



**SUSTAINABILITY ADVISORY COMMITTEE
AGENDA**

Date and Time Monday, June 3, 2013 at 10:00 a.m.

Place County of Frontenac Administrative Boardroom 2069 Battersea Road, Glenburnie

Members:

Geoff Sandiford, Chair

Don Ross, Community Member

Ron Hipfner, Vice Chair

Denis Doyle, County Councillor

John McDougall, County Councillor

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1. Call to order
2. Adoption of the agenda
3. Disclosure of pecuniary interest and general nature thereof
4. Adoption of minutes
 - Minutes of Meeting held April 3, 2013.
5. Deputations and/or presentations
6. Reports/Topics for Discussion
 - 2013-103
Sustainability Advisory Committee – 2013 Work Plan Update
 - 2013-104
Support to Small Scale Community Sustainability Initiatives (SSS SCI)
7. Other business
8. Next meeting date
9. Adjournment

2-7

8-20

21-45



**Minutes of the Sustainability Advisory Committee Meeting
April 3, 2013**

A meeting of the Sustainability Advisory Committee (SAC) was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, April 3, 2013 at 1:30 PM

In attendance:

- Geoff Sandiford, Chair
- Ron Hipfner, Vice Chair
- John McDougall, County Councillor
- Denis Doyle, County Councillor
- Don Ross, Community Member
- Warden Janet Gutowski, Ex-Officio

Staff:

- Elizabeth Savill, CAO/Clerk
- Alison Vandervelde, Communications Officer
- Jannette Amini, Deputy Clerk, Recording Secretary
- Kieran Williams, Municipal Intern
- Anne Marie Young, Manager of Economic Sustainability
- Peter Young, Community Planner

1. Call to order

Mr. Sandiford, Chair, called the meeting to order at 1:32 p.m.

2. Adoption of the agenda

Moved By: Mr. Hipfner
Seconded By: Councillor McDougall

THAT the agenda for the April 3, 2013 Sustainability Advisory Committee be adopted.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

The Chair requested the Recording Secretary to make note in the minutes that no members of the committee declared any disclosures of pecuniary interest.

4. Deputations and/or presentations

Ms. Rachele Hardesty, General Manager, Land O' Lakes Tourist Association addressed the Sustainability Advisory Committee regarding recent and upcoming activities of the Land O' Lakes Tourist Association. She distributed a copy of the 2012 highlights and provided an overview on same. A copy of the presentation is attached to the minutes.

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Received by County Council April 17, 2013

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When asked what the largest gap is with respect to servicing new visitors, Ms. Hardesty advised that this would be in the area of expansion. She is hoping to receive additional funding in order to focus on workshops; however additional boat rentals and resources for businesses are needed in order to help businesses expand. There is also a lack of year round accommodations which makes it difficult to promote the area all year and local business cannot afford to winterize existing cottages. It was suggested that the Land O' Lakes Tourist Association approach W.A. Robinson Asset Management Limited for potential loans which Ms. Hardesty will take back to the Board.

With respect to the County of Frontenac, the Loughborough Lake, Kashwakamak Lake and Desert Lake are very popular with tourists as well as a few smaller lakes in the north that provide excellent fishing. It was noted that the majority of activity takes place south of Highway 7 and they would like to see more activity in the north. Accommodations are also an issue and concerns were expressed that existing "mom and pop" run cottages are being sold and turned into private development. Ms. Hardesty noted that the Land O' Lakes Tourist Association is trying to encourage homeowners to start opening bed and breakfast operations as an option and welcomed any additional suggestions the Committee might have. One issue that was noted is that many of the smaller businesses cannot absorb the cost of new regulations imposed by the Province.

5. Adoption of Minutes

Moved By: Councillor Doyle
Seconded By: Warden Gutowski

THAT the minutes of the Sustainability Advisory Committee meeting held February 6, 2013 be adopted.

CARRIED

6. Business arising from the minutes

7. Communications

**i. Property-Assessed Payments for Energy Retrofits
PAPER Report Update**

Councillor Doyle provided the Committee with a report from the SWITCH Green Profit Conference that he recently attended and provided an overview on same. He did have the opportunity at the conference to speak with City of Kingston Mayor Mark Gerretsen who felt that this was something that his staff at the City could get involved with. Mr. Young will follow up. Councillor Doyle noted that the County is the only county involved in the PAPER project and the City would like to partner with it. He also had the opportunity to speak with M.P.P. John Gerretsen and update him on this project. The County information booth at the conference received a lot of positive feedback and he personally thanked Mr. Young for all of his work on this project. The CHEERIO group has now taken over the PAPER project and he feels that the County will have an active role in this as it will bring a rural perspective as all other participants are from larger cities.

The Committee was informed the Energy Retrofit Program is structured along the same lines as local improvement charges projects where residents are able to secure a long term low cost loan that is paid back through municipal property taxes. A source of loan funds is required

either from another level of government, financial institutions or internal resources. The County does have reserve funds that could potentially be used for this; however if this program proves successful it could require a significant allocation to meet demand. Councillor Doyle advised that the funding issue is being discussed by the CHEERIO group but no decisions have yet been made; however he suspects a subcommittee will be formed to look at this issue.

Mr. Young provided an overview of the program indicating it is administered like the local improvement charges where loans are repaid through municipal tax levies. The CHEERIO group is trying to develop a pilot project by reviewing case studies and lessons learned. This review will take into consideration:

- the target audience,
- building type and age (residential/commercial); however he feels the pilot will be for single family residential homes although Toronto is also looking at industrial,
- municipal funding (taxation that is set aside or reserves) or external (financial institutions) as this can be administered through the municipality or an external organization,
- municipal resources to assess applications,
- interest rates based on risks as the eligibility criteria needs to be a balance between risk and ease of submitting an application, and
- other programs that may currently be available to homeowners such as energy retrofits through local PUCs, utility companies etc.

Municipalities can also look at using contractors as a marketing tool. This is a three month project and he suspects that more information will be available sometime in April.

The Committee talked about other potential partners the County could get involved with such as AMO or the EOWC.

Moved By: Mr. Hipfner
Seconded By: Councillor Doyle

THAT the Council of the County of Frontenac authorize staff to enter into discussions with the City of Kingston and other partners such as AMO and the EOWC on a possible collaboration for a PAPER Program and to report back to the Sustainability Advisory Committee on possible further steps.

CARRIED

ii. **Correspondence received from the Town of Halton Hills
"Caught You Green Handed" - Recognizing employees who act sustainably in the workplace**

Moved By: Councillor Doyle
Seconded By: Warden Gutowski

THAT Council authorize staff to investigate ways in which a recognition program for employees who act sustainably in the workplace might be implemented at the County of Frontenac, including any associated costs;

AND FURTHER THAT a copy of the correspondence from the Town of Halton Hills on recognizing employees who act sustainably in the workplace be forwarded to the Townships and included in the County newsletter.

CARRIED

8. Reports/Topics for Discussion

**i. 2013-060
Solar Power Production – April 2013 Update**

Moved By: Mr. Hipfner
Seconded By: Councillor Doyle

THAT the Sustainability Advisory Committee receive this Sustainability – April 2013 Solar Power Production Update report for information only.

