



County Council Meeting – Regular Meeting
May 15, 2013 – 9:00 a.m.
The Frontenac Room, 2069 Battersea Road, Glenburnie, ON

AGENDA

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

- a) To Adopt the May 15, 2013 Regular Council Meeting Agenda as Circulated

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. DEPUTATIONS AND/OR PRESENTATIONS

- a) **Mr. John A. Whitesell**, Founding Partner & COO, OrgCode Consulting, Inc. will address County Council regarding the results of the Homelessness Plan and what it means for the County of Frontenac.
- b) **Mr. Howard Allan**, Allan and Partners, will provide County Council with an overview of the County's audited financial statements.

[Addenda]

5. CLOSED MEETING

- a) As Authorized under Section 239 of The Municipal Act, to consider:
Adoption of Closed Meeting Minutes
Personal matters about an identifiable individual, including municipal or local board employees

6. ADOPTION OF MINUTES

- a) Adoption of April 17, 2013 Public and Regular Council Meeting Minutes
- b) Adoption of May 2, 2013 Council Special Budget Meeting Minutes

7. BUSINESS ARISING FROM THE MINUTES

8. COMMUNICATIONS FOR INFORMATION

8. COMMUNICATIONS FOR INFORMATION

- 80-94** a) 2013-099
Communications of Interest to Council
- 95-97** b) March 27, 2013 - Kingston, Frontenac Public Library Board Meeting Minutes
- 98-99** c) March 19, 2013 - Kingston, Frontenac Housing Corporation Meeting Minutes
- 100-101** d) April Edition of Frontenac County Bytes

9. COMMUNICATIONS FOR ACTION

- 102** a) April 30, 2013 - Spina Bifida and Hydrocephalus Association of Ontario Proclamation Request
- 103** b) May 9, 2013 - Township of Frontenac Islands request that the County of Frontenac waive the Frontenac-Howe Islander Ferry fees for those vehicles transacting business for the Township of Frontenac Islands.

10. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

10.1. Administrative Services

Administration

- 104-116** a) 2013-094
Code of Conduct for County Council and Committee Members

County Solicitor Tim Wilkin will provide County Council with a briefing on this matter.
- 117-146** b) 2013-087
Establishment of a Records Retention Schedule
- 147-148** c) 2013-093
Vehicle Usage
- 149-151** d) 2013-095
Security Requirements for the County of Frontenac Administration Offices
- 152-161** e) 2013-096
Arterial Roads Agreement
- 162-165** f) 2013-098
Establishment of a Service and Organization Review Committee

Sustainability

Human Resources

Human Resources

166-172

- a) 2013-084
2012 Staff Conference, Training and Other Travel Expenses

10.2. Financial Services

173-202

- a) 2013-085
2012 Audited Financial Statements

203-205

- b) 2013-086
Termination of Contract to Provide Financial Services to the Township of Frontenac Islands

206-210

- c) 2013-091
2013 1st Quarter Financial Summary

211-212

- d) 2013-097
2013 Temporary Borrowing Bylaw

10.3. Emergency and Transportation Services

213-216

- a) 2013-089
Ambulance Vehicle Remount versus New Purchase

217-218

- b) 2013-090
Election to Paramedic Chiefs of Canada (PCC) Board of Directors Executive of the Chief of Paramedic Services

10.4. Fairmount Home

219-226

- a) 2013-092
Attendance Management
- b) May 2013 Fairmount Grapevine Gazette

11. COMMITTEE OF THE WHOLE

227-238

- a) Referred from the March 20 and May 2, 2013 County Council Meetings

2013-056
Reserve and Reserve Funds

- b) Referred from the May 2, 2013 Special County Council Meeting

WHEREAS the Council of the County of Frontenac, at its meeting held January 16, 2013 passed the following Mission and Vision Statements:

Mission Statement

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

Vision Statement

"The County of Frontenac is recognized for its unique pristine natural environment and

11. COMMITTEE OF THE WHOLE

lifestyle choices and commitment to - and promotion of - strong, resilient, diverse, rural communities"

AND WHEREAS the County of Frontenac and its Townships have a goal to provide safe, sustainable and fully accessible senior friendly communities;

AND WHEREAS this goal would see a much higher success rate if there were collaboration between the County of Frontenac, its Townships and potentially the provincial and federal governments as well as the CFDC;

AND WHEREAS the County of Frontenac currently has sufficient funds in its Federal Gas Tax Reserve and its Working Fund Reserve:

THEREFORE BE IT RESOLVE THAT \$1,500,000 of the Federal Gas Tax or Working Fund Reserves be earmarked over five years to support the development and implementation of a plan done collaboratively between the County of Frontenac and its Townships that would see the County of Frontenac supporting seniors and their continued independent living by providing safe, sustainable, fully accessible senior friendly communities, to include but not limited to:

- The support of one new Seniors Housing development in each Township;
- Fulfil the County's responsibilities as noted in the Municipal Housing Strategy and the Ten Year Homelessness Plan;
- Increase community consultation on accessibility and how to better create barrier free communities;
- Make better use of Community Improvement Plans to better assist local business and promote pedestrian friendly community development;
- Support local health care support services;
- Improve rural transportation;

AND FURTHER THAT this plan be incorporated into the draft proposed Sustainable Actions Directions for our Future 2013

12. ACCOUNTS

239-244

- a) Posted Cheque Listing for the Period of: April 11 - May 6, 2013

13. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

- a) Moved by Councillor Doyle
Seconded by Councillor Jones

WHEREAS in the Township of Frontenac Islands debate on a By-law is always allowed after it is read, however at the County of Frontenac May 2nd Budget meeting when the Budget By-law was originally read we were advised that it could not be debated due to a resolution passed earlier. It is our understanding that a resolution is

13. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

mandatory to pass a budget thus any resolution on a budget matter cannot restrict debate when the By-law is read.

THEREFORE BE IT RESOLVED that the Council of the County of Frontenac requests an outside opinion on the accuracy of advice given to Council at the May 2nd Council Meeting.

14. GIVING NOTICE OF MOTION

15. OTHER BUSINESS

15.1. 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 and Homelessness Committee Update - Councillor McDougall
- g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

The Rideau Corridor Landscape Strategy Steering Committee and Parks Canada have now released the Rideau Corridor Landscape Character Assessment & Planning and Management Recommendations Report and may be viewed at http://www.rcls-sacr.ca/en_report.html.

15.2. Advisory Committees of County Council

- a) Sustainability Advisory Committee
- b) Green Energy Task Force
- c) 150th Anniversary of County Advisory Committee
Minutes of Meeting held April 24, 2013
150th Anniversary of County Advisory Committee recommendations to County Council
- d) Trails Advisory Committee
- e) Accessibility Advisory Committee
- f) Finance Committee

15.3. Other Updates

- a) Out of Province Travel
Paramedic Chiefs of Canada Annual General Meeting - St. John, New Brunswick, June 14, 2013

16. PUBLIC QUESTION PERIOD

	17. BY-LAWS – GENERAL BY-LAWS AND CONFIRMATORY BY-LAW
250-251	a) By-law No. 2013-0019 - 2013 Property Tax Capping
252-284	b) By-law No. 2013-0020 - County Procedural By-Law
285-318	c) By-law No. 2013-0021 - To Provide a Schedule of Retention Periods
319-320	d) By-law No. 2013-0022 - To Change the Term of Warden
321-322	e) By-law No. 2013-0023 - To Authorize Temporary Borrowing for 2013
323	f) By-law No. 2013-0024 - To Appoint Members to the Service and Organization Review Committee
324-325	g) By-law No. 2013-0025 - Confirmation of Proceedings

18. ADJOURNMENT

Kingston & Frontenac Housing & Homelessness Plan

Presentation to

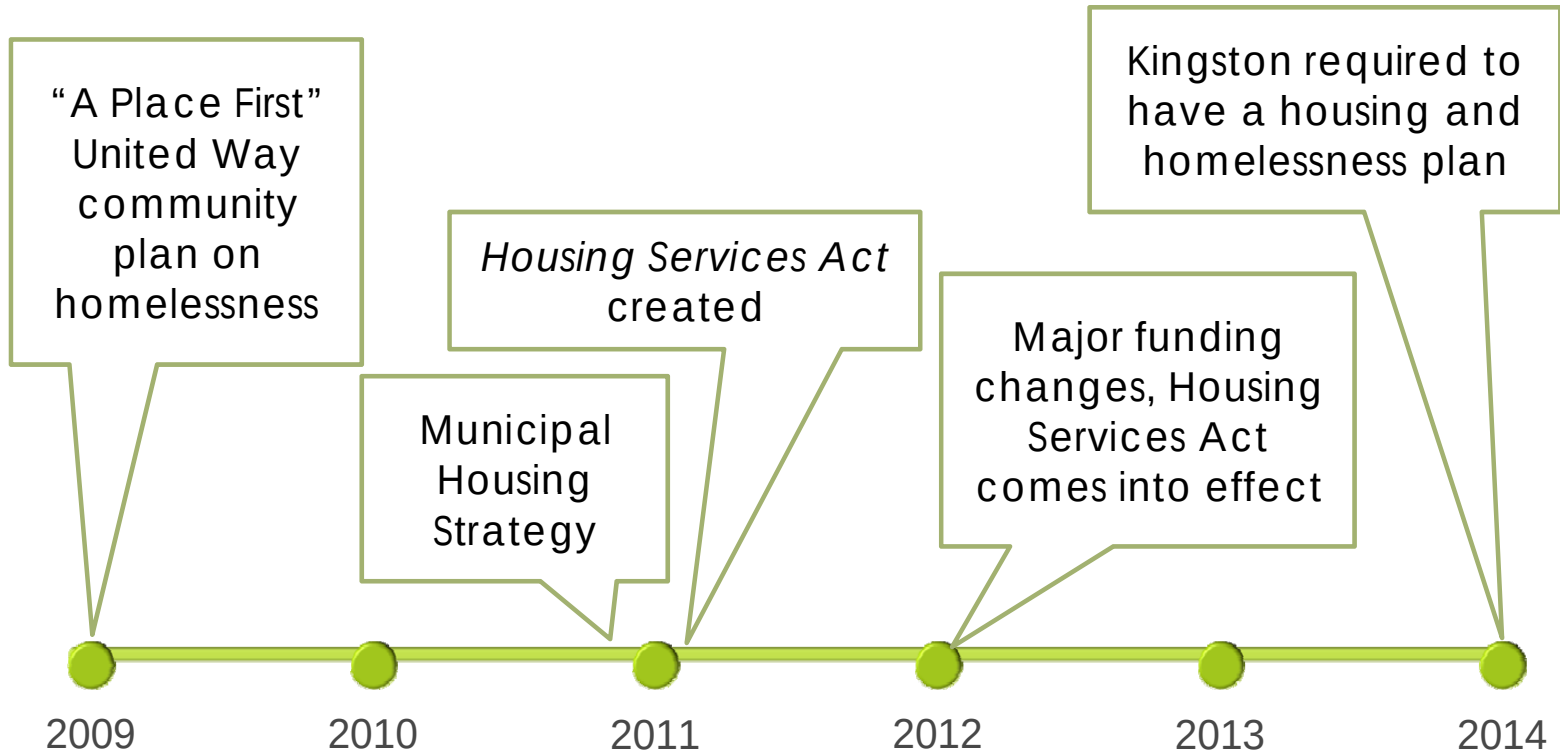
Frontenac County Council

May 15, 2013

Presented by

OrgCode Consulting, Inc.





Background

Background

- **The Problem:** *Housing Services Act* requires a plan to address housing and homelessness
- **The Solution:** OrgCode creates a new plan focused on ending homelessness and updates existing Municipal Housing Strategy
- **The Result:** A five-part plan that addresses both homelessness and housing brings strategies into alignment and adheres to provincial requirements



City of Kingston & County of Frontenac Housing & Homelessness Plan

Part 1: Housing & Homelessness Plan Summary

Part 2: 10 Year Plan to End Homelessness

Part 3: Compendium of Possible Approaches to
Implementation

Part 4: Municipal Housing Strategy

Part 5: 2013 Update to Municipal Housing Strategy

Today's Topic:

Introducing the

10 Year Plan to End Homelessness,
City of Kingston & County of Frontenac

Key Messages

- There is homelessness in Frontenac County and it is mostly invisible or “hidden”
- Using proven, evidence-based practices, it is possible to reduce homelessness in Frontenac by more than 60% in ten years at no additional cost
- Housing is the only known cure to homelessness



May 15 Presentation to Council

- A snapshot of homelessness in Frontenac
- About rural homelessness
- Evidence-based practices
- The Plan

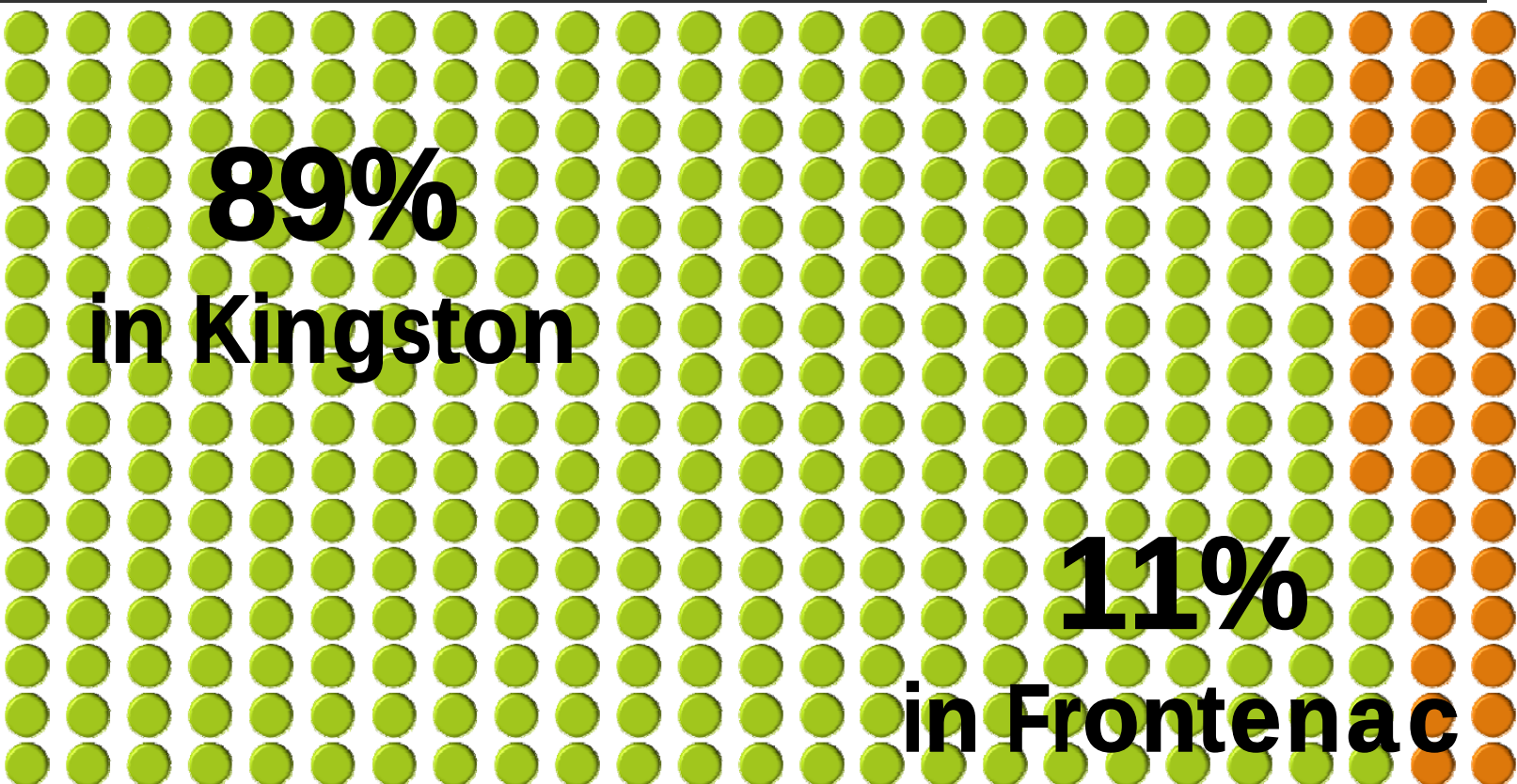


A Snapshot of Homelessness in Frontenac County

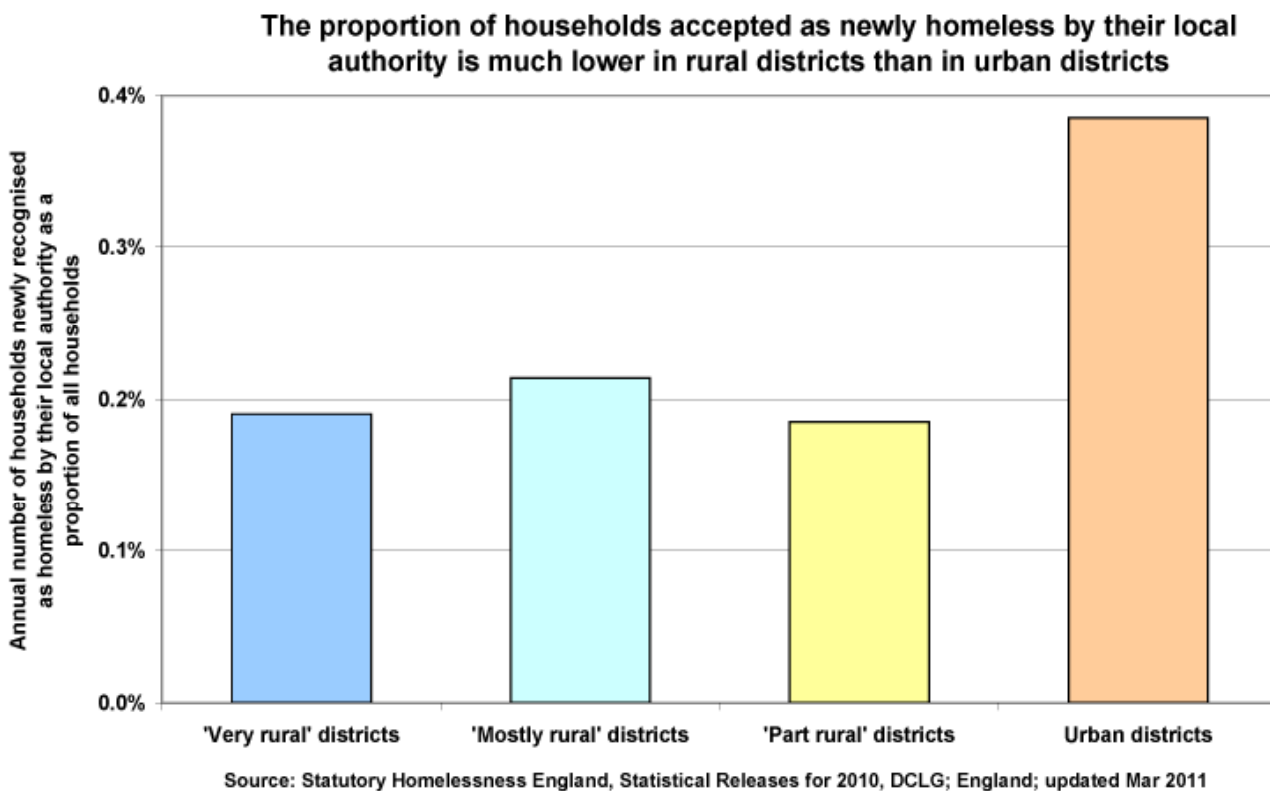
Where Are We Now?

400
homeless people
in Kingston & Frontenac

Where Are We Now?

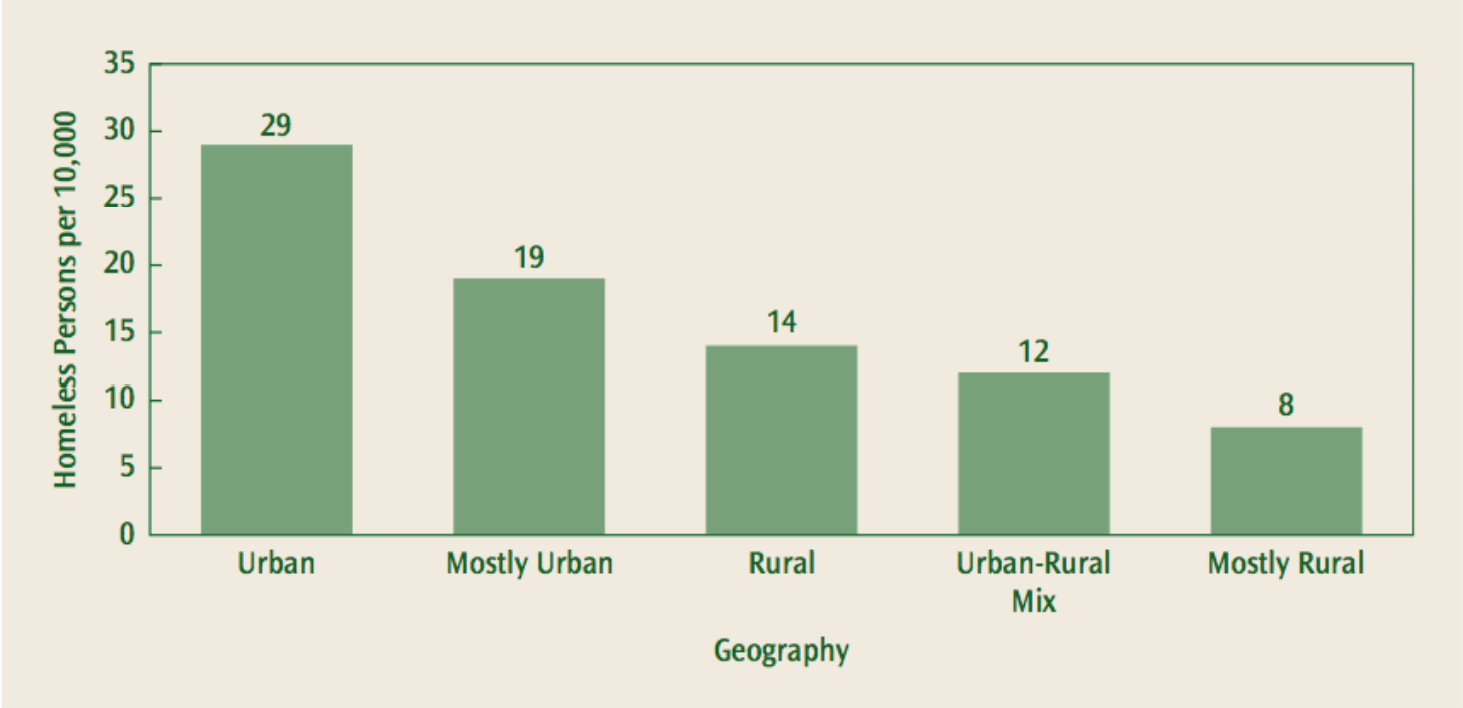


Estimating Rural Homelessness



Estimating Rural Homelessness

Figure 5 Homeless Persons per 10,000 by Geographic Category



About Rural Homelessness

Coping With Rural Homelessness

- ▣ **Move in** with friends or relatives
- ▣ **Move out** of permanent housing and into temporary accommodation (i.e. motel)
- ▣ **Move on** to more urban areas



Challenges of Rural Homelessness

- **Access barriers.** Even when services are available, due to the geography of a rural area, it is often difficult to access these services, particularly among low-income groups.
- **Solutions:**
 - Mobile services, such as a Health Bus
 - Rural public transit system, such as TROUT (Hastings County)
 - Remote access to services, such as internet or telephone

Challenges of Rural Homelessness

- **Low public awareness.** Homelessness is perceived as an urban issue, so rural residents are often unwilling to believe that homelessness is an issue in their community. This lack of awareness makes action difficult.
- Raise awareness to:
 - increase community support for programs and initiatives
 - improve knowledge about the services available for those who will need them in the future
 - combat stigma associated with asking for help



Challenges of Rural Homelessness

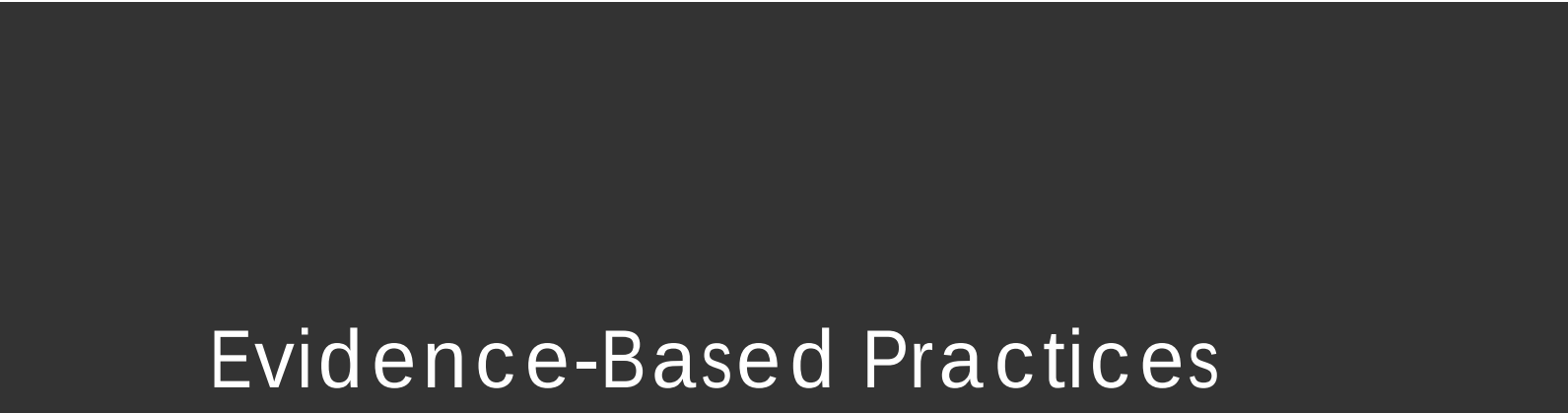
- **Lack of ownership.** In some rural areas, there is a level of denial about homelessness in their community. This can be combated by promoting local leadership
- Promote local leadership by:
 - Identifying a “glue person” who understands the universe of service provision throughout the region and is able to provide a top-level perspective
 - Identifying a “champion” for ending homelessness, who is a respected and well-known member of the community, whose role is to build trust and relationships
 - Involving local agencies in the planning process and strong grassroots leadership
 - Focusing on strategies that promote inclusion, integration, and collaboration between different stakeholders

Challenges of Rural Homelessness

- **Lack of funding.** Due to low public awareness and smaller population, proportionally fewer funds are available for services related to homelessness in rural areas.
- **Solutions:**
 - Raise public awareness to increase donations
 - Create partnerships to make money go further
 - Participate in data collection methods consistent with the City of Kingston to demonstrate need
 - Provide committed political leadership to solve a problem that is real but largely “unseen”

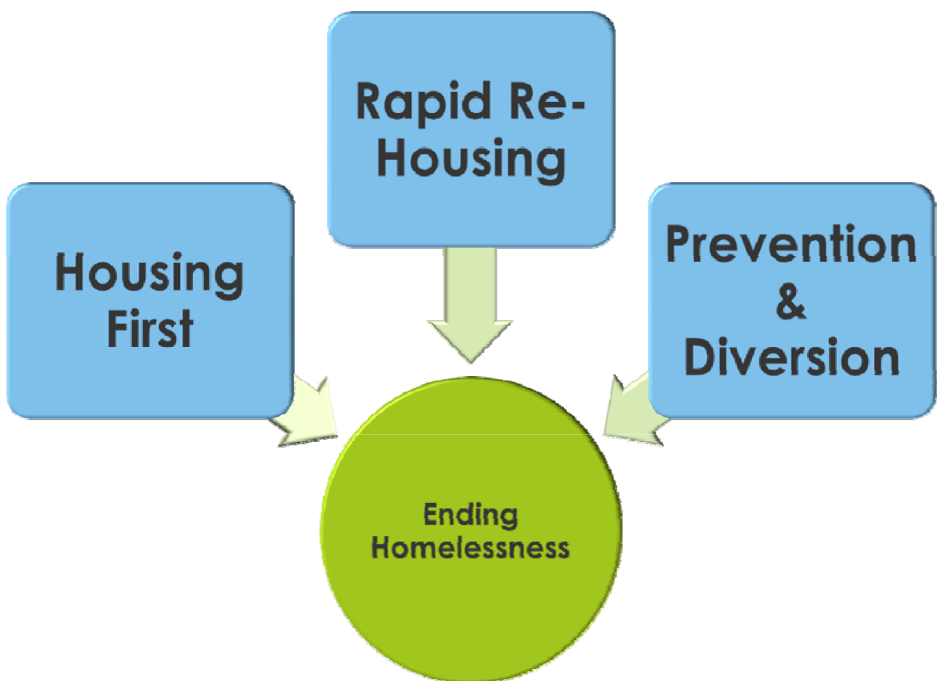
Challenges of Rural Homelessness

- **Low density.** It is estimated that in Frontenac County, there may be one homeless person per 100 square kilometers. This level of density does not support fixed-location facilities to address the needs of homeless persons.
- **Solutions:**
 - a “host homes” program involves volunteers opening their homes to a homeless guest for a short while
 - a motel voucher system allows homeless persons and families to have a short hotel stay paid for by an agency
 - a bus system that collects homeless persons and brings them to shelters
 - dual-purposing a building (or buildings) such as a church to act as a mat program during extreme weather or other means to address the needs of people experiencing episodic homelessness



Evidence-Based Practices

Evidence-Based Practices



Evidence-Based Practices

Housing First

- ▣ Assists **chronically homeless** individuals with the **highest acuity** move quickly into **permanent supportive housing**
 - ▣ Supports and treatment are provided after the person is housed, there is no such thing as “ready for housing”
 - ▣ Different levels of supports for different clients
 - ▣ Individuals are assessed and prioritized, those with the highest needs are served first. *Not* first come, first served
 - ▣ Similar to the highly successful Hostels to Homes program in Kingston — 2007

Evidence-Based Practices

Rapid Re-Housing

- ▣ Assists **episodically homeless** individuals and families with **moderate acuity** move quickly into **permanent housing**
 - ▣ Time-limited supports are provided after move-in
 - ▣ Different levels of supports for different clients
 - ▣ Almost exclusively scattered-site housing



Evidence-Based Practices

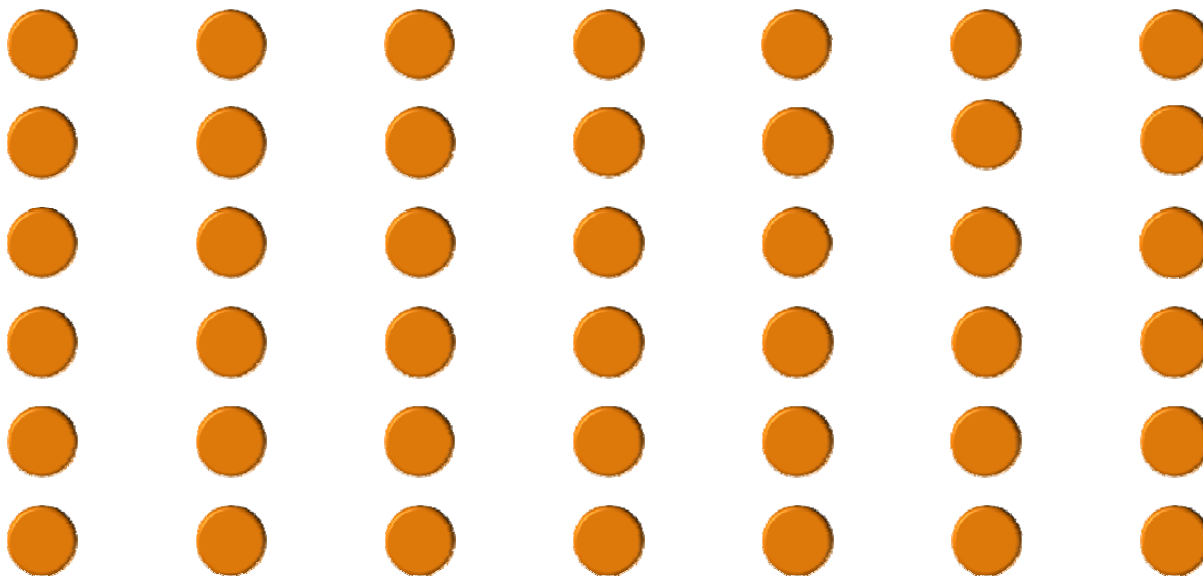
Prevention

- ▣ Assists **at-risk** households with the **highest acuity** retain their housing
 - ▣ Targets those households who most closely resemble the existing chronically homeless population

Diversion

- ▣ Assists **first-time homeless** households who present at shelters to find **alternate solutions to ending their homelessness**
 - ▣ For example, finding relatives they can stay with or seeing if they have enough money for a motel room

How It All Comes Together

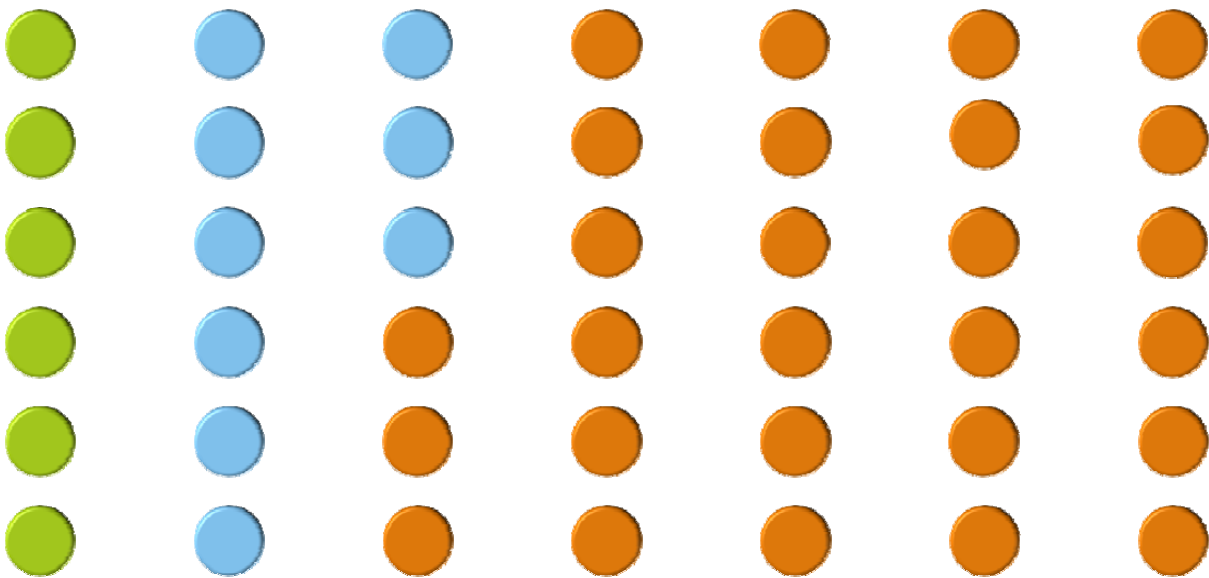


42 homeless persons in Frontenac County

How It All Comes Together

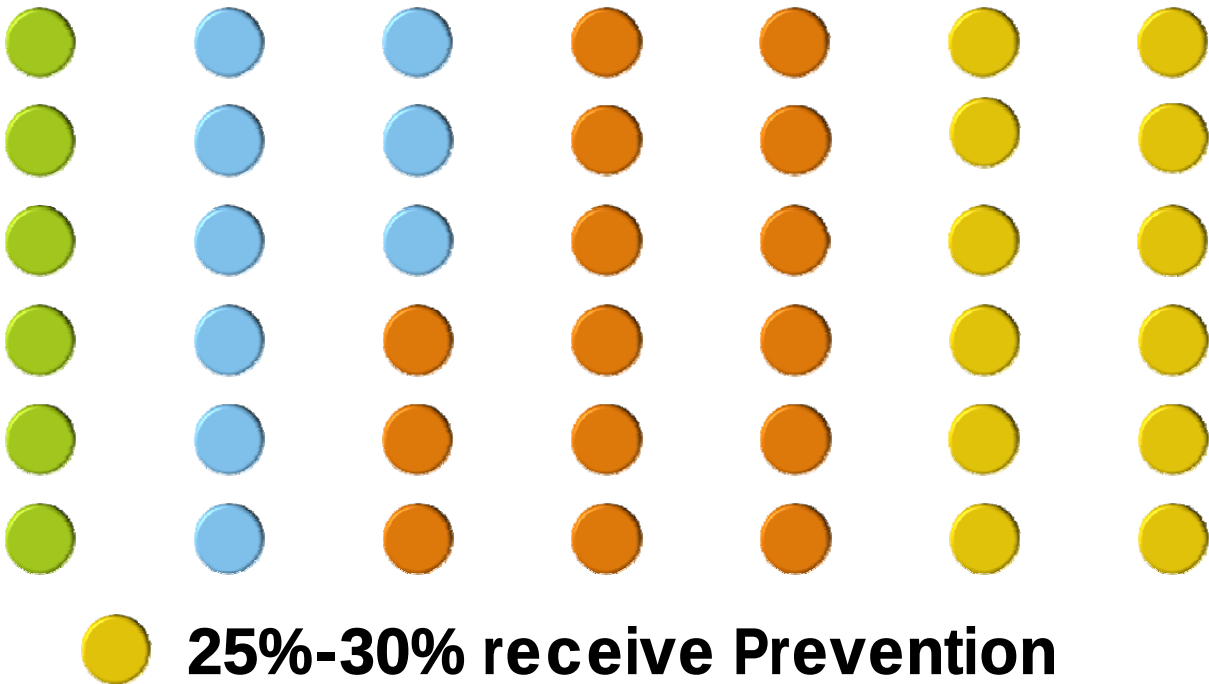


How It All Comes Together

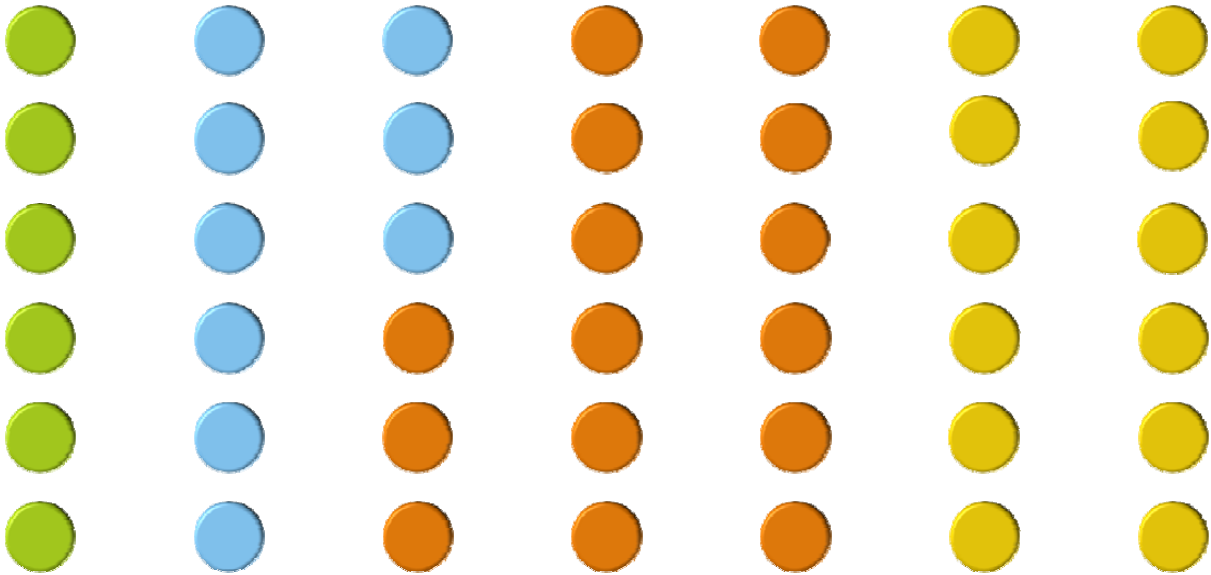


 **20% receive Rapid Re-Housing**

How It All Comes Together

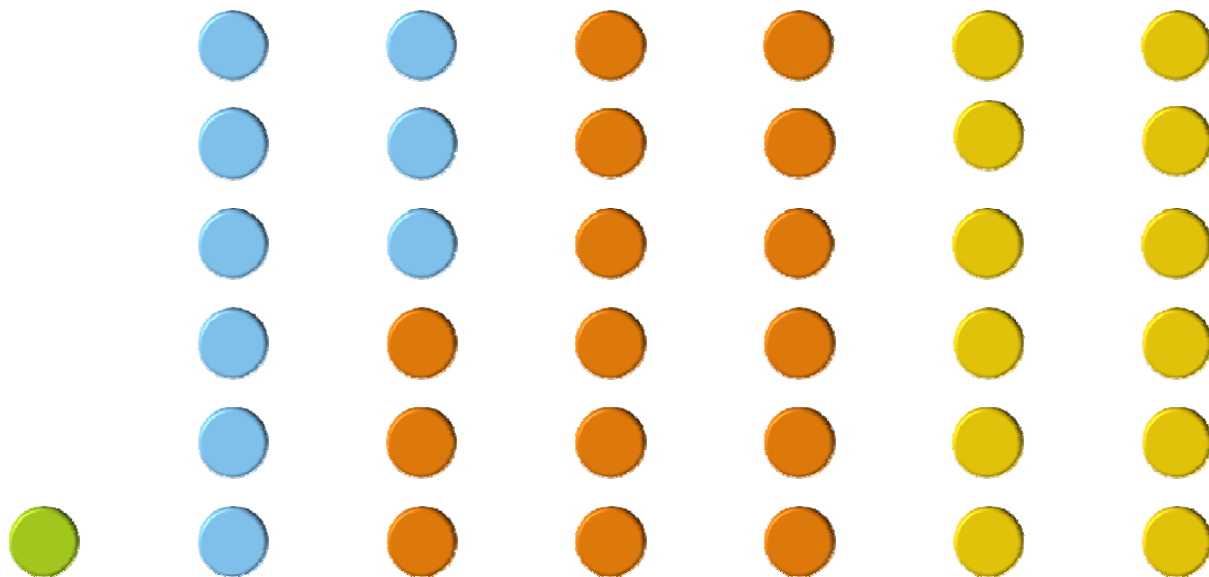


How It All Comes Together



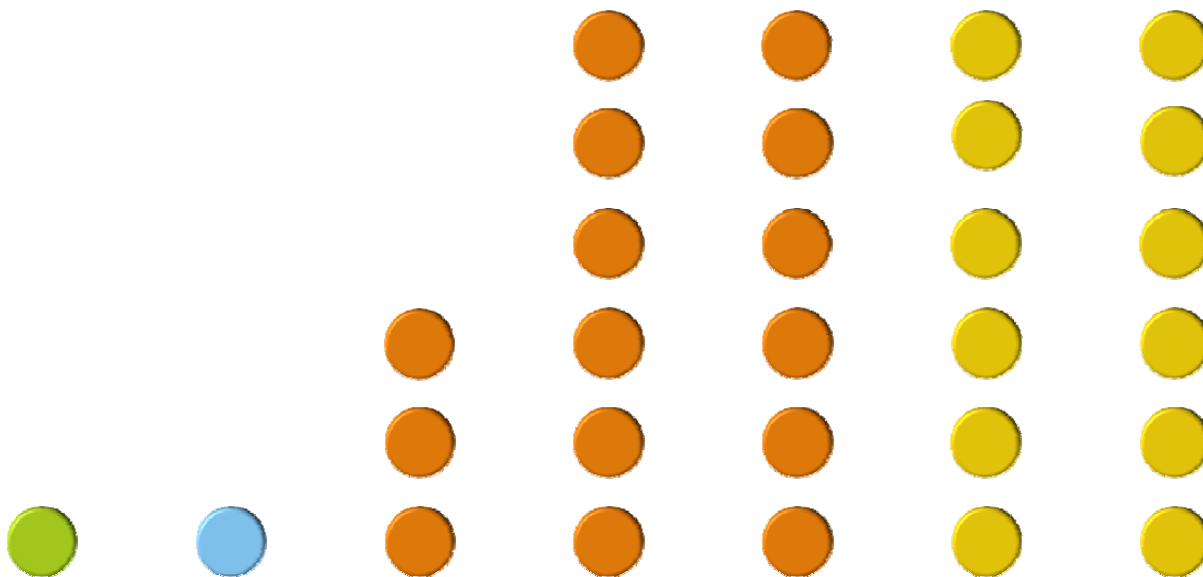
Other people receive minimal assistance

2023 — 10 Years From Now



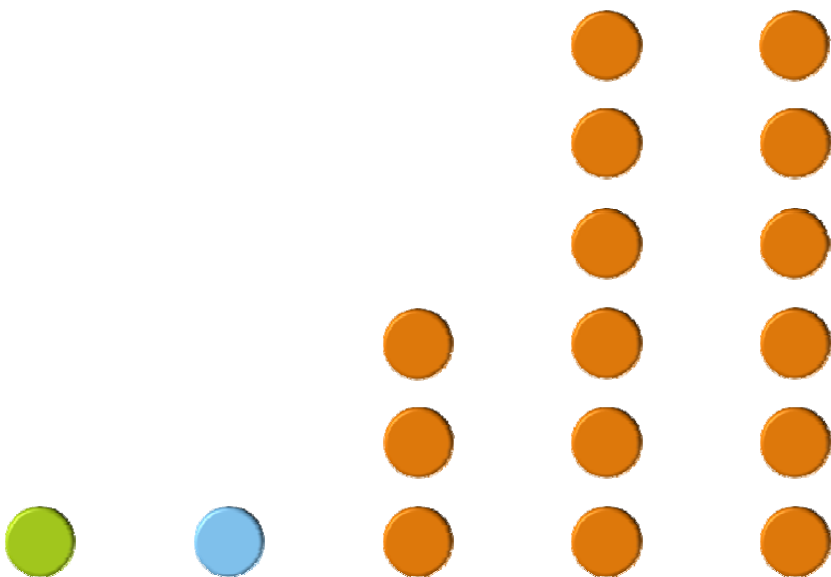
80% of Housing First clients stably housed

2023 — 10 Years From Now



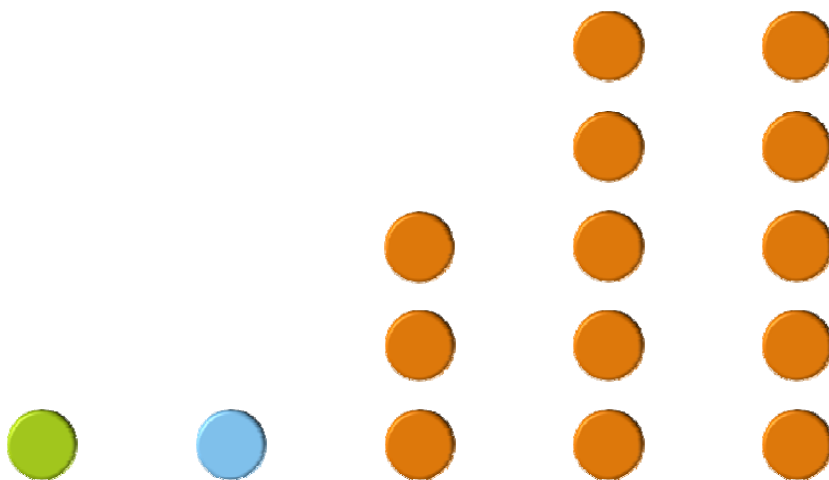
85% Rapid Re-Housing clients stably housed

2023 — 10 Years From Now



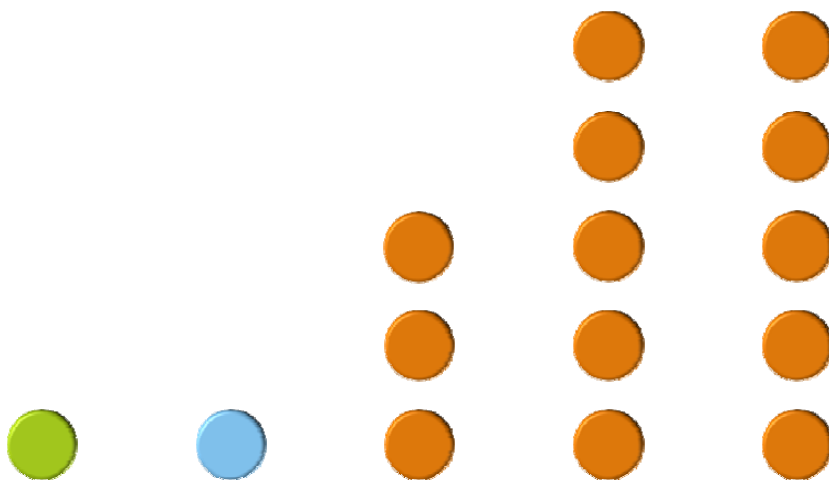
25%-30% never become homeless

2023 — 10 Years From Now



Small decrease in treatment-as-usual group

2023 — 10 Years From Now



60% reduction in homelessness in Frontenac



Seven Themes

1. Systems Reorientation

2. Prevention & Diversion

3. Shelters

4. Housing Options

5. Housing Stability

6. Rural Homelessness

7. Data & Outcomes

1. Systems Reorientation

1. Systems Reorientation

- Promoting local leadership
- Service integration

2. Prevention & Diversion

3. Shelters

4. Housing Options

5. Housing Stability

6. Rural Homelessness

7. Data & Outcomes

2. Prevention & Diversion

1. Systems Reorientation

2. Prevention & Diversion

- Focusing on targeted, effective prevention

3. Shelters

4. Housing Options

5. Housing Stability

6. Rural Homelessness

7. Data & Outcomes

3. Shelters

1. Systems Reorientation

2. Prevention & Diversion

3. Shelters

- Shelters in Kingston to be service hubs

4. Housing Options

5. Housing Stability

6. Rural Homelessness

7. Data & Outcomes

4. Housing Options

1. Systems Reorientation

2. Prevention & Diversion

3. Shelters

4. Housing Options

- Build more affordable housing

5. Housing Stability

6. Rural Homelessness

7. Data & Outcomes

5. Housing Stability

1. Systems Reorientation

2. Prevention & Diversion

3. Shelters

4. Housing Options

5. Housing Stability

- Provide supports to those who struggle to maintain their housing

6. Rural Homelessness

7. Data & Outcomes

6. Rural Homelessness

1. Systems Reorientation

2. Prevention & Diversion

3. Shelters

4. Housing Options

5. Housing Stability

6. Rural Homelessness

- Improve access to services
- Ensure adequate funding

7. Data & Outcomes

7. Data & Outcomes

1. Systems Reorientation

2. Prevention & Diversion

3. Shelters

4. Housing Options

5. Housing Stability

6. Rural Homelessness

7. Data & Outcomes

- Use common databases
- Point-in-time counts every 2 years

The Cost

- Budget remains **constant** through 2017
- Requires re-allocation of existing funds and re-structuring of many existing programs



Questions?



MINUTES OF THE PUBLIC MEETING OF COUNCIL
April 17, 2013

A Public 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, April 17, 2013 at 1:00 p.m.

PRESENT: Warden Janet Gutowski, Deputy Warden Bud Clayton, Councillors Gary Davison, Denis Doyle, David Jones, John Purdon, John McDougall, 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; Anne Marie Young, Manager of Economic Sustainability; Joe Gullivan, Manager of Sustainability Planning; Jannette Amini, Deputy Clerk; 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 1:05 p.m.

2. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

3. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

2013-073

Change in Term of Warden and Deputy Warden

Motion #: 175-13 Moved By: Councillor Inglis
Seconded By: Deputy Warden Clayton

BE IT RESOLVED THAT *Report 2013-073, Administrative Services – Change in Term of Warden and Deputy Warden* be received as information;

AND FURTHER THAT a By-law to amend Procedural By-law 2010-0028 to change the Term of Warden and Deputy Warden from a 4 year term to a 1 year term be prepared by staff for consideration at the May 15, 2013 County Council meeting.

CARRIED

Warden Gutowski explained the procedure of the public meeting and outlined the requirements under the *Municipal Act* associated with the Notice of Passing in this matter.

