



150TH ANNIVERSARY ADVISORY COMMITTEE AGENDA

Date and Time Wednesday, October 30, 2013 at 10:00 a.m.
Place County of Frontenac Administrative Boardroom 2069 Battersea Road, Glenburnie
Members: Gary Davison, County Councillor; Marcel Giroux, Chair, Community Member; Phil Leonard, Community Member; Jim VandenHoek, Community Member; Barbara Sproule, Community Member

Page

- 1. Call to order
2. Adoption of the agenda
3. Disclosure of pecuniary interest and general nature thereof
4. Adoption of minutes

3-9

- Minutes of Meeting held August 28, 2013

THAT the minutes of the 150th Anniversary Planning Advisory Committee meeting held August 28, 2013 be approved as circulated.

- 5. Deputations and/or presentations
6. Communications

10-11

- Correspondence received from Steven Davidson, Deputy Minister, Ministry of Tourism, Culture and Sport, regarding the 2014 Premier's Awards for Excellence in the Arts

[Addenda]

- 7. 150th Anniversary Advisory Committee (AAC) Work Plan

12-26

- 2013-194
2013 Work Plan Update

RESOLVED THAT the 150th Anniversary Planning Advisory Committee accept this 2013 Work Plan Update report for information.

7. 150th Anniversary Advisory Committee (AAC) Work Plan

AND FURTHER THAT the Council of the County of Frontenac approved the 150th Anniversary Planning Advisory Committee 2014 Work Plan;

AND FURTHER THAT the proposed 2014 Draft 150th Anniversary Planning Advisory Committee budget be forwarded to staff for inclusion in the 2014 Budget presentation to County Council.

27-43

- 2013-196
Frontenac County Advisory Committees – Code of Conduct for Members of County Council and Committees

THAT the 150th Anniversary Planning Advisory Committee receive Report 2013-196, Frontenac County Advisory Committees – Code of Conduct for Members of County Council and Committees for information only.

8. Other business

9. Next meeting date

- The next regular meeting of the 150th Anniversary Planning Advisory Committee is scheduled for Wednesday, December 11, 2013 at the County Administrative Building.

10. Adjournment



**Minutes of the 150th Anniversary Planning Advisory Committee Meeting
August 28, 2013**

A meeting of the 150th Anniversary Planning Advisory Committee was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, August 28, 2013 at 10:00 a.m.

In attendance:

- Marcel Giroux, Chair
- Jim Vanden Hoek
- Barbara Sproule
- Phil Leonard
- Warden Janet Gutowski, Ex-Officio

Regrets:

- Councillor Gary Davison

Staff:

- Elizabeth Savill, CAO
- Angelique Tamblyn, Executive Assistant
- Kristin Mullin, Communications Officer

1. Call to order

Mr. Giroux, Chair, called the meeting to order at 10:03 a.m.

2. Adoption of the agenda

Moved By: Mr. Sproule

Seconded By: Warden Gutowski

THAT the agenda for the August 28, 2013 150th Anniversary Planning Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

The Chair instructed the recording secretary to record that, in accordance with the *Municipal Conflict of Interest Act*, no disclosures of pecuniary interest were declared.

4. Adoption of minutes

Moved By: Ms. Sproule
Seconded By: Mr. Vanden Hoek

THAT the minutes of the meeting of the 150th Anniversary Planning Advisory Committee held on June 26, 2013 be adopted as amended to correct the spelling of Virgil Garrett's name.

CARRIED

5. Deputations and/or presentations

6. Communications

7. 150th Anniversary Advisory Committee (AAC) Work Plan

2013-158

150th Anniversary Planning Advisory Committee – 2013 Work Plan Update

Moved By: Mr. Leonard
Seconded By: Ms. Sproule

THAT the 150th Anniversary Planning Advisory Committee accept this 2013 Work Plan Update report for information.

CARRIED

Community Survey

The survey ad was published in the newspaper last week and 53 surveys have been completed. Appendix A shows the results as of last week. Mr. Giroux did a quick ranking of the responses and it seems like everyone is most interested in food at the event. There is not a deadline on the survey. It's been distributed at many of the events. It was suggested to distribute the survey at the ICSP Workshop on September 20. It was also suggested to keep the survey active until the end of September.

ACTION150th014: Staff to distribute the 150th Anniversary Survey at the ICSP Workshop on September 20, 2013.

ACTION150th015: Ms. Mullin to forward the survey to the Historical Society and Wolfe Island Plowing Match and some organizations noted by Mr. Vanden Hoek.

Ms. Mullin distributed the 150th stickers to the Committee. Positive comments received.

Name tags

Trophy House can create a metal name tag. Ms. Mullin distributed a colour sample to members. The cost is \$12 each. The committee is satisfied with the design and would like the magnetic name tags.

ACTION150th016: Ms. Mullin to order the Name Tags for Committee Members and some of the County Staff.

Proposed Community Events for Committee Attendance

Update on the Canada Day Events

North Frontenac: Ms. Sproule shared that the Canada Day events went well in North Frontenac. Posters were displayed at Snow Road.

Central Frontenac: Mr. Giroux and Warden Gutowski set up a booth at the Canada Day events and received some surveys.

Warden Gutowski suggested creating Photo Albums online. A scanner could be available at the Heritage Festival to capture photos shared there. Both the Warden and Mr. Giroux have scanners. Queen's University holds County archives and Ms. Savill suggested that committee members might accompany staff to review. Mr. Giroux and Ms. Sproule expressed interest. Ms. Sproule also suggested contacting the Lanark Era for archived photos.

ACTION150th017: Mr. Giroux and Warden Gutowski to follow up with the Frontenac News to access scanning resident photos and documents.

ACTION150th018: Staff to contact The Whig and Lanark Era to check archives.

ACTION150th019: Staff to schedule a time to visit the Queen's Archives and confirm with Ms. Sproule and Mr. Giroux.

Warden Gutowski commented that the 150th vest is easy to use. She wore it over the summer including Parham Fair, EOWC, Lake Association meetings and other events.

South Frontenac: Mr. Leonard commented that Councillor Davison attended some of the Canada Day parades in South Frontenac.

ACTION150th020: Councillor Davison to report on the South Frontenac Canada events at the October meeting.

Frontenac Islands: Mr. Vanden Hoek indicated that there was no Canada Day Celebrations held on Wolfe Island this year. He would like to change that for next year.

Plowing Match September 14, 2013

Mr. Vanden Hoek is organizing a Celebrity Class at the Plowing Match on September 14th. He has confirmed Mayor Doyle, MPP Gerretsen and Elvis impersonator as some of the celebrities. He would like to see representation from the County. He has forwarded several other invitations; he would like CKWS to cover this event.

Liz received a response from Councillor Davison and he will challenge Mr. Leonard. If anyone is interested in participating at the celebrity match, he will provide breakfast and he will arrange for transportation. Next year he is hoping to have a booth set up at the Ball Tournament and Canada Day Festivities. The Plowing Match is good to go for September 14th and he will distribute the survey and the stickers.

Mr. Leonard, Mr. Davison and Warden Gutowski are all interested in participating in the Plowing Match.

Central Frontenac: Mr. Giroux set up the booth at the Frontenac Essential Services Fair in Cloyne. There was very little public traffic at the event and of those who did attend, more were from Lennox and Addington.

Mr. Giroux was unable to attend the Blue Skies Festival.

The booth will be set up at the Battersea Pumpkin Festival with Mr. Leonard and Mr. Davison in attendance.

Additional Events: The booth will be set up at the ICSP Workshop at the Verona Free Methodist Church in Verona on September 20 2013.

a. Partnership Opportunities

150th Anniversary Logo Sharing

Ms. Mullin prepared a letter for community members and groups that have expressed interest in the celebrations to enter into a reciprocal logo sharing partnership. The letter and agreement are included at the end of this report as Appendix B.