CARRIED

Warden Gutowski noted that concerns have been expressed to her that the Sydenham solar panels are not working properly. Mr. Young advised that staff is looking into this.

It was questioned if this type of report should be going to County Council and it was agreed that the revenues earned information be provided to County Council through the Quarterly Financial Reports.

**ii. 2013-061
Sustainability Advisory Committee – 2013 Work Plan Update**

Moved By: Mr. Doyle
Seconded By: Mr. McDougall

THAT the Sustainability Advisory Committee receives this 2013 Work Plan Update report for information only.

CARRIED

It was suggested that the Big Sandy Bay Stewardship Committee be added under Partnership Opportunities.

Mr. Ross and Mr. Sandiford were thanked by the Council members for their presentations to the Township Councils of South and Central Frontenac. Mr. Sandiford overviewed for the Committee the presentations that were made. Warden Gutowski noted that there were no negative comments by the Council of Central Frontenac and felt the presentation was very well made. The presentation to North Frontenac will take place next Monday (April 8th) and Frontenac Islands will be made on May 13th.

The Committee suggested that the following topics be added to the survey:

- lake management plans
- alternatives to septic systems
- community development and encouraging volunteerism
- energy retrofits

Moved By: Mr. Ross
Seconded By: Councillor McDougall

THAT Frontenac County Council authorize the Sustainability Advisory Committee to hold the Annual Integrated Sustainability Planning Celebration Breakfast on May 24, 2013 at an approximate cost of \$1,000.

CARRIED

Committee discussed a possible awards program around sustainability and questioned if such an award could make some feel excluded, noting that the Community Partnership provides more of an inclusive program. The Committee made no further indication to staff to pursue a Sustainability Award.

Ms. Vanderveelde advised the Committee on discussions that she has had with two individuals around encouraging volunteers which centered on improving awareness around volunteer opportunities. What was noted to her in those conversations was that there needs to be a clear statement of duties for volunteer positions, cross promotion of events, training as the difficulty is more in finding volunteers to organize events as opposed to finding volunteers to come for the day to volunteer at the event, mentorship programs, recognition (especially youth and high school students who are required to do 40 hours of volunteer work), and family opportunities to volunteer. The Committee suggested that Ms. Vanderveelde also speak with South Frontenac Community Services, the Northern Adult Learning Centre, the United Way and the Girl Guides who all have an excellent track record of volunteers.

It was noted that the issue around the lack of volunteers was raised originally as a result of the Committee's desire to encourage employers to allow employees time off work to volunteer. It was acknowledged that the limited total number of and lack of any large employers challenge this concept. As well, many of those who live in the County work in the City which in turn raised the question of whether Kingston employers would support this.

iii. **2013-074**
Community Improvement Plans – Future Directions

Moved By: Mr. Hipfner
Seconded By: Councillor McDougall

RESOLVED THAT the Sustainability Advisory Committee receive the Sustainability – Community Improvement Plan – Future Directions report and the attached report.

CARRIED

As part of the next steps, Councillor McDougall would like to see broader topics included in the CIPs such as accessibility or seniors housing.

The Committee discussed the positive aspects that have come from Community Improvement Plans. Councillor McDougall noted that the Township of South Frontenac is working with the Frontenac Community Futures Development Corporation to create streetscape renderings and produce custom renderings for businesses applying for the façade improvement programs.

9. Other business

10. Next meeting date

The next regular meeting of the Sustainability Advisory Committee is scheduled for Wednesday, June 5, 2013 at 1:30 p.m.

11. Adjournment

The meeting adjourned at 3:33 p.m.



Report 2013-103

COMMITTEE REPORT

To: Chair and Members of the Sustainability Advisory Committee
From: Elizabeth Savill
CAO
Prepared by: Alison Vandervelde
Communications Officer
Date prepared: May 27, 2013
Date of meeting: June 3, 2013

Re: **Sustainability Advisory Committee – 2013 Work Plan Update**

Committee Recommendation

THAT the Sustainability Advisory Committee receive this *2013 Work Plan Update* report for information only.

Background

Action has been taken on a number of 2013 work plan items. An update of progress made to date follows here.

Comment

The following are updates and discussion points relevant to the 2013 work plan.

- 1. Maintain expertise in sustainability to ensure valuable advice can be offered to Council as required (strategically support webinars, workshops and conferences) including input into the annual budgeting process**

The Manager of Economic Sustainability, Manager of Sustainability Planning, and Community Planner attended The Fundamental Elements of a Stewardship Plan Workshop, organized by the Frontenac Stewardship Foundation. Presentations were made by speakers from across North America on key elements and best practices that could be used for the foundation of a stewardship plan for Frontenac County. The Manager of Sustainability Planning and Community Planner presented on the County Official Plan and Natural Heritage Study and outlined how they would work with a potential stewardship plan. A County-wide Stewardship Plan was identified as a priority opportunity for 2013 in *Sustainable Actions 2012*.

2. Consider opportunities to further engage and educate communities including:

a. Community Sessions and Events

The survey to gather feedback on Community Information and Discussion Sessions was included in the April e-newsletter and has received 35 online responses to date. The survey was distributed at the May 24th ICSP Breakfast to the 53 community members in attendance and 25 completed surveys were returned. A summary of all results is included at the end of this report as Exhibit A.

b. Annual Breakfast

The Annual Sustainability Celebration Breakfast was held on Friday, May 24, 2013. Of the 222 people who were invited, 70 RSVP'd and 61 attended.

During the time reserved for open sharing from community members, 18 people took advantage of the opportunity to update the group on current community activities:

1. Dianne Dowling: Health Food Initiatives and KASSI
2. Howard Smith: New Leaf Link
3. David Townsend: South Frontenac Community Services
4. Dan Hendry: City of Kingston Climate Action Plan
5. Sue Leslie: Hinchinbrooke Public School Revitalization
6. Louise Dignum: Proud to be part of sustainability community
7. Wilma Kenney: KFPL
8. Anne Marie Young: Small Scale Community Sustainability Initiatives Funding
9. Ron Vandewal: Desire for proof (i.e., photos, statistics) of project success
10. Gord Rodgers: Stewardship Council
11. Pat Furlong-Brownlee: Support for young farmers
12. Betty Hunter: Dark Skies initiative and North Frontenac Community Profile
13. Janet Gutowski: WIFI at Oso Beach
14. John Williamson: Frontenac Federation of Agriculture, SWITCH and Source Water
15. Mike Sewell: Apprenticeships for youth, outstanding video/animation students
16. Don Ross: Frontenac Arch Biosphere
17. Rachele Hardesty: Hook 'Em, Hook 'Em Big Fishing Tournament
18. Gray Merriam: Lake Stewardship

A Satisfaction Survey will be sent out by May 31st. Ms. Vandervelde will provide a verbal report at the June 3rd meeting, and a complete summary will be brought forward at the August SAC meeting.

c. Partnership Opportunities

Community Partnership Agreements were formalized with the following organizations; plaques recognizing these partnerships were presented at the May 24th breakfast.