Ms. Savill explained the purpose of the public meeting. Pursuant to the requirements of the *Municipal Act*, a notice of the statutory Public Meeting was provided by a "Notice of Public Meeting" being posted to the County of Frontenac website in accordance with Schedule "A" to County of Frontenac By-law No. 2007-0040, Public Notice Minimum Requirements. A "Notice of Public Meeting" was also sent by regular mail to the Frontenac Townships of South, Central, North and Frontenac Islands requesting that it be posted to the Townships' respective websites.

No persons spoke in support of the proposed amendments

No persons spoke in opposition to the proposed amendments.

Ms Savill read for County Council correspondence receive from Mr. Mike Kennedy who advised that he is in opposition to the proposed By-law.

Councillor Davison obtained the floor to speak to the rationale for the changes; however Warden Gutowski ruled Councillor Davison out of order, citing that the purpose of a Public Meeting to hear comments and concerns from the public and not members of Council.

4. PUBLIC QUESTION PERIOD

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

By-Law No. 2013-0013 to Confirm Proceedings of Public Special Meeting

Motion #: 176-13 Moved By: Councillor Inglis
Seconded By: Deputy Warden Clayton

RESOLVED THAT leave be given the mover to introduce the following by-law that has been circulated to all members of Council and that this by-law be read a first and second time:

By-law No. 2013-0013 - a by-law to confirm the proceedings of County Council at the public meeting of Council held on April 17, 2013.

CARRIED

Motion #: 177-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Inglis

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

By-law No. 2013-0013 - a by-law to confirm the proceedings of County Council at the public special meeting of Council held on April 17, 2013.

CARRIED

6. ADJOURNMENT

Motion #: 178-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Inglis

RESOLVED THAT the Public Meeting hereby adjourn at 1:16 p.m.

CARRIED

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

Special Meeting of Council Minutes
April 17, 2013

Page 3 of 3



MINUTES OF THE REGULAR MEETING OF COUNCIL
April 17, 2013

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PRESENT: Warden Janet Gutowski, Deputy Warden Bud Clayton, Councillors Gary Davison, Denis Doyle, David Jones, John Purdon, John McDougall, 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; Anne Marie Young, Manager of Economic Sustainability; Joe Gallivan, Manager of Sustainability Planning; Jannette Amini, Deputy Clerk; Angelique Tamblyn, Executive Assistant
Media: Jeff Green, The Frontenac News and Craig Backay, Frontenac EMC

1. CALL TO ORDER

Warden Gutowski called the meeting to order at 9:00 a.m.

2. ADOPTION OF THE AGENDA

April 17, 2013 County of Frontenac Council Meeting Agenda

Motion #: 164-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

RESOLVED THAT the agenda and addendum for the April 17, 2013 meeting of the Council of the County of Frontenac be adopted as amended.

CARRIED AS AMENDED
(See Motion to Amend below which was CARRIED)

Motion #: 165-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

THAT Report 2013-065, 2013 Draft Budget be removed from the agenda to be forwarded to a Special Meeting as soon as possible.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

4. DEPUTATIONS AND/OR PRESENTATIONS

- a) **Ms. Shauna Dunn**, OPSEU Local 462 Chief Steward, addressed County Council on behalf of OPSEU Local 462 paramedics with respect to concerns regarding the ambulance service reductions slated for May 20, 2013.

Motion #: 166-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by Ms. Shawna Dunn, OPSEU Local 462 Chief Steward, providing an overview of the effect that cuts to the Ambulance service will have on the citizens of Kingston and Frontenac County.

CARRIED

- b) **Ms. Dorothy Hector**, Councillor City of Kingston and Federation of Canadian Municipalities (FCM) Board Member updated County Council on the work of the FCM.

Motion #: 167-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by Ms. Dorothy Hector, Councillor City of Kingston and Federation of Canadian Municipalities (FCM) Board Member, regarding the work of the FCM.

CARRIED

5. CLOSED MEETING

Motion #: 168-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

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:

Adoption of Closed Meeting Minutes dated March 20, 2013; and
c) Proposed Land Acquisition.

CARRIED

Motion #: 169-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT County Council rise from the closed meeting;

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

CARRIED

Council recessed at 10:05 a.m.

Council reconvened at 10:21 a.m.

6. ADOPTION OF MINUTES

Motion #: 170-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

RESOLVED THAT the minutes of the regular meeting of County Council held on March 20, 2013 be adopted as required.

CARRIED

It was questioned by a member of Council if Report 2013-053, 2013 Revised Draft Budget Presentation was lost on a recorded vote. The Clerk will review the resolution sheets and amend the minutes accordingly if required.

7. BUSINESS ARISING FROM THE MINUTES – Nil

8. COMMUNICATIONS FOR INFORMATION

Motion #: 171-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the items listed in the Communications of Interest to County Council report dated April 20, 2013 be received as circulated and filed for information purposes, including:

- Kingston & Frontenac Public Library Board meeting minutes dated February 27, 2013;
- Kingston & Frontenac Housing Corporation Board meeting minutes dated February 14, 2013; and
- March 2013 edition of Frontenac County Bytes.

CARRIED

9. COMMUNICATIONS FOR ACTION

a) **United Way - Request April 21st to 27th, 2013 be Proclaimed National Volunteer Week across Canada**

Motion #: 172-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive the correspondence from the United Way requesting that April 21st to 27th, 2013 be declared Volunteer Week in the County of Frontenac;

AND WHEREAS the role of volunteers is critical in providing much needed resources to the voluntary sector and community. Without their help, many organizations would not be able to operate and serve the members of the community who desperately need their services;

AND WHEREAS April 21-27 is National Volunteer Week across Canada and is about inspiring recognizing and encouraging people to seek ways to engage with others. It's about working together as members of a community towards a common good;

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Frontenac hereby proclaims the week of April 21 to 27, 2013 to be Volunteer Week in the County of Frontenac.

CARRIED

10. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

10.1. Administrative Services

10.1.1. Administration

a) **2013-064**
2013 1st Quarter Activity Update

Motion #: 173-12 Moved By: Councillor Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac accept the *Administrative and Financial Services – 2013 1st Quarter Activity Update* report for information only.

CARRIED

b) **2013-066**
Review of Procedure By-law

Motion #: 174-12 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 THAT Council approve the recommended amendments to By-law No. 2010-0028, as amended by By-law No. 2011-0026 as outlined in this report;

AND FINALLY THAT staff be directed to bring forward for adoption a by-law to pass a procedure by-law for governing the calling, place and proceedings of meetings for the County of Frontenac and rescind by-law 2010-0028 to the next regular meeting of County Council.

CARRIED

The following changes were suggested to be incorporated into the new Procedural By-law being brought forward to the May 15th Council Meeting:

1. Section 5.1 – change the word “elected” to “re-elected”
2. Section 9.1 – after “5” add the word “members”
3. Section 9.2 – amend to 15 minutes
4. Section 11.1 – Leave Closed Meeting in its current location on the agenda after Deputations and/or Presentations
5. Section 12.2 – add a sentence, “Members of County Council may ask questions of clarification of the minutes.”
6. Section 13.4 – change to 15 minutes
7. Section 16.6 – limit speaking time to 10 minutes
8. Section 16.7 – limit number of Deputations to 2 per meeting
9. Section 25.3 – add at the end of the last sentence, “and do not abide by the County’s Procedural By-law
10. Section 25.6 – section c) remove the word “standing”
11. Section 25.6 – section d) add at the end of the sentence, “if re-elected.”
12. Section 6.4 – clarify that if required, Committee of the Whole will meet on the 1st Wednesday of the Month

Council recessed for lunch at 12:12 p.m.

Council reconvened at 12:52 p.m.

13. Section 25.9 – after the work Clerk add “or designate”
14. Section 10.2 – change to 12 days prior to the date of the meeting
15. Incorporate into the By-law that County Council Meetings are limited to 4 hours and will conclude at 1:00 p.m. Staff will include language that would ensure that all time sensitive matters and adoption of the By-laws.

Council recessed at 1:08 p.m. to move into a Public Meeting of Council and reconvened at 1:16 p.m. (Motion # 175-13 to Motion # 178-13)

c) **2013-072**
AMCTO and MISA Annual Conferences

Motion #: 179-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

BE IT RESOLVED THAT the Council of the County of Frontenac receive this *Administrative Services – AMCTO and MISA Annual Conferences* report for information;

AND FURTHER THAT the Council of the County of Frontenac authorize the Deputy Clerk to attend the annual AMCTO Conference in Blue Mountain, Ontario from June 9 to June 12, 2013;

AND FINALLY THAT the Council of the County of Frontenac authorize one of the Information Services staff members to attend the annual MISA Conference in Waterloo, Ontario from June 2 to June 5, 2013.

CARRIED

d) **2013-080**
Monthly E-Newsletters: Frontenac County Bytes

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Motion #: 180-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the Council of the County of Frontenac accept the *Administrative Services – Monthly E-Newsletters: Frontenac County Bytes* report for information;

AND FURTHER the Council of the County of Frontenac support the continuation of this monthly e-newsletter.

CARRIED

e) **2013-081**
Draft RFP for a Services Review and Organizational Study

Motion #: 181-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

BE IT RESOLVED THAT the Council of the County of Frontenac receive this Administrative Services – Draft RFP for a Services Review and Organizational Study report;

AND FURTHER THAT the Council of the County of Frontenac authorize the CAO/Clerk to issue a Request for Proposal (RFP) for a Service Review and Organization Study, the terms of which have been authorized by Council as discussed and directed.

CARRIED

Motion #: 182-13 Moved By: Councillor Doyle
Seconded By: Deputy Warden Clayton

BE IT RESOLVED THAT staff prepare a Terms of Reference for the establishment of a Committee to oversee the RFP for the Service Delivery and Organizational review;

AND FURTHER THAT Councillors Doyle, Davison and Clayton be appointed to this Committee;

AND FURTHER THAT Mr. Gordon Burns be appointed to this Committee as a community member;

AND FURTHER THAT if Mr. Burns is unavailable, that another member of the community be appointed.

CARRIED

10.1.2. Sustainability

a) **2013-077**
Pitch - In Canada Week

Motion #: 183-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive this *Sustainability - PITCH-IN CANADA WEEK* report for information;

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

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

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

NOW THEREFORE, The County of Frontenac declares the week of April 21-27, 2013 as "PITCH-IN CANADA Week" and invites all citizens in our community to actively participate in PITCH-IN CANADA's OPERATION: Clean Sweep.

CARRIED

b) 2013-078
KFL & A Food Charter

Motion #: 184-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Kingston, Frontenac, Lennox & Addington Food Charter* report for information purposes.

CARRIED

10.1.3. Human Resources

10.2. Financial Services

a) **2013-071**
2013 Property Tax Capping

Motion #: 185-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

WHEREAS the County of Frontenac adopted tax ratios of 1.0 for the Multi-residential, Commercial and Industrial Classes in 1998 thereby providing a fair and equitable property tax environment for the business sector;

AND WHEREAS property taxation at Current Value Assessment (CVA) is considered fair and equitable;

AND WHEREAS the property taxation at CVA has been the goal since its implementation in 1998:

AND WHEREAS property tax decreases continue to fund the claw-back resulting from capped properties;

AND WHEREAS under the Municipal Act S.O. 2001, Chapter 25 as amended (the Act), Subsection 329.1 (1), upper tier and single tier municipalities have the opportunity to select from prescribed options the calculation of the amount of taxes for municipal and school purposes payable in respect of property in the commercial class, industrial class or multi-residential property class for 2005 or a subsequent taxation year;

AND WHEREAS County Council has reviewed the provisions of Section 329.1(1) of the Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of providing minimum amounts for properties subject to the provisions of Section 331 for the Commercial, Industrial and Multi-residential property classes;

NOW THEREFORE, Council of the County of Frontenac accepts this *Financial Services – 2013 Property Tax Capping* report;

AND FURTHER THAT Council of the County of Frontenac shall adopt a bylaw setting the 2013 capping adjustment at 10% of the previous year's annualized tax or 5% of CVA tax, whichever is greater and a threshold of \$250 for increasing and decreasing properties for properties in the Commercial, Industrial and Multi-residential Classes to which Part IX of the Act applies;

AND FURTHER THAT properties that were at CVA tax in 2012 are excluded from the capping and claw-back calculation in 2013;

AND FURTHER to exclude properties that would move from being capped in 2012 to being clawed back in 2013 or from being clawed back in 2012 to being capped in 2013 as a result of the changes to the CVA tax caused by the 2013 reassessment;

AND FURTHER that for all properties that become eligible within the meaning of subsection 331(20) of the Act, the taxes for municipal and school purposes for the year or portion of the year shall be the greater of:

- a) the amount of the taxes determined for the property for 2013 under subsection 331(2), and
- b) the amount of the uncapped taxes for the property multiplied by one hundred per cent (100%) where "uncapped taxes" means the taxes for municipal and school purposes that would have been imposed for the taxation year but for the application of the cap.

CARRIED

**b) 2013-065
2013 Draft Budget**

This report was removed from the agenda and referred to a Special County Council meeting.

**c) 2013-083
2013 Unfunded Liability and Reserve Allocations**

Motion #: 186-13	Moved By:	Councillor Jones
	Seconded By:	Councillor Doyle

RESOLVED THAT County Council accept this Financial Services – 2013 Unfunded Liability and Reserve Allocations report;

AND FURTHER that County Council acknowledge that \$567,647 of liabilities are unfunded in the 2013 budget, the County's share of which is \$194,687.

CARRIED

10.3. Emergency and Transportation Services

a) 2013-067
2013 Emergency Medical Services (EMS) Week Proclamation, May 26th to June 1st

Motion #: 187-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

WHEREAS each year the paramedics of Frontenac Paramedic Services will respond to approximately 22,000 calls for assistance from the public;

AND WHEREAS the paramedics of emergency medical services are ready to provide lifesaving care to those in need 24 hours a day, 7 days a week, 365 days a year;

AND WHEREAS access to quality emergency medical care dramatically improves the survival and recovery rate of those who experience sudden illness or injury;

AND WHEREAS the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their life saving skills;

AND WHEREAS the members of emergency medical services teams often find themselves in dangerous and traumatic situations requiring spontaneous decision-making;

AND WHEREAS the members of emergency medical services teams provide a vital pre-hospital service to the residents of the geographic area of the County of Frontenac and the City of Kingston;

NOW THEREFORE BE IT RESOLVED the Council of the County of Frontenac receive this *Emergency and Transportation Services – 2013 Emergency Medical Services (EMS) Week, May 26th to June 1st*, report;

AND FURTHER that the week of May 26 to June 1, 2013 be proclaimed EMS WEEK in the County of Frontenac.

CARRIED

b) **2013-068**
2013 Emergency Preparedness (EP) Week Proclamation, May 5th to 11th

Motion #: 188-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

WHEREAS the Council of the County of Frontenac recognizes the importance of everybody being prepared for emergencies;

AND WHEREAS the goal of Emergency Preparedness Week is to raise community awareness and the need to prepare for the possibility of an emergency;

AND WHEREAS the safety of our community is the responsibility of each and every one of us, we must prepare now and learn how to secure a strong and healthy tomorrow;

NOW THEREFORE Council of the County of Frontenac accept this *Emergency and Transportation Services – 2013 Emergency Preparedness Week, May 5th to 11th* report for information;

AND FURTHER Council of the County of Frontenac hereby proclaim the week of May 5th to 11th, 2013, to be EMERGENCY PREPAREDNESS WEEK throughout the County, and encourage all citizens to participate in educational activities on emergency preparedness.

CARRIED
(With Agreed to Amendments)

c) **2013-069**
2013 1st Quarter Activity Update

Motion #: 189-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation Services – 2013 1st Quarter Activity Update* report for information only.

CARRIED

d) **2013-070**
National Emergency Medical Services (EMS) Database – Data Sharing Agreement

Motion #: 190-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation Services – National Emergency Medical Services (EMS) Database – Data Sharing Agreement* report for information;

AND FURTHER the Council of the County of Frontenac authorize the CAO/Clerk and Warden to execute the Data Sharing Agreement between the County of Frontenac and the Emergency Medical Services Chiefs of Canada (EMSCC).

CARRIED

e) **2013-079**
2012 Year in Review

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Motion #: 191-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

That Council of the County of Frontenac receives this *Emergency and Transportation Services – 2012 Year in Review* report for information only.

CARRIED

of Rural Colleges North American Advanced Skills Energy Symposium and the Sustainable Energy Symposium from April 29 – May 1, 2013 at a cost of \$450 per person.

CARRIED
(With Agreed to Amendments)

b) Motion by Councillor Jones

Motion #: 195-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

WHEREAS the Federation of Canadian Municipalities has scheduled it's 2013 Annual Conference and Trade Show from May 31st – June 3rd 2013 in Vancouver;

AND WHEREAS program topics such as Asset Management for Small and Rural Municipalities, Healthy Communities, Environmental Issues and Sustainable Development, Strengthening Local Partnership in Local Communities: Pathways to a Stronger Canada, Municipal Finance and Intergovernmental Arrangements, Social Economic Development and, Intelligent Citizen Service Delivery are of particular interest to Councillors Doyle and Jones;

BE IT RESOLVED THAT Councillors Doyle and Jones be appointed delegates to attend on behalf of the County the FCM 2013 Annual Conference and Trade Show from May 31st – June 3rd 2013 in Vancouver;

AND FURTHER THAT all their reasonable expenses be reimbursed accordingly.

CARRIED

c) Motion by Councillor McDougall

Motion #: 196-13 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

WHEREAS the Council of the County of Frontenac, at its meeting held January 16, 2013 passed the following Mission and Vision Statements:

Mission Statement

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

Vision Statement

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

AND WHEREAS the County of Frontenac and its Townships have a goal to provide safe, sustainable and fully accessible senior friendly communities;

AND WHEREAS this goal would see a much higher success rate if there were collaboration between the County of Frontenac, its Townships and potentially the provincial and federal governments as well as the CFDC;

AND WHEREAS the County of Frontenac currently has sufficient funds in its Federal Gas Tax Reserve and its Working Fund Reserve:

THEREFORE BE IT RESOLVE THAT \$1,500,000 of the Federal Gas Tax or Working Fund Reserves be earmarked over five years to support the development and implementation of a plan done collaboratively between the County of Frontenac and its Townships that would see the County of Frontenac supporting seniors and their continued independent living by providing safe, sustainable, fully accessible senior friendly communities, to include but not limited to:

- The support of one new Seniors Housing development in each Township;
- Fulfill the County's responsibilities as noted in the Municipal Housing Strategy and the Ten Year Homelessness Plan;
- Increase community consultation on accessibility and how to better create barrier free communities;
- Make better use of Community Improvement Plans to better assist local business and promote pedestrian friendly community development;
- Support local health care support services;
- Improve rural transportation;

AND FURTHER THAT this plan be incorporated into the draft proposed Sustainable Actions Directions for our Future 2013.

REFERRED TO THE SPECIAL BUDGET MEETING
(See motion to refer below which was CARRIED)

Motion #: 197-13 Moved By: Councillor McDougall
Seconded By: Councillor Doyle

BE IT RESOLVED THAT the motion by Councillor McDougall be tabled to the Special Budget meeting.

CARRIED

13. GIVING NOTICE OF MOTION

14. OTHER BUSINESS

Motion #: 198-13 Moved By: Councillor Davison
Seconded By: Councillor Doyle

BE IT RESOLVED THAT County Council direct staff to seek a legal opinion on whether members of Council are permitted to speak at Public Meetings.

CARRIED

14.1. External Boards and Committees

a) Kingston Frontenac Library Board Update - Councillor Purdon

Councillor Purdon advised that the Kingston Frontenac Library Board's annual meeting took place in March and that the report has been published, a copy of which he provided to the Clerk. The report indicates that the use of the Libraries is down overall; however the circulation of

books is up. Councillor Purdon also advised that the Board's Strategic Plan has started and working sessions have been scheduled.

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

Deputy Warden Clayton noted that the last meeting of the KFL&A Public Health Board was an educational session for the Board members and provided an overview of the key note speakers that provided presentations.

c) RULAC, LSR and Other Updates – Nil

d) Algonquin Land Claim Update - Councillor Inglis

Councillor Inglis indicated that no meetings have taken place since his last report.

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

Councillor Davison indicated that no meetings have taken place since his last report.

f) Housing and Homelessness Committee Update - Councillor McDougall

Councillor McDougall advised that the April meeting was cancelled.

g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

Councillor Jones indicated that the Rideau Corridor Landscape report will be released in May.

14.2. Advisory Committees of County Council

a) Sustainability Advisory Committee

a) Minutes of Meeting held April 3, 2013

b)April 3, 2013 Sustainability Advisory Committee Recommendations to County Council

Motion #: 199-13 Moved By: Councillor McDougall
Seconded By: Deputy Warden Clayton

RESOLVED THAT the Council of the County of Frontenac accept the Sustainability Advisory Committee meeting minutes dated April 3, 2013.

CARRIED

Motion #: 200-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

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

CARRIED

DRAFT

Motion #: 201-13 Moved By: Councillor McDougall
Seconded By: Deputy Warden Clayton

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

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

CARRIED

Motion #: 202-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Jones

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

CARRIED

- b) 150th Anniversary of County Advisory Committee – Nil
- c) Trails Advisory Committee
- a) Minutes of Meeting held April 5, 2013

Motion #: 203-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac accept the Trails Advisory Committee meeting minutes dated April 5, 2013.

CARRIED

- d) Accessibility Advisory Committee – Nil**

14.3. Other Updates

- a) Update by Councillor Doyle**
Summary of the SWITCH Green Profit Conference

Motion #: 204-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive for information the update by Councillor Doyle of the SWITCH Green Profit Conference.

CARRIED

15. PUBLIC QUESTION PERIOD – Nil

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

Motion #: 205-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Jones

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. 2013-0014 - To Amend By-law No. 2011-0004 (payment of remuneration);
- By-Law No. 2013-0015 - To Appoint the Deputy Clerk; and
- By-Law No. 2013-0016 - Confirmation of Proceedings.

CARRIED

Motion #: 206-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Jones

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

- By-Law No. 2013-0014 - To Amend By-law No. 2011-0004 (payment of remuneration);
- By-Law No. 2013-0015 - To Appoint the Deputy Clerk; and
- By-Law No. 2013-0016 - Confirmation of Proceedings.

CARRIED

17. ADJOURNMENT

There will be a Special Meeting of Council on Thursday, May 2, 2013 for the purpose of hearing the 2013 Draft Budget Report.

The next regular meeting of County Council is scheduled for Wednesday, May 15, 2013.

Motion #: 207-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Jones

RESOLVED THAT the meeting hereby adjourn at 2:35 p.m.

CARRIED

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk



MINUTES OF THE SPECIAL MEETING OF COUNCIL
May 2, 2013

A special 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 Thursday, May 2, 2013 at 9:00 a.m.

PRESENT: Warden Janet Gutowski, Deputy Warden Bud Clayton, Councillors Denis Doyle, Gary Davison, David Jones, John Purdon, John McDougall 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; Anne Marie Young, Manager of Economic Sustainability; Joe Gallivan, Manager of Sustainability Planning; Jannette Amini, Deputy Clerk; Angelique Tamblyn, Executive Assistant
Media: Jeff Green, The Frontenac News; Craig Backay, Frontenac EMC

1. CALL TO ORDER

On the advice of Warden Gutowski and anticipating her late arrival, Deputy Warden Clayton called the meeting to order at 9:00 a.m.

2. ADOPTION OF THE AGENDA

Motion #: 208-13 Moved By: Councillor McDougall
Seconded By: Councillor Purdon

RESOLVED THAT the agenda for the May 2, 2013 Special meeting of the Council of the County of Frontenac be adopted.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

4. DEPUTATIONS AND/OR PRESENTATIONS – Nil

5. COMMUNICATIONS

a) **Correspondence received from the Township of Central Frontenac requesting**

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that the County of Frontenac finalize its budget as soon as possible so that County tax rates may to be incorporated in the next tax bill.

Motion #: 209-13 Moved By: Councillor Purdon
Seconded By: Councillor McDougall

THAT the communications from the Township of Central Frontenac requesting that the County of Frontenac finalize its budget as soon as possible so that County tax rates may be incorporated in the next tax bill be received for information.

CARRIED

6. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

2013-065
Financial Services – 2013 Draft Budget
(Deferred from the April 17, 2013 Regular County Council Meeting)

Motion #: 210-13 Moved By: Councillor Purdon
Seconded By: Councillor McDougall

RESOLVED THAT County Council accept the Financial Services – 2013 Draft Budget report;

AND FINALLY THAT the Council of the County of Frontenac pass a by-law later in the meeting approving the 2013 Budget as amended.

CARRIED

Council proceeded to Motions 211-13 – 216-13 being Motions, Notice of Which has been Given, and the first and second reading of the By-laws.

(See pages 3 to 5)

During the first and second reading of the By-laws, the vote on Motion #210-13 was reconsidered and subsequently carried as amended. See motions below which place Motion #210-13 back on the floor.

Motion #: 217-13 Moved By: Councillor McDougall
Seconded By: Councillor Doyle

RESOLVED THAT County Council accept the Financial Services – 2013 Draft Budget report;

AND FINALLY THAT the Council of the County of Frontenac pass a by-law later in the meeting approving the 2013 Budget as amended that additional \$130,350 be allocated from the Working Fund Reserve to be levied against the 2013 budget.

CARRIED AS AMENDED (7:2)

(See Recorded Vote)

(See motion to amend below which was CARRIED)

A Recorded Vote was requested by Councillor Jones.

YEAS: Warden Gutowski, Councillor Inglis, Councillor Davison (count 2), Deputy Warden Clayton, Councillor McDougall, Councillor Purdon (7)

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NAYS: Councillor Doyle, Councillor Jones (2)
Motion #: 218-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

BE IT RESOLVED THAT an additional \$130,350 be allocated from the Working Fund Reserve to be levied against the 2013 budget.

CARRIED

Council now proceeded to the reading of the By-laws.

(See page 5)

7. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

**Referred from the April 17, 2013 Regular County Council Meeting
Motion by Councillor McDougall**

Motion #: 211-13 Moved By: Councillor Purdon
Seconded By: Councillor McDougall

WHEREAS the Council of the County of Frontenac, at its meeting held January 16, 2013 passed the following Mission and Vision Statements:

Mission Statement

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

Vision Statement

"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"

AND WHEREAS the County of Frontenac and its Townships have a goal to provide safe, sustainable and fully accessible senior friendly communities;

AND WHEREAS this goal would see a much higher success rate if there were collaboration between the County of Frontenac, its Townships and potentially the provincial and federal governments as well as the CFDC;

AND WHEREAS the County of Frontenac currently has sufficient funds in its Federal Gas Tax Reserve and its Working Fund Reserve:

THEREFORE BE IT RESOLVE THAT \$1,500,000 of the Federal Gas Tax or Working Fund Reserves be earmarked over five years to support the development and implementation of a plan done collaboratively between the County of Frontenac and its Townships that would see the County of Frontenac supporting seniors and their continued independent living by providing safe, sustainable, fully accessible senior friendly communities, to include but not limited to:

- The support of one new Seniors Housing development in each Township;
- Fulfill the County's responsibilities as noted in the Municipal Housing Strategy and the Ten Year Homelessness Plan;

- Increase community consultation on accessibility and how to better create barrier free communities;
- Make better use of Community Improvement Plans to better assist local business and promote pedestrian friendly community development;
- Support local health care support services;
- Improve rural transportation;

AND FURTHER THAT this plan be incorporated into the draft proposed Sustainable Actions Directions for our Future 2013.

DEFERRED

(See motion to DEFER below which was CARRIED)

Motion #: 212-13 Moved By: Councillor Doyle
Seconded By: Councillor Inglis

BE IT RESOLVED THAT the motion by Councillor McDougall be deferred to the Committee of the Whole.

CARRIED

Motion #: 213-13 Moved By: Councillor Doyle
Seconded By: Councillor McDougall

BE IT RESOLVED THAT the May 15, 2013 County Council meeting include going into Committee of the Whole to discuss Reserve Funds.

CARRIED

Motion #: 214-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

BE IT RESOLVED THAT the Council of the County of Frontenac, at its June 2013 meeting, set targets for staff to reduce absenteeism issues;

AND FURTHER THAT staff be directed to provide monthly reports on these targets.

CARRIED

8. GIVING NOTICE OF MOTION – Nil

9. PUBLIC QUESTION PERIOD – Nil

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

By-law No. 2013-0017 - To Adopt the 2013 Budget

By-law No. 2013-0018 - To Confirm the Proceedings of County Council

Motion #: 215-13 Moved By: Councillor Purdon
Seconded By: Councillor Doyle

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. 2013-0017 - To Adopt the 2013 Budget; and
- By-Law No. 2013-0018 - Confirmation of Proceedings.

LOST

DRAFT

Motion #: 216-13 Moved By: Councillor Doyle
Seconded By: Councillor McDougall

BE IT RESOLVED THAT County Council reconsider the vote on Report 2013-065, 2013 Draft Budget.

CARRIED

County Council re-opened debate on Report 2013-065, 2013 Draft Budget at this time. (See Motions 217-13 to 218-13 which were CARRIED)

(See pages 2 and 3)

Motion #215-13, being the first and second reading of the by-laws was reconsidered at this time.
(See motion to Reconsider below which was CARRIED)

Motion #: 219-13 Moved By: Councillor Davison
Seconded By: Councillor Inglis

BE IT RESOLVED THAT the vote on the First and Second reading of the By-laws be reconsidered.

CARRIED

Motion #: 220-13 Moved By: Councillor Davison
Seconded By: Councillor Purdon

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. 2013-0017 - To Adopt the 2013 Budget; and
- By-Law No. 2013-0018 - Confirmation of Proceedings.

CARRIED

Motion #: 221-13 Moved By: Councillor Doyle
Seconded By: Councillor Purdon

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

- By-Law No. 2013-0017 - To Adopt the 2013 Budget; and
- By-Law No. 2013-0018 - Confirmation of Proceedings.

CARRIED

11. ADJOURNMENT

Motion #: 222-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the meeting hereby adjourn at 10:20 a.m.

CARRIED

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

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Report 2013-099

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Angelique Tamblyn
Executive Assistant

Alison Vandervelde
Communications Officer

Date Prepared: May 8, 2013

Date of Meeting: May 15, 2013

Re: **Administrative Services – Communications of Interest to Council**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Administrative Services – Communications of Interest to Council* report for information;

AND FURTHER THAT the following communications of interest to Council listed under the headings A, B, and C be received and filed.

Background

The following correspondence has been received that may be of interest to members of Council. Copies can be made available upon request.

Comment

A Ministries, Other Municipalities, etc:

1. Ministry of Citizenship and Immigration, May 6, 2013 - Correspondence from Minister Michael Coteau Re: Ontario Medal For Good Citizenship. Established in 1973, the Ontario Medal for Good Citizenship honours Ontarians who, through exceptional, long-term efforts, have made outstanding contributions to community life. For further information, contact Ontario Honours and Awards Secretariat at 1-877-832-8622. Nomination can be made at www.ontario.ca/honourandawards. Nominations must be received by July 17, 2013.

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2. Ministry of Economic Development, Trade and Employment, May 3, 2013 - Correspondence from new Assistant Deputy Minister Ann Hoy of the Accessibility Directorate of Ontario. Re: Introduction to the new Minister and she is looking forward to working with you on this very important portfolio. The Accessibility Directorate recently moved to the Ministry of Economic Development, Trade and Employment. This will reinforce the government's message to the private sector to help promote the employment potential of those living with a disability, and further advance economic benefits for businesses and communities. accessibility@ontario.ca
3. County of Renfrew, May 1, 2013 - Correspondence from Director of Development and Property Re: Request for Support for the Proposed Amendment to the *Endangered Species Act* and letters from County of Renfrew Warden Peter R Emon to the Honourable Wynne and the Honourable Orazietti. See Appendix A.
4. The Corporation of the City of Brampton, April 30, 2013 - Correspondence from Mayor Susan Fennell addressed to all Ontario municipal Heads of Council, Clerks and CAOs regarding the Veteran Affairs Canada - Hire a Veteran Program, an initiative which will see more jobs directed to Canadian Veterans transitioning from military careers to the civilian workforce. A new email address (jobs-emplois@vac.acc.gc.ca maintained by Veterans Affairs Canada) will accept employment opportunities and job notifications and redistribute these to releasing Canadian Forces members and Veterans.
5. Ontario Ministry of the Environment, April 24, 2013 - Re: Property Entry and Risk Management Official/Risk Management Inspector Training Course under the Clean Water Act. The Ministry is offering these 5-day courses from June 3 to June 7, 2013, 8:30 to 4:30 p.m. in Toronto at no cost to participants.
6. Parks Canada, April 24, 2013 - The Rideau Corridor Landscape Strategy Steering Committee and Parks Canada released the Rideau Corridor Landscape Character Assessment & Planning and Management Recommendations Report. The report identifies key features and visual values along the Rideau Canal and includes recommendations for future planning and actions to protect the visual setting of the Rideau Canal and its 13 municipalities, from Ottawa to Kingston. The report is available online at www.rcls-sacr.ca. Members of the Rideau Corridor Landscape Strategy will use the report as a guide in the development and implementation of tools and strategies for responsible planning and management along the Rideau Corridor.
7. Ministry of Economic Development, Trade and Employment, Ministry of Research and Innovation, April 15, 2013 - Correspondence from Assistant Deputy Minister Alfred Spencer Re: Reminder of the Accessibility Advisory Committee Forums 2013. Six regional forums for the municipal Accessibility Advisory Committees are being hosted by the Accessibility Directorate of Ontario. Theme of the forums is "Engaging Effectively with your Community". The Accessibility Directorate now falls under the Ministry of Economic Development, Trade and Employment to reinforce the government's message to the private sector to help promote the employment potential of those living with a disability, and further advance economic benefits for businesses and communities. A forum will be held in Ottawa on June 20, 2013 at the Delta Ottawa City Centre.
8. Ministry of Energy, April 15, 2013 - Correspondence from Director, Energy Efficiency and Innovative Technology Branch Re: Broader Public Sector (BPS) Reporting Template Goes Live. The web portal and template are now available. BPS organizations will be required to report on their 2011 data by July 1, 2013. Resources to help public sector agencies report on energy use and GHG emissions include the reporting template, guides, quick tips and Q&As. If you have any questions about the regulation email bpssupport@ontario.ca
9. City of Kingston, April 8, 2013 - Correspondence from Calvin Chan, Senior Planner Re: Proposed Road Name Change - Highway 2, Highway 15, and Highway 38. The City of Kingston Council is proposing to re-name portions of Highway 2, Highway 15, and Highway 38 through a motion on January 22, 2013. As a result, the City wishes to

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discuss with all affected municipalities, technical agencies, and relevant stakeholders about this proposed change.

Other Correspondence:

1. KFL&A Public Health, May 2, 2013 - Correspondence from Rachael Goodmurphy Re: KFL&A Public Health update on KFL&A Healthy Eating Working Group. Thanks were offered to all those who participated in the March 21, 2013 session - Moving forward with the Food Charter-Putting Words into Action. The session generated great discussions and they received excellent feedback on the proposed Food Policy Council model for the KFL&A area. The Food Policy Council report, which outlines the purpose, roles and structure, has been finalized. Council members are being sought the deadline for which is May 31, 2013 by 4:30 p.m. To apply for the KFL&A Food Policy Council <http://www.kflahealthycommunitiespartnership.com/food-policy-council.html>
2. United Way serving KFL&A, May 2, 2013 - Correspondence from Bhavana Varma thanking the County of Frontenac for proclaiming the week of May 4, 2013 as United Way Success By 6 Week.
3. Residents – Ambulance Write-In/Call-In Campaign. Since the March 20, 2013 announcement of the Land Ambulance Budget Mitigation Strategy, County, Township and City Councillors and County staff have received correspondence and calls from the public outlining concerns regarding the strategy. Following Council's regular meeting in April, union activities and public opinion/comment to the "layoff" of paramedics in the County of Frontenac Paramedic Services began. OPSEU Local 462 placed several ads in local newspapers, posted flyers at businesses around the County and in the City of Kingston, conducted media interviews and encouraged citizens to contact the Warden or their local politician to express concerns regarding this budget mitigation strategy. Thirty-four (34) emails have been received, five phone calls have been answered, and a number of social media mentions have been posted. The emails included a form letter received 19 times by multiple Councillors of both the County and City and by staff members. A number of the emails and social media mentions were sent by FPS paramedic staff (see Appendix B).

AMO Member Communications:

1. News Releases
 - Ontario Budget Delivers Infrastructure Investment; Silent on Tools to Manage Costs (May 2, 2013)
 - New Infrastructure Funding Will Help Address Critical Roads and Bridges Needs for Small, Rural and Northern Municipalities (April 26, 2013)
2. AMO Breaking News & Policy News
 - 2013 Urban Symposium Presentations
 - MEPCO Update on OMERS (April 25, 2013)
 - Ontario Government Responds to Infrastructure Needs for Small, Rural and Northern Municipalities
 - Remarks by AMO President Powers at OSUM
 - 2013 Provincial Budget Released
 - Ontario PC's Interest Arbitration Private Members' Bill Lost on Vote (April 12, 2013)
3. Watch Files
http://www.amo.on.ca/WCM/AMO/AMO/About/Watch_File.aspx
 - April 11, 18, 25 and May 2, 2013

FCM Member Communications:

1. News Releases
 - Statement by FCM president Karen Leibovici on the election of Justin Trudeau as Leader of Liberal Party of Canada (April 15, 2013)
2. PCP News
 - Climate Reality Leadership Corps training in Chicago and Istanbul in 2013 (April 30, 2013)
 - Town Hall Challenge 20 by '15 (April 23, 2013)

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

C Agency/Board Minutes:

1. Kingston Frontenac Public Library Board Minutes
 - Minutes of March 27, 2013
2. Kingston Frontenac Housing Corporation Board Minutes
 - Minutes of March 19, 2013

D The following items of correspondence require action:

- Township of Frontenac Islands, May 9, 2013 – Correspondence from Carol Dwyer. Township of Frontenac Islands passed the following resolution:
That Council request the County of Frontenac waive the fees for those vehicles transacting business for the Township of Frontenac Islands that they are currently charging us for.
- Spina Bifida and Hydrocephalus Association of Ontario (SB&H), April 30, 2013 - Correspondence from Joan Booth, Executive Director, SB&H Re: Request to proclaim June as Spina Bifida and Hydrocephalus Awareness Month, to help raise awareness of these life long, neurological conditions. The Spina Bifida and Hydrocephalus Association of Ontario (SB&H), is a registered charitable organization and is a proud of its 40 year history of delivering programs and services that improve the quality of life of children, youth and adults with spina bifida and/or hydrocephalus through research, awareness, care and advocacy.

E County of Frontenac Outgoing Communications:

1. Media Releases:
 - 5th Annual Trail Clean Up Day (April 15)
 - Federal Funding Will Improve County's Information Management during Emergency Situations (April 26)
 - Residents and Businesses in the Quinte-Loyalist Area Now Have Improved High-Speed Internet Access (April 26)
2. E-Newsletters
 - April edition of Frontenac County Bytes (attached)

APPENDIX A

Resolution of Support Requested from the County of Renfrew:

WHEREAS the Endangered Species Act (ESA) calls on the Province of Ontario to undertake measures to protect species listed as threatened or endangered;

AND WHEREAS regulatory decisions under the ESA are often made without a sound scientific basis or adequate data;

AND WHEREAS as a result of inadequate data the Ministry of Natural Resources have tended to designate broad areas of land as critical habitat instead of narrowing the designation to those areas that are truly "essential" as required by the ESA;

AND WHEREAS the Ontario Species at Risk legislation as written:

- * created an Act that does not achieve recovery of endangered species;
- * imposes an Act that will not be supported by landowners, stewards, employers, or developers;
- * creates a further disincentive to invest in Ontario;
- * results in a loss of jobs;
- * results in a loss of economic opportunity; and
- * adds a new and costly layer of bureaucracy and regulatory burden;

AND WHEREAS the costs associated with preserving a particular species fall disproportionately on rural communities to cope with the resulting economic disruption and financial burden;

AND WHEREAS implementation of the ESA causes landowners to unfairly assume the burden for protecting listed species and their habitat;

NOW THEREFORE BE IT RESOLVED that the County of Renfrew requests the Province of Ontario to adopt tools that will allow the Endangered Species Act to advance the goal of preserving species without adverse effects on local, Provincial or national economies;

AND BE IT FURTHER RESOLVED that the County of Renfrew requests the Province of Ontario to amend the Endangered Species Act (ESA) and/or implementation regulations as follows:

1. Reform the listing process to ensure that all ESA decisions - such as listing, delisting, designation of critical habitat and recovery planning - are supported by sound science. Require that the listing process be subject to review by duly elected Members of Parliament.
2. Balance the needs of property owners and a growing population with the need to protect endangered species, including enhanced opportunities for property owners and the public to participate in the process.
3. Ensure that the burden of proving a species' existence on private property is placed on the Provincial government, and public participation and comments are provided on any survey protocols produced by the Ministry of Natural Resources.
4. Ensure the social and economic implications of listing a species are clearly understood and mitigated.
5. Ensure that the designation of critical habitat:
 - a. is as precise as possible using a map-based approach that incorporates sufficient points of reference to locate critical habitat boundaries;
 - b. is limited to areas currently occupied by the species;

c. excludes areas where the costs of designation outweigh the benefits, based on an assessment of the full direct, indirect and cumulative economic and social effects;

d. excludes areas where adequate protection is already in place and addressed through other legislation e.g. Crown Forest Sustainability Act, Planning Act; and,

e. creates an impartial appeal process for landowners or proponents to the Minister of Natural Resources.

AND FURTHER THAT this resolution be forwarded to local municipalities in the County of Renfrew, MPP John Yakabuski, Association of Municipalities of Ontario, Northwestern Ontario Municipal Association and members of the Eastern Ontario Wardens' Caucus.

Appendix B

As of May 9, 2013 County staff has been made aware of 34 emails received by multiple Councillors and staff members, nine of which were sent by FPS paramedics. Of the emails received, 19 include exactly the following content:

To All councillors,

I am writing to inform you, and Frontenac County council, that I do NOT support the cuts to front-line ambulance resources as a budget mitigation strategy.

Public safety should be a top priority and should not be compromised because of budget problems.

Cutting an ambulance because paramedics' overtime and/or sick time is "too high" makes no sense at all. High levels of overtime/sick time would seem to suggest that the ambulance service is already operating with insufficient resources, or perhaps that the management of their current resources is ineffective.

My understanding is that EMS call volumes have been steadily increasing. So, what justification is there then to reduce the number of ambulances, and paramedics, when demand for their services is rising?

As a resident of this community, I am also very concerned that this decision was made without public consultation. This decision is not in the public's best interest, and I assure you, that this council will be held accountable for its' actions.

I, therefore, urge County council to STOP the cuts to front-line ambulance resources, and find savings elsewhere; savings which do not affect front line EMS delivery in the City of Kingston, and Frontenac County.

Sincerely,

Received from:

1. Chris Wight	11. Shari Lake
2. George Conboy	12. Stephanie Wight
3. Louise Snider	13. Kevin McKee
4. Scott and Louise Snider	14. Matt Kirkham
5. Ryan Conboy	15. Heather Wilkes
6. Andrea vanDincten	16. John Vince
7. Andrew Gagnon	17. Chris Rostant
8. Erik Snider	18. Jonathan Andreozzi
9. Lise-Anne Lepage-McBain	19. Lynda Lackey
10. Rita Fournier	

The following 15 customized emails were also received:

20. Dear Warden Gutowski,

I write this email to express my concerns regarding the latest announced cuts to this vital service. The economic climate that all paramedic services in Ontario are operating under is similar, yet other EMS organizations are able to add frontline staff, add frontline vehicles and add new response stations.

The County of Frontenac politicians seem to not realize the valuable service that paramedics provide to this community, as shown through budget cuts resulting in the loss of four full time positions. Paramedics are not simply a cost in a budget, they are the professionals that will come to the aid of yourself or a loved one experiencing a medical emergency.

The removal of these four paramedic positions will save roughly \$220,000 from the EMS budget, and will result in increased response times to those in need (as Chief Paul Charbonneau states in a quote to the Whig Standard).

Can you put a price tag on the pain, suffering, and potential harm that one of your family members could experience due to a delay in paramedic response times caused by these cuts?

*A Concerned Kingston resident,
Eric Gagnon*

21. To Warden Gutowski and Mayor Jones,

I am a resident of Frontenac County and as a member of the public who was at the council meeting on April 17th, I would like to say that your behavior today was disrespectful, rude and unbecoming of elected representatives in your position.

Ms. Shawna Dunn, representing the Paramedic's of Frontenac County, was presenting a very interesting, well spoken presentation to council. Yet, Mayor Jones did nothing but roll his eyes and tap his watch and the Warden rudely interrupted Ms. Dunn's presentation twice. As I overheard members of the public, who where timing Ms. Dunn's presentation, you short changed her by about two minutes. However, you allowed Ms. Hector's presentation to go over by two minutes. I guess that was just another symbolic and metaphorical cut to ambulance by council again.

As a member of the County and a voter, I am very concerned that council has lost interest in promoting the needs of it citizens and is more concerned with their own self-serving needs. As a simple reminder, you are elected to represent the interests of your constituents not your personal interests.

Please note this disrespectful behavior by the Warden and Mayor Jones will not be forgotten and will be passed on to many other citizens of the County.

*Kyra Glabb
Kingston, Ontario*

22. Dear Warden Janet Gutowski,

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I would like to send you this email to clearly state that the reduction in ambulance hours in the County of Frontenac concerns me greatly. With an increase in need for ambulances, how is it that hours are being cut? Kingston's population alone has increased greatly in just a few years, so much so that the city plans on building a multi-million dollar bridge to connect the East side with the rest of Kingston. Why would the County of Frontenac decide to decrease emergency services care and potentially put its citizens in a situation where their health and lives are in danger? Please explain to me how my life, my family, my neighbours, my friends' lives are worth the money you are going to save from cutting ambulance hours.

Maria

23. Dear Warden Janet Gutowski,

I am sending you this email to express to you my utter disgust concerning the County of Frontenac reducing ambulance hours. With several major highways, increasing populations, and an overall increase in service within the county, I cannot understand nor fathom why anyone wants to decrease emergency services hours and put me and my family at risk.

Renee

24. Hi Janet, my name is Ross and I worked as a paramedic in Kingston for over twenty years before an injury forced me into early retirement. Many years ago Kingston City council voted against a proposal that would provide advanced life support training to the paramedics of Kingston. The training costs were being provided through the provincial government via OPALS (Ontario Paramedic Advanced Life Support). The city was asked to provide ongoing training costs for first responder defibrillation. Without assurance of first responder defib training and ongoing support, the ALS training program opportunity would be lost. After being initially voted down, council had a second vote and the training cost proposal was approved. The paramedics of Kingston, myself included, trained all of the firefighters (professional and volunteer) in automated defibrillation. We did this for free on our days off while the full-time firefighters were at work being paid. The quality of patient care improved dramatically from that point forward, with Kingston being one of the most sought after places to work as a paramedic. In the ensuing years we trained dozens of medics from around the province. Those medics went on to train other medics and so on. We trained or precepted these students for a \$1.00/hour stipend. During those early days it was not uncommon to respond to fifteen or more calls in a twelve hour shift. Every medic who worked during that period will recount stories of working 12-15 hours a day without a break...for days on end. This is a fact!!! The Ministry of Labour eventually was called in and the administration was put on notice. Gradually things began to improve. We cannot go back to the old days. Please reconsider the staffing cuts.

Regards, Ross Brown

25. Dear Janet

Please do not let the County of Frontenac reduce the emergency medical services.

IT WILL COST LIVES

My son is a paramedic and I know how much this reduction will effect the service in this area.

The paramedics wil get burnt out and that will lead to more sick time- not less.

Please do all you can to avoid this reduction in ambulance services to this area

*Regards
Dee Riddell
Sharbot Lake resident*

26. *Apparently the wrong email address was put in the paper regarding cuts to ambulance services in the counties for Kingston etc. I strongly disagree with any such cuts on what SHOULD ALWAYS REMAIN 'ESSENTIAL SERVICES'. It is a no-brainer to realize that a life so often depends on the minutes it takes to get a person to a hospital. Where in the world has the social obligation gone when it comes to the common sense of maintaining something as important as a well-trained and well-staffed ambulance service???*

*sincerely,
Eleanor Stuart*

27. *Dear Warden,*

I have been reading in the newspaper the proposed cuts. I am not in favor of them, and whats more sad, we as Kingstonions do not even have a say. Please remember if ANY of my friends or family our involved in a situation that there is a delay in Paramedic services I will be holding you personally responsible.

*Truly,
Gregory T. Allan*

28. *Thank you for your response, Warden. Many citizens of the County that I have spoken to share my concerns. I'm surprised how many are aware of the proposed service/budget cuts. This is a service that everyone can identify with, and these cuts are definitely having an effect on service levels, as outlying ambulances must come to the city to provide coverage, leaving outlying areas under-serviced.*

Eric Gagnon

29. *I am in favor of saving money. Cutting costs. However, some areas are life and death. The ambulance is one.
I have needed an ambulance 3 times in my life. Had they not been available, I would not be penning this message.*

However, I think ambulances are misused to a great extent. i believe there are people, mostly elderly, who view them as taxis to take them to medical appointments.

I also saw misuse of people brought from nursing homes when they could have been examined where they were.

About ten years ago, I took my wife to Hotel Dieu Hospital with a severe abdominal pain. It was determined she had to go to KGH for emergency surgery. We waited three hours for the ambulance!

When we got to KGH the surgeon was annoyed asking, "What kept you? We cleared the operating room two hours ago!" I said, "No ambulance." I should have bundled her into my car and taken her myself! The surgeon said the delay could have been fatal.

I learned later that all the ambulances available had been shuttling people to and from nursing homes.

Cut elsewhere. Not ambulances. Steven Spetz Kingston

30. Warden

Janet Gutowski, I am very concerned about the plan to reduce ambulance services. I have had past experience waiting for an ambulance to arrive and know it can be life or death. We need to know this is a service we can depend on for safety and dependability. Sincerely Claire Jones

31. Dear South Frontenac Councillors,

Could you please take the time to review this letter as we have a few questions that we would like answered surrounding the elimination of a 12 HR Ambulance and the layoff of four paramedics.

Thanks you for your time,

TERRY BAKER
President
OPSEU Local 462
Paramedics/Communication Officers
Ambulance Division

32. Good Afternoon,

I am writing to express my deep concern with the imminent cuts being made to the Frontenac County Paramedic Services.

May 20th, 2013 is going to be a dark day in the County of Frontenac, and the City of Kingston, as you all know, the decision has been made to cut one twelve hour ambulance from the road out of the Palace road ambulance station.

I must say, that I work closely and enjoy a life outside of work with many of those effected by this decision. I understand their concerns with hours of work being cut down, and stress going up. I firmly believe that they will also be on the receiving end of any dissatisfaction brought up by the citizens for not bringing their loved ones to a trauma centre on time, only because, it has been made COMPLETELY IMPOSSIBLE to respond at a satisfactory level. I'm saying this leaving out the "standard" set by the Ministry of Health, I believe standards are set to be exceeded, this just barely meets it.

I have a knowledge of the deployment of the Frontenac County Paramedic Service. I understand that stationary deployment requires ambulances to stand-by when others are dispatched to a call, either by staying at their own base, or covering off at another base. I also have a knowledge of where the stations are located, and just how busy they can be. Summer is coming, and that means the Parham, Sydenham, and Snow Road bases will be increasingly busy, with longer scene time, and much longer transport time. On average, when Snow Road does a call, from departure from the base, to return to the base, it takes three hours. When they're out, Parham must cover, or a neighbouring county which has their own volume to monitor. On the flip side, when city vehicles are out, there needs to be standbys for their bases as well, and I'm not sure that other counties can increase their cooperation in covering off Frontenac's shortcomings.

