County Council Meeting – Regular Session
December 19, 2012 – 9:00 AM
The Frontenac Room, 2069 Battersea Road, Glenburnie, On

AGENDA

Page

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

Adoption of December 19, 2012 County Council Agenda

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. DEPUTATIONS AND/OR PRESENTATIONS

6-14

Susan Andrew Allen, Land O'Lakes Community Services
Re: Land O'Lakes Community Services Overview

Michael Enright, Alex Zeller and Rory Baksh, Dillon Consulting
Re: The County of Frontenac Natural Heritage Study

Francis Loughheed and Allen Black, Delta Partners Inc.
Re: Corporate Strategic Plan 2012 - 2017

5. CLOSED MEETING

As Authorized under Section 239 (2) (c) of The Municipal Act, to consider:
A proposed or pending acquisition or disposition of land by the municipality or local board;

6. ADOPTION OF MINUTES

Adoption of Regular Meeting Minutes

15-30 a) November 21, 2012 County Council Meeting Minutes

31-32 b) November 28, 29, 2012 Council Strategic Planning Meeting Minutes

33-36 c) December 11, 2012 County Council Meeting Minutes

7. BUSINESS ARISING FROM THE MINUTES

8. COMMUNICATIONS FOR INFORMATION

37-40 a) December 19, 2012 Communications for Information Report

41-43 b) Kingston Frontenac Public Library Meeting Minutes - October 24, 2012

Page

8. COMMUNICATIONS FOR INFORMATION

44 c) Frontenac County Bytes - November Edition

9. COMMUNICATIONS FOR ACTION

10. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

10.1. Administrative Services

10.1.1. Administration

45-56 a) Council Strategic Plan 2012-2017

57-81 b) 2012-2013 Annual Accessibility Plan

82-103 c) Joint Multi-Year Accessibility Plan

10.1.2. Sustainability

104-113 a) Municipal Housing Strategy – Housing Charter and Communications Plan

114-187 b) Natural Heritage Study

188-205 c) County Official Plan - Phase One Public Consultation Summary

206-207 d) Official Plan Project Update 2012 #06

208-209 e) Algonquin Land Claim – Draft Agreement in Principle

10.1.3. Human Resources

210-212 a) Non-Union Salary Adjustment Policy (Deferred from Sept. 19th Council meeting).

213-216 b) Organizational Study Options

10.2. Financial Services

217-236 a) Amendments to the County Procurement Policy

237-238 b) 2013 Tax Ratios and Tax Rate Reductions

239-240 c) 2012 Year-End Transfer of Excess Funds into Reserve

241-242 d) Interim Approval of 2013 Expenditures

10.3. Emergency and Transportation Services

243-244 a) Emergency and Transportation Services – Hardware Replacement for Electronic Ambulance Call Report (eACR) Software

10.4. Fairmount Home

245-269 a) 2012 3rd Quarter Consolidated Statistical Report

b) December Grapevine Gazette

11. ACCOUNTS

270-274

Cheque Listing for the Period of November 13 to December 10, 2012
Payroll Dates for the Period of November 11 to December 2, 2012

12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

Moved by: Councillor Clayton
Seconded by: Councillor Jones

"BE IT RESOLVED that the Council of the County of Frontenac, immediately following the last general election, passed a By-law appointing Mayor Davison as the Warden for the term of County Council. It has been a long standing tradition and past practice at the County that each Warden has annually resigned and a new Warden was appointed each year. Mayor Davison resigned as the Warden after the first year and a new By-law was passed appointing Mayor Gutowski as the Warden for the term of Council. However, unlike her predecessors, Mayor Gutowski is not prepared to resign after the first year of her term, even though she has agreed to and honoured this practice in the past. With County Council appointing a Warden to a fixed term, County Council does not have the power to revoke that appointment;

AND THAT, County Council (with the exception of Warden Gutowski) does not agree with and/or does not support the Warden's decision and Council requests this be documented in Council Minutes through this proposed Motion to County Council at its regular meeting on December 19, 2012;

AND THAT, the County Council instruct the County Chief Administrative Officer (CAO) to prepare and bring back a By-law for consideration in January 2013, changing the term of the Warden to one year only, effective immediately after the next general municipal election; and the County Procedure By-law shall be amended to state the term of office of the Warden and Deputy Warden shall be one year."

Moved by: Councillor Doyle
Seconded by: Councillor Davison

BE IT RESOLVED that the Council of the County of Frontenac, has lost confidence in the Warden's ability to lead for a number of reasons, a few examples are: At the November 21st council meeting while others asked, and were approved, to attend the FCM conference in London starting February 12th, no mention of the Warden's intent to attend was made, now we learn that not only is she attending but is a speaker. The duplicity of signing up for this conference is particularly troublesome given the expectation is that the rest of us have to get Council approval for such travel. Clause 25.3 c of the Procedural By-law makes it clear that the Warden is not eligible to be Vice-chair of a standing committee, and in September Warden Gutowski accepted the Vice-chair position of the GETF standing committee, and has held that position since that time; Clause 3.2 of the Procedural By-law makes it clear that regular Council meetings will be held on the third Wednesday of each month unless otherwise directed by a resolution of Council, and on more than one occasion Warden Gutowski canceled meetings without a resolution of Council.

12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

When Councillor Gutowski ran for Warden in December 2011 the understanding of all other Councillor's was that this was for a one year term, and she made no reference to wanting to stay beyond that one year prior to the vote, now we all feel deceived that she is using clause 5.1 of the Procedural By-law to try to justify staying in the seat for two more years. Warden Gutowski has shown a habit of picking and choosing which clauses of our procedural By-law she is going to follow, or to interpret for her own personal reasons and not follow tradition of past Wardens. At a strategic planning meeting on November 28 and 29, 2012 there was general agreement by Council that there is a need for team work, respect and cooperation and by not following the long standing tradition of stepping down from the Warden's position, after one year, she has affirmed her duplicity and deception, and shown disrespect for Council and made a farce out of the strategic planning exercise.

THEREFORE, a vote of non-confidence is being called

AND FURTHER MORE, Warden Gutowski is being asked by Frontenac County Council to immediately resign from the Warden's position

13. GIVING NOTICE OF MOTION

14. OTHER BUSINESS

14.1. External Boards and Committees

a) Kingston Frontenac Library Board Update - Councillor Purdon

b) KFL&A Public Health Board Update - Councillor Clayton

c) RULAC, LSR and Other Updates

d) Algonquin Land Claim Update - Councillor Inglis

e) Frontenac County Youth Justice Advisory Committee Update - Councillor Davison

f) Housing & Homelessness Committee Update - Councillor McDougall

g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

14.2. Advisory Committees of County Council

a) Sustainability Advisory Committee

b) Green Energy Task Force

275-278 c) 150th Anniversary Planning Advisory Committee
150th Anniversary Planning Advisory Committee Meeting Minutes - December 12, 2012

279-282 d) Trails Advisory Committee
Trails Advisory Committee Meeting Minutes - December 7, 2012

283 e) Trails Advisory Committee Report

284-286 f) Accessibility Advisory Committee
Accessibility Advisory Committee Meeting Minutes - November 26, 2012

Page

14.3. Other Updates

a) Election of Deputy Warden

15. PUBLIC QUESTION PERIOD

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

287-288

a) By-Law No. 2012-0032 - To Apoint the Deputy Warden

b) By-law 2012-0033 - Procurement By-law

c) By-law 2012-0034 - Budget By-law

289-290

d) By-Law No. 2012-0035 - Confirmation of Proceedings

17. ADJOURNMENT

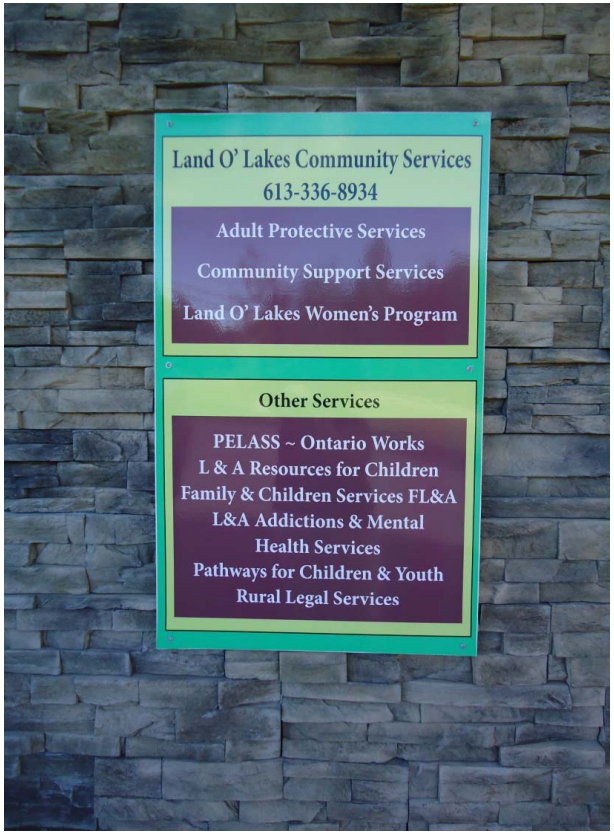
Confirmation of time, date and location for upcoming County Council Meetings:

Presentation to
Frontenac County Council

- Land O'Lakes Community Services has been a registered charity with Revenue Canada since November 1976.

- Funding from the Ministry of Community and Social Services and South East Local Health Integration Network (LHIN)

Community Based Services offers 3 distinct Programs in this area:



1) **Adult Protective Services** program is funded by the Ministry of Community & Social Services. The focus of this program is to assist developmentally challenged adults (18 yrs plus) with daily living skills to help them realize their full potential in order to live more independent lives. In many cases the worker acts as an advocate for the client.

2) The **Land O'Lakes Women's program** is also funded by the Ministry of Community & Social Services. This program offers emergency transportation, advocacy, court accompaniment, and counselling to women, aged 16 yrs & older, who have experienced or are experiencing violence in their lives.

Susan Andrew Allen, Land
O'Lakes Community Services

3) The **Community Support Services** programs focus on seniors 55 yrs plus and physically disabled individuals. This program is funded by the Ministry of Health through the South East Local Health Integration Network (LHIN). Land O'Lakes offers five services to this community: Meals On Wheels, Adult Drop In, Transportation, Caregiver Support (group or individual) and Homemaking.

Area Served:

a) APSW

Township of Addington Highlands
Township of North Frontenac Ward 1

b) Women's Program

Township of Addington Highlands
Township of North Frontenac
Central Frontenac Township
Northern section of South Frontenac

c) Community Support Services

Township of Addington Highlands and

Township of North Frontenac – Ward 1

MINUTES OF THE REGULAR MEETING OF COUNCIL
November 21, 2012

A regular meeting of the Council of the County of Frontenac was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie, on Wednesday, November 21, 2012 at 9:00 a.m.

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

ALSO PRESENT: **County:** Liz Savill, CAO/Clerk; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator of Fairmount Home; Anne Marie Young, Manager of Economic Development; Joe Gallivan, Manager of Sustainability Planning; Jannette Amini, Deputy Clerk (Recording Secretary); Angelique Tamblyn, Executive Assistant
Media: Jeff Green, The Frontenac News; Craig Backay, Frontenac EMC

1. CALL TO ORDER

Warden Gutowski called the meeting to order at 9:05 a.m.

2. ADOPTION OF THE AGENDA

Motion #: 304-12 Moved By: Councillor Purdon
Seconded By: Councillor Jones

RESOLVED THAT the agenda for the November 21, 2012 meeting of the Council of the County of Frontenac be adopted as circulated.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

The Warden instructed the Clerk to record that in accordance with the *Municipal Conflict of Interest Act*, no disclosures of pecuniary interest or the general nature thereof were declared.

4. DEPUTATIONS AND/OR PRESENTATIONS

a) Recognition of Frontenac Paramedic Service recipients of the EMS Exemplary Service Medal Award for 2012

Chief Charbonneau provided members of County Council with a brief overview of the criteria required in receiving the Exemplary Service Medal Award. These awards were presented to the

noted recipients at an Ottawa presentation held in September attended by both the Chief and Councillor Davison.

Motion #: 305-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac recognize;

Ross A. Brown (20 Years Service)
Jeffrey A. Burgess (20 Years Service)
Luc R. Croteau (40 Years Service)
Joseph G. Ferguson (30 Years Service)
David W. Parkhill (20 Years Service)
John A. Taggart (30 Years Service)

Frontenac Paramedic Service recipients of the EMS Exemplary Service Medal Award for 2012.

CARRIED

b) John Whitesell, Founding Partner & COO, OrgCode Consulting Inc.
Re: Kingston and Frontenac Homelessness Plan Project Overview

Mr. Whitesell, Founding Partner & COO, OrgCode Consulting Inc provided County Council with a PowerPoint presentation of the Kingston and Frontenac Homelessness Plan Project which his firm has been retained to conduct. He anticipates completion of the Plan sometime this spring. A copy of the presentation was attached to the agenda. He is looking for this council to commit to ending homelessness, noting that the cost of managing homelessness is far greater than ending it. To place homelessness into context, he noted its definition in Alberta being defined as any Albertan without a home for a period greater than 30 days. As part of the presentation, Mr. Whitesell expressed the importance of the public consultation process in this exercise to obtain both public support and public feedback.

Motion #: 306-12 Moved By: Councillor Purdon
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by John Whitesell, Founding Partner & COO, OrgCode Consulting Inc. regarding the Kingston and Frontenac Homelessness Plan Project Overview.

CARRIED

c) Rachael Goodmurphy and Dianne Dowling, Healthy Eating Working Group
Re: KFL&A Food Charter

Ms. Young took the opportunity to acknowledge Ms. Goodmurphy as well as a contingent from the Sharbot Lake Farmers Market who are in the audience today.

Ms. Goodmurphy provided County Council with a PowerPoint presentation and advised that KFL&A Public Health is seeking County Council's endorsement of the Food Charter. A copy of the presentation was attached to the agenda.

Motion #: 307-12 Moved By: Councillor Jones

Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by Rachael Goodmurphy, Healthy Eating Working Group regarding the KFL&A Food Charter.

CARRIED

d) Rick Chesebrough, Fire Chief, South Frontenac Township
Re: Tiered Response Agreement

Chief Chesebrough indicated that he was attending the County Council meeting, on behalf of Fire Coordinator Harold Tulk, as the Chair of the Tiered Response Working Group. He advised County Council that the Fire Chiefs feel no changes are required with respect to the Medical Tiered Response Agreement.

Motion #: 308-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by Rick Chesebrough, Fire Chief, South Frontenac Township regarding the Tiered Response Agreement.

CARRIED

e) Councillor John McDougall, Sustainability Advisory Committee
Re: Sustainable Actions 2012

Councillor McDougall proved an overview of the *Sustainable Actions 2012*, including some key highlights of the document, a copy of which was attached to the agenda.

Motion #: 309-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by Councillor John McDougall, Sustainability Advisory Committee regarding Sustainable Actions 2012.

CARRIED

County Council recessed at 10:07 am

County Council reconvened at 10:20 am

5. CLOSED MEETING

As Authorized under Section 239 of *The Municipal Act*, to consider:
Adoption of Closed Meeting Minutes

Motion #: 310-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac enter into a closed meeting as authorized under Section 239 of The Municipal Act, to consider;

a) Adoption of Closed Meeting Minutes dated October 17, 2012.

CARRIED

6. ADOPTION OF MINUTES

Adoption of Regular Meeting Minutes - October 17, 2012

Motion #: 313-12 Moved By: Councillor Inglis
Seconded By: Councillor Clayton

RESOLVED THAT the minutes of the regular meeting of County Council held on October 17, 2012 be adopted as circulated.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

a) Fire Tiered Response Agreements

Chief Charbonneau advised County Council that the City of Kingston has asked that the County delay any recommendation report until such time as Kingston's new Fire Chief has been hired.

Motion #: 314-12 Moved By: Councillor Inglis
Seconded By: Councillor Clayton

RESOLVED THAT the Council of the County of Frontenac receive the *Emergency and Transportation Services – Fire Tiered Response Agreements* report for information only.

CARRIED

b) Heart & Stroke Foundation - CPR, AED Resolution Request

Motion #: 315-12 Moved By: Councillor Clayton
Seconded By: Councillor Inglis

RESOLVED THAT the Council of the County of Frontenac receive the Heart and Stroke Foundation's correspondence requesting that the County adopt the following resolution:

WHEREAS it has been identified by the Heart and Stroke Foundation that each year, 7,000 cardiac arrests occur in Ontario, with the majority occurring in public places or homes;

AND WHEREAS the use of CPR and an AED can dramatically increase the odds of survival of an out-of-hospital cardiac arrest by 75%;

AND WHEREAS an objective of the Heart and Stroke Foundation is to increase out of hospital cardiac arrest survival rates and strengthen its resuscitation partnership to make Ontario communities the most cardiac safe in Canada:

THEREFORE BE IT RESOLVED THAT the County of Frontenac commit to the implementation of a broad public education campaign raising awareness around issues such as the ease of CPR training and use of an AED;

AND FURTHER that the County of Frontenac work with the Heart and Stroke Foundation through the Ontario Defibrillator Access Initiative (ODAI) to ensure AEDs are placed in all sport and recreation facilities and schools within Frontenac County;

AND FINALLY that the County of Frontenac request that the Minister of Health and Long-Term Care support the Heart and Stroke Foundation's request that the script for emergency medical dispatchers be revised to provide the most compelling, clear and mandatory CPR direction in all cases of cardiac arrest.

CARRIED

c) Recommendation from the October 15th, 2012 Finance Committee Meeting
(minutes can be found in the October 17, 2012 Council Agenda)

Motion #: 316-12 A Moved By: Councillor Clayton
Seconded By: Councillor Inglis

THAT the Arterial Roads under the Restructuring Order Report be received for information;

AND FURTHER that the Committee recommend for consideration by Council the following resolution:

RESOLVED THAT the Council of the County of Frontenac support the formation of a team of County, Township and consulting members to develop a strategy to approach the issue raised by Section 7.2(e) of the Restructuring Order that states "The council of the new City and the Frontenac Management Board shall, on or after January 1, 2013, reconsider the annual contribution …" to the named arterial roads located within the County of Frontenac;

AND FURTHER that the Council of the County of Frontenac support the development of a regional transportation plan that will contribute to a regional strategy to the arterial roads issue and that will strengthen the County's position to compete under provincial and federal funding programs;

AND FINALLY that the Council of the County of Frontenac authorize the use of $50,000 as the preliminary budget for this project subject to the amendment of the 2012 Budget By-law to authorize the allocation from reserves at its next regular meeting of Council scheduled for November 21, 2012.

LOST

Motion #: 316-12 B Moved By: Councillor Davidson
Seconded By: Deputy Warden Doyle

WHEREAS the Order Made Under Section 25.2 of the Municipal Act to Implement the Proposal for the Restructuring of the County of Frontenac, Its Constituent Municipalities and the City of Kingston was signed on January 7, 1997;

AND WHEREAS the Order requires the City of Kingston to provide compensation in the form of an annual contribution to be used for the reconstruction, resurfacing and other capital expenditures related to arterial roads set out in Schedule "2" of the Order;

AND WHEREAS the arterial roads set out are all located within the boundaries of the Township of South Frontenac and the Township of Frontenac Islands;

AND WHEREAS the Order provides that the City of Kingston and the County of Frontenac shall, on or after January 1, 2013, reconsider the annual contribution;

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Frontenac deems it appropriate to delegate its authority jointly to the Township of South Frontenac and the Township of Frontenac Islands to reconsider the annual contribution with the City of Kingston;

AND FURTHER the Council of the County of Frontenac will revoke its delegation of authority to reconsider the annual contribution only upon the request by Councils´ resolutions of both the Township of South Frontenac and the Township of Frontenac Islands;

AND FINALLY the Council of the County of Frontenac directs that a copy of this resolution be circulated to the City of Kingston, the Township of South Frontenac and the Township of Frontenac Islands.

CARRIED

Staff was directed to offer expertise as identified to the process.

8. COMMUNICATIONS FOR INFORMATION

Communications of Interest to Council Report - November 21, 2012

Motion #: 317-12 Moved By: Councillor Clayton
Seconded By: Councillor Inglis

RESOLVED THAT the items listed in the *Communications of Interest to County Council* report dated November 21, 2012 be received as circulated and filed for information purposes, including the Kingston, Frontenac Public Library meeting minutes dated September 26, 2012, and the October Edition of the Frontenac County Bytes.

CARRIED

In the absence of the Treasurer, County Council was advised that information would be brought forward with respect to any applications that may have been submitted.

9. COMMUNICATIONS FOR ACTION: Nil

10. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

10.1. Administrative Services

10.1.1. Administration

a) Joint Multi-Year Accessibility Plan

Motion #: 318-12 Moved By: Councillor Clayton
Seconded By: Councillor Inglis

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services – Joint Multi-Year Accessibility Plan* report for information;

AND FURTHER THAT Council instruct staff to bring forward a Joint Multi-Year Accessibility Plan to the December County Council meeting for adoption.

CARRIED

10.1.2. Sustainability

a) Five Year Review of the Provincial Policy Statement 2005

Motion #: 319-12 Moved By: Councillor McDougall
Seconded By: Councillor Davidson

RESOLVED THAT Council of the County of Frontenac receive the *Sustainability Planning – Response to the Provincial Policy Statement (PPS) Review* report;

AND FURTHER Council of the County of Frontenac direct staff to submit the comments as set out in Appendix 1 of this report to the Ministry of Municipal Affairs and Housing prior to the deadline of November 23, 2012.

CARRIED

b) Official Plan Project Update 2012 #05

Motion #: 320-12 Moved By: Councillor Davidson
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Official Plan Project Update 2012 #05* report for information purposes.

CARRIED

c) Ontario Municipal Board Appeal – Kennebec Lake Draft Plan of Subdivision, Central Frontenac Township

Motion #: 321-12 Moved By: Councillor McDougall
Seconded By: Councillor Davidson

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Kennebec Lake Draft Plan of Subdivision Ontario Municipal Board Appeal – County File 10T-2011/001*;

AND FURTHER BE IT RESOLVED THAT Council direct staff to defend the decision to approve the Kennebec Lake subdivision at the Ontario Municipal Board, if necessary.

CARRIED

d) Kingston, Frontenac, Lennox & Addington Food Charter

Motion #: 322-12 Moved By: Councillor McDougall
Seconded By: Councillor Davidson

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Kingston, Frontenac, Lennox & Addington Food Charter* report;

AND FURTHER the Council of the County of Frontenac endorse the Kingston, Frontenac, Lennox & Addington Food Charter;

AND FINALLY the Council of the County of Frontenac appoint a representative to the Food Council/Coalition when structured.

CARRIED

10.1.3. Human Resources

10.2. Financial Services

a) 2013 Budget – Social Service Discretionary Benefits

Mr. Sheldon Laidman and Ms. Lee Campbell from the City of Kingston's Community Services were on hand and responded to questions from members of County Council.

Motion #: 323-12 Moved By: Councillor McDougall
Seconded By: Councillor Davidson

RESOLVED THAT Council of the County of Frontenac receive the *Financial Services 2013 Budget for Social Service Discretionary Benefits* for information;

AND FURTHER that the County of Frontenac commit to supporting the service levels for the Community Homelessness Program Initiative, Residency Benefit, the OW Discretionary Benefits and the Emergency Hostel Services as outlined in the City of Kingston Report 12-244;

AND FURTHER that the County of Frontenac fund the increases in these programs through the projected savings from uploading Ontario Works Benefits.

CARRIED

b) 2013 Frontenac-Howe Islander Ferry Fees and Fares Schedule

Motion #: 324-12 Moved By: Councillor Davidson
Seconded By: Councillor McDougall

RESOLVED THAT Council of the County of Frontenac accept the *Financial Services – 2013 Frontenac-Howe Islander Ferry Fees and Fares Schedule* report;

AND FURTHER that a by-law be introduced later in the meeting to adopt the 2013 Frontenac-Howe Islander Ferry Fees and Fares Schedule.

CARRIED

c) 3rd Quarter Financial Summary

Motion #: 325-12 Moved By: Councillor Purdon
Seconded By: Councillor Jones

THAT Council of the County of Frontenac receive this Financial Services – 2012 3rd Quarter Financial Summary report for information only;

AND FURTHER that Council direct the Treasurer to transfer the County's share of any shortfall resulting from the under accrual of the retroactive wage settlement from the County's Fairmount Home Working Fund.

CARRIED

d) South Frontenac Library Funding Shortfall

Motion #: 326-12 Moved By: Councillor Jones
Seconded By: Deputy Warden Doyle

RESOLVED THAT Council of the County of Frontenac receive this *Financial Services – South Frontenac Library Funding Shortfall*;

AND FURTHER that Council of the County of Frontenac authorize the Treasurer to release a payment in the amount of $20,521.96 to the Township of South Frontenac;

AND FINALLY that these funds be drawn from the County Working Fund Reserve.

CARRIED

10.3. Emergency and Transportation Services

a) Caution Note Flag (Flagging)

Motion #: 327-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive the *Emergency and Transportation Services – Caution Note Flag (Flagging)* report for information only.

CARRIED

b) Community Paramedicine Wolfe Island Pilot Project

Motion #: 328-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive the *Emergency and Transportation Services – Community Paramedicine Wolfe Island Pilot Project* report for information only.

CARRIED

10.4. Fairmount Home

a) LAPS (LTC Homes Accountability Planning Submission)

Motion #: 329-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT Council of the County of Frontenac receive the *Fairmount Home – LTC Homes Accountability Planning Submission (LAPS)* Report;

AND FURTHER that Council of the County of Frontenac approve the LAPS documents as appended to this report;

AND FINALLY that the Council of the County of Frontenac authorize the Administrator to submit the approved LAPS documents to the South East Local Health Integration Network.

CARRIED

b) Operational Update

Motion #: 330-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

THAT Council of the County of Frontenac receive the *Fairmount Home – Operational Update* Report for information only.

CARRIED

c) Levels of Donor Recognition

Motion #: 331-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive the *Fairmount Home – Levels of Donor Recognition* report;

AND FURTHER that Council of the County of Frontenac approve the donor recognition levels as set out in Appendix I of this report.

CARRIED

d) November Grapevine Gazette

Motion #: 332-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive the November 2012 edition of the Fairmount Grapevine Gazette for information.

CARRIED

11. ACCOUNTS

Motion #: 333-12 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive for information the following accounts for the period of October 10 – November 12, 2012:

- Payroll dated between September 24 to November 4, 2012 in the amount of $1,257,628.07 and;
- Cheque Listing in the amount of $2,828,756.66.

CARRIED

It was requested that these lists in the future be sorted by vendor name, to which staff advised that this will be brought to the Finance Committee for discussion.

12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN: Nil

13. GIVING NOTICE OF MOTION: Nil

14. OTHER BUSINESS

Star Gazing Pad Initiative - North Frontenac's Eco-tourism project for Federal Gas Tax Funds

Motion #: 334-12 Moved By: Councillor Inglis
Seconded By: Councillor Davidson

RESOLVED THAT the Federal Gas Tax Funds, earmarked for Eco Tourism Projects in North Frontenac Township in 2012 be carried over to 2013 for projects completion in 2013.

CARRIED

External Boards and Committees

a) Kingston Frontenac Library Board Update - Councillor Purdon

Councillor Purdon advised that the brand launch for the Kingston Frontenac Library was held on October 20th with each Library Branch holding an activity. He also advised that a new website for the Kingston Frontenac Library is being developed and will soon be available to the public. There have been discussions with respect to a Memorandum of Understanding to address various issues. Ms. Savill shared that there have been ongoing conversations between the board staff and the CAOs regarding this matter.

b) KFL&A Public Health Board Update - Councillor Clayton

Councillor Clayton advised that KFL&A Public Health Board is currently working on its 2013 budgets. As well, he noted his attendance at a conference in Toronto.

c) RULAC, LSR and Other Updates

Warden Gutowski advised of an upcoming meeting on December 3, 2012.

d) Algonquin Land Claim Update - Councillor Inglis

Councillor Inglis advised of communications received by the negotiators on this claim.

e) Frontenac County Youth Justice Advisory Committee Update - Councillor Davison

Councillor Davison had no update to provide.

f) Housing & Homelessness Committee Update - Councillor McDougall

Councillor McDougall brought to County Councils attention that City of Kingston staff is working on an implementation plan and formal charter for the Municipal Housing Strategy that would apply to the City of Kingston as well as the County of Frontenac with the intent to take this to Kingston City Council in December for approval; however he feels the County should be provided with an opportunity to provide comments prior to it being approved by Kingston City Council.

Motion #: 335-12 Moved By: Councillor McDougall
Seconded By: Councillor Davison

WHEREAS the City of Kingston and the County of Frontenac jointly adopted a Municipal Housing Strategy in 2011;

AND WHEREAS the Strategy is intended to provide a clear road map for addressing housing needs in the City and the County over the next 5 years;

AND WHEREAS the City of Kingston is seeking to proceed with the implementation of the Municipal Housing Strategy in early 2013;

AND WHEREAS the City and County staff have recently begun discussions on a draft implementation plan, including the creation of a Housing Charter and Communications Plan:

THEREFORE BE IT RESOLVED THAT Frontenac County Council formally request that the City of Kingston Housing and Homelessness Advisory Committee defer any staff recommendation on the Municipal Housing Strategy Communications Plan and Housing Charter until formal comments have been provided by Frontenac County Council.

CARRIED

g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

Councillor Jones had no update to provide.

14.2. Advisory Committees of County Council

a) Sustainability Advisory Committee

Motion #: 335-12 Moved By: Councillro Inglis
Seconded By: Councillor Clayton

RESOLVED THAT the Council of the County of Frontenac receive the Sustainability Advisory Committee meeting minutes dated November 8, 2012

CARRIED

Motion #: 336-12 Moved By: Councillor Clayton
Seconded By: Councillor Inglis

THAT Council of the County of Frontenac approve the Sustainability Advisory Committee 2013 Proposed Work Plan as presented including the Proposed Planning Activities for 2013, the Proposed Schedule of Meetings, and the Proposed 2013 Budget with the following additions:
• Under Proposed Planning Activities for 2013, number 1:
Add to the end: "including input into the annual budgeting process"
• Under Proposed Planning Activities for 2013, number 2:
Add as an additional point in the list: "Partnership opportunities"

CARRIED

Motion #: 337-12 Moved By: Councillor Clayton
Seconded By: Councillor Inglis

THAT the Council of the County of Frontenac approved the Sustainability Advisory Committee members including Chair Sandiford, Deputy Chair Hipfner, Councillor McDougall and Mr. Ross to register and attend the Sustainability Conference presented by FCM and its GMF group to be held in Windsor Ontario from February 13-15, 2013.

CARRIED

Motion #: 338-12 Moved By: Councillor Inglis
Seconded By: Councillor Clayton

WHEREAS the Council for the County of Frontenac approved the 2012 Work Plan for the Sustainability Advisory Committee;

AND WHEREAS the 2012 Work Plan required the Committee to present an updated document, Sustainable Actions 2012;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the Sustainable Actions 2012 as presented at the November 21, 2012 County Council meeting.

CARRIED

b) Green Energy Task Force

Motion #: 339-12 Moved By: Councillor Clayton
Seconded By: Councillor Inglis

RESOLVED THAT the Council of the County of Frontenac receive the Green Energy Task Force Committee meeting minutes dated November 7, 2012.

CARRIED

Motion #: 340-12 Moved By: Councillor Inglis
Seconded By: Councillor Clayton

THAT the Council of the County of Frontenac approve the Green Energy Task Force Advisory Committee 2013 Proposed Work Plan as presented including the Proposed Planning Activities for 2013, the Proposed Schedule of Meetings, and the Proposed 2013 Budget with the following amendments:

• Under Proposed Planning Activities for 2013, number 3:
Amend to read: "Undertake the first phase of a Community Energy Plan for the Frontenacs"

• Under Proposed Planning Activities for 2013, number 5:
Amend to read: "Promote energy conservation to the public and seek opportunities to facilitate conservation"
• Under Proposed 2013 Budget:
Delete the reference to "OSEA"

CARRIED

Motion #: 341-12 Moved By: Councillor Davidson
Seconded By: Councillor McDougall

WHEREAS the Council for the County of Frontenac approved the 2012 Work Plan for the Green Energy Task Force Advisory Committee;

AND WHEREAS the 2012 Work Plan directs the Committee to consider the public promotion of energy conservation:

THEREFORE BE IT RESOLVED THAT the Council for the County of Frontenac express an interest in participating in a Property-Assessed Energy Retrofit Pilot Project."

CARRIED

c) 150th Anniversary Planning Advisory Committee

Motion #: 342-12 Moved By: Councillor McDougall
Seconded By: Councillor Davidson

Ms. Savill apologized that the minutes of the 150th Anniversary Planning Advisory Committee were late being added to the agenda and provided a brief overview of what transpired at the meeting.

RESOLVED THAT the Council of the County of Frontenac receive the 150th Anniversary Planning Advisory Committee meeting minutes dated October 31, 2012

CARRIED

Motion #: 343-12 Moved By: Councillor Davidson
Seconded By: Councillor McDougall

THAT the Council of the County of Frontenac approve the 150th Anniversary Planning Advisory Committee 2013 Proposed Work Plan as presented including the Proposed Planning Activities for 2013, the Proposed Schedule of Meetings, and the Proposed 2013 Budget with the following amendments:
• Under Proposed 2013 Budget:
Add: Contribution to 150th Anniversary Reserve $30,000

CARRIED

Motion #: 344-12 Moved By: Councillor McDougall
Seconded By: Councillor Davidson

THAT the Council of the County of Frontenac approve 150th Anniversary Planning Advisory Committee Celebration Plan for the County's 150th Anniversary.

CARRIED

Motion #: 345-12 Moved By: Councillor Davidson
Seconded By: Councillor McDougall

WHEREAS the Council for the County of Frontenac authorized a 150th Anniversary Logo contest with established rules and guidelines;

AND WHEREAS a 150th Anniversary Logo judging panel was established with the direction to choose a logo for County Council for approval;

AND WHEREAS the noted judging panel received and reviewed submissions and came to a unanimous decision on a logo:

THEREFORE BE IT RESOLVED THAT the Council for the County of Frontenac approve the logo, as presented, submitted by Donna Larocque as the 150th Anniversary Logo for the County of Frontenac.

CARRIED

d) Trails Advisory Committee: Nil

e) Joint Accessibility Advisory Committee: Nil

14.3. Other Updates

15. PUBLIC QUESTION PERIOD: Nil

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

a) By-law No. 2012-0029 - To Establish the Frontenac-Howe Islander Ferry Fees and Fares Schedule for 2013

Motion #: 346-12 Moved By: Councillor Purdon
Seconded By: Councillor McDougall

RESOLVED THAT leave be given the mover to introduce the following by-laws that have been circulated to all members of County Council and that these by-laws be read a first and second time:
- By-Law No. 2012-0029 - To Establish the Frontenac-Howe Islander Ferry Fees and Fares Schedule for 2013
- By-Law No. 2012-0030 - Confirmation of Proceedings.

CARRIED

b) By-law No. 2012-0030 - Confirmation of Proceedings

Motion #: 347-12 Moved By: Councillor McDougall
Seconded By: Deputy Warden Doyle

RESOLVED THAT the following by-laws be read a third time, signed, sealed and finally passed:

- By-Law No. 2012-0029 - To Establish the Frontenac-Howe Islander Ferry Fees and Fares Schedule for 2013

- By-Law No. 2012-0030 - Confirmation of Proceedings.

CARRIED

17. ADJOURNMENT

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

Motion #: 348-12 Moved By: Councillor Jones
Seconded By: Councillor McDougall

RESOLVED THAT the meeting hereby adjourn at 12:05 p.m.

CARRIED

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

MINUTES OF THE SPECIAL MEETING OF COUNCIL
November 28 & 29, 2012

A special meeting of the Council of the County of Frontenac was held in the Sydenham Public Library, Sydenham on Wednesday, November 28, 2012 at 3:00 p.m. and reconvened on Thursday, November 29, 2012 at 9:00 a.m. at the Wintergreen Studios, 9780 Canoe Lake Road.

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

ALSO PRESENT: **County:** Liz Savill, CAO/Clerk; Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator of Fairmount Home; Anne Marie Young, Manager of Economic Sustainability; Joe Gallivan, Manager of Sustainability Planning; Alison Vandervelde, Communications Officer; Angelique Tamblyn, Executive Assistant
Media: Jeff Green, The Frontenac News; Craig Backay, Frontenac EMC

November 28, 2012

1. CALL TO ORDER

Warden Gutowski called the meeting to order at 3:00 p.m.

2. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

3. STRAGETIC PLANNING EXERCISE

Mr. Loughheed and Mr. Black of Delta Partners Management Consultants Inc. reviewed for Council the process for the Strategic Planning session which was to identify and address emerging challenges arising from changes in the County of Frontenac external and internal environments, and developing action plans to deal with those challenges.

Participants were provided with the opportunity to express what they would like to see emerge from the Strategic Planning sessions and discussions occurred with some key points identified which included Corporate Values, Mission Statement and Strategic Vision.

County Council recessed at 7:30 pm

County Council reconvened on Thursday, November 29th, 2012 at 9:00 am

Mr. Loughheed and Mr. Black focused this session as an Action Planning Workshop with some key recommendations emerging, that being the development of the 2012-2017 Strategic Plan. Through engagement by County Council and Staff, a number of new strategic directions to deal with the challenges were identified, along with action plans that contain the specific actions in 2013 and then for 2014-2017 that need to be accomplished. Expected outcomes and which Departments in the Corporation are involved for completing the actions, was developed.

Mr. Loughheed and Mr. Black will present a Strategic Plan for Council's consideration at its next regular meeting of council scheduled for December 19, 2012.

4. ADJOURNMENT

The Strategic Planning Session adjourned at 2:38 p.m.

K. Elizabeth Savill, Clerk

Janet Gutowski, Warden

MINUTES OF THE SPECIAL MEETING OF COUNCIL
December 11, 2012

A special meeting of the Council of the County of Frontenac was held in the County Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Tuesday, December 11, 2012 at 9:00 a.m.

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

ALSO PRESENT: **County:** Liz Savill, CAO/Clerk; Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Jannette Amini, Deputy Clerk; Kieran Williams, Municipal Management Intern

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Motion #: 349-12 Moved By: Councillor Inglis
Seconded By: Councillor Clayton

RESOLVED THAT the agenda for the December 11, 2012 special meeting of the Council of the County of Frontenac be adopted as circulated.

CARRIED

Deputy Warden Doyle offered his letter of resignation as Deputy Warden and requested that the election of a new Deputy Warden be added under Other Business. It was noted that a Special Meeting of Council can only deal with the business identified in the Notice of Meeting and that this item would be added to the next Regular Council Meeting scheduled for December 19, 2012.

Councillor Clayton requested that a discussion be held on the County's Procurement Policy and the Personnel Policy which should be complete by March 2013. This request was noted by staff and will be brought forward at a future meeting.

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Warden Gutowski requested the Recording Secretary to make note in the minutes that no members of Council declared any disclosures of pecuniary interest.

4. DEPUTATIONS AND/OR PRESENTATIONS

5. CLOSED MEETING

As Authorized under Section 239 (2) of The Municipal Act, to consider:

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Motion #: 350-12 Moved By: Councillor Inglis
Seconded By: Councillor Clayton

RESOLVED THAT the Council of the County of Frontenac enter into a closed meeting as authorized under Section 239 of The Municipal Act, to consider:

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

Motion #: 351-12 Moved By: Councillor Clayton
Seconded By: Councillor McDougall

RESOLVED THAT County Council rise from the closed meeting;

AND FURTHER that the direction provided within the closed meeting be confirmed.

CARRIED

6. ADOPTION OF MINUTES: Nil

7. BUSINESS ARISING FROM THE MINUTES: Nil

8. COMMUNICATIONS FOR INFORMATION: Nil

9. COMMUNICATIONS FOR ACTION: Nil

10. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

Administrative Services – Review of Procedure By-law

Warden Gutowski was asked by Councillor Davison if it was her intention to adhere to the long standing tradition of stepping down as Warden after one year. Warden Gutowski advised that at this point in time, it is her intention to remain as Warden in order to provide continuity. She acknowledged that there has been more than one occasion where a Warden has served for more than one year.

It was noted to Warden Gutowski, who currently holds the position of Vice Chair of the Green Energy Task Force, that section 25.3 c) of the Procedural By-law prohibits the Warden from being eligible to be a Chair or Vice Chair of a Standing Committee. Warden Gutowski advised that she was not familiar with that section of the Procedural By-law and advised that she will tender her resignation as Vice Chair of the Green Energy Task Force.

County Council recessed at 9:57 am

County Council reconvened at 10:10 am

Warden Gutowski asked that further discussion be restricted to the business at hand, that being discussion on any amendments to the County's Procedural By-law.

Council discussed the option or possibility of members of County Council providing administrative reports to Council. It was noted that administrative reports are an administrative function of staff; however members of Council are able to bring forward business under the Motions section of the agenda and that if motions are provided to the Deputy Clerk prior to the issuance of the agenda, those motions would be listed on the agenda and dealt with at that meeting.

Council was pointed to page 84 of the Handbook for Municipal Councillors that outlines the principles found in the City of Toronto's Procedural By-law which summarizes the rights of members.

One concern that was expressed was insufficient time at County Council meetings for in-depth discussions given the number of deputations and presentations that are on each of the agendas. One option would be to move to two County Council meetings per month, with one meeting being a Committee of the Whole meeting to hear presentations and deputations and a regular meeting devoted to the purpose of carrying out County business.

There was a clear consensus of Council that a Special Meeting dedicated for the review of the Procedural By-law would be required.

Mr. Wilkin provided County Council with a brief discussion of what is considered a "meeting" as defined by the Ontario Ombudsman. With respect to emails, he noted that if emails between members of County Council are advancing the business of the municipality, it could be construed as a meeting.

Motion #: 352-12 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the Council of the County of Frontenac receive the Administrative Services – Review of the Procedure By-law report for information;

AND FURTHER Council of the County of Frontenac request that staff take all suggestions made by Council into account when amendments to the Procedure By-law are brought forward for further consideration by Council at a special meeting called for that purpose.

CARRIED
(With Agreed to Amendments)

11. ACCOUNTS: Nil

12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN: Nil

13. GIVING NOTICE OF MOTION: Nil

14. OTHER BUSINESS: Nil

15. PUBLIC QUESTION PERIOD: Nil

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

a) By-law No. 2012-0031 - Confirmation of Proceedings

Motion #: 353-12 Moved By: Councillor Doyle
Seconded By: Councillor McDougall

RESOLVED THAT leave be given the mover to introduce the following by-laws that have been circulated to all members of County Council and that these by-laws be read a first and second time:

- By-Law No. 2012-0031 - Confirmation of Proceedings.

CARRIED

Motion #: 354-12 Moved By: Councillor McDougall
Seconded By: Councillor Doyle

RESOLVED THAT the following by-laws be read a third time, signed, sealed and finally passed:

- By-Law No. 2012-0031 - Confirmation of Proceedings.

CARRIED

17. ADJOURNMENT

Motion #: 355-12 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the meeting hereby adjourn at 10:38 a.m.

CARRIED

K. Elizabeth Savill, Clerk

Janet Gutowski, Warden

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared by:	Angelique Tamblyn Executive Assistant
Date Prepared:	December 14, 2012
Date of Meeting:	December 19, 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. County of Lennox & Addington, November 7, 2012 - Correspondence from Larry Keech, CAO/Clerk re: Electoral Boundaries resolution was passed by County Council at it's Working Session meeting held on Wednesday, October 10, 2012.

2. Ministry of Infrastructure, November 15, 2012 - Correspondence from Minister Bob Chiarelli, re: update on Ontario's Municipal Infrastructure Strategy. Ontario is providing $60 million over the next three years to municipalities through their new funding program, the Municipal Infrastructure Investment Initiative (MIII). Up to $9 million is being made available this year to help municipalities prepare their plans, while the remaining funds will help address critical projects identified in the finalized plans. The uptake of asset management funding has been exceptional – nearly 100 per cent of eligible communities submitted expressions of interest for funding by the October 22nd deadline.

3. Ministry of Finance, November 15, 2012 - Correspondence from Allan Doheny, Assistant Deputy Minister re: providing an estimate of the benefit of the 2013 provincial uploads. The government will honour its commitment to the uploads in accordance with the timetable agreed to through the Provincial-Municipal Fiscal and Service Delivery Review (PMFSDR). The Province will continue the phased upload of Ontario Works benefits and court security and prisoner transportation costs in 2013. This builds on the previous upload of Ontario Drug Benefits and Ontario Disability Support Program. As a result of the provincial uploads, municipalities will benefit from almost $1.4 billion in reduced costs in 2013.

4. Town of New Tecumseth, November 30, 2012 - In 2013 Ontario Small Urban Municipalities (OSUM) will celebrate 60 years of serving small urban municipalities in the

Province of Ontario. The Town of New Tecumseth is the proud host of the 2013 Diamond Jubilee Conference May 1-3, 2013.

5. Ontario Ministry of the Environment, December 5, 2012 - Correspondence from Pat Kinch, Manager Source Protection Programs Branch. Upcoming Training Courses - Property Entry and the Risk Management Official/ Risk Management Inspector Training Courses under the clean Water Act. The Ministry of the Environment will be offering the following courses: Property Entry Training Course on January 8 and 9, 2013; and Risk Management Official/ Risk Management Inspector Training Course from February 11-14, 2013. Space is limited.

6. Ontario Ministry of the Environment, December 6, 2012 - Correspondence from Karen Chan, Deputy Minister re: 2013 Premier's Award for Agri-Food Innovation Excellence program. The Premier's Award for Agri-Food Innovation Excellence program was created to recognize and foster the spirit of innovation that thrives in Ontario's agricultural sector. In addition, there is a Premier's Award valued at up to $75,000, a Minister's Award valued at up to $50,000, and three Leaders in Innovation awards valued at $25,000 each. All award recipients receive a plaque, a gate sign and various promotional materials. For more information visit www.ontario.ca/agrifoodinnovation. Application deadline is 5 p.m. January 18, 2013.

7. Township of North Frontenac, December 7, 2012 - Correspondence from Clerk/ Planning Manager re: Council of The Corporation of the Township of North Frontenac passed a resolution re: Request for Support Regarding the Ministry of Municipal Affairs and Housing's Proposed Modifications to the Official Plans with Respect to Development on Private Lanes.

8. Federal Economic Development Agency for Southern Ontario, December 7, 2012 - Correspondence from Director General, Infrastructure Operations re: applications to the Community Infrastructure Improvement Fund (CIIF). The letter indicates that the applications for two projects were not selected for funding (Renovation of Fairmount Auditorium and Improvements to Frontenac K&P Trail).

9. Ministry of Municipal Affairs and Housing, December 14, 2012 - Correspondence from William Forward, Deputy Minister re: Upper Tier (County) Official Plan. The ministry is proposing to amend Ontario Regulation 352/02 under the *Planning Act* so that all upper-tier municipalities must have an official plan in place by March 31, 2015.

Other Correspondence:

1. Pitch-In Ontario, November 19, 2012 – PITCH-IN Ontario would like to acknowledge the County of Frontenac's involvement in past years with the PITCH-IN Week Campaign. Their success in cleaning up over 4.5 million tonnes of garbage and recycling last year was made possible by dedicated volunteers and over 18,000+ action projects were completed nationally during the 2012 week long event.

2. Donna Larocque Sign Shoppe, December 6, 2012 – Ms. Larocque would like to express her appreciation as being chosen the winner of the 150th Anniversary Logo Contest. She was thrilled and very proud to have had her design chosen by the committee and approved by the County Council.

3. KFL&A Public Health, December 6, 2012 – The Kingston, Frontenac, Lennox & Addington Healthy Eating Working Group (KFL&A HEWG) have provided some updates on recent and upcoming activities.

AMO Member Communications:

1. News Releases:
   - Economic Development Task Force November 2012 Update (November 28, 2012)
   - Remarks by Russ Powers, AMO President, at OWMC (November 16, 2012)
   - 2013 OMPF Allocations Announced (November 15, 2012)

2. AMO Breaking News & Policy News:

3. Watch Files
   http://www.amo.on.ca/WCM/AMO/AMO_/About/Watch_File.aspx
   - December 6, 2012
   - November 29, 22, 15, 8, 2012

FCM Communications:

1. News Releases:
   - Twenty year plan needed to fix crumbling infrastructure, says Federation of Canadian Municipalities (November 13, 2012)
   - Canadian cities spending $12 billion on infrastructure, pledge to match new federal funding (November 15, 2012)
   - Statement by FCM President following speech by Liberal Leader Bob Rae at today's FCM luncheon (November 20, 2012)
   - Statement by FCM President following speech by Green Party Leader Elizabeth May at today's FCM luncheon (November 21, 2012)
   - Statement by FCM President following speech by NDP Leader Thomas Mulcair at today's FCM luncheon (November 22, 2012)
   - Statement by FCM President following meeting with Ministers Lebel and Fletcher at close of 2012 advocacy days (November 23, 2012)

2. PCP News:
   - Webinar: You can't manage what you can't measure – best practices in collecting and managing energy data (November 22, 2012)
   - Greenhouse Gas Concentrations Reach New Record – WMO Bulletin highlights pivotal role of carbon sinks (November 21, 2012)

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

C Agency/Board Minutes:

1. Kingston Frontenac Public Library Board Minutes
   - Minutes of October 24, 2012

D The following items of correspondence require action:

- Letter of resignation by Deputy Warden Denis Doyle provided at the December 11, 2012 Special Council Meeting (December 11, 2012)

E County of Frontenac Outgoing Communications:

1. News Releases
   December 7 - Help fill an ambulance with food and stock the shelves of the Partners in Mission Foodbank
   December 7 - K&P Trail Signage Installation
   December 7 - Eastern Ontario Regional Network Backbone Complete
   November 28 - Winning 150th Anniversary Logo Design Announced
   November 27 - Fairmount Auditorium Fundraising Campaign Already Over Halfway

2. E-Newsletters
   November edition of Frontenac County Bytes (County web site)

MINUTES
Regular Meeting #2012-08
Kingston Frontenac Public Library Board
October 24, 2012 - 4:00 PM
Delahaye Room, Central Library

Present: Barbara Aitken, Paige Cousineau, Patricia Enright (Chief Librarian/CEO), Ralph Gatfield, Wilma Kenny, Erik Knutsen, Councillor Jim Neill, Floyd Patterson, Councillor John Purdon, Claudette Richardson (Chair), Monica Stewart

Staff Present: Mary Glenn (Recording Secretary), Barbara Love (Director, Branch Operations), Shelagh Quigley (Manager, Human Resources), Chris Ridgley (Budget / HR Analyst)

1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:00 PM.

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 #2012-07 held September 26, 2012

The minutes will be amended to make note of the dedication ceremony held in memory of John Feenstra at Calvin Park Branch prior to the start of the board meeting.

2012-41 GATFIELD – KENNY

That the minutes of Regular Meeting #2012-07 of the Kingston Frontenac Public Library Board held September 26, 2012 be approved as circulated.

CARRIED

4.2 Committee of the Whole Meeting held October 10, 2012

2012-42 KENNY - AITKEN

That the Minutes of the Committee of the Whole Meeting held October 10, 2012 be confirmed

CARRIED

CONSENT AGENDA

It was requested that item 6.1.2 be removed from the consent agenda for further discussion, as the report was a late addition to the agenda.

5. INFORMATION ITEMS

5.1 Correspondence / Information Received and Sent

Received since distribution of the board agenda:

5.1.1 From a committee member of Kingston Writersfest, a card to thank us for our ongoing year-round support.

6. MONITORING REPORTS

6.1 Communication and Counsel

6.1.1 Chief Librarian's Report (attached)

6.1.2 Statistical Report (3RD quarter) (attached)

6.2 Financial Condition (2nd quarter) (attached)

7. Motion to Accept Consent Agenda

2012-43 STEWART – KNUTSEN

To accept the Consent Agenda, thereby accepting the materials on the consent agenda.

CARRIED

With regards to 6.1.2, Ms. Enright reported that Central circulation statistics were down during the summer because of issues with the air conditioning and the fact we had to close some days. As requested, Ms. Enright will make a few minor changes to the format of the next report to expand the low end of the scale.

2012-44 NEILL - GATFIELD

To accept the 3rd Quarter Statistical Report.

CARRIED

ACTION AGENDA

8. Business Arising from the Minutes

There was no business arising from the minutes.

9. Action Items

9.1 Financial Planning and Budgeting *(reports attached)*

Ms. Enright reviewed the reports included in the agenda. As directed by the Board, Ms. Enright will submit the cost of an additional day of service at Calvin Park to the City as a "shopping list" item. Ms. Enright will provide to the Board the difference between the proposed budget at 1.87% and 1.5% as a dollar amount.

Ms. Enright informed the board that the intention is to send out two RFPs this year; one would be for a Central Library Building Assessment and the other would be for a consultant to help us with our next Strategic Plan. Our current Strategic Plan took us from 2008 – 2012. Ms. Enright explained that the Strategic Plan will be a shared cost with the County, but the Central Library Building Assessment will not be shared.

2012-45 PURDON – COUSINEAU

That the Board accept the 2013 Operating and Capital Budget estimates as presented at the board meeting and direct the Chief Librarian / Chief Executive Officer to forward a copy of the budget estimate to the City of Kingston and to the County of Frontenac.

CARRIED

9.2 Policies to be reviewed: Gifts and Donation Policy; Corporate Sponsorships Policy

Discussion took place on the policies which were distributed. The policies, with the few small changes suggested at the meeting, will be posted on the board portal.

The Planned Giving Policy, which was discussed and accepted at the last meeting, was re-distributed with the few small changes.

2012-46 COUSINEAU – PURDON

That the KFPL Board accept the revisions to the KFPL Sponsorships policy, with the revisions discussed.

CARRIED

2012-47 PATTERSON - COUSINEAU

That the KFPL Board accept the revisions to the KFPL Gifts and Donations policy, with the revisions discussed.

CARRIED

ITEMS FOR DISCUSSION / EXPLORATION

10. The Changing Use of Libraries

Ms. Love and Ms. Carter attended a conference in the summer *The Library as a Place*, where there was talk about the changing role of libraries and the move from a passive to a more creative space.

OTHER BUSINESS

11. OLA Superconference – January 30 to February 2, 2013

More details will become available on the OLA website shortly.

12. NEXT MEETING DATE AND ADJOURNMENT

The next regular Board Meeting will be held at 4:00 PM, Wednesday, November 28, 2012, in the Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 6:00 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary

Frontenac County Bytes

Keeping you updated on Frontenac County's 987,581 acres.

November 2012 - Issue XI

A monthly newsletter from Frontenac County providing information and stimulating conversation on actions and activities in and around the County.

150th Anniversary Logo Design Contest Winner Announced

Donna Larocque's logo represents the four Frontenac townships as "people", depicting within themselves the uniqueness of their own environments and economic contributions. The design represents community, celebration and social culture, while acknowledging our history, First Nations people and our environment. The judging panel felt that Donna's design conveyed a "general joyfulness" while meeting the contest requirements in a creative and thoughtful way. The logo design will be used over the next three years to promote the 150th Anniversary Celebrations being planned for 2015.

Kingston-Frontenac Homelessness Plan: Public Meeting January 15th

John Whitesell of OrgCode Consulting Inc. provided County Council with an overview of the Kingston-Frontenac Homelessness Plan at its meeting last week. Whitesell's presentation outlined the plan's intended commitment to ending -- not just reducing -- homelessness in Kingston and Frontenac County. A public meeting will be held in Sydenham on January 15th to define homelessness in the Frontenacs and discuss ways to end homelessness. The meeting will be held from 2:00 p.m. to 4:00 p.m. at the Grace Centre at 4295 Stagecoach Road. Please plan to attend.

Warden's Reception Celebrates Local Food and Community Support

With approximately 110 guests, Warden Janet Gutowski celebrated a busy year in office at the Annual Warden's Reception on November 21st. Warden Gutowski honoured corporate sponsors supporting County projects: Scott Ford of the Bayridge Shoppers Drug Mart and Britton Smith of Homestead Land Holdings Ltd for their donations of $20,000 and $50,000 respectively to the Fairmount Home Auditorium Fundraising Campaign and Wayne Robinson of W.A. Robinson Asset Management for its contribution of $5,000 each year for the next five years to the County's ongoing trail development projects. Desert Lake Gardens prepared a meal of local turkey, ham, vegetables and fruit, which perfectly followed the hors d'oeuvres from Seed to Sausage in Sharbot Lake and complemented the wine from Sandbanks Winery in Prince Edward County and the beer from Big Rig Brewery out of Ottawa.

MPP for Kingston and the Islands, John Gerretsen joined Warden Gutowski and guests at the Reception.

KFL&A Food Charter and Healthy Eating Working Group

County Council unanimously endorsed the Kingston, Frontenac, Lennox & Addington Food Charter. The KFL&A Healthy Eating Working Group will seek support from the City of Kingston and Lennox & Addington County before officially launching the Charter. Following the launch, the working group will begin development of a Food Coalition/Council.

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County Trivia: Did you know?

Over the years, the County of Frontenac has placed automatic external defibrillator (AED) units in 22 public buildings throughout the County. Another 22 units will be installed before December 31st, many in local schools and libraries.

County Council Receives a Presentation on Medical Tiered Response

Fire Chief Rick Chesebrough, representing Fire Chief Herald Tulk, Fire Coordinator for the KFL&A region, presented the common position of area Fire Chiefs that the current local criteria of the medical tiered response program remain in effect. The Fire Chiefs and Chief of Paramedic Services support the concept of enhancing the program through simultaneous dispatch of emergency services when appropriate.

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COUNTY of Frontenac

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared by:	Jannette Amini Deputy Clerk
Date prepared:	December 14, 2012
Date of meeting:	December 19, 2012

Re: Administrative Services – Council Strategic Plan 2012-2017

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services – Council Strategic Plan 2012 – 2017* report;

AND FURTHER THAT Council of the County of Frontenac receive and adopt the *Corporation of the County of Frontenac Corporate Strategic Plan 2012-2017* prepared by Delta Partners Inc. attached as Exhibit 'A' to this report;

AND FINALLY THAT Council of the County of Frontenac direct staff to proceed with the implementation of the Priority Strategic Directions Action Plan as noted in the report.

Background

The Council for the County of Frontenac held a 2012-2017 Strategic Planning Workshop which was conducted in Sydenham and Township of South Frontenac Wintergreen Studios on the 28th and 29th of November 2012, for the purpose of identifying and addressing emerging challenges arising from changes in the County of Frontenac external and internal environments, and developing action plans to deal with these challenges. The noted workshop was conducted by Delta Partners Inc.