- Sharbot Lake Farmer's Market
- Friends of Arden
- Verona Lions Club
- Land O' Lakes Tourist Association
- Desert Lake Organic Gardens

The KFL&A Board of Health has signed a Community Partnership Agreement, which will be formally presented at the annual fall workshop. An invitation for suggestions of potential community partnerships was extended at the breakfast and any suggestions received will be brought forward to the Committee for consideration. Staff is continuing to pursue Community Partnership Agreements with the following organizations, as previously directed by the SAC:

- Limestone District School Board
- Canonto Lake Land Owners Association
- Big Sandy Bay Stewardship Committee

New Leaf Link has forwarded its Annual Report to the County. The report will be included in County Council's June agenda package for its receipt and can be viewed at that time. Staff will ensure the report is brought forward on the August SAC agenda.

d. Volunteer Encouragement Program

Further research is being conducted into potential needs and opportunities that exist. Staff will be in contact with South Frontenac Community Services, the Northern Adult Learning Centre, the United Way and the Girl Guides and bring more information back to the August SAC meeting.

e. Youth Retention and Attraction Working Group

Staff arranged a brainstorming session on April 24th to discuss youth in Frontenac County. The discussion resulted in a list of potential opportunities that could be developed to attract/retain youth in the County. Notes from the meeting are included at the end of this report as Exhibit B. The following people were present at the meeting:

- Joanne Sortberg, SF resident and returnee post-secondary, Occasional Teacher
- Eric Williams, Patchwork Gardens, FI resident
- Miguel Hahn, New Farm Project, Career Counselor at Queen's University, CF resident
- Louise Dignum, CF resident, recent returnee
- Laurie Watson, Northern Connections Adult Learning Centre, CF resident
- Elizabeth Bigelow, SL Family Health Team, CF resident and returnee post-secondary
- Joyce Bigelow, Northern Connections Adult Learning Centre employee, CF resident
- Anne Marie Young, Manager of Economic Sustainability
- Alison Vandervelde, Communications Officer

At the Sustainability Breakfast on May 24th, the topic of youth attraction and retention once again came up in discussion as a priority for our area. A few attendees approached staff to express their interest in being involved in an initiative. The Committee is asked to provide input with respect to next steps.

3. Liaise with other like-minded groups to gain insights and share expertise

• CHEERIO Advisory Group

More information was expected in mid-April but has not been released at this point. Staff will bring an update to the August SAC meeting if more information is available.

4. Stimulate relationships and synergies with the Townships by presenting at Council meetings and through other meeting opportunities

Chair Geoff Sandiford and Committee Member Don Ross have presented highlights of the FCM Conference to the councils of South Frontenac, Central Frontenac and North Frontenac Township Councils as approved by the Committee. They will present to Frontenac Islands Township on June 10th.

5. Assist with the preparations for the Annual Workshop

The Annual Workshop will be hosted in the fall – staff suggests Friday, September 20th. To ensure the workshop is productive, staff appreciates suggestions the Committee can offer regarding goals for the workshop.

6. Contribute to the development and presentation of the annual *Sustainable Actions* report to Council

Staff will begin drafting *Sustainable Actions 2013* in the fall, following the annual workshop.

7. Comment on the draft Communications Plan being developed for Council’s approval in 2013

A Communications Plan is being developed. The Executive Summary is included at the end of this report as Exhibit C.

• Updated Statistics on Current Communications Initiatives:

Facebook

- 54 Likes (up from 51 at April Meeting)
- 1 person “talking about” the page
- Weekly Total Reach: As high as 170 in the week of May 9-15.

Twitter

- Following 122 (up from 119 at April Meeting)
- 399 Followers (up from 347 at April Meeting)
- 152 Tweets (In total)

E-Newsletter

Date Sent	Email Name	Sent	Bounces	Opt-outs	Opens	Clicks	Forwards
03/28/2013	March 2013	624	22	3	271	41	0
04/22/2013	April 2013	625	19	1	262	67	0
04/26/2013	ICSP Breakfast Invitation	222	20	0	89	10	0

Financial Implications

None.

Exhibit A

**Sustainability Advisory Committee
Community Speaker Series Survey**



The County of Frontenac's Sustainability Advisory Committee (SAC) is looking for ways to engage with you, the residents of the Frontenacs on subjects that matter to you. The committee has suggested that regular gatherings to learn about and discuss topics that impact the sustainability of our life in this region would offer valuable opportunities for making progress.

Please take a few minutes now to answer the following six questions and help us determine what shape these gatherings might take.

1. Topics. Effective learning and discussion only occur when the audience is interested in the topic. Please tell us how interested you would be in the following subjects.

	Very Interested	Somewhat Interested	Not at all Interested
Seed Banks & Heritage Foods	13	25	13
Eating Locally in the Winter	19	27	6
Wild Law	8	18	17
Car Share Programs	10	18	21
Solar Hot Water Heaters & Your Home	25	26	5
Local Medicinal Plants	18	21	12
A history of Local Hunting and Trapping	9	13	25
The Frontenac Arch Biosphere	18	19	12
Greening for Local Businesses	17	23	11
Movie Nights - Environmentally Conscience Movies	11	18	21
Mining	6	18	23
Healthy Homes (cleaning products, building materials, etc)	17	33	4
Local Recreational Opportunities	22	28	5
Lake Management Plans	21	17	11
Septic System Alternatives	30	17	7
Community Development	37	14	4
Encouraging Volunteerism	18	27	7
Energy Retrofits	28	24	2

2. What else? If you have other sustainability topics you would be interested in learning more about or discussing with your neighbours, please share them with us here.

- Senior Housing; Homelessness; Police report on drugs grown in Frontenac County; Report on beavers
- "Living by water" sustainably



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- FGT money more available for eco-tourism projects
- Seniors apartment complexes in Central Frontenac
- Think outside the box. Have a look at Frontenac County 50 years from now – what change we anticipate and how we plan for it.
- Dar Skies; Protecting our existing natural environment; Responsible growth
- Apprenticeship as youth retention strategy
- Entrepreneurship; Keeping the complete value chain in the Frontenacs; Helping centralize (marketing knowledge of local guilds) i.e., Seed to Sausage, beekeeping, pottery
- Plastics & Health
- Sustaining local community vitality; Ensuring the concept of support for local goes beyond food to community in the face of the trend to centralize most community services (i.e., education, libraries).
- Sustainability for people – keeping the young and old vibrant and living in our community.
- What are volunteer groups of the County?
- Encouraging Volunteerism... there are retired people who have paying jobs for “something to do” – they don’t need the money, but we have unemployment. If these retirees had meaningful volunteer work available, perhaps paying jobs would open up for those who need the jobs. Some of these people are retired teachers who are taking low paying/unskilled jobs. I’m sure they would be happier with challenging volunteer work. So many people think volunteer work is at a hospital or nursing home. There are lots of other volunteer opportunities.
- Land and Water Stewardship
- Solar Space Heating for residential use.
- The adverse affects of Line 9 from Enbridge; The adverse affects of Industrial solar in the community; Adding new concerns to the Ministry of Environment; Threats to Drinking Water; Out-migration of youth in the county; Putting the Hospitality to work in Tourism
- These sound like great starters!
- House hold energy management; heating and air conditioning; KES energy management
- Conservation measures; hiring the right contractor; available grants for home owners; the value of supporting local businesses
- Property Standards throughout the County; Young Family engagement in community development; Recreation activities in rural communities for teens
- Preservation of County history and historical sites/assets
- Keeping our lakes clean and healthy and controlling future development around and near our lakes so that environmental sustainability is not jeopardized; Maintaining and improving fish and wildlife habitats; Fair and reasonable market value property assessments for taxation purposes (current valuations from MPAC far exceed what one might expect to realize in the open market, especially for waterfront properties); Aboriginal land claims and their impact in North Frontenac.
- Planning for the future when gasoline prices raise to a degree that we will not be able to travel around our County.



