



**County Council Meeting – Regular Meeting
July 17, 2013 – 9:00 a.m.
The Frontenac Room, 2069 Battersea Road, Glenburnie, ON**

AGENDA

- Page
- 1. CALL TO ORDER**
 - 2. ADOPTION OF AGENDA**
 - 3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
 - 4. ADOPTION OF MINUTES**
 - 6-22 a) Minutes of Meeting held May 15, 2013
(Deferred from the June 19, 2013 meeting pending legal matters)
 - 23-37 b) Minutes of Meeting held June 19, 2013
 - 5. DEPUTATIONS AND/OR PRESENTATIONS**
 - a) Presentation to Peter Young, Community Planner, on receiving his full membership to the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI).
 - 6. CLOSED MEETING**
 - 7. BRIEFINGS**
 - 8. UNFINISHED BUSINESS**
 - 9. COMMUNICATIONS**
 - 38-77 a) 2013-141
Communications Report
 - 10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER**
 - 78-83 a) 2013-126
Administrative Services – Request for Emerald Ash Borer Protection from Federal and Provincial Governments

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

- 84-128** b) 2013-136
Sustainability – 2292 Sands Road, Battersea Draft Plan of Subdivision –
County File 10T-2011/002
- 129-130** c) 2013-137
Administrative Services – OMHRA Fall Conference 2013
- 131-132** d) 2013-138
Financial Services – Appointment of Auditor
- 133-134** e) 2013-139
Fairmount Home – Service Elevator Repairs
- 135-137** f) 2013-140
Administrative Services – OEMC and OPPI Conferences
- 138-139** g) 2013-143
Emergency and Transportation Services – Confirmation of Land Acquisition -
Road 509 and Robertsville Road

**11. INFORMATION REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER
(CONSENT)**

All items listed on the Information Reports from the Chief Administrative Officer are for information only and shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Information Reports to be separated from that motion and considered separately, whereupon the Information Reports without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

- 140-141** a) 2013-127
Administrative Services – 2, 4, 5, T Herbicide
- 142-143** b) 2013-128
Administrative Services – MISA Ontario Annual Conference
- 144-153** c) 2013-129
Administrative Services – 2013 2nd Quarter Activity Update
- 154-156** d) 2013-130
Administrative Services – AMCTO Conference report

11. INFORMATION REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER (CONSENT)

All items listed on the Information Reports from the Chief Administrative Officer are for information only and shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Information Reports to be separated from that motion and considered separately, whereupon the Information Reports without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

157-160

- e) 2013-131
Fairmount Home – 2013 2nd Quarter Activity Update

161-162

- f) 2013-132
Sustainability – Frontenac K&P Trail – Hardwood Creek Bridge Report

163-165

- g) 2013-133
Sustainability - Support for Smaller Scale Community Sustainability Initiatives Update

166-171

- h) 2013-134
Emergency and Transportation Services - 2013 2nd Quarter Activity Update

172-173

- i) 2013-142
Administrative Services – Minister Delegation Request – AMO Conference

174-194

- j) 2013-144
Emergency and Transportation Services – Response to City of Kingston Request for Information Regarding Land Ambulance Services

12. ADOPTION OF REPORT OF THE COMMITTEE OF THE WHOLE COUNCIL

195-204

- a) Minutes of Meeting held July 3, 2013

205-206

- b) Report of the Committee of the Whole

13. REPORTS FROM 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

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

- 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

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

207-212

- a) 150th Anniversary Planning Advisory Committee - Minutes of Meeting held June 28, 2013

213

- b) 150th Anniversary Planning Advisory Committee - Report to Council

214-217

- c) Service Delivery and Organization Review Committee - Minutes of Meeting held July 12, 2013

218

- d) Service Delivery and Organization Review Committee - Report to Council

15. ACCOUNTS

219-226

- a) Posted Cheque Listing for the Period of: June 11, 2013 to July 5, 2013

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

17. GIVING NOTICE OF MOTION

18. OTHER BUSINESS

19. PUBLIC QUESTION PERIOD

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

227

- a) By-law No. 2013-0028 - To Appoint a Municipal Auditor

228-229

- b) By-law No. 2013-0029 - To amend the 2013 Budget By-law No. 2013-0017

230-231

- c) By-law No. 2013-0030 - To Confirm the Proceedings of County Council

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21. ADJOURNMENT

Motion #: 224-13 Moved By: Councillor Doyle
 Seconded By: Councillor Jones

BE IT RESOLVED THAT Section 11.1 of Procedural By-law 2010-0028 be waived to amend the Order of Business to defer items 10.1 a) and 10.2 b).

CARRIED
(A 2/3 Vote of Council Was Received)

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) **Mr. John A. Whitesell**, Founding Partner & COO, OrgCode Consulting, Inc.

Motion #: 225-13 Moved By: Councillor Inglis
 Seconded By: Deputy Warden Clayton

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by Mr. John A. Whitesell, Founding Partner & COO, OrgCode Consulting, Inc. regarding the results of the Homelessness Plan and what it means for the County of Frontenac.

CARRIED

b) **Mr. Howard Allan**, Allan and Partners

Motion #: 226-13 Moved By: Councillor Inglis
 Seconded By: Deputy Warden Clayton

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by Mr. Howard Allan, Allan and Partners regarding the Frontenac County Audited Financial Statements.

CARRIED

5. CLOSED MEETING

Motion #: 227-13 Moved By: Councillor Inglis
 Seconded By: Deputy Warden Clayton

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

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

Motion #: 253-13 Moved By: Councillor McDougall
Seconded By: Deputy Warden Clayton

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:

14. GIVING NOTICE OF MOTION

15. OTHER BUSINESS

15.1. External Boards and Committees

a) Kingston Frontenac Library Board Update - Councillor Purdon

No update was provided.

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

Deputy Warden Clayton advised that the KFL&A Public Health Board will be meeting next week.

c) RULAC, LSR and Other Updates

Staff advised that a RULAC meeting was held on May 6th and that the minutes of that meeting would be forthcoming to County Council.

d) Algonquin Land Claim Update - Councillor Inglis

Councillor Inglis advised that the Township of North Frontenac is attempting to have a meeting held in North Frontenac.

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

In the absence of Councillor Davison, no update was provided.

f) Housing and Homelessness Committee Update - Councillor McDougall

No update was provided.

g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

Councillor Jones advised that the Rideau Corridor Landscape Strategy Steering Committee and Parks Canada have now released the Rideau Corridor Landscape Character Assessment & Planning and Management Recommendations and is available in both official languages. As noted on the agenda, the report may be viewed at http://www.rcls-sacr.ca/en_report.html.

16. PUBLIC QUESTION PERIOD

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

Motion #: 260-13 Moved By: Councillor Jones
 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. 2013-0019 - 2013 Property Tax Capping
- By-Law No. 2013-0020 - County Procedural By-Law
- By-Law No. 2013-0021 - To Provide a Schedule of Retention Periods
- By-Law No. 2013-0022 - To Change the Term of Warden
- By-Law No. 2013-0023 - To Authorize Temporary Borrowing for 2013
- By-Law No. 2013-0024 - To Appoint Members to the Service and Organization Review Committee
- By-Law No. 2013-0025 - Confirmation of Proceedings.

CARRIED

Motion #: 261-13 Moved By: Councillor Purdon
 Seconded By: Councillor Jones

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

- By-Law No. 2013-0019 - 2013 Property Tax Capping
- By-Law No. 2013-0020 - County Procedural By-Law
- By-Law No. 2013-0021 - To Provide a Schedule of Retention Period
- By-Law No. 2013-0022 - To Change the Term of Warden
- By-Law No. 2013-0023 - To Authorize Temporary Borrowing for 2013
- By-Law No. 2013-0024 - To Appoint Members to the Service and Organization Review Committee
- By-Law No. 2013-0025 - Confirmation of Proceedings.

CARRIED

18. ADJOURNMENT

Motion #: 262-13 Moved By: Councillor Jones
 Seconded By: Councillor Purdon

RESOLVED THAT the meeting hereby adjourn at 1:07 p.m.

CARRIED

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

RESOLVED THAT the briefing on Report 2013-123, Sustainability – County Official Plan – First Draft by Joe Gallivan, Manager, Sustainability Planning, be received by County Council.

CARRIED

8. UNFINISHED BUSINESS – Nil

9. COMMUNICATIONS

2013-118

Communications of Interest to Council

Communications that Require Council Action

Motion #: 272-13 Moved By: Councillor Doyle
Seconded By: Councillor Purdon

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

CARRIED

Motion #: 273-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Jones

BE IT RESOLVED THAT the Council of the County of Frontenac supports the KFL&A Public Health's request to the Hon. Charles Sousa, Minister of Finance urging the Government of Ontario to raise the taxation on cigarettes to match the highest level in Canada, at \$58.00 for a carton of 200 as well as encouraging the adoption of a much more aggressive approach to enforcement, to ensure that illegal tobacco does not reach the youth of this area and those who are earnestly trying to quit;

AND FURTHER THAT a copy of this resolution be forwarded to the Hon. Charles Sousa, Minister of Finance, the Hon. Deb Matthews, Minister of Health and Long-Term Care, the Hon. John Gerretsen, MPP, Kingston and the Islands, the Association of Municipalities of Ontario and KFL&A Public Health.

CARRIED

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

a) **2013-086**

Financial Services - Termination of Contract to Provide Financial Services to the Township of Frontenac Islands

Motion #: 274-13 Moved By: Councillor Purdon
Seconded By: Deputy Warden Clayton

RESOLVED THAT the following Information Reports received from the Chief Administrative Officer (Consent) be received and adopted.

- a) **2013-108
Emergency and Transportation Services – Fire Tiered Response Agreements – Supplemental**

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

- b) **2013-109
Fairmount Home - 2013 1st Quarter Consolidated Statistical Report**

THAT Council of the County of Frontenac receive the Fairmount Home – 2013 1st Quarter Consolidated Statistical Report for information only.

- c) **2013-110
Fairmount Home – OANHSS Annual Convention**

THAT Council of the County of Frontenac receive the Fairmount Home – OANHSS Annual Convention Report for information only.

- d) **2013-115
Administrative Services – Coming into Force of By-law 2013-0022**

RESOLVED THAT the Council of the County of Frontenac receive the Administrative Services –Coming into Force of By-law 2013-0022 report for information only.

- e) **2013-117
Emergency and Transportation Services - City of Kingston Council Presentation on May 21, 2013 Update**

RESOLVED THAT the Council of the County of Frontenac accept the Emergency and Transportation Services – City of Kingston Council Presentation on May 21, 2013 Update for information only.

- f) **2013-119
Human Resources - 2012 Supplementary Staff Conference Information**

THAT Council of the County of Frontenac receives these Human Resources – Supplementary 2012 Staff Conference Information report for information.

- g) **2013-120
Administrative Services - 2012-13 Municipal Management Intern Year**

RESOLVED THAT the Council of the County of Frontenac receive the Service Delivery and Organization Review Committee of the County of Frontenac meeting minutes dated June 6, 2013.

CARRIED

Motion #: 289-13 Moved By: Councillor McDougall
Seconded By: Deputy Warden Clayton

RESOLVED THAT the Service Delivery and Organizational Review Committee recommend to the Council of the County of Frontenac a short list comprising of KPMG, Ernst & Young LLP and WSCS Consulting Inc. be selected for interviews;

AND FURTHER THAT Mr. Knott and Deputy Warden Clayton and the CAO conduct the interviews with the Treasurer to sit as an observer of the interview process;

AND FURTHER THAT the timeline for the project be revised as follows:

- Receive Proposals 1 p.m. Tuesday, May 21, 2013
- Determine Short List for Interviews Monday, June 10, 2013
- ADD: Council Approval of Short List Wednesday, June 19, 2013
- CHANGE: Interviews/Presentations June 27, 28, July 4, 5, 2013
- ADD: Council Approval of Award Wednesday, July 17, 2013
- CHANGE: Notification of Award From June 28, 2013 to July 17, 2013

CARRIED

Trails Advisory Committee June 6, 2013 Meeting Minutes and Report to Council

Motion #: 290-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac receive the Trails Advisory Committee of the County of Frontenac meeting minutes dated June 6, 2013.

CARRIED

Motion #: 291-13 Moved By: Councillor McDougall
Seconded By: Deputy Warden Clayton

2013-105
Trails Advisory Committee – 2013 Work Plan Update

BE IT RESOLVED THAT County Council authorize staff to seek, on a short term interim basis, a contracted service for trails maintenance as required;

AND FURTHER THAT staff and Trails Advisory Committee members be authorized to approach area Service Clubs, Trail Groups and adjacent property owners to monitor portions of the K&P Trail;



Report 2013-141

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Angelique Tamblyn
Executive Assistant

Kristin Mullin
Communications Officer

Date Prepared: July 8, 2013

Date of Meeting: July 17, 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. Township of Clearview, June 13, 2013 – Correspondence from Pamela Fettes, Municipal Clerk Re: Motion of “Not a Willing Host Community” for Industrial Wind

Administrative Report
Administrative Services - Communications of Interest to Council
June 19, 2013

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Turbine Projects” On June 10, 2013 Clearview Township Council passed a resolution regarding the Wind Turbine Projects.

2. Ministry of Health and Long-Term Care, June 19, 2013 - Correspondence from Minister Deb Matthews Re: The Ministry of Health and Long-Term Care will provide The County of Frontenac additional base funding of up to \$246,027 with respect to the land ambulance services grant for the 50:50 partnership for the 2013 calendar year. The request for funding under the 2012 Small Project Call for Proposals of the Enabling Accessibility Fund (EAF) was denied. The project did not meet the program’s mandatory eligibility criteria for funding.
3. Ministry of Health and Long-Term Care, June 19, 2013 - Correspondence from Assistant Deputy Minister, Patricia Li Re: Letter providing the terms and conditions governing the additional base funding of up to \$246,027.
4. Township of North Frontenac, June 21, 2013 - Correspondence from Jenny Duhamel, Clerk/ Planning Manager Re: Consideration of County of Frontenac By-law #2013-0022 – Change Term of Appointment for Warden and Deputy Warden. Township of North Frontenac passed the resolution at their meeting on June 10, 2013.
5. Township of Warwick, July 4, 2013 - Correspondence from Amanda Gubbels, Deputy Clerk Re: Motion of “Not a Willing Host Community” for Industrial Wind Turbine (IWT) Projects. The Council of the Township of Warwick passed a resolution concerning the “Not a Willing Host Community” for Industrial Wind Turbine (IWT) Projects. The motion was forwarded to all Ontario municipalities, the Minister of Environment, Minister of Energy, Minister of Rural Affairs and MPP Monte McNaughton for their support and endorsement.
6. Ministry of Municipal Affairs and Housing, July 10, 2013 - Correspondence from Minister Linda Jeffrey Re: Letter concerning Motion #232-13 with respect to Warden Gutowski. It is Minister Jeffrey’s understanding that the County of Frontenac, while having contemplated preparing a code of conduct, has yet to do so. Many councils have benefitted by having a code of conduct as well as employing the services of an integrity commissioner. The County may also wish to consult with their solicitor, with respect to any concern that the County Council may have. She suggested reviewing the following website www.coiscommissioner.gov.on.ca/scripts/en/municipal.asp.
7. Town of The Blue Mountains, July 11, 2013 - Correspondence from Corrina Giles, Town Clerk Re: Motion confirming that The Town of The Blue Mountains is not a willing host for Industrial Wind Turbine Projects.

Other Correspondence:

1. Friends of Arden, June 21, 2013 - Correspondence from Terry Kennedy, Chair, FOA Steering Committee Re: Invitation to Friends of Arden Sign Unveiling on Saturday, June 29 at 2:00 p.m. Thank you to the County of Frontenac for the support received.
2. The Ontario Urban Forest Council, June 27, 2013 - Correspondence from Peter Wynnyczuk Re: Emerald Ash Borer Correspondence and Resolution to Municipalities to help raise awareness through Councils (please see attached)
3. United Way serving KFL&A, July 2, 2013 - Correspondence from Bhavana Varma, President & CEO thanking the County of Frontenac for proclaiming the week of April 21-27, 2013 as National Volunteer Week.

4. AMO Communications, July 4, 2013 - For the information of MEPCO members, MEPCO OMERS update on the 2013 Specified Plan Change proposals Re: Necessary OMERS Benefit Reductions Fail to Pass.
5. Eastern Ontario Warden's Caucus, July 9, 2013 - The Eastern Ontario Warden's Caucus is hosting a celebration on Friday, July 12, 2013 at 11:00 a.m. at the Lennox and Addington County Court House, to commemorate the completion of the new highlands broadband connections in the Highlands Zone. The construction project expands high-speed internet coverage across the region, including communities in Lennox & Addington, Renfrew and Frontenac Counties.
6. AMO, July 9, 2013 - Correspondence from Judy Dezell, Manager, Canada's Gas Tax Fund Implementation Re: Gas Tax Indexing. The Government of Canada announced that starting in 2014, the Gas Tax Fund would be indexed at 2% per year in \$100 million increments. Since their last update, the Government has passed a formula to do so, and has revealed the national allocation and Ontario's share. The indexing formula increases the national allocation by 2% per year, but has a 'rounding' provision which increases the actual payment only when the calculation passes the next \$100 million threshold. This threshold will be met in 2016 and then again in 2018. AMO is working closely with Infrastructure Canada on moving towards a permanency framework and they continue to stress the importance of letting the municipalities know in advance of 2014 allocations for budget purposes. As soon as they know the allocations for 2014 they will inform us.

AMO Member Communications:

1. News Releases
 - Municipalities Support Greater Industry Responsibility for Waste Diversion Costs (June 6, 2013)
2. AMO Breaking News & Policy News
 - Policing Update June 28, 2013
 - Policing Update June 2013
 - Herbicide 2,4,5-T and Municipal Employees
 - Key Role of Municipalities in Waste Diversion Recognized
 - Senate Committee Hears from AMO on Gas Tax indexing
3. Watch Files
 - http://www.amo.on.ca/WCM/AMO/AMO /About/Watch_File.aspx
 - June 13, 20, 27 and July 4, 2013

FCM Member Communications:

1. News Releases
 - FCM Supports Provincial – Territorial Ministers' Push for New Housing Partnership with Government of Canada (June 26, 2013)
 - Statement by FCM President following today's speech by Minister Fast at the FCM Annual Conference (June 3, 2013)
 - Canadians Most Satisfied With Municipal Order of Government (June 3, 2013)

2. PCP News

- Partners for Climate Protection (PCP) Showcasing Results - 2013 National Measures Report free webinar June 27, 1:00-3:00 p.m. (June 17, 2013)
- Partners for Climate Protection (PCP) News Digest (June 20, 2013)

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

- Minutes of February 24 and April 19, 2013 (see attached)

C Agency/Board Minutes:

1. Kingston Frontenac Public Library Board Minutes

- Minutes of May 22, 2013 and Financial Statements year ended December 31, 2012

D The following items of correspondence require action:

- The Ontario Urban Forest Council, June 27, 2013 - Correspondence from Peter Wynnyczuk, Director, EAB Portfolio, Re: Emerald Ash Borer Correspondence and Resolution to Municipalities to help raise awareness through Councils. The Ontario Urban Forest Council is trying to raise awareness of the Emerald Ash Borer (EAB). It continues to kill ash trees unabated across the natural distribution area of all species and varieties of ash, with the exception of blue ash, in the Province of Ontario. The resolution is to pursue bringing attention to this "creeping environmental disaster" affecting all property owners with ash trees in the next two months if possible. <http://www.oufc.org/eab-emerald-ash-borer/> (This matter is being addressed under Report 2013-126, Administrative Services -Request for Emerald Ash Borer Protection from Federal and Provincial Governments)
- United Way serving KFL&A, July 4, 2013 - Correspondence from Darlene Medhurst, Director, Labour Community Services Re: United Way/ Calgary Charities Based in Canada – Give to United Way's Emergency Community Support Fund. The United Way of Calgary has a contingency fund that was set up for emergencies such as the flood and will help meet long-term needs. Some of their corporate partners, such as Shell Canada, Suncor Energy and Devon Energy, have already contributed to the fund. From now until July 10, all donations made via United Way's website will go to this Emergency Community Support Fund. <http://www.calgaryunitedway.org/main/media-centre/news/340-united-way-is-here-for-the-long-haul>
- Township of South Frontenac, July 8, 2013 - Correspondence from Wayne Orr , Clerk Re: The Council of the Corporation of the Township of South Frontenac endorsed the following resolution at their meeting held July 2, 2013:
THAT the County of Frontenac, on behalf of the four lower tier Townships, be asked to fund a propagation study for Radio Communications across the Frontenac's
- Township of North Frontenac, July 8, 2013 - Correspondence from Jennifer Duhamel , Clerk Re: The Council of the Corporation of the Township of North

Frontenac endorsed the following resolution at their meeting held July 2, 2013:

BE IT RESOLVED THAT Council receives for information Staff Report prepared by the Fire Department of the Township of South Frontenac requesting the County of Frontenac, on behalf of the four lower tier Townships, be asked to fund a Propagation Study for Radio Communication across Frontenac; AND THAT Council approves

- Township of Frontenac Islands, July 8, 2013 - Correspondence from the Corporation of the Township of Frontenac Islands endorsed the following resolution at their meeting held July 8, 2013:
THAT the County of Frontenac, on behalf of the four lower tier Townships, be asked to fund a propagation study for radio communications across the Frontenac's.
- Township of Central Frontenac, July 10, 2013 - Correspondence from the Corporation of the Township of Central Frontenac endorsed the following resolution at their meeting held July 9, 2013:
THAT the County of Frontenac, on behalf of the four lower tier Townships, including the Township of Central Frontenac be asked to fund a Propagation Study for Radio Communications across the Frontenac's.

E County of Frontenac Outgoing Communications:

1. Media Releases:
 - Media Advisory: Fairmount Auditorium Fundraising Event (June 27)
 - Media Release: Fairmount Home Celebrates Successful Fundraising Campaign (July 5)
 - Media Release: Frontenac County Council Approves New Accessibility Award (July 8)
2. E-Newsletters
 - June edition of Frontenac County Bytes (attached)

APPENDIX A

The online petition titled “County of Frontenac: STOP the ambulance cuts!” is still active on change.org. As of July 11, 2013 there have been 510 signatures collected. The default message received upon signature of the petition reads:

Dear Paul Charbonneau (Chief of Paramedic Services, County of Frontenac),

I just signed OPSEU Local 462's petition "[County of Frontenac: STOP the ambulance cuts!](#)" on Change.org.

It is our understanding that you want to reduce our ambulance service by 4380 hours per year, despite the fact, that emergency calls INCREASE every year. An emergency is a serious, unexpected, and often dangerous situation requiring immediate action: It is something you can't reduce by spending less. As residents of this community, we urge you NOT TO REDUCE OUR AMBULANCE SERVICE. It could cost me, or my loved ones, their life.

Upon signing the petition, petitioners had the choice to send an email titled “Why I Signed”. In total, 136 “Why I Signed” messages were received. The following two messages have been added since the last meeting:

1. “because I had to wait 1 hour June 21, 2013 laying like a dog on boulevard Old Colony Rd waiting for an ambulance when I fell off my bike

Sylvia Barkman

2. This is disgusting behaviour from our local government. How dare you put kingston residents in danger by taking away service, when we all know kingston is growing. Reinstate current service and look to add more service as we grow.

Joshua Witteveen

No new emails were received by staff in correlation to the FPS cutbacks.

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 Twitter dealing with the ambulance changes:

Twitter: Jun 20, by Elliot Ferguson, @Elliotatthewhig

Frontenac County to tackle "excessive" levels of absenteeism:
<http://bit.ly/11MYbnD>

Jun 20, by **Danielle VandenBrink** @DanielleinYGK

Important read from yesterday's @FrontenacCounty council meeting — via @Elliotatthewhig [http://www.thewhig.com/2013/06/19/absenteeism-an-issue-for-county ... #ygk](http://www.thewhig.com/2013/06/19/absenteeism-an-issue-for-county...#ygk)

Twitter: Jul 6, by Ryan Young, @RyanYoung51

@shaunadunn @Parkeythemedic. Part-time had to find jobs somewhere else bc of May 20th layoffs. Big thx to County Council...well done...

Twitter: Jul 4, by Shauna Dunn, @shaunadunn

@Parkeythemedic Sydenham base is NOT staffed. Not enough PT available to cover shifts today. #YGK #EMScuts #publicsafety



**Eastern Ontario Wardens' Caucus
MINUTES**

**Friday, April 19, 2013
9:00 a.m.**

**County of Northumberland
County Building
555 Courthouse Road
Cobourg, ON**

The meeting was called to order at 9:00 a.m. with the following individuals in attendance.

Present		
County	Head of Council	Staff
County of Frontenac	Warden Janet Gutowski	Elizabeth Savill, CAO
County of Haliburton	Warden Carol Moffatt	
County of Hastings	Warden Rick Phillips, Chair	Jim Pine, CAO, Secretary-Treasurer
City of Kawartha Lakes	Mayor Ric McGee	Mark Fisher, CAO
County of Lanark	Warden Bill Dobson	Kurt Greaves, CAO
United Counties of Leeds and Grenville	Warden Ron Holman, Vice Chair	Andy Brown, CAO,
County of Lennox and Addington	Warden Doug Bearance	Larry Keech, CAO
County of Northumberland	Warden Hector Macmillan	Bill Pyatt, CAO
County of Peterborough	Warden J. Murray Jones	Gary King, CAO
United Counties of Prescott and Russell	Warden Rene Berthiaume	Stéphane P. Parisien, CAO Justin Bromberg, EA to CAO
County of Prince Edward	Mayor Peter Mertens	
County of Renfrew	Warden Peter Emon	
United Counties of Stormont, Dundas and Glengarry	Warden Bill McGimpsey	Tim Simpson, CAO Justin Watkins, Intern

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Regrets		
County of Prince Edward		Merlin Dewing, CAO
County of Renfrew		Jim Hutton, CAO
County of Haliburton		Jim Wilson, CA

Others Present	
Delegation/Guests	Organization
David Fell	Chief Executive Officer, Eastern Ontario Regional Network
Lisa Severson	Communications & Stakeholder Relations Officer, Eastern Ontario Regional Network
Lisa Hirvi	Chief Financial Officer, Eastern Ontario Regional Network
Stephen Seller	Ministry of Municipal Affairs and Housing
Sue Horwood	Director of Finance, County of Hastings
Doug Reycraft	Chair County Caucus, Association of Municipalities of Ontario
Richard Steinginga	Partner, Collins Barrow Chartered Accountants

1. Call Meeting to Order/Welcome

Warden Phillips called the meeting to order. He offered his thanks to the County of Northumberland for hosting the meeting and complimented them on the beautiful building.

2. Declaration of Pecuniary Interest - Nil

3. Approval of Agenda

Moved by Mayor McGee
Seconded by Warden McGimpsey
Be it resolved the Agenda be adopted.

CARRIED

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4. Approval of Minutes

Moved by Mayor Mertens

Seconded by Warden Holman

THAT the Minutes of the EOWC Inc. meeting of February 24, 2013 be approved as circulated.

CARRIED

5. Delegations, Petitions and Presentations

5.1. Richard Steinginga, Partner, Collins Barrow Chartered Accountants re: Audited Financial Statements of EOWC Inc and EORN Inc.

Mr. Steinginga, partner with Collins Barrow Chartered Accountants reviewed the audited financial statements of the Eastern Ontario Wardens Caucus dated December 31st, 2011 as well as the management letter.

Moved by Mayor Mertens

Seconded by Warden Jones

THAT the audited financial statements of the Eastern Ontario Wardens Caucus Inc. dated December 31, 2011 be approved as presented.

CARRIED

Mr. Steinginga then reviewed the audited financial statements for the Eastern Ontario Regional Network advising that they had been reviewed by and approved by the EORN Board on April 5, 2013.

Moved by Warden Gutowski

Seconded by Warden Holman

THAT the Eastern Ontario Wardens' Caucus receive the Financial Update report.

CARRIED

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5.2 Mr. Doug Reycraft, AMO Board of Directors

Mr. Reycraft provided an update on the work of the Association of Municipalities which included information on the work of MEPCO and specified plan changes – confirming that AMO had put proposals forward regarding changes for the OMERS plan and confirmed that they include recommending the reduction of costs for the program and that municipalities are safe from further rate changes until January 1, 2017.

Mr. Reycraft confirmed that the Province of Ontario recently sent out announcements regarding OMPF (Ontario Municipal Partnership Fund) reconciliation payments for 2012. He advised that the Province has confirmed this will be the last year of reconciliations. He also advised that AMO has recommended that the Province not reduce OMPF by the scheduled 25 million dollars this year and next year because of the costs of OPP rising by 8.44% in 2014 recognizing the burden it will place on municipalities.

Mr. Reycraft updated the Caucus on the recently defeated private members bill regarding interest arbitration. He advised that AMO will continue to advocate for change to the Interest Arbitration process asking for arbitrators to consider the fiscal health of a municipality when rendering a decision.

He asked if the EOWC would prepare a letter supporting the requested changes of the Interest Arbitration process and that requests for letters of support be circulated to local Chambers of Commerce.

Moved by Warden McGee

Seconded by Warden Gutowski

THAT the report by AMO County Caucus chair Mr. Doug Reycraft be received and that letters supporting AMO's recommended changes to the Interest Arbitration process be drafted and distributed.

CARRIED

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6. Reports for Review/Discussion

6.1 Update - Financial Sustainability Report - Larry Keech, Elizabeth Savill and Kurt Greaves

Larry Keech reviewed the report provided and advised that the steering committee is drafting a series of white papers on the following issues:

- Municipal Affordability
- Rate per Affordability
- Roads and Bridges Infrastructure
- Environmental Services
- Social Housing

Each paper will include projection of the financial situation and suggestions for specific action. He confirmed that the communication roll out of the papers will be targeted at the AMO Conference in August.

Moved by Warden Holman

Seconded by Warden Dobson

THAT the Financial Sustainability report be received and approved.

CARRIED

6.2 Update - Economic Development Strategy - Tim Simpson

Tim Simpson provided an update on the Eastern Ontario Development Strategy RFP which was issued on February 5 and closed on March 1, 2013. He confirmed that the evaluation team interviewed 4 qualified bidders on April 10, 2013. He confirmed that the following will be the estimated breakdown of funding to cover the projected project costs of \$ 95,450.

ECDP Funding (Federal)	\$ 45,000
CiT Funding (Provincial) – not announced	\$ 27,500
EOWC Share (60%) of balance remaining	\$ 14,070

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EOMC Share (40%) of balance remaining	\$ 9380
TOTAL	\$ 95,450

**Moved by Warden Holman
Seconded by Warden Emon
THAT Millier Dickinson Blais be selected as the successful RFP vendor for the completion of the Eastern Ontario Economic Development Strategy, at a total cost of 95,450 including GST.**

CARRIED

6.3 Eastern Ontario Regional Network CEO Report – David Fell

David Fell reviewed the EORN CEO report highlighting that OMAFRA has advanced the outstanding balance of provincial funding to EORN to ensure all claims and payments flow smoothly through the end of the project. Mr. Fell also advised that a compliance audit of the EORN Project conducted by Deloitte Ottawa, hired by OMAFRA, will begin during April. Mr. Fell also confirmed that the RFP for the Business Park has closed with 4 qualified bidders to be evaluated and that a recommendation will be brought forward for consideration after the evaluation is complete. He advised that a formal letter requesting a program extension from March 2014 through December 2014 has been sent by the chair and they are awaiting a response.

**Moved by Warden Berthiaume
Seconded by Warden McGimpsey
THAT the Eastern Ontario Wardens' Caucus accepts the CEO report as presented.**

CARRIED

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**6.4 Eastern Ontario Regional Network Communication Report –
Lisa Severson**

Lisa Severson reviewed the Communications report and advised that a successful zone launch was held in Cobourg on April 12 with MP Norlock and MP Leal in attendance. She confirmed that the next launch will be held on April 26th for the Loyalist-Quinte Zone with the event being held at Loyalist College. Ms. Severson reviewed the radio blitz planned for the EOWC region to promote the project during the week in May that leads up to the Victoria Day holiday. Warden Gutowski commended the communication efforts to date and asked that staff consider the possible use of Television ads as another way to promote the project.

Ms. Severson advised that the EORN website is experiencing some issues with the service locator tool and that staff are working to rectify the issue but that response to ratepayers regarding the type of solution may take more time to respond to until the service is fixed.

Warden Holman enquired about the upcoming spectrum auction asking if there is concern about being able to have access to the large blocks that will be for sale. Staff confirmed that they will follow-up with the Minister to advise that the EOWC continues to support making spectrum affordable and accessible to rural providers.

**Moved by Warden Gutowski
Seconded by Warden MacMillian
THAT the Eastern Ontario Wardens' Caucus accepts the
Communication report as presented.**

CARRIED

6.5 Local Food Act – Kurt Greaves

Kurt Greaves reviewed the report on Bill 36 – Local Food Act advising that the Bill promotes and supports local Ontario food. Mr. Greaves advised that the EOWC should advise the province that it supports Bill 36 and in

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order to provide maximum benefit local food hubs should be created in Eastern Ontario.

Moved by Mayor Mertens

Seconded by Warden Dobson

THAT the EOWC write to the Minister applauding the province's efforts to support the agricultural industry in Ontario and explain that the EOWC wants to work with the Ministry and the agricultural industry to promote local food. Emphasis should be made to the Minister that, in order to provide the maximum benefit, the creation of local food hubs in Eastern Ontario is vital.

AND THAT, the EOWC work with the province and local agricultural groups to help determine the needs and foster action to make the *Local Food Act* work positively for Eastern Ontario.

AND THAT, given the current high level of municipal reporting required by the province; the EOWC would ask that any municipal reporting requirements for the *Local Food Act* be strictly on a voluntary basis.

CARRIED

The issue of foreign investors purchasing large sections of prime agricultural land was discussed. There was concern that this could lead to product being grown in Ontario but exported overseas depleting the locally grown food industry in Ontario.

Moved by Mayor McGee

Seconded by Warden Berthiaume

THAT the issue of off shore interests purchasing prime agricultural land be referred back to the CAO working group for investigation.

CARRIED

A recently received letter from the Eastern Ontario Local Food and Farming Collaborative was also discussed as well as the organization's request to meet with members of the EOWC.

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**Moved by Mayor Berthiaume
Seconded by Warden Jones
THAT the Eastern Ontario Local Food and Farming Collaborative be invited to meet with CAOs and then the Wardens at an upcoming meeting.**

CARRIED

**6.6 Update from Ministry of Municipal Affairs and Housing
- Stephen Seller**

Stephen Seller provided an update to the Caucus highlighting recently announced program funding including: PPP Canada Round five of the P3 Fund, 2013 Call for application for Great Lakes Guardian Community Fund and the Places To Grow Implementation Fund. He also advised the MMAH review of O. Reg 284/09 related to amortization expenses, post-employment benefits and sold waste land fill closure and post-closure expense is ongoing with a meeting scheduled with select treasurers in Kingston in April 26th. Mr. Seller also reminded the Caucus that the OEMC Conference is set for September 11-13 in Kingston, ON and that registration information and possible sessions will be mailed out to all municipalities later in the spring.

**Moved by Warden Bearance
Seconded by Mayor McGee
THAT the EOWC accept the update from Stephen Seller, Ministry of Municipal Affairs and Housing.**

CARRIED

6.7 Meeting with the EOMC at AMO – Jim Pine

Jim Pine suggested that a joint meeting with the Eastern Ontario Mayors' Caucus be scheduled for the AMO Conference in August.

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**Moved by Mayor Mertens
Seconded by Warden Gutowski
THAT the EOWC Secretary/Treasurer contact the EOMC to make
arrangements for a joint meeting at the AMO Conference.**

CARRIED

6.8 Meeting with Andrea Horwath – Jim Pine

Jim Pine enquired if the group would be interested in setting up a meeting with Andrea Horwath, Leader of the NDP in advance of the AMO Conference so that the 2013 priorities could be shared.

**Moved by Warden Emon
Seconded by Warden Jones
THAT the Chair write a letter to Andrew Horwath requesting a
meeting with members of the EOWC to share priorities in advance of
the AMO Conference in August.**

CARRIED

6.9 POA Fine Collection – Jim Pine

Jim Pine advised that during the Pre-budget meeting that he attended with Chair Phillips he had the opportunity to thank the Minister for the POA fine Collection, Bill 34 currently before the legislature. He advised that Ministers Sousa and Leal asked that members of the EOWC contact all parties to ask for their support and ensure that Bill 34 is passed quickly.

**Moved by Warden Holman
Seconded by Warden McGimpsey
THAT the EOWC Chair write to the three leaders urging quick passage
of Bill 34.**

CARRIED

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6.10 Hydro Capacity in Eastern Ontario – Warden Dobson

Warden Dobson advised that he was aware of three green energy projects turned down because there was no capacity available in the area. There were at the Montague/Smiths Falls Airport, the Town of Smiths and Rideau Lakes. He asked if other members have encountered the same issue stating that it is a concern around future development if the capacity is not available within the current system.

Moved by Warden Dobson

Seconded by Warden Holman

THAT the OPG be invited to the next EOWC meeting to discuss insufficient transmission capacities hindering energy projects.