As a citizen, forgetting being friends with all these great people who are effected, I think of it like this: What if my best friend, my brothers and sisters, my parents... anyone... was involved in a serious car accident somewhere, and I lost someone that I love dearly chiefly because the Paramedic service could not respond in time to save them? I would be absolutely devastated. At that point, Ministry standard goes completely down the drain, and nothing you, as council members could explain to me would ever bring them back. I firmly believe that this is the direction being travelled by council in this case.

Another mention I must make is the utter disrespect Ms. Gutowski had in addressing Ms. Shauna Dunn during her presentation. I have worked with Ms. Dunn and her partner on plenty of calls, and I know that she is professional, experienced, and a caring medic. Her colleagues are no different, and DO NOT deserve to be addressed by council in a rude and unprofessional manner.

As a very concerned citizen, I ask you, with all my being, please reconsider. Residents of such a beautiful city deserve all the care they can get when the worst day of their lives approaches, and they have to be picked up by the Frontenac Paramedic Service. I don't know when that day will come for me, nor do you, for you, but you can guarantee that these people will be there... with this kind of service that council is implementing, they'll be there... eventually.

Sick time and stress will increase for the medics, they will be blamed by uninformed citizens for a bad move on council's behalf, which council will not hear of, with summer coming, as mentioned, the North Frontenac bases will be busier, and the citizens of this beautiful area will be the ones who ultimately suffer... How would you feel? This is ALL IN YOUR HANDS!

Thank you for your time, and I hope that the plan is reconsidered.

Josh Coakeley

33. *As residents of Kingston, and the former Pittsburgh Township and as someone whose had two family members lives saved by an ambulance ride and the swiftness of care by paramedics, please reconsider you plan to cut their funding.*

Lauren Wale

34. *Ms. Gutowski,*

Your apology does not go unnoticed; however, until a change is made, I, primarily as a resident of this area, won't be satisfied until our emergency resources are made fully available and exceed the standard of the residents of Frontenac County and The City of Kingston, not the Ontario Government.

The generic response that everyone is receiving in this case still shows the fact that council still doesn't want to address this issue at a satisfactory level. We know that you will ensure that FPS management and council is aware of our concerns, but I am sure they are as aware as they are going to be with media, social media, and email overflowing with messages strongly urging council to reconsider.

I am sure that there are plenty of cuts that can be made or considered rather than cutting front line services. We need these resources to exceed standards, with a growing city and growing elderly population. As I said in my previous email, with summer quickly approaching, north, south and central Frontenac paramedic stations will see an increase in call volume, with extended periods away from their stations. When that period ends, the students from three major post secondary institutions will return, causing a vast rise in our population in the city. Just based on my observations and experience alone, the city should be in demand for more front line services, not cutting down on them. By doing this, you are wasting the valuable skills of very professional and compassionate paramedics, who care about their job, and the communities they serve.

Until this is resolved and the decision is reversed, I will not be satisfied, and anyone directly involved, including yourself, has completely lost my vote. I urge you to reverse the decision or present a suitable alternative to the paramedic union, that doesn't effect the front line services.

Yours with great concern,

Josh Coakeley

County Staff has received the following five phone calls regarding this issue:

- 1. Strongly against paramedic job losses. (Linda Russell)*
- 2. I strongly object to reducing ambulance services because senior citizens and sick people need the service. (Evelyn Bishop and Sonya Chaplinski)*
- 3. Disagree with cutting ambulance services. It is getting ridiculous. There are a lot of other places to cut costs, but the essential services isn't one of them. When it comes to life or death sometimes minutes count. (Ellen Stuart)*
- 4. Would like to protest paramedic cut-backs. Minutes mean lives. Has used ambulance services two times and both times he feels that if the ambulance had taken any longer, he wouldn't be here today. (Robert Saul)*
- 5. With growing seniors, we need all the ambulance service – should be increased, not taken away. (Mrs. Johnston)*

Though it is impossible to track all of the public comments made online through social media and news media message boards, following are the comments made on social media that have mentioned Frontenac County:

Twitter: March 22, by Frédéric Pepin, @f_pepin

No part-time paramedics will be laid off according to @FrontenacCounty chief of paramedic #ygk re: job reductions at EMS

Twitter: March 29, by @X2Bear

Looks like Belleville cares about their citizens and paramedics unlike #ygk @MayorOfKingston and @FrontenacCounty
<http://www.intelligencer.ca/2013/03/28/county-budget-manageable-helps-paramedics>

Twitter: March 29, by @X2Bear

Now we know why @FrontenacCounty is cutting an ambulance and 4 full time EMS in #ygk. Too much waste at the top! pic.twitter.com/JQLeuAQV5n

Twitter: March 29, by @X2Bear

Does everyone who works for @FrontenacCounty get a fancy SUV for personal use?? No wonder they cut ambulance in #ygk pic.twitter.com/TgFvq0RiVo

Twitter: March 30, by Heather Garrett, @heathergarret15

@x2bear @FrontenacCounty yikes!

Facebook: May 3, by Dave Parkhill

"In the County, or in the City, it's important that you forward this letter to your councillor and the Mayor, especially Mayor Janet Gutowski <<https://www.facebook.com/MayorJanet>>.

Poor budget choices are going to affect ambulance services. In the city, you might also ask if, with the reduction in services, there will be a commensurate reduction in the City's portion of ambulance expenses!

Please take a minute & do a quick copy, paste, & send."

See the post <http://www.facebook.com/n/?dave.parkhill.7%2Fposts%2F10151603019450050&mid=7edb159G5af38887b9d6G51b94faG52&bcode=1.1367585837.AbnRQSZEGn3eh7A&n_m=cfmayor%40frontenaccounty.ca>

Twitter: May 4, by Lindsay, @EssieL84

The citizens of #ygk and @FrontenacCounty need to be worried about cuts to your EMS service. Fully staff this weekend and we can't keep up

Twitter: May 4, by Ryan Conboy, @ConboyRyan

Retweeted: The citizens of #ygk and .@FrontenacCounty need to be worried about cuts to your EMS service. Fully staff this weekend and we can't keep up

Twitter: May 9, by Ryan Conboy, @ConboyRyan

@FrontenacCounty Hopefully they get high speed internet. Then residents can stream live video while waiting for an ambulance to show up.

(In reply to @FrontenacCounty tweet: Learn about High Speed Internet in northern Frontenacs: May 10, 3pm, Clar-Mill Hall, Plevna. Contact Anita: aposser@eorn.ca or 613-925-7010)



MINUTES
Regular Meeting #2013-03
Kingston Frontenac Public Library Board
March 27, 2013 - 4:20 PM (following the AGM)
Delahaye Room, Central Library

Present: Patricia Enright (Chief Librarian/CEO), Wilma Kenny, Erik Knutsen, Councillor Jim Neill, Councillor John Purdon, Floyd Patterson, Claudette Richardson (Chair), Somnath Sinha, Monica Stewart

Staff Present: Laura Carter (Manager, Branch Operations) Mary Glenn (Recording Secretary), Shelagh Quigley (Director, Human Resources), Chris Ridgley (Budget / HR Analyst), Kimberly Sutherland Mills (Manager, Programming and Outreach), Lester Webb, (Director, Outreach and Technology)

Others present: Dorothy Dickson, CUPE 2202

Regrets: Barbara Aitken, Paige Cousineau, Ralph Gatfield

1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:20 PM, following the AGM.

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 #2013-02 held February 27, 2013

2013-16 KENNY – KNUTSEN

That the minutes of Regular Meeting #2013-02 of the Kingston Frontenac Public Library Board held February 27, 2013 be approved as circulated.

CARRIED

5. Re-visit Consent Agenda

There were no issues brought up with the Consent Agenda format.

CONSENT AGENDA

6. INFORMATION ITEMS

6.1 Correspondence / Information Received and Sent

- 6.1.1** From the Minister Responsible for Seniors, a letter encouraging us to participate in the 2013 Senior Achievement Award program by nominating a deserving Senior. The deadline is June 15.

7. MONITORING REPORTS

7.1 Communication and Counsel

- 6.1.1** Chief Librarian's Report (attached)

7.2 Annual Report (report attached)

The Annual Report was presented during the AGM.

8. Motion to Accept Consent Agenda

2013-17 KENNY – STEWART

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

CARRIED

ACTION AGENDA

9. Business Arising from the Minutes

There was no business arising from the minutes.

10. Action Items

10.1 Page Wage Report

2013-18 STEWART – NEILL

That the Board go In Camera to discuss a personnel issue (4:25 PM)

CARRIED

Ms. Dickson left the meeting room at this time.

2013-19 PATTERSON – PURDON

That the Board rise from In Camera. (5:00 PM)

CARRIED

2013-20 SINHA – PATTERSON

That the page wages remain as they are, currently.

CARRIED

Ms. Dickson returned to the meeting.

2013-21 SINHA – PATTERSON

That the page position be evaluated as part of the non-union pay equity process when the CUPE 2202 process has been completed.

That the wages for pages be reviewed as part of the pay equity process.

CARRIED

10.2 City of Kingston Resolution to limit the term of committee members

Ms. Enright reported that we have been asked to respond to a motion passed by City of Kingston council to limit the term of a committee member (including Library Board members) to six years.

Discussion ensued. The Board falls under the Public Libraries Act which does not set a term limit and which is very explicit. To limit the term to six years would be contrary to the Act. Another consideration is the fact that the 4-year term runs concurrently with the term of council. Additionally, this is a library board comprised of members from both the City of Kingston and the County of Frontenac, and falls under the Amalgamation Agreement.

2013-22 PURDON - PATTERSON

That the report be received for information.

That the Chief Librarian respond to the City of Kingston Nominations Committee outlining the term and conditions of board membership as per the Public Libraries Act R.S.O. 1990, c. P.44

CARRIED

11. OTHER BUSINESS

11.1 Strategic Planning Update

Ms. Enright provided an update and reported that the Planning meeting dates are on the board portal. The new Strategic Plan is scheduled to be completed by June.

12. NEXT MEETING DATE AND ADJOURNMENT

The next regular Board Meeting will be held at 4:00 PM, Wednesday, April 24, 2013, Delahaye Room, Central Library. The regular Board meeting will be followed by a Strategic Planning working session.

There being no further business, the meeting was adjourned at 5:15 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary

**Kingston & Frontenac Housing Corporation
Finance & Administration Committee
Draft Minutes for Meeting No. FA- 02-2013
Tuesday, March 19, 2013
10:30 a.m.-Boardroom 119 Van Order Drive**

In Attendance:

Ms Karen Pagratis Vice-Chair
Councillor Liz Schell
Ms Karen Humphries Blake
Mary Lynn Cousins Brame, CEO
Dan Song, Manager Finance & Administration
Scott VanderSchoor, Manager Technical Service
Janice Dobler, Recorder

APPROVAL OF THE AGENDA

Moved by Ms Humphries Blake

Seconded by Councillor Schell

THAT the Agenda for the Meeting No. FA – 02-2013, held on Tuesday, March 19, 2013 be approved.

CARRIED

APPROVAL OF THE MINUTES

Moved by Ms Humphries Blake

Seconded by Councillor Schell

THAT the draft Minutes for Meeting No. FA-01-2013, held on Tuesday, January 22, 2013 is approved with amendments to, #2 a) *CEO reviewed the Summary Write Off Report and advised under the 7 year rule changed to CEO reviewed the Annual Summary Write Off Report* #4 b) *outstanding work orders changed to outstanding capital work orders.*

CARRIED

DECLARATION OF PECUNARY INTEREST – None

PRESENTATIONS - None

BUSINESS

Moved by Councillor Schell

Second by Ms Humphries Blake

1. Vacancy Loss Report

The CEO advised the vacancy loss is in good standing. In January and February the corporation addressed their urgent medical waiting list and received a legal opinion on what constitutes as urgent medical. There were a number of tenants who were already authorized for transfer who didn't quite meet the criteria and had to be grandfathered in with the transfers. This led to a high demand on the Maintenance Department and on financial costs.

Ms Pagratis, Vice-Chair arrived 10:40 a.m.

Page 2

Meeting No. FA01 -2013 January 22, 2013

Rideau Heights Update

CEO advised RFP has been sent out for Consultants with a closing date of March 27, 2013. The CEO and Technical Service Manager have been asked to take part in the hiring process.

2. Consolidated Income & RGI Reports ending February 2013

The Finance & Administration Manager reviewed her report and noted she made a change from posting the corporations charge backs annually to monthly. This will give management and the committee a better understanding on where the corporation stands when considering the charge back. The Finance Manager also noted the Corporation should be operating under its own regular budget by 2015.

3. 2012 Draft Audit Financial Statements

The Finance & Administration Manager gave an overview of the 2012 Draft Audit Finance Report.

4. Arrears Report

CEO noted the Property Managers are tracking this closely; as a result the arrears are coming down.

5. 2013 Capital Budget

The Technical Service Manager gave a brief update on the 2013 Capital Budget.

6. Minutes Public Tender Evaluation / Award Committee

Moved by Ms Humphries Blake

Seconded by Councillor Schell

THAT the minutes of the tenders were received for information.

NEW BUSINESS: None

NEXT MEETING – April 23, 2013 - 10:30 a.m. - KFHC Boardroom

ADJOURNMENT

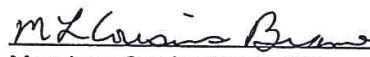
Moved by Councillor Schell

Second by Ms Humphries Blake

There being no further business, the meeting was adjourned at 12:00 p.m.

KINGSTON & FRONTENAC HOUSING CORPORATION

Ms K. Pagratis Vice-Chair
cc: Board of Directors



Mary Lynn Cousins Brame, CEO

From: Frontenac County [talktous@frontenaccounty.ca]
Sent: Monday, April 22, 2013 4:21 PM
To: talktous
Subject: April Newsletter



Frontenac County Bytes

Keeping you updated on Frontenac County's 987,503 acres.
 April 2013 - Issue XVI

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

Complete our survey on Community Sustainability Information Sessions

The County of Frontenac's Sustainability Advisory Committee (SAC) is looking for ways to engage with you, the residents of the Frontenacs on subjects that matter to you.

The committee is looking for your feedback on a proposed series of Information Sessions on topics that impact the sustainability of our life in this region. [Click here to access the short survey](#). It will only take a few minutes, and your input is greatly appreciated.

Major Job Fair in Kingston: May 3rd & 4th

The Kingston Economic Development Corporation (KEDCO) and HGS Canada Inc will host a Job Fair at St. Lawrence College where HGS Canada will evaluate the local employment market.



The event is part of the site selection process for the global company who is looking at a potential new 500-employee site in the area. Anyone qualified as Customer Support Agents, Supervisors, Trainers, Recruiters, HR, IT support and site management is encouraged to **apply in advance** and attend the job fair. [Click here to visit HGS's website](#). [Click here to apply online](#).

Bring us your e-waste on June 15th and we will turn it into food!

When: Saturday, June 15th, between 11:00 a.m. and 2:00 p.m.
Where: 2069 Battersea Rd (rear parking lot), [click here for map](#)

STOP Hunger is a worldwide Sodexo initiative to combat hunger wherever it exists. With your help, we will raise 5 cents for every kilogram of e-waste collected. Stop by our fully sponsored BBQ and enjoy lunch, where your donations will be gratefully accepted. All funds raised will be donated to [South Frontenac Community Services](#) to help **STOP Hunger**!



Caught You Green Handed!

A program developed by the Town of Halton Hills, *Caught You Green Handed*, is an easy way to encourage and recognize sustainable practices within a workplace. Employees who get "caught green handed" acting sustainably (i.e., biking to work, bringing a garbage-free lunch, using scrap paper, etc) are nominated and eligible to win a bi-monthly prize.

[Click here for a PDF outline of the Halton Hills' program](#). As a small step toward becoming more sustainable, we encourage you to adopt a similar program within your organization.

Looking for Childcare?



The new Centralized Child Care Registry and Information Services (CCRIS) tool on the City of Kingston's website allows parents to search for childcare providers in their area, register on a central waiting list and review and apply for childcare assistance of their choice. This tool includes all registered childcare providers in the County as well as those in the City. [Click here to visit the CCRIS](#).

Accessibility News

The Joint Accessibility Advisory Committee needs members representing the Township of North Frontenac and the Township of Frontenac Islands. If you are interested in learning more, please contact Deputy Clerk, Jannette Amini at 613-548-9400 ext 302 or jamini@frontenaccounty.ca. [Click here](#) for more information on the committee's mandate.

Emergency Preparedness Week: May 5-11

At its April 17th meeting, County Council proclaimed May 5-11, 2013 as Emergency Preparedness Week in the County of Frontenac. Emergency Preparedness Week is a national event coordinated by Public Safety Canada. [Click here to visit the Emergency Management Ontario website](#) and learn more about preparing for an emergency.

Fairmount Volunteers to be recognized during National Volunteer Week

April 21-27 is National Volunteer Week across Canada and at its regular April meeting, County Council proclaimed April 21-27 as Volunteer Week in the County of Frontenac. Fairmount Home will host its annual Volunteer Appreciation Dinner during National Volunteer Week to recognize the 100+ volunteers who contributed nearly 7,400 hours in 2012. If you are interested in volunteering at Fairmount, contact Lynda Laird at 613-546-4264 ext 581 or llaird@frontenaccounty.ca.

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www.FrontenacCounty.ca

www.DirectionsforOurFuture.ca

www.FrontenacMaps.ca

[Council Agendas & Minutes](#)

Upcoming Events

North Frontenac
Ompah Volunteer Firefighter Spring ATV Ride
 April 27, 9:00 a.m. start at Double S Sports in Ompah
doubles211@gmail.com

Central Frontenac
Local Food Workshop
Sharbot Lake Farmers Market
 May 11, 7-9:30 p.m.
 Soldiers Memorial Hall
[See website for more](#)

Business over Breakfast
 May 2, 8:00 a.m. start - Maples Restaurant, Sharbot Lake
 All Welcome! Contact Mayor Janet Gutowski 613-374-1355

South Frontenac
Sydenham Giant Yard & Sidewalk Sale Day
 May 25, 2013
 8:00 a.m. to 2:00 p.m.
 A community-wide event
 Inquires: 613-376 -3519

Frontenac Islands
Annual Fish Fry & Plant Sale
 May 18, 4:30 p.m. start at Wolfe Island United Church Hall. Bring your plants to sell!

Pitch-In Canada Week!
 April 21-27
Trail Clean Up April 27
 Bellrock Rd, 10 a.m. start
 Please Register:
tjones@frontenaccounty.ca

County Trivia: Did you Know?

In 1920, a Frontenac County Baseball League was formed and Wolfe Island, in competition with Verona, Parham and Sydenham, won the championship three out of the first five years.

Baseball was still king-pin in some Frontenac centres in the 1930's but softball, with its

smaller playing area and cheaper equipment, began to take over during and after World War II. Parham installed floodlights in the post-war period and sent several teams to the Ontario playdowns.

- from *County of a Thousand Lakes: the History of the County of Frontenac, 1673 - 1973*

[Forward email](#)



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County of Frontenac | 2069 Battersea Road | Glenburnie | Ontario | K0H 1S0 | Canada



April 30, 2013

Warden Gary Davison
County of Frontenac
2069 Battersea Road
Glenburnie, ON K0H 1S0

Honourary Patron

*Hon. David C. Onley
Lieutenant Governor of Ontario*

Medical Advisory Board

*Chair - James Drake, BSE, MB,
BCb, MSc, FRCSC, FACS*

*Michael D. Cusimano, MD,
MHPE, FRCS, DABNS, PhD,
FACS*

Maureen Dennis, PhD

Sandrine de Ribaupierre, MD

Ruth Donnelly, PhD, C.Psych.

Miles G. Johnston, BSc, PhD

*Abhaya V. Kulkarni, MD,
PhD, FRCSC*

*Dr. Safraz Mohammed, MD
MBBS*

Andrea Neufeld, MScN, RN, APN

Adrianna Ranger, MD, FRCSC

Paige Terrien Church, MD

*Michael Vassilyadi, MD, CM,
MSc, FRCSC, FACS, FAAP*

Herta Yu, RN, MN, APN

Dear Warden Davison,

We are requesting the County of Frontenac consider proclaiming June, **Spina Bifida and Hydrocephalus Awareness Month**, to help raise awareness of these life long, neurological conditions. Enclosed please find a sample proclamation for your convenience.

The Spina Bifida and Hydrocephalus Association of Ontario (SB&H), a registered charitable organization is proud of its 40 year history of delivering programs and services that improve the quality of life of children, youth and adults with spina bifida and/or hydrocephalus through research, awareness, care and advocacy.

SB&H is working to inform the public through our education campaigns:

Folic Acid It's Never Too Early, an important message for all women of child bearing age and women in high risk groups. SB&H promotes the benefits of folic acid in reducing the incidence of neural tube defects, such as spina bifida, by as much as 70%.

Normal Pressure Hydrocephalus (NPH), a neurological condition that affects adults 55 and older. This little known form of hydrocephalus is often misdiagnosed as Alzheimer's or Parkinson's Disease. When NPH is detected early symptoms may be partially or fully reversed.

Thank you for considering our request.

Sincerely,

Joan Booth
Executive Director

Encl.

555 Richmond Street West
P.O. Box 103, Suite 1006
Toronto, Ontario
M5V 3B1

provincial@sbhao.on.ca

www.sbhao.on.ca

www.folicacid.ca

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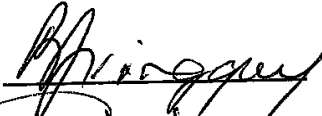
TOWNSHIP OF FRONTENAC ISLANDS

Resolution

February 11, 2013 No. 15

Moved by

Seconded by




That Council request the County of Frontenac waive the fees for those vehicles transacting business for the Township of Frontenac Islands that they are currently changing us for.



☒ **Carried**

☐ **Lost**



Report 2013-094

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Jannette Amini
Deputy Clerk

Date Prepared: May 7, 2013

Date of Meeting: May 15, 2013

Re: **Administrative Services – Code of Conduct for County Council and Committee Members**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive this *Administrative Services – Code of Conduct for County Council and Committee Members* report;

AND FURTHER THAT the Council of the County of Frontenac adopt the Code of Conduct for County Council and Committee Members, attached as Exhibit A to this report;

AND FINALLY THAT County Council authorize staff to proceed with the issuance of a Request for Expressions of Interest for the appointment of an Integrity Commissioner to be approved by Council.

Background

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

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

Part V.1 of the *Municipal Act*, 2001, as amended by Bill 130, also creates new options for municipalities regarding accountability and transparency. The changes provide the authority, but not the requirement, for County Council to:

Administrative Report
Administrative Services – Code of Conduct for County Council and Committee Members
May 15, 2013

Page 1 of 3

- Establish a code of conduct for County Council
- Appoint an Integrity Commissioner
- Appoint a Meetings Investigator (Provincial Ombudsman can be utilized)
- Appoint an Auditor General
- Appoint an Ombudsman
- Establish a Lobbyist Registry and appoint a Lobbyist Registrar

These provisions were proclaimed and came into force on January 1, 2008.

In 2013, the LHIN L-SAA agreement executed following Council's direction at the regular Council meeting in April requires a code of conduct to be in place covering Fairmount's directors. Council is, under the Long Term Care Act, the board of directors for Fairmount. The L-SAA states:

The representations and warranties for governance have been updated as follows:

(a) *The HSP represents, warrants and covenants that it has established, and will maintain for the period during which this Agreement is in effect, policies and procedures:*

(i) That set out a code of conduct for, and that identify the ethical obligations of HSP's Personnel¹;

¹ Please note that HSP's Personnel is defined as "The controlling shareholders (if any), directors, officers, employees, agents, volunteers and other representatives of the HSP. In addition to the foregoing HSP's Personnel shall include the contractors and subcontractors and their respective shareholders, directors, officers, employees, agents, volunteers or other representatives".

Comment

In November 2007, County Council passed a by-law to adopt an accountability and transparency policy for the County of Frontenac and in November 2009, County Council passed a by-law to appoint a Closed Meetings Investigator for the County of Frontenac. These were done pursuant to the above noted amendments to the *Municipal Act* as a result of the passage of Bill 130.

Additional work was anticipated to take place with respect to reviewing the provisions of Bill 130 relating to potential guidelines for councillor conduct. However, the adoption of a Code of Conduct is now required by the additional obligation imposed under the L-SAA agreement just executed between the County and the South East Local Health Integration Network (LHIN).

Further to this, a Code of Conduct can be effective only when an Integrity Commissioner is appointed under the *Municipal Act*. The Act permits penalties to be imposed on a member of council or a local board only if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the Code of Conduct. Council may impose as a penalty either a reprimand, a suspension in office or remuneration for a period up to 90 days or a removal from Committees of Council. An Integrity Commissioner is not required to be an employee of the municipality and Council may appoint an Integrity Commissioner either directly or jointly with its respective townships.

Guidelines for Councillor Conduct

- Section 223.2(1) of the *Municipal Act* authorizes Council to establish codes of conduct for the members of the County Council, as well as the members of its Committees.
- Currently, the County of Frontenac does not have conduct guidelines for the members of County Council or its Committees.
- A set of guidelines is intended to provide County Council and Committee members with assistance in determining appropriate behaviour and conduct that meet the highest ideals of public service. It provides guidelines on ensuring openness, transparency and equity in the County's processes. Such guidelines also serve to distinguish the roles and responsibilities between Council and staff and to determine a benchmark for optimal council/staff relations.

Staff has benchmarked with other municipalities, including the County of Lennox and Addington, the United Counties of Stormont, Dundas and Glengarry, the Municipality of Brighton, the Municipality of Port Hope, the Town of Aurora, the Town of Huntsville, Northumberland County, Lanark County, the City of Barrie, and the City of Kingston, all of whom have passed a Code of Conduct for Council and Committee members within the last 3 years.

Staff is recommending the attached Code of Conduct for County Council and Committee members to ensure the County of Frontenac continues to be accountable and transparent to its citizens and meets the obligations placed by the LHIN.

Sustainability Implications

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

Financial Implications

There are no financial considerations associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Management Team
Colleen Hickey, Human Resources Specialist/Labour Relations
Kieran Williams, Municipal Intern



DRAFT
County of Frontenac
Code of Conduct for Members of County Council and Committees
Draft 1: May 7 2013

1.0 Application

- 1.1 This Code of Conduct applies to all Members of Council, being the Warden and each Councillor. It also applies to all members of the public appointed to committees by Council.
- 1.2 As Council Chair, the Warden has additional responsibilities and, accordingly, must:
- i. uphold and promote the purposes of the municipality;
 - ii. promote public involvement in the municipality's activities;
 - iii. act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
 - iv. participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents

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

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

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

2.0 Responsibilities of Council, the Warden and Councillors

- 2.1 Council as a whole has the authority to approve budget, policy or processes, including the structures and procedures for committees. Authority to act on behalf of Council, including through a committee, can only be delegated by Council or through law.
- 2.2 Council is responsible for and dedicated to providing good and effective government for the public in an open, accountable and transparent manner.
- 2.3 A fiduciary relationship exists between the Council and inhabitants of the municipality.
- 2.4 Members of Council:
- i. when appointed to committees and other bodies as part of their duties must make every effort to participate actively in these bodies with good faith and care,
 - ii. must uphold the law and conduct themselves with the highest degree of ethical behaviour and integrity,
 - iii. must avoid conflict of interest,
 - iv. must seek to advance the public interest with honesty and treat members of the public with dignity, understanding and respect, and
 - v. may not make statements known to be false or make a statement with the intent to mislead Council or the public.

3.0 Members of Council and the Role of Staff

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

4.0 County Assets and Gifts

- 4.1 Council is the custodian of the assets of the municipality. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets
- 4.2 Members of Council and members of the public appointed to committees must not use municipal assets for personal convenience, for profit or to assist during an election or in relation to a nomination, except where such privileges are granted to the public or provided by law.
- 4.3 Members of Council and members of the public appointed to committees must not accept gifts and benefits except as provided for under law and in the course of their duties. They may accept gifts of token value only but should be aware that even these may place them in a position where their actions are open to serious question.

5.0 Confidentiality

- 5.1 Members of Council have a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. They must not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or required by law.
- 5.2 Members of Council must not disclose, use or release information in contravention of applicable privacy law. They are only entitled to information in the possession of the municipality that is relevant to matters before the Council or a committee. Otherwise,

they enjoy the same level of access rights to information as any other member of the community and must follow the same processes as any private citizen.

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

6.0 Committees and Members of Committees

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

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

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

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

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

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

- 6.7 In addition to the recording of minutes as required by section 6.6, where a member of a committee has declared a pecuniary interest, the declaration as well as the nature of the pecuniary interest must be recorded as part of the recommendation to Council so that Council may be aware of the declaration when making its decision.

7.0 Compliance with the Code – Complaint

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

- 7.2 Individuals (i.e. Municipal employees, members of the public or Members of Council) or organizations who believe they have identified or witnessed behaviour or an activity by a Member of Council that they believe is in contravention of the Code of Conduct for Members of Council, may wish to address the prohibited behaviour or activity themselves as follows:

- i. advise the Member of Council that the behaviour or activity contravenes the Code of Conduct;
- ii. encourage the Member of Council to stop the prohibited behaviour or activity;
- iii. keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
- iv. advise someone else (for example, another Member of Council or a senior staff member of the Municipality) about their concern, their comments to the Member of Council and the response of the Member of Council;
- v. if applicable, confirm to the Member of Council their satisfaction with the response of the Member of Council or, if applicable, advise the Member of Council of their dissatisfaction with the response: and
- vi. consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B, or in accordance with an applicable judicial or quasijudicial process.

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

8.0 Formal Complaint Procedure - Integrity Commissioner

- 8.1 A Member of Council, Municipal staff or member of the public who has reasonable and probable grounds to believe that a member of Council has contravened the Code of Conduct for Members of Council, may request that the matter, or complaint be reviewed.
- 8.2 The complaint shall be in writing and shall be signed by the complainant(s).
- 8.3 A complaint shall set out the grounds for the belief and the contravention alleged and include a supporting affidavit that sets out the evidence in support of the complaint.

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

9.0 Initial Classification by Integrity Commissioner

- 9.1 The complaint shall be filed with the Chief Administrative Officer/Clerk who shall forward the matter to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code of Conduct and not covered by other legislation or other Council policies.
- 9.2 If the complaint does not include a supporting affidavit, the Integrity Commissioner may defer the classification until an affidavit is received.
- 9.3 If the complaint, including any supporting affidavit, is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Integrity Commissioner shall advise the complainant in writing as follows:

- i. if the complaint on its face is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the Ontario Provincial Police;
- ii. if the complaint on its face is with respect to non-compliance with the *Municipal Conflict of Interest Act*, the complainant shall be advised to review the matter with the complainant's own legal counsel;
- iii. if the complaint on its face is with respect to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be advised that the matter will be referred to the Privacy Commissioner for review;
- iv. if the complaint on its face is with respect to non-compliance with a more specific Council policy with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure; and
- v. in other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner considers appropriate.

10 Integrity Commissioner Investigation

- 10.1 If a complaint has been classified as being within the Integrity Commissioner's jurisdiction, the Commissioner shall investigate and may attempt to settle the complaint.
- 10.2 The Integrity Commissioner will proceed as follows:
 - i. serve the complaint and supporting material upon the member whose conduct is in question with a request that a written response to the allegation be filed within ten days; and
 - ii. serve a copy of the response provided upon the complainant with a request for a written reply within ten days.
- 10.3 If necessary, after reviewing the written materials, the Integrity Commissioner may speak to anyone relevant to the complaint, examine any other documents relevant to the complaint and may enter any County office relevant to the complaint for the purposes of investigation and settlement.
- 10.4 The Integrity Commissioner may make interim reports to Council as required to address any instances of interference, obstruction or retaliation encountered during the investigation.
- 10.5 The Integrity Commissioner shall submit a final report on the complaint to Council, no later than 90 days after the making of the complaint, outlining the findings, the terms of any settlement, or recommended corrective action.
- 10.6 Any recommended corrective action must be permitted in law and shall be designed to ensure that the inappropriate behaviour or activity does not continue.

11.0 Refusal to conduct inquiry

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

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

12.0 Reporting

- 12.1 The Integrity Commissioner shall file a copy of the final report with Chief Administrative Officer who will then provide a copy of the report to the complainant and the Member of Council whose conduct is concerned.
- 12.2 The Chief Administrative Officer shall process the report to the next meeting of Council.
- 12.3 Council shall consider and respond to the report within 90 days after the day the report is laid before it.
- 12.4 The Integrity Commissioner shall report annually to Council on complaints affecting the Council of the County of Frontenac, filed with the Integrity Commissioner.

13.0 Municipal Support for Members of Council

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

14.0 Non-Compliance

- 14.1 The following measures may be instituted and applied to any member of Council under Section 223.4(5) of the *Municipal Act*:
- i. a reprimand;
 - ii. suspension of the remuneration paid to the member in respect of his or her services as a member of Council or the local board, as the case may be, for a period of up to ninety (90) days, and/or
 - iii. censure including removal from appointed Committees, Boards and/or liaison roles.

Signature

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

Signature of Member

Date

Printed Name of Member

Appendix A – Integrity Commissioner

Duties of the Integrity Commissioner

1.0 The Integrity Commissioner shall:

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

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

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

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

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

3.0 Procedure to Submit a Complaint to the Integrity Commissioner

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

Appendix B – Code of Conduct Complaint Form

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

COMPLAINANT NAME				
ADDRESS				
TELEPHONE	HOME		WORK	
E-MAIL				

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

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

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

SUMMARY / COMMENTS
Attach additional sheets as needed.

 Date of Signature

 Signature of Complainant



Report 2013-087

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Jannette Amini
Deputy Clerk

Date prepared: April 20, 2013

Date of meeting: May 15, 2013

Re: **Administrative Services – Establishment of a Records Retention Schedule**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services – Records Retention Schedule* report;

AND FURTHER THAT Council adopt By-law No. 2013-0021, being a By-law to Establish a Schedule for Records Retention;

AND FURTHER THAT Council of the County of Frontenac delegate authority to the CAO/Clerk to set administratively a retention schedule for the County of Frontenac;

AND FURTHER THAT By-law 30-1990 be and is hereby repealed.

Background

In October 1990, County Council adopted By-law No. 30-1990, being a By-law to establish retention periods for certain documents and records to be kept by the Corporation of the County of Frontenac, in accordance with Section 116 of the former Municipal Act, R.S.O. 1980, Chapter 302. The *Municipal Act*, 2001 is now in effect and determines how a municipality may destroy records as well as establish retention periods.

Comment

The purpose of this report is to adopt a By-law that would establish a records classification scheme in order to provide for a standardized method of organizing files within the County of

Administrative Report
Administrative Services – Establishment of Records Retention Schedule
May 15, 2013

Page 1 of 2

Frontenac and to establish records retention periods for records created on and after January 1, 2001.

Section 255 of the *Municipal Act* provides that a record of a municipality may be destroyed if a retention period for the record has been established and the retention period has expired; or the record is a copy of the original record. The municipality may, subject to the approval of the Municipal Auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved.

It is necessary to establish a standardized policy and practice regarding the application of the Records Retention Program to ensure that the County of Frontenac is meeting its legislative requirements. Further to this, the County of Frontenac currently has a contract in place with The Ontario Municipal Records Management System (TOMRMS) that provides yearly updates to the County's retention schedule. Each year, TOMRMS reviews changes in legislation that directly affects municipal operations and provides its clients with updated retention schedules based on any changes in the legislation. Because these changes to the retention schedule would be a result of legislative changes to which the County must adhere, it is also being recommended that County Council provide delegated authority to the CAO/Clerk to set administratively a retention schedule for the County of Frontenac as provided for by the yearly TOMRMS update which would remain subject to the approval by the County auditor. This will ensure that the County of Frontenac is meeting its legislated requirements in a timely manner with respect to records retention.

Sustainability Implications

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

Financial Implications

There are no financial implications directly associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Paul Charbonneau, Chief/Director of Emergency & Transportation Services
Marian VanBruinessen, Treasurer
Julie Shillington, Administrator, Fairmount Home
Kieran Williams, Municipal Intern
Anne Marie Young, Manager of Economic Sustainability
Joe Gallivan, Manager of Sustainability, Planning
Colleen Hickey, Human Resources Specialist/Labour Relations
Bonnie Carter, Occupational Health Nurse
David Millard, Manager of Information Systems

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	1 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Administration								
Primary Heading: A - Administration								
Class Code		Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
County Code	TOMRMS Code	Subject	Responsible Department	Active	In-Active	Total Ret.	Remarks	Method of Destruction
	A00	Administration - General	Originating	1	-	1		
A100	A01	Associations and Organizations	Originating	1	-	1		
A200	A02	Staff Committees and Meetings	Originating	1	3	4**		303, 305
A300	A03	Computer Systems and Architecture Information	IT Back-Up Media	S	6	S+6		2, 39, 515, 516
A400	A04	Conferences and Seminars	Originating	1	-	1**	Only those sponsored by the Municipality are subject to archival review.	
	A05	Consultants	Originating	2	-	2**		
A500	N/A	Committees	Originating	P	P	P		Shred
N/A	A06	Inventory Control	Originating	1	5	6		2, 7, 8, 17, 19, 20, 21, 22, 23, 24, 25, 26, 28, 190, 196, 197
A600	N/A	Annual Reports			-			Shred
A700	A07	Office Equipment and Furniture	Originating	E	-	E	E= Disposal of item	
N/A	A08	Office Services	Originating	1	-	1		
A900	A09	Policies and Procedures	Originating Fairmount	S S+2 P	P	P**		33, 34, 35, 499
A2100	A10	Records Management	Clerk's	S	-	S		388, 462, 463, 465, 466
NA	A11	Records Disposition	Clerk's	P	-	P		388, 462, 463,

Highlighted Information is County of Frontenac files and information
 Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
 ** - Subject to Archival Selection
 All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	2 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Administration								
Primary Heading: A - Administration								
Class Code		Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
County Code	TOMRMS Code	Subject	Responsible Department	Active	In-Active	Total Ret.	Remarks	Method of Destruction
								465, 466
NA	A12	Telecommunications Systems	Originating	S	-	S		
NA	A13	Travel and Accommodation	Originating	1	-	1		
NA	A14	Uniforms and Clothing	Originating	S	-	S**		
NA	A15	Vendors and Suppliers	Originating	2	-	2		
A1600	A16	Intergovernmental Relations	Originating	1	4	5**	ETS: City of Kingston correspondence. ETS: Min. of Labour ETS: MOHLTC FMT: Min. of Labour FMT: K100 MOH	
A1700	A17	Accessibility of Records (F.O.I.)	Clerk's	1	-	1		220, 465
NA	A18	Security	Originating	2	3	5		
A1900	A19	Facilities Construction and Renovations	Originating	E	1	E+1**	E = project finished	306, 368, 369, 372, 406
A2000	A20	Building and Property Maintenance	Originating	2	3	5		172, 244, 245, 398, 399, 400, 401, 402, 403, 406
N/A	A21	Facilities Bookings	Originating	1	-	1		
A2200	A22	Accessibility of Services	Clerk's	2	3	5	No retention requirements	493, 494, 495, 496, 498
NA	A23	Information Systems Production Activity & Control	Treasury	2	-	2		39, 515, 516
NA	A24	Access Control & Passwords	Treasury	2	-	2		39, 515, 516

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	3 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Council and By-Laws								
Primary Heading: C – Council, Boards, and By-Laws								
Class Code		Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
County Code	TOMRMS Code	Subject	Responsible Department					
	C00	Council and By-Laws – General	Originating	1	-	1		
C200	C01	By-Laws	Clerk's	P	-	P**	Copy retention S	246
N/A	C02	By-Laws - Other Municipalities	Clerk's	S	-	S		
C100	C03	Council Agenda	Clerk's	S	5	S+5		
C100	C04	Council Minutes	Clerk's	P	-	P**	Copy retention 2 years Working notes 6 years	109, 110, 111, 112, 462, 466
C500	C05	Council Committee Agenda	Clerk's	S	-	S		462, 466
C600	C06	Council Committee Minutes	Clerk's	6	-	6**		109, 110, 111, 112, 246
C700	C07	Elections	Clerk's	E+4	-	E+4	E= day action took effect or voting day Ballots E= 120 days after voting or resolution of recount	297, 412 to 450
N/A	C08	Goals and Objectives	Originating	S	-	S**		
NA	C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention 1 year	246
A1600's	C10	Motions and Resolutions - Other Municipalities	Clerk's	S	-	S		
C1100	C11	Reports to Council	Clerk's	1	P	P**		
C1200	C12	Appointments to Boards and Committees	Clerk's	1	P	P**		

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	4 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

		Primary Heading: Development and Planning						
		Primary Heading: D Development and Planning						
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	D00	Development and Planning - General	Originating	1	-	1		
D100	D01	Demographic Studies	Planning	5	5	10**		
D200	D02	Economic Development	Sustainability	5	5	10**		
NA	D03	Environment Planning	Sustainability	E+2	-	E+2**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.	155, 158
D300	NA	Strategic Planning	Originating ICSP	5 50	15 P	20 P		
NA	D04	Residential Development	Planning	5	5	10**		
D400	NA	Studies and Policies	Land-Use Planning	10	P	P	Natural Heritage Study, Official Plan	
NA	D05	Natural Resources	Planning	2	-	2**		309
NA	D06	Tourism Development	Planning	5	5	10**		
NA	D07	Condominium Plans	Planning	5	P	P	Applications can be destroyed 2 years after final decision.	
D500	D08	Official Plans	Clerk's	S	P	P**	Copy retention S	312
D600	D09	Official Plan Amendment Applications	Planning	E+1	4	E+5	E= Final decision.	
NA	D10	Severances	Planning	E+1	4	E+5	E= Final decision.	
NA	D11	Site Plan Control	Planning	5	P	P	Application 2 years after final decision	

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	5 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Development and Planning								
Primary Heading: D Development and Planning								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	D12	Subdivision Plans	Planning	5	P	P	Application 2 years after final decision.	
D1200	NA	Land Use Planning	Land-Use	P	-	P		
NA	D13	Variances	Planning	E+2	P	P	E= Final decision	
D1400	D14	Zoning	Planning	E+2	-	E+2	E= Final decision	
NA	D15	Easements	Planning	E+1	5	E+6**	E= Termination of right	
D1500	NA	Consents	Land-Use Planning					
NA	D16	Encroachments	Planning	E+1	5	E+6**	E= Termination of right	
D1600	NA	Minor Variances	Land Use Planning					
NA	D17	Annexation/Amalgamation	Clerk's	1	P	P**		
D1800	D18	Community Improvement Projects	Planning	E+1	5	E+6**	E= Completion of project	
NA	D19	Municipal Addressing	Planning	S	10	S+10**		
D2000	D20	Reference Plans	Planning	S	P	P		
NA	D21	Industrial/Commercial Development	Planning	5	5	10**		
D2100	NA	GIS Mapping	Originating Maps produced as a result of public requests	P	P	P	E	
D2100	D22	Digital Mapping	Planning	S	-	S	Excludes the actual data residing on these systems.	
NA	D23	Agricultural Development	Planning	5	5	10**		
NA	D24	Background Reports for Official Plan	Planning	E+1	4	E+5	E= Final Decision	

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	6 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Environmental Services								
Primary Heading: E - Environmental Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	E00	Environmental Services	Originating	1	-	1		
NA	E01	Sanitary Sewers	Works	E+1	-	E+1	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications are kept permanently	
E100	NA	Environmental Monitoring	Land-Use Planning	5	15	20	<u>Legislative Reference</u>	
NA	E02	Storm Sewers	Works	E+1	-	E+1**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications are kept permanently	
E200	NA	Septic System	Originating	P	-	P		
NA	E03	Treatment Plants	Works	2	-	2	Specifications are kept permanently	459 460, 461, 467, 468
E04		Trees	Works	2	3	5		
NA	E05	Air Quality Monitoring	Engineering	E+2	-	E+2**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5	158, 220, 376, 377
E400	E06	Utilities	Works	2	3	5**		

Highlighted Information is County of Frontenac files and information

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	7 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Environmental Services								
Primary Heading: E - Environmental Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	E07	Waste Management	Works	2	8	10**		220, 234, 235, 236, 237, 238, 239, 240, 241, 328, 329, 330, 331, 332, 333, 334, 335
E600	E08	Water Works	Works	1	14	15	Specifications are kept permanently	159, 467, 468, 469, 470, 475, 476, 477, 486
NA	E09	Drains	Works	E+1	-	E+1**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications P	
NA	E10	Pits and Quarries	Works	2	3	5**	Specifications are kept for the life of the pit or quarry.	
	E11	Nutrient Management	Works	2	3	5**		
NA	E12	Private Sewage Disposal Systems	Works	2	3	5**	Specification are kept permanently	
NA	E13	Water Monitoring	Engineering	2	13	15		158, 220, 309, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492

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Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	8 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Environmental Services								
Primary Heading: E - Environmental Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	E14	Water Sampling	Engineering	2	13	15		158, 220, 309, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
NA	E15	Chemical Sampling of Water	Engineering	2	13	15		158, 220, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
NA	E16	Backflow Prevention and Cross Connection Control	Engineering	2	13	15		158, 220, 309, 469, 470, 471, 473, 474, 475, 477, 481, 482, 483, 484, 486, 487, 488, 489, 490
NA	E17	Energy Management		E+1	6	E+7	E = End of reporting period to which relates	517, 518
NA	E18	Natural Heritage		E+1	2	E + 3	E = end of designated year	519, 520, 521, 522, 523
NA	E19	Renewable Energy		2	48	50		524, 525, 526, 527, 528, 529, 530, 531,

Highlighted Information is County of Frontenac files and information
 Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
 ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Environmental Services								
Primary Heading: E - Environmental Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
								532, 533, 534

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The Ontario Municipal Records Management System

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Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	F00	Finance and Accounting – General	Originating	1	-	1	Do not file accounting records required for tax purposes	
F100	F01	Accounts Payable	Treasury	E+1	6	E+7	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance. Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance. An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.	2, 3, 4, 5, 9, 16, 17, 108, 149, 150, 151, 173, 174, 186, 198, 247, 254, 255, 256, 390, 410, 439

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F200	F02	Accounts Receivable	Treasury	E+1	6	E+7	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance. Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance. An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.	2, 3, 4, 5, 16, 17, 173, 174, 186, 189, 198, 247, 410
F300	F03	Audits	Treasury	1	5	6		439
F400	F04	Banking	Treasury	1	5	6		3, 4, 16, 17, 149, 247
F500	F05	Budgets and Estimates	Treasury	1	5	6**		181
NA	F06	Assets	Treasury	E+1	5	E+6**	E= Disposal of asset	2, 4, 5, 16, 30, 149, 189, 247, 391, 392
F600	NA	Provincial/Federal Funding	Originating	2	5	7		
NA	F07	Cheques	Treasury	1	5	6		3, 16, 17, 30, 149, 173, 186, 198, 247

Highlighted Information is County of Frontenac files and information
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All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	12 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F1200	F08	Debentures and Bonds	Treasury	E+1	5	E+6	E= Debentures surrendered for exchange/cancellation	3, 16, 17, 30, 149, 247
F800	NA	Insurance	Finance	T + 1	5	T + 6		
NA	F09	Employee and Council Expenses	Treasury	E+1	6	E+7		3, 4, 16, 17, 30, 149, 174, 189, 198, 247
F900	NA	Charitable Campaigns & Fundraising	Originating	T	P	P	Concern re history of fundraising	
NA	F10	Financial Statements	Treasury	2	P	P**		247, 439
F1000	NA	Fixed Assets	Finance	S	P	P T + 7	Fixed assets will be a permanent file, kept indefinitely with all applicable documents and/or copies kept in a perpetual file. Disposing/selling assets: record retained 7yrs after disposal/sale. **Louise via KPMG recommendations	
F700	F11	Grants and Loans	Treasury	E+1	5	E+6	E = the end of the fiscal year	3, 4, 6, 16, 174, 186, 247,
F1100	NA	Cheques	Finance	2	5	7		
NA	F12	Investments	Treasury	E+1	5	E+6	E= Closure of account	3, 5, 16, 149, 247, 439
NA	F13	Journal Vouchers	Treasury	E+1	5	E+6	E = the end of the fiscal year	2, 3, 16, 17, 149, 173, 174, 186, 189, 198, 247
NA	F14	Subsidiary Ledgers, Registers, and Journals	Treasury	E+1	6	E+7**	Permission to destroy C.P.P. and Employment Insurance records	1, 2, 3, 5, 9, 10, 11, 12, 13, 14, 16, 17, 30,

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All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
							prior to the expiration of their retention period must be obtained from the Minister of Revenue.	149, 173, 174, 186, 189, 198, 247, 439
NA	F15	General Ledgers and Journals	Treasury	1	P	P		3, 4, 16, 17, 149, 173, 186, 189, 198, 247, 439
NA	F16	Payroll	Treasury	1	5	6		1, 3, 9, 10, 11, 12, 13, 14, 16, 17, 30, 149, 186, 198, 220, 247, 355, 357, 358
NA	F17	Purchase Orders and Requisitions	Treasury	E+1	5	E+6	E = the end of the fiscal year	2, 3, 5, 16, 17, 30, 149, 174, 198, 247
F1300	F18	Quotations and Tenders	Treasury	1	5	6**	Unsuccessful bids - retain for 1 year from contract award	
NA	F19	Receipts	Treasury	1	5	6		2, 3, 16, 30, 186, 189, 198, 247
NA	F20	Reserve Funds	Treasury	1	5	6		439
NA	F21	Revenues	Treasury	1	5	6	Records related to mortgages must be kept for 10 years.	2, 4, 6, 17, 149, 173, 186, 239, 390, 391, 392, 439
NA	F22	Taxes and Records	Clerk's	S	P	P	The sections of the Education Act related to Protestant and Roman Catholic School Board Index Books have been repealed.	3, 6, 16, 30, 101, 408
NA	F23	Write Offs	Treasury	1	5	6		2, 16, 17
NA	F24	Trust Funds	Originating	E	6	E+6	E= Closure of account	178, 219, 439

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The Ontario Municipal Records Management System

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Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	F25	Security Deposit	Treasury	E	6	E+6	E= Closure of account	
NA	F26	Working Papers	Treasury	E+1	-	E+1	E= After completion of audit	

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Human Resources								
Primary Heading: H – Human Resources								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
H100	H00	Human Resources – General	Originating	1	-	1		
NA	H01	Attendance and Scheduling	Personnel	2	-	2**		183, 220, 461
NA	H02	Benefits	Personnel	S	-	S		9, 150
H200	NA	Payroll Records	Financial Serv. & HR	1	6	7		
H300	H03	Employee Records	Personnel	E+3	-	E+3**	E = date employee ceased to be employed by employer Every licensee of a long-term care home shall ensure that the record of every former staff member of the home is retained by the licensee for at least seven years after the staff member ceases working or being employed at the home.	220, 355, 357, 381, 382, 383, 406, 462, 466
H400	H04	Health and Safety	Personnel	1	1	2		167, 187, 220, 243, 303, 304, 305, 306, 328, 376, 377, 406
NA	H05	Human Resource Planning	Personnel	1	-	1**		220
NA	H06	Job Descriptions	Personnel	S	-	S**		
H700	H07	Labour Relations	Personnel	E	10	E+10**	E= Expiry of contract period	
NA	H08	Organization	Originating	S	-	S**		

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Human Resources								
Primary Heading: H – Human Resources								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	H09	Salary Planning	Personnel	5	-	5		
NA	H10	Pension Records	Personnel	E+6	-	E+6	E = Termination of employee/ beneficiary Pension plans, annual information returns are kept permanently	1, 311, 462, 466
H800	H11	Recruitment	Personnel	1	-	1**		220
NA	H12	Training and Development	Personnel	E+2	-	E+2**	Only courses developed and presented by the Municipality are subject to archival selection E = Date employee ceases to perform activity that has risk of work place violence associated with it; in paper or electronic form	38, 458
NA	H13	Claims	Personnel	E+1	1	E+2	E = Resolution of claim. Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.	167, 187, 220, 243, 303, 304, 305, 306, 328, 376, 377