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- Community energy plans
- Weekly bus service between Frontenac communities & Kingston
- Encouraging people to WANT to eat locally (for sustainability of the food system), and improve access to local food.
- Supporting and promoting local small business and accessible transportation for residents in North, Central and South Frontenac Township

3. Your time is valuable. How often would you attend an informational/discussion session of this nature?

Bi-Monthly	12
Quarterly	27
Semi-Annually	14
Annually	3

4. Reinventing the wheel is not a good use of resources. If you know of a group or individual who is knowledgeable in a potential session topic, and might be interested in presenting information or leading a discussion, please share contact information here. Don't forget to indicate their subject area of interest.

- Gray Merriam – Landscape Ecology; Resilience Planning
- Mike Proctor – Hunting History; Rec Committee Chairs – Local Recreation & NRYP; Joyce Bigelow – Encouraging Volunteerism
- Dan Hendry – Sustainability; Sustainable initiatives re: LDSB
- Ross Elliott – Energy Auditor (Housing)
- Eco-Perth – Home Energy Retrofits; SWITCH – Energy issues
- Gord Rodgers – Lake Stewardship Planning
- Mike Sewell – Out-migration of Youth; Drinking water threats; Industrial Solar; Hospitality
- Keith Didychuk (KES Energy Management) – Heating, Air Conditioning, Ventilation, Energy Conservation, Energy Management Solutions, Energy Auditing, Incentives available. KES is able to provide the energy costs for the different heating sources.
- Matt Mertins – Registered Professional Forester
- Professor Brian Osborne – County history
- Steve Lapp – Decreasing energy use; Alternate power sources
- Dianne Dowling, National Farmer's Union and Kim Perry, Local Family Farms – Local Food System

5. If you have any other comments or suggestions regarding this initiative, please share them with us here.

- Great event – great food.
- More discussion on recycling – hazardous waste and less dependency on landfills and easier options
- Ensure sessions are held throughout the County



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- Remain aware of the huge range of “sustainability” issues: climate change, health (obesity / active lifestyle), income distribution, local food, community land ownership, social housing, etc.
- The Stewardship Foundation has a seminar series where we might partner with the ICSP on mutually relevant topics.
- Good idea.
- Do we have a youth retention specialist in the county? Do we have a youth retention business development strategy in the county?
- It is cheaper to conserve energy than it is to produce.
- Maybe you could have given the option of monthly in you quarter bimonthly option
- I am not sure that a speaker's series is the highest priority for the County's efforts at this time.
- Frequency of meetings ties in with their location. As a seasonal resident of North Frontenac my permanent residence is not in the County. On an overall basis the ratio of permanent to seasonal residents in North Frontenac is 1:4.33. How do you engage them as they have a major impact on the environment? Possibly by biasing the timing of events into the 'cottage season'.
- Taxes for seasonal residents who own lakefront property are high and the services we receive in return are minimal. The costs of fighting harmful insect infestations (hemlock looper, tent caterpillars, ash borers, pine borers, gypsy moths etc.) and invasive species are usually met by cottage associations. Help from the municipality in controlling destructive insects and harmful species would be appreciated.
- Must be cost effective, delivered within budget and with no hidden or unsustainable future costs. We all have to live within our means, not just inventing projects to spend money. NEED is what is important.



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Exhibit B



April 24, 2013

Youth Attraction and Retention in Frontenac County

In attendance:

- **Joanne Sortberg**, SF resident and returnee post-secondary, Occasional Teacher
- **Eric Williams**, Patchwork Gardens, FI resident
- **Miguel Hahn**, New Farm Project, Career Counselor at Queen's University, CF resident
- **Louise Dignum**, CF resident, recent returnee
- **Laurie Watson**, Northern Connections Adult Learning Centre, CF resident
- **Elizabeth Bigelow**, SL Family Health Team, CF resident and returnee post-secondary
- **Joyce Bigelow**, Northern Connections Adult Learning Centre employee, CF resident
- **Anne Marie Young**, Manager of Economic Sustainability
- **Alison Vandervelde**, Communications Officer

Defining "Youth"

The group discussed three separate age ranges that comprise the "youth" demographic:

Age range: 15-19 years

These youth haven't left yet. Their needs must be met or they will not stay/return to the area. Unfortunately, other than apprenticeships (which are limited) the County doesn't offer many job opportunities as this age range looks ahead to their future.

Age range: 19-25 years

These youth are pursuing post-secondary education. Outreach to colleges and universities in the area could help students form connections with the County. Distance education is also being offered by many post secondary institutions. More awareness and encouragement of that path could keep these youth in the area.

Age range: 25-35 years

These youth might return to raise families and for the healthy communities that the County provides. However, there is a lack of attractants for this group. If the

population of this group doesn't increase soon, in 20 years, the County will see a lack of residents in the 45-55 age range.

What does the County have to offer youth?

- Outdoor recreation opportunities
- Relatively inexpensive land prices
- Naturally beautiful area
- Many trades businesses established in North Frontenac
- Some established annual events (i.e., North Frontenac ATV Run, Blue Skies Festival, Wolfe Island Music Festival)

What does the County lack for youth?

- Not many jobs in the area; no real established industries
- The vast size of the County could make for a long commute
- No public transportation options
- Entertainment, night life
- Organized recreational/social opportunities – leads to feelings of isolation

Existing Programs specifically focused on youth in the County

- Programming drops off after youth reach age 18
- The New Farm Project was great for building farm capacity through a bit of funding, training programs, opportunities to meet people through workshops and dinners.
- Frontenac Community Services – for youth up to grade 9
- Farm group called CRAFT meets five times a year for training. It connects youth, and is funded internally.