CARRIED

7. Correspondence

7.1 Outgoing

7.1.1 Letter dated March 20, 2013 to the Honourable Bob Chiarelli, Minister of Energy re: meetings held at OGRA/ROMA Conference

7.1.2 Letter dated March 20, 2013 to the Honourable Charles Sousa, Minister of Finance re: meetings held at OGRA/ROMA Conference

7.1.3 Letter dated March 20, 2013 to the Honourable Michael Chan, Minister of Tourism, Culture and Sport re: meetings held at OGRA/ROMA Conference

7.1.4 Letter dated March 20, 2013 to the Honourable Jim Bradley, Minister of the Environment re: meetings held at OGRA/ROMA Conference

7.1.5 Letter dated March 20, 2013 to the Honourable Linda Jeffrey, Minister of Municipal Affairs and Housing re: meetings held at OGRA/ROMA Conference

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- 7.1.6 Letter dated March 20, 2013 to the Honourable Eric Hoskins, Minister of Economic Development and Trade re: meetings held at OGRA/ROMA Conference**
- 7.1.7 Letter dated March 20, 2013 to the Honourable Jeff Leal, Minister of Rural Affairs re: meetings held at OGRA/ROMA Conference**
- 7.1.8 Letter dated March 20, 2013 to the Honourable Ted McMeekin, Minister of Community and Social Services re: meetings held at OGRA/ROMA Conference**
- 7.1.9 Letter dated March 20, 2013 to the Honourable Glen Murray, Minister of Infrastructure and Transportation re: meetings held at OGRA/ROMA Conference**
- 7.1.10 Letter dated March 20, 2013 to Mr. Tim Hudak, Leader of the Progressive Conservative Party re: meetings held at OGRA/ROMA Conference**
- 7.1.11 Pre-budget Submission to the Minister of Finance**

**Moved by Warden Emon
Seconded by Mayor Mertens
THAT the outgoing correspondence be received.**

CARRIED

- 7.2 Incoming**
 - 7.2.1 Letter dated February 22, 2013 from Martin Bohl, OMAFRA regarding the accelerated flow of provincial funds for the EORN Project**
 - 7.2.2 Letter dated March 5, 2013 from Minister Deb Matthews, Minister of Long-term Care regarding the medical priority dispatch system and the release of the Niagara report**

EOWC Meeting
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7.2.3 Letter dated March 6, 2013 from Minister Linda Jeffrey, Minister of Municipal Affairs and Housing regarding the Ontario Municipal Partnership Fund

7.2.4 Letter dated March 7, 2013 from Mr. Bob Delaney, Parliamentary Assistant, Ministry of Energy regarding meetings at ROMA

7.2.5 Letter dated March 7, 2013 from Township of Alnwick/Haldimand regarding the Feed-In Tariff Program – version 2 (Fit-2.0 Application)

**Moved by Warden Moffatt
Seconded by Warden Dobson
THAT the incoming correspondence items be received.**

CARRIED

8. Closed Session

**Moved by Mayor MacMillan
Seconded by Warden Berthiaume
THAT under the authority of the Municipal Act, S.O. 2001, c. 25, s. 239 (2) the EOWC move into closed session to discuss pricing.**

CARRIED

**Moved by Warden Bearance
Seconded by Warden Berthiaume
THAT the EOWC move out of Closed Session.**

CARRIED

**Moved by Warden Dobson
Seconded by Warden McGimpsey
THAT staff be directed to follow instructions given during the closed session.**

CARRIED

EOWC Meeting
April 19, 2013

9. By-laws – Nil

10. Notice of Motions - NIL

11. Next Meeting

Friday June 14, 2013 – County of Renfrew

12. Confirmation By-law #13-05

Motion:

Moved by Warden Emon

Seconded by Mayor Mertens

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

1. THAT the action of the Board of Directors at its meeting held the 19th day of April, 2013 in respect of each motion, resolution, by-law and other action passed and taken by the Board of Directors at its said meeting, except where prior approval of any other body or agency is required, is hereby adopted, ratified, and confirmed.

2. THAT the Chair and the proper officers of the Corporation of the Eastern Ontario Wardens' Caucus Inc. are hereby authorized and directed to do all the things necessary to give effect to the said action or to obtain any approvals where required, and to execute all documents as may be necessary, and the Secretary is hereby authorized and directed to affix the Corporate Seal to all such documents.

CARRIED

EOWC Meeting
April 19, 2013

13. Adjournment

**Moved by Warden Jones
Seconded by Warden Gutowski
THAT the EOWC Meeting be adjourned.**

CARRIED

Rick Phillips, Chair;

Jim Pine, Secretary-Treasurer



**Eastern Ontario Wardens' Caucus
MINUTES**

**Sunday, February 24, 2013
1:00 p.m.**

**Alberta Room
The Fairmont Royal York
Toronto, Ontario**

The meeting was called to order at 1:00 p.m. with the following individuals in attendance:

Present		
County	Head of Council	Staff
County of Frontenac	Janet Gutowski	Kieran Williams, Intern
County of Haliburton	Carol Moffatt	Jim Wilson, CAO
County of Hastings	Rick Phillips	Jim Pine, CAO
City of Kawartha Lakes	Ric McGee	Mark Fisher
County of Lanark	Bill Dobson	Kurt Greaves, CAO
United Counties of Leeds and Grenville	Ron Holman	Andy Brown, CAO, Secretary/Treasurer Lesley Todd, Clerk
County of Lennox and Addington	Doug Bearance	Larry Keech, CAO
County of Northumberland	Hector Macmillan	Bill Pyatt, CAO
County of Peterborough	J. Murray Jones	Gary King, CAO
United Counties of Prescott and Russell	Rene Berthiaume	Stephane P. Parisien, CAO Justin Bromberg
County of Prince Edward	Peter Mertens	Merlin Dewing, CAO
County of Renfrew	Peter Emon	Jim Hutton, CAO
United Counties of Stormont, Dundas and Glengarry	Bill McGimpsey	Tim Simpson, CAO Justin Watkins, Intern

EOWC Meeting
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Regrets		
County	Head of Council	Staff
County of Frontenac		Elizabeth Savill, CAO

Others Present	
Delegation/Guests	Organization
David Fell	Chief Executive Officer, Eastern Ontario Regional Network
Lisa Severson	Communications & Stakeholder Relations Officer, Eastern Ontario Regional Network
Vince Fabilli	Ministry of Municipal Affairs and Housing
Warren Sleeth	Ministry of Municipal Affairs and Housing
	Ministry of Municipal Affairs and Housing

1. Call Meeting to Order/Welcome

Warden Phillips welcomed everyone and noted Warden Gutowski would be arriving later in the meeting.

2. Declaration of Pecuniary Interest - Nil

3. Approval of Agenda

**Moved by Warden Berthiaume
Seconded by Mayor McGee
THAT the Agenda of February 24, 2013 be adopted.**

CARRIED

4. Approval of Minutes

**Moved by Warden McGimpsey
Seconded by Warden Macmillan
That the Minutes of the EOWC Inc. meetings of January 10th and 11th, 2013 be approved as circulated.**

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EOWC Meeting
February 24, 2013

CARRIED

5. Delegations, Petitions and Presentations - Nil

6. Reports for Review/Discussion

6.1. Meeting with Ministers' Panel - Andy Brown and Jim Pine

Andy Brown and Jim Pine reviewed the process for the Ministers' Panel and presented the first airing of the EOWC video which will be presented to the ministers. The EOWC reviewed the questions to be asked of the Ministers, and assigned questions on the social housing deficit, sustainable infrastructure funding, emergency detour routes, economic development strategy, OW discretionary benefits, and the consolidation of Local Distribution Companies to various Wardens/Mayors.

6.2. Joint EOWC/WOWC Meeting - Andy Brown and Jim Pine

Andy Brown reviewed the agenda for the joint meeting with the Western Ontario Wardens Caucus (WOWC). He noted the WOWC would provide the EOWC information on the Local Food Act and the CAOs would put this item on their next agenda and bring forward additional information to the EOWC at that time.

6.3. Update on Financial Sustainability Report - Larry Keech, Elizabeth Savill and Kurt Greaves

Larry Keech reported the Steering Committee had met twice with Kathy Wood since January, and two draft reports were being prepared. He noted Ms. Wood continues to collect data and seek some additional sources other than the Financial Information Returns (FIR). The Committee is investigating producing "white papers" on various issues to make the message easier to communicate, and will look at specific "asks" as well as solutions. The financial sustainability data will back up the "asks".

The EOWC discussed the Steering Committee approach and suggested the use of other data such as household/personal financial information and debt. The Steering Committee will report back at the next EOWC meeting.

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EOWC Meeting
February 24, 2013

6.4. Economic Development Strategy Update - Jim Hutton and Tim Simpson

Jim Hutton reviewed the report and noted the RFP closes on March 1st and there was quite a bit of interest. The next step after the RFP closes, is for the review team to evaluate the submissions. He said applications have been submitted for funding under the Communities in Transition (CIT) Program through the Ministry of Economic Development, and the Eastern Ontario Development Program – Collaborative Project Program through the Community Futures Development Corporation.

6.5. EORN CEO Report - David Fell

David Fell reviewed the report and noted the final financial statements will be presented at the April EOWC meeting.

In response to a question concerning the number of separated municipalities which have contributed to the EORN project, and how long they will be pursued to contribute, Jim Pine responded efforts for a contribution will continue to the end of 2014. Monies contributed by a separated municipality go back to the county as part of their allocated amount.

**Moved by Mayor McGee
Seconded by Warden Macmillan
That the EOWC accepts the CEO report as presented.**

CARRIED

6.6. Monieson Broadband Research Annual Report 2012 - David Fell

David Fell reviewed the report which provides a status update on the research project the Monieson Centre is leading, to evaluate the economic and social impact of the rural broadband investment in Eastern Ontario. He noted the research is on track and on budget.

**Moved by Mayor Mertens
Seconded by Warden Bearance
That the EOWC accepts the Monieson Broadband Research Annual Report as presented.**

CARRIED

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EOWC Meeting
February 24, 2013

6.7. Monieson Phase 2 Report - David Fell

David Fell reviewed the report which seeks authorization to enter into negotiations with OMAFRA for the terms and conditions for the Monieson Phase 2 Research Project. He hoped there may be funds at year end to fund two more studies.

In response to a question regarding cell towers, Mr. Fell responded he had been approached by some MPs and MPPs after the January meeting on this issue, and EORN will continue to look at this issue.

Janet Gutowski jointed the meeting at 2:08 p.m.

The Caucus discussed the expertise gained by the broadband project, the sharing of EORN's experiences and knowledge, and the value and obligations associated with it.

Moved by Warden Jones

Seconded by Warden Macmillan

That the EOWC authorizes EORN staff to enter into negotiations with OMAFRA to develop a contract representing the terms and conditions of this report in support of the Monieson Phase 2 research projects.

CARRIED

6.8. EORN Communications Report - Lisa Severson and Jim Pine

Lisa Severson provided an update which included work they have been doing on a summit, to invite economic development staff of upper and lower tier municipalities to talk about business parks. A list has been provided to CAOs on future launch dates, and they continue to work with First Nation communities.

Moved by Warden Macmillan

Seconded by Warden Bearance

That the EOWC accepts the EORN Communications Report as presented.

CARRIED

7. Closed Session - Nil

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February 24, 2013

8. Rise from Closed Session With/Without a Report - Nil

9. Correspondence

9.1. Outgoing

Warden Phillips asked if there were any questions or comments regarding the outgoing correspondence.

9.1.1. Minister Bob Chiarelli, Municipal Affairs and Housing re: EOWC Request for a Meeting with a Ministers' Panel at ROMA/OGRA Conference

9.1.2. Minister Dwight Duncan, Finance and Minister Chiarelli, Municipal Affairs and Housing re: OMPF Reconciliation for the Years 2011 and 2012

9.1.3. Minister Duguid, Economic Development and Innovation re: Corporations established under Section 4 of the Attracting Investment and Creating Jobs Act 2012

9.1.4. Premier Wynne re: Congratulations on Becoming Ontario's 25th Premier

Warden Macmillan noted the letter to the Minister regarding the OMPF reconciliations and noted he wished to pursue this issue at the next meeting.

9.2. Incoming

Warden Phillips asked if there were any questions or comments regarding the incoming correspondence.

9.2.1. Copy of Letter to Minister Leal, Rural Affairs from the County of Peterborough re: Congratulations of Appointment as Minister

9.2.2. Copy of Letter to Minister Murray, Ministry of Infrastructure and Transportation and Minister Jeffrey, Municipal Affairs and Housing from County of Prince Edward re: Discontinuation of the Connecting Link Program

Moved by Mayor McGee

Seconded by Warden Bearance

That the outgoing and incoming correspondence be received.

CARRIED

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EOWC Meeting
February 24, 2013

Andy Brown reminded the Caucus that a meeting with Tim Hudak had been scheduled for Tuesday, February 26th at 11:00 a.m.

10. By-laws - Nil

11. Notice of Motions - Nil

12. Next Meeting

Warden Phillips announced that the next meeting of the EOWC would be on Friday, April 19th, hosted by the County of Northumberland.

13. Confirmation By-law #13-04

**Moved by Mayor Mertens
Seconded by Mayor McGee**

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

1. THAT the action of the Board of Directors at its meeting held 24th day of February, 2013 in respect of each motion, resolution, by-law and other action passed and taken by the Board of Directors at its said meeting, except where prior approval of any other body or agency is required, is hereby adopted, ratified and confirmed.

2. THAT the Chair and the proper officers of the Corporation of the Eastern Ontario Wardens' Caucus Inc. are hereby authorized and directed to do all the things necessary to give effect to the said action or to obtain any approvals where required, and to execute all documents as may be necessary, and the Secretary is hereby authorized and directed to affix the Corporate Seal to all such documents.

CARRIED

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EOWC Meeting
February 24, 2013

14. Adjournment

Moved by Warden Emon

Seconded by Warden Gutowski

Be it resolved that the EOWC Meeting adjourned at 2:40 p.m.

CARRIED

Rick Phillips, Chair

Andy Brown, Secretary-Treasurer



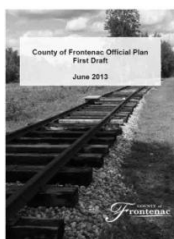
Frontenac County Bytes

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

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

Have a Safe and Happy Canada Day!

First Draft of Frontenac County Official Plan Now Available



The first draft of the Frontenac County Official Plan was presented to County Council at its June meeting and will be reviewed at the July 3rd Committee of the Whole meeting. [Click here](#) to visit the County's website and review the first draft.

Joe Gallivan, Manager of Sustainability Planning, will be traveling throughout the County over the summer to gather feedback from County residents, Township Councils and other stakeholders on the first draft. A schedule of public meetings will be available soon.

This 'high level' plan is based on the Council-endorsed framework of major themes that set the policy direction for a regional plan (e.g., natural environment, economic sustainability, growth and settlement, transportation, etc.). It is intended to reflect the priorities for collaborative, watershed-based planning.



Frontenac County Energy Usage

The Green Energy Act requires all public agencies to report on their energy usage and to make this information available on their websites. In compliance with this act, the County of Frontenac has posted its Energy Consumption and Greenhouse Gas Emissions Template to the County website. As per legislated requirements, this template is also being submitted to the Ministry of Energy.

[Click here](#) to visit the County website and review the County of Frontenac's Energy Consumption and Greenhouse Gas Emissions Template.

Accessibility News: Frontenac County Creates Disabilities Access Award

The County of Frontenac, in partnership with the Joint Accessibility Advisory Committee (JAAC) has created an award recognize persons, groups or organizations that have made or are making a significant contribution beyond legislated requirements, towards improving access for persons with disabilities in the County of Frontenac.

The first annual award will be presented in November 2013. Nomination forms and all criteria will be available on the County of Frontenac website in October.

A Municipal Intern's Year in Review at Frontenac County

Kieran Williams, The County's 2012-2013 Municipal Management Intern has just completed a full year of service through an AMCTO program designed to attract and develop the next generation of municipal leaders.



During his time at the County, Kieran had the opportunity to spend four weeks in each area of municipal government and assist with projects such as land use planning, accessibility plans, policy reviews, trail plans, workshops and much more.

150th Anniversary Celebration Survey



In 2015, the County of Frontenac will celebrate its 150th Anniversary. County Council has tasked the 150th Anniversary Planning Advisory Committee with assisting in the provision of a suitable community-wide celebration to mark the sesquicentennial. In order to ensure the commemoration is fitting of 150 years of our vast County's colourful history, the Committee needs your input. [Click here to complete the survey](#). Your time and interest is appreciated.

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- [Sign Up for Newsletter](#)
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- [Forward Newsletter](#)
- www.FrontenacCounty.ca
- www.DirectionsforOurFuture.ca
- www.FrontenacMaps.ca
- [Council Agendas & Minutes](#)

Upcoming Events

1st Annual Land O' Lakes
**Large and Smallmouth Bass
Fishing Tournament**
Live Release Event
Saturday, August 17
7 a.m. - 4 p.m.
[Click here for more info](#)

North Frontenac
Essential Services Fair
Barrie Township Hall
Friday, July 12
3 p.m. - 7 p.m.
Learn about the essential services in your area with North Frontenac Fire Department, O.P.P. and Frontenac Paramedic Service.
[Click here for more info](#)

Central Frontenac
Blue Skies Music Festival
Clarendon, ON
Saturday & Sunday
August 3 & 4

South Frontenac
**Music in the Park,
Free Summer Concert**
McMullen Beach, Verona,
July 28, Aug 25
1 - 3 p.m. Look for the signs.
Bring a lawn chair. Free parking. BBQ starts at noon!
www.yourverona.com

Frontenac Islands
**Taste of Wolfe Island
Farm-to-Table Evening**
Saturday, July 27, 2013
Henderson Farms
168 - 15th Line Wolfe, Island
Tickets \$60 5:30 p.m.
[Click here for more info.](#)

County Trivia: Did you know?

The Village [of Plevna] bore the name Buckshot until 1 November 1877. The Post Office Department accepted the name Buckshot on a temporary basis. Residents came up with various names and could not agree on any of them. Buckshot was in a state of bloodless civil war when the Post Office Department, in 1877, issued the ultimatum -- a new name or the department would name it. Sam Barton Sr suggested the name Plevna (now Pleven) in Bulgaria. The name was neutral and could be accepted by all without losing face.

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



This email was sent to kmullin@frontenaccounty.ca by talktous@frontenaccounty.ca | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).
County of Frontenac | 2069 Battersea Road | Glenburnie | Ontario | K0H 1S0 | Canada



MINUTES
Regular Meeting #2013-05
Kingston Frontenac Public Library Board
May 22, 2013 - 4:00 PM
Delahaye Room, Central Library

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

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

Regrets: Paige Cousineau, Councillor Jim Neill, Somnath Sinha, Monica Stewart

Guests: Vicki Leakey, KPMG (4:00 PM – 4:25 PM)

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

The agenda was accepted as distributed, with 9.1 Audit Approval Consent moved to the beginning of the meeting.

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 #2013-04 held April 24, 2013

2013-26 AITKEN – GATFIELD

That the minutes of Regular Meeting #2013-04 of the Kingston Frontenac Public Library Board held April 24, 2013 be approved as circulated.

CARRIED

9. ACTION ITEMS

9.1 Audit Approval Consent (audit attached) Presentation by Vicki Leakey, KPMG

Ms. Leakey was introduced and welcomed. Ms. Leakey reviewed the audit and, as suggested, will make a change to how the collections budget is presented in the report for clarity. She confirmed that there will be no change to the bottom line. The final financial statement will be distributed once the change has been made. Ms. Leakey commended Ms. Enright and Ms. Ridgley on the job well done and on the good relationship with the City.

2013-27 PURDON – AITKEN

That the Board receive the 2012 audited report, with noted amendment.

CARRIED

CONSENT AGENDA

5. INFORMATION ITEMS

5.1 Correspondence / Information Received and Sent

- 5.1.1 From the Ontario Library Association, a letter to confirm the Library Board's membership in the Ontario Library Boards' Association (OLBA) for 2013.
- 5.1.2 From the Ministry of Citizenship and Immigration, a letter to ask for nominations for the 2013 Ontario Medal for Good Citizenship. Nominations must be received by July 17, 2013.

6. MONITORING REPORTS

6.1 Communication and Counsel

- 6.1.1 Chief Librarian's Report (attached)

6.2 Staff Relations (attached)

As stated in the report, the current CUPE contract expired on March 31, 2013.

2013-28 KNUITSEN - AITKEN

That the Board strike a Negotiations Committee as follows:

- Director of Human Resources
- Chief Librarian / Chief Executive Officer
- One Director (Lester Webb, Director of Outreach and Technology)
- Two board members:
 - o Claudette Richardson
 - o Wilma Kenny

CARRIED

6.3 Asset Protection: Audit (attached)

The audit was presented and accepted earlier in the meeting.

7. Motion to Accept Consent Agenda

2013-29 KNUITSEN - AITKEN

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

CARRIED

ACTION AGENDA

8. Business Arising from the Minutes

There was no business arising from the minutes.

9. Action Items

9.1 Audit Approval Consent (audit attached)

The presentation took place earlier in the meeting.

9.2 Policies to be reviewed: Occupational Health and Safety Policy

It was reported that there are no changes to the policy. This policy is to be reviewed and signed yearly.

2013-30 GATFIELD - AITKEN

To accept the Occupational Health and Safety policy.

CARRIED

9.3 Sponsorship Program: Reception Room Advantage (report distributed)

There was brief discussion and consensus to not participate in the program.

2013-31 PURDON – AITKEN

That the Kingston Frontenac Public Library decline to participate in the Reception Room Advantage program.

CARRIED

10. ITEMS FOR DISCUSSION / EXPLORATION (30 minutes)

10.1 Copyright in Canada (report attached)

Discussion took place on the recent changes to the Copyright Act.

OTHER BUSINESS

11. Summer Branch Bus Tour

Update: The date of Tuesday, August 20 has been confirmed. Details will follow.

12. Board Self-Evaluation

The regular evaluation form, which is scheduled for February, May and October, was distributed. The yearly evaluation will be done in June.

NEXT MEETING DATE AND ADJOURNMENT

There will be Strategic Planning sessions on: Thursday, May 23, 5-9 PM; Saturday, May 25, 9 AM-4 PM, Delahaye Room

The next regular Board Meeting will be held at **4:00 PM, Wednesday, June 26, 2013**, in the Delahaye Room, Central Library.

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

Claudette Richardson, Chair

Mary Glenn, Recording Secretary



TOWNSHIP OF SOUTH FRONTENAC

*P.O. Box 100
4432 George Street
Sydenham, Ontario, K0H 2T0*

*Telephone 376-3027 / 1-800-559-5862
FAX (613) 376-6657
E-mail: worr@township.southfrontenac.on.ca*

July 3, 2013

K. Elizabeth Savill, Clerk
County of Frontenac
2069 Battersea Road
Glenburnie, Ontario
K0H 1S0

Dear Liz:

The Council of the Corporation of the Township of South Frontenac endorsed the following resolution at their meeting held July 2nd, 2013:

“THAT the County of Frontenac, on behalf of the four lower tier Townships, be asked to fund a propagation study for Radio Communications across the Frontenac’s. Carried.”

A copy of the endorsed resolution is enclosed.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Wayne Orr".

Wayne Orr,
Clerk-Administrator

WO:am
Encl.





Agenda Item #: 8(d)

**TOWNSHIP OF SOUTH FRONTENAC
RESOLUTION**

Resolution No.: 2013-24-12 Date: 2 Jul 2013

Moved by Councillor [Signature]

Seconded by Councillor [Signature]

THAT the County of Frontenac, on behalf of the four lower tier Townships, be asked to fund a propagation study for Radio Communications across the Frontenac's.

I, Wayne Orr, certify that this is a true copy and has not been altered in any way.
Dated this 3 day of July 2013.
Township of South Frontenac

CARRIED DEFEATED _____ DEFERRED _____

MAYOR [Signature]

I certify that this is a true copy of No. 2013-24-12 8(d) Dated 2/07/13 and approved at _____

CLERK-ADMINISTRATOR [Signature]

RECORDED VOTES

	YES	NO	ABSTAIN
J. McDougall			
A. McPhail			
C. Naish			
B. Robinson			

	YES	NO	ABSTAIN
D. Stowe			
P. Barr			
R. Vandewal			
L. York			
G. Davison			

Date: July 2, 2013



Resolution Number 374 -13

RESOLUTION OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

Moved by:

M. Martin

Seconded by:

Wendy God

BE IT RESOLVED THAT Council receives for information Staff Report prepared by the Fire Department of the Township of South Frontenac requesting the County of Frontenac, on behalf of the four lower tier Townships, be asked to fund a Propagation Study for Radio Communication across Frontenac County;

AND THAT

Carried As Above

M. M.

Certified True Copy of the Original Document which has not been altered in any way.

Jennifer Duhamel

JENNIFER DUHAMEL
Clerk
Twp. of North Frontenac
Commissioner, etc.

Carried

Mayor

Anthony M.

TOWNSHIP OF FRONTENAC ISLANDS

Resolution

July 8, 2013 No. 5

Moved by

[Handwritten signature]

Seconded by

[Handwritten signature]

That the County of Frontenac, on behalf of the four lower tier Townships, be asked to fund a propagation study for Radio Communications across the frontenac's.

[Handwritten signature]

Carried

Lost

THIS DOCUMENT IS A CERTIFIED TRUE COPY

CAROL DWYRE
DEPUTY TREASURER/DEPUTY CLERK

DATE

[Handwritten signature]
July 9, 2013



TOWNSHIP OF CENTRAL FRONTENAC
1084 Elizabeth Street, P.O. Box 89
Sharbot Lake, Ontario K0H 2P0
Tel: 613-279-2935 Fax: 613-279-2422
www.centralfrontenac.com

July 12, 2013

County of Frontenac
2069 Battersea Road
Glenburnie ON
K0H 1S0

e-mail transmission

Attention Elizabeth Savill, Chief Administrative Office

Re: Request for Assistance for a Radio Communications Study

Please find below a copy of a resolution passed by the Council of the Township of Central Frontenac regarding a proposed radio communications study.

Resolution #298-2013

Moved by Frances Smith

Seconded by Wayne Millar

That the County of Frontenac, on behalf of the four lower tier Townships, including the Township of Central Frontenac be asked to fund a Propagation Study for Radio Communications across the Frontenac's.

Carried

It is the understanding of Council that similar requests will be forthcoming from all other lower tier municipalities for the County to support this initiative.

Yours truly,

A handwritten signature in black ink, appearing to read 'John DuChene'.

John DuChene
Acting CAO/Clerk

Cc Bill Young, Fire Chief

FIRE & EMERGENCY SERVICES

Corporation of the Township of Central Frontenac – July 9, 2013

Resolution # 298 - 2013

Moved by Travis Smith Seconded by John Miller

That the County of Frontenac, on behalf of the four lower tier Townships, including the Township of Central Frontenac be asked to fund a ***Propagation Study for Radio Communications*** across the Frontenac's.

Carried

Defeated

Mayor/Chair J. D. Miller

Recorded Vote

J. Gutowski	_____	H. Fox	_____	B. Snyder	_____
T. Matson	_____	T. Dewey	_____	F. Smith	_____
W. Millar	_____	J. Purdon	_____	N. Guntensperger	_____



Report 2013-126

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Joe Gallivan
Manager of Sustainability Planning

Date Prepared: July 10, 2013

Date of Meeting: July 17, 2013

Re: **Administrative Services – Request for Emerald Ash Borer Protection from Federal and Provincial Governments**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive this *Administrative Services – Request for Emerald Ash Borer Protection from Federal and Provincial Governments* report;

AND FURTHER THAT the Council of the County of Frontenac endorse the attached Proclamation prepared in part by the Ontario Urban Forest Council that requests financial support to protect some of the ash trees in the region;

AND FINALLY THAT the Council of the County of Frontenac authorize the Deputy Clerk to send the County Council resolution to the appropriate federal and provincial authorities.

Background

The County received correspondence dated June 24, 2013 from the Ontario Urban Forest Council regarding a recent decision by the Canadian Food and Inspection Agency (CFIA) that they were moving the emerald ash borer (EAB) regulated zones out of southern and eastern Ontario and up to the French River (letter attached as Appendix A).

Administrative Report
Administrative Services – Request for Emerald Ash Borer Protection from Federal and Provincial Governments
July 17, 2013 Page 1 of 4

The emerald ash borer is an insect pest that was introduced from Asia that feeds on and kills ash trees. These insects cut off the flow of water and nutrients within the trees by feeding underneath the bark. All species and sizes of ash trees are susceptible, except for the mountain ash which is not a true ash. If a tree has become infested with EAB, mortality will result, usually within two to three years.

The Emerald Ash Borer is a small green insect that feeds on ash trees during its development. By doing so they cause destruction of the majority of these host trees. The damage is usually irreparable before they are noticed on the bark of a tree as the larvae are developed inside the tree.

In North America, the beetle was initially discovered in Michigan and southwest Ontario in 2002 and has been spreading eastward, mostly as a result of the movement of firewood. The insect has spread as far east as the City of Ottawa and parts of Quebec.

In August, 2012, the CFIA announced that the EAB had been found in Frontenac County at a campground in the Mountain Grove area and established regulations for the movement of ash materials including logs, branches, and wood chips. There are now twenty-seven Counties in Ontario that are under regulation for the movement of ash tree material.

At a County Council meeting held on September 19, 2012, a delegation was received from a member of the CFIA to outline the regulations that were put in place in Frontenac County as a result of the discovery of the EAB.

Since that time CFIA has determined that because of the wide spread of the EAB they are unable to control it any further through regulation and are withdrawing from southern Ontario. Without any preservation plans in place, it is predicted that the ash tree will be wiped out in southern Ontario from EAB destruction in the next fifteen to twenty years.

Comment

The letter and the proposed proclamation received from the Ontario Urban Forest Council are requesting that both the federal and provincial government play a role in preserving the ash tree in the urban areas. The proposed resolution for consideration by County Council as attached in Appendix B has been revised to include rural areas as well, considering that ash trees are also found in villages and hamlets across the Frontenacs, and that rural municipalities cannot afford the cost of preservation programs that are being applied in cities such as Ottawa, Peterborough, and Kingston.

The attached resolution requests that both upper levels of government establish programs, including funding assistance to municipalities, for the control and management of the emerald ash borer. The resolution also requests that consideration be given to the creation of funding of programs designed to support the on-going management of forests within rural municipalities and in particular the tree stock that forms part of the character of many villages and hamlets.

Currently the only method available to protect healthy ash trees is through the injection of an insecticide known as *TreeAzin* near the base of the tree. It is estimated that the

Administrative Report

Administrative Services – Request for Emerald Ash Borer Protection from Federal and Provincial Governments

July 17, 2013

Page 2 of 4

cost of an injection into a mature ash tree (3 feet diameter) is \$200. The cost for removal of a tree from a private property is estimated to cost a minimum of \$600 if not done by the homeowner. This indicates that there is a potential cost savings to protect the tree rather than to allow it to become infested.

Sustainability Implications

Protection of natural areas is one of the focus areas in *Directions for Our Future*. It recognizes the County's rich natural environment and the commitment to stewardship. The ash tree has a significant presence in parts of our landscape and is part of our heritage.

Financial Implications

Not applicable

Organizations, Departments and Individuals Consulted and/or Affected

The County of Frontenac
All four Townships
Ontario Parks – Frontenac Provincial Park Superintendent

Appendix A



County of Frontenac

June 24, 2013

Dear Ms. Savill,

You may be aware that Ontario, along with many other jurisdictions, is being hit hard by the imported pest Emerald Ash Borer, *Agrilus plannipennis*. It has already killed tens of thousands of ash trees. The Municipal Arborists and Urban Foresters, a Committee of the International Society of Arboriculture and the Ontario Urban Forest Council are working to raise awareness about EAB and the environmental and economic fallout.

Public property owners, homeowners, businesses, institutions, and utilities will have to deal with thousands of ash trees before they become a liability and bear the cost of implementing programs to deal with this terrible loss to our urban forest.

Effective EAB programs involve the following:

- Identifying ash trees, size and locations (an inventory)
- Monitoring the distribution of the pest within local areas
- Identifying and treating trees worthy of preservation
- Tree removal on public and private lands, and disposal of wood waste
- Replanting replacement trees.

Currently, neither the Federal nor Provincial Governments are providing sufficient financial/management support to municipalities for implementation of any part of an EAB program. With the CFIA recently announcing they were moving the EAB regulated zones up to the French River area by early next year. Therefore, we have prepared the attached proclamation calling for **A FEDERAL and PROVINCIAL ROLE IN URBAN FORESTRY.**

Attached is a proclamation we are sending to Clerks across Ontario. We are seeking your Council's endorsement of this proclamation and would ask that you present this to your respective Council for consideration. Thank you for your assistance in bringing this to your Council's attention. If you have any questions, please contact me at 519-362-9469

Toni Ellis

Toni Ellis,
President, Ontario Urban Forest Council

Ontario Urban Forest Council
1523 Warden Avenue - Units 23 + 25
Toronto, ON M1R 4Z8
www.oufc.org

A FEDERAL and PROVINCIAL ROLE IN URBAN FORESTRY

WHEREAS over 80% of Canadians now live in urban areas and have come to rely on the environmental, ecological and economic benefits of urban forests;

AND WHEREAS the health of Canadians is sustained by their urban forests which provide services through improving air quality, cooling city streets and buildings, acting as a windbreak, shading from harmful UV rays, and filtering storm water, as well as beautifying our communities;

AND WHEREAS neither the federal nor provincial governments currently include urban forestry in their mandates except in a limited role with respect to exotic, invasive pests;

AND WHEREAS the Canadian Food Inspection Agency has not been able to stop the spread of the Emerald Ash Borer throughout Ontario and Quebec

AND WHEREAS the Emerald Ash Borer is expected to cost Canadians over \$2 Billion dollars in treatment and replanting;

AND WHEREAS Canadian forestry programs and research are solely focused on industrial forests and do not at present include urban tree planting, appropriate species research, and insect control and management; and

AND WHEREAS other jurisdictions such as the United States Forest Service and the European Urban Forestry Research and Information Centre include urban forestry as a program and research area;

AND WHEREAS Canada engages municipalities in a number of substantial infrastructure programs;

THEREFORE BE IT RESOLVED that the Municipality of _____ calls on the Federal and Provincial governments to take leadership roles in recognizing the need to support urban forestry, by establishing urban forestry mandates and programs which includes funding assistance to municipalities for the control and management of the Emerald Ash Borer- and any future significant imported diseases and insects -as well as the creation and funding of programs designed to support the on-going sustainable management of urban forests.

BE IT FURTHER RESOLVED That all municipalities across Ontario be encouraged to endorse this proclamation and that this resolution be distributed to The Honourable Gerry Ritz, Minister of Agriculture and Agri-Food; The Honourable Joe Oliver, Minister of Natural Resources; The Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities; The Honorable Jim Flaherty, Minister of Finance; Local Federal Member of Parliament _____;

Honourable Michael Gravelle, Minister of Northern Development and Mines; Honourable David Oriazetti, Minister of Natural Resources; Honourable Linda Jeffery, Minister of Municipal Affairs and Housing; Honourable Charles Sousa, Minister of Finance; Local Provincial Member of the Ontario Legislature _____, Honourable Premier Kathleen Wynne, Tim Hudak, MPP, Leader of Progressive Conservative Party of Ontario and the Opposition Party; Andrea Horvath, MPP, Leader of the New Democratic Party of Ontario;

Association of Municipalities of Ontario; Federation of Canadian Municipalities;

APPENDIX B

PROPOSED RESOLUTION

WHEREAS there are a significant number of ash trees located within the County of Frontenac that form an important part of our rural landscape, including within villages and hamlets;

AND WHEREAS neither the federal nor provincial governments currently include urban or rural forestry in their mandates except in a limited role with respect to exotic, invasive pests;

AND WHEREAS the Canadian Food Inspection Agency has not been able to stop the spread of the Emerald Ash Borer throughout Ontario and Quebec;

AND WHEREAS the Emerald Ash Borer is expected to cost Canadians over \$2 Billion dollars in treatment and replanting;

AND WHEREAS Canadian forestry programs and research are solely focused on industrial forests and do not at present include urban or rural tree planting, appropriate species research, and insect control and management;

AND WHEREAS other jurisdictions such as the United States Forest Service and the European Urban Forestry Research and Information Centre include forestry as a program and research area;

AND WHEREAS Canada engages municipalities in a number of substantial infrastructure programs;

THEREFORE BE IT RESOLVED that the County of Frontenac call on the Federal and Provincial governments to take leadership roles in recognizing the need to support urban forestry, by establishing urban and rural forestry mandates and programs which includes funding assistance to municipalities for the control and management of the Emerald Ash Borer- and any future significant imported diseases and insects -as well as the creation and funding of programs designed to support the on-going sustainable management of urban forests;

AND FURTHER BE IT RESOLVED that all municipalities across Ontario be encouraged to endorse this proclamation and that this resolution be distributed to The Honourable Gerry Ritz, Minister of Agriculture and Agri-Food; The Honourable Joe Oliver, Minister of Natural Resources; The Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities; The Honourable Jim Flaherty, Minister of Finance; MP Ted Hsu, Member Kingston and the Islands; MP Scott Reid, Member Lanark Frontenac Lennox and Addington; Honourable Michael Gravelle, Minister of Northern Development and Mines; Honourable David Oriazetti, Minister of Natural Resources; Honourable Linda Jeffery, Minister of Municipal Affairs and Housing; Honourable Charles Sousa, Minister of Finance; MPP John Gerretsen, Member Kingston and the Islands, MPP Randy Hillier, Member Lanark Frontenac Lennox and Addington; Honourable Premier Kathleen Wynne, Tim Hudak, MPP, Leader of Progressive Conservative Party of Ontario and the Opposition Party; Andrea Horvath, MPP, Leader of the New Democratic Party of Ontario; Association of Municipalities of Ontario; Federation of Canadian Municipalities.



Report 2013-136

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Joe Gallivan
Manager of Sustainability Planning

Peter Young
Community Planner

Date prepared: July 10, 2013

Date of meeting: July 17, 2013

Re: **Sustainability – 2292 Sands Road, Battersea Draft Plan of Subdivision – County File 10T-2011/002**

Recommendation

RESOLVED THAT the Council of the County of Frontenac approve the plan of subdivision submitted by FoTenn Consultants Inc on behalf of Roger and Roberta Ouellette, being Parts 9 & 10, Concession 9, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac, County File No. 10T-2011/002: subject to the Conditions of Draft Approval contained in the County Planning Report dated July 10, 2013 noted as Exhibit A to this report;

AND FINALLY THAT the Clerk be authorized to issue draft approval by signing the required documents and making any technical corrections to the conditions as needed.

Background

The subject property is 23 hectares (56.8 acres) in size and is located in the Township of South Frontenac on Sands Road, in the southern portion of the hamlet of Battersea. The application is for the creation of a residential subdivision consisting of 15 single detached lots, two stormwater blocks, a block for an existing single detached dwelling, a public roadway, and future road allowance.

Administrative Report
Sustainability – 2292 Sands Road, Battersea Draft Plan of Subdivision – County File 10T-2011/002
July 17, 2013

Page 1 of 2

Comment

County Planning staff has completed a comprehensive report for draft plan approval of the subdivision (see attached Exhibit A) and is satisfied that this development as submitted:

- (i) is consistent with the Provincial Policy Statement;
- (ii) meets the tests of the *Planning Act*; and
- (iii) complies with policies of the Township of South Frontenac's Official Plan.

Financial Implications

The required fees to process draft approval of the plan of subdivision and for processing the revised plan have been paid to the County by the proponent and all funds owed have been paid to the Township. The zoning has been appealed to the Ontario Municipal Board. Should the subdivision be approved by Council and appealed, funding could be drawn from the Ontario Municipal Board reserve to cover the cost of legal fees.

