



County Council Meeting – Regular Session
May 16, 2012 – 9:00 a.m.
The Frontenac Room, 2069 Battersea Road, Glenburnie, On

AGENDA

Page	
	1. CALL TO ORDER
	2. ADOPTION OF THE AGENDA
	3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
	4. DEPUTATIONS AND/OR PRESENTATIONS
	a) County of Frontenac Presentation of 2 LifePak 12 Monitors to Dan Shannon, Program Co-ordinator, and Chris Whittaker, President, St. Lawrence College (Cornwall Campus) Primary Care Paramedic Program
	b) Jenny Liu, Municipal Management Intern Re: Year in Review at Frontenac County
4-35	c) Lanie Hurdle, Commissioner of Community Services and Sheldon Laidman, Director of Housing, City of Kingston Re: Housing and Homelessness Programs Overview
36-80	d) Howard Allan, Allan Chartered Accountants Re: Presentation of the 2011 Financial Statements
	5. CLOSED MEETING
	As Authorized under Section 239 of The Municipal Act, to consider:
	a) Adoption of County Council Closed Meeting Minutes dated April 18 and May 9, 2012; and
	b) Pending Acquisition of Land
	6. ADOPTION OF MINUTES
81-95	a) Adoption of Regular Meeting Minutes dated April 18, 2012; and Special Meeting Minutes dated May 9, 2012
	7. BUSINESS ARISING FROM THE MINUTES
	8. COMMUNICATIONS FOR INFORMATION
96-111	Communications of Interest to Council

9. COMMUNICATIONS FOR ACTION

10. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

10.1. Administrative Services

10.1.1. Administration

10.1.2. Sustainability

- 112-144 a) County of Frontenac Official Plan - Basis Document

10.1.3. Human Resources

10.2. Financial Services

- 145-149 a) 2012 1st Quarter Financial Summary
- 150-152 b) 2011 Audited Financial Statements

10.3. Emergency and Transportation Services

- 153-157 a) North Frontenac Joint Land Ambulance Fire Station - Update 2012 - 01

10.4. Fairmount Home

- 158-172 a) Strategic Plan
- 173-197 b) Consolidated Statistical Report - 1st Quarter
- c) Fairmount Home Grapevine Gazette - May 2012

11. ACCOUNTS

- 198-207 a) Account Listings for April 11 to May 7, 2012

12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

13. GIVING NOTICE OF MOTION

14. OTHER BUSINESS

14.1. External Boards and Committees

- a) Kingston Frontenac Public Library Board Update - Councillor Purdon
- b) KFL&A Public Health Board Update - Councillor Clayton
- c) RULAC, LSR and Other Updates - Susan Beckel
- d) Algonquin Land Claim Update - Councillor Inglis
- e) Frontenac County Youth Justice Advisory Committee Update - Councillor Davison
- f) Housing and Homelessness Committee Update - Councillor McDougall

14.1. External Boards and Committees

- g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

14.2. Advisory Committees of County Council

208-213
214-219
220-223

- a) Sustainability Advisory Committee
- b) Green Energy Task Force
- c) 150th Anniversary of County Advisory Committee
- d) 150th County Anniversary Logo Contest
- e) Trails Advisory Committee
- f) Accessibility Advisory Committee

14.3. Other Updates

- a) Municipal Management Intern 2012 - 2013
- b) Working Group Update Re: Finance Committee
- c) 2012 Key Projects

15. PUBLIC QUESTION PERIOD

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

224-225

- a) By-law No. 2012-0018 - Confirmation of Proceedings

17. ADJOURNMENT

Confirmation of time, date and location for upcoming County Council Meetings:

- Regular Meeting - June 20, 2012 at 9:00 a.m., County Administrative Office

City of Kingston Housing Department



Presentation to County of Frontenac

May, 2012

Agenda

- ❑ Overview
 - ❑ Purpose of presentation
 - ❑ CMSM - Service Manager for City of Kingston and County of Frontenac
 - ❑ Continuum of Housing Needs
- ❑ Housing & Homelessness Challenges
- ❑ Homelessness & Homelessness Prevention
 - ❑ Consolidated Homelessness Prevention Program,
 - ❑ Rent Bank Program
 - ❑ Utility Bank Program,
 - ❑ Emergency Hostel
- ❑ Housing Program
 - ❑ Social Housing
 - ❑ Canada-Ontario Affordable Housing Program,
- ❑ Municipal Housing Strategy

Overview

Purpose of Presentation

- Inform County Council of programs offered by the Housing Department
- Inform County Council as to how each program affects County residents
- Inform County Council about the future direction and goals of the Housing Department

Overview

Consolidated Municipal Service Manager (CMSM)

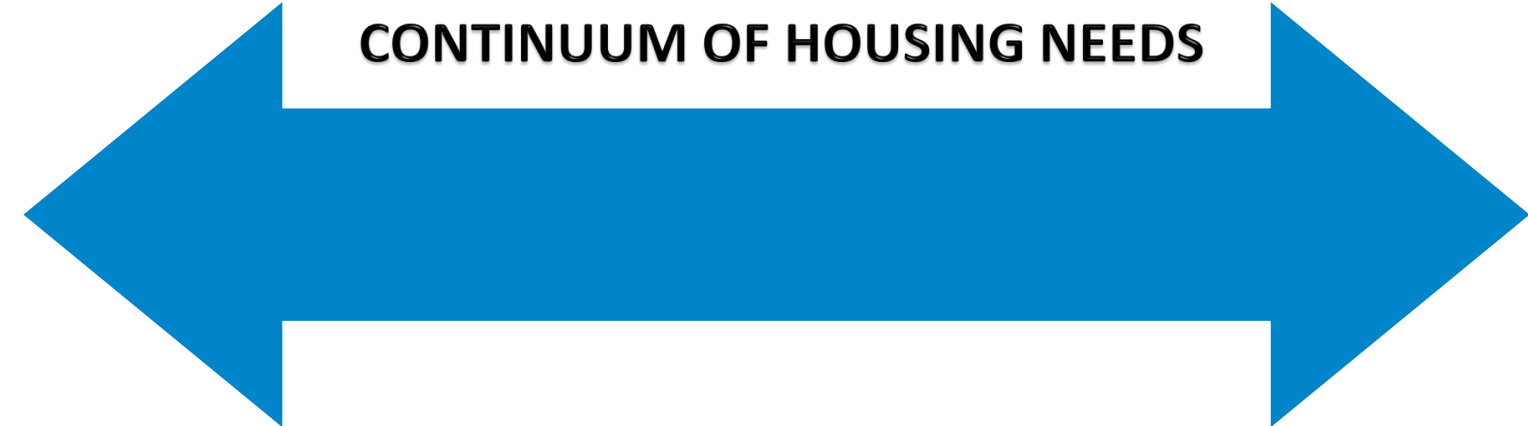
The City of Kingston is the CMSM for the geographic region of the City of Kingston and County of Frontenac for :

- Homelessness & Homelessness Prevention
- Housing Programs

The role of a CMSM is management of the delivery of Ontario Works, child care and social housing within their area, as well as administering cost sharing arrangements. They are also responsible for determining the most effective approaches to delivering services to clients in their area

Overview

CONTINUUM OF HOUSING NEEDS



Emergency Shelters	<ul style="list-style-type: none">• Social Housing• Rent Supplement• Supportive Housing	Affordable Rental Housing	Affordable Homeownership
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Overview

Housing Continuum – Key Points

- ❑ Each part of the continuum is intended to address the housing needs of separate income groups
- ❑ Social Housing, Rent Supplement and Supportive Housing are all subject to the Housing Services Act or a Federal Operating Agreement
- ❑ The Affordable Housing Program is a capital program and provides no on-going operating funding
- ❑ The Affordable Housing Program is not intended to assist people on the Central Waiting List
- ❑ “Affordable Housing” means lower than market rent. It is not subsidized housing.

Housing & Homelessness Challenges

- ❑ Vacancy rate is around 1%
- ❑ Centralized waiting list length
- ❑ Market rents unaffordable
- ❑ Lack of affordable ownership opportunities
- ❑ Lack of social housing units, particularly for families and single-person households
- ❑ Shelters have been at maximum capacity; turnaways
- ❑ Lack of support services
- ❑ Increase in clients with mental health and addictions

Homelessness & Homelessness Prevention

City of Kingston administers the following homelessness programs:

- Consolidated Homelessness Prevention Program (CHPP)
- Rent Bank
- Utility Bank
- Emergency Hostel per diem funding

Homelessness & Homelessness Prevention

Consolidated Homelessness Prevention Program (CHPP)

- ❑ City currently receives about \$1.3M annually from Ministry of Community & Social Services (MCSS) in CHPP funding
- ❑ The goals of the CHPP are:
 - To improve access to service and connect households that are homeless with the system of community services;
 - To support households experiencing homelessness to obtain and keep longer-term housing; and
 - To assist households at risk of homelessness to retain their housing.

Homelessness & Homelessness Prevention

CHPP - The following are receiving 2012 CHPP funding:

Agency /Program	Funding Amount
▶ Gathering Place – Day Services – Salvation Army	\$115,560
▶ Intake/Outreach Services – John Howard Society	\$ 43,066
▶ Homeowner Assistance Program – Central Frontenac Community Services	\$ 81,128
▶ Life Skills & Supports – Kingscourt Shelter	\$155,000
▶ Community Outreach – Elizabeth Fry Society	\$185,307
▶ Housing Help Centre & Fresh Start – Home Base Housing	\$610,442
▶ Eviction Prevention – Home Base Housing	\$ 57,074
▶ Rent Deposit Assistance/Arrears – Salvation Army	\$ 74,998
▶ Total	\$1,322,575

Homelessness & Homelessness Prevention

CHPP – To supplement the CHPP the municipality is also providing \$150,000 annually for homelessness services – Housing & Homeless Strategy Funding (HHSF)

Agency	2012 HHSF Funding
▶ Eviction Prevention – Home Base Housing	\$ 50,000
▶ Day Shelter Program – Ryandale	\$ 55,000
▶ Safety/Security – In from the Cold	\$ 45,000
Total	\$ 150,000

Homelessness & Homelessness Prevention

CHPP – Next Steps

- ❑ RFP for CHPP funding – 2013-14 for better community planning and agency stability
 - ❑ Draft RFP criteria includes 10% for how rural clients will be serviced
- ❑ Council approved \$90,000 for support services to assist housing providers in property management challenges associated with client behaviour and help tenants maintain tenancies.
- ❑ Coordination with service providers and United Way as Community Entity for federal homelessness funding to maximize current programs and avoid duplication and overlap.
- ❑ Consolidation of CHHP, Hostel Per Diems, and Community Start Up funding starting 2013
 - ❑ Unknown funding level but already informed Community Start Up funds have been reduced by 50% through Provincial budget

Homelessness & Homelessness Prevention

Rent Bank Program

- ❑ In 2009 Ministry of Municipal Affairs and Housing (MMAH) annualized rent bank funding to Service Managers;
- ❑ \$66,824 annually for Kingston SM;
- ❑ In 2009 City Council added \$146K annually to create a municipal rent bank program for City residents;
- ❑ Program delivered by Salvation Army Community Services (City) and Southern Frontenac (County) Community Services

Homelessness & Homelessness Prevention

Rent Bank Program (cont'd)

- ❑ Provincial funding is shared with the County based on weighted assessment.
- ❑ In 2011 – 46 households were provided assistance under the provincial program in the City and 8 households in the County.
- ❑ Under the City's municipal program 110 households were assisted in 2011
- ❑ Average amount of assistance is about \$1200
- ❑ Can't exceed 2 months arrears which can't exceed CMHC Average Market Rent

Homelessness & Homelessness Prevention

Utility Bank Program

- ❑ Funded by Ministry of Community and Social Services (MCSS)
- ❑ Receive \$23,077 annually which is shared with County
- ❑ Program delivered by Salvation Army Community Services in City and Southern Frontenac Community Services in County
- ❑ Agencies work together – clients can access funds in Utility bank once in a lifetime only – maximum \$750
- ❑ Insufficient funds – always fully spent
- ❑ One time funding occasionally – municipal (\$12K) and provincial (\$24K) in 2011
- ❑ In 2011 – 70 households served through Utility Bank in City; 13 households served in County

Homelessness & Homelessness Prevention

NEXT STEPS

- ❑ Community Consultation on Homelessness Planning - Housing & Homelessness Plan under the Housing Services Act (HSA) – Jan 1, 2014;
- ❑ Homeless Individuals and Families Information System (HIFIS) database working group being formed to investigate locally to improve service coordination
- ❑ Consolidation of homelessness funding under HSA to provide more flexibility but will be less total \$ available so program funding decisions will need to be made

Homelessness & Homelessness Prevention

Emergency Hostels

- ❑ The city purchases emergency hostel services to fund up to 78 shelter beds from 6 local emergency hostels.
- ❑ This funding is administered using a purchase of service for bed nights on a per diem basis through Ontario Works' "emergency hostel services" funding
- ❑ Funding is cost-shared with the Province on an 82.8/17.2 basis.
- ❑ Per diem rate is \$43.50 with additional \$4.40 for personal needs

Homelessness & Homelessness Prevention

<u>Emergency Hostel</u>	<u>Clients Served</u>	<u># of Beds</u>
Ryandale Shelter	Families/Singles	15
Kingston Youth Shelter	16 – 24 yrs.	8
Salvation Army	Men	7
In From the Cold	Singles	24
Dawn House	Women & children	10
Kingscourt Shelter	Families	14

Homelessness & Homelessness Prevention

GAPS in Homeless Services - As identified by clients and service providers:

- Longer hours of operation for Drop-Ins
 - Improved support services for those housed
 - Improved Coordination of Services
 - Increased Life Skills programming
 - Improved affordable transportation
 - Increased Intensive Case Management
 - Increased transportation services for rural clients
 - Additional financial resources for clients
- (New shelter at Kingscourt will address some)

Housing Programs – Social Housing

SOCIAL HOUSING, SUPPORTIVE HOUSING, AND RENT SUPPLEMENT

- ❑ All are subject to the Housing Services Act 2012(formerly the Social Housing Reform Act, 2000) or a Federal Operating Agreement
- ❑ Rent is based on a household’s total gross monthly income, (rent geared-to-income – RGI)
- ❑ All tenants are selected from the Centralized Waiting List
- ❑ City of Kingston, as Service Manager, administers the Social Housing Program to ensure compliance with the SHRA

Housing Programs – Social Housing

SOCIAL HOUSING, SUPPORTIVE HOUSING, AND RENT SUPPLEMENT CONT'D

- ❑ Supportive housing provides support services as well as subsidized rent (RGI)
- ❑ Rent supplement program provides RGI housing with a private landlord or other housing provider
- ❑ The Service Manager has an operating agreement with Kingston & Frontenac Housing Corporation to administer the rent supplement program
- ❑ A subsidy is provided to the landlord equal to the difference between the market rent and the RGI rent paid by the tenant

Housing Programs – Social Housing

- ❑ Under the HSA, the Service Manager must maintain a centralized waiting list and must maintain at least 2003 Rent Geared to Income Units. In the County of Frontenac there are 161 units:
 - K&FHC : 28 units in Verona
 - Town Homes Kingston: 60 units at Country Pines
 - Loughborough Housing Corp: 55 units in Sydenham
 - North Frontenac Housing Corp: 18 units in Sharbot Lake
- ❑ Approximately 1200 households on wait list in general
- ❑ There are no Rent Supplement units in the County

Housing Programs

Canada-Ontario Affordable Housing Programs

- ❑ Between 2002 and 2009 - 3 AHP announcements
- ❑ Provided capital funding only, no ongoing funding
- ❑ Funding allocations and program guidelines are set by the Ministry of Municipal Affairs and Housing
- ❑ Proponents enter into a 20 year Contribution Agreement
- ❑ It is not subsidized or social housing and was not intended to assist people on the Centralized Waiting List
- ❑ Rents are based on the Canada Mortgage and Housing Corporation (CMHC) Average Market Rent (AMR)

Housing Programs - Canada-Ontario Affordable Housing Programs

Investment in Affordable Housing

- ❑ August 2011 – \$480.6 million provincially over 4 years
- ❑ Kingston received total of \$4,765,000 over three years
- ❑ All programs available to County residents or projects
- ❑ Six components, Kingston selected three
 - Rental Housing – new construction
 - \$1.6M with RFP closing May 30, 2012
 - Ontario Renovates – replaces CMHC’s RRAP program
 - Anticipate the majority of projects will be in County
 - Rent Supplement – provide rent subsidy for 10 years

Additional Housing Programs

Home Ownership Program

- ❑ A three year City funded program implemented in April
- ❑ 11 households funded in 2012 through this year's funding.
- ❑ Previous Provincial program still operating as a revolving fund which County residents can access

Capital Investment in Affordable Housing Program

- ❑ A \$1M per year city funded program to facilitate construction of affordable rental housing units.
- ❑ Program awaiting approval by Council

Affordable Housing Land Acquisition and Disposal Program

- ❑ A \$1M per year city funded program to acquire and dispose of lands for the purposes of generating affordable housing units.

Municipal Housing Strategy

- ❑ The goal was to develop a strategy for the City of Kingston and County of Frontenac that contains projections, policies, and programs for affordable housing and unique approaches to creating a diverse housing stock in the City of Kingston and County of Frontenac in the short, medium and long term.
- ❑ This study re-evaluates the housing issues faced by the City of Kingston / County of Frontenac
- ❑ It also refines strategies to address identified housing issues, ensuring that they aligned with strategic community direction.
- ❑ As a result, the Municipal Housing Strategy has established formal recommendations on policies and programs in an actionable plan for the 2011 to 2015 period.

Municipal Housing Strategy

Policy Implementation

- ❑ 40 recommendations
- ❑ 5 objectives
 1. Managing the Housing Agenda
 2. Creating a Complimentary Regulatory Environment
 3. Leveraging Resources & Tools
 4. Building Housing Capacity
 5. Cultivating Partnerships

County Related Recommendations

Out of 40 Recommendations 13 are specific to County

- ❑ 1. That the City and County establish the Municipal Housing Strategy (MHS) as the primary strategic plan to help guide and align local housing efforts.
- ❑ 2. That the City and County use the Municipal Housing Strategy (MHS) as an alignment tool across areas of municipal responsibility.
- ❑ 11. That the County consider establishing an Official Plan to help guide land use planning which has consistent housing polices among the four constituent Townships and which establishes targets for units to be added to the current housing stock over the next 10 years
- ❑ 12. That the City and County support second suites as an affordable rental housing alternative

County Recommendations cont'd

- ❑ 14 That the County undertake a review with local Townships to identify zoning anomalies that may be acting as barriers, especially when it comes to supporting seniors housing options.
- ❑ 17. That the City and County advocate for additional funding from senior governments on a 'fair share' basis, particularly with regards to addressing capital shortfalls and affordability gaps.
- ❑ 23. That the County consider establishing appropriate authorities/incentives in support of affordable housing to help prepare for development opportunities that may arise.
- ❑ 30. That the City and County continue to advocate for additional senior government funding to address the increasing support service needs of residents (Ontario Disability Support Program, Ministry of Community & Social Services, etc.)

County Recommendations cont'd

- ❑ 31. That the City and County pursue linkages with support service funders and coordinators in the health and community service fields (Local Health Integration Network, Children’s Aid Society, etc.) as a means of expanding support service opportunities in the community.
- ❑ 32. That the City better consolidate the municipal housing function by:
 - Establishing the Housing Department as the ‘Centre of Expertise’ for housing and homelessness issues within the City
 - Coordinating housing and homelessness planning for the broader service area in collaboration with the County and community service providers
 - Having City housing staff lead the inter-departmental committee responsible for implementing the MHS (which is to include County staff)
 - Re-aligning housing staff to accommodate future needs arising from integrated homelessness service planning

County Recommendations cont'd

- ❑ 33. That the City in collaboration with the County develop a communications plan to drive out main messages from the MHS in a simple, visual way - reinforcing the issues and the need to work collectively
- ❑ 34. That the City and County adopt a Housing Charter as a means of communicating policy principles regarding housing and homelessness
- ❑ 35. That the City in collaboration with the County use community forums and theme-based workshops as vehicles for bringing partners together, expanding knowledge of housing development practices, and sharing community ideas, programs and policy.

QUESTIONS



Corporation of the County of Frontenac

2011 Financial Audit Results



Allan Chartered Accountant Professional Corporation

draft

Members of the Corporation of the County of Frontenac

Dear Mrs. Janet Gutowski, Warden:

We are pleased to present the results of our audit of the financial statements of the Corporation of the County of Frontenac ('the County').

The audit is designed to express an opinion on the 2011 consolidated financial statements as of December 31, 2011. In accordance with professional standards, we obtained a sufficient understanding of internal control to plan the audit and to determine the nature, timing and extent of tests to be performed. However, we were not engaged to and we did not perform an audit of internal control over financial reporting. We received the full support and assistance of the County's personnel in conducting our audit.

This report is intended solely for the information and use of the County Council and management, and is not intended to be and should not be used by anyone other than these specified parties. We disclaim any responsibility to any third party who may rely on it. Further, this report is a by-product of our audit of the 2011 financial statements and indicates matters identified during the course of our audit. Our audit did not necessarily identify all matters that may be of interest to the Council in fulfilling its responsibilities.

We encourage the Council to review the contents of this report and would be pleased to answer any questions you may have about these or any other related matters.

Yours truly,

Chartered Accountants
Licensed Public Accountants

Perth, Ontario
May 4, 2012.

Table of Contents

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- Audit Deliverables
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- Audit Findings
- Summary of Audit Differences
- Required Communications
- Appendix A – Independence Letter

Draft

Our Client Service Commitment to the County

Allan Chartered Accountants was established in 1979 and has continually provided a high level of service to our clients. Our practice is a service oriented accounting firm with a highly trained professional staff and clerical support team. Our client base is varied, ranging from municipalities, not-for-profit organizations, health units, proprietorships, partnerships, corporations, and charitable organizations, as well as individuals.

For over 30 years, the practice has been built on traditions of integrity, commitment and knowledge.

Professional services, offered by the firm, are diverse ranging from standard audit and accounting services, strategic consulting, mergers and acquisitions, personal tax and financial planning.

Our vision is to be the best professional services firm for our clients and the communities we work in.

We accomplish this vision through:

- commitment to communication between the client and audit personnel
- commitment to professional development for all personnel
- multiple levels of review of the work completed by audit personnel assigned to the engagement
- objectivity
- fair and transparent fees
- development of the audit process which includes
 - planning and identifying risk
 - developing audit strategy based on risk assessment
 - implementing the audit strategy

Audit Deliverables

Audit Deliverables

Opinions

- ▶ Express an opinion on the consolidated financial statements of The Corporation of the County of Frontenac for the year ended December 31, 2011.
- ▶ Express opinion on financial statement of The Corporation of the County of Frontenac related entities in accordance with municipal requirements.

Internal Control Communications

- ▶ Issue a written communication to management and the Council describing any significant weaknesses in internal control identified during our audit.
- ▶ Issue a management letter that provides our recommendations regarding internal controls and opportunities for improvement or efficiency, based on observations made during the course of our audit. A management letter is attached to this report.
- ▶ Issue a written communication to the Council about independence matters in accordance with CICA handbook Section 5751, *Communications with those Having Oversight Responsibility for the Financial Reporting Process*.

Materiality

At the conclusion of the audit, we formulate our opinion on the consolidated financial statements of the County of Frontenac as to their fair presentation in all material respects in accordance with Canadian generally accepted accounting principles.

Our estimation of planning materiality involves professional judgement and necessarily takes into account qualitative as well as quantitative considerations.

We have performed our audit to a materiality level of \$180,000 approximately 0.5% of budgeted revenues, consistent with prior years.

Draft

2011 Audit Strategy

Audit Strategy Considerations

Area	Comments
<p data-bbox="270 378 590 399">General Approach to the Audit</p> <p data-bbox="270 406 903 544">Using our knowledge of the client's business, including the results of the knowledge gained from the current year's procedures that have been completed, we establish a preliminary strategy for placing reliance on controls related to the flows of transactions and / or significant processes.</p> <p data-bbox="270 576 903 771">For purposes of the audit of the financial statements, our audit scope is developed after considering the inherent and control risks and the effectiveness of the County's internal controls. A variety of factors are considered when establishing the audit scope including size, specific risks, the volumes and types of transactions processed, changes in the business environment and other factors.</p> <p data-bbox="270 803 737 824">We distinguish between the following strategies:</p> <ul data-bbox="270 862 766 943" style="list-style-type: none"><li data-bbox="270 862 766 883">▶ Identify and evaluate controls (control strategy)<li data-bbox="270 919 722 943">▶ Substantive auditing (substantive strategy)	<p data-bbox="995 375 1213 396">Significant Accounts</p> <p data-bbox="995 402 1818 483">All accounts of the County were determined to be significant based on preliminary materiality determination with the exception of inventory not for resale and prepaid expenses.</p> <p data-bbox="995 605 1226 626">Control Based Testing</p> <p data-bbox="995 633 1818 714">Allan Chartered Accountants has tested and relied upon controls identified for the accounts payable and expense process to reduce the extent of substantive testing in these areas.</p> <p data-bbox="995 747 1818 800">Allan Chartered Accountants has also performed control testing over the IT general controls to gain further assurance over system generated reports.</p> <p data-bbox="995 862 1276 883">Substantive Based Testing</p> <p data-bbox="995 889 1818 997">For the remaining significant accounts that have been identified in the planning process, we have taken a substantive approach to perform our audit as we believe that this resulted in a more efficient approach for these accounts based on their nature.</p>

2011 Audit Strategy

Internal Control Reliance

Area of Reliance	Findings and Strategy
Transaction Level Controls	<p>As communicated during our audit planning, Allan Chartered Accountants has leveraged the use of internal controls where they have been determined to be designed and operating effectively for purposes of the financial statement audit.</p> <p>The execution of our test of control resulted in reliance over the following significant processes for fiscal 2011:</p> <ul style="list-style-type: none">▶ Accounts Payable▶ Payroll
IT General Controls	<p>In accordance with our planning strategy for fiscal 2011, Allan Chartered Accountants has reviewed, tested and relied upon IT (systems) general controls over the software application. Our reliance on these general controls provides us with additional assurance over the system generated information and reporting.</p>

Audit Findings

Accounting and Auditing Estimates

Summary

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Summary of Audit Differences

During the course of our audit, we accumulate differences between amounts recorded by the County and amounts that we believe are required to be recorded under generally accepted accounting principles. The following is a summary of those differences we have identified through the date of this report.

Required Communications

Handbook Section 5751 and other professional standards require the auditor to communicate certain matters to the Council that may assist the Council in overseeing management's financial reporting and disclosure process. We have summarized these communications as they apply to the County.

Required Communications

Area	Comments
Auditors' Responsibilities under Canadian Generally Accepted Auditing Standards (GAAS)	Management is responsible for the preparation of the consolidated financial statements, which include responsibilities related to internal control, such as designing and maintaining accounting records, selecting and applying accounting policies safeguarding assets and preventing and detecting fraud and error.
The financial statements are the responsibility of management. Our audit is designed in accordance with Canadian Generally Accepted Auditing Standards to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement.	The auditors' responsibility is to express an opinion on the consolidated financial statements based on an audit thereof. An audit is performed to obtain reasonable but not absolute assurance as to whether the consolidated financial statements are free of material misstatement and, owing to the inherent limitations of an audit there is an unavoidable risk that some misstatements of the consolidated financial statements will not be detected (particularly intentional misstatements concealed through collusion) even though the audit is properly planned and performed.
	The audit includes: <ul style="list-style-type: none">▶ obtaining an understanding of the entity and its environment including internal control in order to plan the audit and to assess the risk that the consolidated financial statements may contain misstatements that, individually or in the aggregate, are material to the consolidated financial statements taken as a whole.▶ examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;▶ assessing the accounting principles used and their application, and▶ assessing the significant estimates made by management
	When the auditors' risk assessment includes an expectation of the operating effectiveness of controls, sufficient appropriate audit evidence has been obtained through tests of controls to support the assessment.
	The auditors have expressed an opinion as to whether the consolidated financial statements present fairly in all material respects, in accordance with generally accepted accounting principles, the financial position, results of operations and cash flows of the entity.

Required Communications

Area	Comments
<p>Our Overall Audit Strategy The auditors' communicate with the Council aspects of the overall audit strategy:</p> <ul style="list-style-type: none">▶ the general approach to the audit;▶ areas of the consolidated financial statements identified by the auditor, management or the Council as having a high risk of material misstatement, and the auditors' response thereto;▶ the materiality and audit risk levels on which the audit is based;▶ the preliminary assessment of internal control, the planned extent of audit work related to internal control and the effect of any control reliance on year end procedures. <ul style="list-style-type: none">▶ other specific items likely to be of particular interest to the Council, including any extensions of the scope of the audit requested by the Council or Management;▶ the effects of new developments in accounting standards, or legislative or regulatory requirements, on the entity's financial reporting;▶ other areas of concern that the Council or Management identifies;▶ the relevance of management representations to the audit evidence gathered by the Auditor and the need to obtain certain management representations in writing.	<ul style="list-style-type: none">▶ Refer to the "Audit Strategy" section▶ Refer to the "Materiality" section▶ For purposes of our audit of the consolidated financial statements, our audit scope is developed after considering inherent and control risks and the effectiveness of the County's internal controls. A variety of factors are considered when establishing individual audit scopes for the County including size, specific risks, the volume and types of transactions processed, changes in the business environment, internal audit activity, corporate monitoring controls in place, and other factors. We also consider the overall degree of commonality in processes at the County's locations and the degree of centralization of operations.▶ No other areas of concern have been brought to our attention▶ Refer to our engagement letter

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Required Communications

Area	Comments
Major Issues Discussed with Management in Connection with Initial or Recurring Retention	None
We discuss with the Council or those charged with governance any major professional issues that were discussed (orally or in writing) with Management in connection with our initial or recurring retention as the Auditor, including, among other matters, any discussions regarding the application of accounting principles and auditing standards.	
Our Judgements About the Quality of the County's Accounting Principles	
We discuss our judgments about the quality, not just the acceptability, of the accounting policies as applied in the County's financial reporting, including the consistency of the accounting policies and their application and the clarity and completeness of the financial statements and related disclosures.	It is our opinion that the accounting principles selected by Management are reasonable, consistent, and provide reliable and relevant accounting information.
Consultation with Other Accountants	We believe the quality of accounting policies disclosed in the financial statements and applied in the financial reporting, including the consistency of their application, and the understandability and completeness of the financial statements complies with Canadian generally accepted accounting principles (GAAP) and Public Sector Accounting.
When we are aware that management has consulted with other accountants about auditing or accounting matters, we discuss with the Council or those charged with governance our views about significant matters that were the subject of such consultation.	None of which we are aware.

Draft

Required Communications

Area	Comments
<p>Disagreements with Management We discuss with the Council or those charged with governance any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the County's financial statements or the auditors's report.</p>	No disagreements with management.
<p>Serious Difficulties Encountered in Dealing with Management When Performing the Audit We inform the Council or those charged with governance of any significant difficulties encountered in dealing with management related to the performance of the audit.</p>	No serious difficulties encountered.
<p>Non-Trivial Recorded Audit Adjustments We provide the Council or those charged with governance with information about recorded adjustments arising from the audit that could in our judgment, either individually or in the aggregate have a significant effect on the County's financial statements.</p>	None identified
<p>Unrecorded Audit Differences Considered by Management to be Immaterial We inform the Council or those charged with governance about unrecorded audit differences accumulated by us (ie: adjustment either identified by us or brought to our attention by management) during the current audit and pertaining to the latest period presented that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements as a whole.</p>	None identified

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Required Communications

Area	Comments
<p>The Adoption of, or a Change in an Accounting Principle We determine that the Council or those charged with governance is / are informed about the initial selection of, and any changes in, significant accounting principles or their application when the accounting principle or its application, including alternative methods of applying the accounting principle has a material effect on the financial statements.</p>	<p>During 2009, the County adopted accounting policies related to tangible capital assets in accordance with PS3150.</p> <p>During 2011 expenditures were evaluated based on whether they were repairs (expensed) or betterments (capitalized).</p>
<p>Sensitive Accounting Estimates and Disclosures The preparation of the financial statements requires the use of accounting estimates. Certain estimates and disclosures are particularly sensitive due to their significance to the financial statements and the possibility that future events may differ significantly from management's current judgments.</p> <p>We determine that the Council or those charged with governance is / are informed about management's process for formulating particularly sensitive accounting estimates and about the basis for our conclusions regarding the reasonable of those estimates.</p>	<p>Accounting estimates include allowance for uncollectible accounts and an accrual for retiree benefits. In regards to these estimates, we have no concerns with the estimates used by management.</p>
<p>Methods of Accounting for Significant Unusual Transactions for Controversial or Emerging Areas We determine that the Council or those charged with governance is / are informed about the methods used to account for significant unusual transactions and the effects of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance of consensus.</p>	<p>We are not aware of any significant unusual transactions recorded by the County or of any significant accounting policies used by the County related to controversial or emerging areas for which there is a lack of authoritative guidance.</p>

Required Communications

Area	Comments
<p>Fraud and Illegal Acts We communicate to the Council or those charged with governance fraud and illegal acts involving senior management and fraud and illegal acts (whether caused by senior management or other employees) that cause a material misstatement of the financial statements.</p> <p>In addition we discuss fraud involving employees who have significant roles in internal control, questions regarding the honesty and integrity of management, and matters that may cause future financial statements to be materially misstated as well as any misappropriations perpetrated by lower-level employees, based on our understanding with the Council regarding the nature and extent of communications with the Council about such matters</p>	<p>We are not aware of any matters that require communication. Refer to section "Fraud considerations and the risk of management override"</p>
<p>Significant Weaknesses in Internal Control We communicate all significant weaknesses in internal control that may have been identified during the course of our audit.</p>	<p>No significant weaknesses were identified.</p>
<p>A Summary of the Audit Approach After developing the overall audit strategy, we communicate with the Council aspects of the overall audit strategy that we believe would be helpful to you in discharging your responsibilities.</p>	<p>Refer to section "Audit Strategy".</p>

Required Communications

Area	Comments
<p>Independence We communicate, at least annually, the following to the Council or those charged with governance:</p> <ul style="list-style-type: none">Describe, in writing, all relationships between Allan Chartered Accountant Professional Corporation and our associated entities and the County and its affiliates or persons in financial reporting oversight roles at the County that may reasonably be thought to bear on our independence.Discuss with the Council the potential effects of those relationships on independence, andAffirm, in writing, that we are independent in compliance with Rules of Professional Conduct / Code of Ethics of the Institute of Chartered Accountants of Ontario.	Refer to Appendix A
<p>Related Party Transactions Related party transaction identified by the auditor that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure must be disclosed to the Council.</p>	All related party transactions known to us, are disclosed in the financial statements.
<p>Matters Relating to Component Entities of the County When the financial statements of a County (primary entity) include financial information from financial statements of a component entity (a subsidiary investee (other than a portfolio investment) or joint venture; or an entity whose financial information from financial statements is included with those of the primary entity), the auditor communicates with the Council those matters relating to the component entities that in the auditors' judgment are of significance in the context of the primary entity (for example, weaknesses in systems of internal control that have resulted, or could result, in material errors in the primary entity's consolidated financial statements).</p>	None of which we are aware.