Opportunities for Attracting/Retaining Youth

Through Support

- Create a supportive, engaging community for children in order to build lasting connections
- Partner with local school boards to:
 - Expose students to careers available in the area, and to role models who work in those industries through co-op placements or by bringing people into the classroom (i.e., through the mandatory Careers class)
 - Offer high school students up-to-date information on jobs available in the area, educational requirements, wages, etc.
 - Engage and listen to youth to find out what they need – would likely be most successful if done during school time
- Offer a mentorship program for youth around the post-secondary age range

- Get youth involved in local politics so they can impact the decisions made about their communities

Through Economic Development

- Find and support opportunities to change the faces of our small towns (i.e., transforming the old corner store into a restaurant, café, art gallery, etc). It's hard to move to a town if it has remained stagnant over the last 20 years
- The Hinchinbrooke School could become a social gather place for youth with laser tag, a pool hall, etc
- Leverage the local terrain to attract youth interested in extreme activities
- A festival specifically aimed at youth that would also showcase the County's assets (i.e., Grande Cache, Alberta's "Death Fest"; Havelock Jamboree; Boots & Hearts Music Festival, etc)

Through Employment

- Increase supports for starting a small business
- Encourage local farming and food production
- With increasing access to high-speed internet throughout the County, encourage working from home or virtual work opportunities
- Connect with business owners who are looking at succession planning and developing ways of including the next generation
- Build a Business Hub – a small building that offers rentable shared office space including regular office amenities... a reception area, small meeting room, photocopier, computers, high speed internet, etc. Perhaps there is an opportunity for space at the Hinchinbrooke School.

Through Marketing

- Compile a package to market the area to post-secondary students (i.e., at the Live and Work in Kingston Fair – SLC and KEDCO in February). Use the area's positives to attract youth and be specific... "get your local food / sustainability career started in the County"
- Find a way to differentiate the County from other areas... tell a story that offers an easy way for people to interpret the County. As the baby boomers age, we need to compete to attract and retain youth in order to maintain and grow our population
- Create a welcome package for youth moving into the area including information on what's happening in the area
- An online directory specifically aimed at youth – with regular email updates on services available, upcoming events, new clubs and organizations, etc.

Exhibit C



Communications: 2013-2017

Executive Summary

In the County of Frontenac, the Communications Officer operates under the direction of the CAO's Office and supports all departments in the delivery of effective communications.

Mission

Assist and guide County Council and staff in internal and external communications leading to well coordinated decisions and actions, which supports County Council's mission to deliver effective, efficient sustainable services to citizens.

Vision

A connected community of residents, stakeholders, elected officials and staff who value and strive for a high level of awareness, understanding and clear communication in everything they do, which supports County Council's vision of strong, resilient, diverse rural communities.

Strengths

- County Councillors and Advisory Committee members offer years of experience and community connections, providing a wealth of local knowledge.
- Dedicated Communications Officer is available and flexible to support the various needs of County Council, Advisory committees and staff across the organization.
- Innovative Information Services (IS) department allows the County to take advantage of new technologies as appropriate and available.
- Staff members throughout the organization are subject matter experts, in tune with departmental operations, requirements and goals.
- On-site staff offer support in a timely manner and possess valuable local knowledge.

Weaknesses

- Differing disciplines of practice lead to disconnected staff across the organization.
- Communications goals vary between departments, causing fragmented approaches and messages.
- Limited staff resources increase pressure across all departments.



- Last minute, unanticipated requests for assistance from departments weaken the communications department's ability to provide support across the organization.
- County Councillors and Advisory Committee members often have limited time as they frequently wear many hats in their dedication to their community.
- Lack of high-level direction from County Council.

Opportunities

- Improved community awareness as a result of well-informed County staff, Councillors and Committee members who champion the County and are encouraged to engage with the public.
- Improved relationships throughout the region lead to mutually beneficial opportunities (increased buying power, expanded funding opportunities, efficient use of resources).
- Improved access to highspeed internet as the EORN Broadband project launches improved service areas throughout the County

Threats

- An unengaged community can lead to an out-of-touch governing organization.
- Ineffective relationships can cause duplication of efforts and missed opportunities.

Priorities

- Public awareness of County profile, activities and services
- Public participation and engagement in County-led initiatives and projects
- Communications with near-by municipalities, community organizations, regional NGOs and other government agencies, etc.
- County-Townships communications creating an effective local government
- Internal communications among staff ensuring a coordinated, effective and efficient team
- Communications between County staff, Council and Advisory Committees
- Ensure continued compliance with all legislated requirements



Report 2013-104

ADMINISTRATIVE REPORT

To: Chair and Members of Sustainability Advisory Committee

From: Elizabeth Savill
CAO

Prepared by: Anne Marie Young
Manager of Economic Sustainability

Date prepared: May 29, 2013

Date of meeting: June 3, 2013

Re: **Sustainability – Support for Small Scale Community Sustainability Initiatives**

Recommendation

RESOLVED THAT the Sustainability Advisory Committee receive the *Sustainability – Support for Small Scale Community Sustainability Initiatives (SSS SCI) Report* for information;

AND FURTHER THAT the Sustainability Advisory Committee acknowledge that the program as it has operated over the last four years is both accountable and transparent;

AND FINALLY THAT has Sustainability Advisory Committee recommend to Council of the County of Frontenac that it approve the program, including the funding criteria and the authority of staff to make final funding decisions based solely on merit, assuring the community that the program operates solely on a merit basis free from any influence.

Background

Support for Smaller Scale Community Sustainability Initiatives (SSS CSI) is an approved project in the County's Integrated Community Sustainability Plan (ICSP) that supports building community capacity and covers all four pillars of sustainability: social, cultural, economic and environmental. It is recognized that a number of community projects contribute towards sustainability. Each year new projects emerge which build community capacity and could benefit from funding. Small contributions, under the County's SSS CSI program, are offered to support those important projects that further our sustainability goals.

Comment

County Council, at its special meeting held March 8, 2013 passed the following resolution:

Sustainability Advisory Committee – Support for Smaller Scale Community Sustainability Initiatives
June 3, 2013

Page 1 of 2



Application for Funds from Federal Gas Tax Agreement

Guidelines and Application

Purpose: To provide Federal Gas Tax funds for eligible Smaller Scale Community Sustainability Initiatives: a project included in the County of Frontenac's Integrated Community Sustainability Plan – Sustainable Actions November 2012

Mail application to:

**County of Frontenac, 2069 Battersea Road, Glenburnie ON K0H 1S0
Attention: Anne Marie Young, Manager of Economic Sustainability
OR email to: ayoung@frontenacounty.ca**

Eligible Recipients

Non profit organizations, including municipalities, municipal organizations and aboriginal organizations.

Eligible Projects

To be eligible for project funding, a project must fit into one of the following categories.