Ms. Mullin distributed appendix B. It suggested to also focus on associations, individuals, societies and not only businesses. For example, the Wolfe Island Historical Society and the Plowing Match. They have already passed resolutions to support the 150th. Mr. Vanden Hoek suggested recognition at the 150th main events. Recognition should be number one.

b. Recruitment of Volunteers

Total Scope

A “hub and spokes” diagram was discussed:

- Central Celebration (Mr. Leonard and Mr. Davison will coordinate this group)
- Historic Artifacts – management of the collection and exhibition
- Legacy Project(s)
- Scholarship Program (Warden Gutowski will liaise with this group)
- Documentation of History (Mr. Leonard will liaise with this group)
- Passport Program (Mr. Vanden Hoek will liaise with this group)
- Plowing Match (Mr. Vanden Hoek will liaise with this group)
- Costume Ball (Mr. Giroux will will liaise with this group)

ACTION150th020: Warden Gutowski to email/ follow up with Brenda Hunter at the Limestone District School Board regarding the Scholarship Program.

Documentation of our History

Ms. Savill shared that Councillor McDougall commented at the last SAC meeting that we need to recognize personal museums. A museum is being developed in the old school in Hartington on Road 38.

ACTION150th021: Mr. Leonard will contact Mr. Ken Brown, President of the Historical Society and ask if he would be interested in participating as a volunteer on the Historic Artifacts Working Group.

ACTION150th022: Ms. Mullin will follow up with the 150th PAC Members for updates on the Working Groups.

ACTION150th023: Ms. Mullin to add Costume Ball to Appendix C.

Mr. Giroux spoke with Audrey's Costume House and they have many costumes available and he also followed up with Ms. Christina Wotherspoon in regards to the music for the Costume Ball (1865) and she's interested in playing instruments/ music at the Costume Ball.

Mr. Vanden Hoek suggested 5-6 individuals for each working group, but the committee member will not need to chair these groups.

ACTION150th024: Mr. Vanden Hoek will support Passport and he will follow up with individuals to contact in regards to leading or coordinating/ organizers of the 2013 Organizer of the Plowing Match.

Mr. Vanden Hoek suggested that once the 150th survey is closed, the Committee can focus on the working groups and adding the names.

Historic Artefacts – Volunteer Curator

ACTION150th025: Mr. Leonard will contact Ken Brown as the Volunteer Curator or if Mr. Brown could recommend some individuals for the working group.

ACTION150th026: Warden Gutowski will follow up with Karen McGregor at St. Lawrence College re: Youth Intern Program and the funding available. An intern could possibly support Passport Program and Historic Artefacts working group.

c. Legacy Project

At the June meeting, the committee discussed contributing to a legacy project in each of the 4 townships.

Suggestions for legacy projects:

- a) War Memorial in NF
- b) Museum in SF
- c) Mural Project in Sharbot Lake by the Heritage Railway Committee in CF
- d) Redevelopment of Wolfe Island Canal in FI
- e) Splash park in any township

Warden Gutowski agrees with the above Legacy Projects and supports the idea of trying to situate them near the Frontenac K&P Trail. Councillor Gerry Martin is chairing the committee of the War Memorial in North Frontenac and John Duschene is interested in this project and design for the space. We should also look at something near the new ambulance station in Robertsville.

Assist in the development of a major event and/or several smaller events

RCMP Musical Ride - Committee recommended that we remove this.

Recruitment of Volunteers - no discussion

Passport Program - Each municipality could provide a short list of who could participate in the Passport Program. Mr. Vanden Hoek would like to have paper option for the Passport program, not set up only for electronic devices.

ACTION150th027: Committee members to provide the name of a passport "Lead" from each of the 4 Townships to Mr. Vanden Hoek by October. Members to share Mr. Vanden Hoek's contact information with these individuals to get the conversation started.

Sandra White from the Sharbot Lake Inn was identified as a possible Lead for that township.

ACTION150th028: Ms. Anne Marie Young to gather some contacts for Mr. Vanden Hoek for the Passport Program by September 30, 2013. He would like to have a meeting with the group by mid October.

Mr. Giroux entertained additional discussion.

Ms. Savill spoke to the opportunity to continue building awareness of the celebrations by adding a notice on the existing County signage. Inexpensive options like "skins" that can be applied were considered.

Warden Gutowski shared information on an internship program that has been brought to her attention. The opportunity to add an intern to the 150th Anniversary project, even for a few weeks, would provide significant needed support as the working groups begin to form and function.

Moved By: Mr. Leonard
Seconded By: Ms. Sproule

THAT the 150th Anniversary Planning Committee recommend to Council of the County of Frontenac that all public County signs, including those along the Frontenac K&P Trail, have the 150th Anniversary logo and dates displayed;

AND FURTHER THAT the 150th Anniversary Planning Committee recommend to Council of the County of Frontenac that opportunities to introduce an intern position be pursued and supported to assist with the work and projects being developed to further the celebrations as no cost to the County.

CARRIED

8. Other business

Mr. Giroux suggested that the Committee start thinking about meeting dates for 2014 and budget in 2014. The 2014 Work Plan will include establishing the working dates and budget requirements.

9. Next meeting date

The next meeting of the 150th Anniversary Planning Advisory Committee is scheduled for Wednesday, October 30, 2013 at 9:00 a.m. at the County Administrative Building.

10. Adjournment

Moved By: Mr. Leonard
Seconded By: Mr. Vanden Hoek

THAT the 150th Anniversary Planning Advisory Committee meeting adjourn at 11:59 a.m.

CARRIED

Jannette Amini

From: Elizabeth Savill
Sent: Monday, October 28, 2013 2:50 PM
To: Jannette Amini; Angelique Tamblyn
Subject: FW: 2014 Premier's Awards for Excellence in the Arts / Prix du premier ministre pour l'excellence artistique 2014

From: Motamedi, Tina (MTCS) [mailto:Tina.Motamedi@ontario.ca] **On Behalf Of** Davidson, Steven (MTCS)
Sent: October-23-13 4:11 PM
Subject: 2014 Premier's Awards for Excellence in the Arts / Prix du premier ministre pour l'excellence artistique 2014

Dear CAO, Clerk, Treasurer,

I am writing to announce that nominations are open for the 2014 [Premier's Awards for Excellence in the Arts](#) and to encourage you to share this information in your municipality.

The Premier's Awards recognize artists and arts organizations for their outstanding achievements and contributions that breathe life into our communities, help drive innovation and strengthen local economies.

Finalists are selected by an [Ontario Arts Council](#) (OAC) jury from nominations submitted by Ontarians. These awards are a way for us as audiences, fans and followers of their great work to applaud these innovators, creators, producers and performers whose talent and passion enrich our lives and help our communities become stronger and more vibrant.

Each year, two awards are presented: an artist award of \$35,000 and an arts organization award of \$50,000. Individuals and arts organizations engaged in any professional arts practice in Ontario whose artistic work or service spans a minimum of 10 years are eligible.

Program details and nomination forms are available on OAC's [website](#). The OAC manages the nomination and adjudication process on behalf of the Ontario government. The nomination deadline is December 2, 2013.

Thank you for helping Ontario celebrate organizations and artists who share their talents with us and improve our communities.

Sincerely,

Steven Davidson
Deputy Minister

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.....
Madame,
Monsieur,

Je vous écris afin de vous annoncer que la période de mise en candidature pour le [Prix du premier ministre pour l'excellence artistique 2014](#) est maintenant ouverte et pour vous encourager à partager cette information au sein de votre municipalité.

Le Prix du premier ministre pour l'excellence artistique vise à reconnaître les artistes et les organismes artistiques pour leurs réalisations et leurs contributions exceptionnelles, lesquelles dynamisent nos communautés, stimulent l'innovation et renforcent nos économies locales.

Les finalistes sont sélectionnés par un jury du [Conseil des arts de l'Ontario](#) (CAO) parmi les candidatures proposées par la population ontarienne. Ce prix nous donne l'occasion, en notre qualité de membres du public, de connaisseurs ou de partisans, de souligner le travail exceptionnel des innovateurs, des créateurs, des producteurs et des interprètes qui enrichissent notre quotidien et transmettent à nos communautés une force et un dynamisme issus de leur talent et de leur passion.