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Fraud Considerations and the Risk of Management Override

We are responsible for planning and performing the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether cause by error or by fraud (CICA 5135, *The Auditor's Responsibility To Consider Fraud*).

Our audit procedures will encompass the requirements of CICA 5135: brainstorming, gathering information to facilitate the identification of and response to fraud risks and performing mandatory procedures to address the risk of management override (including examining journal entries, reviewing accounting estimates and evaluating the business rationale of significant unusual transactions).

We evaluate the risk of management override using the fraud triangle and consider the actions management has taken to respond to those risks.

We consider, among other things:

- ▶ Code of conduct / ethics
- ▶ Effective and independent oversight by Corporate Service Council
- ▶ Process for dealing with whistle-blower allegations
- ▶ Adequacy of internal audit oversight of activity
- ▶ Entity's risk assessment processes

Role and oversight responsibilities of the Corporate Service Council:

- ▶ Management's assessment of the risks of fraud
- ▶ Programs and controls to mitigate the risk of fraud
- ▶ Process for monitoring multiple locations for fraud
- ▶ Management communication to employees on its views on business practices and ethical behaviour.

Appendix A ▶ Independence Letter

May 4, 2012

Members of the Council
Corporation of the County of Frontenac

Dear Members of the Council:

We have been engaged to audit the financial statements of the County of Frontenac for the year ended December 31, 2011.

Pursuant to Canadian generally accepted auditing standards, we communicate at least annually with you regarding all relationships between Allan Chartered Accountant Professional Corporation and its related entities that, in our professional judgment, may reasonably be thought to bear on our independence. We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between Allan Chartered Accountant Professional Corporation and the County that, in our professional judgement, may reasonable be thought to bear on our independence, since the engagement letter dated October 13, 2011.

Canadian generally accepted auditing standards require that we confirm our independence to the Council in the context of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario. Accordingly, we hereby confirm that we are independent with respect to the County within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of the date of this letter.

This report is intended solely for the use of the Council and Management, and others within the County and should not be used for any other purposes.

Yours truly,

Chartered Accountants
Licensed Public Accountants
Perth, Ontario.

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Allan

Chartered Accountant Professional Corporation

May 3rd, 2012

Warden Janet Gutowski
The Corporation of the County of Frontenac
2069 Batterssea Road
Glenburnie, ON K0H 1S0

Dear Ms. Gutowski:

We would like to thank Mrs. Marian VanBruinessen, Treasurer and the employees of the accounting and administration departments of the County for their assistance during the performance of the audit performed in respect of the County's December 31st, 2011 year end financial statements.

Our audit approach focuses on understanding sources of business risk, fraud risk, entity governance policies and management's overall decision making processes, rather than simply focussing on the financial statements. The planning and execution of audits includes the requirement for the auditor to obtain an understanding of the internal control designed and implemented by management to prevent and detect fraud and error.

The procedures performed during the course of the audit included documenting the County's system of internal controls. Future audits will include procedures to document changes in internal controls from the previous time period audited. Audit standards require we report on any areas where we see an opportunity to consider enhanced internal controls. The feasibility of the enhancement of internal controls rests with management.

During the course of the audit we identified matters that may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement. It is not designed for the purpose of identifying matters to communicate. Accordingly an audit would not usually identify all such matters that may be of interest to management and it is inappropriate to conclude that no such matters exist.

The purpose of adequate controls is to ensure, as far as practical, the orderly and efficient conduct of the County's business, including the discharge of statutory responsibilities, for example safeguarding of assets, prevention and detection of fraud and error, reliability of accounting records and timely preparation of

financial information.

On Line Payments

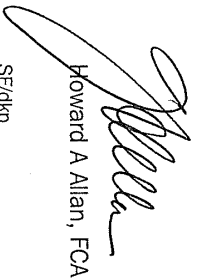
We noted that online payments made to suppliers have an upper limit placed on the payment. As some of the invoices paid online were in excess of the upper limit, the invoice had to be paid in several instalments to ensure the full invoice was paid. We recommend the upper limit be increased in order to allow for payment of the entire invoice in one payment. You may wish to consider placing different dollar amount restrictions on different levels of authority in the organization.

Delegation of Authority

During the review of Council minutes we noted that Council receives a detailed listing of every payment made by the County. You may wish to consider adopting a Delegation of Authority by-law. The by-law can allow for payments to be made within certain bounds, for instance within the terms of the procurement policy, or within the bounds of the adopted budget, without Council review of each payment. Payments made outside the adopted budget or bounds of the procurement policy would have to be reviewed by Council. This would allow for a more streamlined operational approach to processing payments for the County.

It is our pleasure to be of service to the County in connection with the fiscal 2011 audited financial statements. If you have any questions on the above noted items, please do not hesitate to contact us.

Yours truly,



Howard A Allan, FCA

SF/dkp
cc: Marian VanBruijssen, Treasurer



Serena Fortin, CA

Allan

Chartered Accountant Professional Corporation

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**CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2011**

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**County of Frontenac
Consolidated
Financial Statements
December 31, 2011**

Agenda Item # 4•

County of Frontenac Two Year Financial Review (not subject to audit)

December 31	2011	2010
Population (Statistics Canada)	* 26,375	** 26,658
* 2011 population from the 2011 Census ** 2010 population from the 2006 Census		
Number of Households (MPAC)	18,797	18,674
<hr/>		
Taxable Assessment (000's)	\$	\$
Residential	3,854,781	3,528,289
Multi-residential	4,014	3,905
Commercial	41,399	37,175
Industrial	11,586	10,610
Farmland	90,985	91,189
Total	4,002,765	3,671,168
<hr/>		
Rates of Taxation		
▸ residential (municipal)	0.212540	0.242244
▸ multi-residential (municipal)	0.212540	0.242244
▸ commercial (municipal)	0.212540	0.242244
▸ industrial (municipal)	0.212540	0.242244
<hr/>		
Revenues for County Purposes (000's)	\$	\$
▸ Taxation	8,496	8,908
▸ Government transfers	21,916	22,185
▸ Other	4,260	3,879
▸ Revenues related to capital assets	948	1,837
Total	35,620	36,809
<hr/>		
Expenditures (000's)		
▸ Operations	33,472	33,825
▸ Amortization	1,251	1,122

(Note: All dollar amounts are in thousands of dollars.)

Agenda Item # 4•

County of Frontenac
Two Year Financial Review
(not subject to audit)

December 31	2011	2010
	\$	\$
Long Term Debt		
▶ Net long term debt (000's)	11,976	12,740
▶ Long term debt charges (000's)	1,529	1,529
▶ Annual repayment limit (000's)	2,999	3,006
▶ Long term debt per household	637	682
▶ Debt charges (000's)		
▶ tax supported	489	489
▶ City of Kingston	1,040	1,040
<hr/>		
Municipal Equity (000's)		
▶ Surplus and Reserves	13,557	13,353
▶ Invested in capital assets	11,323	9,535
<hr/>		
Financial Indicators		
▶ Sustainability		
▶ financial assets to liabilities	1.0705	1.0126
▶ financial assets to liabilities excluding long term debt	2.7254	2.4955
▶ long term debt to tangible capital assets	51.40%	57.19%
▶ Flexibility		
▶ Debt charges to total operating revenue	4.44%	4.41%
▶ Total operating revenue to taxable assessment	0.86%	0.94%
▶ Vulnerability		
▶ Operating government transfers to operating revenue	64.43%	63.20%
▶ Total government transfers to total revenues	65.38%	63.21%

Agenda Item # 4•

County of Frontenac Consolidated Statement of Financial Position

December 31	2011	(Note 6) 2010
	\$	\$
ASSETS		
Financial Assets		
Cash	16,919,197	17,842,926
Short term investment	492,209	830,688
Accounts receivable	3,702,706	3,034,805
	21,114,112	21,708,419
LIABILITIES		
Financial Liabilities		
Accounts payable and accrued liabilities	5,116,167	6,246,203
Employee future benefit obligations (note 3)	171,286	155,212
Deferred revenues	53,459	90,518
Deferred revenues ▶ obligatory reserve fund (note 4)	2,406,299	2,207,010
Long term liabilities (note 5)	11,975,976	12,740,327
	19,723,188	21,439,271
NET FINANCIAL ASSETS	1,390,925	269,148
NON-FINANCIAL ASSETS		
Tangible capital assets (note 14)	23,299,475	22,275,784
Inventories	172,582	158,438
Prepaid expenses	17,891	30,759
	23,489,948	22,464,980
Commitments (note 11) Contingent Liabilities (note 9)		
MUNICIPAL EQUITY (note 6)	24,880,873	22,734,128

The accompanying notes are an integral part of these financial statements.

Agenda Item # 4•

County of Frontenac			
Consolidated Statement of Operations			
For the year ended December 31	(Note 16) Budget	2011	(Note 6) 2010
	\$	\$	\$
REVENUES			
Taxation ▶ from other governments	8,398,371	8,496,222	8,908,469
User charges	3,171,991	2,901,382	2,911,222
Government grants ▶ provincial	13,199,227	13,644,849	13,268,911
▶ federal	6,320	4,426	124,235
▶ other municipalities	8,996,872	8,266,440	8,791,549
Deferred revenues earned (note 4)	---	646,756	386,912
Provincial offences fines penalties	165,308	225,509	245,814
Investment income	135,000	207,877	131,676
Other income	386,140	278,086	203,207
TOTAL REVENUES	34,459,229	34,671,547	34,971,995
EXPENDITURES			
General government	2,667,371	2,595,044	1,747,113
Protection to persons and property	21,045	12,960	11,306
Transportation services	1,564,072	1,523,051	1,555,106
Ambulance services	14,274,278	13,778,955	13,551,722
Health services	659,806	636,357	641,934
Social and family services	12,711,600	12,496,155	13,158,594
Libraries	756,647	740,394	704,092
Social housing	745,343	640,681	580,821
Planning and development	1,654,942	870,962	1,354,594
Other	165,000	177,816	519,491
TOTAL EXPENDITURES	35,220,104	33,472,375	33,824,773
NET REVENUES (EXPENDITURES) FROM OPERATIONS	(760,875)	1,199,172	1,147,222
OTHER			
Grants and transfers related to capital Government transfers	705,442	947,573	1,837,062
ANNUAL SURPLUS (DEFICIT)	(55,433)	2,146,745	2,984,284
MUNICIPAL EQUITY, BEGINNING OF YEAR	22,734,128	22,734,128	19,749,844
MUNICIPAL EQUITY, END OF YEAR	22,678,695	24,880,873	22,734,128

The accompanying notes are an integral part of these financial statements.

County of Frontenac

Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31	(Note 16) Budget	2011	(Note 6) 2010
	\$	\$	\$
ANNUAL SURPLUS (DEFICIT)	(55,433)	2,146,745	2,984,284
Amortization of tangible capital assets	1,153,398	1,250,859	1,121,970
Acquisition of tangible capital assets	(3,032,398)	(2,366,988)	(3,923,462)
Gain on sale of tangible capital assets	---	74,894	135,308
Proceeds on sale of tangible capital assets	---	17,544	21,299
Acquisition of inventories of supplies	---	(172,582)	(158,438)
Acquisition of prepaid expenses	---	(17,891)	(30,759)
Consumption of inventories	---	158,438	182,117
Use of prepaid expenses	---	30,758	20,155
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(1,934,433)	1,121,777	352,474
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR	269,148	269,148	(83,326)
NET FINANCIAL ASSETS (DEBT), END OF YEAR	(1,665,285)	1,390,925	269,148

The accompanying notes are an integral part of these financial statements.

Agenda Item # 4•

County of Frontenac Consolidated Statement of Cash Flows

For the year ended December 31	2011	(Note 6) 2010
	\$	\$
OPERATING		
Annual surplus for the year	2,146,745	2,984,284
Amortization	1,250,859	1,121,970
	3,397,604	4,106,254
Net Change in Non-Cash Working Capital Balances		
Accounts receivable	(667,902)	(1,200,154)
Accounts payable and accrued liabilities	(1,130,035)	2,193,979
Employee future benefit obligations	16,074	14,041
Deferred revenues	(37,059)	23,726
Deferred revenues ▶ obligatory reserve funds	199,287	451,369
Inventories	(14,144)	23,680
Prepaid expenses	12,868	(10,604)
	(1,620,911)	1,496,036
Working Capital from Operations	1,776,693	5,602,290
INVESTING		
Increase (decrease) in short term investments	338,479	(830,688)
Net increase in investments	338,479	(830,688)
CAPITAL		
Acquisition of tangible capital assets	(2,366,988)	(3,923,462)
Net proceeds on sale of tangible capital assets	92,438	156,607
Net investment in tangible capital assets	(2,274,550)	(3,766,855)
FINANCING		
Debt principal repayments	(764,351)	(719,047)
Net decrease in cash from financing activities	(764,351)	(719,047)
NET (DECREASE) INCREASE IN CASH	(923,729)	285,699
CASH, BEGINNING OF YEAR	17,842,926	17,557,227
CASH, END OF YEAR	16,919,197	17,842,926

The accompanying notes are an integral part of these financial statements.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2011

1. Status of the County of Frontenac

The County of Frontenac (the 'County') was incorporated in 1865 and assumed its responsibilities under the authority of the Provincial Secretary. The County operates as an upper tier government in the County of Frontenac, in the Province of Ontario, Canada and provides municipal services such as emergency measures, public works, public health services, ambulance services, social and family assistance, planning and development and other general government operations.

2. Significant Accounting Policies

The consolidated financial statements of the Corporation of the County of Frontenac are the representations of management and have been prepared in all material respects in accordance with Canadian Public Sector Accounting Standards for local governments as recommended by the Public Sector Accounting Board ('PSAB') of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies by the County are as follows:

Basis of Consolidation

(i) The consolidated financial statements reflect financial assets, liabilities, operating revenues and expenditures, reserves, reserve funds and changes in investment in tangible capital assets of the County. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the County and which are owned or controlled by the County. Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated. These consolidated financial statements include:

▸ Fairmount Home for the Aged

(ii) Non-consolidated entities:

Kingston, Frontenac and Lennox and Addington Public Health is not consolidated and only the contributions by the County are reported on the Consolidated Statement of Operations

The Kingston-Frontenac Public Library Board is not consolidated and only the contributions by the County are reported on the Consolidated Statement of Operations.

(iii) The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards are not reflected in the municipal fund balances of these financial statements.

Basis of Accounting

(i) The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenditures are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2011

2. Significant Accounting Policies / continued

Basis of Accounting / continued

- (ii) Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.
- (iii) Trust funds and their related operations administered by the County are not included in these financial statements but are reported separately on the Trust Funds Statement of Financial Activities and Financial Position.

Tangible Capital Assets

Tangible capital assets are recorded at historical cost or where historical cost records were not available, other methods determined to provide a best estimate of historical cost and accumulated amortization of the assets. In certain cases the County used replacement costs and appropriate indices to deflate the replacement cost to an estimated historical cost at the year of acquisition. Costs include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Land	
Land Improvements	10 - 30 years
Buildings	10 - 50 years
Vehicles	6 - 15 years
Machinery and Equipment	3 to 30 years
Bridges	16 years
Work in Progress	

Amortization is charged for the months in use. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of other asset as of the date of transfer.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Inventories and Prepaid Expenses

Inventories and prepaid expenses held for consumption are recorded at the lower of cost or replacement cost.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2011

2. Significant Accounting Policies / continued

Pension and Employee Benefits

The County accounts for its participation in the Ontario Municipal Employees Retirement System ('OMERS'), a multi-employer public sector pension fund, as a defined benefit plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Cash and Cash Equivalents

The County considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

Government Transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Deferred Revenues

The County defers recognition of user charges and fees which have been collected but for which the related services have yet to be performed. Government transfers of gas taxes, are reported as deferred revenues in the Consolidated Statement of Financial Position. These amounts will be recognized as revenues in the fiscal year the services are performed.

Investments

Short-term and long-term investments are recorded at cost plus accrual interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

Investment income earned on surplus current funds, capital funds, reserves and reserve funds (other than obligatory reserve funds) are reported as revenue in the period earned.

Financial Instruments

All financial instruments are initially recognized at fair value on the statement of financial position. The County has classified each financial instrument into one of the following categories: held-for-trading financial assets and liabilities, loans and receivables, held-to-maturity financial assets and other financial liabilities. Subsequent measurement of financial instruments is based on their classification.

Held-for-trading financial assets and liabilities are subsequently measured at fair value with changes in those fair values recognized in net revenues.

Loans and receivables, held-to-maturity financial assets and other financial liabilities are subsequently measured at amortized cost using the effective interest method.

The County classifies cash and cash equivalents as held-for-trading financial assets, accounts receivable as loans and receivables, and accounts payable and accrued liabilities as other financial liabilities.

**County of Frontenac
Notes to the Consolidated Financial Statements**

December 31, 2011

2. Significant Accounting Policies / continued

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from these estimates.

3. Employee Future Benefit Obligations

Extended health care, dental, life insurance and sick leave benefits:

The County provides extended health care, dental and other benefits to one group of Fairmount Home employees. Extended health care and dental benefits continue to be available to early retirees at 100% of their cost up to the age of 60, then between the age of 60 and 65, the retiree will generally be responsible for paying 50% of the benefit premiums.

Retirement Benefits

An independent actuarial study of the employee non-pension retirement benefits has been undertaken. The most recent valuation of the employee future benefits was completed at December 31, 2010.

The accrued benefit obligations relating to employee non-pension retirement benefits has been actuarially determined using the projected benefit method pro-rated on services. At December 31, 2011, based on actuarial update, the accrued benefit obligation was \$171,286.

The significant actuarial assumptions adopted in estimating the County's accrued benefit obligation are as follows:

Discount rate	5% per annum
Inflation rate	2% per annum
Salary escalation	3% per annum
Dental benefits escalation	4% per annum
Health benefits escalation	8% per year starting in 2008, reducing to 4% per year over 12 years to reach 4% per year starting in 2010

Employee benefit obligations are comprised of:

	2011	2010
	\$	\$
Opening balance	155,212	141,171
Expense recognized for the year	9,525	7,830
Interest cost	8,482	7,229
Benefit payments	(3,194)	(1,018)
Amortization of actuarial losses	1,261	---
Accrued benefit obligation, end of year	171,286	155,212

**County of Frontenac
Notes to the Consolidated Financial Statements**

December 31, 2011

4. Deferred Revenues

A requirement of public sector accounting principles of the Canadian Institute of Chartered Accountants is that obligatory reserve funds be reported as deferred revenues. This requirement is in place as Provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The transactions for the year are summarized as follows:

	2011	2010
	\$	\$
January 1, 2011	2,207,011	1,755,642
Federal grant - gasoline tax	817,734	820,278
Investment income	28,310	18,003
Transfer to operating fund	(646,756)	(386,912)
December 31, 2011	2,406,299	2,207,011

5. Long Term Liabilities

(a) The balance of long term liabilities reported on the "Consolidated Statement of Financial Position" is comprised of the following:

	2011	2010
	\$	\$
Debenture issue	11,975,976	12,740,327
Net long term liabilities at the end of the year	11,975,976	12,740,327

A debenture was issued on September 12, 2002 maturing September 12, 2022, to finance a building project at Fairmount Home for the Aged. The debenture has an interest rate of 6.157% with principal repayments commencing on September 12, 2003. Debt repayment costs will be recovered from future revenue. The City of Kingston's share of the debt repayment was established through a Mediated Settlement dated August 7, 2002 and is based on 50% of the repayments related to the 32 new beds and 74% of the repayments related to the 96 existing beds.

**County of Frontenac
Notes to the Consolidated Financial Statements**

December 31, 2011

5. Long Term Liabilities / continued

(b) Principal payments fall due as follows:

	General Revenues
	\$
2012	812,510
2013	863,703
2014	918,122
2015	975,969
2016	1,037,462
2017 and thereafter	7,368,210
	11,975,976

(c) These payments are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

(d) Interest expense on long term liabilities in 2011 amounted to \$764,517 (2010 \$809,964).

6. Municipal Equity

The comparative information was reported on by another accounting firm and included the proportionate consolidated of the Kingston Frontenac Lennox and Addington Public Health Unit. The consolidated financial statements do not include the proportionate consolidation of the Kingston Frontenac Lennox and Addington Public Health Unit. The prior year's information has been restated to conform with this year's presentation as follows:

	2010
	\$
Municipal Equity, January 1, 2010	
As previously reported	20,245,249
Kingston Frontenac Lennox and Addington Public Health	
Tangible capital assets	(1,088,964)
Long term liabilities	875,670
Excess recoveries	(10,380)
Kingston Frontenac Lennox and Addington Public Health	
Share of reserve funds	(453,034)
Adjustment to County Owned Tangible Capital Assets (to recognize land not previously categorized as an asset)	181,303
Restated Municipal Equity ▶ January 1, 2010	19,749,844

**County of Frontenac
Notes to the Consolidated Financial Statements**

December 31, 2011

6. Municipal Equity / continued

	2011	2010
	\$	\$
Invested in tangible capital assets	23,299,475	22,275,784
Long term liabilities	(11,975,976)	(12,740,327)
	11,323,499	9,535,457
Unrestricted surplus	---	(155,212)
Reserves (Schedule 1)	10,570,892	10,084,254
Reserve Funds (Schedule 1)	2,986,482	3,269,629
Total Municipal Equity	24,880,873	22,734,128

7. Pension Contributions

The County makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of all permanent members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The amount contributed to OMERS was \$1,083,045 (2010 \$905,417) for current services and is included as an expenditure on the Consolidated Statement of Operations and Accumulated Surplus classified under the appropriate functional expenditure. Contributions by employees were a similar amount.

8. Trust Funds

Trust funds administered by the County amounting to \$9,700 (2010 \$10,279) are presented in a separate financial statement of trust fund balances and operations. As such balances are held in trust by the County for the benefit of others, they are not presented as part of the County's financial position or financial activities.

9. Contingent Liabilities

- (a) The County is contingently liable for its share of any operating deficit of the Kingston-Frontenac Public Library Board, which is approximately 13% of the accumulated balance as at the end of the year for the Board. The County's share of the accumulated operating surplus (deficits) is \$33,702 (2010 \$(10,000)).

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2011

9. Contingent Liabilities / continued

- (b) The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2011, management believes that the County has valid defences and appropriate insurance coverages in place. In the event any claims are successful, management believes that such claims are not expected to have a material effect on the County's financial position.
-

10. Contributions to Joint Boards

- (a) The assets and liabilities of the Kingston-Frontenac Public Library Board have not been consolidated. The County contributions to the Library Board for 2011 are \$725,077 (2010 \$704,092) and are reported on the Consolidated Statement of Operations.
- (b) The assets and liabilities of the Kingston-Frontenac and Lennox and Addington Health Board have not been consolidated. The County made the following contributions to the Kingston, Frontenac and Lennox and Addington Health Board for 2011 \$636,357 (2010 \$641,934).
-

11. Commitments

- (a) The County leases premises under long term operating lease agreements with terms as follows:
- (i) \$25,500 per annum plus HST to December 22, 2013, adjusted annually for additional rent and realty taxes (\$19,950 in 2011);
 - (ii) \$28,000 per annum plus HST;
 - (iii) \$25,389 per annum in 2011, during each subsequent year \$25,389 plus an adjustment based on CPI;
 - (iv) \$4,000 per annum plus HST first five year term to 2015 and the following 15 years \$4,000 plus CPI escalator, plus HST;
 - (v) \$4,000 per annum plus HST.
- (b) In 2008, the County pledged \$54,000 annually for 10 years to the University Hospitals Kingston Foundation, a joint fund raising appeal undertaken by the Foundation on behalf of local hospitals. The County has provided \$54,000 as the fourth of 10 payments, as of December 31, 2011.
-

**County of Frontenac
Notes to the Consolidated Financial Statements**

December 31, 2011

12. Cost Sharing Allocations

The Local Service Realignment sets out formulae under which the costs for Social Services, Child Care, Social Housing, Provincial Offences and Land Ambulance are shared between the County of Frontenac and the City of Kingston. A new cost sharing arrangement was derived for the period of 2004 to 2006 through an arbitrated settlement and continued on a year to year basis in 2009. Program costs for Social Services and Child Care are distributed on the basis of caseload and Social Housing costs are allocated by the location of the unit. The administrative costs for these services are allocated on the basis of weighted assessment. The cost of Land Ambulance and the net revenue of Provincial Offences are distributed on the basis of weighted assessment.

13. Risk Management

In the normal course of operations, the County is exposed to a variety of financial risks which are actively managed by the County.

The County's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities. The fair values of cash, investments, accounts payable and accrued liabilities approximate their carrying values because of their expected short term maturity and treatment on normal trade terms.

The County's exposure to and management of risk has not changed materially from December 31, 2010.

(a) Credit Risk

Credit risk arises from the possibility that the entities to which the County provides services to may experience difficulty and be unable to fulfill their obligations. The County is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The County does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

(b) Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The County is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash and cash equivalents and operating loan. Changes in variable interest rates could cause unanticipated fluctuations in the County's operating results.

(c) Liquidity Risk

Liquidity risk is the risk that the County will not be able to meet its obligations as they fall due. The County requires working capital to meet day-to-day operating activities. Management expects that the County's cash flows from operating activities will be sufficient to meet these requirements.

**County of Frontenac
Notes to the Consolidated Financial Statements**

December 31, 2011

14. Tangible Capital Assets

	2011	2010
	\$	\$
Land	463,653	463,653
Land Improvements	450,915	327,823
Buildings	17,723,355	14,859,519
Vehicles	2,021,955	1,682,180
Machinery and Equipment	2,289,308	2,151,730
Bridges	125,524	---
Work in Progress	224,765	2,790,879
	23,299,475	22,275,784

For additional information, see Schedule 2 ▶ Tangible Capital Assets.

15. Segmented Information

The County is a diversified municipal government that provides a wide range of services to its citizens. The services are provided by departments and their activities are reported in the consolidated statement of operations and accumulated surplus.

Departments have been separately disclosed in the segmented information, along with the service they provide, as set out in the schedule below.

For each reported segment, expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 2.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2011

15. Segmented Information / continued

2011	Salaries, Wages & Employee Benefits	Rents and Debt Interest	Materials & Services	External Transfers	Amortization	Total
	\$	\$	\$	\$	\$	\$
General Government						
Administration	801,202	---	1,103,369	510,000	180,473	2,595,044
Protection to Persons and Property	---	---	12,961	---	---	12,961
Transportation	799,548	---	48,321	675,182	---	1,523,051
Health Services						
Public Health Services	---	---	636,357	---	---	636,357
Ambulance	11,118,304	148,810	1,989,312	---	522,529	13,778,955
Social and Family Assistance						
General Assistance	---	---	1,267,813	---	---	1,267,813
Assistance to Aged Persons	8,064,348	764,517	1,866,935	---	532,540	11,228,340
Social Housing	---	---	640,681	---	---	640,681
Recreation and Cultural Services						
Libraries	---	---	725,077	---	15,317	740,394
Other	---	---	177,816	---	---	177,816
Planning and Development	236,685	---	634,278	---	---	870,963
2011	21,020,087	913,327	9,102,920	1,185,182	1,250,859	33,472,375

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2011

15. Segmented Information / continued

2010	Salaries, Wages & Employee Benefits	Rents and Debt Interest	Materials & Services	External Transfers	Amortization	Total
	\$	\$	\$	\$	\$	\$
General Government						
Administration	658,830	---	959,233	---	129,050	1,747,113
Protection to Persons and Property	---	---	11,306	---	---	11,306
Transportation	764,254	---	90,511	700,340	---	1,555,105
Health Services						
Public Health Services	---	---	---	641,934	---	641,934
Ambulance	10,917,244	154,660	1,923,126	88,027	468,665	13,551,722
Social and Family Assistance						
General Assistance	---	---	2,085,919	---	---	2,085,919
Assistance to Aged Persons	7,767,193	809,964	1,971,263	---	524,255	11,072,675
Social Housing	---	---	580,821	---	---	580,821
Recreation and Cultural Services						
Libraries	---	---	704,092	---	---	704,092
Other	---	---	519,492	---	---	519,492
Planning and Development	222,157	---	1,132,437	---	---	1,354,594
2010	20,329,678	964,624	9,978,200	1,430,301	1,121,970	33,824,773

16. Budget Figures

The operating budget approved by County Council, for 2011 is reflected on the Consolidated Statement of Operations. The budgets established for capital investment in tangible capital assets are on a project oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts.

County of Frontenac Schedule 1 ▶ Continuity of Reserves and Reserve Funds

For the year ended December 31	(Note 16) Budget	2011	2010
	\$	\$	\$
Revenues			
Donations	---	40,951	19,175
Investment income	44,715	39,877	30,425
Total Net Revenues	44,715	80,828	49,600
Net Transfers From/(To) Other Funds			
Transfers from operations	682,832	794,531	752,458
Transfers to capital acquisitions	(2,029,076)	(671,868)	(1,167,664)
Total Net Transfers	(1,346,244)	122,663	(415,206)
Balances, Change in Year	(1,301,529)	203,491	(365,606)
Balances, Beginning of Year	13,353,883	13,353,883	13,719,489
Reserves and Reserve Fund Balances, End of Year	12,052,354	13,557,374	13,353,883

Schedule 1 ▶ Composition of Reserves and Reserve Funds

For the year ended December 31	2011	2010
	\$	\$
Reserves set aside for specific purposes by Council:		
▶ for working capital ▶ County of Frontenac	4,830,040	4,392,150
▶ Fairmount Home for the Aged	677,807	827,098
▶ for land ambulance joint with City of Kingston	1,372,592	1,858,137
▶ for land ambulance County of Frontenac	394,217	394,217
▶ for social housing	389,400	364,400
▶ for library	128,217	97,217
▶ for GIS	22,000	11,000
▶ for land acquisition	40,000	20,000
▶ for land use planning	136,159	86,159
▶ for stabilization	974,431	854,431
▶ for ferry revenue stabilization	42,611	27,811
▶ for Fairmount capital replacement schedule	604,500	519,480
▶ for County capital asset replacement schedule	486,664	398,664
▶ for Ontarians with disabilities	35,000	25,000
▶ for Severance ▶ Fairmount Home for the Aged	99,254	79,490
▶ for Operations ▶ Fairmount Home for the Aged	18,000	9,000
▶ for strategic projects	170,000	120,000
▶ for NEER reserve	150,000	---
Total Reserves	10,570,892	10,084,254
Reserve Funds		
▶ for Fairmount donations	156,045	116,868
▶ for Fairmount rebuild donations	67,878	67,035
▶ for County of Frontenac capital	2,174,318	2,270,144
▶ for investing in Ontario	588,241	815,582
	2,986,482	3,269,629
Total Reserves and Reserve Funds	13,557,374	13,353,883

The accompany notes are an integral part of these financial statements.

**County of Frontenac
Schedule 2 ▶ 2011 Tangible Capital Assets**

Asset Class	Cost 01/01/11	Additions	(Disposals)	Cost 31/12/11
	\$	\$	\$	\$
Land	463,653	---	---	463,653
Land Improvements	426,851	146,959	---	573,810
Buildings	18,076,989	3,286,911	---	21,363,900
Vehicles	3,000,478	805,241	(673,407)	3,132,312
Machinery & Equipment	4,704,882	560,294	(10,148)	5,255,028
Bridges	---	133,695	---	133,695
Work in Progress	2,790,878	(2,566,112)	---	224,766
	29,463,731	2,366,988	(683,555)	31,147,164

Asset Class	Accumulated Amortization 01/01/11	Amortization	(Disposals)	Accumulated Amortization 31/12/11	Net Book Value 31/12/11
	\$	\$	\$	\$	\$
Land	---	---	---	---	463,653
Land Improvements	99,027	23,869	---	122,896	450,914
Buildings	3,217,470	423,076	---	3,640,546	17,723,354
Vehicles	1,318,298	379,624	(587,565)	1,110,357	2,021,955
Machinery & Equipment	2,553,152	416,120	(3,552)	2,965,720	2,289,308
Bridges	---	8,170	---	8,170	125,525
Work in Progress	---	---	---	---	224,766
	7,187,947	1,250,859	(591,117)	7,847,689	23,299,475

The accompany notes are an integral part of these financial statements.

County of Frontenac
Schedule 2 ▶ 2010 Tangible Capital Assets

Asset Class	Cost 01/01/10	Additions	(Disposals)	Cost 31/12/10
	\$	\$	\$	\$
Land	433,463	47,646	(17,456)	463,653
Land Improvements	426,851	---	---	426,851
Buildings	18,058,664	35,583	(17,258)	18,076,989
Vehicles	2,230,471	780,160	(10,154)	3,000,477
Machinery & Equipment	4,271,650	765,875	(332,643)	4,704,882
Work in Progress	496,680	2,294,198	---	2,790,878
	25,917,779	3,923,462	(377,511)	29,463,730

Asset Class	Accumulated Amortization 01/01/10	Amortization	(Disposals)	Accumulated Amortization 31/12/10	Net Book Value 31/12/10
	\$	\$	\$	\$	\$
Land	---	---	---	---	463,653
Land Improvements	81,282	17,745	---	99,027	327,824
Buildings	2,830,790	388,973	(2,293)	3,217,470	14,859,519
Vehicles	995,832	327,543	(5,077)	1,318,298	1,682,179
Machinery & Equipment	2,378,977	387,709	(213,535)	2,553,151	2,151,731
Work in Progress	---	---	---	---	2,790,878
	6,286,881	1,121,970	(220,905)	7,187,946	22,275,784

The accompany notes are an integral part of these financial statements.