- Public transit (rapid transit; transit buses; intelligent transport system or technologies; capital investments in support of public transit; para transit; active transportation infrastructure)
- Water (drinking water supply; drinking water purification and treatment systems; drinking water distribution systems; water metering systems)
- Wastewater (wastewater systems including sanitary and combined sewer systems; separate storm water systems)
- Solid Waste (waste diversion; material recovery facilities; organics management; collection depots; waste disposal landfills; thermal treatment and landfill gas recuperation)
- Community Energy Systems (cogeneration; district heating and cooling)
- Roads and Bridges (local roads, bridges and tunnels; active transportation infrastructure that enhance sustainability outcomes)
- Capacity Building Project (projects and activities that strengthen the ability of municipalities to develop and implement integrated community sustainability plans)

Eligible Costs

Eligible costs may include only the following:

- the capital costs of acquiring, constructing, renovating or rehabilitating a tangible capital asset and any debt financing charges related thereto;
- the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset and related facilities and structures;

Application for Funds from the FGT Agreement
County of Frontenac
Updated: March 20, 2013



Application for Funds from Federal Gas Tax Agreement

Guidelines and Application

- the costs of environmental assessments, monitoring, and follow-up programs as required by the Canadian Environmental Assessment Act; or a provincial equivalent;

Costs which are not eligible

- Services or works that are normally provided by the Applicant or a related party;
- Salaries and other employment benefits of any employees of the applicant or related party.
- An applicant's overhead costs, its direct or indirect operating or administrative costs, and, more specifically, its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff;
- Costs of feasibility and planning studies for individual Eligible Projects;
- Costs of land or any interest therein, and related costs;
- Cost of leasing of equipment by the municipality
- Routine repair and maintenance costs;
- Legal fees;
- HST
- Administrative costs incurred by the municipality as a result of implementing a funding agreement, subject to 1.2; and
- Audit and evaluation costs.

Please include supplementary information with your application and return in electronic format to: ayoung@frontenacounty.ca. Any questions regarding the application process or the *Support for Smaller Scale Community Sustainability Initiatives* program may be directed to Anne Marie Young, Manager of Sustainability, 613-548-9400 ext. 330. Email: ayoung@frontenacounty.ca

If the application is approved

The County of Frontenac will prepare a letter of offer with terms and conditions. Funds will be released after completion of the invoice forms with proper invoice documentation on a monthly basis, and/or subject to hold back until applicant, after completing the project, has met all project requirements as laid out in the letter of offer and/or until a final report and budget is received.



Application for Funds from Federal Gas Tax Agreement

Guidelines and Application

PROJECT INFORMATION			
Project Title			
Project Proponent			
Mailing Address			
Contact Person			
Telephone Number			
Email Address			Facsimile #
Funding Request	\$	Total Project Cost	\$
PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR PROJECT (approximately 150 WORDS OR LESS):			

<p>If your project is a Capacity Building Project, please answer questions 1 through 3 and also 8 through 10; If your project is <u>not</u> a Capacity Building Project not please omit 1, 2, and 3 and answer 4 through 10.</p>
<p>1. Does the project foster collaboration (i.e. building partnerships and strategic alliances; participation; and consultation and outreach)?</p>
<p>Please provide details:</p> <div style="border: 1px solid black; height: 80px;"></div>
<p>2. Does the project build knowledge (i.e. use of new technology; research; and monitoring and evaluation)?</p>
<p>Please provide details:</p> <div style="border: 1px solid black; height: 80px;"></div>

Application for Funds from the FGT Agreement
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Application for Funds from Federal Gas Tax Agreement

Guidelines and Application

3. Does the project take an integrated approach (i.e. planning, policy development and implementation; environmental management systems; and life cycle assessment)?
Please provide details:
Eligible projects that are not Capacity Building Projects are considered environmentally sustainable municipal infrastructure (ESMI) projects. For your ESMI project, please answer the following questions. (4 through 7 and 8 through 10)
4. Does the project contribute to improving the quality of the environment?
Please provide details:
5. Does the project contribute to reduced greenhouse gas emissions?
Please provide details:
6. Does the project contribute to clean water?
Please provide details:
7. Does the project contribute to clean air?
Please provide details:

Application for Funds from the FGT Agreement
 County of Frontenac
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Application for Funds from Federal Gas Tax Agreement

Guidelines and Application

<p>Projects funded by the County of Frontenac must be aligned with the County ICSP. Please answer the following questions. Refer to www.directionsforourfuture for our Sustainability Plans</p>
<p>8. To what degree will this project benefit each Municipality?</p> <p>Please provide details:</p>
<p>9. Which pillars of sustainability are supported by this project? The pillars are economic, environmental, social and cultural</p> <p>Please provide details:</p>
<p>10. Which Focus Area will this project support, and does this project support the desired future state for that Focus Area?</p> <p>Please provide details:</p>



Application for Funds from Federal Gas Tax Agreement

Guidelines and Application

Project Budget

PROJECT EXPENSES (Please list)	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT EXPENSES	\$
Recipient Contribution	\$
Request to the County of Frontenac	\$

PAYMENT OF COUNTY OF FRONTENAC CONTRIBUTIONS

In order to receive payment, applications must file a claim. The claim must include a listing of all the costs incurred for the project. Copies of all invoices must accompany the claim. The approved County contribution will be released following completion of the invoice forms with proper invoice documentation on a monthly basis, and/or upon submission of the required final report and claim documentation. Applicants are required to maintain proper books and records of the costs of the project, including invoices and cancelled cheques to provide the County auditors with access to these records when requested.

DISCLOSURE AND RELEASE STATEMENT

I understand and consent to the County of Frontenac collecting, using, retaining and disclosing the information contained in this application for the limited purpose of determining our eligibility for funding as is required by law and by the County of Frontenac. I understand that the County of Frontenac will handle personal information in strict confidence in accordance with Federal privacy law.

This application form must be signed by the proper authority of the organization to be eligible for processing. The undersigned certifies that all information provided to the County of Frontenac in support of this application is true and complete and undertakes to provide any further information that may be required for the County of Frontenac to render a decision. The undersigned also herewith provides consent for the County of Frontenac to make sufficient credit and other enquiries that may be necessary in the evaluation of this application.

Application for Funds from the FGT Agreement
 County of Frontenac
 Updated: March 20, 2013



Application for Funds from Federal Gas Tax Agreement

Guidelines and Application

Application Submitted By:

Name of Authorized Official of Applicant

Title

Signature

Date

Application for Funds from the FGT Agreement
County of Frontenac
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Application for Funds from Federal Gas Tax Agreement

Screening Criteria

Purpose: To provide Federal Gas Tax funds for eligible Smaller Scale Community Sustainability Initiatives: a project included in the County of Frontenac's Integrated Community Sustainability Plan – Sustainable Actions November 2012

Eligible Recipients

Non profit organizations, including municipalities, municipal organizations and aboriginal organizations.

S1. To be eligible for project funding, a project must fit into one of the following categories.

- Public transit (rapid transit; transit buses; intelligent transport system or technologies; capital investments in support of public transit; para transit; active transportation infrastructure)
- Water (drinking water supply; drinking water purification and treatment systems; drinking water distribution systems; water metering systems)
- Wastewater (wastewater systems including sanitary and combined sewer systems; separate storm water systems)
- Solid Waste (waste diversion; material recovery facilities; organics management; collection depots; waste disposal landfills; thermal treatment and landfill gas recuperation)
- Community Energy Systems (cogeneration; district heating and cooling)
- Roads and Bridges (local roads, bridges and tunnels; active transportation infrastructure that enhance sustainability outcomes)
- Capacity Building Project (projects and activities that strengthen the ability of municipalities to develop and implement integrated community sustainability plans)

S2. Are the project costs eligible?

