TO BE REMOVED AT COMPLETION OF WORK.

4.0 DESIGN ASSUMPTIONS

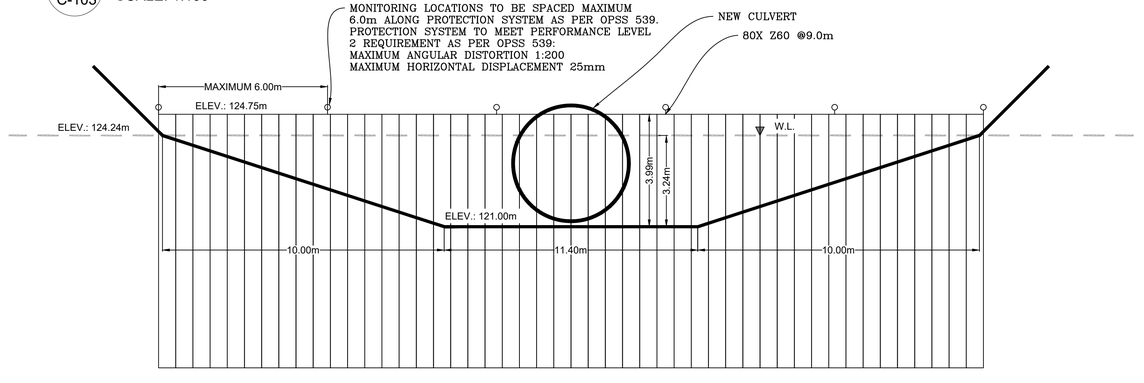
4.01 CALCULATIONS PERFORMED BASED ON CANADIAN FOUNDATION ENGINEERING MANUAL 4th EDITION

4.02 EXISTING SOIL UNIT WEIGHT (γ)= 22 kN/m^3, INTERNAL FRICTION ANGLE ($\emptyset$)= 34°, COEFFICIENT OF ACTIVE EARTH PRESSURE (Ka)= 0.28, COEFFICIENT OF LATERAL EARTH PRESSURE AT REST (Ko)= 0.4, COEFFICIENT OF PASSIVE EARTH PRESSURE (Ka)= 2.27 AS PER CAMBIUM GEOTECHNICAL INVESTIGATION REPORT.

4.03 SURCHARGE LOAD: AS PER CANADIAN HIGHWAY BRIDGE DESIGN CODE & AASHTO. SEE DETAIL 3/C103



1 C-103 SHORING SECTION - ROAD SIDE
SCALE: 1:100

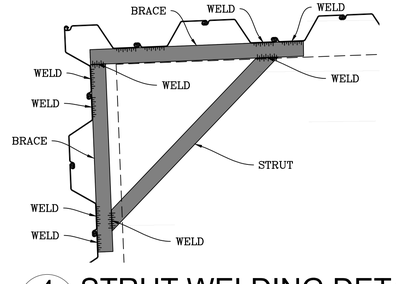


2 C-103 COFFERDAM SECTION - CREEK SIDE
SCALE: 1:100

Table 3.11.6.4-2 Equivalent Height of Soil for Vehicular Loading on Retaining Walls Parallel to Traffic.

Retaining Wall Height (mm)	h_{eq} (mm) Distance from wall backface to edge of traffic	
	0.0 mm	300 mm or Further
1500	1500	600
3000	1050	600
≥6000	600	600

3 C-103 AASHTO LRFD SURCHARGE LOADS
SCALE: 1:100



4 C-103 STRUT WELDING DETAIL
SCALE: 1:25

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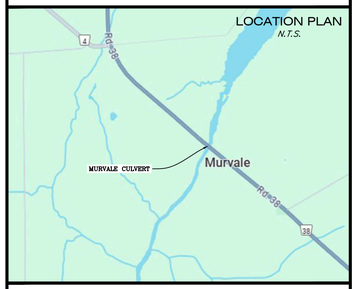

REVISIONS

No.	Description	Date
01	ISSUED FOR APPROVAL	2025/07/22
02	REVISED AS PER REVIEW COMMENTS	2025/07/24

LICENSED PROFESSIONAL ENGINEER
V. BANERJEE
100195255
2025-07-24
PROVINCE OF ONTARIO

BENCHMARK:

No.	DESCRIPTION	ELEVATION
##.	XXX	XXX.XX

LICENSED PROFESSIONAL ENGINEER
M. H. BURGER
PROVINCE OF ONTARIO

Client / Land Owner:
DOORNEKAMP CONSTRUCTION LTD.