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Primary Heading: Human Resources								
Primary Heading: H – Human Resources								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	H14	Grievances	Personnel	E+1	6	E+7	E = Resolution of claim.	406
NA	H15	Harassment And Violence	Personnel	1	2	3		36, 37
NA	H16	Criminal Background Checks	Personnel	E+2	5	E+7	E = date of conviction, or where conviction resulted in imprisonment, date of release or parole)	535
NA	H17	Employee Medical Records – Hazardous Materials	Personnel	E+2	38	E+40	Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record)	536, 537, 538, 539
NA	H18	Employee Medical Records	Personnel	E+1	1	E+2	E = When STD/LTD claims are resolved Employee medical records are retained for 10 years after the last encounter	167, 243, 304, 305
NA	H19	Disability Management	Personnel	E+2	3	E + 5	E = day issued or earlier as may be specified by Commission	167, 243, 540, 541, 542
NA	H20	Confined Spaces	Personnel	E+1	-	E+1	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained	545, 546, 547, 548, 549

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Primary Heading: Justice								
County has no J Files								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	J00	Justice General	Originating	2	2	4		
NA	J01	Certificates of Offence (Part I)	Originating	3	5	8	From date of completion	
NA	J02	Control Lists Informations (Part III)	Originating	3	5	8	From date of completion	
NA	J03	Control Lists	Originating	2	2	4		
NA	J04	Court Dockets	Originating	2	6	8		
NA	J05	Transcripts and Records of Court Proceedings	Originating	2	6	8		
NA	J06	Enforcements & Suspensions	Originating	2	6	8		
NA	J07	Appeals & Transfers	Originating	3	4	7		
NA	J08	Statistics	Originating	2	6	8		
NA	J09	Disclosure	Originating	2	4	6		

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Legal Affairs								
Primary Heading: L – Legal Affairs								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
L100	L00	Legal Affairs – General	Originating	1	-	1		
L200	L01	Appeals and Hearings	Clerk's	E	P	P	E= Resolution of appeal	
NA	L02	Claims Against the Municipality	Clerk's	E	1	E+1	E= Resolution of claim and all appeals	
NA	L03	Claims By the Municipality	Clerk's	E	1	E+1	E= Resolution of claims and all appeals	
L400 & LC600	L04	Contracts and Agreements - Under By-Law	Clerk's	E+2	13	E+15**	E= act or omission on which claim is based took place	407
NA	L05	Insurance Appraisals	Clerk's	E+1	-	E+15	E= act or omission on which claim is based took place	407
L600	L06	Insurance Policies	Clerk's	E+1	14	E+15	E= Expiry of policy	107, 259, 261, 263, 407
L700	L07	Land Acquisition and Sale	Clerk's	E	10	E+10**	E= Property disposition	392, 393, 397, 422, 408,
NA	L08	Opinions and Briefs	Clerk's	S	-	S**		
NA	L09	Precedents	Clerk's	S	-	S**		
NA	L10	Federal Legislation	Originating	S	-	S		
L900	L11	Provincial Legislation	Originating	S	-	S		
NA	L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years	276, 277, 349, 462, 466
NA	L13	Prosecutions	Originating	E	7	E+7	E= Delivery of judgement	
NA	L14	Contracts and Agreements – Simple	Clerk's	E+1	1	E+2**	E= Expiry of contract	252, 401, 406

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Primary Heading: Media and Public Records								
Primary Heading: M – Media and Public Relations								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
Na	M00	Media and Public Relations - General	Originating	1	-	1		
NA	M01	Advertising	Originating	1	-	1**		
NA	M02	Ceremonies and Events	Originating	1	4	5**		
NA	M03	Charitable Campaigns/Fund Raising	Originating	1	-	1		
M400	M04	Complaints, Commendations and Inquiries	Originating	1	-	1**		
M500	M05	News Clippings	Originating	1	-	1**		
M600	M06	News Releases	Originating	1	-	1**		
M700	M07	Publications	Originating	S	-	S**		
NA	M08	Speeches and Presentations	Originating	1	2	3**		
M800	M09	Visual Identity and Insignia	Clerk's	S	5	S+5**		
M900	M10	Website & Social Media Content	Originating	S	-	S		515, 516

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Primary Heading: Protection and Enforcement Services								
Primary Heading: P – Protection and Enforcement Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	P00	Protection & Enforcement Services – General	Originating	1	-	1		
NA	P01	By-law Enforcement	Originating	2	4	6**		
P200	P02	Daily Occurrence Logs	Originating	1	4	5**		
P300	P03	Emergency Planning	Originating	S	-	S**		177, 191, 193
NA	P04	Hazardous Materials	Originating	S	-	S		328
P400	NA	Dress Uniforms	ETS	T+1	-	T+1	Dress Uniforms -- records include ---- quantity, issued date, sizes, and item (jacket, shirt, cap, gloves, belt, etc)if employee is active (on the payroll,)then keep the documents so we have the current sizes , just in case we need to order again. After employee not active, then 1 year.. – Dave G.	
P500	P05	Incident/Accident Reports	Originating	E	1	E+1	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file	171, 243, 462, 466
NA	P06	Building and Structural Inspections	Building	S	-	S	E+2 for inspections, maintenance and testing related to the fire code	370, 371, 500-512
NA	P07	Health Inspections	Public Health	S	-	S		370, 371, 376, 377
NA	P08	Investigations	Originating	2	8	10**		316

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Protection and Enforcement Services								
Primary Heading: P – Protection and Enforcement Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
P900	P09	Licences	Clerk's	E	2	E+2	E= Expiry of licence	
NA	P10	Building Permits	Building	2	P	P	5 years off-site for residential permits	
NA	P11	Permits, Other	Originating	E	2	E+2	E= Expiry of permit	
NA	P12	Warrants	Police	E+1	-	E+1	E= Execution of warrant	220
NA	P13	Criminal Records	Police	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge	220, 317
NA	P14	Animal Control	Originating	E+2	-	E+2	E = date animal was last in the pound	320, 321
NA	P15	Community Protection Programs	Originating	S	2	S+2**		
NA	P16	Emergency Services	Originating	S	2	S+2		
NA	P17	EMS Incident & Impact Reports		S	2	S+2	Ambulance Call Reports 7 years	
NA	P18	EMS Accident Reports		S	2	S+2		
NA	P19	EMS Accident Statistics		S	2	S+2		

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Recreation and Culture								
Primary Heading: R – Recreation and Culture								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	R00	Recreation and Culture - General	Originating	1	-	1		
R100	R01	Heritage Preservation	Sustainability	E	-	E**	E= Removal of designation	307
R500	R02	Library Services	KFPL	2	3	5		322, 463
NA	R03	Museum and Archival Services	Clerk's	1	-	1**		220
NA	R04	Parks Management	Parks & Recreation	2	3	5**	Playground equipment maintenance records are retained permanently	
NA	R05	Recreational Facilities	Parks & Recreation	2	3	5		325
NA	R06	Recreational Programming	Parks & Recreation	1	-	1**		220

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Social and Health Care Services								
Primary Heading: S – Social and Health Care Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	S00	Social and Health Care Services - General	Originating	1	-	1		
S100	S01	Children's Day Nursery Services	City of Kingston	2	3	5	Not a County Record as such retention limits are reduced	171, 175, 176, 179, 180, 182, 184, 187, 188, 192, 193, 194, 220, 380
S200	S02	Elderly Assistance	Fairmount	2	3	5	Fire drills 2 years	380, 451, 452, 453, 454, 455, 456, 457
S300	S03	Homes for the Aged Residents	Fairmount	E+2	8	E+10	E= Date of last entry. Records pertaining to a resident can be destroyed 5 years after the death of the resident.	220, 380, 462, 466, 513
S700	S04	Social Assistance Programs	City of Kingston	2	3	5		380
S400	NA	Nursing Equipment Inventory	Originating	Comments Julie for retention			Preventative maintenance records are kept electronically for all equipment in Goldcare. We have a contract with Motion Specialties that are here weekly and carry out different work, etc. on equipment and there would be records of that. – Mary's comments	
NA	S05	Ontario Works Case Records	Comm Service	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent	220, 308, 462, 466
NA	S06	Medical Case Records	Public Health	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made	102, 220, 257, 462, 466

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The Ontario Municipal Records Management System

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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Social and Health Care Services								
Primary Heading: S – Social and Health Care Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
							by the institution. . .” or on consent	
S600	NA	Health and Safety	Originating	T	5	T+5	ETS: Health & Safety	
NA	S07	Children's Services	Comm Service	2	-	2	Records of handicapped children are kept for at least 2 years after discharge.	171, 175, 192 195, 380
S500	S08	Public Health	Public Health	2	3	5	FMT: PDA Initiative FMT: E-Health ETS: Influenza information and outbreak advisory, infectious disease notifications, heat and cold weather advisories	
S800	NA	Social Housing Programs	City of Kingston	2	3	5		
NA	S09	Cemetery Records	Clerk's	2	P	P**		462, 466
NA	S10	Day Nursery Case Records	Comm Service	E+2	-	E+2	E= Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child	102, 178, 192, 195, 220, 325

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Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	26 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Transportation								
Primary Heading: T – Transportation Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	T00	Transportation - General	Originating	1	-	1		
NA	T01	Illumination	Works	E	6	E+6	E= Completion of project specifications P	
NA	T02	Parking	Works	E	6	E+6	E= Closure of lot or space	
NA	T03	Public Transit	Works	E	1	E+1**	E= Closure of route/shelter/stop	233
T300	NA	Emergency Vehicles/Transportation	FPS/ETS	T+1	3	T+4	ETS/FPS Vehicle general, surplus vehicles (ETS) maintenance, licence Incidents – categorize under protection services	
NA	T04	Road Construction	Works	E	1	E+1**	E = project finished Specifications are kept permanently.	368, 369, 372
T400	NA	Non-Emergency Vehicles/Fleet Management	FPS/ETS	T+1	3	T+4	FMT: red van, blue access van, Prius, Explorer	
NA	T05	Road Design and Planning	Works	E	1	E+1**	E = project finished Specifications are kept permanently.	368, 369, 370, 371, 372
NA	T06	Road Maintenance	Works	E	1	E+1	E = project finished Specifications are kept permanently.	368, 369, 372
	T07	Signs and Signals	Works	E	1	E+1	E= Removal of sign/signal	373, 374, 375
	T08	Traffic	Works	E	1	E+1**	E = project finished Temporary road closures 2 years	373, 374, 375
T800	NA	Notices of Traffic	Originating	1	6	7	Insurance Claims?	

Highlighted Information is County of Frontenac files and information

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	27 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Transportation								
Primary Heading: T – Transportation Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
		Disruption	Used ticket stubs	2	-	2		
		Traffic	Record of Ferry pass applications			7		
NA	T09	Roads and Lanes Closures	Works	E	1	E+1**	Event = project finished	373, 374, 375
NA	T10	Field Survey/Road Survey Books	Works	E	1	E+1	E = project finished	
NA	T11	Bridges	Works	E	1	E+1	E = project finished Specifications are kept permanently.	368, 369, 372

Highlighted Information is County of Frontenac files and information

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	28 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Vehicles and Equipment								
Primary Heading: V – Vehicles and Equipment								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	V00	Vehicles and Equipment - General	Originating	1	-	1		
	V01	Fleet Management	Originating	E+1	-	E+1	E = termination of lease)	18, 220, 248, 249, 250, 251, 252, 253, 409
V100		Certification of Ambulances	FPS/ETS	T+1	3	T+4	Ambulance Vehicle certification. When we receive a new vehicle, the letter of MOH certification is placed into the vehicle maintenance / certification binder. This binder is located in the Supervisors office for viewing at any time by us or the MOH Inspectors. <u>We store this certification in the office until the vehicle is sold / disposed of, which is usually 6 years and then the binder is placed into the Operations Archive files in the basement for another ten years.</u>	
NA	V02	Mobile Equipment	Originating	E+1	5	E+6	E=As long as the device is in service.	166
NA	V03	Transportable Equipment	Originating	E+1	5	E+6	E = Disposal of equipment	
NA	V04	Protective Equipment	Originating	E+1	5	E+6	E = Disposal of equipment	

Highlighted Information is County of Frontenac files and information

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
 ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System



Report 2013-093

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: April 30, 2013

Date of meeting: May 15, 2013

Re: **Administrative Services - Vehicle Usage**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Administrative Services – Vehicle Usage* report for information.

Background

At its meeting on March 20, 2013, Council passed the following resolution:

*Motion #: 151-13 Moved By: Councillor Davison
Seconded By: Councillor Doyle*

RESOLVED THAT staff be directed to bring forward a report detailing the usage of all County of Frontenac vehicles, showing what department they are assigned to, who uses them and what is the age and mileage on each vehicle excluding the 15 ambulances.

CARRIED

Comment

The following table provides the detailed information requested by Council with respect to the vehicles utilized by Corporate Services, Frontenac Paramedic Services (FPS) and Fairmount Home.

Administrative Report
Administrative Services – Vehicle Usage
May 15, 2013

Page 1 of 2

County of Frontenac Vehicle Inventory

DEPARTMENT	TYPE	USED FOR	YEAR	KM TOTAL	KM ANNUAL (AVG)
Corporate	Toyota Prius - Hybrid	Off site visits - all Corporate, FPS & FMT staff	2010	67,564	33,782
Corporate	Ford Explorer	Off site visits - all Corporate, FPS & FMT staff	2003	261,645	29,072
FPS	Ford Expedition - ERV	Paramedic Response Unit	2011	61,477	61,477
FPS	Ford Expedition - ERV	Operations Supervisor	2011	106,821	106,821
FPS	Ford Expedition - ERV	Operations Supervisor	2012	12,304	12,304
FPS	Ford Expedition - ERV	Performance Standards Supervisor	2007	179,802	35,960
FPS	Ford Escape - Hybrid	Paramedic Command Vehicle	2009	66,262	22,087
FPS	Toyota Highlander - Hybrid	Paramedic Command Vehicle	2009	79,533	26,511
FPS	Toyota Highlander - Hybrid	Paramedic Command Vehicle	2010	49,185	24,593
FPS	International	Emergency Support Unit - logistics supply for major incidents	2005	10,454	1,493
FPS	Dodge Sprinter	Inventory supply and maintenance	2006	129,563	21,594
FPS	International	Human patient simulator - paramedic training	2010	6,841	3,421
FPS	Toyota Prius – Hybrid (in use from mid-August)	Off site visits - FPS and all Corporate	2012	5,741	5,741
Fairmount	VW - Fully Accessible (donated)	Resident outings	2000	59,281	4,940
Fairmount	Dodge Caravan	Resident outings, picking up items, staff travel	2008	30,702	7,676

Sustainability Implications

The complement of vehicles owned by the County ensures that resources are utilized effectively.

Financial Implications

As a component of our asset management plan, Council allocates funds to reserve to replace vehicles. However no funds are being allocated to replace the Fairmount donated accessible van.

Organizations, Departments and Individuals Consulted and/or Affected

All County Departments

Administrative Report
Administrative Services – Vehicle Usage
May 15, 2013

Page 2 of 2



Report 2013-095

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 Bonnie Carter Occupational Health Nurse Colleen Hickey Human Resources – Labour Relations Specialist
Date prepared:	April 26, 2013
Date of meeting:	May 15, 2013

Re: Administrative Services – Security Requirements for the County of Frontenac Administration Offices

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Administrative Services – Security Requirements for the County of Frontenac Administration Offices* report for information.

Background

At its meeting on March 20, 2013, the following resolution was passed:

Motion #: 150-13 Moved By: Councillor Davison
Seconded By: Councillor Doyle

RESOLVED THAT staff be directed to bring forward a report on the security requirements for the County of Frontenac Administrative Offices.

CARRIED

Administrative Report
Administrative Services – Security Requirements for the County of Frontenac Administration Offices
May 15, 2013

Page 1 of 3

Comment

Over the past decade, the need to increase security measures at the County's Administration Offices has occurred twice, to address very specific threats.

The first threat, in the fall of 2004, involved a verbal threat by an employee to shoot and kill the CAO and a paramedic supervisor. This threat was substantiated and the employee was arrested by the Kingston Police Force's Emergency Response Team and subsequently charged. The employee was dismissed and security measures including the "lockdown" of the Corporate Services Offices were implemented for the protection of all employees. The removal of the "lockdown" of the offices occurred approximately two (2) years later, following confirmation that the individual had left the area.

The second incident, in August 2010, involved the departure of an employee. Due to the nature of the departure, security consultants recommended that security measures including the "lockdown" of the Corporate Services Offices were to be implemented for the protection of all employees.

Since 2010 there have been two additional occasions to those cited above when the "lockdown" process was implemented. An assessment was undertaken after each incident that concluded individual employees were unstable and posed a potential threat to staff.

Additionally, there was a prior incident involving a potentially volatile member of the public who was successful in gaining access to staff. Had the current controls been in place at that time this potentially dangerous situation could have been avoided.

Legislative Framework and the County's Obligations

In 2010 the Workplace Violence legislation came into effect through an amendment to the *Occupational Health & Safety Act* which dictates that all workplaces must complete physical risk assessments of their work environments on an annual basis. Section 32.0.3 (1) reads:

Assessment of risks of violence – *An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.*

These assessments are standardized forms provided by and audited by the Ministry of Labour. The assessments are a compiled list of recognized risk factors and recommended safety measures. The results are analyzed based on frequency (historical data/likelihood) and severity which are combined to produce a risk level. Employers are expected to implement corrective action for any identified risk factors resulting from the physical risk assessments.

The additional security measures providing controlled access at the County's Administration Offices were augmented in response to the results of these physical risk assessments. Identified in those assessments was: there was opportunity for someone intending to do harm to enter and access numerous staff with no way of containing their movement through the buildings. This was further confirmed through the emergency exercise conducted in December 2011 which simulated a potential hostage taking at Fairmount Home.

Based on the frequency of actual and potential threats to the staff safety over the last few years, the most effective safety measure as recommended on the physical risk assessments was to implement controlled access.

Additionally, it was identified that many offices in the Corporate and FPS administration suites are very self contained and lack interior windows so each employee is essentially working alone with no means of summoning help should they require it. In response to this risk factor, the installation of panic buttons is being trialed for all computer workstations. If accepted this will enable staff to summon immediate help should they feel at risk.

In contrast to buildings designed for office use, the County's Administration Offices was designed for use as a private residence. Office buildings generally have thin walls or walls which do not extend fully to the ceiling, large windows on the office interior walls to facilitate auditory privacy but two way visibility between those in and out of the office. In addition to the controlled entrance to the business, there may be additional contained and staffed waiting areas for specific departments. By contrast, the Corporate Services building has just one single control point area at main Reception. The offices are largely separate without shared walls, have no interior windows in the walls or doors and have thick walls which extend to the ceiling. There is no visibility or auditory sharing of space between them. The 2nd floor offices of Corporate Services are also very self contained and accessible through the passageway to Fairmount on that level. In an office building, the stairwells are frequently secured for staff only access. Shared buildings between separate businesses are usually key locked from both sides or utilize security services. The County's Administration Offices also shares a basement with the Fairmount/FPS building which is accessible from both sides. The Frontenac Paramedic Services offices are completely isolated from staff in all other areas of the County. Staff members working alone are not visible or within hearing distance of anyone and the office suite is situated closely to several exterior access doors.

The safety of the County Receptionist is enhanced with the implementation of the controlled entry. The physical environment of the County Reception area does not afford the use of a protective barrier such as a plexiglass wall or window as used in some of the township offices.

The following changes have been made to the security measures:

- The original front door to the Old House has been secured and the new main entrance created.
- The Receptionist has been re-located to the "link" where the new main entrance is located.
- The east and west doors of the "link" are unlocked and open during normal business hours
- The main door to the FPS Suite is unlocked during normal business hours

The security, at the front entrance, is maintained and the addition of a door release button will allow the receptionist to open the door remotely for visitors.

Sustainability Implications

Protection of workers and assessment of risk are mandated under the *Occupational Health & Safety Act* and these measures assist in the compliance to all such legislated requirements.

Financial Implications

None

Organizations, Departments and Individuals Consulted and/or Affected

All County staff

Administrative Report
Administrative Services – Security Requirements for the County of Frontenac Administration Offices
May 15, 2013

Page 3 of 3



Report 2013-096

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Jannette Amini
Deputy Clerk

Date prepared: May 8, 2013

Date of meeting: May 15, 2013

Re: Administrative Services – Arterial Roads Funding Agreement

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services – Arterial Roads Funding Agreement* report;

AND FURTHER THAT Council of the County of Frontenac authorize the Warden and Clerk to enter into agreement with the City of Kingston, the Township of South Frontenac and the Township of Frontenac Islands to support the negotiated settlement for the 5-year Arterial Roads compensation package to be paid by the City of Kingston.

Background

In January of 1997, an Order was 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 which provided compensation to be paid by the City of Kingston relating to Arterial Roads. The Order required that the Councils of the City of Kingston and the Council of the Frontenac Management Board, now the County of Frontenac, reconsider the annual contribution on or after January 1, 2013. County Council, at its regular meeting held November 21, 2012 delegated 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 through the following resolution:

Motion #: 316-12 B

Moved By:

Councillor Davison

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;

Administrative Report
Administrative Services – Arterial Roads Funding Agreement
May 15, 2013

Page 1 of 3

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

Comment

The City of Kingston, the Township of South Frontenac and the Township of Frontenac Islands have reconsidered and reached an agreement on the annual contribution to be made by the City Kingston on or after January 1, 2013.

The Agreement was presented and adopted by the Councils of the City of Kingston, the Township of South Frontenac and the Township of Frontenac Islands. Although the County of Frontenac had delegated its authority jointly to the two townships to reconsider the annual roads contribution, it is the County of Frontenac to which the Amalgamation Order directs the payment and is also the party to reconsider the payment. As such, the County of Frontenac needs to execute this Agreement also.

The provisions of the agreement are outlined in the following resolution passed by the City of Kingston on April 23, 2013:

*Moved by Councillor Scott
Seconded by Councillor Reitzel*

THAT the City of Kingston enter into an agreement with the Townships of South Frontenac and Frontenac Islands and County of Frontenac for a period of 5 years (2013-2017) for the allocation of funds in the aggregate amount of \$1,619,458 with payments as follows:

Year	Negotiated Agreement \$	Split	
		South Frontenac \$	Frontenac Islands \$
1-2013	539,819	469,643	70,176
2-2014	431,855	375,714	56,141
3-2015	323,892	281,786	42,106
4-2016	215,928	187,857	28,071
5-2017	107,964	93,929	14,035
Total	1,619,458	1,408,929	210,529

And,

THAT this agreement represents the final conclusion to the City's responsibilities under the 1997 Amalgamation Order Section 7.2 "Compensation" (County Arterial Roads); and

THAT the Mayor and Clerk be authorized to sign an agreement, in a form satisfactory to the City Solicitor.

CARRIED

A copy of the Agreement is attached to this report as Exhibit A which identifies the fixed annual payments to be made by the City of Kingston for use by the Township of South Frontenac and the Township of Frontenac Islands for the reconstruction, resurfacing and other capital expenditures related to the Arterial Roads which were set out in Schedule 2 of the Order noted above, including the specific annual payment allocations to be paid to South Frontenac and to Frontenac Islands.

Sustainability Implications

Good governance is critical to the sustainability of a community. As stated in *Directions for Our Future* government decision-making processes are clear, transparent, forward thinking and focused on the longer term. Further, investing in infrastructure, good roads and bridges, is a key component of the vitality of the County's communities.

Financial Implications

There are no financial implications directly associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac
Township of Frontenac Islands
City of Kingston

THIS AGREEMENT made this _____ day of _____,
2013.

B E T W E E N :

The Corporation of the City of Kingston ("Kingston")

OF THE FIRST PART

- and -

The Corporation of the Township of South Frontenac ("South
Frontenac")

OF THE SECOND PART

- and -

The Corporation of the Township of Frontenac Islands ("Frontenac
Islands")

OF THE THIRD PART

-and-

THE Corporation of the County of Frontenac ("County of Frontenac")

OF THE FOURTH PART

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 dated January 7th, 1997 (hereinafter referred to as the "Order")
provides in section 7.2 for compensation to be paid by Kingston relating to Arterial
Roads, and

AND WHEREAS Section 7.2(e) of the Order requires that the Council of the City and and the Council of the Frontenac Management Board, now the County of Frontenac, reconsider the annual contribution on or after January 1, 2013 and

AND WHEREAS the County of Frontenac by resolution dated November 21, 2012, a copy of which is attached as Schedule "A" to this Agreement, has delegated 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 WHEREAS Kingston, South Frontenac and Frontenac Islands have reconsidered and reached an agreement on the annual contribution to be made by Kingston on or after January 1, 2013 which agreement the County of Frontenac ratifies and confirms.

THEREFORE IN CONSIDERATION OF the mutual covenants and agreements and subject to the terms and conditions contained in this Agreement, Kingston, South Frontenac, Frontenac Islands and the County of Frontenac covenant and agree with each other as follows:

1. Kingston shall make fixed annual payments for use by South Frontenac and Frontenac Islands in the reconstruction, resurfacing and other capital expenditures related to the Arterial Roads set out in Schedule "2" of the Order, a copy of which Schedule is attached as Schedule "B: to this Agreement, for the years 2013 through to 2017 in the amount set out below under the "Annual Payment" Column. The Annual Payment is to be allocated and paid to South Frontenac and to Frontenac Islands as set out in the "Allocation of Annual Payment" column.

2.

Year	Annual Payment \$	Allocation of Annual Payment	
		South Frontenac \$	Frontenac Islands \$
1 – 2013	539,819	469,643	70,176
2 – 2014	431,855	375,714	56,141
3 – 2015	323,892	281,786	42,106
4 – 2016	215,928	187,857	28,071
5 - 2017	107,964	93,929	14,035
Total	1,619,458	1,408,929	210,529

3. Kingston's fixed Annual Payments shall not increase for any reason, including but not limited to a percentage change in household growth.
4. This Agreement represents the final consideration and agreement with respect to compensation for Arterial Roads as described in section 7.2 of the Order and Kingston's obligation to make payments for arterial road purposes shall cease and be at an end upon payment of the 2017 Annual Payment.
5. Kingston, the County of Frontenac, South Frontenac and Frontenac Islands agree that effective January 1, 2013 this Agreement shall replace Section 7.2 of the Order and thereafter that section of the Order shall be of no further force or effect.
6. No amendment to this Agreement shall be permitted, except by the written mutual consent of all parties, and any amendment shall be in writing.
7. This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.
8. The Townships of South Frontenac and Frontenac Islands will report periodically to the City on the expenditures to which the annual payments have been made.

IN WITNESS WHEREOF the parties hereto have signed and sealed this Agreement.

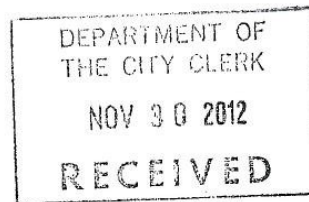
SIGNED, SEALED AND DELIVERED	)	THE CORPORATION OF THE
	)	City of Kingston
in the presence of:	)	Per: _____
	)	Mark Gerretsen, Mayor
	)	Per: _____
	)	John Bolognone, City Clerk
	)	THE CORPORATION OF THE
	)	Township of South Frontenac
	)	Per: _____
	)	Gary Davison, Mayor
	)	Per: _____
	)	Wayne Orr, Chief Administrative Officer
	)	THE CORPORATION OF THE
	)	Township of Frontenac Islands
	)	Per: _____
	)	Denis Doyle, Mayor
	)	Per: _____
	)	Gord Burns, Interim CAO/Clerk
	)	THE CORPORATION OF THE
	)	COUNTY OF FRONTENAC
	)	Per: _____
	)	Janet Gutowski, Warden
	)	Per: _____
		Elizabeth Savill, Chief Administrative Officer/ Clerk



Schedule "A"

November 23, 2012

The City of Kingston
216 Ontario Street
Kingston, ON
K7L 2Z3



Re: Arterial Roads under the Restructuring Order

I would confirm that the Council for the County of Frontenac at its regular meeting held November 21, 2012 adopted the following resolution:

Resolution No. 315-12B Moved by: Councillor Davison
Seconded by: Councillor 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;

.../2



COUNTY OF FRONTENAC

2069 Battersea Road, Glenburnie, Ontario, Canada K0H 1S0 t 613.548.9400 f 613.548.8460 www.frontenacounty.ca

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City of Kingston
November 23, 2012 – Page 2

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

I trust you find this in order; however if you have any questions or concerns, please do not hesitate to contact me at 613-548-9400 ext. 302 or via email at jamini@countyoffrontenac.ca.

Yours truly,



Jannette Amini
Deputy Clerk

Copy: County File C101

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Schedule "B"

Arterial Road Needs

Road	Total Length (km)	KT/PT Length (km)	Net Length (km)
Perth	41.6	7.8	33.8
Battersea	33.3	8.0	25.3
Sydenham	18.6	10.0	8.6
Bellrock	10.0	-	10.0
Harrowsmith	15.7	-	15.7
Howe Island Drive*	15.7	-	15.7
Total			109.1



Report 2013-098

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Jannette Amini
Deputy Clerk

Date prepared: April 20, 2013

Date of meeting: May 15, 2013

Re: **Administrative Services – Establishment of a Services and Organization Review Committee**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services – Establishment of a Services and Organization Review Committee* report;

AND FURTHER THAT By-law 2013-0020, being a by-law to govern the proceedings of County Council and its Committees include Schedule B-5 - Advisory Committee to County Council - Services Delivery and Organization Review Committee, attached as Exhibit A to this report;

AND FINALLY THAT Council of the County of Frontenac adopt By-law No. 2013-0024, being a By-law to appoint members to various Committees of County Council (Services and Organization Review Committee).

Background

County Council, at its regular meeting held April 17, 2013, received report 2013-081 Draft RFP for a Services Review and Organizational Study, which included a recommendation that authorized the CAO/Clerk to issue a Request for Proposal (RFP) for a Services Review and Organization Study, the terms of which had been authorized by Council. As part of the draft RFP reviewed by Councillors involved in the process, it was determined by County Council that 3 members of County Council and one community member would be appointed by County Council to oversee the RFP process. As noted by staff, such a process would constitute a Committee under the *Municipal Act* and staff was directed at that time to bring back to County Council a Terms of Reference for this Committee.

Administrative Report
Administrative Services – Establishment of a Services and Organization Review Committee
May 15, 2013

Page 1 of 4

Comment

The Terms of Reference, attached as Exhibit A was developed by staff based on the language contained in the Request for Proposal with respect to reporting requirements by the successful consultant.

Further to the resolution which received report 2013-081 Draft RFP for a Services Review and Organizational Study, the following motion was passed:

Motion #: 182-13 Moved By: Councillor Doyle
Seconded By: Deputy Warden Clayton

BE IT RESOLVED THAT staff prepare a Terms of Reference for the establishment of a Committee to oversee the RFP for the Service Delivery and Organizational review;

AND FURTHER THAT Councillors Doyle, Davison and Clayton be appointed to this Committee;

AND FURTHER THAT Mr. Gordon Burns be appointed to this Committee as a community member;

AND FURTHER THAT if Mr. Burns is unavailable, that another member of the community be appointed.

CARRIED

Both the proposed Terms of Reference and draft By-law 2013-0024 are recommending that the Committee be comprised of Councillors' Doyle, Davison and Clayton and Mr. Gordon Burns.

Sustainability Implications

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

Financial Implications

There are no financial implications directly associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Exhibit 'A'

SCHEDULE B-5 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Services Delivery and Organization Review Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac Services Delivery and Organization Review Committee shall be comprised of four (4) members appointed by County Council as follows:
 - three (3) members of County Council; and
 - one (1) community representative.
- (ii) The members of the County of Frontenac Services Delivery and Organization Review Committee shall hold office from the date of their appointment, at the pleasure of this Council, until the final report is presented to Council.
- (iii) The Committee shall hold meetings as required.
- (iv) The County of Frontenac Services Delivery and Organization Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

The vision of the County of Frontenac stated in *Directions for Our Future* is that government decision making processes need to be clear, transparent, forward thinking and focused on the longer term, all of which depend on a strong organizational structure. There is a clear direction for land use planning, economic development, physical, social and cultural infrastructure and investment in community capacity.

The Mission and Vision Statements, adopted by County Council in January 2013 read:

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

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

The Services Delivery and Organization Review Committee will be guided by these statements during its deliberations and subsequent recommendations to County Council on the acceptance a proposal and the interim and final reports.

- (i) **Mandate**
 - To receive proposals, evaluate proposals and make recommendations to Council on the acceptance of a proposal for the Comprehensive Review of Services and Organization
 - To receive an interim report submitted midpoint by the consultant(s)
 - To report periodically to County Council on the progress of the Services Delivery and Organization Review
 - To receive an executive summary prepared by the consultant(s) of all reports and findings of the consultant(s)
 - To provide a final report to County Council on the Comprehensive Service and Organization Review at its completion

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 Administrative Services – Establishment of a Services and Organization Review Committee
 May 15, 2013

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SCHEDULE B-5 ADVISORY COMMITTEE TO COUNTY COUNCIL continued

COMMITTEE NAME: Services Delivery and Organization Review Committee

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Service Delivery and Organization Review Committee:

Three (3) Member of County Council:

- Councillor Denis Doyle
- Councillor Gary Davison
- Deputy Warden Bud Clayton

One (1) Community Representatives:

- Gordon Burns



Report 2013-084

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

Marian VanBruinessen
Treasurer

Date prepared: May 1, 2013

Date of meeting: May 15, 2013

Re: **Human Resources – 2012 Staff Conference, Training and Other Travel Expenses**

Recommendation

That Council of the County of Frontenac receives these *Human Resources – 2012 Staff Conference, Training and Other Travel Expenses* report for information.

Background

At the March 20, 2013 meeting of Council, the following resolution was passed:

*Moved By: Councillor Davison
Seconded By: Councillor Jones*

RESOLVED THAT staff be directed to bring forward a report to County Council itemized by staff member, on all costs associated with staff Conference, Training, and Travel Expenses for 2012.

CARRIED

Comment

Conferences and training have been an approved and ongoing method for staff to enhance their skills, obtain valuable insight on best practices in other municipalities and organizations and to learn and gain knowledge from peers, colleagues and subject matter experts. From time to time County staff members have been facilitators to these events as well. Some senior staff

Administrative Report
Human Resources – 2012 Staff Conference, Training and Other Travel Expenses
May 15, 2013

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participates in provincial and national committees which usually schedule their meetings to coincide with conferences.

The AMCTO Executive Diploma in Municipal Management Program is a key component of the County's succession planning strategy. As presented to Council in 2010, this training program is developed by The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in cooperation with the University of Western Ontario Continuing Studies and Seneca College's Centre for Financial Services. This is a municipally-focused, practical management development program for all levels of management to position them to effectively manage in the complex and ever evolving municipal environment. The final cohort of 8 staff completed this program in 2012. An asterisk has been included to aid Council with the identification of these allocations.

Under Fairmount, Sodexo mandates that its employees attend specific training. This is required under our contract. Two asterisks have been included to identify the inclusion of these costs.

Other travel expenses are incurred as staff attends meetings to deal with Council priorities, conducts County business, participates with peer groups, attends meetings with provincial and federal representatives – both elected and appointed, etc.

From a Human Resource perspective training/conferences and development programs have a major influence with organizational behaviours in two aspects. The first aspect is that training and development allows the employee to effectively perform his or her job and motivates employees to develop positive relationships both internally and externally which enhances organizational success.

The second aspect is that conferences, training and develop programs increase employees capacity, lead to more effective decisions and a greater confidence to accept responsibility for their decisions. It can also enhance employee commitment to organizational objectives.

Conference and training offer development opportunities for staff leading to a positive work environment, support recruitment, further retention strategies and are a critical part of effective succession planning. Through these opportunities, staff members are able to remain current with changes in their sector-related business practices, legislation, technology, etc.

Encouraging staff to participate in committees and working groups, etc., is another way the County ensures staff remains current and also in a position to influence provincial policy. As quarterly activity reports to Council reflect, several staff members have been and continue to be involved in these meetings.

Numerous studies indicate employees who receive training and development opportunities albeit through conferences, training programs or day training, and committee involvement are more effective and they provide a higher value to organizations. County staff values training and assess the relevance and importance of each training event with their manager to ensure the event is a valid opportunity to enhance skill sets before any authorization is provided.

The information requested by Council for 2012 is itemized by employee and found in Appendix A. Although the County's general ledger does not capture expense information details according to these three categories of conference, training and other travel expenses, staff has balanced this information with audited actuals and is confident with this presentation.

Sustainability Implications

A well-trained and knowledgeable workforce is a prerequisite to achieving the County's mission of exceptional service delivery. Attendance at conferences and training sessions ensures that County staff develops the skills and competencies needed to perform their duties and achieve overall success for the municipality.

Financial Implications

All conference, training and other travel expenses incurred in 2012 were provided for in the year's approved budget.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Management Team
Finance Staff
Municipal Management Intern

Appendices

Appendix A – 2012 Staff Conference, Training and Other Travel Expenses

Appendix A

Employee Summary of 2012 Conferences, Training and Other Travel Expenses

Administration		
All Staff - webinars, joint presentations	Training	3,134.35
Beckel, Susan	Conference	1,330.84
	Training	228.61
	Travel Other	87.67
Savill, Liz	Conference	8,128.51
	Training	929.23
	Travel Other	1,692.17
Tamblyn, Angelique	Training	249.31
Vandervelde, Alison	Conference	669.31
	Training	179.20

Finance		
Brant, Susan	Conference	1,319.25
	Training	3,274.64 *
	Travel Other	21.61
Malette, Nancy	Travel Other	32.42
Elliott, Nancy	Travel Other	21.61
VanBruinessen, Marian	Conference	1,319.25
	Training	869.03
	Travel Other	227.57

Human Resources		
Carter, Bonnie	Training	75.00
Hickey, Colleen	Conference	1,067.90
	Training	249.31
	Travel Other	249.98
Vandewal, Krista	Training	3,173.89 *

Information Services		
Dixon, Ryan	Travel Other	105.72

Appendix A
Employee Summary of 2012 Conferences, Training and Other Travel Expenses

Millard, David	Conference	1,617.95
	Training	101.76
	Travel Other	228.65
Farrell, Kevin	Training	151.61
	Travel Other	280.70

Ferry		
All Staff	Training	205.00
Beaubiah, John	Travel Other	19.02
Beaubiah, Melvin	Travel Other	2,549.90
Bryne, Ron	Travel Other	19.02
Chamberlain, Williams	Travel Other	19.02
Coyne, Jordan	Travel Other	19.02
Dailey, Campbell	Training	3,173.90 *
	Travel Other	333.34
Deveau, Randy	Travel Other	19.02
Feeney, Robert	Travel Other	19.02
Hartley, Mark	Travel Other	19.02

includes km between County
offices and ferry

Fairmount		
All Staff FMT	Training	412.28
Broeders, John	Training	77.05
Clarry, Katherine	Training	400.00
Clyde, Mellissa	Training	223.30
Hazlett, Cara	Training	400.00
Jones, Rosemarie	Training	1363.82 **
Kirkpatrick, Dianne	Conference	287.1

Appendix A
Employee Summary of 2012 Conferences, Training and Other Travel Expenses

Laird, Lynda	Training	568.35	
Lake, Mary	Conference	973.45	
	Training	442.50	
Mercer, Tom	Training	1,600.21	**
Shillington, Julie	Conference	862.00	
	Training	112.50	
	Travel Other	7.40	
Williams, Gail	Conference	862.00	
	Training	3,190.16	*
Yovanovich, Violet	Conference	307.91	
	Training	593.30	

Frontenac Paramedic Services			
All Staff FPS	Training	23,703.05	
Bourgon, Andrew	Travel Other	405.00	
Brown, Ross	Travel Other	202.50	
Burgess, Jeff	Travel Other	15.31	
Charbonneau, Paul	Conference	9,513.47	
	Travel Other	643.98	
Chevalier, Gale	Conference	5,376.78	*
	Travel Other	241.32	
Chourney, Rhianna	Training	139.94	
Cooper, Deborah	Travel Other	6.75	
Dawson, Jennifer	Training	3,073.14	*
	Travel Other	18.01	
Devries, Tamara	Travel Other	405.00	
Dunn, Shauna	Training	161.80	
Freitag, Ingmar	Conference	735.72	
	Training	3,173.88	*

Appendix A
Employee Summary of 2012 Conferences, Training and Other Travel Expenses

Gemmill, Dave	Conference	3,127.50
	Training	283.91
	Travel Other	41.77
Graham, Steve	Training	161.80
Heintz, Kenny	Training	161.80
Herrington, Dave	Conference	2,302.25
	Travel Other	29.56
Hurtubise, Jeremie	Training	19.81
LeBlanc, Tommy	Training	169.00
MacDonald, Brian	Training	135.00
McBain, Chris	Training	3,173.88
Parkhill, Dave	Training	22.74
Podgers, Mark	Conference	100.94
Russell, Richard	Training	3,385.55 *
Stinson, Dave	Travel Other	80.39
Taggart, John	Training	416.71
Wall, Megan	Training	161.80

Sustainability Planning Economic Development		
Young, Anne Marie		
	Conference	1,807.90
	Travel Other	1,797.46
Gallivan, Joe		
	Conference	773.37
	Travel Other	1,557.28
Young, Peter		
	Conference	498.62
	Travel Other	29.11

includes all km costs to attend meetings

includes all km costs to attend meetings

* includes Executive Diploma in Municipal Management Program

** includes SODEXO required training



ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: May 4, 2012

Date of meeting: May 15, 2012

Re: Financial Services – 2012 Audited Financial Statements

Recommendation

RESOLVED that the Council of the County of Frontenac receive this *Financial Services - 2012 Audited Financial Statements* report;

AND FURTHER that the Council of the County of Frontenac accept the 2012 Audited Financial Statements of the Corporation of the County of Frontenac.

Background

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

Allan Chartered Accountant Professional Corporation was appointed as the County auditors for 2012.

For 2012, municipalities are required to present financial statements which comply with the requirements of the Public Sector Accounting Board Standards (PSAB). These standards require a presentation that reflects full accrual accounting.

Comment

PSAB reporting introduced a couple of key changes in the presentation of the municipality's financial statements. The first is the ongoing valuation of depreciation. This is the third year that depreciation has been shown on municipal financial statements. This expense reflects the use of the County's assets during the year but is not an expense that is funded through the tax levy. Rather County Council, recognizing the need to provide for asset replacement, makes reserve allocations annually. In a report dated April 17, 2013, County Council was apprised of

Administrative Report
Financial Services – 2012 Audited Financial Statements
May 15, 2013

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the implication of the unfunded liability related to the difference between depreciation expensed through the financial statements and the amounts allocated to reserve for asset replacement.

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

The following table reports the composition of the 2012 consolidated accumulated surplus showing it to be representative of a combination of assets offset by the debenture and the unfunded employee obligation. It is not simply available spending money.

2012 Consolidated Schedule of Accumulated Surplus	
Reserve funds	2,742,485
Reserves	11,410,776
Total reserves and reserve funds	14,153,261
Surpluses Invested in tangible capital assets	22,615.129
Debt	(11,163,466)
Net	11,451,644
Unfunded employee benefit obligation	(35,713)
Accumulated surplus	25,569,750

Working fund reserve transfer:

The 2012 Budget provided for the use of non-revenue contributions from reserve and a drawdown from the EORN prepayment for the broadband project (\$328,140). As a result, the net impact on the Working Fund through the budget allocations was a net reduction of \$175,155. Further, the budget provided for inter-reserve transfers of \$61,000 from the Working Fund to the GIS Reserve (\$11,000), the 150th Anniversary Reserve (\$30,000) and the Land Acquisition Reserve (\$20,000).

In 2012 the payment from the City of Kingston with respect to its share of the broadband project (\$344,839) was booked as a receivable and appears as income allocated to the Working Fund Reserve.

The net impact on the Working Fund Reserve is an increase of \$153,686.

The County does not have control over the realization of parts of its budget.

	Responsibility	2012 Budget variance
Provincial Offences	City of Kingston	-\$22,000
Social Services	City of Kingston	98,000
Social Housing	City of Kingston	<u>58,300</u>
		\$134,300

The surplus related to the City of Kingston shared services was \$134,300. The City of Kingston is responsible for Provincial Offences, a shortfall of \$22,000, Social Services and Social Housing which resulted in surpluses of \$98,000 and \$58,300 respectively.

Supplementary taxation	Townships	\$166,628
Interest revenue		\$39,350

The County's share of supplementary taxation revenue was \$166,628. Favourable interest revenue and cash flow resulted in \$39,350 more interest revenue than budgeted.

General Government and Planning (\$147,152): Under expenditure in Warden and Council expenses (\$103,317) relate to an under utilization of monies budgeted for committee activity in 2012. Corporate administration (\$25,762) was under budget due to staff turnover. General Sustainability Planning was over-budget (\$18,073) as the anticipated funding from Ontario Trails to assist with the bridge development was not realized.

Project timing accounts for the net impact (capital less reserve transfers) of under expenditure in County capital (\$63,966) and the Emergency Management JEPP project (\$7,884).

Fairmount Home was slightly over budget (\$10,200) primarily as a result of the implementation of the contract settlement which exceeded allocations accrued in prior years.

Land Ambulance was slightly over budget (\$34,400) as a result of the change in weighted assessment allocation which required the County to shoulder a greater share of the overall Land Ambulance budget than had been anticipated and budgeted.

Consolidated Statement of Financial Position:

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

Accounts Receivable: The decrease in accounts receivable comparative to 2011 is a combination of decreases related to municipal transfers (-\$132,000), GST claimed (-\$226,000), and funds expected for the 2011 Build Canada project (\$124,000) versus increases related to the anticipated contribution from the City of Kingston re the broadband project (\$344,000) and monies owed from the Ministry of Health and Long Term Care related to the offload nursing project (\$174,000).

Accounts Payable: In 2012, accounts payable were lower for the City of Kingston (\$341,000) and for general trade (\$495,000). Accrued liabilities in 2011 included an amount for estimated retroactive wages for the Fairmount contract settled in 2012.

Deferred Revenue: In 2012, deferred revenue includes a contribution to the Frontenac K&P Trail and prepaid ferry passes.

Tangible Capital assets: The reduction in the net book value of tangible assets is primarily in buildings (-\$443,000), bridges (-\$9,000) vehicles (-\$335,000), and equipment (-\$165,000) while land improvements increased (\$205,000) and work in progress increased (\$64,000).

Two vehicles were purchased for Land Ambulance.

Equipment purchased included defibrillators, heat exchanger, Kubota tractor, steamer, electric beds, etc.

Work-in-progress is a category of projects which will be completed or put in use in 2013. These include work on the Fairmount well project, costs related to land acquisition for the Frontenac K&P Trail, the completion of the County entrance work, various IS projects (implementation of the eACR system, the full domain upgrade and the website) and initial work to develop the plans for the Fairmount Auditorium project.

Consolidated Statement of Changes in Net Financial Assets:

The 2012 budget provided for asset acquisition that was not fully realized in 2012.

County:

- MicroFit project \$70,000: anticipated to be completed in conjunction with North Frontenac Land Ambulance project in 2013.
- Storage units \$25,000: a more detailed investigation revealed that this amount was not adequate to provide for the storage requirements. As Land Ambulance had rented additional space, this investment was not required.
- Building exterior work \$60,000: project will be completed in 2013.
- Accessibility door openers \$6,000: delayed pending outcome of application to the Enabling Accessibility Fund. Work will move forward in 2013.
- Websites \$15,000: project will be completed in 2013.
- Alarm system and panic button projects: modified based on contractor input resulting in a saving of \$26,000.

Land Ambulance:

- North Frontenac Base Project \$329,000: work delayed until 2013.

Fairmount Home:

- Well and Septic upgrades \$230,000: work continues with all billings anticipated in 2013.
- Building Automation Project \$90,000: delayed to ensure coordination with the Fairmount Home Auditorium Renovation Project.

Planning:

- Trails Project \$31,000: work came in under-budget.

Sustainability Implications

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

Organizations, Departments and Individuals Consulted and/or Affected

Allan Chartered Accountant Professional Corporation

**CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2012**

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**County of Frontenac
Consolidated
Financial Statements
December 31, 2012**

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

December 31	2012	2011	2010
Population (Statistics Canada)	* 26,375	* 26,375	** 26,658
* 2011 population from the 2011 Census ** 2010 population from the 2006 Census			
Number of Households (MPAC)	18,417	18,797	18,674
Taxable Assessment (000's)	\$	\$	\$
Residential	4,186,639	3,854,781	3,528,289
Multi-residential	4,123	4,014	3,905
Commercial	43,891	41,399	37,175
Industrial	12,074	11,586	10,610
Farmland	95,614	90,985	91,189
Total	4,342,341	4,002,765	3,671,168
Rates of Taxation			
▸ residential (municipal)	0.193135	0.212540	0.242244
▸ multi-residential (municipal)	0.193135	0.212540	0.242244
▸ commercial (municipal)	0.193135	0.212540	0.242244
▸ industrial (municipal)	0.193135	0.212540	0.242244
Revenues for County Purposes (000's)	\$	\$	\$
▸ Taxation	8,450	8,496	8,908
▸ Government transfers	23,616	21,916	22,185
▸ Other	4,495	4,280	3,879
▸ Revenues related to capital assets	---	948	1,837
Total	36,561	35,620	36,809
Expenditures (000's)			
▸ Operations	35,873	33,472	33,825
▸ Amortization	1,367	1,251	1,122
Net Assets (Net Debt)			
▸ % of Operating Revenue (>(20%))	7.63%	4.02%	0.77%
▸ % of Taxation (>(50%))	32.99%	16.38%	3.02%

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

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

December 31	2012	2011	2010
	\$	\$	\$
Long Term Debt			
▸ Net long term debt (000's)	11,163	11,976	12,740
▸ Long term debt charges (000's)	1,529	1,529	1,529
▸ Annual repayment limit (000's)	3,118	2,999	3,006
▸ Long term debt per household	606	637	682
▸ Debt charges (000's)			
▸ tax supported	489	489	489
▸ City of Kingston	1,040	1,040	1,040
Municipal Equity (000's)			
▸ Surplus and Reserves	14,118	13,557	13,353
▸ Invested in capital assets	11,451	11,323	9,535
▸ Net book value to original cost	72.14%	74.80%	75.60%
▸ Reserves as % of operating expenses (>20%)	39.45%	40.50%	39.48%
Financial Indicators			
▸ Sustainability			
▸ financial assets to liabilities	1,1562	1,0705	1,0128
▸ financial assets to liabilities excluding long term debt	3,0899	2,7254	2,4955
▸ long term debt to tangible capital assets	49.36%	51.40%	57.19%
▸ Flexibility			
▸ Debt charges to total operating revenue	4.18%	4.44%	4.41%
▸ Total operating revenue to taxable assessment	0.84%	0.86%	0.94%
▸ Working capital to operating expenses (>10%)	38.89%	39.93%	38.46%
▸ Vulnerability			
▸ Operating government transfers ▸ to operating revenue	64.59%	64.43%	63.20%
▸ Total government transfers ▸ to total revenues	64.59%	65.38%	63.21%



Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Corporation of the County of Frontenac (the 'County') are the responsibility of the County's management and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants. A summary of significant accounting policies are described in note 2 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The County's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of consolidated financial statements. These systems are monitored and evaluated by management.

The consolidated financial statements have been audited by Allan Chartered Accountant Professional Corporation, independent external auditors appointed by the County. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the County's consolidated financial statements.

Chief Administrative Officer

Treasurer



COUNTY OF FRONTENAC

2069 Battersea Road, Glenburnie, Ontario, Canada K0H 1S0 T. 613.548.9400 F. 613.548.8460 www.frontenaccounty.ca



Chartered Accountant Professional Corporation

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the County of Frontenac:

We have audited the consolidated statement of financial position of the Corporation of the County of Frontenac as at December 31, 2012 and the consolidated statement of operations, changes in net financial assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

The Corporation of the County of Frontenac's management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Corporation of the County of Frontenac as at December 31, 2012 and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Chartered Accountants

Licensed Public Accountants

Allan Chartered Accountants Professional Corporation

Authorized to practice public accounting by the Institute of Chartered Accountants of Ontario

Perth, Ontario,
May 15, 2013.