Eligible costs may include only the following:

- the capital costs of acquiring, constructing, renovating or rehabilitating a tangible capital asset and any debt financing charges related thereto;
- the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset and related facilities and structures;
- the costs of environmental assessments, monitoring, and follow-up programs as required by the Canadian Environmental Assessment Act; or a provincial equivalent;

Screening Criteria for Applying for Funds from the FGT Agreement
County of Frontenac
Updated: May 1, 2013



Application for Funds from Federal Gas Tax Agreement

Screening Criteria

Costs which are not eligible:

- Services or works that are normally provided by the Applicant or a related party;
- Salaries and other employment benefits of any employees of the applicant or related party.
- An applicant's overhead costs, its direct or indirect operating or administrative costs, and, more specifically, its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff;
- Costs of feasibility and planning studies for individual Eligible Projects;
- Costs of land or any interest therein, and related costs;
- Cost of leasing of equipment by the municipality
- Routine repair and maintenance costs;
- Legal fees;
- HST
- Administrative costs incurred by the municipality as a result of implementing a funding agreement, subject to 1.2; and
- Audit and evaluation costs.



Reviewer Evaluation Form

- Screening Criteria: to make sure the project meets the minimum requirements of the FGT; and
- Evaluation Criteria: to establish how well it would achieve the goals or desired outcomes in the County of Frontenac's Directions for Our Future.

Projects that are not screened out will be evaluated based on the response of proponents to two sets of questions. The evaluation form includes a column to allow for a reviewer to assign a score to each criterion.

Projects will either be evaluated as capacity building projects or as environmentally sustainable municipal infrastructure (ESMI) projects.

Application for Funds from the Federal Gas Tax Agreement Evaluation is a Two-step Process

The evaluation of projects seeking Federal Gas Tax funds from the County of Frontenac will need to be evaluated against:

1. Screening Criteria to make sure the project meets the minimum requirements of the Federal Gas Tax; and
2. Evaluation Criteria to establish how well it would achieve the goals or desired outcomes in the County of Frontenac ICSP.

Applicant Name _____

Date Received: _____

1 st Time Applicant	Yes or No
Mandatory Screening Criteria Met	Yes or No
Supplementary Criteria Met	Yes or No
Comments:	
Reviewer: Anne Marie Young	Date:
Reviewer: Liz Savill	Date:
Reviewer : Marian VanBruinessen	Date:
Reviewer : Joe Gallivan	Date:

Capacity Building Project:	Somewhat (1); More than somewhat (3); Completely (5)				
1. Does the project foster collaboration (i.e. building partnerships and strategic alliances; participation; and consultation and outreach)?	Score	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Comments:					
2. Does the project build knowledge (i.e. use of new technology; research; and monitoring and evaluation)?	Score	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Comments:					
3. Does the project take an integrated approach (i.e. planning, policy development and implementation; environmental management systems; and life cycle assessment)?	Score	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Comments:					

Alignment with the County ICSP	One Municipality (1); Two or Three Municipalities (3) All Municipalities = 5
8. To what degree will this project benefit each Municipality?	Score <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Comments:	
Pillars of Sustainability	One Pillar (2); Two or more (5)
9. Which pillars of sustainability are supported by this project? The pillars are economic, environmental, social and cultural	Score <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Comments:	
Focus Area Supported	Somewhat (3); Completely (5)
10. Which Focus Area will this project support, and does this project support the desired future state for that Focus Area?	Score <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>
Comments:	

Total possible score is 30 = 100%

Total Score _____ = _____ %
 Total Score _____ = _____ %
 Total Score _____ = _____ %
 Total Score _____ = _____ %



LETTER OF OFFER

(hereinafter known as the Agreement)

BETWEEN:

THE CORPORATION OF THE COUNTY OF FRONTENAC

(hereinafter referred to as the "County")

AND:

(Recipient)

(Recipient address)

(hereinafter referred to as the "Recipient")

In response to your request dated _____, the County of Frontenac offers to make a contribution of up to _____ (the "contribution") to the recipient for the purposes described in Annex1 – The Project Statement of Work (the "Project"), upon the following terms and conditions.

The approved proposal, referred to herein as Schedule A, shall be considered an integral part of this agreement.

CONDITIONS OF THE AGREEMENT:

Subject to all other provisions of the Agreement dated ____ the County will make a non-repayable contribution to the Recipient for Eligible Costs of the Project up to a maximum of _____. The Project will commence on _____ and be fully expensed on or before _____.

This Agreement may be terminated by the County or the Recipient upon giving 30 days written notice to the other party.

INELIGIBLE COSTS

Ineligible Costs include, but are not limited to, the following:

- a) Costs of capital acquisitions (land, building and related construction);
- b) Depreciation or amortization expenses;
- c) (HST) GST and PST tax;
- d) Fines or penalties; and
- e) Entertainment/food costs, unless directly related to the intent of the Project.

During the period of this Agreement, the County shall not make any payment of the Contribution in respect of costs for which the Recipient has entered into a legal commitment prior to _____. The County contributions may be subject to a 10% hold back until the

Recipient has completed the project and met all project requirements as laid out in the letter of offer and/or until a final report is received by the County.

DEFAULT

The Recipient shall inform the County immediately should the Recipient be unable to meet any of the obligations of the Agreement for any reason. Should the Recipient fail to meet or satisfy any of the obligations of the Agreement, the County reserves the right to withdraw this Agreement immediately and to recover any funds advanced and not utilized.

REPORTING

During the Period of the Agreement, the Recipient shall provide the County with financial statements, invoices and progress reports as requested.

The Recipient shall assist the County in completing any evaluation of the outcomes and impacts that result from the Project. The Recipient shall provide to the County a final Project report, satisfactory to the County in scope and detail, within 10 business days of the end of the Funding Period. If the Final Report is not received within that time frame, the Recipient will forfeit the 10% holdback.

This offer is open for acceptance for THIRTY (30) days from the date that appears on its face after which time it will become null and void.

Yours truly,

Elizabeth Savill
CAO, County of Frontenac

Marian Van Bruinessen
Treasurer, County of Frontenac

Name: **(NAME OF RECEIPT)**

Per: _____
Signature of Recipient's Representative
I have the authority to bind the Corporation.

Print Name, Title or Position

The foregoing is hereby accepted at _____, on this _____ day of _____, 2013.



Annex 2

THE PROJECT - STATEMENT OF WORK

Recipient:			
Project Location:			
Purpose: (enter brief description of the project activities and expected outcomes /impacts)			
Timing:		End Date	

Program and Financing:			
Project Costs:		Financing:	
Eligible Costs		County of Frontenac Contribution	
		Recipient Contribution	
Total Project Costs		TOTAL FINANCING	

Schedule A

THE APPROVED PROPOSAL:

- The Project will consist of: see Recipient's application dated .

