



MINUTES OF THE REGULAR MEETING OF COUNCIL

February 15, 2012

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, February 15, 2012 at 1:30 PM

Present: Anne Marie Young, Colleen Hickey, Jenny Lui, Alison Vanderveld, Marian VanBruinessen, Elizabeth Savill, Joe Gallivan, Jennifer Dawson, Paul Charbonneau, Gale Chevallier, Bonnie Carter, Susan Beckel, Casey Buchanan, Julie Shillington, Mary Lake, David Millard, Deb Crawford, Susan Brant

1. WELCOME AND REVIEW OF AGENDA

- **Welcome**

Liz welcomed the group at 2:10 PM

2. ROUNDTABLE DEBRIEF

- **Discussion of 12-02-15 County Council Meeting**

Delegations

Susan informed the group that Council had a presentation from John Matheson who is one of the designers of the Canadian Flag in Honor of Flag Day. Susan also noted that the Source Water Protection presentation gave an update on the plan which the County OP will consider as it moves forward.

The group discussed the budget presentation noting that the community planner and communications specialist position have both been approved. Liz noted that it seemed all the administrative budget had been approved, but that does not mean we can go ahead with purchases.

Liz discussed a few statements that came from Council regarding the level of detail that is going to Council through reports. There seems to be a need to go back to orientation again.

Susan noted that we will be circulating the special council meeting package on the 8th of March prior to the scheduled meeting on the 13th.

Preparations for Regular Scheduled Council Meeting on Wednesday, March 21st, 2012

- Tommy Presentation regarding PRU's
- Mike Nolan has been moved to April
- Scott Reid will be coming to Council to make a presentation about the redistribution of the ridings
- Lanny Hurdle will be presenting in April and in May regarding Social Services provided by the City

3. REVIEW OF KEY WORK PLAN ISSUES

- **2 Year Budget**

Marian discussed with the group the idea of presenting a two year budget for next year. Marian noted that she hoped the process would be started earlier and asked the group to consider hosting a one day budget meeting in December with County Council, but begin discussions in March.

Liz noted that the group will require a calendar to build the budget for 2013 and 2014. Liz requested that Susan and Marian work together to establish a process for each department to work through their workplans and budgets in terms of presentation and what goes on paper.

Paul questioned what the format will be. Marian noted that FPS and FMT are very different in their report scheme as FMT is departmental and FPS is by service. Susan noted that L&A does departmental reports for budget.

- **Consistency in Work Planning**

Liz discussed the need to organize the work plans in a way that is consistent and requested that everyone start with the 13 priorities of Council and identify any work plan items that fit with the priorities. Marian noted the priorities are very specific and didn't believe that they could all fit with every item in the work plans across every department.

David noted that by the summer a new component of the server will allow staff to book resources (such as rooms and vehicles).

Liz questioned if the group will be presenting their work plans to the group. The group agreed that it would be beneficial to share needs and anticipated needs at a round table. Discussion about where overlaps are created and how we melt all the work plans together. David projected the work plan format. Liz requested that everyone have a policy review section in their work plan.

Alison suggested setting aside one day to hash out work plans and go through each work plan and match them up.

4. POLICIES IN PROGRESS

- **New Policy Procedure**

Colleen informed the group that Casey will be project managing on all policies that have been created. The Inverary group will be made aware that the policy is coming forward. Within a

month cycle, the policy will go to the SMT and the goal is to be able to simply check the policy off and approve. Casey will be communicating more details with regards to the policy on policy and procedure modification and creation.

5. OTHER BUSINESS

- **Green Practices (Paul)**

Paul discussed with the committee that there will be a number of 'green practices' coming forward from the green committee that the group should look forward to such as the new stickers placed on the paper towel dispensers in the washrooms.

6. PLAN FOR NEXT PERIOD

- **Preparation for March Meeting**

FRC

- report on peer review rfp
- report on natural heritage strategy
- annual review of council procedural by law

FIN

- project manager rfp for information only

FPS

- aed placement
- ambulance response time standard

FMT

- year in review
- accreditation report

7. DATE AND TIME OF NEXT MEETING

- **Wednesday, March 21, 2012**

8. ADJOURNMENT