Chaque année, le prix se décline en deux catégories : un prix de 35 000 \$ est remis à un artiste et un autre prix de 50 000 \$ est remis à un organisme artistique. Sont admissibles à ce prix les artistes et les organismes artistiques qui exercent en Ontario une discipline artistique professionnelle *de quelque nature que ce soit* et qui sont actifs dans le milieu artistique depuis au moins dix ans.

Les détails du programme et les formulaires de mise en candidature sont disponibles sur le [site Web du CAO](#). Le processus d'évaluation des candidatures et de sélection des lauréats est géré par le CAO, pour le compte du gouvernement de l'Ontario. La date limite de mise en candidature est le 2 décembre 2013.

Merci d'aider l'Ontario à célébrer les artistes et les organismes artistiques qui partagent avec nous leur talent au profit des communautés.

Recevez, Madame, Monsieur, mes salutations distinguées.

Steven Davidson
Sous-ministre du Tourisme, de la Culture et du Sport



Report 2013-194

150TH ANNIVERSARY PLANNING ADVISORY COMMITTEE REPORT

To: Chair and Members
From: Elizabeth Savill
CAO
Prepared By: Kristin Mullin
Communications Officer
Date prepared: October 18, 2013
Date of meeting: October 30, 2013

Re: **150th Anniversary Planning Advisory Committee – 2013 Work Plan Update**

Committee Recommendation

RESOLVED THAT the 150th Anniversary Planning Advisory Committee accept this 2013 Work Plan Update report for information.

AND FURTHER THAT the Council of the County of Frontenac approved the 150th Anniversary Planning Advisory Committee 2014 Work Plan;

AND FURTHER THAT the proposed 2014 Draft 150th Anniversary Planning Advisory Committee budget be forwarded to staff for inclusion in the 2014 Budget presentation to County Council.

Background

The current year's work plan was approved by Council. This meeting's review represents the third opportunity of the Committee to address the activities laid out for 2013.

Work Plan activities achieved to date:

- 1. Plan the celebration to include community engagement; partnership opportunities; recruitment of volunteers; communications plan, etc.**

a. Community Engagement

Community Survey

The Community Survey was distributed at the May 24th ICSP Breakfast, the September 20th ICSP Workshop, through the May-September e-newsletters, and at each of the Township presentations. An ad directing residents to the survey was placed in the Frontenac and Kingston EMCs as well as the Frontenac News and the both the Frontenac and Kingston This Week. As of October 15, 2013, 57 responses have been received – a summary is included at the end of this report as Appendix A.

The survey was forwarded to the Historical Society & Wolfe Island Plowing Match as suggested by Mr. Vanden Hoek.

Name tags with the 150th Logo on them were ordered and are ready for distribution.

Proposed Community Events for Committee Attendance

Date	Event	Status
FEBRUARY		
Sat, Feb 9	Snow Road Snowmobile Club Sweetheart Snowmobile Run (attended by Warden Gutowski)	✓
Fri, Feb 15 – Mon, Feb 18	Frontenac Heritage Festival (attended by Chair Giroux and Warden Gutowski)	✓
Thurs, Feb 28	Howe Island Tales from the Last Century (attended by Councillor Davison)	✓
APRIL		
Sat, Apr 27	Ompah Volunteer Firefighters Association Ride for Dad North Frontenac ATV Run - All day event; organizers suggest dinner would be the best time to attend (4:00 p.m. – 7:00 p.m.)	✓
JUNE/JULY		
Sat Jun 29- Mon, Jul 1	Canada Day Celebrations in North Frontenac - Breakfast in Snow Road, Cold plate dinner in Ompah and fireworks display.	✓
Mon, Jul 1	Canada Day Celebrations in Central Frontenac - Full day of activities in Sharbot Lake beginning with a breakfast and culminating with fireworks on the beach.	✓
Sat Jun 29- Mon, Jul 1	Canada Day Celebrations in South Frontenac - Councillor Davison and Mr. Leonard will be attending several Canada Day events around the Township over the weekend.	Mr. Davison to report
Mon, Jul 1	Canada Day Celebration on the Frontenac Islands - Mr. Vanden Hoek explained to the committee that there are no Canada Day events or activities planned on Frontenac Islands	n/a
Thurs, Jul 4 – Sat, Jul 6	62 nd Verona Lions Jamboree - Committee members set up of the booth for	✓

	the Verona Lions Jamboree July 4-6.	
Fri, Jul 12	Frontenac Essential Services Fair - Cloyne - Mr. Giroux to set up of the booth for the Frontenac Essential Services Fair	✓
AUGUST		
Sat, Aug 3 – Sun, Aug 4	Blue Skies Festival - Mr. Giroux will not be attending due to family commitments and length of the event	n/a
September		
September	Wolfe Island Plowing Match - Mr. Vanden Hoek to set up of the booth for the Wolfe Island Plowing Match	Mr. Vanden Hoek to update
September 20	ICSP Workshop - surveys were available	✓
NOVEMBER		
	Remembrance Day Celebrations	
DECEMBER		
	Christmas Parades	

b. Partnership Opportunities

150th Anniversary Logo Sharing

Staff have updated the partnership agreement for community members and groups to highlight the benefits of the partnership at the top of the document. The letter and agreement are included at the end of this report as Appendix B.

150th Anniversary Planning Intern

Warden Gutowski will update on her conversation with Brenda Hunter of the Limestone District School Board in regards to obtaining an intern for the 150th Planning Advisory Committee.

The County HR Specialist has contacted the HR program coordinator at St. Lawrence College to obtain a placement student for the 150th Planning Advisory Committee to utilize.

c. Recruitment of Volunteers

Total Scope

The “hub and spokes” diagram, attached as Appendix C, has been updated to reflect the working groups decided upon at the August meeting.

Each committee member will update the group on the status of the working group they are leading.

d. Legacy Project

At the June meeting, the committee discussed contributing to a legacy project in each of the 4 townships.

Suggestions for legacy projects include:

- a) War Memorial in NF
- b) Museum in SF
- c) Mural Project in Sharbot Lake by the Heritage Railway Committee – CF
- d) Redevelopment of Wolfe Island Canal – FI
- e) Splash park – any township

The committee agreed with the need for Legacy Projects and supported the idea of trying to situate them near the Frontenac K&P Trail. Councillor Gerry Martin is chairing the committee of the War Memorial in North Frontenac and John Duschene is interested in this project and design for the space. The committee also agreed that the new ambulance station property in Robertsville would be an ideal location for a legacy project. Subsequent to the meeting, Ms. Savill had very preliminary conversations with NF representatives who offered some positive feedback.

2. Assist in the development of a major event and/or several smaller events

a. Collection of Historical Documents and Photographs

Mr. Giroux and Warden Gutowski to update the committee regarding the use of photos and news stories from the Frontenac News Archives and concerning scanning resident photos and documents at local events

In the August meeting, the committee directed staff to contact Queen's University to set up a time to view their archives. County Receptionist Trina Jones is currently scanning all Frontenac County documents in the Queen's Archives so that we have a digital record.

During the August meeting the committee asked staff to contact the Whig Standard regarding its archives. Staff were directed by the Kingston Whig Standard to visit archive.org where all historical news items are stored.

Mr. Leonard contacted Mr. Ken Brown. Unfortunately he is moving out of the County and will be unable to assist with the anniversary celebration.

Financial Implications

To date, \$60,000 has been allocated in reserves to support community-wide celebrations of the County's 150th Anniversary. The total costs of such celebrations have yet to be determined although as the committee makes recommendations to Council which are in turn approved, the budget requirements will become clearer. 2014 reserve allocation recommendations will reflect the final plans for the celebration. Revenues from admission tickets for the grand ball and merchandise sales are expected to offset a portion of the cost of the central celebration.