County of Frontenac
Consolidated Statement of Financial Position

December 31	2012	2011
	\$	\$
ASSETS		
Financial Assets		
Cash	16,908,835	16,919,197
Short term investment	164,069	492,209
Accounts receivable	3,553,018	3,702,708
	20,625,922	21,114,112
LIABILITIES		
Financial Liabilities		
Accounts payable and accrued liabilities	3,996,132	5,116,167
Employee future benefit obligations (note 3)	222,638	171,286
Deferred revenues	12,283	53,459
Deferred revenues - obligatory reserve fund (note 4)	2,444,292	2,406,299
Long term liabilities (note 5)	11,163,466	11,975,976
	17,838,811	19,723,187
NET FINANCIAL ASSETS	2,787,111	1,390,925
NON-FINANCIAL ASSETS		
Tangible capital assets (note 14)	22,615,130	23,299,475
Inventories	149,390	172,582
Prepaid expenses	18,118	17,891
	22,782,638	23,489,948
Commitments (note 11) Contingent Liabilities (note 9)		
MUNICIPAL EQUITY (note 6)	25,569,749	24,880,873

Approved by the Corporation of the County of Frontenac

_____ Warden

_____ Deputy Warden

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

County of Frontenac Consolidated Statement of Operations			
For the year ended December 31	(Note 16) Budget	2012	2011
	\$	\$	\$
REVENUES			
Taxation • from other governments	8,281,074	8,450,478	8,496,222
User charges	3,076,288	2,916,276	2,901,382
Government grants • provincial	13,574,808	14,029,913	13,644,849
• federal	---	---	4,426
• other municipalities	9,197,920	9,586,395	8,266,440
Deferred revenues earned (note 4)	1,171,281	812,987	646,756
Provincial offences fines penalties	222,879	200,299	225,509
Investment income	160,000	199,356	207,877
Other income	318,424	367,582	278,086
TOTAL REVENUES	38,002,674	36,562,286	34,671,547
EXPENDITURES			
General government	2,332,059	2,340,150	2,595,044
Protection to persons and property	23,095	11,320	12,960
Transportation services	1,588,188	1,553,466	1,523,051
Ambulance services	14,703,924	15,156,842	13,778,955
Health services	677,951	677,658	636,357
Social and family services	12,968,812	12,933,461	12,496,155
Libraries	761,978	786,579	740,394
Social housing	732,959	688,572	640,681
Planning and development	1,353,180	960,362	870,962
Other	765,000	765,000	177,816
TOTAL EXPENDITURES	35,907,146	35,873,410	33,472,375
NET REVENUES FROM OPERATIONS	95,528	688,876	1,199,172
OTHER			
Grants and transfers related to capital	---	---	947,573
Government transfers	---	---	---
ANNUAL SURPLUS	95,528	688,876	2,146,745
MUNICIPAL EQUITY, BEGINNING OF YEAR	24,880,873	24,880,873	22,734,128
MUNICIPAL EQUITY, END OF YEAR	24,976,401	25,569,751	24,880,873

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

County of Frontenac			
Consolidated Statement of Changes in Net Financial Assets			
For the year ended December 31	(Note 16) Budget	2012	2011
	\$	\$	\$
ANNUAL SURPLUS	95,528	688,876	2,146,745
Amortization of tangible capital assets	1,252,612	1,366,641	1,250,859
Acquisition of tangible capital assets	(1,504,080)	(713,229)	(2,366,988)
Gain on sale of tangible capital assets	---	11,403	74,894
Proceeds on sale of tangible capital assets	---	19,531	17,544
Acquisition of inventories of supplies	---	(149,391)	(172,582)
Acquisition of prepaid expenses	---	(18,118)	(17,891)
Consumption of inventories	---	172,582	158,438
Use of prepaid expenses	---	17,891	30,758
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(155,920)	1,396,186	1,121,777
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,390,925	1,390,925	269,148
NET FINANCIAL ASSETS, END OF YEAR	1,235,005	2,787,111	1,390,925

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

**County of Frontenac
Consolidated Statement of Cash Flows**

For the year ended December 31	2012	2011
	\$	\$
OPERATING		
Annual surplus for the year	688,876	2,146,745
Amortization	1,366,641	1,250,859
	2,055,517	3,397,604
Net Change in Non-Cash Working Capital Balances		
Accounts receivable	149,689	(667,902)
Accounts payable and accrued liabilities	(1,120,036)	(1,130,035)
Employee future benefit obligations	51,352	16,074
Deferred revenues	(41,176)	(37,059)
Deferred revenues - obligatory reserve funds	37,993	199,287
Inventories	23,191	(14,144)
Prepaid expenses	(227)	12,868
	(899,214)	(1,620,911)
Working Capital from Operations	1,156,303	1,776,693
INVESTING		
Decrease in short term investments	328,140	338,479
Net increase in investments	328,140	338,479
CAPITAL		
Acquisition of tangible capital assets	(713,229)	(2,386,988)
Net proceeds on sale of tangible capital assets	30,934	92,438
Net investment in tangible capital assets	(682,295)	(2,274,550)
FINANCING		
Debt principal repayments	(812,510)	(764,351)
Net decrease in cash from financing activities	(812,510)	(764,351)
NET DECREASE IN CASH	(10,362)	(923,729)
CASH, BEGINNING OF YEAR	16,919,197	17,842,926
CASH, END OF YEAR	16,908,835	16,919,197

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

County of Frontenac Notes to the Consolidated Financial Statements

December 31, 2012

1. Status of the County of Frontenac

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

2. Significant Accounting Policies

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

Basis of Consolidation

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

- Fairmount Home for the Aged

- (ii) Non-consolidated entities:

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

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

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

Basis of Accounting

- (i) The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenditures are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.
- (ii) Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

2. Significant Accounting Policies / continued

Basis of Accounting / continued

- (iii) Trust funds and their related operations administered by the County are not included in these financial statements but are reported separately on the Trust Funds Statement of Financial Activities and Financial Position.

Tangible Capital Assets

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

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

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

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

Leases

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

Inventories and Prepaid Expenses

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

Pension and Employee Benefits

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

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

2. Significant Accounting Policies / continued

Cash and Cash Equivalents

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

Government Transfers

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

Deferred Revenues

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

Investments

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

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

Financial Instruments

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

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

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

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

Measurement Uncertainty

The preparation of consolidated financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions on such areas as employee benefits, assessment appeals and environmental provisions. These estimates and assumptions are based on the County's best information and judgment and may differ significantly based on actual results.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

3. Employee Future Benefit Obligations

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

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

Retirement Benefits

An independent actuarial study of the employee non-pension retirement benefits has been undertaken. The most recent valuation of the employee future benefits was completed at December 31, 2012.

The accrued benefit obligations relating to employee non-pension retirement benefits has been actuarially determined using the projected benefit method pro-rated on services. At December 31, 2012, based on actuarial update, the accrued benefit obligation was \$222,638.

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

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

Employee benefit obligations are comprised of:

	2012	2011
	\$	\$
Opening balance	171,286	155,212
Increase due to plan amendment	35,175	---
Expense recognized for the year	10,177	9,525
Interest cost	9,171	8,482
Benefit payments	(4,432)	(3,194)
Amortization of actuarial losses	1,261	1,261
Accrued benefit obligation, end of year	222,638	171,286

4. Deferred Revenues

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

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

4. Deferred Revenues / continued

	2012	2011
	\$	\$
Federal Gas Tax » January 1, 2012	2,406,299	2,207,011
Federal grant » gasoline tax	817,734	817,734
Investment income	33,248	28,310
Transfer to operating fund	(812,989)	(646,756)
Federal Gas Tax » December 31, 2012	2,444,292	2,406,299

5. Long Term Liabilities

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

	2012	2011
	\$	\$
Debenture issue	11,163,466	11,975,976
Net long term liabilities at the end of the year	11,163,466	11,975,976

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

- (b) Principal payments fall due as follows:

	General Revenues
	\$
2013	863,703
2014	918,122
2015	975,969
2016	1,037,462
2017	1,102,822
2018 and thereafter	6,265,388
	11,163,466

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

5. Long Term Liabilities / continued

- (c) These payments are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.
- (d) Interest expense on long term liabilities in 2012 amounted to \$716,200 (2011 \$764,517).

6. Municipal Equity

	2012	2011
	\$	\$
Invested in tangible capital assets	22,615,129	23,299,475
Long term liabilities	(11,163,466)	(11,975,976)
	11,451,663	11,323,499
Unfunded Future Employee Liabilities	(35,175)	---
Reserves (Schedule 1)	11,410,776	10,570,892
Reserve Funds (Schedule 1)	2,742,485	2,986,482
Total Municipal Equity	25,569,749	24,880,873

7. Pension Contributions

The County makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of all permanent members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The amount contributed to OMERS was \$1,297,813 (2011 \$1,083,045) for current services and is included as an expenditure on the Consolidated Statement of Operations classified under the appropriate functional expenditure. Contributions by employees were a similar amount.

8. Trust Funds

Trust funds administered by the County amounting to \$10,051 (2011 \$9,700) are presented in a separate financial statement of trust fund balances and operations. As such balances are held in trust by the County for the benefit of others, they are not presented as part of the County's financial position or financial activities.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

9. Contingent Liabilities

- (a) The County is contingently liable for its share of any operating deficit of the Kingston-Frontenac Public Library Board, which is approximately 13% of the accumulated balance as at the end of the year for the Board. The County's share of the accumulated operating surplus (deficits) is \$28,631 (2011 \$33,702).
- (b) The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2012, management believes that the County has valid defences and appropriate insurance coverages in place. In the event any claims are successful, management believes that such claims are not expected to have a material effect on the County's financial position.

10. Contributions to Joint Boards

- (a) The assets and liabilities of the Kingston-Frontenac Public Library Board have not been consolidated. The County contributions to the Library Board for 2012 are \$740,329 (2011 \$725,077) and are reported on the Consolidated Statement of Operations.
- (b) The assets and liabilities of the Kingston-Frontenac and Lennox and Addington Health Board have not been consolidated. The County made the following contributions to the Kingston, Frontenac and Lennox and Addington Health Board for 2012 \$677,658 (2011 \$636,357).

11. Commitments

- (a) The County leases premises under long term operating lease agreements with terms as follows:
 - (i) \$25,500 per annum plus HST to December 22, 2013, adjusted annually for additional rent and realty taxes (\$19,950 in 2011);
 - (ii) \$28,000 per annum plus HST;
 - (iii) \$25,389 per annum in 2011, during each subsequent year \$25,389 plus an adjustment based on CPI;
 - (iv) \$51,600 per annum plus HST to September 30, 2015;
 - (v) \$4,000 per annum plus HST first five year term to 2015 and the following 15 years \$4,000 plus CPI escalator, plus HST;
 - (vi) \$4,000 per annum plus HST.
- (b) In 2008, the County pledged \$54,000 annually for 10 years to the University Hospitals Kingston Foundation, a joint fund raising appeal undertaken by the Foundation on behalf of local hospitals. The County has provided \$54,000 as the fifth of 10 payments, as of December 31, 2012.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

11. Commitments

- (c) In 2012, the Kingston Frontenac Housing Corporation entered into an agreement with the City of Kingston to pay \$12,500 per year beginning in 2012 to provide for a new septic system at the social housing site in Verona. Through the cost sharing agreement with the City of Kingston the County of Frontenac is obligated for 100% of the costs of the social housing units in the County, including this annual repayment.

12. Cost Sharing Allocations

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

13. Risk Management

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

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

The County's exposure to and management of risk has not changed materially from December 31, 2011.

(a) Credit Risk

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

(b) Interest Rate Risk

Interest rate risk arises from the possibility⁶ that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The County is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash and cash equivalents and operating loan. Changes in variable interest rates could cause unanticipated fluctuations in the County's operating results.

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

13. Risk Management / continued

(c) Liquidity Risk

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

14. Tangible Capital Assets

	2012	2011
	\$	\$
Land	463,653	463,653
Land Improvements	655,597	450,915
Buildings	17,279,874	17,723,355
Vehicles	1,686,611	2,021,955
Machinery and Equipment	2,124,078	2,289,308
Bridges	116,612	125,524
Work in Progress	288,705	224,765
	22,615,130	23,299,475

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

15. Segmented Information

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

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

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

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

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

15. Segmented Information / continued

2012	Salaries, Wages & Employee Benefits	Rents and Debt Interest	Materials & Services	External Transfers	Amortization	Total
	\$	\$	\$	\$	\$	\$
General Government Administration	855,262	---	1,289,491	771,263	189,133	3,105,149
Protection to Persons and Property	---	---	11,320	---	---	11,320
Transportation	841,567	---	37,125	674,774	---	1,553,466
Health Services	---	---	677,658	---	---	677,658
Public Health Services	---	---	---	---	---	---
Ambulance	12,259,774	---	2,303,462	---	593,606	15,156,842
Social and Family Assistance	---	---	1,189,165	---	---	1,189,165
General Assistance	---	---	---	---	---	---
Assistance to Aged Persons	8,487,287	716,200	2,002,859	---	537,951	11,744,297
Social Housing	---	---	688,572	---	---	688,572
Recreation and Cultural Services	---	---	---	---	---	---
Libraries	---	---	740,628	---	45,951	786,579
Other	---	---	---	---	---	---
Planning and Development	266,418	---	693,944	---	---	960,362
2012	22,710,308	716,200	9,634,224	1,446,037	1,366,641	35,873,410

County of Frontenac
Notes to the Consolidated Financial Statements

December 31, 2012

15. Segmented Information / continued

2011	Salaries, Wages & Employee Benefits	Rents and Debt Interest	Materials & Services	External Transfers	Amortization	Total
	\$	\$	\$	\$	\$	\$
General Government Administration	801,202	---	1,103,369	510,000	180,473	2,595,044
Protection to Persons and Property	---	---	12,961	---	---	12,961
Transportation	799,548	---	48,321	675,182	---	1,523,051
Health Services						
Public Health Services	---	---	636,357	---	---	636,357
Ambulance	11,118,304	148,810	1,989,312	---	522,529	13,778,955
Social and Family Assistance						
General Assistance	---	---	1,267,813	---	---	1,267,813
Assistance to Aged Persons	8,064,348	764,517	1,866,935	---	532,540	11,228,340
Social Housing	---	---	840,681	---	---	840,681
Recreation and Cultural Services						
Libraries	---	---	725,077	---	15,317	740,394
Other	---	---	177,816	---	---	177,816
Planning and Development	236,685	---	634,278	---	---	870,963
2011	21,020,087	913,327	9,102,920	1,185,182	1,250,859	33,472,375

16. Budget Figures

The operating budget approved by County Council, for 2012 is reflected on the Consolidated Statement of Operations. The budgets established for capital investment in tangible capital assets are on a project oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts.

County of Frontenac

Schedule 1 ► Continuity of Reserves and Reserve Funds

For the year ended December 31	(Note 16) Budget	2012	2011
	\$	\$	\$
Revenues			
Donations	---	94,838	40,951
Investment income	42,099	58,348	39,877
Total Net Revenues	42,099	153,186	80,828
Net Transfers From / (To) Other Funds			
Transfers from operations	(332,196)	548,205	794,531
Transfers to capital acquisitions	(377,460)	(105,504)	(671,868)
Total Net Transfers	(709,656)	442,701	122,663
Balances, Change in Year	(667,557)	595,887	203,491
Balances, Beginning of Year	13,557,374	13,557,374	13,353,883
Reserves and Reserve Fund Balances, End of Year	12,889,817	14,153,961	13,557,374

Schedule 1 ► Composition of Reserves and Reserve Funds

For the year ended December 31	2012	2011
	\$	\$
Reserves set aside for specific purposes by Council:		
► for working capital ► County of Frontenac	4,983,724	4,830,040
► Fairmount Home for the Aged	626,793	677,807
► for land ambulance joint with City of Kingston	1,774,037	1,372,592
► for land ambulance County of Frontenac	394,217	394,217
► for social housing	401,900	389,400
► for library	141,867	128,217
► for GIS	33,000	22,000
► for land acquisition	57,654	40,000
► for land use planning	185,670	136,159
► for stabilization	974,431	974,431
► for ferry revenue stabilization	32,450	42,611
► for Fairmount capital replacement schedule	689,524	604,500
► for County capital asset replacement schedule	574,664	486,664
► for Ontarians with disabilities	46,000	35,000
► for Severance ► Fairmount Home for the Aged	116,762	99,254
► for Operations ► Fairmount Home for the Aged	27,223	18,000
► for strategic projects	170,000	170,000
► for NEER reserve	151,860	150,000
► 150 th Anniversary reserve	30,000	---
Total Reserves	11,410,776	10,570,892
Reserve Funds		
► for Fairmount donations	243,375	156,045
► for Fairmount rebuild donations	68,734	67,878
► for County of Frontenac capital	2,077,161	2,174,318
► for investing in Ontario	353,215	588,241
	2,742,485	2,986,482
Total Reserves and Reserve Funds	14,153,261	13,557,374

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

County of Frontenac
Schedule 2 ► 2012 Tangible Capital Assets

Asset Class	Cost 01/01/12	Additions	(Disposals)	Cost 31/12/12
	\$	\$	\$	\$
Land	463,653	---	---	463,653
Land Improvements	573,810	242,513	---	816,323
Buildings	21,363,900	10,456	---	21,374,356
Vehicles	3,132,312	106,844	(213,591)	3,025,565
Machinery & Equipment	5,255,028	289,477	(302,150)	5,242,355
Bridges	133,695	---	---	133,695
Work in Progress	224,766	113,797	(49,858)	288,705
	31,147,164	763,087	(565,599)	31,344,652

Asset Class	Accumulated Amortization 01/01/12	Amortization	(Disposals)	Accumulated Amortization 31/12/12	Net Book Value 31/12/12
	\$	\$	\$	\$	\$
Land	---	---	---	---	463,653
Land Improvements	122,896	37,830	---	160,726	655,597
Buildings	3,640,546	453,936	---	4,094,482	17,279,874
Vehicles	1,110,357	426,188	(197,591)	1,338,954	1,686,611
Machinery & Equipment	2,965,720	439,773	(287,216)	3,118,277	2,124,078
Bridges	8,170	8,913	---	17,083	116,612
Work in Progress	---	---	---	---	288,705
	7,847,689	1,366,640	484,807	8,729,522	22,615,130

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

County of Frontenac
Schedule 2 ► 2011 Tangible Capital Assets

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

Asset Class	Accumulated Amortization 01/01/11	Amortization	(Disposals)	Accumulated Amortization 31/12/11	Net Book Value 31/12/11
	\$	\$	\$	\$	\$
Land	---	---	---	---	463,653
Land Improvements	99,027	23,869	---	122,896	450,914
Buildings	3,217,470	423,076	---	3,640,546	17,723,354
Vehicles	1,318,298	379,624	(587,585)	1,110,337	2,021,955
Machinery & Equipment	2,553,152	418,120	(3,552)	2,965,720	2,289,308
Bridges	---	8,170	---	8,170	125,525
Work in Progress	---	---	---	---	224,766
	7,187,947	1,250,859	(591,117)	7,847,689	23,299,475

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



Chartered Accountant Professional Corporation

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the County of Frontenac:

We have audited the statement of financial position of the trust funds of the Corporation of the County of Frontenac as at December 31, 2012 and the statement of financial activities of the trust funds for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

The Corporation of the County of Frontenac's management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

The trust funds of the Corporation of the County of Frontenac derives receipts from the Homes for Senior Citizen residents, which are not susceptible to complete audit verification. Accordingly our verification of such receipts was limited to accounting for the amounts recorded in the records of the trust funds.

In our opinion, except for the effect of adjustments which might have been required had receipts from the Homes for Senior Citizens residents been susceptible to complete audit verification, these financial statements present fairly, in all material respects, the financial position of the trust funds of the Corporation of the County of Frontenac as at December 31, 2012 and the financial activities for the year ended in accordance with Canadian Public Sector Accounting Standards.

Chartered Accountants

Licensed Public Accountants

Allan Chartered Accountants Professional Corporation
Authorized to practice public accounting by the Institute of Chartered Accountants of Ontario

Perth, Ontario,
May 15, 2013.

**County of Frontenac
Trust Funds
Statement of Financial Position**

December 31	Fairmount Home Residents'	Bridget Fowler	2012	2011
	\$	\$	\$	\$
ASSETS				
Cash	6,288	3,763	10,051	9,700
FUND BALANCES	6,288	3,763	10,051	9,700

Statement of Financial Activities

For the year ended December 31	Fairmount Home Residents'	Bridget Fowler	2012	2011
	\$	\$	\$	\$
REVENUES				
Residents' deposits	14,121	---	14,121	15,417
Interest	---	30	30	30
Dividends	---	630	630	202
	14,121	660	14,781	15,649
EXPENDITURES				
Residents' withdrawals	14,130	---	14,130	15,928
Payments	---	300	300	300
	14,130	300	14,430	16,228
NET REVENUES (EXPENDITURES) FOR THE YEAR	(9)	360	351	(579)
BALANCE AT THE BEGINNING OF THE YEAR	6,297	3,403	9,700	10,279
BALANCE AT THE END OF THE YEAR	6,288	3,763	10,051	9,700

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

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

December 31, 2012

1. Significant Accounting Policies

Reporting Entity

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



Report 2013-086

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: April 12, 2013

Date of meeting: May 15, 2013

Re: **Financial Services – Termination of Contract to Provide Financial Services to the Township of Frontenac Islands**

Recommendation

WHEREAS the County of Frontenac approved the completion of a contract with the Township of Frontenac Islands in July 2008 for the provision of Financial services on a cost recovery basis;

AND WHEREAS the contract staff position originally provided for in the 2013 budget was removed as the representatives of the Township of Frontenac Islands indicated that the Township does not require the financial services provided by the County under the contract as of July 1, 2013;

NOW THEREFORE Council of the County of Frontenac accept this *Financial Services – Termination of Contract to Provide Services to the Township of Frontenac Islands* report;

AND FURTHER THAT the Council of the County of Frontenac shall direct staff to prepare an agreement to terminate the contract for financial services with the Township of Frontenac Islands as of June 30, 2013;

AND FURTHER THAT the agreement to terminate the contract for financial services be forwarded to the Council of the Township of Frontenac Islands for execution;

AND FINALLY THAT the Council of the County of Frontenac authorize the CAO and Warden to execute the termination agreement.

Background

In July 2008, County Council approved the provision of contracted financial services to the Township of Frontenac Islands on a cost recovery basis.

Administrative Report
Financial Services – Termination of Contract to Provide Financial Services to the Township of Frontenac Islands
May 15, 2013 Page 1 of 3

It was understood at that time that most of the transactional and payroll activity could be reasonably accommodated through the regular workload of County clerical staff. However, this was also the period during which municipalities were required to transition to PSAB compliance and the workload implications had not yet become clear. Further, during the course of the contract, a greater time commitment than anticipated has been required to provide support to the senior staff of the Township by County management staff.

Comment

In 2012, the additional County tasks not being addressed as a result of work done for Frontenac Islands was completed through a budget approved allocation of \$25,000 which was offset by the recoveries provided through the Frontenac Islands contract. This work was comprised of tasks that would normally be undertaken by management staff, including a capital replacement schedule review and update, research related to the best options for fuel purchase, an assessment of the County's WSIB NEER premium, and a review of the contract management process.

Prior to the 2013 budget deliberations, consultations were undertaken with Frontenac Islands Township staff and Council members. At the time, it was suggested that to provide a transition to fully supporting its financial activity at the Township office in 2014, that an interim contract position be established in 2013. It was proposed that this position would be funded 60% by Frontenac Islands. Approximately 40% of that contract position would have provided support for ongoing County activities, similar to the contract activity budgeted and undertaken in 2012. **In particular, it was anticipated that the County portion of the contract position in 2013 would support the development of the asset management plan for which no additional funds were provided, other than the MIII funding of \$21,251 which has been included in the 2013 capital budget.**

The County Council representatives from the Township of Frontenac Islands have indicated that the Township will be managing its transition and its financial activities through the Township office and have indicated that the services of the County will not be required after June 2013. As a result, the transitional position originally provided for in the budget was removed. As there is no facility within the current contract with the Township of Frontenac Islands to terminate before December 2013, a new agreement is required to provide for early termination.

With the understanding that the Township contract will be terminated at the end of June, the County no longer has the additional resources it anticipated (a percentage of the contract position) to maintain County service while continuing to deliver service to the Township of Frontenac Islands past the end of June. As a result, staff cannot continue to complete the work of the County, **including the mandatory preparation of the County's asset management plan**, and provide service to the Township for the full year.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

The contract termination will result in a reduction in revenue of about \$25,000.

Organizations, Departments and Individuals Consulted and/or Affected

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: April 25, 2013

Date of meeting: May 15, 2013

Re: Financial Services – 2013 1st Quarter Financial Summary

Recommendation

RESOLVED THAT Council of the County of Frontenac receive this *Financial Services – 2013 1st Quarter Financial Summary* report for information.

Background

The County of Frontenac Financial Summary for the 1st Quarter of 2013 is attached.

Comment

At the time of preparation of this report the County did not have a budget for 2013. As a result, the information provided is simply a reflection of the actuals to the end of March.

Sustainability Implications

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

Organizations, Departments and Individuals Consulted and/or Affected

Senior Management Team

Administrative Report
Financial Services – 2013 1st Quarter Financial Summary
May 15, 2013

Page 1 of 5

COUNTY OF FRONTENAC for period ending March 31, 2013	2013 Budget	2013 Budget 1st Qtr	to date Actual	Variance	% Total Annual Budget
	\$	\$	\$	\$	
<u>REVENUES</u>					
Requisition on Municipalities			2,057,311		
Provincial/Federal Funding			3,384,119		
Investment Income			35,202		
User Fees			876,017		
Other Revenue			112,818		
City of Kingston Contribution			1,658,357		
Recoveries			26,681		
Subtotal Revenue before Requisition			6,093,194		
Subtotal Revenue With Requisition			8,150,505		
Transfer From Reserves/Reserve Funds			0		
TOTAL REVENUE			8,150,505		
<u>EXPENSE</u>					
General Government			566,662		
Less: Non-Cash Items			-47,828		
Net: General Government			518,834		
Protection to Persons and Property			22,878		
Transportation Services			218,019		
Land Ambulance			3,685,279		
Less: Non-Cash Items			-141,430		
Net: Land Ambulance			3,543,849		
Health Services			225,886		
Fairmount Home			2,659,346		
Less: Non-Cash Items			-135,090		
Net: Fairmount Home			2,524,256		
Fairmount Home Debenture			-36,276		
Social and Family Services			189,814		
Social Housing			245,076		
Recreation and Cultural Services			192,232		
Less: Non-Cash Items			-11,488		
Net: Recreation and Cultural Services			180,744		
Planning and Development			107,857		
Other Expenditures			-509		
TOTAL EXPENSE			7,740,428		
Accumulated Net Revenue (Deficit)			410,077		

COUNTY OF FRONTENAC for period ending March 31, 2013	2013 Budget	2013 Budget 1st Qtr	to date Actual	Variance	% Total Annual Budget
	\$	\$	\$	\$	
<u>LAND AMBULANCE SERVICES</u>					
<u>REVENUE</u>					
Provincial Subsidy - Ministry of Health			1,851,376		
Diagnostic Medical Equipment Funding			0		
Special Projects Revenue			0		
Sale of Vehicle/Defibs			0		
Recoveries			2,488		
Other			993		
TOTAL REVENUE			1,854,857		
<u>EXPENSE</u>					
Salaries			2,267,652		
Benefits			747,851		
Office Supplies and Repair			28,681		
Medical Supplies and Repair			56,804		
Equipment Supplies and Repair			11,795		
Public Relations			322		
Travel, Training, Conference fees			4,483		
Professional, Contracted Service, Insurance			128,124		
Building Maintenance			29,733		
Communications Supplies, Service and Equipment			50,506		
Vehicle Service and Supplies			118,486		
Rentals, Leases, Penalties and Interest			51,300		
Utility Costs			28,597		
External Transfers			19,481		
Internal Transfers			0		
Prior Year projects committed			0		
Other			35		
Depreciation			141,430		
Current Expenditures Subtotal			3,685,280		
Less: Non Cash Items			-141,430		
Net: Service Delivery			3,543,850		
Cross Border			0		
Reserve for Vehicle, Equipment Replacement & Other Projects			0		
TOTAL EXPENSE			3,543,850		
Net Operating Expenditure			1,688,993		
City Of Kingston			1,342,903		
Frontenac			346,090		

COUNTY OF FRONTENAC
for period ending March 31, 2013

	2013 Budget	2013 Budget 1st Qtr	to date Actual	Variance	% Total Annual Budget
	\$	\$	\$	\$	
<u>LAND AMBULANCE SERVICES</u>					
Ambulance Capital					
Revenue					
Provincial Stimulus Funding			0		
From Reserves			0		
Total revenue and reserve transfers	-	-	0	-	-
Expenditure					
Vehicle New			0		
Vehicle Replacement			0		
Equipment New			0		
Equipment Replacement			0		
Building			0		
Total expenditure	-	-	0	-	-
Net Capital Cost	-	-	0	-	-

COUNTY OF FRONTENAC for period ending March 31, 2013	2013 Budget	2013 Budget 1st Qtr	to date Actual	Variance	% Total Annual Budget
	\$	\$	\$	\$	
<u>FAIRMOUNT HOME FOR THE AGED</u>					
<u>REVENUE</u>					
Provincial/Federal Funding			1,383,137		
Investment Income			0		
User Fees			697,922		
Other Revenue			213		
Recoveries			18,082		
Internal Transfers			0		
TOTAL REVENUE			2,099,354		
Transfer from Reserves			0		
TOTAL REVENUE AND RESERVE TRANSFERS			2,099,354		
<u>EXPENSE</u>					
Program and Support Services			94,100		
Direct Nursing and Personal Care			1,081,673		
Nurse Practitioner			37,166		
Nursing and Personal Care Administration			289,210		
Raw Food			87,663		
Dietary Services			231,815		
Housekeeping Services			152,138		
Laundry and Linen Services			58,006		
Building and Property			114,838		
Facility Costs			131,200		
General and Administrative			358,315		
Less: Non-Cash Items			-135,090		
Net: General and Administrative			223,225		
Other Non-Subsidized Expenditures			0		
Reserve transfer			0		
Prior Year Adjustment			0		
TOTAL EXPENSE			2,501,034		
Capital Improvements			23,223		
City Share of Surplus Retained			0		
County Share of Surplus Retained			0		
TOTAL EXPENSE AND RESERVE TRANSFER			2,524,257		
Municipal Contribution			424,903		
City of Kingston Share			288,934		
County of Frontenac Share			135,969		

Administrative Report
Financial Services – 2013 1st Quarter Financial Summary
May 15, 2013

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2013-097

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: May 2, 2013

Date of meeting: May 15, 2013

Re: Financial Services – 2013 Temporary Borrowing Bylaw

Recommendation

RESOLVED THAT Council of the County of Frontenac accept the *Financial Services – 2013 Temporary Borrowing Bylaw* report;

AND FURTHER direct the Clerk to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2013.

Background

On an annual basis, the *Municipal Act, Chapter 25 of the Statutes of Ontario 2001*, permits a council to pass a by-law authorizing the head and treasurer to borrow, from time to time by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet current expenditures during the year. These provisions read as:

407(2) *Except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,*

(a) *from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and*

(b) *from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.*

407(3) *Until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated*

Administrative Report
Financial Services – 2013 Temporary Borrowing Bylaw
May 15, 2013

Page 1 of 2

revenues of the municipality set out in the budget adopted for the previous year.

Comment

Based on our 2013 estimates, unpaid temporary borrowings should not exceed \$18,136,270 for the first three-quarters of the year and \$9,068,135 for the final quarter of 2013.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

The County rarely requires borrowing to cover ongoing operating expenses, but the provision should be available if required to provide for short term cash flow requirements.

Organizations, Departments and Individuals Consulted and/or Affected



Report 2013-089

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: April 26, 2013

Date of meeting: May 15, 2013

Re: **Emergency and Transportation Services – Ambulance Vehicle Remount versus New Purchase**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation Services – Ambulance Vehicle Remount versus New Purchase* report;

AND FURTHER the Council of the County of Frontenac give direction to staff:

Option #1 – To implement a remount program for one (1) unit,

or

Option #2 – To purchase a new ambulance unit.

Background

At a previous meeting, Councillor Doyle informed Council of a conversation he had with the Intern President/CAO of Crestline Coach, the County's provider of ambulances, regarding remounting ambulances versus purchasing new ambulances. British Columbia's Ambulance Service follows such a program.

The Chief of Paramedic Services acknowledged that he was aware of the program. He is also bound by Ontario's regulator, Emergency Health Services Branch (EHSB), which issues updates and amends the "Ontario Provincial Land Ambulance & Emergency Response Vehicle (OPLAERV) Standard" on a regular basis.

Administrative Report
Emergency and Transportation Services – Ambulance Vehicle Remount versus New Ambulance
May 15, 2013

Page 1 of 4

These updates and amendments require a remounted ambulance to follow a new “Compliance Documentation” process to ensure the unit meets all current Standards, at the time of remounting.

(Remounting refers to the replacement of the chassis but the preservation of the existing box.)

Comment

The Chief met with the sales team representative from Crestline Coach to discuss the process for remounting a vehicle and requested the preparation of a quotation for one of the current vehicles that is due to be replaced in 2014.

Detailed information and specifications for remounting an older Commander ambulance and the work required to bring them back to **“almost new”** condition, including the required work to achieve compliance with the current MOHLTC EHSB OPLAERV Standard 5.0 dated September 2012 is:

- Crestline to supply new 2014 Chevrolet Gas G3500 chassis, as per Crestline ambulance specifications
- Chassis Prep
- Chassis pre-delivery inspection
- Inspect ambulance upon arrival
- Perform full functions/systems test prior to work proceeding and report any concerns to customer
- Remount existing body onto new chassis
- Chassis Exterior Alternator and HVAC Modification
- ECC board layout update
- Supply and install new cab mirrors
- Supply and install siren speakers in front bumper
- Re and Re intersection lights & Grill Lights
- Supply and install cab running boards with mud flaps
- Supply and install new front mud flaps included in above
- Supply and install new rear bumper
- Supply and install cab to body seal
- Supply and install new conversion heater hoses, clamps, etc.
- Supply and install new conversion AC hoses, clamps, etc.
- Supply and install new vacuum shutoff valve for HVAC system
- Void and recharge AC system fluid
- Supply and install cab interior decals, CMVSS compliance sticker
- Remove and re-install driver's console c/w existing switching, gauges, lighting, & Siren, Map Light etc.
- Remove and Reinstall Storage Console / map bins
- New Chevrolet body pucks, body to frame
- Supply and install new matching cab filler panels
- Supply and install new cab to body electrical harnesses.
- Supply and install new clearance lights
- Supply and install new seat belts, all module seating positions and secondary cot location

- Remove and Replace flooring material
- Replace rear facing attendant seat
- Replace squad backrest and bottom cushion
- Replace rear facing Jumpseat
- Replace all cushions and upholstery
- Replace Stat Trac
- Utilize Chevrolet Auto Throttle and indicator on cab dash (if so equipped)
- Test and recertify oxygen and suction systems
- Update original vehicle manuals with any remount related changes
- Supply and install new auto eject shoreline, test inverter and duplex outlets
- Supply and install new fender flares
- Fill unit with tank of fuel
- Wheel Alignment
- Supply and install Wig-Wag Lights
- Supply and install new Frontenac decal package, as per FM-8317
- Repaint exterior ambulance body, remove and re-install lights, doors etc
- Repair 'popped' rivets at drip rail (welds).
- Replace rear kick plate (damaged by gravel)
- Replace door seals, all module doors
- Supply and install new battery slider trays
- Supply and install components, testing requirements to comply to MOHLTC LAERVPS 5.0 versus 4.0
- repair side entry step
- Supply and install new hour meter
- Supply and install LED cot lights and LED cabinet lights
- Perform final quality assurance inspection
- Take file reference photos and weigh vehicle
- Perform final detailing

The price to remount one vehicle is \$101,282; this is an estimate that is subject to change, dependant on the condition of the used ambulance when arriving at the facility in Saskatoon. Included are the following:

- Delivery from Kingston to Saskatoon
- Delivery of the remounted vehicle to Kingston
- New compliance documentation supplied at time of delivery for the remounted ambulance

One of the challenges to a remount program is the issue of time required to perform the remount; the estimated time is four to five months. This requires an additional spare vehicle be added to the fleet to ensure, while the vehicle being remounted is away, that ongoing repairs and maintenance to the fleet are not affected by the removal of a unit from the compliment.

An additional challenge, for this particular vehicle, is the fact that we have moved to a smaller, lighter ambulance in 2011. In the past, we purchased Commander Style ambulances; we now purchase the FleetMAX "F" Style ambulance; the FleetMAX "F" is six (6) inches narrower and is more economical to operate. The most significant difference in the models is weight: a Commander's curb weight is 9,475 lbs compared to a FleetMAX "F" curb weight of 8,726 lbs, a difference of 749 lbs. An extra 100 pounds in a vehicle could reduce your MPG by up to 2

percent. The reduction is based on the percentage of extra weight relative to the vehicle's weight (see <http://www.fueleconomy.gov/feg/drivehabits.shtml>).

The move to the FleetMAX "F" supports the County's efforts to support greening initiatives and reduce our County's carbon footprint.

Utilizing a replacement cycle of five (5) years and approximately 300,000 kms for the replacement vehicle, the following cost comparisons have been calculated:

	Option 1: Remount – using the existing Commander Box on a new chassis	Option 2: New FleetMAX "F" box and new chassis
Initial cost	\$101,282	\$128,171
Fuel* (@\$1.21/L)	72,600	54,450
Maintenance Costs	89,125**	77,500
Total	\$263,007	\$260,121

* FleetMAX: 15L/100 kms; Commander: 20L/100 kms

** 15% higher due to additional weight and size

(Note: The same consideration has been given to the future remounting the FleetMAX "F" on a new chassis in four years when these vehicles are reaching their end of service. Given both the fuel and maintenance costs remaining the same, the lower initial cost for a remount (\$101,282) would make the remount of the FleetMAX "F" a sound decision using current estimates.)

Sustainability Implications

Regular review of replacement schedules ensures the County is managing its fleet assets by controlling both capital investments and maintenance expenses.

Financial Implications

The cost of capital purchases of ambulances are transferred from the Land Ambulance Vehicle Reserve, whether the vehicle is a remount or new. Capital Budget expenditures are approved each budget year by County Council.

Organizations, Departments and Individuals Consulted and/or Affected

Regional Leader – Eastern Canada, Crestline Coach



Report 2013-090

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

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

Date prepared: May 1, 2013

Date of meeting: May 15, 2013

Re: **Emergency and Transportation Services – Election to Paramedic Chiefs of Canada (PCC) Board of Directors Executive of the Chief of Paramedic Services**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation Services – Election to Paramedic Chiefs of Canada (PCC) Board of Directors Executive of the Chief of Paramedic Services* report for information;

AND FURTHER the Council of the County of Frontenac support the Chief of Paramedic Services' election to the Executive of the Paramedic Chiefs of Canada for the period of June 14, 2013 to June 20, 2014.

Background

At its meeting of January 16, 2013 County Council passed the following:

Motion #: 18-13 Moved By: Councillor Purdon
Seconded Deputy Warden Clayton
By:

RESOLVED THAT the Council of the County of Frontenac accept the Emergency and Transportation Services – Election to Paramedic Chiefs of Canada Board of Directors of the Chief of Paramedic Services report for information;

Administrative Report
Emergency and Transportation Services – Election to Paramedic Chiefs of Canada (PCC) Board of Directors
Executive of the Chief of Paramedic Services
May 15, 2013

Page 1 of 2

AND WHEREAS the Council of the County of Frontenac Paramedic Service is a longstanding member of the Paramedic Chiefs of Canada;

AND WHEREAS both the Chief of Paramedic Services and other staff members have engaged in the business of the Association in many roles over the years;

NOW THEREFORE the Council of the County of Frontenac support the Chief of Paramedic Services' election to the position of "President-Elect" of the Paramedic Chiefs of Canada for the period of January 16 to June 13, 2013.

CARRIED

Comment

The County of Frontenac Paramedic Services has been a member of the Paramedic Chiefs of Canada (PCC) since 2004. The Chief of Frontenac Paramedic Services has been the Tier 1 Voting Member for the County of Frontenac since 2005, an elected member of the Board of PCC since 2007 and has served on various committees and as Treasurer of the association for two years and, most recently, President-Elect since January 16th, 2013. Additionally, Deputy Chiefs have served on various working groups and task forces in support of national initiatives such as Emergency Medical Services Week, AED placement and rank insignia commonality across Canada.

The value to membership are the opportunities to participate in a formal research agenda, access to a national research database, community of practice standards and policies, community paramedicine paper and roundtable forums, membership services including access to membership list serve, monthly webinars delivered by subject experts, PCC newsletter, on-line forums and the annual conference. In addition, there is also the opportunity to share in best practices from across the country, which turns performance standards issues into opportunities.

Sustainability Implications

Being active in and having influence with the PCC allows staff to provide first person reporting, back to County Council, on developments within the industry provincially and nationally, thereby enhancing the quality service provided to the community.

Financial Implications

There will be no travel costs associated with election to the PCC Executive as the PCC will cover any travel costs for work undertaken on behalf of the PCC.

Organizations, Departments and Individuals Consulted and/or Affected



Report 2013-092

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared by: Julie Shillington
Administrator of Fairmount

Date Prepared: April 30, 2013

Date of Meeting: May 15, 2013

Re: Fairmount Home – Attendance Management

Recommendation

RESOLVED THAT Council of the County of Frontenac receive the *Fairmount Home – Attendance Management* report for information only.

Background

Concerns related to staff absenteeism at Fairmount have been raised by the Administrator with County Council in 2009, 2011, 2012 and again during 2013 budget deliberations. While several verbal reports have been made by the Administrator to Council, this full written report on staff absenteeism and mitigation strategies in place at Fairmount is being brought forward for Council's information.

Comment

It must be understood that there is a difference between culpable and non-culpable absenteeism and each must be managed differently. Culpable absences refer to lateness or absenteeism for which the employee should be held responsible because the problems are within the employee's power to address and correct.¹ If an absenteeism problem is culpable the employer may utilize disciplinary measures to deal with the problem. Examples of culpable absences are:

- a) lateness, leaving early
- b) failure to notify the employer of impending lateness or absence
- c) absence without approved leave
- d) abuse of leave e.g. takes a sick day when not really ill

¹ Hicks Morley, *Attendance Management*, (2007)

Non-culpable or "innocent" absenteeism is based on the recognition that many absences occur involuntarily and the acceptance that a different kind of treatment is warranted in these cases.² These absences are not dealt with through disciplinary measures however this does not mean that the employee is powerless to take steps to remedy an innocent absenteeism problem. Arbitrators have agreed that in certain very serious situations, extremely excessive absenteeism may warrant termination of the employment relationship, thus discharge in a non-punitive sense. The difficulty for an employer lies in defining "extremely excessive".

In order to defend a termination for innocent absenteeism successfully an employer should be prepared to demonstrate that each of the following factors were considered before the employee was terminated:

- a) Employee's attendance record
- b) Prognosis for future attendance
- c) Counseling
- d) Benefit status
- e) Human Rights considerations
- f) Employment Standards considerations
- g) *Workplace Safety and Insurance Act* considerations

Of greatest importance will be the level of absenteeism. Cases where termination is upheld usually involve absenteeism levels which are double or triple the average of the department in question.³

In summary, it needs to be clear to Council that terminating an employee for non-culpable absenteeism cannot be done successfully until all of the factors above have been considered and addressed and this takes significant time and would never be done without consultation with legal counsel.

The rights of the employees as they pertain to sick leave are set out in the collective agreement. All Fairmount staff are members of the Canadian Union of Public Employees save and except for the Administrator, Director of Resident Care, Assistant Director of Care and Executive Assistant. Sick leave benefits for the unionized staff are set out in the collective agreement as follows:

21.01 All full time, part-time (PT8) and part-time (PT6) employees shall be entitled to apply for sick leave benefits after three (3) months of full-time or part-time (PT8) or part-time (PT6) employment.

21.02 The Employer will pay to the employees identified in 21.01 sick leave benefits for the first fifteen (15) weeks of such sickness, provided all requirements for entitlement for such benefits are met by the employee. The weekly amount to be paid to the employee, dependent upon whether the individual is scheduled to work 10, 8 or 6 shifts per pay period, shall be determined by length of service, based on his seniority date, as set out below:

² Hicks Morley, *Attendance Management*, (2007)

³ Hicks Morley, *Attendance Management*, (2007)

Length of Service	Number of Weeks	Number of Weeks
	- Full-time at 100% of Wages - Part-time (PT8) at 90% of Wages - Part-time (PT6) at 75% of Wages	- Full-time at 75% of Wages - Part-time (PT8) at 75% of Wages - Part-time (PT6) at 75% of Wages
3 mo-1 yr	-	15
1 yr-2 yr	1	14
2 yr-3 yr	2	13
3 yr-4 yr	3	12
4 yr-5 yr	4	11
5 yr-6 yr	5	10
6 yr-7 yr	6	9
7 yr-8 yr	7	8
8 yr-9 yr	8	7
9 yr-10 yr	9	6
10 yr-11 yr	10	5
11 yr-12 yr	11	4
12 yr-13 yr	12	3
13 yr-14 yr	13	2
14 yr-15 yr	14	1
Over 15 yr	15	0

21.03 *Where an employee has returned to work and has worked continually for a 6-month period with no absences due to the same condition, any further absences for that condition will be considered a new unrelated incident and the employee will be restored to his entitlement unless an application for long-term disability has been approved/applied for.*

21.04 *A medical certificate may at any time be required after two (2) days of each occasion of sickness.*

Should the Employer feel that an employee is abusing his/her sick leave privileges, the Employer may notify the employee in writing of its feelings toward his/her sick leave record with a copy to the Union.

Should the Employer feel that as a result of the above letter there has been no improvement or it is still not satisfied, then it may send the employee a letter requiring that to be eligible for future sick leave payment he/she must have a satisfactory medical certificate signed by a duly qualified medical practitioner.

The Employer shall have the right at any time to require that an employee who is or has been absent by reason of sickness or accident be examined and reported upon by a second physician. The Employer agrees to notify the Union in writing regarding such examination. The employee shall not suffer a loss of pay as a result of such medical appointment and the Employer shall be responsible for any related physician fee.

21.05 *The Employer agrees to pay premiums necessary in respect of a Long Term Disability Plan for full-time, part-time (PT8) and part-time (PT6) employees. Eligibility for and entitlement to payment of benefits are*

subject to the terms and conditions of the policy of insurance provided such benefits. The Employer undertakes to make reasonable efforts to assist employees in securing payment of their benefits.

STD entitlement for denied WSIB claims will not be paid until written confirmation is received from WSIB that the claim is denied and a medical certificate is supplied by the employee, at which time STD shall be paid from the first day of absence for the claim.

21.06 *The long-term disability plan shall provide seventy-five percent (75%) of the employee's regular wages at date of disability. Individuals in receipt of long term disability payments under the plan shall have their payments increased annually by the lesser of the Consumer Price Index or three percent (3%).*

21.07 *A copy of the sick leave plan and the L.T.D. plan shall be given to each employee after three (3) months of employment.*

21.08 *Employees taking ill during working hours will notify their supervisor, or a person designated by the supervisor, before the employee leaves his duties.*

Employees suffering an accident during working hours will notify their supervisor, or a person designated by the supervisor, before the employee leaves his duties and shall obtain immediate medical attention.

Where the illness or accident takes place at times other than the employee's normal working hours, the employee will notify his supervisor, or a person designated by the supervisor, as soon as possible prior to the day shift. When working an evening or night shift, the employee will give at least four (4) hours' notice prior to the beginning of the shift except where circumstances are beyond his control.

21.09 (a) *For the purpose of calculating the two (2) year period under Article 13.04 (7), the period of time shall commence with the start of the first injury or illness and shall not be affected by any attempt(s) to return to work provided the subsequent absences are due to the same illness or injury.*

(b) *If an employee returns to full duties for a period of thirty (30) days or more before suffering another absence due to the same illness or injury as in paragraph (a) above, such absence shall be deemed to be a new occurrence for the purpose of Article 13.04 (7).*

21.10 *Time lost by an employee as a result of being quarantined by the Medical Officer of Health because of a job related incident shall be treated as sick leave for the duration of the quarantine to a maximum of the entitlement as per Article 21.02.*

You will note that staff members who are eligible for sick leave benefits currently have up to 15 weeks of sick leave for each episode of illness as long as they meet the requirements for such benefits unless the illness is a recurrence within a six month period. Those requirements include ensuring the employer is made aware of the illness in a timely manner and proof of the illness is provided upon request.

Council members have made comments that this language should just be changed. Changes to the sick time benefit language in the collective agreement cannot be made arbitrarily by the employer – they must be negotiated during collective bargaining. The 15-week sick leave benefit has been in place for over 25 years. Management has brought forward proposed changes to the sick leave benefits during each round of collective bargaining since 2007 with only one major success which was clause 21.03 as noted above. With this clause included staff could no longer take a 15-week period for an illness, return for one day and then take another 15-week period for the same illness.

There are a variety of mitigation strategies undertaken by the management of Fairmount to address absenteeism; one of the first is raising awareness with the staff that there is a problem. Absenteeism is discussed at Labour-Management meetings which ensures the Union Executive is aware of the issues and the mitigation strategies planned or already in place. As well, it is discussed at general staff meetings. **There have already been several general staff meetings in 2013 at which absenteeism was discussed.** Managers have to be cognizant of the fact that not all staff has issues with absenteeism and this is also recognized at these meetings. It is important that those who come to work are not painted with the same brush as those who do not.

Another mitigation strategy is ensuring that proof of absence is on file. As referenced above, when sick, the employer may, according to the provisions of the relevant collective agreement, require a satisfactory medical certificate signed by a duly qualified medical practitioner. Further, the employer reserves the right to require medical documentation from more than one medical practitioner who is involved with assessment, testing and treatment of the employee. Information required may include:

- a) the fact that the medical condition is, in fact, affecting the employee's ability to attend regularly at work
- b) the prognosis as to if and when the medical condition will cease to affect the employee's ability to attend regularly at work
- c) the identification of medical restrictions that may be appropriate to assist the employee in attending at work on a more regular basis

Requests for proof of illness are made by managers on a regular basis. In fact, it is a regular practice for many staff members at Fairmount to bring in medical notes prior to a request from their manager.

Another strategy is the application of the County's Attendance Management Program. Prior to municipal restructuring in 1998, the County of Frontenac did not have an attendance management program. Post-restructuring, given the high level of absences due to illness, a program was developed and implemented in conjunction with legal counsel, with the following goals for attendance, based on industry standards at the time:

- a) no more than 5 separate occurrences of absence for all staff (irrespective of the total number of days absent) within a 12-month period; and/or
- b) 10 days absence for frontline nursing staff and 7 days absence for all other staff in any 12-month period.

The program requires the employer, when dealing with employee absence, to strive, where possible, to provide assistance and support to the employee. Examples of ways in which the employee may receive assistance include:

- a) referral to any employee assistance resources that the employer has or will be putting into place

- b) referral to any Occupational Health resources that the employer has or will be putting into place
- c) where appropriate, accommodation within the provisions of the *Workplace Safety and Insurance Act* and the Ontario Human Rights Code.

This program is still in place and fully operational. Management at Fairmount reviews the attendance records of all staff reporting to them, on a four-month basis over a consecutive 12-month period. Each four months, staff members can anticipate the receipt of a letter reporting their cumulative attendance records to date. If they have met the attendance goal they are congratulated. If they have had perfect attendance over the four-month period, they are congratulated and their name is entered into a draw for a \$50 gift certificate to the restaurant of their choice. If either or both (occurrences and days) of the components of the attendance goals are not met, the management representative will arrange a meeting to address the issue. At the meeting, the employee can expect to have his/her attendance discussed and the management representative will offer support and assistance to improve the employee's attendance. Staff members with absenteeism issues are regularly referred to the Employee Assistance Program. The County has a contract with Kingston Community Counseling Center to provide these services. They are also referred to the County's Occupational Health Nurse.

If requested by the employee and if appropriate under the provisions of the *Workplace Safety and Insurance Act* and/or the *Ontario Human Rights Code*, the employer will address the employee's accommodation needs as required by legislation.