Sustainability Implications

One of the key focus areas of *Directions for Our Future*, the County's Sustainability Plan, is Land Use Planning and Management. From a sustainability perspective, this involves an approach that ensures a clean and healthy environment, a strong economy, and long term viability. Draft approval of the plan of subdivision will promote a strong economy and long term viability by promoting development within a settlement area.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac
Commenting Agencies



EXHIBIT A TO ADMINISTRATIVE REPORT 2013-136

PLANNING REPORT

To: Warden and Members of County Council

From: Joe Gallivan
Manager of Sustainability Planning

Peter Young
Community Planner

Date Prepared: July 10, 2013

Date of Meeting: July 17, 2013

Re: **Application for Draft Plan of Subdivision – 2292 Sands Road
Township of South Frontenac – County File #10T-2011/002**

Recommendations and Conditions:

It is recommended that County Council give draft approval to the plan of subdivision application for 2292 Sands Road, Battersea based on the attached conditions of approval detailed in Appendix B. The application is consistent with the Provincial Policy Statement (2005). It conforms to the Township of South Frontenac Official Plan, has been submitted along with an appropriate implementing Zoning By-law, and has had regard for the criteria of Section 51 (24) of the *Planning Act*.

Background:

An application was submitted by FoTenn Consultants Inc on behalf of Roger and Roberta Ouellette for draft approval of a plan of subdivision at 2292 Sands Road in the hamlet of Battersea in the Township of South Frontenac.

Site Location:

The subject property is 23 hectares (56.8 acres) in size and is located the Township of South Frontenac on Sands Road, in the southern portion of the hamlet of Battersea. The lands are currently occupied with an existing single detached dwelling. A large wooded ridge dominates the northern and western portions of the property, with the lands generally rural in character sloping toward nearby wetlands. The surrounding area

contains mostly rural single detached lots, wooded areas and farmland, and a wetland is located just north of the property.

It is legally described as Parts 9 & 10, Concession 9, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac. Maps of the subject site are attached as Appendix A.

Overview of Proposal and Background:

The application is for the creation of a residential subdivision consisting of 15 single detached lots, two stormwater blocks, a public roadway, a road allowance that would allow a possible future connection to the existing hamlet of Battersea, and a block for the existing home. The plan was originally submitted in 2011; this is the third version of the plan that the applicant has prepared in response to comments from agencies, South Frontenac Township Council and the public.

Discussion and Analysis:

Provincial Policy Statement, 2005

The Provincial Policy Statement, 2005 (PPS) is a planning document that provides direction on matters of provincial interest related to land use planning and development, such as growth and settlement, servicing, and significant natural features.

Section 1.1.3. of the PPS states that Settlement Area shall be the focus of growth, and that land use patterns in settlement areas should efficiently use land and resources and that development should avoid the need for unjustified and/or uneconomical expansion of public service facilities and infrastructure. The level of density proposed is appropriate for a settlement area without public and water sewer services and will use the existing Township roads. While concerns have been expressed about an increased maintenance burden from having two stormwater management facilities, this is necessary due to the topography of the land and has been endorsed by the Township.

Township of South Frontenac Official Plan

The subject property is currently designated as Settlement Areas in the Township Official Plan. The Plan directs the majority of new growth to the settlement areas. Development within settlement areas is subject to a number of policies under Section 5.6 in the Township's Official Plan. The proposed development for single detached dwellings is compatible with existing and proposed land uses in the area, and the proposed lots are larger than many of the surrounding properties. The proposed lots have been supported by studies that have justified private water and septic systems in accordance with Section 6.10.2 of the Plan.

Zoning By-law

The current zoning in effect for the subject property is Urban Residential – First Density Zone (UR-1). The property is proposed to be zoned as Community Facility Zone (CF), Environmental Protection Zone (EP), Residential Zone (R), Special Residential Zone (R-27) and Special Residential Holding Zone (R-27-H). The proposed rezoning was passed by Township Council on June 4, 2013, but the zoning has now been appealed to the Ontario Municipal Board. This zoning by-law implements the plan of subdivision

and the site-specific zones are appropriate for the development as they recognize the configuration of the lots and the holding zone protects the heritage feature.

Servicing

The applicant is proposing private wells and septic systems to support the development. The supporting studies have been reviewed by the County's peer reviewer Malroz Engineering and the Health Unit. Draft conditions have been included to ensure their recommendations will be implemented.

Stormwater

A stormwater management report was submitted in support of the application. There are two stormwater management ponds proposed as part of this application, due to the slope of the lands. The preliminary stormwater plan has been reviewed by the Cataraqui Region Conservation Authority and Township and conditions of draft approval will ensure the proper implementation of the detailed design.

Environment

An environmental impact statement was submitted in support of the application and was reviewed by the CRCA. The wetland in the southeast corner of the property, although not provincially or locally significant, will be protected from development. A woodland preservation plan will be prepared to help maintain the ecological integrity of the wooded area in the northwest portion of the property. The conditions of draft approval will ensure that major environmental features of the property will be preserved.

Archaeology, Culture, and Heritage

The applicant provided Stage 1 and 2 Archaeological Assessments of the subject property, which evaluated the lots and found a lime kiln on the property. Correspondence from the Ministry of Tourism, Culture and Sport recommended a 20 metre buffer zone around the site, which has been included in the proposed zoning. Development would only be possible following a Stage 4 excavation of the site and a concurrence letter issued by the Ministry of Tourism, Culture and Sport for the associated report. The rest of the property was found to have no significant archaeological resources and is considered to have been cleared of all archaeological concerns.

A number of standard conditions relating to discovery of previously unknown or unassessed archaeological resources during construction have also been included as conditions of draft approval.

Transportation

Residents will have access to Sands Road through a public road to be created through the plan of subdivision. Visual screening is contemplated for existing homes adjacent to the new road. Land has been reserved in the subdivision for a potential future connection to Mill Street in Battersea. A sidewalk will be constructed within the development.

Parkland

The applicant is required to dedicate parkland or provide up to 5% cash-in-lieu of parkland as part of the subdivision process in the Township of South Frontenac, which has been included as a condition of draft approval.

Other Issues/Agency Comments

Other commenting agencies such as Bell Canada, Hydro One, and the school boards provided either no concerns/comments or included a list of standard conditions.

Public Consultation:

A formal public meeting for the development was held on December 4, 2012. Several members of the public spoke against the proposal. A representative from the applicant also presented an overview of the proposed development.

Some of the concerns noted at the meeting were the possible negative impact on the environment, the potential for development in hazardous lands, the impact on the lifestyle of nearby residents, stormwater and flooding of basements, and development on the ridge.

A number of written comments against the proposed development were received by the Sands Road Residents Association. The submissions received have been attached as Schedule C to this document.

The following is a summary of the concerns raised in the submissions and the staff response:

Comments	Staff Response
1) The land and area chosen for this Subdivision cannot sustain a 16 lot development without serious and permanent impact on the existing residences, the surrounding environment and groundwater.	1) The subdivision is located in an area designated for development. The studies submitted with the development have supported the proposed number of lots. The number of lots has been reduced by one (1) to ensure the configuration was appropriate from both a planning and health and safety perspective. The proposed lots are larger than many of the surrounding residential lots.
2) This development is in a rural setting and the use of building setbacks and road frontages normally associated for a hamlet would be improper and inappropriate for this Subdivision.	2) The development is within the settlement area and the lot sizes and depths are appropriate. The Township's Official Plan directs development to settlement areas and provides for reduced setbacks and frontages in order to create a more village-like setting.
3) While lots could appear to be of sufficient sizes, many are limited in their developable area.	3) The applicant has demonstrated the ability to fit a home, well, and septic on each lot while maintaining compliance with the proposed zoning by-law. Should the detailed engineering studies completed after draft approval determine some lots need to be reconfigured, this could be done as a normal part of

<p>4) The wetlands should be separate ownership rather than part of the single detached lots.</p> <p>5) Concerns were expressed about development on the ridge</p> <p>6) Concerns were expressed regarding the lack of a secondary plan for Battersea to guide development</p> <p>7) The Township should use the environmentally sensitive woodlands for parkland</p>	<p>the draft approvals process.</p> <p>4) The proposed plantings, development agreements, and zoning by-law are planning tools that will ensure protection of the wetland, which is not provincially significant.</p> <p>5) An access road that was proposed for the ridge has been removed and a woodland preservation plan will be implemented to maintain the ecological integrity of the woodlands on the high-ground in the northwest portion of the property</p> <p>6) A 15 lot subdivision would not typically not trigger a secondary plan in the absence of other development pressures, and a secondary plan was not requested for this development by the Township.</p> <p>7) The Township has the ability to request a 5% parkland dedication either in the form of land or cash-in-lieu. This is a Township decision that may depend on long term plans for the Battersea area, the desire for larger park areas, maintenance requirements, road access and other considerations. This will be determined through the draft approvals process.</p>
---	---

Other concerns identified have been addressed through technical reports and agency review.

Summary

The draft subdivision now proposed for the site has undergone significant revisions as a result of concerns raised by members of the public and South Frontenac Township Council. The revisions result in more woodland being preserved and reduced development on the ridge. A right of way has been provided for future connections to the village as the settlement area expands. Commenting agencies have reviewed the subdivision extensively and provided conditions of draft approval, and the plan has been endorsed by South Frontenac Township Council. Overall, the proposal is of a size and scale that is appropriate for the lands and the Battersea settlement area.

- Appendix A: Maps of Subject Site**
- Appendix B: Conditions to Approval**
- Appendix C: Public Comments**

2292 SANDS ROAD, BATTERSEA - SUBDIVISION



Legend

- Spot Height
- Contours
- Wetland
- Wetland - Other Significance
- Subdivision
- Parcel Fabric

Data Source: OGDE, MPAC & The County of Frontenac. Created: July 4th, 2013 Reference: Produced by the County of Frontenac with data supplied under license by members of the Ontario Geospatial Data Exchange. The County of Frontenac disclaims all responsibility for errors, omissions or inaccuracies in this publication.

DRAFT PLAN of SUBDIVISION of
Part of LOTS 9 and 10, CONCESSION 9
Geographic Township of Pittsburgh
(Former Municipal Township of Storrington)
TOWNSHIP of SOUTH FRONTENAC
COUNTY of FRONTENAC

SCALE = 1:1000
 0 25 50 75 100metres

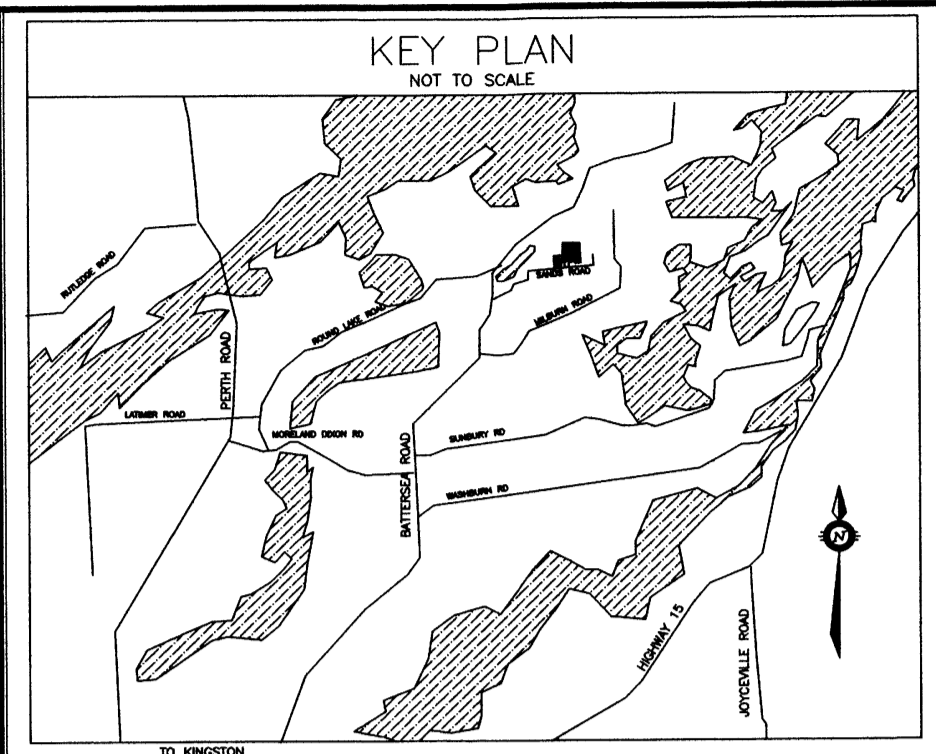
HOPKINS, CORMIER & CHITTY SURVEYING
CONSULTANTS INC.
 -2011-



PART 1
 PLAN 13R-16043

LOT 9

PART 1 PLAN 13R-?????



ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51.17(A-L) OF THE PLANNING ACT

- a: Shown On Draft Plan
- b: Shown On Draft Plan
- c: All Lands Owned, or in Which the Applicants Have An Interest Are Shown On the Key Plan.
- d: Residential Single Units
- e: Residential Single Units
- f: Shown On Draft Plan
- g: Shown On Existing Conditions & Proposed Subdivision Plan
- h: Private Wells
- i: Sandy Loam and Clay Loam with Limestone Close to Surface
- j: Shown On Draft Plan
- k: Stormwater, Road Maintenance, Garbage Collection, Phone, Hydro
- l: None

OWNER'S CERTIFICATE

I, Roger Ouellette, Herby Authorise
 Hopkins, Cormier & Chitty Surveying Consultants Inc.
 to Prepare and Submit This Plan to
 the County of Frontenac
 For Review and Approval.
 SIGNED: *[Signature]* DATE: *April 26, 2013*
 AUGUST-27, 2012
 ROGER OUELLETTE
 OWNER

SITE DATA

LAND USE	UNITS	AREA ±	DENSITY
RESIDENTIAL	LOTS 1 TO 15 & 18	22.438ha / 224380.000sq.m.	85.087%
ROADS / STREETS	STREETS A & B	1.689ha / 16829.237 Sq.m.	7.023%
BLOCKS (Storm Water)	16 & 17	0.419ha / 4126.049sq.m.	1.723%
RESERVES	NONE		
TOTAL SITE AREA		23.966ha / 239653.620sq.m.	

BEARING NOTE:

BEARINGS ARE ASTRONOMIC AND ARE DERIVED FROM THE NORTHERLY LIMIT OF PART 3 REFERENCE PLAN 13R-9761, HAVING A BEARING OF N85°49'10"E AND BEING DESIGNATED HEREON AS "REFERENCE BEARING".

LEGEND:

- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
- denotes Planted Survey Monument
- Found Survey Monument
- SIB Standard Iron Bar
- SCIB Short Standard Iron Bar
- IB Iron Bar
- IRB Iron Bar (round)
- RB Rock Bar
- RPL Rock Plug
- (WT) Witness
- (M) Measured
- (RP) Registered Plan
- (HP) Hydro Pole
- (1120) James A. Minnas - O.L.S.
- (1801) Hopkins, Cormier & Chitty Surveying Consultants Inc - O.L.S.
- (1388) Clancy & Hopkins Ltd. - O.L.S.
- (1407) Orange W. Elliott Ltd. - O.L.S.

----- Denotes area subject to Plan of Subdivision

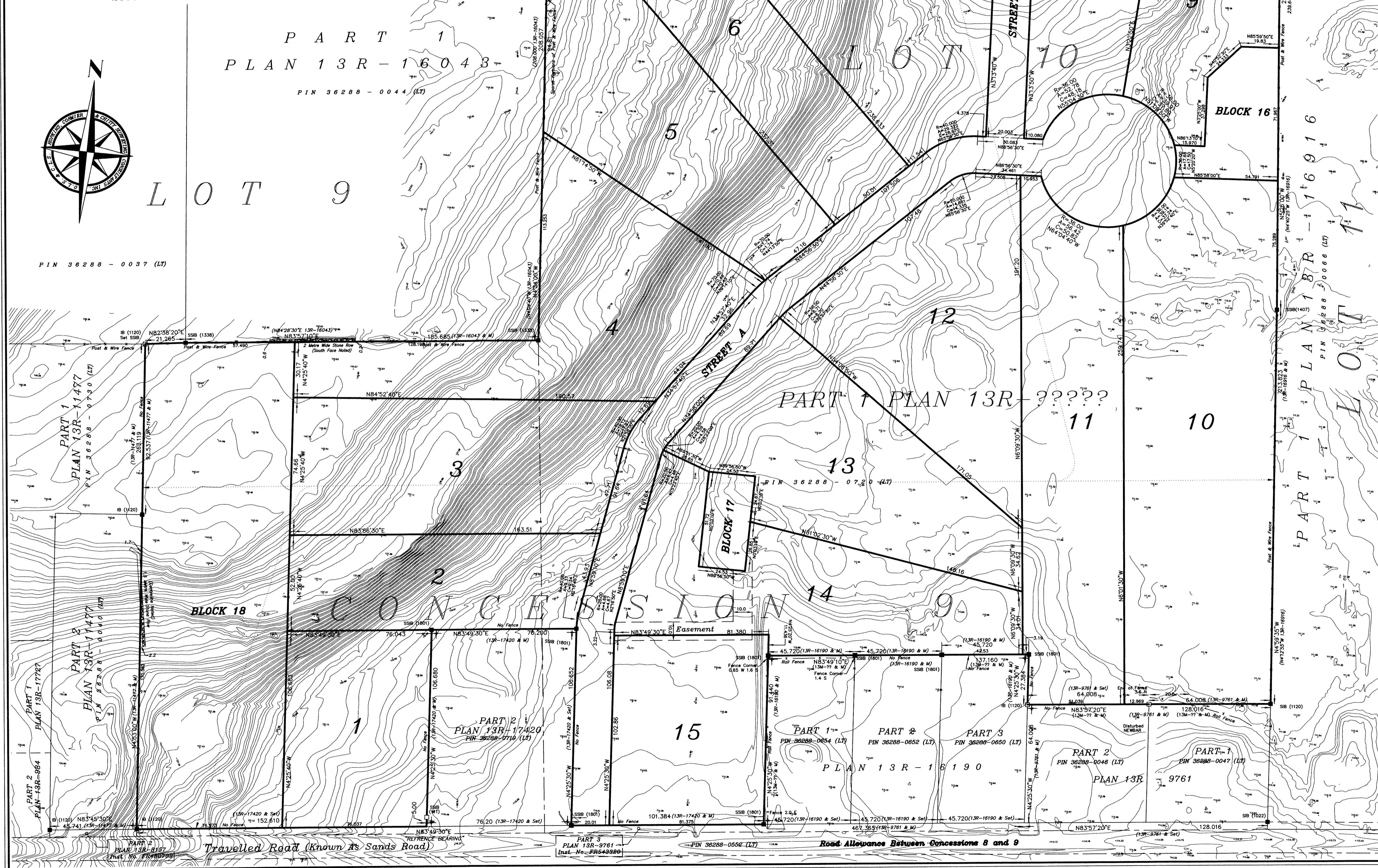
SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:
 THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE CORRECTLY SHOWN.
 REVISED: APRIL 22, 2013
 REVISED: AUGUST 27, 2012
 DATE: OCTOBER 17, 2011
[Signature]
 PHILIP W. CHITTY - O.L.S.

Party Chief:	Instrument:	Checked By:	Plan By:
--------------	-------------	-------------	----------

HOPKINS, CORMIER & CHITTY SURVEYING CONSULTANTS INC.
Ontario Land Surveyors
 www.hopkinscormier.com

634-838 MORRIS COURT
 KINGSTON, ONTARIO K7P-2R9
 Tel (613) 364-9266
 Fax (613) 364-3518
 PROJECT No. 2010-031-3
 LOT 9/10 CONCESSION 9
 TOWNSHIP OF STORRINGTON



Applicant: Roger and Roberta Ouellette	Date of Decision: July 17, 2013
File No.: 10T-2008/002	Date of Notice:
Municipality: Township of South Frontenac in the County of Frontenac	Last Date of Appeal:
Subject Lands: 2292 Sands Road	

CONDITIONS TO APPROVAL

The conditions of approval for the draft plan of subdivision are as follows:

1. Approved Draft Plan:

That this conditional approval applies to the Draft Plan of Subdivision, dated April 26, 2013, prepared and certified by Hopkins, Cormier, and Chitty Surveying Consultants Inc OLS. which shows the following:

- 15 lots for single detached dwellings (Lots 1-15);
- Two stormwater blocks (Blocks 16 and 17)
- 1 block for an existing single detached dwelling (Block 18)
- One public road (Street A)
- One future road allowance (Street B)

2. Subdivision Agreement:

That the owners of the subject land enter into a subdivision agreement with the municipality, prepared to the satisfaction of the municipality, to be registered on title of the subject land.

3. Financial Requirements:

- A.** That the owner agree in writing to satisfy all the requirements, financial and otherwise of the municipality concerning the provision of roads, installation of services and drainage, in accordance with the municipality’s standards and procedures.
- B.** That the Owner shall reimburse the Township of South Frontenac and County of Frontenac for all legal, engineering, planning, administrative expenses and permit fees including the cost of any peer review that the Township of South Frontenac or County of Frontenac may require in relation to the subdivision.

4. Access:

- A.** That the road allowance included in this draft plan as ‘Street A’ shall be shown and constructed to Township standards for public roads with paved asphalt surfacing and that the road be dedicated as a public highway.
- B.** That visual screening in the form of fencing and/or earthen berms and/or trees may be required to be constructed along the east and west side of the new road allowance where it abuts the existing neighbouring property and Lot 15 at Sands Road. After final grading of the new road is completed, the Township will determine the extent of buffering required based on providing an adequate measure of privacy for Lot 15 and the existing property-owner who could be negatively affected by the traffic on the new street.
- C.** That the street shall be named to the satisfaction of the municipality.

Applicant: Roger and Roberta Ouellette	Date of Decision: July 17, 2013
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- D. That any dead ends and open sides of road allowance created by this plan of subdivision shall be terminated in 0.3 metre reserves to be conveyed to and held in trust by the municipality and that ‘Street B’ which is a 20 metre wide area of land, be dedicated to the Township extending north from the new street and ending at the northern limit of the subject land to be for the purpose of providing a future road access to the north.
- E. That a 1.5 metre wide concrete sidewalk be constructed to a standard satisfactory to the Township along the southeast side of the road allowance from Sands Road in the south and terminating at the cul-de-sac in the north and that the technical drawings prepared by EXP services Inc. be revised to show this sidewalk in relation to ditching and stormwater flows. The Township acknowledges that the 20 metre wide road allowance may be required to be further widened to accommodate this construction.

5. On-Site Sewage Disposal and Water Systems:

- A. That the recommendations outlined in the letter dated November 14, 2012 and July 5, 2013 from KFL&A Public Health to the County of Frontenac, be addressed to the satisfaction of the municipality.
- B. That all requirements and recommendations specified in the Hydrogeology, Terrain Analysis and Nitrate Impact Assessment Report, revised dated April 9, 2013, from EXP Services Inc., and associated drawings be complied with.
- C. That any existing wells and or septic systems that may be present on the site and are not to be used as part of the plan of subdivision be decommissioned as per applicable regulations.

6. Environment

- A. That all conditions outlined in the letters dated October 29, 2012 and May 29, 2013 from the Cataraqui Region Conservation Authority to the County of Frontenac, be addressed to the satisfaction of the municipality.
- B. That the 30 metre setback from the wetland as illustrated by a grey dashed line on the ‘Site and Existing Conditions Plan C-01’, by EXP Services Inc, revision date 13/04/17, be identified on Lots 6 through 14 with a line of shrubs with a minimum height of 0.5 metres to be installed by the developer and maintained by each future Lot-owner for the purpose of defining a no-build area on each of these lots.
- C. That a development agreement be entered into and registered on the title of Lots 6 through 14 which would require each Lot-owner to maintain a line of shrubs defining the 30 metre setback from the wetland and which would impose prohibitions on development within the area of each Lot that lies within the 30 metre setback from the wetland in accordance with the recommendations of the Environmental Impact Statement, dated March 5, 2011, from Ecological Services, and the Township’s environmental protection policies.

Applicant: Roger and Roberta Ouellette	Date of Decision: July 17, 2013
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- D.** That recommendation number two of the EIS (Ecological Services, March 5, 2011) regarding the maintenance of a 15 m no disturbance area adjacent to the swamp areas be implemented through site plan control, development agreements, or other such means as deemed appropriate by the Township.
- E.** That prior to final approval, the County of Frontenac is to be advised by the municipality that this proposed subdivision conforms to the Zoning By-law in effect of the Township of South Frontenac including that the wetland within Lots 6 through 14 be zoned Environmental Protection (EP) Zone and that the zoning is satisfactory to the Cataraqui Region Conservation Authority.
- F.** That the recommendations of the Environmental Impact Statement (EIS) dated March 5, 2011, be implemented including the recommendation to complete a 'Woodland Preservation Plan' prepared by a qualified professional to maintain the ecological integrity of the woodlands on the high-ground in the northwest portion of the property and to ensure that it is not fragmented in accordance with the specifications presented in the EIS.
- G.** That the recommendations of the 'Woodland Preservation Plan' for preserving the woodlands on the high ground on the northwest portion of the subdivision be incorporated into an agreement to be entered into and registered on the title of Lots 2 through 7. The agreement shall require each Lot-owner to maintain the trees as specified in the Plan.
- H.** That the Subdivision Agreement include text to the satisfaction of the Township and the CRCA to provide notice to purchasers of Lots 5 to 14 inclusive and Blocks 16 and 17 that site alteration and construction (including but not limited to buildings, structures, filling and grading) on these lots will require permission under Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses prior to commencing these activities.
- I.** That the Subdivision Agreement include text to the satisfaction of the Township and the CRCA notifying the Owner that permission will be required under Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses prior to commencing rough grading, stockpiling, etc. associated with this subdivision.

7. Stormwater

- A.** That a lot grading and drainage plan and a sediment and erosion control plan be completed and approved to the satisfaction of the Township of South Frontenac and the Cataraqui Region Conservation Authority ('CRCA'), and be included in the Subdivision Agreement between the Owner and the Township.
- B.** That a stormwater management plan be prepared by a qualified Professional Engineer and approved to the satisfaction of the Township and the CRCA, and that appropriate text to implement its findings be included in the Subdivision Agreement.

Applicant: Roger and Roberta Ouellette	Date of Decision: July 17, 2013
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- C. That site drainage design, construction and maintenance be in accordance with the recommendations contained in the 'Stormwater Management Report for the Sands Road Residential Development', revised dated April, 2013 by EXP Services Inc., and associated drawings including the construction of ditches, culverts and stormwater management facilities designed and constructed to the satisfaction of the municipality on Blocks '16' and '17' and that such facilities be dedicated to the Township of South Frontenac.
- D. That the blocks to be dedicated to the Township for the two stormwater management ponds be designed with a minimum of 10 metres of frontage on the new street to provide direct access for drainage and maintenance of the stormwater management facilities.

8. Parkland Dedication:

That the owner convey up to five percent of the land included in the plan to the municipality for park purposes. Alternatively, the municipality may require cash-in-lieu for all or a portion of the conveyance.

9. Human Remains:

The subdivision agreement shall contain a clause providing that any Owner(s) be advised, and also that a notice be placed in the purchase and sale agreement alerting any prospective purchasers that in the event that human remains are discovered during construction or site development of a lot, that the property owner shall immediately contact the OPP, the Ministry of Tourism, Culture and Sport and the Registrar or Deputy Registrar of the Cemeteries Unit of the Ministry of Consumer Services.

10. Archaeological Resources:

- A. That the subdivision agreement include all recommendations contained in the Stage 1 Archaeological Assessment Report dated June 2011, from Golder Associates Ltd.
- B. That the archaeological resource identified in the Stage 2 Archaeological Assessment Report, dated October 11, 2011 by Abacus Archaeological Services on Lot 4 in the subdivision and further noted in the letter dated October 10, 2012 from the Ministry of Tourism, Culture and Sport, be protected by way of special zoning on Lot 4 and that any required future measures to protect the feature be implemented to the satisfaction of the Township.

11. On-Site Works

- A. That all entrances to the lots including entrance culverts be located and constructed to the satisfaction of the Township.
- B. That all servicing including Bell, Hydro etc. be installed underground.

Applicant: Roger and Roberta Ouellette	Date of Decision: July 17, 2013
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- C.** That, prior to final approval, the municipality shall be satisfied that all servicing issues are resolved such as road and sidewalk construction, Canada Post, Bell Canada, and stormwater pond construction.
- D.** That, the subdivision agreement include a requirement that one tree be planted in the front yard of each of the fifteen lots in the subdivision of a size, type and location specified in the Township’s Site Plan Guidelines.
- E.** That, prior to final approval, street lighting shall be installed according to Township standards and to the satisfaction of the municipality.
- F.** That, prior to final approval, street signage shall be installed according to Township standards and to the satisfaction of the municipality.

12. Revisions to Draft Plan:

- A.** That Prior to Final Subdivision Approval, the Owner shall submit a revised Block Plan, if required, to reflect any significant alterations caused from this Draft Plan Approval.
- B.** That where final engineering design(s) result in minor variations to the Plan (e.g., in the configuration of lots, etc.), these may be reflected in the Final Plan subject to the satisfaction of the Township of South Frontenac and the County of Frontenac.

13. Community Mailboxes:

- A.** That Prior to Final Plan Approval, the Owner shall, in consultation with and to the satisfaction of Canada Post, identify the method of mail delivery. If community mailboxes are required, the location of the community mailboxes within the Plan shall be identified on drawings for approval by the Township. The locations of these community mailboxes shall be identified in the notice to future purchasers of the lots within the Subdivision.
- B.** The Owner shall, if required, provide detailed design plans for the community mailboxes including a landscape plan.
- C.** If required, the Owner shall provide a suitable temporary community mailbox location to the satisfaction of the Township.

14. Bell Canada

- A.** The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be

Applicant: Roger and Roberta Ouellette	Date of Decision: July 17, 2013
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required to demonstrate to the Municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

- B.** The Owner shall agree in the Agreement, in words satisfactory to Bell Canada, to grant to Bell Canada any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing Bell Canada facilities or easements, the owner/developer shall be responsible for the relocation of such facilities or easements.
- C.** The Owner shall be required to enter into an agreement (Letter of Understanding) with Bell Canada complying with any underground servicing conditions imposed by the Municipality, and if no such conditions are imposed the owner shall advise the municipality of the arrangement made for such servicing.

15. General conditions:

- A.** That when requesting final Approval from the County of Frontenac, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor’s certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the Zoning By-Law.
- B.** That the lands within this Draft Plan shall be appropriately zoned by a Zoning By-Law which has come into effect in accordance with the provisions of the Planning Act.

16. Clearance Letters:

- A.** That Prior to Final Subdivision Approval, the County of Frontenac shall be advised that all Conditions of Draft Plan Approval have been satisfied; the clearance memorandum shall include a brief statement detailing how each Condition has been met.
- B.** That Prior to Final Subdivision Approval, the County is to be advised in writing by the Township of South Frontenac the method by which conditions 1 to 15 have been satisfied.
- C.** That Prior to Final Subdivision Approval, the County is to be advised in writing by KFL&A Public Health the method by which conditions 5 A and B have been satisfied.
- D.** That Prior to Final Subdivision Approval, the County is to be advised in writing by the Cataraqui Region Conservation Authority the method by which conditions 6) and 7) A to C have been satisfied.
- E.** That Prior to Final Subdivision Approval, the County is to be advised in writing by Canada Post the method by which condition 13 has been satisfied.

Applicant: Roger and Roberta Ouellette	Date of Decision: July 17, 2013
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F. That Prior to Final Subdivision Approval, the County is to be advised in writing by Bell Canada the method by which condition 14 has been satisfied.

17. Lapsing Provisions:

- A. That pursuant to Section 51(32) of the *Planning Act*, this Draft Plan Approval shall lapse at the expiration of three (3) years from the date of issuance of Draft Plan Approval if final approval has not been given, unless an extension is requested by the Owner and, subject to review, granted by the approval authority.
- B. That pursuant to Section 51(33) of the *Planning Act*, the Owner may submit a request to the approval authority for an extension of the Draft Plan Approval. The extension period shall be for a maximum of three (3) years and must be submitted prior to the lapsing of Draft Plan Approval. Further extensions may be considered at the discretion of the Township and the County.

Applicant: Roger and Roberta Ouellette	Date of Decision: July 17, 2013
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NOTES TO DRAFT APPROVAL

1. It is the applicant’s responsibility to fulfill the foregoing Conditions of Draft Plan Approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Frontenac.
2. When requesting Final Approval, the applicant will submit an account of how each Condition of Draft Approval has been satisfied along with the appropriate clearance letter from the Agency, Ministry or body requesting the condition.
3. Prior to Final Subdivision Approval, the applicant shall submit to the County of Frontenac for review four (4) draft copies of all Reference Plans and Surveys and three (3) draft copies of the Final M-Plan.
4. When requesting final approval, such a request must be directed to the Deputy Clerk, and be accompanied with:
 - Eight (8) mylars and four (4) paper prints of the completed Final M-Plan;
 - Four (4) copies of all Reference Plans and (4) copies of all Conveyance Documents for all easements and lands being conveyed to the Municipality; and,
 - A Surveyor’s Certificate to the effect that the lots and blocks on the Plan conform to the Zoning By-Law with respect to lot area and lot frontage.
 - A digital file in AutoCad format.
5. All measurements in subdivision final plans must be presented in metric units.
6. The Final Plan approved by the County of Frontenac must be registered within thirty (30) days or the County of Frontenac may, under Subsection 51(59) of the *Planning Act*, withdraw it approval.
7. Clearances are required from the following agencies:
 - Township of South Frontenac
 - KFL&A Public Health
 - Cataraqui Region Conservation Authority
 - Canada Post
 - Bell Canada

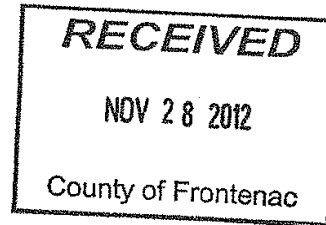


EXHIBIT A, APPENDIX C TO REPORT 2013-136

PUBLIC COMMENTS RECEIVED
2292 Sands Road Township of South Frontenac – County File #10T-2011/002

- C-1 Correspondence received from Daniel Cumming dated November 28, 2012.
- C-2 Correspondence received from Mr. Jim Mulder on behalf of the Sands Road Residents Association dated January 10, 2013.
- C-3 Correspondence received from Mr. Jim Mulder on behalf of the Sands Road Residents Association dated April 30, 2013.
- C-4 Correspondence received from Mr. Jim Mulder on behalf of the Sands Road Residents Association dated May 15, 2013.
- C-5 Correspondence received from Mr. Jim Mulder on behalf of the Sands Road Residents Association dated July 9, 2013.

C-1



28 Nov 2012

Sands Road Residence Association

C/O 2076 Sands Road RR#1.

Battersea, On, K0H-1H0

Peter Young, Community Planner

County of Frontenac

2069 Battersea Rd.

Glenburnie, On, K0H-1S0


Subject: Ouellette Subdivision, District of Storrington, Township of South Frontenac

Peter Young;

The Sands Road Residence Association will be making an oral and written submission to the Council of the Corporation of the Township of South Frontenac, regarding the above subject, at the public meeting on 4Th December 2012.

The Sands Road Residence Association wishes to be notified of the decision regarding the above subject so as to be able to appeal, if required, to the Ontario Municipal Board.

Yours sincerely;


 Daniel Cumming

Sands Road Residents' Association
Presentation to Public Meeting, December 4, 2012

On Tuesday, March 16, 2010 the Sands Road Residents' Association appeared before the monthly Council Meeting and presented its views regarding the proposed 16-lot subdivision for Sands Road, arguing that it would have significant detrimental effect on the residents of Sands Road and irreversible impact on the environment in the area.

This presentation outlined concerns regarding:

- erosion and runoff
- wetland/drainage
- existing road
- septic problems
- well contamination
- lot size
- interference with current use
- wildlife habitat
- cultural heritage

Those misgivings are still valid today and the original presentation is attached to this document as an appendix.

Since that time applications for Plan of Subdivision and a zoning by-law amendment have been made for the creation of sixteen lots for single detached residences on a proposed new road with access from Sands Road.

In regard to the rezoning we are concerned with the proposed use of the property which is subject to flooding, contains steep slopes, and has areas which are rocky, low-lying, and marshy. Provision for restricting building in such areas is specifically provided for in *The Planning Act R.S.O. 1990*:

PART V, Section 34:

3. For prohibiting the erection of any class or classes of buildings or structures on land that is subject to flooding or on land with steep slopes, or that is rocky, low-lying, marshy, unstable, hazardous, subject to erosion or to natural or artificial perils.

We are also concerned about the development of a small natural area containing rocky escarpment, natural springs and flooded wetland as mentioned in *The Planning Act*

PART V, Section 34:

- 3.2 For prohibiting any use of land and the erecting, locating or using of any class or classes of buildings or structures within any defined area or areas,
 - i. that is a significant wildlife habitat, wetland, woodland, ravine, valley or area of natural and scientific interest,

Sands Road Residents' Association
Presentation to Public Meeting, December 4, 2012

The wet, rocky and steep nature of the terrain makes it very difficult to fit sixteen building sites in the area and does result in constrained and small building footprints. The builder has apparently asked for setbacks and frontages to be reduced from the norm because of the restrictions of wet, rocky and steep terrain.

PART V, Section 51:

24. In considering a draft plan of subdivision, regard shall be had, ... to,
(f) the dimensions and shapes of the proposed lots;

The conditions conspire to prevent access to one-quarter of the building sites, except by a private lane passing through a restricted area and up a very steep hill. These particular sites are likely to be difficult to access by regular or emergency vehicles during a significant fraction of the year. As far as we can see there is no provision in the *Planning Act* that allows for subdivision approval for private easement required to access isolated building footprints.

PART V, Section 51:

24. In considering a draft plan of subdivision, regard shall be had, ... to,
(e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, ... ;

It appears that the area under consideration lies within the boundaries of the Hamlet of Battersea. While this would seem to lend support to the notion that it is therefore subject to development for residential purposes, we suggest that this development is premature and that the boundaries should not extend this far from the current village until more expansion from the centre occurs.

While the nearest part of the property is about a kilometer from the centre of the hamlet, the intervening land is hilly, forested and swampy and provides no means of access. Road access from the built-up area to this property is nearly three kilometers around, through rural terrain, making the effective connection to the village very tenuous. Over one kilometer of this journey is over Sands Road which is basically a farmer's lane which has been hard surfaced. It follows the edges of original farm fields and consequently has four sharp right angled corners which need to be navigated by residents of the proposed subdivision every time they enter or leave the project. The increased traffic brought about by the new subdivision will only heighten the risks associated with the current road.

It is unreasonable to permit a subdivision in such a location without first providing proper road access to the area. We suggest that this is "building from the outside in" instead of the more normal expansion from the centre found in urban development.