Comment

The attached report outlines in detail the outcomes of the 2 day Strategic Planning Session which identify County Councils vision, mission, key priorities and actions plans for 2012 – 2017.

Sustainability Implications

Adopting the Strategic Plan will enhance the County's capacity building and governance capabilities. As stated in *Directions for Our Future* an equal and equitable level of service across the County is a priority and, as a result, the County is committed to undertaking projects that will build capacity and support activity within the community as a whole.

Financial Implications

There are no financial implications directly associated with adopting the Strategic Plan. Any new costs or expenditures associated with the implantations identified in the Action Plan will be brought forward during budget deliberations for Council's consideration.

Organizations, Departments and Individuals Consulted and/or Affected

All departments of the County of Frontenac
Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Township of Frontenac Islands

Corporation of the County of Frontenac

Corporate Strategic Plan

2012-2017

Strategic Planning at the County of Frontenac

The County of Frontenac is a federation of four affiliated townships. The County provides a series of integrated services to the affiliated townships and is responsible for the delivery of service in the areas of emergency services, long term care, communications, administration and finance, human resources, transportation, economic development, land use planning and sustainability. The County also represents the region on the Eastern Ontario Warden's Caucus and represents area residents to both the Provincial and Federal governments. This structure allows the Townships enhanced access to government grants, resources and assistance, thus contributes to the quality of life across the County.

The objective of this strategic plan project is to assist County Council and Staff focus on identifying priorities, obstacles and action plans that will result in a Corporate Strategic Plan document that will provide common approaches on key priorities for the next 3 – 5 years. The resulting strategic plan document provides Council and Staff a road map for the future, a means of enhancing the "common wealth" of the County to residents.

To enhance and support this objective the following methodology approaches were utilized. These included;

- Reviewing County reports and documents,
- Reviewing EOWC regional reports from the context of the County of Frontenac,
- One on one interviews with all elected officials and key senior managers from the perspective of County outcomes desired,
- The opening of the workshop by the Warden with a reminder to all participants that this workshop was from the County perspective and Council need to be thinking from their County responsibilities,
- A workshop process focused on identifying the County mission, vision, obstacles, action plans and action items to be undertaken, and
- The use of management frameworks that promoted strategic integration

The ultimate goal of a corporate strategic plan is to promote alignment between Council and Staff in strategic actions and priorities.

Message from the Warden

During County Council's strategic planning sessions preceding the creation of this document, the value of collaboration was a prominent theme through many discussions. It is important that we work together to achieve long-term goals for the County of Frontenac while at the same time celebrating and benefiting from the local knowledge and experiences that each Township brings to County Council.

In the years ahead, it will be important to understand clearly who we are and what our roles are and should be – internally as a Council and with all external partners: our citizens, communities, municipal staff, the province, and other government and non-government organizations. Healthy, vibrant municipalities are built on a foundation of solid relationships, the importance of which cannot be underestimated as we face daunting challenges in the upcoming years.

The people of the County of Frontenac have proven time and time again that they are resourceful, determined and industrious, fundamentally valuing their communities and one another. The County of Frontenac has the opportunity to borrow a feather from the hat of its constituents and pull together to realize an envisioned future where the County of Frontenac is recognized for its unique pristine natural environment, lifestyle choices and commitment to – and promotion of – strong, resilient, diverse, rural communities.

Corporate Values

PROFESSIONALISM	GOOD GOVERNANCE	COLLABORATIVE APPROACHES
which leads to	which leads to	which leads to
Respect for Each Other Teamwork	Sustainability Value for dollar Transparency	Effective Communications Pride in Diversity

Mission

The County of Frontenac's mission is the effective, efficient and sustainable delivery of services to citizens.

Strategic Vision

The County of Frontenac is recognized for its unique pristine natural environment and lifestyle choices and commitment to - and promotion of - strong, resilient, diverse, rural communities.

Strategic Directions

1. Strengthening the Cooperation between County Council & Staff Strategies

1.1. Roles and Responsibilities

1.1.1. Clarifying roles and responsibilities Council and Staff.

1.1.2. Clarifying county role in County Transportation.

1.1.3. Developing and Reviewing County Council procedures, e.g., Code of Council conduct.

1.2. Communications

1.2.1. Establishing Council expectations for communications in relation to issues of projects.

1.3. Council Operations

1.3.1. Promoting better clarity of issues before council, e.g., budget, what the 3-5 big issues/priorities to focus on are.

1.3.2. Encouraging fewer presentations and promoting more time for meaningful discussions.

1.3.3. Reviewing agenda process for getting items before Council.

2. Improving the Allocation of Resources (People & Funding) Strategies

2.1. Funding

2.1.1. Taking advantage of government programs and grants to meet the needs of the County, e.g., opportunities for joint funding.

2.1.2. Planning for expectations to be matched with reality, e.g., economy of scale.

2.1.3. Investigating opportunities for joint projects.

2.2. Lobby Provincial Governments

2.2.1. Formalizing lobbying, e.g., inter-governmental lobby group.

2.3. Attraction and Retention of Workforce

2.3.1. Developing an HR Plan to address issues of succession planning, mentoring, education, competition, posting of positions.

2.3.2. Encouraging ways to enhance retention of staff.

2.4. Education

2.4.1. Recognizing value in orientation training.

2.4.2. Promoting and building on the County education opportunities.

2.5. Staff Resources

2.5.1. Undertaking an organizational/workflow review.

2.5.2. Putting more focus on meaningful activities.

2.5.3. Sharing common resources Countywide.

3. Improving County Transportation and Infrastructure Strategies

3.1. Funding

3.1.1. Seeking opportunities for greater funding through EOWC.

3.1.2. Seeking alternatives to funding shortfalls such as from the Provincial gas tax, Eastern Ontario Infrastructure.

3.2. Long Term Plans

3.2.1. Developing a long-term plan for rural transit, asset management plan, regional road system.

3.2.2. Aligning plans with neighbouring communities, e.g., K&P Trail.

3.3. Sharing of Experience

3.3.1. Achieving closer Cooperation with City of Kingston/Townships.

3.3.2. Approving the County Official Plan with transportation policies.

3.3.3. Promoting a better sharing of professional expertise, e.g., pilot community paramedics.

4. Strengthening the Cooperation between County Council & Townships Strategies

4.1. Roles and Responsibilities

4.1.1. Defining respective roles and responsibilities

4.2. Communications

4.2.1. Striving for better cooperation between the two levels of government.

4.2.2. Finding different ways to communicate between the County and Townships.

4.2.3. Maintaining cohesion between Fire and Paramedic Services.

5. Improving the Linkage to ICSP Strategies

5.1. Prioritize Projects

5.1.1. Focusing on projects that have measurable impacts on citizens and infrastructure.

6. Enhancing Performance Measurement

6.1. Promote better measurement of outcomes.

6.1.1. Implementing quality improvement programs (QIP).

6.1.2. Maximizing value of social programs.

7. Strengthening the Cooperation between the County & City of Kingston Strategies

Priority Strategic Directions Action Plan

County of Frontenac Action Plans – Strengthening the Cooperation between Council and Staff					
Priority Action Plan	Outcome	Action 2013	Action 2014 - 2017	Key Theme Linkage	Corporation Department
1. Procedural by-law: • Council input on re-draft • Restructure Council agenda and meetings • Committee of the whole structure • Administrative report out of committee meetings highlighting recommendations	• More meaningful discussion for County Council • More understanding between Council and staff • More regular dialogue between councillors and staff	Actions will be developed via a facilitated session All to be completed within 2013			Clerk's Office
2. Council Code of Conduct by-law	Part of the same facilitated session as above	Part of the same facilitated session as above			Clerk's Office
3. Develop a roles & responsibilities chart for staff & councillors	Part of the same facilitated session as above	Part of the same facilitated session as above			Clerk's Office

County of Frontenac Action Plans – Improving the Allocation of Resource (People and Funding)					
Priority Action Plan	Outcome	Action 2013	Action 2014 - 2017	Key Theme Linkage	Corporation Department
1. Economy of Scale	Share expertise across County, including funding	Cross border report of opportunities	Regional plan to benefit the County/ by working together	All	All depts.
2. Identify low value tasks	Efficient use of resources	Perform an Organizational Review	Implement recommendations of the Organizational Review	All	CAO/HR
3. 5 to 10 Year Financial Plan	Better investment of resources	Preliminary draft of 5 year plan	Implementation of the 5 year plan	Staffing - Resources Cooperation Infrastructure	All depts.
4. Identify opportunities for joint funding applications	More grant money received	Identify role of County to assist		Staffing - Resources	All depts.
5. Inter-governmental Lobby Group	Better relations with upper government, and therefore better funding	Set up process	Implement the plan	All	Regional & Economic Sustainability

County of Frontenac Action Plans – Improving Transportation & Infrastructure					
Priority Action Plan	Outcome	Action 2013	Action 2014 - 2017	Key Theme Linkage	Corporation Department
1. Develop tangible Regional Road System	Regional road system Less financial pressure on townships Funding opportunities	Report and recommendations back from Public Works Dept.	Acquire Provincial funding	Transportation & Infrastructure	Contract or create dept. Possible hire of expertise
2. K&P Trail	More recreation tourism to support our vision	Phase two of implementation	Continue to develop and open to Sharbot Lake Look to identify and include trailhead (Harrowsmith and Sharbot Lake)	Transportation & Infrastructure	Economic Sustainability
3. Collaborate and Develop Asset Management Plans	Less need to contract Create more depth and expertise at townships and help with succession	Look to the townships for opportunities to share software	Make sure all four townships are up to speed	Transportation & Infrastructure	Finance
4. Pilot Community Paramedics	More people stay in home Less pressure on long-term care	Do pilot project on Wolf Island	Do remainder of townships	Transportation & Infrastructure	Paramedics

COUNTY of Frontenac

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared by:	Kieran Williams Municipal Management Intern
Date prepared:	December 12, 2012
Date of meeting:	December 19, 2012

Re: Administrative Services – 2012/2013 Annual Accessibility Plan Adoption

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services – 2012/2013 Annual Accessibility Plan Adoption* report;

AND FURTHER THAT Council adopt the *2012/2013 Annual Accessibility Plan* attached as Exhibit 'A' to this report.

Background

The purpose of the *Ontarians with Disabilities Act,* 2001, *(*ODA*)* is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the Province. To this end, the ODA mandates that each municipality prepare an annual accessibility plan.

Comment

The County and Townships have cooperated in producing a 2012/2013 update to the annual accessibility plan. The 2012/2013 plan was presented to the Joint Accessibility Advisory Committee at its meeting held November 26, 2012 as which time the Committee support the Plan as presented.

Sustainability Implications

Compliance with the ODA will result in making the County more accessible for all persons, allowing them to engage fully in their community and enjoy a good quality of life. This promotes

the social pillar of *Directions for our Future*. An accessible County promotes the County's sustainability.

Financial Implications

There are no financial implications directly associated with adopting an annual accessibility plan.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac
Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Township of Frontenac Islands
Joint Accessibility Advisory Committee

2012/2013 JOINT ANNUAL ACCESSIBILITY PLAN

FOR THE TOWNSHIPS OF
NORTH FRONTENAC
CENTRAL FRONTENAC
SOUTH FRONTENAC AND
FRONTENAC ISLANDS
AND THE COUNTY OF FRONTENAC

DRAFT

County of Frontenac
2069 Battersea Road
Glenburnie, Ontario K0H 1S0
Phone: (613) 548-9400
Fax: (613) 548-8460

Date of Council Approval:

Executive Summary

This is the 2012/2013 plan prepared by staff with the assistance of the Accessibility Advisory Committee. The Plan outlines the history of initiatives to identify, remove and prevent barriers, the operational and decision-making reviews already achieved and the targets and actions to be taken within the next 12 months. It will also outline how the County and Townships will make the plan available to the public.

The County is committed to being proactive in removing barriers for persons with disabilities and continues to remove barriers as financial resources permit. Good progress has been made in the last year with the removal of many barriers.

The goals for the 2012/2013 budget year:

- Municipalities will continue to be encouraged to include a budget line for Accessibility barrier removal in their operating and capital budgets
- Review the audit report conducted in 2004 to plan for the removal of further barriers with a goal of achieving accessibility in municipal offices
- Increase awareness of the requirements of the Accessibility Advisory Committee and the Accessibility for Ontarians with Disabilities (AODA) legislation
- Maintain compliance with the AODA accessibility standards

SECTION 1 – Introduction

The *Ontarians with Disabilities Act* (ODA) 2001 was passed by the Provincial Government in December of 2001. In June of 2005, the *Accessibility for Ontarians with Disabilities Act* (AODA) 2005 was passed. The AODA lays out a comprehensive road map to make Ontario accessible to all people through the development, implementation and enforcement of new mandatory accessibility standards.

While the government is moving forward to implement the AODA, there will be a transition period where government and the broader public sector will continue to meet their obligations under the ODA. These obligations will remain in effect until they are repealed and replaced by standards under the new Act.

The purpose of these acts is to improve the opportunities for persons with disabilities and to provide for their participation in the identification, removal and prevention of barriers to their full participation in the life of the Province.

Under the ODA, municipalities of 10,000 or more residents are required to establish accessibility advisory committees and a majority of their members must be people with disabilities.

The purpose of preparing an Accessibility Plan is:

- to report on the measures that have been taken to identify, remove and prevent barriers to people with disabilities;

- to describe the measures in place to ensure that the municipality assesses its proposals for bylaws, policies, programs, practices and services to determine their effect on accessibility for people with disabilities;
- to list the bylaws, policies, programs, practices and services that the municipality will review in the coming year to identify barriers to people with disabilities; and,
- to describe the measures that the municipality intends to take in the coming year to identify, remove and prevent barriers to people with disabilities.

This Accessibility Plan includes the recommendations proposed by the Accessibility Advisory Committee (AAC).

2.0 Organization

The County of Frontenac ("Frontenac") is the upper-tier municipality serving the Townships of North Frontenac, Central Frontenac, South Frontenac and the Frontenac Islands. The County has four departments, Administrative Services, Financial Services, Fairmount Home and Emergency and Transportation Services. Frontenac is primarily rural and agricultural in nature and the majority of the population lives in the many small communities spread across the County. See *Appendix "A"* for Municipal Highlights and Demographic Information

County Council is comprised of the four respective Township Mayors and an additional Council appointee, as listed below:

COUNTY COUNCILLOR	TOWNSHIP
Gary Davison, Mayor	TOWNSHIP OF SOUTH FRONTENAC Box 100 Sydenham, ON K0H 2T0 Phone: 613-376-3027
John McDougall, Councillor	
Bud Clayton, Mayor	TOWNSHIP OF NORTH FRONTENAC Box 97 Plevna, ON K0H 2M0 Phone: 613-479-2231
John Inglis, Councillor	
Janet Gutowski, Mayor	TOWNSHIP OF CENTRAL FRONTENAC Box 89 Sharbot Lake, ON K0H 2P0 Phone: 613-279-2935
John Purdon, Councillor	
Denis Doyle, Mayor	TOWNSHIP OF FRONTENAC ISLANDS Box 130

David Jones, Councillor	Wolfe Island, ON K0H 2Y0 Phone: 613-385-2216

PURPOSE:

Under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), all municipalities must meet the requirements of accessibility standards established by regulation. This plan establishes the County of Frontenac Accessibility Plan as required under Ontario Regulation Integrated Accessibility Standards.

The County of Frontenac is committed to being responsive to the needs of all customers, residents and members of the public. To do this, the County must recognize the diverse needs of all residents and respond by trying to provide services and facilities that are accessible to all.

COUNTY OF FRONTENAC MISSION:

The mission of the County of Frontenac is to efficiently and measurably deliver excellent services, recognized as an employer of choice with dedicated and capable staff, adding value in all areas of service delivery, while simultaneously working to strengthen the capacity of the local municipalities we represent.

2.1 Services Provided by Other Levels of Government

3.0 Barriers

In accordance with the *AODA*, a *barrier* is defined as anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, and can be broken down into seven categories:

BARRIER TYPE	EXAMPLE
Physical	A doorknob that cannot be operated by a person with limited upper-body mobility and strength.
Architectural	A hallway or door that is too narrow for a wheelchair or scooter.
Informational	Typefaces, too small to be read by a person with low-vision.
Communicational	A professor who talks loudly when addressing a deaf student.
Attitudinal	A recreational swimming program that discourages persons with developmental disabilities from participating.
Technological	Information on a municipal website, which cannot be accessed by a person who is blind who uses reading software for the computer.
Policy/Practice	A practice of announcing important messages over an intercom that people with hearing impairments cannot hear clearly.

Types of Disabilities

Barriers exist as a result of various forms of disability. In developing this Plan, the Town has considered the functional limitations associated with several different kinds of disability and the effects of these limitations on an individual's ability to perform everyday tasks.

- Physical Impairment
- Hearing Loss
- Speech Loss
- Vision Loss
- Deaf-blind
- Smell
- Taste Limitation
- Touch
- Intellectual
- Mental Health
- Learning
- Other – resulting from accidents, illnesses and diseases

SECTION 2 - <u>Frontenac Accessibility Advisory Committee</u>

As per the County of Frontenac By-law No.20-2002, the Frontenac Accessibility Advisory Committee (FAAC) is comprised of the following seven representatives:

- 4 from the disabled community, (1 representative from each Township)
- 1 from the County of Frontenac Council
- 1 from the County of Frontenac/Township staff
- 1 from the Community at Large

The FAAC jointly serves the County of Frontenac, Township of North Frontenac, Township of Central Frontenac, Township of South Frontenac and the Township of Frontenac Islands.

Currently, the committee does not have representation from the Township of Frontenac Islands and the Township of North Frontenac. The County is geographically so large that a barrier to recruiting and retaining members is the distance to drive to attend meetings, especially in the winter months when the weather can vary from the northern end to the southern end of the County.

As required by the ODA, the terms of reference for the committee are:

(i) Annually advise the Councils on preparation, implementation and effectiveness of its Accessibility Plan.

(ii) Review selected Site Plans and drawings described in Section 41 of the *Planning Act* in a timely fashion in terms of how they address the accessibility needs of the disabled.

(iii) Work with the Council and the community at large to identify and address the needs of the disabled community.

(iv) Perform such other functions as specified by the County or though the regulations to the *Ontarians with Disabilities Act, 2001*.

Currently, the Committee members are:

COMMITTEE MEMBERS	ADDRESS	PHONE NUMBER	FAX NUMBER
Neil Allen, Township of South Frontenac	4722 Murval Road Harrowsmith, Ontario K0H 1V0 neil@ilckingston.com	613-372-1569	
Danka Brewer, Township of Central Frontenac	The Township of Central Frontenac Box 89 Sharbot Lake, Ontario K0H 2P0 whitebear@frontenac.net	613-375-8239	
Francine Arsenault, Community at Large	2820 MacGillibry R.R.#1 Perth Road Village, Ontario K0H 2L0	613-353-2773	
Jannette Amini, County Staff	County of Frontenac 2069 Battersea Road Glenburnie, Ontario K0H 1S0 jamini@frontenaccounty.ca	613-548-9400 Ext. 302	613-548-8460
Township of Frontenac Islands	Currently Vacant		
Township of North Frontenac	Currently Vacant		
County Council	Warden Janet Gutowski cfmayor@frontenac.net	613-385-1934	N/A

SECTION 3 – <u>Consultation Activities</u>

3.2.1 Time Period – Refer to Planning Checklist *Appendix "B".*

3.2.2 Measures Used to Assess Accessibility

- By-laws, Policies and Services Review:

The County and Townships conduct continuous reviews of by-laws, policies, and services in order to assess their effect on accessibility for persons with disabilities.

The County and Township Councils' Procurement Policies and Hiring Policies incorporate accessibility sections, which are reviewed annually.

3.2.3 Recent Initiatives to Identify, Remove and Prevent Barriers

- Web Accessibility Initiative**:** Monitoring the County's new web site to make the site more accessible, especially for the visually impaired.
  www.frontenaccounty.ca

- Accessibility Audits**:** As a result of the 2004 Accessibility Audits of the County and Township Offices and Ambulance Bases, several initiatives were budgeted in 2006 to remove barriers.

- Plan Development**:** Identification and collection of resource information on products and organizations/agencies will be ongoing. Identifying types of barriers and prioritizing their removal will continue to be reviewed annually. Communications, awareness and sensitivity training will be prioritized.

- Development of a County of Frontenac Business Directory**:** The Frontenac Community Futures Development Corporation (CFDC), in cooperation with the County's Economic Development office developed a survey for County businesses, in order to compile a Frontenac Business Directory. One of the survey questions was as follows:

  Does your company have the following in place to ensure accessibility for all customers? Please check all that apply:

  - *Automatic doors*
  - *Designated handicapped parking*
  - *Curb cuts from parking lot*
  - *Accessible washrooms*
  - *Level entrance way to door*
  - *Ramp or slope leading to door*
  - *Accessible entrance at the front of the building*
  - *Accessible entrance at the rear of the building*

  The survey continues to be available on the website www.frontenaccfdc.com. A follow up telephone call verified this information, which can be tabulated in a database of accessible businesses.

- FAAC: The Frontenac Accessibility Advisory Committee is currently two members short and continues to have difficulty attracting representation from some townships. One *"barrier"* to participating on the committee is the distance

to drive to meetings coupled with the recent increase in the price of gas. The Committee's composition may require future review.

- Township of South Frontenac
  Major renovation of Municipal offices and Council Chambers including:
    - Raised floor to make kitchen accessible on one level from offices
    - Lower floor to make washroom accessible from Council Chambers
    - Relocated Mayor's office to eliminate the need to cross a change in floor elevation
    - New fully accessible washroom
    - New furniture for office staff which is designed to be height adjustable
    - Realigned front service counter with front doors to minimize distance from entrance
    - New front service counter with multiple counter heights
    - Wall and flooring colours with sharp contrast to assist those with vision challenges
    - Design incorporates capacity for future lift between floors and an additional accessible washroom

- Township of Frontenac Islands
  In the past year Frontenac Islands has continued its implementation of the Accessible Customer Service Standard.

- Township of Central Frontenac
    - Any urgent messages have been applied to the website as needed
    - All community centres will have AED's installed by December 2012
    - The Township has applied for funding to install better accessibility washrooms and install air conditioning at Kennebec Hall
    - Automatic doors have been installed at the Township Office
    - All Township computers have been replaced and have the option of being accessible for staff whom require it. Most staff have either two monitors or larger screens to assist with viewing options

- Township of North Frontenac
    - Administration Office – designated accessible parking spaces available; Ramp installed and power door at front entrance; Walkway around Main Office building leading to meeting room from the office; Open hours posted on front door and outside entrance visible to the designated accessibility parking spaces; Front counter placards reads: 'Services Also Available in Writing Upon Request'; and Installed a lower counter in Municipal Office.
    - Clarendon-Miller Fire Hall – automatic door opener and lighting; Front door has a push bar; and Installed signage for two (2) designated accessible parking spaces
    - Clarendon-Miller Fire Hall – Chair lift available to upstairs meeting room; and Washrooms are accessible for wheelchairs
    - Ompah Community Hall – Front entrance accessible; and Two (2) designated accessible parking spaces available

- Snow Road Community Hall – Women's washroom – bars installed; Wheelchair ramp installed; and Two (2) designated accessible parking spaces available
- Harlowe Community Hall – Wheelchair ramp at front of building; Washrooms – both accessible by wheelchairs, bars installed, etc.; Two (2) designated accessible parking spaces available; and Railings at back steps
- Barrie Community Hall – New wheelchair ramp built in 2012; Accessible door installed – 34" door; Front door has a push bar; Rear entrance accessible; Washrooms – accessible for wheelchairs with bars installed
- Plevna Library – Wheelchair ramp outside and Accessible washroom

- County of Frontenac
  - A comprehensive website redevelopment has been undertaken that will improve the accessibility features of the County website and make it compliant with WCAG 2.0, Level A
  - The front entrance to the County building has been extensively renovated, improving the accessibility of the building for those with mobility-related disabilities
  - A sound system has been purchased for the County Council chambers for those with hearing disabilities
  - The disability staff committee has met on a regular basis to identify barriers within the workplace and develop solutions
  - The County has drafted a Multi-Year Accessibility Plan and an integrated accessibility policy that will address the regulations of the AODA

SECTION 4 – Targets for the Coming Year

- County of Frontenac
  - The County will complete its website redevelopment in January of 2013. Ongoing evaluations of the website will ensure that the website meets or exceeds accessibility requirements.
  - Employment, communication and information, and training policies and procedures will be developed and/or amended to bring the County into compliance with regulations under the AODA. This expected to be a significant organizational undertaking that will impact multiple areas of operation.
  - Beginning January 1, 2013, the County's procurement policy will require the integration of accessibility features and criteria into purchasing processes. Contractors who do business with the County will be expected to conform with the requirements of the AODA and ODA.
  - The accessibility staff committee will continue to identify barriers within the County office, and recommend solutions that will improve accessibility.

- A 2013/2014 annual accessibility plan shall be developed in consultation with the FAAC.

- North Frontenac
  - In 2013 the Township will begin implementing is Multi-Year Accessibility Plan. The Township will also continue to investigate how its facilities and services can be made more accessible

- Central Frontenac
  - Township Office will be undergoing renovations in 2013 to improve accessibility for customer service. This will include better lighting, lower customer service desks and larger print signs. These renovations will also allow staff to adjust their work space to meet personal needs
  - The website will be W3C compliant by spring 2013
  - The Township is currently undergoing a strategic review of our buildings which will make recommendations as to what each building will require to make it accessible as per the legislation

- South Frontenac
  - Redesign website to incorporate text to voice, variable font sizes and improved readability levels

- Frontenac Islands
  - In 2013, the Township will develop its Multi-Year Plan and make arrangements to implement the provisions of the AODA that are required over the next several years; the Township will continue to explore ways to maintain and improve the accessibility of its facilities and services

SECTION 5 - Monitoring

5.1 Each year, targets and actions outlined in this Plan will be monitored.

5.2 In August of each year, the FAAC will review this plan with appropriate changes made thereto and it will be presented to County Council and Township Councils for adoption.

SECTION 6 – Communication of the Accessibility Plan

6.1 Upon approval of Councils, the annual Accessibility Plan will be made available on the County website linking to the townships' websites, as well as available in the County office, Township offices and library branches.

APPENDICES

Appendix A – Municipal Highlights and Demographic Information

Appendix B – Planning Checklist

Appendix C – Sample Audit Checklist

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APPENDIX "A"
TO 2012/2013 ACCESSIBILITY PLAN

MUNICIPAL HIGHLIGHTS AND DEMOGRAPHIC INFORMATION

Demographics

The County of Frontenac is primarily a rural County with several small hamlets. It is comprised of four townships. The County of Frontenac has a population of 26,375 permanent residents, 10,383 households and an area of 3,336.6 square kilometres. Additionally there are 6,068 seasonal dwellings. Population increased between 2001 and 2006 by 9.2%, but decreased between 2006 and 2011 by 1.1%.

The Township of Frontenac Islands' total population for 2011 was 1,864, with 781 households. There are also 475 seasonal dwellings in the Township. The 2011 population of persons age 65 years and over was 21% for the Frontenac Islands.

The Township of South Frontenac's total population for 2011 was 18,113 with 6,802 households. There are also 2,034 seasonal dwellings in the Township. The 2011 population of persons age 65 years and over was 14%.

The Township of Central Frontenac's 2011 population was 4,556, with 1,896 households. There are also 1,640 seasonal dwellings in the Township. The 2011 population of persons age 65 years and over was 23%.

The Township of North Frontenac's 2011 population was 1,842, with 904 households. There are also 1,919 seasonal dwellings in the Township. The 2011 population of persons age 65 years of age and over was the highest in the Frontenacs at 33%.

Statistics Canada 2011 Census Data

The County of Frontenac provides services to its residents directly and also shares services with the City of Kingston. The County's administration includes:

- Administration, including approval authority for plans of subdivision and condominium;
- Economic Development;
- Fairmount Home, a Long-term Care Facility serving both the City of Kingston and Frontenac County;
- Emergency Services including the provision of land ambulance services for the Frontenac-Kingston region;
- Frontenac-Howe Islander Ferry a 24-hour on demand service;
- Weed Inspection; etc.

- Services provided by the City of Kingston to the residents of Frontenac include:
  - Ontario Works
  - Social Services
  - Child Care
  - Social Housing
  - Provincial Offences Administration
- Policing is provided throughout the County by the Ontario Provincial Police on contract basis

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APPENDIX "B" TO 2012/2013 ACCESSIBILITY PLAN
PLANNING CHECKLIST

Activity	Timeline
Establish FAAC	**Ongoing**
Review best practices	**Ongoing**
Distribute Quotient Questionnaire to the Townships	**Annually**
Complete County Quotient Questionnaire with consultation	**Annually**
Compile Quotient Questionnaire from the Townships and County	**Annually**
Distribute Compiled Quotient Questionnaire to the FAAC	**Annually**
Discussion with other services/agencies etc. to address Accessibility- See Appendix B	**Ongoing**
Awareness and Sensitivity Training	**Ongoing**
Distribute detailed Facility Questionnaire to the Townships	**Ongoing**
Review communications channels, minutes, advertising, plans FAAC	**Ongoing**
Review decision-making practices	**Ongoing**
Review the definition of barriers	**Ongoing**
Establish Planning cycle and year end alignment with budgeting process	**Annually**
Develop a mission statement related to barrier identification, removal and prevention.	
Develop/revise a draft plan	**2005**
Develop budget to include in plan	**2005**
Consult with FAAC on the draft plan	**2005**
Amend the plan based on FAAC recommendations or the results of the consultations.	**Annually**

ACTIVITY	TIMELINE
Glossary of terms to add to Website	**Ongoing**
Forward plan to Township and County Councils for approval	**Annually**
Communicate the Plan to the Public	**Annually**
File final Accessibility plan with the Ministry	**Annually**
Collect information on facilities from the Townships, County	**Annually**
Collect information on Agencies, Services, Resources, etc. in each Township and County	**Ongoing**
Determine how to address barriers	**Ongoing**
Review Quotient Questionnaire	**Ongoing**
Plan to identify disability barriers based on Quotient Questionnaire	**2006**
Develop priorities from the Quotient Questionnaire for planning	**2006**

Review facilities information questionnaires	**2006**
Set Targets (6, 12 month or longer) establish a monitoring process	**2006**
Discussion with other services/agencies etc. to address Accessibility – See Appendix B	**Ongoing**
Review best practices	**Ongoing**
Review budget vs. actual-create new budget	**Ongoing**

Discussion with other services/agencies etc. to address Accessibility

ACTIVITY	TIMELINE
EMS/Emergency Preparedness office	**Ongoing**
Human Resources office	**Ongoing**
Staff Meeting County and Fairmount Home	**Ongoing**
Clerks and Treasurers' Meetings	**Ongoing**
Joint Councils Meetings	**Ongoing**
Consultation with Agencies i.e. CNIB, Hearing Society, ILK	**Ongoing**
Awareness and Sensitivity Training	**Ongoing**
KFL&A-awareness training/sharing information	**Ongoing**

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APPENDIX "C" TO
2012/2013 ACCESSIBILITY PLAN
SAMPLE AUDIT CHECKLIST

Please ensure you keep a blank copy of this checklist in your files, although some items may not apply to your current audit process. You will find this checklist useful when it is time for you to complete a thorough audit of all the services your municipality provides to its citizens and visitors.

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ASSEMBLY AREAS:	YES	NO	N/A
1. Are there adequate wheelchair spaces? (Two for up to 100 seats and one for each 100 additional seats.)	❑	❑	❑
2. Are there attendant seats available and are they adjacent or nearby?	❑	❑	❑
3. Are the wheelchair spaces clear and level?	❑	❑	❑
4. Is the space adequate in size to accommodate manual/electric chairs and scooters where necessary?	❑	❑	❑
5. Are the spaces adjacent to the barrier- free path of travel?	❑	❑	❑
6. Does the seating arrangement provide a choice of viewing and a clear view of the events?	❑	❑	❑
7. Is signage adequate to indicate the location of the seating area?	❑	❑	❑
8. Are there attendants or ushers to assist in seating, entering and exiting?	❑	❑	❑
9. Are accessible washrooms available and are there signs indicating their location?	❑	❑	❑
10. Are assistive listening systems available for the hearing impaired?	❑	❑	❑
BARRIER FREE PATH OF TRAVEL			
1. Is the floor surface free of grates or openings larger than ½ inch?	❑	❑	❑
2. Is the path wide enough to permit wheelchair use? Is it wide enough for two chairs to pass?	❑	❑	❑
3. Is a path provided throughout the entrance story and within all normally occupied floor areas served by a passenger type elevator?	❑	❑	❑
4. Is the path stable, firm and slip resistant?	❑	❑	❑
5. Are ramps done correctly where ramps are required and are changes level or beveled correctly at door openings, floor changes, etc?	❑	❑	❑
6. Is the path clear to all stories served by escalator?	❑	❑	❑
7. Is lighting adequate for vision impairments?	❑	❑	❑
8. Is the path clear to all stories or level within normally occupied floor areas that offer service to the public? **Recommended**	❑	❑	❑
9. Are controls for all services, elevators, lights, heating and air conditioning, accessible to wheelchairs and operable by 1 hand? **Recommended**	❑	❑	❑
10. Are Braille markings available on elevator controls, floor indicators etc? **Recommended**	❑	❑	❑
11. Are there any objects protruding from the wall or from the floor that would be an impediment or danger to the blind or vision impaired? E.g. phones, stalls, garbage cans/waste receptacles, signs. **Recommended.**	❑	❑	❑
12. Are there any overhead obstructions or freestanding objects overhanging above ground or floor that would be an impediment or danger to the blind or vision impaired? e.g. Lamps, lighting, signs, wires, stairwells. **Recommended**	❑	❑	❑

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BUILDING ENTRANCES AND DOORS:			
1. Are signs adequate to assist in locating accessible entrances?	❑	❑	❑
2. Are the entrances clearly marked by the International Symbol of Accessibility?	❑	❑	❑
3. Is there at least one entrance barrier free path leading to the sidewalk?	❑	❑	❑
4. If more than 5 entrances to the building then 50% & must be barrier free leading to the outside sidewalk or ramp	❑	❑	❑
5. Are exists for accessibility all marked with the International Symbol of Accessibility?	❑	❑	❑
6. Is the door width adequate for wheelchairs (32 to 36 inches)?	❑	❑	❑
7. Is there a clear space beyond the door latch side for opening? (outward opening 24 inches, inward opening 12 inches) **Recommended**	❑	❑	❑
8. If a two-door entrance is the vestibule in between the doors adequate to take a wheelchair? (Minimum recommended 60 inches wide, 48 inches long plus the width of the door opening inward) Where doors open into vestibule space vestibule must be larger than 48 inches by the size of the door. **Recommended**	❑	❑	❑
9. Threshold bevels adequate to permit wheelchairs to traverse. (1/2 inch beveled with slope 1:2) **Recommended**	❑	❑	❑
10. Door opening pressures not excessive for opening. **Recommended**	❑	❑	❑
11. Vision panel in door to assist vision impaired (*75mm or 3inches wide and 900 mm or 36 in above the floor and 200mm or 8 in from the latch side) Glass does not extend to the door bottom. **Recommended**	❑	❑	❑
12. Lighting (55lux) for vision impaired. **Recommended**	❑	❑	❑
13. Wall light switches over 32 inches (810mm) and less than 48 inches (900mm) above the floor, operable by closed fist or automatic sensor. **Recommended**	❑	❑	❑
14. Guards must be positioned at out swinging automatic doors to protect pedestrians, especially those who are blind or visually impaired. **Recommended**	❑	❑	❑
15. Lever handles or push plate door pulls instead of round doorknobs. **Recommended**	❑	❑	❑
16. Is there an adequate level surface in front of the door? (1.52m sq. (17 ft. sq.) **Recommended**	❑	❑	❑
17. Is the door power equipped with a power door opener? (push button) **Recommended**	❑	❑	❑

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BUILDING GENERAL ISSUES:			
1. Wheelchair spaces the same as in assembly areas. Two up to 100 and one additional space for each 100 seats	❑	❑	❑
2. Telecommunications should be clearly marked by the International Symbol of Listening Facility.	❑	❑	❑
3. Shelving/counters should be level and less than 305mm (12in) deep, with a clear space for each phone less than 250mm (10in) wide with no obstruction within 250mm (10in) above the surface.	❑	❑	❑
4. If pay phone wall hung, receiver and coin slot should be less than 1200mm (48in) above floor.	❑	❑	❑
5. Volume control on at least one phone in the group and with the appropriate sign.	❑	❑	❑
6. Handrails must be constructed to be graspable by a person with limited finger dexterity.	❑	❑	❑
7. Wall switches the same as in assembly areas. Between 810mm (32in) and 1200mm (48in) **Recommended**	❑	❑	❑
8. Accessible washrooms close to activity rooms. **Recommended**	❑	❑	❑
9. Wall mounted pay phone recessed into the wall or equipped with a privacy extension extending to the floor must be cane detectable, yet leave access for a wheelchair. **Recommended**	❑	❑	❑
10. Fire alarms must have large display and be operable by a person with limited finger dexterity. **Recommended**	❑	❑	❑
11. Water fountains recessed into the wall or equipped with a privacy partition extending to the floor must be cane detectable yet leave access for a wheelchair. **Recommended**	❑	❑	❑
12. Office desk must be elevated to suit needs of the individual user in a wheelchair. **Recommended**	❑	❑	❑
13. Electrical duplex outlet located 500mm (18in) above floor. **Recommended**	❑	❑	❑
14. Electrical switches equipped with (reach it) knobs to operate switch. **Recommended**	❑	❑	❑
15. Thermostat located 1100mm (43in) above floor. **Recommended**	❑	❑	❑
16. Mirrors slanted if required. **Recommended**	❑	❑	❑
17. Doors with a minimum of 920mm (36in) opening. **Recommended**	❑	❑	❑
CURBS:			
1. Any grade in Barrier Free Design with a slope steeper than 1:20 is designed as a ramp	❑	❑	❑
2. Curb ramp gradient maximum 1 in 7.5	❑	❑	❑
3. Curb ramp width less than 1200mm (48in)	❑	❑	❑
4. Curb ramp slip resistant material	❑	❑	❑
5. Curb ramp, textural change and colour contrasted	❑	❑	❑
6. Where a curb exists smaller than 50 mm (2 inches) provide a curb cut. **Recommended**	❑	❑	❑
7. Curb ram lip flush with pavement. **Recommended**	❑	❑	❑
8. Curb with line of travel lines. **Recommended**	❑	❑	❑
9. Obstructions to curbs less than 760 mm (30in) Not to be near sewer outlets, maintenance hole lids. **Recommended**	❑	❑	❑

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ELEVATORS:			
1. Entrance to elevator clearly marked by International Symbol of Access	❑	❑	❑
2. Control inside and outside cab between 1200mm (48 in) and 1400mm (55in) above floor and operable with one hand.	❑	❑	❑
3. Signage at building entrance to lead persons to Barrier Free elevators when the elevators are not clearly visible	❑	❑	❑
4. Elevators should be connected to the standby emergency power system. **Recommended**	❑	❑	❑
5. Landing should have a 3m (10 ft) deep clear space in front **Recommended**	❑	❑	❑
6. Lobby next to elevator should be large enough to handle several wheelchairs. **Recommended**	❑	❑	❑
7. Opening between cab floor and landing should be less than 13mm (1/2 in). Telecommunications should be connected to a staffed area, with the controls within easy reach of a seated person. Less than 1200mm (48 in) above floor. Telecommunications should preferably be hands free. If cord connected , cord should be 920 mm (38 in) long. **Recommended**	❑	❑	❑
8. Audio signals for floor approach, different for both up and down. **Recommended**	❑	❑	❑
9. Elevator car size minimum of 1.725m by 1.9m (68 in by 75 in) clear floor space. **Recommended**	❑	❑	❑
10. Door width. 920mm (36 in) **Recommended**	❑	❑	❑
11. Door to remain open for >15 seconds **Recommended**	❑	❑	❑
12. Door to close slowly and to be equipped with a photoelectric sensor and rubber bumper guards. **Recommended**	❑	❑	❑
13. Doors to be equipped with tripping device to quickly open upon contact with a person. **Recommended**	❑	❑	❑
14. Numbers 16mm (3/4 in) in size and raised .75mm **Recommended**	❑	❑	❑
15. Numbers in Braille beside the numeric. **Recommended**	❑	❑	❑
16. Control Panel inside cab ideally on the right hand side**.** **Recommended**	❑	❑	❑
17. Tactile numbers of floors on the outside of elevator cab on both sides of the door 1200mm (48in) from the floor. **Recommended**	❑	❑	❑
18. Handrails on non-access walls 38 mm (5.5 in) from the wall and 810 mm (32 in) from the floor. **Recommended**	❑	❑	❑
19. Floor level indicator located next to push button in cab. In raised letters or in Braille fro the visually impaired. Recommended	❑	❑	❑

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FAMILY/SPECIAL WASHROOMS			
MALL/RETAIL STORES:			
1. Should be on the same floor and within 45m (150ft) of the barrier free washrooms. Doors equipped with a lock from inside usable with one hand and with a release from outside **Recommended**	❑	❑	❑
2. Checkout counter accessibility 920mm (36inches) **Recommended**	❑	❑	❑
3. Aisles between display cases as at checkout counter. **Recommended**	❑	❑	❑
3. Outward swing door, door pull 140mm (5.5 inches) long, located inside at midpoint from hinged side between 900mm (36in) and 1000mm (39in) above the floor	❑	❑	❑
4. Turning space 1.525m OD (5ft)	❑	❑	❑
5. Wheelchair able to back in beside toilet	❑	❑	❑
6. Wheelchair able to turn in open space with 1500mm (4ft 11 in) OD	❑	❑	❑
7. Room dimension 1700mm (5ft 7in)	❑	❑	❑
8. Wheelchair able to turn in open space with 1500mm (4ft 11in) OD	❑	❑	❑
9. Sink-same as in washroom/urinals. Item 15-18. pg. 9	❑	❑	❑
10. Fixture clearance as in Washroom/urinal items 15-18 pg.9	❑	❑	❑
11. Grab bars, same as in grab bars	❑	❑	❑
12. Toilet same as Toilet/urinals, items 1-10 except 285mm (11.5in) and 305mm (12inches) clearance from wall on one side and 875mm (35in) on the other side.	❑	❑	❑
13. Coat hook 1200mm (48in) to 1400mm (55in) from floor 50 mm (2in) from wall	❑	❑	❑
14. Shelf, 1000mm (9in) to 1200mm(47 in) above floor accessible to wheelchair	❑	❑	❑
15. Door closes slowly. **Recommended**	❑	❑	❑
16. Braille signs on doors to indicate gender. **Recommended**	❑	❑	❑
17. Family washrooms signage to indicate used by males, females and families. **Recommended**	❑	❑	❑
GRAB BARS:			
1. Grab bar behind toilet mounted above tank or on wall where there is no tank.	❑	❑	❑
2. Behind toilet, grab bar to extend full width of toilet bar, if there is no water tank.	❑	❑	❑
3. In toilet stall mounted 33 to 36 inches above floor.	❑	❑	❑
4. Mounted horizontally on sidewall next to toilet extending 18 inches both directions from front of toilet.	❑	❑	❑
5. At toilet, grab bar 30 inches long mounted at a 30 to 50 degree angle sloping up and away from toilet with lower end above toilet seat and in front of toilet bowl; or L shaped with a 30-inch long horizontal and vertical component. The horizontal part mounted above the toilet seat and the vertical part in front of the toilet bowl.	❑	❑	❑
6. At urinal, vertical grab bar on each side	❑	❑	❑
7. Beside toilet, away from wall to facilitate horizontal transfer from wheelchair. **Recommended**	❑	❑	❑

4. Change rooms, with seat width 38-62mm (1-2 ½ inch) less than room width x 430 to 530mm (17-21 inches) in depth. **Recommended**	❑	❑	❑
5. Change rooms with coat hooks on wall. Reachable for a seated person. **Recommended**	❑	❑	❑
MEDICAL CENTERS:			
1. Main doors equipped with automatic door openers. **Recommended**	❑	❑	❑
2. Doorways, width 760mm (30in) when served by a corridor. 1060mm (42in) wide and otherwise 920mm (36in) wide for Power Mobile devices. **Recommended**	❑	❑	❑
3. Counter top in reception area, max. height 810mm (32 in). **Recommended**	❑	❑	❑
4. Coat hook 1200mm (48in) from floor and 50mm (2in) from wall. **Recommended**	❑	❑	❑
5. Doorway to examination rooms and offices width 920mm (36 in) Recommended	❑	❑	❑
6. Weigh scale location equipped with grab bars. **Recommended**	❑	❑	❑
7. Hallways equipped with handrails along walls. **Recommended**	❑	❑	❑
8. Ramps inside office. **Recommended**	❑	❑	❑
9. Examination Tables to be reasonable height to carefully transfer from seated position. **Recommended**	❑	❑	❑
ORIENTATION CUES FOR BLIND AND VISION IMPAIRED:			
1. Pillars/columns in contrasting colours to surroundings, used to mount large signage. **Recommended**	❑	❑	❑
2. Colours, use yellow, orange white and fluorescent colours on dark background. **Recommended**	❑	❑	❑
3. Emergency exits, signals, etc painted red. **Recommended**	❑	❑	❑
4. Signage, rooms, doorknobs, staircases, and handrails in contrast colours. **Recommended**	❑	❑	❑
5. Bright colours, not side-by-side. **Recommended**	❑	❑	❑
6. Floors, non-slip, non-reflective, contrast with walls. And no contrasting colours. **Recommended**	❑	❑	❑
7. **NO CERAMIC FLOORS WITH HARD SMOOTH FINISHES. Recommended**	❑	❑	❑
8. **NO SHINY SURFACES. Recommended**	❑	❑	❑
9. End walls, bright colour. **Recommended**	❑	❑	❑
10. Direction, changes, bright colour. **Recommended**	❑	❑	❑
11. Furniture, carpet with low pile, acoustical tiles to reduce sound echoes. **Recommended**	❑	❑	❑
12. Sound reduction not in hallways or narrow paths. **Recommended**	❑	❑	❑

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Additional Comments:

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COUNTY of Frontenac

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared by:	Kieran Williams Municipal Management Intern
Date prepared:	December 12, 2012
Date of meeting:	December 19, 2012

Re: **Administrative Services – Joint Multi-Year Accessibility Plan Adoption**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services – Joint Multi-Year Accessibility Plan Adoption* report;

AND FURTHER THAT Council adopt the *Joint Multi-Year Accessibility Plan 2013-2017* attached as Exhibit 'A" to this report.

Background

The *Accessibility for Ontarians with Disabilities Act*, *2005* (AODA), Ontario Regulation 191/11 Section 4, directs designated public sector organizations to establish, implement, maintain and document a multi-year accessibility plan which will outline the organization's strategy to prevent and remove barriers to accessibility and meet the requirements of the Regulation. The plan must be made publicly available and updated every five years.

The County of Frontenac is considered a large public sector organization under the AODA. Given this, the County must adopt a multi-year accessibility plan by January 1, 2013.

Comment

The County has completed a multi-year plan, the content of which addresses AODA regulations related to training, employment, and information and communications. The multi-year plan was reviewed by the Joint Accessibility Advisory Committee at its meeting held November 26, 2012 and reflects the input received by this committee.

The Townships have been invited to include their own multi-year plans with the County's, with the intention of producing a joint plan. As of December 12th, the Township of North Frontenac has provided its multi-year plan. The invitation to the remaining Townships remains open and the County will continue to work with the Townships to incorporate their individual plans as they are completed.

Sustainability Implications

Compliance with the AODA will result in making the County more accessible for all persons, allowing them to engage fully in their community and enjoy a good quality of life. This promotes the social pillar of *Directions for our Future*. An accessible County promotes the County's sustainability.

Financial Implications

There are financial implications directly associated with adopting a multi-year accessibility plan. The County continues to transfer $10,000 annually to a reserve dedicated to AODA compliance.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac
Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Township of Frontenac Islands
Joint Accessibility Advisory Committee

Joint Multi-Year Accessibility Plan
2013 - 2017

Table of Contents

1. Introduction and about the County and Townships

2. Statement of Commitment

3. Background

4. The Frontenac Joint Accessibility Advisory Committee

5. Overview: What have we accomplished so far?

6. The Multi-Year Plan:
    a. Township of South Frontenac Multi-Year Plan
    b. Township of Central Frontenac Multi-Year Plan
    c. Township of North Frontenac Multi-Year Plan
    d. Township of Frontenac Islands Multi-Year Plan
    e. County of Frontenac Multi-Year Plan

Introduction

This multi-year plan is one piece of the ongoing commitment of the County of Frontenac and all four Townships within the County to making our services and the County more accessible for all. The plan establishes clear directions for how the County and Townships will implement accessibility improvements, as well as the timelines by which we will do so. The plan has been developed in tandem with community members who have provided input and advice into its form and content.

The County of Frontenac
The County of Frontenac is a primarily rural county with several small hamlets and four townships. As of the 2011 census, the County had a population of 26,375. The County provides services to its residents directly and also shares services with the City of Kingston. These responsibilities include:

- Administration
- Land Use Planning - including approval authority for plans of subdivision and condominium
- Economic Development
- Fairmount Home, a municipal long-term care facility operated by the County of Frontenac and funded by the City of Kingston and the County of Frontenac
- Emergency and Transportation Services including the provisions of land ambulance service for the Frontenac-Kingston region
- Frontenac-Howe Islander Ferry, a 24-hour on demand service
- Weed Inspection

The mission of the County of Frontenac is to efficiently and measurably deliver excellent services, recognized as an employer of choice with dedicated and capable staff, adding value in all areas of service delivery, while simultaneously working to strengthen the capacity of the local municipalities we represent.

The Township of North Frontenac
The Township of North Frontenac covers 1,164.73 square kilometres and is a lower-tier municipality, being part of Frontenac County and home to over 1,842 permanent residents. In addition, there are an estimated 5,000 seasonal residents, total private dwellings of 2,823, private dwellings occupied by usual residents of 904 and a population density per square kilometre of 1.6.

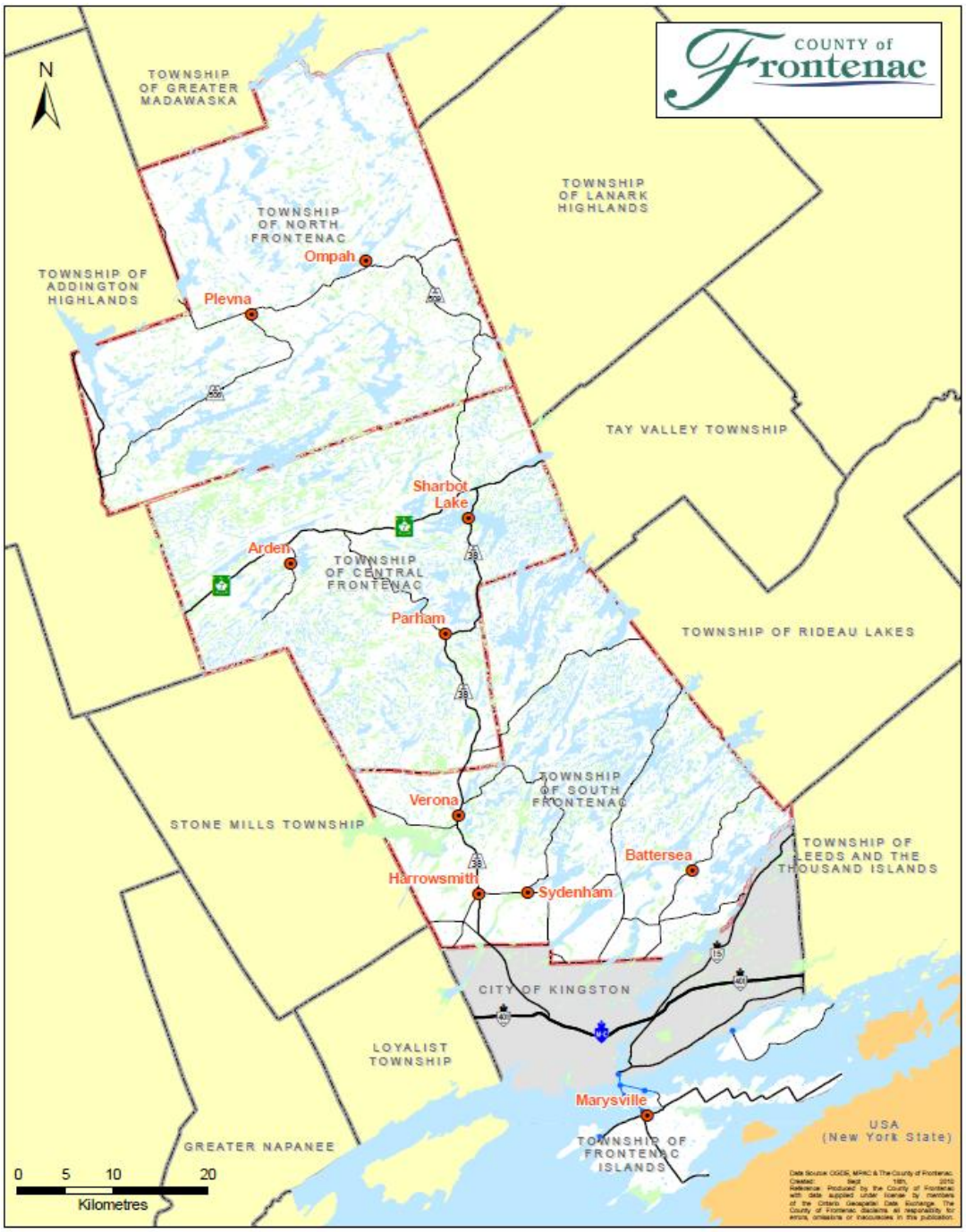
North Frontenac Township provides the following services to its residents:

- Administration
- Economic Development
- Emergency Management
- Fire
- Police (O.P.P. paid by Township)
- Building Department
- By-law Enforcement and Animal Control

- Streetlights in Hamlet Areas
- Road Systems
- Waste Disposal and Recycling Depots
- Cemeteries
- Community Halls
- Recreation Programs and provide Library Facilities
- Crown Land Stewardship Program
- Planning

Statement of Commitment

Through accessibility planning and with the advice of the Frontenac Joint Accessibility Advisory Committee, the County of Frontenac and the Townships within the County will strategically identify, remove and prevent as many barriers to persons with disabilities as possible.


COUNTY of Frontenac
N
TOWNSHIP OF GREATER MADAWASKA
TOWNSHIP OF NORTH FRONTENAC
TOWNSHIP OF LANARK HIGHLANDS
Ompah
Plevna
TOWNSHIP OF ADDINGTON HIGHLANDS
TAY VALLEY TOWNSHIP
Sharbot Lake
Arden
TOWNSHIP OF CENTRAL FRONTENAC
Parham
TOWNSHIP OF RIDEAU LAKES
TOWNSHIP OF SOUTH FRONTENAC
Verona
STONE MILLS TOWNSHIP
TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS
Battersea
Harrowsmith
Sydenham
CITY OF KINGSTON
LOYALIST TOWNSHIP
Marysville
USA (New York State)
GREATER NAPANEE
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Background

The *Accessibility for Ontarians with Disabilities Act, 2005* (the "Act") is part of the province's goal of making all of Ontario accessible by 2025. This law sets out firm standards and deadlines for removing barriers to accessibility and accommodating the needs of those with disabilities.

A "Disability", as defined under the *Accessibility for Ontarians with Disabilities Act, 2005*, includes:

(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
(b) a condition of mental impairment or a developmental disability,
(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
(d) a mental disorder, or
(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap").

The first regulation to come from the *Act* was focused on removing barriers to customer service at private and public sector organizations. This regulation came into force in 2012. The most recent regulation includes three focus areas:

Information and communication
Addresses the removal of barriers in access to information. Includes information provided in person, in print, on a website, or through other means.

Employment
Addresses the supports given to employees and those who are being assessed for employment.

Transportation
Addresses the barriers and supports for transit customers.

This multi-year plan is also part of what is required by legislation. The *Act* requires organizations to establish, implement, maintain and document a multi-year accessibility plan which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Regulation. The County and Townships are required to post the accessibility plan on the following websites:

County of Frontenac – www.frontenaccounty.ca
Township of North Frontenac – www.northfrontenac.ca
Township of Central Frontenac – www.centralfrontenac.com
Township of South Frontenac – www.township.southfrontenac.on.ca
Township of Frontenac Islands – www.municipality.frontenacislands.on.ca

and to provide the plan in an accessible format upon request. The plan must also be updated every five years.

The Joint Frontenac Accessibility Advisory Committee

In 2002, the County and the four Townships established a Joint Frontenac Accessibility Advisory Committee. The mandate of the Committee is to assist the County and Township Councils in enabling persons with disabilities to have equal access to all opportunities within the County. The Committee holds up to six meetings per year, which are held during the day and last for one or two hours. Committee members currently sit from their date of appointment until December 2014, and are paid a per diem of $75 for each meeting, along with reimbursement for mileage to and from the meeting.

The duties of the Committee include:

(a) advise County Council about the legislative requirements and implementation of the accessibility standards and the preparation of accessibility reports and such other matters for which the Council may seek its advice;

(b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects in terms of how they address the accessibility needs of persons with disabilities;

(c) perform all other functions as specified by legislation;

(d) in consultation with Council and Municipal Staff, review new and existing municipal by-laws and policies as applicable;

(e) work with Council and the community at large to identify and address the needs of persons with disabilities within the community; and

(f) provide recommendations to Council on the promotion of public awareness and understanding of the needs of persons with disabilities.

The Committee played an important role in the development of this multi-year plan.

Overview: What we have accomplished so far?

Customer service standard
In 2009, Council adopted the Accessible Customer Service Policy, making the County compliant with Ontario Regulation 429/07. This regulation established accessibility standards for customer service across the province, ensuring that Ontarians receive services based on the principles of dignity, independence, integration and equal opportunity.

The County's Accessible Customer Service Policy commits us to communicating with persons with disabilities using multiple alternative formats, welcoming persons who are accompanied by service animals or support persons, and training our staff in the provision of goods and/or services to persons with disabilities.

Along with the Accessible Customer Service Policy, County Council also adopted *"How May I Help you?"* Accessible Customer Service Best Practices and Procedures. This document provides clear and detailed instructions on how to best serve persons with disabilities.

Physical improvements
The accessibility of the County office has been improved through several physical renovations. Along with the addition of curb cuts and automatic door openers over the last several years, in October of 2012 the main entrance to the building underwent substantial accessibility renovations.