Eligible Costs: See Annex 1

Reporting:

- As required by County

Report Name	Frequency	Due Dates
Detailed Transaction Listing	(i.e. monthly)	
Recipient Activity Report and Interim Activity Report	As set out	
Recipient Final Report	Upon completion of the Project	

Notes:

1. As part of this amended agreement, the County reserves the right to request and receive additional information relevant to the project as may be required.
2. The County contributions will be disbursed to the Recipient once the Recipient has provided, to the County Treasurer, all supporting receipts and met all project requirements as laid out in the Letter of Offer.
3. The Recipient will permit the County reasonable access to the business and other premises to verify any costs claimed as part of the funding agreement.
4. The Recipient will permit the County to promote this sustainable project by means of the use of the media and the use of educational materials, if applicable.
5. The Recipient agrees to recognize the County of Frontenac as project funder in all literature, advertisements, media releases and any other means of promotion and to include the County of Frontenac logo. The County agrees to provide to the Recipient its logo for this purpose.



Detailed Listing Of Transactions

<i>Name of Project Proponent:</i>	
<i>Mailing Address</i>	
<i>Phone #</i>	
<i>Period Covered:</i>	
<i>Is this a Final Claim?</i>	

Eligible Supported Cost Category: (as per Annex 1 - Statement of Work)

Date of Invoice (dd/mm/yy)	Name of Supplier	Description of Item or Service Purchased	Invoice Number	Amount (NO HST)	Payment Reference (Cheque #)	For Official Use only
			TOTAL	\$		
County of Frontenac Contribution			AMT PAID	\$		

Please attach copies of your invoices with this claim

Date: _____

Signature: _____



**FEDERAL GAS TAX FUND
RECIPIENT'S FINAL REPORT
SSS CSI PROGRAM**

PROJECT TITLE		
RECIPIENT /ORGANIZATION		
ADDRESS		
CONTACT PERSON		Signature:

Classification of Organization:

<input type="checkbox"/>	Not for profit	<input type="checkbox"/>	Municipal Government
<input type="checkbox"/>	First Nations	<input type="checkbox"/>	Other _____

Description of Organization or Group: <i>include activities and purpose</i>

How many employees do you have? <i>If applicable</i>	TOTAL #:	Part time		Full time	
---	----------	-----------	--	-----------	--

Did your project utilize leveraged funds (from other sources)?	YES __	NO __	value of those leveraged \$:
---	--------	-------	------------------------------

Were the key objectives (as set out in your application) of the project met? (Please list and describe how).

What Focus Area(s) benefited from this project?					
<input type="checkbox"/>	Protection of Natural Resources	<input type="checkbox"/>	Land use Planning and Management	<input type="checkbox"/>	Economic Development & Communications
<input type="checkbox"/>	Energy	<input type="checkbox"/>	Water	<input type="checkbox"/>	Solid Waste Management
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	Health & Social Services
<input type="checkbox"/>	Housing	<input type="checkbox"/>	Recreation & Leisure	<input type="checkbox"/>	Culture and Heritage
<input type="checkbox"/>	Capacity Building				

(Please complete Appendix A)

How did these sector(s) benefit?

Do you have any other comments (ie. positive project experience, negative project experience, any suggested changes)?

Prepared by: Name, _____ Title _____) Date _____

APPENDIX "A"

Please complete indicator quantities where applicable.

Indicators for Protection of Natural Areas	
	Hectares of natural areas protected
	Number of stewardship initiatives underway
	Number of species at risk
	Number of lake management plans
	Hectares of wetlands
	Hectares of parks/green space
	Opportunities to discover the outdoors
	- Other
Indicators for Land Use Planning and Management	
	Hectares of Frontenacs mapped through GIS
	Number of layers of GIS mapping
	Densification of new developments
	Increased land stewardship initiatives
	Land claims and settlements
	Hectares of protected agricultural land
	Number of brownfield site redevelopments
	Community character is reflected in the development of local hamlets
	Policies arising from the development of the sustainability plan and ongoing community consultations are developed and incorporated into Official Plans and Zoning By-laws
	- Other
Indicators for Economic Development and Communications	
	Number of new knowledge-based businesses
	Number of new home-based businesses
	Number of new agriculture-related businesses
	Number of new tourism-related businesses
	Number of new green-energy businesses
	New investments in broadband and cellular infrastructure
	Number of internet service providers
	Investment in new skills and higher learning
	- Other
Indicators for Energy	
	Reduced energy consumption per capita residential
	Reduced energy consumption per capita industrial
	Reduced energy consumption per capita commercial
	Reduced energy consumption per capita institutional
	Increased energy generation from renewable sources in the Frontenacs
	Number of energy efficiency/conservation programs used
	Number of energy education/awareness programs offered
	Number of LEED-certified projects
	- Other

Indicators for Water	
	Number of source water protection initiatives
	Increased septic system inspections
	Number of water education programs
	Reduced domestic water consumption per capita
	Number of source water protection plans developed and implemented
	37. Number of lake management plans developed and implemented
	- Other
Indicators for Solid Waste Management	
	Reduced production of solid waste
	Reduced production of hazardous waste
	Increased resident and business participation in recycling and composting
	Number of waste minimization/education initiatives
	Expanded waste and recycling collection route
	Number of school initiatives
	Bags of highway litter gathered annually
	Change in expected life of landfill site
	Development of a County-wide integrated waste management plan
	- Other
Indicators for Transportation	
	Investment in well-maintained roads and bridges
	Investment in ferry services
	Increased public transportation services
	Kilometres of bicycle lanes established
	Kilometres of multi-use trails developed
	Pedestrian friendly streets
	Reduced tonnage of road salt per kilometre
	Reduction in number of commuters driving alone
	- Other
Indicators for Infrastructure	
	Increased collaboration between municipalities
	Number of project announcements and approvals
	Number of signed agreements with partners
	Value (\$) of infrastructure funding commitments secured
	Reduction in costs to municipalities due to integrated planning
	- Other
Indicators for Health and Social Services	
	Number of social assistance recipients
	Number of ambulance calls
	Ratio of residents to family physicians
	Improved access to healthcare services
	Population growth (in percent)
	Educational attainment
	Number of gainful employment opportunities
	Number of children in subsidized day care
	- Other

Indicators for Housing	
	Average annual vacancy rate
	Waiting time for affordable housing units
	Number of applicants for subsidized housing
	Housing prices as price to income ratio
	Number of dwellings in need of major repair
	Annual applicants for subsidized housing
	Number of people using homeless shelters
	Waiting time for long-term care beds
	Number of low income renters paying more than 30% of income on rent
	- Other
Indicators for Recreation and Leisure	
	Number of organized extra-curricular opportunities for residents
	Participation levels in recreation programs
	Number of community facilities for recreation use
	Number of users of recreational facilities
	Membership levels in community clubs and service groups
	Number of kilometres of recreational trails
	Number of trail users
	- Other
Indicators for Culture and Heritage	
	Number of local festivals
	Number of local fundraising events
	Attendance at community events
	Number of public libraries
	Number of public library materials in circulation
	Number of heritage sites
	Spending on cultural activities per capita
	Number of farmers/garden markets
	- Other
Indicators for Capacity Building and Governance	
	Completion of community sustainability plan
	Number of community sustainability education programs
	Participation levels in Frontenac sustainability planning
	Percentage of organizations that adopt sustainability goals
	Number of collaborative projects developed and implemented with two or more municipalities
	- Other