Agenda Item # 4•

County of Frontenac Trust Funds Statement of Financial Position

December 31	Fairmount Home Residents'	Bridget Fowler	2011	2010
	\$	\$	\$	\$
ASSETS				
Cash	6,297	3,403	9,700	10,279
FUND BALANCES	6,297	3,403	9,700	10,279

Statement of Financial Activities

For the year ended December 31	Fairmount Home Residents'	Bridget Fowler	2011	2010
	\$	\$	\$	\$
REVENUES				
Residents' deposits	15,417	---	15,417	15,797
Interest	---	30	30	122
Dividends	---	202	202	238
	15,417	232	15,649	16,157
EXPENDITURES				
Residents' withdrawals	15,928	---	15,928	20,682
Payments	---	300	300	300
	15,928	300	16,228	20,982
NET EXPENDITURES FOR THE YEAR	(511)	(68)	(579)	(4,825)
BALANCE AT THE BEGINNING OF THE YEAR	6,808	3,471	10,279	15,104
BALANCE AT THE END OF THE YEAR	6,297	3,403	9,700	10,279

The accompanying notes are an integral part of these financial statements.

**County of Frontenac
Trust Funds
Notes to the Financial Statements**

December 31, 2011

1. Significant Accounting Policies

Reporting Entity

Expenditures are reported on the cash basis of accounting with the exception of administrative expenses which are reported on the accrual basis of accounting, which recognizes expenditures as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

Seconded By: Councillor Inglis

RESOLVED THAT the items listed in the Communications of Interest to County Council dated April 18, 2012 be received and filed for information purposes, including Kingston, Frontenac Public Library Board meeting minutes dated February 22, 2012 and Kingston, Frontenac Public Library Board Annual General meeting minutes dated March 23, 2011.

CARRIED

9. COMMUNICATIONS FOR ACTION

a) Town of Halton Hills - March 14, 2012

Motion #117-12 Moved By: Councillor McDougall
Seconded By: Councillor Clayton

RESOLVED THAT the Council of the County of Frontenac receive for information the correspondence from the Town of Halton Hills dated March 14, 2012 regarding exempting Royal Canadian Legion Branches from paying regional taxes.

CARRIED

b) The Corporation of Havelock-Belmont-Methuen - March 28, 2012

Motion #118-12 Moved By: Councillor Clayton
Seconded By: Councillor McDougall

RESOLVED THAT Council of the County of Frontenac receive for information the correspondence from the Corporation of Havelock-Belmont-Methuen dated March 28, 2012, appealing to the Minister of Agriculture, Food and Rural Affairs to reconsider the eligibility requirement that all applicants under the Ontario Wildlife Damage Compensation Program must have a valid Farm Business Registration Number.

CARRIED

c) Pitch In Canada Week - April 23 - 30, 2012

Motion #119-12 Moved By: Councillor McDougall
Seconded By: Councillor Clayton

WHEREAS hundreds of thousands of Canadians show their concern for the environment and their communities each year by participating in PITCH-IN CANADA projects to: reduce, reuse, recycle and properly dispose of waste; clean up and rejuvenate local neighbourhoods, green spaces, ravines, waterways and illegal dump sites; restore habitats; and to establish composting and recycling projects;

AND WHEREAS PITCH-IN CANADA, a national, community-based, organization comprised of eco-action and community volunteers, believes that maintaining a quality environment and encouraging civic pride is everyone's responsibility;

AND WHEREAS PITCH-IN CANADA encourages voluntary action to: keep communities clean and beautiful and restore and maintain a healthy environment;

Councillor Purdon reported that the City of Kingston is establishing a new community centre in the Rideau Heights area which may include a new branch of the public library.

b) KFL&A Public Health Update - Councillor Clayton

Councillor Clayton reported that the board has been receiving presentations regarding the proposed wind turbine project on Amherst Island and public health staff is researching information regarding whether or not wind turbines produce detrimental health effects.

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

d) Algonquin Land Claim Update - Councillor Inglis – no report

e) Frontenac County Youth Justice Advisory Committee Update - Councillor Davison – no report

f) Housing and Homelessness Committee Update - Councillor McDougall

Councillor McDougall reported the following:

- two committee meetings have been held;
- the committee name has been changed to the Housing and Homelessness Committee;
- the Home Ownership Assistance Program has been released;
- Lanie Hurdle, Commissioner of Community Services - City of Kingston will be attending the next County Council meeting to provide information regarding social and affordable housing programs;
- poverty reduction collaborative between the KFL&A United Way and the City of Kingston includes one pillar dealing with housing to which the Housing and Homelessness Committee will be providing input;
- the City of Kingston is initiating a secondary suites pilot program for new units in the former Kingston Township area; and
- David Townsend, Southern Frontenac Community Services would like to speak to Council regarding the United Way of Simcoe County funding.

g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones – no report

14.2 Advisory Committees of County Council

a) Sustainability Advisory Committee

b) Green Energy Task Force

c) 150th Anniversary of County Advisory Committee

d) Trails Advisory Committee

- **Trails Advisory Committee Meeting Minutes – February 3, 2012**

Motion #131-12

Moved By: Councillor Jones

Seconded By: Deputy Warden Doyle



MINUTES OF THE SPECIAL MEETING OF COUNCIL

May 9, 2012

A special meeting of the Council of the County of Frontenac was held in the County Boardroom in the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, May 9, 2012 at 9:00 a.m.

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

ABSENT: Deputy Warden Denis Doyle

ALSO PRESENT: Liz Savill, CAO/Clerk; Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Joe Gallivan, Manager of Sustainability Planning; Jenny Liu, Municipal Intern; Patrick Thompson, Project Manager; and Susan Beckel, Deputy Clerk (Recording Secretary)

1. CALL TO ORDER

The Warden called the meeting to order at 9:03 a.m.

2. ADOPTION OF THE AGENDA

Motion #136-12 Moved By: Councillor McDougall
Seconded By: Councillor Jones

RESOLVED THAT the agenda for the May 9, 2012 special closed meeting of Council be adopted as circulated.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

The Warden requested the Clerk to record that in accordance with the Municipal Conflict of Interest Act no disclosures of pecuniary interest were declared.

4. DEPUTATIONS AND/OR PRESENTATIONS

5. CLOSED MEETING

Motion #137-12 Moved By: Councillor Jones



ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Lisa Goodberry
Executive Assistant (Temp)

Date Prepared: May 9, 2012

Date of Meeting: May 16, 2012

Re: Communications of Interest to County Council

It is recommended that the following communications of interest to the County listed under the headings A, B, and C be received and filed (copies are available upon request).

A Ministries, Other Municipalities, etc:

1. Ministry of Infrastructure, April 5, 2012 – A memorandum from the Honourable Bob Chiarelli addressing Ontario's 2012 Budget.
2. Ministry of the Environment, April 25, 2012 – A letter to provide information to serve as guidance for municipalities who provide water services and may have responsibilities related to the *Clean Water Act* (O.Reg.284/07, Source Protection Areas and Regions).
3. Municipal Property Assessment Corporation, April 26, 2012 – The 2011 Annual Report and Financial Statements for the year ended December 31, 2011. The report is also available online at www.mpac.ca.
4. Ministry of Community Safety and Correctional Services, May 1, 2012 – Emergency Management Ontario advises that the County's JEPP application for federal funding has been approved for Emergency Operations Centre. Please see attached report.
5. Public Safety Canada News Release, May 3, 2012 – The federal government reinforces its commitment to public safety through the allocation of 10MHz of the 700 MHz bandwidth for the use of emergency responders including police, fire fighters and paramedics. The full news release can be found at: <http://www.publicsafety.gc.ca/media/nr/2012/nr20120503-eng.aspx>
6. Ministry of Education News Release, May 4, 2012 – The provincial government has released new guidelines to ensure that school fundraising proceeds complement – not replace – public funding for education. The new Guidelines for School Fundraising can be found at: <http://www.edu.gov.on.ca/eng/parents/Fund2012.html>

Administrative Report
Communications of Interest to County Council
May 16, 2012

Page 1 of 3

7. Ministry of Municipal Affairs and Housing, May 4, 2012 – Emergency Preparedness Week (May 6-12, 2012)

Other Correspondence:

1. SWITCH, April 10, 2012 – A thank you for the sponsorship of the SWITCH 2012 Green Profit Conference and Exhibition. The support was essential to the success of Green Profit and to furthering the goals of SWITCH this year.
2. Fourteen Island North & Feeder Lakes Association (FINFLA), April 15, 2012 – To commend the Council of the County of Frontenac for enabling the installation of a dry fire hydrant in Buffy Lake and the associated improvements carried out to the adjacent Meredith Lane access road.
3. Limestone District School Board, April 16, 2012 – Mid-year update of Year 3 of its 5 year plan, *Success for all: Strategic Directions 2009- 2014*, a comprehensive multi-component approach to strategic planning by the Board.
4. Spina Bifida and Hydrocephalus Association of Ontario, April 30, 2012 – Requesting the County of Frontenac consider proclaiming June, Spina Bifida and Hydrocephalus Awareness Month, in order to help raise awareness of these life long, complex conditions.
5. Ontario Good Roads Association, April 30, 2012 – Letter to encourage the County to join the Ontario Good Roads Association.
6. KFL&A Public Health, May 1, 2012 – KFL&A Healthy Eating Workshops in Napanee, Kingston and Verona.

AMO Member Communications:

1. News Releases
2. AMO Breaking News
 - Addressing the Rising Cost of Police Services - Update to members, May 1, 2012
 - Bills introduced since May 1, 2012, May 3, 2012
3. Watch Files
 - April 12, 19, 26, May 3, 2012

FCM Communications:

1. News Releases
 - FCM is looking for sustainably minded municipal representatives to join them on the Canadian Bioenergy Association's technology mission to Denmark on May 25-28 and Sweden on May 28-June 1, 2012
 - Halocarbon Management Forum, May 30, 2012 – a discussion forum aimed at highlighting industrial environmental policy options to reduce additional greenhouse gas, ozone-depleting substance (ODS) and halocarbon emissions in Québec and Canada
 - World Hydrogen Energy Conference 2012, Toronto, ON, June 3-7, 2012

- Workshop: Infrastructure Climate Risk Assessment on June 6, 2012 in Saskatoon

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

- Meeting Minutes dated March 30, 2012

C Agency/Board Minutes:

1. Kingston Frontenac Public Library Board Minutes, March 28, 2012

D The following items of correspondence require action:

1. Oxford County, April 23, 2012 – Request for support of the resolution demanding a moratorium on any future landfill construction or approval until such time as a full review of alternatives can be completed which would examine best practices in other jurisdictions around the world.
2. Township of Wainfleet, April 24, 2012 – Request for support of the resolution and by-law for the minimum setback distance for the construction of all Industrial Wind Turbines, also known as Wind Turbine Generators, to be erected within the borders of the township, and to require that any construction, in compliance with this by-law or not, shall also provide indemnification for any loss of property value or adverse health effect therefrom.
3. Ontario Human Rights Commission, May 2, 2012 – Request for the proclamation of Ontario Human Rights Code Week, June 11-15, 2012. The Ontario Human Rights Code recognizes the dignity and worth of each person and ensures that everyone is free from discrimination and harassment where they live, work and play.

MINUTES
Regular Meeting #2012-03
Kingston Frontenac Public Library Board
March 28, 2012 - 4:30 PM (following the Annual General Meeting)
Delahaye Room, Central Library



Present: Barbara Aitken, Paige Cousineau, Denise Cumming, Patricia Enright (Chief Librarian/CEO), Wilma Kenny, Erik Knutsen (left at 5:35 PM), Councillor Jim Neill (left at 5:45 PM), Floyd Patterson, Councillor John Purdon, Claudette Richardson (Chair), Monica Stewart

Staff Present: Doug Brown (Manager, Facilities, left at 5:35 PM), Mary Glenn (Recording Secretary), Barbara Love (Director, Branch Operations, left at 5:35 PM), Shelagh Quigley (Manager, Human Resources), Chris Ridgley (Budget / HR Analyst),

Regrets: Ralph Gatfield, Lester Webb (Director, Outreach and Technology)

Others present: Nancy Jones (CUPE 2202)

1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:30 PM following the Annual General Meeting.

2. ADOPTION OF THE AGENDA

The agenda was accepted as distributed.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. ACCEPTANCE OF MINUTES

4.1 *Kingston Frontenac Public Library Meeting #2012-02 held February 22, 2012*

2012-15 PATTERSON – NEILL

That the minutes of Regular Meeting #2012-02 of the Kingston Frontenac Public Library Board held February 22, 2012 be approved as circulated.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

5.1 *Strategic Objectives F1 and F3*

F1 (promoting the library's value to the municipalities and the community) and F3 (investigating opportunities to encourage major gifts and planned giving) was brought forward from the February board meeting for discussion.

2012-16 CUMMMING – KENNY

That the Board strike an Advocacy Ad Hoc committee to come up with the Terms of Reference and prepare an Outreach and Advocacy Plan to be presented to the Board at the September 2012 board meeting with the following members:

*Ralph Gatfield
Jim Neill
Paige Cousineau
Claudette Richardson*

CARRIED

It was noted that OLA, CLA and other organizations have resources and tools with respect to Advocacy and it was suggested that staff bring forward samples of existing policies.

With respect to F3, it was reported that Rob Lavery from SOLS was invited to a board meeting a few years ago and made a presentation on planned giving. At that time most Board members felt uncomfortable taking on some of the fund development suggestions, except for planned giving.

There was discussion with regards to how to approach this and on a strategy to reach potential donors. It was pointed out that major donors are often not regular library users but have fond memories of libraries. It was also pointed out that campaigning for a specific project or focus often attracts donors. Another idea would be to have the library set up a list for planned giving or bequests, similar to how universities set them up. Board members felt that this is something that requires a lot of work and expertise, and overall something that would be a function of staff.

2012-17 NEILL – KENNY

To defer this to the May Board Meeting so that a report can come back as to Best Practices in similar sized libraries.

CARRIED

5.2 Board Portal

A board portal is under development and once it is set up the board agenda will be available through a link to the portal.

5.3 Board Member Profiles

The photos and bios will be posted on the staff Intranet, as well as on the Board Portal.

5.4 Community Complex Development – North End of Kingston

Ms. Enright reported on a meeting that she and Ms. Love attended last week with representatives from the City of Kingston and the Limestone District School Board (LDSB) regarding the possible re-development of a community complex in Rideau Heights to include a space for a library. Representatives from the LDSB reported that they cannot commit to anything until they work through the Program and Accommodation Review process. The next meeting will likely be scheduled for the fall.

6. ACTION ITEMS

There were no action items.

7. INFORMATION ITEMS

7.1 Correspondence / Information Received and Sent

There was no correspondence to report on.

7.2 Labour Relations (confidential report distributed)

2012-18 KENNY – KNUITSEN

That the Board go In Camera to discuss a labour relations issue. (5:20 PM)

CARRIED

Ms. Jones left the meeting at this time with the managers remaining in attendance. Mr. Knutsen, Ms. Love and Mr. Brown left the meeting during the In Camera session (5:35 PM).

2012-19 STEWART – NEILL
That the Board rise from In Camera (5:40 PM).

CARRIED

Ms. Jones returned to the meeting at this time.

7.3 OLA / OLBA Library Board Membership

Ms. Enright reported that we have not yet renewed our membership because OLBA is asking for the email and home address of board members. Board members who wish to have their membership renewed were asked to indicate by email their permission to share this information. Councillor Neill left the meeting at this time (5:45 PM).

8. MONITORING REPORTS

8.1 Communication and Counsel

8.1.1 Chief Librarian's Report

Ms. Love reported on the PLA conference she attended together with Ms. Enright and Kimberly Sutherland Mills. She reported that it was reassuring and validating to realize that others are travelling down the same road with respect to our *Organizational Design*. Reference is no longer reference in the traditional sense; librarians are now involved in more community outreach. Ms. Enright added that in many libraries they are facing huge cuts in their budget and need to make difficult decisions, and that it is important to focus on what the community needs from us.

8.2 Annual Report

2012-20 COUSINEAU – KENNY

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

- *Communication and Counsel*
- *Annual Report (presented at the AGM)*

CARRIED

9. OTHER BUSINESS

The Grate Groan-Up Spelling Bee in support of Kingston Literacy and Skills will be held on Thursday, May 10, 2012 at the Days Inn. Anyone interested in attending may contact Barb Love for tickets.

10. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole Meeting will be held at 4:00 PM, Wednesday, April 11, 2012, Delahaye Room, Central Library.

The next regular Board Meeting will be at 4:00 PM, Wednesday, April 25, 2012, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 6:10 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary

**Ministry of Community Safety
and Correctional Services**
Emergency Management Ontario
77 Wellesley Street West Box
222 Toronto ON M7A 1N3

**Ministère de la Sécurité communautaire et des
Services correctionnels** Gestion des situations
d'urgence Ontario 77, rue Wellesley Ouest C.P. 222
Toronto ON M7A 1N3



Telephone/Téléphone: (416) 314-3723 Facsimile/ Télécopieur: (416) 314-3758 E-mail:
Information.EMO@ontario.ca File Reference/Référence: JEPP 2012-2013

April 1st, 2012

Mark Podgers
2069 Battersea Road
Glenburnie, K0H 1S0

Dear Mark:

Congratulations!

Emergency Management Ontario (EMO) is pleased to advise you that your application for federal funding in fiscal year 2012/2013 under the Joint Emergency Preparedness Program (JEPP) has been approved for the following project:

Project Number: ON-45-067

Project Description: Emergency Operations Centre

Approved Federal Share: \$3,912.30

Before beginning your project, please review the 2012/13 JEPP Provincial Guidelines for Project Applications and Funding information, by logging onto the website at www.ontario.ca/jepp. This document includes **conditions of approval, which includes an on-line mandatory signoff form submitted to EMO by May 30th 2012,** details about eligible costs, documentation of expenditures, and other requirements. **I would also request that by May 30, 2012 you advise EMO in writing that you have secured funds in your budget and your intention to continue with this project. This could be done simply by sending an email to kay.agelakos@ontario.ca.**

.../2

-2-

As you know, EMO is administering the JEPP program on behalf of the federal government. Due to the excessive funds left unused every year and the long list of projects waiting for funding; there is now a requirement to **submit a mandatory status update report of your project(s) to EMO by September 30, 2012, which can be done by simply sending an email to kay.agelakos@ontario.ca**. If the report is not received by that date, EMO may retract the funding and reallocate the funds to projects on the wait list.

Your project must be completed in accordance with your project application and the **approved funding items listed on line** (in some cases the funding items may have changed and/or deleted since the original application). A request for modifications to your project can be made at any stage during the project year. A formal written request to EMO is required to make any modifications to an approved application. Before making any purchases, you must receive official notification from EMO advising that the modifications have been approved. These changes may impact the federal funding share. Once a claim is submitted it is assessed against the most up-to-date approved project data.

You are reminded that your project must be completed during the current fiscal year. When your project is finished, please complete the JEPP claim form along with your **receipts, proof of payment and a media acknowledgment or some other public acknowledgement of the funding assistance provided by the federal government**, and forward it to EMO for reimbursement of the federal share of your project. The date for submission of the claim is **March 31, 2013**.

Questions and inquiries about the completion of your project and about the completion of your claim may be directed as follows:

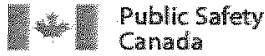
Kay Agelakos
Emergency Management Funding Coordinator
Joint Emergency Preparedness Program
Emergency Management Ontario
77 Wellesley Street West
Box 222
Toronto, ON M7A 1N3
Telephone: (416) 314 – 8620
Facsimile: (416) 314 – 2846
Email: Kay.Agelakos@Ontario.ca

Congratulations again on the approval of your JEPP project.

Sincerely,



Randy Reid
Deputy Chief
Program Support



JOINT EMERGENCY PREPAREDNESS PROGRAM

JEPP Application Funding Approval

Emergency Operations Centre Year JEPP
2012/13 ON-45-067

Government Agency Government
Emergency and Transportation Services Frontenac, County of

Mailing Address

Full Address Suite#/Floor#
2069 Battersea Road

City Province Postal Code
Glenburnie Ontario K0H 1S0

Project Coordinator Email
Mark Podgers mpodgers@frontenacounty.ca

Primary Telephone Alternate Fax
(613) 548 - 9400 Ext411 (613) 539 - 1886 Ext (613) 548 - 0839 Ext

PROJECT COSTS

Applicant Total	Federal Total	Grand Total
\$4,781.70	\$3,912.30	\$8,694.00

UNDERTAKING

I, the undersigned, having authority to make a commitment on behalf of the province/community in whose name this application is being made, hereby give the following undertaking:

- a. to comply with the terms and conditions of the Joint Emergency Preparedness Program; and
- b. upon completion of a project to issue to the public through the local media or to take such other steps as are necessary to acknowledge fully the nature and extent of Federal involvement and participation. (Clippings/copy should be forwarded upon submitting a claim.)

Clerk-Treasurer/Accountant Head of Government/Agency

Signature Signature

Date Date

<https://jepp.emergencymanagementontario.ca/JEPP/FAWork/FAFedSignCop...> 5/2/2012



Eastern Ontario Wardens' Caucus

**Eastern Ontario Wardens' Caucus
MINUTES
Friday, March 30th, 2012
1:00 p.m.
Canadian Canoe Museum
910 Monaghan Road, Peterborough**

1. Call Meeting to Order / Welcome

The meeting was called to order at 12:56 p.m.

Present: Vice Chair Janet Gutowski, Members Gil Brocanier, Terry Clemens Murray Fearrey, John Gemmell, J. Murray Jones, Bill Lowry, Ian McLeod, Ric McGee, Peter Mertens and François St-Amour, and Bob Sweet.

Regrets: Chair Mel Campbell.

Guests: Steve Sellers, Municipal Advisor, Ministry of Municipal Affairs and Housing
David Fell, CEO, EORN

Vice Chair Janet Gutowski chaired the meeting in Mel Campbell's absence. She thanked the County of Peterborough for their hospitality.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest made at this time.

3. Approval of Agenda

The Financial Sustainability Report – Next Steps was added as item 6 d. Vice Chair Gutowski wished to share information on a project opportunity under item 11.

Moved by: Warden Jones
Seconded by: Warden McLeod

Be it resolved that the Agenda be adopted as amended.

Carried

Minutes of Eastern Ontario Wardens' Caucus
March 30, 2012

4. Approval of Minutes

Moved by: Warden Lowry
Seconded by: Warden Fearrey

Be it resolved that the Minutes of EOWC Inc. meeting of February 26th, 2012 be approved as circulated.

Carried

5. Delegations, Petitions and Presentations

6. Reports for Review / Discussion

a. EORN Update – David Fell, CEO

Mr. Fell reported that the backbone installation is moving along very well, and staff may be able to save another 1 to 3 million dollars on the contracts and reallocate it to extending the reach of broadband. The savings have been realized through volume purchasing at less than anticipated costs. EORN is developing a small Internet Service Provider (ISP) Education Day in early May to explain what the ISPs will have access to, where the Points of Presence are, etc. Staff will strategize and report on ways to close the gaps after the first round of RFPs are approved on April 20th. EORN has exceeded \$55 million in contributions from the private sector; more details will be provided at the next meeting in closed session.

Moved by: Warden Clemens
Seconded by: Warden Brocanier

Be it resolved that EOWC Inc. receive the EORN Update report from Mr. Fell.

Carried

b. Status Update – EOWC EODP grant application
Monieson research/benchmarking and outreach

Mr. Fell provided an update on this special project with the Monieson Centre, sharing that the Province had identified \$30,000 in funding for it. With the addition of \$10,000 from EOWC and \$20,000 from EORN, the Monieson Centre can now begin this research on the Economic and Social Impacts of the broadband project. They have identified 5 projects to work on, so the \$60,000 will be allocated to a macro-economic look at the impact of broadband somewhere in Ontario and somewhere internationally, as well as a project on how broadband can have an impact

Minutes of Eastern Ontario Wardens' Caucus
March 30, 2012

on small, entrepreneurial businesses (farmers, small business, etc.). The intention of the second project is to stimulate and encourage others to use the broadband and develop growth. It was reported that Queen's University is offering a Rural Revitalization Summit for free. Vice Chair Gutowski will forward the information to the members.

Moved by: Warden Gemmell
Seconded by: Warden Sweet

Be it resolved that the report on the EOWC EODP grant application be received.

Carried

- c. Housing Services Corporation to present at April 20th meeting

Mr. Gary King explained that the Housing Services Corporation (HSC) have requested a delegation to share the roll-out plan for their provision of insurance and natural gas services and receive feedback from the Caucus. To best fit their timeframe, the HSC will be presenting at the April 20th meeting.

- d. Financial Sustainability Report Update – Next Steps

Ms. Liz Savill provided the Caucus with the reported reactions to the release of the Financial Sustainability Report. Mr. King distributed a collection of newspaper articles reflecting the media response. The Financial Sustainability Steering Committee will be meeting on April 10th with the consultant, Kathy Wood, to discuss Next Steps. The Caucus was asked to provide their feedback to the Steering Committee and suggest Next Steps and solutions to the issues that the Report raises. The CAOs had discussed this matter in the morning and recommended that further opportunities be created by meeting with Federal and Provincial staff and other organizations such as the Federation of Canadian Municipalities (FCM). It was suggested that the EOWC regularly distribute a News Release, focusing on a different topic for each News Release, to keep the report active and to stress the individual issues the report reveals. It was also suggested that the EOWC endeavour to meet with the Opposition Parties and make the same presentation. It was recommended that when the EOWC does a News Release, the members are first provided with information to assist with the questions they receive from the media. The Steering Committee will provide a report to the Caucus on April 20th of their recommended strategies.

7. Closed Session

Moved by: Warden Lowry

**Minutes of Eastern Ontario Wardens' Caucus
March 30, 2012**

Seconded by: Warden Sweet

Be it resolved that under the authority of the Municipal Act, S.O.2001, c. 25, s. 239 (2) the EOWC move into closed session at 1:32 p.m. to discuss "personal matters about an identifiable individual, including municipal or local board employees; and advice that is subject to solicitor-client privilege including communications necessary for that purpose"

Carried

8. Rise from Closed Without a Report

Moved by: Warden Lowry
Seconded by: Warden St-Amour

Be it resolved that EOWC rise from closed session at 2:10 p.m. without a report.

Carried

9. Correspondence

Warden Clemens drew the Caucus' attention to Incoming Correspondence Item c: a letter regarding concerns of low growth in Eastern Ontario and the need to address changes within Provincial Policy Statements. He asked that the Caucus read the letter and that it be brought back for discussion.

Moved by: Mayor Mertens
Seconded by: Warden McLeod

Be it resolved that the Outgoing and Incoming Correspondence be received for information.

Carried

10. By-laws

a. By-law #12-16

Moved by: Warden McLeod
Seconded by: Warden Brocanier

Be it resolved that the EOWC authorize the Chair and Secretary/Treasurer to execute an Agreement between the EOWC and Storm Internet Services for RFP P-03-2011 Zone 5b – for the provision of access services for Ottawa Valley South.

Carried

Minutes of Eastern Ontario Wardens' Caucus
March 30, 2012

b. By-law #12-17

Moved by: Warden Clemens
Seconded by: Mayor McGee

Be it resolved that the EOWC authorize the Chair and Secretary/Treasurer to execute an Agreement between the EOWC and Nexicom for RFP P-02-2011 Zone 4b – for the provision of access services for Kawarthas.

Carried

11. Notice of Motions

Vice Chair Gutowski shared with the Caucus a connection she had made with a citizen who is working with staff at Ryerson University and is desirous developing an Economic Development Strategy. Ms. Gutowski will provide any report coming forth to the CAOs for consideration.

12. Next Meeting

Friday, April 20th, 2012
Glenhouse Resort, 1000 Islands Parkway

It was reported that Ron Emond, former Chair of the EOWC, has retired from municipal government. The Secretary-Treasurer will arrange for appropriate appreciation be sent on behalf of the EOWC.

13. Confirmation By-Law #12-18

Motion:

The Board of Directors of the Eastern Ontario Wardens' Caucus hereby enacts as follows:

1. THAT the action of the Board of Directors at its meeting held on the 30th day of March 2012 in respect to each motion, resolution, by-law and other action passed and taken by the Board of Directors at its said meeting, except where prior approval of any other body or agency is required, is hereby adopted, ratified and confirmed.
2. THAT the Chair and the proper officers of the Corporation of the Eastern Ontario Wardens' Caucus Inc. are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Secretary is hereby authorized and directed to affix the Corporate Seal to all such documents.

Minutes of Eastern Ontario Wardens' Caucus
March 30, 2012

Moved by: Warden Jones
Seconded by: Warden St-Amour

Carried

14. Adjournment

Moved by: Warden Lowry
Seconded by: Warden Fearrey

Be it resolved that the EOWC meeting adjourn at 2:18 p.m.

Carried

Janet Gutowski, Vice Chair

Gary King, Secretary-Treasurer



ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Joe Gallivan
Manager of Sustainability Planning

Date prepared: May 3, 2012

Date of meeting: May 16, 2012

Re: **Sustainability – County of Frontenac Official Plan: *Basis Document***

Background

The purpose of this report is to provide Council with a draft of the County Official Plan *Basis Document* dated May 2012 for its review and approval.

Comment

Staff has prepared a *Basis Document* to begin the consultation process on the County Official Plan.

The document has been put together to provide citizens with background information and rationale for the creation of the County Plan. It includes discussion regarding:

- (i) what the Plan is all about;
- (ii) the expectations of County Council;
- (iii) how the plan is connected to *Directions for Our Future*; and
- (iv) the basic land use and social characteristics of the Frontenacs as a whole.

The *Basis Document* also reviews current land use planning documents in place across the County and the Province, including the 2005 Provincial Policy Statement and existing planning studies, such as the Municipal Housing Strategy that could affect the County Plan. Also, the document will highlight regional planning issues that could form part of the discussion with citizens as consultation takes place all across the County over the next two years.

Sustainability Implications

The County Official Plan is specifically highlighted in the County's Sustainability Plan. It touches on all four pillars of the plan: social, cultural, economic, and environmental.

Agenda Item # 101011012•

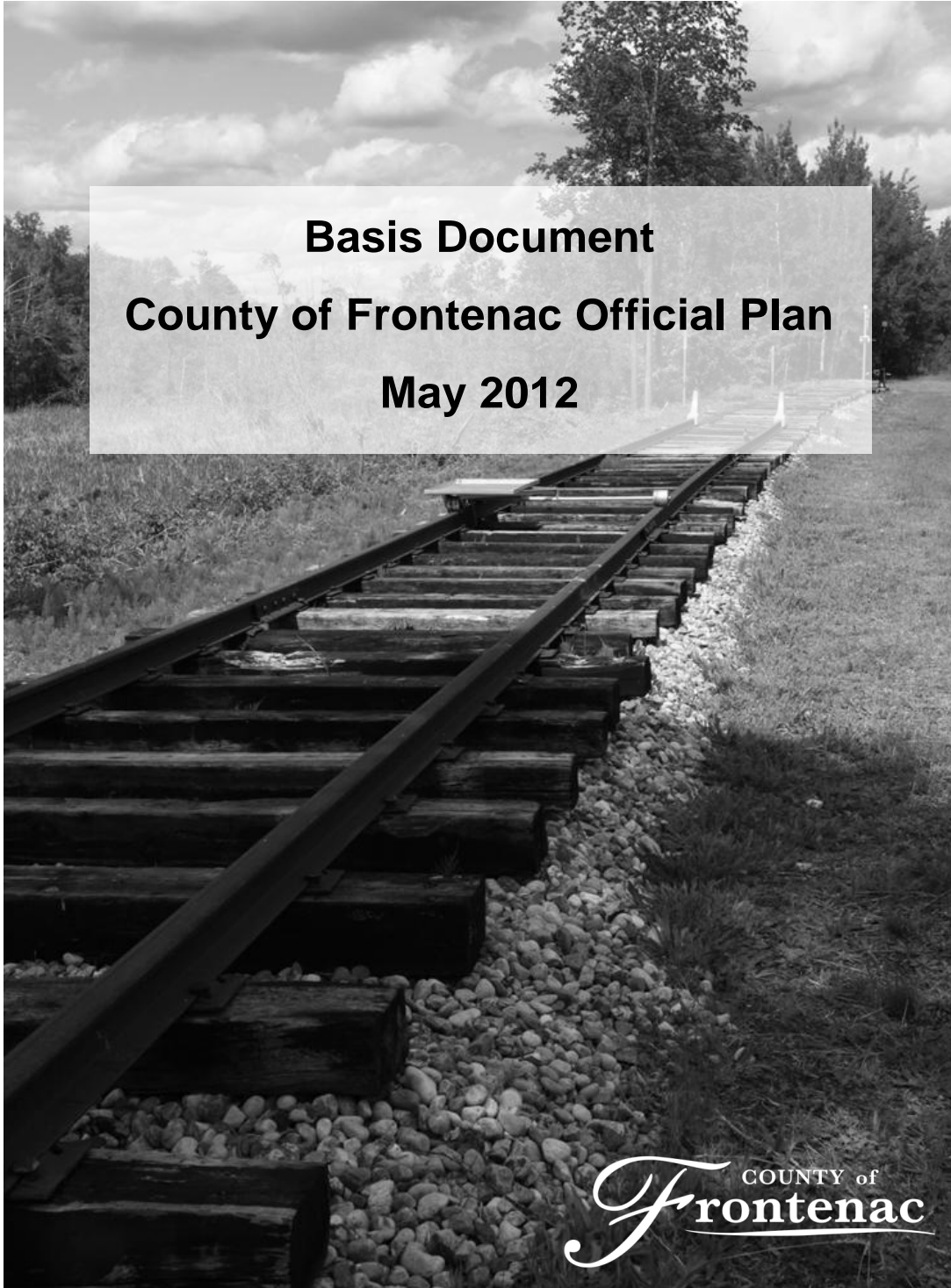
Financial Implications

Council has approved \$30,000 as a budget envelope for the preparation of the Official Plan. This budget has been developed to cover meeting costs and the possible need for assistance with the extensive public consultation program. The *Basis Document* has been prepared entirely by County staff.

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – County Official Plan: Basis Document* report;

AND FURTHER that Council approve the *Basis Document* as background information to be used by citizens to understand and participate in the creation of the County Official Plan.



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1.0 INTRODUCTION

1.1 The Purpose of the Basis Document

This Basis Document has been put together to provide citizens with background information and rationale for the development of the County of Frontenac Official Plan. It is hoped that it will help you understand what this plan is all about, the expectations of County Council, the plan's important connection to the County's sustainability documents (*Directions for Our Future*), the land use and social/cultural characteristics of the composition of the Frontenacs, current land use planning documents in place across the County and the Province, and existing planning studies that could affect the County Plan. The Basis Document will also highlight some regional planning issues that could form part of the discussions as consultation takes place all across the County over the next two years.