The accessibility of the North Frontenac Township's Office and Community Halls has been improved as follows:

- Administration Office – designated accessible parking spaces available; Ramp installed and power door at front entrance; Walkway around Main Office building leading to meeting room from the office; Open hours posted on front door and outside entrance visible to the designated accessibility parking spaces; Front counter placards reads: 'Services Also Available in Writing Upon Request'; and Installed a lower counter in Municipal Office.
- Clarendon-Miller Community Hall – automatic door opener and lighting; Front door has a push bar; and Installed signage for two (2) designated accessible parking spaces.
- Clarendon-Miller Fire Hall – Chair lift available to upstairs meeting room; and Washrooms are accessible for wheelchairs.
- Ompah Community Hall – Front entrance accessible; and Two (2) designated accessible parking spaces available.
- Snow Road Community Hall – Women's washroom – toilet and sink are correct height; Wheelchair ramp installed; and Two (2) designated accessible parking spaces available.
- Harlowe Community Hall – Wheelchair ramp at front of building; Washrooms – both accessible by wheelchairs, bars installed, etc.; Two (2) designated accessible parking spaces available; Power door installed at entrance door; and Railings at back steps.
- Barrie Community Hall – New wheelchair ramp built in 2012; Accessible door installed – 34" door; Front door has a push bar; Rear entrance accessible; Washrooms – accessible for wheelchairs with bars installed; and Kitchen – countertops, sink, etc. are at correct height, etc. and are accessible.
- Plevna Library – Wheelchair ramp outside and Accessible washroom.

7 C. - ACCESSIBILITY POLICIES AND PLAN

2013 - 2017

FOR THE TOWNSHIP OF NORTH FRONTENAC

STATEMENT OF COMMITMENT
The Township of North Frontenac is committed to providing service in a manner that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our goods and services and allow them to benefit from the same services, in the same place and in a similar way as other customers.

The Township of North Frontenac established a new Accessibility Reserve Fund in 2009 to assist in funding facility accessibility upgrades.

Annually, Managers make recommendations to the Chief Administrative Officer (CAO) for improvements (where possible due to limitations i.e. existing buildings) for consideration during Budget deliberations to Municipal Buildings and the Manager of Community Development seeks out possible Accessibility Grants.

ACCESSIBILITY PLAN AND POLICIES FOR THE TOWNSHIP OF NORTH FRONTENAC
The Council of the Corporation of the Township of North Frontenac adopted the Accessibility – Customer Service Standards Policy on the 17th day of December, 2009.

This 2013-2017 Accessibility Plan outlines the policies and actions that the Township of North Frontenac will put in place to improve opportunities for people with disabilities, including updating existing applicable policies, such as but not limited to, the Procurement Bylaw, Personnel Policy and User Fees Bylaw, etc. to ensure compliance with the *Accessibility Act.*

ACCESSIBLE EMERGENCY INFORMATION
The Township of North Frontenac is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

TRAINING
The Township of North Frontenac is committed to provide training to employees and volunteers on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees and volunteers. The Accessibility Coordinator will ensure Accessibility training will be provided to all new staff and volunteers.

The Township of North Frontenac will take the following steps to ensure the following persons receive training regarding the provision of its goods and/or services to persons with disabilities to meet Ontario's accessible laws by **January 1, 2015**:

- All employees and volunteers;
- All persons who participate in developing the Township's polices; and
- All other persons who provide goods or services on behalf of the Township. Contractors and other third parties who act on behalf of the Township shall provide proof of Accessibility Training prior to the commencement of work.

The level of training shall be dependent on the trainee's job description/contract. The Accessibility Coordinator will keep records of the training provided, including dates training is provided and the number of persons trained.

For every new hire, training will be provided within six (6) months after a staff person commences their duties. Staff will also be trained on an ongoing basis when changes are made to the policies, practices and procedures.

The Accessibility Coordinator will review the Accessibility Policies annually and make recommendations for improvements to the Chief Administrative Officer.

The Accessibility Coordinator, with the assistance of the Joint Frontenac Accessibility Advisory Committee, will ensure that training procedures are developed and implemented before the end of 2013.

INFORMATION AND COMMUNICATIONS

The Township of North Frontenac is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

The Township of North Frontenac will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by **January 1, 2014**:

A comprehensive redevelopment of the Township's website has been undertaken and the website conforms to the standards of WCAG 2.0, Level A.

The Township of North Frontenac will take the following steps to make sure existing feedback processes are accessible to people with disabilities upon request by **January 1, 2015**:

To ensure that the delivery of goods and services to those with disabilities is provided in an effective and timely manner, the customer is invited to provide their feedback using the following methods:

- in person;
- by telephone;

- in writing;
- by electronic mail (email) at info@northfrontenac.ca; or
- on diskette or otherwise.

All feedback, including questions regarding this policy, will be directed to the Clerk's Department. A response will be provided within twenty-one (21) days.

The Township shall ensure the public is notified about the availability of accessible formats and communication supports. The notice shall be given by posting the information: (i) at a conspicuous place on the Township of North Frontenac's premises; (ii) on the Township's official website – www.northfrontenac.ca; or by such other method as is reasonable in the circumstances.

The Accessibility Coordinator and the Chief Administrative Officer shall work in conjunction with the applicable Managers to review the Township's current feedback processes and recommend updates.

The Township of North Frontenac will take the following steps to make sure all publicly available information is made accessible upon request by **January 1, 2016**:

The Township shall ensure to:

- Provide or arrange for the provision of accessible formats and communication supports for persons with disabilities upon request;
- Provide the accessible format in a timely manner that takes into account the person's accessibility needs due to disability and at a cost that is no more than the regular cost charged to other persons, and;
- Consult with the person making the request in determining the suitability of an accessible format or communication support.

The Township of North Frontenac will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by **January 1, 2021**:

A comprehensive redevelopment of the Township's website shall be undertaken to ensure the website conforms to the standards of WCAG 2.0, Level AA.

EMPLOYMENT

The Township of North Frontenac is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, the Township of North Frontenac will accommodate people with disabilities during the recruitment and interview processes and when people are hired:

The Township shall ensure that all job postings include a notice informing prospective applicants and employees that accommodations are available upon

request. The notice shall be posted in accordance with our Personnel and Employment Policies and Procedures.

Should a candidate request accommodation, the Chief Administrative Officer and the applicable Manager(s) shall consult with the candidate and provide or arrange for the accommodation that takes into account the applicant's accessibility needs due to a disability.

At the time of offer, the Chief Administrative Officer will notify the candidate in writing of the Township's policies for accommodating employees with disabilities.

The Accessibility Coordinator in conjunction with the Chief Administrative Officer will review and update the Township's training material to ensure that it adequately addresses the Township's policies used to support its employees with disabilities, including the provision of job accommodations. The Accessibility Coordinator shall provide updated information to employees whenever there is a change to the Township's policies on the provision of job accommodations.

The Accessibility Coordinator shall develop procedures to address accessible formats and communication supports for employees. These procedures shall provide or arrange for the provision of accessible formats and communication supports for information that is needed for an employee to perform his/her job, and information that is generally available to employees in the workplace. The procedures will also ensure that the Township consults with an employee who requests such an accommodation.

The Township of North Frontenac will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

The Accessibility Coordinator in conjunction with the Chief Administrative Officer and applicable Managers, when required, shall develop and have in place a documented accommodation and return to work policy for specific employee(s) with disabilities.

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account:

The Township is currently utilizing an annual performance evaluation. The Accessibility Coordinator in conjunction with the Chief Administrative Officer and applicable Managers will update it as necessary to integrate the accessibility needs of employees with disabilities as well as individual accommodation plans.

The Township of North Frontenac will take the following steps to prevent and remove other accessibility barriers identified:

The Township of North Frontenac has appointed an Accessibility Coordinator who shall ensure all employees are trained on the importance of the *Accessibility Act* and continue to keep Council, the Chief Administrative Officer and Managers updated on the requirements of the Act. The Accessibility Coordinator will continue to use the Joint Frontenac Accessibility Advisory Committee as a resource; and the Accessibility Coordinator shall continue to be responsible for recommending to the CAO solutions for the removal of identified barriers.

FOR MORE INFORMATION

For more information on this Accessibility Plan, please contact Steve Riddell, Director of Emergency Services/Fire Chief - Accessibility Coordinator at:

- Phone: (613) 479-0072
- Email: chiefnffd@hotmail.com

Accessible formats of this document are available free, upon request, from the Municipal Office and on the Township's official website – www.northfrontenac.ca

7 E - Accessibility Policies and Plan for the County of Frontenac

This 2013-2017 accessibility policies and plan outlines the policies and actions that the County of Frontenac will put in place to improve opportunities for people with disabilities.

Statement of Commitment
The County of Frontenac is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act*.

Through accessibility planning and with the advice of the Frontenac Joint Accessibility Advisory Committee, the County of Frontenac will strategically identify, remove and prevent as many barriers to persons with disabilities as possible.

Accessible Emergency Information
The County of Frontenac is committed to providing the customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training
The County of Frontenac will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

The County of Frontenac will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws by January 1, 2014:

> The County of Frontenac has implemented training procedures to meet the requirements of the Customer Service standards. The County will expand these procedures to ensure that the following persons are trained to meet Ontario's accessibility laws, the Integrated Accessibility Standard, and the Human Rights Code.
> (a) all employees, and volunteers;
> (b) all persons who participate in developing the organization's policies; and
> (c) all other persons who provide goods, services or facilities on behalf of the organization.
>
> The method and amount of training shall be dependent on the trainee's role in terms of accessibility. Consistent with current practices, training records shall be

kept, including the dates when the training is provided and the names of the individuals to whom the training was provided.

For new employees, training shall be provided to each person as soon as practical after he/she is assigned the applicable duties, but no later than 6 months after a person commences employment with the County of Frontenac. Training shall also be provided on an ongoing basis in connection with changes to the policies, practices and procedures concerning the County's accessibility policies and procedures.

The Clerk's Department, in conjunction with Human Resources and the Occupation Health Nurse, will ensure that the expanded training procedures are developed and implemented before the end of 2013. The Frontenac Joint Accessibility Advisory Committee shall be consulted throughout this process.

Information and Communications

The County of Frontenac is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

The County of Frontenac will take the following steps to make all new websites and content on those sites conform with WCAG 2.0, Level A by January 1, 2014:

A comprehensive redevelopment of the County's website will be undertaken before the end of 2012. The new website will conform to the standards of WCAG 2.0, Level A.

Current processes allow for the creation of accessible documents upon request, provided they remain in digital format. Ahead of the 2014 deadline, the County shall review and update its content creation policies and practices to ensure that any new content made available on the website conforms to WCAG 2.0, Level A, and is available in an accessible format. Staff members responsible for creating content for the website shall be trained in these policies and practices.

The County of Frontenac will take the following steps to make ensure existing feedback processes are accessible to people with disabilities upon request by January 1, 2014:

In response to the Customer Service Standard, the County of Frontenac has established a process for receiving and responding to feedback regarding the manner in which goods and services are provided to persons with disabilities, and has made information about the process readily available to the public.

The feedback process permits persons to provide their feedback using the following methods:

(i) in person;
(ii) by telephone;

(iii) in writing;
(iv) by electronic mail at info@frontenaccounty.ca; or
(iv) on diskette or otherwise.

All feedback, including questions regarding this policy, is directed to the Clerk's Department. A response can be expected within ten (10) working days.

These practices shall be continued and expanded to encompass all County operations. The County shall ensure that the public is notified about the availability of accessible formats and communication supports. The notice shall be given by posting the information: (i) at a conspicuous place on the County of Frontenac premises; (ii) on the County's official website – www.frontenaccounty.ca; or by such other method as is reasonable in the circumstances.

Prior to the end of 2013, the Clerk's Department shall work in conjunction with the Communications Officer to review the County's current feedback processes and recommend updates. The Frontenac Joint Accessibility Advisory Committee shall be consulted throughout this process.

The County of Frontenac will take the following steps to make sure all publicly available information is made accessible upon request by January 1, 2015:

A County-wide Communications Plan is being drafted with a completion goal of 2014. The Communications Plan will encompass communications strategies for Staff, County Council and Advisory Committees of County Council. Strategies will ensure that all publicly available information is made accessible by January 1, 2014.

Accessibility strategies shall require the County to:

1) Provide or arrange for the provision of accessible formats and communication supports for persons with disabilities upon request;
2) Provide the accessible format in a timely manner that takes into account the person's accessibility needs due to disability and at a cost that is no more than the regular cost charged to other persons, and;
3) Consult with the person making the request in determining the suitability of an accessible format or communication support.

Further, the County Communications Plan shall ensure that the public is notified about the availability of accessible formats and communication supports. The notice shall be given by posting the information: (i) at a conspicuous place on the County of Frontenac premises; (ii) on the County's official website – www.frontenaccounty.ca; or by such other method as is reasonable in the circumstances.

The County of Frontenac will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by January 1, 2021:

A comprehensive redevelopment of the County's website will be undertaken before the end of 2012. Conformity with WCAG 2.0, Level AA has been integrated into the website project proposal. At a minimum, this will allow the website to transition to WCAG 2.0, Level AA well before the 2021 deadline.

Ahead of the 2021 deadline, the County shall review and update its content creation policies and practices to ensure that any new content made available on the website conforms to WCAG 2.0, Level AA, and is available in an accessible format. Staff members responsible for creating content for the website shall be trained in these policies and practices.

Beginning in 2013, Information Services will undertake quarterly website validations to ensure ongoing conformity with WCAG 2.0 standards.

Employment
The County of Frontenac is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, the County of Frontenac will accommodate people with disabilities during the recruitment and assessment processes and when people are hired:

Human Resources will amend its recruitment procedures to ensure that all job postings include a notice informing prospective applicants and employees that accommodations are available upon request. The notice shall also be provided by posting the information: (i) at a conspicuous place on the County of Frontenac premises; (ii) on the County's official website – www.frontenaccounty.ca; or by such other method as is reasonable in the circumstances.

The County currently informs candidates selected for assessment that accommodations are available upon request in relation to the materials to be used in the assessment. Human Resources will ensure that this notice is provided in writing to the applicant when the assessment is scheduled. Should a candidate request accommodation, Human Resources shall consult with the candidate and provide or arrange for the accommodation that takes into account the applicant's accessibility needs due to a disability.

At the time of offer, Human Resources will notify the candidate in writing of the County's policies for accommodating employees with disabilities.

In 2013, Human Resources will review and update the County's orientation and training material to ensure that it adequately addresses the County's policies used to support its employees with disabilities, including the provision of job accommodations. This training shall be provided to each person as soon as practical after he/she is assigned the applicable duties, but no later than 6 months after a person commences employment with the County of Frontenac. Human

Resources shall provide updated information to employees whenever there is a change to County policies on the provision of job accommodations.

In 2013, Human Resources shall develop procedures to address accessible formats and communication supports for employees. These procedures shall provide or arrange for the provision of accessible formats and communication supports for information that is needed for an employee to perform his/her job, and information that is generally available to employees in the workplace. The procedures will also ensure that the County consults with an employee who requests such an accommodation.

The County of Frontenac will take the following steps to develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability:

Working in conjunction with Human Resources, the Occupational Health Nurse shall review the County's current accommodation and return to work policy. A process for developing individual accommodation plans shall be integrated into the policy in 2013.

We will take the following steps to ensure the accessibility needs of employees with disabilities needs are taken into account if the County of Frontenac is using performance management, career development and redeployment processes:

The County's current Performance Management and Appraisal system is used in all three processes of performance management, career development, and redeployment. In 2013, Human Resources shall review the system and update it as necessary to integrate the accessibility needs of employees with disabilities as well as individual accommodation plans.

The County of Frontenac will take the following steps to prevent and remove other accessibility barriers identified:

The mandate of the County Accessibility Staff Committee is to serve as the county's primary internal resource for identifying potential and actual barriers to accessibility. The Staff Committee is comprised of at least eight staff members who represent the County's various departments, and meet regularly to develop recommendations for maintaining and improving accessibility.

For more information
For more information on this accessibility plan, please contact **Jannette Amini, Deputy Clerk** at:

- 613-548-9400 x 302
- Email: jamini@frontenaccounty.ca

Accessible formats of this document are available free upon request from:

Jannette Amini, Deputy Clerk

- 613-548-9400 x 302
- Email: jamini@frontenaccounty.ca

COUNTY of Frontenac

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:	December 11, 2012
Date of meeting:	December 19, 2012

Re: **Sustainability – Municipal Housing Strategy – Housing Charter and Communications Plan**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Municipal Housing Strategy – Housing Charter and Communications Plan* report;

AND FURTHER THAT County Council endorse the draft Housing Charter and Communications Plan (as revised) for the City of Kingston/ Frontenac County Municipal Housing Strategy as contained in the County report;

AND FURTHER THAT County Council formally endorse the recommendations from the Municipal Housing Strategy that directly impact the Frontenacs;

AND FURTHER THAT the County formally advise the Council of the City of Kingston and its Housing and Homelessness Advisory Committee of Council's endorsement.

Background

County Council accepted the City of Kingston/Frontenac County Municipal Housing Strategy (MHS) at its Council meeting held on May 18, 2011. At that meeting County Council passed a motion to receive for information the presentation by the consulting firm who the MHS; however, there was no formal endorsement of any of the recommendations contained in the Strategy.

The MHS is intended to provide a road map for addressing housing needs in both the City and County over the next five years. The MHS contains specific recommendations for the County, including drafting housing policies for inclusion in the County Official Plan. Also, the Seniors Housing Pilot Project Study that was just completed for County Council was delivered to meet on of the County priorities identified in the MHS.

The City of Kingston is in the process of establishing a work plan to implement the MHS. The work plan is expected to be approved by City Council in early 2013. As part of that work plan, a draft Housing Charter and a Communications Plan have been prepared by city staff and shared with the County.

At the November 21, 2012 County Council meeting, the following resolution was passed:

Motion #: 335-12 *Moved By:* *Councillor McDougall*
Seconded By: *Councillor Davison*

WHEREAS the City of Kingston and the County of Frontenac jointly adopted a Municipal Housing Strategy in 2011;

AND WHEREAS the Strategy is intended to provide a clear road map for addressing housing needs in the City and the County over the next 5 years;

AND WHEREAS the City of Kingston is seeking to proceed with the implementation of the Municipal Housing Strategy in early 2013;

AND WHEREAS the City and County staff have recently begun discussions on a draft implementation plan, including the creation of a Housing Charter and Communications Plan:

THEREFORE BE IT RESOLVED THAT Frontenac County Council formally request that the City of Kingston Housing and Homelessness Advisory Committee defer any staff recommendation on the Municipal Housing Strategy Communications Plan and Housing Charter until formal comments have been provided by Frontenac County Council.

CARRIED

At the time of writing this report, the Kingston Housing and Homeless Advisory Committee, of which County Councillor John McDougall is a member, was scheduled to meet on December 13th and discuss these two documents as part of its agenda.

Comment

The purpose of this report is to provide County Council with a review of the draft Housing Charter and draft Communications Plan.

Housing Charter
The one-page Kingston – Frontenac Housing Charter (attached as Appendix A) is essentially a policy statement that can guide Council and staff in their efforts to assist in dealing with affordable housing issues. The opening statement of the charter is a summary of its purpose:

> *"Access to a full range of appropriate, affordable, and accessible housing options within a safe and welcoming community is fundamental to the City of Kingston and County of Frontenac's economy and the health and social well-being of its residents."*

The intent is to have both the Warden and the Mayor formally sign the Charter so that both the City and the County have an overriding policy to promote affordable housing.

Housing Communications Plan
City of Kingston has also prepared a draft communications plan (Appendix B). Staff has reviewed the plan and minor revisions are suggested in order to ensure that Frontenac County

has a fair level of involvement in implementation of the MHS. Changes are highlighted in the attached draft plan.

In summary, it should be noted that City of Kingston Housing Department staff is making efforts to keep County staff up to date on existing and ongoing housing projects that affect the Frontenacs. County staff has been involved in a number of meetings regarding the Homelessness Plan and will continue to do so. This relationship will become more formalized with County Council's endorsement of the Housing Charter and the revised Communications Plan.

Municipal Housing Strategy Recommendations
Listed below is a summary of the recommendations that are contained in the MHS that pertain to the County:

Number	Recommendation
Rec. #1	Adopting the MHS as a primary strategic plan to help guide & align local housing efforts.
Rec. #2	Using the MHS as an alignment tool across acres of municipal responsibility.
Rec. #11	Establishing an Official Plan with key housing policies & adopting 10 year housing targets.
Rec. #12	Supporting second suites as an affordable rental housing alternative.
Rec. #14	Reviewing zoning to eliminate housing barriers, especially for seniors housing.
Rec. #17	Advocate for additional seniors government funding to address capital shortfalls & affordability gaps.
Rec. #23	Establish authorities & incentives to support affordable housing.
Rec. #24	Collaborate with the City on land inventory for affordable housing.
Rec. #30	Advocate for additional senior government funding to address increasing support service needs.
Rec. #31	Pursue linkages with support service agencies and funders to expand community opportunities.
Rec. #33	Collaborate with City on communications plan for MHS in order to get key messages out.
Rec. #34	Adopt a Housing Charter to convey principles.
Rec. #35	Encourage community forums and workshops to help bring partners together.

As can be seen, many of these recommendations will be implemented through the development of housing policies for the County Official Plan throughout 2013. The adoption of a housing charter is part of the recommendations of this report. At this time, staff is recommending that Council formally endorse these recommendations to clarify to the City that the County intends to work at implementing this portion of the MHS.

Sustainability Implications

This project is specifically highlighted in the County's Sustainability Plan. The encouragement and provision of affordable housing is a regional issue that touches on the social, cultural, and economic pillars of *Directions for Our Future.*

Financial Implications

Not applicable. In particular, none of the recommendations listed above from the MHS have direct financial implications to the County.

Organizations, Departments and Individuals Consulted and/or Affected

City of Kingston
All Four Townships
Communications Officer

Appendix A -- City of Kingston and County of Frontenac - Housing Charter

The Housing Charter for the City of Kingston and County of Frontenac is intended to communicate policy principles regarding housing and homelessness as set out in the Municipal Housing Strategy.

Policy Statement:

Access to a full range of appropriate, affordable, and accessible housing options within a safe and welcoming community is fundamental to the City of Kingston and County of Frontenac's economy and the health and social well-being of its residents.

In order to have and appreciate a consistent and self-sustaining quality of life, reliable and secure living accommodations should be realized by all citizens of the City and County.

All citizens should be able to live in their home and within their broader neighbourhood, without reservation, discrimination or fear for their personal safety or that of their families.

All citizens are protected by the Ontario Human Rights Code that forbids discriminatory practices which could limit housing opportunities. The City of Kingston and the County of Frontenac does not condone nor allow discrimination based on age, gender, race, physical ability, sexual orientation or family structure.

The City of Kingston and the County of Frontenac is sustained by a healthy range of housing options. All housing in the City and County should be maintained and operated in a proper and safe state of repair.

Citizens of Kingston and the County of Frontenac, regardless of their home address, are entitled to an equal voice in contributing to the hopeful future of our region.

Implementation:

The Charter will focus the collective efforts of City and County elected officials, staff, committee members and community service providers, to ensure that permanent, sustainable and affordable housing remains the long-term solution to homelessness in this region.

The City of Kingston and the County of Frontenac will monitor the changing needs of the housing and homelessness sector and in turn, adjust their services and provision of resources accordingly.

Mark Gerretsen, Mayor
City of Kingston

Janet Gutowski, Warden
County of Frontenac

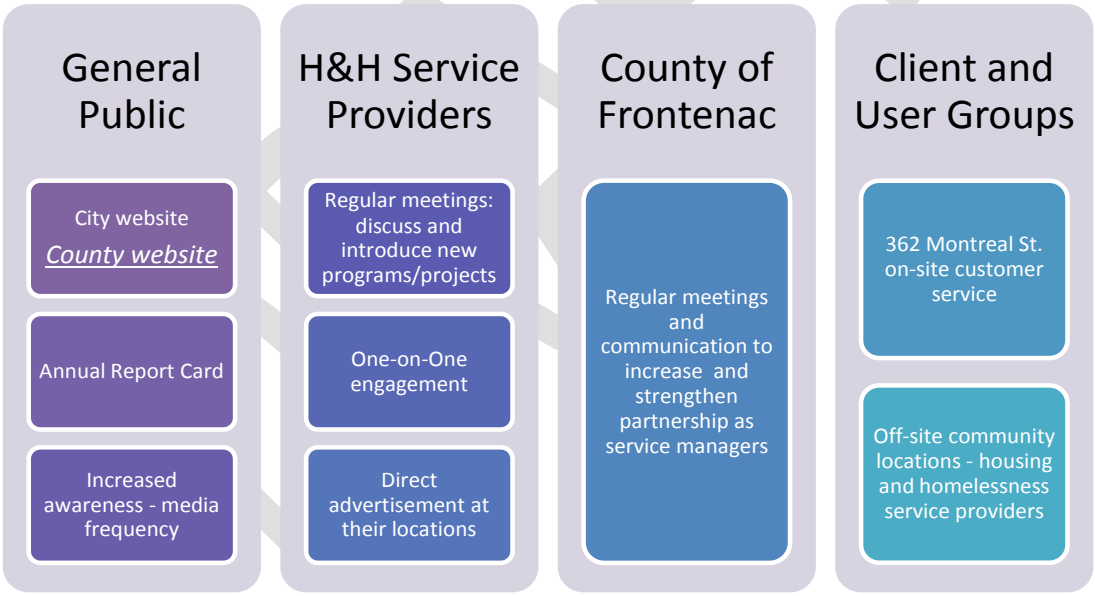
Date

DRAFT

PURPOSE

- articulate, explain and promote the programs and initiatives of the Housing Department
- oversee and streamline communications to/from stakeholders and various audiences
- offer communications support to working groups and other stakeholders
- create a consistent process that links departmental initiatives, programs and goals to community service providers, user-groups/clients, as well as the general public
- provide a communication link between the Housing Department, our community partners, the user groups/clients, the general public and the local media
- establish a consistent process of sharing information with the public, to avoid duplication and provide consistency, through traditional channels (press release, city website) as well as developing new channels to communicate (social media, email newsletters, the annual Report Card etc.)

COMMUNICATION TOOLS WITH STAKEHOLDERS



KEY MESSAGES

- Focus will be on reporting new and innovative ways in which the city is creating affordable housing opportunities, in relation to the 40 recommendations in the Municipal Housing Strategy.
    - ~~How are the~~ *What* important investments *are* being ~~used~~ *made* in ~~the~~ *our* community *and how are they being used* ?
    - What are the housing service providers and local developers doing to make affordable housing opportunities? How is the city assisting in this effort?
- Communicate positive financial investments for affordable housing and homelessness to the general public
    - tax dollar investment
    - community partner initiatives that may include new projects, expansions, new unit creations, and public fundraising initiatives
    - donations (ie; food, clothing, furniture, etc. especially during extreme weather occurrences and peak seasonal activity: ie Christmas)
- focus messages on promoting the importance of housing services and how it works to improve the quality of life in our community , while reversing negative stigma typically attached to these services

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DELIVERABLES

Action	Person Responsible	Timelines
Review and update the housing department page(s) on the current city website, in advance of the roll out of new city website and submit to IS&T	Geoff, Hollis	complete
Review and update the housing department page(s) on the new city website and submit to IS&T (beginning January 2013)	Geoff	quarterly
Communicate testimonials in the annual report card as per recommendation #6 in the MHS including a process that will monitor progress and key indicators	Geoff	annually
Create content and template		November 30
Send draft to Director		November 30
Send committee report and approved draft to HAHAC for approval including an update on indicators (by January committee meeting)		January 31
Obtain council approval		February 28
Publish final draft to community		March 15
Update website info to reflect content		March 15
Promote report card through media release and other?		March 31
Set up meetings with service providers to discuss common issues, explain and promote new projects and programs and receive feedback and respond to concerns	Housing Program Administrators	monthly
Set up meetings with shelter providers to discuss common issues, explain and promote new projects and programs and receive feedback and respond to concerns	Housing Program Administrators	quarterly
Organize symposium for community stakeholders with a goal to create new ideas and discussion on finding solutions to local housing and homelessness issues	Geoff	annually
Create and review marketing materials that promote affordable housing (city) programs and events (i.e. Affordable Housing Capital Investment Program)	Geoff, Simon	ongoing
Develop a social media plan for publishing information on city housing programs and e-portal for housing service through the City website.	Geoff, consultant, Simon	2013

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Agendaltem# 10101012.

STRATEGY FOR COMMUNICATING NEW INFORMATION

The Housing Department will communicate new programs, services, events, and changes to government legislation to stakeholders, as required such as:

- Home Ownership Program and the Kingston Frontenac Renovates Program; key messaging to include the benefits of the program to clients and community
- Affordable Housing Capital Investment Program; key messaging to include incentives for local developers
- Build and maintain a partner network (through email and eventually social media) to continually update interested parties on new housing and homelessness initiatives that affect our community.
- *Ensure timely communications with the County of Frontenac for inclusion on the County website and e-newsletter.*

Process for New Programs

When new programs are due to be released to the public, the housing department management team will convene to discuss the program's purpose, its key messaging and target audience. *The County of Frontenac staff will be included on those housing issues which are regional in nature.* The team, with additional consultation and resources provided by the communication division, will consider the best communication approach to support the program such as:

- media release to local media outlets
- promotional materials to be created for user groups or developers,
- permanent link to the departmental page on the city website,
- digital information boards inside municipally-owned spaces,
- advertisements in the Kingston Whig Standard,
- possible inclusion as a future submission to the report card document
- social media

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Increasing the profile of Housing and Homelessness services in Kingston *and Frontenac County*

- Coordinated regular attempts to keep housing and homelessness investments on the radar in our community. Why is investment within this sector important, even to those who do not require their use?
- Consider advertisement in strategic community locations to promote affordable housing issues and need.
- Media campaigns when new legislation or programs are announced
- Housing Department presentations at local service clubs (ie: Rotary, Lions, Canadian Club) and other organizations to engage community volunteers and fundraisers.
- Coordinate an annual symposium with guest speakers, as an opportunity to educate the public on specific housing issues and services. This presents another opportunity to share ideas, promote programs and explore best practices for change, through experts sharing their knowledge, to be applied locally.

Local Media Engagement

Engage the local media to a greater extent to improve media attention on new and ongoing programs by creating a direct connection between the department and the media outlets. A proactive approach to relationship-building with the media can increase the profile of housing and homelessness services in Kingston

DRAFT

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared by:	Joe Gallivan Manager of Sustainability Planning Peter Young Community Planner
Date prepared:	December 7, 2012
Date of meeting:	December 19, 2012

Re: **Sustainability – Natural Heritage Study**

Recommendation

RESOLVED THAT Council of the County of Frontenac receive the *Sustainability – Natural Heritage Study* report for information*;*

AND FURTHER THAT Council of the County of Frontenac receive the *County of Frontenac Natural Heritage Study Report* prepared by Dillon Consulting;

AND FINALLY THAT Council of the County of Frontenac direct staff to consider the mapping and policy recommendations from the Natural Heritage Study as part of the first draft of the County Official Plan.

Background

The Natural Heritage Study (NHS) is a comprehensive evaluation of natural heritage features such as wetlands, forest cover, and wildlife habitat at a regional scale across the County, and includes the mapping of a connected system of these features. The mapping is accompanied with policy recommendations that can be used by planners to protect significant natural features from development. This comprehensive regional review of natural heritage mapping and policies set a foundation for the natural heritage policies of the first draft of the County Official Plan.

The NHS project was approved as part of the 2011 budget. A Request for Proposals was developed with input from a consultant, the Ministry of Municipal Affairs and Housing, the Frontenac Stewardship Council, and the Ministry of Natural Resources. Dillon Consulting was retained for the project in December 2011 after a competitive process with many excellent submissions.

Comment

The attached report outlines in detail the background information used for the Natural Heritage Study, the methodology of the study, the public consultation results, the proposed mapping of natural features, the proposed Official Plan policies and list of other actions that can be taken to help enhance the natural environment in Frontenac County.

The project was initiated in January 2012 with the formation of Technical Steering Committee including representatives from the Townships, Ministry of Municipal Affairs and Housing, Ministry of Natural Resources, Frontenac Stewardship Council, and staff from the four Conservation Authorities. These groups were contacted to determine what kind of data was available that could be used for the NHS. The Committee met three times over the course of the study and also corresponded by email. Dillon and the County received valuable technical advice and local input from those around the table as the process moved forward.

Public consultation sessions were held in May 2012 to show initial mapping of natural heritage features and ask residents what parts of the County's natural landscape were valued for environmental, cultural, economic, and other important reasons. A GIS model was then developed that was used to map significant natural features, areas that could be promoted as linkages between these features, and areas with potential for higher biodiversity. A policy analysis was done for the existing Township Official Plans and recommended policies were developed to potentially be used in the County Official Plan.

Draft mapping and policy were presented to the public at meetings in October 2012. Detailed comments on the policies were submitted by several agencies and members of the public. The mapping and policy has been further refined based on this input, and the policies take into account many of the changes proposed in the draft of the Provincial Policy Statement released earlier in 2012.

At this time, it is recommended that Council accept the study for information purposes and that staff be directed to consider the mapping and policy recommendations from the Natural Heritage Study as part of the first draft of the County Official Plan expected to be ready by the spring of 2013. The County Official Plan will undergo a more extensive public process and consultation with groups that may not have been reached through the NHS, and the policies will be seen in the context of the entire Official Plan including other issues such as growth and settlement, natural resources, and agriculture. Council will also have the opportunity through this process to discuss implications of these policy recommendations and potential revisions in more detail, and the broader public will have an opportunity to make formal submissions to Council on the mapping and policy.

Sustainability Implications

The NHS was recognized in *Sustainable Actions* as a priority project for 2011 and 2012. The project will help to support the cultural, economic, and environmental pillars of *Directions for our Future* as well as the Protection of Natural Areas focus area.

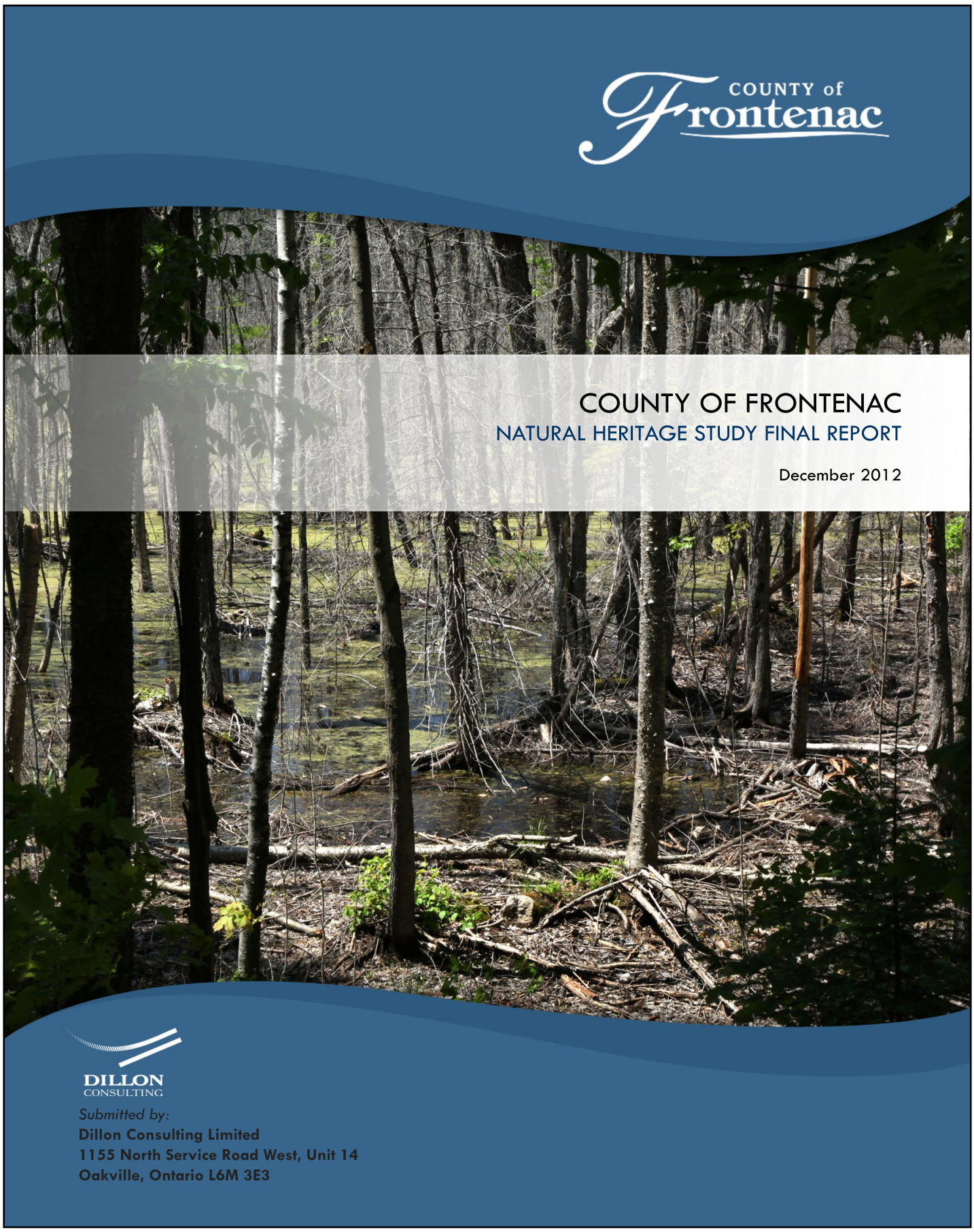
It is also expected that the mapping and policies that are recommended in the Study will form the basis for natural heritage policies in the drafting of the County Official Plan.

Financial Implications

County Council allocated $60,000 in the 2011 budget for the NHS, which carried over to the 2012 budget. The project has been completed within budget.

Organizations, Departments and Individuals Consulted and/or Affected

Ministry of Municipal Affairs and Housing
Ministry of Natural Resources
Frontenac Stewardship Council
Local Conservation Authorities
Townships of Frontenac
Environmental NGOs (e.g. Ducks Unlimited)



COUNTY of Frontenac

COUNTY OF FRONTENAC

NATURAL HERITAGE STUDY FINAL REPORT

December 2012

DILLON CONSULTING

Submitted by:
Dillon Consulting Limited
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December 14, 2012

County of Frontenac
2069 Battersea Road
Glenburnie, Ontario
K0H 1S0

Attention: Mr. Peter Young, Community Planner

Re: Final Natural Heritage Study Report

Dear Mr. Young:

We are pleased to provide you with a copy of the final Natural Heritage Study Report. This report provides relevant information collected during each of the three phases of the County's Natural Heritage Study. The information summarizes the County's natural heritage system, protection requirements and associated policies to protect important natural features.

Once you have reviewed the material and approve of its release, we can provide the necessary printed copies as well as electronic file. Should you have any questions, please do not hesitate to contact me at menright@dillon.ca or 905-901-2912.

Yours sincerely,

DILLON CONSULTING LIMITED

Mike Enright, IRMT, B.Sc.
Associate, Project Manager

Encl.

Dillon Consulting
Limited

TABLE OF CONTENTS

Page

Introduction 1

Phase I – Background Review, Public Consultation and Scoping 3
Agencies and Stakeholders Contacted 3
Documentation/GIS Files Reviewed 3
Methodology for Carrying Out the NHS 3
Information Defining Significance of Natural Heritage Features 4
Comparative Assessment of Existing Frontenac Township Official Plans 4
Feedback Received During the First Public Consultation Event 4
Phase I Summary 6

Phase II – Natural Heritage System Mapping and Analysis 7
Natural Heritage System Mapping 7
Field Work 11
Quantity and Quality of Natural Heritage System 13
Targets and Performance Measures 14
Information Gaps and Recommendations for Improving Conservation Measures 14

Phase III – Policy Development 15
Proposed Official Plan Policy 15
Collaboration/Partnership 26
Performance Measures 28

Summary 31

APPENDICES

Appendix I: Documentation/GIS Files Reviewed
Appendix II: Methodology for Carrying Out the NHS
Appendix III: Information Defining Significance of Natural Heritage Features
Appendix IV: Comparative Assessment of Official Plans
Appendix V: Feedback Received During the First Public Consultation Event
Appendix VI: Natural Heritage System Map
Appendix VII: Natural Heritage System Quantity and Quality, Performance Measures, Gaps and Recommendations

Introduction

The need for and priority placed on the development of solid information and policies addressing natural features in the County of Frontenac (County) have been recognized by the County Council though its adoption of the Integrated Community Sustainability Plan (ICSP). The ICSP identifies the need for a Natural Heritage Study (NHS) as a key priority project in achieving a sustainable future. In early 2012, the County of Frontenac retained Dillon Consulting Limited (Dillon) to undertake this NHS.

The goals of the NHS, as identified by the County of Frontenac include:

- To increase the understanding of natural heritage features and systems across the Frontenacs;
- To develop land use planning information and policies that identify, protect, and enhance the County's natural heritage features and systems in manner that meets or exceeds provincial direction;
- To encourage and facilitate private stewardship, partnerships between organizations, and public education;
- To protect the relationships between plant and animal communities; and
- To recognize the links between natural heritage features and systems.

The NHS was undertaken in three phases including:

- Phase I – Background Review, Public Consultation and Scoping
- Phase II – Natural Heritage System Mapping and Analysis

- Phase III – Policy Development and Public Consultation

This report summarizes the results of each phase of the study. Specifically, this report will provide the following for each phase of the project:

Phase I

- Information on the agencies and stakeholders contacted;
- Documentation/Geographic Information System (GIS) files reviewed;
- Methodology for carrying out the NHS;
- Information defining significance of natural heritage features;
- Comparative assessment of existing Frontenac Township Official Plans; and
- Feedback received during the first public consultation event.

Phase II

- Natural Heritage System Map
  - Areas of Biodiversity
  - Natural Linkages
- Field Work
- Quantity and Quality of Natural Heritage System
- Targets and Performance Measures
- Information Gaps and Recommendations for Improving Conservation Measures

Phase III

- Natural Heritage Strategy
- Official Plan Policy
  - Wetlands
  - Areas of Natural and Scientific Interest
  - Wildlife Habitat
  - Fish Habitat
  - Endangered and Threatened Species
  - Woodlands
  - Valleylands
  - Linkages and Biodiversity Areas
  - Mineral Aggregate Operations
  - Environmental Impact Study
- Collaboration and Partnership
- Performance Measures

Phase I – Background Review, Public Consultation and Scoping

Agencies and Stakeholders Contacted

There are four different Conservation Authorities operating in the County including Quinte Conservation, Cataraqui Region Conservation Authority, Rideau Valley Conservation Authority and Mississippi Valley Conservation. In addition, two Ontario Ministry of Natural Resources (MNR) Districts (Peterborough and Bancroft), overlap the County of Frontenac. Within the County there are four Townships including North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands. Several non-governmental organizations such as Ducks Unlimited, Queen's University (Biology Station), Friends of the Salmon River, Kingston Field Naturalists and Nature Conservancy also operate within the County.

Documentation/GIS Files Reviewed

The above agencies, Townships and non-governmental stakeholders were contacted to obtain relevant GIS natural feature mapping within their jurisdiction. The data provided was catalogued and organized within a GIS database.

Our focus during this exercise was to collect information that could be mapped and was known to be of a quality that could be relied upon to define the natural heritage system within the County. The quality of specific data was discussed with the responsible agency or stakeholder and a determination made on its appropriateness for use within this process. The results of this information gathering exercise is provided in the table of Appendix I. This appendix also provides three maps outlining information deemed most relevant to the NHS. These maps were used during the first public consultation event to communicate the major components of the natural heritage system in the County.

Other documentation collected includes Official Plans for North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands.

Methodology for Carrying Out the NHS

The approach to carrying out the NHS involves establishing areas of protection based on a holistic assessment of natural features supported by functional natural linkages. These areas protect key features and functions, biodiversity, and maintain a natural linkage for the long-term.

Our approach to the development of a natural heritage system will use the following key principles:

- Build from existing protected areas;
- Identify natural features which are relatively undisturbed (e.g. contiguous forests);
- Identify functional linkages between natural features that follow the most appropriate path and existing habitat (e.g. avoids roads or other impediment to wildlife, prioritize natural habitat over agriculture, settlement areas, etc.);
- Identify areas of biodiversity;

- Identify enhancement areas, where possible (improving size, shape, proximity of features). This may also be achieved by linkage between features;
- Seek connections to natural features beyond jurisdictional boundaries (beyond the County of Frontenac);
- Consult with the Steering Committee and public; and,
- Recommend policy and stewardship that delivers protection, promotion and enhancement of natural features.

Based on the above principles, the methodology for the NHS was developed and is presented in a flow chart provided in Appendix II. This flow chart defines the process for achieving all phases of the NHS.

Information Defining Significance of Natural Heritage Features

A review of the MNR Natural Heritage Reference Manual (NHRM) (MNR 2010) was used to identify current criteria, consistent with the Provincial Policy Statement (PPS), for identifying the significance of natural features. Although other material was reviewed, the NHRM is considered to be the authority on defining significance of natural features in the province and was developed by the MNR to be consistent with the intent of the PPS. Relevant material from the NHRM that is required to be addressed during policy development is provided in Appendix III.

Comparative Assessment of Existing Frontenac Township Official Plans

A review of the latest versions of the Township Official Plans for relevant natural environment policies was conducted to determine their level of consistency and noting where they meet, exceed or need further refinement to correspond with provincial policy. A summary of this review is provided in the table of Appendix IV. Overall, findings from the review suggest that the most recent Official Plans are fairly consistent and meet the minimum requirements of the PPS, 2005. During the course of this study a draft of the 2012 PPS was released. Phase II and III take into account recent revisions to PPS policies relevant to the natural environment.

Feedback Received During the First Public Consultation Event

During the later stages of Phase I, two public consultation events took place, including one in the north (Sharbot Lake) and one in the south (Glenburnie). The purpose of these events was to summarize the NHS, the methods to be followed and to elicit feedback from the public regarding what they deemed important within the County. In order to engage the public, a small activity was conducted, which focused on the public providing input into natural heritage features they felt contributed to the economic development, heritage/culture/historic, natural beauty, recreation and sustainability/ecological function of the County. A summary of the input received from the public is provided below and mapped in Appendix V.

Economic Development: Common themes were focused around lakes (and lake activities such as fishing, ferries, and beaches), canals, and a variety of other features, including certain places (e.g., Wolfe Island, Verona, and Kingston). Some unique features included lawn service and MacDonald

Tree Nursery near Sharbot Lake. The majority of features identified surrounded the Sharbot Lake area.

Heritage/Culture/Historic: Common themes were focused around lake/river systems (including fish hatcheries, mills, dams, and canals) and old mines. Unique features mentioned were the Holleford Crater and a company called Ecological Services (address was given in the description). A small amount of features were identified near Verona, otherwise there was no specific concentration of features, although they tend to be easily accessible by road.

Natural Beauty: Common themes were landscape features (e.g., forests, lakes/rivers, hills, valleys). Trail systems, lookouts, and parks (e.g., Bon Echo) were also prevalent. Unique features included Bedford Road and Simcoe Island (as well as Simcoe Lighthouse). No specific concentration of features occurred except many are easily accessible by road.

Recreation: Common themes were trails (for ATVs, bikes, walking), and activities around lakes/rivers (boating, canoeing, fishing, birding). Unique features were Camp Oconto and golfing. No specific concentration of features occurred, although feedback from the public did tend to focus on features that are easily accessible by road.

Sustainability/Ecological Function: A variety of themes were apparent. Areas with different animals were considered important (e.g., flying squirrels, migration routes, five lined skinks), lake/river systems (including shoreline and wetlands), as well as parks (e.g., Frontenac Provincial Park). Unique features included a dump, Clay windmills, and zebra mussels. Some concentration of feedback provided from the public occurred around Sharbot Lake and Frontenac Provincial Park.

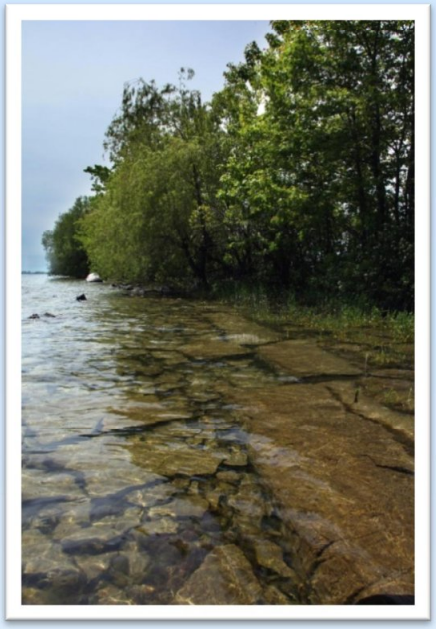
Overall, the majority of points that the public noted were easily accessible by road. Common areas were Kennebec Lake area, Bon Echo Provincial Park, Sharbot Lake, Verona, and Frontenac Provincial Park. Major common themes throughout all the natural heritage categories included lakes/river systems (with associated activities – fishing, boating; and features – ferries, canals and mills), parks and trail systems. Less common themes included different landscape features (natural and man-made mines), specific roads and areas (e.g., Devil Lake Road and Harrowsmith) and animals.

Attendees of the public consultation event were encouraged to submit additional comments using the comment sheet provided as they arrived. In total, five comment sheets were submitted for consideration. These comments sheets are provided in Appendix V.

Phase I Summary

Key information was gathered and a preliminary analysis conducted for the purpose of building a strong knowledge-base for undertaking the NHS. The work completed helped identify information gaps, stakeholder perspectives on the NHS, important places in the County, and provides an initial base for defining the natural heritage system and related policies.

Phase II – Natural Heritage System Mapping and Analysis



Natural Heritage System Mapping

Using the information collected during Phase I and identified in the maps of **Appendix I** a consolidated natural heritage systems map was finalized in consultation with the County, Steering Committee and using public feedback received during the public consultation events carried out during Phase I. In addition, areas of biodiversity and natural linkage were developed using habitat suitability and Marxan Model function in GIS. The final natural heritage system map is provided in **Appendix VI**. Below a description of the GIS modelling environment used to develop natural linkage and biodiversity areas is provided.

Natural Linkage

Overview

Natural linkage areas were identified using a GIS habitat suitability model which highlighted areas of higher habitat quality and/or naturalness which have the potential to reconnect or maintain connections between natural features for the long-term. These natural linkages include internal connections to natural features within the County as well as connections to areas outside the County.

Spatial features available for use in the GIS model were ranked to reflect features that are likely optimal for organism movement or that curtail a functional linkage between features. These ranked features were then combined to connect protected areas within the natural heritage system. Natural linkage areas represent the path of optimal movement between two protected areas (e.g. least amount of road crossings, suitable habitat, etc.). They are not necessarily synonymous with actual organism movement that is occurring between natural features, nor are they intended to suggest that animal movement is limited to natural linkage areas. Rather, the natural linkage feature is intended to represent areas that are required to reconnect or maintain connection to natural features for the long-term. Should all other connections disappear, the identified natural linkages would protect connections to existing natural features making up the natural heritage system. It is recognized that the natural heritage system in the central and northern portion of the County are already interconnected by woodland. The modeled natural linkage areas should not detract from the importance of these existing connections rather, be seen as a method for supporting the connection of the system for the long-term.

Model Inputs

- Study area encompassed all quaternary watersheds (an area of 1,108,980 ha) that intersected the County of Frontenac (data provided through Land Information Ontario).

- To determine areas of optimal natural linkage, three different types of information were used, which include:

  - Land Cover: The land cover classifications were grouped into common habitat categories similar to those used by the provinces Ecological Land Classification System. Rankings were associated with each land cover classification based on navigability and general habitat suitability for a generic organism. A summary of these rankings are listed below. The higher the ranking, the more suitable the habitat is for maintaining functional connections between natural features. The landcover data was derived from the EOSD Land Cover Classification obtained from the GeoBase Website (www.geobase.ca).

Land Cover Types	Rank (0 - 100)
Open Water	20
Rock Barren	50
Developed	5
Shrubland	75
Wetland	70
Meadow	80
Agriculture	35
Coniferous Forest	100
Deciduous Forest	100
Mixed Forest	100

  - Presence of Protected Areas: The presence of protected areas was included as they represent natural areas which have a level of protection and typically have less human interference. This approach was also intended to guide the selection of linkages towards protected areas, where suitable. Protected areas included: provincial and national parks, conservation authority areas, forest reserves, agreement forests, provincial conservation reserves, enhanced management areas, areas of natural and scientific interest and provincially significant wetlands. Protected areas were ranked as 100.

  - Proximity to Roads: Roads were included as they are inhospitable to wildlife (e.g., road mortalities) and are typically avoid by many organisms. The road, as well as areas of negative impact adjacent to the road was given a rank of 20. The extent of a roads negative impact on an animal's movement in adjacent areas depends on the type of road. The greater the size of the road, or volume of traffic, the greater the extent of the negative impact on adjacent areas (e.g., Highway 401 versus a local road). To capture the extent roads negative effect extends into adjacent environments, roads were classified into discrete types and a distance from the road, where the negative effect extends into was determined, as listed below. Areas away from a roads negative effect were ranked 100.

Road Types	Distance from Road (m)
Freeway	500
Highway	100
Arterial	50
Local	10

- The 3 types of spatial information (i.e. land cover, presence of protected areas and proximity to roads), with their assigned rankings, were combined using specified weightings to create an overall habitat suitability ranking within the study area. Weighting for each type of spatial information was as follows: 50% land cover; 35% presence of protected areas and 15% for proximity of roads.

The end result of this ranking process produced a habitat suitability map which was used to identify natural linkages within the County of Frontenac. Using the habitat suitability information, combined with a search radius of 90 m, natural linkages were created showing the top 0.1% of all possible solutions. This was repeated for all conceptual linkages within the natural heritage system. Since the modeled results did not exclude the option for the corridor to bisect or cross a lake (including large lakes), a 120m buffer was established to facilitate the passage of terrestrial organisms around waterbodies that intersected the modeled natural linkages. Natural linkages are oriented in a north south as well as east west direction. Connections to features outside of the County of Frontenac boundaries, including the City of Kingston corridors and linkages identified in their Official Plan were also identified.

Biodiversity Areas

Overview

The Marxan model is a computer program that aids in determining areas appropriate for conservation reserves. It considers features (e.g., species presence/absence; land cover types; soil types) that are of interest to conserve areas which are representative of the ecological diversity in the surrounding landscape. This includes an evaluation of ecological or economic costs (e.g., presence of roads; cost to fisheries). Taking all these aspects into consideration, Marxan produces a score for planning units within the study area that correlate with areas that best conserve the most features of interest for the least cost. Essentially, Marxan provides an algorithmic method to determining the best solution for conservation reserves.

For this study there was interest in determining whether current protected areas are in ideal locations, whether there are areas which should be protected that currently are not, and which currently protected area would benefit most by adding more land to it.

Model Inputs

- Study area encompassed all watersheds (an area of 1,108,980 ha) that intersect Frontenac County.
- The study area was divided into hexagon planning units with an area of 250 hectare.
- To find areas of high biodiversity, three different types of information were used.

- Land Cover: The land cover classifications were grouped into common habitat categories similar to those used by the provinces Ecological Land Classification System (same variables as natural linkage).

- Soil Types: Soil types were classified by soil names as listed below. This data was obtained from the Soil Landscapes of Canada, Version 3.2 (03/08/2011).

Soil Types	
Acid Rock	Napanee
Anstruther	Organic
Bondhead	OtonaBee
Brandon	Rideau
Dummer	Seeley's Bay
Eganville	Sidney
Farmington	Snedden
Landsdowne	Tennyson
Monteagle	Tweed

- Surficial Geology: Geological layers classified from the quaternary period attribute from the Quaternary Geology GIS data was obtained from the Ontario Gas and Salt Resource website. Surficial geology types identified and used are listed below.

Surficial Geological Types
Bedrock
Fluvial Deposits
Glaciofluvial ice-contact deposits
Glaciofluvial outwash deposits
Glaciolacustrine deposits
Glaciomarine and marine deposits
Lake
Organic deposits
Till

- To determine areas with higher biodiversity the Marxan model was set to preserve 10% of all features from land cover, soil, geology data (except for agriculture and rock barrens which were set to preserve 5%).
- Species penalty factor was set at 10 for soil, geology, rock barrens, and agriculture. The rest of the land cover features were set at 100. Thus a greater penalty occurred if land cover feature targets (of 10%) were not met, as land cover has a strong influence on biodiversity.

Model Costs

- Planning units with greater than 125 hectares of developed land were restricted from becoming a reserve.
- If planning units were included, then the proportion of developed land in each planning unit had a proportional increased cost in the model.
- The proportion of roads in each planning unit also had proportional increased costs in the model.
- If no roads or development occurred in a planning unit, costs were 1.

Clumping

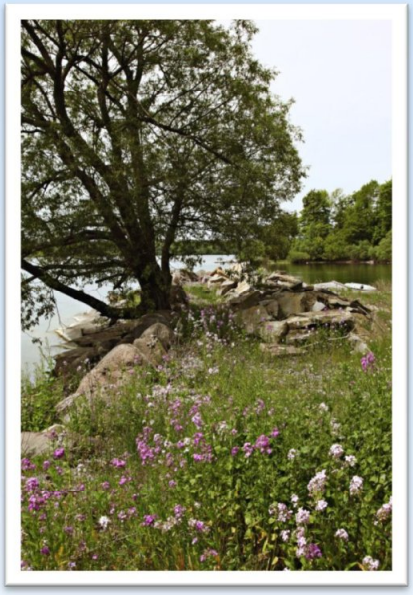
- Boundary Length Modifier was set at 0.001 to produce results that had more compact, larger reserves.

Existing Protected Areas

- Current protected areas were not included in the model results

Field Work

The propose of the field survey was to verify the general validity of the modeled natural linkages and biodiversity areas relative to 'real world' conditions and to identify if areas were appropriate for their intended purpose. The survey also provided an opportunity to evaluate the natural heritage system mapping against that observed in the field and identify inconsistencies that were not previously known through consultation with the County of Frontenac, Steering Committee or public.



The survey was conducted by means of a windshield survey, and stopping adjacent to the features of interest. The intent of the survey was to capture a subset of features, not necessarily all features. Most of the major arterial roads were traveled within North Frontenac, Central Frontenac, and South Frontenac. This captured the areas where the natural linkages and biodiversity areas intersected a roadway. Photographs were taken of representative linkages, natural heritage features, and possible constraints.

Natural Linkages

Generally, the modeled natural linkages viewed from the road were observed to be viable on the ground. The linkages tended to be highly naturalized, often following rivers wetlands or other linear natural features. Photograph 1 and Photograph 2 illustrate representative modeled natural linkage areas prior to crossing a road.