Another strategy, relating to culpable absenteeism, is progressive discipline which is administered as set out in the collective agreement. **Discipline has been applied for absenteeism in several cases over the past six months.**

A strategy that has been regularly utilized over the past several years, **and approved by Council for use this year**, is not replacing the first and second sick call by a PSW. This only works on the day shift and only when we have adequate staffing in place. For example, if we are at full staff and we have a PSW sick call we can move staff around. If there is a second sick call, we can move one of the PSWs from the secure unit to cover and not replace however, this only works if there are no responsive resident behaviours on that unit that require full staffing. If PSW staffing is permanently reduced we will not be able to utilize this strategy as we would then be putting both the residents and staff at risk by not replacing.

The ability to apply this strategy to other departments is dependent upon workload and Ministry regulations.

Reduction of staffing is another strategy to manage the costs of absenteeism however that can be seen as punishment to the staff who do come to work regularly as they are expected to pick up the work of others. It also impacts the care of and services to the residents who then become innocent bystanders of a workplace issue over which they have no control. **For 2013, Council directed the elimination of flex hours in the maintenance department.**

Finally, there is the option of termination. There have been terminations of staff for both culpable and non-culpable absenteeism since the introduction of the attendance management program at Fairmount however, as noted previously in this report, the employer must be prepared to support the termination through grievance arbitration and possibly a Human Rights complaint.

Now that Council is aware of the rights of the staff as set out under the collective agreement and the mitigation strategies that managers use to address absenteeism, it is important that some statistics be shared with Council which will help to put Fairmount's absenteeism rates due to illness into context.

Statistics Canada - 2011

Average work days lost for illness for full-time employee	7.7
Average work days lost for illness for full-time employees age 55 to 64	11.5
Average work days lost for illness for full-time employees – public sector	10.9
Average work days lost for illness for full-time employees – health care sector	11.8
Average work days lost for illness for those in the nursing profession	13.7
Average work days lost for illness for full-time employees who belong to unions	11.3

Hours of illness paid to staff at Fairmount Home

Classification	2009	2010	2011	2012	2013
					(to March 31)
Full-time (union)	4,680	9,416	9,703	11,655	1,750
Part-time (union)	704.5	2,130	2,407.5	1,891	170
Non-Union	131	61.5	85	49.5	21.5
Total	5,515.5	11,607.5	12,195.5	13,595.5	1,941.5

Average days of illness paid to staff at Fairmount based on a 7.5 hour work day

Classification	2009	2010	2011	2012	2013
					(to March 31)
Full-time (union)	8.4	17	17.5	21	3.2
Part-time (union)	3.2	9.8	12.8	10.1	0.9
Non-Union	4.4	2	2.8	1.7	0.7

Cost of days of illness at Fairmount

Classification	2009	2010	2011	2012	2013
					(to March 31)
Full-time (union)	\$109,753	\$215,568	\$222,855	\$273,183	\$40,764
Part-time (union)	\$12,289	\$42,928	\$44,901	\$34,036	\$2,995
Non-Union	\$6,347	\$2,468	\$4,432	\$2,398	\$1,063
Total	\$128,389.00	\$260,964.00	\$272,188.00	\$309,617.00	\$44,822.00

As Council can see there was an escalation in the average days of illness for Fairmount staff over the past three years and, yes, Fairmount's average days lost due to illness in 2011 was higher than those in the health care industry as reported by Statistics Canada. Managers had all of the above-noted strategies in place and brought the issue back to Council again. It is

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important to note that for the first quarter in 2013 the average days of illness paid to employees has dropped by almost 90%.

I do want to make it clear to Council that the majority of staff comes to work at Fairmount on a regular basis. At December 31, 2012, 65% of the home's staff was meeting the attendance goal established through the attendance management program. It's also important that Council realize that within the remaining 35% there are documented legitimate longer-term (one week or more) absences that break down as follows:

Illness/Injury	Sick Days Paid	Sick Hours Paid
Pregnancy	144	1,076.25
Mental Health	459	3,430.5
Surgery	171	1,307.5
Non-occupational injury	243	1,777.5
Other	178	1,305
Total	1,195	8,896.75

Please note that this does not mean that all of the remaining absences were not documented or legitimate.

It is important to note that 6,136.5 or 69% of these documented legitimate hours relate to staff 40 years of age or older. As well, four of those staff went on to apply and be accepted for long-term disability.

Council had previously asked about comparisons between long-term care homes. While requests for information went out there were only two homes which were able to provide any information on the average days missed due to illness. One provided the average for the 12-month period ending February 2013 which was 14.83 days for CUPE staff and 18.64 days for ONA staff. The other was an average of 7.71 days including all staff, union, non-union and management, for the fiscal year ending March 31, 2012.

In summary, attendance management is not a simple task. For those who do not have experience in this area it may seem to be as easy as calling a staff member into the office and terminating his/her employment. Rarely does it work like that. There are so many factors that play into absenteeism and how it can be addressed and these must be considered when making decisions. The wrong decision can result in a substantial cost to an employer and, if a termination is disputed, reinstatement of the employee with damages paid.

Organizations, Departments and Individuals Consulted and/or Affected

Residents
Staff
Volunteers
Canadian Union of Public Employees
Human Resources
Statistics Canada



Report 2013-056

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County Of Frontenac

From: Elizabeth Savill
CAO

Prepared By: Marian VanBruinessen
Treasurer

Date Prepared: March 11, 2013

Date of Meeting: March 20, 2013

Re: Financial Services – Reserve and Reserve Funds

Recommendation

RESOLVED THAT Council of the County of Frontenac receive this *Financial Services – Reserve and Reserve Funds* report;

AND FURTHER that Council direct the Treasurer to maintain a County Working Fund Reserve balance to provide for cash flow requirements and mitigation strategies at \$2.151 million for 2013;

AND FURTHER that Council adopt a bylaw later in the meeting directing that any surplus/deficit realized annually be distributed as a transfer from/to the Working Fund Reserve to the Townships through the budget process after the Working Fund Reserve is replenished to (1) maintain the level of 5% of operating funds as recommended by the Government Finance Officers Association, (2) account for additional mitigation strategies, and (3) acknowledge prior year projects not completed.

Background

Reserves and Reserve Funds are financial management tools that are an essential part of a sound fiscal policy to address long-term objectives. The ultimate goal is to fully fund the annual capital plan through current reserves while delivering efficient, effective programs to the ratepayers of the County. The key to reserve policies and planning is to balance current and future requirements. Sound program and financial planning accommodates future growth while maintaining acceptable tax rates.

A reserve is generally unrestricted and is appropriated from net revenue at the discretion of Council after the provision for all known expenditures. The primary source of revenue from reserves is from current operations, usually surpluses at year-end or as a deliberate segregation during budget deliberations. Reserves are used to mitigate fluctuations in economic factors,

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changes in government funding, unanticipated events and contingent liabilities. They are also used to accumulate funds in order to finance large projects to avoid debt financing or large swings of the tax levy.

Reserve Funds differ from reserves in that they are segregated and restricted to meet a specific purpose as defined by the Municipal Act or at the direction of Council.

Comment

The County has a number of reserves and reserve funds which provide a stable foundation for the County and allow County Council to mitigate impacts on the tax levy as a result of unusual or unanticipated budget requirements and also to take advantage of opportunities that are beneficial to the region as a whole.

Reserves are provided for operational costs that occur at periodic times as opposed to annually, as well as for specific project goals as directed by Council.

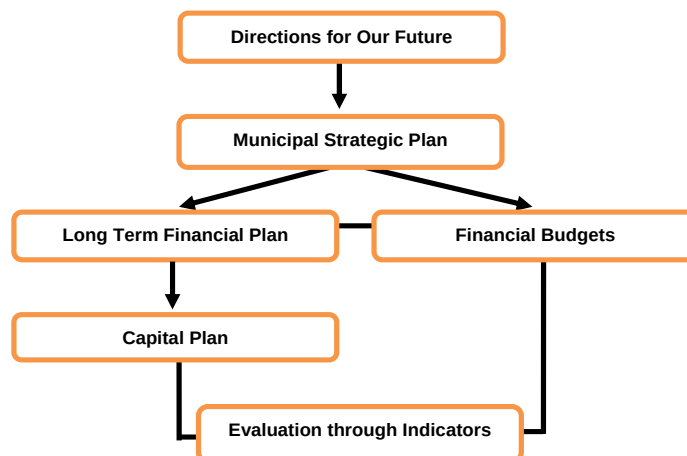
A Council's responsibility is to provide direction most usually through a strategic plan and its objectives. Some priorities were developed in February 2011 and adopted by County Council in September 2011, but these did not provide comprehensive direction.

In a report dated June 20, 2012, the Treasurer provided the following discussion:

A long term financial plan provides the opportunity for strategic development based on a collaborative and visionary process. It is part of a complete planning portfolio which starts with a municipal strategic plan.

A long term financial plan should reflect the long-term strategic approach to issues assumed through a municipal strategic plan. It can also minimize volatility created by external influences that impact municipal budgets and can ensure resources are appropriately managed to meet the longer term goals of the County.

The first step in the process is to undertake a municipal strategic plan.



Council has also expressed its interest in assessing the adequacy of financial reserves for the County. This process is a component of the overall assessment of the financial capacity of the County in the context of strategic direction and the short and long terms goals of County Council. To appropriately align resources with current and anticipated future requirements a clear municipal “roadmap” is required for the next 5-10 years.

It is recommended that Council initiate a strategic planning process that can culminate with a long-term financial plan which includes an assessment of the County’s financial reserve requirements.

Council did undertake a strategic planning session in the fall of 2012, but no guidance for the future of the County emanated from the session.

Initial discussions had suggested that consideration of Reserves and Reserve Funds would be undertaken as part of the long term financial plan. However it would appear that more immediate action is being considered. For that reason and in the absence of Council’s strategic direction, the following is put forward for Council’s consideration.

Please note that the following discussion of reserve and reserve funds provides best estimates based on information available prior to final audit reconciliations.

WORKING FUND RESERVE

The Working Fund Reserve is the one which has generated the most comment from this Council. In the past, councils have seen the surplus in the working fund as its saving account for future requirements, although the Treasurer has consistently indicated the need for its review in the context of long term planning. Understanding the time frame for retention of these and other funds will allow more prudent investment strategies.

This fund was originally established to provide cash flow for operations resulting from unexpected expenditures to eliminate the requirement to borrow funds to meet immediate obligations.

This fund has been utilized on an ongoing basis to mitigate the impact of capital planning requirements on an incremental basis and to mitigate the annual tax rate.

There are four parts to this discussion. The first is to determine the ongoing **operational requirements** to be addressed by the working fund reserve. The second is to determine the **optimal use** of the additional funds currently retained in the Working Fund Reserve. Thirdly, the **allocation of future surplus/deficits** needs to be considered. The discussion ends with consideration of **going forward**.

1. Working Fund Reserve – Operational Requirements

The Government Finance Officers Association (GFOA), the international organization of Municipal Finance Officers of the United States and Canada, recommends a general fund balance of 5% to 15% of general operating revenues. However GFOA does indicate that other factors should be included.

1. the size of the municipality
2. vulnerability to extreme events
3. budget practices (inclusion of contingency or not)
4. dependability of intergovernmental revenue

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5. expenditure volatility
6. borrowing capacity
7. capital projects – do critical projects have a funding source

The GFOA further suggests that in evaluating reserves the following should be considered:

A financially sustainable county government provides an optimal mix and level of services to citizens within available means while pro-actively taking measures to preserve the ability to continue providing value in the long run.

Based on this recommendation, and considering cash flow requirements based on the 2013 operating budget suggests that \$1.8 million should be retained.

In addition, Council, through the 2013 budget process, has presupposed the use of the Working Fund Reserve to mitigate its contribution to the County Capital Replacement Reserve, about \$230,500 in total over 4 years.

It has been suggested that \$150,000 is required for the 150th Anniversary. By the end of 2013, \$60,000 will have been allocated to the 150th Anniversary Reserve, suggesting \$90,000 should be retained in the Working Fund Reserve or allocated to the 150th Anniversary Reserve.

Council has regularly transferred its requirement for the cost of GIS mapping (\$11k) and for Land Acquisition (\$20k) from the Working Fund Reserve. It is suggested that these requirements be phased on to the tax rate over 3 years, requiring \$31,000 from the Working Fund Reserve.

2. Working Fund Reserve – Optimal Balance for 2013

5% of operating revenues (GFOA recommendation)	\$ 1,800,000
Mitigate capital reserve replacement requirements	230,500
150th Anniversary	90,000
Mitigate ongoing project reserve allocations	31,000
Total Optimal Working Fund Balance for 2013	\$ 2,151,500

The anticipated levy surplus in 2012 is estimated at \$250,000

	Variance	
	\$	% of budget
County budget – surplus (deficit)	(75,500)	(0.90)
City Transfer payments re Social Services and Social Housing – surplus (deficit)	157,300	8.60
Township tax reconciliations – surplus (deficit)	168,200	1.99
Total	250,000	

To date the 2013 budget deliberations have resulted in the use or reallocation of \$496,270, detailed as follows:

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	\$	\$
Prior year projects - Corporate - Telephone system review (\$5k); INFOHR - recruitment module(\$4k)	9,000	
Prior year projects - Emergency management - JEPP project	4,427	
Organizational review	125,000	
Capital projects	179,597	
Total project allocations		318,024
Inter-fund transfer		
GIS mapping	11,000	
Land Acquisition	20,000	
County Capital replacement	117,246	
150th Anniversary	30,000	
Total Inter-fund Transfers		178,246
Total reallocation from the Working Fund Reserve		496,270

A further increase to the Working Funds Reserve balance reflects the City of Kingston's commitment to finance its share of the Broadband project in the amount of \$344,839. This amount has been billed and, although not yet received, has been accrued for year-end. As the County's total obligation to the project had been put aside in a reserve that has since been closed, the City's contribution will return to the Working Funds Reserve as a reimbursement.

3. Working Fund Reserve – Allocation of Future Annual Surplus/Deficit

Many municipalities do retain annual surpluses to provide for capital requirements. However, these requirements at the County level can be provided for through a planned replacement and budgeting strategy. Moving forward it is recommended that the Working Fund Reserve balance be maintained to provide for cash flow requirements and mitigation strategies, currently established at \$1.65 million (this adequacy of this balance should be confirmed on an annual basis). It is recommended that at year-end the surplus be utilized to replenish this Working Fund Reserve balance. Any additional surplus or any deficit, after provision is made for any prior years' projects not completed, would be redistributed to the Townships. This allocation would become a budget line and thus not affect the current County budgeting process.

4. Working Funds Reserve – Going Forward

As of the end of 2013, the Working Fund Reserve balance is estimated at \$4.5 million.

Through Council discussions and community consultations and through observations contained in the EOWC Financial Sustainability report, a number of regional issues come to the forefront that will impact Frontenac County over the next few years. These include, but are not limited to, rural transportation, regional infrastructure including but not limited to water and waste water, waste management and seniors housing. In all cases, County Council needs to assess the value of possible economies of scale in addressing these or other issues on a regional basis at the County level. In addition, there has been interest expressed in projects like the proposed Property Assessed Payments for Energy Retrofits (PAPER) and other green energy and/or conservation projects. Each of these projects could benefit from:

- (1) Capital contributions to augment private project contributions – This can be necessary to ensure important community projects get off the ground and could include affordable seniors' housing projects.

- (2) Capital contributions to cover the County's share of provincial or federal funding programs and support for studies required as pre-requisites to provincial or federal funding – This allows the County to be in a position to take advantage of new or special funding programs and avoid missed opportunities.
- (3) Support for projects that benefit the community – These can allow for investments in the community to be spurred by a County investment that creates a multiplier effect. The Verona Community Improvement Plan is proving the success of these projects. PAPER could become another where the County establishes a pooled fund against which property owners could borrow to make environmental improvements to their properties.

Other opportunities might also be identified through a comprehensive long range planning exercise. In each case, the funds required should be considered and a reserve or reserve fund established for that purpose.

If, on the other hand, Council has no interest in identifying and addressing these or other issues on a regional basis, the remaining funds these funds should be redistributed to the Townships.

OTHER RESERVES AND RESERVE FUNDS

The following is a review of the remaining reserves and reserve funds held by the County, the rationale for their establishment and their impact on the future of the County. As the County provides services which are cost-shared with the City of Kingston, some of the reserves are funded through joint contributions. These reserves are prefaced in their title by **JOINT**. General Corporate reserves are prefaced by **FRC**, those for Fairmount by **FMT**, and those for Land Ambulance by **FPS**.

The reserves and reserve funds retained by the County ensure that it can plan for future projects and activities, take advantage of opportunities, and avoid being jeopardized by unanticipated costs or economic downturns.

Corporate Reserves:

FRC-1 Stabilization Reserve

Purpose: Established to mitigate any unforeseen downturns in the economy and the potential budget implications this might entail.

During the 2013 budget deliberations, a number of issues that will impact the 2014 budget were highlighted. One is the social services funding offset of approximately \$62,000 received this year which will be a full levy hit in 2014. Also the loss of the Frontenac Islands' contract services recovery (revenue of approximately \$40,000) will come into effect in 2014. This reserve could be used to phase in the impacts of both of these issues.

2013 balance: \$975,000

FRC-2 Strategic Projects Reserve

Purpose: Established to ensure there are funds available for large strategic projects, which can have a regional focus or to provide the ability to take advantage of unforeseen opportunities requiring a County contribution. These might include

partnerships or possible future public/private partnerships, opportunities arising out of the Algonquin Land Claim, the Frontenac Centre, investments in community power, business/incubator park infrastructure.

2013 balance: \$160,000

FRC-3 Capital Reserve

Purpose: This reserve will provide for County capital replacement requirements.

2013 balance: \$800,390

FRC-4 Library Reserve

Purpose: This fund was developed when the County learned that the library anticipated capital projects for which the City was reserving its share separately.

It has been used to support vehicle purchases and expansion of the IT system. The Library has indicated that an annual allocation of \$31,000 should adequately address future requirements.

2013 balance: \$97,657

FRC-5 Land Use Planning Reserve

Purpose: To provide for liabilities incurred as a result of the County's involvement in Land Use Planning.

The County is responsible for subdivision approval. Although applicants are required to provide funding for any OMB activity generated, the County recognizes that in some circumstances the County might be faced with additional Land Use planning costs.

Depending on the complexity and scale of a planning issue, OMB hearings can require up to a week or more of dates and legal fees could become substantial in defence of the County's position. For example, depending on the number of appeals and the possibility of the County having to challenge a provincial decision, the hearing for the County Official Plan could easily cost more than \$100,000.

Furthermore, once County Council gains approval authority, it will be responsible for defending its decisions on the Township Official Plan Amendments and Official Plan updates also.

2013 balance: \$226,159

FRC-6 GIS Project Reserve

Purpose: To provide for the purchase of GIS mapping data every 5 years.

This reserve was established in 2010. \$11,000 is allocated to this reserve annually.

2013 balance: \$44,000

FRC-7 Social Housing Out of Scope Reserve

Purpose: Established to provide for the capital costs incurred in social housing projects in the County which are 100% County costs.

Allocations of \$25,000 have been made annually.

2013 balance: \$419,400

FRC-8 Ontarians with Disabilities Reserve

Purpose: The County established this reserve to provide for the retrofits and other mandated expenditures required under the AODA legislation. The can include structural changes as well as adjustments in IT and furnishings.

2013 balance: \$55,000

FRC-9 150th Anniversary Reserve

Purpose: The reserve was established to support the 150th anniversary celebrations in 2015. It was estimated that a total of \$150,000 will be required. \$30,000 was contributed in 2012 and it is anticipated another \$30,000 will be transferred to this reserve in 2013.

2013 balance: \$60,000

FRC-10 Frontenac-Howe Islander Ferry Revenue Reserve

Purpose: Required under the 2004 agreement with the Ministry of Transportation for the Frontenac-Howe Islander Ferry service which allows an amount of up to 5% of operating expenses to be reserved.

The agreement recognizes the consolidation of fees and fares for the County and Township ferries serving Howe Island. To mitigate the variances in fees and fares collected, MTO agreed that the County could retain up to 5% of the Operating costs in a reserve to offset any shortages related to the County or Township share of the expenditures. Any change in year-end balance reflects allocations or reductions as a result of year end operating revenue and expenses.

2013 balance: \$32,452

Corporate Reserve Fund:

FRC-11 Investing in Ontario Reserve Fund

Purpose: Established with Provincial funding to provide for County capital projects.

The Investing in Ontario funds are to be held in a separate fund and can only be used for capital projects. The County approved an allocation of these funds in 2008, but revised the allocation by resolution in August 2010. These projects included Fairmount Capital Projects, the K&P Trail, Green initiatives, and Broadband.

2013 balance: \$139,749

Corporate Obligatory Reserve Fund:

FRC-12 Federal Gas Tax Reserve Fund

Purpose: Established to provide for projects supported by the Federal Gas Tax Agreement (FGT).

The FGT Agreement requires that the FGT funds transferred to the municipality are held in a separate fund. The County has undertaken an Integrated Community Sustainability Plan process which now forms the basis for FGT funds disbursement.

2013 balance: \$1,578,770

Fairmount Reserves:

FMT-1 Working Fund Reserve

Purpose: Established to provide cash flow for Fairmount operations and to eliminate the requirement to borrow funds to meet immediate obligations. Currently the County does not provide for the replacement of its share of the Fairmount Home Building. This fund should be considered in that respect.

2013 balance: \$509,025

FMT-2 JOINT Severance Reserve

Purpose: To provide for requirements related to the termination of employees.

The amounts in and out of this fund fluctuate depending on the labour requirements. \$30,000 annual allocation

2013 balance: \$96,914

FMT-3 JOINT Operations Reserve

Purpose: To provide for requirements related to periodic contracts.

This reserve was established in 2010. It provides for contracts that arise periodically, but are not required annually, to smooth the budget impact. The duct cleaning contract for example is required every five years. \$9,000 is allocated annually.

2013 balance: \$36,223

FMT-4 Capital Reserve

Purpose: Established to provide for capital replacement under the County's asset management plan.

This reserve is to provide for the County's share of equipment replacement. An assessment of the Fairmount assets determined that \$831,800 was required as the County's share. There is currently no allocation for the building replacement.

2013 balance: \$831,862

Fairmount Reserve Funds:

FMT-5 Capital Reserve Fund

Purpose: Established to provide for Fairmount capital redevelopment requirements.

This fund was initially established to provide for the capital requirements of the rebuild. The project was finally supported through a debenture and the County is drawing \$125,000 annually to offset part of its contribution to the debenture. The remainder of the fund is available for the Fairmount Home Auditorium renovation project.

2013 balance: \$1,486,752

FMT-6 Capital Campaign Reserve Fund

Purpose: Established to receive donations made in support of Fairmount's capital redevelopment requirements.

This fund was initially established as the repository for the Fairmount Redevelopment Capital Campaign donation and can only be used for the purpose for which it was raised. Donations received subsequent to the end of the campaign and which were designated for the redevelopment have been deposited into this account. These funds will be used for the Fairmount Home Auditorium Redevelopment in 2013 and the fund will be fully depleted at the end of the project.

2013 balance: \$0

FMT-7 JOINT Donations Reserve Fund

Purpose: Established to provide for benefit of the residents.

This fund is supported by donations from various sources and is meant to be used for the benefit of the residents. Fairmount Residents' Council makes recommendations for the use of these funds.

2013 balance: \$195,437

FMT-8 JOINT Pathways Reserve Fund

Purpose: Established to provide for maintenance of the pathways.

This fund is supported by specific donations from various sources for the maintenance of the Pathways on the grounds of Fairmount Home.

2013 balance: \$38,107

Frontenac Paramedic Service Reserves:

FPS-1 General Reserve

Purpose: Established to provide for the uncertainty as to the requirements for land ambulance and the Province's contribution rate.

No additional contribution has been made since 2005.

With a number of longer term capital projects on the horizon (addressing land ambulance bases), this will provide the opportunity to fund the County's share of these projects with minimal impact on the tax levy.

2013 balance: \$394,217

FPS-2 JOINT Vehicle Replacement Reserve

Purpose: Established to provide for the ongoing replacement of vehicles based on the estimated useful life of those vehicles

This reserve was set up when the service was transferred to the County.

2013 balance: \$443,429

FPS-3 JOINT Equipment Replacement Reserve

Purpose: Established to provide for the ongoing replacement of equipment based on estimated useful life.

This reserve was established when the service was transferred to the County.

2013 balance: \$679,104

FPS-4 JOINT Severance Reserve

Purpose: This reserve was established when the service was transferred to the County. The Ministry of Health and Long Term Care provided severance funding that it had accrued to the date of download. Subsequent County contributions provided for requirements inherent in the historical contracts with Hotel Dieu and Parham Ambulance Services until a contract was negotiated with the County. The current contract does not have the same liability for termination/retirement payments, however there are legislated termination requirements.

2013 balance: \$355,610

FPS-5 JOINT NEER Reserve

Purpose: Workers Safety Insurance Bureau reconciles claims and contributions over a 4 year period. This can result in a surcharge or a rebate. To smooth the effect of this reconciliation

2013 balance: \$151,860

FPS-6 JOINT Other Projects Reserve

Purpose: Established to provide for new land ambulance capital projects.

By 2009 most of the land ambulance cross border billing contracts were resolved. This liability had been accrued since 2002 on the basis of an estimate of total cost per call, and anticipating payment for all calls. Final contracts are primarily based on a standard cost per call and the County was successful in its assertion that repatriation calls should be paid for by the municipality of residence for that call. As a result a substantial surplus was realized and MOH indicated that its share of the funding for this liability could be transferred to a reserve for special projects. This reserve was used for the Sydenham base and will be used for the Northern base project.

2013 balance: \$0

Financial Implications

By providing the Treasurer with clear direction with respect to the anticipated use of reserves and reserve funds, with both short and long term considerations, the Treasurer can recommend a long term financial plan and invest the funds for better return.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Management Team, County of Frontenac

Administrative Report
Financial Services – Reserve & Reserve Funds
March 20, 2013

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POSTED CHEQUE LISTINGPAYROLL

FOR THE PERIOD OF: April 11, 2013 - May 6, 2013 (inclusive)

PAYROLL DATE

PP#8	March 25, 2013 - April 7, 2013	Canadian Payroll	\$	287,150.34
PP#8	April 1, 2013 - April 14, 2013	Canadian Payroll	\$	162,647.98
PP#9	April 8, 2013 - April 21, 2013	Canadian Payroll	\$	269,417.09
PP#9	April 15, 2013 - April 28, 2013	Canadian Payroll	\$	151,779.53

<u>PAYROLL TOTAL:</u>		\$	870,994.94

<u>TOTAL:</u>		\$	<u>870,994.94</u>



POSTED CHEQUE LISTING

COUNTY OF FRONTENAC

(Great Plains)

FOR THE PERIOD OF: April 11, 2013 - May 6, 2013 (inclusive)

CHEQUE TOTAL:

958,099.57

TOTAL:

\$958,099.57

County of Frontenac
Transaction Register Report
April 11, 2013 - May 6, 2013

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
92	FULT0004	MARIAN VANBRUINESSEN - IN TRUS	4/24/2013	440.00
93	FULT0004	MARIAN VANBRUINESSEN - IN TRUS	4/25/2013	612.00
37509	AEDA0001	AED AUTHORITY (CANADA) LTD	4/15/2013	50,810.34
37510	CAMP0002	JODY CAMPBELL'S SEPTIC SERVICE	4/15/2013	124.30
37511	CANP0001	CANPAR TRANSPORT L.P.	4/15/2013	40.05
37512	CDWC0001	CDW CANADA	4/15/2013	1,110.68
37513	CENT0007	CENTURY MANUFACTURING CORPOF	4/15/2013	133.84
37514	CINT0001	CINTAS DOCUMENT MANAGEMENT	4/15/2013	169.50
37515	COUN0004	COUNTY OF HASTINGS	4/15/2013	13,209.72
37516	CROW0001	CROWN COLLISION SERVICE LTD.	4/15/2013	409.68
37517	DIGI0001	DELTA PRINTING	4/15/2013	243.23
37518	DOOR0001	DOOR DOCTOR	4/15/2013	354.82
37520	JJEX0001	JJ EXPRESS	4/15/2013	128.65
37521	KING0024	KINGSTON TOYOTA	4/15/2013	109.61
37522	LCMS0001	LCM SECURITY	4/15/2013	581.33
37523	MOSI0001	MOSIER SERVICE CENTRE	4/15/2013	158.00
37524	OTWO0001	O-TWO MEDICAL TECHNOLOGIES INC	4/15/2013	84.75
37525	PEAN0001	PEAN C/O SECCAC	4/15/2013	50.00
37526	RECE0003	RECEIVER GENERAL	4/15/2013	286.10
37527	RGHE0001	SERVICE IN MOTION KINGSTON LTD	4/15/2013	626.02
37528	SCOT0002	SCOTT'S SNOW REMOVAL AND LAWN	4/15/2013	728.85
37529	SHAR0001	SHARBOT LAKE LAWN SERVICE	4/15/2013	339.00
37530	SHER0001	SHERIFF OF THE COUNTY OF LEEDS	4/15/2013	167.45
37531	STER0001	STERICYCLE INC.	4/15/2013	39.69
37532	THEC011	THE COUNTY OF LANARK	4/15/2013	4,041.58
37533	THEK0001	THE KINGSTON WHIG STANDARD	4/15/2013	69.95
37534	TROP0001	TROPHY HOUSE	4/15/2013	67.80
37535	BATE0001	LINDA BATES	4/15/2013	1,336.88
37536	FULT0003	MARIAN VANBRUINESSEN - IN TRUS	4/24/2013	355.88
37537	AMCT0003	AMCTO ZONE 6	4/29/2013	65.00
37538	CANP0001	CANPAR TRANSPORT L.P.	4/29/2013	15.47
37539	EAST0003	EASTERN ONTARIO WARDENS' CAUC	4/29/2013	5,650.00
37540	ENVI0001	ENVIRO-GUARD	4/29/2013	63.28
37541	ETR00001	407 ETR	4/29/2013	26.53
37542	FRIE0001	FRIENDS OF ARDEN C/O TERRY KEN	4/29/2013	5,258.36
37543	GASK0001	GASKIN, DR. ANNE	4/29/2013	1,152.00
37544	GENI0001	GENIVAR CONSULTANTS LIMITED PA	4/29/2013	4,245.41
37545	HUGH0001	HUGHES, B.J.	4/29/2013	45.00
37546	JANA0001	JANAM PUBLICATIONS INC.	4/29/2013	536.75
37547	JJEX0001	JJ EXPRESS	4/29/2013	166.34
37548	JJEX0002	J.J. EXPRESS	4/29/2013	14.29
37549	ONTA0012	ONTARIO TRAILS COUNCIL	4/29/2013	113.00
37550	RGHE0001	SERVICE IN MOTION KINGSTON LTD	4/29/2013	587.60
37551	SHEA0001	SHEA CONSTRUCTION	4/29/2013	982.34
37552	STER0001	STERICYCLE INC.	4/29/2013	90.59
37553	STEW0001	HELEN STEWART	4/29/2013	135.00
37554	THEK0004	THE KINGSTON WHIG STANDARD	4/29/2013	597.78
37555	UNWY0001	UNITED WAY	4/29/2013	1,054.99

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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
37556	VESE0001	VESEY'S BULBS	4/29/2013	223.50
37557	WEST0004	WEST WINDS RANCH	4/29/2013	169.50
EFT0002262	ACKL0001	ACKLANDS GRAINGER INC.	4/22/2013	116.25
EFT0002263	AIGC0001	CHARTIS INSURANCE COMPANY OF C	4/22/2013	875.58
EFT0002264	ALEX0001	ALEX MCCOY PLUMBING AND HEATIN	4/22/2013	1,644.89
EFT0002265	ALLI0002	ALLIED MEDICAL	4/22/2013	4,016.49
EFT0002266	ANDE0001	KYLE ANDREWS	4/22/2013	1,039.60
EFT0002267	ARJO0001	ARJO HUNTLEIGH CANADA	4/22/2013	391.51
EFT0002268	BEEH0001	BEEHLER BROS. ELECTRICAL	4/22/2013	757.89
EFT0002269	BENS0001	BENSON TRUCK & TRAILER	4/22/2013	26,449.46
EFT0002270	BENS0002	BENSON COMMERCIAL TIRE	4/22/2013	2,970.84
EFT0002271	BOCC0001	LINDE CANADA	4/22/2013	3,057.10
EFT0002272	CANA0016	CANADIAN BEARINGS LTD	4/22/2013	180.08
EFT0002273	CANA0037	WASTE MANAGEMENT	4/22/2013	4,603.85
EFT0002274	CBCI0001	WORLDLYNX WIRELESS	4/22/2013	180.57
EFT0002275	CHOQ0001	CHOQUETTE CKS	4/22/2013	2,605.65
EFT0002276	COLL0001	COLLINS	4/22/2013	696.54
EFT0002277	CRES0001	CRESTLINE COACH LTD.	4/22/2013	596.44
EFT0002278	CSCO0001	C/S CONSTRUCTION SPECIALTIES C	4/22/2013	339.00
EFT0002279	CUNN0001	CUNNINGHAM SWAN CARTY LITTLE &	4/22/2013	195.82
EFT0002280	CUPE0001	CUPE LOCAL 109	4/22/2013	551.06
EFT0002281	DIGI0003	DIGITAL OFFICE	4/22/2013	143.44
EFT0002282	ECOL0001	ECOLAB	4/22/2013	540.51
EFT0002283	ELEC0001	ELECTRICAL SAFETY AUTHORITY	4/22/2013	424.88
EFT0002284	ESFO0002	E.S.FOX LIMITED	4/22/2013	148.03
EFT0002285	FERN0001	FERNO	4/22/2013	821.67
EFT0002286	FUTU0001	CARDINAL HEALTH CANADA INC.	4/22/2013	617.92
EFT0002287	GRAN0003	OFFICE MAX GRAND & TOY LTD	4/22/2013	819.23
EFT0002288	GRAP0001	PRINTFUSION INC.	4/22/2013	287.49
EFT0002289	HOTE0002	HOME CARDIOGRAPIC INC	4/22/2013	45.00
EFT0002290	INTE0003	INTERDEV TECHNOLOGIES INC.	4/22/2013	5,478.24
EFT0002291	JIMT0001	JIM THOMPSON CHRYSLER	4/22/2013	81.79
EFT0002292	KENS0002	1557145 ONTARIO LTD.	4/22/2013	265.55
EFT0002293	KING0005	KINGSTON GENERAL HOSPITAL	4/22/2013	19,480.67
EFT0002294	KING0009	KINGSTON REGIONAL HOSPITAL LA	4/22/2013	1,298.98
EFT0002295	KING0019	KINGSTON ACCESS BUS	4/22/2013	25.00
EFT0002296	KING0029	KINGSTON OXYGEN	4/22/2013	1,942.62
EFT0002297	LAER0001	LAERDAL MEDICAL CANADA LTD.	4/22/2013	2,353.23
EFT0002298	MAGN0001	AQUALIBRIUM WATER TECHNOLOGIE	4/22/2013	437.52
EFT0002299	MARI0001	MARILYN'S CLEANING SERVICES	4/22/2013	150.00
EFT0002300	MEDI0001	MEDICAL MART	4/22/2013	549.18
EFT0002301	OPSE0001	OPSEU LOCAL 462	4/22/2013	7,602.41
EFT0002302	PLCO0001	PL CONSTRUCTION	4/22/2013	4,997.43
EFT0002303	QUAL0001	QUALITY LIFE SERVICES INC.	4/22/2013	4,485.80
EFT0002304	RANG0001	OPERATIONAL PERFORMANCE SYSTI	4/22/2013	1,308.87
EFT0002305	RIVE0001	RIVETT ARCHITECTURAL HARDWARE	4/22/2013	68.79
EFT0002307	SERV0001	SERVE PRO - KINGSTON	4/22/2013	1,869.20
EFT0002308	SHOP0002	SHOPPERS DRUG MART	4/22/2013	2,886.72

**County of Frontenac
Transaction Register Report
April 11, 2013 - May 6, 2013**

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0002309	SILV0003	SILVERT'S STORE	4/22/2013	442.71
EFT0002310	SWIS0001	SWISH MAINTENANCE LTD	4/22/2013	1,315.52
EFT0002311	THOM0006	THOMPSON ELECTRIC	4/22/2013	290.98
EFT0002312	TOWN0004	TOWNSHIP OF SOUTH FRONTENAC	4/22/2013	225.51
EFT0002313	TRIM0001	TRIM-LINE OF SOUTH EASTERN ONT	4/22/2013	129.95
EFT0002314	UPPE0001	UPPER CANADA OFFICE SYSTEMS	4/22/2013	653.16
EFT0002315	VERS0001	VERSUS BUSINESS FORMS AND LABE	4/22/2013	198.31
EFT0002316	WALK0001	WALKERTON CLEAN WATER CENTER	4/22/2013	171.10
EFT0002317	WECA0001	WE CARE HEALTH SERVICES LP	4/22/2013	1,355.00
EFT0002318	WEST0002	WESTBURNE/RUDDY ELECTRIC	4/22/2013	79.10
EFT0002319	WRBR0001	W.R. BRIGHTMAN & SON LTD	4/22/2013	2,525.55
EFT0002320	XPLO0001	XPLOLNET COMMUNICATIONS INC.	4/22/2013	84.73
EFT0002321	CADU0001	CADUCEON ENVIRONMENTAL LABOR	4/22/2013	314.86
EFT0002322	CANA0008	CANADIAN TIRE	4/22/2013	191.33
EFT0002323	CITY0002	CITY OF KINGSTON	4/22/2013	131,985.02
EFT0002324	CITY0002	CITY OF KINGSTON	4/29/2013	263,970.04
EFT0002325	KFLA0001	KFL&A HEALTH UNIT	4/29/2013	56,471.50
EFT0002326	DACO0001	KINGSTOWN INVESTMENTS INC	5/1/2013	4,279.88
EFT0002327	GEMM0001	GEMMILL, DAVE	5/1/2013	2,636.66
EFT0002328	QUIN0002	QUINTE CRANE RENTALS INCORPOR	5/1/2013	4,859.00
EFT0002329	HOTE0001	HOTEL DIEU HOSPITAL	5/1/2013	2,497.06
EFT0002330	SECR0001	CUPE NATIONAL	4/22/2013	6,891.60
EFT0002331	FRAG0001	LOUISE FRAGNITO	4/18/2013	1.00
EFT0002332	4OFF0001	4 OFFICE AUTOMATION LIMITED	5/6/2013	1,085.41
EFT0002333	ACKL0001	ACKLANDS GRAINGER INC.	5/6/2013	88.66
EFT0002334	AIGC0001	CHARTIS INSURANCE COMPANY OF C	5/6/2013	886.79
EFT0002335	AIRL0001	AIR LIQUIDE CANADA INC.	5/6/2013	25.22
EFT0002336	ALEX0001	ALEX MCCOY PLUMBING AND HEATIN	5/6/2013	1,539.63
EFT0002337	ALLA0001	ALLAN CHARTERED ACCOUNTANT PF	5/6/2013	9,040.00
EFT0002338	ALLI0002	ALLIED MEDICAL	5/6/2013	234.47
EFT0002339	ANYT0001	ANYTHING ELECTRIC	5/6/2013	462.69
EFT0002340	ARJO0001	ARJO HUNTLEIGH CANADA	5/6/2013	87.60
EFT0002341	BAGO0001	BAGOT MEDICAL CENTRE	5/6/2013	1,243.75
EFT0002342	BARD0002	BARDON SUPPLIES LTD	5/6/2013	2,073.55
EFT0002343	BEEH0001	BEEHLER BROS. ELECTRICAL	5/6/2013	169.50
EFT0002344	BOCC0001	LINDE CANADA	5/6/2013	137.95
EFT0002345	CADU0001	CADUCEON ENVIRONMENTAL LABOR	5/6/2013	488.67
EFT0002346	CAMP0001	CAMPANA SYSTEMS INC.	5/6/2013	11,828.84
EFT0002347	CANA0008	CANADIAN TIRE	5/6/2013	137.13
EFT0002348	CANA0016	CANADIAN BEARINGS LTD	5/6/2013	4.17
EFT0002349	CANA0033	CANADIAN RED CROSS SOCIETY	5/6/2013	77.62
EFT0002350	CANA0037	WASTE MANAGEMENT	5/6/2013	471.80
EFT0002351	CANA0041	CANADIAN LINEN AND UNIFORM SER	5/6/2013	149.40
EFT0002352	CHOQ0001	CHOQUETTE CKS	5/6/2013	234.48
EFT0002353	COLL0001	COLLINS	5/6/2013	21.47
EFT0002354	CRES0001	CRESTLINE COACH LTD.	5/6/2013	131,487.93
EFT0002355	CUPE0001	CUPE LOCAL 109	5/6/2013	636.49
EFT0002356	DESE0001	DESERT LAKE GARDENS	5/6/2013	366.12

County of Frontenac
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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0002357	DIGI0002	DIGITAL OFFICE SYSTEMS	5/6/2013	89.60
EFT0002358	ELEC0001	ELECTRICAL SAFETY AUTHORITY	5/6/2013	2,163.95
EFT0002359	ESFO0002	E.S.FOX LIMITED	5/6/2013	4,631.89
EFT0002360	FAMI0001	K3C COMMUNITY COUNSELLING CEN	5/6/2013	2,633.50
EFT0002361	FUTU0001	CARDINAL HEALTH CANADA INC.	5/6/2013	5,483.44
EFT0002362	HEAL0003	HEALTH SUPPORTS & FITTING SERV	5/6/2013	108.00
EFT0002363	HOTE0001	HOTEL DIEU HOSPITAL	5/6/2013	340.00
EFT0002364	JONE0003	ROSEMARIE JONES	5/6/2013	161.09
EFT0002365	K3CC0001	K3C COMMUNITY COUNSELLING CEN	5/6/2013	620.00
EFT0002366	KAPS0001	KAPS KINGSTN AREA PATIENT SHUT	5/6/2013	174.00
EFT0002367	KING0019	KINGSTON ACCESS BUS	5/6/2013	52.50
EFT0002368	KING0029	KINGSTON OXYGEN	5/6/2013	191.00
EFT0002369	KING0047	KINGSTON INJURY MANAGEMENT CE	5/6/2013	720.00
EFT0002370	KROW0001	KROWN BODY MAINTENANCE	5/6/2013	146.84
EFT0002371	LEVA0002	LEVAC PROPANE INC.	5/6/2013	794.06
EFT0002372	LEVA0003	LEVAC PROPANE INC.	5/6/2013	105.60
EFT0002373	MARI0001	MARILYN'S CLEANING SERVICES	5/6/2013	150.00
EFT0002374	MCIM0001	MC IMAGING TECHNOLOGIES LIMITE	5/6/2013	7,277.20
EFT0002375	MDSL0001	LIFELABS LP	5/6/2013	630.00
EFT0002376	MEDI0001	MEDICAL MART	5/6/2013	742.30
EFT0002377	MEDI0006	MEDIGAS - DIV OF PRAXAIR CANAD	5/6/2013	261.79
EFT0002378	NEXU0001	NEXUS ACTUARIAL CONSULTANTS LT	5/6/2013	11,187.00
EFT0002379	OPSE0001	OPSEU LOCAL 462	5/6/2013	8,053.20
EFT0002380	QUAL0001	QUALITY LIFE SERVICES INC.	5/6/2013	3,041.17
EFT0002381	RIVE0001	RIVETT ARCHITECTURAL HARDWARE	5/6/2013	62.56
EFT0002382	RNAW0001	WIRELESS RNA TECHNOLOGY INC.	5/6/2013	1,593.30
EFT0002383	SAND0001	SANDS CANADA INC/ANGUS	5/6/2013	380.31
EFT0002384	SCOT0001	SCOTT INDUSTRIAL SERVICES	5/6/2013	1,158.16
EFT0002385	SECR0001	CUPE NATIONAL	5/6/2013	6,828.31
EFT0002386	SWIS0001	SWISH MAINTENANCE LTD	5/6/2013	585.32
EFT0002387	TAYL0001	TAYLOR CHEVROLET CADILLAC	5/6/2013	284.43
EFT0002388	THYE0001	THYESSEN KRUPP ELEVATOR	5/6/2013	4,230.72
EFT0002389	TRIM0001	TRIM-LINE OF SOUTH EASTERN ONT	5/6/2013	28.25
EFT0002390	UPPE0001	UPPER CANADA OFFICE SYSTEMS	5/6/2013	158.85
EFT0002391	VERS0001	VERSUS BUSINESS FORMS AND LABE	5/6/2013	113.42
EFT0002392	WECA0001	WE CARE HEALTH SERVICES LP	5/6/2013	180.00
EFT0002393	BENS0001	BENSON TRUCK & TRAILER	5/6/2013	37,140.43
EFT0002394	TERR0001	TERRY'S PLOWING AND LAWNCARE	5/6/2013	2,627.25
Total Transactions: 182			Total Amount of Transactions:	958,099.57
Void Transactions: 91, 37519, EFT0002306				



**Minutes of the 150th Anniversary Planning Advisory Committee Meeting
April 24, 2013**

A meeting of the 150th Anniversary Planning Advisory Committee was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, April 24, 2013 at 10:00 a.m.

In attendance:

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

Staff:

- Jannette Amini, Deputy Clerk, Recording Secretary
- Alison Vandervelde, Communications Officer
- Angelique Tamblyn, Executive Assistant

1. Call to order

Mr. Giroux, Chair, called the meeting to order at 10:07 a.m.

2. Adoption of the agenda

Moved By: Councillor Davison

Seconded By: Ms. Sproule

THAT the agenda for the April 24, 2013 150th Anniversary Planning Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Adoption of minutes

Moved By: Councillor Davison

Seconded By: Warden Gutowski

THAT the minutes of the meeting of the 150th Anniversary Planning Advisory Committee held on February 21, 2013 be adopted as circulated.

CARRIED

5. Deputations and/or presentations

There were none.

6. Communications

There were none.

**7. 2013-082
150th Anniversary Planning Advisory Committee 2013 Work Plan Update**

Moved By: Ms. Sproule

Seconded By: Mr. Leonard

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

CARRIED

Community Survey

Mr. Vanden Hoek noted his upcoming meeting with Wolfe Island Plowmen's Association. The Committee suggested he ask that they provide a demonstration at the Central Celebration and to have an offsite match at the same time. The Committee discussed who it is looking to draw to this event whether it be the 50+ demographic or families with young children. It was suggested to add some type of contest to the survey such as a baking contest and a talent show.

The Committee discussed the suggested prices for souvenirs and felt that these prices might be low and that additional research on prices needs to be done. It was also suggested to add a child related souvenir.

The survey will be distributed through the May edition of the County e-newsletter, will be on the County website, as well as through hard copies. The Committee suggested that it also be placed in local newspapers such as the North Frontenac News, the Frontenac and Kingston EMC Heritage and the Kingston and Frontenac This Week, which are all free publications.

Proposed Community Events for Committee Attendance

It was decided that each member will attend their own respective Township Canada Day celebrations. Members are to send a list of events in their Townships to Ms. Vandervelde and promotional material will be distributed accordingly.

Regarding the Verona Lions Club Jamboree, Councillor Davison will ensure access to the event and set up the display. Councillor Davison and Mr. Leonard will attend this event and will ask if Councillor McDougall would like to assist.

Councillor Davison provided an overview of the February Howe Island Historical Society event where he had the opportunity to speak of the 150th Anniversary, of which the Historical Society was very receptive. He will forward the information of the contact person for the Howe Island Historical Society to Ms. Vandervelde and Mr. Vanden Hoek.

The Committee discussed the purchase of vests for community events and Ms. Vandervelde provided pictures of vests that are available. The Committee decided that it would like to see the 150th logo on the front of vest with the County word mark and possible crest on the back. The vest should be the County colours. Later on, consideration should be given to ordering extra, less expensive vests to accommodate and recognize volunteers.

Moved By: Mr. Vanden Hoek
Seconded By: Councillor Davison

THAT County Council authorize staff to proceed with the purchase of eight 150th Anniversary promotional vests at a cost not to exceed \$1,000;

And that staff be authorized to determine the type, colour and design of the vests.

CARRIED

Presentations to Township Councils

Ms. Vandervelde provided an overview of the slide presentation that will be made to Township Councils. The Committee felt that the location of the Central Celebration should be included in the presentation.

Councillor Davison shared his conversation with Ms. Brenda Hunter of the Limestone District School Board who was receptive to the idea of students interviewing locals to contribute to a compilation for the 150th as part of an assignment. The new high school should be complete by this time and could accommodate a large number of participants.

It was questioned if Townships would be asked to become partners; however it was felt that the Townships are part of the County and as such, there is an assumption that they are themselves Frontenac County and already partners. Township Councils will be removed from the "Potential Partners" slide. Those members making the presentations to Township Councils will leave flyers and copies of the survey.

Historic Artifacts

Mr. Giroux will be in charge of contacting and communicating with the libraries regarding a historic artifacts exhibit. Ms. Vandervelde will work with Mr. Giroux, including attending meetings.

Ms. Tamblyn has contacted Kingston Brew Pub in Kingston and will follow up with them closer to the event around costs.

Ms. Vandervelde provided examples of potential legacy projects that have or are being done by other municipalities. She paid specific note to that of Chatam-Kent who she noted are looking at possible grants that are available. The Committee discussed the fact that the City of Kingston is looking to re-name Highway 38 and questioned, given that Highway 38 is a corridor for the Frontenacs, if a portion of Highway 38 could be spruced up and re-named. Councillor

Davison did point out that this road affects thousands of South Frontenac residents and his Council does not support this name change. He suggested that the Committee focus on the Frontenac K & P Trail. It was discussed that any legacy project should be visible and tangible and one suggestion included the gateways of each Township.

Councillor Davison provided an overview of his discussions with the Town of Aurora regarding its 2013 150th celebrations, noting that they are approaching this through the 4 seasons which included a winter carnival; however they have not yet advised on their legacy project.

Warden Gutowski offered an update on the pursuit of a bursary with the Limestone Learning Foundation (LLF). Though she has made many efforts to contact the LLF, she has been unsuccessful in obtaining a response. A different approach might need to be considered.

It was suggested that each member provide an idea for a project to be added to the agenda for the next meeting. Ms. Vandervelde noted that staff has looked at preliminary ideas, such as trail heads and the auditorium renovation project for Fairmount Home. It was suggested that suggestions on a legacy project could be asked for during the presentations to Township Councils.

Major event and/or several smaller events

Staff is seeking direction from the Committee with respect to a major event and/or several smaller events. Staff is seeking the direction in order to determine the number of working groups that will be required as well as the number of volunteers. It was suggested to look at 5 or 6 options for projects to focus on.

It was suggested that the Committee needs to start thinking about who it would like to invite to the opening ceremonies, for example prominent politicians or people.

It was also questioned if the Committee had given any further thought to the presentation and offer by Craig Bakay around a promotional music video. The Committee felt that there were a number of professional people that could produce a video and that such an option would need to follow the County's Procurement Policy where an RFP would be issued. This item will be brought forward for discussion at the committee's next meeting. Staff will send a letter to Mr. Bakay thanking him for his suggestion.

8. Other business

There was none.

9. Next meeting date

The next meeting of the 150th Anniversary Planning Advisory Committee is scheduled for Wednesday, June 26, 2013 at 10:00 a.m. at the County Administrative Building.

10. Adjournment

The meeting adjourned at 11:46 a.m.



COMMITTEE REPORT

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Deputy Clerk

Date prepared: May 9, 2013

Date of meeting: May 15, 2013

Re: **150th Anniversary Planning Advisory Committee
Recommendations to Council**

Recommendation

- a) THAT County Council authorize staff to proceed with the purchase of eight 150th Anniversary promotional vests at a cost not to exceed \$1,000;

And that staff be authorized to determine the type, colour and design of the vests.