Project:
MURVALE CULVERT SHORING

MURVALE ONTARIO

Drawing Title:
SHORING PLAN

Drawn by: AB
Checked By: MB
Scale: 24"x36" AS NOTED
Date: JULY 24, 2025

Project Number: GW-25028
Drawing Number: C-103
SHEET 3 of 3

C:\jobs\25028 – Murvale Culvert Shoring–PO D-17087\02 – Design\03 – Drawings\01 – Preliminary Design (Pre-Submission)\GW – 25028 – Murvale Culvert Shoring – [072225].dwg
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Township of South Frontenac
Staff Report

To:	**Council**
From:	**Director, Public Services**
Date of Meeting:	**February 3, 2026**
Subject:	**Award of Tender # PS-2025-10 – Sydenham Water Treatment Plant Upgrades**
Report Number:	**2026-006**

Summary

The purpose of this report is to provide background on the budget and award of contract for the South Frontenac Water Treatment Plant Upgrades under Delegated Authority of the procurement bylaw.

Recommendation

The report is for information only**.**

Background

On August 17th, 2021, Township Council approved the submission of a grant application under the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure Stream. The grant application included a series of eligible projects and upgrades at the Sydenham Water Treatment Plant that were to be completed on or before March 31, of 2026. Works within the application included: a) replacement of pneumatic actuated valves, b) replacement of the programmable logic controller (PLC) and supervisory control and data acquisition (SCADA) instrumentation systems, and c) replacement of the chlorine contact (serpentine) piping system.

In July of 2022, the Township received notice from Infrastructure Ontario that its grant application had been approved. Terms of the grant specified that the Township would be eligible for joint funding on the combination of projects estimated at $994,950. The grant application provided directing funding of 73.33% or $729,596.84 leaving the balance of $265,353.16 to be funded by the Township through the Sydenham Water dedicated reserve.

The first two projects for the pneumatic valves and the PLC and SCADA upgrades were both complete under budget in 2022 and 2023 respectively. In 2024, the Township retained J. L. Richards & Associates to assess replacement options for the serpentine piping system which was subject to pipe failures resulting in system leaks.

In 2025, J. L. Richards assessed the serpentine piping system and collaborated with the Ministry of Environment Conservation and Parks, Utilities Kingston and the Township on alternatives to replace the system. The following three Options were ultimately shortlisted and evaluated for consideration:

- Option 1 – upgrade serpentine piping utilizing different piping materials
- Option 2 – demolish serpentine piping and utilize existing reservoir to achieve chlorine contact time (CCT)
- Option 3 – demolish serpentine piping and construct an at-grade reservoir to provide chloring contact time (CCT)

J. L. Richards assessed the three options and evaluated the proposals based on regulatory constraints, schedule considerations, technical considerations, constructability, capital cost, operational maintenance costs and available budget. At the conclusion of the technical reviews, the consultant recommended Option 2 as the preferred alterative.

Under preferred Option 2, all post-UV (ultraviolet) treated water is chlorinated and discharged into the existing clear well reservoir within the lower level of the water plant (two baffled cells with a capacity of 115m3 each). Once this water is introduced into the clear well, the chlorine contact time for disinfection is achieved as water moves through the reservoir. Ammonium sulphate is then added to the chlorinated water for secondary disinfection (chloramination) after the high lift pumping and prior to the entering the distribution pipe exiting the facility.