Photograph 1: Salmon River corridor north of Puzzle Lake Provincial Park.

Photograph 2: Representative linkage north of Highway 509, near Ompah

Biodiversity Areas

The windshield survey suggests that the biodiversity areas adequately captured the inherent biodiversity present within the County's major watersheds. It also highlighted that in some cases the model did not make the distinction between natural biodiversity and general landcover diversity. Therefore, in some areas settlement land uses were captured by the model. Based on this observation, minor modifications to the modeled result were made to better represent the field conditions observed.

Photograph 3: Edge of Biodiversity Area along Highway 38, near Sharbot Lake.

Natural Heritage System Mapping

The effort put forth during the initial stages of the project to identify appropriate digital layers representative of the County's natural heritage system proved worthwhile during the field survey. The mapped natural heritage system closely resembled features observed in the field. A number of minor constraints were identified during the windshield survey, which were not known to occur from the mapping (e.g. small aggregate quarry, Industrial facilities, etc.). These constraints do not significantly alter or constrain the natural heritage system as mapped. Habitat features adjacent to and under the large hydro corridor that bisects North Frontenac was also observed. Photograph 4 shows an example of the hydro corridor as it crosses Highway 506.

Photograph 4: Hydro Corridor that crosses Highway 506

Quantity and Quality of Natural Heritage System

An analysis of the quantity of natural features making up the natural heritage system was undertaken to determine the state of the County's natural system relative to provincial (PPS 2012), federal (Environment Canada 2004) or other (MNR 2010) protection targets. Understanding how the natural heritage system measures against these targets provides one basis for identifying general strengths and weaknesses of the

system. Similarly for quality of the natural heritage system, available information was collected to provide some assessment of the state of natural features. In many cases very little specific information on natural feature quality was available. The table presented in Appendix VII is organized by natural feature forming part of the natural heritage system. Across the row of each natural feature, the quantity and quality information of each feature is presented along with their protection targets.

Targets and Performance Measures

Using information derived from the quantity and quality assessment, performance measures were developed to help guide future protection and acquisition of information for natural features comprising the natural heritage system. The performance measures identified for each natural feature in Appendix VII reflects input during the second phase of this project. Performance measures were further refined during Phase III are presented below.

Information Gaps and Recommendations for Improving Conservation Measures

Through the development of the natural heritage system mapping, consultation with the County, Steering Committee and public, as well as working through the quantity and quality assessment of the natural system, information gaps were noted. Information gaps are provided in the last column of the table located in Appendix VII. Acquiring additional information on these gaps would aid in the prioritization and ultimately the protection of specific natural features within the natural heritage system.

Phase III – Policy Development

The inherent value of this project is the opportunity to move from a study which details the existing conditions of the natural heritage system to a strategy for their protection (guidance for the future). The strategic element considers and discusses aspects such as policy-making and collaboration/partnership. There are minimum levels of environmental protection which are established through the PPS and the strategic aspect for Frontenac to define how much further than the regulatory minimums are needed to achieve the County's sustainability vision. This Strategy section incorporates three components:

- Proposed Official Plan Policy
- Collaboration/Partnership
- Performance Measures

Policy in this section reflects changes proposed for the PPS in 2012. A draft version of these policies, along with the natural heritage mapping was presented to the public in October of 2012 as well as provided to the Steering Committee for their review and comment. Feedback received through the public meetings and Steering Committee was integrated into the policies presented below, where appropriate. The final policies and natural heritage mapping presented in this report represent a collaborative effort between the public, County, Steering Committee and other agencies to set a framework for a sustainable natural heritage system within the County of Frontenac.

Proposed Official Plan Policy

The italicized text which follows is proposed as the environmental policy framework for the new County of Frontenac Official Plan, with exception to the preamble. The preamble below and in other sections of this proposed official plan policy is explanatory information and not technically official plan policy.

Three land use options are provided below for consideration by the County. Each option effects how the natural heritage mapping is implemented, the level of control Townships have over its implementation and the types of land uses allowed in the natural heritage system.

Natural Heritage System

Preamble – The County of Frontenac covers a large geographic area which is comprised of a rich natural environment that makes the region a unique place to live, work and play. This natural environment includes natural assets, natural sites, and natural attractions. The value of the natural environment for the County is more than just ecological health; it contributes to our economy and our society as well.

The County of Frontenac natural heritage system is defined as an ecologically based delineation of nature and natural function – a system of connected or to be connected green and natural area that provide ecological functions over a longer period of time and enable movement of species. Natural

heritage systems encompass or incorporate natural features, functions and linkages as component parts within them and across the landscape. A natural heritage system also supports natural processes which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species and ecosystems. The delineation of the natural heritage system presented in Appendix VI uses current standards and procedures such as the Natural Heritage Reference Manual (MNR 2010), Provincial Policy Statement (MMAH 2012) to identify natural features of interest, which include significant wetlands, significant coastal wetlands, fish habitat, significant woodlands, significant valleylands, habitat of endangered species and threatened species, significant wildlife habitat, and significant areas of natural and scientific interest.

The natural heritage system, and the ecological functions it provides, contributes to maintaining the environmental health of the County of Frontenac. This Plan contains policies to maintain, enhance or, wherever feasible, restore the natural heritage system. Such action is necessary to counteract the negative effects of fragmentation which can result in a loss of ecological integrity and the degradation of natural biodiversity. Such action is also necessary to maintain biological and geological diversity, viable populations of native species and ecosystems, and make possible adaptation in response to actual or expected effects of climate change.

This Plan recognizes the importance of wetlands, watercourses, lakes and groundwater to the strength of the natural heritage system. There is a significant amount of shoreline along Lake Ontario and the St. Lawrence River, waterbodies such as the Salmon and Mississippi Rivers and the Great Cataraqui River, as well as the numerous inland lakes for which the County is known. These hydrological features and their associated functions provide a variety of environmental benefits and are fundamental components of the overall ecosystem.

Responsibility for the environment is shared among Federal and Provincial governments, the County, Townships, the Conservation Authorities (Quinte Conservation, Cataraqui Region Conservation Authority, Rideau Valley Conservation Authority, and Mississippi Valley Conservation) and private landowners. All have an important role in enhancing the natural environment within the county, and all have the responsibility to be good stewards. As a result, establishing a natural heritage system requires co-operation among agencies, private landholders and the wider community. Communication with agencies during the planning process is important.

This Section of the Official Plan establishes a policy framework for a co-operative approach to the identification of the environmental features that comprise the natural heritage system. It also outlines how provincially and regionally significant features will be maintained, enhanced or, wherever feasible, restored and encourages the establishment of linkages among elements of the natural heritage system.

The natural heritage system is a layered approach to environmental protection comprised of features delineated on Appendix VI and described in this section of the Official Plan. Each layer contains policies that provide appropriate protection to areas of environmental significance. Notably, the County of Frontenac's natural heritage system includes natural linkages and biodiversity areas. Through linkages and biodiversity areas, we acknowledge that our system is not an isolated one. We

are interconnected to the natural heritage beyond our boundaries and we value our local biosphere – the Frontenac Arch – as well as our global biosphere, Earth.

In this context it is important for Frontenac County use a regional approach to ensure that significant natural heritage characteristics are protected for future generations.

Goal
The goal of the natural heritage system is to work with the Province, Townships, the Conservation Authorities and private landowners to maintain, enhance and restore a comprehensive natural heritage system within the County.

Objectives
To achieve the goal of a comprehensive natural heritage system, this Official Plan will:

- *Identify and describe the component environmental features of the natural heritage system;*
- *Incorporate policies addressing land use and environmental preservation, conservation, and management that conform to the Provincial Policy Statement;*
- *Designate the natural heritage system on Official Plan mapping at the regional scale;*
- *Provide a mechanism for the refinement of the natural heritage system at the site-specific level;*
- *Identify, describe, and incorporate polices addressing County of Frontenac-specific natural linkages and biodiversity areas; and,*
- *Encourage local Townships to refine the natural heritage system to include important local features and linkages, where appropriate.*

Land Uses and Zoning
The County of Frontenac encourages the Townships to identify appropriate land uses and other performance standards in their zoning by-laws that provide for protection of the features identified in the natural heritage system and which are compliant with the PPS.

1. Wetlands

- *Preamble – Wetlands, as defined by the PPS, are lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case, the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered wetlands. Wetlands are an important part of Ontario's biodiversity. They provide a wide variety of ecological, economic and social benefits for both humans and wildlife. Wetlands help reduce erosion, decrease flood damage, improve and maintain good water quality, provide important fish and wildlife habitat, ensure a stable, long-term supply of groundwater (by contributing to the recharge and discharge), provide recreation and tourism opportunities, limit greenhouse gas emissions (by acting as carbon sinks), and provide valuable economic products, such as timber, commercial baitfish, wild rice and natural medicines.*

- *The County of Frontenac recognizes the importance and value of wetlands in the County and supports their protection.*
- *Appendix VI identifies provincially significant wetlands, coastal wetlands and other wetlands, which form part of the County's natural heritage system.*
- *Development and site alteration shall not be permitted in provincially significant wetlands or provincially significant coastal wetlands.*
- *Development and site alteration shall not be permitted within 120 metres of provincially significant wetland boundaries unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the wetland features or their ecological function through an Environmental Impact Study.*
- *Development and site alteration shall not be permitted in or within 120 metres of other coastal wetlands unless the ecological function of the feature, including its adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the wetland feature or its ecological function through an Environmental Impact Study.*
- *If at any time during the duration of this Plan any additional provincially significant wetlands are identified in the County of Frontenac by the Ministry of Natural Resources, the policies in this Plan related to significant wetlands shall apply and the appropriate schedules shall be updated to reflect the new provincially significant wetlands without amendment to the OP.*
- *The County of Frontenac encourages local municipalities to adopt mechanisms (such as site plan control, consent or subdivider's agreements) that would minimize and control the removal of vegetation, and ensure the protection of naturally vegetated buffers adjacent to any provincially significant wetlands.*
- *Other wetlands have also been identified in Appendix VI. Impacts on these wetlands should be considered in the evaluation of development applications in or adjacent to them, and an Environmental Impact Study may be required if significant characteristics are observed and/or to demonstrate that appropriate alternatives have been assessed and negative impacts to the feature and its function have been prevented or minimized to the degree reasonably possible.*

2. Significant Areas of Natural and Scientific Interest (ANSI)

- *Preamble – An ANSI, as defined by the PPS, means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education. ANSIs are a critical complement to provincial parks and conservation reserves as they represent important natural features that are not found in protected areas.*
- *The County recognizes the importance and value of regionally or provincially significant ANSIs and supports their protection.*
- *Appendix VI identifies ANSIs within the County's natural heritage system.*
- *Development and/or site alteration in or adjacent to a regionally or provincially significant ANSI shall not be permitted unless it can be demonstrated that there will be no negative impacts on the ANSI and its ecological function. However, existing agricultural activities such as ploughing, harvesting, grazing, animal farming, and minor expansions to existing*

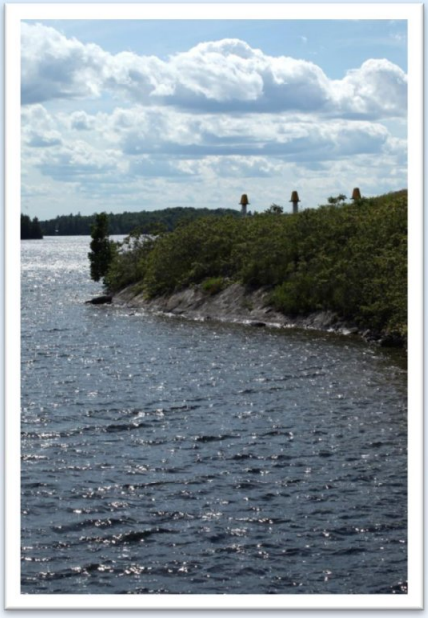
buildlings or other structures associated with farming operations are permitted on adjacent lands without the need for an Environmental Impact Statement.

3. Significant Wildlife Habitat

- *Preamble – Wildlife habitat, as defined by the PPS, means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Wildlife habitats are important since they are areas where species concentrate at a vulnerable point in their annual or life cycle, and are areas which are important to both migratory or non-migratory species.*
- *The County of Frontenac recognizes the importance and value of wildlife and supports the protection of significant wildlife habitat*
- *Appendix VI identifies the location of known wildlife habitat. Development and/or site alteration in or adjacent to significant wildlife habitat shall not be permitted unless it can be demonstrated that there will be no negative impacts on the significant wildlife habitat and its ecological function through an Environmental Impact Study.*
- *Wildlife habitats occur throughout the County but may not be shown on Appendix VI because the exact habitat location needs to be refined at the local scale by site specific field work. If development or site alteration is planned in or adjacent to the natural heritage system, the proponent of the development shall document for consideration by the local Township, whether there is potential for significant wildlife habitat to occur in the area and whether an Environmental Impact Study is required to identify significant wildlife habitat for consideration during Planning Act decisions.*
- *Prior to the approval of land use planning applications, assessment of potential significant wildlife habitat shall be conducted through an Environmental Impact Study.*
- *The local Townships shall adopt appropriate development controls to protect significant wildlife habitat. If development or site alteration is planned near these sites, the local Townships may contact the Ministry of Natural Resources for technical advice regarding the proposed development*
- *Natural linkages shall be protected in order to maintain, restore and/or improve the diversity and connectivity of natural features and the long-term ecological function and biodiversity of natural heritage systems.*
- *Removal of vegetation shall be minimized in significant wildlife habitat areas.*
- *The County and local municipalities shall investigate ways to minimize and control the removal of vegetation for buildings, site alteration or accessory activities such as landscaping.*

4. Fish Habitat

- ***Preamble** – Fish habitat, as defined by the Fisheries Act, means spawning grounds and nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes. The aquatic ecosystem is most often described as fish habitat since fish communities are important resources, and as such, have a long history of being used as indicators of aquatic ecosystem health. Aquatic habitat is an integral part of the watershed's ecosystem as it provides feeding, breeding and rearing areas for resident and migratory fish and invertebrate species.*
- *The County of Frontenac recognizes the importance and value of the fisheries in the municipality and supports protection of their habitat.*
- *Development and/or site alteration in or adjacent to fish habitat shall not be permitted except in accordance with federal and provincial legislation and can be demonstrated through an Environmental Impact Study that there will be no negative impact on fish habitat and its ecological function.*
- *Development and site alteration in or adjacent to fish habitat shall require an Environmental Impact Study, to demonstrate that there will be no negative impacts on the fish habitat or on their ecological functions.*
- *New development along watercourses and waterbodies which have demonstrated no negative impact on the fish habitat or on their ecological functions shall require a minimum setback of 30 metres. These setbacks shall remain undisturbed and naturally vegetated, where possible.–The County encourages the use of best management practices, stewardship and habitat management that promotes healthy fish habitat and natural riparian areas.*



4.1 Lake Trout Lakes

- ***Preamble** – Only one percent of Ontario's lakes contain lake trout but this represents 20-25% of all lake trout lakes in the world. The County, therefore, has a great responsibility to manage them wisely. The lake trout is particularly vulnerable to the impacts of human activities and is an indicator of the health of aquatic ecosystems. Special protection is required for these lakes and their lake trout populations.*
- *New planning approvals shall not be allowed within 300 metres of these at-capacity lakes: Shabomeka (Buck) Lake, Kishkebus (Dyers) Lake, Little Green Lake, Buckshot (Indian) Lake, Lucky Lake, Mosque (Mosquito) Lake, Big Ohlmann (Rock) Lake, Mackie Lake, Reid (Boundary) Lake, Round Schooner Lake, and Camp (Little Mackie) Lake, Big Salmon Lake, Bobs (Green Bay) Lake, Buck Lake, Crow Lake, Devil Lake, Eagle Lake, Garter Lake, Hungry*

Lake, Knowlton Lake, Loughborough (West Basin) Lake, Potspoon Lake, and Sharbot (West Basin) Lake

- *Exceptions to the prohibition of development near at-capacity lakes shall be made under the following conditions:*
  - *any new residential, commercial or industrial development requiring approval under the Planning Act that is connected to a municipal sewage treatment facility;*
  - *all new tile fields are set back at least 300 metres from the shoreline of the lake, or such that drainage from the tile fields would flow at least 300 metres to the lake;*
  - *all new tile fields are located such that they would drain into the drainage basin of another waterbody, which is not at capacity; or*
  - *to separate existing habitable dwellings, each having a separate septic system, provided that the land use would not change.*
- *Under such exceptional circumstances, new development requiring approval under the Planning Act shall only proceed on the following conditions:*
  - *restrict the removal of vegetation within 30 metres of the lake, except to accommodate a limited number of paths, water lines, docking facilities and removal of trees posing a hazard;*
  - *require a minimum 30 metre setback for all buildings and structures (except docking facilities); and;*
  - *prohibit the use of fertilizers on lawns and gardens within 300 metres of the lake.*
- *Local municipalities are encouraged to identify the moderately sensitive at-capacity lake trout lakes in their Official Plans with policies addressing development around these lakes to ensure their long-term sustainability.*

5. Endangered and Threatened Species

- *Preamble – Endangered and Threatened species, as defined by the PPS, means a species that is listed or categorized as an "Endangered or Threatened Species" on the Ontario Ministry of Natural Resources' official species at risk list, as updated and amended from time to time; Saving Endangered and Threatened species is important for their sake, and for ours since humans are dependent on the earth's diversity of species for our own survival.*
- *The County of Frontenac recognizes the importance and value of the endangered and threatened species in the County and supports their protection.*
- *Significant habitat of endangered or threatened species is approved by the Province or the Federal government. This habitat is necessary for the maintenance, survival and/or recovery of naturally occurring or reintroduced populations of endangered or threatened species, and where those areas of occurrence are occupied or habitually occupied by the species during all or any part(s) of its life cycle. Mapping of the habitat of these species may not be shown on Appendix VI in order to protect such species and their habitat, or because the exact location and habitat needs to be refined by site specific field work.*
- *No new development or site alteration shall be permitted within the significant portions of the habitat of endangered or threatened species. Development and site alteration shall not be permitted on the adjacent lands of endangered or threatened species, unless it has been demonstrated through the preparation of an Environmental Impact Study that there will be*

no negative impacts on the natural features or on the ecological functions for which the area is identified.

- *New development proposals shall require an appropriate level of site assessment to identify potential presence or absence of endangered or threatened species and their potential habitats as determined by the Ministry of Natural Resources.*
- *Where potential habitat is identified, a more detailed site assessment shall be required by an Environmental Impact Study to provide information on current habitat conditions, to address any applicable permit requirements under the Endangered Species Act (as appropriate), and to delineate significant habitat for approval by Ministry of Natural Resources.*
- *No new development and/or site alteration shall be permitted within 120 metres of significant habitats of endangered and threatened species unless it has been demonstrated that there would be no negative impacts on the natural features or its ecological function.*
- *If development or site alteration is planned near these sites, the local Township shall contact Ministry of Natural Resources for technical advice regarding the proposed development.*

6. *Significant Woodlands*
   - *Preamble – Woodlands, as defined by the PPS, means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products. Woodlands include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and provincial levels. Woodlands are important for their aesthetic value, economic value, as species habitat, to minimize erosion, to mitigate greenhouse gases (as a carbon sink), and as providing animal species with corridors for movement.*
   - *The County recognizes the importance and value of woodlands and supports the protection of significant woodlands. These woodlands have value in the County , both natural and human. Examples include improving the air quality, preventing soil erosion, helping to retain water and recharge ground water, produce economic value (firewood, maple syrup, lumber), provide recreational opportunities, and contribute to the overall beauty of the Frontenacs.*
   - *Appendix VI identifies all woodlands within the County.*
   - *Development and/or site alteration in or adjacent to significant woodlands located in the majority of South Frontenac and all of Frontenac Islands (i.e., within MNR Ecoregion 6E of the PPS) shall not be permitted unless it can be demonstrated that there will be no negative impacts on the significant woodland and its ecological function.*
   - *When new significant woodlands are identified, consideration and protection of the areas shall be assessed prior to approving new land use planning applications.*

7. *Significant Valleylands*
   - *Preamble – Valleylands, as defined by the PPS, means a natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year. Valleylands are often defining landscape features essential to the character of an area, help buffer waterbodies from the effects of human settlement, provide linkages to the rest of*

the watershed, and provide important corridors allowing the dispersion of plants and movement of animals.

- *The County recognizes the importance and value of valleylands and supports the protection of significant valleylands.*
- *Significant valleylands are not shown on Appendix VI and can be identified in consultation with the County and/ or the local Conservation Authority based on local factors and conditions.*
- *Development and site alteration shall not be permitted in significant valleylands and its adjacent lands unless it has been determined, via an Environmental Impact Study, that there will be no negative impacts on the natural features or their ecological functions.*
- *When new significant valleylands are identified, consideration and protection of the areas shall be assessed prior to approving new land use planning applications.*

8. Linkages and Biodiversity Areas

- *Preamble – The County of Frontenac's natural heritage system as mapped in Appendix VI includes natural linkages and biodiversity areas. Through linkages and biodiversity areas, we acknowledge that our system is not an isolated one. We are interconnected to the natural heritage beyond our boundaries and we value our local biosphere – the Frontenac Arch – as well as our global biosphere, Earth.*

8.1 Linkages

- *Preamble – The County of Frontenac is home to wildlife that traverses eastern Ontario and by identifying linkages, the County is able to support the valuable wildlife that contributes to the County's high quality natural environment. The County has undertaken a geographic information systems (GIS) analysis to determine regional scale linkages.*
- *Linkages mapped in this plan on Appendix VI are intended to promote regional connectivity in the natural heritage system and the County of Frontenac encourages municipalities to establish and maintain linkages by incorporating them into their Official Plans.*
- *Where appropriate, the Townships are encouraged to add local linkages which facilitate greater connections between natural features of the natural heritage system.*
- *Linkage mapping has been completed at a regional scale, and the boundaries are intended to be refined at the site level. When development is proposed within a linkage, this plan encourages that linkages be incorporated into the development, retained in its natural state and an Environmental Impact Study be completed to document management recommendations for the protection of the linkage.*
- *Linkages may be considered as priority areas for ecological stewardship projects, re-naturalization projects, or environmental land acquisition projects, or as potential lands for conservation easements granted to the municipality by the property owner.*
- *Existing development and activities within linkages may continue.*

8.2 Biodiversity Areas (Overlay)

- *Preamble - The County of Frontenac benefits from having a large undeveloped area that is rich in natural heritage and contains a wide range of species, habitats and ecosystems.*

Biodiversity Areas protect species, habitat and ecosystems that are representative of the County's natural heritage system. Protecting biodiversity is a way to promote stewardship and ensure that impacts to the environment through challenges such as climate change are mitigated. The County has undertaken a geographic information systems (GIS) analysis to determine specific areas for the protection of biodiversity.

- *Biodiversity areas are identified on* ***Appendix VI****.*
- *Biodiversity areas may receive priority consideration for the creation of new conservation areas, conservation easements, or new ecological stewardship programs;*
- *Notwithstanding the policies of the underlying land use designation, lands within Biodiversity Areas may be:*
    - *Discouraged from lot severance or subdivision unless immediately abutting existing development;*
    - *Discouraged from the creation of new buildings unless on an existing previously undeveloped lot; and,*
    - *If developed, encouraged to develop by minimizing changes to topography and vegetation, and by using materials and a built form that integrates well with a natural area.*

9. Mineral Aggregate Operations

- *New mineral aggregate operations may be permitted in the natural heritage system where the policies of this plan allow and:*
    - *progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, and to recognize the interim nature of extraction;*
    - *the assessment of the natural features and restoration plan taking into account the natural heritage system will be incorporated into the Natural Environment Report required under the Aggregate Resources Act.*

10. Environmental Impact Study

- ***Preamble*** *– An Environmental Impact Study is an important tool used during the development review process which helps delineate, characterize, analyze, and plan for the protection and conservation of the natural heritage system and its components.*
- *Council shall require an impact assessment for development and site alteration proposed in designated natural heritage features and adjacent lands. An Environmental Impact Study shall be prepared to support land use planning applications and prior to the approval of the proposed development or site alteration. The County, Townships and/or the Conservation Authorities will co-ordinate the requirements for the preparation of an Environmental Impact Study which*

shall be undertaken in accordance with the Natural Heritage Reference Manual and any other applicable guidelines.

- *The County, in consultation with the Province, the local Townships and the Conservation Authorities may require the completion of a single comprehensive Environmental Impact Study where:*
  - *development or site alteration is proposed on multiple adjacent properties containing elements of the natural heritage system;*
  - *a comprehensive community planning process is being undertaken;*
  - *environmental studies are required to support the proposed expansion of the Township Urban Area or settlement boundary; or,*
  - *as deemed required by the County of Frontenac.*
- *An Environmental Impact Study is intended to provide for an assessment of the potential impact of a proposed development or site alteration on a particular natural heritage feature and shall be used to determine whether the proposed development, redevelopment or site alteration should or should not be permitted. The Environmental Impact Study will be undertaken by the proponent of the development and/or site alteration.*
- *The components of the Environmental Impact Study shall be tailored to the scale of development and may range from a simplified assessment (scoped assessment) to a full assessment. The County may consult with the conservation authority having jurisdiction and the Ministry of Natural Resources in determining information requirements and the type and content of an Environmental Impact Study. The following is intended to provide an initial guideline on the potential scope of an Environmental Impact Study:*
  - *a description (including a map) of the study area and landscape context (including natural features and areas, and ecological functions);*
  - *a description of the development proposal;*
  - *date of field visits;*
  - *identification of the natural features*
  - *species lists of flora and fauna recorded for the site;*
  - *assessment of the potential impacts of the proposed development on natural features or areas and on their ecological functions for which they have been identified;*
  - *identification of alternatives and avoidance measures implemented to reduce impacts;*
  - *identification of mitigation, monitoring and contingency requirements;*
  - *quantification of residual impacts (those that cannot be mitigated) if any;*
  - *recommendations on how to implement mitigative measures; and,*
  - *conclusion(s) on the environmental impact(s).*
- *The County of Frontenac may prepare a comprehensive guideline for the preparation of and Environmental Impact Study which further implements this plan's Environmental Impact Study policies.*
- *The Environmental Impact Study must be undertaken by a qualified professional to the satisfaction of the appropriate agency / approval authority.*

Collaboration/Partnership

The following set of conservation / stewardship / education tools that can be implemented by the County of Frontenac to help promote its culture of ecological stewardship among residents, businesses, and tourists alike. Many of these are proven tools that the County can use to get the message out to the public and continue along the path towards stewardship and sustainability.

Tree Planting: Community groups go to areas that require remediation to plant trees and learn about the importance of trees and habitat connectivity, all the while promoting the conservation of the forests. Some groups that currently do these activities are Scouts Canada and Girl Guides.

Species Monitoring: Monitor species in key environmental locations in the County to have a record of the status of creatures in the area, as well as determine presence of rare and important indicator species. Community groups (e.g., Kingston Field Naturalists) can participate which allows people to become familiar and educated with the local wildlife and importance of conserving habitat. Special types of outings could include but is not limited to: bioblitz (excursions where all organisms are identified in a given area in a short period of time), birding, spring pond breeding excursions (various frogs and salamanders breed simultaneously in the spring), looking for reptiles (e.g., snakes, turtles, skinks), winter tracking (various animal tracks are left in the snow), etc.

Create/Maintain Hiking Trails: The County can designate more areas for hiking trails to promote outdoor excursions for people to gain an appreciation for nature and environmental stewardship. Also, various community groups can help maintain hiking trails (e.g., Rideau Trail Association) to increase the sense of environmental stewardship and increase opportunities for people to hike the trails and appreciate nature. Some good hiking trail examples are in Frontenac Provincial Park, and the Cataraqui and Rideau Trails.

Protect Lands of High Biodiversity and Species at Risk: Areas identified from species monitoring or based on habitat as key locations for high biodiversity and Species at Risk can be allotted for protection. Programs such as the Habitat Stewardship Program for Species at Risk by Environment Canada can help fund such activities. Businesses may also want to be involved to show environmental stewardship. Low environmental impact activities such as bike and hiking trails would promote nature appreciation, as long as it does not impact Species at Risk.

Promote Planting Native Gardens: Residents and businesses can actively plant only native species in their gardens/landscape. This will increase the sense of environmental stewardship as well as reduce maintenance time and costs as the plants are more resistant to the climate conditions of the County.

Promote Residents/Businesses to Protect Natural Areas on Existing Property: Keeping natural areas such as ponds, marshes, forests on the property improves the likelihood of seeing wildlife and gives people the reward of personally being environmental stewards.

Wetland Cleanup: Have an organized marsh or riparian zone clean up in a local area that has been degraded by pollution/littering. This can be held simultaneously on days such as Clean Up the

World Weekend or Earth Day. This would promote environmental stewardship as well as educate people about the importance of wetlands and watercourses.

Getting Involved in Community Initiatives: Have residents and long-term tourists get involved with various cleanups, restoration projects to increase environmental awareness, education, and stewardship.

Stream Surveys: Having school and community groups participate in a stream survey (perhaps practicing Ontario Stream Assessment Protocol) will determine stream health, increase education of organisms in streams and the importance of healthy streams and riparian zones, increase the sense of environmental stewardship, and be a useful skill to learn for those interested in biological related studies.

Habitat Enhancement: Similar to tree planting and marsh cleanup, any project in which the current habitat is enhanced (e.g., cleanup a local beach shoreline) will promote education of the environment, environmental stewardship, and conservation.
Remove/prevent invasive species: Have excursions to areas with known specific invasive species and actively remove them. Provide information on how to properly identify such species (there are many native species that can be confused with non-native species), why they are a harm to the ecosystem, and how to prevent the spread of invasive species. All of these activities will promote environmental education and give a sense of environmental stewardship by removing invasive species.

Making Maple Syrup: Have excursions to tap sugar maples within the County to understand and appreciate both maple syrups and forests. It also promotes being outdoors in the winter time.

Working with Biological Experts: Get involved with experts such as from Queen's University and the Queen's University Biological Station who can give presentations and guided nature tours to give people a better appreciation of nature, biodiversity within the area, and ecosystem functions.

Outdoor Excursions for Schoolchildren: Various field trips for primary and secondary students to key environmental locations in the County to increase their knowledge and sense of environmental stewardship. Some field trips could include but are not limited to: streams, wetlands, forests, waste water treatment plants, farmer's market, nature scavenger hunts, rock climbing, etc.

Environmental Courses: Have entire school courses dedicated to learning about the importance of the environment, being immersed in the environment, and promoting safety (how to survive in the wilderness) and leadership (leading canoe trips and outdoor excursions) to increase environmental education.

Promote Environmentally Friendly Cottage Habits: Provide information (such as in the form of simple posters) to summer cottagers and tourists about proper septic tank practices, garbage disposal, the County's recycling programs, importance of water conservation (especially in drought

years), and protecting trees. This information will educate tourists on how to be environmentally friendly in a foreign area and promote environmental stewardship.

Kid's Fishing Day and Family Fishing Week: These activities will promote being outdoors and learning about fish, as well as the importance of catch and release fishing in terms of fish conservation and sustainable fishing.

Nature Related Workshops: Provide workshops for people to learn/participate in outdoor related topics. Topics could be wide ranging, such as about organisms themselves (e.g., fungi and invertebrates), nature art and writing classes, and simply promoting wildlife within the backyard.
ECO Camp: Youth can go to a weeklong camp focused on being in nature and learning about nature (e.g., Eco-adventure Camp through Queen's University Biological Station).

Canoe/Camping Trips: Encourage youth and families, community groups to go on a canoe and/or camping trip. Immersion within nature will both educate and give a sense of environmental stewardship. Groups such as Scouts Canada and Girl Guides currently do this.

Geocaching: An increasingly popular activity, geocaching can be used near various hiking trails, provincial parks, and other natural areas to get people outdoors and learn how to navigate in the wilderness.

Promote Environmental Practices for Farming: Educate farmers on the importance of environmental practices – such as maintaining a riparian zone between fields and rivers and keeping livestock out of wetlands to aid in maintaining wetlands and streams, and prevent erosion within their property – so they ultimately are good environmental stewards.

Composting Programs: Residents, tourists (summer cottagers), and businesses can all get involved with composting programs to return valuable nutrients to the land.

Performance Measures

Progressive municipalities are moving from indicators to performance measures which are a much more powerful tool in helping them reach their goals – the question changes from a statistical "How much do we have today?" to a directional "How much more do we need for tomorrow?" The following is framework to compare indicators from the ICSP and potential performance measures to be achieved by year 2019 to help the County move closer to its sustainable future. An additional performance measure for woodlands is suggested since this study has been able to quantify the baseline of this natural asset in the County.

Indicators from the ICSP	Performance Measures (Target Year 2019)
Hectares of natural areas protected	Comment: This study has suggested natural linkages with a total area of 15,536 hectares which is a more specific measure than hectares of area protected Performance Measure: Maintenance of the planned natural linkages total area of 15,536 hectares
Number of stewardship initiatives underway	Comment: The number of initiatives has not been determined, however the potential remains for new initiatives to emerge over time Performance Measure: Five (5) new stewardship initiatives
Number of species at risk	Comment: The number of species at risk is unknown, however the County can still aim for the protection of known populations or their habitat Performance Measure: Demonstrate protection of the habitat of one (1) species at risk in the County
Number of lake management plans	Comment: This study has quantified at-capacity lake trout lakes, rather than lake management plans Performance Measures: Reduction of highly sensitive lake trout lakes from 23 to 22; reduction of moderately sensitive lake trout lakes from 10 to 9
Hectares of wetlands	Comment: This study has quantified wetlands in three categories - provincially significant (9,766 hectares) - other (35,335 hectares) (includes evaluated and non-evaluated wetlands - coastal (4,212 hectares[1]) Performance Measure: 1% of other wetlands (353 hectares) have been evaluated, determined to be provincially significant, where appropriate based on MNR criteria, and protected
Hectares of parks/green space	Comment: This amount of parks/green space has not been determined, however new parks and green space can still be developed over time

[1] Number overlaps with units above

Indicators from the ICSP	Performance Measures (Target Year 2019)
	Performance Measure: 50 additional hectares of parks/green space
Opportunities to discover the outdoors	Comment: The number of opportunities to discover the outdoors has not been determined, however new opportunities can still emerge over time Performance Measure: Five (5) additional opportunities to discover the outdoors
The ICSP did not have an indicator on woodland cover	Comment: This study has quantified the County's extensive woodland cover: - in Ecoregion 5E (218,828 hectares) - in Ecoregion 6E (58,140 hectares) - total woodland cover (227,010 hectares) Performance Measure: Criteria to be used to establish significance of woodlands in Ecoregion 6E have been clearly identified and applied.

Summary

The Natural Heritage Study summarized in this report presents natural heritage system mapping and policies addressing natural features in the County of Frontenac (County). County of Frontenac Council, though its adoption of the Integrated Community Sustainability Plan (ICSP), identified the need for a Natural Heritage Study (NHS) as a key priority project to achieve a sustainable future. In early 2012, the County of Frontenac retained Dillon Consulting Limited (Dillon) to undertake this NHS.

The NHS was undertaken in three phases. Phase I included a review of available background information, consultation with the public and confirmation of the study process. Phase II resulted in the compilation of the natural heritage system mapping and analysis. Phase III used the mapping and other information collected during the study to develop appropriate policies protecting the natural heritage system, recommendations for collaboration and partnership as well as performance measures. A draft version of mapping and policies were presented to the public, agencies and Natural Heritage Study Steering Committee for comments. The final information presented in this report takes into consideration these comments.

Appendix I:
Documentation/GIS Files Reviewed

County of Frontenac Natural Heritage Study - Data Collection Summary

Name	Shapefile	Type	Description	Date Received	Map	Rational
MNR Land Information Data						
Aquatic Feeding Area	aquafeed	polygon	An Aquatic Feeding Area is a polygon feature that identifies a species-specific area that contains aquatic vegetation on which the species feeds.	4/11/12	Natural Heritage Map	Area important for maintaining healthy moose populations.
CLUPA Primary Land Use Area	clupapri	polygon	Contains the principal land use direction and the geographic extent they represent for Crown Land.	4/11/12	None	Administrative boundary, used "enhanced management area"
Conservation Reserve, Regulated	conrvreg	polygon	An area of public lands regulated under the Provincial Parks and Conservation Reserves Act, 2006 which protects ecosystems that are representative of all of Ontario's natural regions.	2/2/12	Supplementary data for Linkage modeling	Area with existing legislative protection.
Conservation Area	consvare	polygon	Lands which are considered to be regionally significant, such as valleys, or environmentally sensitive areas, and are best managed by a public agency to retain their natural characteristics.	2/2/12	Supplementary data for Linkage modeling	Area with existing legislative protection
Federal Protected Area	fedparea	polygon	Areas protected by the Federal government for natural or cultural reasons.	2/2/12	Supplementary data for Linkage modeling	Area with existing legislative protection
Wildlife Feeding Area	feedawld	polygon	A Wildlife Feeding Area is a polygon feature that identifies an area where a wildlife species habitually feeds.	2/2/12	Natural Heritage Map	Area deemed important for sustaining wildlife populations.
OHN - Waterbody	ohnwbdy	polygon	Waterbodies are polygon features (natural and manmade) that describe various realizations of surface water at a medium scale of 1:10K in Southern Ontario, 1:20K in Northern Ontario and 1:50K in the Far North	2/2/12	Natural Heritage Map	General Basemap
Municipal Park	munpark	polygon	Municipal Parks across study area	2/2/12	None	No features located within study area.
Provincial Park, Regulated	provpreg	polygon	An area of public lands regulated under the Provincial Parks and Conservation Reserves Act, 2006 which protects ecosystems that are representative of all of Ontario's natural regions.	2/2/12	Supplementary data for Linkage modeling	Area with existing legislative protection
Significant Ecological Area	sigecol	polygon	A Significant Ecological Area is a polygon feature that identifies an area of interest to the Ministry that is ecologically significant, and warrants special consideration, excluding Areas of Natural and Scientific Interest (ANSI), parks, reserves or Environmentally Sensitive Areas (ESA)	2/2/12	None	Covers area with Old Growth Forests within the County - other attributes already captured in other datasets. Old growth layer deemed unreliable data.
Wetland Unit & Evaluated Wetland (Consolidated)	wetlandu	polygon	A Wetland Unit is an individual spatial polygon representing a discrete wetland type (Marsh, Fen, Swamp, Bog, Open Water or Unknown). An Evaluated Wetland is an aggregation or a collection of one or more Wetland Units.	2/2/12	Natural Heritage Map	PSW's are provincially protected. Other evaluated and non-evaluated are also important NH features.
Wilderness Area	wildarea	polygon	An area regulated under the Wilderness Area Act.	2/2/12	Supplementary data for Linkage modeling	Area with existing legislative protection but deemed unsuitable for planning purposes.
Wintering Area	winterng	polygon	A Wintering Area is a polygon feature that identifies an area in which a species habitually winters.	9/28/12	Natural Heritage Map	Deer and Moose wintering area's are important in maintaining viable populations.

Agendaltem# 10101012•

County of Frontenac Natural Heritage Study - Data Collection Summary

Name	Shapefile	Type	Description	Date Received	Map	Rational
Wooded Area	woodarea	polygon	An area covered by trees.	2/2/12	Natural Heritage Map	Woodlands are an important natural heritage feature.
Forest Abiotic Damage Event	abiotdam	polygon	An area where a non-biological event, such as wind or ice storm, has damaged areas of forested land.	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Agreement Forest Area	agreefor	polygon	An Agreement Forest Area is a polygon feature that identifies an area of forested private land governed by a Forest Management Agreement.	4/11/12	Supplementary data for Linkage modeling	Administrative boundary for forest protection.
Bait Harvest Area	baitharv	polygon	The bait resource in much of the province is allocated to harvesters through the exclusive use block system (one harvester per bait harvest area) with block sizes generally much larger in the north than in the south.	4/11/12	None	Administrative boundary, Not relevant
Beaver Dam	beavrdam	point	A dam constructed by beavers in a stream bed at a narrow point where the current is fastest.	4/11/12	None	Beaver dams can change over time making it difficult to plan around.
Breeding Area	breedare	polygon	A Breeding Area is a polygon feature that identifies a site where a species habitually breeds.	4/11/12	None	Wildlife habitat which tends to be consistent year after year.
Breeding Zone	breedzon	polygon	A Breeding Zone is a polygon feature that identifies a geographic area from which flora selections are made and interbred.	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Built up Areas	BuiltupAreas_Merged	polygon	Areas with development (Built up) within study area	2/2/12	None	Settlement locations are captured in another dataset.
Conservation Authorities Administration Areas	caadmin	polygon	Conservation Authorities Administration Areas within the study area	2/2/12	None	Administrative Boundary, not the focus of current mapping
Calving Fawning Site	calvfawn	polygon	A Calving Fawning Site is a polygon feature that identifies an area to which a particular species habitually migrates to give birth.	4/11/12	None	No features located within study area.
Recreation Camp	camprec	polygon	Recreation Camps near study area.	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Canadian Heritage River System	chrs	polygon	An area set aside for the recognition, conservation, and management of a river or section of river with outstanding natural heritage, cultural, and recreational values.	4/11/12	None	Feature captured under other data source.
Crown Land - MNR Acquisitions Public	clacq_p	polygon	For the purposes of this data class, securement = acquisition including all activities involving a title rights such as fee simple purchase, conservation easements, land donations, bequeaths and land exchanges.	4/11/12	None	Area with existing legislative protection.
Crown Land - MNR Non-Freehold Dispositions Public	cldisp_p	polygon	Dispositions refer to tenure on Crown land, usually for a set term and a specific purpose.	4/11/12	None	Area with existing legislative protection.
CLUPA Modifying Land Use Area	clupamod	polygon	Contains land use direction and the geographic extent they represent that supplements and/or modifies the principal land use direction for Crown Land.	4/11/12	None	Administrative boundary, Not relevant
Cottage: Residential Area	cotresar	polygon	Cottage Residential Area found within study area, Not Remote	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Cottage: Residential Site	cotressi	Point	Cottage: Residential Sites found within study area, Not Remotely Located	2/2/12	None	Deemed to be not relevant for natural heritage conservation.

Agendaltem# 10101012.

County of Frontenac Natural Heritage Study - Data Collection Summary

Name	Shapefile	Type	Description	Date Received	Map	Rational
Crown Land - MNR Unpatented Land Public	crnlnd_p	Polygon	Lands that are under the mandate or management of the Ministry of Natural Resources.	4/11/12	None	Area with existing legislative protection.
Crown Game Preserves	crowngme	polygon	Crown Game Preserves were established to prohibit or at least regulate the hunting and trapping of wildlife in specific areas in order to restore local populations.	4/11/12	Supplementary data for Linkage modeling	No features located within study area.
Den Site	densite	polygon	A Den Site is a polygon feature that identifies a site where a species gives birth to and nurses its young (for example, red fox).	4/11/12	None	No features located within study area.
Federal Land	fedlndo	polygon	Federal Land (Canadian Forces Base, Airports, Harbours etc.)	2/2/12	Supplementary data for Linkage modeling	Area with existing legislative protection.
Fire Disturbance PT	firedspt	point	Represents the estimated starting point of a forest fire for which the perimeter was not mapped.	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Fire Disturbance Area	firedstb	polygon	A Fire Disturbance Area is an area greater than 40 hectares in size that has been disturbed by forest fire	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Forest Misc Damage Event	formisc	polygon	Includes forest damage events that cannot be singly attributed to a specific abiotic, insect or disease agent or event.	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Habitat Planning Range	hplanrng	polygon	A Habitat Planning Range is a polygon feature that identifies an area for which habitat criteria, climatological information, and species occurrence information combine to make it an exemplary habitat for a particular species.	4/11/12	None	Administrative boundary more than ecological boundary. Information captured in other more appropriate data sets.
Indian Reserve	indianre	polygon	Indian Reserves near study area	2/2/12	None	No features located within study area.
Forest Insect Damage Event	insctdam	polygon	Area of insect damage of forested area	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Land Ownership	landown	polygon	Land designated as Crown Land, Private Land, or Federal Land (Indian Reserve and Other)	2/2/12	None	Administrative boundary, Not relevant
Landform Conservation Area	lndfcons		Land area dominated by steeply sloping or complex landform patterns. Identified by MNR as areas having more than 20 percent of the land surface comprised of: lands with slopes in excess of 10%; land with distinctive landform features such as ravines, kames and kettles; and/or Land with a high diversity of land slope classes.	4/11/12	None	None within County
Land Use Plan Area, MNR	luplmnr	polygon	Includes where particular land use planning initiatives have effect that have been approved or are established for a significant geographic area.	2/2/12	None	Administrative boundary, Not relevant
Mineral Deposit Inventory	mindep		Database providing an overview of mineral deposits within the province of Ontario.	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Municipalities/Townships	Municipalities_Edited	polygon	Municipalities and Townships found within the study area	2/2/12	None	Administrative boundary, Not relevant
Bird Nesting	nesting	point	Bird Nesting Sites (Hawks, Raptors, Great Blue Heron ect) within the study area	2/2/12	Natural Heritage Map	Wildlife habitat which tends to be consistent year after year.
NGO Nature Reserve	ngonatrv	polygon	NGO Nature Reserves are lands held by nature trusts and other non-government agencies for the purpose of nature conservation.	2/2/12	Supplementary data for Linkage modeling	No features located within study area.

Agendaltem# 10101012.

County of Frontenac Natural Heritage Study - Data Collection Summary

Name	Shapefile	Type	Description	Date Received	Map	Rational
Natural Heritage Values Area	nhervala	polygon	An area Recommended or Proposed for protection that may be subject to interim protection policies, including Provincial Parks (additions and new), Conservation Reserves (additions and new) and Forest Reserves.	2/2/12	Conservation Lands	Mapped as appropriate based on features with existing legislative protection.
Natural Heritage System Area	nhsarea	polygon	A system of natural core areas and key natural corridors or linkages, such as rivers and valleys, with significant ecological value.	2/2/12	None	No features located within County
Fish Nursery Area	nursafish	polygon	A Fish Nursery Area is a polygon feature that identifies an area where a fish species raises its newborn, if that area is different from the Spawning Area.	2/2/12	None	Protection of fish will be captured under general lakes and rivers.
Stewardship Zone	oszone	polygon	The Ontario Stewardship Program divides the province into four administrative regions or zones. Any given Stewardship Council will fall into one of these zones.	2/2/12	None	Administrative boundary, Not relevant
Ontario Trail Network Trail Segment	otnseg	polyline	A trail segment is a line feature which defines a linear corridor through the natural or urban environment.	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Trailhead	otnthd	point	Recreational Trail Entrances within the study area.	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Ontario Trail Network Watercourses	otnwcrs	polyline	Watercourses (Streams) across Ontario	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Recreation Access Point	recpnt	point	Access Points to Recreational Areas (Camping Sites) within the study area	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Resting Area	restarea	polygon	A Resting Area is a polygon feature that identifies an area where a certain species is known to habitually sleep or rest.	2/2/12	None	No features located within study area.
Source Protection Area Generalized	spagen	polygon	The area of land and water governed by a Source Protection Authority which defines the watershed area within which the terms of reference, assessment reports and source protection plans must be developed.	4/11/12	None	Deemed to be not relevant for natural heritage conservation as the mapping detail is too general.
Spawning Area	spawnare	polygon	A Spawning Area is a polygon feature that identifies an area where a species of fish habitually spawns.	4/11/12	None	Protection of fish will be captured under general lakes and rivers.
Fish Staging Area	stagafsh	polygon	A Fish Staging Area is a polygon feature that identifies an area where a fish species rests during migration.	2/2/12	None	Protection of fish will be captured under general lakes and rivers.
Tile Drainage Area	tiledrna	polygon	Captures the location of fields that have had tile drainage installed.	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Traditional Land Use Area	tlua	polygon	A Traditional Land Use Area is a polygon feature that identifies an area commonly used for both current and past human activities that are deemed worthy of special consideration.	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Trail Segments	trailseg	polyline	A line feature which defines a linear corridor through the natural or urban environment, for one or more of the following recreational purposes; hiking, backpacking or snowmobiling)	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Wildlife Travel Corridor	travcwld	polygon	A Wildlife Travel Corridor is a polygon feature that identifies a route used by a wildlife species for migration.	2/2/12	None	No features located within study area.

Agendaltem# 101011012.

County of Frontenac Natural Heritage Study - Data Collection Summary

Name	Shapefile	Type	Description	Date Received	Map	Rational
Tree Improvement Area	treeimpr	polygon	A Tree Improvement Area is a polygon feature that identifies an area designated for the study and improvement of tree species	4/11/12	None	Deemed to be not relevant for natural heritage conservation.
Utility Site	utilsite	point	Point utility features for providing services for power, water, communications, or heating fuel (Hydro Station, Pumping Station).	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Wildlife Management Unit	wildadmu	polygon	A Wildlife Management Unit (WMU) is a polygon feature that identifies a geographic area, i.e. numbered divisions of the Province of Ontario, which serves as a permanent land base for wildlife research and management.	4/11/12	None	Administrative boundary, Not relevant
Wild Rice Stand	wildrice	polygon	A Wild Rice Stand is a polygon feature that identifies an area where wild rice grows.	4/11/12	None	Will be captured under the protection of wetlands.
Water Power Generating Station	wpgenstn	point	A waterpower generation station is a facility that is used for the generation of electricity from water.	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Water Power Potential Site	wppotste	point	A site which has the potential to be used for hydroelectric power generation.	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Primary Watershed	wtrshpri	polygon	A Primary Watershed is a polygon feature that identifies one of the three primary watershed divisions which comprise the entire Province of Ontario: Great Lakes, Hudson Bay, and Mississippi.	2/2/12	None	Deemed to be not relevant for natural heritage conservation.
Quaternary Watershed	wtrshqua	polygon	Quaternary watersheds are fourth level drainage areas.	2/2/12	Supplementary data for Linkage and Biodiversity modeling	Used to define study area for modeling.
Secondary Watershed	wtrshsec	polygon	A Secondary Watershed is a polygon feature that identifies one of the seventeen secondary watershed divisions. Most secondary divisions are either large river systems or groupings of small coastal streams.	2/2/12	None	Too large a scale to be relevant for this study.
Ecoregion Boundary	ecoregn	Polygon	Ecoregions delindeations for Ontario	4/25/12	Natural Heritage Map	Used to delineate the ecoregion boundary.
Tertiary Watershed	wtrshter	polygon	A Tertiary Watershed is a polygon feature that identifies one of the 144 subdivisions of the secondary watershed divisions. Tertiary divisions range in size from 700 square kilometres to 31,000 square kilometres.	2/2/12	Supplementary data for Linkage and Biodiversity modeling	Used to define study area for modeling.
FRI FIMv1 (Bancroft Minden Forest - 2003)		polygon	These layers provides the general current production status of all Forest Resources Inventory (FRI) units in the province of Ontario.	4/11/12	None	not relevant yet for general mapping yet.
FRI FIMv1 (Ottawa Valley Forest - 1998)		polygon		4/11/12	None	not relevant yet for general mapping yet.
FRI FIMv1 (Mazinaw Lanark Forest - 2006)		polygon		4/11/12	None	not relevant yet for general mapping yet.
FRI Planning Composite Inventory (Ottawa Valley Forest)		polygon	Forest Resource Inventory for Ottawa Valley forests	4/11/12	None	not relevant yet for general mapping yet.
FRI Planning Composite Inventory (Mazinaw Lanark Forest)		polygon	Forest Resource Inventory for Mazinaw / Lanark forests	4/11/12	None	not relevant yet for general mapping yet.
FRI Planning Composite Inventory (Bancroft Minden Forest)		polygon	Forest Resource Inventory for Bancroft / Minden forests	4/11/12	None	not relevant yet for general mapping yet.
Provincial Landcover 2000 - 27 Classes		polygon	The land cover classes consist of vegetation types (such as forest, wetlands, and agricultural crops or pasture) and categories of non-vegetated surface (such as waterbodies, bedrock outcrops, or settlements).	4/11/12	None	not relevant yet for general mapping yet.

Agendaltem# 101011012.