Sands Road Residents' Association
Presentation to Public Meeting, December 4, 2012

The matter of such premature development is addressed at least twice in *The Planning Act*:

PART VI, Section 24:

24. In considering a draft plan of subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to,
- (b) whether the proposed subdivision is premature or in the public interest;
 - (e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;

While potential increased taxation revenue from the developed properties seems attractive at first glance, we are concerned that there might be offsetting costs to the township negating this benefit.

It is almost certain that increased population density will require the upgrading and straightening of Sands Road. Since there is already a collection of homes scattered along the road, the acquisition of necessary land for this project is likely to be difficult. Combining the expense of such land acquisition with the expense of road improvements and additional maintenance calls into question the desirability of proceeding for sixteen additional houses in the subdivision. Such road work would also be unpopular with the current residents of the road.

A study of the map of the current proposal also shows the need for the construction of two storm water management ponds in the project in order to mitigate the projected flood hazard. These will become the property and responsibility of the township after completion of the project by the developer and will result in an ongoing maintenance expense. The need for two such basins in a development of sixteen homes tends to support the suggestion that this property is unsuitable for residential development and may be a safety hazard to residents. Further, it is not clear whether these ponds would have an impact on existing high ground water tables in the area.

It is unfortunate that in spite of our report of March, 2010, the township seems to have encouraged the developer to continue to pursue the viability of this project. The requirements of the Planning Act must take priority over the fact that money has been expended on this poorly thought out plan.

In conclusion, we fear that this proposal is poorly planned, premature, exposes the township to additional and unwarranted expense, poses environmental risk, and threatens the quiet, rural lifestyle enjoyed by current residents of the area.

Appendix: Presentation of March 16, 2010

Members of Council, I have come here tonight as a representative for the Sands Road Residents' Association (SRRA). Our purpose is to demonstrate to you that the proposed 16-lot subdivision for Sands Road will have significant detrimental effect on the residents of Sands Road and irreversible impact on the environment in the area. Our concerns are as follows:

With respect to:

Topography:

Many of the proposed lots (about half of the lots) are partially or wholly located on a sensitive escarpment, whose topography, depending on which lot you look at (see Attachments 1 and 1.1), have elevation differentials from 30 to 40 feet, which would make them poor sites for residential development and difficult to access by the proposed subdivision road. Being limestone in formation this escarpment is subject to significant surface and shallow groundwater runoff in the spring and during high rainfall conditions.

Much of this escarpment is tree covered and provides an important habitat for wildlife in the area. In developing lots on the escarpment the tree cover would be destroyed and the stability of the soils on its slopes could be affected. I would refer you to Sections 5.2 and 7.2(c), (f) and (h) of the Official Plan (OP) in this regard.

A large portion of the land below the escarpment (3 -5 lots) lay within a wetland area (see Attachment 2) and would not be suitable for residential development. I would refer you to Section 7.2(l) of the OP.

With respect to:

Geography and Drainage:

As noted earlier, the escarpment is mainly limestone (See Attachment 3) and is subject to shallow groundwater runoff. Any residential development in this area would be subject to drainage problems, poor septic tile bed operations, and probable well(s) contamination. If the proposed 16-lot subdivision were to be approved these geographical and drainage conditions would worsen. Again I refer you to Section 7.2(l) of the OP.

The open fields below the escarpment sit on a sandstone formation with a thick clay substrate and an average soil cover of roughly 2 feet. Because of this clay substrate much of the surface drainage and shallow groundwater flowing from the escarpment and the wetland area saturate the soil which results in a short term shallow high-water table during spring and high rainfall conditions. For this reason some of the homes in area have had to be cautious about basement flooding. The Township is well aware of this situation, as they have asked the proponent of the proposed subdivision to dig a large municipal drain as a condition for his last severance. This drain, by-the-way, is right where the proposed entrance for the new subdivision is to be located.

Further, accelerated drainage is normally associated with a subdivision and the active farm fields south of Sands Road would probably receive their usual runoff at a much higher rate. Not too long ago these fields were tiled with Big-O to deal with the current drainage situation. Increased

Appendix: Presentation of March 16, 2010

drainage would result in added stress on the field drains and may delay crop planting in the spring. I would suggest that Council refer to Section 7.2(e) of the OP in this regard.

The deep groundwater table for this area may rely on shallow flows or it may be a separate aquifer or aquifers. If it relies to some degree on shallow groundwater flows then the ramifications which I have noted earlier would apply. If It is a separate aquifer then a large subdivision of this kind could severely stress the aquifer or aquifers during dry summer conditions creating dry or low water levels or worse still, draw water from a deeper sulphur-laced source.

Swimming pools are the norm for subdivisions. Water usage in a subdivision is usually much higher than in a rural setting. Maintaining existing and sufficient potable water in the area is a major concern for the residents of Sands Road.

With respect to:

Lot Size:

While it may appear that the proposed lots are large, they are in fact small or limiting if you take into consideration the topography and wetlands. Normally the premise with new rural subdivisions is that each lot, in addition to the house requirements, shall have sufficient land for an Ontario Building Code approved "Conventional" type tile bed as well as having additional and suitable land for an alternative septic bed location, should the first bed fail or the existing bed need to be extended at some future date. (To clarify: A Conventional bed is the largest type of septic system that can be installed under the Code. If the site is approved for this type of system, it would be suitable for all types of systems approved under the Code.) As far as we can see, only two or three of the proposed lots could meet this requirement. No rural subdivision should be approved where the lots are only suitable for the smaller, size-constrained septic systems.

Further, given the current drainage situation and considering the proposed boundaries for these lots, only fully-raised tile systems (except for tertiary septic systems) could be considered. A fully-raised system would require larger setbacks from the house, property lines and wells and therefore more suitable land for the construction of the home and tile bed is required. Most of the proposed lots will not be able to provide sufficient suitable land for a fully-raised Conventional bed. I would refer to Section 7.2(d) of the OP in this regard. I would also, provide this as response to the Consultant's comments about lot size, as recorded in the Council Minutes of February 9,2010.

With respect to:

Compatibility with Adjacent Land-Use and Zoning:

In reference to Schedule "A" of the Township's Official Plan, dated October 2004 (See Attachments 4 and 4.1) the land proposed for development is zoned agricultural. Now that may have changed in recent years to accommodate residential development, but in any case it is still

Appendix: Presentation of March 16, 2010

rural and in that respect not approved for subdivision development without a zoning amendment. The Association is satisfied with the current rural residential approach to development through the severance process but is totally opposed to any zoning change to accommodate this subdivision approval.

The land south of Sands Road is still zoned as “agricultural” and accelerated drainage from the subdivision could impinge on the growing season for this land. Further, the farming operation includes the spreading of manure, and those of us who live in the area know farms were there first, and we accept that as being part of our rural community. Subdivision standards usually require noise and odour ordinances. It is doubtful that farming odours will be tolerated within an urban setting. On occasion the adjacent mink farm just north of the proposed subdivision will result in odours (usually during the summer months). Also, just northeast of the proposed subdivision is the Ducks Unlimited pond which in addition to providing habitat for wildlife is seasonally used for duck hunting. Again, will this be stopped or curtailed to accommodate noise and firearm usage near or within a subdivision? It is our view that a subdivision in this area will, if not right-way, impact on the existing and adjacent land use in the area.

As I noted just a minute ago the Ducks Unlimited pond, as well as the nearby wetlands and the wooded areas of the escarpment, provide a significant and valuable habitat for wildlife. Much, if not most, of that habitat would be lost if the escarpment and the wetlands were developed. I would refer you to Section 7.2(i) and (m) of the OP.

And with respect to:

Traffic and Public Safety:

Currently, Sands Road has over 50 homes and several farms and could accommodate several more rural residential lots under the severance/road frontage process. But, even with the recent upgrades to the Road, it is still designed for low traffic usage having five 90 degree turns and two significant hills (one of them ending in a 90 degree turn.). Several of the private drives have poor left/right visibility on to Sands Road. And the 90 degree turns themselves pose a hazard for school bus stopping and drivers in general. In addition the Road with its reasonably low traffic is and can still be used for jogging, walking, biking, horseback riding, etc. If this 16-lot subdivision is approved, it would mean, an additional 32 vehicles (based on 2 per household) using the Road, and traffic would be significantly increased.

The current design of the Road and its safety would be questionable and the municipality would probably have to provide additional upgrades on top of the recently completed work.

Straightening of the 90 degree turns would probably mean the appropriation of lands from existing individual lots which in turn would put them out of compliance (non-conforming) with existing lot size requirements and therein devalue those respective homes.

As with any subdivision development, services are expected, and this subdivision will not be the exception. Eventually, demands will be made for the Township to provide an alternative exit for Sands Road. A connection to Milburn and Ormsbee Roads (which involves a bridge over

Appendix: Presentation of March 16, 2010

Milburn Creek) would allow through traffic on Sands Road which would further aggravate safety issues and the need for additional road upgrades. The relative security which we now enjoy with the current no exit road would be lost. I would refer you to Section 7.2 (b) and (c) of the OP. At this point it would be appropriate to remind Council of its comments and proposed motion regarding "Growth Pressures" as recorded in the Council Minutes of February 16, 2010.

And finally with respect to:

Cultural Heritage and the Escarpment:

The escarpment, in addition to providing valuable habitat for flora and fauna, is environmentally sensitive to development because of its geological makeup. (See attached CRCA map, Attachment 5) The escarpment may even have a significant influence on the deep groundwater supplies for this area. Its destruction therefore could have more effect on the region than just the loss of a valuable wildlife habitat.

Further, the escarpment has never been reviewed for any cultural heritage. Long time residents in the area will tell you that lime production was once carried out on the escarpment. Remnants of an old lime kiln can still be found.

In conclusion, the Association feels that the demands that come with this subdivision are far too imposing and detrimental to the neighbourhood and the environment. This proposed development could result in long term and irreversible damage to the groundwater. For these reasons we would ask that Council reject any support for this proposal, in its entirety; or, that the proponent withdraw his conceptual plan and any formal submission.

The OP defines "environmental integrity" as relating to the sustainability of various activities in the community. Of particular concern are any activities which impact on the quality and/or quantity of water. It further defines "rural character" as being "large, uncrowded residential lots". It also states that the lot size and frontage for new severed lots will implement the "Vision Statement" by ensuring that the density of residential development will be "uncrowded" and minimize impacts of both surface and ground water resources in the Township.

We believe the Vision Statement has been used as a successful precedent, by the Township, in the development of Sands Road. We would request that Council continue to follow this precedent rather than a subdivision approach for Sands Road.

C-2



Sands Road Residents Association

January 10, 2013

via E-Mail

Joe Gallivan
Manager of Sustainability Planning
County of Frontenac
2069 Battersea Road,
Kingston, Ontario
K0H 1S0

Dear Mr. Gallivan,

Re: Proposed Sands Road Subdivision and Zoning By-law Amendments – Sands Road,
Battersea, South Frontenac

First of all we would like to thank you for giving SRRA an opportunity to review the proposed Sands Road Subdivision submission. We apologize for our reply being so late in the game, but we did make a request to the Township for this information in our March 9, 2010 letter. It was not forthcoming, so this is our first opportunity to review the submission and it took us some time to review and get ourselves up-to-date on this matter.

Having reviewed this information, we first point out to you, that contrary to the documentation supplied by the Township we are not simply concerned about drainage, wildlife and road traffic. Our concerns are much more substantial than that. Please review our presentations to the Township, dated March 16, 2010 and December 4, 2012.

Our foremost concern is that the land and area chosen for this Subdivision cannot sustain a 16 lot development without serious and permanent impact on the existing residences, the surrounding environment and groundwater. Having reviewed the information provided for this Subdivision we are more convinced than ever that a proposal of this size is not suited for the area. Given the variance the proponent has asked for in this proposal, we are not in agreement with the Township statement that "the subject land is in a location where similar residential development has occurred and there appear to be no incompatibility issues." We would ask that this 16 lot proposal not be given "draft approval".

In addition to our earlier presentations please consider the following information in your deliberation.

1. The purpose of any plan of subdivision is to ensure that development can be carried out in a consistent and orderly manner so that it supports the purpose and intent of the Provincial Policy Statement.

Where a plan of subdivision needs to reduce road frontage and building setbacks for each individual lot and to incorporate the use of environmentally sensitive land to establish acceptable lot sizes, it should be clear that the number of lots proposed for the subdivision is too high. Where a plan of subdivision requires the use of a private road easement to provide the only viable access to some lots, it should be obvious that those lots may not be suitable for development.

2. While land for this Plan of Subdivision may lie within the peripheral boundaries of the Hamlet of Battersea the focal criteria for the acceptability of this Subdivision lies in the sustainability of each lot to support its development without harm to the environment and the underlying groundwater. As the Consultant has noted in his letter to the County, dated August 31, 2012, "the proposed development is located within the hamlet boundary of the Hamlet of Battersea, the development is a rural subdivision located approximately 1 kilometer outside the village centre." (See also SRRA's presentation to the Township Council made on December 4, 2012. A copy of this presentation along with our original presentation of March 16, 2010, were provided to Mr. Peter Young on that day.)

This development is in a rural setting and the use of building setbacks and road frontages normally associated for a hamlet would be improper and inappropriate for this Subdivision. We realize that under Section 7.2(d) of the Official Plan, Council can reduce those minimums if it can be shown through the subdivision process that these reductions will not impact on the minimum setback requirements for wells and septic systems and which are intended to ensure that groundwater quality and well water quantity are not affected. For this Subdivision however we find it disturbing that the Township is willing to support these reductions to the minimums even though there is sufficient evidence in the submitted Reports to show that some of the lots may be lacking in size when setback requirements for wetlands, groundwater protection and land sensitivity reductions are included.

3. The approval process under the Planning Act and the Official Plan allows the opportunity to do it right. In a non-conforming situation recognized environmentally sensitive lands and wetlands owned by private individuals are managed under Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses. While individual ownership is being proposed for this Subdivision, it should be noted most of the proposed lots next to the wetland have very limited area which can be developed. If these lots are approved the wetlands will be under extreme pressure for further development and encroachment by the individual property owner. We find it difficult to understand that the wetlands are to be part of the individual lots rather than set aside as separate protected areas.
4. The question of how much land is actually acceptable for development has not been clarified in this Subdivision submission except in very arbitrary terms. The Hydrogeological Report notes that 8.3 ha will be maintained in a natural state. This area is stated to include the wetlands, intermittent drainage paths and the 30 metre wetland buffer zones but not the Subdivision roadway or the private easement. The Report notes the overall size of the proposed Subdivision is 21.9 ha (other documents say 19 ha (less the roadway)). That leaves about 13.6 ha for development. If you divide the 16 lots by 13.6 the answer is 0.85 ha. per lot. Contrary to this calculation the Subdivision submission notes that the average lot size is 1.2 ha. The Hydrogeological Report also states that the lots range in size from 2 to 6.2 acres [0.8 to 2.5 ha].

Further there has been no information provided as to how much land is actually acceptable for development on each of the 16 individual lots. Given the environmental and groundwater concerns related to this Subdivision it is not enough to say that the individual average size for these lots is 1.2 hectares or whatever it is. It is obvious from Plan C-17 that this is not the case. Some of the lots while appearing to be of a sufficient size are in fact very limited in their development area. The actual size of the lot development areas need to be determined in order to assess whether they are capable of maintaining both the primary and alternative areas needed for a full conventional bed.

5. It has been proposed that the lots on top of the escarpment should have a "secondary" access for a septic servicing and emergency. The mere suggestion of a private easement should give some indication that these lots probably would not meet the provisions of a well planned subdivision proposal. The suggestion by the Consultant of defining the access road and the lots within the definition of a common condominium agreement is only a means of justifying the road within the definition of a planned subdivision. The reality is that this private easement is the only viable and therein the primary access to the useable areas of these lots. The suggestion that the easement is "secondary" because the lots still have road frontage should be discounted. The Consultant has only introduced this option into Plan of Subdivision because the Health Unit does not feel a steep entrance from the road frontage will provide an adequate access Service Plan under the Part 8 of the Ontario Building Code. Further it has been shown in the submission Reports that an access from the road frontage to the top of these lots would be environmentally destructive to the escarpment, a danger to the seasonal groundwater discharge from the escarpment face and difficult to negotiate and costly to construct. Parts of the escarpment have been deemed to be a "no development zone".

In the consultation meeting of March 1, 2012 the biologist (Snetsinger, Ecological Services) noted that butternut trees are present on the escarpment. These trees are considered to be endangered by the Ministry of Natural Resources. In a recent statement by MNR, it was noted that where there are more than 10 trees, MNR must be advised. Was there a survey conducted to determine just how many butternut trees are located on the escarpment?

As the assessment carried out by the Township has noted private easements are normally used in a severance process and as a legal mechanism for accessing private water frontage. A private access easement should not be necessary in a well designed subdivision.

Also, it should be noted that a right-of-way easement is subject the property setback provisions for septic systems under the Part 8 of the Ontario Building Code. The amount of useable land for the septic system and buildings on these lots would therefore be further reduced by the area needed for the right-of-way and its setbacks.

In the Hydrogeological Report and as noted earlier some of the lots are at or less than 0.8 hectares (not including further reductions for the private easement), yet none of these lots have been considered for individual impact assessments under Procedure D-5-4 Technical Guidelines for Individual On-site Sewage Systems: Water Quality Impact Risk Assessment.

6. It is noted in the Health Unit's letter, dated November 12, 2012 that the "KFL&A Public Health Unit Policies respecting suitability of lots within a subdivision require sufficient area that provides both a primary and alternate area for a conventional Class 4 sewage system" and that "the proposed locations for the primary and alternate areas in this plan required positioning the locations (for the proposed sewage systems) where sufficient natural soil depths were a minimum 250 mm." However later comments found in the Hydrogeological Report notes the following:

"The above noted soil characteristic, as well as on-site thicknesses and groundwater depths indicate that individual conventional on-site disposal systems (with raised or partially raised beds) are suitable for septic waste disposal for most of the sites with the exception of the proposed lots 2,3,4,5,6 and 7. At these locations tertiary sewage treatment systems in compliance with the Ontario Building Code raised beds may be required due to the weathered rock and shallow soil on the ridge. Tertiary systems provide an extra level of treatment over conventional systems. Due to thin soil cover it is also likely that rock trenching and excavation may also be required." (See also our comments on conventional and tertiary systems in our March 16, 2010 presentation to Council.)

These comments would suggest to us that there may be a difference of opinion regarding the assessment of the lots on top of the escarpment and gives us serious doubt as to whether they are even acceptable for one primary fully-raised conventional bed let alone both the primary and alternate required by the Health Unit.

Based on these comments SRRA does not believe the Consultants comment "Even with the addition of a secondary access road, the properties can appropriately accommodate a single detached dwelling unit, septic system, well and accessory buildings" to be valid.

7. The Hydrogeological Report notes that "the lowest static water level is at 10.9 metres (TW-2) which suggests that the supply aquifer has a significant vertical upward gradient which provides natural hydraulic protection from surface or near surface sources of contamination" and yet the Report also states that "Season groundwater discharge was observed ... on the ridge and on proposed Lot 1 at the locations shown in Figure 2" and "The hydrogeological study conducted by...also established that the wetland is a source for groundwater discharge." These statements suggest that there is active exchange between, deep and shallow groundwater and surface water in the area. The exchange may be upward as the Report suggests, but for those of us who have lived in the area for 40 years or so we know that at certain times of the year that exchange can also be downward. With the noted clay substrate above the sandstone in the area you would think it should not occur, but it does. The elevated background contamination levels in the Ouellette and Palmer wells possibly could attest to that although there is always the possibility that this could be due to poor well construction. As far as SRRA is concerned the issue of surface and groundwater interaction has been understudied in this Subdivision submission.

Malroz's second peer review noted "The consultant identifies that there is an upwards hydraulic gradient in the bedrock wells. The consultant bases this opinion on comparing static water levels to the depth of groundwater found. This does not support an upward gradient. The consultant should develop a conceptual site model and identify all confined and unconfined aquifers. Then determine gradients between these aquifers and assess the protection to potable water supplies."

8. The Subdivision system has not taken in to consideration the impact of increased runoff from this development. Noted in the Hydrogeological Report is that "An increase in the stormwater runoff rate from the site following development of the residential subdivision is anticipated." The Conservation Authority has asked for swales and ditches to be built in the Subdivision to divert water from the proposed buildings and septic systems. They have also noted that the proposed storm management ponds are not intended to look after flooding on adjacent properties outside the Subdivision. It would be interesting to know what flood protection assurance will be provided to these adjacent properties if the proposal is given "draft approval".

Further, it would appear that the stormwater management pond designs are not impervious. It has already been noted that the wetland could be a source of groundwater supply. If the bottoms of ponds are at relatively the same elevation as the wetland they may be filled with water from high groundwater sources and therefore be ineffective in managing high runoff from the Subdivision. This could further aggravate the basement flooding which is known to occur in the area from time to time; or, conversely, during the low dry season, runoff water in the ponds could seep down into the soil and contaminate the shallow groundwater aquifer.

In the Ministry of Housing and Municipal Affairs Citizen's Guide, a subdivision approval should ensure that:

- the land is suitable for its proposed new use
- the proposal conforms to the official plan and zoning in your community, as well as to provincial legislation and policies
- you, your neighbours and your community are protected from developments which are inappropriate or may put an undue strain on community facilities, services or finances.

The Guide also notes that a subdivision should be evaluated in:

- conformity with the official plan and compatibility with adjacent uses of land
- compliance with local zoning by-laws
- suitability of the land for the proposed purpose, including the size and shape of the lot(s) being created
- adequacy of vehicular access, water supply, sewage disposal
- the need to ensure protection from potential flooding.

It is clear from the documentation for this Plan of Subdivision that without variance to building setbacks, lot size and road frontage, the Sands Road Subdivision proposal could not meet the above noted criteria. The intent of the Township to provide this variance and supporting by-laws to ensure "draft approval" therefore would undermine the intent and direction of the Ministry of Housing and Municipal Affairs' Provincial Policy Statement.

The Provincial Policy Statement provides clear, overall policy directions in matters of provincial interest related to land use planning and development. The "shall be consistent with" rule means that a council is obliged to ensure that the policies of the Provincial Policy Statement are applied as an essential part of the land-use planning decision making process. The use of variance and by-law amendments to accommodate this Subdivision therefore is inappropriate and particularly when it conflicts with the Ontario Building Code and other Provisional legislation pertaining to the protection of the environment and groundwater.

Based on the information provided for this Plan of Subdivision the proper approach by the Township should be to encourage a reduction in the number of lots such that current setback and frontages under the Township's Official Plan can be met without the use of variance. The provisions under the Ontario Policy Statement are there for a reason and it appears that under this Subdivision review they are to large extent being ignored solely to support Council's position of encouraging subdivision development in the Township.

Yours sincerely, representing SRRA

Jim Mulder, Member

cc: Mayor Gary Davison
Councillor Cam Naish
Councillor Larry York
Planner Lindsay Mills

C-3



Sands Road Residents Association

April 30, 2013

This is a secured copy of the E-mail sent to:

Committee of the Whole
Township of South Frontenac

To:

Gary Davison, Mayor, davison4544@yahoo.ca
Mark Tinlin, Councillor, Bedford District, marktinlin@gmail.com
Del Stowe, Councillor, Bedford District, delstowe@yahoo.com
Allan McPhail, Councillor, Loughborough District, mcpfail@queensu.ca
Ron Vandewal, Councillor, Loughborough District, lakevalley@kos.net
John McDougall, Councillor, Portland District, john.mcdougall@xplornet.ca
Bill Robinson, Councillor, Portland District, C/O: john.mcdougall@xplornet.ca
Cam Naish, Councillor, Storrington District, camnaish@kingston.net
Larry York, Councillor, Storrington District, blue1@xplornet.ca

Cc:

Lindsay Mills, Planner, lmills@township.southfrontenac.on.
Joe Gallivan, Manager of Sustainability Planning, County of Frontenac jgallivan@frontenacounty.ca

Subject:

Why you should vote against the proposed R-27 and R-28 By-law amendments for the Sands Road Subdivision proposal

Text:

Gentlemen:

In the next few days you will be considering the adoption of Bylaw Amendments R-27 and R-28 for the proposed Sands Road Subdivision. Here are the reasons why SRRA thinks you should vote against the adoption of these amendments.

At the presentation to the Committee of the Whole on April 23, 2013 and as noted in your Planning Department's memorandum, dated April 18, 2013, the proposed subdivision covers an area of "24 hectares (59 ac.) of land" and "all the proposed lots are at least two acres in size". The comments are misleading.

Page 2 of 3

In point 4 of our letter to the County of Frontenac dated January 10, 2013, a copy of which was sent to your Planning Department, we noted the following:

"The question of how much land is actually acceptable for development has not been clarified in this Subdivision submission except in very arbitrary terms. The Hydrogeological Report notes that 8.3 ha. will be maintained in a natural state. This area is stated to include the wetlands, intermittent drainage paths and the 30 metre wetland buffer zones but not the Subdivision roadway or the private easement. The Report notes the overall size of the proposed Subdivision is 21.9 ha (other documents say 19 ha (less the roadway)). That leaves about 13.6 ha for development. If you divide the 16 lots by 13.6 the answer is 0.85 ha. per lot. Contrary to this calculation the Subdivision submission notes that the average lot size is 1.2 ha. The Hydrogeological Report also states that the lots range in size from 2 to 6.2 acres [0.8 to 2.5 ha].

Further there has been no information provided as to how much land is actually acceptable for development on each of the 16 individual lots. Given the environmental and groundwater concerns related to this Subdivision it is not enough to say that the individual average size for these lots is 1.2 hectares or whatever it is. It is obvious from Plan C-17 that this is not the case. Some of the lots while appearing to be of a sufficient size are in fact very limited in their development area. The actual size of the lot development areas need to be determined in order to assess whether they are capable of maintaining both the primary and alternative areas needed for a full conventional bed. "

We realize that the private easement is now gone and the total lots requested is now 15, but we think you get the message. The total amount of land suitable for development is still not known and is less than the 24 hectares noted in the Memorandum.

In paragraph 3 on page 3 of the Memorandum it is again stated that "Their [the public] main concerns appear to be that drainage will be altered which would negatively affect their lands; that wildlife habitat on the escarpment would be destroyed; and that there would be increased traffic on Sands Road." Again this statement is incorrect.

In our letter of January 10, 2013, we noted that our concerns are more substantial. We wrote the following:

"Having reviewed this information, we first point out to you, that contrary to the documentation supplied by the Township we are not simply concerned about drainage, wildlife and road traffic. Our concerns are much more substantial than that. Please review our presentations to the Township, dated March 16, 2010 and December 4, 2012."

On page 2 of the Memorandum under the section entitled "Conclusion" it is noted that "all studies are supportive of the development. Also, all agencies have commented favourably and much of Council's concerns and the public concerns have been addressed in the revised layout of the plan." Again we feel this statement is incorrect.

Page 3 of 3

In terms of the notation, "the public concerns have been addressed in the revised layout of the plan" SRRA feels there are still a signification number of issues that have not been addressed. These may be found in our letter of January 10, 2013 under points: 2,3,4,7 and 8. (The January letter in its entirety is attached to this letter for your convenience.)

In point 8 of that Letter the Conservation Authority noted that the proposed storm management ponds are not intended to look after flooding on adjacent properties outside the Subdivision. I would remind Council of Section 6.17 of the Official Plan which states: "Site Plan Control is intended to be used to help minimize the impacts of development on neighbouring properties and waterbodies."

The proposed Subdivision falls within the official boundaries of the hamlet of Battersea and therein a "Settlement Area" (for servicing) under Section 6.10.2 of the Official Plan. While this Section allows for development flexibility and increased density development where water and/or sewage services are available; for new development and where land is sufficient, such development must occur under Section 5.7.4 (ii) of the Official Plan, i.e. with the 76 metre frontage and regular setbacks. This was noted by your Planning Department under the section entitled "Analysis" in the April 18, 2013 Memorandum.

The frontage and setback reductions under proposed Special Residential Zone (R-27) and (R-28) amendments, clearly shows that there are far too many lots being proposed for this Subdivision as defined under Section 7.2 (b), (i) and (m) of the Official Plan. (We would also refer you to Section 6.11 of the Official Plan on the requirement of a "Secondary Plan".) This type of assistance to the developer by the Township will set a precedent for any future severance and subdivision applications within a "Settlement Area" and will compromise this Council's and any future Councils' ability to make fair and consistent decisions regarding such applications. It would be much wiser for Council to allow this Subdivision proposal to define its acceptability and limitations under the existing provisions of the Official Plan.

We are aware of the importance of new development in this Township, but first and foremost it must be carried out in environmentally safe manner, consistent with the existing Official Plan, and not with the support of special by-laws to ensure its acceptability.

We would remind you that during our December 4, 2012 presentation SRRA provided Council with a petition of objection with more than 90 signatures or almost 100% representation for Sands Road. It is important for Council to remember therefore that they must represent all parties regarding this Subdivision. Impartiality is imperative. The subdivision approval process under the current Official Plan and By-laws should be allowed to do its job without interference. We urge you to vote "against" the proposed By-Law amendments R-27 and R-28 for the Sand Road Subdivision.

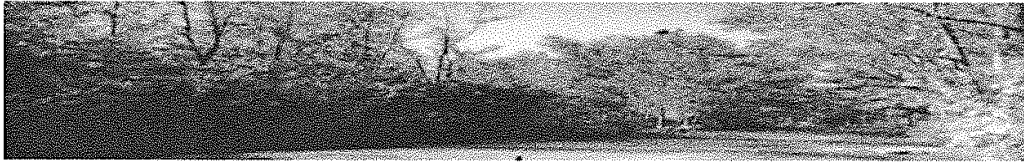
Yours sincerely, representing SRRA

Jim Mulder, Member

Attachments:

SRRA letter, January10, 2013, to the County of Frontenac

C-4



Sands Road Residents Association

May 15, 2013

via E-Mail

Joe Gallivan
Manager of Sustainability Planning
County of Frontenac
2069 Battersea Road,
Kingston, Ontario
K0H 1S0

Dear Mr. Gallivan,

Re: Revised Sands Road Subdivision proposal, April 2013

We have reviewed the revised Exp reports, plans and supporting documents and provide the following comments. These comments would be in addition to those noted in our open e-letter to Council dated April 30, 2013 and are comments presented in our letter of January 10, 2010.

1. In the **Hydrogeology, Terrain Analysis and Nitrate Impact Assessment Report**.

a) Under Section 4.2, Observations and Findings, Page 15 (last paragraph), it is noted:

"However, removal of the private lane to the top of the ridge and changes to the proposed zoning requirements had resulted in a revised layout with 15 lots and revised locations for sewage disposal systems. Tertiary sewage treatment systems provide an extra level of treatment over conventional systems. Lots with development in close proximity to the ridge may require a tertiary system in compliance with OBC, if weathered rock/soil overburden is encountered"

Similar to our comments in our January 10, 2013, (Point 6), this statement would suggest that the development areas for these new lots along the ridge (escarpment) are still tangible in terms of land sufficiency. Appendix E-3, Minutes of Meetings, of this document (Page 169), refers to a site meeting with the KFL&A HU for the initial lots. There is no recent document noted under this Section to suggest that HU has reviewed the new lots. See also (c) below.

b) Under Section 4.3, Predictive Impact Assessment, Page 16, paragraph 2, it is noted:

"The average proposed lot size is 1.3 hectare and the minimum lot size is 0.81 hectares."

In the August 2012 Report it noted, *"The average proposed lot size is 1.2 hectares and the minimum lot size is 0.775 hectares"*. It would appear to SRRA that the reduction of one lot has not greatly changed the lots sizes and character. Our comments as noted in Point 4 of our January 10, 2013 remain an issue.

c) Under Section 4.4 Summary, page 17:

It is shown that the combined predicted nitrate impact barely improves with the reduction of one lot. In the August 2012 it was calculated to be 9.5 mg/l. In the April 2013 report it has only been marginally lowered to 9.1 mg/l. Thus Exp's Summary still recommends tertiary treatment for better protection. It notes:

"Given the relatively low density i.e. average proposed lot size of 1.3 hectares, the proposed development and the site's natural groundwater hydraulic gradient control i.e. towards the central low-laying wetland (Figure 3), septic effluent migration from the proposed development is not expected to be problematic but tertiary sewage treatment systems may still be required on a site specific basis by the KFL&A HU in the areas in close proximity to the ridge [escarpment]."

It would appear to SRRA that the reduction from 16 to 15 lots has done little in terms reducing the predicted groundwater impact for this Subdivision.

d) Under Section 6.0, Recommendation for the April 2013 report, it can be noted that original point 2 as noted in the August 2012 report, has been eliminated. It read as follows:

"Due to the up gradient location of the proposed sewage disposal system and the incompetent nature of the upper bedrock, construction of the well for proposed Lot 4 should, as a precautionary measure, incorporate double length i.e. approximately 12 metres, of grout sealed casing in its construction. "

This realignment and reduction of the lot may have eliminated this extra precautionary provision but SRRA would argue that the steep and rocky nature of escarpment and its environmental sensitivity should be the main reason for realigning and reducing the number of lots along the ridge. Introducing setbacks for these lots so as to compensate for the removal of the private lane is not justifiable (see wording in point (a)). Nor does it address the real problem, i.e. that there are too many lots being proposed for this Subdivision.

2. In the **Stormwater Management Report**:

a) Under Section 2.0, Proposed Development, page 7, 3rd paragraph, it is noted:

"The CRCA has permitted one crossing of the intermittent watercourse. The municipality has required that a 20 metre right of way be allocated at the north end of the site to provide connectivity to Battersea for future development by the municipality."

The CRCA is only looking at this particular Subdivision proposal by limiting the crossing to "one". In reality this subdivision proposal should be viewed on a larger scale under Section 6.0 of the Official Plan. Section 6.11 notes the following:

"As major development occurs within the Settlement Areas of the Township, it is the intent of this plan that secondary plans be undertaken. The secondary plan shall provide the location of major land uses, transportation patterns and detailed servicing policies for the development area."

Secondary plans shall ensure the environmental integrity of new development particularly as it relates to the potential impacts on the quality and quantity of area ground and surface water supplies.

The preparation of secondary plans shall be guided by the intent and purpose of this plan and shall be developed having regard for surrounding land uses, environmental constraints, the physical suitability of the land in relation to the servicing approach, public utilities, schools, parks and other community facility uses, the major road systems particularly as they relate to accessibility and safety, housing types and projected populations. Secondary plans should be required when the Settlement Area reaches 150 dwellings or 300 persons."

SRRA believes that the Settlement Area of the hamlet of Battersea falls into this category. We cannot recall or find any documentation which would suggest that a secondary plan has been carried out for Battersea so as to ensure that this proposed Subdivision meets the needs of the overall long term plan for this settlement.

b) Under Section 2.1, Proposed Site Drainage & Stormwater Management, of the August 2012 report, it is noted:

"The area draining to the south pond is approximately 3.8 ha in size and consists of approximately 3.0 ha of on-site drainage (South Drainage Area on the Storm Drainage Area Map, drawing C-17) and 0.8 ha of external drainage area (Area B on the Storm Drainage Area Map, drawing C-17). The area draining to the north pond is approximately 10.9 ha in size and consists of approximately 8.0 ha of on-site drainage (North Drainage Area on the Storm Drainage Area Map, drawing C-17) and 2.9 ha of external drainage area (Area A on the Storm Drainage Area Map, drawing C-17)."

In the April 2013 report the area draining the south pond is now, *"approximately 5.1 ha in size and consists of approximately 4.1 ha of on-site drainage (South Drainage Area on the Storm Drainage Area Map, drawing C-17) ¹ and 1.0 ha of external drainage area (Area B on the Storm Drainage Area Map, drawing C-17). The area draining the north pond is approximately 8.7 ha in size and consists of approximately 6.4 ha of on-site drainage (North Drainage Area on the Storm Drainage Area Map, drawing C-17) and 2.3 ha of external drainage are (Area A on the Storm Drainage Area Map, drawing C-17)."*

¹ This section keeps referring to C-17 which is no longer part of the April 2013 report.

The drainage areas which are to use the south storm water pond are now larger than those shown in the August 2012 report, yet the proposed pond size has remained the same.

Further in the April 2013 report there does not seem to be any address given to point 8 in our January 10, 2013 letter with respect to flooding on adjacent properties and the non-impervious design of the ponds. Section 6.17 of the Official Plan states the following:

"Site Plan Control is intended to be used to help minimize the impacts of development on neighbouring properties and water bodies. In order to facilitate this process, the entire Township is proposed for Site Plan Control pursuant to Section 41 of the Planning Act. The specific land uses, designations and areas which are intended to be subject to this policy are:

- (e) *lands within or adjacent to the Environmental Protection designation; including land used for residential purposes;*
- (g) *lands within or adjacent to an Environmentally Sensitive Area;*

All other land uses, including rural residential uses, may be subject to site plan approval."

Based on above it would seem that the Township has a responsibility to provide additional site control planning for this Subdivision which will assure the protection of the off-site adjacent owners.

In conclusion there is one other issue we would like to bring to your attention. In the revised April 2013 **Hydrogeology, Terrain Analysis and Nitrate Impact Assessment** report under section 1.0, Introduction, the following is stated:

"The draft plan based on 16 lots (Figure 2) with water wells and on-site sewage disposal systems strategically located to meet KFL&A HU requirements was presented to Council on December 4, 2012. Following this meeting the proposed private lane on the ridge was removed from the plan and revisions to the zoning resulted in a reduction in the number of lots (from 16 to 15 lots) as shown in Figure 2. "

It is interesting to note that December 4, 2012 was the day SRRA, made their second presentation to Council. The Minutes for this Council meeting make no mention of any discussion regarding lot reduction or the removal of the private lane on top of the escarpment. But the Planning Department in their presentation at that meeting did make the following comment:

"The applicant is also proposing to reduce the normally required setbacks within the proposed lots. The Planning Department can support the lot frontage setback, but there is no justification to support other setback reductions and reduced front yard requests."(Page 2, item 6(a), December 4, 2012 Minutes) ²

² (The Planning Department by their own admission therefore has stated that they cannot support Amendments R-27 and R-28.)

As far as SRRA is aware no announcement was made by the Township after this date stating that the August 2012 submission would be revised. SRRA carried on with its review of the August 2012 submission and preparation of our January 10, 2013 response.

When, SRRA initially started reviewing the Subdivision proposal, we sent the Township a letter dated March 9, 2010 outlining our concerns regarding this proposal. We ended our letter by requesting *"that Council provide us with full disclosure and transparency on any internal reviews and external consultations regarding this proposal....."*

Since then, their responses have been limited and on more than one occasion we have had the feeling that the Township is making every effort to maximize the number of lots for this Subdivision, regardless of the recommendations outlined in Section 5.7.4 (ii) of the Official Plan. We hope that this is not the case and that the upcoming May 21, 2013 amendment vote to give compliance to this current proposal will be turned down.