On September 9th, 2025, the Township applied for a Drinking Water Works for the planned process changes and the Ministry approved the operational changes through the issuance of Drinking Water Works Permit # 166-201, Issue No. 2 on September 18th, 2025 (see Exhibit A).

Discussion/Analysis

On September 10th, 2025, the Township released a tender for the Sydenham Water Treatment Plant Upgrades on Biddingo and advertised on the Township's website. On October 10th, 2025, the tender closed with a total of two (2) tender submissions received.

The results of the tender bids were as follows:

VENDOR	**TOTAL** *(*Including Net HST Rebate*)*
1000 Islands Mechanical Ltd.	$524,064.00
Nordmec Construction Inc.	**$243,993.00**

The two bids received were reviewed and found to be mathematically correct however several omissions were found in the submission by the high bid. The high bid also failed to supply documentation that demonstrated past work experience on licensed municipal drinking water systems.

J. L. Richards & Associates completed a detailed review of the low bid submission by Nordmec Construction Inc. and found their tender bid to be balanced. J. L. Richards also confirmed that the low bidder has prior experience on municipal drinking water systems. Their office has also had direct experience working with Nordmec on the water treatment plant in the Village of Casselman.

The low bid submission falls within the prescribed budget and has therefore been awarded to Nordmec Construction Inc. under delegated authority of the procurement bylaw. Terms of the contract require that all work at the plant be completed on or before March 31, 2026.

Financial Implications

The project allowance within the funding agreement for the engineering and contracted services included in this tender is $726,450 of which a maximum of 73.33% or $532,705.79 is funded by the grants under the Investing in Canada Infrastructure Fund – Green Stream 2021. A detailed breakdown of the final project budget is provided below:

ACTIVITY	COST ($)
Design/Tender Preparations/Drinking Water Works Permit	$ 125,048.79
Nordmec Construction Inc. (low bid Net HST)	$ 243,993.00
Utilities Kingston (coordinated utility work)	$ 15,000.00
Contract Administration, QA/QC Testing, Inspection, and As-built Drawings (15%)	$ 38,848.95
Contingency Allowance (15%)	$ 38,848.95
Sub-Total Project Cost (Inc. Non-Refundable HST) • ICIP Green Stream Funding – $246,905.54 (73.33%) • Township Share - $89,785.36 (26.67%)	**$ 336,690.90**
Approved Budget (2022) • Replace Serpentine Piping – Project # 22-54	**$ 700,000.00**
Forecasted Net (Surplus)	**$ 363,309.10**

Once the overall project costs are considered, the serpentine piping replacement is forecasted to have a net surplus of $ 363,309.10. This project is within the approved budget of $700,000 (see Exhibit B) and therefore falls within delegated authority for award of contract.

It should be noted that the original project forecast included in 2021 Grant Application had assumed construction of a like for like replacement of the serpentine piping disinfection system which ultimately carried a much higher cost than preferred Option 2.

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: Financial Sustainability – Assess and provide affordable and reliable services that are aligned with our community's needs.

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.

Operations staff have noted that approximately 9.0m3 of water in the serpentine piping system is sent to waste at each plant start-up (if the plant is off for more than 12 hours or more). Once the retrofit under this project has been complete, the wasting of water with low chlorine residual would therefore be eliminated. Conservative calculations would indicate that over 1,000m3 of treated water savings will be achieved annually after the renovations. These efficiencies will also offer incremental benefits toward reduced chemicals and lower energy demand to treat this process water.