BY-LAW NO. 2013-0019

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to provide for 2013 property tax capping to adopt optional tools for the purpose of providing minimum amounts for properties subject to the provisions of Section 331 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended for the commercial, industrial and multi-residential property classes

WHEREAS the County of Frontenac adopted tax ratios of 1.0 for the commercial, industrial and multi-residential classes in 1998 thereby providing a fair and equitable property tax environment for the business sector;

AND WHEREAS property taxation at Current Value Assessment (CVA) is considered fair and equitable;

AND WHEREAS the property taxation at CVA has been the goal since the implementation of CVA in 1998;

AND WHEREAS property tax decreases continue to fund the claw-back resulting from capped properties;

AND WHEREAS under the *Municipal Act, 2001, S.O. 2001, c. 25, as amended* (the "Act"), Subsection 329.1 (1) upper tier and single tier municipalities have the opportunity to select from prescribed options the calculation of the amount of taxes for municipal and school purposes payable in respect of property in the commercial class, industrial classes or multi-residential property class for 2005 or a subsequent taxation year;

AND WHEREAS County Council has reviewed the provisions of Section 329.1(1) of the Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of providing minimum amounts for properties subject to the provisions of Section 331 for the Commercial, Industrial and Multi-residential property classes;

NOW THEREFORE, the Council of the Corporation of the County of Frontenac hereby implements the following:

1. THAT the 2013 property tax capping adjustment be set at 10% of the previous year's annualized tax or 5% of CVA tax, whichever is greater and a threshold of \$250 for increasing and decreasing properties for properties in the Commercial, Industrial and Multi-residential Classes to which Part IX of the Act applies.
2. THAT properties that were at CVA tax in 2012 are excluded from the capping and claw-back calculation in 2013.
3. THAT properties that would move from being capped in 2012 to being clawed back in 2013 or from being clawed back in 2012 to being capped in 2013 as a result of the changes to the CVA tax caused by the 2013 reassessment be excluded from the capping and claw-back calculation in 2013.

4. That for all properties that become eligible within the meaning of subsection 331(20) of the Act, the taxes for municipal and school purposes for the year or portion of the year shall be the greater of:
 - a) the amount of the taxes determined for the property for 2013 under subsection 331(2) of the Act, and
 - b) the amount of the uncapped taxes for the property multiplied by one hundred per cent (100%) where "*uncapped taxes*" means the taxes for municipal and school purposes that would have been imposed for the taxation year but for the application of the cap.
5. That this by-law shall come into force and take effect as of the date of final passing thereof.

Read a First and Second Time this 15th day of May, 2013.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of May, 2013.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2013-0020

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to govern the proceedings of the Council and its Committees,
the Conduct of Members and the Calling of Meetings

WHEREAS Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* (the Act) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238 (2.1) of the Act provides that the procedure by-law shall provide for public notice of meetings;

AND WHEREAS By-law No. 2010-0028, being a bylaw to provide for governing the proceedings of the Council, the conduct of members and the calling of meetings was adopted by The Corporation of the County of Frontenac on November 17, 2010;

AND WHEREAS The Corporation of County of Frontenac deems it expedient to repeal By-law No. 2010-0028 and all amendments thereto;

NOW THEREFORE the Council for The Corporation of the County of Frontenac hereby enacts as follows:

1. That the proceedings of all Council and Committee meetings, the conduct of members and the calling of meetings shall be in accordance with the procedures and rules as set out in Schedule A attached hereto and forming part of this by-law;
2. That By-law No. 2010-0028 and any amendments thereto are hereby repealed;
3. That By-law No. 2012-0021 being a by-law to establish a Finance Committee and any amendments thereto are hereby repealed;
4. That By-law No. 2011-0007 being a by-law to establish a Sustainability Advisory Committee and any amendments thereto are hereby repealed;
5. That By-law No. 2011-0020 being a by-law to establish a Trails Advisory Committee and any amendments thereto are hereby repealed;
6. That By-law No. 2011-0008 being a by-law to establish a 150th Anniversary Planning Advisory Committee and any amendments thereto are hereby repealed;
7. That By-law No. 2011-0006 being a by-law to establish a Green Energy Task Force Advisory Committee and any amendments thereto are hereby repealed;
8. That By-law No. 2011-0022 being a by-law to establish a Joint Accessibility Advisory Committee and any amendments thereto are hereby repealed;
9. That this by-law shall come into force and take effect on the date of final passing.

Read a First and Second Time this 15th day of May, 2013.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of May, 2013.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

**CORPORATION OF THE COUNTY OF FRONTENAC
BY-LAW NO. 2013-0020 – SCHEDULE A**

**PROCEDURE BY-LAW
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	1. Interpretation	
Use of Pronouns	1.1	Throughout this by-law, the words "he" and "his" shall, where appropriate, be deemed to read "she" and "her"
Headings	1.2	Headings are inserted in this by-law for ease of reference only and are not to be used as interpretation aids
Definitions	1.3	In this by-law: (a) "Agenda" means the Order of the Day (b) "Briefings" A verbal update to County Council or Committees of County Council by County Staff or consultants to the County or someone with expertise who has been invited by County Council or Committee; briefings are limited to 10 minutes (c) "CAO" means the Chief Administrative Officer of The Corporation (d) "Chair" means the person presiding at a meeting (e) "Clerk" means the Clerk of The Corporation, or the Deputy Clerk acting in the Clerk's absence or, in the absence of both the Clerk and the Deputy Clerk, another Department Head appointed by Council resolution, except in the context of Committee activities where the Clerk may delegate responsibility to another member of County staff (f) "Closed Meeting" means a meeting or a part of a meeting of Council or a Committee, which is not open to the public in accordance with the <i>Municipal Act, 2001</i> and any amendments thereto (g) "Closed Meeting Investigator" means the body authorized by Council to investigate requests for a closed meeting investigation (h) "Committee" means any standing committee, sub-committee, advisory committee or task force established by County Council (i) "Committee Chair" means the person presiding at a Committee meeting (j) "Committee of the Whole" means a meeting of Council at which the rules in this by-law with respect to the number of times a member may ask a question or speak to an issue do not apply, with the exception to Delegations (k) "Committee Vice-Chair" means the Vice-Chair of a Committee, who shall act in the Chair's absence (l) "Council" means the Council of the Corporation (m) "Corporation" means the Corporation of the County of Frontenac (n) "Deputant" means the presenter for the deputation in attendance at a Council or Committee meeting (o) "Deputation" means an address to Council or Committee made at the request of a person wishing to speak (p) "Deputy Warden" means the position appointed to fulfill the responsibilities of the Warden in his absence (q) "Ex Officio" means the Warden who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other members of the respective committee (r) "Holiday" means: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day (s) "In Writing" means handwritten, typewritten or electronically displayed (t) "Majority Vote" means an affirmative vote of more than one half of the Members present and voting. The Mayor of South Frontenac's vote counts as 2 votes. (u) "Meeting" means a majority of the Members of Council or

		Committee that comes together for the purpose of exercising the power or authority of the Council or Committee or for the purpose of doing the groundwork necessary to exercise that power or authority (v) "Member" means a Councillor of the Corporation and for Committees as defined in 1(f), shall mean a person appointed to the Committee (w) "Minutes" means a record, without note or comment, of all resolutions, decisions and other proceedings of Council and Committee Meetings (x) "Motion to Call the Question" means a motion to close debate and bring Council to a vote on a pending question (y) "Motion to Defer" means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of Council or a Committee (z) "Motion to Receive" means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken (aa) "Motion to Refer" means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any designated committee, body or official (bb) "Motion to Table" means a motion to postpone without setting a definite date as to when the matter will be considered again (cc) "Pecuniary Interest" means a direct or indirect pecuniary interest of a Member of Council within the meaning of the <i>Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50</i>, as amended (dd) "Point of Order" means a question by a Member with a view to calling attention to any issue relating to the Procedure By-law or the conduct of Council's business or in order to assist the Member in understanding Council's procedures, making an appropriate motion, or understanding the effect of a motion (ee) "Point of Privilege" or "Personal Privilege" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member or who considers that his integrity or that of a Member or County official has been impugned or questioned by the Member (ff) "Present" means physically in attendance at the meeting (gg) "Presentation" means an address to Council or Committee at the request of Council, a Committee or staff (hh) "Quorum" as it relates to Council and its Committees means a majority of the members (ii) "Recorded Vote" means a written record to be included in the minutes of the meeting of the name and vote of every Member voting on any matter or question (jj) "Resolution" means the decision of Council or its Committees on any motion (kk) "Time Sensitive Items" means those items on the agenda or addendum where action must be taken prior to the next regularly scheduled meeting of County Council; (ll) "Two-thirds majority vote" means an affirmative vote of at least two-thirds of the Members present. The Mayor of South Frontenac would count as 2 votes. (mm) "Warden" means the Head of Council of The Corporation

2. Application		
<i>General</i>	2.1	The rules of procedure set out in this by-law shall govern all proceedings of Council and its Committees. Any part or parts of this by-law may be suspended, by resolution clearly indicating the purpose and intent of the suspension, if agreed upon by two-thirds majority vote of the Members present, provided the motion is in order.
<i>Statutory Requirements</i>	2.2	Notwithstanding anything in this by-law, where Council or a Committee convenes for the purpose of holding a meeting as required by any statute, the provisions of the statute and the <i>Statutory Powers Procedure Act</i> , as applicable, shall govern the proceedings.
<i>Rules of Order not Covered</i>	2.3	Any provision not made in this by-law shall be decided in accordance with Robert's Rules of Order and the Chair shall submit the ruling without debate.
3. Locations, Meeting Times and Notice of Regular Meetings of Council		
<i>Date of Inaugural Session</i>	3.1	The Council shall, in accordance with this by-law, hold its first Meeting on the third Wednesday in December at 9:00 a.m., unless otherwise directed by a resolution of Council.
<i>Clerk to Act as Chair</i>	3.2	The election of Warden shall be the first Agenda item of the inaugural Meeting of Council, and the Clerk shall act as Chair until the Warden is elected.
<i>Council Meeting Dates & Locations</i>	3.3	Subsequent regular Council Meetings, not otherwise specially provided for, shall be held on the third Wednesday of each month at 9:00 a.m. at the County Administrative Offices, 2069 Battersea Road, Glenburnie unless otherwise directed by a resolution of Council.
<i>Notice to Members</i>	3.4	Notice of regular Meetings, including agendas, minutes, and supporting documents shall be provided via electronic mail by the Friday preceding the date of the Council Meeting. Alternative formats shall be made available upon request of the member. Notice may be provided by telephone or personal contact in case of an emergency.
<i>Notice to Media, Constituent Municipalities and Public</i>	3.5	Notice of regular Meetings shall be given by posting agendas and supporting documentation on the County's web site. In the event an agenda is amended, it shall be reposted as an amended agenda. To meet accessibility needs, alternative formats shall be made available upon request.
4. Membership on Council		
<i>Certificate of Election</i>	4.1	No person shall take a seat on Council until the Clerk has received the certificate of election from the Clerk of the lower tier municipality as established by Section 232 of the <i>Municipal Act, 2001 and amendments thereto</i> .
<i>Declaration of Office</i>	4.2	In accordance with the provisions of Section 232 of the <i>Municipal Act, 2001 and amendments thereto</i> , no person shall take a seat on Council until the person takes the Declaration of Office in the form established by the Minister for that purpose. The Clerk shall administer the Declarations of Office.
<i>Appointment of Alternate Member</i>	4.3	Pursuant to Section 267 of the <i>Municipal Act, 2001 and amendments thereto</i> , if a Member of County Council is unable to act as a Member of County Council for a period exceeding one month, the local municipal council may appoint one of its Members as an Alternate Member of County Council to act in place of the Member until the Member is able to resume acting as a Member of County Council. The Alternate Member shall not take his seat on County Council until the

		Clerk of the County has received a certified copy of the appointment by-law passed by the lower tier municipality naming the Alternate.
5. Election of Warden and Deputy Warden		
<i>Term of Office</i>	5.1	The term of office of the Warden and Deputy Warden shall be 1 year unless re-elected to remain in Office by Council.
<i>Eligibility to hold office of Warden and Deputy Warden</i>	5.2	Only the Mayors of the Townships are eligible to hold the office of Warden and Deputy Warden.
<i>Presiding Officer</i>	5.2	The election of the Warden shall be conducted by the Clerk.
<i>Nominations</i>	5.3	Nominations shall be received until Council by Motion closes the nominations.
<i>Candidates Stand for Election</i>	5.4	Once nominations have been closed, the Clerk shall determine the willingness of each candidate nominated to stand for election.
<i>Nominators to Speak</i>	5.5	Each mover and seconder of those candidates who stand for election shall be entitled to speak once in support of their candidate for a maximum of five minutes.
<i>Candidates to Speak</i>	5.6	Each candidate who stands for election may make a presentation to Council, not to exceed five minutes in duration.
<i>Secret Ballot</i>	5.7	The election of the Warden shall be by secret ballot under the authority and the direction of the Clerk.
<i>Number of Votes</i>	5.8	Pursuant to Section 233 of the <i>Municipal Act, 2001 and amendments thereto</i> , for the purposes of election of Warden, each Member of County Council shall have one vote.
<i>Tie for Lowest Member of Votes</i>	5.9	If no candidate for Warden receives a majority of the votes cast, the candidate receiving the fewest votes shall be eliminated from the next secret ballot. In the case of a tie for the fewest votes, there will be a second vote of the candidates that tied to determine which candidate will be eliminated from the ballot.
<i>Equality of Votes</i>	5.10	In the case of an equality of votes for Warden, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal size pieces of paper in a receptacle and one name shall be drawn by a person named by the Clerk. The successful candidate shall be the one whose name was drawn.
<i>Acclamation of Warden</i>	5.11	Where only one person is nominated for Warden and nominations have been closed by resolution, the Chair shall declare that person elected to the office in question, by acclamation.
<i>Election of Deputy Warden</i>	5.12	The same process shall be followed for the election of the Deputy Warden as for the Warden.
<i>Destruction of Ballots</i>	5.13	All ballots shall be destroyed by shredding them following the election of Warden and Deputy Warden.
6. Meetings of Council		
<i>Protocols for Beginning Session</i>	6.1	At the hour appointed, when a Quorum is present, the Warden shall take the Chair and call Council to order. The Clerk shall record in the minutes attendance of Members of County Council, County Staff, Members of Township Councils, Township Staff and Media. If a Member of Council arrives late or leaves before final adjournment, the Clerk shall note the time of arrival or departure in the minutes.
<i>Clerk to be in Attendance at all Meetings of Council</i>	6.2	The Clerk shall be in attendance at all times for a Meeting of Council to be properly constituted. In addition, the Clerk shall be free of potential conflicts and independent of the proceedings.
<i>Recording of Council Meetings</i>	6.3	Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record Council Meetings. These devices may not be used in such a way as to obstruct the proceedings of the Meeting.
<i>Committee of the</i>	6.4	Council may meet as Committee of the Whole to consider any matter it

Whole		decides. Council may meet as Committee of the Whole during a regular Meeting of Council if included on the agenda. Council may meet as Committee of the Whole during a regular Meeting when it is not included on the agenda by way of motion and a 2/3 vote of the members who are present and voting. Council may also hold a separate Meeting to meet as Committee of the Whole should the need arise. If a separate meeting is required, Committee of the Whole meetings will be held on the first Wednesday of the month.
Closed Meetings	6.5	All regular and special Meetings of Council shall be open to the public, except that a Meeting or part of a Meeting <u>may</u> be closed to the public if the subject matter being considered relates to: a) The security of the property of the municipality or local board; b) Personal matters about an identifiable individual, including municipal or local board employees; c) A proposed or pending acquisition or disposition of land by the municipality or local board; d) Labour relations or employee negotiations; e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; g) A matter in respect of which a council, board, committee or other body may hold a closed Meeting under another Act; h) The Meeting is held for the purpose of educating or training the members and at the Meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. A Meeting <u>shall</u> be closed to the public if the subject matter relates to the consideration of a request under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> if the Council is the head of the institution for the purposes of the Act.
Written Resolution for Closed Meetings	6.6	A written resolution outlining the general nature of the subject matter is required before going into a closed Meeting and in the case of a closed Meeting held under 6.5(h), the resolution shall state the general nature of the subject matter to be discussed.
Introducing New Business at a Closed Meeting	6.7	If a member of Council wishes to introduce new business at a closed Meeting, it must be introduced in open session at the confirmation of the agenda. When the Council resolves into a closed session, the Council member advise on the nature of the new business and the County Council, by majority vote, will determine if the matter will be dealt with in the closed session. No debate on the issue will take place until the motion to deal with the new business has been decided in the majority.
Closed Meeting Documentation to Remain Confidential	6.8	All information, documentation and/or deliberations received, reviewed or taken in a closed Meeting, including agendas and minutes shall, remain confidential and shall not be released to the public.
Closed Meeting Investigations	6.9	Upon receipt of a request for a closed Meeting investigation, the Clerk shall refer the matter to the Closed Meeting Investigator.
7. Special Meetings of Council		
Warden's Request	7.1	The Warden may, at any time summon a Special Meeting of Council.
Request by Members	7.2	The Clerk shall, upon receipt of a written petition of the majority of the Members, call a Special Meeting for the purpose and time mentioned in the petition.
Responsibility for Notice	7.3	The Clerk shall provide all Members with at least forty-eight (48) hours notice of a Special Meeting.
Minimum Notice	7.4	Minimum Notice shall consist of a telephone message to all Members followed by an electronic Notice and Agenda.

<i>Items of Business</i>	7.5	The only business to be dealt with at a Special Meeting is that which is identified in the Notice of the Meeting.
<i>Validity of Meeting</i>	7.6	The lack of receipt of a Notice or of an Agenda for a Special Meeting by any Member shall not affect the validity of the Meeting or any action taken thereat.
<i>Notice to Media, Constituent Municipalities and Public</i>	7.7	Notice for Special Meetings of Council shall be posted as soon as practical after being established on the County's web site. Agendas and supporting documentation shall be posted as soon as practical prior to the Special Meeting and in the event an agenda is amended, it shall be re-posted as an amended agenda.
<i>Joint Council Meetings</i>	7.8	County Council may host a joint Meeting of the constituent lower tier Municipal Councils and County Council for a topic(s) that is common to all municipalities within the County. These Meetings shall be considered Special Meetings of County Council and procedural rules as outlined in this by-law shall apply.
8. Emergency Meetings of Council		
<i>Warden's Authority</i>	8.1	Notwithstanding any other provision of the By-Law, an Emergency Meeting to deal with an emergency or extraordinary situation may be called by the Warden without written notice, provided that an attempt has been made by the Clerk to notify the Members about the Meeting as soon as possible and in the most expedient manner available.
<i>Items of Business</i>	8.2	No business except business dealing directly with the emergency or extraordinary situation shall be considered at the Emergency Meeting.
<i>Validity of Meeting</i>	8.3	The lack of receipt of a Notice or of an Agenda for an Emergency Meeting by any Member shall not affect the validity of the Meeting or any action taken thereat.
<i>Notice to Media and Public</i>	8.4	Notice and supporting documentation shall be posted on the County's web site as soon as practical.
9. Quorum for Council		
<i>Quorum – Council</i>	9.1	Quorum as it relates to Council shall consist of a majority of the members. (Quorum for Frontenac County Council is 5 members)
<i>No Quorum at Beginning</i>	9.2	If a quorum is not present at a scheduled Meeting fifteen (15) minutes after the scheduled commencement time, the Meeting shall stand adjourned until the date of the next regular Meeting and the Clerk, shall record the names of the Members present.
<i>Loss of Quorum During Meeting</i>	9.3	If a quorum is lost during a Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting.
<i>No Quorum Possible</i>	9.4	Should it become known in advance of a regularly scheduled or special Meeting of Council that a quorum of members will not be present, or due to inclement weather, the Warden shall cancel the Meeting and reschedule it for the earliest possible time.
<i>Responsibility of Notice</i>	9.5	The Clerk shall provide all Members with at least forty-eight (48) hours notice of a rescheduled Meeting.
<i>Municipal Conflict of Interest Act</i>	9.6	Notwithstanding Section 9.3, where the number of Members, who by reason of the provisions of the <i>Municipal Conflict of Interest Act</i> , are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum.

10. Agenda		
<i>General</i>	10.1	The Clerk, in consultation with the Warden, shall have prepared and delivered to the Members a minimum of five days prior to the Meeting of Council an electronic agenda, including staff reports, by-laws and background information, for their review and consideration in accordance with Section 3.4 of this By-Law.
<i>Agenda Items due to Clerk</i>	10.2	All items of business for the agenda of a regular Meeting of Council shall be received by the Clerk's Department by 4:00 p.m. 12 days prior to the date of the meeting.
11. Order of Business		
<i>Agenda Order</i>	11.1	The business of Council shall be taken in the order in which it stands upon the agenda as follows: - Call to Order - Adoption of the Agenda - Disclosure of Pecuniary Interest and General Nature Thereof - Adoption of Minutes - Deputations and/or Presentations - Closed Meeting - Briefings - Unfinished Business - Communications - Recommend Reports from the Chief Administrative Officer - Information Reports from the Chief Administrative Officer - Reports from External Boards and Committees - Reports from Advisory Committees of County Council - Accounts - Motions, Notice of Which has Been Given - Giving Notice of Motion - Other Business - Public Question Period - By-laws – General By-laws and Confirmatory By-law - Adjournment
<i>Unfinished Business</i>	11.2	When any business matter from an agenda is left unresolved of at the time of adjournment, either for want of a quorum or otherwise, such business shall be taken up in succession at the next Meeting of the Council as unfinished business, or at a Special Meeting of Council as summoned by the Warden pursuant to Section 7.1.
<i>Briefings</i>	11.3	Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda. Briefings are limited to 10 minutes, unless an extension has been recommended by the Chief Administrative Officer/Clerk due to the importance of the subject and approved by Council by a simple majority.
12. Council Minutes		
<i>Minutes Content</i>	12.1	The minutes of Council as taken by the Clerk, shall consist of a record of all proceedings taken in the Council and pursuant to the <i>Municipal Act, 2001 and any amendments thereto</i> , shall be without note or comment.
<i>Adoption of Minutes</i>	12.2	Minutes of all open Meetings of Council shall be adopted at the next regular Meeting of Council and the Warden and Clerk shall then sign such minutes. Minutes of all closed Meetings of Council shall be adopted at the next closed Meeting of Council and the Warden and

		Clerk shall then sign such minutes. Members of County Council may ask questions of clarification of the minutes.
	13. Duties of the Warden	
<i>Responsibilities</i>	13.1	In addition to the responsibilities of the head of council as set out in the <i>Municipal Act, 2001 and any amendments thereto</i> , it shall be the duty of the Warden: a) To preserve order and decorum and decide all questions of order, subject to an appeal to the Council b) To receive and submit, in the proper manner, all motions presented to the Members of the Council c) To put to vote all questions which are properly brought before Council or necessarily arise in the course of proceedings, and announce the results d) To rule on all procedural matters, without debate or comment e) To decline to put to a vote motions which do not comply with the rules of procedure, or which are not within the jurisdiction of Council f) To restrain the Members, within the rules of order, when engaged in debate g) To call by name any Member persisting in breach of the rules of order of the Council and may order the Member to vacate the Council Chamber h) To adjourn or suspend the Meeting if the Warden considers it necessary because of grave disorder i) To authenticate, by signature, all by-laws, resolutions and minutes of the Council; j) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things.
<i>Expulsion</i>	13.2	The Warden may expel or exclude from any Meeting any person or Member whom the Warden feels has exhibited improper conduct during a Meeting of Council.
<i>Warden to Participate in Discussion</i>	13.3	a) The Warden (or Chair) may ask or answer questions and comment in a general way without ceding the chair. b) If the Warden (or Chair) wishes to speak on a motion or take a definite position and try to persuade Council to support that position, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair of a Committee) to take over the chairing of the Meeting until the Warden has finished speaking. c) If the Warden (or Chair) wishes to make a motion, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair) to chair the Meeting until the motion has been resolved.
<i>Absence of Warden</i>	13.4	If the Warden does not attend a Meeting of Council within fifteen (15) minutes after the time appointed, the Deputy Warden shall preside until the arrival of the Warden and the Deputy Warden shall have vested in him all the powers as given by this by-law to the Warden while presiding at the Meeting.
<i>Absence of Warden and Deputy Warden</i>	13.5	In the absence of the Warden and the Deputy Warden, the Clerk shall convene the Meeting until a Chair, chosen by the Council shall preside during such absence and shall while in the Chair have vested in him all the powers as given by this By-Law to the Warden.
<i>Voting</i>	13.6	The Warden may vote on any matter at his discretion with the exception of a recorded vote at which time voting is required.

14. Duties of Members		
Legislative Responsibilities	14.1	It is the role of Members of County Council: a) To represent the public and to consider the well-being and interests of the County; b) To develop and evaluate the policies and programs of the County; c) To determine, as applicable, which services the County provides; d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council; e) To ensure the accountability and transparency of the operations of the County, including the activities of the senior management of the County; f) To maintain the financial integrity of the County; and g) To carry out the duties of Council under the <i>Municipal Act</i> or other <i>Act</i>.
Prohibitions	14.2	No Member shall: a) Speak disrespectfully of any Member of Federal or Provincial parliaments, the Council, any constituent municipality, any member or any official or employee of the County; b) Use offensive words or unparliamentary language; c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability; d) Engage in private conversation while in the Council Meeting or use electronic devices (including but not limited to BlackBerrys, cellular phones or pagers) in a manner which interrupts the proceeding of the Council; e) Leave his seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced; f) Speak on any subject other than the subject under debate; g) Where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed Meeting; h) Criticize any decision of the Council except for the purpose of moving that the question be reconsidered; or i) Disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council. In case a Member persists in any such disobedience, after having been called to order by the Warden, the Warden shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or any subsequent Meeting.
15. Disclosures of Pecuniary Interest		
Method of Disclosure	15.1	Where a Member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the Member shall, in accordance with the <i>Municipal Conflict of Interest Act</i>: a) Prior to any consideration of the matter at the Meeting, disclose the Member's interest and the general nature thereof; and b) Not take part in the discussion of, or vote on any question in

		respect of the matter, and c) Not attempt in any way whether before, during or after the Meeting to influence the voting on the matter.
<i>Closed Meetings</i>	15.2	Where a Meeting is not open to the public, in addition to complying with the requirements of the <i>Municipal Conflict of Interest Act</i> , the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration.
<i>Absence – Disclosure at Next Meeting</i>	15.3	Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of the Council or Committee, as the case may be, attended by the Member after the particular Meeting.
<i>Record of Disclosure</i>	15.4	The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that Meeting.
16. Deputations and/or Presentations		
<i>Request for Deputation</i>	16.1	Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting at which such person desires to be heard.
<i>Deputation Material</i>	16.2	In order to be scheduled as a deputation before Council, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the Council Meeting.
<i>Authority to Approve or Deny</i>	16.3	The Clerk, in consultation with the Warden, shall have the authority to deem a deputation inappropriate or outside the scope of Council authority and deny the item a place on the agenda.
<i>New Information Only</i>	16.4	Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.
<i>Exceptions to Ten Days' Notice Requirement</i>	16.5	Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk.
<i>Time Limits</i>	16.6	Each deputation shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Warden.
<i>Number of Deputations</i>	16.7	A maximum of two (2) deputations may address Council per Meeting.
<i>Number of Speakers</i>	16.8	The number of speakers for one deputation shall be limited to two, unless authorized by Council resolution.
<i>Addressing the Warden</i>	16.9	All deputants shall address the Warden, shall state their name and whom they represent.
<i>Behaviour</i>	16.10	No deputant shall: a) Speak disrespectfully of any person; b) Use offensive language; c) Speak on any subject other than the subject for which he has received approval to address Council; d) Disobey the rules of procedure or a decision of the Warden or Council.
<i>Curtailment of Time</i>	16.11	The Warden may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Warden rules that the deputation is concluded, the person or persons appearing shall withdraw.
<i>Conduct</i>	16.12	Members of the public who constitute the audience at a Meeting, shall not: a) Address Council or Committee without permission; b) Bring signage, placards or banners into such Meetings and refrain

		from any activity or behaviour that would affect the Council deliberations.
	17. Rules of Debate	
<i>Recognition of Member</i>	17.1	To address Council, a Member shall request to speak, be recognized by the Warden and direct all comments through the Warden.
<i>Order of Speakers</i>	17.2	When two or more Members indicate their desire to speak at the same time, the Warden shall designate the order of speakers.
<i>Interruptions</i>	17.3	When a Member is speaking, no other Member shall interrupt the Member speaking, except to raise a point of order, privilege or personal privilege.
<i>Read Motion</i>	17.4	Any Member may require a motion or question under discussion to be read at any time during the debate, but not so as to interrupt the Member speaking.
<i>Five Minutes</i>	17.5	No Member shall speak for longer than five minutes on a question without Council's permission.
<i>Speak Once</i>	17.6	No Member shall speak more than once to the same question without Council's permission, except that a reply shall be permitted only from a Member who has presented the main motion.
<i>Questions</i>	17.7	A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated succinctly and asked only of the Warden, the previous speaker or County staff.
<i>Points of Order and Privilege</i>	17.8	When a Member rises on a point of order, point of privilege or point of personal privilege, the Member shall ask leave of the Warden to raise the point. After leave is granted, the Member shall state the point to the Warden and then remain silent until the Warden has ruled upon the point.
<i>Warden to Rule on Point</i>	17.9	Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Warden shall rule on the point.
<i>Challenge</i>	17.10	Any Member may challenge the ruling of the Warden immediately following the ruling.
<i>Decision Final</i>	17.11	The Warden's ruling is final unless it is challenged.
<i>Idem</i>	17.12	Council's decision is final if the Warden is challenged.
	18. Motions	
<i>Jurisdiction</i>	18.1	A motion or notice of motion in respect of a matter which is not within the jurisdiction of Council shall not be in order and shall not be considered by Council.
<i>Putting a motion on the agenda</i>	18.2	a) Motions introducing new matters must be in the hands of the Clerk by Noon on the Friday prior to the regular County Council or Committee Meeting for inclusion on the agenda. b) Every motion must be in writing and have a mover and seconder before being submitted to the Clerk for inclusion on the agenda. c) All motions will be placed in the order in which they are received.
<i>Motions for which Notice has not been given</i>	18.3	Motions for which notice has not been previously given shall only be considered if agreed upon by a two-thirds majority vote of the Members present.
<i>Withdrawal of Motions</i>	18.4	After a motion has been proposed and seconded, and placed in the hands of the Warden, it shall be considered to be in the possession of Council but may be withdrawn with the consent of the mover and the support of a majority of Council.
<i>Motions Introduced Orally</i>	18.5	The following may be introduced orally without written notice and without leave of Council: a) A point of order, privilege or personal privilege b) Presentation of petitions c) A motion to waive or suspend the rules of procedure

		d) A motion to recess e) A motion to adjourn f) A motion to call the question g) A motion to separate the question h) A motion that Council resolve itself into a closed Meeting i) A motion to receive an item j) A motion to table an item k) A motion to lift from the table l) A motion to refer m) A motion to defer n) A motion to amend, and o) A motion to adopt a recommendation.
<i>Motions to be in Writing</i>	18.6	Except as provided in Section 18.5, all motions and notices of motion shall be in writing.
<i>Motions to be Seconded</i>	18.7	A motion shall be moved and seconded before being open for discussion and consideration. Motions under Sections 18.5 (a) and (b) do not require a seconder.
<i>Motion to Refer Takes Precedence over Amendments</i>	18.8	A motion to refer, until it is decided, shall precede all amendments of the main question.
<i>Mover May Vote in Opposition</i>	18.9	A member may move a motion in order to initiate discussion and debate and that Member may vote in opposition to the motion. A seconder of a motion may also vote in opposition to the motion.
<i>Motion to continue past 1 p.m.</i>	18.10	a) A motion carried by a two-third vote of the members present and voting will extend the meeting. The Mayor of South Frontenac shall have two votes. b) At 12:45 p.m. the Warden will ask if Council wishes to proceed beyond 1:00 p.m. A motion put forward must stipulate the purpose of the extension (i.e. to complete the agenda in its entirety, or a certain portion of the agenda, or that the extension is for a specific period of time). c) If a two-thirds vote is not achieved to extend the meeting, Council will consider the time sensitive items, and at 12:55 p.m. Council will move directly to by-laws.
19. Specific Motions		
<i>Recess</i>	19.1	a) A motion to recess is debatable; however debate is restricted to the length of time of the recess only. b) A motion to recess is amendable; however any amendment shall refer to the length of time of the recess only.
<i>Adjourn</i>	19.2	1) A motion to adjourn the Council Meeting is not debatable and shall always be in order except: a) when another Member is in possession of the floor; b) when a vote has been called; c) when the Members are voting, or d) when a Member has indicated to the Warden his desire to speak on the matter before Council. 2) A motion to adjourn shall take precedence over any other motion.
<i>Call the Question</i>	19.3	a) A motion to call the question is not debatable and shall be put immediately. b) A member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.
<i>Motion to Table (postpone indefinitely)</i>	19.4	A motion to table: a) is not amendable; b) shall apply to the motion and any amendments under debate when the motion to table is made; c) is debatable; however debate may go into only the reasons why the

		motion should or should not be dealt with at this time; d) if the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a Member through a Notice of Motion, brings it forward to a subsequent Meeting.
<i>Refer</i>	19.5	A motion to refer: a) is amendable; b) is debatable; c) shall include the name of the Committee or official to whom the motion or amendment is to be referred; and d) shall include the terms upon which it is to be referred and time or period, if any, on or within which the matter is to be returned.
<i>Defer (postpone to a certain time)</i>	19.6	A motion to defer: a) is debatable; b) is amendable; c) shall include the time to or period within which, consideration of the matter is to be deferred; and d) shall include an explanation to demonstrate the purpose of the motion to defer.
<i>Amendment</i>	19.7	A motion to amend: a) is debatable b) only one motion to amend a motion shall be on the floor at any one time c) shall receive disposition of Council before a previous amendment to the question d) shall not be amended more than once before voting e) shall be relevant to the question to be received f) shall not be received proposing a direct negative to the question g) may propose a separate and distinct disposition of a question h) shall be put in the reverse order to that in which it is moved.
<i>Receive</i>	19.8	A motion to receive, moved after the main motion, is debatable and shall be treated as an amendment to the main motion.
<i>Reconsideration</i>	19.9	A motion to reconsider a matter within one year following the decision of the Council shall be in order to permit correction of hasty, ill-advised or erroneous action or to take into account added information or a changed situation that has developed since the taking of the vote. A motion to reconsider is not in order if the provisions of the original motion have been partly carried out or involve a contract were the party to the contract has been notified on the outcome.
<i>Reconsideration - General</i>	19.10	a) A motion to reconsider is debatable; b) No discussion of the main question shall be allowed until the motion for reconsideration is carried by a two-thirds majority vote of the members present; c) Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise; d) If the question is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise; e) No motion to reconsider may, itself, be the subject of a motion to reconsider.
20. Notices of Motion		
<i>Timing of Notice</i>	20.1	A notice of motion shall be given in accordance with the Agenda of Council and shall be in writing and shall include the name of the mover and seconder. The Clerk will read any notices of motion at the designated point on the Agenda; however they will form part of the Agenda for the subsequent Meeting of Council.
<i>Notice of Motion - Disclosure of Subject Matter</i>	20.2	Any Member giving a Notice of Motion shall disclose the subject matter of the motion.

<i>Committees</i>	20.3	Any notice of motion, the subject matter of which falls within the mandate of a Committee, shall be referred directly to that Committee by the Council unless the Council determines that it should not be first considered by the Committee, for reasons of emergency, health, safety or legal deadline.
21. Voting		
<i>Order of Votes</i>	21.1	Motions relating to an item under consideration shall be voted on in the following order: a) A motion to waive or suspend the rules of procedure b) A motion to adjourn c) A motion to recess d) A motion to receive an item e) A motion to call the question f) A motion to defer g) A motion to refer h) A motion to amend, in reverse order of its being placed i) A motion to table an item j) The main motion.
<i>Members Shall Vote</i>	21.2	Every Member present at a Meeting of Council where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record.
<i>Number of Votes</i>	21.3	Subject to the exception under Section 5.8 above, every Member present at a Meeting of Council where a question is put shall have 1 vote except for the Mayor of South Frontenac who shall have 2 votes. If the Mayor of South Frontenac is absent at a Meeting, the other Councillor representing South Frontenac shall only have 1 vote.
<i>Warden to State the Question</i>	21.4	Immediately preceding the taking of a vote, the Warden shall state, if requested, the question in the precise form in which it will be recorded in the minutes.
<i>Method of Voting</i>	21.5	A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested.
<i>Actions During Vote</i>	21.6	When the Warden calls for the vote on a question, a) Each Member shall occupy his seat and shall remain in place until the result of the vote has been declared by the Warden, and b) During this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.
<i>Split Votes</i>	21.7	Upon the request of any Member, and when the Warden is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
<i>No Vote Deemed Negative</i>	21.8	If any Member present does not vote at a Meeting of the Council where a question is put and a recorded vote taken, he shall be deemed to vote in the negative except where the Member is prohibited from voting by statute.
<i>Warden</i>	21.9	The Warden may vote on any question and shall vote in the case of recorded votes.
<i>Majority Vote</i>	21.10	All decisions of Council shall require a majority vote except as otherwise set out in this By-Law.
<i>Equality of Votes</i>	21.11	Any motion that receives a tie vote shall be deemed to have been decided in the negative.
<i>Two-Thirds</i>	21.12	The following decisions of Council require a two-thirds majority vote: a) A motion to consider a report or by-law that does not relate to a matter listed on the Agenda; b) A motion to consider a matter previously postponed indefinitely or to a time or eventuality that has not been reached or occurred under Section 19.4 of this By-Law; c) A motion to reconsider a question decided within the previous

		year under Section 19.10 of this By-Law; d) A motion to suspend the provisions of the By-Law under Section 2.1 of this By-Law; e) A motion to call the question under Section 19.3 of this By-law.
<i>Recorded Vote</i>	21.13	A request for a recorded vote by a Member present at the Meeting shall be made prior to the commencement of the vote being taken or immediately thereafter. When a recorded vote is requested by a Member, the Clerk shall record the name and vote of every Member on the question using alphabetical order by last name for order of voting with the Warden voting last.
<i>Clerk to Announce Results of Vote</i>	21.14	The Clerk shall announce the result of the vote.
<i>Request for Further Vote</i>	21.15	If a Member doubts the results of a vote as announced by the Clerk, the Member may call for the vote to be taken again and the Warden shall request that the Members shall vote again.
22. Public Question Period		
<i>Questions/Comments from the Public</i>	22.1	Council will entertain questions and/or comments from the public at each Meeting at the designated point on the agenda as time permits. Questions and/or comments must pertain to an item on the agenda for that meeting unless Council directs otherwise by resolution.
23. Other Business		
<i>Items to be Considered for Other Business without Prior Notice</i>	23.1	<u>Statement by Members</u> – When a Councillor(s) wishes to inform Council of a matter that does not require action or consideration by Council, such information may be announced under Other Business. <u>Matters of Urgency</u> – When a Councillor(s) wishes to inform Council of a matter that must be considered immediately, due to extreme time constraints, Council shall determine if the matter is admissible and requires immediate action by Council, by a two-thirds majority vote. Only matters of urgency, ruled admissible by Council, shall be considered by Council without prior notice.
24. By-Laws		
<i>Introduction</i>	24.1	All by-laws shall be introduced by motion specifying the title thereof.
<i>Three Readings</i>	24.2	Every by-law shall have three readings prior to being passed.
<i>By-Laws Taken as Read</i>	24.3	By-laws shall be taken as read for the first, second and third readings unless otherwise decided by a majority vote of Council.
<i>Separate Vote</i>	24.4	By request of any Member, any by-law(s) may be discussed or voted on individually.
<i>Pass at One Meeting</i>	24.5	A by-law may be passed through all its stages and be finally passed at one Meeting.
<i>Confirmatory By-law</i>	24.6	The proceedings of every Meeting of Council shall be confirmed by by-law at each Meeting in order that every decision of Council in that year and every resolution thereof shall be of the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
<i>Amendments</i>	24.7	All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be recorded by the Clerk.
<i>Authorization</i>	24.8	Every by-law once passed shall be numbered with a progressive number in the following form: four digits for the year, dash, four digits for the by-law number, (e.g. By-law No. 2010-0001 shall be the first by-law number in the year 2010), dated, duly signed by the Warden and Clerk and the Clerk shall affix the seal of the Corporation thereto.
25. Committees		

<i>Council's Role</i>	25.1	Council shall determine the appropriate number of Committees, their membership, mandates and reporting practices.
<i>Advisory Committees of County Council – Schedule B</i>	25.2	The composition and terms of reference for Advisory Committees are in accordance with Schedule B, attached hereto and forming a part of this By-Law as follows: Schedule B-1 Joint Frontenac Accessibility Advisory Committee Schedule B-2 Trails Advisory Committee Schedule B-3 Sustainability Advisory Committee Schedule B-4 150 th Anniversary Planning Advisory Committee
<i>External Boards and Committees – Schedule C</i>	25.3	The Committees to which County Council makes appointments, but are not Committees of County Council, is included in Schedule C. These Committees are bound by the rules established by their governing body and do not abide by the County's Procedural By-law.
<i>Appointment/Nominees to Other Boards</i>	25.4	Appointments and nominees to other boards, such as the KFL&A Public Health Board and the Kingston Frontenac Public Library Board, shall be appointed directly by Council.
<i>Eligible Appointees</i>	25.5	Every member of a Committee must be either a member of Council or a person eligible to be elected as a member of the Council, in accordance with the <i>Municipal Elections Act</i> , unless approved by a majority resolution of Council.
<i>Election of Chairs and Vice-Chairs</i>	25.6	Chair and Vice-Chair of each Committee shall be elected on an annual basis by the Committee from its Members: a) Each candidate for Chair and Vice-Chair who stands for election may make a presentation to the Committee; b) The Committee shall elect a Vice-Chair to chair the proceeding in the absence of the Committee Chair; c) The Warden shall not be eligible to be the Chair or Vice-Chair of a committee; d) The Chair and Vice-Chair of committees may hold their respective positions for a maximum of four consecutive years if re-elected to do so.; e) Each Chair and/or Vice-Chair shall preside at every Meeting of their Committee, may vote on every question submitted for consideration and may require that resolutions be in writing.
<i>Removal of Chair or Vice-Chair</i>	25.7	The Chair or Vice-Chair can only be removed by a vote of the majority of Members of the Committee or by resolution of Council.
<i>Warden's Membership on Committees</i>	25.8	The Warden shall be an Ex-officio Member of all Committees and Task Forces.
<i>Clerk shall be Secretary</i>	25.9	The Clerk or designate shall be the Secretary of all Committees of Council and shall be present at all Meetings. The Clerk shall record the proceedings of all Committees of Council in the form of minutes. All Committee minutes shall be directed to Council for adoption and shall be signed by the Chair and Secretary at the next Committee Meeting.
<i>Delegation of Clerk's Duties</i>	25.10	Despite Section 25.9, the Clerk may delegate to any employee in the Administrative Services Department duties related to the preparation of the Agendas, giving of notice of the Meetings, recording of the minutes and general administrative support to the Committees.
<i>Committee Meeting Dates & Locations</i>	25.11	Committees shall establish regular Meetings dates, times and location at the beginning of each year. Meetings will be held in the County of Frontenac Administration Building. Alternative locations shall only be considered where staff capacity and resources are deemed sufficient.
<i>Notice to Members</i>	25.12	Notice of Meetings including agendas, minutes and supporting documentation to the Members shall be via electronic mail, regular mail, courier or facsimile. Notice may also be provided by telephone or personal contact in case of an emergency.
<i>Notice to Media and Public</i>	25.13	Notice of Meetings shall be given by posting agendas and supporting documentation on the County's website. Notice of Meetings shall be posted as soon as practical after being established by Committees.

		Agendas and supporting documentation shall be posted three days prior to the Meeting and in the event an agenda is amended it shall be reposted as an amended agenda.
<i>General Role of Committees</i>	25.14	The role of Committees shall generally be to: a) make recommendations to Council on matters which are in their jurisdiction; b) guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters; c) receive public deputations and establish mechanisms to receive further public input on vital public policy matters.
<i>Responsibility to Act on Recommendations</i>	25.15	No action shall be taken on Committee recommendations until approved by Council unless: a) the responsibility has been delegated to the Committee by Council; b) in the case of a time sensitive matter that the Committee has directed in its minutes that action be taken at the next Council Meeting prior to Council's adoption of its minutes.
<i>Committee Procedures</i>	25.16	The rules governing the procedure of the Council and the conduct of Members at Council shall be observed as far as they are applicable, and, subject to the specific rules for Committees set out in this section including: a) the number of times of speaking on any question shall not be limited; b) a majority vote shall be required to decide any matter before the Committee; c) recorded votes shall not be weighted and members shall be called to vote by last name in alphabetic order;
<i>Members' Rights</i>	25.17	Members who are not Members of a specific Committee may attend Meetings of that Committee and may, with consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these Meetings.
<i>Absence of Chair and Vice Chair</i>	25.18	In the event of the Chair of a Committee not attending the Committee at which he is to preside within fifteen (15) minutes after the time appointed for the commencement of the Meeting, the Committee Vice Chair shall call the Meeting to order and preside until the arrival of the Committee Chair. Should the Committee Vice-Chair not be in attendance at the Meeting, then, those Members in attendance shall appoint one of the Members to act in place of the Committee Chair for that Meeting. Such Member shall then call the Members to order and shall preside until the arrival of the Committee Chair or the Committee Vice-Chair.
<i>Meeting Limitation</i>	25.19	No Committee Meeting shall be held while Council is in session.
<i>Agendas</i>	25.20	The Clerk shall prepare for distribution Committee agendas.
<i>Additional Agenda Items</i>	25.21	Any matter, which is within the Committee's mandate and which is not on the Committee agenda or does not relate to a matter on the agenda, may be considered by the Committee if it agrees to add the matter to the agenda through a majority vote.
<i>Deputations</i>	25.22	Any person desiring to present information to a Committee may do so subject to the following: a) The request shall be in writing and the information to be presented shall be on matters of fact or to make a request of the Committee; b) Requests shall be made not less than ten days preceding the Committee Meeting at which such person desires to be heard; c) Exceptions to the ten days' notice requirement required in (b) above may be approved by the Committee Chair; d) Any person who is scheduled to appear as a deputation before a Committee is requested to submit written documentation for the

		Committee's consideration to the Clerk's Department not less than five (5) days preceding the Committee Meeting; e) The rules relating to time limits, behaviour, curtailment of time and conduct shall be as set out in Section 16.
<i>Closed Meetings</i>	25.23	No Meeting of a Committee shall be held as a closed Meeting except in accordance with Sections 6.4, 6.5 and 6.6.
<i>Declarations of Pecuniary Interest</i>	25.24	Members of Committees shall adhere to Section 15 with respect to declarations of pecuniary interest in Committees.
<i>Quorum</i>	25.25	A quorum as it relates to Committees of Council shall consist of a majority of the members..
<i>Right to Expel</i>	25.26	The Chair has the right to expel or exclude any person from any Meeting for improper conduct.
<i>Reconsideration</i>	25.27	No Committee shall reconsider any question decided by the Council within a year after the Council decision, nor consider any other matter which could involve a decision inconsistent with a Council decision.
26. Amendment to the By-Law		
<i>Majority Vote</i>	26.1	This By-law shall not be amended or repealed except by a majority vote of Council.
27. Conflict		
<i>Conflict with Statute</i>	27.1	If there is any conflict between this By-law or any portion thereof and any statute, the provisions of the statute shall prevail.

This is Schedule A to By-law No. 2013-0020
passed by the Council of the County of
Frontenac this 15th day of May, 2013

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

SCHEDULE B-1 ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Joint Accessibility Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) That a Committee to be known as the County of Frontenac Joint Accessibility Advisory Committee be hereby established.
- (ii) That the Committee shall be comprised of not more than 7 members as follows:
 - 2 Members of County Council
 - 4 Members of the Community who are persons with disabilities (one representative from each Township)
 - 1 Member from the Community at largewho shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.
- (iii) That Committee shall adhere to the County's Procedural By-law No. 2013-00XX and any amendments thereto, specifically *Section 25 – Committees* to govern all proceedings of the Accessibility Advisory Committee Meetings.
- (iv) The Committee shall hold a minimum of four (4) and a maximum of six (6) Meetings per year.

MANDATE OF THE COMMITTEE

To assist the County and Township Councils in the County of Frontenac in enabling persons with disabilities to have equal access to all opportunities within the County.

DUTIES OF THE COMMITTEE

The committee shall:

- (a) advise the councils 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;
- (e) provide recommendations to Councils on the promotion of public awareness and understanding of the needs of persons with disabilities.

SCHEDULE B-1 ADVISORY COMMITTEES continued

COMMITTEE NAME: Joint Accessibility Advisory Committee

RESPONSIBILITIES OF COUNCIL

Council shall:

- (a) establish the Accessibility Advisory Committee and appoint its members;
- (b) seek advice from the Committee regarding accessibility plans and reports required to be submitted to the province;
- (c) seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
 - (i) that the council purchases, constructs or significantly renovates;
 - (ii) for which the council enters into a new lease; or
 - (iii) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with the *Municipal Act, 2001*; and
- (d) when the committee selects site plans and drawings described in section 41 of the *Planning Act* to review, supply them to the Committee in a timely manner for the purpose of the review; and
- (e) have regard to the accessibility for persons with disabilities in deciding to purchase goods and services through the procurement process for the use of it by itself, by the Townships, its' employees or the public.

GENERAL

- (a) That Administrative Support shall be provided by the Deputy Clerk or Designate.
- (b) That the records of the Accessibility Advisory Committee shall be retained and preserved in accordance with the provisions of the County Records Retention by-law.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Joint Accessibility Advisory Committee:

Two (2) Members of County Council:

- John McDougall
- Gary Davison

Four (4) Representatives from the Community who are Persons with Disabilities - One (1) from each of the Four (4) Townships:

- Township of North Frontenac – vacant
- Township of Central Frontenac – Danka Brewer
- Township of South Frontenac – Neil Allen
- Township of Frontenac Islands - vacant

One (1) Representative from Community at Large:

- Francine Arsenault

SCHEDULE B-2 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Trails Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac TAC shall be comprised of seven (7) members appointed by County Council as follows:
 - Three (3) members of County Council;
 - Two (2) Adjacent Landowners;
 - Two (2) Representatives from Major User Groups; and
 - One (1) CRCA Representative.
- (ii) The members of the County of Frontenac TAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.
- (iii) That the Committee shall hold bi-monthly Meetings or less frequently if Meetings are not required to fulfill the mandate of the TAC.
- (iv) The County of Frontenac TAC shall adhere to the County's Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within this context, the Vision shared in the *Frontenac Trails Master Plan* can be read:

Trails in the County of Frontenac promote sustainable and healthy communities by encouraging residents and visitors to get active while appreciating the natural beauty and rich heritage of Frontenac County.

- (ii) Mandate

- To provide input and suggestions regarding the execution of *Implementation Plan for the Frontenac K&P Trail*,
- To provide input and suggestions regarding other trails initiatives throughout the County including the Townships of North, Central, South Frontenac and Frontenac Islands, and
- To report periodically to County Council on progress on the committee's work.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Trails Advisory Committee:

Three (3) Members of County Council:

- John Inglis
- Denis Doyle
- Gary Davison

SCHEDULE B-2 ADVISORY COMMITTEES continued

COMMITTEE NAME: Trails Advisory Committee

Two (2) Adjacent Landowners:

- Marc Moyes, South Frontenac Resident
- Joan Hollywood, Central Frontenac Resident

Two (2) Representatives from Major User Groups:

- Dieter Eberhardt, President, L & A Ridge Runners Snowmobile Club
- Derrick Spafford, Spafford Health & Adventure and Director of the Sydenham Fall Trail Run

1 CRCA Representative:

- Allan McPhail

SCHEDULE B-3 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Sustainability Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac SAC shall be comprised of up to five (5) members appointed by County Council as follows:
 - two (2) members of County Council; and
 - four (4) community representatives.
- (ii) The members of the County of Frontenac SAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule “A” to this By-law;
- (iii) That the Committee shall hold one meeting each year of their term in order to establish an annual work plan and thereafter hold e-Meetings as required.
- (iv) The County of Frontenac SAC shall adhere to the County’s Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, SAC will endeavour to assist the Frontenacs reach sustainability overall and ensure strong community engagement.