Yours sincerely, representing SRRA

Jim Mulder, Member

Cc

Township of South Frontenac:

Gary Davison, Mayor, davison4544@yahoo.ca
Mark Tinlin, Councillor, Bedford District, marktinlin@gmail.com
Del Stowe, Councillor, Bedford District, delstowe@yahoo.com
Allan McPhail, Councillor, Loughborough District, mcphail@queensu.ca
Ron Vandewal, Councillor, Loughborough District, lakevalley@kos.net
John McDougall, Councillor, Portland District, john.mcdougall@xplornet.ca
Bill Robinson, Councillor, Portland District, C/O: john.mcdougall@xplornet.ca
Cam Naish, Councillor, Storrington District, camnaish@kingston.net
Larry York, Councillor, Storrington, blue1@xplornet.ca
Lindsay Mills, Planner, lmills@township.southfrontenac.on.

County of Frontenac:

Peter Young, Community Planner, pyoung@frontenacounty.ca

SRRA eMailing List

C-5



Sands Road Residents Association

July 9, 2013

via E-Mail

Joe Gallivan
Manager of Sustainability Planning
County of Frontenac
2069 Battersea Road,
Kingston, Ontario
K0H 1S0

Dear Mr. Gallivan,

Re: The Township of South Frontenac Planning Report and "draft approval" motion for the Sands Rd (Ouellette) subdivision on June 4th 2013.

As you know the Township of South Frontenac on June 4th 2013 in a motion before Council approved both a special amendment to allow arbitrary setback and frontage reductions for the lots within the subdivision and the acceptance of the subdivision (draft approval) under its current proposal presumably as noted in the developer's April 23, 2013 presentation. (Amendments originally proposed as R-27 and R-28 have now be revised to R-27 and R-27-H as per the June 4th Planning Report.)

We have extensively commented on the April 2013 revised plan in our letter to you dated May 15, 2013 and we would ask that you review this letter again (as well as our letter to you dated January 10, 2013). Please consider these letters in the preparation of your summary report to County Council. Also, note that Mr. Daniel Cumming submitted an Appeal to the OMB on June 27th 2013 regarding the amendment portion of that motion. A copy of this Appeal was sent to your office. We would appreciate it, if County Council would take the Appeal into consideration in their deliberation on this matter.

We would also ask that you re-review your copy of our comments made to the individual Township Councillors in our open e-letter to them dated April 30th 2013. Regardless of what has been stated by the Township's June 4th 2013 Planning Report, most of the points made in these documents are still valid and outstanding. The decision made by the Township to support the proposal as is, and to paraphrase one of the Township Councillors, "we have spent enough time on this proposal" is in the opinion of SRRA totally unacceptable and we hope that County Council will deliver a more professional decision on this matter.

Page 1 of 6

Rather than repeat some of our comments as noted in the aforementioned documentation and as a final presentation to County Council, we would like to take a different approach. Presented below are some comments in relation to the 27 recommendations being proposed as provisions of "draft approval" by the Township of South Frontenac.

We would note the following:

1. Recommendation 8 states the following, *"That the owner convey up to five percent of the land included in the plan to the municipality for park purposes. Alternatively, the municipality may require cash-in-lieu of all or a portion of the conveyance."* Recommendations 14 and 15 go on to say a *"Woodland Preservation Plan"* should be used to maintain some of the ecological integrity of the woodlands. Yet, even though we have on several occasions made comments about the incorporation of the sensitive lands (the escarpment) in the development of the individual lots and lot acreage, the Township has given little thought to securing some of this land for park purposes. Regardless of the amount of land that could be protected through this option it would appear that the Township will probably take cash-in-lieu of park land.
2. Recommendations 9, 10, 11, and 12 are related to the recognition and protection of the wetland area in this subdivision. The Township has gone so far as to zone this wetland Environmentally Protected (EP). Yet, again the Township has not hesitated in allowing the owner to use the wetland to establish lot acreage rather than to set it apart as would be the norm for most new subdivisions within the Province.

The Conservation Authority under their mandate are obligated to work with a municipality in the development and established of new subdivisions as well as the protection of wetland. They have essentially done this in their comments to the Township in their letter of October 29th 2012 and in their more recent letter of May 29th 2013. But, if they were asked, we are certain that they would have preferred to follow their 2005 Planning Policy with regard to wetland preservation.

Under the Conservation Authorities Act it is noted *"the objects of an authority are to establish and undertake, in the area over which it has jurisdiction, a program designed to further conservation, restoration, development and management of the natural resources...."* SRRA was somewhat surprised therefore that the Cataraqui Conservation Authority did not make a greater attempt to have this wetland preserved in one piece under one owner. The logistics of Regulation 148/06 would have been much easier to undertake. As it is now, development agreements will have to be made with the developer and subsequently upheld by the property owner to maintain a subjective (non surveyed) 30 metre setback from the wetland. Further, this approach certainly does not represent the Conservation Authority's goals and objectives as noted in their Strategic Plan for Cataraqui 2020.

Trees are suggested to define the 30 metre setback rather than a surveyed line measured from the front pins of the property, a practise commonly used for waterfront property. This approach is normally used to avoid encroachment and future disputes as to where the initial wetland was established. Also, a surveyed line would establish just how much land is actually available for development, but more on that later. (Most new subdivision plans in the Province would not have a need for this approach but if you are going to establish lots using environmentally sensitive land and wetlands probably these lots should be treated in the same manner as water frontage.)

Under Section 2.1.2 of Conservation Authority's Policy Framework, Municipal Policies and By-laws, the following is noted:

*"The CRCA shall endeavour to inform our member municipalities of any matter affecting public safety or **conservation** that should be reflected in municipal Official Plans and/or Zoning By-laws. When providing comments on planning applications submitted for our review, staff shall refer to specific municipal policies or provisions that affect the subject planning matter."*

SRRA had wished that the Conservation Authority had been more forthright in implementing their mandate particularly at a time when they could have negotiated a more ideal preservation plan for this wetland. In terms of the Township, two of its Councillors (one the Chair) are on the Conservation Authority's Board. It is surprising therefore that either representative did not make a concerted effort to provide comments to Council on the importance of wetland conservation.

3. Recommendation 13 notes *"that the recommendations outlined in the letter dated November 14, 2012 from KFL&A Public Health to the County of Frontenac, be addressed to the satisfaction of the municipality."* This letter basically refers to the August 2012 proposed plan and as previously noted to your office, we had not seen an update from the Health Unit. The email update of July 5th 2013 and forwarded to us on the same day states that the location showing the tile bed on each lot represents a "combined" area for both the main conventional bed and it's alternate. We were not able to find anything written within the current submission which would suggest this or any technical information or its assessment that could substantiate that this combined location could meet the provisions of Section 8.7.2.1(1)(c) of the Ontario Building Code. In order to meet that provision of the Code, it is usually assumed that the primary and alternate sites will not share or overlap their effective areas intended for sewage treatment.

In the original letter it is noted that *"KFL&A Public Health Policies respecting suitability of lots within a subdivision require sufficient area that provides both a primary and alternate area for a conventional Class 4 sewage system."* Contrary to what the Township's Planning Department may have suggested in the June 4th Planning Report (and the Health Unit in their latest email July 5th 2013), that aspect of the subdivision review has not been proven or established by the Developer. Final plans, which we presume are to represent the *"servicing plan"* requested in the November 14th 2012 Health Unit letter, do not give a clear indication of where the primary and alternate sites are located. Common practise within the Province for new subdivision is to show two individual sites.

The lots created using sensitive escarpment and wetlands have never been clearly defined (surveyed) to show exactly how much land is actually suitable for development. Some of the lots being proposed are for the greater portion wetland. Some of the escarpment lots lack sufficient soil coverage and will need raised septic beds (which need more room). Commenting agencies and consultant reviews have implied that energy dependent tertiary septic facilities are probably the only option on many of the lots. The developer wants reduced setbacks (for the home) in order to meet the legal setbacks for the septic systems. Yet, with all these red flags, the Township (and the Health Unit) still will not ask the developer to provide concrete information which will show that the provincial building code requirements can be met. It was not asked for before the amendment motion, nor was it made conditional to the amendment motion.

The Planning Act under Section 2.1 notes that the Township in making a decision on a planning matter must consider all supporting information and material before making that decision. Similar statements are made in the Provincial Policy Statement and the Township's Official Plan. SRRA has found it difficult to understand why the Township would go ahead with their motion to amend without having that information. The request by the developer for reduced setbacks should in itself be enough to alert the Township to take a closer look at the actual development areas on each lot. This is why SRRA feels the Township Council's decision to support the current "draft approval" was premature. The issue of whether Council can set arbitrary setbacks for any lot without adequate information to support that decision is being questioned through Mr. Cumming's Appeal. We will provide more on that later.

4. Recommendation 16 discusses the Stormwater Management Report for the subdivision. The Report deals with runoff from the subdivision and we have previously commented on the storm management ponds in terms of their design and size. We have also noted that within this submission the scope of the storm management plan is limited to the subdivision itself.

The enhanced runoff from the subdivision will have an impact on the wetland and the adjacent property owners. We have noted in our previous comments that the Township needs to address this issue. Section 6.17 of the Official Plan states that a "Site Plan Control is intended to be used to help minimize the impacts of development on **neighbouring properties and water bodies**". The Township and/or the developer have made no effort to address the overall impact of this subdivision on neighbouring properties either specifically or under Section 6.11 (secondary plans) of the Official Plan. This limitation of the Stormwater Management Report was clearly stated in the Conservation Authority review comments.

5. Recommendation 17 requires that the recommendations specified in the Hydrogeology, Terrain Analysis and Nitrate Impact Assessment Report as revised on April 9th 2013 be complied with. Section 4.4 of the Summary of that Report notes the following:

"Given the relatively low density i.e. average proposed lot size of 1.3 hectares, the proposed development and the site's natural groundwater hydraulic gradient control i.e. towards the central low-laying wetland (Figure 3), septic effluent migration from the proposed development is not expected to be problematic but tertiary sewage treatment systems may still be required on a site specific basis by the KFL&A HU in the areas in close proximity to the ridge [escarpment]."

This statement does not exactly give a vote of confidence for the adequacy of these lots with respect to conventional beds, the minimum criteria for lot acceptability. But, and possibly more important, it suggests that in order to meet the recommendations of the Nitrate Assessment Report (and in that respect recommendation 17 of the terms for "draft approval"), tertiary treatment should be used on all the lots.

Under the provisions of the Building Code a lot must be of sufficient size so as to allow the owner or builder the option of using any of the provincially approved systems noted in the Code. They should be able to install the largest unit such as a conventional bed, a smaller filter bed or a more expensive energy dependent tertiary treatment system. That is why the Health Unit or any agencies approved to issue sewage permits for new lots requires that the conventional bed provision (as a minimum) must be used to assess the suitability of that lot. If recommendation 17 were to be imposed on this subdivision (presumably because of lot size limitations), the Township and this recommendation would be in conflict with the Ontario Building Code. If, based on the current recommendations a final draft approval is issued and a builder or owner, is denied a conventional bed approval, the Health Unit would have failed to meet the requirements of their mandate and as such would be liable for those failures under the Ontario Building Code.

Finally, and as we noted earlier in our comments, Mr. Daniel Cumming on behalf of himself and SRRA, has filed an Appeal with the OMB with respect to amendment By-Law 2013-34. The Appeal argues that lots with private sewage system and wells within a "settlement area" whether as part of a subdivision or as a rural lot by consent, must follow the same assessment provisions for approval. Setbacks and frontage reduction should not be allowed without meeting the provisions of the Official Plan regardless of what designation they fall under.

We have (with consent by Mr. Cumming) provided you with a copy of this Appeal, should you be asked to provide an opinion on this matter by the OMB and as well as to support our request that this "draft approval" as passed by the Township on June 4th 2013 and now under consideration by the County be denied until a better plan is developed that meets all the provisions of the Planning Act, the Provincial Policy Statement, the Official Plan for the Township of South Frontenac and the Ontario Building Code. On that same point, we would also suggest that any revisions to this subdivision meet the intent of the Conservation Authority's 2005 Planning Policy and the Strategic Plan for Cataraqui 2020. We understand that the Township of South Frontenac has signed on in support of those Policies and as such should honour that commitment.

Yours sincerely, representing SRRA

Jim Mulder, Member

cc: Mr. Peter Young, Community Planner



Report 2013-137

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Colleen Hickey
Human Resources Specialist – Labour Relations

Date Prepared: July 5, 2013

Date of Meeting: July 17, 2013

Re: **Administrative Services – OMHRA Fall Conference 2013**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive this *Administrative Services – OMHRA Fall Conference 2013* report;

AND FURTHER THAT the Council of the County of Frontenac authorize the Human Resources Generalist/Researcher to attend the annual OMHRA Fall Conference in Orillia, Ontario from September 11-13, 2013.

Background

OMHRA: The Human Resources Specialist-Labour Relations and the Human Resources Generalist/Researcher are both members of the Ontario Municipal Human Resources Association (OMHRA). OMHRA is the premier professional association representing human resources, labour relations, and senior management professionals employed within the local public sector in Ontario. Its members are employed in municipalities, local boards and commissions and provide timely human resources advice and assistance to their respective Councils, Boards, Management Teams and Commissions.

Each year, OMHRA hosts a three-day conference. This year the conference is being held at the Fern Resort, Orillia starting Wednesday, September 11 and wrapping up during the afternoon of Friday, September 13, 2013.

Administrative Report
Administrative Services – OMHRA Fall Conference 2013
July 17, 2013

Page 1 of 2

Comment

The Annual OMHRA Conference offers different educational sessions related to Human Resources. The agenda of this year's conference includes the CAO perspective on HR (a panel of 3 CAOs each representing a small, medium and large sized municipality), an AODA Update (a co-presentation featuring a municipal practitioner and an external subject matter expert), an OMERS Update (with a speaker from each of the OMERS Administration Corporation and the OMERS Sponsors Corporation) and, a legal update from Hicks Morley.

For the past several years, the Human Resources Specialist-Labour Relations has attended the OMHRA Fall Conference. This year, the Human Resources Specialist - Labour Relations is requesting that the Human Resources Generalist attend for a learning, professional development and networking opportunity. With Council's direction at its January 16th meeting, only Managers are now able to attend a conference, and special permission is required from Council for the Human Resources Generalist/Researcher to attend this conference this year.

Sustainability Implications

It is important that staff at the County keep abreast and up to date on issues and emerging trends related to municipal government.

Financial Implications

Costs for this conference is included in the 2013 Corporate Training, Travel and Conference Fees budget. The OMHRA Fall conference costs for the full registration, which includes all conference materials, access to workshop sessions, and meals is \$399 per person, with hotel accommodations being approximately an additional \$350 plus transportation costs.

Organizations, Departments and Individuals Consulted and/or Affected

Marian VanBruinessen, Treasurer
Human Resources Specialist-Labour Relations
Human Resources Generalist/Researcher



Report 2013-138

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: July 3, 2013

Date of meeting: July 17, 2013

Re: **Financial Services – Appointment of Auditor**

Recommendation

That the Council of the County of Frontenac accept this *Financial Services – Auditor Appointment* report;

AND FURTHER THAT Council of the County of Frontenac authorize the appointment of the audit firm Allan Chartered Accountant Professional Corporation, as auditor for 2013-2015;

AND FINALLY that a bylaw be introduced by the clerk later in the meeting to confirm this appointment.

Background

Under Section 296 (1) of the *Municipal Act 2001*, c. 25:

A municipality shall appoint an auditor licensed under the Public Accountancy Act who is responsible for,

- a. annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit;*
- b. performing duties designated by the Minister; and*

Administrative Report
Financial Services – Appointment of Auditor
July 17, 2013

Page 1 of 2

- c. performing duties required by the municipality or local board which do not conflict with the duties designated by the Minister.*

Comment

County staff is very satisfied with the audit services provided by Allan Chartered Accountant Professional Corporation. The firm has brought a fresh perspective to County operations. Consistent audit staff has minimized the requirement for re-orientation which makes the audit process more effective.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

Allan Chartered Accountant Professional Corporation provided the following fee estimates:

2013: \$25,480
2014: \$25,990
2015: \$26,480

Organizations, Departments and Individuals Consulted and/or Affected



Report 2013-139

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared by: Julie Shillington
Administrator of Fairmount

Date Prepared: July 8, 2013

Date of Meeting: July 17, 2013

Re: Fairmount Home – Service Elevator Repairs

Recommendation

RESOLVED THAT Council of the County of Frontenac receive this *Fairmount Home – Service Elevator Repairs* report:

AND FURTHER THAT Council authorize the Clerk to execute an agreement with ThyssenKrupp for the necessary repairs to the service elevator.

Background

There are three elevators at Fairmount – a public elevator, a service elevator and the County elevator.

The public elevator is located in the main lobby of Fairmount and is used by visitors and residents to move between the first and second floors. There is no access to the lower level via this elevator. The service elevator is located in the hallway that connects the north and south sides of the building and is used by staff to move food and clean laundry. It is located in a restricted area and is off-limits to residents and visitors. The County elevator is located between the County’s administrative offices and Fairmount, next to the stairwell and is off-limits to residents.

Comment

The service elevator has been in and out of service in the past several months and our elevator maintenance contractor has advised us that the control system or “brains” of the elevator is no longer working and requires replacement. When the control system is replaced, the car and hall fixtures, wiring and fire service also need to be replaced.

The control system for our elevator cannot be sourced but must be manufactured as the original installer of the elevator and original fabricator of the control system are both no longer in business. There will be a waiting period related to the manufacturing of the control system and time is also needed for approval of engineered drawings and installation.

Consideration was given to replacing the entire elevator but this was not recommended by the elevator contractor as the rest of the elevator is in good condition; it would be a more significant cost and the elevator would be out of service for a longer period of time.

While the elevator is undergoing repairs, food and clean laundry will have to be transported using the County elevator.

Sustainability Implications

None.

Financial Implications

The estimate for repairs provided by the elevator contractor is \$59,312.

Organizations, Departments and Individuals Consulted and/or Affected

Staff
ThyssenKrupp



Report 2013-140

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Joe Gallivan
Manager of Sustainability Planning

Anne Marie Young
Manager of Economic Sustainability

Date Prepared: July 8, 2013

Date of Meeting: July 17, 2013

Re: **Administrative Services – OEMC and OPPI Conferences**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive this *Administrative Services – OEMC and OPPI Conferences* report;

AND FURTHER THAT the Council of the County of Frontenac authorize the Manager of Sustainability Planning and the Manager of Economic Sustainability to attend the annual Ontario East Municipal Conference (OEMC) in Kingston, Ontario from September 11 to September 13, 2013;

AND FINALLY THAT the Council of the County of Frontenac authorize the Community Planner to attend the biennial Ontario Professional Planners Institute (OPPI) Conference in London, Ontario from September 18 to September 19, 2013.

Background

OEMC: The Ontario East Municipal Conference is considered the largest annual regional conference east of Toronto and is usually well attended by members of the four Township Councils. Each year, the Ministry of Municipal Affairs and the Ontario East Economic Development Commission hosts this three-day conference. This year the

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Administrative Services – OEMC and OPPI Conferences
July 17, 2013

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conference is being held at the Ambassador Hotel in Kingston starting the morning of September 11 and wrapping up at noon on September 13, 2013.

The OEMC provides numerous worthwhile sessions dealing with a variety of municipal issues including land use planning, economic development, new Provincial initiatives, and general best practices.

OPPI: Ontario Professional Planners Institute represents about 3,500 professional planners and 500 planning students across the province. OPPI has the mandate to grant the Registered Professional Planner designation; govern the rights and responsibilities of its members; set academic, experience and examination requirements for membership; and uphold the Professional Code of Practice and Standards of Practice. Members work for government, private industry, community agencies and academic institutions in a variety of specialties across the province. OPPI is the Ontario affiliate of the Canadian Institute of Planners (CIP). Every two years, OPPI hosts a conference, with symposiums taking place in between these years. This year the conference is being held at the London Convention Centre on September 18 and 19.

The conference is important for both education and professional development. OPPI members are now required to complete a mandatory continuous professional learning program each year beginning in 2013.

Comment

The Annual OEMC Conference will be offering 34 different concurrent sessions as well as two keynote sessions. It is expected that many of the sessions will be valuable including: a presentation of new regional governance models; Eastern Ontario transportation needs study; the Building Code and municipal liability; and an update on the draft Provincial Policy Statement.

The OPPI conference offers two full days of concurrent sessions discussing current planning trends, key professional issues such as ethics and public consultation, and case studies from other Ontario municipalities. Some of the sessions this year include "Making Community Improvement Plans Work for Small and Medium-Sized Communities," "Empowering Private Sector in Rural Ontario Community Revitalization," "The Art of Mediation," and "Tiptoeing Through the Mine Field: Testimony at the OMB."

The Manager of Sustainability Planning and the Manager of Economic Sustainability have attended the OEMC Annual Conferences regularly. Frontenac County staff has not previously attended the OPPI conference, although the planners have been involved with local OPPI events. This year, the Community Planner would like to attend to ensure that the County is kept up to date on various planning initiatives across the Province and for professional learning opportunities that will help in future work done for the County. With Council's direction at its January 16th meeting, only Managers are now able to attend a conference, and special permission is required from Council for the Community Planner to attend the OPPI conference this year.

Sustainability Implications

It is important that staff at the County keep abreast and up to date of issues and emerging trends related to municipal government.

Financial Implications

Costs for these conferences are included in the 2013 Corporate Training, Travel and Conference Fees budget.

The OEMC costs for the full registration, which includes all conference materials and access to all plenary and workshop sessions, breakfast and lunch is \$532.75 per person if registered prior to August 15th. No hotel accommodation is required.

The OPPI conference registration is \$725 per person including meals. Travel through VIA Rail is approximately \$125 round trip. The starting conference hotel rate is \$129/night.

Organizations, Departments and Individuals Consulted and/or Affected

Marian VanBruinessen, Treasurer



Report 2013-143

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: July 10, 2013

Date of meeting: July 17, 2013

Re: **Emergency and Transportation Services – Confirmation of Land Acquisition – Road 509 and Robertsville Road**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation Services – Land Acquisition - Road 509 and Robertsville Road* report for information.

AND FURTHER THAT the Council of the County of Frontenac authorize the Clerk to direct the County's solicitor to complete the land acquisition – Road 509 and Robertsville Road in accordance with the terms of the "Agreement to Purchase and Sale".

Background

This report is presented to Council to provide an update on the completion of the studies requested for the property located at Road 509 and Robertsville Road.

Comment

An "Agreement of Purchase and Sale" was signed by both parties, dated May 1, 2013, with the following conditions:

The Buyer agrees to deposit at its expense on or before the Closing Date a reference plan of survey necessary to provide a description for the Property that can be registered.

This Agreement is conditional on the Buyer obtaining at its expense the following reports in respect of the Property that demonstrate to the satisfaction of the Buyer that the Property is suitable for the Buyer's intended use of it:

- (a) An environmental site assessment;*
- (b) A hydro-geological study demonstrating that there is a sufficient quantity of potable water;*
- (c) A geotechnical study.*

All the requisite studies and documents have been finalized to the satisfaction of County staff and a waiver of the conditions was issued on June 28, 2013.

The closing date for this transaction has been set at July 19, 2013.

Sustainability Implications

The construction of a northern base will help contribute to sustainability through the Health and Social Services focus area by providing appropriate care of our residents and visitors when in need of paramedic services. The purchase of land and associated due diligence process will ensure good stewardship of the County's financial resources.

Financial Implications

The "Agreement to Purchase and Sale" between the parties was signed at \$20,000. These costs are within the 2014 land ambulance approved budget for this capital project.

Organizations, Departments and Individuals Consulted and/or Affected

Joe Gallivan, Manager of Sustainability Planning
Peter Young, Community Planner
Kevin Farrell, GIS Technician
Anne Marie Young, Manager of Economic Sustainability
Marian VanBruinessen, Treasurer
Patrick Thompson, Project Manager, TCMS
Ministry of Northern Development and Mines
Malroz Engineering



Report 2013-127

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Bonnie Carter
Occupational Health Nurse

Date prepared: June 24, 2013

Date of meeting: July 17, 2013

Re: **Administrative Services – 2,4,5,T Herbicide**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac accept this *Administrative Services – 2,4,5,T Herbicide* report for information.

Background

From the late 1940s until the 1970s the herbicide 2,4,5,-trichlorophenoxyacetic acid (2,4,5-T) was utilized widely for brush control in Ontario. The product was also likely to contain the contaminant 2,3,7,8-tetrachlorodibenzo-*p*-dioxin(TCDD). The herbicide was used primarily by MTO, MNR and Ontario Hydro, however it is possible that some municipalities utilized it as well.

In response to public concern about possible long-term health effects following 2,4,5 T and TCDD exposure, the Government of Ontario formed an independent panel to review the use of this herbicide in the province and to evaluate possible health effects.

The panel found that although some occupational exposures exceeded the safe thresholds for exposure, there were sufficient margins built into those thresholds that adverse health effects might not occur.

The report identified that the group most at risk of exposure was the workers who directly applied the product either by hand or air or those who mixed the product and loaded the tankers or the planes.

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Administrative Services – 2, 4, 5, T Herbicide
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The panel concluded that the risk of developing a disease from bystander exposure was extremely low.

The report is available on the website ontario.ca/245T

The records of use by MTO, MNR and Ontario Hydro as well as their archived records identifying geographic areas which were sprayed are also available on the website.

Comment

The records of use available on the website were reviewed for areas within the County of Frontenac including main settlements in all four townships. No records of use by MTO, MNR or Ontario Hydro were found. It is possible that the townships or individual homeowners may have utilized the product to clear brush however these records are not accessible on this website.

If any individuals are concerned about a possible exposure, they should be directed to the Workplace Safety and Insurance Board website which has information to address these concerns at: www.wsib.on.ca

Sustainability Implications

A principle under the social pillar of sustainability in *Directions For Our Future* is a reminder to apply best practices for good stewardship; it states: *The quality of life of our current generations does not prevent future generations from enjoying a similar quality of life.*

Financial Implications

None.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac
All Four Townships



Report 2013-128

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Ryan Dixon
Information Technology Technologist

Date Prepared: June 25, 2013

Date of Meeting: July 17, 2013

Re: **Administrative Services – MISA Ontario Annual Conference**

Recommendation

That Council of the County of Frontenac receive the *Administrative Services – MISA Ontario Annual Conference* report for information only.

Background

The Information Technology Technologist, on behalf of the Manager of Information Systems, attended the Ontario Municipal Information Systems Association (MISA) Annual Ontario Conference in Waterloo, Ontario from June 2-5, 2013 as authorized by County Council at its April 17, 2013 meeting.

Comment

Speakers at the conference included Mike Lipkin, world-renowned motivator and communicator, Linda Edgecombe, best-selling author and motivator, David J. Smith, executive vice president Blackberry, John Baker, President and CEO of Desire2Learn, and Martin Laforest, Senior Manager, Scientific Outreach at the Institute for Quantum Computing at the University of Waterloo.

David J. Smith discussed key trends such as cloud computing, big data, personal and work information security. Martin Laforest spoke to the principles behind quantum computing and future applications in fields such as cryptology. Workshop presentations

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Administrative Services – MISA Ontario Annual Conference
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were very informative and provided real world project experiences and results within IT related settings of other municipalities.

Six educational streams were available at the conference:

1. Open Data
2. IT Strategies
3. Innovative Technologies
4. Next Frontier of Service Delivery
5. Engaging Citizens
6. Work Force Mobilization

Six educational workshops were attended by the Information Technologist which included:

1. IT Strategies: Using Business Capabilities for IT Strategic Planning
2. Engaging Citizens: Vaughn Online (VOL), a new website
3. IT Strategies: The Solutions Manager
4. IT Strategies: Next Generation Data Centre - City of Brampton's Experience and Lessons Learned
5. IT Strategies: Privacy Legislation and U.S. Servers - a Real or Imaginary Barrier
6. IT Strategies: Content Sharing and the Evolution of File Services in the Infinite Storage Era

A complete copy of all presentations made at the conference is available on the MISA website and available to all members.

Sustainability Implications

It is important that staff at the County keep up to date on IT issues and emerging trends related to municipal government.

Financial Implications

The cost of this conference was approved by Council resolution at its April 17, 2013 meeting at a registration cost of \$550 and hotel accommodations being \$435. The MISA group membership rate was attained for the accommodations and conference registration. Transportation was provided via the County administration vehicle.

Organizations, Departments and Individuals Consulted and/or Affected

Information Technology Technologist
Manager Information Systems
MISA



Report 2013-129

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Input from: Administrative and Financial Services Management and
Supervisory Staff

Date prepared: July 5, 2013

Date of meeting: July 19, 2013

Re: **Administrative and Financial Services – 2013 2nd Quarter
Activity Update**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Administrative and Financial Services – 2013 2nd Quarter Activity Update* report for information only.

Background

This report is presented to Council to provide an update on the various new and ongoing activities and special projects undertaken during April, May and June 2013.

Comment

Ongoing Activities

- Council Meetings - supported by Administrative and Financial Services staff at all levels through contributions to the content and preparation of agendas
 - Regular meetings: April 17, May 15 and June 19
 - Special meetings: April 17 (Public Meeting for changing the term of Head of Council), May 2 (Special Budget meeting)
 - Committee of the Whole meetings: June 5

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July 17, 2013

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- Council's Advisory Committees (CAO, Deputy Clerk, Communications Officer and other staff, as needed)
 - Sustainability: April 3 and June 3
 - Trails: April 5 and June 6
 - 150th Anniversary: April 24 and June 26
 - Accessibility: May 27 (the committee continues to seek two members: one from a North Frontenac and one from Frontenac Islands)
- Service Delivery &
Organization Review: June 6, June 12, July 12
- RULAC and Joint Management April 23 – Joint Management
May 6 – RULAC
- Eastern Ontario Wardens' Caucus (EOWC)
 - Board: April 19
 - CAOs: May 24 (CAO unable to attend due to conflict with Sustainability Breakfast); June 13 (Pembroke)
 - Treasurers: May 3 (Belleville)
 - Financial Sustainability Project (CAO and Treasurer):
May 8 (hosted by Frontenac); May 22 - teleconference
- Eastern Ontario Regional Network (EORN)
 - Board (Councillor Davison, CAO): April 5, May 3 (teleconference); CAO
 - EORN Phase 2 June 11 (teleconference)
- County of Frontenac CAOs/Clerks and Treasurers Working Group meeting – May 13 teleconference

Conferences, Training and Seminars

- AMCTO Zone 6 Spring Meeting, April 18: Deputy Clerk (Perth)
- Physician assisted suicide, adult pertussis and shingles and OH&S Due Diligence webinars May 7: Occupational Health Nurse
- Integrated Accessibility Standards Regulations Train the Trainer Workshop, City of Quinte West, Trenton, May 15: Human Resource Generalist/Researcher. (The Deputy Clerk was also assigned to attend this session; however a conflict arose with the May 15 County Council meeting)
- OMAA Workshop, May 15-17: CAO (Grand Bend)
- How to prevent and detect payroll fraud webinar session May 30: Deputy Treasurer
- MISA Annual Conference, June 3 – 5: IT Technician (Kitchener)
- AMCTO Annual Conference, June 9–12: Deputy Clerk (Blue Mountain)
- Asset management plan solution webinar sessions June 13 and June 21: Treasurer and Deputy Treasurer
- MMAH Municipal Performance Measurement webinar June 20: Treasurer and Deputy Treasurer
- Functional Elements of a Landscape Stewardship Plan in Frontenac County workshop, May 9-10 - Community Planner, Manager of Economic Sustainability and Manager of Sustainability Planning

- Municipal Information Systems Association (MISA) Annual Conference June 2-5: Information Systems Technologist (Kitchener)
- OMAF Performance Measurement Resources Training session April 4: Manager of Economic Sustainability (Cobourg)

Committee Activities

- **KFL&A Children and Youth Services Planning Committee:** Executive Assistant - April 5, 2013 (Napane), June 7 (Napane) and June 21 (Kingston). Deputy Clerk - May 3 (Kingston).
- **LHIN L-SAA Steering Committee, LAPS Working Group and Indicators Working Group:** CAO - Conference calls and other calls throughout the period
- **AMO Board of Directors and County Caucus:** CAO – June 20, 21 (Toronto)
- **AMO Long Term Care Committee:** CAO
- **OANHSS Municipal Group:** CAO
- **Kingston & Renfrew Central Ambulance Communications Centre Advisory Committee:** CAO (Co-Chair)
- **Ontario Municipal Administrators Association Nominations Committee:** CAO - Calls
- **Shared Data Consortium:** Treasurer
- **Rideau Corridor Landscape Strategy Steering Committee:** Councillor Jones and Community Planner
 - Planners Group Meetings – Meetings were held on April 22 and May 28 to begin working on the implementation of the strategy
- **Algonquin Land Claim:** CAO – Teleconference June 18, CAO attended meeting June 6 (Perth)
- **Canadian Hospital Infection Control Association:** Occupational Health Nurse- June 19 and included education

Special Projects and Key Activities

- Municipal Management Intern completed his Internship with the County on June 21, 2013. During the 2nd quarter, he worked on various projects which included:
 - One month placement with South Frontenac Township assisting Public Works on various projects
 - Assisted in the development of various County initiatives for policies and procedures, Human Resources, Finance, Administrative Services
 - Attended the AMCTO Annual Conference which completed the Internship Program
- The Integrated Sustainability Plan (ICSP) Breakfast was held on May 24 at the Verona Lions Hall. 62 gathered for an update on sustainability and to celebrate each others' successes in the Frontenacs
- Community Improvement Plans (CIP): The Community Planner, Manager of Sustainability Planning, and Manager of Economic Sustainability attended a second public meeting for the Marysville CIP on April 17
- Support for Small Scale Community Sustainability Initiatives: Attended the Friends of Arden unveiling ceremony at the end of June as part of the Arden Revitalization Project

- Frontenac K&P Trail - Work continues on the draft of the Implementation Plan-Phase 2 (Tichborne to Sharbot Lake) for presentation to the Trails Advisory Committee in August
- A request for proposal was issued, evaluated and awarded for the reconstruction of the bridge at Hardwood Creek at Verona
- A summer student was interviewed and hired in June to assist in trail related activities
- A concept plan was completed and forwarded to Trans Canada Trail (TCT) in June; this plan will also act as a funding application should TCT accept it
- Collaboration on Home Energy Efficiency Retrofits in Ontario (CHEERIO); the Community Planner is participating in the pilot project design advisory group; a final report is expected this summer

Deputy Clerk – Clerk’s Office

- The Records Retention By-law and Records Retention Schedule are finalized and the by-law received all 3 readings at the April 17th County Council meeting
- The new County Procedural By-law received all 3 readings at the April 17th County Council meeting and is now in effect
- Finalized all provisions under the *Municipal Act* for the commencement and coming into force of By-law 2013-0022 to Change Term of Warden and Deputy Warden
- Reviewed LSR reports provided by City of Kingston Community Services.
- Participated in Departmental meetings to overview the County’s Records Management system
- Conducted Accessible Customer Service Standard training for new Wolfe Island Paramedic staff
- Re-started the County of Frontenac CAO/Clerk/Treasurer Working Group to provide support, networking and information sharing between County staff and their respective Township counterparts; the group had its first meeting on May 13th with future plans to meet quarterly via “Go To” Meeting
- Support for all Council, Committee, Land Use Planning and Staff meetings

Manager of Sustainability Planning and Community Planner

- County Official Plan – the first draft of the Frontenac County Official Plan was received by County Council at its meeting on June 19 and posted on the County website for public review on the same day. Public open houses to discuss this first draft will be held across the County in August and September
- Land Use Planning:
 - **Central Frontenac**
Bridgen’s Island draft plan of subdivision was brought to Council and approved
 - **Frontenac Islands**
 - Several rezoning and consent applications reviewed
 - Manager of Sustainability Planning attended Council meetings on April 8 and May 13 to be present for public meetings on all planning applications
 - Manager of Sustainability Planning attended Special Council meeting on January 15 to provide a report and recommend changes to the Township’s adopted Official Plan prior to final approval by the Ministry of Municipal Affairs and Housing

- A pre-consultation meeting was held May 21 for a proposed subdivision on Howe Island
- **North Frontenac**
Ardoch Lake - review continued on proposed waterfront development via land condominium. A meeting with the developer and his engineering consultant, the Manager of Sustainability Planning, Community Planner, and County Peer Reviewer was held at the County office on April 23.
- **South Frontenac**
The Community Planner attended a South Frontenac Committee of the Whole meeting on April 23 which included discussion of the Sands Road subdivision in Battersea

Manager of Economic Sustainability

- KFLA Food Charter Working Group
- Attended a working group meeting in May to screen applications of interested community volunteers to sit on the Food Council
- **Frontenac Islands**
 - Compiled information (with the assistance of the Municipal Management Intern) on the abandoned Wolfe Island Canal to investigate the possibility of reviving the project
- **South Frontenac**
 - Met with staff from Cataraqui Region Conservation Authority and the Township of South Frontenac to continue to look into possible locations along Township Road 38 for Frontenac Farmer's Market to set up on Friday's (in addition to Saturday's at Verona)
- **Central Frontenac**
 - Attended the regular meeting of the Central Frontenac Economic Development Advisory Committee in April.
- **North Frontenac**
 - North Frontenac Community Profile was accepted by Township Council in May
 - Worked with North Frontenac staff to assist in determining the 2013 eco-tourism project

GIS Specialist

- Frontenac Maps Website Improvements
- Parcel Fabric/MPAC Update
 - Updated within the file geodatabase
 - Updates to interactive mapping sites (x5)
 - Shapefiles/Feature classes provided to Townships
- Address Point File
 - Updated/Improved address point file
- FPS Mapping
 - Cross border call volume and density mapping
 - 30 minute response scenarios
 - Proposed site selection mapping (constraint maps)
 - Base Floor Plans - 2 plans posted for each base
 - Incident Route Mapping
- Frontenac Islands and South Frontenac Zoning
 - Howe Island Zoning completed
 - Wolfe Island Zoning ready for review

- SF Zoning underway
- Sustainability (Internal Requests)
 - CIP Mapping (Marysville)
 - County OP Mapping - Multiple Maps
 - Planning Application Mapping (Sites and Subdivisions)
 - Vacant Land Analysis
 - Waterfront vs. non-waterfront property analysis
 - K&P Trail Mapping (specific sites, lengths, adjacent property)
 - Ferry Maps, Parking Maps and Directional maps
- Roads Layer Improvements (Ongoing)
 - Wolfe Island - road and address checks and updates
- Custom Mapping: 5
- Other Meetings:
 - Road Edits (Township staff via various web meetings)
 - Community GIS Meetings (April 4, 30, May 14, June 13)