1.2 What is an Official Plan?

An Official Plan is a legal document that provides land use policies regarding growth and development, while taking into consideration important social, economic, and environmental issues. Section 16 of the Ontario *Planning Act* provides local governments the authority to prepare such a plan.

This will be the first Official Plan for the County of Frontenac. Other Counties in Eastern Ontario also have County plans: Hastings; Renfrew; Peterborough; Haliburton; Stormont, Dundas & Glengarry; Prescott and Russell; and Lanark (in progress). County Council gave the go-ahead to start work on the County Plan as its meeting held on December 14, 2011. The motion that was passed at that meeting, which sets out the road map to put this plan together, is contained in Appendix 1.

All four Townships in the Frontenacs have Official Plans as well. While the Townships' plans focus on the growth within their municipal boundaries, the County plan will take a regional approach and deal with planning issues that cross political jurisdictions, including those that cross into other Counties.

Following lots of public consultation, and the preparation of a draft plan, the County Official Plan will be presented to Council for adoption. After that step, it will need to be approved by the Ministry of Municipal Affairs and Housing (MMAH). It will be the responsibility of MMAH to make sure that the County Plan meets the land use policies of Ontario contained in the Provincial Policy Statement, 2005 (PPS). The Province requires that all land use plans "be consistent" with these policies.

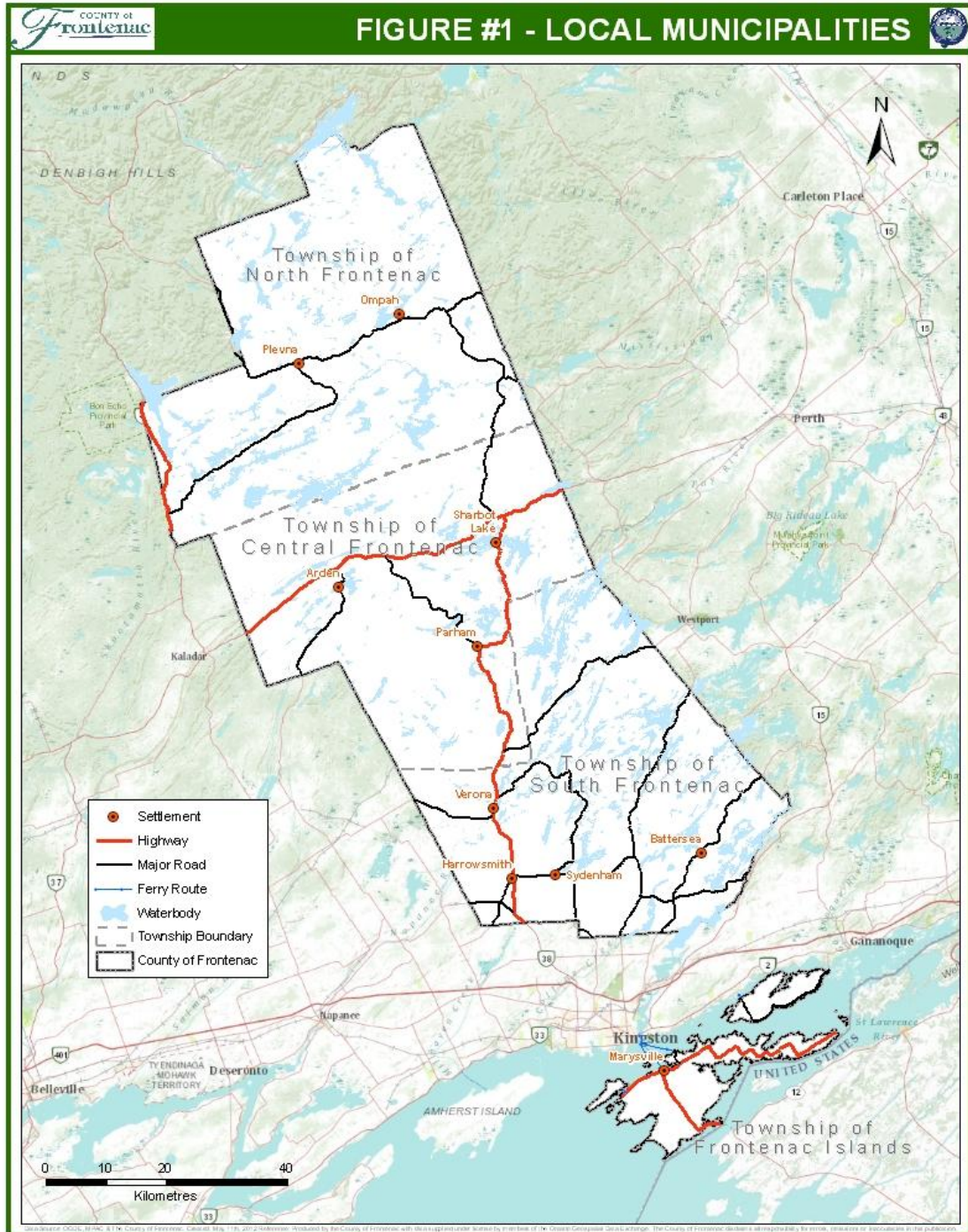
1.3 What are the Benefits of Doing a County Official Plan?

One of the main reasons for having a County Official Plan is to ensure that land use planning occurs in a coordinated, integrated, and comprehensive approach when dealing with planning matters which cross both Township boundaries and the boundaries of adjacent Counties.

There are a number of reasons that a County Official Plan can benefit the Frontenacs:

- MMAH supports the concept that a County Official Plan is in the best position to coordinate both Provincial and local planning interests, both of which must be addressed in accordance with the *Planning Act* and the PPS.
- A County Official Plan would delegate approval authority of the Townships' Official Plans and Official Plan Amendments (OPAs) from MMAH to County Council. Approval authority at the County level will mean greater local autonomy and understanding of local interests.
- With County Council as the approval authority, it can be expected that there will be a significantly reduced time for Township Official Plan Amendment approvals.
- Any time a Township OPA is before County Council, there will be a benefit having two Councillors who will have a local understanding of the issue and will have attended the public meeting and listened to citizens comments.
- There may be legitimate regional planning issues that should be overseen by a regional (County) plan. Some issues, including natural heritage (wetlands, rivers, woodlands, wellhead protection, etc.) can be effectively handled through a County-wide approach.
- It is expected that a County Official Plan for the Frontenacs would be general in nature with considerable flexibility in making interpretations and deciding whether any OPAs would be required. It is expected that there would be very few changes in any given year and many changes could be incorporated into periodic reviews of the plan.
- The County is already the approval authority for applications for approval of draft and final plans of subdivision. The process for these applications works well in that maximum opportunity is given for expression of local autonomy and interests, as well as the short time period required for pre-consultation.
- Should an amendment to a County Official Plan be specific to lands within one of the Townships, the public meeting could be held by the Council of the local municipality as is now done for applications for draft approval of plans of subdivision. With these meetings held at Township offices, there would be no inconvenience to local residents.
- A County Official Plan may also be beneficial in supporting provincial and federal funding applications. An overall vision for growth and development for the Frontenacs could lend credibility and indicate formal political support for long term regional infrastructure needs.

In summary, an Official Plan for Frontenac County has the potential to provide more local understanding and knowledge for making land use policy decisions. The plan can also be



designed using a 'solutions-oriented planning' approach that will allow for a flexible review of applications.

1.4 County Planning in the Context of the Frontenacs

It needs to be recognized that each of the Township Official Plans contain detailed policies and cover planning issues that are specific to each municipality. With the exception of South Frontenac (which is currently involved in an update), all of the Official Plans have been approved under the PPS 2005 and are consistent with provincial land use policies. Also, both North Frontenac Township and Frontenac Islands Township have recently adopted revised Official Plans which, as of May, 2012, are with MMAH for review and approval.

In this context, Council has directed that the County Official Plan take a strategic approach to land use planning, using *Directions for Our Future*, with its broad community vision, as an underlying theme. This would allow for a general direction for planning and development in the County by prescribing strategic goals, objectives, and policies.

It should be the intention of a Frontenac County plan to set the context for planning in the County as a whole and to help provide direction for regional planning issues. It will not be the intention of a County Plan to interfere with those planning matters which are considered to be the responsibility of the Townships. The goal is to ensure that the local Official Plans complement the County Official Plan by providing detailed strategies, policies, and the land use designations for planning and development at the local level.

In Eastern Ontario, both Peterborough County and Haliburton County serve as models for County plans that take a 'high level' approach and provide a regional planning perspective. As endorsed by County Council, this is the same approach which will be used for the Frontenacs.

1.5 The Characteristics of the Frontenacs

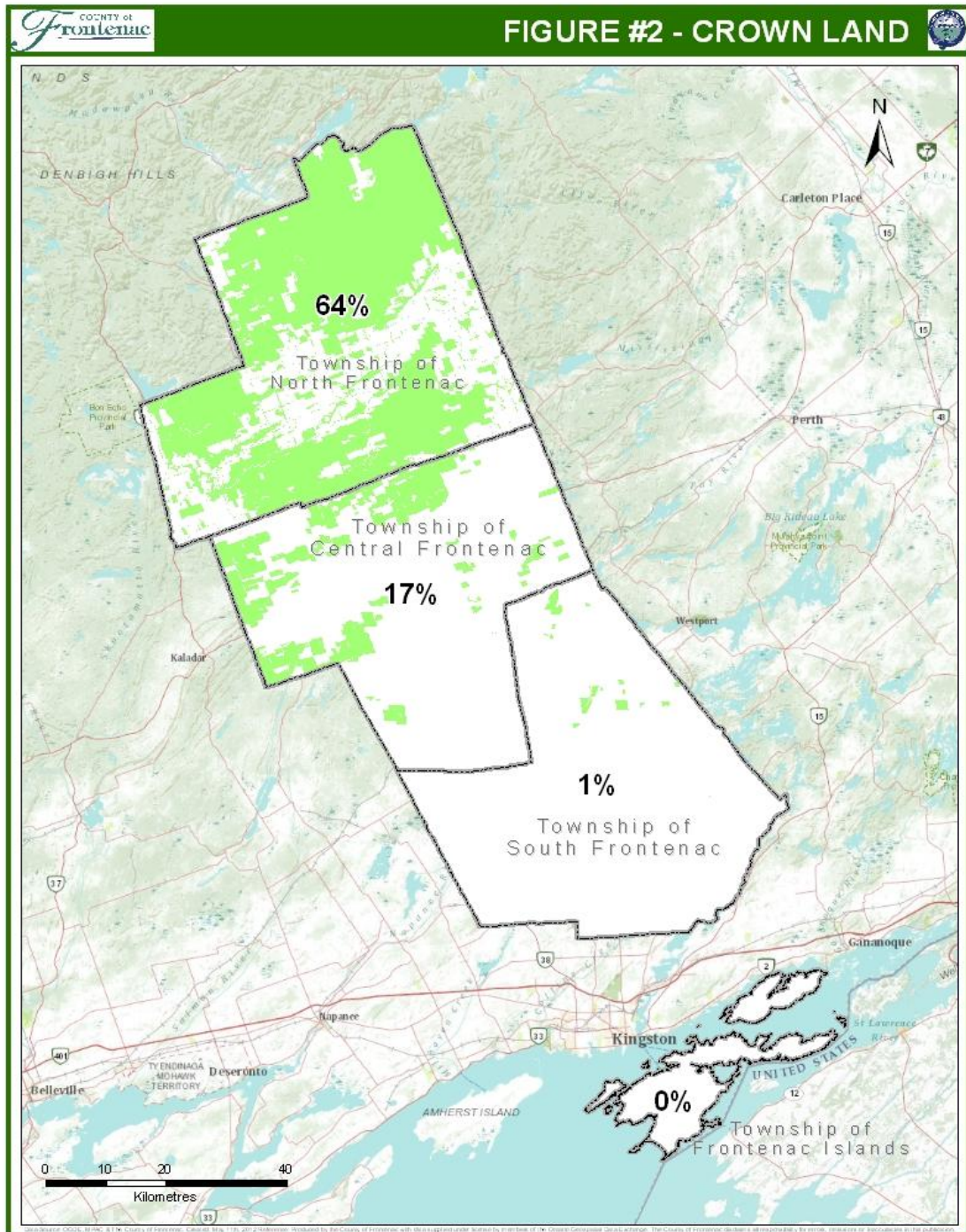
Without question Frontenac County is a predominantly rural landscape with small communities such as Plevna, Sharbot Lake, Verona, Harrowsmith, Sydenham, Marysville, and many more villages and hamlets throughout the geography.

The County has one of the smallest populations of all counties in Eastern Ontario. The County surrounds the City of Kingston to the north and south and extends beyond Highway 7 northerly towards Bon Echo Park. It is bounded to the east by the Counties of Lanark and Leeds & Grenville, to the north by Renfrew County, and the west by Lennox & Addington County.

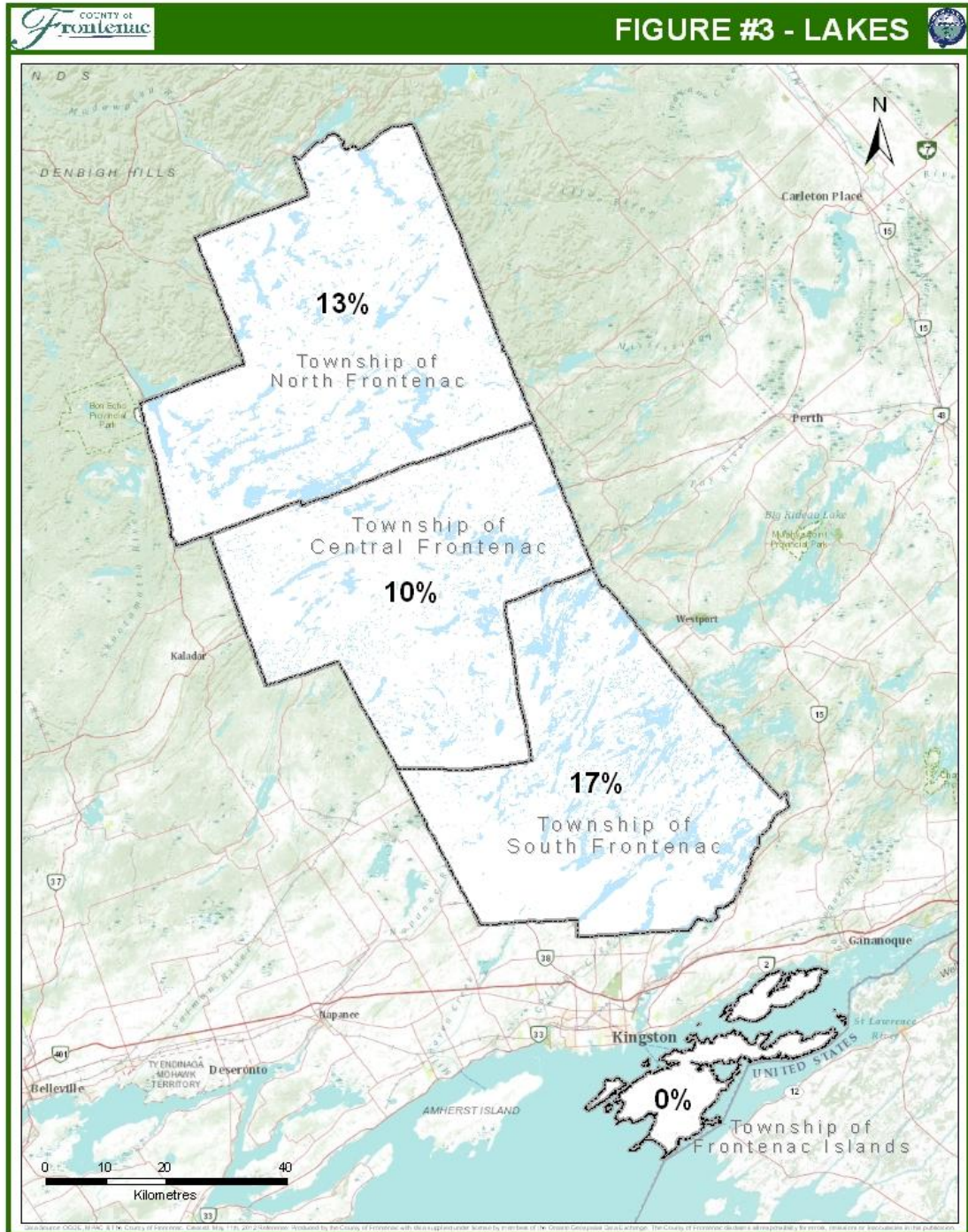
In terms of municipal government, the County is composed of four lower-tier municipalities – the Townships of South, Central and North Frontenac and Frontenac Islands. (See Figure 1 -- Local Municipalities)

The small population (26,600) but large area of the Frontenacs (4,000 km²) result in a low population density. There are only small communities. In terms of demographics, the number

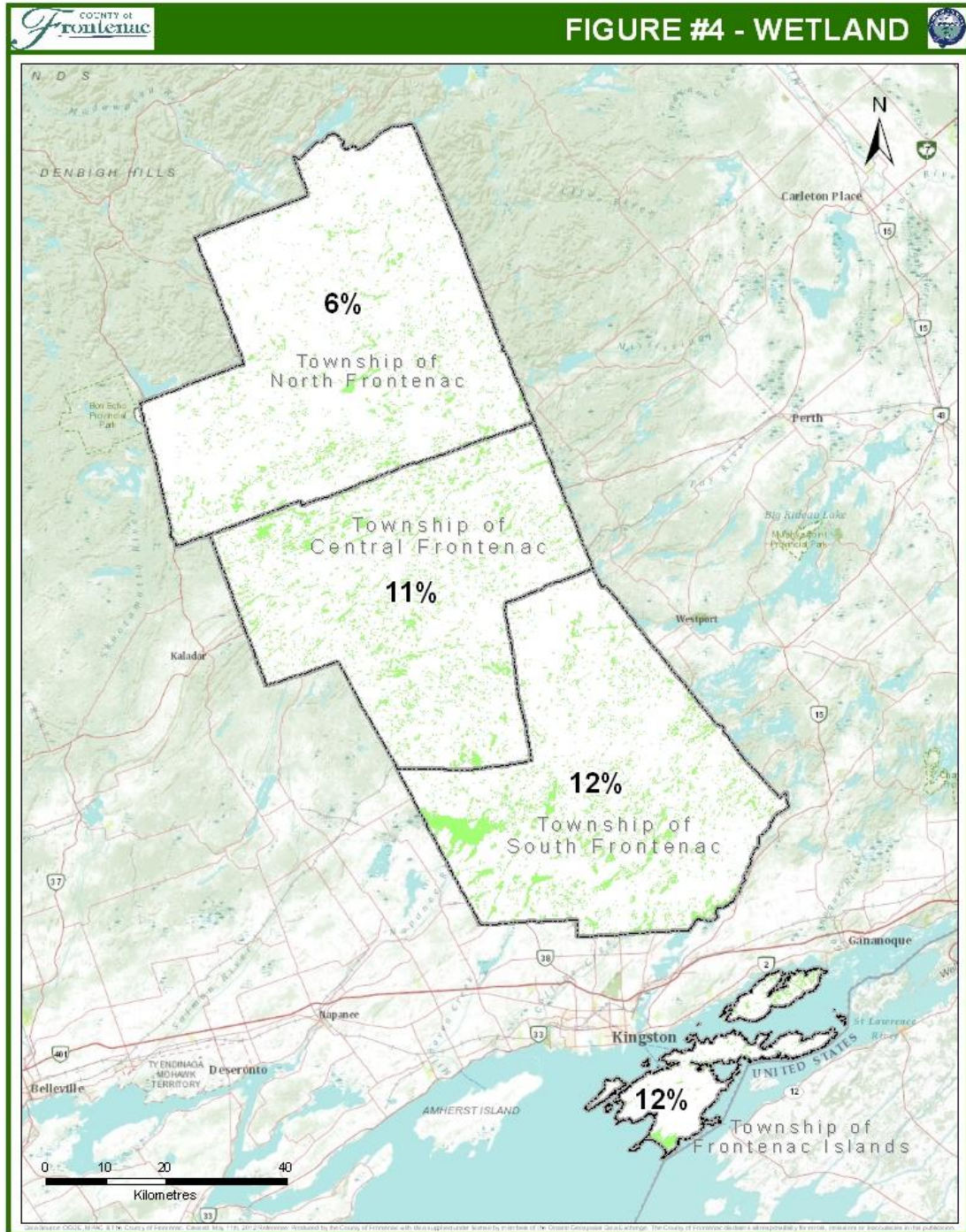
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of retirees is increasing as is the number of seasonal residents, in part because of the spectacular natural features of the County. On the other hand, the trends show young people continue to away, to larger urban centres.

Because the population lives predominately in villages or rural areas, municipal services, such as water and wastewater systems are not provided (with the exception of the water system in Sydenham). As a result, access to clean, reliable drinking water is an issue for some residents. The small nature of the communities also means that residents must travel to urban centres for cultural and recreational opportunities.

The County boasts some of the most beautiful natural features to be found, possessing 1000 lakes, Wolfe and Howe Islands that form part of the 1000 Islands, and stretches of uninterrupted forests that includes Frontenac and Bon Echo Provincial Parks. The attractiveness of these features draws seasonal residents, outdoor recreationists, and artists, artisans and craftspeople. These people all seek nature for their own reasons, whether it is for adventure and exploration, peace and solitude, or inspiration. The tourism sector is also strongly linked to a pristine environment. The Frontenacs are home to enviable natural resources such as numerous lakes and islands, protected areas, an uninterrupted night sky, and a world renowned biosphere.

In addition to the many lakes within Frontenac, the major waterways of the Salmon, Mississippi, Napanee, and Fall Rivers all cross through part of the County, and both Wolfe and Howe Islands along with a number of smaller islands are located on the St. Lawrence River at the junction of Lake Ontario. The Rideau Canal system, a designated UNESCO World Heritage site, travels through the southeastern part of the County. The Frontenac Arch Biosphere Reserve is one of sixteen biospheres in Canada and is designated under UNESCO's Man and Biosphere Programme; it covers parts of the United Counties of Leeds and Grenville and Frontenac County, including portions of Central and South Frontenac Townships. All of these features reinforce the value of the natural heritage system we have in the Frontenacs.

The wealth of our natural resources is reinforced by the amount of Crown land, lakes, rivers, and wetlands are within the County. Figures 2 to 4 illustrate the location and amount of these resources throughout the Frontenacs.

Frontenac County's history is rich in agricultural activity which continues today in the form of commodity farms, small family farms, hobby farms, horse ranches, and other specialty farms. The agricultural roots of the community are celebrated in fairs, ploughing matches, church socials, and other events. Agriculture continues to play an important role in the County's economy. According to Statistics Canada, in 2006 there were more than 450 active farms in Frontenac County, with more than half of those located in South Frontenac Township (see Table 1). Total gross farm receipts of almost \$21 million indicate the need to protect and encourage all types of farming across the region.

The Frontenacs are also at the forefront of renewable energy in Eastern Ontario, the most visible project being the eighty-six wind turbines that are located across Wolfe Island. Over the past few years, numerous ground-mounted and roof-mounted solar panels have been set up on homes, businesses and farms throughout the County. The County's Green Energy Task Force Advisory Committee has, as one of its goals, the growth of renewable energy across the region.

Table 1 – 2006 Agriculture Profiles (Statistics Canada)

Variable	North Frontenac	Central Frontenac	South Frontenac	Frontenac Islands	Total
Total # of Farms					
2006	15	106	285	69	475
2001	21	108	287	80	494
Kingston, 2006					672
# of Operators					
	30	145	420	105	700
Average Age (years)					
	54.5		54.5	56.2	
Total Area (ha)					
2006	16,666		32,916	11,109	60,691
2001	21,121		33,262	10,857	65,240
Average Area (ha)					
	138		115	161	
Total Gross Farm Receipts (millions)					
2006	\$2.24		14.0	4.34	20.58
2001	1.8		13.9	5.29	20.99
Farm Capital (mkt. Value), m					
2006	\$67.6		177.2	49.6294.4m	
2001	43.2		142.95	40.7226.8	
Percentage of Farms by Industry Classification					
Beef cattle, ranching and farming, including feedlots	31%		34%	38%	
Hay farming	35		26	20	
Dairy cattle and milk production	1		12	14	
Livestock combination	6		3	1	
Horse and other equine production	7		5	1	
Misc	12		4		

2.0 DIRECTIONS FOR OUR FUTURE – THE COUNTY INTEGRATED COMMUNITY SUSTAINABILITY PLAN (ICSP)

Frontenac County Council has adopted *Directions for Our Future* which is an Integrated Community Sustainability Plan (ICSP). The ICSP has been in place since the Summer of 2009.

Directions for Our Future was put together through extensive community participation in 2008 and 2009. The goal was to set out the opportunities and the factors which influence decision-making and planning in the Frontenacs over both the short and long-term, with the intent of creating a healthier future for people living and working in the area over the next fifty years. The plan takes a holistic approach to integrate the “four pillars” that impact decision making in the planning and managing development and growth: social, cultural, economic, and environmental.

The ICSP has thirteen “focus areas” that are considered to be key areas that contribute to an effective sustainability plan across the County:

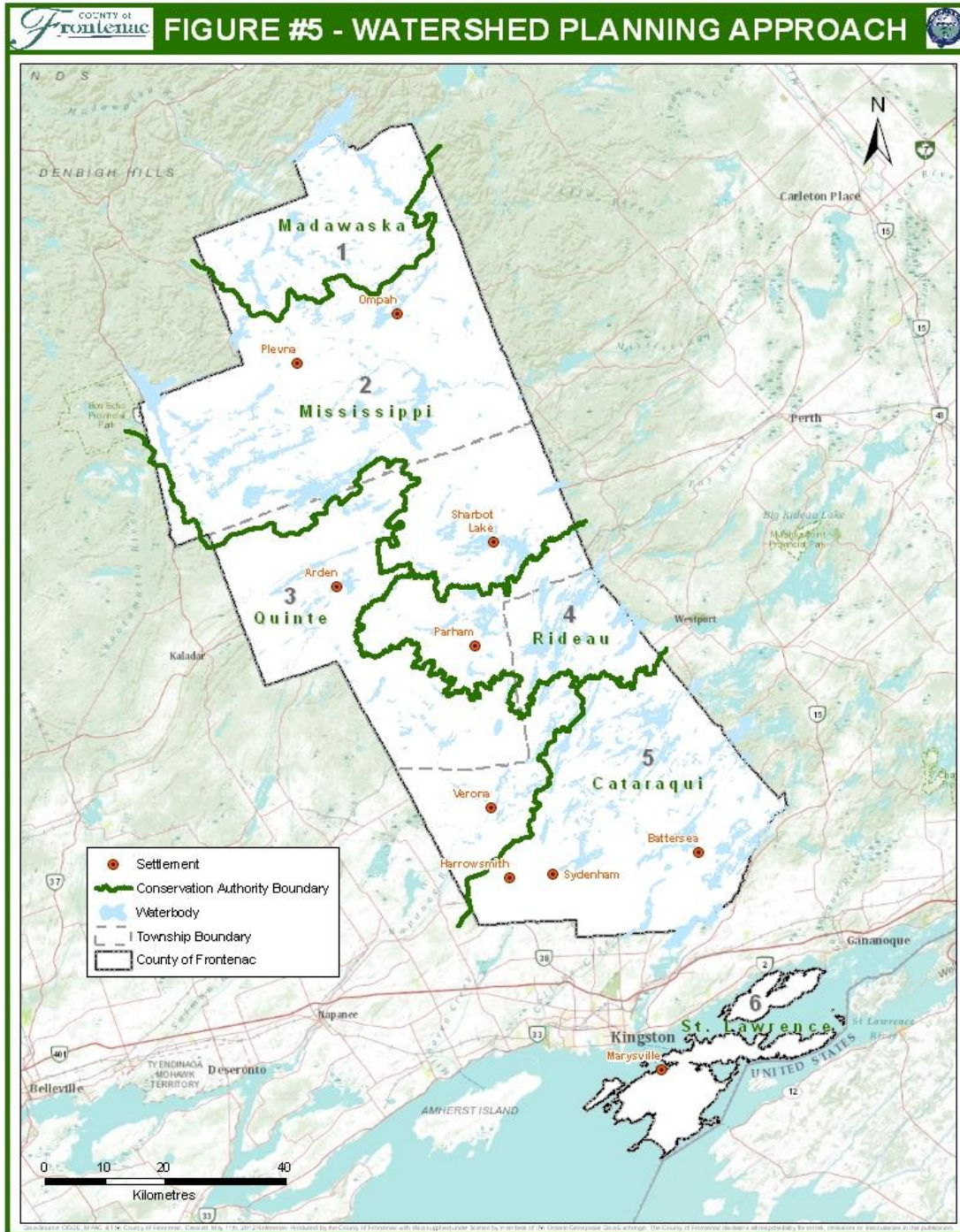
1. Protection of Natural Areas
2. Land Use Planning and Management
3. Economic Development and Communications
4. Energy
5. Water
6. Waste
7. Transportation
8. Infrastructure
9. Health and Social Services
10. Housing
11. Recreation and Leisure
12. Culture and Heritage
13. Capacity Building and Governance

The development of a County Official Plan clearly falls under the ‘land use planning and management’ focus area category and can cover many of the other focus areas as part of the public consultation on regional land use policies that should be considered as part of this plan.

Directions for Our Future is not a static document but is reviewed by the community on an annual basis to help set short-term priorities for implementing the plan. As a result, each year a *Sustainable Actions* plan is put together following consultation and is ultimately approved by County Council, with some projects receiving funding through the County budget. The most recent *Sustainable Actions*, approved by Council in December, 2011, includes the County Official Plan as a “priority project” over the 2011-2014 time period.

The Vision Statement of *Directions for Our Future* will be helpful in the development of the Official Plan:

Fifty years into the future, the County of Frontenac is one of the most progressive municipalities in terms of community-based sustainability planning because priorities and beliefs are determined through community consultation and County-wide considerations are well thought through and incorporate the four



pillars of sustainability. The vision, developed to ensure the ongoing appreciation and continued improvements to our social, cultural, economic and environmental system, strongly defines the region.

In summary, the work on the County Official Plan is tied directly to *Directions for Our Future*. The ICSP is the over-arching plan for the Frontenacs to promote sustainability over the next fifty years. The County Official Plan will take the same cross-boundary, long-term approach to dealing with land use issues. The Plan can also incorporate other 'focus area' policies into the plan beyond traditional land use policies, which is an approach currently being implemented in Lanark County.

3.0 THE FRONTENACS WATERSHED APPROACH TO COUNTY-WIDE PLANNING

Council has directed that the County Official Plan take a 'high level' approach recognizing that all of the Township Official Plans have detailed policies.

Frontenac County is very fortunate to have a vast number of lakes, rivers, and streams which, with other resources, facilities, and services support both the natural environment and our hamlets and villages. Traditionally, the management of our water bodies has not been done on a watershed basis. Many of the practices associated with their management have been issue-driven with responsibility divided between different jurisdictions and agencies, some of which are concerned with only one resource.

Integrating land use and watershed planning at the regional level can allow for the opportunity to effectively interconnect the relationship between the development of land and the protection of our water resources in a proactive and cooperative manner. Watershed planning and land use planning consider the same environmental issues but from different perspectives and levels of detail. The integration of watershed and land use planning together can be achieved through a watershed management plan.

A map of the Frontenacs illustrating the watershed approach is included as Figure 5. There are six distinct areas (north to south), the majority of which are areas managed by Conservation Authorities:

- Madawaska
- Mississippi
- Quinte
- Rideau
- Cataraqui
- St. Lawrence

This watershed approach is based on the direction of Council to create a 'high-level' regional plan. It is also consistent with the intent of *Directions for our Future* to integrate land use

planning with cross-boundary planning issues, and to work collaboratively to improve efficiencies and promote sustainability.

County Council endorsed this approach at its meeting held on March 21, 2012 (see Council resolution contained in Appendix 2).

4.0 IMPORTANCE OF THE CITY OF KINGSTON TO THE CITIZENS OF THE FRONTENACS

With a population of more than 120,000, Kingston is the largest urban centre in Eastern Ontario with the exception of Ottawa. It plays a major role in the economy of the parts of the County with many jobs for citizens in South Frontenac, Frontenac Islands, and parts of Central Frontenac located in the city. It serves as the regional centre for health care with Kingston General Hospital, Hotel Dieu, and Providence Care providing extensive health care services for people living far beyond the City and County boundaries. It is also a regional commercial centre with more than 9,500,000 square feet of commercial space serving a regional population of more than 200,000. Within the City's boundaries, and in particular north of Highway 401, more than 80 per cent of the land is rural which connects directly with the southern boundary of South Frontenac Township and shares many similarities with the County's rural character.

In summary, it is important to recognize social, economic, and land use impacts on the growth of the County from a regional planning perspective. The future growth of parts of the County is highly dependent on the growth of the City.

5.0 ALGONQUINS OF ONTARIO LAND CLAIM

The Algonquins of Ontario are asserting that they have Aboriginal rights that have never been extinguished, and that they have continuing ownership over the Ottawa River watershed in Ontario as well as natural resources.

The Algonquins are negotiating with the Governments of Ontario and Canada on a settlement of this land claim. The negotiations have been ongoing for more than twenty years.

The three parties have agreed to some basic principles, including:

- The protection of private property -- The rights of private land owners to make use of and access their land will be protected. Privately owned land will not be expropriated for the settlement of this land claim.

- The preservation of Algonquin Park -- It has been agreed that Algonquin Park will remain a park for the appropriate use and enjoyment of all peoples.
- The management of natural resources on a sustainable basis.

Although the precise boundaries of the claim are still subject to negotiation, the territory covers 36,000 square kilometres (14,000 square miles), which represents the entire Ottawa River watershed and the southeast portion of the Mattawa River watershed within Ontario. The land claim area covers a significant portion of Frontenac County including large parts North and Central Frontenac Townships and part of South Frontenac Township.

The Algonquin Land Claim should be recognized in the County Official Plan because of the impacts it could have on the region. The Plan should respond to direction from the Federal and Provincial governments as these negotiations continue and consider additions to the Plan that may arise from a settlement agreement. The Plan should also recognize the opportunity to have mutually beneficial engagement with the Algonquins on matters that affect aboriginal history and culture.