County of Frontenac Natural Heritage Study - Data Collection Summary

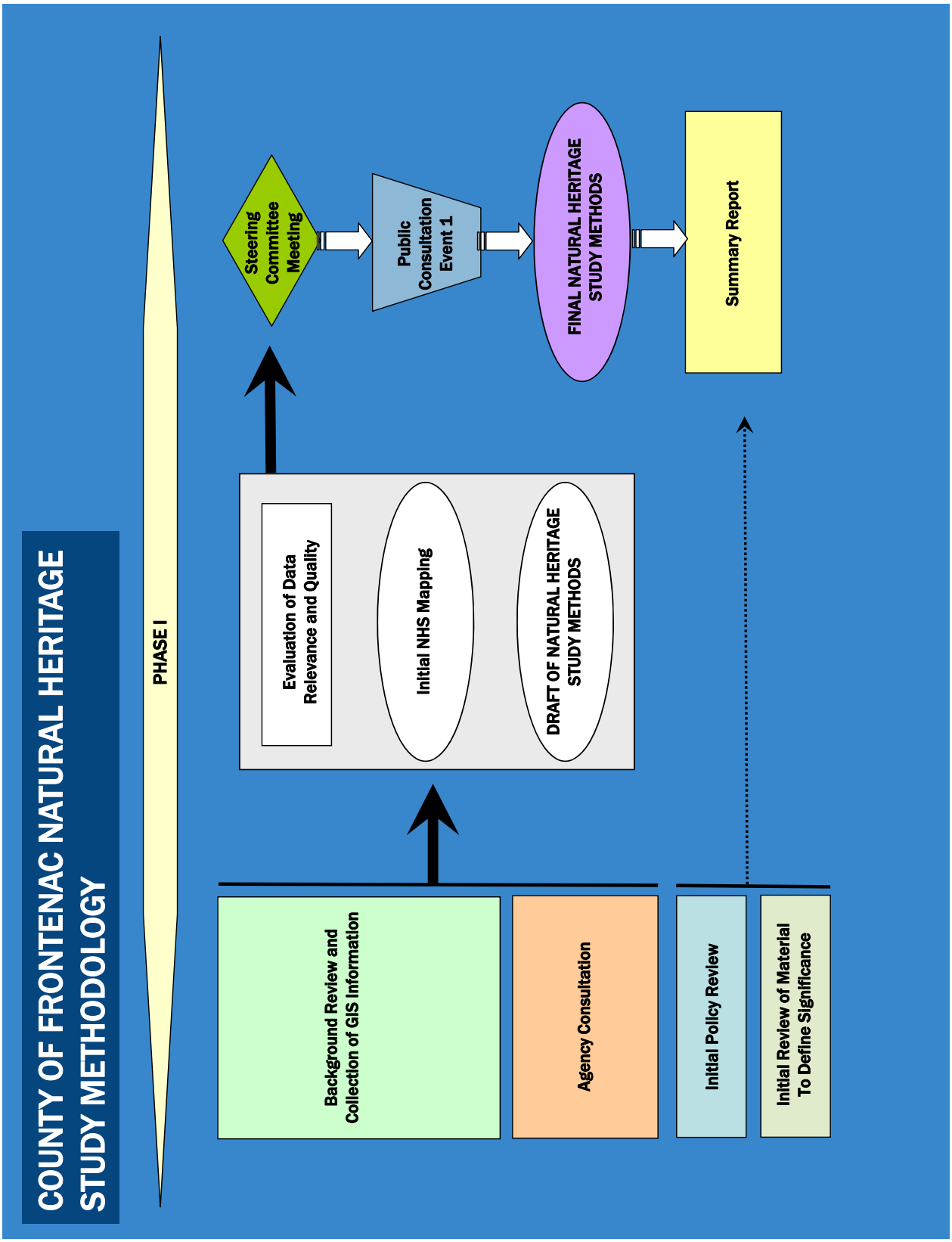
Name	Shapefile	Type	Description	Date Received	Map	Rational
Floodplain Hazard Land Mapping - Ontario		polygon	This dataset includes information from Canada's Flood Damage Reduction Program (FDRP). In addition to FDRP features, this dataset also includes some First Nations floodplain mapping. It does not include any Conservation Authority floodplain mapping.	4/11/12	None	Too fine a scale for County wide mapping
Ecological Land Classification (ELC) of Ontario		polygon	High-Level ecological land classification for Ontario	4/11/12	None	not relevant yet for general mapping yet.
Southern Ontario Land Use - Canada Land Inventory		polygon	Land cover map based on classified satellite imagery.	4/11/12	None	not relevant yet for general mapping yet.
Cataraqui Region Conservation Authority Data						
Property owned by Cataraqui Region CA	CRCA_Properties	polygon	Properties owned by the Conservation Authority.	4/13/12		Area with existing legislative protection
--Unknown	CKN_section_28_Screening_Area	polygon	-- No information provided	4/13/12	None	Does not appear to be relevant for NH Mapping.
Floodplains	floodplains	line	Floodplain boundaries for watercourses within the conservation authority administration area.	4/13/12	None	Too fine a scale for County wide mapping
Frontenac Islands Floodline at 76m	Frontenac_Islands_Floodline_76m	line	Floodline for the Frontenac Islands based on the 76m contour line.	4/13/12	None	Not relevant at this stage
--Unknown	SF_section_28_screening_area	polygon	-- No information provided	4/13/12	None	Does not appear to be relevant for NH Mapping.
St Laurence flood level	St_Lo_floodlevel	line	Flood level along the St Laurence River.	4/13/12	None	Not relevant at this stage
Quinte Conservation Authority Data						
Quinte Region boundary	QC_Boundary	polygon	Datasets developed in order to have a consolidated and resolved Source Water Protection Planning (SWPP) watershed boundary area, for use in Conservation Authority and Source Water Protection regional-scale mapping.	4/13/12	None	Area with existing legislative protection
Environmental Hazard Line (Generic Regulations Limit)	Env_Hazard_Line_Final	line	To show Generic Regulations Limit within Quinte Conservation jurisdiction.	4/13/12	None	Not relevant at this stage
Flood line for Quinte Conservation including Lane Creek in Wellington	Floodline_Edit	line	To show regulated flood line within Quinte Conservation jurisdiction.	4/13/12	None	Not relevant at this stage
Property owned by Quinte Conservation	QC_CA_Selection	polygon	A subset of Quinte Conservation owned properties that are promoted as Conservations Areas to the general public	4/13/12	None	Not relevant at this stage
Quinte Conservation trail network	QC_Trail_Network_All	line	A digital collection of the Quinte Conservation trail network as promoted to the general public. The trail network was collected via GPS data capture during the summer of 2010.	4/13/12	None	Not relevant at this stage.
Rideau Valley Conservation Authority Data						
Boundaries of RVCA properties	County_Frontenac_March2012_CA_Areas	polygon	Conservation Authority properties within the County of Frontenac.	4/13/12	Supplementary data for Linkage and Biodiversity modeling	Area with existing legislative protection
City of Kingston Base Data						
Buildings within the City of Kingston	CoK_Building	polygon	Buildings	4/13/12	None	Not relevant at this stage
Civic Addresses within the City of Kingston	CoK_Civic_Address	point	Civic addresses	4/13/12	None	Not relevant at this stage
MPAC property assessments for the City of Kingston	CoK_MPAC_Parcel_Assessment	polygon	Parcel fabric for Kingston	4/13/12	None	Not relevant at this stage
Road Network for the City of Kingston	Cok_Road_Element	line	Road network for Kingston	4/13/12	None	Not relevant at this stage
County of Frontenac						
At Capacity Lake Trout Lakes	Lake_Trout_Lakes.shp	polygon	At Capacity Lake Trout Lakes identified within the County	4/25/12	Natural Heritage Map	Defines the location of the At Capacity lakes
Queens Biology Station						

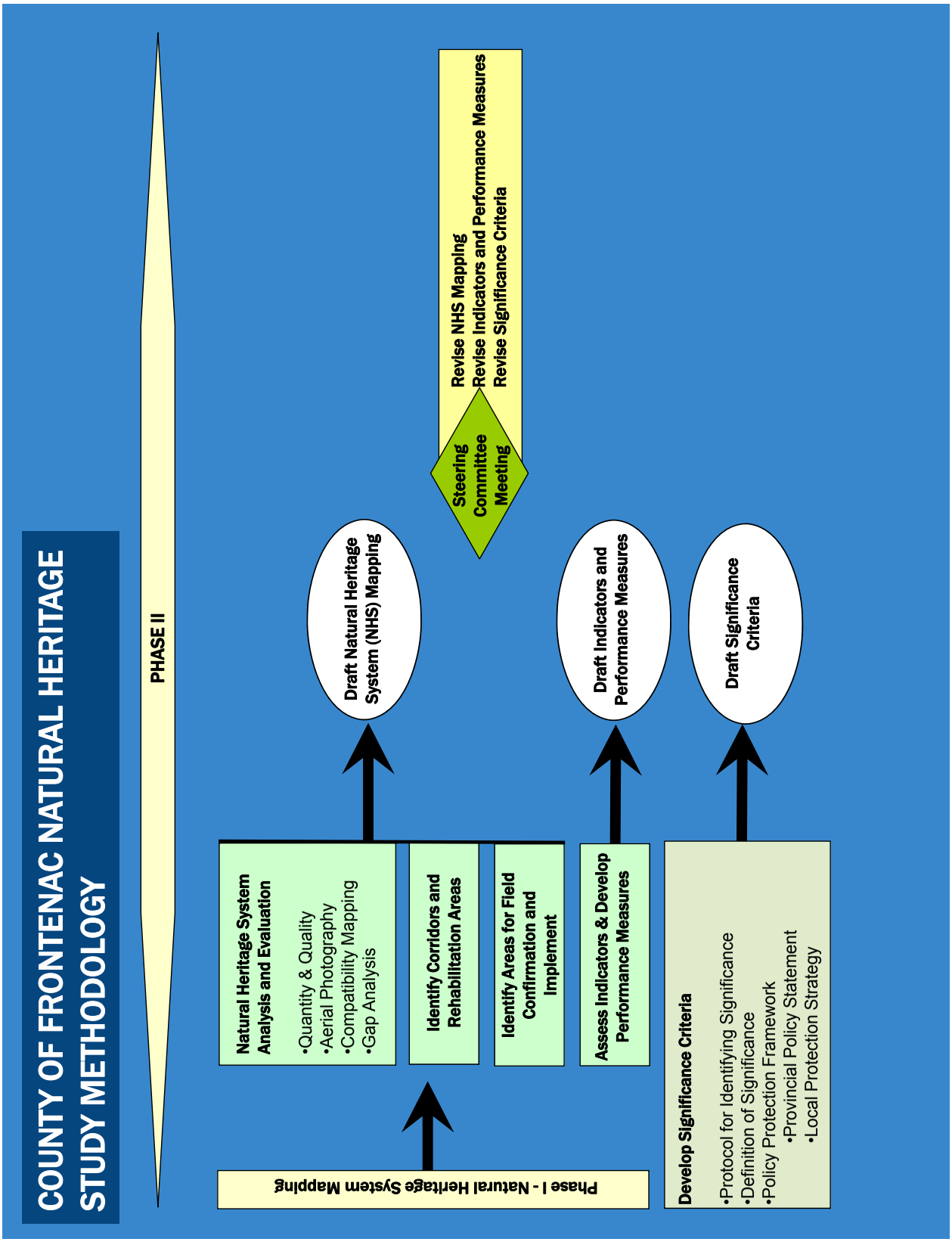
Agendaltem# 101011012•

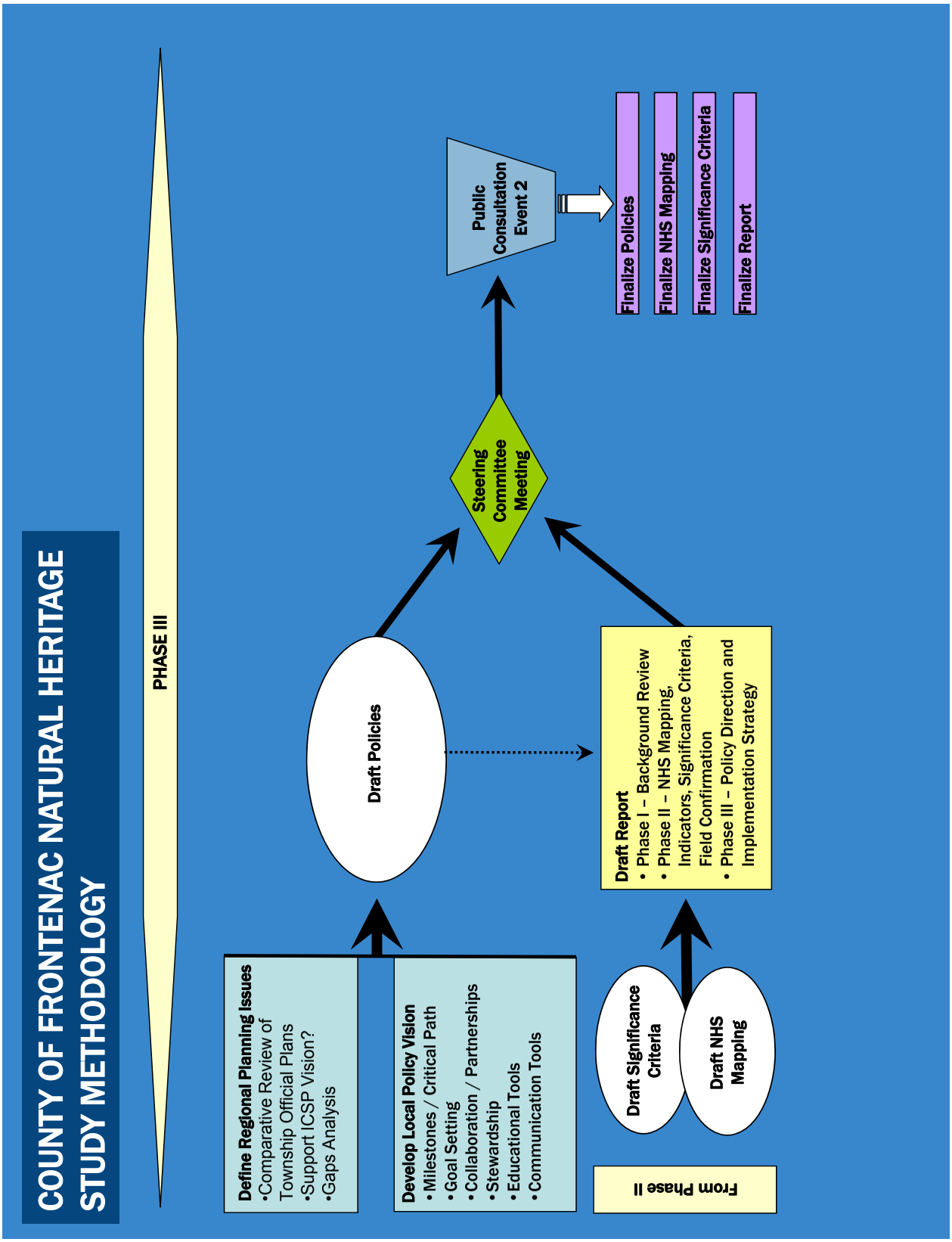
County of Frontenac Natural Heritage Study - Data Collection Summary

Name	Shapefile	Type	Description	Date Received	Map	Rational
Queens Biology Station Properties	Merged_Boundaries3	polygon	Properties owned by the Queens University Biology Station (QUBS).	4/25/12	None	ANSI's and PSW's were used as surogates for natural heritage within QUBS.
Ontario Ministry of Northern Development and Mines						
Quartenary Geology	bedrock_II.shp	polygon	Quartinary Geology mapping used for Canadian Shield Boundary	7/5/12	Supplementary data for Biodiversity modeling	Required to show the Canadian Shield boundary

Appendix II:
Methodology for Carrying Out the NHS


COUNTY OF FRONTENAC NATURAL HERITAGE STUDY METHODOLOGY
PHASE I
Background Review and Collection of GIS Information
Agency Consultation
Initial Policy Review
Initial Review of Material To Define Significance
Evaluation of Data Relevance and Quality
Initial NHS Mapping
DRAFT OF NATURAL HERITAGE STUDY METHODS
Steering Committee Meeting
Public Consultation Event 1
FINAL NATURAL HERITAGE STUDY METHODS
Summary Report


COUNTY OF FRONTENAC NATURAL HERITAGE STUDY METHODOLOGY
PHASE II
Phase I - Natural Heritage System Mapping
Natural Heritage System Analysis and Evaluation
•Quantity & Quality
•Aerial Photography
•Compatibility Mapping
•Gap Analysis
Identify Corridors and Rehabilitation Areas
Identify Areas for Field Confirmation and Implement
Assess Indicators & Develop Performance Measures
Develop Significance Criteria
•Protocol for Identifying Significance
•Definition of Significance
•Policy Protection Framework
•Provincial Policy Statement
•Local Protection Strategy
Draft Natural Heritage System (NHS) Mapping
Draft Indicators and Performance Measures
Draft Significance Criteria
Steering Committee Meeting
Revise NHS Mapping
Revise Indicators and Performance Measures
Revise Significance Criteria


COUNTY OF FRONTENAC NATURAL HERITAGE STUDY METHODOLOGY
PHASE III
Define Regional Planning Issues
•Comparative Review of Township Official Plans
•Support ICSP Vision?
•Gaps Analysis
Develop Local Policy Vision
•Milestones / Critical Path
•Goal Setting
•Collaboration / Partnerships
•Stewardship
•Educational Tools
•Communication Tools
From Phase II
Draft Significance Criteria
Draft NHS Mapping
Draft Policies
Draft Report
• Phase I – Background Review
• Phase II – NHS Mapping, Indicators, Significance Criteria, Field Confirmation
• Phase III – Policy Direction and Implementation Strategy
Steering Committee Meeting
Public Consultation Event 2
Finalize Policies
Finalize NHS Mapping
Finalize Significance Criteria
Finalize Report

Appendix III:
Information Defining Significance of Natural Heritage Features

Natural Heritage Reference Manual Material Defining Protection Requirements Under the PPS, Adjacent Lands, Identification of Natural Features and Evaluation of Their Significance

Natural Feature	Protection Requirement Under the PPS	Adjacent Lands	Definitions	Identification	Relevant Documents, Acts, Regulations or Definitions
Habitat of Endangered and Threatened Species	The PPS direct in Policy 2.1.7 that development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.	120 m (or as otherwise determined necessary through consultation with the planning authority or MNR)	An *Endangered* or *Threatened* species: means a species that is listed or categorized as an "*Endangered* Species" or "*Threatened* Species" on the Ontario Ministry of Natural Resources' official Species at Risk in Ontario (SARO) list, as updated and amended from time to time. Significant: habitat of *Endangered* species and *Threatened* species, means the habitat, as approved by the Ontario Ministry of Natural Resources, that is necessary for the maintenance, survival and/or recovery of naturally occurring or reintroduced populations of endangered species or threatened species, and where those areas of occurrence are occupied or habitually occupied by the species during all or any part(s) of its life cycle.	Under the ESA, MNR is responsible for giving technical advice on species identified on the SARO List and their habitats. For the purposes of implementing policies of the PPS, MNR is responsible for approving the delineation of significant habitat for species identified as endangered and threatened. The MNR district office should be contacted as part of early consultation when planning authorities or development proponents have reason to believe that an endangered or threatened species may be present. Where MNR has not delineated or described the significant habitat, or otherwise defined habitat under the ESA, MNR district offices can provide information and guidance for identifying endangered and threatened species and their habitats found within a municipal planning area or within a proposed development area. Delineated habitat of endangered and threatened species is considered sensitive information. The exact locations of these species should not be identified in municipal planning documents or documents submitted to the municipality.	Endangered Species Act, 2007 Section 5.0 of NHRM (MNR 2010) Appendix B of the NHRM (MNR 2010) for sources of information for the identification and evaluation of significant habitat of endangered and threatened species.
Wetlands	To be consistent with the PPS, planning authorities are required to implement policies 2.1.4, 2.1.5(f), and 2.1.8 for the protection of wetlands. The PPS states the following: 2.1.4 Development and site alteration shall not be permitted in: a) significant wetlands in Ecoregions 5E, 6E and 7E; and b) significant coastal wetlands. 2.1.5 Development and site alteration shall not be permitted in: f) coastal wetlands in Ecoregions 5E, 6E and 7E that are not subject to policy 2.1.4(b) unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. 2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4 and 2.1.5 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.	120 m (or as otherwise determined necessary through consultation with the planning authority or MNR)	Coastal wetland: means a) Any wetland that is located on one of the Great Lakes or their connecting channels (Lake St. Clair, St. Mary's, St. Clair, Detroit, Niagara and St. Lawrence Rivers); or b) Any other wetland that is on a tributary to any of the above-specified water bodies and lies, either wholly or in part, downstream of a line located 2 kilometres upstream of the 1:100 year floodline (plus wave run-up) of the large water body to which the tributary is connected. Wetlands: means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes, which no longer exhibit wetland characteristics, are not considered to be wetlands for the purposes of this definition. Significant: means in regard to wetlands and coastal wetlands, an area identified as provincially significant by the Ontario Ministry of Natural Resources using evaluation procedures established by the Province, as amended from time to time.	A provincially significant wetland (PSW) occurs when a wetland is identified, mapped and scored using a scientific point-based ranking system known as the Ontario Wetland Evaluation System (OWES). A PSW, which needs to be identified or confirmed by MNR, is defined as any OWES evaluated wetland that scores: • A total of 600 or more points; or • 200 or more points in either the biological component or the special features component. MNR is responsible for the OWES, which provides a standardized method of assessing wetland functions and societal values and enables the Province to rank wetlands relative to one another. The OWES consists of two manuals: the Southern Ontario Wetland Evaluation System (used to evaluate all wetlands located in Ecoregions 6 and 7) and the Northern Ontario Wetland Evaluation System (used to evaluate all wetlands located in Ecoregions 2, 3, 4, and 5). Not all wetlands have been evaluated. For a wetland that is unevaluated but has characteristics or contains components that are typical of a significant wetland (e.g., significant species or functions), the planning authority should ensure that a wetland evaluation is undertaken unless MNR has already identified the wetland as a work project prior to processing any planning approvals. Qualification/Experience Requirements: Wetlands can be identified and evaluated by MNR staff or by other qualified professionals, provided that they use the approved OWES methodology and have received MNR training in the use of the Province's wetland evaluation system. In all cases, MNR is responsible for reviewing and approving the evaluations. MNR recognizes only ministry-sanctioned wetland	Southern Ontario Wetland Evaluation System Manual (MNR 2002) Northern Ontario Wetland Evaluation System (MNR 2002) Policy 2.2 of the PPS contains direction for planning authorities to protect and improve or restore the quality and quantity of water through various ways. Protection of wetlands can contribute to achieving goals related to water quality and quantity. *Conservation Authorities Act*, conservation authorities are empowered to restrict and regulate the use of wetlands. Development, as defined by the Conservation Authorities Act, taking place within or adjacent to a wetland in conversation authority regulated areas may require permission through a permit from the relevant conservation authority to confirm that the wetland is not changed or interfered with in any way.

Natural Heritage Reference Manual Material Defining Protection Requirements Under the PPS, Adjacent Lands, Identification of Natural Features and Evaluation of Their Significance

Natural Feature	Protection Requirement Under the PPS	Adjacent Lands	Definitions	Identification	Relevant Documents, Acts, Regulations or Definitions
	Negative Impacts is defined as degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple or successive development or site alteration activities.			evaluation courses. Wetland evaluations conducted by individuals trained by other organizations will not be considered.	
Woodlands	To be consistent with the PPS, planning authorities are required to implement policies 2.1.5(b), and 2.1.8 for the protection of woodlands. The PPS states the following: 2.1.5 Development and site alteration shall not be permitted in: b) significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River); unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. 2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4 and 2.1.5 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.	120 m (or as otherwise determined necessary through consultation with the planning authority or MNR)	Woodlands: means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products. Woodlands include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and provincial levels. Significant: means in regard to woodlands, an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history.	Approaches to compiling and assessing woodland information will vary depending on the availability of information, the nature of the woodlands present in the planning area and the extent of development pressures on the woodland. Planning authorities are encouraged to undertake a comprehensive study to identify significant woodlands for their planning area. However, woodlands may be identified as potential or candidate significant woodlands for the purposes of the PPS until appropriate detailed studies can be undertaken at a later planning stage (e.g., development application) to confirm their status. Table 7-2 and section 7.3.1 of the NHRM (MNR 2010) provides direction for the criteria for evaluating the significance of woodlands. Suggested criteria for evaluating significance include: • Woodland Size; • Ecological Functions (woodland interior, proximity, linkages, water protection, diversity); • Uncommon Characteristics; and • Economic and Social Functional Values Recommendation: use woodland cover within watersheds of the County of Frontenac to inform which size criteria denotes significant woodlands. Allow site specific studies to apply the size criteria in conjunction with other criteria above to confirm significance.	Section 7.0 of NHRM (MNR 2010) *Forestry Act and Forest Conservation By-Laws* - The identification and protection of significant woodlands do not preclude good forestry practices. Ideally, planning authorities should promote good forestry practices.
Valleylands	To be consistent with the PPS, planning authorities are required to implement policies 2.1.5(c), and 2.1.8 for the protection of valleylands. The PPS states the following: 2.1.5 Development and site alteration shall not be permitted in: c) significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River); unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. 2.1.8 Development and site alteration shall not be permitted on adjacent lands to the	120 m (or as otherwise determined necessary through consultation with the planning authority)	Valleylands: means a natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year. Significant: means in regard to other features and areas in policy 2.1, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system.	The identification and evaluation of valleylands as significant can be completed using the recommended MNR criteria (e.g. landform related functions and attributes, ecological features, restored ecological functions) (section 8.3 of the NHRM). However, it is the responsibility of planning authorities to implement their identification, evaluation and protection. To identify significant valleylands, an understanding of their hydrological and geomorphic structure is important. Generally, the physical boundaries of valleys should first be identified. Some valleylands are found within a distinct valley landform. Others, within headwater areas, may not have a defined watercourse channel where flow is overland and originates from springs, seepage areas and surface runoff. The physical boundaries are generally determined as follows: • For well-defined valleys, the physical boundary is generally defined by the stable top-of-bank or the predicted top-of-bank (also known as “top of slope” or “top of valley”). • For a less well-defined valley or stream corridor, the physical boundary may be defined in a number of ways, including the	*Conservation Authorities Act* – conservation authorities are empowered to regulate development and activities in or adjacent to river or stream valleys, watercourses and hazardous lands (e.g., unstable soils, unstable bedrock). Development, as defined by the Conservation Authorities Act, taking place within or adjacent to river or stream valleys, watercourses and hazardous lands in conservation authority regulated areas may require permission through a permit from the relevant conservation authority to confirm that the area is not altered in any

Natural Heritage Reference Manual Material Defining Protection Requirements Under the PPS, Adjacent Lands, Identification of Natural Features and Evaluation of Their Significance

Natural Feature	Protection Requirement Under the PPS	Adjacent Lands	Definitions	Identification	Relevant Documents, Acts, Regulations or Definitions
	natural heritage features and areas identified in policies 2.1.4 and 2.1.5 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.			consideration of riparian vegetation, the flooding hazard limit, the meander belt or the highest general level of seasonal inundation. Additional information sources for the identification and evaluation of significant valleylands are provided in Appendix B of the NHRM (MNR 2010).	way.
Significant Wildlife Habitat (SWH)	To be consistent with the PPS, planning authorities are required to implement policies 2.1.5(d), and 2.1.8 for the protection of wildlife habitat. The PPS states the following: 2.1.5 Development and site alteration shall not be permitted in: d) significant wildlife habitat; unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. 2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4 and 2.1.5 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.	120 m (or as otherwise determined necessary through consultation with the planning authority)	Wildlife habitat: means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their annual or life cycle; and areas which are important to migratory or non-migratory species. Significant: means in regard to other features and areas in policy 2.1, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system;	Significant wildlife habitat frequently occurs in other natural heritage features and areas covered by policies under 2.1 of the PPS (e.g., significant wetlands). To ensure efficient planning processes, the identification and evaluation of significant wildlife habitat often are best undertaken after other natural heritage features have been identified. Where other natural heritage features and areas have been identified, a proponent may not have to identify significant wildlife habitat in these features, provided that: • the feature(s) are already protected under official plan policies and designations; • the ecological function of the adjacent lands of the feature(s) is evaluated and appropriate protection measures are in place so that there will be no negative impacts on the feature or its ecological function; and • if needed, the proponent still considers the significant wildlife habitat functions of these features as part of any site assessment. While in some cases the protection of other natural heritage features and areas may address significant wildlife habitat, planning authorities are still encouraged to identify it on a comprehensive basis (e.g., during development/review of official plans, including establishing settlement area designations). It may still be necessary to carry out site assessments before any site-specific planning approvals are granted in order to identify other significant wildlife habitat. For a more comprehensive understanding of SWH identification, refer to section 9.3 of the NHRM (MNR 2010) as well as the Significant Wildlife Habitat Technical Guide (SWHTG) (MNR 2000) for a complete list of SWH and their identification. Ecoregion Criterion Schedules, which is an addendum to the SWHTG can also be used to distinguish Ecoregion differences in criteria defining significance.	Significant Wildlife Habitat Technical Guide (MNR 2000) Natural Heritage Reference Manual (MNR 2010) Significant Wildlife Habitat Decision Support System EcoRegion Criterion Schedules
Significant Areas of Natural and Scientific Interest (ANSI)	To be consistent with the PPS, planning authorities are required to implement policies 2.1.5(e), and 2.1.8 for the protection of ANSIs The PPS states the following: 2.1.5 Development and site alteration shall not be permitted in: e) significant areas of natural and scientific interest;	120 m from Life Science ANSIs 50 m from Earth Science ANSIs or as otherwise determined necessary through consultation with the planning authority	ANSI: means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education.	The MNR identifies and ranks ANSIs as being provincially, regionally or locally significant. For the purposes of policies 2.1.5(e) and 2.1.8 of the PPS, significant ANSIs include only ANSIs identified as provincially significant. Although ANSIs identified as regionally or locally significant are not included in the PPS definition, information about such ANSIs can still support the development of natural heritage systems under the PPS. Planning authorities can also choose to protect regional or local ANSI similar to provincially significant ones.	---

Agendaltem# 101011012•

Natural Heritage Reference Manual Material Defining Protection Requirements Under the PPS, Adjacent Lands, Identification of Natural Features and Evaluation of Their Significance

Natural Feature	Protection Requirement Under the PPS	Adjacent Lands	Definitions	Identification	Relevant Documents, Acts, Regulations or Definitions
	unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. 2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4 and 2.1.5 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.				
Fish Habitat	To be consistent with the PPS, planning authorities are required to implement policies 2.1.6 for the protection of fish habitat The PPS states the following: Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.	300 m for inland lake trout lakes on the Canadian Shield at capacity; and 120 m (or as otherwise determined necessary through consultation with the planning authority or other relevant agencies on their behalf)	Fish habitat: as defined in the Fisheries Act, c. F-14, means spawning grounds and nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes. Fish: means fish, which as defined in S.2 of the Fisheries Act, c. F-14, as amended, includes fish, shellfish, crustaceans and marine animals, at all stages of their life cycles. Provincial and federal requirements: means in regard to policy 2.1.6, legislation and policies administered by the federal or provincial governments for the purpose of the protection of fish and fish habitat, and related, scientifically established standards such as water quality criteria for protecting lake trout populations.	Planning authorities involved in identifying fish habitat for the purposes of the PPS need to incorporate DFO direction, in addition to the Fisheries Act definition for "fish habitat": • "Healthy and productive fish habitats require a sufficient amount of clean water; an adequate supply of food; adequate structure and cover to avoid predation; spawning areas, rearing grounds and nursery areas for larval and juvenile fish; and clear migration routes so that adult fish can reach spawning areas and move between other habitats; and • Wise management of fish and fish habitat also involves maintaining natural ecological functions and processes" (Fisheries and Oceans Canada, 2006). To incorporate DFO direction, habitat information is needed at both broad and detailed scales in order to consider fish habitat issues. For PPS purposes, both broad scale and detailed habitat information is needed to ensure a specific development application does not negatively affect fish habitat. This information can be captured on broad scale maps that identify waterbodies and aquatic communities across the landscape and detailed maps that identify habitats such as spawning and nursery areas. Where no detailed fish habitat information has been completed, all water features, including permanent or intermittent streams, headwaters, seasonally flooded areas, municipal or agricultural surface drains, lakes, ponds (except human-made off-stream ponds) should initially be considered fish habitat. The MNR has identified Lake Trout Lakes and their drainage basins as a special fisheries resource to be considered when making land use planning decisions. MNR maintains a formal list of lakes designated for lake trout management: Inland Ontario Lakes Designated for Lake Trout Management.	Fisheries Act; Endangered Species Act, 2007; and Species at Risk Act

Agendaltem# 101011012•

Additional Definitions

Development: means the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the Planning Act, but does not include:

a) activities that create or maintain infrastructure authorized under an environmental assessment process;
b) works subject to the Drainage Act; or
c) for the purposes of policy 2.1.4(a), underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in Ecoregion 5E, where advanced exploration has the same meaning as under the Mining Act. Instead, those matters shall be subject to policy 2.1.5(a).

Site alteration: means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site. For the purposes of policy 2.1.4(a), site alteration does not include underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in Ecoregion 5E, where advanced exploration has the same meaning as in the Mining Act. Instead, those matters shall be subject to policy 2.1.5(a).

Negative impacts: means

b) in regard to fish habitat, the harmful alteration, disruption or destruction of fish habitat, except where, in conjunction with the appropriate authorities, it has been authorized under the Fisheries Act, using the guiding principle of no net loss of productive capacity; and
c) in regard to other natural heritage features and areas, degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple or successive development or site alteration activities.

Ecological function: means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical and socio-economic interactions.

Appendix IV:
Comparative Assessment of Official Plans

County of Frontenac Natural Heritage Study - Policy Review

Policy Structure	Central Frontenac 2008 Adopted Official Plan	Frontenac Islands Official Plan Adopted by Council late 2011 Under review by MAH	North Frontenac Official Plan Adopted by Council early 2012 Under review by MAH	South Frontenac Draft Official Plan	Level of Consistency
Vision/ Principles/ Goals/ Objectives	2.8 Natural Heritage Features and Areas Part of the heritage of the area is a deep respect for the environment and the amenities of natural habitat areas. The Plan sets out policies to ensure that there are no adverse impacts to the conservation of the environment and the ecological functions associated with fish and wildlife habitats and wetlands.	1.4 Vision Statement The vision for Frontenac Islands is to create a strong community identity that reflects the unique island character of the area, which respects the principles of orderly, well managed growth and development, which is adequately serviced, which maintains (and preferably enhances) the quality of the natural environment and which provides for sustainable development. Sustainable development is described as development that meets the needs of the present without compromising the ability of future generations to meet their own needs. The Township's vision embraces the concept of sustainable development through land use decisions that integrate human needs with the natural and built environment. Land use decisions also include sustainable design measures for transportation, infrastructure, waste management, energy systems and the harvesting and use of natural resources. The vision intends to be adaptive to innovative design and human activities that support sustainability. 2.1 Goals and Objectives 9. Certain Natural Heritage Features and Areas within the Municipality warrant protection through measures which are consistent with the Provincial Policy Statement. 2.27 Natural and Cultural Heritage Features <u>Goal</u> To protect significant natural and cultural heritage features and areas from incompatible development. <u>Objectives</u> 1. To support the evaluation of natural and cultural heritage features to determine their significance and require an archeological evaluation of resources. 2. To document those features and areas which are significant. 3. To provide for the review of all land use changes or site alteration which could negatively impact significant natural heritage features or on their ecological functions. Best management practices, mitigative techniques, and avoidance will be encouraged as means of eliminating negative impacts and avoiding incompatible development. 4. To maintain, protect and enhance the connections between natural heritage features, including shoreline riparian zones.	2.2 Vision Sustainable development is described as development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable development is a process of managing change in which exploitation of resources, the direction of investments, the orientation of technological development, and institutional change are all in harmony and enhance both current and future potential to ensure a balance between humans and the biophysical environment (i.e., fauna, flora, the air, water and soil). The Township's vision embraces the concept of sustainable development through land use decisions that integrate human needs with the natural and built environment.	4.1 NATURAL HERITAGE GOAL The natural beauty of South Frontenac Township's lakes, forests and rural landscape is its predominant asset. It is the Natural Heritage Goal of this Official Plan to preserve and enhance South Frontenac Township's environmental quality for the enjoyment of future generations, while realizing its economic potential. To accomplish this, development decisions will be made from a long term cumulative impact point of view which protects the natural heritage systems within the Township. <u>(a) Objectives</u> (i) to promote sustainable development that meets the needs of the present without compromising the ability of future generations to meet their own needs. (ii) to approach planning decisions on an ecosystem basis, an approach that recognizes the interconnection of all living organisms, including humans, to their environment and to each other. (iii) to consider the cumulative impacts of planning decisions, recognizing that development proposals cannot be addressed only on an individual basis in isolation from past and future decisions. (iv) to ensure that no net loss of environmental quality occurs. (v) to maintain or improve surface and subsurface water quality. (vi) to encourage the re-establishment of natural vegetation along shorelines and the upgrading of existing development around waterbodies, especially older sewage disposal systems which may be adversely affecting water quality.	All plans discuss the importance of sustainable development and having no adverse impacts on the natural environment. Frontenac Islands and South Frontenac provide additional details by listing out specific goals with regards to natural heritage features.

County of Frontenac Natural Heritage Study - Policy Review

Policy Structure	Central Frontenac 2008 Adopted Official Plan	Frontenac Islands Official Plan Adopted by Council late 2011 Under review by MAH	North Frontenac Official Plan Adopted by Council early 2012 Under review by MAH	South Frontenac Draft Official Plan	Level of Consistency
Definition	• Definitions are excerpted from the Provincial Policy Statement (Section 7.5.1) • "For the purposes of this Plan, the … definitions, as excerpted from the Provincial Policy Statement shall be utilized in the application of the Natural Heritage Features and Areas policies"	• The definitions in the PPS applies (Definitions p.100) • "For the purposes of the Township of Frontenac Islands Official Plan, where terms are used in the Plan that are defined and intended to be those set out in the Provincial Policy Statement, the definition in the Provincial Policy Statement shall apply."	4.12 Natural Heritage Features and Areas • Natural heritage features and areas are those areas, which are important for their environmental and social values as a legacy of the natural landscapes of the area. Collectively, the individual natural heritage features and areas within a given Planning Area form a natural heritage system. It is intended that the particular features identified in North Frontenac will be conserved for their natural heritage value. Natural Heritage Features are shown on the Land Use Plan Schedules. • 4.12.1 "For the purposes of this Plan, the definitions from the Provincial Policy Statement listed in Appendix 1 shall be utilized in the application of the Natural Heritage Features and Areas policies"	• Section 3.0 states definitions (excerpts from the PPS)	• All OPs are consistent in using the definitions from the PPS
Delineation	• Outline all of the Environmental Protection Areas (provincial, local and regional) • Natural heritage features are identified on the map and listed in the policy • Natural Heritage Features and Areas are shown on Schedule 'A1 - A4', Land Use Plan and are to be considered as part of the *Environmental Protection Area*. Sub categories found under *Environmental Protection Area*: • Provincially Significant Wetlands • Locally Significant Wetland • Provincially Significant A.N.S.I. • Regionally Significant A.N.S.I. • Locally Significant A.N.S.I. • Flood Plain • Wetland 120m adjacent lands • Natural Heritage Feature	• The Background Study has assembled the available information on both Natural and Cultural Heritage Features. This information has been reproduced as Schedule "B" to this Plan. It is acknowledged that this information will change as new research is conducted. Therefore, it is expected that Schedule "B" will be updated regularly by Council resolution. (page 31) Schedule "A": • Provincially Significant Wetlands • Sensitive Shoreline Schedule "B": • ANSI – Provincial • ANSI – Regional • Locally Significant Wetlands	• Natural Heritage Features and Areas which have been identified in the Municipality are illustrated on the Land Use Plan Schedules with an appropriate symbol to identify particular features. • Although occurrences of species at risk and habitat are not shown on the Land Use Plan Schedules, due to data sensitivity, species at risk and habitat will be considered when screening planning applications and prior to application approval. There is potential that suitable/significant habitat persists in the Municipality and the list is subject to change as new information is gathered. The following is identified on the map: • Provincially Significant Wetland • Locally Significant Wetlands • Deer Winter Concentration Area • Moose Winter Concentration Area • Fish Habitat • Highly Sensitive Lake Trout Lakes • Moderately Sensitive Lake Trout Lakes and other cold water lakes • Areas of Natural and Scientific Interest (ANSI) • Cold Water Streams • Resource Management Lands • Enhanced Management Areas • Provincial Parks • Conservation Reserves • Lake Development Area	• 5.2.2 The boundaries of the Environmental Protection designation have been established by air photo interpretation, site inspections, input from the Conservation Authorities and the Ministry of Natural Resources, evaluated wetland mapping and by reference to the engineered flood plain mapping for portions of the Napanee Region and Cataraqui Region watersheds (the Rideau Valley Conservation Authority has no engineered floodline mapping in the Township). When additional information on the natural heritage or natural hazard features, wetland mapping or floodline mapping becomes available, this Official Plan and the Zoning By-law shall be amended accordingly. The boundaries of the Environmental Protection designation will serve as the basis for the implementing Zoning By-law. Land use map identifies the following: • Environmental protection • Provincially significant wetlands • Environmentally sensitive areas • Sensitive lake trout lakes	All of the OPs identify Significant Wetlands and Areas of Natural and Scientific Interest (ANSI). South Frontenac includes these areas within its Environmental Protection Area designation. All of the OPs make sure to identify the designated areas on their land use maps. North Frontenac and South Frontenac recognize sensitive lake trout lakes. North Frontenac recognizes habitat areas (deer, moose and fish). Flood plains are addressed in Central Frontenac and partly in South Frontenac where the data exists.

County of Frontenac Natural Heritage Study - Policy Review

Policy Structure	Central Frontenac 2008 Adopted Official Plan	Frontenac Islands Official Plan Adopted by Council late 2011 Under review by MAH	North Frontenac Official Plan Adopted by Council early 2012 Under review by MAH	South Frontenac Draft Official Plan	Level of Consistency
Designation	7.5.2.1 Natural Heritage Features and Areas included within the Environmental Protection designation in Central Frontenac include: A. The Hungry Lake Barrens, a Provincially Significant ANSI. (This area has also been identified as a candidate Conservation Reserve. The intention of the Province is to conserve this area for its unique life science attributes.) B. Piccadilly Swamp, a Provincially Significant ANSI. C. Harlowe Bog, considered to be a regionally significant ANSI. D. Black Len Fen, considered to be a regionally significant ANSI. E. Kennebec Wetland Complex (Kennebec Lake), a provincially significant wetland. F. Big Clear Lake Wetland Complex) Big Clear Lake, a locally significant wetland. G. Hinchinbrooke Wetland (east of Elbow Lake and south of Duncan Lake), a locally significant wetland. H. Oso Wetland (north of Chambers Lake), a locally significant wetland. I. Sharbot Lake - west basin, a highly sensitive lake trout lake. J. Silver Lake - a highly sensitive lake trout lake. K. Eagle Lake - a moderately sensitive lake trout lake. L. Crow Lake - a moderately sensitive lake trout lake. M. Bolton Creek Wetland, a provincially significant wetland. Such lands are designated as Environmental Protection Area on the Land Use Schedules with an appropriate symbol to identify particular features i.e. PSW -Provincially Significant Wetland, PSA - Provincially Significant ANSI etc. The above list of Natural Heritage Features and Areas is not intended to be	5.4 Over time, Council may undertake the preparation of a comprehensive study of natural heritage features and areas utilizing information derived from the Wolfe Island Wind Project, the Integrated Community Sustainability Plan, the Ministry of Natural Resources and other sources. The study may undertake to identify natural heritage features which contribute and support the bio-diversity, ecological functions and linkages which make up the natural heritage system on the Islands. Features of importance include wetlands, woodlands, valleylands, fish habitat, wildlife habitat, threatened, vulnerable and species of concern and areas of natural and scientific interest. The study may serve to identify features which are provincially, regionally or locally significant and to develop strategies to protect and enhance habitat and biological diversity of the natural heritage system. They also have detailed policies for: 5.4.1 Provincially Significant Wetland 5.4.1.6 Special Policy - Big Sandy Bay 5.4.2 The habitat of threatened and endangered species and species at risk has not been identified in the Plan. 5.4.3 Areas of Natural and Scientific Interest (ANSI) 5.4.4 Significant woodlands have not yet been identified. 5.4.5 Significant valleylands have not yet been identified. 5.4.6 Significant wildlife habitat has not been identified 5.4.7 Fish Habitat 5.4.8 Natural Connections/Corridors	4.12.2 Policies on the following: A. Natural Heritage Features and Areas B. Wetlands and Wildlife Habitat C. Fish Habitat (also includes a list of at capacity and not at capacity lake trout lakes) D. Endangered and Threatened Species E. Areas of Natural and Scientific Interest All of these policies follow provincial guidelines, mention the need for an impact assessment and also specify the definition of adjacent lands for each topic. Lake Development Area This land use designation is designed to govern development that occurs in and around these water bodies and islands in order to protect the water quality, shoreline amenities and natural habitat areas. The plan requires that the following components be evaluated for sustainable development around the lakes: • Determining the “yield” or number of lots/units for the entire parcel or property based on meeting the Township’s zoning standards for minimum lot area and minimum lot frontage. The Township strongly discourages any development that will result in lot creation at a lot yield or density that is less than prescribed by the development standards; • A conservation inventory will be required in advance of the design of the parcel or property to determine the natural features that are to be conserved for their ecological functions or physical constraints. • Providing for water access through such options as providing common access point(s), conserving the shoreline in the public domain, providing a suitable off-site access point; • Considering the most appropriate conservation design option appropriate for the property. Options may include single tier or a cluster design (see diagrams). Cluster design will be strongly encouraged for there is opportunity for back-lot or back-shore development; • Protection and conservation of the natural environment (e.g., fisheries, wildlife habitats, threatened and endangered species, sensitive areas and water quality for recreation);	5.2 ENVIRONMENTAL PROTECTION • The Environmental Protection designation applies to lands which play an important role in the preservation of the Township’s natural heritage systems including wetlands, watercourses and lakes and significant portions of the habitat of threatened or endangered species. This designation includes natural hazard lands which may pose a threat to life and property because of inherent physiographic characteristics such as floodplains, erosion hazards, poor drainage, organic soil, steep slopes or other similar physical limitations. • An Environmentally Sensitive Areas overlay identifies lands which should be developed in an environmentally sensitive manner and/or protected and preserved in the long term. Such lands are described as Environmentally Sensitive Areas and include lands identified to have significant biological, geological, zoological or other unique natural features such as sensitive groundwater recharge and discharge areas, natural connections between natural heritage features, fish habitat, significant wildlife habitat, significant woodlands, significant valleylands and areas of natural and scientific interest. The Environmentally Sensitive Areas also include all lands adjacent to all Township lakes because of the potential impact development may have on water quality and fish habitat. They also have detailed policies for: 5.2.3Flood Plains 5.2.4 Erosion Hazards 5.2.5 Significant Wetlands 5.2.7 Environmentally Sensitive Areas 5.2.8 Lake Trout Lakes (adjacent to lakes and rivers, highly sensitive lake trout lakes, moderately sensitive lake trout lakes) 5.2.9 Endangered and Threatened Species	All of the OPs have similar categories for which they have specific policies (i.e. wetlands, fish habitat etc.) Central Frontenac’s OP is the only one that has a detailed list of specific locations that have been identified as Natural Heritage Features/Areas. Frontenac Islands has a special policy for Big Sandy Bay. North Frontenac has detailed policies regarding development in and around water bodies and islands through its Lake Development Area designation. South Frontenac has policies addressing Lake Trout lakes. North Frontenac also has a detailed list of at-capacity Lake Trout lakes and Lake Trout lakes not at capacity. Central Frontenac also has a detailed list of at-capacity Lake Trout lakes.

County of Frontenac Natural Heritage Study - Policy Review

Policy Structure	Central Frontenac 2008 Adopted Official Plan	Frontenac Islands Official Plan Adopted by Council late 2011 Under review by MAH	North Frontenac Official Plan Adopted by Council early 2012 Under review by MAH	South Frontenac Draft Official Plan	Level of Consistency
	comprehensive. They also have detailed policies for: 7.5.2.2 Wetlands and Wildlife Habitat 7.5.2.3 Fish Habitat 7.5.2.4 Areas of Natural and Scientific Interest 7.5.2.5 Endangered and Threatened Species 7.5.2.6 Woodlands and Agricultural Lands		• Regulation of resource production areas (e.g., minerals and mineral aggregate resource areas, Crown lands and other lands managed under agreements); • The protection of Environmental Protection Area Hazard Lands • The quantity and quality of water supply. There shall be no reduction in the trophic status of any water body as a result of the development proposed; Lake development capacity shall be determined through a technical study utilizing a provincially acceptable lake development capacity model; • The adequacy of sewage disposal (see Section 3.18 – Water Supply and Sewage Disposal); and • The adequacy of waste disposal storage facilities and measures for permanent disposal.		
Impact Assessment /Environ-mental Impact Study	When is it required? 7.5.2.7 "Council will require an impact assessment for development and site alteration proposed in designated Natural Heritage Features and Areas and adjacent lands. An Impact Assessment (IA) will be prepared to support planning applications such as Official Plan amendments, zoning by-law amendments, plans of subdivision, consent etc., prior to the approval of the proposed development or site alteration. Where the impact of the development and/or site alteration cannot be mitigated, it will not be permitted. Components of the Assessment The components of the IA shall be tailored to the scale of development and may range from a simplified assessment (scoped assessment) to a full site assessment. For example, a single detached dwelling may only require a scoped assessment while a subdivision, multiple unit residential complex, major commercial or industrial development, golf course etc. will require a	When is it required? 3.8 Council will require an environmental impact study for development and site alteration proposed in designated adjacent lands. Development and site alteration shall not be permitted in significant habitat of endangered and threatened species and in significant wetlands (i.e. Provincially Significant Wetlands). Development and site alteration shall not be permitted in significant woodlands, in significant valleylands, in significant wildlife habitat and in significant areas of natural and scientific interest unless it has been demonstrated through and EIS that there will be no negative impacts on the natural features or their ecological functions. Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements. Council will require an EIS for development and site alterations proposed on lands adjacent to a designated Provincially Significant Wetland significant habitat of endangered species and threatened species and in or on adjacent lands to fish habitat, significant woodlands, significant valleylands, significant wildlife habitat and significant areas of natural and scientific interest. The EIS will address how anticipated impacts will be mitigated through the planning and/or development approvals	When is it required? 4.12.2 F. Council will require an impact assessment for development and site alteration proposed in designated Natural Heritage Features and adjacent lands. An Environmental Impact Assessment (EIA) will be prepared to support planning applications such as Official Plan amendments, zoning by-law amendments, plans of subdivision, consent etc., and prior to the approval of the proposed development or site alteration. Where the impact of the development and/or site alteration cannot be mitigated, it will not be permitted (e.g. „no development option"). An Environmental Impact Assessment (EIA) is intended to provide for an assessment of the potential impact of a proposed development or site alteration on a particular natural heritage feature and shall be used to determine whether the proposed development, redevelopment or site alteration should or should not be permitted. The EIA will be undertaken by the proponent of development and/or site alteration. Components of the Assessment The components of the EIA shall be tailored to the scale of development and may range from a simplified assessment (scoped assessment) to a full site assessment. (For example, a single detached dwelling	When is it required? 5.2.10 Lake Impact Assessments are required when developing adjacent to any waterbody. 5.2.11 In considering any development or site alteration, including any planning amendments or variances within or adjacent to any Environmentally Sensitive Area, Provincially Significant Wetland, Significant Portions of the Habitat of an Endangered or Threatened Species, or within 300 metres (984.3 feet) of a Sensitive Lake Trout Lake Components of the Assessment Should the municipality determine from the results of the preliminary assessment that a more detailed Environmental Impact Assessment is required, it shall be prepared by a qualified individual and shall consist of: (a) a description of the proposed development, its purpose including site planning details, a general locational map, proposed buildings, existing land uses and details showing the existing vegetation, site topography, drainage, soils and fish and wildlife habitat areas. (b) a description of the negative impacts that will be caused or which might reasonably be expected to be	All of the policy documents require an Impact Assessment to support planning applications. All describe similar requirements for the components of the assessment. Frontenac Islands includes the PPS prohibitions for development and site alteration. Central Frontenac, Frontenac Islands and North Frontenac all have the same implementation measures.

County of Frontenac Natural Heritage Study - Policy Review

Policy Structure	Central Frontenac 2008 Adopted Official Plan	Frontenac Islands Official Plan Adopted by Council late 2011 Under review by MAH	North Frontenac Official Plan Adopted by Council early 2012 Under review by MAH	South Frontenac Draft Official Plan	Level of Consistency
	full site assessment. Council may consult with the Conservation Authority having jurisdiction in determining information requirements and the type and content of an IA. The following is intended to provide a guideline on the potential scope of an IA: • a description of the study area and landscape context; • description of the development proposal; • identification of those features and functions likely to be affected by the development proposal; • assessment of the potential impacts of the proposed development on key features and functions; • identification of mitigation requirements and monitoring requirements; • quantification of residual impacts (those that cannot be mitigated) if any; and • review and decision Council may undertake a peer review or may consult with a public authority to assist with the technical review and findings of an IA." 7.5.2.8 Implementation Measures Council may use zoning, site plan control and the provisions of the Municipal Act (site alteration controls) as measures to implement recommendations or results of an Impact Assessment or to govern the spatial relationship of buildings and structures to natural heritage features.	process. The components of an EIS will be tailored to the scale of the proposed development and the scale of the anticipated impacts. An EIS must be prepared by a qualified individual. An EIS shall be conducted prior to the approval of a development (e.g. an EIS shall not be carried out as a condition of approval). Components of the Assessment The following is intended to provide a guideline for the information to be included in the preparation of an EIS: • a description (including a map) of the study area and landscape context (including natural features and areas, and ecological functions); • a description of the development proposal; • date of field visits must be noted; • identification of the features (including their significance) and functions likely to be effected by the development proposal; • species lists of flora and fauna recorded for the site; • assessment of the potential impacts of the proposed development on natural features or areas and on their ecological functions for which they have been identified; • identification of mitigation requirements and monitoring requirements; • quantification of residual impacts (those that cannot be mitigated) if any; • recommendations on how to implement mitigative measures; • review and decision. Implementation Measures The Township may use various planning and other approvals (e.g. site plan control, site specific zoning, site alteration by-laws, etc.) to ensure that the development or site alteration occurs in accordance with the recommendations of the Environmental Impact Study (EIS).	may only require a scoped assessment while a subdivision, multiple unit residential complex, major commercial or industrial development, golf course etc. will require a full site assessment). Council may consult with the conservation authority having jurisdiction and the Ministry of Natural Resources in determining information requirements and the type and content of an EIA. The following is intended to provide a guideline on the potential scope of an EIA: i. A description of the study area and landscape context; ii. Description of the development proposal; iii. Identification of those features and functions likely to be affected by the development proposal; iv. Assessment of the potential impacts of the proposed development on key features and functions; v. Identification of mitigation requirements and monitoring requirements, quantification of residual impacts (those that cannot be mitigated) if any; and vi. Review and decision. G. Implementation Measures Council may use zoning, site plan control and the provisions of the Municipal Act (site alteration controls) as measures to implement recommendations or results of an Environmental Impact Assessment or to govern the spatial relationship of buildings and structures to natural heritage features and areas.	caused to the environment and the ecological functions and features associated with the feature; (c) description of the negative impacts the proposed development will have on fish habitat including water quality requirements or effect on other features and functions; (d) a statement indicating whether negative impacts will result from the proposal and a description of the actions necessary or which might be expected to be necessary to prevent change or to mitigate or remedy the negative impacts which might be expected to occur upon the environment and/or ecological functions and features as a result of the proposed development; (e) a description of how the mitigative measures will be implemented and/or enforced; (f) any measures, where deemed appropriate, to monitor the mitigation measures and to assess the long term impacts associated with the proposal.	

County of Frontenac Natural Heritage Study - Policy Review					
Policy Structure	**Central Frontenac** **2008 Adopted Official Plan**	**Frontenac Islands** **Official Plan Adopted by Council late 2011** **Under review by MAH**	**North Frontenac** **Official Plan Adopted by Council early 2012** **Under review by MAH**	**South Frontenac** **Draft Official Plan**	**Level of Consistency**
Other		Criteria for Assessing Land Division Applications (p.79) 18. Significant Natural Features and Cultural Heritage Features Consents for new uses should not be approved in or in proximity to Significant Natural Features or Cultural Heritage Features as shown on Schedule "B" unless it can be demonstrated to Council's satisfaction that there will little or no impact or that the impact can be mitigated.			Frontenac Islands is the only one that has a specific policy for assessing land division applications with regards to natural heritage features.

Appendix V:
Feedback Received During the First Public Consultation Event

Public Value Features
Economic Development
Heritage/Culture/Historic
Natural Beauty
Recreation
Sustainability/Ecological Function
Frequency
1
5
10
*Numbers next to features are for identification purposes only
Other Features
Waterbody
Watercourse
Wooded / Forest
Settlements / Villages
Public Consultation Locations
County of Frontenac Boundary
Highway 401
Provincial Highway
Major Roads
Feedback - Phase I of the Natural Heritage Study
FINAL
COUNTY of Frontenac
DILLON CONSULTING
MAP CREATED BY: RAL
MAP CHECKED BY: PLZ
MAP PROJECTION: NAD 1983 UTM Zone 18N
FILE LOCATION: I:\Projects\DILLON_DPS\Ottawa\Ottawa CAD\CAD\2011\12584-Environment\Design_GIS\MXDs
CAD\CAD\2011\12584-Environment\Design_GIS\MXDs
PROJECT: 12-5944 STATUS: FINAL DATE: July 16th, 2012
MAP DRAWING INFORMATION:
DATA PROVIDED BY MNR
N
S
E
W
0
10
20
Kilometers
0
2.5
5

Public Consultation of Natural Heritage Features for County of Frontenac

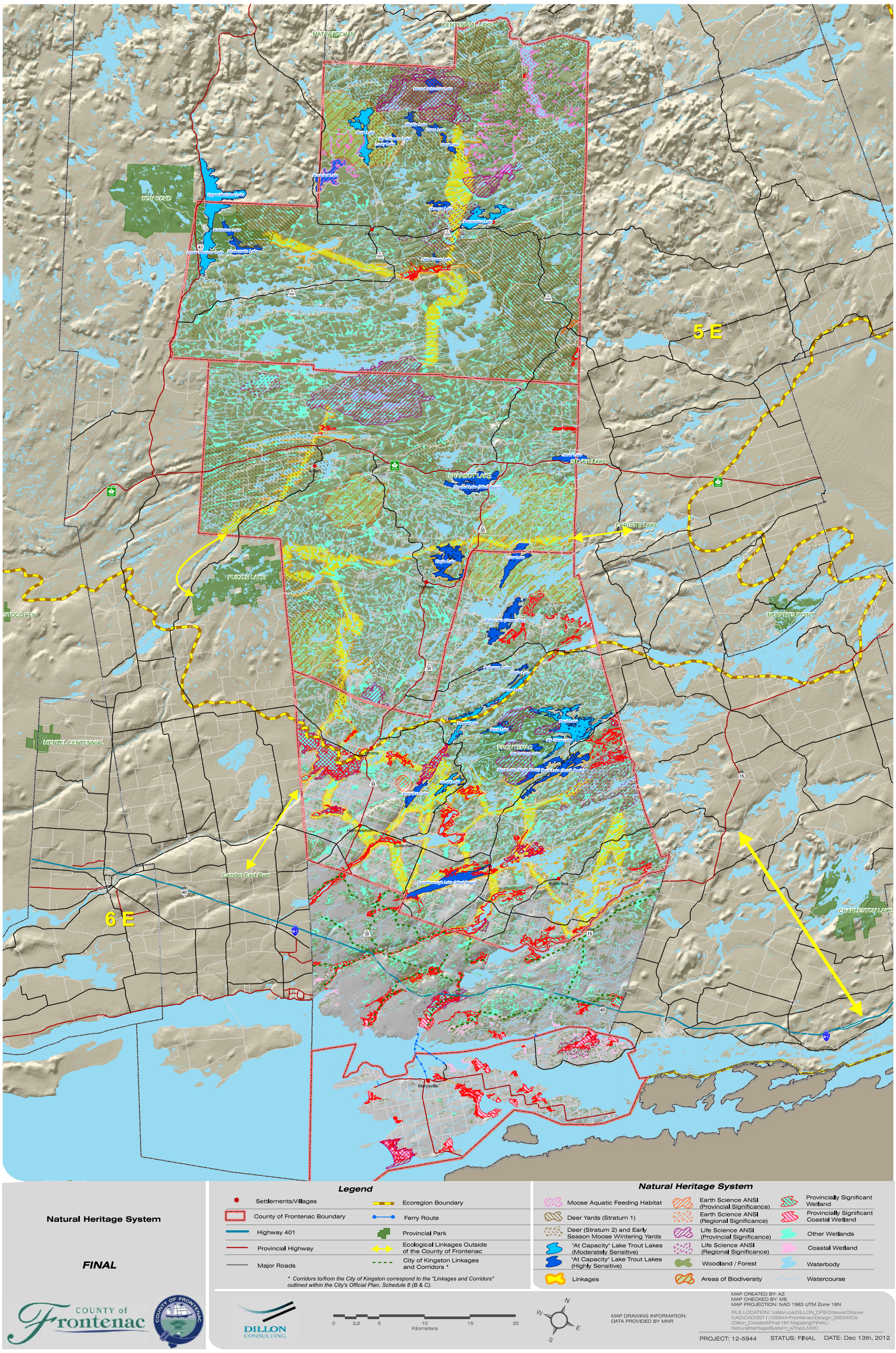
Region	Category	Identification	Description*	Frequency	Category Total
North Frontenac	Economic Development	64	Crotch Lake	3	3
	Heritage/Cultural/Historic	107	Ragged Chutes	1	1
	Natural Beauty	63	Highlands	1	8
		108	Bon Echo Park	5	
		110	Mississagagon Owl	1	
		111	Views on 506	1	
	Recreation	105	Mississippi River	1	1
	Sustainability/Ecological Function	106	River Access	1	2
		109	Marin Owl (?)	1	
Central	Economic Development	76	Sharbot Lake Provincial Park	6	15
		83	Sharbot Lake Country Inn	1	
		84	Lawn Service	1	
		85	MacDonald Tree Nursery	1	
		86	Beach	4	
		103	K & P Trail	2	
	Heritage/Cultural/Historic	65	Watershed Kennebec Lake	1	10
		67	Kennebec Lake	1	
		71	Trail Central Frontenac	1	
		73	White Lake	2	
		75	Fish Hatchery	1	
		92	Clear Lake	1	
		95	Mine on Farm	1	
		96	Leggat Lake	1	
		97	Mica Mines	1	
	Natural Beauty	7	Oak Flats Road	1	13
		69	Hills and Mountains	1	
		70	Lookout - Arden Park	1	
		74	Water/Lakes	2	
		78	Forests	1	
		91	Loons on the Lake	1	
		93	Fall River	3	
		99	Crow Lake	1	
		100	The Shield	1	
		102	Eagle Lake Creek	1	
	Recreation	62	St. Andrew Lake	1	14
		66	Crown Land	1	
		79	Sharbot Lake Boat Ramp	2	
		81	Trans-Canada Trail	5	
		82	ATV Trails	1	
		87	Railway Trail	1	
		98	Camp Oconto	1	
		101	Eagle Lake	2	
	Sustainability/Ecological Function	60	Rock Barrens	1	17
		61	Depot Lakes	2	
		68	Salmon River	2	
		72	Five Lined Skink	1	
		77	Flying Squirrels	1	
		80	Sharbot Lake	6	
		88	Zebra Mussels	1	
		89	Marsh Bay	1	
		90	Algae	1	
		94	Dump	1	
South	Economic Development	1	Harrowsmith	1	9
		6	Verona	1	
		39	Dessert Lake	1	
		40	Tourism	1	
		43	Fishing	2	
		52	Frontenac Outings	1	
		55	Gould Lake	2	
	Heritage/Cultural/Historic	4	Rail to Trail	1	13
		12	Rideau Corridor	1	
		30	The Belcroocnia	1	
		33	The Cameron Swamp	1	
		34	Old Dam/Sluices	1	
		35	Holleford Crater	1	
		38	Feldspar Mine	1	
		46	Devil Lake Road	1	
		50	Mica Mines Gould	1	
		53	Lacey Mine	1	
		56	3803 Syd. Road	1	
		58	Battersea Road	1	
		104	Bell Rock Mill	1	
	Natural Beauty	3	Millhaven Creek Wetland	1	17
		5	Sydenham Point	2	
		8	Bedford Road	1	
		42	Lakes	4	
		44	Forest	1	
		45	Side Lake Loop	1	
		47	The Arch	1	
		54	Cataraqui Trail	5	
		59	Valleys	1	
	Recreation	2	K & P Trail	2	9
		10	Trail Systems	1	
		36	14 Island/Lake	1	
		37	Golfing	1	
		48	QUBS Birding	1	
		49	Quillam (?)	1	
		51	Canoe at Frontenac Park	1	

Public Consultation of Natural Heritage Features for County of Frontenac

Region	Category	Identification	Description*	Frequency	Category Total
Islands	Sustainability/Ecological Function	57	Lake Trout Lakes	1	12
		9	Frontenac Provincial Park	8	
		11	Bob's Lake	1	
		31	Cameron Bog	1	
		32	Hardwood Creek	1	
		41	Rideau River/Canal	1	
	Economic Development	18	Wolfe Island	1	5
		24	Ferry to Wolfe Island	1	
		26	Ferry to US	1	
		112	Wolfe Island	1	
		114	Kingston	1	
	Heritage/Cultural/Historic	19	Big Sandy Bay	3	5
		25	Wolfe Island Canal	2	
	Natural Beauty	15	Simcoe Island	1	4
		16	Simcoe Lighthouse	1	
		28	St. Lawrence River	2	
	Recreation	20	Bike route	1	1
	Sustainability/Ecological Function	17	Island Shorelines	1	5
		27	Great Lakes Coastal Wetlands	1	
		29	Migration routes	2	
		113	Windmills	1	
City of Kingston	Heritage/Cultural/Historic	23	Cedar Island	1	1
	Sustainability/Ecological Function	21	Little Cat Creek	1	2
		22	Greater Cataraqui River	1	
Other – Lanark County	Sustainability/Ecological Function	13	Frontenac Arch Biosphere	1	2
		14	Eco-tourism	1	

*Descriptions denoted by (?) was not interpreted in the summary.