Finance

- Amended budget presentation information for final Council approval May 2
- Submitted MMAH report re 2013 Budget
- Completed and submitted 2012 Financial Information Return
- Completed and submitted 201 Land Ambulance Assurance Statement and Financial Report
- Designed and distributed budget templates for 2014 to be completed by Department Managers
- Financial audit successfully completed. Auditor presentation to Council May 15th
- Compilation and synthesis of information for Conference and Training Report
- Compilation of Information for Absenteeism Report for Council
- Compilation of Information for Vehicle Usage Report for Council
- Prepared and submitted Fairmount Home Staffing Report to the Ministry of Health and Long Term Care
- Submitted MIS-OHRS Report to Ministry of Health and Long Term Care
- Dissemination of revised Procurement Policy
- Met with TD Bank regarding bank charges and investment rates - resulting in a reduction in service charges
- Coordinated an OMERS information training session for staff on May 28, 2013
- Treasurer sits on MFOA Finance Policy Committee, and Financial Information Return (FIR) subcommittee, teleconference meetings held April 2, May 7, May 31; and attended meeting in Toronto, May 16
- Project Manager interviews Re: Fairmount Auditorium Project
- Interviewed Re: Contract Payroll position to cover extended sick leave
- Ongoing policy review and update - 4 policies moved forward
- INFO HR - ongoing testing integration with GP financial software based on changed parameters from the consultant
- Great Plains version updates, software testing to ensure flawless transition
- Contract service to Frontenac Islands: monthly financials, payroll, processed tax certificates, supplementary and omitted tax assessment and ownership changes; preparation of interim audit information

Human Resources

- Twenty-three internal job competitions filled successfully
 - Successfully recruited for two maternity leave replacements for the Communications Officer and the FPS Administrative Assistant
 - Successfully filled summer student positions for: GIS and Economic Sustainability & Support Services Aide
 - Participated in the Orientation of the Wolfe Island Volunteer Paramedics that were hired in March
 - Creation and approval of two new Human Resources policies
 - HR Generalist attended Train the Trainer training for the Integrated Accessibility Standards Regulations
 - Human Resource Management Software implementation proceeding
 - HR Generalist facilitated Respect in the Workplace training for employees of Fairmount Home
 - Human Resource staff facilitated four sessions of the Respect in the Workplace training for staff, Council and volunteer Fire Fighters at Central Frontenac, more July dates to follow
 - HR Generalist attended the Eastern Ontario Municipal HR Meeting in Northumberland County
 - CUPE 2290 negotiations - ended in no deal reached, therefore arbitration to be scheduled
 - Work on the HR Strategic Plan continues
- Labour Relations:
- o OPSEU 462 Paramedics 10 grievances – 2 resolved, 8 awaiting resolution
 - o Conducted and completed one formal investigation

Occupational Health

- Thirty-three OH consultations/clinical appointments in office
- Twenty-four employee incidents, eleven WSIB claims with three denied
- Two WSIB return to work plans, one LTD return to work plan, two non-occupational accommodation return to work plans
- Provided four orientation sessions to County new hires
- Provided one orientation session to FPS Wolfe Island volunteers
- Ergonomic assessments for three workstations
- Completed the annual Physical Risk Assessments for FPS with the H&S Committee
- Completed the annual Physical Risk Assessments for Corporate Services
- Implemented checklist for general and dept. specific orientation
- Physical Demands Analysis - Accepted final version of Paramedic PDA for FPS, still reviewing PDA for Paramedic Supervisor
- Attended Health and Safety Committee meetings for Fairmount, County & FPS
- Attended three Environment Team meetings at Fairmount
- Chaired EAP Committee meetings
- EAP Contract reviewed and accepted in collaboration with Human Resources
- Attended two Wellness Team meetings and reviewed policies at meetings
- Attended the daily outbreak meetings at Fairmount
- Attended meetings for Fairmount Home PAC, Strategic Plan Review and workplans, and Corporate Services

- Reviewed new County of Frontenac website and composed content
- Composed article for Fairmount Gazette
- Reviewed and revised the Wellness Team Survey
- Reviewed County H&S policies

Occupational Health Special Projects & Committees

- Completed FPS IPAC Policies and Procedures
- Drafted SOP's for OH for review by FPS and Fairmount
- Drafted two policies – GPS Spot and EPanic Alerting System
- Participated in World Hand Hygiene Day with blue paint demonstration to staff
- Conducted IPAC and H&S components of Fairmount mandatory staff training
- Shared our Exposure to Bloodborne Pathogens/Designated Officer information binder and procedure with City of Kingston Occupational Health

Occupational Health Township Support

- Attended two meetings Townships/County Health and Safety Group
- Arranged Basic Certification Level 1 training session for Township participants at a reduced cost and hosted at County site

South Frontenac

- Young Worker Orientation - two sessions
- Participated in Certification Course

Central Frontenac

- Young Worker Orientation - one session
- Participated in Certification Course

Frontenac Islands

- Young Worker Orientation and Physical Risk Assessments scheduled for July
- Participated in Certification Course

Manager of Information Systems and IT staff

- New website live on June 24
- Upgraded Microsoft Great Plains to version 2010
- New hardware was procured and readied for deployment
- Assisted FPS with data for service review
- Work orders #s:

April	178
May	154
June	167

Communications

- Issued 11 approved media releases/advisories
- Sent out approved monthly e-newsletters "Frontenac County Bytes" in April (625 contacts), May (676 contacts) and June (677 contacts) providing updates on activities at the County
- Posted approved and timely updates to corporate social media accounts
- Twitter: 419 Followers and 158 Tweets since launch

- Facebook: 62 “likes” (as of July 3, total weekly reach as high as 184 May 31 – June 6)
- Created five online surveys based on defined requirements using Survey Monkey
- Upon Councillor Doyle’s request, provided communications support to the committee working to build a roof over the Wolfe Island Ice Rink for its public meeting held on June 13. Worked with Glenn Mosier, Paul Hogan and Patrick Thompson to draft a public notice and prepare presentation materials for the meeting
- Worked with Central Frontenac Township Interim CAO John Duchene to draft and issue a media release regarding the washout and subsequent oil spill at Crow Lake.
- Worked with North Frontenac Township staff to help the EORN team plan a community meeting on the local launch of service
- Supported the Manager of Economic Sustainability in completing the North Frontenac Township Community Profile
- Worked with the Manager of Economic Sustainability to draft an editorial piece highlighting the 2013 work on the K&P Trail for the local magazine, *The Scoop*
- Designed an advertisement for the Frontenac Arch Biosphere’s 2013 Guide
- Supported ETS with the placement and proofing of ads to celebrate EMO and EMS weeks
- Supported Fairmount Home with promotion of June 15th E-Waste Event
- Supported FPS with promotion of Community Paramedicine Wellness Clinics
- Assisted in drafting PowerPoint Presentation for the Kingston City Council Presentation given by FPS Chief Paul Charbonneau and Fairmount Administrator Julie Shillington
- Attended the Annual Sustainable Kingston Forum
- At the direction of the Sustainability Advisory Committee, held a meeting with a handful of Frontenac residents to discuss youth attraction and retention in the County
- Worked with the Sustainability Advisory Committee and the Sustainability Team to plan and host another successful ICSP Breakfast Celebration on May 24, with approximately 60 people in attendance
- Worked in conjunction with the Manager of Economic Sustainability to formalize five Community Partnership Agreements for presentation at the ICSP Breakfast
- Worked with the FPS Executive Assistant to plan and host a successful celebration of the LEED® Gold Certification of the Sydenham Ambulance Station
- Participated in the County/Township Clerk/Treasurer/CAO meeting to discuss potential collaborative communications opportunities
- Monitored local media coverage of FPS Land Ambulance reduction in service, and assisted in providing advice on handling public reaction. Compiled public input for County Council’s review
- Contributed to the redevelopment of the County’s website, which launched on May 24
- Supported the 150th Anniversary Planning Advisory Committee and the Sustainability Advisory Committee

- Attended a meeting with Kingston Frontenac Public Library representatives and Mr. Marcel Giroux, to discuss a potential partnership between the Library and the County through its 150th Anniversary Planning Advisory Committee
- Continued work on a Communications Services Plan
- Continued participation of internal committees: Wellness Team and Fairmount Auditorium Fundraising Committee

Representing the County

- Manager of Information Systems was invited to attend the Frontenac IT user group meetings on April 12 and June 25
- Treasurer was invited to participate in an MMAH consultation on Regulation 284-09, April 26
- CAO continues as a member of the United Way serving KFL&A Success By 6 Council of Partners
- Executive Assistant is a member of the 2013 United Way Success By 6 Week Committee (United Way Success By 6 Week May 4-12, 2013)
- Manager of Economic Sustainability attended:
 - Regular meeting of Frontenac Community Futures Development Corporation in April as well their AGM in June
 - SWITCH meeting in May and June
 - Regular meetings of Land O Lakes Tourist Association in April and June and the AGM May as County representative on its board

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac Administration and Finance Staff



Report 2013-130

ADMINISTRATIVE REPORT

To: Warden and Council of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared By: Jannette Amini
Deputy Clerk

Date Prepared: July 4, 2013

Date of Meeting: July 17, 2013

Re: Administrative Services – AMCTO Annual Conference

Recommendation

That Council of the County of Frontenac receive the *Administrative Services – AMCTO Annual Conference* report for information.

Background

The Deputy Clerk attended the Association of Municipal Managers Clerk's and Treasurers of Ontario (AMCTO) annual conference in Blue Mountain from June 9 to 12, 2013 as authorized by County Council at its April 17, 2013 meeting.

Comment

The AMCTO Annual Conference provides municipal Clerks and Treasurers with the opportunity to stay on top of emerging issues in the municipal sector, experience energizing and motivating keynote speakers as well as network with colleagues and share information and best practices.

Keynote speakers at the Conference included Stuart Ellis-Myers who lives with Tourettes Syndrome and spoke about how to overcome obstacles as well as David Usher who took the audience through a journey of making a vision become reality and how in order to achieve success, one must follow through on their visions.

Administrative Report
Administrative Services – AMCTO Annual Conference
July 17, 2013

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During the 3 day conference, attendees had the opportunity to attend a number of workshop presentations which were very informative and provided an opportunity for open discussions and networking with other municipal experts.

Five educational workshops were attended by the Deputy Clerk which included:

- Creating a Code of Conduct for Your Council
This workshop focused on key aspects that are required in a Code of Conduct as well as encouraging ethical behaviour based on the values and vision of the municipality. Key aspects learned in this session were that along with any Code of Conduct for a municipality, it must be accompanied by policies and training programs which reinforce and encourage ethical behaviour that is expected of both municipal politicians and administrators.
- Economics of Accessibility: Benefits to Municipalities of Implementing Accessibility Standards
This was an excellent session that not only focused on the economical financial gain with respect to the spending power of those with disabilities, but also focused on the economical cost of the unacceptable unemployment rate of those living with disabilities. Stephen O'Brien of Richmond Hill was a keynote speaker with this workshop and provided an overview of the new IASR policy and reporting requirements in 2013 including what effective policies should include as well as networking with other municipalities who already have these policies in place in order to avoid "reinventing the wheel".
- Creating an Ethics Program for Your Municipality: The Foundations of Accountability and Public Values
This workshop looked at Codes of Conduct for municipal employees and how to measure the success of such Codes. It also looked at different sections that should be included in a Code of Conduct and that many municipalities are now moving towards Codes of Ethics which are less constrictive and value based that stress decision-making principles that support values and integrity that the public has come to expect of municipal employees.
- Open Meeting Requirements: An Update and Open Discussion
This workshop focused on the requirements under the *Municipal Act* of when a municipal Council may move into closed session. It also reviewed various reports from the Ontario Ombudsman regarding complaints around closed meetings.
- Fraud and White Collar Crime: How They Are Infiltrating the Public Sector
This workshop focused on the rise in the incidence of fraudulent business interactions and how to recognize potentially fraudulent requests and interactions as well as how to protect your municipality.

During the 75th Birthday Gala, attendees had the privilege of hearing guest speaker, The Honourable David C. Onley, Lieutenant Governor of Ontario, who reinforced the importance of municipal government in the lives of Ontarians and spoke to his family's long standing involvement in both municipal government as well as the AMCTO.

The Deputy Clerk also attended the AMCTO Annual General Meeting that highlighted the activities of the Association over the past year including receiving reports from the AMCTO Board Chair, along with various standing committee reports. As well, the Deputy Clerk also attended an AMCTO Zone 6 meeting of the Board of Directors of which she is a Director at Large.

A complete copy of all presentations made at the conference is available on the AMCTO website and available to all members.

Sustainability Implications

It is important that staff at the County keep up to date on issues and emerging trends related to municipal government.

Financial Implications

The cost of this conference was approved by Council resolution at its April 17, 2013 meeting at a registration cost of \$706 and hotel accommodations being approximately \$550; however the Deputy Clerk was offered by past colleagues to share accommodations which represented a cost savings to the County of close to \$400. Transportation was shared travel with other Frontenac Townships which represented cost savings to those Townships.

Organizations, Departments and Individuals Consulted and/or Affected

Office of the Clerk/CAO
Deputy Clerk
AMCTO



Report 2013-131

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC
From: Elizabeth Savill
CAO
Prepared by: Julie Shillington
Administrator of Fairmount
Date Prepared: July 2, 2013
Date of Meeting: July 17, 2013

Re: Fairmount Home – 2013 2nd Quarter Activity Update

Recommendation

RESOLVED THAT Council of the County of Frontenac receive the *Fairmount Home – 2nd Quarter Activity Update* for information only.

Background

The following are some of the highlights from April 1 to June 30, 2013 of which County Council should be aware.

Comment

CD & Donations

The son and daughter-in-law of a past resident have created a CD of songs the proceeds of which will go towards the purchase of a portable sound system for musicians performing at Fairmount.

Sodexo Expectations Meeting

We met with representatives of Sodexo to determine the performance expectations for the coming year.

Presentation to Kingston City Council

I presented the 2013 budget and auditorium renovation project to Kingston City Council.

Collective Bargaining Conciliation

I attended collective bargaining conciliation where we were not successful in attaining an agreement and will be heading to binding arbitration.

Administrative Report
Fairmount Home – 2013 2nd Quarter Activity Update
July 17, 2013

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Dietary Workflow

The home's dietary workflow team consists of the Administrator, Manager of Food Services, Manager of Environmental Services, two dietary aides and one cook. It has been hard at work in response to recommendations made by LTS Consulting, the firm that conducted the LEAN workflow review of the dietary department last fall.

The team has met several times this year and, in consultation with the dietary staff, developed the following vision statement for the dietary department:

In the Dietary department we know what is expected of us, have the tools, knowledge, skills and support to do our job, have developed processes for respectful, free-flowing communication and provide the residents with fresh, high quality food all of which leads to our job satisfaction.

To measure whether or not the department has achieved this vision the following overarching AIM statement was developed:

By May 1, 2014, 75% of the dietary staff shifts will be rated as a "good day" or "great day"

The workflow team has been working on quite a few quality initiatives including looking at garbage bag use, making toast at point of service, how dish carts are loaded, the food order process and how work areas are organized.

QI Training

As recommended in the LTS report, the dietary workflow team received training in the use of quality improvement tools such as LEAN, process mapping, 5S, 5Whys and PDSA. These tools are being utilized as the team moves forward with the workflow project.

General Staff Meeting

I met with staff to discuss staff sick time at the home.

Meeting with Store Volunteers

I attended a meeting with the volunteers who give their time in the general store. Overall volunteers were very satisfied with the general store procedures.

Volunteer Appreciation

I attended the annual volunteer appreciation dinner at Fairmount and gave an overview of some of the activities that occurred in 2012 and those planned for 2013.

Nurses Week

All staff were celebrated during Nurses' Week with the most popular event being the staff barbeque. Residents and family members were given an opportunity to record their thoughts about Fairmount staff and those will be incorporated into a wall hanging for the home.

Incontinence RFP

An RFP for incontinence products was released and a trial is underway with the successful proponent. Pending resident and staff satisfaction a contract will be formally signed.

Auditorium Renovation Project Manager RFP

An RFP for a project manager for the auditorium renovation project was released and a separate report from the Treasurer has been prepared for Council advising of the outcome.

Auditorium Renovation Project

A meeting was held with the architect and project manager. It is anticipated that we will be starting construction by mid-October. The Ministry of Health & Long-Term Care has been advised of the project and we are waiting to see what level of involvement it will require.

Fire Suppression Tank RFP

An RFP for the supply and installation of a new fire suppression tank water supply line was released. This work is required by the Fire Department and was part of the 2013 budget.

Well Project

The well project is complete.

Benjamin Moore Grant

We have been advised that we were successful in obtaining a grant from the Benjamin Moore Community Restoration Program. The grant is in the amount of \$4,250 with \$3,600 of that to be used to erect a sunshade in the Pathways and repair benches and the balance to go towards paint.

Physiotherapy RFP

The Ministry of Health & Long-Term Care is changing the funding model for physiotherapy in long-term care homes. Currently physiotherapy providers bill OHIP directly. Effective August 1, 2013, homes will receive \$750 per bed for physiotherapy services plus an increase to the programming envelope to allow for exercise classes. As per the County's procurement policy, an RFP was released for physiotherapy services.

Mandatory Annual Training

The *Long-Term Care Homes Act* requires annual training on several topics such as infection prevention and control, restraint use and abuse. We also incorporate health and safety and ethics training into this day which helps us to meet the training requirements under the *Occupational Health & Safety Act* and Accreditation Canada standards. The first mandatory training day was held in June.

OANHSS Region VI

I attended a meeting of the OANHSS Region VI Executive. I am Secretary for the Region.

Ontario Volunteer Services Awards

I attended the Ontario Volunteer Services Awards at the Ambassador Hotel where the following volunteers received awards for their volunteerism at Fairmount:

Wendy Deslaurier – 5 years
Glenda Corcoran – 10 years
Merle Keeler – 5 years
Bill McCormick – 5 years
Claudette Raby – 5 years
Carol Pellerin – 5 years
Heather Jones – youth volunteer

Electrical Safety Authority (ESA)

The Electrical Safety Authority works with facility owners, owner's agents or operators to ensure an electrically safe facility, assist with compliance requirements, ensure electrical equipment is in safe and proper working condition, and educate employees about electrical safety, Ontario Electrical Safety Code requirements, and safe work practices. Maintenance staff underwent electrical safety training provided by the ESA.

Memorial Service

A memorial service was held to remember the residents who have passed away over the past six months.

e-Waste

Sodexo held an e-waste event at Fairmount. It were able to collect 2,129 kilograms of e-waste. This material will now be responsibly diverted from our landfill sites by being safely mined for its precious metals, hazardous materials and recyclables. As a result, a total of \$278.03 was raised for the South Frontenac Community Services Center to help Fight Hunger in our community.

Organizations, Departments and Individuals Consulted and/or Affected

Residents
Staff
Volunteers
Sodexo
J.L. Richards
TCMS



REPORT 2013-132

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Anne Marie Young
Manager of Economic Sustainability

Date prepared: July 8, 2013

Date of meeting: July 17, 2013

Re: **Sustainability – Frontenac K&P Trail – Hardwood Creek Bridge**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this *Sustainability – Frontenac K&P Trail – Hardwood Creek Bridge* report for information.

Background

The unopened portion of the K&P rail bed, acquired by the County of Frontenac in 2008, runs through the Township of South Frontenac and part of the Township of Central Frontenac. The County's acquisition of the land was undertaken as part of its economic stimulation efforts. The development of this multi-use trail offers an alternative transportation network for our residents and visitors, links us into the Trans Canada Trail system, connects our communities, and provides healthy lifestyle and recreational opportunities. County Council adopted the implementation of the Frontenac K&P Trail at its October 2009 regular meeting.

Comment

A Request for Proposals was issued to design, deliver and install a new trail bridge over Hardwood Creek on the Frontenac K&P Trail. Five submissions were received as follows:

Name	Amount	
H.R. Doornekamp Construction Ltd.	Option 1	\$ 124,930.00
	Option 2	\$ 130,930.00
Cruickshank Construction Ltd.		\$ 203,276.00
Morven Construction Ltd.		\$ 236,137.00
Rideau Valley Construction Limited		\$ 245,276.20
Louis Bray Construction Limited	Option 1	\$ 332,824.00
	Option 2	\$ 302,419.00

The successful proponent is H.R. Doornekamp Construction Ltd. for the amount of \$124,930.00 plus HST.

Sustainability Implications

This project supports a number of focus areas adopted in *Directions for Our Future* and is directly identified in *Sustainable Actions 2012* under the economic pillar of sustainability as – Trail Network Development. The project supports the development of a network of trails in the County facilitating recreation and transportation networks and promoting active lifestyles.

Financial Implications

The Hardwood Creek Bridge falls within the budget allotment for 2013.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac
 Quinte Region Conservation Authority
 Residents of County of Frontenac



Report 2013-133

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Anne Marie Young
Manager of Economic Sustainability

Date prepared: July 9, 2013

Date of meeting: July 17, 2013

Re: Sustainability – Support for Smaller Scale Community Sustainability Initiatives Update

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Support for Smaller Scale Community Sustainability Initiatives Update* for information.

Background

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

Comment

Several projects approved in through the 2012 budget remained uncompleted at year-end. The status of these final few projects approved in 2012 is as follows:

Lake Management Plan - The Canonto Lake Property Owners' Association (CLPOA) applied for funding to help cover the printing costs in producing copies of a lake

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Sustainability – Support for Smaller Scale Community Sustainability Initiatives Update
July 17, 2013

stewardship plan for Canonto Lake. The application speaks to an integrated approach and has successfully demonstrated that the project supports all four pillars of sustainability. The focus areas of Protection of Natural Resources, Water, and Recreation and Leisure as well as Capacity Building are supported. The project is complete. A copy of the plan has been received. Final claim and final report have been received. The value of this project is 11.33 times the amount of County investment and includes 200 days of volunteer in-kind contribution.

Awareness and Education for Local Food Project - Sharbot Lake Farmer's Market - This is a Capacity Building project that supports local food which is a focus in the County's ICSP and Council strategic direction. It also fulfills one of the recommendations of the Regional Local Food Local Food BR+E. The County's support is toward the promotion and the facilitation of the workshops. The project is in progress.

Lake Management Plan - Sharbot Lake Land Owners Association (SLPOA) - The association took an integrated approach and successfully demonstrated that the project supported all four pillars of sustainability. The focus areas of Protection of Natural Resources, Water, and Recreation and Leisure as well as Capacity Building are also supported. The SLPOA applied for funding to help cover the printing costs in producing copies of a lake plan for Sharbot Lake. A draft of the plan is ready to present first to SLPOA.

Revitalization Project for Arden - Friends of Arden - This is a Capacity Building project that: supports the 5 year plan for the revitalization of the hamlet of Arden; enhances community involvement; and, supports the retention of volunteers and businesses in the Arden area. The County's support will cover different aspects of the project including signage and landscaping. A recent unveiling of the new signage supported also by the local businesses was held at the end of June. The County was represented by the Warden and the Manager of Economic Sustainability. The County was thanked for its contribution and the partnership agreement was proudly displayed. The project is near completion and a final claim and report are pending.

Steps toward a Stewardship Plan for Frontenac County – This is a regional capacity building project that promotes environmental stewardship. To be effective, such a County-wide Stewardship Plan would need buy-in by County residents and municipal representatives. A first step toward this end is increasing the pride that residents feel toward their County and this has been enabled through *The Naturally Rich Frontenacs* (the County's first SSS SCI in 2009/10). This next step consists of holding a workshop to provide generous discussions for exchange of information among differing viewpoints and follow-up material. The County's support is toward meeting facilities, speakers and follow-up documents. The workshop has taken place and final documentation is being compiled and final claim and report are pending.

The SL Farmers Market Venue Revitalization - Sharbot Lake Farmers Market - This project supports local food systems, community revitalization and community capacity building; all of which are contained in *Sustainable Actions 2011* as priority opportunities. The facilities are located in a park near Sharbot Lake and the land is owned by the Township of Central Frontenac. The County's support is toward the project's main focus and that is to refurbish the washroom facility, which is a major issue that has been identified at public meetings for the CIP and the Trail Head staging projects. Other

components of the project include work on the pavilion base and other concrete bases needed for safety purposes. The project is underway.

SSS CSI 2013

The SSS CSI program was taken to the Sustainability Advisory Committee to review the selection, criteria, evaluation and approval process. The Committee's recommendations to County Council reflected that the process should remain as previous years and to include more reports to Council of when projects are approved and when completed.

Notification has been sent to the CAOs of the Townships, Frontenac Community Futures Development Corporation and community associations. It was also noted that most SSS CSI projects will fall under the FGT eligible project category: *Capacity Building Project (projects and activities that strengthen the ability of municipalities to develop and implement integrated community sustainability plans)*. Applications can be found on the County Corporate web site as well as www.directionsforourfuture.ca. One completed application has been received to date and is being evaluated.

Sustainability Implications

This program supports a number of focus areas adopted in *Directions for Our Future* and is directly identified under the Economic Pillar of Sustainability in *Sustainable Actions 2012* as recommended project contributing to strengthening community capacity.

Financial Implications

The budget for SSS CSI for 2013 is \$50,000.

Organizations, Departments and Individuals Consulted and/or Affected

Township of Frontenac Islands
Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Funding recipients named above



Report 2013-134

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: June 20, 2013

Date of meeting: July 17, 2013

Re: **Emergency and Transportation Services - 2013 2nd Quarter Activity Update**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation Services – 2013 2nd Quarter Activity Update* report for information.

Background

This report is presented to Council to provide an update on the various ongoing activities and special projects during the 2nd quarter of 2013.

Comment

Meetings Attended	Dates
County Council – Regular Meeting	April 17, May 15, June 19
County Council – Special Meeting	May 2
County Council – Committee of the Whole	June 5
County Council – Joint Council	
Joint Management and RULAC	May 6
County Emergency Management Program Committee	
City of Kingston Emergency Management Program	
CACC Advisory	April 18

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Emergency and Transportation Services – 2013 2nd Quarter Activity Update
July 17, 2013

Regional Paramedic Program of Eastern Ontario (RPPEO)	April 17
Fire/Paramedic Labour Relations Committee	
OPSEU Local 462 Labour Management Committee	
CUPE Local 109 Labour Management Committee	
County Health & Safety Committee	May 28
EMO Loyalist Sector Meeting	

Committee Activities

1. Ontario Association of Paramedic Chiefs (OAPC) Executive (Teleconference):
Every Monday morning
2. Ontario Association of Paramedic Chiefs (OAPC) Board: April 18, May 13/14
3. EHSB/OAPC Quarterly Meeting: None this quarter
4. OAPC - Eastern Ontario Chiefs: April 18/19 and June 20/21
5. Emergency Medical Services Chiefs of Canada (Teleconference):
 - a. Executive: April 2, April 11, May 6, June 10
 - b. Board of Directors: April 8, May 13
 - c. Annual General Meeting: June 14

Special Projects/Other Activities

1. LEED® Celebration
On Friday, May 24, 2013, a gathering to celebrate the accomplishment of LEED® Gold for the Sydenham ambulance station occurred. Politicians, staff, the builder, guests and media heard about the process and learned that we had required the builder to achieve LEED® Silver. We surpassed that goal and were awarded LEED® Gold.
2. OAPC Labour Relations (LR) Day
On May 16, 2013, Colleen Hickey, Gale Chevalier and I attended the Annual OAPC LR Day held in Toronto. This is a value added event presented by the OAPC where staff lawyers from Hicks Morley spend the day reviewing labour relations issues, trends and data specific to our industry. This includes current bargaining updates and wage charts, WSIB rulings, arbitration awards review and legislative changes.
3. EMS Week Celebration
During the week of May 26-June 1, we celebrated the women and men of FPS who work each shift to care for the sick and injured of Frontenac County and the City of Kingston. Once again, we had a static display at the Cataraqui Town centre staffed by paramedics. Over 5,000 people visited the display to have their blood pressure checked and learn more about what paramedics do every day.
4. Wolfe Island Wellness Clinic
The first Wellness Clinic occurred on May 27, 2013. The clinic was held in conjunction with another health clinic and eleven (11) people were seen by the paramedics. "That was an impressive start to the Frontenac County Paramedic Wellness Clinic," commented Hugh Cowan, Wolfe Island resident. "When I came in,

shortly after 10:30, things were in full swing, and I hope it kept up for the remainder of the session.”

Q2 Performance Standards - Key Performance Indicators (KPI)

County of Frontenac Legislated Response Time Standard (RTS)



For the calendar year of 2013, from January 1 to December 31, Council set the following standards:

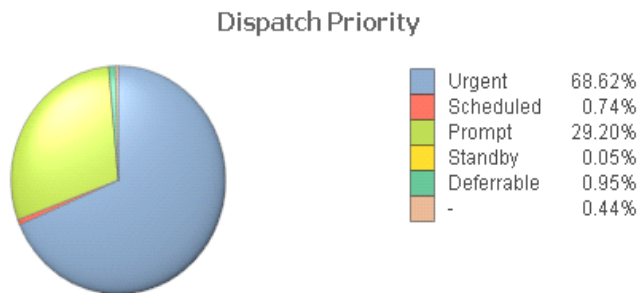
- i. Designated Delivery Agent (DDA) - SUDDEN CARDIAC ARREST
48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a responder equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.
- ii. EMS Designated Delivery Agent - CTAS 1
68% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.
- iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5

The County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

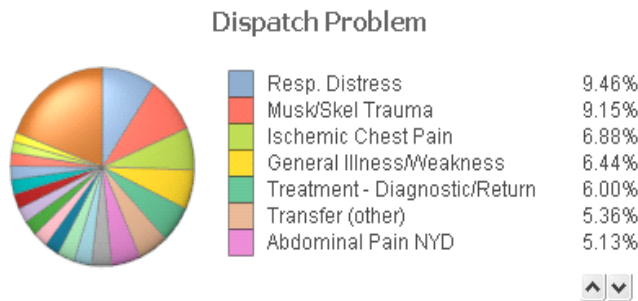
CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	Target
2	10 minutes	65%
3	10 minutes	65%
4	10 minutes	65%
5	10 minutes	65%

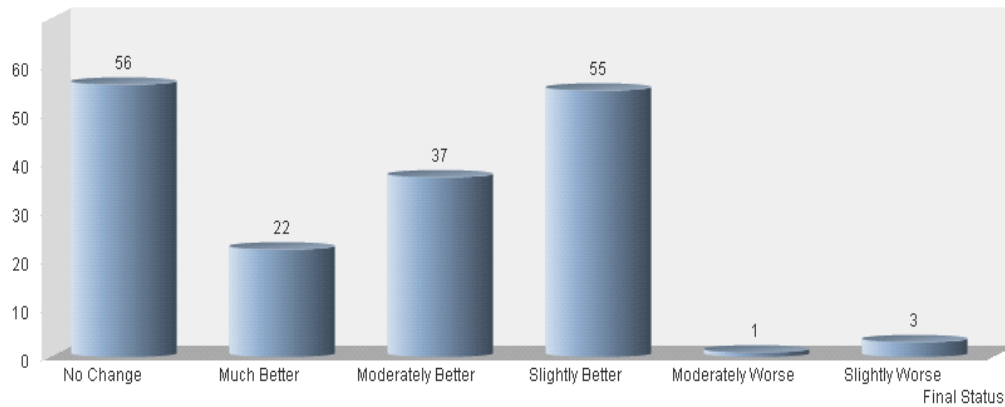
The image below speaks to the fact that 97.82% of our responses during the 2nd quarter of 2013 were deemed emergency ambulance responses compared to 66% in 2000. Non-urgent transfers have become a very small percentage (1.69%) of our workload compared to 33% in 2000. This was our goal when we established Minimum Emergency Coverage (MEC) in the early 2000s. The untitled 0.44% represents data errors in the eACR program where two or more ACRs have been started for the same response.



The image (below) illustrates the type of emergency calls we responded to during the 2nd quarter.



Q2 Respiratory Distress (175 calls—75% clinical improvement)



Q2 Operations - Key Performance Indicators (KPI)

During 2012, our entire ambulance fleet was outfitted with the new ACETECH software. The software has two elements to it:

1. Automatic Vehicle Locator (AVL) which is our GPS system
2. ECO-RUN which is the program that monitors battery voltage and inside temperatures.

The report below, extracted from the software shows one ambulance's performance (Unit 4122) within the ECORUN software.

The four (4) shaded boxes is the total savings for the fleet of fifteen (15) ambulances for the 2nd quarter of 2013.



Fleet ECO-Run Report



Web-site:
Division(s):
Start Date:
End Date:
Group:
No. of Vehicles:

frontenac.trackingavl.com
Frontenac
01/04/2013 00:00:00
30/06/2013 23:59:00
All company groups
22

User:
Generated at:
Timezone:
Fuel Cost:

frontenac
03/07/2013 08:46:41
America/Toronto
CAD 1.25 per litre



ECO-Run
Active : 287 hr 48 min




ECO-Run
Fuel Saved : 561.23 lt



ECO-Run
Cost Savings : CAD 701.54



ECO-Run
CO2 Savings : 2,550 88 lbs

Vehicle	# Excess Idles	# ECO-Run Activations	Excess Idles			ECO-Run Active		
			Duration	Fuel Consumed (lt)	Fuel Cost (CAD)	Duration	Fuel Saved (lt)	Saved (CAD)
4122 	125	203	26:41:10	52.04	65.05	43:39:06	85.12	106.40



Report 2013-142

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Joe Gallivan
Manager of Sustainability Planning

Date Prepared: July 10, 2013

Date of Meeting: July 17, 2013

Re: **Administrative Services – Minister Delegation Request at AMO Conference**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive this *Administrative Services – Minister Delegation Request at AMO Conference* report for information.

Background

The annual Association of Ontario Municipalities (AMO) conference will take place in Ottawa from August 18 to 21, 2013.

As part of the conference, municipalities have the opportunity to request a delegation with a Minister.

The purpose of this report is to inform Council that a request has been made for the County to meet as a delegation with the Minister of Municipal Affairs and Housing regarding the draft County Official Plan. The request was filed on July 10th to meet the Provincial deadline of July 12th. There is no certainty that a delegation will be granted.

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Administrative Services – Minister Delegation Request at AMO Conference Report
July 17, 2013

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Comment

The main purpose of the delegation is twofold: first, to explain to the Minister the type of regional plan that the County is preparing (i.e., high level, County-wide focus) and that it is not a 'cookie cutter' approach that is seen in many Official Plans; and second, to ask the Ministry to commit to a review of the Council-adopted plan - which is expected to take place in early 2014 - within a relatively short period in order to ensure that the Official Plan process is completed during the term of this Council.

At this time the delegation request lists the Warden and the Chief Administrative Officer as representing the County. However other Councillors would also be welcome to attend should the request be accepted.

Sustainability Implications

The draft County Official Plan is one of the cornerstones of *Directions for our Future* and supports all four pillars of the sustainability plan.

Financial Implications

Not applicable.

Organizations, Departments and Individuals Consulted and/or Affected

All four Townships



Report 2013-144

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: July 10, 2013

Date of meeting: July 17, 2013

Re: **Emergency and Transportation Services – Response to City of Kingston Request for Information Regarding Land Ambulance Services**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation Services – Response to City of Kingston Request for Information Regarding Land Ambulance Services* report for information only.

Background

This report is presented to Council to advise that, following the decision by the Council of the County of Frontenac to reduce one twelve hour ambulance at the Palace Road Station and the Briefing Presentation to Council of the City of Kingston by Chief Charbonneau on May 21, 2013, the City of Kingston further requested information regarding land ambulance services.

Comment

The Council of the City of Kingston, at the May 21, 2013 meeting considered the following motion:

Administrative Report
Emergency and Transportation Services – Response to City of Kingston Request for Information Regarding Land Ambulance Services
July 17, 2013

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WHEREAS EMS Service within the City of Kingston is managed by the County of Frontenac, and City Taxpayers contribute 80% of the operating and capital costs of the County of Frontenac EMS services; and

WHEREAS the County has decided to reduce the compliment by 1 ambulance from the Palace Road station; and further to reduce by 2 FTEs, the paramedics;

THEREFORE BE IT RESOLVED THAT City Staff be asked to prepare a report to Council evaluating these service reductions with input requested from the Fire Department and the Police Department; and

THAT the County be invited to present a briefing to Council to outline their rationale to reduce service at the Palace road Station; and

THAT Mr. Terry Baker, President of OPSEU Local 462 be invited to present a briefing to Council regarding the reduction of service at Palace Road Station.

CARRIED WITH AGREED TO AMENDMENTS

In a letter to CAO Elizabeth Savill on May 31, 2013, Gerard Hunt, CAO of the City of Kingston, wrote:

We would request that County staff provide City staff with a written summary detailing a) land ambulance services, service responsibilities and accountabilities, b) service levels, past, present and anticipated for the future, c) the rationale for the recent decisions made by the county on service levels, and in particular the impact and predicated impact on the City of Kingston geographic area and population. The summary will assist City staff in preparing our report to City Council.

The document, attached as Schedule A to this report, is the County staff response to this request.

Sustainability Implications

Strong relationships with partners are important. Assisting City Councillors to better understand the service will contribute to building and maintaining this relationship.

Financial Implications

None

Organizations, Departments and Individuals Consulted and/or Affected

Gerard Hunt, CAO, City of Kingston

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Emergency and Transportation Services – Response to City of Kingston Request for Information Regarding Land Ambulance Services
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DRAFT

Land Ambulance Services Report

July 5, 2013

Introduction

The purpose of this Report is to outline:

- Land ambulance governance, responsibilities and accountabilities;
- Service levels in the City of Kingston, past, present and future;
- The rationale for recent decisions made by the County on service levels in the City of Kingston.

Land Ambulance Governance, Responsibilities and Accountability

Frontenac Paramedic Services is a certified land ambulance service, responsible for the provision of service to the County of Frontenac and the separated municipality of the City of Kingston.

The County is dedicated to providing an excellent service. A general overview including its mission, vision and values, the legislated framework within it must operate and a review of response time standards are shared below.

General Overview of Land Ambulance

Our Mission

Frontenac Paramedic Services (FPS) will deliver excellent service to our communities. We will always strive to provide patient care and response that meets or exceeds objective and measurable standards and increase public awareness of health risks and injury prevention, with efficiency and accountability.

Our Vision

We envision a dynamic, cohesive team built upon a strong foundation of quantified patient care, effective communication and supportive processes who, with trust and respect, build and maintain solid relationships within our communities.