6.0 POPULATION AND FUTURE GROWTH PROJECTIONS

The recent population statistics from the 2011 Canada Census indicate a slight decrease in overall population (-1.0 per cent) of Frontenac County in the past five years from 26,658 to 25,375, a loss of 283 persons (see Table 2). From a longer perspective – 2001 to 2011 – the County has grown by more than 8 per cent.

The County has recently done population projections to 2036 which indicate that population growth will be slow but steady. The following is a summary of key findings and projections from the report:

Steady Growth -- Frontenac County's permanent population base is forecasted to steadily increase over the next 25 years from 28,100 in 2011 to 37,700 in 2036. This represents an annual growth rate of 1.1% annually. This is slightly lower than the Province as a whole.

Aging Population -- The County's population is aging slightly more rapidly than the Province as a whole. From 2011 to 2036, the percentage of the County's population aged 55+ will increase from 30% to 34%. This trend poses implications regarding both seniors' housing and affordable housing in Frontenac County.

Declining Household Size But Modest Housing Growth -- The rate of permanent population growth for Frontenac County is forecasted to gradually decline over the next 25 years, largely due to the aging of the population. This aging trend will result in a reduction in the average number of persons per housing unit (PPU) which, in turn, will require a modest level of housing growth in each of the County's settlement areas even to maintain stable population levels.

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Majority of Growth in the South -- 70% of the projected growth of permanent population in the County is anticipated to occur within the Township of South Frontenac due to its proximity to Kingston and the employment opportunities available.

Rural Development -- The majority of population growth is forecast to be in the County's rural areas, similar to current and historical trends. This is in part due to the lack of municipal services in all villages and hamlets except Sydenham. The majority of subdivision applications in the County are in rural areas.

Continued Demand for Cottages -- Seasonal population is a significant portion of the County's population base, with 50% of the base population and 40% of all households. The Greater Toronto Area, the Greater Ottawa Region and the City of Kingston will continue to be a major source of demand for seasonal population growth in the Frontenacs. The total permanent and seasonal population in the Frontenacs will reach 66,200 persons by 2036, an increase of 9,400 from 2011.

Employment -- The County's employment base is forecasted to increase steadily from approximately 3,800 in 2006 to 5,300 in 2036. This will be primarily driven by growth in retail and tourism services to serve the growing population, as well as some growth in the industrial and institutional sectors. The number of County residents who work from home is also expected to steadily increase as the economy continues to transition to a service sector and knowledge-based economy, along with improvements to telecommunications.

In summary, future growth in the County is dependent on the following key factors: the growth and competitiveness of the regional export-based Greater Kingston Area economy; the area's attractiveness to the 55+ age group as a destination for retirement/semiretirement; and market demand for seasonal housing largely from residents within the Kingston region, the Greater Toronto Area and the Greater Ottawa Area.

These findings are important in the development of long-term planning policies for the Frontenacs. They indicate that the County's economic future will be dependent on continued demand for seasonal housing and the tourism based businesses. They also indicate that the importance of the City of Kingston for employment and services is a key component for the future social and economic health of the County.



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Table 2 – Frontenac County Population Statistics 2011 (Census Canada)

Data	Frontenac Islands	South Frontenac	Central Frontenac	North Frontenac	Frontenac County	Kingston	Frontenac + Kingston
Population in 2011	1,864	18,113	4,556	1,842	26,375	123,363	149,738
Population in 2006	1,862	18,227	4,665	1,904	26,658	117,207	143,865
Population in 2001	1,638	16,415	4,557	1,801	24,411	114,195	138,606
2006 to 2011 population change (%)	0.11%	-0.63%	-2.34%	-3.26%	-1.06%	5.25%	4.08%
2001 to 2006 population change (%)	13.68%	11.04%	2.37%	5.72%	9.20%	2.64%	3.79%
2001 to 2011 population change (%)	13.80%	10.34%	-0.02%	2.28%	8.05%	8.03%	8.03%
Total private dwellings 2011	1,256	8,836	3,536	2,823	16,451	57,623	74,074
Total private dwellings 2006	1,282	9,069	3,243	3,107	16,701	53,838	70,539
Private dwellings occupied by usual residents 2011	781	6,802	1,896	904	10,383	52,413	62,796
Private dwellings occupied by usual residents 2006	783	6,766	1,852	868	10,269	48,863	59,132
Change in seasonal (# of dwellings)	-24	-269	249	-320	-364	235	-129
Change in permanent (# of dwellings)	-2	36	44	36	114	3550	3664
Percent seasonal 2011	37.8%	23.0%	46.4%	68.0%	36.9%	9.0%	15.2%
Percent seasonal 2006	38.9%	25.4%	42.9%	72.1%	38.5%	9.2%	16.2%
Persons per unit (permanent) 2011	2.39	2.66	2.40	2.04	2.54	2.35	2.38
Persons per unit (permanent) 2006	2.38	2.69	2.52	2.19	2.60	2.40	2.43
Population density per square KM 2011	10.6	18.6	4.4	1.6	35.2	273.4	39.5
Land area (square km)	175.04	971.68	1,025.17	1,164.73	2,311.45	451.17	3,787.79

7.0 PROVINCIAL LAND USE PLANNING IN THE FRONTENACS

The land use planning system in Ontario is a hierarchical system, starting with provincial legislation: the *Planning Act* (the *Act*). The *Act*, among other things, sets out the provincial interests in land use planning, allows for the creation of provincial land use policy, and provides that municipalities should have an Official Plan and Zoning By-law. The *Act* is specific that all land use planning decisions must be “consistent” with provincial policies as set out in Section 3. The Provincial Policy Statement (PPS) contains those policies that must be adhered to by municipal plans.

The *Act* also provides for the ability of Counties and Regions to develop their own Official Plans. As noted above, most Counties in Eastern Ontario already have their own Plans. Once a County Official Plan is approved by the Province, the County becomes the approval authority for its constituent municipalities’ – the Townships’ – Official Plans and Official Plan Amendments. This is a significant step forward for Frontenac County as it will allow for planning decisions to be made locally with a clear understanding of the impacts of the decisions on the rural landscape of the Frontenacs.

Provincial Policy Statement

The PPS provides policy direction on matters of provincial interest related to land use planning and development. It sets the policy basis for regulating the use of land across the Province.

The latest PPS came into effect on March 1, 2005. It states that all planning and development decisions must “be consistent with” provincial land use policy. This is a higher standard than the previous PPS which planning decision had to “have regard to” provincial policies. When the County Official Plan is adopted by County Council, it will be reviewed and approved by the Ministry of Municipal Affairs and Housing (MMAH) to make sure that all policies are consistent with the PPS. MMAH can add, amend, or delete policies that contravene provincial standards.

The PPS is currently being reviewed by the Ministry. Although no timeline has been indicated, a revised PPS could be released during the preparation of this Plan.

There are four policy sections of the PPS, briefly summarized below:

Section 1 – Building Strong Communities – This section sets direction on managing and directing growth in a municipality or region. One goal is to focus growth primarily in “settlement areas” as defined in the PPS (Section 1.1.3), including villages and hamlets. The intent is to maximize the efficiency of existing services and infrastructure to avoid unplanned expansions. In the case of Frontenac County, this focus of growth is problematic because there are no public water or sanitary services in any of the settlement areas (with the exception of the water supply in Sydenham). This section also contains policies for “rural areas”, which applies to the majority of lands found in the County; in general, these policies promote future development that will be compatible with the rural landscape and which can be sustained by rural service levels. Section 1 also covers community-building issues such as transportation systems, housing,

economic prosperity, and energy efficiency; all of these issues may be addressed in the County Official Plan.

Section 2 – Wise Use and Management of Resources – Section 2 outlines policies that protect and manage resources for the long term. Policies cover both natural and cultural heritage, agricultural and mineral aggregate resources, water, mineral and petroleum resources with the goal of long-term protection. The PPS contains policies which keep new development either away or limited from these areas. Section 2.1 covers natural heritage policies and because we are fortunate to have such a plentiful amount within the region, this section has a great deal of importance to the Frontenacs from a social, economic, cultural, and environmental perspective. Natural heritage policies address protection of the following areas: significant wetlands; rare, threatened and endangered species, woodlands and valleylands; fish habitat; and groundwater recharge areas. All four Townships' Official Plans contain extensive policies which prohibit or restrict development in or around these features. The County Plan will offer the opportunity to connect these features across municipal boundaries. Agricultural areas are also covered by this policy section, including protection of prime agricultural areas. While prime agricultural land is found largely on Wolfe Island and parts of South Frontenac, there are still many farms of various sizes and activities across the County that have a positive impact on the economy and which also can promote tourism, and they should be recognized and promoted as part of the County Plan.

Section 3 – Protecting Public Health and Safety – Section 3 directs development away from areas where public health and safety could be put at risk. These areas can include natural hazards such as floodplains. Human made hazards include abandoned mines, old waste sites, former aggregate operations, and contaminated sites such as brownfields.

Section 4 – PPS Implementation and Interpretation – This section of the PPS provides the roadmap for ensuring that provincial policies are put into Official Plans to make sure that local planning decisions are “consistent with” the PPS. The County is committed to meeting this standard.

8.0 REGIONAL STUDIES AND REPORTS AFFECTING PLANNING IN THE FRONTENACS

Directions for Our Future – the County's Integrated Community Sustainability Plan (ICSP), the overarching policy document for a future vision for the Frontenacs. *Directions for Our Future* takes the comprehensive approach to sustainable development.

Policy Impact – The *Planning Act* sets out the minimum standard for the development of an Official Plan; however it is possible to create a regional planning document that can incorporate priorities contained in the ICSP that are both land use and community-based. Lanark County is currently working on an Official Plan that takes this approach.

Municipal Housing Strategy – a joint project between the City of Kingston and the County of Frontenac, the goal of this project was to develop a Municipal Housing Strategy (MHS) that contains projections, policies, and programs for affordable housing stock in both the City and the County for the short, medium, and long term. It provided formal recommendations on policies and programs for the 2011 to 2015 period for both the City and the County.

Policy Impact – the County Official Plan will allow County Council to implement the MHS from a regional perspective, and will be considering the use of the policies developed in the study for planning purposes which have been designed to meet the requirements of the Provincial Policy Statement.

Seniors Housing Community Pilot Project – coming directly out of the recommendations of the MHS, the Seniors Housing Pilot Project was designated as a priority in *Directions for Our Future* and was approved as a project by County Council in 2011. The goal of the project is to look at different ways of creating housing choices that could allow seniors to stay close to their rural community and families. The study will assess current and projected housing needs for seniors across the Frontenacs, and identify the housing options that could best address the needs of the County.

Policy Impact – similar to the Municipal Housing Statement, the Seniors Housing Project will provide some clear direction on future seniors housing needs specific to the Frontenacs over the next 20 years. The project will, in part, lead to the creation of policies that can be used by the County and the Townships in their Official Plans to facilitate any specialized housing that may be helpful in allowing seniors to remain in their communities.

Natural Heritage Study – this project is intended to identify a system of natural features and areas, including wetlands, woodlands and significant wildlife areas. The goal is to identify a 'broad brush' system of features and areas that supports biodiversity across the County and to connect to the natural features in neighbouring jurisdictions such as the City of Kingston and adjoining Counties.

Impact – the Natural Heritage Study is expected to be completed by the end of 2011. It will contain a set of policy recommendations to be included in the County Official Plan and help ensure the Plan is consistent with the Provincial Policy Statement.

Trails Master Plan – approved by County Council in 2009, this is a plan for a region-wide trail system building on the K&P trail from Kingston. The master plan sets priorities for implementation of a public trail system throughout the Frontenacs, with an emphasis on the K&P system. The K&P Trail Implementation Plan was also approved by Council in 2009. This north-south trail can eventually connect the entire mainland County.

Policy Impact – both the Trails Master Plan and the K&P Trail Implementation plan should be recognized in the County Official Plan to help establish priorities and guidelines for the creation of the trail system over the next 20 years.

Source Protection Plans – Three (3) Sourcewater Protection Plans are being prepared by the four Conservation Authorities in the County. They are: the Mississippi/Rideau (covering parts of North Frontenac and Central Frontenac); Quinte (covering Central);

and Cataraqui (covering parts of South Frontenac and Frontenac Islands). Scientific data has been collected that highlights areas of concern that require protection in order to maintain safe municipal water supplies – this is of particular importance to the village of Sydenham which has the only municipal piped water supply in the Frontenacs.

Policy Impact – at the time of writing of this document none of the Sourcewater Plans have been approved by the Province. Because of their regional perspective which goes beyond the County boundaries, it is important that these plans be recognized in the County Official Plan.

Frontenac Stewardship Council Lake Planning Report – the Frontenac Stewardship Council commissioned a lake planning report in 2011 that covers the entire Frontenac County mainland. The main purpose of the report was to: (i) collect information on lake associations; (ii) identify where lake plans have been completed or are being initiated; and (iii) provide recommendations of lake plan implementation in the County.

Policy Impact – it is common practice to recognize the value of lake plans in Official Plans. For example, Central Frontenac has very specific policies which identify the content of lake plans and encourage the development of such plans. At the County level, it will be helpful to also recognize the value of these plans that can work in concert with municipal planning regulations to promote sustainable lake development.

'Sustaining What We Value' Project – a multi-partner project begun in 2009 led by the Ministry of Natural Resources, and covered an area that includes part of Frontenac County (South Frontenac), Lanark County, and Leeds and Grenville County. The goal of the project was to “ensure the protection of the cultural, social, environmental and economic attributes of this area...” that also includes part of the Frontenac Arch Biosphere. The project used the principles of ‘integrated landscape management’ to develop a detailed natural heritage system that could be used to “inform and support sustainable land use planning and resource management”.

Policy Impact – the area of the County that is covered by this project is in the southeastern portion of South Frontenac Township. For the County as a whole, the work reinforces the need for region-wide policies dealing with natural heritage and the use of the County Official Plan to illustrate the connectivity of the natural heritage system, and highlighting this on a map in the Plan.

Rideau Corridor Landscape Strategy – affecting areas of South Frontenac, this is a project being led by Parks Canada. Part of the UNESCO designation requires that strategies be developed that will preserve the heritage and cultural importance of the canal system from Ottawa to Kingston. Working with federal and provincial agencies, municipalities, First Nations, NGOs, and property owners, Parks Canada will establish guidelines to protect the visual character of the Rideau Canal Corridor.

Policy Impact – any specific land use controls to protect the visual landscape of the Rideau Corridor will be implemented by the South Frontenac Official Plan and Zoning By-law. The County Plan can provide direction that recognizes the importance of the canal system and its long-term protection from a social, cultural, and economic perspective.

Wolfe and Howe Islands Transportation Studies – both Wolfe and Howe Islands rely on ferry services to connect their islands to the mainland. The Wolfe Islander III is a 55 car ferry. On Howe Island, two ferries connect to the mainland: the 15-car 'County' ferry and the 3-car 'Township' or 'Foot Ferry'. Both of these services are an important part of the regional transportation system and the long-term viability of this system is essential for stability and growth of Frontenac Islands Township. Numerous studies have been done over the years through the Ministry of Transportation to consider options for improving transportation service for both Islands, and an environmental assessment study completed in 1999 recommended a single lane bridge as the best solution for Howe Island. To date, however, the existing ferry system is relied upon to support the Islands.

Policy Impact – the County Plan should recognize the ferry systems of Wolfe and Howe Islands as being important to maintaining and improving the economy of the Islands, their key role as part of the regional transportation system, and be supportive of any transportation improvements that are considered.

County of Frontenac Roads Management Study – Fiscal Management Plan -- following municipal amalgamation in 1998, more than 400 kilometres (250 miles) of Provincial Highways and County Roads were downloaded to the four Townships. These roads, as well as other main arteries, have required significant investments in operating maintenance and capital repairs. An amalgamation agreement between the City of Kingston and the County which provides approximately \$700,000 in annual funding to support the transportation connections between the two jurisdictions will expire in 2013. The Frontenacs are faced with a challenge of keeping the existing transportation system in shape to support the region's economy. In 2011, County Council was presented with a Roads Fiscal Management Plan which identified those roads which provide a regional service and fiscal options that could be considered for maintaining the roads system. The study recommended that a 30 year phase-in plan be considered to smooth out the impact of road investment costs and to deal with a \$37 million deficit in capital needs for the existing system.

Policy Impact – Although the existing road system is entirely within the jurisdiction of each Township, it may be useful to illustrate the 'regional road' system as chosen by the Township Engineers in the County plan. This may allow for additional funding opportunities that can only be accessed from regional governments and thereby provide another avenue for road investment.

Eastern Ontario Wardens Caucus (EOWC) – 'Facing Our Fiscal Challenges' Report – In March, 2012, the EOWC released a comprehensive financial study of all 114 urban and rural Eastern Ontario municipalities. The 103 rural municipalities were identified as having long-standing financial difficulties including: a limited tax base to pay for services and to also maintain existing infrastructure, where 90 per cent of property taxes collected are paid by residents; rising debt levels, increasing by 300 per cent in one decade; and a growing need to maintain the existing infrastructure as it was determined that Eastern Ontario municipalities need to invest an extra \$500 to \$600 million per year to maintain existing capital assets, including roads and bridges.

Policy Impact – The County Plan could serve as the document for the Frontenacs to formally address this fiscal issue and provide strategies for working with other jurisdictions to improve the fiscal health of the region.

9.0 ISSUES TO CONSIDER FOR INCLUSION IN THE COUNTY OFFICIAL PLAN

County Council has given clear direction on the desire for a 'high level' policy plan, using a watershed-based approach in order to look at planning issues in the County beyond the existing municipal boundaries.

Therefore, this Plan seeks to implement a strategic approach and to provide a general direction in the County by prescribing strategic goals, issues and policies.

The relationship between policies that will be in the County Official Plan and those of the four local Plans is central to the operation of the planning system in the Frontenacs. The County Plan will set the general policy directions of County-wide interests and set up a policy-based planning framework. The local Official Plans will continue as they do now: to set the detailed standards and focus on local interests. It is not the intention of the County Plan to interfere with those planning matters which are considered the responsibility of the local municipalities.

Within this context of 'high level' regional planning, a number of issues have been identified

At the end of the first phase of public consultation (expected to be the end of this year), it is hoped that a list of key regional planning issues will have been developed that should form the basis of the group of planning policies that will form the County Official Plan.

Issues that have been highlighted at the start of this project that fit into both the 'high level' and the watershed/cross-boundary approach endorsed by County Council include:

- Natural Environment
- Economic Sustainability
- Growth, Settlement, and Housing
- Community Services
- Tourism
- Green Energy
- Transportation
- Sustainable Agriculture

As part of the County's consultation program over the next two years, we are asking citizens what issues should be covered in the County Plan.

Here are some questions to consider in developing your ideas:

- What sort of planning issues are important for the future growth of the County that should be included in the County Plan because they cross municipal boundaries and are important to the long-term future of parts or all of the Frontenacs?
- Are there specific issues that have been identified in the County's sustainability plan – *Directions for Our Future* – that should be addressed in the County Official Plan

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- Are there planning concerns that affect one or more of our Townships that would be better solved by a regional approach?
- To what extent, if any, should the County Official Plan influence the pattern of future residential and employment growth in the Frontenacs?
- Are there shoreline and waterfront protection issues for all of the lakes in the County that should be included in the County Plan?
- Are there important cultural heritage issues that should be recognized in the County Plan?
- Should there be policies in the Plan that specifically relate to working with First Nations in the Frontenacs on the growth and sustainability of our region?
- What types of policies and direction should be given to promote economic development in the Frontenacs?
- Are there policies beyond the protection of prime agricultural land that should be included to promote small scale and specialty agriculture operations and agri-tourism businesses?
- How should the County Plan recognize and promote renewable energy projects and community power initiatives?
- Should there be specific policies in the Plan for intergovernmental relations so that the County can speak as one voice to Provincial and Federal governments on major County-wide issues such as transportation, waste management, affordable housing, and so on?

Please consider this a short list to help you generate ideas on how the County Plan should be put together. It is hoped that through the County's extensive consultation program important issues will be considered and refined to meet Council's expectations.



10.0 WORK PLAN AND CONSULTATION PLAN

County Council has endorsed a work plan and consultation plan with the goal of having a draft Official Plan document that can be considered by Council for adoption by early 2014 (see chart of the work/consultation in Appendix 1). Different phases of putting the plan together are as follows:

- Initial Phase (January to May 2012) – The first quarter of 2012 involves research and analysis. Initial meetings have been held with staff of all four Townships as well as MMAH to provide them with the background and direction of the proposed Official Plan based on the direction of County Council. It is hoped that the release of this basis document to the public will help to provide a better understanding of why the plan is being done and to outline some of the regional planning issues that may be included in the Plan.
- Consultation Phase (May 2012 and ongoing) – The County is committed to public involvement at the same high level as was done for *Directions for Our Future* in 2008 and 2009. Widespread discussions will begin once the basis document is released and the public will have the opportunity to talk about those issues that should be part of the County Official Plan. Direct consultation will take place with all four Township Councils, stakeholder groups such as the Frontenac Stewardship Council, CFDC, conservation authorities, cottage associations, lake associations and the First Nations. A number of open houses are also proposed to be held throughout the County this year and information will be available at the County information booths that will be at events throughout the year. It is hoped that the consultations will help to develop a *homegrown* regional strategy that is shaped by the citizens who have a vested interest in the future of the Frontenacs. Whether formal or informal, the goal is to allow for public sessions that will help work out common problems.
- County Council Working Sessions (2012-2014) – The development of the first Official Plan for Frontenac County will be a milestone for Council, and it is very important that Council is informed and makes decisions at key steps in the process. To ensure Council is well-versed, staff will be providing updates to Council through a series of information reports and presentations. Also, working sessions of Council will be held to review the plan in detail at key decision-making stages. The 'ownership' of this Plan belongs to both Council and our citizens and it is essential that Council members are supportive of the final document.

11.0 NEXT STEPS – HOW TO GET INVOLVED AND KEEP UP TO DATE

Throughout the next two years the County will be holding public meetings and open houses throughout the Frontenacs. Not only that, we will be out at public events including farmers markets, fairs, ploughing matches, and other festivals to talk one-on-one with people who may have an interest in the Plan.

Here is how to find out further information and/or to make comments on the Plan. We encourage you to check our website on a regular basis:

- Email us: countyplan@frontenacounty.ca
- Website: www.frontenacounty.ca
- Twitter: @FrontenacCounty
- Facebook: Search County of Frontenac
- E-Newsletter

Staff Contact:

- Joe Gullivan, Manager of Sustainability Planning, jgullivan@frontenacounty.ca
613.548.9400 ext. 350





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Appendix 3 – Frontenac County Official Plan Work Plan

PHASE 1	<p>January to April 2012 Conduct Research and Analysis to prepare Basis Document</p>	<p>Consultation: Meet with</p> <ul style="list-style-type: none"> • Staff in each Township • City of Kingston • Ministry of Municipal Affairs • CFDC
PHASE 2	<p>April to December 2012 'Basis Document' Published Public Consultation – Open Houses and Sustainability Outreach Issues Report to Council – Endorse Issues and direction to prepare draft Plan</p>	<p>Consultation: Meet with</p> <ul style="list-style-type: none"> • Township Councils • Stakeholder groups <ul style="list-style-type: none"> ○ Conservation Authorities ○ Cottage Associations ○ Frontenac Arch Biosphere Reserve ○ LOL Tourism ○ Stewardship Council <p>Other Consultation</p> <ul style="list-style-type: none"> • Hold open houses in each Township • Conduct on-line questionnaire • Attend community events (e.g., farmers market)
PHASE 3	<p>January to September 2013 Draft Official Plan</p>	<p>Consultation:</p> <ul style="list-style-type: none"> • Council Review • Host Open Houses
PHASE 4	<p>Early 2014 Draft Official Plan Adoption</p>	

County Official Plan Resources

- Directions For Our Future (Frontenac County Integrated Community Sustainability Plan) directionsforourfuture.ca/directions
- Frontenac Maps (Interactive Web Mapping of the County) www.frontenacmaps.ca
- Frontenac County – General Planning Resources <http://bit.ly/IEdKqR>
- Population, Housing and Employment Projections for the Frontenacs <http://www.frontenacounty.ca/node/178>
- Provincial Policy Statement (2005) <http://www.mah.gov.on.ca/Page1485.aspx>
- Township of Frontenac Islands Official Plan <http://municipality.frontenacislands.on.ca/?q=node/26>
- Township of South Frontenac Official Plan <http://www.township.southfrontenac.on.ca/node/48>
- Township of Central Frontenac Official Plan <http://www.centralfrontenac.com/Planning.html>
- Township of North Frontenac Official Plan <http://www.northfrontenac.com/residents-planning.html>
- City of Kingston Official Plan <http://www.cityofkingston.ca/residents/development/officialplan/>
- City of Kingston and County of Frontenac Municipal Housing Strategy: <http://www.frontenacounty.ca/node/182>
- Seniors Community Housing Pilot Project <http://bit.ly/IJyY6n>
- Natural Heritage Study <http://bit.ly/IlxDBf>
- Frontenac County Trails Master Plan and K&P Trail Implementation Plan <http://bit.ly/I5CBBE>
- Cataraqui Source Water Protection Plan <http://www.cleanwatercataraqui.ca/>
- Quinte Source Water Protection Plan <http://bit.ly/HM93fD>
- Mississippi / Rideau Source Water Protection Plan <http://www.mrsourcewater.ca/>
- Sustaining What We Value – Integrated Landscape Management Plan www.sustainingwhatwevalue.ca
- Rideau Corridor Landscape Strategy <http://www.pc.gc.ca/lhn-nhs/on/rideau/plan/sacr-rcls.aspx>
- Wolfe Island Transportation Study <http://www.wolfeislandtransportationstudy.ca/>
- Eastern Ontario Wardens Caucus – *Facing Our Fiscal Challenges* Report <http://bit.ly/JqnhB3>
- Algonquin Land Claim <http://www.aboriginalaffairs.gov.on.ca/english/negotiate/algonquin/algonquin.asp>
- <http://www.tanakiwin.com/index.htm>



ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: May 3, 2012

Date of meeting: May 16, 2012

Re: **Financial Services – 2012 1st Quarter Financial Summary**

Background

The County of Frontenac Financial Summary for the 1st Quarter of 2012 is attached.

Comment

Revenue

Requisition on Municipalities: Interim requisitions are based on the prior year's budget. As the actual 2012 budget is lower than 2011, the variance reflects the excess amount invoiced. Adjustments will be made on future invoices to eliminate the variance.

Municipal Transfers: Transfers from the City of Kingston have been adjusted to reflect the City share of the first quarter surplus for Fairmount Home and Land Ambulance.

Federal and Provincial Transfers: Variance is attributed to timing differences.

Fees and Service Charges: Fairmount resident revenues are under budget, but are reconciled at year-end against Provincial revenue so that the total amount received from the Province and the residents is within the prescribed Ministry of Health funding for Fairmount Home.

Other Income: Variance is attributed to timing differences.

Expenses

General Government: Budget to actual variance is primarily due to timing. Capital projects and new expenses were deferred until budget approval.

Protection to Persons and Property: The account is in a credit position as we have invoiced others for attendance at a course hosted by the County. However we have not yet received the payments for that course.

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Transportation Services: The under-expenditure reflects the fact that payments for arterial roads are made twice a year.

Ambulance Services: Timing differences account for under expenditure.

Health Services: The April payment is included in the first quarter.

Fairmount Home:

- Programming: Only two months of pastoral care included to date.
- Nursing Personal Care and Direct Administration: Training costs under budget, awaiting budget approval.
- Nurse Practitioner: On budget
- Raw Food: On budget
- Dietary Services: Equipment maintenance is over budget due to repairs to freezer & steamer. Cleaning chemicals & supplies are slightly over budget.
- Housekeeping Services: Wages and benefits under budget
- Laundry and Linen Supplies: Wages and benefits are slightly over budget due to sick time.
- Building and Property: Two heat exchangers had to be purchased, but only one was budgeted. Landscaping, which includes snow clearing and sanding is over budget due to timing.
- Facility Costs: as is slightly over budget and Hydro slightly under budget.
- General and Administrative: Timing accounts for some under-expenditure.

Social & Family Services: Under budget.

Social Housing: On budget.

Planning and Development: Variance due to timing, awaiting budget approval.

Recreation and Culture: The library is over budget as the County received an invoice for 2011 capital costs after the financial statements were closed. This cost will be offset by a transfer from the Library capital reserve.

Other: Includes grants which have not yet been released.

Sustainability Implications

Within *Directions for Our Future*, the vision statement associated with Capacity Building and Governance states that "Government decision-making processes are clear, forward thinking and focused on the longer term". By reviewing quarterly financial statements, Council can assure itself that the direction given through the 2012 budget is being carried out. At the same time, this information is being shared publicly.

Recommendation

THAT Council of the County of Frontenac receive this *Financial Services – 2012 1st Quarter Financial Summary* report for information only.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Management Team

Administrative Report
Financial Services – 2012 1st Quarter Financial Summary
May 16, 2012

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COUNTY OF FRONTENAC

2012 Variance to March 31, 2012

Summary of Revenue and Expenditure

	2012 Budget \$	to date Budget \$	to date Actual \$	Variance \$	% Total Annual Budget
REVENUE					
Requisition on Municipalities	8,281,073	2,057,311	2,068,437	11,126	24.98%
Municipal Transfers	9,366,116	2,457,536	2,350,012	-107,524	25.09%
Federal and Provincial Transfers	14,398,053	3,384,952	3,397,636	12,684	23.60%
Fees and Service Charges	3,432,533	890,729	836,996	-53,733	24.38%
Other Revenue	635,140	57,250	61,185	3,935	9.63%
Subtotal Revenue before Requisition	27,831,842	6,790,467	6,645,829	-144,638	23.88%
Subtotal Revenue With Requisition	36,112,915	8,847,778	8,714,266	-133,512	24.13%
Transfer From Reserves/Reserve Funds	2,782,152	0	25,823	25,823	0.93%
Total Revenue and Reserve Transfers	38,895,067	8,847,778	8,740,089	-107,689	22.47%
EXPENSE					
General Government	3,641,289	722,905	518,105	-204,800	14.23%
Less: Non-Cash Items	-196,046	-49,012	-46,165	2,847	23.55%
Net: General Government	3,445,243	673,893	471,940	-201,953	13.70%
Protection to Persons and Property	23,095	2,713	-931	-3,644	-4.03%
Transportation Services	1,588,188	523,705	198,953	-324,752	12.53%
Land Ambulance	15,947,849	3,846,138	3,478,981	-367,157	21.81%
Less: Non-Cash Items	-532,470	-133,118	-141,471	-8,353	26.57%
Net: Land Ambulance	15,415,379	3,713,020	3,337,510	-375,510	21.65%
Health Services	677,951	169,488	225,886	56,398	33.32%
Fairmount Home	11,428,287	2,702,646	2,606,759	-95,887	22.81%
Less: Non-Cash Items	-524,096	-131,024	-134,682	-3,658	25.70%
Net: Fairmount Home	10,904,191	2,571,622	2,472,077	-99,545	22.67%
Fairmount Home Debenture	1,531,350	382,838	343,921	-38,917	22.46%
Social and Family Services	1,299,556	324,765	265,866	-58,899	20.46%
Social Housing	757,958	180,740	180,740	0	23.85%
Recreation and Cultural Services	792,978	190,495	246,870	56,375	31.13%
Planning and Development	1,694,178	209,383	112,987	-96,396	6.67%
Other Expense	765,000	0	0	0	0.00%
Total Expense	38,895,067	8,942,662	7,855,819	-1,086,843	20.20%
Accumulated Net Revenue (Deficit)	0	-94,884	884,270	979,154	

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COUNTY OF FRONTENAC
2012 Variance to March 31, 2012
Summary Of Revenue and Expenditure

	2012 Budget \$	to date Budget \$	to date Actual \$	Variance \$	% Total Annual Budget
Provincial Funding	7,009,868	1,752,467	1,680,770	-71,697	23.98%
Special Projects Revenue	0	0	6,380	6,380	100.00%
Sale of Vehicle & Equipment	28,000	0	0	0	0.00%
Other – Cross Border	67,000	0	0	0	0.00%
Total Revenue	7,104,868	1,752,467	1,687,150	-65,317	23.75%
Service Delivery	14,543,676	3,711,075	3,367,788	-343,287	23.16%
Less: Non Cash Items	-532,470	-133,118	-141,471	-8,353	26.57%
Net: Service Delivery	14,011,206	3,577,957	3,226,317	-351,640	23.03%
Reserve for Vehicle, Equipment Replacement & Other Projects	637,263	0	0	0	0.00%
Total Direct Service Expense	14,648,469	3,577,957	3,226,317	-351,640	22.02%
Net Operating Expense	7,543,601	1,825,490	1,539,167	-287,462	20.40%
Net Capital Expense	78,000	95,000	74,420	-20,580	95.41%
Total Expense	7,621,601	1,920,490	1,613,587	-308,042	21.17%
City Of Kingston 79.986%	6,096,214	1,536,123	1,290,644	-246,390	21.17%
Frontenac 20.014%	1,525,387	384,367	322,943	-61,652	21.17%
Capital					
Reserve Transfer	528,660	0	25,823	25,823	4.88%
Capital Expense					
Vehicle New	45,000	0	0	0	0.00%
Vehicle Replacement	78,000	0	0	0	0.00%
Equipment New	33,000	0	0	0	0.00%
Equipment Replacement	121,660	95,000	100,243	5,243	82.40%
	277,660	95,000	100,243	5,243	36.10%
2011 Projects Brought Forward	329,000	0	0	0	0.00%
Net Capital Expense	78,000	95,000	74,420	-20,580	95.41%
Offload Nursing					
Revenue	160,250	40,063	54,486	14,423	34.00%
Expense	160,250	40,063	10,950	-29,113	6.83%
Net Offload Nursing	0	0	43,536	43,536	

Agenda Item # 10102a)

COUNTY OF FRONTENAC
2012 Variance to March 31, 2012
Summary Of Revenue and Expenditure

	2012	2012	2012	Variance	Total
	Budget	1st QTR	1st QTR		Annual
	\$	\$	\$	\$	Budget
					%
<u>FAIRMOUNT HOME FOR THE AGED</u>					
Revenue					
Provincial - Operations	5,094,160	1,273,540	1,466,861	193,321	28.79%
Provincial - Nurse Practitioner	61,247	15,312	15,354	42	25.07%
Provincial Subtotal	5,155,407	1,288,852	1,482,215	193,363	28.75%
Residents - Accommodation Fees	2,883,105	720,776	676,737	-44,039	23.47%
Revenue Subtotal Before Municipal Contribution	8,038,512	2,009,628	2,158,952	149,324	26.86%
Transfers - Reserves/Reserve Funds	12,083	0	0	0	0.00%
Total Revenue and Reserve Transfer	8,050,098	2,009,628	2,158,952	149,325	26.82%
Program and Support Services	401,511	100,388	85,058	-15,330	21.18%
Direct Nursing and Personal Care	4,386,175	1,085,293	1,077,106	-8,187	24.56%
Nurse Practitioner	133,834	33,459	32,139	-1,320	24.01%
Nursing and Personal Care Administration	1,290,860	322,015	303,681	-18,334	23.53%
Raw Food	345,469	86,367	90,324	3,957	26.15%
Dietary Services	915,611	230,373	204,240	-26,133	22.31%
Housekeeping Services	593,965	148,491	139,983	-8,508	23.57%
Laundry and Linen Services	249,082	62,271	63,823	1,552	25.62%
Building and Property	552,356	138,089	136,321	-1,768	24.68%
Facility Costs	320,655	130,905	114,793	-16,112	35.80%
General and Administrative	1,650,867	364,995	352,900	-12,095	21.38%
Less: Non-Cash Items	-609,120	-216,048	-219,706	-3,658	36.07%
Net: General and Administrative	1,041,747	148,947	133,194	-15,753	12.79%
Operating Expense Subtotal	10,231,265	2,486,598	2,380,662	-105,936	23.27%
Capital Improvements	548,900	0	6,390	6,390	1.16%
City Share of Surplus Retained	-61,200	0	0	0	0.00%
County Share of Surplus Retained	-28,800	0	0	0	0.00%
Total expense	10,690,165	2,486,598	2,387,052	-99,546	22.33%
Reserve transfer	39,000	39,000	39,000	0	100.00%
Total Expense and Reserve transfer	10,729,165	2,525,598	2,426,052	-99,546	22.61%
Municipal Contribution	2,678,570	515,970	267,100	-248,870	9.97%
City of Kingston Share	1,821,428	350,860	181,628	-169,232	9.97%
County of Frontenac Share	857,142	165,110	85,472	-79,638	9.97%



ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: May 4, 2012

Date of meeting: May 16, 2012

Re: **Financial Services – 2011 Audited Financial Statements**

Background

The County of Frontenac is required to prepare financial statements, comprising a Financial Report and a Financial Information Return, on an annual basis. These financial statements are to be audited.

Allan Chartered Accountant Professional Corporation was appointed as the County auditors for 2011.

For 2011, municipalities are required to present financial statements which comply with the requirements of the Public Sector Accounting Board Standards (PSAB). These standards require a presentation that reflects full accrual accounting.

Comment

PSAB reporting introduced a couple of key changes in the presentation of the municipality's financial statements. The first is the ongoing valuation of depreciation. This is the third year that depreciation has been shown on municipal financial statements. This expense reflects the use of the County's assets during the year but is not an expense that is funded through the tax levy. Rather County Council, recognizing the need to provide for asset replacement, makes reserve allocations annually.

The other significant issue as a result of PSAB to be highlighted revolves around reserves and reserve funds. Ontario municipal financial statements no longer provide for reserves and reserve funds to be shown on the balance sheet. Instead, the statements show accumulated surplus which includes reserve and reserve fund balances plus the net book value of County assets, less the amount of debt outstanding and any unfunded employee benefit obligation.

Agenda Item # 10102b)

The following table reports the composition of the 2011 consolidated accumulated surplus showing it to be representative of a combination of assets offset by liabilities. It is not simply available spending money.

2011 Consolidated Schedule of Accumulated Surplus	
Reserve funds	2,986,482
Reserves	10,570,892
<hr/>	
Total reserves and reserve funds	13,557,374
<hr/>	
Surpluses	
Invested in tangible capital assets	23,299,475
	Debenture <u>(11,975,976)</u>
	Net <u>11,323,499</u>
<hr/>	
Accumulated surplus	24,880,873

Working capital reserve transfer:

In 2011 the County's share of the Fairmount Home surplus was \$74,896, which is primarily as a result of the unbudgeted increases in Ministry funding received.

The remaining 2011 surplus of \$593,040 was transferred to County working funds. The County does not have control over the realization of a good portion of the surplus. The City of Kingston is responsible for Provincial Offences and Social Services which resulted in surpluses of \$60,210 and \$72,481 respectively. The County's share of supplementary taxation revenue was \$94,573. During 2011 the costs of the Rural Broadband project were finalized, although the project was completed in 2010. As a result of the final reconciliation with OMAFRA, the project was \$19,309 less than accrued in 2010, resulting in a credit in 2011. Favourable interest revenue and cash flow resulted in \$43,852 more interest revenue than budgeted.

General Government & Planning (\$165,068): Under expenditure in Warden and Council expenses relate to an under utilization of monies budgeted for committee activity in 2011. Corporate administration was under budget as positions were not filled until late in the year and staff turnover resulted in under expenditure. Planning was under budget due to unexpended operating costs.

Project timing accounts for the under expenditure in County capital (\$110,000), the Emergency Management JEPP project (\$7,817) and the Sustainability project (\$20,000) carried forward to 2012.

Consolidated Statement of Financial Position:

Short term investment: The County is involved in a multi-year project to provide enhanced broadband capacity throughout the Eastern Ontario Region. The County provided its full share of the EORN project as a short term investment with an interest rate of 5%. This investment is reduced annually by the County's contribution to the multi-year project, hence the reduction in the Short term investment.

Agenda Item # 10102b)

Accounts Receivable: The increase in accounts receivable comparative to 2010 relates primarily to outstanding municipal transfers.

Accounts Payable: In 2010 accounts payable were higher as the payment for the broadband project, which was completed, was accrued. Also the year end payment to the Townships was accrued in 2010 and paid out in 2011.

Deferred Revenue: In 2010 the County received more ferry revenue at the end of the year which related to 2011 than it received in 2011 for 2012.

Tangible Capital assets: The 2010 Land balance was restated to recognize land that had not been previously categorized as an asset, \$181,303.

The septic system project for the County/Fairmount site is the land improvement undertaken in 2011.

The increase in building assets are the Sydenham and Wolfe Island Ambulance bases and the Sydenham library as well as building upgrades which extended their useful lives.

Seven vehicles were purchased for Land Ambulance.

Equipment purchased included the solar panels installed at the ambulance bases in Sydenham and on Palace Road, equipment related to the library project, defibrillators, generators, electric beds, etc.

The Millcreek bridge was redeveloped in 2010, but put in service in 2011.

Work-in-progress is a category of projects which will be completed or put in use in 2012. These include a nurse call system upgrade, the well project, the electronic records management system, the second Frontenac K&P trail bridge and trail upgrades, the North Frontenac land ambulance/fire station project, auditorium upgrades, County entrance upgrades and an upgrade of the County IT domain.

Sustainability Implications

Audited financial reporting confirms for the residents, businesses and visitors of the County that the financial resources are being utilized appropriately. It also offers the necessary transparency and assurances to our community of the high level of stewardship being achieved.

Recommendation

RESOLVED that the Council of the County of Frontenac receive this *Financial Services - 2011 Audited Financial Statements* report;

AND FURTHER that the Council of the County of Frontenac accept the 2011 Audited Financial Statements of the County of Frontenac.

Organizations, Departments and Individuals Consulted and/or Affected

Allan Chartered Accountant Professional Corporation

Administrative Report
Financial Services – 2011 Audited Financial Statements
May 16, 2012

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ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

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

Date prepared: May 2, 2012

Date of meeting: May 16, 2012

Re: **Emergency and Transportation Services – North Frontenac Joint Land Ambulance/Fire Station Development Update 2012-01**

Construction Update

The report prepared by our Project Manager, Patrick Thompson, TCMS, for the period is attached.

Change Orders

No change orders are being brought forward.

Other Matters

The Project Manager, Township of North Frontenac staff and County staff continue to work with the four (4) Design/Build proponents on details of the RFP.

Sustainability Implications

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

Financial Implications

None at this time.

Administrative Report
Emergency and Transportation Services – North Frontenac Joint Land Ambulance/Fire Station Development Update
2012-01
May 16, 2012

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Recommendation

That the Council of the County of Frontenac accept this *Emergency and Transportation Services – North Frontenac Joint Land Ambulance/Fire Station Development Update 2012-01* report for information only.

Organizations, Departments and Individuals Consulted and/or Affected

Patrick Thompson, Project Manager, TCMS
Township of North Frontenac Staff
Marian VanBruinessen, County Treasurer

Administrative Report
Emergency and Transportation Services – North Frontenac Joint Land Ambulance/Fire Station Development Update
2012-01
May 16, 2012

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**CONSTRUCTION OF A NEW NORTH FRONTENAC
JOINT LAND AMBULANCE / FIRE STATION**

**THE COUNTY OF FRONTENAC /
THE TOWNSHIP OF NORTH FRONTENAC**

PROGRESS REPORT NO. 1

Prepared by TCMS

May 4, 2012

NEW NORTH FRONTENAC JOINT LAND AMBULANCE / FIRE STATION
PROGRESS REPORT NO. 1

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NEW NORTH FRONTENAC
JOINT LAND AMBULANCE / FIRE STATION
PROGRESS SUMMARY

The following activities have been completed during the current report period.

- Project start-up meeting with key stakeholders – March 08, 2012, Plevna, ON
- Call for Expression of Interest from design-build contractors, March, 2012.
- Review and selection of four (4) design-build contractors.
- Development of project mandatory design requirements.
- Preparation of Request for Proposal (RFP) and Instructions to Bidders documents.
- Completion of a geotechnical evaluation of the site – April 5, 2012.
- Preparation and issuance of RFP addenda.
- Evaluation of environmental issues affecting the site.



ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Julie Shillington
Administrator of Fairmount

Date Prepared: May 2, 2012

Date of Meeting: May 16, 2012

Re: Fairmount Home – Strategic Plan

Background

In April 2006, Fairmount's first five-year strategic plan was approved by County Council. In 2010, the management team at Fairmount started discussions with staff, residents, family members and volunteers in preparation for the development of a new five year strategic plan. Unfortunately, due to a variety of challenges, the draft plan has not been ready for Council's review and discussion until now.

The challenges we faced and the subsequent delay of the plan were recognized as being valid by Accreditation Canada during our recent accreditation survey however we are expected to have an approved strategic plan as well as an operating plan in place within the year.

Comment

In this report I refer to both a strategic plan and an operational plan. The easiest way to differentiate the two is to think of the strategic plan as the document that outlines at a very high level what we want to achieve and the operational plan as the document that details how we are going to achieve it. Operational plans should establish the activities and budgets for each part of the organization for the next years. They link the strategic plan with the activities the organization will deliver and the resources required to deliver them. An operational plan is the basis for, and justification of an annual operating budget request.

You will find our draft five-year strategic plan attached as Appendix A. We have made an attempt to capture the highlights of the past five years as well as documenting some of the possible focus areas for the next five years. Please note that by approving the strategic plan Council is not approving the operational plan. A multi-year operational plan will be brought forward for Council's discussion upon approval of the strategic plan.

One of the first tasks we undertook during our planning exercise was the revision of the home's mission and vision statements. During our staff consultations in 2010, it became very clear that

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the current statements were just too long for staff to remember and communicate. The following are the current statements – you will find the proposed statements on Appendix A:

Current Vision Statement:

In response to changing needs of residents and the community, we will continue to develop and implement innovative “best practices” and programs. We will continue to foster and grow an environment of mutual respect for residents and all members of our caring community.

We will promote the principles and practices of Continuous Quality Improvement for all aspects of Fairmount’s caring community, and we will maintain the ethical balance between innovation and resident choice, safety and risk management.

Building on the foundation of strong relationships, Fairmount will seek to increase the involvement of the wider community by bringing our citizens into Fairmount through the sharing of our expertise, our location, and our excellent programming. Fairmount will also reach out into the wider community as a leader and participant, sharing its knowledge and resources to plan and implement activities that will improve the lives of the elderly throughout the entire area.

Current Mission Statement:

Fairmount is an accredited long-term care home for 128 residents, dedicated to providing the best quality of life to those who live and work here.

The Fairmount community fosters a creative and responsive environment in which all members – staff, families, volunteers, students, community partners and the residents themselves – respect and promote the strengths and abilities of each other, especially those for whom this is home.

A full range of high quality programs are provided with the caring expertise of a dedicated, multi-disciplinary, team, responding to the unique needs and wishes of our residents.

All members of our Community are advocates for all those who live and work here.

There are no proposed changes to the current values of the home.

Once the proposed vision, mission and values were in place we were able to turn our focus to the home’s priorities. We were extremely pleased when Council formally established its priorities in the fall of 2011 as this allowed us to ensure that the priorities and goals established in the home’s strategic plan support the strategic priorities established by Council.

As you can see in Appendix A of the draft plan, a multitude of discussions have been held with staff, residents, family members and other community partners all leading to the development of a draft strategic plan for Council’s discussion and, ultimately, approval.

Sustainability Implications

An organization needs a road map to follow for success. The strategic plan is that road map that provides direction to staff and, through the subsequent operational plan performance measures, allows demonstration of achievement.

Financial Implications

There are no direct financial implications in the strategic plan as Council is not being asked to approve specific projects. The specific projects, thus direct financial implications, will come forward in the operational plan.

Recommendation

That Council of the County of Frontenac receive the *Fairmount Home – Strategic Plan* report and;

that the Council of the County of Frontenac approve the Fairmount Home Strategic Plan 2012-2017 as attached.

Organizations, Departments and Individuals Consulted and/or Affected

Residents
Staff
Volunteers
Family Members
Centric Health
Bagot Street Medical Center
KFL&A Public Health



Strategic Plan

Introduction

Fairmount Home is a 128-bed long-term care home owned and operated by the County of Frontenac. At Fairmount staff practices the Gentlecare philosophy - resident focused care which empowers residents to make as many choices as possible. Staff knows each resident and responds to their social as well as psychological and physical needs. They put the resident first before the task at hand and acknowledge that risk is a normal part of life. Most importantly, they treat the residents as they would wish to be treated.

Fairmount underwent an operational review in 2008 during which the consultants stated:

Fairmount truly stands out among long-term care homes, due to its innovation, its initiative and its ability to actually live out the Gentlecare philosophy. We repeatedly heard staff, residents, representatives of their families, the CCAC, the local LHIN and the surrounding community suggest 'Fairmount Home is a model for long term care'. The Osborne Group agrees with this view.

We provide 24-hour nursing care which incorporates nursing restorative care and have a medical team consisting of physicians and a full-time Nurse Practitioner. We provide support services including physiotherapy, occupational therapy and social work. We also provide recreational activities, dietary, housekeeping & laundry services as well as maintenance and administrative services. We meet the needs of our residents while ensuring staff live out the Gentlecare philosophy.

Fairmount is funded through the Ministry of Health & Long-Term Care, the South East LHIN, resident accommodation fees, the City of Kingston, the County of Frontenac and the generous donations from individuals in our community.

Our strategic plan has been created with the cooperation of staff, residents, volunteers, family members and our community partners. Appendix A to the plan provides the dates of our strategic planning meetings. Our plan outlines our mission, vision and values and identifies our strategic priorities and desired outcomes. Our plan is aligned with the vision and strategic priorities identified by Frontenac County Council.

The Last Five Years

Fairmount's first five-year strategic plan was approved by County Council on March 15, 2006. Since its implementation there have been many changes, both at Fairmount and in the long-term care sector as a whole, that have had a significant impact on our residents, staff, volunteers, family members and community.

Resident and family satisfaction rates have continued to be assessed annually and have been consistently high. Our Residents' Council has been active but unfortunately our Family Council folded in 2011.

Our waiting list has remained lengthy over the last five years. With the opening of another LTC home in Kingston we did see the list reduced somewhat, especially the list for secure beds, but it has grown longer again.

The introduction of the Local Health Integration Networks in 2006, forced long-term care homes to look at their role in the health care system from the perspective of the broader health care spectrum, not just as a single sector or provider. Fairmount senior staff has been involved in a variety of LHIN committees and discussions and continue to participate in quarterly LTC meetings which include the participation of a LHIN representative.

The South East LHIN has developed an Integrated Health Sustainability Plan (IHSP) which is the three-year strategic plan for the South East health care system. The Plan is entitled *Reaching for Excellence* and challenges health-care providers across the South East LHIN to explore possibilities for integration and improvements in the delivery of care, to meet goals and measure results.

In 2011, the South East LHIN announced an initiative entitled the *Regional Clinical Services Roadmap* that examines different services currently provided to varying degree by the seven hospitals and the South East Community Care Access Centre (CCAC) across this region, and considers ways in which to improve access to the right care, at the right time, in the right place. The focus is on effective chronic disease management, patient self management, reduction of hospital re-admission rates, and the improved coordination of care between sectors and providers.

A Long-Term Care Service Accountability Agreement (L-SAA) was signed with the South East LHIN in 2009 and requires that strategic plans be submitted by LTC homes to the LHIN every three years.

In 2009, Health Quality Ontario (HQO) introduced public reporting of indicators. HQO has been mandated by the provincial government to measure and report to the public on the quality of long-term care and resident satisfaction. Fairmount was one of the first homes to volunteer with HQO for public reporting of measures in areas such as falls prevention, pressure ulcer prevalence and bowel and continence management.

In 2010, HQO introduced Residents First, the purpose of which is to grow capacity for quality improvement, so that the quality of each resident's care is the best in Canada and comparable to leading jurisdictions the world over. Fairmount was one of five homes in Ontario to participate in a LEAN quality improvement exercise through Residents First.

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The implementation of the *Long-Term Care Homes Act* (LTCHA) in 2010 introduced increased and new program and reporting requirements and inspection processes to long-term care homes. The *Act* saw an increase in the requirement for food service worker and dietitian hours; the introduction of social work services; new mandatory reporting requirements; details about staff training and emergency planning as well as new quality improvement requirements. Significant responsibilities have been placed upon County Council under the *Act* requiring members to be up to date on the activities of the home.

New funding for PSWs, RPNs, RAI Coordinators, physician on-call and safety initiatives was announced in the last five years. With the introduction of the LTCHA came an increase in base funding from the Ministry of Health & Long-Term Care.

In 2010, the Province moved away from the Alberta Classification System for determining Case Mix Index (CMI) and commenced using the RAI MDS 2.0 system. The CMI is the factor applied to the base funding for the nursing envelope to determine how much funding a home will receive for its nursing services. As an early adopter of the RAI MDS system, Fairmount had been frozen at a CMI of 106.77 until 2010 at which time the CMI was formally based on the RAI MDS assessments and went to 1.0168 and further dropped to .9915 in 2011. As the assessments are primarily based on documentation by staff, significant efforts have been made to educate staff on the RAI MDS system and their responsibility for ensuring accurate and complete documentation.

Efforts at accessing grant monies have been successful. We have been able to offer volunteer education, youth volunteer training, art instruction and intergenerational music activities to our residents and community through a variety of grants.

In 2010, County Council directed that there be no increase to the municipal contribution to the home related to operating costs for 2011, 2012 and 2013. This direction was met in 2011 however it did require reductions in PSW and RPN staffing. It was met again in 2012 with no staffing reductions.

Staff satisfaction has continued to be assessed annually. Satisfaction rates continued to be high until 2011 at which time the Accreditation Canada Worklife Pulse survey was administered which demonstrated a decline in satisfaction and trust in the organization. An independent facilitator was brought into the home to meet with staff to gain an understanding about the decline in satisfaction and it was made clear that the results were directly related to staffing reductions made in the nursing department in 2011. However, even with the decline in satisfaction, staff turnover rates remain extremely low.

Fairmount continues to be a learning organization, providing placement opportunities to students through the Limestone Board of Education, Trillium College, Queen's University, St. Lawrence College and the Kingston Learning Centre to name a few. We have provided placements for future PSWs, RNs, RPNs, Dietitians, Food Service Managers, Administrative workers and Nurse Practitioners. We also provide co-op placements for high school students from Sydenham High School and LaSalle Secondary School.

Our volunteer program has remained strong over the past five years with an annual average of 120 active volunteers. A volunteer satisfaction survey was administered in 2011 the results of which confirmed a high rate of volunteer satisfaction. Staff was also surveyed about their understanding of and satisfaction with the volunteer program. The results demonstrated that staff highly values the contributions of volunteers in the home.

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Looking at information technology, there have been significant advancements made over the last five years. Access to the Ontario Telemedicine Network (OTN) was provided to Fairmount in 2009. Currently we, and some members of our community, use the OTN at Fairmount to access education and training sessions. Digital pens for the ordering of medications were implemented in 2009. Computers on wheels (COWs) were introduced in 2009 to meet mobile IT needs. Most recently staff has been introduced to electronic scheduling and is now expected to submit all time off requests and shift trades electronically.

The Next Five Years

It is difficult to know exactly what will happen in the future given the ever changing world of long-term care however there are some certainties and some expectations that can be solidly addressed.

We do know that the South East LHIN has the highest percentage of residents aged sixty-five and older in the province. We also know that there is significant pressure on the acute care sector to reduce the number of patients deemed to be Alternate Level of Care (ALC) waiting in hospital, many waiting for LTC beds. It is very important that we continue to be engaged in discussion opportunities at the local, LHIN and provincial levels to ensure we understand the role we play within the LHIN's vision of the health care system and are able to participate in and/or provide feedback on suggested initiatives.

We expect that the performance measures referenced in the L-SAA will be fully developed, implemented and publicly reported. It is expected that HQO will expand the number of LTC performance measures that it publicly reports and that this will no longer be voluntary.

We know that the L-SAA requirement for nursing staffing plans will be introduced. What we don't know is what will be required in the staffing plans. However we can reference the Sharkey Report which gives us a possible benchmark. The Ministry of Health and Long Term Care commissioned an independent review in the fall of 2007 to look at staffing and care standards for Long-Term Care Homes in Ontario. Directed by Shirlee Sharkey, President and CEO of Saint Elizabeth Health Care, the findings of the report were published in May, 2008. The report is entitled *People Caring for People: Impacting the Quality of Life and Care of Residents of Long-Term Care Homes*. Sharkey proposes that "The addition of 3,200 nurses (including 1,200 RPNs announced in the 2007/08 provincial budget) and 2,500 PSWs will increase the average hours of care provided by nursing, personal care and allied health professionals to approximately 3.5 hours."

Looking at quality improvement, it is anticipated that the implementation of the *Excellent Care for All Act* will be introduced to the long-term care sector. This legislation requires the development of quality improvement committees; quality plans and staff/family/resident surveys much of which is already required under the *Long-Term Care Homes Act*.

We expect that it will be several years before we fully understand and are comfortable with the new Ministry of Health & Long-Term Care Inspection process.

We know that we must continue our efforts to maximize our CMI through nursing restorative care and documentation. We should also continue seeking revenue and cost recovery opportunities.

Looking at our capital infrastructure, we anticipate that our Auditorium will undergo redevelopment to ensure a fully functional resource for our residents and our community. A new well will be drilled in 2012. Our building automation system will need to be replaced and we will need to ensure adequate resources for ongoing capital requirements.

Our information technology needs are changing. Many LTC homes have moved towards electronic medication administration records (e-MARs) and full use of computerized nursing documentation systems. We do feel that staff has had sufficient opportunity over the past five years to gain some comfort with the computerized environment and plan on moving forward with

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these projects. We anticipate the ability to expand the use of the Ontario Telemedicine Network to allow residents to access medical specialist services without leaving the comfort of the home. We also see more and more residents and family members wishing to have access to internet services in the home.

The current average age of our employees is 43 years. 24% of our employees are between the ages of 50 and 70 years with 10 of them over the age of 60. In five years 41%, almost half, of our employees will be between the ages of 50 and 70. The average age of Fairmount's management team is 55 years. Given these facts, succession planning must be a priority for Fairmount.

There is a constant need to continue the learning of knowledge and skills of all those directly involved in Fairmount – staff, volunteers, families and residents on site – and those who someday may become a part of Fairmount – students. Legislated training requirements have increased in the past two years and must be met. Education and training needs identified by staff must also be considered.

Accessibility legislation will have an impact on the home especially in the areas of human resources and access to information and services.

Most importantly, we must ensure that we communicate effectively both internally and externally. We anticipate that our website will be a primary resource for communicating externally so a focused effort will be made on ensuring it is informative and user friendly.

Finally, our relationships with our residents, staff, family members, volunteers and community partners are extremely important to our success. We will continue to celebrate our current relationships while seeking out opportunities to build new ones.

Frontenac County Council Priorities

In 2009 the County undertook a County-wide approach towards planning for a sustainable future. The *Directions for Our Future* document outlines the project's vision as follows:

County of Frontenac – Fresh with Opportunity: Growing Vibrant, Innovative, Natural, Sustainable Places

It also outlines the four pillars of sustainability (social, cultural, economic and environmental) and thirteen focus areas that were recognized as valuable and important in the consideration and development of sustainability policies, programs and projects in the Frontenacs.

As well, at its meeting on October 19, 2011, Frontenac County Council approved the following strategic priorities for its four-year term:

- a) Implement an active program of communications with taxpayers, stakeholders, townships and other partners
- b) In collaboration, develop a County Official Plan with 10-20 year timeframes
- c) Start planning now to manage solid waste and reduce pressure on landfills
- d) Target and achieve long-range sustainable development while maintaining consideration for the environment
- e) Establish a rural transportation system
- f) Develop a long-term strategy that considers increasing pressures on Fairmount, long-term care, other facilities and the general housing supply
- g) Explore strategies related to mobile health care/primary care prevention.
- h) Complete and open the K&P Trail
- i) Lead by engaging expertise and collaborating with partners to repurpose/ revitalize under-utilized or tired rural properties for alternative use
- j) Support efforts to develop the local food production and marketing system
- k) Strengthen direct and personal relationships with businesses to support their contribution to the economy
- l) Establish at least one Community Improvement Plan (CIP) in each township.
- m) Establish an active program to support staff recruitment/retention, succession plans and other activities to ensure a skilled, committed staff

The *Directions for Our Future* document and Council's established priorities provide a firm foundation on which to build Fairmount's strategic plan.

Our Vision

Fairmount is recognized as a home of choice thanks to our Gentlecare™ philosophy; the dedication of staff, volunteers, students and community partners; our sustainable practices and our quest for continuous quality improvement.

Our Mission

Members of the Fairmount community are treated with dignity and respect in a creative and responsive environment in which all members are dedicated to promoting the individual strengths and abilities of each other.

Our Values

C - Caring and Compassionate	C – Community-Oriented
R - Responsive and Respectful	O – Opportunity and Openess
E – Expertise, Enabling	M – Meaningful and Mindful
A – Acceptance, Advocacy, Appreciation	M – Motivated
T – Team Work	U – Unique
I – Independent and Innovative	N – Neighbourly
V – Vibrant, Visionary	I – Inclusive
E – Ethical	T – Togetherness
	Y – YOU – our focus

Our Priorities

Our Residents

Fairmount will ensure a holistic lifestyle for all residents by responding to their unique needs and wishes related to learning and desired experiences to satisfy their physical, social, emotional, spiritual, mental and cultural needs and by ensuring that all members of the Fairmount community are knowledgeable and accepting of our Mission, Vision and Values and put them into practice all day, every day.

Our Staff & Volunteers

Fairmount will be a positive learning environment based on best practices and mutual respect, creativity and innovation and will maintain a strategy for recruitment, training and retention to ensure an exceptional group of staff and volunteers.

Our Community

Fairmount will continue seeking the involvement of the wider community by bringing members into Fairmount through the sharing of our expertise, our location and our excellent programming and by reaching out to members as a leader and a participant, sharing our knowledge and resources to plan and implement activities that will improve the lives of the elderly throughout the entire area.

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Our Relationships

Fairmount will continue to develop new relationships, while recognizing the value of our current ones, to ensure the highest quality of care and programming for Fairmount and the long-term care sector.

Our Communications

Fairmount will maintain an open and accountable program of accessible communications with its residents, staff, volunteers, family members and members of its greater community.

Our Infrastructure

Fairmount will ensure that its activities are supported by good quality, well maintained, well managed and, where required, accessible infrastructure.

Our Sustainability

Fairmount will strive to become a sustainable organization by seeking out opportunities and resources that will allow us to reduce our financial and environmental impact upon our community.

Measurement & Reporting

A multi-year operational plan will be developed and implemented upon approval of the strategic plan by County Council.

An annual report will be provided to County Council, Residents' Council, staff, volunteers and family members on the home's progress towards meeting the activities set out in the plan.

Operational plan performance indicators will be established and documented in the Consolidated Statistical Report that is shared with Council on a quarterly basis.

Appendix A

Initial meetings, discussions and/or presentations:

April 12, 2010 – Volunteer Coordinator

April 15, 2010 – Dietary Aides, OT, Rehab Assist, Restorative Care Nurse

April 16, 2010 – Recreationists, Maintenance, Administration

April 19, 2010 – Cooks, Housekeeping, Laundry

May 3, 2010 – PSW

May 4, 2010 – RPN

May 7, 2010 – Documentation Assistants, RNs

May 14, 2010 – NP

December, 2010 – Volunteers

June 20, 2011 – Family Members

October 26, 2011 – Family Members

October 28, 2011 – Management Team

March 14, 2012 – Professional Advisory Committee (Medical Team; Public Health; Pharmacy; Physiotherapy)

March 19, 2012 – General Staff Meeting

March 15, 22, 23, 30, April 3, 5, 10 – Nursing Meetings

April 12 – Dietary Team

April 3 – 16 – Display in lobby for all including general public

April 24 – Residents' Council

May 1 – Frontenac Senior Management



ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Julie Shillington
Administrator of Fairmount

Date Prepared: April 30, 2012

Date of Meeting: May 16, 2012

Re: Fairmount Home – 2012 1st Quarter Consolidated Statistical Report

Background

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

With this in the mind, Fairmount's Quality Assurance and Assessment Committee (QAAC) has developed a Quality Improvement Consolidated Statistical Report (Appendix A). This report contains information on all of the performance measures that were being collected in the home in the first quarter of 2012 and includes information such as goals (if established) and comments about the information collected.

Comment

A review of the programming measures indicates that we are meeting the requirements of the *Long-Term Care Homes Act* in terms of providing weekend and evening programming and that a high percentage of our residents participate in at least one program each month.

It is nice to see that 1,644 volunteer hours were provided to Fairmount in the first quarter. You will note that this number would have been even higher however some volunteer-led programs had to be cancelled in March due to enteric and respiratory outbreaks.

You will note there are several new measures in the programming and volunteer departments which have been developed based on a review of the programs in 2011.

In the dietary department you will notice some new quality initiatives that have been implemented which includes weekly dietary meetings. The results from the various audits are shared with the staff and discussions held as to how to improve the results.

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Fairmount Home – 2012 1st Quarter Consolidated Statistical Report
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The results of the Goldcheck audits in housekeeping remain constant. Routine cleaning results were a little lower in the first quarter of 2012 due to the outbreaks. During outbreak, housekeeping staff is regularly redirected to the outbreak unit to ensure deep cleaning of high touch areas. Some complete routine cleaning activities are suspended or rescheduled.

You will note a new measure in the laundry department regarding lost clothing. This has been added as a result of the annual Resident & Family Satisfaction Survey. We want to track how often lost clothing complaints come in and how many of those complaints are resolved with the clothing being located.

A new measure focusing on regulatory testing is in place for the maintenance department. This is to ensure that all regulatory testing and inspections such as fire systems, gas fireplace, generator, etc. are completed as scheduled.

The number of residents using a restraint remains constant from 2011. While the percentage of residents with complete restraint documentation remains good, the percentage of complete restraint flow sheets documentation requires improvement. To clarify, the first measure tracks whether or not staff have documented why the resident needs a restraint, what other alternatives have been considered/attempted and if there is a medical order for the restraint. The flow sheet measure tracks the daily required monitoring by the RPNs and PSWs. The Assistant Director of Care has been following up with the staff on the importance of and requirement for this documentation.

Timeliness of completion of regulatory nursing tasks such as testing for MRSA/VRE, labelling of resident personal items, Mantoux testing, etc., has been a challenge in the first quarter of 2012 however there has been improvement over 2011. For example, in the last quarter of 2011 only 41% of resident personal items were labelled within 48 hours. In the first quarter of 2012 72% were labelled on time. Nursing managers continue to work with the nursing staff to ensure timely completion.

Please note a new measure regarding staffing levels. One of the requirements in the *Long-Term Care Homes Act* is an annual evaluation of our nursing staffing levels. Two indicators were developed which, in addition to the hazards and complaints related to the nursing department, will be used to assist the home in evaluating the nursing staffing levels.

In the area of Infection Prevention & Control you will note that 32 residents had symptoms that ultimately were related to an infection. This was primarily a result of the enteric and respiratory outbreaks.

The number of falls is consistent with the last quarter of 2011 and is much lower in the first quarter of 2012 as compared to the first quarter of 2011 where there were 87 falls recorded in February/March alone.

Pressure ulcer incidence is higher due in part to a resident being admitted with several wounds. The others were in-house Stage 1 (reddened areas only) so they were caught very early. Two of those needed to be reassessed for pressure relief when we found that what was being used wasn't working and one resident consistently refuses to be repositioned from his back.

There were 146 documented resident incidents, 100 of which were related to falls, near miss falls and medication incidents. There were 14 incidents related to resident aggression. There was one attempted elopement (exterior of building); three elopements (from secure unit to another unit in the home) and two times residents were found unescorted in a non-public area of the home – once in the stairwell by the public elevator and another time in the service hallway. Staff members were reminded that it does take a few seconds for the magnetic locks to lock

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once a door has been opened so they must remain vigilant and ensure that a resident has not followed them into a stairwell.

Looking at health and safety, it is important to note that there has been an improvement in the timeliness of both the employee and management workplace inspections. As well, there was a significant amount of lost time due to workplace injuries in the first quarter but these were primarily related to the enteric outbreak. If a staff member has been exposed at work and displays the same symptoms as the residents, we have to report the illness to WSIB and the Ministry of Labour as it may be deemed to be a workplace acquired illness.

There were a variety of hazards documented through Risk IDs, inspections, observation, etc. On two occasions it was noted that the medication fridge needed to be defrosted. Water temperatures were found to be high on two occasions in the quarter as well. There were two occasions where chemicals were not stored where residents could not access them – once was on a housekeeping cart and the other on a nursing care cart. There were four instances where the loading dock door was not closing properly. In all instances immediate actions were taken to ensure the safety of the residents and staff.