Notice/Consultation

- J. L. Richards and Associates
- Ministry of Environment, Conservation and Parks
- Utilities Kingston
- Director of Corporate Services / Treasurer
- Financial Analyst

Attachments

Exhibit A – Sydenham Water Treatment Plant Drinking Water Permit
Exhibit B – Budget Sheet Project # 22-54 Serpentine Piping

Approvals

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

Submitted By:

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

Approved By:

Louise Fragnito, Chief Administrative Officer

Schedule C: Authorization to Alter the Drinking Water System

System Owner	**The Corporation of the Township of South Frontenac**
Permit Number	**166-201**
Drinking Water System Name	**Sydenham Drinking Water System**
Schedule C Issue Number	**2**

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 and the regulations made thereunder and subject to the limitations thereof, this schedule is being issued under Part V of the *Safe Drinking Water Act*, 2002, S.O., c. 32 to the owner of the drinking water system to amend the drinking water works permit to authorize alterations to the drinking water system as follows:

Proposed Alterations

The removal of the existing chlorine contact pipe, the use of the existing treated water reservoir with two baffled cells to provide chlorine contact time for primary disinfection, as well as all associated piping, valves, electrical and mechanical equipment, and instrumentation and operation control, all in accordance with the applications, plans and supporting documentation listed in Table 1 of this schedule.

Primary Disinfection

Chlorine Contact Pipe (existing to be removed)

Description	300 mm diameter 90 m long chlorine contact pipe
Location	Water treatment plant building downstream of UV units and upstream of treated water reservoirs
Notes	

On-Site Storage

Treated Water Reservoir (existing to be used to provide chlorine contact time for primary disinfection)

Description	Treated water reservoir with two baffled cells
Capacity	115 m^3 each cell
Notes	

Chemical Addition

Sodium Hypochlorite (relocating the existing injection points)

Description	A liquid sodium hypochlorite feed system for disinfection
Feed Point	☐ Downstream of UV reactors and upstream of the treated water reservoir ☐ Post/trim chlorination immediately upstream of treated water leaving the WTP
Equipment	One (1) 1000 L sodium hypochlorite solution double walled storage tank
	Two (2) chemical metering pumps (one duty, one standby)
Notes	One (1) free chlorine analyzer located upstream of the reservoir and one (1) free chlorine and pH analyzer downstream the reservoir/high lift pumps, ahead of ammonia injection.

Ammonium Sulphate (relocating the existing injection point)

Description	Ammonium sulphate feed system for secondary disinfection by chloramination
Feed Point	Downstream of high lift pumps and upstream of post/trim chlorination injection point prior to distribution system
Equipment	One (1) 200 L ammonium sulphate storage tank with secondary containment
	Two (2) chemical metering pumps (one duty, one standby)
Notes	One (1) analyzer measuring combined chlorine (free/total) located after ammonia injection and immediately upstream of the post/trim chlorination

Licence Amendments

In consideration of the proposed alterations, the licence with respect to the Sydenham Drinking Water System will be amended to reflect the updated works after receiving the corresponding director notifications.

Applications, Plans and Supporting Documentation

Table 1	
Applications dated September 11, 2025	"Sydenham WTP – Alternative Design Options and Recommendation Report (FINAL)", dated August 26, 2025, and associated design drawings (dated August 29, 2025) and specifications (dated September 2025), prepared by J.L. Richards & Associates Limited (JLR).

	Email correspondences in September 2025 from J.L. Richards & Associates Limited (JLR)
Notes	

The conditions of the drinking water works permit and the licence apply, as applicable, to the alterations of the drinking water system authorized by the issuance of this schedule to the drinking water works permit.

Except as otherwise provided by the drinking water works permit and the licence, the proposed alterations described in this schedule shall be designed, developed, built, operated and maintained in accordance with this schedule and the documentation listed in Table 1.

DATED at TORONTO this 18th day of September, 2025

Signature

Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act*, 2002

Capital Project Detail Sheet

Project Information

Project Name: **Replace Serpentine Piping**

Project Number: **22-54**

Department: 4000 - Water Treatment

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

Deadline of March 31, 2026.