Schedule of Remaining 2013 Meetings

Wednesday, October 30 at 9am

Wednesday, December 11 at 10am

Preparation of 2014 Work Plan

Proposed 2014 Work Plan

Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places. Within the context of the Values and Principles detailed, the 150th Committee will be guided by the culture and heritage vision statement:

The County of Frontenac celebrates the arts and local history, and demonstrates the value it places on its artifacts and built heritage. Residents are part of a vibrant community that enjoys a wide range of formal and informal festivals and programs.

Mandate

To provide input and suggestions regarding the planning for the Sesquicentennial celebration of the County of Frontenac that will commence January 1, 2015.

Key Activities

1. Plan the celebration to include community engagement; partnership opportunities; recruitment of volunteers; communications plan, etc.
2. Continue to organize the major event and several smaller events.
3. Update the Celebration Plan for County Council by October 2013.

Proposed Planning Activities for 2013

1. Implementation of the Celebration Plan

Proposed Schedule of Meetings

Thursday, February 21st at 2pm
 Wednesday, April 24th at 10am
 Wednesday, June 26th at 10am
 Wednesday, August 28th at 10am
 Wednesday, October 30th at 10am
 Wednesday, December 11th at 10am

Proposed 2013 Budget

Meet expenses	\$2,000
Activities	10,000
Guest/Travel Opportunities	3,000
Total	\$15,000

Appendix A

County of Frontenac’s 150th Anniversary

In 2015, the County of Frontenac will celebrate its 150th Anniversary. Over the course of 2013 and 2014, the 150th Anniversary Planning Advisory Committee will attend community events throughout the County to promote the 2015 anniversary and gather input and ideas from residents. The Committee has preliminary plans for a central celebration to take place over the last weekend in August 2015.

In order to ensure the commemoration is fitting of 150 years of our vast County’s colourful history, the Committee needs your input on the following few questions. We appreciate your time and interest.

- 1. A multi-day plowing match-style event is being planned for August 28-30, 2015. Which of the following activities you would like to see included at such an event?**

Answer Options	Online Responses	Offline Responses
Plowing Demonstrations	17	14
Three-Pitch Tournament	6	4
Local Vendor Exhibition Area	27	17
Local Food Vendor Area	30	22
Beer Tent	17	13
Heritage Displays	23	21
Children’s Activities	24	16
On-site Camping	7	6
Heritage Costume Ball	9	7
Live Music	27	16
Soapbox Derby	10	4
Baking Contest	14	11
Talent Show	10	8

- Land and water stewardship display
- Picnic basket auction
- horse drawn wagon
- youth art/skills
- street parade
- RCMP musical ride
- County Services Displays
- Run, hike, Cycle the Canada Trail with a celebrity
- Scything demo, caning demo, cow/goat milking demo, horse-drawn wagon rides, farm equipment demo (haying, grain harvesting), live farm animal display, invite heritage re-enactors to camp on site (some groups re-enact the voyageurs time period)

- Move "Homesteader Days" to this weekend and site Farrier on-site demonstration
- exhibits for stewardship events, accomplishments, planning. Could be poster exhibits along the line of Naturally Rich Frontenac, plus lake associations, ducks Unlimited, Frontenac Arch.
- Small midway, lawnmower races

2. What souvenir(s) would you prefer to purchase to remember the County's 150th Anniversary?

Answer Options	Online Responses	Offline Responses
Key Chain (Approx \$5)	3	5
Child's Toy (Approx \$5)	2	2
Travel Mug (approx \$10)	7	8
Water Bottle (approx \$10)	4	2
Toque (approx \$10)	4	2
T-Shirt (approx \$15)	16	12
Baseball Cap (approx \$15)	11	12
Golf Umbrella (approx \$25)	2	2
Golf Shirt (approx \$40)	3	4
Sweatshirt (approx \$45)	7	3
Light Jacket (approx \$65)	3	4

- Handmade wood jewellery box (be several local woodworkers, with common medallion), for \$50 to \$100
- Frisbee for \$5
- Rather than "stuff", how about equal contributions to a fund and issue a "certificate" on the spot
- Solar Flashlight or any other solar products
- Personal flotation device for sale with 150th logo
- Commemorative Plate
- Local Maple Syrup or maple sugar, fishing lure, native beaded earrings or jewellery, Farmers Market coupon or coin, herbal salve, jar of wild rice, wild flower seeds, heritage garden seeds
- I would like to see a piece of rock from Frontenac etched by a local arts person
- I would highly recommend pre-selling and collecting money before you order. During events leading to 2015, that way you won't lose money and have a better idea for ordering. Local stone coasters.
- Frontenac County Flags
- Why not have donations to the charity of the individual's choice in the name of the event?
- sticker, small flag, washable tattoo

- Coffee mug (Approx \$5) Coin - (approx \$10) piece on money representative of the county (Wolfe Island did one for 1812, ask the WI Historical Society)
Contact person Martine Chercuitte Plate (approx \$10)
- Metal (not plastic) water bottles.
- coffee mug
- Mug , County pin, notepaper, (county crst)

3. Can you suggest any Frontenac residents to be featured in a compilation of interesting interviews to highlight the past, present and future of our region?

- John O'Shea Ken Keyes John Posthumus
- Storrington Soccer Association Organizer (were local kids meet); Glenburnie Store owner?
- On Wolfe island: Ken Keys - Kingston maire, government representative and involve on Wolfe Island John O'Shea - Worked on the Wolfe Island ferry for over 30 years and historical memory of the Island Brian Johnson - Capt story from the past
- Gord Rodgers, President of The Frontenac Stewardship Foundation Gray Merriam, FSF. Both these men can speak on the progress and plans needed for stewardship plans for Frontenac Co. I would like Mark Mattson, Pres. of L Ont. Waterkeeper
- Louise Day
- Wilma and Cam Kerry, Alan McDonald - Loughborough PS
- Lyn Cronk - Eastern Cowboy Adventures; Harold Perry - Ardoch Algonquins; Someone from InRoads Studio Tour
- Glen and Pat McNicolls and family
- Revell Ford -- Harry or Larry
- Two Television Arts Students at Sydenham SS -- Lucas Silver and Sebastian Back -- Gold Medal Winners Ontario!
- Vergil Garrette, Rudy and Joan Hollywood, Darlene & George Conboy
- Helen Praskey, Directory of Arden Glee Club (many decades)
- Marcel Giroux
- Barbara Sproule, Bill Gore (Plevna), Peter Bell, Lee White (Plevna)
- Everett Hogan, Wolfe Island, past president of many committees including Wolfe Island Plowing matches and International Plowing matches and Judge for these for many years!
- Frank York, Harry revel, barb Steward, Gary Davison, Ed Asselstine, Ken Harper, Marilyn Duffy, Ken Brown, Louise Day, the Groenewegen family, Trouosedale family, Phil Leonard, Floyd Deyp

New Comments

- Larry and Christine of Frontenac Outfitters -- they've grown from a small shop to an Eastern Ontario-known canoe & kayak centre.
- Melville Good Roy Benn Harold Gray Glen Cox Glen Fox Ken McCullough
- Mel Good, Parham

- Sarah Welsh (archivist resident of Howe Island) Jim Pritchard (Historian)
- Donald Antoine
- Grey Merriam (Environment), Ken Keyes

4. Are there groups or organizations in the County that we should partner with in order to ensure the success of the celebrations?