- (ii) Mandate

- To provide input and suggestions regarding the implementation of *Directions for Our Future*, in particular to help meet the “*Commitment Towards a Sustainable Future*” and the “*Community Input*” elements.
- To report periodically to County Council and to produce an annual work plan for adoption by Council.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Sustainability Advisory Committee:

Two (2) Members of County Council:

- John McDougall]
- Denis Doyle

Four (4) Community Representatives:

- Geoff Sandiford
- Ron Hipfner
- Don Ross
- Vacant

SCHEDULE B-4 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: 150th Anniversary Planning Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac 150th Anniversary PAC shall be comprised of up to five (5) members appointed by County Council as follows:
 - two (2) members of County Council; and
 - three (3) community representatives.
- (ii) The members of the County of Frontenac 150th Anniversary PAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule “A” to this By-law;
- (iii) That the Committee shall hold 2 Meetings each year of their term in order to establish an annual work plan and confirm activities and thereafter hold e-Meetings as required.
- (iv) The County of Frontenac 150th Anniversary PAC shall adhere to the County’s Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, the 150th Anniversary PAC will be guided by the Culture and Heritage Vision Statement:

The County celebrates the arts and local history, and demonstrates the value it places on its artifacts and built heritage. Residents are part of a vibrant community that enjoys a wide range of formal and informal festivals, programs, and opportunities to create and enjoy the arts. It fosters opportunities to showcase local cultures and the values of sustainability (reflecting an integration of social, cultural, economic and environmental values) throughout the Frontenacs.

- (ii) Mandate

- To assist County Council with the provision of suitable community-wide celebrations of the County’s 150th Anniversary.
- To report periodically to County Council and to produce an annual work plan for adoption by Council.

SCHEDULE B-4 ADVISORY COMMITTEES continued

COMMITTEE NAME: 150th Anniversary Planning Advisory Committee

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac 150th Anniversary Planning Advisory Committee:

Two (2) Member of County Council:

- Gary Davison
- vacant

Three (5) Community Representatives:

- Philip Leonard
- Marcel Gerieux
- Jim VandenHoek
- Barbara Sproule

SCHEDULE B-5 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Services Delivery and Organization Review Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac Services Delivery and Organization Review Committee shall be comprised of four (4) members appointed by County Council as follows:
 - three (3) members of County Council; and
 - one (1) community representative.
- (ii) The members of the County of Frontenac Services Delivery and Organization Review Committee shall hold office from the date of their appointment, at the pleasure of this Council, until the final report is presented to Council.
- (iii) The Committee shall hold meetings as required.
- (iv) The County of Frontenac Services Delivery and Organization Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

The vision of the County of Frontenac stated in *Directions for Our Future* is that *government decision making processes need to be clear, transparent, forward thinking and focused on the longer term, all of which depend on a strong organizational structure. There is a clear direction for land use planning, economic development, physical, social and cultural infrastructure and investment in community capacity.*

The Mission and Vision Statements, adopted by County Council in January 2013 read:

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

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

The Services Delivery and Organization Review Committee will be guided by these statements during its deliberations and subsequent recommendations to County Council on the acceptance a proposal and the interim and final reports.

(iii) Mandate

- To receive proposals, evaluate proposals and make recommendations to Council on the acceptance of a proposal for the Comprehensive Review of Services and Organization
- To receive an interim report submitted midpoint by the consultant(s)
- To report periodically to County Council on the progress of the Services Delivery and Organization Review
- To receive an executive summary prepared by the consultant(s) of all reports and findings of the consultant(s)
- To provide a final report to County Council on the Comprehensive Service and Organization Review at its completion

SCHEDULE B-5 ADVISORY COMMITTEE TO COUNTY COUNCIL continued

COMMITTEE NAME: Services Delivery and Organization Review Committee

COMPOSITION OF THE COMMITTEE

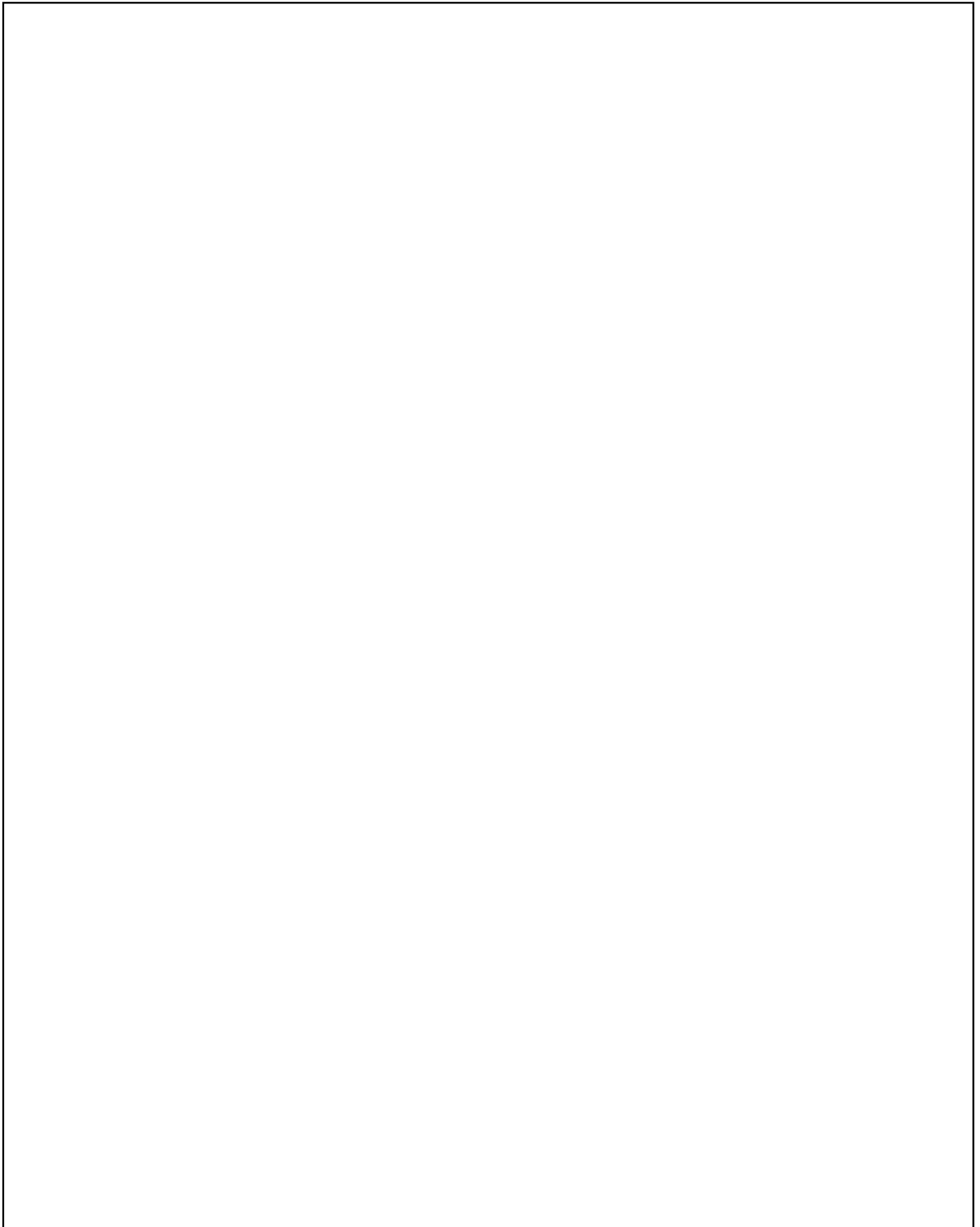
The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Service Delivery and Organization Review Committee:

Three (3) Member of County Council:

- Councillor Denis Doyle
- Councillor Gary Davison
- Deputy Warden Bud Clayton

One (1) Community Representatives:

- Gordon Burns



SCHEDULE C - EXTERNAL BOARDS AND COMMITTEES WITH COUNTY COUNCIL
APPOINTEES

1. The **Kingston Frontenac Public Library Board** - one member of Council and two members of the community, appointed for the term of County Council. Provides for the information, education and leisure needs of the citizens of the City of Kingston and the Townships of Frontenac through its 5 urban and 12 rural branches; establishes policies and appoints the Chief Librarian/CEO, who administers the library under the guidance of established board policies.
2. The **Kingston, Frontenac, Lennox & Addington Public Health, Board of Health** - one member of County Council, appointed for the term of County Council. This body provides advice and makes recommendations to KFLA Public Health on the programs and services to be offered, sets the annual budget and oversees expenditures.
3. The **Rural/Urban Liaison Advisory Committee (RULAC)** – The Warden and two members of County Council appointed for the term of Council, three members of Kingston City Council, the Mayor and two members of Council. The Rural/Urban Liaison Advisory Committee was established by the order of the Minister of Municipal Affairs under Section 25.2(4) of the Municipal Act. The Committee shall meet at least quarterly with the Chief Administrative Officer of the City and the Frontenac Management Board for the purposes of discussing issues arising from joint agreements and recommending solutions to matters of common concern.
4. The **Algonquin Land Claim Municipal Advisory Committee** - one members of County Council, appointed for the term of Council. This Committee represents local, County and district governments across and adjacent to the land claim area. The Committee consists of heads of Council, or their designates, for each of the member municipalities. It provides advice to the Ontario negotiation team regarding the municipal implications of the potential transfer of crown lands to Algonquin ownership and the nature of future relationships facing the Algonquins and local municipal governments.
5. The **Frontenac County Youth Justice Advisory Committee** - one member of County Council appointed for the term of Council. Information on this committee will be forthcoming.
6. The **Rideau Corridor Landscape Strategy Steering Committee** - one member of County Council appointed for the term of Council. This Committee works to identify key features and values of the Rideau Corridor in order to support more effective planning and management of the Rideau Corridor's landscape into the future.

SCHEDULE C EXTERNAL BOARDS AND COMMITTEES continued

7. The **Housing and Homelessness Advisory Committee (formerly the Affordable Housing Development Committee)** - one member of County Council, appointed for the term of Council. This is an Advisory Committee of the City of Kingston who acts as the Local Service Realignment body for the County of Frontenac. This Committee works to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to provide advice to Kingston City Council Council on housing, publicly assisted affordable housing and homelessness policies, provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives, provide information and input on housing matters as related to poverty reduction through the appointment of one member of the Housing and Homelessness Advisory Committee to the Poverty Reduction Group, for a term of two years and two members of Housing and Homelessness Advisory Committee to the Poverty Reduction Housing Sub Working Group for a term of two years and to maintain close linkages with other City of Kingston Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.

That Council make the following appointments to external boards and committees for the term of Council:

BOARD/COMMITTEE	NUMBER OF APPOINTEES
Kingston Frontenac Public Library Board	1 Member of County Council: ▪ John Purdon 2 Members from the Community: ▪ Wilma Kenny and Paige Cousineau
KFL&A Public Health Board	1 Member from County Council: ▪ Bud Clayton
RULAC (Rural Urban Liaison Advisory Committee) with City of Kingston	3 Members from County Council: ▪ Gary Davison ▪ Janet Gutowski ▪ Denis Doyle
Algonquin Land Claim Municipal Advisory Committee	1 Member from County Council: ▪ John Inglis
Frontenac County Youth Justice Advisory Committee	1 Member from County Council: ▪ Gary Davison
Affordable Housing Development Committee	1 Member from County Council: ▪ John McDougall
Rideau Corridor Landscape Strategy Steering Committee	1 Member from County Council: ▪ David Jones

BY-LAW NO. 2013-0021

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

Being a By-law to provide a schedule of retention periods for the records of the County of Frontenac and to repeal By-law No. 33-1990

WHEREAS Section 255 of the *Municipal Act 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

AND WHEREAS the Council of the County of Frontenac deems it desirable to establish retention periods for the records of the municipality by enactment of this by-law;

NOW THEREFORE the Council of the County of Frontenac enacts as follows:

1. DEFINITIONS

- a) Auditor means the person or firm appointed by the Council of the County of Frontenac from time to time to perform the annual audit of the records of the County of Frontenac.
- b) Classification (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
- c) County means the County of Frontenac
- d) Destroy means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists. NOTE: See also the definition for expungement.
- e) Disposition with respect to records – means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments.
- f) Expungement means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record. NOTE: See also the definition for destruction.
- g) Files has the same meaning as “records” and may be used inter-changeably.
- h) Medium/media means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is nonvolatile in nature.
- i) Records Management Coordinator means the County of Frontenac Records Management Coordinator as designated by the Clerk.

- j) Official Records means recorded information in any format or medium that documents the company's business activities, rights, obligations or responsibilities or recorded information that was created, received distributed or maintained by the County in compliance with a legal obligation.
- k) Orphan Data means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable.
- l) Records means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, LaserFiche, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records".
- m) Retention Period means the period of time during which records must be kept by the County before which they may be disposed.
- n) Retention Schedule means a control document that describes the County's records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records Retention Schedules serve as the legal authorization for the disposal of the County of Frontenac's records.
- o) Transitory Records means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of County policy or programs, such as:
 - i) copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
 - ii) information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - iii) preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
 - iv) duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - v) voice-mail messages;
 - vi) e-mail messages and other communications that do not relate to County business;
 - vii) copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
 - viii) duplicate stocks of obsolete publications, pamphlets or blank forms;
 - ix) unsolicited advertising materials, including brochures, company profiles and price lists.

2. RETENTION SCHEDULE

- a) The records Retention Schedule attached hereto as Schedule A, forms part of this by-law.
- b) The Records Management Coordinator shall administer this by-law and shall ensure that the Retention Periods set out in Schedule A attached hereto comply with all relevant legal requirements for records retention.
- c) In determining the Retention Periods for any records, the Records Management Coordinator shall consider, in consultation with other County employees where appropriate:
 - i. The operational nature of the records, including the period of time during which the County uses the records to perform its functions;
 - ii. The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation;
 - iii. The fiscal nature of the records, including the period to time necessary for audit or tax purposes; and,
 - iv. The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the County.

3. EMPLOYEE RESPONSIBILITIES

All County employees who create, work with or manage records shall:

- i. Comply with the Retention Periods as specified in Schedule A attached hereto;
- ii. Ensure that Official Records in their custody or control are protected from inadvertent destruction or damage; and,
- iii. Ensure that Transitory Records in their custody or control are destroyed when they are no longer needed for short-term reference.

4. RECORDS MANAGEMENT COORDINATOR

The Records Management Coordinator shall:

- i. Develop and administer policies and establish and administer procedures for the County's records management program;
- ii. Periodically review and make recommendations with respect to this by-law, including Schedule A attached hereto;
- iii. Ensure that Official Records are preserved and disposed of in accordance with Schedule A attached hereto; and,
- iv. Ensure that all Disposition notices prepared pursuant to Subsection (a) of Section 5 of this by-law and all certificates of Disposition prepared pursuant to Subsection (f) of Section 5 of this by-law are preserved.

5. DISPOSITION OF RECORDS

- a) The Records Management Coordinator shall notify the appropriate County department head or manager in writing of the scheduled Disposition of records, including a list of the records eligible for Disposition and the scheduled Disposition date.
- b) The County department head or manager shall notify the Records Management Coordinator in writing, before the scheduled Disposition date, whether any of the records included in the Disposition notice need to be retained past the scheduled Disposition date, and the reason why such further retention is necessary.
- c) Prior to destruction of an information database or Orphan Data, the following documents are required:
 - 1. A written description containing, to the extent that such information is available, the following:
 - a. the title of the system;
 - b. the identification of the business unit responsible for the creation or use of the data;
 - c. a brief description of the system's purpose;
 - d. where possible, a contents list of the information being Destroyed; or
 - e. a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
 - f. the name of the technical contact person who is responsible for documenting the system;
 - 2. The written approval of the signing authority; and
 - 3. Where applicable to satisfy the provisions of the *Federal Income Tax Act*, *Excise Tax Act*, *Employment Insurance Act* or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
 - 4. After the destruction of an information database or Orphan Data, the signing authority must provide a destruction certificate to the Records Manager to provide an audit trail.
- d) Where appropriate and taking into account the principles governing the Disposition of Official Records, the Records Management Coordinator shall re-schedule the Disposition of any Records listed in the notice referred to in Subsection (b) of this Section for up to one year later than the scheduled Disposition date.
- e) Re-scheduling the Disposition of any Records beyond a one year period requires written notice from the County department head or manager to the Records Management Coordinator for each additional year.
- f) If no notice is received under Subsection (b) of Section 5 of this by-law before the scheduled Disposition date, the Records shall be deemed to be authorized for Disposition by the County department head or manager.

- g) When Official Records have been disposed of pursuant to this by-law, the Records Management Coordinator shall obtain written confirmation of such Disposition.

6. PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS

- a) The following principles govern the Destruction of Official Records:
- i. When there are no further business or legal reasons for retaining Official Records, they shall be Destroyed or Expunged as appropriate;
 - ii. Official Records pertaining to pending or actual investigation or litigation shall not be Destroyed;
 - iii. Official Records Disposed of at the end of a Retention Period, as well as drafts and copies of Records Disposed of on a regular basis, shall be Destroyed in a way that preserves the confidentiality of any information they contain.
- b) Official Records in the custody or control of the County shall not be Destroyed unless such records are older than the Retention Period set out in Schedule A attached hereto and have been identified in a Disposition notice prepared pursuant to Subsection (a) of Section 5 of this by-law.
- c) Copies of Official Records may be destroyed at any time if the original Records are being retained in accordance with Schedule A attached hereto.

7. APPROVAL OF BY-LAW

- a) This by-law shall not take effect until the County's auditor has approved it in writing.

8. CITING OF BY-LAW

- a) This by-law may be cited as the "Records Retention By-law".

9. REPEALING PREVIOUS BY-LAWS

- a) THAT County of Frontenac By-law No. 30-1990 and any amending by-laws thereto with respect to records retention shall be hereby repealed.

Read a first and second time this 15th day of May, 2013

Read a third time, signed, sealed and finally passed this 15th day of May, 2013.

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

Approval of Auditor

This by-law to establish a records classification scheme and records retention periods is approved in accordance with the *Municipal Act, S.O., 2001, c. 25* as amended, section 255(3), as it relates to the schedule of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be retained by the Corporation of the County of Frontenac.

Howard Allan
Allan Chartered Accountant
Professional Corporation
22 Wilson Street West
Perth ON K7H 2M9

Date

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	1 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Administration								
Primary Heading: A - Administration								
Class Code		Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
County Code	TOMRMS Code	Subject	Responsible Department	Active	In-Active	Total Ret.	Remarks	Method of Destruction
	A00	Administration - General	Originating	1	-	1		
A100	A01	Associations and Organizations	Originating	1	-	1		
A200	A02	Staff Committees and Meetings	Originating	1	3	4**		303, 305
A300	A03	Computer Systems and Architecture Information	IT Back-Up Media	S	6	S+6		2, 39, 515, 516
A400	A04	Conferences and Seminars	Originating	1	-	1**	Only those sponsored by the Municipality are subject to archival review.	
	A05	Consultants	Originating	2	-	2**		
A500	N/A	Committees	Originating	P	P	P		Shred
N/A	A06	Inventory Control	Originating	1	5	6		2, 7, 8, 17, 19, 20, 21, 22, 23, 24, 25, 26, 28, 190, 196, 197
A600	N/A	Annual Reports			-			Shred
A700	A07	Office Equipment and Furniture	Originating	E	-	E	E= Disposal of item	
N/A	A08	Office Services	Originating	1	-	1		
A900	A09	Policies and Procedures	Originating Fairmount	S S+2 P	P	P**		33, 34, 35, 499
A2100	A10	Records Management	Clerk's	S	-	S		388, 462, 463, 465, 466
NA	A11	Records Disposition	Clerk's	P	-	P		388, 462, 463,

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	2 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Administration								
Primary Heading: A - Administration								
Class Code		Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
County Code	TOMRMS Code	Subject	Responsible Department	Active	In-Active	Total Ret.	Remarks	Method of Destruction
								465, 466
NA	A12	Telecommunications Systems	Originating	S	-	S		
NA	A13	Travel and Accommodation	Originating	1	-	1		
NA	A14	Uniforms and Clothing	Originating	S	-	S**		
NA	A15	Vendors and Suppliers	Originating	2	-	2		
A1600	A16	Intergovernmental Relations	Originating	1	4	5**	ETS: City of Kingston correspondence. ETS: Min. of Labour ETS: MOHLTC FMT: Min. of Labour FMT: K100 MOH	
A1700	A17	Accessibility of Records (F.O.I.)	Clerk's	1	-	1		220, 465
NA	A18	Security	Originating	2	3	5		
A1900	A19	Facilities Construction and Renovations	Originating	E	1	E+1**	E = project finished	306, 368, 369, 372, 406
A2000	A20	Building and Property Maintenance	Originating	2	3	5		172, 244, 245, 398, 399, 400, 401, 402, 403, 406
N/A	A21	Facilities Bookings	Originating	1	-	1		
A2200	A22	Accessibility of Services	Clerk's	2	3	5	No retention requirements	493, 494, 495, 496, 498
NA	A23	Information Systems Production Activity & Control	Treasury	2	-	2		39, 515, 516
NA	A24	Access Control & Passwords	Treasury	2	-	2		39, 515, 516

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	3 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Council and By-Laws								
Primary Heading: C – Council, Boards, and By-Laws								
Class Code		Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
County Code	TOMRMS Code	Subject	Responsible Department					
	C00	Council and By-Laws – General	Originating	1	-	1		
C200	C01	By-Laws	Clerk's	P	-	P**	Copy retention S	246
N/A	C02	By-Laws - Other Municipalities	Clerk's	S	-	S		
C100	C03	Council Agenda	Clerk's	S	5	S+5		
C100	C04	Council Minutes	Clerk's	P	-	P**	Copy retention 2 years Working notes 6 years	109, 110, 111, 112, 462, 466
C500	C05	Council Committee Agenda	Clerk's	S	-	S		462, 466
C600	C06	Council Committee Minutes	Clerk's	6	-	6**		109, 110, 111, 112, 246
C700	C07	Elections	Clerk's	E+4	-	E+4	E= day action took effect or voting day Ballots E= 120 days after voting or resolution of recount	297, 412 to 450
N/A	C08	Goals and Objectives	Originating	S	-	S**		
NA	C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention 1 year	246
A1600's	C10	Motions and Resolutions - Other Municipalities	Clerk's	S	-	S		
C1100	C11	Reports to Council	Clerk's	1	P	P**		
C1200	C12	Appointments to Boards and Committees	Clerk's	1	P	P**		

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	4 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

		Primary Heading: Development and Planning						
		Primary Heading: D Development and Planning						
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	D00	Development and Planning - General	Originating	1	-	1		
D100	D01	Demographic Studies	Planning	5	5	10**		
D200	D02	Economic Development	Sustainability	5	5	10**		
NA	D03	Environment Planning	Sustainability	E+2	-	E+2**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.	155, 158
D300	NA	Strategic Planning	Originating ICSP	5 50	15 P	20 P		
NA	D04	Residential Development	Planning	5	5	10**		
D400	NA	Studies and Policies	Land-Use Planning	10	P	P	Natural Heritage Study, Official Plan	
NA	D05	Natural Resources	Planning	2	-	2**		309
NA	D06	Tourism Development	Planning	5	5	10**		
NA	D07	Condominium Plans	Planning	5	P	P	Applications can be destroyed 2 years after final decision.	
D500	D08	Official Plans	Clerk's	S	P	P**	Copy retention S	312
D600	D09	Official Plan Amendment Applications	Planning	E+1	4	E+5	E= Final decision.	
NA	D10	Severances	Planning	E+1	4	E+5	E= Final decision.	
NA	D11	Site Plan Control	Planning	5	P	P	Application 2 years after final decision	

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	5 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

		Primary Heading: Development and Planning						
		Primary Heading: D Development and Planning						
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	D12	Subdivision Plans	Planning	5	P	P	Application 2 years after final decision.	
D1200	NA	Land Use Planning	Land-Use	P	-	P		
NA	D13	Variances	Planning	E+2	P	P	E= Final decision	
D1400	D14	Zoning	Planning	E+2	-	E+2	E= Final decision	
NA	D15	Easements	Planning	E+1	5	E+6**	E= Termination of right	
D1500	NA	Consents	Land-Use Planning					
NA	D16	Encroachments	Planning	E+1	5	E+6**	E= Termination of right	
D1600	NA	Minor Variances	Land Use Planning					
NA	D17	Annexation/Amalgamation	Clerk's	1	P	P**		
D1800	D18	Community Improvement Projects	Planning	E+1	5	E+6**	E= Completion of project	
NA	D19	Municipal Addressing	Planning	S	10	S+10**		
D2000	D20	Reference Plans	Planning	S	P	P		
NA	D21	Industrial/Commercial Development	Planning	5	5	10**		
D2100	NA	GIS Mapping	Originating Maps produced as a result of public requests	P	P	P	E	
D2100	D22	Digital Mapping	Planning	S	-	S	Excludes the actual data residing on these systems.	
NA	D23	Agricultural Development	Planning	5	5	10**		
NA	D24	Background Reports for Official Plan	Planning	E+1	4	E+5	E= Final Decision	

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	6 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Environmental Services								
Primary Heading: E - Environmental Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	E00	Environmental Services	Originating	1	-	1		
NA	E01	Sanitary Sewers	Works	E+1	-	E+1	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications are kept permanently	
E100	NA	Environmental Monitoring	Land-Use Planning	5	15	20	<u>Legislative Reference</u>	
NA	E02	Storm Sewers	Works	E+1	-	E+1**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications are kept permanently	
E200	NA	Septic System	Originating	P	-	P		
NA	E03	Treatment Plants	Works	2	-	2	Specifications are kept permanently	459, 460, 461, 467, 468
E04		Trees	Works	2	3	5		
NA	E05	Air Quality Monitoring	Engineering	E+2	-	E+2**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5	158, 220, 376, 377
E400	E06	Utilities	Works	2	3	5**		

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	7 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Environmental Services								
Primary Heading: E - Environmental Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	E07	Waste Management	Works	2	8	10**		220, 234, 235, 236, 237, 238, 239, 240, 241, 328, 329, 330, 331, 332, 333, 334, 335
E600	E08	Water Works	Works	1	14	15	Specifications are kept permanently	159, 467, 468, 469, 470, 475, 476, 477, 486
NA	E09	Drains	Works	E+1	-	E+1**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing. Specifications P	
NA	E10	Pits and Quarries	Works	2	3	5**	Specifications are kept for the life of the pit or quarry.	
	E11	Nutrient Management	Works	2	3	5**		
NA	E12	Private Sewage Disposal Systems	Works	2	3	5**	Specification are kept permanently	
NA	E13	Water Monitoring	Engineering	2	13	15		158, 220, 309, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	8 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Environmental Services								
Primary Heading: E - Environmental Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	E14	Water Sampling	Engineering	2	13	15		158, 220, 309, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
NA	E15	Chemical Sampling of Water	Engineering	2	13	15		158, 220, 376, 377, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492
NA	E16	Backflow Prevention and Cross Connection Control	Engineering	2	13	15		158, 220, 309, 469, 470, 471, 473, 474, 475, 477, 481, 482, 483, 484, 486, 487, 488, 489, 490
NA	E17	Energy Management		E+1	6	E+7	E = End of reporting period to which relates	517, 518
NA	E18	Natural Heritage		E+1	2	E + 3	E = end of designated year	519, 520, 521, 522, 523
NA	E19	Renewable Energy		2	48	50		524, 525, 526, 527, 528, 529, 530, 531,

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	9 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Environmental Services								
Primary Heading: E - Environmental Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
								532, 533, 534

Highlighted Information is County of Frontenac files and information

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	10 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	F00	Finance and Accounting – General	Originating	1	-	1	Do not file accounting records required for tax purposes	
F100	F01	Accounts Payable	Treasury	E+1	6	E+7	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance. Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance. An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.	2, 3, 4, 5, 9, 16, 17, 108, 149, 150, 151, 173, 174, 186, 198, 247, 254, 255, 256, 390, 410, 439

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	11 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F200	F02	Accounts Receivable	Treasury	E+1	6	E+7	Permission to destroy prior to the expiration of the retention period must be obtained from the Minister of Finance. Permission to destroy records related to the Employer Health Tax must be obtained from the Minister of Finance. An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.	2, 3, 4, 5, 16, 17, 173, 174, 186, 189, 198, 247, 410
F300	F03	Audits	Treasury	1	5	6		439
F400	F04	Banking	Treasury	1	5	6		3, 4, 16, 17, 149, 247
F500	F05	Budgets and Estimates	Treasury	1	5	6**		181
NA	F06	Assets	Treasury	E+1	5	E+6**	E= Disposal of asset	2, 4, 5, 16, 30, 149, 189, 247, 391, 392
F600	NA	Provincial/Federal Funding	Originating	2	5	7		
NA	F07	Cheques	Treasury	1	5	6		3, 16, 17, 30, 149, 173, 186, 198, 247

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 Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	12 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
F1200	F08	Debentures and Bonds	Treasury	E+1	5	E+6	E= Debentures surrendered for exchange/cancellation	3, 16, 17, 30, 149, 247
F800	NA	Insurance	Finance	T + 1	5	T + 6		
NA	F09	Employee and Council Expenses	Treasury	E+1	6	E+7		3, 4, 16, 17, 30, 149, 174, 189, 198, 247
F900	NA	Charitable Campaigns & Fundraising	Originating	T	P	P	Concern re history of fundraising	
NA	F10	Financial Statements	Treasury	2	P	P**		247, 439
F1000	NA	Fixed Assets	Finance	S	P	P T + 7	Fixed assets will be a permanent file, kept indefinitely with all applicable documents and/or copies kept in a perpetual file. Disposing/selling assets: record retained 7yrs after disposal/sale. **Louise via KPMG recommendations	
F700	F11	Grants and Loans	Treasury	E+1	5	E+6	E = the end of the fiscal year	3, 4, 6, 16, 174, 186, 247,
F1100	NA	Cheques	Finance	2	5	7		
NA	F12	Investments	Treasury	E+1	5	E+6	E= Closure of account	3, 5, 16, 149, 247, 439
NA	F13	Journal Vouchers	Treasury	E+1	5	E+6	E = the end of the fiscal year	2, 3, 16, 17, 149, 173, 174, 186, 189, 198, 247
NA	F14	Subsidiary Ledgers, Registers, and Journals	Treasury	E+1	6	E+7**	Permission to destroy C.P.P. and Employment Insurance records	1, 2, 3, 5, 9, 10, 11, 12, 13, 14, 16, 17, 30,

Highlighted Information is County of Frontenac files and information

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	13 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
							prior to the expiration of their retention period must be obtained from the Minister of Revenue.	149, 173, 174, 186, 189, 198, 247, 439
NA	F15	General Ledgers and Journals	Treasury	1	P	P		3, 4, 16, 17, 149, 173, 186, 189, 198, 247, 439
NA	F16	Payroll	Treasury	1	5	6		1, 3, 9, 10, 11, 12, 13, 14, 16, 17, 30, 149, 186, 198, 220, 247, 355, 357, 358
NA	F17	Purchase Orders and Requisitions	Treasury	E+1	5	E+6	E = the end of the fiscal year	2, 3, 5, 16, 17, 30, 149, 174, 198, 247
F1300	F18	Quotations and Tenders	Treasury	1	5	6**	Unsuccessful bids - retain for 1 year from contract award	
NA	F19	Receipts	Treasury	1	5	6		2, 3, 16, 30, 186, 189, 198, 247
NA	F20	Reserve Funds	Treasury	1	5	6		439
NA	F21	Revenues	Treasury	1	5	6	Records related to mortgages must be kept for 10 years.	2, 4, 6, 17, 149, 173, 186, 239, 390, 391, 392, 439
NA	F22	Taxes and Records	Clerk's	S	P	P	The sections of the Education Act related to Protestant and Roman Catholic School Board Index Books have been repealed.	3, 6, 16, 30, 101, 408
NA	F23	Write Offs	Treasury	1	5	6		2, 16, 17
NA	F24	Trust Funds	Originating	E	6	E+6	E= Closure of account	178, 219, 439

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	14 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Finance and Accounting								
Primary Heading: F – Finance and Accounting								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	F25	Security Deposit	Treasury	E	6	E+6	E= Closure of account	
NA	F26	Working Papers	Treasury	E+1	-	E+1	E= After completion of audit	

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	15 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Human Resources								
Primary Heading: H – Human Resources								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
H100	H00	Human Resources – General	Originating	1	-	1		
NA	H01	Attendance and Scheduling	Personnel	2	-	2**		183, 220, 461
NA	H02	Benefits	Personnel	S	-	S		9, 150
H200	NA	Payroll Records	Financial Serv. & HR	1	6	7		
H300	H03	Employee Records	Personnel	E+3	-	E+3**	E = date employee ceased to be employed by employer Every licensee of a long-term care home shall ensure that the record of every former staff member of the home is retained by the licensee for at least seven years after the staff member ceases working or being employed at the home.	220, 355, 357, 381, 382, 383, 406, 462, 466
H400	H04	Health and Safety	Personnel	1	1	2		167, 187, 220, 243, 303, 304, 305, 306, 328, 376, 377, 406
NA	H05	Human Resource Planning	Personnel	1	-	1**		220
NA	H06	Job Descriptions	Personnel	S	-	S**		
H700	H07	Labour Relations	Personnel	E	10	E+10**	E= Expiry of contract period	
NA	H08	Organization	Originating	S	-	S**		

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	16 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Human Resources								
Primary Heading: H – Human Resources								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	H09	Salary Planning	Personnel	5	-	5		
NA	H10	Pension Records	Personnel	E+6	-	E+6	E = Termination of employee/ beneficiary Pension plans, annual information returns are kept permanently	1, 311, 462, 466
H800	H11	Recruitment	Personnel	1	-	1**		220
NA	H12	Training and Development	Personnel	E+2	-	E+2**	Only courses developed and presented by the Municipality are subject to archival selection E = Date employee ceases to perform activity that has risk of work place violence associated with it; in paper or electronic form	38, 458
NA	H13	Claims	Personnel	E+1	1	E+2	E = Resolution of claim. Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker.	167, 187, 220, 243, 303, 304, 305, 306, 328, 376, 377

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	17 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Human Resources								
Primary Heading: H – Human Resources								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	H14	Grievances	Personnel	E+1	6	E+7	E = Resolution of claim.	406
NA	H15	Harassment And Violence	Personnel	1	2	3		36, 37
NA	H16	Criminal Background Checks	Personnel	E+2	5	E+7	E = date of conviction, or where conviction resulted in imprisonment, date of release or parole)	535
NA	H17	Employee Medical Records – Hazardous Materials	Personnel	E+2	38	E+40	Later of: Event + 40 years (Event = Date first record created in personal exposure record) And: Event + 20 years (Event = Date last record added to personal exposure record)	536, 537, 538, 539
NA	H18	Employee Medical Records	Personnel	E+1	1	E+2	E = When STD/LTD claims are resolved Employee medical records are retained for 10 years after the last encounter	167, 243, 304, 305
NA	H19	Disability Management	Personnel	E+2	3	E + 5	E = day issued or earlier as may be specified by Commission	167, 243, 540, 541, 542
NA	H20	Confined Spaces	Personnel	E+1	-	E+1	Longer of: Event + 1 year (Event = Document created) Or: Event = Period necessary to ensure 2 most recent records retained	545, 546, 547, 548, 549

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 All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	18 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Justice								
County has no J Files								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	J00	Justice General	Originating	2	2	4		
NA	J01	Certificates of Offence (Part I)	Originating	3	5	8	From date of completion	
NA	J02	Control Lists Informations (Part III)	Originating	3	5	8	From date of completion	
NA	J03	Control Lists	Originating	2	2	4		
NA	J04	Court Dockets	Originating	2	6	8		
NA	J05	Transcripts and Records of Court Proceedings	Originating	2	6	8		
NA	J06	Enforcements & Suspensions	Originating	2	6	8		
NA	J07	Appeals & Transfers	Originating	3	4	7		
NA	J08	Statistics	Originating	2	6	8		
NA	J09	Disclosure	Originating	2	4	6		

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All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	19 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Legal Affairs								
Primary Heading: L – Legal Affairs								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
L100	L00	Legal Affairs – General	Originating	1	-	1		
L200	L01	Appeals and Hearings	Clerk's	E	P	P	E= Resolution of appeal	
NA	L02	Claims Against the Municipality	Clerk's	E	1	E+1	E= Resolution of claim and all appeals	
NA	L03	Claims By the Municipality	Clerk's	E	1	E+1	E= Resolution of claims and all appeals	
L400 & LC600	L04	Contracts and Agreements - Under By-Law	Clerk's	E+2	13	E+15**	E= act or omission on which claim is based took place	407
NA	L05	Insurance Appraisals	Clerk's	E+1	-	E+15	E= act or omission on which claim is based took place	407
L600	L06	Insurance Policies	Clerk's	E+1	14	E+15	E= Expiry of policy	107, 259, 261, 263, 407
L700	L07	Land Acquisition and Sale	Clerk's	E	10	E+10**	E= Property disposition	392, 393, 397, 422, 408,
NA	L08	Opinions and Briefs	Clerk's	S	-	S**		
NA	L09	Precedents	Clerk's	S	-	S**		
NA	L10	Federal Legislation	Originating	S	-	S		
L900	L11	Provincial Legislation	Originating	S	-	S		
NA	L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years	276, 277, 349, 462, 466
NA	L13	Prosecutions	Originating	E	7	E+7	E= Delivery of judgement	
NA	L14	Contracts and Agreements – Simple	Clerk's	E+1	1	E+2**	E= Expiry of contract	252, 401, 406

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	20 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Media and Public Records								
Primary Heading: M – Media and Public Relations								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
Na	M00	Media and Public Relations - General	Originating	1	-	1		
NA	M01	Advertising	Originating	1	-	1**		
NA	M02	Ceremonies and Events	Originating	1	4	5**		
NA	M03	Charitable Campaigns/Fund Raising	Originating	1	-	1		
M400	M04	Complaints, Commendations and Inquiries	Originating	1	-	1**		
M500	M05	News Clippings	Originating	1	-	1**		
M600	M06	News Releases	Originating	1	-	1**		
M700	M07	Publications	Originating	S	-	S**		
NA	M08	Speeches and Presentations	Originating	1	2	3**		
M800	M09	Visual Identity and Insignia	Clerk's	S	5	S+5**		
M900	M10	Website & Social Media Content	Originating	S	-	S		515, 516

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	21 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Protection and Enforcement Services								
Primary Heading: P – Protection and Enforcement Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	P00	Protection & Enforcement Services – General	Originating	1	-	1		
NA	P01	By-law Enforcement	Originating	2	4	6**		
P200	P02	Daily Occurrence Logs	Originating	1	4	5**		
P300	P03	Emergency Planning	Originating	S	-	S**		177, 191, 193
NA	P04	Hazardous Materials	Originating	S	-	S		328
P400	NA	Dress Uniforms	ETS	T+1	-	T+1	Dress Uniforms -- records include ---- quantity, issued date, sizes, and item (jacket, shirt, cap, gloves, belt, etc)if employee is active (on the payroll,)then keep the documents so we have the current sizes , just in case we need to order again. After employee not active, then 1 year.. – Dave G.	
P500	P05	Incident/Accident Reports	Originating	E	1	E+1	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file	171, 243, 462, 466
NA	P06	Building and Structural Inspections	Building	S	-	S	E+2 for inspections, maintenance and testing related to the fire code	370, 371, 500-512
NA	P07	Health Inspections	Public Health	S	-	S		370, 371, 376, 377
NA	P08	Investigations	Originating	2	8	10**		316

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	22 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Protection and Enforcement Services								
Primary Heading: P – Protection and Enforcement Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
P900	P09	Licences	Clerk's	E	2	E+2	E= Expiry of licence	
NA	P10	Building Permits	Building	2	P	P	5 years off-site for residential permits	
NA	P11	Permits, Other	Originating	E	2	E+2	E= Expiry of permit	
NA	P12	Warrants	Police	E+1	-	E+1	E= Execution of warrant	220
NA	P13	Criminal Records	Police	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge	220, 317
NA	P14	Animal Control	Originating	E+2	-	E+2	E = date animal was last in the pound	320, 321
NA	P15	Community Protection Programs	Originating	S	2	S+2**		
NA	P16	Emergency Services	Originating	S	2	S+2		
NA	P17	EMS Incident & Impact Reports		S	2	S+2	Ambulance Call Reports 7 years	
NA	P18	EMS Accident Reports		S	2	S+2		
NA	P19	EMS Accident Statistics		S	2	S+2		

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	23 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Recreation and Culture								
Primary Heading: R – Recreation and Culture								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	R00	Recreation and Culture - General	Originating	1	-	1		
R100	R01	Heritage Preservation	Sustainability	E	-	E**	E= Removal of designation	307
R500	R02	Library Services	KFPL	2	3	5		322, 463
NA	R03	Museum and Archival Services	Clerk's	1	-	1**		220
NA	R04	Parks Management	Parks & Recreation	2	3	5**	Playground equipment maintenance records are retained permanently	
NA	R05	Recreational Facilities	Parks & Recreation	2	3	5		325
NA	R06	Recreational Programming	Parks & Recreation	1	-	1**		220

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	24 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Social and Health Care Services								
Primary Heading: S – Social and Health Care Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	S00	Social and Health Care Services - General	Originating	1	-	1		
S100	S01	Children's Day Nursery Services	City of Kingston	2	3	5	Not a County Record as such retention limits are reduced	171, 175, 176, 179, 180, 182, 184, 187, 188, 192, 193, 194, 220, 380
S200	S02	Elderly Assistance	Fairmount	2	3	5	Fire drills 2 years	380, 451, 452, 453, 454, 455, 456, 457
S300	S03	Homes for the Aged Residents	Fairmount	E+2	8	E+10	E= Date of last entry. Records pertaining to a resident can be destroyed 5 years after the death of the resident.	220, 380, 462, 466, 513
S700	S04	Social Assistance Programs	City of Kingston	2	3	5		380
S400	NA	Nursing Equipment Inventory	Originating	Comments Julie for retention			Preventative maintenance records are kept electronically for all equipment in Goldcare. We have a contract with Motion Specialties that are here weekly and carry out different work, etc. on equipment and there would be records of that. – Mary's comments	
NA	S05	Ontario Works Case Records	Comm Service	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent	220, 308, 462, 466
NA	S06	Medical Case Records	Public Health	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made	102, 220, 257, 462, 466

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	25 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Social and Health Care Services								
Primary Heading: S – Social and Health Care Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
							by the institution . . .” or on consent	
S600	NA	Health and Safety	Originating	T	5	T+5	ETS: Health & Safety	
NA	S07	Children's Services	Comm Service	2	-	2	Records of handicapped children are kept for at least 2 years after discharge.	171, 175, 192 195, 380
S500	S08	Public Health	Public Health	2	3	5	FMT: PDA Initiative FMT: E-Health ETS: Influenza information and outbreak advisory, infectious disease notifications, heat and cold weather advisories	
S800	NA	Social Housing Programs	City of Kingston	2	3	5		
NA	S09	Cemetery Records	Clerk's	2	P	p**		462, 466
NA	S10	Day Nursery Case Records	Comm Service	E+2	-	E+2	E= Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child	102, 178, 192, 195, 220, 325

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Transportation								
Primary Heading: T – Transportation Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	T00	Transportation - General	Originating	1	-	1		
NA	T01	Illumination	Works	E	6	E+6	E= Completion of project specifications P	
NA	T02	Parking	Works	E	6	E+6	E= Closure of lot or space	
NA	T03	Public Transit	Works	E	1	E+1**	E= Closure of route/shelter/stop	233
T300	NA	Emergency Vehicles/Transportation	FPS/ETS	T+1	3	T+4	ETS/FPS Vehicle general, surplus vehicles (ETS) maintenance, licence Incidents – categorize under protection services	
NA	T04	Road Construction	Works	E	1	E+1**	E = project finished Specifications are kept permanently.	368, 369, 372
T400	NA	Non-Emergency Vehicles/Fleet Management	FPS/ETS	T+1	3	T+4	FMT: red van, blue access van, Prius, Explorer	
NA	T05	Road Design and Planning	Works	E	1	E+1**	E = project finished Specifications are kept permanently.	368, 369, 370, 371, 372
NA	T06	Road Maintenance	Works	E	1	E+1	E = project finished Specifications are kept permanently.	368, 369, 372
	T07	Signs and Signals	Works	E	1	E+1	E= Removal of sign/signal	373, 374, 375
	T08	Traffic	Works	E	1	E+1**	E = project finished Temporary road closures 2 years	373, 374, 375
T800	NA	Notices of Traffic	Originating	1	6	7	Insurance Claims?	

Highlighted Information is County of Frontenac files and information
 Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	27 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Transportation								
Primary Heading: T – Transportation Services								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
		Disruption Traffic	Used ticket stubs Record of Ferry pass applications	2	-	2 7		
NA	T09	Roads and Lanes Closures	Works	E	1	E+1**	Event = project finished	373, 374, 375
NA	T10	Field Survey/Road Survey Books	Works	E	1	E+1	E = project finished	
NA	T11	Bridges	Works	E	1	E+1	E = project finished Specifications are kept permanently.	368, 369, 372

Highlighted Information is County of Frontenac files and information

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The Ontario Municipal Records Management System

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	28 of 28
Subject:	Records retention schedule/citation table	Date:	2013 - 04

Primary Heading: Vehicles and Equipment								
Primary Heading: V – Vehicles and Equipment								
County Code	TOMRMS Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Table
NA	V00	Vehicles and Equipment - General	Originating	1	-	1		
	V01	Fleet Management	Originating	E+1	-	E+1	E = termination of lease)	18, 220, 248, 249, 250, 251, 252, 253, 409
V100		Certification of Ambulances	FPS/ETS	T+1	3	T+4	Ambulance Vehicle certification. When we receive a new vehicle, the letter of MOH certification is placed into the vehicle maintenance / certification binder. This binder is located in the Supervisors office for viewing at any time by us or the MOH Inspectors. <u>We store this certification in the office until the vehicle is sold / disposed of, which is usually 6 years and then the binder is placed into the Operations Archive files in the basement for another ten years.</u>	
NA	V02	Mobile Equipment	Originating	E+1	5	E+6	E=As long as the device is in service.	166
NA	V03	Transportable Equipment	Originating	E+1	5	E+6	E = Disposal of equipment	
NA	V04	Protective Equipment	Originating	E+1	5	E+6	E = Disposal of equipment	

Highlighted Information is County of Frontenac files and information
 Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
 ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

The Ontario Municipal Records Management System

BY-LAW NO. 2013-0022

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

Being a by-law to Change the Term of Office of the Head of Council

WHEREAS Section 11(2), paragraph 1 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended (the "Act"), authorizes the council of an upper tier municipality to pass by-laws respecting the governance structure of the municipality;

AND WHEREAS without limiting the provisions of Section 11, Section 218 (4) of the Act authorizes the council to change the term of office of an appointed head of council;

AND WHEREAS Section 219 of the Act requires that before passing a by-law described in Section 218, the County shall give notice of its intention to pass the by-law and shall hold at least one public meeting to consider the matter;

AND WHEREAS County Council gave notice of its intention to pass this by-law and held a public meeting on April 17, 2013 to consider this matter;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the County of Frontenac ("County Council") hereby enacts as follows:

1. The term of office of the Head of Council shall be changed from a four (4) year term to a one (1) year term.
2. The Head of Council shall be appointed by the members of County Council in accordance with the County of Frontenac Procedural By-law No. 2010-0028, as amended, or any successor by-law thereto.
3. This by-law shall not come into force unless:
 - (a) A majority of all votes on the Council of the County of Frontenac are cast in its favour;
 - (b) A majority of the Councils of the Township of North Frontenac, Township of Central Frontenac, Township of South Frontenac and Township of Frontenac Islands pass resolutions consenting to this by-law; and
 - (c) The total number of electors in the townships that passed resolutions referred to in subsection (3b) form a majority of all of the electors in the County of Frontenac whose names appeared on the voters' lists, as amended, up until the close of voting on October 25, 2010, being the last regular municipal Election Day.
4. Despite subsection 3, this by-law does not come into force until the day the new council is organized following:

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May 15, 2013

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- (a) a first regular election following the passing of the by-law; or
- (b) if the by-law is passed in the year of a regular election before voting day, the second regular election following the passing of the by-law.

Read a first and second time this 15th day of May, 2013.

Read a third time, signed, sealed and finally passed this 15th day of May, 2013.

THE CORPORATION OF THE COUNTY
OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2013-0023

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to authorize temporary borrowing
for current expenditures for the year 2013

WHEREAS as per Section 407(1) of the *Municipal Act, 2001, S.O. 2001, c. 25 as amended* ("the Act"), at any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the current expenditures of the municipality for the year;

AND WHEREAS the Corporation of the County of Frontenac ("the County") deems it necessary to borrow from time to time until other revenues are collected;

AND WHEREAS as per Section 407(2) of the *Act*, except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed:

- (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and,
- (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

AND WHEREAS as per Section 407(4) of the *Act* estimated revenues of the County as set forth in the estimates adopted for the year 2013 is \$36,272,540, which does not include revenues derivable or derived from:

- (a) arrears of taxes, fees or charges; or
- (b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose.

NOW THEREFORE the Corporation of the County of Frontenac enacts as follows:

1. THAT the Warden and Treasurer are hereby authorized, on behalf of the County, to borrow from time to time, by way of promissory note or banker's acceptance, from the TD Canada Trust (the "Bank"), any municipality or school board, a sum or sums not to exceed the aggregate of \$18,136,270 from January 1, 2013 to September 30, 2013 and \$9,068,135 from October 1, 2013 to December 31, 2013 less the amount of similar borrowings which are still unpaid to meet, until the taxes are collected, the current expenditures of the County for the year 2013, including the amounts required for the purposes mentioned in Sub-section (1) of the said Section 407 and to give, on behalf of the County, to the said Bank, a promissory note(s) or banker's acceptance(s), sealed with the corporate seal and signed by the Warden and Treasurer for the monies so borrowed with interest, in the case of borrowing from the Bank at the Bank's prime interest rate less one-quarter per cent which shall be as

notified by the Bank to the Treasurer from time to time, or in the case of borrowing from a municipality or school board at a rate to be negotiated with the municipality or school board but not to exceed the Bank's prime lending rate at the time of borrowing.

2. THAT all sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed in this year and in previous years from the said Bank, municipality or school board for any or all of the purposes mentioned in the said Section 407 of the *Act* shall, with interest thereon, be a charge upon the whole of the revenues of the County for the current year and for all preceding years, as and when such revenues are received.
3. THAT the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of the taxes levied for the current year and preceding years, or from any other source, which may lawfully be applied for such purposes.
4. THAT this by-law shall come into force and effect on the final passing thereof.

Read a First and Second Time this 15th day of May, 2013.

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of May, 2013.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2013-0024

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to Appoint members to various Committees

WHEREAS the Council of the County of Frontenac adopted By-law No. 2013-0020 on May 15, 2013, being a by-law to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings, which includes Schedule B – Committees of County Council;

AND WHEREAS the Council of the County of Frontenac passed a resolution at its meeting held April 17, 2013 appointing Councillors Denis Doyle, Gary Davison, Deputy Warden Bud Clayton and Mr. Gordon Burns to the Service and Organization Review Committee;

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Frontenac hereby enacts as follows:

1. THAT Councillors Denis Doyle, Gary Davison and Deputy Warden Bud clayton be appointed to the Services and Organization Review Committee as Members of County Council
2. THAT Mr. Gordon Burns be appointed to the Services and Organization Review Committee as a community member.

Read a first and second time this 15th day of May, 2013.

Read a third time, finally passed, signed and sealed the 15th day of May, 2013.

THE CORPORATION OF THE COUNTY OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2013-0025

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on May 15, 2013

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

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

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

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

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

1. THAT all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on May 15, 2013 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. THAT all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on May 15, 2013 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto.
3. THAT all actions and proceedings of the Council of the Corporation of the County of Frontenac taken at its regular meeting held on May 15, 2013 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 15th day of May, 2013.

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of May, 2013.

By-law No. 2013-0025 – To confirm all actions and proceedings of County Council on
May 15, 2013

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THE CORPORATION OF THE COUNTY OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk