



**County Council Meeting – Regular Session  
January 27, 2012 - 8:30 a.m.(rescheduled from January 18, 2012)  
The Frontenac Room, 2069 Battersea Road, Glenburnie, On**

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**AGENDA**

Page	
	<b>1. CALL TO ORDER</b>
	<b>2. ADOPTION OF THE AGENDA</b>
	<b>3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF</b>
	<b>4. DEPUTATIONS AND/OR PRESENTATIONS</b>
	<b>5. CLOSED MEETING</b>
4	As Authorized under Section 239 of The Municipal Act, to consider: Adoption of Closed Meeting Minutes a) Closed Council Minutes for December 14, 2011. b) Labour Negotiations - OPSEU and CUPE Update c) Personal matters relating to Identifiable Individuals [Addenda]
	<b>6. ADOPTION OF MINUTES</b>
5-18	Adoption of Regular Meeting of Council Minutes a) Regular Meeting of Council Minutes for December 14, 2011.
	<b>7. BUSINESS ARISING FROM THE MINUTES</b>
	<b>8. COMMUNICATIONS FOR INFORMATION</b>
19-24	a) Communications for Information
	<b>9. COMMUNICATIONS FOR ACTION</b>
25-28	Minister of International Trade and Minister for the Asia-Pacific Gateway - AMO, Canada - EU Comprehensive Economic and Trade Agreement [Addenda]
	<b>10. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER</b>
	<b>10.1. Administrative Services</b>

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**10.1.1.Administration**

- 29-37 a) 2011 4th Quarter Activity Update.
- 38-39 b) AMCTO Ontario Municipal Internship Program  
[Addenda]

**10.1.2.Sustainability**

- 40-42 a) Directions for Our Future Sustainable Actions 2011 Report
- 43-44 b) Natural Heritage Study Contract Award  
[Addenda]

**10.1.3.Human Resources**

- 45-47 a) 2012 Non-Union Salary Adjustment Update

**10.2. Financial Services**

- 48-49 a) Eligible Charities' Property Tax Rebate Program
- 50-84 b) 2012 Preliminary Budget

**10.3. Emergency and Transportation Services**

- 85-86 a) 2011 4th Quarter Activity Update
- 87-106 b) North Frontenac Joint Land Ambulance/Fire Station Update

**10.4. Fairmount Home**

- 107-109 a) 2011 4th Quarter Activity Report
- 110-131 b) Quality Improvement Consolidated Statistical Report
- c) Fairmount Grapevine Gazette - January 2012

**11. ACCOUNTS**

- 132-140 Accounts for December 7, 2011 to January 9, 2012

**12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN**

**13. GIVING NOTICE OF MOTION**

**14. OTHER BUSINESS**

**14.1. External Boards and Committees**

- a) Kingston Frontenac Library Update-- John Purdon
- b) KFL&A Public Health Update-- Bud Clayton
- c) RULAC, LSR and Other Updates-- Susan Beckel
- d) Algonquin Land Claim Update-- John Inglis

**14.1. External Boards and Committees**

- e) Frontenac County Youth Justice Advisory Committee Update-- Gary Davison
- f) Affordable Housing Development Committee Update-- John McDougall
- g) Rideau Corridor Landscape Steering Committee Update-- David Jones

**14.2. Advisory Committees of County Council**

- a) Sustainability Advisory Committee
- b) Green Energy Task Force- Request to Support the Green Profit Conference
- c) 150th Anniversary of County Advisory Committee
- d) Trails Advisory Committee

**14.3. Other Updates**

**15. PUBLIC QUESTION PERIOD**

**16. BY-LAWS – GENERAL BY-LAWS AND CONFIRMATORY BY-LAW**

141-144

a) By-Law No. 2012-0001 - To Provide for an Eligible Charities Property Tax Rebate Program

145

b) By-Law No. 2012-0002- To authorize the Warden and Clerk to execute an agreement with the Township of North Frontenac for a combined Fire Hall and Land Ambulance Base

146-147

c) By-Law No. 2012-0003 - Confirmation of Proceedings

**17. ADJOURNMENT**

Confirmation of date and time of upcoming County Council Meeting:

- Regular Meeting of Council- February 15, 2012 at 9:00 a.m.





MINUTES OF THE REGULAR MEETING OF COUNCIL

December 14, 2011

A regular meeting of the Council of the County of Frontenac was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, December 14, 2011 at 9:00 a.m.

**PRESENT:** Warden Gary Davison, Deputy Warden Janet Gutowski, Councillors David Jones, Denis Doyle, John Purdon, John McDougall, Bud Clayton and John Inglis

**ALSO PRESENT:** **County:** Liz Savill, CAO/Clerk; Marian VanBruinessen, Treasurer; David Gemmill, Deputy Chief-Operations; Julie Shillington, Administrator of Fairmount Home; Anne Marie Young, Manager of Economic Sustainability; Joe Gallivan, Manager of Sustainability Planning; David Millard, Manager of Information Systems; Colleen Hickey, Human Resources-Labour Relations; Bonnie Carter, Occupational Health Nurse; Alison Vandervelde, Sustainability Assistant; Casey Buchanan, Executive Assistant; Jenny Liu, Municipal Intern; Susan Beckel, Deputy Clerk  
**Media:** Jeff Green and Craig Backay

**1. CALL TO ORDER**

Warden Davison called the meeting to order at 9:07 a.m.

**2. ADOPTION OF THE AGENDA**

Motion #331-11 Moved By: Councillor Clayton  
Seconded By: Councillor McDougall

RESOLVED THAT the Agenda for the December 14, 2011 County Council meeting be adopted as amended:

Agenda Item #16 - By-laws:

- Add: By-law No. 2011-0043 - To Appoint the Warden and Deputy Warden; and
  - Re-number By-law No. 2011-0043 - Confirmation of Proceedings to By-law No. 2011-044.
- CARRIED

**3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

The Warden requested the Clerk to record that, in accordance with the *Municipal Conflict of Interest Act*, no Member of Council declared a conflict of interest for any items on the agenda.

Regular Meeting of Council Minutes  
December 14, 2011 -9:00 AM













RESOLVED THAT the Council of the County of Frontenac receive for information the following accounts for the period of November 8 to December 6, 2011:

- Payroll dated between November 8 and December 6, 2011 in the amount of \$905,750.03; and
- Cheque listing in the amount of \$1,008,705.00.

CARRIED

**12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN**

**13. GIVING NOTICE OF MOTION**

**14. OTHER BUSINESS**

**External Boards and Committees**

**a) Kingston Frontenac Library Update - John Purdon**

Councillor Purdon advised that Patricia Enright, current Manager of Children's Services and Rural Branches, will assume the position of CEO/Chief Librarian effective January 1, 2012.

**b) KFL&A Public Health Update - Bud Clayton**

Councillor Clayton congratulated Frontenac Paramedic Service on their involvement with the Fleet Challenge Ontario program.

Councillor Clayton advised that he was unable to attend the last meeting; however the strategic plan has been adopted and the 2012 budget has been passed.

**c) RULAC, LSR and Other Updates - Susan Beckel – no update**

**d) Algonquin Land Claim Update - John Inglis**

Councillor Inglis advised that a meeting was held on November 30, 2011 and a commitment was made to hold a meeting between the Ontario negotiators and municipalities in the Spring.

**e) Frontenac County Youth Justice Advisory Committee Update - Gary Davison – no update**

**f) Affordable Housing Development Committee Update - John McDougall**

Councillor McDougall advised that a meeting was held on December 8, 2011. The committee has five new members so City staff provided an overview of the mandate and the work completed over the last year. RULAC members will need to address the issue of a County volunteer appointment to this committee and the committee's reporting process as well.





## Agenda Item # 6•

FURTHER BE IT RESOLVED THAT in the event more than two candidates are nominated, if none receives a clear majority, the one receiving the lowest number of votes automatically retires before the next vote is taken; and

FURTHER BE IT RESOLVED THAT, in the event there is an equality of votes for the individuals receiving the lowest number of votes, the Council shall determine which individual remains on the next ballot by taking a vote by secret ballot involving those individuals with the equality of votes, it being understood that the individual with the lowest number of votes automatically retires before the next vote is taken, and further in the event that ballot results in a further equality of votes, the individual to remain on the next ballot shall be determined by placing the names of the candidates on equal sized pieces of paper in a box and requesting a person chosen by the Clerk to draw the name of the individual to remain on the next ballot from the box; and

FURTHER BE IT RESOLVED THAT in the event of an equality of votes for the office of Warden, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal sized pieces of paper in a box and one name being drawn by a person chosen by the Clerk.

CARRIED

Nominations for the position of Warden were opened and the following nominations received:

- Deputy Warden Gutowski and Councillor Clayton.

Nominations for the position of Warden were closed.

Councillor Clayton and Deputy Warden Gutowski spoke to their respective nominations.

A vote for the position of Warden was taken. As an equal number of votes were received, each name was placed on an equal sized piece of paper and placed in a basket. Warden Davison drew the name of Deputy Warden Gutowski.

Deputy Warden Gutowski submitted her resignation as Deputy Warden.

Motion #356-11	Moved By:	Councillor Gutowski
	Seconded By:	Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac accept the resignation of Janet Gutowski as Deputy Warden.

CARRIED

Motion #357-11	Moved By:	Councillor Doyle
	Seconded By:	Councillor Jones

RESOLVED THAT nominations for the office of Deputy Warden be accepted by the Clerk and, in the event more than one individual is nominated, County Council proceed to take the vote for Deputy Warden by secret ballot as per the Municipal Act; and

FURTHER BE IT RESOLVED THAT in the event more than two candidates are nominated, if none receives a clear majority, the one receiving the lowest number of votes automatically retires before the next vote is taken; and

FURTHER BE IT RESOLVED THAT, in the event there is an equality of votes for the individuals receiving the lowest number of votes, the Council shall determine which individual remains on the next ballot by taking a vote by secret ballot involving those individuals with the equality of votes , it being understood that the individual with the lowest number of votes automatically retires before the next vote is taken, and further in the event that ballot results in a further equality of votes, the individual to remain on the next ballot shall be determined by placing the names of the candidates on equal sized pieces of paper in a box and requesting a person chosen by the Clerk to draw the name of the individual to remain on the next ballot from the box; and

FURTHER BE IT RESOLVED THAT in the event of an equality of votes for the office of Deputy Warden, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal sized pieces of paper in a box and one name being drawn by a person chosen by the Clerk.

CARRIED

Nominations for the position of Deputy Warden were opened and the following nominations received:

- Councillor Doyle and Councillor Clayton

Nominations for the position of Deputy Warden were closed.

Councillors Doyle and Clayton spoke to their respective nominations.

Motion #358-11	Moved By:	Councillor Doyle
	Seconded By:	Councillor Jones

RESOLVED THAT Deputy Warden Janet Gutowski be and is hereby appointed as the Warden for the County of Frontenac, effective following the December 14, 2011 County Council meeting;

AND FURTHER BE IT RESOLVED THAT Councillor Denis Doyle be and is hereby appointed as the Deputy Warden for the County of Frontenac, effective following the December 14, 2011 County Council meeting;

AND FURTHER BE IT RESOLVED THAT the Clerk be instructed to bring forward a by-law later in the meeting to confirm the appointments of Warden and Deputy Warden.

CARRIED

**15. PUBLIC QUESTION PERIOD**

**16. BY-LAWS – GENERAL BY-LAWS AND CONFIRMATORY BY-LAW**

**By-law No. 2011-0041 - Execute Closed Meeting Investigator Contract Extension Agreement**

**By-law No. 2011-0042 - To Authorize the Clerk to Execute Agreement with**



## **Agenda Item # 6•**

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Gary Davison, Warden

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K. Elizabeth Savill, Clerk

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Regular Meeting of Council Minutes  
December 14, 2011 – 9:00 AM

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**ADMINISTRATIVE REPORT**

**To:** Warden and Council Members of the County of Frontenac

**From:** Elizabeth Savill  
CAO

**Prepared by:** Casey Buchanan  
Executive Assistant

**Date Prepared:** January 10, 2011

**Date of Meeting:** January 18, 2011

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**Re:** **Communications of Interest to County Council**

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**A It is recommended that the following communications of interest to the County be received and filed (copies are available upon request).**

**Ministries, Other Municipalities, etc:**

1. Corporation of the Township of Carling, December 16, 2011 – Correspondence to advise County Council that Carling Township Council enacted a resolution supporting MPP Norm Miller’s Private Members’ Bill to pave highway shoulders and requests that County Council consider supporting the resolution that would require a minimum one metre paved shoulder on certain provincially owned highways to improve public safety for cyclists, pedestrians and motorists alike.
2. County of Lennox and Addington, December 19, 2011 – Media release directed to the Council of the County of Frontenac announcing the appointment of Bill Lowry, Mayor of Loyalist Township as County Warden for the year 2012.
3. Corporation of the Municipality of Clarington, December 20, 2011 – At a meeting held on December 19, 2011, the Council of the Municipality of Clarington approved a resolution requesting that the Province, through the Ministry of the Environment, establish guidelines, regulations and a Provincially regulated approval process to govern the quality of fill imported to a receiving site other than for the purpose of Brownfield redevelopment.
4. Corporation of the Municipality of Clarington, December 20, 2011 – At a meeting held on December 19, 2011, the Council of the Municipality of Clarington approved a resolution to write the Premier of Ontario respectfully requesting that any municipality in Ontario that receives special funding from the Province to cover a budget deficit, that all local municipalities receive the same per capita funding from the Province.

5. Nottawasaga Police Services Board, January 3, 2012 – Letter directed to the Premier of Ontario from the tri-party board comprised of the Town of New Tecumseth, Township of Essa and the Township of Adjala-Tosorntio requesting that the Premier reinstitute the photo radar program for the provincially regulate Police Service Boards to manage and use at their discretion and the Ontario Provincial Police, the Ontario Police Association and the Ontario Police Chief's Association be requested to support their resolution which was passed on November 24, 2011.
6. The Corporation of the City of Kingston, January 3, 2012 – Letter from the Office of the City Clerk confirming that Kingston City Council, at its regular Council meeting held on December 20, 2011, approved a resolution that the City of Kingston endorse the FCM 7 points of concern regarding Comprehensive Economic and Trade Agreement. The motion with this is to be circulated to the Prime Minister of Canada and others and asks that an open and transparent public process be adopted by the Government of Canada so that Canadians may be better informed and better heard on this important decision.
7. The Corporation of the City of Kingston, January 5, 2012 – Letter noting that at its regular Council meeting held on December 6, 2011, a motion was approved indicating that Kingston support a clear and transparent process to set social assistance rates that are set on the real cost of living a healthy, dignified life in Ontario and that Kingston calls on the government of Ontario to immediately introduce and fully fund a \$100.00 per month Healthy Food Supplement for all adults on social assistance as a first step toward meeting basic needs.

### Other Correspondence:

1. KFL&A Public Health, December 12, 2011 – Follow up letter from the correspondence dated November 15, 2011 from Board Chair, Mrs. Beth Pater, noting that KFL&A received a response to their letter that was written on behalf of the Board of Health to the Chief Medical Officer of Health on November 18, 2011. The response explains the influencing factors behind base funding for boards of health. The letter states that under section 72 of the *Health Protection and Promotion Act*, it is the board of health's responsibility to approve a budget according to local needs and the obligated municipalities within the area that comprises the public health unit are responsible for the costs. The letter goes on to stated that the Province has made every effort to ensure appropriate funding for Ontario's public health system, including uploading the cost of mandatory programs and providing additional growth funding. Noting further that the government is currently not in a position to provide additional funding to boards of health beyond that which was allocated through the Program-Based Grants process. The Province is currently undertaking a review of the mandatory programs provided to boards of health in an effort to ensure a more transparent and equitable funding methodology.
2. Cataraqui Region Conservation Authority, December 21, 2011 – An informal note to advise that the Cataraqui Source Protection Committee is now working diligently to prepare a Source Protection Plan: Cataraqui Source Protection Area for consultation in early 2012. The letter notes that there will be two opportunities for municipalities to provide comments during the initial draft and on the subsequent proposed version. The expected date to share the draft plan is mid-February with three public open houses planned for late March in the east, central and west parts of the Cataraqui Source Protection area. Comments on the proposed version will be expected in late May.

3. Municipal Property Assessment Corporation, December 28, 2011 – Correspondence reporting that MPAC has reached a four-year settlement with OPSEU that is reasonable, responsible, and reflects an understanding and appreciation by both MPAC management and the bargaining unit of the current economic environment and challenges.
4. 1000 Island Region Workforce Development Board, January 6, 2012 – Report from November 2011 providing relevant labour market highlights for the Province of Ontario and for the local 1000 Islands Region with a focus on the Youth Labour Market in Ontario and projected employment requirements. The report indicated that employment for youth has declined to 51% across the province, setting a new low for youth employment in 2010.

### **AMO Member Communications:**

1. News Releases:
  - Passage of Bill C-13 Makes the Federal Gas Tax Fund a Permanent Source of Infrastructure Funding (December 16, 2011)
2. AMO Breaking News
  - Court Security and Prisoner Transportation Upload to Start in 2012 (December 15, 2011)
  - Passage of Bill C-13 Makes the Federal Gas Tax Fund Permanent (December 16, 2011)
3. Watch Files
  - December 8, 2011
  - December 15, 2011
  - December 22, 2011
  - January 5, 2012

### **FCM Communications:**

1. News Releases: nil

**B Eastern Ontario Wardens' Caucus (EOWC) Meeting Minutes/News Releases: nil**

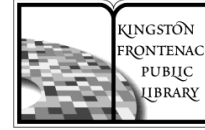
### **C Agency/Board Minutes:**

1. Kingston Frontenac Public Library Board – November 23, 2011

### **D The following items of correspondence require action:**

1. Algonquin Land Claim Municipal Advisory Committee, December 15, 2011 – Correspondence from the Co-Chair, Norm Lemke, requesting that each municipality that is a member of the Municipal Advisory Committee (MAC) advise their appointment for the year 2012. The letter states that the appointee be the Head of Council or their designate who is a member of council. A response by January 31, 2012 is requested.
2. Minister of International Trade and Minister for the Asia-Pacific Gateway, October 11, 2011 – Correspondence with attached notice from AMO regarding the Canada-European Union Comprehensive Economic and Trade Agreement. The notice requests that the County of Frontenac pass a resolution which encourages the Province of Ontario and the federal government to continue to engage with FCM and AMO to address the interest of their members in trade negotiations.

**MINUTES**  
**Regular Meeting #2011-09**  
**Kingston Frontenac Public Library Board**  
**November 23, 2011 - 4:00 PM**  
**Delahaye Room, Central Library**



Present: Barbara Aitken, Denise Cumming, Deborah Defoe (Chief Librarian/CEO), Wilma Kenny, Councillor Jim Neill, Floyd Patterson, Councillor John Purdon, Claudette Richardson (Chair), Monica Stewart

Staff Present: Doug Brown (Manager, Facilities), Patricia Enright (Manager, Children's/Youth Services and Rural Branches, and Recording Secretary), Barbara Love (Manager, Adult Services), Shelagh Quigley (Manager, Human Resources) Chris Ridgley (Budget / HR Analyst), Lester Webb (Manager, Systems and Technical Services)

Regrets: Paige Cousineau, Ralph Gatfield, Erik Knutsen, Mary Glenn (Recording Secretary)

## 1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:05 PM.

## 2. ADOPTION OF THE AGENDA

The agenda was accepted with the following additions: *7.2 SOLS Trustee Council meeting, and 9.1 Branch Services Master Plan.*

## 3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

## 4. ACCEPTANCE OF MINUTES

### 4.1 *Kingston Frontenac Public Library Meeting #2011-08 held October 26, 2011*

2011-63 STEWART- KENNY

*That the minutes of Regular Meeting #2011-08 of the Kingston Frontenac Public Library Board held October 26, 2011 be approved with the following correction: 7.1.5. Marilyn be changed to Merilyn.*

CARRIED

### 4.2 *Committee of the Whole Meeting held November 9, 2011*

2011-64 KENNY – STEWART

*That the Minutes of the Committee of the Whole meeting held November 9, 2011 be confirmed.*  
CARRIED

With respect to the board meeting evaluation process, it was reported that a one-page evaluation form was in development and would be circulated at the December meeting.

## 5. BUSINESS ARISING FROM THE MINUTES

### 5.1 *CEO Search Committee – Update*

Ms. Stewart reported that a short list of candidates was interviewed today. The committee asked that a special board meeting be called on November 30, 2011 to ratify the decision of the Committee.

## **5.2 Carver Governance (G-7)**

Councillor Purdon noted that item 5 which dealt with the consent agenda had been deleted and moved to G-2 and asked that G-2 be brought forward with the change.

Ms. Cummings said that the changes reflect what was discussed at the meeting but she noted that she did not see a report on the Ends and how they are being achieved. Ms. Defoe replied that the Chief Librarian's reports are intended to convey this information. Ms. Cummings stressed the importance of having clarity around the goals. She suggested that the monitoring reports be discussed at the next Committee of the Whole meeting.

## **6. ACTION ITEMS**

There were no action items.

## **7. INFORMATION ITEMS**

### **7.1 Correspondence / Information Received and Sent**

- 7.1.1 From the Federation of Ontario Public Libraries (FOPL) a letter dated November 1, 2011 highlighting the Federation's accomplishments over the last year, and enclosing an invoice in the amount of \$5,000.

2011-65 PURDON -AITKEN

*That the Board receive the correspondence as listed in the Agenda.*

CARRIED

### **7.2 Southern Ontario Library Services Trustee Council Area 6 Meeting**

Ms. Richardson reported on the meeting which took place at the Tweed Public Library. The new facility which opened three months ago has a combined meeting room and quiet study room with a fireplace, but the shelving is high. David Allen, the executive director of the Federation of Ontario Public Libraries, spoke to the group about FOPL's projects and accomplishments.

Ms. Kenny reported on a workshop by the Monieson Centre at Queen's School of Business. The business students are available to assist organizations and businesses.

## **8. MONITORING REPORTS**

### **8.1 Communication and Counsel**

#### **8.1.1 Chief Librarian's Report**

Ms. Richardson, Ms. Defoe and Ms. Ridgley attended the City of Kingston budget meeting on November 22, 2011 where Ms. Defoe presented the 2012 budget. According to the Whig Standard the budget passed as presented at 2.6%.

Ms. Defoe spoke to the information item 8.1.1., the data collected by the Ministry of Tourism and Culture through its annual survey. The information is intended to demonstrate where the Kingston Frontenac Public Library stands in relation to other public libraries in the population group 100,001 to 250,000.

**8.2 Staff Relations**

**8.3 Asset Protection**

2011-66 PURDON – AITKEN

*That the Board accept the following reports of the Chief Librarian/Chief Executive Officer:*

- *Communication and Counsel*
- *Staff Relations*
- *Asset Protection*

CARRIED

**9. OTHER BUSINESS**

**9.1 Branch Services Master Plan Review**

Councillor Neill suggested that the Board ask Council for additional operating funding (.6%) to meet provincial guidelines. The Branch Services Master Plan sets out the Board's five year plan. He suggested that the Board approach the Pittsburgh Fund to assist with funding the expansion of the Pittsburgh branch. Ms. Defoe reported that she has met with Gerry Shoalts, the branch's architect, to discuss the expansion, and that she has also contacted Commissioner Hurdle regarding the City's plans for the north end of Kingston. The library would need a minimum of 1,000 square feet for a branch.

**10. NEXT MEETING DATE AND ADJOURNMENT**

There will be a special board meeting held on Wednesday, November 30 at 4:00 PM in the Delahaye Room.

The next regular Board Meeting will be held at 4:00 PM, Wednesday, December 14, 2011, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 5:13 PM.

\_\_\_\_\_  
Claudette Richardson, Chair

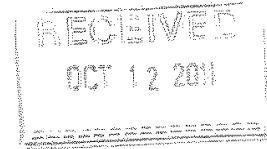
\_\_\_\_\_  
Patricia Enright, Recording Secretary

Minister of International Trade and  
Minister for the Asia-Pacific Gateway



Ministre du Commerce international et  
ministre de la porte d'entrée de l'Asie-Pacifique

Ottawa, Canada K1A 0G2



**OCT 11 2011**

Mr. Berry Vrbanovic  
President  
Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa ON K1N 5P3

Dear Mr. Vrbanovic:

I am writing to thank you for the opportunity to meet with you and the members of the National Board of Directors of the Federation of Canadian Municipalities (FCM) on September 9, 2011.

It was a pleasure to be in Nelson for your meeting and to engage in direct and frank discussions on community-based issues related to international trade priorities. Municipalities have a key role to play in helping us deliver our ambitious trade agenda. In Nelson, I saw first-hand the FCM's hard work to ensure that local communities continue to play an important role in Canada's economic success.

Allow me to reiterate that the Government of Canada is working in partnership with the provinces and territories to address municipal concerns and questions regarding Canada's trade agreements and negotiations. The Department of Foreign Affairs and International Trade is committed to continuing and advancing engagement with municipalities through the Joint Working Group with the FCM.

Once again, thank you for the opportunity to meet with the FCM Board of Directors. I look forward to working with you in the near future.

Sincerely,

The Honourable Ed Fast, P.C., M.P.

**Canada**

### TO THE IMMEDIATE ATTENTION OF THE CLERK AND COUNCIL

October 5, 2011

#### Canada – EU Comprehensive Economic and Trade Agreement Update

Canada-European Union talks toward the Comprehensive Economic and Trade Agreement (CETA) continue to evolve and AMO is committed to updating members with information as available to ensure that discussions regarding CETA by Ontario's local governments are as informed as possible. In our **Breaking News of August 15, 2011**, we provided members with information on the status of negotiations, areas under discussion in a final deal and resources for members to obtain more in-depth details on the talks.

As members may know, CETA negotiations have progressed through eight rounds since they began in 2009 and as many local governments are now aware, access to sub-national (provincial/territorial/municipal) procurement markets for Canadian and European firms is being actively discussed as part of the final deal.

AMO understands that municipal governments and citizens groups across the province continue to be interested in the progress of the CETA discussions and the potential impacts on municipalities. Members have informed us that some citizens groups are seeking to make presentations to councils regarding CETA, including a draft resolution for adoption.

AMO is guided by the multiple interests of municipal governments and local decision making in all matters of policy and administration – interests that consider local autonomy, municipal property taxpayer value and the broader economic well-being of communities and Ontario among the myriad of other interests – so that municipalities are safeguarded in any initiative. We recognize that while some members of our communities may have some concerns about the agreement's impact on municipalities and some businesses, others are looking to take advantage of the opportunities presented to Ontario businesses by the agreement to grow and diversify trade and operations.

To help to articulate the interests of municipal governments in trade negotiations generally, and for CETA specifically, the Federation of Canadian Municipalities set down some principles to guide the federal government in its discussions. The principles, which were adopted by AMO, require that any deal offer significant opportunities for economic development for our local companies for any limitations that may be accepted.

In September, the federal Minister of International Trade, the Honourable Ed Fast, attended the FCM meeting in Nelson BC along with Canada's Chief Negotiator for CETA. Minister Fast confirmed to FCM at that meeting and in a letter to FCM's President, Berry Vrabanovic, that the federal government accepted the principles and that he believed the final CETA deal would conform to them. In his letter Minister Fast stated that CETA would not affect municipalities' ability to use procurement selection criteria that included relevant experience, social and environmental factors and quality nor would it require privatization of municipal services or affect the ability of

municipalities to regulate within their jurisdiction. Minister Fast also confirmed that municipalities would not be subjected to any disputes under CETA as these would be between the signatories of the agreement: the governments of Canada and the European Union.

AMO considers these statements encouraging and will continue to work with FCM and the next provincial government to ensure the interests of Ontario municipalities are understood and addressed in the final agreement.

In the meantime, recognizing these developments and the concerns shared by citizens, some AMO members have passed resolutions which encourage the Province of Ontario and the federal government to continue to engage with FCM and AMO to address the interests of our members. The resolution is provided below for members to consider and adopt should councils wish to take action on CETA.

*Whereas the Government of Canada and the European Union have been negotiating a trade agreement known as the Comprehensive Economic and Trade Agreement (CETA);*

*And Whereas the Canada-European Union relationship holds great potential for growing Canada's trade and collective prosperity;*

*And Whereas the Council has been made aware that some members of our community have concern regarding the impact of CETA negotiations currently underway between Canada and the European Union;*

*And Whereas the (municipality of \_\_\_\_\_) supports the guiding principles as set out by the Federation of Canadian Municipalities (FCM) and endorsed by the Association of Municipalities of Ontario (AMO);*

*Be it Resolved that the (municipality of \_\_\_\_\_) requests the Federal Government and the Province of Ontario to continue to ensure that the municipal sectors' interests are represented in the ongoing negotiations; and*

*That the federal government's negotiations ensure that the FCM guiding principles will be fully reflected in any trade agreement reached between Canada and the European Union; and*

*That the federal and Ontario governments provide FCM and AMO with regular, detailed updates on the status of the European Union trade negotiations to the fullest extent possible.*

*This resolution be forwarded to the Minister of International Trade; our local MPs, the Premier of Ontario, our local MPPs, the Ontario Minister responsible for Trade and Economic Development, FCM and AMO.*

**AMO Contact:** Craig Reid, AMO Senior Policy Advisor, at: [CReid@amo.on.ca](mailto:CReid@amo.on.ca) or 416 971 9856 ext. 334

## Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and Municipal Governments

### FCM's Principles on CETA endorsed by AMO:

- - Reasonable procurement thresholds: Inappropriately high or broad procurement thresholds may force municipalities to tender projects when tendering is neither practical nor financially justified.
  - Streamlined administration: Ensuring that municipal procurement policies are free-trade compliant will likely create new costs and may require specialized expertise. The administrative design of these rules must be as streamlined as possible and developed in close cooperation with municipal procurement practitioners.
  - Progressive enforcement: Enforcing provisions of any deal should be progressive, starting with verbal or public warnings before moving to financial penalties, and should recognize and not penalize inadvertent non-compliance, particularly in cases where municipalities do not have the expertise to appropriately apply the rules.
  - Canadian content for strategic industries or sensitive projects: A trade deal must recognize strategic and public interest considerations before barring all preferential treatment based on country of origin. There may be industries of strategic significance to a particular region, such as transit, or projects where considerations of quality, public benefit, environmental protection or business ethics means that a local government may wish to implement minimum Canadian-content levels. This should be allowed, within reason.
  - Dispute resolution: A dispute-resolution process, like the one in NAFTA, may require a careful review of the municipal role in that process so they can appropriately defend their policies and by-laws as an order of government.
  - Consultation and communications: Consultation and communications during negotiations are required to ensure any resulting agreement responds to municipal concerns.
  - Reciprocity: Canada's negotiating position must support reciprocity in Canadian and foreign municipal procurement practices.
- [Letter to Berry Vrbanovic, President FCM from The Honourable Ed Fast, Minister of International Trade](#). October 11, 2011.
- For more information please visit the [FCM trade issues](#) page.

### Other CETA information:

- [Canada – EU Comprehensive Economic and Trade Agreement Update](#). AMO Update. October 5, 2011.
- [Why Canada Needs a Trade Deal with the European Union](#): C.D. Howe Institute



**ADMINISTRATIVE REPORT**

**To:** Warden and Council Members of the County of Frontenac

**From:** Elizabeth Savill  
CAO

**Input from:** Administrative and Financial Services Management and Supervisory Staff

**Date prepared:** January 11, 2012

**Date of meeting:** January 18, 2012

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**Re:** **Administrative and Financial Services – 2011 4<sup>th</sup> Quarter Activity Update**

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**Background**

This report is presented to Council to provide an update on the various new and ongoing activities and special projects undertaken during October, November and December 2011.

**Comment**

**Ongoing Activities**

- Council Meetings – Regular meetings were held on October 19, November 16 and December 14, 2011. Administrative and Financial Services staff at all levels contributed to the content and preparation of each of these agendas.
- Council's Advisory Committees: December 5 (150<sup>th</sup> Anniversary – supported by the CAO), October 25 and December 7 (Sustainability – supported by the CAO), October 21 and December 7 (Trail – supported by the Manager of Economic Sustainability), and October 12 and November 29 (Green Energy Task Force – supported by the CAO).
- RULAC – No meetings were held during this quarter (the meeting scheduled for October 31 was cancelled).
- EOWC – Meetings of the Caucus were hosted by the County of Northumberland on October 20-21. EOWC-CAO meeting was hosted by Lanark on November 14-25. The CAO and Treasurer continue to lead the EOWC Financial Sustainability project. The goal is to produce a document to replace the annual *Future Directions Report* providing the needed data to ensure our presentations and reports to the provincial and federal governments contain the data and analysis required. Meetings were hosted by Frontenac on October 12, November 21, December 12 and 19.

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Administrative Report  
Administrative and Financial Services – 2011 4th Quarter Activity Update  
January 18, 2012

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## Agenda Item # 101011011•

- EORN – Meetings of the Board of Directors, attended by the Warden and CAO, were held on October 14 (regrets) and December 5. The launch of the Embrun Broadband service was attended by the Councillor Davison on December 16.
- The Treasurer continues to attend meetings of the EOWC Treasurers group, the latest held on October 21.

### Conferences, Training and Seminars

- Management staff members completed the required course work for the AMCTO Executive Diploma Municipal Management; with courses held on October 13, 14, November 3, 4, 23 and 24. Topics for these sessions included: corporate financial integrity and controllership; staff council relations; municipal-provincial relations; human resources law; succession planning for municipalities and strategic planning techniques. Staff has now submitted their final research paper outlines for approval. The final paper must be completed by mid March 2012.
- The CAO attended the Ontario Municipal Administrators Association Workshop October 26-28 in Stratford.
- The Manager of Economic Sustainability attended an Economic Development Summit hosted by the United Counties of Leeds and Grenville in partnership with Gord Brown, M.P., and Steve Clark, M.P.P., and held in Kemptville on November 25. The day included the official launch of the United Counties Integrated Community Sustainability Plan.
- The Occupational Health Nurse has participated in numerous educational sessions via webinars including Discipline and Disability, Workplace Trauma, Preventing Absenteeism and the AODA and Absenteeism. She also participated the the Sustainability Workshop at the County and was a participant in Fairmount Home's annual education day, teaching Back Care and Roles & Responsibilities of Workers under the OH&S Act.
- The Manager of Information Systems attended the annual MISA Security conference held in Kingston on October 19. The IT Technician and the Systems Technician attended on October 20.
- The Treasurer attended the Eastern Ontario Treasurers meeting on December 2 in Kingston.
- The Treasurer attended the MFOA Assessment 201 workshop in Kingston on October 25 and the AMCTO Risk Management Workshop in Perth on November 29.

### Committee Activities

- Frontenac Treasurers Group: Met in November and received a presentation on assessment issues from MPAC. Other issues of common interest were discussed.
- Community GIS: The GIS Specialist met with representatives from the City of Kingston, KFL&A Public Health, United Way, and Queens. Discussions continued around the benefits of community GIS. Preparations for GIS symposium presentations to be held on January 26.
- AMCTO Zone 6 Executive: The Deputy Clerk is a Zone 6 Director at Large. The County of Frontenac hosted the Fall Zone meeting in Verona on October 27. Councillor John

## Agenda Item # 101011011•

McDougall brought greetings on behalf of the County and Township. Approximately 40 persons were in attendance including representation from all townships in the Frontenacs. Presentation topics included: records management, current municipal legal issues, AGCO special occasion permits, MMAH update, insurance claims reality and the 5 most dangerous trends facing local government

- LHIN Regional Transportation Committee (CAO is a member): No meeting this period.
- AMO Long Term Care Committee (CAO is a member): No meetings this period.
- OANHSS Municipal Group (CAO is a member): A meeting was attended on December 1.
- Kingston & Renfrew Central Ambulance Communications Centre Advisory Committee: CAO continues to co-chair and a meeting was held on November 7.
- Municipal Finance Officers Association: The Treasurer was selected as a member of its Finance Policy Committee.
- Community and Hospital Infection Control Association (CHICA) Eastern Ontario: Occupational Health Nurse attended the Executive and AGM meeting. She concluded her extended term on the Executive. The OHN was a speaker at this chapter's IPAC day long workshop which was attended by 100 health care professionals from across the continuum of care. She will continue her participation on the two national groups - Standards & Guidelines & Pre-Hospital Responders.
- EAP: An education display/information booth on Practical Financial Management was conducted at Fairmount in late September as a result of the EAP education survey. The 4<sup>th</sup> quarter meeting was held and most townships and the County are participating in the annual Maintain Not Gain challenge over the holiday season.
- Thousand Islands Occupational Health Nurses Association: OHN attended meeting as a member.
- Frontenac Accessibility Advisory Committee: Meetings were held on October 21 and December 9. At the December meeting, the committee received a presentation regarding accessible web site design. Township and County staff were invited to attend and the presenter provided a CD of resource documents. This committee still requires a member from Frontenac Islands and from North Frontenac.
- Rideau Corridor Landscape Strategy Steering Committee: The Community Planner attended a Steering Committee meeting on November 18.
- Algonquin Land Claim: The CAO attended a meeting of the CAOs group on November 16.

### **Special Projects and Key Activities**

- Municipal Management Internship Program: Our intern continues to gain knowledge and experience as she works throughout the organization according to her approved work plan. The mid-term meeting with AMCTO was attended on December 1 in Toronto.
- e-Agenda Electronic Meeting Management System: Implementation complete by the Deputy Clerk and Manager of Information Systems with 3 training sessions and 6 additional

## Agenda Item # 101011011•

coaching sessions were held for Administrative staff; the system was used for the December 14 County Council meeting.

- RED Funding Review Panel: The Manager of Economic Sustainability continues to sit on the provincial panel; meetings normally take place by conference call. The panel did not during this quarter.
- Leadership Excellence Advancement Pilot Project Leadership Roundtable (LEAPP): The CAO continues to participate with this provincial initiative of the Centre for Leadership and Learning coordinated by the Municipal Performance Partnerships Section of the Ministry of Municipal Affairs and Housing. Meetings were attended on October 18 and November 29-30.
- Integrated Community Sustainability Plan Implementation: The annual ICSP workshop was held on October 5. A number of staff supported the day and was attended by Council and community members. In addition, the Manager of Economic Sustainability and the Community Planner attended the CFDC Trade Show, jointly sponsored by the County and the FCDFC, on October 19.
  - Relationship building with the City of Kingston – a meeting was attended by the CAO and Sustainability Assistant with key members of the City's team on December 2.
  - New Energy Project meetings were attended and chaired by the Manager of Economic Sustainability on October 12, November 30 and December 19 as well as participating in conference calls with the Ministry of Economic Development and Trade with regard to for the Community's In Transition (CIT) funding application. The committee has decided to stay steadfast to the plan and await the February 2012 decision from CIT.
  - Solar Panel Project at the site of the Palace Road Ambulance base is complete.
  - Frontenac K&P Trail:
    - The Occupational Health Nurse held one instructional education session on Urban Poling at the Harrowsmith Junction
    - The Manager of Economic Sustainability, CRCA and the manager of Trans Canada Trail Ontario met in December to work toward partnerships to identify funding opportunities
    - The bridges engineering design report was accepted by County Council for the remaining four bridges along the Frontenac K&P Trail
    - The CAO and Manager of Economic Sustainability met with representatives of the Limestone District School Board to address trail continuity issues at Prince Charles Public School in Verona on November 17; efforts continue to resolve other property issues
    - On November 22 a drainage problem resulting from a collapsed culvert along the trail near Goodfellow Road was reported to County staff by Central Frontenac Manager of Public Works; after agreeing to the work required, a CF crew completed the work on a time and materials basis
  - Community Improvement Plan: On October 11, the Community Planner and the Manager of Economic Sustainability presented an overview to Central Frontenac Council; they met with the CAO of CF on November 4 to discuss a work plan; they presented at a public meeting on December 14 in Sharbot Lake. A brochure highlighting the process and benefits of a CIP was created with the help of the Sustainability Assistant. Approval of the Official Plan Amendment needed for the Verona project was issued on December 28 and the appeal period ends in January.

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- Seniors Community Housing Pilot Project: The start-up meeting was held on October 24 and was attended by the CAO, Community Planner, Intern, Councillor McDougall and representatives from the City of Kingston.
- Smaller Scale Community Sustainability Initiatives are supporting a number of local projects. All available funding for 2011 has been awarded. The Lake Management Report is completed and will be presented to council early in 2012.
- Natural Heritage Study: RFP closed October 28 and interviews took place November; Dillon Consulting was selected as the successful proponent.
- Land Use Planning
  - An RFP was issued for Peer Review Services for Technical Studies associated with applications for plans of subdivision or condominium; interviews will take place in January.
  - Deputy Clerk and Community Planner continued to work on updating the Planning Procedures.
  - Central Frontenac: McIntosh Perry presented a revised plan of subdivision for its proposed development on Kennebec Lake on December 7 with County, Township, and Lake Association representatives in attendance.
  - Frontenac Islands: The County began providing planning services to the Township effective October 1. Several rezoning and consent applications have been reviewed and a number of policy studies are underway.
  - County Official Plan: The Manager of Sustainability Planning, with support from representatives from the Ministry of Municipal Affairs and Housing, made presentations to the Councils of South Frontenac (November 8), Frontenac Islands (December 13), and Central Frontenac (December 14) on the proposed County Official Plan.
  - County Planning Services: At the direction of Council, the Manager of Sustainability Planning made presentations to South Frontenac (November 8) and Central Frontenac (December 14) regarding the possibility of the County providing day-to-day planning services.
- Economic Sustainability
  - Manager of Economic Sustainability assisted the Mayor of Frontenac Islands by delivering material required for a presentation on sustainability at Queen's University on December 8.
  - Manager of Economic Sustainability has been appointed to the Verona Medical Clinic Committee as a resident of South Frontenac and from this time forward will be attending these meetings as a community volunteer.
  - Manager of Economic Sustainability assisted in the scheduling for the last of the survey interviews required for the Regional Local Food BR+E. We have completed our part of the commitment to this project and the final report is to be completed in March 2012.
  - Manager of Economic Sustainability met with a member of the local National Farmers' Union on November 14 with regard to the Healthy Eating Charter project in partnership with the Health Unit.
  - The Manager of Economic Sustainability continues to sit as a voting director on the Land O' Lakes Tourist Association Board and attended regular meetings on October 11 and December 13.
  - The Manager of Economic Sustainability met with the Chief Building Inspector for South Frontenac to consult on economic development strategies for the Township.

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- The Manager of Economic Sustainability provided assistance to three different community groups in their efforts to apply to the Support to Smaller Scale Community Sustainability initiatives.
- Geographic Information Systems
  - [www.frontenacmaps.ca](http://www.frontenacmaps.ca)
    - Updated parcel mapping and associated MPAC information
    - Uploaded improved roads layer
    - Uploaded improved points of interest layers
    - Added Zoning for Central Frontenac
  - Geocortex Optimizer
    - Routine established for archiving database
  - County of Frontenac GIS Strategic Plan
    - Researched other successful strategic plans and draft has been started
  - GIS Day
    - GIS Day celebrated on November 16; an article and cake photo uploaded to GIS Day.com; front page article appeared in the Frontenac EMC
  - Data/Layer Improvements
    - Road segment improvements using imagery (alignment, additions, etc.)
    - Address information improvements
    - Provided updates to City of Kingston GIS (received updated City road network in return)
    - Digitization of building footprints well underway for entire County
  - OP/Zoning
    - Creation of zoning layers for each of the townships is underway
    - OP schedules for each of the townships has been combined onto a single large scale map of the County for review
  - Frontenac K&P Trail Mapping
    - Provided mapping to design consultants that will be used for signage along Trail
    - Gathered GPS locations to map where signage will be placed along the Trail
    - Met with a Trails Committee member to go over mapping
    - Provided large scale maps with imagery and ownership parcels along Trail for use by the Committee
  - Natural Heritage Study
    - Gathered data layers in preparation for the heritage study
    - Sending portable hard-drive to MNR for Forest Resource Inventory data (Imagery)
  - Lake Plan Management
    - Received Lake Plan management layers from consultants
    - Layers can now be used in future studies/applications
  - Address Point File
    - Provided a County-wide address point file to the City of Kingston to be used in their fire dispatch systems as a primary check
    - Improvements to this layer are ongoing
  - Frontenac County Bytes e-Newsletter
    - Provided trivial facts about Frontenac County (Ie. land cover, settlements)
    - Will become a monthly task to provide this type of trivial information
  - CIP Mapping

# Agenda Item # 101011011•

- Provided maps for the planning stage (Sharbot Lake)
- Plotted poster slides for consultation meetings
- Map Books
  - Provided map book updates to staff at North Frontenac
- FPS Mapping
  - In depth analysis undertaken to determine response times/routing for bases
  - Ongoing cross-border analysis
- Administrative Services
  - Municipal Intern and Deputy Clerk continue to work on an updated records retention by-law.
- Finance
  - Recruitment of the Deputy Treasurer was a key activity in this quarter
  - Budget preparation and presentation
  - The RFP for General Insurance was completed and recommendations presented to Council.
  - Involved in ongoing discussions re Joint project in North Frontenac
  - Review of actuarial assessment of Fairmount Home staff post employment benefits to bring information up to date
  - Review of health benefit changes with broker, Mosey & Mosey
  - Provided required BCF reporting re Library project. Ongoing discussion re ineligibility of furniture
  - Assisted with Permit to Take Water investigations
  - HST remittance
  - Contract service to Frontenac Islands – monthly financials, payroll, process tax certificates, supplementary and omitted tax assessment and ownership changes.
- Human Resources
  - Recruitment: Completed 24 job competitions (all internal) for a year-end total of 149 including the Deputy Treasurer position and the Executive Assistant role for the Emergency & Transportation Services.
  - Grievances: CUPE 2290 Fairmount 2 grievances; OPSEU 462 Paramedics 12 grievances.
  - INFO HR: Testing continued to ensure full integration with the County's financial software.
  - Frontenac Islands: HR Review is progressing. Council presentation being planned for March.
  - JBS Self-Serve System: Facilitated training to Fairmount Staff to allow staff to electronically request time-off and shift exchanges.
  - Human Resource Plan: Draft prepared for Fairmount Home, a requirement of the Accreditation process.
  - Workplace Violence: Facilitated presentations as part of the Mandatory Training Day for staff at Fairmount.
  - Collective Bargaining: Ongoing work preparing for conciliation, mediation and initial negotiations scheduled in the 1<sup>st</sup> quarter of 2012.
- Occupational Health

# Agenda Item # 101011011•

- Formed a Townships/County group to meet quarterly in 2012 to problem solve and collaborate on health & safety issues, return to work processes and GHS.
  - South Frontenac: 1 health check clinic was provided by OHN 3<sup>rd</sup> year Nursing Student
  - North Frontenac: 1 meeting held to collaborate on Return to Work processes
  - FPS Supervisors: Passport to Safety Roles & Responsibilities tests completed
  - 32 OH consultations in office
  - Managed 8 WSIB claims, all returned to work successfully
  - Coordinated 5 non-occupational return to work plans
  - Participated in flu vaccine clinics at Fairmount and 2 FPS bases
  - Coordinated the Kids at Work Day for 4 participants
  - Supervised 3<sup>rd</sup> year Nursing Student in the 3<sup>rd</sup> and 4<sup>th</sup> quarters for community nursing placement
  - Provided Young Worker orientation and ergonomic work station assessments to 2 new County staff
  - Distributed the Road Safety kits for County vehicles
  - Attended 3 FPS H&S meetings, 1 Fairmount H&S meeting, 1 County H&S meeting
  - Conducted hand hygiene audits at Fairmount
  - Participated in the Code White exercise
  - Did several resident assessments at Fairmount on consult with NP
  - Consult on ergonomics of PRU vehicle for FPS
  - Attended 1<sup>st</sup> Peer Support Planning meeting
  - Attended 4 AMCTO courses and submitted thesis topic (accepted)
  - Orientation provided to 2 new staff
  - Completed Station visits to 07 and 01.
  - Provided a testimonial for the Kingston Community Counselling Service AGM
  - Prepared budget presentation for Council
  - Attended one Accessibility Team meeting and amended Accommodation policy (draft) to reflect AODA
  - Attended one Environment Team meeting at Fairmount
- Information Technology
    - Updated GoldCare to 2011 version (computerized resident care system)
    - Issued and awarded an RFP for the Electronic Record Management System
    - Work orders #s:

October	121
November	145
December	89

## Representing the County

- The CAO continues as a member of the United Way's Success by 6 Council of Partners.
- The GIS Specialist co-hosted the annual Eastern Ontario GIS User Group meeting with the Manager of GIS for the City of Kingston. The event was held on October 27 at the K-Rock Centre.
- The GIS Specialist attended a meeting at the Quinte Conservation Authority on October 14 and shared best practices.
- The Warden and CAO attended the Queen's Principal's Breakfast on November 9.

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Administrative Report  
Administrative and Financial Services – 2011 4th Quarter Activity Update  
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## Agenda Item # 101011011•

- The Warden hosted Council, staff and community members at the Warden's Dinner on November 16 at the Verona Lions Hall.
- The Deputy Warden and the Manager of Economic Sustainability attended Queen's Business Forecast Luncheon on December 8.
- The CAO attended a meeting of the Limestone District School Board's Environmental Sustainability Advisory Committee on November 2.

### **Recommendation**

RESOLVED THAT the Council of the County of Frontenac accept the *Administrative and Financial Services – 2011 4<sup>th</sup> Quarter Activity Update* report for information only.



**ADMINISTRATIVE REPORT**

**To:** Warden and Council Members of the County of Frontenac

**From:** Elizabeth Savill  
CAO

**Prepared by:** Colleen Hickey  
Human Resources Specialist – Labour Relations

Jenny Liu  
Municipal Management Intern

**Date prepared:** January 25, 2012

**Date of meeting:** January 27, 2012

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**Re: Administrative Services – Ontario Municipal Internship Program**

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**Background**

The Ontario Municipal Internship Program is designed to encourage talented young university graduates to enter, and ultimately rise to leadership positions in Ontario municipalities. Recognition of the growing demand for knowledgeable and experienced municipal managers across Ontario as a result of the demographic represented by many of the current managers makes this an important provincial initiative.

The Program has been developed in partnership by AMCTO (Association of Municipal Managers, Clerks and Treasurers of Ontario), and the Ontario Ministry of Municipal Affairs and Housing (MMAH). Both the Ministry of Agriculture, Food and Rural Affairs and the Municipal Finance Officers Association are involved also.

Interns gain hands-on experience in the key function areas involved in managing a municipality under the direct supervision of the CAO or designate. The program also provides orientation and networking sessions for participants, as well as professional development opportunities.

**Comment**

The Internship program provides up to 50% toward the funding of intern salaries for each successful municipality who has been selected to act as host for one year. Up to \$5,000 in additional funding is available to each host municipality to subsidize ancillary expenses.

The County of Frontenac has been involved in the internship program for the last two years and it has been extremely successful for both the interns and the County.

# Agenda Item # 101011011•

## **Financial Implications**

The 2012 budget implications to the County would be \$20,000 in wages (50% matching) and benefits on the full wage amount. This would not represent a new budget line.

## **Recommendation**

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services - Ontario Municipal Internship Program* report;

AND FURTHER THAT the Council of the County of Frontenac instruct staff to proceed in making an application to the Ontario Municipal Internship Program for the placement of one intern;

AND FURTHER THAT the Council of the County of Frontenac instruct the Treasurer to make the necessary provisions in the 2012 budget as indicated in this report;

AND FINALLY THAT the Council of the County of Frontenac authorize the execution of the necessary agreement in the event that the County's application is successful.

## **Organizations, Departments and Individuals Consulted and/or Affected**

County of Frontenac  
Townships of the Frontenacs  
Association of Municipal Managers, Clerks, and Treasurers of Ontario  
Ministries of Municipal Affairs & Housing and Agriculture, Food and Rural Affairs



**ADMINISTRATIVE REPORT**

**To:** Warden and Council Members of the County of Frontenac

**From:** Elizabeth Savill  
CAO

**Prepared by:** Anne Marie Young, Manager of Economic Sustainability  
Joe Gallivan, Manager of Sustainability Planning

**Date prepared:** January 10, 2012

**Date of meeting:** January 18, 2012

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**Re:** **Sustainability – *Directions for Our Future Sustainable Actions 2011 Report***

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**Background**

At the December 14, 2011 meeting, County Council adopted *Directions for Our Future Sustainable Actions 2011*.

*Directions for Our Future and Sustainable Actions* (including the annual updates) are intended to guide the County with a long-range vision and to assist Council in project implementation and the provision of consistent policy direction. County Council committed to the annual review and update of its sustainability documents when it adopted *Directions for Our Future and Sustainable Actions*. Without this commitment, Council has no way of knowing whether the community's priorities have shifted and therefore whether it is focusing on the best activities to reach the desired sustainable future for the Frontenacs.

**Comment**

A number of projects identified for immediate consideration in the *Directions for Our Future Sustainable Actions 2011* are included in 2012 budget deliberations under Sustainability. Details of these projects, identified for County support, are as follows:

**Support for Smaller Scale Community Sustainability Initiatives (SSS CSI)** - An approved project each year since 2009 that supports building community capacity and covers all four pillars of sustainability. It is recognized that a number of small community projects contribute towards sustainability. Each year new projects emerge which build community capacity and would benefit from financial support. Small contributions, under the County's SSS CSI program, are offered to support those important projects that further our sustainable goals.

## Agenda Item # 101011012•

**New Energy Project (NEP)** - A project focused on bringing the region's stakeholders together in a shared effort to establish awareness of this critical mass, attract attention outside the region, and encourage further activity within the region. Approved by County Council in July 2010 with a financial commitment over a five year period, the NEP committee continues to look for partners and additional funding.

**Natural Heritage Study** - This work will identify the system of natural features and areas, including wetlands, woodlands and significant wildlife areas in the County. It will identify a "broad brush" system of features and areas that support biodiversity within the Frontenacs and connect to the natural heritage system within the City of Kingston and adjoining Counties. Council approved this project in the 2011 budget and the proponent has been selected. The work will begin in February and be completed by the end of the year.

**Green Business Park Project** - This project intends to identify and work with a developer interested in and committed to creating a sustainable green business park. Initial work could include a plan for a park that encourages sustainable practices such as construction with sustainable and/recyclable materials, energy-efficient design and heating and cooling systems.

**Business Case for a Milk Processing Plant** - This project will investigate the establishment of food processing facility to work with local food. The study is needed to provide technical and business information to encourage entrepreneurial interest in small-scale dairy processing in the County.

**Seniors Housing Study** - This project will identify a Frontenac model for providing seniors housing in the Frontenacs and offer recommended locations at which a pilot project might be established. Following the completion of the Kingston-Frontenac Municipal Housing Strategy, Council approved this project in the 2011 budget and work commenced in October 2011.

**Frontenac K&P Trail** - In accordance with the recommendations of the implementation plan, develop the Frontenac K&P Trail and other trails throughout the County. Other monies to offset expenses for the K&P are from the Investing in Ontario Fund and Trans Canada Trails.

**Promote and Support Local Festivals, Events and Attractions** - These funds will help community members develop and support local festivals, events and attractions.

**Signage Strategy & Implementation** - This project will develop a strategy for clear, easy-to-read and consistent signage across the County.

**Available Land & Business Needs Assessment** - This project is the first step of the work to attract sustainability-minded businesses to the Frontenacs and will identify available land and buildings.

**Community Improvement Plans (CIPs)** - The CIP program offers incentives for property owners through municipally supported programs to help revitalize towns and villages in the Frontenacs. Council has endorsed this project and has directed work in Verona (South Frontenac) in 2011, Sharbot Lake (Central Frontenac) in 2012, and is expected to approve additional projects in Frontenac Islands and North Frontenac in 2012-2013. Council has also committed \$70,000 in gas tax funds to be used in both Verona and Sharbot Lake to help encourage business improvements.

**Transportation Management Plan** - Recognized as a priority project in *Sustainable Actions 2011*, a budget of \$70,000 has been set aside in the Sustainability budget should County

# Agenda Item # 101011012•

Council wish to have the Townships begin to work collaboratively on transportation management.

**Official Plan** - Council unanimously endorsed the initiation of a County Official Plan beginning in 2012. This is a significant step in dealing with sustainability issues that are regional and collaborative in nature. Policies that are developed for the plan in the next 18 months can help to guide the County in future regional sustainability projects. This is also the key step necessary to allow the County to request delegated authority to approve Township documents.

**Sustainable Tourism Strategy** - The need for a sustainable tourism strategy was identified through the BR+E survey of businesses completed in 2007. Opportunities to increase the awareness of the sustainable tourism strategy within the tourism sector, develop tourism business plans and enhance accessible rural employment training should be explored.

Many other projects are identified in *Sustainable Actions 2011* for immediate action. However, the ICSP does not expect the County to lead all projects although staff will offer assistance when requested and where possible.

**2013 and Beyond** - *Sustainable Actions 2011* identifies many projects for consideration in 2013 and beyond. Some of these projects represent significant undertakings tackling community-wide challenges that extend beyond individual Township boundaries. The value of identifying these projects means they may qualify for federal gas tax funds. With the community's recognition and support, these can be brought forward for action.

## **Sustainability Implications**

The Integrated Community Sustainability Plan is the cornerstone to reaching the community's vision of how the Frontenacs should be and become into the next 50 years. It is critical that the annual review be conducted to ensure the community's priorities are understood and documented. This commitment to maintain regular consultation and dialogue with the community was made by Council with the adoption of *Directions for Our Future* in 2009.

## **Financial Implications**

Financial implications will be addressed through Council's budget deliberations.

## **Recommendation**

RESOLVED THAT the Council of the County of Frontenac receive this *Sustainability – Sustainable Actions 2011* report for information.

## **Organizations, Departments and Individuals Consulted and/or Affected**

ICSP Participants  
Townships of Frontenac  
Stakeholders  
Residents  
Business Representatives

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*Sustainability – Directions for Our Future Sustainable Actions 2010*  
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**ADMINISTRATIVE REPORT**

**To:** Warden and Council Members of the County of Frontenac

**From:** Elizabeth Savill  
CAO

**Prepared by:** Joe Gallivan  
Manager of Sustainability Planning

Peter Young  
Community Planner

**Date prepared:** January 6, 2012

**Date of meeting:** January 18, 2012

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**Re:** **Sustainability – Natural Heritage Study Contract Award**

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**Background**

The Natural Heritage Study will include a comprehensive evaluation of natural heritage features such as wetlands, forest cover, and wildlife habitat and the mapping of a connected system of these features. The mapping is accompanied with policy used by planners to protect significant natural features from development. A County-wide Natural Heritage Study will go beyond the individual Township boundaries and create cross-boundary linkages and corridors.

In April 2011, the Natural Heritage Study Council was approved \$60,000 in the 2011 budget. An RFP was developed with input from a consultant, the Ministry of Municipal Affairs and Housing, the Frontenac Stewardship Council, and the Ministry of Natural Resources.

**Comment**

The RFP was released publicly on October 8, 2011 and closed on October 28, 2011. Eight proposals were received, and four of those proposals were shortlisted for an interview. The shortlisted proposals were:

<b>Company</b>	<b>Proposed Value</b>
Beacon Environmental/ Glenside Ecological	\$58,944.00
Dillon Consulting	\$59,931.00
Meridian Planning Consultants/RiverStone Environmental Solutions	\$59,948.44
SENES Consultants	\$60,000.00

# Agenda Item # 101011012•

The proposals were evaluated based on the consultants' applicable expertise and resources, similar project experience, proposed approach/work plan and cost. After an extensive analysis and interview process, Dillon was selected as the preferred proponent. Dillon has extensive experience doing natural heritage work, particularly covering a large geography. They also have a wide range of experience with public consultation and are very familiar with the ICSP.

## **Sustainability Implications**

The Natural Heritage Study was recognized in *Sustainable Actions 2010* as a priority project for 2011. The project will help to support the cultural, economic, and environmental pillars of *Directions for our Future* as well as the Protection of Natural Areas focus area. This comprehensive regional review of natural heritage mapping and policies will be a foundation piece of the County Official Plan.

## **Financial Implications**

County Council allocated \$60,000 in the 2011 budget for the Natural Heritage Study.

## **Recommendation**

RESOLVED THAT County Council receive the *Sustainability – Natural Heritage Study Contract Award* report for information only.

## **Organizations, Departments and Individuals Consulted and/or Affected**

Ministry of Municipal Affairs and Housing  
Ministry of Natural Resources  
Frontenac Stewardship Council  
Local Conservation Authorities  
Townships



## ADMINISTRATIVE REPORT

**To:** Warden and Council Members of the County of Frontenac

**From:** Elizabeth Savill  
CAO

**Prepared By:** Colleen Hickey  
Human Resources Specialist – Labour Relations

**Date Prepared:** January 12, 2012

**Date of Meeting:** January 18, 2012

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**Re:** **Human Resources – 2012 Non-Union Salary Adjustment Update**

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### **Background**

Human Resources is seeking approval from County Council for a non-union salary adjustment for 2012. The purpose of this request is to avoid adverse effect on our non-union employees by fluctuations in their cost of living and to provide staff a fair increase to their salary structure.

The County strives to maintain a fair compensation for all non-union staff; however there are challenges in maintaining such. Our three unionized groups, Fairmount Home/Administration, Ferry Operations and the Paramedics, require competitive wage rates amongst their comparators and we work on providing a fair compensation to these groups while keeping in mind our ability to pay and our non-union wages. However, the difference between our non-union wage rates and unionized rates create such issues of: compression, retention and recruitment of qualified staff into key positions.

In 2011, we conducted a pay equity review which required adjustment to a few non-unionized positions. This allowed corrections in their wage rates due to significant changes in their positions which are a requirement under the *Pay Equity Act*. The review also identified in the final report prepared by Associum and Associates that overall our non-union wage rates were at the 41<sup>st</sup> percentile as compared to an identified sample group. This position creates compression, retention and recruitment issues for the County. And, as these calculations considered 2010 comparator rates, we are aware that the recent changes within this comparator group will have further downgraded our position.

### **Comment**

Following our discussion in December, I have provided further details in this report that will assist you with your decision regarding a fair non-union salary adjustment.

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Administrative Report  
Human Resources – 2012 Non-Union Salary Adjustment Update  
January 18, 2012

Page 1 of 3

# Agenda Item # 101011013•

Further research to assist with my recommendation to Council reveals:

1. For Eastern Ontario Municipal Human Resources Association (EOMHRA), the approved and/or proposed salary adjustments for 2012 average 2.28%.
2. I have been able to research the four Townships of Frontenac as noted in the chart below and the approved salary adjustments for 2012 average 2.57%.

### COMPARISON OF FRONTENAC TOWNSHIPS (4)

Frontenac Islands	Comments Provided by CAOs	Salary Adjustments % for 2012
North Frontenac	“By resolution of Council our Personnel and Employment Policies and Procedures Manual states an automatic Annual Cost of Living increment will be effective January 1, based on Cost of Living (CPI) at October of the previous year. This is for Council, Committee of Adjustment and Staff. NF does not have a union.”	2.9%
Central Frontenac	“Council has passed a resolution to support a Cost of Living increase of 2.7% as set by Stats Canada. The figures are based on figures from October 2010 to October 2011.”  “We are currently working on a policy to reflect this on a yearly basis.”	2.7%
South Frontenac	“Our inside and outside workers are unionized with CUPE. We have a three year deal with 2.1% each year (2011, 2012 and 2013).”  “This is budgeted as it is already a Council commitment. We budget our management staff at the same rate, subject to council direction.”	2.1%
Frontenac Islands	No information provided	
		Average of the 3 responses: 2.57%

3. The OMERS annual pension increase for 2012 is 2.84%. This is the rate used to adjust retiree payouts and is a rate that has been recommended to the County in the past as an appropriate factor to use for non-union salary adjustments.

The recommendation being put forward for Council's consideration at this time remains the 2.9% as previously presented, representing a fair increase for County staff. However, an increase of 2.5% has been costed and further financial information has been provided below for Council's consideration.

# Agenda Item # 101011013•

In addition, I will commit to presenting a comprehensive report laying out for Council various options and recommending the adoption of a policy to address annual non-union salary adjustments in the future.

## **Financial Implications**

The draft 2012 budget currently before Council includes a non-union salary adjustment of 2.9%. This level of increase, aligned with CPI as at October 2011, was incorporated into the draft budget for two reasons: (1) it addresses the compression concerns that exist between unionized staff wages and first line supervisory staff salaries; and (2) it begins to address the retention and recruitment concerns that were raised by the Associum Report presented to Council in April 2011.

Compression occurs when a unionized employee is paid in excess of his/her direct supervisor. This is currently an ongoing problem at the County. Retention and recruitment issues arise when: (1) compression concerns exist; and (2) non-union salary rates are non-competitive with comparable groups. This was discussed in the Background above.

For Council's information, a reduction in the non-union salary increase from 2.9% to 2.5% represents a cost savings in the 2012 budget of \$9,500. This figure includes all salary and benefits implications.

## **Recommendation**

RESOLVED THAT the Council of the County of Frontenac receive this *Human Resources – 2012 Non-Union Salary Adjustment Update* report;

AND FURTHER THAT Council authorize a non-union salary increase of 2.9%, effective January 1, 2012 to be applied to all steps of the non-union staff salary schedule;

AND FINALLY THAT Human Resources staff present a Salary Adjustment policy for Council's consideration and approval at the earliest opportunity.

## **Organizations, Departments and Individuals Consulted and/or Affected**

Eastern Ontario Municipal Human Resources Group  
Ontario Municipal Human Resources Association (OMHRA)  
OMERS  
Townships of Frontenac



**ADMINISTRATIVE REPORT**

**To:** Warden and Council Members of the County Of Frontenac

**From:** Elizabeth Savill  
CAO

**Prepared By:** Marian VanBruinessen  
Treasurer

**Date Prepared:** December 22, 2011

**Date of Meeting:** January 18, 2012

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**Re:** **Financial Services – Charitable Rebates**

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**Background**

Section 361, of the *Municipal Act, 2001, S.O. 2001*, as amended, (the *Act*) requires the County of Frontenac to have a tax rebate program for eligible charities for the purposes of giving them relief from taxes or amounts paid on account of taxes on eligible property they occupy in the commercial or industrial classes.

Subsection (2) of Section 361 of the *Act* reads:

*For the purposes of this section,*

- (a) *a charity is eligible if it is a registered charity as defined in Subsection 248(1) of the Income Tax Act (Canada) that has a registration number issued by the Canada Customs and Revenue Agency;*
- (b) *a property is eligible if it is in one of the commercial classes or industrial classes, within the meaning of Subsection 308(1), 2001, c.25, s. 361 (2).*

Pursuant to Subsection (3) of Section 361 of the *Act*, the amount of rebate must be at least 40 per cent of the taxes or amounts on account of taxes paid by the eligible charity on the property it occupies.

**Comment**

In reviewing the County's Bylaw #24-1998 passed on July 29, 1998, it was recognized that the timetable for processing rebates did not align with Section 361 of the Municipal Act. For that reason it is recommended the bylaw be amended to indicate that the payment of one-half of the rebate must be made within 60 days after the receipt by the municipality of the application of the eligible charity for the rebate for the taxation year and the balance of the rebate must be paid within 120 days of the receipt of the application.

## Agenda Item # 10102a)

It is also recommended that the wording of the Bylaw be updated to reflect the County's changed legal name.

### **Financial Implications**

Since the Bylaw was introduced, there have been no applications for charitable rebates.

### **Sustainability Implications**

Governance – appropriate stewardship of County resources.

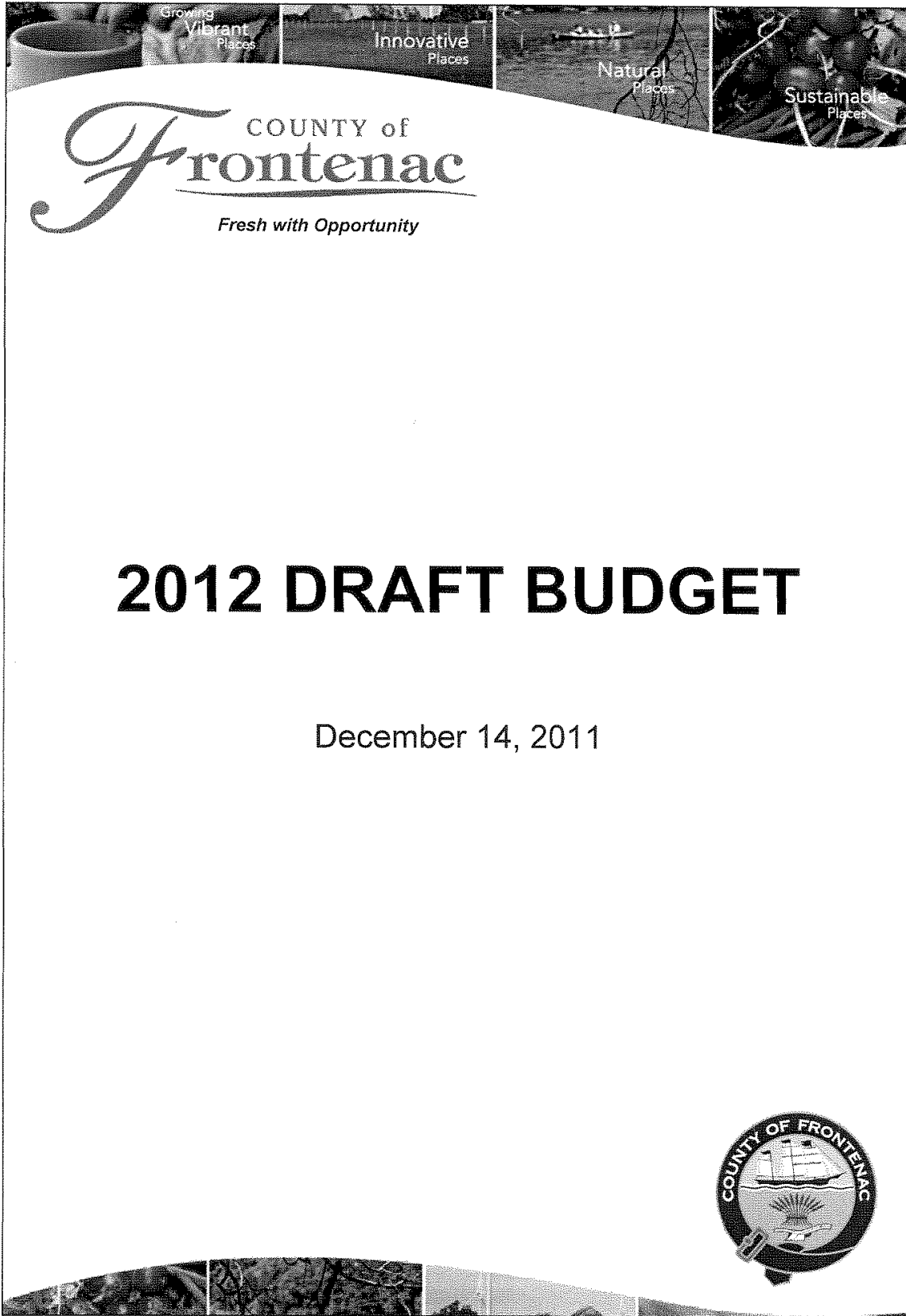
### **Recommendation**

RESOLVED THAT Council of the County of Frontenac receive the *Financial Services – Charitable Rebates* report;

AND FURTHER that Council pass a Bylaw later in the meeting that reflects the changes proposed in this report.

### **Organizations, Departments and Individuals Consulted and/or Affected**

Angela Millar, Treasurer, Township of North Frontenac  
Michael McGovern, Treasurer, Township of Central Frontenac  
Louise Fragnito, Treasurer, Township of South Frontenac  
Carol Dwyer, Treasurer, Township of Frontenac Islands



**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Summary of Revenue and Expense**

**Statement of Purpose:**

*The purpose of this budget is to set out in a clear and concise manner the intentions of the County of Frontenac relating to the operation of the local government functions under its jurisdiction for the year 2012. The budget, adopted by County Council, provides the public, joint Boards and Commissions and the Townships of North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands with the framework within which the County intends to operate. It also provides the senior management staff and employees with the information required to familiarize themselves with the general policy directions of the County and the fiscal constraints within which the County wishes to operate.*

**Detail of Budget Proposals:**

Revenue

- Requisition on Municipalities: Details on pages 3 & 4.
- Municipal Transfers: Details on pages 3 & 4.
- Federal and Provincial Transfers: Details on pages 3 & 4.
- Fees and Service Charges: Details on pages 3 & 4.
- Other Revenue: Details on pages 3 & 4.
- Transfers From Reserves/Reserve Funds: Details on pages 3 & 4.

Expenses

- General Government: Details on pages 5 & 6.
- Protection to Persons and Property: Details on pages 5 & 6.
- Transportation Services: Details on pages 5 & 6.
- Environmental Services: Details on pages 5 & 6.
- Health Services: Details on pages 5 & 6.
- Social and Family Services: Details on pages 7 & 8.
- Social Housing: Details on pages 7 & 8.
- Recreation and Cultural Services: Details on pages 7 & 8.
- Planning and Development: Details on pages 7 & 8.
- Other Expense: Details on pages 7 & 8.

Continuity of Reserves and Reserve Funds: Details on pages 28 – 34.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Summary of Revenue and Expense

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	
			\$	%
<b><u>REVENUES</u></b>				
Requisition on Municipalities	8,398,371	8,510,522	112,152	1.34%
Municipal Transfers	9,467,265	9,479,837	12,572	0.13%
Federal and Provincial Transfers	18,415,751	17,445,135	-970,616	-5.27%
Fees and Service Charges	3,387,866	3,422,533	34,667	1.02%
Other Revenue	560,140	587,140	27,000	4.82%
Subtotal Revenue Before Requisition	31,831,022	30,934,645	-896,377	-2.82%
Subtotal Revenue With Requisition	40,229,393	39,445,168	-784,225	-1.95%
Transfers From Reserves/Reserve Funds	3,564,781	2,559,646	-1,005,135	-28.20%
<b>TOTAL Revenue</b>	<b>43,794,174</b>	<b>42,004,814</b>	<b>-1,789,360</b>	<b>-4.09%</b>
<b><u>OPERATING EXPENSE</u></b>				
General Government	3,348,488	3,387,350	38,862	1.16%
Protection to Persons and Property	21,045	19,544	-1,501	-7.13%
Transportation Services	1,564,072	1,588,188	24,116	1.54%
Land Ambulance	15,927,114	15,457,107	-470,007	-2.95%
Health Services	659,806	677,951	18,145	2.75%
Social and Family Services	16,961,973	16,791,328	-170,645	-1.01%
Social Housing	770,343	767,958	-2,385	-0.31%
Recreation and Cultural Services	1,493,089	792,978	-700,111	-46.89%
Planning and Development	2,373,244	1,872,409	-500,835	-21.10%
Other Expense	675,000	650,000	-25,000	-3.70%
<b>TOTAL Expense</b>	<b>43,794,174</b>	<b>42,004,814</b>	<b>-1,789,360</b>	<b>-4.09%</b>

## COUNTY OF FRONTENAC 2012 DRAFT Budget

### Revenue Detail

#### Requisition on Municipalities

Hydro and Railway Rights-of-way: Details on pages 35 & 36.  
Payments in Lieu of Taxation: Details on pages 35 & 36  
Supplementary Taxes: Details on pages 35 & 36.  
From Taxation: Details on pages 37 & 38

#### Municipal Transfers

Township of South Frontenac Library Building Project: The municipal share of the new library project in South Frontenac.  
City of Kingston for Arterial Roads: Details on pages 15 & 16.  
City of Kingston for Fairmount Home (current and projects brought forward): Details on pages 19 & 20.  
City of Kingston for Land Ambulance (current and projects brought forward): Details on pages 17 & 18.  
City of Kingston Contribution to Debenture: Details in Appendix A.

#### Federal and Provincial Transfers

Provincial - Social Services and Child Care: Details on pages 21 & 22.  
Provincial - Frontenac-Howe Islander Ferry: Details on pages 15 & 16.  
Provincial - Land Ambulance: Details on pages 17 & 18.  
Provincial – Fairmount Home: Details on pages 19 & 20  
Provincial - Fairmount Capital Contribution: Details on pages 19 & 20.  
Provincial – Stimulus Funding: The County was successful in an application to the Build Canada Fund(BCF) Community Component for funding for a new library in South Frontenac and was successful in an application for BCF Integrated Stimulus Fund for partial funding for a new ambulance base in South Frontenac and ambulance accommodations on Wolfe Island.  
Provincial – OMPF: Ontario Municipal Partnership Fund is an unconditional grant. The County will not receive any OMPF funding in 2012  
Provincial – OMAFRA: Contribution to the Broadband project for Frontenac Islands, South Frontenac and Central Frontenac  
Provincial – Municipal Internship Program: funding approved for 5 month position  
Federal - Gas Tax: In 2005, the federal government commenced a multi-year transfer of a portion of its gas tax to municipalities. The final payment will be received in November 2013.

#### Fees and Service Charges

Frontenac-Howe Islander Ferry: Details on pages 15 & 16.  
Fairmount Home Residents: Details on pages 19 & 20.  
Land Ambulance Cross Border: Details on pages 17 & 18  
Land Use Planning: Details on pages 25 & 26.  
GIS Recoveries: Details on pages 25 & 26  
General Recoveries Corporate: Amounts recovered for services provided  
Share of Provincial Offences Net Revenue: As part of the local services realignment, net revenues collected through Provincial Offences fines levied within our geographic area are shared between the County and the City based on weighted assessment.

#### Other Revenue

Sale of Vehicles & Equipment: Details on pages 17 & 18.  
OPA-Hydro generation Micro-FIT: Estimated revenue from Solar panels  
EORN Investment Drawdown: Details on pages 24 & 25  
Ontario Trails Alliance: Details on pages 24 & 25  
Other Sundry: Details on pages 17 & 18.  
Interest Earned: An amount of interest is anticipated to be earned on cash balances during the year. Due to the slowing economy this revenue will be substantially reduced.

Transfers From Reserves/Reserve Funds: Details on pages 26-32

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

Revenue Detail	2011 Budget \$	2012 Budget \$	2011-2012 Budget	
			Variance \$	%
<b><u>REQUISITION ON MUNICIPALITIES</u></b>				
Hydro and Railway Rights-of-way	570	570	0	0.00%
Payments in Lieu of Taxation	48,520	48,520	0	0.00%
Supplementary Taxes	5,000	5,000	0	0.00%
From Taxation	8,344,281	8,456,432	112,152	1.34%
<b>TOTAL REQUISITION ON MUNICIPALITIES</b>	<b>8,396,371</b>	<b>8,510,522</b>	<b>112,152</b>	<b>1.34%</b>
<b><u>MUNICIPAL TRANSFERS</u></b>				
Township of South Frontenac Library Building Project	235,196	0	-235,196	-100.00%
City of Kingston for Arterial Roads	668,173	674,774	6,601	0.99%
City of Kingston for Fairmount Home	1,584,782	1,823,761	238,979	15.08%
City of Kingston for Fairmount Home Projects Brought Forward	203,482	61,200	-142,282	-69.92%
City of Kingston for Land Ambulance	6,008,615	6,207,599	198,985	3.31%
City of Kingston for Land Ambulance Brought Forward	54,515	0	-54,515	-100.00%
City of Kingston Contribution to Debenture	712,503	712,503	0	0.00%
<b>TOTAL MUNICIPAL TRANSFERS</b>	<b>9,467,285</b>	<b>9,479,837</b>	<b>12,572</b>	<b>0.13%</b>
<b><u>FEDERAL AND PROVINCIAL TRANSFERS</u></b>				
Provincial - Social Services	2,719,358	2,342,467	-376,891	-13.86%
Provincial - Child Care	730,076	713,769	-16,307	-2.23%
Provincial - Frontenac-Howe Islander Ferry	716,719	730,732	14,012	1.96%
Provincial - Land Ambulance	6,828,998	7,170,118	341,120	5.00%
Provincial - Fairmount Home	4,860,815	5,151,975	291,160	5.99%
Provincial - Fairmount Capital Contribution	483,552	483,552	0	0.00%
Provincial - Stimulus Funding	470,246	0	-470,246	-100.00%
Provincial - OMPF	0	0	0	0.00%
Provincial - OMAFRA	771,055	20,000	-751,055	-97.41%
Provincial - Municipal Internship Program	8,333	8,333	0	0.00%
Federal JEPP Funding	6,320	3,912	-2,408	-38.10%
Federal - Gas Tax	820,278	820,278	0	0.00%
<b>TOTAL FEDERAL AND PROVINCIAL TRANSFERS</b>	<b>18,415,751</b>	<b>17,445,135</b>	<b>-970,616</b>	<b>-5.27%</b>
<b><u>FEES AND SERVICE CHARGES</u></b>				
Frontenac-Howe Islander Ferry	179,180	182,683	3,503	1.95%
Fairmount Home Residents	2,915,811	2,863,105	-32,706	-1.12%
Land Ambulance Cross Border	67,000	67,000	0	0.00%
Land Use Planning	10,000	0	-10,000	-100.00%
GIS Recoveries	0	500	500	100.00%
General Recoveries - Corporate	50,567	66,366	15,799	31.24%
Share of Provincial Offences Net Revenue	165,308	222,879	57,571	34.83%
<b>TOTAL FEES AND SERVICE CHARGES</b>	<b>3,387,866</b>	<b>3,422,533</b>	<b>34,667</b>	<b>1.02%</b>
<b><u>OTHER REVENUE</u></b>				
Sale of Vehicles & Equipment	39,000	5,000	-34,000	-87.18%
OPA - Hydro generation Micro-FIT	8,000	24,000	16,000	200.00%
EORN Investment Drawdown	328,140	328,140	0	0.00%
Trans Canada Trail	0	50,000	50,000	100.00%
Other Sundry	50,000	45,000	-5,000	-10.00%
Interest Earned	135,000	135,000	0	0.00%
<b>TOTAL OTHER REVENUE</b>	<b>560,140</b>	<b>587,140</b>	<b>27,000</b>	<b>4.82%</b>
<b><u>TRANSFERS FROM RESERVES/RESERVE FUNDS</u></b>				
Frontenac Working Fund Reserve	285,884	293,250	7,366	2.58%
Frontenac Capital Reserve Fund FMT	125,000	125,000	0	0.00%
Frontenac FMT Capital replacement reserve	35,485	0	-35,485	-100.00%
Frontenac Library Reserve	50,503	39,000	-11,503	-22.78%
Frontenac Land Use Planning - OMB Reserve	25,000	0	-25,000	-100.00%
Frontenac Investing in Ontario	270,246	301,839	31,593	11.69%
Federal Gas Tax Reserve Transfer	1,037,250	1,189,000	151,750	14.63%
Fairmount Donations & Pathways Reserve	0	0	0	100.00%
Fairmount Severance Reserve	19,556	12,083	-7,473	-38.21%
Fairmount Working Fund Reserve	163,775	79,814	-83,961	-51.27%
Social Housing Out of Scope Reserve transfer	100,000	20,000	-80,000	-80.00%
Ambulance Other Projects Reserve	632,912	300,000	-332,912	-52.60%
Ambulance Vehicle Replacement Reserve	697,510	78,000	-619,510	-88.82%
Ambulance Equipment Replacement Reserve	121,660	121,660	0	0.00%
<b>TOTAL TRANSFERS FROM RESERVES/RESERVE FUNDS</b>	<b>3,564,781</b>	<b>2,559,646</b>	<b>-1,005,135</b>	<b>-28.20%</b>

December 14, 2011

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Expenses Detail**

General Government

**Warden, County Council and Other Boards:** Details on pages 9 & 10.

**General Administration:** Details on pages 11 & 12.

**Other General Government:** Details on pages 11 & 12.

**Property Assessment:** The County of Frontenac receives an invoice from the Municipal Property Assessment Corporation for its share of the cost involved in operating the corporation each year.

**Ontarians with Disabilities:** Details on pages 11 & 12.

**Transfer - Federal Gas Tax Reserve:** Federal Gas Tax allocations will be transferred to an obligatory reserve.

**General Administration Capital:** Details can be found in Schedule A.

**Prior Year Projects Brought Forward:** This represents the projects to provide for Old House renovations for which funds were levied in 2011 and will be completed in 2012.

Protection to Persons and Property

**Emergency Management:** Details on page 13 & 14.

Transportation Services

**Capital Improvements to Arterial Roads:** Details on pages 15 & 16.

**Frontenac-Howe Islander Ferry:** Details on pages 15 & 16.

Environmental Services

**Environmental Services:** No environmental activities are anticipated in 2012.

Health Services

**Public Health:** Frontenac's share of the operation of KFL&A Public Health is based on population. The County of Frontenac pays 12.75%, the City of Kingston pays 65.95%, and the County of Lennox and Addington pays 21.30%.

The KFLA Public Health Board estimates a 2.75% increase to the municipal contribution in its 2012 budget. The Ministry of Health and Long Term Care continues to fund some programs at 100%. These costs are not included.

**Land Ambulance Services:** Details on pages 17 & 18.

**Prior Year Land Ambulance Projects Brought Forward:** No projects are brought forward from 2011.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Expense Detail

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	%
<b><u>GENERAL GOVERNMENT</u></b>				
Warden, County Council and Other Boards	184,356	249,474	65,118	35.32%
General Administration	1,085,249	1,131,924	46,675	4.30%
Other General Government	40,350	25,350	-15,000	-37.17%
Property Assessment	710,510	731,824	21,314	3.00%
Ontarians with Disabilities	7,000	7,000	0	0.00%
Transfer - Other Government	45,000	45,000	0	0.00%
Transfer Accessibility	10,000	10,000	0	0.00%
General Administration capital	337,433	168,500	-168,933	-50.06%
Prior year projects brought forward	20,312	110,000	89,688	441.55%
Transfer - Capital replacement reserve	88,000	88,000	0	0.00%
Transfer Fed Gas Tax Reserve	820,278	820,278	0	0.00%
<b>TOTAL General Government</b>	<b>3,348,488</b>	<b>3,387,350</b>	<b>38,862</b>	<b>1.16%</b>
<b><u>PROTECTION TO PERSONS AND PROPERTY</u></b>				
Emergency Management	21,045	19,544	-1,501	-7.13%
<b>TOTAL Protection to Persons and Property</b>	<b>21,045</b>	<b>19,544</b>	<b>-1,501</b>	<b>-7.13%</b>
<b><u>TRANSPORTATION SERVICES</u></b>				
Capital Improvements to Arterial Roads	668,173	674,774	6,601	0.99%
Frontenac-Howe Islander Ferry	895,899	913,414	17,515	1.96%
<b>TOTAL Transportation Services</b>	<b>1,564,072</b>	<b>1,588,188</b>	<b>24,116</b>	<b>1.54%</b>
<b><u>ENVIRONMENTAL SERVICES</u></b>				
	N/A	N/A	N/A	N/A
<b><u>HEALTH SERVICES</u></b>				
Public Health	659,806	677,951	18,145	2.75%
Land Ambulance Service Operating	15,527,182	15,457,107	-70,075	-0.45%
Prior Year Land Ambulance Projects Brought Forward	399,932	0	-399,932	-100.00%
<b>TOTAL Health Services</b>	<b>16,586,920</b>	<b>16,135,058</b>	<b>-451,862</b>	<b>-2.72%</b>

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Expenses Detail (Continued)**

**Detail of Budget Proposals:**

**Social and Family Services**

**Ontario Works:** Details on pages 21 & 22.  
**Fairmount Home:** Details on pages 19 & 20.  
**Fairmount Home Debenture:** Details in Schedule A.  
**Child Care:** Details on pages 21 & 22.  
**Transfer Stabilization Reserve**

**Social Housing**

Details on pages 21 & 22.

**Recreation and Cultural Services**

**Kingston Frontenac Library:** Frontenac is responsible for 13% of the operating costs of the Kingston-Frontenac Library Board as detailed in the Minister's Restructuring Order, effective January 1, 1998. Operating costs do not include capital and maintenance items relating to the library facilities since these facilities are provided by the Townships. The County of Frontenac's anticipated contribution is approximately \$722,978 for 2012. In addition, \$39,000 is required for capital, covered by a transfer from reserve and an amount of \$31,000 is allocated to reserve to cover the future capital costs for the library.

**Library in South Frontenac Capital Project:** This project was completed in 2011.

**Planning and Development**

**Sustainability:** Details on pages 23 & 24:  
**Weed Control:** The County contracts for the provision of weed inspection services.  
**Prizes for Kingston Agricultural Fair:** The County is responsible for maintaining the Bridget Fowler Trust Fund. In accordance with the bequest, the County provides approximately \$300 in prize money for the annual Kingston Agricultural Fair.

**Other Expenses**

**Hospital Foundation Contribution:** County Council provided a commitment in 2008 to the Hospital Foundations fundraising campaign of \$54,000 annually for 10 years.  
**Grant to Service Providers:** Allocation as requested by service provider.  
**Infrastructure allocation:** This amount represents Federal Gas Tax funds that will be transferred to the Townships for new infrastructure projects.  
**Provision for Contingencies:** To provide for unanticipated expenses.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Expense Detail (Continued)

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	%
<b><u>SOCIAL AND FAMILY SERVICES</u></b>				
Ontario Works	3,844,225	3,420,832	-423,393	-11.01%
Fairmount Home	10,511,005	10,904,188	393,182	3.74%
Fairmount Debenture	1,531,350	1,531,350	0	0.00%
Child Care	955,392	934,958	-20,434	-2.14%
Transfer - Stabilization Reserve	120,000	0	-120,000	-100.00%
<b>TOTAL Social and Family Services</b>	<b>16,961,973</b>	<b>16,791,328</b>	<b>-170,645</b>	<b>-1.01%</b>
<b><u>SOCIAL HOUSING</u></b>				
	770,343	767,958	-2,385	-0.31%
<b><u>RECREATION AND CULTURAL SERVICES</u></b>				
Kingston Frontenac Library	787,647	792,978	5,331	0.68%
Library in South Frontenac Capital Project	705,442	0	-705,442	-100.00%
<b>TOTAL Recreation and Cultural Services</b>	<b>1,493,089</b>	<b>792,978</b>	<b>-700,111</b>	<b>-46.89%</b>
<b><u>PLANNING AND DEVELOPMENT</u></b>				
Sustainability	2,372,444	1,871,609	-500,835	-21.11%
Weed Control	500	500	0	0.00%
Prizes For Kingston Agricultural Fair	300	300	0	0.00%
<b>TOTAL Planning and Development</b>	<b>2,373,244</b>	<b>1,872,409</b>	<b>-500,835</b>	<b>-21.10%</b>
<b><u>OTHER EXPENSE</u></b>				
Hospital Foundation Contribution	54,000	54,000	0	0.00%
Grant to Service Providers	86,000	86,000	0	0.00%
Infrastructure allocation	510,000	510,000	0	0.00%
Provision For Contingencies	25,000	0	-25,000	-100.00%
<b>TOTAL Other Expense</b>	<b>675,000</b>	<b>650,000</b>	<b>-25,000</b>	<b>-3.70%</b>

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**General Government Detail**

County Warden

**Eastern Ontario Wardens' Caucus (EOWC):** Each of the 13 member municipalities has been asked to contribute \$4,000 towards operations. EOWC attempts to meet bi-monthly. The CAOs generally meet in the alternate months. Treasurers and other staff meet as required.

**Warden Operations:** Provision for approved expenses.

County Council

**Remuneration and Benefits:** Warden's remuneration is \$17,378 and Council members' remuneration is \$7530 which reflects a 2.9% increase for 2012. County Councillors receive \$75 per day for attendance at meetings other than 12 meeting days of County Council. The estimate for per diem payments is based on each County Councillor spending approximately 6 days per year beyond the 12 days included in the County Council members' salary. The cost reflects statutory benefits.

**Council Operations:** Operational costs for Council and Council Committees, including kilometrage, eagenda software costs, meeting costs ( Joint Council, regular committee & Council), courier and other miscellaneous costs.

**Council Committees:** Costs related to the Green Energy Task Force, the Sustainability Committee, the K&P Trails Committee and the 150<sup>th</sup> Anniversary Committee.

**Meetings Investigator:** The County has retained the services of an independent investigator.

**Allocated Computer:** To provide for e-agenda software

Other Boards

**Per Diem:** Two community representatives are County appointees on the Kingston Frontenac Library Board and will receive \$75 for attendance at each of its meetings. It is anticipated that, on average, these appointees will attend 1.5 meetings per month.

**Kilometrage:** The two appointees to the Kingston Frontenac Library Board will receive \$0.48 per kilometre for distances necessarily traveled on Board business.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Governance

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	%
<b>County Warden</b>				
Eastern Ontario Wardens' Caucus	15,000	15,000	0	0.00%
Warden Operations	41,200	31,200	-10,000	-24.27%
<b>TOTAL County Warden</b>	<b>56,200</b>	<b>46,200</b>	<b>-10,000</b>	<b>-17.79%</b>
<b>County Council</b>				
Remuneration & Benefits	94,500	99,951	5,451	5.77%
Council Operations	23,484	33,151	9,667	41.16%
Council Committees	0	60,000	60,000	100.00%
Meetings Investigator	500	500	0	0.00%
<b>TOTAL County Council</b>	<b>118,484</b>	<b>193,602</b>	<b>75,118</b>	<b>26.07%</b>
<b>Other Boards &amp; Advisory cttes.</b>				
Per Diem	3,000	3,000	0	0.00%
Kilometrage	6,672	6,672	0	0.00%
<b>TOTAL Other Boards</b>	<b>9,672</b>	<b>9,672</b>	<b>0</b>	<b>0.00%</b>

## COUNTY OF FRONTENAC 2012 DRAFT Budget

### General Government Detail (Continued)

#### County Administration

**General Administrative Operations:** The cost of the CAO, Deputy Clerk, Treasurer, Executive Assistant, Receptionist, Communications and the General Administration's share of other Administrative functions are included. Resources allocated to Frontenac Islands are included, but will be offset. A 2.9% wage increase is reflected. This includes other general operating expenses including supplies, memberships and conferences, communications.

**Special Projects:** The Ontario Municipal Internship program has been developed to provide municipal experience for recent university graduates. Participants will bring new ideas and a fresh perspective to municipal administration and the municipality can access a high caliber worker at just over half the cost. The County fully funded the intern position in 2011. We anticipate that the Province will provide \$8,333 to offset the cost of one intern if approved in 2012.

**Professional Fees:** Includes audit, legal fees

**Facility & Insurance Costs:** Cost of insurance, utility and general maintenance.

**Depreciation:** Public Sector Accounting Board Standards (PSAB) requires that municipalities provide for the depreciation of their capital assets. Frontenac provides for assets through its allocation to reserves. For this reason the depreciation amount is shown and then deducted.

**Transfer to Reserve for Capital Replacement:** Provision for replacement of County assets. As per the Capital Investment Plan adopted by Council in February 2010, the impact of this annual provision will be phased in over 5 years with an offsetting allocation from Working Capital.

**Property Assessment:** The County of Frontenac receives an invoice from the Municipal Property Assessment Corporation for its share of the cost involved in operating the corporation each year

#### Other General Government Expenses

**OMERS Representation:** This amount is provided to AMO to support the municipal representation on the OMERS board.

**Interest and Penalties:** The County of Frontenac operates a gross budget of over \$40 million. Effort is made to minimize these costs by maintaining a favourable cash flow position.

**Tax Write Offs:** Annual tax write offs made for all properties throughout the County.

**Other Government Transfer:** Reallocation of funds to offset capital costs of long-term investment

#### Ontarians with Disabilities

The County facilitates the legislated committee mandated to address accessibility issues on behalf of all municipalities in the County of Frontenac. The committee plans to meet four times in 2012.

**Ontarians with Disabilities Operations:** This includes meeting expenses, kilometrage and a per diem of \$75 per meeting for each of the six members.

**Training:** As required.

**Transfer - Reserve for Accessibility:** Allocation anticipating future requirements.

**COUNTY OF FRONTENAC  
2012 Draft Budget**

**General Government Detail (Continued)**

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	%
<b>Corporate</b>				
General Administrative Operations	977,273	1,017,819	40,546	4.15%
Special projects	56,100	56,100	0	0.00%
Professional fees	16,526	16,526	0	0.00%
Facility & Insurance Costs	35,350	41,479	6,129	17.34%
Depreciation	129,050	155,525	26,475	20.52%
less non-cash depreciation	-129,050	-155,525	-26,475	20.52%
<b>Total Corporate</b>	<b>1,085,249</b>	<b>1,131,924</b>	<b>46,675</b>	<b>4.30%</b>
Transfer to Reserve for Capital replacement	88,000	88,000	0	0.00%
<b>Property Assessment</b>	<b>710,510</b>	<b>731,824</b>	<b>21,314</b>	<b>3.00%</b>
<b>Other General Government</b>				
OMERS Representation	3,600	3,600	0	0.00%
Interest and Penalties	1,750	1,750	0	0.00%
Tax Write Offs	35,000	20,000	-15,000	-42.86%
<b>Total Other General Government</b>	<b>40,350</b>	<b>25,350</b>	<b>-15,000</b>	<b>-37.17%</b>
Other Government Transfer - Reserve	45,000	45,000	0	0.00%
<b>Ontarians With Disabilities</b>				
Ontarians with Disabilities Operations	4,500	4,500	0	0.00%
Training	2,500	2,500	0	0.00%
<b>Total Ontarians with Disabilities</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>0.00%</b>
Transfer - Reserve for Accessibility	10,000	10,000	0	0.00%

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Emergency Management Detail**

Under the *Emergency Planning and Civil Protection Act*, and Ontario Regulation 380/04, the County of Frontenac is mandated to develop an emergency management plan and to provide an Emergency Operations Centre.

Revenue

**Federal Gas Tax:** No funds will be transferred in this budget year.

**Federal JEPP Funding:** Applications have been submitted for one (!) Joint Emergency Preparedness Program (JEPP) for 2012. If approved, 45% of the project costs are funded by Public Safety Canada

Expense

**Emergency Management Operations:** Includes costs relating to public awareness initiatives, generator maintenance, committee meetings, training and annual exercise.

**JEPP Project:** One (1) project have been applied for under JEPP; The project is for additional audio visual equipment for the County EOC. The County contributes 55% for these projects

**COUNTY OF FRONTENAC  
2012 Draft Budget**

**Emergency Management Detail**

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	%
	\$	\$	\$	%
<b>Revenue</b>				
Federal Gas Tax transfer	0	0	0	0.00%
Federal JEPP Funding	6,320	3,912	-2,408	0.00%
Other funding	0	0	0	0.00%
<b>Total Revenue</b>	<b>6,320</b>	<b>3,912</b>	<b>-2,408</b>	<b>-38.10%</b>
<b>Expense</b>				
Emergency Management Operations	7,000	10,850	3,850	55.00%
JEPP project	14,045	8,694	-5,351	0.00%
<b>TOTAL Emergency Management</b>	<b>21,045</b>	<b>19,544</b>	<b>-1,501</b>	<b>-7.13%</b>
<b>Net Emergency Management</b>	<b>14,725</b>	<b>15,632</b>	<b>907</b>	<b>6.16%</b>

## COUNTY OF FRONTENAC 2012 DRAFT Budget

### Transportation Services Detail

#### Frontenac-Howe Islander Ferry

The County of Frontenac is responsible for the operation of the ferry 24 hours per day, 365 days per year. The County employs a Marine Supervisor, a ferry foreman, eight (8) full time and six (6) part time ferry operators. The Province is responsible for capital and maintenance costs.

#### Revenue

**Provincial - Ministry of Transportation:** By agreement, the province is responsible for 80% of the gross cost of operation of the ferry, less the amount of the Ferry Revenue Reserve in excess of 5% of the Operating Costs.

**Ferry Passes - Joint Revenue:** Annual pass/vehicle - \$220; second pass (same family name) - \$50; 10% reduction for seniors.

**Ferry Fares - Joint Revenue:** Two-way trip for car - \$5.00; two way trip for car & trailer/truck - \$10.00; two-way trip for heavy vehicles \$12.00;

**Township of Frontenac Islands - Agreement:** As pass revenue is collected jointly, an allocation is made to cover any shortfall that might be anticipated due to the difference between pass and fare users.

#### Expense

**Salaries:** Represents the estimated cost of the wages for staff outlined above and County staff allocations.

**Benefits:** Represents the estimated cost of benefits for staff.

**Clothing Allowance/Uniforms:** Ongoing cost related to staff clothing

**Printed Forms - Pass:** Cost of printing passes and tickets.

**Maintenance Supplies:** Provision for salt required for inclement weather and other supplies.

**General Equipment and Supplies:** Accommodates general repairs and supplies.

**Small Equipment New:** Allowance for small items that might be required to maintain the building and ferry.

**Office Furniture:** Various small office equipment replacements.

**Water:** Allowance for water on site.

**Kilometrage:** Allowance for regular administrative trips to the County's office.

**Training:** Provision for staff participation in ongoing training.

**Safety Allowances and Equipment:** Provision for safety vests and other safety equipment.

**Health and Safety Training:** Cost of required ongoing training and equipment.

**Legal:** Costs associated with the operation of the ferry.

**Audit:** Cost of annual audit.

**Vacuum Pumping:** Pumping of the holding tank.

**Telephone:** Frontenac is required to have a cell phone on the ferry. A telephone is located in the small office associated with the ferry operation and the required phones carried by staff.

**Insurance:** Costs associated with the operation of the ferry.

**Administration:** The County's agreement with MTO allows for a 2% charge for County administrative services.

**Allocated Computer:** Provision for ongoing computer maintenance.

**Building Maintenance:** No large expenses are anticipated

**Signage:** This purchase was made with MTO approval in 2010.

**Contingency:** To provide for unanticipated costs.

**Reserve Transfer:** The agreement between MTO and the County provides for an allocation to reserve of surplus funds generated annually up to 5% of the operational expense. This is a year-end reconciliation and is not budgeted.

#### Transportation Other

#### Revenue

**City of Kingston - Arterial Roads:** Under the terms of the restructuring agreement, Kingston is obligated to transfer funds to be spent on capital improvements to arterial roads identified in the Minister's Restructuring Order dated January 7, 1997 for a period of 15 years. The amount increases annually by the % increase of households within the City, \$668,173 in 2012.

#### Expense

**Transfer - Arterial Roads:** The County is required to allocate the funds for capital improvements to identified arterial roads located in the Townships of South Frontenac and Frontenac Islands in accordance with need. Distribution is based on an agreement between Frontenac Islands and South Frontenac.

**COUNTY OF FRONTENAC**

**2012 Draft Budget**

**Transportation Services Detail**

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	\$	%
<b>Frontenac-Howe Islander Ferry</b>				
<b>REVENUE</b>				
Provincial - Ministry of Transportatio	716,719	730,732	14,012	1.96%
Ferry Passes - Joint Revenue	88,250	88,250	0	0.00%
Ferry Fares - Joint Revenue	135,930	139,433	3,503	2.58%
Agreement	-45,000	-45,000	0	0.00%
<b>TOTAL Revenue</b>	<b>895,899</b>	<b>913,414</b>	<b>17,515</b>	<b>1.96%</b>

<b>EXPENSE</b>				
Salaries	619,296	619,296	0	0.00%
Benefits	200,422	197,432	-2,990	-1.49%
Clothing Allowance/Uniforms	10,400	5,000	-5,400	-51.92%
Printed Forms - Pass	5,500	5,000	-500	-9.09%
Maintenance Supplies	2,500	3,000	500	20.00%
General Equipment and Supplies	1,050	1,850	800	76.19%
Small Equipment New	2,000	2,000	0	0.00%
Office Furniture	1,000	1,000	0	0.00%
Water	400	400	0	0.00%
Mileage	3,500	3,500	0	0.00%
Training	2,000	3,000	1,000	50.00%
Safety Allowances and Equipment	500	500	0	0.00%
Health and Safety Training	1,000	1,000	0	0.00%
Legal	2,500	2,500	0	0.00%
Audit	750	1,528	778	103.73%
Inspections	0	650	650	100.00%
Vacuum Pumping	1,200	1,500	300	25.00%
Telephone	4,514	4,900	386	8.55%
Insurance	7,700	7,854	154	2.00%
Administration	17,567	18,016	449	2.56%
Allocated Computer	3,900	4,349	449	11.52%
Building Maintenance	5,700	4,000	-1,700	-29.82%
Signage	0	0	0	100.00%
Contingency	2,500	25,139	22,639	905.56%
Reserve transfer	0	0	0	0.00%
<b>TOTAL Expenditures</b>	<b>895,899</b>	<b>913,414</b>	<b>17,515</b>	<b>1.96%</b>

**Transportation Other**

<b>REVENUE</b>				
City of Kingston - Arterial Roads	668,173	674,774	6,601	0.99%
<b>TOTAL Revenue</b>	<b>668,173</b>	<b>674,774</b>	<b>6,601</b>	<b>0.99%</b>

<b>EXPENSE</b>				
Transfer - Arterial Roads	668,173	674,774	6,601	0.99%
<b>TOTAL Expenditures</b>	<b>668,173</b>	<b>674,774</b>	<b>6,601</b>	<b>0.99%</b>
<b>MUNICIPAL CONTRIBUTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

## COUNTY OF FRONTENAC 2012 DRAFT Budget

### Land Ambulance Services Detail

The County of Frontenac delivers land ambulance services for the County of Frontenac and the separated City of Kingston. The cost sharing agreement between the County of Frontenac and the City of Kingston is based on weighted assessment (est. 80.458% Kingston; 19.542% County). The relative distribution of weighted assessment has changed substantially over previous years.

#### Revenue

**Provincial - Ministry of Health and Long Term Care:** The Ministry contribution is based on approved costs. The Province committed to 50:50 funding. The 2012 allocation from the Province reflects a cost of living increase applied to Frontenac's 2011 budget. The Ministry funding for 2012 is estimated at \$7,009,868

**Sale of Vehicles and Defibrillators:** It is estimated that \$5,000 will be generated from the sale/trade in of vehicles and defibrillators.

**Other Revenue:** Represents cost recovery for paramedic attendance at events by contract.

**Cross Border:** An assessment of cross border calls in the context of our current municipal cross border agreements indicates that there will be revenue generated from cross border activity in 2012.

**Transfer from Reserve:**

#### Expense

**Service Delivery:** Covers all operational costs of the ambulance service. Currently the service provides service with eight (8) 24/7 ambulances and three (3) 12/7 ambulances, staffed by eighty-two (82) full time Advanced Care and Primary Care Paramedics, forty-eight (48) part time Advanced Care and Primary Care Paramedics, ten (1) Volunteer Emergency Medical Attendants (EMAs). Operational oversight is provided by seven (7) Supervisors.

The variance from 2011 to 2012 is due to increases in salary costs, benefit costs, balanced with reductions in fuel and vehicle maintenance costs.;

**Depreciation –** Represents the use of capital assets in the year.

**Transfer – Other Projects Reserve:** No allocation provided in 2012.

**Transfer - Vehicle Replacement Reserve:** The formula for vehicle replacement is based on a 6 year life cycle for ambulances and a 10 year cycle for administrative vehicles.

**Transfer - Equipment Replacement Reserve:** Funds are set aside to reflect the life cycle basis of replacement.

#### Ambulance Capital

**Prior Year Projects Brought Forward:** None in 2012.

**Stimulus Funding:** None in 2012

**Transfer from Other Projects Reserve:** The municipal share of the proposed northern County project will be drawn from this reserve.

#### Capital Revenue

**Transfer from Other Projects Reserve:** Transfer to cover the costs for the proposed Northern base.

**Transfer - Vehicle Replacement Reserve:** Transfer to cover the costs of one (1) vehicle slated for replacement.

**Transfer - Equipment Replacement Reserve:** Transfer to cover the costs of the defibrillators and stretchers slated for replacement.

#### Capital Expenditure

**Vehicle - New:** Two (2) in 2012 (IT, Logistics) Replacement - One (1) administrative vehicle is slated for replacement as authorized by Council

**Equipment - New:** PowerFlex Stretcher for Bariatric Patients and accessible door openers Replacement - Three (3) defibrillators and four (4) stretchers will be replaced.

#### Major Capital Projects:

**Northern Base Proposal:** The requirement for a base in the northern part of the County is being reviewed. No other new projects anticipated in 2012.

**Offload Nursing project:** This project is fully funded by the Ministry of Health. The service is delivered by contract with Kingston General Hospital (KGH).

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Land Ambulance Services Detail

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	%
<b>REVENUE</b>				
Provincial - Ministry of Health and Long Term Care	6,697,598	7,009,868	312,270	4.66%
Sale of Vehicles and Defibrillators	39,000	5,000	-34,000	-87.18%
Other revenue	5,000	0	-5,000	-100.00%
Cross Border	67,000	67,000	0	0.00%
Transfer from Reserve	0	0	0	0.00%
<b>TOTAL Revenue</b>	<b>6,808,598</b>	<b>7,081,868</b>	<b>273,270</b>	<b>4.01%</b>
<b>EXPENSE</b>				
Service Delivery (2011 Includes Approved Enhancement)	13,620,349	14,081,934	461,585	3.39%
Depreciation	500,252	532,470	32,218	6.44%
Transfer - Vehicle Replacement Reserve	402,658	422,658	20,000	4.97%
Transfer - Equipment Replacement Reserve	214,605	214,605	0	0.00%
<b>TOTAL Direct Service</b>	<b>14,737,864</b>	<b>15,251,667</b>	<b>513,803</b>	<b>3.49%</b>
Net Operating Expense	7,929,266	8,169,799	240,533	3.03%
Net Capital Expenditure - New and prior year projects	39,000	78,000	39,000	100.00%
<b>TOTAL Ambulance</b>	<b>7,968,266</b>	<b>8,247,799</b>	<b>279,533</b>	<b>3.51%</b>
<b>Net Ambulance</b>	<b>7,968,266</b>	<b>8,247,799</b>	<b>279,533</b>	<b>3.51%</b>
less non cash item - depreciation	-500,252	-532,470	-32,218	6.44%
Net Ambulance to Levy	7,468,014	7,715,329	247,315	3.31%
City of Kingston (2011 - 80.458%)	6,008,615	6,207,599	198,985	3.31%
Frontenac (2011 - 19.542%)	1,459,399	1,507,730	48,330	3.31%
<b>Ambulance Capital</b>				
<b>Capital Revenue</b>				
Transfer from Other Projects Reserve	300,000	300,000	0	0.00%
Transfer - Vehicle Replacement Reserve	697,510	78,000	-619,510	-88.82%
Transfer - Equipment Replacement Reserve	121,660	121,660	0	0.00%
	1,119,170	499,660	-619,510	-55.35%
<b>Capital Expenditure</b>				
Vehicle - New & Replacement	736,510	123,000	-613,510	-83.30%
Equipment - New & Replacement	121,660	154,660	33,000	27.12%
<b>Major Capital Projects</b>				
Northern Base Proposal	300,000	300,000	0	0.00%
<b>Total Expense</b>	<b>1,158,170</b>	<b>577,660</b>	<b>-580,510</b>	<b>-50.12%</b>
<b>Net Capital</b>	<b>39,000</b>	<b>78,000</b>	<b>39,000</b>	<b>100.00%</b>
<b>Offload Nursing Project</b>				
<b>Revenue</b>				
Provincial - MOHLTC	131,400	160,250	28,850	21.96%
<b>Expense</b>				
Contract with KGH	131,400	160,250	28,850	21.96%
<b>Net Offload Nursing Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## COUNTY OF FRONTENAC 2012 DRAFT Budget

### Fairmount Home for the Aged Summary of Revenue and Expenses Detail

#### Revenue

**Provincial - Operations:** The Provincial subsidy is assigned to nursing and personal care, program support and services, raw food and other accommodation. The envelope funding is balanced between contributions by the residents and the Province. All amounts are reconciled at year end to provide Fairmount with the required envelope funding based on resident days. We have used the Ministry's formula to calculate anticipated 2012 funding. The funding for fully-funded positions is also included.

**Provincial - Nurse Practitioner:** The Ministry provides some funding for the Nurse Practitioner.

**Residents - Accommodation Fees:** Fairmount anticipates that each resident will be able to pay the basic rate of \$53.07 per resident day. There are an estimated 46,720 resident-days based on occupancy of the 128 beds for the full year. In addition, Fairmount has 64 private and 36 semi private beds. Residents pay an additional \$18 per day for private accommodation and an additional \$8 for semi private accommodation. This revenue is retained by the Home. It is anticipated that the home will generate 100% of the preferred accommodation revenue in 2012.

**Transfers - Reserves/Reserve Funds:** Funds will be transferred from the donations and severance reserve funds.

**Current Expense:** Expenses reflect the requirements for 128 residents.

**Program and Support Services:** Includes the costs of staffing, benefits and supplies for recreation, rehab, spiritual care and occupational therapy programs. Also includes the costs of the dietitian & social work services required by MOHLTC standards and 75% of the costs for the Volunteer & Special Events Coordinator.

**Direct Nursing and Personal Care:** Includes the wages, benefits and training expenses for the Registered Practical Nurses, Documentation Assistants and Personal Support Workers.

**Nurse Practitioner:** Includes the wages, benefits, training and supply costs for the Nurse Practitioner.

**Nursing and Personal Care Administration:** Includes the wages, benefits and training expenses for the Registered Nurses and Nursing Administration. Also includes the expenses for incontinence supplies, nursing equipment and medical supplies

**Raw Food:** Includes the raw food expense of \$7.33 per resident per day as funded by MOHLTC.

**Dietary Services:** Includes the wages, benefits and training costs for the Assistant Cooks and Dietary Aides. Also includes expenses for dietary cleaning supplies, paper and plastic and equipment.

**Housekeeping Services:** Includes the wages, benefits and training costs for the Housekeeping Aides. Also includes expenses for housekeeping cleaning supplies and equipment.

**Laundry and Linen Services:** Includes the wages, benefits and training costs for the Laundry Aides. Also includes expenses for laundry cleaning supplies, equipment and replacement of linen.

**Building and Property:** Includes the wages, benefits and training costs for the Lead Hand and Maintenance Assistants. Also includes expenses for the maintenance of the building, including all mechanical systems, grounds, elevators, painting, etc.

**Facility Costs:** Includes the costs of utilities, insurance and water system operation.

**General and Administrative:** Includes the wages, benefits and training costs for the Administrator, Executive Assistant, Receptionist, Administrative Clerk and Interdisciplinary Assistant and 25% of the Volunteer & Special Events Coordinator. The expenses for general administration operations include staff recognition, photocopier, public relations, volunteers, legal, audit, postage, etc.

**Depreciation:** Represents the use of capital assets in the year, but is offset to eliminate a levy impact.

**Less non-cash depreciation:** Depreciation is an accounting transaction and is not levied.

**Reserve allocations:** to provide for severance and expenses incurred every 4 years

**Capital Expenses:** Includes carpet replacement \$30,000 in order to meet MOHLTC compliance. The purchase of replacement beds and mattresses is estimated as \$30,000 in 2012. Capital also includes the drilling of a new well, the replacement of dining room flooring; purchase of lifts; replacement of the photocopier; replacement of the old lawn tractor and major work on the elevator.

#### Municipal Contribution

Costs are shared between the County of Frontenac (26% of 96 beds; 50% of the additional 32 beds) and the City of Kingston (74% for 96 beds and 50% for additional 32 beds) after applying the Provincial subsidy and per diem rates paid by the residents against expenses.

#### **County of Frontenac Reserve Activity**

County Council adopted FIN 09-11 Major Capital Replacement Reserve Allocation Policy in 2010. The report recommended phasing in the levy impact of this annual allocation with a transfer from the Frontenac County Working Capital Reserve.

The transfer out of the Investing in Ontario reserve, \$146,848, offsets the County's share of new capital projects in 2012.

**Net County Contribution** reflects the County's levy requirement after reserve transfers

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Fairmount Home for the Aged Summary of Revenue and Expenditures

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	\$	%
<b>REVENUE</b>				
Provincial	4,860,815	5,151,975	291,160	5.99%
Residents - Accommodation Fees	2,915,811	2,883,105	-32,706	-1.12%
Other revenue	0	0		
Revenue Subtotal Before Municipal Contribution	7,776,626	8,035,080	258,454	3.32%
Transfers - Reserves/Reserve Funds	19,556	12,083	-7,473	-38.21%
<b>EXPENSE</b>				
<b>Current</b>				
Program and Support Services	386,701	401,511	14,810	3.83%
Direct Nursing and Personal Care	4,335,380	4,386,174	50,794	1.17%
Nurse Practitioner	124,248	133,834	9,586	7.72%
Nursing and Personal Care Administration	1,245,125	1,290,859	45,734	3.67%
Raw Food	347,594	345,469	-2,125	-0.61%
Dietary Services	855,900	915,611	59,711	6.98%
Housekeeping Services	596,623	593,966	-2,657	-0.45%
Laundry and Linen Services	238,354	249,082	10,728	4.50%
Building and Property	526,477	552,355	25,878	4.92%
Facility Costs	323,000	320,655	-2,345	-0.73%
General and Administrative	997,452	1,041,747	44,295	4.44%
Depreciation	524,096	524,096	0	0.00%
less non-cash depreciation	-524,096	-524,096	0	0.00%
<b>TOTAL - Current Expense</b>	<b>9,927,296</b>	<b>10,231,264</b>	<b>254,410</b>	<b>2.56%</b>
<b>Net Operating</b>	<b>2,131,114</b>	<b>2,184,101</b>	<b>52,987</b>	<b>2.49%</b>
<b>Capital</b>				
Prior Year Capital Projects	110,890	458,900	348,010	313.83%
City Share of Surplus Retained	299,238	90,000	-209,238	-69.92%
County Share of Surplus Retained	-203,482	-61,200	142,282	-69.92%
Capital Expense	-95,756	-28,800	66,956	-69.92%
<b>Net Operating and Capital</b>	<b>2,291,562</b>	<b>2,643,001</b>	<b>400,997</b>	<b>17.50%</b>
Reserve allocations	39,000	39,000	0	0.00%
<b>Municipal Contribution</b>	<b>2,330,562</b>	<b>2,682,001</b>	<b>351,439</b>	<b>15.08%</b>
City of Kingston Share	1,584,782	1,823,761	238,979	15.08%
County of Frontenac Share	745,780	858,240	112,461	15.08%
<b>County of Frontenac Reserve Activity</b>				
Add annual allocation to Capital Reserve	85,024	85,024	0	0.00%
Less transfer from Working Capital Reserve to phase in Capital Reserve allocation	-68,019	-51,014	17,005	-25.00%
Less transfer from Capital Reserve re capital requirement in 2012	-35,485	0	35,485	-100.00%
Less Investing in Ontario for FMT capital projects	0	-146,848	-146,848	100.00%
<b>Net County contribution</b>	<b>727,300</b>	<b>745,402</b>	<b>18,102</b>	<b>2.49%</b>

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Social and Family Services Detail**

The City of Kingston is the Consolidated Municipal Service Manager, assigned by the Province, for the delivery of these social services and programs. The County participates at both the staff and elected levels to ensure the needs of the County's residents are reflected in policies and the levels of service provided. A cost sharing agreement determines the formulae used to distribute the costs between the County and the City. In 2012 the Weighted Assessment split has shifted due to a higher increase in assessment in the County as compared to the City. In addition, whereas the County's tax ratios are at 1 for multi-residential, commercial and industrial assessment, the City's tax ratios for these classes exceed 1 providing the opportunity for the City to reduce these ratios, thereby reducing their relative share of weighted assessment.

**Ontario Works**

**Ontario Works:** The estimated caseload from the area coming under the jurisdiction of the County of Frontenac will result in Ontario Works net program costs of approximately \$501,283 for 2012. The Ministry covers 50% of the administration costs associated with the Ontario Works program, Frontenac's share of which is \$495,345, based on weighted assessment, in 2012.