What We Value

The core beliefs and philosophy of Frontenac Paramedic Services are:

- treating all individuals with compassion, respect, and integrity*
- developing and supporting well trained, highly skilled staff that display initiative, innovation, and objective reasoning*
- promoting a healthy and safe work environment*
- communicating in a timely manner to ensure our communities are aware of matters that will affect them*
- appreciating our communities' needs so that we can increase the effectiveness with which we provide service.*

Legislative Framework

Frontenac Paramedic Services is primarily governed by the *Ambulance Act* R.S.O. 1990 Chapter A.19 (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a19_e.htm)

The *Ambulance Services Collective Bargaining Act, 2001* (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01a10_e.htm)

It is important to note that under these Acts, the County is deemed to be the “Designated Delivery Agent (DDA)” of the land ambulance service, and is responsible for its compliance with the Act. The service’s compliance with the legislation is audited by the Ministry of Health & Long-Term Care, Emergency Health Services Branch through an inspection process every three years.

Other legislation and standards that affects the operations of Frontenac Paramedic Services include:

Occupational Health & Safety Act

www.labour.gov.on.ca/english/hs/

Pay Equity Act

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90p07_e.htm

Labour Relations Act

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_95l01_e.htm

Employment Standards Act

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm

Ambulance Services Collective Bargaining Act

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01a10_e.htm

Ambulance Service Documentation Standards

http://www.ambulance-transition.com/pdf_documents/standards_amb_service_documentation.pdf

Ambulance Service Patient Care and Transportation Standards

[Ambulance Service Patient Care & Transportation Standards - Oct 2007 \(pdf 60KB\)](#)

Ambulance Service Communicable Disease Standards

[Ambulance Service Communicable Disease Standards \(Rev Oct 2002\) \(pdf 19KB\)](#)

Deceased Patient Standards

<https://www.rppeo.ca/document/documentpop/id/c86a03c5cd1e652ec5164b881501bbb088e28491>

Land Ambulance Service Certification Standards

[Land Ambulance Service Certification Jun 2008 \(pdf 37KB\)](#)

Response Time Standard (RTS)

In 2006, in conjunction with the Association of Municipalities of Ontario (AMO), the provincial government established a Land Ambulance Committee (LAC) to review ambulance response time standards. On July 31, 2008 changes were made to the *Ambulance Act, Ontario Regulation 267/08, amending O. Reg. 257/00* through the addition of the heading "Section 22: Part VIII, Response Time Performance Plans, Sections 22 and 23". These changes were to be phased in over three years and were originally planned to be in full effect in 2011 with reporting requirements starting in October 2010. However, implementation was delayed until January 1, 2013.

The County is required to submit its Response Time Plan (Section 23 (5) including performance targets for sudden cardiac arrest, CTAS 1, CTAS 2, 3, 4 and 5) to the Ministry of Health and Long-Term Care (MOHLTC), no later than October 1 of each year. On March 31, of the following year the same table with the actual times achieved is reported to the MOHLTC. "CTAS" or Canadian Triage and Acuity Scale, is a priority setting scale to describe the severity of a patient's condition. In this scale, "CTAS 1" is the most serious, and CTAS 5 the least.

The previous emergency response time standard was based on 1996 performance that differed for each upper tier. Since then, the ambulance system and associated demands have changed. The new regulation provides flexibility for each municipality to establish its own percentage of instances that it expects to meet target times with consideration of local resources. In some categories municipalities can establish their own targets in both time and percentage.

With the new standard, the response time will be measured based on the severity of the call, which is determined by the responding paramedic (vs. the dispatcher which was the case in the past). This is similar to the way medical evaluations are conducted, in hospitals. It is intended to propel the stakeholders to continue to pursue system

improvements, to more accurately identify patients in the greatest need, through the ambulance dispatch call interrogation process.

It is suggested that the Response Time Plan should reflect current performance elements, so that a year over year benchmarking of response times can be evaluated.

The County of Frontenac's 90th percentile response time measurement in 1996 was 14 minutes 52 seconds, meaning that 90 out of every 100, calls were responded to in 14 minutes 52 seconds or less. The new reporting process simply restates this performance in relation to a set time, as a percentage of calls. Specifically:

1. Sudden Cardiac Arrest calls: a target percentage of the calls will have a Defibrillator on scene within 6 minutes;
2. Sudden Cardiac Arrest and CTAS* 1 calls: a target percentage of the calls will have a paramedic resource on scene within 8 minutes;
3. CTAS 2, 3, 4, and 5: a target percentage of the calls will have a paramedic resource on scene in a determined timeframe.

*CTAS – The Canadian Triage Acuity Scale is utilized by hospitals to measure the severity of the patient condition and establishes prescribed timeframes to be triaged by the nurse or seen by a doctor.

Under both the old and the new process, the times identified to the Province are applicable to the entire service area of Frontenac Paramedic Services. There are no provisions in the regulations to provide for variations in population or call volume density. It is important to note that response time performance is improved in densely populated areas. The response time performance reported is an amalgam of calls throughout the service area, and expectations should be tempered as such.

Under this regulation, municipalities will be credited when any defibrillator is used to assist a victim of sudden cardiac arrest, including a public access defibrillator or a tiered response agency. In addition, Emergency Response Vehicles with one paramedic will continue to be included in the response time calculations.

It was recommended to, and approved by County Council, that the County of Frontenac set the following criteria under Regulation 257/00, as amended, for its response time targets for 2013:

For the calendar year of 2013, from January 1 to December 31,

i. Designated Delivery Agent (DDA) - SUDDEN CARDIAC ARREST

48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a responder equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.

ii. EMS Designated Delivery Agent - CTAS 1

68% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

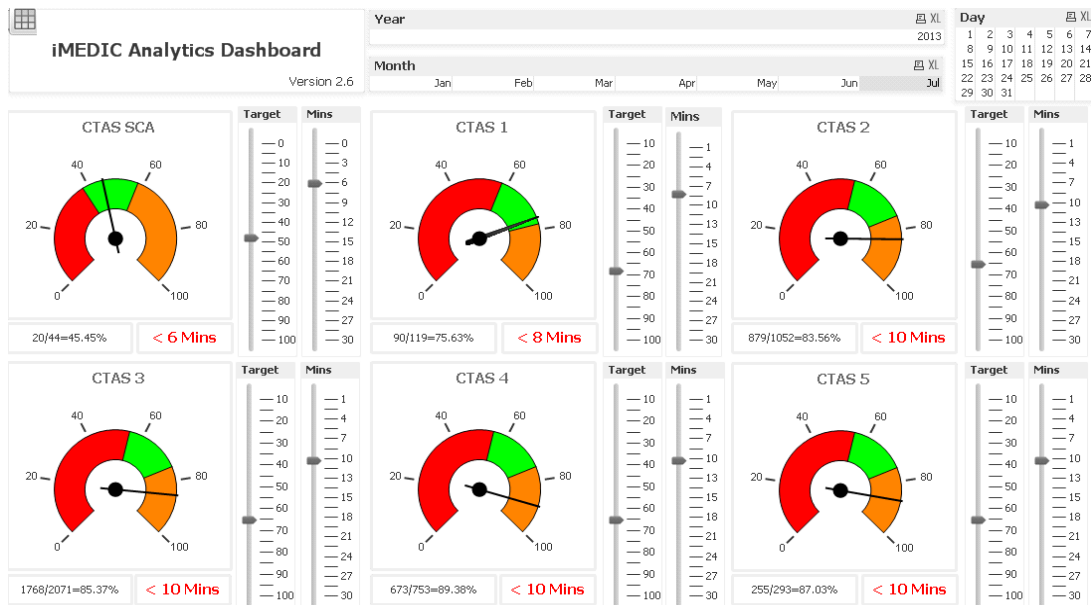
iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5

The County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

Table 1: CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

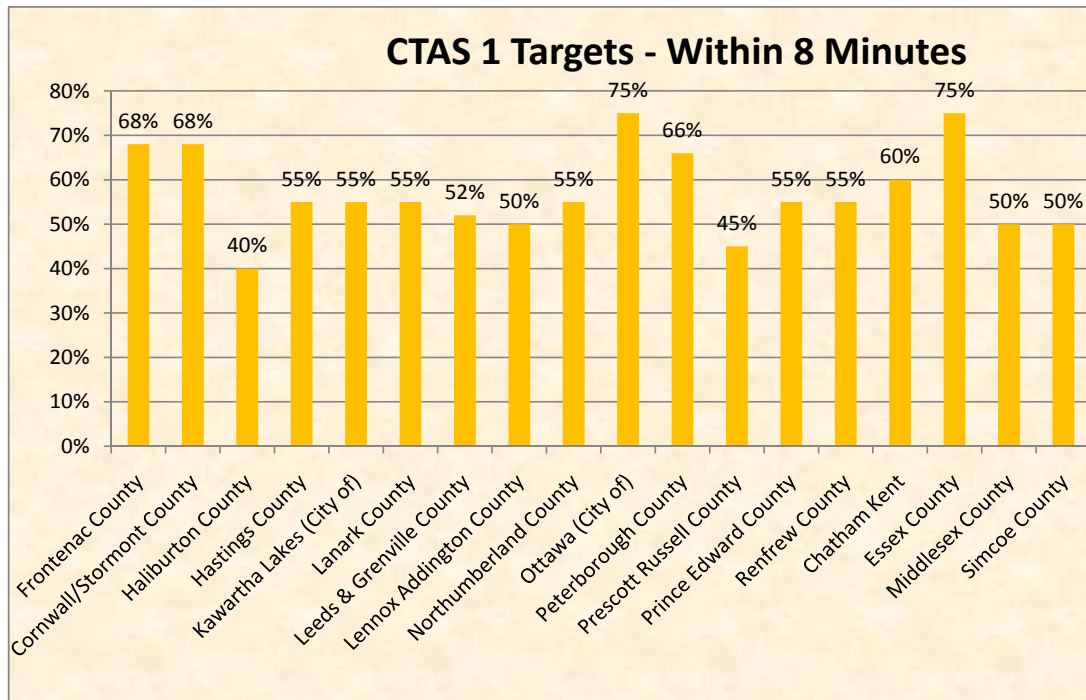
CTAS	Target time from paramedic received until on scene	% Target
2	10 minutes	65%
3	10 minutes	65%
4	10 minutes	65%
5	10 minutes	65%

For the period of January 1, 2013 to June 30, 2013 FPS has exceeded its stated CTAS 1 RTS of 68% by responding to these calls within 8 minutes 75.63% of the time.



Municipalities within the Eastern Ontario Wardens' Caucus (EOWC) area have been working together in an attempt to develop some consistency in response time standards. The following chart shows the established 2013 RTS for CTAS 1 (the most critical indicator) for Eastern Ontario and some comparable municipalities in South Western Ontario.

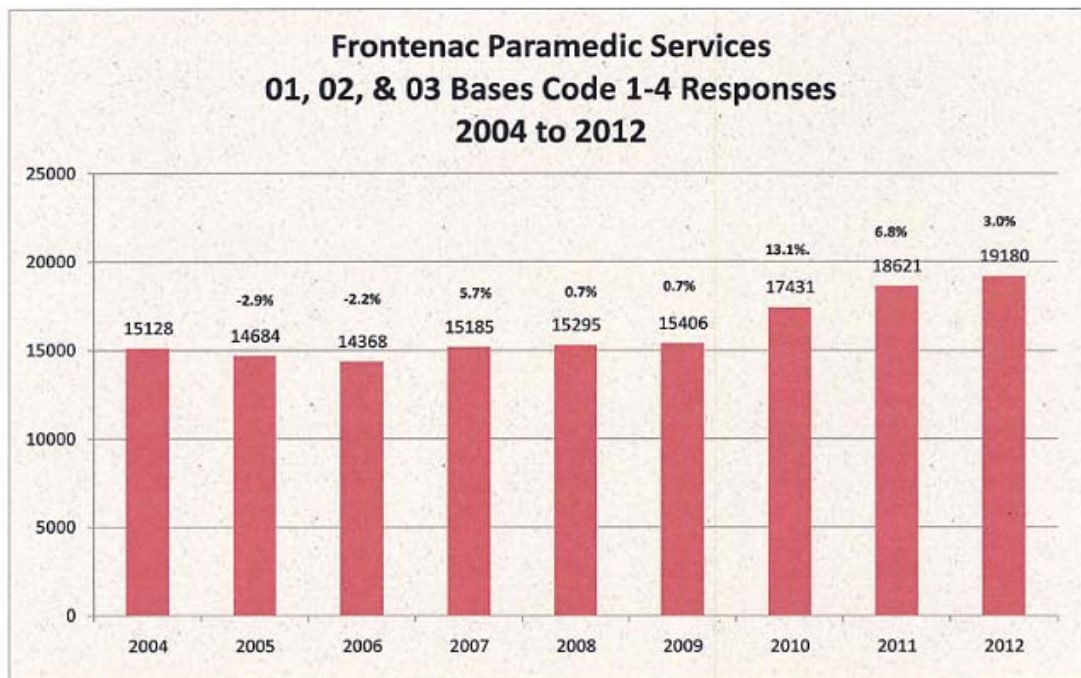
The County of Frontenac established its CTAS 1 criteria was set based on five (5) years of historical data that showed an average of 68%.



Service Levels: Past, Present and Anticipated for the Future

The call volume and the vehicle complement stationed in the City of Kingston has evolved over the last almost 10 years. This section will provide information on both call volume and vehicles and offer some insights. Finally, future anticipated call volumes and resource requirements will be considered.

Call Volume



From January 1, 2004 to December 31, 2012, the cumulative call volume increased by 26.8%.

For the period of January 01, 2013 to June 30, 2013 compared to the period of January 01, 2012 to June 30, 2012 call data indicates a **6.2% reduction in call volume**.

Vehicle Complement

During the period of January 01, 2004 to May 20, 2012 the land ambulance service realized **20,360 of enhanced hours** of paramedic staffing to meet increased demands.

At the time of transition from the contract operator model to an in-house land ambulance service, the County operated at the following service levels, in the City of Kingston:

January 1, 2004

Station 01 (Palace Road)	One (1) 24 hrs/7 days a week/365 days a year One (1) 12 hrs/7 days a week/365 days a year
Station 02 (Justus Drive)	One (1) 24 hrs/7 days a week/365 days a year One (1) 12 hrs/7 days a week/365 days a year
Station 03 (Hwy 15)	One (1) 24 hrs/7 days a week/365 days a year One (1) 8 hrs/5 days a week/260 days a year

Enhancements to the service levels within the City of Kingston occurred in 2005, 2006 and again in 2010:

March 14, 2005 (Enhancement)

Station 01 (Palace Road)	added one (1) 24 hrs/7 days a week/365 days a year and enhanced the 8 hrs/5 days a week/260 days a year at Station 03 to a 12 hrs/7 days a week/365 days a year moved to Station 01
Station 03 (Hwy 15)	reduced one (1) 8 hrs/5/day a week/260 days a year to Station 01

June 26, 2006 (Enhancement)

Station 03 (Justus Drive)	One (1) 12 hrs/7 days a week/365 days a year night vehicle
---------------------------	--

June 21, 2010 (Enhancement)

Station 07 (Sydenham)	One (1) 24 hrs/7 days a week/365 days a year This vehicle is important to recognize as it relieved the vehicles from the existing Kingston stations from responding to the southern portion of the Township of South Frontenac.
Station 03 (Justus Drive)	One (1) 12 hrs/7 days a week/365 days a year ambulance was transitioned to a new 24hr/7day a week/365 a year Paramedic Response Unit covering the downtown core of the City of Kingston.

The current level of service being operated in the City of Kingston, taking into account the enhancements added in 2005, 2006 and 2010 and the transition of the 12-hour vehicle effective May 20, 2013, compared to the level of service in 2004:

May 20, 2013 (Present)

Station 01 (Palace Road)	Two (2) 24 hrs/7 days a week/365 days a year One (1) 12 hrs/7 days a week/365 days a year
Station 02 (Justus Drive)	One (1) 24 hrs/7 days a week/365 days a year One (1) 12 hrs/7 days a week/365 days a year One (1) 24 hrs/7 days a week/365 days a year PRU (moved to downtown core from 0800 to 0200 each day)
Station 03 (Hwy 15)	One (1) 24 hrs/7 days a week/365 days a year
Station 07 (Sydenham)	One (1) 24 hrs/7 days a week/365 days a year

It is important to comment on the seamless nature of ambulance service in the province of Ontario. At the time of restructuring, the model was and continues to be, no matter what municipal crest is on the door of an ambulance, the ambulance in closest proximity to the emergency call is dispatched. . Kingston is advantaged by this model by the fact that, as a tertiary hospital centre, many outside land ambulance services are in our city at any given time and are available to respond to calls.

Another factor positively influencing service delivery, in the City of Kingston, was the addition of an ambulance to be based in Sydenham in June, 2010. Until that station opened, all calls to the northern portion of the City of Kingston and the southern portion of the Township of South Frontenac, were responded to by ambulances from city

stations. The addition of this resource reduced call volume by 59% and allowed for the city units to be more available for city responses.

Additionally, in September 2012, the County of Lennox and Addington opened an ambulance station in Loyalist Township. Prior to this resource being operational, ambulances from the west end city station responded to calls in that area. The addition of this resource allowed for west end city units to be more available for city responses. Current statistics show a reduction of some 500 call per annum. An industry standard for consideration of adding an ambulance resource is 1000 to 1200 calls; this new station equates to an increase of close to a half an ambulance resource to the city area.

Also, a Paramedic Response Unit (PRU) serves the downtown core (an area bordered by Princess Street, Sir John A. MacDonald Boulevard and Lake Ontario) for 18 hours each day and for the balance of its 24-hour period, it is stationed out of Station 02. The PRU roams constantly and is able to reach patients faster than an ambulance, initiating critical on-site care as soon as possible.

Impact of Call Volume and Vehicle Complement Changes

As noted in the first chart in this section, the cumulative increase in call volume from January 1, 2004 to December 31, 2012 was 26.8%. Also noted below that chart is the unanticipated recorded decrease in volume between January 1, 2013 and June 30, 2013 of 6.2%. When this is considered in conjunction with the net increase in vehicle resources from January 1, 2004 to May 20, 2013 of 41.59% and the addition of a 12-hour vehicle introduced by the County of Lennox and Addington on the western boundary of the City, the coverage within the City has improved significantly between 2004 and 2013.

Anticipated for the Future

Tools utilized to analyze service levels include the following:

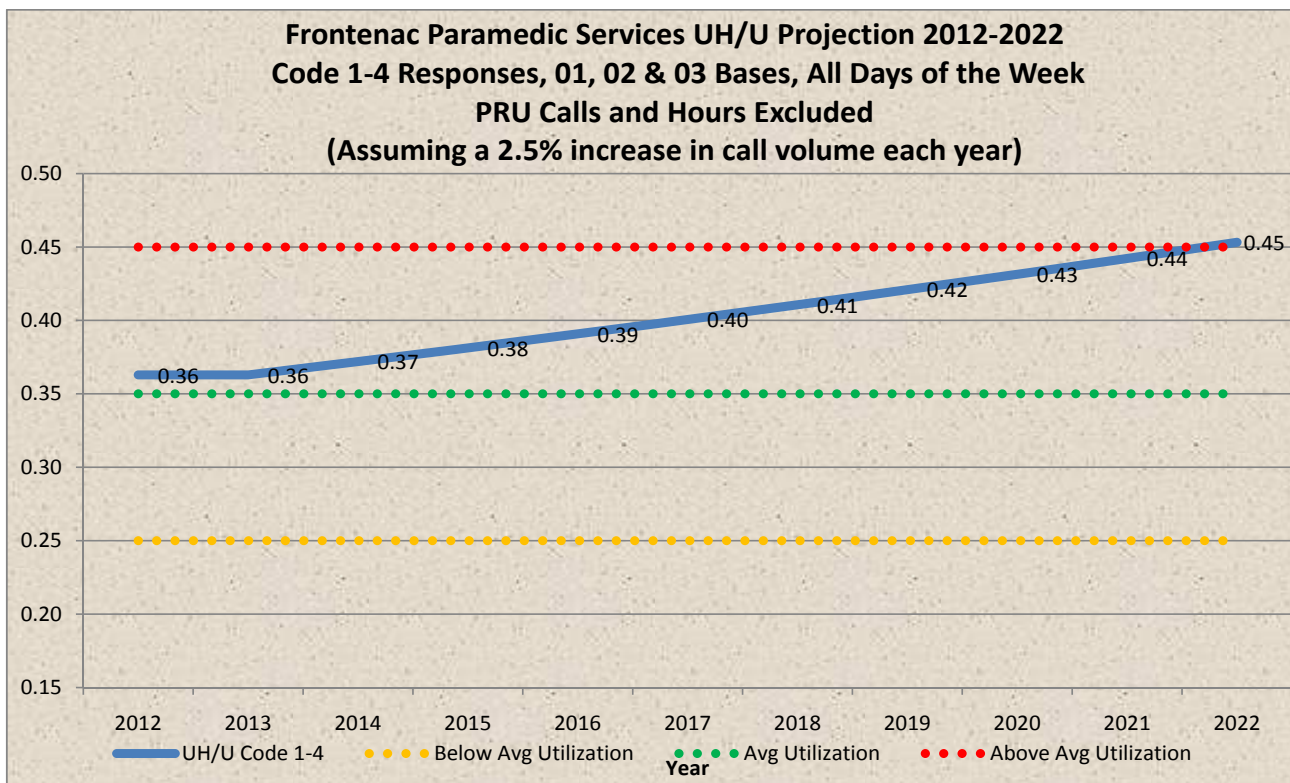
1. Ambulance Dispatch Reporting System (ADRS) – call volume data
2. iMedic EMS Analytics – RTS Compliance
3. Unit Hour Utilization (UHU) Measurement:

The Unit Hour Utilization (UHU) ratio is an indicator and measurement of productivity for an ambulance service. UHU is calculated by dividing the number of unit hours (fully equipped ambulance for one hour) for a given period of time by the total calls occurring during that time period. Typically, paramedic organizations strive for the highest utilization rates possible, while maintaining the **best** response times possible. Generally speaking, industry standards state, an overall utilization rate of 0.15 to 0.25 is considered below average utilization, 0.25 to 0.35 is considered average utilization, and 0.35 to 0.45 is above average utilization.

The impact of increasing UHU ratio is inversely proportional to the ability to maintain response time reliability. The higher the UHU, the more difficult it will be to meet established response time levels. Obviously, the converse of this is that the lower the UHU, the greater the availability to respond. In rural areas, call volumes and UHU ratios are traditionally lower than urban centres.

Typically, EMS organizations strive for the highest utilization rates possible, with optimal overall utilization rates being considered in the 0.35 - 0.40 range

FPS has modeled future UHU based on an average call increase of 2.5%, and historical call volume trends from 2012 to 2022. Using this model, as the UHU moves up toward 0.39 to 0.40, consideration would be made for additional resources.



Rationale for the Recent Decisions Made by the County on Service Levels

County staff, during the preparation of the 2013 budget, predicted a 7.1% increase due to wages, benefits, fuel, and maintenance and associated costs for land ambulance services. Several strategies to reduce that increase were presented to County Council. After deliberation, County Council's direction was to reduce staff hours, reduce training hours, reduce unallocated staffing hours and change the life cycle of ambulances to realize the budget that was passed on May 5, 2013. The presentation provided to the Council of the City of Kingston on May 21, 2013 provides further detail.

**Changes at Frontenac
Paramedic Services:**

What You Need to Know



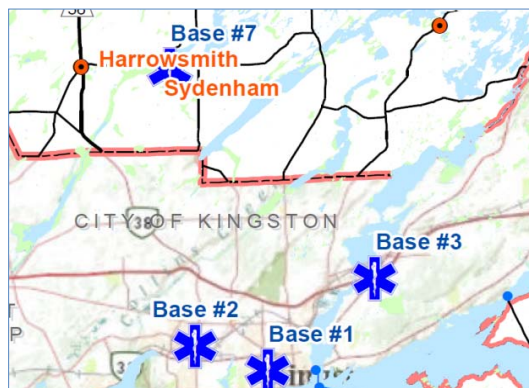
Changes at FPS: *What You Need to Know*

On May 20, 2013, one 12-hour ambulance will be removed from the Palace Road Ambulance Station and four full-time paramedics will be transitioned to part-time positions.



Ambulances at four stations directly serve the residents of the City of Kingston:

- Palace Road Station
 - Four ambulances (currently)
- Justus Drive
 - Two ambulances
- Highway 15
 - One ambulance
- Sydenham
 - One ambulance



Changes at FPS:
What You Need to Know

A Paramedic Response Unit serves the downtown core (Princess / Sir John A. / Lake Ontario) 18 hours a day, seven days a week. The PRU roams constantly and is able to reach patients faster than an ambulance, initiating critical on-site care as soon as possible.



Changes at FPS:
What You Need to Know

FPS uses a seamless deployment plan, not a precinct model – the ambulance closest to the call responds. Resources are repositioned dynamically to maintain coverage and effectively meet requirements.



Changes at FPS:
What You Need to Know

The County of Lennox & Addington opened a new ambulance station in Amherstview in September, 2012. It is expected that this station will result in 500 fewer calls per year for the Service, allowing the County to refocus coverage throughout the City and County.



Changes at FPS:
What You Need to Know

This was a difficult decision for County Council. However, action was required to stem the escalating costs while maintaining effective service and this was the best option available to the County as permissible in accordance with the collective agreement.



Changes at FPS:
What You Need to Know

These changes will affect response times, but FPS will continue to provide an effective service and meet response time standards.





**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF COUNCIL
July 3, 2013**

A Committee of the Whole 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, July 3, 2013 at 9:00 a.m.

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

REGRETS: Councillor John Inglis

ALSO PRESENT: **County:** Liz Savill, CAO/Clerk; Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Anne Marie Young, Manager of Economic Sustainability; Joe Gallivan, Manager of Sustainability Planning; Jannette Amini, Deputy Clerk
Media: Elliot Ferguson, The Kingston Whig-Standard; Jeff Green, The Frontenac News

1. CALL TO ORDER

Councillor McDougall, Chair, called the meeting to order at 9:03 a.m.

2. ADOPTION OF AGENDA

Motion #: COW7-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the agenda for the July 3, 2013 meeting of the Committee of the Whole be adopted as amended.

CARRIED

Motion #: COW8-13 Moved By: Deputy Warden Clayton
Seconded By: Warden Gutowski

BE IT RESOLVED THAT the Committee of the Whole Council waive section 11.1 of the Procedural By-law to consider item 6 b) Briefings after item 7 d) Termination of Frontenac Islands Contract.

CARRIED

(A 2/3 vote was received)

working session, he is also working with Township staff to finalize dates where the draft Official Plan will be presented to individual Township Councils as well as dates for Public Open Houses.

Mr. Gallivan provided an overview of the draft Official Plan and received the following comments from members of County Council:

Section 1

It was noted that the County also borders on New York State to the south and this should be identified.

Mr. Gallivan advised that this Official Plan is an attempt to have a regional government, that being the County, to look at the overall issues facing the area over the next 20 years as well as become a potential funding source for the lower tier townships.

Section 2

It was noted that the requirements for forest operators to develop sustainable forestry plans could prove cumbersome. Mr. Gallivan will review this as well as carry out additional dialogue with the forestry community.

To questions raised that the word “support” could indicate financial commitment from the County, Mr. Gallivan clarified that this simply means a formal recognition of something that could be of value to the County.

Mr. Gallivan advised that Consultants have indicated the 2011 census date contains a lot of errors with respect to the rural areas. He noted that the City of Kingston is also carrying out population projections as they are looking at this same issue.

Section 3

3.2.1 – it was questioned if the word “shall” should be changed to “may”. Mr. Gallivan will take this point into consideration.

3.3.3 (3) c. ii – it was suggested to change “density” to “area”.

It was noted that the issue of transportation and roads belongs with the townships. Mr. Gallivan clarified that the roads identified and the road system are an essential part of the infrastructure that supports the County and this is an opportunity for the County to obtain additional funding.

Section 4

4.1.4 – Trails – it was felt that bicycles should also be mentioned.

4.6 – a typographical error was pointed out regarding the amount of acreage

Section 5

No concerns were expressed.

Section 6

No concerns were expressed.

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 #: COW19-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

BE IT RESOLVED THAT the motion pertaining to the Allocation of Reserve Funds to Support Seniors and Their Continued Independent Living be deferred pending the Strategic Planning Session.

CARRIED

The Committee of the Whole now considered item 7d) 2013-086, that being Report 2013-086, Termination of Frontenac Islands Contract

See Pages 9-10

c) **2013-125**
Financial Services – Reserves and Reserve Funds Policy

Motion #: COW13-13 Moved By: Deputy Warden Clayton
Seconded By: Warden Gutowski

RESOLVED THAT the Committee of the Whole Council receive this Financial Services – Reserves and Reserve Funds Policy report;

AND FURTHER that Council approve the Reserves and Reserve Funds balances as outlined in the column entitled Adjusted Reserve Balance in Appendix B for 2013;

AND FURTHER that Council undertake a Strategic Planning exercise prior to the end of 2013 to identify Council's long term strategic direction which will direct the use of the Strategic Regional Reserves;

AND FINALLY THAT the Council for the County of Frontenac introduce a by-law later in this meeting to adopt Appendix A, a policy to govern the reserves and reserve funds of the County of Frontenac.

DEFERRED
(See motions to amend and motion to Defer below which were CARRIED)

County Council focused its discussions on the non mandated reserves. Regional priorities were discussed along with the County retaining its reserves in order to ensure those regional priorities move forward in the future.

Strategic Planning

Motion #: COW14-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

BE IT RESOLVED THAT Council undertake a Strategic Planning Session, driven and managed by Council, which would incorporate input from the Townships and the public, concurrent with the Service Delivery and organization Review.

CARRIED

It was felt that a Strategic Planning session should be concurrent with the Service Deliver and Organization Review given that a service deliver and organization review would be dependent upon the goals of the organization and as such, would default into strategic decisions

Federal Gas Tax

There has been some caution with respect to transferring these funds back to the townships.

Motion #: COW15-13 Moved By: Deputy Warden Clayton
Seconded By: Warden Gutowski

BE IT RESOLVED THAT the Federal Gas Tax Reserve balance remain unchanged at this time.

CARRIED

Motion #: COW16-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

BE IT RESOLVED THAT Council contract the County Auditor to carry out a critical review of the critical reserves, determined in conjunction with staff input, to be presented to Council at its earliest convenience.

LOST

It was felt that this motion might be premature and that Council should first decide what its intent is with respect to reserves.

Working Fund

Staff advised that these recommendations are based on past discussions of County Council; however Council agreed to defer moving the working funds around at this time.

Motion #: COW17-13 Moved By: Councillor Davison
Seconded By: Warden Gutowski

BE IT RESOLVED THAT Report 2013-125, Reserve and Reserve Fund Policy, be deferred pending the Strategic Planning Session.

CARRIED

The Committee of the Whole now considered item 7b, Allocation of Reserve Funds to Support Seniors and Their Continued Independent Living.

See Page 6-7

d) **2013-086**
Termination of Frontenac Islands Contract

Motion #: COW20-13 Moved By: Deputy Warden Clayton
Seconded By: Warden Gutowski

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 the Committee of the Whole Council accept the 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 December 31, 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.

CARRIED
(With agreed to amendments)

Staff advised that they have met with the new and outgoing CAOs for the Township of Frontenac Islands. The timeline required to fully transition the financial responsibilities is beginning to become clearer. Although the level of County involvement to continue with this contract is unknown, staff time will continue to be required and the need to maintain ongoing communications once the transition has taken place was acknowledged. Staff suggested that contract support is required to meet both the County's obligations, specifically the requirement of a Capital Asset Management Plan, as well as those of Frontenac Islands.

Motion #: COW21-13 Moved By: Warden Gutowski
Seconded By: Deputy Warden Clayton

BE IT RESOLVED THAT Council authorize a contract for a support position to complete the Capital Asset Management Plan.

CARRIED

Committee of the Whole recessed at 11:27 a.m.

Committee of the Whole reconvened at 11:55 and proceeded to item 6 b)

See Pages 3-5

8. RISE AND REPORT

Motion #: COW23-13 Moved By: Deputy Warden Clayton
Seconded By: Warden Gutowski

THAT the Committee of the Whole Council rise;

AND FURTHER THAT the report of the Committee of the Whole Council be forwarded to County Council for Adoption.

CARRIED

9. PUBLIC QUESTION PERIOD

10. ADJOURNMENT

Motion #: COW24-13 Moved By: Deputy Warden Clayton
Seconded By: Warden Gutowski

RESOLVED THAT the meeting hereby adjourn at 1:10 p.m.

CARRIED



**COMMITTEE OF THE WHOLE
REPORT TO COUNTY COUNCIL**

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Deputy Clerk

Date prepared: July 10, 2013

Date of meeting: July 17, 2013

Re: **Committee of the Whole Report to County Council**

Recommendation

- a) BE IT RESOLVED THAT Council undertake a Strategic Planning Session, driven and managed by Council, which would incorporate input from the Townships and the public, concurrent with the Service Delivery and Organization Review.
- b) BE IT RESOLVED THAT the Federal Gas Tax Reserve balance remain unchanged at this time.
- c) 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 the Committee of the Whole Council accept the 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 December 31, 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.

- d) BE IT RESOLVED THAT Council authorize a contract to complete the Capital Asset Management Plan.



**Minutes of the 150th Anniversary Planning Advisory Committee Meeting
June 26, 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, June 26, 2013 at 10:00 a.m.

In attendance:

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

Regrets:

- Councillor Gary Davison
- Phil Leonard

Staff:

- Elizabeth Savill, CAO
- Alison Vandervelde, Communications Officer
- Angelique Tamblyn, Executive Assistant
- Ms. Mullin, Communications Officer (temp)

1. Call to order

Mr. Giroux, Chair, called the meeting to order at 10:09 a.m.

Ms. Mullin was introduced to committee members. Ms. Mullin will be replacing Ms. Vandervelde during her leave.

Mr. Giroux asked that the 150th logo be added to the agenda going forward.

2. Adoption of the agenda

Moved By: Mr. Vanden Hoek

Seconded By: Ms. Sproule

THAT the agenda for the June 26, 2013 150th Anniversary Planning Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Adoption of minutes

Moved By: Warden Gutowski
Seconded By: Ms. Sproule

THAT the minutes of the meeting of the 150th Anniversary Planning Advisory Committee held on April 24, 2013 be adopted as circulated.

CARRIED

5. Deputations and/or presentations

6. Communications

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

2013-124

150th Anniversary Planning Advisory Committee 2013 Work Plan Update

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

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

CARRIED

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

a. Community Engagement

Community Survey

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

THAT the 150th Anniversary Planning Advisory Committee recommend staff place ads in the Frontenac News, The Kingston and Frontenac EMC, and the Kingston and Frontenac This Week, before the next Committee meeting encouraging County residents to respond to the online survey, at an approximate total cost of \$1,000.

CARRIED

Committee members reviewed the work plan update including the survey and communications plan. Their discussion is summarized through the following actions:

ACTION 150th001: Ms. Mullin to distribute the minutes of the Committee meetings to:

- i. everyone on the Communications (ie Ms. Vandervelde's) distribution list
- ii. all those who completed the survey
- iii. the groups and organizations identified for the County to partner with (listed on the survey at question #4)
- iv. those who indicated an interest in working on the project (listed on the survey at question #5)
- v. the others suggested who would be interested in working on the project (listed on the survey at question #6)

as one way to keep the community continuously updated on the celebration plans.

ACTION 150th002: Ms. Mullin to order logo stickers for both regular application and for windscreens to further build awareness of the upcoming celebrations. Mr. Vanden Hoek and Mr. Giroux both agreed that this would be a minor cost and staff should proceed immediately so the stickers can be available for all of the summertime events to be attended. No other souvenirs are required at this time.

ACTION 150th003: Committee members and staff to seek out community members and groups who are supportive of the celebratory efforts and explore the reciprocal use of logos. Specifically, County staff will look for written authority to add logos to the County's web site and promotional material. **Ms. Mullin** to begin by preparing letters for those who have expressed interest in the celebrations.

ACTION 150th004: Ms. Mullin to order name tags that reflect the logo. The tags are to have no titles. Name tags and should be ordered for key staff also. These name tags will be worn at all public events.

ACTION 150th005: Ms. Mullin to review the list of residents to be featured in a compilation of interesting interviews and

- i. Correct: the spelling of Viril Garrett's name
- ii. Add: Agnes Thomas, NF (between Ompah and Snow Road)
- iii. Add: Shirley Peruniak and Sandra Moase (Sharbot Lake historical walking guide)

ACTION 150th006: Ms. Mullin to contact the RCMP Musical Ride representatives to determine their level of interest.

Proposed Community Events for Committee Attendance

ACTION 150th007: Ms. Mullin to update the calendar with the following information:

- i. North Frontenac: Ms. Spoule outlined all of the Canada Day events planned beginning on June 29th. She plans to attend several including a breakfast in Snow Road on Saturday and a cold plate dinner in Ompah followed by fireworks on Sunday.
- ii. Central Frontenac: Warden Gutowski and Chair Giroux plan to attend a full day of Canada Day activities in Sharbot Lake on July 1st beginning with a breakfast and culminating with fireworks on the beach. They agreed to set up and support the 150th booth for the event.

- iii. South Frontenac: Although not in attendance, Councillor Davison and Mr. Leonard are expected to be attending several Canada Day events around the Township over the weekend.
- iv. Frontenac Islands: Mr. Vanden Hoek explained to the committee that there are no Canada Day events or activities planned on Frontenac Islands.
- v. Committee members anticipated the set up of the booth for the Verona Lions Jamboree July 4-6.
- vi. Mr. Giroux to attend Blue Skies Festival.
- vii. Mr. Vanden Hoek to set up and support the booth at the WI Plowing Match in September.
- viii. The booth to be ready for use at the Inverary Homesteader Days and the Battersea Pumpkin Festival.
- ix. Mr. Giroux to attend North Frontenac Services Fair in Cloyne on July 12.

At this point in the meeting, Ms. Vandervelde distributed the 150th vests to the committee members present. Members expressed their satisfaction and appreciation with the vests. Efforts by County staff will be made to ensure the vests for Mr. Leonard and Councillor Davison are delivered before the weekend.