- NFCS and SFCS
- Lions Clubs
- Ministry of Natural Resources, Lake Associations (i.e., Bobs & Crow Lakes), Frontenac and Sharbot Lake Provincial Parks, Cataraqui Conservation Authority
- Limestone District School Board
- SL Farmers Market, Heritage Festival Group, Native Peoples, Dr. Bell
- Legions, Churches, Lions
- North Frontenac could develop a tour through the Township, with interesting stops along the way.
- National Farmers Union
- Frontenac Stewardship Foundation
- Historical Societies (Portland, Oso, Kennebec, others)
- Lions and Legion Groups, Schools
- Blue Skies Music Festival, Limestone District School Board, LOLTA
- Possible 200 organisations in the county. How many have been contacted?
- Scouts, Battersea Pumpkin Festival organizers, Rideau Canal, Fire department
- Good communication Good advertising
- Definitely the Frontenac Stew. Foundation, which replaced the FSC which were terminated by the provincial government. Maybe a panel presentation by a rep. of lake associations, drinkable water, Lake Ontario Waterkeeper, FSFoundation,
- I think local women's institutes are amazing, the work they do as a group!
- Lions Clubs, Women's Auxiliary's, Senior Groups, 4H clubs, OFA, NFU, Conservation Authority's, Frontenac Arch, Land O Lakes Tourist Association
- Non profit groups

New Comments

- Frontenac Accessibility Advisory Committee South frontenac community services corp. Rick Mercer Show (to highlight event)
- Maybe the ambulance budget shouldn't be cut if the county is spending money on pointless celebrations.
- FCFDC Municipal Historical Societies
- /women's institute? churches? schools?
- Frontenac Stewardship Foundation.
- Frontenac community concert band
- Lions Clubs, Lodges, Legions
- FAB Frontenac Arch Biosphere Historical Societies

- Wolfe Island Plowmen's Assoc., Wolfe Island Historical Society, Frontenac District Women's Institute
- Perhaps Girls Guides and Scouts?
- Women's Institute Aboriginal Groups within our community

5. Are you interested in working on a project for the 150th Anniversary?

Answer Options	Online Responses	Offline Responses
Yes	11	8
No	18	7

- David Woodman
- A behind the scenes type jobs – Tina Toon
- Denis & Martine Chercuitte
- Would like to work with F Stewardship Foundation Board and County planners on stewardship plan for Fr. Co. Barrie Gilbert
- Mark Segsworth
- Frontenac Stewardship Council
- North Frontenac Council
- Patty Middleton
- Pat Furlong Brownlee -- in winter months
- Brian Reitzel
- Lynn Wilson
- I think it would be wise to list the projects that you need people for and let them choose which one they might like to volunteer for most.
- Anne Marie Young 613-376-3519
- John McDougall 613-374-2516
- Sharon Rodden Sharon_rodde@yahoo.ca

New Comments

- Some sort of story-telling sessions re history of the area: but I'm NOT available til next fall (Sept'14) to begin planning this. Wilma Kenny bckenny@personainternet.com
- Carol Dwrye Home 613-542-3217 Wk 613-544-6348 cdwyre@kos.net
- Carolyn Bonta, Manager - Elbow Lake Environmental Education Centre 613-353-7968 or Carolyn.Bonta@queensu.ca
- Lauren Shoniker 613-277-7017 (may change in the future) LSHONIKER@GMAIL.COM (best way to contact me)

6. Are there others you might suggest who would be interested in working on a project for the 150th Anniversary?

- Women's Institutes Wolfe Island

- All of Fr. Stew. Found. board.
- Mera Heritage Weavers, Cheesemakers
- Glen and Pat McNicholls
- Dwayne McNann
- Tracy St. John

New Comments

- Ontario Trails Alliance

7. If you have any other ideas for making the 150th celebrations a success, please share them with us here.

- Are you building a 150th email distribution/contact list?
- RCMP Musical Ride, strike a 150th Commemorative Medallion
- Create a local "time capsule" to be opened again in the next 150 years
- Sometimes when you have a convention setting you could try to set up a bus or tour of the County's celebrated sites
- Take each small settlement and highlight people from it; "ghost towns"
- Make a War Canoe available throughout the summer
- Celebrate the unusually rich environment that we all enjoy -- particularly over 400 named lakes and the rich landscapes that support them.
- Costume high tea, or picnic on the beach
- Fishing tournament; fireworks display; each district in the County have a day they sponsor and are responsible for the activities that day, and showcase the unique qualities of that district
- It may be a thought to ask local Municipalities to see if there is a group of people in their communities who might like to organize some things that they could contribute to the Committee for the celebrations. Perhaps each Municipality could produce a display of their own local, historical pictures and information as well as other interesting things that would apply.
- Please plan for a "lasting legacy"
- Central location to attract people from Kingston too

New Comments

- Hot air balloon rides. Promoted as a family event to attract a wider audience. Pony rides/air castle, etc Ensure accessibility issues are met.
- A year-round calendar of "Open House" events to showcase the various community groups and organizations in Frontenac County, and how these groups are contributing to the community -- perhaps set up "passport-style" where each time people visit an Open House, they get a stamp... and at the end of the year, passports can be submitted with prizes drawn for those who visited the most sites, all e.g., environmental / arts / business sites etc.
- Invite local residents to share stories and photos from the county and compile them into a souvenir/memory book
- Make sure rail history of Frontenac is included

- RCMP Musical Ride
- Tough county to have a group party in. Long and narrow. Maybe it should be a traveling road show rather than in one location.
- Keep the cost down by running an event that will offset the cost. Keep it local in flavour and focus.
- Shuttle services to event site from Wolfe Island Dock, Kingston Shopping Centre, Sharbot Lake and other towns along the way. This would be a green initiative and would bring to light some of the issues and rewards of a county wide transportation system.
- It would be nice to see or have an event(s) in each of the communities that make up Frontenac County. (ie not all events have to be in Kingston)
- It is important to include as much diversity into the celebrations as possible as many different nations make up our County. Encourage people to wear their traditional garbs in a parade perhaps.
- Community events are always great; ending with fireworks and cotton candy would leave huge smile with my family.
- Expand the cultural history theme to natural history and aboriginal history. The indigenous cultures often get token attention. All this will feed into planning for a healthy future of land, water and people.

Appendix B – Partnership Agreement



**150th Anniversary Celebration
Partnership Agreement**

County of Frontenac Commitment to Partners:

1. Placement of partner logo in 150th Anniversary promotional materials and at the main event.
2. Public verbal recognition of partners for their role in promoting the Anniversary Celebration at the main event
3. Provide promotional materials for partners to display or distribute
4. Review all pre-press promotional items that partners create to promote the Anniversary Celebration
5. Provide current celebration news and information via email
6. Respond swiftly to partner requests for information or clarification

Partner Commitment:

As a County of Frontenac 150th Anniversary Celebration promotional partner, I pledge to share in the County of Frontenac's 150th Anniversary planning goals and proudly commit to the following activities to assist in furthering these goals:

1. Educate residents and visitors to the best of my ability of the Frontenac County 150th Anniversary Celebration plans
2. As appropriate, encourage other County of Frontenac, business owners to sign the 150th Anniversary partnership pledge.
3. Grant the County of Frontenac the permission to include my business name on a list of participating partners on the County of Frontenac website, promotional materials, and announcements.
4. Provide my business logo (in high resolution JPEG or EPS format) to the County of Frontenac for use in promotional materials and websites that promote the County's 150th Anniversary Celebration.
5. Place the provided versions of the 150th Anniversary Celebration logo on my business website to promote the 150th Anniversary Celebration.

Name (please print) _____ Signature _____

County of Frontenac Logo Usage Guidelines

The preferred logo application of the County of Frontenac logo is full colour on a white background.

- The colour logo must appear on a white background.
- The colour logo should not be reproduced in black and white.
- Any modifications to the logo are prohibited.

Protective Space

- To ensure the greatest visual impact, leave as much clear space as possible around the logo.
- At minimum, leave an area of clear space equal to the number "5" in the word "150th".
- No other text or graphic elements should appear in this space.

Minimum Size

- Do not reproduce the logo in a format smaller than 2 inches in print

I will use the 150th Anniversary logo solely for its intended purpose of positively promoting the 150th Anniversary celebrations. I will not make any modifications to the 150th Anniversary Logo (please check box).