Appendix VI:
Natural Heritage System Map



b) Natural Heritage Study

Appendix VII:
Natural Heritage System Quantity and Quality, Performance Measures, Gaps and Recommendations

Natural Heritage System Analysis and Evaluation – Quantity, Quality, Performance Measures, Gaps and Recommendations

Natural Feature	Indicator		Target	Performance Measure (to be completed)	Recommendation / Gap
	Quantity	Quality			
Endangered and Threatened Species Habitat					
Endangered and Threatened Species Habitat	Unknown	Unknown	Provincial To be consistent with policy 2.1.7 of the PPS, planning authorities must prevent development within habitat of endangered species and threatened species, except in accordance with provincial and federal requirements. In addition, policy 2.1.2 requires municipalities to maintain the long-term ecological function and biodiversity of natural heritage systems.	• Monitor prioritized species and habitats in cooperation with partners to track success and challenges specific to watersheds or the County and modify approach as appropriate • Implement a stewardship initiative directed towards protecting SAR on private lands for priority species • Implement public education on SAR and how citizens can help protect and secure the species and their habitat.	Gap: - Currently very little information on the number, location and general health of SAR in the County of Frontenac is available in a form useful to the natural heritage study mapping specific targets. Recommendation: - We recommend that the County work in collaboration with the Ontario Ministry of Natural Resources (MNR), Conservation Authorities and other stakeholders to better understand SAR within the County and develop a long-term strategy which prioritizes their protection (species and habitat). Specific information to be acquired includes: • A consolidated and current list of Species at Risk (SAR) in the County (or watershed overlapping the County) • Identify known populations, and possible habitat • Conduct research to confirm/expand information, where appropriate • Prioritize SAR protection based on information available and reasonably achievable results over the short, medium and long-term. It is recommended that the County and its partners compile an Environmental Impact Study (EIS) Guideline document that identifies triggers for when an EIS may be required and the process to be followed to scope and undertake an EIS.
Wetlands*[Σ]					
Provincially Significant Wetland (PSW)	9,766 ha (22%)	Provided in individual PSW evaluation reports	Provincial To be consistent with policies 2.1.4, 2.1.5(f) and 2.18 of the PPS, planning authorities shall protect wetlands. Other -10% in each major watershed; -6% in each sub-watershed -Maintain wetland/forest habitat matrix of 10,000 – 100,000 ha in size to maintain fully functioning ecosystem	• Using existing information document improvements, declines and challenges in improving wetland quality, quantity and diversity. • Implement a stewardship or educational program targeting key private landowners, recreation groups, industry, etc. which can help reduce identified threats to wetland quality. • Meet or exceed Other Target objectives, where determined reasonable. Where targets are exceeded, these will be maintained for the long-term as determined appropriate using provincial and municipal policies.	Gap: - Information on the risks to wetlands in the County or their general quality is not available. Recommendation: - The geography of the County creates a natural high density of wetlands. Therefore the focus should be on determining the existing quality and possible development threats to County wetlands. What defines quality and a threat will need to be determined. Some targeted assessment of wetland quality may be required in order to measure the success or challenges to managing these features over the long term. Recommended actions include: • Define quality thresholds and threats • Prioritize wetlands based on their ability to benefit from stewardship, public education or other management tool • Where possible prioritized wetlands should be representative of the County • Work with the MNR to evaluate/re-evaluate wetlands • Work with Conservation Authority partners to utilize existing data and possibly expand on the attributes measured in the state of the watershed reports to document o Water quality o Flood attenuation o Drought/low water levels o Diversity of wetland types o Species diversity o Ecological value provided
Other Wetlands	35, 335 ha (78%)	Provided in individual evaluation reports			
Coastal Wetland	4,212 ha (9%)	Wetlands overlap units above			
Woodland*[Σ]					
Woodland*[Σ]	Ecoregion 6E – 58,140 ha Ecoregion 5E – 218,828 ha Total –	Generally, we know that the County, north of Ecoregion 6, has a diversity of forest types, contains large patches and is fairly	Provincial To be consistent with policies 2.1.5(b) and 2.1.8 of the PPS, planning authorities shall protect significant woodlands within Ecoregion 6E and 7E. Other	• Establish a common perspective on what defines a significant woodland and the scale at which it is applied with in portion of the County that overlap Ecoregion 6E. • A strategy for proactively managing the long-term success and	Gap: - Information on the risks to woodlands in the County or their general quality is not well understood. Although the Natural Heritage Reference Manual (NHRM) (MNR 2010) provides criteria for the identification of significant woodlands, no specific study has been conducted at either the County or Township level to identify significant woodlands, which occur in Ecoregion 6E. Recommendation: - It is recommended that the County works with their partners to apply the NHRM criteria to woodlands within Ecoregion 6E. This approach will provide the County with the information to

Agendaltem# 10101012•

Natural Heritage System Analysis and Evaluation – Quantity, Quality, Performance Measures, Gaps and Recommendations

Natural Feature	Indicator		Target	Performance Measure (to be	Recommendation / Gap
	277,010 ha	contiguous. Within Ecoregion 6, the forest cover is fragmented with a smaller patch size and limited connectivity.	• Protect woodlands north of Ecoregion 6E from incompatible development and site alteration that may have a negative impact on ecological function • 30% of watershed to contain forest cover; • Minimum of one forest patch greater than 200ha in size and at least 500m wide; • Minimum of 10% interior forest (>100m from edge); • Minimum of 5% deep interior forest (>200m from edge) • Maintain wetland/forest habitat matrix of 10,000 – 100,000 ha in size to maintain fully functioning ecosystem	challenges of maintaining woodlands within Ecoregion 6E is established • Implement a stewardship or educational program targeting key private landowners, recreation groups, industry, etc. which can help reduce identified threats to woodland quality. • Meet or exceed Other Target objectives, where determined reasonable. Where targets are exceeded, these will be maintained for the long-term as determined appropriate using provincial and municipal policies.	proactively manage the protection of important woodlands for the long-term versus on a case by case basis. North of Ecoregion 6E, areas of forest that represent the largest, least disturbed and most contiguous areas of forest as well as less common forest types or that are of higher diversity should also be documented, where possible, over time.
Valleylands*Σ					
Valleylands*Σ	Unknown	Unknown	Provincial To be consistent with policies 2.1.5(c) and 2.1.8 of the PPS, planning authorities must sustain the connectivity values of valleylands within Ecoregion 6E and 7E. Other Backbone of watersheds and especially important south and east of the Canadian Shield. Protection should be targeted at preserving important functions including: • Surface water • Groundwater • Landform (prominence and distinctiveness) • Degree of naturalness • Species diversity and uniqueness • Habitat Value and linkage function (or restored potential)	• Conduct an evaluation of valleylands within Ecoregion 6E to determine significance. • Where appropriate, stewardship initiatives to restore degraded valley features should be explored and implemented.	Gap: - Currently valleyland quantity and quality is unknown and consequently their attributes have not been evaluated within Ecoregion 6E. Recommendation: - It is recommended that the County, in collaboration with its partners, undertake an assessment of valleylands that are present within Ecoregion 6E. An evaluation of valleyland attributes (Table 8-1 in the NHRM, MNR 2010) should be undertaken to prioritize valleylands that are important to maintaining the local or regional natural heritage system.
Science Areas of Natural and Scientific Interest					
Life Science Areas of Natural and Scientific Interest (ANSI) *Σ	34 Features in the County	The quality of an ANSIs is undertaken by the MNR and is part of individual ANSI reports.	Provincial To be consistent with policies 2.1.5(e) and 2.1.8 of the PPS, planning authorities shall protect those representative segments of Ontario's biodiversity, natural landscapes and geological features that have been identified as Provincially Significant ANSIs. Other Regionally significant ANSIs be managed in a similar manner as Provincially Significant ANSIs	• Both provincial and regional ANSIs are managed for the long-term in cooperation with the MNR using provincial and municipal policies.	Gap: - No gap, beyond those identified at the bottom of the table, were identified for this natural feature group Recommendation: - No recommendation, beyond those identified at the bottom of the table, were identified for this natural feature group.
Provincially Significant	24				
Regionally Significant	10				
Earth Science Areas of Natural and Scientific Interest*Σ	11 Features in the County (including 4 candidate sites)				
Provincially Significant	8				
Regionally Significant	3				

Natural Heritage System Analysis and Evaluation – Quantity, Quality, Performance Measures, Gaps and Recommendations

Natural Feature	Indicator		Target	Performance Measure (to be	Recommendation / Gap
Fish Habitat*Σ					
Fish Habitat*Σ	Unknown	Unknown	Provincial To be consistent with policies 2.1.6 and 2.1.8 of the PPS, planning authorities shall protect fish habitat Other (Riparian) • 75% of stream length naturally vegetated • Ideally a minimum 30m wide natural buffer • Additional buffer as required for specific wildlife of management concern	• Quality of key fish habitat (areas under development or other land use pressure) and its riparian area is tracked on a consistent basis. This should include the tracking of Other Targets in key fish habitat areas. • Where the quality of fish habitat or its' riparian area warrants, stewardship and/or public education is developed and implemented.	Gap: - It would appear that the general quality of fish habitat in areas with the most development pressure is not readily available to the County. Recommendation: - The County work with the Conservation Authority(ies) to identify general quality of fish habitat in areas identified with higher development pressure or where the feature is one of the last remaining natural features in the landscape (e.g. Islands).
Wildlife Habitat*Σ					
Moose Aquatic Feeding Area	242 Features in the County Total Area – 1,798 ha (0.5%)	Very High Moderate Low	Provincial To be consistent with policies 2.1.5(d) and 2.1.8 of the PPS, planning authorities shall protect significant wildlife habitat.	• Over the long-term, areas of specific wildlife habitat that require protection outside of existing protected areas are identified in combination with other initiatives.	Gap: - Specific information on wildlife habitat in the County is sparse. Recommendation: - It is recommended that the County work in collaboration with the MNR, Conservation Authorities and other stakeholders to better understand wildlife habitat which occurs outside of existing protected areas (e.g. ANSI, provincial parks, PSW, etc.).
Deer Yards	7 Features in the County Total Area - 21,812 ha (5%)	Deer Stratum 1			
Deer Wintering Area	8 Features in the County Total Area – 28,556 ha (7%)	Deer Stratum 2			
Early Season Moose Wintering Area	7 Features in the County Total Area - 7,199 ha (2%)	Moose Early Wintering Area			
At Capacity Lake Trout Lakes (Moderately Sensitive)	10 Features in the County Total Area -4,190 ha (1.1%)	Moderately Sensitive			
At Capacity Lake Trout Lakes (Highly Sensitive)	23 Features in the County Total Area -6,002 ha (1.6%)	Highly Sensitive			
Bird Nesting Sites	Nesting sites - 124 Nesting Colonies - 88	Unknown			

Agendaltem# 10101012•

Natural Heritage System Analysis and Evaluation – Quantity, Quality, Performance Measures, Gaps and Recommendations

Natural Feature	Indicator		Target	Performance Measure (to be	Recommendation / Gap
Natural Linkages and Areas of Biodiversity*Σ					
Natural Linkages and Areas of Biodiversity*Σ	Natural Linkages (NL): 18 Natural Linages Total Area – 31,922 ha Percent Area Relative to the County - 8% Areas of Biodiversity (AB): # Areas of Biodiversity Total Area – 26,611 ha Percent Area Relative to the County – 6.6%	The quality of the NL is considered high as they follow area with least disturbances (e.g. crossing of roads, inappropriate habitat types, etc.) and is considered the best 0.1% solution. AB are considered high as they are representative of the diversity of soils, geology and vegetation in the County	Provincial To be consistent with policies of 2.1.1 and 2.1.2 of the PPS, planning authorities shall protect the diversity and connectivity of natural features in an area, and recognize linkages between and among natural heritage features and areas, surface water features and ground water features.	• Functional NL and AB are recognized and protected during land use decision making. • Where appropriate, additional functional NL and AB have been identified.	Gap: - Currently no NL or AB plan has been developed by the County to protect connectivity to natural features or maintain the Counties biodiversity. Recommendation: - It is recommended that the NL and AB identified as part of this study be used as the initial information to inform protection in the County. It is also recommended that the County consider refining these areas through other studies, supported by their partners, over the long-term.

*Gap: - Attributes and stressors of natural feature in the County of Frontenac are not readily available to determine a typical suite of setback distances for their protection.
*Recommendation: - Using existing literature and resources, we recommend that the County identify important attributes (wildlife species and habitat) and stressors (agriculture, recreation, residential development, etc.) which typically need to be managed. These would form a benchmark to guide future planning decisions with respect to compatible adjacent land use and implementing effective protection (e.g. buffers, mitigation, etc.).
Σ - It is recommended that the County and its partners compile an EIS Guideline document that identifies triggers for when an EIS may be required and the process to be followed to scope and undertake the EIS.

Agendaltem# 10101012•

COUNTY of Frontenac

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:	December 10, 2012
Date of meeting:	December 19, 2012

Re: **Sustainability – County Official Plan Phase One Public Consultation Summary**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – County Official Plan Phase One Public Consultation Summary* report for information purposes.

Background

County Council endorsed the initiation of a County Official Plan process on December 14, 2011.

Council also endorsed a work plan and consultation plan on March 21, 2012. Consultation began this past August and September with six (6) public open houses being held across the Frontenacs. A survey was also prepared and handed out at the open houses and also posted on the County web site.

The purpose of this report is to provide a summary of the public comments that have been received through the survey to date on the development of the County Official Plan.

Comment

At the time of writing this report, a total of 68 responses have been received. Most of the respondents were either permanent (54) or seasonal (7) residents of the County. Also, 11 of the respondents own a business and 18 work in the Frontenacs. What follows is a summary of responses. More details of the survey results are attached to this report as Appendix 'A'.

- *Key Issues – Natural Environment and Economic Development*

  Presented with a list of eight issues considered to be regional in nature, respondents were asked to indicate how important they think it is for the OP to address each issue. The top five responses are as follows (number in brackets is the total number of respondents who consider it to be 'very important' or 'important'):

  Natural Environment (58)
  Economic Sustainability (55)
  Lakes and Rivers (54)
  Growth & Settlement (47)
  Transportation (46)

  These issues focus on themes of protecting our natural resources and also support policies that allow for strong settlement areas and a transportation system that allows for efficient movement of goods and people. Comments were also received that stated the Official Plan should contain policies that support small business and tourism and also support regional cross-boundary planning and infrastructure (e.g., waste management, shared municipal services, and roads).

- *Official Plan relationship to 'Directions for Our Future'*

  Respondents chose the following as the top five themes that should be considered for inclusion in the Official Plan that currently form part of the sustainability plan (based on answer being 'very important' or 'important'):

  Protection of Natural Areas (49)
  Water (Quality) (46)
  Waste (40)
  Transportation (40)
  Land Use Planning and Management (37)

- *County Official Plan – 'High Level' Approach*

  Two questions on the survey asked respondents how significantly the County Official Plan should influence (1) residential growth; and (2) employment growth.

  Residential Growth
  'Somewhat' (33)
  'Greatly' (13)

  Employment Growth
  'Somewhat' (31)
  'Greatly' (21)

  A number of respondents commented that the Townships should have a greater influence over these issues. This fits with County Council's directive to prepare a County Official Plan that will take a high-level, regional approach recognizing that the existing Township Official Plans have detailed policies and direction already in place.

- *Recognition of Algonquin Land Claim*

  Approximately 68 per cent of respondents (38 of 56 responses) said that they are aware or somewhat aware of the ongoing Algonquin Land Claim process. The area under consideration for the land claim covers lands in all Townships with the exception of Frontenac Islands. Additionally, 62 per cent believe that policies related to working with First Nations in Frontenac County to promote growth and sustainability should be included in the Official Plan.

- *Key Economic Issues*

  Citizens were asked which economic development issues they felt should be addressed through policy in the County Official Plan:

  Support for Small Businesses (44)
  Support for the K&P Trail and other Recreational Trails (42)
  Support for Small-Scale Farming (39)
  Attraction of New Businesses (39)
  Support for Home Businesses (35)

- *Support for Renewable Energy Policies*

  Citizens were asked how important it is to have policies in the County Official Plan that support renewable energy projects and community power initiatives. Approximately 69 per cent (38 of 55 responses) felt that including such policies was 'very important' or 'important'. While this indicates strong support, it was tempered with comments that the County should be cautious about supporting large scale wind or solar projects in the future.

- *Policies for County-wide Issues*

  A question was posed as to whether the County Official Plan should include policies that would allow the Frontenacs to speak as one voice to Provincial and Federal governments on major County-wide issues. Over 78 per cent (42 of 54 responses) felt it was 'very important' or 'important'.

In summary, this survey provides Council and staff with an indication of some of the policies and priorities that the public would like to have considered as part of the development of the first draft of the Official Plan.

Sustainability Implications

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

The development of a County Official Plan should be considered as one of the cornerstone efforts in the implementation of *Directions for Our Future*. It will serve as the County's land use planning document that can be used to implement a number of regional studies such as the

Municipal Housing Strategy, the Natural Heritage Study, Community Improvement Planning, Population Projections, the Seniors Housing initiative, and a number of economic development programs. Also, it will promote local decision-making and '*Made in the Frontenacs'* solutions as County Council will become the approval authority for local Official Plan Amendments and five year updates to Official Plans.

Financial Implications

The 2012 budget includes a $30,000 allocation for the preparation of a County Official Plan. The budget has been developed to cover meeting costs and the possible need for help in public consultation.

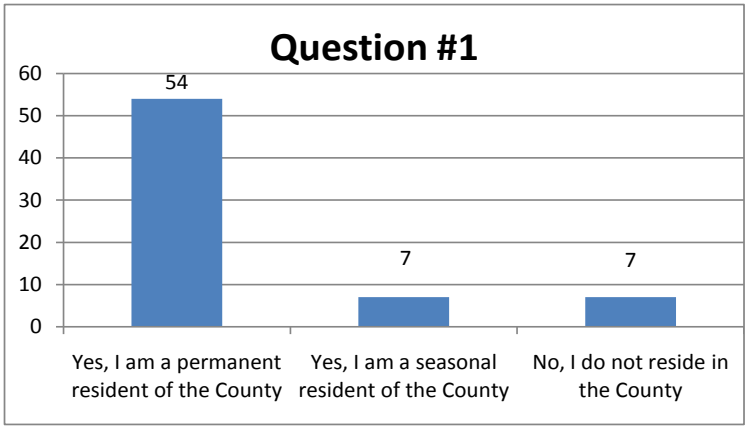
Organizations, Departments and Individuals Consulted and/or Affected

All Four Townships
Ministry of Municipal Affairs & Housing
Communications Officer
Community Planner
Citizens (survey)

County Official Plan Survey Results to November 30, 2012

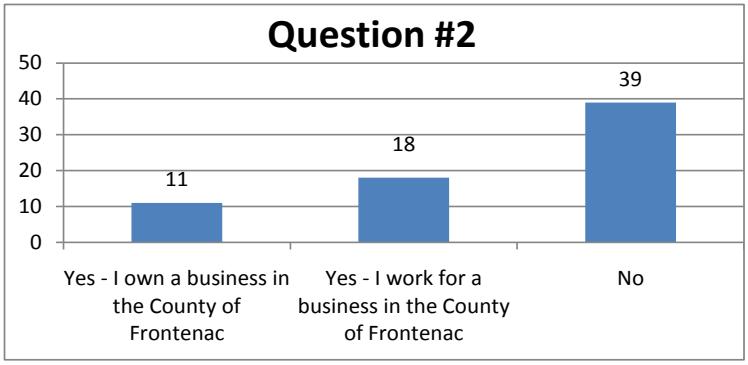
1. Are you a resident of the County of Frontenac?

Yes, I am a permanent resident of the County	54
Yes, I am a seasonal resident of the County	7
No, I do not reside in the County	7



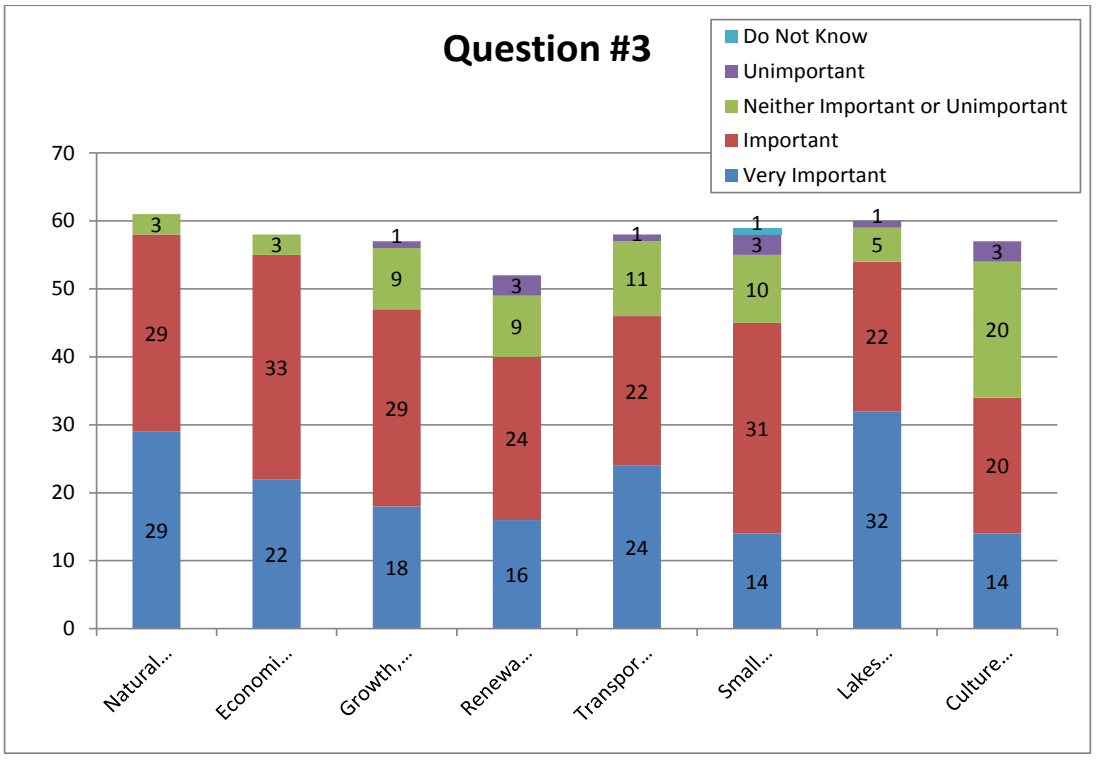
2. Do you own or work for a business in the County of Frontenac?

Yes - I own a business in the County of Frontenac	11
Yes - I work for a business in the County of Frontenac	18
No	39



3. The County of Frontenac comprises a large geographical area. Many "big picture" issues cross municipal borders. How important is it for the County Plan to address the following issues?

	Very Important	Important	Neither Important or Unimportant	Unimportant	Do Not Know
Natural Environment	29	29	3	0	0
Economic Sustainability	22	33	3	0	0
Growth, Settlement and Housing	18	29	9	1	0
Renewable Energy*	16	24	9	3	0
Transportation	24	22	11	1	0
Small Scale Farming	14	31	10	3	1
Lakes and Rivers	32	22	5	1	0
Culture and Heritage	14	20	20	3	0



4. Continuing to think specifically of issues that cross municipal boundaries, are there additional planning issues that are important for the future growth of the County?

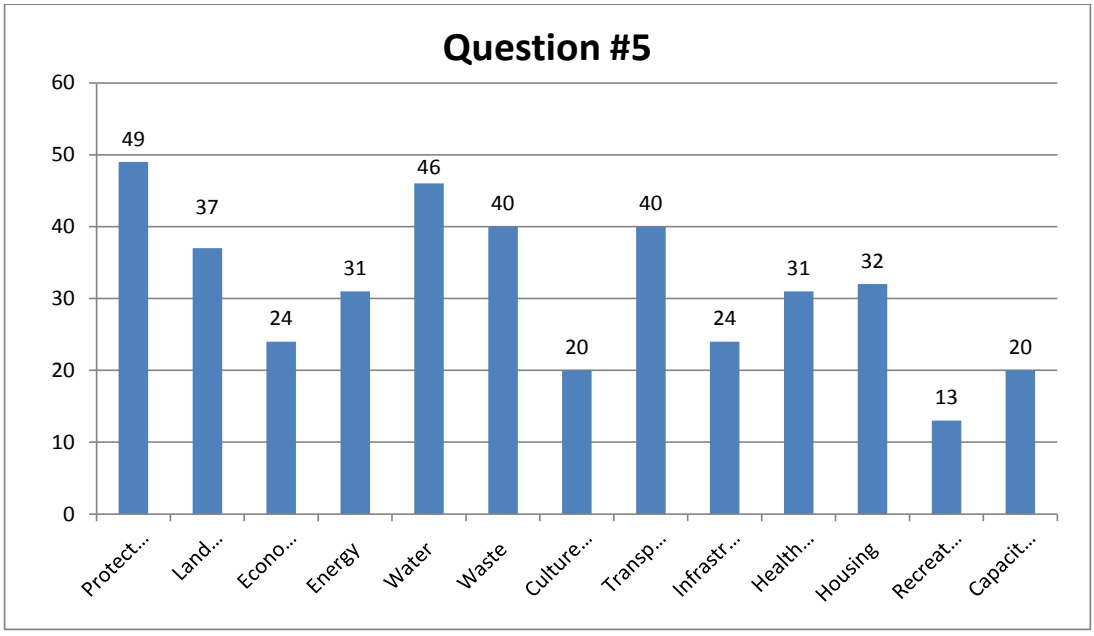
- The tourism industry badly needs assistance. We have the natural beauty let's show it off and let's promote industry as well.
- Utilities.
- Planning ways to support sustainable farming and protecting agricultural land from development.
- One voice to say NO to companies who want to put wind turbines on land in the County. We waste a lot of energy and should conserve.
- Water, productive employment and affordable housing.
- Malls!
- Keep small businesses in business.
- Don't let it happen because it causes more pollution.
- I think we should add more stores like unique shops and grocery stores.
- Yes, there are more issues important for the future of growth because we need more maintenance on roads and we need energy for new buildings, houses, etc.
- (Yes), because you have to think how the "change" is going to affect the community.
- Address in what way? When we speak of economic growth, it is usually at the expense of the natural environment, and therefore unsustainable. If we speak of issues that support sustainability such as local food production and exchange, motor-less leisure activities and tourism, renewable energy, then we are looking at stability and sustainability for the region, as well as making it a centre of interest for studies and education on sustainable living, maintaining unique natural environments and protecting endangered species, attracting other groups such as ecologists, artists, scientists, from around the world... that is what makes the County of Frontenac unique and attractive and builds a vibrant culture, which in turn creates a healthy economy.
- Tourism and marketing of small villages like Sydenham, Verona, Sharbot Lake and Northbrook. A town like Sydenham should be more attractive to Kingston city tourists and business clients. An improved plan to address infrastructure and waterfront potential is needed.
- In small communities planning for housing of the ageing population.
- Waste disposal.
- Clarification and acceptance that not "one size fits all" in a County with such diversification of peoples, geography, resources and economies. If properly applied, then broad stroke planning can be effective.
- I think that sustainable forest management and forest industry can play a role in the sustainability of communities, especially in the northern part of the County.
- I think cross municipal services could be explored i.e., plow services/waste services.
- Although both levels of Government – Federal and Provincial – do not put much value on Property Rights, an Official Plan must take them into account.
- High speed internet.
- Waste-reduction, recycling, reuse and management. The north-south corridors.
- Adequate services.
- Sunday hunting across the boundaries of WMU 69a &69b. Also the total access of a trail line from Kingston to connect the K&P line.
- Tourism operators need to know about all other tourism opportunities in the county. If folks come from Europe or other parts of the world, we could give them a tour that consists of the rugged northern shield country, bountiful farms and the beautiful islands

of the St. Lawrence. The county is long and narrow - but we could show tourists a "slice" of Canada.

- I would like to see the clock restarted on lot severances. Farmers and land owners need the income in bad times and places for their kids to live. Township services already travel the roads. One acre lots would make more sense.
- The settlement of the land claims by the Algonquin tribes will have a big impact on the area involved.

5. 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 Plan? Listed below are the 13 Focus Areas identified in the sustainability plan. Please select all that you think should be addressed in the County Official Plan.

Protection of Natural Areas	49	Transportation	40
Land Use Planning & Management	37	Infrastructure	24
Economic Development and Communications	24	Health & Social Services	31
Energy	31	Housing	32
Water	46	Recreation & Leisure	13
Waste	40	Capacity Building & Governance	20
Culture & Heritage	20		

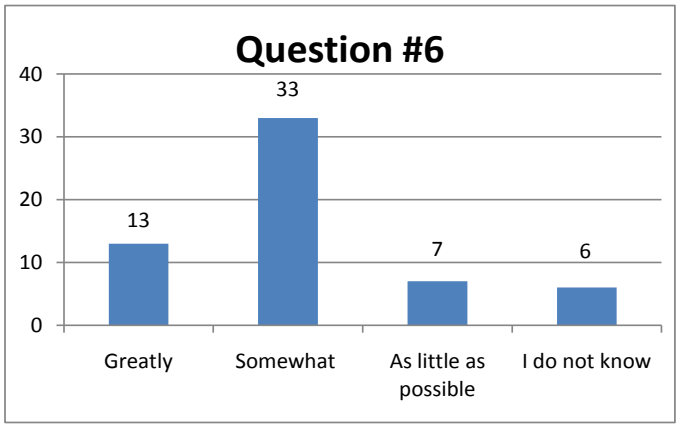


Comments:

- Since the current economic system (Canada/World) is shaky and unsustainable, the value of our natural area needs to be up front: it produces food, leisure, community, activity in abundance in a sustainable way. As well, understanding the situation of indigenous peoples in the area is important: the land claim process will hurt them either way, but not affect the local residents much either way, except where indigenous peoples are suffering economically, culturally, in health, and possibly with increased discrimination. Talk to us.
- There should be a roadmap to achieve equity in health and social services.
- Always offer 2 or 3 choices in every policy directive.

6. How significantly should the County Plan influence the pattern of future residential growth in the Frontenacs?

Greatly	13
Somewhat	33
As little as possible	7
I do not know	6

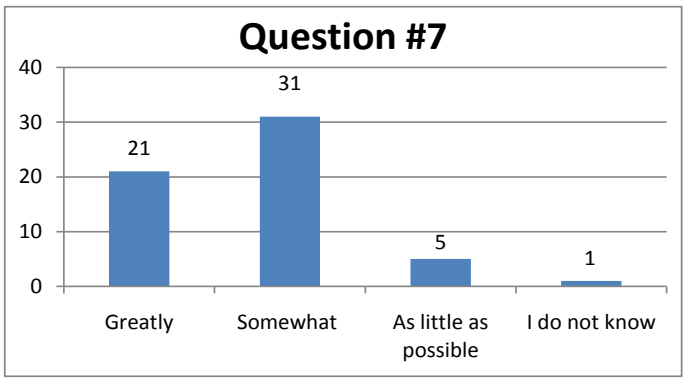


Comments:

- Everyone likes the country for hunting and fishing. No one wants it to turn into a city.
- Townships should be strongly encouraged to work collectively to determine future growth patterns.
- The result of ad hoc residential construction of the past can be seen today in how towns like Verona and Sharbot Lake have no centre, and stretch out for no good reason other than to take up the next spot.
- Very much a local Township issue.
- Add guidance to the future.
- The County cannot dictate township policies.
- Growth will be directly related to transportation and communication!

7. How significantly should the County Plan influence the pattern of future employment growth in the Frontenacs?

Greatly	21
Somewhat	31
As little as possible	5
I do not know	1

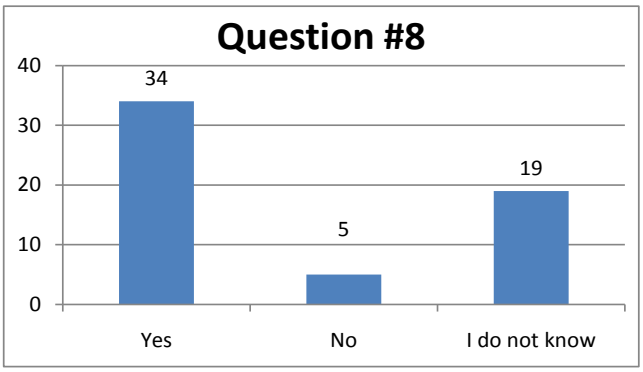


Comments:

- A few more stores and jobs for people because there are not a lot of jobs for people.
- Please be aware and vigilant of corporations and investments. Water is a public right, not a commodity, and essential to the health of every life form in this County.
- Focus should be on directing employment areas to villages/hamlets while permitting work at home opportunities which may require infrastructure improvements (improved cellular service).
- By helping to attract businesses, the spinoff will be employment.

8. Are there shoreline and waterfront protection issues for all of the lakes in the County that should be included in the County Plan?

Yes	34
No	5
I do not know	19

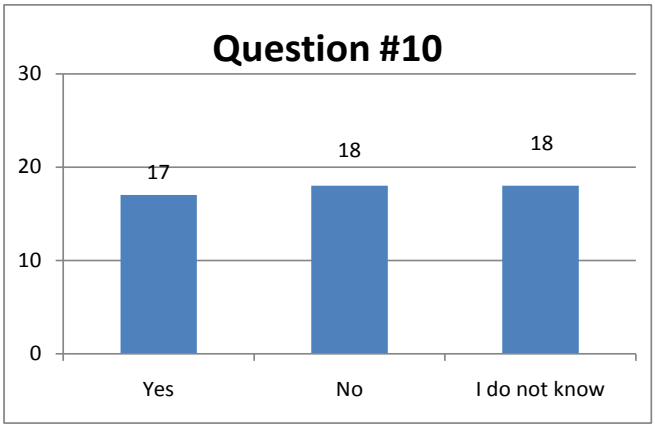


9. If you know of specific shoreline and waterfront protection issues, or have any general comments on shoreline and waterfront protection issues in the County of Frontenac please share them here.

- Each severance should be evaluated on its own merit.
- Fish habitat and breeding circles need protection. Grass areas that may get fertilizer instead of a natural shoreline. Making a shore sand beach where there wasn't one.
- I've been receiving the Frontenac News for 5 years and have yet to see any educational articles on which cleaning and other household products are non-toxic and safe for our lakes, our septic systems and us. Local storeowners need to carry and promote non-toxic products too.
- Suggestion of "buffer zone" at water where tress cannot be cut down, lawns cannot be planted to preserve lakes.
- Pollution in the lakes all goes to shoreline. Styrofoam docks should not be allowed because they get broken down and fish eat it.
- Should be protected from waste and (mis)use of the land.
- Keep the water and shoreline as clean as possible or even better so the world will not be polluted.
- Over fishing is a concern.
- Washing boats between lakes.
- Concern over waste in Lake Ontario.
- A lot of road salt is brushed into lakes, causing a lot of pollution.
- Many of the lakes are at the top of a watershed, leading to towns and cities on the edge of Lake Ontario or the Ottawa River. A publicly known responsibility towards clean water will be much appreciated by larger communities and create positive partnerships.
- Lakes should be protected from over-development. Fill by-laws should be enforced, especially along waterfront to encourage waterfront stewardship.
- What happened to no construction at the shoreline unless grandfathered in by a previous structure footprint? I have witnessed countless shoreline reconfiguration for boathouses, approaches or docks. Are there any recent creel census done on any of the lakes? With all the year-round residents taking water for res use, is there any study to capture those effects?
- Is not this an area of provincial policy and direction??
- The Ministry of Natural Resources can provide more specific information on the protection of shoreline and waterfront protection issues.
- I know attending the sustainability workshops that population doubles in the tourist season, and my guess would be that most people are going because of the lakes and rivers. i.e., cottaging, fishing, boating.
- These are the responsibility of the individual Townships.
- Residents do not know or appreciate the cumulative effect of their abuse of the waterfront vegetation and lack of septic system maintenance.
- Building on hillside overlooking lake and clearing the trees between cottage and lake are a major concern. Draining/filling wetland by water's edge is also damaging. Storm water runoff that takes contaminates with it are another problem. But the tax base is dependent on expensive dwellings. These are the ones with the beaches, views and landscaped yards. Problem eh!

10. Are there cultural heritage issues that should be included in the County Plan (i.e. Heritage Buildings, Cemeteries, etc.)?

Yes	17
No	18
I do not know	18

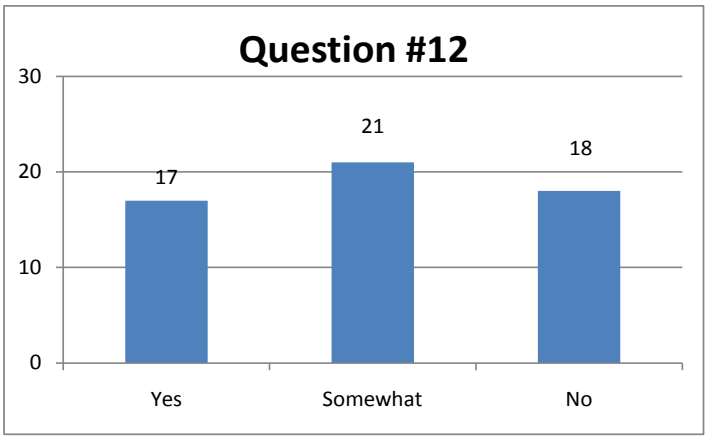


11. If you answered yes above, what kinds of cultural heritage issues do you think should be recognized in the County Plan?

- Cemeteries.
- Need more information.
- We have an aboriginal population in Central Frontenac. Not sure if it is in South Frontenac and the Islands. Need more than an occasional "Pow Wow".
- Cemeteries, especially the cemetery in Parham, it's in pretty bad shape.
- Wagarville, Parham and Oconto cemeteries.
- It should be recognized that Canada is privileged by native culture.
- Motherhood statements should be included to guide/direct local municipalities in their local heritage preservation policies.
- There is a lot of history to the county that is not easily found. Let's get a museum/collection of this information. Using the Cat Trail & K&P to post markers of significant locations. The Frontenac Farmers Assoc should be consulted to assist with historical farming activities and new activities to promote better the farmers market like in Verona.
- The Ministry of Culture provides direction on the definition of Cultural Heritage Values with respect to applicable Ontario legislation.
- Slightly, but I would put more effort in protecting your resources which generate money for future generations.
- Again not a County responsibility.
- Issues that are not already addressed by municipalities.
- The County needs a way to recognize the agricultural heritage of the area - I propose an agricultural museum on Wolfe Island.
- Transportation - canoes- railroads- trucking- roads (routes and equipment). History- culture, buildings, employment/industries. People - ancestry, ethnicity.

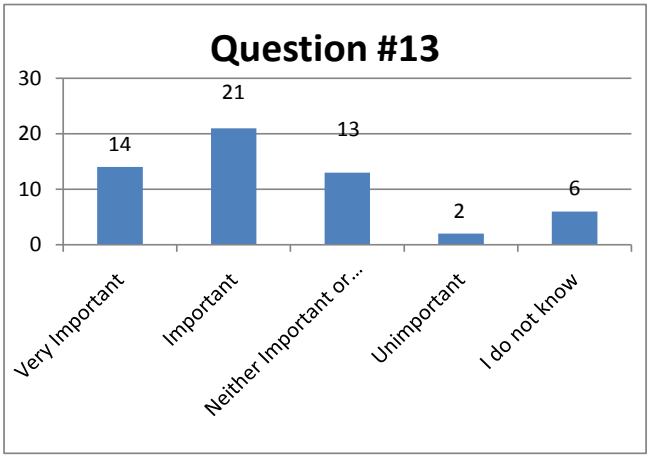
12. For more than 20 years, the Algonquins of Ontario have been negotiating with the Governments of Ontario and Canada on a land claim that includes parts of North, Central and South Frontenac Townships. Are you aware of this land claim?

Yes	17
Somewhat	21
No	18



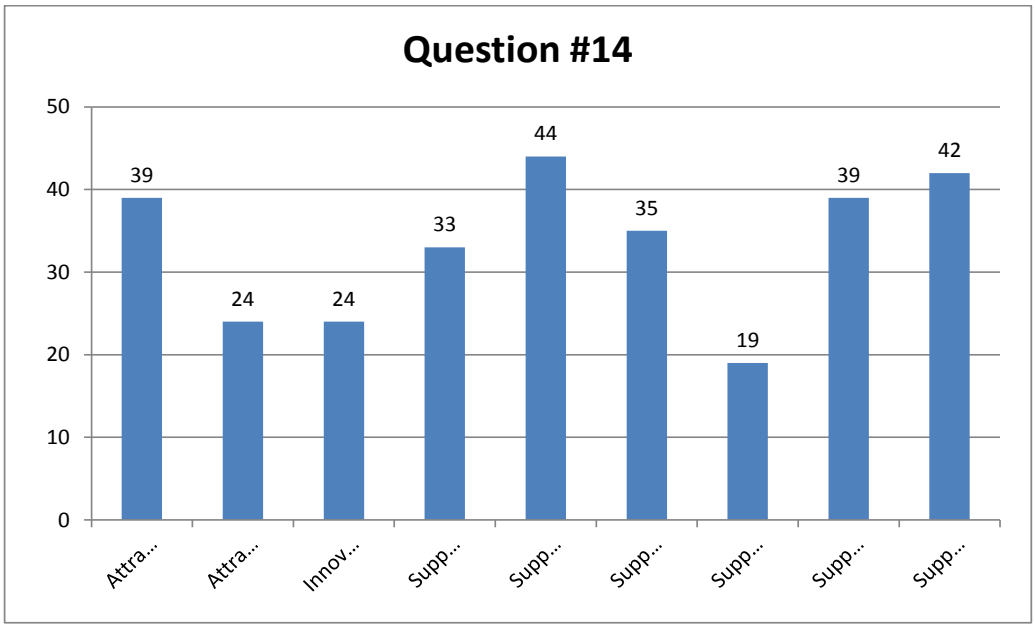
13. How important are policies that specifically relate to working with First Nations in the Frontenacs on the growth and sustainability of our region?

Very Important	14
Important	21
Neither Important or Unimportant	13
Unimportant	2
I do not know	6



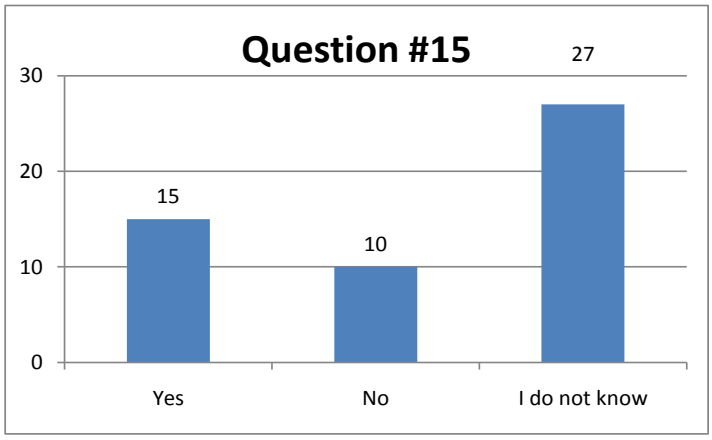
14. Policies supporting Economic Development are an important part of any Official Plan. Which of the following Economic Development issues do you think the County Plan should address?

Attraction of New Businesses	39	Support for Home-Based Businesses	35
Attraction of New Industries	24	Support for Development of New Skills	19
Innovative Communications Technologies	24	Support for Small Scale Farming	39
Support for Tourism Industry	33	Support for the K&P Trail/Recreational Trails	42
Support for Small Local Businesses	44		



15. Are there policies beyond the protection of prime agricultural land that should be included in the County Plan to promote small scale and specialty agriculture operations and agri-tourism businesses?

Yes	15
No	10
I do not know	27

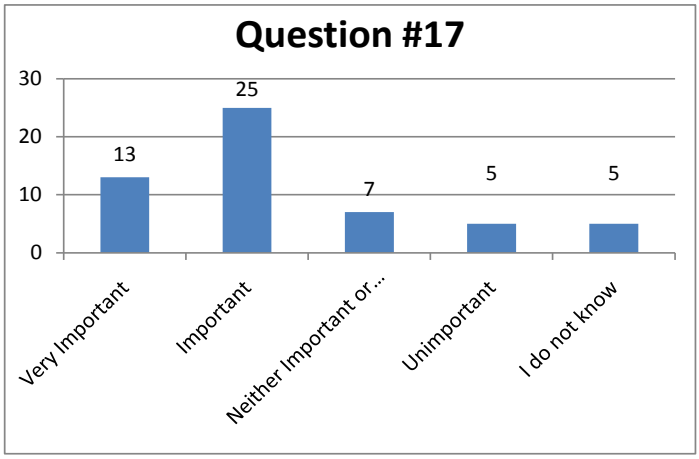


16. If you answered yes above, what kinds of agricultural issues do you think should be recognized in the County Plan?

- Sustainable farm practices.
- Existing farmers using conventional methods need education and financial incentives (not ongoing subsidies) to change over to sustainable farming methods and the same should be offered to new farmers on startup.
- Extension of farm gate sales to Farmer's Markets. Lobby the Province to allow sales of eggs and raw milk at Farmers Markets.
- I don't believe there is a lot of prime agricultural area in the County outside of the Islands, so it is important to protect what little there is.
- It's not enough to just protect it. You must promote and work with farming communities to get these lands into production. Have markets promoted and available to makers of farm goods especially in the few towns available like Sydenham, Verona and Sharbot Lake. Get these products into local stores. Promote the benefits of taxation and agri-business for start-ups. Working in partnership with other municipalities will also strengthen local economies.
- New models need to be developed to encourage more young people to get into farming and to help them overcome barriers (financial, social, etc.) to be able to do so. Also, perhaps finding a way to facilitate connections between older, retiring farmers who wish to sell their land with young people who are trying to find workable land.
- Branding and small scale farm support.
- Agri-tourism has been a money maker in other municipalities, however long range planning should take into account the anticipated growth pattern and have these areas situated accordingly.
- This is not Agricultural country but "Canadian Shield" country ... Rock should be presented for it beauty.
- Zoning adjustments to encourage "home agriculture" -- i.e., backyard chickens, etc.
- Composting of urban dwellings compostable wastes-yes. Establishments of endangered animals sites. Establishments of rare animals sites. Establishment of community gardens sites (communal or leased).

17. How important would policies supporting renewable energy projects and community power initiatives be in the County Official Plan?

Very Important	13
Important	25
Neither Important or Unimportant	7
Unimportant	5
I do not know	5

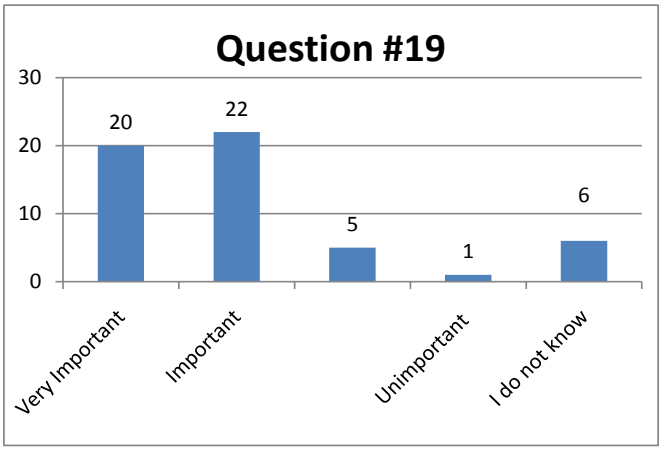


18. In what ways should the County Plan recognize and promote renewable energy projects and community power initiatives?

- Wind power - noise has to be considered. Solar power - good idea but not nice to look at. Other power resources like gases from dumpsites. Methane gas can power generators for years if utilized and managed properly.
- Grid tie-in support to green energy initiatives.
- Important but with health issues fully addressed - not large power plants, but more small scale sustainable.
- Say NO to the companies who say they have all the answers. They don't live here. If any renewable energy, it should be solar not wind. We could have a lot of 100 feet "sticks" in 20 years just standing there. With solar, there has to be set backs and green screen to make it not as noticeable. There is a HUGH solar farm on the North Augusta Road (Brockville) on "scrub" land. It will be very hard to make it look like anything but what it is.
- Self sufficient, wood and steam generation. No wind and solar.
- Solar panels to run houses and stores.
- Promote renewable energy by giving people benefits for using it.
- Use advertising and laws.
- I personally don't think they should.
- We should save energy by turning off the things that we are not using at that point.
- Put posters up in stores and libraries to get people aware.
- Using renewable energy should have a benefit to the user and to the County. By promoting it the county should be reducing costs.
- 1) A stated aim to obtain a specified percentage of power used in County buildings from renewable energy. 2) Transforming the county fleet of vehicles away from traditional gasoline power. 3) Fund small-scale projects in the region.
- Support of power projects at existing sites of dams. When new County or Township infrastructure is to be built it should be designed to make use of renewable energy whenever possible. Buildings should also meet the highest standards for green infrastructure whenever possible.
- Photosynthesis and wind. County could lobby provincial government, to make good on promise to allow municipalities to assist through the tax roll, thereby encouraging more individuals to purchase green energy development.
- Do not want any renewable wind or solar farms on Howe Island at all.
- Of course sources, like solar, garbage into energy, ground source water pumps ... maybe Hydrogen.
- Incentivize them
- Local politicians can be swayed by vocal minorities. The OP should state what is acceptable in specific regions. We need to get over the NIMBY syndrome.
- Where infrastructure exists to sell the energy the County should not object. Where infrastructure does not exist the businesses should prove the project is feasible and community friendly.

19. The County Plan could include specific policies that would allow the County to speak as one voice to Provincial and Federal governments on major County-wide issues. How important do you feel those policies would be in the County Plan?

Very Important	20
Important	22
Neither Important or Important	5
Unimportant	1
I do not know	6

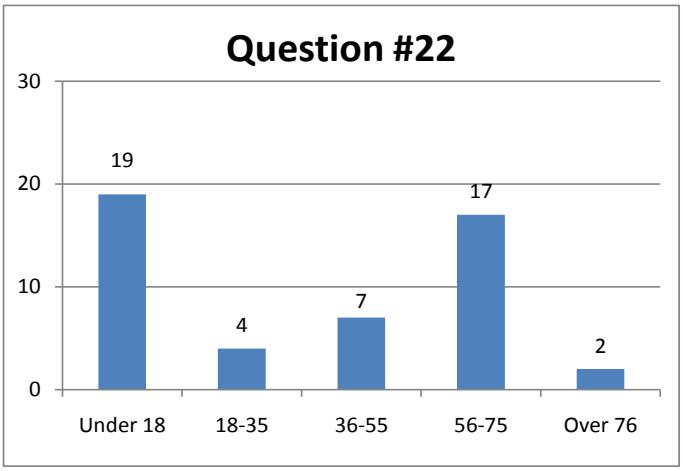


20. Contact Info

21. Business Name

22. What is your age? (Circle One)

Under 18	19
18-35	4
36-55	7
56-75	17
Over 76	2



23. If you have any other comments or questions surrounding the County Plan, please share them with us here.

- Thank you.
- I am pleased to see that the plan (to a limited extent) will increase local control over local issues - a good start!
- Have one voice - a strong voice to stand up to outside interests looking to make a dollar. Don't believe all they say - they are good salesmen. You cannot stop progress but you need controls. Tourism is important in Central and North Frontenac but Time Share or Shared Ownership as they now seem to call it, may result in many more people affecting the natural beauty and the water. Whatever happened to size of boat/motor to size of lake? I believe there are a few NO POWER lakes in the County. There are more people-powered crafts, but the "boys and their toys" is a problem. Not sure the County has any power over boats/motor, except through fishing. This is a "pet peeve" of mine because there are speed controls and distance from land but too many don't care. Damage is done to shoreline.
- Renewable energy: There are enough bulrushes in the Cataraqui River to heat the whole of Kingston. We have the technology. Miss Education: M&R lacking in respect for nature in regards to complete destruction of 4" - 6" stock (20 years of growth). More left on the ground than taken out. Water: of all the professionals that I have talked to, no one can give any indication of the capacity or what it would support of water table for any given area. Farm land: without population growing, food banks crying for lack of support, half the world starving, we need all the open land our ancestors worked to clear for food production. There is land between Verona and Sharbot Lake… you couldn't turn a horse around between the rocks, build to your heart's content! Transportation: It's a rotten shame the foresight was not there prior to taking the tracks out, the K&P would have alleviated a lot of traffic from HWY 38. This isn't even a beginning but run out of space.
- Good initiative.
- Canada Trail will help tourism in Frontenac country.
- Do you discuss forestry on private lands at all in the plan? Consider making tree cutting by-laws that would require proper forestry practices as defined in the Forestry Act. Sustainable forest management can provide green energy to Frontenac County and provides vital employment to permanent residents of rural areas.
- The concept of the County plan to ease the work of the Townships is very important. However keep it focused on that purpose.

COUNTY of Frontenac

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:	December 7, 2012
Date of meeting:	December 19, 2012

Re: Sustainability – Official Plan Project Update 2012 #06

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Official Plan Project Update 2012 #06* report for information purposes.

Background

County Council endorsed the initiation of a County Official Plan process on December 14, 2011.

The purpose of this report is to provide information on some of the work done since the last Council meeting which was held on November 21, 2012.

Comment

Staff completed a review of all of the comments submitted by citizens in writing and through the on-line survey regarding the initiation of the County Official Plan and prepared a summary report for the December 19th Council meeting.

At the invitation of the Chief Administrative Officer of Northumberland County, the Manager of Sustainability Planning attended a meeting in Port Hope on November 22nd with its Townships' CAOs and planners to discuss the Frontenacs' approach to the preparation of the County Official Plan process. Northumberland County does not have a County Official Plan and its Council is currently considering whether to start the process.

Sustainability Implications

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

The development of a County Official Plan should be considered as one of the cornerstone efforts in the implementation of *Directions for Our Future*. It will serve as the County's land use planning document that can be used to implement a number of regional studies such as the Municipal Housing Strategy, the Natural Heritage Study, Community Improvement Planning, Population Projections, the Seniors Housing initiative, and a number of economic development programs. Also, it will promote local decision-making and '*Made in the Frontenacs'* solutions as County Council will become the approval authority for local Official Plan Amendments and five year updates to Official Plans.

Financial Implications

The 2012 budget includes an allocation of $30,000 for the preparation of a County Official Plan. The budget has been developed to cover meeting costs and the possible need for help in public consultation.

Organizations, Departments and Individuals Consulted and/or Affected

All Four Townships
Ministry of Municipal Affairs & Housing

COUNTY of Frontenac

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:	December 14, 2012
Date of meeting:	December 19, 2012

Re: **Sustainability – Algonquin Land Claim Draft Agreement in Principle**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Algonquin Land Claim Draft Agreement in Principle* report for information purposes.

Background

The Algonquin Land Claim covers a territory of 36,000 square kilometres (8.9 million acres) that fall within the Ontario portion of the Ottawa and Mattawa River watersheds. According to the Ontario Ministry of Aboriginal Affairs, the total area within the claim territory includes privately held patented land (approximately 59%), Algonquin Park (21%), Ontario as public lands and by provincial Crown corporations (16 %) federal Crown land (4 %).

The lands subject to the Algonquin claim within the County of Frontenac are located within North, Central, and South Frontenac Townships.

The purpose of this report is to provide information on Draft Preliminary Agreement-in-Principle that was released to the public on the Aboriginal Affairs website on December 13, 2012 (http://www.aboriginalaffairs.gov.on.ca/english/negotiate/algonquin/preliminary-draft-aip.asp).

Comment

The Preliminary Draft Agreement-in-Principle is described as a “work in progress” that is still under review and subject to revision by the Canada, Ontario, and the Algonquin Nation.

Following the review period, a final Agreement is expected to be submitted to the Algonquins for a ratification vote later in 2013. Once the Agreement is ratified by the Algonquins, it will be submitted to the Governments of Ontario and Canada for approval. Following that stage, the Agreement-in-Principle would be a non-binding statement of settlement for the final land claim.

The following key elements are included in the Draft Agreement:

- $300 million transfer to the Algonquins of Ontario
- Transfer of not less than 117,500 acres (183 square miles, or 475 square kilometres) to Algonquin ownership (more than 200 parcels of Crown land will be transferred)
- Recommended approaches to deal with issues such as Algonquin harvesting rights, forestry operations, and parks

A copy of the Executive Summary of the Preliminary Agreement-in-Principle is attached to this report as Appendix A
(source: www.tanakiwin.com/aip/Exec_Summary_to_Algonquin_Preliminary_Draft_AIP_Dec_2012.pdf).