Staff Contact: Troy Dunlop (tdunlop)

Type of Project: Other

Basis for Activity: Other

Relationship to Strategic Plan: N/A

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

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

Project Finances

		Actuals	Budget						
Description		**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***

Office of the City Clerk

December 17, 2025

Via email: jthompson@southfrontenac.net

James Thompson, Clerk
Township of South Frontenac
PO Box 100
Sydenham, ON K0H 2T0

Dear James:

Re: Kingston City Council Meeting, December 16, 2025 – Resolution Number 2026-32; Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project

At the regular Council meeting on December 16, 2025, Council approved Resolution Number 2026-32 with respect to Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project, as follows:

> **Whereas** the Kingston Health Sciences Centre (KHSC) is the largest acute care and cancer centre in Southeastern Ontario, serving more than 500,000 residents across a broad regional catchment area including Lennox & Addington, Frontenac, Hastings, Prince Edward County, Leeds & Grenville, and more; and
>
> **Whereas** KHSC's primary hospital site Kingston General Hospital (KGH) is operating in an aged, constrained facility, with critical infrastructure that no longer meets modern health-care standards for patient safety, accessibility, and clinical innovation; and
>
> **Whereas** the proposed KHSC redevelopment project, including a major rebuild of KGH and the Cancer Centre of Eastern Ontario, will strengthen regional access to emergency services, surgical care, maternal and pediatric care, cancer care, and specialized programs that local hospitals rely on; and
>
> **Whereas** ensuring the Province of Ontario prioritizes and funds the KHSC rebuild will provide significant benefits to all municipalities in the region, reducing service

backlogs, improving patient care, and supporting equitable health-care outcomes; and

Whereas the City of Kingston is continually advocating with the province for the KHSC rebuild and within our capacity helping them on land potential in the city's west end; and

Whereas a unified regional voice is essential to demonstrate to the provincial government the urgency and broad community support for investment in modern, resilient, and future-ready hospital infrastructure in Southeastern Ontario; and

Whereas the province is currently consulting Ontarians about their 2026 budget priorities and this is a time for Kingston and neighbouring communities to express their continued support for this project to have it included in their budget;

Therefore Be It Resolved That Kingston City Council formally requests the support of neighbouring and partner municipalities across Southeastern Ontario in advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project; and

That Kingston City Council request supporting municipalities to write a motion of support to be sent to the Honourable Doug Ford, M.P.P., Premier of Ontario, the Honourable Sylvia Jones, M.P.P, Minister of Health, the Honourable Kinga Surma, M.P.P., Minister of Infrastructure, Deborah Richardson, Deputy Minister of Health, Michelle E. DiEmanuele, Ontario Secretary of the Cabinet, Ted Hsu, M.P.P., Kingston and the Islands, John Jordan, M.P.P., Lanark-Frontenac-Kingston, Ric Bresee, M.P.P., Hastings-Lennox and Addington and Steve Clark, M.P.P., Leeds-Grenville-Thousands Islands and Rideau Lakes, urging immediate advancement of the KHSC rebuild in the provincial capital plan; and

That a copy of this motion be shared with the following municipal governments: Loyalist, South Frontenac, Greater Napanee, Frontenac Islands, Gananoque, Leeds & the Thousand Islands, Belleville, Quinte West, Prince Edward County, Brockville, Prescott, Smiths Falls, North Grenville and any other municipalities that rely on KHSC for specialized care.

Yours sincerely,

Derek Ochej
Acting City Clerk
/nb

Minutes of Council
January, 13, 2026

Township of South Frontenac
Council Meeting Minutes

Meeting #2026-01

Time: 7:00 PM
Location: Council Chambers/Virtual Via Zoom

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

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Heather Woodland - Deputy Clerk, Brad Wright - Director of Development Services, Christine Woods - Manager, Planning Services, Jan Minaker - Manager of Human Resources

1 Meeting to Order

a) Resolution

Resolution No. [2026-01]-01
Moved by Councillor Sleeth
Seconded by Councillor Roberts
That the Council meeting of January 13, 2026 be called to order at 7:00 p.m.

Carried

2 Roll Call

a) The Deputy Clerk conducted roll call.