Please provide the following Information:

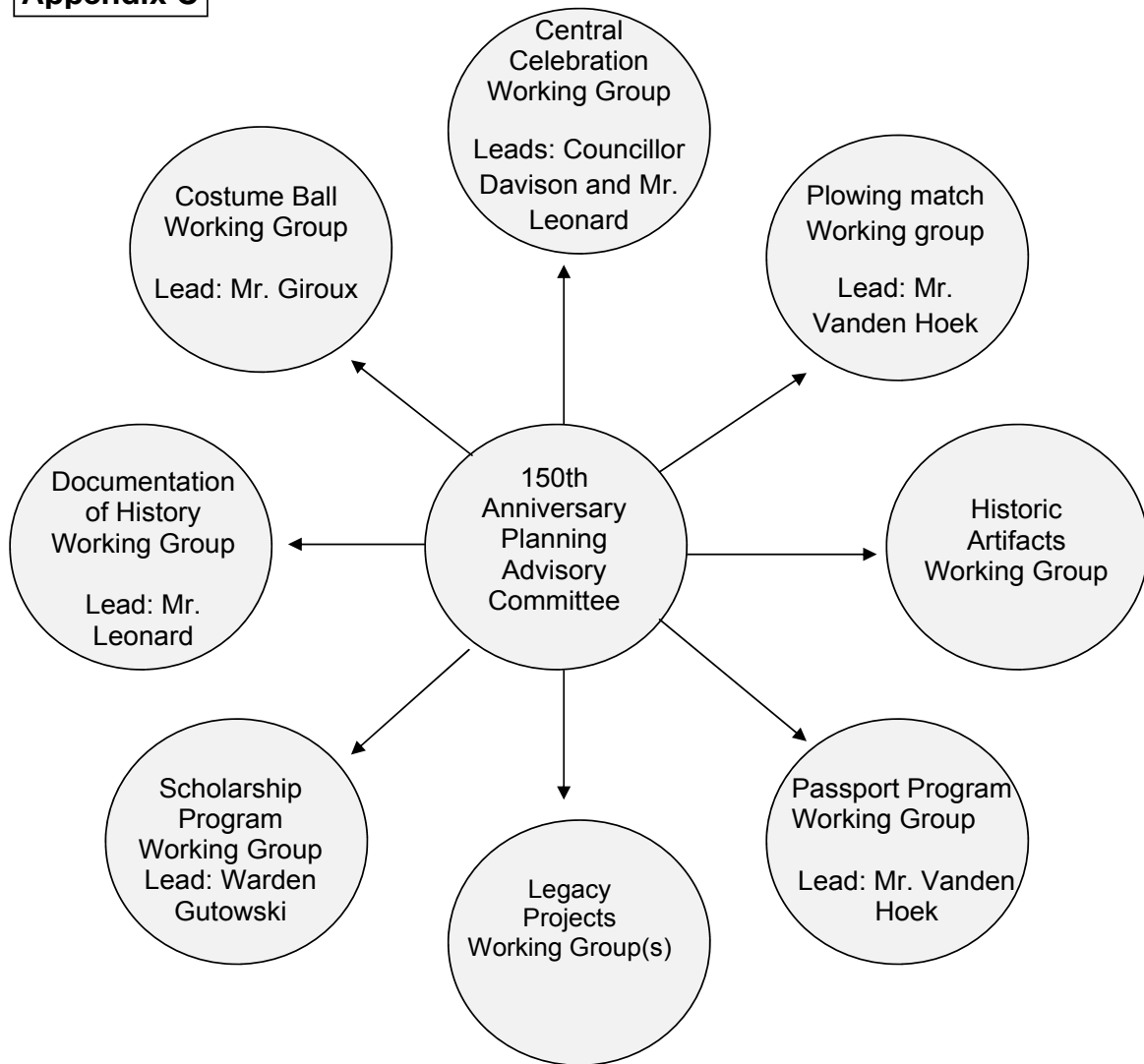
Name _____
Business Name _____
Telephone _____
Email _____

Signature

Date

Please send a high resolution copy of your logo to Kristin Mullin, Communications Officer by email kmullin@frontenacounty.ca.

Appendix C





Report 2013-196

COMMITTEE REPORT

To: Chair and Members of Frontenac County Advisory Committees

From: Jannette Amini
Deputy Clerk

Date prepared: October 24, 2013

Date of meeting: 150th Anniversary Planning Advisory Committee – October 30, 2013
Frontenac Accessibility Advisory Committee – November 18, 2013
Service Delivery and Organization Review Committee – November 20, 2013
Sustainability Advisory Committee – December 2, 2013
Trails Advisory Committee – December 5, 2013

Re: **Frontenac County Advisory Committees – Code of Conduct for Members of County Council and Committees**

Recommendation

This report is for information purposes only.

Background

In 2007, additions to Part VI of the *Municipal Act*, 2001 created a mandatory requirement for municipalities to adopt an accountability and transparency policy. Part VI provides that Council shall adopt and maintain a policy with respect to:

The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

Part V.1 of the *Municipal Act*, 2001, as amended by Bill 130, also creates new options for municipalities regarding accountability and transparency. The changes provided the authority, but not the requirement, for County Council to establish a Code of Conduct for County Council and its advisory committees.

Sustainability Implications

Good governance is critical to the sustainability of a community. As stated in *Directions for Our Future* government decision-making processes are clear, transparent, forward thinking and focused on the longer term.

Financial Implications

There are no direct financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

All members of Frontenac County Advisory Committees.

Attachments

Appendix A – Code of Conduct for County Council and Members of Committees

Appendix A



**County of Frontenac
Code of Conduct for Members of County Council and Committees
Approved by County Council October 16, 2013**

1.0 Statement of Intent

To guide those who are covered by this Code in their day to day responsibilities on behalf of the citizens of the County of Frontenac

2.0 Application

2.1 This Code of Conduct applies to all Members of Council, being the Warden and each Councillor. It also applies to all members of the public appointed to committees by Council.

Addendum A forms part of the Code of Conduct as it relates to Fairmount Home as per the LHIN L-SAA Agreement and applies to Members of Council only.

2.2 As Council Chair and Committee of the Whole Chair, the Warden and the Chair of the Committee of the Whole have additional responsibilities and, accordingly, must:

- i. uphold and promote the purposes of the municipality;
- ii. promote public involvement in the municipality's activities;
- iii. act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- iv. participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents
- v. To represent and support the Council, declaring its will and implicitly obeying its decisions in all things.

The principles set out in this Code of Conduct apply to the distinct role of the Warden as the context requires.

2.3 All Members of Council and members of the public appointed to a County committee are expected to follow this Code, the Council Procedural Bylaw and other sources of applicable procedural law. They are also subject to other sources of law such as:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- The Criminal Code of Canada

3.0 Responsibilities of Council, the Warden and Councillors

3.1 Council as a whole has the authority to approve budget, policy or processes, including the structures and procedures for committees. Authority to act on behalf of Council, including through a committee, can only be delegated by Council or through law.

- 3.2 Council is responsible for and dedicated to providing good and effective government for the public in an open, accountable and transparent manner.
- 3.3 A fiduciary relationship exists between the Council and inhabitants of the municipality.
- 3.4 Members of Council:
 - i. when appointed to committees and other bodies as part of their duties must make every effort to participate actively in these bodies with good faith and care,
 - ii. must uphold the law and conduct themselves with the highest degree of ethical behaviour and integrity,
 - iii. must avoid conflict of interest,
 - iv. must seek to advance the public interest with honesty and treat members of the public with dignity, understanding and respect, and
 - v. may not make statements known to be false or make a statement with the intent to mislead Council or the public.

4.0 Members of Council and the Role of Staff

- 4.1 Mutual respect and cooperation are required to achieve the Council's corporate goals and implement the Council's strategies through the work of staff. The role of Council is to lead through setting policy and budget. It is not to manage or administer.
- 4.2 Staff members serve Council and work for the municipal corporation under the direction of the chief administrative officer. Council directs staff through its decisions as recorded in the minutes and resolutions of Council. Members of Council have no individual capacity to direct members of staff to carry out particular functions.
- 4.3 Inquiries of staff from Members of Council should be directed to the chief administrative officer or the appropriate senior staff as directed by the chief administrative officer.
- 4.4 Members of Council must respect that:
 - i. staff provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations. They must not willfully injure the reputation, impugn the integrity or question the capabilities or performance of staff in a manner that is inappropriate.
 - ii. staff undertake their duties based on political neutrality without undue influence. Members may not invite or pressure any member of staff to engage in partisan political activities.