A copy of the map dated November 30, 2012, that illustrates the proposed settlement land transfers in Frontenac County is attached as Appendix B
(source: www.tanakiwin.com/aip/Map_C-ALC_Proposed_Algonquin_Settlement_Lands_Frontenac_County.pdf)

A copy of the full Preliminary Agreement-in-Principle can be found on the Ministry of Aboriginal Affairs website: www.tanakiwin.com/aip/Algonquin_Preliminary_Draft_AIP_Dec_2012.pdf

Sustainability Implications

The impact of the proposed land claim settlement has the potential to touch on all four pillars of the plan: social, cultural, economic, and environmental.

Over two dozen land parcels identified within the Frontenacs are proposed to be transferred to the Algonquin nation. Also, it can be expected that part of $300 million transfer to the Algonquins could be invested within Frontenac County.

Financial Implications

None.

Organizations, Departments and Individuals Consulted and/or Affected

All Four Townships
Ontario Ministry of Aboriginal Affairs

COUNTY of Frontenac

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared by:	Colleen Hickey Human Resources Specialist – Labour Relations
Date prepared:	December 7, 2012
Date of meeting:	December 19, 2012

Re: **Human Resources – Revised Non-Union Salary Adjustment Policy**

Recommendation

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

AND FURTHER THAT Council authorize the implementation of the Non-Union Salary Adjustment Policy that directs:

1. Annual adjustments to non-union rates will be set in accordance with the annual Ontario Consumer Price Index for October of each year.
2. Should the Index fall below two (2) percent, a review of the average increases of the four (4) Frontenac Townships and the Eastern Ontario geographical region will be brought forward for Council's direction.
3. Should the Index exceed three (3) percent, Council direction shall be sought prior to any adjustments being made.
4. All adjustments will be effective January 1st of each year.

Background

Human Resources brought forth a report in January 2012 to County Council seeking approval for a non-union salary adjustment for 2012. The purpose of this request was to avoid adverse effect on our non-union employees by fluctuations in their cost of living and to provide staff a fair increase to their salary structure. Council approved the recommendation.

During that session Council passed the following resolution supporting the adjustment and also directing staff to prepare a Salary Adjustment policy:

Motion #: 12-12 *Moved By:* *Deputy Warden Doyle*

Seconded By: Councillor Davison

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

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

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

CARRIED

As per the above Council resolution, staff brought forward a Salary Adjustment Policy for Council's consideration at its September 19th Council meeting at which time Council deferred approval of the proposed policy to the December 19th meeting. Since that time staff has conducted additional research on the policy which are noted in this report.

Comment

Human Resources compiled and reviewed copies of a number of policies from other municipalities including the four County townships. Salary adjustment policies are a typical Human Resource practice most often based on the Consumer Price Index (CPI). Acknowledging the County's commitment to strive to maintain a fair compensation for all non-union staff, authorizing the administration to apply CPI to the non-union salary range will assist to achieve this intent.

The following has been compiled reflecting 2012 non-union wage rates for the four townships and the Eastern Ontario Municipal Human Resources Group:

1. For the four Townships of Frontenac, the approved salary adjustments for 2012 average 2.57%.

2. For Eastern Ontario Municipal Human Resources Association (EOMHRA), the approved salary adjustments for 2012 average 2.19%.

This demonstrates the CPI is a regular and fair method in which local governments provide an increase to staff that is fair and yet measured by the Ontario Consumer Price Index.

When last measured, the County's salary structure sat at the 41st percentile in wages. This percentile reflects a non-competitive position for similar job classes within similar municipalities. Further work continues to be undertaken in this regard. Notwithstanding, Council should be concerned that staff members do not find themselves receiving a take-home pay cheque that is less in the current year than it was in the previous one. By introducing the CPI-based Salary Adjustment Policy, Human Resources will review the annual CPI each October and apply that adjustment to the following year's rates. This action will assist the County in its efforts to retain qualified and knowledgeable staff. It also ensures a seamless application of the annual adjustment eliminating any delay for non-union staff.

It is important that Council is aware that the OMERS contributions increased by 1.81% in 2012. OMERS determines the annual pension increase using the monthly average of the CPI for the 12-month period of November 2011 to October 2012. This is compared to the average for the

same period the previous year. The percentage difference determines the increase for pensions.

Two percent has consistently been the average increase provided to municipalities in the Eastern Ontario region.

Financial Implications

Effective January 1, 2013 and each year thereafter, the non-union salary range would be adjusted by the average annual increase in the Consumer Price Index, Ontario (all items). The increase would be reported to Council during annual budget. The rate would be provided by the October CPI increase. In the event that the CPI falls below two (2) percent, a review of the average increases of the four (4) Frontenac Townships and the Eastern Ontario geographical region will be conducted by Human Resources and brought forward for Council's direction. This will allow wage rates to be maintained without any further adverse effect on employees. In the event that a CPI increase is above three percent, Human Resources would report this to Council seeking further direction and approval.

Organizations, Departments and Individuals Consulted and/or Affected

Eastern Ontario Municipal Human Resources Group
OMERS
Townships of Frontenac

COUNTY of Frontenac

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared by:	Colleen Hickey Labour Relations Specialist
Date prepared:	December 7, 2012
Date of meeting:	December 19, 2012

Re: Human Resources – Organizational Study Options

Recommendation

THAT Council of the County of Frontenac receive this *Human Resources –Organizational Study Options* report*;*

AND FURTHER that Council of the County of Frontenac authorize the CAO to engage the services of a consultant to complete the appropriate Organizational Study by April 30, 2013;

AND FURTHER that Council of the County of Frontenac authorize this expenditure of these funds through the Frontenac Working Fund Reserve to be accounted for as an expenditure of 2012;

AND FINALLY that Council of the County of Frontenac amend its 2012 budget to reflect this decision.

Background

County staff has identified the need to conduct an organizational study to review its operational services within Corporate Services. Corporate Services includes the Administrative Services and Financial Services staff groups. Over the past twelve months, Corporate Services has acknowledged significant workload challenges and expectations placed on its services and activities. Primarily, these challenges are attributable to increased provincial reporting and legislative requirements and to the six Council committees now fully operational. The impact is resulting in timelines being delayed and key work being re-prioritized to accommodate the high volumes of work and to meet client needs. Management have discussed departmental concerns, and have made adjustments to compensate where possible. The increase in the workload is not due to any staff vacancies, although it is exacerbated by current vacancies, and all staff are striving to effectively and efficiently use their time.

Corporate Services is made up of twenty-one employees working in various areas that serve both Council and its committees, and the County's two main frontline operations, Fairmount Home and

Emergency and Transportation Services. In addition, some/all of the four Townships of Frontenac are offered regular services in Finance and Planning as well as Human Resources/Occupational Health and Information Services on an as needed basis.

Since 1998 the County has seen modest and significant years of growth.

- In 1998, Amalgamation occurred and the Frontenac Management Board was then titled the Corporation of the County of Frontenac and was relocated to its present address of 2069 Battersea Road from the County Courthouse located in downtown Kingston. The Administrative count during that transition was less than a handful of positions – a part-time CAO/Clerk/Treasurer (who was also the Administrator of Fairmount Home), an Administrative Assistant, and a Deputy Treasurer.

- Since amalgamation the operational departments have seen significant growth which included the addition of Frontenac Paramedic Services as an in-house operation in 2004 and the increase of 32 beds at Fairmount Home in 2004. At the same time Corporate Services have increased modestly to serve the needs of County Council, operational departments and the community.

- In 2006 an organizational study was undertaken and the following direction was taken to reorganize Corporate Services:
    1. The Director of Human Resources position was made redundant and replaced with a Human Resources Generalist position, this is a mid-line HR position and the Human Resources managerial duties were realigned as responsibilities of the senior management team of the County of Frontenac.
    2. A net increase of four full time positions was approved as a result.

- Since 2007 there have been seven positions added to Corporate Services as per Council approval to meet operational needs, they include:

    1. Occupational Health Nurse
    2. Information Technology Supervisor
    3. Human Resources Specialist – Labour Relations
    4. Manager of Sustainability Planning
    5. GIS Specialist
    6. Communications Specialist
    7. Community Planner

In 2010 Council increased its complement from a four to eight member Council and there are also six committees of Council for which Corporate Services provides all administrative support.

As it is attempting to absorb the impact of the increased council size, new committee structure and resulting workload, Corporate Services has identified challenges to serving its members of Council, operational departments and Townships in a satisfactory and timely manner.

Staff brought forward a Corporate Service Organizational Study in October for Council's consideration. Council deferred approval of the proposed study to the December 19th meeting. At the October meeting, Council discussed the opportunity to broaden the scope of the Organizational Study. Since that time, a further broadening of the scope of the project was discussed by some members at the Council Strategic Planning session. Additional research has been conducted by staff to reflect the interest expressed to acknowledge the additional work being raised by Council. Pricing is estimated based on the County of Frontenac operations which include: Corporate Services, Emergency and Transportation Services and Fairmount Home.

Comment

At its October 17, 2012, Council directed staff to bring a report back to Council in December with a recommendation for an Organizational Study for the County operations as a whole. Staff presents the following options for Council's consideration:

Option 1 - Corporate Services Organizational Study:

For Council to be confident in its response to the calls being made for additional staff resources, a study must be conducted by an external consultant to (1) assess the level of staff resources and (2) ensure these resources are being utilized effectively. The study will provide:

- An analysis and evaluation of the current management and staff structure
- A review of current administrative processes and business functions
- An assessment of interdepartmental relationships and communications
- A review of talent management

Option 2 - County Departments Administrative Organizational Study:

- An analysis and evaluation of the current management and administrative staff structure of all departments in the County (Paramedic Services, Ferry Services, Fairmount Home and Corporate Services)
- A review of current administrative processes and business functions
- An assessment of interdepartmental relationships and communications
- A review of talent management

Option 3 - County Administrative & Operational Organizational Study:

- An analysis and evaluation of the current management, administrative staff and operational staff of all departments in the County (Paramedic Services, Ferry Services, Fairmount Home and Corporate Services)
- A review of current processes and business functions
- An assessment of interdepartmental relationships and communications
- A review of talent management

Sustainability Implications

Undertaking an organizational study will ensure and confirm the County's capacity to support the strong governance and operations of the County.

Financial Implications

Option 1: The financial impact to conduct a Corporate Services Organizational Study is in the range of $40,000.

Option 2: The financial impact to conduct an Organizational Study of all County departments' administrative functions is in the range of $65,000.

Option 3: This would be an extensive study that would require a significant amount of time and coordination. The financial impact to conduct an Organizational Study for all County departments' administrative and operational functions is in the range of $125,000.

Funds for these options can be drawn from the Frontenac Working Fund Reserve.

Organizations, Departments and Individuals Consulted and/or Affected

Human Resources
Municipal Intern
EO-HR group

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared by:	Marian VanBruinessen Treasurer Kieran Williams Municipal Management Intern
Date prepared:	December 12, 2012
Date of meeting:	December 19, 2012

Re: Financial Services – Amendments to County Procurement Policy

Recommendation

RESOLVED THAT the Council for the County of Frontenac receive the *Financial Services – Amendments to County Procurement Policy* report;

AND FURTHER RESOLVED THAT the Council for the County of Frontenac adopt By-law No. 2012-0033, being a by-law to adopt a policy to govern the procurement of goods and services by the County of Frontenac.

Background

In November 2010, County Council adopted By-law No. 2010-0031, being a by-law to adopt a policy to govern the procurement of goods and services by the County of Frontenac.

Comment

A review of the County's Procurement Policy was undertaken from July to December of 2012, involving a) research of procurement policies from comparable jurisdictions, b) discussions with County staff involved in purchasing, and c) a meeting with Treasurers from local Townships and neighbouring Counties. A table outlining some of the findings can be found in Appendix A to the report.

The review has produced the following recommended revisions to the Procurement Policy:

1. **Change Table of Contents**
   Proposed change: Change threshold amounts to numbers. Example: "Ten thousand" to "$10,000."

2. **Page 3 Change to the definition of "Authorized Person"**
   Proposed change: "Authorized Persons are specified in Appendix B".

   Rationale: For greater clarity

3. **Page 4 Changes to the definition of "Emergency"**
   Proposed change: Adds "negative cost impact to the County" to the definition of Emergency, permitting emergency purchasing in such situations:

   ""Emergency" means an urgent situation involving a real or perceived threat to public health, safety or security and includes threats to financial and property interests, or that presents a risk of negative cost impacts to the County;"

   Rationale: The current definition permits emergency purchases where there is a threat to life, safety, property, or financial interests. Policy research has indicated that some municipalities have expanded this to include urgent and unexpected purchases that will prevent future costs, such as those resulting from project delays.

4. **Page 5 Creation of a definition for "No Cost Procurement"**
   Proposed change: ""No Cost Procurement" means a procurement of Goods and Services or Construction where the County shall not bear any expense or capital expenditure cost."

   Rationale: No Cost Procurement is an emerging issue in purchasing. For example, the County has been approached by firms offering to perform tax and energy audits on a percentage recovery basis. In these types of contracts, the firm is not paid by the County and instead retains a certain percentage of any savings or new revenues discovered by the audit. In other cases, printing companies agree to publish pamphlets, brochures, and other materials for free in return for the right to sell advertising in the final product. Creating a definition allows the County to include this purchasing method in its policy.

5. **Page 7 Modification to 3.4 Addition of Accessibility for Ontarians with Disabilities Act**
   Proposed change (underlined): "3.4 All Procurement activities on behalf of the County shall be undertaken in compliance with Section 13 of the Ontarians with Disabilities Act, 2001, S.O. 2001, Chap. 32, and the Accessibility for Ontarian with Disabilities Act, 2005,and all related regulations requiring regard to accessibility for persons with disabilities to the Goods or Services."

   Rationale: Updates the section to include the new legislation. The Ontarians with Disabilities Act, 2001, has not been repealed and will remain in the policy.

6. **Page 8 – 9 Modification to 3.8 and 3.11 Minor rewording**
   Proposed change: Sections 3.8 and 3.11 refers to Appendix B as "Delegation of Authority," when it is in fact titled "Procurement Authorizations."

7. **Page 9 Modification to 3.14 d & e Specifying Council approval for single source procurement**
   Proposed change: Sections 3.14d and 3.14e currently read:

"The Award of a proposed Contract or the making of a proposed Bid Request in respect of the procurement of a Good and/or Service that is known to be available from only one source of supply where such source of supply has not already been identified by Council as a Pre-Qualified Vendor and where the Total Acquisition Cost of such Good and/or Service exceeds $25,000;

The making of a proposed Bid Request where the Bid Request is to be restricted to a single source of supply because standardization or compatibility of supply is determined by the Authorized Person as being the overriding consideration in the selection of a Bid"

These sections are combined to read:
"The Award of a Proposed Contract or the making of a proposed Bid Request in respect of the procurement of a Good and/or Service that is known to be available from only one source of supply or the making of a proposed Bid Request where the Bid Request is to be restricted to a single source of supply because standardization or compatibility of supply is determined by the Authorized Person as being the overriding consideration in the selection of a Bid and where the Total Acquisition Cost of such Good and/or Service exceeds $25,000."

Rationale: To provide greater clarity as to when Council approval is required for single source procurement. In the previous version no threshold was provided in paragraph 2 suggesting that minor purchases related to continuity of items such as cleaning supplies, if purchased from one vendor would require Council approval.

8. **Page 10 Modification to 4.5 Adjustment of advertising threshold**
Proposed change: The threshold for advertising is increased from $5,000 to $10,000.

Rationale: The current threshold was comparatively low and results in additional costs related to print media.

Table 1 compares the County's advertising thresholds to those of other county governments:

County	Threshold for Mandatory Public Advertising
Frontenac County	Purchases over $5,000
County of Haliburton	RFT: $15,000 RFP Consulting: $10,000
Middlesex County	RFT: $50,000 RFP: Discretion of the Department Head
Renfrew County	RFP: $100,000 or lower at Director's discretion. RFT: $15,000
Lennox and Addington	RFQ: $20,000 RFP: $20,000 at discretion of Department Head. RFT: $50,000
Bruce County	RFT: $10,000

Table 1. Comparison of advertising thresholds.

9. **Page 10 Modification to 4.8 Specifying the minimum advertisement period at seven calendar days**
Proposed change: Currently, Section 4.8 does not define the minimum time period for advertising bids publicly, and instead makes reference to the Public Notice Policy. For greater clarity, the revised section now directly indicates that the minimum period for publicly advertising a Bid is seven (7) calendar days.

10. **Page 11 Modification to 4.10 Amended wording regarding OPSS**
Proposed change: "OPSS" is changed from its abbreviated form to "Ontario Provincial Standard Specifications."

11. **Page 11 Modification to 4.12 New clause: Compliance with AODA, 2005**
Proposed change: "4.12(v) an acknowledgement by the Vendor of its obligations under the Accessibility for Ontarians with Disabilities Act, 2005, and its regulations and evidence of compliance satisfactory to the Authorized Person in his or her sole discretion;"

Rationale: Section 4.12 lists all of the materials a Vendor must provide to the County before a Contract can begin. The addition of this clause will ensure the County is in compliance with the AODA, 2005.

12. **Page 12 Delete former section 5.2 (in 2010 Policy)**
Former wording: *5.2 Purchase Orders are required for all purchases except Petty Cash* in accordance with Part VIII.

Rationale: To reflect changes outlined in #23 - #26 below.

13. **Page 12 Modification to 5.2 to 5.4 Changes to process for purchasing between $100.01 - $5,000**
Proposed change: Sections 5.3, and 5.4 (in 2010 Policy) are deleted.

Former wording:

5.3 Petty cash funds as established by By-law may be used by the Authorized Person for purchases under $100 in amounts not exceeding $100 each, in which case non-competitive direct procurement processes may be utilized.
5.4 All Petty Cash fund disbursements shall be evidenced by vouchers which shall be available for auditing purposes through the Treasurer.

and replaced with a new 5.2:

"At the discretion of the Authorized Person, a documented solicitation of 3 quotations may be undertaken for purchases under $5,000."

Rationale: Policy research has indicated that the County's thresholds are low compared to those of other counties. This change brings the County's procurement threshold into alignment with current practice as it exists in other jurisdictions. Additionally, petty cash transactions are guided by rules established through internal procedures.

14. **Page 12 Modification to 5.3 (5.5 in 2010 Policy): Adjustment of threshold - Three quotations**
Proposed change: The upper threshold for purchases requiring three quotations is increased from $5,000.01 to $10,000 inclusive. Additionally, the heading has been changed to add the phrase "Informal Request for Quotation."

Rationale: Policy research has indicated that the County's thresholds were low relative to those of comparable jurisdictions. Request for Quotations are used when the County intends to purchase a good but does not have detailed specifications to provide to prospective Vendors. The intention is to seek the best possible price for the item without a commitment to a contract.

15. **Page 12 Modification to 5.4 (5.6 in 2010 Policy) Adjustment of threshold: RFQ**
    Proposed change: The threshold for the RFQ process is changed to $10,000.01 - $25,000 inclusive.

    Rationale: The threshold for formal Request for Quotations has been raised to reflect the change made in item 13 above. Request for Quotations are used when the County intends to purchase a good but does not have detailed specifications to provide to prospective Vendors. However in this instance a more formal process is required due to the estimated magnitude of the project. The intention is to research the best possible price for an item without the commitment to a contract.

16. **Page 12 Modification to 5.5 (5.7 in 2010 Policy) Adjustment of threshold: RFT**
    Proposed change: The threshold for the RFQ process is changed to $25,000.01 and above. Additionally, the heading has been changed to add the phrase "Request for Tender."

    Rationale: The threshold has been increased to reflect changes made in other procurement methods.

17. **Page 12 Modification to 5.7 (5.9 in 2010 Policy) Adjustment of threshold: RFP**
    Proposed change: the threshold for the RFP process is changed to $10,000

    Rationale: Requests for Proposal are frequently used to purchase services, as opposed to goods. In these cases the detailed specifications or solution is not defined in the bid document. Policy research has indicated that the County's purchasing thresholds are low compared to other counties.

18. **Page 16 Move Section 5.14 (in 2010 Policy) "Corporate credit/purchase card" to end of Section 5 and delete reference to Fin 02-04**
    Proposed change: Subsection 5.14 is moved to the end of Section 5. The reference to Financial policy 02-04 is deleted.

    Rationale: This section is more logically located at the end of Section 5. The specific policy number is removed to facilitate policy numbering changes without having to change the Procurement Policy.

19. **Page 13 Modification to 5.12: "Non-Competitive Procurements"**
    Proposed change: The heading to Section 5.15 (in 2010 Policy) is amended to include the phrase "Non-Competitive Procurements" at the beginning of the title.

    Rationale: Consistency with the rest of the procurement policy.

20. **Page 16 New Clause 5.19 New purchasing method: No Cost Procurement**
    Proposed change: " 5.19 No Cost Purchasing shall be acquired in the same manner and using the same Purchasing methods and Authorized Persons as procurements that have a cost to the County, depending on the estimated value of the No Cost Purchase."

    Rationale: Places the procurement method in the same processes as other purchases.

21. **Page 16 Modifications to 6.1: Opening and evaluating bids**
    Proposed change: Section 6.1 is amended to read: "All Bids, where the Total Acquisition Value exceeds $25,000, shall be received at the County office where they shall be

opened with at least the Clerk or designate and the Treasurer or designate present. If the Authorized Person is County Council, the Warden or designate shall be present."

Rationale: Provides clarification on who should be present for opening of Bids, and who shall be present if the Clerk, Treasurer, or Warden is not available.

22. **Page 18 Modification to Section 7.5 (in 2010 Policy)**
Proposed change: The wording, "(including the past performance of the Bidders)" is deleted from Section 7.5.

Rationale: Bid Documents specify which criteria will be used to settle a tie. Deleting this wording prevents a potential conflict between Section 7.5 and the criteria in the Bid Documents as past performance is not included in the latter.

23. **Deletion of Section 7.8(in 2012 Policy): Bid Irregularities**
Proposed change: Section 7.8 is deleted.

Rationale: Appendix D contains instructions concerning bid irregularities, making this section unnecessary.

24. **Page 18 Modifications to Section 8.1**
Proposed change: Sections 8.1 is modified to read: "The Award of a Contract over $100 may be made by way of a Purchase Order."

Rationale: Change to the less prescriptive word "may" from "shall" reflects the fact that purchase orders are not required for all purchases, such as those undertaken by credit card.

25. **Delete Section 8.2 (in 2010 Policy)**
Proposed change: Section 8.2 is deleted:"A Purchase Order alone is to be used when the resulting Contract requires standard contractual terms and conditions."

Rationale: The purchase order is not required for every purchase.

26. **Page 18 Modify Section 8.3 (in 2010 Policy)**
Section 8.3 (becoming 8.2 in revised Policy) is altered to read: "A formal agreement shall be used instead of a Purchase Order if the Authorized Person and Treasurer determine that the resulting Contract will be complex and will contain terms and conditions other than standard contractual terms and conditions."

Rationale: If the requirements of the service are complex and require onsite compliance with various legislation, it is valuable to require a contract rather than simply providing a purchase order as a commitment to contract.

27. **Delete 8.6 (in 2010 Policy)**
Proposed change: Section 8.6 is deleted: "The use of confirming Purchase Orders is not permitted i.e. Purchase Orders should not be issued after the purchase has been made and billed. If materials are ordered verbally then a Purchase Order number shall be quoted to the supplier and the Purchase Order completed and issued immediately."

Rationale: The current software requires the preparation of Purchase orders to process and authorize payments whether or not the purchase has already been made using a Purchase Order.

28. Page 19 New clause: Section 8.5

Proposed change: "8.7 Where a Contract includes work performed by the Vendor on County of Frontenac property, no letter of intent shall be issued until the Vendor has provided proof of required insurance and proof of compliance with WSIB, the Accessibility for Ontarians with Disabilities Act, 2005, and the Occupational Health and Safety Act, 1990 and all applicable regulations."

Rationale: Ensures that any work performed on County property is done in compliance with relevant regulation.

29. Page 19 Revised section: Accessibility

Proposed change:
"9.2 The County of Frontenac will incorporate accessibility criteria and features into its procurement of Goods and Services and facilities. Where it is impractical for the County to incorporate accessibility criteria and features when procuring or acquiring specific Goods and Services and facilities, the Treasurer will provide a written explanation, upon request. Bid Documents shall be made available in an accessible format to persons with a disability upon request and at no additional charge.

9.3 The Vendor, and all sub-contractors hired by the Vendor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time. It is the responsibility of the Vendor to ensure that they are fully aware of, and meet all requirements under the Act."

Rationale: The *Accessibility for Ontarians with Disabilities Act, 2005* requires public sector organizations to amend their purchasing policies to include accessibility criteria and features when purchasing goods, services, and facilities. The current policy does not comply with this requirement.

30. Deletion of Section 9.6 (in 2010 Policy)

Proposed change: Section 9.6 is deleted: "The review shall determine how effective this Policy has been in achieving the objectives set out in Part 1 of this Policy as well as the requirements of the Municipal Act, 2001, as amended."

Rationale: The specific portion of the Municipal Act that this section refers to have been repealed.

31. Page 24 Changes to Appendix B to reflect changes in thresholds and requirement for Council approval

Proposed change: Modifies procurement authorizations to:
Up to $20,000: Department Head
Between $20,000.01 and $50,000 inclusive: County CAO
Greater than $50,000 if in the approved budget: County CAO
Greater than $50,000, if not in the approved budget: County Council

32. Page 25 Changes to Appendix C to reflect changes in thresholds and wording

Proposed change: Wording and thresholds are amended to reflect changes in the policy.

33. Page 25 Changes to Appendix C: Request for Tender

Proposed change: The Appendix currently includes two categories for Request for Tender with two different thresholds, but with no clear difference between the two. One of the categories is deleted and replaced with just one threshold: "Over $25,000."

34. **Page 27 Amendment to Appendix D, #2 and #12 (in 2010 Policy)**
    Proposed change: The response to "All other irregularities" is amended to include the sentence: "Where the Authorized Person is the CAO, the CAO shall seek the direction of Council. In any case of questionable direction, the Authorized Person may seek the opinion of the County's legal counsel." The provision related to "unsealed bids" is deleted.

    Rationale: Provides greater clarity on how to respond to irregular bids.

35. **Page 29 Amendment to the wording of Appendix E**
    Proposed change: The wording of Appendix E is amended to the following:
    "Each bidder must submit a security deposit with his bid, if requested to do so. Deposit ensures that a successful bidder will enter into a formal agreement with the County upon acceptance of the tender bid. If the successful bidder does not enter into a Contract, his security deposit is forfeited to the County. Security deposits help to ensure that only serious bids are received.

    Security deposits must be in the form of a certified cheque or appropriate bid bond made out to the order of the County.

    After the Contract has been executed, the County will return the deposits of all unsuccessful bidders."

36. **Page 29 Deletion of table in Appendix E**
    Proposed change: The table in Appendix E is deleted.

    Rationale: The County's Bid Bonds are consistent with the OPSS. Should the OPSS change, the table will be out of date. To remove the potential for conflict between Appendix E and the OPSS, this table is removed.

37. **Page 29 Changes to Appendix E authorizing the modification of insurance requirements**
    Proposed change: "Insurance requirements may be modified at the request of the Authorized Person. A written rationale for the modification shall be provided by the Authorized Person to the Treasurer for approval prior to the release of the Bid Documents. The Treasurer shall provide a written explanation for approving the modification of insurance requirements."

    Rationale: To ensure a wide range of bidders are able to effectively compete for and obtain County contracts.

Financial Implications

Raising the advertising threshold will result in direct cost avoidance by the County. Currently the County pays approximately $300 per ad to publicly advertise contracts.

The procurement policy governs purchasing undertaken on behalf of the County, and is designed to ensure that the County obtains the highest quality of goods and services at the best reasonable cost.

Organizations, Departments and Individuals Consulted and/or Affected

Tim Wilkin, County Solicitor, Cunningham Swan LLP

County Management
Frontenac Townships
Other Counties

Appendix A Threshold Comparisons

Frontenac County **2012 expenditures:** **$43,791,630**	Bruce County 2012 expenditures (recommended) $40,231,934 Year updated: 2006	Lennox and Addington County 2012 expenditures: $63.8 million Updated: 2012	Renfrew County Budget 2012: $39,171,254 Year updated: 2009	County of Elgin Budget 2012: $54, 533, 225 Year updated 2010
<u>Purchases Less Than ($1,000) Dollars</u> 5.3 Petty cash funds as established by By-law may be used by the Authorized Person for purchases under $100 in amounts not exceeding $100 each, in which case non-competitive direct procurement processes may be utilized. 5.4 All Petty Cash fund disbursements shall be evidenced by vouchers which shall be available for auditing purposes through the Treasurer. 5.5 A documented solicitation of 3 quotations may be undertaken for purchases between $100 and $1,000. <u>Purchases Between One Thousand ($1,000) and Five Thousand ($5,000) Dollars inclusive</u> 5.6 A documented solicitation of 3 quotations must be undertaken for Purchases having a Total Acquisition Cost of between $1,000 and $5,000 at the discretion of the Authorized Person <u>Purchases Between Five Thousand ($5,000) and Twenty Thousand ($20,000) Dollars inclusive</u> 5.7 Subject to Section 5.9, a Request for Quotation shall be issued for Purchases having a Total Acquisition Cost of between $5,000 and $20,000 where the Vendor is not a single source vendor. <u>Purchases Exceeding Twenty Thousand ($20,000) Dollars</u> 5.7 Subject to Section 5.9, a Request for Tender shall be used for any purchases of Goods and/or Services having a Total Acquisition Cost	7.1 It is understood that any purchase under $5,000 does not require formal tendering or written quotations, provided the item was individually specified in the annual budget. It is understood that the Department Head will attempt to obtain competitive prices. 7.2 More than $5,000 and up to $10,000 the Department Head shall have authority to issue the necessary purchase order for such goods and/or services, provided: • the proposed purchase was budgeted for; • at least three (3) written quotations have been obtained in accordance with provisions of this policy. 7.3 More than $10,000 the Department Head in consultation with the appropriate Department Councillor shall call tenders in accordance with the provisions of this policy	**Petty Cash** Petty cash funds can be used for purchases under $100. All petty cash fund disbursements shall be evidenced by receipts which shall be submitted to the Finance Department, when the petty cash fund is being replenished. **Verbal Quotations** The Department Head shall be authorized to make purchases of goods and services up to an amount of $5,000 from such vendor and upon such terms as the Department Head deems appropriate and in accordance with the Purchasing Policy. Purchases shall be made from the competitive marketplace where possible and practicable. **Written Quotations** Orders or blanket orders for goods or services with a value between $5,000 and $20,000 should not be placed until at least three (3) written quotations are obtained. A written specification (Request for Quotation) should accompany the request to all potential suppliers for goods or services ordered with a value greater than $20,000, but less than $50,000. The Request for Quotation should be circulated to suppliers and advertised on media, including the County=s website, as deemed necessary by the Department Head. The written quotations must be summarized on the Quotation Summary Form, (Schedule F) or similar form and attached to the County's copy of the purchase order where applicable. In the absence of three suppliers willing to provide a written quotation for the goods and services requested, an explanation on the Summary Form and approval from the applicable Director is required. If the lowest quotation is not selected, the Director must report to and secure the approval of the Director, Financial & Physical Services or the C.A.O./Clerk, prior to the purchase of the goods or services.	**15.0 PURCHASES OF $400 OR LESS** 15.1 A Director shall have authority to establish a Petty Cash fund in such an amount to meet the requirements of the department for the acquisition of goods, services or construction having a value of $400 or less. 15.2 Expenditures not exceeding $400 including purchases of goods, services and construction may be made from Petty Cash in any one instance. Petty Cash should only be used when it is not feasible to use a purchasing card. 15.3 Purchases made pursuant to Section 15.1 shall be made from the competitive marketplace wherever possible. 15.4 The dollar limit referred to in Section 15.1 shall not apply to registration or search fees and land transfer tax payable in real estate transactions. 15.5 All petty cash disbursements shall be evidenced by vouchers and shall be processed through the Treasurer/Deputy Clerk. **16.0 PURCHASES NOT EXCEEDING $15,000** 16.1 Payment for purchases of goods, services or construction not exceeding $15,000 in value, incurred in the general administration of a department, may be made using: a) a properly authorized procurement card; b) a properly authorized purchase order, or c) from a supplier's invoice, where the requirements of Sections 16.2 to 16.5 inclusive, have been complied with. 16.2 The procedure used to purchase the goods, services or construction shall demonstrate that fair market value was achieved. 16.3 The procedure used to make purchases exceeding $5,000 shall include evidence that the Director obtained a minimum of two verbal or written quotes unless Section 16.4 applies. 16.4 The Director may directly select a	**3.5 SMALL ORDER PURCHASES (Up to $10,000.00** 3.5(1) The Director and/or designate shall be authorized to make Small Order Purchases of goods and services up to an amount of **$10,000.00** from such vendor and upon such terms and conditions as the Director deems appropriate. **3.7 INFORMAL QUOTATION (Greater than $10,000.00 but not greater than $50,000.00)** 3.7(1) The Director or designate in consultation with the Director of Financial Services or designate shall be authorized to make purchases of goods and services for estimated expenditures **exceeding $10,000.00 and less than $50,000.00** from such vendor. Bid documents do not have to be sealed. Specifications (as applicable) can be issued and quotes can be received by e-mail and/or fax transmission at the using department location. At least 3 bids must be obtained whenever possible. 3.7(2) When the preferred Quotation exceeds the approved budget appropriation by more than 10%, the Director shall submit a report to Council for direction. 3.7(3) The County reserves the right to accept or reject any submission. **3.8 FORMAL QUOTATION (Greater than $50,000.00 but not greater than $100,000.00)** 3.8(1)The Director or designate and the Director of Finance or designate shall be authorized to make Formal Quotation Purchases for goods and services for estimated expenditures exceeding **$50,000.00** and less than **$100,000.00**. Bid forms to be provided to Bidders in written format and must close in a formal sealed

Appendix A Threshold Comparisons

exceeding $20,000 . 5.8 The Authorized Person shall follow the provisions of Part VIII regarding the form of Contract required to complete the Purchase. <u>Request for Proposal</u> 5.9 For Purchases having a Total Acquisition Cost exceeding $5,000, a Request for Proposal shall be used in place of a Request for Tender or a Request for Quotation in circumstances where, in the opinion of the Authorized Person: a. Owing to the nature of the project: (i) the project requirements are not capable of being specifically delineated; (ii) Bidders are invited to propose a solution to a problem, requirement or objective; and (iii) the selection of a Vendor is to be based on the effectiveness of the proposed solution rather than on price alone; or b. It is expected that negotiations with one or more Bidders may be required with respect to any aspect of the requirement.		**Tenders** All goods or services to be purchased with a value exceeding $50,000 must be tendered in writing, and are subject to the tender procedures set out in Schedule C. All tenders require the approval of County Council prior to award.	supplier to provide professional services without obtaining quotes where the total cost of the professional services does not exceed $15,000. 16.5 For purchases not exceeding $15,000 in value, the Director may delegate his/her authority to a designate, provided the designate follow the requirements of this Policy. **17.0 PURCHASES NOT EXCEEDING $50,000** 17.1 Subject to Section 17.2, requirements estimated at $50,000 or less, should be handled by the Request for Quotation procedure; however, there may be requirements estimated at $50,000 or less where it will be more appropriate to solicit bids using a Request for Tender or a Request for Proposal. 17.2 The Request for Quotation is a bid solicitation where written quotes are obtained from suppliers without formal advertising or receipt of sealed bids. 17.3 In advance of a solicitation, the Director shall be responsible for the development of specifications, terms and conditions for the purchase of goods, services or construction. 17.4 Directors may award contracts emanating from a Request for Quotation not exceeding $50,000 provided that: a) sufficient funds are available and identified in appropriate accounts within Council approved departmental estimates, including authorized revisions, and b) the award is to the lowest responsive bidder, provided the provisions of this Policy are followed. 17.5 Where the authority referred to in Section 17.4 is exercised, written documentation respecting the award of the contract is to be kept on a procurement file.	process. Bids must be submitted to Financial Services at a specified location. At least three (3) bids must be obtained whenever possible. All bids will close on a specified weekday at a specified time. Bids must have a submission label detailing project name and number. 3.8(2) The Director shall be responsible to review the quote submission and verify that all specifications of the quote are met and that the total submitted price does not exceed the approved budget allocation for the project. 3.8(3) When the preferred Quotation exceeds the approved budget for a specific project, the Director shall submit a report to Council for direction. 3.8(4) The County reserves the right to accept or reject any submission. **3.9 REQUEST FOR TENDER (GREATER THAN $100,000.00)** 3.9(1) The Director or designate and the Director of Finance or designate shall be authorized to solicit tenders for goods and services for estimated expenditures exceeding **$100,000.00** if the item is specifically included within the approved budget. County Council shall award all Tenders. 3.9(2) Request for Tender procedures shall be used where: i. the item is greater than $100,000.00; ii. the requirement can be fully defined; and, iii. best value for the County can be achieved by an award selection made on the basis of the lowest bid that meets specifications. 3.9(3) Tender forms are to be provided to Bidders in written format and must close in a formal sealed process. Tenders must be submitted to Financial Services at a specified location. At least three (3) tenders must be obtained whenever possible. All tenders will close on a specified weekday at a specified time. Bids must have a submission label detailing project name and number. 3.9(4) The Director shall be responsible to review the tender submission and verify that all specifications of the tender are met and that the total submitted price does not exceed the approved budget allocation for the project.

Appendix A Threshold Comparisons

				3.9(5) The Financial Services Department shall be responsible for arranging for the public opening of the Tender Bids at the time and date specified by the tender call. There shall be in attendance at that time a minimum of: i. The Director of Financial Services or designate ii. The Director of the issuing department or designate 3.9(6) The Financial Services Department shall forward to the issuing Department a summary of the bids subject to review by the Director. 3.9(7) The County reserves the right to accept or reject any submission. **3.10 REQUESTS FOR PROPOSALS** 3.10(1) The Request for Proposal procedure shall be used in place of a Tender or Quotation when: i. The requirement is best described in a general performance specification; ii. Innovative solutions are sought; iii. Estimated expenditures **not exceeding $50,000.00**, the evaluation criteria and process shall be approved by the Director prior to issuance of the Request for Proposal; iv. Expenditure **exceeding $50,000.00**, the evaluation criteria and process shall be approved by Council resolution prior to the issuance of the Request for Proposal; v. To achieve best value, the award selection will be made on an evaluated point per item or other method involving a combination of mandatory and desirable requirements; vi. The Request for Proposal method of purchase is a competitive method of purchase that may or may not include Vendor pre-qualification;
Frontenac County **2012 expenditures:** **$43,791,630**	County of Elgin Budget 2012: $54, 533, 225 Year updated 2010	Middlesex County 2012 expenditure: $76,997,100 Updated: 2011	County of Northumberland 2012 expenditure: $91.4 million Updated: 2011	Lanark County 2012 expenditures: $71,551,123 Year updated: 2007

Appendix A Threshold Comparisons

Purchases Less Than ($1,000) Dollars 5.3 Petty cash funds as established by By-law may be used by the Authorized Person for purchases under $100 in amounts not exceeding $100 each, in which case non-competitive direct procurement processes may be utilized. 5.9 All Petty Cash fund disbursements shall be evidenced by vouchers which shall be available for auditing purposes through the Treasurer. 5.10 A documented solicitation of 3 quotations may be undertaken for purchases between $100 and $1,000. Purchases Between One Thousand ($1,000) and Five Thousand ($5,000) Dollars inclusive 5.11 A documented solicitation of 3 quotations must be undertaken for Purchases having a Total Acquisition Cost of between $1,000 and $5,000 at the discretion of the Authorized Person Purchases Between Five Thousand ($5,000) and Twenty Thousand ($20,000) Dollars inclusive 5.12 Subject to Section 5.9, a Request for Quotation shall be issued for Purchases having a Total Acquisition Cost of between $5,000 and $20,000 where the Vendor is not a single source vendor. Purchases Exceeding Twenty Thousand ($20,000) Dollars 5.7 Subject to Section 5.9, a Request for Tender shall be used for any purchases of Goods and/or Services having a Total Acquisition Cost exceeding $20,000 . 5.13 The Authorized Person shall follow the provisions of Part VIII regarding the form of Contract required to complete the Purchase.	**3.5 SMALL ORDER PURCHASES (Up to $10,000.00** 3.5(1) The Director and/or designate shall be authorized to make Small Order Purchases of goods and services up to an amount of **$10,000.00** from such vendor and upon such terms and conditions as the Director deems appropriate. **3.7 INFORMAL QUOTATION (Greater than $10,000.00 but not greater than $50,000.00)** 3.7(1) The Director or designate in consultation with the Director of Financial Services or designate shall be authorized to make purchases of goods and services for estimated expenditures **exceeding $10,000.00 and less than $50,000.00** from such vendor. Bid documents do not have to be sealed. Specifications (as applicable) can be issued and quotes can be received by e-mail and/or fax transmission at the using department location. At least 3 bids must be obtained whenever possible. 3.7(2) When the preferred Quotation exceeds the approved budget appropriation by more than 10%, the Director shall submit a report to Council for direction. 3.7(3) The County reserves the right to accept or reject any submission. **3.8 FORMAL QUOTATION (Greater than $50,000.00 but not greater than $100,000.00)** 3.8(1)The Director or designate and the Director of Finance or designate shall be authorized to make Formal Quotation Purchases for goods and services for estimated expenditures exceeding **$50,000.00** and less than **$100,000.00**. Bid forms to be provided to Bidders in written format and must close in a formal sealed process. Bids must be	A Department Head is hereby authorized to make Small Order Purchases (under $5000) from such vendors and upon such terms and conditions as the Department Head deems appropriate. The Department Head will attempt to obtain competitive prices where cost effective.4.2 A Department Head is hereby authorized to make Quotation Purchases for amounts exceeding $5,000.00 but less than $50,000.00 from such vendor and upon such terms and conditions as the Department Head deems advisable, subject to first obtaining at least three (3) written quotations, whenever possible. 4.3 The Department Head shall not order goods or services exceeding $50,000.00 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction. Bids must have a submission label detailing the project name, bidder's name and address. Tendering procedures shall follow Section 5.	1. Purchases Under $5000 A competitive process is not required for purchases under $5000. However, comparison pricing should be done where practical. Employees making low value purchases must do so within the principles set out in section 1. Documented quotations are not mandatory. 2. Invitational Competition For the purchase of goods, services or construction: i. Over $5000 but under $25,000, the Department must conduct an Invitational Competition and obtain at least three (3) quotations from qualified suppliers by telephone, fax or email. ii. At or over $25,000 but under $50,000, Purchasing must conduct an Invitational Competition by issuing a Solicitation Document to at least three (3) qualified suppliers. Where the Procurement Project is particularly complex or the market conditions warrant it, Purchasing may advise the Department that an Open Competition should be conducted. An Invitational Competition may also be used in circumstances where Limited Competitions are permitted. 3. Open Competition An Open Competition involves the public posting of a Solicitation Document on the County's prescribed electronic tendering site and/or other forms of media deemed appropriate by purchasing. This must be employed for all purchased valued over $50,000.	**17. Informal low dollar value procurement (up to $5,000)** The purpose of this policy is to provide guidelines for Low Dollar Value Purchases (up to $5,000) in accordance with the Purchasing Policies with intent to: 1) Obtain the highest quality of goods and/or services at the lowest possible price, available at the right time and in the right quantities. 2) Acquire goods and/or services required from qualified suppliers in a manner which promotes fair and equitable relationships with all suppliers; 3) Purchase within the limits of approved budgets; 4) Utilize departmental and corporate contracts where available. The CAO and Directors may delegate signing authority to non-union staff to purchase goods and/or services directly up to $5,000 in accordance with the Procedures for Low Dollar Value Purchases. This delegation of authourity must be approved by CAO. Although this purchasing function has been decentralized to the department, all purchasers are responsible to adhere to the Purchasing Policies and consult with the Finance Department to ensure that all opportunities for efficiencies are explored through bulk purchasing where multiple departments, entities could benefit. **18. Informal quotations ($5,000-$10,000)** 18.1 The goal of this procurement method is to implement an effective, objective, fair, open, transparent, accountable and efficient process for obtaining competitive Bids primarily on an invitational basis from pre-determined bidders list but may be supplemented with public advertising of the procurement opportunity or referrals from other municipalities or levels of government.

Appendix A Threshold Comparisons

Request for Proposal 5.9 For Purchases having a Total Acquisition Cost exceeding $5,000, a Request for Proposal shall be used in place of a Request for Tender or a Request for Quotation in circumstances where, in the opinion of the Authorized Person: c. Owing to the nature of the project: (i) the project requirements are not capable of being specifically delineated; (ii) Bidders are invited to propose a solution to a problem, requirement or objective; and (iii) the selection of a Vendor is to be based on the effectiveness of the proposed solution rather than on price alone; or d. It is expected that negotiations with one or more Bidders may be required with respect to any aspect of the requirement.	submitted to Financial Services at a specified location. At least three (3) bids must be obtained whenever possible. All bids will close on a specified weekday at a specified time. Bids must have a submission label detailing project name and number. 3.8(2) The Director shall be responsible to review the quote submission and verify that all specifications of the quote are met and that the total submitted price does not exceed the approved budget allocation for the project. 3.8(3) When the preferred Quotation exceeds the approved budget for a specific project, the Director shall submit a report to Council for direction. 3.8(4) The County reserves the right to accept or reject any submission. **3.9 REQUEST FOR TENDER (GREATER THAN $100,000.00)** 3.9(1) The Director or designate and the Director of Finance or designate shall be authorized to solicit tenders for goods and services for estimated expenditures exceeding **$100,000.00** if the item is specifically included within the approved budget. County Council shall award all Tenders. 3.9(2) Request for Tender procedures shall be used where: i. the item is greater than $100,000.00; ii. the requirement can be fully defined; and, iii. best value for the County can be achieved by an award selection made on the basis of the lowest bid that meets specifications. 3.9(3) Tender forms are to be provided to Bidders in written format and must close in a formal sealed process. Tenders must be submitted to Financial Services at a specified location. At least three (3) tenders must be obtained whenever			18.2 For acquisition of goods and/or services with a total purchase price greater than $5,000 but not exceeding a total purchase price of $10,000, included in the budget, where no contract is available, a minimum of three (3) written quotations shall be obtained. For the purposes of this requirement: 18.2.1. Bids must be received from three separate vendors, 18.2.2. A “No Bid” response is not to be considered as a valid Bid unless approved by the Treasurer, 18.2.3. All Bidders must be receive the same specification and instruction, and 18.2.4. Written quotations shall be retained in the departmental files in accordance with Council approved by-laws for records retention. 18.2.5. The quote shall be awarded to the lowest compliant Bid. Although a minimum of three Bids is required, an open process with more than three Bids will be more competitive, and is encouraged. 18.2.6. Finance department shall assist as requested, or when deemed necessary, with the procurement process. As indentified in “Finance Departmental Responsibilities”, these transactions will be reviewed and monitored by Finance Department to determine where further training and assistance is required. Purchasing will conduct a random audit on an annual basis to ensure the requirements of this policy have been met. 18.3. In cases where three Bids are not possible, the Director is to refer to the Policy on Non-Competitive Purchasing. 18.4. An authorized County Purchase Order shall be initiated and in some instances a contract created. When the nature of the service warrants, in the opinion of the Treasurer, or where the Vendor requires a different form of commitment other than a County Purchasing Order, a contract in a form

Appendix A Threshold Comparisons

	possible. All tenders will close on a specified weekday at a specified time. Bids must have a submission label detailing project name and number. 3.9(4) The Director shall be responsible to review the tender submission and verify that all specifications of the tender are met and that the total submitted price does not exceed the approved budget allocation for the project. 3.9(5) The Financial Services Department shall be responsible for arranging for the public opening of the Tender Bids at the time and date specified by the tender call. There shall be in attendance at that time a minimum of: i. The Director of Financial Services or designate ii. The Director of the issuing department or designate 3.9(6) The Financial Services Department shall forward to the issuing Department a summary of the bids subject to review by the Director. 3.9(7) The County reserves the right to accept or reject any submission. **3.10 REQUESTS FOR PROPOSALS** 3.10(1) The Request for Proposal procedure shall be used in place of a Tender or Quotation when: i. The requirement is best described in a general performance specification; ii. Innovative solutions are sought; iii. Estimated expenditures **not exceeding $50,000.00**, the evaluation criteria and process shall be approved by the Director prior to issuance of the Request for Proposal; iv. Expenditure **exceeding $50,000.00**, the evaluation criteria and process shall be approved by Council resolution prior to the issuance of the Request for Proposal; v. To achieve best value, the award selection will be made on an evaluated point per item or other method involving a			satisfactory to the CAO or designate shall be the form of commitment. **19. Formal quotations ($10,000-$25,000)** 19.1. The goal of this procurement method is to implement an effective, objective, fair, open, transparent, accountable and efficient process for obtaining competitive Bids primarily on an invitational basis from pre-determined bidders list but may be supplemented with public advertising of the procurement opportunity or referrals from other municipalities or levels of government. This allows for more formal quotation process emulating a RFP process while improving efficiency and effectiveness. 19.2. Formal Quotations 19.2.1 For acquisition of goods and/or services with a total purchase price greater than $10,000 but not exceeding a total purchase price of $25,000 and included in the budget, for purchases where no contract is available, the formal quotation process must be applied. In some cases, it is appropriate to issue an RFP for procurement under $25,000. This can be done at the discretion of the Director/CAO for the department. 19.2.2. Written quotations shall be obtained, analyzed, the results tabulated and an award shall be determined in accordance with the procedural guidelines. The contract shall be awarded to the lowest Bid that meets the required terms, conditions and specifications outlined in the Bid document, unless otherwise approved by the CAO. All documentation is retained by Finance. 19.2.3. A County Purchases Order and a contract will be created. When the nature of the service warrants, in the opinion of the Treasurer, or where the Vendor requires a different form of commitment other than a County Purchase Order, a contract in a form of a satisfactory to the CAO or designate shall be the form of

Appendix A Threshold Comparisons

	combination of mandatory and desirable requirements; vi. The Request for Proposal method of purchase is a competitive method of purchase that may or may not include Vendor pre-qualification;			commitment. **20. Tenders (over $25,000)** 20.1 Goals of Tenders The goal of issuing Requests for Tenders is to implement an effective, objective, fair, open, transparent, accountable and efficient process for obtaining competitive based on precisely defined requirements for which a clear or single solution exists. 20.2 The following is a policy regarding the issuance of Requests for Tenders and acceptance of Bids as issued by the Finance Department or Public Works Department. Tender Limits as outlined in the policy on all purchases over $25,000 shall use the Request for Tender or Request for Proposal Process. The criteria for determining which process to use are contained in specifications of this policy.
Frontenac County **2012 expenditures:** **$43,791,630**	Prince Edward County Total expenditures, 2012: $58.7 million Year updated: 2005	Grey County 2012 expenditures: $121,543,581 Year updated: 2010		
Purchases Less Than ($1,000) Dollars 5.3 Petty cash funds as established by By-law may be used by the Authorized Person for purchases under $100 in amounts not exceeding $100 each, in which case non-competitive direct procurement processes may be utilized. 5.14 All Petty Cash fund disbursements shall be evidenced by vouchers which shall be available for auditing purposes through the Treasurer. 5.15 A documented solicitation of 3 quotations may be undertaken for purchases between $100 and $1,000. Purchases Between One Thousand ($1,000)	**(5) LOW VALUE PURCHASE (LESS THAN $1,000.00)** **A** Low Value Purchase may be utilized for purchases which do not exceed one thousand dollars ($1,000.00) (which shall be deemed to be the "goal" of the Low Value Purchase form of procurement). These purchases may be made utilizing: (a] Purchase Order, (b) petty cash- (maximum $50.00 per purchase). Petty cash funds shall only be established and utilized as may be authorized and approved by the Commissioner of Corporate ServicesITreasurer. The Commissioner of Corporate	**INFORMAL PROCESSES** ***a. Direct Purchase*** Direct purchase, as described below, may be used when: □□the dollar value of the item is equal to or less than $2,500 □□the item is not covered under a Blanket Order Contract □□the item is not available from County stock ***b. Informal Quotation*** Informal Quotation procedures will be used when: □□the cost of the item is greater than $2,500 and less than $10,000, □□the ability exists to detail what is being purchased, □□Best Value for the County can be		

Appendix A Threshold Comparisons

and Five Thousand ($5,000) Dollars inclusive 5.16 A documented solicitation of 3 quotations must be undertaken for Purchases having a Total Acquisition Cost of between $1,000 and $5,000 at the discretion of the Authorized Person Purchases Between Five Thousand ($5,000) and Twenty Thousand ($20,000) Dollars inclusive 5.17 Subject to Section 5.9, a Request for Quotation shall be issued for Purchases having a Total Acquisition Cost of between $5,000 and $20,000 where the Vendor is not a single source vendor. Purchases Exceeding Twenty Thousand ($20,000) Dollars 5.7 Subject to Section 5.9, a Request for Tender shall be used for any purchases of Goods and/or Services having a Total Acquisition Cost exceeding $20,000 . 5.18 The Authorized Person shall follow the provisions of Part VIII regarding the form of Contract required to complete the Purchase. Request for Proposal 5.9 For Purchases having a Total Acquisition Cost exceeding $5,000, a Request for Proposal shall be used in place of a Request for Tender or a Request for Quotation in circumstances where, in the opinion of the Authorized Person: e. Owing to the nature of the project: (i) the project requirements are not capable of being specifically delineated; (ii) Bidders are invited to propose a solution to a problem, requirement or objective; and (iii) the selection of a Vendor is to be based on the effectiveness of the proposed solution rather than	Services/Treasurer has the sole authority to discontinue any petty cash fund at any time. (c) Department Store Credit Accounts - Upon receipt of goods the packing slip and/or receipt must be forwarded to the Accounts Payable Department for audit purposes. The Manager of the area is responsible for determining the designated staff to make purchases on credit accounts. The Purchasing Division will maintain and monitor all credit applications and will forward to the Commissioner of Corporate Services for aufhorization. **(dl** a cheque, or (e) a Corporation Purchasing/credit card - Purchases of goods or Services which are not covered **by** an annual blanket purch~seo rder may be made by using a purchasing card. Purchasing Card Employee Acknowledgement Terms and Conditions must be adhered to, executed and authorized prior to the issue of a Purchasing Card. The issuance of a Corporate Purchasing Card will be upon the approval of the Chief Administrative Officer and the Commissioner of Corporate Services. All purchases made through the use of this card must be logged on the appropriate log and filed with the credit card invoice for audit purposes. The appropriate Commissioner shall appoint individuals within the Commissioner's department who have authority to make Low Value Purchases. These purchases are within the discretion of the Commissioner or the Commissioner's delegate. Only purchases which can be demonsfrated to have been made at Fair Market Value shall be made. Prices (verbal and/or written) should be documented recording and filing and to be used for reference purposes. **(6)** REQUEST FOR QUOTATION-INFORMAL (PURCHASES BETWEEN **$1,000.00** AND $s,ooo.oo)	achieved by an Award selection made on the basis of the lowest compliant bid that meets specifications. □□Document title will be consecutively numbered based on Purchasing department's numbering and naming convention. User division shall request such number. □□It will be the user division's responsibility to oversee the process. Each division will provide a quarterly report to Purchasing summarizing all quoting activity utilizing a provided template. Purchasing may audit the process at any time to ensure adherence to the procedure. ***c. Request for Quotation (RFQ)*** RFQ procedures will be used when: □□the cost of the item is greater than $10,000 and less than $25,000, □□the ability exists to detail what is being purchased, □□Best Value for the County can be achieved by an Award selection made on the basis of the lowest compliant bid that meets specifications. **FORMAL PROCESS** ***a. Request for Tender (RFT)*** RFT procedures shall be used when: □□the cost of the item is greater than $25,000, □□the ability exists to detail what is being purchased, □□Best Value for the County can be achieved by an Award selection made on the basis of the lowest compliant bid that meets minimum specifications. ***b. Request for Proposal (RFP)*** RFP procedures shall be used when: □□the requirement is best described in a general performance specification; □□innovative solutions are sought; and, □□to achieve Best Value, the Award selection will be made based on a fully disclosed evaluation method involving a combination of mandatory and desirable requirements.			

Appendix A Threshold Comparisons

on price alone; or f. It is expected that negotiations with one or more Bidders may be required with respect to any aspect of the requirement.	The Commissioner, Department Head, either independently or through the Purchasing Division, shall have approval for the procurement of Goods, Services and Construction having a value of one thousand dollars ($1.000.00) or more but not exceeding five thousand dollars ($5.000.00), an informal Request for Quotation shall be utilized (which shall be deemed to be the "goal" of the Informal Request for Quotation form of procurement). Three Quotations, either by telephone or in writing, shall be obtained. These purchases require neither formal advertising nor the receipt of sealed Bids. The Quotations shall be reviewed, and the results tabulated to determine the purchase for same. Prices (verbal and/or written) should be documented for recording and filing and to be used for reference and audit purpose **(7)** REQUEST FOR QUOTATION - FORMAL (PURCHASES BETWEEN $5,001.00 AND $25,000.00) The Commi$$ionsr, Department Head, either independently or through the Purchasing Division, shall have approval for the procurement of Goods, Services and Construction having a value of five thousand and one dollars ($5,001.00) or more but not exceeding twenty fifty thousand dollars ($25,000.00), using a Request for Quotation. At least three Quotations shall be obtained, in writing. These purchases do not require formal advertising, nor the receipt of sealed Bids. The Quotations shall be reviewed and the results tabulated, to determine the Award of the Contract for same. In appropriate circumstances, the Request for Proposal or the Request for Tender processes may be utilized for Contracts in this value range, if the criteria for each procurement method is otherwise met. Copies of quotations shall be recorded and filed to be used for reference and audit purposes. **(8)** REQUEST FOR QUOTATION -				

Appendix A Threshold Comparisons

	FORMAL (PURCHASES BETWEEN $25,001.00 AND **$50,000.00)** The Commissioner, **through** the Purchasing Division, shall have approval for the procurement of Goods, Services and Construction having a value of twenty five thousand and one dollars ($25.001.00) or more but not exceeding fifty thousand dollars ($50.000.00). using a formal Request for Quotation. At least three Quotations shall be obtained, in writing. These purchases do not require formal advertising, nor the receipt of Sealed Bids, The Quotations shall be reviewed and the results tabulated, to determine the Award of the Contract for same. In appropriate circumstances, the Request for Proposal or the Request for Tender processes may be utilized for Contracts in this value range, if the criteria for each procurement method is otherwise met. Copies of quotations shall be recorded and filed in the Purchasing Division to be used for reference and audit purposes. ***(9)*** REQUEST FOR TENDER (PURCHASES EXCEEDING **$50,000)** a. For the procurement of Goods, Services and Construction having a Contract value exceeding fifty thousand dollars ($50,000.00). a Request for Tender shall be used where all of the following criteria apply: it two or more sources are considered capable of supplying the Good. Service or Construction; ii. the Good. Service or Construction is adequately defined to ... permit the evaluation of Tenders against clearly stated criteria. III. the market conditions ore such that Tenders can be submitted on a common pricing basis, and iv. it is intended that the lowest priced				

Appendix A Threshold Comparisons

	Compliant Tender will **be** accepted without negotiations; which for the purposes of this section, shall also be deemed to be the "goals" of the Request for Tender form of procurement. b. The Commissioner or Department Head shall provide to the Purchasing Division a purchase requisition containing the relevant specifications. terms and conditions for the acquisition.				