The Resident/Family Satisfaction Survey was completed in March with 15 individuals responding. Residents and their family members were provided with two options for completing the survey – on paper or on-line through Survey Monkey. Overall satisfaction was high with only two areas of concern – lost clothing and the ability to open resident windows. A piece has been included in the May Grapevine Gazette regarding the need to label resident clothing and what to do if clothing is lost as well as why we do not encourage residents to open their windows and what they should do if they insist on doing so.

We have included two new staffing measures related to absenteeism and turnover. We have also added two new measures related to the goals set out in the Religious and Spiritual Care program.

We will be sharing these results with Residents' Council, family members and staff in the coming month.

Sustainability Implications

Measuring performance is essential to providing a high quality service. It allows an organization to identify areas where improvement is needed and triggers discussion as to how this can be done.

Financial Implications

Measuring performance is a part of the home's risk management and compliance processes. Failure to manage risk and assess compliance can lead to financial implications.

Recommendation

That Council of the County of Frontenac receive the *Fairmount Home – 2012 1st Quarter Consolidated Statistical Report* for information only.

Organizations, Departments and Individuals Consulted and/or Affected

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Fairmount Home – 2012 1st Quarter Consolidated Statistical Report
May 16, 2012

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Fairmount Management Team
Staff
Residents
Volunteers

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

**Quality Improvement (QI)
Consolidated Statistical Report
2012**

PROGRAMMING															
Statistic / Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Program Attendance: First floor (monthly)	# residents attending at least one program / # total residents		Jan 57/60	Feb 59/62	Mar 62/63	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Program Attendance: Second floor (monthly)	# residents attending at least one program / # total residents		Jan 57/62	Feb 62/63	Mar 60/64	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Activity Calendar (monthly)	# 1 st floor programs & # 2 nd floor programs (to ensure equitable)		Jan 28:17	Feb 22:17	Mar 23:18	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Activity Calendar	# weekend programs in the quarter / # total weekends		45/12.5												The <i>LTC Homes Act</i> requires weekend programming March #'s higher than usual (staff on every w/e)

	# evening programs in the quarter / # weeks in the quarter		9/13				The LTC Homes Act requires evening programming
NEW - Programs directed at male residents	# programs aimed at our male population /total # programs		3/18				It was noted that Generation Jamborie had a huge impact on male residents, although not intended for male residents only
NEW - Large group activity evaluations	# large group activity evaluations completed /total # large group activities	100%	0				Intent was to pilot the form for Walk for Memories - there was some misunderstanding re. which form to use – will trial it with Pancakes for Parkinson's in April

VOLUNTEERS							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Volunteer Hours	# volunteer hours	6500	1644.5 (programs cancelled with outbreak)				
Volunteer Survey	% of surveys returned / 64 surveys issued	35% return rate	0 surveys issued 0 surveys returned				

	# of satisfied volunteers / #of volunteers surveyed	95% satisfaction rate	0 surveys issued 0 surveys returned				
Volunteer Program Review	# of programs reviewed / # of volunteer assisted programs <i>100% of volunteer suggestions to improve programs considered</i>	4 programs / 12+ programs	0 programs reviewed				
NEW - Quarterly e-newsletter	# volunteer e-newsletters distributed /4 quarters	4 e-newsletters per year	0				
NEW – Recognition of volunteer contributions	# methods used to ensure communication of volunteer contributions each quarter		Unavailable at time of printing				

DIETARY							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Daily Food Temperature Audit	Weekly audit of individual meals where food temperature was taken and documented	100%	85.23%				New initiative for compliance will be in place as of May 1 st .
Refrigerator & Freezer Temperature Log	Monthly audit of days temperatures were taken and documented	100%	94%				
Daily Ware-washing Sanitation Logs	Monthly audit of days sanitation logs information was documented	100%	86%				
NEW - Dietary referrals	# dietary referrals completed	100%	Compiling information at time of printing				
NEW - Quality initiatives (annual)	# new quality initiatives undertaken	3	4				Whipped topping for desserts New thickener & thickened products introduced Labeling of foods in the serverys Weekly dietary meetings

HOUSEKEEPING							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Goldcheck	Weekly audits, monthly and quarterly reports indicating % of perceived cleanliness	100%	82%				
New - Routine Cleaning Audit	Routine cleaning of resident rooms as recorded by staff. % calculated on number of opportunities vs. completed	100%	1N - 93.4% 1S - 90.9% 2N - 83.9% 2S - 99% Overall - 91.9%				
NEW – New products & processes testing	# new product & processes tested /total number of new products & processes implemented	100%	Not available at time of printing				

LAUNDRY							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Laundry Poundage	Measured daily compiled monthly		66000 lbs				
NEW - Lost Clothing	# lost clothing found /total # lost clothing forms submitted	90%	Not available at time of printing				

MAINTENANCE							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Work Orders	# completed /total # work orders	100%	Completed 1142 Issued 1190 – 95.9%				
Electrical Inspection - Admission	# of inspections completed / # of new inspections	100%	Not available at time of printing				
NEW – Regulatory Testing	# regulatory testing completed /total # regulatory testing scheduled	100%	Not available at time of printing				

NURSING															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
Restraint Use (monthly)	Average # of restraints used (excluding bedrails)		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Average # of restraints used (including bedrails)		13	14	19	19									
	# of residents using a restraint		28	32	35	38									
	# residents with complete restraint documentation	100%	17	22	22	25									
	/ # resident charts audited		3/3	6/8	1/1	3/3									
# residents with complete flow sheet documentation	100%	100%	75%	100%	100%										
/ # resident charts audited		4/17	10/14	11/20	7/23										
		77%	71%	55%	70%										

Post-Admission Audit		100%	MRSA/VRE on time = 58% 1 st Mantoux on time= 75% Other sections complete on chart = 66%				
Medication Reconciliation Verified	# of time admission meds are reconciled/# of admissions	100%	100%				
Medication Sign-off (MDS-RAI audits)	% assessments with all meds signed in 7days	100%	72%				
MSSA (completed annually)			N/A				
CIHI Statistics (see attached)	CIHI measures		#'s reflect last quarter of 2011				
Medication Incidents	# medication incidents	22	14				
	# medication incidents resulting in harm to resident	0	0				
	# discrepancies in count of narcotic &	0	0				

	controlled drugs / # time counted						
	# adverse drug reactions	0	0				
Chart Audits	# completed		84				
Resident Incident Reports	Quarterly reports for trending		146 – 78 falls/14 medication/14 aggression				
Palliative Care	Number of residents with PPS 30% or less monthly		Jan 4	Feb 2	Mar 2		
	# of compliments from Memory Book quarterly		4 compliments/6 deaths				
NEW - Staffing Plan Evaluation	#validated workload complaints from staff /total # complaints		0				
	# nursing staff injuries on day shift when three staff on unit /total # nursing	0	Will start tracking in 2 nd quarter				

	staff injuries						
NEW - Resident Personal Items Labeling	% admission assessments & labeling completed on time	90%	72%				

INFECTION PREVENTION & CONTROL															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
Symptoms	# residents displaying symptoms resulting in an infection / 128		32/128 (UTI's not included)												Respiratory (5 cases) and Enteric outbreaks in March
MRSA/CDif	# nosocomial infections	0	0												1 in April
Wheelchair Cleaning (monthly)	# wheelchairs cleaned / # scheduled	100%	Jan <u>351</u> 428 84%	Feb <u>323</u> 421 77%	Mar <u>353</u> 430 83%	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Hand Hygiene (x2/yr)	# compliant/total # opportunities observed	50%													
PPE Use	# staff using proper PPE / # staff observed	100%													

FALLS																
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments	
Falls (monthly)	# of falls	30	Jan 23	Feb 25	Mar 30	Apr 18	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	# residents who have fallen / 128		17	22	22	15										
	Severity of falls	1	1	0	3	1										
	# of near miss falls		1	2	5	3										
	# of residents who have fallen 2 or more times in a week on whom falls round were conducted / # of residents who have fallen 2 or more times in a week where falls rounds were not conducted	100%	4/4 100%	4/4 100%	6/6 100%	3/3 100%										
			0	0	0	0										

	# falls prevention education opportunities offered to staff, residents & family members	At least once per year to each group	Falls display to all – all categories took part	0	0	0									
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INCONTINENT & BOWEL MANAGEMENT												
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results		3 rd Quarter Results		4 th Quarter Results		Comments
Voiding record	# residents with completed 3d voiding record on admission	100%	12									
	/ #admissions		100%									
			12									

SKIN & WOUND MANAGEMENT															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
Pressure Ulcer Prevalence (annually)	# of residents with pressure ulcers	5%	TBA												
Pressure Ulcer Incidence (monthly)	# of residents with new pressure ulcers	5%	Jan 2.3%	Feb 2.3%	Mar 7.8%	Apr 1.5%	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Wound Care Sheets (monthly)	# audits completed / # audits scheduled	100%	No data	21/21 100%	17/17 100%	17/17 100%									Unable to do audits

HEALTH & SAFETY / RISK MANAGEMENT							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Fire Drill Attendance (annually)	# staff attending at least one fire drill per year / total # of staff	100%	n/a	n/a	n/a		Only measured in December
Employee Workplace Inspections	# inspections completed on time / # of inspections scheduled	100%	100%				
Management Workplace Inspections	# inspections completed on time / # of inspections scheduled	100%	100%				
Employee Incident Reports (from OHN quarterly updates)	# lost time injuries / # of total injuries	0	62% (21/34)				1 st quarter – 18 related to outbreaks
High Risk Activity Verification Process	# staff knowing 1 identifier / # staff knowing 2 identifiers	100%	4/8 = 50%				
Hazards	Quarterly hazard reports for		2 med fridge needs defrosting; 2 water				

	trending		temperatures high; four loading dock door not closing properly; 2 chemicals not stored properly				
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EDUCATION & TRAINING							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Inservice Attendance	# staff in attendance at all inservices		186				
	# of staff that attend at least one inservice per year / 185 (total # of staff) (annual)	70%	-----				
Inservice Evaluations	# evaluations completed	75%	15				
	/ # inservices offered		62% 24				
Topics (annual)	# of educational needs addressed / # of educational needs identified (annual)	100%	-----				
	# of staff attended sessions on mandatory topics	100%	30				

GENERAL							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Family/Resident Satisfaction Survey (annual)	# respondents satisfied / total # respondents	90%	97.5%				Survey closed March 31- 15 respondents
Staff Satisfaction Survey (annual)	# respondents satisfied / total #respondents	80%	n/a first quarter				Survey to be issued later in year
NEW - Staff Absenteeism Rate (not including full 15 week leaves)	# sick days taken /average # shifts scheduled	3%	563 days = 8%				Average 522 shifts/3918 hrs per week
NEW - Staff Turnover	# staff leaving employment /total # staff		6 staff = 3%				Based on 168 staff – 2 terminations & 4 resignations
Complaints (trended quarterly)	# verbal complaints	0	4				
	# written complaints	0	0				
Bed Occupancy	# days bed actually occupied	98%	99.3%				

	/ total number of days						
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PAIN & SYMPTOM MANAGEMENT							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Prevalence of Daily Moderate-Severe Pain scores	# of residents with moderate-severe daily pain scores / 128 residents	10%	5: Moderate (3.9%) 0: Severe				
Incidence of new Daily Moderate-Severe Pain scores	# of new resident with moderate-severe daily pain scores / 128 residents	10%	3: Moderate (2.3%) 0: Severe				1 of the 3 new cases was a new admission

RELIGIOUS & SPIRITUAL CARE															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
NEW - Pastoral Visiting (monthly)	# resident receiving a pastoral visit / total # respondents	90%	n/a	n/a	n/a										Data collection started in April
NEW - Multi-faith Services provided	# weeks with at least one multi-faith service provided / total # weeks	80%	83%												Two services cancelled first quarter due to outbreak



POSTED CHEQUE LISTING

COUNTY OF FRONTENAC

(Great Plains)

FOR THE PERIOD OF: April 11, 2012 - May 7, 2012 (inclusive)

CHEQUE TOTAL:

1,484,395.25

TOTAL:

\$1,484,395.25

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**County of Frontenac
Transaction Register Report
April 11, 2012 - May 7, 2012**

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
4192012	TDFU0001	TD FUTURE BUILDER	4/19/2012	150.00
974994	RECE0002	RECEIVER GENERAL	4/25/2012	1,224.40
10433	TDFU0001	TD FUTURE BUILDER	4/19/2012	425.00
1860	SODE0001	SODEXO SERVICES CANADA	4/11/2012	50,000.00
1861	SODE0001	SODEXO SERVICES CANADA	4/11/2012	9,798.23
1862	PARA0001	PARAMEDIC ASSOCIATION	4/11/2012	180.00
1863	COUN0016	COUNTY OF FRONTENAC	4/11/2012	583.50
1870	ROCH0001	ROCHON, SUE	4/17/2012	802.45
1883	REVE0005	REVEREND LEWIS BRYANT	4/30/2012	974.99
2347147	RECE0002	RECEIVER GENERAL	4/11/2012	44,987.69
2347603	RECE0002	RECEIVER GENERAL	4/11/2012	17,073.19
36542	ADVA0004	ADVANCED PATIENT N.E.T.	4/11/2012	158.20
36543	AGCF0001	AGC FLAT GLASS NORTH AMERICA	4/11/2012	124.35
36544	ALLE0002	ALLEN, NEIL	4/11/2012	79.80
36545	BAGO0001	BAGOT MEDICAL CENTRE	4/11/2012	2,218.67
36546	BCMC0001	BCM COMPUTER TECHNOLOGIES	4/11/2012	73.45
36547	BENS0001	BENSON TRUCK & TRAILER	4/11/2012	46,051.90
36548	BENS0002	BENSON COMMERCIAL TIRE	4/11/2012	2,078.50
36549	CANA0034	CANADIAN SMALL ENGINES	4/11/2012	3.34
36550	CANP0001	CANPAR TRANSPORT L.P.	4/11/2012	62.54
36551	CARL0001	CARLETON UNIFORMS INC.	4/11/2012	3,873.92
36552	CHRI0002	CHRISTIE WALTHER	4/11/2012	101.70
36553	CITI0002	CITI COMMERCE (STAPLES) (DNU)	4/11/2012	17.67
36554	COUN0004	COUNTY OF HASTINGS	4/11/2012	36,954.21
36555	COUN0005	COUNTY OF RENFREW	4/11/2012	657.58
36556	COUN0016	COUNTY OF FRONTENAC	4/11/2012	1,164.00
36557	CRED0001	CREDIT 360 LTD	4/11/2012	1,400.00
36558	CRIN0002	CRINTEC LTD. (Cheque only)	4/11/2012	662.43
36559	DALT0001	DALTCO ELECTRIC AND SUPPLY LT	4/11/2012	26.72
36560	DIGI0001	DIGIGRAPHICS a div of DELTA PRIN	4/11/2012	262.44
36561	DOOR0001	DOOR DOCTOR	4/11/2012	212.44
36562	ETR00001	407 ETR	4/11/2012	15.05
36563	GENA0001	GERIATRIC PSYCHIATRY PROGRAM	4/11/2012	500.00
36564	GLEN0001	GLENBURNIE GROCERY (Cheques	4/11/2012	5.18
36565	GREE0001	GREEN ACRES INN	4/11/2012	143.53
36566	KING0024	KINGSTON TOYOTA	4/11/2012	1,429.71
36567	KING0043	KINGSTON MONUMENTS	4/11/2012	34.68
36568	KITT0001	KITTLE, JOHN	4/11/2012	992.53
36569	KRUM0001	KRUMINS, MARIS	4/11/2012	72.00
36570	LABO0001	L.A. BOB'S CARRY OUT AND CATER	4/11/2012	1,236.01
36571	LEON0001	LEONARD FUELS LTD.	4/11/2012	1,603.38
36572	LEVA0001	LEVAC SUPPLY LTD	4/11/2012	36.85
36573	NEDC0001	NEDCO-DIVISION OF REXEL CANAC	4/11/2012	140.10
36574	ONTA0007	ONTARIO LAUNDRY SYSTEMS INC.	4/11/2012	264.99
36575	RACK0001	RACKAIR INC.	4/11/2012	1,638.50
36576	RECE0003	RECEIVER GENERAL - (Garnishment	4/11/2012	1,170.33

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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
36577	REGI0001	REGIONAL MAPLE LEAF COMMUNIC	4/11/2012	277.98
36578	REVE0001	REVELL FORD LINCOLN	4/11/2012	372.20
36579	SAMM0001	SAMMONS PRESTON ROLYAN CAN.	4/11/2012	468.71
36580	SHAR0001	SHARBOT LAKE LAWN SERVICE	4/11/2012	339.00
36581	SIMO0001	SIM ONE	4/11/2012	9,993.17
36582	STEA0005	STEAMATIC OF KINGSTON LTD.	4/11/2012	96.05
36583	STER0001	STERICYCLE INC.	4/11/2012	2,376.17
36584	SYDE0001	SYDENHAM LEGION	4/11/2012	200.00
36585	TAYL0001	TAYLOR CHEVROLET CADILLAC	4/11/2012	462.79
36586	TAYL0002	TAYLOR STUDIOS	4/11/2012	536.75
36587	THEK0001	THE KINGSTON WHIG -SUBSCRIPTI	4/11/2012	119.03
36588	THER0001	THERMOPATCH (CANADA) INC.	4/11/2012	671.79
36589	THES0002	THE SHERIFF OF THE COUNTY OF I	4/11/2012	499.40
36590	THOM0002	THOMPSON CONSTRUCTION MANA	4/11/2012	4,830.75
36591	WARN0001	CAROLINE WARNER	4/11/2012	65.00
36592	WEST0002	WESTBURNE/RUDDY ELECTRIC	4/11/2012	450.54
36593	ZOUT0001	ANDREW ZOUTMAN C/O DICK ZOUT	4/11/2012	3.42
36594	AMCT0003	AMCTO ZONE 6	4/24/2012	130.00
36595	BAGO0001	BAGOT MEDICAL CENTRE	4/24/2012	1,190.40
36596	BENS0002	BENSON COMMERCIAL TIRE	4/24/2012	2,125.58
36597	CAMP0002	CAMPBELL'S SEPTIC SERVICE	4/24/2012	141.25
36598	CANA0009	CANADIAN TIRE STORE 195	4/24/2012	16.90
36599	CANP0001	CANPAR TRANSPORT L.P.	4/24/2012	98.16
36600	CARL0001	CARLETON UNIFORMS INC.	4/24/2012	329.56
36601	CHIC0001	CHICA CANADA	4/24/2012	507.00
36602	CUNN0001	CUNNINGHAM SWAN CARTY LITTLE	4/24/2012	971.52
36603	DILL0001	DILLON CONSULTING	4/24/2012	4,282.70
36604	FULT0003	SAVILL ELIZABETH -IN TRST	4/24/2012	617.60
36605	FULT0004	SAVILL, ELIZABETH - IN TRUST	4/24/2012	35.12
36606	GRIF0001	GRIFFITHS, JOYCE	4/24/2012	4,653.15
36607	HOLW0001	HOLWAY & HUTCHINSON	4/24/2012	171.00
36608	HULT0001	HULTON'S CONSTRUCTION LTD.	4/24/2012	183.63
36609	JETS0001	JET SIGNS	4/24/2012	171.08
36610	JJEX0001	JJ EXPRESS	4/24/2012	128.65
36611	JJEX0002	J.J. EXPRESS	4/24/2012	35.10
36612	KING0011	KINGSTON THIS WEEK	4/24/2012	282.50
36613	KOST0001	KOSTER CONSULTING & ASSOCIAT	4/24/2012	423.75
36614	LEON0001	LEONARD FUELS LTD.	4/24/2012	772.74
36615	MANP0001	MANPOWER	4/24/2012	1,105.71
36616	MARK0002	MARK'S WORK WEARHOUSE	4/24/2012	193.22
36617	MOSI0001	MOSIER SERVICE CENTRE	4/24/2012	166.00
36618	MUNI0003	MUNICIPAL WORLD INC	4/24/2012	55.00
36619	OLTC0001	O.L.T.C.P.	4/24/2012	250.00
36620	ONTA0014	ONTARIO SUSTAINABLE ENERGY A	4/24/2012	1,000.00
36621	RACK0001	RACKAIR INC.	4/24/2012	276.85
36622	RECE0003	RECEIVER GENERAL	4/24/2012	649.85

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36623	RECO0001	EMC	4/24/2012	327.38
36624	REVE0001	REVELL FORD LINCOLN	4/24/2012	692.47
36625	SCOT0002	SCOTT'S SNOW REMOVAL AND LA	4/24/2012	423.75
36626	SHAR0001	SHARBOT LAKE LAWN SERVICE	4/24/2012	339.00
36627	SIEM0001	SIEMENS BUILDING TECHNOLOGIE	4/24/2012	2,038.52
36628	SWIT0001	SWITCH	4/24/2012	300.00
36629	TAYL0001	TAYLOR CHEVROLET CADILLAC	4/24/2012	536.98
36630	THEK0001	THE KINGSTON WHIG STANDARD	4/24/2012	68.59
36631	THEK0004	THE KINGSTON WHIG STANDARD	4/24/2012	1,083.11
36632	THES0002	THE SHERIFF OF THE COUNTY OF I	4/24/2012	250.23
36633	TROP0001	TROPHY HOUSE	4/24/2012	70.06
36634	VIVA0001	VIVA PRODUCTIONS INC	4/24/2012	1,638.50
36635	WEST0002	WESTBURNE/RUDDY ELECTRIC	4/24/2012	114.00
36636	WILK0002	WILKINSON CHUTES CANADA	4/24/2012	261.03
36637	WORD0001	REBECCA WORDEN	4/24/2012	1,800.00
36638	BATE0001	LINDA BATES	4/24/2012	1,468.20
36639	BENS0001	BENSON TRUCK & TRAILER	4/24/2012	19,981.48
36640	MACC0001	MACCOMISH, DANIEL	4/26/2012	2,500.00
4504601	RECE0002	RECEIVER GENERAL	4/25/2012	48,441.55
4504981	RECE0002	RECEIVER GENERAL	4/25/2012	17,131.12
71	FULT0004	SAVILL, ELIZABETH - IN TRUST - RP	4/11/2012	410.00
72	FULT0004	SAVILL, ELIZABETH - IN TRUST	4/24/2012	570.00
9097290	RECE0002	RECEIVER GENERAL	4/18/2012	129,880.52
9097676	RECE0002	RECEIVER GENERAL	4/18/2012	17,456.49
9192778	MINI0001	MINISTER OF FINANCE	4/13/2012	36,478.50
9966	TDFU0001	TD FUTURE BUILDER	4/12/2012	1,520.00
A8A8K7	HYDR0001	HYDRO ONE	4/11/2012	1,271.17
A8A8K8	HYDR0001	HYDRO ONE	4/11/2012	348.29
A8A8K9	BELL0001	BELL CANADA	4/11/2012	254.33
A8A8L2	BELL0001	BELL CANADA	4/20/2012	692.99
A8A8L3	BELL0001	BELL CANADA	4/16/2012	123.02
A8A8L4	BELL0001	BELL CANADA	4/20/2012	394.59
A8A8L5	BELL0001	BELL CANADA	4/18/2012	166.12
EFT0000795	ACKL0001	ACKLANDS GRAINGER INC.	4/16/2012	1,268.52
EFT0000796	AIGC0001	CHARTIS INSURANCE COMPANY OI	4/16/2012	814.48
EFT0000797	AIRL0001	AIR LIQUIDE CANADA INC.	4/16/2012	23.59
EFT0000798	ALEX0001	ALEX MCCOY PLUMBING AND HEAT	4/16/2012	1,024.48
EFT0000799	ALLI0002	ALLIED MEDICAL	4/16/2012	10,474.38
EFT0000800	ANDE0001	KYLE ANDREWS	4/16/2012	1,220.40
EFT0000801	ARJO0001	ARJO	4/16/2012	848.14
EFT0000802	BATE0001	LINDA BATES	4/16/2012	999.24
EFT0000803	BGMM0001	BGM METALWORKS	4/16/2012	770.66
EFT0000804	BMDO0001	BMDODO STRATEGIC DESIGN	4/16/2012	135.60
EFT0000805	BOCC0001	LINDE CANADA	4/16/2012	4,029.01
EFT0000806	CADU0001	CADUCEON ENVIRONMENTAL LABC	4/16/2012	518.15
EFT0000807	CAMP0001	CAMPANA SYSTEMS INC.	4/16/2012	11,484.19

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**County of Frontenac
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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0000808	CANA0008	CANADIAN TIRE	4/16/2012	738.85
EFT0000809	CANA0016	CANADIAN BEARINGS LTD	4/16/2012	96.65
EFT0000810	CANA0037	WASTE MANAGEMENT	4/16/2012	4,425.55
EFT0000811	CANA0041	CANADIAN LINEN AND UNIFORM SE	4/16/2012	650.94
EFT0000812	CHOQ0001	CHOQUETTE CKS	4/16/2012	214.70
EFT0000813	CITY0002	CITY OF KINGSTON	4/16/2012	131,985.03
EFT0000814	COLL0001	COLLINS	4/16/2012	1,396.15
EFT0000815	CRES0001	CRESTLINE COACH LTD.	4/16/2012	123.16
EFT0000816	CUPE0001	CUPE LOCAL 109	4/16/2012	823.93
EFT0000817	DACO0001	DACON CORPORATION LTD.	4/16/2012	3,777.32
EFT0000818	DELA0001	DE LAGE LANDEN FINANCIAL SERV	4/16/2012	450.87
EFT0000819	ECOL0001	ECOLAB	4/16/2012	540.51
EFT0000820	FAMI0001	K3C COMMUNITY COUNSELLING CE	4/16/2012	1,912.08
EFT0000821	FERN0001	FERNO	4/16/2012	892.33
EFT0000822	FUTU0001	FUTUREMED	4/16/2012	3,416.05
EFT0000823	GORW0001	GORWAY GROUP INCORPORATED	4/16/2012	52.29
EFT0000824	GRAN0001	GRAND & TOY	4/16/2012	228.28
EFT0000825	GRAN0002	GRAND & TOY (CTY)	4/16/2012	1,463.47
EFT0000826	GRAN0003	GRAND & TOY LTD	4/16/2012	1,939.14
EFT0000827	GREE0003	GREENSHIELD PEST CONTROL	4/16/2012	110.18
EFT0000828	HAHN0001	DAVID HAHN	4/16/2012	400.40
EFT0000829	HAMI0001	HAMILTON SMITH LTD	4/16/2012	511.04
EFT0000830	HART0002	HARTINGTON EQUIPMENT	4/16/2012	109.61
EFT0000831	HEAL0003	HEALTH SUPPORTS & FITTING SER	4/16/2012	88.00
EFT0000832	HICK0001	HICKS MORLEY HAMILTON STEWAI	4/16/2012	5,593.40
EFT0000833	HIPS0001	HIPSAVER CANADA	4/16/2012	89.87
EFT0000834	HOLL0002	HOLLINGSWORTH SUPPLY SERVIC	4/16/2012	350.98
EFT0000835	HOTE0001	HOTEL DIEU HOSPITAL	4/16/2012	750.00
EFT0000836	ICIP0001	DULUX PAINTS	4/16/2012	191.37
EFT0000837	INTE0003	INTERDEV TECHNOLOGIES INC.	4/16/2012	3,521.06
EFT0000838	INTE0006	INTERFLEET INC.	4/16/2012	3,469.33
EFT0000839	JONE0003	ROSEMARIE JONES	4/16/2012	108.34
EFT0000840	KFLA0001	KFL&A HEALTH UNIT	4/16/2012	56,471.50
EFT0000841	KING0005	KINGSTON GENERAL HOSPITAL	4/16/2012	15,969.43
EFT0000842	KING0009	KINGSTON REGIONAL HOSPITAL L	4/16/2012	1,839.22
EFT0000843	KING0012	KINGSTON FRONTENAC PUBLIC LIE	4/16/2012	58,845.58
EFT0000844	KING0014	KINGSTON AND AMHERST TAXI	4/16/2012	120.65
EFT0000845	KING0028	KINGS TOWN CLEANERS	4/16/2012	1,672.40
EFT0000846	KING0034	KINGSTON SELF STORAGE SYSTEM	4/16/2012	209.05
EFT0000847	KING0047	KINGSTON INJURY MANAGEMENT (4/16/2012	845.00
EFT0000848	KROW0001	KROWN BODY MAINTENANCE	4/16/2012	146.84
EFT0000849	LEVA0002	LEVAC PROPANE INC.	4/16/2012	1,141.74
EFT0000850	LIND0001	LINDEN AUDIO VIDEO	4/16/2012	6,883.96
EFT0000851	MACL0002	MACLELLAN WATER TECHNOLOGY	4/16/2012	289.28
EFT0000852	MAGN0001	AQUALIBRIUM WATER TECHNOLOC	4/16/2012	437.52
EFT0000853	MALR0001	MALROZ	4/16/2012	2,599.00

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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0000854	MDSL0001	LIFELABS LP	4/16/2012	695.00
EFT0000855	MEDI0001	MEDICAL MART	4/16/2012	1,880.47
EFT0000856	MEDI0006	MEDIGAS - DIV OF PRAXAIR CANAD	4/16/2012	539.34
EFT0000857	MODE0001	MODERN TAXI CAB LTD	4/16/2012	53.30
EFT0000858	MOTI0001	MOTION SPECIALTIES	4/16/2012	608.19
EFT0000859	NEOP0001	NEOPOST LEASING SERVICES	4/16/2012	404.22
EFT0000860	OPSE0001	OPSEU LOCAL 462	4/16/2012	13,873.55
EFT0000861	PANA0001	PANASONIC CANADA	4/16/2012	642.43
EFT0000862	PATR0001	PAT ROGERS TOWING SERVICE	4/16/2012	203.40
EFT0000863	PLCO0001	PL CONSTRUCTION	4/16/2012	932.25
EFT0000864	QUAL0001	QUALITY LIFE SERVICES INC.	4/16/2012	6,281.35
EFT0000865	RENT0001	RENTOKIL PEST CONTROL CANAD/	4/16/2012	318.66
EFT0000866	RNAW0001	WIRELESS RNA TECHNOLOGY INC.	4/16/2012	2,242.20
EFT0000867	SAFE0002	SAFEDESIGN APPAREL LTD.	4/16/2012	21.20
EFT0000868	SAMC0001	SAM CHEMICAL SPECIALITIES	4/16/2012	2,028.35
EFT0000869	SCOT0001	SCOTT INDUSTRIAL SERVICES	4/16/2012	300.70
EFT0000870	SECR0001	CUPE NATIONAL	4/16/2012	6,887.59
EFT0000871	SHEL0001	SHELDON'S PROPERTY MAINTENAI	4/16/2012	608.52
EFT0000872	SHOP0002	SHOPPERS DRUG MART	4/16/2012	5,165.23
EFT0000873	SHSC0001	SHS INC.	4/16/2012	8,983.50
EFT0000874	SILV0003	SILVERT'S STORE	4/16/2012	589.56
EFT0000875	SUNL0001	SUN LIFE ASSURANCE COMPANY C	4/16/2012	40,849.39
EFT0000876	SWIS0001	SWISH MAINTENANCE LTD	4/16/2012	1,482.34
EFT0000877	THEF0001	THE FRONTENAC NEWS	4/16/2012	559.00
EFT0000878	THEG0002	THE GREER GALLOWAY GROUP IN	4/16/2012	3,397.84
EFT0000879	THOM0006	THOMPSON ELECTRIC	4/16/2012	1,367.86
EFT0000880	THYE0001	THYESSEN KRUPP ELEVATOR	4/16/2012	37,585.99
EFT0000881	TOWN0004	TOWNSHIP OF SOUTH FRONTENAC	4/16/2012	266.46
EFT0000882	TREV0001	TREVOR OWEN LTD.	4/16/2012	2,312.98
EFT0000883	TRIM0001	TRIM-LINE OF SOUTH EASTERN ON	4/16/2012	73.45
EFT0000884	TROU0001	TROUSDALE HOME HARDWARE	4/16/2012	44.07
EFT0000885	UPPE0001	UPPER CANADA OFFICE SYSTEMS	4/16/2012	4,849.70
EFT0000886	WECA0001	WE CARE HEALTH SERVICES LP	4/16/2012	921.00
EFT0000888	WRBR0001	W.R. BRIGHTMAN & SON LTD	4/16/2012	714.16
EFT0000889	XPLO0001	XPLOLNET COMMUNICATIONS INC	4/16/2012	231.63
EFT0000890	ZOLL0001	ZOLL MEDICAL CANADA INC.	4/16/2012	10,420.86
EFT0000891	DACO0001	DACON CORPORATION LTD.	5/1/2012	4,279.88
EFT0000892	GEMM0001	GEMMILL,DAVE	5/1/2012	2,636.66
EFT0000893	HOTE0001	HOTEL DIEU HOSPITAL	5/1/2012	2,460.16
EFT0000894	ACKL0001	ACKLANDS GRAINGER INC.	5/1/2012	102.67
EFT0000895	AIGC0001	CHARTIS INSURANCE COMPANY OI	5/1/2012	814.66
EFT0000896	AIRL0001	AIR LIQUIDE CANADA INC.	5/1/2012	25.22
EFT0000897	AIRR0001	AIR-RESP MEDICAL INC.	5/1/2012	1,091.25
EFT0000898	ALEX0001	ALEX MCCOY PLUMBING AND HEAT	5/1/2012	234.39
EFT0000899	ALLI0002	ALLIED MEDICAL	5/1/2012	4,110.79
EFT0000900	ANDE0001	KYLE ANDREWS	5/1/2012	824.90