5.0 County Assets and Gifts

- 5.1 Definitions:

- a) “benefit” means anything (other than a gift) given that confers an advantage, including but not limited to discounted or free services including food or beverages for immediate consumption, activities or event tickets, unless payment in any form, including the exchange of goods or services, of equal or greater value is received by the individual or entity giving the benefit;
- b) “gift” means any real or personal property given, including but not limited to art work, clothing, money, gift certificates or gift cards that exceeds \$50, unless payment in any form, including the exchange of goods or services, of equal or greater value is received by the individual or entity giving the gift;
- c) “token value” means and gift received whose value does not exceed \$100.

5.2 Council is the custodian of the assets of the municipality. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.

5.3 Members of Council and members of the public appointed to committees must not use municipal assets for personal convenience, for profit or to assist during an election or in relation to a nomination, except where such privileges are granted to the public or provided by law.

5.4 Members of Council and members of the public appointed to committees must not accept gifts and benefits except as provided for under law and in the course of their duties. They may accept gifts of token value only but should be aware that even these may place them in a position where their actions are open to serious question.

5.5 If a member of Council or member of the public appointed to a committee receives a gift or benefit and the value of the gift or benefit exceeds \$100, or if the total value received from anyone source during the course of a calendar year exceeds \$100, the member of County Council shall within 30 days of receipt of the gift or benefit or of reaching the annual limit, file a disclosure statement with the CAO/Clerk. The disclosure statement must indicate:

- a) the nature of the gift or benefit;
- b) its source and date of receipt;
- c) the circumstances under which it was given or received.

Any disclosure statement made under this subsection will be a matter of public record.

6.0 Confidentiality

6.1 Members of Council have a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. They

must not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or required by law.

6.2 Members of Council must not disclose, use or release information in contravention of applicable privacy law. They are only entitled to information in the possession of the municipality that is relevant to matters before the Council or a committee. Otherwise, they enjoy the same level of access rights to information as any other member of the community and must follow the same processes as any private citizen.

6.3 Members of Council must not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law.

7.0 Committees and Members of Committees

7.1 Members of the public appointed to committees are appointed at the pleasure of Council. They do not hold office as elected officials nor do they represent either Council or the committee unless mandated to do so. Members of the public appointed to committees must respect both the word and spirit of this Code as it applies to them and also as it applies to Members of Council.

7.2 Committees operate only within meetings for which proper notice has been given or as a matter duly added to an agenda.

7.3 Committee work often depends on the specific expertise of members of the public appointed to committees, including their employment or business interests. Interests relating to expertise, knowledge or acquaintance of a topic or an individual does not necessarily constitute a pecuniary interest. Such an interest should still be declared, however, for the purposes of openness.

7.4 If a pecuniary interest or an appearance of such arises in relation to any matter, members of the public appointed to a Committee must declare the pecuniary interest in a matter being discussed. The member may participate in the discussion but may not vote on the matter.

7.5 Committee work is part of the public record. Committees must ensure that their recommendations are sufficiently detailed and recorded clearly so that they can be relied upon by Council or the standing committee acting upon them.

7.6 The minutes of a committee meeting must record when any member has declared an interest or a pecuniary interest well as the circumstances in which the member left the room, the times at which the person left and returned to the meeting.

7.7 In addition to the recording of minutes as required by section 7.6, where a member of a committee has declared a pecuniary interest, the declaration as well as the nature of the pecuniary interest must be recorded as part of the

recommendation to Council so that Council may be aware of the declaration when making its decision.

Compliance with the Code – Complaint

- 8.1 Where an alleged contravention of any provision of this Code of Conduct occurs, the following procedures will be adhered to.

- 8.2 Individuals (i.e. Municipal employees, members of the public) or organizations who believe they have identified or witnessed behaviour or an activity by a Member of Council that they believe is in contravention of the Code of Conduct for Members of Council, may wish to address the prohibited behaviour or activity themselves as follows:
 - i. advise the Member of Council that the behaviour or activity contravenes the Code of Conduct;
 - ii. encourage the Member of Council to stop the prohibited behaviour or activity;
 - iii. keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
 - iv. advise someone else (for example, another Member of Council or a senior staff member of the Municipality) about their concern, their comments to the Member of Council and the response of the Member of Council;
 - v. if applicable, confirm to the Member of Council their satisfaction with the response of the Member of Council or, if applicable, advise the Member of Council of their dissatisfaction with the response; and
 - vi. consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Appendix B, or in accordance with an applicable judicial or quasi-judicial process.

Individuals and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behaviour or activity that they believe to be prohibited by the Code of Conduct. However, it is not a precondition or a prerequisite that they pursue the informal complaint procedure prior to pursuing the formal complaint procedure in 8.2.

9.0 Formal Complaint Procedure - Integrity Commissioner

- 9.1 A Municipal staff or member of the public, who has reasonable and probable grounds to believe that a member of Council has contravened the Code of Conduct for Members of Council, may request that the matter or complaint be reviewed.

- 9.2 The complaint shall be in writing and shall be signed by the complainant(s).

- 9.3 A complaint shall set out the grounds for the belief and the contravention alleged and include a supporting affidavit that sets out the evidence in support of the complaint.

For example, facts should include the name of the alleged violator, the provision allegedly contravened, facts constituting the alleged contravention, the names and contact information of witnesses, and contact information respecting the complainant during normal business hours.

10.0 Initial Classification by Integrity Commissioner

- 10.1 The complaint shall be filed with the Chief Administrative Officer/Clerk who shall forward the matter to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code of Conduct and not covered by other legislation or other Council policies.
- 10.2 If the complaint does not include a supporting affidavit, the Integrity Commissioner may defer the classification until an affidavit is received.
- 10.3 If the complaint, including any supporting affidavit, is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Integrity Commissioner shall advise the complainant in writing as follows:
- i. if the complaint on its face is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the Ontario Provincial Police or other appropriate law enforcement agency;
 - ii. if the complaint on its face is with respect to non-compliance with the Municipal Conflict of Interest Act, the complainant shall be advised to review the matter with the complainant's own legal counsel;
 - iii. if the complaint on its face is with respect to non-compliance with the Municipal Freedom of Information and Protection of Privacy Act, the complainant shall be advised that the matter will be referred to the Privacy Commissioner for review;
 - iv. if the complaint on its face is with respect to non-compliance with a more specific Council policy with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure; and
 - v. in other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner considers appropriate.

11.0 Integrity Commissioner Investigation

- 11.1 If a complaint has been classified as being within the Integrity Commissioner's jurisdiction, the Commissioner shall investigate and may attempt to settle the complaint.
- 11.2 The Integrity Commissioner will proceed as follows:

- i. serve the complaint and supporting material upon the member whose conduct is in question with a request that a written response to the allegation be filed within ten days; and
- ii. serve a copy of the response provided upon the complainant with a request for a written reply within ten days.

11.3 If necessary, after reviewing the written materials, the Integrity Commissioner may speak to anyone relevant to the complaint, examine any other documents relevant to the complaint and may enter any County office relevant to the complaint for the purposes of investigation and settlement.

11.4 The Integrity Commissioner may make interim reports to Council as required to address any instances of interference, obstruction or retaliation encountered during the investigation.

11.5 The Integrity Commissioner shall submit a final report on the complaint to Council, no later than 90 days after the making of the complaint, outlining the findings, the terms of any settlement, or recommended corrective action.

11.6 Any recommended corrective action must be permitted in law and shall be designed to ensure that the inappropriate behaviour or activity does not continue.

12.0 Refusal to conduct inquiry

12.1 If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, the Integrity Commissioner shall not conduct an inquiry and shall state the reasons for not doing so in the report.

12.2 If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and shall recommend that no penalty be imposed.

13.0 Reporting

13.1 The Integrity Commissioner shall file a copy of the final report with Chief Administrative Officer who will then provide a copy of the report to the complainant and the Member of Council whose conduct is concerned.