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Elizabeth Savill CAO
Prepared By:	Marian VanBruinessen Treasurer
Date Prepared:	December 2, 2012
Date of Meeting:	December 19, 2012

Re: Financial Services – 2013 Tax Ratios and Tax Rate Reductions

Background

Under the *Municipal Act,* subsection 308 (2) requires that the County establish tax ratios. Tax ratios are defined in subsection 308 (3) as "the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1".

The County is required under section 308 (5) of the *Act* to pass a by-law on or before April 30th each year to establish tax ratios for that year for the upper-tier municipality and its lower tiers.

The tax ratio for the managed forests property class prescribed under the Assessment Act is 0.25.

The tax ratio for the farm property class prescribed under the *Assessment Act* is 0.25 or such lower tax ratio as the upper-tier municipality or single-tier municipality may establish.

Vacant commercial property is assessed at 70% of the commercial rate and vacant industrial property is taxed at 65% of the industrial as prescribed in the *Act*.

In 1998 after consultation with elected representatives of the four Townships, the County deemed it expedient to establish tax ratios that are within the "range of fairness".

Comment

It is necessary to review the tax ratio by-law each year prior to the presentation of a new budget. In 1998 it was agreed that all assessment classes should be taxed equally, excluding those for which special consideration must be given according to legislation. At that time, and it

continues, this acceptance of fair taxing practices can be implemented without having significant implications for any one property class. The current tax ratios and tax rate reductions are:

ASSESSMENT CLASS	TAX RATIO
Residential & Farm Residential	1.0000
Multi-Residential	1.0000
Commercial Occupied	1.0000
Industrial Occupied	1.0000
Pipeline	0.7000
Farmland	0.2500
Managed Forests	0.2500

SUBCLASSES	TAX RATE REDUCTION
Vacant Land, Vacant Units and Excess Land in the Commercial Property Class	30%
Vacant Land, Vacant Units and Excess Land Subclasses in the Industrial Property Class	35%
First Subclass of Farmland Awaiting Development for all Property Classes	65%
Second Subclass of Farmland Awaiting Development for all Property Classes	30%

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". In 1998 County Council decided to tax all classes equally and maintain a competitive tax structure.

Recommendation

RESOLVED THAT Council of the County of Frontenac accept this *Financial Services – 2013 Tax Ratios and Tax Rate Reductions* report;

AND FURTHER THAT Council consider a by-law, introduced later in the meeting, to re-confirm for 2013 the tax ratios and tax rate reductions currently in place.

Organizations, Departments and Individuals Consulted and/or Affected

Township of North Frontenac
Township of South Frontenac
Township of Central Frontenac
Township of Frontenac Islands

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County Of Frontenac
From:	Elizabeth Savill CAO
Prepared By:	Marian VanBruinessen Treasurer
Date Prepared:	December 3, 2012
Date of Meeting:	December 19, 2012

Re: Financial Services – 2012 Year-End Transfer of Excess Funds into Reserve

Background

The 2012 revenues and expenditures continue to be monitored to ensure that these are within budget to the greatest extent possible. An opportunity is provided in the *Municipal Act* for municipalities to pass a by-law or resolution prior to year-end authorizing any year-end surplus or deficit to be added to or subtracted from reserves.

Comment

The reserve for working funds is a reserve that allows for an adequate level of cash flow throughout the year and, if maintained, can significantly reduce and even eliminate the need for short-term borrowing. In the event that the County of Frontenac ends 2012 with a surplus, that amount can be set aside in the reserve for working funds to ensure an appropriate level of funds is available and maintained to cover contingencies.

The working fund reserve balance was $4,867,540 at the end of 2011. The 2012 budget reduced this reserve through a reallocation of $450,000 to support 2012 budget requirements.

An in-depth review of the working fund and its allocation will be incorporated in the long term financial plan. Reallocations out of the working fund can be considered during the budget process.

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". Working funds are utilized to appropriately sustain County operations.

Recommendation

RESOLVED THAT Council of the County of Frontenac receive this *Financial Services – 2012 Year-End Transfer of Excess Funds into Reserve* report;

AND FURTHER, Council direct that a by-law be introduced later in the meeting to authorize the transfer of any surplus/deficit funds at the end of 2012 to the Reserve for Working Funds.

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County Of Frontenac
From:	Elizabeth Savill CAO
Prepared By:	Marian VanBruinessen Treasurer
Date Prepared:	December 3, 2012
Date of Meeting:	December 19, 2012

Re: Financial Services – Interim Approval of 2013 Expenditures

Background

Under the *Municipal Act, 2001, S.O. 2001, CHAPTER 25,* as amended, Section 289(1) states an upper-tier municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the upper-tier municipality.

Comment

Given that the 2013 budget process will not be completed before the year begins, it is reasonable to request authorization from Council to continue to pay salaries and general operating expenses in the same manner that these were budgeted for in 2012 until such time as the 2013 budget is passed, in addition to the expenses associated with approved activities and projects.

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". Authority needs to be provided to continue to pay salaries and operating expenses in 2013. At the same time, this information is being shared publicly.

Recommendation

RESOLVED THAT Council of the County of Frontenac receive the *Financial Services – Interim Approval of 2013 Expenditures* report;

AND FURTHER, Council direct the Treasurer to continue to pay 2013 accounts and payroll in accordance with amounts approved for the 2012 budget until such time as the 2013 budget has been adopted.

COUNTY of Frontenac

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:	December 13, 2012
Date of meeting:	December 19, 2012

Re: Emergency and Transportation Services – Hardware Replacement for Electronic Ambulance Call Report (eACR) Software

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Emergency and Transportation Services – Hardware Replacement for Electronic Ambulance Call Report (eACR) Software* report for information;

AND FURTHER THAT the Council of the County of Frontenac authorize the expenditure of Land Ambulance Equipment Reserve Funds for the capital replacement of ten (10) Panasonic CF19 Tablets for the eACR Software prior to the 2013 County of Frontenac budget approval.

Background

Frontenac Paramedic Services (FPS) utilizes Panasonic CF19 Toughbook Tablets for its hardware platform for the eACR software. These units are purchased as capital equipment and amortized over a five (5) year life cycle.

Comment

The capital replacement schedule for Panasonic CF19 computers in 2013 calls for ten (10) units to be replaced. The regular retail price of each CF19 is approximately $5000. An opportunity has been presented, due to a special offer from Panasonic, to purchase these units now at a reduced rate of $2,400. There is a substantial savings, to the land ambulance Equipment Capital Reserve, in the amount $26,000.

Sustainability Implications

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

Financial Implications

As outlined above, authorization of the current purchase would result in a cost saving of $26,000. This savings can be reflected in the 2013 budget to be presented to Council. The full cost for this purchase would be from the land ambulance Equipment Reserve fund and has no net impact on the 2013 requisition to the Townships or the City of Kingston.

Organizations, Departments and Individuals Consulted and/or Affected

David Millard, Manager of Information Services
Marian VanBruinessen, Treasurer

ADMINISTRATIVE REPORT

To:	WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC
From:	Elizabeth Savill CAO
Prepared by:	Julie Shillington Administrator of Fairmount
Date Prepared:	December 5, 2012
Date of Meeting:	December 19, 2012

Re: Fairmount Home – 2012 3rd Quarter Consolidated Statistical Report

Recommendation

That Council of the County of Frontenac receive the *Fairmount Home – 2012 3rd Quarter Consolidated Statistical Report* for information only.

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 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, second and third quarter of 2012 and includes information such as goals (if established) and comments about the information collected.

Comment

The routine cleaning percentage was down due to reduced staffing and an outbreak. Many times during the summer months housekeeping staff worked with one less housekeeper which impacted on their ability to complete routine cleaning. An outbreak will impact on the percentage of routine cleanings completed as housekeeping staff is regularly redirected to the affected unit for deep cleaning.

During investigation into why the inspections of residents' electrical appliances were not always being done upon admission as required we learned that they were being postponed until several

weeks after admission due to the fact that many residents did not bring all of their electrical appliances with them upon admission. The purpose of this inspection is to ensure the safety of the residents' appliances and by not conducting the inspection upon admission the home may be allowing a resident to use an unsafe appliance from admission to post-admission inspection. The policy and procedure for inspection is being reviewed to ensure that the inspection does take place upon admission and again two to three weeks post-admission.

You will note that there has been improvement in the timing of the residents' mantoux tests upon admission. As well there has been improvement in the percentage of residents whose watches and dentures were labelled upon admission.

There were 209 documented resident incidents and near misses. There were 11 incidents related to resident aggression. There were five attempted elopements where the resident exited the building but was immediately brought back by staff. There were several near misses related to a resident on the secure unit kicking out a window. While we tried several options in the end we had to place a small screw in the window to prevent it from being opened.

While the number of residents who have fallen remains consistent, the number of falls has increased. This is in part due to the fact that several residents continue to choose independence over restraint and fall more often.

There were a variety of hazards documented through Risk IDs, inspections, observation, etc. There continues to be a trend of nail clipper solution being outdated in the tub rooms. As well there was several times where the medication fridge required defrosting.

Complaints have risen in the third quarter however it is interesting to note that 75% of the increase in complaints are from staff. In the previous two quarters there had been no complaints submitted by staff however we have been encouraging them to use the complaint process to ensure that issues that cannot be resolved on the unit reach the management staff for formal discussion.

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.

Organizations, Departments and Individuals Consulted and/or Affected

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**	**1st Quarter Results**			**2nd Quarter Results**			**3rd Quarter Results**			**4th Quarter Results**			**Comments**
Program Attendance: First floor (monthly)	# residents attending at least one program / # total residents		Jan 57/60	Feb 59/62	Mar 62/63	Apr 61/63	May 62/63	Jun 63/63	Jul 63/64	Aug 63/64	Sep 63/64	Oct 55/60	Nov	Dec	Respiratory outbreak Oct 22 – Nov 2 – continued with small group activities on the units for asymptomatic residents but all communal activities cancelled.
Program Attendance: Second floor (monthly)	# residents attending at least one program / # total residents		Jan 57/62	Feb 62/63	Mar 60/64	Apr 62/64	May 61/63	Jun 62/63	Jul 59/63	Aug 57/60	Sep 55/61	Oct 56/61	Nov	Dec	
Activity Calendar (monthly)	# 1st floor programs & # 2nd floor programs (to ensure equitable)		Jan 28:17	Feb 22:17	Mar 23:18	Apr 18:18	May 21:17	Jun 17:16	Jul 17:20	Aug 19:22	Sep 22:15	Oct	Nov	Dec	
Activity Calendar	# weekend programs in the quarter / # total weekends		45/12.5			48/13			31/13						The *LTC Homes Act* requires weekend programming March #'s higher than usual (staff on every w/e)

	# evening programs in the quarter / # weeks in the quarter		9/13	11/13	8/13		The *LTC Homes Act* requires evening programming
NEW - Programs directed at male residents	# programs aimed at our male population /total # programs		3/18	See comment	See comments		It was noted that Generation Jamboree had a huge impact on male residents, although not intended for male residents only This indicator is being reviewed as to the relevance and how to capture men's involvement in programs without specific ones for men only Starting 4th quarter, attendance records at program will be analyzed to determine male participation in all programs
NEW - Large group activity evaluations	# large group activity evaluations completed /total # large group activities	100%	0	1/1	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

Agendaltem#10104a)

VOLUNTEERS							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th Quarter Results**	**Comments**
Volunteer Hours	# volunteer hours	6500	1644.5 (programs cancelled with outbreak)	1963	2038.5		
Volunteer Survey	# of surveys returned / # surveys issued	35% return rate	0 surveys issued 0 surveys returned	0 surveys issued 0 surveys returned	0 surveys issued 0 surveys returned	60 surveys issued 29 surveys returned 48% return rate	
	# of satisfied volunteers / #of volunteers surveyed	95% satisfaction rate	0 surveys issued 0 surveys returned	0 surveys issued 0 surveys returned	0 surveys issued 0 surveys returned	20 volunteers VERY satisfied 8 volunteers satisfied 1 volunteer dissatisfied 96.6% satisfaction rate	

Agendaltem#10104a)

Volunteer Program Review	# of programs reviewed / # of volunteer assisted programs *100% of volunteer suggestions to improve programs considered*	4 programs / 12+ programs	0 programs reviewed	0 programs reviewed	0 programs reviewed	9 programs reviewed through the satisfaction survey	
NEW - Quarterly e-newsletter	# volunteer e-newsletters distributed /4 quarters	4 e-newsletters per year	0	1 volunteer e-newsletter distributed to 41 volunteers	0	1 e-newsletter distributed to 35 volunteers	
NEW – Recognition of volunteer contributions	# methods used to ensure communication of volunteer contributions each quarter		Unavailable at time of printing	3 Gazette articles 1 Volunteer Newsletter 1 power point presentation at Volunteer dinner 1 presentation to County Council	3 Gazette articles Kingston This Week coverage of Pet Therapy	3 Gazette articles EMC coverage of Pet Therapy and 20 year volunteers Art + Clara Clow Frontenac This Week auditorium campaign coverage	

Agendaltem#10104a)

DIETARY							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th Quarter Results**	**Comments**
Daily Food Temperature Audit	Weekly audit of individual meals where food temperature was taken and documented	100%	85.23%	92.%	87%		
Daily Café Fridge and Freezer Temperature Audit	Monthly audit of days temperatures were taken and documented	100%	N/A	95%	100%		.
Weekly BBQ Food Temperature Audit	Weekly audit of individual BBQs where food temperature was taken and documented	100%	N/A	100%	100%	N/A	New initiative for compliance in place as of June 1st. 2012
Refrigerator & Freezer Temperature Log	Monthly audit of days temperatures were taken and documented	100%	94%	98%	98%		
Daily Ware-washing Sanitation Logs	Monthly audit of days sanitation logs information was documented	100%	86%	77%	90%		
NEW – Dietary referrals	# dietary referrals completed as	100%	*Compiling information at time of	100%	100%		*Goal reached 100%

Agendaltem#10104a)

	legislated.		printing				
NEW – Quality initiatives **(annual)**	# new quality initiatives undertaken	3	4	1	2		-Whipped topping for desserts -New thickener & thickened products introduced -Labeling of foods in the serverys -Weekly dietary meetings -BBQ Food Temperatures -shredded lettuce use on 1N -use of individual soft burger buns for submarine sandwiches

Agendaltem#10104a)

HOUSEKEEPING							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th Quarter Results**	**Comments**
Goldcheck	Weekly audits, monthly and quarterly reports indicating % of perceived cleanliness	100%	82%	85%	84%		
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%	1N – 89.90% 1S – 92.37% 2N – 90.8% 2S – 88.5% Overall – 90.26%	1N – 83% 1S – 74% 2N – 82.4% 2S – 76.7% Overall – 79% Summer coverage/outbreak		
NEW – New products & processes testing	# new product & processes tested /total number of new products & processes implemented	100%	None to date	None to date	100% Cart for nursing care – rejected due to identified H&S risk involving size of cart and insufficient sight lines.		

Agendaltem#10104a)

LAUNDRY							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th Quarter Results**	**Comments**
Laundry Poundage	Measured daily compiled monthly		66000 lbs	66000 lbs	66000 lbs		
NEW - Lost Clothing	# lost clothing found /total # lost clothing forms submitted	90%	Not available at time of printing	1 L&F form submitted on July 19. Items found – 100%	No L&F forms this quarter		

MAINTENANCE							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th Quarter Results**	**Comments**
Work Orders	# completed /total # work orders	100%	Completed 1142 Issued 1190 – 95.9%	Issued – 1161 Completed – 1143 98.44%	Issued – 1126 Completed – 1090 96.80%		
Electrical Inspection - Admission	# of inspections completed / # of new inspections	100%		20 of 27 admissions since Jan. 1, 2012 have recorded inspections – 74%	3 of 6 possible inspection completed, all inspection done but outside of 3rd Q time frame – 50%		
NEW – Regulatory Testing	# regulatory testing completed /total # regulatory testing scheduled	100%		Fire – 100% Water – 100% Elevator – 100%	Fire – 100% Water - 100% Elevator - 100%		

Agendaltem#10104a)

NURSING															
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**			**2nd Quarter Results**			**3rd Quarter Results**			**4th Quarter Results**			**Comments**
Restraint Use (monthly)	Average # of restraints used (excluding bedrails)		Jan 13	Feb 14	Mar 19	Apr 19	May 19	Jun 19	Jul 20	Aug 18	Sep 20	Oct 13	Nov 13	Dec	
	Average # of restraints used (including bedrails)		28	32	35	38	38	38	36	33	35	23	25		
	# of residents using a restraint		17	22	22	25	23	25	25	23	23	17	18		
	# residents with complete restraint documentation / # resident charts audited	100%	3/3 100 %	6/8 75%	1/1 100%	3/3 100 %	2/2 100%	3/3 100%	2/2 100 %	3/3 100%	2/2 100%	1/1 100 %	N/A		No new restraints
	# residents entries with complete flow sheet documentation / # resident entries audited	100%	4/17 77%	10/14 71%	11/20 55%	7/23 70%	16/29 55%	18/54 66%	24/31 75%	20/31 65%	40/50 80%	50/80 = 62%	32/76= 58%		Email done to give staff results monthly

Agendaltem#10104a)

Post-Admission Audit		100%	MRSA/VRE on time = 58% 1st Mantoux on time= 75% Other sections complete on chart = 66%	MRSA/VRE on time = 55% 1st Mantoux on time= 82% Other sections complete on chart = 91% Watch and dentures not labeled=50%	MRSA/VRE on time= 75% 1st Mantoux on time= 100% Watch and dentures not labeled=16% Marrcc done on time 50% Physician physical – 5/6 done on time		
Medication Reconciliation Verified	# of time admission meds are reconciled/# of admissions	100%	100%	100%	100%		
Medication Sign-off (MDS-RAI audits)	% assessments with all meds signed in 7days	100%	72%	85%	82%		
MSSA (completed annually)			N/A	Booked for Aug 23	Completed		
CIHI Statistics	CIHI measures						
Medication Incidents	# medication incidents	22	14	10	8		
	# medication incidents resulting in harm to resident	0	0	0	0		

	# discrepancies in count of narcotic & controlled drugs / # time counted	0	0		0	0		
	# adverse drug reactions	0	0		0	0		
Chart Audits	# completed		84		59	49		
Resident Incident Reports	Quarterly reports for trending		146 – 78 falls/14 medication/14 aggression		117 – 75 falls/10 medication/6 Near misses related to elopement/5 aggression	209 - 129 falls; 8 medication; 11 aggression; Near misses related to elopement; 5 external elopement & 1 internal		
Palliative Care	Number of residents with PPS 30% or less monthly		Jan 4	Feb 2	Mar 2	Apr May June 2 2 2	Jul Aug Sept PC meeting cancelled	Oct Nov 2 2
	# of compliments from Memory Book quarterly		4 compliments/6 deaths			4 compliments/10 deaths/6 donations	2 compliments/5 deaths/2 donations	
NEW - Staffing Plan Evaluation	#validated workload complaints from staff /total # complaints		0			0	0	

Agendaltem#10104a)

	# nursing staff injuries on day shift when three staff on unit /total # nursing staff injuries	0	N/A	0	0		
NEW - Resident Personal Items Labeling	% admission assessments & labeling completed on time	90%	72%	83%	n/a		

Agendaltem#10104a)

INFECTION PREVENTION & CONTROL																		
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**			**2nd Quarter Results**			**3rd Quarter Results**			**4th Quarter Results**			**Comments**		
Symptoms	# residents displaying symptoms resulting in an infection / 128		32/128 (UTI's not included)			2/128			4/128 (3 MRSA)						Respiratory (5 cases) and Enteric outbreaks in March Respiratory outbreak Oct/Nov (23 cases)		
MRSA/CDif	# nosocomial infections	0	0			1			3						1 in April 3rd quarter = 1 eyes and 2 wounds		
Wheelchair Cleaning (monthly)	# wheelchairs cleaned / # scheduled	100%	Jan 351 428 84%	Feb 323 421 77%	Mar 353 430 83%	Apr 329 425 81%	May 319 428 77%	Jun 331 409 85%	Jul 391 501 76%	Aug 357 483 75%	Sep 328 462 74%	Oct 293 412 71%	Nov	Dec			
Hand Hygiene (x2/yr)	# compliant/total # opportunities observed	50%	N/A			61%			N/A								
PPE Use	# staff using proper PPE / # staff observed	100%	Not measured			Not measured											

Agendaltem#10104a)

FALLS															
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**			**2nd Quarter Results**			**3rd Quarter Results**			**4th Quarter Results**			**Comments**
Falls (monthly)	# of falls	30	Jan 23	Feb 25	Mar 30	Apr 18	May 18	Jun 27	Jul 50	Aug 40	Sep 37	Oct 39	Nov 28	Dec	
	# residents who have fallen / 128		17	22	22	15	15	17	20	18	23	26	17		
	Severity of falls	1	1	0	3	1	1	0	1	1	2	4	0		
	# of near miss falls		1	2	5	3	0	0	0	0	0	4	4		
	# of residents who have fallen 2 or more times in a week on whom falls round were conducted	100%	4/4 100% 0	4/4 100% 0	*6/6* 100% 0	3/3 100% 0	1/2 50% 1	4/4 100% 0	2/2 100% 0	3/4 75% 1	0/3 3	1/3 33% 2	3/3 100% 0		May/Aug – did not do rounds on a resident where rounds have been done before, all measures that are acceptable t o him are in place, and he is receiving full tx of his

Agendaltem#10104a)

	/ # of residents who have fallen 2 or mores times in a week where falls rounds were not conducted														seizures which are the cause of his falls Sept – 2 residents frequently fall – all measures instituted, 1 resident I was away – not done Oct – 2 residents were palliative and all measures had been discussed and taken over many months
	# 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	1 – in mandatory training	0	0	1 – in mandatory training	0	0	0	0	0	0		

Agendaltem#10104a)

INCONTINENT & BOWEL MANAGEMENT							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th Quarter Results**	**Comments**
Voiding record	# residents with completed 3d voiding record on admission / #admissions	100%	12 100% 12	12 100% 12	6 100% 6		

SKIN & WOUND MANAGEMENT															
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**			**2nd Quarter Results**			**3rd Quarter Results**			**4th Quarter Results**			**Comments**
Pressure Ulcer Prevalence (annually)	# of residents with pressure ulcers	5%	TBA			N/A									
Pressure Ulcer Incidence (monthly)	# of residents with new pressure ulcers	5%	Jan 2.3%	Feb 2.3%	Mar 7.8%	Apr 1.5% NNA	May 3.9% NNA	Jun 7.8% 2NA	Jul 2.3% NNA	Aug 4.6% NNA	Sep 2.3% NNA	Oct 5.4% NNA	Nov	Dec	NNA=No new admissions
Wound Care Sheets (monthly)	# audits completed / # audits scheduled	100%	No data	21/21 100%	17/17 100%	17/17 100%	21/22 95%	26/26 100%	30/30 100%	No data	22/24 92%	13/21 63%	63/70 90%		Jan - Unable to do audits May – 1 wound 1 day late

Agendaltem#10104a)

HEALTH & SAFETY / RISK MANAGEMENT							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th 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%	66%	100%		April report is missing – we are sure the old house was inspected but can't find the form
Management Workplace Inspections	# inspections completed on time / # of inspections scheduled	100%	100%	100%	100%		
Employee Incident Reports (from OHN quarterly updates)	# lost time injuries / # of total injuries	0	62% (21/34)	17% (4/23)	26% (6/23)		1st quarter – 18 related to outbreaks
High Risk Activity Verification Process	# staff knowing 1 identifier / # staff knowing 2 identifiers	100%	4/8 = 50%	N/A	11/12 = 92% 5/12 = 42%		
Hazards	Quarterly hazard reports for		2 med fridge needs defrosting; 2 water	Issues with loading dock door not	Med fridge needing defrosting; nail clipper		

	trending		temperatures high; four loading dock door not closing properly; 2 chemicals not stored properly	locking; other doors not closing; carrying dirty linen down hallway; slippery floors on 1North	solution outdated		

EDUCATION &TRAINING							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th Quarter Results**	**Comments**
Inservice Attendance	# staff in attendance at all inservices		186	236	131		
	# of staff that attend at least one inservice per year / 185 (total # of staff) (annual)	70%	N/A	N/A	N/A		
Inservice Evaluations	# evaluations completed / # inservices offered	75%	15/24 62%	33/39 85%	18/27 68%		
Topics (annual)	# of educational needs addressed / # of educational needs identified (annual)	100%	N/A	N/A	N/A		
	# of staff attended	100%	30	149	101		

	sessions on mandatory topics						

GENERAL							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th Quarter Results**	**Comments**
Family/Resident Satisfaction Survey (annual)	# respondents satisfied / total # respondents	90%	97.5%	N/A	N/A		Survey closed March 31- 15 respondents
Staff Satisfaction Survey (annual)	# respondents satisfied / total #respondents	80%	n/a first quarter	N/A	N/A		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%	522 days = 7.7%	1527 days = 22.5%		Average 522 shifts/3918 hrs per week
NEW - Staff Turnover	# staff leaving employment /total # staff		6 staff = 3%	7 staff = 4%	7 staff = 4%		Based on 168 staff – 5 terminations & 15 resignations
Complaints (trended quarterly)	# verbal complaints	0	4	4	10		
	# written complaints	0	0	0	0		
Bed Occupancy	# days bed actually occupied	98%	99.3%	99%	99.6%		

Agendaltem#10104a)

	/ total number of days						

PAIN & SYMPTOM MANAGEMENT							
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**	**2nd Quarter Results**	**3rd Quarter Results**	**4th 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	5: Moderate (3.9%) 0: Severe **(Down 5 Moderate Cases)** **2 New Admissions**			
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	2: New Moderate (1.5%) 0: Severe			

Agendaltem#10104a)

RELIGIOUS & SPIRITUAL CARE															
Statistic/Audit	**Measurement**	**Goal**	**1st Quarter Results**			**2nd Quarter Results**			**3rd Quarter Results**			**4th Quarter Results**			**Comments**
NEW - Pastoral Visiting **(monthly)**	# resident receiving a pastoral visit / total # respondents	90%	Jan n/a	Feb n/a	Mar n/a	Apr 100%	May 100%	June 100%	July 100%	Aug 100%	Sep 100%	Oct	Nov	Dec	Data collection started in April
NEW - Multi-faith Services provided	# weeks with at least one multi-faith service provided / total # weeks	80%	83%			100%			100%						Two services cancelled first quarter due to outbreak

Agendaltem#10104a)

COUNTY of Frontenac

POSTED CHEQUE LISTING

PAYROLL

FOR THE PERIOD OF: November 13, 2012 - December 10, 2012 (inclusive)

PAYROLL DATE

PP#23	October 29, 2012 - November 11, 2012	Canadian Payroll	$	174,355.98
PP#24	November 5, 2012 - November 18, 2012	Canadian Payroll	$	309,919.42
PP#24	November 12, 2012 - November 25, 2012	Canadian Payroll	$	173,600.38
PP#25	November 19, 2012 - December 2, 2012	Canadian Payroll	$	295,993.09
PAYROLL TOTAL:			$	953,868.87
TOTAL:			$	953,868.87

COUNTY of Frontenac

POSTED CHEQUE LISTING

COUNTY OF FRONTENAC

(Great Plains)

FOR THE PERIOD OF: November 13, 2012 - December 10, 2012 (inclusive)

CHEQUE TOTAL:	792,831.01
TOTAL:	$792,831.01

County of Frontenac
Transaction Register Report
November 13, 2012 - December 10, 2012

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0001692	KENS0002	1557145 ONTARIO LTD.	11/16/2012	271.20
37190	AMCT0001	A.M.C.T.O.	12/4/2012	412.45
EFT0001684	ACKL0001	ACKLANDS GRAINGER INC.	11/16/2012	117.06
37189	ADVA0004	ADVANCED PATIENT N.E.T.	12/4/2012	158.20
EFT0001709	AGCF0001	AGC FLAT GLASS NORTH AMERICA	11/30/2012	394.82
EFT0001686	ALLI0002	ALLIED MEDICAL	11/16/2012	91.81
EFT0001710	ALLI0002	ALLIED MEDICAL	11/30/2012	9,783.51
EFT0001711	AMBA0001	AMBASSADOR CONFERENCE RESC	11/30/2012	924.91
37156	ANGL0001	ANGLIN GROUP LTD.	11/21/2012	4,746.00
EFT0001712	ANYT0001	ANYTHING ELECTRIC	11/30/2012	382.84
EFT0001713	BAGO0001	BAGOT MEDICAL CENTRE	11/30/2012	1,152.00
EFT0001714	BARD0002	BARDON SUPPLIES LTD	11/30/2012	324.24
Q8Z6J7	BELL0001	BELL CANADA	11/14/2012	121.08
Q8Z6J8	BELL0001	BELL CANADA	11/21/2012	405.32
Q8Z6J9	BELL0001	BELL CANADA	11/19/2012	169.72
EFT0001715	BELL0007	BELL CONFERENCING INC.	11/30/2012	55.22
37158	BENS0001	BENSON TRUCK & TRAILER	11/21/2012	6,742.13
EFT0001722	CONS0001	C/S CONSTRUCTION SPECIALTIES	11/30/2012	6,257.38
EFT0001718	CANA0016	CANADIAN BEARINGS LTD	11/30/2012	71.97
EFT0001717	CANA0008	CANADIAN TIRE	11/30/2012	186.99
37159	CANA0009	CANADIAN TIRE STORE 195	11/21/2012	67.78
37160	CANP0001	CANPAR TRANSPORT L.P.	11/21/2012	43.87
37191	CANP0001	CANPAR TRANSPORT L.P.	12/4/2012	4.31
EFT0001685	AIGC0001	CHARTIS INSURANCE COMPANY OI	11/16/2012	855.79
EFT0001720	CHRI0002	CHRISTIE WALTHER	11/30/2012	536.75
37162	CHUM0001	CHUM RADIO TOY DRIVE	11/21/2012	65.21
EFT0001708	CITY0002	CITY OF KINGSTON	11/16/2012	131,985.02
EFT0001689	COLL0001	COLLINS	11/16/2012	187.12
EFT0001721	COLL0001	COLLINS	11/30/2012	27.10
EFT0001690	CUPE0001	CUPE LOCAL 109	11/16/2012	581.43
EFT0001702	SECR0001	CUPE NATIONAL	11/16/2012	7,154.43
EFT0001723	DELA0001	DE LAGE LANDEN FINANCIAL SERV	11/30/2012	471.77
37163	DIGI0002	DIGITAL OFFICE SYSTEMS	11/21/2012	98.98
37192	DIGI0002	DIGITAL OFFICE SYSTEMS	12/4/2012	737.58
EFT0001725	ESFO0002	E.S.FOX LIMITED	11/30/2012	170.78
EFT0001724	ECOL0001	ECOLAB	11/30/2012	360.34
EFT0001691	FERN0001	FERNO	11/16/2012	2,282.73
EFT0001726	FERN0001	FERNO	11/30/2012	1,491.60
EFT0001756	GEMM0001	GEMMILL,DAVE	12/1/2012	2,636.66
37164	GENI0001	GENIVAR CONSULTANTS LIMITED F	11/21/2012	1,779.52
EFT0001727	GREE0003	GREENSHIELD PEST CONTROL	11/30/2012	443.53
37165	HAMI0002	HAMILTON, SANDRA	11/21/2012	47.45
EFT0001754	HICK0001	HICKS MORLEY HAMILTON STEWAI	11/30/2012	292.67
EFT0001728	HIPF0001	HIPFNER, RON	11/30/2012	33.60
EFT0001757	HOTE0001	HOTEL DIEU HOSPITAL	12/1/2012	2,460.16

County of Frontenac
Transaction Register Report
November 13, 2012 - December 10, 2012

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
37193	HRSY0001	HR SYSTEMS STRATEGIES INC.	12/4/2012	874.63
37194	INTE0004	INTERNATIONAL COAT OF ARMS	12/4/2012	262.91
37166	JJEX0002	J.J. EXPRESS	11/21/2012	11.70
37195	JJEX0002	J.J. EXPRESS	12/4/2012	56.55
EFT0001729	KFLA0001	KFL&A HEALTH UNIT	11/30/2012	56,471.50
EFT0001732	KING0028	KINGS TOWN CLEANERS	11/30/2012	1,921.00
37167	KING0002	KINGSTON & DISTRICT AGRICULTU	11/21/2012	300.00
EFT0001731	KING0012	KINGSTON FRONTENAC PUBLIC LIE	11/30/2012	60,248.21
EFT0001693	KING0005	KINGSTON GENERAL HOSPITAL	11/16/2012	10,950.17
EFT0001730	KING0005	KINGSTON GENERAL HOSPITAL	11/30/2012	7,991.35
37196	KING0016	KINGSTON HOME HEATING	12/4/2012	145.82
EFT0001734	KING0047	KINGSTON INJURY MANAGEMENT (	11/30/2012	1,106.00
EFT0001694	KING0009	KINGSTON REGIONAL HOSPITAL L	11/16/2012	1,357.79
EFT0001733	KING0034	KINGSTON SELF STORAGE SYSTEI	11/30/2012	52.26
EFT0001755	DACO0001	KINGSTOWN INVESTMENTS INC	12/1/2012	4,279.88
EFT0001695	KROW0001	KROWN BODY MAINTENANCE	11/16/2012	84.75
EFT0001687	ANDE0001	KYLE ANDREWS	11/16/2012	768.40
37168	LABO0001	L.A. BOB'S CARRY OUT AND CATEF	11/21/2012	570.22
37197	LABO0001	L.A. BOB'S CARRY OUT AND CATEF	12/4/2012	46.28
EFT0001735	LAER0001	LAERDAL MEDICAL CANADA LTD.	11/30/2012	924.34
37169	LAND0002	LAND O' LAKES TOURIST ASSOCIA	11/21/2012	209.05
37170	LEON0001	LEONARD FUELS LTD.	11/21/2012	481.95
37171	LEON0003	LEONARD, PHIL	11/21/2012	31.20
EFT0001736	LEVA0002	LEVAC PROPANE INC.	11/30/2012	332.51
37206	WATS0001	LINDA SILVER	12/4/2012	185.00
EFT0001688	BOCC0001	LINDE CANADA	11/16/2012	687.72
EFT0001716	BOCC0001	LINDE CANADA	11/30/2012	1,219.69
EFT0001753	MALL0002	MALLORY'S FIRE SYSTEMS LTD	11/30/2012	1,127.74
37172	MARC0002	MARCHANT MARKING DEVICES	11/21/2012	16.89
EFT0001737	MEDI0006	MEDIGAS - DIV OF PRAXAIR CANAL	11/30/2012	119.07
37200	MYER0001	MIKE MYERS	12/4/2012	200.00
37198	MINI0017	MINISTER OF FINANCE-MTO	12/4/2012	3,526.00
37173	MOSI0001	MOSIER SERVICE CENTRE	11/21/2012	147.00
EFT0001738	MOTI0001	MOTION SPECIALTIES	11/30/2012	488.00
37199	MULT0001	MULTIGEN HEALTHCARE	12/4/2012	180.08
EFT0001696	MUNI0002	MUNICIPAL PROPERTY ASSESSME	11/16/2012	185,094.72
EFT0001739	NEIL0001	NEIL'S FLOWERS	11/30/2012	236.17
37174	OCON001	O'CONNOR, PADDY	11/21/2012	75.00
EFT0001697	OPSE0001	OPSEU LOCAL 462	11/16/2012	8,194.23
37201	PICK0001	PAM VANCOUGHNETT	12/4/2012	100.00
EFT0001698	PATR0001	PAT ROGERS TOWING SERVICE	11/16/2012	203.40
EFT0001740	PATR0001	PAT ROGERS TOWING SERVICE	11/30/2012	542.40
37175	PERC0001	PERCY SNIDER	11/21/2012	791.00
37157	BARB0001	PETER BARBIER	11/21/2012	75.00
EFT0001741	PHYS0001	PHYSIO-CONTROL CANADA SALES	11/30/2012	15,713.17

County of Frontenac
Transaction Register Report
November 13, 2012 - December 10, 2012

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0001742	PRIN0001	PRINCESS AUTO	11/30/2012	41.79
37176	PVBR0001	PVB ROOFING CONSULTANTS INC	11/21/2012	678.00
EFT0001699	QUAL0001	QUALITY LIFE SERVICES INC.	11/16/2012	2,081.11
EFT0001743	QUAL0001	QUALITY LIFE SERVICES INC.	11/30/2012	2,665.25
EFT0001758	QUIN0002	QUINTE CRANE RENTALS INCORPC	12/1/2012	4,859.00
37177	RECE0003	RECEIVER GENERAL	11/21/2012	185.65
3837722	RECE0002	RECEIVER GENERAL	11/13/2012	42,822.92
3838127	RECE0002	RECEIVER GENERAL	11/13/2012	19,117.18
EFT0001744	RENT0001	RENTOKIL PEST CONTROL CANAD/	11/30/2012	318.66
37178	REVE0001	REVELL FORD LINCOLN	11/21/2012	233.44
EFT0001746	ROWL0002	ROWLAND EMERGENCY VEHICLE F	11/30/2012	1,638.50
EFT0001701	SAFE0002	SAFEDESIGN APPAREL LTD.	11/16/2012	622.20
82	FULT0004	SAVILL, ELIZABETH - IN TRUST	11/21/2012	403.52
37179	SPAC0001	SPACE AGE SHELVING	11/21/2012	1,384.25
37180	SPRO0001	SPROULE, BARBARA	11/21/2012	115.20
37181	STER0001	STERICYCLE INC.	11/21/2012	90.59
EFT0001747	SUNL0001	SUN LIFE ASSURANCE COMPANY C	11/30/2012	42,494.15
37182	SWIT0001	SWITCH	11/21/2012	1,000.00
37187	TWBE0001	T.W. BEDFORD CONSULTING	11/21/2012	1,356.00
EFT0001748	THEF0001	THE FRONTENAC NEWS	11/30/2012	69.77
37183	THEK0004	THE KINGSTON WHIG STANDARD	11/21/2012	1,811.40
37184	THES0004	THE SCOTT WENTWORTH LANDSC	11/21/2012	32,940.63
EFT0001749	THOM0005	THOMAS LEMMON & SONS (1973) L	11/30/2012	284.76
EFT0001750	THOM0006	THOMPSON ELECTRIC	11/30/2012	847.50
EFT0001751	THYE0001	THYESSEN KRUPP ELEVATOR	11/30/2012	4,230.72
37185	TIMB0001	TIMBER TREES O/C 901641 ONTAR	11/21/2012	452.00
37202	TRAI0002	TRAINING AND DEVELOPMENT MA1	12/4/2012	2,502.39
37186	TROP0001	TROPHY HOUSE	11/21/2012	45.20
37203	TROP0001	TROPHY HOUSE	12/4/2012	13.56
EFT0001703	TSSA0001	TSSA - TECHNICAL STANDARDS SA	11/16/2012	105.00
37207	UNIO0001	UNION GAS	12/4/2012	584.60
37204	UNIV0001	UNIVERSITY HOSPITALS KINGSTOI	12/4/2012	54,000.00
37205	UTIL0001	UTILITIES KINGSTON	12/4/2012	91.94
EFT0001752	VERS0001	VERSUS BUSINESS FORMS AND LA	11/30/2012	98.73
EFT0001706	WRBR0001	W.R. BRIGHTMAN & SON LTD	11/16/2012	3,361.75
EFT0001719	CANA0037	WASTE MANAGEMENT	11/30/2012	2,908.63
EFT0001704	WECA0001	WE CARE HEALTH SERVICES LP	11/16/2012	297.00
EFT0001705	WEMP0001	WEMP & SMITH CONSTRUCTION LT	11/16/2012	6,780.00
37188	WEST0002	WESTBURNE/RUDDY ELECTRIC	11/21/2012	900.90
EFT0001700	RNAW0001	WIRELESS RNA TECHNOLOGY INC.	11/16/2012	322.05
EFT0001745	RNAW0001	WIRELESS RNA TECHNOLOGY INC.	11/30/2012	1,970.72
37161	CBCI0001	WORLDLYNX WIRELESS	11/21/2012	33.84
EFT0001707	XPLO0001	XPLORNET COMMUNICATIONS INC	11/16/2012	84.73

Total Transactions: 133 **Total Amount of Transactions: 792,831.01**
Void Transactions: 81

Minutes of the 150th Anniversary Planning Advisory Committee Meeting
December 12, 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 Wednesday, December 12, 2012 at 10:00 a.m.

In attendance:

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

Staff:
Elizabeth Savill, CAO/ Clerk
Jannette Amini, Deputy Clerk, Recording Secretary
Angelique Tamblyn, Executive Assistant
Alison Vandervelde, Communications Officer

1. Call to order

The Chair called the meeting to order at 10:21 a.m.

2. Adoption of the agenda

Committee Recommendation

THAT the agenda be confirmed.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Closed meeting: Nil

5. Adoption of minutes

Committee Recommendation

THAT the minutes of the meeting held October 31, 2012 be approved as circulated.

CARRIED

6. Business arising from the minutes: Nil

7. Deputations and/or presentations: Nil

8. Communications

Media Release - Winning 150th Anniversary Logo Design

Members noted the attention that the Media Release has received by the press.

Correspondence received from Donna Larocque

The Committee received the correspondence from Donna Larocque.

9. 150th Anniversary Advisory Committee (AAC) Work Plan

Ms. Vandervelde walked the Committee through the Work Plan Update Report and advised that staff is seeking more guidance around the survey and what it should include.

The Committee noted that a calendar identifying events needs to be created for 2013 as members will be attending a selection of these events to promote the 150th Anniversary in 2015. More emphasis should be placed on engaging other Committees in the County as opposed to a survey. If the intent of the survey is to obtain recommendations or suggestions from outside organizations then additional thought needs to be put into the survey.

The Committee decided to defer discussion on the survey in order to provide members an opportunity to give this some thought and to come back with guidelines of what information it should contain and to whom it should appeal.

It was noted that the Kingston Public Library has a student who is supplied with an iPad to go out and collect stories. The County could do something similar with part of the questionnaire asking people to submit their stories such as their family history and put this together as a collection. This could be a project for grade 12 history students.

It was noted that the Land O'Lakes Tourism Association has hired an Events Coordinator whose role is to help with events around the County. The County could approach the association to determine what assistance can be offered. Given the funding for the position was received through the Community Futures Development Corporation (CFDC), staff will also look into further funding opportunities to augment the information shared with the committee at its last meeting.

It was pointed out that the South Frontenac Council meetings are held on Tuesdays not Wednesdays as noted in the Work Plan update. Committee members will meet with each of the respective Township Council either at the April or May Council meetings. A program needs to be created so that all delegations are saying the same thing. Staff will send out an email to members to determine which Township Council they would like to attend and staff will contact each Township to ensure delegations are on the agenda.

ACTION ITEM ↑
Jannette Amini – contact Township Councils

Community Events

The Committee reviewed the list of community events and the follow events were chosen as ones that the Committee would like to focus on as a priority:

February
- North Frontenac: Snow Road Snowmobile Club Sweetheart Snowmobile Run (Warden Gutowski participates in this event and will promote the 150th Anniversary as well as distribute material)
- Central Frontenac: Heritage Festival (staff will make sure there is a story sign up list)

April
- North Frontenac: ATV Run – this is a huge all day event with 2 runs one in the spring and one in the fall (Mr. Giroux will follow up with this event)

July
- Frontenac Islands: Classic - this is a 5KM run
- South Frontenac: Verona Jamboree – this is a well attended event which takes place the 1st full weekend in July

August
- Frontenac Islands: Wolfe Island Music Festival
- Central Frontenac: Blue Skies Festival - this is a well attended event with many coming from out of town. Linda Rush is the contact for this event

September
- North Frontenac: ATV Run

October
- South Frontenac: Battersea Pumpkin Fest – this festival encompasses the entire Township

Staff will create laminated posters for distribution across the County for community bulletin boards which can also be placed along the K&P trail. Posters will include the 150th Anniversary logo and will be in colour. The poster should also have a call for people wanting to be involved in the celebrations along with contact information.

The Committee talked about an interest in meeting with other municipalities that have experience in such celebrations such as one recently held for the Eastern Ontario Planners with respect to trails. The Committee is also looking at events by neighbouring counties that could be attended.

The Committee supported the purchase of promotional materials for traveling road show events including tents, pop up banners, wind banners, sandwich boards, and a promotional counter. There is an authorized budget and staff feels $3,000 should cover the cost of all promotional material. The Committee talked about promotional shirts that could be sold as well as promotional material to be given away.

The Committee agreed that Donna Larocque should be asked to make a minor change to the Logo to add the year of the anniversary.

The Committee decided that letterhead should be right justified with full detail and envelops to be monotone with no detail.

The Committee discussed possible landmarks such as trail pavilions which could also be associated with donations to have a plaque on the kiosk. Approaching a local brewery was also discussed to have a 150th Anniversary beer and staff will follow up with this.

Committee Recommendation

THAT the 150th Anniversary Planning Advisory Committee receive this 2012 Work Plan Update report for information.

CARRIED

10. Other business: Nil

11. Next meeting date

February 21, 2013 at 10 a.m.

12. Adjournment

The meeting adjourned at 11:49 a.m.

TRAILS ADVISORY COMMITTEE
MINUTES
December 7, 2012

A meeting of the Trails Advisory Committee was held in the County Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Friday, December 7, 2012 at 10:00 a.m.

In attendance:

- Allan McPhail, Chair
- Councillor Denis Doyle, Vice-Chair
- Councillor John Inglis
- Derrick Spafford
- Dieter Eberhardt
- Joan Hollywood
- Marc Moeys

Staff:
Anne Marie Young, Manager of Economic Sustainability
Jannette Amini, Deputy Clerk, Recording Secretary
Kieran Williams, Municipal Intern

1. Call to order

The Chair called the meeting to order at 10:00 a.m.

2. Adoption of the agenda

Committee Recommendation

THAT the agenda be confirmed.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Closed meeting: Nil

5. Adoption of minutes

Minutes of Meeting held October 5, 2012

DRAFT

Committee Recommendation

THAT the minutes of the Trails Advisory Committee meeting held October 5, 2012 be adopted as circulated.

CARRIED

6. Business arising from the minutes

Trails Advisory Committee - 2013 Revised Draft Work Plan

Ms. Young provided an overview of the report which identifies the proposed amendments to the 2013 Work Plan which was presented to the Committee at its October meeting.

With respect to queries regarding the Committee's time, Ms. Young explained that the Trails Concept Plan would go to tender once the 2013 budget is adopted and this Plan differs from the Trails Master Plan as the Master Plan only sets out standards and does not encompass all individual trails within the County. It could be of some value for this Committee to rough out that Concept Plan given that it could be a potential 6 months before a tender is ready to go. This will also prepare the Committee with respect to other trail initiatives outside of the K&P Trail. She advised that a draft Terms of Reference for the tender will be brought back to the Committee at its next meeting for input.

The Committee discussed the possibility of postponing brushing and surfacing of trails so that additional dollars could be used for further extensions of the trail; however it was noted that this would present safety issues with the trails. It was noted that the amount of foot traffic increases when a trail is brushed and surfaced and that there are risks involved in opening a trail that is not surfaced and the County must show its due diligence. Completing the trail to proper standards opens the trails to greater use.

Ms. Young informed the Committee that the next 2 proposed bridges are ready to go once the funding has been approved. As well, she is looking into other sources of funding.

Other issues raised by the Committee were a lack of policy regarding users cleaning up after their animals; this will be looked at as part of the implementation plan. This would also become a budget item if signage is required and any signage would also need to identify who has the right of way on the trails.

Committee Recommendation

THAT the Trails Advisory Committee receive the 2013 Revised DRAFT Work Plan report;

AND FURTHER it recommend to the Council of the County of Frontenac the approval of the Trails Advisory Committee's 2013 Work Plan attached as Exhibit 'A' to this report.

CARRIED

7. Communications

Ms. Young advised the Committee of calls received with respect to beaver issues in the area around the trails and the potential need for trapping. Ms. Young is investigating this matter as there should be no trapping permitted on the trail and signage to this effect will be required. The trails are regarded in the same manner as Township roads in which a By-law is in place that

prohibits trapping or the discharge of firearms and the O.P.P. are able to lay charges on those found in contravention of this by-law.

Ms. Young noted another issue which has been brought to her attention regarding well capping on or close to the trail.

These issues have been noted in Ms. Young's 2012 Work Plan Update Report

8. Reports

Trails Advisory Committee – 2012 Work Plan Update

Ms. Young provided an overview of the updates noted in the report. She pointed members to the displays of the interpretive signage in the room that will be going up along the trails. staff did meet to determine content of the signage to ensure that all of the history along the trail is incorporated into the signage. She further advised that the City of Kingston has taken the same design and logo; however Kingston is doing its own signage which incorporates its own colours of red and blue and these should be up before Christmas.

Committee Recommendation

THAT the Trails Advisory Committee receive this 2012 Work Plan Update report for information.
CARRIED

9. Other business

Future Open Houses

The Committee discussed the possibility of holding additional Open Houses as many people did not receive information on the previous ones and the proposed signage being presented today could be on display at these future Open House meetings. It was expressed that this should be a Verona based public meeting as this is where the next section of the trail is set to go. Any such meeting should be held prior to any construction being done on the trail so people are aware of what is taking place. The Committee agreed the Public Meeting should take place before spring of next year and once the Communication Plan is approved, this could be incorporated into that.

Development of Local Trails Association

The Committee discussed, with the increasing number of trail loops, that the development of a Local Trails Association should be encouraged and future funding for such a group may be requested. It was felt that it might be useful for this Committee to advocate for such a group.

Trans Ontario Provincial Trails

Mr. Eberhardt requested permission to approach the Ontario Federation of Snowmobile Clubs (OFSC) to consider having that portion of the K&P Trail from Verona to Harrowsmith designated as a feeder trail into the Trans Ontario Provincial (TOP) E Trail. The Cataraqui Trail is currently designated as the TOP E snowmobile trail. Once designated by the OFSC the snowmobile club can then erect signage and provide winter grooming and maintenance. He would like to start the process of having this portion of the K&P trail identified as a feeder trail.

Committee Recommendation

THAT Council authorize Mr. Eberhardt to investigate the possibility of the Ontario Federation of Snowmobile Clubs designating the K&P Trail from Verona to Harrowsmith as a feeder trail to the Trans Ontario Provincial (TOP) Trails.

CARRIED

10. Next meeting date

The next meeting of the Trails Advisory Committee is scheduled for Friday, February 1, 2013 in the County Boardroom at 10:00 a.m

11. Adjournment

Committee Recommendation

THAT the Trails Advisory Committee meeting does hereby adjourn.

CARRIED

The meeting adjourned at 11:15 a.m.

COUNTY of Frontenac

COMMITTEE REPORT

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Deputy Clerk

Date prepared: December 11, 2012

Date of meeting: December 19, 2012

Re: **Trails Advisory Committee**

Recommendation

a) THAT Council receive the 2013 Revised DRAFT Work Plan report;

AND FURTHER THAT Council of the County of Frontenac approve the Trails Advisory Committee's 2013 Work Plan.

A copy of the Trails Advisory Committee's 2013 Work Plan was attached to the Trails Advisory Committee Agenda as schedule pages 8 – 9).

b) THAT Council authorize Mr. Eberhardt to investigate the possibility of the Ontario Federation of Snowmobile Clubs designating the K&P Trail from Verona to Harrowsmith as a feeder trail to the Trans Ontario Provincial (TOP) Trails.

Joint Accessibility Advisory Committee Meeting Minutes
November 26, 2012

A meeting of the Frontenac Joint Accessibility Advisory Committee (FAAC) was held at the Township of South Frontenac's Council Chambers, 4432 George Street, Sydenham, on Monday, November 26, 2012 at 10:00 a.m.

Present: Neil Allen, Township of South Frontenac Representative - Chair
Francine Arsenault, Community at Large Representative - Vice-Chair
John McDougall, County Council Representative
Jannette Amini, County of Frontenac
Kieran Williams, County of Frontenac

1. Call to order

2. Adoption of the agenda

Committee Recommendation

THAT the agenda for the Frontenac Accessibility Advisory Committee be confirmed.

3. Disclosure of pecuniary interest and general nature thereof

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

4. Closed meeting: Nil

5. Adoption of minutes

Committee Recommendation

THAT the minutes of the Frontenac Accessibility Advisory Committee held September 7, 2012 be adopted as circulated.

6. Business arising from the minutes

Information Re: Accessibility Business Awards

Mr. Allen advised the Committee of his discussions with Mr. Ryan Billing, Chair of the Brockville Municipal Accessibility Advisory Committee, regarding its Accessibility Award and provided a sample copy of the award for members to view. Mr. Billing had indicated to him that the purpose of Brockville implementing this award was to improve accessibility in Brockville as well as to increase awareness. Brockville began handing out this award about 3 years ago and

there are currently 3 categories for receiving this award, those being to a service, to an individual and to a company. The process that BMAAC has in place for determining receipt of this award through the BMAAC Committee itself where members suggest potential candidates which are then put to a vote by the Committee. When the award is being presented, it is typically accompanied by a brief background of this individual's commitment to accessibility and the media is invited to attend. Feedback from former recipients identify self pride is improving their community as well as financial value in improving accessibility.

Mr. Allen reflected on the Committee's discussions of doing something like this in order to generate awareness of the Committee itself as well as to make the community aware that there are individuals and businesses out there that are trying to make a change in the community regarding accessibility.

Councillor McDougall feels that this type of program would be beneficial but the Committee would want to ensure that the award has value to it and that it's not just handed out to anyone. He suggested that a more permanent type of award be considered such as plaque which would be more noticeable as the typical framed document tends to go unnoticed.

Mr. Allen will continue his discussions with Mr. Billing regarding the process that BMAAC follows.

Ms. Amini added that the City of Kingston also has an awards program where recipients of the award are chosen through a public nominations process and the award is presented each December as part of the Internal Persons with Disabilities Day celebrations. Ms. Amini will follow up with the City of Kingston on its awards program and the criteria used in selecting recipients.

7. Deputations and/or presentations: Nil

8. Communications: Nil

9. Accessibility Advisory Committee Work Plan

Review of Draft Multi-Year Accessibility Plan

Mr. Williams provided an overview of the Joint Multi-Year Accessibility Plan 2013 - 2017. To queries by the Committee, he noted that the Ferries are not included in this plan as they are too small and do not meet the minimum size standards. He also indicated that additional updates will be forthcoming as Township responses are received, noting that the Plan must be presented to County Council at its December 19th meeting.

With respect to training, Mr. Williams advised that this section simply lays out the process of how training will happen; however the operational process will go forward to Human Resources in 2013. He added that training includes employees and volunteers, and contractors are now being required to confirm and sign off that their staff have met the training requirements.

Councillor McDougall noticed that on page 14, liaising with the Health and Safety Committee is missing, to which Mr. Williams advised that he will ensure this is added to the last paragraph. Mr. Williams also informed the Committee that the County is able to do website evaluations to ensure the website is up to date and meets standards and these evaluations will be done on a quarterly basis. Councillor McDougall also pointed out that the Accessibility Award spoken of earlier in the meeting could become part of the County's Communications Plan.

Mr. Williams clarified for the Committee that the Township of North Frontenac does have to meet the same regulations as the County; however its timeline for meeting the standards is not the same as that of the County.

Mr. Allen noted that the City of Brockville's Accessibility Plan incorporates a list of barriers that still needs to be addressed as well as the City's accomplishments and as projects are completed, they move from one list to another. This allows the municipality to see what it has done or where items stand on a list.

Committee Recommendation

THAT the Frontenac Accessibility Advisory Committee support the draft Multi-Year Accessibility Plan as presented.

2012 Joint Annual Accessibility Plan

Mr. Williams provided an overview of the 2012 Joint Annual Accessibility Plan.

Ms. Arsenault advised that her address is noted incorrectly and should be 2820 McGillivray Road and that her fax number is the same as her home telephone number.

Ms. Arsenault questioned the Emergency Preparedness and asked if anything has been done about this to which Mr. Williams advised that he will follow-up with Chief Charbonneau on this as EMS would like to develop a list of those who may need assistance in an emergency. Mr. Williams also advised that Appendix B may require updating.

Mr. Allen advised that his address is noted incorrectly and should be 3722 Murvale Road and that 613-372-1569 is his home phone number.

Committee Recommendation

THAT the Frontenac Accessibility Advisory Committee support the draft 2012 Joint Annual Accessibility Plan.

10. Other business: Nil

11. Next meeting date

Friday, February 22, 2013 at 10:00 a.m. at the Sydenham Library.

12. Adjournment

The meeting adjourned at 11:11 a.m.

BY-LAW NO. 2012-0032

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to appoint the Deputy Warden

WHEREAS Section 5 of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by its council and by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 11 of the *Municipal Act* provides that an upper-tier municipality may pass by-laws respecting its governance structure of the municipality;

AND WHEREAS Section 233 of the *Municipal Act* provides that if the term of office of an appointed head of council of an upper-tier municipality is the same as the term of council, the council of the upper-tier municipality shall, in the first year of its term, appoint the head of council at its first meeting;

AND WHEREAS the Council of the Corporation of the of County of Frontenac, under the terms of its procedure by-law, must appoint the Deputy Warden of Council;

AND WHEREAS Denis Doyle has submitted his resignation for the position of Deputy Warden;

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

1. THAT Councillor _____, be and is hereby appointed as the Deputy Warden for the County of Frontenac, effective following the December 19, 2012 County Council meeting for the balance of the term of this Council.

2. That all previous by-laws or parts of by-laws that conflict with this by-law are hereby rescinded.

3. That this by-law shall take effect on the date of its final passing.

Read a first and second time this 19th day of December, 2012.

Read a third time and finally passed this 19th day of December, 2012.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2012-0034

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on December 19, 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 December 19, 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 December 19, 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 December 19, 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 19th day of December, 2012.

Read a Third Time and Finally Passed, Signed and Sealed this 19th day of December, 2012.

The Corporation of the County of Frontenac

_____
Janet Gutowski, Warden

_____
K. Elizabeth Savill, Clerk