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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0000901	BARD0002	BARDON SUPPLIES LTD	5/1/2012	17.68
EFT0000902	BELL0007	BELL CONFERENCING INC.	5/1/2012	341.70
EFT0000903	BLUE0001	BLUE CROSS	5/1/2012	75,323.64
EFT0000904	BOCC0001	LINDE CANADA	5/1/2012	2,290.46
EFT0000905	CANA0008	CANADIAN TIRE	5/1/2012	201.37
EFT0000906	CANA0033	CANADIAN RED CROSS SOCIETY	5/1/2012	69.98
EFT0000907	CANA0037	WASTE MANAGEMENT	5/1/2012	4,144.31
EFT0000908	CANA0041	CANADIAN LINEN AND UNIFORM SE	5/1/2012	614.94
EFT0000909	COLL0001	COLLINS	5/1/2012	817.82
EFT0000910	CRES0001	CRESTLINE COACH LTD.	5/1/2012	43.98
EFT0000911	DACO0001	DACON CORPORATION LTD.	5/1/2012	1,125.71
EFT0000912	DELA0001	DE LAGE LANDEN FINANCIAL SERV	5/1/2012	450.87
EFT0000913	ECOL0001	ECOLAB	5/1/2012	540.51
EFT0000914	ESFO0002	E.S.FOX LIMITED	5/1/2012	4,151.82
EFT0000915	FAMI0001	K3C COMMUNITY COUNSELLING CE	5/1/2012	1,912.08
EFT0000916	GECO0001	GECO INDUSTRIES	5/1/2012	452.00
EFT0000917	GEOR0001	GEORGE COUREY INC	5/1/2012	261.37
EFT0000918	GRAN0001	GRAND & TOY	5/1/2012	225.97
EFT0000919	GRAN0002	GRAND & TOY (CTY)	5/1/2012	212.13
EFT0000920	GRAN0003	GRAND & TOY LTD	5/1/2012	708.66
EFT0000921	HICK0001	HICKS MORLEY HAMILTON STEWAI	5/1/2012	15,820.00
EFT0000922	INTE0001	INTEGRATED COMMUNICATION SO	5/1/2012	254.25
EFT0000923	KING0009	KINGSTON REGIONAL HOSPITAL L	5/1/2012	960.05
EFT0000924	KING0012	KINGSTON FRONTENAC PUBLIC LIE	5/1/2012	58,845.58
EFT0000925	KING0014	KINGSTON AND AMHERST TAXI	5/1/2012	205.05
EFT0000926	KING0028	KINGS TOWN CLEANERS	5/1/2012	1,655.45
EFT0000927	KING0034	KINGSTON SELF STORAGE SYSTEM	5/1/2012	209.05
EFT0000928	LEVA0002	LEVAC PROPANE INC.	5/1/2012	597.27
EFT0000929	MARI0001	MARILYN'S CLEANING SERVICES	5/1/2012	150.00
EFT0000930	MEDI0006	MEDIGAS - DIV OF PRAXAIR CANAD	5/1/2012	79.38
EFT0000931	MICR0001	MICROAGE KINGSTON	5/1/2012	54.24
EFT0000932	MOTI0001	MOTION SPECIALTIES	5/1/2012	28,223.00
EFT0000933	QUAL0001	QUALITY LIFE SERVICES INC.	5/1/2012	1,450.73
EFT0000934	RENT0001	RENTOKIL PEST CONTROL CANADA	5/1/2012	318.66
EFT0000935	SAND0001	SANDS CANADA INC/ANGUS	5/1/2012	886.49
EFT0000936	SILV0003	SILVERT'S STORE	5/1/2012	705.75
EFT0000937	SUNL0001	SUN LIFE ASSURANCE COMPANY C	5/1/2012	41,151.24
EFT0000938	SWIS0001	SWISH MAINTENANCE LTD	5/1/2012	1,493.30
EFT0000939	TERR0001	TERRY'S PLOWING AND LAWNCA	5/1/2012	3,237.45
EFT0000940	THOM0005	THOMAS LEMMON & SONS (1973) L'	5/1/2012	638.45
EFT0000941	TRIM0001	TRIM-LINE OF SOUTH EASTERN ON	5/1/2012	28.25
EFT0000942	UPPE0001	UPPER CANADA OFFICE SYSTEMS	5/1/2012	136.68
EFT0000943	WIVI0001	W.I. VILLAGER LTD.	5/1/2012	45.20
EFT0000944	WRBR0001	W.R. BRIGHTMAN & SON LTD	5/1/2012	162.16
HW414	TDVI0013	VISA (1891) CHRIS MCBAIN	4/26/2012	50.00
J3K4X6	MINI0024	MINISTRY OF THE ATTORNEY GENI	4/11/2012	202.50

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**County of Frontenac
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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
J3K4X7	MINI0024	MINISTRY OF THE ATTORNEY GENI	4/11/2012	505.50
J9Q3H0	CULL0002	CULLIGAN WATER CONDITIONING	4/13/2012	454.59
J9Q3H7	CULL0002	CULLIGAN WATER CONDITIONING	4/13/2012	105.00
J9Q3H8	CULL0002	CULLIGAN WATER CONDITIONING	4/13/2012	158.00
J9Q3J2	CULL0002	CULLIGAN WATER CONDITIONING	4/13/2012	77.50
J9Q3J3	CULL0002	CULLIGAN WATER CONDITIONING	4/13/2012	26.00
J9Q3J4	CULL0002	CULLIGAN WATER CONDITIONING	4/13/2012	58.00
J9Q3J5	CULL0002	CULLIGAN WATER CONDITIONING	4/13/2012	13.00
J9Q3J6	CULL0002	CULLIGAN WATER CONDITIONING	4/13/2012	53.57
K6Z4K5	WORK0002	WORKPLACE SAFETY AND INSURA	4/16/2012	50,000.00
K6Z4K6	WORK0002	WORKPLACE SAFETY AND INSURA	4/16/2012	44,860.36
PAP05072012	UNIO0001	UNION GAS	5/7/2012	5,751.50
R5A6A4	HYDR0001	HYDRO ONE	5/1/2012	202.71
R5A6A8	TELU0001	TELUS MOBILITY	4/25/2012	113.05
R5A6A9	STAR0001	SHAW DIRECT	4/25/2012	277.37
R5X6A2	UNIO0001	UNION GAS	4/25/2012	329.21
R5X6A3	HYDR0002	HYDRO ONE	4/25/2012	156.25
R5X6A5	HYDR0001	HYDRO ONE	5/1/2012	5.93
R5X6A6	BELL0001	BELL CANADA	4/25/2012	180.18
R5X6A7	UNIO0002	RELIANCE HOME COMFORT	4/25/2012	20.23
R5X6H2	NORT0004	NORTH FRONTENAC TELEPHONE C	4/25/2012	324.84
R5X6H3	WTCC0001	WTC COMMUNICATIONS	4/25/2012	787.61
R5X6H3	WTCC0001	WTC COMMUNICATIONS	4/25/2012	302.69
R5X7H9	INFO0001	INFOSAT TELECOMMUNICATIONS	4/25/2012	130.40
R5X7J2	UTIL0001	UTILITIES KINGSTON	4/25/2012	110.20
R5X7J3	HYDR0002	HYDRO ONE	4/25/2012	16,792.11
R5X7J4	HYDR0001	HYDRO ONE	4/25/2012	513.58
R5X7J5	BELL0001	BELL CANADA	5/2/2012	221.29
R5X7J6	BELL0001	BELL CANADA	4/25/2012	353.24
R5X7J7	BELL0001	BELL CANADA	4/25/2012	166.63
R5X7J8	BELL0001	BELL CANADA	4/25/2012	194.77
R5X7J9	BELL0001	BELL CANADA	4/25/2012	12.38
R5X7K2	KING0008	KINGSTON ONLINE SERVICES	4/25/2012	98.25
R5X7K3	RONA0001	RONA HOME & GARDEN	4/25/2012	233.99
R5Y4U8	CULL0002	CULLIGAN WATER CONDITIONING	4/25/2012	59.00
R5Y4U9	CULL0002	CULLIGAN WATER CONDITIONING	4/25/2012	141.50
R5Y4W3	CULL0002	CULLIGAN WATER CONDITIONING	4/25/2012	48.00
R5Y4W4	CULL0002	CULLIGAN WATER CONDITIONING	4/25/2012	36.00
R5Y4W5	CULL0002	CULLIGAN WATER CONDITIONING	4/25/2012	42.50
R5Y4W6	CULL0002	CULLIGAN WATER CONDITIONING	4/25/2012	42.50
R5Y4W7	TDVI0006	TD VISA (6081) DAVE GEMMILL	4/25/2012	1,070.51
R5Y4W8	TDVI0003	TD VISA - ROB WRIGHT (6149)	4/25/2012	392.07
R5Y4W9	TDVI0004	TD VISA (6222) MARK PODGERS	4/25/2012	111.25
R5Y4X4	TDVI0014	TD VISA (6172) TODD FISHER	4/25/2012	16.95
R5Y4X7	TDVI0007	TD VISA (6198) GALE CHEVALIER	4/25/2012	3,436.93
R5Y5W2	CULL0002	CULLIGAN WATER CONDITIONING	4/25/2012	557.68



POSTED CHEQUE LISTING

PAYROLL

FOR THE PERIOD OF: April 11, 2012 - May 7, 2012(inclusive)

PAYROLL DATE

PP#8	March 26, 2012 - April 8, 2012	Canadian Payroll	\$ 281,528.85
SP	Special Pay April 17, 2012	Canadian Payroll	\$ 3,371.30
PP#8	April 2, 2012 - April 15, 2012	Canadian Payroll	\$ 170,390.81
SP	Special Pay April 26, 2012	Canadian Payroll	\$ 864.90
PP#9	April 9, 2012 - April 22, 2012	Canadian Payroll	\$ 271,213.74
PP#9	April 16, 2012 - April 29, 2012	Canadian Payroll	\$ 159,903.72

PAYROLL TOTAL: \$ 887,273.32

TOTAL: \$ 887,273.32



Minutes of the Sustainability Advisory Committee Meeting

March 1, 2012

A meeting of the Sustainability Advisory Committee (SAC) was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, March 1, 2012 at 1:00 p.m.

Members Present: Chair Geoff Sandiford; Vice Chair Ron Hipfner; Warden Janet Gutowski; Councillor John McDougall; Don Ross; and John Kittle

Staff: Elizabeth Savill, CAO/Clerk; Anne Marie Young, Manager of Economic Sustainability; Alison Vandervelde, Sustainability Assistant; Casey Buchanan, Executive Assistant (Recording Secretary)

1. Call to order

Chair Sandiford called the meeting to order at 1:07 p.m.

2. Adoption of the agenda

Moved By: Vice Chair Hipfner
Seconded By: Councillor McDougall

RESOLVED THAT the agenda for the March 1, 2012 meeting of the SAC be adopted as amended by adding the following under other business: a meeting with Ryerson representatives; a meeting with the St. Lawrence College Community Council; and a discussion of the Frontenac News report on the census results and the Eastern Ontario Wardens' Caucus media release. CARRIED

3. Disclosure of pecuniary interest and general nature thereof

Disclosure of pecuniary interest

Chair Sandiford asked the recording secretary to note that there was no disclosure of pecuniary interest declared.

4. Closed meeting

5. Adoption of minutes

Moved by: Councillor McDougall

Seconded by: Vice Chair Hipfner

RESOLVED THAT the minutes of the December 7, 2011 meeting of SAC be adopted as circulated. CARRIED

eAgenda Tool

Moved by: Don Ross
Seconded by: John Kittle

RESOLVED THAT the committee recognize the advantages already being experienced through the introduction of the new easy to follow electronic agenda system both from a personal productivity perspective and as a positive green step for the County take along its sustainability path. CARRIED

6. Business arising from the minutes

Chair Sandiford's Meeting with Deputy Warden Denis Doyle Re: Islands Projects

The Chair informed the committee that he will meet with Deputy Warden Doyle next Wednesday to explore how Frontenac Islands can get more connected with the sustainable actions plan.

Councillor McDougall: Information on HUME Planning Scheme

Councillor McDougall informed the committee that this item is for information only. He shared the idea of incorporating sustainability procedures into everything we do and noted a number of examples suggesting that the committee could look into this more closely at another meeting. Staff commented that all reports to Council include a sustainability statement.

Development of Communications Plan

Ms. Vandervelde presented the report noting that as part of the ongoing effort to improve communications across the County, eight newsletters, including issues of County Bytes and others focused on seniors housing, have been circulated over the last few weeks. She advised that the newsletters are currently being distributed to 388 contacts and we are experiencing growth of 5-10 new people every week.

The committee discussed social media, Facebook® and Twitter®. Referring to her report, Ms. Vandervelde noted that the statistics have increased since report was prepared. To date, the County has tweeted 22 times. With no active effort to gain followers/friends, we have 54 Twitter® followers and are following 59 others and, on Facebook®, 16 people have "liked" the page. Facebook®'s "insights" tool becomes available when we reach 25 "likes" and so committee members were encouraged to join. This tool will assist in tracking and improving interactions on the page.

Warden Gutowski spoke to the value of the increased communications and noted that the service had already been useful to her in an emergency situation that arose in the north part of Frontenac a week ago when phone lines were out. Through Facebook® and Twitter®, she

learned of the emergency situation and the emergency responses. She noted that social media can become a really helpful practical tool at the County.

Ms. Young added that the County's media releases are being picked up a lot more, noting in particular that the community improvement plan release has been picked up in today's issue of the Kingston Whig.

7. Deputations and/or presentations

Indicator Review and Presentation

Ms. Savill spoke to the committee about how indicators can be/ are being used to reflect the status of projects and activities. The indicators come directly from DFOF and Sustainable Actions 2009 and are reflected on the DFOF web site. She highlighted the three questions in the report and noted the complexity of the spreadsheet.

Mr. Young spoke to the spreadsheet using line 44 of the spreadsheet, the number of ambulance calls, as an example. Committee members' input is needed to deal with indicators with (1) no data; (2) those with data that is difficult to collect; and (3) those indicators we are suggesting need some clearer definition.

Mr. Kittle noted that the indicators by themselves require rationale and analysis and noted he had done some work on the energy indicators and would send them to Ms. Vandervelde for consideration. Mr. Kittle added that there is a huge amount of work associated with this and noted that even if the committee got rid of the ones marked in red and orange, there is still over 100 indicators and the committee should consider cutting the list down. The Chair agreed and noted that it would be important for the committee to be slightly ruthless in choosing which ones we move forward with to ensure we have an indicator with a target in mind. Mr. Kittle made reference to the Frontenac News article on Green Initiatives in the County and noted we need a focus. Councillor McDougall referenced the most recent sustainable actions publication and noted the monitoring is clear and limited enough that we can understand it, adding if we had the indicators divided by pillar they may be more workable. The Chair suggested that the committee could also look at the Kingston sustainable document which has a total of 40 indicators, as a comparator.

Ms. Savill asked that the committee work through the spreadsheet and submit what they feel has merit in terms of indicators and what we should move forward with under the focus areas. No indicators can be dropped at this time given they are contained in the plan but resources can be focused on those that have the most merit. Mr. Kittle reiterated the importance of identifying the rationale for any indicator with which we work. The Committee members agreed to review and flag three indicators in each focus area that should receive attention.

The committee commended Ms. Vandervelde and Mr. Young for the indicator work reflected in the report. The Chair noted that an indicators report could become a document that reflects how the County is doing and act as a report card to our constituents. The Vice Chair suggested we go from the four pillars and work down and the committee discussed looking at examples so as not to reinvent the wheel.

Mr. Kittle and Councillor McDougall agreed to work on culture indicators and Ms. Vandervelde offered to assist.

The group moved to budget discussions and the Chair expressed concerns about the possibility that Council may cut major sustainable initiatives. He suggested that the committee should consider a written deputation to Council to address the initiatives. Councillor McDougall noted a number of the items have been committed to by previous Councils and it would be short-sighted for Council to drop them. The committee agreed that between now and March 13th work needs to be done that focuses on the value of each project.

Councillor McDougall left the meeting at 2:31 p.m.

Moved By: Councillor McDougall
Seconded By: Vice Chair Hipfner

RESOLVED THAT the Sustainability Advisory Committee prepare a presentation for County Council's budget meeting scheduled for March 13, 2012 outlining in greater detail the sustainability projects included in the 2012 budget. CARRIED

8. Communications

Special Adults and Sustainability in Frontenac, New Leaf Link

The Chair spoke to the letter and noted it was for information purposes only. Warden Gutowski offered that the small group is organized well however it appears to lack sustainable funding. Mr. Kittle suggested that the committee consider a community partnership recommendation to Council to reflect support.

Moved By: John Kittle
Seconded By: Warden Gutowski

RESOLVED THAT the committee ask staff to draft a letter for the Chair's signature acknowledging receipt of the correspondence; and further to explore a community partnership opportunity with New Leaf Link; and finally to investigate transportation relationships between New Leaf Link and Frontenac Transportation. CARRIED

9. Reports/Topics for Discussion

Federal Gas Tax Fund Reporting

The committee received the report for information only.

FCM Conference Feedback

The committee received the notes to file for information purposes only.

Sustainable Kingston - 1st Annual Community Forum Report

The committee received the forum report for information purposes only.

Partners for Climate Change Protection - Action Plan for Milestone Framework

Mr. Ross informed the committee that he has been in touch with Dr. Adam Fenich. Assistance may available and a meeting is scheduled for March 29th. Queen's University may be willing to create a multi-disciplinary project. Mr. Ross suggested we let Queen's run with it and see where it goes. More specifics will be provided to the committee on the program and how to involve the student in the work.

2012 Work Plan Review

The committee discussed the work plan and Mr. Ross stressed that there is action required under item number eleven and therefore tying into number nine. The Vice Chair suggested that the two items be scheduled earlier. The committee discussed the importance of strategic planning and recommended that staff bring strategic plan examples to the next meeting for the committee to review. The Vice Chair suggested timelines will need to be added before it goes to council on March 21st. Ms. Vandervelde committed to circulating a survey monkey to confirm work plan timelines and dates before it goes to Council.

Moved By: Don Ross
Seconded By: John Kittle

RESOLVED THAT the Committee present to County Council the 2012 work plan as amended by the addition of time lines. CARRIED

10. Other business

Ryerson Meeting

The Warden shared with the group a meeting she attended with representatives of Ryerson University. She noted that these relationships can have positive economic and sustainability impacts for the Frontenacs and the surrounding areas.

St. Lawrence College Community Council Meeting

Warden Gutowski spoke to the meeting noting that it was very well attended, including representation by a number of area Mayors. The meeting was host to three presentations regarding sustainability and the Warden informed the committee that there would be value in having the same presentation made to Townships and County Councils.

News Articles: Census Results & EOWC Press Release

The Vice Chair spoke to the articles noting that they are focusing on the shrinking population, but growing households. Within the Frontenacs we are seeing an older age demographic. The committee agreed that this is a hot topic for the future to focus on what is taking away young people from the Frontenacs.

The Warden noted the press release from the Eastern Ontario Wardens' Caucus and informed the committee that it will be coming forward for Monday regarding information presented to the Ministers about the future of Ontario Municipalities. She agreed with the Vice Chair's concerns and added that there are opportunities to recruit a younger generation and businesses through succession planning. The Warden noted that one of the issues is that there is a lack of

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collaboration because of financial pressures being experienced by the townships and that a plan to address infrastructure will help take pressure off County Councillors.

11. Next meeting date

Wednesday, April 4, 2012, 1:30 p.m.

12. Adjournment

The meeting was adjourned at 3:01 p.m.

Geoff Sandiford, Chair

Elizabeth Savill, Clerk



MINUTES OF THE GREEN ENERGY TASK FORCE ADVISORY COMMITTEE

March 7, 2012

A meeting of the Green Energy Task Force was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, March 7, 2012 at 10:00 a.m.

In attendance:

- David Hahn, Chair
- John Kittle, Vice Chair
- Warden Janet Gutowski
- Deputy Warden Denis Doyle
- Maris Krumins, Community member
- Brad Leonard, Community Member

Regrets:

- Councillor John Inglis

Staff: Joe Gallivan, Manager of Sustainability Planning (Acting Clerk), Alison Vandervelde, Sustainability Assistant, Casey Buchanan, Executive Assistant (Recording Secretary)

1. Call to order

David called the meeting to order at 10:10 a.m.

2. Adoption of the agenda

The agenda was received.

3. Disclosure of pecuniary interest and general nature thereof

David requested that it be noted that no member of the Committee declared a pecuniary interest.

4. Deputations and/or presentations

Solar Panels Report

The committee accepted the Solar Panels report for information.

5. Closed meeting: nil

6. Adoption of minutes

Green Energy Task Force Advisory Committee Meeting Minutes
March 7, 2012

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January 11, 2012 Minutes

Committee Recommendation

THAT the minutes of the meeting of January 11, 2012 be adopted as presented.

CARRIED

7. Business arising from the minutes

Green Profit Conference

The conference dates are March 18-19. David, Brad, Denis and John all confirmed that they are planning on attending the conference. Alison noted that there are two free registrations with the sponsorship and the intention is to have one staff member attend on Monday to provide coverage at the table. Alison noted that the time frame for the conference is from Sunday afternoon to 4:45 p.m. on Monday. The committee discussed the need for staff to be at the Monday session and noted that if required, staff could attend on the Monday morning as it is the busiest and they would be fine on their own for the Sunday afternoon session.

Alison circulated the Green Energy Task Force brochure and discussed presentation material for the conference. Brad suggested that we add to the document a picture of the ambulance base solar project and other initiatives from the County as pictures tend to interest people more so than the text of the document. Alison noted that Liz suggested that staff would create a PowerPoint presentation to play on a laptop throughout the conference, and this would be an excellent opportunity to incorporate more pictures of the various projects the County has taken on and completed. Alison committed to modifying the brochure according to the changes requested and would start the PowerPoint presentation; Janet will forward photos. Additionally, Alison informed the committee that she will have a new banner for the conference as well as the latest version of the ICSP document.

David requested that further suggestions for the conference or brochure document be sent to Alison.

Media Release

Alison presented the MicroFit Project Media Release and asked for feedback. It was suggested that SWITCH be the contact for further information and Brad did not expect it to object. David suggested that the County's contact information be included and the instructions be more specific for whom to contact. The committee agreed OSEA should also be a contact for the media release. John suggested that the media release be taken to the Green Profit Conference as a take-away material. Denis requested that Alison add the number of projects into the release.

The committee discussed with Alison the process of media releases and noted that she generally does receive follow up from media on her releases.

The committee suggested Alison refer to the OSEA website for conversion factors.

The committee requested that staff create generic GETF Business cards for the Green Profit Conference.

Committee Recommendation

THAT the MicroFit Project media be released.

CARRIED

8. **Communications:** nil

9. **Reports/Topics for Discussion**

OPA Review

Brad informed the committee that the OPA review should be released within the month.

Monthly Energy Production Report

The committee received the monthly Energy Production report for information.

Ontario Feed-In Tariff Forum 2012

The committee discussed the forum and noted that it is a fairly high level conference and the information would be highly valuable. Brad noted that the registration cost is \$1689. Deputy Warden Denis Doyle noted that it would be difficult to get approval from County Council to attend the conference and committee members were encouraged to attend, but at their own cost.

Proposed Solar Farm in South Frontenac

Brad discussed the Samsung Solar Project report and noted that there is growing restlessness with community members because public relations on the project are less than satisfactory. Brad informed the committee that he is working collectively with SWITCH to help respond to some of the growing concerns in the community. Brad noted that he attended the Rural Affairs Committee with the City of Kingston to address their response to residents' concerns and wondered if we as the County should be responding in some way. Deputy Warden Denis Doyle requested that the committee leave any responses to this issue up to the lower tier municipality.

Brad presented concerns that the group of residents will most likely be contacting the County of Frontenac with their issues and he believed the GETF should be prepared to respond on behalf of the County. Warden Janet Gutowski suggested that there is an opportunity to educate the community through positive communication such as press releases; however it would be seen as interference if the Task Force were to start attending meetings and releasing statements. Chair David Hahn suggested sending out information on the OSEA webinar to all of the municipalities in the Frontenac's as a resource and learning tool for how to respond to resident concerns.

The committee agreed that the Green Energy Task Force would not become involved in the response to the issues surrounding the proposed solar farm, but requested that Brad continue to update the committee on concerns and progress of the project.

Meeting with the Honourable John Gerretsen, Attorney General

Brad presented a power point to the Committee. He explained new regulations are coming forward for the installation of solar panels that will see electricians performing all work including racking and therefore the 'average' person would no longer be able to be employed to install solar panels. Brad requested that the Warden and County Council send a letter to the Minister of Environment making note of the low number of instances of injury related to solar installations. Brad and Alison will work on the draft. The committee agreed that the Green Energy Task Force should request County Council to direct staff with the assistance of Brad to draft a letter to send to the Minister of Environment.

Committee Recommendation

THAT County Council send a letter to the Minister of Environment expressing concerns with new legislation noted in Brad Leonard's presentation to the committee on March 7, 2012.

CARRIED

Green Energy Act, 2009 - O.Reg 397/11

David provided a brief summary of the regulations under the *Green Energy Act* and requested the committee consider how County staff should steer through the changes. Denis suggested that our position at the County would simply be to inform the lower tier municipalities that it is new. David suggested that the County consider hiring a summer student to take on the new work. Alison discussed with the group the possibility of using Adam Fenik of Frontenac Arch Biosphere to complete one of the first milestones from the plan presented at the last Sustainability Advisory Committee which focuses on measuring specifics through the green house gas initiative.

Denis noted that LAS is providing an opportunity to learn more about the *Green Energy Act* regulations and two staff members from the Islands will be attending.

David requested that staff provide a report to the committee on progress through milestones and opportunities to work collectively with other townships. David also requested that we consider that work plan item.

Denis will circulate information regarding the seminar being hosted by LAS.

John K noted that a request has come forward from John I to make a presentation to County Council noting that the County could take a role to ensure that meeting the regulation is a coordinated effort. Denis noted that this regulation is beyond the County's role. Janet noted that there is opportunity for collaboration and it would be worth it for the County to find out where everyone is at and where people are requiring assistance. The committee agreed that the topic should be brought to the CAOs' table to explore opportunities for collaboration.

10. Other business

Budget Presentation to County Council

David suggested that the committee be available to County Council for the budget deliberations, but noted after discussion with Geoff Sandiford (Chair of the Sustainable Advisory Committee) he believed it was not necessary. Janet noted that there is value in the GETF attending the budget meeting to make a presentation to County Council to report on the work plan; however

Geoff would be able to present the broader budget for all advisory committees and associated projects.

Draft Work Plan

David discussed the work plan with the committee noting that the format that it has been presented in is quite different from the past. Alison spoke to the format noting it is consistent with the work plans of the other advisory committees and noted it is important in making presentations to council in a similar format. In terms of content, Alison noted that the text is quite flexible and can be changed as the committee sees fit. David presented concerns about the timelines, and Janet noted that in cases where the committee is unsure of the completion date we would note that the project is ongoing.

Alison suggested that the committee look at the work plan over the weekend, send suggestions to staff and committee members via email and a new draft would be released next week prior to taking it to County Council on March 21, 2012.

The Committee went through each point of the old work plan. Some committee members requested more detail in the work plan and in response, Janet and Denis noted that a summarization of the projects is important and the level of detail that is presently being presented is the right amount for County Council. The committee agreed that the work plan should have an appendix to expand on the level of detail to serve the purposes of the GETF as well as meet the standards of County Council.

John K committed to providing further detail for item number one in the work plan. For item number four, the committee requested that it speak specifically to Wintergreen. Alison is to distinguish items five and one. For item number seven, the committee requested that it be clarified to indicate community and municipal and to explore opportunities to cooperate between the townships and the County. David suggested that item eight referenced *Directions for Our Future* (page 78 number 2) and suggested that item eight and nine are linked and that the GETF consider doing public consultations to work through these items. The committee agreed that looking ahead to public consultations would be premature and requested that item number nine be dropped off the work plan. The committee agreed that an item should be added regarding its efforts to continue to lobby on behalf of the County with OPA and Hydro One. The group requested that item one note communications efforts be incorporated into the wording.

OSEA Webinars

David suggested that we become a member of OSEA and noted the value in the webinars that are being hosted. The committee discussed that OSEA does have credibility and influence with Hydro One and it is an excellent opportunity for the County to have a voice with them on green energy issues.

David informed the committee that he believed Liz will be moving forward with membership registration and noted that once the group is registered, there will be many free webinar and networking opportunities.

11. Next meeting date

Wednesday, May 2, 2012 at 10:00 a.m.

12. Adjournment

Committee Recommendation

THAT the meeting be adjourned at 12:06 p.m.

CARRIED

David Hahn, Chair

Joe Gallivan, Acting Clerk

DRAFT



Minutes of the 150th Anniversary Planning Advisory Committee Meeting

March 15, 2012

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 Thursday, March 15, 2012 at 1:00 p.m.

In attendance:

- Marcel Giroux, Chair
- Warden Janet Gutowski
- Councillor Gary Davison
- Community Member Phil Leonard (teleconference)

Regrets:

- Stan Johnston
- Jim Vanden Hoek

Staff: Elizabeth Savill, CAO, Alison Vandervelde, Sustainability Assistant, Casey Buchanan, Executive Assistant (Recording Secretary)

1. Call to order

Marcel called the meeting to order.

2. Adoption of the agenda

The agenda was received.

3. Disclosure of pecuniary interest and general nature thereof

Marcel asked that it be noted that no member of the Committee declared a pecuniary interest in any item on the agenda.

4. Closed meeting: Nil

5. Adoption of minutes

December 5, 2011 Minutes

Committee Recommendation

THAT the minutes of the meeting of December 5, 2011 be adopted as amended.

CARRIED

6. Business arising from the minutes

Selection of a Vice Chair

No selection of a vice chair at this time.

Marcel's Meeting with Dr. Brian Osborne

Marcel spoke to his meeting with Dr. Osborne and noted the value of the meeting. Dr. Osborne has offered to come to one of the 150th meetings as well as involving his students in the planning of the event. Members agreed that it would be beneficial to involve Dr. Osborne

Committee Recommendation

THAT Dr. Osborne be invited to the next meeting.

CARRIED

7. Deputations and/or presentations: Nil

8. Communications: Nil

9. Other business

County Budget

Liz noted that \$60,000 had been included in the 2012 budget to support all of the advisory committees. At this point, Council appears to be supporting an amount of \$45,000 intended to support meetings, incidental costs, conferences, etc. There has not yet been budget discussion of the recommended reserve contribution in support of the celebration.

Draft Work Plan

Liz spoke to the work plan noting the need to present an approved work plan to Council. The next meeting of County Council is Wednesday, March 21, 2012. Liz also noted that all recommendations must go to Council through the minutes for approval and that the 150th Committee should plan to appear as a delegation and make a presentation of its recommendations for the celebration by October. The committee agreed that it will aim to be prepared to meet with Council at its September meeting with all major directions of the event defined.

Marcel suggested that the committee consider Warden Bob Sweet's recommendation to host one event in one location. Gary suggested we concentrate the main effort on one site and also host satellite events being cognizant of the County's diversity. Liz added that the committee should not discount the communities' interests in the celebration and in an opportunity to come together. This was a key learning from the Renfrew experience.

Gary noted that he had discussed a location with a property owner in South Frontenac and circulated a map of the property to the committee. Phil agreed with Gary and noted that it was

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important not to spread out the event too much adding that the committee should consider all areas of the Frontenac. Janet added that there is a lot of community building that needs to happen and that it is really important to reach out to North and the Islands. Janet noted that ancillary events will help feed this need and enrich the experiences leading up to the grand event.

Liz suggested that the committee consider allowing Alison to draft a communications piece to bring in the community to encourage involvement.

Marcel discussed with the committee involving groups and event organizers that already exist to colour the event and work towards the end goal together to remind event goers that it is the County's 150th Anniversary. Gary suggested the event be the last weekend in August and work with existing groups to ensure there is no competition.

Janet emphasized that our approach should be to identify events already established and embraced by the community and see how we may assist to build good will and involvement in the events.

The committee discussed whether the grand event would be one, two or three days and Marcel requested that Gary prepare a draft plan for the main event for the next meeting. Marcel suggested that an announcement be made at the next County Council and asking for input and suggestions. Alison committed to preparing the media release.

Marcel reminded the committee of a past goal to create lists of local resources adding that he has spoke with Deborah Defoe, retired chief librarian, about having someone with the library to do research and collect information on the history of Frontenac County over the last 150 years. The committee suggested having someone at Queen's put together a list. Marcel added that it would be valuable to know when the documents were signed and noted that the committee should consider who we could task with looking this up. Staff committed to looking up this information and attempting to collect information on all past County Councillors.

Gary suggested that the committee bring forward suggestions for an event name to the next meeting and that the press release will simply refer to the 150th Celebrations. Liz suggested that the committee consider having a competition for the event logo and title. Marcel suggested that we have a request for proposal for the logo design and added that he had been speaking with a local designer who does signage work (Roger McMunn) and circulated a draft of a sign that was created for the committee. The committee discussed a possible prize for such a competition. Alison suggested separating the two announcements until such time when we know that the prize will be. Liz suggested that the committee consider what the prize would be and suggested \$1000. Gary and Janet agreed to talk to the \$1000 prize at the next Council meeting in terms of the \$1000 coming out of the suggested \$150,000 reserve that is being proposed.

Liz asked if the committee's focus will be the past, present and future perspective similar to Renfrew's focus. The committee agreed that it is important to look at it and to engage youth and businesses.

The committee suggested working with the schools such as Queen's and St. Lawrence for marketing assistance.

Committee Recommendation

150th Anniversary Planning Advisory Committee Meeting Minutes
March 15, 2012

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THAT the draft work plan be adopted as presented.

CARRIED

Committee Recommendation

THAT the grand event of the 150th Celebrations for the County of Frontenac be August 28-30, 2015.

CARRIED

10. Next meeting date

150th Calendar of Meetings for 2012

Committee Recommendation

THAT that the calendar of meetings for 2012 be adopted as presented.

CARRIED

The next meeting of the 150th Anniversary Planning Advisory Committee will be April 25, 2012 at 10 a.m.

11. Adjournment

Committee Recommendation

THAT the meeting be adjourned at 2:13 p.m.

CARRIED

Marcel Giroux, Chair

Elizabeth Savill, Clerk

BY-LAW NO. 2012-0018

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on May 16, 2012

WHEREAS Section 8 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other *Act*; and;

WHEREAS Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2 subject to certain provisions, and;

WHEREAS Section 5 of the *Municipal Act, S.O. 2001, c. 25* and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise; and;

WHEREAS the Council of the County of Frontenac deems it expedient to confirm its actions and proceedings;

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

1. THAT all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on May 16, 2012 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. THAT all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on May 16, 2012 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto.
3. THAT all actions and proceedings of the Council of the Corporation of the County of Frontenac taken at its regular meeting held on May 16, 2012 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
4. THAT this by-law shall come into force and take effect as of the final passing thereof.

Read a First and Second Time this 16th day of May, 2012.

Read a Third Time and Finally Passed, Signed and Sealed this 16th day of May, 2012.

By-law No. 2012-0018 – To confirm all actions and proceedings of County Council on May 16, 2012

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The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

By-law No. 2012-0018 – To confirm all actions and proceedings of County Council on May 16, 2012
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