**Child Care**

**Provincial - Administration:** Costs are shared based on weighted assessment.

**Provincial - Program Costs:** Costs are allocated as follows:

<b>Program Component</b>	<b>Basis of Allocation</b>
Fee subsidy	Residence of recipient
Special needs	Residence of recipient
Wage subsidy	Weighted assessment

**Administration:** The City allocates a share of the administrative costs for Child Care to the County based on weighted assessment

**Child Care Steering Committee:** KFL&A Children's Services Steering Committee has a mandate to ensure that community needs and priorities guide the planning and delivery of children's services in the City of Kingston and the Counties of Frontenac and Lennox & Addington.

**Allocated Cost of Services:** The County's share of program costs.

**Social Housing**

**Administration Costs:** Allocation based on weighted assessment.

**Social Housing Needs:** Costs are allocated based on the "location of units" basis.

**Social Housing Capital costs:** The County is required to fully fund capital costs for units in the County. The Kingston Frontenac Housing Corporation site in Verona requires a new septic system in 2012. The project will be funded over 10 years. The annual cost will be offset by a transfer from the Out-of-scope reserve set aside for this purpose.

**Reserve - Out of Scope:** Unanticipated capital expenses arise from time to time by the social housing units within the County.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Social and Family Services Detail

	2011 Budget	2011 Budget	2012 Budget	2011-2012 Budget	
	City			Variance	%
	\$	\$	\$	\$	%
<b>Ontario Works</b>					
<b>REVENUE</b>					
Provincial Transfer	2,691,822	2,719,358	2,342,467	-376,891	-13.86%
<b>EXPENSE</b>					
50% Administration	1131668	1,186,740	1,313,997	127,257	10.72%
50-80% Other	2657485	2,657,485	2,106,835	-550,650	-20.72%
<b>TOTAL Ontario Works</b>	<b>3789153</b>	<b>3,844,225</b>	<b>3,420,832</b>	<b>-423,393</b>	<b>-11.01%</b>
<b>NET TOTAL Ontario Works - Municipal Contribution</b>	<b>1,097,331</b>	<b>1,124,867</b>	<b>1,078,366</b>	<b>-46,501</b>	<b>-4.13%</b>
<b>Child Care</b>					
<b>REVENUE</b>					
Provincial - Administration	53,360	56,396	56,329	-67	-0.12%
Provincial - Program Costs	655,072	673,680	657,440	-16,240	-2.41%
<b>TOTAL REVENUE</b>	<b>708,432</b>	<b>730,076</b>	<b>713,769</b>	<b>-16,307</b>	<b>-2.23%</b>
<b>EXPENSE</b>					
Administration	106720	112,792	112,658	-134	-0.12%
Child Care Steering Committee	500	500	500	0	0.00%
Allocated Cost of Services	818840	842,100	821,800	-20,300	-2.41%
<b>TOTAL Child Care</b>	<b>926060</b>	<b>955,392</b>	<b>934,958</b>	<b>-20,434</b>	<b>-2.14%</b>
<b>NET TOTAL Child Care - Municipal Contribution</b>	<b>217,628</b>	<b>225,316</b>	<b>221,189</b>	<b>-4,127</b>	<b>-1.83%</b>
<b>Social Housing</b>					
Administration Costs	167009	177,883	191,837	13,954	7.84%
Social Housing Needs	467460	467,460	531,121	63,661	13.62%
Social Housing Capital costs	100000	100,000	20,000	-80,000	-80.00%
Reserve - Out of Scope	25000	25,000	25,000	0	0.00%
<b>TOTAL Social Housing - Municipal Contribution</b>	<b>759469</b>	<b>770,343</b>	<b>767,958</b>	<b>-2,385</b>	<b>-0.31%</b>

\* final City numbers were not adjusted for change in weighted assessment

## COUNTY OF FRONTENAC 2012 DRAFT Budget

### Revenue

**OMAFRA RED Program:** Application is being made for the amount of \$20,000 for a Business Retention & Expansion program

**Trans Canada Trails:** Anticipated contribution for K&P Trail

**EORN Investment Drawdown:** The County has invested its total financial commitment to the Eastern Ontario Regional Network (EORN) with the EORN to generate a return of 5%. The annual share of the commitment to the EORN project will reduce the total investment.

**Reserve Transfers:** As directed by Council for particular projects.

### Expense

**Sustainability Operations:** General administrative expenditures related to the activity.

**Planning Contract:** Estimated cost is \$1,500

**Projects:** For 2012, these are itemized below

**Small Events:** Estimated cost is \$2,000

**Trade Show & Youth Day:** Estimated cost is \$3,000

**New Energy Project:** 2<sup>nd</sup> year commitment to 4 year project, \$25,000

**Support for Smaller Scale Community Sustainability Initiatives:** Estimated cost is \$75,000

**Green Business Park:** Estimated cost is \$10,000

**Business Case for Milk Processing Plant:** Estimated cost is \$15,000

**BR+E Program:** Estimated cost is \$40,000

**Signage Strategy:** Estimated cost is \$10,000

**Signage Implementation;** \$50,000

**Marketing/Public Relations:** Estimated \$10,000

**K&P Trail:** Costs for development in 2012, \$260,000

**Available Land & Buildings Inventory and Business Needs Assessment,** \$30,000

**Transportation Study:** Estimate cost \$75,000

**Natural Heritage Study:** Estimated cost is \$60,000.

**Seniors Community Housing Pilot Project:** Estimated cost is \$40,000.

**Community Improvement Plans:** to complete 2011 CIP plus estimated cost for 2012, \$224,000

**Official Plan Review:** Estimated costs for phase 1, \$30,000

**Sustainable Tourism Strategy:** Estimated cost \$30,000

**EORN Project Allocation:** County commitment for 2012 to the broadband project for Eastern Ontario is \$328,140.

**Land Acquisition Reserve Transfer:** Cost to undertake the acquisition of possible land required to address the discontinuity issue of the Frontenac K&P Trail \$20,000

**Land Use Planning Reserve:** \$50,000

**Strategic Projects Reserve Transfer:** Based on direction of County Council it is anticipated that there will be funds required for strategic projects and \$50,000 will be allocated to a reserve.

**GIS Projects Reserve:** 11,000

**COUNTY OF FRONTENAC  
2012 Draft Budget**

**Sustainability Detail**

	2011 Budget \$	2012 Budget \$	2011-2012 Budget Variance	
			\$	%
<b>REVENUE</b>				
Provincial - OMAFRA RED	20,000	20,000	0	0.00%
Provincial - OMAFRA - Rural Broadband	751,055	0	-751,055	-100.00%
EORN Investment Drawdown	328,140	328,140	0	0.00%
Trans Canada Trail	0	50,000	50,000	100.00%
LandUse Planning Fees	10,000	0	-10,000	-100.00%
GIS Recoveries	500	500	0	0.00%
	<u>1,109,695</u>	<u>398,640</u>	<u>-711,055</u>	<u>-64.08%</u>
<b>Reserve Transfer</b>				
Investing in Ontario	119,161	154,991	35,830	30.07%
Working fund	0	99,000	99,000	100.00%
Federal Gas Tax Fund	527,250	679,000	151,750	28.78%
Land Use Planning	25,000	0	-25,000	-100.00%
	<u>1,781,106</u>	<u>1,331,631</u>	<u>-449,475</u>	<u>-25.24%</u>
<b>EXPENSE</b>				
Sustainability Operations	395,838	431,969	36,131	9.13%
Planning Contract	11,500	1,500	-10,000	-86.96%
Legal fees	25,000	0	-25,000	-100.00%
Projects	1,480,966	979,000	-501,966	-33.89%
EORN Project allocation	328,140	328,140	0	0.00%
Transfer - Land Acquisition Reserve	20,000	20,000	0	0.00%
Transfer - Land Use Planning Reserve	50,000	50,000	0	0.00%
Transfer - Strategic Projects Reserve	50,000	50,000	0	0.00%
Transfer - GIS Projects Reserve	11,000	11,000	0	0.00%
	<u>2,372,444</u>	<u>1,871,609</u>	<u>-500,835</u>	<u>-21.11%</u>
<b>NET EXPENSE Sustainability Planning</b>	<u>591,338</u>	<u>539,978</u>	<u>-51,360</u>	<u>-8.69%</u>

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Continuity of Reserves and Reserve Funds Detail**

**FRC Working Fund Reserve:** This reserve is important to ensure a smooth flow of cash throughout the year and to avoid short term interest costs to the greatest extent possible.

**FRC Stabilization Reserve:** In 2012 it was deemed prudent to continue to allocate funds to a stabilization reserve which can be used to offset increased requirements in the event of an economic downturn.

**FRC Strategic Project Reserve:** To provide the capacity to fund future strategic projects.

**FRC Capital:** To provide for County future capital requirements.

**FRC Library Reserve:** This reserve was established to recognize the capital requirements of the Library not funded through the operating requisition.

**FRC Land Use Planning Reserve:** This reserve has been established to mitigate the impact of future land use costs.

**FRC GIS Project Reserve:** This reserve has been established to provide for the future costs related to the GIS project

**FRC Social Housing Out of Scope Reserve:** This reserve has been established to ensure that the County of Frontenac has sufficient funds to deal with out of scope capital requirements of housing units located within the County of Frontenac.

**FRC Ontarians With Disabilities Reserve:** An amount has been set aside to provide for future requirements under the Ontarians with Disabilities Act.

**FRC - Land Acquisition Reserve:** Reserve to provide for the acquisition of land required to address the discontinuity issue of the Frontenac K&P Trail.

**FRC – 150<sup>th</sup> Anniversary Reserve:** Reserve to provide for requirements in 2015.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Continuity of Reserves Detail

	2011 \$	2012 Budget \$	2011-2012 Budget Variance	
			\$	%
<b><u>FRC Working Fund Reserve</u></b>				
Opening Balance	4,392,150	4,251,266	-140,884	-3.21%
Transfer to Account	145,000	45,000	-100,000	-68.97%
Interfund transfer	0	-150,000	-150,000	100.00%
Transfer From Account	-285,884	-293,250	-7,366	2.58%
<b>CLOSING BALANCE FRC WORKING FUND RESERVE</b>	<b>4,251,268</b>	<b>3,853,016</b>	<b>-398,250</b>	<b>-9.37%</b>
<b><u>FRC Stabilization Reserve</u></b>				
Opening Balance	854,351	975,000	120,649	14.12%
Transfers to Account	120,000	0	-120,000	-100.00%
Transfers From Account	0	0	0	0.00%
<b>CLOSING BALANCE FRC STABILIZATION RESERVE</b>	<b>975,000</b>	<b>975,000</b>	<b>0</b>	<b>0.00%</b>
<b><u>FRC Strategic Projects Reserve</u></b>				
Opening Balance	120,000	170,000	50,000	41.67%
Transfer to Account	50,000	0	-50,000	-100.00%
Inter reserve transfer	0	50,000	50,000	100.00%
Transfer From Account	0	0	0	0.00%
<b>CLOSING BALANCE FRC STRATEGIC PROJECT RESERVE</b>	<b>170,000</b>	<b>220,000</b>	<b>50,000</b>	<b>29.41%</b>
<b><u>FRC Capital</u></b>				
Opening Balance	398,644	486,844	88,644	22.07%
Transfers to Account	17,600	35,200	17,600	100.00%
Interfund Transfer	70,400	0	-70,400	-100.00%
Transfers From Account	0	52,800	52,800	100.00%
<b>CLOSING BALANCE FRC CAPITAL RESERVE</b>	<b>486,644</b>	<b>574,644</b>	<b>88,000</b>	<b>18.08%</b>
<b><u>FRC Library Reserve</u></b>				
Opening Balance	97,217	77,714	-19,503	-20.06%
Transfers to Account	31,000	31,000	0	0.00%
Transfers From Account	-50,503	-39,000	11,503	-22.78%
<b>CLOSING BALANCE FRC LIBRARY RESERVE</b>	<b>77,714</b>	<b>69,714</b>	<b>-8,000</b>	<b>-10.29%</b>
<b><u>FRC Land Use Planning Reserve</u></b>				
Opening Balance	86,159	126,159	40,000	46.43%
Transfer to Account	50,000	0	-50,000	-100.00%
Inter reserve transfer	0	50,000	50,000	100.00%
Transfer From Account	-10,000	0	10,000	-100.00%
<b>CLOSING BALANCE FRC LAND USE PLANNING</b>	<b>126,159</b>	<b>176,159</b>	<b>50,000</b>	<b>39.63%</b>
<b><u>FRC GIS Project Reserve</u></b>				
Opening Balance	11,000	22,000	11,000	100.00%
Transfer to Account	11,000	0	-11,000	-100.00%
Inter reserve Transfer	0	11,000	11,000	100.00%
Transfer From Account	0	0	0	0.00%
<b>CLOSING BALANCE FRC GIS PROJECT</b>	<b>22,000</b>	<b>33,000</b>	<b>11,000</b>	<b>50.00%</b>
<b><u>FRC Social Housing Out of Scope Reserve</u></b>				
Opening Balance	364,400	369,400	5,000	1.37%
Transfer to Account	25,000	0	-25,000	-100.00%
Inter reservetransfer	0	25,000	25,000	100.00%
Transfer From Account	-20,000	-20,000	0	0.00%
<b>CLOSING BALANCE FRC SOCIAL HOUSING OUT OF SCOPE RESERVE</b>	<b>369,400</b>	<b>374,400</b>	<b>5,000</b>	<b>1.35%</b>
<b><u>FRC Ontarians With Disabilities Reserve</u></b>				
Opening Balance	25,000	35,000	10,000	40.00%
Transfer to Account	10,000	0	-10,000	-100.00%
Inter reserve transfer	0	10,000	10,000	100.00%
Transfer From Account	0	0	0	0.00%
<b>CLOSING BALANCE FRC ONTARIANS WITH DISABILITIES RESERVE</b>	<b>35,000</b>	<b>45,000</b>	<b>10,000</b>	<b>28.57%</b>
<b><u>FRC Land Acquisition Reserve</u></b>				
Opening Balance	20,000	40,000	20,000	0.00%
Transfer to Reserve	20,000	0	-20,000	-100.00%
Inter reserve Transfer	0	20,000	20,000	100.00%
Transfer From Account	0	0	0	0.00%
<b>CLOSING BALANCE FRC Land Acquisition Reserve</b>	<b>40,000</b>	<b>60,000</b>	<b>20,000</b>	<b>100.00%</b>
<b><u>FRC 150th Anniversary Reserve</u></b>				
Opening Balance	0	0	0	100.00%
Transfer to Account	0	0	0	100.00%
Inter reserve transfer	0	150,000	150,000	100.00%
Transfer From Account	0	0	0	100.00%
<b>CLOSING BALANCE FRC WORKING CAPITAL RESERVE</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>100.00%</b>

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Continuity of Reserves and Reserve Funds Detail (cont'd.)**

**FMT Working Fund Reserve:** This reserve represents the County of Frontenac's share of surplus or budgeted funds generated in prior years. It is established to ensure that an adequate cash flow exists reducing and/or eliminating the need to borrow funds for short term purposes. The amount maintained is reviewed annually.

**Joint FMT Severance Reserve:** This reserve will provide for severance payments required for termination

**Joint FMT Operations Reserve:** To provide for requirements related to periodic contracts.

**FMT Capital:** Established to start to provide for capital replacement

**FRC Frontenac-Howe Islander Ferry Revenue Reserve:** The Agreement signed between the Ministry of Transportation and the County of Frontenac in March 2004 indicates that the Province will pay 80% of the gross operating expenses incurred by the Howe Island Ferry. If the County raises in excess of 20% of the gross operating expenses, the surplus is to be retained in a revenue reserve account. If this reserve exceeds 5% of the operating expenses for that year, the Ministry of Transportation will reduce its subsidy by the amount in the reserve that is in excess of 5% of the operating expenses.

**Bridget Fowler Trust Fund:** The County of Frontenac is responsible for continuing operation of this fund which results from a bequest of Bridget Fowler. The bequest specified that interest/dividends earned on the fund would be available to assist with prize money for the annual Kingston agricultural fair.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Continuity of Reserves Detail

	2011	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	%
<b><u>FMT Working Fund Reserve</u></b>				
Opening Balance	827,098	663,323	-163,775	-19.80%
Transfers to Account	0	0	0	0.00%
Interfund Transfer	-68,015	-68,015	0	0.00%
Transfers From Account	-95,760	-11,799	83,961	-87.68%
<b>CLOSING BALANCE FMT WORKING FUND RESERVE</b>	<b>663,323</b>	<b>583,509</b>	<b>-79,814</b>	<b>-12.03%</b>
<b><u>JOINT FMT Severance Reserve</u></b>				
Opening Balance	79,490	79,490	0	0.00%
Transfers to Account	30,000	30,000	0	0.00%
Inter fund transfer	0	0	0	100.00%
Transfers From Account	-19,556	-12,083	7,473	-38.21%
<b>CLOSING BALANCE JOINT FMT SEVERANCE RESERVE</b>	<b>89,934</b>	<b>97,407</b>	<b>7,473</b>	<b>8.31%</b>
<b><u>JOINT FMT Operations Reserve</u></b>				
Opening Balance	9,000	28,000	19,000	211.11%
Transfers to Account	19,000	9,000	-10,000	-52.63%
Inter fund Transfer	0	0	0	100.00%
Transfers From Account	0	0	0	0.00%
<b>CLOSING BALANCE JOINT FMT OPERATIONS RESERVE</b>	<b>28,000</b>	<b>37,000</b>	<b>9,000</b>	<b>32.14%</b>
<b><u>FMT Capital</u></b>				
Opening Balance	519,480	569,019	49,539	9.54%
Transfer to Account From Current	17,005	34,010	17,005	100.00%
Interfund Transfer	68,019	51,014	-17,005	-25.00%
Transfers From Account	-35,485	0	35,485	-100.00%
<b>CLOSING BALANCE FMT CAPITAL</b>	<b>569,019</b>	<b>654,043</b>	<b>85,024</b>	<b>14.94%</b>
<b><u>FRC Frontenac-Howe Islander Ferry Revenue Reserve</u></b>				
Opening Balance	27,811	27,811	0	0.00%
Transfer to Account	0	0	0	100.00%
Transfer From Account	0	0	0	0.00%
<b>CLOSING BALANCE FRC FRONTENAC-HOWE ISLANDER FERRY RE</b>	<b>27,811</b>	<b>27,811</b>	<b>0</b>	<b>0.00%</b>
<b><u>Bridget Fowler Trust Fund</u></b>				
Opening Balance	3,471	3,483	12	0.35%
Interest/Dividends Earned	280	280	0	0.00%
Transfers to Account	0	0	0	0.00%
Transfers From Account	-300	-300	0	0.00%
<b>CLOSING BALANCE BRIDGET FOWLER TRUST FUND</b>	<b>3,483</b>	<b>3,463</b>	<b>-20</b>	<b>-0.57%</b>

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Ambulance  
Continuity of Reserves and Reserve Funds Detail**

**FPS General Reserve:** This reserve has been established to ensure that increasing costs or unanticipated occurrences related to the delivery of land ambulance do not create an undue burden on the ratepayer.

**Joint FPS Vehicle Replacement Reserve:** The 2001 provincial funding template provided for the replacement of vehicles based on a 4.5 year life cycle. Although provincial funding from the Ministry of Health and Long Term Care no longer details vehicle replacement, the County continues to make contributions each year. As vehicles are purchased, funds are transferred from this reserve to offset the costs. A 6-year replacement schedule for vehicles in 2012 is continued.

**Joint FPS Equipment Replacement Reserve:** A reserve has been established for the replacement of defibrillators, stretchers and other capital equipment. An annual contribution is made to control the impact of annual expense requirements. As equipment is replaced, funds are transferred from this reserve.

**Joint FPS Severance Reserve:** There is no allocation in 2012.

**Joint FPS Other Projects Reserve:** The MOHLTC share of the surplus related to the resolution of cross border billing, for which funds have been accrued since 2001, has been transferred to this account. Transfers out of this fund will be used to provide for the County share of the land ambulance projects funded through Stimulus funds, as well as the proposed project in the North of the County.

**Joint FPS NEER Reserve:** To smooth the effects of NEER (New Experimental Experience Rating) assessments.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Ambulance Continuity of Reserves Detail

	2011	2012 Budget	2011-2012 Budget	
	\$	\$	\$	%
<b><u>RESERVE/RESERVE FUNDS</u></b>				
<b><u>FPS General Reserve</u></b>				
Opening Balance	394,217	394,217	0	0.00%
Transfer to Account	0	0	0	0.00%
Transfer From Account	0	0	0	0.00%
<b>CLOSING BALANCE FPS GENERAL</b>	<b>394,217</b>	<b>394,217</b>	<b>0</b>	<b>0.00%</b>
<b><u>JOINT FPS Vehicle Replacement Reserve</u></b>				
Opening Balance	419,987	125,135	-294,852	-70.20%
Transfers to Account	402,658	422,658	20,000	4.97%
Transfers From Account	-697,510	-78,000	619,510	-88.82%
<b>CLOSING BALANCE JOINT FPS VEHICLE REPLACEMENT RESERVE</b>	<b>125,135</b>	<b>469,793</b>	<b>344,658</b>	<b>275.43%</b>
<b><u>JOINT FPS Equipment Replacement Reserve</u></b>				
Opening Balance	443,286	536,231	92,945	20.97%
Transfers to Account	214,605	214,605	0	0.00%
Transfers From Account	-121,660	-121,660	0	0.00%
<b>CLOSING BALANCE JOINT FPS EQUIPMENT REPLACEMENT RESERVE</b>	<b>536,231</b>	<b>629,176</b>	<b>92,945</b>	<b>17.33%</b>
<b><u>JOINT FPS Severance Reserve</u></b>				
Opening Balance	369,677	369,677	0	0.00%
Transfers to Account	0	0	0	0.00%
Transfers From Account	0	0	0	0.00%
<b>CLOSING BALANCE JOINT FPS SEVERANCE RESERVE</b>	<b>369,677</b>	<b>369,677</b>	<b>0</b>	<b>0.00%</b>
<b><u>JOINT FPS Other Projects Reserve</u></b>				
Opening Balance	625,187	300,000	-325,187	-52.01%
Transfers to Account	0	0	0	0.00%
Transfers From Account	-325,187	-300,000	25,187	-7.75%
<b>CLOSING BALANCE JOINT FPS OTHER PROJECTS RESERVE</b>	<b>300,000</b>	<b>0</b>	<b>-300,000</b>	<b>-100.00%</b>
<b><u>JOINT FPS NEER Reserve</u></b>				
Opening Balance	0	150,000	150,000	150,000
Interest earned	0	0	0	0
Transfers to Account	150,000	0	-150,000	100.00%
Transfers From Account	0	0	0	0
<b>CLOSING BALANCE JOINT FPS OTHER PROJECTS RESERVE</b>	<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>100.00%</b>

**COUNTY OF FRONTENAC  
2012 DRAFT Budget**

**Continuity of Reserve Funds Detail**

**FRC Federal Gas Tax Reserve Fund:** Municipalities are required to reserve amounts not utilized in the current year. County Council has designated use of some of the funds.

**FRC Investing in Ontario Reserve Fund:** In 2008 the Province allocated some of its surplus to municipalities using a calculation based on historical capital expenses. The County received \$1,281,033 which is to be used for new capital projects. These projects were outlined in a report to Council in November 2008 and revised in a report in August 2010.

**FMT Capital Reserve Fund:** This reserve fund was established for the redevelopment of Fairmount Home. In 2012 an allocation of \$125,000 offsets the annual debt repayment associated with the 20 year debenture issued to finance the Fairmount Redevelopment Project.

**FMT Capital Campaign Reserve Fund:** This fund was initially established as the repository for the Fairmount Redevelopment Capital Campaign. Donations received subsequent to the end of the campaign which were designated for the redevelopment have been deposited in this account. More recently donations have been received for the upgrade of the Fairmount auditorium.

**Joint FMT Donations Reserve Fund:** This fund incorporates all previous accounts in place to receive donations from individuals for items which benefit the residents. In addition, funds raised through fund-raising activities (except Fairmount Redevelopment donations) are also credited to this account. The reserve fund has the following sub-accounts:

1. General for the Benefit of Residents
2. Pathways

This fund sets aside monies for the purposes identified by the donor or a fundraising committee. Transfers to the account represent donations and committee contributions. Transfers from the account represent funds spent on minor capital items or programs which directly benefit the residents. The views of the Fairmount Residents' Council are taken into consideration when funds are expended. The Pathways Project was established by the employees of Fairmount who elected an executive. The reserve represents funds set aside from donations and the sale of items to extend and improve the accessible pathways used by the residents of Fairmount and the residents of Country Pines apartments and their families.

# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 Draft Budget

### Continuity of Reserve Funds Detail

	2011	2012 Budget	2011-2012 Budget	
	\$	\$	Variance	%
<b><u>FRC Federal Gas Tax Reserve Fund</u></b>				
Opening Balance	2,207,010	2,022,907	-184,103	-8.34%
Interest	32,869	30,344	-2,525	-7.68%
Transfer to Account	820,278	820,278	0	0.00%
Transfer From Account	-1,037,250	-1,189,000	-151,750	14.63%
<b>CLOSING BALANCE FRC FEDERAL GAS TAX RESERVE</b>	<b>2,022,907</b>	<b>1,684,529</b>	<b>-338,378</b>	<b>-16.73%</b>
<b><u>FRC Investing in Ontario Reserve Fund</u></b>				
Opening Balance	815,582	555,097	-260,485	-31.94%
Interest	9,760	8,326	-1,434	-14.69%
Transfer to Account	0	0	0	0.00%
Transfer From Account	-270,246	-301,839	-31,593	11.69%
<b>CLOSING BALANCE FRC INVESTING IN ONTARIO RESERVE</b>	<b>555,097</b>	<b>261,584</b>	<b>-292,079</b>	<b>-52.88%</b>
<b><u>FMT Capital Reserve Fund</u></b>				
Opening Balance	2,270,143	2,179,195	-90,948	-4.01%
Interest Earned	34,052	32,688	-1,364	-4.01%
Transfers to Account	0	0	0	0.00%
Transfers From Account	-125,000	-125,000	0	0.00%
<b>CLOSING BALANCE FMT CAPITAL RESERVE FUND</b>	<b>2,179,195</b>	<b>2,086,883</b>	<b>-92,312</b>	<b>-4.24%</b>
<b><u>FMT Capital Campaign Reserve Fund</u></b>				
Opening Balance				
Interest Earned	67,034	67,379	344	0.51%
Transfers to Account	344	337	-7	-2.12%
Interfund transfer	0	0	0	0.00%
Transfers From Account	0	0	0	0.00%
<b>CLOSING BALANCE FMT CAPITAL CAMPAIGN RESERVE FUND</b>	<b>67,379</b>	<b>67,715</b>	<b>337</b>	<b>0.50%</b>
<b><u>Joint FMT Donations Reserve Fund - General for the Benefit of Residents</u></b>				
Opening Balance	82,565	83,391	826	1.00%
Interest Earned	826	417	-409	-49.50%
Transfers to Account	0	0	0	0.00%
Transfers From Account	0	0	0	0.00%
<b>CLOSING BALANCE JOINT FMT DONATIONS RESERVE FUND</b>	<b>83,391</b>	<b>83,808</b>	<b>417</b>	<b>0.50%</b>
<b><u>Joint FMT Pathways Reserve Fund</u></b>				
Opening Balance	34,303	38,764	4,461	13.00%
Interest Earned	261	388	126	48.40%
Transfers to Account	4,200	0	-4,200	-100.00%
Transfers From Account	0	0	0	0.00%
<b>CLOSING BALANCE JOINT FMT PATHWAYS RESERVE FUND</b>	<b>38,764</b>	<b>39,152</b>	<b>388</b>	<b>1.00%</b>



# **2012 DRAFT BUDGET Appendix A**

December 14, 2011



# Agenda Item # 10102b)

## COUNTY OF FRONTENAC 2012 DRAFT Budget

	2011 Budget	2012 Budget	2011-2012 Budget	
	\$	\$	\$	%
<b>County Capital</b>				
<b>Revenue</b>				
Investing in Ontario Transfer for Solar projects	151,085			
Recoveries	36,511			
Working Fund brought forward	72,867	194,250		
	260,263	194,250	-66,013	-25.36%
<b>Expense</b>				
Health and Safety		78,500		
Communications		20,000		
Equipment		45,000		
Storage units		25,000		
Prior Year Projects		110,000		
2011 Capital Projects	383,944			
Total County Capital	383,944	278,500	-105,444	-27.46%
<b>County Net Capital</b>	<b>123,681</b>	<b>84,250</b>	<b>-39,431</b>	<b>-31.88%</b>
<b>Library in South Frontenac</b>				
<b>Revenue</b>				
Build Canada Fund(BCF)-Community Component (CC)	470,246	0	-470,246	
Transfer from South Frontenac	235,196	0	-235,196	
	705,442	0	-705,442	-100.00%
<b>Expense</b>				
Library Project	705,442	0	-705,442	
Total	705,442	0	-705,442	100.00%
<b>Net Library Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fairmount Home Capital</b>				
<b>Revenue</b>				
Bring forward prior year projects not completed	128,000	90,000	-38,000	-29.69%
<b>Expense</b>				
Elevator		50,000		
Flooring upgrades		58,500		
Equipment replacement		120,400		
Well & septic upgrades		230,000		
Prior year Projects	171,238	90,000		
2011 Projects	238,890			
Total Fairmount Capital Expenditure	410,128	548,900	138,772	33.84%
<b>Fairmount Net Capital</b>	<b>282,128</b>	<b>458,900</b>	<b>176,772</b>	<b>62.66%</b>
<b>Fairmount Home Redevelopment Debenture</b>				
<b>20 YEAR DEBENTURE</b>	<b>17,200,000</b>	<b>Total</b>	<b>Frontenac</b>	<b>City of Kingston</b>
	<b>2003-2011</b>	<b>2012</b>	<b>2012</b>	<b>2012</b>
Principal	4,468,672	812,510	260,003	552,507
Interest	7,548,285	718,840	230,029	488,811
Ministry of Health Capital Contribution*	3,868,416	483,552	154,737	328,815
<b>TOTAL</b>	<b>8,146,541</b>	<b>1,047,798</b>	<b>335,295</b>	<b>712,503</b>
<b>OUTSTANDING LIABILITY END OF 2012</b>				<b>6,957,863</b>
<b>Ambulance Capital</b>				
Prior Year Projects Brought Forward	374,614		0	0.00%
Vehicles and Equipment	858,170	277,660	-178,049	-100.00%
Major Capital Project - Northern Base Proposal	300,000	300,000	0	0.00%
Total Ambulance Capital Expenditure	1,532,784	577,660	-178,049	-11.49%

2012 DRAFT Capital Budget

December 14, 2011



## ADMINISTRATIVE REPORT

**To:** Warden and Council Members of the County of Frontenac

**From:** Elizabeth Savill  
CAO

**Prepared by:** Paul J. Charbonneau  
Director of Emergency & Transportation Services/Chief of Paramedic Services

**Date prepared:** January 5, 2012

**Date of meeting:** January 18, 2012

**Re:** **Emergency and Transportation Services – 2011 4<sup>th</sup> Quarter Activity Update**

### Background

This report is presented to Council to provide an update on the various ongoing activities and special projects during the 4<sup>th</sup> quarter of 2011.

### Comment

Meetings Attended	Dates
County Council – Regular Meeting	October 19, Nov. 16
County Council – Special Meeting	
County Council – Joint Council	
Joint Management and RULAC	October 24
County Emergency Management Program Committee	December 6
AMCTO Diploma Program	October 13-14, November 3-4, 23-24
Algonquin College Paramedic Advisory Committee	
CACC Advisory	October 27
Regional Paramedic Program of Eastern Ontario (RPPEO)	
Fire/Paramedic Labour Relations Committee	
OPSEU Local 462 Labour Management Committee	October 24
CUPE Local 109 Labour Management Committee	
County Health & Safety Committee	November 22
EMO Loyalist Sector Meeting	
Regional Acute Care Stroke Protocol Committee	
LHIN - Cardiovascular Roadmap Project	

## Committee Activities:

1. Association of Emergency Medical Services of Ontario (AMEMSO) Board:  
Annual Fall Conference from September 26-30
2. AMEMSO Eastern Ontario Chiefs on September 15-16
3. Emergency Medical Services Chiefs of Canada (Executive and Board) on October 11 and November 14

## Special Projects/Other Activities

1. Kingston Airport Disaster Exercise  
On October 5<sup>th</sup> FPS participated in a live exercise to test the Kingston airport disaster plan. Three ambulances, two supervisors and the Emergency Support Unit (ESU) were deployed for a bomb threat wherein the bomb did explode once the plane had landed at the airport. Students from Lasalle Secondary School acted as the patients and KGH setup a mock emergency in a garage on the airport property. This exercise also tested FPS's internal response plan and the positive feedback received has lead to improvements to the operational plan, the ESU and our readiness for major incidents.



## Recommendation

That the Council of the County of Frontenac accept this *Emergency and Transportation Services – 2011 4<sup>th</sup> Quarter Activity Update* report for information only.

## Organizations, Departments and Individuals Consulted and/or Affected



## Agenda Item # 10103b)

*BE IT RESOLVED THAT the Council of the Corporation of the Township of North Frontenac receives for information the Director of Emergency Services/Fire Chief; Chief Building Official (CBO); and Chief Administrative Officer (CAO)'s Administrative Report dated November 4, 2011 entitled "Ompah Fire Hall – Ambulance Base Update";*

*AND THAT Council approve the sharing of costs as described in this Administrative Report, including the draft Agreement prepared by the Township/County Solicitor as summarized in this Report;*

*AND THAT once County of Frontenac Council confirm its final support of these cost sharing matters, Council authorize the joint County and Township Request for Proposal (RFP) to be reissued for a Project Manager, based on 2,750 square feet for the Fire Department portion of the building.* **CARRIED**

The agreement between the County and the Township has been prepared by our solicitor in accordance with the agreed to parameters.

### **Sustainability Implications**

Good stewardship of the County's financial resources and most appropriate care of our residents and visitors when in need of paramedic services.

### **Financial Implications**

The costs associated with the North Frontenac Joint Land Ambulance/Fire Station project are included in the 2012 County of Frontenac budget.

### **Recommendation**

That the Council of the County of Frontenac accept this *Emergency and Transportation Services – North Frontenac Joint Land Ambulance/Fire Station Update* report for information;

AND FURTHER, that Council authorize the Warden and Clerk to execute the agreement between the County of Frontenac and the Township of North Frontenac;

AND FURTHER, that Council authorize the release of the Request for Proposal (RFP) for Project Management, awarding of the RFP and authorize the Warden and Clerk to execute the agreement between the County of Frontenac and the successful proponent;

AND FINALLY, that Council authorize the release of the Request for Proposal of a Design Build Project, awarding of the RFP and authorize the Warden and Clerk to execute the agreement between the County of Frontenac and the successful proponent.

### **Organizations, Departments and Individuals Consulted and/or Affected**

Township of North Frontenac  
Tim Wilkin, Cunningham Swan LLP

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Administrative Report  
Emergency and Transportation Services – North Frontenac Joint Land Ambulance/Fire Station Update  
January 18, 2012

Page 2 of 2

## Agenda Item # 10103b)

THIS AGREEMENT made this \_\_ day of \_\_\_\_\_, 2012.

BETWEEN:

THE CORPORATION OF THE COUNTY OF FRONTENAC

hereinafter called the "County"

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

hereinafter called the "Township"

OF THE SECOND PART

**WHEREAS** the Township owns certain vacant lands located in Lot 28, Concession 3, in the geographic Township of Palmerston that it purchased for the purpose of constructing a municipal fire hall;

**AND WHEREAS** the County operates the land ambulance system for Frontenac County and wishes to establish a land ambulance base in North Frontenac Township;

**AND WHEREAS** the County and Township agree that it will be to their mutual benefit to jointly develop the Township lands for use as a combined municipal fire hall and land ambulance base in accordance with the terms of this Agreement;

**AND WHEREAS** the County and Township further wish to provide for their joint ownership, operation and use of the property in accordance with the terms of this Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the sufficiency of which is acknowledged, the parties agree with each other as follows:

**DEFINITIONS:**

1. In this Agreement, unless there is something in the subject matter or context inconsistent therewith, the following terms shall have the following respective meanings:
  - a) "Approved Plans" means those plans approved by the County and Township in accordance with this Agreement for the design and construction of the Building and any related site servicing and development of the Land;
  - b) "Building" means the combined municipal fire hall and land ambulance base building to be constructed as part of the Project on the Land in accordance with this Agreement, but does not include any Owner Improvements;
  - c) "Capital Costs" means all costs of a capital nature incurred in connection with the Land and Building after completion of the Project, but shall not include costs for Owner Improvements;
  - d) "Capital Improvements Report" means a report prepared by the Township in accordance with Section 7 of Schedule "C" to this Agreement;
  - e) "County" means The Corporation of the County of Frontenac;
  - f) "County's Proportionate Share" means,
    - i) in the case of the Project Costs, the percentage of the Building's Useable Floor Area that is allocated to the County for its exclusive use as a land ambulance base; and
    - ii) in the case of the Site Preparation Costs, fifty percent (50%);
  - g) "Estimated Project Costs" means the estimated Project Costs as determined by the County and revised from time to time to reflect the actual amount of any contract awarded or invoice payable in respect of the Project;
  - h) "Final Project Costs" means the final Project Costs as determined by the County upon completion of the Project in accordance with this Agreement;

## **Agenda Item # 10103b)**

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- i) "Land" means those lands located in Lot 28, Concession 3, in the geographic Township of Palmerston, being all of PIN 36205-0148, and more particularly described in Instrument No. FR770890;
- j) "Operating Costs" means all costs incurred after completion of the Project to operate, maintain, repair and improve the Building and Land for the mutual benefit of the parties, including but not limited to all costs related to the electrical, plumbing, water and waste water treatment, heating, ventilating and air conditioning systems, snow removal, grass cutting, janitorial services, exterior lighting, drainage, utilities, taxes, and property and public liability insurance, but shall not include Capital Costs or Owner Improvements;
- k) "Owner Improvements" means any improvements, including improvements of a capital nature, made after completion of the Project by either the County or Township to that portion of the Building occupied and used exclusively by that party for its own benefit;
- l) "Project" means the project to develop the Lands as a combined municipal fire hall and land ambulance base in accordance with the Approved Plans and the terms of this Agreement.
- m) "Project Costs" means all costs incurred to complete the Project, including but not limited to all costs associated with or related to preparation of the Terms of Reference, the planning, design, approval and construction of the Building, all site servicing costs on the Land, all costs related to the preparation of tender documents and tendering for the Project, all engineering, project management and site inspection fees, all fees and expenses incurred to obtain any required permits and approvals, all consulting, surveying, legal and administrative costs and expenses, and all related Harmonized Sales Tax, but excluding Site Preparation Costs;
- n) "Site Preparation Costs" means all costs incurred to prepare the Land in order to construct the Building and complete the Project, including without limitation the construction and installation of the ground water well, septic system and hydro-line;
- o) "Terms of Reference" means the terms of reference for the design and construction of the Building and any related site servicing necessary to complete the Project in accordance with this Agreement;
- p) "Township" means The Corporation of the Township of North Frontenac;

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- q) "Township's Proportionate Share" means
  - i) in the case of the Project Costs, the percentage of the Building's Useable Floor Area allocated to the Township for its exclusive use as a fire hall; and
  - ii) in the case of the Site Preparation Costs, fifty percent (50%);
- r) "Useable Floor Area" means the amount of the Building's floor area measured from the interior of its external walls or common party walls that is available for the exclusive use of the County and Township respectively, but shall not include any floor area that is for the common use or benefit of both the County and Township or necessary for the operation or maintenance of the whole building;

**COMPLETION OF PROJECT**

- 2. The County shall act as project coordinator and shall be responsible to undertake and complete the Project and each party shall pay its proportionate share of the Final Project Costs and Site Preparation Costs in accordance with those terms and conditions set out in Schedule "A" attached to and forming part of this Agreement.

**OWNERSHIP AS TENANTS IN COMMON**

- 3. Upon completion of the Project and a determination of each party's proportionate share, the Township shall transfer title in fee simple to the Land and Building, free and clear of all liens and encumbrances, to the Township and County as tenants in common, each as to an undivided interest that is in the same percentage as their respective proportionate shares.
- 4. In consideration of the transfer of title to the Land and Building in accordance with Section 3 above, the County shall pay to the Township an amount equal to the product of multiplying \$29,000, being the Township's original purchase price for the Land, by the County's Proportionate Share.
- 5. Prior to completing the transfer of title to the Land and Building, the parties agree to obtain a reference plan of survey and building location survey for the Land and Building.
- 6. All costs incurred to survey and transfer title to the Land and Building, save and except land transfer tax, HST and registration costs which the County shall pay, shall form part of the Final Project Costs and shall be paid by the parties according to their proportionate shares.

- ...5
7. Following the transfer of title to the Land and Building, the respective rights and obligations of the parties as owners of the Land and Building shall be governed in accordance with those terms and conditions set out in Schedule "B" attached to and forming part of this Agreement.

**OPERATION AND MANAGEMENT OF LAND AND BUILDING**

8. Following completion of the Project and confirmation by the Township's Chief Building Official that the Building is suitable for occupancy, the Township shall operate and maintain the Land and Building and each owner shall pay its proportionate share of the Operating Costs and Capital Costs in accordance with those terms and conditions set out in Schedule "C" attached to and forming part of this Agreement.

**TERM OF AGREEMENT**

9. This Agreement shall come into force and effect upon the date first noted above and shall continue until terminated by mutual agreement of the parties or in accordance with its terms.
10. Notwithstanding any termination of this Agreement, each party shall have a continuing financial obligation to the other to pay its proportionate share of any financial obligation properly incurred in accordance with this Agreement and outstanding at the date of termination.

**RELATIONSHIP OF PARTIES**

11. Except as specifically provided in this Agreement, each party denies any intention or agreement to be or to become an agent for the other or to create any type of relationship whereby either one would be held liable for any tortious, negligent, contractual or other acts of the other, and neither party shall have any authority to act for or to assume or to incur any obligations or responsibilities on behalf of the other party.
12. Each party agrees that it shall not encumber the Land and Building without the consent of the other and further agrees to remove on demand any lien affecting the Land and Building which may be registered against it without the consent of the other party.
13. Any obligations of a contractual nature incurred otherwise than in accordance with the terms of this Agreement shall be the sole liability and responsibility of the party incurring it.

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14. Each party agrees to indemnify the other from all claims, losses, costs, charges, fees, expenses, damages, obligations or responsibilities incurred or imposed on one party by virtue of the actions of the other party acting outside the scope of any authority expressly granted to it by the terms of this Agreement.

**ACTS OF DEFAULT**

15. If either party fails to advance monies to the other as and when due in accordance with the terms of this Agreement, or encumbers the Land or Building in any manner other than is expressly permitted in this Agreement, or fails to remove any lien, or defaults in the performance of any obligation under this Agreement, then such party shall be deemed to be in default and shall be referred to as the defaulting party.
16. If there is a defaulting party as provided for in this Agreement, then the other party shall have the right to advance the amount of money owing in default by the defaulting party, in which event the party advancing the funds shall be entitled to receive interest on the additional money so advanced for the defaulting party at the rate of 1.25% per month (15% per annum), compounded monthly, until paid in full.
17. Any money and interest owing by the defaulting party to the other shall be payable on demand and shall be a charge against the defaulting party's interest in the Land and Building.
18. The failure of any party to seek redress for violation of or to insist on the strict performance of any provision of this Agreement shall not prevent a subsequent act, which would have originally constituted a violation, from having the effect of an original violation.

**DISPUTE RESOLUTION**

19. Any dispute between the parties with respect to any issue arising from this Agreement that cannot be settled between them shall, at the request of either party, be submitted to arbitration pursuant to the *Arbitration Act, 1991, (Ontario)*, or to any other means of alternate dispute resolution satisfactory to the parties, and the decision of the arbitrator or, if more than one, the decision of a majority shall be final and binding on the parties.

- ...7
20. The arbitrator will not have any power to alter or change any provisions of this Agreement or to impose any new provisions to this Agreement or to substitute any new provisions for any existing provisions or to give any decision inconsistent with the terms and provisions of this Agreement.
  21. Each party shall pay its own costs of the arbitration and shall share equally the costs of the arbitrator and any incidental expenses.

**GENERAL**

22. Any notice or payment required or permitted to be given or made under this Agreement may effectually be given or made by being mailed by registered mailed, or personally delivered, or set by fax to:

- (i) In the case of the County, to:

The Corporation of the County of Frontenac  
2069 Battersea Road  
R.R. #1  
Glenburnie, Ontario  
K0H 1S0

Attention: Chief Administrative Officer

Fax (613) 548-8460

- (ii) In the case of the Township to:

The Corporation of the Township of North Frontenac  
6648 Road 506  
P.O. Box 97  
Plevna, Ontario  
K0H 2M0

Attention: Chief Administrative Officer

Fax (613-479-2352

23. This Agreement contains the entire agreement between the parties and supersedes any previous agreement in writing or otherwise made between the parties hereto with respect to the subject matter hereof.

## **Agenda Item # 10103b)**

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24. Each party shall sign all such documents and do all such things as may be necessary or desirable to more completely and effectively carry out the terms and intention of this Agreement.
  25. Neither party shall assign this Agreement unless it first obtains the consent of the other party in writing, which consent may be arbitrarily withheld.
  26. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
  27. Time shall be of the essence of this Agreement.
  28. If any provision of this Agreement is invalid or unenforceable, it shall be severed from the Agreement without affecting the validity or enforceability of the remaining portions of this Agreement.
  29. This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the parties hereto.
  30. This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF this Agreement has been executed by the parties as at the date first set out above.

**THE CORPORATION OF THE COUNTY OF  
FRONTENAC**

Per:

\_\_\_\_\_  
Janet Gutowski - Warden

\_\_\_\_\_  
K. Elizabeth Savill – Chief Administrative Officer

We have authority to bind the municipality

**Agenda Item # 10103b)**

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**THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC**

Per:

\_\_\_\_\_  
Bud Clayton- Mayor

\_\_\_\_\_  
Jenny Duhamel- Clerk

We have authority to bind the municipality

**SCHEDULE "A"**

**TERMS OF REFERENCE**

1. Prior to undertaking the Project, the County shall engage the services of such consultants as it deems necessary to develop Terms of Reference for the Project, taking into account the following:
  - a. The requirement that the Building shall be built to LEED standards or LEED certified;
  - b. The reasonable needs and expectations of the County;
  - c. The reasonable needs and expectations of the Township; and
  - d. Such other matters as are deemed necessary and advisable.
2. The Terms of Reference shall be submitted to the County and Township for their approval and each party shall notify the other in writing within 7 days as to whether it approves or rejects the Terms of Reference or requires amendments thereto. Upon the approval of the Terms of Reference, the County as the project coordinator may, except as otherwise provided, proceed with the Project.

**PLANS APPROVAL**

3. Prior to calling for tenders to construct the Building or to complete any site works on the Land, the County shall submit to the Township for its approval complete plans for the Project.
4. Upon receipt of such plans, the Township shall notify the County in writing within 7 days as to whether the Township approves or rejects the plans or requires amendments thereto. Upon approval of the plans by the Township and County, the plans shall be deemed to be Approved Plans for purposes of this Agreement.

**ESTIMATED PROJECT AND SITE PREPARATION COSTS**

5. Prior to awarding any contract to complete the Project in accordance with the Approved Plans, the County shall provide the Township with a statement of the up to date Estimated Project Costs and Site Preparation Costs, including a statement of each party's estimated proportionate share of the costs. Upon receipt of the foregoing statements, the Township shall notify the County in writing within 7 days as to whether the Township approves or rejects the Estimated Project Costs and Site Preparation Costs, including the statement of its estimated proportionate share of them. Upon the approval of the Estimated Project Costs and Site Preparation Costs,

the County may, except as otherwise provided, proceed with the Project.

**DESIGN-BUILD PROJECT**

6. Despite Sections 3, 4 and 5 of this Schedule, if the County intends to issue Requests for Proposals from qualified proponents to complete the Project or any part of it as a design-build project based on the Terms of Reference approved by the parties, it may do so without first obtaining the Township's approval.
7. Upon receipt of a design-build proposal satisfactory to the County, it shall provide a copy of the proposal to the Township together with a statement of the up to date Estimated Project Costs and Site Preparation Costs, including a statement of each party's estimated proportionate share of them.
8. Upon receipt of the design-build proposal and statement of Estimated Project Costs and Site Preparation Costs, the Township shall notify the County in writing within 7 days as to whether the Township approves or rejects the proposal and statement or requires amendments thereto. Upon approval of the design-build proposal and statement of Estimated Project Costs and Site Preparation Costs by the Township and County, which proposal shall be deemed to be Approved Plans for purposes of this Agreement, the County may, except as otherwise provided, proceed with the Project.

**CONTRACT AWARD AND MANAGEMENT**

9. Upon approval of the Approved Plans, Estimated Project Costs and Site Preparation Costs by the Township and County, the County may, except as otherwise provided, enter into such contracts and make such agreements as the County, acting reasonably and in accordance with the County's Procurement Policies, determines necessary or advisable for the purpose of completing the Project.
10. Despite Section 9 of this Schedule, the County shall not, without the prior written approval of the Township, award or enter into any contract in connection with the Project, or any portion thereof, or authorize or agree to any changes in any contract previously awarded if, by doing so, such changes will result in an increase of more than 10% of the most recently approved statement of the Estimated Project Costs and Site Preparation Costs.
11. The County shall forthwith deliver to the Township a copy of all contracts and any amendments to contracts entered into by the County in respect of the Project.
12. The County shall forthwith submit to the Township copies of all payment certificates received by it on account of the Project together with a statement of each party's estimated proportionate share of the certificate amount, including any amount that the County is required to hold back from the payee in accordance with the

*Construction Lien Act (Ontario).*

13. The Township shall pay to the County its estimated proportionate share of any payment certificate within ten (10) days of receipt of the certificate from the County in accordance with Section 12 above.

**PROJECT COMPLETION**

14. As soon as is reasonably practical following issuance of a certificate that the contract for the Project is complete in accordance with s. 2(3) of the *Construction Lien Act (Ontario)*, the County shall:
  - a. Determine the Final Project Costs and Site Preparation Costs;
  - b.
  - c. Calculate each party's final proportionate share
    - i. in the case of the Final Project Costs, based on the Building's Useable Floor Area and the portion thereof available for the exclusive use of each party as certified by a qualified consulting engineer or surveyor; and
    - ii. in the case of the Site Preparation Costs, fifty percent (50%) of the total amount;
  - d. Provide the Township with a statement of the Final Project Costs and Site Preparation Costs and each party's proportionate share of those costs together with such supporting information and documentation as the Township may reasonably require.
15. If the statement referred to in Section 14 results in an additional amount owing to the County on account of the Township's Proportionate Share, or a refund to the Township of amounts previously paid by it, the Township shall pay without interest such additional amount, or the County shall pay such refund without interest, as the case may be, no later than ten (10) days after receipt of the statement.
16. Any amount received by the County on account of the Township's Proportionate Share shall be received and held by the County in trust for the Township and shall only be applied by the County on account of the Township's Proportionate Share of the Final Project Costs and/or Site Preparation Costs, as the case may be, and nothing else.
17. The County shall ensure that the hold back requirements of the *Construction Lien Act (Ontario)* are fully complied with and shall indemnify and save harmless the

## **Agenda Item # 10103b)**

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Township from any liability whatsoever arising from the County's failure to so comply.

18. In order to secure its obligations under this Agreement, the Township shall, within fifteen (15) days of a written request, deposit with the County such amount in cash as the County, acting reasonably, determines necessary to discharge the Township's Proportionate Share of any payment obligations that may be owing to third parties in respect of the Project within the sixty (60) days next following the request.
19. If for any reason the Township is in default of its obligation to make a payment when required by this agreement, the County shall be entitled at any time thereafter and as necessary to draw against any cash deposited by the Township to pay the Township's unpaid obligations.
20. Upon payment by the Township of the Township's Proportionate Share, the County shall forthwith return to the Township the balance of any amount previously deposited with it by the Township.

**SCHEDULE "B"**

1. If either party wishes to make any Owner Improvements to the portion of the Building used exclusively by that party, including but not limited to erecting partitions, attaching equipment, and installing necessary furnishings or additional equipment, such party may do so if the following conditions are met:
  - (a) Before undertaking Owner Improvements, the party making the improvements submits to the other party a plan showing the proposed Owner Improvements;
  - (b) The other party agrees to the proposed Owner Improvements, such approval not to be unreasonably withheld;
  - (c) All Owner Improvements comply with all applicable building code standards and by-laws of the municipality;
  - (d) The party responsible for the Owner Improvements pays the cost of constructing, maintaining, repairing and insuring them; and
  - (e) The party responsible for the Owner Improvements indemnifies and saves harmless the other party from any costs or expenses arising from and attributable to the first party's Owner improvements, including any costs or expenses for rectifying and damages to the Building or Land, or to the other party's Owner Improvements.
2. No sign shall be inscribed, painted or affixed by either party to the Land or exterior of the Building unless the other party consents to the location of the sign, which consent shall not be unreasonably withheld, and the sign otherwise complies with all applicable municipal by-laws and provided that the sign is reasonably related to the use and operation of that party's portion of the Building for its stated purpose.
3. Each party shall, at its own expense and by whatever means may be necessary, immediately obtain the release or discharge of any encumbrance that may be registered against title to the Land and Building in connection with any Owner Improvements made by the party.
4. If a party sells its interest in the Land and Building in accordance with this Agreement, such party may remove any Owner Improvements made by it and, if so, shall make good and repair or replace as necessary any damage caused to the Land and Building by the removal of the Owner Improvements.
5. Neither party shall bring onto the Land or into the Building any machinery, equipment or any other thing that by reason of its weight, size or use, causes damage to the Land or Building or overloads the floors of the Building, and if the Land or Building is

damaged or overloaded, the party responsible shall immediately restore the Land or Building at its expense.

6. Neither party shall sell, transfer, assign, convey, sublet or agree to sell, transfer, assign, convey or sublet, or grant any option of its interest in the Land and Building and shall not pledge, hypothecate, mortgage or in any other manner encumber the Land and Building or its interest in them without the prior written consent of the other party unless expressly provided in this Agreement.
7. If either party wishes at any time to sell its interest in the Land and Building, the following provisions shall apply:
  - a. The party wishing to sell its interest shall give written notice to the other party that it wishes to sell its interest in the Land and Building.
  - b. Upon receipt of a notice by one party from the other given in accordance with subsection (a), the parties shall retain a qualified appraiser satisfactory to both parties to determine the fair market value of the Land and Building and the opinion of the appraiser shall be final for purposes of these provisions.
  - c. If the County is the party wishing to sell its interest, the Township shall purchase the County's interest for an amount equal to the County's proportionate share of the fair market value.
  - d. If the Township is the party wishing to sell its interest, the County shall have a right of first refusal to purchase the Township's interest at a price equal to the Township's proportionate share of the fair market value.
  - e. If the County wishes to exercise its right to purchase the Township's interest, the County shall notify the Township in writing within 30 days of receipt of the appraiser's report determining fair market value, failing which the Township may, at anytime thereafter and at such price as the Township deems advisable, sell its interest in the Land and Building to a third party purchaser, but only on the condition that the third party purchaser enters into an agreement with the County substantially on the same terms and conditions of this Agreement.
  - f. The closing of any transaction arising from the sale of one party's interest in the Land and Building to the other in accordance with the forgoing provisions shall be:
    - i. In the case of the sale by the County to the Township, 30 days after the date on which the appraiser's report is received by the parties; and

## **Agenda Item # 10103b)**

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- ii. In the case of the sale by the Township to the County, 30 days after the date on which the County gives notice of its intention to purchase the Township's interest.
- g. On closing, each party shall execute such transfer and other documents as are necessary to fully and completely complete the transfer of title and each party shall be responsible for its own costs arising from the transaction.

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**SCHEDULE "C"**

1. The Township shall operate and maintain the Land and Building in accordance with best property management practices and the terms of this Agreement.
2. Without limiting the generality of Section 1 above, the Township shall arrange and maintain at all times fire, liability and other necessary insurance to protect and indemnify both the County and Township from all losses, costs, expenses and other claims which may reasonably arise as a result of their respective ownership of the Land and Building, but each party shall be responsible for insuring its own Owner Improvements and contents.
3. The County shall pay its proportionate share of all Operating Costs and Capital Costs incurred by the Township in connection with the Land and Building within ten (10) days of receipt of a request for payment from the Township.
4. Except in the case of an emergency, the County shall not incur any Operating Costs or Capital Costs without the prior written approval of the Township, in which event the Township shall pay its proportionate share of such costs to the County.
5. The Township shall maintain proper books of account for all Operating Costs and Capital Costs for the Land and Building and the County shall have free access at all reasonable times to inspect, examine and copy such books of account and any other documents related thereto as the County determines necessary.
6. The Township shall provide a statement to the County by March 31 of each year for all Operating Costs and Capital Costs for the Land and Building for the immediately preceding year together with a statement of each party's proportionate share of such costs.
7. Notwithstanding Section 1 above, the Township shall not incur in any year Capital Costs greater than \$5,000 in the aggregate without first obtaining the County's written approval.
8. If the Township determines that capital improvements to the Land or Building are required that would result in the Capital Costs for the year being greater than the amount referred to in Section 7 above, the Township shall provide a Capital Improvements Report to the County describing the proposed capital improvements, the reason for them, an estimate of the cost of the improvements and an up to date statement of the estimated Capital Costs for the Land and Building for the year.
9. Upon receipt of a Capital Improvements Report in accordance with Section 8 above, the County shall notify the Township in writing within 30 days as to whether the County approves or rejects the report or requires amendments thereto. Upon

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approval of a Capital Improvements Report by the County, the Township shall proceed with the Capital Improvements, including entering into such contracts and making such agreements as the Township, acting reasonably and in accordance with the Township's Procurement Policies, determines necessary or advisable for the purpose of completing the capital improvements.

10. Despite Section 9 of this Schedule, the Township shall not, without the prior written approval of the County, award or enter into any contract in connection with the Capital Improvements described in a Capital Improvements Report approved by the County and Township, or authorize or agree to any changes in any contract previously awarded if, by doing so, such changes will result in an increase of more than 10% in the Capital Costs for the Land and Building for the year over the amount estimated in the Capital Improvements Report.
11. The Township shall ensure that the hold back requirements of the *Construction Lien Act* (Ontario) are fully complied with and shall indemnify and save harmless the County from any liability whatsoever arising from the Township's failure to so comply.
12. The Township shall forthwith submit to the County copies of all payment certificates received by it on account of Capital Improvements to the Land and/or Building together with a statement of each party's proportionate share of the certificate amount, including any amount that the Township is required to hold back from the payee in accordance with the *Construction Lien Act* (Ontario).
13. The County shall pay to the Township its estimated proportionate share of any payment certificate within ten (10) days of receipt of the certificate from the County in accordance with Section 12 above.



**ADMINISTRATIVE REPORT**

**To:** WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

**From:** Elizabeth Savill  
CAO

**Prepared By:** Julie Shillington  
Administrator of Fairmount

**Date Prepared:** January 6, 2012

**Date of Meeting:** January 18, 2012

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**Re:** Fairmount Home – 4<sup>th</sup> Quarter Activity Update

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**Background**

The following are some of the highlights from October 1 to December 31, 2011 of which County Council should be aware.

**Comment**

**Elevator**

Our contingency plan was approved by the Ministry of Health & Long-Term Care. Swipe cards have been signed out to regular visitors which allow them access to the County elevator.

**Staff Service Tea**

The staff service tea was held. We recognized three staff for 30 years; one for 25; one for 20 and five staff for five years.

**OANHSS Region VI**

I attended the OANHSS Region VI Annual General Meeting and remain Past-President. I also attended a separate Region VI Executive meeting.

**Family Information Session**

We held another Family Information Session. One family member and several staff attended. Information shared included the proposed 2012 budget; inspection reports; strategic planning; quality improvement activities and our website. As well, two students from Queen's University conducted a presentation on dementia.

**JBS Self Service Scheduling**

Our pilot project was successful so self service scheduling was rolled out to all staff in the home. Staff can now request time off and trades electronically instead of using paper.

**Staff Mandatory Training**

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Administrative Report  
Fairmount Home – 4<sup>th</sup> Quarter Activity Update  
January 18, 2012

The first in a series of mandatory information training days was held for staff. Training included the zero tolerance for abuse and neglect policy; ethics, resident rights; workplace violence; lifts and transfers; health and safety responsibilities; mission and vision statements and infection prevention and control. Further days are being scheduled.

### **Great Pumpkin Bake-off**

The Bake-off was held on Halloween with the Fairmount residents winning three of the four categories.

### **Bring Your Kids to Work Day**

I participated in the County's program by providing a tour of Fairmount and letting the kids know of the types of work that is done in the Home.

### **Code White Exercise**

As required under the *Long-Term Care Homes Act* a violent person scenario was conducted with the participation of staff from Fairmount, FPS, County Administration and students from Lasalle Secondary School. We are currently preparing the notes from the exercise and will be putting together a team to review the outcome and recommendations.

### **Behavioural Supports Ontario**

Funding has been announced for this program. It is anticipated that behavioural support teams will be available in the South-East LHIN to long-term care homes to help with residents with responsive behaviours. We have participated in meetings and teleconferences in order to ensure we understand what can be offered. The next meeting is the end of January.

### **Social Work Services**

We have retained a contract Social Worker who will be on-site three hours every two weeks. We are now in compliance with the social work requirements of the *Long-Term Care Homes Act*.

### **Accreditation Preparation**

We have been working very hard to ensure readiness for Accreditation. A completed overhaul of our policy and procedure manuals is almost complete as are our accreditation roadmaps.

### **Strategic Planning**

We have completed draft mission, vision and goal statements based on information received from staff, residents and volunteers.

### **Funding**

We have been advised that we will be receiving one-time funding in the amount of \$40,000 for equipment that will enhance the quality of life of our residents and/or help to improve their safety. This funding must be spent by March 31, 2012. We are hoping to use these funds to finish tracking for our ceiling lifts, electronically secure our exterior laundry room door, and purchase equipment to allow safe evacuation of residents down the stairwells.

### **Recommendation**

That Council of the County of Frontenac receive the *Fairmount Home – 4<sup>th</sup> Quarter Activity Update* report for information only.

### **Organizations, Departments and Individuals Consulted and/or Affected**

Residents

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Administrative Report  
Fairmount Home – 4<sup>th</sup> Quarter Activity Update  
January 18, 2012

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# Agenda Item # 10104a)

Staff  
Volunteers



**ADMINISTRATIVE REPORT**

**To:** WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

**From:** Elizabeth Savill  
CAO

**Prepared By:** Julie Shillington  
Administrator of Fairmount

**Date Prepared:** January 9, 2012

**Date of Meeting:** January 18, 2012

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**Re:** **Fairmount Home – Quality Improvement Consolidated Statistical Report**

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**Background**

As the “licensee” of the Home under the *Long-Term Care Homes Act* and as a requirement for Accreditation, Council needs to be aware of the performance measures that are being collected at Fairmount; the results of those measures and any action plans that may be developed as a result. The Home also has a responsibility under the Quality Improvement section of the *Act* to report our quality improvement activities to our residents, staff, volunteers and family members.

With this in the mind, Fairmount’s Quality Assurance and Assessment Committee (QAAC) has developed a Quality Improvement Consolidated Statistical Report (Appendix I).

**Comment**

This report contains information on all of the performance measures that were being collected in the Home in 2011 and includes information such as goals (if established) and comments about the information collected. This is a new report for the Home that will be amended over the next few months as we confirm our required program goals and objectives.

You will note that in the area of hazards and resident incident reports there is a reference to quarterly trending. A report comes to the Home’s senior management team each quarter which outlines the types of hazards and incidents and the action that was taken to prevent them from happening again. The same action is taken with complaints.

In 2011, the majority of complaints were related to meal service or personal care and not all complaints were verified. They were addressed in a timely fashion according to the Home’s complaint policy and responses provided to the complainant. The majority of the complaints were made by family members with eight being lodged by staff and only four by residents.

## Agenda Item # 10104b)

The primary hazard for 2011 was related to sanitizer and nail solutions not being labeled and/or dated and resident personal items not being labeled. These are considered a hazard for both infection control and safety reasons and are now being monitored through the health and safety and personal care audits.

Our resident incident reporting system tracks not only actual incidents but also near misses (an incident that could have happened). A resident fall is the number one reason an incident report is created at Fairmount and a falls reduction program is in place. 16.6% of the reports are related to near misses with near elopement as the number one near miss whether from the secure unit to another unit within the Home or through the exterior doors. We did have 26 incidents where the resident did get through the exterior doors however with the regular observance of staff and the Roam Alert system they were quickly redirected and brought back into the Home. 12.9% are related to medications and 8.5% of the incidents are related to aggression by residents whether towards another resident or towards staff. Each incident report is automatically sent to the Administrator, Director of Resident Care and Assistant Director of Care for follow up.

The CIHI report is referenced in the consolidated report. This is a report that is developed by the Canadian Institute for Health Information based on the information uploaded from our RAI MDS resident assessments and is used by a variety of committees within the home to plan care and programs for the residents. Quality indicators included in that report reflect areas such as new fractures; weight loss; antipsychotic use; pressure ulcers; restraints; activity levels; depression; number of medications; bladder and bowel incontinence; declined in range of motion and several others. The full report is not included in this report.

The consolidated report will be reviewed by the QAAC in January and action plans will be developed by teams in areas where improvement is required.

### **Financial Implications**

Failure to collect and report on performance indicators can put the home into non-compliance with the *Long-Term Care Homes Act* and result in financial penalties.

### **Sustainability Implications**

An organization must measure its performance and identify areas for improvement to remain sustainable.

### **Recommendation**

That Council of the County of Frontenac receive the *Fairmount Home – Quality Improvement Consolidated Statistical Report* for information only.

### **Organizations, Departments and Individuals Consulted and/or Affected**

Quality Assurance & Assessment Committee  
Residents and Family Members  
Staff  
Volunteers  
CIHI

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Administrative Report  
Fairmount Home – Quality Improvement Consolidated Statistical Report  
January 18, 2012

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**FAIRMOUNT HOME  
QUALITY ASSURANCE & ASSESSMENT COMMITTEE (QAAC)**

**Quality Improvement (QI)  
Consolidated Statistical Report  
2011**

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PROGRAMMING															
Statistic / Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results			2 <sup>nd</sup> Quarter Results			3 <sup>rd</sup> Quarter Results			4 <sup>th</sup> Quarter Results			Comments
<b>Program Attendance: First floor</b> (monthly)	# residents attending at least one program  / # total residents		Jan 63/64	Feb 63/64	Mar 62/64	Apr 62/64	May 62/64	Jun 64/64	Jul 64/64	Aug 63/63	Sep 63/63	Oct 60/64	Nov 63/63	Dec 63/63	2009 stats = 100% 1 <sup>st</sup> fl 95% 2 <sup>nd</sup> fl 2010 stats not complete
<b>Program Attendance: Second floor</b> (monthly)	# residents attending at least one program  / # total residents		Jan n/a	Feb n/a	Mar n/a	Apr 57/63	May 52/64	Jun 56/64	Jul 61/63	Aug 62/64	Sep 58/64	Oct 60/63	Nov 60/62	Dec 64/64	
<b>Activity Calendar</b> (monthly)	# 1 <sup>st</sup> floor programs & # 2 <sup>nd</sup> floor programs  (to ensure equitable)		Jan 23:17	Feb 15:11	Mar 26:11	Apr 21:14	May 22:13	Jun 19:11	Jul 15:7	Aug 22:12	Sep 18:11	Oct 17:14	Nov 17:23	Dec 18:17	1North has enhanced entertainment due to donations directed for that purpose
<b>Activity Calendar</b>	# weekend programs in the quarter  / # total weekends		40/13			42/13			47/13			45 /13			The <i>LTC Homes Act</i> requires weekend programming
	# evening programs in the quarter  / # weeks in the quarter		9/13			10/12			10/13			12/13			The <i>LTC Homes Act</i> requires evening programming

VOLUNTEERS							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
<b>Volunteer Hours</b>	# volunteer hours	6500	1405	1892.5	1835.5		
<b>Volunteer Survey</b>	% of surveys returned  / 64 surveys issued	35% return rate			42% return rate		
	# of satisfied volunteers  / #of volunteers surveyed	95% satisfaction rate			96% satisfaction rate		
<b>Volunteer Program Review</b>	# of programs reviewed  / # of volunteer assisted programs  <i>100% of volunteer suggestions to improve programs considered</i>	4 programs / 12+ programs			2 programs reviewed  100% of suggestions discussed and recorded for action items		
<b>Staff Survey</b>	# of staff completing survey					36/185 (19.5%)	This was the first time staff were

	of volunteer services / # of staff						surveyed about the role of volunteers – all very satisfied with role.
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DIETARY							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
<b>Daily Food Temperature Audit</b>	Weekly audit of individual meals where food temperature was taken and documented	100%		45% to less than 55% compliance of 25% of temperature sheets documented	Less than 60% compliance	Over 90% compliance	Great overall improvements in temperature taking and documentation. Ongoing education will be sustained.
<b>Refrigerator &amp; Freezer Temperature Log</b>	Monthly audit of days temperatures were taken and documented	100%		Less than 85% compliance of 25% of temperature sheets documented	Less than 85% compliance	Less than 90% compliance	Although there has been some gain, more effort will be focused on increasing the percentages.
<b>Daily Ware-washing Sanitation Logs</b>	Monthly audit of days sanitation logs information was documented	100%		Less than 60% compliance of 25% of sanitation sheets documented	Less than 65% compliance	Less than 55% compliance	Education on the importance and need for this documentation will be initiated in the up-coming quarter.

HOUSEKEEPING							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
Goldcheck	Weekly audits, monthly and quarterly reports indicating % of perceived cleanliness	100%	Jan – April 84%	May – Aug 86%		Sept – Dec 84%	Goldcheck audits now used for action plan development

LAUNDRY							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
Laundry Poundage	Measured daily compiled monthly		66000 lbs	66000 lbs	66000 lbs	66000 lbs	Results are mean average; fluctuations are minimal

MAINTENANCE							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
Work Orders	# completed/total # work orders	100%				Jan – Dec Issued 4534 Completed 4433 97.8%	These will be collected quarterly in 2012
Electrical Inspection - Admission	# of inspections over # of new inspections	100% appliance inspection				100%	34 admissions; 9/12 audits completed

NURSING																
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results			2 <sup>nd</sup> Quarter Results			3 <sup>rd</sup> Quarter Results			4 <sup>th</sup> Quarter Results			Comments	
Restraint Use (monthly)	Average # of residents using a restraint (excluding bedrails)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	Average # of residents using a restraint (including bedrails)		-	-	-	-	22	23	-	19	20	23	21	20		
	# of residents using a restraint						35	44	-	36	38	43	43	38		
	# residents with complete restraint documentation / # resident charts audited	100%									100%	66%	50%	75%	100%	Aug 20/20; Sep 4/6 Oct 2/4 Nov ¾ Dec 3/3
	# residents with complete flow sheet documentation / # resident charts audited	100%							91%		91%	74%	81%	76%	18%	Jun 40/44; Aug 33/36 Sep 23/31 Oct 22/27 Nov 13/17 Dec 4/22

<b>Post-Admission Audit</b>		100%		MRSA/VRE 46% on time Labeling – 23% on time 1 <sup>st</sup> Mantoux – 53% on time	MRSA/VRE 20% on time Labeling 80% on time	MRSA/VRE 30% on time Labeling 41% on time 1 <sup>st</sup> Mantoux 53% on time Picture on MARS 84% Weight in computer 76% Immunization 92% Other sections complete 76%	
<b>Medication Reconciliation Verified</b>	# of time admission meds are reconciled/# of admissions	100%	83%	53%	100%	100%	1 <sup>st</sup> – 6 2 <sup>nd</sup> – 13 3 <sup>rd</sup> – 5 4 <sup>th</sup> – 13 New audit forms being developed since 2 <sup>nd</sup> quarter – not all information on all forms. BPMH change in documentation to itemized form started in the 2 <sup>nd</sup> quarter. RN education done the last 8 months
<b>Medication Sign-off (MDS-RAI audits)</b>	% assessments with all meds signed in 7days	100%	80%	82%	80%		4 <sup>th</sup> quarter not calculated yet

<b>MSSA</b> (completed annually)								This is a tool that is used once per year - results reviewed and action taken by PAC
<b>CIHI Statistics</b> (see attached)								
<b>Medication Incidents</b>	# medication incidents		9	19	40*	28		The increase has been due to increase in staff participation in reporting, to one RPN, and four brand new practitioners getting used to the system
	# medication incidents resulting in harm to resident	0	0	0	0	0		
	# discrepancies in count of narcotic & controlled drugs / # time counted	0	n/a	n/a	n/a	0		Count started in fall
	# adverse drug reactions	0	0	0	0	0		
<b>Chart Audits</b>	# completed		15	33	40			1 <sup>st</sup> quarter - Doc Assists were keeping audits rather than putting

							in outbox & they went missing
<b>Resident Incident Reports</b>	Quarterly reports for trending						

INFECTION PREVENTION & CONTROL															
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results			2 <sup>nd</sup> Quarter Results			3 <sup>rd</sup> Quarter Results			4 <sup>th</sup> Quarter Results			Comments
<b>Symptoms</b>	# residents displaying symptoms resulting in an infection  / 128		3			4			3			0			
<b>MRSA/CDif</b>	# nosocomial infections	0	0			0			0			0			
<b>Wheelchair Cleaning</b>  (monthly)	# wheelchairs cleaned  / # scheduled	100%	Jan 87% 448	Feb 75% 410	Mar 43% 248	Apr 80% 376	May 71% 476	Jun 76% 449	Jul 71% 502	Aug 87% 428	Sep 76% 367	Oct 80% 448	Nov 86% 382	Dec 80% 405	Sep – 1 unit data missing
<b>Hand Hygiene</b> (x2/yr)	# compliant/total # opportunities observed	50%	42% in Jan									40% in Nov			In Jan – 1N greatly improved from previous year – had concentrated there with education – Prior to Nov audits, no targeted education – 1N only 16% compliance – other units 47-50% Included in mandatory annual education sessions
<b>PDF Use</b>	# staff using	100%	n/a			n/a			n/a			n/a			Audits revised to

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	proper PPE / # staff observed						hopefully have more opportunity to observe
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FALLS															
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results			2 <sup>nd</sup> Quarter Results			3 <sup>rd</sup> Quarter Results			4 <sup>th</sup> Quarter Results			Comments
Falls (monthly)	# of falls	30	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
				45	42	36	22	26	39		28	26	19	30	
	# residents who have fallen / 128			35%	32%	28%	17%	20	30%		21%	20%	10%	19%	
	Severity of falls	1		0	1	2	0	1	2		1	1	2	1	
	# of near miss falls			2	5	4	2	1	2		1	0	0	3	
# of residents who have fallen 2 or more times in a week on whom falls round were conducted  / # of residents who have fallen 2 or more times in a week where falls rounds were not conducted	100%									100%	0 fell twice	100	100	100%	Aug 1/1; Sept - No residents fell twice Oct – 3/3 Nov – 2/2 Dec – 6/6

	# falls prevention education opportunities offered to staff, residents & family members	At least once per year to each group				2 (staff)	1 (staff)				1(staff)		1 (residents)	1 Gazette article (all)	
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INCONTINENT & BOWEL MANAGEMENT												
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results			2 <sup>nd</sup> Quarter Results		3 <sup>rd</sup> Quarter Results		4 <sup>th</sup> Quarter Results		Comments
<b>Voiding record</b>	# residents with completed 3d voiding record on admission  / #admissions	100%	100%			92%		100%		100%		

SKIN & WOUND MANAGEMENT															
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results			2 <sup>nd</sup> Quarter Results			3 <sup>rd</sup> Quarter Results			4 <sup>th</sup> Quarter Results			Comments
<b>Pressure Ulcer Prevalence</b> (annually)	# of residents with pressure ulcers	5%	4.8 ( Dec, 2010)			1.5 (Dec, 2011)									
<b>Pressure Ulcer Incidence</b> (monthly)	# of residents with new pressure ulcers	5%	Jan 3.9%	Feb 31.1%	Mar 4.6%	Apr 1.5%	May 3.1%	Jun 1.5%	Jul 6.25%	Aug 4.6%	Sep 5.4%	Oct 2.3%	Nov 3.9%	Dec 1.5%	
<b>Wound Care Sheets</b> (monthly)	# audits completed  / # audits scheduled	100%								89%	90%	80%	92%	95%	

HEALTH & SAFETY / RISK MANAGEMENT							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
<b>Fire Drill Attendance (annually)</b>	# staff attending at least one fire drill per year  / total # of staff	100%				100%	
<b>Employee Workplace Inspections</b>	# inspections completed on time  / # of inspections scheduled	100%	100%	33%	100%	33%	April, June, Nov & Dec missing – on agenda for meeting Jan/12 to discuss different way to schedule to ensure all complete on time
<b>Management Workplace Inspections</b>	# inspections completed on time  / # of inspections scheduled	100%	0	0	33% (1 done in August)	1 done in Oct.	Scheduling issues until mid-July
<b>Employee Incident Reports (from OHN quarterly updates)</b>	# lost time injuries  / # of total injuries	0				6/59 (annual)	Lowest injury rate since 2007; 45 incidents in nursing; 12 in dietary; 2 in environmental services
<b>High Risk Activity Verification</b>	# staff knowing 1 identifier	100%		50%		77%	Jul - 11/22 Nov – 28/36

<b>Process</b>	/ # staff knowing 2 identifiers						
<b>Hazards</b>	Quarterly hazard reports for trending						

PAIN & SYMPTOM MANAGEMENT							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
<b>Prevalence of Daily Moderate-Severe Pain scores</b>	# of residents with moderate-severe daily pain scores  / 128 residents	10%		7 moderate 1 Severe	10 moderate 0 Severe	6 moderate 0 Severe	
<b>Incidence of new Daily Moderate-Severe Pain scores</b>	# of new resident with moderate-severe daily pain scores  / 128 residents			First Measure	4 new moderate cases	2 new moderate cases	

EDUCATION & TRAINING							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
<b>Inservice Attendance</b>	# staff in attendance at all inservices		199	253	127	152	
	# of staff that attend at least one inservice per year  / 185 (total # of staff)  (annual)	70%				74%	Done in January for the calendar year – 137 staff attended
<b>Inservice Evaluations</b>	# evaluations completed  / # inservices offered	75%	77%	76%	47%	78%	
<b>Topics</b>  (annual)	# of educational needs addressed  / # of educational needs identified	100%				92% addressed ■ 1 topic to be addressed Jan 2012 12 identified	Done in December for the calendar year
	# of sessions attended on mandatory topics	100%	63 sessions	75 sessions	21 sessions	13 sessions	Does not include new staff orientation

GENERAL							
Statistic/Audit	Measurement	Goal	1 <sup>st</sup> Quarter Results	2 <sup>nd</sup> Quarter Results	3 <sup>rd</sup> Quarter Results	4 <sup>th</sup> Quarter Results	Comments
<b>Family/Resident Satisfaction Survey</b> (annual)	# respondents satisfied  / total # respondents	90%	93%				15 responses
<b>Staff Satisfaction Survey</b> (annual)	# respondents satisfied  / total #respondents	80%				74%	For 2011 used the Accreditation Worklife Pulse survey – 83 responses
<b>Complaints</b> (trended quarterly)	# verbal complaints	0	8	7	4	4	
	# written complaints	0	1	0	0	0	
<b>Bed Occupancy</b>	# days bed actually occupied  / total number of days	98%	97.6%	98.9%	99.5%	99.1%	



POSTED CHEQUE LISTING

PAYROLL

FOR THE PERIOD OF: December 7, 2011 - January 9, 2012 (inclusive)

PAYROLL DATE

PP#25	November 21, 2011 - December 4, 2011	Canadian Payroll	\$ 282,592.79
PP#25	November 27, 2011 - December 10, 2011	Canadian Payroll	\$ 161,865.67
PP#26	December 5, 2011 - December 18, 2011	Canadian Payroll	\$ 296,055.33
PP#26	December 11, 2011 - December 24, 2011	Canadian Payroll	\$ 170,522.23
Special Pay	30-Dec-11	Canadian Payroll	\$ 1,212.68
PP#1	December 19, 2011 - January 1, 2012	Canadian Payroll	\$ 359,215.81
Special Pay	Janauary 9, 2012	Canadian Payroll	\$ 12,825.88

PAYROLL TOTAL: \$ 1,284,290.39

TOTAL: \$ 1,284,290.39



POSTED CHEQUE LISTING

COUNTY OF FRONTENAC

(Great Plains)

FOR THE PERIOD OF: December 7, 2011 - January 9, 2012 (inclusive)

CHEQUE TOTAL:

2,025,581.74

TOTAL:

\$2,025,581.74

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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
67	FULT0004	SAVILL, ELIZABETH - IN TRUST	12/20/2011	905.00
1434	TDFU0001	TD FUTURE BUILDER	12/22/2011	1,550.00
1762	NEOP0002	NEOPOST CANADA LTD.	12/9/2011	2,260.00
1764	COUN0016	COUNTY OF FRONTENAC	12/8/2011	585.50
1765	PARA0001	PARAMEDIC ASSOCIATION	12/8/2011	175.00
1769	REVE0005	REVEREND LEWIS BRYANT	12/9/2011	1,035.64
1772	ROCH0001	ROCHON, SUE	12/15/2011	1,044.55
1777	COUN0016	COUNTY OF FRONTENAC	12/20/2011	590.50
1778	PARA0001	PARAMEDIC ASSOCIATION	12/22/2011	175.00
189	TDFU0001	TD FUTURE BUILDER	12/9/2011	1,550.00
2261113	MINI0001	MINISTER OF FINANCE	12/15/2011	24,473.22
2266	OMER0001	OMERS	12/23/2011	169,038.57
36155	AGCF0001	AGC FLAT GLASS NORTH AMERICA L	12/8/2011	343.52
36156	APAR0001	A PARTY CENTRE	12/8/2011	321.49
36157	ATTE0001	ATTENTION GETTERS	12/8/2011	1,542.45
36158	BABC0002	BABCOCK, REBECCA	12/8/2011	146.25
36159	BAGO0001	BAGOT MEDICAL CENTRE	12/8/2011	1,152.00
36160	BEEH0001	BEEHLER BROS. ELECTRICAL	12/8/2011	820.10
36161	BENS0001	BENSON TRUCK & TRAILER	12/8/2011	19,598.56
36162	BENS0002	BENSON COMMERCIAL TIRE	12/8/2011	1,453.66
36163	BILL0002	BILL YOUNG	12/8/2011	169.50
36164	CANA0009	CANADIAN TIRE STORE 195	12/8/2011	9.02
36165	CANA0018	ACCREDITATION CANADA	12/8/2011	3,650.03
36166	CANP0001	CANPAR TRANSPORT L.P.	12/8/2011	48.95
36167	CARL0001	CARLETON UNIFORMS INC.	12/8/2011	146.56
36168	CELE0001	CELEBRATE WITH A CAKE	12/8/2011	135.00
36169	CHUM0001	CHUM RADIO TOY DRIVE	12/8/2011	47.35
36170	CUNN0001	CUNNINGHAM SWAN CARTY LITTLE &	12/8/2011	1,654.94
36171	DESE0001	DESERT LAKE GARDENS	12/8/2011	3,703.37
36172	EMMO0001	EMMONS & MITCHELL CONSTRUCTION	12/8/2011	84,055.71
36173	FRAN0002	FRANK COWAN COMPANY	12/8/2011	10,000.00
36174	GECO0001	GECO INDUSTRIES	12/8/2011	9,428.87
36175	GLEN0001	GLENBURNIE GROCERY	12/8/2011	31.94
36176	GREA0003	GREATER KINGSTON CHORUS OF SWE	12/8/2011	100.00
36177	HALL0001	HALLMAN, TIM	12/8/2011	180.00
36178	HOLW0001	HOLWAY & HUTCHINSON	12/8/2011	321.84
36179	JIFF0001	JIFFY AUTO SERVICE	12/8/2011	39.55
36180	KAPS0001	KAPS KINGSTN AREA PATIENT SHUT	12/8/2011	97.00
36181	KING0005	KINGSTON GENERAL HOSPITAL	12/8/2011	16,103.47
36182	KING0019	KINGSTON ACCESS BUS	12/8/2011	474.00
36183	KOST0001	KOSTER CONSULTING & ASSOCIATES	12/8/2011	8,191.37
36184	MEDA0001	CASTLE & COOPER INC.	12/8/2011	298.60
36185	MEDT0001	MEDTRONIC OF CANADA LTD.	12/8/2011	14,198.38
36186	MULT0001	MULTIGEN HEALTHCARE	12/8/2011	174.13
36187	MUNI0001	MUNICIPAL FINANCE OFFICER'S AS	12/8/2011	197.75
36188	MYER0001	MIKE MYERS	12/8/2011	180.00
36189	NEBS0001	NEBS BUSINESS FORMS LTD	12/8/2011	570.09

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36190	NEDC0001	NEDCO-DIVISION OF REXEL CANADA	12/8/2011	68.11
36191	PURO0001	PUROLATOR COURIER LTD.	12/8/2011	39.82
36192	RACK0001	RACKAIR INC.	12/8/2011	456.45
36193	REVE0001	REVELL FORD LINCOLN	12/8/2011	1,240.11
36194	SHAR0001	SHARBOT LAKE LAWN SERVICE	12/8/2011	514.15
36195	SHSC0001	SHS INC.	12/8/2011	2,232.88
36196	SIEM0001	SIEMENS BUILDING TECHNOLOGIES	12/8/2011	1,437.36
36197	STLA0003	ST LAWRENCE COLLEGE	12/8/2011	2,712.00
36198	THEK0004	THE KINGSTON WHIG STANDARD	12/8/2011	871.23
36199	TREV0001	TREVOR OWEN LTD.	12/8/2011	787.66
36200	TROP0001	TROPHY HOUSE	12/8/2011	27.12
36201	UNDE0002	UNDERGROUND ENGINEERING SERVIC	12/8/2011	282.50
36202	UNIV0001	UNIVERSITY HOSPITALS KINGSTON	12/8/2011	54,000.00
36203	VERO0001	VERONA LIONS CLUB	12/8/2011	1,480.00
36204	WALM0001	WALMART CREDIT DEPT.	12/8/2011	122.54
36205	SCOT0002	SCOTT'S SNOW REMOVAL AND LAWN	12/8/2011	2,457.75
36206	UPPE0001	UPPER CANADA OFFICE SYSTEMS	12/8/2011	286.59
36207	CRED0001	CREDIT 360 LTD	12/8/2011	4,100.00
36208	TOWN0004	TOWNSHIP OF SOUTH FRONTENAC	12/8/2011	35,749.42
36209	WEST0002	WESTBURNE/RUDDY ELECTRIC	12/8/2011	387.74
36210	ALLA0001	ALLAN CHARTERED ACCOUNTANT PRO	12/20/2011	9,040.00
36211	ALLE0002	NEIL ALLEN	12/20/2011	79.70
36212	AMCT0001	A.M.C.T.O.	12/20/2011	401.15
36213	BAGO0001	BAGOT MEDICAL CENTRE	12/20/2011	1,066.67
36214	BEEH0001	BEEHLER BROS. ELECTRICAL	12/20/2011	500.17
36215	BENS0002	BENSON COMMERCIAL TIRE	12/20/2011	2,464.56
36216	BRAF0001	BRAFASCO	12/20/2011	29.90
36217	BREW0001	DANKA BREWER	12/20/2011	112.60
36218	BROW0003	BROWN'S FINE FOOD	12/20/2011	677.33
36219	CAMP0002	CAMPBELL'S SEPTIC SERVICE	12/20/2011	282.50
36220	CANP0001	CANPAR TRANSPORT L.P.	12/20/2011	73.61
36221	CHRI0002	CHRISTIE WALTHER	12/20/2011	792.43
36222	CKRG0001	CANPRO KING-REED LP	12/20/2011	3,887.04
36223	DESE0001	DESERT LAKE GARDENS	12/20/2011	407.65
36224	FARG0001	FARGO'S GENERAL STORE	12/20/2011	33.04
36225	FULT0003	SAVILL ELIZABETH -IN TRST	12/20/2011	431.72
36226	FULT0004	SAVILL, ELIZABETH - IN TRUST	12/20/2011	187.38
36227	GENI0001	GENIVAR CONSULTANTS LIMITED PA	12/20/2011	16,639.85
36228	GEOR0002	GEORGE T. SURDYKOWSKI ARBITRAT	12/20/2011	565.00
36229	GLEN0001	GLENBURNIE GROCERY	12/20/2011	40.35
36230	GORD0001	SALLY GORDON	12/20/2011	1,317.25
36231	GRAP0001	PRINTFUSION INC.	12/20/2011	548.05
36232	HOPK0001	HOPKINS, BETH	12/20/2011	30.82
36234	MADD0001	MADD CANADA	12/20/2011	72.46
36235	MALR0001	MALROZ	12/20/2011	1,110.79
36236	MEMO0001	MEMORY LANE FLOWERS	12/20/2011	65.00
36237	MINI0017	MINISTER OF FINANCE-MTO	12/20/2011	2,756.00

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36238	MINO0002	MINOS TAKEOUT	12/20/2011	203.40
36240	NINE0001	NINE ONE ONE OUTERWEAR	12/20/2011	348.36
36241	RECE0003	RECEIVER GENERAL	12/20/2011	255.70
36242	THEK0001	THE KINGSTON WHIG STANDARD	12/20/2011	205.77
36243	UNWY0001	UNITED WAY	12/20/2011	751.49
36244	VAND0002	VANDERVOORT HOLDINGS LTD.	12/20/2011	1,187.57
36245	VERO0001	VERONA LIONS CLUB	12/20/2011	75.00
36246	WALM0001	WALMART CREDIT DEPT.	12/20/2011	1,813.97
36247	WARN0001	CAROLINE WARNER	12/20/2011	60.00
36248	WEST0002	WESTBURNE/RUDDY ELECTRIC	12/20/2011	446.63
36249	WORD0001	REBECCA WORDEN	12/20/2011	720.00
36250	BENS0001	BENSON TRUCK & TRAILER	12/20/2011	11,529.11
36251	CARL0001	CARLETON UNIFORMS INC.	12/20/2011	1,367.14
36252	CITI0002	CITI CARDS CANADA INC.	12/20/2011	998.72
36253	DOOR0001	DOOR DOCTOR	12/20/2011	2,154.91
36254	GREE0001	GREEN ACRES INN	12/20/2011	406.80
36255	GORW0001	GORWAY GROUP INCORPORATED	12/20/2011	61.23
36256	KING0005	KINGSTON GENERAL HOSPITAL	12/20/2011	2,262.01
36257	KING0024	KINGSTON TOYOTA	12/20/2011	256.29
36258	MCAR0001	MCARTHUR MEDICAL SALES INC.	12/20/2011	219.24
36259	MEDT0001	MEDTRONIC OF CANADA LTD.	12/20/2011	22,552.58
36260	SAND0001	SANDS CANADA INC/ANGUS	12/20/2011	340.45
36261	SHEL0001	SHELDON'S PROPERTY MAINTENANCE	12/20/2011	553.15
36262	SHAR0001	SHARBOT LAKE LAWN SERVICE	12/20/2011	830.55
36263	TAYL0001	TAYLOR CHEVROLET CADILLAC	12/20/2011	957.00
36264	UPPE0001	UPPER CANADA OFFICE SYSTEMS	12/20/2011	1,284.31
36265	ALLA0002	GREGORY ALLAN	12/31/2011	379.22
36266	CUPE0001	CUPE LOCAL 109	12/31/2011	593.79
36267	HRSY0001	HR SYSTEMS STRATEGIES INC.	12/31/2011	5,101.95
36268	KELL0002	EDWARD KELLAR	12/31/2011	76.32
36269	KING0033	BRENT NEELY	12/31/2011	255.00
36270	RECE0003	RECEIVER GENERAL	12/31/2011	927.43
36271	WMUR0001	MR. W. MURRAY COTTON	12/31/2011	6,441.00
36272	COPP0001	COPPER PENNY	12/31/2011	377.61
36273	FRON0005	FRONTENAC STEWARDSHIP COUNCIL	12/31/2011	3,892.68
36274	FRAN0002	FRANK COWAN COMPANY	12/31/2011	671.00
5619735	RECE0002	RECEIVER GENERAL	12/15/2011	37,945.51
5620219	RECE0002	RECEIVER GENERAL	12/15/2011	14,439.54
6.64971E+13	CANA0038	CANADIAN DEPOSITORY FOR SECURI	12/9/2011	382,837.49
8800497	RECE0002	RECEIVER GENERAL	12/19/2011	72,897.93
8801006	RECE0002	RECEIVER GENERAL	12/19/2011	17,766.37
AR73	ROCH0001	ROCHON, SUE	12/29/2011	865.45
15-Dec-11	TDFU0001	TD FUTURE BUILDER	12/15/2011	475.00
EFT0000291	ACKL0001	ACKLANDS GRAINGER INC.	12/8/2011	586.82
EFT0000292	ALEX0001	ALEX MCCOY PLUMBING AND HEATIN	12/8/2011	1,560.91
EFT0000293	ALLI0002	ALLIED MEDICAL	12/8/2011	522.62
EFT0000294	ARJO0001	ARJO	12/8/2011	1,342.44

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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0000295	BARD0002	BARDON SUPPLIES LTD	12/8/2011	1,586.41
EFT0000296	BATE0001	LINDA BATES	12/8/2011	1,130.56
EFT0000297	BOCC0001	LINDE CANADA	12/8/2011	1,647.16
EFT0000298	CANA0008	CANADIAN TIRE	12/8/2011	217.82
EFT0000299	CANA0037	WASTE MANAGEMENT	12/8/2011	3,592.85
EFT0000300	CENT0004	CENTENNIAL ENGRAVERS AND TROPH	12/8/2011	72.32
EFT0000301	COLL0001	COLLINS	12/8/2011	1,539.52
EFT0000302	DELT0001	DELTA PRINTING LTD.	12/8/2011	237.65
EFT0000303	ECOL0001	ECOLAB	12/8/2011	540.51
EFT0000304	FAMI0001	K3C COMMUNITY COUNSELLING CENT	12/8/2011	1,200.00
EFT0000305	FERN0001	FERNO	12/8/2011	4,158.09
EFT0000306	FUTU0001	FUTUREMED	12/8/2011	4,387.36
EFT0000307	GRAN0003	GRAND & TOY LTD	12/8/2011	1,200.22
EFT0000308	HAMI0001	HAMILTON SMITH LTD	12/8/2011	127.69
EFT0000309	HART0002	HARTINGTON EQUIPMENT	12/8/2011	155.67
EFT0000310	ICIP0001	DULUX PAINTS	12/8/2011	271.65
EFT0000311	INTE0006	INTERFLEET INC.	12/8/2011	1,663.36
EFT0000312	KING0009	KINGSTON REGIONAL HOSPITAL LA	12/8/2011	893.01
EFT0000313	KING0014	KINGSTON AND AMHERST TAXI	12/8/2011	95.60
EFT0000314	KING0028	KINGS TOWN CLEANERS	12/8/2011	1,350.35
EFT0000315	KING0029	KINGSTON OXYGEN	12/8/2011	305.72
EFT0000316	LEVA0002	LEVAC PROPANE INC.	12/8/2011	244.15
EFT0000317	MAGN0002	MAGNACHARGE	12/8/2011	79.29
EFT0000318	MALL0002	MALLORY'S FIRE SYSTEMS LTD	12/8/2011	642.69
EFT0000319	MDSL0001	LIFELABS LP	12/8/2011	570.00
EFT0000320	MEDI0001	MEDICAL MART	12/8/2011	2,549.46
EFT0000321	MEDI0008	MED-I-PANT INC.	12/8/2011	722.58
EFT0000322	MOTI0001	MOTION SPECIALTIES	12/8/2011	1,064.67
EFT0000323	OPSE0001	OPSEU LOCAL 462	12/8/2011	7,075.41
EFT0000324	PRIN0001	PRINCESS AUTO	12/8/2011	23.70
EFT0000325	QUAL0001	QUALITY LIFE SERVICES INC.	12/8/2011	6,013.49
EFT0000326	RENT0001	RENTOKIL PEST CONTROL CANADA L	12/8/2011	318.66
EFT0000327	SCOT0001	SCOTT INDUSTRIAL SERVICES	12/8/2011	6,718.98
EFT0000328	SECR0001	CUPE NATIONAL	12/8/2011	6,880.75
EFT0000329	SHOP0002	SHOPPERS DRUG MART	12/8/2011	4,661.36
EFT0000330	STJO0001	ST. JOHN AMBULANCE	12/8/2011	135.00
EFT0000331	SWIS0001	SWISH MAINTENANCE LTD	12/8/2011	1,409.45
EFT0000332	THOM0006	THOMPSON ELECTRIC	12/8/2011	1,356.00
EFT0000333	TOWN0002	TOWNSHIP OF FRONTENAC ISLANDS	12/8/2011	51,661.94
EFT0000334	TRIM0001	TRIM-LINE OF SOUTH EASTERN ONT	12/8/2011	28.25
EFT0000335	WALL0001	WALLACK'S ART SUPPLY	12/8/2011	367.93
EFT0000336	WECA0001	WE CARE HEALTH SERVICES LP	12/8/2011	1,104.00
EFT0000337	SILV0003	SILVERT'S STORE	12/8/2011	11.25
EFT0000338	CHOQ0001	CHOQUETTE CKS	12/8/2011	3,252.83
EFT0000339	TOWN0004	TOWNSHIP OF SOUTH FRONTENAC	12/8/2011	32.00
EFT0000340	XPLO0001	XPLORNET COMMUNICATIONS INC.	12/8/2011	146.88
EFT0000341	TOWN0004	TOWNSHIP OF SOUTH FRONTENAC	12/12/2011	315,039.92

# Agenda Item # 11•

County of Frontenac  
Transaction Register Report  
December 7, 2011 - January 9, 2012

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0000342	ACKL0001	ACKLANDS GRAINGER INC.	12/16/2011	227.59
EFT0000343	AIGC0001	CHARTIS INSURANCE COMPANY OF C	12/16/2011	796.44
EFT0000344	ALLI0002	ALLIED MEDICAL	12/16/2011	5,797.48
EFT0000345	BELL0007	BELL CONFERENCING INC.	12/16/2011	162.52
EFT0000346	BOCC0001	LINDE CANADA	12/16/2011	742.87
EFT0000347	CANA0008	CANADIAN TIRE	12/16/2011	115.23
EFT0000348	CANA0037	WASTE MANAGEMENT	12/16/2011	411.19
EFT0000349	CANA0041	CANADIAN LINEN AND UNIFORM SER	12/16/2011	559.94
EFT0000350	COLL0001	COLLINS	12/16/2011	270.40
EFT0000351	EVER0003	EVERGREEN POWER LTD	12/16/2011	621.50
EFT0000352	FAMI0001	K3C COMMUNITY COUNSELLING CENT	12/16/2011	1,912.08
EFT0000353	FUTU0001	FUTUREMED	12/16/2011	427.55
EFT0000354	GRAN0001	GRAND & TOY	12/16/2011	1,062.87
EFT0000355	HICK0001	HICKS MORLEY HAMILTON STEWART	12/16/2011	881.41
EFT0000356	KFLA0001	KFL&A HEALTH UNIT	12/16/2011	54,984.00
EFT0000357	KING0012	KINGSTON FRONTENAC PUBLIC LIBR	12/16/2011	58,845.58
EFT0000358	KING0047	KINGSTON INJURY MANAGEMENT CEN	12/16/2011	1,106.00
EFT0000359	MANR0001	MANREX LTD. MEDICATION	12/16/2011	342.59
EFT0000360	MEDI0001	MEDICAL MART	12/16/2011	889.17
EFT0000361	MICR0001	MICROAGE KINGSTON	12/16/2011	1,166.16
EFT0000362	MOTI0001	MOTION SPECIALTIES	12/16/2011	408.62
EFT0000363	QUAL0001	QUALITY LIFE SERVICES INC.	12/16/2011	2,082.32
EFT0000364	RNAW0001	WIRELESS RNA TECHNOLOGY INC.	12/16/2011	79.10
EFT0000365	ROWL0002	ROWLAND EMERGENCY VEHICLE PRO	12/16/2011	382.69
EFT0000366	SWIS0001	SWISH MAINTENANCE LTD	12/16/2011	99.44
EFT0000367	TERR0001	TERRY'S PLOWING AND LAWN CARE	12/16/2011	463.30
EFT0000368	THEG0002	THE GREER GALLOWAY GROUP INC.	12/16/2011	4,129.02
EFT0000369	TSSA0001	TSSA - TECHNICAL STANDARDS SAF	12/16/2011	105.00
EFT0000370	AIRL0001	AIR LIQUIDE CANADA INC.	12/16/2011	72.51
EFT0000371	ACKL0001	ACKLANDS GRAINGER INC.	12/28/2011	927.71
EFT0000372	AIRL0001	AIR LIQUIDE CANADA INC.	12/28/2011	414.94
EFT0000373	ALLI0002	ALLIED MEDICAL	12/28/2011	7,103.12
EFT0000374	ALLI0003	ALLIANCE WIRELESS COMMUNICATIO	12/28/2011	35.26
EFT0000375	ANDE0001	KYLE ANDREWS	12/28/2011	949.20
EFT0000376	ARJO0001	ARJO	12/28/2011	1,507.00
EFT0000377	BARD0002	BARDON SUPPLIES LTD	12/28/2011	624.89
EFT0000378	BATE0001	LINDA BATES	12/28/2011	1,130.56
EFT0000379	BOCC0001	LINDE CANADA	12/28/2011	4,034.51
EFT0000380	CANA0037	WASTE MANAGEMENT	12/28/2011	453.41
EFT0000381	CANA0041	CANADIAN LINEN AND UNIFORM SER	12/28/2011	509.67
EFT0000382	CARE0002	CARE STREAM MEDICAL LTD.	12/28/2011	1,230.01
EFT0000383	CENT0004	CENTENNIAL ENGRAVERS AND TROPH	12/28/2011	57.63
EFT0000384	CITY0002	CITY OF KINGSTON	12/28/2011	144,783.39
EFT0000385	COLL0001	COLLINS	12/28/2011	852.42
EFT0000386	CRES0001	CRESTLINE COACH LTD.	12/28/2011	1,662.49
EFT0000387	DELT0001	DELTA PRINTING LTD.	12/28/2011	308.77
EFT0000388	ESFO0002	E.S.FOX LIMITED	12/28/2011	3,749.91

# Agenda Item # 11•

**County of Frontenac  
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December 7, 2011 - January 9, 2012**

<u>Cheque/Transaction/ Confirmation Number</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Cheque Date</u>	<u>Amount</u>
EFT0000389	FERN0001	FERNO	12/28/2011	6,102.84
EFT0000390	FOTE0001	FOTENN CONSULTANTS	12/28/2011	714.73
EFT0000391	FUTU0001	FUTUREMED	12/28/2011	455.09
EFT0000392	GRAN0001	GRAND & TOY	12/28/2011	136.71
EFT0000393	HOLL0002	HOLLINGSWORTH SUPPLY SERVICES	12/28/2011	948.80
EFT0000394	HOTE0001	HOTEL DIEU HOSPITAL	12/28/2011	1,000.00
EFT0000395	INTE0003	INTERDEV TECHNOLOGIES INC.	12/28/2011	3,521.06
EFT0000396	INTE0006	INTERFLEET INC.	12/28/2011	2,137.96
EFT0000397	K3CC0001	K3C COMMUNITY COUNSELLING CENT	12/28/2011	1,200.00
EFT0000398	KENS0002	1557145 ONTARIO LTD.	12/28/2011	242.95
EFT0000399	KING0009	KINGSTON REGIONAL HOSPITAL LA	12/28/2011	2,307.54
EFT0000400	KING0028	KINGS TOWN CLEANERS	12/28/2011	1,480.30
EFT0000401	KING0029	KINGSTON OXYGEN	12/28/2011	516.00
EFT0000402	LAER0001	LAERDAL MEDICAL CANADA LTD.	12/28/2011	2,144.18
EFT0000403	LEVA0002	LEVAC PROPANE INC.	12/28/2011	586.52
EFT0000404	MALL0002	MALLORY'S FIRE SYSTEMS LTD	12/28/2011	546.92
EFT0000405	MARI0001	MARILYN'S CLEANING SERVICES	12/28/2011	300.00
EFT0000406	MEDI0006	MEDIGAS - DIV OF PRAXAIR CANAD	12/28/2011	598.90
EFT0000407	MICR0001	MICROAGE KINGSTON	12/28/2011	10,021.04
EFT0000408	MOTI0001	MOTION SPECIALTIES	12/28/2011	2,542.07
EFT0000409	PATR0001	PAT ROGERS TOWING SERVICE	12/28/2011	542.40
EFT0000410	QUAL0001	QUALITY LIFE SERVICES INC.	12/28/2011	1,484.25
EFT0000411	RENT0001	RENTOKIL PEST CONTROL CANADA L	12/28/2011	318.66
EFT0000412	RIDE0004	RIDEAU VALLEY CONSERVATION AUT	12/28/2011	1,260.00
EFT0000413	SHOP0002	SHOPPERS DRUG MART	12/28/2011	4,848.64
EFT0000414	SWIS0001	SWISH MAINTENANCE LTD	12/28/2011	1,010.56
EFT0000415	TACK0001	TACKABERRY HEATING & REFRIGERA	12/28/2011	42.58
EFT0000416	TERR0001	TERRY'S PLOWING AND LAWNCARE	12/28/2011	655.40
EFT0000417	THOM0005	THOMAS LEMMON & SONS (1973) LT	12/28/2011	175.15
EFT0000418	THOM0006	THOMPSON ELECTRIC	12/28/2011	1,647.43
EFT0000419	TRIM0001	TRIM-LINE OF SOUTH EASTERN ONT	12/28/2011	452.00
EFT0000420	TROU0001	TROUSDALE HOME HARDWARE	12/28/2011	61.00
EFT0000421	WECA0001	WE CARE HEALTH SERVICES LP	12/28/2011	498.00
EFT0000422	XPLO0001	XPLORNET COMMUNICATIONS INC.	12/28/2011	146.88
EFT0000423	CANA0008	CANADIAN TIRE	12/28/2011	337.33
H5U9W5	HYDR0001	HYDRO ONE	12/8/2011	552.14
H5U9W6	HYDR0001	HYDRO ONE	12/8/2011	369.72
H5U9W7	BELL0001	BELL CANADA	12/8/2011	261.21
H5U9W8	BELL0001	BELL CANADA	12/8/2011	119.84
H5U9W9	BELL0001	BELL CANADA	12/8/2011	170.23
H5U9X2	CULL0002	CULLIGAN WATER CONDITIONING	12/8/2011	240.46
H5U9X3	KING0008	KINGSTON ONLINE SERVICES	12/8/2011	84.69
H8W4U2	WORK0002	WORKPLACE SAFETY AND INSURANCE	12/9/2011	50,000.00
H8W4U6	WORK0002	WORKPLACE SAFETY AND INSURANCE	12/9/2011	3,107.60
H8W5H3	NEOP0002	NEOPOST CANADA LTD.	12/9/2011	53.56
Q2K3Q6	UTIL0001	UTILITIES KINGSTON	12/20/2011	112.38
Q2K3Q7	UTIL0001	UTILITIES KINGSTON	12/20/2011	259.66

# Agenda Item # 11•

County of Frontenac  
Transaction Register Report  
December 7, 2011 - January 9, 2012

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
Q2K3Q8	UNIO0001	UNION GAS	12/20/2011	6,008.27
Q2K3Q9	UNIO0001	UNION GAS	12/20/2011	353.97
Q2K3R2	HYDR0001	HYDRO ONE	12/20/2011	569.44
Q2K3R3	HYDR0001	HYDRO ONE	12/20/2011	223.52
Q2K3R4	BELL0001	BELL CANADA	12/20/2011	236.51
Q2K3R5	BELL0001	BELL CANADA	12/20/2011	704.56
Q2K3R6	BELL0001	BELL CANADA	12/20/2011	391.66
Q2K3R7	BELL0001	BELL CANADA	12/20/2011	166.63
Q2K3R8	BELL0001	BELL CANADA	12/20/2011	193.89
Q2K3R9	BELL0001	BELL CANADA	12/20/2011	175.41
Q2K3U2	BELL0001	BELL CANADA	12/20/2011	12.35
Q2K3U3	UNIO0002	RELIANCE HOME COMFORT	12/20/2011	20.23
Q2K3U4	TELU0001	TELUS MOBILITY	12/20/2011	116.28
Q2K3U5	CULL0002	CULLIGAN WATER CONDITIONING	12/20/2011	64.50
Q2K3U6	CULL0002	CULLIGAN WATER CONDITIONING	12/20/2011	174.50
Q2K3U7	CULL0002	CULLIGAN WATER CONDITIONING	12/20/2011	1,093.06
Q2K3U8	CULL0002	CULLIGAN WATER CONDITIONING	12/20/2011	53.50
Q2K3U9	CULL0002	CULLIGAN WATER CONDITIONING	12/20/2011	26.00
Q2K3W2	CULL0002	CULLIGAN WATER CONDITIONING	12/20/2011	13.00
Q2K3W4	CULL0002	CULLIGAN WATER CONDITIONING	12/20/2011	3.00
Q2K3W5	NORT0004	NORTH FRONTENAC TELEPHONE CO.	12/20/2011	313.15
Q2K3W6	RONA0001	RONA HOME & GARDEN	12/20/2011	273.91
Q2K3W7	WTCC0001	WTC COMMUNICATIONS	12/20/2011	787.61
Q2R2K9	MINI0024	MINISTRY OF THE ATTORNEY GENER	12/22/2011	202.50
Q2R2L2	MINI0024	MINISTRY OF THE ATTORNEY GENER	12/22/2011	505.50
Q5J4R7	TDVI0009	TD VISA (6057) JULIE SHILLINGT	12/21/2011	1,813.97
Q7Z9W9	LEON0001	LEONARD FUELS LTD.	12/22/2011	676.20
Q7Z9X2	CULL0002	CULLIGAN WATER CONDITIONING	12/22/2011	37.00
R3H5X9	TDVI0006	TD VISA (6081) DAVE GEMMILL	12/23/2011	200.00
R3H5Y2	TDVI0003	TD VISA - ROB WRIGHT (6149)	12/23/2011	150.00
R3H5Y3	TDVI0002	TD VISA (6040) MARIAN VABRUINE	12/23/2011	282.50
R3H5Y4	TDVI0005	TD VISA (6065) PAUL CHARBONNEA	12/23/2011	662.73
R3H5Y6	TDVI0010	TD VISA (6156) TOMMY LEBLANC-B	12/23/2011	123.96
R3H5Y7	TDVI0007	TD VISA (6198) GALE CHEVALIER	12/23/2011	682.94
R3H6H8	HYDR0001	HYDRO ONE	12/23/2011	360.78
R3H6H9	HYDR0002	HYDRO ONE	12/23/2011	15,458.51
R3H6J2	HYDR0001	HYDRO ONE	12/23/2011	5.93
R3H6J3	BELL0001	BELL CANADA	12/23/2011	222.28
R3H6J4	STAR0001	SHAW DIRECT	12/23/2011	310.65
<b>Total Transactions:</b>	<b>321</b>		<b>Total Amount of Transactions:</b>	<b>2,025,581.74</b>
<b>Void Transactions:</b>	<b>36233, 36239 EFT240 - EFT289</b>			

**BY-LAW NO. 2012-0001**

**OF**

**THE CORPORATION OF THE COUNTY OF FRONTENAC**

being a by-law to provide for a tax rebate program for eligible charities for the purposes of giving them relief from taxes or amounts paid on account of taxes on eligible property they occupy in the commercial or industrial classes

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**WHEREAS**, Section 361, of the *Municipal Act, 2001, S.O. 2001*, as amended, (hereinafter 'the Act') requires the County of Frontenac to have a tax rebate program for eligible charities for the purposes of giving them relief from taxes or amounts paid on account of taxes on eligible property they occupy in the commercial or industrial classes; and,

**WHEREAS**, pursuant to Subsection (2) of Section 361 of the *Act*,

- (a) a charity is eligible if; it is a registered charity as defined in Subsection 248(1) of the *Income Tax Act (Canada)* that has a registration number issued by the Canada Customs and Revenue Agency; and
- (b) a property is eligible if it is in one of the commercial classes or industrial classes, within the meaning of Subsection 308(1);

**WHEREAS**, pursuant to Subsection (3) of Section 361 of the *Act*, the amount of rebate must be at least 40 per cent of the taxes or amounts on account of taxes paid by the eligible charity on the property it occupies;

**NOW THEREFORE**, the Council of the Corporation of the County of Frontenac enacts as follows:

1. THAT eligible charities that pay taxes on property they occupy in one of the commercial classes or industrial classes of property that make application in accordance with Schedule "A" attached hereto and forming part of this by-law shall be eligible for a tax rebate of 40 per cent of the taxes payable by the eligible charity.
2. THAT payment of one-half of the rebate must be made within 60 days after the receipt by the municipality of the application of the eligible charity for the rebate for the taxation year and the balance of the rebate must be paid within 120 days of the receipt of the application.
3. THAT after the taxes paid by the charity can be finally determined, final adjustments in respect of the differences between the estimated rebate paid by the Township and the rebate to which the charity is entitled shall be made.
4. THAT as a condition of receiving a rebate for a year, an eligible charity must repay any other municipality any amounts by which the rebates the charity received for the year from that other municipality exceed the rebates from that other municipality to which the charity is entitled.

## Agenda Item # 16•

5. THAT rebates under this program shall be given by the Townships within which the eligible charity is located and the cost of the rebate of taxes on a property shall be shared by the Township, the County of Frontenac and School Boards that share in the revenue from the taxes on the property in the same proportion as the Township, the County of Frontenac and the School Boards share in those revenues.
6. THAT the Township that issues a rebate to an eligible charity shall also give the charity a written statement of the proportion of the costs of the rebate that is shared by the School Boards.
7. THAT the Chief Administrative Officer of the County of Frontenac, in conjunction with the Administrators, Clerks and Treasurers of the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac shall provide information regarding this program on their respective websites.
8. THAT By-law No. 24-1998 be hereby repealed.
9. THAT this by-law shall come into force and take effect as of the date of final passing.

Read a first and second time this 18<sup>th</sup> day of January, 2012.

Read a third time, finally passed, signed and sealed this 18<sup>th</sup> day of January, 2012.

The Corporation Of the County of Frontenac

\_\_\_\_\_  
Janet Gutowski, Warden

\_\_\_\_\_  
K. Elizabeth Savill, Clerk

**APPLICATION FOR THE REBATE OF TAXES FOR ELIGIBLE CHARITIES**

Schedule "A" to By-Law No. 2012-000

Name of Registered Charity	
Registration Number	
Property Address	
Property Description	Roll Number
Township	

I/we hereby apply for a tax rebate for the year \_\_\_\_\_ on behalf of the above-named charity and agree to the following conditions:

1. The rebate can only be made with respect to eligible charities that pay taxes on properties they occupy in one of the commercial classes of property at a rate set by the County of Frontenac which is currently 40%.
2. Eligible charities must repay any other municipality any amounts by which the rebates the charity received for the year from that other municipality exceed the rebates from that other municipality to which the charity is entitled.

I/we certify that the information given on this application and any documents attached is complete, accurate and fully discloses the status of the organization.

\_\_\_\_\_  
Name of the Eligible Charity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

It is a serious offense to make a false application

**Important Notes:**

1. If the area occupied by the eligible charity is not separately assessed, it is the responsibility of the charity's representatives to provide the assessment attributable to this area.
2. The rebate is available only for that period during which the eligible charity occupied the property. Please indicate here the dates of occupation during the current year: \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

TO BE COMPLETED BY THE TOWNSHIP OF \_\_\_\_\_

CALCULATION OF TAX REBATE	YEAR: 20 _____
Commercial Assessment	
Industrial Assessment	
Tax Rate	
Number of Months Eligible for Rebate	
Taxes (Excluding any special levies)*	

\*Taxes = Assessment x Rate x ( No. of Months/12)

Eligible Tax Rebate= 40% of Taxes	
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Certified Correct

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

**Breakdown of Rebate:**

	\$	
Township	\$	Date that Charity Advised by written Statement of School Portion of Rebate
County of Frontenac	\$	
Limestone District School Board	\$	
Algonquin and Lakeshore Catholic District School Board	\$	
Conseil des Ecoles publiques de l'est de l'Ontario	\$	
Conseil scolaire de district catholique de Centre-Est de l'Ontario	\$	

**BY-LAW NO. 2012-0002**

**OF THE CORPORATION OF THE COUNTY OF FRONTENAC**

being a by-law to authorize the Warden and Clerk to execute an Agreement with the Corporation of the Township of North Frontenac for the joint ownership, operation and use of property for a combined municipal fire hall and land ambulance base

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**WHEREAS** the Corporation of the Township of North Frontenac (*the Township*) owns certain vacant lands located in Lot 28, Concession 3, in the geographic Township of Palmerston that it purchased for the purpose of constructing a municipal fire hall;

**AND WHEREAS** the Corporation of the County of Frontenac (*the County*) operates the land ambulance system for the County and wishes to establish a land ambulance location in the Township;

**AND WHEREAS** the County and Township agree that it will be to their mutual benefit to jointly develop the Township lands for use as a combined municipal fire hall and land ambulance location in accordance with the terms of the attached Agreement;

**AND WHEREAS** the County and the Township further wish to provide for their joint ownership, operation and use of the property in accordance with the terms of the attached Agreement;

**NOW THEREFORE** the Council of the Corporation of the County of Frontenac deems it expedient to authorize the following:

1. THAT the Warden and Clerk be authorized to execute an agreement with the Corporation of the Township of North Frontenac for the joint ownership, operation and use of property located in Lot 28, Concession 3, geographic Township of Palmerston, now in the Township of North Frontenac, for a combined municipal fire hall and land ambulance base, as outlined in Schedule "A" attached and forming part of this by-law.
2. That this by-law shall come into force and take effect upon the date of final passing.

Read a first and second time this 18<sup>th</sup> day of January, 2012.

Read a third time, signed, sealed and finally passed this 18<sup>th</sup> day of January, 2012.

The Corporation of the County of Frontenac

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Janet Gutowski, Warden

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K. Elizabeth Savill, Clerk

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By-law No. 2012-0002 – To authorize the Warden and Clerk to execute an agreement with the Township of North Frontenac for the joint ownership, operation and use of a combined municipal fire hall and land ambulance base  
January 18, 2012

**BY-LAW NO. 2012-0003**

**OF**

**THE CORPORATION OF THE COUNTY OF FRONTENAC**

being a by-law to confirm all actions and proceedings of County Council  
on January 18, 2012

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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* or 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 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 County of Frontenac deems it expedient to confirm its actions and proceedings;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE COUNTY OF FRONTENAC hereby enacts as follows:

1. THAT all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on January 18, 2012 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 County of Frontenac taken at its regular meeting held on January 18, 2012 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 County of Frontenac taken at its regular meeting held on January 18, 2012 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.

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By-law No. 2012-0003 – To confirm all actions and proceedings of County Council on January 18, 2012  
Page 1 of 2

## Agenda Item # 16•

4. THAT this by-law shall come into force and take effect as of the final passing thereof.

Read a First and Second Time this 18<sup>th</sup> day of January, 2012.

Read a Third Time and Finally Passed, Signed and Sealed this 18<sup>th</sup> day of January, 2012.

The Corporation of the County of Frontenac

\_\_\_\_\_  
Janet Gutowski, Warden

\_\_\_\_\_  
K. Elizabeth Savill, Clerk

\_\_\_\_\_  
By-law No. 2012-0003 – To confirm all actions and proceedings of County Council on January 18, 2012  
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