13.2 The Chief Administrative Officer shall process the report to the next meeting of Council.

13.3 Council shall consider and respond to the report within 90 days after the day the report is laid before it.

13.4 The Integrity Commissioner shall report annually to Council on complaints affecting the Council of the County of Frontenac, filed with the Integrity Commissioner.

14.0 Municipal Support for Members of Council

14.1 In the case of a Formal Complaint, the municipality will provide up to \$1,000 to the Council member to obtain professional advice or assistance. Reimbursement will be made upon provision of original invoices marked paid in full to the Chief Administrative Officer, and processed through regular accounts payable procedures.

15.0 Non-Compliance

15.1 The following enforcement measures may be instituted by County Council and applied to any member of Council under Section 223.4(5) of the *Municipal Act* if the Integrity Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

- i. a reprimand;
- ii. suspension of the remuneration paid to the member in respect of his or her services as a member of Council or the local board, as the case may be, for a period of up to ninety (90) days, and/or
- iii. censure including removal from appointment to an Advisory Committee of Council.

Signature

The undersigned hereby acknowledges that they have read, understood and accept this Code of Conduct.

Signature of Member

Date

Printed Name of Member

Addendum A – Fairmount Home

1.0 **Background**

In 2013, the LHIN L-SAA Agreement executed following Council's direction at the regular Council meeting in April requires a code of conduct to be in place covering Fairmount's directors. Council is, under the Long Term Care Act, the board of directors for Fairmount. The provisions set out in LHIN L-SAA Agreements were proclaimed and came into force on January 1, 2008 and while Council is sitting as the Board of Management for Fairmount Home, it must confine to these rules:

2.0 **Definitions**

“Board” means in respect of an HSP that is:

- (i) A corporation, the board of directors;
- (ii) A First Nation, the band council;
- (iii) A municipality, the committee of management;
- (iv) A board of management established by one or more municipalities or by one or more First Nations' band councils, the members of the board of management;
- (v) A partnership, the partners;
- (vi) A sole proprietorship, the sole proprietor.

“Conflict of Interest” in respect of an HSP, includes any situation or circumstance where: in relation to the performance of its obligations under the LHIN L-SAA agreement:

- (i) The HSP;
- (ii) A member of the HSP's Board, or
- (iii) Any person employed by the HSP who has the capacity to influence the HSP's decision,

has other commitments, relationships or financial interest that:

- (iv) Could or could be seen to interfere with the HSP's objective, unbiased and impartial exercise of its judgement; or
- (v) Could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the LHIN L-SAA Agreement.

“HSP's Personnel” is defined as the controlling shareholders (if any), directors, officers, employees, agents, volunteers and other representatives of the HSP. In addition to the foregoing HSP's Personnel shall include the contractors and subcontractors and their respective shareholders, directors, officers, employees, agents, volunteers or other representatives.

3.0 Conflict of Interest

The HSP will use the Funding, provide the Services and otherwise fulfil its obligations under the LHIN L-SAA Agreement without an actual, potential or perceived Conflict of Interest. The HSP will disclose to the LHIN without delay any situation that a reasonable person would interpret as an actual, potential or perceived Conflict of Interest and comply with any requirements prescribed by the LHIN to resolve any Conflict of Interest.

4.0 Confidential Information

Members of County Council will treat confidential information as confidential and will not disclose confidential information except with the consent of the disclosing party or as permitted or required under FIPPA, the Municipal Freedom of Information and Protection of Privacy Act, the Act, court order, subpoena or other applicable law.

Signature

The undersigned hereby acknowledges that they have read, understood and accept this Code of Conduct.

Signature of Member

Date

Printed Name of Member

Appendix A – Integrity Commissioner

Duties of the Integrity Commissioner

1.0 The Integrity Commissioner shall:

- 1.1 Conduct inquiries and investigations into alleged contraventions of the Code of Conduct for Members of Council.
- 1.2 Make the decisions, including the imposition of penalties with regards to the alleged contraventions of the Code of Conduct for Council Members. Penalties may include, but are not limited to:
 - i. Reprimand in Open Council (Censure)
 - ii. Suspension of office for a period of not more than 90 business days;
 - iii. Suspension of honorariums for a period of not more than 90 business days;
 - iv. Removal from committees of Council;
 - v. Any combination of the above.

A penalty imposed by the Integrity Commissioner takes effect immediately upon the receipt by Council of the report of the Integrity Commissioner regarding the alleged contravention.

- 1.3 Prepare and deliver an annual report to Council containing a summary of the activities of the office of the Integrity Commissioner during the calendar year.
- 1.4 Detailed responsibilities of the office of the Integrity Commissioner will be outlined with the appointment of the position.

2.0 The Integrity Commissioner may, at the request of Council:

- i. Prepare written materials for distribution to and use by members of Council regarding the role of the Integrity Commissioner and ethical obligations and responsibilities of members of Council under the Code of Conduct for Members of Council and any other procedures, rules or policies governing their ethical behaviour.
- ii. Prepare written materials for distribution to and use by the public to aid in their understanding of the role of Integrity Commissioner and ethical obligations and responsibilities of members of Council under the Code of Conduct for Members of Council and any other procedures, rules or policies governing their ethical behaviour.
- iii. Deliver an oral presentation to members of Council regarding their ethical obligations and responsibilities of members of Council and any other procedures, rules or policies governing their ethical behaviour.
- iv. Provide advice and recommendations to Council regarding amendments to the Code of Conduct for Members of Council and in respect of any other procedures, rules or policies governing their ethical behaviour.

3.0 Procedure to Submit a Complaint to the Integrity Commissioner

- i. Council members, employees or members of the public may submit complaints to the Integrity Commissioner relating to compliance with the Code of Conduct for Members of Council.
- ii. All complaints will be treated as confidential at all times.
- iii. Complaints shall be submitted on the established Complaint Request Review Form, attached hereto. The Complaint Review Request Form is also available on the County website or from the Clerk's office.
- iv. All complaints must contain the following information:
 - a. Name of Municipality;
 - b. Complainant's name, mailing address, telephone number and e-mail address (if applicable);
 - c. Nature and background of the complaint;
 - d. Any activities undertaken (if any) to resolve the concern;
 - e. Any other relevant information;
 - f. Original Signature; and a
 - g. Cheque in the amount of \$125.00 made payable to the County of Frontenac.
- v. The Complaint Review Request form, accompanied by the prescribed fee, shall be dated and submitted to the Clerk by mail or personal delivery.
- vi. Upon receipt of a complete Complaint Review Request the Clerk shall prepare a package to be forwarded to the Integrity Commissioner that will include the following:
 - a. The Complaint Review Request Form;
 - b. A certified true copy of the Code of Conduct for Members of Council; and
 - c. Any and all such other information or documentation supplied by the complainant that is deemed relevant.
- vii. The information package referred to above shall be forwarded to the Integrity Commissioner in hard copy format by courier or regular mail, whichever is deemed appropriate.

Appendix B – Code of Conduct Complaint Form

County of Frontenac
 Integrity Commissioner Complaint Review Request Form
 Section 223 – *Municipal Act, 2001, as amended*

COMPLAINANT NAME				
ADDRESS				
TELEPHONE	HOME		WORK	
E-MAIL				

PLEASE NOTE: PERSONAL INFORMATION IS COLLECTED UNDER THE AUTHORITY OF SECTION 239 OF THE *MUNICIPAL ACT* AND WILL BE USED BY THE INTEGRITY INVESTIGATOR TO CARRY OUT AN INVESTIGATION UNDER THE ACT.

BACKGROUND	This should provide as much information as is required to explain the nature and background of the particular occurrence. (i.e.) timing, contact and explanation. Please attach applicable documents. Attach additional sheets as needed.

ACTION	Activities that the complainant has undertaken to resolve the matter; if applicable. Attach additional sheets as needed.

SUMMARY / COMMENTS
Attach additional sheets as needed.

Date

Signature of Complainant

Code of Conduct
 Council and Committee Members
 Approved by County Council October 16, 2013