3 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2026-01]-02
Moved by Councillor Leonard
Seconded by Deputy Mayor Pegrum
That the agenda be amended to include the addendum.

Carried

Resolution No. [2026-01]-03
Moved by Councillor Leonard
Seconded by Councillor Roberts
That the agenda be approved, as amended.

Carried

4 Disclosure of Pecuniary Interest

a) There were none.

5 Committee of the Whole "Closed Session"

a) Not applicable.

6 Recess (If Required)

7 Ceremonial Presentations

a) There were none.

8 Public Meeting

a) Resolution

Resolution No. [2026-01]-04
Moved by Councillor Morey
Seconded by Councillor Turcotte
That the public meeting be called to order.

Carried

b) The Deputy Clerk read the Notice of Collection.

c) Zoning By-law Amendment Application PL-ZBA-2024-0126, Estate of Everett Orser, Part of Lot 3, Concession 9, Loughborough District

Christine Woods read the Public Meeting Statement and provided an overview of the application. Mayor Vandewal afforded members of Council the opportunity to ask questions. No questions were received.

Mayor Vandewal afforded the applicant the opportunity to provide comment. The agent for the applicant was present to provide some additional information about the property and requested that Council support the by-law amendment.

Mayor Vandewal afforded members of the public the opportunity to speak to the application. There were no comments from members of the public.

d) Public Meeting for Zoning By-law Amendment Application PL-ZBA-2024-0133, Tucker (Fotenn), 688 Dewitt Lane, Bedford District

Brittany Mulhern and Tara McInnes, Fotenn Consultants Inc. were present as agents as provided an overview of the application.

Christine Woods provided additional information about the property.

Mayor Vandewal afforded members of Council the opportunity to ask questions.
In response to a question from Councillor Pegrum, Tara McInnes provided information about the number of parking spaces required for each dwelling.

Councillor Sleeth inquired about the need to remove trees from the site. Christine Woods provided information regarding the Environmental Impact Study and noted that the recommendation is to remove as little trees as possible.

Councillor Roberts asked about the potential for further development on the island, and how it might impact the number of parking spaces available. Tara noted that there were no additional development applications proposed for the site. Christine Woods added that the parcel which would benefit from the by-law amendment is the smaller portion of the island.

Mayor Vandewal afforded members of the public the opportunity to speak on the application. No additional comments or questions were received.

e) Resolution

Resolution No. [2026-01]-05

Moved by Councillor Ruttan
Seconded by Councillor Sleeth
That the public meeting be closed.

Carried

9 Delegations

10 Briefings

11 Reports from Administration

a) Zoning By-law Amendment Application PL-ZBA-2024-0126, Estate of Everett Orser, Part of Lot 3, Concession 9, Loughborough District

Resolution No. [2026-01]-06
Moved by Councillor Leonard
Seconded by Councillor Morey
That Zoning By-law Amendment Application PL-ZBA-2024-0126 regarding a property in Part of Lot 3, Concession 9, Loughborough District, be approved;

That By-law 2026-01 attached to Report Number 2026-001 as Exhibit A, being a By-law to amend the zoning on a portion of lands known as Part of Lot 3, Concession 9, Loughborough District, Township of South Frontenac, be given first and second reading, and

That By-law 2026-01 be presented to Council for third reading.

Carried

b) Council Compensation Recommendations

Resolution No. [2026-01]-07
Moved by Councillor Turcotte
Seconded by Councillor Roberts
That Council approve the proposed Council remuneration as outlined in Tables 1 and 2 of Report Number 2026-005; and

That Council approve the implementation of the amended remuneration effective the commencement of the 2026-2030 Council term.

Deferred (See Motion to Defer which was Carried)

Resolution No. [2026-01]-08
Moved by Councillor Sleeth
Seconded by Councillor Leonard
That the report regarding the Council Compensation Recommendations be deferred to a subsequent meeting of Council, and that staff be directed to revise the recommendation to decrease the base increase, remove the absorption of meeting per diems into the base salary, and return with additional considerations regarding a phased in approach to increasing the base salary.

Carried

12 Reports from Advisory Committees

13 Information Reports

14 Committee of the Whole

15 Communications

a) Received from City of Kingston, dated December 17, 2025, regarding Kingston City Council Resolution Number 2026-32; Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project

b) Received from City of Kingston, dated December 17, 2025, regarding Kingston City Council Resolution Number 2026-33; Support for Cataraqui Conservation Authority.

16 Tabling of Documents

a) There were none.

17 New Business

a) Appointment of Members of Council to Committee of Adjustment

Resolution No. [2026-01]-09
Moved by Deputy Mayor Pegrum
Seconded by Councillor Ruttan
That the following members of Council be appointed to the Committee of Adjustment for a term concluding November 13, 2026:
1. Bedford District Deputy Mayor Pegrum;
2. Portland District Councillor Leonard;
3. Loughborough District Councillor Trueman; and
4. Storrington District Councillor Roberts.

Carried

18 Notice of Motion

a) Moved by Councillor Leonard

That the Council of the Township of South Frontenac extend their support to City of Kingston Council Resolution Number 2026-32; Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project which reads as follows:

> "Whereas the Kingston Health Sciences Centre (KHSC) is the largest acute care and cancer centre in Southeastern Ontario, serving more than 500,000 residents across a broad regional catchment area including Lennox & Addington, Frontenac, Hastings, Prince Edward County, Leeds & Grenville, and more; and
> Whereas KHSC's primary hospital site Kingston General Hospital (KGH) is operating in an aged, constrained facility, with critical infrastructure that no longer meets modern health-care standards for patient safety, accessibility, and clinical innovation; and
> Whereas the proposed KHSC redevelopment project, including a major rebuild of KGH and the Cancer Centre of Eastern Ontario, will strengthen regional access to emergency services, surgical care, maternal and pediatric care, cancer care, and specialized programs that local hospitals rely on; and
> Whereas ensuring the Province of Ontario prioritizes and funds the KHSC rebuild will provide significant benefits to all municipalities in the region, reducing service backlogs, improving patient care, and supporting equitable health-care outcomes; and
> Whereas the City of Kingston is continually advocating with the province for the KHSC rebuild and within our capacity helping them on land potential in the city's west end; and
> Whereas a unified regional voice is essential to demonstrate to the provincial government the urgency and broad community support for investment in modern, resilient, and future-ready hospital infrastructure in Southeastern Ontario; and
> Whereas the province is currently consulting Ontarians about their 2026 budget priorities and this is a time for Kingston and neighbouring communities to express their continued support for this project to have it included in their budget;

Therefore Be It Resolved That Kingston City Council formally requests the support of neighbouring and partner municipalities across Southeastern Ontario in advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project; and

That Kingston City Council request supporting municipalities to write a motion of support to be sent to the Honourable Doug Ford, M.P.P., Premier of Ontario, the Honourable Sylvia Jones, M.P.P, Minister of Health, the Honourable Kinga Surma, M.P.P., Minister of Infrastructure, Deborah Richardson, Deputy Minister of Health, Michelle E. DiEmanuele, Ontario Secretary of the Cabinet, Ted Hsu, M.P.P., Kingston and the Islands, John Jordan, M.P.P., Lanark-Frontenac-Kingston, Ric Bresee, M.P.P., Hastings-Lennox and Addington and Steve Clark, M.P.P., Leeds-Grenville-Thousands Islands and Rideau Lakes, urging immediate advancement of the KHSC rebuild in the provincial capital plan; and

That a copy of this motion be shared with the following municipal governments: Loyalist, South Frontenac, Greater Napanee, Frontenac Islands, Gananoque, Leeds & the Thousand Islands, Belleville, Quinte West, Prince Edward County, Brockville, Prescott, Smiths Falls, North Grenville and any other municipalities that rely on KHSC for specialized care."

19 Approval of Minutes

a) Resolution

Resolution No. [2026-01]-10
Moved by Councillor Morey
Seconded by Councillor Sleeth
That the minutes of the December 9, 2025 Council meeting be approved.

Carried

20 Approval of By-laws

a) Resolution

Resolution No. [2026-01]-11
Moved by Councillor Leonard
Seconded by Councillor Roberts
That By-law Number (1) be given third reading.

1. By-law 2026-01 - A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Limited Service Residential – Waterfront – Special Provision (RLSW-150-H4) on a portion of lands described as Part of Lot 3, Concession 9, District of Loughborough: Estate of Everett Orser

Carried

21 Committee of the Whole "Closed Session"

a) Not applicable.

22 Confirmation By-law

a) Resolution

Resolution No. [2026-01]-12
Moved by Councillor Turcotte
Seconded by Deputy Mayor Pegrum

That By-law 2026-02, 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. [2026-01]-13
Moved by Councillor Morey
Seconded by Councillor Sleeth
That By-law 2026-02, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

23 Date of Next Meeting

a) The next Council meeting is scheduled for January 22, 2026 at 9:30 a.m.

24 Adjournment

a) Resolution

Resolution No. [2026-01]-14
Moved by Councillor Roberts
Seconded by Councillor Ruttan
That the Council meeting of January 13, 2026 be adjourned at 8:06 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

Minutes of Council
January, 22, 2026

Township of South Frontenac
Council Meeting Minutes

Meeting #2026-02

Time: 9:30 AM
Location: Council Chambers/Virtual Via Zoom

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

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Heather Woodland - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Stephanie Kuca - Director of Finance and Treasurer, Melia Edgar - Deputy Treasurer, Kyle Griese - Financial Analyst, Troy Dunlop - Manager of Engineering and Capital Projects, Tim Laprade - Recreation and Facilities Manager, Brian Kirk - Manager of Operations and Fleet, Amanda Pantrey - Recreation and Events Coordinator, Evan Bancroft - Construction Technologist, David Brown - Facilities Technologist, Rebecca Roy - Chief Building Official, Christine Woods - Manager of Planning Services, Jan Minaker - Manager of Human Resources

1 Meeting to Order

a) Resolution

Resolution No. [2026-02]-01
Moved by Councillor Leonard
Seconded by Councillor Sleeth
That the Council meeting of January 22, 2026 be called to order at 9:30 a.m.

Carried

2 Roll Call

a) The Deputy Clerk conducted roll call.

3 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2026-02]-02
Moved by Councillor Morey
Seconded by Councillor Turcotte
That the agenda be approved, as presented.

Carried

4 Disclosure of Pecuniary Interest

a) There were none.

5 Briefings

a) Departmental Presentations

- Department Heads provided Council with an update regarding their respective departments.

b) Budget Overview

- The Director of Finance & Treasurer provided Council with an overview of the 2026 Capital and Operating Budget proposed by the Head of Council.

c) Council recessed from 11:00 a.m. - 11:27 a.m.

6 Reports from Administration

a) Deliberations regarding proposed 2026 Capital and Operating Budget tabled by the Head of Council.

Note: As members of Council did not make amendments to the proposed budget, the proposed budget tabled by the Head of Council was deemed to be adopted by the municipality.

7 Communications

a) There were none.

8 Tabling of Documents

a) There were none.

9 Date of Next Meeting

a) The next Council meeting is scheduled for February 3, 2026 at 7:00 p.m.

10 Adjournment

a) Resolution

Resolution No. [2026-02]-03
Moved by Councillor Roberts
Seconded by Deputy Mayor Pegrum
That the Special Council meeting of January 22, 2026 be adjourned at 12:09 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

By-Law Number 2026-07

A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on February 3, 2026

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 February 3, 2026, 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 February 3, 2026, 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 February 3, 2026, 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, February 3, 2026

Given Third Reading and Passed: Tuesday, February 3, 2026

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James Thompson, Clerk

_____

Ron Vandewal, Mayor