Mr. Vanden Hoek raised the concept of developing a passport for continued discussion. Committee members engaged in a lively discussion resulting in the following:

ACTION150th008: Ms. Mullin to proceed to explore the potential for a Passport Project by:

- i. Setting the timeframe for the passport (like a poker run) from July 1, 2014 to August 30, 2015
- ii. Planning the final draw to coincide with the final dance on August 30th
- iii. Setting the passport up with the intention of stimulating economic vibrancy and building community awareness throughout the region
- iv. Placing the approval responsibility for inclusion on the committee
- v. Distributing the passports at no fee; consider using the schools

ACTION 150th009: Ms. Mullin to follow up on the Passport Project with committee members (and include the County's Manager of Economic Sustainability) requesting each to suggest opportunities that could be considered for inclusion. In turn, members can use the area economic development committees and tourism groups, including Land O' Lakes. The costs associated with the activity also need to be considered and should be suggested by members. Opportunities and costs to be included in the August meeting agenda.

b. Partnership Opportunities

Presentations to Township Councils

Members confirmed that the presentations made to each Township Council went well.

c. Recruitment of Volunteers

Total Scope

ACTION150th010: Ms. Mullin to:

- i. Develop a recruitment process to find a volunteer prepared to coordinate the call for historic artifacts and curate the display. Consideration should be given to a static display in each Township (perhaps in community halls), a static display at the County, a travelling display, and a virtual display.
- ii. Consider further details for discussion at the next committee meeting.

d. Legacy Project

ACTION150th011: Ms. Mullin to continue developing partnerships including Limestone School Board which may segue into the bursary-scholarship discussions.

ACTION150th012: Ms. Mullin to include additional legacy ideas to the list:

- i. Make a contribution to each Township in support of a local legacy project that might involve:
 - a. the war memorial being developed in NF
 - b. the museum efforts in SF
 - c. etc.

\$20,000 allocation from reserves - \$5,000 per municipality was discussed.

Mr. Vanden Hoek introduced the concept of a hub and spokes in relation to the need to have much of the effort driven by volunteers. His analogy suggested that the Committee was a very small hub and the key elements involved the various celebratory activities being driven at the end of the spokes through volunteer efforts.

ACTION150th013: Ms. Mullin to include a further discussion of this topic on the August agenda.

e. Communications Plan

Ms. Vandervelde reviewed the plan with the Committee. No comments were offered.

f. Promotional Video

ACTION150th013: Mr. Giroux to follow up with Sydenham High School's offer made at the Sustainability Breakfast to discuss the video opportunities. The Committee questioned whether the project could be linked to the scholarship effort. The budget of the project for the County might be limited to the cost of production equipment.

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

a. Ancillary Events

Committee members discussed the suggestion to host a conference in 2015 and concluded it was too ambitious to attempt.

Moved By: Ms. Sproule

Seconded By: Mr. Vanden Hoek

THAT the 150th Anniversary Planning Advisory Committee recommend that the following prominent persons receive an early invitation to attend the Opening Ceremonies of the Central Celebration:

- Queen
- Prime Minister
- Premier
- MPs
- MPPs
- Senator
- Past & Present County Council & Staff
- Past & Present Township Council & Staff
- Governor General & Lieutenant Governor

CARRIED

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

THAT the 150th Anniversary Planning Advisory Committee recommend a Central Celebration be planned for August 28 – 30, 2015 that would include a variety of activities and events to draw an audience of County residents, visitors and tourists and be the one of the main avenues for celebrating the County's 150th Anniversary.

AND FURTHER THAT Council authorize a 150th Anniversary Grand Ball to be held as part of the Central Celebration on Saturday, August 29, 2015, with logistics to be determined by a Working Group that would report back to the Committee.

CARRIED

The Committee members discussed possible details of the Grand Ball: a full costume ball with period music (Wolfe Island successfully used studio musicians at a previous event); costumes may be available through the Kingston Historical Costume Society; an opening heritage dance, etc.

8. Other business

9. Next meeting date

The next meeting of the 150th Anniversary Planning Advisory Committee is scheduled for Wednesday, August 28, 2013 at 10:00 a.m. at the County Administrative Building.

10. Adjournment

Moved By: Warden Gutowski
Seconded By: Ms. Sproule

THAT the 150th Anniversary Planning Advisory Committee meeting adjourn at 12:10 p.m.

CARRIED



COMMITTEE REPORT

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Deputy Clerk

Date prepared: July 11, 2013

Date of meeting: July 17, 2013

Re: **150th Anniversary Planning Advisory Committee –
Recommendations to Council**

Recommendation

a) THAT staff be authorized to place ads in the Frontenac News, The Kingston and Frontenac EMC, and the Kingston and Frontenac This Week, before the next Committee meeting encouraging County residents to respond to the online survey, at an approximate total cost of \$1,000.

b) THAT the Council of the County of Frontenac authorize the following prominent persons to receive an early invitation to attend the Opening Ceremonies of the Central Celebration:

- Queen
- Prime Minister
- Premier
- MPs
- MPPs
- Senator
- Past & Present County Council & Staff
- Past & Present Township Council & Staff
- Governor General & Lieutenant Governor

c) THAT the Council of the County of Frontenac authorize a Central Celebration to be planned for August 28-30, 2015 that would include a variety of activities and events to draw an audience of County residents, visitors and tourists and be one of the main avenues for celebrating the County's 150th Anniversary;

AND FURTHER THAT Council authorize a 150th Anniversary Grand Ball to be held as part of the Central Celebration on Saturday, August 29, 2015, with logistics to be determined by a Working Group that would report back to the Committee.



**Minutes of the Service Delivery and Organization Review Committee Meeting
July 12, 2013**

A meeting of the Service Delivery and Organization Review Committee was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Friday, July 12, 2013 at 10:00 a.m.

Present: Chair Walter Knott; Warden Janet Gutowski; Deputy Warden Bud Clayton; Councillors Davison and Doyle

Also Present: County: Elizabeth Savill, CAO/Clerk; Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency and Transportation Services; Julie Shillington, Administrator of Fairmount; Jannette Amini, Deputy Clerk
Media: Elliot Ferguson, The Whig

1. Call to order

The Chair called the meeting to order at 10:01 a.m.

2. Adoption of the agenda

Motion #: SDORC 012-13

Moved By: Councillor Davison
Seconded By: Deputy Warden Clayton

THAT the agenda for the July 12, 2013 Service Delivery and Organization Review Committee be adopted.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Adoption of minutes

Motion #: SDORC 013-13

Moved By: Warden Gutowski
Seconded By: Councillor Davison

THAT the minutes of the Service Delivery and Organization Review Committee meeting held on June 12, 2013 be adopted as circulated.

CARRIED

To comments made by a member feeling that the minutes inaccurately reflected the responsibility of the interview panel and that the purpose of this meeting was for the Committee to review the interviews and come back with recommendations, it was noted that at the time of publishing the agenda, the recommended proponent was left blank as all interviews had not yet taken place. The Committee agreed that the minutes presented are an accurate reflection of the meeting and that the interview panel was tasked with carrying out interviews and coming back to the Committee with recommendations.

Moved by: Councillor Doyle

THAT the meeting hereby adjourn.

No second to the motion was received

5. Deputations and/or presentations – Nil

At this point in the meeting, Mr. Knott raised a Point of Order. He provided a public apology to staff with respect to comments made by him at the June 19, 2013 meeting of the Council of the County of Frontenac regarding his choice of words for a forensic audit. He stated that he made a poor choice of words and that his comments were inappropriate and in no way were directed at staff nor did he intend to suggest malfeasance.

6. Communications – Nil

7. Reports

- a) **2013-135
Administrative Services – Award of Contract for a Service Delivery and Organization Review**

Motion #: SDORC 014-13

Moved By: Deputy Warden Clayton

Seconded By: Councillor Davison

THAT the Service Delivery and Organization Review Committee receive this Administrative Services – Award of Contract for a Service Delivery and Organization Review for the County of Frontenac for information;

AND FURTHER THAT the Service Delivery and Organization Review Committee recommend that Council of the County of Frontenac authorize the Warden and Clerk to enter into an Agreement with KPMG to carry out a service delivery and organization review of the County of Frontenac.

CARRIED (4:1)
(See Recorded Vote)

A Recorded Vote was requested by Councillor Doyle

YEAS: Deputy Warden Clayton, Councillor Davison, Warden Gutowski, Mr. Knott (4)

NAYS: Councillor Doyle (1)

ABSENT: (0)

Several questions were raised by Councillor Doyle. In response, Mr. Knott reminded the Committee that the RFP was authorized by Council and set out the evaluation process. Mr. Knott advised that the Interview Team reached its recommendation based on overall points received and commended the Team for a job done well assuring the committee members that the process had been consistently followed through each interview. Warden Gutowski confirmed that KPMG has not been the County's auditor over the last two audit cycles. Mr. Knott acknowledged the solid reputation of the recommended firm.

Ms. VanBruinessen then provided the Committee with a summary of the results of the reference checks that were carried out, noting all comments received were positive. Comments received were that KPMG provided the necessary resources to carry out the review process in the timelines provided, worked well with staff and Council, used the LEAN methodology, and provided user friendly implementation tools. She did advise that one municipality had conducted similar work involving 30 staff in only 2 departments that required 6 months to complete suggesting the timelines provided for in this contract could be tight. Through the interview process, KPMG did reconfirm its ability to meet the County's timelines set out in the RFP.

8. Other business – Nil

9. Next meeting date

To be determined.

10. Adjournment

Motion #: SDORC 015-13

Moved By: Councillor Doyle
Seconded By: Councillor Davison

THAT the meeting be hereby adjourned at 10:20 a.m.

CARRIED



COMMITTEE REPORT

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Deputy Clerk

Date prepared: July 12, 2013

Date of meeting: July 17, 2013

Re: **Service Delivery and Organization Review Committee –
Recommendations to Council**

Recommendation

- a) BE IT RESOLVED THAT the Service Delivery and Organization Review Committee recommend that Council of the County of Frontenac authorize the Warden and Clerk to enter into an Agreement with KPMG to carry out a service delivery and organization review of the County of Frontenac.



POSTED CHEQUE LISTING

PAYROLL

FOR THE PERIOD OF: June 11, 2013 - July 5, 2013 (inclusive)

PAYROLL DATE

PP#12	May 27, 2013 - June 9, 2013	Canadian Payroll	\$	159,033.61
PP#13	June 3, 2013 - June 16, 2013	Canadian Payroll	\$	263,087.50
PP#13	June 10, 2013 - June 23, 2013	Canadian Payroll	\$	172,655.00
SP	28-Jun-13	Canadian Payroll	\$	388.09
PP#14	June 17, 2013 - June 30, 2013	Canadian Payroll	\$	264,080.48

PAYROLL TOTAL: \$ 859,244.68

TOTAL: \$ 859,244.68



POSTED CHEQUE LISTING

COUNTY OF FRONTENAC

(Great Plains)

FOR THE PERIOD OF: June 11, 2013 - July 5, 2013 (inclusive)

CHEQUE TOTAL:

1,724,670.26

TOTAL:

\$1,724,670.26

County of Frontenac
Transaction Register Report
June 11, 2013 - July 5, 2013

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
95	FULT0004	SAVILL, ELIZABETH - IN TRUST	6/12/2013	401.00
96	THEE0038	THE ESTATE OF BARBARA MCD	6/12/2013	130.85
97	THEE0039	THE ESTATE OF ARCHIBALD SM	6/12/2013	5.00
6132013	TDFU0001	TD FUTURE BUILDER	6/19/2013	150.00
6272013	TDFU0001	TD FUTURE BUILDER	6/27/2013	150.00
13061	CANA0038	CANADIAN DEPOSITORY FOR SI	6/13/2013	382,837.49
2211	SODE0001	SODEXO SERVICES CANADA	6/24/2013	58,077.39
2213	ROCH0001	ROCHON, SUE	6/27/2013	659.50
2216	REVE0005	REVEREND LEWIS BRYANT	6/28/2013	989.02
28094	TDFU0001	TD FUTURE BUILDER	6/20/2013	1,340.00
2953	OMER0001	OMERS	6/28/2013	263,190.18
3442786	RECE0002	RECEIVER GENERAL	6/26/2013	113,236.42
3443231	RECE0002	RECEIVER GENERAL	6/26/2013	7,831.66
37582	TDFU0001	TD FUTURE BUILDER	6/19/2013	325.00
37631	AEDA0001	AED AUTHORITY (CANADA) LTD	6/12/2013	5,081.03
37632	APAR0001	A PARTY CENTRE	6/12/2013	59.33
37633	BAYR0001	BAYRIDGE PRINTER PRO	6/12/2013	788.74
37634	CABA0001	CABAM	6/12/2013	44.24
37635	CANP0001	CANPAR TRANSPORT L.P.	6/12/2013	26.83
37636	CARL0001	CARLETON UNIFORMS INC.	6/12/2013	231.54
37637	CENT0001	CENTRAL FRONTENAC COMMUI	6/12/2013	80.77
37638	CENT0007	CENTURY MANUFACTURING CC	6/12/2013	352.44
37639	CROW0001	CROWN COLLISION SERVICE LT	6/12/2013	3,631.30
37640	DIGI0001	DELTA PRINTING	6/12/2013	661.15
37641	DONA0001	DONALD GORDON CONFERENC	6/12/2013	2,781.83
37642	ENVI0001	ENVIRO-GUARD	6/12/2013	96.05
37643	ESRI0001	ESRI CANADA	6/12/2013	22,097.15
37644	GASK0001	GASKIN, DR. ANNE	6/12/2013	1,152.00
37645	GLEN0001	GLENBURNIE GROCERY	6/12/2013	69.28
37646	KFLA0003	FAMILY AND CHILDREN'S SERVI	6/12/2013	250.00
37647	KING0002	KINGSTON & DISTRICT AGRICUI	6/12/2013	300.00
37648	LAND0002	LAND O' LAKES TOURIST ASSOC	6/12/2013	5,000.00
37649	NORT0008	NORTHWAY HARDWARE	6/12/2013	138.49
37650	RECE0003	RECEIVER GENERAL	6/12/2013	255.43
37651	ROSS0001	ROSS, DON	6/12/2013	158.98
37652	STER0001	STERICYCLE INC.	6/12/2013	45.91
37653	SWIT0001	SWITCH	6/12/2013	300.00
37654	TEXT0001	TEXT HELP SYSTEMS	6/12/2013	4,514.35
37655	VENT0001	VENTREX	6/12/2013	141.25
37656	VERO0001	VERONA LIONS CLUB	6/12/2013	125.00
37657	FULT0003	SAVILL ELIZABETH - IN TRUST	6/12/2013	775.63
37658	THES0004	THE SCOTT WENTWORTH LANE	6/12/2013	30,095.29
37659	ADVA0004	ADVANCED PATIENT N.E.T.	6/24/2013	339.00
37660	BIOP0001	BIO PED FOOT CARE CENTRE	6/24/2013	1,218.59
37661	BRAD0001	BRAD'S AUTO GLASS & CANVAS	6/24/2013	180.80
37662	CAMP0002	JODY CAMPBELL'S SEPTIC SER'	6/24/2013	124.30
37663	CANA0009	CANADIAN TIRE STORE 195	6/24/2013	24.24

**County of Frontenac
Transaction Register Report
June 11, 2013 - July 5, 2013**

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
37664	CANA0039	CANADIAN PARAMEDIC BENEVC	6/24/2013	350.00
37665	CANP0001	CANPAR TRANSPORT L.P.	6/24/2013	33.92
37666	CELE0001	CELEBRATE WITH A CAKE	6/24/2013	195.00
37667	CHIC0001	CHICA CANADA	6/24/2013	390.00
37668	DONA0001	DONALD GORDON CONFERENC	6/24/2013	714.73
37669	DOOR0001	DOOR DOCTOR	6/24/2013	318.60
37670	ENVI0001	ENVIRO-GUARD	6/24/2013	63.28
37671	GEOR0003	GEORGE BRACKEN LIMITED	6/24/2013	3,000.15
37672	HOLW0001	HOLWAY & HUTCHINSON	6/24/2013	3,625.00
37673	JACO0001	JACOBS BUSINESS SOFTWARE	6/24/2013	892.70
37674	JOSE0001	JOSEPH POWER VACUUM SERV	6/24/2013	310.75
37675	KNOT0001	KNOTT, WALTER	6/24/2013	24.00
37676	NEBS0001	NEBS BUSINESS FORMS LTD	6/24/2013	306.54
37677	ONTA0027	ONTARIO MUNICIPAL ADMINISTI	6/24/2013	406.80
37678	P&DS0001	P & D SEALING AND LINES	6/24/2013	3,220.50
37679	RACK0001	RACKAIR INC.	6/24/2013	2,677.81
37680	RECE0003	RECEIVER GENERAL	6/24/2013	185.55
37681	STER0001	STERICYCLE INC.	6/24/2013	90.59
37682	THEF0004	THE FLAG SHOP	6/24/2013	2,339.10
37683	THEO0002	THE OTTAWA HOSPITAL	6/24/2013	250.00
37684	THET0002	THE TEMA CENTER MEMORIAL	6/24/2013	3,065.12
37685	TIMB0001	TIMBER TREES O/C 901641 ONT	6/24/2013	1,638.50
37686	WALM0001	WALMART CREDIT DEPT.	6/24/2013	1,037.11
37687	WILF0001	WILF HALL & SONS WELL DRILL	6/24/2013	8,533.76
37688	BATE0001	LINDA BATES	6/24/2013	1,130.56
37689	UNWY0001	UNITED WAY	6/24/2013	1,475.00
38461	TDFU0001	TD FUTURE BUILDER	6/27/2013	325.00
6398101	MINI0001	MINISTER OF FINANCE	6/14/2013	29,621.92
66497	COUN0016	COUNTY OF FRONTENAC	6/20/2013	561.50
7222693	RECE0002	RECEIVER GENERAL	6/19/2013	46,853.84
7223015	RECE0002	RECEIVER GENERAL	6/19/2013	15,395.39
A3J7H6	MINI0024	MINISTRY OF THE ATTORNEY G	6/18/2013	202.50
A3J7H7	MINI0024	MINISTRY OF THE ATTORNEY G	6/18/2013	505.50
A3J7H8	MINI0024	MINISTRY OF THE ATTORNEY G	6/18/2013	374.50
A9H2U3	INFO0001	INFOSAT TELECOMMUNICATION	6/20/2013	142.12
A9H2U4	UTIL0001	UTILITIES KINGSTON	6/25/2013	116.32
A9H2U5	UTIL0001	UTILITIES KINGSTON	6/20/2013	245.52
A9H2U6	UTIL0001	UTILITIES KINGSTON	6/25/2013	109.87
A9H2U7	UNIO0001	UNION GAS	6/25/2013	68.80
A9H2U9	BELL0001	BELL CANADA	6/25/2013	386.99
A9H2W2	BELL0001	BELL CANADA	6/25/2013	172.25
A9H2W3	BELL0001	BELL CANADA	6/25/2013	203.05
A9H2W4	BELL0001	BELL CANADA	6/20/2013	12.04
A9H2W5	PETR0001	PETRO CANADA	6/28/2013	13,400.97
A9H2W6	CULL0002	CULLIGAN WATER CONDITIONIN	6/20/2013	92.00
A9H2W7	CULL0002	CULLIGAN WATER CONDITIONIN	6/20/2013	117.00
A9H2W8	CULL0002	CULLIGAN WATER CONDITIONIN	6/20/2013	663.76

County of Frontenac
Transaction Register Report
June 11, 2013 - July 5, 2013

Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
A9H2W9	CULL0002	CULLIGAN WATER CONDITIONIN	6/20/2013	73.25
A9H2X2	CULL0002	CULLIGAN WATER CONDITIONIN	6/20/2013	27.25
A9H2X3	CULL0002	CULLIGAN WATER CONDITIONIN	6/20/2013	60.75
A9H2X4	CULL0002	CULLIGAN WATER CONDITIONIN	6/20/2013	8.50
A9H2X5	CULL0002	CULLIGAN WATER CONDITIONIN	6/20/2013	35.75
A9H2X6	RONA0001	RONA HOME & GARDEN	6/25/2013	28.48
A9H2X7	WTCC0001	WTC COMMUNICATIONS	6/20/2013	300.99
A9H2X8	WTCC0001	WTC COMMUNICATIONS	6/20/2013	868.76
A9H2Z8	HYDR0002	HYDRO ONE	6/24/2013	114.34
AR1206	PARA0001	PARAMEDIC ASSOCIATION	6/18/2013	145.00
EFT0002529	4OFF0001	4 OFFICE AUTOMATION LIMITEE	6/24/2013	418.67
EFT0002530	ACCA0001	ACCARA INC.	6/24/2013	1,580.87
EFT0002531	ACKL0001	ACKLANDS GRAINGER INC.	6/24/2013	1,798.26
EFT0002532	AIGC0001	CHARTIS INSURANCE COMPANY	6/24/2013	887.89
EFT0002533	ALEX0001	ALEX MCCOY PLUMBING AND H	6/24/2013	721.73
EFT0002534	ALLA0001	ALLAN CHARTERED ACCOUNTA	6/24/2013	10,158.70
EFT0002535	ALLA0003	ALLAN GRAPHICS	6/24/2013	401.15
EFT0002536	ALLI0002	ALLIED MEDICAL	6/24/2013	856.54
EFT0002537	ANDE0001	KYLE ANDREWS	6/24/2013	1,830.60
EFT0002538	ANGL0001	ANGLIN GROUP LTD.	6/24/2013	2,825.00
EFT0002539	ARSE0001	FRANCINE ARSENAULT	6/24/2013	103.80
EFT0002540	BARD0002	BARDON SUPPLIES LTD	6/24/2013	249.73
EFT0002541	BEEH0001	BEEHLER BROS. ELECTRICAL	6/24/2013	767.28
EFT0002542	BELL0007	BELL CONFERENCING INC.	6/24/2013	195.88
EFT0002543	BENS0001	BENSON TRUCK & TRAILER	6/24/2013	12,002.39
EFT0002544	BLUE0001	BLUE CROSS	6/24/2013	72,377.39
EFT0002545	BOCC0001	LINDE CANADA	6/24/2013	1,490.44
EFT0002546	CADU0001	CADUCEON ENVIRONMENTAL L	6/24/2013	209.91
EFT0002547	CANA0008	CANADIAN TIRE	6/24/2013	295.31
EFT0002548	CANA0016	CANADIAN BEARINGS LTD	6/24/2013	14.81
EFT0002549	CANA0041	CANADIAN LINEN AND UNIFORM	6/24/2013	586.13
EFT0002550	CENT0004	CENTENNIAL ENGRAVERS AND	6/24/2013	101.70
EFT0002551	COLL0001	COLLINS	6/24/2013	831.36
EFT0002552	CRES0001	CRESTLINE COACH LTD.	6/24/2013	257.23
EFT0002553	DALT0001	DALTCO ELECTRIC AND SUPPLY	6/24/2013	18.42
EFT0002554	DESE0001	DESERT LAKE GARDENS	6/24/2013	762.75
EFT0002555	DIGI0002	DIGITAL OFFICE SYSTEMS	6/24/2013	305.47
EFT0002556	DIGI0003	DIGITAL OFFICE	6/24/2013	515.89
EFT0002557	ELEC0001	ELECTRICAL SAFETY AUTHORIT	6/24/2013	436.18
EFT0002558	ESFO0002	E.S.FOX LIMITED	6/24/2013	6,343.85
EFT0002559	ESOL0001	E SOLUTIONS GROUP	6/24/2013	4,584.52
EFT0002560	FAMI0001	K3C COMMUNITY COUNSELLING	6/24/2013	2,633.50
EFT0002561	FRIE0001	FRIENDS OF ARDEN C/O TERRY	6/24/2013	1,900.00
EFT0002562	FUTU0001	CARDINAL HEALTH CANADA INC	6/24/2013	333.83
EFT0002563	GENI0001	GENIVAR CONSULTANTS LIMITE	6/24/2013	3,855.21
EFT0002564	GRAN0003	OFFICE MAX GRAND & TOY LTD	6/24/2013	453.82
EFT0002565	HART0002	HARTINGTON EQUIPMENT	6/24/2013	510.09

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EFT0002566	HICK0001	HICKS MORLEY HAMILTON STE	6/24/2013	3,156.19
EFT0002567	INTE0001	INTEGRATED COMMUNICATION	6/24/2013	211.88
EFT0002568	INTE0003	INTERDEV TECHNOLOGIES INC.	6/24/2013	8,782.34
EFT0002569	KING0009	KINGSTON REGIONAL HOSPITAL	6/24/2013	333.15
EFT0002570	KING0047	KINGSTON INJURY MANAGEME	6/24/2013	768.00
EFT0002571	MAGN0001	AQUALIBRIUM WATER TECHNOI	6/24/2013	437.52
EFT0002572	MAGN0002	MAGNACHARGE	6/24/2013	78.30
EFT0002573	MALR0001	MALROZ	6/24/2013	2,231.75
EFT0002574	MANP0001	MANPOWER	6/24/2013	2,020.65
EFT0002575	MARI0001	MARILYN'S CLEANING SERVICE	6/24/2013	150.00
EFT0002576	MEDI0001	MEDICAL MART	6/24/2013	753.27
EFT0002577	NEOP0001	NEOPOST CANADA	6/24/2013	534.20
EFT0002578	ONTA0007	ONTARIO LAUNDRY SYSTEMS I	6/24/2013	364.66
EFT0002579	PATR0001	PAT ROGERS TOWING SERVICE	6/24/2013	289.28
EFT0002580	PHYS0001	PHYSIO-CONTROL CANADA SAI	6/24/2013	3,106.54
EFT0002581	PURO0001	PUROLATOR COURIER LTD.	6/24/2013	31.57
EFT0002582	QUAL0001	QUALITY LIFE SERVICES INC.	6/24/2013	3,735.71
EFT0002583	RECO0001	METROLAND MEDIA GROUP	6/24/2013	304.76
EFT0002584	RENT0001	RENTOKIL PEST CONTROL CAN.	6/24/2013	318.66
EFT0002585	RIVE0001	RIVETT ARCHITECTURAL HARD	6/24/2013	219.48
EFT0002586	ROWL0002	ROWLAND EMERGENCY VEHICL	6/24/2013	500.54
EFT0002587	SCOT0001	SCOTT INDUSTRIAL SERVICES	6/24/2013	9,118.52
EFT0002588	SERV0001	SERVE PRO - KINGSTON	6/24/2013	1,869.02
EFT0002589	SUNL0001	SUN LIFE ASSURANCE COMPAN	6/24/2013	52,598.04
EFT0002590	TERR0001	TERRY'S PLOWING AND LAWNC	6/24/2013	339.00
EFT0002591	THEF0001	THE FRONTENAC NEWS	6/24/2013	491.54
EFT0002592	THEK0004	THE KINGSTON WHIG STANDAR	6/24/2013	1,629.49
EFT0002593	THOM0005	THOMAS LEMMON & SONS (197	6/24/2013	2,107.45
EFT0002594	THOM0006	THOMPSON ELECTRIC	6/24/2013	364.99
EFT0002595	VERS0001	VERSUS BUSINESS FORMS AND	6/24/2013	403.86
EFT0002596	WECA0001	WE CARE HEALTH SERVICES LF	6/24/2013	70.00
EFT0002597	XPLO0001	XPLORNET COMMUNICATIONS I	6/24/2013	84.73
EFT0002598	KFLA0001	KFL&A HEALTH UNIT	6/24/2013	57,561.00
EFT0002599	DACO0001	KINGSTOWN INVESTMENTS INC	7/1/2013	4,551.08
EFT0002600	GEMM0001	GEMMILL,DAVE	7/1/2013	2,636.66
EFT0002601	HOTE0001	HOTEL DIEU HOSPITAL	7/1/2013	2,497.06
EFT0002602	QUIN0002	QUINTE CRANE RENTALS INCOF	7/1/2013	4,859.00
EFT0002603	4OFF0001	4 OFFICE AUTOMATION LIMITED	6/28/2013	1,548.92
EFT0002604	ACKL0001	ACKLANDS GRAINGER INC.	6/28/2013	97.23
EFT0002605	AIRL0001	AIR LIQUIDE CANADA INC.	6/28/2013	25.22
EFT0002607	ALLI0002	ALLIED MEDICAL	6/28/2013	6,086.18
EFT0002608	ANDE0001	KYLE ANDREWS	6/28/2013	926.60
EFT0002609	BARD0002	BARDON SUPPLIES LTD	6/28/2013	4.62
EFT0002610	BEEH0001	BEEHLER BROS. ELECTRICAL	6/28/2013	251.99
EFT0002611	BENS0001	BENSON TRUCK & TRAILER	6/28/2013	32,493.68
EFT0002612	BENS0002	BENSON COMMERCIAL TIRE	6/28/2013	3,667.84
EFT0002613	BLUE0001	BLUE CROSS	6/28/2013	72,712.90

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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0002614	BOCC0001	LINDE CANADA	6/28/2013	2,840.52
EFT0002615	CADU0001	CADUCEON ENVIRONMENTAL L	6/28/2013	104.95
EFT0002616	CANA0008	CANADIAN TIRE	6/28/2013	487.54
EFT0002617	CANA0037	WASTE MANAGEMENT	6/28/2013	2,965.67
EFT0002618	CANA0041	CANADIAN LINEN AND UNIFORM	6/28/2013	678.22
EFT0002619	COLL0001	COLLINS	6/28/2013	423.50
EFT0002620	CRES0001	CRESTLINE COACH LTD.	6/28/2013	2,559.69
EFT0002621	DIGI0002	DIGITAL OFFICE SYSTEMS	6/28/2013	662.18
EFT0002622	DIGI0003	DIGITAL OFFICE	6/28/2013	632.79
EFT0002623	ECOL0001	ECOLAB	6/28/2013	540.51
EFT0002624	ELEC0001	ELECTRICAL SAFETY AUTHORIT	6/28/2013	205.38
EFT0002625	FAMI0001	K3C COMMUNITY COUNSELLING	6/28/2013	2,633.50
EFT0002626	FERN0001	FERNO	6/28/2013	500.50
EFT0002627	FUTU0001	CARDINAL HEALTH CANADA INC	6/28/2013	1,479.17
EFT0002628	GEOR0001	GEORGE COUREY INC	6/28/2013	478.09
EFT0002629	HOTE0002	HOME CARDIOGRAPIC INC	6/28/2013	30.00
EFT0002630	JAYN0001	JAYNES PLUMBING & HEATING	6/28/2013	387.03
EFT0002631	KING0005	KINGSTON GENERAL HOSPITAL	6/28/2013	23,606.84
EFT0002632	KING0009	KINGSTON REGIONAL HOSPITAL	6/28/2013	954.43
EFT0002633	KING0012	KINGSTON FRONTENAC PUBLIC	6/28/2013	66,156.95
EFT0002634	KING0014	KINGSTON AND AMHERST TAXI	6/28/2013	43.55
EFT0002635	KING0019	KINGSTON ACCESS BUS	6/28/2013	42.50
EFT0002636	LEVA0002	LEVAC PROPANE INC.	6/28/2013	256.24
EFT0002637	LEVA0005	LEVAC PROPANE - BASE 4	6/28/2013	2.61
EFT0002638	LEVI0001	LEVITT SAFETY	6/28/2013	19,010.51
EFT0002639	MALR0001	MALROZ	6/28/2013	5,842.10
EFT0002640	MANP0001	MANPOWER	6/28/2013	2,278.94
EFT0002641	MDSL0001	LIFELABS LP	6/28/2013	30.00
EFT0002642	MOTI0001	MOTION SPECIALTIES	6/28/2013	39.55
EFT0002643	PATR0001	PAT ROGERS TOWING SERVICE	6/28/2013	339.00
EFT0002644	QUAL0001	QUALITY LIFE SERVICES INC.	6/28/2013	1,333.39
EFT0002645	RECO0001	METROLAND MEDIA GROUP	6/28/2013	1,515.51
EFT0002646	RENT0001	RENTOKIL PEST CONTROL CAN	6/28/2013	318.66
EFT0002647	RNAW0001	WIRELESS RNA TECHNOLOGY I	6/28/2013	9,192.55
EFT0002648	ROWL0002	ROWLAND EMERGENCY VEHICL	6/28/2013	790.88
EFT0002649	SHOP0002	SHOPPERS DRUG MART	6/28/2013	3,642.09
EFT0002650	SILV0003	SILVERT'S STORE	6/28/2013	47.38
EFT0002651	SUNM0001	SUN MEDIA CORPORATION	6/28/2013	546.92
EFT0002652	SWIS0001	SWISH MAINTENANCE LTD	6/28/2013	1,028.17
EFT0002653	THOM0006	THOMPSON ELECTRIC	6/28/2013	2,381.48
EFT0002654	TRIM0001	TRIM-LINE OF SOUTH EASTERN	6/28/2013	141.25
EFT0002655	VERS0001	VERSUS BUSINESS FORMS AND	6/28/2013	1,890.40
EFT0002656	WECA0001	WE CARE HEALTH SERVICES LF	6/28/2013	755.00
EFT0002657	WEST0002	WESTBURNE/RUDDY ELECTRIC	6/28/2013	4.13
EFT0002658	WORD0001	REBECCA WORDEN	6/28/2013	630.00
EFT0002659	TERR0001	TERRY'S PLOWING AND LAWNC	6/28/2013	395.50
EFT0002660	THEK0004	SUN MEDIA CORPORATION	6/28/2013	1,331.16

**County of Frontenac
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Cheque/Transaction/ Confirmation Number	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0002661	TOWN0004	TOWNSHIP OF SOUTH FRONTEI	6/28/2013	121.59
HQ305	TDVI0022	TD VISA (3253) JENNIFER DAWS	6/19/2013	166.03
IQ300	TDVI0005	TD VISA (6065) PAUL CHARBON	6/20/2013	1,347.18
IQ302	TDVI0009	TD VISA (6057) JULIE SHILLINGT	6/20/2013	180.00
IQ305	TDVI0002	TD VISA (6040) MARIAN VABRUI	6/20/2013	2,134.32
IQ362	TDVI0013	VISA (1891) CHRIS MCBAIN	6/20/2013	53.52
IQ364	TDVI0021	TD VISA (3170) JOE GALLIVAN	6/20/2013	28.25
IQ371	TDVI0023	TD VISA (3238) MARY LAKE	6/20/2013	70.20
IQ373	TDVI0024	TD VISA (3154) DAVID MILLARD	6/20/2013	1,226.08
IQ390	TDVI0003	TD VISA - ROB WRIGHT (6149)	6/20/2013	148.48
IQ405	TDVI0007	TD VISA (6198) GALE CHEVALIEF	6/20/2013	771.27
IQ412	TDVI0012	TD VISA (6032) ELIZABETH SAVII	6/20/2013	178.54
J7J8H8	WORK0002	WORKPLACE SAFETY AND INSU	6/26/2013	70,693.27
J7J9Y6	HYDR0001	HYDRO ONE	6/26/2013	285.40
J7J9Z2	BELL0002	BELL MOBILITY	6/26/2013	2,765.94
U5U2U3	BELL0001	BELL CANADA	6/14/2013	121.24
Y7K5X6	BELL0001	BELL CANADA	6/19/2013	774.03
Y7K5X7	BELL0001	BELL CANADA	6/19/2013	411.22
Y7K5X8	BELL0001	BELL CANADA	6/17/2013	169.90
Y7K5X9	BELL0001	BELL CANADA	6/24/2013	189.85
Y7K5Y2	UNIO0002	RELIANCE HOME COMFORT	6/13/2013	20.23
Y7K5Y3	TELU0001	TELUS MOBILITY	6/18/2013	109.78
Y7K5Y4	STAR0001	SHAW DIRECT	6/17/2013	280.93
Y7K5Y5	NORT0004	NORTH FRONTENAC TELEPHON	6/19/2013	314.30
Y7K5Y6	KING0008	KINGSTON ONLINE SERVICES	6/13/2013	98.25
Y7K6J9	HYDR0001	HYDRO ONE	6/13/2013	602.58
Y7K6K2	HYDR0001	HYDRO ONE	6/13/2013	336.15
Total Transactions: 264			Total Amount of Transactions:	1,724,670.26
Void Transactions: EFT0002606				

BY-LAW NO. 2013-0028

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to appoint a municipal auditor

WHEREAS Subsection (1) of Section 296 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality shall appoint an auditor licensed under the *Public Accounting Act*, who is responsible for,

- (a) annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and
- (b) performing duties required by the municipality or local board.

AND WHEREAS Subsection (3) of Section 296 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended provides that an auditor of a municipality shall not be appointed for a term exceeding five years;

AND WHEREAS By-law 2011-0024 appointed Allan Chartered Accountant Professional Corporation appointed as the municipal auditor to provide auditing services for the fiscal year 2011, with the option of renewal for the years 2012 to 2015:

NOW THEREFORE the Council of The Corporation of the County of Frontenac hereby enacts as follows:

1. THAT Allan Chartered Accountant Professional Corporation be hereby appointed as the municipal auditor to provide auditing services for the fiscal years 2013-2015.
2. THAT all by-laws contrary to or inconsistent with the provisions of this by-law are hereby repealed.
3. This by-law shall come into force and take effect on its passing thereof.

Read a First and Second Time this 17th day of July, 2013.

Read a Third Time and Finally Passed, Signed and Sealed this 17th day of July, 2013.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

By-Law No. 2013-0028 – To Appoint a Municipal Auditor
July 17, 2013

BY-LAW NO. 2013-0029

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

Being a by-law to amend By-law No. 2013-0017 (being a by-law to adopt the estimates for the sums required during the year 2013 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac)

WHEREAS on May 2, 2013, the Council of the County of Frontenac adopted By-law No. 2013-0017, being a by-law to adopt the estimates for the sums required during the year 2013 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac;

AND WHEREAS at the regular meeting of County Council held on July 17, 2013, Council adopted Resolutions No. ___-13 and No. ___-13 as follows resulting in an amendment to the 2013 County Budget:

BE IT RESOLVED THAT Council undertake a Strategic Planning Session, driven and managed by Council, which would incorporate input from the Townships and the public, concurrent with the Service Delivery and Organization Review.

BE IT RESOLVED THAT Council authorize a contract for a support position to complete the Capital Asset Management Plan.

NOW THEREFORE, the Council of The Corporation of the County of Frontenac deems it expedient to enact the following amendment to the 2013 County of Frontenac budget as follows:

1. THAT a transfer from reserves be included in the 2013 budget as follows:

Expenditures:

- | | |
|--|----------|
| 1. Contract to complete the
Capital Asset Management Plan | \$25,000 |
| 2. Strategic Planning Session | \$25,000 |

Revenue:

- | | |
|---|----------|
| Transfer from the Frontenac Working Funds Reserve | \$50,000 |
|---|----------|

2. 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 17th day of July, 2013.

Read a Third Time and Finally Passed, Signed and Sealed this 17th day of July, 2013.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2013-0030

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on July 17, 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 July 17, 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 July 17, 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 July 17, 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 17th day of July, 2013.

Read a Third Time and Finally Passed, Signed and Sealed this 17th day of July, 2013.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk